

Business Meals and Shared Hotel Expense Types

The *Business Meals* and *Shared Hotel* expense types require additional steps on the Expense Report (ER). These expense types must be itemized to distinguish the separate charges (e.g., food, tip/tax, parking, guest names). For business meals with more than 20 guests, use the *Other Meals / Reception (20 or More People)* expense type.

Step	Task
1.	Click the Expense Report icon.
2.	Complete the Document Header information.
3.	Click the Continue button.
4.	Select an Expense Type (e.g., Business Meals - Dinner) from the menu.
5.	Click the Add Expense button.
6.	Enter information in the fields under Standard Information . <ol style="list-style-type: none"> 1) Click the Add Self button only if you were present at the meal. 2) Click the Add button under the Guest Name section. 3) Click the New button under the Search tab. 4) Enter the Name, Type, Affiliation, and Company of the guest and then click the Save button. NOTE: Click the Recently Used tab to add guests that you've recently used. Select the check box next to the guest's name, and then click the Add button. 5) Click the Save button. 6) Select a C-FOP from the Project menu under the Charge Code Allocations section. 7) Click the Save button.
7.	Click the View/Edit Itemizations icon in the Standard Information section. <ol style="list-style-type: none"> 1) Select an Expense Type from the menu. 2) Click the Add Expense button. 3) Enter the Amount (total charge). 4) Click the Save button. 5) Repeat steps 1 through 4 for all Expense Types. 6) Click the Finish Itemization button.
8.	Enter a note in the Notes field.
9.	Click the Save button.
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 <i>Browse and Attach Receipts</i> job aid.
12.	Click the Submit button.
13.	Read the certification information, and click View Policy if necessary.
14.	Click the Continue button.

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