

# FAQ - How do I set up different per diem rates for TDY assignments?

## Question

How do I set up different per diem rates for TDY assignments?

## Solution

Our suggested approach to handle this situation is to create multiple sets of per diem rates for any locations where users have extended TDY needs. That is a set of rates for 1 - 30 days, 31 - 180 days, and > 180 days. These could be differentiated in the location name.

Below are sample Per Diem import files with two viable methods of adding TDY locations. You can import the appropriate file to see how it would work and use it as a template for your TDY imports.

[Example TDY per diem import - pre 10.1.csv](#)

[Example TDY per diem import - 10.1 and later.csv](#)

```
*country_state_name,city_county_name,effective_date,expiration_date,season_start_date,season_end_date,lodging_rate,meals_rate,Incidentals_rate
```

```
JORDAN,AMMAN,5/1/2013,12/31/2049,1/1,12/31,249,113,28
```

```
JORDAN,AMMAN_TDY30,5/1/2013,12/31/2049,1/1,12/31,186.75,84.75,21
```

```
JORDAN,AMMAN_TDY180,5/1/2013,12/31/2049,1/1,12/31,136.95,62.15,15.4
```

```
TURKEY,INCIRLIK AIR BASE,2/1/2013,12/31/2049,1/1,12/31,165,80,20
```

```
TURKEY_TDY30,INCIRLIK AIR BASE,2/1/2013,12/31/2049,1/1,12/31,123.75,60,15
```

```
TURKEY_TDY180,INCIRLIK AIR BASE,2/1/2013,12/31/2049,1/1,12/31,90.75,44,11
```

### Method 1 – Adding TDY entries as countries:

The screenshot displays the Unanet Admin Setup - Per Diem Rates interface. The top navigation bar includes links for Organizations, Project, People, Forecast, Time, Expense, Financials, Documents, Admin, and Reports. The left sidebar contains a menu with options like Home, Accounting, Approval Groups, Expense, Currency Types, Expense Types, Expense Vendors, Mileage Rate Sets, Per Diem M&IE, Per Diem Rates (highlighted), VAT Locations, Miscellaneous, People, Project, Time, and User-Defined Fields. The main content area is titled 'Admin Setup - Per Diem Rates' and features a 'Search' and 'List' tab. Below the tabs, there are several input fields: 'LOCATION' with a dropdown menu showing 'TURKEY', 'TURKEY\_TDY180', 'TURKEY\_TDY30' (selected), 'TURKMENISTAN', and 'TURKS AND CAICOS ISLANDS'; 'CITY/COUNTY' with an empty text box; 'STATUS' with radio buttons for 'All', 'Disabled', and 'Enabled'; and 'LIST OPTIONS' with checkboxes for 'Include CONUS Rates' and 'Include OCONUS Rates'.

Unanet

Organizations Project People Forecast Time Expense Financials Documents Admin Reports

Home Accounting Approval Groups Expense

Currency Types Expense Types Expense Vendors Mileage Rate Sets Per Diem M&IE **Per Diem Rates**

### Admin Setup – Per Diem Rates

Search **List**

ENABLED	OCONUS	LOCATION	SEASON START	SEASON END	LODGING RATE	M&IE RATE	EFFECTIVE DATE	EXPIRATION DATE
<input checked="" type="checkbox"/>		TURKEY_TDY30 - INCIRLIK AIR BASE	1/1	12/31	\$123.75	\$75.00	2/1/2013	12/31/2049

Total Rows: 1

v11.0.4 Expense Wizard – MIE Per Diem - Google Chrome

Not secure | sites.unanet.com/demo\_wlanham/action/expense/wizard/mi...

### Expense Wizard – MIE Per Diem

**MIE Reimbursement with option for first/last day and meals provided.**

Date: 6/6/2019

Country/State: TURKEY\_TDY180

City/County: INCIRLIK AIR BASE

USD Per Diem Allowance: 55.00

Travel Day: First Day:  Last Day:

Meals Provided: Breakfast:  Lunch:  Dinner:

USD Amount: 24.75

Comments:

**Save** Cancel

**Method 2** – Adding TDY entries as cities:

Unanet Organizations Project People Forecast Time Expense Financials Documents Admin Reports

Home Accounting Approval Groups Expense

Currency Types Expense Types Expense Vendors Mileage Rate Sets Per Diem M&E **Per Diem Rates** VAT Locations

Miscellaneous People Project Time User-Defined Fields

### Admin Setup – Per Diem Rates

**Search** List

LOCATION:

CITY/COUNTY:

STATUS:  All  Disabled  Enabled

LIST OPTIONS:  Include CONUS Rates  Include OCONUS Rates

Unanet Organizations Project People Forecast Time Expense Financials Documents Admin Reports

Home Accounting Approval Groups Expense

Currency Types Expense Types Expense Vendors Mileage Rate Sets Per Diem M&E **Per Diem Rates** VAT Locations

Miscellaneous People Project Time User-Defined Fields

### Admin Setup – Per Diem Rates

Search **List**

		ENABLED	OCONUS	LOCATION	SEASON START	SEASON END	LODGING RATE	M&IE RATE	EFFECTIVE DATE	EXPIRATION DATE
		✓	✓	JORDAN - [OTHER]	1/1	12/31	\$146.00	\$105.00	3/1/2009	12/31/2049
		✓		JORDAN - AMMAN	1/1	12/31	\$249.00	\$141.00	5/1/2013	12/31/2049
		✓		JORDAN - AMMAN_TDY180	1/1	12/31	\$136.95	\$77.55	5/1/2013	12/31/2049
		✓		JORDAN - AMMAN_TDY30	1/1	12/31	\$186.75	\$105.75	5/1/2013	12/31/2049
		✓	✓	JORDAN - AQABA	1/1	12/31	\$146.00	\$105.00	3/1/2009	12/31/2049
		✓	✓	JORDAN - DEAD SEA/JORDAN VALLEY	1/1	3/14	\$199.00	\$117.00	3/1/2009	12/31/2049
		✓	✓	JORDAN - DEAD SEA/JORDAN VALLEY	3/15	6/15	\$215.00	\$118.00	3/1/2009	12/31/2049
		✓	✓	JORDAN - DEAD SEA/JORDAN VALLEY	6/16	12/31	\$199.00	\$117.00	3/1/2009	12/31/2049
		✓	✓	JORDAN - PETRA	1/1	12/31	\$176.00	\$125.00	5/1/2013	12/31/2049

Total Rows: 9

## Additional Information

[Help Docs - Import Per Diem Rates](#)

[KC - Quick Topic - Updating Per Diem Rates in Unanet](#)