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## 2021 Innovation Summit - Expensing Lunch

Create a New Expense Report

Report Header

Report Name Example: T.Hammacher (09/01/18-09/07/18)	Business Purpose	Policy	Report Date
<input type="text" value="Frist Name Last Name 12-2-2022"/>	<input type="text" value="2021 Innovation Summit Lunch"/>	<input type="text" value="Travel and Entertainment"/>	<input type="text" value="12/02/2021"/>

Company	Department	Business & Special Project Notes
<input type="text" value="Sinclair Television Group - Ct"/>	<input type="text" value="Corporate - G&amp;A"/>	<input type="text" value="2010.11001.1100.5005.51112"/>

(Note that the Company selection reads "Sinclair Television Group – Corp")

Once you create the report, select the expense type as "11. Employee Costs" -> "Working Meals"

New Expense Available Receipts

Expense Type	Transaction Date
<input type="text" value="Working meals (i.e. in or out)"/>	<input type="text" value="12/02/2021"/>
Business Purpose	Enter Vendor Name
<input type="text" value="2021 Innovation Summit Lunch"/>	<input type="text" value="Grubhub"/>
City of Purchase	Payment Type
<input type="text" value="Baltimore, Maryland"/>	<input type="text" value="Out of Pocket"/>
Amount	Comment
<input type="text" value="25.00"/> <input type="text" value="USD"/>	<input type="text"/>
Company	Department
<input type="text"/>	<input type="text"/>