

Entering Meals for First or Last Day of Travel When Meal(s) Provided

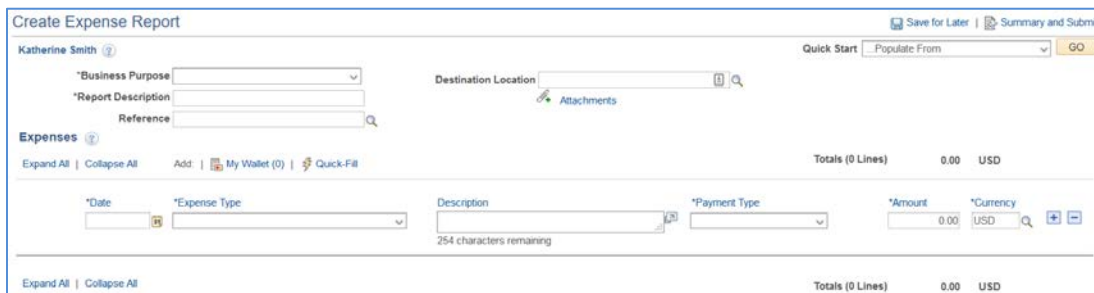
Per the Travel Policy from the State Accounting Office (SAO), employees traveling overnight are generally eligible for per diem amounts designed to cover the cost of three (3) meals per day for all days on travel status other than the day of departure and the day of return.

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**



The screenshot shows the 'Create Expense Report' interface. At the top, it says 'Katherine Smith' and 'Quick Start: Populate From' with a 'GO' button. Below are input fields for '*Business Purpose', '*Report Description', and 'Reference'. To the right is 'Destination Location' with an 'Attachments' link. Under the 'Expenses' section, there are buttons for 'Expand All', 'Collapse All', 'Add', 'My Wallet (0)', and 'Quick-Fill'. A table header is visible with columns: '*Date', '*Expense Type', 'Description', '*Payment Type', '*Amount', and '*Currency'. The current total is 'Totals (0 Lines) 0.00 USD'. A note indicates '254 characters remaining' for the description field.

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.

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.

- b. The Per Diem Info window will display.

c. Check the Deduction Flag.

The screenshot shows a 'Per Diem Info' window with a 'Deductions for First or Last Day of Travel' section. A table lists a deduction for 'Emp Meals - Full Day' with a 'Deduction Flag' checked. The 'Per Diem Amount' is 36.00 USD, and the 'Deduction Amount' is 25.00. Buttons for 'OK' and 'Cancel' are visible at the bottom.

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

d. Click OK.

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

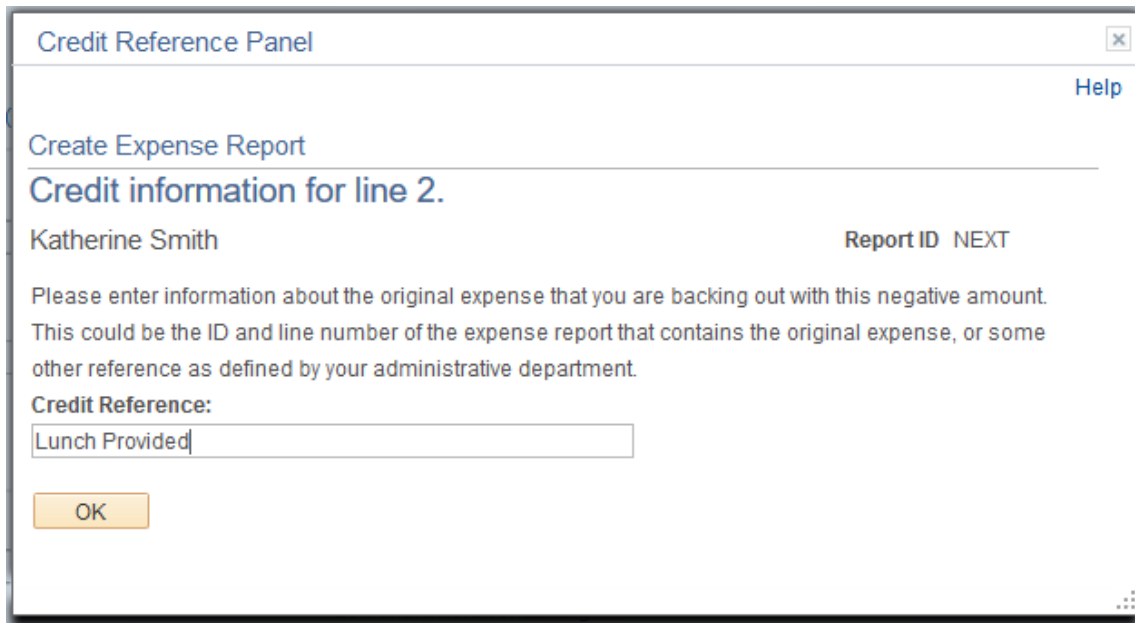
The screenshot shows the expense entry form with the following details: *Date: 11/21/2016, *Expense Type: Emp Meals - Full Day, *Amount: 27.00 USD. The 'Deduction Flag' is checked, and the 'Base Currency Amount' is 27.00 USD.

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).

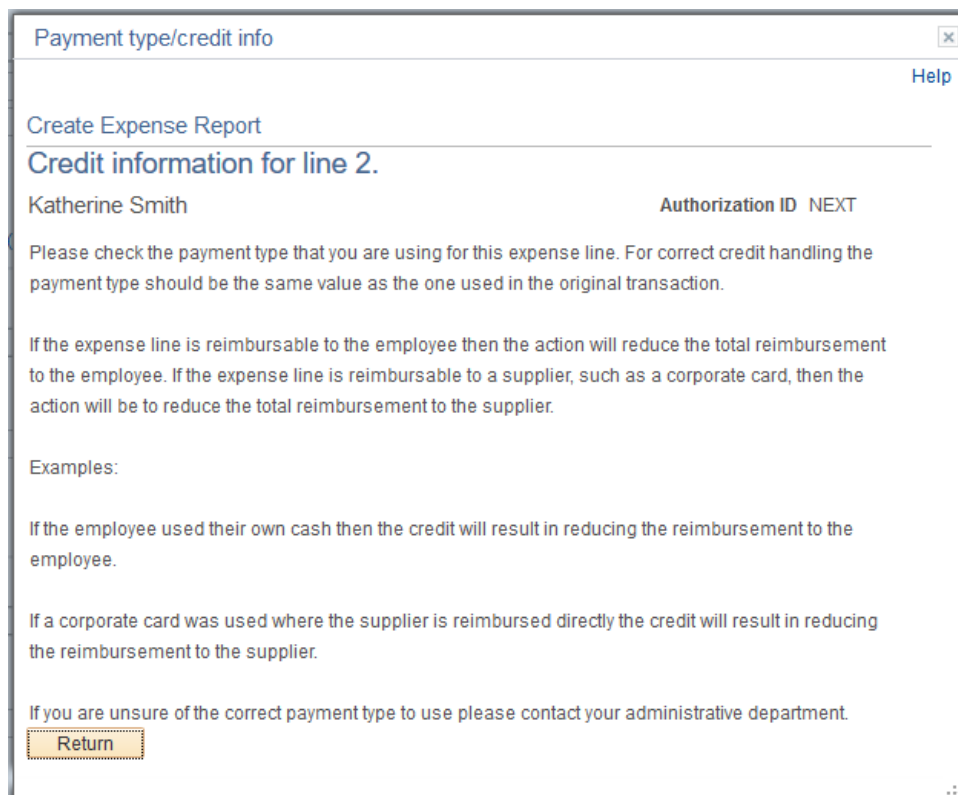
The screenshot shows the expense entry form with a new line added. *Date: 11/21/2016, *Expense Type: Emp Lunch, Description: Lunch Provided, *Amount: -9.00 USD. The 'Deduction Flag' is checked, and the 'Base Currency Amount' is -9.00 USD.

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



The screenshot shows a dialog box titled "Credit Reference Panel" with a "Help" link in the top right corner. Below the title bar, there is a "Create Expense Report" header. The main heading is "Credit information for line 2." followed by the name "Katherine Smith" and the text "Report ID NEXT". The instruction reads: "Please enter information about the original expense that you are backing out with this negative amount. This could be the ID and line number of the expense report that contains the original expense, or some other reference as defined by your administrative department." Below this is the label "Credit Reference:" and a text input field containing "Lunch Provided". An "OK" button is located at the bottom left of the dialog.

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



The screenshot shows a dialog box titled "Payment type/credit info" with a "Help" link in the top right corner. Below the title bar, there is a "Create Expense Report" header. The main heading is "Credit information for line 2." followed by the name "Katherine Smith" and the text "Authorization ID NEXT". The instruction reads: "Please check the payment type that you are using for this expense line. For correct credit handling the payment type should be the same value as the one used in the original transaction." Below this is a paragraph explaining that if the expense line is reimbursable to the employee, the action will reduce the total reimbursement to the employee, and if it is reimbursable to a supplier (like a corporate card), the action will be to reduce the total reimbursement to the supplier. Under the heading "Examples:", there are two scenarios: one where an employee used their own cash, and another where a corporate card was used and the supplier is reimbursed directly. A final instruction states: "If you are unsure of the correct payment type to use please contact your administrative department." A "Return" button is located at the bottom left of the dialog.

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: _____

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

Expand All | Collapse All