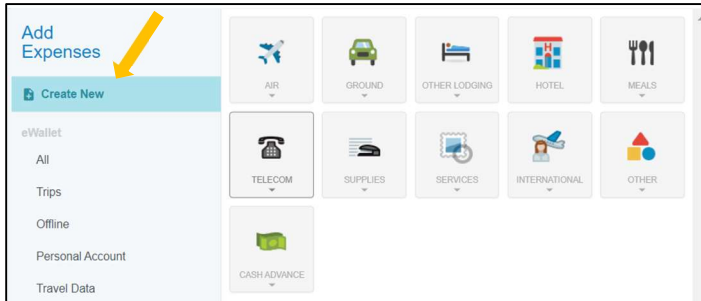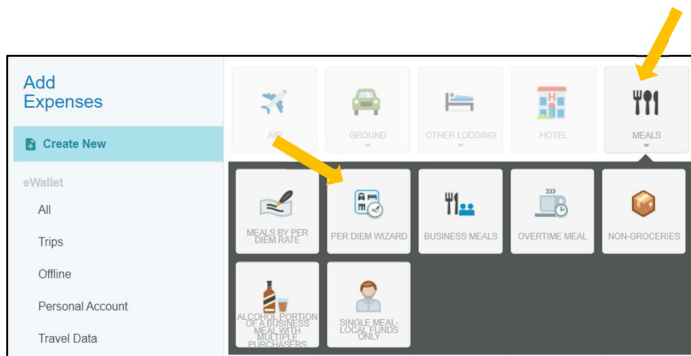# CHROME RIVER QUICK GUIDE- CREATING A PER DIEM EXPENSE

1. From the Add Expenses window in the applicable Expense Report, Select **Create New** to access the expense tile.

2. In the expense tiles, Select **Meals** and then Select **Per Diem Wizard**.

3. Complete the Per Diem Wizard form on the left with the following information:

- **Check-In Date (Start Date of Travel) –** Enter the first date of travel that you are claiming per diem.
- **Check-Out Date (End Date of Travel) –** Enter the last date of travel that you are claiming per diem.
- **Days –** This will calculate automatically based on the dates entered above.
- **Business Purpose –** Enter a specific, business purpose for the meals expense. You can reenter the business purpose used on the Header Page.
- **Description (Optional) –** This is an optional field where you can explain any additional details that may be required for abnormal situations or to provide additional explanations or justifications.
- **Location –** Enter the location in which you will be claiming per diem (Per Diem is based on where you spent the night.)
- **Attendees –** Leave blank or input a "1" if this is just per diem for the expense owner.
- **Allocation (Index) –** Choose the department index in which this expense will be charged.

4. The system will create an entry for each day, displayed on the right side of the screen.

5. Clicking the arrow next to each entry will open up the **Deductibles** section. Per the university's Travel Policy, travelers may claim per diem only for meals that were not provided during travel. If a meal is provided or included in a conference, paid for by another colleague, or part of a business meal, the full per diem amount should not be claimed. To reduce a daily per diem, select the appropriate date and click the checkbox to indicate to indicate any meals that should not be reimbursed. When meals are marked in the Deductibles section, the system will automatically reduce the daily per diem to the appropriate amount per the university's Travel Policy. The travel days are automatically selected for the first and last days of travel.

6. After making any appropriate deductions, click Add to Report in the bottom right corner.

7. Your report will now have a line item for each day of per diem listed on the report summary.