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 <u>One-Day Trip Meal Calculations quick reference sheet</u> to calculate amounts.

PROCEDURE

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







EXPENSE REPORT FOR ONE-DAY TRIP

Updated October 28, 2021

From the **Create New Itinerary** tab, click Go to Single Day Itineraries

Create New Itinerary Available Itineraries Itinerary Info Itinerary Name Washington, DC Add Stop Delete Rows Import Iti Departure City A A No Itinerary Rows Found	Expenses & Adjustments Selection UNEB_TA_4 tinerary Arrival City	Reimbursable Allowances Summary	New Itinerary Stop
Itinerary Info Itinerary Name Washington, DC Add Stop Delete Rows Import Iti Departure City A A No Itinerary Rows Found	Selection UNEB_TA_4 tinerary Arrival City	Arrival Rate Location	New Itinerary Stop Departure City
Itinerary Name Washington, DC Add Stop Delete Rows Import Iti Departure City ▲ No Itinerary Rows Found	Selection UNEB_TA_4 tinerary Arrival City	Arrival Rate Location	New Itinerary Stop Departure City
Add Stop Delete Rows Import Int Departure City • A No Itinerary Rows Found	tinerary Arrival City	Arrival Rate Location	New Itinerary Stop Departure City
Departure City A A	Arrival City	Arrival Rate Location	Departure City
No Itinerary Rows Found		· · · · · ·	
			Date Time Arrival City Date Time

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 Allo	wances For Report: V	Washington DC						□ >
Single Day	v Itineraries Available I	tineraries Expenses & Adjustments	Reimbursabl	e Allowances Summary				
Choose s	start date 10/01/2021	Go						
Exclu	Date	Start Location	Depart	End Location	Arrive	Depart	Back At	Hours
	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
	10/02/2021 Saturday							
	10/03/2021 Sunday							
	10/04/2021 Monday							
	10/05/2021 Tuesday							
								Save Itineraries
						Go	to Standard Iti	nerary Cancel





EXPENSE REPORT FOR ONE-DAY TRIP

Travel Quick **Reference** Guide

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

igle Day	Itineraries	Available	Itineraries	Expenses & Adjustments	Reimbursabl	e Allowances Summary				
hoose s	tart date 10	/01/2021	G	o						
xclu	Date		Start Loc	ation	Depart	End Location	Arrive	Depart	Back At	Hours
	10/01/2021	Friday	İtinerary h	as been created						
	10/02/2021	Saturday								
	10/03/2021	Sunday								
	10/04/2021	Monday								
	10/05/2021	Tuesday								
			A 141							
			A 141	1d2 - 4 - 84k 24						
										Save Itiner

From the Assigned Itineraries page, click Next >>.

VerAllowances For Report. Was				
eate New Itinerary Available Itinera	ries Expenses & Adjustments	Reimbursable Allowances Summary		
signed Itineraries				
Edit Unassign				
Departure City	Date and Time 🔺	Arrival City	Date and Time	Arrival Rate Location
Itinerary: 10/01/2021 Washi	ngton 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.

Fravel Allowances For Re	eport: Washington DC				□ :
Create New Itinerary Ava	ilable Itineraries Expenses & Adjus	stments Reimbursable Allow	ances Summary		
Show dates from	to iiii	Go			
Exclude All 🗹	Date/Location 🔺	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
	10/01/2021 Washington DC, District o				\$0.00





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Select the Meals One Day Travel expense type.

Washington, DC		
+ New Expense Import Expenses Details • Receipts • Print / Email •		
Expenses Move View Vie	New Expense	
Date - Expense Type Amount Requested		
Adding New Expense	Expense Type	
No Expanses Found	To create a new expense, click the appropria	ate expense type below or type the expense type
no Expenses i ounu	All Expense Types	
	01. Transportation	02. Travel Expenses
	Airfare (commercial ticket)	Rental of Conf Facilities
	Bus Rental	03. Food/Meals
	Car Rental	Meals One Day Travel
	Fuel/Gas	Official Func Exp-Agenda/Names
	Plane (state/private/rented/chartered)	04. Mileage

Enter the transaction date and amount, then click save. The reimbursable amount is dependent on travel status start and end times. Use the <u>One-Day Trip Meal Calculations</u> <u>reference sheet</u> to calculate amount. Receipts are not required.

New Expense			Available Receipts
Copy/paste URL to view common One- Day Meal rates	Expense Type	Transaction Date	Report/Trip Purpose
https://tinyurl.com/OneDayMeal	Meals One Day Travel		Business Trip
Reason/Business Purpose	Enter Vendor Name	City of Purchase	Cash/Personal Funds
Amount USD V	Comment		
Cost Object Type (CC) Cost Center	Cost Object (2105120001) English		
		Save	mize Allocate Attach Receipt Cancel

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.





EXPENSE REPORT FOR ONE-DAY TRIP

Travel Quick Reference Guide

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		*******************Adj	usted Per Diem	Rates *****	******
	Standard				
	Federal	Maximum Allowable		Lunch Not	
State-City	GSA	Nebraska Rate	Breakfast	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.

el Allowances For Report: Washir	ngton DC			
ate New Itinerary Available Itinerarie	Expenses & Adjustments	Reimbursable Allowances Summary		
signed Itineraries				
Edit Unassign				
Departure City	Date and Time 🔺	Arrival City	Date and Time	Arrival Rate Location
Itinerary: 12/01/2021 Washing	gton 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 00:00 PM	Omaha Nobracka	10/01/2021 11:20 PM	DOUGLAS COUNTY US NELLS



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