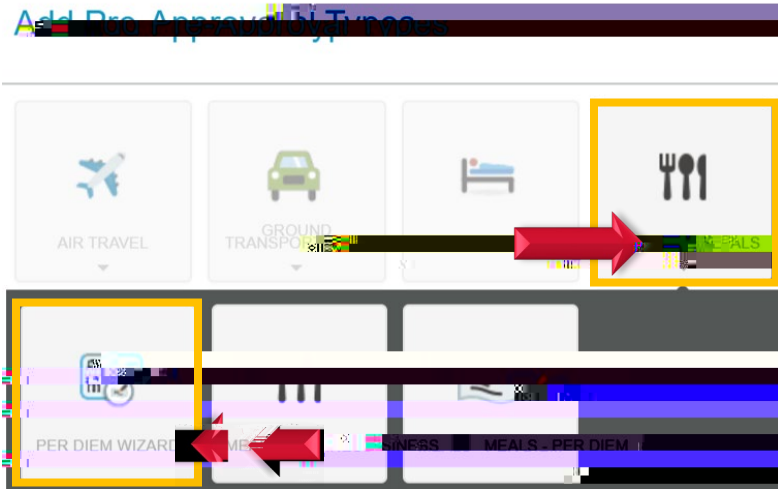


## Using the Per Diem Wizard

Click the **Meals** tile, and then click the **Per Diem Wizard** sub-tile.

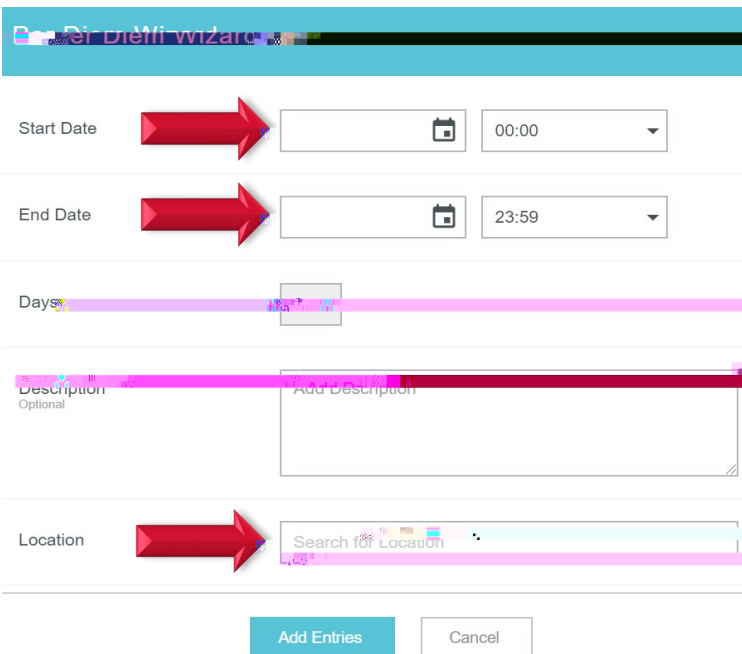
- Note: The Per Diem Wizard tile should be used when an employee is traveling alone and when an employee is traveling with students, but the students are not receiving Per Diem.



The Per Diem Wizard window below will open. Enter the **Start Date** and **End Date**. Do **NOT** edit travel times – leave them as is.

Enter the destination in the **Location** field using the city name and state (domestic) or the city and country (international). Do **NOT** use punctuation (e.g., commas).

- Example: Nashville Tennessee
- Example: London United Kingdom



The screenshot shows the 'Per Diem Wizard' form. It includes the following fields and controls:

- Start Date:** A date picker field with a red arrow pointing to it. The time is set to 00:00.
- End Date:** A date picker field with a red arrow pointing to it. The time is set to 23:59.
- Days:** A dropdown menu for selecting days of the week.
- Description:** A text area labeled 'Optional' with the placeholder text 'Add Description'.
- Location:** A search field with the placeholder text 'Search for Location' and a red arrow pointing to it.

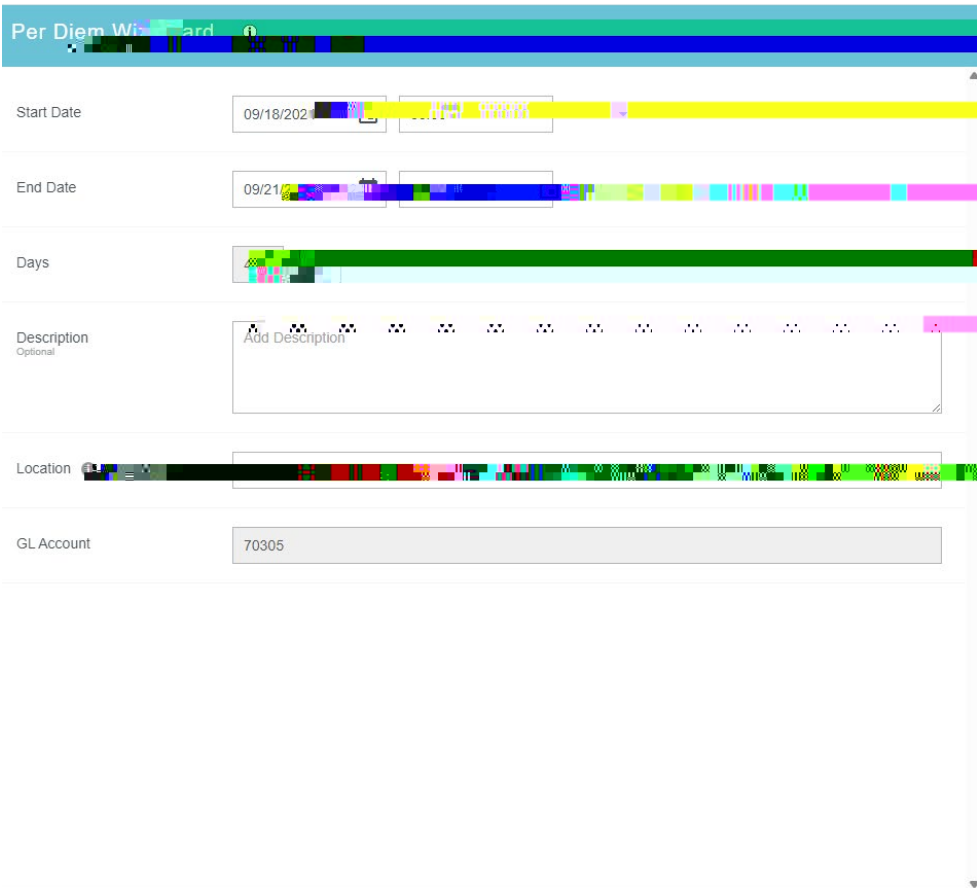
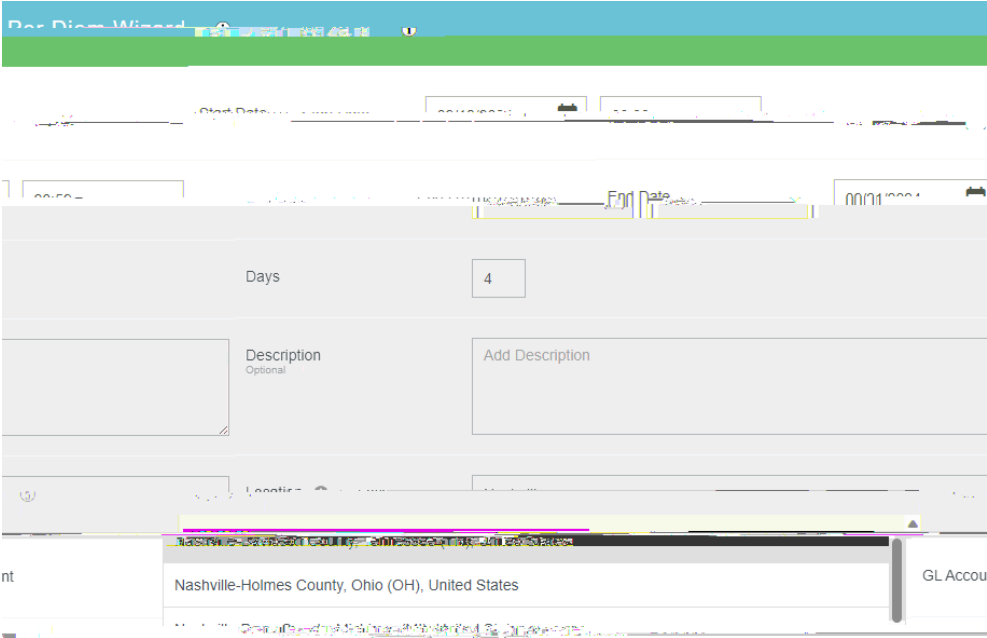
At the bottom of the form are two buttons: 'Add Entries' (in a blue box) and 'Cancel' (in a white box with a grey border).



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Click **Add Entries** at the bottom of the page.

- Note: Make sure the selection you chose includes the city, county, state, and country (domestic) or the city and country (international).



Add Entries



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A list of the dates and the Per Diem amounts will appear on the right side of the screen. Review it to ensure that the correct city/state (domestic) or city/country (international) is selected.

Click **Add to Report**.

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