

Expense Reports

Steps to create an Expense Report:

1. Click on **Create** which is under **Expense Reports**



Approvals Needed
2 Expense Reports

Approved



Expenses

Create

Do you need help with finding your department's team? If so, please use our [Travel Process](#)

1
Draft

View All
Submitted



Big Blue Team - Sharon Kelly



Lion Team - Erica Paredes

Monday

Expense Reports



MELISSA SNOWDEN
Old Dominion University

3

PDF ▾

Images

Cancel

Save

2

Expenses For MELISSA SNOWDEN

Report Name AGA Conference/Philadelphia PA/April 2024

Pay Me In USD - US Dollars

StartDate 04/10/2024 

EndDate 04/12/2024 

Travel Type Domestic US ▾

Travel Reason Conference ▾

City Philadelphia PA

Business Purpose Professional Development

Meals and Incidental Expenses (M&IE)

Meals and Incidental Expenses (M&IE) are reimbursable on a per diem basis for overnight business travel more than 25 miles outside of the traveler's official station.

Utilize the per diem rates posted on GSA.gov to determine the allowable M&IE based on the physical location where you lodge.

Incidentals are included in the M&IE per diem rate. Incidentals are
reimbursed at the flat rate of \$5.00 for each day of overnight travel,
or \$3.75 on the travel day.

Incidentals are not reimbursed for travel days that are not overnight.
Incidentals are not reimbursed for travel days that are not overnight.

Meals and Incidental Expenses (M&IE)

Guidelines for claiming M&IE:

- No receipts are required

- Per diem can only be claimed for overnight travel outside the official station (more than 25 miles from the basepoint)

- Only 75% of the allowable per diem can be claimed on travel days (trip departure and return days)

M&IE must be reduced for any applicable meals that are included or provided as complimentary meals by the hotel, included with airfare, or provided by the conference organizer.

Meal Expense Input

Steps to input IE per diem:

1. Click on the expense tile for Meals on the right or click on the plus symbol (+) to the left of Add Expenses to view the expense tiles

2. Select Per Diem Wizard and complete the form

3. Start Date - Input the first day of business travel

4. End Date – Input the last day of the business trip

5. Days – The number of days for the business trip



MELISSA SNOWDEN 
Old Dominion University

Add
Expenses

2

All

Trips

Analysis and

S

2. Planning

i

Start Date

3

04/17/2024

End Date

4

04/19/2024



Days

5

3

Comments

6

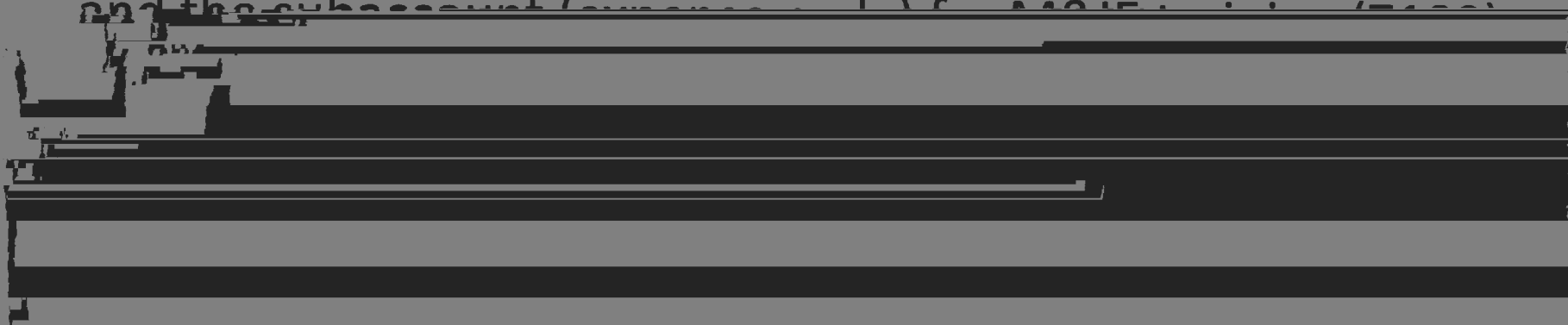
esc o



Meal and Incidentals

Steps to input : IE per diem:

7. Location – Type in the city or county and state based on the physical location of the hotel or place where you lodged.
8. Allocation – Input the department budget code on the first line and the subaccount (expense code) 6 – 54915 – 1 – 1 (7100)



Meals and Incidentals

Location 7 Washington District Of Columbia District of Columbia

Allocation

8

1PC01 ACCOUNTS PAYABLE 011001

Meals & Incidentals (Training) 7100

Add Allocation

9

Add Entries

Cancel

Meals and Incidental Expenses (M&IE)

Steps to input per diem:

10. Click on the per diem for the first and last days of the trip and click on Travel Day to reduce per diem to 75% of the allowable rate.

Reduce daily per diem for any meals provided by the hotel or conference sponsor.

Deduct meals provided by clicking on the date of the per diem, and click on the specific meal to record a check mark.

Additional deductions may also be taken to reduce per diem.

11. Add the Deductible Meals and Incidental Expenses (M&IE) to the per diem.



X Wed, 04/17/2024 Washington, District of Columbia (DC), United States 59.25 USD

X Thu, Washington, 79.00

Deductibles

10

- Breakfast
- Lunch
- Dinner

Travel Day
Additional Deduction

11

Clear All



Add to Report