

## How to Adjust Expenses in Concur

Going forward, the Chair's Reception replaces that day's dinner per diem expense. Here's how to adjust your Council Meeting Concur claim accordingly:

1. Create a Council Meeting Concur claim as you normally would.
2. Once you've created an itinerary under "Travel Allowances", choose "Expenses & Adjustments."
3. Check the "Dinner Provided" box for the night of the Chair's Reception.
4. Click "create" or "update" expenses for the change to update on your claim.
5. Concur will remove the allowed dinner per diem amount and adjust that day's total.

Travel Allowances For Report: Sept 2025



1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from  to

Exclude   All <input type="checkbox"/>	Date/Location <sup>1</sup>	Breakfast Amount	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	09/17/2025 Spokane, Washington	<input type="text" value="\$0.00"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$64.50
<input type="checkbox"/>	09/18/2025 Spokane, Washington	<input type="text" value="\$0.00"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$86.00
<input type="checkbox"/>	09/19/2025 Spokane, Washington	<input type="text" value="\$0.00"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$86.00
<input type="checkbox"/>	09/20/2025 Spokane, Washington	<input type="text" value="\$0.00"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$86.00
<input type="checkbox"/>	09/21/2025 Spokane, Washington	<input type="text" value="\$0.00"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$50.00
<input type="checkbox"/>	09/22/2025 Spokane, Washington	<input type="text" value="\$0.00"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$64.50