

## Entering Expense Claim and Free Meal Functionality

When travelling on College Business, a 'vouched' or 'subsistence' claim can be entered.

***A vouched expense claim refers to a receipted expense and the claim must be backed up with receipts for expenses incurred.***

***A subsistence expense claim includes accommodation and 3 meals.***

***A conference expense claim is a reduced subsistence rate and excludes accommodation.***

When entering a subsistence or conference expense claim on Agresso, there is a new function available which allows the claimant to select 'free meals' where the meal cost was not incurred by the claimant. When the free meals are selected, the subsistence or conference total amount is reduced.

Please see example. The claim total before 'free meals' are selected is €681.33

**Travel expense: Conference Rate Claim within EU**

**Where did you go?**

Country\*  Travel purpose

Start date\*  Start time\*

End date\*  End time\*

**Cost categories**

Cost centre (CC)\*  Project code\*

7694 NA Apply to all ?

**Meals and allowances**

Type	Quantity	Rate	Amount
Lunch and Dinner Rate	1.00	97.33	97.33
Conference Rate	4.00	146.00	584.00

[Edit free meals](#) **Total allowance: € 681.33**

To select 'free meals', click on **Edit free meals**

**Select your free meals**

Mon 09/05	Tue 10/05	Wed 11/05	Thu 12/05	Fri 13/05	
Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	2 of 5 breakfasts
Lunch	Lunch	Lunch	Lunch	Lunch	1 of 5 lunches
Dinner	Dinner	Dinner	Dinner	Dinner	0 of 5 dinners

OK Cancel

In this example, 2 breakfasts and 1 lunch are selected.

2 breakfasts (2 \* 24.30) plus 1 lunch (48.67) – totalling 97.27

The expense claim total is reduced by this amount.

Apply to all (?)

**Meals and allowances**

Type	Quantity	Rate	Amount
Lunch and Dinner Rate	1.00	97.33	97.33
Conference Rate	4.00	146.00	584.00
(Reduction) Conference Rate			-97.27
<a href="#">Edit free meals</a>			<b>Total allowance: € 584.07</b>

France – Paris Rates	24 hour	Conference	10 hour	5 hour
	<b>292.00</b>	<b>146.00</b>	<b>97.33</b>	<b>48.67</b>

**The daily Conference Rate is comprised of a 15 hour allowance.**

- Breakfast = 2.5 which is half a 5 hour allowance
- Lunch = 5 hour allowance
- Dinner = 5 hour allowance
- The remaining 2.5 is to cover incidentals (tea, coffee)

<http://www.ucc.ie/en/financeoffice/ap/expenses/>

***This is effective from the 7<sup>th</sup> July, 2016***