

# SAME DAY TRAVEL PER DIEM REIMBURSEMENT

Create Expense Report

## Expense Report Entry

Ola Faucher      User Defaults      Report ID: NEXT

General Information

**1** \*Description: Wichita, KS 4/5/16      Comment: Same day travel - no lodging. **2**  
Normal work day is 8-4 (8 hours). Total travel time is 12 hours, and this is >= 3 hours past their normal working schedule so they may be reimbursed for one meal per diem.

\*Business Purpose: Meeting      Multi Site Trip

Default Location: KS, WICHITA **3**      Reference:

\*Date Receipts Received: 04/05/2016      Departure Date / Time: 04/05/2016 07:00 AM **4**      Return Date / Time: 04/05/2016 07:00 PM

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

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

\*Overview

Select	*Expense Type <b>5</b>	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	<b>6</b>
<input type="checkbox"/>	MEALS AND INCIDENTALS	04/05/2016	20.65	USD	Reimbursement	In State	*Detail

Same day travel that is three or more hours more than an employee's normal work day should be reimbursed for one per diem meal. The travel location must be greater than 30 miles from their normal employee location.

**1 Header Information.** Enter the travel description, business purpose, etc. as normal in the header location of the Expense Report.

**2 Comment.** In the comment section make note of the same day travel reimbursement.

**3 Default Location.** Select the CONUS default location.

**4 Departure/Return Times.** Enter the correct departure/return date and time for the same day travel.

**5 Expense Type.** Select the 'MEALS AND INCIDENTALS' expense type from the list. Enter the correct expense date.

**6 Expense Detail.** Click on the \*Detail button on the 'MEALS AND INCIDENTALS' expense row to open the expense detail panel. Verify that the expense date, billing type, and location are correct.

**Note: DO NOT EDIT THE START/END TIMES IN THIS PANEL!**

**7 Per Diem Deductions.** Click the 'Per Diem Deductions' button on the Expense Detail panel to navigate to the Per Diem Deductions panel. Check the boxes of the meals you are NOT reimbursing the traveler for. Click OK, and note that the \*Amount Spent has updated in the Expense Detail panel and on the overall Expense Report.

**Note: In this example, the traveler is being reimbursed for lunch. The breakfast and dinner deduction flag check boxes are marked to indicate that they are not being reimbursed for those meals.**

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## Expense Detail for MEALS AND INCIDENTALS (Line 1)

Ola Faucher      Report ID: NEXT

About This Expense **6**

\*Expense Date: 04/05/2016

\*Payment Type: Reimbursements      No Receipt

\*Billing Type: In State      Non-Reimbursable

\*Start Time (HH:MI): 12:00 AM **7**

\*End Time (HH:MI): 7:59 PM

\*Location: KS, WICHITA

Description:

\*Amount Spent: 20.65      Refresh Per Diem Amounts

\*Currency: USD

\*Exchange Rate: 1.00000000      Default Rate

Reimbursement Amt: 20.65 USD

Accounting Detail  
Receipt Split  
Per Diem Deductions

Check Expense For Errors

Return to Expense Report

Create Expense Report

## 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: 59.00 USD

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

OK      Cancel