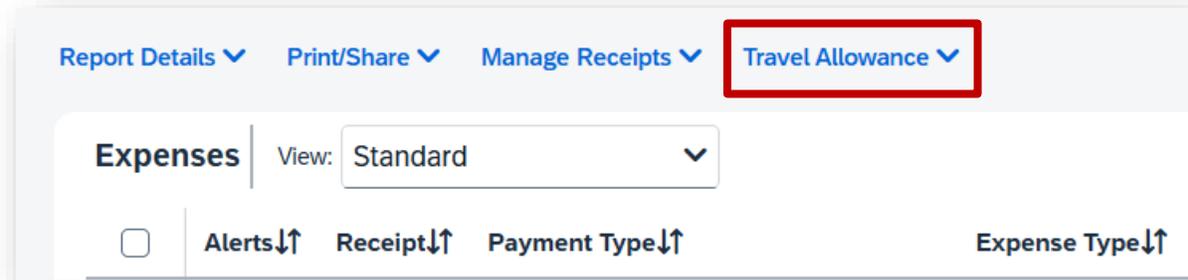


**Objective:** Go over how to use the Expenses & Adjustments window to easily deduct any meals that were provided by others from the M&IE claimed

1. Click **Travel Allowance** and then **Manage Travel Allowance**.



2. Create your itinerary completely and click **Expenses & Adjustment**. 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.

Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided
03/17/2025 Seattle, Washington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03/18/2025 Seattle, Washington	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
03/19/2025 Seattle, Washington	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
03/20/2025 Seattle, Washington	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
03/21/2025 Seattle, Washington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



M&IE should be claimed based on business location. The arrival city and lodging location do not impact the applicable M&IE rate unless there is a specific business justification. Please enter the **business location** in the '**Arrival City**' field to reflect the correct business location.



When a trip includes more than one SLAC business destination and the cities involved have different per diem rates, the per diem rate for each calendar day is determined by the location where the lodgings are obtained for that night and are calculated automatically in Concur.

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

