

Manual Travel/Per Diem Expense Reimbursement Instructions

- 1) Please review the NSCS Travel Manual which you can download here:
https://www.nscs.edu/_resources/e30d:qmfsj-1ob/files/76780358z48ccc0f9/_fn/2021-01-01_NSCS%20Travel%20Manual.pdf

This will have the various travel rules that apply to the new statute regarding per diem. It starts on page 13 of the manual.

- 2) After you have downloaded the Excel spreadsheet from the website save it in a secure place on your computer. The spreadsheet can be downloaded here:
https://www.peru.edu/forms/_documents/Expense-Reimbursement-Form-2021.xlsx
- 3) Obtain a trip request number from Concur to use for the expense document. Enter the number(s) in cell A2 under CONCUR TRIP NUMBER(S) when you enter the information starting in step 4.
- 4) Open the Excel spreadsheet. There are three tabs at the bottom named “Details”, “Trips – Per Diem Calc” and “Terms”. The “Details” tab will become the completed expense report when you are done. The “Trips – Per Diem Calc” is where you put the location information to perform the calculations on the “Details” tab and the term is a glossary of terms used for travel expenses using Per Diem. See the red rectangle at the bottom of Fig. 1 (The Fig. #'s referred to throughout the instructions are at the end of the document)
- 5) Go to the “Trips – Per Diem Calc” tab. On the row labeled Trip 1 enter the state that you are travelling to from the drop down in the cell. Next go to the drop down on the destination cell right next to the state. If the destination city is not listed select “OTHER”. The sheet will automatically populate with the various amounts from the per diem table. If you have more than 4 trip requests you will need to use more than one spreadsheet. The spreadsheet is locked so you cannot add lines for more trips. See Example on Fig. 2
- 6) Next go to the “Details” tab. Enter the date of the trip. The example if Fig. 3 shows three consecutive days of one-day travel for recruiting for Lincoln to Omaha and return in early January 2021. It has the description with the Concur trip number. If there is not enough room to fit all the information in the cell enter the additional information at the bottom of the sheet on the DB: 1 rows starting on Line 34 of the spreadsheet. The DB is to enter Direct Billing Information. If applicable, please enter the Direct billing information first followed by the additional information to explain the trip purpose. Next enter the start and end times. Pick the trip from the drop down in the trip column. It will automatically fill in the next two columns for State and Destination. Next check the box if this is the first or last day of the trip or both since this example if for One-Day travel.

- 7) The next section “MEALS” is very important since it indicates which Per Diem expenses you are allowed. You check the box ONLY if you are allowed to take the expense. So in 1/5/2021 example the person left at 2:00pm. They would not be allowed breakfast or lunch for those days per the NSCS travel manual referenced in step 1. Since they returned after 7:00pm they are allowed the dinner so that box is checked. The per diem amount is computed and shown in the Per Diem column. Since this person drove their own vehicle they had 120 miles to be reimbursed which is added to the Per Diem in the Total column on the far right. The example on 1/06/2021 is similar to the 1/05/2021 example so it computes the same amount.

The 1/07/2021 line on Fig. 3 is an example of where the State rules apply for one-day travel. The person left before noon. However, per State and NSCS policy lunch is never allowed on one-day travel so that box must remain unchecked. They returned before 7:00pm so they are not allowed dinner. So in this example all boxes would be unchecked. The \$2.63 is the allowed amount of the daily incidental Per Diem. That is added to the mileage for the total expense reimbursement.

- 8) Next is an example of multi-day travel. This is shown in Fig. 4. In this scenario the person is driving a State vehicle so there is no vehicle mileage. They are traveling from Lincoln to Scottsbluff for a conference. In Nebraska, Omaha is the only location where it has a separate Per Diem rate. So on the “Trips – Per Diem” tab select OTHER in the drop down. This is the same as step 6 and is illustrated in Fig. 2.
- 9) Since they are traveling from 5:30am from Lincoln to Scottsbluff which takes a little over 6 hours they will arrive in Scottsbluff around 11:30 and the conference start at 1:00pm and lunch is not provided on the first day. The lodging is provided as part of the conference fee. The conference runs from 1:00pm until 5:00pm the first day and dinner is not included. In this case, it is a full Per Diem day since in it not one-day travel and no meals were provided during that day. So the first day of trip all the boxes would be checked. On day two the hotel does not provide any breakfast, lunch is provided as part of the conference and dinner is also not provided. In this case the lunch box is unchecked since IT IS provided. On day three, it is very similar to day one. The conference starts at 8:00am and goes to noon. Breakfast and lunch are not provided and you arrive back at 7:00pm. In this case the same boxes are checked as the 1st day so the reimbursement is the same.
- 10) The last example is for out of state travel. This is shown on Fig. 5. This will be the same scenario as shown in Fig. 4 except that we will travel from Peru to Kansas City, Mo. The biggest thing to note is that on the final day for the trip the Per Diem is computed based on the final destination. In the previous scenario the Per Diem was the same for the starting and ending destination so it did not change. Since we are traveling to Kansas City Trip 1 will be the Kansas City, MO rate that you will setup on the “Trips – Per Diem” tab as shown previously. For the last day you will need to add “Trip 2” for the Peru Per Diem which is Nebraska Other and is on the third line of the expense report.

11) If you have questions as you are completing this form, please contact Jon Robertson at 2361 or someone else in Accounting if Jon is not available. Deonte is at 2362 or Randy is at 2316.

Fig. 1

TRANSPORTATION		LODGING		2021 NEBRASKA STATE COLLEGE SYST EXPENSE REIMBURSEMENT DOCUMENT												
DOCUMENT NUMBER		DOCUMENT NUMBER		TRAVEL TIMES		TRAVEL DESTINATION			MEALS			LODGING		TR		
DATE	NAME OF PLACE AND NATURE OF SERVICE			STARTED	STOPPED	Trip	State	Destination	Trip 1st or Last Day	Reimbursed Meals			Per Diem	DB1, DB2, etc., if direct billed	RATE	
2021	Enter start and stop points for each trip									B	L	D				
month/day	State purpose of each trip															
									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-		0.40	
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Fig. 2

	A	B	C	D	E	F	G	H
1								
2		**Select State and Destination using Drop Down Arrows**						
3		State	Destination	Breakfast	Lunch	Dinner	Incidental	
4	Trip 1	MO	Kansas City	\$16.00	\$17.00	\$28.00	\$5.00	
5	Trip 2	NE	OTHER	\$13.00	\$14.00	\$23.00	\$5.00	
6	Trip 3	NE	Omaha	\$14.00	\$16.00	\$26.00	\$5.00	
7	Trip 4	IA	Des Moines	\$14.00	\$16.00	\$26.00	\$5.00	
8	Trip Foreign	0	0	\$0.00	\$0.00	\$0.00	\$0.00	
9								
10								
11		**Enter Foreign Location and Amount Here**						
12		Foreign Trip Location		Daily Rate				
13								
14		<i>City</i>	<i>Country</i>					
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16		NE Per Diem Rate: 70%						
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Details

Trips - Per Diem Calc

Terms



Fig. 4

CONCUR TRIP NUMBER		LODGING DOCUMENT NUMBER		2021 NEBRASKA STATE COLLEGE SYSTEM EXPENSE REIMBURSEMENT DOCUMENT													BATCH NUMBER		DOCUMENT NUMBER	
DATE	NAME OF PLACE AND NATURE OF SERVICE	TRAVEL TIMES		TRAVEL DESTINATION			MEALS				LODGING	TRANSPORTATION			MISCELLANEOUS		TOTAL			
2021	Enter start and stop points for each trip	STARTED	STOPPED	Trip	State	Destination	Trip 1st or Last Day	Reimbursed Meals			Per Diem	DB1, DB2, etc., if direct billed	RATE	MILES TRAVELED	AMOUNT	DESCRIPTION	AMOUNT	TOTAL		
month/day	State purpose of each trip							B	L	D										
1/5	Lincoln to Scottsbluff - Conference	0530	2400	Trip 1	NE	OTHER	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	28.88		0.40		-			28.88		
1/6	Scottsbluff - Conference	0000	2400	Trip 1	NE	OTHER	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	28.70		0.40		-			28.70		
1/7	Scottsbluff to Lincoln - Conference	0000	1700	Trip 1	NE	OTHER	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	28.88		0.40		-			28.88		
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Fig. 5

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Q7XV																					
DATE	NAME OF PLACE AND NATURE OF SERVICE	TRAVEL TIMES		TRAVEL DESTINATION			MEALS				LODGING	TRANSPORTATION		MISCELLANEOUS		TOTAL					
2021	Enter start and stop points for each trip	STARTED	STOPPED	Trip	State	Destination	Trip 1st or Last Day	Reimbursed Meals			DB1, DB2, etc., if direct billed	RATE	MILES TRAVELED	AMOUNT	DESCRIPTION		AMOUNT				
month/day	State purpose of each trip						B	L	D	Per Diem											
1/5	Peru to Kansas City - Conference	0530	2400	Trip 1	MO	Kansas City	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	34.65		0.40		-			34.65				
1/6	Kansas City - Conference	0000	2400	Trip 1	MO	Kansas City	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	34.30		0.40		-			34.30				
1/7	Kansas City to Peru - Conference	0000	1900	Trip 2	NE	OTHER	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	28.88		0.40		-			28.88				
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