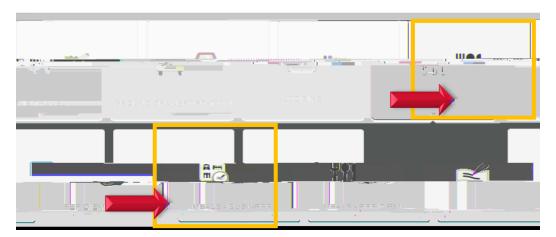


Using the Meals-Business Tile

Click the Meals tile, and then click the Meals - Business sub-tile.

The Meals-Business tile should only be used for situations such as when faculty/staff are traveling with students and faculty/staff is requesting Per Diem for the group, including other colleagues.

Add Pre-Approval Types



The Meals-Business window below will open.

Enter the estimated amount in the Estimated Amount box.

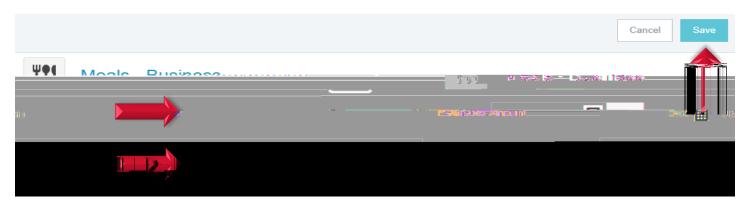
Note: View the USI Travel Procurement <u>Per Diem Rates</u> webpage for more information.

Enter a description of the Per Diem in the **Description** box. This description should also include whether the TCard will be used or a Cash Advance will be requested.

Note: When using a TCard, the USI Per Diem rate does not have to be used to produce a figure. However, remember that paying the actual cost of meals is more expensive than daily Per Diem. Note: Requesting a cash advance requires four weeks' advance notice.

Example: Per Diem for 10 students and 2 faculty/staff for 4 days. Will use a TCard. Example: Per Diem for 5 students and 1 faculty/staff for 3 days. Will request a Cash Advance.

Click Save.



Using the Meals-Business Tile