

Per Diem

Scenario 3: Traveler charged some meals to the Pcard and will be reimbursed remainder of approved per diem

- x Import the PreApproval at the start of creating your Expense Report
- x The approved per diem lines will carry over, leave them on the report
- x Add the expense type Meals > Meals Other
 - o Spent Amount = Total of meals put on the Pcard
 - o Description = Meals charged on Pcard
 - o Check the University Credit Card box
 - o A "Transaction Number (TXN)" field will appear, input all TXNs that make the total spent amount you entered
- x Add another Expense type Meals > Meals Other
 - o Spent Amount = negative sign and total of meals put on the Pcard
 - o Description = meals charged on Pcard, do not