

## How to Choose the Per Diem Deductions

Once you choose Meals and Incidentals as an Expense Type go to the Per Diem Deductions Link

Meals and Incidental Test

EXUSER01-Stefanie Employee

Save Review and Submit

Last Saved 05/21/2018 3:15PM

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Total (1 Item) 0.00 USD

Add
 1 Wallet
 Delete
 Filter
 More

Monday, May 21, 2018

Meal and Incidental Per Diem	51.00
	USD

### Meal and Incidental Per Diem - 05/21/2018

\*Date

\*Expense Type

Description

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**Payment Details**

\*Payment

\*Amount

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**Additional Information**

\*Expense Location

Per Diem Deductions >

Accounting 1 >

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**Exceptions**

Personal Expense   No

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.

Cancel

### Per Diem Deductions

Done

Date 05/21/2018

Expense Type Meal and Incidental Per Diem

Per Diem Amount 51.00 USD

**Deduction Details**

Expense Type	Deduction Percentage
<input checked="" type="checkbox"/> xFirst/Last Day of Trip	75.00
<input type="checkbox"/> xProvided Meal-Breakfast	20.00
<input type="checkbox"/> xProvided Meal-Dinner	50.00
<input type="checkbox"/> xProvided Meal-Lunch	30.00

The new Per Diem amount will be calculated based on selection and updated in Payment Detail Section

**Meals and Incidental Test** 

**EXUSER01-Stefanie Employee** 

**Save** **Review and Submit**

Last Saved 05/21/2018 3:22PM

Total (1 Item) **38.25 USD**

**+** **Wallet** **1** **-** **Filter** **...**

Add Wallet Delete Filter More

**Monday, May 21, 2018**

<b>Meal and Incidental Per Diem</b>	38.25
Meals & Incidental	USD

### Meal and Incidental Per Diem - 05/21/2018

\*Date: 05/21/2018 

\*Expense Type: Meal and Incidental Per Diem 

Description: Meals & Incidental 

#### Payment Details

\*Payment: Personal Funds 

\*Amount: 38.25 USD

#### Additional Information

\*Expense Location: OSHKOSH, WI 

 Per Diem Deductions	1 >
 Accounting	1 >

#### Exceptions

Personal Expense  No