Job Aid: Individual meals paid with Tcard

Meals paid with Tcard including room service

If you purchase individual meals or room service with your Tcard, you must follow this job aid <u>along with</u> processing per diems on your expense report. Room Service directions are on page 2.

2

Screenshots are provided to use as visual guides for certain steps.

Individual Meals

1. Open your expense report by clicking **Expense** at the top of the page. Then click on the tile for the expense report you are working on.



- 2. Click Add Expense.
 - a. Under the Available Expenses tab, choose the Tcard charge for the meal.
 - **b.** Click on the checkbox for the correct charge.
 - c. Click Add to Report.

*UMD Tcard	Undefined	Counseling Service – Debt, Marri	07/10/2021	\$173.98
*UMD Tcard	Undefined	Airports, Airport Terminals	07/10/2021	\$146.50
*UMD Tcard	Hotel/Lodging	FARFIELD HOTELS	07/10/2021	\$334.17
*UMD Tcard	Printing Supplies (while on travel)	Office, Photographic, Photocopy,	07/08/2021	\$970.23

- 3. Make sure the Expense Type is Daily Meal Per Diem Offset.
- **4.** Attach the <u>required & itemized</u> receipt for each of these expenses on your expense report.

Transaction Date *		Payment Type	
07/10/2021		*UMD Tcard	
Amount		Currency	
146.50		US, Dollar	

5. Click Save Expense at the top-right or bottomleft.



Expense Type

Room Service

For room service expenses, you will have to itemize the meals in your **Hotel/Lodging** expense.

Please refer to the <u>Hotel Itemization job aid</u> on how to add itemizations to your hotel/lodging expense.

After creating the **Daily Meal Per Diem Offset** itemization:

- Make sure the **Transaction Date** is set on the check-out date.
- Fill in **Amount** field with the total cost for your room service meals.
- Click **Save Itemization** at the top-right or bottom-left.

		* Required fiel
Expense Type *		
Daily Meal Per Diem Offset		~
	Transaction Date *	
Recurring Every Night	07/10/2021	
Amount *	Currency	
	US, Dollar	

