# How to Fix a "single line itinerary row" Error in Travel Allowances.

This error message indicates you didn't complete a Travel Allowance Entry correctly. Each Request for meals Per Diem (Travel Allowance) has <u>at least</u> two lines. If it does not, you will receive an error. To fix the problem, edit the incorrect entry. The process is the same for meals with and without an overnight stay.

Open the Expense Report with the error:

- Click on the **Details** tab
- Select **Available Itineraries**
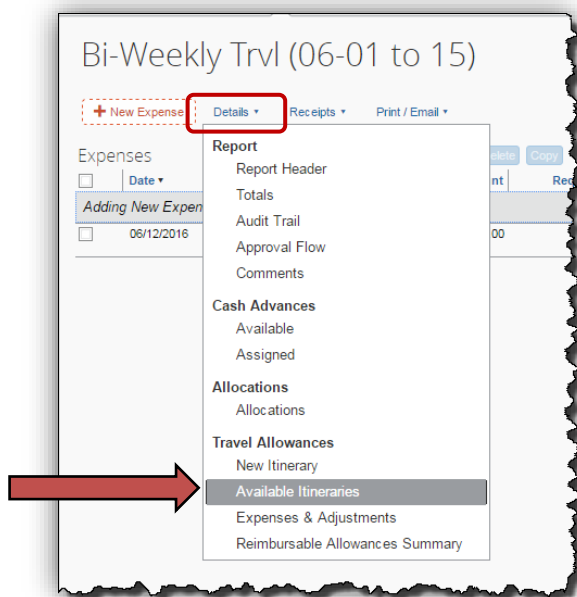
- Scroll through the Assigned Itineraries section to locate any Itinerary with only 1 line and select it.
- Click on **Edit.**

- The *Edit Itinerary* window will open.
- Click **Add Stop**
- Add the missing leg of the trip in *New Itinerary Stop*.
    - o **NOTE**: If this was a request for Travel Allowance for travel NOT associated with an overnight stay, you MUST choose locations that have (Single Day) in the location name.
- Click **Save**

- The Travel Allowance for that day will then have all the necessary components to process the Travel Allowance.
- Click **Next**

Travel Allowances For Report: Bi-Weekly Trvl (06-01 to 15)

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

Itinerary Info

Itinerary Name
Bi-Weekly Trvl (06-01 to 15)

Selection
1. Multiple Day Per Diem

Add Stop   Delete Rows

	Departure City ▲	Arrival City	Arrival Rate Location
☐	Atlanta, Georgia 06/12/2016 06:00 AM	Tybee Island, Georgia 06/12/2016 11:00 AM	CHATHAM COUNTY, US-G...
☐	Tybee Island, Georgia 06/15/2016 03:00 PM	Atlanta, Georgia 06/15/2016 07:30 PM	FULTON COUNTY, US-GA...

New Itinerary Stop

Departure City
Atlanta, Georgia

Date   Time

Arrival City

Date   Time

Save

Go to Single Day Itineraries   Next >>   Done

- The Expense and Adjustment window opens

Travel Allowances For Report: Bi-Weekly Trvl (06-01 to 15)

| Create New Itinerary | Available Itineraries | Expenses & Adjustments | Reimbursable Allowances Summary |

Show dates from _____ to _____ Go

Exclude	All ☐	Date/Location ▲	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
☐	06/12/2016 Tybee Island, Georgia	☐	☐	☐	$27.00
☐	06/13/2016 Tybee Island, Georgia	☑	☐	☐	$29.00
☐	06/14/2016 Tybee Island, Georgia	☑	☐	☐	$29.00
☐	06/15/2016 Tybee Island, Georgia	☑	☐	☐	$21.75

Update Expenses   Cancel

- Mark any provided meals if necessary and click **Update Expenses** to update the Expense Report and clear the error.