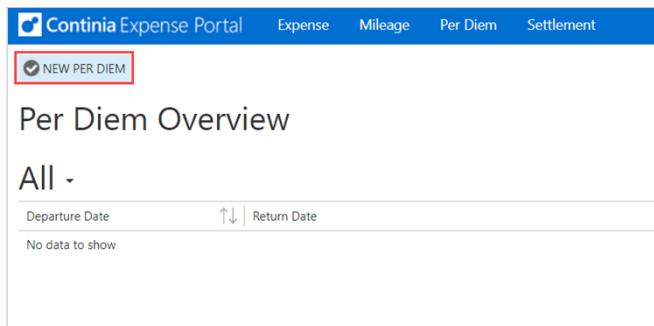


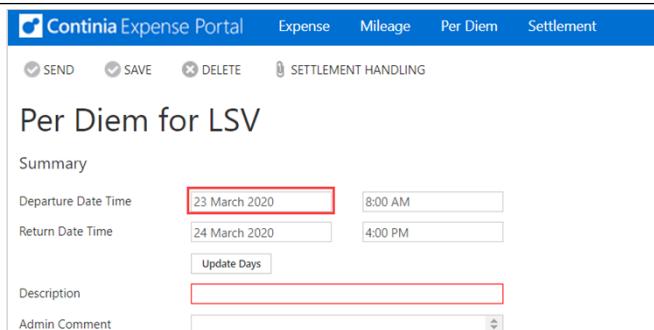
You can create a Per Diem in the Expense Management Portal and on the Expense App.

Choose "New" to create a Per Diem.



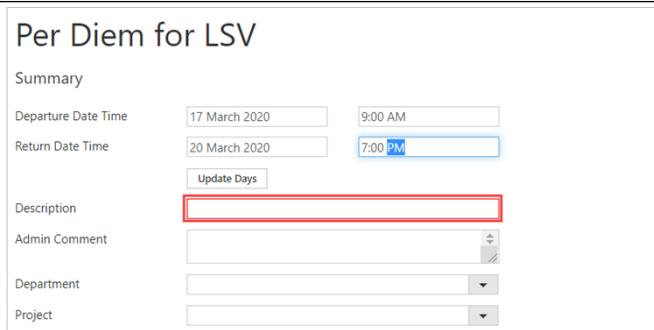
The screenshot shows the Continia Expense Portal interface. At the top, there's a navigation bar with tabs: Expense, Mileage, Per Diem, and Settlement. Below the navigation bar, a button labeled "NEW PER DIEM" is highlighted with a red box. The main area is titled "Per Diem Overview" and has a dropdown menu set to "All". It includes fields for "Departure Date" and "Return Date", both with up/down arrows. A message says "No data to show".

In the Expense Management Portal, today's date and the day before are automatically filled in when you open the page to create a new Per Diem. You can change both date and time for your Per Diem. Once you have filled in date and time, choose "**Update Days**". This will calculate the total days.



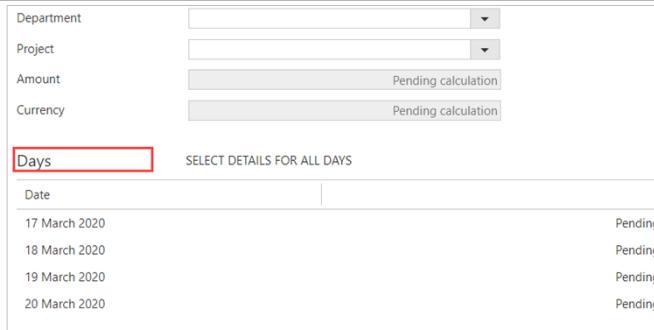
The screenshot shows the "Per Diem for LSV" page. It has a "Summary" section with fields for "Departure Date Time" (set to "23 March 2020" and "8:00 AM") and "Return Date Time" (set to "24 March 2020" and "4:00 PM"). There are buttons for "SEND", "SAVE", "DELETE", and "SETTLEMENT HANDLING". Below the summary, there are fields for "Description" and "Admin Comment", both of which are highlighted with red boxes. A "Update Days" button is also highlighted with a red box.

You then fill in a description for your Per Diem.



The screenshot shows the "Per Diem for LSV" page again, but now with a description entered in the "Description" field, which is highlighted with a red box. Other fields like "Admin Comment", "Department", and "Project" are also visible.

Now you can see an overview of all days included in your Per Diem, calculated from the departure and return date.

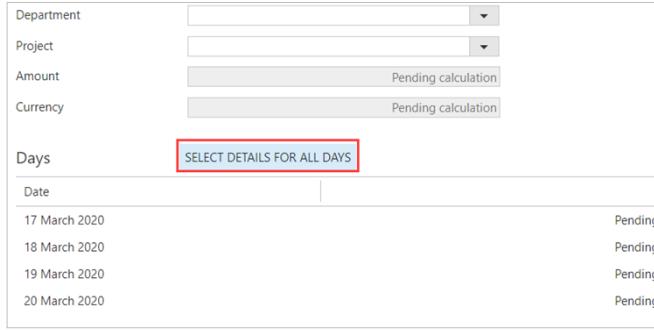


The screenshot shows the "Days" section of the "Per Diem for LSV" page. It includes fields for "Department", "Project", "Amount" (pending calculation), and "Currency" (pending calculation). A "Days" button is highlighted with a red box. Below it, a link "SELECT DETAILS FOR ALL DAYS" is also highlighted with a red box. A table lists dates from "17 March 2020" to "20 March 2020" with status "Pending" next to each.

You can see and amend details for all days in one step.

Go to the link "**Select details for all days**".

Here you can change details for all days in one go - if as, an example, you want to disable lunch for all days in one go if this was paid for by someone else.



The screenshot shows the "Days" section again, with the "SELECT DETAILS FOR ALL DAYS" link highlighted with a red box. Below it, a table lists the same dates from "17 March 2020" to "20 March 2020" with status "Pending" next to each.

A new window will open to show which allowances have been enabled. You can untick the allowance you want to disable for all days.

### Select details for all days

#### Summary

Accommodation	<input checked="" type="checkbox"/>
Breakfast	<input checked="" type="checkbox"/>
Lunch	<input checked="" type="checkbox"/>
Dinner	<input checked="" type="checkbox"/>

Once you have amended the details, choose "**Save**".

 Continia Expense Portal    Expense    Mileage    Per Diem    Settlement

SAVE     CANCEL

### Select details for all days

#### Summary

Accommodation	<input checked="" type="checkbox"/>
Breakfast	<input checked="" type="checkbox"/>
Lunch	<input checked="" type="checkbox"/>
Dinner	<input checked="" type="checkbox"/>

If you want to change the details for a specific day, click on the line for that specific day and a new window will open.

Department	<input type="text"/>
Project	<input type="text"/>
Amount	Pending calculation
Currency	Pending calculation
Days	SELECT DETAILS FOR ALL DAYS
Date	
17 March 2020	Pending
18 March 2020	Pending
19 March 2020	Pending
20 March 2020	Pending

You can now amend the details and add a comment if you like.

**19 March 2020**

#### Summary

Date	<input type="text" value="19 March 2020"/>
Admin Comment	<input type="text"/>
Accommodation	<input checked="" type="checkbox"/>
Breakfast	<input checked="" type="checkbox"/>
Lunch	<input checked="" type="checkbox"/>
Dinner	<input checked="" type="checkbox"/>
Amount	Pending calculation

When you are done amending choose "**Save**".

 Continia Expense Portal    Expense    Mileage    Per Diem    Settlement

SAVE     CANCEL

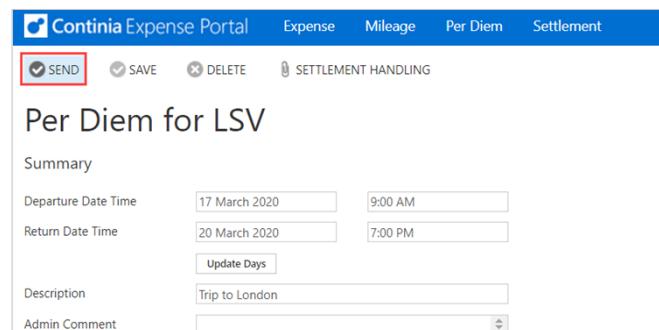
**19 March 2020**

#### Summary

Date	<input type="text" value="19 March 2020"/>
Admin Comment	<input type="text"/>
Accommodation	<input checked="" type="checkbox"/>
Breakfast	<input checked="" type="checkbox"/>

Once you are done creating your Per Diem, choose "Send" to submit.

Now the per diem will be sent inflow for approval, and all details will be visible for the approver and inside NAV/BC.



The screenshot shows the Continia Expense Portal interface for creating a Per Diem. At the top, there are navigation links: Expense, Mileage, Per Diem, and Settlement. Below the header, there are buttons for SEND (highlighted with a red box), SAVE, and DELETE. A link for SETTLEMENT HANDLING is also present. The main title is "Per Diem for LSV". Under the "Summary" section, there are fields for Departure Date Time (17 March 2020, 9:00 AM), Return Date Time (20 March 2020, 7:00 PM), and Description (Trip to London). An Admin Comment field is also shown. There is a "Update Days" button between the Departure and Return date/time fields.