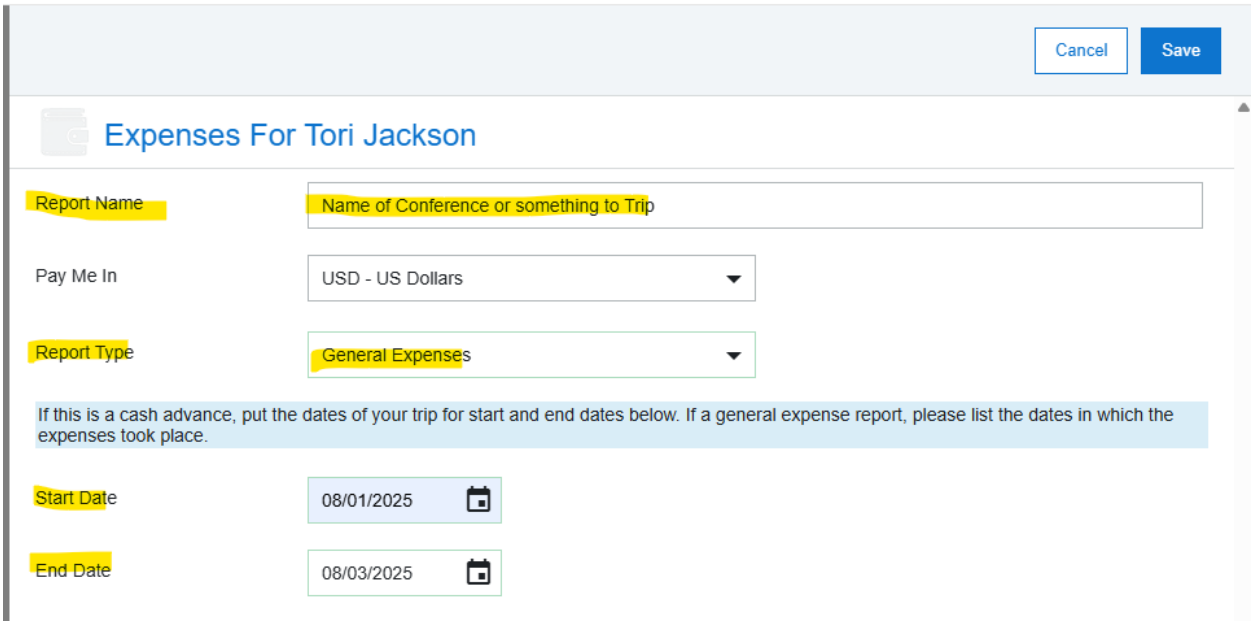
How to Claim Per Diem and the Oddities that come with it:

Scenario 1: I went on my trip, and I didn't use P-Card for any meals, I simply need to claim what I was owed within the US Territories:

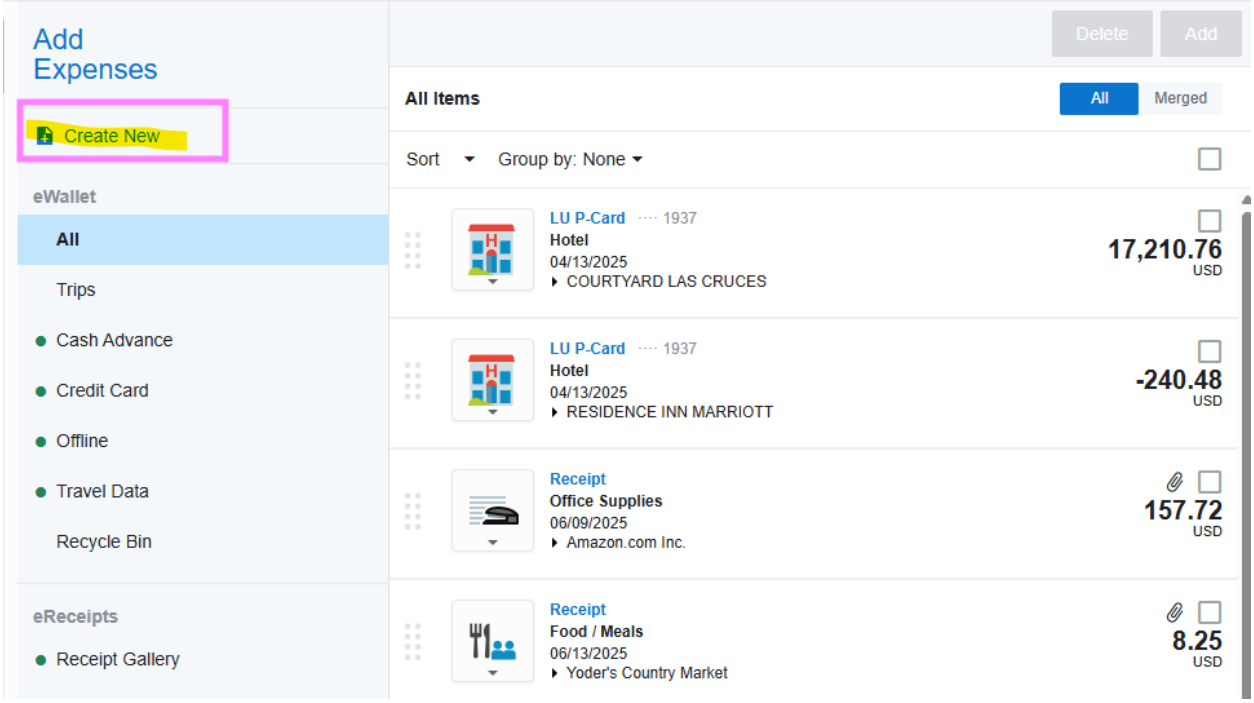
Step 1: create new expense report and fill in all areas of form

- "Report Name" should relate to the trip you were on
- "Report Type" would be "General Expenses"
- Start and End Dates would be the dates of your trip (which you should have returned from already.)

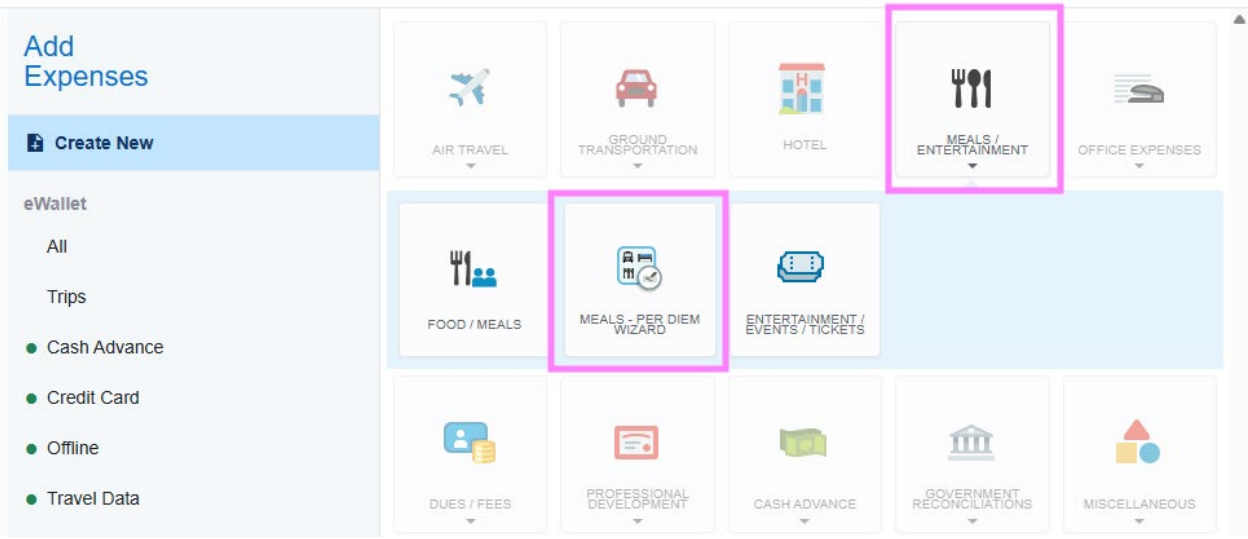
-Click "save"



Step 2: Click on “Create New” under “Add Expenses”

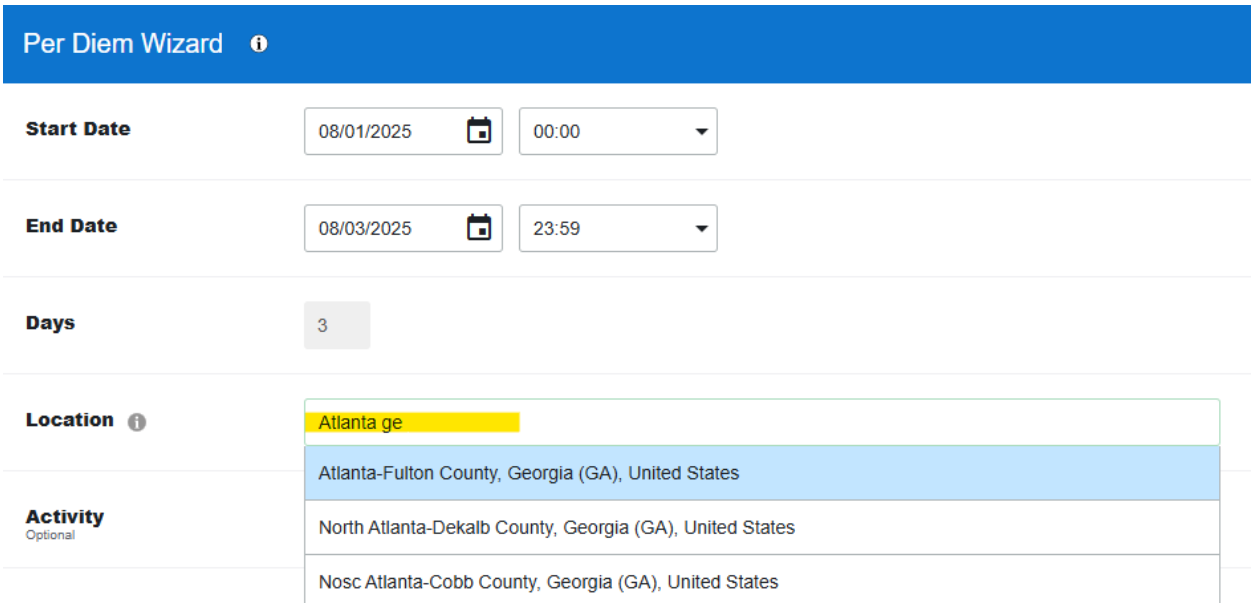


Step 3: Click on “meals/entertainment” tile, then the “meals – per diem wizard” tile

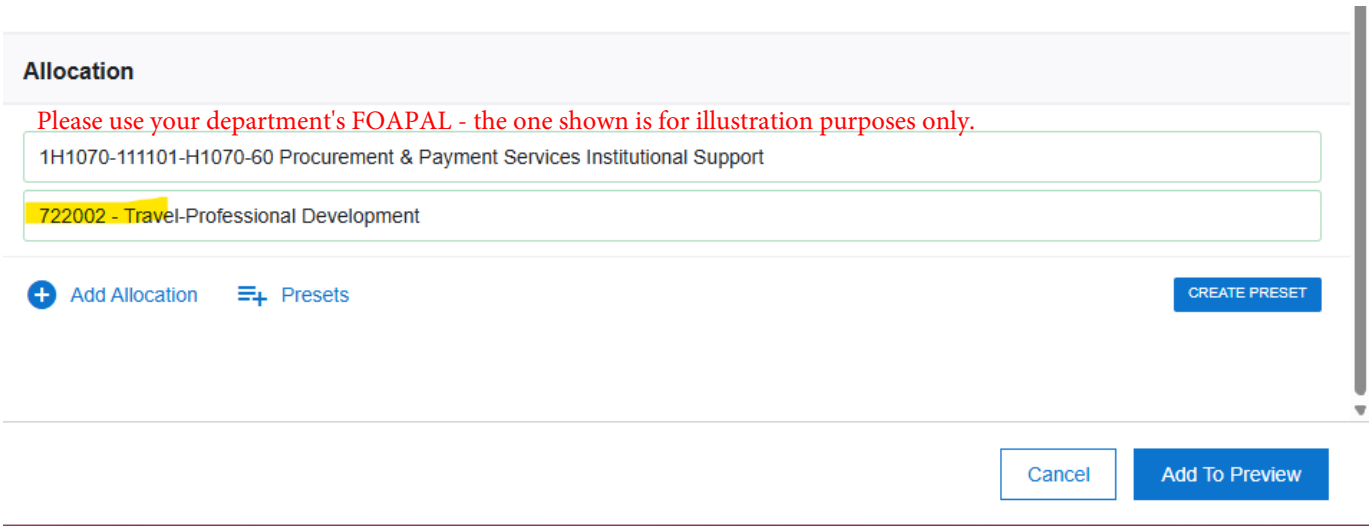


Step 4: Confirm your dates for receiving per diem – enter location you travelled to (you will always receive standard conus rate automatically no matter what US location you

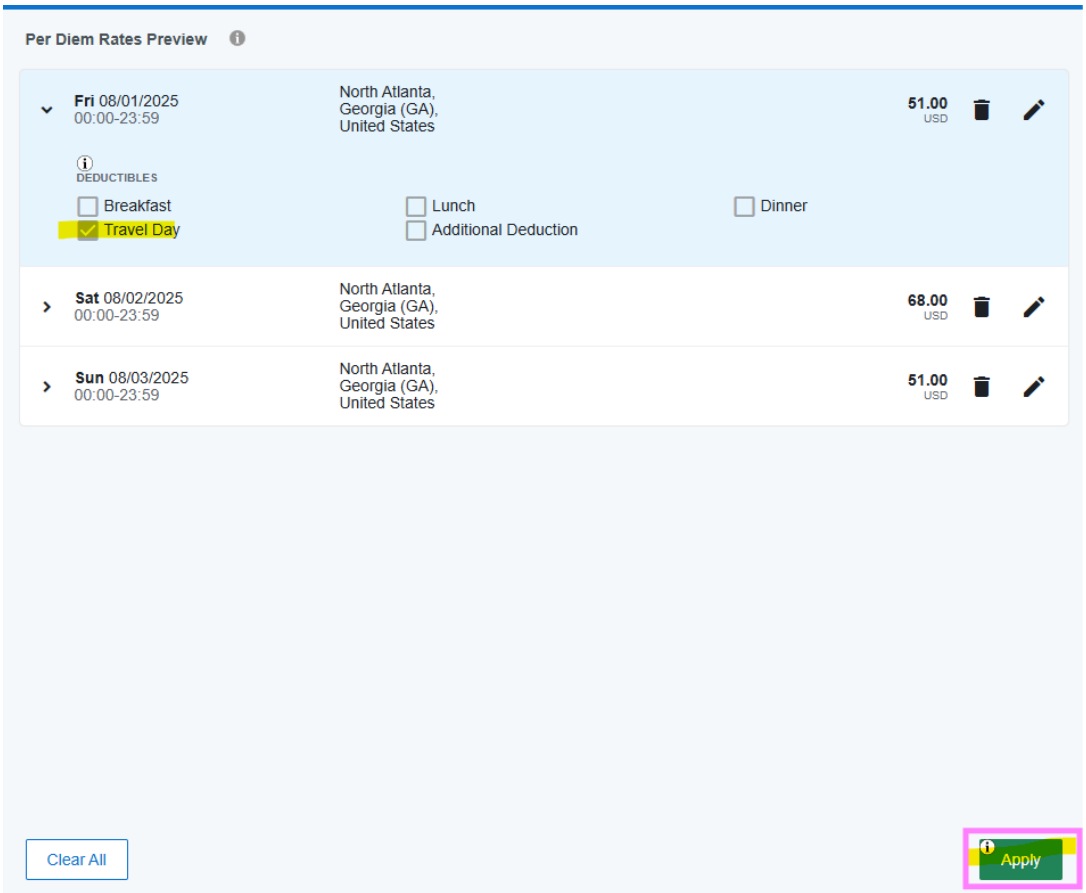
enter) – select the location



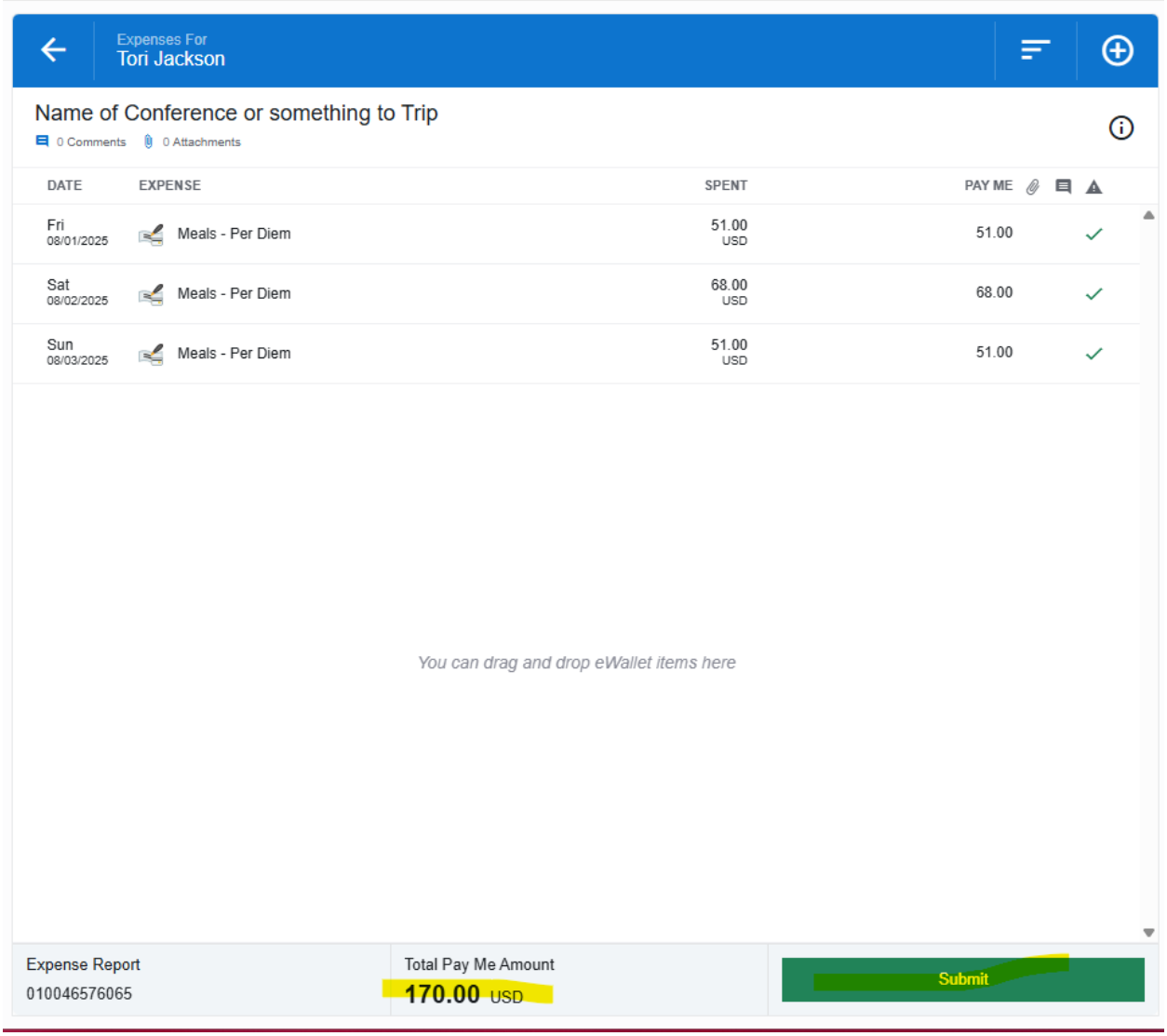
Step 5: Select **YOUR department** FOAPAL and GL Account under the "ALLOCATION" section – then click on "add to preview" - If you do not know your department FOAPAL, please reach out to your manager.



Step 6: View breakdown of amounts on the right side of the screen (if on computer) and see travel days already selected for you and full days in between. Then click "apply" and that saves it to your ER.

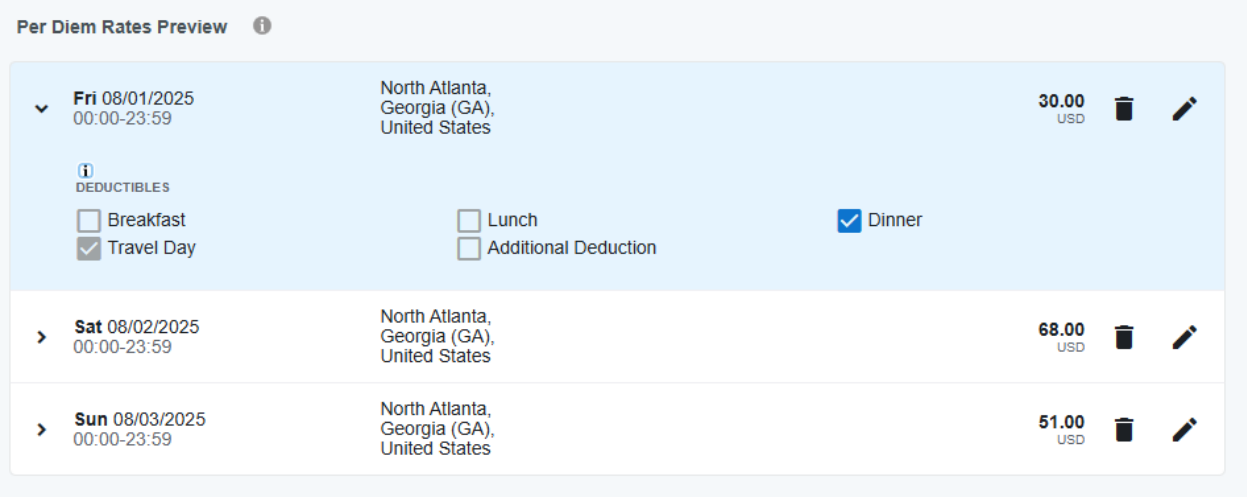


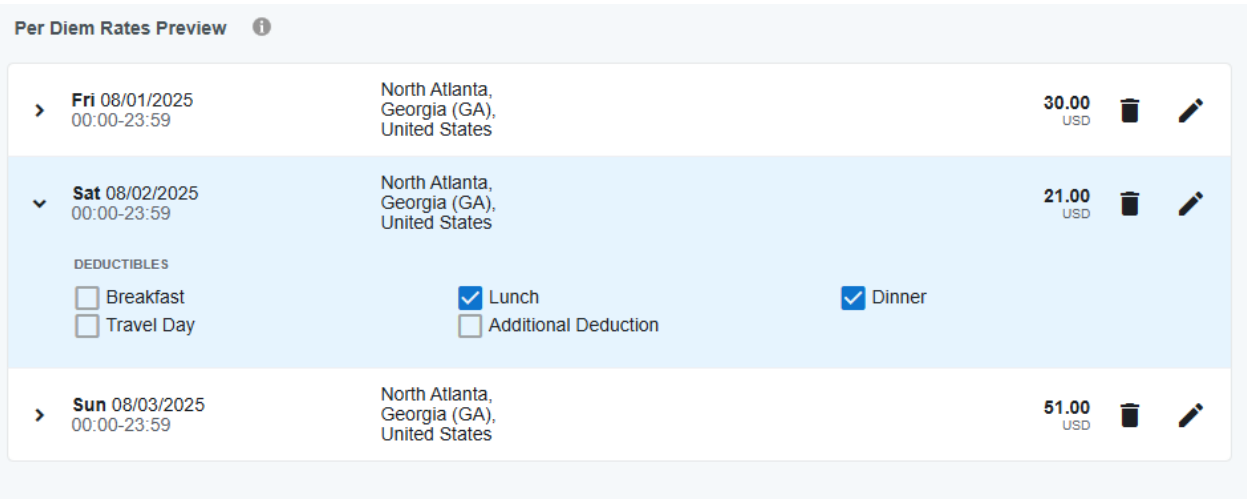
Step 7: confirm the “pay me” amount at bottom of page is correct and submit



Scenario 2: I went on a trip and didn’t use my P-Card for any meals, but I was provided with meals by the event/conference: - you would follow steps 1 thru 5 above and then:

Step 6.1 for Scenario 2: check the box that matches the meal that was provided for you on each day. In this example, I was provided Dinner on the first travel day and lunch and dinner on the full day in the middle, and nothing on the last day:





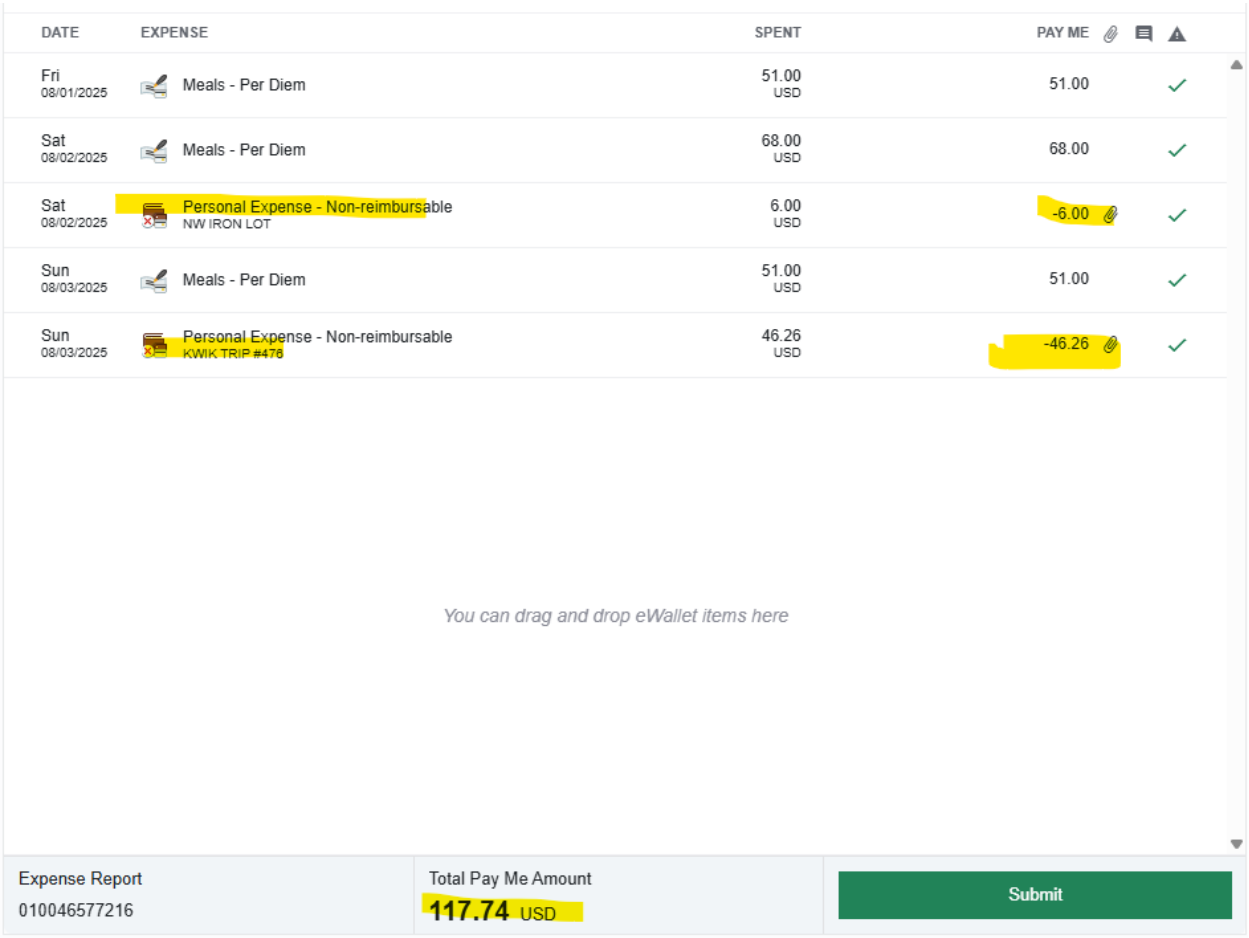
Step 7: would be the same as above – confirm amount owed to you after added to the ER and submit.

Scenario 3: Went on a trip and used my P-Card for some of my meals – follow original steps 1 thru 5 and then:

Step 6.2 Scenario 3: You may have a combination of Scenario 1 and 2 – along with this last Scenario. You'll need to know what was provided and adjust your meals and deductions accordingly before you "Apply" it to your ER.

Step 7.2 Scenario 3: Once you have applied your allowance to your ER, you should have a total owed to you at the bottom in the "pay me" section. You will now "add expenses" and add credit card transactions from these same dates of your trip. You will note them as Personal/Non-reimbursable and they will "subtract" from your amount in the

“pay me” section. Please see example:



DATE	EXPENSE	SPENT	PAY ME
Fri 08/01/2025	Meals - Per Diem	51.00 USD	51.00
Sat 08/02/2025	Meals - Per Diem	68.00 USD	68.00
Sat 08/02/2025	Personal Expense - Non-reimbursable NW IRON LOT	6.00 USD	-6.00
Sun 08/03/2025	Meals - Per Diem	51.00 USD	51.00
Sun 08/03/2025	Personal Expense - Non-reimbursable KWIK TRIP #476	46.26 USD	-46.26