

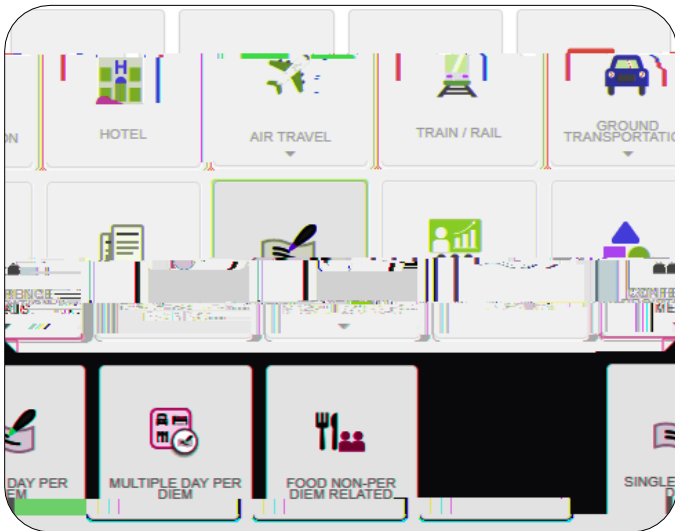
Create Per Diem Expense (Travel)

Create Per Diem Expense

1. Select the Meals tile



2. Select the Multiple Day Per Diem tile



3. Complete the expense tile form

A screenshot of a mobile application interface showing the expense tile form. The form is a scrollable list of fields. The first field is 'Departure Date/Time' with a date of '05/01/2019' and a time of '07:00'. The second field is 'End Date/Time' with a date of '05/03/2019' and a time of '17:30'. The third field is 'Days' with a value of '3'. The fourth field is 'Business Purpose' with the text 'To learn new techniques on generating spirit on camp'. The fifth field is 'Description' with the text 'Add Description'. The sixth field is 'FY' with the value '2581'. The seventh field is 'GL Account' with the value '2581'. The eighth field is 'Funding'. At the bottom of the form, there are two buttons: 'Add Entries' and 'Cancel'.

- **Departure Date/Time:** Click the calendar icon to select the date which represents the actual departure date for this travel event. Select the actual departure time from the drop down list provided.
- **End Date/Time:** Click the calendar icon to select the date which represents the actual return date for this travel event. Select the actual return tE6

- **Location:** Select the City-County, State, Country of the Hotel.
- **Add Banner Activity and/or Location:** Select this check box if you would like to add a Banner Activity and/or Location code.
 - **Activity:** Click the drop-down box and select the appropriate value from the list.
 - **Location:** Click the drop-down box and select the appropriate value from the list.
- **Fu**

