

T&E CONUS PER DIEM/HOTEL QUICK TIPS SHEET

1 Default Location: CO, BOULDER

2 Multi Site Trip:

3 Expense Type: MEALS AND INCIDENTAL

4 Detail: [Detail](#)

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	*Detail
<input type="checkbox"/>	MEALS AND INCIDENTAL	11/01/2015	44.25	USD	Reimburse	Out of	Detail
<input type="checkbox"/>	MEALS AND INCIDENTAL	11/02/2015	59.00	USD	Reimburse	Out of	Detail
<input type="checkbox"/>	MEALS AND INCIDENTAL	11/03/2015	44.25	USD	Reimburse	Out of	Detail
<input type="checkbox"/>	HOTEL OR LODGING	11/01/2015	200.00	USD	Reimburse	Out of	Detail

The PeopleSoft Travel & Expense Center now selects traveler per diem and hotel rates based on a specific travel location entered by the user. This Quick Tips sheet addresses only these specific changes in the Travel Module. For a detailed instructional document covering the entire T&E Module please visit [HERE](#).

1 Default travel location. User enters expense report information, choosing a default travel location. This location will default to all lines, and must be updated for a multi-location TER. If the destination is not listed the user should select the county the city is located in.

Note: The billing type defaults to 'Out of State' and should be edited to reflect the correct location (In state, Out of state, International).

2 Multi Site Trip. If the traveler visited multiple locations check the 'Multi Site Trip' button to indicate this.

3 Meals & incidentals. The new Expense Type of "Meals and Incidentals" is chosen from the drop-down menu. Each day of travel should have one 'Meals & Incidentals' expense line entered. The full Per Diem amount for the day is populated based on the chosen location.

Note: The billing type for each expense line is automatically updated with the same options (In state, Out of state, International) if the 'Default Location' has been selected. The billing type will indicate which account code will be automatically populated for the expense type.

4 Expense Details. The detail page for the new meals and incidentals expense is selected by clicking the "Detail" hyperlink on its row. The new "Start Time" and "End Time" on this panel must be entered, and this information will be used to break the day into quarters.

- Beginning travel days must be updated to reflect the time the traveler left the University. In this example, the start time is 8:00 AM and the end time is left the default value of 11:59 PM to signify they were traveling for the entire day starting at 8 AM.
- Full travel days should leave the start/end times should be left as the default values to signify they were traveling for the entire day.
- Return travel days should have the end time updated to reflect the time the traveler ended travel, and the start time should be left as the default value.

After the start/end dates have been entered click the [Refresh Per Diem Amounts](#) button, and the correct per diem rates for that day will display.

Refresh Per Diem Amounts

Reimbursement Amt: 44.25 USD

T&E CONUS PER DIEM/HOTEL QUICK TIPS SHEET

Accounting Detail
Receipt Split
Per Diem Deductions
Check Expense For Error
Return to Expense Report

5

Create Expense Report
Per Diem Deductions
Report ID: NEXT

Please select all expenses that were paid by an establishment or an individual other than yourself.
Per Diem Amount: 44.25 USD

Personalize | Find | First | 1-3 of 3 | Last

Expense Type	Deduction Percentage	Deduction Flag
BREAKFAST PER DIEM DEDUCTION	15.00	<input type="checkbox"/>
SUP/DIN PER DIEM DEDUCTION	50.00	<input type="checkbox"/>
LUNCH PER DIEM DEDUCTION	35.00	<input checked="" type="checkbox"/>

OK Cancel

5 Per Diem Deductions. In the event that a meal is provided during travel the user should click the 'Per Diem Deductions' hyperlink in the '*Detail' panel mentioned above.

Mark the check box next to the meal that was provided to reduce the per diem amounts by that percentage. In this example, breakfast was provided and the per diem amounts were reduced by 15% to reflect this.

After pressing 'OK' the per diem amount for that day can be updated by clicking the **Refresh Per Diem Amounts** button.

KU Financial

Create Expense Report
Expense Detail for HOTEL OR LODGING (Line 4)
Ola Faucher
Report ID: NEXT

About This Expense

*Expense Date: 11/01/2015
*Payment Type: Reimbursements No Receipt
*Billing Type: Out of State Non-Reimbursable
*Number of Nights: 2
*Merchant (Choose One)
Preferred:
Non-preferred: Marriott
*Location: CO, BOULDER
*Description: Enter Description Here
*Amount Spent: 200.00
*Currency: USD
*Exchange Rate: 1.00000000 Default Rate
Reimbursement Amt: 200.00 USD

6

Select	*Expense Type	*Expense Date	*Amount	*Currency	*Payment Type	*Billing Type	*Detail
<input type="checkbox"/>	MEALS						
<input type="checkbox"/>	MEALS AND INCIDENTAL	11/02/2015	44.25	USD	Reimburseme		
<input type="checkbox"/>	MEALS AND INCIDENTAL	11/03/2015					
<input type="checkbox"/>	HOTEL OR LODGING	11/01/2015	200.00	USD	Reimburseme	Out of	*Detail

6 Expense Detail for Hotel/Lodging. The expense details for hotel or lodging are entered by selecting 'HOTEL OR LODGING' from the drop-down expense menu.

The expense detail information is entered and saved as before, but the allowable amount to be spent will be automatically updated based on the Default Location entered. If the allowable amount is exceeded a justification must be entered.