Deducting Provided Meals

Objective: Go over how to use the Expenses & Adjustments window to easily deduct any meals that were provided by others from the M&IE claimed.

1. **Fill out** your Itinerary completely.

2. Once you reach **Expenses & Adjustments** tab, you will see all your M&IE expenses listed next to columns labeled **Breakfast Provided**, **Lunch Provided**, and **Dinner Provided**. **Check** the appropriate boxes next to the days when meals were provided for you.

3. **Edit** as necessary and **click** **Update Expenses** when finished.

4. **Go** to the **Details** drop down menu and **click** on **Expenses & Adjustments** to reach this window at any time even after you begin entering your expenses.