

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.

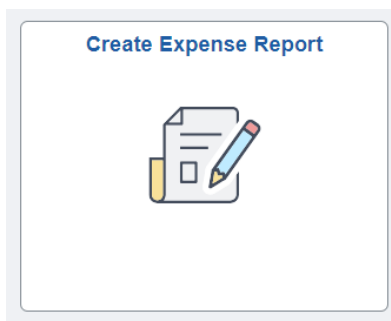
Travelers are eligible for 75 percent (75%) of the total per diem rate on the first and last day of travel. For example, if the per diem rate allows a \$50 total reimbursement, \$37.50 would be allowable on a travel departure or return day ($\$50 \times .75 = \37.50). As a result, the time of departure 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 GeorgiaFIRST 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
 *Description: Meeting
 Destination Location: [Search]
 Reference: [Search]

Attach Receipt >
 Accounting Defaults >

Creation Date: 08/24/2023 Brooklyn Davis
 Updated on: 08/24/2023

Expense Details

Expense Report Action: [Dropdown]
 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.
 - o 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	
<div style="display: flex; justify-content: space-between;"> + Add 🗑️ Delete 🔍 Filter ⋮ More </div>	
<div style="background-color: #f2f2f2; padding: 2px;">Thursday, August 24, 2023</div>	
Emp Meals - Full Day	50.00 USD

Emp Meals - Full Day - 08/24/2023

*Date: 08/24/2023
 *Expense Type: Emp Meals - Full Day
 Description: [Text Area]

Payment Details

*Payment: Credit Card
 *Amount: 50.00 USD

Additional Information

*Billing Type: Internal
 *Expense Location: ATLANTA
 First or Last Day of Travel: [Dropdown]
 Accounting: 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

Emp Meals - Full Day - 08/24/2023

*Date: 08/24/2023

*Expense Type: Emp Meals - Full Day

Description: [Empty text box]

Payment Details

*Payment: Credit Card

*Amount: 50.00 USD

Additional Information

*Billing Type: Internal

*Expense Location: ATLANTA

First or Last Day of Travel >

Accounting 1 >

b. The Per Diem Info window will display.

Deductions for First or Last Day of Travel

Date: 08/24/2023

Expense Type: Emp Meals - Full Day

Per Diem Amount: 50.00 USD

Deduction Details

Expense Type	Deduction Percentage	Deduction Amount	Deduction Calculation	Total Amount
<input type="checkbox"/> Emp Meals - Full Day	25.00			
Total Deductions				

c. Check the Deduction Flag.

Deductions for First or Last Day of Travel

Date: 08/24/2023

Expense Type: Emp Meals - Full Day

Per Diem Amount: 50.00 USD

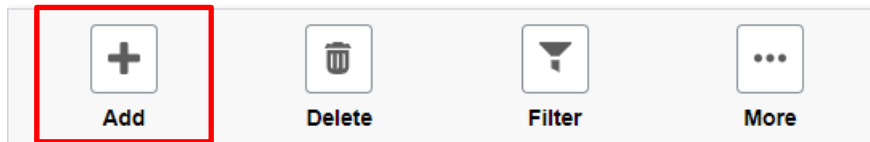
Deduction Details

Expense Type	Deduction Percentage	Deduction Amount	Deduction Calculation	Total Amount
<input checked="" type="checkbox"/> 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.

<p>Total (1 Item) 37.50 USD</p> <p>+ Add - Delete ▼ Filter ⋮ More</p> <p>▼ Thursday, August 24, 2023</p> <table border="1"> <tr> <td>Emp Meals - Full Day</td> <td style="text-align: right;">37.50 USD</td> </tr> </table>	Emp Meals - Full Day	37.50 USD	<p>Emp Meals - Full Day - 08/24/2023</p> <p>*Date: 08/24/2023</p> <p>*Expense Type: Emp Meals - Full Day</p> <p>Description: <input type="text"/></p> <p>Payment Details</p> <p>*Payment: Credit Card</p> <p>*Amount: 37.50 USD</p> <p>Additional Information</p> <p>*Billing Type: Internal</p> <p>*Expense Location: ATLANTA</p> <p>First or Last Day of Travel: 12.50 USD ></p> <p>Accounting: 1 ></p>
Emp Meals - Full Day	37.50 USD		

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



- 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.

<p>Total (2 Items) 23.50 USD</p> <p>+ Add - Delete ▼ Filter ⋮ More</p> <p>▼ Thursday, August 24, 2023</p> <table border="1"> <tr> <td>Emp Lunch Provided</td> <td style="text-align: right;">-14.00 USD</td> </tr> <tr> <td>Emp Meals - Full Day</td> <td style="text-align: right;">37.50 USD</td> </tr> </table>	Emp Lunch Provided	-14.00 USD	Emp Meals - Full Day	37.50 USD	<p>Emp Lunch Provided - 08/24/2023</p> <p>*Date: 08/24/2023</p> <p>*Expense Type: Emp Lunch Provided</p> <p>Description: <input type="text"/></p> <p>Payment Details</p> <p>*Payment: Credit Card</p> <p>*Amount: -14.00 USD</p> <p>Additional Information</p> <p>*Billing Type: Internal</p> <p>*Expense Location: ATLANTA</p> <p>First or Last Day of Travel: ></p> <p>Accounting: 1 ></p>
Emp Lunch Provided	-14.00 USD				
Emp Meals - Full Day	37.50 USD				

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

*Date: 08/24/2023
 *Expense Type: Emp Lunch Provided
 Description: [Text Area]

Payment Details
 *Payment: Credit Card
 *Amount: -14.00 USD

Additional Information
 *Billing Type: Internal
 *Expense Location: ATLANTA
 [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.

Exception Comment

Date 08/24/2023
 Expense Type Emp Lunch Provided
 Expense Amount -14.00 USD

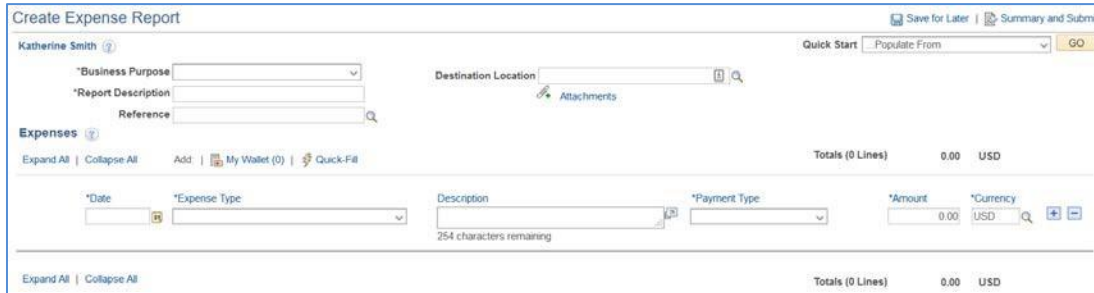
Credit Reference Comment
 Expense amount is negative. Provide credit reference information.
 Lunch Provided

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 USD		Emp Meals - Full Day - 08/24/2023	
<div style="display: flex; justify-content: space-between;"> + Add - Delete Filter More </div>		<div style="display: flex; justify-content: space-between;"> *Date <input type="text" value="08/24/2023"/> </div>	
<div style="background-color: #f2f2f2; padding: 2px;">Thursday, August 24, 2023</div>		<div style="display: flex; justify-content: space-between;"> *Expense Type <input type="text" value="Emp Meals - Full Day"/> </div>	
<div style="padding: 2px;">Emp Lunch Provided -14.00 USD</div>		<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	
<div style="background-color: #e0f2f1; padding: 2px;">Emp Meals - Full Day 37.50 USD</div>		<div style="border: 1px solid #ccc; padding: 2px;"> Payment Details </div>	
		<div style="display: flex; justify-content: space-between;"> *Payment <input type="text" value="Credit Card"/> </div>	
		<div style="display: flex; justify-content: space-between;"> *Amount <input type="text" value="37.50"/> <input type="text" value="USD"/> </div>	
		<div style="border: 1px solid #ccc; padding: 2px;"> Additional Information </div>	
		<div style="display: flex; justify-content: space-between;"> *Billing Type <input type="text" value="Internal"/> </div>	
		<div style="display: flex; justify-content: space-between;"> *Expense Location <input type="text" value="ATLANTA"/> </div>	
		<div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;"> First or Last Day of Travel 12.50 USD > </div>	
		<div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;"> Accounting 1 > </div>	
		<input type="button" value="Receipt Split"/>	
		<div style="border: 1px solid #ccc; padding: 2px;"> Exceptions </div>	
		<div style="display: flex; justify-content: space-between; margin-top: 5px;"> Non-Reimbursable <input type="radio"/> No </div>	
		<div style="display: flex; justify-content: space-between; margin-top: 5px;"> No Receipt <input type="radio"/> No </div>	

Classic Navigation

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

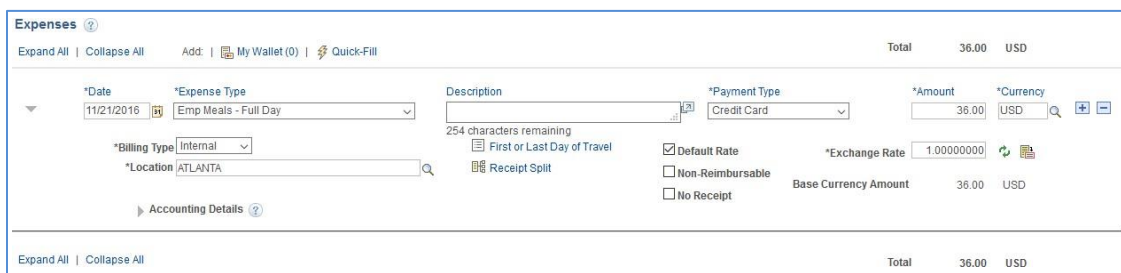


2. Enter the following information on the Expense Report header:

- a. *Business Purpose
- b. *Report Description
- c. Destination Location

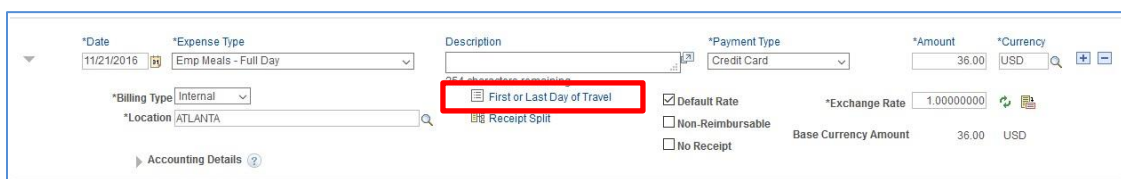
3. Next, enter your Expenses. First, enter a line for Full Day employee meal per diem. Enter the following information on the Expense line:

- 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.
 - 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.

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 Personalize Find | 1 of 1 Last

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

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 Personalize Find | 1 of 1 Last

	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 Receipt Split

Default Rate Non-Reimbursable No Receipt

*Exchange Rate 1.00000000 Base Currency Amount 27.00 USD

Accounting Details

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

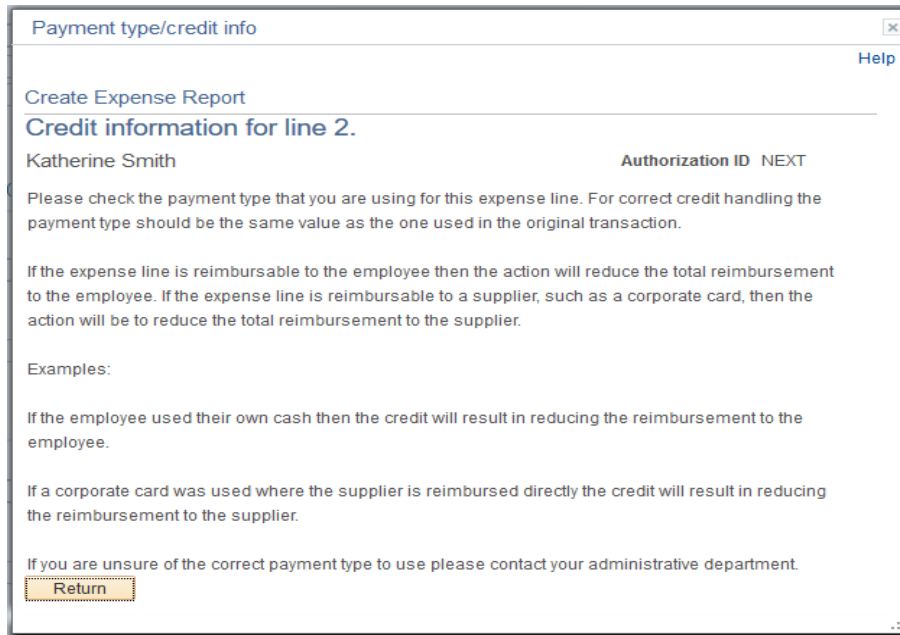
- “Lunch Provided.”
- c. Select a *Payment Type.
- d. The amount will automatically be set as a negative value (-14.00).

The screenshot shows an expense report entry form. At the top, there is a date field with '07/11/2023', a description field with 'Lunch Provided', and an amount field containing '-14.00' and 'USD'. Below these are fields for 'Billing Type' (Internal), 'Location' (ATLANTA), and 'Exchange Rate' (1.00000000). There are also checkboxes for 'Default Rate', 'Non-Reimbursable', and 'No Receipt'. A 'Credit Comment' field is visible at the bottom.

- 6. 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 'Credit Reference Panel' dialog box. It has a title bar with 'Credit Reference Panel' and a close button. Below the title bar is a 'Help' link. The main content area has a heading 'Create Expense Report' and a sub-heading 'Credit information for line 2.'. Below this, it says 'Katherine Smith' and 'Report ID NEXT'. A paragraph of text explains that the user should enter information about the original expense being backed out. Below this is a 'Credit Reference:' label and a text input field containing 'Lunch Provided'. At the bottom left is an 'OK' button.

7. 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.

