



Travel Talks

Tuesday 9/30/25



Travel Talks

Today's Agenda

Workday

- Per Diem

- Mileage

- Receipts

Questions

This presentation will be recorded for future viewing

“You will learn a valuable lesson from
a mistake you make today”

-My Fortune Cookie

MEALS. PER. DIEM!

Policy Refresher

Per diem:

- Is an out-of-pocket expense
- Can be claimed if a business trip includes an ***overnight stay***.
- Can only be reimbursed for meals that were not provided by the event
 - Agenda needs to be attached to cross-reference this information
- Is calculated by time spent on travel
 - Two hours prior to flight is allowable to be calculated into this time*

Note: A traveler can request reimbursement for specific meal charges made by supplying receipts, but the charge cannot exceed the allowable per diem rate for the city

MEALS. PER. DIEM!

Policy Refresher Part Deux: The Most Confusing Chart

Departure (meal included if):

Breakfast – Traveler leaves *before* **6:30am** (8:30am with a 2-hour adjustment)

Lunch – Traveler leaves *before* **11:00am** (1:00pm with 2-hour adjustment)

Dinner – Traveler leaves *before* **5:00pm** (7:00pm with 2-hour adjustment)

Return/Arrival (meal included if):

Breakfast – Traveler returns *after* **9:00am**

Lunch – Traveler returns *after* **2:00pm**

Dinner – Traveler returns *after* **7:00pm**

Calculations - Percentage of daily allowance:

Breakfast = 20%

Lunch = 30%

Dinner = 50%

Nitty Gritty – One Line to Rule them All

Expense Line

Drop files here

or

Select files

Expense Date * 09/29/2025

Expense Item * Domestic Employee Travel Meals (Per Diem)

Total Amount 0.00

Currency USD

Memo

Company * ULSA University of Louisville

Program * PG04666 ULSA - Non-General Funds - Other Revenue - Speed - Outreach 9-12 High School

Item Details

Enter a Departure and Arrival date in order to generate your Travel Journal

Departure Date * MM/DD/YYYY

Departure Time *

Arrival Date * MM/DD/YYYY

Arrival Time *

Destination *

Receipt Included ☐

Date of Departure

Time of traveler departure
2 hours can be added per adjustment allowance

Date of Return

Time of return

Trip Location

*Or if location isn't available, city
flown into or nearest city*

MEALS. PER. DIEM!

Item Details

Departure Date * 09/01/2025

Departure Time * 12:00 PM

Arrival Date * 09/05/2025

Arrival Time * 12:00 PM

Destination * ✕ Pittsburgh, Pennsylvania, United States of America ⋮

These times will dictate the amount provided for departure date and return date per diem

Travel Journal

Total Amount 296.00 USD

[View Details](#)

Mon, Sep 1, 2025

Tue, Sep 2, 2025

Wed, Sep 3, 2025

Thu, Sep 4, 2025

Fri, Sep 5, 2025

40.00 USD

80.00 USD

80.00 USD

80.00 USD

16.00 USD

All days broken out with total per diem being provided for each day

Receipt Included ☐

MEALS. PER. DIEM!

Item Details

Departure Date * 09/01/2025

Departure Time * 12:00 PM

Arrival Date * 09/05/2025

Arrival Time * 12:00 PM

Destination * Pittsburgh, Pennsylvania, United States of America

Travel Journal

Total Amount 296.00 USD

[View Details](#)

Mon, Sep 1, 2025

Tue, Sep 2, 2025

Wed, Sep 3, 2025

Thu, Sep 4, 2025

Fri, Sep 5, 2025

Receipt Included ☐

Expense Date * 09/01/2025

Total Amount 40.00

Memo

Company

Program

Project

Gift

Grant

*Cost Center

*Fund

*Function

Activity

Personal Expense ☐

Destination *

Breakfast provided? ☐

Lunch provided? ☐

Dinner provided? ☐

Percentage break out
Mark if meal was provided

Location can change per day
if there are multiple locations

Report information
would need to match

If per diem needs to be
adjusted, marking personal will
take from reimbursement
amount



Quick Break

Travel Mileage

Policy Refresher

Travel Mileage:

- Is reimbursable if
 - Traveler is using personal car for business trip
 - Traveler *isn't* requesting gas reimbursement
 - If driving is more economical than flying
 - If not, reason for choosing to travel by car will need to be provided
 - University will only reimburse up to cost of flight
 - Flight comparison is required*

Travel over 200 miles
should be considered
for car rental

University's insurance
policy does not cover
personal vehicles

Travel Mileage

Expensing Mileage

Expense Line



Drop files here

or

Select files

Expense Date * 09/29/2025

Expense Item x Domestic Employee Travel Mileage

Rates Used 0.7

Total Amount 0.00

Currency USD

Memo

Company x ULSA University of Louisville

Program x PG04666 ULSA - Non-General Funds - Other Revenue - Speed - Outreach 9-12 High School

Project

Gift

Instructions

This Distance Calculation for Expenses feature uses Google Maps to calculate an estimated driving route distance between the addresses you submit in the address fields below. By submitting information to these address fields, you understand and agree that the following terms of service and privacy policy apply:

(1) [Google Terms of Service](#)

(2) [Google Maps/Google Earth Additional Terms of Service](#)

(3) [Google Privacy Policy](#)

powered by Google

Item Details

Origin Address * x 2215 South Brook Street, Louisville, KY, USA

Destination Address * x 201 E Randolph St, Chicago, IL 60602, USA

Unit of Measure for Distance Miles

Estimated Distance of Driving Route * 299.4

Trip Distance Including Diversions * 350

One-Way Daily Commute Distance 0

Round Trip ☐

Distance to Expense * 299.4

Receipt Included ☐

Begin and end locations

Changing this will need supporting information attached

Travel Mileage

Additional Information

Monthly Travel Mileage:

-If you have multiple mileage charges in a month to expense, each individual trip will need to have its own Expense Line

Single Day with Multiple Stops:

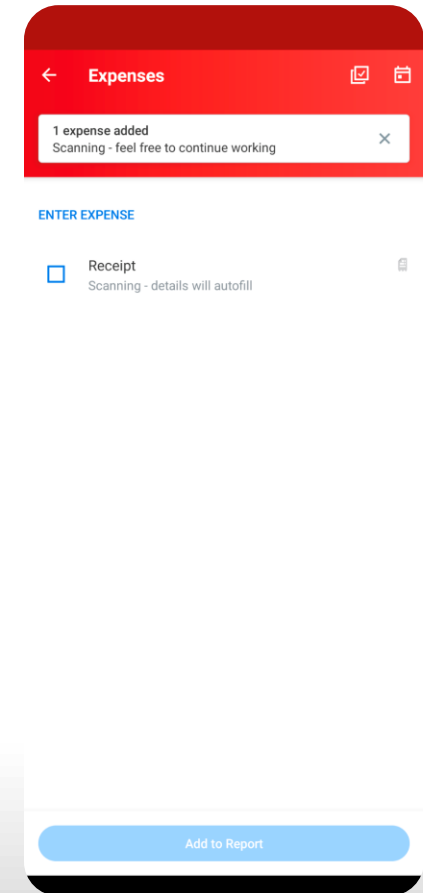
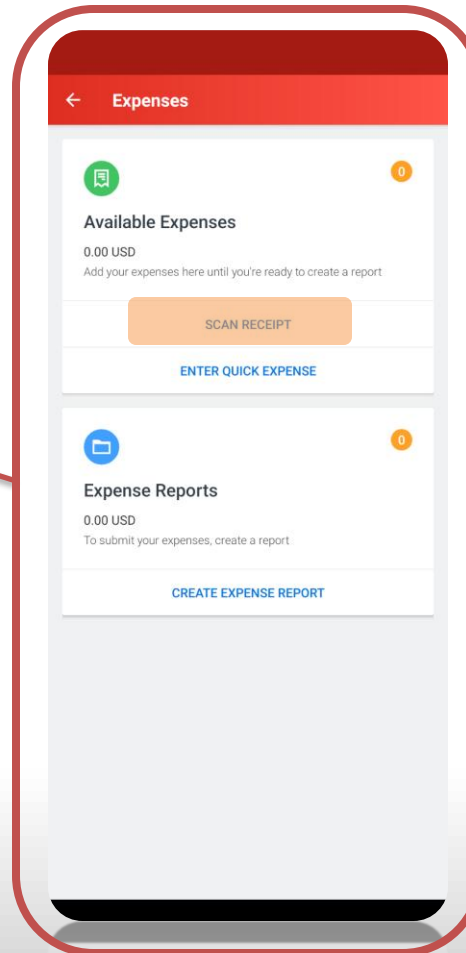
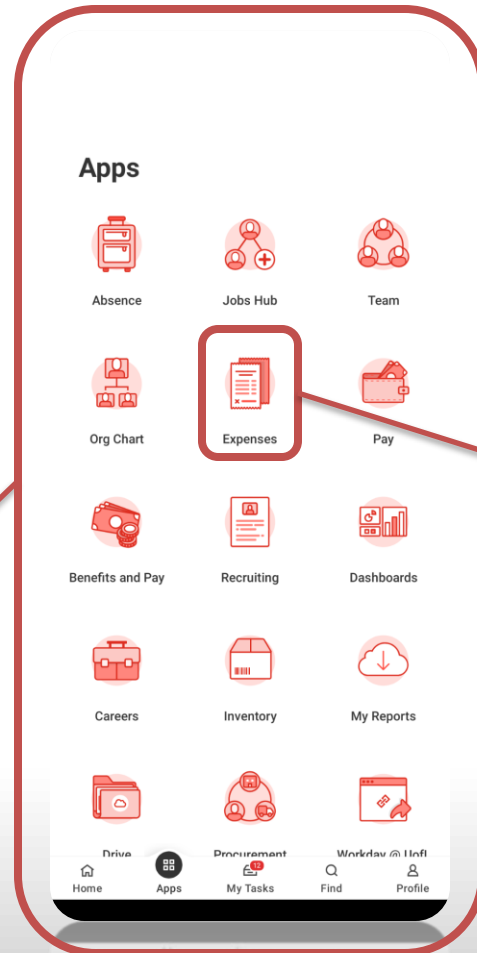
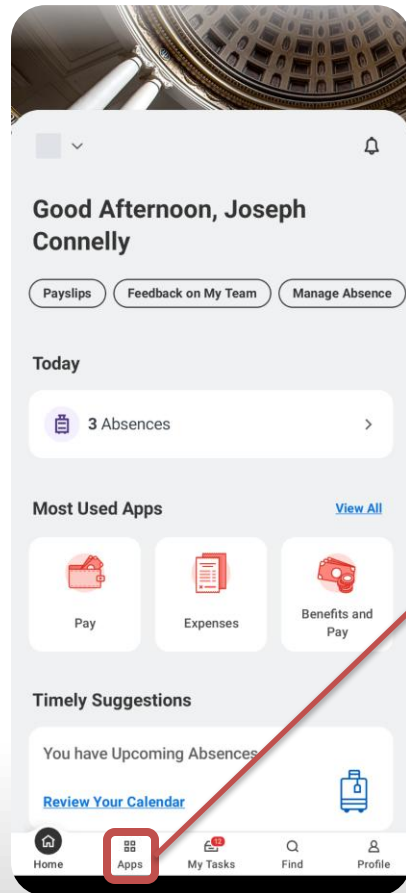
-If you have a day trip that has multiple business stops in the same central location (i.e. business purpose in and around Louisville) make one Expense Line with the “Origin Address” and “Destination Address” as the same city and change the “Trip Distance including Diversions” to the total miles traveled.

-This will need documentation to support the miles traveled.

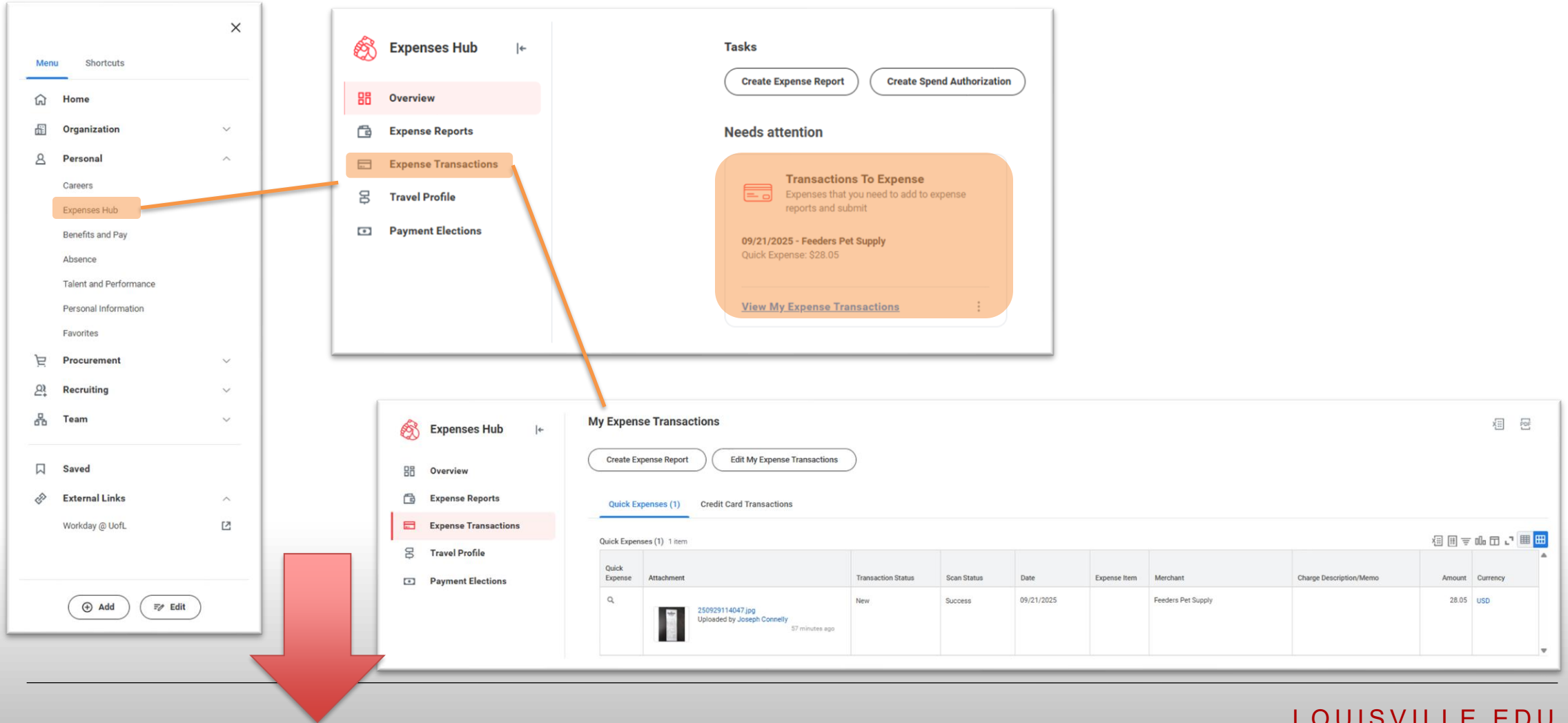


Quick Break

Power in the Palm of your Hands!



Scanned Receipts in Workday



The screenshot illustrates the Workday Expenses Hub interface. On the left is a navigation menu with sections: Menu, Shortcuts, Home, Organization, Personal, Careers, Expenses Hub (highlighted), Benefits and Pay, Absence, Talent and Performance, Personal Information, Favorites, Procurement, Recruiting, Team, Saved, External Links, and Workday @ UofL. The main content area is titled 'Expenses Hub' and includes a sidebar with Overview, Expense Reports, Expense Transactions (highlighted), Travel Profile, and Payment Elections. The main content area has a 'Tasks' section with 'Create Expense Report' and 'Create Spend Authorization' buttons, and a 'Needs attention' section with a 'Transactions To Expense' card. The card shows a transaction for '09/21/2025 - Feeders Pet Supply' with a 'Quick Expense' of \$28.05 and a 'View My Expense Transactions' link. Below this is a 'My Expense Transactions' section with a table of transactions.

Quick Expense	Attachment	Transaction Status	Scan Status	Date	Expense Item	Merchant	Charge Description/Memo	Amount	Currency
	 250929114047.jpg Uploaded by Joseph Connelly 57 minutes ago	New	Success	09/21/2025		Feeders Pet Supply		28.05	USD



Scanned Receipts in Workday

Fund ★

×

FD17 General Operating - General Fund

Function ★

×

FN06 Institutional Support

Activity

Quick Expenses

Select All ☐

1 Item

Include?	Transaction	Date	Expense Item	Merchant	Charge Description/Memo	Amount	Currency	Attachment
☐	Q	09/21/2025		Feeders Pet Supply		28.05	USD	 250929114047.jpg Uploaded by Joseph Connelly 1 hour ago



Scanned Receipts in Workday

Expense Line

Drop files here

or

Select files

Linked Quick Expense

×

09/21/2025 Feeders Pet Supply 28.05 USD

...

⋮



250929114047.jpg

Uploaded by Joseph Connelly

1 hour ago

Expense Date *

09/21/2025

📅

Expense Item *

×

Domestic Employee Miscellaneous Expense

...

⋮

Total Amount *

28.05

Currency *

×

USD

...

⋮

Memo *

TEST

Company

×

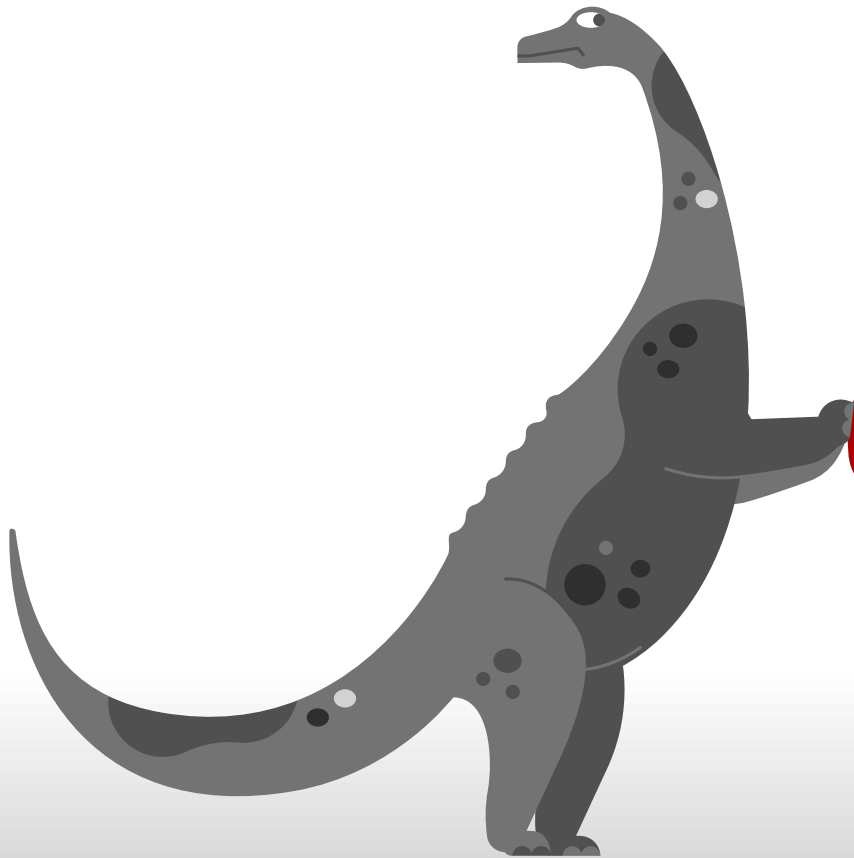
ULSA University of Louisville

...

⋮

As Always

**You
Can't
Overexplain**



Questions?

