# 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 x .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 x .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.
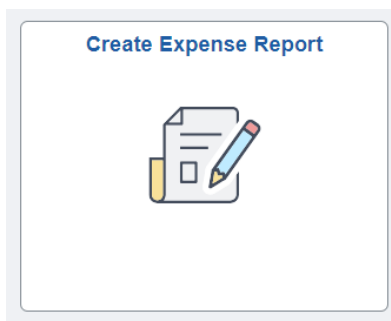


2. Enter the following information on the Expense Report header:

   a.  *Business Purpose
   b.  *Report Description
   c.   Select **Add Expense Lines** from the Expense Report Action menu

**General Information**

*Business Purpose    Attend Meetings
*Description    Meeting
Destination Location    [        ]
Reference    [        ]

Attach Receipt    >
Accounting Defaults    >

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.

   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

[+] Add    [🗑] Delete    [▼] Filter    [...] More

▼ Thursday, August 24, 2023

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    [        ]

**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 >

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 | |
| --- | --- | --- | --- | --- | --- |
| **+**<br>Add | 🗑<br>Delete | ▼<br>Filter | ⋯<br>More | *Date: 08/24/2023 | |
| ▼ **Thursday, August 24, 2023** | | | | *Expense Type: Emp Meals - Full Day | |
| **Emp Meals - Full Day** | | | 50.00<br>USD | Description: | |
| | | | | **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.

| Cancel | **Deductions for First or Last Day of Travel** | | | | Done |
| --- | --- | --- | --- | --- | --- |
| | 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 |
| ☐ Emp Meals - Full Day | 25.00 | | | | |
| | | | **Total Deductions** | | |

   c.  Check the Deduction Flag.

| Cancel | **Deductions for First or Last Day of Travel** | | | | Done |
| --- | --- | --- | --- | --- | --- |
| | 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 |
| ☑ 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 - 08/24/2023** |
| **+** Add **🗑** Delete **▼** Filter **•••** More | *Date 08/24/2023 📅 |
| ▼ Thursday, August 24, 2023 | *Expense Type Emp Meals - Full Day 🔍 |
| Emp Meals - Full Day 37.50 USD | Description 🖉 |
| | **Payment Details** |
| | *Payment Credit Card |
| | *Amount 37.50 USD 🔍 |
| | **Additional Information** |
| | *Billing Type Internal |
| | *Expense Location ATLANTA 🔍 |
| | 📄 First or Last Day of Travel 12.50 USD > |
| | 🧾 Accounting 1 > |

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

| **+** Add | **🗑** Delete | **▼** Filter | **•••** More |
|---|---|---|---|
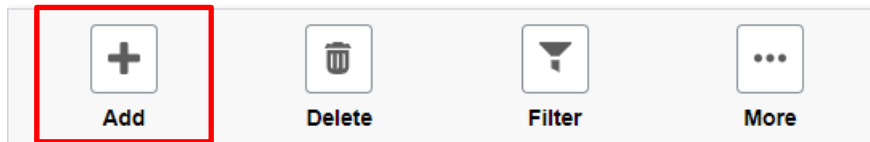
a. Select the *Expense Type for the meal that was provided. For this example, we will select "Emp Lunch Provided." The Amount will populate with the negative per diem amount for the Destination Location you entered.
b. Select a *Payment Type.

| | |
|---|---|
| Total (2 Items) 23.50 USD | **Emp Lunch Provided - 08/24/2023** |
| **+** Add **🗑** Delete **▼** Filter **•••** More | *Date 08/24/2023 📅 |
| ▼ Thursday, August 24, 2023 | *Expense Type Emp Lunch Provided 🔍 |
| Emp Lunch Provided -14.00 USD | Description 🖉 |
| Emp Meals - Full Day 37.50 USD | **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 > |

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.



6. Click on the Credit Reference Required link

7. Enter "Lunch Provided." Then click OK.

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.

## Classic Navigation

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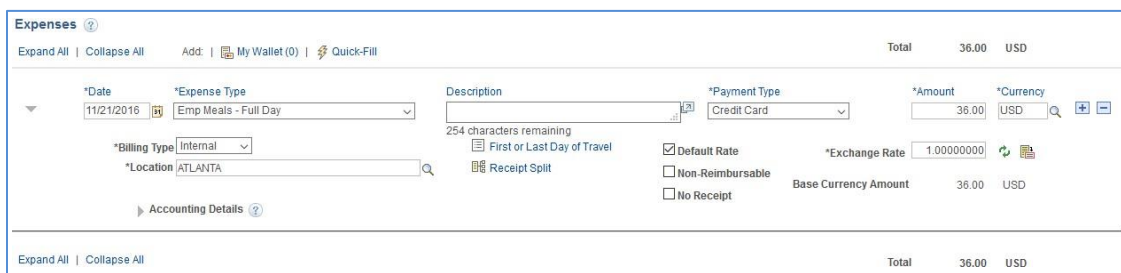


2. Enter the following information on the Expense Report header:

   a. *Business Purpose
   b. *Report Description
   c. Destination Location
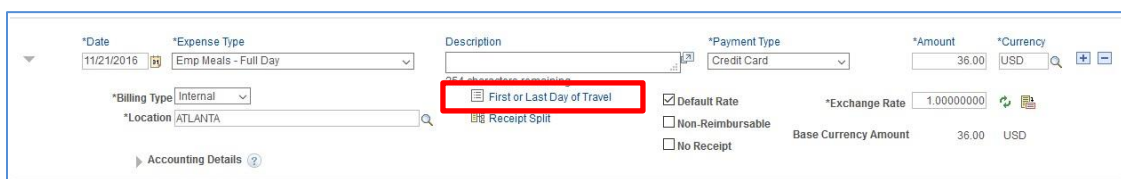
3. Next, enter your Expenses. First, enter a line for Full Day employee meal per diem. Enter the following information on the Expense line:

   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.



c.  Check the Deduction Flag.



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



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
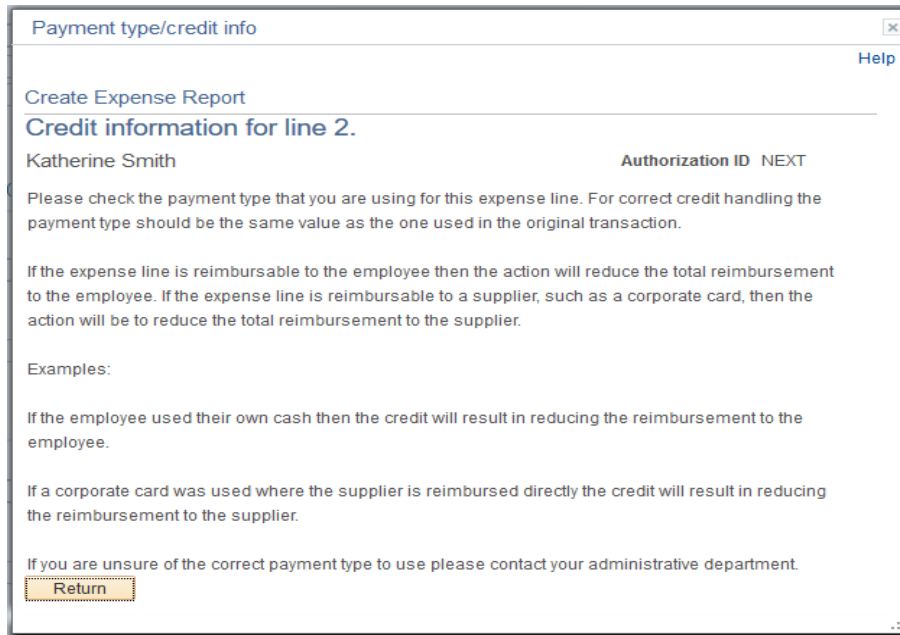
"Lunch Provided."

c. Select a *Payment Type.

d. The amount will automatically be set as a negative value (-14.00).



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

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

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.