# Meals Per Diem

Use this form to submit an expense report for meals using the per diem amount. WVU uses the federal amounts as established by GSA.

## Itinerary

<table>
<thead>
<tr>
<th>Day</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td>Leave Morgantown; stay overnight in Charleston, WV</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Stay overnight in Charleston, WV</td>
</tr>
<tr>
<td>Thursday</td>
<td>Stay overnight in Charleston, WV</td>
</tr>
<tr>
<td>Friday</td>
<td>Leave Charleston and return to Morgantown</td>
</tr>
</tbody>
</table>

## Steps

1. Access MyExpenses:
   - Log in at MyAccess.wvu.edu
   - Click the MyTools tab
   - Click the MyExpenses button

2. Click the **New** button in the right panel.
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3. The blank page opens. Complete all white fields.

4. After completing all white fields, click Save in the upper right corner.
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5. Click Meals.

6. Click Per Diem Wizard.

7. The Per Diem wizard appears. Complete the Start Date, End Date, and Business Purpose.
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<table>
<thead>
<tr>
<th>8. Click within the Location field. Initially, you will see a message that no results have been found.</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1" alt="Location Field" /></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image2" alt="Location Matches" /></td>
</tr>
</tbody>
</table>

If a match is correct, click it. The per diem amount will vary by the location.

<table>
<thead>
<tr>
<th>10. Type the campus and Departmental Activity (DA) number in this format:</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.123456789</td>
</tr>
</tbody>
</table>

The system will present possible matches. If the match is correct, click it.

Note: If you do not know the account number, enter 00001 **Default Allocation**. Your expense report will be forwarded to your EBO.
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11. Click within the next field to enter a fund, and the following field to enter a line item and function.

12. Optionally, you can split the funding by clicking Add Allocation to add another account that will pay for a portion of the expenses.

13. Enter a new account number in the new Search for Allocation field, following the above steps. After doing so, you can
a) click the x to remove either account number,
b) split the expenses equally
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c) clear the splits to start over
d) Enter a percentage or dollar amount that the second account will pay.

14. Per diem amounts are listed by day. Notice that the travel days have a lower amount than non-travel days.
15. Click a day to see the meals listed.
   - To delete the per diem amount for a meal, check its box.
     - Deductions are required when a meal is provided at a conference, meeting or other work event.
   - To deduct a specific amount for the day, check Additional Deduction. A field becomes available in which you can enter the amount to be deducted.

   - As you check boxes and enter an additional deduction, the amount for the day decreases from the original per diem.
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16. After you have made all deductions, click Add to Report.

17. The total appears on the left. Click Submit.

18. You will need to certify that the expenses are true and for legitimate business purposes. Click Submit.

19. Enter a response to the request for verification that appropriate per diem deductions were taken. Then click Submit again.

20. A verification appears.