**How to Choose the Per Diem Deductions**

Once you choose Meals and Incidentals as an Expense Type go to the Detail link



Once in the detail screen choose the Per Diem Deductions link



Choose the First/Last Day of Trip percentage if appropriate. This is actually a 25% reduction because you get 75% of the total per diem amount for the First and Last Day of trip. Also choose if any meals were sponsored for the appropriate deduction.

