How to Edit Provided Meals on an Existing Travel Allowance

Use this process to correct a meal period (breakfast, lunch or dinner) incorrectly deducted from a Per Diem on a particular day or to deduct a meal period that should be deducted from the Per Diem on a particular day.

o   Open an existing expense report if it is not already open.
o   Click on the **Details** tab.
o   Select **Expenses and Adjustments** under the Travel Allowances section

o   The **Expenses & Adjustment**s window opens.

o Select or deselect any meals to exclude from per diem.
o Click **Update Expenses**

o The Expense Report will open updated for the additions, changes or deletions .

TeamWorks Travel & Expense System
Version Date: 08/15/17
Atlanta, Georgia 30334