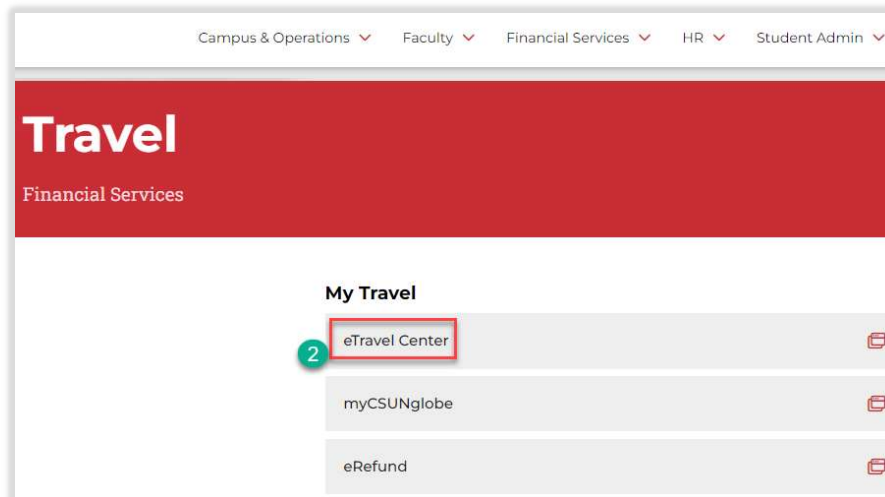
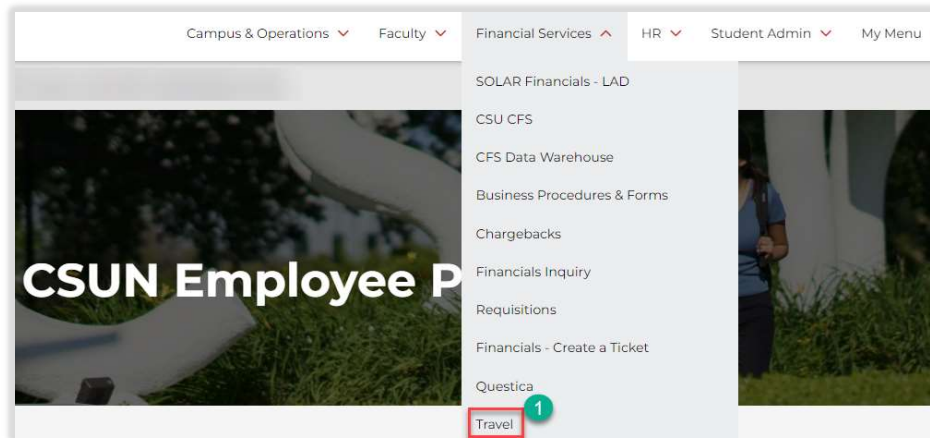


eTravel Per Diem Quick Guide	
Travel Policy Update Introduction	
<p>All travel beginning on or after January 1, 2024 will follow the federal per diem rates for the reimbursements of meals and incidental expenses (M&IE). This is to ensure that campuses are in alignment with IRS standards and current reimbursement rates. CSU Travel Policy was updated to reflect these changes.</p>	<p>Travel per diem allowances and breakouts can be found on the following websites:</p> <ul style="list-style-type: none"> • For Continental US travel, rates set annually by General Services Administration • For Alaska, Hawaii, or the US Possessions travel, rates annually set by Department of Defense (Per Diem, Travel and Transportation Allowance Committee (PDTATAC)) • For International travel, rates set monthly by the Department of State <p>More information can be found here: https://www.csun.edu/travel</p>
<p>Two new expense types have been added to the eTravel Module to accommodate the new Per Diem policy in effect beginning January 1, 2024:</p>	<ul style="list-style-type: none"> • Per Diem First/Last Day Travel: First and last day of the trip • Per Diem M&IE Total: Days between the first and last day of the trip <p>The new expense types above have replaced the following inactive expense types:</p> <ul style="list-style-type: none"> • Meals (Breakfast, Lunch, and Dinner) • Incidentals

1.0 Creating a New Travel Authorization with Per Diem Expense Lines

Log into the eTravel Center:

1. From the Financial Services drop down, select **Travel**
2. Select **eTravel Center**
3. Under Travel Authorizations, select **Create**



4. Create the Travel Authorization and choose the location

5. Select the appropriate Per Diem Expense Type for each day of travel:

Per Diem First/Last Day Travel: *First and last day of the trip.*

Per Diem M&IE Total: *Full days between the first and last day of the trip.*

6. The Per Diem Range field will appear. Using the dropdown select "1 – 1"

7. The appropriate Per Diem rate will populate the Amount field.

The screenshot shows the 'Create Travel Authorization' form. At the top, there are fields for Business Purpose (Conference), Final Trip Destination (PASADENA, CA), Date From (02/05/2024), and Date To (02/07/2024). A red circle with the number 4 is around the destination field. Below these are Projected Expenses. The first row is for 02/05/2024, with Expense Type 'Per Diem First/Last Day Travel' (circled with a red square and a red circle with the number 5), Description 'Per Diem Sample - Partial Day', Payment Type 'Traveler Paid', and Amount '56.00' (circled with a red circle with the number 7). A red arrow points from a red circle with the number 6 (around the Per Diem Range dropdown) to the Amount field. The second row is for 02/06/2024, with Expense Type 'Per Diem M&IE Total', Description 'Per Diem Sample - Full Day', Payment Type 'Traveler Paid', and Amount '74.00'. Both rows have a Per Diem Range of '1 - 1'.

***Note:** The per diem rate for First/Last Day will be 75% of the full day per diem.

If the chosen location does not default a Per Diem rate, contact SOLAR Financials at solarfin@csun.edu.

Contact SOLAR Financials when traveling to Alaska, Hawaii, US Possessions, or International locations.

Important:

- Please keep in mind that the amounts on a Travel Authorization are estimates.
- Do not adjust the per diem amounts populated on the TA
- Per Diem estimates **will not** include meal deductions
- Do not use the Expense Types beginning with "Deduction"

2.0 Creating an Expense Report from an Approved Travel Authorization

Log into the eTravel Center:

1. Under Expense Reports, select **Create**
2. **Select** the approved Travel Authorization to associate with the expense report



3. If meals were supplied, they must be deducted from that day's per diem rate.

Example: Deducting from Per Diem M&IE Total (full day).

- a. Select the **Per Diem Deductions** link
- b. Scroll down to the appropriate meal deduction based on the per diem rate. (In this example, the per diem rate is \$74.00).

The screenshot shows the 'Create Expense Report' form. At the top right, there are links for 'Save for Later' and 'Summary and Submit'. Below these are 'Actions' and a 'GO' button. The form has several input fields: '*Business Purpose' (Conference), '*Final Trip Destination' (PASADENA, CA), '*Report Description' (Per Diem Sample Expense Lines), and a 'Reference' field. There's an 'Attachments' link. Below these is an 'Expenses' section with a question mark icon. It has 'Expand All' and 'Collapse All' links, and an 'Add' button with 'My Wallet (0)' and 'Quick-Fill' options. The 'Total' is 74.00 USD. The main table has columns for '*Date', '*Expense Type', 'Description', '*Payment Type', '*Amount', and '*Currency'. The first row shows '*Date' as 01/02/2024, '*Expense Type' as 'Per Diem M&IE Total', 'Description' as 'Per Diem Sample - Full Day with deductions', '*Payment Type' as 'Traveler Paid', '*Amount' as 74.00, and '*Currency' as USD. Below the table, there's a '212 characters remaining' label and a 'Receipt Split' link. The 'Per Diem Deductions' link is highlighted with a red rectangle and a green circle with the letter 'a'. There are also checkboxes for 'Default Rate', 'Non-Reimbursable', 'No Receipt', and 'Excess Expense'. The '*Exchange Rate' is 1.00000000, and the 'Base Currency Amount' is 74.00 USD. At the bottom, there's an 'Accounting Details' link with a question mark icon.

If lunch was supplied, select the **Deduction Lunch (74/55.50)** checkbox.

- c. The total per diem amount will reduce by the amount of the provided meal.

Per Diem Deductions

Report ID NEXT

Select meals provided by conference/event; listed by meal (per diem rate/first and last day rate).

Per Diem Amount 74.00 USD

Per Diem Details Personalize Find First 1-15 of 15 Last

	Deduction Percentage	Deduction Amount	Calc Code	Deduction Flag
Deduction Breakfast (74/55.50)		17.000		<input type="checkbox"/>
Deduction Dinner (74/55.50)		34.000		<input type="checkbox"/>
Deduction Lunch (74/55.50)		18.000		<input checked="" type="checkbox"/>

OK Cancel

b

Expenses

Expand All Collapse All Add: My Wallet (0) Quick-Fill

Total 56.00 USD

*Date 01/02/2024 *Expense Type Per Diem M&IE Total Description Per Diem Sample - Full Day with deductions *Payment Type Traveler Paid *Amount 56.00 *Currency USD

*Billing Type In State *Location PASADENA, CA *Per Diem Range 1 - 1 Days

212 characters remaining

Receipt Split

Per Diem Deductions

☒ Default Rate ☐ Non-Reimbursable ☐ No Receipt ☐ Excess Expense

*Exchange Rate 1.00000000 Base Currency Amount 56.00 USD

c

4. Example: Deducting from Per Diem First/Last Day Travel.

- a. Select the **Per Diem Deductions** link

Expenses

Expand All Collapse All Add: My Wallet (0) Quick-Fill

Total 111.50 USD

*Date 01/03/2024 *Expense Type Per Diem First/Last Day Travel Description Per Diem Sample - Last Day with deductions *Payment Type Traveler Paid *Amount 55.50 *Currency USD

*Billing Type In State *Location PASADENA, CA *Per Diem Range 1 - 1 Days

212 characters remaining

Receipt Split

Per Diem Deductions

☒ Default Rate ☐ Non-Reimbursable ☐ No Receipt ☐ Excess Expense

*Exchange Rate 1.00000000 Base Currency Amount 55.50 USD

a

b. Scroll down to the appropriate meal deduction based on the per diem rate. (In this example, the per diem rate is \$55.50).

If breakfast was supplied, select the **Deduction Breakfast (74/55.50)** checkbox.

c. The total per diem amount will reduce by the amount of the provided meal.

Per Diem Deductions

Select meals provided by conference/event; listed by meal (per diem rate/first and last day rate).

Per Diem Amount 55.50 USD

Per Diem Details				
	Deduction Percentage	Deduction Amount	Calc Code	Deduction Flag
Deduction Breakfast (74/55.50)		17.000		<input checked="" type="checkbox"/>
Deduction Dinner (74/55.50)		34.000		<input type="checkbox"/>
Deduction Lunch (74/55.50)		18.000		<input type="checkbox"/>

OK Cancel

Expenses

Expand All Collapse All Add: My Wallet (0) Quick-Fill

Total 94.50 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
01/03/2024	Per Diem First/Last Day Travel	Per Diem Sample - Last Day with deductions	Traveler Paid	38.50	USD

212 characters remaining

Receipt Split

Per Diem Deductions

Default Rate

Non-Reimbursable

No Receipt

Excess Expense

*Exchange Rate 1.00000000

Base Currency Amount 38.50 USD

5. *Please note, if breakfast, lunch, and dinner were all supplied, the amount cannot fall below **\$5.00** for the incidentals.

- Select the **Per Diem Deductions** link from the expense line.
- Scroll down to the appropriate meal deductions based on the per diem rate and check off all boxes.
- The total per diem amount will reduce by the amount of the provided meals.

The screenshot shows the 'Expenses' form with the following details:

- Date:** 01/02/2024
- Expense Type:** Per Diem M&IE Total
- Description:** Per Diem Sample - Full Day with deductions
- Payment Type:** Traveler Paid
- Amount:** 74.00
- Currency:** USD
- Billing Type:** In State
- Location:** PASADENA, CA
- Per Diem Range:** 1 - 1 Days
- Receipt Split:** Per Diem Deductions (highlighted with a red box and green circle 'a')
- Default Rate:** ☒
- Non-Reimbursable:** ☐
- No Receipt:** ☐
- Excess Expense:** ☐
- Exchange Rate:** 1.00000000
- Base Currency Amount:** 74.00

The 'Per Diem Deductions' modal shows the following table:

Per Diem Details	Deduction Percentage	Deduction Amount	Calc. Code	Deduction Flag
Deduction Breakfast (74/55.50)		17.000		<input checked="" type="checkbox"/>
Deduction Dinner (74/55.50)		34.000		<input checked="" type="checkbox"/>
Deduction Lunch (74/55.50)		18.000		<input checked="" type="checkbox"/>

The checkboxes in the 'Deduction Flag' column are highlighted with a red box and a green circle 'b'.

The screenshot shows the 'Expenses' form with the following details:

- Date:** 01/02/2024
- Expense Type:** Per Diem M&IE Total
- Description:** Per Diem Sample - Full Day with deductions
- Payment Type:** Traveler Paid
- Amount:** 5.00 (highlighted with a red box and green circle 'c')
- Currency:** USD
- Billing Type:** In State
- Location:** PASADENA, CA
- Per Diem Range:** 1 - 1 Days
- Receipt Split:** Per Diem Deductions
- Default Rate:** ☒
- Non-Reimbursable:** ☐
- No Receipt:** ☐
- Excess Expense:** ☐
- Exchange Rate:** 1.00000000
- Base Currency Amount:** 5.00

d. If the reduced amount is below or equal to \$0.00, a pop-up message will appear.

e. Manually change the amount from \$0.00 to the **\$5.00** minimum.

6. Once all deductions have been selected, complete the expense report as usual.

Message

The deductions taken caused the calculated per diem amount to be zero.

Please review and contact your manager if you believe there is an error.

OK

Expenses ⓘ

Expand All | Collapse All Add: | 📁 My Wallet (0) | ⚡ Quick-Fill

Total 10.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
01/01/2024 ⓘ	Per Diem First/Last Day Travel	Per Diem Sample - Partial Day with deductions ⓘ 209 characters remaining	Traveler Paid	5.00	USD ⓘ
*Billing Type In State ⓘ		Receipt Split ⓘ			
*Location PASADENA, CA ⓘ		Per Diem Deductions ⓘ			
*Per Diem Range 1 - 1 Days ⓘ		Accounting Details ⓘ			

☒ Default Rate *Exchange Rate 1.00000000 ⓘ

☐ Non-Reimbursable Base Currency Amount 5.00 USD

☐ No Receipt

☐ Excess Expense

3.0 Creating a Travel Authorization with Multiple Locations

Log into the eTravel Center:

1. Under Travel Authorizations, select **Create**



2. Create the Travel Authorization and choose the location (in this example, New York, NY)

3. Select the appropriate Per Diem Expense Type for each day of travel

4. The Per Diem Range field will appear. Using the dropdown select "1 – 1"

5. The appropriate Per Diem rate will populate the Amount field.

The screenshot shows the 'Create Travel Authorization' form. At the top, there's a header with 'Create Travel Authorization' and a 'Save for Later' button. Below this, there's a 'Business Purpose' dropdown set to 'Conference' and a '*Description' field set to 'Per Diem Sample Expense Lines'. To the right, there's a '** Final Trip Destination' field set to 'NEW YORK, NY' and a search icon. Below this, there's a '*Date From' field set to '02/12/2024' and a '*Date To' field set to '02/15/2024'. There's also an 'Attachments' link. The 'Projected Expenses' section is expanded, showing a table with columns for '*Date', '*Expense Type', 'Description', '*Payment Type', '*Amount', and 'Currency'. The first row shows a date of '02/12/2024', an expense type of 'Per Diem First/Last Day Travel', a description of 'Per Diem Sample - First Day of travel', a payment type of 'Traveler Paid', an amount of '59.25', and a currency of 'USD'. The second row shows a date of '02/13/2024', an expense type of 'Per Diem M&IE Total', a description of 'Per Diem Sample - Second Full Day of travel', a payment type of 'Traveler Paid', an amount of '79.00', and a currency of 'USD'. The form is annotated with numbered circles: 2 points to the 'Final Trip Destination' field, 3 points to the 'Expense Type' dropdown, 4 points to the 'Per Diem Range' dropdown, and 5 points to the 'Amount' field. A red arrow points from the 'Per Diem Range' dropdown to the 'Amount' field.

6. If the location changes during the trip (in this example the, the traveler is going to Las Vegas on the third day)

Change the Location on the expense line

02/14/2024 [icon] Per Diem M&IE Total [dropdown] Per Diem Sample - Third Full Day at another location [dropdown] Traveler Paid [dropdown] 69.00 USD [icon] [icon]

*Billing Type Out of State [dropdown] 6

*Location LAS VEGAS, NV [input] [icon]

*Per Diem Range 1 - 1 Days [dropdown] [icon]

Accounting Details [icon]

202 characters remaining

02/15/2024 [icon] Per Diem First/Last Day Travel [dropdown] Per Diem Sample - Last Day of travel [dropdown] Traveler Paid [dropdown] 51.75 USD [icon] [icon]

*Billing Type Out of State [dropdown]

*Location LAS VEGAS, NV [input] [icon]

*Per Diem Range 1 - 1 Days [dropdown] [icon]

Accounting Details [icon]

218 characters remaining

***Note:** In this example, although this shows the traveler's first day in Las Vegas during this trip, it is still considered a full day since it's the traveler's third day on the entire trip.

4.0 Creating an Expense Report from a Travel Authorization Approved in 2023 for 2024 Travel

Log into the eTravel Center:

7. Under Expense Reports, select **Create**
8. **Select** the approved Travel Authorization to associate with the expense report



9. If the Expense Report brought over Meal and/or Incidental expense lines from the travel authorization:

- a. **Delete** these rows
- b. **Add** new expense lines
- c. Select the appropriate Per Diem Expense Type for each day of travel

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
01/01/2024	Meal - Dinner	01/01/2024 - Dinner	Traveler Paid	25.00	USD
01/01/2024	Incidentals	Day 1 Incidentals	Traveler Paid	7.00	USD

***Note:** Do not simply change the expense type from the drop down. All Meal and Incidental rows will need to be deleted first.

Expenses

Expand All | Collapse All | Add: | My Wallet (0) | Quick-Fill

Total74.00USD

*Date01/02/2024

*Expense TypePer Diem M&IE Total

*Billing TypeIn State

*LocationPASADENA, CA

*Per Diem Range1 - 1 Days

DescriptionPer Diem Sample - Full Day with deductions

*Payment TypeTraveler Paid

*Amount74.00

*CurrencyUSD

212 characters remaining

Receipt Split

Per Diem Deductions

☒ Default Rate

☐ Non-Reimbursable

☐ No Receipt

☐ Excess Expense

*Exchange Rate1.00000000

Base Currency Amount74.00

USD

Accounting Details

Contact Us

For questions related to the Per Diem Travel Policy, please contact the Travel Desk

For questions related to the eTravel module, please contact SOLAR Financials

CSUN Travel Office
Valera Hall 365
Phone: (818) 677-2945

SOLAR Financials
Phone: (818) 677-6685
Email: solarfin@csun.edu