

Creating an Expense Report with Per Diem

- 1) First, create a new expense report.
- 2) Complete the Header Page fields and click "Next".
- 3) Click "Yes" to enter Per Diem

You can enter your "Itinerary Info", one of two ways.

- Option 1)
 - o Click the "Import Itinerary" button if you have a saved Itinerary.
 - This will populate all of your CTP itinerary information for you.

Or...

- Option 2)
 - o Manually enter your itinerary information.
 - First, enter your departure information, and click "Save".
 - Next, enter your return flight information, and click "Save".

Your saved itinerary information will then be assigned to the expense report.

- 4) Click "Next" to continue.

Note: The First and Last day will receive 75% Per Diem.

- 5) Check any boxes where meals will be provided.
 - o The totals will automatically recalculate and adjust.

Otherwise, leave the boxes unchecked to receive your Full Per Diem.

- 6) Check the "Exclude" box for any days that should not receive Per Diem.
- 7) Click "Create Expenses" to continue.

Your Per Diem will now show as expense lines on the expense report.

- 8) Continue with filling out your Expense Report.
- 9) Make sure all necessary receipts are attached to the appropriate expense lines.
- 10) Click "Submit Report" when you are done.