Change a Per Diem Meal Allowance

You can change the per diem meal allowances you are submitting for reimbursement.

1. Open Expense Report
   - On the home page, click Expense in the top menu bar to view your active expense reports.
   - Click on the report you want to edit to open it.

2. Change a Per Diem Meal Allowance
   - Click on the Daily Meal Allowance expense for the date you want to edit.
   - Click Show fixed allowances for [date] (Figure 1).

   - On the Expenses and Adjustments screen, click the checkboxes to change the per diem meals you are submitting for reimbursement (Figure 2).
     - Click the checkboxes to exclude meals following the 7:00 a.m. – 7:00 p.m. travel guideline and to exclude meals that were provided.

   - When finished, click Update Expenses.
   - The Daily Meal Allowance expenses on the report will update to reflect your changes.

For travel and expense system support, email ubs-travel-expense-support@buffalo.edu