Continia

To setup Per Diem groups and rates, go to the "magnifier" and type Per Diem rates.	C O P B Tell me what you want to do. Quickly access actions, pages, reports, documentation, and apps and consulting services.
	ob Journal Continia Users
Choose " Per Diem Rates " to go to the setup page.	TELL ME WHAT YOU WANT TO DO
5 115	
	per diem rates
	Go to Pages and Tasks > Per Diem Rates Lists
	EXPENSES DST UNHANDLED_ OPEN PENDING READY TO POST UNHAN
You can create different groups in Per Diem. This	
allows you to set up different rates for each group.	← PER DIEM RATES WORK DATE: 1/28/2021
	🔎 Search 🕂 New Manage Show Attached 🛛 🖾 Open in Excel
	PER DIEM GROUP DESTINATION CODE COUNTRY/REGION START DATE DESCRIPT
	DEFAULT I 1/1/2019 Allowance DENMARK I DK 1/1/2020 Denmark I
	DENMARK : DK 1/1/2020 Denmark I Open record "DENMARK" in a new window
To see rates and other setup belonging to a group,	
choose a group and a new window will appear. The	← PER DIEM RATES WORK DATE: 1/28/2021
window will show you the full setup for this group.	
	PER DIEM GROUP DESTINATION CODE COUNTRY/REGION START DATE DESCRIPT
	DEFAULT : 1/1/2019 Allowance
	орентески рыкост на нем мносом
A per diem rate will specify the amount that will be reimbursed. Accommodation and meals must be	← PER DIEM RATE WORK DATE: 1/28/2021
specified.	DEFAULT · 1/1/2019
Under "General" , you specify the name of the Per Diem group. A description can be added as a	Show Attached
reference. You define the start date to indicate when this Per Diem rate is valid from.	General
A Per Diem rate can be set up for a specific country.	Per Diem Group Code · · · DEFAULT V Description · · · · · · ·
In that case, the Destination/Country should be entered. If the rate applies to all the countries, this	Destination Country/R · Minimum Stay (hours) -
field can be left blank.	Start Date · · · · · · 1/1/2019 🛅 Currency Code · · · · ·
"Minimum stay hours" can be defined as well, if allowances are only given above a certain amount of	
hours. This is the rate that will be reimbursed for an	
overnight stay.	



Under "Accommodation", you set up the "Daily	General	
Accommondation Allowance" which is valid for the	Per Diem Group Code · · · DEFAULT Description · · · · · · · ·	Allo
group.	Destination Country/R Minimum Stay (hours)	
	Start Date · · · · · · 1/1/2019 🛅 Currency Code · · · · ·	
	Accommodation	
	Daily Accommondation Allowance	
To set up meal allowances, open the tab "Meals".	Accommodation	
	Daily Accommondation Allowance	
	Meals >	
Under " Meals " you define all rates for meals, and	Meals	
here you have different options to choose from.		
Here you specify "Daily Meal allowance". This is the total possible rate given in a full day.	Daily Meal Allowance 76.00 FIGST AND LAST DAT SET MEAL VALUE Calculation Method Calculation Method	First/I
······································	Value Method · · · · · · Fixed Amount FIRST AND LAST DAY DET	TAILS
	Breakfast · · · · · 18.00 Minimum Stay (hours) · ·	
	Lunch · · · · · · · · · · · · · · · · · · ·	
	Dinner · · · · · · · · · · · · · · · · · · ·	
In the field "Daily Meal Allowance", you define the	Maala	
total amount of meals, if no amendments are made.	Meals FIRST AND LAST DAY SET	
	Daily Meal Allowance 76.00 FIRST AND LAST DAT SET Calculation Method Calculation Method	First/
	Specifies the daily allowance amount for the meal. Press Ctrl+F1 to learn more FIRST AND LAST DAY DET	
	Breakfast · · · · · · 18.00 Minimum Stay (hours) · ·	
	Lunch · · · · · · 19.00 Meal Allowance · · · · ·	
	Dinner · · · · · · · · · · · · · · · · · · ·	
	Half Day Latest Time	
Each meal should be defined with a value of the total	Meals	
"Daily Meal Allowance". This should not be done, if	Daily Meal Allowance · · 76.00 FIRST AND LAST DAY SET	ΓUP
meals should NOT be refunded. This amount will be deducted from the daily	MEAL VALUE Calculation Method · · · ·	First/
refundable amount if a meal is paid by the company	Value Method · · · · · Fixed Amount FIRST AND LAST DAY DET	ſAILS
through an expense. The Value Method specifies how the deduction is	Breakfast · · · · · · · Fixed Amount Minimum Stay (hours) · ·	
calculated: as a percentage of the Daily Meal	Lunch	
Allowance or as a Fixed Amount.	Dinner · · · · · · · · · · · · · · · · · · ·	



The amount defined in the field "Breakfast" is the	Meals	
amount deducted from the daily total allowance - if the expense user does not pay for breakfast.	Daily Meal Allowance · · 76.00 FIRST AND LAST DAY SETUP	
	MEAL VALUE Calculation Method · · · · Fit	rst/
	Value Method · · · · · · Fixed Amount	;
	Breakfast · · · · · 18.00 Minimum Stay (hours) · ·	
	Specifies the discounted value for breakfast when it	
	shouldn't be refundable. This value is either an amount or a percentage, depending on the Value Method input. Half Day Starting Time Press Ctrl+F1 to learn more Half Day Latest Time	
The amount defined in the field " Lunch " is the amount deducted from the daily total allowance - if the	Meals	
expense user does not pay for lunch.	Daily Meal Allowance · · 76.00 FIRST AND LAST DAY SETUP	
	MEAL VALUE Calculation Method · · · · Fi	irst,
	Value Method · · · · · Fixed Amount • FIRST AND LAST DAY DETAILS	ŝ
	Breakfast · · · · · · · · · · · · · · · · · · ·	_
	Lunch	
	Specifies the discounted value for lunch when it shouldn't	
	be refundable. This value is either an amount or a Half Day Latest Time · · · percentage, depending on the Value Method input.	-
The amount defined in the field " Dinner " is the amount deducted from the daily total allowance - if the	Meals	
expense user does not pay for dinner.	Daily Meal Allowance · · 76.00 FIRST AND LAST DAY SETUP	
	MEAL VALUE Calculation Method · · · · Fi	irst/
	Specifies the discounted value for dinner when it shouldn't	;
	be refundable. This value is either an amount or a Minimum Stay (hours)	
	Press Ctrl+F1 to learn more	_
	Dinner · · · · · · · · · · · · · · · · · · ·	
	Half Day Latest Time	_
In the "Calculation Method" field, you can define the calculation method for the allowance.		_
	76.00 FIRST AND LAST DAY SETUP Calculation Method · · · · First/Last day fixed rate	ה
		ł
	Fixed Amount FIRST AND LAST DAY DETAILS Minimum Stay (hours) ···	0
	18.00 Meal Allowance 41.00	5
	19.00 Half Day Starting Time	٦l
	34.00 Half Day Latest Time	i
		_
You have different choices here.		
Use the "Hourly Ratio" when you should quantify	FIRST AND LAST DAY SETUP	-
based on the number of hours.	Calculation Method · · · · First/Last day fixed rate	ר,
Use "Sub Rates" when the authorities provide a sub- rate. For example, up to 5 hours in a day are	Hourly Ratio	1
reimbursed with x amount, up to 10 hours with y	Minimum Stay (hours) First/Last day fixed rate	
amount.	18.00 First/Last day fixed rate	5
"First/Last day rate" is to be specified when there is a	Half Day Starting Time	٦
fixed rate in the first and the last day of the journey.	34.00 Half Day Latest Time	



In the field "Minimum Stay (hours)", you can define the minimum number of hours for the first and last FIRST AND LAST DAY SETUP 76.00 day. If hours are below what is set in this field, no Calculation Method · · · · First/Last day fixed rate • allowance will be given. FIRST AND LAST DAY DETAILS Fixed Amount • 0 <u>Minimum Stay (hours)</u> 18.00 Specifies the minimum number of hours for the first a the last day. No allowance will be given if the number hours registered is less than this value. 19.00 34.00 Some fields are only visible when the Calculation Method, "First/Last Day Fixed Rates", is chosen. FIRST AND LAST DAY SETUP 76.00 One of them is "Meal Allowance". This is the amount Calculation Method · · · · First/Last day fixed rate • refundable on the First and the Last day of the trip. FIRST AND LAST DAY DETAILS Fixed Amount • Minimum Stay (hours) 0 18.00 Meal Allowance 41.00 19.00 Specifies the daily allowance amount for the meal. 34.00 In "Half Day Starting Time", you can specify the earliest time where allowance for the half-day will be FIRST AND LAST DAY SETUP 76.00 set into effect. Calculation Method · · · · First/Last day fixed rate If no value is specified, a day is considered half a day if less than 24 hours. So, 23 hours would count as half FIRST AND LAST DAY DETAILS ٠ Fixed Amount a day. If a company decides that a half-day should Minimum Stay (hours) 0 18.00 only be considered after 12 AM, then this time value Meal Allowance 41.00 19.00 should be specified in this field. Half Day Starting Time 34.00 fies the earliest time at which a half day rate will be ned. Before this time, the full day rate will apply. However, when returning from a trip a company might want to consider a full day of work, if the employee FIRST AND LAST DAY SETUP 76.00 worked until 3 PM. If the employee returns after that Calculation Method · · · · First/Last day fixed rate hour, he is refunded for a full day. FIRST AND LAST DAY DETAILS Fixed Amount • Minimum Stay (hours) 0 18.00 Specifies the latest time at which a half day rate will be assigned. After this time, the full day rate will apply. 19.00 34.00 <u>Half Day Latest Time</u>