



## Calculating Per Diem in TEM

### Instructions

Per Diem also known as Meals is a rate for meals based on location and date determined by the government. The new rates are released in April and October, these will be loaded into TEM then. The website for Continental United States is <http://gsa.gov/portal/content/104877>. The per diem meals expense type is called 'Meals and Incidentals (Hotel Tips)' and includes the fees and tips given to hotel porters, baggage carriers or hotel staff. The amount in the expense item cannot be edited once calculated.

### Meal for a Single Day Trip

Meal reimbursement for single day travel, in accordance with K.A.R. 1-16-18(c)(3), is calculated as a percentage of the daily M&IE rate for the travel location. Same day meals will need to be entered using the expense type Meals (Allowed/Actual), and can only be for either Breakfast, Lunch or Dinner. Refer to the State of Kansas Handbook for other qualifications on meal reimbursement for a single day trip <http://admin.ks.gov/offices/chief-financial-officer/travel-information-for-state-employees>.

1. In TEM after the Itinerary is entered say No to the per diem box that is populated. TEM does not factor in all of State of Kansas policies regarding travel, therefore the meal is entered manually. If using the web browser Safari and yes is clicked a negative amount will populate on the per diem line, delete it and follow the steps below.

? Confirm Per Diem

Will this report contain Per Diem expenses?

1

No Yes

For example, if the per diem amount from CONUS is \$51.00 for Topeka KS and the traveler is still in travel status after 6:00 pm Dinner can be reimbursed.

50% of \$51.00 is \$25.50, enter this amount into TEM with the expense type In-State Meals (Allowed/Actual).

The screenshot displays the Expense Manager application 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 'M&IE Example (TA181648 - In Process)'. Below this title is a section for 'Update Selected Expense'. The form includes the following fields:

- Date: Feb 07, 2018
- Type: In-State Meals (Allowed/Actual)
- Receipt Amount: 25.5
- USD
- Paid By: Personal Resource
- Provider: (empty)
- Location: (empty)
- Description: (empty)
- Funding: (empty)

Buttons for 'Clear' and 'Save' are located at the bottom right of the form.

Below the form is a table with the following data:

	Date	Type	Description	Pay in USD
<input type="checkbox"/>	Feb 07, 2018	In-State Meals (Allowed/Actual)		25.50

At the bottom of the table, there are buttons for 'Recalculate Per Diem' and 'View or Submit Report'.

On the right side of the interface, there is a 'Traveler' section and a 'Summary By Type' section. The 'Summary By Type' section shows a total of 25.50 USD for 'In-State Me...'.

At the bottom left, there is a logo for 'silucian'. At the bottom right, the text 'Travel and Expense Management (Release 8.7.0.4)' is visible.

## Per Diem for Multiple Business Locations

When a trip includes an overnight stay or more than one approved business location and the cities involved have different per diem rates; the per diem rate for each calendar day will be determined by the location where the lodging is obtained for that night.

Delete the line where the traveler started their day

Per Diem Expenses (TA181648 - In Process)

Sonya Emmart (ID: C558V253)

Select a default Payment Method: \* Personal Resource

Date	Location	Expense Type	Uncheck to exclude from per diem	Paid By	
Feb 09, 2018	Topeka, KS	Lodging		Personal Resource	✕
Feb 10, 2018	Kansas City, KS	Lodging		Personal Resource	✕
Feb 11, 2018	Kansas City, KS	Lodging		Personal Resource	✕
Feb 09, 2018	Topeka, KS	Meals and Incidentals (Hotel Tips)	<input checked="" type="checkbox"/> Breakfast <input checked="" type="checkbox"/> Lunch <input checked="" type="checkbox"/> Dinner	Personal Resource	✕
Feb 10, 2018	Topeka, KS	Meals and Incidentals (Hotel Tips)	<input checked="" type="checkbox"/> Breakfast <input checked="" type="checkbox"/> Lunch <input checked="" type="checkbox"/> Dinner	Personal Resource	✕
Feb 10, 2018	Kansas City, KS	Meals and Incidentals (Hotel Tips)	<input checked="" type="checkbox"/> Breakfast <input checked="" type="checkbox"/> Lunch <input checked="" type="checkbox"/> Dinner	Personal Resource	✕
Feb 11, 2018	Kansas City, KS	Meals and Incidentals (Hotel Tips)	<input checked="" type="checkbox"/> Breakfast <input checked="" type="checkbox"/> Lunch <input checked="" type="checkbox"/> Dinner	Personal Resource	✕
Feb 12, 2018	Kansas City, KS	Meals and Incidentals (Hotel Tips)	<input checked="" type="checkbox"/> Breakfast <input checked="" type="checkbox"/> Lunch <input checked="" type="checkbox"/> Dinner	Personal Resource	✕

Save and Continue Cancel

If line not deleted this error message will appear:

Per Diem Expenses (TA181648 - In Process)

Sonya Emmart (ID: C558V253)

Select a default Payment Method: \* Personal Resource

**Per Diem Errors**  
Duplicate Per Diem Expenses exist for the same date.

OK

Date	Location	Expense T	Paid By	
Feb 09, 2018	Topeka, KS	Lodging	Personal Resource	✕
Feb 10, 2018	Kansas City, KS	Lodging	Personal Resource	✕
Feb 11, 2018	Kansas City, KS	Lodging	Personal Resource	✕
Feb 09, 2018	Topeka, KS	Meals and	Personal Resource	✕
Feb 10, 2018	Topeka, KS	Meals and	Personal Resource	✕
Feb 10, 2018	Kansas City, KS	Meals and	Personal Resource	✕
Feb 11, 2018	Kansas City, KS	Meals and	Personal Resource	✕
Feb 12, 2018	Kansas City, KS	Meals and	Personal Resource	✕

Save and Continue Cancel

## Per Diem for Overnight Stay

Meals will be reduced by the following percentage:

- Breakfast 15% Lunch 35% Dinner 50%
- Time of Departure

If the cost of meals is included within the cost of registration fees or other fees and charges paid by the agency or supplied without cost by another party, the daily M&IE rate for the traveler location will be reduced based on the percentage listed above.

## Per Diem for Partial Day

If the traveler is in travel status for a partial day, the quarter amount is calculated first and then the deduction is applied. If the traveler leaves at 7:00 am, quarter 1 will not be reimbursed. The day per diem is reduced by 25%, making the daily rate of \$51.00 reduced to \$38.25.

**Itinerary**

From: Feb 07, 2018 8:00 AM  
Wichita, Kansas

To: Feb 10, 2018 8:00 PM  
Topeka, Kansas

Delegate Expense Manager Profile Delegate Control Administration Profile Administrator Credit Card Manager Sign Out ? Help

Authorization Report List... M&IE Example (TA181648 - In Process)

Update Selected Expense

Date: Feb 07, 2018 Type: Meals and Incidentals (Hotel Tips) Amount: 38.25 USD

Unchecked to exclude from per diem:  Breakfast  Lunch  Dinner Per Diem: 38.25 USD

Paid By: Personal Resource Zip/Postal Code: 66615

City: Topeka State/Province: Nation: Funding

Description: Clear Save

<input type="checkbox"/>	Date	Type	Description	Pay in USD
<input type="checkbox"/>	Feb 08, 2018	Lodging		139.50
<input type="checkbox"/>	Feb 07, 2018	Lodging		139.50
<input type="checkbox"/>	Feb 09, 2018	Lodging		139.50
<input checked="" type="checkbox"/>	Feb 07, 2018	Meals and Incidentals (Hotel Tips)		38.25
<input type="checkbox"/>	Feb 08, 2018	Meals and Incidentals (Hotel Tips)		51.00
<input type="checkbox"/>	Feb 09, 2018	Meals and Incidentals (Hotel Tips)		51.00
<input type="checkbox"/>	Feb 10, 2018	Meals and Incidentals (Hotel Tips)		51.00

Recalculate Per Diem View or Submit Report

**Traveler**

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**Summary By Type**

**Total: 609.75 USD**

**Reimbursable**

**Total: 609.75 USD**

Lodging	418.50
Meals and I...	191.25

Open Items

- Authorization Reports
- M&IE Example (TA181648)

Travel and Expense Management (Release 8.7.0.4)

If Lunch is provided that day, per diem would be further reduced by 35%, making the total for the day \$24.86.

The screenshot displays the 'Update Selected Expense' interface in a Travel and Expense Management system. The main form is for an expense on Feb 07, 2018, categorized as 'Meals and Incidentals (Hotel Tips)'. The amount is 24.86 USD, and the per diem rate is also 24.86 USD. The 'Lunch' checkbox is checked, indicating a 35% reduction from the standard per diem rate. The expense is paid by 'Personal Resource' and is funded. The location is Topoka, KS (Kansas).

Date	Type	Description	Pay in USD
Feb 06, 2018	Lodging		139.50
Feb 07, 2018	Lodging		139.50
Feb 09, 2018	Lodging		139.50
Feb 07, 2018	Meals and Incidentals (Hotel Tips)		24.86
Feb 06, 2018	Meals and Incidentals (Hotel Tips)		51.00
Feb 09, 2018	Meals and Incidentals (Hotel Tips)		51.00
Feb 10, 2018	Meals and Incidentals (Hotel Tips)		51.00

Summary By Type:

Category	Amount
Total	596.36 USD
Reimbursable	
Total	596.36 USD
Lodging	418.50
Meals and I...	177.86