

Chrome River: Business Meals with Internal Guest(s)

How to Enter a Business Meal with NAIC/NIPR/IIPRC Employees

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

Business Meals

Date: 11/23/2020

Spent: 150.00 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 filed
 - Start typing the name of 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 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...

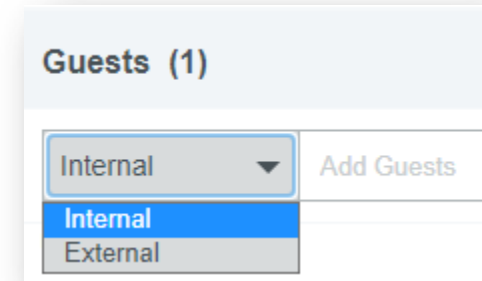
Meal Type:
 Breakfast
 Lunch
 Dinner

Attendees: 5

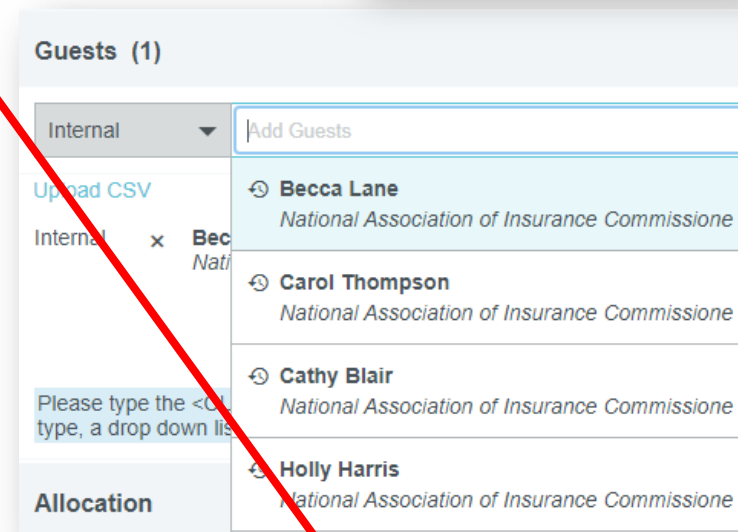
| | |
|-----------------------------|-------------------|
| Per Attendee | 28.00 USD |
| Base Total | 140.00 USD |
| Allowable Food Total | 140.00 USD |

Chrome River: Business Meals with Internal Guest(s)

- Under Guests, click the down arrow to select “Internal”
 - Click into the “Add Guests” field
 - A list of commonly used internal guests will appear or,
 - Click into the “Add Guests” field and key in the employee’s name

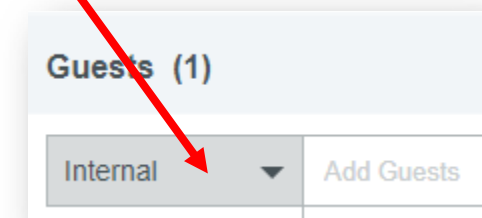


This screenshot shows the 'Guests (1)' dropdown menu. The 'Internal' option is selected and highlighted in blue. To the right of the dropdown is an 'Add Guests' button.



This screenshot shows the 'Add Guests' field with a list of internal guests. The dropdown menu is open, displaying a list of names and their affiliations. A red arrow points from the text 'Click into the “Add Guests” field and key in the employee’s name’ to the search input field.

| Internal | Add Guests |
|----------|---|
| Internal | Becca Lane National Association of Insurance Commissione |
| Internal | Carol Thompson National Association of Insurance Commissione |
| Internal | Cathy Blair National Association of Insurance Commissione |
| Internal | Holly Harris National Association of Insurance Commissione |



This screenshot shows the 'Guests (1)' dropdown menu. The 'Internal' option is selected and highlighted in blue. To the right of the dropdown is an 'Add Guests' button. A red arrow points from the text 'Click into the “Add Guests” field and key in the employee’s name’ to the 'Internal' dropdown menu.

Chrome River: Business Meals with Internal Guest(s)

- Add the guest(s) for the meal
 - The meal will be evenly split between each guest
 - Manually adjust the meal amounts if needed

| | | | | |
|----------|---|---|-------|--------|
| Internal | x | Becca Lane <i>National Association of Insurance Commissione</i> | 20 % | 30.00 |
| Internal | x | Holly Harris <i>National Association of Insurance Commissione</i> | 20 % | 30.00 |
| Internal | x | Setrina McKibben <i>National Association of Insurance Commissione</i> | 20 % | 30.00 |
| Internal | x | Nancy Short <i>National Association of Insurance Commissione</i> | 20 % | 30.00 |
| Internal | x | Cathy Blair <i>National Association of Insurance Commissione</i> | 20 % | 30.00 |
| | | | 100 % | 150.00 |

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