



Contact: rftravel@rfsuny.org

Per Diem is the allowance for lodging (excluding taxes), meals and incidental expenses. Follow this procedure to enter per diem expenses on your expense report using iExpense.

Update Expense Report: Cash and Other Expenses

1

Save

Receipt-Based Expenses [222.76]

Per Diem Expenses [0.00]

Mileage Expenses [42.00]

Per Diem Expenses

TIP Enter one expense line for each travel destination. To enter additional information including deductions information, click Details.

TIP Date Example: 26-JAN-2011.

Select Expense Lines: Duplicate Remove

Select All | Select None

Select	Line	Start Date	Start Time	End Date	End Time	Expense Type	Destination	Justification
<input type="checkbox"/>	1	<input type="text"/>	<input type="text"/> 00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	2	<input type="text"/>	<input type="text"/> 00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	3	<input type="text"/>	<input type="text"/> 00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	4	<input type="text"/>	<input type="text"/> 00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	5	<input type="text"/>	<input type="text"/> 00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add More Lines

1	From the <i>Create an Expense Report: Cash and Other Expenses</i> page, click on the Per Diem Expenses tab
2	Use the Calendar icons to enter the <i>Start Date</i> and <i>End Date</i> of your travel. Note: Oracle applications use the date format DD-MMM-YYYY, for example 26-JAN-2011.
3	The <i>Start Time</i> and <i>End Times</i> are important in determining the number of meals for which you are reimbursed. Choose a minute value to the closest 5-minute interval to the actual time. Note: The appearance of the hour drop-down menu depends of whether your time format is set to a 24- or 12-hour clock



Expenses

Save Cancel Back Step 2 of 4 Next

Per Diem Expenses [0.00] Mileage Expenses [42.00]

For more information, click Details.

End Date	End Time	Expense Type	Destination	Justification	Reimbursable Amount (USD)	Details
15-Nov-2010	12:00	<input type="text"/>	<input type="text"/>	<input type="text"/>		
		Per Diem Meal Rates-Method 2				
		PerDiem Lodging&Meals-Method 1				
Calculate Total					0.00	

1	Use the drop-down arrow icons to choose the appropriate Expense Type. Method 1: Unreceipted Lodging Method 2: Receipted Lodging
2	<i>Destination</i> field = county in which the expense occurred. If you know the destination county, you can enter the county name here and use the Flashlight icon to get the exact county name and state combination. This will open the <i>Search and Select: County Lookup</i> window, where you can enter your search criteria, select <i>Go</i> , and choose the appropriate result from the list of results Note: Per diem rates vary by county/state
3	Optionally, you may type in the <i>Justification</i> field the reason for the per diem expenses. Example: Meals not provided by the conference Note: You can also complete the <i>Justification</i> field on the <i>Details</i> page. If you type it here it, it will carry over to the <i>Details</i> page
4	You must click the Details icon to go to the <i>Details</i> page for <i>County Lookup</i> and <i>Detailed Meal Calculation</i> , as this is required



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Cash and Other Expenses: Details for Line 1

* Indicates required field

* Expense Type

* Start Date

(example: 26-Jan-2011)

* Start Time

* End Date

* End Time

Reimbursable Amount

Justification

* Destination

Use County Lookup field below to find the county. When using County Lookup please enter the city name (it will then populate the county.) Use 'All Other Locations' if County location does not exist.

Additional Information

County Lookup

1

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Click the **Generate Per Diem** button to calculate the *Reimbursable Amount*



Cash and Other Expenses: Details for Line 1

* Indicates required field

* Expense Type

Justification

* Start Date

(example: 21-Jan-2011)

* Start Time

* End Date

* End Time

* Destination

Reimbursable Amount **123.00 USD**



Per Diem Calculation

Meals Deductions



Start Date and Time		End Date and Time		Meals Deductions			Amount (USD)
		Breakfast	Lunch	Dinner			
13-Nov-2010	05:45:00	13-Nov-2010	23:59:59	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00
14-Nov-2010	00:00:00	14-Nov-2010	23:59:59	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00
15-Nov-2010	00:00:00	15-Nov-2010	12:00:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00
Total							0.00

Reimbursement Summary

Start Date and Time	End Date and Time	Number of Hours	Per Diem Amount (USD)	Meals Deductions (USD)
13-Nov-2010 05:45:00	13-Nov-2010 23:59:59	18.25	56.00	0.00
14-Nov-2010 00:00:00	14-Nov-2010 23:59:59	24	56.00	0.00
15-Nov-2010 00:00:00	15-Nov-2010 12:00:00	12	11.00	0.00
Total			123.00	0.00



1	The <i>Reimbursable Amount</i> displays here
2	Use the checkboxes to indicate which, if any, meals were provided during the trip
3	Then, click the Recalculate button. The system will deduct the selected meals based on the per diem rate for that location and adjust the <i>Reimbursable Amount</i> . (Refer to "Watch It" simulation to see an example)

Click the **Return** button either from the top or bottom menu to go back to the *Update Expense Report: Cash and Other Expenses* page, *Per Diem Expenses* tab



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Update Expense Report: Cash and Other Expenses

[Save](#) [Cancel](#) [Back](#) Step 2 of 4 [Next](#)

[Receipt-Based Expenses \[222.76\]](#) [Per Diem Expenses \[101.00\]](#) [Mileage Expenses \[42.00\]](#)

Per Diem Expenses

TIP Enter one expense line for each travel destination. To enter additional information including deductions information, click Details.
 TIP Date Example: 27-JAN-2011.

Select Expense Lines: [Duplicate](#) [Remove](#)

[Select All](#) | [Select None](#)

Select Line	Start Date	Start Time	End Date	End Time	Expense Type	Destination	Justification	Reimbursable Amount (USD)	Detail
<input type="checkbox"/> 1	13-Nov-2010	05:00	15-Nov-2010	12:00	Per Diem Meal Rates-Method 2	Orange County	meals not provided by conference	101.00	
<input type="checkbox"/> 2									
<input type="checkbox"/> 3									
<input type="checkbox"/> 4									
<input type="checkbox"/> 5									
Add More Lines								Calculate Total	101.00

[Receipt-Based Expenses \[222.76\]](#) [Per Diem Expenses \[101.00\]](#) [Mileage Expenses \[42.00\]](#)

[Save](#) [Cancel](#) [Back](#) Step 2 of 4 [Next](#)

You have successfully entered Per diem expenses on your expense report in iExpense.