Travel and Expense Reimbursement
Changing a Per Diem Meal Allowance

1. Go to Your Expense Report

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

2. Change a Per Diem Meal Allowance

- Click the Daily Meal Allowance expense for the date you want to edit.
- Click Show fixed allowances for [date] (Figure 1).

Figure 1

- On the Expenses & Adjustments tab, click the checkboxes to change the per diem meals you want to exclude (Figure 2).

Figure 2

- When finished, click Update Expenses.
- Your changes will update the Daily Meal Allowance expenses requested on the report.

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