

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

Expense Line

Drop files here

or

Select files

Expense Date *

10/01/2025

Expense Item *

x Per Diem-Out of State

Quantity

1

Total Amount

0.00

Currency

USD

Memo

USource

x US260093 FSU | DAF | Accounts Payable

Grant

Instructions

Per Diem:

- Create one expense line for out of state travel.
- Record the exact travel dates and times.

Item Details

Enter a Departure and Arrival date in order to generate your Travel Journal

Departure Date *

MM/DD/YYYY

Departure Time *

Arrival Date *

MM/DD/YYYY

Arrival Time *

Destination *

Agenda Attached

☐

Receipt Included

☐

Click on “view details” under travel journal

Travel Journal

Total Amount 66.00 USD

View Details

2 items

Wed, Oct 1, 2025
United States of America

66.00 USD

Thu, Oct 2, 2025
United States of America

0.00 USD

Receipt Included ☐

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

Errors and Alerts Found

Expense Date 10/01/2025

Departure Date

10/01/2025

Total Amount 66.00

Departure Time *

Error:
The field Departure Time is required and must have a value.

Memo

USource

US260093 FSU | DAF | Accounts Payable

Arrival Date

10/02/2025

Grant

Arrival Time *

Project

Destination *

Orlando, Florida, United States of America

Gift

Country *

United States of America

*Additional Worktags

Cost Center: CC260004 FSU | DAF | Accounts Payable

Fund: FD4010 Unrestricted
Education and General - State Support

NACUBO Function Code:
NF0601 Institutional Support Administrative

Number of Hours

18

Breakfast provided?

☐

Lunch provided?

☐

Dinner provided?

☐

Personal Expense ☐

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	Departure Date	10/01/2025
Total Amount	33.00	Departure Time	* 06:00 AM
Memo		Arrival Date	10/02/2025
USource	US260093 FSU DAF Accounts Payable	Arrival Time	* 09:00 AM
Grant		Destination	* Orlando, Florida, United States of America
Project		Country	* United States of America
Gift		Number of Hours	18
*Additional Worktags	Cost Center: CC260004 FSU DAF Accounts Payable Fund: FD4010 Unrestricted Education and General - State Support NACUBO Function Code: NF0601 Institutional Support Administrative	Breakfast provided?	☒
		Lunch provided?	☒
		Dinner provided?	☐

Expense Date	* 10/02/2025	Departure Date	10/01/2025
Total Amount	0.00	Departure Time	*
Memo		Arrival Date	10/02/2025
USource	US260093 FSU DAF Accounts Payable	Arrival Time	*
Grant		Destination	* Orlando, Florida, United States of America
Project		Country	* United States of America
Gift		Number of Hours	9
*Additional Worktags	Cost Center: CC260004 FSU DAF Accounts Payable Fund: FD4010 Unrestricted Education and General - State Support NACUBO Function Code: NF0601 Institutional Support Administrative	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.