

## Job Aid: Daily Meal Per Diem Reduction

### Daily Meal Per Diem Reduction

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

#### Daily Meal Per Diem Reduction

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

EXPECTED EXPENSES					
<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Allocate"/>					
<input type="checkbox"/>	Expense type↓↑	Details↓↑	Date↓↑	Amount↓↑	Requested↓↑
<input type="checkbox"/>	Daily Meal Per Diem	Boston, Massachusetts	09/27/2023	\$513.50	\$513.50
					\$513.50

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

### New Expense: Daily Meal Per Diem Reduction (\$50.00)

09/27/2023 Cancel

Business Travel Start Date *	Business Travel End Date *
<input type="text" value="09/21/2023"/>	<input type="text" value="09/27/2023"/>
Trip Type *	Trip Purpose *
<input type="text" value="3. Out-of-State"/>	<input type="text" value="Conference Presenter"/>
Amount * <input type="text" value="-50"/>	Currency * <input type="text" value="US, Dollar"/>
Comment	

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

EXPECTED EXPENSES					
<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Allocate"/>					
<input type="checkbox"/>	Expense type↓↑	Details↓↑	Date↓↑	Amount↓↑	Requested↓↑
<input type="checkbox"/>	Daily Meal Per Diem	Boston, Massachusetts	09/27/2023	\$513.50	\$513.50
<input type="checkbox"/>	Daily Meal Per Diem Reduction		09/27/2023	(\$50.00)	(\$50.00)
					\$463.50