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.

1. From the Create an Expense Report: Cash and Other Expenses page, click on the Per Diem Expenses tab.

2. Use the Calendar icons to enter the Start Date and End Date of your travel.  
   **Note:** Oracle applications use the date format DD-MMM-YYYY, for example 26-JAN-2011.

3. The Start Time and End Times 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.
Job Aid
Enter Per Diem Expenses in iExpenses Module

<table>
<thead>
<tr>
<th>End Date</th>
<th>End Time</th>
<th>Expense Type</th>
<th>Destination</th>
<th>Justification</th>
<th>Reimbursable Amount (USD)</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>15-Nov-2010</td>
<td>12:00</td>
<td>Per Diem Meal Rates - Method 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Per Diem Lodging &amp; Meals - Method 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Use the drop-down arrow icons to choose the appropriate Expense Type.
   - **Method 1**: Unreceipted Lodging
   - **Method 2**: Receipted Lodging

2. **Destination** 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 Search and Select: County Lookup window, where you can enter your search criteria, select Go, 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 **Justification** field the reason for the per diem expenses. Example: Meals not provided by the conference.
   - **Note**: You can also complete the **Justification** field on the Details page. If you type it here, it will carry over to the Details page.

4. You must click the **Details** icon to go to the Details page for County Lookup and Detailed Meal Calculation, as this is required.
**Job Aid**

Enter Per Diem Expenses in *iExpenses* Module

**Contact:** rftravel@rfsuny.org

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<table>
<thead>
<tr>
<th>Cash and Other Expenses: Details for Line 1</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Indicates required field</em></td>
</tr>
<tr>
<td>Expense Type: Per Diem Meal Rates-Method 2</td>
</tr>
<tr>
<td>Start Date: 13-Nov-2010</td>
</tr>
<tr>
<td>(example: 26-Jan-2011)</td>
</tr>
<tr>
<td>Start Time: 05:00</td>
</tr>
<tr>
<td>End Date: 15-Nov-2010</td>
</tr>
<tr>
<td>End Time: 12:00</td>
</tr>
<tr>
<td>Reimbursable Amount</td>
</tr>
</tbody>
</table>

**Additional Information**

County Lookup: ORLANDO, FLORIDA, ORANGE COUNTY

**Justification:** meals not provided by conference

**Destination:** Orange County

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

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.
The Reimbursable Amount displays here.

Use the checkboxes to indicate which, if any, meals were provided during the trip.

Then, click the Recalculate button. The system will deduct the selected meals based on the per diem rate for that location and adjust the Reimbursable Amount.

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