

Requesting & Reconciling Per Diem

In order to request a per diem allowance to cover meals and incidentals while traveling on behalf of the University, employees will use the per diem calculator within Infor. If the employee uses a P-Card for per diem expenses, those expenses will be reconciled as a per diem expense and deducted from the allowance and the balance will be due to the employee after travel. If the employee does not use a P-Card for per diem expenses the entire allowance will be due to the employee after travel.

Create Per Diem Allowance

1. Add a new 'Out of Pocket' expense by selecting a per diem allowance Expense Type from the drop-down list on the 'Overview Tab'

Travel Category	Per Diem Allowance
Host Travel	HXPDALL
Interview Travel	HXINPDALL
Business Travel	TBPDALL
Pro Dev Travel	TPPDALL
Recruiting Travel	TRPDALL
Team Travel	TTPDALL



Notice the expense types for the per diem allowance. The allowance expense types should only be used when setting up the per diem calculator.

2. Fill out the *Required fields to establish the daily rate
 - a. Date: Input first day of travel
 - b. Number of Nights/Days: Input number of days employee is in travel status
 - c. Trip Number: The 'Trip Number' field is used to record travel expenses for future reporting and planning. It should be specific, easy to remember, and repeatable. (ex. BillAccountingConf2016)

1 Standard Information

*Expense Type: TBPDALL: Per Diem Allowance, Business Travel

*Date: 6/27/16

*Currency: US Dollar

*Number of Nights/Days: 5

Amount Paid

*Trip Number: ATDDenver2016

*Destination: [Dropdown]

*Payment Type: Cash

*Location of City and State: [Text]

Per Diem Information

First Day Breakfast Lunch Dinner Last Day

- d. Destination: Input 'Standard CONUS RATE/CONUS/United States' as the destination.

- i. In accordance with the updated FY17 Travel Policy, all Continental United States (CONUS) travel will be reimbursed at a flat \$51 rate.
- e. To choose the destination, select the 'Magnifying Glass'
- f. In the 'State/Province' drop down, choose 'CONUS'
- g. Select '**Standard CONUS RATE/CONUS/United States**'. This will take you back to the expense report.
 - i. **NOTE:** For international travel, the [General Services Administration](#) rate will still apply.

Reconciliation Month
Date: 5/4/16 - 5/16/16 | Total: \$675.91

Expense Item TPPDALL: Per Diem Allowance, Pro Dev Travel Find Location

Enter search criteria to find a location. You can also [manage](#) recent entries.

City: County:

State/Province: **CONUS** Country: United States

Table: 1 Row Export

City	County	State	Country
STANDARD CONUS RATE	STANDARD CONUS RATE	CONUS	United States

- h. Location of City and State: Enter the city and state where you traveled to for business purposes (ex. New York City, New York)

* Expense Type: TPPDALL: Per Diem Allowance, Pro Dev Travel

* Date: 7/29/14

* Currency: US Dollar

* Amount Paid: 46.00

* Trip Number:

* Destination: STANDARD CONUS RATE/CONUS/United States

* Payment Type: Cash

* Location of City and State:

- i. Skip the daily deductions. You will do your deductions in a more efficient way.
- j. Choose your FOAPAL information
- k. Select the 'Deductions' icon at the top of the page
 - i. Check boxes to **deduct** First and Last day of travel (required)
 - ii. Check boxes to **deduct** any provided meals from the per diem allowance

Sept2016
Total: \$0.00

Deductions Change Expense...

Expense Item TPPDALL: Per Diem Allowance, Pro Dev Travel

l. 'Save'

Adjust your deductions here and then click Save

Per Diem Deductions					
Date	First Day of Trip	Breakfast	Lunch	Dinner	Last Day of Trip
9/4/16	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9/5/16	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9/6/16	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9/7/16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9/8/16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Save

m. Infor will create line items for each day with appropriate deductions

<input type="checkbox"/>	TBPDALL: Per Diem Allowance, Business Travel	100% Finance Infrastructure	6/27/16	\$38.25	Cash	STANDARD CONUS RATE	1st Day
<input type="checkbox"/>	TBPDALL: Per Diem Allowance, Business Travel	100% Finance Infrastructure	6/28/16	\$51.00	Cash	STANDARD CONUS RATE	
<input type="checkbox"/>	TBPDALL: Per Diem Allowance, Business Travel	100% Finance Infrastructure	6/29/16	\$39.00	Cash	STANDARD CONUS RATE	Lunch
<input type="checkbox"/>	TBPDALL: Per Diem Allowance, Business Travel	100% Finance Infrastructure	6/30/16	\$28.00	Cash	STANDARD CONUS RATE	Dinner
<input type="checkbox"/>	TBPDALL: Per Diem Allowance, Business Travel	100% Finance Infrastructure	7/1/16	\$38.25	Cash	STANDARD CONUS RATE	Last Day

Reconcile Per Diem Expenses

1. Attach P-Card Transactions related to per diem meals to the same ER as the per diem allowance
2. Select a Per Diem Expense Type from the drop-down list.

Travel Category	Per Diem Expenses
Host Travel	HXDIEM
Interview Travel	HXINDIEM
Business Travel	TBDIEM
Pro Dev Travel	TPDIEM
Recruiting Travel	TRDIEM
Team Travel	TTDIEM

3. Indicate that the transaction is related to per diem by checking the 'Personal or Per Diem' checkbox

1 Standard Information

*Expense Type: TBDIEM: Per Diem Meals, Business Travel *Date: 5/30/16 *Amount: 8.63 *Currency: US Dollar Vendor: PROTEIN BAR

Location: DENVER/Colorado/United States Payment Type: VISA Corporate Card

University Expense Personal or Per Diem

Itemizations: View/Add Itemizations Item is not itemized.

 **Note:** By checking the 'Personal or Per Diem' checkbox, per policy the P-Cardholder is not required to attach itemized receipts; however, it may be required by your department's budget manager.

4. Add FOAPAL information to 'Charge Code Allocations' section
5. Fill out any applicable fields in 'Additional Information' section
6. 'Save' and repeat steps 2 thru 5 for each P-Card transaction related to per diem