

OVERVIEW

- This job aid provides instructions for using the **Individual Meals – Per Diem** Expense Type which aligns with General Services Administration (GSA) guidance.
- This is for **domestic per diem** (*the contiguous United States only*) – **not Hawaii, Alaska, or International**
- Per diem is based on the city, county, state, and country where the employee incurred the expense.
- Ignite auto-calculates per diem rates based on the location selected.
- Per diem on travel days changes automatically to reflect 75% of the rate, to match the GSA guidance

See sections specific to processing Single City or Multi-City travel!

SINGLE CITY TRAVEL

* Template

* Type

* Start Date

* End Date

* Destination

* Trip Includes

Per Diem Total **0.00 USD**

Description

For domestic travel: It is critical users select an option which includes all **four** components of the location (City, County, State, Country) based on where the work activity occurred.

Example: If a user is trying to claim the higher Per Diem rate for the city of Austin, TX, they need to select **Austin, Travis, TX, United States** or whichever county is appropriate. *(The Per Diem rate is driven by the city, not the county.)*

If the user selected only three components: **Austin, TX, United States** - they would be paid the standard Per Diem rate based on Austin County, which is a rural community.

Done

1. Required Fields:

- a. Template: Account code is derived from template/type combination
- b. Type: Individual Meals - Per Diem
- c. Start Date: Use the calendar to enter the date departing for the trip
- d. End Date: Use the calendar to enter the date returning from the trip
- e. Destination: **For domestic travel, it is critical users select an option that includes all four components of the location (city, county, state, and country).** For International travel, most locations only require the Country.

Note: In the example below, if a user selected the first option consisting of 3 components, the system would calculate per diem based on Austin County – NOT the actual City of Austin – which has a higher per diem rate.

- Austin, TX, United States
- Austin, Travis, TX, United States

f. Trip Includes:

- i. **No deductions** (select this option if NO meals were provided)
 1. Click the **Calculate** button to populate the per diem total.

- ii. **Deductions** (select this option if any meals were provided or claimed as a separate business expense, and per diem should be excluded)
 - 1. If claiming deductions, click **Add Details**



- g. From the deductions screen, click the dropdown arrow next to each meal to select if the meal will be claimed or excluded from the reimbursement:

- i. **Claim Per Diem** (Requesting reimbursement for per diem)
- ii. **Exclude Per Diem** (Not requesting reimbursement for per diem)
- iii. **Expensed Separately** (A separate expense item is being reimbursed that includes a meal, meaning per diem is not being claimed)

Create Expense Item : Per Diem Trip Details (4) Back Add to Report Create Another Close Cancel

Reimbursable Amount 224.00 USD

Date	Breakfast	Lunch	Dinner	Amount
05/09/2023	Claim Per Diem	Claim Per Diem	Claim Per Diem	48.00
05/10/2023	Claim Per Diem Exclude Per Diem Expensed Separately	Claim Per Diem	Claim Per Diem	64.00
05/11/2023	Claim Per Diem	Claim Per Diem	Claim Per Diem	64.00
05/12/2023	Claim Per Diem	Claim Per Diem	Claim Per Diem	48.00

Note: The day of travel rate is automatically reduced to 75% to match GSA guidance. If a deduction is made on a day of travel, the exclusion is deducted from the original 75%

- iv. Once the deductions have been completed, click the **down arrow** next to Close button to select **Save**. The dates with items excluded will then reflect the adjusted amounts.

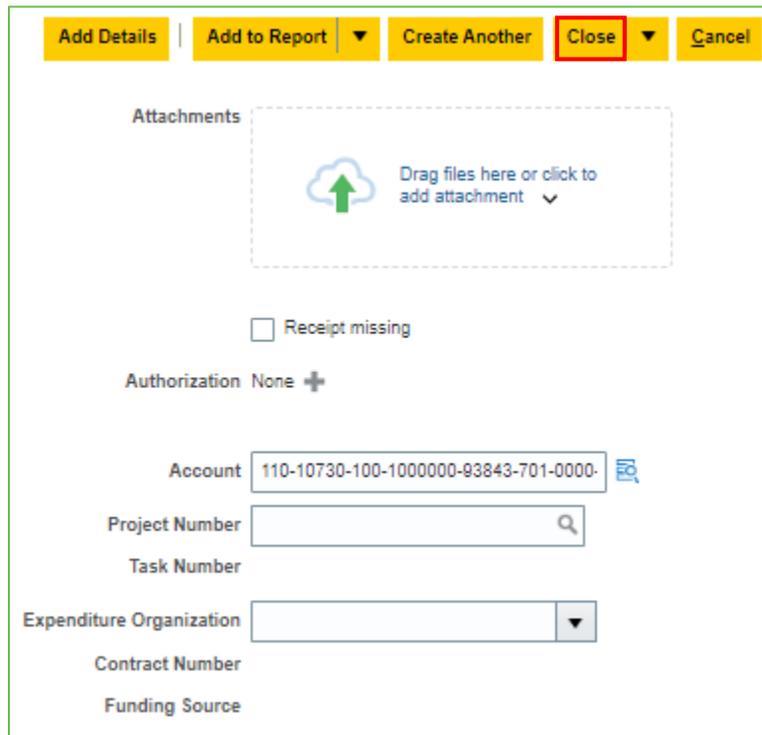
Create Expense Item : Per Diem Trip Details (4) Back Add to Report Create Another Close Cancel

Reimbursable Amount 165.00 USD

Date	Breakfast	Lunch	Dinner	Amount
05/09/2023	Exclude Per Diem	Claim Per Diem	Claim Per Diem	34.00
05/10/2023	Claim Per Diem	Exclude Per Diem	Claim Per Diem	48.00
05/11/2023	Claim Per Diem	Claim Per Diem	Claim Per Diem	64.00
05/12/2023	Claim Per Diem	Claim Per Diem	Exclude Per Diem	19.00

- v. Click the **Back** button to return to the expense item.

- h. Description: Enter any additional details related to the per diem, if applicable.
- i. Add Attachments, as needed. Attachments are not required.
- j. Add Authorization.
- k. Confirm Account field has auto-populated accurately, or a Project and POET(AF) information are added if charging to a project.
- l. Click **Close** to save and close.



Add Details | Add to Report ▼ | Create Another | **Close** ▼ | Cancel

Attachments

Drag files here or click to add attachment

Receipt missing

Authorization None +

Account 110-10730-100-1000000-93843-701-0000

Project Number

Task Number

Expenditure Organization

Contract Number

Funding Source

MULTI-CITY TRAVEL

Example scenario: An employee traveled to San Antonio from 7/5 through 7/8. They had a meeting the morning of 7/8 in San Antonio, then traveled to Houston for afternoon meetings. They were in Houston from 7/8 through 7/11.

1. To accurately record the Per Diem for the above scenario, an Expense Item is needed for each location.
2. To claim per diem for the first city (San Antonio):
 - a. The user selects a start date of 7/5 and an end date of 7/9 (**one day after they travel**).
 - b. Then **remove all per diem from 7/9** and the portion of 7/8 that occurred in Houston.
 - i. *This is necessary since the system automatically adjusts the day of travel down to 75%. If adjustments were made to the actual day in this case, the person would not be reimbursed the correct amount.*

Date	Breakfast	Lunch	Dinner	Amount
07/05/2023	Claim Per Diem	Claim Per Diem	Claim Per Diem	48.00
07/06/2023	Claim Per Diem	Claim Per Diem	Claim Per Diem	64.00
07/07/2023	Claim Per Diem	Claim Per Diem	Claim Per Diem	64.00
07/08/2023	Claim Per Diem	Exclude Per Diem	Exclude Per Diem	19.00
07/09/2023	Exclude Per Diem	Exclude Per Diem	Exclude Per Diem	0.00

Reimbursable Amount 195.00 USD

3. To claim per diem for the second city (Houston):
 - a. The user selects a start date of 7/7 (**one day before travel**), and an end date of 7/11.
 - b. Then **remove all per diem from 7/7** and the portion of 7/8 that occurred in San Antonio.

Date	Breakfast	Lunch	Dinner	Amount
07/07/2023	Exclude Per Diem	Exclude Per Diem	Exclude Per Diem	0.00
07/08/2023	Exclude Per Diem	Claim Per Diem	Claim Per Diem	53.00
07/09/2023	Claim Per Diem	Claim Per Diem	Claim Per Diem	69.00
07/10/2023	Claim Per Diem	Claim Per Diem	Claim Per Diem	69.00
07/11/2023	Claim Per Diem	Claim Per Diem	Claim Per Diem	51.75

Reimbursable Amount 242.75 USD