

CREATE AND SUBMIT A ONE-DAY EXPENSE REPORT

Updated November 15, 2022

TRAVEL APPLICATION

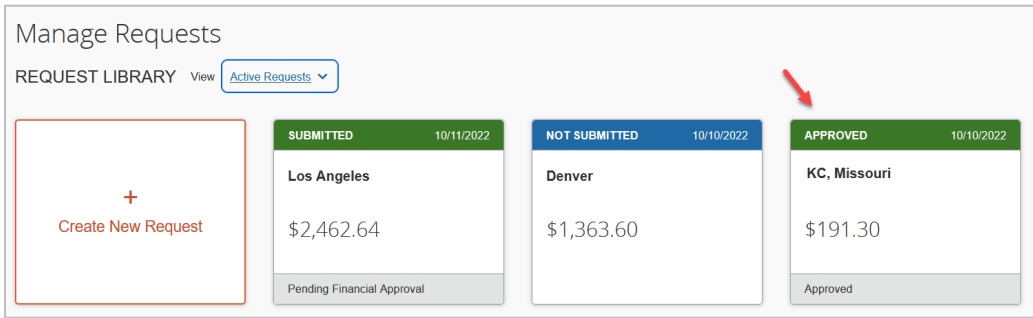
Expense

HELPFUL HINTS

- A travel itinerary needs to be created with a one-day expense report.
- One-day travel meal allowances per the University [travel policy](#) include:
 - Breakfast: if departure time at or before 6:30 a.m.
 - Lunch: reimbursement not allowed
 - Dinner: if return time is at or after 7:00 p.m.
- The traveler must qualify for both breakfast and dinner to receive the maximum allowable reimbursement rate. Incidentals are already included in the calculations.
 - Maximum reimbursement rate is not calculated by adding breakfast and dinner.
- Calculations are based on GSA full meal deductions.
- Use the [One-Day Trip Meal Calculations quick reference sheet](#) to calculate amounts.

PROCEDURE

From the request library in Concur, click on the approved travel request.



From the open travel request, click **Create Expense Report**.



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A new expense report is generated.

Manage Expenses

Alerts: 1

KC, Missouri \$0.00 [Submit Report](#)

Not Submitted

[Report Details](#) [Print/Share](#) [Manage Receipts](#) [Travel Allowance](#)

REQUEST

Approved
\$191.30

[Add Expense](#) [Edit](#) [Delete](#) [Copy](#) [Allocate](#) [Combine Expenses](#) [Move to](#) [View: Standard](#)

No Expenses
Add expenses to this report to submit for reimbursement.

The alert indicates the report header needs to be updated with departure time and arrive time. Click on View to update the report header.

REPORT

The report header is missing data in this required field(s): Departure Time, Arrival Time [View](#)

Enter the departure time and arrive time, then scroll to the bottom of the page.

Report Header

KC, Missouri | \$0.00

Alerts: 1

The report header is missing data in this required field(s): Departure Time, Arrival Time

Policy * Report Name * Report/Trip Purpose * * Required field

Trip Type * Does this trip include personal travel? * Personal Dates of Travel

Report/Trip Business Start Date * Departure Time * Report/Trip Business End Date *

Arrival Time *

If meals or lodging will be added to the expense report, select *Yes, I want to claim Travel Allowance*. Otherwise select *No* and move forward to add expenses.

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Claim Travel Allowance

Expense reports containing meals or lodging require a daily Itinerary be created. Select 'Yes' if this expense report includes meals or lodging and you are ready to create an itinerary now. Select 'No' if meals or lodging will not be included on this report OR you wish to skip this step (and will access the itinerary screen at a later time).

Yes, I want to claim Travel Allowance

No, I do not want to claim Travel Allowance

If yes, the travel allowances screen appears. From the *Create New Itinerary* tab, click [Go to Single Day Itineraries](#).

The date defaults to the current date. Choose a start date and click [Go](#). Enter the information for the single day trip. The total hours will automatically populate.

Exclude	Date	Start Location	Depart	End Location	Arrive	Depart	Back At Origin	Hours
<input type="checkbox"/>	10/10/2022 Monday	Lincoln, Nebraska	4:30 AM	Kansas City, Missouri	7:30 AM	8:00 PM	11:00 PM	18.30
<input type="checkbox"/>	10/11/2022 Tuesday							
<input type="checkbox"/>	10/12/2022 Wednesday							
<input type="checkbox"/>	10/13/2022 Thursday							
<input type="checkbox"/>	10/14/2022 Friday							
<input type="checkbox"/>	10/15/2022 Saturday							
<input type="checkbox"/>	10/16/2022 Sunday							

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Click **Save Itineraries**. The system acknowledges the itinerary has been created. Click **Next >>**.

Travel Allowances For Report: KC, Missouri

1 Single Day Itineraries 2 Available Itineraries 3 Expenses & Adjustments

Choose start date 10/10/2022 Go

Exclude	Date	Start Location	Depart	End Location	Arrive	Depart	Back At Origin	Hours
<input type="checkbox"/>	10/10/2022 Monday	itinerary has been created						
<input type="checkbox"/>	10/11/2022 Tuesday							
<input type="checkbox"/>	10/12/2022 Wednesday							
<input type="checkbox"/>	10/13/2022 Thursday							
<input type="checkbox"/>	10/14/2022 Friday							
<input type="checkbox"/>	10/15/2022 Saturday							
<input type="checkbox"/>	10/16/2022 Sunday							

Save Itineraries

Go to Standard Itinerary Next >> Cancel

From the *Assigned Itineraries* page, click **Next >>**.

Travel Allowances For Report: KC, Missouri

1 Single Day Itineraries 2 Available Itineraries 3 Expenses & Adjustments

Assigned Itineraries

Edit Unassign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: 10/10/2022 Kansas City				
Lincoln, Nebraska	10/10/2022 04:30 AM	Kansas City, Missouri	10/10/2022 07:30 AM	JACKSON COUNTY, US-MO, US
Kansas City, Missouri	10/10/2022 08:00 PM	Lincoln, Nebraska	10/10/2022 11:00 PM	LANCASTER COUNTY, US-NE, US

<< Previous Next >>

For one-day travel, the *Exclude* box must be checked.

Travel Allowances For Report: KC, Missouri

1 Single Day Itineraries 2 Available Itineraries 3 Expenses & Adjustments

Show dates from to Go

Exclude All	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input checked="" type="checkbox"/>	10/10/2022 Kansas City, Missouri	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00

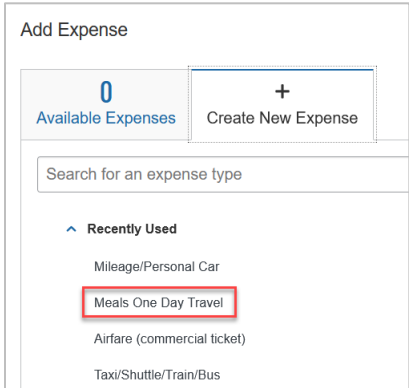
<< Previous Create Expenses Cancel

Click **Create Expenses**.

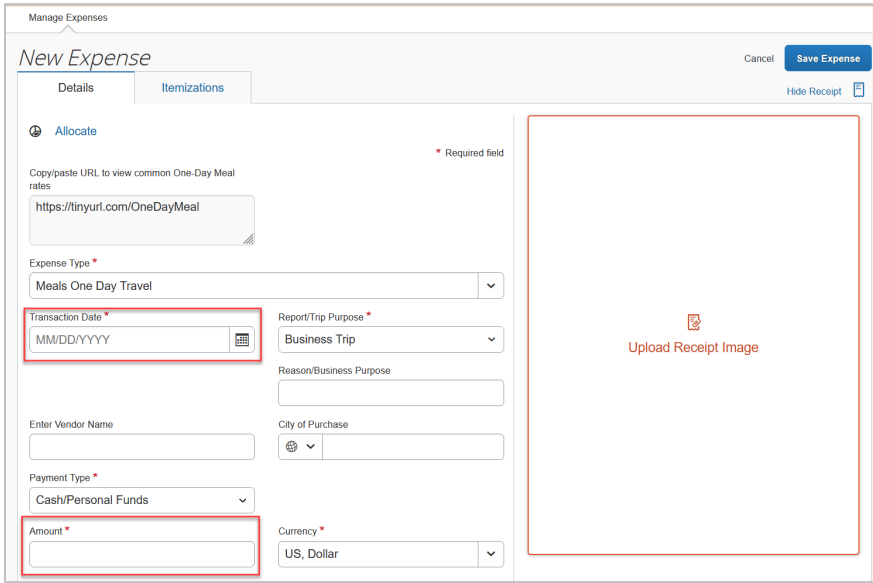
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Click **Add Expense** and select the *Meals One Day Travel* expense type.



Enter the transaction date and amount, then click save. The reimbursable amount is dependent on travel status start and end times. Use the [One-Day Trip Meal Calculations reference sheet](#) to calculate amount. Receipts are not required.



For this Kansas City, MO example, the traveler qualified for the maximum allowable reimbursement rate; therefore, \$20.83 should be entered in the amount field.

Continue to add expenses as needed. Once all expenses have been entered, the traveler can submit the expense report for reimbursement.

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EDIT A SINGLE-DAY ITINERARY

To edit the single-day itinerary, from the expense report screen click on *Travel Allowance*, then *Manage Travel Allowances*.

KC, Missouri \$20.83

Not Submitted

Report Details Print/Share Manage Receipts Travel Allowance

REQUEST

Approved

\$191.30

Manage Travel Allowance

Click on *Available Itineraries*, select the itinerary, and click Edit.

Travel Allowances For Report: KC, Missouri

[Create New Itinerary](#)
[Available Itineraries](#)
[Expenses & Adjustments](#)
[Reimbursable Allowances Summary](#)

Assigned Itineraries

Edit Unassign

Departure City	Date and Time ▲	Arrival City
- Itinerary: 10/10/2022 Kansas City		
Lincoln, Nebraska	10/10/2022 04:30 AM	Kansas City, Missouri
Kansas City, Missouri	10/10/2022 08:00 PM	Lincoln, Nebraska