

Requesting a Foreign Per Diem Advance

Use this process if you expect to receive the funds prior to your travel. Refer to *Creating a Foreign Per Diem Reimbursement using Expenses* procedures if your payment request is after you return from travel.



Traveling to various locations? Please note that you will need to add an Expense Item (e.g., Foreign Per Diem “Advance” – Lodging (6055), Foreign Per Diem “Advance” – Meals (6055)) for each Destination. This will ensure the appropriate foreign per diem rates are used for each location.

- Once you are logged into Workday, select the **Expenses** worklet.

Create Expense Report

- Under **Actions**, select **Create Expense Report**.
- The **Expense Report Date** will default to today’s date.
- The Cost Center (project number) will default based on your HR record. If your travel is related to another Cost Center, update the Cost Center.
- If applicable, enter **Yes** within the **Conference/Training** field.
- Select the applicable **International Region**. **(IMPORTANT)**
- Click **OK** at the bottom of the screen.
- The **Reimbursement Payment Type** will default to Direct Deposit.
- Enter a title (i.e., Business Purpose) for the Expense Report in the **Memo** field. The title should include the what, when and where (e.g., Research work, Cape Town, South Africa, June 1 - 21, 2018).



The Expense Report Line Date pulls the appropriate Foreign Per Diem rate based on Effective Date. The U.S. Department of State Per Diem rates are loaded into Workday on a monthly basis.

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- Within the Expense Report Line section, maintain the current Expense Report Line **Date** (i.e., today).
- Within the Expense Item field, select either **Foreign Per Diem ADVANCE – Lodging** or **Foreign Per Diem ADVANCE – Meals** depending on your request needs. (Below please find an example for lodging; an example for meals is provided further down the instructions.)

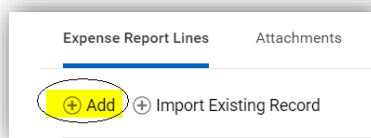
The screenshot shows the 'Expense Report Lines' tab in a software interface. On the left, a list of lines includes '04/19/2018 0.00 Foreign Per Diem Advance - Lodging (6055)'. The main form on the right is for a new 'Expense Report Line'. It includes fields for 'Credit Card Transaction' (empty), 'Charge Description' (empty), 'Date' (04/19/2018), 'Expense Item' (Foreign Per Diem Advance - Lodging (6055)), 'Quantity' (1), 'Per Unit Amount' (0.00), and 'Total Amount' (0.00). A red circle highlights the 'Expense Item' dropdown menu.

- Enter the number of days of your travel in the **Quantity** field.
- If applicable, update the **Cost Center** field if you did not change the value on the prior screen.
- Enter your travel location in the **Destination** field (e.g., Paris, London). If your travel location does not display, search for “Other” and select the application destination by Country.
- Workday will populate the **Country** based on your selected Destination.

The screenshot shows the 'Item Details' form. It has two fields: 'Destination' with the value 'X London, United Kingdom' and 'Country' with the value 'X United Kingdom'. Both fields have a dropdown arrow icon on the right.

- Workday will auto-populate the **Per Unit Amount** (daily rate for your destination) and **Total Amount** (daily rate for your destination times your travel days) using the location’s applicable per diem rate for your travel period.
- Supporting documentation is not required at this point. Note: The final step speaks of the need for proof of travel.
- If you are requesting funds for both Lodging and Meals, click **+Add**.

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Expense Report Lines Attachments

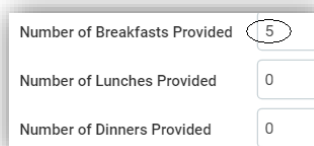
+ Add + Import Existing Record

Adding a separate Foreign Per Diem Advance for Lodging and Meals is necessary because the Foreign Per Diem rates are unique to each (e.g., Belfast, UK – the Lodging rate is \$216.00/day and the Meals rate is \$114.00/day)



Foreign Per Diem Rates In U.S. Dollars								
Country: UNITED KINGDOM								
Publication Date: 04/01/2018								
Previous Rates: 04/01/2018 <input type="button" value="Go"/>								
Country Name	Post Name	Season Begin	Season End	Maximum Lodging Rate	M & IE Rate	Maximum Per Diem Rate	Footnote	Effective Date
UNITED KINGDOM	Belfast	01/01	12/31	216	114	330	N/A	03/01/2018

- **For Foreign Per Diem ADVANCE - Meals:** If you are either traveling partial days or the event/conference provides meals, enter the total number of breakfasts, lunches and/or dinners provided.



Number of Breakfasts Provided

Number of Lunches Provided

Number of Dinners Provided

- The system will reduce the **Per Unit Amount** (i.e., base per diem rate) by the following percentages:

Breakfast – subtract 20%
Lunch – subtract 30%
Dinner – subtract 50%

- Verify that the total **Reimbursement** amount in the top right hand corner of the screen is correct.
- If the total per diem amount is greater than your available funding, click **+Add** again and select Expense Item, **Foreign Per Diem ADVANCE Funding Reduction**. Determine the amount that exceeds your funding and enter that amount as a **NEGATIVE** value within the **Total Amount** field.

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Expense Item	*	X Foreign Per Diem ADVANCE Funding Reduction	:
Quantity		1	
Per Unit Amount		-4,494.95	
Total Amount	*	-4,494.95	

- Select save for later or submit at the bottom of the screen.

Submit	Save for Later
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- Once submitted, a confirmation screen will display.
- Select **Done**.
- Shortly after receiving your advance payment, you will receive a printed version of your Expense Report through campus mail. Immediately upon your return to campus, attach proof of travel (e.g., airline boarding pass, passport stamps or hotel folio) to the printed Expense Report and forward the package to the Accounts Payable department for reconciliation purposes.