

Adding Business Meal Attendees and Gift Card Recipients

1

Select "Business Meals" and fill out all required fields.

Upload

Expense Date *

04/17/2024

Expense Item *

Business Meals

Total Amount *

75.00

Currency *

USD

Memo *

Dinner with clients

*Cost Center

CC04460 Florida Southern Cafeteria

Project

2 Edit the number of persons to reflect how many people attended the meal.

2. Meals with Guest Services Employees directly related to a business meeting or event.

Item Details

Attendee(s) *

Number of Persons *

Supplier *

Itemization

Use the button below only if your company's expense policy requires itemizations.

Receipt Included ☐

3 Because this is Sophie's expense report, her name automatically populates.

2. Meals with Guest Services Employees directly related to a business meeting or event.

Item Details

Attendee(s) *

Number of Persons *

Supplier *

Itemization

Use the button below only if your company's expense policy requires itemizations.

0 items

Receipt Included ☐

4

For any internal guests (Guest Services employees), you can type their name(s) into the attendees box to search for them.

2. Meals with Guest Services Employees directly related to a business meeting or event.

Item Details

Attendee(s) *

Number of Persons *

Supplier *

Itemization

Use the button below only if your company's expense policy requires itemizations.

Add

0 items

5

For any external (non-Guest Services employees), click "Create Guest"

Item Details

Attendee(s) *

Number of Persons *

Supplier *

Itemization

Use the button below only if your company's expense policy requires itemizations.

Add

Save for Later

Close

6 Enter the information for the external guest, then click "OK"

2. Meals with Guest Services Employees directly related to a business meeting or event.

Create Guest [X]

Use this task to create guests for use on Expense Report Lines. Guests can be attendees, passengers, and gift recipients for a specified expense.

Name * Dean Doe

Title Dean

Company Florida Southern University

[Add Another] [Cancel] [OK]

0 items

[Submit] [Save for Later] [Close]

7 Gift card recipients need to be added the same way as meal guests.

Expense Date * 04/17/2024 [Calendar Icon]

Expense Item * [X] Gift Cards [Menu Icon]

Total Amount * 100.00

Currency * USD

Memo * Contest winner

*Cost Center [X] CC04460 Florida Southern Cafeteria [Menu Icon]

Project [Menu Icon]

Location [X] Florida Southern College [Menu Icon]

Prepaid Expense [Menu Icon]

[Later] [Close]

8

Click the "Attendee(s)" field and search for the employee(s) who received the gift card. For the expense type "Gift Card," "attendee" means "recipient."

Whenever a gift card is given to an employee, their name must be listed under "attendees."

Item Details

Attendee(s) *

Supplier *

Itemization

Use the button below only if your company's expense policy requires itemizations.

Receipt Included ☐