

Adding an Itinerary in Concur to manage travel allowances

Expense Report:

1. Travel Allowance > Manage Travel Allowance

The screenshot shows the 'Manage Expenses' section of a Concur Expense Report. At the top, there are tabs for 'Manage Expenses', 'Card Transactions', and 'Process Reports'. Below the tabs, the 'TRIP NAME' is displayed as 'Not Submitted' with a 'Report Number: ZKX0JP'. A 'REQUEST' box shows 'Approved' and '\$185.00'. On the right, there are 'Delete Report' and 'Submit Report' buttons. Below the trip name, there are several dropdown menus: 'Report Details', 'Print/Share', 'Manage Receipts', and 'Travel Allowance'. The 'Travel Allowance' dropdown is highlighted with a yellow box, and its menu is open, showing 'Manage Travel Allowance' as the selected option. Below the dropdowns, there are buttons for 'Add Expense', 'Edit', 'Delete', 'Copy', and 'Allocate'. At the bottom right, there is a 'View: Standard' dropdown menu.

2. Create New Itinerary

The screenshot shows the 'Create New Itinerary' screen in Concur. The title is 'Travel Allowances For Report: Employee Per Diem'. At the top right, there is a 'Close' button. Below the title, there are three steps: '1 Create New Itinerary', '2 Available Itineraries', and '3 Expenses & Adjustments'. The 'Create New Itinerary' step is highlighted with a yellow box. Below the steps, there is a section for 'Assigned Itineraries' with 'Edit' and 'Unassign' buttons. Below that, there is a table with columns: 'Departure City', 'Date and Time', 'Arrival City', 'Date and Time', and 'Arrival Rate Location'. The table is currently empty, with the text 'No Assigned Itineraries Found' below it.

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:

The screenshot shows the 'Import Itinerary' screen in Concur. The title is 'Travel Allowances For Report: Employee Per Diem'. At the top, there are three steps: '1 Create New Itinerary', '2 Available Itineraries', and '3 Expenses & Adjustments'. Below the steps, there is a section for 'Itinerary Info' with two fields: 'Itinerary Name' and 'Selection'. The 'Itinerary Name' field contains 'Employee Per Diem' and the 'Selection' dropdown menu is set to 'USGSA'. Below the fields, there are three buttons: 'Add Stop', 'Delete Rows', and 'Import Itinerary'. The 'Import Itinerary' button is highlighted with a yellow box.

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

- 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:

Travel Allowances For Report: Employee Per Diem

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: Employee Per Diem Selection: USGSA

Add Stop **Delete Rows** **Import Itinerary**

Departure City	Arrival City	Arrival Rate Location
No Itinerary Rows Found		

New Itinerary Stop

Departure City:

Date: Time:

Arrival City:

Date: Time:

- All legs of the trip should now be listed:

Travel Allowances For Report: Employee Per Diem

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: Employee Per Diem Selection: USGSA

Add Stop **Delete Rows** **Import Itinerary**

Departure City	Arrival City	Arrival Rate Location
Sacramento, California 10/02/2023 08:00 AM	Long Beach, California 10/02/2023 09:30 AM	LOS ANGELES COUNTY, US-CA, US
Long Beach, California 10/06/2023 09:00 AM	Sacramento, California 10/06/2023 10:00 AM	SACRAMENTO COUNTY, US-CA, US

New Itinerary Stop

Departure City: Sacramento, California

Date: Time:

Arrival City:

Date: Time:

- 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.

Travel Allowances For Report: Employee Per Diem 🔍 ×

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: Employee Per Diem				
Sacramento, California	10/02/2023 08:00 AM	Long Beach, California	10/02/2023 09:30 AM	LOS ANGELES COUNTY, US-CA, US
Long Beach, California	10/06/2023 09:00 AM	Sacramento, California	10/06/2023 10:00 AM	SACRAMENTO COUNTY, US-CA, US

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.”

Travel Allowances For Report: Employee Per Diem

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from to

Exclude All <input type="checkbox"/>	Date/Location	Meals Rate	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	10/02/2023 Long Beach, California	\$55.50	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$21.50
<input type="checkbox"/>	10/03/2023 Long Beach, California	\$74.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$5.00
<input type="checkbox"/>	10/04/2023 Long Beach, California	\$74.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$74.00
<input checked="" type="checkbox"/>	10/05/2023 Long Beach, California	\$74.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	10/06/2023 Long Beach, California	\$55.50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$55.50

To exclude meals provided by the conference/event, check the box and the allowance will be reduced by just that meal.

Rate total reduced to 75% for first and last day of travel

All meals were provided on this day, so the allowance has been reduced to only the Incidentals amount.

To exclude a personal travel day, check the box and the allowance changes to \$0

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

Manage Expenses Card Transactions Process Reports

Report Details Print/Share Manage Receipts Travel Allowance View Available Receipts

Add Expense Edit Delete Copy Allocate Combine Expenses Move to View: Standard

Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>	Out of Pocket	Meals/Incidentals - Location Based	Long Beach, California	10/06/2023	\$55.50
<input type="checkbox"/>	Out of Pocket	Meals/Incidentals - Location Based	Long Beach, California	10/04/2023	\$74.00
<input type="checkbox"/>	Out of Pocket	Meals/Incidentals - Location Based	Long Beach, California	10/03/2023	\$5.00
<input type="checkbox"/>	Out of Pocket	Meals/Incidentals - Location Based	Long Beach, California	10/02/2023	\$21.50
					\$156.00

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”

Manage Expenses Card Transactions Process Reports

REQUEST Approved \$185.00

Report Details Print/Share Manage Receipts Travel Allowance View Available Receipts

Add Expense Edit Delete Copy Allocate Combine Expenses Move to View: Standard

Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>	Out of Pocket	Meals/Incidentals - Location Based	Long Beach, California	10/06/2023	\$55.50
<input type="checkbox"/>	Out of Pocket	Meals/Incidentals - Location Based	Long Beach, California	10/04/2023	\$74.00
<input type="checkbox"/>	Out of Pocket	Meals/Incidentals - Location Based	Long Beach, California	10/03/2023	\$5.00
<input type="checkbox"/>	Out of Pocket	Meals/Incidentals - Location Based	Long Beach, California	10/02/2023	\$21.50
					\$156.00

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

	Payme... ↓↑	Expen... ↓↑	Expen... ↓↑	Vendor... ↓↑	Date ↓↑	Amount ↓↑
<input checked="" type="checkbox"/>	*CSU-USBank-CBCP	Corporate Card	Meals & Incidentals	TST* DESCHUTE S BREWERY PO Portland, Oregon	08/09/2023	\$46.00
<input type="checkbox"/>	*CSU-USBank-CBCP	Corporate Card	Meals Charged on Campus Issued Card	MARRIOTT 33709 PORTLAN Portland,	08/08/2023	\$22.00

Close Add To Report

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

<input type="checkbox"/>	Alerts ↓↑	Receipt ↓↑	Payment Type ↓↑	Expense Type ↓↑	Vendor Details ↓↑	Date ↓↑	Requested ↓↑
<input type="checkbox"/>			Out of Pocket	Meals/Incidentals - Location Based	Long Beach, California	10/06/2023	\$55.50
<input type="checkbox"/>			Out of Pocket	Meals/Incidentals - Location Based	Long Beach, California	10/04/2023	\$74.00
<input type="checkbox"/>			Out of Pocket	Meals/Incidentals - Location Based	Long Beach, California	10/03/2023	\$5.00
<input type="checkbox"/>			Out of Pocket	Meals/Incidentals - Location Based	Long Beach, California	10/02/2023	\$21.50
<input type="checkbox"/>			*CSU-USBank-CBCP	Meals & Incidentals	TST* DESCHUTES BREWERY PO Portland, Oregon	08/09/2023	\$46.00
							\$202.00

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

Details Itemizations

Allocate

* Required field

Expense Type *
Meals Charged on Campus Issued Card

Transaction Date *
08/09/2023

Payment Type
*CSU-USBank-CBCP

Amount
46.00

Currency
US, Dollar (USD)

Request *
10/01/2023, \$185.00 - Employee Per Diem

Personal Expense (do not reimburse)

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