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## 2.3.04 Meals

In the meals form, 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 screenshot shows a software window titled "Mahlzeiten 0005 Schaub Peter Workshop Frühstück im Hotel". The window has a menu bar with "Dokument", "Bearbeiten", "Ansicht", and "Rückverweise". Below the menu bar, there are several input fields: "Mahlzeiten" with the value "34", "Reise" with the value "0005 Schaub Peter Workshop", "Mitarbeiter" with the value "Schaub Peter", "Datum" with the value "02.07.2009", "Mahlzeiten" with the value "Frühstück im Hotel", "Anzahl" with the value "4", and "Betrag" with the value "19,20 EUR".

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 form.
- **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 form.
- **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 Breakfast in the hotel). These rates are stored in the Configuration form.
- **Number of Meals:** this field specifies the number of meals. In the example two overnight stays in the hotel is defined with breakfast.
- **Amount:** This element calculates the amount through the number of meals and the allowances of meals from the configuration.

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