



Entering Meals for First or Last Day of Out-of-State 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.

However, if traveling out-of-state, travelers are only eligible for 75% of the total per diem rate on the first and last day of travel. For example, if the per diem rate allows a \$46 total reimbursement, \$34.50 would be allowable on a travel departure or return day ($\$46 \times .75 = 34.50$). 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.

When meals are provided to an employee in conjunction with travel events on a travel departure or return day, and the travel is out-of-state, 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 \$46 total reimbursement, and dinner was provided at no cost on a travel departure or return day, the total allowable reimbursement for that day would be \$11.50 ($\$46 \times .75 = \34.50 less \$23.00 dinner = \$11.50). This would be the amount allowed for the other two meals (breakfast and lunch).

If traveling in-state, there is no requirement for a depart or return day meal deduction. However, if a meal is provided, the full meal per diem reimbursement rate should be reduced by the amount of the provided meal.

This job aid is designed to provide instructions on how to enter meals provided on a first or last day of out-of-state travel using the GeorgiaFIRST PeopleSoft Financials Travel and Expense module.

1. After entering the General Information for the expense report, click the **Add Expense** button.
 - a. Enter/select date in the **Date** field.
 - b. For the expense type, select **Emp Meals – Full Day**.
 - c. The **Description** field can be utilized for a justification or explanation for meals being claimed as an exception (i.e. if a meal was purchased in lieu or one provided, a meal was not substantial, traveler was not an invitee, etc.)
 - d. Select the appropriate **Payment Type**.
 - e. The **Per Diem Amount** will be automatically populate based on the location.
 - f. The **Billing Type** will be **Internal**.



- g. The **Expense Location** should populate if previously entered in the General Information section. If not displayed, click on the **Look Up** icon to search for the appropriate location.
 - h. Select the **First or Last Day of Travel** link.
 - i. Select the Checkbox next to the meal expense type. The per diem amount will be deducted by 25% to meet the state requirement/allowance of 75% reimbursement.
 - j. Click the **Done** button.
 - k. Now, assume that a meal was provided on the first day of travel. A meal credit will need to be entered.
 - i. Click on the **Add** button to add a new expense row.
 - ii. Enter the same **Date** as the full day entry.
 - iii. Select the appropriate **Expense Type** for the provided meal (i.e. breakfast, lunch or dinner).
 - iv. The **Payment Type** should be the same as the other meals for that day.
 - v. The meal amount will be populated. Enter a negative sign (-) next to the meal amount to correctly reflect the meal credit.
 - vi. Click the tab button to tab out of the field.
 - vii. A red flag will display. In the **Exceptions** section at the bottom of the window, you will need to enter a reason for the meal credit. Click on the **Credit Reference Required** field and enter "*meal provided*" in the exception comment box.
 - viii. Click the **Done** button.
2. The total reimbursable amount on the Expense Report should now be reduced to account for the credit line entered for the meal provided.