

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

1

Click here

emburse Enterprise

0 Returned View All Submitted

0 Returned View All Submitted

Create New Expense Report

QA TESTING SYSTEM

Hello Amy, Welcome to your travel pre-authorization and exper

Company Policies  
Travel & Expense Policy

Reimbursement and policy  
questions  
cotravel@lcsc.edu

EXPENSE REIMBURSEMENT

Approve Expenses

Email Your Receipts

Add Receipt Image

2

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

fraud hotline GLTB\_CMMCALIS\_5... Western Association... Annual Comprehen... Fixed Assets - Contr... Forms - Purchasing... Per diem rates | GSA Power BI

Amy Bond  
Lewis-Clark State College

Cancel Save

### Expenses For Amy Bond

Import from Pre-Approval  
Optional **IMPORT PRE-APPROVAL**

Report Name

Ethos\_Invoice\_NoHold  
Optional Y

Start Date

End Date

Business Purpose

Report Type  
-- Select --

AP Type  
-- Select --

Cancel Save

3

Click here

SPENT PAY ME

### Report Summary

From Date 05/19/2025

To Date 05/19/2025

Business Purpose Scribe how to do a Per Diem with NO OVERNIGHT STAY

### Expense Summary

	REMAINING (USD)	SPENT (USD)
Meals Per Diem	20.60	0.00
<b>Total</b>	<b>20.60</b>	<b>0.00</b>

### Allocations

904601 Controllers Office - Local Lewis-Clark State College	20.60
--	-------

Submit

**Import**

Breaking news 4:38 PM 5/20/2025

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

The screenshot shows the 'Expenses For Amy Bond' form. The 'AP Type' dropdown menu is highlighted with an orange circle, showing '-- Select --'. The form includes fields for Report Name, Ethos\_Invoice\_NoHold, Start Date, End Date, Business Purpose, Report Type, AP Type, and APSource. A table at the bottom shows the remaining and spent amounts for Meals Per Diem and the total.

	REMAINING (USD)	SPENT (USD)
Meals Per Diem	20.60	0.00
<b>Total</b>	<b>20.60</b>	<b>0.00</b>

5

Click here

The screenshot shows the 'Expenses For Amy Bond' form with the 'Save' button highlighted with an orange circle. The form includes fields for Report Name, Ethos\_Invoice\_NoHold, Start Date, End Date, Business Purpose, Report Type, AP Type, and APSource. The 'AP Type' dropdown menu is now set to 'Local and Grant'. The 'Save' button is located at the bottom right of the form.

6

Click here

Emburse Enterprise

Stay Per Diem Testing

EXPENSE	SPENT	PAY ME
Meals - Per Diem	58.00 USD	58.00

You can drag and drop eWallet items here

Add Expenses

- Create New
- eWallet
  - All
  - Cash Advance
  - Credit Card
  - Offline
  - Recycle Bin
- eReceipts
  - Receipt Gallery

All Items

Sort Group by: None

Cash Advance  
Cash Advance  
05/14/2025  
Cash Advance

7

Click here

Meals - Per Diem

SPENT	PAY ME
58.00 USD	58.00

Date: 05/19/2025

Start Time: 07:00

End Time: 15:00

Spent: 34.80 USD

Business Purpose: Scribe how to do a Per Diem with NO OVERNIGHT STAY

Description:

Location: Orofino-Clearwater County, Idaho (ID), United States

Deductibles:

View in Wizard



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.

15:00

23:59

Per Diem Rates Preview

Mon 05/19/2025  
07:00-15:00

Orofino, Idaho (ID), United States

DEDUCTIBLES

☐ Breakfast ☐ Lunch ☒ Dinner

Per diem with NO OVERNIGHT STAY

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

The screenshot shows a web browser window with the URL `b7d6543985184202ba8084aa2d1fe680416d578b23a95517f7a13aaf16ef67e3971e1f/lineitem/Za3f28b9-dd93-460b-8276-f127090f2c72`. The browser's address bar and tabs are visible. The page title is "Per diem rates | GSA". The user is logged in as "Amy Bond" from "Lewis-Clark State College". The main content area is titled "Per Diem Rates Preview". It shows a table with one line item: "Mon 05/19/2025 07:00-15:00". The location is "Orofino, Idaho (ID), United States", which is highlighted with an orange circle. The rate is "34.80 USD". There are icons for deleting and editing the line item. On the left side of the screen, there is a sidebar with a search bar and a list of items, including "HT STAY".

## 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

The screenshot shows the same web browser window as the previous one. The "Per Diem Rates Preview" table now shows the line item expanded. The location "Orofino, Idaho (ID), United States" is still highlighted with an orange circle. The rate is "34.80 USD". Below the line item, there is a section for "DEDUCTIBLES" with three checkboxes: "Breakfast", "Lunch", and "Dinner". The "Dinner" checkbox is checked. The sidebar on the left is the same as in the previous screenshot.

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

Colleague Launcher x Emburse Enterprise x +

qa-app.ca1.chromeriver.com/index#expense/draft/c5a9853632b7d6543985184202ba8084aa2d1fe680416d578b23a95517f7a13aaf16ef67e3971e1f/lineitem/2a3f28b9-dd93-460b-8276-f127090f2c72

BOFA PCARD Works... Chrome River > Login Controller's Office [...] fraud hotline GLTB\_CMMCALUS\_5... Western Association... Annual Comprehen... Fixed Assets - Contr... Forms - Purchasing...

emburse enterprise

Per Diem Wizard ⓘ

**Start Date** 05/19/2025 15:00

**End Date** 23:59

**Days** 0

**Business Purpose** Scribe how to do a Per Diem with NO OVERNIGHT STAY

**Description** Optional Add Description

**Location** Search for Location

Per Diem Rates Preview ⓘ

There are no rates available for this location. Please add at least one rate.

## 12 Type in location where Per Diem is getting paid.

**End Date** 05/19/2025 15:00

**Days** 1

**Business Purpose** Scribe how to do a Per Diem with NO OVERNIGHT STAY

**Description** Optional Add Description

**Location** Search for Location

**Does this trip include an overnight stay?** -- Select --

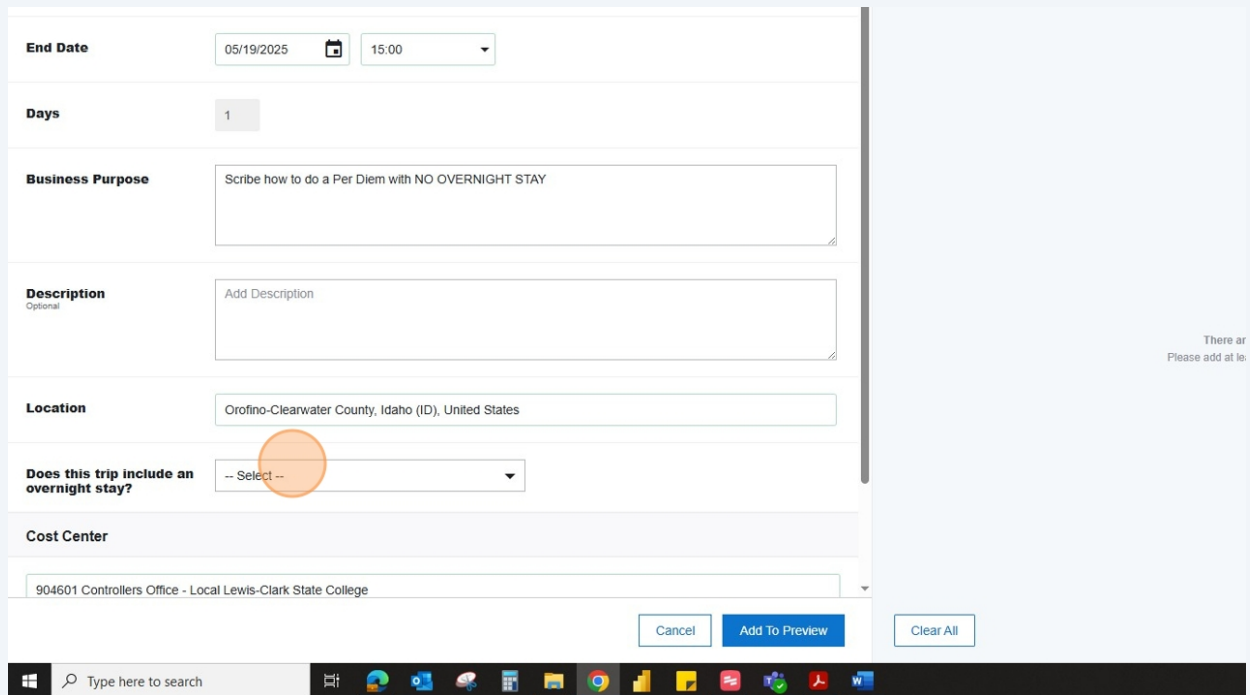
**Cost Center** 904601 Controllers Office - Local Lewis-Clark State College

Cancel Add To Preview Clear All

Per Diem Rates Preview ⓘ

There are no rates available for this location. Please add at least one rate.

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



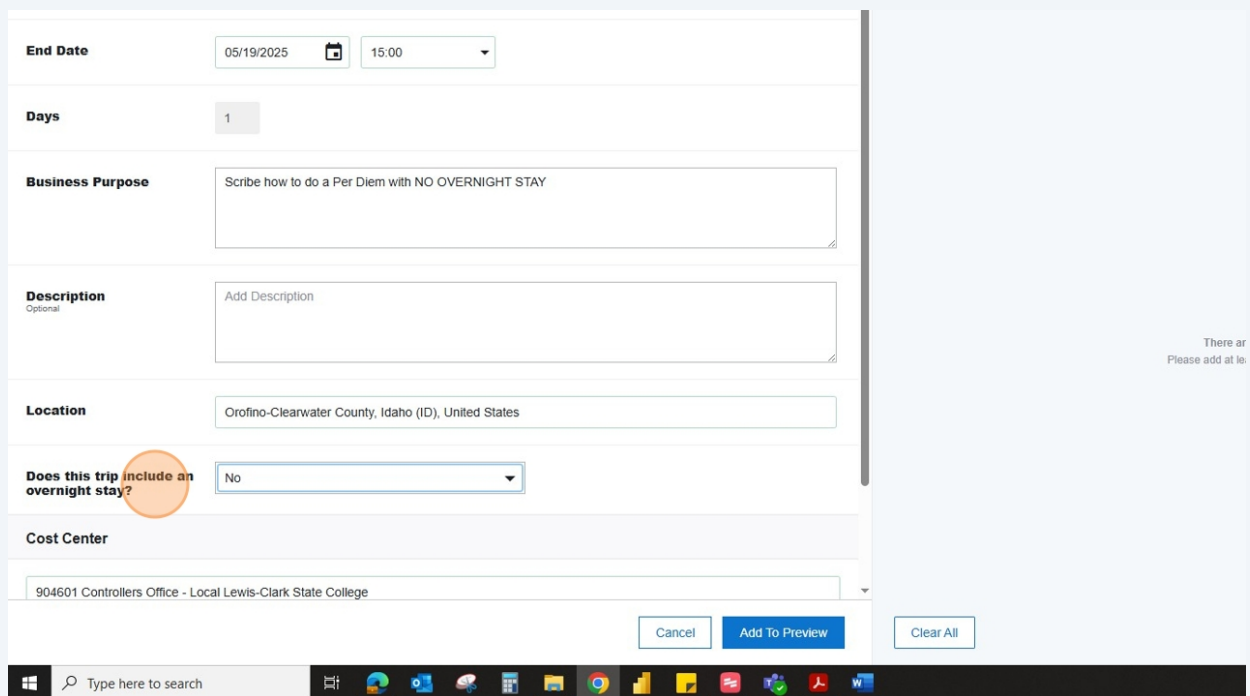
The screenshot shows a web-based travel request form. The fields are as follows:

- End Date:** 05/19/2025 (calendar icon) 15:00 (dropdown)
- Days:** 1
- Business Purpose:** Scribe how to do a Per Diem with NO OVERNIGHT STAY
- Description:** Add Description (Optional)
- Location:** Orofino-Clearwater County, Idaho (ID), United States
- Does this trip include an overnight stay?:** -- Select -- (dropdown menu highlighted with an orange circle)
- Cost Center:** 904601 Controllers Office - Local Lewis-Clark State College

Buttons at the bottom: Cancel, Add To Preview, Clear All.

Windows taskbar at the bottom shows the search bar and various application icons.

### 14 Click here



This screenshot shows the same travel request form as above, but with the following changes:

- Does this trip include an overnight stay?:** No (dropdown menu)

The orange circle is now positioned over the word "No" in the dropdown menu.



**15** [Click here](#)

<b>Business Purpose</b>	Scribe how to do a Per Diem with NO OVERNIGHT STAY
<b>Description</b> <small>Optional</small>	Add Description
<b>Location</b>	Orofino-Clearwater County, Idaho (ID), United States
<b>Does this trip include an overnight stay?</b>	No
<b>Cost Center</b>	904601 Controllers Office - Local Lewis-Clark State College
+ Add Allocation	
<div>CancelAdd To PreviewClear All</div>	

**16** [Click here](#)

Scribe how to do a Per Diem with NO OVERNIGHT STAY

Add Description

Orofino-Clearwater County, Idaho (ID), United States

No

Local Lewis-Clark State College

- Local

Cancel

Add To Preview

Clear All

There are no per diem rates calculated.  
Please add at least one day to preview the per diem rates.



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

STAY

ates

Cancel Add To Preview Clear All

Mon 05/19/2025 07:00-15:00 Orofino, Idaho (ID), United States 58.00 USD

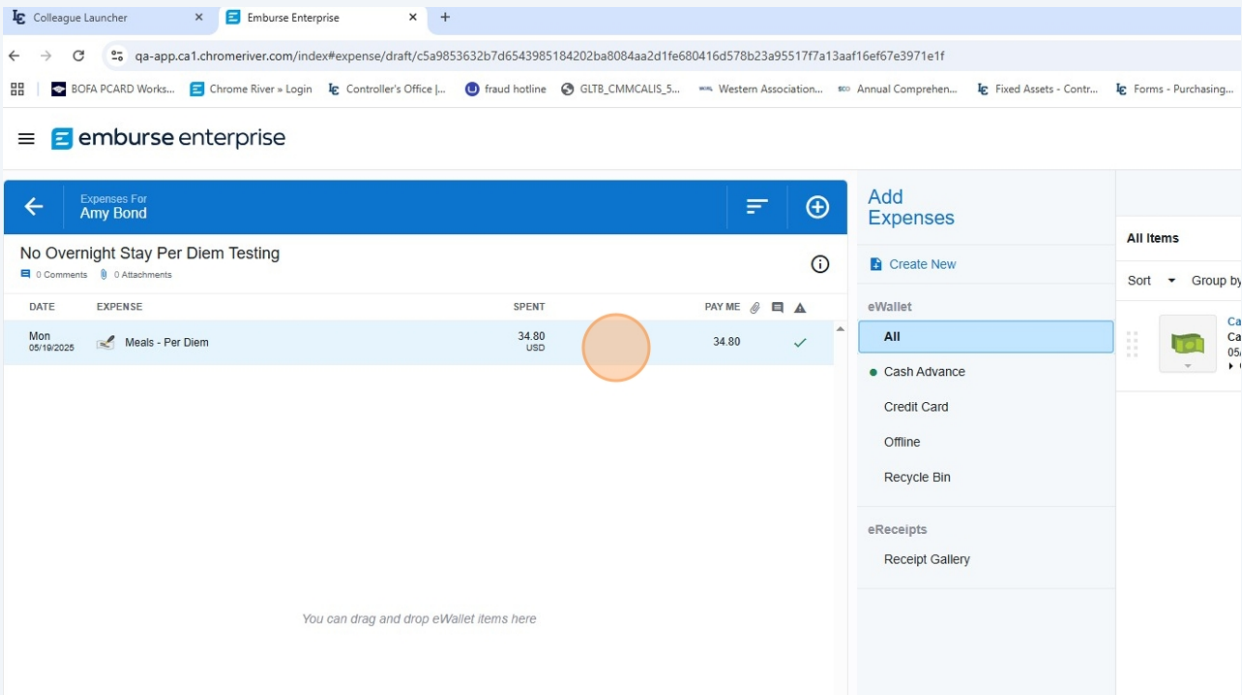
DEDUCTIBLES

☐ Breakfast ☐ Lunch ☒ Dinner


Apply

Home Depot's reven... 4:40 PM 5/20/2025

**18** [Click here](#)



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

DATE	EXPENSE	SPENT	PAY ME
Mon 05/19/2025	 Meals - Per Diem	34.80 USD	34.80 ✓

Expense Report  
QA0044685071

Total Pay Me Amount  
**34.80** USD

Submit

Date05/19/2025

Start Time07:00

End Time15:00

Spent34.80 USD

Business PurposeScribe how to do a Per Diem v

Description

Location ⓘOrofino-Clearwater County, Id

Deductibles

☐ Breakfast

☐ Lunch

Cost Center

904601

Controllers Office - Local  
Lewis-Clark State College

## 20 Click here

ISE	SPENT	PAY ME	
Meals - Per Diem	34.80 USD	34.80	✓

Date	05/19/2025
Start Time	07:00
End Time	15:00
Spent	34.80 USD
Business Purpose	Scribe how to do a Per Diem with NO OVERNIGHT S
Description	
Location	Orofino-Clearwater County, Idaho (ID), United States
<b>Deductibles</b>	
<input type="checkbox"/> Breakfast	<input checked="" type="checkbox"/> Dinner
<input type="checkbox"/> Lunch	
<b>Cost Center</b>	
904601	Controllers Office - Local Lewis-Clark State College

Total Pay Me Amount	34.80 USD	Submit
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1 of 1

## 21 Click here

b7d6543985184202ba8084aa2d1fe680416d578b23a95517f7a13aaf16ef67e3971e1f/lineitem/097fbc2a-7d65-47ec-8928-58299690159c

fraud hotline GLTB\_CMMCALIS\_S... Western Association... Annual Comprehen... Fixed Assets - Contr... Forms - Purchasing... Per diem rates | GSA Power BI

Amy Bond Lewis-Clark State College

### Submit Confirmation

I hereby certify that all expenses listed here are true and correct to the best of my knowledge and are for legitimate business purposes.

Pre-Approval Applied: No Overnight Stay Per Diem Testing [\[Remove\]](#)

Available Balance: 20.60 USD

[PDF](#) [Cancel](#) [Submit](#)

### No Overnight Stay Per Diem Testing

Report Owner	Amy Bond
Expense Report ID	QA0044685071
Business Purpose	Scribe how to do a Per Diem with NO OVERNIGHT STAY

### Financial Summary

	AMOUNT (USD)	APPROVED (USD)
Total Expense Reported	34.80	0.00