



# How to Edit Provided Meals on an Existing Travel Allowance

On the My Concur page in the Expense Report or Active Work section click on an existing Expense Report to open it.

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

The screenshot shows the Concur web application interface. At the top, there are navigation tabs: My Concur, Request, Expense, Reporting, and Profile. Below these are links for View Reports, New Expense Report, View Receipt Store, Approve Reports, View Cash Advances, and New Cash Advance. The main heading is "7/1 to 15 Travel Overnight" with buttons for "Delete Report" and "Submit Report". A dropdown menu is open under the "Details" tab, showing options like Report Header, Totals, Audit Trail, Approval Flow, Comments, Cash Advances, Allocations, and Travel Allowances. The "Travel Allowances" section is expanded, showing "New Itinerary", "Available Itineraries", "Expenses & Adjustments" (highlighted with a red box and a red arrow), and "Reimbursable Allowances Summary". A table below shows a total requested amount of \$81.00. On the right, there is a "New Expense" section with a search bar and a list of "Recently Used Expense Types" and "All Expense Types".

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

Travel Allowances For Report: InState Travel 9/1 to 15

1 Create New Itinerary 2 Available Itineraries 3 **Expenses & Adjustments** 4 Reimbursable Allowances Summary

Show dates from  to  Go

Exclude   All <input type="checkbox"/>	Date/Location ^	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	09/11/2013 Augusta (Single Day), Ge...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$36.00
<input type="checkbox"/>	09/12/2013 Moultrie (Single Day), G...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$28.00
<input type="checkbox"/>	09/13/2013 Ringgold (Single Day), G...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$28.00

<< Previous    Next >>    **Create Expenses**    Cancel

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