

EXPENSE REPORT FOR ONE-DAY TRIP

TRAVEL APPLICATION

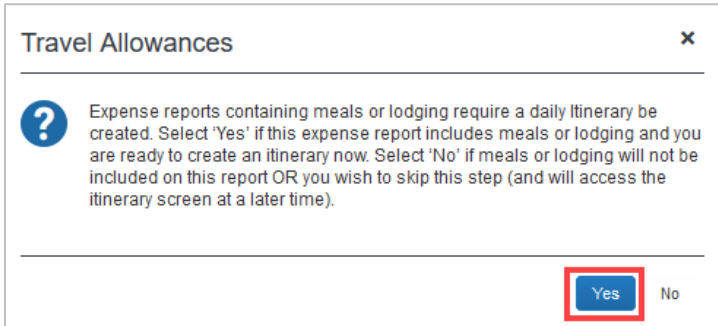
Expense

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.



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Updated October 28, 2021

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

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.

Travel Allowances For Report: Washington DC

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

Choose start date: 10/01/2021 | Go

Exclu...	Date	Start Location	Depart	End Location	Arrive	Depart	Back At ...	Hours
<input type="checkbox"/>	10/01/2021 Friday	Omaha, Nebraska	5:00 AM	Washington DC, District of Colum...	7:00 AM	9:00 PM	11:30 PM	18:30
<input type="checkbox"/>	10/02/2021 Saturday							
<input type="checkbox"/>	10/03/2021 Sunday							
<input type="checkbox"/>	10/04/2021 Monday							
<input type="checkbox"/>	10/05/2021 Tuesday							

Save Itineraries

Go to Standard Itinerary | Cancel

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

Travel Allowances For Report: Washington DC

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

Choose start date: 10/01/2021

Exclu...	Date	Start Location	Depart	End Location	Arrive	Depart	Back At ...	Hours
	10/01/2021 Friday	Itinerary has been created						
<input type="checkbox"/>	10/02/2021 Saturday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	10/03/2021 Sunday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	10/04/2021 Monday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	10/05/2021 Tuesday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Travel Allowances For Report: Washington DC

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

Assigned Itineraries

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: 10/01/2021 Washington DC				
Omaha, Nebraska	10/01/2021 05:00 AM	Washington DC, District of Colu...	10/01/2021 07:00 AM	DISTRICT OF COLUMBIA, US-...
Washington DC, District of Colu...	10/01/2021 09:00 PM	Omaha, Nebraska	10/01/2021 11:30 PM	DOUGLAS COUNTY, US-NE, US

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

Travel Allowances For Report: Washington DC

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

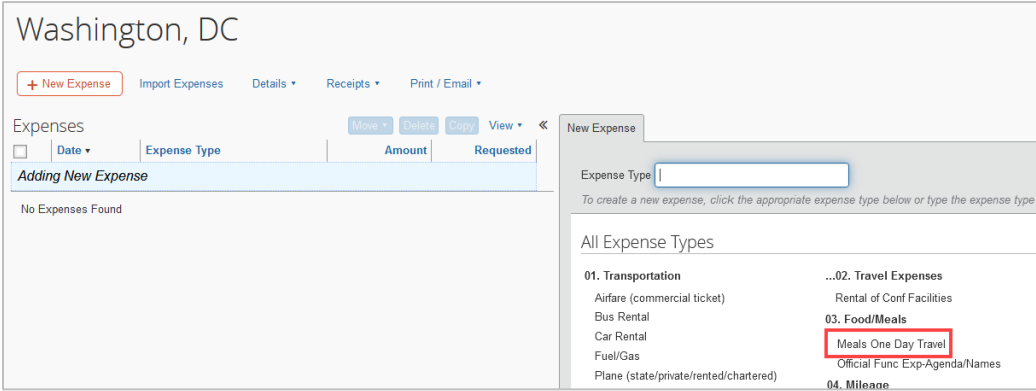
Show dates from to

Exclude All	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input checked="" type="checkbox"/>	10/01/2021 Washington DC, District o...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00

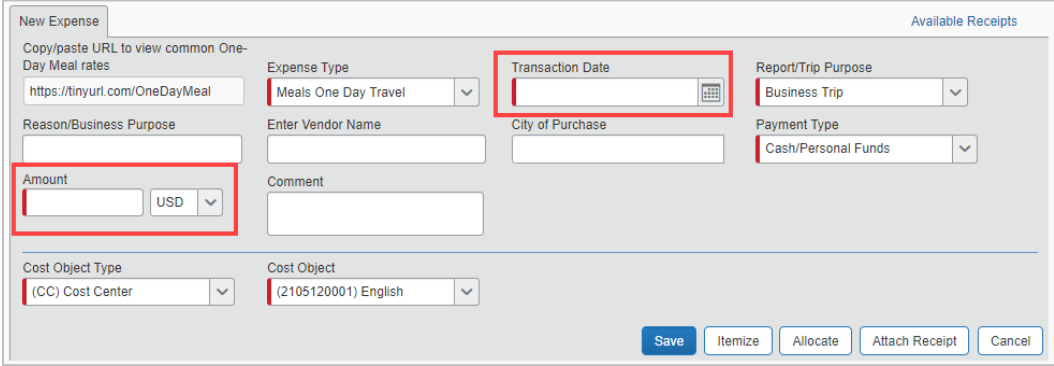
Click **Create Expenses**.

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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 Washington, D.C. example, the traveler qualified for the maximum allowable reimbursement rate; therefore, **\$27.48** should be entered in the amount field.

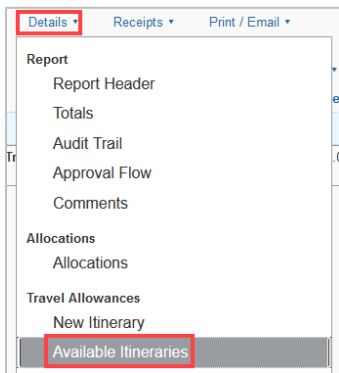
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*****Adjusted Per Diem Rates*****					
State-City	Standard Federal GSA	Maximum Allowable Nebraska Rate	Breakfast	Lunch Not Allowed	Dinner
Nebraska-Omaha	\$ 64.00	\$ 22.40	\$ 3.50	N/A	\$ 12.60
Nebraska-All OTH	\$ 59.00	\$ 20.48	\$ 3.50	N/A	\$ 11.38
Missouri-KC, ST.Louis	\$ 64.00	\$ 22.40	\$ 3.50	N/A	\$ 12.60
Missouri-All OTH	\$ 59.00	\$ 20.48	\$ 3.50	N/A	\$ 11.38
Colorado-Denver	\$ 79.00	\$ 27.48	\$ 3.50	N/A	\$ 14.88
Illinois-Chicago	\$ 79.00	\$ 27.48	\$ 3.50	N/A	\$ 14.88
So. Dakota-Sioux Falls	\$ 59.00	\$ 20.48	\$ 3.50	N/A	\$ 11.38
So, Dakota-Deadwood	\$ 74.00	\$ 26.25	\$ 3.50	N/A	\$ 14.35
Iowa-Des Moines	\$ 64.00	\$ 22.40	\$ 3.50	N/A	\$ 12.60
Iowa-OTH	\$ 59.00	\$ 20.48	\$ 3.50	N/A	\$ 11.38
Minnesota-Minnpls	\$ 79.00	\$ 27.48	\$ 3.50	N/A	\$ 14.88
Oklahoma-Brkn Bow	\$ 59.00	\$ 20.48	\$ 3.50	N/A	\$ 11.38
Oklahoma-OKC	\$ 64.00	\$ 22.40	\$ 3.50	N/A	\$ 12.60
Michigan-Detroit	\$ 64.00	\$ 22.40	\$ 3.50	N/A	\$ 12.60
Washington DC	\$ 79.00	\$ 27.48	\$ 3.50	N/A	\$ 14.88
Memphis, TN	\$ 69.00	\$ 24.33	\$ 3.50	N/A	\$ 13.13

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**.

