



# CREATING SINGLE-DAY ITINERARIES





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# CREATING SINGLE-DAY ITINERARIES

Single-day trips are approved travel periods lasting more than 12 hours without an overnight stay. This job aid explains how to enter multiple single day itineraries that fall under the same travel request.

To receive CONUS travel allowance, an itinerary must be created. Travelers completing multiple single day trips that each exceed 12 hours must enter a separate itinerary for every trip. Trips lasting fewer than 12 hours must also be recorded; however, Concur does not calculate CONUS travel allowance for single day travel that lasts less than 12 hours.

Follow the steps below to ensure all single day trips are entered accurately.

## ENABLE TRAVEL ALLOWANCE

In the report header:

- Complete all required fields.
- Select **"Yes, I require Travel Allowance."**

The screenshot shows a Concur report header form with the following fields and values:

- Policy:** \*AL-In State Policy
- Trip Type:** Instate - Multiple Days
- Declared Emergency Travel:**
- Home Base (City, State):** Eclectic, AL
- Work Base (City, State):** Montgomery, AL
- Report Name (Destination, Travel Dates):** Mobile, AL 12/05-12/10 2025
- Report Id:** 1C80E8711A5E45CBA027
- Report Date:** 01/30/2026
- Report Currency:** US, Dollar
- Approval Status:** Not Submitted
- Department:** (010) FINANCE
- Accounting Group:** (1242.917) Comptroller Fiscal Mgmt
- Accounting Template:** (UNCP01) COMPTROLLER
- Comment:** 0/500

**Travel Allowance**  
Do you wish to claim Travel Allowance?

Yes, I require Travel Allowance  
 No, I do not require Travel Allowance

Next: Create report and add itinerary details for your travel allowances

Next Cancel



## ACCESS THE SINGLE DAY ITINERARIES SCREEN

- Locate the "Go to Single Day Itineraries" button in the bottom right corner of the report header.
- Select the button to proceed.

## ENTER TRIP INFORMATION

On the Single Day Itineraries screen:

- Enter the details for each 12+ hour trip in the fields provided.
- Ensure each trip is entered separately.
- Ensure that your start date is correct in the box at the top (it will default to the current date)

Exclude	Date	Start Location	Depart	End Location	Arrive	Depart	Back At Origin	Hours
<input type="checkbox"/>	02/02/2026 Monday	Montgomery, Alabama	5:00 AM	Wetumpka, Alabama	5:30 AM	6:15 PM	6:30 PM	13:30
<input type="checkbox"/>	02/03/2026 Tuesday	Montgomery, Alabama	5:15 AM	Auburn, Alabama	6:00 AM	4:00 PM	6:00 PM	12:45
<input type="checkbox"/>	02/04/2026 Wednesday	Montgomery, Alabama	6:00 AM	Wetumpka, Alabama	6:30 AM	5:00 PM	5:45 PM	11:45
<input type="checkbox"/>	02/05/2026 Thursday	Montgomery, Alabama	5:45 AM	Alexander City, Alabama	6:45 AM	5:00 PM	6:00 PM	12:15
<input type="checkbox"/>	02/06/2026 Friday	Montgomery, Alabama	5:30 AM	Wetumpka, Alabama	6:00 AM	2:00 PM	2:30 PM	09:00
<input type="checkbox"/>	02/07/2026 Saturday	Montgomery, Alabama	6:00 AM	Auburn, Alabama	7:00 AM	1:00 PM	1:45 PM	07:45
<input type="checkbox"/>	02/08/2026 Sunday	Montgomery, Alabama	4:45 AM	Birmingham, Alabama	6:50 AM	5:00 PM	6:57 PM	14:12



## SAVE YOUR ITINERARIES

- After entering all trip information, select "**Save Itineraries.**"
- Your travel allowance entries will now be added to your expense report.

Travel Allowances For Report: Mobile, AL 12/05-12/10 2025

Single Day Itineraries Available Itineraries Expenses & Adjustments

Choose start date 12/05/2025

Exclude	Date	Start Location	Depart	End Location	Arrive	Depart	Back At Origin	Hours
<input type="checkbox"/>	02/02/2026 Monday	Montgomery, Alabama	5:00 AM	Wetumpka, Alabama	5:30 AM	6:15 PM	6:30 PM	13:30
<input type="checkbox"/>	02/03/2026 Tuesday	Montgomery, Alabama	5:15 AM	Auburn, Alabama	6:00 AM	4:00 PM	6:00 PM	12:45
<input type="checkbox"/>	02/04/2026 Wednesday	Montgomery, Alabama	6:00 AM	Wetumpka, Alabama	6:30 AM	5:00 PM	5:45 PM	11:45
<input type="checkbox"/>	02/05/2026 Thursday	Montgomery, Alabama	5:45 AM	Alexander City, Alabama	6:45 AM	5:00 PM	6:00 PM	12:15
<input type="checkbox"/>	02/06/2026 Friday	Montgomery, Alabama	5:30 AM	Wetumpka, Alabama	6:00 AM	2:00 PM	2:30 PM	09:00
<input type="checkbox"/>	02/07/2026 Saturday	Montgomery, Alabama	6:00 AM	Auburn, Alabama	7:00 AM	1:00 PM	1:45 PM	07:45
<input type="checkbox"/>	02/08/2026 Sunday	Montgomery, Alabama	4:45 AM	Birmingham, Alabama	6:50 AM	5:00 PM	6:57 PM	14:12