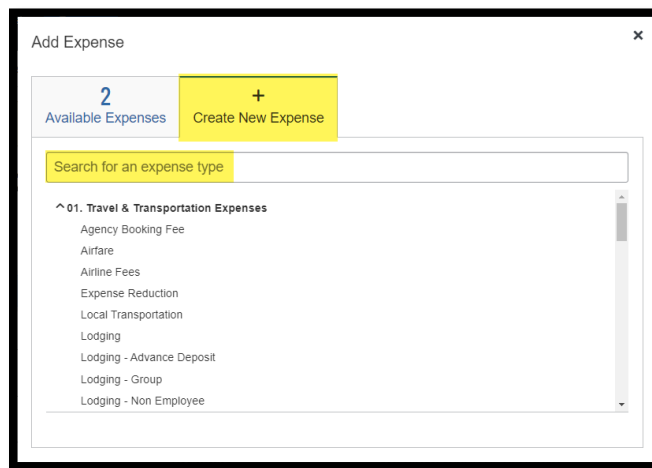# Per Diem – Reduced

Per Diem is classified as the reimbursement of expenses incurred while in travel status for meals and incidentals. Per Diem rates are determined by the US General Services Administration (GSA). Departments may set a standard rate for their travelers. **Per Diem – Reduced** should be used to adjust the GSA per diem rate to a **lesser rate** set by a department. Please use this guide to appropriately expense **Per Diem - Reduced**.

Accessing Concur

1. Go to **Travel.ou.edu** and login with your 4x4 or username.
2. Click **Expense** from the main menu and either select **+ Create New Report** or access an open report by clicking on the **report name**.
3. For more information on how to complete the report header, see the **Report Header** job aid.

Cash/Out of Pocket Charges

4. **Per Diem - Reduced** can only be recorded as a Cash/Out of Pocket expense.
5. Select the **+ Create New Expense** tab in the pop-up window.

6. Either type in **Per Diem - Reduced** in the **Expense Type** search bar or scroll through the list of **All Expense Types** and select **Per Diem - Reduced**.
7. Enter in the **Transaction Date** by using the **calendar** option or type in the date using the format of **MM/DD/YYYY**. The date used should be the first date that **Per Diem – Reduced** began.
8. Type in the **Number of Nights** that **Per Diem – Reduced** is being claimed in the **Number of Nights** field.
9. Type in the standard daily rate set by your department.
10. Change the **Payment Type** to **Cash/Out of Pocket**.

11. The **Amount** field will stay at $0 until the expense is saved.

12. Click **Save Expense**.

13. No **Receipt** is required for **Per Diem - Reduced**.

Additional Information

14. If using this option as an adjustment to Per Diem, enter a **Comment** to note the reason for using this expense type.

15. Note that this option cannot be used to exceed the amount a traveler would normally have earned for **Per Diem**.