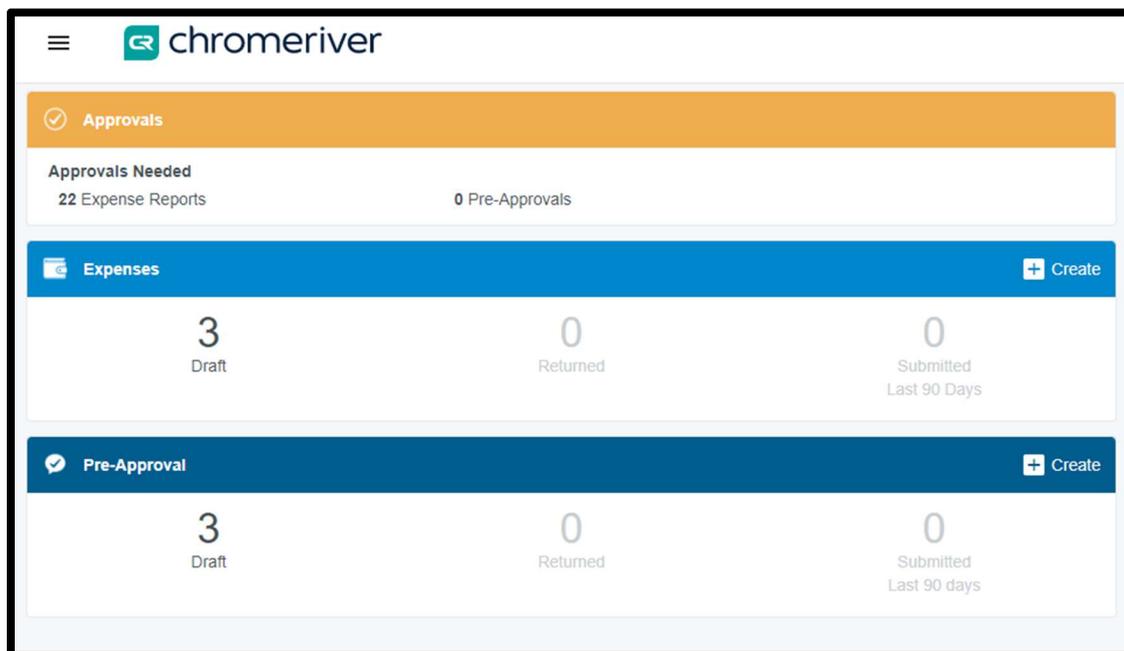


# Business Meals

The form must include a specific business meal purpose. An original, itemized receipt is required for reimbursement of all business meals along with the proof of payment receipt. The M&IE allowance rate used will correspond to the location in which the individual purchases the official business meal. The University will reimburse official business meals based on actual costs incurred up to the amount shown for the applicable meal in the M&IE Rate Table.

After logging into Chrome River at “chromeriver.wm.edu”. Click on the +Create option to the left on the “Expenses” bar.



Complete the Header Page with the trip information. Click Save.

Report Name	Business meal with alumni donors
Pay Me In	USD - US Dollars
Report Type	Employee
Non-WM Affiliate <small>Optional</small>	-- Select --
Student <small>Optional</small>	-- Select --
Purpose	Business Meal
Reason <small>Optional</small>	
Travel Type	Domestic
Start Date	09/21/2021
End Date	09/21/2021
Business Purpose	to talk about future WM alumni business with potential donors
Travel to more than one location?	No
Country 1	United States
State 1	Virginia
City 1	Williamsburg

On the Add Expense screen, tap **CREATE NEW**

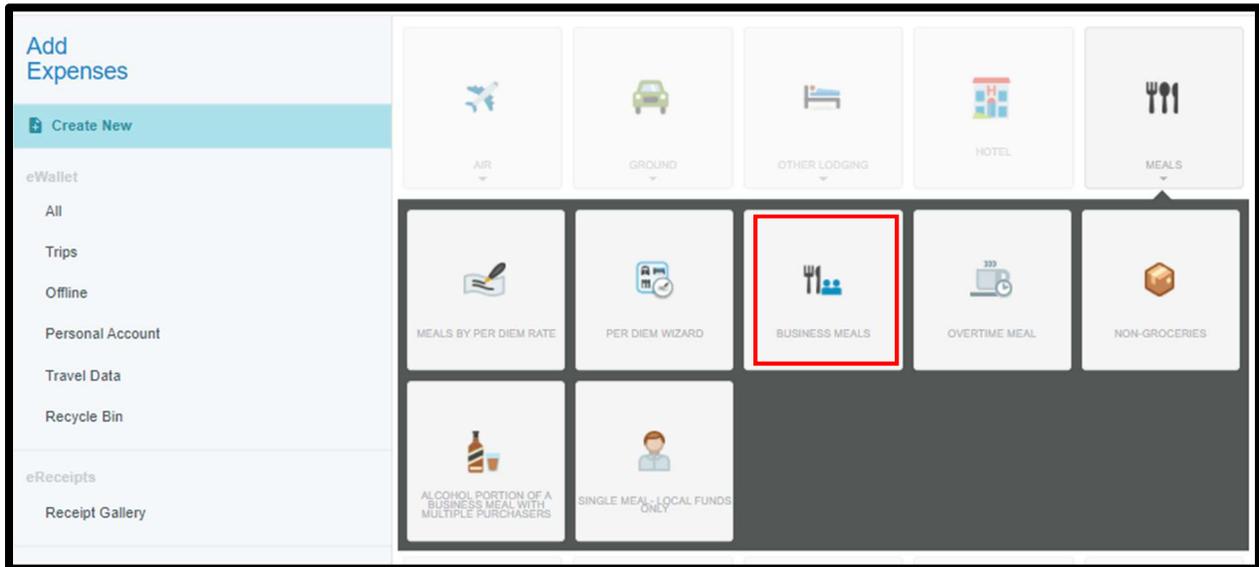
← Expenses For LaDonna M Brown

Business meal with alumni donors

0 Comments 0 Attachments

DATE	EXPENSE	AMOUNT	PAY ME
Click "*" to add your first item.			

Select the **BUSINESS MEAL** expense type from the mosaic.



Enter the **Date** of the expense

Enter the total **Amount** Spent on the meal

Enter the specific business purpose

Select **VENDOR**

Prepared Food Vendor= Restaurant purchase

Groceries= Meal items were purchased at a grocery store

Both= Purchase of prepared food vendor and groceries



Select business meal type (see business meal policy for each options requirements)

Click on “Calculate” to bring up the Per Diem Widget.

The screenshot shows a form titled "Business Meals" with the following fields and values:

Date	09/21/2021
Amount	75.00 USD
Business Purpose	to talk to alumni donors in reference to being potential WM donors in the future
Vendor	Groceries
Business Meals Type	Business Meals Involving External Parties
Alcohol Amount (+tax/tip) <small>Optional</small>	0
Allowable Food Total	0.00 USD
Overage Total	0.00 USD

The "Calculate" button next to the "Allowable Food Total" field is highlighted with a red box.

The Per Diem Widget will pop up and must be completed. Enter the **DATE** of the expense. Select the **LOCATION** of the meal to populate the GSA rate for the meal.

The screenshot shows a modal window titled "Calculate Allowable Total" with the following fields and values:

Date	09/21/2021
Location	Williamsburg-Williamsburg (city), Virginia (VA), United States

Select the **MEAL TYPE** and number of attendees. This will populate the allowable food total.

Meal Type	<input type="radio"/> Breakfast
	<input type="radio"/> Lunch
	<input checked="" type="radio"/> Dinner
Attendees	3
Per Attendee	26.00 USD
Base Total	78.00 USD
Allowable Food Total	78.00 USD

Enter the **FOOD/TAX** total and total **TIP** amount in the calculator.

Tip may not exceed 20% of the food/tax amount. The calculator will let you know if you went over the allowable amount.

SPENT AMOUNT

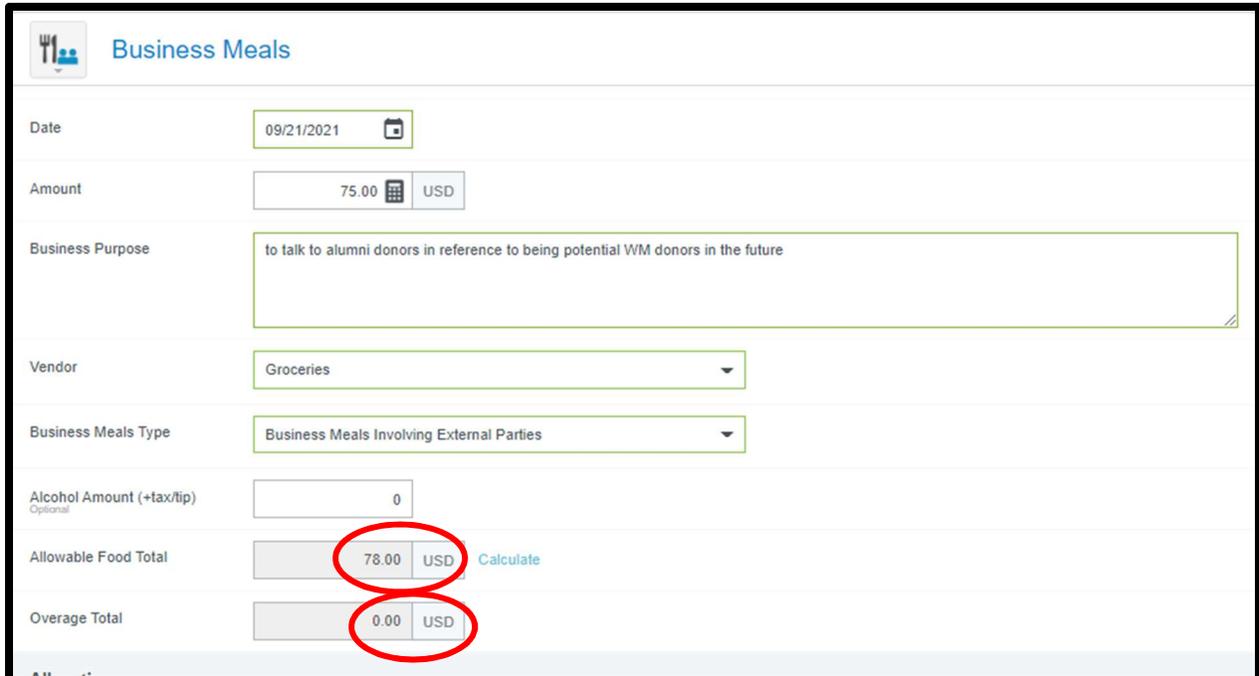
Food/Tax	69.00
Tip	6.00
Food/Tax (includes 6.00 USD Tax & Tip)	
Spent 75.00 USD of 78.00 USD	
Over 0.00 USD	
Total Spent	75.00 USD
Total Overages	0.00 USD

Cancel Save

When complete, click **SAVE**.

The expense form will populate with all the completed fields.

If the total spent is higher than the allowable amount, the expense must be reduced.



The screenshot shows a 'Business Meals' form with the following fields and values:

Field	Value
Date	09/21/2021
Amount	75.00 USD
Business Purpose	to talk to alumni donors in reference to being potential WM donors in the future
Vendor	Groceries
Business Meals Type	Business Meals Involving External Parties
Alcohol Amount (+tax/tip)	0
Allowable Food Total	78.00 USD
Overage Total	0.00 USD

The 'Allowable Food Total' and 'Overage Total' fields are circled in red in the original image. A 'Calculate' button is located to the right of the 'Allowable Food Total' field.

**TIP 1:** If the amount spent exceeds the Allowable Food Total with you **SAVE** the form, compliance rules will fire up providing guidance on additional approvals and next steps.

**TIP 2:** If alcohol is included in the business meal, please use the “Alcohol Amount” field and include this amount in the total amount spent.

Select Allocation/Index from the **ALLOCATION FIELD**.

Allocation

W120168 STATE General Accounting Office

+ Add Allocation

The next step is to enter the guest information on the **GUEST SELECTOR**.

Guests (1)

Internal Add Guests

Internal

External

## **INTERNAL GUESTS**

The only Internal guests that are listed are university employees.

When clicking in the Internal “Add Guest” field, the most recently selected guests will be listed at the top. Type in the name of the internal guest to add to the expense report. Use the scroll bar to navigate through the list, if necessary. Click on the desired name to select.

## **EXTERNAL GUESTS**

External guests are Students and Non-WM Affiliates

To complete an External Guest entry. Click on the “Internal” option and choose “External”.

Click + Add New External Guests.

Guests (2)

External	Add Guests
Upload CSV	No Results Found
Internal x LaD Coll	<b>+ Add New External Guests?</b>

There will be multiple fields to complete for the external guest entry. Please enter their First, Last Name, and Affiliation and click “ADD”

Guests (2)

EXTERNAL

First Name	John
Last Name	Doe
Title	Alumni c/o 1996
Company Name	WM

Cancel Add

## Allocation

The system automatically divides the cost equally among each guests to 100%. This may be manually adjusted by the per person percentages or amounts individually to reallocate portions of the expense. The total percentage will be shown in gray at the bottom. They must equal to 100%.

Note: It is best to do this after all guests have been added, since the amounts will redistribute equally as each new guest is added.

Internal	x	LaDonna M Brown <i>College of William &amp; Mary</i>	33.34 %	25.00
Internal	x	Destiny Calvin <i>College of William &amp; Mary</i>	33.33 %	25.00
External	x	John Doe <i>Alumni c/o 1996 WM</i>	33.33 %	25.00
			100 %	75.00

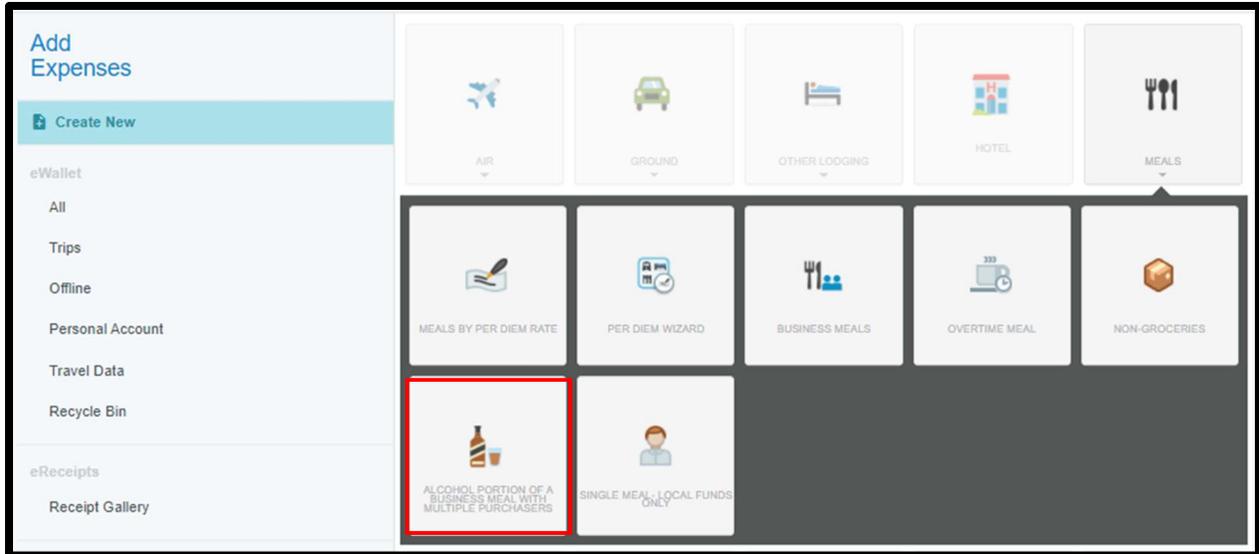
Once all guests are entered and allocations are made (if desired), you may click on **SAVE**.

## Alcohol

This Alcohol expense tile is **ONLY** used for business meals whereas, the purchasers of the food and alcohol are different, but are part of the same business meal. If the meals and alcohol are part of the same purchase, use the **BUSINESS MEAL** tile and not this one.

For Example 1: If hosting an event on campus and ATG is used for on campus catering and alcohol is purchased from a grocery store. This tile should be used to submit alcohol.

For Example 2: During a business meal, if one individual purchases the meals and another individual purchases the alcohol. This tile will be used to reimburse the alcohol only purchase.



When requesting reimbursement for this expense, an original meal receipt is required and must be attached. See Alcohol policy under business meals on the Travel Website.

### Completing the expense.

The screenshot shows the expense entry form for 'Alcohol Portion of a Business Meal with Multiple Purchasers'. The form includes the following fields and options:

- Date:** 09/24/2021
- Amount:** 150.00 USD
- Business Purpose:** On campus event. Purchased alcohol for the event. ATG used to purchase food (Receipt attached) Alcohol purchased separated from store.
- # of Attendees:** 50
- Date and Event:** 9/24/2021- Alumni reception Event sponsored by Department
- Allocation:** W1Y1005 LOCAL Class of 2019
- Original Meal Receipt Included:**
- Attachments (0):** Drag image here to upload [Add Attachments](#)