

Department Limit

Due to the use of the GSA rate to calculate Per Diem, some travels may exceed the travel reimbursement budget for departments. If this is the case, you can add a Department Limit which will reduce the overall reimbursement, but leave the itemized expenses. This can be done on the **Request or Expense Report**.

From in a Request or Expense Report

1. Choose Expense Type **Department Limit**.
2. Enter the difference between your Actual Expenses & your department's reimbursable amount (this is a negative value).
3. Click Save.
4. Your Reimbursable amount will reduce by the Department Limit.

Expense Type Department Limit	Transaction Date 12/01/2018	Description <input type="text"/>	Transaction Amount -331.45	USD
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Request Header				
Segments				
Expenses				
Approval Flow				
Audit Trail				
+ New Expense				
Delete				
<input type="checkbox"/>	Date	Expense Type	Amount	Requested
<input type="checkbox"/>	12/01/2018	Rail/Train	\$100.00	\$100.00
<input type="checkbox"/>	12/01/2018	02. Other Travel Expenses	\$70.00	\$70.00
<input type="checkbox"/>	12/01/2018	03. Personal Car Mileage	\$5.45	\$5.45
<input type="checkbox"/>	12/01/2018	Daily Meal Per Diem	\$456.00	\$456.00
<input type="checkbox"/>	12/01/2018	Registration/Fees	\$200.00	\$200.00
<input checked="" type="checkbox"/>	12/01/2018	Department Limit	\$-331.45	\$-331.45