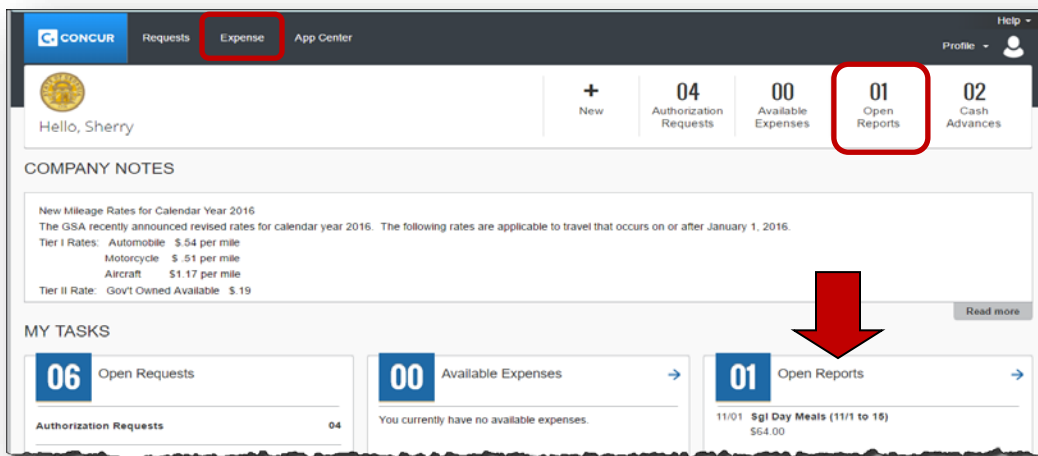


Add Additional Travel Allowances to an In State Expense Report

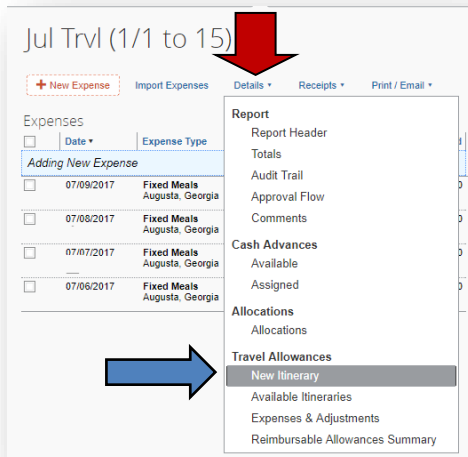


You may add additional Travel Allowances to In State Expense Reports that already have Travel Allowances processed and appearing as Fixed Meals expenses. You may add Single Day and Multiple Day Travel Allowances to the same In State Expense Report.

- Select an existing report from the **Expense** tab, **Quick Taskbar** or **My Tasks** sections on the Home page. Click on an existing Expense Report name to open it.



- Click on the **Details** tab.
- Select **New Itinerary** under the Travel Allowances section



- The *Create New Itinerary* window opens. The first per-diem selection processed on the Expense Report becomes fixed (grayed out) as the default **Selection** for that Expense Report. However, both Single and Multiple In State Travel Allowances may be created on the **same** In State Expense Report *regardless* of which of the two **Selections** for In State Per Diem were used to create the first Travel Allowance on that Expense Report.

Travel Allowances For Report: Jul Trvl (1/1 to 15)

Create New Itinerary Available Itineraries Expenses & Adjustments Reimbursable Allowances Summary

Itinerary Info

Itinerary Name
Jul Trvl (7/1 to 15)

Selection
Multiple Day Per Diem - In State (S)

Note: *Multiple Day Per Diem - In State* is to be use ONLY to calculate Travel Allowances associated with In State Travel with overnight stays. Single Day Per Diem can be used to calculate Single Day Travel Allowances associated with any Travel.

Travel Allowances For Report: July InState Travel (7/16 -31)

Create New Itinerary Available Itineraries Expenses & Adjustments Reimbursable Allowances Summary

Itinerary Info

Itinerary Name
July InState Travel (7/16 -31)

Selection
2. Single Day Per Diem (SAO)

Go to [Adding a Multiple Day Per Diem-In State](#) to an existing In State Expense Report.

Go to [Adding a Single Day Per Diem](#) to an existing In State Expense Report.

Option 1: To add a Travel Allowance for a Multiple Day Per Diem – In State

- The Travel Allowances entry form defaults to the *Create New Itinerary* (multiple day meals) *regardless* of the first In State Per Diem type entered on the Expense Report.
- Enter the **FIRST** leg of your multiple day in-state trip
 - Enter the location you left from in the **Depart from** field
 - Enter the data you left in the **Date** field
 - Enter *mm/dd/yyyy* or click on the Calendar icon to select a date
 - Enter the time you departed in the **Time** field
 - You must enter AM or PM
 - Enter the location where you spent the night in the **Arrive in** field
 - Per Diem rate is determined by the location where you spent the night, generally the location of the hotel.
 - The second **Date** field will default to the date entered above
 - Enter the time of your arrival in the second **Time** field
 - You must enter AM or PM
 - Click on **Save** to save the information for the 1st leg of your trip

Travel Allowances For Report: July InState Travel (7/16-31)

Create New Itinerary | Available Itineraries | Expenses & Adjustments | Reimbursable Allowances Summary

Itinerary Info

Itinerary Name: July InState Travel (7/16-31) Selection: Multiple Day Per Diem - In State

Add Stop | Delete Rows | Import Itinerary

	Departure City	Arrival City	Arrival Rate Location
No Itinerary Rows Found			

New Itinerary Stop

Departure City: Alpharetta, Georgia

Date: 07/05/2017 Time: 6:00 AM

Arrival City: Savannah, Georgia

Date: 07/05/2017 Time: 10:00 AM

Save

Go to Single Day Itineraries | Next >> | Done

- The first leg of the trip will appear on the left side.

Travel Allowances For Report: July InState Travel (7/16-31)

Edit Itinerary | Available Itineraries | Expenses & Adjustments | Reimbursable Allowances Summary

Itinerary Info

Itinerary Name: July InState Travel (7/16-31) Selection: Multiple Day Per Diem - In State (St)

Add Stop | Delete Rows | Import Itinerary

	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Alpharetta, Georgia 07/05/2017 06:00 AM	Savannah, Georgia 07/05/2017 10:00 AM	CHATHAM COUNTY, US-G...

New Itinerary Stop

Departure City: Savannah, Georgia

Date: Time:

- Now enter the NEXT or LAST leg of your trip

NOTE: You must enter EVERY location you spent the night. If you spent one night in Savannah and another in Valdosta you must enter each location as a leg. Per Diem associated with an overnight stay is calculated based where you spend the night when claiming Per diem associated with an overnight stay.

- The location you are leaving defaults in **Depart from** field
 - You may correct if necessary
- Enter the data you left in the **Date** field
 - Enter mm/dd/yyyy or click on the Calendar icon to select a date
- Enter the time you departed in the **Time** field
 - You must enter AM or PM
- Enter your arrival location in the **Arrive in** field
 - DO NOT USE locations that have (Single Day) in the name
- The second **Date** field will default to the date entered above
- Enter the time of your arrival in the second **Time** field
 - You must enter AM or PM
- Click on **Save** to save the information for the last leg of your trip

Travel Allowances For Report: December Biz Travel (12/15-31)

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: December Biz Travel (12/15-31) Selection: 1. Multiple Day Per Diem (SAO)

Departure City	Arrival City	Arrival Rate Location
Alpharetta, Georgia 12/16/2016 07:00 AM	Savannah, Georgia 12/16/2016 11:00 AM	CHATHAM COUNTY, US-G...

New Itinerary Stop

Departure City: Savannah, Georgia

Date: 12/19/2016 Time: 4:00 PM

Arrival City: Alpharetta, Georgia

Date: 12/19/2016 Time: 8:00 PM

Save

Go to Single Day Itineraries Next => Cancel

- The last leg of the trip will appear on the left side.

Travel Allowances For Report: July InState Travel (7/16-31)

Edit Itinerary Available Itineraries Expenses & Adjustments Reimbursable Allowances Summary

Itinerary Info

Itinerary Name: July InState Travel (7/16-31) Selection: Multiple Day Per Diem - In State (St)

Departure City	Arrival City	Arrival Rate Location
Alpharetta, Georgia 07/05/2017 06:00 AM	Savannah, Georgia 07/05/2017 10:00 AM	CHATHAM COUNTY, US-G...
Savannah, Georgia 07/08/2017 03:00 PM	Alpharetta, Georgia 07/08/2017 07:00 PM	FULTON COUNTY, US-GA...

New Itinerary Stop

Departure City: Alpharetta, Georgia

Date: Time:

Add Stop Delete Rows Import Itinerary

NOTE: If you returned from an in-state trip with an overnight stay and left for another in-state trip with an overnight stay on the same day, you must enter them as a continuous trip for Per Diem entry purposes.

Example: You left Atlanta on 7/19 and went to Savannah, left Savannah on the 21st to go to Valdosta, left Valdosta to return to Atlanta on the 22nd and left Atlanta on the same day (the 22nd) to go to Chicago and finally left Chicago on the 25th to return to Atlanta. Both trips would need to be entered as one continuous trip or you will not be reimbursed for the correct Per Diem.

- Click **Next**.

Travel Allowances For Report: July InState Travel (7/16-31)

Edit Itinerary | Available Itineraries | Expenses & Adjustments | Reimbursable Allowances Summary

Itinerary Info

Itinerary Name: July InState Travel (7/16-31) | Selection: Multiple Day Per Diem - In State (St)

Add Stop | Delete Rows | Import Itinerary

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Alpharetta, Georgia 07/05/2017 06:00 AM	Savannah, Georgia 07/05/2017 10:00 AM	CHATHAM COUNTY, US-G...
<input type="checkbox"/>	Savannah, Georgia 07/08/2017 03:00 PM	Alpharetta, Georgia 07/08/2017 07:00 PM	FULTON COUNTY, US-GA...

New Itinerary Stop

Departure City: Alpharetta, Georgia

Date: [] Time: []

Arrival City: []

Date: [] Time: []

Save

Go to Single Day Itineraries | Next >> | Done

- The Itineraries you just assigned will appear
- Click **Next**

Travel Allowances For Report: July InState Travel (7/16-31)

1 Create New Itinerary | 2 Available Itineraries | 3 Expenses & Adjustments | 4 Reimbursable Allowances Summary

Assigned Itineraries

Edit | Unassign

<input type="checkbox"/>	Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
<input checked="" type="checkbox"/>	Itinerary: July InState Travel (7/16-31)				
<input type="checkbox"/>	Alpharetta, Georgia	07/05/2017 06:00 AM	Savannah, Georgia	07/05/2017 10:00 AM	CHATHAM COUNTY, US-GA, US
<input type="checkbox"/>	Savannah, Georgia	07/08/2017 03:00 PM	Alpharetta, Georgia	07/08/2017 07:00 PM	FULTON COUNTY, US-GA, US

Available Itineraries

Current Itineraries | Delete | Assign

<input type="checkbox"/>	Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
No Available Itineraries Found					

<< Previous | Next >>

- The Travel Allowances (Meals Per Diem) Appear
- Click on any *Breakfast*, *Lunch* or *Dinner* that was provided to exclude that meal period per diem per the Statewide Travel Policy. The system will adjust your Per Diem reimbursement amount for that day
- Click on **Create Expenses**

Travel Allowances For Report: July InState Travel (7/16-31)

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments 4 Reimbursable Allowances Summary

Start dates from to

Exclude All <input type="checkbox"/>	Date/Location ▲	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	07/05/2017 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$36.00
<input type="checkbox"/>	07/06/2017 Savannah, Georgia	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$20.00
<input type="checkbox"/>	07/07/2017 Savannah, Georgia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$29.00
<input type="checkbox"/>	07/08/2017 Savannah, Georgia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$29.00

<< Previous Next >> **Create Expenses** Cancel

- An Expense Entry called **Fixed Meals** will be created in your Expense Report for each eligible Travel Allowance.

Expenses Move Delete Copy View

<input type="checkbox"/>	Date ▼	Expense Type	Amount	Requested
<i>Adding New Expense</i>				
<input type="checkbox"/>	07/08/2017	Fixed Meals Savannah, Georgia	\$29.00	\$29.00
<input type="checkbox"/>	07/07/2017	Fixed Meals Savannah, Georgia	\$29.00	\$29.00
<input type="checkbox"/>	07/06/2017	Fixed Meals Savannah, Georgia	\$20.00	\$20.00
<input type="checkbox"/>	07/05/2017	Fixed Meals Savannah, Georgia	\$36.00	\$36.00
			TOTAL AMOUNT	TOTAL REQUESTED
			\$114.00	\$114.00

Option 2: To add a Travel Allowance for Single Day Per Diem for In State Travel:

- The Travel Allowances entry form opens by default to the *Create New Itinerary* (multiple day meals) *regardless* of the first In State Per Diem type entered on the In State Expense Report.
- Select **Go to Single Day Itineraries** at the bottom right.

Travel Allowances For Report: Jul Trvl (1/1 to 15)

Create New Itinerary | Available Itineraries | Expenses & Adjustments | Reimbursable Allowances Summary

Itinerary Info

Itinerary Name: Jul Trvl (7/1 to 15) | Selection: Multiple Day Per Diem - In State (Si)

Add Stop | Delete Rows | Import Itinerary

Departure City	Arrival City	Arrival Rate Location
No Itinerary Rows Found		

New Itinerary Stop

Departure City: []

Date: [] | Time: []

Arrival City: []

Date: [] | Time: []

Save

Go to Single Day Itineraries | Next >> | Done

- A confirmation box pops up; click **Yes** to confirm that you want to change to *Single Day Itineraries*.

Please Confirm

Your changes may be lost if you proceed. Would you like to save these changes?

Yes | No | Cancel

- Select **Go to Standard Itineraries** at the bottom of the window again to switch to the *Single Day Itinerary* entry form.

- The *Single Day Itinerary* entry form opens
- The form opens with 7 days of dates automatically selected for the dates closest to the date on your computer.
 - Enter the date you want to begin entering information for in **Choose Start Date**.
 - Enter *mm/dd/yyyy* or use the calendar icon to select the date.
 - Click **Go**

- The entry form now displays 7 days starting with the date you selected.
 - If days were already used to claim Travel Allowance on this or another In State Expense Report, the form will indicate that the itinerary already exists.

Travel Allowances For Report: Jul Trvl (7/1 to 15)

Single Day Itineraries Available Itineraries Expenses & Adjustments Reimbursable Allowances Summary

Choose start date 07/08/2017 Go

Exclu...	Date	Start Location	Depart	End Location	Arrive	Depart	Back At ...	Hours
	07/08/2017 Saturday	An itinerary already exists for this day						
	07/09/2017 Sunday	An itinerary already exists for this day						
<input type="checkbox"/>	07/10/2017 Monday							
<input type="checkbox"/>	07/11/2017 Tuesday							
<input type="checkbox"/>	07/12/2017 Wednes...							
<input type="checkbox"/>	07/13/2017 Thursday							
<input type="checkbox"/>	07/14/2017 Friday							

- For each day you want to claim a Travel (Meal Per Diem) Allowance enter your starting location for that date in **Start Location**.
- Enter the time you left the *Start Location* in **Depart** (using am or pm).
- Enter your last business destination of the day in **End Location**.
 - The Per Diem rate is based on the location of the last business stop of the day
 - Eligibility is based on being away for 12 or more hours (system tracked) and driving more than 50 miles from your residence and Primary Work Station on a work assignment (honor system).
- Enter the time you arrived at this final destination in **Arrive**.
- Enter the time you left the last business location of the day in **Depart**.
- Enter the time you arrived back at your point of origin in **Back at Origin**.
- Click in the **Hours** column to display the calculated travel status hours.
 - If you were on travel status 12 hours or more, you will be eligible for the Travel Allowance.
 - The state also requires that you travel more than 50 miles to and from your home and office, that is on the honor system

Travel Allowances For Report: Jul Trvl (7/1 to 15)

Single Day Itineraries Available Itineraries Expenses & Adjustments Reimbursable Allowances Summary

Choose start date 07/08/2017 Go

Exclu...	Date	Start Location	Depart	End Location	Arrive	Depart	Back At ...	Hours
	07/08/2017 Saturday	An itinerary already exists for this day						
	07/09/2017 Sunday	An itinerary already exists for this day						
<input type="checkbox"/>	07/10/2017 Monday							
<input type="checkbox"/>	07/11/2017 Tuesday	Alpharetta, Georgia	8:00 AM	Ball Ground, Georgia	2:00 PM	5:00 PM	6:30 PM	10:30
<input type="checkbox"/>	07/12/2017 Wednes...	Alpharetta, Georgia	6:00 AM	Centerville, Georgia	2:00 PM	4:00 PM	7:00 PM	13:00
<input type="checkbox"/>	07/13/2017 Thursday							
<input type="checkbox"/>	07/14/2017 Friday							

- When you have entered all the meals for the selected week, click on **Save Itineraries**; the itinerary updates

Travel Allowances For Report: Jul Trvl (7/1 to 15)

Single Day Itineraries | Available Itineraries | Expenses & Adjustments | Reimbursable Allowances Summary

Choose start date: 07/08/2017 [Calendar] [Go]

Exclu...	Date	Start Location	Depart	End Location	Arrive	Depart	Back At ...	Hours
	07/08/2017 Saturday	An itinerary already exists for this day						
	07/09/2017 Sunday	An itinerary already exists for this day						
<input type="checkbox"/>	07/10/2017 Monday							
<input type="checkbox"/>	07/11/2017 Tuesday	Alpharetta, Georgia	8:00 AM	Ball Ground, Georgia	2:00 PM	5:00 PM	6:30 PM	10:30
<input type="checkbox"/>	07/12/2017 Wednes...	Alpharetta, Georgia	6:00 AM	Centerville, Georgia	2:00 PM	4:00 PM	7:00 PM	13:00
<input type="checkbox"/>	07/13/2017 Thursday							
<input type="checkbox"/>	07/14/2017 Friday							

[Save Itineraries] [Go to Standard Itinerary] [Cancel]

NOTE: If you have additional meals to enter for a different week, **Save** the Itinerary and change the date in **Choose start date**, click **Go** and enter that data. You can go back into the Expense Report and add these additional meals any time prior to submitting the Expense Report.

NOTE: Any days where meals have already been requested on ANY Expense Report for the date period displayed will display the message "An itinerary already exists for this day" or "Itinerary has been created." You cannot claim meals for the same day twice.

- Click on the **Available Entries** tab. Scroll down to view all the Itineraries if necessary.

Travel Allowances For Report: Jul Trvl (7/1 to 15)

Single Day Itineraries | Available Itineraries | Expenses & Adjustments | Reimbursable Allowances Summary

Choose start date: 07/08/2017 [Calendar] [Go]

Exclu...	Date	Start Location	Depart	End Location	Arrive	Depart	Back At ...	Hours
	07/08/2017 Saturday	An itinerary already exists for this day						
	07/09/2017 Sunday	An itinerary already exists for this day						
<input type="checkbox"/>	07/10/2017 Monday							
	07/11/2017 Tuesday	Itinerary has been created						
	07/12/2017 Wednes...	Itinerary has been created						
<input type="checkbox"/>	07/13/2017 Thursday							
<input type="checkbox"/>	07/14/2017 Friday							

- The **Available Itineraries** window opens. You may review the meals you just entered.
- Click on the **Expenses & Adjustments** tab.

Travel Allowances For Report: Jul Trvl (7/1 to 15)

Single Day Itineraries Available Itineraries Expenses & Adjustments Reimbursable Allowances Summary

Assigned Itineraries

Edit Unassign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Augusta, Georgia	07/09/2017 03:00 PM	Alpharetta, Georgia	07/09/2017 06:00 PM	FULTON COUNTY, US-GA, US
Itinerary: 07/11/2017 Ball Ground				
Alpharetta, Georgia	07/11/2017 08:00 AM	Ball Ground, Georgia	07/11/2017 02:00 PM	US-GA, UNITED STATES
Ball Ground, Georgia	07/11/2017 05:00 PM	Alpharetta, Georgia	07/11/2017 06:30 PM	FULTON COUNTY, US-GA, US
Itinerary: 07/12/2017 Centerville				
Alpharetta, Georgia	07/12/2017 06:00 AM	Centerville, Georgia	07/12/2017 02:00 PM	US-GA, UNITED STATES
Centerville, Georgia	07/12/2017 04:00 PM	Alpharetta, Georgia	07/12/2017 07:00 PM	FULTON COUNTY, US-GA, US

Available Itineraries

Current Itineraries [v] Delete Assign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
No Available Itineraries Found				

Done

- The Expenses and Adjustments window opens displaying all entered Travel Allowances, not only the ones just added. Any entries that did not meet the 12 hour Travel Status requirement will calculate as \$0.00.
- Click on the check box next to any meal that was provided to you for any days you reported. The system will exclude that meal period from the per diem for that day.
- Click on **Update Expenses** to transfer the meals to the Expense Report .

Travel Allowances For Report: Jul Trvl (7/1 to 15)

Single Day Itineraries Available Itineraries Expenses & Adjustments Reimbursable Allowances Summary

Show dates from [] to [] Go

Exclude All	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	07/06/2017 Augusta, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$36.00
<input type="checkbox"/>	07/07/2017 Augusta, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$36.00
<input type="checkbox"/>	07/08/2017 Augusta, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$36.00
<input type="checkbox"/>	07/09/2017 Augusta, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$36.00
<input type="checkbox"/>	07/11/2017 Ball Ground, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	07/12/2017 Centerville, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$28.00

Update Expenses Cancel

- Expenses called *Fixed Meals* will be in your Expense Report for each additional day you claimed at the allowable reimbursement amounts that an amount greater than \$0.00. Travel Allowance Itineraries that were **not** eligible and any others that calculate at \$0.00 because all the meal periods were marked as excluded, do not

transfer to the Expense Report as a Fixed Meals expense. In our example, the Per Diem for Ball Ground did not meet the Statewide Travel Policy requirement of being away 12 hours or greater and was created with a \$0.00 balance so it was not transferred to the Expense Report.



Jul Trvl (7/1 to 15)

+ New Expense Import Expenses Details Receipts Print / Email

Expenses Move Delete Copy View

<input type="checkbox"/>	Date	Expense Type	Amount	Requested
<i>Adding New Expense</i>				
<input type="checkbox"/>	07/12/2017	Fixed Meals Centerville, Georgia	\$28.00	\$28.00
<input type="checkbox"/>	07/09/2017	Fixed Meals Augusta, Georgia	\$36.00	\$36.00
<input type="checkbox"/>	07/08/2017	Fixed Meals Augusta, Georgia	\$36.00	\$36.00
<input type="checkbox"/>	07/07/2017	Fixed Meals Augusta, Georgia	\$36.00	\$36.00
<input type="checkbox"/>	07/06/2017	Fixed Meals Augusta, Georgia	\$36.00	\$36.00