

State Accounting Office

TeamWorks: Travel and Expense System

**TTE: How to Enter
Travel Allowances -
With Overnight Stay**



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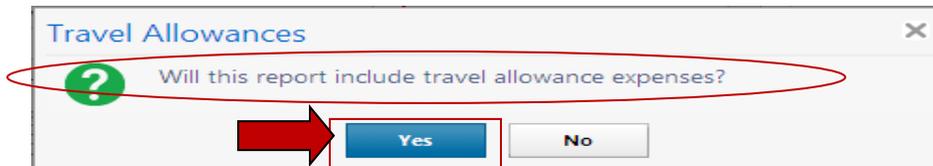
Revision Table

Date	Description
09/25/13	Updated for change in Travel Allowance entry process. Removed references to Selection field. Travel Allowances with and without overnight stays can now be on the same expense report. Added instructions on adjusting for a single meal period in a Travel Allowance

Add Travel Allowances When Creating a New Expense Report

NOTE: You may now add Travel Allowances for travel with and without an overnight stay on the same expense report! Simply choose the Standard Itinerary for Travel Allowances accompanied with overnight stay(s) or Single Day Itinerary for Travel Allowances where no overnight occurred. Additionally the Selection field has been removed. All rates are built into the location names.

- On the My Concur in the Expense Report or Active Work section click on **New Expense Report**
- Complete the required **Report Header** information
- If required, link any **Travel Requests** to the Expense Report
 - Click **Add** under **Travel Request** and select the appropriate Travel Request(s) to link to the Expense Report
- Click **Save** and the **Travel Allowances** dialogue box will appear.
- Click **Yes**



✓ **Note:** Travel Allowance Expenses = Meals Per Diem

- The **Travel Allowances** dialogue box opens. If the Entry box is not in Standard Itinerary mode, click on the **Go To Standard Itineraries** button at the bottom right of the window.
 - Travel with an overnight stay and with no overnight stay can be combined on the same expense report. However, you cannot combine Instate, Out of State and International meals on the same expense report.

Travel Allowances For Report: Normal Trvl 9-1 to 15

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name
Normal Trvl 9-1 to 15

Add Stop Delete Rows

<input type="checkbox"/>	Departure City ▲	Arrival City	Arrival Rate Location
No Itinerary Rows Found			

New Itinerary Stop

Depart from (city)

Date

Time

Arrive in (city)

Date

Time

Save

Go to Single Day Itineraries Next >> Cancel

- Enter the **FIRST** leg of your multiple day trip
 - Enter the location you left from in the **Depart from** field
 - Enter the data you left in the **Date** field
 - Enter mm/dd/yyyy or click on the Calendar icon to select a date
 - Enter the time you departed in the **Time** field
 - You must enter AM or PM
 - Enter your arrival location in the **Arrive in** field
 - The second Date field will default to the date entered above
 - Enter the time of your arrival in the second **Time** field
 - You must enter AM or PM
 - Click on **Save** to save the information for the 1st leg of your trip

Travel Allowances For Report: 7/1 to 15 Travel Overnight

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name
7/1 to 15 Travel Overnight

Add Stop Delete Rows

	Departure City ^	Arrival City	Arrival Rate Location
No Itinerary Rows Found			

New Itinerary Stop

Depart from (city)
Atlanta, Georgia

Date
07/05/2013

Time
8:00 AM

Arrive in (city)
Savannah, Georgia

Date
07/05/2013

Time
10:30 am

Save

Go to Single Day Itineraries Next >> Cancel

- The first leg of the trip will appear on the left side.

Travel Allowances For Report: 7/1 to 15 Travel Overnight

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name
7/1 to 15 Travel Overnight

Add Stop Delete Rows

	Departure City ^	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Atlanta, Georgia 07/05/2013 8:00 AM	Savannah, Georgia 07/05/2013 10:30 AM	CHATHAM COUNTY, U...

New Itinerary Stop

Depart from (city)
Savannah, Georgia

Date

Time

- Now enter the LAST leg of your trip
 - The location you are leaving defaults in **Depart from** field
 - You may correct if necessary
 - Enter the data you left in the **Date** field
 - Enter mm/dd/yyyy or click on the Calendar icon to select a date
 - Enter the time you departed in the **Time** field

- You must enter AM or PM
- Enter your arrival location in the **Arrive in** field
 - DO NOT USE locations that have (Single Day) in the name
- The second Date field will default to the date entered above
- Enter the time of your arrival in the second **Time** field
 - You must enter AM or PM
- Click on **Save** to save the information for the last leg of your trip

Travel Allowances For Report: 7/1 to 15 Travel Overnight

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name
7/1 to 15 Travel Overnight

Add Stop Delete Rows

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Atlanta, Georgia 07/05/2013 8:00 AM	Savannah, Georgia 07/05/2013 10:30 AM	CHATHAM COUNTY, U...

New Itinerary Stop

Depart from (city)
Savannah, Georgia

Date
07/07/2013

Time
6:00 PM

Arrive in (city)
Atlanta, Georgia

Date
07/07/2013

Time
9:30 pm

Save

Go to Single Day Itineraries Next >> Cancel

- The last leg of the trip will appear on the left side.

Travel Allowances For Report: 7/1 to 15 Travel Overnight

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name
7/1 to 15 Travel Overnight

Add Stop Delete Rows

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Atlanta, Georgia 07/05/2013 8:00 AM	Savannah, Georgia 07/05/2013 10:30 AM	CHATHAM COUNTY, U...
<input type="checkbox"/>	Savannah, Georgia 07/07/2013 6:00 PM	Atlanta, Georgia 07/07/2013 9:30 PM	FULTON COUNTY, US...

New Itinerary Stop

Depart from (city)
Atlanta, Georgia

Date

Time

- Click **Next**.

Travel Allowances For Report: 7/1 to 15 Travel Overnight

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name
7/1 to 15 Travel Overnight

Add Stop Delete Rows

<input type="checkbox"/>	Departure City ▲	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Atlanta, Georgia 07/05/2013 8:00 AM	Savannah, Georgia 07/05/2013 10:30 AM	CHATHAM COUNTY, U...
<input type="checkbox"/>	Savannah, Georgia 07/07/2013 6:00 PM	Atlanta, Georgia 07/07/2013 9:30 PM	FULTON COUNTY, US...

New Itinerary Stop

Depart from (city)
Atlanta, Georgia

Date
[Date Picker]

Time
[Time Picker]

Arrive in (city)
[City Input]

Date
[Date Picker]

Time
[Time Picker]

Save

Go to Single Day Itineraries **Next >>** Cancel



- The Itineraries you just assigned will appear
- Click **Next** again.

Travel Allowances For Report: 7/1 to 15 Travel Overnight

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: 7/1 to 15 Travel Overnight				
Atlanta, Georgia	07/05/2013 8:00 AM	Savannah, Georgia	07/05/2013 10:30 AM	CHATHAM COUNTY, US-G...
Savannah, Georgia	07/07/2013 6:00 PM	Atlanta, Georgia	07/07/2013 9:30 PM	FULTON COUNTY, US-GA,...

Available Itineraries

Current Itineraries Delete Assign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: Forestry Audit Day 1 and 2				

<< Previous **Next >>**

- Click on any Breakfast, Lunch or Dinner that was provided to you on this trip. The system will adjust your reimbursement amount for that meal period.
- Click on **Create Expenses**

Travel Allowances For Report: 7/1 to 15 Travel Overnight

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from [] to [] Go

Exclude All	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	07/05/2013 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$27.00
<input type="checkbox"/>	07/06/2013 Savannah, Georgia	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$27.00
<input type="checkbox"/>	07/07/2013 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$27.00

<< Previous **Create Expenses** Cancel

- An Expense Entry called *Fixed Meals* will be created in your expense report for each eligible Meal.

Concur Georgia

My Concur Request Expense Reporting Profile

View Reports **New Expense Report** View Receipt Store Approve Reports View Cash Advances New Cash Advance

7/1 to 15 Travel Overnight Delete Report Submit Report

+ New Expense Details Receipts Print / Email

Expenses	Move	Delete	Copy	View	Receipt Store
<input type="checkbox"/>	Date	Expense	Amount	Requested	
<i>Adding New Expense</i>					
<input type="checkbox"/>	07/07/2013	Fixed Meals Savannah, Georgia	\$27.00	\$27.00	
<input type="checkbox"/>	07/06/2013	Fixed Meals Savannah, Georgia	\$27.00	\$27.00	
<input type="checkbox"/>	07/05/2013	Fixed Meals Savannah, Georgia	\$27.00	\$27.00	
			TOTAL AMOUNT	TOTAL REQUESTED	
			\$81.00	\$81.00	

New Expense

Expense

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

Recently Used Expense Types

- Personal Car Mileage
- Hotel
- Registration
- Tolls
- Rental Cars Only

All Expense Types

Business Promotions

- Other Promotional Expense
- Trade Shows

Communications

- Cellular Phone

Add Travel Allowances to an EXISTING Expense Report

NOTE: You may now add Travel Allowances for travel with and without an overnight stay on the same expense report! Simply choose the Standard Itinerary for Travel Allowances accompanied with overnight stay(s) or Single Day Itinerary for Travel Allowances where no overnight occurred. Additionally the Selection field has been removed. All rates are determined by the locations chosen.

- On the My Concur page in the Expense Report or Active Work section click on an existing Expense Report to open it.
- Click on the **Details** tab.
- Select **New Itinerary** under the Travel Allowances section

The screenshot shows the Concur web interface for an expense report titled "7/1 to 15 Travel Overnight". The navigation tabs include "My Concur", "Request", "Expense", "Reporting", and "Profile". The "Expense" tab is active, showing a "New Expense Report" button and a "Details" dropdown menu. The "Details" menu is open, showing options like "Report Header", "Totals", "Audit Trail", "Approval Flow", "Comments", "Cash Advances", "Available", "Assigned", "Allocations", "Travel Allowances", "New Itinerary", "Available Itineraries", "Expenses & Adjustments", and "Reimbursable Allowances Summary". The "New Itinerary" option is highlighted with a red box and a red arrow. The "Travel Allowances" section is also highlighted. The main content area shows a table with columns for "Amount" and "Requested", with a total of \$81.00. The "New Expense" form is visible on the right, showing a search bar and a list of "Recently Used Expense Types" including Personal Car Mileage, Hotel, Registration, Tolls, and Rental Cars Only.

- The Travel Allowance Itinerary Entry Form opens.
 - ✓ **Note:** If the Single Day Itinerary opens, click on the Standard Itinerary button at the bottom of the window.

- Enter the **FIRST** leg of your multiple day trip
 - Enter the location you left from in the **Depart from** field
 - Enter the data you left in the **Date** field
 - Enter mm/dd/yyyy or click on the Calendar icon to select a date
 - Enter the time you departed in the **Time** field
 - You must enter AM or PM
 - Enter your arrival location in the **Arrive in** field
 - DO NOT use locations with (Single Day) in the name.
 - The second Date field will default to the date entered above
 - Enter the time of your arrival in the second **Time** field
 - You must enter AM or PM
 - Click on **Save** to save the information for the 1st leg of your trip

Travel Allowances For Report: 7/1 to 15 Travel Overnight

← Create New Itinerary Available Itineraries Expenses & Adjustments Reimbursable Allowances Summary →

Itinerary Info

Itinerary Name
7/1 to 15 Travel Overnight

Add Stop Delete Rows

<input type="checkbox"/>	Departure City ▲	Arrival City	Arrival Rate Location
No Itinerary Rows Found			

New Itinerary Stop

Atlanta, Georgia

Date
07/03/2013

Time
6:00 AM

Arrive in (city)
Vidalia, Georgia

Date
07/03/2013

Time
9 am

Save

Go to Single Day Itineraries Next >> Done

- The first leg of the trip will appear on the left side.

Travel Allowances For Report: 7/1 to 15 Travel Overnight

← Edit Itinerary Available Itineraries Expenses & Adjustments Reimbursable Allowances Summary →

Itinerary Info

Itinerary Name
7/1 to 15 Travel Overnight

Add Stop Delete Rows

<input type="checkbox"/>	Departure City ▲	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Atlanta, Georgia 07/03/2013 6:00 AM	Vidalia, Georgia 07/03/2013 9:00 AM	US-GA, UNITED STATES

New Itinerary Stop

Vidalia, Georgia

Date

- Now enter the LAST leg of your trip
 - The location you are leaving defaults in **Depart from** field
 - You may correct if necessary
 - Enter the data you left in the **Date** field
 - Enter mm/dd/yyyy or click on the Calendar icon to select a date
 - Enter the time you departed in the **Time** field
 - You must enter AM or PM

- Enter your arrival location in the **Arrive in** field
- The second Date field will default to the date entered above
- Enter the time of your arrival in the second **Time** field
 - You must enter AM or PM
- Click on **Save** to save the information for the last leg of your trip

Travel Allowances For Report: 7/1 to 15 Travel Overnight

← Edit Itinerary Available Itineraries Expenses & Adjustments Reimbursable Allowances Summary →

Itinerary Info

Itinerary Name
7/1 to 15 Travel Overnight

Add Stop Delete Rows

<input type="checkbox"/>	Departure City ▲	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Atlanta, Georgia 07/03/2013 6:00 AM	Vidalia, Georgia 07/03/2013 9:00 AM	US-GA, UNITED STATES

New Itinerary Stop

Departure City
Vidalia, Georgia

Date
07/04/2013

Time
2:00 PM

Arrive in (city)
Atlanta, Georgia

Date
07/04/2013

Time
5:30 pm

Save

Go to Single Day Itineraries Next >> Done

- The last leg of the trip will appear on the left side.

Travel Allowances For Report: 7/1 to 15 Travel Overnight

← Edit Itinerary Available Itineraries Expenses & Adjustments Reimbursable Allowances Summary →

Itinerary Info

Itinerary Name
7/1 to 15 Travel Overnight

Add Stop Delete Rows

<input type="checkbox"/>	Departure City ▲	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Atlanta, Georgia 07/03/2013 6:00 AM	Vidalia, Georgia 07/03/2013 9:00 AM	US-GA, UNITED STATES
<input type="checkbox"/>	Vidalia, Georgia 07/04/2013 2:00 PM	Atlanta, Georgia 07/04/2013 5:30 PM	FULTON COUNTY, US-...

New Itinerary Stop

Departure City
Atlanta, Georgia

Date
[Empty]

Time
[Empty]

Arrive in (city)
[Empty]

- Click **Next**.

Travel Allowances For Report: 7/1 to 15 Travel Overnight

← Edit Itinerary Available Itineraries Expenses & Adjustments Reimbursable Allowances Summary →

Itinerary Info

Itinerary Name
7/1 to 15 Travel Overnight

Add Stop Delete Rows

<input type="checkbox"/>	Departure City ^	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Atlanta, Georgia 07/03/2013 6:00 AM	Vidalia, Georgia 07/03/2013 9:00 AM	US-GA, UNITED STATES
<input type="checkbox"/>	Vidalia, Georgia 07/04/2013 2:00 PM	Atlanta, Georgia 07/04/2013 5:30 PM	FULTON COUNTY, US-...

New Itinerary Stop

Atlanta, Georgia

Date

Time

Arrive in (city)

Date

Time

Save

Go to Single Day Itineraries **Next >>** Done

- The Expenses and Adjustments window opens. It displays meals already applied as well as the new meals
- Click on any Breakfast, Lunch or Dinner that was provided to you on this trip. The system will adjust your reimbursement amount for that meal period.
- Click on **Update Expenses**

Travel Allowances For Report: 7/1 to 15 Travel Overnight

← Create New Itinerary Available Itineraries **Expenses & Adjustments** Reimbursable Allowances Summary →

Show dates from to Go

Exclude All <input type="checkbox"/>	Date/Location ^	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	07/03/2013 Vidalia, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$21.00
<input type="checkbox"/>	07/04/2013 Vidalia, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$21.00
<input type="checkbox"/>	07/05/2013 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$27.00
<input type="checkbox"/>	07/06/2013 Savannah, Georgia	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$27.00
<input type="checkbox"/>	07/07/2013 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$27.00

Update Expenses Cancel

- New Fixed Meals will be added to your expense report for each additional day you claimed.

Concur Georgia

My Concur Request **Expense** Reporting Profile

View Reports [New Expense Report](#) View Receipt Store Approve Reports View Cash Advances New Cash Advance

7/1 to 15 Travel Overnight Delete Report Submit Report

+ New Expense Details Receipts Print / Email

<input type="checkbox"/>	Date	Expense	Amount	Requested
Adding New Expense				
<input type="checkbox"/>	07/07/2013	Fixed Meals Savannah, Georgia	\$27.00	\$27.00
<input type="checkbox"/>	07/06/2013	Fixed Meals Savannah, Georgia	\$27.00	\$27.00
<input type="checkbox"/>	07/05/2013	Fixed Meals Savannah, Georgia	\$27.00	\$27.00
<input type="checkbox"/>	07/04/2013	Fixed Meals Vidalia, Georgia	\$21.00	\$21.00
<input type="checkbox"/>	07/03/2013	Fixed Meals Vidalia, Georgia	\$21.00	\$21.00
			TOTAL AMOUNT	TOTAL REQUESTED
			\$123.00	\$123.00

New Expense Receipt Store

Expense

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

Recently Used Expense Types

- Personal Car Mileage
- Hotel
- Registration
- Tolls
- Rental Cars Only

All Expense Types

Business Promotions

- Other Promotional Expense
- Trade Shows

Communications

- Cellular Phone

Fix an Incorrect Travel Allowance Entry

Sometimes the easiest way to fix a problem with a Travel Allowance is to delete it and re-enter it. However you do have the option to Edit a Travel Allowance Itinerary or Unassign a Travel Allowance Itinerary to allow you to delete the Travel Allowance Itinerary completely or link it to a different Expense Report.

NOTE: You may now add Travel Allowances for travel with and without an overnight stay on the same expense report! Simply choose the Standard Itinerary for Travel Allowances accompanied with overnight stay(s) or Single Day Itinerary for Travel Allowances where no overnight occurred. Additionally the Selection field has been removed. All rates are determined by the locations chosen.

EDIT

- To Edit a Travel Allowance Itinerary
 - Select the entry in **Assigned Itineraries**
 - Click on **Edit**.

The screenshot displays the 'Travel Allowances For Report: Normal Trvl 9-1 to 30' window. It features a navigation bar with tabs for 'Create New Itinerary', 'Available Itineraries', 'Expenses & Adjustments', and 'Reimbursable Allowances Summary'. The 'Assigned Itineraries' section is active, showing a table with columns for 'Departure City', 'Date and Time', 'Arrival City', 'Date and Time', and 'Arrival Rate Location'. A red arrow points to the 'Edit' button above the table. Another red arrow points to the first row of the table, which details a trip from Atlanta, Georgia to Savannah, Georgia on 09/18/2013. Below this, the 'Available Itineraries' section is visible, showing a table with columns for 'Departure City', 'Date and Time', 'Arrival City', 'Date and Time', and 'Arrival Rate Location'. A red arrow points to the first row of this table, which details a trip from Atlanta, Georgia to Augusta, Georgia on 07/26/2013. A 'Done' button is located at the bottom right of the window.

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: Normal Trvl 9-1 to 15				
Atlanta, Georgia	09/18/2013 06:00 AM	Savannah, Georgia	09/18/2013 10:00 AM	CHATHAM COUNTY, US-GA...
Savannah, Georgia	09/20/2013 04:00 PM	Atlanta, Georgia	09/20/2013 08:00 PM	FULTON COUNTY, US-GA, US

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: 07/26/2013 Augusta				
Atlanta, Georgia	07/26/2013 06:00 AM	Augusta, Georgia	07/26/2013 09:00 AM	RICHMOND COUNTY, US-G...
Augusta, Georgia	07/26/2013 05:00 PM	Atlanta, Georgia	07/26/2013 07:30 PM	FULTON COUNTY, US-GA, US

- The Standard Itinerary from opens.

Travel Allowances For Report: Normal Trvl 9-1 to 30

[Edit Itinerary](#)
[Available Itineraries](#)
[Expenses & Adjustments](#)
[Reimbursable Allowances Summary](#)

Itinerary Info

Itinerary Name

[Add Stop](#)
[Delete Rows](#)

<input type="checkbox"/>	Departure City ▲	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Atlanta, Georgia 09/18/2013 06:00 AM	Savannah, Georgia 09/18/2013 10:00 AM	CHATHAM COUNTY, US-...
<input type="checkbox"/>	Savannah, Georgia 09/20/2013 04:00 PM	Atlanta, Georgia 09/20/2013 08:00 PM	FULTON COUNTY, US-G...

New Itinerary Stop

Depart from (city)

Date

Time

Arrive in (city)

Date

Time

[Save](#)

[Go to Single Day Itineraries](#)
[Next >>](#)
[Done](#)



- Click on the checkbox next to leg of a trip to edit it. If a leg was missing enter it in New Itinerary Stop. DO NOT select locations with (Single Day) in the city name.
- The data for the item you checked will appear in **Edit Itinerary Stop**.

Travel Allowances For Report: Normal Trvl 9-1 to 30

Edit Itinerary | Available Itineraries | Expenses & Adjustments | Reimbursable Allowances Summary

Itinerary Info

Itinerary Name
Normal Trvl 9-1 to 15

<input type="checkbox"/>	Departure City [▲]	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Atlanta, Georgia 09/18/2013 06:00 AM	Savannah, Georgia 09/18/2013 10:00 AM	CHATHAM COUNTY, US-...
<input checked="" type="checkbox"/>	Savannah, Georgia 09/20/2013 04:00 PM	Atlanta, Georgia 09/20/2013 08:00 PM	FULTON COUNTY, US-G...

Edit Itinerary Stop

Depart from (city)
Savannah, Georgia

Date
09/19/2013

Time
04:00 PM

Arrive in (city)
Atlanta, Georgia

Date
09/19/2013

Time
08:00 PM

- Correct the field that is in error such as departure or return time.
- Click **Save**
- Click **Next** and make any adjustments for provided meals if necessary.
- Click **Done** to update the Expense Report.

Travel Allowances For Report: Normal Trvl 9-1 to 30

Show dates from to

Exclude All <input type="checkbox"/>	Date/Location ^	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	09/18/2013 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$27.00
<input type="checkbox"/>	09/19/2013 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$27.00

- The Expense Report will be updated for the change.

My Concur | Request | Expense | Reporting | Profile

View Reports | New Expense Report | View Receipt Store | Approve Reports | View Cash Advances | New Cash Advance

Normal Trvl 9-1 to 30

<input type="checkbox"/>	Date	Expense	Amount	Requested
Adding New Expense				
<input type="checkbox"/>	09/19/2013	Fixed Meals Savannah, Georgia	\$27.00	\$27.00
<input type="checkbox"/>	09/18/2013	Fixed Meals Savannah, Georgia	\$27.00	\$27.00
<input type="checkbox"/>	09/12/2013	Rental Cars Only Enterprise, Atlanta, Georgia	\$90.31	\$90.31
<input type="checkbox"/>	09/06/2013	Hotel Ocean Hotel, Savannah, Georgia	\$375.00	\$375.00

New Expense

Expense

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

Recently Used Expense Types

- Cash Advance Return
- Rental Cars Only
- Hotel
- Personal Car Mileage
- Tolls

All Expense Types

Business Promotions

- Other Promotional Expense

UNASSIGN

- Mark a Travel Allowance Itinerary for further adjustment
 - On the My Concur page in the Expense Report or Active Work section click on the existing Expense Report with the incorrect Travel Allowance
 - Click on the **Details** tab

- Select **Available Itineraries** from Travel Allowances section

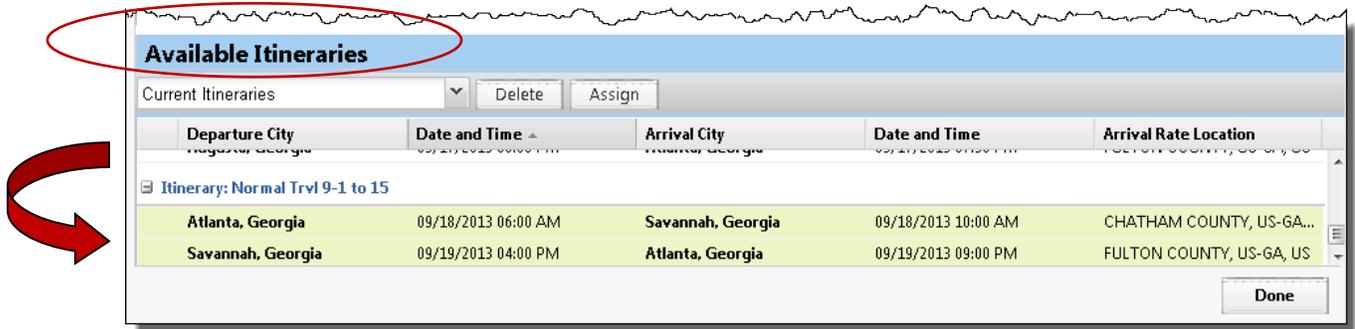
The screenshot shows the Concur Expense Reporting interface. The user is logged in as Donna Fitzgerald. The main navigation includes My Concur, Request, Expense, Reporting, Administration, and Profile. The current view is 'Expense Reporting' for 'InState Travel 9/1 to 15'. A dropdown menu is open under 'Details', with 'Available Itineraries' highlighted. A red arrow points to this option. The background shows a table with columns for 'Amount' and 'Requested', and a 'New Expense' form on the right.

- Locate the Travel Allowance Entry in the **Assigned Itineraries** section
NOTE: If entered properly each Itinerary has 2 lines and if it only has 1 line you may get a system error message that won't let you process the itinerary.
- Click on the name of the problem entry to highlight it
- Click **Unassign**.

The screenshot shows the 'Assigned Itineraries' section. The header 'Assigned Itineraries' is circled in red. Below it, there is a table with columns: Departure City, Date and Time, Arrival City, Date and Time, and Arrival Rate Location. The table contains two entries for 'Itinerary: Normal Trvl 9-1 to 15'. A red arrow points to the 'Unassign' button.

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Atlanta, Georgia	09/18/2013 06:00 AM	Savannah, Georgia	09/18/2013 10:00 AM	CHATHAM COUNTY, US-GA...
Savannah, Georgia	09/19/2013 04:00 PM	Atlanta, Georgia	09/19/2013 09:00 PM	FULTON COUNTY, US-GA, US

- The Itinerary moves to **Available Itineraries**



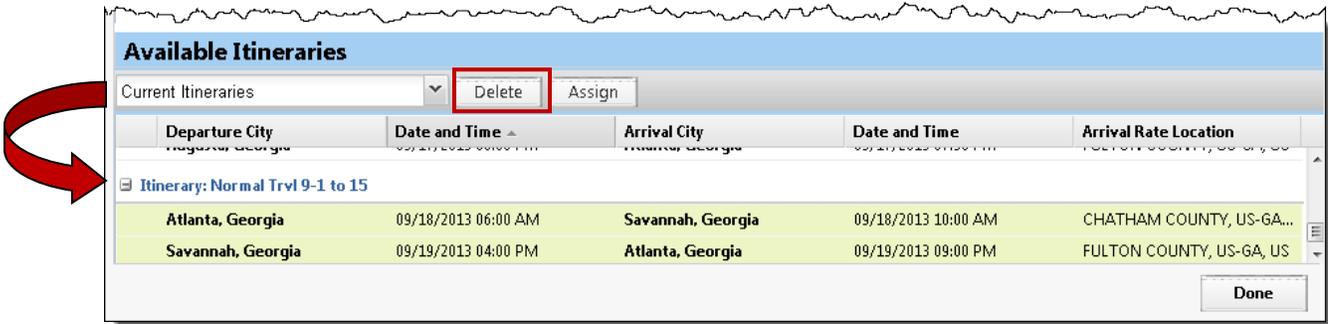
- The Travel Allowance Itinerary is now marked for further adjustment.

NOTE:

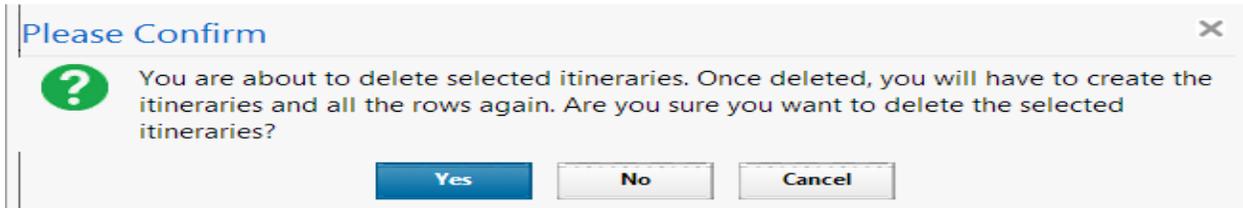
Go to Delete or Link an unassigned Travel Allowance Itinerary to another Expense Report.

DELETE

- To Delete a Travel Allowance
 - Select the Travel Allowance Itinerary to be deleted by clicking on the Itinerary name. This will highlight it.
 - Click **Delete**.



- Click **Yes** in the confirmation box to process the deletion

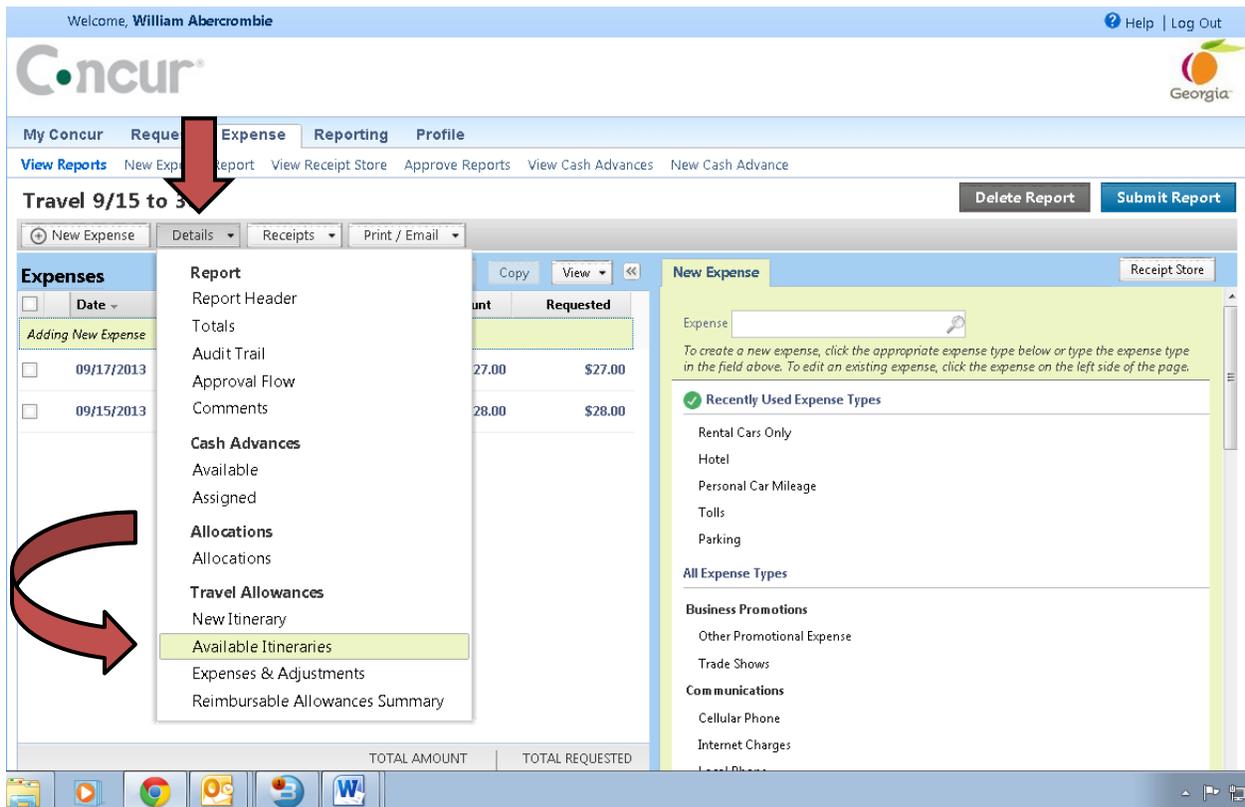


- The Travel Allowance Itinerary and the Expense will be removed from the Expense Report.

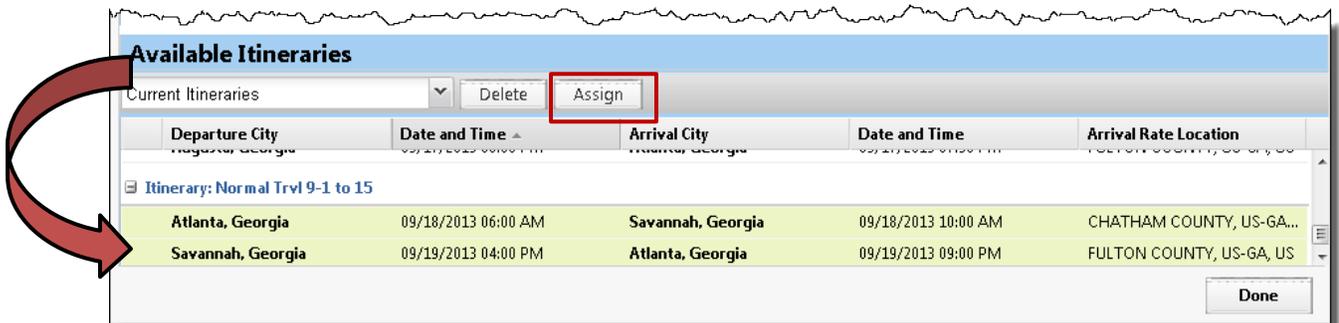
LINK

- Link an Unassigned Travel Allowance Itinerary to another expense report.
 - Open the new or existing Expense Report you want to add the existing Travel Allowance Itinerary on. In our example it is an existing Expense Report.

- Click on the **Details** tab
- Click on **Available Itineraries**



- Select the itinerary you want to link from **Available Itineraries** at the bottom of the window by clicking on the Itinerary name. This will highlight the item.
- Click **Assign**



- The Travel Allowance Itinerary will move into **Assigned Itineraries** at the top of the window. Click **Next**

Travel Allowances For Report: Travel 9/15 to 30

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments 4 Reimbursable Allowances Summary

Assigned Itineraries

Edit Unassign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Atlanta, Georgia	09/15/2013 06:00 AM	Moultrie (Single Day), Geor...	09/15/2013 09:00 AM	Moultrie (Single Day), US-GA...
Moultrie (Single Day), Geor...	09/15/2013 07:00 PM	Atlanta, Georgia	09/15/2013 09:00 PM	FULTON COUNTY, US-GA, US
Itinerary: 09/17/2013 Augusta				
Atlanta, Georgia	09/17/2013 07:00 AM	Augusta, Georgia	09/17/2013 09:00 AM	RICHMOND COUNTY, US-G...
Augusta, Georgia	09/17/2013 06:00 PM	Atlanta, Georgia	09/17/2013 07:30 PM	FULTON COUNTY, US-GA, US
Itinerary: Normal Trvl 9-1 to 15				
Atlanta, Georgia	09/18/2013 06:00 AM	Savannah, Georgia	09/18/2013 10:00 AM	CHATHAM COUNTY, US-GA...
Savannah, Georgia	09/19/2013 04:00 PM	Atlanta, Georgia	09/19/2013 09:00 PM	FULTON COUNTY, US-GA, US

Available Itineraries

Current Itineraries Delete Assign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: 07/26/2013 Augusta				
Atlanta, Georgia	07/26/2013 06:00 AM	Augusta, Georgia	07/26/2013 09:00 AM	RICHMOND COUNTY, US-G...
Augusta, Georgia	07/26/2013 05:00 PM	Atlanta, Georgia	07/26/2013 07:30 PM	FULTON COUNTY, US-GA, US

<< Previous **Next >>**

- Adjust the Travel Allowance for any provided meals if necessary
- Click **Create Expenses** (or **Update Expenses** if it appears)

Travel Allowances For Report: Travel 9/15 to 30

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments 4 Reimbursable Allowances Summary

Show dates from to Go

Exclude All	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	09/15/2013 Moultrie (Single Day), Ge...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$28.00
<input type="checkbox"/>	09/17/2013 Augusta, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$27.00
<input type="checkbox"/>	09/18/2013 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$27.00
<input type="checkbox"/>	09/19/2013 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$27.00

<< Previous Next >> **Create Expenses** Cancel

- The Expense Report is updated with the Fixed Meals Expense item

Date	Expense	Amount	Requested
09/19/2013	Fixed Meals Savannah, Georgia	\$27.00	\$27.00
09/18/2013	Fixed Meals Savannah, Georgia	\$27.00	\$27.00
09/17/2013	Fixed Meals Augusta, Georgia	\$27.00	\$27.00
09/15/2013	Fixed Meals Moultrie (Single Day), Georgia	\$28.00	\$28.00

Adjust for a Provided Meal Only on an Existing Travel Allowance Entry

- On the My Concur page in the Expense Report or Active Work section click on an existing Expense Report to open it.
- Click on the **Details** tab.
- Select **Expenses and Adjustments** under the Travel Allowances section

Date	Expense	Amount	Requested
07/07/2013	Cash Advances	\$27.00	\$27.00
07/06/2013	Cash Advances	\$27.00	\$27.00
07/05/2013	Cash Advances	\$27.00	\$27.00
		\$81.00	\$81.00

- The **Expenses & Adjustments** window opens.
- Select or deselect any necessary meals.
- Click Create Expenses
- The Expense Report will open and the corrections will be made.

Travel Allowances For Report: Travel 9/15 to 30

1 Create New Itinerary 2 Available Itineraries 3 **Expenses & Adjustments** 4 Reimbursable Allowances Summary

Show dates from to Go

Exclude All <input type="checkbox"/>	Date/Location ▲	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	09/15/2013 Moultrie (Single Day), Ge...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$28.00
<input type="checkbox"/>	09/17/2013 Augusta, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$27.00
<input type="checkbox"/>	09/18/2013 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$27.00
<input type="checkbox"/>	09/19/2013 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$27.00

<< Previous Next >> Create Expenses Cancel