

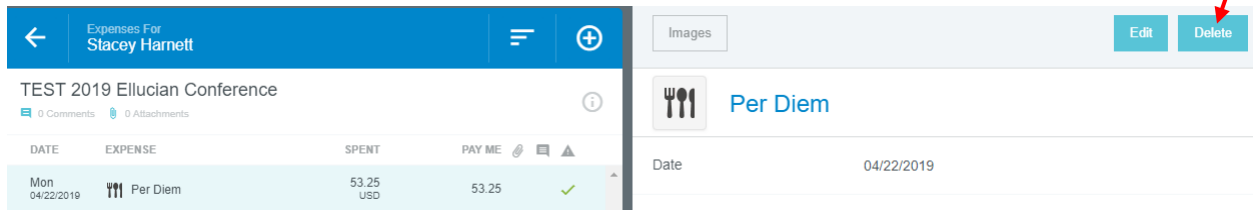
Per Diem Meals on Expense Reports

Scenario 1: *Traveler is being reimbursed the full per diem amount approved on Pre-Approval*

- Import the Pre-Approval at the start of creating your Expense Report
- The approved per diem lines will carry over
- Receipts are not needed

Scenario 2: *Traveler charged all meals to the Pcard*

- Import the Pre-Approval at the start of creating your Expense Report
- The approved per diem lines will carry over
- Click on each per diem line and then click on Delete to remove the lines from your report



- If the Pcard transactions are in the traveler's eWallet, you may add them to the report as separate line items from the eWallet **OR** follow steps below:
- Add the Expense type *Meals > Meals Other*
 - Spent Amount = total dollar amount of meals put on the Pcard
 - University Credit Card box should be checked
 - Description = meals charged on Pcard
 - All TXN numbers for the meals should be listed

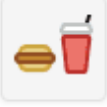
The screenshot shows a detailed form for a 'Meals - Other' expense entry. At the top, there's an 'Images' button, 'Edit', 'Delete', and a three-dot menu. The form fields are as follows:

Date	04/22/2019
Spent	188.01 USD
Business Purpose	Stay current with Ellucian updates/upgrades and network with colleagues from other Universities on best practices.
Description	Meals charged on Pcard
University Credit Card	<input checked="" type="checkbox"/>
TXN Number	TXN 34981 (\$67.24), TXN 34981 (\$33.29), TXN 3521 (\$87.48)
Personal	<input type="checkbox"/>
Other	<input type="checkbox"/>

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

- Import the Pre-Approval at the start of creating your Expense Report
- The approved per diem lines will carry over; leave them on the report
- Add the Expense type *Meals > Meals Other*
 - Spent Amount = negative sign (-) and total of meals put on the Pcard
 - Description = meals charged on Pcard and all TXN numbers should be listed ***do not check the University Credit Card box since you are deducting this amount from the reimbursement***

Images Edit Delete ...

 **Meals - Other**

Date	04/22/2019
Spent	-106.87 USD
Business Purpose	Stay current with Ellucian updates/upgrades and network with colleagues from other Universities on best practices.
Description	Meals charged on Pcard TXN 5412 (\$82.12), TXN 59541 (\$13.54), TXN 56231 (\$11.21)
University Credit Card	<input type="checkbox"/>
Personal	<input type="checkbox"/>
Other	<input type="checkbox"/>