Entering Meals for First or Last Day of Travel When Meal(s) Provided

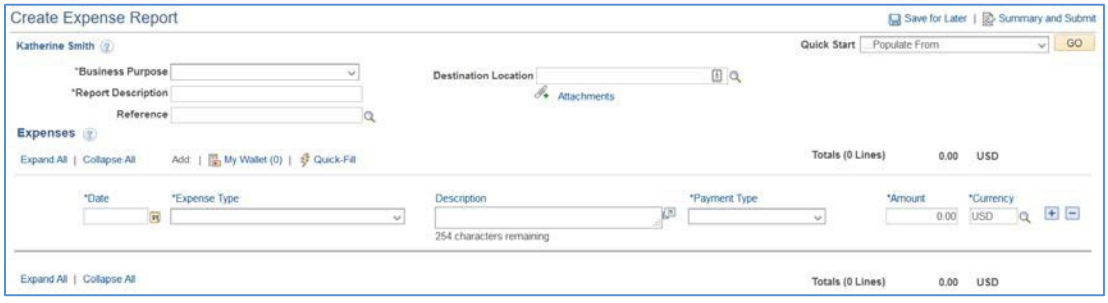
Per the Travel Policy from the State Accounting Office (SAO), employees traveling overnight are generally eligible for per diem amounts designed to cover the cost of three (3) meals per day for all days on travel status other than the day of departure and the day of return.

Travelers are eligible for 75 percent (75%) of the total per diem rate on the first and last day of travel. For example, if the per diem rate allows a $50 total reimbursement, $37.50 would be allowable on a travel departure or return day ($50 x .75 = $37.50). 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. Employees are eligible for the cost of all three meals on travel days unless meals are provided by hotels, meetings, conferences, etc.

When meals are provided to an employee in conjunction with travel events on a travel departure or return day, 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 $50 total reimbursement, and lunch was provided at no cost on a travel departure or return day, the total allowable reimbursement for that day would be $23.50 ($50 x .75 = $37.50 less $14 lunch = $23.50). Employees traveling for work that are eligible for per diem should select "Emp Meals - Full Day" and identify those meals provided rather than selecting the specific meal for which they are eligible.

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

1. Navigate to **Employee-Self Service > Travel and Expenses > Expense Report > Create**

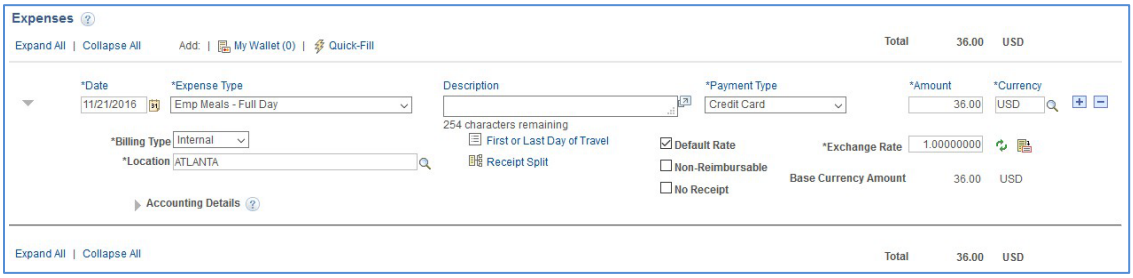


2. Enter the following information on the Expense Report header:

   a. *Business Purpose
   b. *Report Description
   c. Destination Location

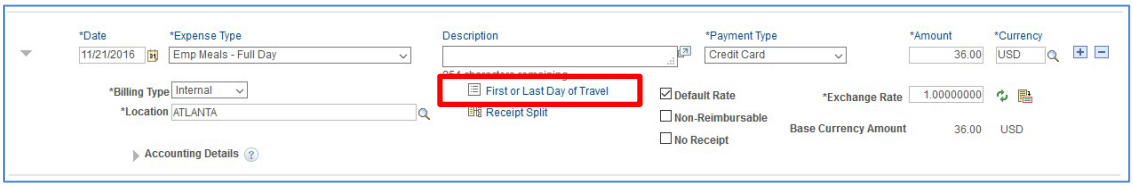
3. Next, enter your Expenses. First, enter a line for the first day of travel with lunch provided. Enter the following information on the Expense line:

   a. *Date
   b. For *Expense Type, select **Emp Meals – Full Day**. The system will populate the full day's per diem amount for the Destination Location you entered on the Expense Report header.
      - Additional full day expense types available:
        - **Interntl Emp Meals – Full Day**
        - **Recruiting Emp Meals – Full Day**
   c. Select a *Payment Type.

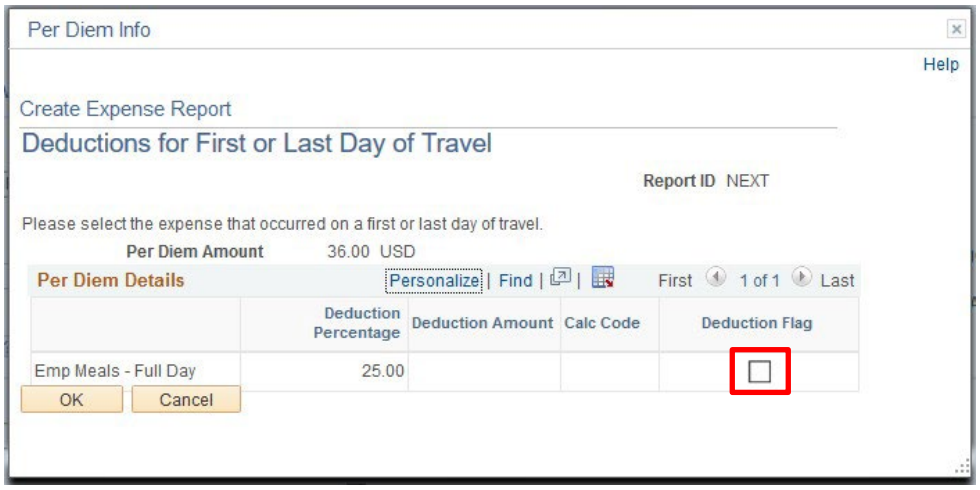


4. Now apply the First or Last Day of Travel deduction to reduce the line to 75% to meet the State of Georgia travel policy requirement.

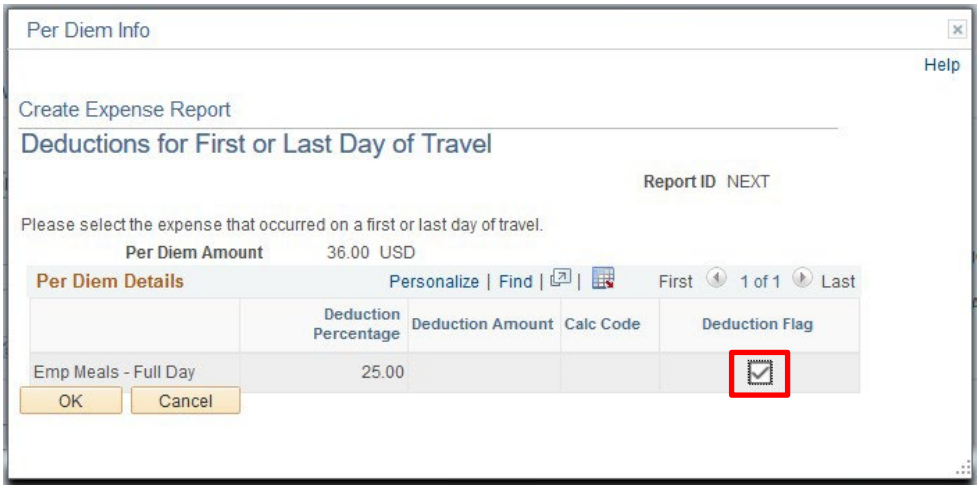
   a. Click the First or Last Day of Travel link.



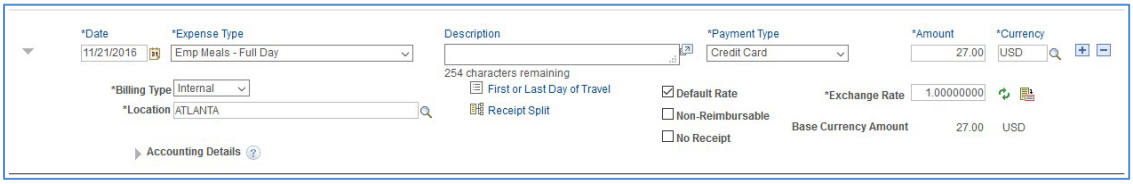
   b. The Per Diem Info window will display.



c. Check the Deduction Flag.

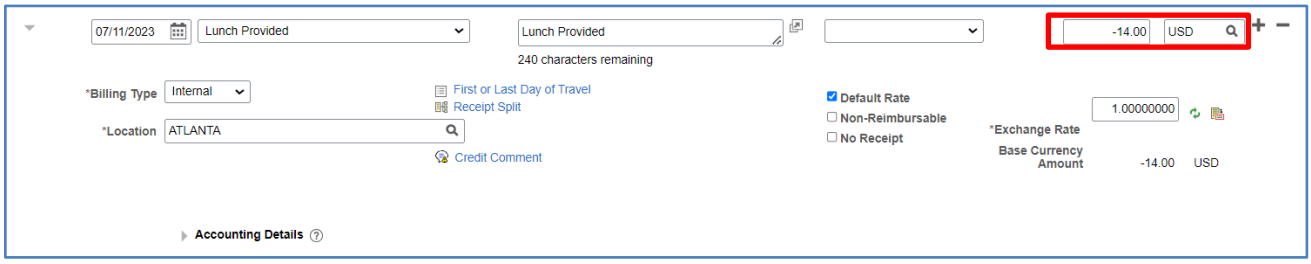


d. Click OK.
e. The Amount will update to reflect 75% of the full day's per diem.

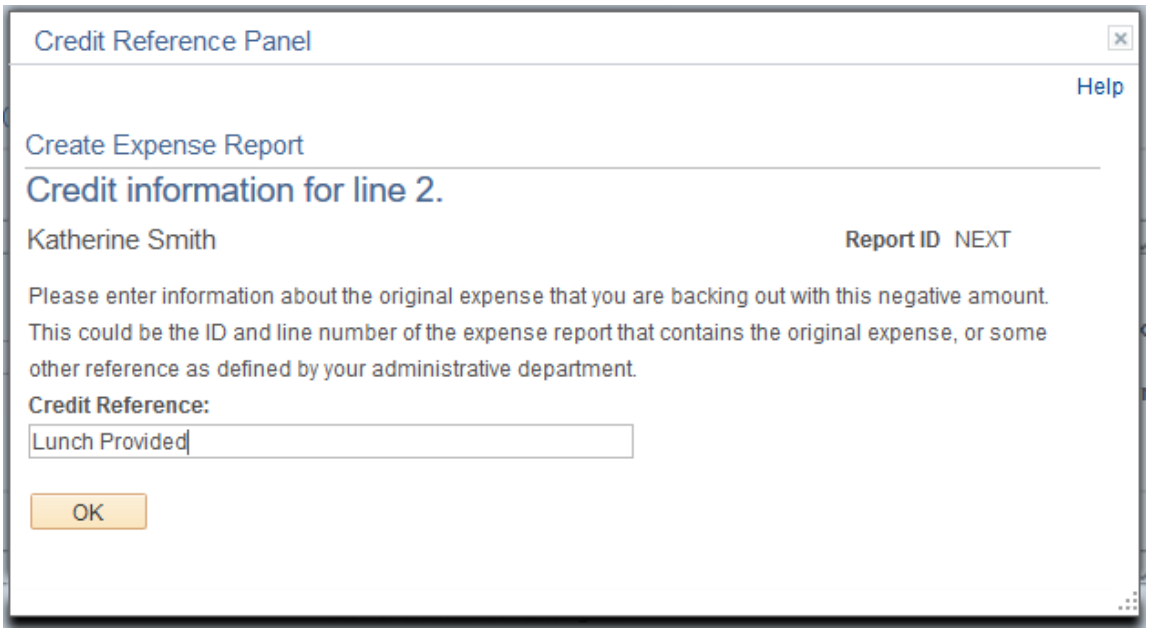


5. Add another line with the same *Date; then complete the following information:

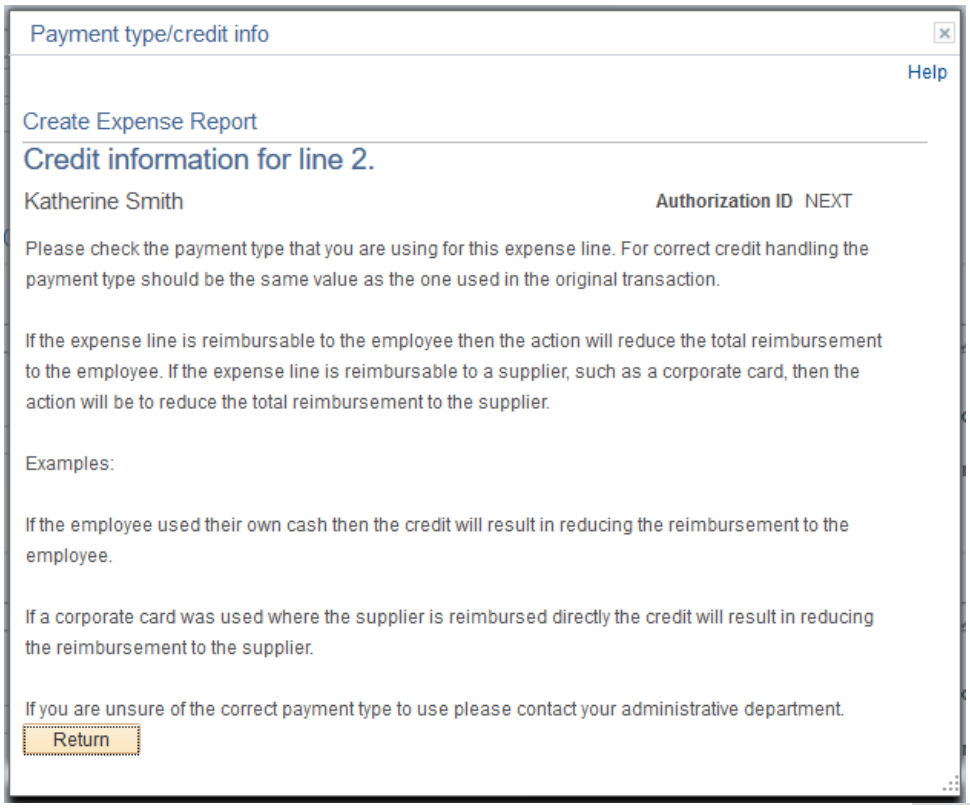
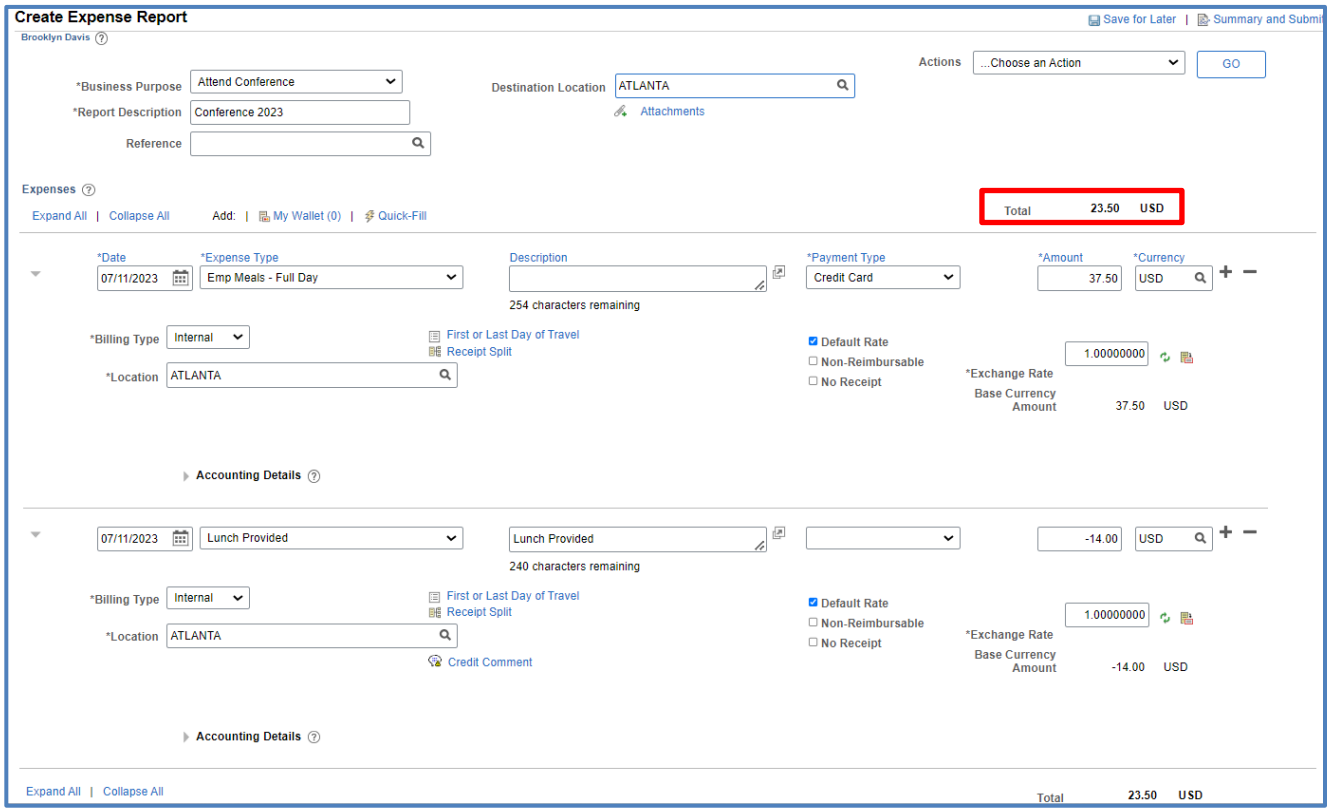
a. Select the *Expense Type for the meal that was provided. For this example, we will select "Lunch Provided" The Amount will populate with the per diem amount for the Destination Location you entered.
b. In the Description field, enter the meal that was provided. For this example, we will enter "Lunch Provided."
c. Select a *Payment Type.
d. The amount will automatically be set as a negative value (-14.00).



6. When you tab out of the Amount field, the system will prompt for Credit information. Enter “Lunch Provided.” Then click OK.



7. A window will display containing Payment type/credit info. The contents are for informational purposes only. Click Return.



8. The total reimbursable amount on the Expense Report should now be reduced to account for the credit line you entered for the meal provided.