Per Diems Definitions

In this section you input all the necessary details (amounts, currency, mode) so that the panel works properly and the wages match performed flights by your crew members.

In Per Diems module you can see columns such as:

- **Airport** - if the day rate is the same for all airports, it should remain set as 'Default'. That means, all flights away from home base will be calculated at the same rate. If there are exceptions, you should add the airport code and define the rest of columns accordingly.
- **Month** - you can select for what month per diems should be counted - for a specific airport.
- **Currency** - choose the currency in which per diems should be counted.
- **Currency day rate** - the amount of money for a single per diem - it can differ for different airports.
- **Currency/... rate** - you can define default per diems currency in a section Settings > General Settings.

To generate a report of Per Diems calculated for a particular crew member select his name and date period in the filter, then click either PDF link or Details.

Leon calculates Per Diems in the way:

If time spent by crew outside homebase is **< 1h** - no per diem is calculated.

If time spent by crew outside homebase is **> 1h and < 6h** - 1/4 of per diem is calculated.

If time spent by crew outside homebase is **> 6h and < 12h** - 1/2 of per diem is calculated.

If time spent by crew outside homebase is **> 12h** - 1 per diem is calculated.

IMPORTANT!

> The column **'Currency/... rate'** should be set as **'1'** if airport currency should be counted vs default currency on a **one-for-one** basis. However, if you have defined a different currency for some airports and you want the system to convert it to default currency - the column **'Currency/... rate'** should be set as **'0'**

Example:

Default currency is set as **EUR**. There are **2** airports for which per diems should be calculated in a different currency: **STN** - currency **GBP**, **SSH** - currency **USD**. When the column 'Currency/EUR rate' for these 2 airport is set as **'0'** - both currencies will be converted to **EUR** , which will be displayed in the Per Diems report.

> All rates are converted according to **National Bank of Poland** exchange rates updated every 24 hours - go to section Sales > Currency Exchange Rates to view the rates

From:

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Permanent link:

https://wiki.leonsoftware.com/leon/diets-definitions?rev=1555335018

Last update: **2019/04/15 13:30**