

# Entering Meals for First or Last Day of Travel When 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 \$28 total reimbursement, \$21.00 would be allowable on a travel departure or return day ( $\$28 \times .75 = \$21$ ). 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.

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 \$28 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 \$14 ( $\$28 \times .75 = \$21$  less \$7 lunch = \$14.00).

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

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



## 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 the first day of travel with lunch provided. 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.
  - o Additional full day expense types available:
    - **Interntl Emp Meals – Full Day**
    - **Recruiting Emp Meals – Full Day**
- c. Select a \*Payment Type.

The screenshot shows the 'Expenses' form with the following details:

- Total:** 36.00 USD
- \*Date:** 11/21/2016
- \*Expense Type:** Emp Meals - Full Day
- Description:** (Empty, 254 characters remaining)
- \*Payment Type:** Credit Card
- \*Amount:** 36.00
- \*Currency:** USD
- \*Billing Type:** Internal
- \*Location:** ATLANTA
- \*Exchange Rate:** 1.00000000
- Base Currency Amount:** 36.00 USD
- Options:**  First or Last Day of Travel,  Default Rate,  Non-Reimbursable,  No Receipt

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.

This screenshot is identical to the previous one, but the link 'First or Last Day of Travel' in the 'Options' section is highlighted with a red rectangular box.

- b. The Per Diem Info window will display.

The 'Per Diem Info' window displays the following information:

- Title:** Per Diem Info
- Buttons:** Create Expense Report, Deductions for First or Last Day of Travel, Report ID NEXT
- Text:** Please select the expense that occurred on a first or last day of travel.
- Summary:** Per Diem Amount 36.00 USD
- Table:**

Per Diem Details				
	Deduction Percentage	Deduction Amount	Calc Code	Deduction Flag
Emp Meals - Full Day	25.00			<input type="checkbox"/>
- Buttons:** OK, Cancel

c. Check the Deduction Flag.

Per Diem Info

Create Expense Report

Deductions for First or Last Day of Travel

Report ID NEXT

Please select the expense that occurred on a first or last day of travel.

Per Diem Amount 36.00 USD

Per Diem Details	Deduction Percentage	Deduction Amount	Calc Code	Deduction Flag
Emp Meals - Full Day	25.00			<input checked="" type="checkbox"/>

OK Cancel

d. Click OK.

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

\*Date 11/21/2016 \*Expense Type Emp Meals - Full Day Description 254 characters remaining \*Payment Type Credit Card \*Amount 27.00 \*Currency USD

\*Billing Type Internal \*Location ATLANTA

First or Last Day of Travel  Default Rate \*Exchange Rate 1.00000000

Non-Reimbursable  No Receipt Base Currency Amount 27.00 USD

Accounting Details

5. Add another line with the same \*Date; then complete the following information:

- Select the \*Expense Type for the meal that was provided. For this example, we will select "Emp Lunch." The Amount will populate with the per diem amount for the Destination Location you entered.
- In the Description field, enter the meal that was provided. For this example, we will enter "Lunch Provided."
- Select a \*Payment Type.
- Change the Amount to a credit amount (-9.00).

11/21/2016 Emp Lunch Lunch Provided Credit Card -9.00 USD

240 characters remaining

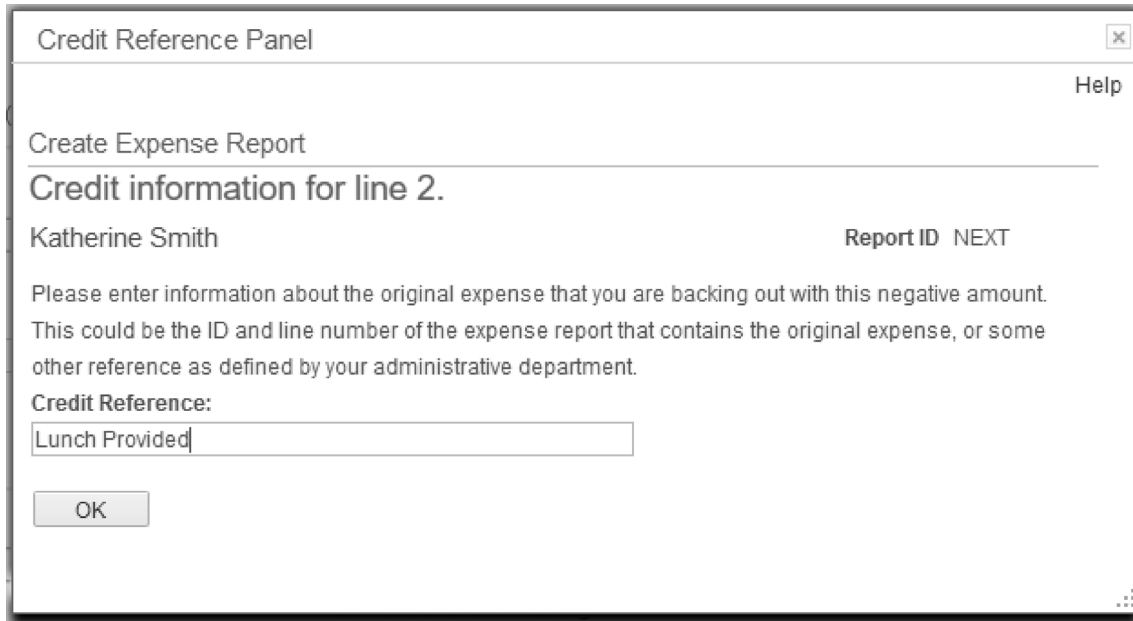
\*Billing Type Internal \*Location ATLANTA

First or Last Day of Travel  Default Rate \*Exchange Rate 1.00000000

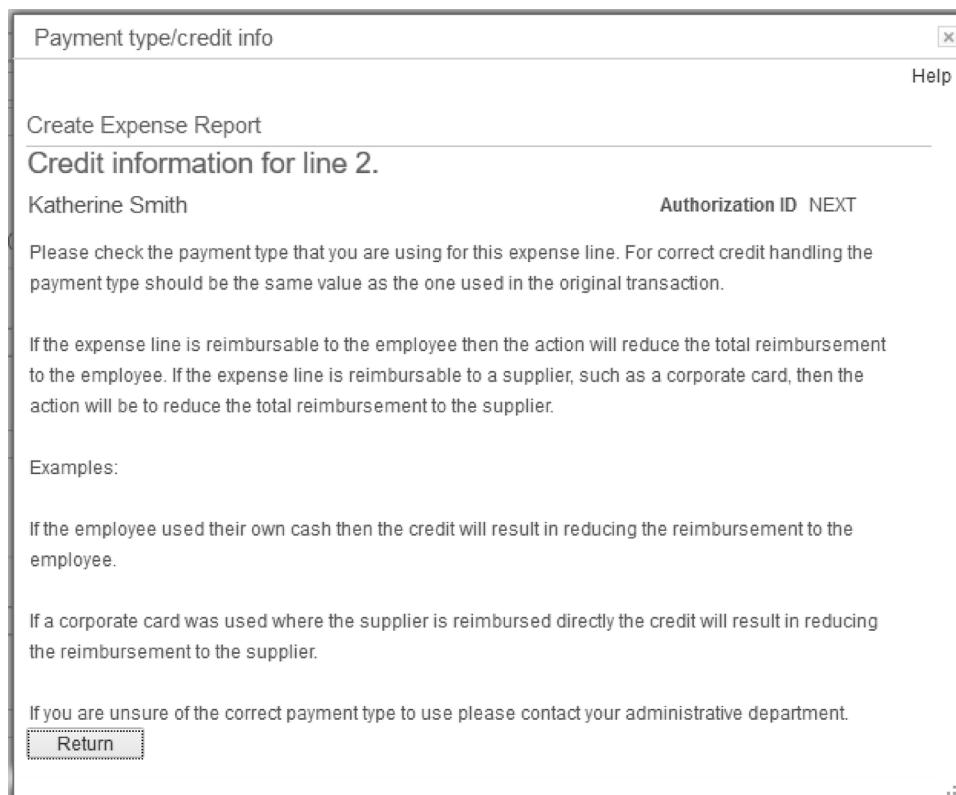
Non-Reimbursable  No Receipt Base Currency Amount -9.00 USD

Accounting Details

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



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



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 | Home | Summary and Submit

Katherine Smith Actions: Choose an Action | GO

\*Business Purpose: Attend Conference | Destination Location: ATLANTA

\*Report Description: Conference in Atlanta | Attachments

Reference: \_\_\_\_\_

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**Expenses**

Expand All | Collapse All | Add: My Wallet (0) | Quick-Fill

						Total	18.00	USD
*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency			
11/21/2016	Emp Meals - Full Day	254 characters remaining	Credit Card	27.00	USD			
*Billing Type: Internal		<input type="checkbox"/> First or Last Day of Travel	<input checked="" type="checkbox"/> Default Rate	*Exchange Rate: 1.00000000				
*Location: ATLANTA		<input type="checkbox"/> Receipt Split	<input type="checkbox"/> Non-Reimbursable	Base Currency Amount	27.00	USD		
		<input type="checkbox"/> No Receipt						
Accounting Details								
11/21/2016	Emp Lunch	Lunch Provided	Credit Card	-9.00	USD			
*Billing Type: Internal		240 characters remaining	Credit Card	-9.00	USD			
*Location: ATLANTA		<input type="checkbox"/> First or Last Day of Travel	<input checked="" type="checkbox"/> Default Rate	*Exchange Rate: 1.00000000				
		<input type="checkbox"/> Receipt Split	<input type="checkbox"/> Non-Reimbursable	Base Currency Amount	-9.00	USD		
		<input type="checkbox"/> Credit Comment	<input type="checkbox"/> No Receipt					
Accounting Details								
						<b>Total</b>	<b>18.00</b>	<b>USD</b>

Expand All | Collapse All