



TRAVEL ALLOWANCE ITINERARY





TABLE OF CONTENTS

TRAVEL ALLOWANCE ITINERARY.....	2
NEW ITINERARY	2
AVAILABLE ITINERARIES	6
EXPENSES AND ADJUSTMENTS	8
ERRORS WITH ITINERARIES.....	9
ITINERARY IS NOT ALLOWED PRIOR TO TRAVEL DATES	10
ITINERARY EXTENDS OUTSIDE APPROVED TRAVEL DATES ON THE REQUEST	11
PERSONAL TIME	11



TRAVEL ALLOWANCE ITINERARY

NEW ITINERARY

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

Gulf Shores, AL 10/15-10/20/2024 \$0.00
Not Submitted | Report Number: GVK59S

REQUEST
Approved
\$1,531.75

Report Details ▾ Print/Share ▾ Manage Receipts ▾ **Travel Allowance ▾**

Expenses

Manage Travel Allowance

Select **Create New Itinerary** then the Travel Allowance screen will appear.

Travel Allowances For Report: Gulf Shores, AL 10/15-10/20/2024

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Assigned Itineraries
Edit Unassign

Departure City	Date and Time↑
No Assigned Itineraries Found	

OR

In the **Report Header**, at the bottom after you have filled out the rest of the required fields there will be two options, “**Yes, I require Travel Allowance**” and “**No, I do not require Travel Allowance.**” Selecting “**Yes, I require Travel Allowance**” will then prompt you to create an itinerary. **

Travel Allowance
Do you wish to claim Travel Allowance?

Yes, I require Travel Allowance

No, I do not require Travel Allowance



- **Itinerary Name** – This will default to the Report Name.
- **Selection** – This field will default to USGSA CONUS. Please do not change the selection. USGA CONUS should be selected on all Travel Allowance Itineraries.

- **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: Gulf Shores, AL 10/15-10/20/2024

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: Gulf Shores, AL 10/15-10/20/2024				
Helena, Alabama	10/15/2024 08:00 AM	Gulf Shores, Alabama	10/15/2024 03:30 PM	BALDWIN COUNTY, US-AL, US
Gulf Shores, Alabama	10/20/2024 07:00 AM	Helena, Alabama	10/20/2024 02:30 PM	SHELBY COUNTY, US-AL, US

Available Itineraries

Current Itineraries Delete Assign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: Boston, MA 10/31-11/03/2024				
Helena, Alabama	10/31/2024 08:00 AM	Boston, Massachusetts	10/31/2024 04:00 PM	SUFFOLK COUNTY, US-MA, US
Boston, Massachusetts	11/03/2024 08:00 AM	Helena, Alabama	11/03/2024 04:00 PM	SHELBY COUNTY, US-AL, US
Itinerary: Charlotte, NC 11/05-11/10/24				
Helena, Alabama	11/06/2024 07:00 AM	Charlotte, North Carolina	11/06/2024 04:00 PM	MECKLENBURG COUNTY, US-NC, US
Charlotte, North Carolina	11/10/2024 07:00 AM	Helena, Alabama	11/10/2024 02:00 PM	SHELBY COUNTY, US-AL, US

<< Previous Next >>

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.



Travel Allowances For Report: Gulf Shores, AL 10/15-10/20/2024

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: Gulf Shores, AL 10/15-10/20/2024				
Helena, Alabama	10/15/2024 08:00 AM	Gulf Shores, Alabama	10/15/2024 03:30 PM	BALDWIN COUNTY, US-AL, US
Gulf Shores, Alabama	10/20/2024 07:00 AM	Helena, Alabama	10/20/2024 02:30 PM	SHELBY COUNTY, US-AL, US

The next screen will allow you to select the individual meals that were provided. The CONUS rate will be reduced by these meal rates to prevent taxable employee benefits.

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.

**The policy for international travel has changed to allow travelers to claim the meal per diem rate for the applicable location. Per the State's policy, the M&IE Rate must be adjusted for meals furnished by the government, including meals purchased through a registration fee.

Select **Create Expenses**.

Travel Allowances For Report: Gulf Shores, AL 10/15-10/20/2024

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"/>	10/15/2024 Gulf Shores, Alabama	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$45.75
<input type="checkbox"/>	10/16/2024 Gulf Shores, Alabama	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$61.00
<input type="checkbox"/>	10/17/2024 Gulf Shores, Alabama	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$61.00
<input type="checkbox"/>	10/18/2024 Gulf Shores, Alabama	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$61.00
<input type="checkbox"/>	10/19/2024 Gulf Shores, Alabama	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$61.00
<input type="checkbox"/>	10/20/2024 Gulf Shores, Alabama	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$45.75

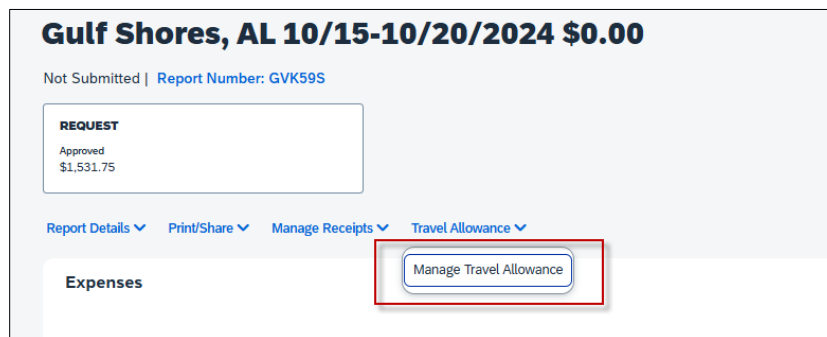
<< Previous **Create Expenses** Cancel



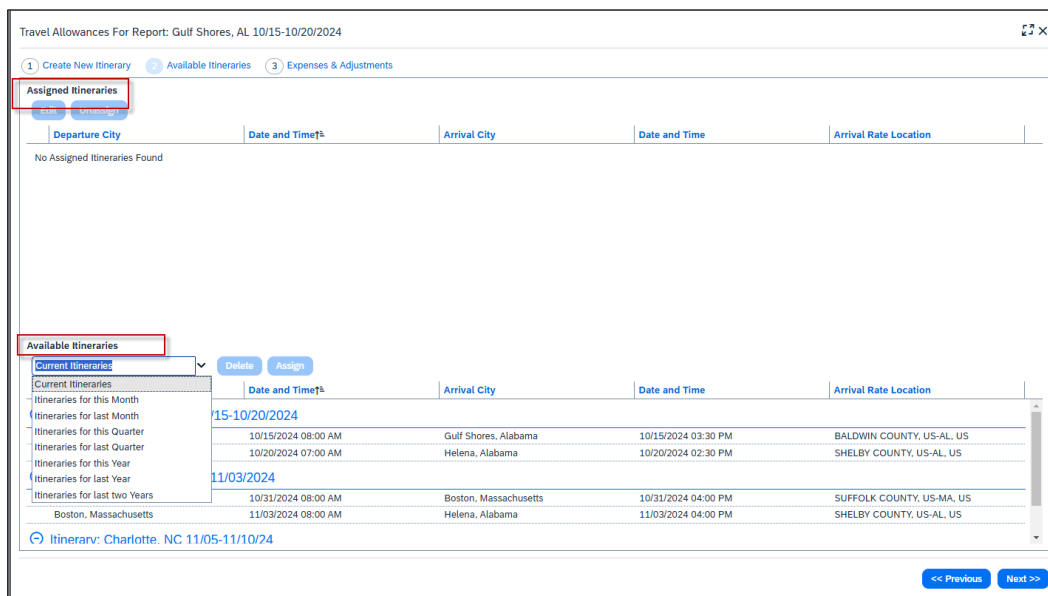
AVAILABLE ITINERARIES

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 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: Gulf Shores, AL 10/15-10/20/2024

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
No Assigned Itineraries Found				

Available Itineraries
Current Itineraries

Delete Assign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: Gulf Shores, AL 10/15-10/20/2024				
Helena, Alabama	10/15/2024 08:00 AM	Gulf Shores, Alabama	10/15/2024 03:30 PM	BALDWIN COUNTY, US-AL, US
Gulf Shores, Alabama	10/20/2024 07:00 AM	Helena, Alabama	10/20/2024 02:30 PM	SHELBY COUNTY, US-AL, US
Itinerary: Boston, MA 10/31-11/03/2024				
Helena, Alabama	10/31/2024 08:00 AM	Boston, Massachusetts	10/31/2024 04:00 PM	SUFFOLK COUNTY, US-MA, US
Boston, Massachusetts	11/03/2024 08:00 AM	Helena, Alabama	11/03/2024 04:00 PM	SHELBY COUNTY, US-AL, US
Itinerary: Charlotte, NC 11/05-11/10/24				

<< Previous Next >>

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: Gulf Shores, AL 10/15-10/20/2024

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: Gulf Shores, AL 10/15-10/20/2024				
Helena, Alabama	10/15/2024 08:00 AM	Gulf Shores, Alabama	10/15/2024 03:30 PM	BALDWIN COUNTY, US-AL, US
Gulf Shores, Alabama	10/20/2024 07:00 AM	Helena, Alabama	10/20/2024 02:30 PM	SHELBY COUNTY, US-AL, US

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 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.

Select **Create Expenses**.

Exclude	All	Date/Location†	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>		10/15/2024 Gulf Shores, Alabama	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$45.75
<input type="checkbox"/>		10/16/2024 Gulf Shores, Alabama	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$61.00
<input type="checkbox"/>		10/17/2024 Gulf Shores, Alabama	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$61.00
<input type="checkbox"/>		10/18/2024 Gulf Shores, Alabama	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$61.00
<input type="checkbox"/>		10/19/2024 Gulf Shores, Alabama	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$61.00
<input type="checkbox"/>		10/20/2024 Gulf Shores, Alabama	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$45.75

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**.

Gulf Shores, AL 10/15-10/20/2024 \$0.00
Not Submitted | Report Number: GVK59S

REQUEST
Approved
\$1,531.75

Report Details ▾ Print/Share ▾ Manage Receipts ▾ Travel Allowance ▾

Expenses

Manage Travel Allowance

Select **Expenses & Adjustments**.



Travel Allowances For Report: Gulf Shores, AL 10/15-10/20/2024

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"/>	10/15/2024 Gulf Shores, Alabama	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$45.75
<input type="checkbox"/>	10/16/2024 Gulf Shores, Alabama	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$31.00
<input type="checkbox"/>	10/17/2024 Gulf Shores, Alabama	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$31.00
<input type="checkbox"/>	10/18/2024 Gulf Shores, Alabama	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$61.00
<input type="checkbox"/>	10/19/2024 Gulf Shores, Alabama	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$61.00
<input type="checkbox"/>	10/20/2024 Gulf Shores, Alabama	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$45.75

<< Previous Create Expenses Cancel

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 **Create Expenses**.

Travel Allowances For Report: Gulf Shores, AL 10/15-10/20/2024

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from to Go

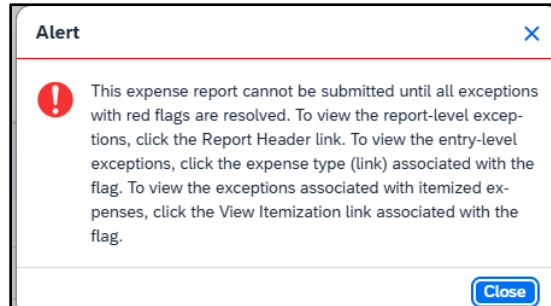
Exclude All <input type="checkbox"/>	Date/Location*	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	10/15/2024 Gulf Shores, Alabama	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$45.75
<input type="checkbox"/>	10/16/2024 Gulf Shores, Alabama	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$31.00
<input type="checkbox"/>	10/17/2024 Gulf Shores, Alabama	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$31.00
<input type="checkbox"/>	10/18/2024 Gulf Shores, Alabama	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$61.00
<input type="checkbox"/>	10/19/2024 Gulf Shores, Alabama	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$61.00
<input type="checkbox"/>	10/20/2024 Gulf Shores, Alabama	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$45.75

<< Previous Create Expenses Cancel



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.

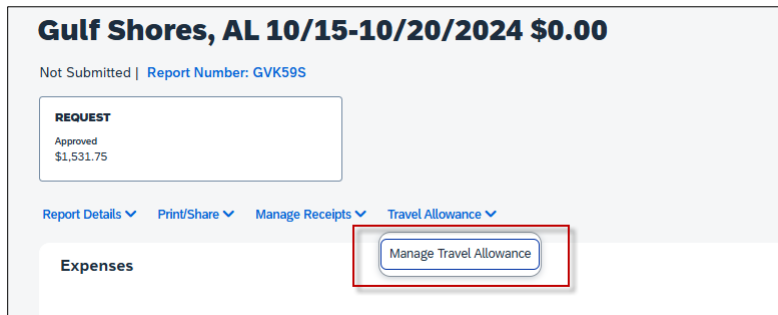


ITINERARY IS NOT ALLOWED PRIOR TO TRAVEL DATES

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: Gulf Shores, AL 10/15-10/20/2024

[Create New Itinerary](#) | [Available Itineraries](#) | [Expenses & Adjustments](#)

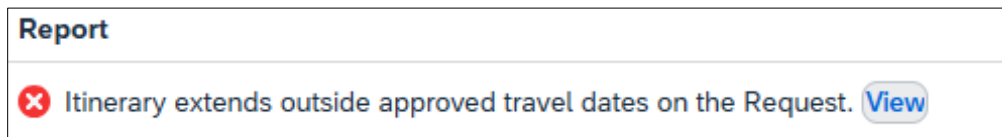
Assigned Itineraries

[Edit](#) | [Unassign](#)

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: Gulf Shores, AL 10/15-10/20/2024				
Helena, Alabama	10/15/2024 08:00 AM	Gulf Shores, Alabama	10/15/2024 03:30 PM	BALDWIN COUNTY, US-AL, US
Gulf Shores, Alabama	10/20/2024 07:00 AM	Helena, Alabama	10/20/2024 02:30 PM	SHELBY COUNTY, US-AL, US

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 8/18-8/20. 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 8/17-8/21. 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 8/16, since that was



our personal day, we are only going to enter 8/17 as the start date since that is the date our state business officially began.

Departure City	Date and Time	Arrival City	Date and Time
Itinerary: Birmingham, AL 8/16-8/20			
Montgomery, Alabama	08/17/2024 05:00 AM	Birmingham, Alabama	08/17/2024 08:00 AM
Birmingham, Alabama	08/20/2024 05:00 PM	Montgomery, Alabama	08/20/2024 08:00 PM

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.

Exclude	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	06/27/2024 Birmingham, Alabama	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$42.00
<input type="checkbox"/>	06/28/2024 Birmingham, Alabama	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$56.00
<input type="checkbox"/>	06/29/2024 Birmingham, Alabama	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$56.00
<input checked="" type="checkbox"/>	06/30/2024 Birmingham, Alabama	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	07/01/2024 Birmingham, Alabama	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$56.00
<input type="checkbox"/>	07/02/2024 Birmingham, Alabama	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$42.00

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