Adding an Itinerary in Concur to manage travel allowances

Expense Report:

1. Travel Allowance > Manage Travel Allowance

2. Create New Itinerary

3. If you booked IN CONCUR, you can import your itinerary (if you booked outside of Concur, skip to Step 5 to manually create an itinerary). To import an itinerary from a Concur booking:

4. If you booked IN CONUR, you may now skip ahead to Step 8.

5. If you booked outside of Concur, you must manually create an Itinerary. Add and save each leg of the trip. Do not include layover stops:

6. All legs of the trip should now be listed:

7. After clicking Next, your "Available Itineraries" will be listed along with the rate location being used by each. This is automatically determined by the system. Click Next.

8. The "Expenses & Adjustments" screen is used to exclude meals provided by a conference or similar and personal travel days. Once finished, click "Create Expenses."

9. Meal & incidentals will appear in your expense report.

10. If you purchased all meals using cash or personal cards, you are finished.

11. If you purchased any meals using the Travel Card, please proceed to step 12.

12. Click "Add Expense"

13. Select the appropriate Travel Card expenses from the Available Expenses tab:

14. In the next screen, click on the newly added travel card meal expense.

15. Change the Expense Type to "Meals Charged on Campus Issued Card"

16. Continue to do this for each travel card meal expense for the trip.