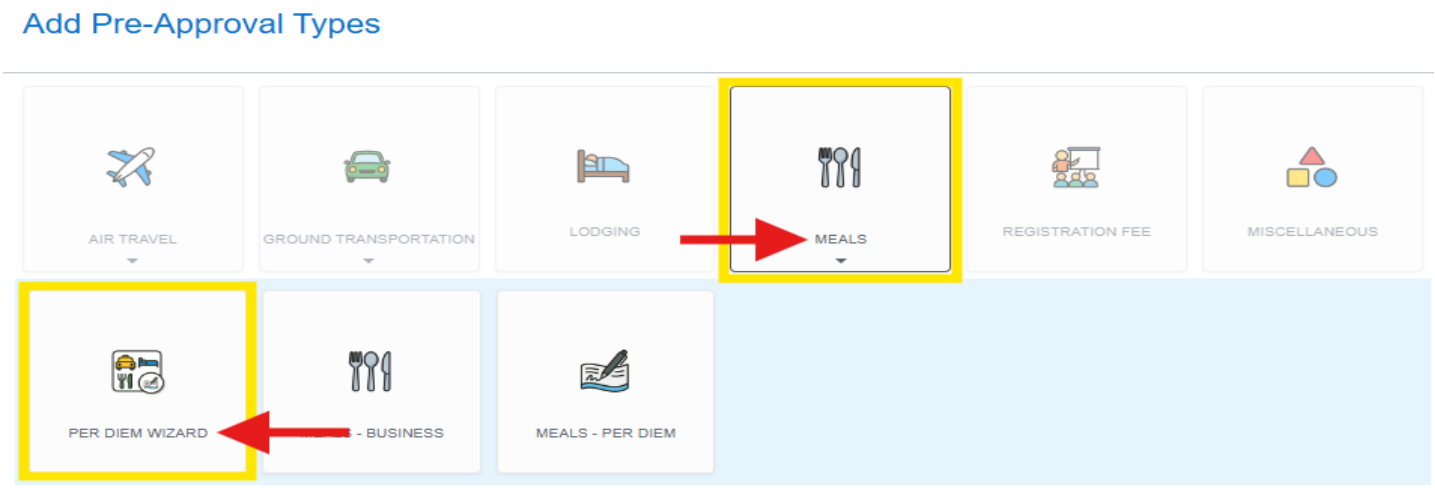
Emburse User Guide:
Use the Per Diem Wizard

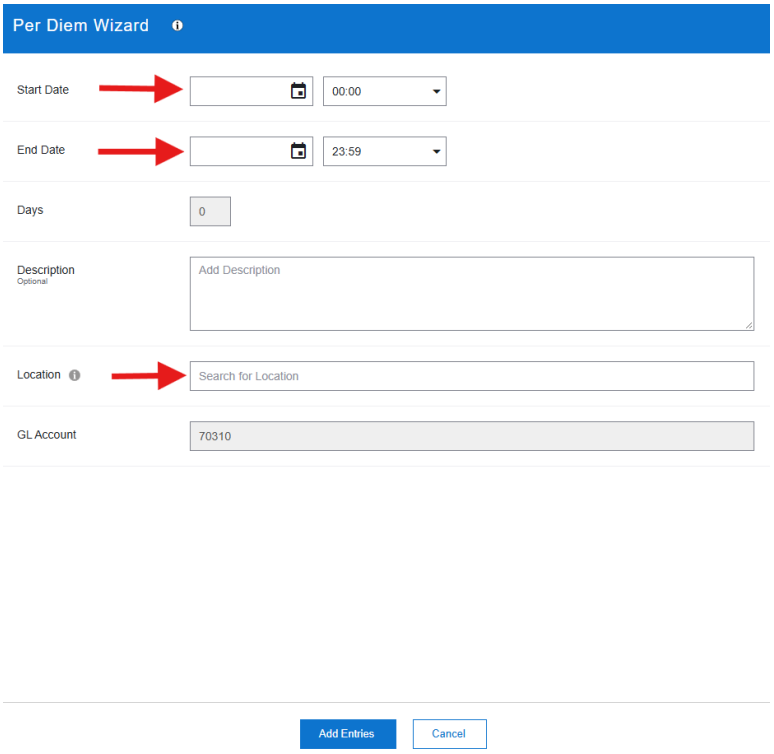
Click the **Meals** tile, and then click the **Per Diem Wizard** sub-tile.

- Note: The Per Diem Wizard tile should be used when an employee is traveling alone **and** when an employee is traveling with students, but the students are not receiving Per Diem.



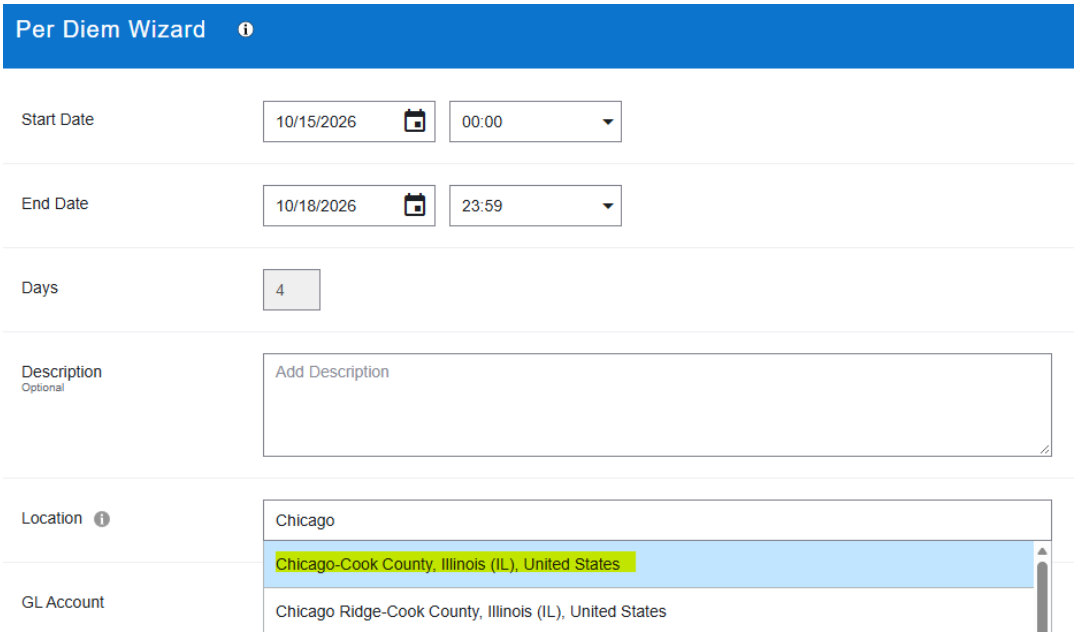
The Per Diem Wizard window below will open:

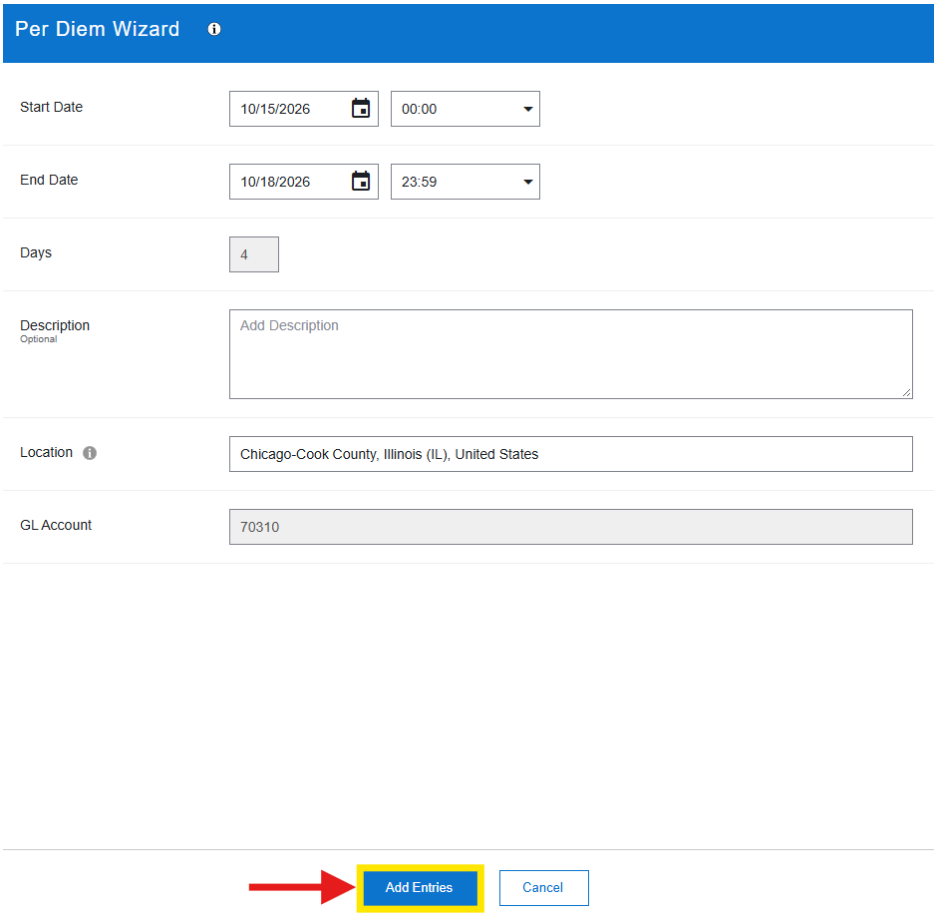
- Enter the **Start Date** and **End Date**. Do **NOT** edit travel times – leave them as is.
- Enter the destination in the **Location** field using the city name and state (domestic) or the city and country (international). Do **NOT** use punctuation (e.g., commas).
    - Example: Nashville Tennessee
    - Example: London United Kingdom



Click **Add Entries** at the bottom of the page.

- Note: Make sure the selection you chose includes the city, county, state, and country (domestic) or the city and country (international).





A list of the dates and the Per Diem amounts will appear on the right side of the screen. Review it to ensure that the correct city/state (domestic) or city/country (international) is selected.

Click **Add to Report**.

- It is recommended that no meal deductions be made on the Pre-Approval. Enter meals provided when completing the Expense Report.

