

TRAVEL EXPRESS USER MANUAL..... 1

**PER DIEM FOR INTERNATIONAL, ALASKA, OR HAWAII
DESTINATIONS 1**

TRAVEL EXPRESS USER MANUAL

PER DIEM FOR INTERNATIONAL, ALASKA, OR HAWAII DESTINATIONS

CREATE A REQUEST OR VOUCHER

When creating a travel request or a travel voucher for international travel, or travel to Alaska or Hawaii, the Per Diem Allowed Meals cannot be automatically populated. This is due to the variability in rates, which cannot be programmed into the application.

If creating a request for travel to Alaska or Hawaii:

- Select the state from the **Destination (state)** drop down menu.
- Enter the name of the city or region directly into the **Destination (city)** field. Since this field does not determine Per Diem amounts, there are no rules regarding how to enter in this field.
- Click **Save & Continue**.

Figure 1 - Hawaii destination

The screenshot shows a web application interface with four tabs: 'Voucher' (selected), 'Per Diem', 'Travel Mode', and 'Misc'. Below the tabs are several input fields. The 'Destination (state)' dropdown menu is highlighted with a red circle and shows 'HAWAII' selected. Other visible fields include 'Traveler' (JAMES), 'Vendor Sfx' (SE), 'Origin (state)' (IDAHO), 'Origin (city)' (BOISE), and 'Destination (city)'. There is also an 'International' checkbox which is unchecked.

If creating a request for travel out of country:

- Click the **International** check box. The **Destination (state)** field will display “International”.
- Enter the name of the city or region directly into the **Destination (city)** field. Since this field does not determine Per Diem amounts, there are no rules regarding how to enter this field.
- Click **Save & Continue**.

Figure 2 - International Travel

Voucher	Per Diem	Travel Mode	Mis
Traveler	JAMES	Vendor Sfx	SE
Origin(state)	IDAHO	Origin(city)	BOISE
Destination(state)	<input checked="" type="checkbox"/> International	Destination(city)	
Purpose for Travel	INTERNATIONAL		

You may take whatever the meal amounts are allowed. For the most accurate record of your travel:

1. On the **Per Diem** screen, check the **Per Diem Allowed Meals** check boxes any meals taken (breakfast, lunch, and dinner).
2. Enter the **Allowed Meals** amounts manually. Calculate percentages for partial days according to Idaho State Travel Policy. Click **Save** when finished, and continue with the request or voucher. If the amounts are not saved, see below.

TO FIND PER DIEM AMOUNTS

Go to [the GSA Web site](#). It states, “Rates for Alaska, Hawaii, U.S. Territories and Possessions are set by the Department of Defense...”

Figure 3 – Link on GSA for the DoD site for Alaska or Hawaii and State Dept site for foreign travel



Figure 4 - Dod Site for Alaska or Hawaii

Programs & Services > Allowances > Per Diem Rates > Per Diem Rates Query

Per Diem Rates Query

CONTIGUOUS UNITED STATES		OUTSIDE CONUS, Non-Foreign Overseas and Foreign	
Updated: 08/23/2017 View summary of changes		Updated: 03/27/2018 View summary of changes	
STATE:	FISCAL YEAR:	COUNTRY/STATE: (incl. Alaska & Hawaii)	PUBLISHED:
STANDARD CONUS RATE ▼	2018 ▼	HAWAII ▼	01 APR 18 ▼
<input type="checkbox"/> FLAT RATE PER DIEM FOR TDY OVER 30 DAYS		<input type="checkbox"/> FLAT RATE PER DIEM FOR TDY OVER 30 DAYS	
<input checked="" type="checkbox"/> INCLUDE ALL CITIES AND TOWNS		<input checked="" type="checkbox"/> INCLUDE MILITARY INSTALLATIONS	
<input checked="" type="checkbox"/> INCLUDE MILITARY INSTALLATIONS			
CALCULATE		CALCULATE	

Per Diem Rate Files (ASCII, XML and PDF)

International Travel Requests and Vouchers

Even if you enter Allowed Meals amounts on a request for international travel, these will not populate the voucher per diem amounts when the voucher is created from that approved request. You will still have to look up and enter the amounts on the voucher.

To find per diem amounts, go to [the GSA Web site](#). The **State Department** establishes rates for foreign countries, and the site has a link for those rates. Also, refer to the “foreign travel” section of the [Idaho Board of Examiner’s State Travel Policy](#), which states “The daily FTPDA will be 100% of the listed **M & IE** rate....”

Figure 5 - State Department site

U.S. DEPARTMENT OF STATE
DIPLOMACY IN ACTION

Home > Under Secretary for Management > Bureau of Administration > Office of Allowances

Office of Allowances

Foreign Per Diem Rates by Location DSSR 925

You may use the dropdown box below to select a country. Entering the first letter of the country name will jump to that portion of the listing. Clicking "Go" will display Per Diem data for all locations within the country selected.

Country: CANADA ▼ Go

Per Diem Amounts Are Not Saved

In some cases, you may enter an **Allowed Meal** amount and then press TAB or click into another field and the amount that you entered does not save – it returns to zero.

- If this happens, go back to the **Voucher** screen and change the destination city to something else and then click **Save**. This will essentially “reset” the Per Diem screen.
- Then on the **Voucher** screen, change the destination city back to your true destination and click **Save**. The Per Diem screen should save your entered amounts.