How to Reduce a Day Trip Meal Allowance line in GET

Travel that does not include an overnight stay will be limited to a tax reportable day trip meal allowance of $15 per day when the approving authority expects the traveler to incur meal expenses. No day trip meal allowance will be paid if the traveler receives any provided meals.

At this time, all the traveler will be able to do in GET is communicate that they would like to reduce the Day Trip Meal Allowance. Once the traveler submits their expense report, the Approver can add a ‘Travel Reduction’ expense type to reduce the Day Trip Meal Allowance to a lesser amount.

For Travelers/Alternates:

1. When creating an expense report that has the same departure and return date, GET will automatically populate a $15 taxable meal line.

2. Click ‘Open to Edit’ on the meal line.

3. Click anywhere on the meal line to display the details page and enter instructions for your Approver in the ‘Notes’ field.

4. Complete the expense report and submit.
For Approvers:

1. Add a new expense line and select the ‘Travel Reduction’ expense type.
2. Enter the same expense date as the Day Trip Meal Allowance line that you want to reduce.
3. Enter the amount (negative) you would like to deduct from the Day Trip Meal Allowance.
4. Click the Detail link or the ‘Enter’ key to fill out the Credit Information for the expense line.
5. Continue entering expense lines as needed.
   
   Note: When you click the ‘Save’ or ‘Submit’ button, you will receive the following red flags.
6. Click the ‘Yes’ button to continue with submitting the expense report.

For Approvers and Auditors Only

The following steps are **required** for Approvers and Auditors when approving expense reports that contain travel reduction expense lines.

**Note:** *These steps cannot be performed by Travelers or Alternates. While travelers will be able to add Travel Reduction expense lines, they will not be able to change the account code.*

1. The account code for any Travel Reduction expense lines **must** be changed to match the expense line that is being reduced - in the case an in-state Daily Trip Meal Allowance; therefore, the account code will need to be changed to 2863. If the account code is not changed, you will not be able to approve the expense report due to an edit error.

   **Note:** *Travelers will be able to submit the expense report with an edit error.*

2. To change the account code on the Travel Reduction line to the out-of-state M&IE account code, navigate to the ‘Detail’ page and click on the Accounting Detail link.

3. In the ‘Account Code’ field, enter the same account code as the expense line that is being reduced – in this case in-state Day Trip Meal Allowance is 2863.

   **Note:** *In-State (2863), Out-of-State (2864).*
<table>
<thead>
<tr>
<th>Amount</th>
<th>GL Unit</th>
<th>Monetary Amount</th>
<th>Currency Code</th>
<th>Exchange Rate</th>
<th>Account</th>
</tr>
</thead>
<tbody>
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<td>-0.75 USD</td>
<td>1.00000000</td>
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<td>2863</td>
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Available actions:
- Add ChartField Line
- Refresh