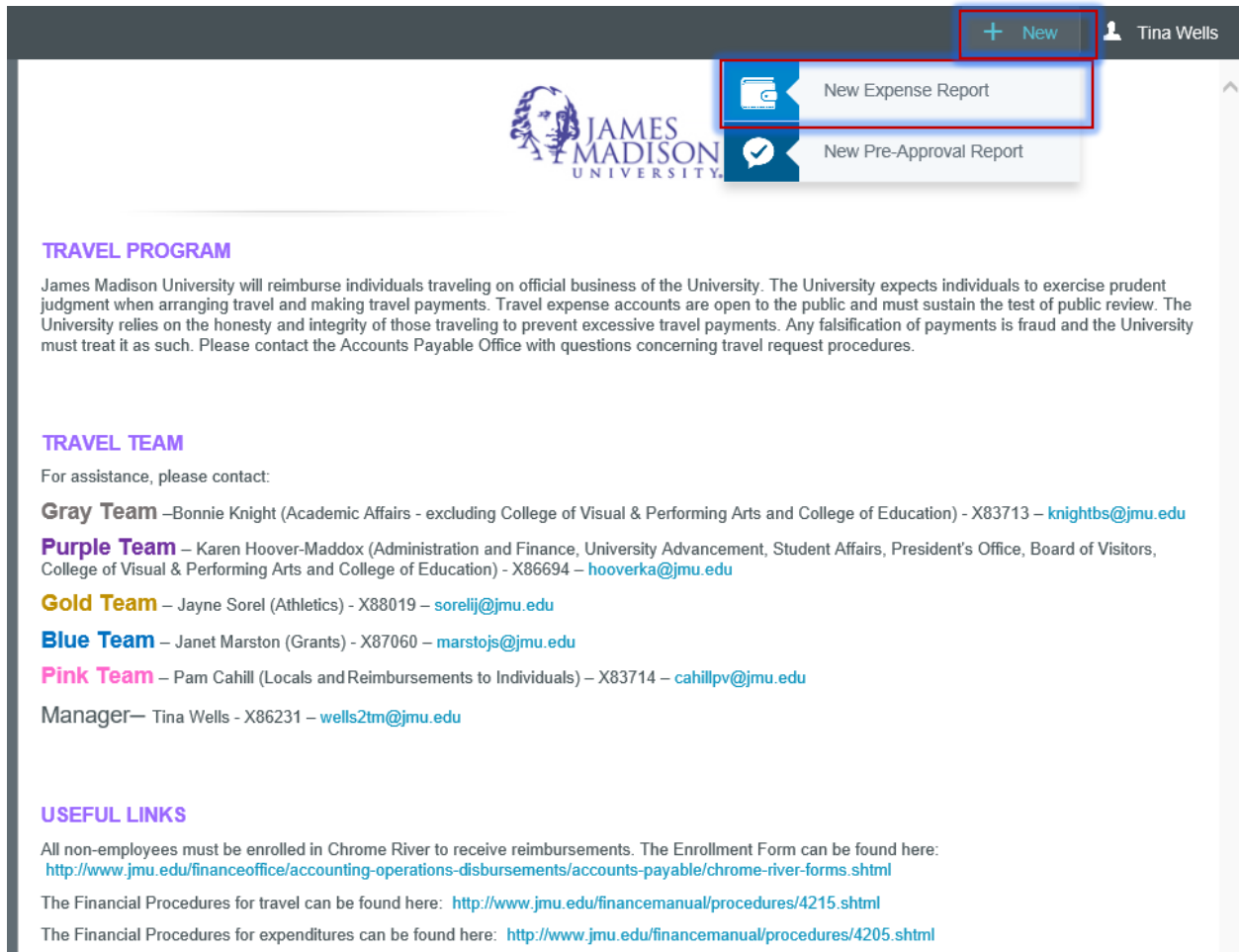


HOW TO ENTER A BUSINESS MEAL

Purchases of **food items** (Walmart for example) will be entered in Chrome River under the Non-Travel Individual Reimbursement Report Type and Report Purpose. A Business Meal not associated with travel (a restaurant receipt) will be entered with the instructions that follow.

Select +New and choose New Expense Report



The screenshot shows the Chrome River system interface. At the top right, there is a dark navigation bar with a '+ New' button highlighted by a red box. Below this, a dropdown menu is open, showing two options: 'New Expense Report' (highlighted with a blue box) and 'New Pre-Approval Report'. The main content area features the James Madison University logo and several sections: 'TRAVEL PROGRAM', 'TRAVEL TEAM', and 'USEFUL LINKS'. The 'TRAVEL PROGRAM' section contains text about reimbursement policies. The 'TRAVEL TEAM' section lists contact information for various teams: Gray Team, Purple Team, Gold Team, Blue Team, and Pink Team, along with the Manager, Tina Wells. The 'USEFUL LINKS' section provides URLs for enrollment forms, travel procedures, and expenditure procedures.

TRAVEL PROGRAM

James Madison University will reimburse individuals traveling on official business of the University. The University expects individuals to exercise prudent judgment when arranging travel and making travel payments. Travel expense accounts are open to the public and must sustain the test of public review. The University relies on the honesty and integrity of those traveling to prevent excessive travel payments. Any falsification of payments is fraud and the University must treat it as such. Please contact the Accounts Payable Office with questions concerning travel request procedures.

TRAVEL TEAM

For assistance, please contact:

Gray Team –Bonnie Knight (Academic Affairs - excluding College of Visual & Performing Arts and College of Education) - X83713 – knightbs@jmu.edu

Purple Team – Karen Hoover-Maddox (Administration and Finance, University Advancement, Student Affairs, President's Office, Board of Visitors, College of Visual & Performing Arts and College of Education) - X86694 – hooverka@jmu.edu

Gold Team – Jayne Sorel (Athletics) - X88019 – sorelij@jmu.edu

Blue Team – Janet Marston (Grants) - X87060 – marstojs@jmu.edu

Pink Team – Pam Cahill (Locals and Reimbursements to Individuals) – X83714 – cahillpv@jmu.edu

Manager– Tina Wells - X86231 – wells2tm@jmu.edu

USEFUL LINKS

All non-employees must be enrolled in Chrome River to receive reimbursements. The Enrollment Form can be found here: <http://www.jmu.edu/financeoffice/accounting-operations-disbursements/accounts-payable/chrome-river-forms.shtml>

The Financial Procedures for travel can be found here: <http://www.jmu.edu/financemanual/procedures/4215.shtml>

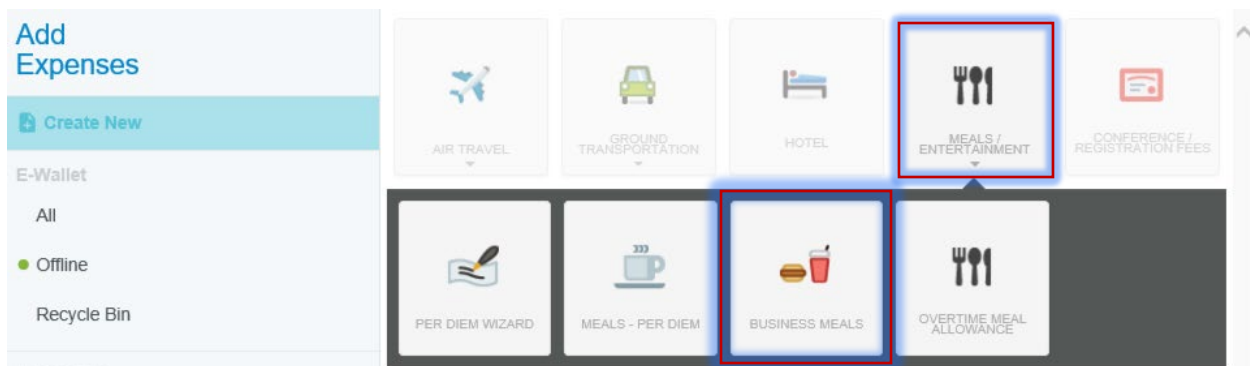
The Financial Procedures for expenditures can be found here: <http://www.jmu.edu/financemanual/procedures/4205.shtml>

Enter in a Report Name (The reason for the reimbursement), Report Type (Athletics, Domestic, International), Report Purpose (Conference Training, Other, Recruitment, Team Travel). Enter the Type of Traveler to be reimbursed: Employee, Outside Party or Student. Enter in the Date of the Business Meal and the Number of Business Days. Click Save.


Expenses For Tina Wells

Report Name	<input type="text" value="Business Meal for Candidate"/>
Pay Me In	<input type="text" value="USD - US Doll..."/>
Report Type	<input type="text" value="Domestic"/>
Report Purpose	<input type="text" value="Recruitment"/>
Type of Traveler	<input type="text" value="Employee"/>
Non Employee <small>Optional</small>	<input type="text" value="-- Select --"/>
Travel Start	<input type="text" value="05/15/2017"/> <input type="button" value="Calendar"/>
Travel End	<input type="text" value="05/15/2017"/> <input type="button" value="Calendar"/>
Business Days	<input type="text" value="1"/>

The Expense Tiles open up. Click on Meals/Entertainment and Click Business Meals.



Enter the Date of your business meal and Click Calculate.

 **Business Meals**

Date

After pressing the Calculate Button, please adjust the spent amount to be the total of your Food, Tip and Tax Amounts

Spent

Tax Amount

Tip Amount

Tip Percentage

Allowable Food Total

Overage Total

Business Purpose

Receipt Attached

Allocation

[+ Add Allocation](#)

Guests

The per diem Calculate Allowable Total form opens up. Enter your meal Location, Meal Type and number of Attendees. This provides you with the correct meal per diems. Enter the total of the food amount spent in the Food Box. Click Save.

Calculate Allowable Total
✕

Date 05/15/2017

Location United States, Virginia (VA), Harrisonburg-Harrisonburg (ci

Meal Type

Breakfast
 Lunch
 Dinner

Attendees 3

	Per Attendee	23.00 USD
	Base Total	69.00 USD
	Allowable Food Total	103.50 USD

Calculate Overages

Food

Food

Spent 40.97 USD of 103.50 USD
Over 0.00 USD

TRANSACTION RECORD

TASTE OF THAI
917 South High Street
Harrisonburg, VA 22801

CHECK #143976-2
TABLE #680
DUPLICATE
CUSTOMER # 2

1 24 ASPAR SAUTE \$15.99
1 +SHRIMP \$10.99
1 45 PAD PAK \$10.99
1 BROCCOLI CHICKEN \$10.99
SUB-TOTAL \$40.97
TAX \$0.02
TOTAL \$45.80

Time: 20:34 1 CUSTOMER
3 CHECKS
THANK YOU
YOU HAVE BEEN SERVED
BY : Sint

CARD TYPE: MASTER CARD
NU: ***** EXPI: ****
ENTRY: SWIPED
Customer :
AUTHORIZATION: 004407
STORE #: 0
TERMINAL: 2
REFERENCE: 143976

PURCHASE \$45.80
TIP 6.15
TOTAL 51.95

THANK YOU
CUSTOMER COPY

SPENT AMOUNT

40.97

Total Spent

Total Overages

40.97 USD

0.00 USD

Cancel
Save

After clicking the save button you are brought back to the Business Meals Form. Notice the Food total carried over from the Calculate Tab.

Cancel Save

Business Meals

Date 05/15/2017

After pressing the Calculate Button, please adjust the spent amount to be the total of your Food, Tip and Tax Amounts

Spent 40.97 USD

Now you need to enter over that total with the entire Food Receipt Total in the Spent Box. Enter in the Tax Amount in the box and Tip Amount in the box. Complete the Business Purpose, Click the Receipt Attached Checkbox and Click on Allocation to enter your Org number.

Cancel Save

Business Meals

Date 05/15/2017

After pressing the Calculate Button, please adjust the spent amount to be the total of your Food, Tip and Tax Amounts

Spent 51.95 USD **Change this amount to be the total of the receipt.**

Tax Amount Optional 4.83

Tip Amount Optional 6.15

Tip Percentage Optional 15

Allowable Food Total 54.00 USD Calculate

Overage Total 0.00 USD

Business Purpose Give the reason for the Business Meal

Receipt Attached

Allocation 100432 - ACCOUNTS PAYABLE

+ Add Allocation

TASTE OF THAI
917 South High Street
Harrisonburg, VA 22801

CHECK #143976-2
TABLE #880
DUPLICATE
CUSTOMER # 2

1 24 ASPAR SAUTE \$15.89
1 45 PAD PAK \$10.99
1 BROCCOLI CHICKEN \$12.89
SUB-TOTAL \$40.97
TAX \$4.83
TOTAL \$45.80
Time: 20:34 1 CUSTOMER
3 CHECKS
THANK YOU

YOU HAVE BEEN SERVED
BY : Sint

TRANSACTION RECORD

TASTE OF THAI
917 South High Street
Harrisonburg, VA 22801

CARD TYPE: MASTER CARD
Nu: *****
EXPI.: ****

ENTRY: SHIPPED,
Customer :
AUTHORIZATION: 004407
STORE #: 0
TERMINAL: 2
REFERENCE: 143976

PURCHASE \$45.80
TIP 6.15
TOTAL 51.95

THANK YOU
CUSTOMER COPY

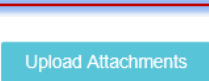
Click on Add Guests and enter in all parties who attended the Business Meal (internal and external). Upload your receipt. Click Save. **See below for entering External Guest**

Guests

External ▾ Add Guests

Internal	×	Tina Wells Manager - Accounts Payable James Madison University	33.34 %	17.33
Internal	×	Bonnie Knight Travel & Individual Reimbursement Analyst James Madison University	33.33 %	17.31
External	×	Mary Conrany Recruitment Manager Recruitment Co., Inc.	33.33 %	17.31
			100 %	51.95

Attachments (0)

Drag image here to upload 

**To enter an External Guest click the Dropdown Arrow and choose External. Then Click the box Add Guests. Click the + Add New External Guest? box. You will need to fill in all the information boxes before it will allow you to save the guest. Click Add.

Guests

External

First Name

Last Name

Title

Company Name

Cancel Add

Repeat for every External Guest not already in the list. Once an External Guest is Saved it remains in your list.

Guests

External ▾ Add Guests

Internal	×	Tina Wells Manager - Accounts Payable James Madison University	33.34 %	17.33
Internal	×	Bonnie Knight Travel & Individual Reimbursement Analyst James Madison University	33.33 %	17.31
External	×	See Attached List See Attached List See Attached List See Attached List	33.33 %	17.31
			100 %	51.95

If you have multiple External Guests and want to provide a list, you will need to enter into all the boxes "See Attached List". You will need to upload the list in Upload Attachments if you indicated you attached a list.

Guests

External

See Attached List	
See Attached List	
See Attached List	
See Attached List	

Cancel Add

How to enter Business Meals where the total amount spent is over the Allowable Food Total.

Calculate Allowable Total ✕

Date: 05/15/2017

Location: United States, Virginia (VA), Harrisonburg-Harrisonburg (ci)

Meal Type:
 Breakfast
 Lunch
 Dinner

Attendees: 3

Per Attendee	23.00 USD
Base Total	69.00 USD
Allowable Food Total	103.50 USD

Calculate Overages

	SPENT AMOUNT
Food	<input type="text" value="103.50"/>
Food	

Spent 40.97 USD of 103.50 USD
Over 0.00 USD

Total Spent	USD
Total Overages	0.00 USD

Cancel Save



Business Meals

Date

After pressing the Calculate Button, please adjust the spent amount to be the total of your Food, Tip and Tax Amounts

Spent	<input type="text" value="103.50"/> <input type="text" value="USD"/>
Tax Amount <small>Optional</small>	<input type="text" value="0"/>
Tip Amount <small>Optional</small>	<input type="text" value="0.00"/>
Tip Percentage <small>Optional</small>	<input type="text" value="0"/>
Allowable Food Total	<input type="text" value="103.50"/> <input type="text" value="USD"/> Calculate
Overage Total	<input type="text" value="0.00"/> <input type="text" value="USD"/>

If your Spent is the Allowable Food Total you **do not need to complete the Tax Amount Box or the Tip Amount Box. Leave them blank.** Complete the rest of the form and Click Save.

Business Purpose

Receipt Attached

Allocation

[+ Add Allocation](#)