

Travel Policy Per Diem Information

Per diem rates follow the US General Services Administration rates, and are automatically populated in Chrome River. The amounts will vary based on the city and state entered.

- If creating a blanket pre-approval, use 'various' as the the header location and location in the Per Diem Wizard
- Use the exact travel destination for all other trips

Per Diem Wizard

Per Diem Wizard

Start Date

End Date

Days

Description

Location

DATE	LOCATION	AMOUNT
------	----------	--------

After entering dates and selecting 'add entries', the per diem calculations will appear to the right. You can see that the first and last days are automatically calculated at 75%.

Per Diem Wizard

Start Date

End Date

Days

Description

Location

DATE	LOCATION	AMOUNT
× Thu, 08/11/2022	Various, Indiana (IN), United States	38.25 USD
× Fri, 08/12/2022	Various, Indiana (IN), United States	51.00 USD
× Sat, 08/13/2022	Various, Indiana (IN), United States	51.00 USD
× Sun, 08/14/2022	Various, Indiana (IN), United States	51.00 USD
× Mon, 08/15/2022	Various, Indiana (IN), United States	38.25 USD

Regardless of trip, the first and last days of travel must be checked. There is an option to remove the travel day checkmark, when applicable. Select 'edit' and remove the check mark. Each different location entered will automatically have 'travel day' checked. You must edit and uncheck 'travel day' from those trips that are not the first or last travel days, if you are entering different cities for each date.

chromeriver

Test Traveler
Ball State University

Pre-Approvals For Test Traveler

Blanket test FY22-23

EXPENSE	ESTIMATED
Meals - Per Diem	51.00 USD
Meals - Per Diem	51.00 USD
Meals - Per Diem	51.00 USD
Meals - Per Diem	51.00 USD
Meals - Per Diem	51.00 USD
Meals - Per Diem	51.00 USD
Meals - Per Diem	51.00 USD
Meals - Per Diem	51.00 USD
Meals - Per Diem	51.00 USD
Meals - Per Diem	38.25 USD

PA Report ID Total Estimated Amount **Submit**

Meals - Per Diem

Date: 06/30/2023

Estimated Amount: 38.25 USD

Description: meal per diem will be adjusted when submitting expense reports. This is a blank et estimate only.

Location: Various, Indiana (IN), United States

Deductibles

Breakfast Travel Day
 Lunch Additional Deduction
 Dinner

In the example below, you can see that the location of Indianapolis has a rate for the first and last day of travel at 75% for a value of \$51.75 and the full rate of \$69 is given for the full day.

chromeriver

Test Traveler

Pre-Approvals For Test Traveler

Testing Travel Policy Change 8/22/2022

EXPENSE	ESTIMATED
Meals - Per Diem	51.75 USD
Meals - Per Diem	69.00 USD
Meals - Per Diem	51.75 USD
Hotel	2,000.00 USD
Mileage - Personal Vehicle	93.75 USD

Meals - Per Diem

Date: 08/18/2022

Estimated Amount: 51.75 USD

Description: Testing

Location: Indianapolis-Marion County, Indiana (IN), United States

Deductibles

Breakfast Travel Day
 Lunch Additional Deduction
 Dinner