Job Aid: Daily Meal Per Diem Reduction

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This aid covers the **Daily Meal Per Diem Reduction** expense type to reduce the amount for your per diem.

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1. Add **Daily Meal Per Diem** as an expense on the request/expense report. The below example shows a request.

2. If you need to <u>reduce</u> the amount for your per diem by <u>a specific amount</u> you can add the **Daily Meal Per Diem Reduction** expense as a <u>negative</u> number

3. You can now see that the meal per diem amount has been reduced by $50.