

FRESNO STATE

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Adding Travel Allowances on Overlapping Travel Dates

Complete the Expense Report Header.

Type of Travel *	Name of Trip *	Start Date *	End Date *
In State	Pick up supplies	12/29/2023	01/02/2024
Destination * ?	State	Purpose of Trip *	Report Date
Bakersfield	California	Pick up supplies in time for new class	01/17/2024
Report Total	EMP ID	Fund *	Department *
	Traveler1	(90000) TF-CSU Operating Func	(41406) Accounting Services
Class	Project	Program	
(00000) Default Sub-Class		00000	
Comment 0/500			
<hr/>			
Travel Allowance			
Select if you have travel and require lodging, meals, or incidental travel allowances.			
<input checked="" type="radio"/> Yes, I require Travel Allowance			
<input type="radio"/> No, I do not require Travel Allowance			

Notice the Start & End dates overlap the Meals & Incidentals policies. If any of your trip dates are on 1/1/24 or after, select the “Yes, I require Travel Allowance” button.

Next: Create report and add itinerary details for your travel allowances

Cancel **Next**

For Travel Allowance, enter only the dates and destination for trip dates 1/1/24 and after.

Travel Allowance

Itinerary [\(Technical Information\)](#)

* Required

For this trip, travel allowance begins on 1/1/24 when the traveler is in Bakersfield.

Itinerary Name *

Pick up supplies

Detailed Itinerary ?

Without overnight ?

Start Location *

Bakersfield, California

Start Date *

01/01/2024

Start Time *

12:00 AM

+ Add Destination

Arrival Location *

Bakersfield, California

+ Add Destination

End Location *

Fresno, California

End Date *

01/02/2024

End Time *

3:08 PM

Enter Adjustments to Travel Allowance

Adjustments

Here you can declare any free meals received to reduce your daily allowance. You can also claim additional allowances, for example if you stayed overnight with friends or family. Days can be excluded from your trip, for example if you are on personal leave. Always refer to your company policy guidelines.

View: [Adjustments](#) ▼ [Show Filters](#)

Date/Location	Exclude Day	Breakfast	Lunch	Dinner	Reimbursement Amount ?
All Days Dates: 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mon, 01/01/2024 Bakersfield, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$48.00
Tue, 01/02/2024 Bakersfield, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$48.00

Total: \$96.00

Exclude any meals provided to you during your trip. If you have nothing to exclude, click “Finish.”

For trip dates before 1/1/24, add the actual cost of your breakfast, lunch, or dinner and upload your itemized payment receipt as normal.

0
Available Expenses

+
Create New Expense

^ 03. Meals

Breakfast

Dinner

Lunch



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Need help?

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