To Create Per Diem on Expense Report

1. Go to Travel Allowance and click on Manage Travel Allowance in the list down menu.

2. Click on Create New Itinerary

3. Below New Itinerary stop complete the details asked:
   a. Departure City: Date & Time
   b. Arrival City: Date & Time.
   c. Save

Travel Allowances For Report: National Assoc of African AM Stu

1 Create New Itinerary   2 Available Itineraries   3 Expenses & Adjustments

Itinerary Info

Itinerary Name
National Assoc of African AM Stu

Selection
GSA Per Diem Hotel & Meals

[Add Stop] [Delete Rows]

☐	Departure City↑⌕	Arrival City	Arrival Rate Location

No Itinerary Rows Found

New Itinerary Stop

Departure City
Plainville, Connecticut

Date
02/15/2024

Time
6:00 AM

Arrival City
Austin, Texas

Date
02/15/2024

Time
12:00 PM

[Save]

4. Below New Itinerary stop complete the details asked: (This is for the day when you are returning home 😊)
   a. Departure City: Date & Time
   b. Arrival City: Date & Time.
   c. Save

Travel Allowances For Report: National Assoc of African AM Stu

1 Create New Itinerary   2 Available Itineraries   3 Expenses & Adjustments

Itinerary Info

Itinerary Name
National Assoc of African AM Stu

Selection
GSA Per Diem Hotel & Meals

[Add Stop] [Delete Rows]

☐	Departure City↑⌕	Arrival City	Arrival Rate Location

No Itinerary Rows Found

New Itinerary Stop

Departure City
Plainville, Connecticut

Date
02/15/2024

Time
6:00 AM

Arrival City
Austin, Texas

Date
02/15/2024

Time
12:00 PM

[Save]

5. Click on Next . It takes you to the next screen below and then click again on Next.

Travel Allowances For Report: National Assoc of African AM Stu

(1) Create New Itinerary   (2) Available Itineraries   (3) Expenses & Adjustments

Assigned Itineraries

[Edit] [Unassign]

Departure City	Date and Time↑≡	Arrival City	Date and Time	Arrival Rate Location
⊖ Itinerary: National Assoc of African AM Stu				
Plainville, Connecticut	02/15/2024 06:00 AM	Austin, Texas	02/15/2024 12:00 PM	TRAVIS COUNTY, US-TX, US
Austin, Texas	02/18/2024 03:00 PM	Plainville, Connecticut	02/18/2024 09:00 PM	HARTFORD COUNTY, US-CT, US

Available Itineraries

Current Itineraries ⌄ [Delete] [Assign]

Departure City	Date and Time↑≡	Arrival City	Date and Time	Arrival Rate Location
No Available Itineraries Found				

[<< Previous] [Next >>]

6. So, you are clicking on Next twice.

Travel Allowances For Report: National Assoc of African AM Stu

(1) Create New Itinerary   (2) Available Itineraries   (3) Expenses & Adjustments

Assigned Itineraries

[Edit] [Unassign]

Departure City	Date and Time↑≡	Arrival City	Date and Time	Arrival Rate Location
⊖ Itinerary: National Assoc of African AM Stu				
Plainville, Connecticut	02/15/2024 06:00 AM	Austin, Texas	02/15/2024 12:00 PM	TRAVIS COUNTY, US-TX, US
Austin, Texas	02/18/2024 03:00 PM	Plainville, Connecticut	02/18/2024 09:00 PM	HARTFORD COUNTY, US-CT, US

Available Itineraries

Current Itineraries ⌄ [Delete] [Assign]

Departure City	Date and Time↑≡	Arrival City	Date and Time	Arrival Rate Location
No Available Itineraries Found				

[<< Previous] [Next >>]

7. Exclude any meals received and click on Create Expenses.

After you click on Create Expenses it takes you to the initial page and you will see that per diem for each day is added.