

How to submit lodging per diem with an overage

*If you know how to enter information into the lodging per diem expense item and you just want to know how to handle a per diem overage, skip to step 7.

1. Start off with a hotel folio. See the sample folio we have below:

SHERATON BOSTON HOTEL			 SHERATON <small>EST. 1937</small>	
39 Dalton Street Boston, MA 02199 United States Tel: 617 236 2000 Fax: 617 236 1702				
[Redacted] Traveler Name AC5960 - ACADEMY OF MANAGEMENT AOM 2023			Page Number : 1 Guest Number : [Redacted] Folio ID : A Arrive Date : 04-AUG-23 Depart Date : 08-AUG-23 No. Of Guest : 1 Room Number : 601 Marriott Bonvoy Number :	Invoice Nbr : 1000514186 21:10
Information Invoice				
Tax ID : 26-1482881				
Sheraton Bosto BOSBO AUG-08-2023 04:20 9999				
Date	Reference	Description	Charges (USD)	Credits (USD)
04-AUG-23	RT601	Room Chrg - Grp - Association	271.00	
04-AUG-23	RT601	State Tax	15.45	
04-AUG-23	RT601	City/Local Tax	17.62	
04-AUG-23	RT601	Occupancy Tax	7.45	
04-AUG-23	RT601	Tourism Tax	4.07	
05-AUG-23	RT601	Room Chrg - Grp - Association	271.00	
05-AUG-23	RT601	State Tax	15.45	
05-AUG-23	RT601	City/Local Tax	17.62	
05-AUG-23	RT601	Occupancy Tax	7.45	
05-AUG-23	RT601	Tourism Tax	4.07	
06-AUG-23	RT601	Room Chrg - Grp - Association	271.00	
06-AUG-23	RT601	State Tax	15.45	
06-AUG-23	RT601	City/Local Tax	17.62	
06-AUG-23	RT601	Occupancy Tax	7.45	
06-AUG-23	RT601	Tourism Tax	4.07	
07-AUG-23	RT601	Room Chrg - Grp - Association	271.00	
07-AUG-23	RT601	State Tax	15.45	
07-AUG-23	RT601	City/Local Tax	17.62	
07-AUG-23	RT601	Occupancy Tax	7.45	
07-AUG-23	RT601	Tourism Tax	4.07	
AUG-08-2023	VI	Visa		-1262.36
** Total			1262.36	-1262.36
*** Balance			0.00	

2. Take in relevant details. From the above folio, we can see the daily rate is \$271.00 and if we add up the taxes, we get the daily tax rate of \$44.59 and that the arrive/depart dates are 8/4/23 and 8/8/23, respectively and that the hotel in question is a Sheraton.
3. Now we begin by attaching the folio to the ER and then inputting the information into Workday using the "lodging per diem – out of state" expense item as this hotel is in Boston. After selecting the expense item, change the "expense date" to the day they check in. Next, take the total from

the folio and input it into the total amount box as you can see below:

Expense Line

Drop files here
or

Expense Date *

Expense Item *

Total Amount *

Currency * USD

Memo

Grant (empty)

Gift (empty)

Program (empty)

*Cost Center (empty)

Resource (empty)

*Additional Worktags (empty)

Instructions

Lodging per diem is best to think of as a cap that is allowed to be spent depending on the location. For example, traveling to downtown New York versus a small town in Washington will be different on the amount you get to spend.
For the continental US, per diem covers the nightly rate (the mandatory fees/taxes are still required they just are not matched against the per diem). The lodging accommodation must be considered a commercial lodging facility.

Item Details

Hotel *

Arrival Date *

Departure Date *

Itemization

Remaining Amount to Itemize 1,262.36/1,262.36 USD

Daily Expenses

Room Rate - Out of State Domestic *
Wed, Sep 13, 2023

- Next, we begin filling out the item details section on the right. If the hotel in question is not included in the list, you can type "other". It should appear as it does below:

Expense Line

Drop files here
or

Expense Date *

Expense Item *

Total Amount *

Currency * USD

Memo

Grant (empty)

Instructions

Lodging per diem is best to think of as a cap that is allowed to be spent depending on the location. For example, traveling to downtown New York versus a small town in Washington will be different on the amount you get to spend.
For the continental US, per diem covers the nightly rate (the mandatory fees/taxes are still required they just are not matched against the per diem). The lodging accommodation must be considered a commercial lodging facility.

Item Details

Hotel *

Arrival Date *

Departure Date *

Itemization

Remaining Amount to Itemize 1,262.36/1,262.36 USD

- Now, go down and click on the "edit" button below where it says "daily expenses" and we will begin to itemize the total amount. The goal is to have the "Remaining amount to itemize" be zero out of our total amount.
- In the "Daily Expenses" section, we first fill out the location, confirm the number of dates, and then fill in the room rate line item. Next, we scroll down and fill out the room tax. The expense items should appear as they do below:

Daily Expenses

Remaining 0.00/1,262.36 USD

Check in Date * 08/04/2023

Expense Item * Room Rate - Out of State Domestic

Number of Nights * 4

Daily Rate * 271.00

Total Amount * 1,084.00

Memo

Company x UW1861 University of Washington

Destination * x BOSTON, Massachusetts, United States of America

Confirm Number of Nights * 4

Grant

Gift

Program

*Cost Center x CC101105 Finance | Procurement Services

Resource x RS100001 Other Designated Operating Fund (DOF) Resource

*Additional Worktags x Balancing Unit: BU106 Finance

Done

Remaining 0.00/1,262.36 USD

Check in Date * 08/04/2023

Expense Item * Room Tax

Number of Nights * 4

Daily Rate * 44.59

Total Amount * 178.36

Memo

Company x UW1861 University of Washington

Grant

Gift

Program

*Cost Center x CC101105 Finance | Procurement Services

Resource x RS100001 Other Designated Operating Fund (DOF) Resource

a. Notice the “remaining” line at the top of both of these now shows 0.00/1262.36. If the number on the left is anything besides 0.00, it means you have more to itemize and that is what is left to itemize. The ER will not submit until this number reaches 0.00. If it is not zero, you can double check the dates to make sure you are using correct dates as well as scroll down and click “add” to add another line item. For example, you could add “laundry” or “parking” line items, if they apply.

7. If the room rate is at or below per diem, you are complete with this expense line! If per diem was exceeded, please continue with this guide.

8. Now, if we refresh the expense item by clicking on it in the left pane or by adding another expense item, we will notice an error appear on the ER that appears as follows:

Error

1. Page Error

Enter an amount for Room Rate - Out of State Domestic on 08/04/2023 that's less than or equal to 264.00 USD Per Unit of 'Confirm Number of Nights'. Maximum Daily Amount exceeded by 7.00 USD. These expense reports include expenses for 08/04/2023: ER-0000020646

9. From this error line we can deduce exactly what we need to do next.
- The line "Enter an amount for Room Rate - Out of State Domestic on 08/04/2023 that's less than or equal to 264.00 USD Per Unit of 'Confirm Number of Nights'." Tells us that the per diem rate for Boston, Massachusetts at this time of the year is \$264.00/night and that we need to change the "room rate line in the itemization to be for \$264.00.
 - The line "Maximum Daily Amount exceeded by 7.00 USD." Tells us that we exceeded the per diem rate by \$7.00/night.
10. Now that we have reduced the room rate line to the per diem rate, we will now properly itemize the overage in one of two ways. Whichever way used is totally up to you and will not change the review process (**Please note:** A documented lodging per diem exception is required for this step. If no lodging per diem exception applies, the traveler may only receive the per diem rate and no overage line should be added. You can find an exhaustive list of lodging per diem exceptions and required documentation on our website:

<https://finance.uw.edu/travel/perdiem#exceptionstoperdiem>)

- Method 1: We can go into the "daily expenses" and add another itemization line called "lodging per diem overage." We will then then enter the overage amount into "daily rate" box, enter the number of nights into the # of nights box, and finally enter our documented lodging per diem exception into the memo field.

The screenshot shows a travel expense report form with the following fields and values:

- Remaining: 0.00/1,262.36 USD
- Check in Date: 08/04/2023
- Expense Item: Lodging Per Diem Overage
- Number of Nights: 4
- Daily Rate: 7.00
- Total Amount: 28.00
- Memo: Conference Hotel
- Company: UW1861 University of Washington
- Grant: (empty)
- Gift: (empty)
- Program: (empty)
- *Cost Center: CC101105 Finance | Procurement Services
- Resource: RS100001 Other Designated Operating Fund (DOF) Resource
- *Additional Worktags: Balancing Unit: BU106 Finance; Function: FN150 Institutional Support

A blue "Done" button is located at the bottom left of the form.

- Method 2: We will add a whole new expense item called "lodging per diem overage" We will then then enter the overage amount into "daily rate" box, enter the number of nights into the # of nights box, and finally enter our documented lodging per diem exception into the memo field along with a reference to which lodging expense item this

is in reference to (if multiple lodging per diem expense items are present in one ER).

Drop files here

or

Select files

Expense Date *

Expense Item *

Quantity *

Per Unit Amount *

Total Amount *

Currency *

Memo *

Company *

Grant

Gift

Program

*Cost Center

Please assign a justification from below to the Memo Field (Required):

- Conference Hotel*
- Comparative Advantage
- Suite Required
- Special Event or Disaster
- ADA or Safety Health
- Non-UW*

*only reasons allowable if over 150% of Per Diem

Additionally, please attach documentation based on the assigned justification. Find details from the travel site [here](#).

Itemization

Use the button below only if your company's expense policy requires itemizations.

0 items

Receipt Included

11. Finally we attach the lodging per diem exception documentation and double check that the lodging hotel folio is attached and the error should go away!