Expense Date: First day of your travel

Expense item: Per Diem In State or Per Diem Out of State

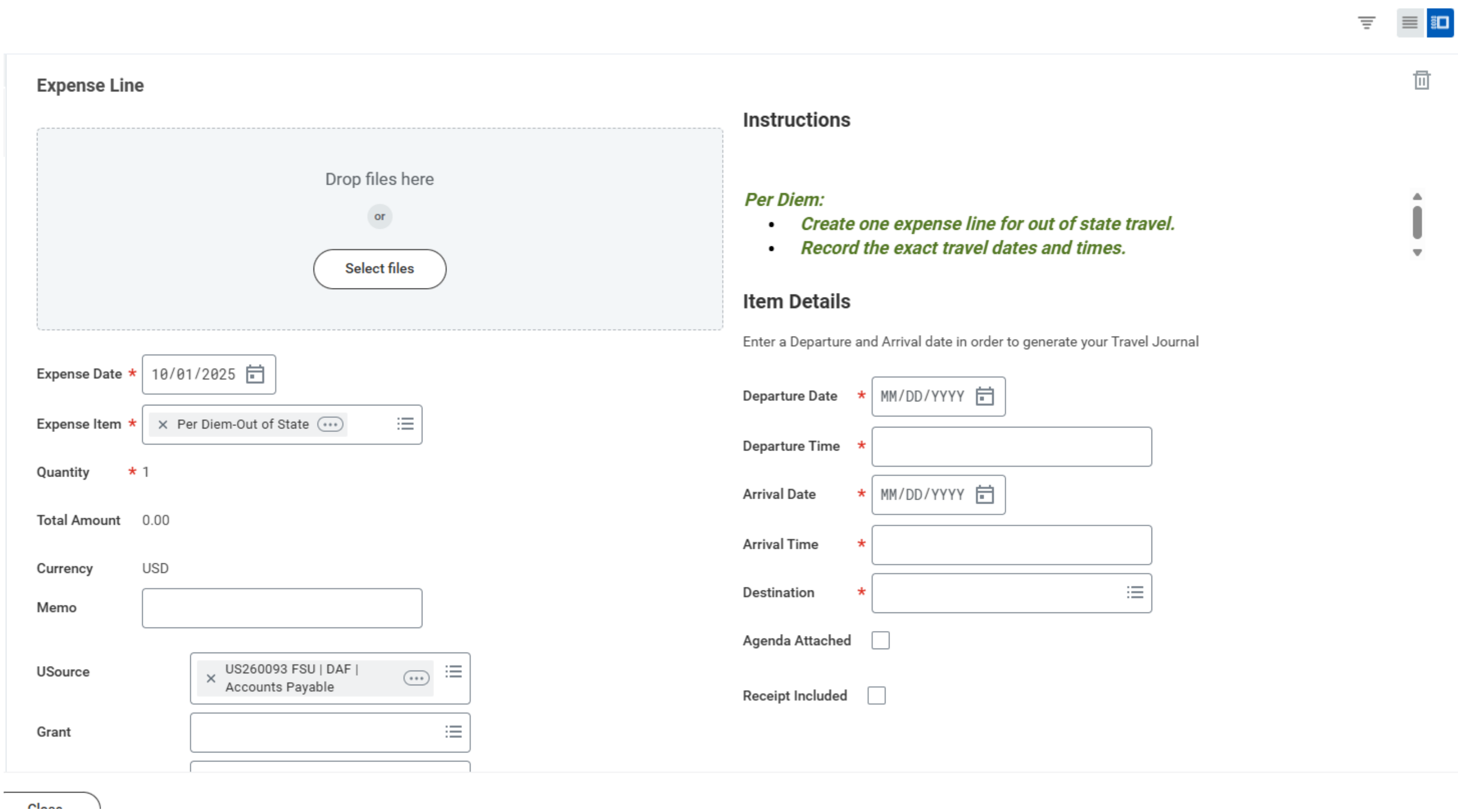
Departure date: Date your business travel started

Departure time: Time your business travel started

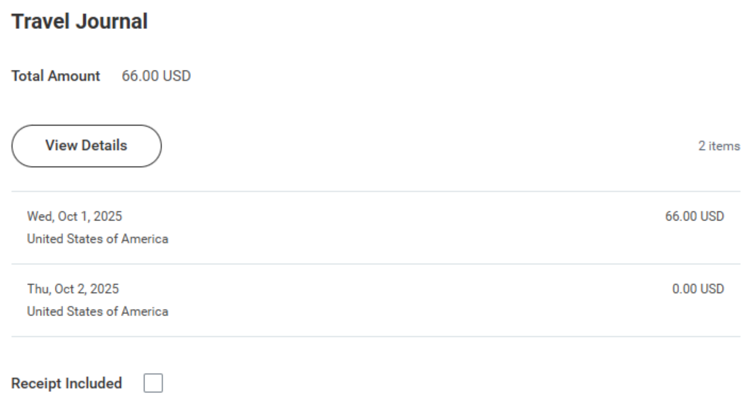
Arrival Date: Date your business travel ended

Arrival Time: Time your business travel ended

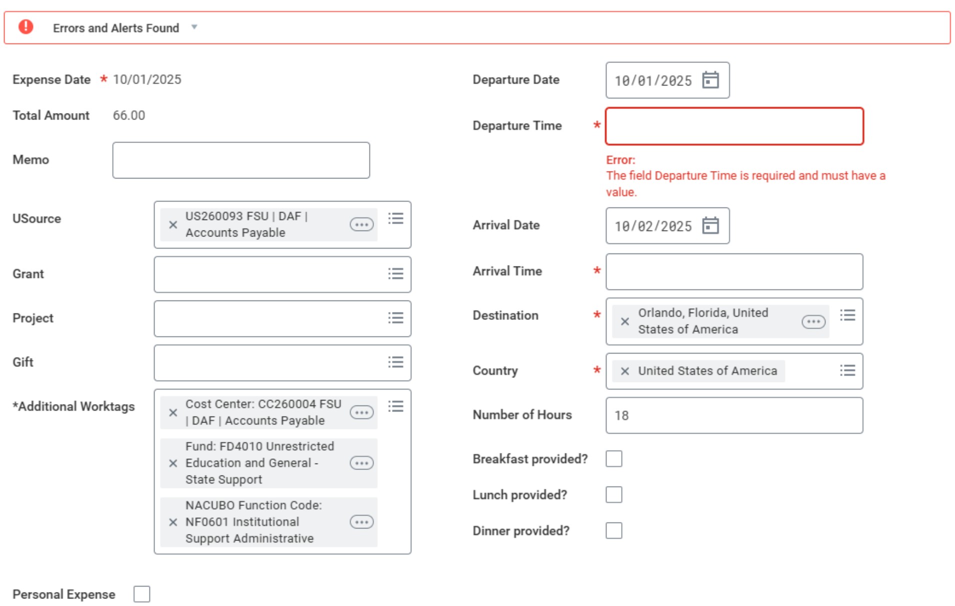
Destination: City you traveled to



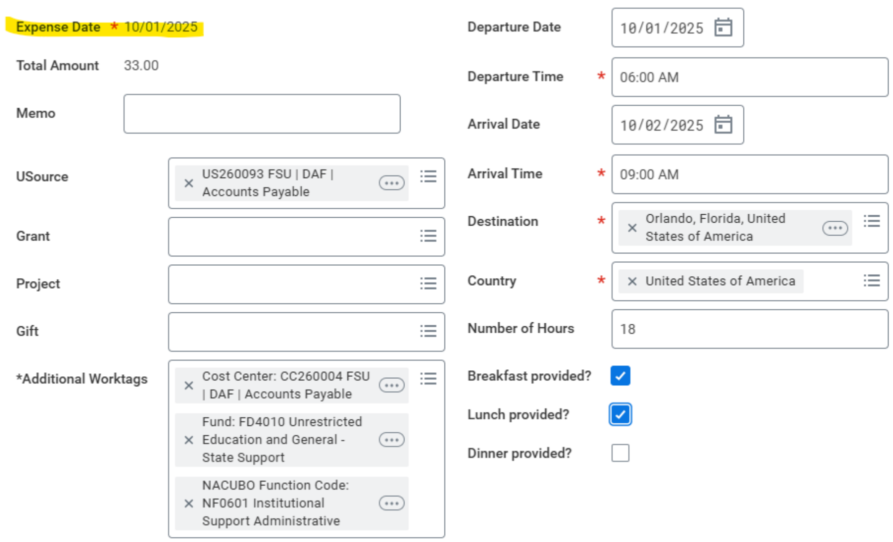
Click on “view details” under travel journal



Fill in departure and arrival times again (same values you entered initially).



Check the boxes for any meals that were provided by your hotel and/or the conference on a particular day. The date is in the upper left corner.



Expense Date * 10/01/2025

Total Amount 33.00

Memo

USource: US260093 FSU | DAF | Accounts Payable

Grant

Project

Gift

*Additional Worktags: Cost Center: CC260004 FSU | DAF | Accounts Payable; Fund: FD4010 Unrestricted Education and General - State Support; NACUBO Function Code: NF0601 Institutional Support Administrative

Departure Date 10/01/2025

Departure Time * 06:00 AM

Arrival Date 10/02/2025

Arrival Time * 09:00 AM

Destination * Orlando, Florida, United States of America

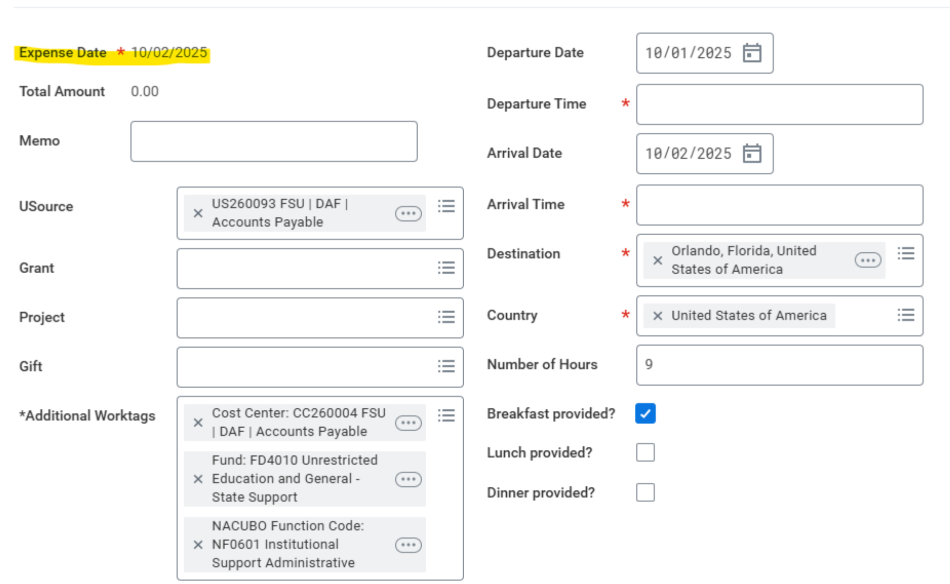
Country * United States of America

Number of Hours 18

Breakfast provided? ☑

Lunch provided? ☑

Dinner provided? ☐



Expense Date * 10/02/2025

Total Amount 0.00

Memo

USource: US260093 FSU | DAF | Accounts Payable

Grant

Project

Gift

*Additional Worktags: Cost Center: CC260004 FSU | DAF | Accounts Payable; Fund: FD4010 Unrestricted Education and General - State Support; NACUBO Function Code: NF0601 Institutional Support Administrative

Departure Date 10/01/2025

Departure Time *

Arrival Date 10/02/2025

Arrival Time *

Destination * Orlando, Florida, United States of America

Country * United States of America

Number of Hours 9

Breakfast provided? ☑

Lunch provided? ☐

Dinner provided? ☐

Click done in the bottom left corner (in blue). Workday will automatically calculate your per-diems based on the destination, travel dates/times and meals provided.