

T&E QUARTERS FOR KURES QUICK TIPS SHEET

Expense Report Entry
Ola Faucher User Defaults Report ID: NEXT

General Information

*Description: Boulder, CO 2/14-16/2016 Comment: Enter Comments Here:
2/16 - Lunch Provided

*Business Purpose: Conference Multi Site Trip Reference:

Default Location: Out-of-state **1**

*Date Receipts Received: 02/22/2016

Departure Date / Time: 02/14/2016 11 : 00 AM **2**

Return Date / Time: 02/16/2016 10 : 00 PM

Accounting Defaults Apply Cash Advance(s) More Options: GO

Details Personalize Find View All First 1-4 of 4 Last

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	MEALS AND INCIDENTALS	02/14/2016	45.00	USD	Reimbursemen	Out of S	*Detail +
<input type="checkbox"/>	MEALS AND INCIDENTALS	02/15/2016	60.00	USD	Reimbursemen	Out of S	*Detail + 3
<input type="checkbox"/>	MEALS AND INCIDENTALS	02/16/2016	39.00	USD	Reimbursemen	Out of S	*Detail + 4

The T&E module calculates meals per diem in 'quarters' within the system based on the total amount of hours entered as the start/end travel times each day.

1 Default Location. For KURES funded travel prior to 4/1/16 select 'Out-of-state', 'In-state', or 'International'. After 4/1/16 KURES will be using CONUS locations, and a specific CONUS location should be entered instead of 'In-state', 'Out-of-state', etc.

2 Departure Date/Time. Enter the time and date the traveler left and returned. These times do not pull through to each individual 'Meals & Incidentals' expense line.

3 Meals & Incidentals | Main T&E Panel. For KURES reimbursement rates select 'MEALS AND INCIDENTALS-RS ONLY' as the expense type.

4 Meals & Incidentals | Detail Panel. To enter the detail information on each expense row click the *Detail button.

Expense Detail for MEALS AND INCIDENTALS-RS ONLY (Line 1)
Ola Faucher Report ID: NEXT

About This Expense

*Expense Date: 02/14/2016

*Payment Type: Reimbursements No Receipt

*Billing Type: Out of State Non-Reimbursable

*Start Time (HH:MI): 11:00AM

*End Time (HH:MI): 11:59PM

*Location: Out-of-state

Description:

*Amount Spent: 45.00 Refresh Per Diem Amounts

*Currency: USD

*Exchange Rate: 1.00000000 Default Rate

Reimbursement Amt: 45.00 USD **4A**

Expense Detail for MEALS AND INCIDENTALS-RS ONLY (Line 3)
Ola Faucher Report ID: NEXT

About This Expense

*Expense Date: 02/16/2016

*Payment Type: Reimbursements No Receipt

*Billing Type: Out of State Non-Reimbursable

*Start Time (HH:MI): 12:00AM

*End Time (HH:MI): 10:00PM

*Location: Out-of-state

Description:

*Amount Spent: 39.00 Refresh Per Diem Amounts

*Currency: USD

*Exchange Rate: 1.00000000 Default Rate

Reimbursement Amt: 39.00 USD

A. Departure: Enter the expense date, billing type, per diem deductions (if any), and start/end times. In this example, the traveler left at 11:00 AM and traveled the rest of the day so the end time is left at the default value of 11:59 PM.

B. Full Travel: Enter the expense date, billing type, per diem deductions (if any), and start/end times. In this example, the start/end times should be left as the default values (12:00 AM to 11:59 PM) to signify travel for the entire day.

C. Return: Enter the expense date, billing type, per diem deductions (if any), and start/end times. In this example, the traveler returned home at 10:00 PM so this is reflected in the 'End Time' and the 'Start Time' is left to the default value of 12:00 AM.

Expense Detail for MEALS AND INCIDENTALS-RS ONLY (Line 2)
Ola Faucher Report ID: NEXT

About This Expense

*Expense Date: 02/15/2016

*Payment Type: Reimbursements No Receipt

*Billing Type: Out of State Non-Reimbursable

*Start Time (HH:MI): 12:00AM

*End Time (HH:MI): 11:59PM

*Location: Out-of-state

Description:

*Amount Spent: 60.00 Refresh Per Diem Amounts

*Currency: USD

*Exchange Rate: 1.00000000 Default Rate

Reimbursement Amt: 60.00 USD **4B**

Per Diem Deductions Report ID: NEXT

Please select all expenses that were paid by an establishment or an individual other than yourself.

Per Diem Amount: 0.00 USD

Expense Type	Deduction Percentage	Deduction Flag
BREAKFAST DEDUCTION - %	15.00	<input type="checkbox"/>
LUNCH DEDUCTION - %	35.00	<input checked="" type="checkbox"/>
DINNER DEDUCTION - %	50.00	<input type="checkbox"/>

OK Cancel **5**

Note: Always remember to click Refresh Per Diem Amounts to update totals and save entries made in the Expense Detail panel before returning to the main Expense Report panel or data may not update properly.

5 Meals Provided. Meals provided during travel are entered on the Expense Detail page by clicking 'Per Diem Deductions'. Simply check the 'Deduction Flag' box next to the meal provided and the system will adjust the per diem automatically.

Note: Meals provided will still need to be entered in comments for auditing purposes.

KURES Funding but UKANS Rates (Prior to 4/1)?

Follow the same instructions, except choose a specific city/state as the 'Default Location' and choose 'MEALS AND INCIDENTALS' (without the RS) as the expense type.