

Per Diem Expense Entry

We allow employees to spend a specific amount per day on meal expenses associated with work. The amount usually varies by location and is defined by government guidelines. You can add per diem expense line items to your expense reports.

- 1. On the **Add Expense** screen, tap **CREATE NEW** and select the Meals expense type from the mosaic.
- 2. In the subcategory, click on the **Per Diem Wizard**.

