

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. 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.

Adjustments are also made for meals provided by hotels, meetings, conferences, etc. 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.

Example 1: if the per-dem rate allows a \$50 total reimbursement, \$37.50 would be allowable on a travel departure or return day ($\$50 \times .75 = \37.50).

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.

Example 2: 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 \times .75 = \37.50 less \$14 lunch = \$23.50).

How to Enter Meals in an Expense Report

1. Select the **Create Expense Report** tile found on your Employee Self Service homepage.



2. Enter all applicable information on the first page as normal.

3. Select **Add Expense Lines** from the Expense Report Action menu

The screenshot shows the 'General Information' section of an expense report form. The 'Business Purpose' is set to 'Attend Meetings', the 'Description' is 'Meeting', and the 'Destination Location' and 'Reference' fields are empty. On the right, there are buttons for 'Attach Receipt' and 'Accounting Defaults'. Below these, the 'Creation Date' is '08/24/2023' by 'Brooklyn Davis', and it was 'Updated on 08/24/2023'. The 'Expense Details' section shows the 'Expense Report Action' dropdown menu open, with 'Add Expense Lines' highlighted in yellow.

4. Enter an expense.

- 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 meal types – Interntl Emp Meals and Recruiting Emp Meals
- c. Select a *Payment Type.

The screenshot shows the 'Emp Meals - Full Day - 08/24/2023' expense line. The left sidebar shows a table with one item: 'Emp Meals - Full Day' for 50.00 USD. The main form shows the following details:

- Date:** 08/24/2023
- *Expense Type:** Emp Meals - Full Day
- Description:** (empty)
- Payment Details:**
 - *Payment:** Credit Card
 - *Amount:** 50.00 USD
- Additional Information:**
 - *Billing Type:** Internal
 - *Expense Location:** ATLANTA
 - First or Last Day of Travel:** (empty)
 - Accounting:** 1

5. Apply the first or last day travel deduction by selecting the Per Diem Deductions link.

Additional Information

*Billing Type Internal ▾

*Expense Location ATLANTA 🔍

- Per Diem Deductions >
- Accounting 1 >

6. The Per Diem deductions window will display. Check the deduction flag. Click Done and the amount will update to reflect 75% of the per-diem rate.

Cancel **Deductions for First or Last Day of Travel** Done

Date 07/11/2025
Expense Type Emp Meals - Full Day
Per Diem Amount 50.00 USD

Deduction Details

Expense Type	Deduction Percentage	Deduction Amount	Deduction Calculation	Total Amount
<input type="checkbox"/> Emp Meals - Full Day	25.00			
Total Deductions				

- 7. Add another expense line.
 - a. Select the *Expense Type for the meal that was provided. For this example, we will select "Emp Lunch Provided." The Amount will populate with the negative per diem amount for the Destination Location you entered.
 - b. Select a *Payment Type.

Total (2 Items) 23.50 USD

Emp Lunch Provided - 08/24/2023

*Date 08/24/2023 📅

*Expense Type Emp Lunch Provided 🔍

Description

Payment Details

*Payment Credit Card ▾

*Amount -14.00 USD 🔍

Additional Information

*Billing Type Internal ▾

*Expense Location ATLANTA 🔍

- First or Last Day of Travel >
- Accounting 1 >

Date	Expense Type	Amount
Thursday, August 24, 2023	Emp Lunch Provided	-14.00 USD
	Emp Meals - Full Day	37.50 USD

8. The system will require a credit reference by showing an exception comment icon next to the new expense line as well as a red flag in the exception comment link.

Total (2 Items) 23.50 USD

Emp Lunch Provided - 08/24/2023

*Date 08/24/2023

*Expense Type Emp Lunch Provided

Description

Payment Details

*Payment Credit Card

*Amount -14.00 USD

Additional Information

*Billing Type Internal

*Expense Location ATLANTA

First or Last Day of Travel

Accounting

Receipt Split

Exceptions

Non-Reimbursable No

No Receipt No

Exception Comments

Credit Reference Required

No Comments

9. Click on the Credit Reference Required link - Enter "Lunch Provided." Then click Done.

Exception Comment

Cancel Done

Date 08/24/2023

Expense Type Emp Lunch Provided

Expense Amount -14.00 USD

Credit Reference Comment

Expense amount is negative. Provide credit reference information.

Lunch Provided

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

Total (2 Items) 23.50 USD		Emp Meals - Full Day - 08/24/2023					
<p>Add Delete Filter More</p> <p>Thursday, August 24, 2023</p> <table><tr><td>Emp Lunch Provided</td><td>-14.00 USD</td></tr><tr><td>Emp Meals - Full Day</td><td>37.50 USD</td></tr></table>		Emp Lunch Provided	-14.00 USD	Emp Meals - Full Day	37.50 USD	<p>*Date: 08/24/2023</p> <p>*Expense Type: Emp Meals - Full Day</p> <p>Description: [Text Area]</p> <hr/> <p>Payment Details</p> <p>*Payment: Credit Card</p> <p>*Amount: 37.50 USD</p> <hr/> <p>Additional Information</p> <p>*Billing Type: Internal</p> <p>*Expense Location: ATLANTA</p> <p>First or Last Day of Travel: 12.80 USD</p> <p>Accounting: 1</p> <p>Receipt Split</p> <hr/> <p>Exceptions</p> <p>Non-Reimbursable: No</p> <p>No Receipt: No</p>	
Emp Lunch Provided	-14.00 USD						
Emp Meals - Full Day	37.50 USD						