



WICHITA STATE  
UNIVERSITY

FINANCIAL OPERATIONS  
AND BUSINESS TECHNOLOGY

Travel Services

## International TEM Instructions

### Determine the meal per diem rate

The US Department of State updates meal per diem rates every April and October. Depending on when the trip will occur will determine which rate is chosen. For example: The trip is scheduled for March choose October of the previous year rates to know what the meal rate will be. The rates are published by the U.S. Department of State website: [http://aoprals.state.gov/web920/per\\_diem.asp](http://aoprals.state.gov/web920/per_diem.asp). Include the screen-shot as an attachment from this website to the travel document for verification of the rate being used.

### Per Diem

Complete the itinerary section in TEM and click save; the next box will ask to confirm Per Diem, from this box select no. TEM cannot determine the rates with the Per Diem calculator, it is only used for in-state and out of state travel.

1. Select No when the Confirm Per Diem box appears.

? Confirm Per Diem

Will this report contain Per Diem expenses?

1 No Yes

## Foreign Per Diem Rates In U.S. Dollars

**Country: ARGENTINA**  
**Publication Date: 10/01/2017**

Previous Rates:

Country Name	Post Name	Season Begin	Season End	Maximum Lodging Rate	M & IE Rate	Maximum Per Diem Rate	Footnote	Effective Date
ARGENTINA	Bariloche	01/01	12/31	218	112	330	N/A	03/01/2012
ARGENTINA	Buenos Aires	01/01	12/31	267	129	396	N/A	01/01/2017
ARGENTINA	Mendoza	01/01	12/31	182	105	287	N/A	05/01/2012
ARGENTINA	Other	01/01	12/31	175	117	292	N/A	05/01/2012

In TEM, select the expense type Intl-Meals (Allowed/Actual) enter the allowable meals. Deduct any provided meals, if applicable. In order to calculate the amount per day when meals are provided, use the calculator provided on the Travel website.

The screenshot shows the TEM software interface. At the top, there are navigation tabs: Delegate, Expense Manager (selected), Profile, Delegate Control, Administration, Profile Administrator, and Credit Card Manager. A 'Sign Out' link and a 'Help' icon are also visible.

The main content area is titled 'International Example (TA181648 - In Process)'. Below this, there is a section for 'Update Selected Expense'. The form includes the following fields:

- Date: Feb 19, 2018
- Type: Intl-Meals (Allowed/Actual)
- Receipt Amount: 117 USD
- Paid By: Personal Resource
- Provider: (empty)
- Location: (empty)
- Description: (empty)
- Funding: (empty)

At the bottom of the form, there is a table with one row:

Date	Type	Description	Pay in USD
Feb 19, 2018	Intl-Meals (Allowed/Actual)		117.00

Below the table are buttons for 'Recalculate Per Diem' and 'View or Submit Report'.

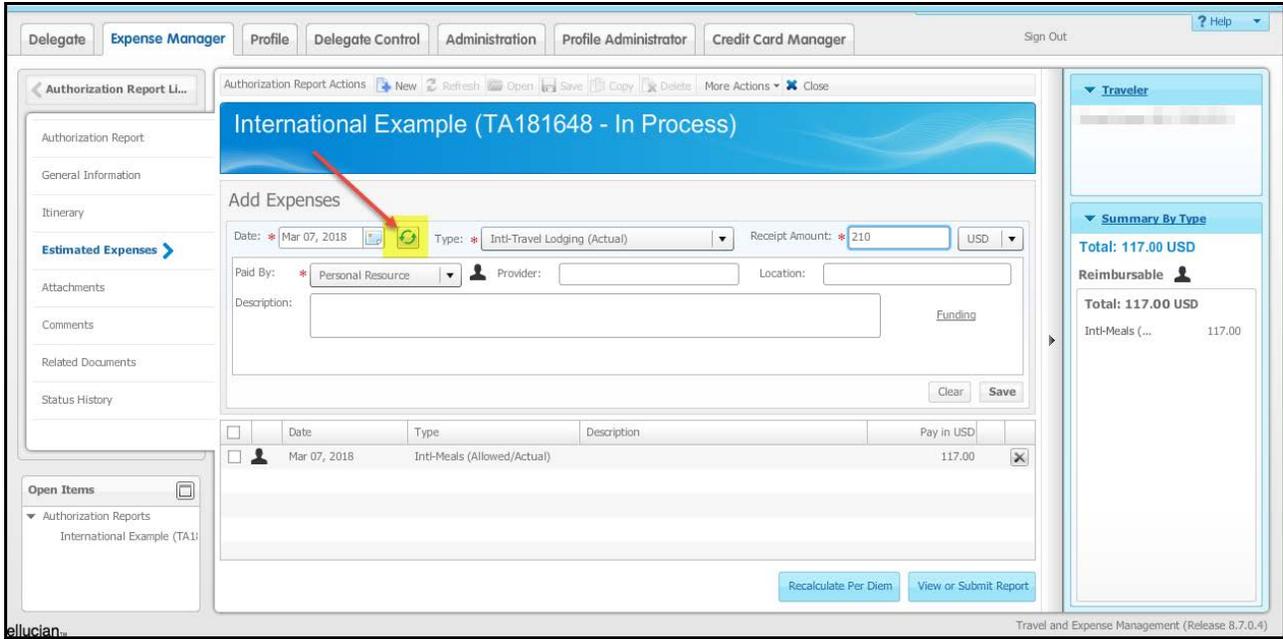
On the right side, there is a 'Traveler' section and a 'Summary By Type' section. The summary shows:

- Total: 117.00 USD
- Reimbursable: 117.00 USD
- Intl-Meals (...): 117.00

The bottom left corner shows 'ellucian' and the bottom right corner shows 'Travel and Expense Management (Release 8.7.0.4)'.

# Lodging

The lodging expense is allowed at the actual rate based on the itemized receipt. To enter lodging, the expense type “Intl- Travel Lodging (Actual)” should be used. Lodging can be processed as a single line transaction or itemized by day. If listing the transaction in an itemized format, the recurrence option can be used to replicate each line of lodging expense. Enter the first night’s lodging. Prior to saving, click on the recurrence button.



This pop up window will appear on the screen. Enter the dates of the first and last night, then select ‘Copy.’ An expense will be added for each night of lodging save the transaction.

