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Expenses For M Elizabeth Criger

Love ET 1/1-1/31/17

	U Comments	e 2 Adachinents		
	DATE	EXPENSE	SPENT	PAY ME 🧷 🔲
	Mon 01/23/2017	A Car Rental	27.88 USD	27.88
•	Mon 01/23/2017	Hotel	106.83 USD	106.83
	Mon 01/23/2017	S Mileage Override	208.38 USD	208.38 @
	Mon 01/23/2017	Per Diem (Daily)	27.34 USD	27.34 🖉

Please use the formula example to the right to calculate your Daily Meal Receipts.

A Few Reminders: (See highlighted fields to the right)

When you add your Location to the "Location" field the "Spent" field will automatically populate with \$51.00. UNM ECSC does not use the standard Per Diem, ECSC has a \$30.00 a day Meal Cap, any monies spent in excess of \$30.00 will not be reimbursed.

Once your calculations have been completed and you add your total to the "Additional Reduction" field. The daily total will then appear in the "Spent" field.

The only text that needs to go in the "Description" field is what was spent on each meal and the total. (See text outlined in blue under the word Example)

Please remember to "Save"

See next page for example of how final page should look

		Cance		
Per Diem (Daily)				
Date	01/23/2017			
Spent	18.66 USD			
	Use this formula: Add your meal receipts for the day. 1. Subtract \$21.00 from the total \$51.00 shown in the "Spent" field above. 2. Subtract total meal receipts from \$30.00 3. Add the remainder to \$21.00 4. Check the "Additional Resources" box below 5. Put the total in the field under "Additional Resources" Example: Next: \$ 30.00 Finally: \$ 21.00 - \$ 18.66 + \$ 11.34 = \$ 11.34 = \$ 32.34			
Location Las Cruces, New Mexico (NM), United States				
Reductions				
 Breakfast Lunch Dinner Travel Day Additional Reductions 32.34 				
Banner Index				

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	1/1-1/31/17 ts 🔋 2 Attachments			(j)	Per Diem (I	Daily)	
DATE	EXPENSE	SPENT	PAY ME	∅■▲	Date	01/23/2017	
Mon 01/23/2017	🚔 Car Rental	27.88 USD	27.88	■ ✓			
Mon 01/23/2017	Hotel	106.83 USD	106.83	~	Spent	18.66 USD	
Mon 01/23/2017	Mileage Override	208.38 USD	208.38	9 🗸	Description	Breakfast: \$ 6.00	
Mon 01/23/2017	Per Diem (Daily)	18.66 USD	18.66	0 🗸		Lunch: \$ 5.27 Dinner: \$ 7.39 = \$ 18.66	
					Location	Las Cruces, New Mexico (NM), United States	
					Reductions		
					 Breakfast Lunch Dinner Travel Day Additional Reductions 32.34 		
					Banner Index		
					047283 ECSC Admin Support	047N CE-Community Service Programs 2U0224 MU I & G P102 3800 - In State Travel Gen	
					Comments (0)		
Expense Rep 01001598921		Total Pay Me Amount 361.75 USD	Submit		< Previous	4 of 4	

