SAP Concur

TRAVEL ALLOWANCE ITINERARY
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NEW ITINERARY
If you have an existing unsubmitted expense report, you can add an itinerary in order to claim CONUS. From inside the expense report, select Travel Allowance then Manage Travel Allowance.

Select Create New Itinerary then 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.*
• **Departure City** – Enter the city you are departing from.
• **Date** – Enter the date your business travel began. If the date is not available for selection, it may be tied to another expense report. *See Available Itineraries section of this job aid for assistance.*
• **Time** – Enter the time your travel began.
• **Arrival City** – Enter the city you traveled to. This should be the city where your state business took place. It should not be the location of the airport or lodging, if it differs.
• **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.

![Travel Itinerary Image]

The next screen will allow you to select individual meals that were provided by a conference, if that is your agency’s policy.

**NOTE:** If personal days were added to the beginning or ending of the trip, only notate the dates that would have been for business travel had you departed or returned without taking personal time. The first and last day of business travel only qualify for 75% of CONUS. If personal days were taken in the middle of the business trip, you can select the row to exclude the entire day from the CONUS calculation.

Select **Create Expenses**.

![Create Expenses Image]
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. When an airline ticket is purchased through the Travel module in Concur, sometimes the air carrier will submit the travel itinerary through to your profile. It will automatically assign itself to the expense report that holds the charge for the airline ticket. This could cause an error if you are submitting an expense report to pay card charges prior to the travel event. The itinerary could be incorrect if the city of the airport is not the city of your final destination. This will also cause a problem with the CONUS rate that the traveler is entitled to. The Available Itineraries area will also allow you to edit the existing itinerary, so it matches your travel event. Note: If a flight has multiple stops, this will be visible within the itinerary, but it is not necessary to document every leg in your flight.

Within the expense report, select Travel Allowance and Manage Travel Allowance.

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.

**NOTE:** If personal days were added to the beginning or ending of the trip, only notate the dates that would have been for business travel had you departed or returned without taking personal time. The first and last day of business travel only qualify for 75% of CONUS. If personal days were taken in the middle of the business trip, 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 Travel Allowance and Manage Travel Allowance.

Select 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. These selections will reduce the CONUS amounts available for reimbursement.

NOTE: If personal days were added to the beginning or ending of the trip, only notate the dates that would have been for business travel had you departed or returned without taking personal time. The first and last day of business travel only qualify for 75% of CONUS. If personal days were taken in the middle of the business trip, you can select the row to exclude the entire day from the CONUS calculation.

Once corrections are made, select Update Expenses.
ERRORS WITH ITINERARIES

There are a few times that an itinerary can cause an error on the expense report, preventing the traveler from submitting the expense report.

ITINERARY IS NOT ALLOWED PRIOR TO TRAVEL DATES

If you are creating an expense report prior to the travel event to pay for credit card charges and create the itinerary instead of canceling out of the screen (shown on page 2), you will receive an error. The itinerary is there to calculate CONUS/M&IE after the travel event and Concur will not allow this information to be attached to a report that is submitted prior to the travel dates.

To correct, follow the steps below:

Within the expense report, select Travel Allowance and Manage Travel Allowance.

Select the available itinerary line under Assigned Itineraries and the Unassign button will turn blue. Click Unassign and the itinerary will move to the bottom of the screen under Available Itineraries.
ITINERARY EXTENDS OUTSIDE APPROVED TRAVEL DATES ON THE REQUEST

If the dates selected on the travel itinerary screen do not match the travel dates entered on the approved Request, this error will appear and will prevent the traveler from submitting the expense report. If the dates on the Request were entered incorrectly, the Request will need to be redone. If there was a change in travel dates due to an unforeseen event while in travel status, please contact your agency’s Concur office for assistance.

PERSONAL TIME

If personal time is taken while on a State business trip, all expenses related to those dates are not allowable for reimbursement. It is important to create the Travel Allowance Itinerary correctly, so the M&IE rate is not claimed for any personal days.

EXAMPLE:

There is a conference being held 6/30-7/1. Per State policy, individuals are allowed to depart home base one day before the event and return to home base one day after the event concludes, if it is determined by the agency head to be necessary. Therefore, if approved by the agency head, the travel dates for this event would be 6/29-7/2. You decide to leave an extra day in advance for personal time. See below for how this should be handled when creating the Travel Allowance Itinerary.

Create the itinerary by entering the Departure Date as the date that the travel would have begun if personal time was not added to the trip. In this example, even though we left on 6/28, since that was our personal day, we are only going to enter 6/29 as the start date since that is the date our state business officially began.
This will also accurately reflect the actual time that was spent on state business. The date that would have been your travel day had no personal time been included is accurately notated and the CONUS or M&IE rate is correctly calculated at 75% of the location’s rate for that date.

This process would be similar if you had taken an extra day at the end of the trip. Notate the date that the business trip would have ended had personal time not been included.

If a personal day is taken in the middle of the business trip, that will be handled a bit differently. You will enter your departure and return dates as necessary. Once you have completed the itinerary details, and move on to the Expenses and Adjustments screen, then you will mark off any personal dates. In the example below, 6/30 was a personal day, so the Exclude box was marked to exclude the M&IE Allowance for that date. The marked line is automatically reduced to zero. When you Create Expenses, there will not be a M&IE line for that date in the expense report.

![Travel Itinerary Example]

**NOTE:** It is important for the traveler to verify that M&IE rates are only being claimed for dates directly related to state business.