

SAP Concur 

TRAVEL ALLOWANCE ITINERARY





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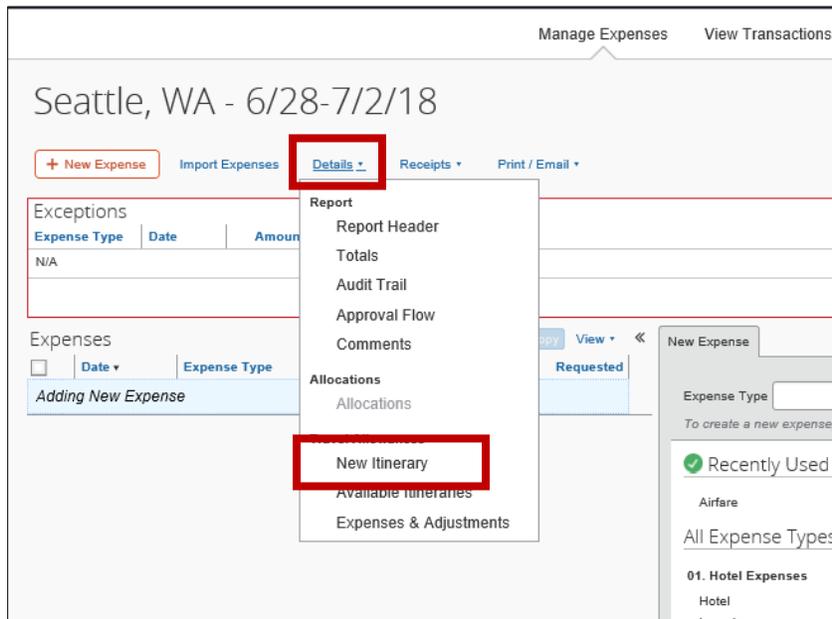
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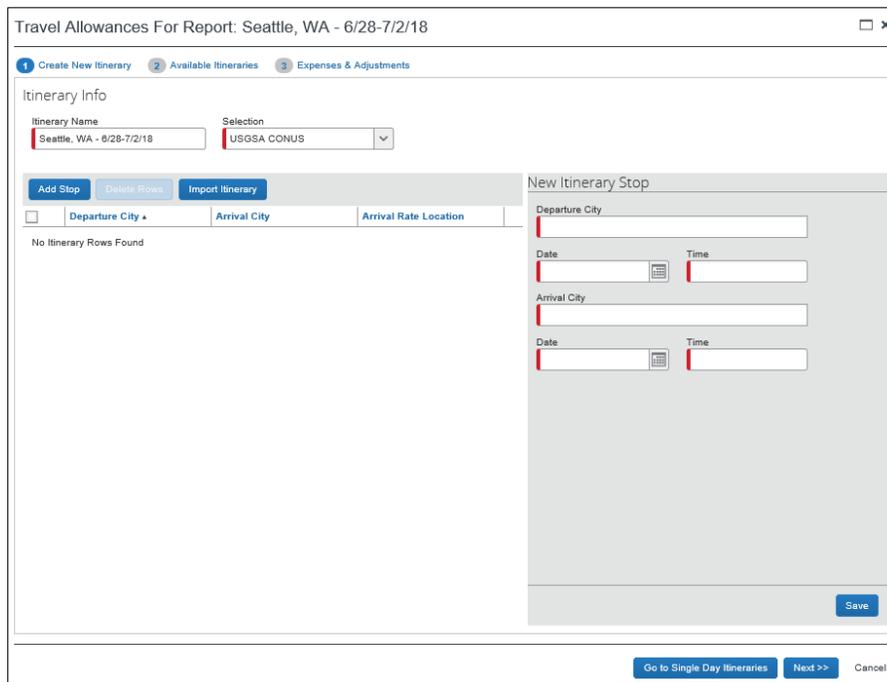
TRAVEL ALLOWANCE ITINERARY

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.*

A screenshot of a web form titled "Itinerary Info". It contains two input fields: "Itinerary Name" with the text "Nashville, TN - 9/15-9/18/18" and "Selection" with a dropdown menu showing "USGSA CONUS" selected. Below the fields are three buttons: "Add Stop", "Delete Rows", and "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).

Travel Allowances For Report: Seattle, WA - 6/28-7/2/18

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: Seattle, WA - 6/28-7/2/18 Selection: USGSA CONUS

Add Stop Delete Rows Import Itinerary

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Montgomery, Alabama 08/28/2018 08:00 AM	Seattle, Washington 08/28/2018 03:00 PM	KING COUNTY, US-WA, US
<input type="checkbox"/>	Seattle, Washington 07/02/2018 12:00 PM	Montgomery, Alabama 07/02/2018 05:00 PM	MONTGOMERY COUNTY, U...

New Itinerary Stop

Departure City: Montgomery, Alabama

Date: [] Time: []

Arrival City: []

Date: [] Time: []

Save

Go to Single Day Itineraries **Next >>** Cancel

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.

Travel Allowances For Report: Seattle, WA - 6/28-7/2/18

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Assigned Itineraries

Edit Unassign

	Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: Seattle, WA - 6/28-7/2/18	Montgomery, Alabama	08/28/2018 08:00 AM	Seattle, Washington	08/28/2018 03:00 PM	KING COUNTY, US-WA, US
	Seattle, Washington	07/02/2018 12:00 PM	Montgomery, Alabama	07/02/2018 05:00 PM	MONTGOMERY COUNTY, U...

Available Itineraries

Current Itineraries [v] Delete Assign

	Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
No Available Itineraries Found					

<< Previous Next >>



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.

Travel Allowances For Report: Seattle, WA - 6/28-7/2/18

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from to

Exclude All <input type="checkbox"/>	Date/Location ▲	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	06/28/2018 Seattle, Washington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$55.50
<input type="checkbox"/>	06/29/2018 Seattle, Washington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$74.00
<input type="checkbox"/>	06/30/2018 Seattle, Washington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$74.00
<input type="checkbox"/>	07/01/2018 Seattle, Washington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$74.00
<input type="checkbox"/>	07/02/2018 Seattle, Washington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$55.50

<< Previous Create Expenses Cancel

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**.

The screenshot shows a web application interface for managing expenses. At the top, there are tabs for "Manage Expenses" and "View Transactions". The main heading is "Seattle, WA - 6/28-7/2/18". Below this, there are several action buttons: "+ New Expense", "Import Expenses", "Details", "Receipts", and "Print / Email". The "Details" button is highlighted with a red box. A dropdown menu is open from "Details", listing various report options: "Report Header", "Totals", "Audit Trail", "Approval Flow", "Comments", "Allocations", "Travel Allowances", "New Itinerary", "Available Itineraries", and "Expenses & Adjustments". The "Available Itineraries" option is highlighted with a red box. On the left side, there are sections for "Exceptions" and "Expenses". On the right side, there is a "New Expense" form with a "Requested" button and a "Recently Used" list containing "Airfare" and "01. Hotel Expenses".



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.

Travel Allowances For Report: Seattle, WA - 6/28-7/2/18

Create New Itinerary Available Itineraries Expenses & Adjustments

Assigned Itineraries

Edit Unassign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
No Assigned Itineraries Found				

Available Itineraries

Itineraries for last Year

Delete Assign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
No Assigned Itineraries Found				
Seattle, Washington	08/28/2018 08:00 AM	Seattle, Washington	08/28/2018 03:00 PM	KING COUNTY, US-WA, US
Montgomery, Alabama	07/02/2018 12:00 PM	Montgomery, Alabama	07/02/2018 05:00 PM	MONTGOMERY COUNTY, U...
1-7/13/18				

Done

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**.

Travel Allowances For Report: Seattle, WA - 6/28-7/2/18

Create New Itinerary Available Itineraries Expenses & Adjustments

Assigned Itineraries

Edit Unassign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
No Assigned Itineraries Found				

Available Itineraries

Itineraries for last Year

Delete Assign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
No Assigned Itineraries Found				
Itinerary: Seattle, WA - 6/28-7/2/18				
Montgomery, Alabama	08/28/2018 08:00 AM	Seattle, Washington	08/28/2018 03:00 PM	KING COUNTY, US-WA, US
Seattle, Washington	07/02/2018 12:00 PM	Montgomery, Alabama	07/02/2018 05:00 PM	MONTGOMERY COUNTY, U...
Itinerary: Birmingham, AL - 7/11-7/13/18				

Done



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.

Travel Allowances For Report: Seattle, WA - 6/28-7/2/18

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Assigned Itineraries

Edit Unassign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: Seattle, WA - 6/28-7/2/18				
Montgomery, Alabama	06/28/2018 08:00 AM	Seattle, Washington	06/28/2018 03:00 PM	KING COUNTY, US-WA, US
Seattle, Washington	07/02/2018 12:00 PM	Montgomery, Alabama	07/02/2018 05:00 PM	MONTGOMERY COUNTY, U...

Available Itineraries

Current Itineraries [v] Delete Assign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
No Available Itineraries Found				

<< Previous Next >>

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.

Travel Allowances For Report: Seattle, WA - 6/28-7/2/18

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from [] to [] Go

Exclude All <input type="checkbox"/>	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	06/28/2018 Seattle, Washington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$55.50
<input type="checkbox"/>	06/29/2018 Seattle, Washington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$74.00
<input type="checkbox"/>	06/30/2018 Seattle, Washington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$74.00
<input type="checkbox"/>	07/01/2018 Seattle, Washington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$74.00
<input type="checkbox"/>	07/02/2018 Seattle, Washington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$55.50

<< Previous Create Expenses Cancel

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 screenshot shows the 'Manage Expenses' interface for a report titled 'Seattle, WA - 6/28-7/2/18'. A dropdown menu is open under the 'Details' button, listing various report options. The 'Expenses & Adjustments' option is highlighted with a red box. Other options include Report Header, Totals, Audit Trail, Approval Flow, Comments, Allocations, Travel Allowances, and Available Itineraries.

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.

The screenshot shows the 'Travel Allowances For Report: Seattle, WA - 6/28-7/2/18' screen. It features a table with columns for 'Date/Location', 'Breakfast Provided', 'Lunch Provided', 'Dinner Provided', and 'Allowance'. Each row represents a day of travel with checkboxes for provided meals and a corresponding allowance amount.

Exclude All <input type="checkbox"/>	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	06/28/2018 Seattle, Washington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$55.50
<input type="checkbox"/>	06/29/2018 Seattle, Washington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$74.00
<input type="checkbox"/>	06/30/2018 Seattle, Washington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$74.00
<input type="checkbox"/>	07/01/2018 Seattle, Washington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$74.00
<input type="checkbox"/>	07/02/2018 Seattle, Washington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$55.50

Select **Create Expenses**.