

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).

The screenshot shows an expense report interface. On the left is a table of expenses:

Date	Expense Type	Amount	Requested
03/19/2018	Daily Meal Allowance Kissimmee, Florida	\$51.00	\$51.00
03/19/2018	Hotel/Airbnb Gaylord Palms, Kissimmee, Florida	\$870.34	\$796.77
03/18/2018	Daily Meal Allowance Kissimmee, Florida	\$51.00	\$51.00
03/17/2018	Daily Meal Allowance Kissimmee, Florida	\$51.00	\$51.00
03/16/2018	Daily Meal Allowance Kissimmee, Florida	\$51.00	\$51.00
01/07/2018	Airfare Southwest Airlines	\$310.23	\$310.23

On the right is a detailed view of the selected expense (03/16/2018 Daily Meal Allowance). It includes fields for Expense Type, Transaction Date, Report/Trip Purpose, Payment Type, Amount, and Approved Amount. A red arrow points to a link that says "Show fixed allowances for 03/16/2018".

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.

The screenshot shows the "Reimbursable Allowances Summary" screen. At the top, there are tabs for "Assigned Itineraries", "Expenses & Adjustments", and "Reimbursable Allowances Summary". Below the tabs is a date range selector: "Show dates from 03/16/2018 to 03/16/2018" with a "Go" button. Below that is a table with columns: "Exclude | All", "Date/Location", "Exclude Breakfast", "Exclude Dinner", and "Allowance".

Exclude All	Date/Location	Exclude Breakfast	Exclude Dinner	Allowance
<input type="checkbox"/>	03/16/2018 Kissimmee, Florida	<input type="checkbox"/>	<input type="checkbox"/>	\$51.00

A red arrow points to the "Exclude Breakfast" checkbox for the 03/16/2018 entry.

Figure 2

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