Job Aid: Daily Meal Per Diem (Single Non-Employee)

Daily Meal Per Diem (Single Non-Employee)

This aid reviews expense types unique to guest expense reports. Note that guest expense reports must use the ***UMD Travel and Hosting – Guest** expense report type.

Daily Meal Per Diem for a Guest/Non-employee

For guest/non-employee daily meal per diem, there are 2 expense types that must be used for both domestic and international trips
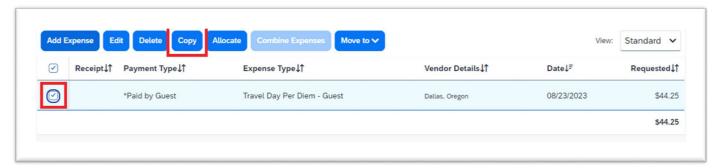
Travel Day Per Diem – Guest: Used for the departure date and return date

Standard Day Per Diem – Guest: Used for full UMD business dates

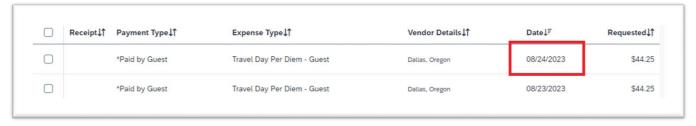*The trip dates for the purposes of this job aid will be 8/23-8/25.*

1. Click **Add Expense**
2. Under the **Create New Expense** tab, search for and select **Travel Day Per Diem – Guest**

3. Fill the fields listed below. <u>This expense is for the departure day</u>
   a. **Transaction Date**
   b. **Per Diem Location**
   c. **Payment Type** – *Paid by Guest

4. **Save** the expense
5. Check the box for the departure day per diem expense and click **Copy**

6. You will now see a copy of the expense and is created with the <u>next day's date</u> according to the original expense. <u>This expense is for the return day</u>
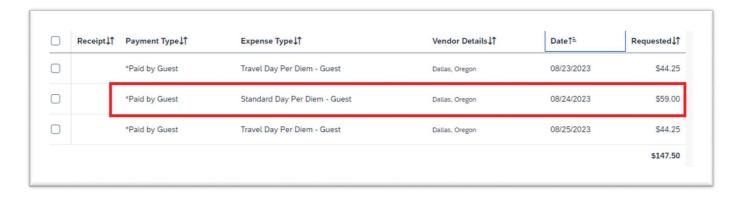

7. Open the copied expense and update the **Transaction Date** to the return date and save the expense

8. Click **Add Expense**

9. Under the **Create New Expense** tab, search for and select **Standard Day Per Diem – Guest**
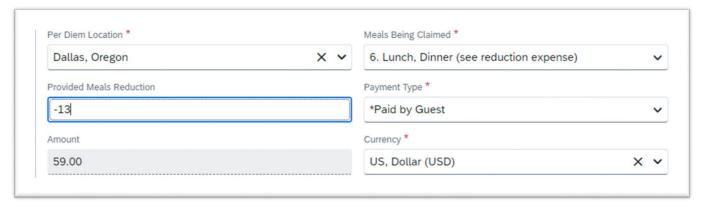
Standard Day Per Diem - Guest

10. Fill the fields listed below
    a. **Transaction Date**
    b. **Per Diem Location**
    c. **Payment Type** - *Paid by Guest
    d. **Meals Being Claimed** – This field has multiple options to choose from

        i. If **Full Day** is chosen, the **Provided Meals Reduction** field should be left at 0

        ii. Save the expense and you will see the full day's allowance for per diem

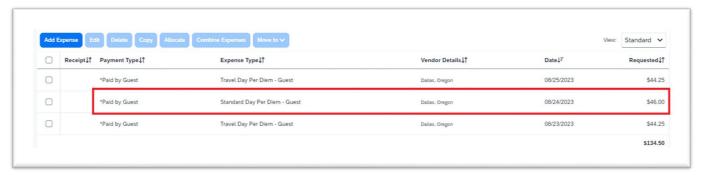|	Receipt⬍	Payment Type⬍	Expense Type⬍	Vendor Details⬍	Date⬆	Requested⬍
☐		*Paid by Guest	Travel Day Per Diem - Guest	Dallas, Oregon	08/23/2023	$44.25
☐		*Paid by Guest	Standard Day Per Diem - Guest	Dallas, Oregon	08/24/2023	$59.00
☐		*Paid by Guest	Travel Day Per Diem - Guest	Dallas, Oregon	08/25/2023	$44.25
						$147.50

        iii. If a meal was provided for the guest, meaning they did not personally pay for it, you will need to choose the option that does **not** include that meal
            1. Ex. If a person or conference provided the guest breakfast, you would choose **Lunch, Dinner**

        iv. You will then need to locate the Federal GSA meal per diem rates for the domestic trip
            1. Domestic rates - https://www.gsa.gov/travel/plan-book/per-diem-rates
                a. Meal rates are broken down by meal

v. In the **Provided Meals Reduction** field, enter the per diem rate for breakfast as a **negative** amount and <u>save</u> the expense.

vi. You will see that the per diem allowance is deducted by $13 since the breakfast rate for Dallas, OR is $13

vii. Continue to use the **Copy** function to add any remaining days, choose the correct **Meals Being Claimed** and calculate the correct amount to be deducted in the **Provided Meals Reduction** field (if applicable)
1. The copy of the expense is created with the next day's date according to the expense it is copied from

For international meal per diem rates, please see next page

International Daily Meal Per Diem for a Guest/Non-employee

If the trip was international, please replace **Step 10.d.iv (above)** with the steps below, and follow the remaining steps

International meal per diem rates

    a.   https://aoprals.state.gov/web920/per_diem.asp - After you find the country and load the information, please note the **M & IE Rate** (Meals & Incidental Expenses)

Country Name	Post Name	Season Begin	Season End	Maximum Lodging Rate	M & IE Rate	Maximum Per Diem Rate	Footnote	Effective Date
Korea, South	Busan	01/01	12/31	233	130	363	N/A	06/01/2022

    b.   https://aoprals.state.gov/content.asp?content_id=114&menu_id=75 – Search for the **M & IE Rate** in the table and the breakdown of each meal will be listed

M &IE Rate	Breakfast	Lunch	Dinner	Incidentals
$130	20	32	52	26