

How to Reduce a Day Trip Meal Allowance line in GET


Travel that does not include an overnight stay will be limited to a tax reportable day trip meal allowance of \$15 per day when the approving authority expects the traveler to incur meal expenses. No day trip meal allowance will be paid if the traveler receives any provided meals.

At this time, all the traveler will be able to do in GET is communicate that they would like to reduce the Day Trip Meal Allowance. Once the traveler submits their expense report, the Approver can add a 'Travel Reduction' expense type to reduce the Day Trip Meal Allowance to a lesser amount.


For Travelers/Alternates:

1. When creating an expense report that has the same departure and return date, GET will automatically populate a \$15 taxable meal line.

Expenses

**Meals** **\$15.00**
Add expenses for all of your reimbursable meals.
OPEN TO EDIT

2. Click 'Open to Edit' on the meal line.
3. Click anywhere on the meal line to display the details page and enter instructions for your Approver in the 'Notes' field.

**Meals** **\$15.00**
Add expenses for all of your reimbursable meals.
ADD DAILY MEALS ADD HOSTED MEAL [Policy Help](#)

Expense Date	Meals Provided		Amount	Reimbursement Method		
01/25/2016	B L D	First/Last Day	\$15.00	Personal Funds	X	

Payment Method: Prepaid I paid I paid with corp. card Non-Reimbursable

Location:

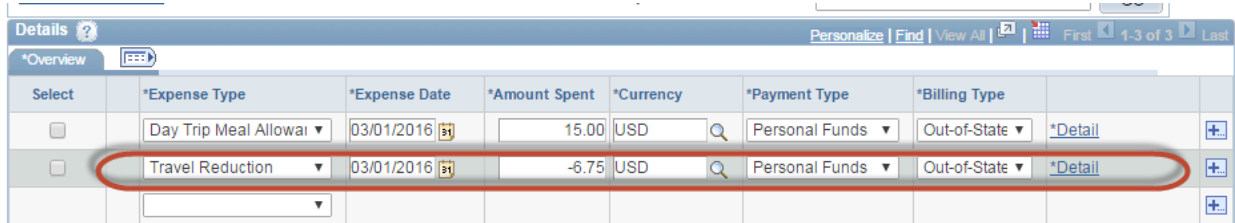
Date: Amount:

Notes (optional):

4. Complete the expense report and submit.

For Approvers:

1. Add a new expense line and select the 'Travel Reduction' expense type.
2. Enter the same expense date as the Day Trip Meal Allowance line that you want to reduce.
3. Enter the amount (negative) you would like to deduct from the Day Trip Meal Allowance.



The screenshot shows a table with the following columns: Select, *Expense Type, *Expense Date, *Amount Spent, *Currency, *Payment Type, *Billing Type, and *Detail. The second row is highlighted with a red oval and contains the following data: in the Select column, 'Travel Reduction' in the *Expense Type column, '03/01/2016' in the *Expense Date column, '-6.75' in the *Amount Spent column, 'USD' in the *Currency column, 'Personal Funds' in the *Payment Type column, 'Out-of-State' in the *Billing Type column, and '*Detail' in the *Detail column.

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	*Detail
<input type="checkbox"/>	Day Trip Meal Allowai	03/01/2016	15.00	USD	Personal Funds	Out-of-State	*Detail
<input type="checkbox"/>	Travel Reduction	03/01/2016	-6.75	USD	Personal Funds	Out-of-State	*Detail

4. Click the Detail link or the 'Enter' key to fill out the Credit Information for the expense line.

Create Expense Report

Credit information for line 7.

STEFANIE DESHETLER-MERUCCI

Report ID:

NEXT

Please enter information about the original expense that you are backing out with this negative amount. This could be the ID and line number of the expense report that contains the original expense, or some other reference as defined by your administrative department.

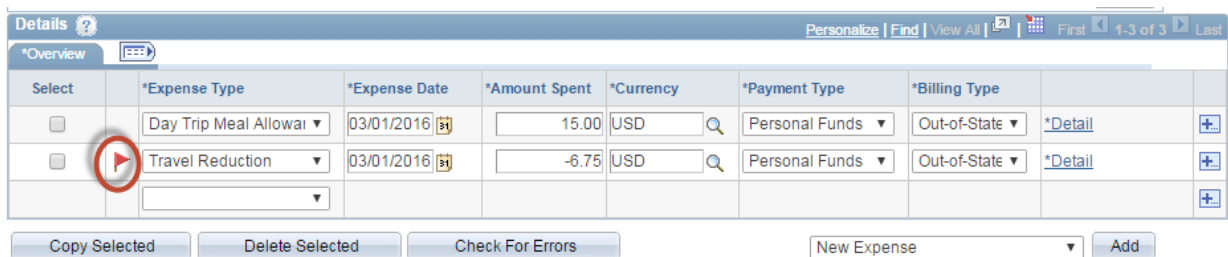
Credit Reference:

reducing meal on 03/01/16

OK

5. Continue entering expense lines as needed.

Note: When you click the 'Save' or 'Submit' button, you will receive the following red flags.



The screenshot shows the same table as above, but with a red flag icon in the Select column for the 'Travel Reduction' row. Below the table are buttons for 'Copy Selected', 'Delete Selected', 'Check For Errors', 'New Expense', and 'Add'.

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	*Detail
<input type="checkbox"/>	Day Trip Meal Allowai	03/01/2016	15.00	USD	Personal Funds	Out-of-State	*Detail
<input type="checkbox"/>	Travel Reduction	03/01/2016	-6.75	USD	Personal Funds	Out-of-State	*Detail

Message

This Expense Report has funding errors. Would you like to submit the report with the errors? (32000,253)

Click "Yes" to submit the report with the errors or click "No" to return and correct the highlighted errors.

Yes

No

6. Click the 'Yes' button to continue with submitting the expense report.

For Approvers and Auditors Only

The following steps are **required** for Approvers and Auditors when approving expense reports that contain travel reduction expense lines.

Note: *These steps cannot be performed by Travelers or Alternates. While travelers will be able to add Travel Reduction expense lines, they will not be able to change the account code.*

1. The account code for any Travel Reduction expense lines **must** be changed to match the expense line that is being reduced - in the case an in-state Daily Trip Meal Allowance; therefore, the account code will need to be changed to 2863. If the account code is not changed, you will not be able to approve the expense report due to an edit error.

Note: *Travelers will be able to submit the expense report with an edit error.*

2. To change the account code on the Travel Reduction line to the out-of-state M&IE account code, navigate to the 'Detail' page and click on the Accounting Detail link.

Create Expense Report

Expense Detail for Travel Reduction (Line 2)

STEFANIE DESHETLER-MERUCCI Report ID: 0000343221

About This Expense ?

*Expense Date: 03/01/2016

*Payment Type: Personal Funds

*Billing Type: In-State Non-Reimbursable

*Description: reducing Day Trip Meal Allowance

*Amount Spent: -6.75

*Currency: USD

*Exchange Rate: 1.00000000 Default Rate

Reimbursement Amt: -6.75 USD

Exception Comments ?

Location Amount:

[Accounting Detail](#)

[Credit Reference Comment](#)

[Return to Expense Report](#)

3. In the 'Account Code' field, enter the same account code as the expense line that is being reduced – in this case in-state Day Trip Meal Allowance is 2863.

Note: *In-State (2863), Out-of-State (2864).*

Estimated Tax:
Total Distribution:

Accounting Detail											
General Ledger ChartFields											
Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program	Class	PC Bus Unit	P
-6.75	UWMSN	-6.75	USD	1.0000000	2863	101	030500	1		UWMSN	

Add ChartField Line Refresh

OK