Overview: The entertainment expense type is used for social events supporting Duke where food and beverages are typically served. Entertainment 693200 is available in travel and non-travel reports. Additional fields are required to explain the details of an entertainment expense. Important to note – the MCC code associated with restaurants is mapped to entertainment. Any receipt that includes alcohol must be charged to Entertainment - 693200. Entertainment expenses which include alcohol must be charged to general ledger account 693201 as outlined in Alcohol Expenses for Entertainment

Step 1
From the Expense tab, open the expense by clicking the box to the left and select Edit. Notice the audit rules that display at the top of the screen if the expense mapped to 693200.

Please note: The Entertainment Expense Type - 693200 cannot be used with Federal grants and/or contracts and indirect costs. This includes meal receipts with an alcoholic beverage.

Step 2
The Expense Details tab displays. If the expense type mapped to something different, change to the appropriate expense type. Select the Expense Type field and use the drop down to the appropriate expense type.

Questions? Visit Contact Information at concur.duke.edu or email EmployeeTravel@duke.edu.
Step 3
Complete all required fields (with red asterisks*). The **Location** should be in City/State format. Indicate if alcohol is included. If it is, review QRG Alcohol Expenses for Entertainment. Per Duke policy, attendees must be identified for the 693200 expense type by selecting the Attendees link. Review the Adding Attendees to an Expense Quick Reference Guide for specific instructions. Once attendees are added, check the box to confirm. Select **Save Expense**.

Step 4
Once attendee information is added, if the expense does not have an attached receipt, select the **Attach Receipt** icon to attach the receipt. In the Attach Receipt window, select **Upload New Receipt** to select a receipt from your desktop or select a receipt from the available receipts.

Once loaded, a picture of the receipt will appear on the **Expense** page.

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Step 5
Continue working in the expense report until receipts are attached and all pertinent information is entered based on the expense types used in the report. Select Submit Report to submit the expense report or Ready for Review to alert the employee submission is needed if you are working as an expense delegate.