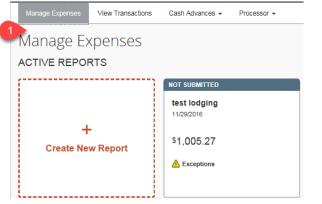
# Travel Itinerary/Per Diem Reference Guide

### 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.

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1 Single	Day Itineraries	<b>2</b> A	vailable Itineraries	3 Expenses &	Adjustments
Choose	start date 12/0	5/2016	Go		
Excl	Date		Start Location		Depart
	12/05/2016 M	onday			
		2	Go to Stand	dard Itinerary	Cancel

### 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.

		b		
	Departure City			
	South Bend, Indiana			
	Date	Time		
	11/01/2016	09:00 AM		
1	Arrival City			
	Tampa, Florida			
	Date	Time		
	11/01/2016	05:00 PM		
	Arrival Rate Location			
	HILLSBOROUGH COUNT	Y, US-FL, US		
			2	Save

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### 5. Second Itinerary Stop

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

Departure City		,
Tampa, Florida		
Date	Time	
11/04/2016	09:00 AM	
Arrival City		
South Bend, Indiana		
Date	Time	
11/04/2016	05:00 PM	
Arrival Rate Location		
ST. JOSEPH COUNTY, U	JS-IN, US	1
	2	Save

#### 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.

Edit Itinera	Available Itinerarie	es Expenses & Adjustments	2
tinerary l	nfo		
Itinerary Na	me		
test			
Add Stop	Delete Rows	Import Itinerary	
· · · ·	Delete Rows	Import Itinerary Arrival City	Arrival Rate Location
Dej Sou			Arrival Rate Location HILLSBOROUGH COUNTY

### 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   All	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
	11/01/2016 Tampa, Florida	3	3	3	2 \$40.50
	11/02/2016 Tampa, Florida	5	8	8	\$54.00
	11/03/2016 Tampa, Florida		23	12	\$54.00
23	11/04/2016 Tampa, Florida	8	23	E	\$40.50

#### 8. Adding Allowances to the Report

Your Per Diem rates are added to your expense report.

Expenses					
	Date 🗸	Expense Type	Amount	Requested	
Add	ling New Exper	ise			
	11/04/2016	<b>Per Diem</b> Tampa, Florida	\$40.50	\$40.50	
	11/03/2016	<b>Per Diem</b> Tampa, Florida	\$54.00	\$54.00	
	11/02/2016	<b>Per Diem</b> Tampa, Florida	\$54.00	\$54.00	
	11/01/2016	Per Diem Tampa, Florida	\$40.50	\$40.50	

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