

Itemizing Expenses for Food & Alcohol

Select **+New Expense** or import the P-Card charge from Available Expenses into your report. Enter **Expense Type 53102 for US BUSINESS MEALS** and complete the required fields indicated with a red bar. For Amount, enter the total amount of the bill. Then enter the Attendees information, using the **Add** > Advanced Search option to add employees or guests. Click Save. This saves the food & alcohol expenditure as a single expense which should match the amount on your receipt. Be sure to attach the Receipt to the expense.

Any purchase of alcohol with a business meal must be itemized as a separate type of expense. This means you will have to separate the two kinds of expenses by itemizing each portion of the bill –one itemization for Food and a second itemization for Alcohol.

To do this, click on the main expense line, then click Itemize. Enter the Expense Type 53102-US BUSINESS MEALS and complete the required fields. Complete the in required fields as before, but enter only the food portion of the bill in the Amount field. If the Attendees were already entered, they will appear with this itemization. This itemization will appear under the main expense line on the left. Click Save.

Re-click the main expense line, and click Itemization again. For the Alcohol expense, input Expense type 52611 for ENTERTAINMENT/ALCOHOL. Fill in the required information, but in the Amount field enter only the alcohol portion of the bill. Click Save. This second itemization will also appear under your main expense line on the left.

The example below shows what the final expense report looks like after entering two itemizations. You would click on each itemization to see the charges for Food & Alcohol to each Attendee.

What to do if an attendee did not partake of alcohol?

Notice that both food & alcohol expenses are shared equally by all attendees.

However, if an attendee did not partake of alcohol, the user can:

1. Select the Entertainment itemized expense line for alcohol
2. Click on the box for that attendee
3. Click the Modify > Remove button, and
4. Click Save.

The charges to the attendees will be automatically adjusted to reflect this, and the non-drinking participant will not be charged.

TEST -Food & Alcohol Itemization

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Expenses

<input type="checkbox"/>	Date ▾	Expense Type	Amount	Requested
<input checked="" type="checkbox"/>	03/01/2017	53102-US BUSINESS MEALS ABC Restaurant, Philadelphia, Per	\$43.65	\$43.65

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Expense

Receipt Image

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Total Amount: \$43.65 | Itemized: \$43.65 | Remaining: \$0.00

Business Purpose <input type="text" value="Conference"/>	Vendor Name <input type="text" value="ABC Restaurant"/>
City <input type="text" value="Philadelphia, Pennsylvania"/>	Payment Type <input type="text" value="Out of Pocket"/>
Amount <input type="text" value="43.65"/> <input type="text" value="USD"/>	Comment <input type="text" value="Business Meal with Itemizations for Food & Alcohol"/>
<input type="checkbox"/> Missing Receipt Acknowledgment Form Attached	Is this a Vendor Invoice? <input type="text" value="No"/>

Attendees

Attendees: 2 | Attendee Total: \$0.00 | Remaining: \$0.00

<input type="checkbox"/>	Attendee Name	Attendee Title	Company	Attendee Type	Amount
<input type="checkbox"/>	Adcock, Kathryn			Employee	\$0.00
<input type="checkbox"/>	Bott II, Anthony			Employee	\$0.00

TOTAL AMOUNT
\$43.65

TOTAL REQUESTED
\$43.65

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