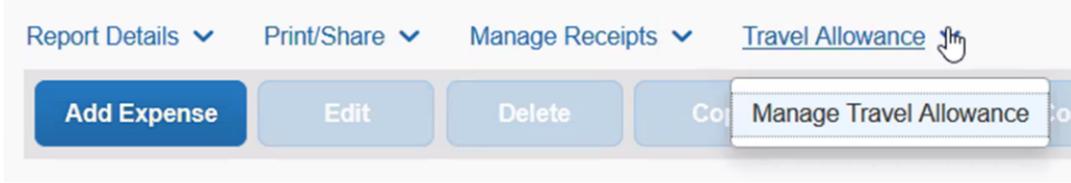


## Foreign Travel- Travel Allowance & Per Diem Reduction Steps

In the Expense Report portion of your trip, you will follow these steps in order to add the Travel Allowance and update your expenses and make adjustments as necessary. Note that these steps are required on all foreign travel, and on Domestic travel over 30 days.

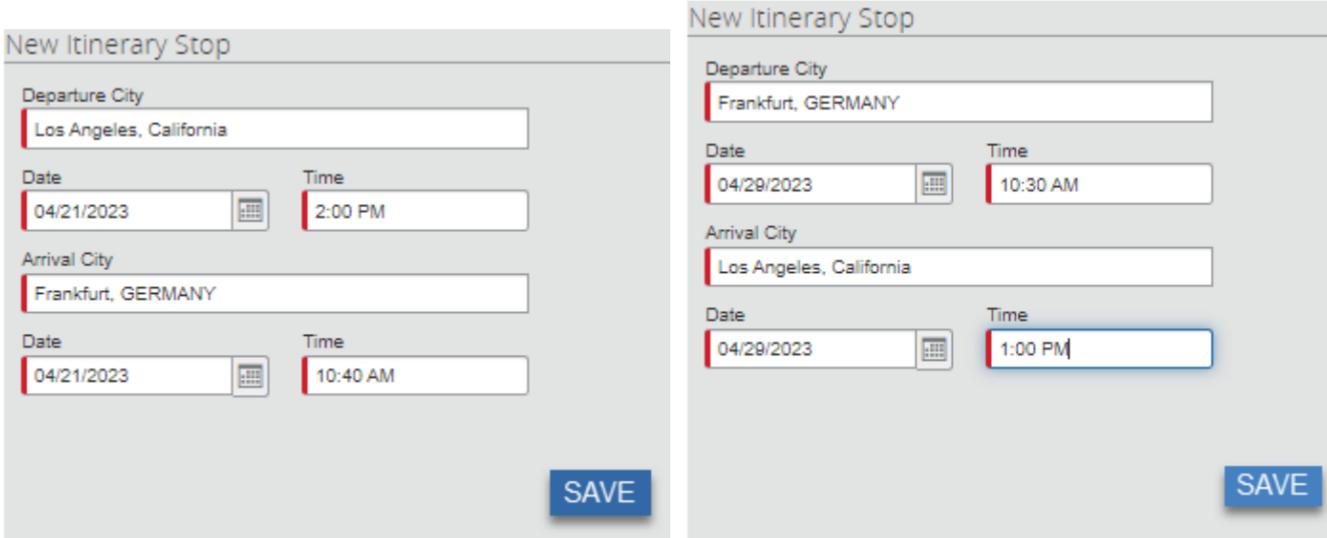
1. Select Travel Allowance from the top menu options in the expense report



2. Select Create New itinerary



3. Enter the departure and arrival information for the 1<sup>st</sup> date of travel as shown on your itinerary and select Save, then enter the departure information for the return trip and select save. Please make sure you add every leg of your trip, your itinerary needs to match your uploaded flight itinerary.



4. Once and both departure, layovers and return flights are added, select next at the bottom of the page.
5. It will show you the itinerary you entered, you would then select "Next" again at the bottom of the page.
6. Here you would select what items were not included while on travel status. When attending conferences some meals are provided, this is where you will enter this information (i.e. Breakfast & Lunch were provided by Conference 4/23/23 to 4/27/23, all dinners were excluded and Traveler incurred dinner charges). Selecting the "Exclude All" option removes all meals and incidentals for that date. Selecting a specific meal only removes the calculated meal for that option. The "Allowance" will populate on the far right, this will let you know what your Per Diem for that day is. Once you've made your selections, choose "Create Expense" at the bottom.
7. The items will be added to expense, however, you now have to add the Per Diem Reduction to decrease the overage for any day. Please refer to the daily allowance as it may differ by day, some days the allowance will be higher. For example, on 4/23 the traveler only spent \$37.50. As Per Diem is giving \$69.00, the traveler will need to add an "Meal Cap/Per Diem Reduction" expense line on their expense report for that date; per diem reduction would be added to deduct from the overage. Travelers will need to enter the Per Diem Deduction as a -\$31.50 to offset the difference.

Travel Allowances For Report: 3VGD-042123-042923

Assigned Itineraries | Expenses & Adjustments | Reimbursable Allowances Summary

Show dates from  to

| Exclude   All <input type="checkbox"/> | Date/Location                    | Breakfast Provided                  | Lunch Provided                      | Dinner Provided          | Allowance |
|--|----------------------------------|-------------------------------------|-------------------------------------|--------------------------|-----------|
| <input type="checkbox"/>               | 04/21/2023<br>Frankfurt, GERMANY | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | \$86.25   |
| <input type="checkbox"/>               | 04/22/2023<br>Frankfurt, GERMANY | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | \$115.00  |
| <input type="checkbox"/>               | 04/23/2023<br>Frankfurt, GERMANY | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | \$69.00   |
| <input type="checkbox"/>               | 04/24/2023<br>Frankfurt, GERMANY | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | \$69.00   |
| <input type="checkbox"/>               | 04/25/2023<br>Frankfurt, GERMANY | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | \$69.00   |
| <input type="checkbox"/>               | 04/26/2023<br>Frankfurt, GERMANY | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | \$69.00   |
| <input type="checkbox"/>               | 04/27/2023<br>Frankfurt, GERMANY | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | \$69.00   |
| <input type="checkbox"/>               | 04/28/2023<br>Frankfurt, GERMANY | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | \$115.00  |
| <input type="checkbox"/>               | 04/29/2023<br>Frankfurt, GERMANY | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | \$86.25   |

**\*Make Following updates:**

Transaction Date  
 Trip Type: *Foreign*  
 City of Purchase: Riverside, CA  
 Currency: *US, Dollar*  
 Amount:  
 Actuals Spent - Per Diem = (-)Overage

**Example: \$37.50 - \$69.00= -\$31.50**

We want to make sure the Amount is negative as we are not claiming the entire per diem amount, but the amount spent.

### New Expense

1 Details Itemizations

Allocate

\* Required field

Expense Type \*  
 Meal Cap/Per Diem Reduction

Transaction Date \*  
 MM/DD/YYYY

Purpose \*  
 Conference/Professional ...

Trip Type \*  
 1. In-State \*Foreign\*

Traveler Type \*  
 Employee

City of Purchase \*  
 \*Riverside, California

Payment Type \*  
 Incurred by Traveler

Amount \*  
 Actuals - Per Diem = -\$ Overage

Currency \*  
 US, Dollar

Business Purpose/Additional Information

Meal Cap/Per Diem Reduction (\$31.50)  
 04/23/2023

2 Details Itemizations

Allocations

\* Required field

Expense Type  
 Meal Cap/Per Diem Reduction

Transaction Date  
 04/23/2023

Purpose  
 Conference/Professional Meeting

Trip Type  
 3. Foreign

Traveler Type  
 Employee

City of Purchase  
 Riverside, California

Payment Type  
 Incurred by Traveler

Amount  
 (31.50)

Currency  
 US, Dollar

Approved Amount  
 (31.50)

Request  
 04/21/2023, \$400.00 - 3VGD 0421...

Business Purpose/Additional Information

Example on the left is what the per diem expense line needs to look like.

A Meal Cap/Per Diem Reduction expense line will need to be added for every day that the amount spent does not match the Per Diem. See example below for reference, and notice how the Traveler entered a "Meal Cap/Per Diem Reduction" for every date that his actual expenses did not amount to the Per Diem amount.

Report Details Print/Share Manage Receipts Travel Allowance

3

| Comment | Receipt | Payment Type         | Expense Type                       | Vendor Details        | Date       | Amount            | Requested         |
|---------|---------|----------------------|------------------------------------|-----------------------|------------|-------------------|-------------------|
|         |         | Incurred by Traveler | Foreign/OCONUS Daily Meal Per Diem | Frankfurt, GERMANY    | 04/23/2023 | \$69.00           | \$69.00           |
|         |         | Incurred by Traveler | Meal Cap/Per Diem Reduction        | Riverside, California | 04/23/2023 | (\$31.50)         | (\$31.50)         |
|         |         | Incurred by Traveler | Foreign/OCONUS Daily Meal Per Diem | Frankfurt, GERMANY    | 04/24/2023 | \$69.00           | \$69.00           |
|         |         | Incurred by Traveler | Meal Cap/Per Diem Reduction        | Riverside, California | 04/24/2023 | (\$25.75)         | (\$25.75)         |
|         |         | Incurred by Traveler | Foreign/OCONUS Daily Meal Per Diem | Frankfurt, GERMANY    | 04/25/2023 | \$69.00           | \$69.00           |
|         |         | Incurred by Traveler | Meal Cap/Per Diem Reduction        | Riverside, California | 04/25/2023 | (\$25.00)         | (\$25.00)         |
|         |         | Incurred by Traveler | Foreign/OCONUS Daily Meal Per Diem | Frankfurt, GERMANY    | 04/26/2023 | \$69.00           | \$69.00           |
|         |         | Incurred by Traveler | Meal Cap/Per Diem Reduction        | Riverside, California | 04/26/2023 | (\$24.87)         | (\$24.87)         |
|         |         |                      |                                    |                       |            | <b>\$3,888.46</b> | <b>\$3,888.46</b> |