

Requesting a Foreign Per Diem Reimbursement

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



TIP: If you have non per diem expense reimbursements related to your travel (i.e., ground transportation, personally paid airfare, research supplies, etc.), you may add the items to this Foreign Per Diem Reimbursement.

- Once you are logged into Workday, select the Expenses worklet.
- Under Actions, select Create Expense Report.

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).

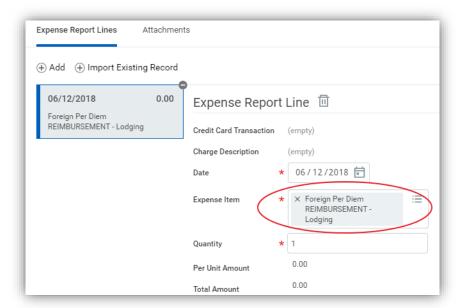


The Expense Report Line Date pulls the appropriate Foreign Per Diem rate based on Effective Date. The rates are loaded into Workday on a monthly basis once the U.S. Department of State publishes the rate tables.

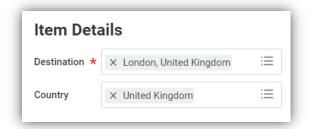
 Within the Expense Report Line section, enter your departure date in the Expense Report Line Date field

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Within the Expense Item field, select either Foreign Per Diem REIMBURSEMENT - Lodging or Foreign
Per Diem REIMBURSEMENT - Meals depending on your request needs. (Below please find an example
for lodging; an example for meals is provided further down the instructions.)

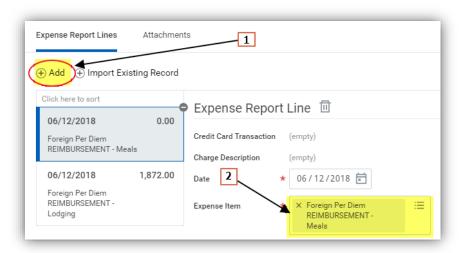


- Enter the number of days of your travel in the Quantity field.
- If applicable, update the **Cost Center** field if you did not change the value on the prior screen.
- Enter your travel location in the **Destination** field. If your travel location does not display, search for "Other" and select the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



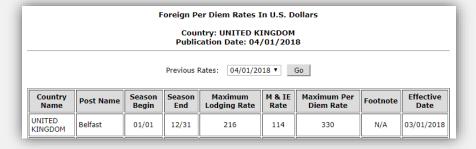
- Workday will auto-populate the **Per Unit Amount** (daily rate for your destination) and **Total Amount** (daily rate for your destination times your travel days) using the location's applicable per diem rate for your travel period.
- Instead of receipts for each per diem expense, <u>attach proof of travel</u> (e.g., airline boarding pass, passport stamps or hotel folio).

• If you are requesting funding both **Lodging** and **Meals**, click +**Add** and enter your second expense item.





Adding a separate Foreign Per Diem Reimbursement 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).



• For Foreign Per Diem REIMBURSEMENT - Meals: If you have either traveled partial days or the event/conference provided meals, enter the number of breakfasts, lunches and/or dinners provided.



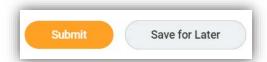
• The system will reduce the **Per Unit Amount** (i.e., base per diem rate) by the following percentages:

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

- Verify that the total **Reimbursement** amount in the top right hand side 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 REIMBURSEMENT Funding Reduction Lodging and/or Foreign Per Diem REIMBURSEMENT Funding Reduction Meals. Determine the amount that exceeds your funding and enter that amount as a negative(s) within the Total Amount field(s).



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



- Once submitted, a confirmation screen will display.
- Select **Done**.