Job Aid: Daily Meal Per Diem Reduction

Daily Meal Per Diem Reduction

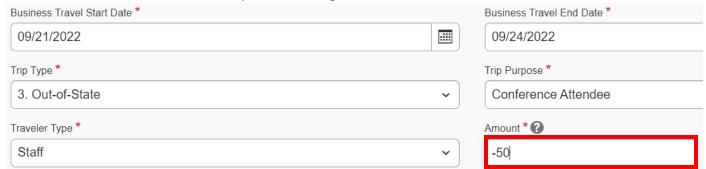
This aid will go over the **Daily Meal Per Diem Reduction** expense type.

Daily Meal Per Diem Reduction

1. Add Daily Meal Per Diem as an expense on the request/expense report



2. If you need to reduce the amount for your per diem by a specific amount you can add the **Daily**Meal Per Diem Reduction expense as a negative number



3. You can now see that the meal per diem amount has been deducted by \$50

