

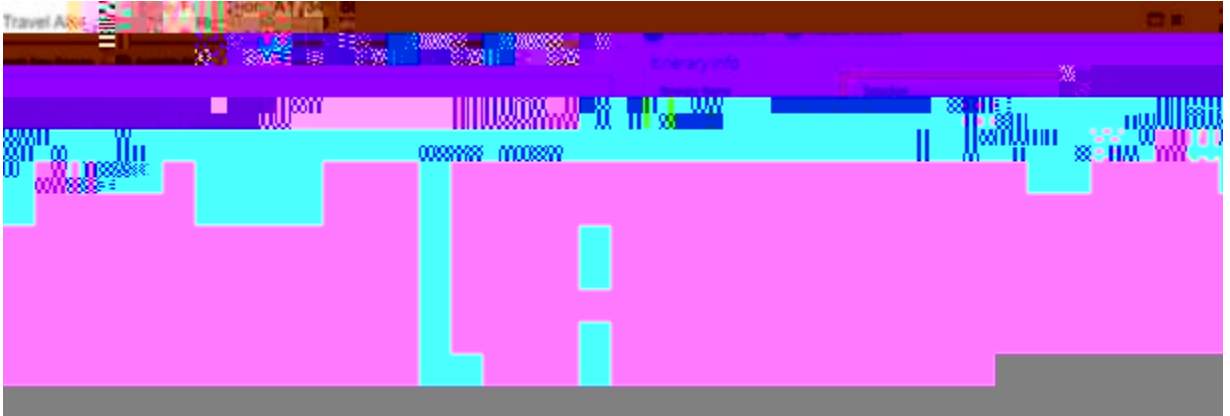
## Creating an Expense Report With Reimbursable Travel Allowances (Per Diem)

When you create your expense report, you can select if you want to claim a travel allowance (per diem). Travel allowances (per diem) can apply to meal or lodging expenses.

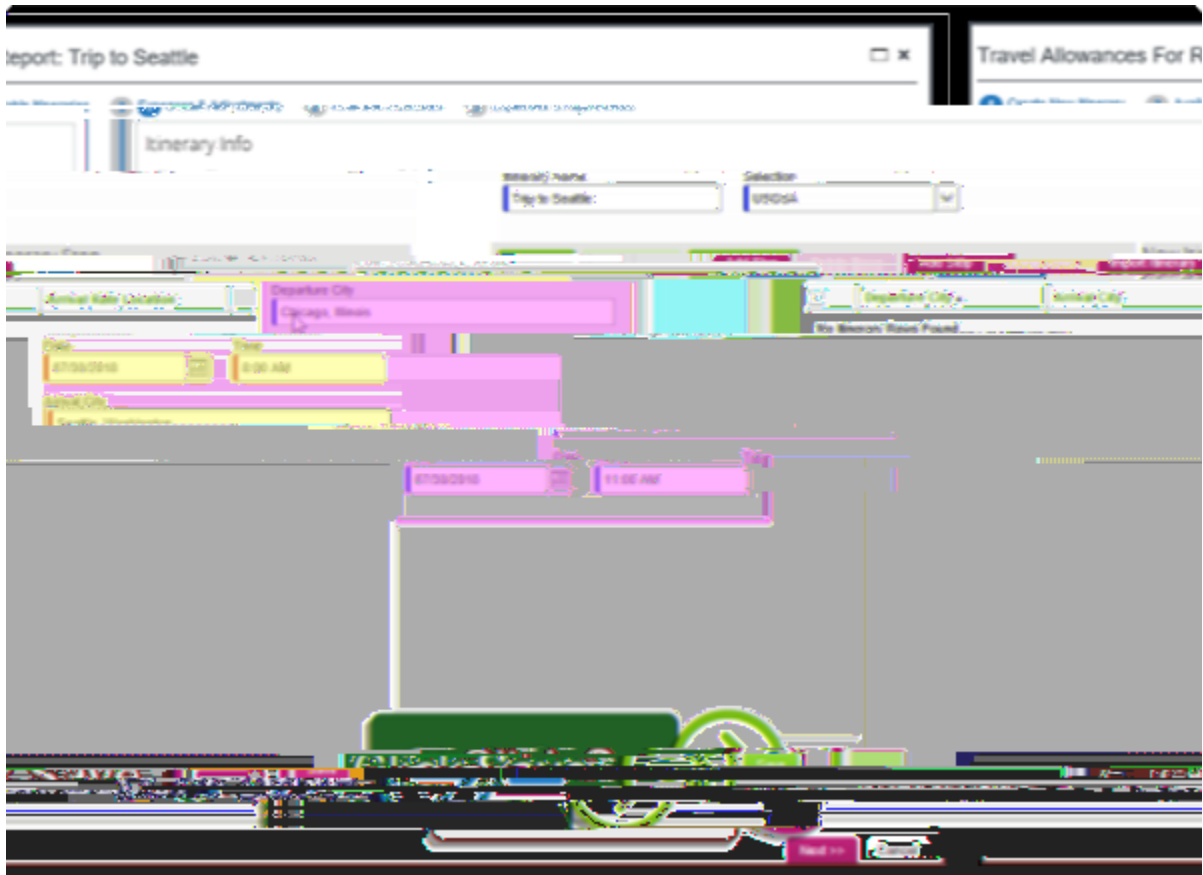
1. Open the itinerary creation by selecting Report Details then click Manage Travel Allowance.



2. On the itinerary info page, you will see a drop-down menu named Selection. Here you will choose one of two options. Select USGSA Meal Receipt



3. Specify the locations, dates, and times of you travel for the first segment of your trip, and then click Save.



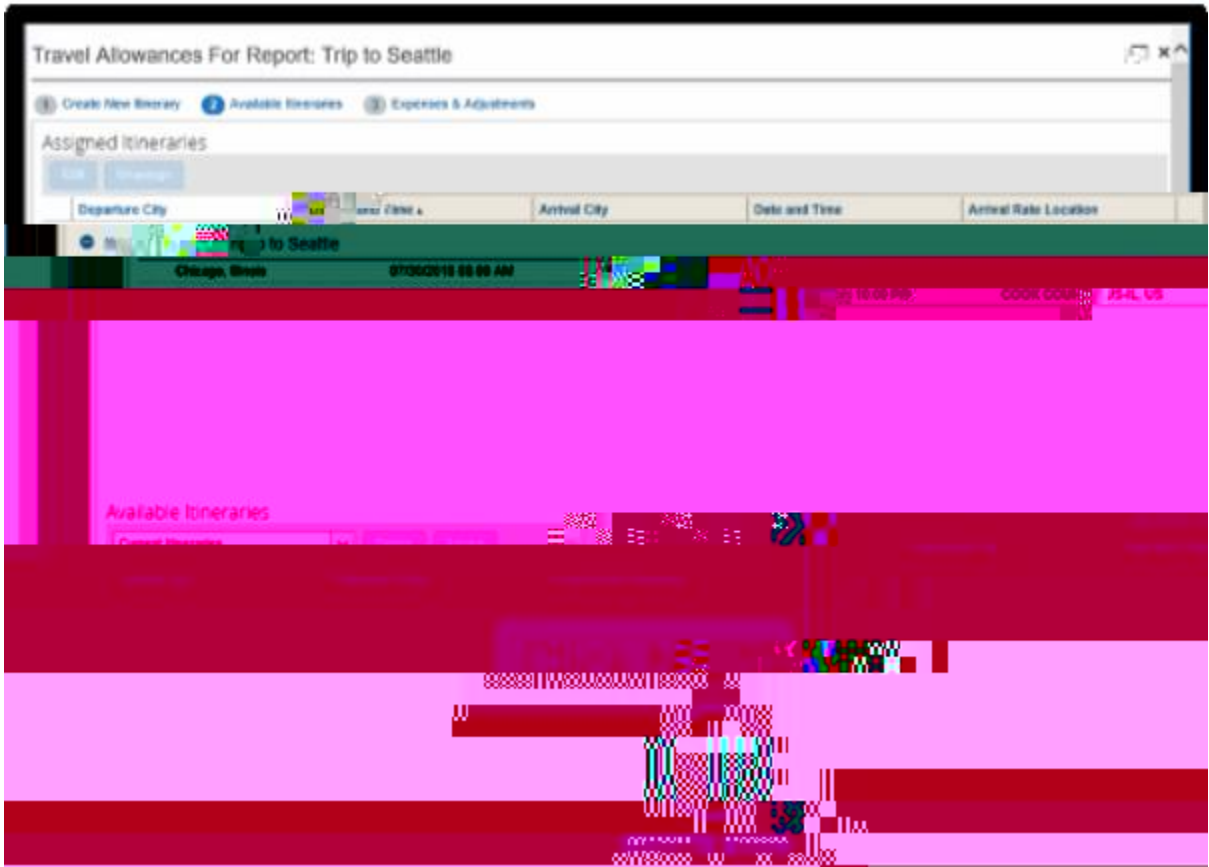
This information determines which per diem rates apply to your expense report. You must complete an itinerary entry for each segment of your trip with an overnight stay.

4. After you have entered all your trip segments, click Next.



You have created a travel allowance (per diem) itinerary. Next you will view your travel allowances (per diem) for this trip.

5. Click Next.



You will see a list of allowances for your trip based on your travel itinerary.

6. Click Create Expenses.

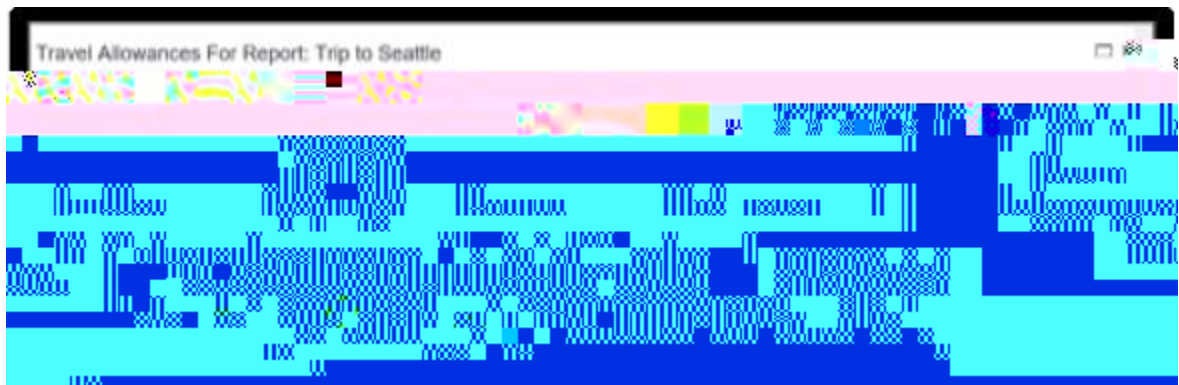
The screenshot displays a web application interface for managing travel expenses. The title bar reads "Travel App" and "Trip to Seattle". Below the title, there are navigation tabs: "Create New Itinerary", "Available Itineraries", and "Expenses & Adjustments". A search bar labeled "Show dates from" is present. The main content area is a table with the following columns: "Exclude", "Date/Location", "Breakfast Provided", "Lunch Provided", "Dinner Provided", "Extended Trip", and "Allowance". The table contains five rows of data for the month of July 2018, all for the location "Seattle, Washington". The allowance amounts are \$55.50, \$74.00, \$74.00, \$74.00, and \$55.50 respectively. At the bottom of the interface, a large blue button with a white download icon and the text "Create Expenses" is highlighted with a red box.

Exclude	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Extended Trip	Allowance
<input type="checkbox"/>	07/01/2018 Seattle, Washington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$55.50
<input type="checkbox"/>	07/01/2018 Seattle, Washington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$74.00
<input type="checkbox"/>	06/31/2018 Seattle, Washington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$74.00
<input type="checkbox"/>	06/02/2018 Seattle, Washington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$74.00
<input type="checkbox"/>	06/03/2018 Seattle, Washington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$55.50

7. To view your reimbursable travel allowance (per diem) limits, click the Report Details drop-down menu, and then click Manage Travel Allowance.



8. Click the Reimbursable Allowances Summary tab.



The Reimbursable Allowances Summary displays your travel allowance (per diem) limits for the city and dates that you specified in your travel itinerary. When you submit your report, Expense verifies that the expenses are within the date range of the itinerary.

