Handling Meals and Lodging for a Trip over 30 Days

**Objective:** Go over the different steps to create an expense report for a trip longer than 30 days.

1. After creating your itinerary and filling in your dates, if your itinerary spans more than 30 days, you will get a *Travel Allowance Warning* popup that will ask you to confirm that your trip is over 30 days. **Click OK** to continue, or **click Cancel** to change your dates.

![Travel Allowance Warning](image1)

2. Once you reach the *Expenses & Adjustments* tab, **check** the *Over 30 days* check box for each day and **click Update Expenses**. This will automatically recalculate the allowed per diem for you, which will carry over to your expenses.

![Expenses & Adjustments](image2)