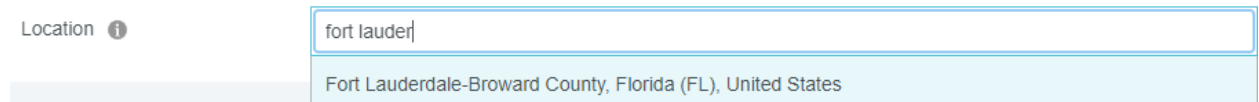


Meals- Per Diem Wizard Guide

(The Meals Per Diem Wizard tile is available for use with Domestic and International report types)

1. Click on the Meals tile and select “PER DIEM WIZARD” tile shown in the sub category list.
2. Enter the departure and return dates
3. Enter the business purpose in the “Business Purpose” box. Description box is optional
4. In the “Location” box enter your travel destination, select it from the drop down menu



The screenshot shows a form field labeled "Location" with an information icon. The input box contains the text "fort lauder". Below the input box, a dropdown menu is open, displaying the selected option: "Fort Lauderdale-Broward County, Florida (FL), United States".

5. Enter Allocation (Index number) in the “Allocation” box
6. Click the “Add Entries” button. The days allowable for Per Diem reimbursement will appear on the right half of the screen.
7. If you were provided breakfast, lunch or dinner for any of the days, click on that day and select the box next to the meal that was provided for you on that day. (That meal is deducted from the per diem amount that you are allowed for that particular day.