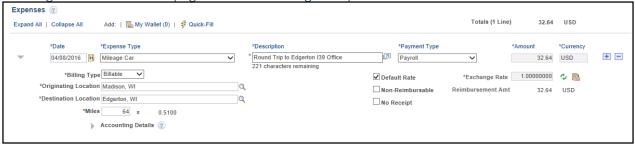


Examples of Expense Entries

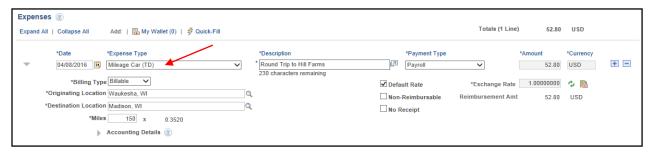
Day Travel

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



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.

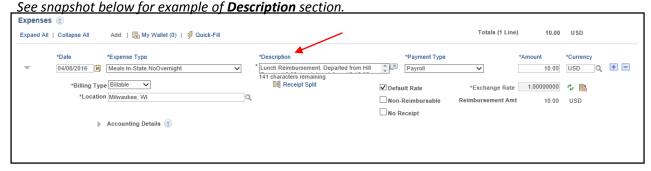


Parking



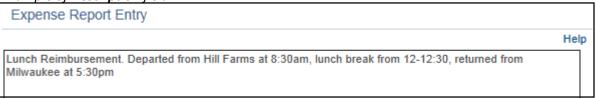
Meal Reimbursement

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





Example of **Description** field:



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.



Example of **Description** field:



Overnight Travel

Hotel Expenses with Personal Payment

