

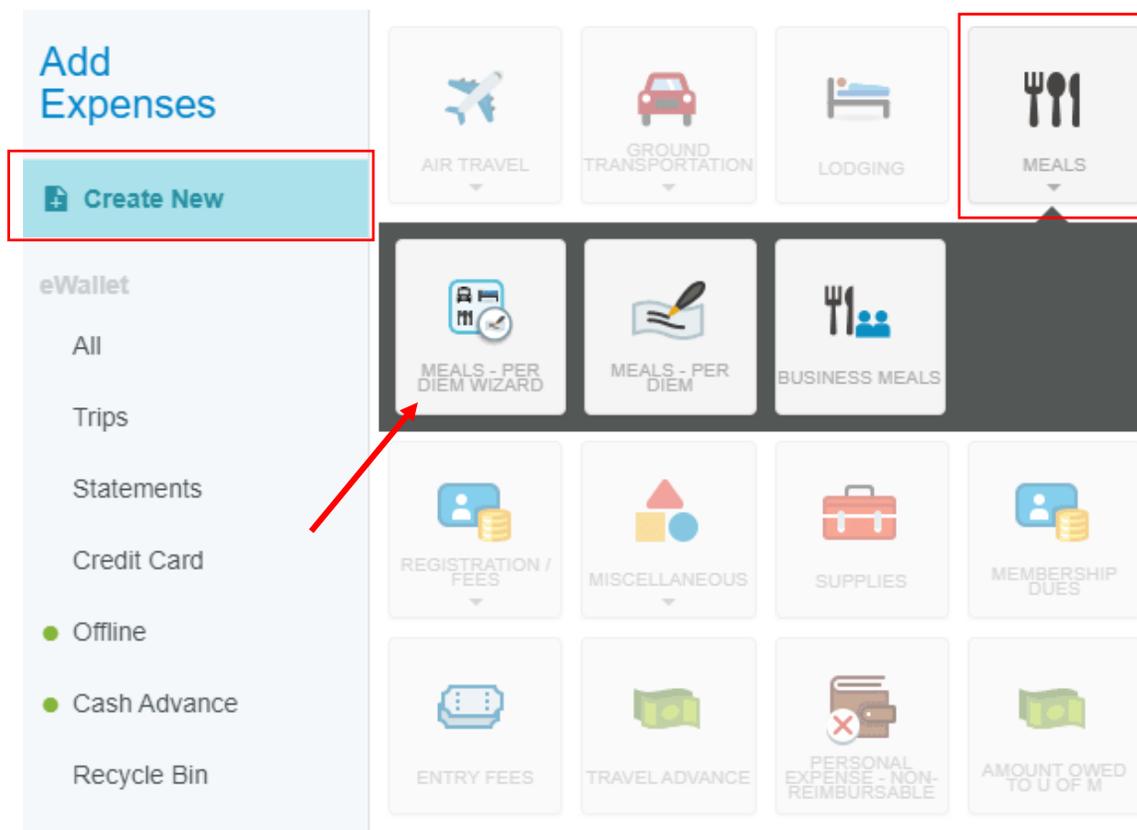
Adding Per Diems

Chrome River EXPENSE allows you to create Per Diems expenses based on your travel location and standard government lodging and meal per diem rates.

You can add multi-day and single day per diems to an expense report.

Multi-day Per Diems

To add a multi-day Per Diem expense to an expense report, on the **Add Expense** screen, tap **Create New** and select the **Meals** expense tile and then select **Meals - Per Diem Wizard**.



The Per Diem Wizard allows you to enter expenses for multiple days simultaneously.

1. Enter the **Start Date** and **End Date**. The number of days will be calculated automatically.
2. Select the location.
3. Use the drop-down menu to search for and assign the per diem to a specific allocation.

Per Diem Wizard

| | |
|------------------|---|
| Start Date | <input type="text" value="04/01/2020"/>  |
| End Date | <input type="text" value="04/03/2020"/>  |
| Days | <input type="text" value="3"/> |
| Business Purpose | <input type="text" value="Trip to Boston"/> |
| Location | <input type="text" value="Boston-Suffolk County, Massachusetts (MA), United States"/> |

When traveling to multiple cities within the same official business travel all days of per diem are based upon the city where lodging occurs.

Allocation

 [Add Allocation](#)



4. Tap **Add Entries**. The per diem entries made for each day will display on the right.

| DATE | LOCATION | AMOUNT |
|---|--|----------------|
| <input type="checkbox"/> Wed, 04/01/2020 | Boston, Massachusetts (MA),United States | 53.25 USD > |
| <input type="checkbox"/> Thu, 04/02/2020 | Boston, Massachusetts (MA),United States | 71.00 USD > |
| <input type="checkbox"/> Fri, 04/03/2020 | Boston, Massachusetts (MA),United States | 53.25 USD > |

5. Tap the arrow next to an entry to reveal its **Deductibles** panel. This allows you to check off per diem items for which you do not need to be reimbursed. For example, if you did not use your per diem to pay for lunch because it was provided at the conference you attended, checking the "Lunch" box will reduce your reimbursement by the amount that the standard government rate allows for lunch for that location.

- Travel Day:** Meals and incidentals are reimbursed at different rates on travel days: 75% for meals and 100% for incidentals. Check this box to indicate whether a specific date was a travel day. The start and end date of travel default to a Travel Day.

| DATE | LOCATION | AMOUNT |
|--|---|-----------|
| × Wed, 04/01/2020 | Boston, Massachusetts (MA), United States | 30.00 USD |
| <div style="border: 1px solid red; padding: 5px;"><p>Deductibles</p><p><input type="checkbox"/> Breakfast <input checked="" type="checkbox"/> Dinner</p><p><input type="checkbox"/> Lunch <input checked="" type="checkbox"/> Travel Day</p></div> | | |
| × Thu, 04/02/2020 | Boston, Massachusetts (MA), United States | 71.00 USD |
| × Fri, 04/03/2020 | Boston, Massachusetts (MA), United States | 53.25 USD |

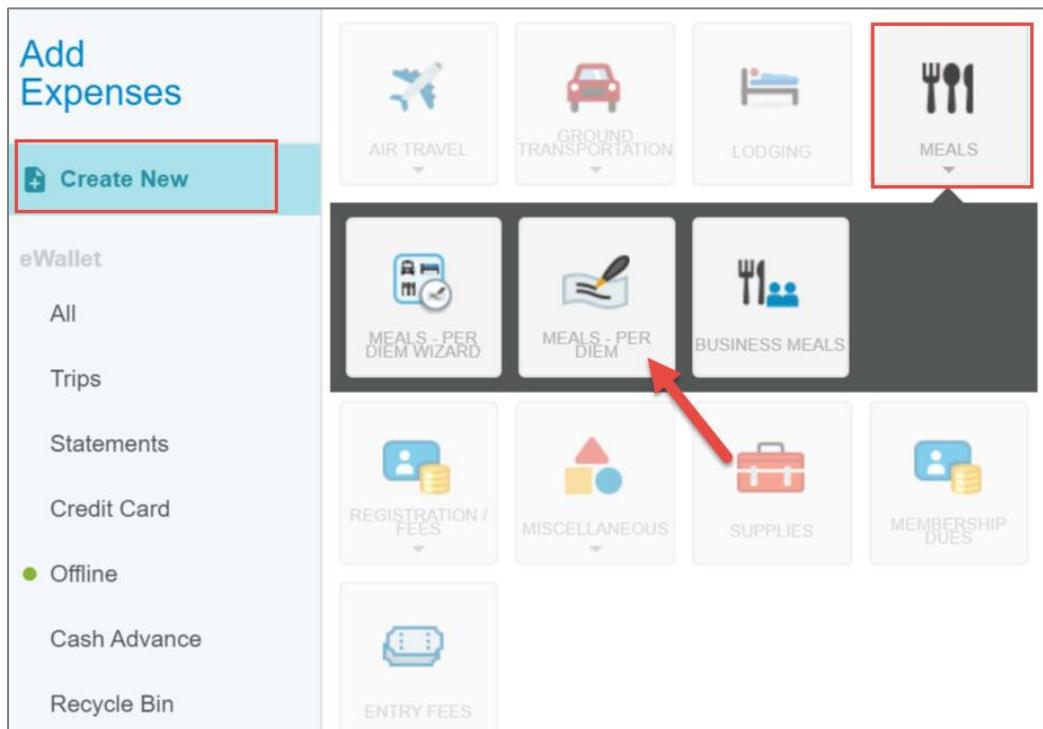
Clear All Add to Report

6. When you are finished, tap **Add to Report**. The per diem expenses will be populated in the expense report on the left as shown below.

| Per Diem Pre Approval (i) | | | | | | |
|--|------------------|---------------|--------|--|--|--|
| 0 Comments | | 2 Attachments | | | | |
| DATE | EXPENSE | SPENT | PAY ME | | | |
| Wed 04/01/2020 | Meals - Per Diem | 30.00 USD | 30.00 | | | |
| Thu 04/02/2020 | Meals - Per Diem | 71.00 USD | 71.00 | | | |
| Fri 04/03/2020 | Meals - Per Diem | 53.25 USD | 53.25 | | | |
| Thu 04/23/2020 | Airfare | 450.00 USD | 450.00 | | | |
| Thu 04/23/2020 | Lodging | 250.00 USD | 250.00 | | | |
| Thu 04/23/2020 | Room | 200.00 USD | 200.00 | | | |
| Thu 04/23/2020 | Hotel - Parking | 50.00 USD | 50.00 | | | |

Meals Per Diem for Multiple Locations in a Single Trip

To add Per Diem expenses for each day when traveling to multiple locations on the same expense report, on the **Add Expense** screen, tap **Create New** and select **Meals** expense tile then select the **Meals - Per Diem** expense type.



1. Enter the date and location. The Spent field is inactive because this amount will be calculated automatically based on the location.

2. The **Deductibles** panel will appear after you have entered a date and a location. It allows you to check off per diem items for which you do not need to be reimbursed. For example, if you did not use your per diem to pay for lunch because it was provided at the conference you attended, checking the "Lunch" box will reduce your reimbursement by the amount that is allowed for lunch for that location.

Cancel Save

Meals - Per Diem

Date: 02/05/2020

Spent: 39.75 USD

Business Purpose: Trip to Boston

Location: Boston-Suffolk County, Massachusetts (MA), United States

When traveling to multiple cities within the same official business travel all days of per diem are based upon the city where lodging occurs.

Deductibles

Breakfast Dinner
 Lunch Travel Day

3. After making the correct selections, tap **Save**.