EXPENSE REPORT FOR ONE-DAY TRIP

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:

<table>
<thead>
<tr>
<th>Meal</th>
<th>Allowance</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>Departure time is at or before 6:30 a.m.</td>
<td></td>
</tr>
<tr>
<td>Lunch</td>
<td>Not Allowed</td>
<td></td>
</tr>
<tr>
<td>Dinner</td>
<td>Return time is at or after 7 p.m.</td>
<td></td>
</tr>
</tbody>
</table>

*Reimbursements for one-day travel food expenses are reportable on the employee’s W-2 if the total expenses are greater than $200 from December 1 to November 30 (twelve-month period).

If a traveler does not qualify for a meal allowance, the incidental allowance is not allowed.

- Use the One-Day Trip Meal Calculations quick reference sheet to calculate amounts.

PROCEDURE

Enter travel information on the expense report header and click Next >>. Select Yes on the Travel Allowance pop-up window.

![Travel Allowances](image)
From the Create New Itinerary tab, click **Go to Single Day Itineraries**.

Enter the information for the single day trip. The total hours will automatically populate.

If the start date is not displayed, select it from the calendar option and click **Go**.
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 All* box must be checked.

Click **Create Expenses**.
Select the Meals One Day Travel expense type.

![Expense Report for One-Day Trip](image)

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.

![Expense Report for One-Day Trip](image)

For this example, the traveler qualified for breakfast, dinner, and the incidental; therefore, should enter $29.92 in the amount field.
Once all expenses have been entered, the traveler must submit the expense report for reimbursement.

**EDIT A SINGLE-DAY ITINERARY**

To edit the single-day itinerary, from the expense report screen click on *Details*, then *Available Itineraries*.

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

![Itinerary editor interface](image-url)