

EXPENSE REPORT FOR ONE-DAY TRIP

Updated March 16, 2021

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:

One-Day Travel Meal Allowances*	
Breakfast	Departure time is at or before 6:30 a.m.
Lunch	Not Allowed
Dinner	Return time is at or after 7 p.m.

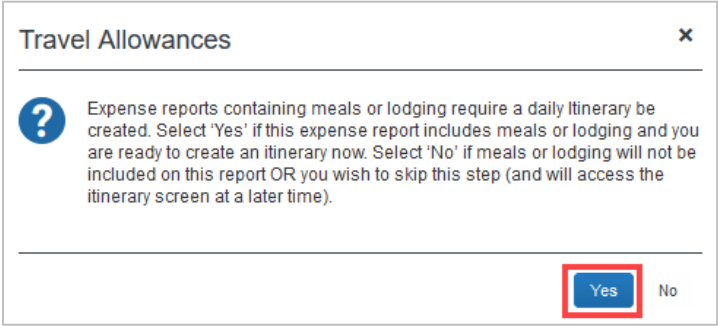
*Reimbursements for one-day travel food expenses are reportable on the employee's W-2 if the total expenses are greater than \$200 from December 1 to November 30 (twelve-month period).

 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.



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From the Create New Itinerary tab, click [Go to Single Day Itineraries](#).

Travel Allowances For Report: Washington, DC

Create New Itinerary | Available Itineraries | Expenses & Adjustments | Reimbursable Allowances Summary

Itinerary Info

Itinerary Name: Washington, DC | Selection: UNEB_TA_4

Add Stop | Delete Rows | Import Itinerary

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
No Itinerary Rows Found			

New Itinerary Stop

Departure City: []

Date: [] | Time: []

Arrival City: []

Date: [] | Time: []

Save

Go to Single Day Itineraries | Next >> | Done

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

Travel Allowances For Report: Washington, DC

Single Day Itineraries | Available Itineraries | Expenses & Adjustments | Reimbursable Allowances Summary

Choose start date: 02/22/2021 | Go

Exclu...	Date	Start Location	Depart	End Location	Arrive	Depart	Back At O...	Hours
<input type="checkbox"/>	02/22/2021 Monday	Omaha, Nebraska	6:00 AM	Washington, District of Columbia	9:00 AM	4:00 PM	8:00 PM	14:00
<input type="checkbox"/>	02/23/2021 Tuesday							
<input type="checkbox"/>	02/24/2021 Wednesday							
<input type="checkbox"/>	02/25/2021 Thursday							
<input type="checkbox"/>	02/26/2021 Friday							
<input type="checkbox"/>	02/27/2021 Saturday							
<input type="checkbox"/>	02/28/2021 Sunday							

Save Itineraries

Go to Standard Itinerary | Cancel

If the start date is not displayed, select it from the calendar option Choose start date 01/25/2021 | Go and click Go.

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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**.

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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 example, the traveler qualified for breakfast, dinner, and the incidental; therefore, should enter \$29.92 in the amount field.

*****Adjusted Per Diem Rates*****						
State-City	Standard Federal GSA	Maximum Allowable Nebraska Rate	Breakfast	Lunch Not Allowed	Dinner	Incidentals
Nebraska-Omaha	\$ 61.00	\$ 23.63	\$ 7.35	N/A	\$ 13.65	\$ 2.63
Nebraska-All OTH	\$ 55.00	\$ 21.53	\$ 6.82	N/A	\$ 12.07	\$ 2.63
Missouri-KC, ST.Louis	\$ 66.00	\$ 25.72	\$ 8.40	N/A	\$ 14.70	\$ 2.63
Missouri-All OTH	\$ 55.00	\$ 21.53	\$ 6.82	N/A	\$ 12.07	\$ 2.63
Colorado-Denver	\$ 76.00	\$ 29.92	\$ 9.45	N/A	\$ 17.85	\$ 2.63
Illinois-Chicago	\$ 76.00	\$ 29.92	\$ 9.45	N/A	\$ 17.85	\$ 2.63
So. Dakota-Sioux Falls	\$ 55.00	\$ 21.53	\$ 6.82	N/A	\$ 12.07	\$ 2.63
Iowa-Des Moines	\$ 61.00	\$ 23.63	\$ 7.35	N/A	\$ 13.65	\$ 2.63
Iowa-OTH	\$ 55.00	\$ 21.53	\$ 6.82	N/A	\$ 12.07	\$ 2.63
Minnesota-Minnpls	\$ 76.00	\$ 29.92	\$ 9.45	N/A	\$ 17.85	\$ 2.63
Oklahoma-Brkn Bow	\$ 55.00	\$ 21.53	\$ 6.82	N/A	\$ 12.07	\$ 2.63
Oklahoma-OKC	\$ 61.00	\$ 23.63	\$ 7.35	N/A	\$ 13.65	\$ 2.63
Michigan-Detroit	\$ 56.00	\$ 21.52	\$ 6.82	N/A	\$ 12.07	\$ 2.63
Washington DC	\$ 76.00	\$ 29.92	\$ 9.45	N/A	\$ 17.85	\$ 2.63

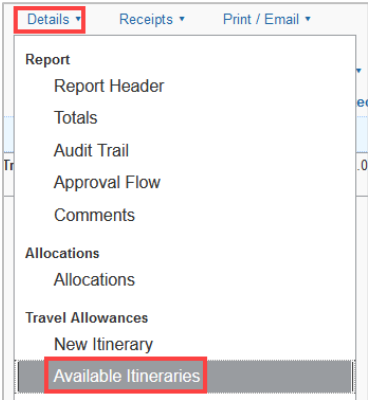
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Once all expenses have been entered, the traveler must submit the expense report for reimbursement.

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**.

