

Chrome River: Business Meals with External Guest(s)

How to Enter a Business Meal with an External Guest(s) and NAIC/NIPR/IIPRC Employee(s)

- After adding a Business Meal expense to a report, click “Calculate”

Business Meals

Date: 11/23/2020

Spent: 300.00 USD

Allowable Food Total: 0.00 USD **Calculate**

- The Calculate Allowable Total window will appear
 - Date
 - This field will auto-populate from the prior window
 - Location
 - Click into the Location field
 - Start typing the name of the meal location
 - A list of options will appear in the drop down
 - Select the appropriate location for the meal
 - Meal Type
 - Click the meal type button
 - Attendees
 - Enter the total number of external guests and staff members at the meal, including yourself
 - Enter the food, alcohol, and tax amount for the meal
 - Click Save
 - The Calculate Allowable Total window will disappear

Calculate Allowable Total

Date: 11/23/2020

Location: Kansas City-Jackson County, Missouri (MO), United Stat...

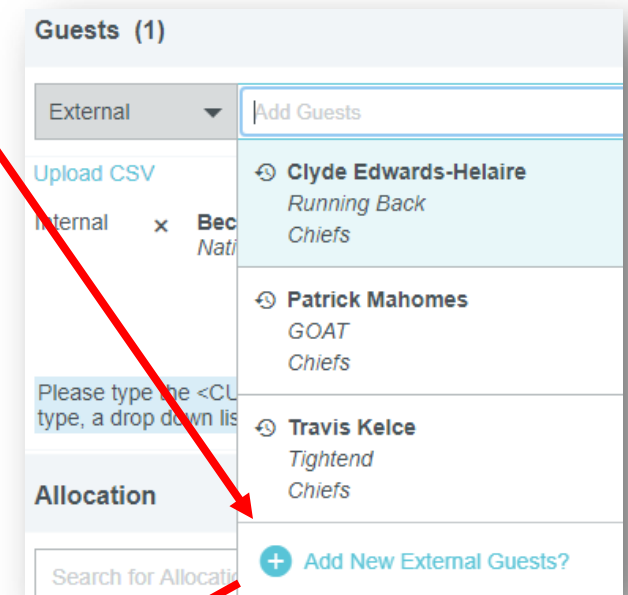
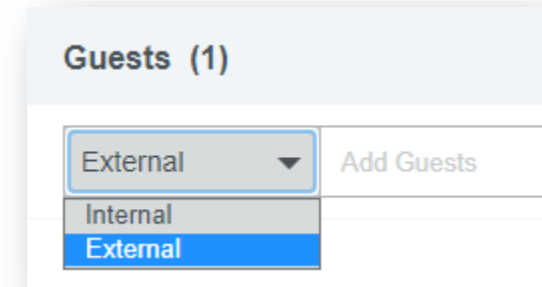
Meal Type: Breakfast, Lunch, Dinner

Attendees: 5

Per Attendee	28.00 USD
Base Total	140.00 USD
Allowable Food Total	140.00 USD

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- Under Guests, click the down arrow to select “External”
 - Click into the “Add Guests” field
 - A list of previously entered external guests will appear or,
 - Click on the “Add New External Guests?” to add a new external contact

A screenshot of the 'Add New External Guests?' form. The form is titled 'Guests (5)' and has a tab labeled 'EXTERNAL'. It contains four input fields: 'First Name' (Tyreek), 'Last Name' (Hill), 'Title' (Wide Receiver), and 'Company Name' (Chiefs). At the bottom right of the form are two buttons: 'Cancel' and 'Add'. A red arrow points from the 'Add' button in this screenshot to the 'Add' button in the 'Add New External Guests?' form in the next screenshot.

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- Add the external guest(s) for the meal
- If internal guests need to be added, change the list option back to Internal.
 - A list of commonly used internal guests will appear or,
 - Click into the “Add Guests” field and key in the employee’s name
- The meal will be evenly split between each guest
- Manually adjust the meal amounts if needed

The screenshot shows the 'Guests (5)' interface in Chrome River. At the top, there is a dropdown menu set to 'External' and an 'Add Guests' button. Below this is an 'Upload CSV' link. The main area contains a table of guest information:

Guest Type	Name	Role	Percentage	Amount
Internal	Becca Lane	National Association of Insurance Commissione	20%	60.00
External	Clyde Edwards-Helaire	Running Back Chiefs	20%	60.00
External	Patrick Mahomes	GOAT Chiefs	20%	60.00
External	Travis Kelce	Tightend Chiefs	20%	60.00
External	Tyreek Hill	Wide Receiver Chiefs	20%	60.00
			100%	300.00

- Complete the additional required fields for the expense
- Attach a receipt if the expense is \$50.00, or more
- Save the entry to the expense report