

Per Diem Wizard

The Per Diem Wizard allows you to enter expenses for multiple days simultaneously.

1. Enter the **Start Date** and **End Date**. The number of days will be calculated automatically.

Per Diem Wizard

Start Date

End Date

Days

Business Purpose

Description Optional

2. Select the location.

Location	<input type="text" value="Orlando"/>
Allocation	<input type="text" value="United States, West Virginia (WV), Orlando-Braxton Co"/>
	<input type="text" value="United States, Florida (FL), Orlando-Orange County"/>
	<input type="text" value="United States, Oklahoma (OK), Orlando-Logan County"/>
<input type="text" value="Search for Allocation"/>	

3. Use the drop-down menu to search for and assign the per diem to a specific allocation. Tap **ADD ALLOCATION** to split it among multiple allocations.

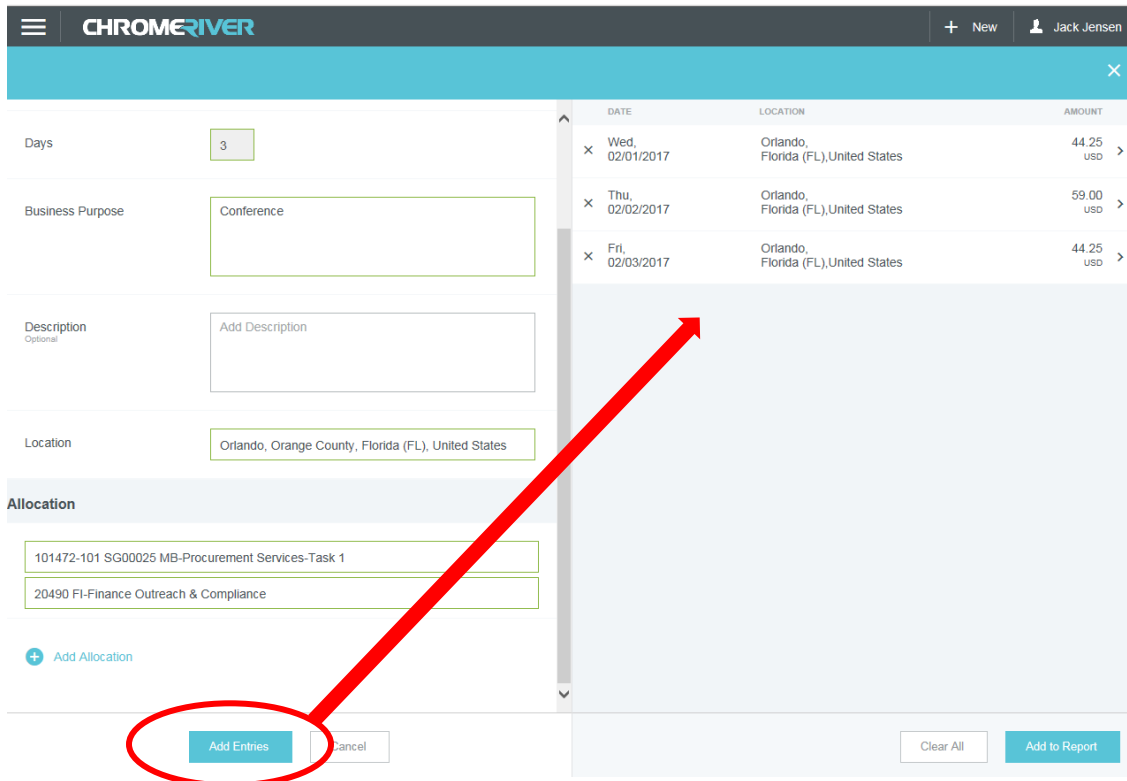
Allocation

101472-101 SG00025 MB-Procurement Services-Task 1

20490 FI-Finance Outreach & Compliance

 Add Allocation

4. Tap **ADD ENTRIES**. The per diem entries you made for each day will display in the panel on the right, for wide-screen devices, or on a replacement panel on narrow-screen devices.



The screenshot shows the Chrome River mobile app interface. At the top, there is a navigation bar with the Chrome River logo, a '+ New' button, and a user profile icon for Jack Jensen. Below the navigation bar, there is a form for adding a new entry. The form includes fields for 'Days' (set to 3), 'Business Purpose' (set to Conference), 'Description' (optional, with a placeholder 'Add Description'), and 'Location' (set to Orlando, Orange County, Florida (FL), United States). Below the form, there is an 'Allocation' section with two dropdown menus containing the same text as in the previous image. At the bottom of the form, there is a blue 'Add Entries' button circled in red, and a grey 'Cancel' button. To the right of the form, there is a panel displaying a table of per diem entries. The table has three columns: 'DATE', 'LOCATION', and 'AMOUNT'. The entries are for Wednesday, 02/01/2017 (44.25 USD), Thursday, 02/02/2017 (59.00 USD), and Friday, 02/03/2017 (44.25 USD). A red arrow points from the 'Add Entries' button to the table. At the bottom of the table, there are two buttons: 'Clear All' and 'Add to Report'.

DATE	LOCATION	AMOUNT
Wed, 02/01/2017	Orlando, Florida (FL), United States	44.25 USD
Thu, 02/02/2017	Orlando, Florida (FL), United States	59.00 USD
Fri, 02/03/2017	Orlando, Florida (FL), United States	44.25 USD

5. Tap the arrow next to an entry to reveal its **Deductibles** panel. This allows you to check off per diem items for which you do not need to be reimbursed. For example, if you did not use your per diem to pay for lunch because it was provided at the conference you attended, checking the "Lunch" box will reduce your reimbursement by the amount that that is allowed for lunch.

- **Travel Day:** Meals are reimbursed at different rates on travel days: 75% for meals. This box will be checked on the first and last day of the trip.
- **Additional Deduction:** You can reduce your reimbursement by more than the standard allowance by entering the amount in the Additional Deduction box.

DATE	LOCATION	AMOUNT
× Wed, 02/01/2017	Orlando, Florida (FL), United States	44.25 USD >
× Thu, 02/02/2017	Orlando, Florida (FL), United States	59.00 USD >
× Fri, 02/03/2017	Orlando, Florida (FL), United States	44.25 USD 

Deductibles

- Breakfast
- Lunch
- Dinner
- Travel Day
- Additional Deduction

6. To add more per diem entries, tap **ADD ENTRIES** at the bottom of the left panel on wide-screen devices or tap **+ ADD MORE ENTRIES** below the itemized entries on narrow-screen devices.

CHROME RIVER + New Jack Jensen

Days:

Business Purpose:

Description (Optional):

Location:

Allocation

[+ Add Allocation](#)

DATE	LOCATION	AMOUNT
× Wed, 02/01/2017	Orlando, Florida (FL), United States	44.25 USD
× Thu, 02/02/2017	Orlando, Florida (FL), United States	59.00 USD
× Fri, 02/03/2017	Orlando, Florida (FL), United States	44.25 USD

Deductibles

- Breakfast
- Lunch
- Dinner
- Travel Day
- Additional Deduction

7. When you are finished, tap **ADD TO REPORT**.

CHROME RIVER + New Jack Jensen

Days:

Business Purpose:

Description (Optional):

Location:

Allocation

[+ Add Allocation](#)

DATE	LOCATION	AMOUNT
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