

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.

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

July InState Travel (7/16-31)

+ New Expense Import Expenses Details Receipts Print / Email

Expenses

Adding New Expense

Date	Expense Type
07/26/2017	Fixed Meals Augusta, Georgia

Report

- Report Header
- Totals
- Audit Trail
- Approval Flow
- Comments
- Cash Advances
 - Available
 - Assigned
- Allocations
 - Allocations
- Travel Allowances
 - New Itinerary
 - Available Itineraries
 - Expenses & Adjustments**
 - Reimbursable Allowances Summary

- The **Expenses & Adjustments** window opens.

Travel Allowances For Report: July InState Travel (7/16-31)

Create New Itinerary Available Itineraries Expenses & Adjustments Reimbursable Allowances Summary

Show dates from [] to [] Go

Exclude All	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	07/26/2017 Augusta, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$36.00

Update Expenses Cancel

- Select or deselect any meals to include from per diem.
- Click **Update Expenses**

Travel Allowances For Report: July InState Travel (7/16-31)

Create New Itinerary Available Itineraries Expenses & Adjustments Reimbursable Allowances Summary

Show dates from to

Exclude All <input type="checkbox"/>	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	07/26/2017 Augusta, Georgia	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$27.00

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

July InState Travel (7/16-31)

Import Expenses Details ▾ Receipts ▾ Print / Email ▾

Expenses

<input type="checkbox"/>	Date ▾	Expense Type	Amount	Requ...
<input type="checkbox"/>	07/26/2017	Fixed Meals Augusta, Georgia	\$27.00	\$27.00