

# **Process Name: Travel Allowance**





## **Adding Travel Allowance**

This allows for Hotel expenses & Daily Per Diem to be entered in the Expense Report.

While in the Expense Report, click **Travel Allowance** & choose Manage Travel Allowance.

New UI - Overnight(domestic) \$500.00 a	Copy Report Submit Report
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Add Expense Edit Delete Copy Allocate Combine Expenses Move to 🗸	

### Click Create New Itinerary

Enter the 1<sup>st</sup> leg of your trip.

Date & Time that you left your home. Date & Time you arrived at your final destination. Click **Save**.

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#### TCNJ Travel



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