

## Quick Sheet- Adding Perdiem and Lodging cost.

After you have created a invoice with Availability and the flight legs for that day drop down to the "Addition Charges " portion of the invoice.

**FLIGHT LINE ITEMS**

Show 25 entries Search:

Flight Leg #	Flight Order	From	To	Start	Stop	Pay Code	Rate	Flight Leg Total (\$)	Select
No data available in table									

Showing 0 to 0 of 0 entries Previous Next

**ADDITIONAL CHARGES**

Show 10 entries Search:

Charge ID #	Registration Unit Code	Description	Mission Code	Pay Code	Job Code	Total
No data available in table						

Showing 0 to 0 of 0 entries

Add Additional Charges

- Charges (CH)
- Credits (CR)
- Overnight (ON)
- Fuel Service Vehicle (ST)

When the box pops up pick "Overnight" (ON)

This will be the screen you see next.

**Add an Additional Charge**

Basic Information

Charge ID: 0

Fields marked with an asterisk are mandatory. Grey fields are readonly.

User Unit \*  Mission Code

Pay Code: ON Job Code: e.g. P1XXXXFY, FY=Fiscal Year

Overnight Rate Information

State \*  City \*  County

Lodging Rate (\$)

Maximum Per Diem Allowed (\$)

Total and Remarks

Total Amount (\$) \*

Fill in all the needed Basic Information.

Click on Per Diem Look up. When the GSA spread sheet pops up Then pick the state and city that pertains to what you need.

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Overnight Rate Information

[Per Diem Lookup](#)

State *	City *	County
MT	Big Sky / West Yellowstone/Gardiner	Gallatin/Park
Lodging Rate (\$)	M&IE Rate (\$)	
126.37	61	
Maximum Per Diem Allowed(\$)	Number of People *	
185	3	
<b>Total and Remarks</b>		
Total Amount (\$) *	Description *	
562.11	We will leave a light on for you.	

[Add](#) [Exit](#)

Once you pick your State and City, you can go in and edit the Lodging Rate and add taxes as needed or “over Perdiem charges” Add the correct number of people that the contract allows. Make sure you put documentation in the box as required.

Then click “Add” and it will add this to the invoice.