

Job Aid: Daily Meal Per Diem Reduction

Daily Meal Per Diem Reduction

This aid will go over the **Daily Meal Per Diem Reduction** expense type.

Daily Meal Per Diem Reduction

1. Add **Daily Meal Per Diem** as an expense on the request/expense report

EXPECTED EXPENSES

<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Allocate"/>					
<input type="checkbox"/>	Expense type ↑↓	Details ↑↓	Date ≡	Amount ↑↓	Requested ↑↓
<input type="checkbox"/>	Daily Meal Per Diem	San Diego, California	09/24/2022	\$259.00	\$259.00
					\$259.00

2. If you need to reduce the amount for your per diem by a specific amount you can add the **Daily Meal Per Diem Reduction** expense as a negative number

Business Travel Start Date *	09/21/2022	Business Travel End Date *	09/24/2022
Trip Type *	3. Out-of-State	Trip Purpose *	Conference Attendee
Traveler Type *	Staff	Amount * ?	-50

3. You can now see that the meal per diem amount has been deducted by \$50

EXPECTED EXPENSES

<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Allocate"/>					
<input type="checkbox"/>	Expense type ↑↓	Details ↑↓	Date ≡	Amount ↑↓	Requested ↑↓
<input type="checkbox"/>	Daily Meal Per Diem	San Diego, California	09/24/2022	\$259.00	\$259.00
<input type="checkbox"/>	Daily Meal Per Diem Reduction		09/24/2022	(\$50.00)	(\$50.00)
					\$209.00