Non-Travel Expense –

Business Meals

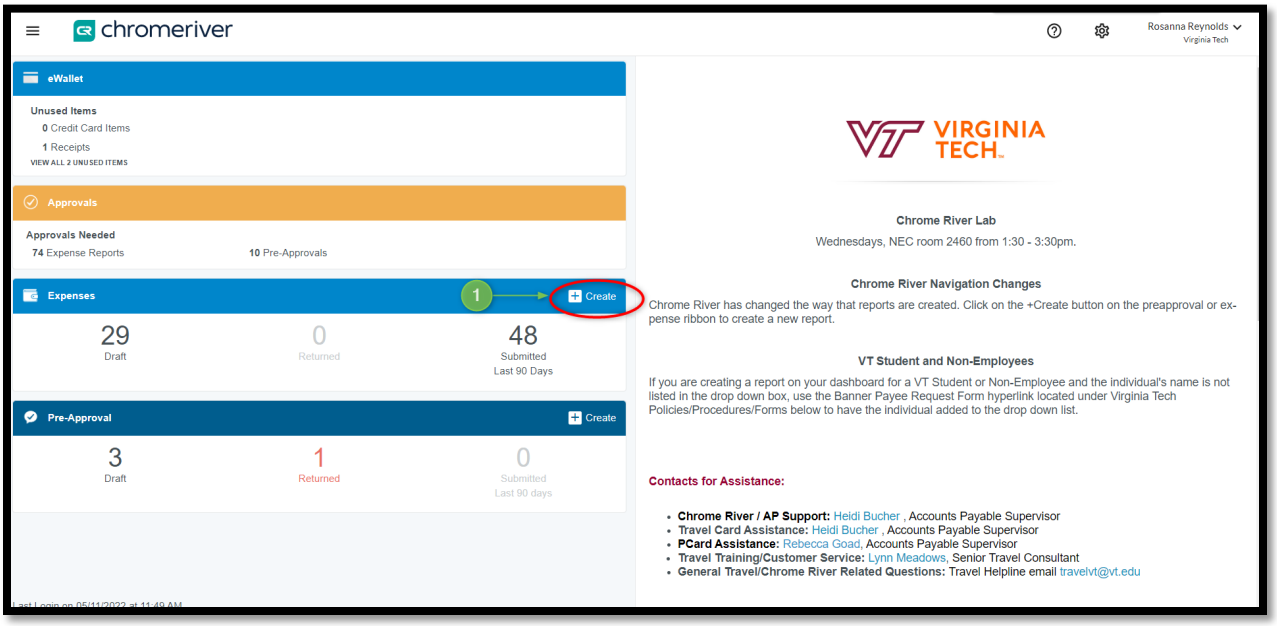
Business Meals for Non-Travel Reimbursements is when a meal, near the local campus, is provided to a group of participants/employees for a valid business purpose. An expense is considered a business meal when the individual needs reimbursement for breakfast, lunch, or dinner food from a vendor or restaurant near the local campus. Refer to Procedure 20310a:Business Meals and Refreshments for more guidance. Business meals should be preapproved by emailing apfoodapp@vt.edu with the following information: date, time, location, individuals attending, business purpose, estimated amount and fund number. The approval email from the Controller's Office will need to be attached to the expense report. The America To Go program should be used for these purchases whenever possible. You should only use the reimbursement process if other payment methods weren't available.

The example outlined in this how-to document is for an employee who needs reimbursement for a business meal.

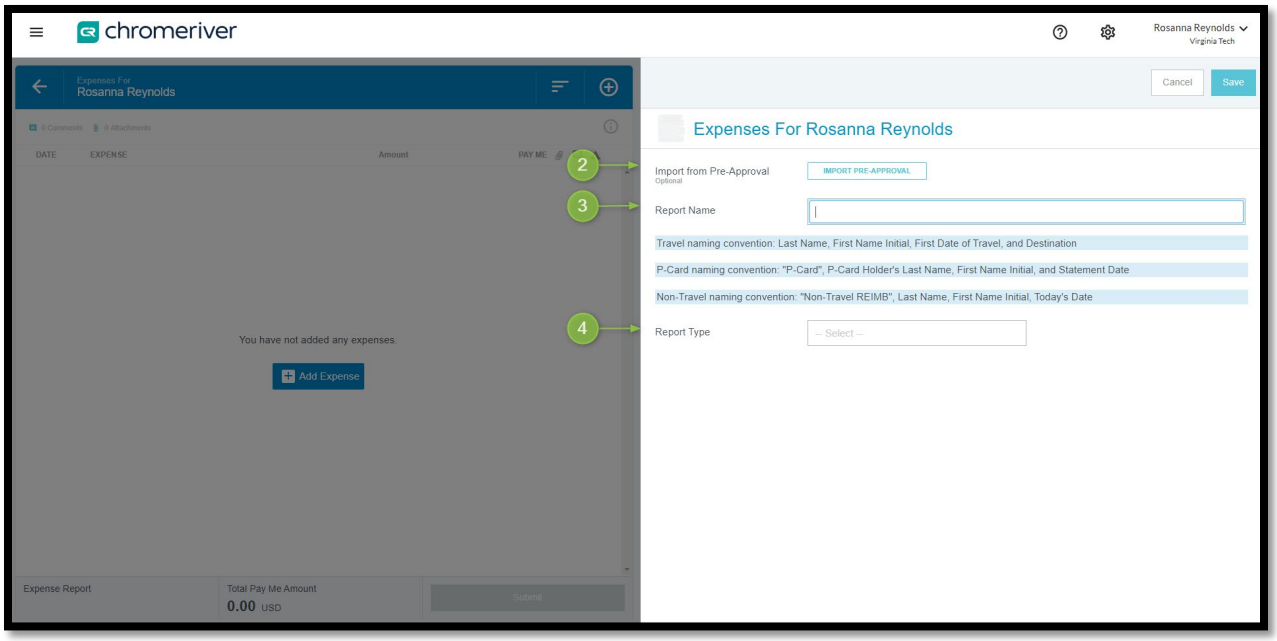
If you are creating the reimbursement for an employee, select the employee from your delegate list. If you aren't set up as a delegate for an employee, you will need to be before you can create the report. Check the right-hand corner to make sure you are on the employee's dashboard before you begin.

If you are creating the reimbursement for a VT student or Non-Employee, you will use your dashboard for processing the expense report. Use the drop-down lists after selecting the payee type to select the student or non-employees name. If their name isn't available, use the Banner Payee Request Form to have their name added to Chrome River.

Creating Non-Travel Expense Report:



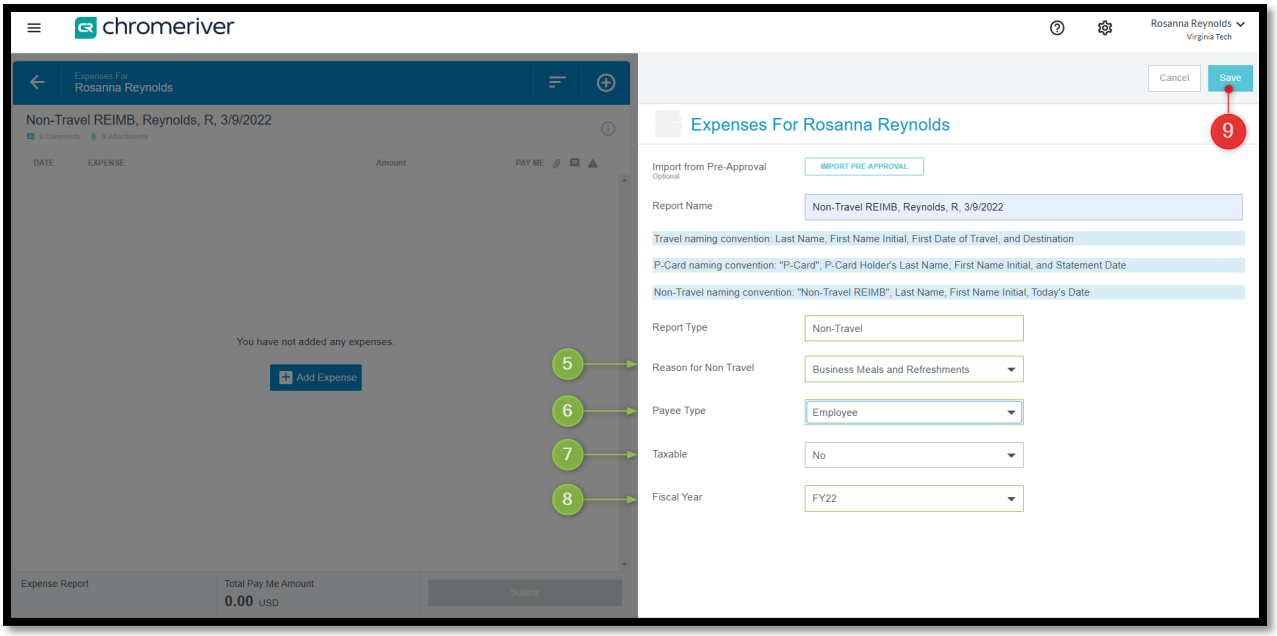
1. Select the “Create” button on the expense ribbon.



2. **Import from Pre-Approval**: No preapprovals will be used for Non-Travel Reimbursement expenses. Do not click on Import from Pre-Approval button.

3. **Report Name**: Insert “Non-Travel REIMB”, Last Name, First Initial, Current Date Report is created. Note: If Payee Type (Step #6), other than Dashboard Owner’s Name (Employee), is selected, the Report Name must contain the payee’s last name and first initial.

4. **Report Type**: Select Non-Travel.



5. **Reason for Non-Travel**: Use the dropdown field and select “Business Meals and Refreshments”.

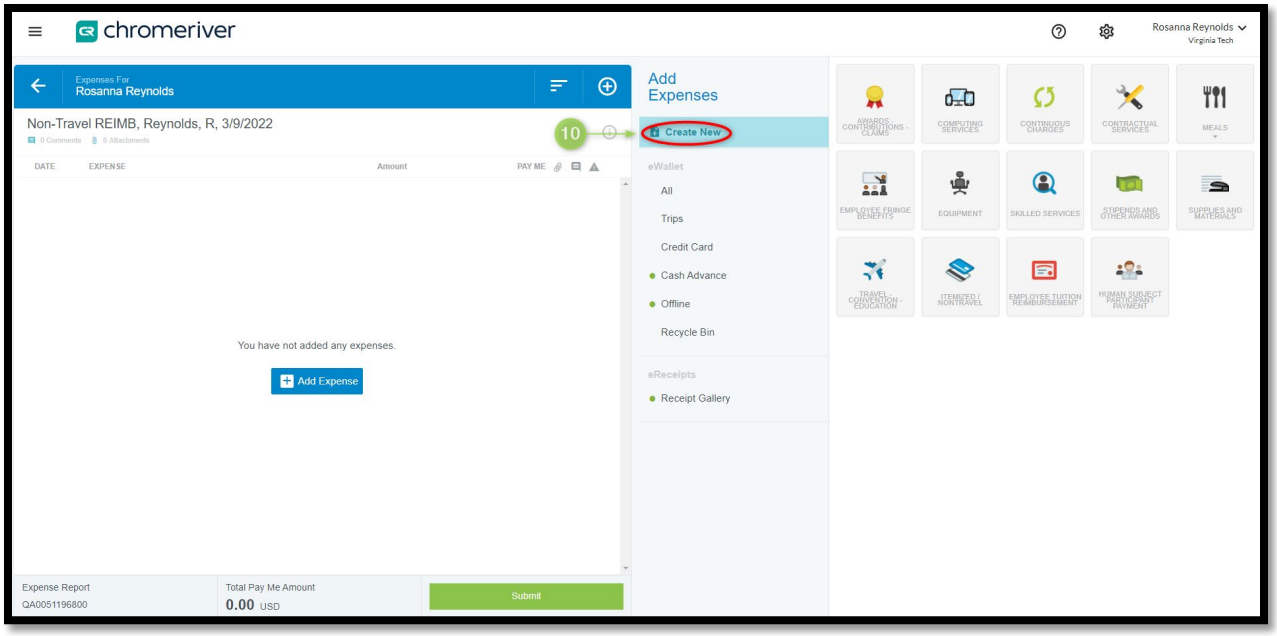
6. **Payee Type**: Select Employee from the drop-down list.

7. **Taxable**: Select “Yes” or “No” as to whether or not this report would be taxable. (Note: A report would be only taxable if the Overtime Meals expense type was selected, or if the expenses are over 365 days old.)

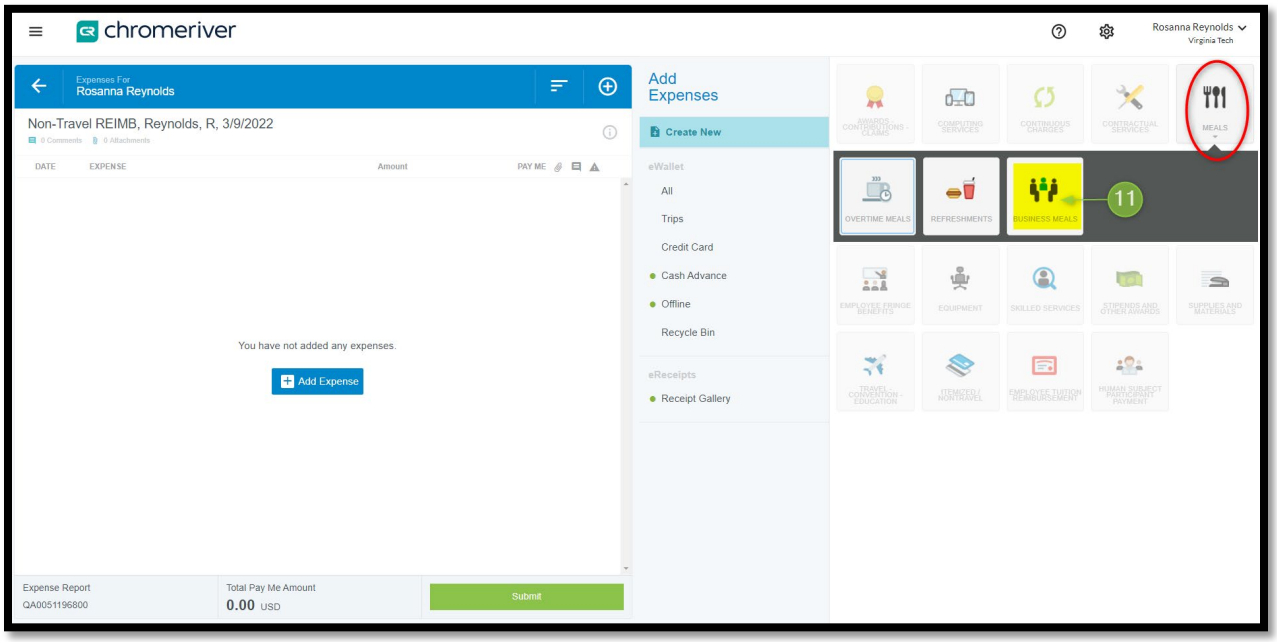
8. **Fiscal Year**: If this expense is to be charged outside of the current FY, select the next FY.

9. **Save**: Click on this button to save the changes to the header.

You can get back to the header by clicking the report name in the top left-hand portion (under the blue ribbon) on the page.

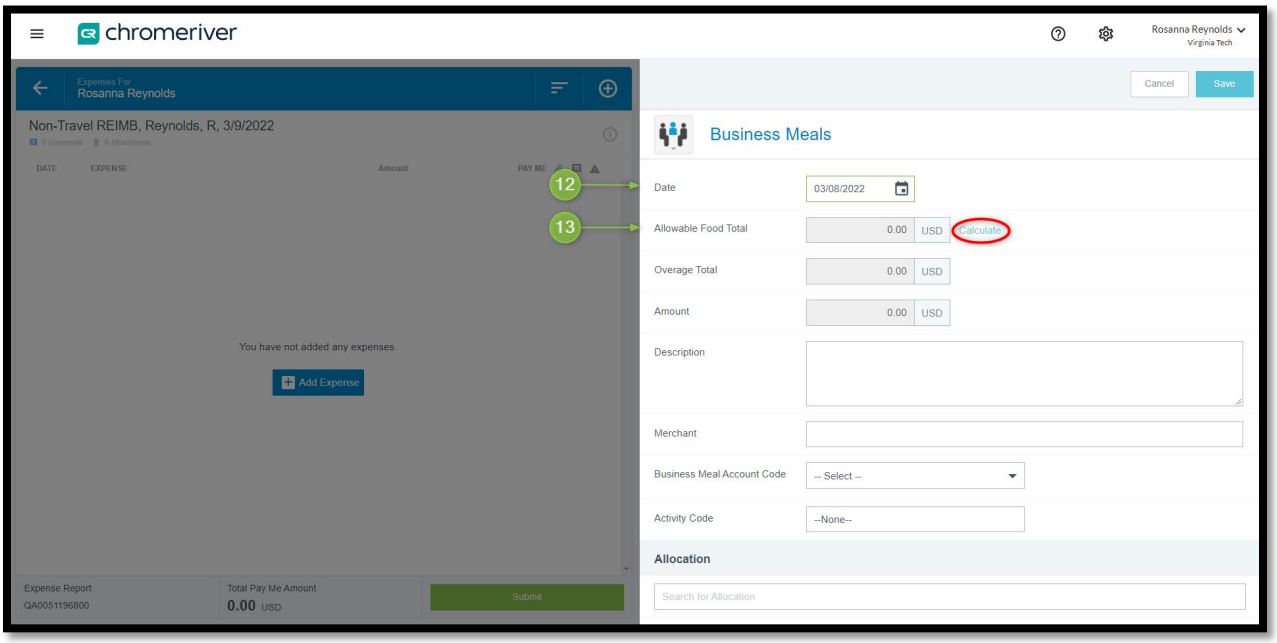


10. Select “Create New” button.



11. After selecting the Create New button, choose the category expense type of “Meals”. Then, a sub-category will need to be selected. Choose “Business Meals”.

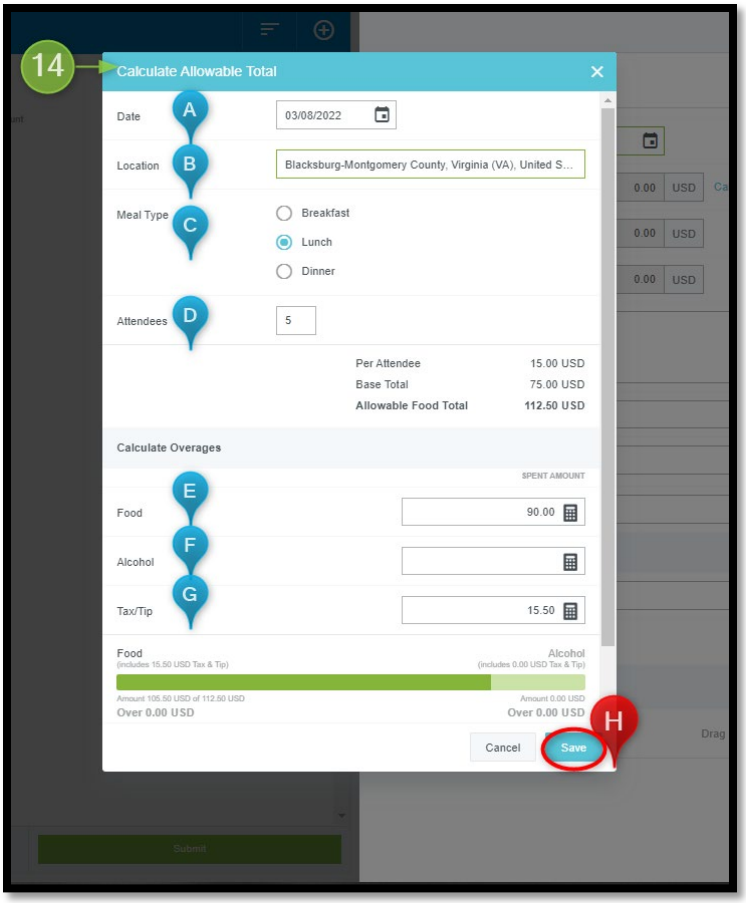
Adding Information to Expense Type:



12. **Date**: Insert the correct date for the receipt.

13. **Allowable Food Total/Overage Total/Amount**: Determine the amount of the expense type by selecting “Calculate”. Note: These sections are greyed out, and can only be changed by hitting “Calculate”. Additionally, if the receipt amount is not in USD, convert the receipt to USD prior to clicking the calculate hyperlink.

14. **Calculate Allowable Total**:



a. **Date**: Date populates from Step#11.

b. **Location**: Enter the location of the business meal. Here "Blacksburg-Montgomery County, Virginia" is entered.

c. **Meal Type**: Select whether the meal is for Breakfast, Lunch, or Dinner. Here lunch is selected.

d. **Attendees**: Enter the number of attendees that are associated with the attached receipts, as this drives how much of the reimbursement will be allowable on state funds.

e. **Food**: Enter the total amount paid for the food portion of the receipt/bill.

f. **Alcohol**: Enter the total amount for Alcohol. The tax associated with this portion of the purchase will automatically be added to this amount after the Tax/Tip has been submitted. *Note*: When the user submits this expense, a warning will fire if there is an amount in the Alcohol portion of the calculation. There are 2 options on how to proceed.

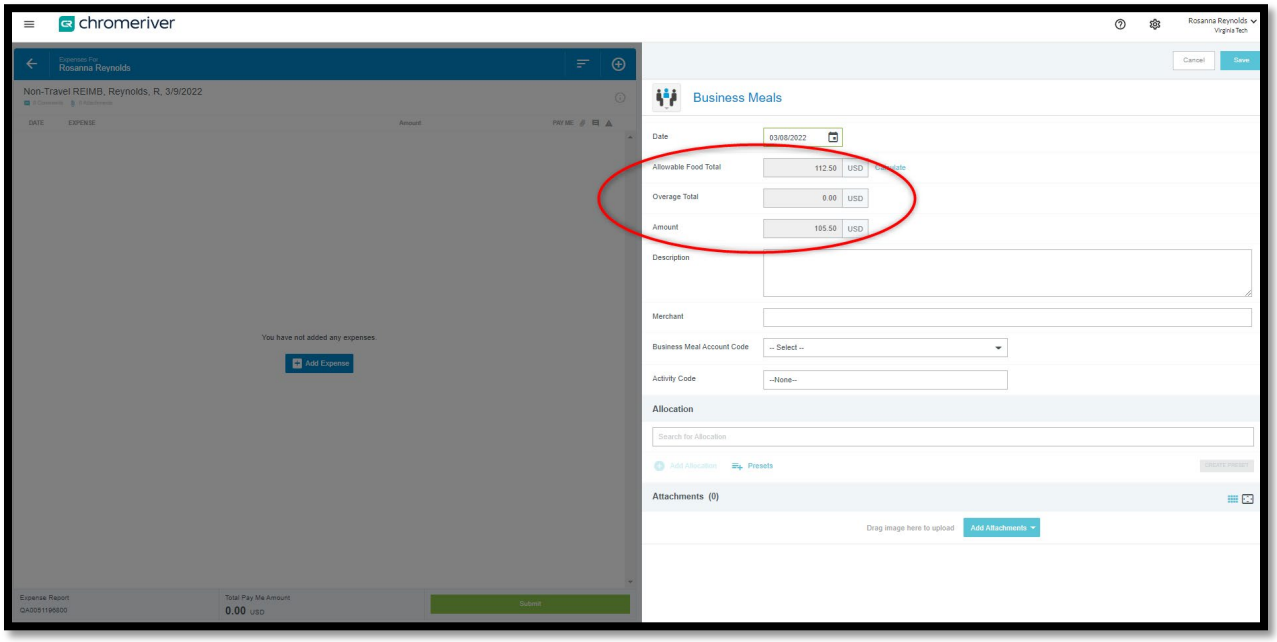
    i. Insert a comment into the "explanation field" of the Warning Message to give a detailed explanation that alcohol is permitted on this fund.

ii. Allocate this amount to: Non-Reimburse able Personal Expense Employee Responsible and choose the “Disallowed” or “VTF-Reimbursable” option.

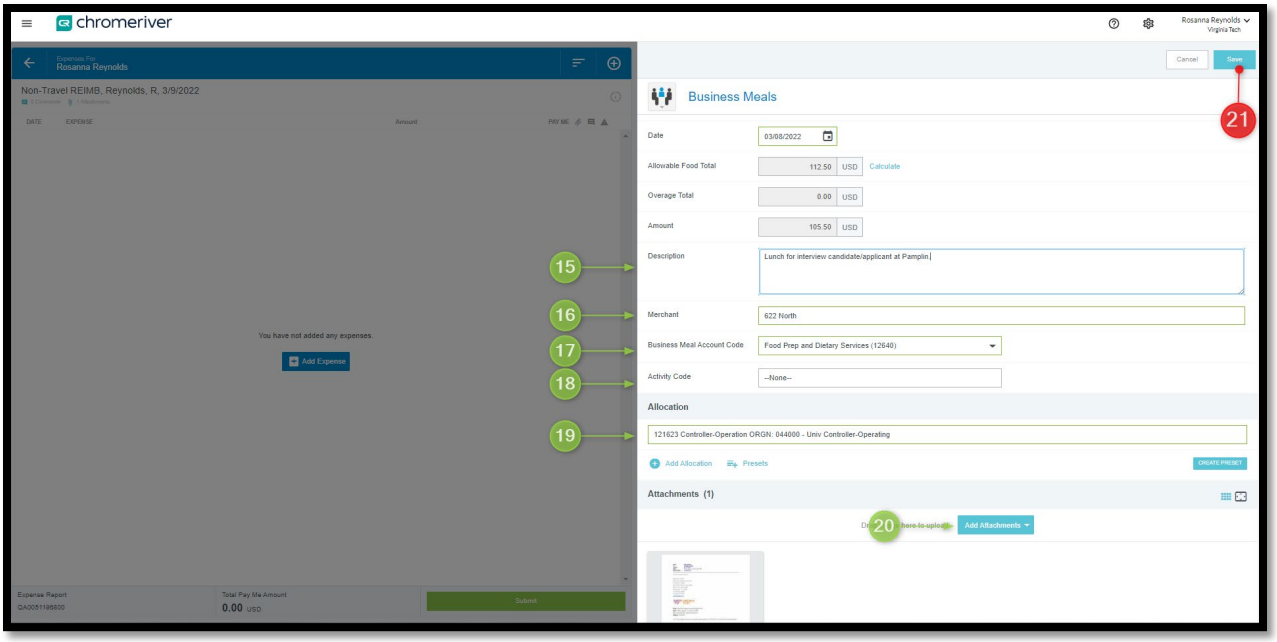
g. **Tax/Tip**: Insert the total tax and tip for the purchase.

- *At the bottom of the screen, the dark green bar begins to fill the progress bar (light green) as the user continues to enter information. If the dark green exceeds the light green portion, a red bar will appear indicating that there is an Overage Total-- above what is allowable. There is an Alcohol portion on the right-hand side, which automatically show the amount for:*
    - *I. The Total inserted for alcohol*
    - *II. The amount of tax and tip associated with alcohol*

h. **Save**: Click Save.



- *After hitting save, the allowable food total will display showing the total amount that could be reimbursed to any individual based upon attendees present and the location of the meal/refreshment. The overage total will also be shown.*
- *The Amount field is what is being requested for reimbursement based upon the expenses entered.*
- *In this example, the allowable food total is $112.50 with no overages occurring, and the amount to reimburse is $105.50.*



15. **Description**: Add information regarding the expense and business purpose in the description field.

16. **Merchant:** Enter the Merchant's Name the expense or receipt came from.

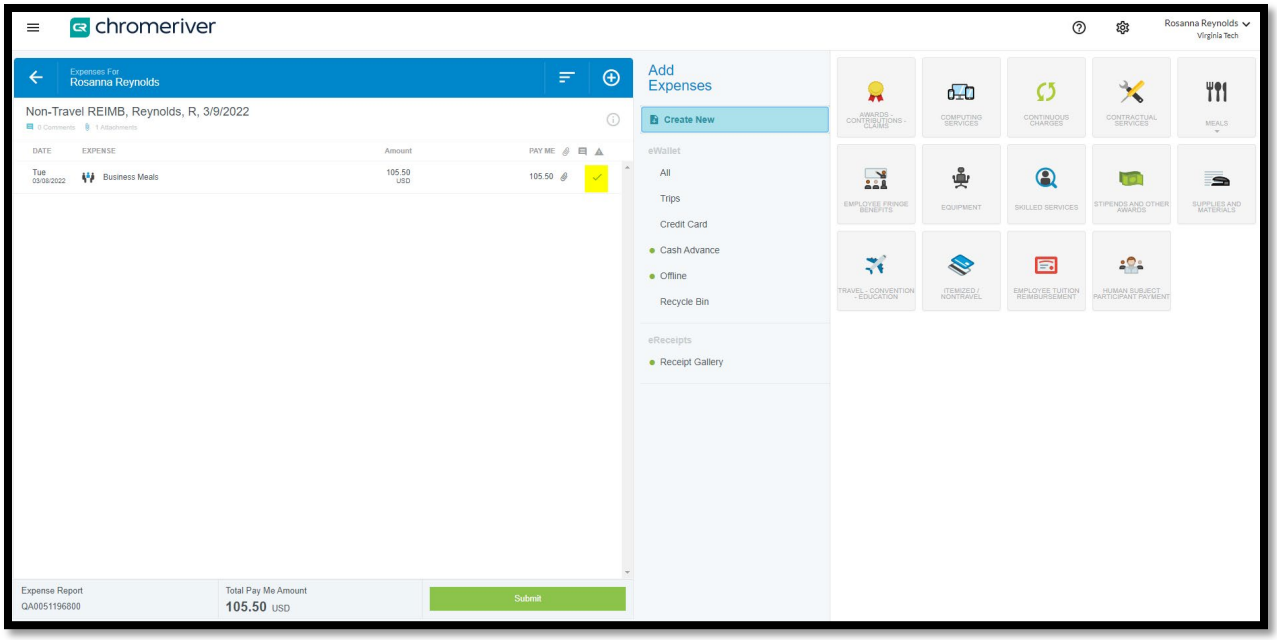
17. **Account Code**: Select the account code related to Meals and Refreshments.

18. **Activity Code**: Choose from the list of available Activity Codes. If no Activity codes are needed, then keep the default of "None".

19. **Allocation**: Select the funding for this expense. Funds can be searched by typing in the name or fund number. The expense can be split funded with another state fund or foundation. Click *Add Allocation* hyperlink to add additional allocations (fund numbers). Use non-reimbursable personal expense and select VTF reimbursable for split funding with foundation. *Note: This is where the user would add the "Non-Reimbursable Personal Expense Employee Responsible" allocation if there is an Overage total for a meal/refreshment.*

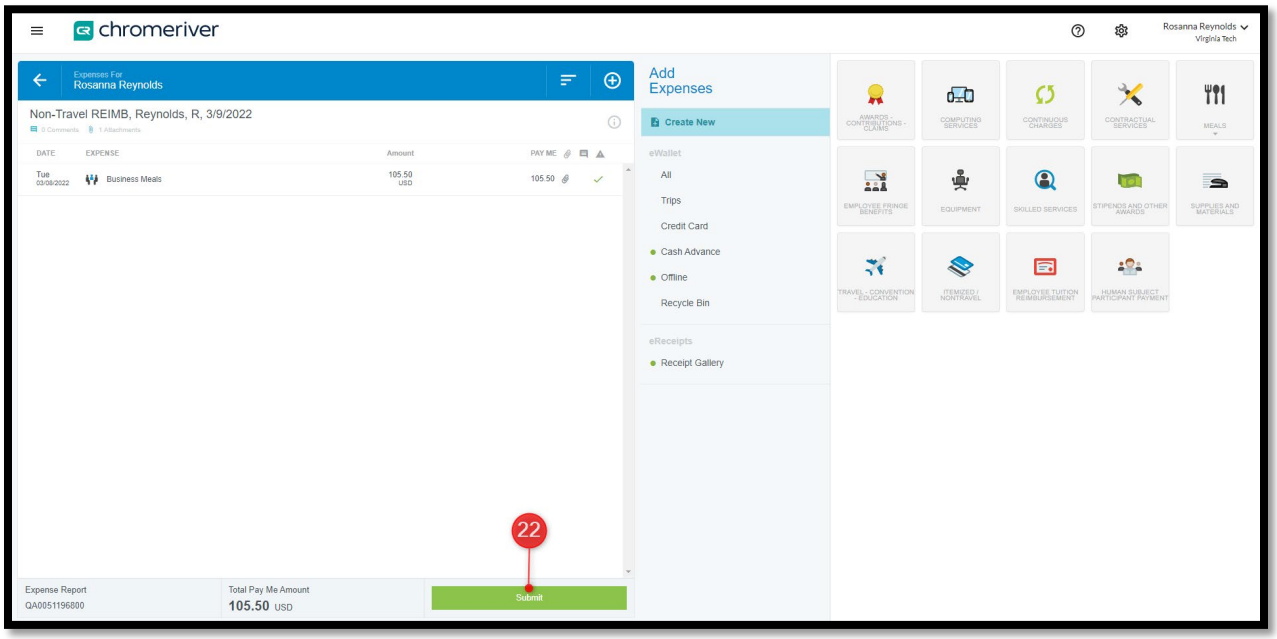
20. **Add Attachments**: Attach the required documents for refreshments (receipt, Controller's Office Approval from apfoodapp@vt.edu).

21. **Save**: Select this button to save the information entered.

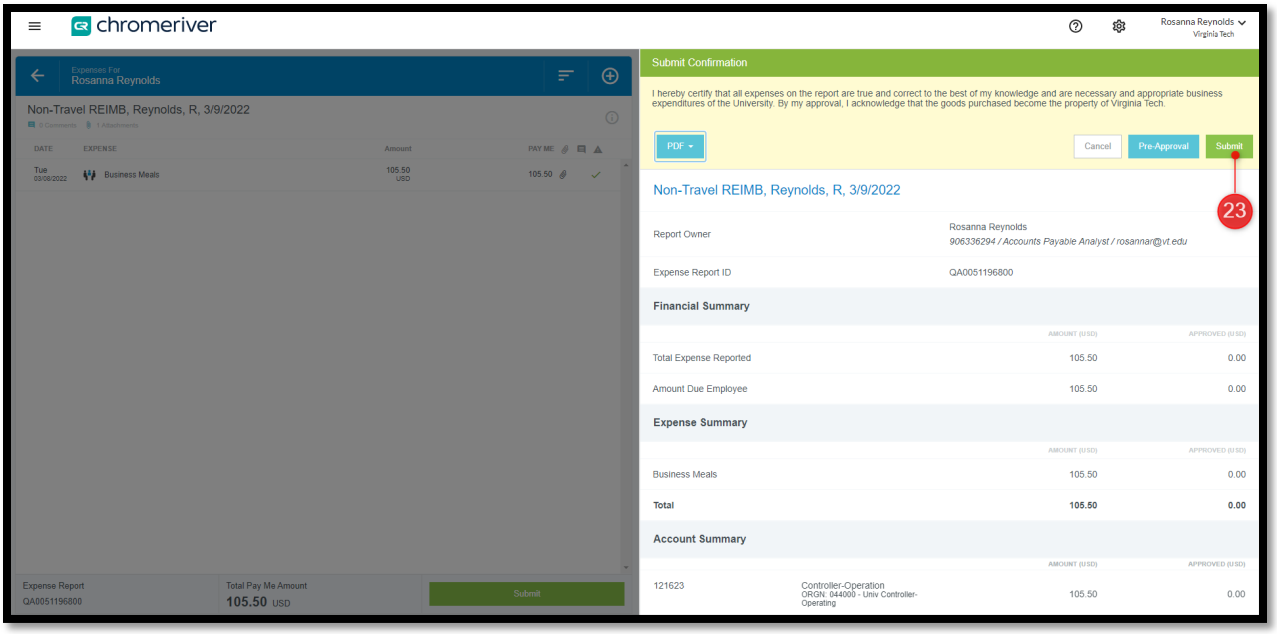


The green check mark (highlighted in picture) in the expense line row on the left-hand side tells the user the expense is correct.

Submit Non-Travel Expense Report:



22. **Submit**: After all the expenses' line items have been added to the expense report, select "Submit".



23. Select “Submit” again to send the Non-Travel Expense Report through the Approval Process.