Travel and Expense Reimbursement
Changing a Per Diem Meal Allowance

To change a per diem meal, you must either be the individual who created the expense report or you must be acting as a delegate on behalf of someone else.

1. Access Your Expense Report
   - On the Concur 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 (Figure 1).
   - Click Show fixed allowances for [date] (Figure 1).
   - On the Expenses & Adjustments tab, click the checkboxes to change the per diem meals you want to exclude (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