Enter Group Meals

Submit reimbursement for group meals with less than or more than 10 attendees.

Create New Expense Report

- For detailed instructions, refer to the tip sheets Create a New Expense Report and Complete the Expense Report Header.

Enter Group Meal – Less Than 10 Attendees

To submit reimbursement for a group meal with less than 10 attendees, select the expense type *Group Meals/Entertainment <10 Attendees* and complete the required fields in red (Figure 1):

Figure 1

- For *Transaction Date*, enter the date you purchased the meal.
- For *Report/Trip Purpose*, select from the dropdown menu.
- For *Enter Vendor Name*, enter the restaurant name.
- For *City of Purchase*, enter the restaurant location and select from the dropdown menu.
- For *Amount*, enter the amount you are submitting for reimbursement.
- For *Attendees*, you will see your name listed.
- Click *New Attendee* to add the other meal attendees. You may also click *Advanced Search* or *Favorites* to select your recently used or favorite attendees.
- In the *Add Attendee* window, complete the required fields in red (Figure 2):
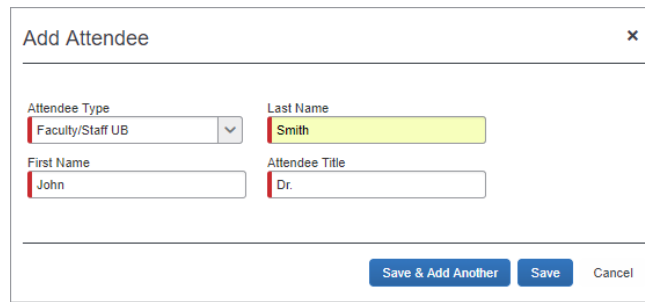
Figure 2

- o For *Attendee Type*, select from the dropdown menu.
- o For *Last Name*, enter the attendee's last name.
- o For *First Name*, enter the attendee's first name.
- o For *Attendee Title*, enter the attendee's title.
- o When finished, click *Save and Add Another* to continue adding attendees, or click *Save* if all attendees have been added.

- In the *Attendees* section, you will see the total meal *Amount* divided among all attendees (Figure 2).
   - o This is a system calculation. Since you are entering the expense report, you are submitting the total meal amount for reimbursement.

- Click the *Attach Receipt* button to attach your meal receipt and supporting documentation.
- When finished, click *Save*.

Enter Group Meals – More Than 10 Attendees

To submit reimbursement for a group meal with more than 10 attendees, select the expense type *Group Meals/Entertainment +10 Attendees* and complete the required fields in red (Figure 3):

Figure 3

- For *Transaction Date*, enter the date you purchased the meal.
- For *Report/Trip Purpose*, select from the dropdown menu.
- For *Enter Vendor Name*, enter the restaurant name.
- For *City of Purchase*, enter the restaurant location and select from the dropdown menu.
- For *Amount*, enter the amount you are submitting for reimbursement.
- In the *Attendees* section, click *New Attendee*.
    - You may also click *Advanced Search* or *Favorites* to select your recently used or favorite attendee groups.
- In the *Add Attendee* window, complete the required fields in red to enter a group or event name (Figure 4):

Figure 4

    - For *Group/Event Name*, enter a group or event name for the meal.
    - Click *Save and Add Another* to enter an additional group name, or click *Save* if all groups have been added.
- In the *Attendees* section, you will see the group name added to the expense.
- In the *Attendee Count* field, enter the total number of meal attendees (Figure 3).
- Click the *Attach Receipt* button to attach your meal receipt and supporting documentation.
- When finished, click *Save*.

For travel and expense system support, email ubs-travel-expense-support@buffalo.edu