

New Workday Expense Travel Rates FAQs

1. Do I need to redo my expense report or cash advances?
No, you do not need to resubmit. For any paid expense reports and cash advances from January 1, 2024, to February 6, 2025, the necessary adjustments will be processed, and payments will be issued to cover any discrepancies. You can expect payment on February 21, 2025. The expense will be charged to the same FOP used for the original reimbursement.
2. Do I need to use new Per Diem expense items in Workday?
No, the Per Diem expense categories remain unchanged. Kindly see the list below.
 - i. Breakfast (In-State)
 - ii. Breakfast (Out-of-State)
 - iii. Lunch (In-State)
 - iv. Lunch (Out-of-State)
 - v. Dinner (In-State)
 - vi. Dinner (Out-of-State)
3. Is there any new Per Diem expense item in Workday?
Yes, the U.S. General Services Administration (GSA) calculates the per diem for the first and last day of travel at 75% of the full per diem rate. New expense codes have been created, as listed below, to reflect this adjustment.
 - i. Travel – First and Last Day (In-State)
 - ii. Travel – First and Last Day (Out-of-State)
4. Do I need to submit receipts for my per diem expenses?
No, since per diem is a fixed daily allowance, receipts are not required.
5. Can I use my per diem for personal expenses?
No, the per diem allowance is intended solely for business-related expenses incurred during your travel.
6. What if I spend less than the per diem allowance?
If you spend less than the full per diem amount, you are not required to return the unused portion.

New Workday Expense Travel Rates FAQs (continuation)

7. Does the University reimburse for incidental expenses?
No, the University does not include the incidental expenses of \$5 as seen in the [GSA Per Diem Rates website](#).
8. Do I need to use new Lodging expense items in Workday?
Yes, starting February 6, 2025, employees must use the new expense item listed below. Previously used expense items will be deactivated in Workday.
 - i. Lodging In-State
 - ii. Lodging Out-of-State
9. Why can't I find the city I'm traveling to in Workday?
According to the GSA website, if a city is not listed, the area will receive the standard location rate. To accommodate this in Workday, employees should select "Other – USA" as the destination. Employees must state their destination in the Memo portion in Workday.
10. What should I do if I have more questions?
If you have any specific questions about how the rates that apply to your travel, please reach out to Controller's office for further clarification via email to the Accounts Payable team at accountspayable@neiu.edu and Tracy McFall at t-mcfall@neiu.edu