

A **Mileage** expense type is selected when a personal vehicle will be used. This will allow the traveler to submit an expense report for the actual miles traveled in a personal vehicle.

i Effective September 15, 2021, NSCS travelers have two options for mileage on the expense report:

- Mileage/Personal car
- Mileage – NSCS Fleet Declined (select this option if a fleet car was available, yet traveler elected to use personal car).

A **Fuel/Gas** expense type is selected when fuel/gas will be purchased for a rental vehicle.

Travel Request

Request AR3R
Attachments ▾ | Print / Email ▾ | Delete Request | Submit Request

Request/Trip Name: Denver, CO
Status: Not Submitted

Reason/Business Purpose: HR meeting
Amount: \$53.20

Request Header
Segments
Expenses
Approval Flow
Audit Trail

+ New Expense
Delete
«

<input type="checkbox"/>	Date	Expense Type	Amount	Requested
<input type="checkbox"/>	05/29/2021	Meal (per diem)	\$53.20	\$53.20

TOTAL AMOUNT
TOTAL REQUESTED

\$53.20
\$53.20

Expense Type:

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

01. Transportation

Fuel/Gas

Plane (state/private/rented/chartered)

Taxi/Shuttle/Train/Bus

03. Food/Meals

Meal (per diem)

Official Func Exp-Agenda/Names

04. Mileage

06. Other

Misc Travel-parking/tolls/etc

Registration/Conf Fees

Team/Group Costs

Zero \$ Trip

Expense Report

+ New Expense
Import Expenses
Details ▾
Receipts ▾
Print / Email ▾

Expenses
Move ▾ | Delete | Copy | View ▾ | «

Adding New Expense

No Expenses Found

TOTAL AMOUNT
TOTAL REQUESTED

\$0.00
\$0.00

Expense Type:

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

01. Transportation

Airfare (commercial ticket)

Bus Rental

Car Rental

Fuel/Gas

Plane (state/private/rented/chartered)

Taxi/Shuttle/Train/Bus

02. Travel Expenses

Lodging

Lodging/Conference Rate

Rental of Conf Facilities

03. Food/Meals

...03. Food/Meals

Official Func Exp-Agenda/Names

04. Mileage

Mileage/Personal Car

Mileage-NSCS Fleet Declined

05. Office Expenses & Supplies

Copy Charges

Educational Supplies

Office Supplies

Research/Lab Supplies

Supplies (Auto & Repair)

06. Other

...06. Other

Job Applicant

Laundry/Dry Cleaning

Misc Travel-parking/tolls/etc

Phone/Fax/Internet

Registration/Conf Fees

Subscriptions/Fees/Dues

Subsistence/Student Exp

Visa/Vaccinations (if required)

Personal Expense

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