

Traveler Work Center: How to Use New GSA Expense Types

Starting 10/01/2022 the Office of State Travel is transitioning to GSA Rates which requires new expense types

New GSA Expense Types

- **Per Diem - Full Day** = Total Per Diem allowed *(the full daily meals and incidentals amount received for a single calendar day of travel when that day is neither the first nor last day of overnight travel)*
- **Per Diem - First Day** = 75% Per Diem allowed *(amount received on the first day of overnight travel and equals 75% of total Per Diem)*
- **Per Diem - Last Day** = 75% Per Diem allowed *(amount received on the last day of overnight travel and equals 75% of total Per Diem)*
- **First/Last Day Reduced Rate** = 75% Per Diem allowed, minus meals provided
- **Incidentals = \$5 per day** - *(Fees and tips given to porters, baggage carriers, hotel staff, and staff on ships)* Incidentals are included in Per Diem Expenses

- Traveler attends a conference in Atlanta, GA with travel dates 12/01/22 to 12/04/22
Per Diem – First Day – 12/01/22. The rate is populated for you @ 75% of the Total Per Diem

Receipts in This Expense Report

New Entry Copy Delete

No.	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Local Currency	Short Info	Paper Receipt	Origin
001	■	Per Diem – First Day	55.50	American Dollar	12/01/2022	0.00	American Dollar		<input type="checkbox"/>	Entered Manually

From Date: 12/01/2022 To Date: 12/04/2022

TripType Enterprise: USE TRIP TYPE

Description:

Location:

* Trip Country: United States Trip Region: GA/AT Atlanta, GA

- Per Diem – Full Day – 12/02/22.** The full rate is populated for you.

Receipts in This Expense Report

New Entry Copy Delete

No.	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Local Currency	Short Info	Paper Receipt	Origin
001	■	Per Diem – First Day	55.50	American Dollar	12/01/2022	55.50	American Dollar		<input type="checkbox"/>	Entered Manually
002	■	Per Diem – Full Day	74.00	American Dollar	12/02/2022	74.00	American Dollar		<input type="checkbox"/>	Entered Manually

From Date: 12/01/2022 To Date: 12/04/2022

TripType Enterprise: USE TRIP TYPE

Description:

Location:

* Trip Country: United States Trip Region: GA/AT Atlanta, GA

Meal Expense Types can still be used if a meal was provided at a conference and needs to be excluded. In this scenario you will need to also enter new expense type **Incidentals** for 12/03/22

Receipts in This Expense Report

New Entry Copy Delete

No.	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Local Currency	Short Info	Paper Receipt	Origin
001	█	Per Diem – First Day	55.50	American Dollar	12/01/2022	55.50	American Dollar		<input type="checkbox"/>	Entered Manually
002	█	Per Diem – Full Day	74.00	American Dollar	12/02/2022	74.00	American Dollar		<input type="checkbox"/>	Entered Manually
004	█	Breakfast	17.00	American Dollar	12/03/2022	17.00	American Dollar		<input type="checkbox"/>	Entered Manually
005	█	Lunch	18.00	American Dollar	12/03/2022	18.00	American Dollar		<input type="checkbox"/>	Entered Manually
006	█	Dinner	34.00	American Dollar	12/03/2022	34.00	American Dollar		<input type="checkbox"/>	Entered Manually
007	█	Incidentals	5.00	American Dollar	12/03/2022	5.00	American Dollar		<input type="checkbox"/>	Entered Manually

From Date: 12/01/2022 To Date: 12/04/2022

TripType Enterprise: USE TRIP TYPE

Description:

Location:

* Trip Country: United States Trip Region: GA/AT Atlanta, GA

Per Diem – Last Day – 12/04/22. The rate is populated for you @ 75% of the Total Per Diem

Receipts in This Expense Report

New Entry Copy Delete

No.	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Local Currency	Short Info	Paper Receipt	Origin
001	█	Per Diem – First Day	55.50	American Dollar	12/01/2022	55.50	American Dollar		<input type="checkbox"/>	Entered Manually
002	█	Per Diem – Full Day	74.00	American Dollar	12/02/2022	74.00	American Dollar		<input type="checkbox"/>	Entered Manually
004	█	Breakfast	17.00	American Dollar	12/03/2022	17.00	American Dollar		<input type="checkbox"/>	Entered Manually
005	█	Lunch	18.00	American Dollar	12/03/2022	18.00	American Dollar		<input type="checkbox"/>	Entered Manually
006	█	Dinner	34.00	American Dollar	12/03/2022	34.00	American Dollar		<input type="checkbox"/>	Entered Manually
007	█	Incidentals	5.00	American Dollar	12/03/2022	5.00	American Dollar		<input type="checkbox"/>	Entered Manually
008	█	Per Diem – Last Day	55.50	American Dollar	12/04/2022	55.50	American Dollar		<input type="checkbox"/>	Entered Manually

From Date: 12/01/2022 To Date: 12/04/2022

TripType Enterprise: USE TRIP TYPE

Description:

Location:

* Trip Country: United States Trip Region: GA/AT Atlanta, GA

- **First/Last Day Reduced Rate** – In the event a traveler is attending a conference and a meal is provided at the conference on the first or last day of travel, the per diem amount will need to be calculated and entered manually.

Receipts in This Expense Report

New Entry Copy Delete

No.	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Local Currency	Short Info	Paper Receipt	Origin
001	█	First/Last Day Reduced Rate	0.00	American Dollar	10/10/2022	0.00	American Dollar		<input checked="" type="checkbox"/>	Entered Manually

From Date: 10/10/2022 To Date: 10/13/2022

TripType Enterprise: USE TRIP TYPE

Description:

Location:

* Trip Country: United States Trip Region: LA/NO New Orleans, LA

(E.g.) If lunch was provided on the first day of conference travel to New Orleans, the amount to be entered would be \$37.50.

Per Diem Breakdown for LA/NO Region	Total	75%
Breakfast	17	
Lunch	18	
Dinner	34	
Incidentals	5	
Total Per Diem Rate	74	55.50
Per Diem - First/Last Day Rate		55.50
minus lunch		(18.00)
Amount to be entered		37.50

Receipts in This Expense Report

New Entry Copy Delete

No.	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Local Currency	Short Info	Paper Receipt	Origin
001	✓	Per Diem – First Day	37.50	American Dollar	10/10/2022	0.00	American Dollar		✓	Entered Manually

From Date: 10/10/2022 To Date: 10/13/2022

TripType Enterprise: USE TRIP TYPE

Description:

Location:

* Trip Country: United States Trip Region: LA/NO New Orleans, LA

- For travelers who process travel reimbursements on a monthly basis, and have occasional overnight travel throughout the month, expense types “Per Diem-First Day” and “Per Diem – Last Day” will generate a warning message when used other than the first and last day of the trip. This is just a warning and can proceed with the entry.

Receipts in This Expense Report

New Entry Copy Delete

No.	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Local Currency	Short Info	Paper Receipt	Origin
001	✓	Per Diem – First Day	55.50	American Dollar	12/15/2022	55.50	American Dollar	All 1		

From Date: 12/05/2022 To Date: 12/31/2022

TripType Enterprise: USE TRIP TYPE

Description:

Location:

* Trip Country: United States Trip Region: LA/NO New Orleans, LA

Per Diem – First Day must be first day of travel with overnight stay.

Receipts in This Expense Report

New Entry Copy Delete

No.	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Local Currency	Short Info	Paper Receipt	Origin
001	✓	Per Diem – Last Day	55.50	American Dollar	12/05/2022	0.00	American Dollar	All 1		

From Date: 12/05/2022 To Date: 12/31/2022

TripType Enterprise: USE TRIP TYPE

Description:

Location:

* Trip Country: United States Trip Region: LA/NO New Orleans, LA

Per Diem – Last Day must be last day of travel with overnight stay.

- Only one Per Diem expense type can be used during the same trip day. Make sure to change your dates accordingly.

Receipts in This Expense Report

New Entry Copy Delete

No.	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Local Currency	Short Info	Paper Receipt	Origin
001	✓	Per Diem – First Day	55.50	American Dollar	12/15/2022	55.50	American Dollar	All 1		
002	✓	Per Diem – Full Day	74.00	American Dollar	12/15/2022	74.00	American Dollar	Per Diem – Full Day cannot be used with Per Diem – First Day during same trip day.		

From Date: 12/05/2022 To Date: 12/31/2022

TripType Enterprise: USE TRIP TYPE

Description:

Location:

* Trip Country: United States Trip Region: LA/NO New Orleans, LA

- When using Per Diem expense types, you cannot use other meal expense types (breakfast, lunch, dinner) or incidentals on the same trip day.

Receipts in This Expense Report

New Entry Copy Delete

No.	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Local Currency	Short Info	Paper Receipt	Origin
001	✓	Per Diem – First Day	55.50	American Dollar	12/15/2022	55.50	American Dollar	All 1		
002	✓	Incidentals	5.00	American Dollar	12/15/2022	5.00	American Dollar	Incidentals cannot be used with Per Diem – First Day during same trip day.		

From Date: 12/05/2022 To Date: 12/31/2022

TripType Enterprise: USE TRIP TYPE

Description:

- Per Diem expense type amounts cannot be changed

Receipts in This Expense Report

New Entry Copy Delete

No.	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Local Currency	Short Info	Paper Receipt	Origin
001		Per Diem - First Day	65.00	American Dollar	12/15/2022	65.00	American Dollar			

From Date: 12/05/2022 To Date: 12/15/2022

TripType Enterprise: USE TRIP TYPE

Description:

Location:

* Trip Country: United States Trip Region: LA/NO New Orleans, LA

Amount must match GSA Rate of 55.50 for expense type Per Diem - First Day and Region LA/NO

- Per Diem expense types are not available for trip dates prior to 10/01/22. Please use meal types (Breakfast, Lunch, Dinner) for trip dates 07/01/2022 through 09/30/2022.

Receipts in This Expense Report

New Entry Copy Delete

No.	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Local Currency	Short Info	Paper Receipt	Origin
001		Miscellaneous	0.00	American Dollar	09/22/2022	0.00	American Dollar			Entered Manually

Miscellaneous

Miscellaneous(Pre Paid)

Other Charges 3720

Parking (Pre-Paid)

Parking/Tolls/Valet

Registration Fees

Registration Fees(Pre Paid)

Room Rate(Conference)