

How to Report a Business Meal

Itemizing for Food & Alcohol

Entering Attendees

Log into the iBuy site at <https://ibuy.gwu.edu/> and click the **GW iBuy + Expense** icon. Select the **Expense** menu option. Click **+ Create New Report** and complete the Report Header.

Report Header ✕

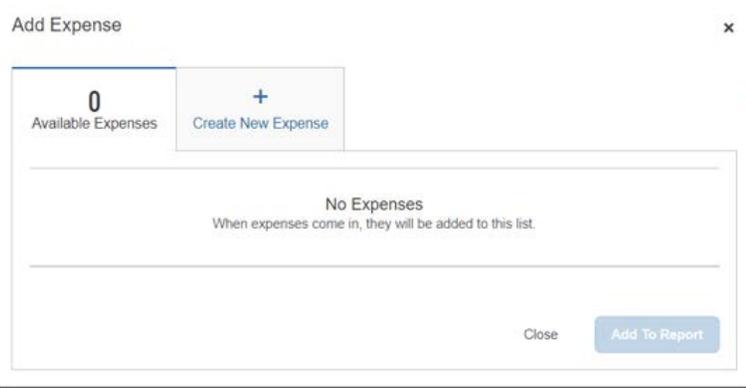
Business Meal Sample Report | \$0.00

* Indicates required field

Report Name * <input type="text" value="Business Meal Sample Report"/>	Report Date <input type="text" value="08/29/2018"/>	Travel Destination/Business Purpose * <input type="text" value="Instructional"/>
		Start Date * <input type="text" value="08/24/2018"/>
End Date * <input type="text" value="08/25/2018"/>	Report Id <input type="text" value="0B4D13F7845C41F7A643"/>	Report Key <input type="text" value="264545"/>
	Report Currency <input type="text" value="US, Dollar"/>	Approval Status <input type="text" value="Not Submitted"/>
Payment Status <input type="text" value="Not Paid"/>	Grant/Non Grant * 1 <input type="text" value="(GL) Non-Grant"/>	Oracle Alias * 2 <input type="text" value="(634003) PROCUREMENT DIVISION"/>
Expense Report For: <input type="text" value="Test"/>	: <input type="text" value="User106"/>	
Comment <input type="text" value="Sample report includes attendees and itemizing for food & alcohol"/>		

Cancel Save

Click **Save** to go to your report page, then click **Add**.



Since this sample is for an Out-of-Pocket expense, click **+ Create New Expense**.

Enter Expense Type 53104-US BUSINESS MEALS.

This brings up the Details page for your expense.

Manage Expenses | Cash Advances ▾

New Expense

Cancel | **Save Expense**

Details | Itemizations | Hide Receipt 📄

Attendees (0) | Allocate

* Indicates required field

Expense Type *
53102-US BUSINESS MEALS

Transaction Date *
MM/DD/YYYY

Business Purpose *

Vendor Name *

City *
🌐

Payment Type *
Out of Pocket

Transaction Amount *

Currency *
US, Dollar

Personal Expense (do not reimburse) | Missing Receipt Acknowledgment Form Attached

Is this a Vendor Invoice? *
▼

Comment

Save Expense | Cancel

+
Attach Receipt Image

Complete all fields marked with a red asterisk * and attach your receipt.

Manage Expenses Cash Advances ▾

New Expense

Cancel Save Expense

Hide Receipt 

Attendees (0) | Allocate * Indicates required field

Expense Type *
53102-US BUSINESS MEALS ▾

Transaction Date * 08/25/2018 Business Purpose * Meal with conference attendees

Vendor Name * ABC Restaurant

City * Philadelphia, Pennsylvania Payment Type * Out of Pocket

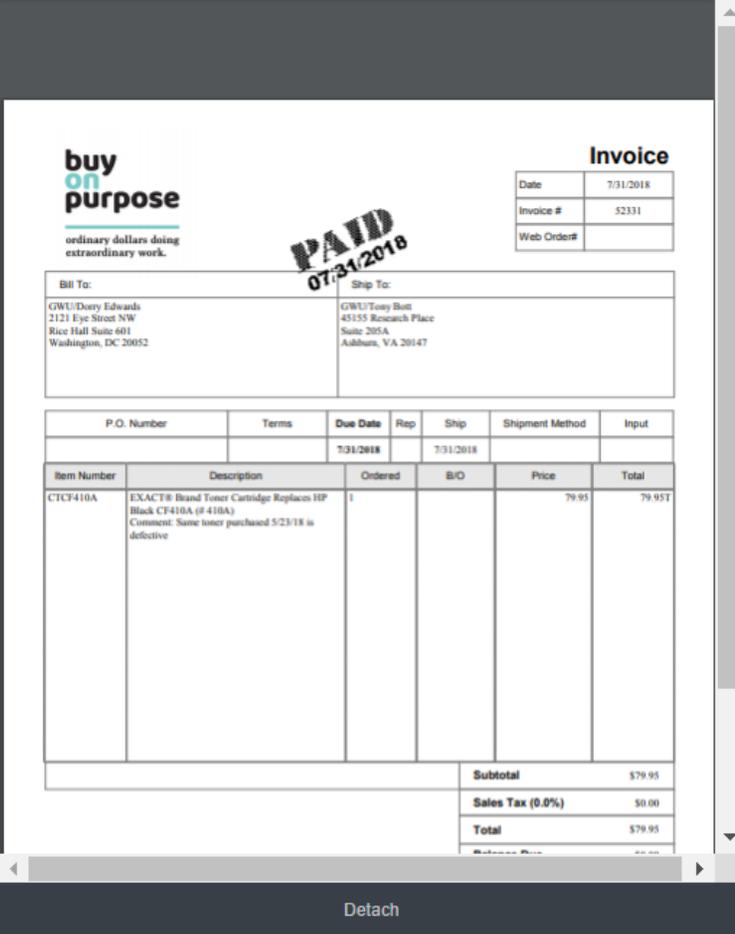
Transaction Amount * 76.45 Currency * US, Dollar ▾

Personal Expense (do not reimburse) Missing Receipt Acknowledgment Form Attached

Is this a Vendor Invoice? * No ▾

Comment

Save Expense Cancel



buy on purpose
ordinary dollars doing extraordinary work.

Invoice

Date	7/31/2018
Invoice #	52331
Web Order#	

PAID 07/31/2018

Bill To: GWU/Dorcy Edwards
2121 Eye Street NW
Rice Hall Suite 601
Washington, DC 20052

Ship To: GWU/Tony Bolt
45155 Research Place
Suite 205A
Arlham, VA 20147

P.O. Number	Terms	Due Date	Rep	Ship	Shipment Method	Input
		7/31/2018		7/31/2018		

Item Number	Description	Ordered	B/O	Price	Total
CTCF410A	EXACT® Brand Toner Cartridge Replaces HP Black CF410A (if 410A) Comment: Same toner purchased 5/23/18 is defective	1		79.95	79.95

Subtotal \$79.95
Sales Tax (0.0%) \$0.00
Total \$79.95

Detach

Whenever alcohol is included in a business meal, it must be itemized separately since it has a different expense type.

Click the **Itemizations** tab. You will need to create two itemizations, one for the food portion of the meal with expense type 53102-US Business Meals and one for the alcohol portion using expense type Entertainment. Click the **Create Itemization** button and enter the required data marked with *. When you complete the data entries and click **Save Itemization**, you'll see this screen with a pop-up message:

The screenshot displays a software interface for creating an itemization. An 'Alert' dialog box is centered on the screen, asking for confirmation to provide missing information. The background form includes the following fields and values:

- Itemized Amount:** \$63.95
- Expense Type:** 53102-US BUSINESS MEALS
- Transaction Date:** 08/25/2018
- Transaction Amount:** \$63.95
- Business Purpose:** Dinner with conference attendees
- Currency:** US, Dollar
- Is this a Vendor Invoice?:** No

The receipt preview on the right shows the following items:

Quantity	Item	Unit Price	Total
2	Lasagna Salad	@ 15.00	\$ 30.00
1	New York Strip Salad	@ 21.95	\$ 21.95
2	Burgundy, glass	@ 6.25	\$ 12.50
	Tip		\$ 12.00
	Total		\$ 76.45

The receipt also includes the text: "Paid by MC credit card ending in *****9999".

Click **No** to the Alert message since you need to add one more itemization before entering the other required information on Attendees.

53102-US BUSINESS MEALS \$76.45  Cancel **Save Expense**

08/25/2018 | ABC Restaurant Hide Receipt 

Details | **Itemizations**

Amount	Itemized	 Remaining
\$76.45	\$63.95	\$12.50

Create Itemization **More Actions** 

<input type="checkbox"/>	Alerts	Date	Expense Type	Amount
<input type="checkbox"/>		08/25/2018	53102-US BUSINESS MEALS	\$63.95

SAMPLE RECEIPT

ABC Restaurant
6002 Broad Street
Philadelphia PA

2	Lasagna Salad Dessert	@ 15.00	\$ 30.00
1	New York Strip Salad Dessert	@ 21.95	\$ 21.95

Click on the box to the left of the expense line, then click the **Create Itemization** button again. Enter expense type 52611-Entertainment, which includes expenses for alcohol. Complete the required fields and **Save Itemization** to bring up this screen:

* Indicates required field

ABC Restaurant
6002 Broad Street

Expense Type *
52611-ENTERTAINMENT

Transaction Date *
 08/25/2018

Transaction Amount *
12.50

Business Purpose
Dinner

Currency
US, Do

Personal Expense (do not reimburse)

Missing Receipt Acknowledgment Form Attached

\$ 30.00
\$ 21.95
\$ 12.50
Tip: \$ 12.00
Total: \$ 76.45

Paid by MC credit card ending in *****9999

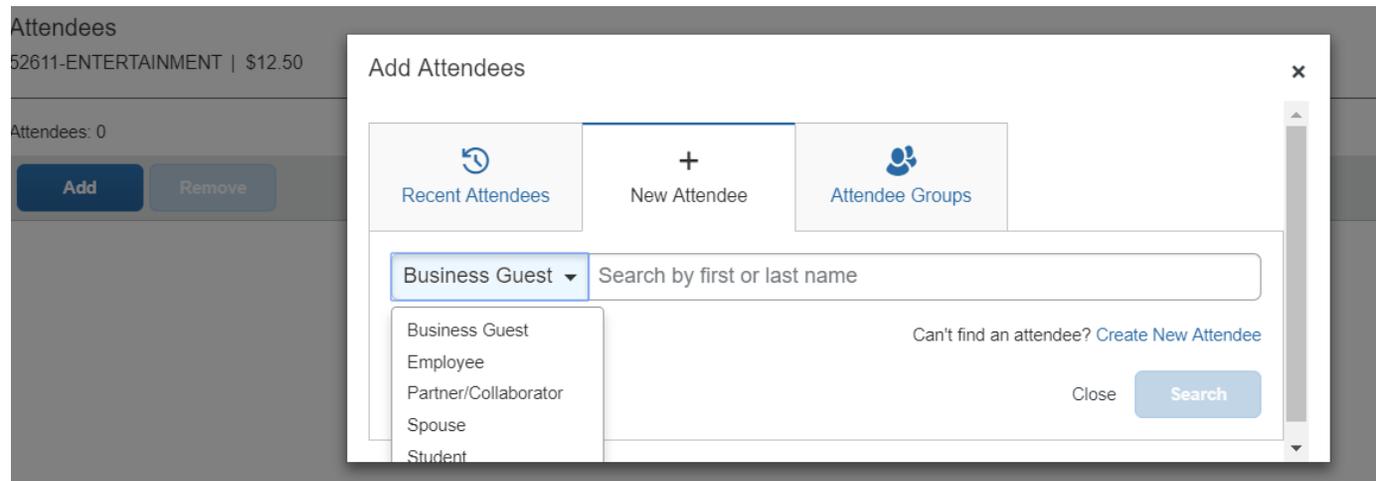
Alert 

 This itemization has been saved, but it cannot be submitted until required information is provided. Would you like to provide that now?

No **Yes**

This time click **Yes** because you need to add the three Attendees. Select **Attendees**, then click the **Add** button.

Click the + **New Attendee** tab, then the drop-down menu just below the tab.



In this example, there are three attendees: two GW employees and one business guest.

From the drop-down menu click **Employee**. Search by last name and select from the options (Adcock - Kathryn)

PLEASE NOTE: If you do a search using **More Search Options**, enter only the Last Name and First Name. Capitalize the first letters of the first and last names. Do not use employee nicknames. For GW employees, you must leave the Attendee Title and Company fields blank. Click the box next to Kathryn Adcock's name and click **Add To List**



Repeat the GW employee search and add Donna Ginter to the list.

Return to the Attendees page and click **Add**. In the **Add Attendees** box, this time choose the **Business Guest** option.

Add Attendees

[Recent Attendees](#) [+ New Attendee](#) [Attendee Groups](#)

i No Results. Ensure the spelling and attendee type are correct.

* Indicates required field

Attendee Type *
Business Guest

Last Name

First Name

Attendee Title

Company

[Fewer Search Options](#) [Can't find an attendee? Create New Attendee](#)

[Close](#) [Search](#)

Once all fields are completed, click **Create New Attendee**. You must always click **Create New Attendee** unless the attendee is saved in one of your Attendee Groups.

Create New Attendee



Attendee added: James Walker

* Indicates required field

Attendee Type *

Business Guest

Last Name *

Walker

First Name *

James

Attendee Title *

NSF Executive Director

Company *

National Scholarship Fund

Cancel

Create Attendee

Note that for Business Guests, you must enter both their Title and Company

All business meal attendees have been added to your list.

Attendees



53102-US BUSINESS MEALS | \$76.45

Attendees: 3

Add

Remove

<input type="checkbox"/>	Attendee Name	Attendee Title	Company	Attendee Type	Attendee Count	Amount
<input type="checkbox"/>	Walker, James	NSF Director	National Scholarship Fund	Business Guest	1	\$25.49
<input type="checkbox"/>	Ginter, Donna			Employee	1	\$25.48
<input type="checkbox"/>	Adcock, Kathryn			Employee	1	\$25.48

Click **Save** to add the attendees to your report. You'll see from the **Alerts** that you still need to add the attendees to both the food itemization and alcohol itemization.

Alerts: 3

This expense has itemizations with missing required fields. [View](#)

ITEMIZATION | 53102-US BUSINESS MEALS | 08/25/2018 | \$63.95

Missing required field: Attendees. [View](#)

ITEMIZATION | 52611-ENTERTAINMENT | 08/25/2018 | \$12.50

Missing required field: Attendees. [View](#)

53102-US BUSINESS MEALS \$76.45 

08/25/2018 | ABC Restaurant

[Cancel](#) [Save Expense](#)

Click the **Itemizations** tab, then click **Attendees > Add**

Add Attendees ×

[Recent Attendees](#) [+ New Attendee](#) [Attendee Groups](#)

<input checked="" type="checkbox"/>	Attendee Name	Attendee Title	Company	Attendee Type
<input checked="" type="checkbox"/>	Adcock, Kathryn			Employee
<input checked="" type="checkbox"/>	Walker, James	NSF Director	National Scholarship Fund	Business Guest
<input checked="" type="checkbox"/>	Ginter, Donna			Employee

[Search All Attendee History](#)

[Add To List](#)

When you click **Add To List** and then click **Save**, you'll see that the \$63.95 food itemization has been cleared of its alert.

Alerts: 2 ^

! This expense has itemizations with missing required fields. [View](#)

ITEMIZATION | 52611-ENTERTAINMENT | 08/25/2018 | \$12.50

! Missing required field: Attendees. [View](#)

53102-US BUSINESS MEALS \$76.45  Cancel [Save Expense](#)

08/25/2018 | ABC Restaurant [Hide Receipt](#) 

Details

Itemizations

Amount	Itemized	✔ Remaining
\$76.45	\$76.45	\$0.00

[Create Itemization](#)
[More Actions ▾](#)

<input type="checkbox"/>	Alerts	Date ▲	Expense Type	Amount
<input type="checkbox"/>		08/25/2018	53102-US BUSINESS MEALS	\$63.95
<input type="checkbox"/>	!	08/25/2018	52611-ENTERTAINMENT	\$12.50

C4BCA3C9913174145A05B679F0B965177755C...

SAMPLE RECEIPT

ABC Restaurant
6002 Broad Street
Philadelphia PA

2	Lasagna Salad Dessert	@ 15.00	\$ 30.00
1	New York Strip Salad Dessert	@ 21.95	\$ 21.95

Click the box for the 2nd itemization for alcohol. Under **More Actions**, choose the **Edit** option, then **Attendees**.

As before, click **Add** to bring up the attendees you created for your report. In this example, since only James Walker and Donna Ginter partook of alcohol, click only their boxes, then **Add To List**

Add Attendees



Recent Attendees + New Attendee Attendee Groups

<input type="checkbox"/>	Attendee Name	Attendee Title	Company	Attendee Type
<input checked="" type="checkbox"/>	Walker, James	NSF Director	National Scholarship Fund	Business Guest
<input type="checkbox"/>	Adcock, Kathryn			Employee
<input checked="" type="checkbox"/>	Ginter, Donna			Employee

[Search All Attendee History](#)

Add To List

Click the two boxes again, then click **Save**. You should see no more Alerts for the report.

Click the **Save Expense** button to return to your report page. This report is ready to submit.

SAP Concur Requests Travel **Expense** Approvals App Center Help Profile

Manage Expenses Cash Advances

Business Meal Sample Report \$76.45

Not Submitted

Delete Report **Submit Report**

Report Details Print/Share Manage Receipts

Add **Edit** **Delete** **Copy** **Allocate** **Combine Expenses** **Move to**

<input checked="" type="checkbox"/>	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input checked="" type="checkbox"/>		Out of Pocket	53102-US BUSINESS MEALS	ABC Restaurant Philadelphia, Pennsylvania	08/25/2018	\$76.45

\$76.45