

## Create Per Diem Expense (Travel)

### Create Per Diem Expense

1. Select the Meals tile



2. Select the Multiple Day Per Diem tile



3. Complete the expense tile form

A screenshot of the expense tile form. The form contains several input fields and dropdown menus. The 'Departure Date/Time' field is set to '05/01/2019' at '07:00'. The 'End Date/Time' field is set to '05/03/2019' at '17:30'. The 'Days' field is set to '3'. The 'Business Purpose' field contains the text 'To learn new techniques on generating spirit on camp'. The 'Description' field is empty. The 'FY' field is set to 'Optional'. The 'GL Account' field is set to '2581'. The 'Funding' field is empty. At the bottom of the form, there are two buttons: 'Add Entries' and 'Cancel'.

- **Departure Date/Time:** Click the calendar icon to select the date which represents the actual departure date for this travel event. Select the actual departure time from the drop down list provided.
- **End Date/Time:** Click the calendar icon to select the date which represents the actual return date for this travel event. Select the actual return tE6

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- **Location:** Select the City-County, State, Country of the Hotel.
  - **Add Banner Activity and/or Location:** Select this check box if you would like to add a Banner Activity and/or Location code.
    - **Activity:** Click the drop-down box and select the appropriate value from the list.
    - **Location:** Click the drop-down box and select the appropriate value from the list.
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