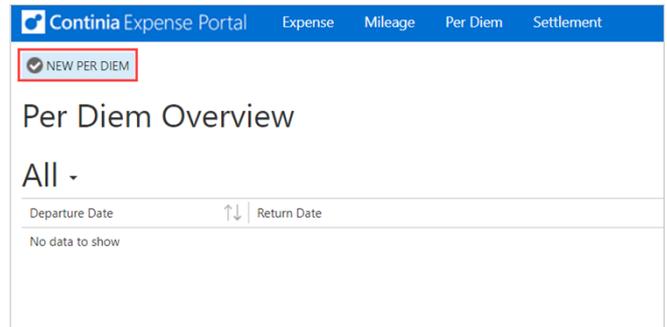
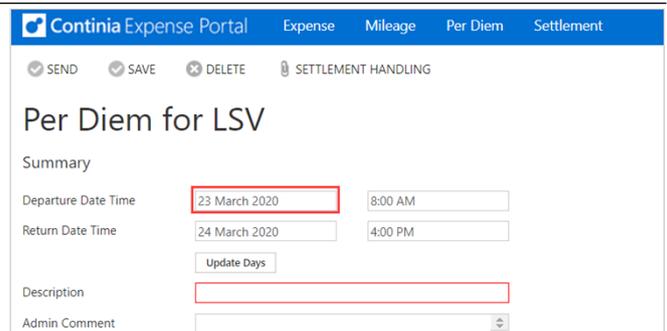


You can create a Per Diem in the Expense Management Portal and on the Expense App.

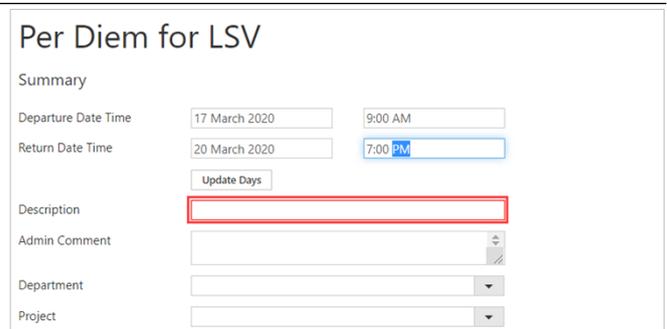
Choose **"New"** to create a Per Diem.



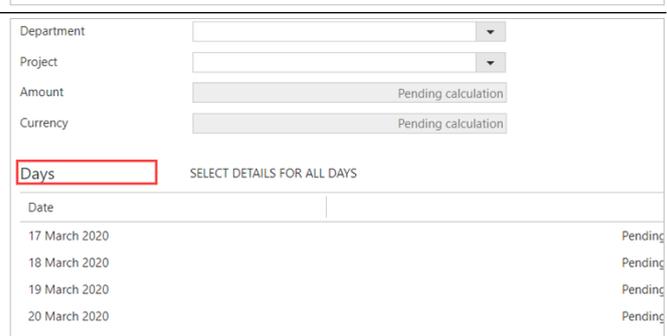
In the Expense Management Portal, today's date and the day before are automatically filled in when you open the page to create a new Per Diem. You can change both date and time for your Per Diem. Once you have filled in date and time, choose **"Update Days"**. This will calculate the total days.



You then fill in a description for your Per Diem.

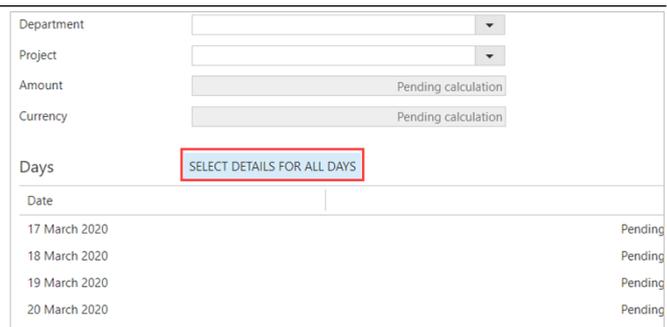


Now you can see an overview of all days included in your Per Diem, calculated from the departure and return date.



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.



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

Breakfast

Lunch

Dinner

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

Continia Expense Portal Expense Mileage Per Diem Settlement

Select details for all days

Summary

Accommodation

Breakfast

Lunch

Dinner

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

Project

Amount

Currency

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

Admin Comment

Accommodation

Breakfast

Lunch

Dinner

Amount

When you are done amending choose "Save".

Continia Expense Portal Expense Mileage Per Diem Settlement

19 March 2020

Summary

Date

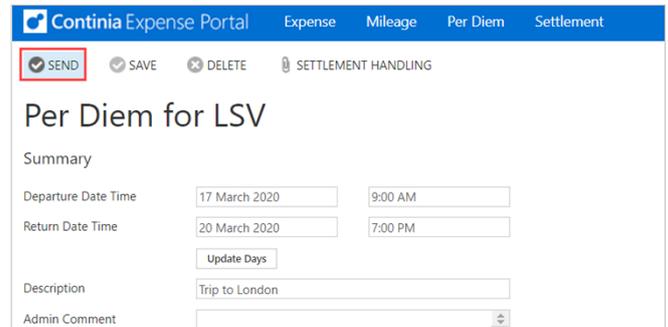
Admin Comment

Accommodation

Breakfast

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.



Continia Expense Portal Expense Mileage Per Diem Settlement

SEND SAVE DELETE SETTLEMENT HANDLING

Per Diem for LSV

Summary

Departure Date Time: 17 March 2020 9:00 AM

Return Date Time: 20 March 2020 7:00 PM

Update Days

Description: Trip to London

Admin Comment