The T&E module calculates meals per diem in ‘quarters’ within the system based on the total amount of hours entered as the start/end travel times each day.

1 **Default Location.** For KURES funded travel prior to 4/1/16 select ‘Out-of-state’, ‘In-state’, or ‘International’. After 4/1/16 KURES will be using CONUS locations, and a specific CONUS location should be entered instead of ‘In-state’, ‘Out-of-state’, etc.

2 **Departure Date/Time.** Enter the time and date the traveler left and returned. These times do not pull through to each individual ‘Meals & Incidentals’ expense line.

3 **Meals & Incidentals | Main T&E Panel.** For KURES reimbursement rates select ‘MEALS AND INCIDENTALS-RS ONLY’ as the expense type.

4 **Meals & Incidentals | Detail Panel.** To enter the detail information on each expense row click the *Detail button.

   - **A. Departure:** Enter the expense date, billing type, per diem deductions (if any), and start/end times. In this example, the traveler left at 11:00 AM and traveled the rest of the day so the end time is left at the default value of 11:59 PM.

   - **B. Full Travel:** Enter the expense date, billing type, per diem deductions (if any), and start/end times. In this example, the start/end times should be left as the default values (12:00 AM to 11:59 PM) to signify travel for the entire day.

   - **C. Return:** Enter the expense date, billing type, per diem deductions (if any), and start/end times. In this example, the traveler returned home at 10:00 PM so this is reflected in the ‘End Time’ and the ‘Start Time’ is left to the default value of 12:00 AM.

Note: Always remember to click **Refresh Per Diem Amounts** to update totals and save entries made in the Expense Detail panel before returning to the main Expense Report panel or data may not update properly.

5 **Meals Provided.** Meals provided during travel are entered on the Expense Detail page by clicking ‘Per Diem Deductions’. Simply check the ‘Deduction Flag’ box next to the meal provided and the system will adjust the per diem automatically.

Note: Meals provided will still need to be entered in comments for auditing purposes.

**KURES Funding but UKANS Rates (Prior to 4/1)?** Follow the same instructions, except choose a specific city/state as the ‘Default Location’ and choose ‘MEALS AND INCIDENTALS’ (without the RS) as the expense type.