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](https://fiscal.gmu.edu/training/obtain-training-materials/) 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**.

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Revised March 2023
4. Select *Create New* or select appropriate receipt from *Receipt Gallery* to begin adding expenses to the reimbursement.

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

**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.

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.
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.

- 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.

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 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.

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.
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.

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