



CHROMERIVER EXPENSE

Meals & Incidentals

Expense Reports

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>

Expense Reports

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

Expense Reports



Approvals

Approvals Needed

2 Expense Reports

0 Pre-Approvals

Expenses

1 [+](#) Create

1
Draft

0
Rejected

[View All Submitted](#)

Do you need help with finding your department's team? If so, please use our [Travel Process](#)



Big Blue Team - Sharon Kelly
3-5435



Lion Team - Erica Paredes
3-6831

Mon:

Expense Reports



MELISSA SNOWDEN
Old Dominion University

3

PDF ▾

Images

Cancel

Save

Expenses For MELISSA SNOWDEN

2

Report Name

AGA Conference/Philadelphia PA/April 2024

Pay Me In

USD - US Dollars

StartDate

04/10/2024



EndDate

04/12/2024



Travel Type

Domestic US ▾

Travel Reason

Conference ▾

Destination

Philadelphia PA

Business Purpose

Professional Development

Meals and Incidental Expenses (M&IE)

Meals and Incidental Expenses (M&IE) are reimbursable on a per diem basis for overnight business travel more than 25 miles outside of the traveler's official station.

Utilize the per diem rates posted on [GSA.gov](https://www.gsa.gov) to determine the allowable M&IE based on the physical location where you lodge.

Incidentals are included in the M&IE per diem rate. Incidentals are reimbursed at the flat rate of \$5.00 for each day of overnight travel, or \$3.75 on the travel day.

Incidental expenses include tips for waiters, bellhops and valet, personal telephone calls, laundry and transportation to restaurants.

Meals and Incidental Expenses (M&IE)

Guidelines for claiming M&IE:

- No receipts are required
- Per diem can only be claimed for overnight travel outside the official station (more than 25 miles from the basepoint)
- Only 75% of the allowable per diem can be claimed on travel days (trip departure and return days)
- M&IE must be reduced for any applicable meals that are included or provided as complimentary meals by the hotel, included with airfare, or provided by the conference sponsor.

CAPP Topic 20335 references M&IE on pages 22-24.
<https://www.doa.virginia.gov/reference.shtml#CAPP>

Meals & Incidental Expenses (M&IE)

Steps to input M&IE per diem:

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 Per Diem Wizard and complete the form
3. Start Date - Input the first day of business travel
4. End Date – Input the last day of the business trip
5. Days – The number of days for the business trip will be automatically populated based on the start and end dates.
6. Comments – Optional

Meals and Incidental Expenses (M&IE)



Meals and Incidental Expenses (M&IE)

Per Diem Wizard



Start Date

3

04/17/2024



End Date

4

04/19/2024



Days

5

3

Comments

Optional

6

Add Description



Meals and Incidental Expenses (M&IE)

Steps to input M&IE per diem:

7. Location – Type in the city or county and state based on the physical location of the hotel or place where you lodged.
8. Allocation – Input the department budget code on the first line and the subaccount (expense code) for M&IE training (7109) or non-training (7105) on the second line. Click Add Allocation if expenses must be split to charge a second budget code.
9. Add Entries – Click on Add Entries to record M&IE per diem for the business travel based on the start and end dates.

Meals and Incidental Expenses (M&IE)

Location 

7

Washington-District Of Columbia, District of Columbia...

Allocation

8

1PC01 ACCOUNTS PAYABLE 011001

Meals & Incidentals (Training) - 7109

 [Add Allocation](#)

9

Add Entries

Cancel

Meals and Incidental Expenses (M&IE)

Steps to input M&IE per diem:

10. Click on the per diem for the first and last days of the trip and click on Travel Day to reduce per diem to 75% of the allowable rate.

Reduce daily per diem for any meals provided by the hotel or conference sponsor.

Deduct meals provided by clicking on the date of the per diem, and click on the specific meal to record a check mark.

Additional deductions may also be taken to reduce per diem.

11. Add to Report – Click on Add to Report to list per diem on the expense report

Meal and Incidental Expenses (M&IE)

DATE	LOCATION	AMOUNT
× Wed, 04/17/2024	Washington, District of Columbia (DC), United States	59.25 USD >
× Thu, 04/18/2024	Washington, District of Columbia (DC), United States	79.00 USD >
× Fri, 04/19/2024	Washington, District of Columbia (DC), United States	59.25 USD v

Deductibles 10

Breakfast Travel Day
 Lunch Additional Deduction
 Dinner

11 Clear All Add to Report