

July 23, 2014

Issue 6

Entering an estimate for Fixed meals (per diem) on the Request:

You must have an overnight stay to be reimbursed for meals. Choose the “Fixed meals” expense type. Enter a total estimate for all meals using the first day of the trip. Per diem rates in the United States are \$46, \$51, \$56, \$61, \$66 or \$71 depending on location. YSU will reimburse up to 75% of the federal per diem for meals on the first and last day and 100% of the federal per diem meals for the days in between. You must exclude any meals that are provided for as part of your travel such as breakfast provided by the hotel or meals at a conference.

Claiming Fixed meal expense on the Expense Report:

Once your trip is complete, you will begin the Expense Report by clicking on the icon with the green arrow next to the approved Request. You will complete the Expense Report header information. You will click next to go to the itinerary screen. You must complete the “to and from locations” dates, and times and save. Then complete the return leg of your journey and save. Click next to see your complete itinerary. Click next and you will see the screen with the system calculated per diem meals. Click off any meals that you will not be reimbursed for. Click the “Update Expenses” button at the bottom to add to your Expense Report.

Travel Allowances For Report: sample

Create New Itinerary Available Itineraries **Expenses & Adjustments** Reimbursable Allowances Summary

Show dates from [] to [] Go

| Exclude All <input type="checkbox"/> | Date/Location ^ | Breakfast Provided | Lunch Provided | Dinner Provided | Allowance |
|--|-----------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-----------|
| <input type="checkbox"/> | 05/01/2014 Arlington, Virginia | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | \$35.25 |
| <input type="checkbox"/> | 05/02/2014 Arlington, Virginia | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$59.00 |
| <input type="checkbox"/> | 05/03/2014 Arlington, Virginia | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$71.00 |
| <input type="checkbox"/> | 05/04/2014 Arlington, Virginia | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | \$35.00 |
| <input type="checkbox"/> | 05/05/2014 Arlington, Virginia | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$53.25 |

Update Expenses Cancel