

# 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 \$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. or an employee does not wish to claim meals.**

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.

## 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.

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

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 Percentage' of 25.00. The 'Deduction Flag' column for this row has a checked checkbox, which is highlighted with a red square. Below the table are 'OK' and 'Cancel' buttons.

d. Click OK.

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

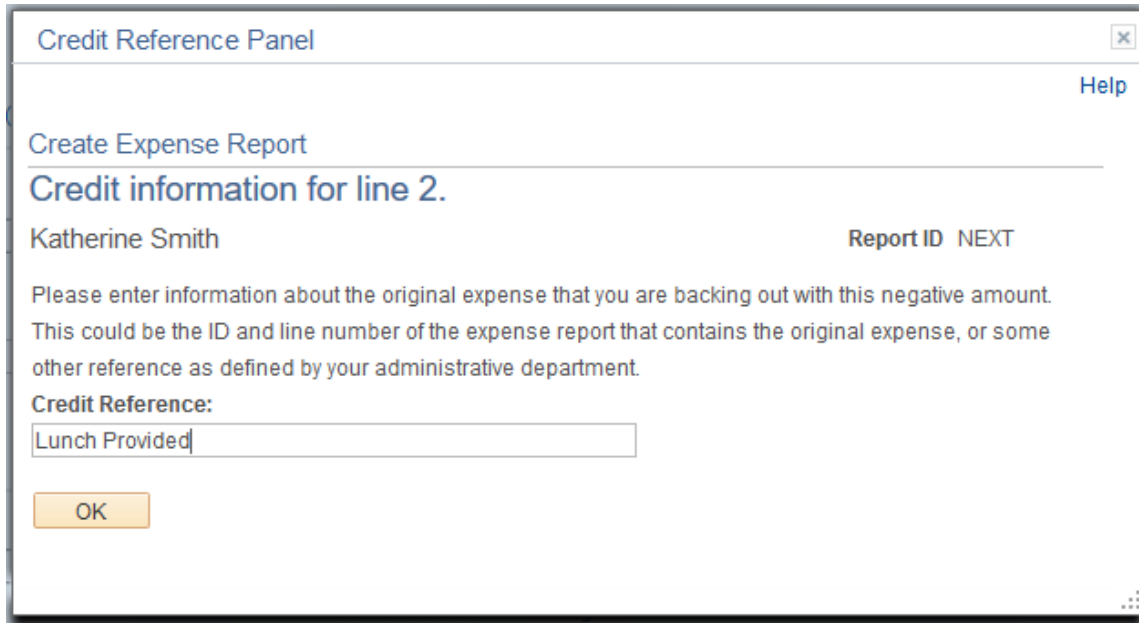
This screenshot shows the expense report line after the deduction is applied. The '\*Amount' field now displays 27.00 USD. Other fields include '\*Date' (11/21/2016), '\*Expense Type' (Emp Meals - Full Day), and '\*Payment Type' (Credit Card). The 'Base Currency Amount' is also shown as 27.00 USD.

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 "Lunch Provided" 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.
- The amount will automatically be set as a negative value (-14.00).

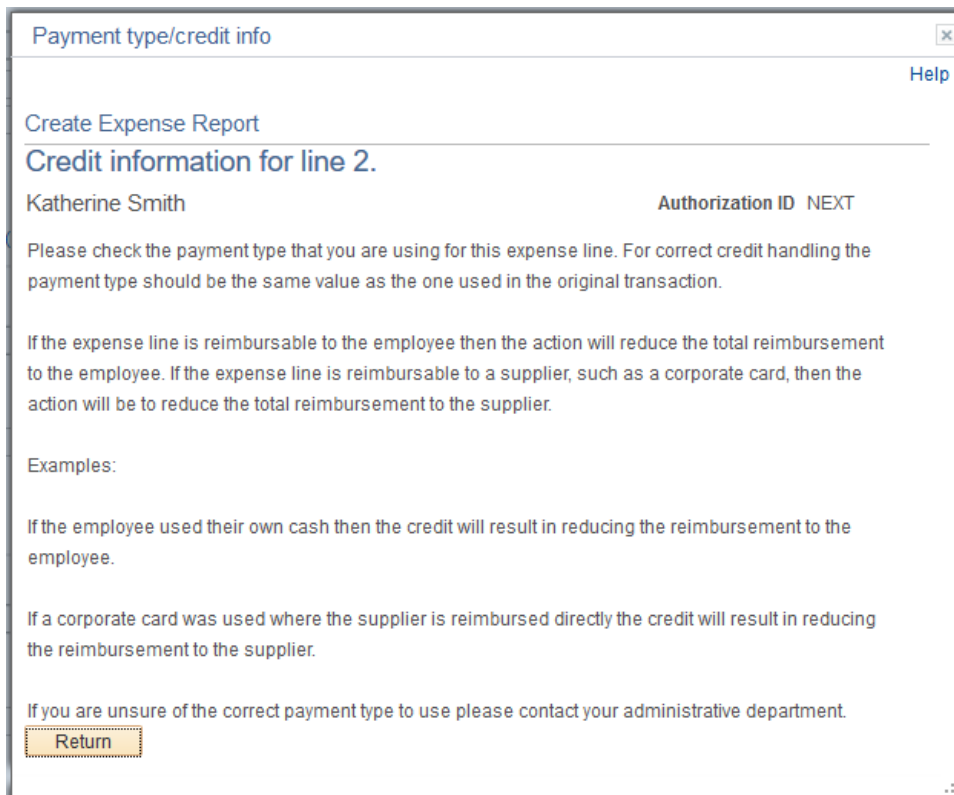
This screenshot shows a new expense report line added. The '\*Date' is 07/11/2023, '\*Expense Type' is Lunch Provided, and the Description is 'Lunch Provided'. The '\*Amount' field is highlighted with a red box and shows -14.00 USD. The '\*Payment Type' is set to Credit Card. The 'Base Currency Amount' is also -14.00 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 close button (X) in the top right corner. Below the title bar is a "Help" link. The main content area includes the text "Create Expense Report" followed by "Credit information for line 2." Below this, the name "Katherine Smith" is displayed on the left, and "Report ID NEXT" is on the right. A paragraph of instructions follows: "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 the instructions is the label "Credit Reference:" followed by a text input field containing the text "Lunch Provided". At the bottom left of the dialog is an "OK" button.

- 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 close button (X) in the top right corner. Below the title bar is a "Help" link. The main content area includes the text "Create Expense Report" followed by "Credit information for line 2." Below this, the name "Katherine Smith" is displayed on the left, and "Authorization ID NEXT" is on the right. A paragraph of instructions follows: "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 another paragraph: "If the expense line is reimbursable to the employee then the action will reduce the total reimbursement to the employee. If the expense line is reimbursable to a supplier, such as a corporate card, then the action will be to reduce the total reimbursement to the supplier." Below that is the label "Examples:" followed by two paragraphs: "If the employee used their own cash then the credit will result in reducing the reimbursement to the employee." and "If a corporate card was used where the supplier is reimbursed directly the credit will result in reducing the reimbursement to the supplier." Below these examples is the text: "If you are unsure of the correct payment type to use please contact your administrative department." At the bottom left of the dialog is a "Return" button.

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 Submit

Brooklyn Davis

\*Business Purpose: Attend Conference  
 \*Report Description: Conference 2023  
 Reference: [Search]

Destination Location: ATLANTA Attachments

Actions: ...Choose an Action GO

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Expenses **Total 23.50 USD**

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

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
07/11/2023	Emp Meals - Full Day	254 characters remaining	Credit Card	37.50	USD
*Billing Type: Internal		First or Last Day of Travel 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: 37.50 USD
*Location: ATLANTA					
Accounting Details					
07/11/2023	Lunch Provided	Lunch Provided 240 characters remaining		-14.00	USD
*Billing Type: Internal		First or Last Day of Travel 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: -14.00 USD
*Location: ATLANTA <span style="float: right;">Credit Comment</span>					
Accounting Details					
				<b>Total</b>	<b>23.50 USD</b>

Expand All | Collapse All