Expense Report – Business Meals

Business Meals Overview:

Note: The same rules and steps will apply to Business Meals under both the Business Meals icon as well as Business Meals under Hotel.

1. Business Meals: If a traveler is requesting reimbursement for a business meal and is not claiming per diem for that specific meal, select the business meal expense icon.
2. Date: Choose the date for this expense. It defaults to today’s date, but can be manually changed.

3. Allowable Food Total: The calculator is how the user will enter in the expenses in order to assure the meal falls under the per diem rate. Note: The user cannot complete the Business Meals process without completing this step or they will receive an error message.
4. Date: This date defaults to what is on the Business Meal Expense Line item. Note: If the user changes this date, it will automatically change the date on the Business Meal Expense Line item as well.

5. Location: Enter in the location of where the business meal expense is being claimed. This location will drive the reimbursement rate. (Note: This location is by name only and not by zip-code)

6. Meal Type: Select whether this meal is for breakfast, lunch, or dinner. (Note: Be sure that the traveler has not already received per diem for this meal and date as an error will fire)

7. Attendees: List the number of attendees that are associated with the attached receipt as this drives how much reimbursement the traveler can receive.
After that information has been entered, the following information appears:

a. The Base Total per attendee
b. The Base Total for all attendees combined
c. The Allowable Food Total which is 150% of the combined Base Total

8. Food: Enter the total amount paid for the food portion of the receipt/bill
9. Alcohol: Enter the total amount for Alcohol. The tax associated with this portion of the purchase will automatically be added to this amount after the Tax/Tip has been submitted. Note: When the user submits this expense, a warning will fire if there is an amount in the Alcohol portion of the calculation. There are 2 options on how to proceed:
   a. Insert a comment into the “explanation field” of the Warning to give a detailed explanation that alcohol is permitted on this fund.
   b. Allocate this amount to “Non-Reimbursable Personal Expense Employee Responsible” and choose the “Disallowed” or “VTF-Reimbursable” option.

10. Tax/Tip: Insert the total tax and tip for the purchase.

![Image showing the Calculate Allowable Total window]

Note: The dark green bar begins to fill the progress bar (which is light green) as the user continues to enter information. If the dark green exceeds the light green portion, a red bar will appear which indicates that there is an Overage Total above what is allowable. There is Alcohol portion on the right-hand side, which will automatically show the amount for:
   a. The total inserted for alcohol
   b. The amount of tax and tip associated with alcohol

Click on Save after all of the relevant information has been submitted.
Note: the Allowable Food Total is now pre-filled with the max amount allowed to be reimbursed to the traveler.

11. Overage Total: If there is alcohol or overage in total amount spent, there will be an amount inserted into this entry.
12. Amount: Total amount being reimbursed to the traveler.
13. Description (Optional): An optional explanation for this expense.
14. Merchant: The vendor that provided the meal and is on the receipt provided.
15. Activity Code: If there is an activity code, select it from the pre-populated list.
16. Allocation: Insert the funding for the meals per diem expenses (Note: This is where the user would add the “Non-Reimbursable Personal Expense Employee Responsible” allocation if there is an Overage Total for this meal.)
17. Attachments: If this expense was not created directly from a receipt in the user’s eWallet, add the receipt by either uploading a document or attaching a receipt from the user’s eReceipts. (See Expense Report-Creating and Deleting Receipts training)

18. Select Save after all of the information has been entered.
And the expense has been successfully added to the Expense Report.