

# State Accounting Office

## TeamWorks: Travel and Expense System

**TTE: How to Enter  
Travel Allowances –  
No Overnight Stay**



## Table of Contents

Add Travel Allowances When Creating a New Expense Report .....	3
Add Travel Allowances to an EXISTING Expense Report.....	7
Correct a Travel Allowance Itinerary Entry.....	10
EDIT .....	10
UNASSIGN .....	13
DELETE.....	14
REASSIGN .....	15
Adjust for a Provided Meal on an Existing Travel Allowance Entry .....	18

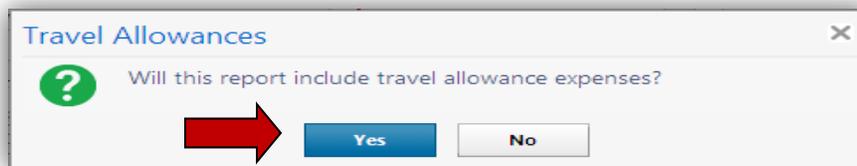
## Revision Table

Date	Description
09/25/13	Updated for change in Travel Allowance entry process. Removed references to Selection field. Added instruction on use of final business locations with (Single Day) in the name for Single Day Travel Allowances to calculate properly. Travel Allowances with and without overnight stays can now be on the same expense report. Added instruction on adjusting a specific meal period on an existing Travel Itinerary on an existing Expense Report.
07/29/14	Minor updates to form in all sections. Removed verbiage no longer applicable
08/04/14	Corrected footer

## Add Travel Allowances When Creating a New Expense Report

**NOTE:** You may add Travel Allowances for travel with or 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 for Single Day Travel ONLY use locations with (Single Day) in the location name.

- Select **New Expense Report** in the *Expense Report* tab or in the *Active Work* section on the My Concur page. 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**
- If you have an unassigned **Cash Advance**, you will be given the option to link it to the Expense Report. You may enter No and add it later.
- **Travel Allowances** dialogue box will appear.
  - Click **Yes** to enter them now or No to enter them later. (See page 8.)



- Click on **Go to Single Day Itineraries** if the Single Day Itinerary entry form does not display.

- The *Single Day Itinerary* entry form opens
- Enter the date you want to begin entering information for in **Choose Start Date**.
- Click **Go**

Travel Allowances For Report: InState Travel 9/1 to 15

Single Day Itineraries | Available Itineraries | Expenses & Adjustments

Choose start date: 09/16/2013 Go

Excl...	Date	Start Location	Dep...	End Location	Arrive	Dep...	Bac...	Hours
<input type="checkbox"/>	09/16/2013 Mon...							
<input type="checkbox"/>	09/17/2013 Tues...							
<input type="checkbox"/>	09/18/2013 Wed...							
<input type="checkbox"/>	09/19/2013 Thur...							
<input type="checkbox"/>	09/20/2013 Friday							
<input type="checkbox"/>	09/21/2013 Satu...							
<input type="checkbox"/>	09/22/2013 Sun...							

Save Itineraries

Go to Standard Itinerary Next >> Cancel

- The date you selected will now display – 7 days display at once.

Travel Allowances For Report: InState Travel 9/1 to 15

Single Day Itineraries | Available Itineraries | Expenses & Adjustments | Reimbursable Allowances Summary

Choose start date: 09/08/2013 Go

Excl...	Date	Start Location	Dep...	End Location	Arrive	Dep...	Bac...	Hours
<input type="checkbox"/>	09/08/2013 Sun...							
<input type="checkbox"/>	09/09/2013 Mo...	An itinerary already exists for this day						
<input type="checkbox"/>	09/10/2013 Tues...							
<input type="checkbox"/>	09/11/2013 Wed...							
<input type="checkbox"/>	09/12/2013 Thur...							
<input type="checkbox"/>	09/13/2013 Friday							
<input type="checkbox"/>	09/14/2013 Satu...							

Save Itineraries

Go to Standard Itinerary Cancel

- If Itineraries already display, as in our example, that indicates those days were already used to claim Travel Allowance on this or another Expense Report

- For each day you want to claim a Travel (Meal Per Diem) Allowance enter your starting location for that day in **Start Location** and click the **Tab** key.
  - ✓ **Note:** You *must* select locations with (Single Day) after the name. If you do not, you will not receive the correct Travel Allowance.
- Enter the time (using am or pm) you left in **Depart** and click the **Tab** key.
- Enter your last business destination of the day in **End Location** and click the **Tab** key.
  - ✓ **Note:** You *must* select locations with (Single Day) after the name. If you do not, you will not receive the correct Travel Allowance.
- Enter the time you arrived at this final location in **Arrive** and click the **Tab** key.
- Enter the time you left this location in **Depart** and click the **Tab** key.
- Enter the time you arrived home in **Back** and click the **Tab** key.
- Travel status time will display in the **Hours** column.
- After you have entered all the days you are claiming for this date range, click **Save Itineraries**.
- You can add additional days in a different week at any time
  - **NOTE:** Any days where meals have already been requested on ANY expense report for the date period displayed will show the message “An itinerary already exists for this day.” You cannot claim meals for the same day twice.

Travel Allowances For Report: InState Travel 9/1 to 15

Single Day Itineraries Available Itineraries Expenses & Adjustments Reimbursable Allowances Summary

Choose start date 09/08/2013 Go

Excl...	Date	Start Location	Dep...	End Location	Arrive	Dep...	Bac...	Hours
<input type="checkbox"/>	09/08/2013 Sun...							
	09/09/2013 Mo...	An itinerary already exists for this day						
<input type="checkbox"/>	09/10/2013 Tues...							
<input type="checkbox"/>	09/11/2013 Wed...	Atlanta, Georgia	7:00 AM	Augusta (Single Day), Georgia	9:00 AM	6:00 PM	7:00 PM	12:00
<input type="checkbox"/>	09/12/2013 Thur...	Atlanta, Georgia	6:00 AM	Moultrie (Single Day), Georgia	9:00 AM	5:00 PM	8:00 PM	14:00
<input type="checkbox"/>	09/13/2013 Friday							
<input type="checkbox"/>	09/14/2013 Satu...							

Save Itineraries

Go to Standard Itinerary Cancel

- Click the **Expenses and Adjustments** tab

Travel Allowances For Report: InState Travel 9/1 to 15

Single Day Itineraries Available Itineraries Expenses & Adjustments Reimbursable Allowances Summary

Choose start date 09/08/2013 Go

- Click on any meal that was provided to you for any days you reported. The system will adjust your reimbursement amount for that meal period.
- Click on **Create Expenses**.

Travel Allowances For Report: InState Travel 9/1 to 15

1 Single Day Itineraries 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"/>	09/11/2013 Augusta (Single Day), G...	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$16.00
<input type="checkbox"/>	09/12/2013 Moultrie (Single Day), G...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$28.00

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

- Expenses called *Fixed Meals* will be in your expense report for each day you claimed with the allowable reimbursement amounts.

Concur® Georgia

My Concur   Request   **Expense**   Reporting   Administration   Profile

View Reports   New Expense Report   View Receipt Store   Process Reports   Process Receipts

InState Travel 9/1 to 15    Delete Report    Submit Report

New Expense   Details   Receipts   Print / Email

Expenses	Date	Expense	Amount	Requested
Adding New Expense				
<input type="checkbox"/>	09/12/2013	Fixed Meals Moultrie (Single Day), Georgia	\$28.00	\$28.00
<input type="checkbox"/>	09/11/2013	Fixed Meals Augusta (Single Day), Georgia	\$16.00	\$16.00

TOTAL AMOUNT    TOTAL REQUESTED  
\$44.00    \$44.00

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
- Office Supplies
- Meals- Actual Meal Allowance (Domestic)
- Hotel
- Rental Cars Only

All Expense Types

Business Promotions

- Other Promotional Expense
- Trade Shows

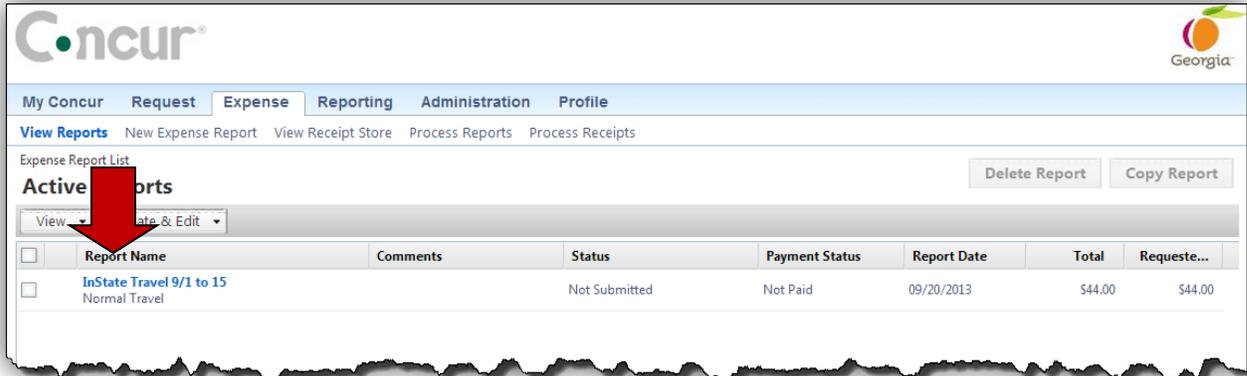
Communications

- Cellular Phone
- Internet Charges
- Local Phone

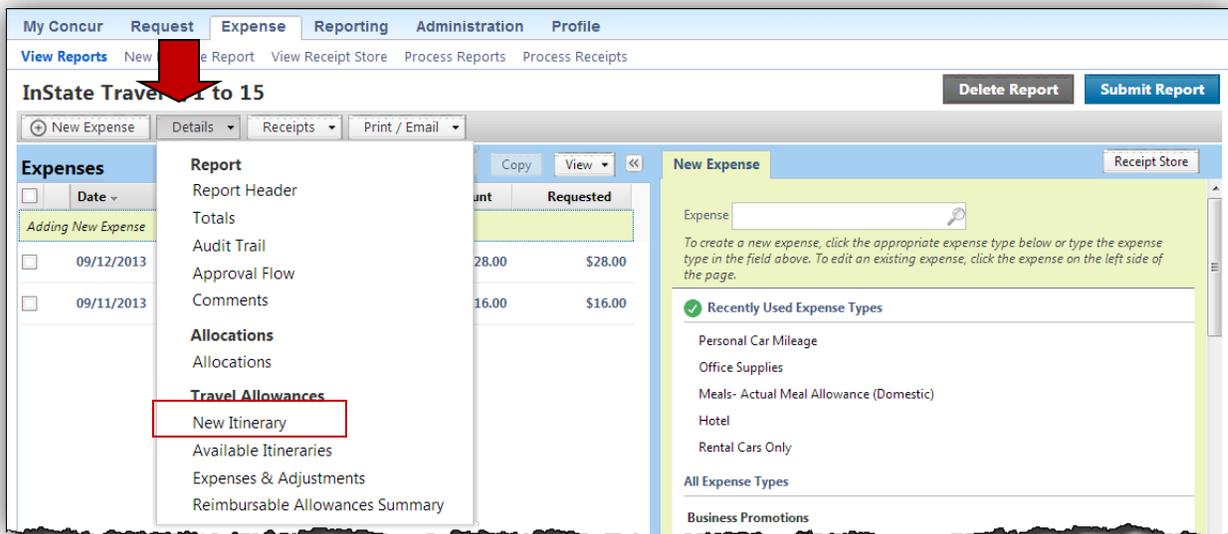
## Add Travel Allowances to an EXISTING Expense Report

**NOTE:** You may add Travel Allowances for travel with or 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 for Single Day Travel ONLY use locations with (Single Day) in the location name.

- In the *Expense Report* tab or in the *Active Work* section on the My Concur page, click on an existing Expense Report name to open it.



- Click on the **Details** tab.
- Select **New Itinerary** under the Travel Allowances section



- The system opens to the last Itinerary Form type used
  - ✓ **Note:** You cannot mix expenses for In State, Out of State and International Travel on the same Expense Report.
    - Click on **Go to Single Day Itineraries** if the Standard Itinerary opens
- If the dates displayed in Travel Allowance Single Day Entry are not the dates you need to access, change the date in **Choose Start Date** and click on **Go** to adjust the data entry screen to the correct dates.

Travel Allowances For Report: InState Travel 9/1 to 15

Single Day Itineraries | Available Itineraries | Expenses & Adjustments

Choose start date: 09/16/2013 Go

Excl...	Date	Start Location	Dep...	End Location	Arrive	Dep...	Bac...	Hours
<input type="checkbox"/>	09/16/2013 Mon...							
<input type="checkbox"/>	09/17/2013 Tues...							
<input type="checkbox"/>	09/18/2013 Wed...							
<input type="checkbox"/>	09/19/2013 Thur...							
<input type="checkbox"/>	09/20/2013 Friday							
<input type="checkbox"/>	09/21/2013 Satu...							
<input type="checkbox"/>	09/22/2013 Sun...							

Save Itineraries

Go to Standard Itinerary Next >> Cancel

- For each day you want to claim a Travel (Meal Per Diem) Allowance enter your starting location for that day in **Start Location** and click the **Tab** key.
  - ✓ **Note:** You must select locations with (Single Day) after the name. If you do not, you will not receive the correct Travel Allowance.

Travel Allowances For Report: InState Travel 9/1 to 15

Single Day Itineraries | Available Itineraries | Expenses & Adjustments | Reimbursable Allowances Summary

Choose start date: 09/08/2013 Go

Excl...	Date	Start Location	Dep...	End Location	Arrive	Dep...	Bac...	Hours
<input type="checkbox"/>	09/08/2013 Sun...							
<input type="checkbox"/>	09/09/2013 Mon...							
<input type="checkbox"/>	09/10/2013 Tues...							
	09/11/2013 Wed...	An itinerary already exists for this day						
	09/12/2013 Thu...	An itinerary already exists for this day						
<input type="checkbox"/>	09/13/2013 Friday	Atlanta (Single Day), Georgia	7:00 AM	Ringgold (Single Day), Georgia	9:00 AM	5:00 PM	7:00 PM	12:00
<input type="checkbox"/>	09/14/2013 Satu...							

Save Itineraries

Go to Standard Itinerary Cancel

- Enter the time (using am or pm) you left in **Depart** and click the **Tab** key.
- Enter your last business destination of the day in **End Location** and click the **Tab** key.
  - ✓ **Note:** You must select locations with (Single Day) after the name. If you do not, you will not receive the correct Travel Allowance.
- Enter the time you arrived at this final location in **Arrive** and click the **Tab** key.
- Enter the time you left this location in **Depart** and click the **Tab** key.
- Enter the time you arrived home in **Back** and click the **Tab** key.

- Travel status time will display in the **Hours** column.
- After you have entered all the days you are claiming for this date range, click **Save Itineraries**.
- You can add additional days in a different week at any time
  - ✓ **NOTE:** Any days where meals have already been requested on ANY expense report for the date period displayed will show the message "An itinerary already exists for this day." You cannot claim meals for the same day twice.
- Click on the **Expenses & Adjustments** tab at the top of the window
- Click on any meals that were provided for you
- Click on **Update Expenses**.

Travel Allowances For Report: InState Travel 9/1 to 15

Single Day Itineraries | 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"/>	09/11/2013 Augusta (Single Day), Ge...	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$16.00
<input type="checkbox"/>	09/12/2013 Moultrie (Single Day), G...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$28.00
<input type="checkbox"/>	09/13/2013 Ringgold (Single Day), G...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$28.00

**Update Expenses** **Cancel**

- An Expense Entry called **Fixed Meals** will be added to your expense report for each day you claimed and were eligible for according to the Travel Policy.

Welcome, Donna Fitzgerald [ You are administering for: Yourself ]

Concur Georgia

My Concur | Request | Expense | Reporting | Administration | Profile

**InState Travel 9/1 to 15** **Delete Report** **Submit Report**

**Expenses** **New Expense** **Receipt Store**

Date	Expense	Amount	Requested
09/13/2013	Fixed Meals Ringgold (Single Day), Georgia	\$28.00	\$28.00
09/12/2013	Fixed Meals Moultrie (Single Day), Georgia	\$28.00	\$28.00
09/11/2013	Fixed Meals Augusta (Single Day), Georgia	\$16.00	\$16.00

TOTAL AMOUNT: \$72.00 | TOTAL REQUESTED: \$72.00

Expense:

Recently Used Expense Types:

- Personal Car Mileage
- Office Supplies
- Meals- Actual Meal Allowance (Domestic)
- Hotel
- Rental Cars Only

All Expense Types:

- Business Promotions
  - Other Promotional Expense
- Trade Shows
- Communications
  - Cellular Phone
  - Internet Charges
  - Local Phone

## Correct a Travel Allowance Itinerary 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 to correct it. You may also Unassign a Travel Allowance Itinerary and link it to a different Expense Report.

### EDIT

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

**Travel Allowances For Report: InState Travel 9/1 to 15**

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
<b>Itinerary: 09/11/2013 Augusta (Single Day)</b>				
Atlanta, Georgia	09/11/2013 07:00 AM	Augusta (Single Day), Georgia	09/11/2013 09:00 AM	Augusta (Single Day), US-GA...
Augusta (Single Day), Georgia	09/11/2013 06:00 PM	Atlanta, Georgia	09/11/2013 06:00 PM	FULTON COUNTY, US-GA, US
<b>Itinerary: 09/12/2013 Moultrie (Single Day)</b>				
Atlanta, Georgia	09/12/2013 06:00 AM	Moultrie (Single Day), Geor...	09/12/2013 09:00 AM	Moultrie (Single Day), US-GA...
Moultrie (Single Day), Geor...	09/12/2013 05:00 PM	Atlanta, Georgia	09/12/2013 08:00 PM	FULTON COUNTY, US-GA, US
<b>Itinerary: 09/13/2013 Ringgold (Single Day)</b>				
Atlanta (Single Day), Geor...	09/13/2013 07:00 AM	Ringgold (Single Day), Geor...	09/13/2013 09:00 AM	Ringgold (Single Day), US-G...
Ringgold (Single Day), Geor...	09/13/2013 05:00 PM	Atlanta, Georgia	09/13/2013 07:00 PM	FULTON COUNTY, US-GA, US

- The Standard Itinerary from opens. DO NOT SWITCH TO Single Day Itinerary

**Travel Allowances For Report: InState Travel 9/1 to 15**

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

**Itinerary Info**

Itinerary Name  
09/13/2013 Ringgold (Single Day)

Add Stop Delete Rows

Departure City	Arrival City	Arrival Rate Location
Atlanta (single Day), G... 09/13/2013 07:00 AM	Ringgold (Single Day), G... 09/13/2013 09:00 AM	Ringgold (Single Day), US...
Ringgold (Single Day), G... 09/13/2013 05:00 PM	Atlanta (Single Day), Ge... 09/13/2013 07:00 PM	FULTON COUNTY, US-GA...

**New Itinerary Stop**

Depart from (city)  
Date  
Time  
Arrive in (city)  
Date  
Time

Save

Go to Single Day Itineraries Next >> Cancel

- Click on the checkbox next to leg of a trip to edit it. If a leg was missing enter it in New Itinerary Stop. Remember that you are editing a Single Day trip and you must use a location name containing (Single Day).
- The data for the item you checked will appear in **Edit Itinerary Stop**.
- Correct the field that is in error such as location, departure or return time.
- Click **Save**

Travel Allowances For Report: InState Travel 9/1 to 15

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

### Itinerary Info

Itinerary Name  
09/13/2013 Ringgold (Single Day)

Add Stop Delete Rows

	Departure City ^	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Atlanta (Single Day), G... 09/13/2013 07:00 AM	Ringgold (Single Day), G... 09/13/2013 09:00 AM	Ringgold (Single Day), US...
<input checked="" type="checkbox"/>	Ringgold (Single Day), G... 09/13/2013 05:00 PM	Atlanta (Single Day), G... 09/13/2013 07:00 PM	FULTON COUNTY, US-GA...

### Edit Itinerary Stop

Depart from (city)  
Ringgold (Single Day), Georgia

Date  
09/13/2013

Time  
05:00 PM

Arrive in (city)  
Atlanta (Single Day), Georgia

Date  
09/13/2013

Time  
07:00 PM

Save

Go to Single Day Itineraries Next >> Cancel

- Click **Next** and make certain the Itinerary item is correct.

Travel Allowances For Report: InState Travel 9/1 to 15

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
[-]	Itinerary: 09/11/2013 Augusta (Single Day)				
	Atlanta (Single Day), Geo.	09/11/2013 07:00 AM	Augusta (Single Day), Georgia	09/11/2013 09:00 AM	Augusta (Single Day), US-GA...
	Augusta (Single Day), Georgia	09/11/2013 06:00 PM	Atlanta (Single Day), Geo.	09/11/2013 06:00 PM	FULTON COUNTY, US-GA, US
[-]	Itinerary: 09/12/2013 Moultrie (Single Day)				
	Atlanta (Single Day), Geo.	09/12/2013 06:00 AM	Moultrie (Single Day), Geor...	09/12/2013 09:00 AM	Moultrie (Single Day), US-GA...
	Moultrie (Single Day), Geor...	09/12/2013 05:00 PM	Atlanta (Single Day), Geo.	09/12/2013 08:00 PM	FULTON COUNTY, US-GA, US
[-]	Itinerary: 09/13/2013 Ringgold (Single Day)				
	Atlanta (Single Day), Geo.	09/13/2013 07:00 AM	Ringgold (Single Day), Geor...	09/13/2013 09:00 AM	Ringgold (Single Day), US-G...
	Ringgold (Single Day), Geor...	09/13/2013 05:00 PM	Atlanta (Single Day), Geo.	09/13/2013 08:00 PM	FULTON COUNTY, US-GA, US

### Available Itineraries

Current Itineraries [v] Delete Assign

	Departure City	Date and Time ^	Arrival City	Date and Time	Arrival Rate Location
No Available Itineraries Found					

<< Previous Next >>

- Click **Next**
- Adjust for provided meals if necessary.
- Click **Create Expenses**

Travel Allowances For Report: InState Travel 9/1 to 15

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"/>	09/11/2013 Augusta (Single Day), Ge...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$36.00
<input type="checkbox"/>	09/12/2013 Moultrie (Single Day), Ge...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$28.00
<input type="checkbox"/>	09/13/2013 Ringgold (Single Day), G...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$28.00



- The Expense Report will be updated for the change.

Welcome, Donna Fitzgerald [ You are administering for: Yourself ] Help | Log Out

**Concur** Georgia

My Concur Request **Expense** Reporting Administration Profile

View Reports New Expense Report View Receipt Store Process Reports Process Receipts

InState Travel 9/1 to 15 Delete Report Submit Report

+ New Expense Details Receipts Print / Email

<input type="checkbox"/>	Date ▼	Expense	Amount	Requested
<i>Adding New Expense</i>				
<input type="checkbox"/>	09/13/2013	Fixed Meals Ringgold (Single Day), Georgia	\$28.00	\$28.00
<input type="checkbox"/>	09/12/2013	Fixed Meals Moultrie (Single Day), Georgia	\$28.00	\$28.00
<input type="checkbox"/>	09/11/2013	Fixed Meals Augusta (Single Day), Georgia	\$36.00	\$36.00

TOTAL AMOUNT **\$92.00** | TOTAL REQUESTED **\$92.00**

**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
- Office Supplies
- Meals- Actual Meal Allowance (Domestic)
- Hotel
- Rental Cars Only

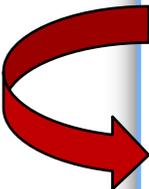
**All Expense Types**

**Business Promotions**

- Other Promotional Expense**
- Trade Shows

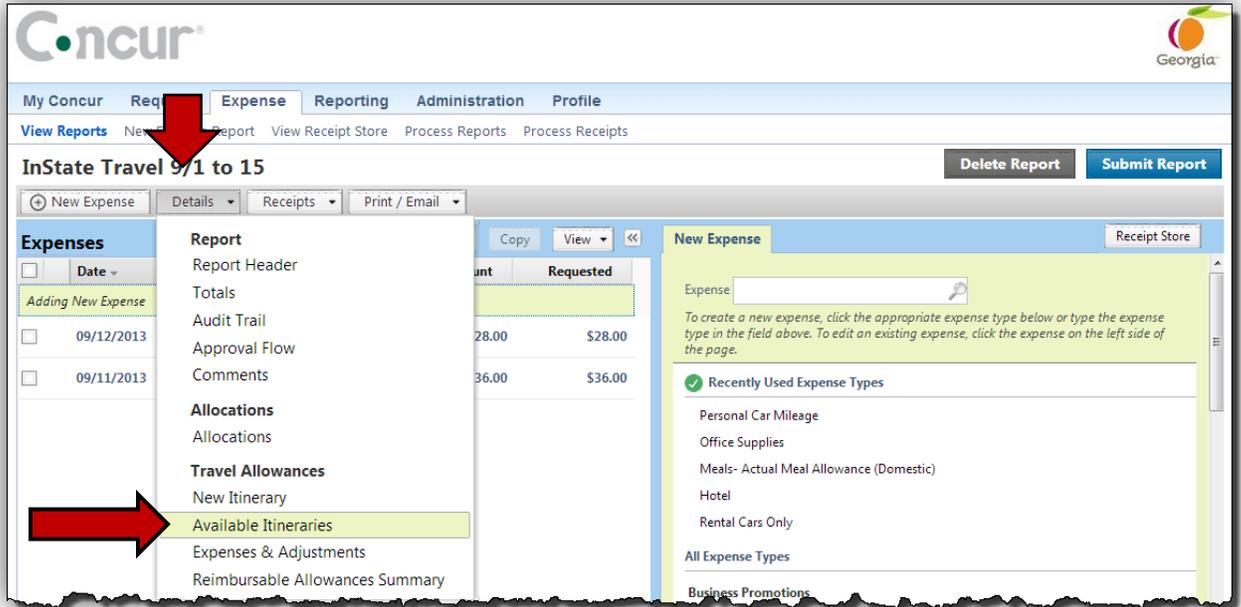
**Communications**

- Cellular Phone
- Internet Charges
- Local Phone

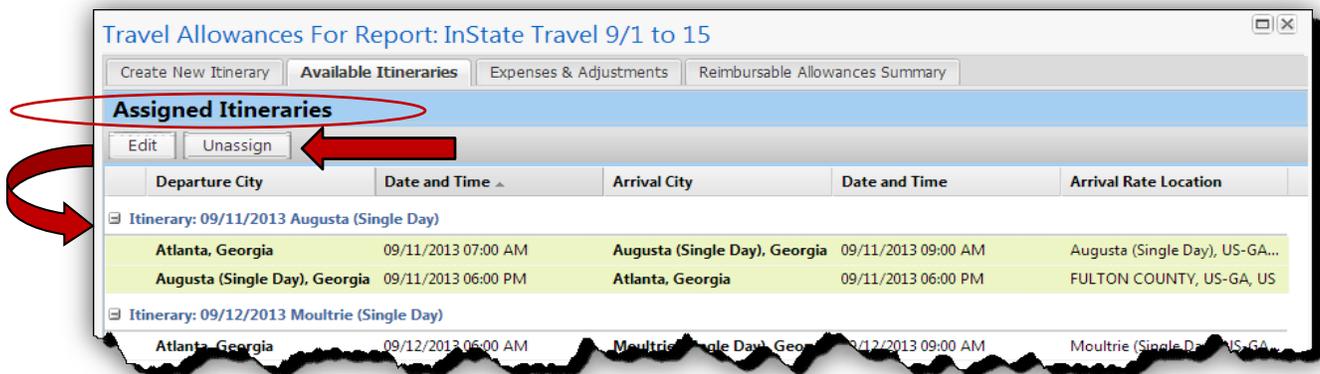


## UNASSIGN

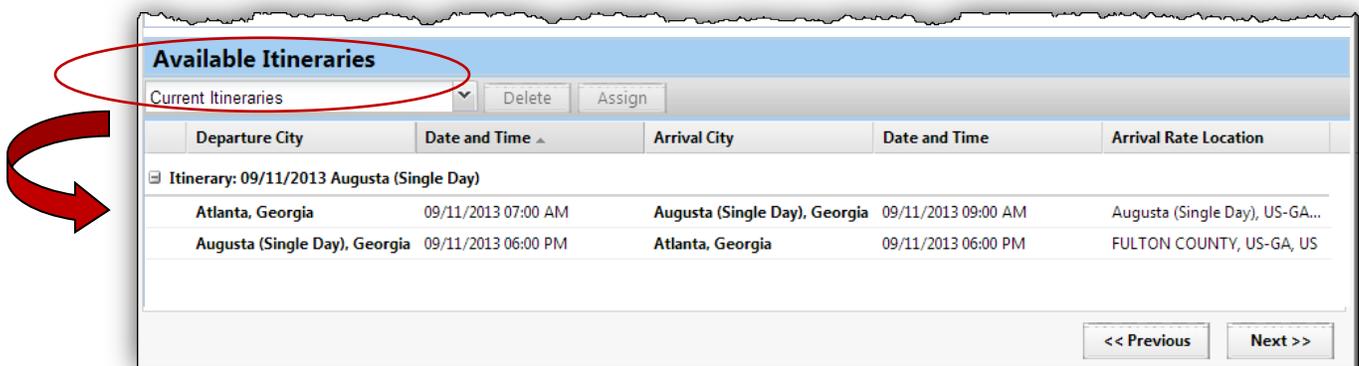
- Mark a Travel Allowance Itinerary for further adjustment
  - On the My Concur page in the Active Work section or the Expense Tab in View Reports click on the existing Expense Report name with the incorrect Travel Allowance
  - Click on the **Details** tab
  - Select **Available Itineraries** from Travel Allowances section



- 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**



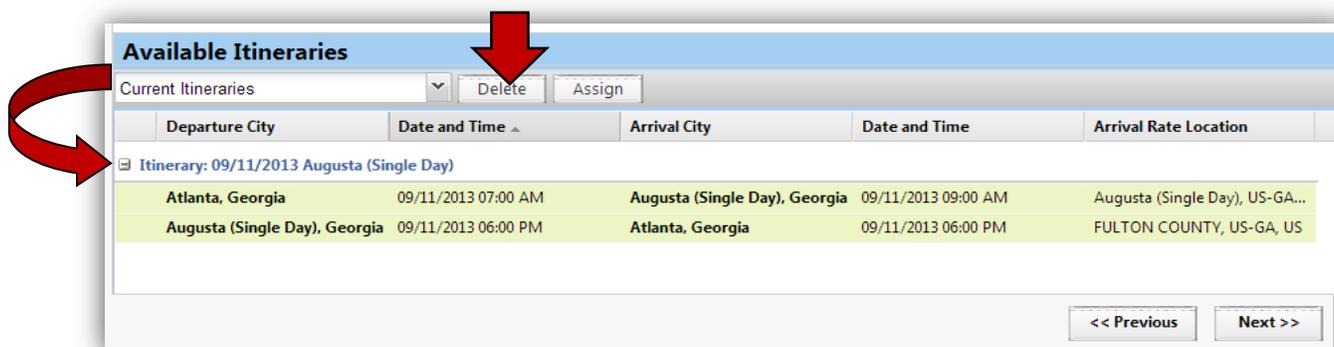
- The Itinerary moves to **Available Itineraries**



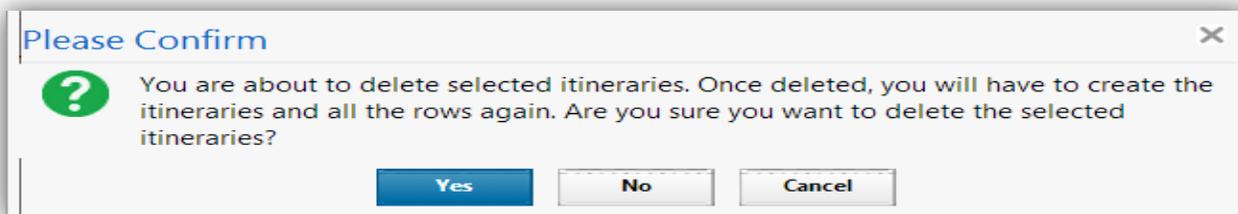
- In **Available Itineraries** select the Travel Allowance Itinerary
- The Travel Allowance Itinerary is now available to be deleted or assigned to a different Expense Report.

## 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.

## REASSIGN

- Reassign an Unassigned Travel Allowance Itinerary to different expense report.
  - Open the new or existing Expense Report you want to add the existing Travel Allowance Itinerary to. In our example it is an existing Expense Report.
  - Click on the **Details** tab
  - Click on **Available Itineraries**

The screenshot shows the Concur web interface for an expense report titled "InState Travel 9/11 to 15". The "Details" tab is selected in the top navigation bar. On the left-hand menu, the "Available Itineraries" option is highlighted with a red arrow. The main content area shows a table with columns for "Amount" and "Requested", and a "New Expense" form on the right.

- 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 screenshot shows the "Available Itineraries" window. At the top, there are "Delete" and "Assign" buttons. Below is a table with columns: "Departure City", "Date and Time", "Arrival City", "Date and Time", and "Arrival Rate Location". The table contains two rows of itinerary data. A red arrow points to the "Assign" button, and another red arrow points to the first row of the table.

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Atlanta, Georgia	09/13/2013 07:00 AM	Ringgold (Single Day), Geor...	09/13/2013 09:00 AM	Ringgold (Single Day), US-G...
Ringgold (Single Day), Geor...	09/13/2013 05:00 PM	Atlanta, Georgia	09/13/2013 08:00 PM	FULTON COUNTY, US-GA, US

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

Travel Allowances For Report: InState Travel 9/1 to 15

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	09/11/2013 07:00 AM	Augusta (Single Day), Geor...	09/11/2013 09:00 AM	Augusta (Single Day), US-GA...
Augusta (Single Day), Geor...	09/11/2013 06:00 PM	Atlanta, Georgia	09/11/2013 06:00 PM	FULTON COUNTY, US-GA, US
Itinerary: 09/12/2013 Moultrie (Single Day)				
Atlanta, Georgia	09/12/2013 06:00 AM	Moultrie (Single Day), Geor...	09/12/2013 09:00 AM	Moultrie (Single Day), US-GA...
Moultrie (Single Day), Geor...	09/12/2013 05:00 PM	Atlanta, Georgia	09/12/2013 08:00 PM	FULTON COUNTY, US-GA, US
Itinerary: 09/13/2013 Ringgold (Single Day)				
Atlanta, Georgia	09/13/2013 07:00 AM	Ringgold (Single Day), Geor...	09/13/2013 09:00 AM	Ringgold (Single Day), US-G...
Ringgold (Single Day), Geor...	09/13/2013 05:00 PM	Atlanta, Georgia	09/13/2013 08:00 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
No Available Itineraries Found				

<< 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: InState Travel 9/1 to 15

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"/>	09/11/2013 Augusta (Single Day), Ge...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$36.00
<input type="checkbox"/>	09/12/2013 Moultrie (Single Day), G...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$28.00
<input type="checkbox"/>	09/13/2013 Ringgold (Single Day), G...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$28.00

<< Previous Next >> Create Expenses Cancel

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

Welcome, Donna Fitzgerald [ You are administering for: Yourself ] Help | Log Out

**Concur** Georgia

My Concur Request **Expense** Reporting Administration Profile

View Reports New Expense Report View Receipt Store Process Reports Process Receipts

**InState Travel 9/1 to 15** Delete Report Submit Report

+ New Expense Details Receipts Print / Email

<input type="checkbox"/>	Date	Expense	Amount	Requested
Adding New Expense				
<input type="checkbox"/>	09/13/2013	<b>Fixed Meals</b> Ringgold (Single Day), Georgia	\$28.00	\$28.00
<input type="checkbox"/>	09/12/2013	<b>Fixed Meals</b> Moultrie (Single Day), Georgia	\$28.00	\$28.00
<input type="checkbox"/>	09/11/2013	<b>Fixed Meals</b> Augusta (Single Day), Georgia	\$36.00	\$36.00
TOTAL AMOUNT			<b>\$92.00</b>	TOTAL REQUESTED
				<b>\$92.00</b>

**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
- Office Supplies
- Meals- Actual Meal Allowance (Domestic)
- Hotel
- Rental Cars Only

**All Expense Types**

**Business Promotions**

- Other Promotional Expense**
- Trade Shows

**Communications**

- Cellular Phone
- Internet Charges
- Local Phone

## Adjust for a Provided Meal 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

The screenshot shows the Concur web interface. At the top, there are navigation tabs: My Concur, Request, Expense, Reporting, and Profile. Below these are sub-tabs: View Reports, New Expense Report, View Receipt Store, Approve Reports, View Cash Advances, and New Cash Advance. The main header displays '7/1 to 15 Travel Overnight' with 'Delete Report' and 'Submit Report' buttons. A dropdown menu is open under 'Details', showing options like Report Header, Totals, Audit Trail, Approval Flow, Comments, Cash Advances, Allocations, and Travel Allowances. Under 'Travel Allowances', 'Expenses & Adjustments' is highlighted with a red box and a red arrow. A table shows expense details with columns for Amount and Requested, and a total of \$81.00. A 'New Expense' panel is also visible on the right.

- The **Expenses & Adjustments** window opens.
- Select or deselect any necessary meals.
- Click **Create Expenses or Update Expenses**

The screenshot shows a window titled 'Travel Allowances For Report: InState Travel 9/1 to 15'. It has tabs for 'Single Day Itineraries', 'Available Itineraries', 'Expenses & Adjustments', and 'Reimbursable Allowances Summary'. The 'Expenses & Adjustments' tab is selected. Below the tabs is a date range selector and a 'Go' button. A table lists travel entries with columns for 'Exclude | All', 'Date/Location', 'Breakfast Provided', 'Lunch Provided', 'Dinner Provided', and 'Allowance'. The table contains three rows of travel data. At the bottom right, there are 'Update Expenses' and 'Cancel' buttons. A red arrow points to the 'Update Expenses' button.

Exclude   All	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	09/11/2013 Augusta (Single Day), Ge...	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$16.00
<input type="checkbox"/>	09/12/2013 Moultrie (Single Day), G...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$28.00
<input type="checkbox"/>	09/13/2013 Ringgold (Single Day), G...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$28.00

- The Expense Report will open and the additions, changes or deletions will be made.

Welcome, Donna Fitzgerald [ You are administering for: Yourself ]

Concur® Georgia

My Concur Request Expense Reporting Administration Profile

View Reports New Expense Report View Receipt Store Process Reports Process Receipts

**InState Travel 9/1 to 15** Delete Report Submit Report

+ New Expense Details Receipts Print / Email

Expenses	Date	Expense	Amount	Requested
<i>Adding New Expense</i>				
<input type="checkbox"/>	09/13/2013	Fixed Meals Ringgold (Single Day), Georgia	\$28.00	\$28.00
<input type="checkbox"/>	09/12/2013	Fixed Meals Moultrie (Single Day), Georgia	\$28.00	\$28.00
<input type="checkbox"/>	09/11/2013	Fixed Meals Augusta (Single Day), Georgia	\$16.00	\$16.00
			<b>TOTAL AMOUNT</b>	<b>TOTAL REQUESTED</b>
			<b>\$72.00</b>	<b>\$72.00</b>

**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
- Office Supplies
- Meals- Actual Meal Allowance (Domestic)
- Hotel
- Rental Cars Only

**All Expense Types**

**Business Promotions**

- Other Promotional Expense
- Trade Shows

**Communications**

- Cellular Phone
- Internet Charges
- Local Phone

