# Group Meal Reimbursement

Service-Learning courses often involve travel to off-campus locations and coincide with normal mealtimes. Ask your community partner if they can feed your team while you are in town. This not only alleviates a financial burden on your students, but great fellowship happens around food! Your team will learn things that perhaps would not be shared in a public meeting.

However, if you have set up funding for your project, faculty can also take students out for a meal while travelling and get reimbursed. In anticipation of this, list "food" as a Supplies category in the budget you submit with your PSO Agreement to ensure that your project is coded to allow for food expenses, should they be needed.

Below is info on how to file for Group Meal expenses. Any Expenses should be filed within 45 days. Note: have the things in **bold** complete before you log in to file expenses – it'll go more smoothly!

1. For a group meal, pay for the total bill and save the receipt. You'll need to submit **a picture of your receipt(s)** for reimbursement. Note: Gratuity should be added and can be included in your reimbursement, but alcohol cannot be reimbursed, unless you are using Foundation funds (which are different from typical Project funds). So, any alcoholic drinks should be a separate bill(s).

2. If you haven't already, **set the current CED Business Office staff members as Delegates** so that they can assist with the accounting related to Expense reimbursements. Here are instructions to get them set up so that they can view your Expense Reports [note: use current staff members]: Delegate instructions

3. **Complete an Entertainment Form** for your food-related expenses.

   a. If you purchased a meal for students and separately bought snacks/drinks at a grocery store, this can be included in the total amount on the Entertainment Form. You'll upload photos/scans of receipts later, so have those ready.

   b. Either list yourself and others on the form, or have at the ready a separate roster, such as a **picture of a sign-in sheet or a PDF of a class roll.**

   c. **Create a PDF of your event agenda,** which can be a formal schedule or an instruction email to your students that includes date and purpose.

4. To file an Expense, go to www.onesource.uga.edu and click on "Financial Management System" in the top menu and login with your myid/password. Click the "Expenses" tile, then click "Create Expense Report" tile.
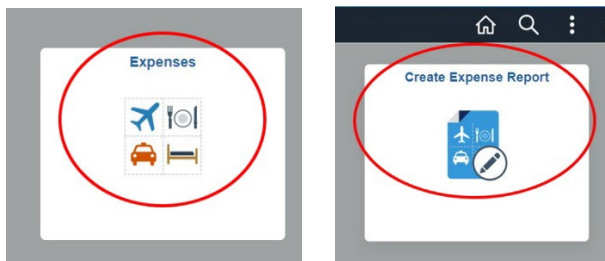
5. Under General Information:

   a. Business Purpose = choose "Non Travel Reimbursement" (even tho this expense is likely travel-related)

   b. Description = Project description and expense

   c. Travel to = Type in "georgia us" to pull up an alphabetical list of Georgia counties and select.

6. Under Expense Details:

    a. Expense Report Action = choose "Add Expense Lines"

7. The next window "Expense Entry" will prompt you for the date of your expense, type, description, payment, and billing. Most fields are self-explanatory; but for these:

    a. Expense Type = Review the Food Reference Chart link below to determine the category appropriate for your event. Likely to be "F-Classroom & Academic Programs": https://onesource.uga.edu/resources/food_reference_chart/

    b. Amount = the total amount spent on food-related expenses.

    c. Attach Receipt: In addition to a photo of the receipt(s), you will also individually upload the Entertainment Form, Agenda, and if needed, the participants Roster.

    d. Accounting:

        i. Accounting Tag = **the Speedtype for your Project funds** (get this from CED Business Office). Click the magnifying glass to confirm and select and populate all the other fields in the Accounting Details section below.

        ii. Scroll right to find the "Bud Ref" field and enter the current fiscal year, e.g., Fall 2022-Spring 2023 = "2023"

8. Click "Review and Submit" when you are done.

    a. If any error flags pop-up, it is likely accounting related (and will be in indecipherable code!) and the CED Business Office can help you sort it out. Here's what to do:

      i.   Save your report, then go to the Main Expenses page and click on "My Expense Reports".

    ii.   Use the blue drop-down arrow to the left of your expense report listing to "Send notification". Type the email address for the current CED Business Office staff member in charge of Outside Projects/Grants in the To: field and let them know there is an issue. This will allow OneSource to provide her a direct link to your Expense Report and make changes.

b. You will get auto-generated emails if there are in changes needed as your expense goes through the approval process. If all goes smoothly, you could have your expenses paid in as little as 1-2 days!

FYI, here is the link to the UGA policy on food and business related entertainment: https://policies.uga.edu/Purchasing-and-Payment-Processing/Unique-Purchasing-and-Payment-Processes-for-Specif/Food-and-Business-Related-Entertainment/

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