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>One-Day Travel Meal Allowances*</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>Departure time is at or before 6:30 a.m.</td>
</tr>
<tr>
<td>Lunch</td>
<td>Not Allowed</td>
</tr>
<tr>
<td>Dinner</td>
<td>Return time is at or after 7 p.m.</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)
EXPENSE REPORT FOR ONE-DAY TRIP

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 Itinerary**. 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.

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.
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**.

![Available Itineraries Screen](image-url)