How to Choose the Per Diem Deductions

Once you choose Meals and Incidentals as an Expense Type go to 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.

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