Group Meals / Group Meetings on ERS

Group Meal and/or Meeting Expense reimbursement should be handled using ERS (Employee Reimbursement System).

Documentation / Signature Requirements:

1. Completed Group Meal / Group Meeting Support Form per the instructions must be attached to report. (Form is at: https://guru.psu.edu/forms/GroupMealandMeeting.pdf)

2. Make sure the Business Purpose is clear and would pass audit requirements.

3. Identify the group and names of individuals in attendance. If group meal – names must be included either on the form/report or on attached listing. If meeting expense – groups can be categorized (All faculty, staff in xxx Unit) with approximate number in attendance.

   a. Group Meals with over 15 in attendance do not have to be listed individually on the ERS report, however, a list of attendees or a sign in sheet (if available), must be included with the form as an attachment.

   b. Groups less than 15 – their names should be indicated on the ERS report.

4. Support Form must be signed by Purchaser and Host (if not the purchaser). The Budget Administrator signature is required. In the event they do not sign the Support Form, they MUST be an approver on the ERS report.

5. Itemized receipt(s) must be attached to the ERS report. This is would include items ordered including beverages.

Entering on ERS Report:

The Travel Policy requires that if per diem is requested and the travel also includes a Group Meal, the per diem (travel allowance) must be adjusted to reflect the Group Meal as a provided meal.

When the Expense Type of Group Meals/Mtg (attendees required) is selected:

1. Fill in the Business Purpose

2. Click in the Attendee Name(s) field.

3. Select attendees from the My Attendees list.

4. If the attendees are not in My Attendees list, use the Add Attendees link in the helper pane to add them to the list. The Name (Last Name, First Name) and Attendee Type are required fields; Title and company are optional fields.

5. The Search For field provides help to locate a specific attendee. This helper is useful for long attendee lists or to locate attendee that were removed from the attendee list .

6. Select or de-select attendees in the My Attendee list to add them to or remove them from the current group meal.

7. Complete remaining fields on the form and select Save & Go To Expense List.