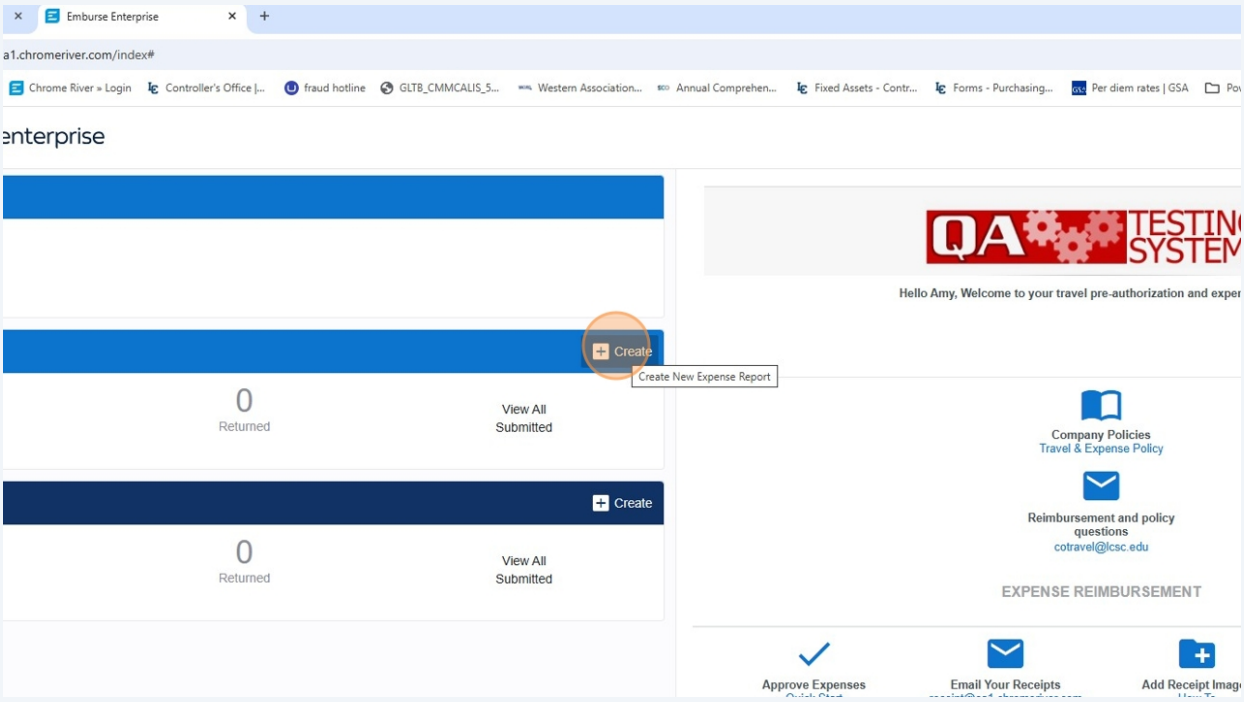
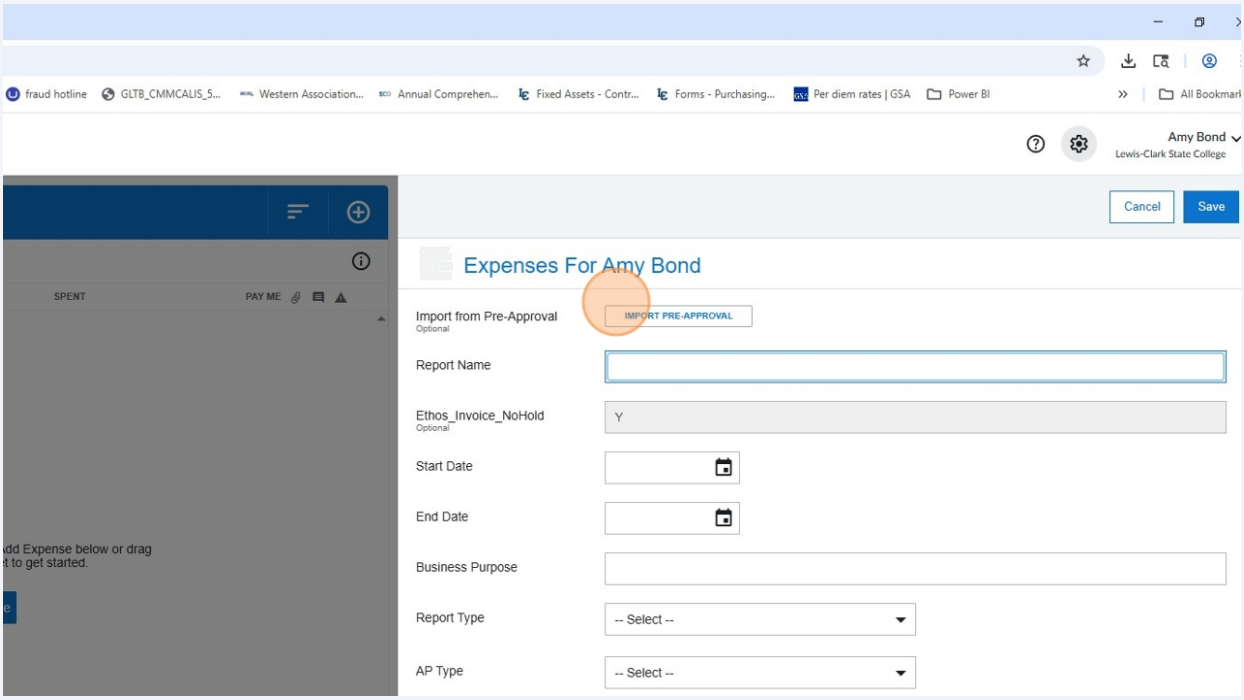
How to edit Per Diem on Expense Report with NO overnight stay

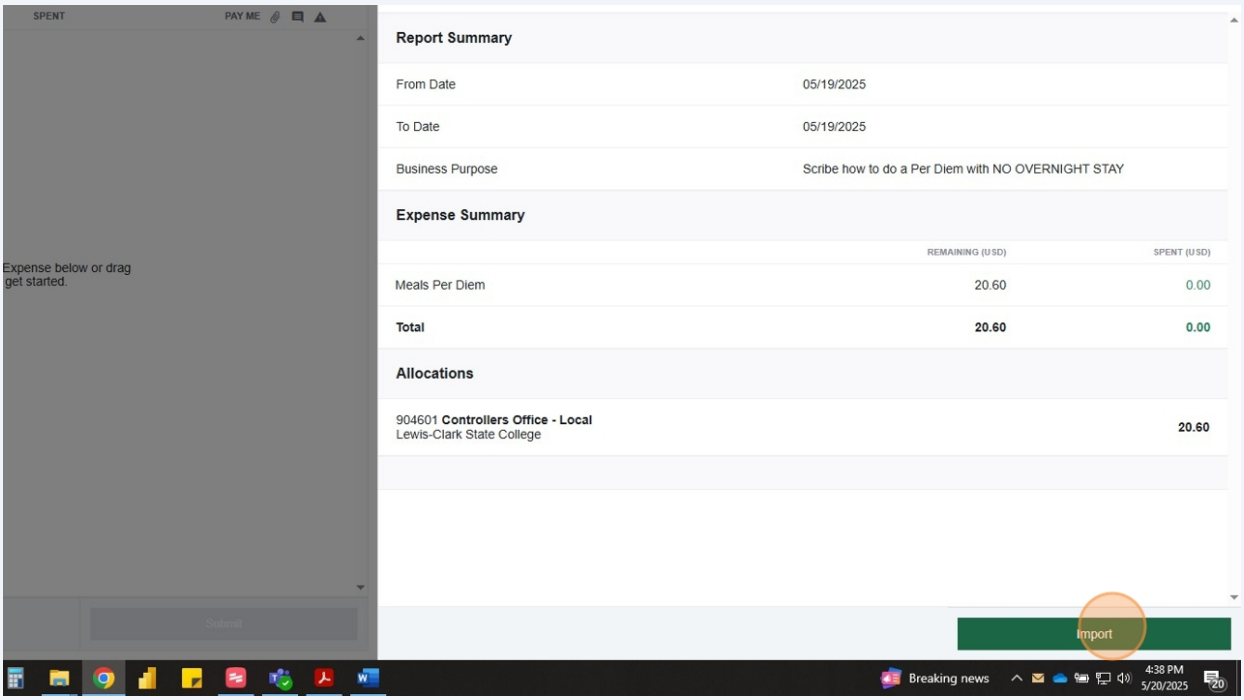
1 Click here



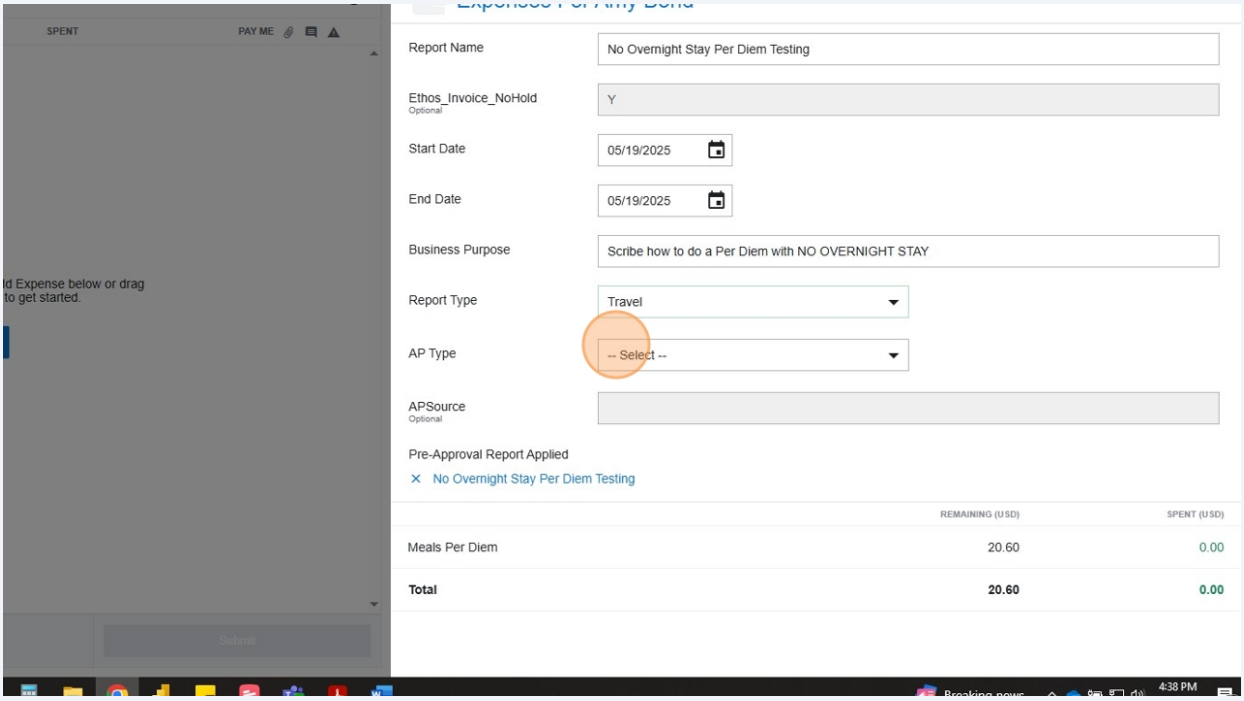
2 Search for the Pre-Approval you are trying to do an expense report and click on name.



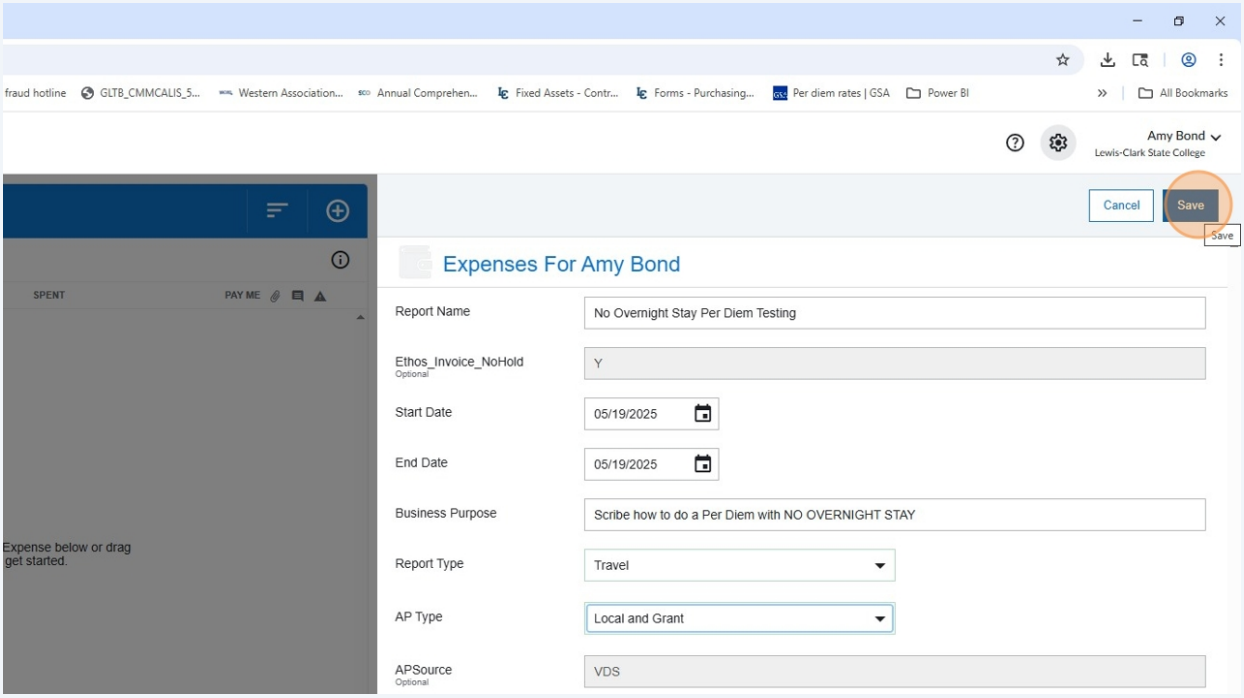
3 Click here



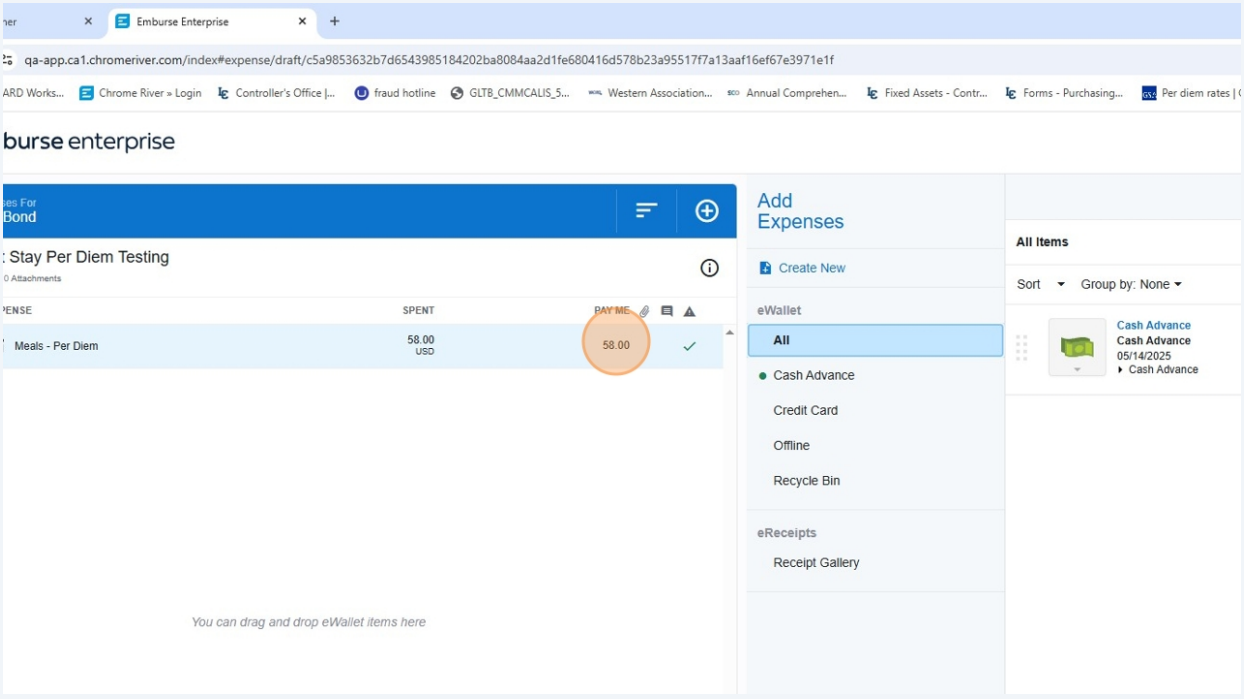
4 Select correct AP Type that is associated with Cost Center that is going to be charged.
Appropriated (Fund 10 Only)
Appropriated and Local/Grant
Local and Grant



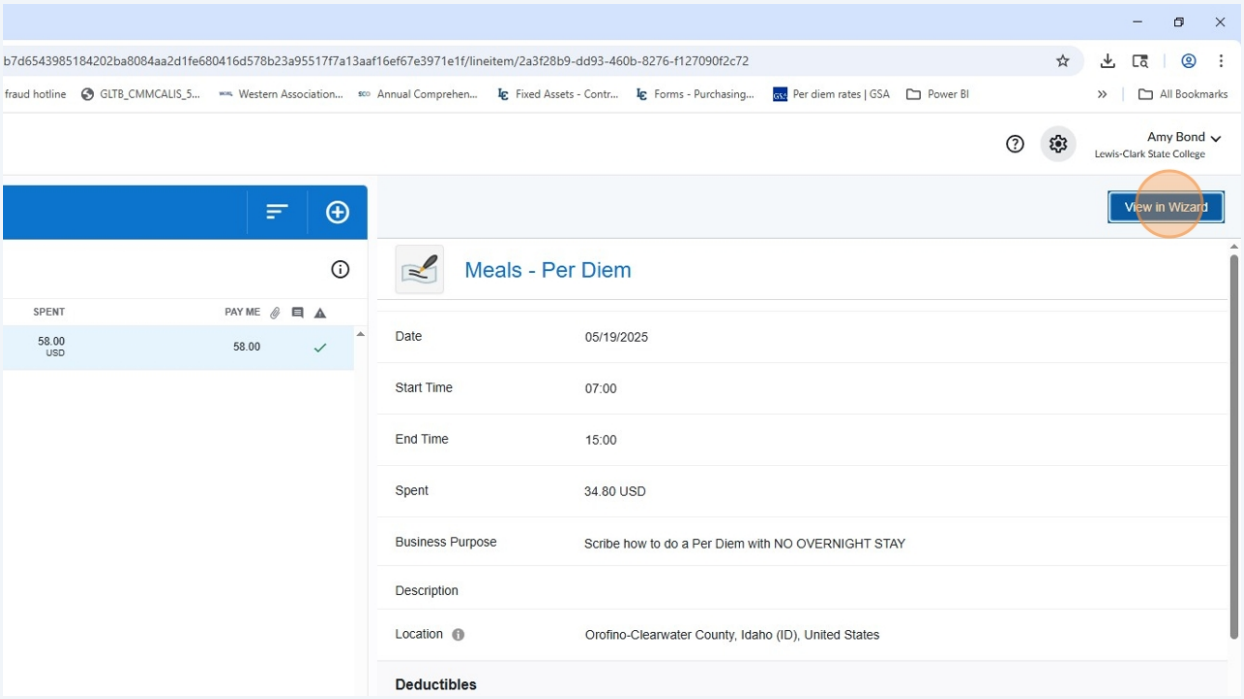
5 Click here



6 Click here

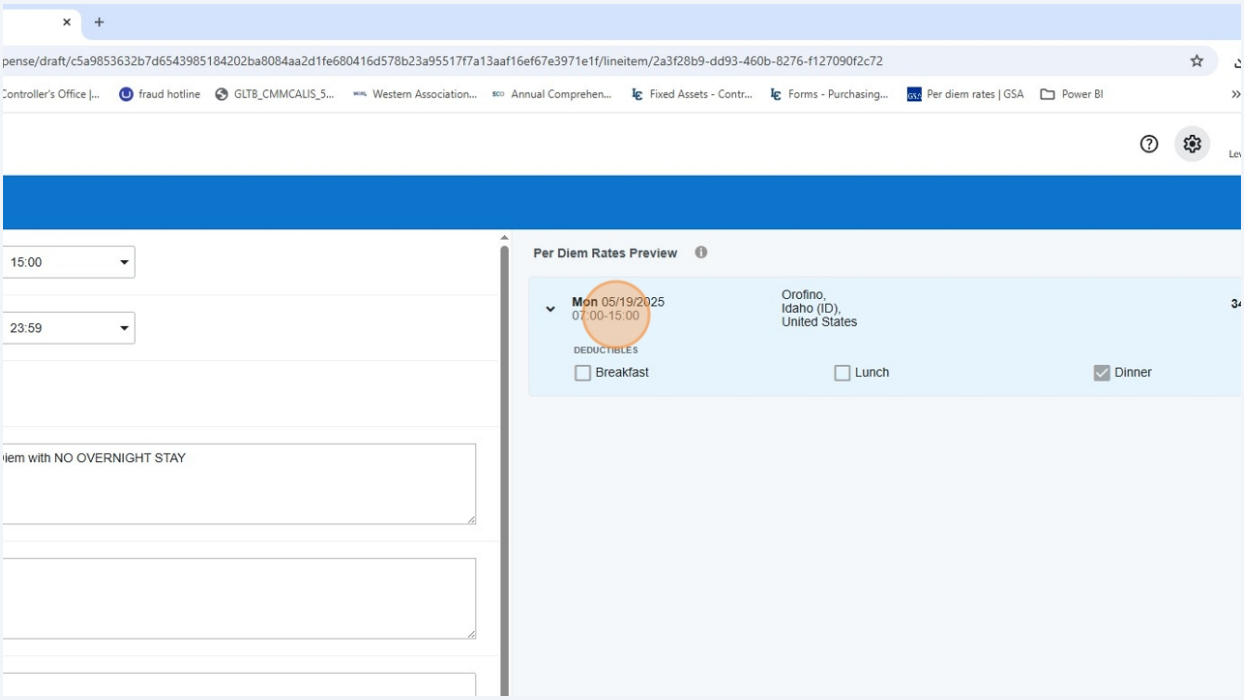


7 Click here

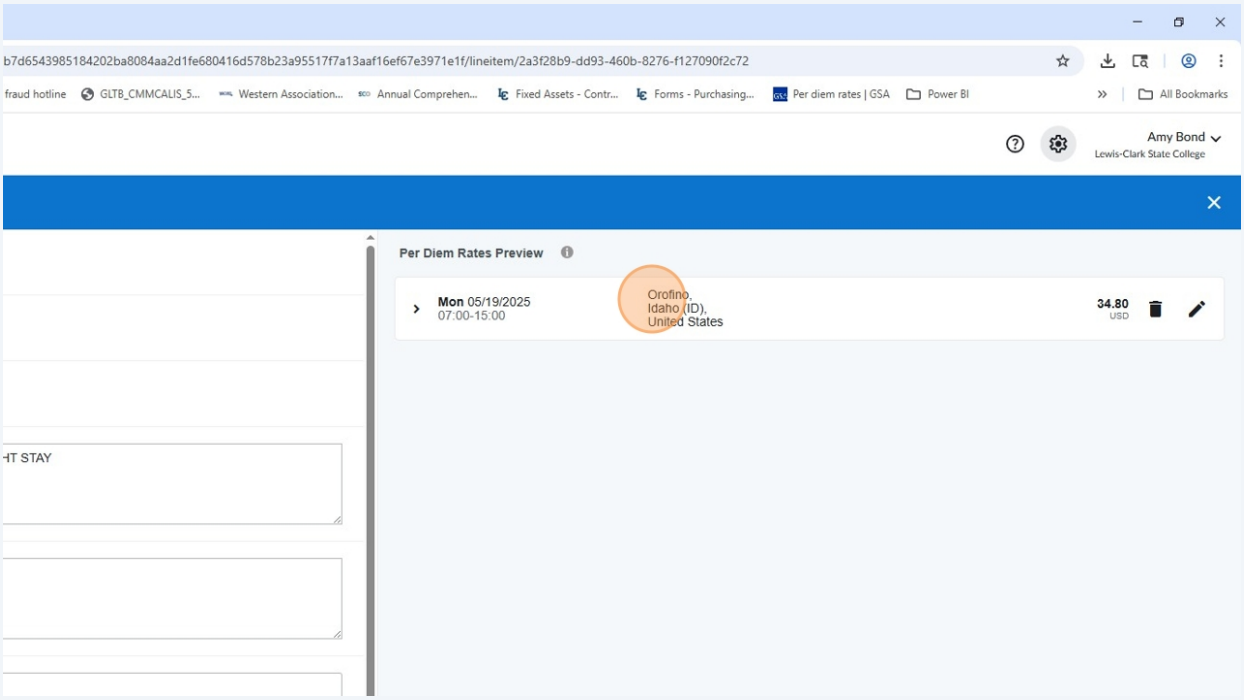


Alert! ANY NO OVERNIGHT STAY FOR PER DIEM WILL NEED TO BE DELETED AND RE-ENTERED TO CODE CORRECTLY TO 55353.

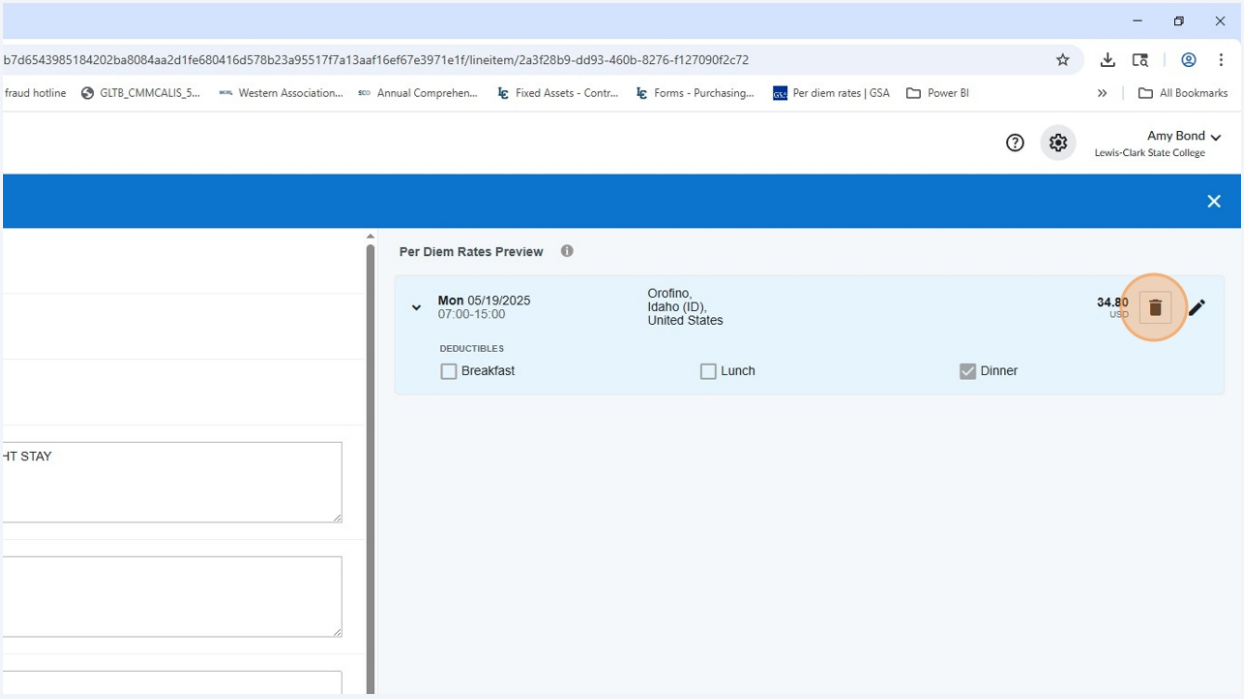
8 Information for Date and time of Per Diem.



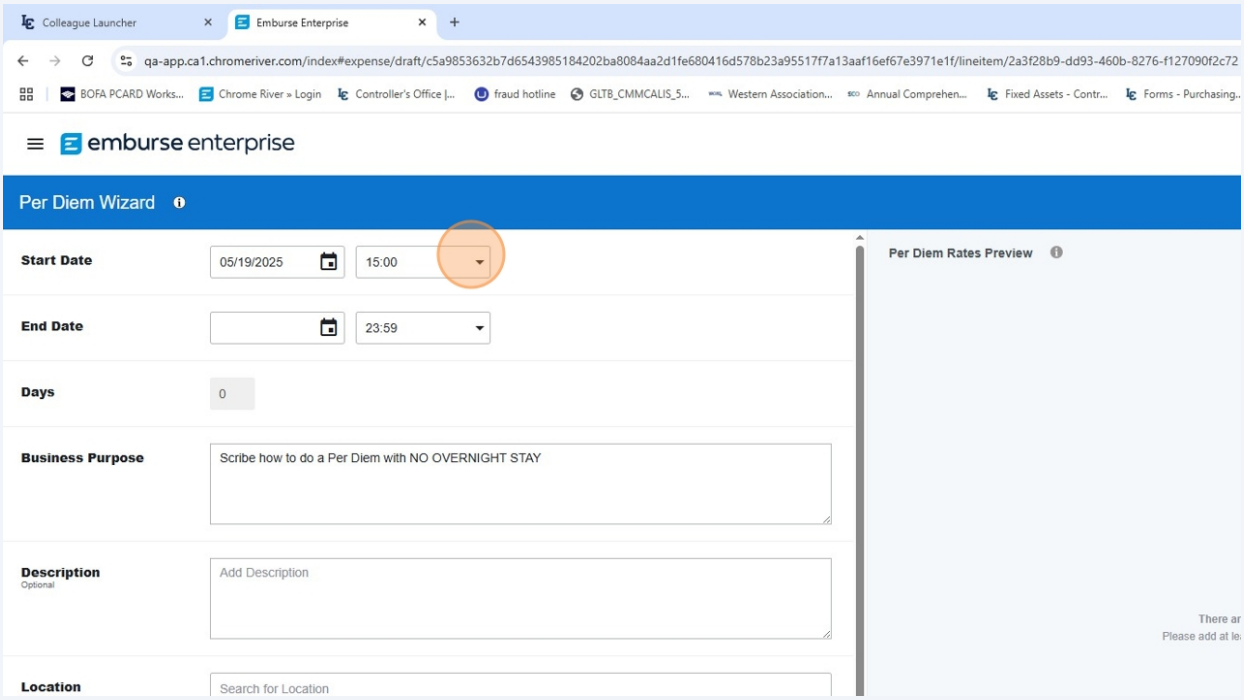
9 Information on location on where Per Diem is being paid.



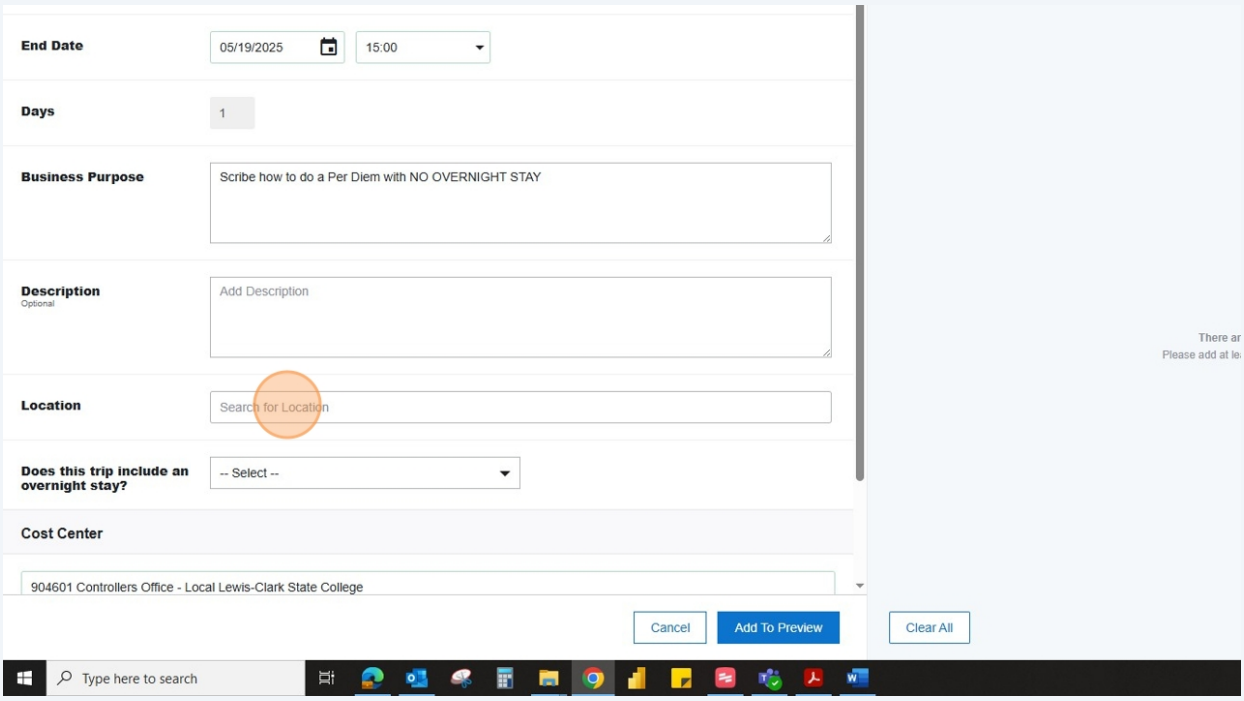
10 Delete this line item and re-enter on the left hand side of the screen. This will need to be done for any Per Diem that has no overnight stay



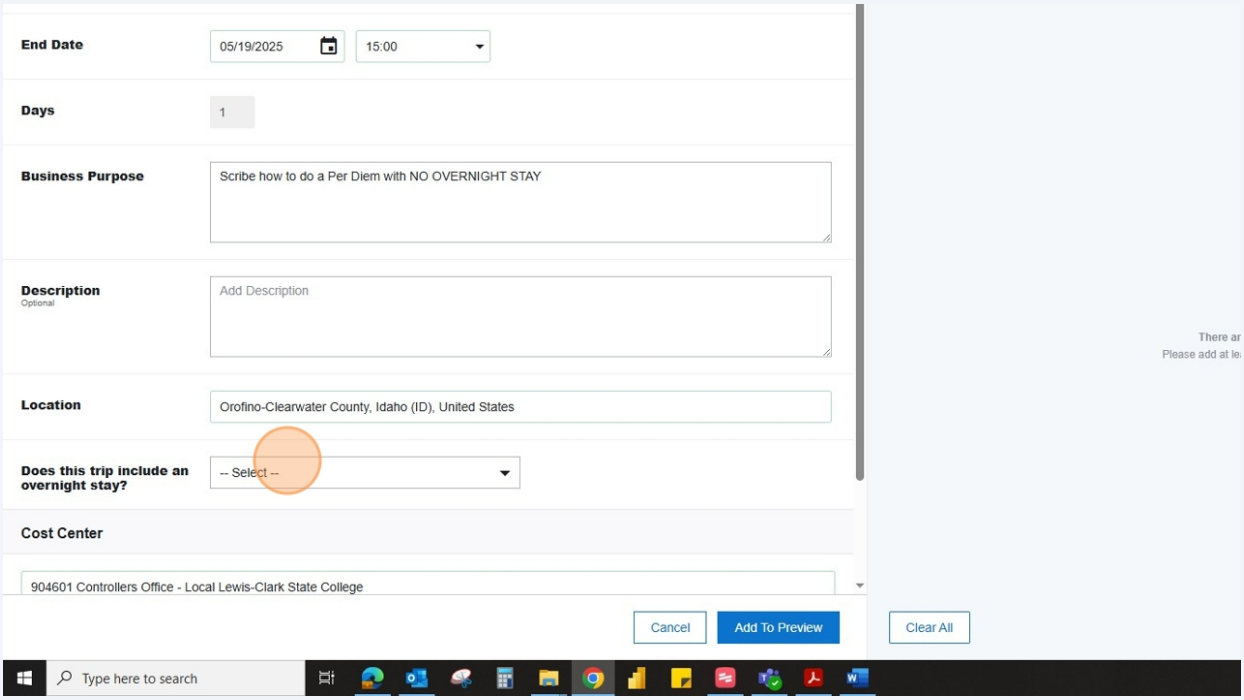
11 Re-Enter the Start Date/Time & End Date/Time.



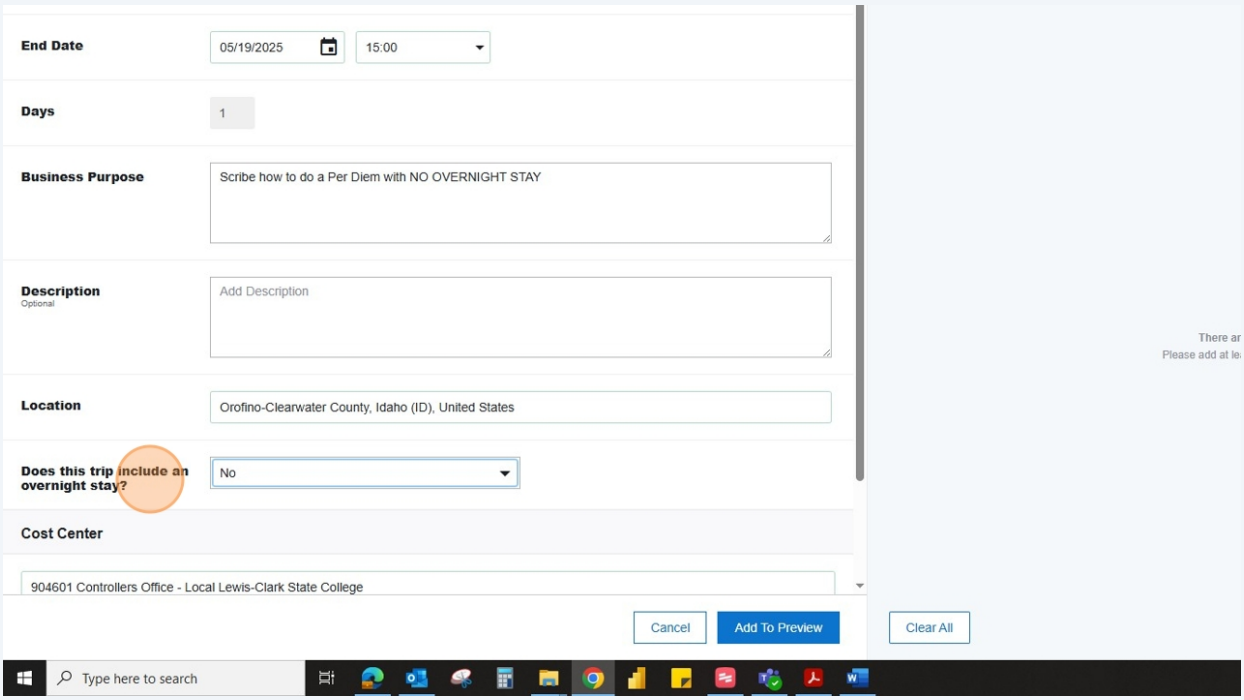
12 Type in location where Per Diem is getting paid.



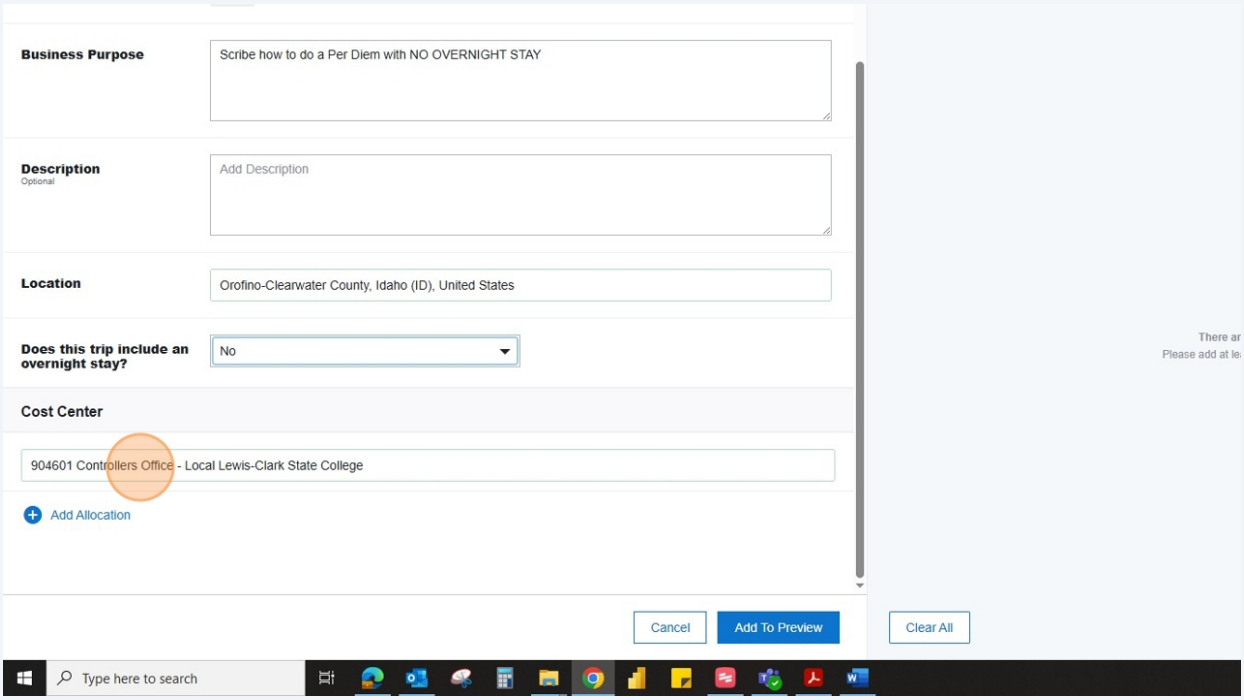
13 This is where you will select "NO" for "Does this trip include an overnight stay?"



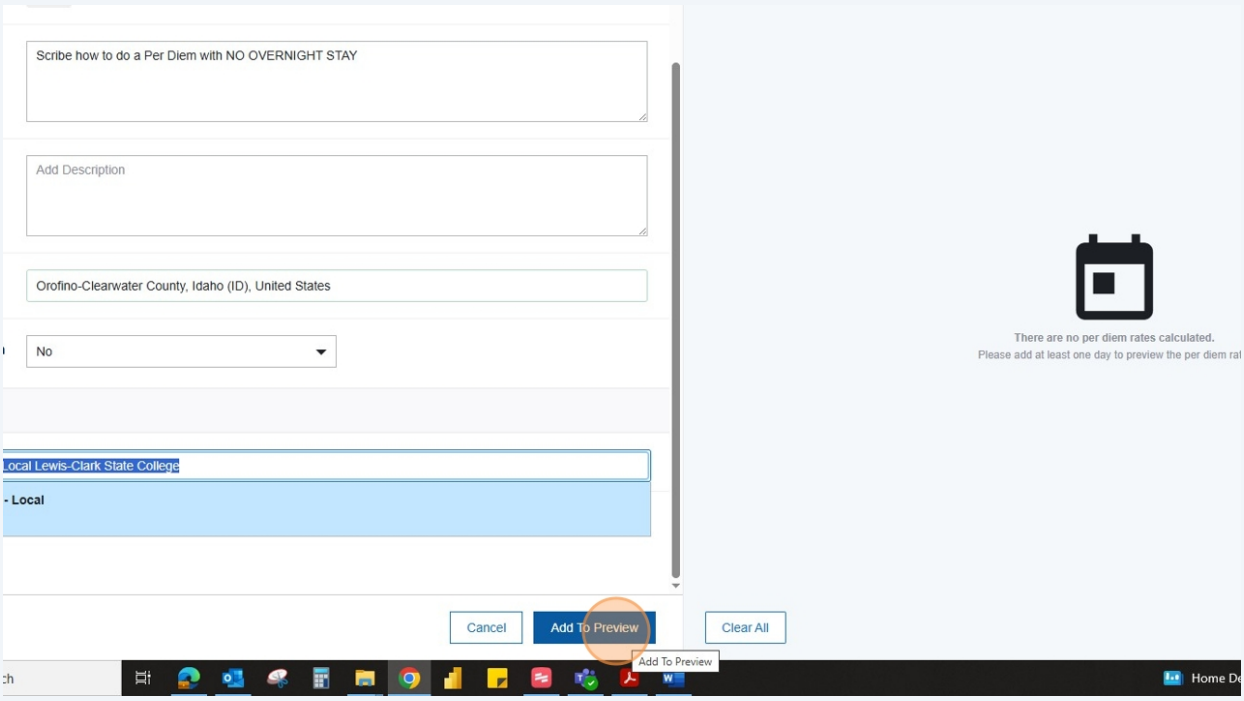
14 Click here



15 Click here

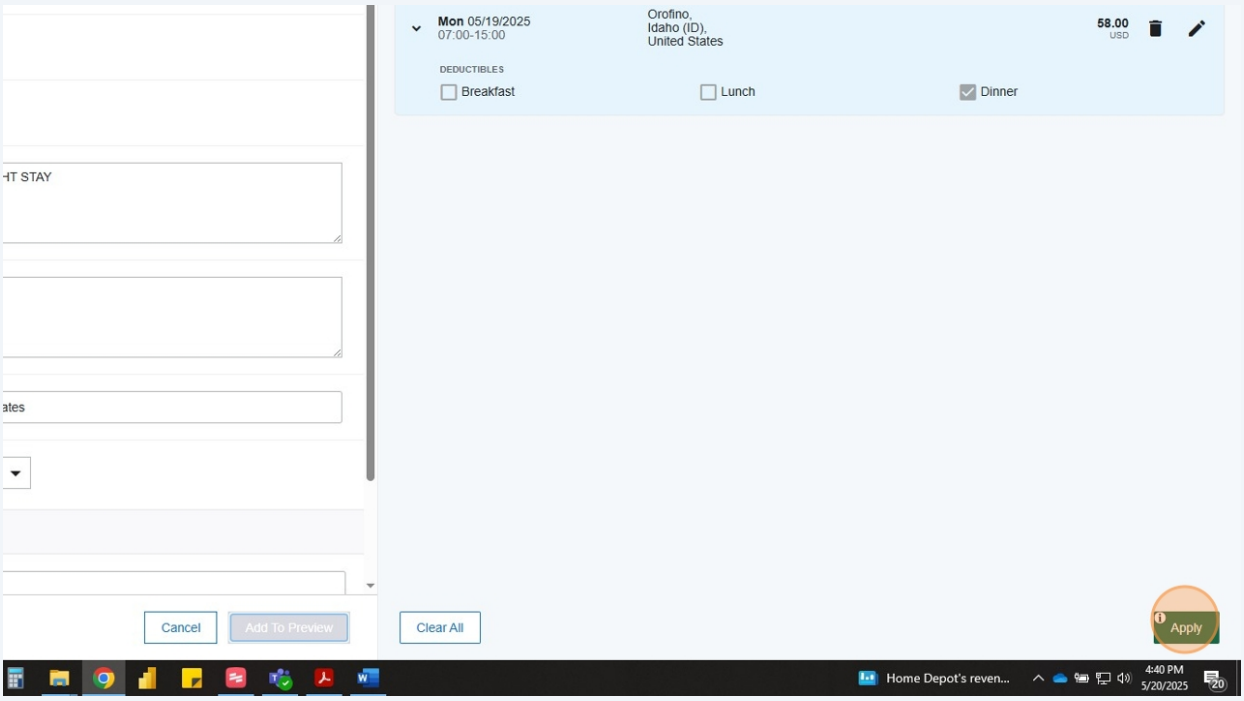


16 Click here

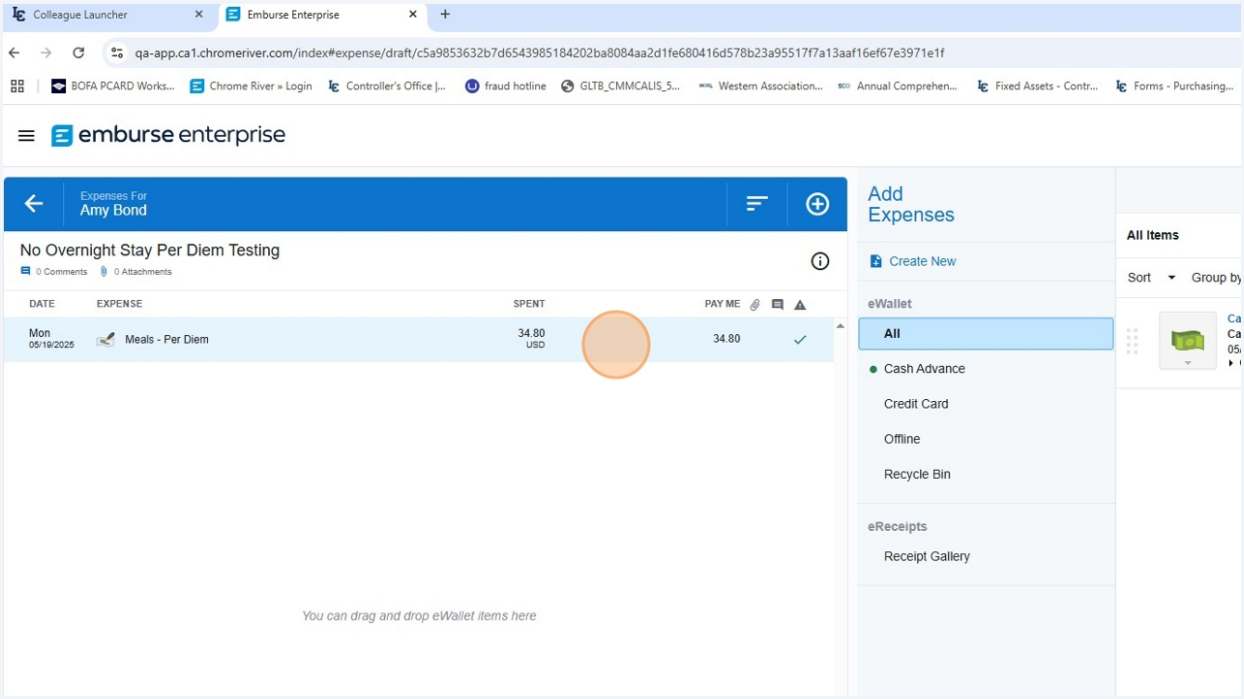


VERY IMPORTANT TO REMEMBER CLICK ON APPLY AND NOT THE EDIT PENCIL.
Clicking on edit pencil will not code this no overnight stay to right object code.

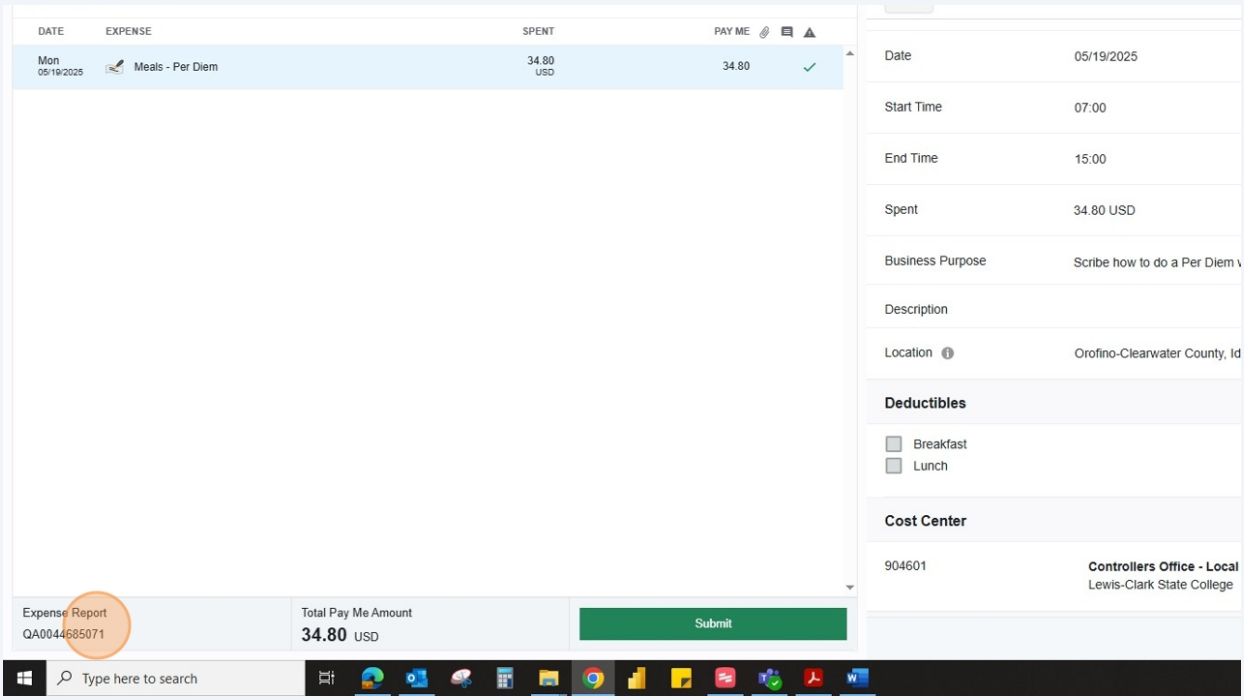
17 Click here



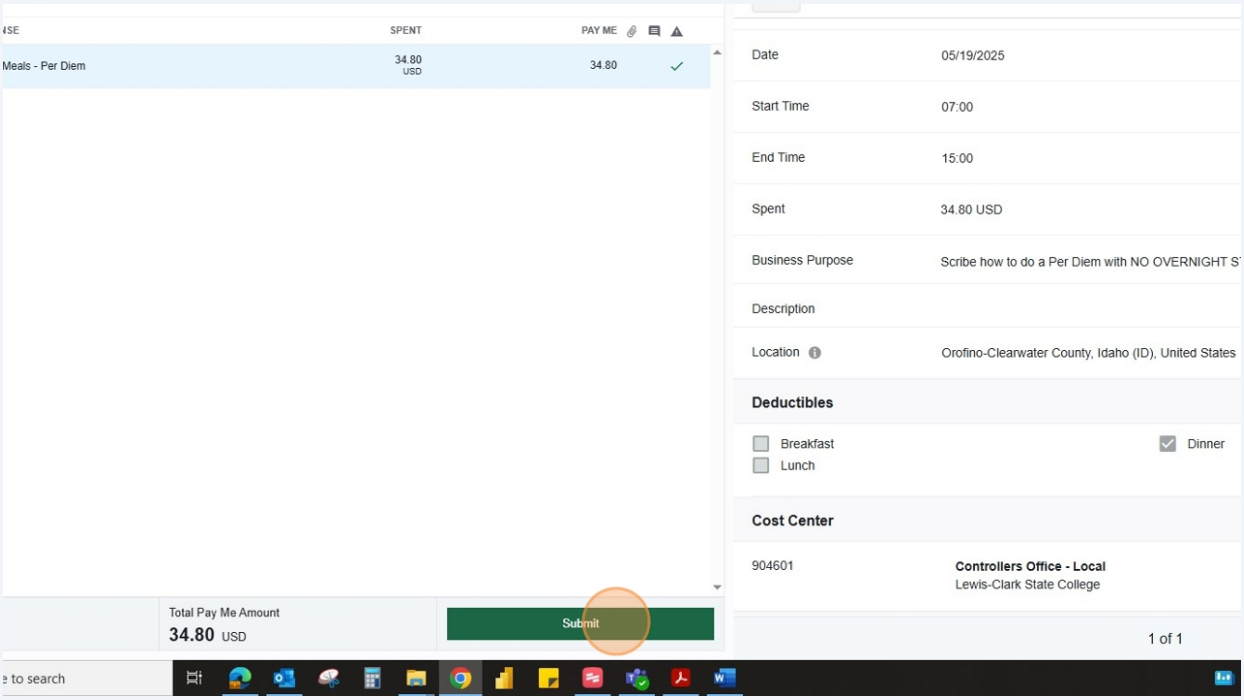
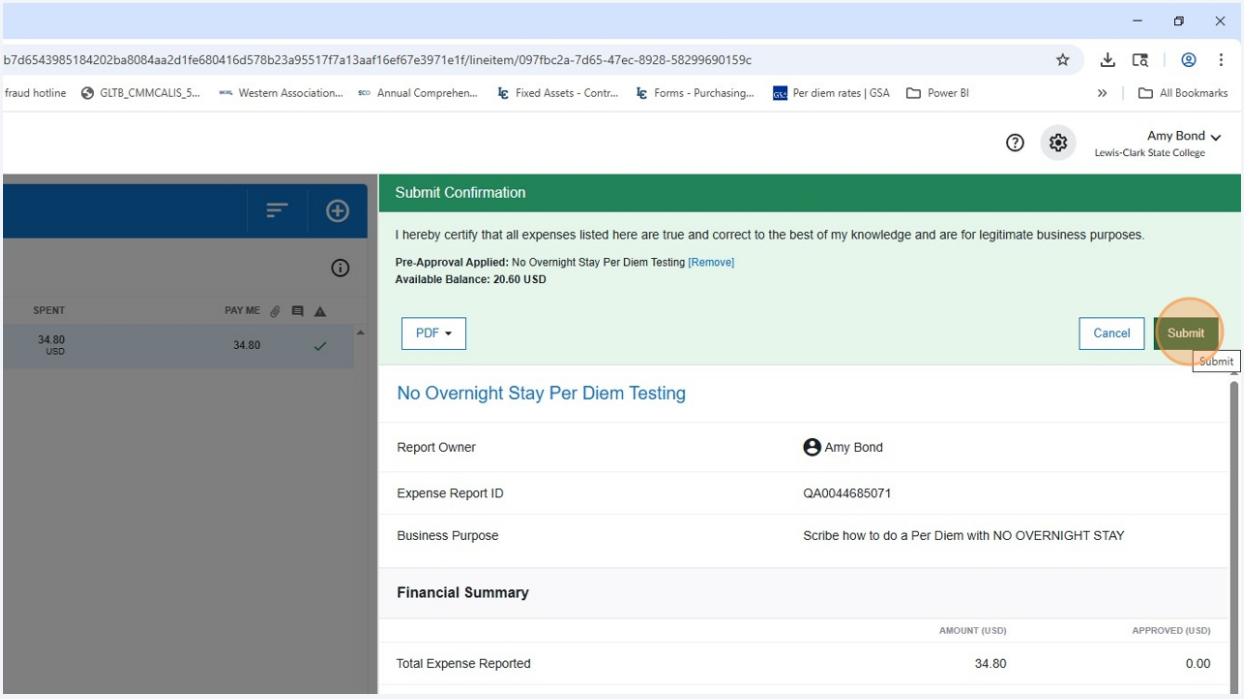
18 Click here



19 This is one area that the Expense Report ID is located.



20 Click here



21 Click here