

### TRAVEL APPLICATION

Expense

### HELPFUL HINTS



If personal travel days are adjacent or in the middle of business travel days, the personal days should be excluded from the expense report reimbursement.

### PROCEDURE – PERSONAL DATE(S) AT BEGINNING OR END OF TRIP

Create the expense report by clicking **Expense** from the approved travel request. On the report header, the travel dates and personal dates of travel will auto-fill from the travel request.

For this example, business travel dates were *April 15-18* and personal travel dates were *April 19-20*.

The screenshot shows a web form titled "Create a New Expense Report" with a "Report Header" section. The form contains several fields:

- Policy: Travel-Test
- Report Name: Roswell, NM
- Report/Trip Purpose: Conference Attendee
- Trip Type: Domestic
- Does this trip include personal travel?: Yes
- Personal Dates of Travel: 4/19/21 to 4/20/21 (highlighted with a red box)
- Report/Trip Business Start Date: 04/15/2021
- Departure Time: 5:00am
- Report/Trip Business End Date: 04/20/2021
- Arrival Time: 10:30pm
- Cost Object Type: (CC) Cost Center
- Cost Object: (2105120001) English
- User Defined: (empty)
- Personnel Area: Test-UNL
- Employee ID: ctraveler2
- Reason/Business Purpose: Conference
- Comments To/From Approvers/Processors: (empty)

Change the business end date to reflect the actual business days, which for this example was April 18, 2021.

# CREATE AN EXPENSE REPORT WITH PERSONAL TRAVEL DAYS

Updated May 18, 2021

Create a New Expense Report

Report Header

Policy Travel-Test	Report Name Roswell, NM	Report/Trip Purpose Conference Attendee		
Trip Type Domestic	Does this trip include personal travel? Yes	Personal Dates of Travel 4/19/21 to 4/20/21		
Report/Trip Business Start Date 04/15/2021	Departure Time 5:00am	Report/Trip Business End Date 04/18/2021		
Cost Object Type (CC) Cost Center	Cost Object (2105120001) English	User Defined	Personnel Area Test-UNL	Employee ID ctraveler2
Reason/Business Purpose Conference	Comments To/From Approvers/Processors			

Click **Next >>** to continue. On the itinerary, enter the dates of the business travel. Click **Next >>** on this and the next screen.

Travel Allowances For Report: Roswell, NM

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: Roswell, NM Selection: UNEB\_TA\_4

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Omaha, Nebraska 04/15/2021 05:00 AM	Roswell, New Mexico 04/15/2021 09:00 AM	CHAVES COUNTY, US-NM, ...
<input type="checkbox"/>	Roswell, New Mexico 04/18/2021 12:00 PM	Omaha, Nebraska 04/18/2021 04:00 PM	DOUGLAS COUNTY, US-NE...

New Itinerary Stop

Departure City: Omaha, Nebraska

Date: [ ] Time: [ ]

Arrival City: [ ]

Date: [ ] Time: [ ]

Save

Go to Single Day Itineraries Next >> Cancel

Select any meals that were provided to the traveler by checking the corresponding box. Click **Create Expenses**.

# CREATE AN EXPENSE REPORT WITH PERSONAL TRAVEL DAYS

Updated May 18, 2021

Travel Allowances For Report: Roswell, NM ☐ ✕

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from  to  Go

Exclude   All <input type="checkbox"/>	Date/Location ▲	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	04/15/2021 Roswell, New Mexico	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$28.88
<input type="checkbox"/>	04/16/2021 Roswell, New Mexico	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$38.50
<input type="checkbox"/>	04/17/2021 Roswell, New Mexico	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$38.50
<input type="checkbox"/>	04/18/2021 Roswell, New Mexico	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$28.88

<< Previous Create Expenses Cancel

Continue filling out the expense report.

# CREATE AN EXPENSE REPORT WITH PERSONAL TRAVEL DAYS

## PROCEDURE – PERSONAL DATE(S) IN MIDDLE OF TRIP

If personal travel was in the middle of business travel, no changes are required on the report header. However, the travel itinerary will need to be adjusted.

**Create a New Expense Report**

Report Header

Policy: Travel-Test | Report Name: Roswell, NM | Report/Trip Purpose: Conference Attendee

Trip Type: Domestic | Does this trip include personal travel?: Yes | **Personal Dates of Travel: 4/17/21 to 4/18/21**

Report/Trip Business Start Date: 04/15/2021 | Departure Time: 5:30am | Report/Trip Business End Date: 04/20/2021 | Arrival Time: 10:30pm

Cost Object Type: (CC) Cost Center | Cost Object: (2105120001) English | User Defined: | Personnel Area: Test-UNL | Employee ID: cttraveler2

Reason/Business Purpose: Conference | Comments To/From Approvers/Processors:

On the travel itinerary with per diem for meals, click **Exclude** for the days that were personal travel.

Travel Allowances For Report: Roswell, NM

1 Create New Itinerary | 2 Available Itineraries | 3 Expenses & Adjustments

Show dates from [ ] to [ ] Go

Exclude   All <input type="checkbox"/>	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	04/15/2021 Roswell, New Mexico	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$28.88
<input type="checkbox"/>	04/16/2021 Roswell, New Mexico	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$38.50
<input checked="" type="checkbox"/>	04/17/2021 Roswell, New Mexico	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
<input checked="" type="checkbox"/>	04/18/2021 Roswell, New Mexico	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	04/19/2021 Roswell, New Mexico	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$38.50
<input type="checkbox"/>	04/20/2021 Roswell, New Mexico	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$28.88

<< Previous | Create Expenses | Cancel

Continue filling out the expense report.