

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 or username.
2. Click **Expense** from the main menu and either select **+ Create New Report** or access an open report by clicking on the **report name**.
3. For more information on how to complete the report header, see the **Report Header** job aid.

Travel Card Charges

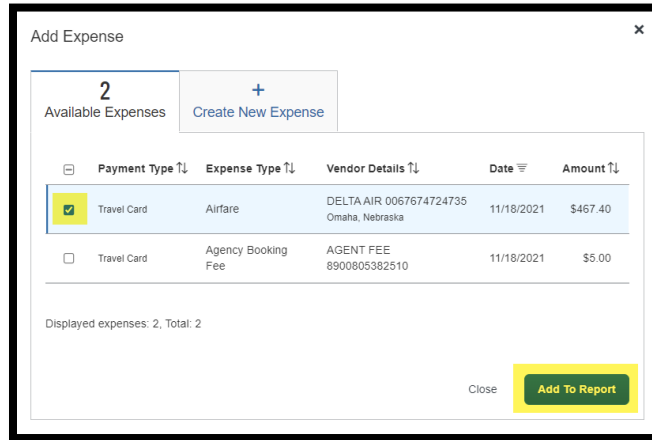
4. To expense a Travel Card charge, select **Add Expense**.



Report Details		Print/Share	Manage Receipts	Travel Allowance			
Add Expense		Edit	Delete	Copy	Allocate	Combine Expenses	Move to
<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type		Vendor Details	
<input type="checkbox"/>			Travel Card	Food/Beverage - Business Meal < 10 Attendees Attendees (4)		PANERA BREAD #202812 O Tulsa, Oklahoma	
<input type="checkbox"/>			Travel Card	Food/Beverage - Business Meal 10+ Attendees Attendees (25)		JIMMY JOHNS - 1524 - MOTO Tulsa, Oklahoma	

5. The available card charges will appear under the **Available Expenses** tab in the pop-up window.
6. Click the **box** to the left of the transaction and click **Add To Report** to pull the charge over to the expense report.

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The screenshot shows a web interface for adding expenses. At the top, it says 'Add Expense' with a close button. Below that, there's a summary bar showing '2 Available Expenses' and a '+ Create New Expense' button. The main part of the interface is a table with columns for 'Payment Type', 'Expense Type', 'Vendor Details', 'Date', and 'Amount'. Two rows are visible: one for 'Travel Card' with 'Airfare' (amount \$467.40) and another for 'Travel Card' with 'Agency Booking Fee' (amount \$5.00). At the bottom, there's a 'Close' button and a yellow 'Add To Report' button.

Payment Type	Expense Type	Vendor Details	Date	Amount
<input checked="" type="checkbox"/> Travel Card	Airfare	DELTA AIR 0067674724735 Omaha, Nebraska	11/18/2021	\$467.40
<input type="checkbox"/> Travel Card	Agency Booking Fee	AGENT FEE 8900805382510	11/18/2021	\$5.00

Displayed expenses: 2, Total: 2

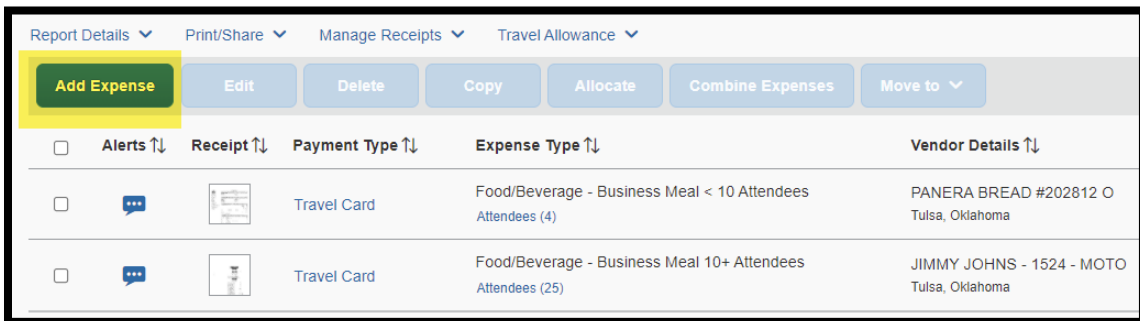
7. Click on the transaction.
8. If the transaction does not default to the correct expense type, use the drop-down menu under **Expense Type** to select **the appropriate expense type**.
9. Select the appropriate **Meal Type**.
 - a. **Breakfast/Reception**: \$25 per person
 - b. **Evening Meal**: \$80 per person
 - c. **Lunch**: \$40 per person
10. 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.
 - g. **Student Meal**. Meals and light refreshments for students representing the University or participating in official student activities.

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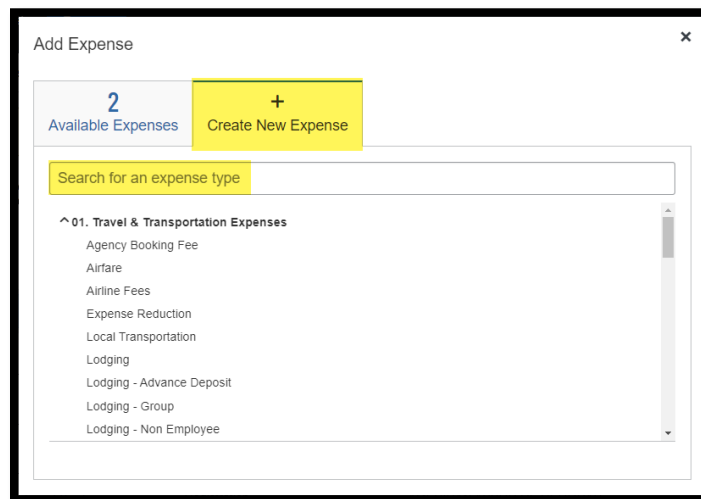
- h. **Working Meal.** Meals and light refreshments consumed during work when the meals enhance or extend the quantity or quality of the work, facilitate a business meeting, or employee development activity when the meals are necessitated by workload or scheduling conflicts.
11. Ensure that the **Traveler 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.
 12. Please see the instructions below for more information on adding attendees.

Cash/Out of Pocket

13. To expense a Cash/Out of Pocket charge, click on **Add Expense**.



14. Select the **+ Create New Expense** tab in the pop-up window.



15. Either type in **the appropriate expense type** in the **Expense Type** search bar or scroll through the list of expense types and select **the appropriate expense type**.
16. Select the appropriate **Meal Type**.
 - a. **Breakfast/Reception: \$25 per person**
 - b. **Evening Meal: \$80 per person**

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- c. **Lunch: \$40 per person**
17. 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.
 - 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.
18. 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.
19. Change the **Payment Type** to **Cash/Out of Pocket**.
20. 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.
21. Please see the instructions below for more information on adding attendees.
- Attendees: < 10 Attendees**
22. 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 the **Attendees** hyperlink.

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The screenshot shows the 'Food/Beverage - Business Meal < 10 Attendees \$410.45' form. At the top, it displays the date '04/16/2017', the merchant 'RENAISSANCE HOTELS', and the payment method 'Corporate Card'. Below this are two tabs: 'Details' and 'Itemizations'. Under the 'Attendees (1)' section, there is an 'Allocate' button. The form includes several required fields: 'Expense Type' (set to 'Food/Beverage - Business Meal < 10 Attendees'), 'Meal Type' (set to 'Evening Meal'), and 'Business Purpose' (set to 'Recognition/Appreciation Function'). A red box highlights the 'Attendees (1)' section.

23. By default, Concur will list you as an attendee, assuming that if you paid for the meal, you were a participant. If this is correct, leave your name selected. If it is incorrect, click the box to the left of your name and select **Remove**.

The screenshot shows the 'Attendees' list for the expense. It includes a table with the following data:

<input checked="" type="checkbox"/>	Attendee Name	Attendee Title	Institution/Company	Attendee Type	Attendee Count	Amount
<input checked="" type="checkbox"/>	Test, Traveler1			Employee	1	\$410.45

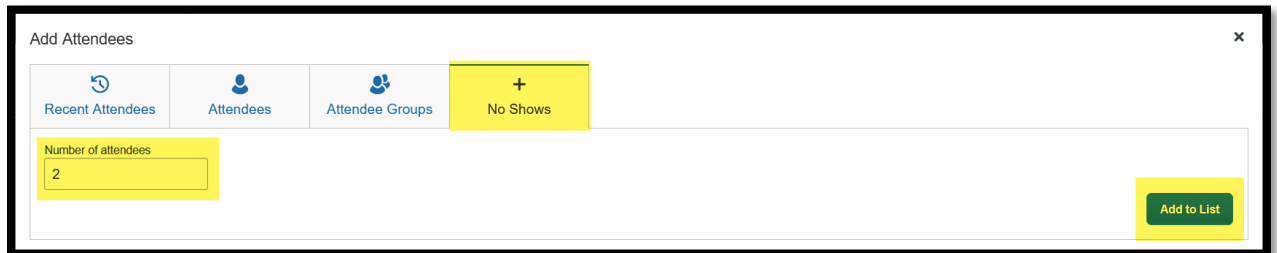
24. To add additional Attendees, select the **Add** button. Recent Attendees to previous meals will appear and can be selected. To add a new attendee, select **Attendees** at the top of the screen and then **Create New Attendee**.

The screenshot shows the 'Add Attendees' pop-up window. It has four tabs: 'Recent Attendees', 'Attendees' (highlighted), 'Attendee Groups', and 'No Shows'. Below the tabs are two input fields: 'Attendee Type' (set to 'Business Guest/Visitor') and 'Attendee Name' (with a search prompt 'Search by first or last name'). At the bottom right, there is a 'Create New Attendee' button and a 'Close' button.

25. Select the correct Attendee Type from the drop-down menu and then type in their **Last Name, First Name** and, if required, their **Affiliation/Relationship**.
26. Select **Create Attendee** to add the attendee to the meal. Continue to add attendees until complete and then **close** out of the pop-up window.

Food/Beverage Expenses

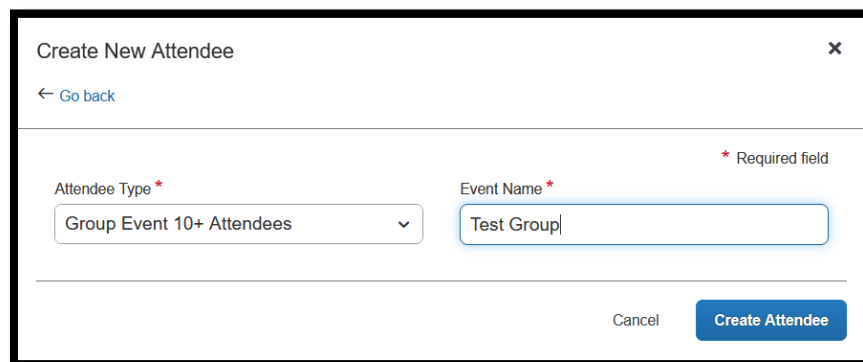
- The total amount of the transaction will be averaged out between the attendees and the amount per person shown under the **Amount** column.
- If meals arrangements were made for people who did not actually attend, the number of those individuals can be entered in the **No Shows** field. Enter in the number of attendees that did not show and click **Add to List**.



- The total amount of the transaction will be averaged out between the attendees that were present and the no shows.
- Click **Save** to return to the expense.
- Please note that the total number of attendees must be less than 10 or an error will appear.

Attendees: 10+ Attendees

- 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 the **Attendees** hyperlink.
- Change the selection under **Attendee Type** to **Group Event 10+ Attendees** and select **Create New Attendee**.
- Under **Event Name**, name the group, select **Create Attendee** at the bottom of the screen and then **close** out of the pop-up window.



- In the **Attendee Count** field, enter in the total number of attendees.

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Attendee Name	Attendee Title	Institution/Company	Attendee Type	Attendee Count	Amount
Test Group			Group Event 10+ Attendees	40	\$410.45

36. To create this as a group for easy entry in the future, click the **box** to the left of the group name names and then click on **Create Group**. A pop-up will appear where you can **name the group** and click **Save**.

Create Group

Group Name *

Testing Team

Cancel Save

37. The new group will be saved as an Attendee Group for future expenses.

Add Attendees

Recent Attendees Attendees Attendee Groups No Shows

38. Click **Save** to return to the expense.
39. Please note that the total number of attendees must be more than 10 or an error will appear.

Receipts

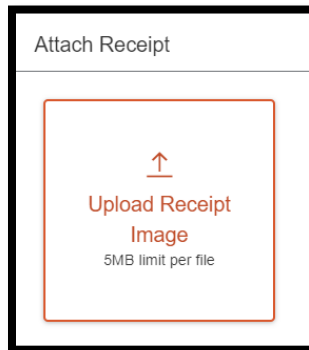
40. All charges for **Food/Beverage** expenses will require a receipt. To satisfy the receipt requirement if the vendor did not provide an e-Receipt, this is a Cash/Out of Pocket expense or there is a more detailed receipt to add to the expense line, add the receipt by selecting **Upload Receipt Image**. Note that if the receipt field is not present, click on the **Show Receipt** hyperlink at the top right of the screen.

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The screenshot shows the 'New Expense' form with the 'Itemizations' tab selected. At the top right, there are 'Cancel' and 'Save Expense' buttons. Below the tabs, there is an 'Allocate' button with a circular arrow icon. A yellow 'Show Receipt' button with a document icon is located on the right side. A red asterisk and the text '* Required field' are visible at the bottom right of the form.

41. A pop-up box will appear and you can click **Upload Receipt Image** to locate the receipt saved on a local device or, if the receipt image was uploaded previously, the receipt will be available to select.



42. Click on the correct **receipt** and click **Attach**.
43. The receipt image will appear to the right of the screen. Click **Save Expense** at the top right or bottom left of the screen.

Additional Information

44. Please be aware that meals in excess of **Food/Beverage** limits will show an alert. 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.