

# Hassle-free per diems

01

Michelle is going to Gothenburg for a two day business trip. She'll be spending one night at a hotel.



02

Up until now, Michelle has had to keep track of how exactly long her trip was, as well as knowing what the standard deductions for meals and expenses were.

03

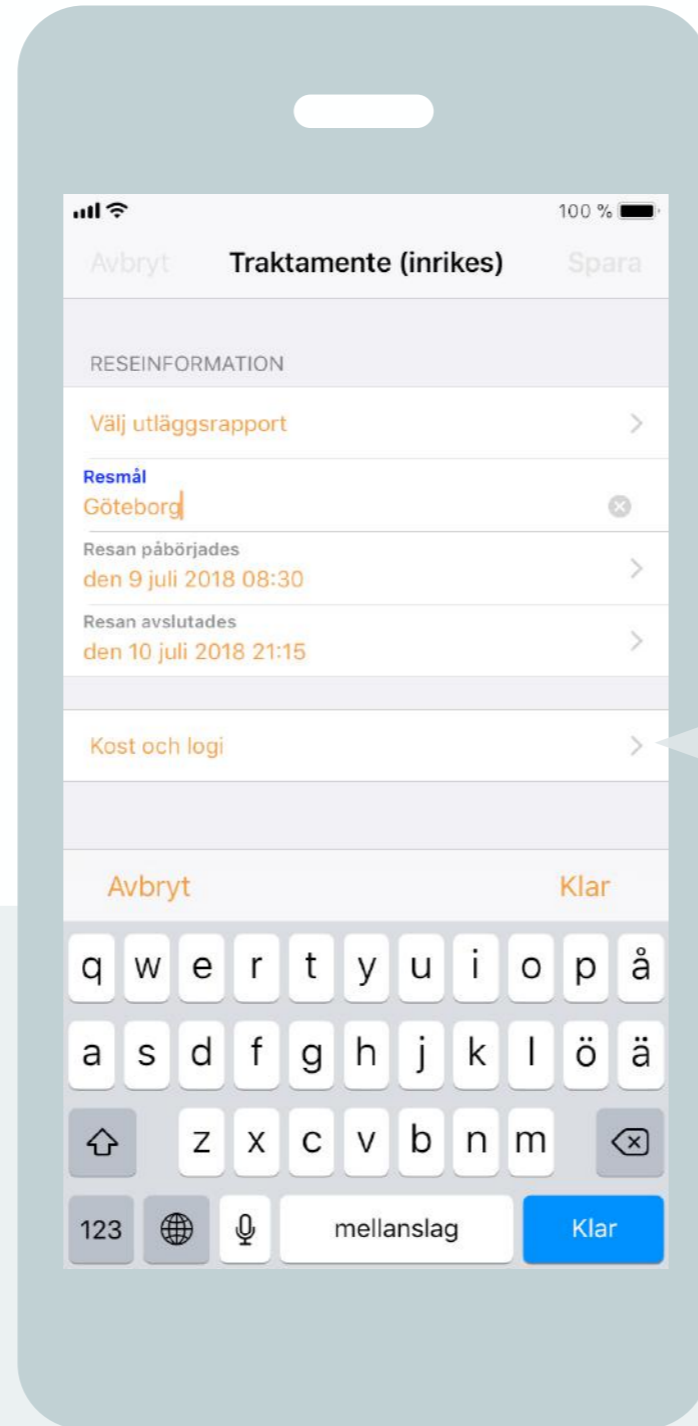
These days, Michelle uses the Companyexpense app to report her per diems, hospitality, and all other expenses from her business trips.

04

She no longer needs to worry about current tax regulations or whether she should get a full or half day per diem. Everything is managed by our app.

05

Michelle opens the app and taps the plus sign. She selects *New per diem allowance* and then *Domestic per diem*.

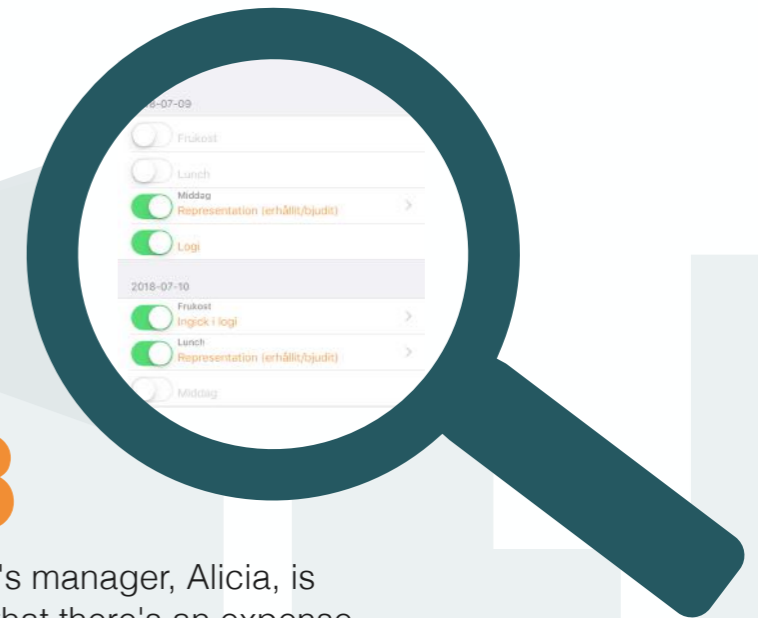


06

She enters her destination and when her trip starts and ends. The next thing she has to do is specify the meals and accommodation that her company pays for.

07

Michelle submits her per diems along with her other expenses for the trip.



08

Michelle's manager, Alicia, is notified that there's an expense report she needs to approve. She checks that everything looks good and approves Michelle's report.

09

The report is forwarded for accounting and payment. Posted and done. And no need to worry about the latest per diem regs. We've got them covered!

