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):

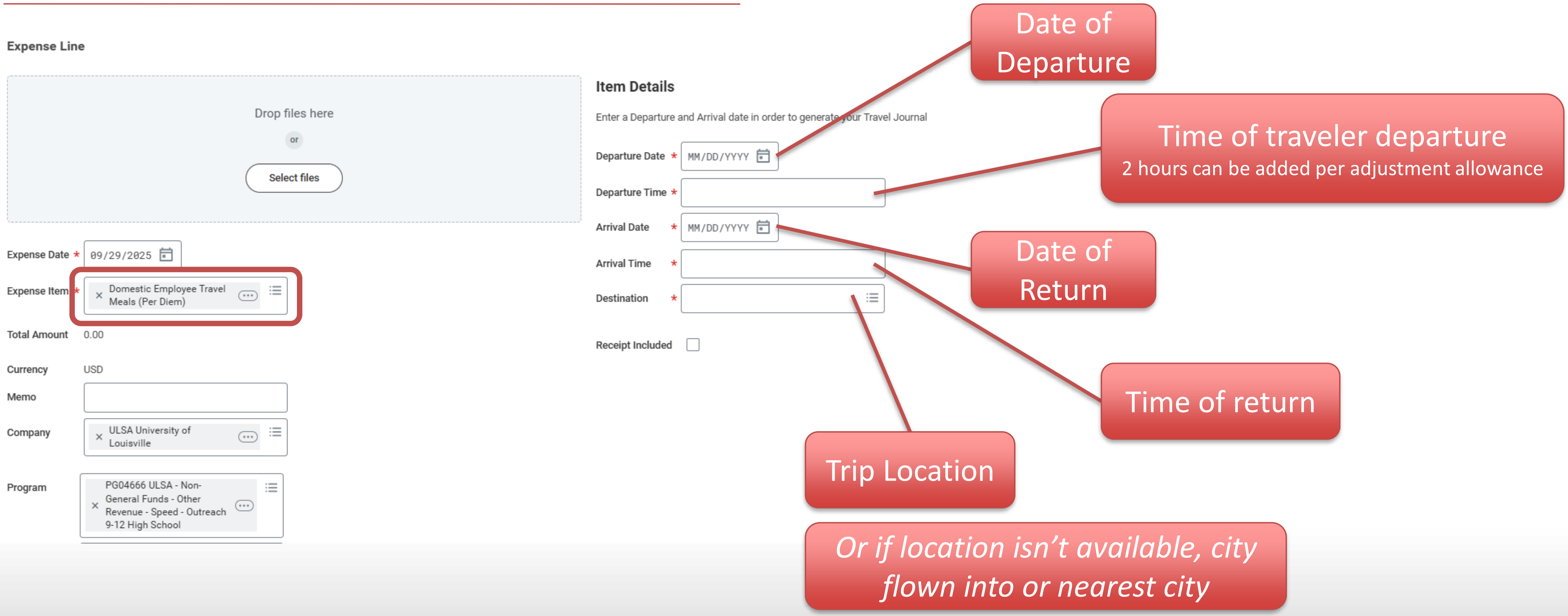
Breakfast – Traveler leaves *before* **6:30am** (8:30am with a 2-hour adjustment)
Lunch – Traveler leaves *before* **11:00am** (1:00pm with 2-hour adjustment)
Dinner – Traveler leaves *before* **5:00pm** (7:00pm with 2-hour adjustment)

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*



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

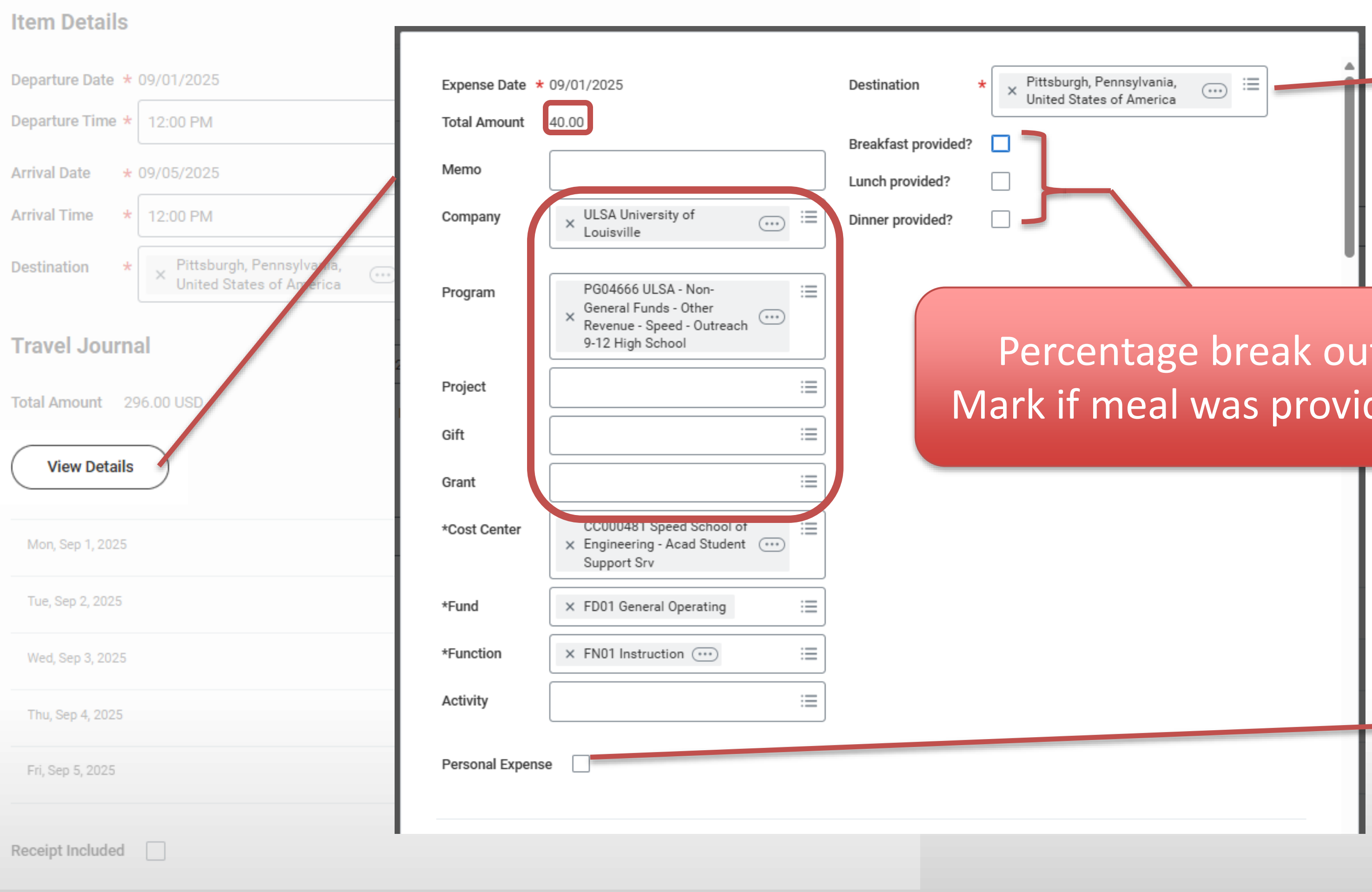
5 items

Mon, Sep 1, 2025	40.00 USD
Tue, Sep 2, 2025	80.00 USD
Wed, Sep 3, 2025	80.00 USD
Thu, Sep 4, 2025	80.00 USD
Fri, Sep 5, 2025	16.00 USD

Receipt Included

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

MEALS. PER. DIEM!



Location can change per day if there are multiple locations

Report information would need to match

Percentage break out
Mark if meal was provided

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 * Domestic Employee Travel Mileage

Rates Used 0.7

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

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 * 2215 South Brook Street, Louisville, KY, USA

Destination Address * 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:

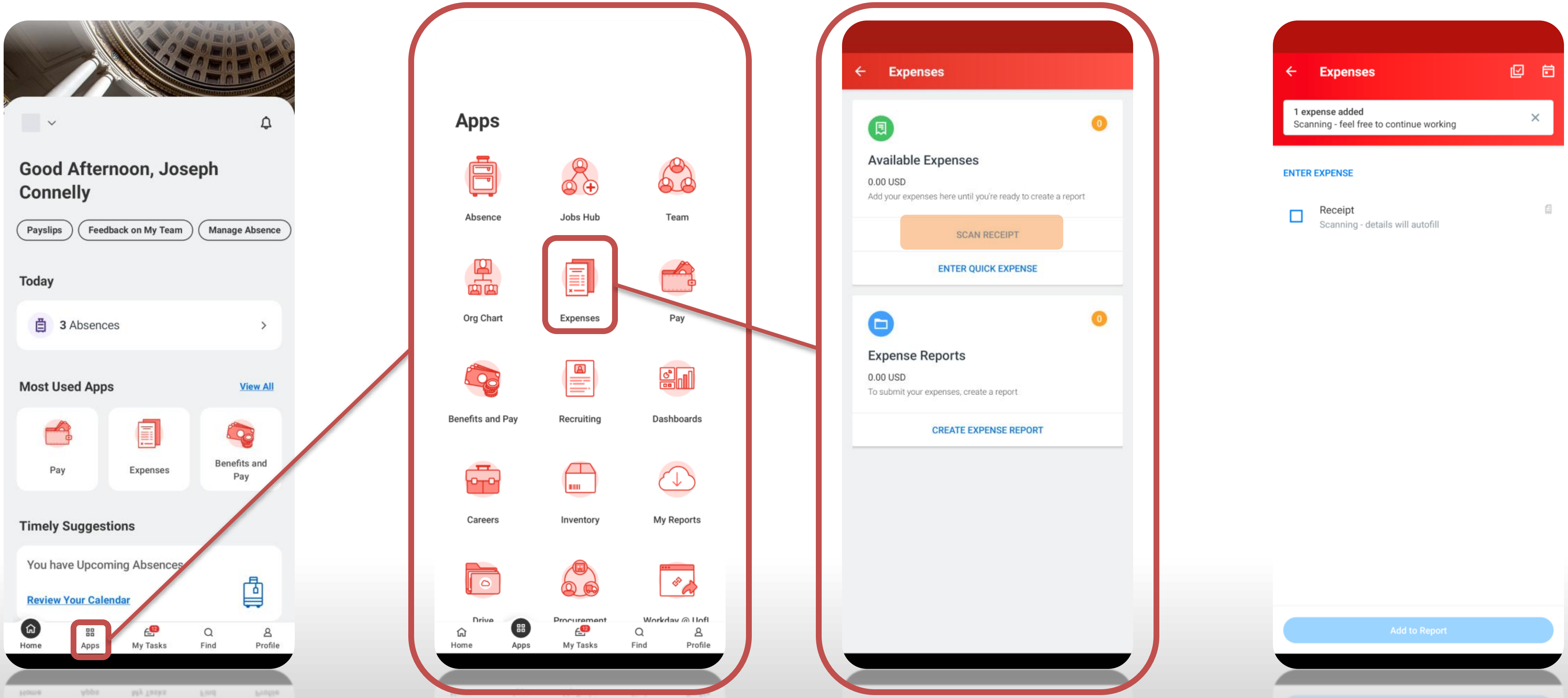
-If you have a day trip that has multiple business stops in the same central location (i.e. business purpose in and around Louisville) make one Expense Line with the “Origin Address” and “Destination Address” as the same city and change the “Trip Distance including Diversions” to the total miles traveled.

-This will need documentation to support the miles traveled.

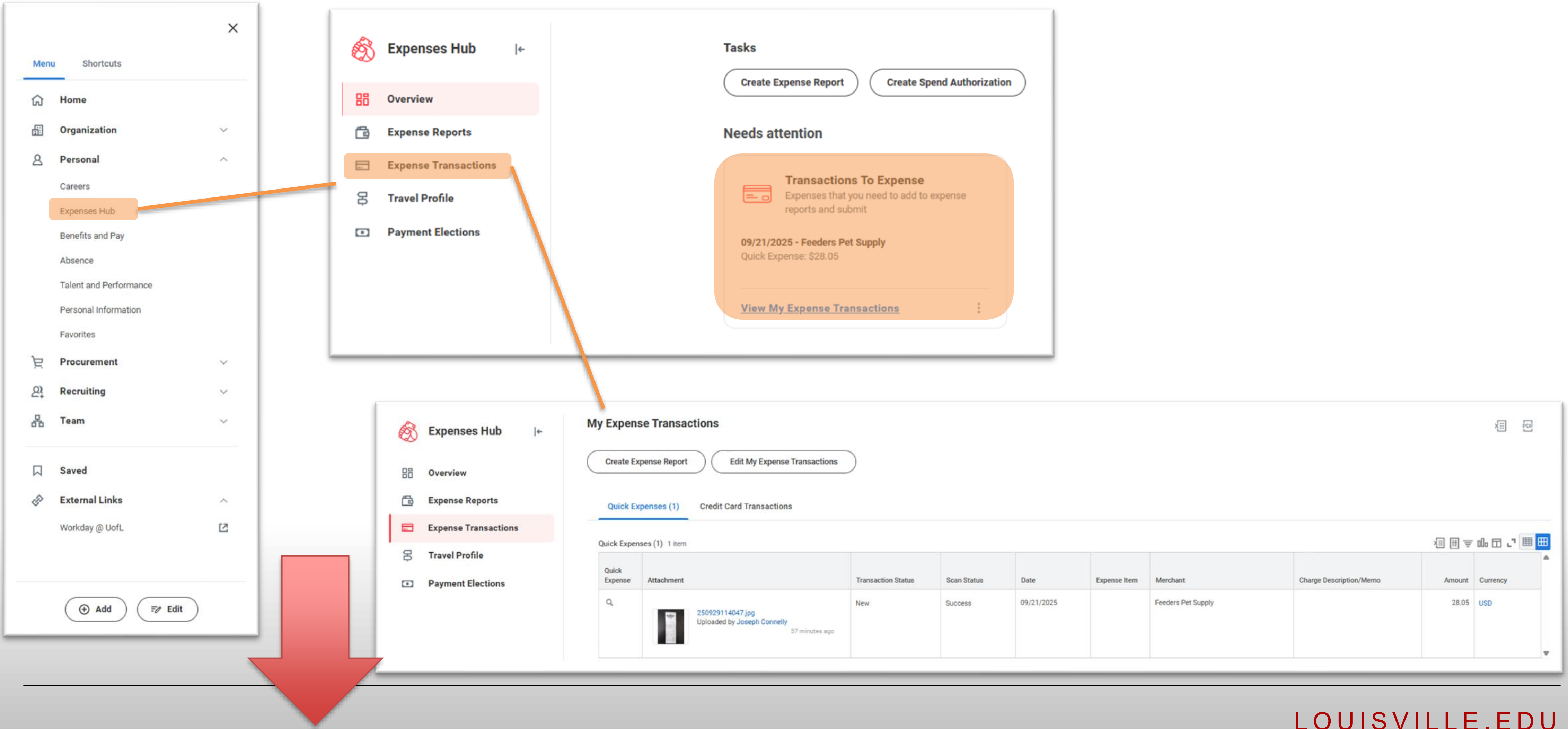
Quick Break

Workday App!

Power in the Palm of your Hands!



Scanned Receipts in Workday



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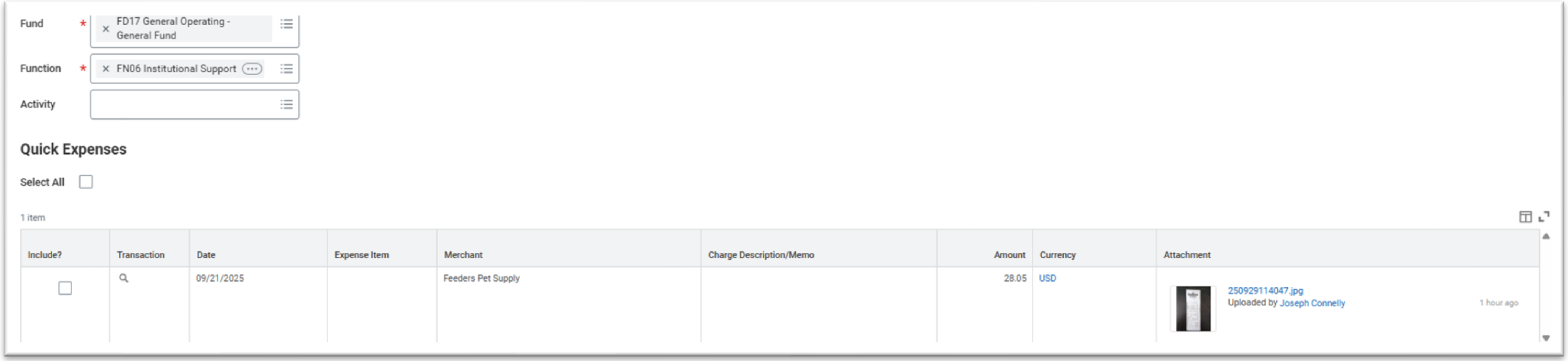

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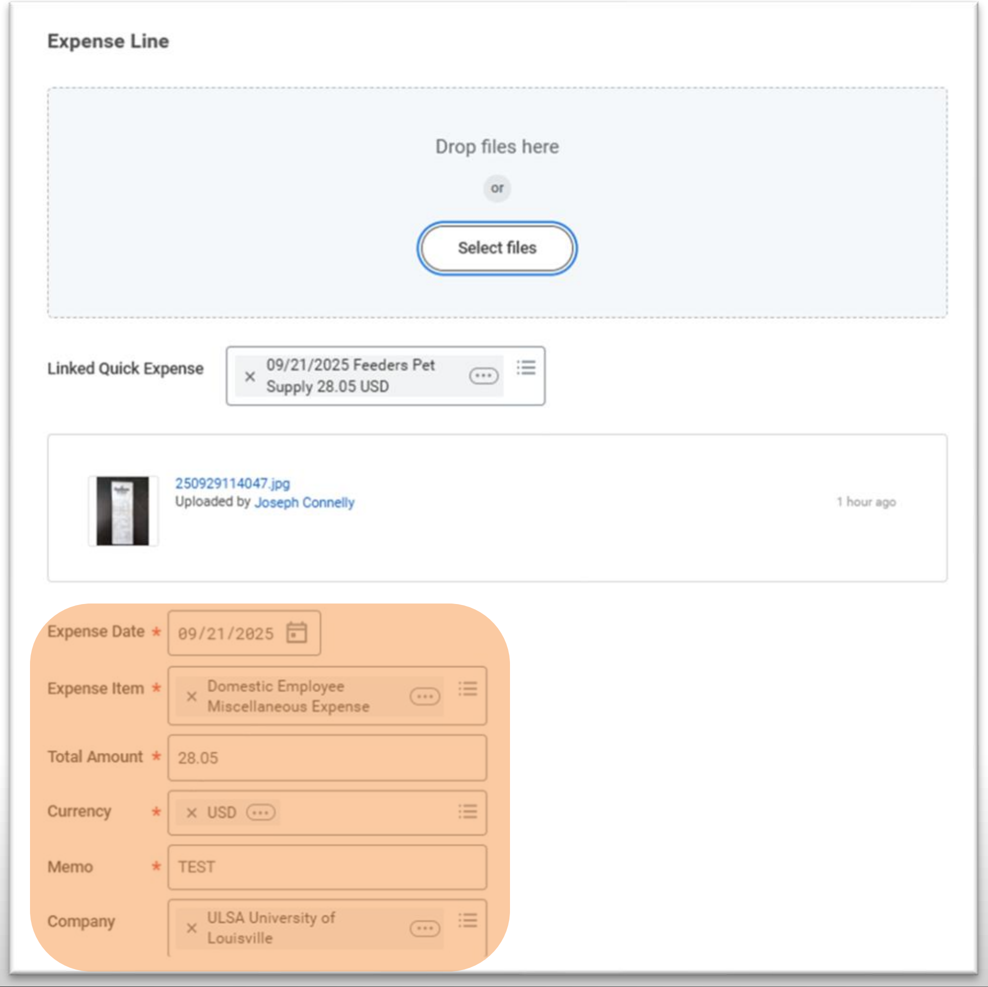
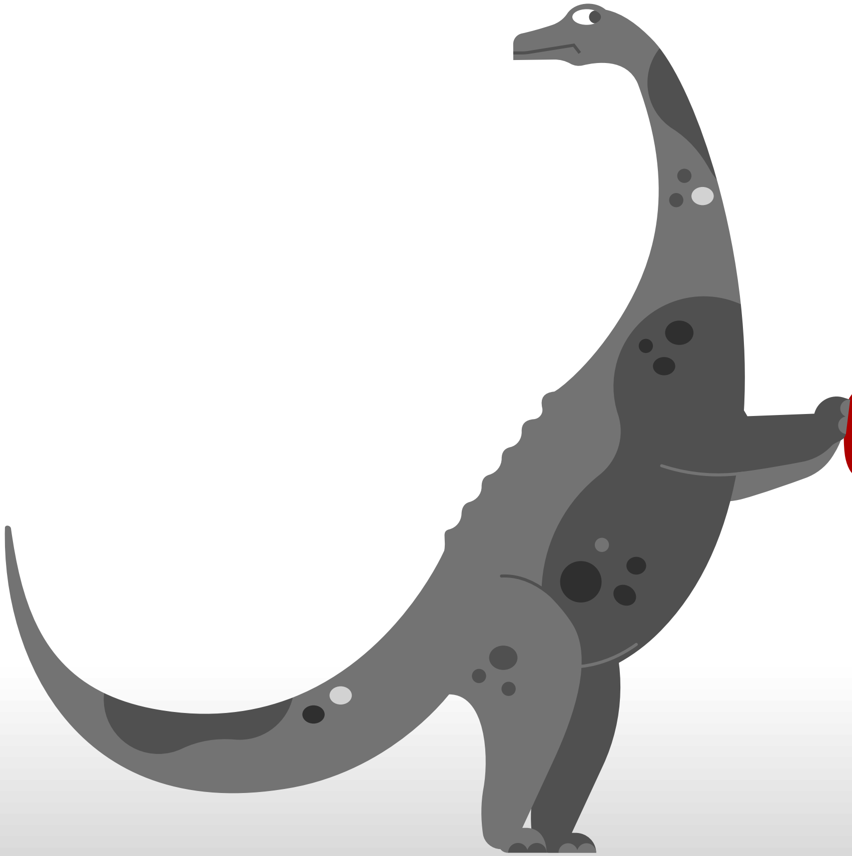


As Always



You Can’t Overexplain

Questions?