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2.3.04 Meals

In the meals window, catering costs can be entered with business trips. These catering costs are deducted as monetary benefits from the flat rates for the employee. These rates are stored in the configuration menu.

Tip: For more on this subject see chapter [4.3.02 Reisekosten erfassen](#).

The document type consists of the following element:

- **Catering:** This field specifies the receipt for the meals distinctly in the system.
- **Trips:** This field specifies the trip to which a meal can be assigned. A trip can be defined in the trip window.
- **Employee:** The employee who recorded the receipt for the meal is selected in this field. By default, this field is pre-occupied with the employee who is logged on to the system. Employees can be administered in the Employee window.
- **Date:** This field describes the date for the meal receipts. This entry is automatically pre-selected with the current date from the system.
- **Meals:** This element is used for selecting a meal (Breakfast, Lunch, Meals and) Dieses Element dient der Auswahl einer Mahlzeit (Frühstück, Mittagessen, Mahlzeiten und Frühstück im Hotel). Diese Sätze sind in der Maske Konfiguration hinterlegt.
- **Anzahl:** Dieses Feld kennzeichnet die Anzahl der Mahlzeiten. Im Beispiel ist bei zwei Übernachtungen im Hotel, mit Frühstück definiert.
- **Betrag:** Dieses Element berechnet den Betrag aus Anzahl und der Pauschale der Mahlzeit aus der Konfiguration.

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