University of Illinois System

Business Meals Expense Types

The **Business Meals** expense type must be itemized on the Expense Report (ER) to distinguish the separate charges (e.g. food, tip/tax, alcohol).

Step	Task
1.	Click the **Expense Report** icon.
2.	Complete the **Document Header** information.
3.	Click **Continue**.
4.	Select an **Expense Type** (e.g. Business Meals) from the menu.
5.	Click **Add Expense**.
6.	Enter information in the fields under **Standard Information**. 1) Click **Count**. 2) Enter number of attendees at meal. 3) Select a **C-FOP** from the **Project** menu under the **Charge Code Allocations** section.
7.	Click the **View/Add Itemizations** icon (to the right of the **Itemizations** field) in the **Standard Information** section. 4) Select an **Expense Type** from the menu. 5) Click **Add Expense**. 6) Change the amount to the portion being itemized to this expense type (the full unitemized amount will default in this field). 7) Click **Save**. 5) Repeat steps 1 through 4 for all **Expense Types.** Click the **Finish Itemization** button.
8.	Enter a note in the **Notes** field, if necessary.
9.	Click **Save**.
10.	Repeat steps 4 through 9 to add additional **Expense Types.**
11.	Attach any receipts if necessary. For more information on how to attach receipts, review the **Browse and Attach Receipts** job aid.
12.	Click **Submit**.
13.	Read the certification information, and click **View Policy** if necessary.
14.	Click **Continue**.

For more information, refer to the **Create an Expense Report (ER)** job aid.