Examples of Expense Entries

Day Travel

**Mileage under 100 miles (e.g. Hill Farms to Edgerton)**

Select **Mileage Car (TD)** for travel over 100 miles. **TD** is the turn down rate for mileage reimbursement.

**Mileage over 100 miles (e.g. Waukesha to Hill Farms)**

**Select Mileage Car (TD) for travel over 100 miles. TD is the turn down rate for mileage reimbursement.**

Parking

Meal Reimbursement

*Employees must enter time travel information in the **Description** section to receive meal reimbursement.*

*See snapshot below for example of **Description** section.*
**Example of Description field:**

**Expense Report Entry**

Lunch Reimbursement. Departed from Hill Farms at 8:30am, lunch break from 12-12:30, returned from Milwaukee at 5:30pm

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**Bag Meal Reimbursement**

*Employees must enter comment about their lunch break time in the Description section to receive the bag meal reimbursement. See snapshot below for example of Description section.*

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**Example of Description field:**

**Expense Report Entry**

Lunch Reimbursement. Departed at 6am and returned from Tomah at 3:30pm. No lunch break taken.

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**Overnight Travel**

**Hotel Expenses with Personal Payment**

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Examples of Expense Entries, updated 6/23/16