When you create your expense report, you can select if you want to claim a travel allowance (per diem). Travel allowances (per diem) can apply to meal or lodging expenses.

1. Open the itinerary creation by selecting **Report Details** then click **Manage Travel Allowance**.
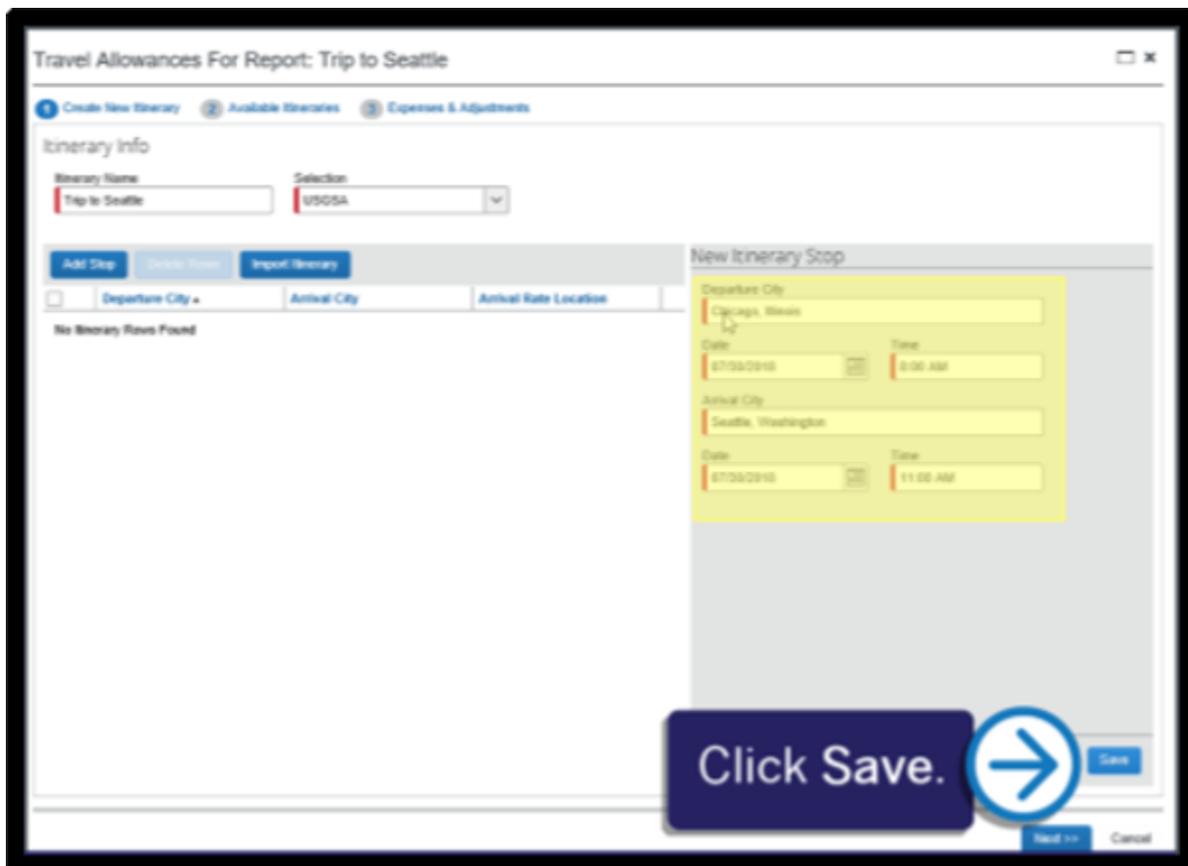
2. On the itinerary info page, you will see a drop-down menu named **Selection**. Here you will choose one of two options. Select **USGSA Meal Receipt**
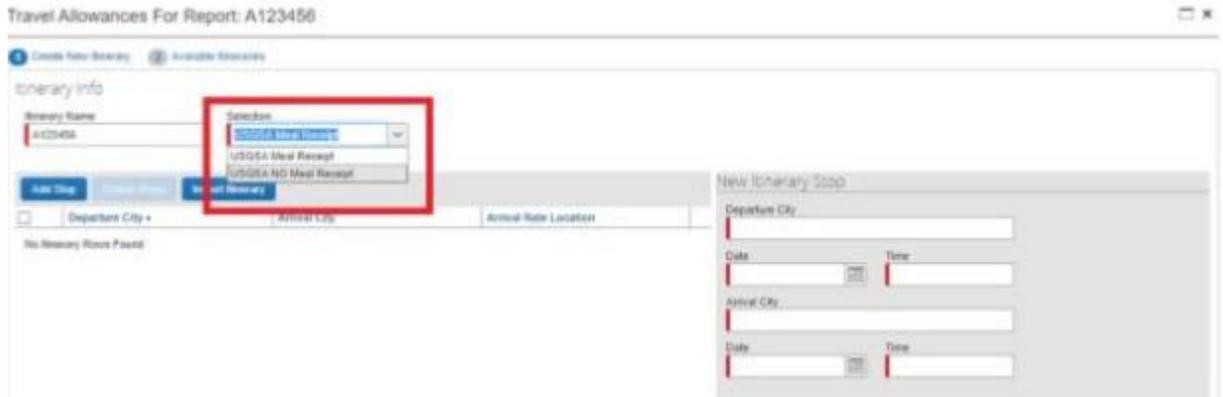
3. Specify the locations, dates, and times of you travel for the first segment of your trip, and then click **Save**.

This information determines which per diem rates apply to your expense report. You must complete an itinerary entry for each segment of your trip with an overnight stay.

4. After you have entered all your trip segments, click **Next**.

You have created a travel allowance (per diem) itinerary. Next you will view your travel allowances (per diem) for this trip.

5. Click **Next**.

You will see a list of allowances for your trip based on your travel itinerary.

6. Click **Create Expenses**.

7. To view your reimbursable travel allowance (per diem) limits, click the **Report Details** drop-down menu, and then click **Manage Travel Allowance.**

8. Click the **Reimbursable Allowances Summary** tab.

The **Reimbursable Allowances Summary** displays your travel allowance (per diem) limits for the city and dates that you specified in your travel itinerary. When you submit your report, Expense verifies that the expenses are within the date range of the itinerary.