# Food & Beverage Reimbursements

There are limited circumstances in which it is considered appropriate to provide food and beverages to personnel who are not in travel status. Food/Beverage may not be provided at regularly scheduled or routine meetings (i.e., monthly staff meeting, quarterly unit meeting) or as a way to boost morale or promote goodwill among employees. Alcohol and Flowers are prohibited. Participant Funded events, where the food/beverage costs are paid solely from participant fees (i.e., registration fee) are not subject to the policy. **Every effort should be made to purchase food and beverage using a P-Card and/or eVA purchase order. Catering is not a reimbursable expense. Please review the Food and Beverage Procedures for further information.**

All food and beverage purchases are limited to the per meal dollar maximum for the location (which includes applicable tax, tips (up to 20%) and/or necessary service ware).

Step-by-Step

1. Login to the Mason Finance Gateway. *Hint: Click Remember me for quicker future login attempts.* (Single Sign on with 2FA is required, click here for more info). *A Mason employee must submit a reimbursement on behalf of a Student or Non-Employee as these individuals will not have access.*
2. Once logged in, you will land on the **Dashboard**. To begin a new document, click on **+ New** and **then New Expense Report.**
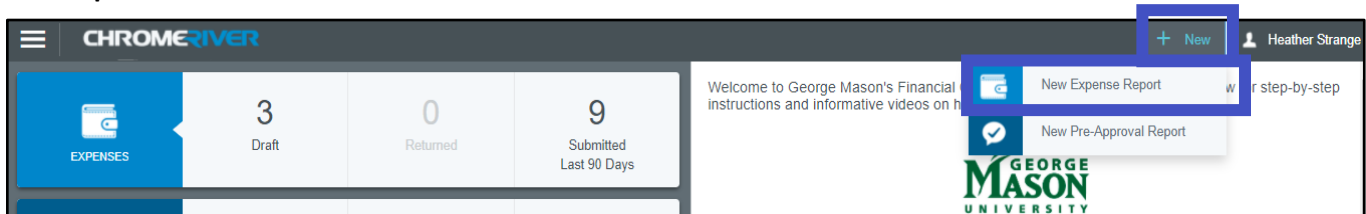
3. Complete the report information as follows:
   a. *Report name*: Enter the report name following the suggested format *(If reimbursement is for a Student, include the Students last name in the Report title for easier tracking)*
   b. *Start Date and End Date*: Select Start Date and Enter Date of the event/expense(s)
   c. *Employment Status/Payee*: Select Employee, Student or Non-Employee
      i. *For Student* an additional field will appear to enter the Payee G#
   d. *Reason for expense*: Select the appropriate category (Employee or Student Non-Travel)
   e. *Enter Business purpose*: Enter detailed description of the nature of the charges.
   f. Click **Save**.

Expenses For Heather Strange

Import from Pre-Approval *Optional*	**IMPORT PRE-APPROVAL**
Report Name	MFG Training January 2021
	Suggested Format: Month/Year and Event, Destination or Expense name
Start Date	01/04/2021 📅
End Date	01/04/2021 📅
Employment Status/Payee	Employee ▼
Reason for Expense	Employee - Non-Travel Reimb... ▼
Business Purpose	Food for full day training event.

For Student Reimbursements –

- Select Student in the Employment Status/Payee field.
- Search for Student G# or Name in the *Payee Student* field.
- Select Student – Non-Travel Reimbursement in the Reason for Expense field.

Employment Status/Payee	Student ▼
Payee Student	G000 '-Helen
Reason for Expense	Student - Non-Travel Reimbur... ▼

4. Select *Create New* or select appropriate receipt from *Receipt Gallery* to begin adding expenses to the reimbursement.

Add Expenses

- 📄 Create New

eWallet
- **All**
- Trips
- Cash Advance
- Offline
- Recycle Bin

eReceipts
- Receipt Gallery

Create New to select appropriate expense tile and attach documentation/receipt

If you have already added the receipt to your profile, by using one of the Apps or by forwarding the email receipt you will be able to select it in the *Receipt Gallery*. Once selected the system will automatically perform some data entry for you. Making it quicker and easier to complete the reimbursement.

5. Select the appropriate expense tile and complete the required information.

FOOD & BEVERAGE

BUSINESS MEALS

SUPPLIES / FOOD & DRINK

Business meals are defined as a meal provided at a commercial dining establishment open to the general public, or at a university location as long as no service other than delivery/pickup is provided.

Supplies Food/Drink is the purchase of pre-packaged food, drink and meal supplies, such as plates, cups, napkins for an on-campus event. These purchases do not include any vendor-provided services or food delivery. Most supplies food/drink purchases will be made at grocery or general merchandise stores.

6. For Business Meals, click the blue Calculate to enter the location information, calculate the allowable per diem, enter the number of attendees, and enter the amount spent. *Note that the Allowable Food Total is the base rate. The maximum amount is 1.5 x the base rate.*

Business Meals

An original itemized receipt, proof of payment, and list of the names and organizational affiliations of each person in attendance are required for reimbursement of all business meals. The University will reimburse official business meals based on actual costs incurred up to 150% of the amount shown in the allowable food total listed below.

Date: 01/04/2021

(Click on CALCULATE below to enter the Amount Spent)

Allowable Food Total	0.00	USD	Calculate
Overage Total	0.00	USD	
Spent	0.00	USD	

- Enter the actual amount spent including tip.
  - Overages up to 1.5 x the allowable food total are reimbursable.
- Click **Save** to complete the calculation and return to the Expense Report to attach the list of attendees and receipt.

Calculate Allowable Total

Date: 01/04/2021

Location: Fairfax-Fairfax (city), Virginia (VA), United States

Meal Type:
- Breakfast
- ● Lunch
- Dinner

Attendees: 5

Per Attendee	19.00 USD
Base Total	95.00 USD
Allowable Food Total	**95.00 USD**

Calculate Overages

SPENT AMOUNT

Food: 105.00

Food

Spent 105.00 USD of 95.00 USD
Over 10.00 USD

| Total Spent | 105.00 USD |
| Total Overages | 10.00 USD |

Cancel   Save

7. The Description field may be used to enter the list of attendees/affiliations if under 6, or to declare a statement of Impracticality. Example: *Attendees list list impractical - Student focused event within per diem.*
8. Enter Merchant Name
9. Verify that you have entered or attached the list of attendees.
10. Select the appropriate Allocation.
11. Attach the itemized receipt, and the List of attendees if applicable.
12. Then click **Save**.

This field may be used to enter up to 6 attendees/affiliations. If more than 6 attendees please attach a list of names/affiliations.

Description
Optional

Merchant

☐ I have entered or attached the list of attendees/affiliations

13. The expense will now be listed on the left side ledger. Ensure that a green checkmark is present. *Note: If the report expense contains a Red or Yellow Triangle you will see an error message noting that a correction is needed. Click on the Transaction to Edit, correct the violation/warning, and then you should see a green check mark and be able to submit.*

Expenses For Heather Strange

MFG Training January 2021
0 Comments   1 Attachments

| DATE | EXPENSE | SPENT | PAY ME |
| Mon 01/04/2021 | Business Meals | 105.00 USD | 105.00 ✓ |

Add Expenses
Create New

FOOD & BEVERAGE   NON TRAVEL MISCELLANEOUS OTHER

eWallet
All

14. To add more expenses, continue to *Create New*.
15. When all expenses have been added, click Submit, read the Confirmation and then select Submit again.

Expense Report	Total Pay Me Amount	Submit
010022163776	**105.00** USD	

Submit Confirmation

By clicking "Submit," I hereby certify that I have read, understood, and complied with all university policies. The expenses listed on this reimbursement were incurred by me on official business for the Commonwealth of Virginia and include only such expenses as were necessary to conduct business. These expenses have not been previously claimed nor will they be presented to an organization other than George Mason University for reimbursement.

Cancel   Pre-Approval   Submit

16. Once submitted, you can check the status of documents by clicking on the Submitted section of the Expense ribbon, selecting the Document title and then clicking on the Tracking button to review.
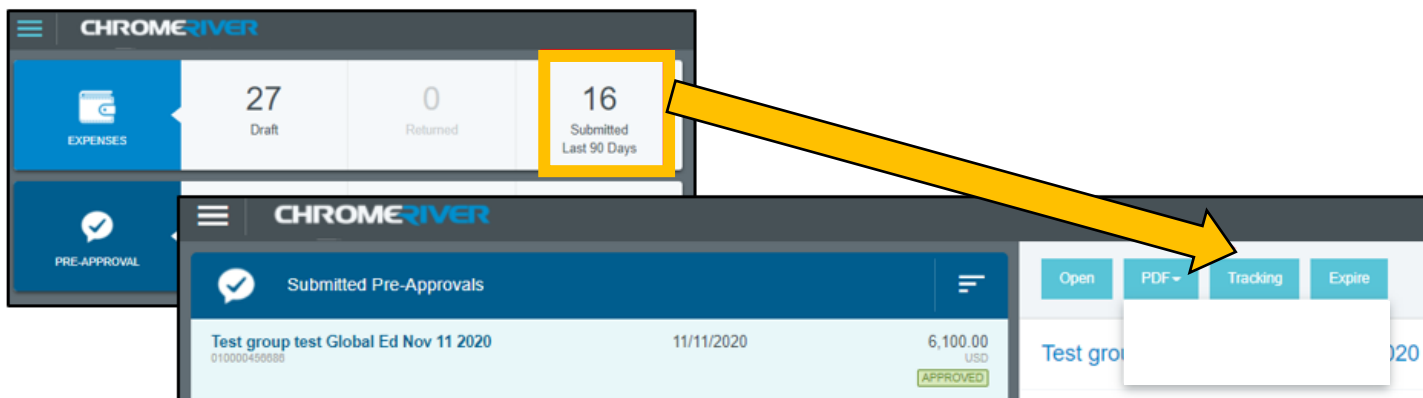
Additional information and resources are available on the Food and Beverage Overview webpage. For technical assistance with the Gateway please contact mfgadmin@gmu.edu. For questions about reimbursable items please contact acctpay@gmu.edu