


## 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**.



- 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.)

The screenshot shows the 'Expense Report Lines' form. At the top, there are tabs for 'Expense Report Lines' and 'Attachments'. Below the tabs, there are buttons for '+ Add' and '+ Import Existing Record'. A table lists the expense report lines, with one line selected: '06/12/2018' with a '0.00' amount and the description 'Foreign Per Diem REIMBURSEMENT - Lodging'. To the right of the table is a detailed view of the selected 'Expense Report Line'. Fields include: 'Credit Card Transaction' (empty), 'Charge Description' (empty), 'Date' (06/12/2018), 'Expense Item' (Foreign Per Diem REIMBURSEMENT - Lodging, circled in red), 'Quantity' (1), 'Per Unit Amount' (0.00), and 'Total Amount' (0.00).

- 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.

The screenshot shows the 'Item Details' form. It has two fields: 'Destination' with a dropdown menu showing 'London, United Kingdom' and 'Country' with a dropdown menu showing 'United Kingdom'. Both fields have a red asterisk and a close button (X).

- 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, attach proof of travel (e.g., airline boarding pass, passport stamps or hotel folio).

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

The screenshot shows the 'Expense Report Lines' interface. At the top, there are tabs for 'Expense Report Lines' and 'Attachments'. Below the tabs, there are two buttons: '+ Add' (circled in red and labeled '1') and '+ Import Existing Record'. Below these buttons is a table with columns for 'Date' and 'Amount'. The first row shows '06/12/2018' with an amount of '0.00' and the description 'Foreign Per Diem REIMBURSEMENT - Meals'. The second row shows '06/12/2018' with an amount of '1,872.00' and the description 'Foreign Per Diem REIMBURSEMENT - Lodging'. To the right of the table is a form for an 'Expense Report Line'. It includes fields for 'Credit Card Transaction' (empty), 'Charge Description' (empty), 'Date' (labeled '2', set to '06/12/2018'), and 'Expense Item' (set to 'Foreign Per Diem REIMBURSEMENT - Meals', highlighted in yellow).

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).

**Foreign Per Diem Rates In U.S. Dollars**

**Country: UNITED KINGDOM**  
**Publication Date: 04/01/2018**

Previous Rates:

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 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.

Number of Breakfasts Provided

Number of Lunches Provided

Number of Dinners Provided

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- 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).

Expense Item	*	X Foreign Per Diem REIMBURSEMENT Funding Reduction - Lodging	☰
Quantity		1	
Per Unit Amount		-550.00	
Total Amount	*	-550.00	

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

<input type="button" value="Submit"/>	<input type="button" value="Save for Later"/>
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- Once submitted, a confirmation screen will display.
- Select **Done**.