[Listing Meals on Travel Transactions]

This guide is designed for those individuals responsible for submitting travel transactions for themselves (must have the role UF_EX_Traveler) or others (must have the role UF_EX_Originator). This is a brief explanation of the process of determining the correct amount to claim for meals on a Travel Authorization or Expense Report. It is recommended that all “Travelers” and “Originators” attend the “Get Up and Go: Travel and Expense” training class.

Notes
- Meals are only reimbursable for travel that lasts longer than 24 hours, in which the traveler must stay overnight away from his or her work location
- To claim meals expense for:
  - Breakfast, the travel time must begin before 6:00 am and extend beyond 8:00 am
  - Lunch, the travel time must begin before 12:00 noon and extend beyond 2:00 pm
  - Dinner, the travel time must begin before 6:00 pm and extend beyond 8:00 pm
- There are three different expense types for meals
  - Meals – The only choice for travel that occurred before July 1, 2004
  - Meals GSA Rates – Can be used for travel that occurred after July 1, 2004
- “Meals” can still be used for travel after July 1, 2004, but in general “Meals GSA Rates” will allow for a larger reimbursement
- For “Meals” or “Meals GSA Rates,” The final expense report must reflect a separate expense line for each meal day

Meals
- If you choose to use the Meals expense type,
- In your Travel Authorization or Expense Report, select Meals from the expense drop down menu
  - For each meals day, enter
    - Date
    - Payment Type
    - Billing Type
    - Location
    - Amount
      - Based on the following scale
        - Breakfast = $3
        - Lunch = $6
        - Dinner = $12
        - Total = $21 per day
- Ignore “Refresh Per Diem Amount”
  - Currently this function is inactive
- Do not use “Copy Current Expense” in an Expense Report
  - This creates an error message – PeopleSoft has provided a fix for the issue and it should be in place in March
- When you are finished, click “Done”

Meals GSA Rates
- Meals are calculated based on GSA rates per city
  - First select the state where the traveler will be spending the night
  - From the table that appears, select the “M&IE” rate for the city where the traveler will be spending the night
  - Write down this amount
- Go back to the main page
Click on the “M&IE Breakdown” link in the column on the left
Based on the amount (you just wrote down) for the traveling city, use the table to determine the amount for Breakfast, Lunch, or Dinner that is reimbursable
Note - the $3.00 “Incidentals” is not reimbursable

In your Travel Authorization or Expense Report, select Meals GSA Rates from the expense drop down menu
For each meals day, enter
Date
Payment Type
Billing Type
Location
Amount
Based on the M&IE Breakdown
Do not use “Copy Current Expense” in an Expense Report
This creates an error message – PeopleSoft has provided a fix for the issue and it should be in place in March
When you are finished, click “Done”

Foreign Meals

For more information on Meals and Meals GSA Rates, it is recommended that you attend the Get Up and Go: Travel and Expense training class. If you have immediate needs that are not met by this Instruction Guide, please contact the Travel Office at 392-1245.

If you need help with...
Technical problems, contact the UF Help Desk at 392-HELP or helpdesk@ufl.edu
Travel Policies and Procedures, review the Travel Handbook at http://www.fa.ufl.edu or contact the Travel Office at 392-1245