Same day travel that is three or more hours more than an employee’s normal work day should be reimbursed for one per diem meal. The travel location must be greater than 30 miles from their normal employee location.

1. **Header Information.** Enter the travel description, business purpose, etc. as normal in the header location of the Expense Report.

2. **Comment.** In the comment section make note of the same day travel reimbursement.

3. **Default Location.** Select the CONUS default location.

4. **Departure/Return Times.** Enter the correct departure/return date and time for the same day travel.

5. **Expense Type.** Select the ‘MEALS AND INCIDENTALS’ expense type from the list. Enter the correct expense date.

6. **Expense Detail.** Click on the *Detail button on the ‘MEALS AND INCIDENTALS’ expense row to open the expense detail panel. Verify that the expense date, billing type, and location are correct.

   **Note:** DO NOT EDIT THE START/END TIMES IN THIS PANEL!

7. **Per Diem Deductions.** Click the ‘Per Diem Deductions’ button on the Expense Detail panel to navigate to the Per Diem Deductions panel. Check the boxes of the meals you are NOT reimbursing the traveler for. Click OK, and note that the *Amount Spent has updated in the Expense Detail panel and on the overall Expense Report.

   **Note:** In this example, the traveler is being reimbursed for lunch. The breakfast and dinner deduction flag check boxes are marked to indicate that they are not being reimbursed for those meals.