

Instruction on how to adjust meals provided in TREX Expense Report

In order for the system to make the appropriate adjustments, you must specify the meals provided. Click the [Personal Days and Meals Provided](#) link at the Expense Report Entry screen

Add:

[Trip History](#) [Travel Currency Converter](#) [Apply Cash Advance\(s\)](#)

Expense Report Totals			
Employee Expenses:	7,990.71 USD	Due Employee:	5,890.71 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	2,100.00 USD	Definition of Totals	<input type="button" value="Update Totals"/>
Cash Advances Applied:	0.00 USD		

[Printable View](#)

Check all the appropriate boxes when *meals were provided*.

Click **OK**

Personal Days and Meals					
	Date	Personal Day?	Breakfast Provided?	Lunch Provided?	Dinner Provided?
1	10/01/2008	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	10/02/2008	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	10/03/2008	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	10/04/2008	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	10/05/2008	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	10/06/2008	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7	10/07/2008	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	10/08/2008	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9	10/09/2008	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	10/10/2008	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>