## Entering Meals and Meal(s) Provided

Per the Travel Policy from the State Accounting Office (SAO), employees traveling overnight are generally eligible for per diem amounts designed to cover the cost of three (3) meals per day for all days on travel status other than the day of departure and the day of return.

Travelers are eligible for 75 percent (75%) of the total per diem rate on the first and last day of travel. For example, if the per diem rate allows a \$50 total reimbursement, \$37.50 would be allowable on a travel departure or return day ( $$50 \times .75 = $37.50$ ). As a result, the time of departure and time of return are not considerations for calculating the Meal Per Diem when associated with overnight travel. Employees are eligible for the cost of all three meals on travel days unless meals are provided by hotels, meetings, conferences, etc.

When meals are provided to an employee in conjunction with travel events on a travel departure or return day, the full meals per diem reimbursement rate is reduced by the amount of the provided meal(s) after the 75% proration. For example, if the per diem allows a \$50 total reimbursement, and lunch was provided at no cost on a travel departure or return day, the total allowable reimbursement for that day would be \$23.50 ( $$50 \times .75 = $37.50$  less \$14 lunch = \$23.50). Employees traveling for work that are eligible for per diem should select "Emp Meals - Full Day" and identify those meals provided rather than selecting the specific meal for which they are eligible.

This job aid is designed to provide instructions on how to enter meals provided on a first or last day of travel using the Georgia*FIRST* PeopleSoft Financials Travel and Expense module.

## Fluid Navigation

1. Select the Create Expense Report tile found on your Employee Self Service homepage.



- 2. Enter the following information on the Expense Report header:
  - a. \*Business Purpose
  - b. \*Report Description
  - c. Select Add Expense Lines from the Expense Report Action menu





General Information			
*Business Purpose	Attend Meetings ~	Ø Attach Receipt	>
*Description	Meeting	Accounting Defaults	>
Destination Location	۹		
Reference	٩	Creation Date 08/24/2023 Brooklyn Davis Updated on 08/24/2023	
Expense Details			
Expense Report Action	Add Expense Lines Add from Quick-Fill Copy Expense Report		

Next, enter your Expenses. First, enter a line for Full Day employee meal per diem. Enter the following information on the Expense line:

- d. \*Date
- e. For \*Expense Type, select **Emp Meals Full Day**. The system will populate the full day's per diem amount for the Destination Location you entered on the Expense Report header.
  - Additional full day expense types available:
    - Interntl Emp Meals Full Day
    - Recruiting Emp Meals Full Day
- f. Select a \*Payment Type.

	Total (1 Item)	50.00 USD		Emp Meals - Full Day - 08/24/2023			
+		T	•••	*Date	08/24/2023		
Add	Delete	Filter	More	*Expense Type	Emp Meals - Full Day Q		
▼ Thursday,	August 24, 2023						
Emp Me	als - Full Day		50.00 USD	Description		₫	
				Payment Details			
				*Payment	Credit Card 🗸		
				*Amount	50.00 US	DQ	
				Additional Information			
				*Billing Type	Internal 🗸		
				*Expense Location	ATLANTA Q		
				∃ First or La	at Day of Travel	>	
				Accounting	I	1 >	





- 3. Now apply the First or Last Day of Travel deduction to reduce the line to 75% to meet the State of Georgia travel policy requirement.
  - a. Click the First or Last Day of Travel link

	Total (1 Item)	50.00 USD		Emp Meals - Full Day - 08/24/2023			
+	Ī	T	•••	*Date	08/24/2023		
Add	Delete	Filter	More	*Expense Type	Emp Meals - Full Day Q		
▼ Thursday, A	ugust 24, 2023					]	
Emp Meals	s - Full Day		50.00	Description		₽ ₽	
			USD				
				Payment Details			
				*Payment	Credit Card 🗸		
				*Amount	50.00 US	SD Q	
				Additional Information			
				*Billing Type	Internal 🗸		
				*Expense Location	ATLANTA Q	]	
				E First or Las	t Day of Travel	>	
				Accounting		1 >	

b. The Per Diem Info window will display.

Canc	el		Deductions for	r First or Last Day of Trav	el	Done
		Date	08/24/2023			
		Expense Type	Emp Meals - Full Day			
		Per Diem Amount	50.00 USD			
Ded	uction Details					
	Expense Type		Deduction Percentage	Deduction Amount	Deduction Calculation	Total Amount
	Emp Meals - Full Day		25.00			
					Total Deductions	

c. Check the Deduction Flag.

Cancel	Deductions for I	First or Last Day of Travel	Done
Date	08/24/2023		
Expense Type	Emp Meals - Full Day		
Per Diem Amoun	50.00 USD		
Deduction Details			
Expense Type	Deduction Percentage	Deduction Amount Deduction Calculation	Total Amount
Emp Meals - Full Day	25.00		12.50
		Total Deductions	12.50





- d. Click Done.
- e. The Amount will update to reflect 75% of the full day's per diem.

Total (1 Item) 37.50 USD	Emp Meals - Full Day - 08/24/202	3
+ • • • • • • • • • • • • • • • • • • •	*	Date 08/24/2023
Add Delete Filter More	*Expense	ype Emp Meals - Full Day Q
▼ Thursday, August 24, 2023		
Emp Meals - Full Day	0 Descrip	tion
	D	h
	Payment Details	
	*Payr	nent Credit Card V
	*Am	37.50         USD         Q
	Additional Information	
	*Billing	ype Internal 🗸
	*Expense Loca	tion ATLANTA Q
	≣ First o	r Last Day of Travel 12.50 USD >
	accor	nting 1 >

4. Add another line with the same \*Date by clicking the add button as show below; then complete the following information:

+		T	•••
Add	Delete	Filter	More

- a. Select the \*Expense Type for the meal that was provided. For this example, we will select "Emp Lunch Provided." The Amount will populate with the negative per diem amount for the Destination Location you entered.
- b. Select a \*Payment Type.

	Total (2 Items)	23.50 USD		Emp Lunch Provided - 08/24/2023			
+	Ī	T	•••	*Date	08/24/2023		
Add	Delete	Filter	More	*Expense Type	Emp Lunch Provided		
▼ Thursday,	, August 24, 2023	1					
Emp Lu	nch Provided		-14.00	Description		R)	
2			USD				
Emp Me	als - Full Day		07.50	Payment Details			
			37.50 USD	*Payment	Credit Card 🗸		
				*Amount	-14.00 US	SD Q	
				Additional Information			
				*Billing Type	Internal 🗸		
				*Expense Location	ATLANTA Q	]	
				∃ First or Las	at Day of Travel	>	
				at Accounting	I	1 >	

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5. The system will require a credit reference by showing an exception comment icon next to the new expense line as well as a red flag in the exception comment link.

	Total (2 Items)	23.50 USD		Emp Lunch Provided - 08/24/2023			
+	Û	T	•••	*Date 04	8/24/2023		
Add	Delete	Filter	More	*Expense Type E	mp Lunch Provided Q		
	, August 24, 2023				E	p	
Emp Lu	Inch Provided		-14.00	Description		2	
2			USD		le		
Emp Me	eals - Full Day		37.50	Payment Details			
			USD	*Payment C	Credit Card 🖌		
				*Amount -1	14.00 USD	Q	
				Additional Information			
				*Billing Type	nternal 🗸		
				*Expense Location A	TLANTA Q		
					E First or Last Day of Travel	>	
					Accounting	1 >	
						Receipt Split	
				Exceptions			
				Non-Reimbursable	No		
				No Receipt	No		
				Exception Comments			
					Credit Reference Required	► No Comments >	

- 6. Click on the Credit Reference Required link
- 7. Enter "Lunch Provided." Then click OK.

Cancel	Exception Comment	Done
Date	08/24/2023	
Expense Type	Emp Lunch Provided	
Expense Amount	-14.00 USD	
Credit Reference Comm	ent	
Expense amount is negative	. Provide credit reference information.	
Lunch Provided		





8. The total reimbursable amount on the Expense Report should now be reduced to account for the credit line you entered for the meal provided.

	Total (2 Items)	23.50 USE		Emp Meals - Full Day - 08/24/2023	
+	Û	T	•••	*Date 08/24/2023	
Add	Delete	Filter	More	*Expense Type Emp Meals - Full Day Q	
	August 24, 2023				
Emp Lun	ch Provided		-14.00	Description	
<u>_</u>			USD	\$	
Emp Mea	als - Full Day		37.50	Payment Details	
			USD	*Payment Credit Card 🗸	
				*Amount 37.50 USD Q	
				Additional Information	
				*Billing Type Internal 🗸	
				*Expense Location ATLANTA Q	
				Ⅲ First or Last Day of Travel 12.50 USD >	
				t > ⊕t Accounting t	
				E Receipt Split	
				Exceptions	
				Non-Reimbursable No	
				No Receipt No	





## **Classic Navigation**

1. Navigate to Employee-Self Service > Travel and Expenses > Expense Report > Create

Catherine Smith 🍘							Quick Start	Populate Fr	om		×	GO
"Business Purj	rpose		v ]	Destination Location								
*Report Descrip	iption				S. Attachments							
Referi Expenses 👔 Expand Al   Collapse All		t   🛗 My Wallet (0)   🦸 Qu	Q,				Totals (0 L	ines)	0.00	USD		
Expenses 🛞	Add	d   🔚 My Wallet (0)   🆸 Qo opense Type	Q. uck-Fill	Description		*Payment Type	Totals (0 L	ines) *Amoun		USD *Currency		
Expenses (2) Expand All   Collapse All	Add		Q ack.Fd			*Payment Type	Totals (0 L	3		*Currency		ĐE

- 2. Enter the following information on the Expense Report header:
  - a. \*Business Purpose
  - b. \*Report Description
  - c. Destination Location
- 3. Next, enter your Expenses. First, enter a line for Full Day employee meal per diem. Enter the following information on the Expense line:
  - a. \*Date
  - b. For \*Expense Type, select Emp Meals Full Day. The system will populate the full day's per diem amount for the Destination Location you entered on the Expense Report header.
    - Additional full day expense types available:
      - Interntl Emp Meals Full Day
      - Recruiting Emp Meals Full Day
  - c. Select a \*Payment Type.

	*Date	*Expense Type		Description		*Payment Type		*Amount	*Currency	
w.	11/21/2016	Emp Meals - Full Day	~		2	Credit Card	~	36.00	USD	+ -
	*Billing Type	e Internal V		254 characters remaining First or Last Day of Travel	Defa		*Exchange Rate	1.00000000	ゆ 酷	
		ounting Details ②	Q	Big Receipt Spin	Non-I	Reimbursable eceipt	Base Currency Amount	36.00	USD	

- 4. Now apply the First or Last Day of Travel deduction to reduce the line to 75% to meet the State of Georgia travel policy requirement.
  - a. Click the First or Last Day of Travel link.

	*Date *Expense Type		Description		*Payment Type		*Amount	*Currency	
6	11/21/2016 Emp Meals - Full Day	~			Credit Card	~	36.00	USD Q	+
			254 oboradore remaining	1					
	*Billing Type Internal V		First or Last Day of Travel	🗹 Defau	ult Rate	*Exchange Rate	1.00000000	ゆ 晶	
	*Location ATLANTA	Q	Lits Receipt Split	Non-F	Reimbursable				
				No Re	eceipt	Base Currency Amount	36.00	USD	
	Accounting Details (?)								

Job Aid: Entering Meals for First or Last Day of Travel when Meal(s) Provided





b. The Per Diem Info window will display.

Per Diem Info					Help
Create Expense Report					
Deductions for First	or Last Day o	f Travel			
			Re	eport ID NEXT	
Please select the expense that Per Diem Amoun		2) - Constant (2) (20 (2) (2) (2) (2) (2) (2) (2) (2) (2) (2)			
	t 36.00 USI	2) - Constant (2) (20 (2) (2) (2) (2) (2) (2) (2) (2) (2) (2)	a   🔜	First 🚯 1 of 1 🕭 Last	
Per Diem Amoun	t 36.00 USI	D ersonalize   Find		First 🚯 1 of 1 🛞 Last Deduction Flag	
Per Diem Amoun	t 36.00 USI Pe Deduction	D ersonalize   Find   Deduction Amount			

c. Check the Deduction Flag.

Per Diem Info						3
						Help
Create Expense F	Report					
Deductions fo	r First or L	ast Day o	f Travel			
				F	Report ID NEXT	
Please select the ex	nanca that accu	rrad on a first o	v last day of travel			
a construction and a state of the state of the	em Amount	36.00 US	An and a second second second second second			
Per Diem Details		Pe	ersonalize   Find   🛙	a   🔢	First 🚯 1 of 1 🛞 Last	
		Deduction Percentage	Deduction Amount	Calc Code	Deduction Flag	
Emp Meals - Full D	ay			Calc Code	Deduction Flag	

- d. Click OK.
- e. The Amount will update to reflect 75% of the full day's per diem.

*Date *Expense Type		Description	মিজা	*Payment Type		*Amount	*Currency	+
11/21/2016 Emp Meals - Full Day	~			Credit Card	~	27.00	USD Q	Ŧ
*Billing Type Internal ~		254 characters remaining First or Last Day of Travel	🗹 Defau	ult Rate	*Exchange Rate	1.00000000	ゆ 融	
*Location ATLANTA	٩	Receipt Split	Non-F	Reimbursable	Base Currency Amount		USD	
Accounting Details (?)				ecelpt				

- 5. Add another line with the same \*Date; then complete the following information:
  - a. Select the \*Expense Type for the meal that was provided. For this example, we will select "Lunch Provided" The Amount will populate with the per diem amount for the Destination Location you entered.
  - b. In the Description field, enter the meal that was provided. For this example, we will enter

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"Lunch Provided."

- c. Select a \*Payment Type.
- d. The amount will automatically be set as a negative value (-14.00).

• 07/11/2023	Lunch Provided	~	Lunch Provided 240 characters remaining	<i>[</i> #	~		-14.00 US	D Q + -
*Billing Type	Internal  ATLANTA	First or Las Receipt Sp Credit Corr	lit		<ul> <li>Default Rate</li> <li>Non-Reimbursable</li> <li>No Receipt</li> </ul>	"Exchange Rate Base Currency Amount	-14.00	🗘 🖺 USD
	▶ Accounting Details ⑦							

6. When you tab out of the Amount field, the system will prompt for Credit information. Enter "Lunch Provided." Then click OK.

Credit Reference Panel		×
	I	Help
Create Expense Report		
Credit information for line 2.		
Katherine Smith	Report ID NEXT	
Please enter information about the original expense that you This could be the ID and line number of the expense report the other reference as defined by your administrative department Credit Reference: Lunch Provided	nat contains the original expense, or some	
		:





7. A window will display containing Payment type/credit info. The contents are for informational purposes only. Click Return.

×
Help

8. The total reimbursable amount on the Expense Report should now be reduced to account for the credit line you entered for the meal provided.

Create Expense Report									🔜 Save for Later	Summary and	1 Subm
Brooklyn Davis 🕐											
							Actions	Choose an Action	n 🗸	GO	
*Business Purpose	Attend Conference 🗸	De	stination Location	ATLANTA		Q					
*Report Description	Conference 2023	J		Attachments							
Reference		Q,									
Expenses (?)										_	
Expand All   Collapse All	Add:   🔚 My Wallet (0)   🦸 Quick	-Fill						Total	23.50 USD		
*Date	*Expense Type		Description			*Payment Type		*Amour	t *Currency		
07/11/2023	Emp Meals - Full Day	~			//	Credit Card	~		37.50 USD	a + -	
			254 characters rem	aining							
*Billing Type Int	ternal 🗸	First or Last	Day of Travel			Default Rate		_			
		Receipt Spli	it			O Non-Reimbur	sable	*Evebenes Data	1.0000000	6	
*Location AT	LANTA	Q				No Receipt		*Exchange Rate Base Currency			
								Amount	37.50 USD		
1	Accounting Details (?)										
07/11/2023	Lunch Provided	~	Lunch Provided				~		-14.00 USD	a + -	
			240 characters rem	aining	le						
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*Billing Type	ernal 🗸	Receipt Spli				Default Rate Non-Reimbur	rablo		1.0000000 🧔 🙀		
*Location AT	LANTA	Q,				No Receipt	sable	*Exchange Rate			
		😨 Credit Com	ment					Base Currency Amount	-14.00 USD		
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Evened All J. College: 47											
Expand All   Collapse All								Total	23.50 U	\$D	_