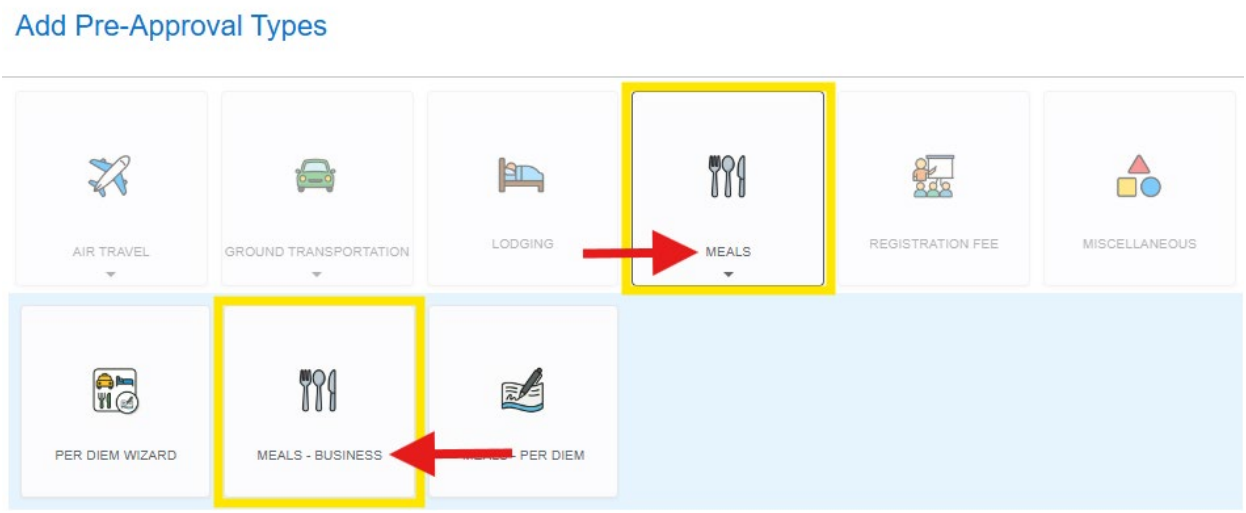
Emburse User Guide:
Use the Meals-Business Tile

Click the **Meals** tile, and then click the **Meals - Business** sub-tile.

- Note: The Meals-Business tile should only be used for situations such as when faculty/staff are traveling with students and faculty/staff are requesting Per Diem for the group, including other colleagues.



The Meals-Business window below will open.

Enter the estimated amount in the **Estimated Amount** box.

- Note: View the USI Travel Procurement Per Diem webpage for more information.

Enter a description of the Per Diem in the **Description** box. This description should also include whether the TCard will be used or a Cash Advance will be requested.

- Note: When using a TCard, the USI Per Diem rate does not have to be used to produce a figure. However, remember that paying the actual cost of meals is more expensive than daily Per Diem.
- Note: Requesting a cash advance requires four weeks' advance notice.
    - Example: Per Diem for 10 students and 2 faculty/staff for 4 days. Will use a TCard.
    - Example: Per Diem for 5 students and 1 faculty/staff for 3 days. Will request a Cash Advance.

Click **Save**.

