How to Change Per Diem from “In State 100%” to “Out of State/International 75%”:

Go to:
Details, Available Itineraries.

Next, click on the Itinerary and then select “Unassign”. 
Select the Itinerary again, then click “Delete”.

Now that the itinerary has been deleted, click on “Create New Itinerary”.
BEFORE you begin plugging in your “New Itinerary Stop” information, change the “Selection” to “Out of State/International 75%”. 