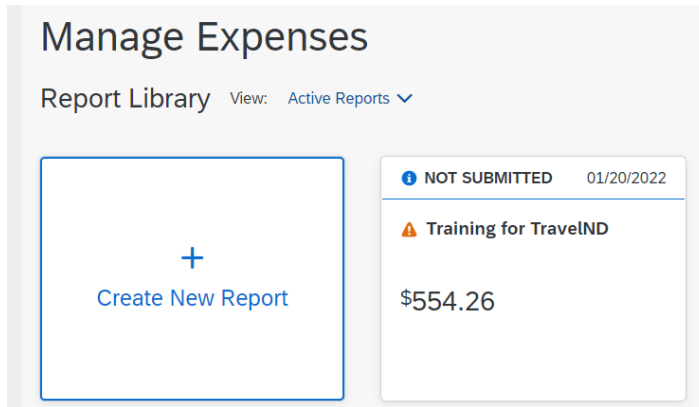


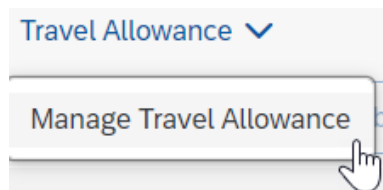
1. Start a Report

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



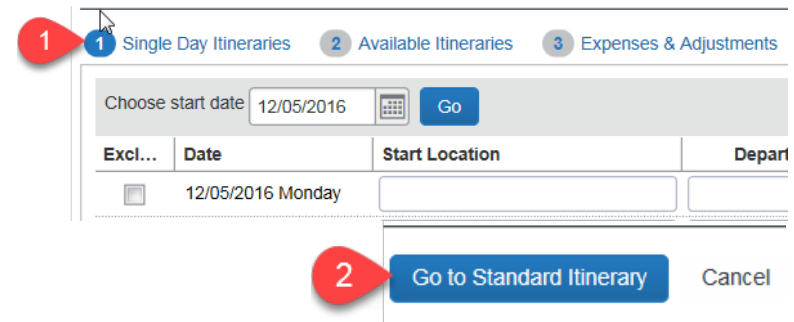
2. Add Travel Allowance (Per Diem)

The travel allowance itinerary allows you to specify the locations and dates/times of your travel. Select **Manage Travel Allowance** under the **Travel Allowance** menu.



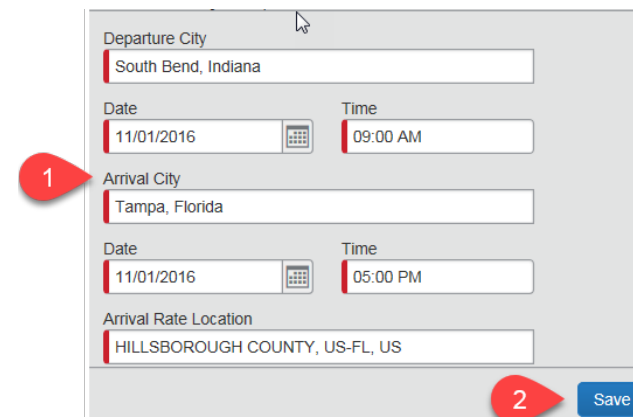
3. Select Standard Itinerary

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

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