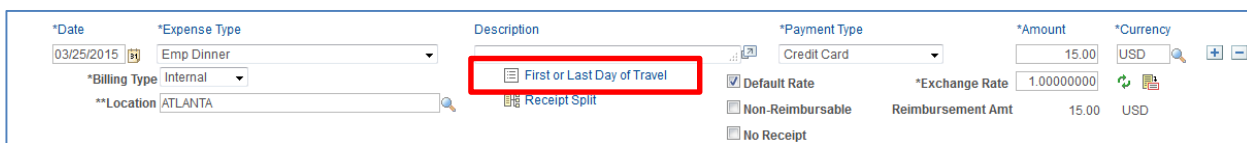


Known Issue: KI9.2-2_EX Issues Applying Travel Per Diem Meal Deduction to Expense Reports Using Quick-fill

POSTED: June 1, 2016

STATUS: Active

If the First or Last Day of Travel per diem deduction is applied to meal lines added using Quick-Fill, it causes a message to display and per diem calculation to be \$0.00.



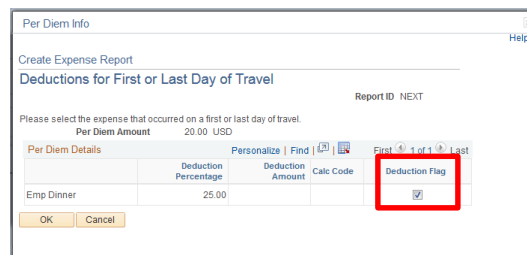
The screenshot shows the 'Expense Report' form with the following fields and values:

- *Date: 03/25/2015
- *Expense Type: Emp Dinner
- Description: **First or Last Day of Travel** (highlighted with a red box)
- *Payment Type: Credit Card
- *Amount: 15.00
- *Currency: USD
- *Billing Type: Internal
- **Location: ATLANTA
- *Exchange Rate: 1.00000000
- Reimbursement Amt: 15.00
- USD

Navigation: Travel and Expenses > Expense Report > Create/Modify

Navigation: Employee Self-Service > Employee T&E Center > Expense Reports > Create

1. Check the Deduction Flag and click OK.



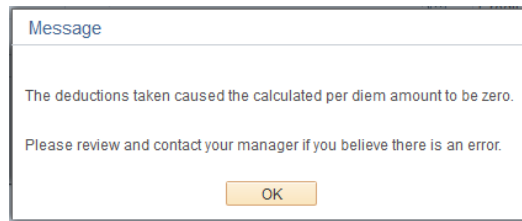
The screenshot shows the 'Per Diem Info' dialog box with the following details:

- Per Diem Amount: 20.00 USD
- Per Diem Details table:

Expense Type	Deduction Percentage	Deduction Amount	Calc Code	Deduction Flag
Emp Dinner	25.00			<input checked="" type="checkbox"/>

The 'Deduction Flag' checkbox is highlighted with a red box.

2. The following Message will display and the amount on meal line will change to \$0.00.



Functional Workaround: Select the First or Last Day of Travel link a second time.

*Date 03/25/2015	*Expense Type Emp Dinner	Description First or Last Day of Travel	*Payment Type Credit Card	*Amount 15.00	*Currency USD
*Billing Type Internal	**Location ATLANTA	<input checked="" type="checkbox"/> Receipt Split	<input checked="" type="checkbox"/> Default Rate	*Exchange Rate 1.00000000	<input checked="" type="checkbox"/> Reimbursement Amt 15.00 USD
			<input type="checkbox"/> Non-Reimbursable	<input type="checkbox"/> No Receipt	

No changes need to be made in the Per Diem Info box; simply click OK and the per diem amount will be corrected.

Per Diem Info

Create Expense Report

Deductions for First or Last Day of Travel

Please select the expense that occurred on a first or last day of travel.

Per Diem Amount 20.00 USD

Per Diem Details	Deduction Percentage	Deduction Amount	Calc Code	Deduction Flag
Emp Dinner	25.00			<input checked="" type="checkbox"/>

OK Cancel

Estimated Resolution: A fix for this issue will be provided by Oracle and an update will be provided as soon as the expected resolution date is determined.

MORE INFORMATION AND SUPPORT: For business impact emergency issues, contact the ITS Helpdesk immediately at 706-583-2001 or 1-888-875-3697 (toll free within Georgia). For non-urgent issues, contact the ITS Helpdesk via the self-service support website at http://www.usg.edu/customer_services. (This service requires a user ID and password. E-mail helpdesk@usg.edu to obtain self-service login credentials.)

ADDITIONAL RESOURCES: For information about ITS maintenance schedules or Service Level Guidelines, please visit http://www.usg.edu/customer_services/service_level_guidelines. For USG services status, please visit <http://status.usg.edu>.