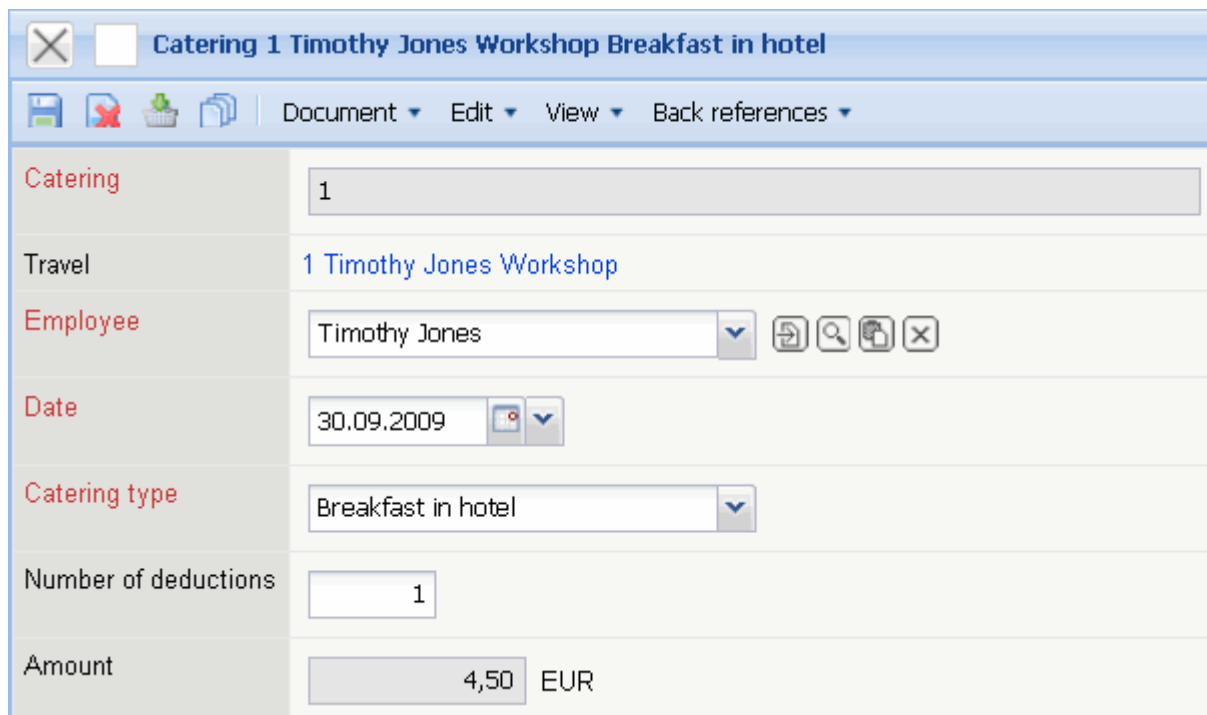


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2.3.04 Catering

In the **catering** 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 Travelcost recording](#).



Catering 1 Timothy Jones Workshop Breakfast in hotel	
Catering	1
Travel	1 Timothy Jones Workshop
Employee	Timothy Jones
Date	30.09.2009
Catering type	Breakfast in hotel
Number of deductions	1
Amount	4,50 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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