



# ENTERING PER DIEM FOR A DECLARED EMERGENCY

If the Governor declares a state of Emergency **and** your agency is eligible, you may claim the high cost for Meals Per Diem in state regardless of the location. These meals are entered as Actual Meals-Actual Meal Allowance (Domestic) and not as a Travel Allowance for regular Per Diem.

- Open an existing expense report or start a new one

Manage Expenses Cash Advances

### Semi-Monthly Exp (12/1 to 15)

Details Recepts Print / Email

Expenses

Expense Type

Adding New Expense

Expense Type

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

Recently Used Expense Types

Parking	Hotel	Personal Car Mileage
Tolls	Rental Cars Only	

All Expense Types

<b>Business Promotions</b>	<b>Other</b>	<b>Transportation</b>
Other Promotional Expense	Board Members	Airfare
Trade Shows	Copy Charges	Airfare Ticket Tax
<b>Communications</b>	Dues	Airline Service Fees
Cellular Phone	Film & Photo	Baggage Fees
Internet Charges	For Travel Agent	Bus
Local Phone	K9 Dog Supplies	IT Supplies & Materials
Long Distance	K9 Vet Cost	Parking
<b>Company Car Expense</b>	Laundry	Personal Car Mileage
Company Car Fuel	Miscellaneous	Rental Car Fuel
Company Car Maintenance	Notary Costs	Rental Cars Only
Company Car Oil	Office Supplies	Shuttle Service
Company Car Wash	Other Operating Expenses-Passport & Visa	Subway
	Post Office Box Rental	Taxi

TOTAL AMOUNT \$0.00 TOTAL REQUESTED \$0.00

- Locate the Meals expense options
  - Scroll to Individual Meals or type in Meals in the Expense Type Search Box
  - Select Meals-Actual Meal Allowance (Domestic)

New Expense Available Receipts

Expense Type Meals

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

Recently Used Expense Types

Parking	Hotel	Personal Car Mileage
Tolls	Rental Cars Only	

All Expense Types

<b>Individual Meals</b>
Meals- Actual Meal Allowance (Domestic)
Meals-Actual Meal Allowance (International)
<b>Other Meals</b>
Group Meals

- The following screen opens:

- Enter the date the meal is eligible for in **Transaction Date**
- Enter *Special Per Diem* in the **Vendor Name** field
- Enter the city where you were working in the **City** field
- Enter \$36 in the **Amount** field.
- Enter *Declared Emergency Per Diem* in the Comment Field
- No receipt is required for this special entry

- Click **Save**
- The special Meal Per Diem for a Declared Emergency is entered on your expense report:

Semi-Monthly Exp (12/1 to 15)

[+ New Expense](#) [Details](#) [Receipts](#) [Print / Email](#)

Expenses [Move](#) [Delete](#) [Copy](#) [View](#) <<

<input type="checkbox"/>	Date	Expense Type	Amount	Requested
<input type="checkbox"/>	12/08/2015	<b>Meals- Actual Meal Allowance</b> Special Per Diem, Elberton, Geor	\$36.00	\$36.00
TOTAL AMOUNT			<b>\$36.00</b>	<b>\$36.00</b>
TOTAL REQUESTED				

**NOTE:** This form of entry is used **ONLY** when the Governor has declared an Emergency **and** your agency has been declared eligible to override the normal Per Diem. Please contact your TTE Local Administrator or your Supervisor to determine whether your agency is eligible to override the normal Per Diem entry for the duration of the emergency.

