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. Incidental 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.
A new expense report is generated.

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

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

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

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

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

Click **Create Expenses**.
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.
EDIT A SINGLE-DAY ITINERARY

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

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