## eTravel Per Diem Quick Guide

### Travel Policy Update Introduction

<table>
<thead>
<tr>
<th>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&amp;IE). This is to ensure that campuses are in alignment with IRS standards and current reimbursement rates. <a href="#">CSU Travel Policy</a> was updated to reflect these changes.</th>
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<tbody>
<tr>
<td>Travel per diem allowances and breakouts can be found on the following websites:</td>
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<tr>
<td>- For Continental US travel, rates set annually by <a href="#">General Services Administration</a></td>
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<tr>
<td>- For Alaska, Hawaii, or the US Possessions travel, rates annually set by <a href="#">Department of Defense (Per Diem, Travel and Transportation Allowance Committee (PDTATAC)</a></td>
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<tr>
<td>- For International travel, rates set monthly by the <a href="#">Department of State</a></td>
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More information can be found here: [https://www.csun.edu/travel](https://www.csun.edu/travel)

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<th>Two new expense types have been added to the eTravel Module to accommodate the new Per Diem policy in effect beginning January 1, 2024:</th>
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<tr>
<td>- <strong>Per Diem First/Last Day Travel</strong>: First and last day of the trip</td>
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<tr>
<td>- <strong>Per Diem M&amp;IE Total</strong>: Days between the first and last day of the trip</td>
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The new expense types above have replaced the following inactive expense types:

- Meals (Breakfast, Lunch, and Dinner)
- Incidentally
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.

*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

<table>
<thead>
<tr>
<th>Log into the eTravel Center:</th>
<th><img src="image" alt="Create Expense Report" /></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>Under Expense Reports, select Create</strong></td>
<td><img src="image" alt="Create Expense Report" /></td>
</tr>
<tr>
<td>2. <strong>Select</strong> the approved Travel Authorization to associate with the expense report</td>
<td><img src="image" alt="Create Expense Report" /></td>
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</tbody>
</table>

| 3. If meals were supplied, they must be deducted from that day’s per diem rate. | ![Create Expense Report](image) |
| Example: Deducting from Per Diem M&IE Total (full day). | ![Create Expense Report](image) |
| a. **Select the Per Diem Deductions link** | ![Create Expense Report](image) |
| b. Scroll down to the appropriate meal deduction based on the per diem rate. (In this example, the per diem rate is $74.00). | ![Create Expense Report](image) |
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.

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

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

   a. Select the **Per Diem Deductions** link from the expense line.

   b. Scroll down to the appropriate meal deductions based on the per diem rate and check off all boxes.

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

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

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**Contact Us**

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

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

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

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