

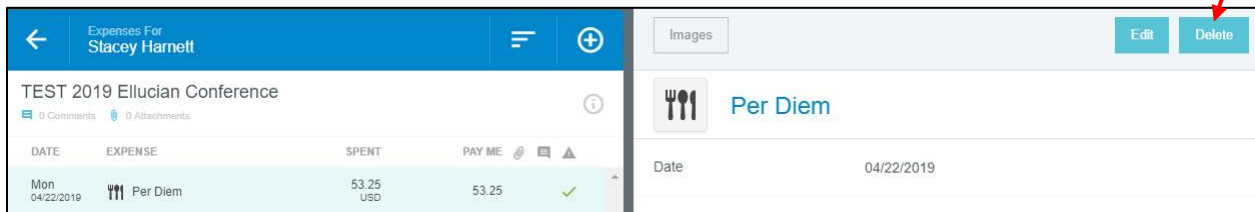
## Per Diem Meals on Expense Reports

**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 the 'Meals - Other' expense entry form. The form includes the following fields:

- 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:**
- TXN Number:** TXN 34981 (\$67.24), TXN 34981 (\$33.29), TXN 3521 (\$87.48)
- Personal:**
- Other:**

**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 = Total of meals put on the Pcard
  - Description = Meals charged on Pcard
  - Check the University Credit Card box
  - A “Transaction Number (TXN)” field will appear – input all TXNs that make the total spent amount you entered
- Add another Expense type *Meals > Meals Other*
  - Spent Amount = negative sign (-) and total of meals put on the Pcard
  - Description = meals charged on Pcard **\*do not check the University Credit Card box since you are deducting this amount from the reimbursement\***

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 **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"/>