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:
  - 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

Enter travel information on the expense report header and click Next >. Select Yes on the Travel Allowance pop-up window.
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**.
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 Washington, D.C. example, the traveler qualified for the maximum allowable reimbursement rate; therefore, **$27.48** should be entered 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**.