



Per diem rates are based on the locality in which the traveler spends the night. The location of the travelers home or duty station shall be used for their return per diem.

TEM Foreign Per Diem Meals- Actuals

After an itinerary is loaded in TEM you will be asked to *Confirm Per Diem* expenses.

Select "NO"

A light blue dialog box titled 'Confirm Per Diem' with a question mark icon. The main text asks 'Will this report contain Per Diem expenses?'. At the bottom right, there are two buttons: 'No' and 'Yes'. An arrow points from the 'No' button towards the center of the dialog box.

The system will direct you to Estimated Expenses.



Enter Date: Start of travel status, *Type:* Meals - Actuals


A screenshot of the 'Add Expenses' form. The 'Date' field is set to 'Oct 01, 2017'. The 'Type' dropdown menu is open, showing options: 'Meals - Actuals', 'Meal-Groups -\$10 per meal', 'Meals - Actuals' (highlighted), 'Mileage', 'Other Travel Expenses', and 'Parking'. An arrow points to the 'Date' field, and another arrow points to the 'Meals - Actuals' option in the dropdown menu.

Receipt Amount: Enter the daily Meals & Incidental Expense (M&IE) rate for the location the traveler will spend the night, [rates published by the US Department of State](#)

Country Name	Post Name	Season Begin	Season End	Maximum Lodging Rate	M & IE Rate	Maximum Per Diem Rate	Footnote	Effective Date
UNITED KINGDOM	London	01/01	12/31	283	144	427	View	05/01/2017

Add Expenses

Date: * Oct 01, 2017   Type: * Meals - Actuals Receipt Amount: * 144.00 USD

Paid By: * Personal Payments  Provider: Location: London

Description: [Funding](#)

Paid By: Select from drop down

Location: Enter the City in which the traveler will spend the night

Description: DOS Actual M&IE Rate (this is a required statement)

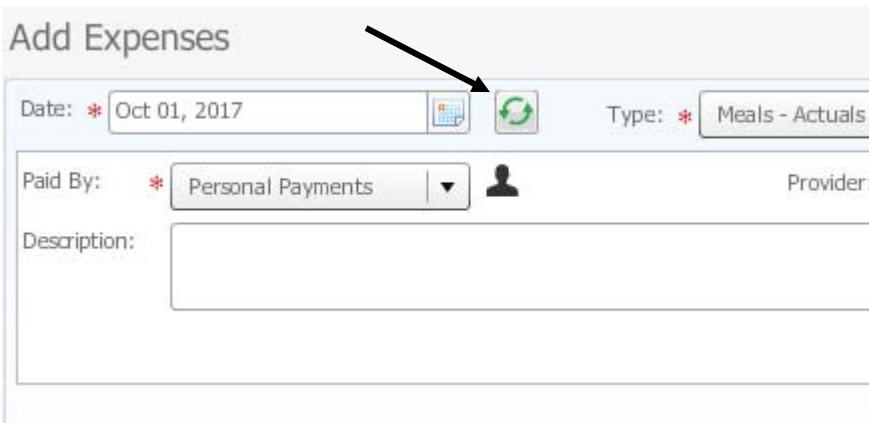
Add Expenses

Date: * Oct 01, 2017   Type: * Meals - Actuals Receipt Amount: * 144.00 USD

Paid By: * Personal Payments  Provider: Location: London

Description: DOS Actual M&IE rate [Funding](#)

Click on the *Copy Recurring Expenses* button (looks like a refresh button next to the date).



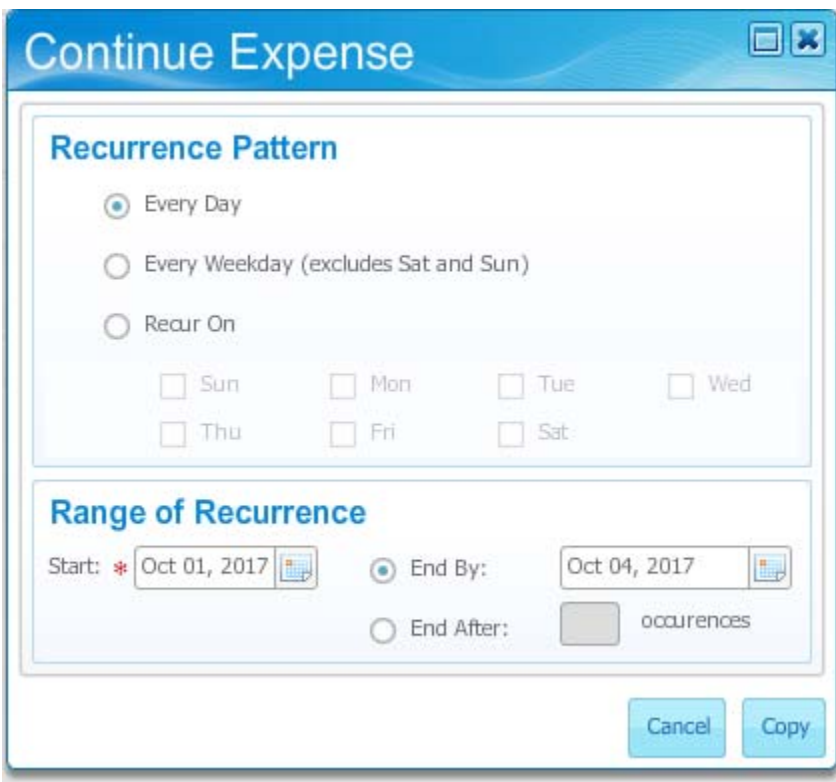
Add Expenses

Date: * Oct 01, 2017 [Calendar] [Refresh] Type: * Meals - Actuals

Paid By: * Personal Payments [Dropdown] [User Icon] Provider:

Description:

Here you can select *Recurrence Pattern* or *Range of Recurrence* dates, select *Copy*.



Continue Expense

Recurrence Pattern

Every Day

Every Weekday (excludes Sat and Sun)

Recur On

Sun Mon Tue Wed

Thu Fri Sat

Range of Recurrence

Start: * Oct 01, 2017 [Calendar] End By: Oct 04, 2017 [Calendar]




End After: [Input] occurrences


Cancel Copy


Recurring expenses will not appear until after you have selected the *Save* button on the top left of the *Add Expenses* screen. The *Save* button will pre-populate all expenses (including recurring expenses) in the lower part of the screen.

Select the *Save* button

Add Expenses

Date: * Oct 01, 2017   Type: * Meals - Actuals Receipt Amount: * 144 USD 




Paid By: * Personal Payments  Provider: Location: London

Description:  [Funding](#)


<input type="checkbox"/>	Date	Type	Description	Pay in USD
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				





Completion of submitting meals-actuals expense type

Add Expenses

Date: * Oct 03, 2017   Type: * Select Receipt Amount: * 0 USD 

Paid By: * Select Provider: Location:

Description:  [Funding](#)

<input type="checkbox"/>	Date	Type	Description	Pay in USD	
<input type="checkbox"/>	 Oct 01, 2017	Meals - Actuals	DOS Actual M&IE rate	144.00	<input type="checkbox"/>
<input type="checkbox"/>	 Oct 02, 2017	Meals - Actuals	DOS Actual M&IE rate	144.00	<input type="checkbox"/>
<input type="checkbox"/>	 Oct 03, 2017	Meals - Actuals	DOS Actual M&IE rate	144.00	<input type="checkbox"/>
<input type="checkbox"/>	 Oct 04, 2017	Meals - Actuals	DOS Actual M&IE rate	144.00	<input type="checkbox"/>