Quick Reference Guide: Food/Beverage Expenses

Food/Beverage expenses are classified as expenses for food and/or beverages purchased in relation to business. Purchases for food and/or beverages must comply with Food and Beverage policy which places limitations on the type of circumstances where food/beverage is allowable, average amounts per person and documentation requirements depending on the number of attendees. Business Meals are defined as a provided meal in conjunction with a business objective. Light Items are defined as snack or refreshment items provided during a business objective, such as donuts, cookies, etc. Materials, in relation to food and/or beverage expenses, are defined as items needed in conjunction with meals, such as napkins, plates, etc. Please use this guide to appropriately expense Food/Beverage expenses.

Accessing Concur

1. Go to Travel.ou.edu and login with your 4x4.
2. Click Expense from the main menu and either select + Create New Report or access an open report by clicking on the report name.

Report Header

3. If the information in the report header needs to be completed, enter in the Event Name/Nature of Business, Report/Trip Start Date, Report/Trip End Date, Trip Type, Traveler/User Type and Report/Trip Purpose.
   a. For non-travel reports, the Event Name/Nature of Business should reflect the reason for the report. Example: ABC Event.
   b. The Report/Trip Start Date and Report/Trip End Date should reflect either when the purchase was made or the time frame for the reimbursement. Example: Report/Trip Start Date and End Date: 07/01/2020 for a one-time transaction or Report/Trip Start Date: 07/01/2020, Report/Trip End Date: 09/30/2020 for a recurring report.
   c. Trip Type should be Non Travel.
   d. Traveler/User Type should be Employee.
   e. Report/Trip Purpose should be Non Travel Expenses.

4. Under the field of Does this trip contain personal travel?, select No.
5. If additional information needs to be provided, enter that in the Comment section.
6. If a chartfield spread did not automatically populate from your Profile, enter in the Business Unit of NORMN, Fund, Org, Project, Source, Function, Entity and Purpose. When entering the Fund, Org and Project you will select from the options in
Quick Reference Guide: 
Food/Beverage Expenses

the drop-down menu. When selecting Function, Entity, Source and Purpose you will need to enter in the full code, wait for the correct code to appear below the list and then select it.

7. Click Next at the bottom of the screen.
8. A pop-up menu will appear asking if the Expense Report will include either Per Diem or Lodging expenses. Select No and you will be taken into the Expense Report.

Travel Card Charges
9. To expense a Travel Card charge, select Import Expenses and the available card charges will appear on the right side of the screen.
10. Click the box to the left of the transaction and click Move to pull the charge over to the expense report or click on the charge and drag it to the expense report on the left side of the screen.
11. If the transaction does not default to the correct expense type, use the drop-down menu under Expense Type to select the appropriate expense type.
12. Select the appropriate Meal Type.
   a. Breakfast/Reception: $25 per person
   b. Evening Meal: $80 per person
   c. Lunch: $40 per person
13. Select the appropriate Business Purpose.
   a. Business Meal. Meals for business associates, vendors or customers of the University and University hosts when such meals are in the interests of the University.
   b. Courtesy Refreshments. Light refreshments for visitors of the University.
   c. Patients and Research Subjects. Necessary nourishment provided to patients, participants, and their caregivers.
   d. Recognition/Appreciation Function. Light refreshments and meals for functions honoring faculty, staff or student recipients of awards or milestones or other appreciation.
   e. Recruiting Meal. Meals for prospective faculty, staff or students, and the spouses of any of the foregoing, and for University hosts when the meals are a necessary, customary or expected part of a recruiting process.
   f. Retirement Function. Meals and light refreshments for functions honoring departing faculty or staff.
Quick Reference Guide: 
Food/Beverage Expenses

g. **Student Meal.** Meals and light refreshments for students representing the University or participating in official student activities.

h. **Working Meal.** Meals and light refreshments consumed during work when the meals enhance or extend the quantity or quality of the work, facilitate a business meeting, or employee development activity when the meals are necessitated by workload or scheduling conflicts.

14. Ensure that the **Traveler Type, Trip Type, Report/Trip Purpose, Event Name/Nature of Business** and **City** fields all fill down appropriately from the report header as these are required entries.

15. Please see the instructions below for more information on adding attendees.

**Cash/Out of Pocket**

16. To expense a Cash/Out of Pocket charge, click on **+ New Expense at the top of the screen.**

17. Either type in **the appropriate expense type** in the **Expense Type** search bar at the top right of the expense report or scroll through the list of **All Expense Types** at the bottom right of the expense report and select **the appropriate expense type.**

18. Select the appropriate **Meal Type.**
   a. **Breakfast/Reception:** $25 per person
   b. **Evening Meal:** $80 per person
   c. **Lunch:** $40 per person

19. Select the appropriate **Business Purpose.**
   a. **Business Meals.** Meals for business associates, vendors or customers of the University and University hosts when such meals are in the interests of the University.
   b. **Courtesy Refreshments.** Light refreshments for visitors of the University.
   c. **Patients and Research Subjects.** Necessary nourishment provided to patients, participants, and their caregivers.
   d. **Recognition/Appreciation Function.** Light refreshments and meals for functions honoring faculty, staff or student recipients of awards or milestones or other appreciation.
   e. **Recruiting Meal.** Meals for prospective faculty, staff or students, and the spouses of any of the foregoing, and for University hosts when the meals are a necessary, customary or expected part of a recruiting process.
Quick Reference Guide:
Food/Beverage Expenses

f. **Retirement Function.** Meals and light refreshments for functions honoring departing faculty or staff.

g. **Student Meal.** Meals and light refreshments for students representing the University or participating in official student activities.

h. **Working Meal.** Meals and light refreshments consumed during work when the meals enhance or extend the quantity or quality of the work, facilitate a business meeting, or employee development activity when the meals are necessitated by workload or scheduling conflicts.

20. Enter in the **Transaction Date** by using the **calendar** option or type in the date using the format of **MM/DD/YYYY**. The date used should be the transaction date noted on the receipt.

21. Change the **Payment Type** to **Cash/Out of Pocket**. Please note that **Pending Card Transactions** should not be expensed until the transaction has posted. Please see the above section on **Travel Card Charges** for more information.

22. Enter the amount in the **Amount** field. Note that the amount will default to US Dollars (USD). Do not enter in commas or dollar signs in this field.

23. Please see the instructions below for more information on adding attendees.

**Attendees: < 10 Attendees**

24. To expense a transaction with less than 10 attendees (**< 10 Attendees**), all attendees and their affiliation must be listed. To add an attendee, click on **Advanced Search**. By default, the attendee type of **Business Guest/Visitor** will be selected. If that is the appropriate affiliation, type in their **Last Name, First Name** and click **New Attendee** at the bottom right of the page.
Quick Reference Guide: 
Food/Beverage Expenses

25.
26. A pop-up attendee box will appear and the **Affiliation/Relationship** of the attendee should be entered.

27. Click **Save & Add Another** to add more attendees.
28. The pop-up attendee box will be cleared of previously entered information so that additional attendees can be added.

29. If the attendee is a Candidate/Recruit, select that Attendee Type from the drop-down box and enter their Last Name, First Name and click Save & Add Another to add more attendees.

30. If the attendee is a Student, select that Attendee Type from the drop-down box and enter their Last Name, First Name and click Save & Add Another to add more attendees.

31. If the attendee is classified as Other because they don’t fit in any of the predefined categories, select that Attendee Type from the drop-down box and enter their Last Name, First Name, Affiliation and click Save to close the pop-up box.

32. If the attendee is an Employee, those individuals must be selected through Advanced Search.

33. Click Advanced Search and select from the Choose an Attendee Type drop-down the option of Employee.
Quick Reference Guide: Food/Beverage Expenses

35. Type in the employee’s Last Name, First Name and click Search. Please note that employee names will display as they are listed with HR. If unsure of an employee’s HR name, you can type in the percentage sign (%) and click Search.

36. Select the Employee by clicking the box of the left of their name and click Add to Expense.

37. When all attendees have been added, click Close to cancel out of the pop-up window.

38. Additional information may also be entered in the available fields.

39. Click Save.

40. Please note that the total number of attendees must be less than 10 or an error will appear.

41. The total amount of the transaction will be averaged out between the attendees and the amount per person shown under the Amount column.

Attendees: 10+ Attendees

42. To expense a transaction with more than 10 attendees (10+ Attendees), only the group name and total number of attendees need to be provided. To add a group, click on Advanced Search. Change the selection under Choose an Attendee Type to Group Event 10+ Attendees.
44. Under **Event Name**, name the group and select **New Attendee** at the bottom right of the screen.

![Image of Attending Event](image)

45. 

46. Click **Save** in the pop-up box that appears.

47. By default, the system will assume that you attended the meal however, if that is not true then click the **box** to the left of your name and click **Remove**.

48. The field under **Attendee Count** will be opened and you should type in the **total number of attendees** and click **Save**.

![Image of Attendee Count](image)

49. 

50. Please note that the total number of attendees must be **10 or more** or an error will appear.
Receipts

51. All charges for Food/Beverage expenses will require a receipt. To satisfy the receipt requirement if the vendor did not provide an e-Receipt, this is a Cash/Out of Pocket expense or there is a more detailed receipt to add to the expense line, add the receipt by selecting Attach Receipt.

52. A pop-up box will appear and you can click Browse to locate the receipt saved on a local device or, if the receipt image was uploaded previously, the receipt will be available in Available Receipts. Locate the correct receipt and select Attach.

53. Once the receipt has been attached, the icon will show a blue check box indicating that the receipt requirement has been met.

54. Click Save.

Additional Information

55. If meals arrangements were made for people who did not actually attend, the number of those individuals can be entered in the No Shows field. The total amount of the transaction will be averaged out between the attendees that were present and the No Shows.

56.

57. During attendee entry you may receive a pop-up warning that duplicate attendees have been found. This can occur when there is a slight difference in name entry. Review the warning and either select Continue Adding New Attendee to proceed with entry or select Use Selected Attendees to use the previously entered attendee information.

58. To create a set of attendees as a group for easy entry in the future, start by adding the attendees to the expense. Click the box to the left of their names and then click on Create Group. A pop-up will appear and you can name the group and click Save.
59. The next time that those attendees need to be added to a **Food/Beverage** expense, you can click on **Favorites**, next to **Advanced Search**, and then under the **Attendee Groups** tab select the **appropriate group** and click **Add to Expense**.
61.

62. Attendees that have been recently used will be available under the **Recently Used** tab in the **Search Attendees** pop-up menu.

63. Please be aware that meals in excess of **Food/Beverage** limits will show a warning. To ensure that the expense report can be processed in a timely manner, please either attach Executive Officer approval, reduce the amount being claimed for reimbursement or itemize the excess amount as a **Personal/Non Reimbursable** charge. Please see the documentation on Personal/Non Reimbursable expenses for more information.