UNIVERSITY OF ILLINOIS

URBANA-CHAMPAIGN · CHICAGO · SPRINGFIELD

TEM
travel & expense management

Per Diem Meals

Per Diem is paid for travel that includes overnight lodging and is given in lieu of the meal allowance. TEM automatically calculates the per diem rate based on the *Per Diem Meals* expense type and the information entered into the Expense Report (ER).

Step	Task
1.	Click the **Expense Report** icon.
2.	Complete the **Document Header** information.
3.	Click the **Continue** button.
4.	Select an **Expense Type** (e.g., Per Diem Meals - Illinois) from the menu.
5.	Click the **Add Expense** button.
6.	Enter information in the fields under **Standard Information.** 1) **First Day** (note the **Select a Date** icon) 2) **Number of Days** 3) **Location** (note the **Find Location** icon) 4) **Business Justification** 5) **Start Time on First Day** (note the **Select a Time** icon) 6) **End Time on Last Day** (note the **Select a Time** icon) **NOTE:** There are *Breakfast, Lunch* and *Dinner* check boxes. If any of these check boxes are selected, then that meal deduction will appear on *every* day of travel.
7.	Select a C-FOP from the **Project** menu under **Charge Code Allocations.**
8.	Enter a note in the **Notes** field if necessary.
9.	If you have meal deductions, skip to step 10. If you do not have meal deductions, click the **Save** button.
10.	Click the **Meal Deductions** button if meals were provided. 1) Select the check box for the meals provided for each date. 2) Click the **Save** button.
11.	Repeat steps 4 through 9 to add additional Expense Types.
12.	Attach any receipts if necessary. For more information on how to attach receipts, review the *Browse and Attach Receipts* job aid.
13.	Click the **Submit** button.
14.	Read the certification information, and click **View Policy** if necessary.
15.	Click the **Continue** button.

For more information, refer to the *Create and Expense Report (ER)* job aid.