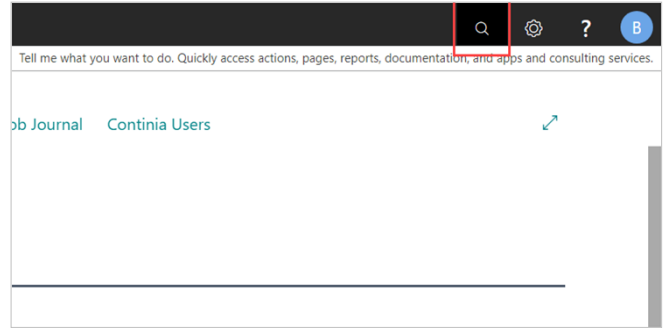
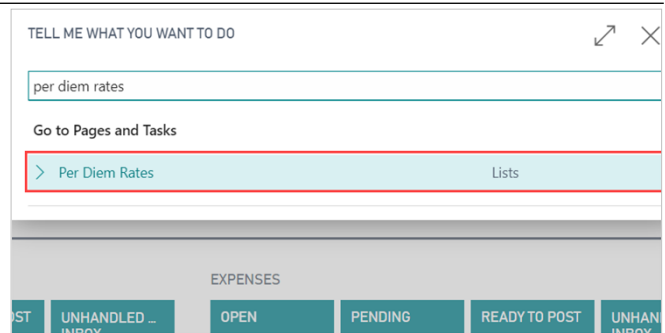


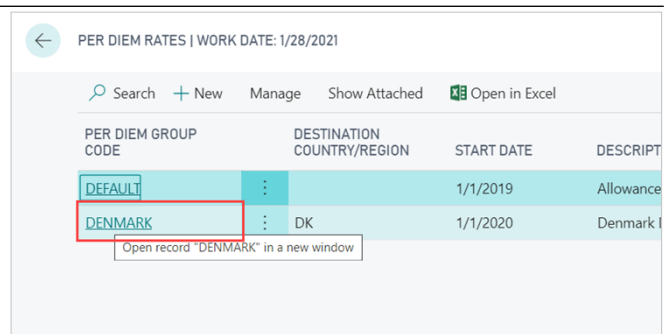
To setup Per Diem groups and rates, go to the "magnifier" and type Per Diem rates.



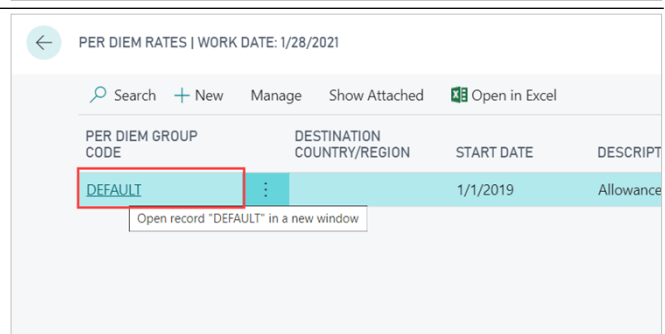
Choose "Per Diem Rates" to go to the setup page.



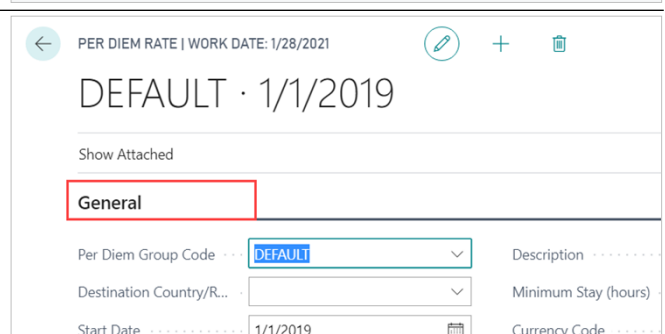
You can create different groups in Per Diem. This allows you to set up different rates for each group.



To see rates and other setup belonging to a group, choose a group and a new window will appear. The window will show you the full setup for this group.



A per diem rate will specify the amount that will be reimbursed. Accommodation and meals must be specified. Under "General", you specify the name of the Per Diem group. A description can be added as a reference. You define the start date to indicate when this Per Diem rate is valid from. A Per Diem rate can be set up for a specific country. In that case, the Destination/Country should be entered. If the rate applies to all the countries, this field can be left blank. "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 Accommodation Allowance" which is valid for the group.

To set up meal allowances, open the tab "Meals".

Under "Meals" you define all rates for meals, and 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.

In the field "Daily Meal Allowance", you define the total amount of meals, if no amendments are made.

Each meal should be defined with a value of the total "Daily Meal Allowance". This should not be done, if meals should NOT be refunded.

This amount will be deducted from the daily refundable amount if a meal is paid by the company through an expense.

The Value Method specifies how the deduction is calculated: as a percentage of the Daily Meal Allowance or as a Fixed Amount.

The amount defined in the field "**Breakfast**" is the amount deducted from the daily total allowance - if the expense user does not pay for breakfast.

The amount defined in the field "**Lunch**" is the amount deducted from the daily total allowance - if the expense user does not pay for lunch.

The amount defined in the field "**Dinner**" is the amount deducted from the daily total allowance - if the expense user does not pay for dinner.

In the "**Calculation Method**" field, you can define the calculation method for the allowance.

You have different choices here.  
 Use the "Hourly Ratio" when you should quantify based on the number of hours.  
 Use "Sub Rates" when the authorities provide a sub-rate. For example, up to 5 hours in a day are reimbursed with x amount, up to 10 hours with y amount.  
 "First/Last day rate" is to be specified when there is a fixed rate in the first and the last day of the journey.

In the field "**Minimum Stay (hours)**", you can define the minimum number of hours for the first and last day. If hours are below what is set in this field, no allowance will be given.

76.00	FIRST AND LAST DAY SETUP
	Calculation Method . . . . First/Last day fixed rate ▼
Fixed Amount ▼	FIRST AND LAST DAY DETAILS
18.00	Minimum Stay (hours) . . . . 0
19.00	Specifies the minimum number of hours for the first and the last day. No allowance will be given if the number of hours registered is less than this value.
34.00	Press Ctrl+F1 to learn more

Some fields are only visible when the Calculation Method, "**First/Last Day Fixed Rates**", is chosen. One of them is "**Meal Allowance**". This is the amount refundable on the First and the Last day of the trip.

76.00	FIRST AND LAST DAY SETUP
	Calculation Method . . . . First/Last day fixed rate ▼
Fixed Amount ▼	FIRST AND LAST DAY DETAILS
18.00	Minimum Stay (hours) . . . . 0
19.00	Meal Allowance . . . . . 41.00
34.00	Specifies the daily allowance amount for the meal.
	Press Ctrl+F1 to learn more

In "**Half Day Starting Time**", you can specify the earliest time where allowance for the half-day will be set into effect.

If no value is specified, a day is considered half a day if less than 24 hours. So, 23 hours would count as half a day. If a company decides that a half-day should only be considered after 12 AM, then this time value should be specified in this field.

76.00	FIRST AND LAST DAY SETUP
	Calculation Method . . . . First/Last day fixed rate ▼
Fixed Amount ▼	FIRST AND LAST DAY DETAILS
18.00	Minimum Stay (hours) . . . . 0
19.00	Meal Allowance . . . . . 41.00
34.00	Half Day Starting Time . . . . .
	Specifies the earliest time at which a half day rate will be assigned. 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 worked until 3 PM. If the employee returns after that hour, he is refunded for a full day.

76.00	FIRST AND LAST DAY SETUP
	Calculation Method . . . . First/Last day fixed rate ▼
Fixed Amount ▼	FIRST AND LAST DAY DETAILS
18.00	Minimum Stay (hours) . . . . 0
19.00	Specifies the latest time at which a half day rate will be assigned. After this time, the full day rate will apply.
34.00	Half Day Latest Time . . . . .
	Press Ctrl+F1 to learn more