

## 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.

Exclude   All <input type="checkbox"/>	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Over 30 days	Allowance
<input type="checkbox"/>	07/18/2017 Menlo Park, California	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$20.75
<input type="checkbox"/>	07/19/2017 Menlo Park, California	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$53.00
<input type="checkbox"/>	07/20/2017 Menlo Park, California	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$36.00
<input type="checkbox"/>	07/21/2017 Menlo Park, California	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$21.00

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.

