

# Meal Reimbursements

## Create Expense Report

### Step 1

Start: Create Expense Report

Expense Report

Report NEXT  
Deanna Ziesman

General Information

\*Business Purpose: In State Travel Related **A**

\*Description: 123 **B**

Destination Location: LEWIS AND CLARK COUNT **C**

\*Accounting Date: 12/24/2025 **C**

Attach Receipt >

Accounting Defaults >

Creation Date: 12/24/2025 Deanna Ziesman  
Updated on: 12/24/2025

Expense Details

Expense Report Action: **D**

**A** Business purpose: Select item      **B** Description: Name your Expense report

**C** Destination Loc: Select Location      **D** Expense Report Action: Select Action

<u>Business Purpose</u>	<u>Description</u>	<u>Expense Report Action</u>
In State Travel Related	<b>Meals</b> 11/1/25 to 11/15/25	Add Expense Line
Out State Travel Related	<b>Meals</b> 11/1/25 to 11/15/26	Add Expense Line
Procurement Card Non Trvl	<b>CC</b> - 11/1/25 to 11/7/25	Add from My Wallet

\*\*\* Meals and CC charges are not to be listed on the same Expense report.

All Meal reports will be titled as Meals then for date range reporting for.  
(Meal expense report should only be reported to supervisor once a Month)

ProCard/CC reports will be titled as CC then for the date range of the charges for.  
(CC expense report should only be reported to supervisor once a Month by 25th of each month)

## Expense for Meal Reimbursements

If you have already had a Default Accounting code setup move forward and save.

If you have not set up your Default Accounting code (follow instruction on doing this/ **this is a must for all employees**)

To charge to another funding source select Accounting

1. Select Expense Type Most commonly used Expense codes listed on the last page of the is manual.
2. Enter in a Description: (name of the Program/funding and anything else that is important to know about this transaction).
3. Select Payment: "Personal Funds"
4. Select Expense Location
5. If charging to a different funding source than Employee's Default (Select Accounting)

The screenshot shows the 'Expense Entry' form for user Deanna Ziesman. The form is divided into several sections. On the left, a summary table shows 'Total (1 Item) 13.30 USD' and a list of items for 'Friday, December 26, 2025'. The main area is titled 'Meals In State Lunch - 12/26/2025'. It contains fields for Date, Expense Type, Description, Payment, Amount, Billing Type, Originating Location, Expense Location, Start Time, and End Time. There are also sections for 'Additional Information' with expandable options like 'Per Diem Deductions', 'Attach Receipt', and 'Accounting'. A 'Receipt Split' button is at the bottom. Numbered callouts 1 through 5 point to specific fields: 1 points to the Expense Type dropdown, 2 points to the Description text area, 3 points to the Payment dropdown, 4 points to the Expense Location dropdown, and 5 points to the Accounting dropdown in the 'Additional Information' section.

Expense Entry	
123	<b>Save</b> <b>Review and Submit</b>
Deanna Ziesman	Last Saved 12/26/2025 12:13PM
<b>Total (1 Item) 13.30 USD</b>	
<b>Add</b>	<b>Delete</b>
<b>Filter</b>	<b>More</b>
▼ <b>Friday, December 26, 2025</b>	
<b>Meals In State Lunch</b>	13.30
Trip to Billings - Nov Training	USD

### Meals In State Lunch - 12/26/2025

\*Date: 12/26/2025

\*Expense Type: Meals In State Lunch **1**

Description: Trip to Billings - Nov Training **2**

#### Payment Details

\*Payment: **3**

\*Amount: 13.30 USD

#### Additional Information

\*Billing Type: Internal

\*Originating Location: LEWIS AND CLARK COUNT

\*Expense Location: YELLOWSTONE COUNTY, W **4**

Start Time (HH:MM): 12:00AM

End Time (HH:MM): 11:59PM

Per Diem Deductions

Attach Receipt

Accounting **5** 1

Receipt Split

**Exceptions**

6. Select: Change Value

Expense Report Defaults

Description

Accounting Tag [Change Value](#) 6

**Accounting Details**

GL ChartFields Show All

% T1	*GL Unit T1	Fund T1	Org T1	Program T1	Sub-Class T1	Project T1
+ -	100.00	56030	02426	1140	2026	485H1

7. Select your Accounting Tag for Funding Code.

Accounting Tag

Total Amount 11.20

Remaining Amount 11.20

Undistributed Amount 0.00

Currency Code USD

[Manage Favorites](#)

**Accounting Tag List** 27 rows

Accounting Tag	Description
<input type="radio"/> DLAB-PR	DIAGNOSTIC LAB NAPROP-Enterpri
<input type="radio"/> DSA	DSA
<input type="radio"/> M&E 7	MILK & EGG
<input type="radio"/> MLAB	MILK DIAGNOSTIC LAB
<input type="radio"/> MPI-C	MEAT INSP-Compliance FFY 2025
<input type="radio"/> MPI-CIS	MEAT INSP-CIS Program FFY 26
<input type="radio"/> MPI-F	MEAT INSP-Field FFY 2026
<input checked="" type="radio"/> MPI-H	MEAT INSP-IN HOUSE FFY 2026
<input type="radio"/> NADPRP	NADPRP 5/15/2026
<input type="radio"/> SHELLEGG	SHELL EGG
<input type="radio"/> SHIELDED	SHIELDED EGG
<input type="radio"/> ZOO	ZOONOTIC FFY 2025

**Account Tag Codes list** located at the end of this manual.

8. The Account code is required

Select from the **Expense Code list** located at the end of this manual.

If you have any trouble deciding the Expense Code, there just enter/select 62886.

Require Account for this transaction  
Review each accounting line and populate the required chartfield values

OK

9. If you will be charging to other Funding sources, then set up your Favorites

This will be useful for the account coding if you need to record costs to other funding sources

Start: Create Expense Report

Select "Accounting Defaults"

Select "Change Value"

Select "Manage Favorites"

Cancel

Accounting Tag

Done

Total Amount 100.00

Remaining Amount 100.00

Undistributed Amount 0.00

Currency Code USD

Manage Favorites

Accounting Tag List 27 rows

Accounting Tag	Description
<input type="radio"/> 112SS	ACCOUNTING & FINANCE

Select ALL funding you might / will be coding to from the Accounting Tag list.

Accounting Tag / Speed Chart #	Description
ADT	ADT FY 2025
AHFEE	ANIMAL HEALTH FEES
AHLTH	ANIMAL HEALTH
ALTLVK	ALTERNATIVE LIVESTOCK
AVIAN	NAI - AVIAN FFY 2025
BISON	BISON FFY 2025
DSA	DSA
ECSR	ECSR FFY 2025
EPI	EPI FFY 2025
SHIP-SWINE	SHIP - SWINE 3/2026
ZOO	ZOONOTIC FFY 2025
AHBE1	AH-BE Split 50/50
DLAB-GF	DIAGNOSTIC LAB - General Fund
DLAB-PR	DIAGNOSTIC LAB NAPROP-Enterpri
DLAB-SSR	DIAGNOSTIC LAB - SSR
MLAB	MILK DIAGNOSTIC LAB
NADPRP	NADPRP 5/15/2026
NHLN-1	NAHLN - HB2
NHLN-2	NAHLNA - 170K Grant 7/24 to 6/26
NHLN-3	NAHLNA - 278 Grant 5/2026
M&E	MILK & EGG
SHELLEGG	SHELLEGG
SHIELDED	SHIELDED EGG
MPI-AHFEE	MPI - Animal Health Fees
MPI-C	MEAT INSP-Compliance FFY 2025
MPI-CIS	MEAT INSP-CIS Program FFY 26
MPI-F	MEAT INSP-Field FFY 2026
MPI-H	MEAT INSP-IN HOUSE/HLN FFY 2026
BE-HLN	BRANDS ENFORCEMENT-Helena
BE-INSP	BRANDS ENFORCEMENT-District In
BE-MRKT	BRANDS ENFORCEMENT-Market Insp
AHBE1	AH-BE Split 50/50
110SS	EXECUTIVE OFFICE
111SS	DEPUTY EXECUTIVE OFFICER
112SS	ACCOUNTING & FINANCE
113SS	INFORMATION TECHNOLOGY
115SS	PROCUREMENT/PURCHASING
116SS	LEGAL SERVICES
118SS	BOARD OF LIVESTOCK
120SY	LOSS MITIGATION
130SY	MILK CONTROL BUREAU

## Most Commonly used Expense Codes

Call if you have any questions Call - 406.444.4996

If NOT listed select " **62886** "

Account	Description	Examples
62108	Legal Services	Transcripts, Records
62801	Dues, Memberships	
62802	Subscriptions	
62809	Training, Conferences	If Cost of Conference is sperate from Hotel stay
62817	Meeting Costs	
62823	Licenses and Permits	
62241	Office Supplies	Paper, batteries(small), cell phone accessories
62225	Books and Reference Materials	
62106	Lab Testing	
62208	Lab Small Equip and Supplies	
62225	Books and Reference Materials	
62240	Field Equipment	Cloud Storage, GPS Map, Safety supplies, Shears, Hammer, Boots, etc.
62263	Veterinary Supplies	
62186	Waste Disposal	
62529	Rent	Storage Unit
62517	Leased Equipment	Skid Loader, Copies etc.
62706	Vehicle Maintenance	Car Wash, Wipers, Oil Change etc.
62727	Tires	
62216	Gasoline	
62407	In-State Meals	Employee
62408	In-State Lodging	Employee (if Conf and Hotel are one charge)
62410	In-State Meals Overnight	Employee
62878	Parking Fees	Airport Parking, etc.
62412	Out-Of-State Commercial Transportation	Airline, Bus, Taxi, Ubbber, Lyft
62417	Out-Of-State Meals	Employee
62418	Out-Of-State Lodging	Employee (if Conf and Hotel are one charge)
62415	Out-Of-State Other	Baggage, Internet(work related)
62419	Out-Of-State Car Rental	Employee
62430	Out-Of-State Meals Overnight	Employee
62497	Non-Employee In-State Lodging	Broad Member (only)
62809	Training, Conferences	
62304	Postage	USPS - Mailing
62308	PO Box Rental	USPS - PO Box
62822	Shipping Freight	Fed Ex, UPS - <b>Must use this</b>