

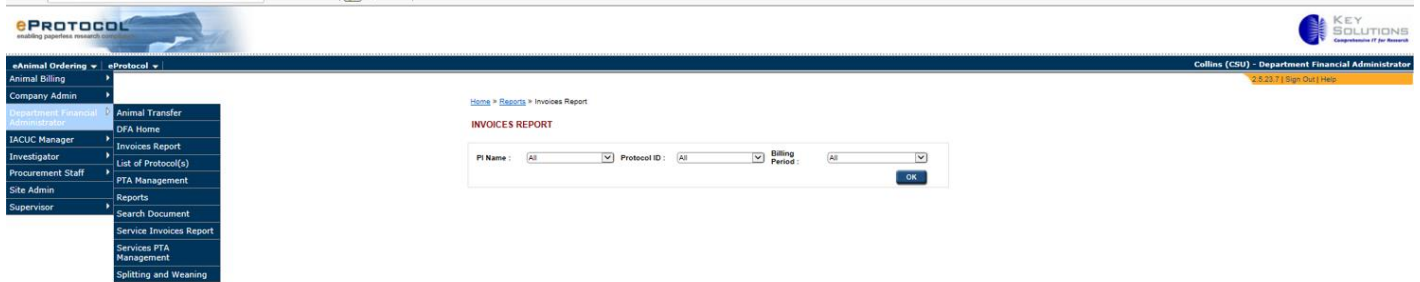
# HOW TO VIEW PER DIEM INVOICES

As user role Departmental Financial Administrator, Investigator, or Supervisor.....

➤ Go to **INVOICES REPORT**

Select PI name, protocol, and billing period.

Click OK



Click on Invoice # (I-xxxxxxx) and then the blue links to find the barcode ids (cage card numbers) associated with the monthly charges. The last page will provide the start and end date for the days charged for that card in the given billing cycle.

