Expense Report – Overtime Meals

A summary of overtime meals is found in Procedure 20335c: If a department official requires employees to work overtime, the department may provide an allowance for meals. To be eligible for overtime meals required in conjunction with non-overnight travel, the traveler must, out of business necessity, leave home before 6:30 a.m. (for breakfast) and be unable to return home before 7:30 p.m. (for dinner). The overtime meal must be taken in route home when it is not possible for the traveler to arrive home by 7:30 p.m. Meals taken at the home base after the traveler arrives cannot be reimbursed. Generally, an employee would not be eligible for an overtime meal until they had out of necessity been on duty for 10 ½ hours during the day.

1. Taxable: The expense report header has a taxable option at the bottom of the page. By default, this option is set to “No”. If an overtime meal is present, this option must be set to “Yes”.
2. Select the Overtime Meals subcategory (also known as a tile) under the Meals category (also known as a mosaic).

3. Date: The date defaults to today’s date. Insert the date of the receipt.
4. Amount: Insert the total amount of the overtime meals reimbursement being claimed.
5. Description: This is a mandatory explanation for this expense.
6. Meal Type: Select the meal being reimbursed from the drop-down list.
7. Activity Code: If there is an activity code, select it from the pre-populated list.
8. Allocation: Insert the funding for the overtime meal.
9. Attachments: If this expense was not created directly from a receipt in the user’s eWallet, add the receipt here by either uploading a document or attaching a receipt from the user’s eWallet.
10. Select Save after all of the information has been entered.

And the Overtime Meals expense line item has been uploaded to the Expense Report.