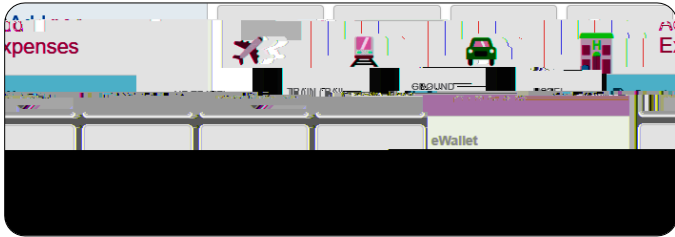


Create Per Diem Expense (Travel)

Create Per Diem Expense

1. Select the Meals tile



2. Select the Multiple Day Per Diem tile



3. Complete the expense tile form

A screenshot of a mobile application interface showing the expense tile form. The form contains the following fields:

- Departure Date/Time: 05/01/2019 (calendar icon) 07:00 (dropdown)
- End Date/Time: 05/03/2019 (calendar icon) 17:30 (dropdown)
- Days: 3
- Business Purpose: To learn new techniques on generating spirit on camp
- Description (Optional): Add Description
- FY (Optional):
- GL Account (Optional): 2581
- Funding:

At the bottom, there are 'Add Entries' and 'Cancel' buttons.

- **Departure Date/Time:** Click the calendar icon to select the date which represents the actual departure date for this travel event. Select the actual departure time from the drop down list provided.
- **End Date/Time:** Click the calendar icon to select the date which represents the actual return date for this travel event. Select the actual return tE6

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- **Location:** Select the City-County, State, Country of the Hotel.
 - **Add Banner Activity and/or Location:** Select this check box if you would like to add a Banner Activity and/or Location code.
 - **Activity:** Click the drop-down box and select the appropriate value from the list.
 - **Location:** Click the drop-down box and select the appropriate value from the list.
 - **Fu**

