

#### Meals (Per Diem) Expense Type

This expense type has three surfosaic tiles, which include: Per Diem Wizard, Meals -e204.26

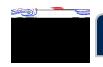


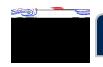
If Per Diem was added on the PApproval, then it will appear in date order in the expense line items on the Expense Report.

The first day of Per Diem will need to be edited to include the trip Start Date's time. The last day of Per Diem will need to be edited to include the trip End Date's time.

If Per Diem was added on the PApproval, then skip to the Editing Per Diesection below.

If Per Diem was not estimated on the Papproval and needs to be added to the Expense Report, **the** the Meals mosaic tile and then cl (e)-2 (m)-1z.7 Td1 (f P)2 D1()]TJ 0.001 Tc -0.002 T[5 (P-2.1 (e)-1 (D)1 (il)







A more detailed Per Diem box will open.

Find the Deductibes