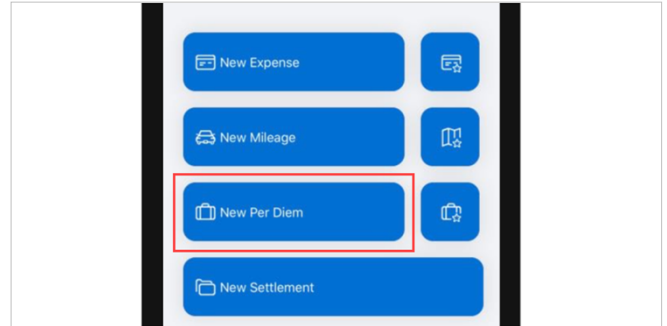
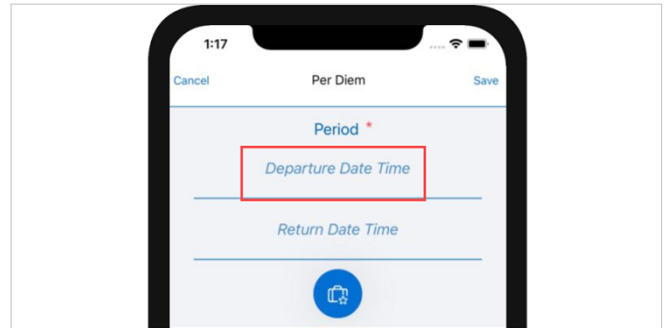


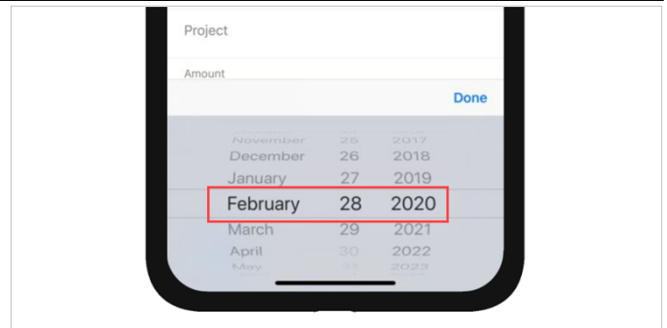
To create a Per Diem, open the Expense App and select **"New Per Diem"**.



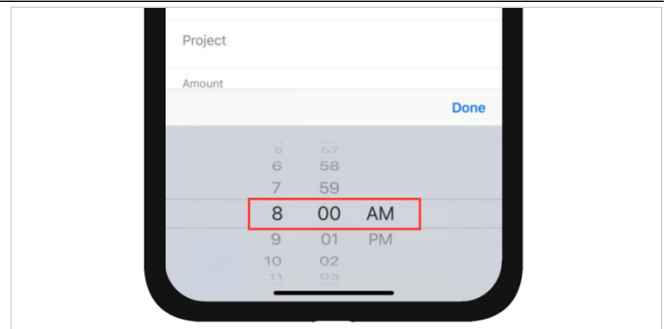
Fill in **"Departure date and time"**.



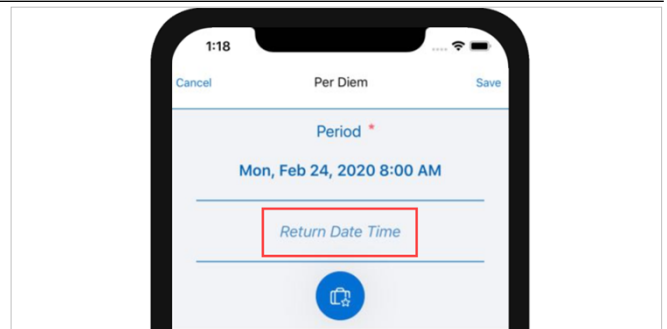
Choose your **"Departure date"**.



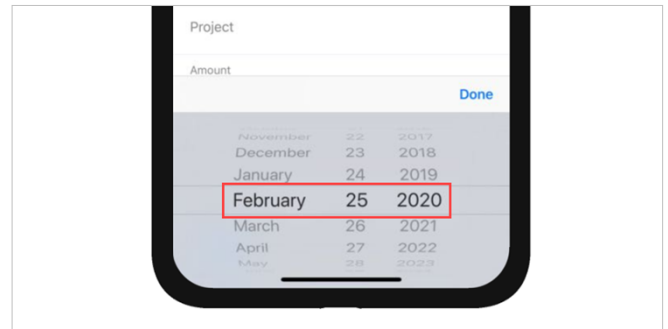
Choose your **"Departure time"**.



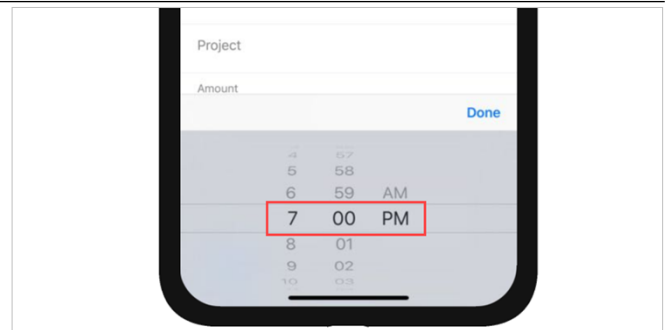
Choose **"Return date and time"**.



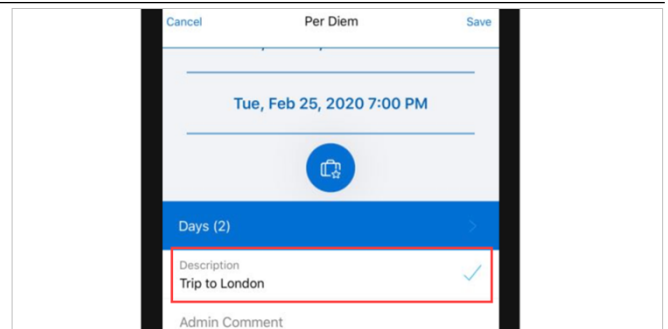
Choose your "Return date".



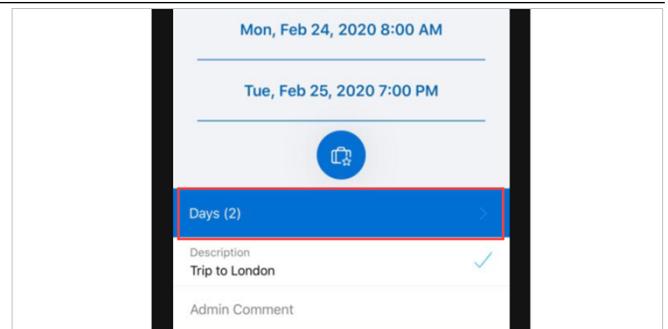
Choose your "Return time".



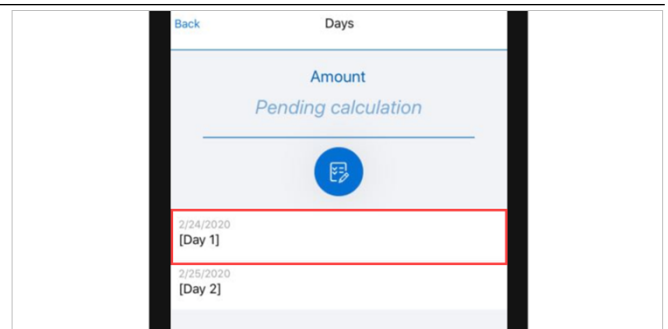
Fill in a "Description" for your Per Diem.



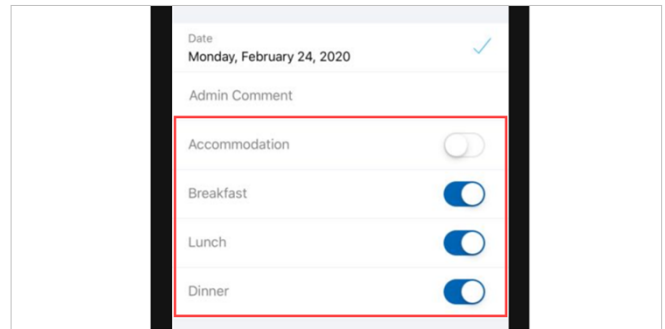
Once you have filled in the departure and return information - the total days of the per diem are automatically calculated. You can open the blue panel to see details for per diem days. The calculation of a per diem is based on rates set up in Business Central.



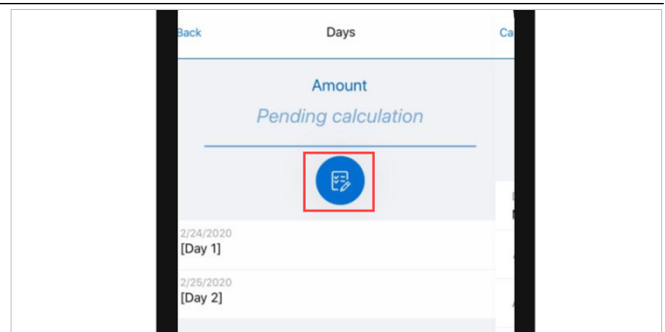
To see or amend allowances for a specific day, you go to the line of the actual day and amend it.



All allowances shown are allowances enabled from Business Central. Rates for each allowance is setup in Business Central.  
If you want to amend a specific allowance, you disable it here.



If you want to amend allowances for all days, you select this action.



Once you have filled in all relevant information of your per diem, you submit. This is done by swiping to the right.  
Now the per diem is ready for approval.

