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TRAVEL ALLOWANCE ITINERARY

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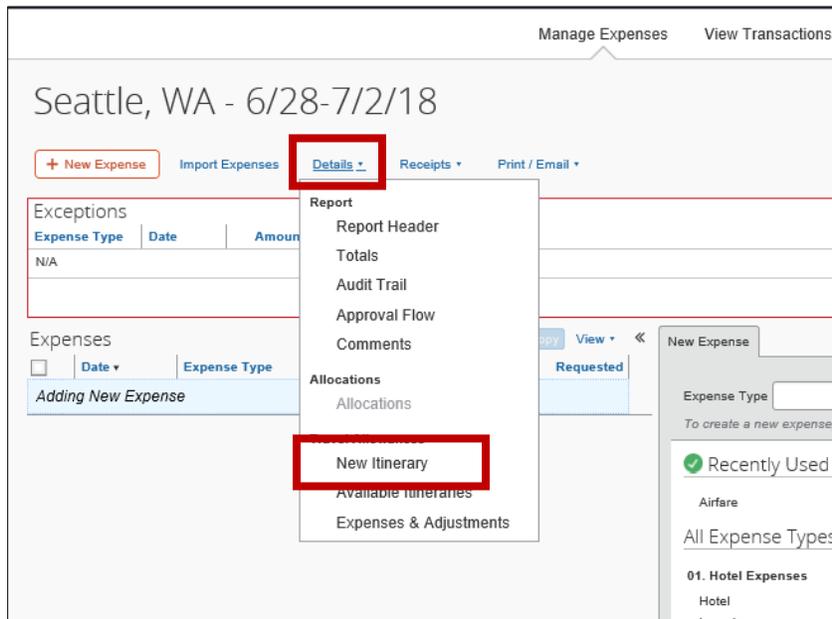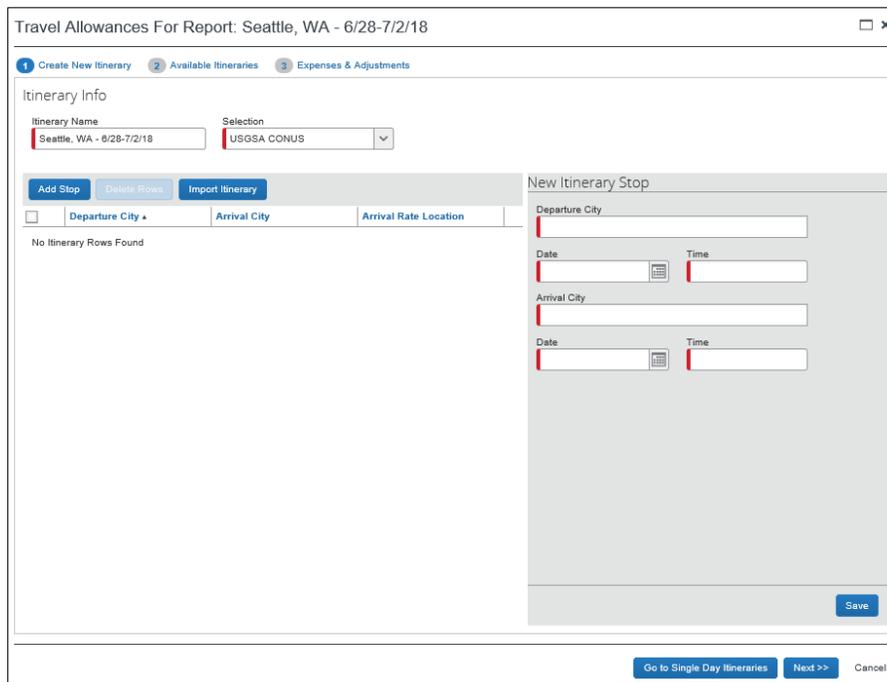# TRAVEL ALLOWANCE ITINERARY

NEW ITINERARY
From inside the expense report, select **Details** then **New Itinerary**.

Once **New Itinerary** is selected, the Travel Allowance screen will appear.

- **Itinerary Name** – This will default to the Report Name.
- **Selection** – This field will default to USGSA CONUS for agencies that will reimburse the CONUS per diem. For the agencies that continue to reimburse based on actual expenses, you will select USGSA Actuals. *Note: Please see* **Creating Travel Allowance for Receipts** *for assistance with this process.*

Itinerary Info

Itinerary Name	Selection
Nashville, TN - 9/15-9/18/18	USGSA CONUS
	USGSA Actuals
	USGSA CONUS

Add Stop   Delete Rows   Import Itinerary

- **Departure City** – Enter the city you are departing from.
- **Date** – Enter the date your travel began. If the date is not available for selection, it may be tied to another expense report.
- **Time** – Enter the time your travel began.
- **Arrival City** – Enter the city you traveled to.
- **Date** – Enter the date you arrived at your destination.
- **Time** – Enter the time you arrived at your destination.
- Select **Save**. This should be the itinerary for your departure date.

Note: You will repeat this process for the return itinerary or any other stops.

- **Departure City** – This will default from the Arrival City in the prior itinerary entry screen.
- **Date** – Enter the date you departed. If the date is not available for selection, it may be tied to another expense report.
- **Time** – Enter the time you departed.
- **Arrival City** – This will default from the Departure City in the prior itinerary entry screen.
- **Date** – Enter the date you arrived.
- **Time** – Enter the time you arrived.
- Select **Save**. This should be the itinerary for your return date.

If there are no other stops, select **Next**. You should have at least two lines visible (departure date and return date).

Review the itinerary information for accuracy and select **Next**. You can edit from this screen if a correction is necessary. To edit, select a line and the **Edit** button will become available.

The next screen will allow you to select individual meals that were provided by a conference, if that is your agency's policy. If any personal days were taken, you can select the row to exclude the entire day from the CONUS calculation.

Select **Create Expenses**.

AVAILABLE ITINERARIES

If you are unable to create your itinerary because the date(s) have already been used, check the available itineraries area to see if one is available. Within the expense report, select **Details** and **Available Itineraries**.

If an itinerary is already assigned to a specific date, check under **Assigned Itineraries** and/or **Available Itineraries**. Note: The Available Itineraries area has a drop down to look back if the date you are looking for is not a current date.

Once you find the itinerary you need added to your expense report, click on it and the **Assign** button will be visible. If the itinerary you find is not necessary, you may also click on it and select **Delete**.

Review the itinerary information for accuracy and select **Next**. You can edit from this screen if a correction is necessary. To edit, select a line and the **Edit** button will become available.

The next screen will allow you to select individual meals that were provided by a conference, if that is your agency's policy. If any personal days were taken, you can select the row to exclude the entire day from the CONUS calculation.

Select **Create Expenses**.

EXPENSES AND ADJUSTMENTS

If adjustments need to be made to the CONUS rates to reduce for provided meals or remove personal days, this can be done within the expense report by selecting **Details** and **Expenses & Adjustments**.

The Travel Allowance screen will appear and will allow changes to be made. If it is your agency's policy, select individual meals that were provided by a conference. If any personal days were taken, you can select the row to exclude the entire day from the CONUS calculation.

Select **Create Expenses**.