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## 2.03.03 Meals

The mask **meals** enables you to enter the costs of meals for business trips. These meals costs must be deducted from the per diems for the employee as imputed income. These records are stored in the Configuration mask.



The document class consists of the following elements:

- **Meal ID:** This field uniquely identifies the document for the meal in the system.
- **Travel:** This field indicates a trip to which a meal can be assigned. You define a trip in the Trip mask.
- **Employee:** In this field, the employee who entered the receipt for the meal is selected. By default, this field is filled with the employee who has logged on to the system. Employees can be managed in the mask employees.
- **Date:** This field describes the date of the meal receipt. The system automatically enters the current date in this field.
- **Type of Meal:** This element is used to select a meal (breakfast, lunch, meals and breakfast in the hotel). These records are stored in the configuration mask.
- **Number:** This field indicates the number of meals. In the example, two nights in a hotel, with breakfast is defined.
- **Amount:** This element calculates the amount from number and the flat rate of the meal from the configuration.
- **Receipt:** In this field, the number of the receipt is automatically stored by the system.

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