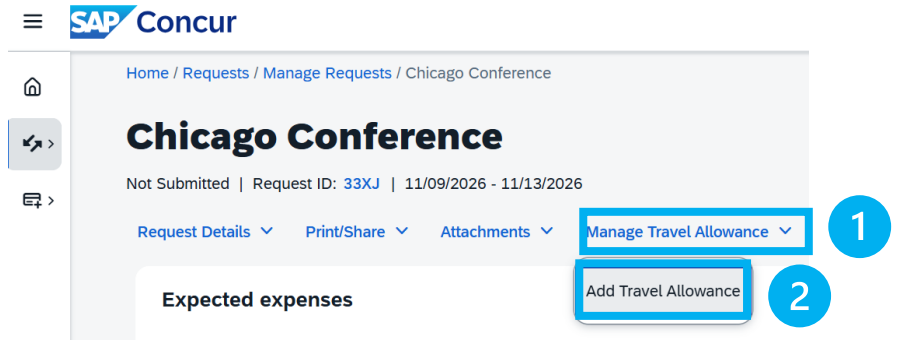
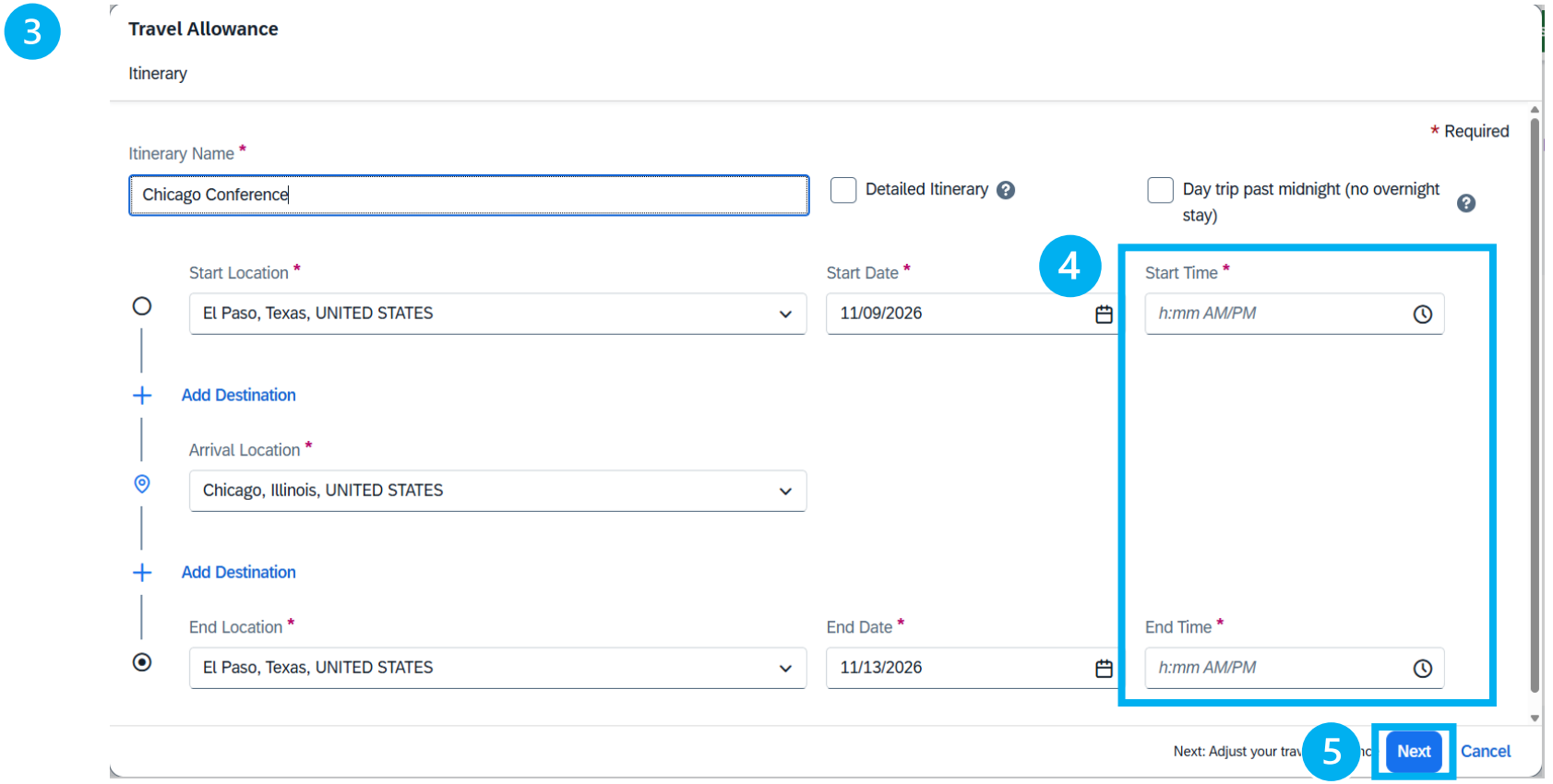
Adding in Travel Allowances (Meal Per Diem)

To add travel allowances to the travel request:

1. **Select** Manage Travel Allowance
2. **Select** Add Travel Allowance from the drop-down menu
3. **Review** the Travel Allowance Itinerary
   - Most information will already be filled in
4. **Enter** the Start and End Times
   - Estimated times are okay if exact times are unknown, such as 8:00 AM and 5:00 PM
5. **Click Next.**





Adding in Travel Allowances (Meal Per Diem)

6. Adjust Your Allowances

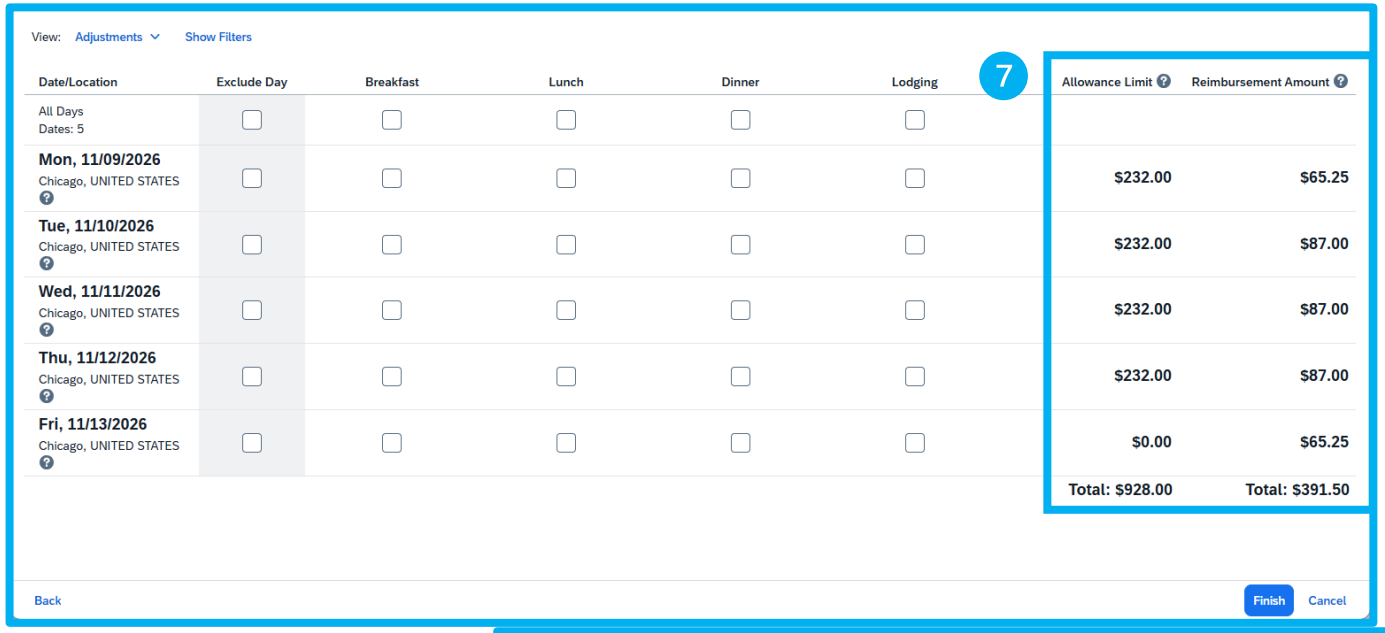
- Check the box for any meal or lodging provided during your trip that you should not receive an allowance for

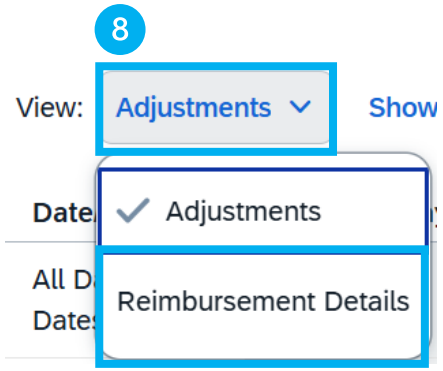
7. Review Your Allowances

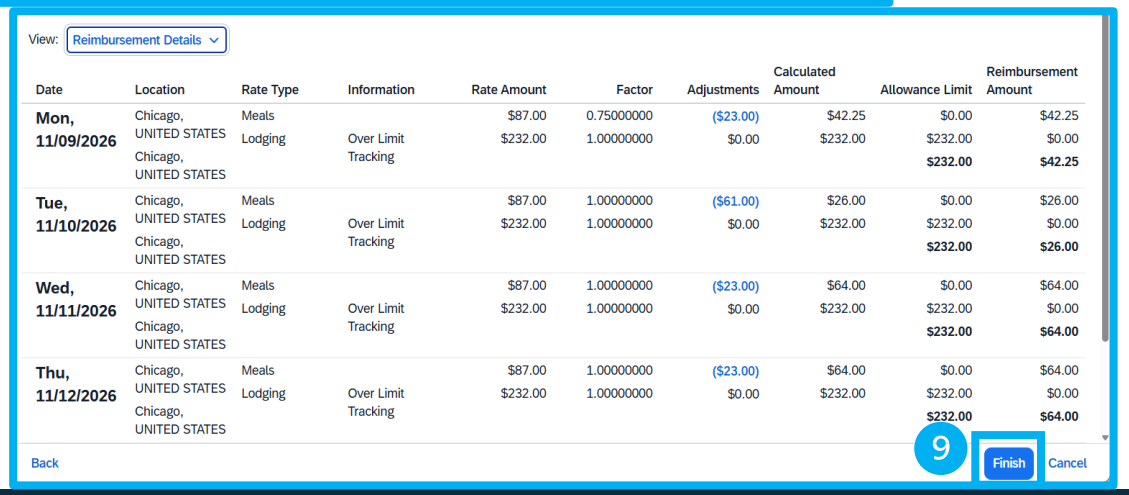
- Reimbursement Amount shows your meal per diem amounts
- Allowance Limit shows the maximum lodging amount

8. To view the Reimbursement Details, **click the Adjustment** link drop-down and **select Reimbursement Details**.

9. **Review the Details and Select** Finish, when per diems are complete







Next Up: Adding in Expenses to a Travel Request- Learn how to add expected expenses into a Travel Request