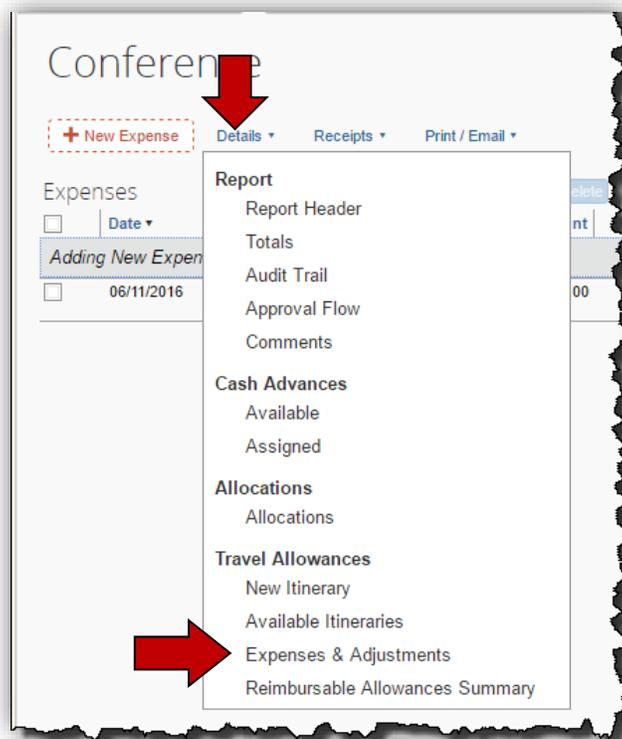


# How to Edit Provided Meals on an Existing Travel Allowance



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



- The **Expenses & Adjustments** window opens.
- Select or deselect any necessary meals.
- Click **Update Expenses**

Travel Allowances For Report: Conference

Create New Itinerary Available Itineraries Expenses & Adjustments Reimbursable Allowances Summary

Show dates from  to

Exclude	All	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>		06/11/2016 Decatur, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$16.00

- o The Expense Report will open and the additions, changes or deletions will be made.

CONCUR Requests Expense App Center

Manage Expenses Cash Advances

## Conference

Details Receipts Print / Email

Expenses

<input type="checkbox"/>	Date	Expense Type	Amount	Requested
<i>Adding New Expense</i>				
<input type="checkbox"/>	06/11/2016	Fixed Meals Decatur, Georgia	\$16.00	\$16.00