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

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**

   ![Add Details button]

   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)

   ![Expense Item details](image)

   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.

   ![Expense Item details](image)

   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.
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.

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.