Expense reports containing meals or lodging require an itinerary. The Expenses & Adjustments tab is located within the itinerary pop-up window.

The purpose of the Expenses & Adjustments section is to indicate when any meal is provided for the traveler by the hotel, conference, business meeting, official function, or paid by another individual. Example: when a hotel provides any type of breakfast (e.g.; light continental breakfast) or when a conference provides lunch.

The Expenses & Adjustments will determine the traveler’s daily meal allowance (per diem) for when the traveler is in travel status.

To indicate when meals were provided, check the box for each corresponding day and meal.

For the example above, the daily allowable limit was adjusted per each meal that was provided.

For more information regarding meal reimbursements, review the University Travel Policy (page 9).