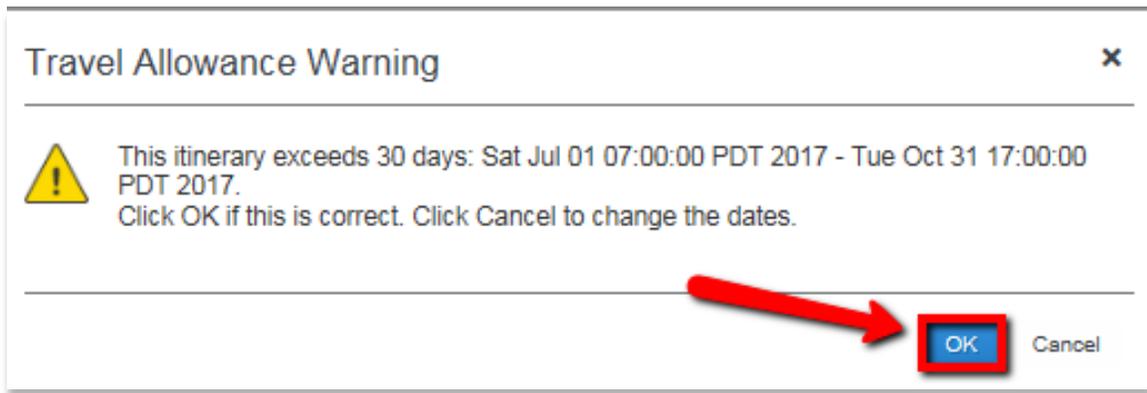


Handling Meals and Lodging for a Trip over 30 Days

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.



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.

Exclude All <input type="checkbox"/>	Date/Location ▲	Breakfast Provided	Lunch Provided	Dinner Provided	Over 30 days	Allowance
<input type="checkbox"/>	07/18/2017 Menlo Park, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$28.46
<input type="checkbox"/>	07/19/2017 Menlo Park, California	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$21.95
<input type="checkbox"/>	07/20/2017 Menlo Park, California	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$20.95
<input type="checkbox"/>	07/21/2017 Menlo Park, California	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$6.95
<input type="checkbox"/>	07/22/2017 Menlo Park, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$37.95