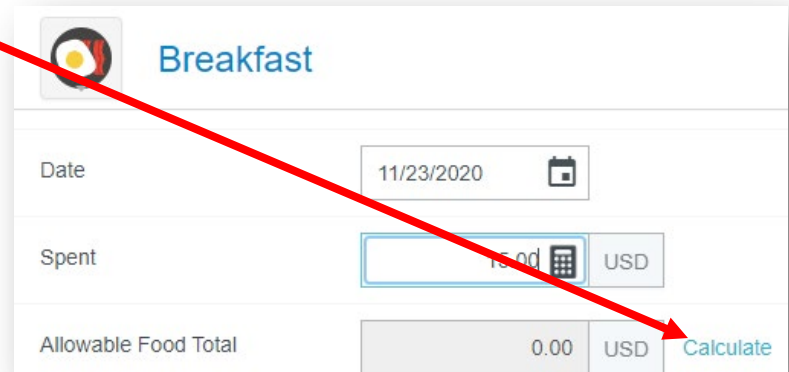


# Chrome River: Meal Calculator

## How to use the Calculate option for Breakfast, Lunch, or Dinner

- After adding a meal expense (Breakfast, Lunch, or Dinner) to a report, click “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 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 1 for yourself
      - If internal attendees were at the meal
        - See “Chrome River: Business Meal with Internal Guest(s)”
      - If external attendees were at the meal
        - See “Chrome River: Business Meal with External Guest(s)”
  - Enter the food, alcohol, and tax amount for the meal
  - Click Save
  - The Calculate Allowable Total window will disappear
- 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

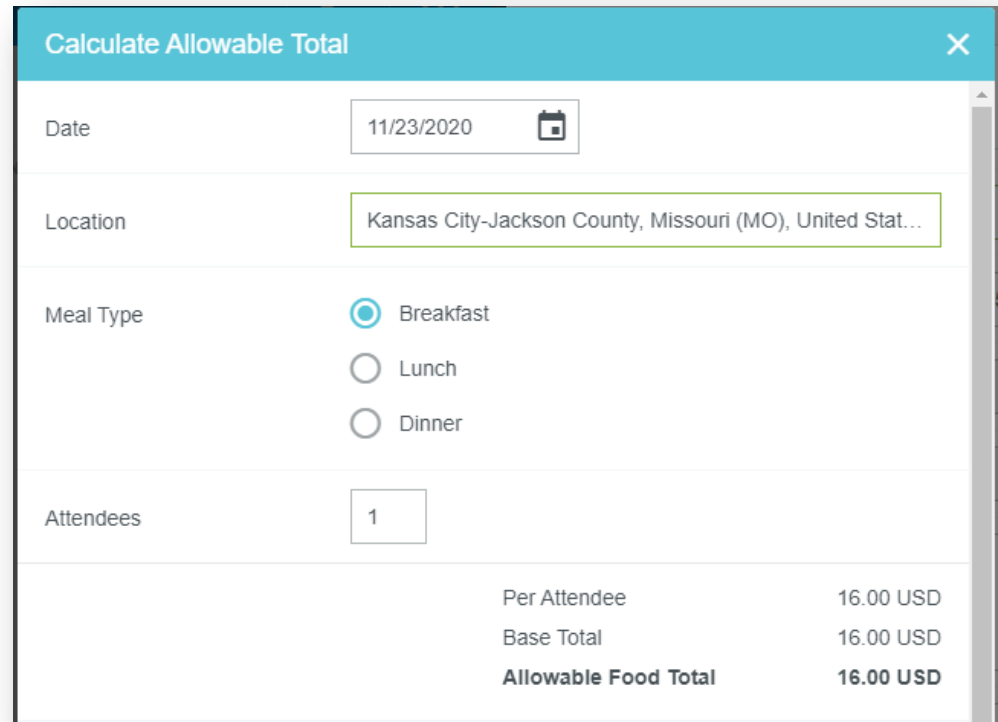


**Breakfast**

Date: 11/23/2020

Spent:  USD

Allowable Food Total: 0.00 USD **Calculate**



**Calculate Allowable Total**

Date: 11/23/2020

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

Meal Type:  Breakfast,  Lunch,  Dinner

Attendees: 1

Per Attendee	16.00 USD
Base Total	16.00 USD
<b>Allowable Food Total</b>	<b>16.00 USD</b>