



How to Edit Provided Meals on an Existing Travel Allowance

Open an existing Expense Report from the **Home** page, **Quick Task Bar**, **My Tasks** or the **Expense** tab.

- Click on the **Details** tab.
- Select **Expenses and Adjustments** from the Travel Allowances section

The screenshot shows the 'Manage Expenses' interface for a report titled 'Normal Travel 02/01 to 28'. A dropdown menu is open under the 'Details' tab, with 'Expenses & Adjustments' selected. The main area shows a table of expenses with columns for 'Date', 'Requested', and 'Expenses'. A 'New Expense' window is also visible on the right side of the screen.

- The **Expenses & Adjustments** window opens.
- Select or deselect any individual meals.

The screenshot shows the 'Expenses & Adjustments' window for the report 'Normal Travel 02/01 to 28'. The window displays a table with columns for 'Date/Location', 'Breakfast Provided', 'Lunch Provided', 'Dinner Provided', and 'Allowance'. The table contains six rows of data for dates from 02/09/2015 to 02/13/2015, all in Savannah, Georgia. The 'Update Expenses' button is highlighted with a red box.

Exclude All	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	02/09/2015 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$27.00
<input type="checkbox"/>	02/09/2015 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$36.00
<input type="checkbox"/>	02/10/2015 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$36.00
<input type="checkbox"/>	02/11/2015 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$36.00
<input type="checkbox"/>	02/12/2015 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$36.00
<input type="checkbox"/>	02/13/2015 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$27.00

- Click **Update Expenses**
- The Expense Report will open and any changes will be reflected in the Fixed Meals expenses automatically.