CHROMERIVER **EXPENSE Business Meals**

Expense Reports are submitted to reimburse travel expenses after the trip is completed.

Expense Reports must be submitted within 60 days after the trip is completed.

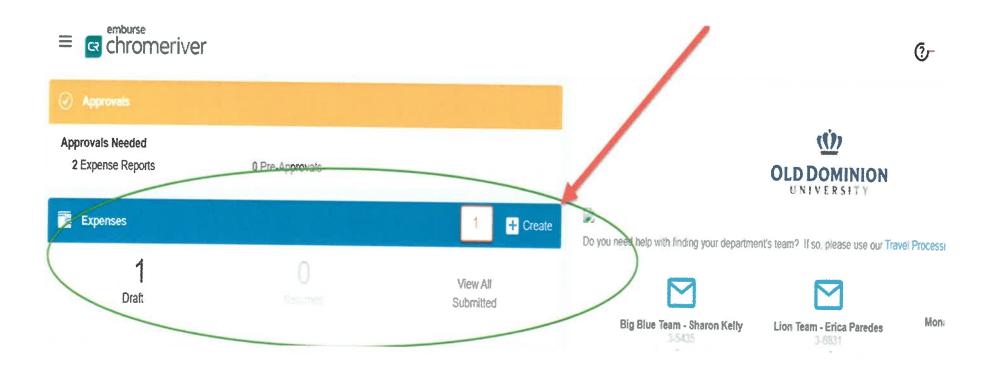
Accounts Payable will approve or return the Expense Report for correction within 7 workdays.

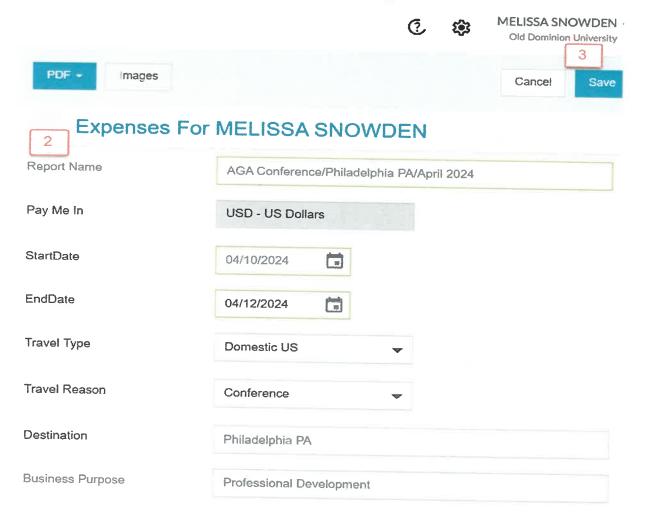
All employees must receive travel reimbursements via direct deposit. The Accounts Payable Direct Deposit must be set up in Leo Online.

CAPP Topic 20335 references Expense Reports on page 7 and requirements for travel reimbursements on pages 9-10. https://www.doa.virginia.gov/reference.shtml#CAPP

Steps to create an Expense Report:

- 1. Click on Create which is under Expense on the Dashboard
- 2. Complete the Expense Report Header
 - Report Name Type a unique name.
 - i.e. Conference Name, Location and Date
 - Start Date Input the date you will depart on the trip
 - End Date Input the date you will return from the trip
 - Travel Type Select Domestic US, International or Small Business Expense
 - Travel Reason Click the drop-down arrow to select a reason
 - Destination Input the place where you will travel to
 - Business Purpose Provide a business reason for the trip
- 3. Click Save





Business meals or non-travel related meals may be claimed by individuals who are not in travel status. Business meal reimbursements are based on actual expenses.

Utilize per diem rates posted on GSA.gov to determine the allowable per diem for the specified meal which includes taxes and tips.

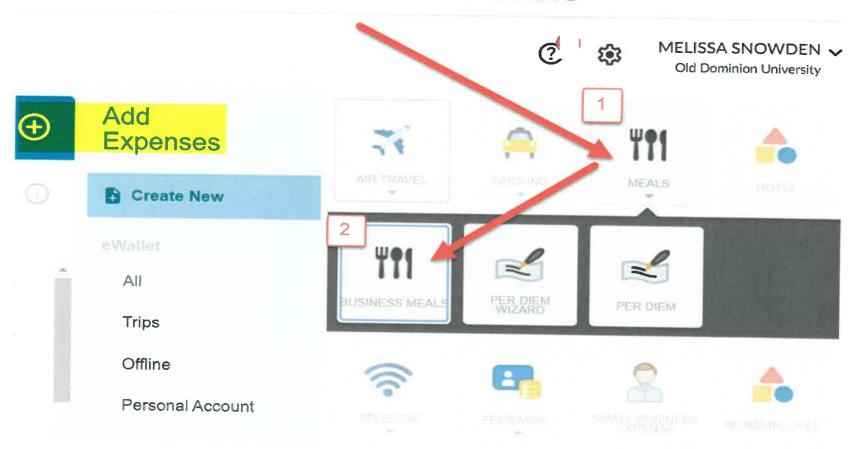
Business meal expenses can be reimbursed up to 50% above the allowable GSA rate. A discretionary budget is required to reimburse any amounts that exceed 150% of the GSA rate.

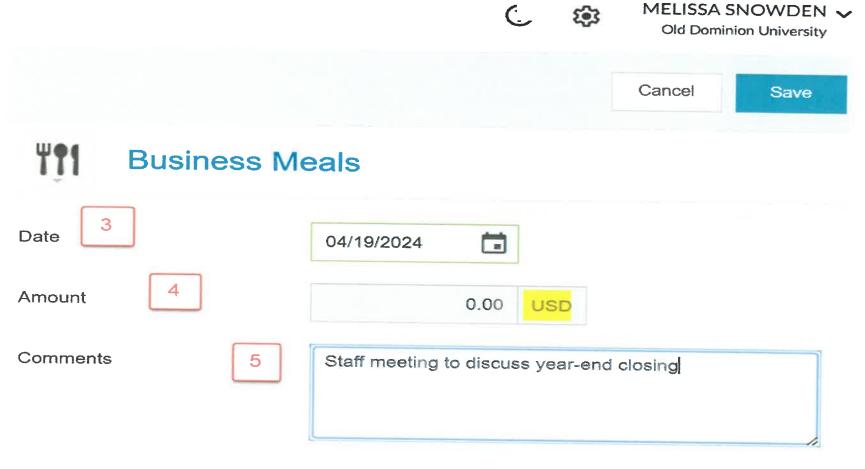
The following documentation is required to reimburse business meals:

- Business meal form
- Itemized receipt
- Names of attendees
- Purpose of the business meal to include description of business discussed, and benefits to the University

CAPP Topic 20335 references Business Meals on page 26. https://www.doa.virginia.gov/reference.shtml#CAPP

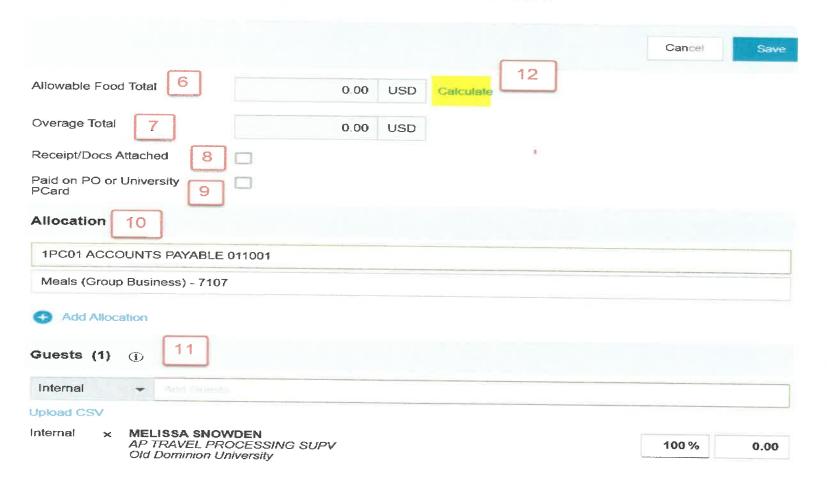
- 1. Click on the expense tile for Meals on the right or click on the plus symbol (+) to the left of Add Expenses to view the expense tiles
- 2. Select Business Meals and complete the form
- 3. Date Input the date of shown on the receipt
- Amount The amount will automatically populate. Click on USD to select the appropriate currency if the receipt is in a foreign currency.
- 5. Comments Record the purpose of the business meal including the topic of discussion and benefit to the University





- 6. Allowable Food Total The allowable total will automatically populate.
- 7. Overage Total The overage total will automatically populate.
- 8. Receipts/Doc Attached Click on Receipts Attached and attach receipts as one pdf file after all expenses are input or individually
- 9. Paid on PO or University PCard Click the box to check it if the department charged the PCard or a PO. Expenses paid on a PO or PCard will not be reimbursed. Leave the box unchecked if the fee was charged to a personal card or an individual travel card.

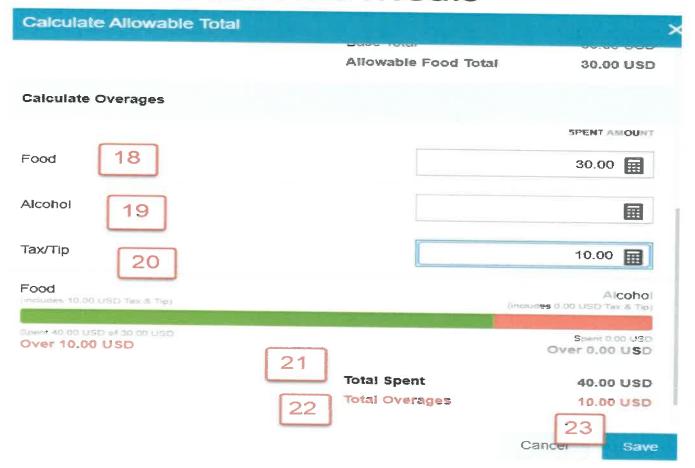
- 10. Allocation Input the department budget code on the first line and the subaccount (expense code) for business meals (7107) on the second line. Click Add Allocation if expenses must be split to charge a second budget code.
- 11. Guests Input the names of attendees. Internal guests are ODU employees. Click on the drop-down arrow to the right of Internal and Select External to input names of non-employees.
- 12. Click on Calculate and complete the form



- 13. Date Input the date shown on the receipt
- 14. Location Type the city or county and state for the physical location or address of the restaurant
- 15. Meal Type Click on the meal type based on the time of purchase or meeting time:Breakfast (before 11am), Lunch (11am-4pm), Dinner (after 4pm)
- 16. Attendees Input the number of attendees
- 17. Allowable Food Total The allowable total is automatically calculated based on the allowable GSA.gov per diem rate per attendee times the number of attendees

Calculate Allowable Total	
Date 13	04/19/2024
Location 14	Norfolk-Norfolk (city), Virginia (VA), United States
Meal Type	O Breakfast
13	Lunch
	O Dinner
Attendees	
Attendees 16	2
	Per Attendee 15.00 USD
	Base Total 30.00 USD
	Allowable Food Total 30.00 USD

- 18. Food Input the cost of the food purchased as shown on the receipt
- 19. Alcohol Input the total cost for all alcoholic beverages being reimbursed. A discretionary budget is required to reimburse alcohol.
- 20. Tax/Tip Input the total amount charged for taxes and any tips paid
- 21. Total Spent The total is automatically calculated based on the sum of Food, Alcohol and Tax/Tip.
- 22. Total Overages The total is automatically calculated based on the difference in the Total Spent and the Allowable Food Total. Overages or excess meal costs are reimbursable up to 50% above the allowable GSA.gov rate. A discretionary budget is required to reimburse any amounts that exceed 150%
- 23. Click Save



- 24. Attachments Save receipts as one pdf file on the desktop or individually. JPG, PNG, OFD, and TIFF files may also be uploaded. Attach the pdf file in Chrome River using one of the two methods shown below:
 - a. Drag and drop the pdf file in the area marked as Drag image here to upload, or
- b. Click on Add Attachments and locate the pdf file to attach 25. Click Save

