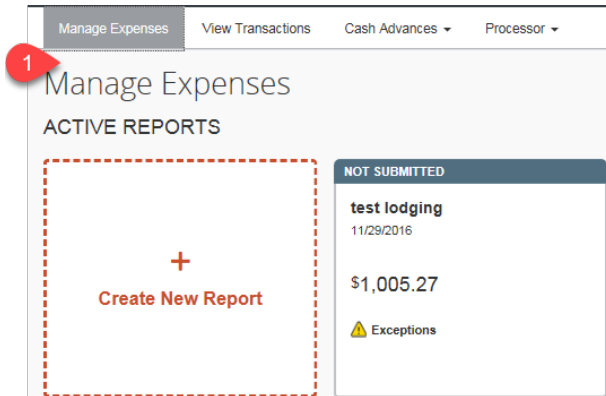


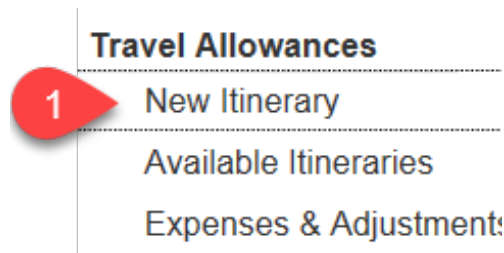
## 1. Start a Report

Start a new expense report or open an existing report. **Manage Expense** page will show your active reports for the last 90 days.



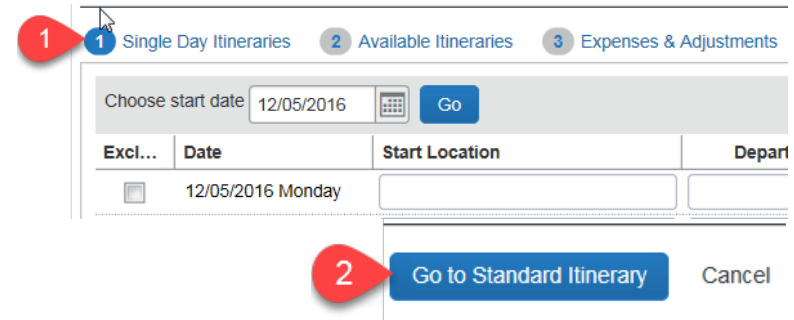
## 2. Add Travel Itinerary (Per Diem)

The travel allowance itinerary allows you to specify the locations and dates/times of your travel. Select **New Itinerary** under the **Details** menu.



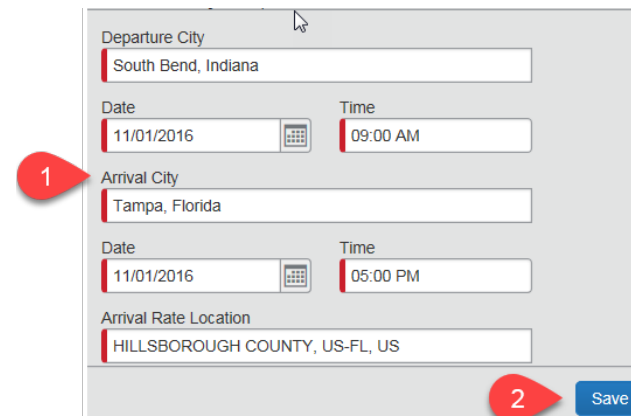
## 3. Select Standard Itinerary

Select **Standard** Itinerary in the lower right corner of the dialog box if you are on **Single Day** Itinerary.



## 4. Add Itinerary Stops

Under the New Itinerary Stop section, enter the **Departure From; Date; Time; Arrive in; Date; Time**. Click **Save**. *You will see the first stop added to the left pane. You can now enter your return stop.*



## 5. Second Itinerary Stop

Enter the return trip details by filling in the **required fields**. Click **Save** in the lower right when complete.

## 6. Completed Itinerary

You will see your completed itinerary on the **left side** of the dialog box. You should have at least two stops. Click **Expenses & Adjustments tab** to view your daily rate.

	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	South Bend, Indiana 11/01/2016 09:00 AM	Tampa, Florida 11/01/2016 05:00 PM	HILLSBOROUGH COUNTY, US-FL, US
<input type="checkbox"/>	Tampa, Florida 11/04/2016 09:00 AM	South Bend, Indiana 11/04/2016 05:00 PM	ST. JOSEPH COUNTY, US-IN, US

## 7. Daily Per Diem Rate

The **daily per diem rate** is visible under allowances. Travelers are given **75% of the daily rate** for departure and return days. You can **exclude** meals or entire days if needed. To add the allowances to your report, click **Create Expenses** in the lower right corner of the dialog box.

Exclude	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	11/01/2016 Tampa, Florida	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$40.50
<input type="checkbox"/>	11/02/2016 Tampa, Florida	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$54.00
<input type="checkbox"/>	11/03/2016 Tampa, Florida	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$54.00
<input type="checkbox"/>	11/04/2016 Tampa, Florida	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$40.50

## 8. Adding Allowances to the Report

Your Per Diem rates are added to your expense report.

	Date	Expense Type	Amount	Requested
<input type="checkbox"/>	11/04/2016	Per Diem Tampa, Florida	\$40.50	\$40.50
<input type="checkbox"/>	11/03/2016	Per Diem Tampa, Florida	\$54.00	\$54.00
<input type="checkbox"/>	11/02/2016	Per Diem Tampa, Florida	\$54.00	\$54.00
<input type="checkbox"/>	11/01/2016	Per Diem Tampa, Florida	\$40.50	\$40.50