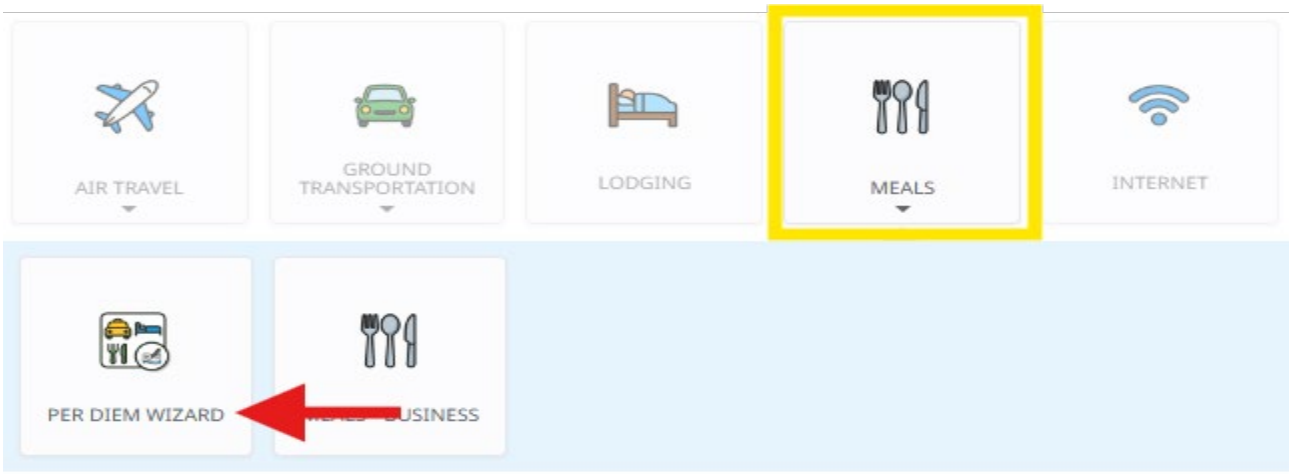
Emburse User Guide:
Meals (Per Diem) Expense Type

This expense type has two sub-tiles: Per Diem Wizard and Meals—Business.

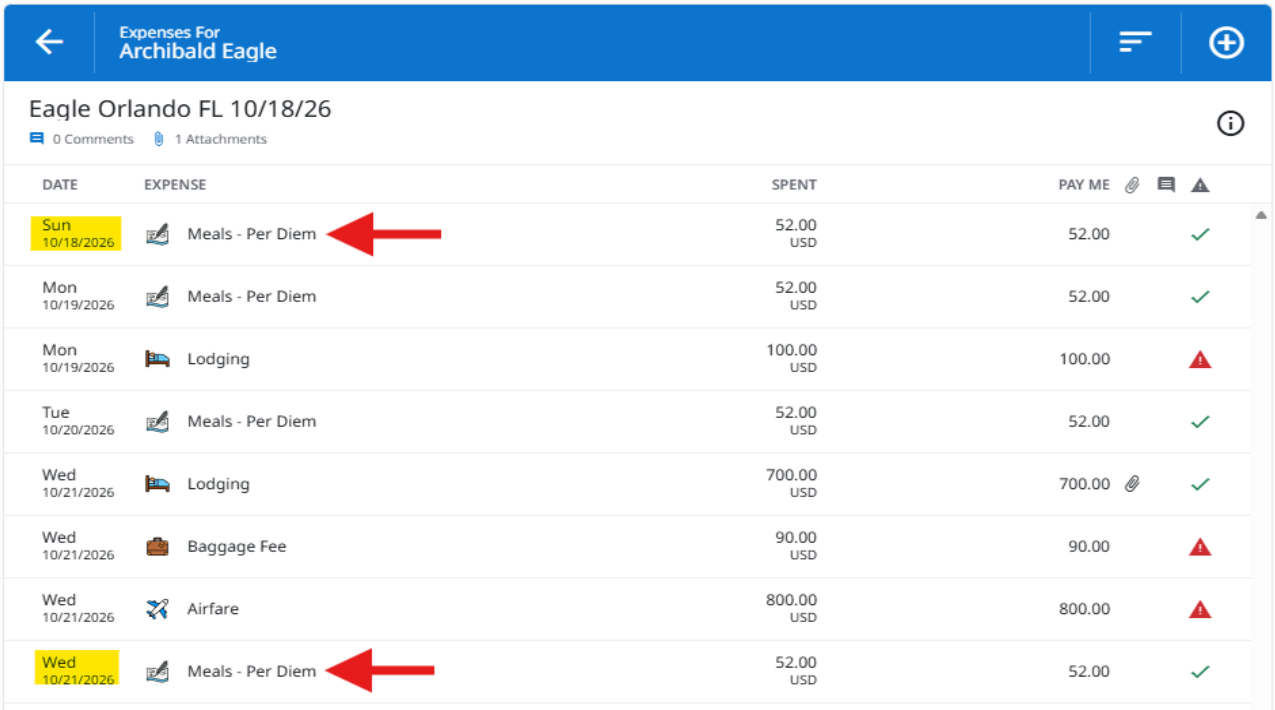
- Tip: If this expense type was estimated on the Pre-Approval, then click that expense line in the Expense Report to edit.
- Tip: If this expense type was not estimated on the Pre-Approval, then add it to the Expense Report by going to the **Add Expenses** menu (see Step 2 in the Create and Submit an Expense Report guide).



Step 1 – Edit the Start Date and End Date times

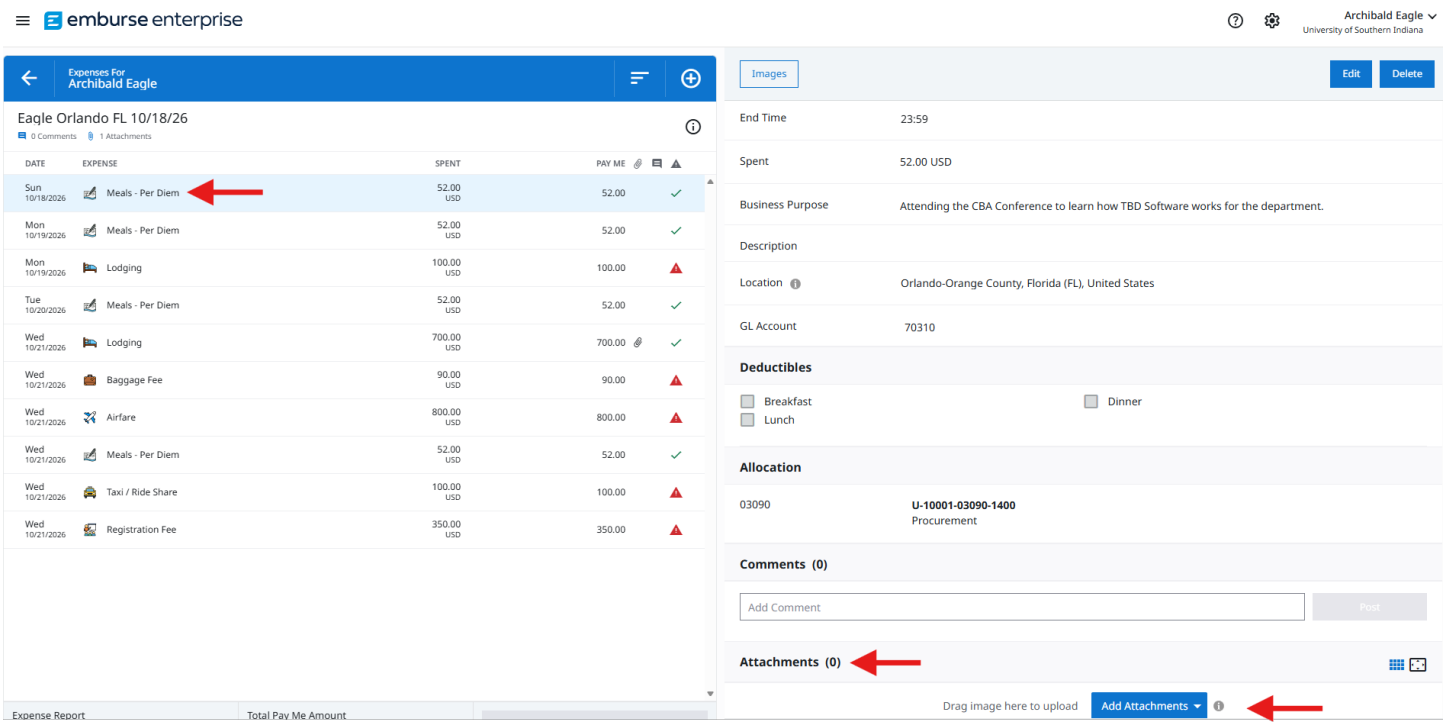
Edit the first day of Per Diem and change it to the trip start time (e.g., time left from campus/home).
Edit the last day of Per Diem and change it to the trip end time (e.g., time arrived at campus/home).

- Tip: Times are shown using Military Time.



Step 2 – Add the Agenda

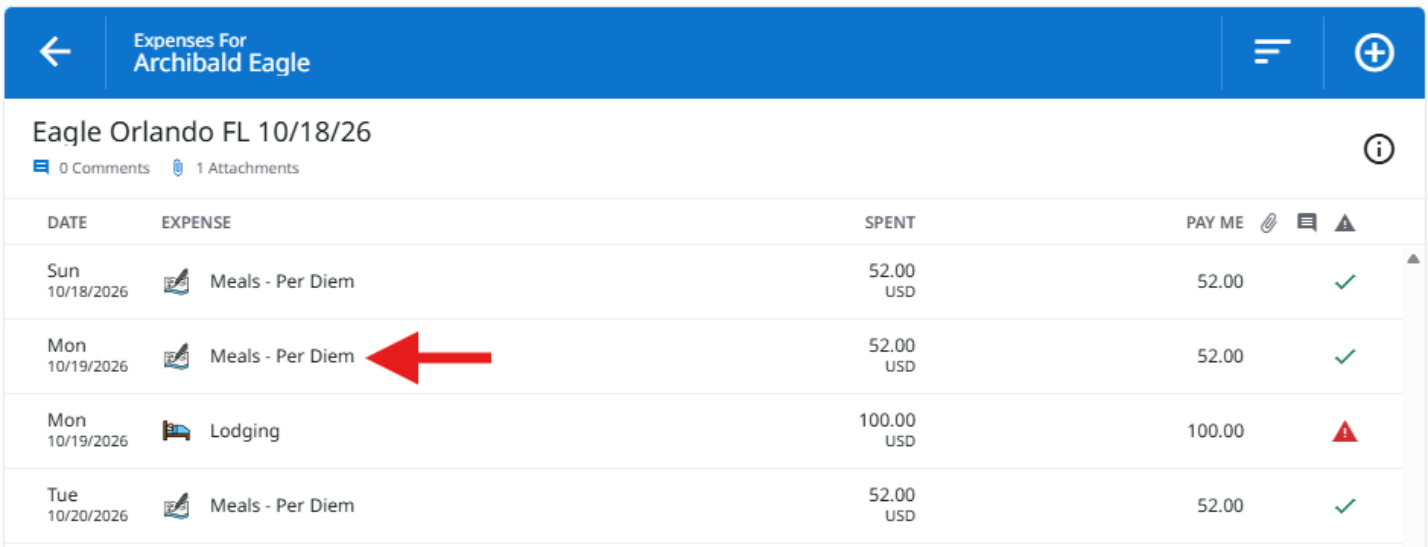
Click on the first day of Per Diem. In the Per Diem line box that opens to the right, scroll to the Attachments section and then add documentation (i.e., agenda, itinerary) of your conference/event (PDF or JPEG format only).



Step 3 – Deduct/Edit Per Diem Meals

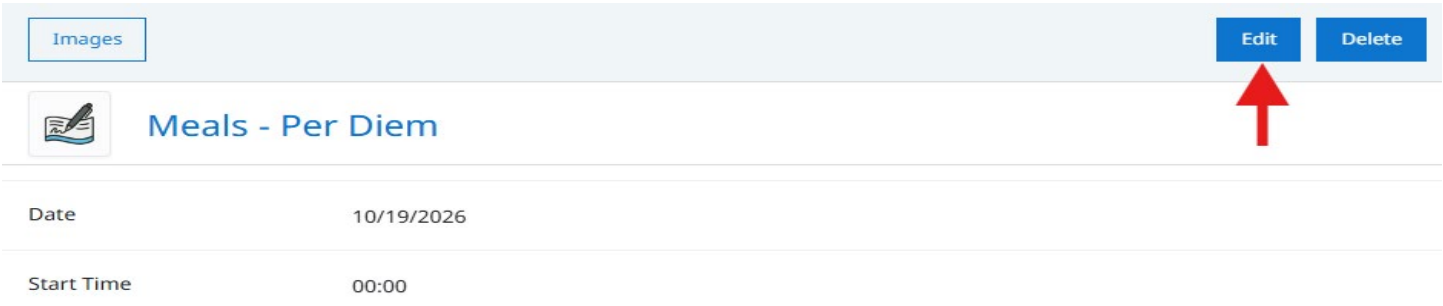
Edit the Per Diem dates if meals were provided during the trip.

To edit the Per Diem amount, click the Per Diem date expense line you need to revise.



The Per Diem line will open in a box to the right. Click **Edit**.

- Tip: If this Per Diem date will not be claimed, or if all meals for this date were provided, leaving the line item expense at $0, then click **Delete** to remove the entry from the Expense Report.



A more detailed Per Diem box will open.

Find the **Deductibles** section, which will have three boxes: Breakfast, Lunch, and Dinner.

- Tip: If Breakfast, Lunch, and/or Dinner were provided on the travel day or are not eligible due to the trip Start Date/End Date, then check the box next to the meal. This will deduct the meal from the Per Diem amount.

Click **Save**. Repeat this step as needed on the other Per Diem expense lines.

