

CREATING AN ITINERARY FOR PER DIEM ALLOWANCES

To claim per diems for meal expenses, a trip itinerary must be filled out as a foundation for the daily per diem calculation.

A pop-up window will appear. You can begin entering your itinerary info.

1. Enter your **Departure city**.
2. Enter the **Date** you departed (in MM/DD/YYYY format). You can do this easily using the calendar icon beside the date field.
3. Enter the **Time** you departed (e.g. 7 a.m., 10:26 p.m.).
4. Enter the **Arrival city**.
5. Enter the **Date** you arrived.
6. Enter the **Time** you arrived.

Allowances For Report: Las Vegas May17 - May21

Create New Itinerary | Available Itineraries | Expenses & Adjustments

Itinerary Info

Itinerary Name
Las Vegas May17 - May21

Add Stop | Delete Rows

| <input type="checkbox"/> | Departure City | Arrival City | Arrival Rate Location |
|--------------------------|----------------|--------------|-----------------------|
| No Itinerary Rows Found | | | |

New Itinerary Stop

Departure City
Ottawa, Ontario

Date
2019-05-17

Time
8:00

Arrival City
Newark, New Jersey

Date
2019-05-17

Time
9:48

Save

Go to Single Day Itineraries | Next >>

Note: You must enter the itinerary details for all stops on the way to the final destination. A new Itinerary Info page will open every time you click **Save**.

Example: A flight from Ottawa to Las Vegas has a two-hour layover in Newark.

1. Enter the flight info for Ottawa to Newark.
2. Click **Save**. Notice the details have moved to the left side of the screen.

Travel Allowances For Report: Las Vegas May17 - May21

Edit Itinerary Available Itineraries Expenses & Adjustments

Itinerary Info

Itinerary Name
Las Vegas May17 - May21

Add Stop Delete Rows

| | Departure City | Arrival City | Arrival Rate Location |
|--------------------------|------------------------------------|---------------------------------------|-----------------------|
| <input type="checkbox"/> | Ottawa, Ontario 2019-05-17 8:00 | Newark, New Jersey 2019-05-17 9:48 | UNITED STATES |

New Itinerary Stop

Departure City
Newark, New Jersey

Date Time

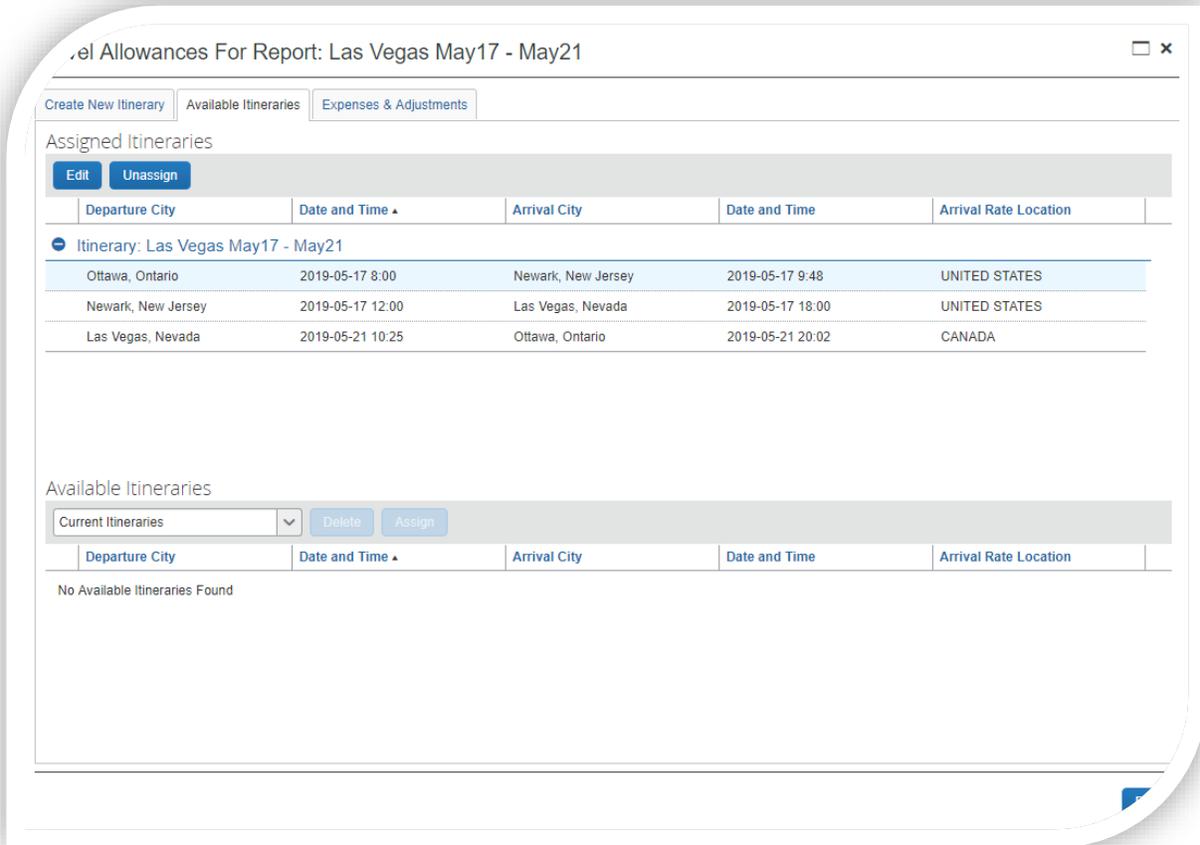
Arrival City

Date Time

Save

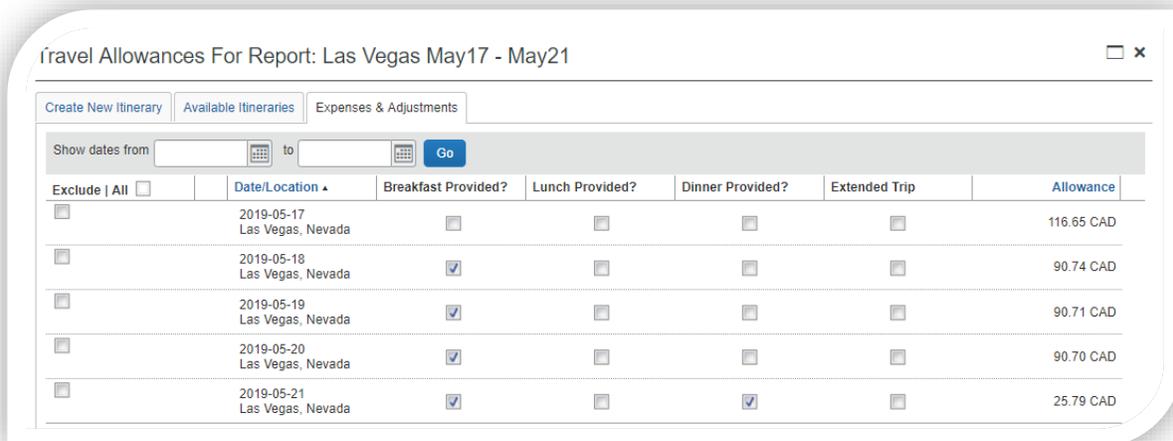
Go to Single Day Itineraries Next >> Previous <<

3. Another itinerary window will open with the **Depart from (city)** already filled in with Newark.
4. Fill in the itinerary details for Newark to Las Vegas.
5. Click **Save**.
6. Enter your return trip details the same way you entered the departure details, including all stops to your final destination.
7. Click **Save**. The details will move to the left side of the screen.
8. When you entered all your itinerary details, click **Next**.



Note: The itinerary you just created is at the top of the pop-up window. Other available itineraries are listed below. Click **Done**.

- As shown in the screenshot below, check the box of every meal that is provided during your trip or that you do not wish to claim.



- When you are done, click **Create Expenses**.

CONSULTING YOUR REIMBURSABLE ALLOWANCES SUMMARY

You can view your daily per diem allowances at any time from the Expense Report page:

- Click on **Details > Expenses & Adjustments**.
- The **Travel Allowances** window will open.
- Notice the **Allowance** column. This shows your maximum reimbursable amount. This amount will automatically be adjusted depending on the meals you choose to claim.

Note: The allowance includes the daily amount of \$17.30 for incidentals.