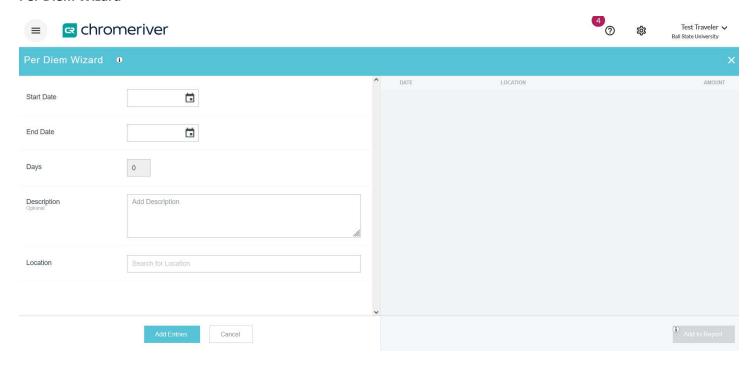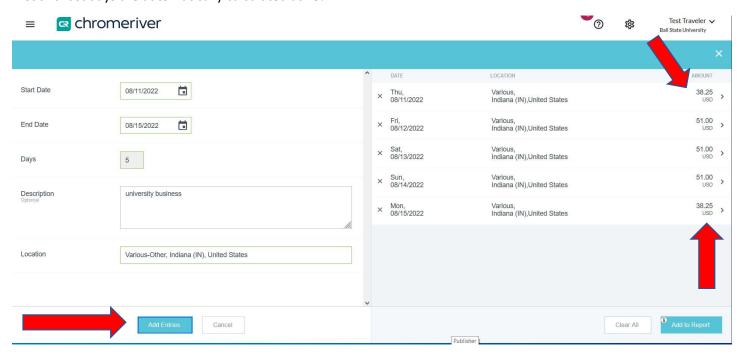**Travel Policy Per Diem Information**

Per diem rates follow the US General Services Administration rates, and are automatically populated in Chrome River. The amounts will vary based on the city and state entered.

- If creating a blanket pre-approval, use 'various' as the the header location and location in the Per Diem Wizard
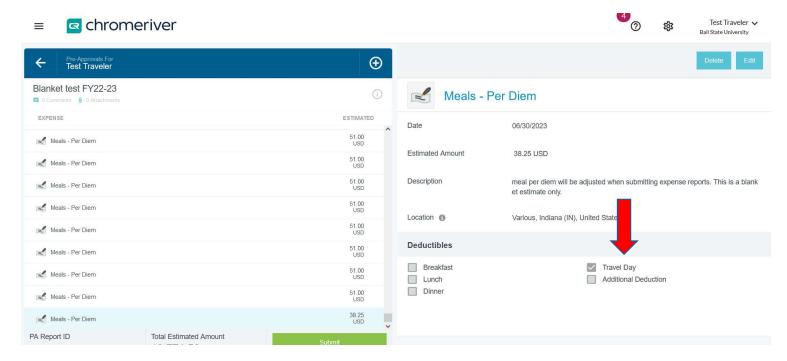- Use the exact travel destination for all other trips

Per Diem Wizard

After entering dates and selecting 'add entries', the per diem calculations will appear to the right. You can see that the first and last days are automatically calculated at 75%.

Regardless of trip, the first and last days of travel must be checked. There is an option to remove the travel day checkmark, when applicable. Select 'edit' and remove the check mark. <u>Each different location entered will automatically have 'travel day' checked. You must edit and uncheck 'travel day' from those trips that are not the first or last travel days, if you are entering different cities for each date.</u>

In the example below, you can see that the location of Indianapolis has a rate for the first and last day of travel at 75% for a value of $51.75 and the full rate of $69 is given for the full day.