



TRAVEL ALLOWANCE ITINERARY





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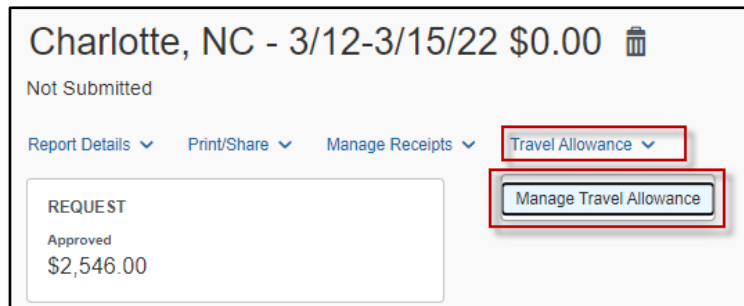
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TRAVEL ALLOWANCE ITINERARY

NEW ITINERARY

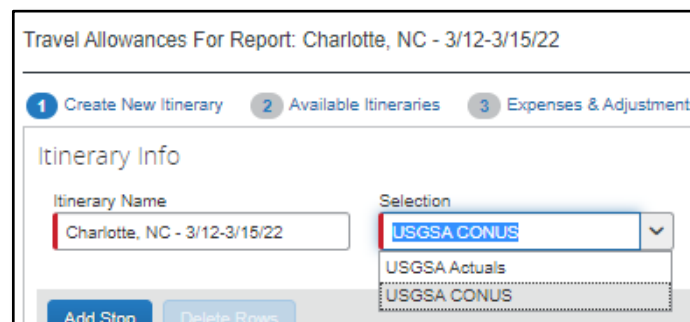
If you have an existing unsubmitted expense report, you can add an itinerary in order to claim CONUS. From inside the expense report, select **Travel Allowance** then **Manage Travel Allowance**.



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. This should be the date your business travel started or would have started if personal time was not included. 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. This should be the date your business travel ended or would have ended if personal time was not included. 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: Charlotte, NC - 3/12-3/15/22

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name
Charlotte, NC - 3/12-3/15/22

Selection

Add Stop Delete Rows

	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Montgomery, Ala... 03/12/2022 08:00 AM	Charlotte, North Ca... 03/12/2022 05:00 PM	MECKLENBURG COU...
<input type="checkbox"/>	Charlotte, North ... 03/15/2022 08:00 AM	Montgomery, Alaba... 03/15/2022 03:00 PM	MONTGOMERY COU...

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**. The dates included in the itinerary should only be dates related to business travel, not personal time. If a personal day is in between these dates, you will have the opportunity to exclude that date from the CONUS Rate calculation. You can edit from this screen if a correction is necessary. To edit, select a line and the **Edit** button will become available.

The screenshot shows a software interface for reviewing travel itineraries. It has three tabs: '1 Create New Itinerary', '2 Available Itineraries', and '3 Expenses & Adjustments'. The 'Assigned Itineraries' section contains a table with the following data:

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: Charlotte, NC - 3/12-3/15/22				
Montgomery, Alabama	03/12/2022 08:00 AM	Charlotte, North Carolina	03/12/2022 05:00 PM	MECKLENBURG COUNTY, ...
Charlotte, North Carolina	03/15/2022 08:00 AM	Montgomery, Alabama	03/15/2022 03:00 PM	MONTGOMERY COUNTY, ...

Below this, the 'Available Itineraries' section shows a dropdown menu for 'Current Itineraries' and buttons for 'Delete' and 'Assign'. A message below the table reads 'No Available Itineraries Found'. At the bottom right, there are navigation buttons: '<< Previous' and 'Next >>'. The 'Next >>' button is highlighted with a red box.

The next screen will allow you to 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.

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**.

The screenshot shows the 'Expenses & Adjustments' screen. It features a date range selector at the top: 'Show dates from' followed by a calendar icon, 'to' followed by another calendar icon, and a 'Go' button. Below this is a table with columns for 'Exclude | All', 'Date/Location', 'Breakfast Provided', 'Lunch Provided', 'Dinner Provided', and 'Allowance'. The table contains four rows of data:

Exclude All	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	03/12/2022 Charlotte, North Carol...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$42.00
<input type="checkbox"/>	03/13/2022 Charlotte, North Carol...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$56.00
<input type="checkbox"/>	03/14/2022 Charlotte, North Carol...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$56.00
<input type="checkbox"/>	03/15/2022 Charlotte, North Carol...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$42.00

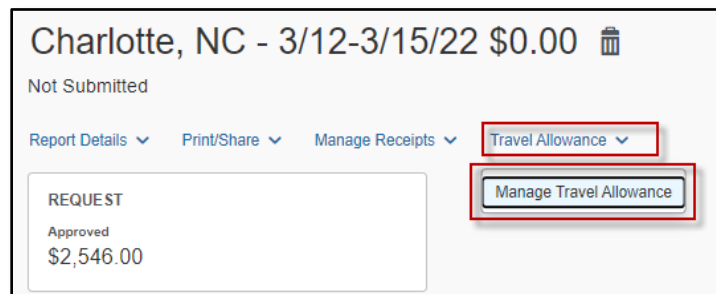
At the bottom right, there are navigation buttons: '<< Previous', 'Create Expenses', and 'Cancel'. The 'Create Expenses' button is highlighted with a red box.



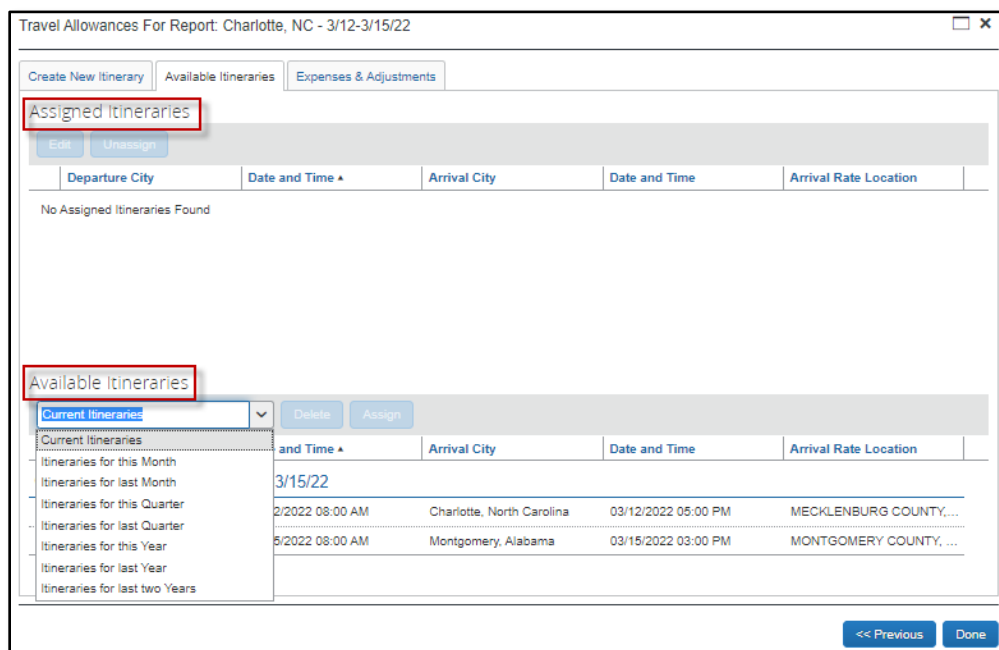
AVAILABLE ITINERARIES

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**.

Travel Allowances For Report: Charlotte, NC - 3/12-3/15/22

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

Current Itineraries Delete Assign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: Charlotte, NC - 3/12-3/15/22				
Montgomery, Alabama	03/12/2022 08:00 AM	Charlotte, North Carolina	03/12/2022 05:00 PM	MECKLENBURG COUNTY,...
Charlotte, North Carolina	03/15/2022 08:00 AM	Montgomery, Alabama	03/15/2022 03:00 PM	MONTGOMERY COUNTY, ...

<< Previous 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: Charlotte, NC - 3/12-3/15/22

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: Charlotte, NC - 3/12-3/15/22				
Montgomery, Alabama	03/12/2022 08:00 AM	Charlotte, North Carolina	03/12/2022 05:00 PM	MECKLENBURG COUNTY,...
Charlotte, North Carolina	03/15/2022 08:00 AM	Montgomery, Alabama	03/15/2022 03:00 PM	MONTGOMERY COUNTY, ...

Available Itineraries

Current Itineraries 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. Selecting the applicable boxes will reduce the M&IE rate and automatically calculate the allowable amount. If all meals are provided, the traveler will still be entitled to the \$5 Incidentals Rate for each day of travel. If any personal days were taken, you must select the row to exclude the entire day from the CONUS calculation. The allowance on personal days should reflect \$0.

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**.

Travel Allowances For Report: Charlotte, NC - 3/12-3/15/22

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"/>	03/12/2022 Charlotte, North Carol...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$42.00
<input type="checkbox"/>	03/13/2022 Charlotte, North Carol...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$56.00
<input type="checkbox"/>	03/14/2022 Charlotte, North Carol...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$56.00
<input type="checkbox"/>	03/15/2022 Charlotte, North Carol...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$42.00

<< Previous **Create Expenses** Cancel



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**.

Charlotte, NC - 3/12-3/15/22 \$0.00

Not Submitted

Report Details

REQUEST

Approved
\$2,546.00

Select Expenses & Adjustments.

The Travel Allowance screen will appear and will allow changes to be made. Selecting the applicable boxes will reduce the M&IE rate and automatically calculate the allowable amount. If all meals are provided, the traveler will still be entitled to the \$5 Incidental Rate for each day of travel. If any personal days were taken, you must select the row to exclude the entire day from the CONUS calculation. The allowance on personal days should reflect \$0.

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**.

Travel Allowances For Report: Charlotte, NC - 3/12-3/15/22

Create New Itinerary Available Itineraries **Expenses & Adjustments**

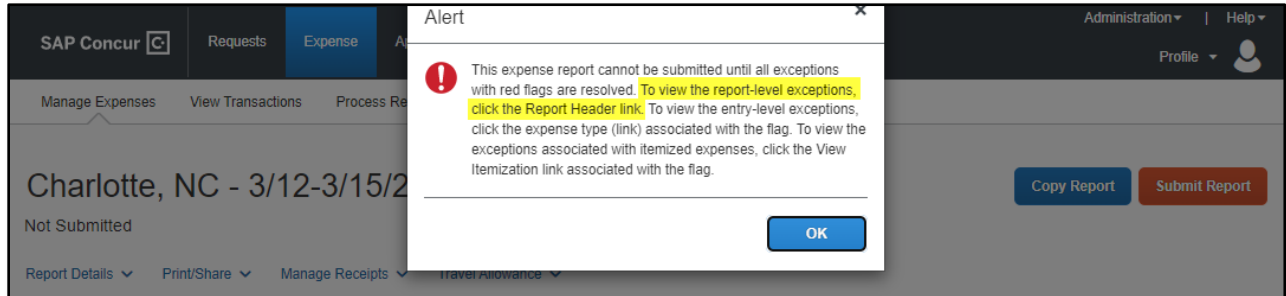
Show dates from to

Exclude All <input type="checkbox"/>	Date/Location *	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	03/12/2022 Charlotte, North Carolina	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$42.00
<input type="checkbox"/>	03/13/2022 Charlotte, North Carolina	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$56.00
<input type="checkbox"/>	03/14/2022 Charlotte, North Carolina	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$56.00
<input type="checkbox"/>	03/15/2022 Charlotte, North Carolina	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$42.00



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.

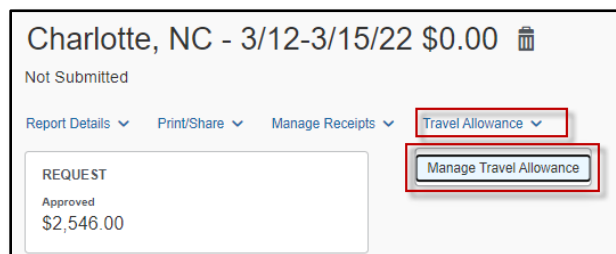


ITINERARY IS NOT ALLOWED PRIOR TO TRAVEL DATES

If you are creating an expense report prior to the travel event to pay for credit card charges and the option to claim Travel Allowance is selected, 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.

Travel Allowances For Report: Charlotte, NC - 3/12-3/15/22

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: Charlotte, NC - 3/12-3/15/22				
Montgomery, Alabama	03/12/2022 08:00 AM	Charlotte, North Carolina	03/12/2022 05:00 PM	MECKLENBURG COUNTY,...
Charlotte, North Carolina	03/15/2022 08:00 AM	Montgomery, Alabama	03/15/2022 03:00 PM	MONTGOMERY COUNTY, ...

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 >>

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.

Report Header
Charlotte, NC - 3/12-3/15/22 | \$252.00

Alerts: 1

Itinerary extends outside approved travel dates on the Request.



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.

Itinerary Name		Selection	
Seattle, WA 6/28-7/2/22		USGSA Actuals	
<input type="button" value="Add Stop"/>		<input type="button" value="Delete Rows"/>	
<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Montgomery, Alabama 06/29/2022 08:00 AM	Seattle, Washington 06/29/2022 05:00 PM	KING COUNTY, US-WA, US
<input type="checkbox"/>	Seattle, Washington 07/02/2022 09:00 AM	Montgomery, Alabama 07/02/2022 06:00 PM	MONTGOMERY COUNTY, US-AL, US

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 Allowances For Report: Seattle, WA 6/28-7/2/22

Create New Itinerary Available Itineraries Expenses & Adjustments

Show dates from to Go

Exclude	All	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>		06/28/2022 Seattle, Washington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$57.00
<input type="checkbox"/>		06/29/2022 Seattle, Washington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$78.00
<input checked="" type="checkbox"/>		06/30/2022 Seattle, Washington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>		07/01/2022 Seattle, Washington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$78.00
<input type="checkbox"/>		07/02/2022 Seattle, Washington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$57.00

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