

This job aid covers how to add a group meal to an Expense Report in Concur, exclude tax / tip, and itemize when the meal expense includes alcohol and/or exceeds the policy thresholds.

Meal Thresholds

Per person meal costs (including alcohol, but excluding tax and tip) should not exceed the following thresholds:

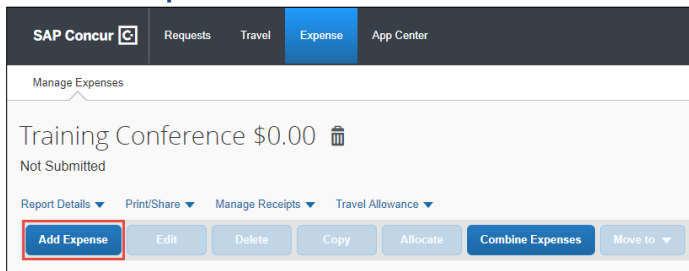
- \$25 for breakfast
- \$35 for lunch
- \$75 for dinner

When meal expenses exceed the established thresholds, you must segregate the amount above the threshold. The Expense Report will systematically route to your Senior Business Officer (SBO) for approval.

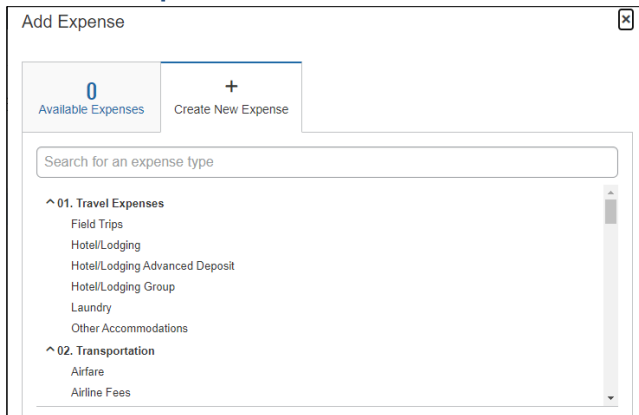
Adding a Group Meal Expense to an Expense Report

After initially creating your Expense Report, you will be on the Manage Expenses screen of your Report.

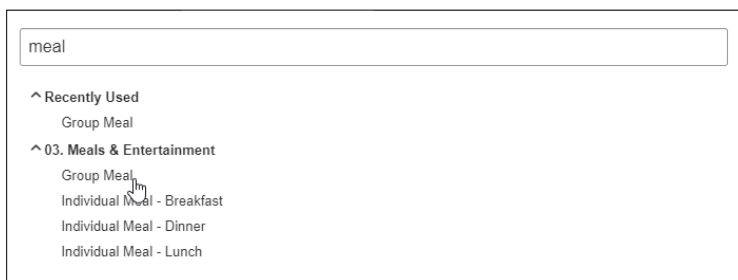
1. Click **Add Expense**.



The Add Expense screen appears. If you used a Corporate Card to purchase the meal the Expense would be listed in **Available Expenses**.



2. Click **Create New Expense** for this example.
3. You can type the **Expense Type** to find it from the list.



4. Select the **Group Meal** Expense Type.

Completing the Expense Details

In the example below, the group meal was a breakfast for three Columbia employees. The total cost of the group meal was \$90, including tax and tip. The amount for tax and tip was \$25. This group meal expense does not exceed the policy threshold for breakfast, which is \$25 per person before tax and tip.

The screenshot shows the 'Group Meal \$90.00' form in Concur. The form is titled 'Group Meal \$90.00' and has a 'Cancel' and 'Save Expense' button at the top right. The date is '11/01/2021' and the user is 'test'. The form is divided into 'Details' and 'Itemizations' tabs. The 'Details' tab is active. The form contains the following fields and options:

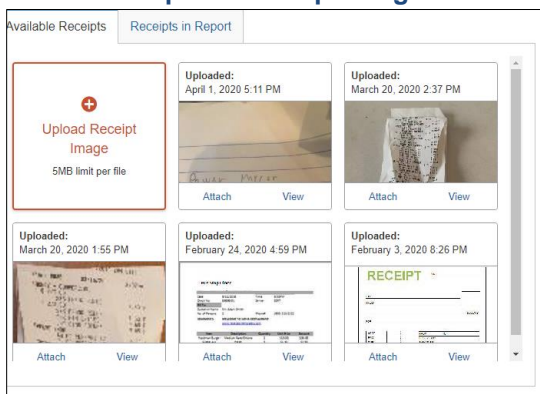
- Attendees (0)**: A button to add attendees.
- Expense Type ***: A dropdown menu set to 'Group Meal'.
- Transaction Date ***: A date picker set to '11/01/2021'.
- Report Purpose ***: A dropdown menu set to 'Other Business Expenses'.
- Type of Meal ***: A dropdown menu set to '1. Breakfast'.
- Was alcohol purchased? ***: A dropdown menu set to 'No'.
- Was this in a private home? ***: A dropdown menu set to 'No'.
- Was a spouse/significant other/dependent present? ***: A dropdown menu set to 'No'.
- Vendor Name ***: A text field set to 'ABC Diner'.
- Payment Type ***: A dropdown menu set to 'Cash/Personal Credit Card'.
- Total Expense Amount ***: A text field set to '90.00'.
- Currency ***: A dropdown menu set to 'US, Dollar'.
- Amount (excluding tax/tip) ***: A text field set to '65.00'.
- Total Number of Attendees ***: A text field set to '3.00'.
- Comment/Justification**: A text area.

Red markers 1 through 9 are placed on the form to indicate the steps for completion:

- Transaction Date
- Type of Meal
- Was alcohol purchased?
- Was this in a private home? and Was a spouse/significant other/dependent present?
- Vendor Name
- Total Expense Amount
- Amount (excluding tax/tip)
- Total Number of Attendees
- Attach Receipt Image

The red markers in the graphic above correspond to the steps below.

1. Enter or select the **Transaction Date**.
2. Select the **Type of Meal**.
3. Select the answer from the dropdown for **Was alcohol purchased?** If you select Yes, you must itemize the expense to segregate the cost of alcohol.
4. Select the answers from the dropdowns for **Was this in a private home?** and **Was a spouse/significant other/dependent present?**
5. Enter the **Vendor** name (i.e. name of the restaurant).
6. Enter the **Total Expense Amount** (including tax and tip) of the meal.
7. Enter the **Amount (excluding tax/tip)**.
8. Enter the **Total Number of Attendees**. You must enter a number of 2 or greater. The Amount (excluding tax/tip) and Total Number of Attendees fields are used to calculate the cost per person.
9. Click **Attach Receipt Image**. If you have **Available Receipts**, such as those you photographed using the Concur Mobile app or emailed to Concur, you can select them from here. If you saved your Receipt Image to your files, you can click to **Upload Receipt Image**.



Adding Attendees

When you add Expense Items for Group Meals to your Expense Report, you must document the names of the Attendees and the relationship of the Attendees to the University. If you attended the meal, remember to add yourself as one of the attendees. If the group meal was over 10 people, only the number of Attendees is required.

1. Click the **Attendees** link.



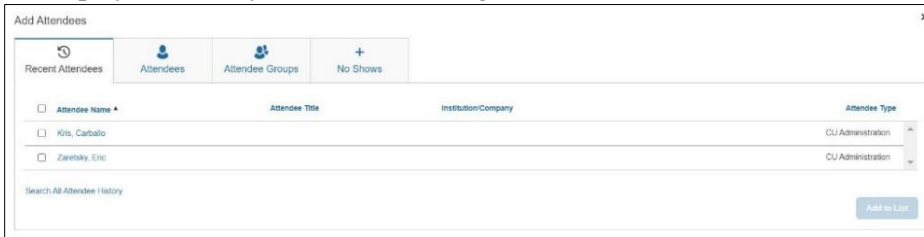
The screenshot shows the 'Group Meal \$90.00' expense item page. At the top, there are 'Cancel' and 'Save Expense' buttons. Below that, the date '11/01/2021' and the user 'test' are displayed. There are two tabs: 'Details' and 'Itemizations'. Under the 'Details' tab, there is a link for 'Attendees (0)' which is highlighted with a red box, and an 'Allocate' button. A red asterisk indicates a 'Required field'.

The Attendees window appears.



The screenshot shows the 'Attendees' window. At the top, it says 'Attendees' and 'Gifts - Staff | \$500.00'. Below that, it says 'Attendees: 0'. There are four buttons: 'Add' (highlighted with a red box), 'Remove', 'Create Group', and 'Copy from Request'. At the bottom, it says 'No Attendees' and 'Add attendees to associate with this expense.'

2. Click the **Add** button. The Add Attendees screen appears. If you added attendees to previous Expense Items, they are displayed so that you can add them again, if needed.



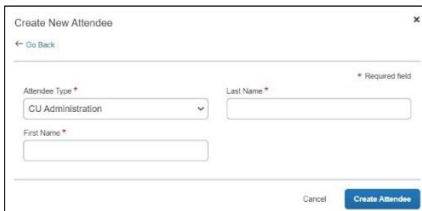
The screenshot shows the 'Add Attendees' screen. At the top, there are four tabs: 'Recent Attendees', 'Attendees', 'Attendee Groups', and 'No Shows'. Below that, there is a table with columns: 'Attendee Name', 'Attendee Title', 'Institution/Company', and 'Attendee Type'. There are two rows of data: 'Kris, Carballo' and 'Zaretsky, Eric'. Below the table, there is a search bar and an 'Add to List' button highlighted with a red box.

3. Click the **Attendees** tab.



The screenshot shows the 'Add Attendees' screen with the 'Attendees' tab selected. Below the tabs, there is a dropdown menu for 'Attendee Type' set to 'CU Administration'. To the right, there is a search bar with the text 'Search by first or last name'. Below the search bar, there is a message 'Can't find an attendee?' and a 'Create New Attendee' button highlighted with a red box. There is also a 'Close' button.

4. Click **Create New Attendee**. The Create New Attendee window appears.



The screenshot shows the 'Create New Attendee' window. At the top, there is a 'Go Back' button. Below that, there is a dropdown menu for 'Attendee Type' set to 'CU Administration'. To the right, there is a 'Last Name' field with an asterisk indicating it is a required field. Below that, there is a 'First Name' field. At the bottom, there are 'Cancel' and 'Create Attendee' buttons, with the 'Create Attendee' button highlighted with a red box.

5. Select the **Attendee Type** (i.e., CU Administration, CU Faculty, Outside Party, etc.) and then populate the Last Name and First Name fields for the attendee.
If the number of attendees exceeded 10 people, select **Group Event – 10+ Attendees**, enter an Event Name, and then enter the number of attendees.
6. Click **Create Attendee**. The Create New Attendee window remains open for you to add additional attendees.
7. Click **Cancel** after adding the last New Attendee. The names you created appear in the Attendees screen along with the amount per person.

Attendees x

Gifts - Staff | \$350.00

Attendees: 3

<input type="checkbox"/>	Attendee Name	Attendee Title	Institution/Company	Attendee Type	Attendee Count	Amount
<input type="checkbox"/>	Kato, Sheeran			CU Administration	1	\$116.67
<input type="checkbox"/>	Park, Tarry			CU Administration	1	\$116.66
<input type="checkbox"/>	Ready, Paul			CU Administration	1	\$116.67

8. Click **Save**.

Itemizing a Group Meal for Alcohol and/or Exceeding Meal Thresholds

In the example below, the group meal was a dinner for three Columbia employees. The meal included alcohol and the cost of the meal was \$360, including alcohol, tax and tip. The amount for tax and tip was \$60. This meal expense exceeds the policy threshold for dinner, which is \$75 per person before tax and tip.

Expense Details Example

1. Complete the Expense Details. The **Amount (excluding tax/tip)** (\$300), and **Total Number of Attendees** (3) fields, are used to calculate the cost per person, which is over the threshold in this example.

New Expense Cancel

Attendees (0)

*** Required field**

Expense Type *
Group Meal

Transaction Date *
11/08/2021

Report Purpose *
Meetings/Events

Type of Meal *
3. Dinner

Was alcohol purchased? *
Yes

Was this in a private home? *
No

Was a spouse/significant other/dependent present? *
No

Vendor Name *
ABC Diner

Payment Type *
Cash/Personal Credit Card

Total Expense Amount *
360.00

Currency *
US, Dollar

Amount (excluding tax/tip) *
300.00

Total Number of Attendees *
3.00

Comment/Justification

restaurant_receipt.jpg

2. Add **Attendees**.

3. Click the **Itemizations** tab. The Itemization fields appear.

Itemizing the Expense

Group Meal \$360.00
 11/08/2021 | ABC Diner

Details	Itemizations
Amount \$360.00	Itemized \$0.00
Remaining \$360.00	

Group Meal 2 * Required field

Group Meal Personal Expense (do not reimburse)

Alcoholic Beverages 1 Personal Expense (do not reimburse)

Tax/Tip/Gratuities - Group Meal 3 Personal Expense (do not reimburse)

Meal - Segregated 4 Personal Expense (do not reimburse)

Personal/Non Reimbursable Personal Expense (do not reimburse)

(Amounts in USD)

5

The red markers in the graphic above correspond to the steps below.

1. Enter the amount for **Alcoholic Beverages**, in this example, \$30.
2. Enter the maximum amount allowable under the threshold, excluding the cost of Alcohol for the **Group Meal**. In this example, \$75 for 3 attendees is \$225, minus the cost of Alcohol, \$30, equals \$195.
Note: By policy, meal thresholds include the cost of alcohol.
3. Enter the amount for **Tax/Tip/Gratuities – Group Meal**, in this example, \$60.
4. Enter the remaining amount for the **Meal – Segregated**. In this example, the total expense amount of \$360 minus \$195, minus \$30, minus \$60, equals \$75.
5. Click **Save Itemizations**. Notice the alert associated with the Meal – Segregated line.

Details	Itemizations
Amount \$360.00	Itemized \$360.00
Remaining \$0.00	

<input type="checkbox"/>	Alerts	Date	Expense Type	Requested
<input type="checkbox"/>		11/08/2021	Group Meal	\$195.00
<input type="checkbox"/>		11/08/2021	Alcoholic Beverages	\$30.00
<input type="checkbox"/>		11/08/2021	Tax/Tip/Gratuities - Group Meal	\$60.00
<input type="checkbox"/>	!	11/08/2021	Meal - Segregated	\$75.00

6. Click the row for the **Meal - Segregated** itemization.

Columbia University Finance Training

Training Guide: Expensing Group Meals in Concur

The screenshot shows the 'Itemizations' tab of a Concur expense report. At the top, it displays a summary: Amount \$360.00, Itemized \$360.00, and Remaining \$0.00. Below this, the selected item is 'Meal - Segregated \$75.00'. The 'Allocate' radio button is selected. The 'Expense Type' dropdown is set to 'Meal - Segregated'. The 'Transaction Date' is 11/08/2021, and the 'Report Purpose' is 'Meetings/Events'. The 'Amount' is 75.00 and the 'Currency' is 'US, Dollar'. The 'Comment/Justification' field contains the text: 'Restaurant was the only available option available to have team meeting at the conference facility.' At the bottom, there are 'Save Itemization' and 'Cancel' buttons.

7. Enter the **Comment/Justification** for incurring the amount above policy and click **Save Itemization**. The Expense is now fully itemized with no alerts.
8. Click **Save Expense**. Continue to Add Expenses to your Report, or after adding all your Expenses to the Report, click **Submit Report**.

Getting Help

Please contact the Finance Service Center

<http://finance.columbia.edu/content/finance-service-center>

You can log an incident or request a service via Service Now

<https://columbia.service-now.com>