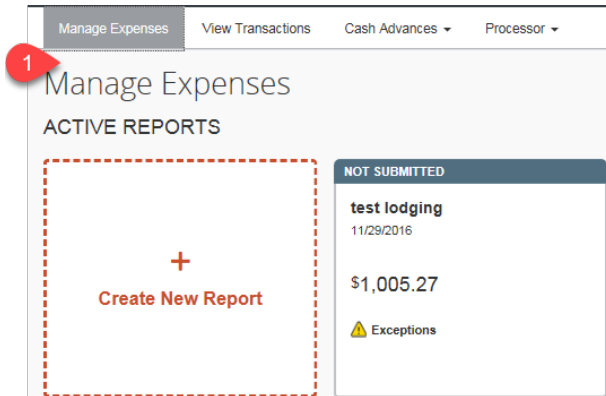# Travel Itinerary/Per Diem Reference Guide

*travel*ND

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.
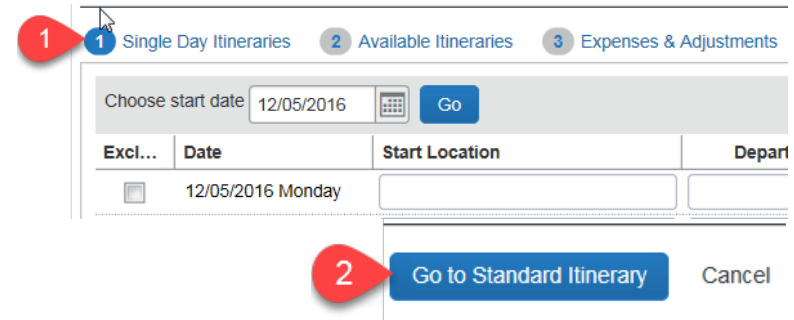

2. Add Travel Itinerary (Per Diem)

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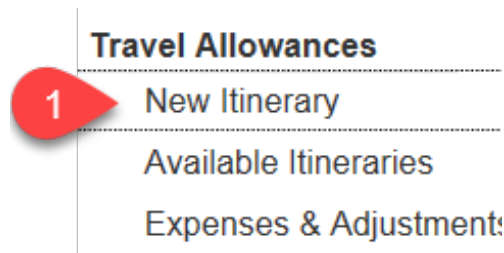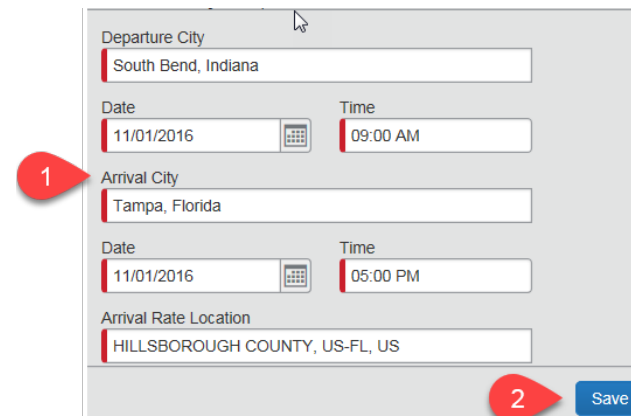

3. Select Standard Itinerary

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.

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.

8. Adding Allowances to the Report

Your Per Diem rates are added to your expense report.