

State Accounting Office

TeamWorks: Travel and Expense System

**TTE: How to Enter
Travel Allowances -
With Overnight Stay
2015**



Table of Contents

Add Travel Allowances When Creating a New Expense Report	3
Add Travel Allowances to an EXISTING Expense Report.....	10
Fix an Incorrect Travel Allowance Entry.....	16
UNASSIGN	23
DELETE.....	25
REASSIGN	25
Adjust for a Provided Meal Only on an Existing Travel Allowance Entry	28

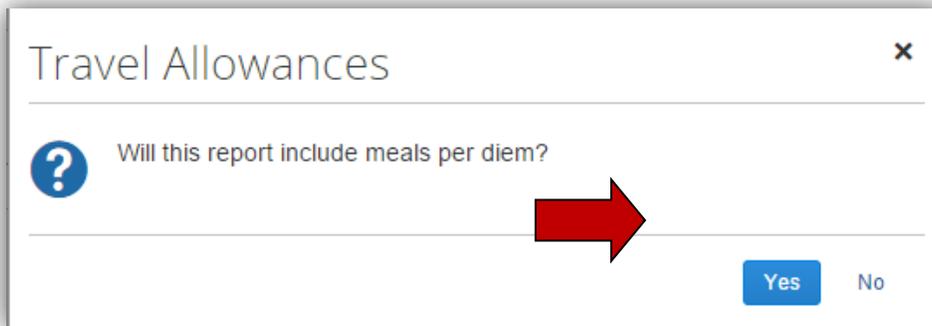
Revision Table

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
07/29/14	Updated format and deleted verbiage no longer necessary.
01/26/15	Updated for new user interface, and change in editing multiple night stays.
02/02/15	Updated for change in editing Meals with an associated overnight stay

Add Travel Allowances When Creating a New Expense Report

NOTE: You may 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.

- 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 *Add Travel Allowance to an Existing Expense Report* section of this document)



- ✓ **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 Weekly Travel

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name
Normal Weekly Travel

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: Normal Weekly Travel

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name
Normal Weekly Travel

Add Stop Delete Rows

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

New Itinerary Stop

Depart from (city)
Alpharetta, Georgia

Date
01/19/2015

Time
7:00 AM

Arrive in (city)
Savannah, Georgia

Date
01/19/2015

Time
11:00 AM

Save

Go to Single Day Itineraries Next >> Cancel

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

Travel Allowances For Report: Normal Weekly Travel

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name
Normal Weekly Travel

Add Stop Delete Rows

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Alpharetta, Georgia 01/19/2015 07:00 AM	Savannah, Georgia 01/19/2015 11:00 AM	CHATHAM COUNTY, US-G...

New Itinerary Stop

Depart from (city)
Savannah, Georgia

Date

- Now enter the NEXT or LAST leg of your trip

NOTE: You must enter *EVERY* location you spent the night. If you spent one night in Savannah and another in Valdosta you must enter each location as a leg. Per Diem is calculated based where you spend the night when claiming Per diem associated with an overnight stay.

- 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: Normal Weekly Travel □ ×

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name
Normal Weekly Travel

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

	Departure City *	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Alpharetta, Georgia 01/19/2015 07:00 AM	Savannah, Georgia 01/19/2015 11:00 AM	CHATHAM COUNTY, US-G...

New Itinerary Stop

Depart from (city)
Savannah, Georgia

Date
01/22/2015

Time
4:00 PM

Arrive in (city)
Alpharetta, Georgia

Date
01/22/2015

Time
3:00 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: Normal Weekly Travel

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name
Normal Weekly Travel

Add Stop Delete Rows

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Alpharetta, Georgia 01/19/2015 07:00 AM	Savannah, Georgia 01/19/2015 11:00 AM	CHATHAM COUNTY, US-G...
<input type="checkbox"/>	Savannah, Georgia 01/22/2015 04:00 PM	Alpharetta, Georgia 01/22/2015 08:00 PM	FULTON COUNTY, US-GA, US

New Itinerary Stop

Depart from (city)
Alpharetta, Georgia

Date

Time

NOTE: If you returned from a trip with an overnight stay and left for another trip with an overnight stay on the same day, you must enter them as a continuous trip for Per Diem entry purposes.

Example: You left Atlanta on 1/19 and went to Savannah, left Savannah on the 21st to go to Valdosta, left Valdosta to return to Atlanta on the 22nd and left Atlanta on the same day (the 22nd) to go to Chicago and finally left Chicago on the 25th to return to Atlanta. Both trips would need to be entered as one continuous trip or you will not be reimbursed for the correct Per Diem.

- Click Next.

Travel Allowances For Report: Normal Weekly Travel

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name
Normal Weekly Travel

Add Stop Delete Rows

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Alpharetta, Georgia 01/19/2015 07:00 AM	Savannah, Georgia 01/19/2015 11:00 AM	CHATHAM COUNTY, US-G...
<input type="checkbox"/>	Savannah, Georgia 01/22/2015 04:00 PM	Alpharetta, Georgia 01/22/2015 08:00 PM	FULTON COUNTY, US-GA, US

New Itinerary Stop

Depart from (city)
Alpharetta, Georgia

Date

Time

Arrive in (city)

Date

Time

Save

Go to Single Day Itineraries Next >> Cancel

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

Travel Allowances For Report: Normal Weekly Travel □ ×

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: Normal Weekly Travel				
Alpharetta, Georgia	01/19/2015 07:00 AM	Savannah, Georgia	01/19/2015 11:00 AM	CHATHAM COUNTY, US-GA, US
Savannah, Georgia	01/22/2015 04:00 PM	Alpharetta, Georgia	01/22/2015 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 >>

- The Travel Allowances (Meals Per Diem) Appear

Travel Allowances For Report: Normal Weekly Travel

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from to

Exclude All <input type="checkbox"/>	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	01/19/2015 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$27.00
<input type="checkbox"/>	01/20/2015 Savannah, Georgia	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$27.00
<input type="checkbox"/>	01/21/2015 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$36.00
<input type="checkbox"/>	01/22/2015 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$27.00



- Click on any Breakfast, Lunch or Dinner that was provided to you on this trip. The system will adjust your Per Diem reimbursement amount for that meal period.
- Click on **Create Expenses**.
- An Expense Entry called **Fixed Meals** will be created in your expense report for each eligible Per Diem.

Normal Weekly Travel

Details ▾ Receipts ▾ Print / Email ▾

Expenses View ▾ <<

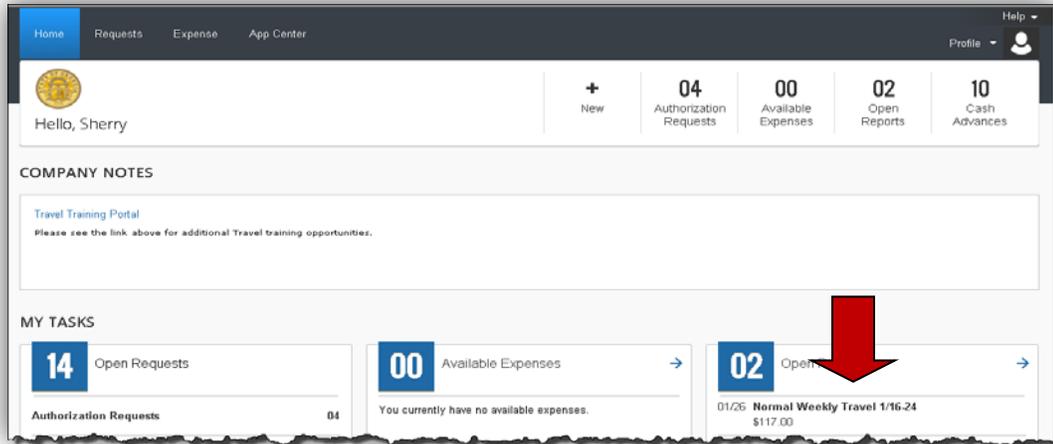
<input type="checkbox"/>	Date ▾	Expense	Amount	Requested
Adding New Expense				
<input type="checkbox"/>	01/22/2015	Fixed Meals Savannah, Georgia	\$27.00	\$27.00
<input type="checkbox"/>	01/21/2015	Fixed Meals Savannah, Georgia	\$36.00	\$36.00
<input type="checkbox"/>	01/20/2015	Fixed Meals Savannah, Georgia	\$27.00	\$27.00
<input type="checkbox"/>	01/19/2015	Fixed Meals Savannah, Georgia	\$27.00	\$27.00



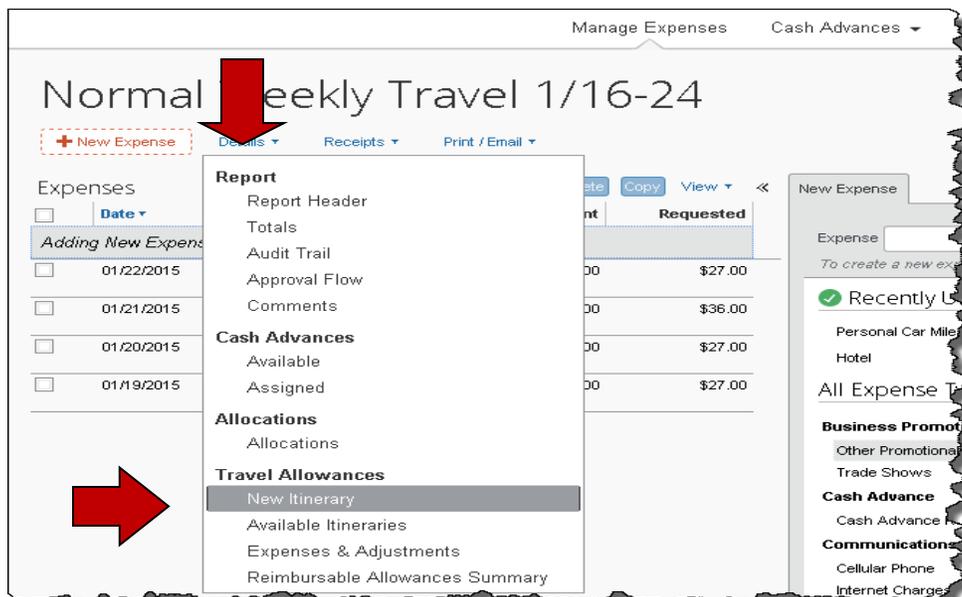
Add Travel Allowances to an EXISTING Expense Report

NOTE: You may 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.

- Select an existing report from the **Expense** tab, **Quick Taskbar** or **My Tasks** sections on the Home 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 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.

Travel Allowances For Report: Normal Weekly Travel 1/16-24

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

Itinerary Info

Itinerary Name
Normal Weekly Travel 1/16-24

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

- 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 the Calendar icon to select a date
 - Enter the time you departed in the **Time** field
 - You must enter AM or PM
 - Enter the location you spent the night 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: Normal Weekly Travel 1/16-24

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

Itinerary Info

Itinerary Name
Normal Weekly Travel 1/16-24

Add Stop | Delete Rows

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Alpharetta, Georgia 01/23/2015 06:00 AM	Valdosta, Georgia 01/23/2015 09:30 PM	US-GA, UNITED STATES

Edit Itinerary Stop

Depart from (city)
Alpharetta, Georgia

Date
01/23/2015

Time
06:00 AM

Arrive in (city)
Valdosta, Georgia

Date
01/23/2015

Time
09:30 PM

Save

Go to Single Day Itineraries | Next >> | Done

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

Travel Allowances For Report: Normal Weekly Travel 1/16-24

Edit Itinerary Available Itineraries Expenses & Adjustments Reimbursable Allowances Summary

Itinerary Info

Itinerary Name
Normal Weekly Travel 1/16-24

Add Stop Delete Rows

Departure City	Arrival City	Arrival Rate Location
Alpharetta, Georgia 01/23/2015 06:00 AM	Valdosta, Georgia 01/23/2015 09:30 AM	US-GA, UNITED STATES

New Itinerary Stop

Depart from (city)
Valdosta, Georgia

Date

- Now enter the NEXT or 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 this leg of your trip

NOTE: If you spent the night at the same location during your trip, you will have two legs to your trip. If you spent the night in different locations you must enter a leg for each location. Per Diem is based on where you spend the night.

NOTE: If you returned from a trip with an overnight stay and left for another trip with an overnight stay on the same day, you must enter them as a continuous trip for Per Diem entry purposes.

Example: You left Atlanta on 1/19 and went to Savannah, left Savannah on the 21st to go to Valdosta, left Valdosta to return to Atlanta on the 22nd and left Atlanta on the same day (the 22nd) to go to Chicago and finally left Chicago on the 25th to return to Atlanta. Both trips would need to be entered as one continuous trip or you will not be reimbursed for the correct Per Diem.

Travel Allowances For Report: Normal Weekly Travel 1/16-24

Edit Itinerary Available Itineraries Expenses & Adjustments Reimbursable Allowances Summary

Itinerary Info

Itinerary Name
Normal Weekly Travel 1/16-24

Add Stop Delete Rows

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Alpharetta, Georgia 01/23/2015 06:00 AM	Valdosta, Georgia 01/23/2015 09:30 AM	US-GA, UNITED STATES

New Itinerary Stop

Depart from (city)
Valdosta, Georgia

Date
01/24/2015

Time
5:00 PM

Arrive in (city)
Alpharetta, Georgia

Date
01/24/2015

Time
8:00 PM

Save

Go to Single Day Itineraries Next >> Done

- This leg of the trip will appear on the left.

Travel Allowances For Report: Normal Weekly Travel 1/16-24

Edit Itinerary Available Itineraries Expenses & Adjustments Reimbursable Allowances Summary

Itinerary Info

Itinerary Name
Normal Weekly Travel 1/16-24

Add Stop Delete Rows

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Alpharetta, Georgia 01/23/2015 06:00 AM	Valdosta, Georgia 01/23/2015 09:30 AM	US-GA, UNITED STATES
<input type="checkbox"/>	Valdosta, Georgia 01/24/2015 05:00 PM	Alpharetta, Georgia 01/24/2015 09:00 PM	FULTON COUNTY, US-GA, US

New Itinerary Stop

Depart from (city)
Alpharetta, Georgia

Date

Time

- Click Next.

Travel Allowances For Report: Normal Weekly Travel 1/16-24

Itinerary Info

Itinerary Name
Normal Weekly Travel 1/16-24

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

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Alpharetta, Georgia 01/23/2015 06:00 AM	Valdosta, Georgia 01/23/2015 09:30 AM	US-GA, UNITED STATES
<input type="checkbox"/>	Valdosta, Georgia 01/24/2015 05:00 PM	Alpharetta, Georgia 01/24/2015 09:00 PM	FULTON COUNTY, US-GA, US

New Itinerary Stop

Depart from (city)
Alpharetta, 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 >>](#) [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: Normal Weekly Travel 1/16-24

[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"/>	01/19/2015 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$27.00
<input type="checkbox"/>	01/20/2015 Savannah, Georgia	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$27.00
<input type="checkbox"/>	01/21/2015 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$36.00
<input type="checkbox"/>	01/22/2015 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$27.00
<input type="checkbox"/>	01/23/2015 Valdosta, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$21.00
<input type="checkbox"/>	01/24/2015 Valdosta, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$21.00

[Update Expenses](#) [Cancel](#)

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

Manage Expenses Cash Advances

Normal Weekly Travel 1/16-24

[+ New Expense](#) | [Details](#) | [Receipts](#) | [Print / Email](#)

Expenses [Move](#) [Delete](#) [Copy](#) [View](#)

<input type="checkbox"/>	Date	Expense	Amount	Requested
<i>Adding New Expense</i>				
<input type="checkbox"/>	01/24/2015	Fixed Meals Valdosta, Georgia	\$21.00	\$21.00
<input type="checkbox"/>	01/23/2015	Fixed Meals Valdosta, Georgia	\$21.00	\$21.00
<input type="checkbox"/>	01/22/2015	Fixed Meals Savannah, Georgia	\$27.00	\$27.00
<input type="checkbox"/>	01/21/2015	Fixed Meals Savannah, Georgia	\$36.00	\$36.00
<input type="checkbox"/>	01/20/2015	Fixed Meals Savannah, Georgia	\$27.00	\$27.00
<input type="checkbox"/>	01/19/2015	Fixed Meals Savannah, Georgia	\$27.00	\$27.00

New Expense

Expense

To create a new expense

Recently Used

- Personal Car Mileage
- Hotel

All Expense Types

Business Promotions

- Other Promotional Expense
- Trade Shows

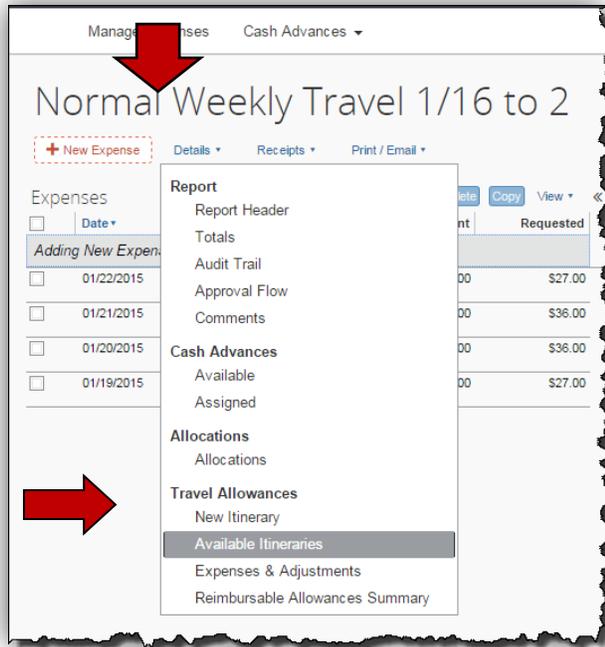
Cash Advance

Fix an Incorrect Travel Allowance Entry

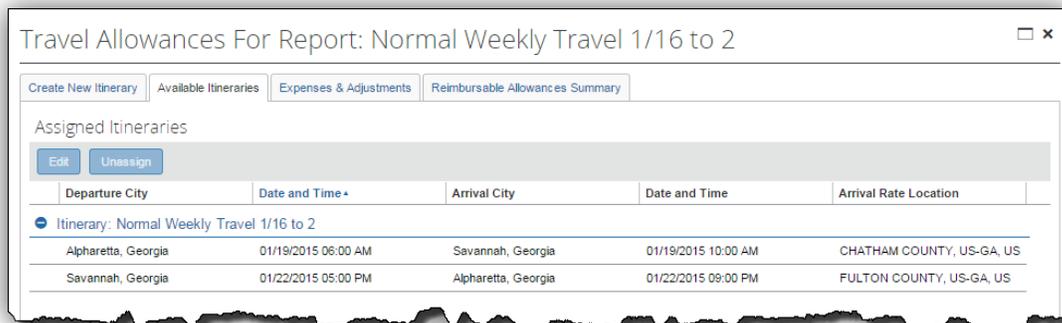
When you discover a problem with a Travel Allowance you have the option to Edit, Unassign and then Reassign it to another expense report or Delete it from the system.

EDIT

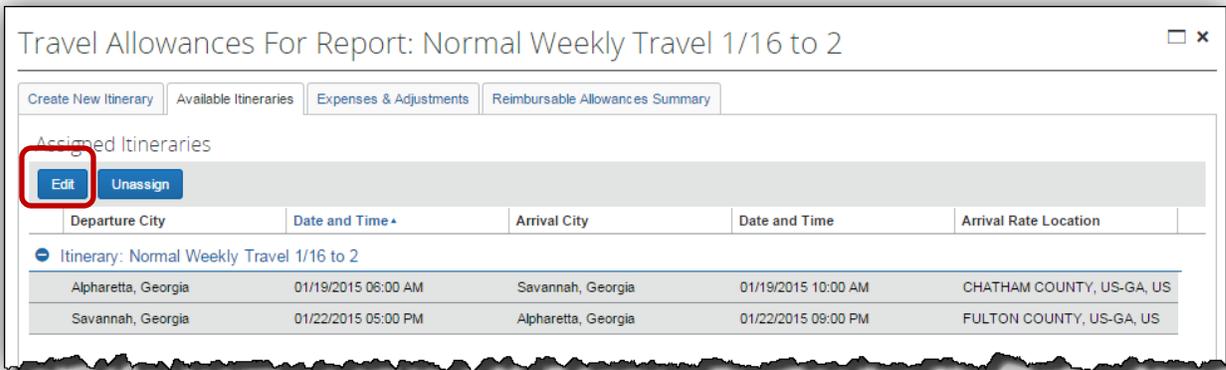
- Open the Expense Report if it isn't already open
- Click on **Details** and select **Available Itineraries** under *Travel Allowances*.



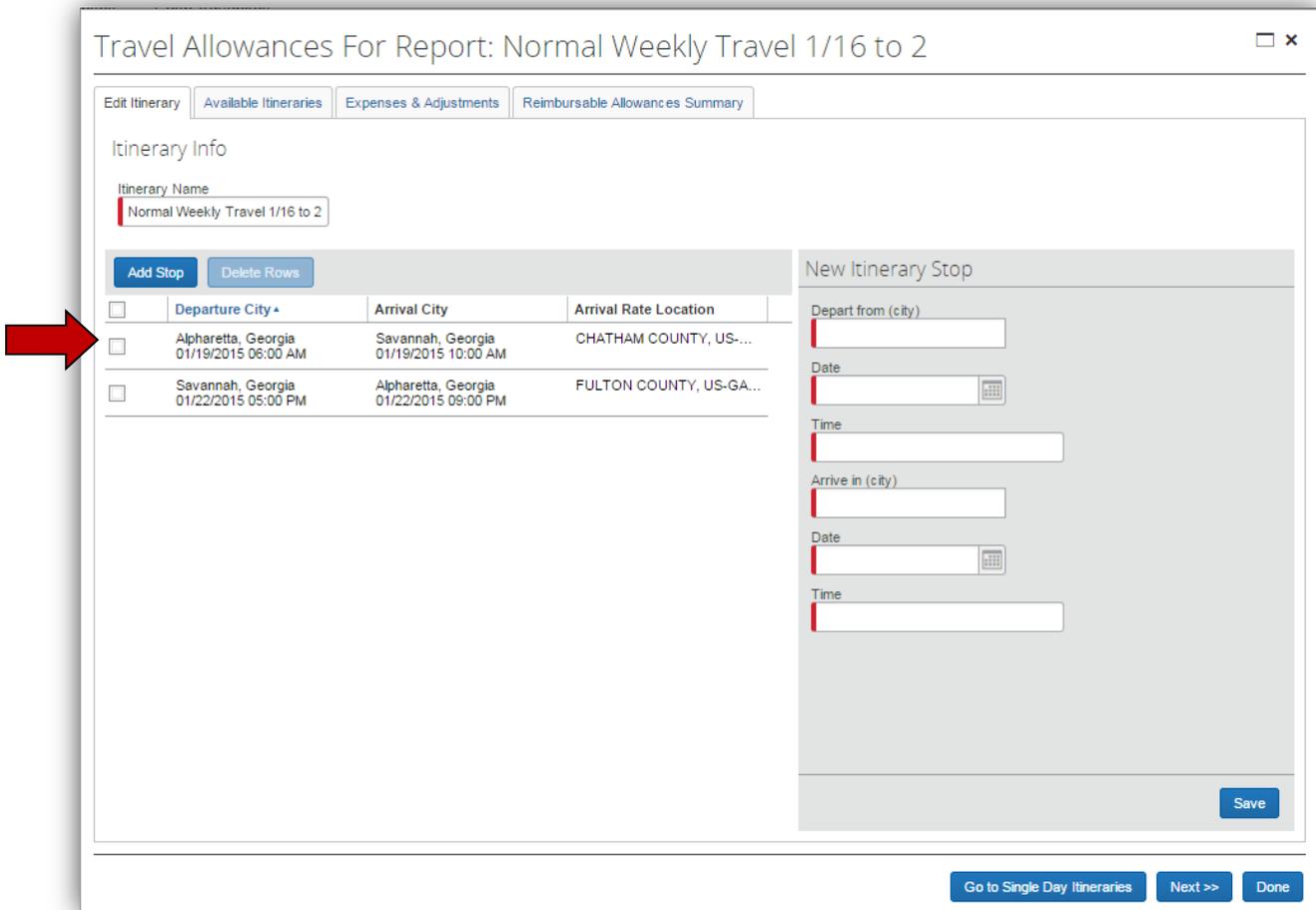
- The Available Itineraries open.



- Click on the itinerary you wish to edit
 - The itinerary will then be highlighted



- The Edit and Unassign buttons are activated.
- Click on **Edit**
- The Standard Itinerary form opens



- Click on the checkbox next to the leg of the trip to edit it.
- There are restrictions on what you can edit:
 - You can edit times or departure and arrival cities

- To edit dates or to add additional stops, you must delete the final leg and then add new stops
- To delete a row click on the leg to be deleted and then select **Delete Row**

Travel Allowances For Report: Normal Weekly Travel 1/16 to 2

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

Itinerary Info

Itinerary Name: Normal Weekly Travel 1/16 to 2

Buttons: Add Stop, Delete Rows

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Alpharetta, Georgia 01/19/2015 06:00 AM	Savannah, Georgia 01/19/2015 10:00 AM	CHATHAM COUNTY, US...
<input checked="" type="checkbox"/>	Savannah, Georgia 01/22/2015 05:00 PM	Alpharetta, Georgia 01/22/2015 09:00 PM	FULTON COUNTY, US-GA...

Edit Itinerary Stop

Depart from (city): Savannah, Georgia

Date: 01/22/2015

Time: 05:00 PM

Arrive in (city): Alpharetta, Georgia

Date: 01/22/2015

Time: 09:00 PM

Save

Go to Single Day Itineraries | Next >> | Done

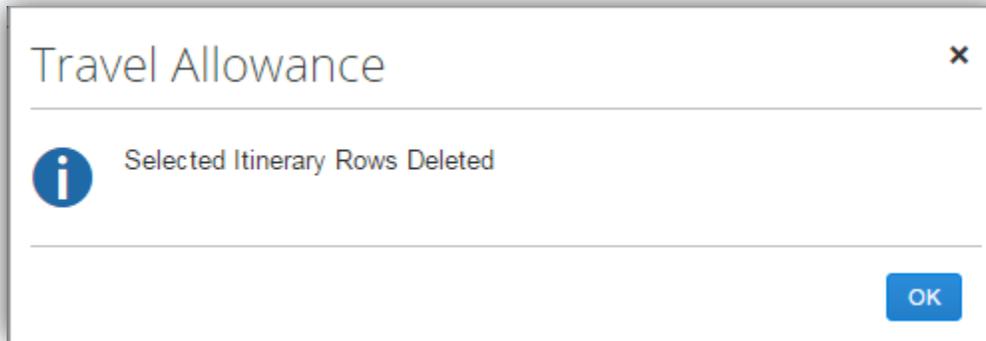
- Click **Yes** to confirm that you wish to delete the row

Please Confirm

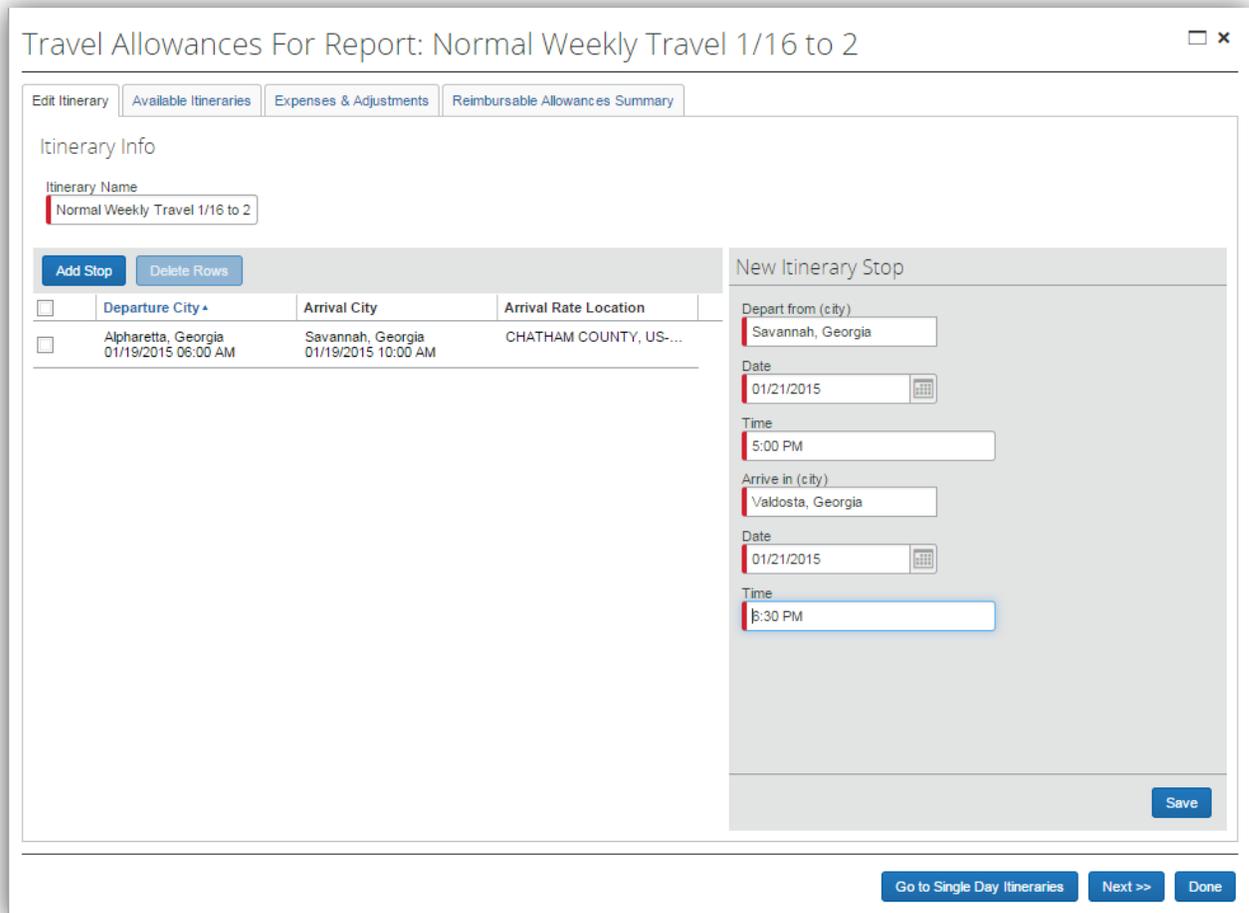
? You are about to delete selected itinerary rows. Once deleted, you will have to create the itinerary rows again. Are you sure you want to delete the selected itinerary rows?

Yes No Cancel

- Click **OK** to clear the deletion acknowledgement



- o You may now enter data for the next leg in New Itinerary Stop for the return trip or the next location you spent the night
- o Click **Save**



- o Enter as many additional locations where you spent the night as necessary. You must enter these locations as your Per Diem is based on where you spend the night.
- o Enter the information for your final leg, which generally is your home.
- o Click **Save**

Travel Allowances For Report: Normal Weekly Travel 1/16 to 2

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

Itinerary Info

Itinerary Name
Normal Weekly Travel 1/16 to 2

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

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Alpharetta, Georgia 01/19/2015 06:00 AM	Savannah, Georgia 01/19/2015 10:00 AM	CHATHAM COUNTY, US...
<input type="checkbox"/>	Savannah, Georgia 01/21/2015 05:00 PM	Valdosta, Georgia 01/21/2015 06:30 PM	US-GA, UNITED STATES

New Itinerary Stop

Depart from (city)
Valdosta, Georgia

Date
01/22/2015

Time
5:00 PM

Arrive in (city)
Alpharetta, Georgia

Date
01/22/2015

Time
7:00 PM

[Save](#)

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

The updated itinerary data appears:

Travel Allowances For Report: Normal Weekly Travel 1/16 to 2

Edit Itinerary Available Itineraries Expenses & Adjustments Reimbursable Allowances Summary

Itinerary Info

Itinerary Name
Normal Weekly Travel 1/16 to 2

Add Stop Delete Rows

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Alpharetta, Georgia 01/19/2015 06:00 AM	Savannah, Georgia 01/19/2015 10:00 AM	CHATHAM COUNTY, US-...
<input type="checkbox"/>	Savannah, Georgia 01/21/2015 05:00 PM	Valdosta, Georgia 01/21/2015 06:30 PM	US-GA, UNITED STATES
<input type="checkbox"/>	Valdosta, Georgia 01/22/2015 05:00 PM	Alpharetta, Georgia 01/22/2015 07:00 PM	FULTON COUNTY, US-GA...

New Itinerary Stop

Depart from (city)
Alpharetta, Georgia

Date

Time

Arrive in (city)

Date

Time

Save

Go to Single Day Itineraries Next >> Done

NOTE: If you return from a trip with an overnight stay and left for another trip with an overnight stay on the same day, they must be entered as a continuous trip for Per Diem entry purposes.

Example: You left Atlanta on 1/19 and went to Savannah, left Savannah on the 21st to go to Valdosta, left Valdosta to return to Atlanta on the 22nd and left Atlanta on the same day (the 22nd) to go to Chicago and finally left Chicago on the 25th to return to Atlanta. Both trips would need to be entered as one continuous trip or you will not be reimbursed for the correct Per Diem.

- Click **Next** to display the adjusted allowable Per Diems

Travel Allowances For Report: Normal Weekly Travel 1/16 to 2

Create New Itinerary Available Itineraries Expenses & Adjustments Reimbursable Allowances Summary

Show dates from to

Exclude All <input type="checkbox"/>	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	01/19/2015 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$27.00
<input type="checkbox"/>	01/20/2015 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$36.00
<input type="checkbox"/>	01/21/2015 Valdosta, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$28.00
<input type="checkbox"/>	01/22/2015 Valdosta, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$21.00

- Click the check box next to any provide meals if necessary
- Click **Update Expenses**

Normal Weekly Travel 1/16 to 2

Details ▾ Receipts ▾ Print / Email ▾

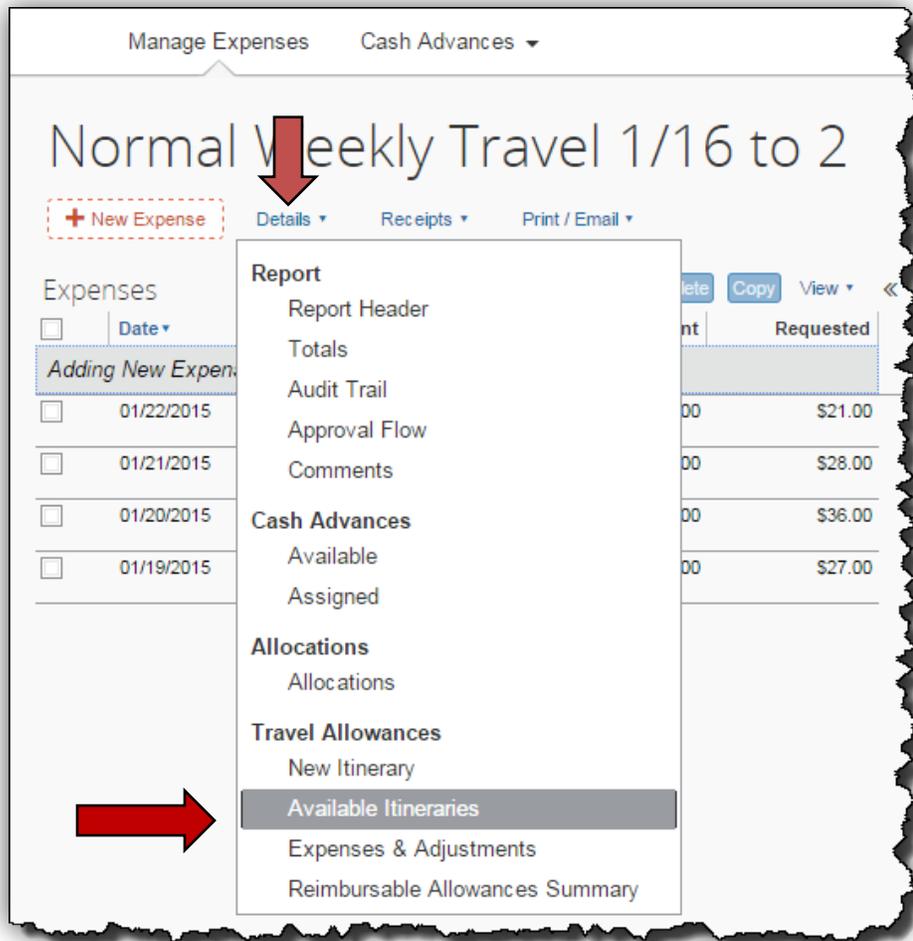
Expenses View ▾ <<

<input type="checkbox"/>	Date ▾	Expense	Amount	Requested
<i>Adding New Expense</i>				
<input type="checkbox"/>	01/22/2015	Fixed Meals Valdosta, Georgia	\$21.00	\$21.00
<input type="checkbox"/>	01/21/2015	Fixed Meals Valdosta, Georgia	\$28.00	\$28.00
<input type="checkbox"/>	01/20/2015	Fixed Meals Savannah, Georgia	\$36.00	\$36.00
<input type="checkbox"/>	01/19/2015	Fixed Meals Savannah, Georgia	\$27.00	\$27.00

- Your expense report will be updated with any corrections necessary based on the new data you entered.

UNASSIGN

- Mark a Travel Allowance Itinerary for use on a different expense report or for deletion.
 - Open the existing Expense Report 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 at least 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 itinerary to highlight it

Travel Allowances For Report: Normal Weekly Travel 1/16 to 2

Create New Itinerary Available Itineraries Expenses & Adjustments Reimbursable Allowances Summary

Assigned Itineraries

Edit Unassign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: Normal Weekly Travel 1/16 to 2				
Alpharetta, Georgia	01/19/2015 06:00 AM	Savannah, Georgia	01/19/2015 10:00 AM	CHATHAM COUNTY, US-GA, US
Savannah, Georgia	01/21/2015 05:00 PM	Valdosta, Georgia	01/21/2015 06:30 PM	US-GA, UNITED STATES
Valdosta, Georgia	01/22/2015 05:00 PM	Alpharetta, Georgia	01/22/2015 07:00 PM	FULTON COUNTY, US-GA, US

- Click **Unassign**

Travel Allowances For Report: Normal Weekly Travel 1/16 to 2

Create New Itinerary Available Itineraries Expenses & Adjustments Reimbursable Allowances Summary

Assigned Itineraries

Edit **Unassign**

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: Normal Weekly Travel 1/16 to 2				
Alpharetta, Georgia	01/19/2015 06:00 AM	Savannah, Georgia	01/19/2015 10:00 AM	CHATHAM COUNTY, US-GA, US
Savannah, Georgia	01/21/2015 05:00 PM	Valdosta, Georgia	01/21/2015 06:30 PM	US-GA, UNITED STATES
Valdosta, Georgia	01/22/2015 05:00 PM	Alpharetta, Georgia	01/22/2015 07:00 PM	FULTON COUNTY, US-GA, US

- The Itinerary moves to the bottom of the screen to **Available Itineraries**

Available Itineraries

Current Itineraries Delete Assign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: 01/14/2015 Augusta (Single Day)				
Alpharetta (Single Day), Georgia	01/14/2015 06:00 AM	Augusta (Single Day), Georgia	01/14/2015 09:00 AM	Augusta (Single Day), US-GA, US
Augusta (Single Day), Georgia	01/14/2015 05:45 PM	Alpharetta (Single Day), Georgia	01/14/2015 07:45 PM	Alpharetta (Single Day), US-GA,...
Itinerary: Normal Weekly Travel 1/16 to 2				
Alpharetta, Georgia	01/19/2015 06:00 AM	Savannah, Georgia	01/19/2015 10:00 AM	CHATHAM COUNTY, US-GA, US
Savannah, Georgia	01/21/2015 05:00 PM	Valdosta, Georgia	01/21/2015 06:30 PM	US-GA, UNITED STATES
Valdosta, Georgia	01/22/2015 05:00 PM	Alpharetta, Georgia	01/22/2015 07:00 PM	FULTON COUNTY, US-GA, US

Done

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

NOTE: You may now completely delete this unassigned itinerary from the TTE system or reassign it to another Expense Report.

DELETE

- To Delete a Travel Allowance
 - From an open expense report, select the Travel Allowance Itinerary to be deleted by clicking on the Itinerary name in the Available Itineraries section. This will highlight it.
 - Click **Delete**.

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: 01/14/2015 Augusta (Single Day)				
Alpharetta (Single Day), Georgia	01/14/2015 06:00 AM	Augusta (Single Day), Georgia	01/14/2015 09:00 AM	Augusta (Single Day), US-GA, US
Augusta (Single Day), Georgia	01/14/2015 05:45 PM	Alpharetta (Single Day), Georgia	01/14/2015 07:45 PM	Alpharetta (Single Day), US-GA,...
Itinerary: Normal Weekly Travel 1/16 to 2				
Alpharetta, Georgia	01/19/2015 06:00 AM	Savannah, Georgia	01/19/2015 10:00 AM	CHATHAM COUNTY, US-GA, US
Savannah, Georgia	01/21/2015 05:00 PM	Valdosta, Georgia	01/21/2015 06:30 PM	US-GA, UNITED STATES
Valdosta, Georgia	01/22/2015 05:00 PM	Alpharetta, Georgia	01/22/2015 07:00 PM	FULTON COUNTY, US-GA, US

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

Please Confirm

?

You are about to delete selected itineraries. Once deleted, you will have to create the itineraries and all the rows again. Are you sure you want to delete the selected itineraries?

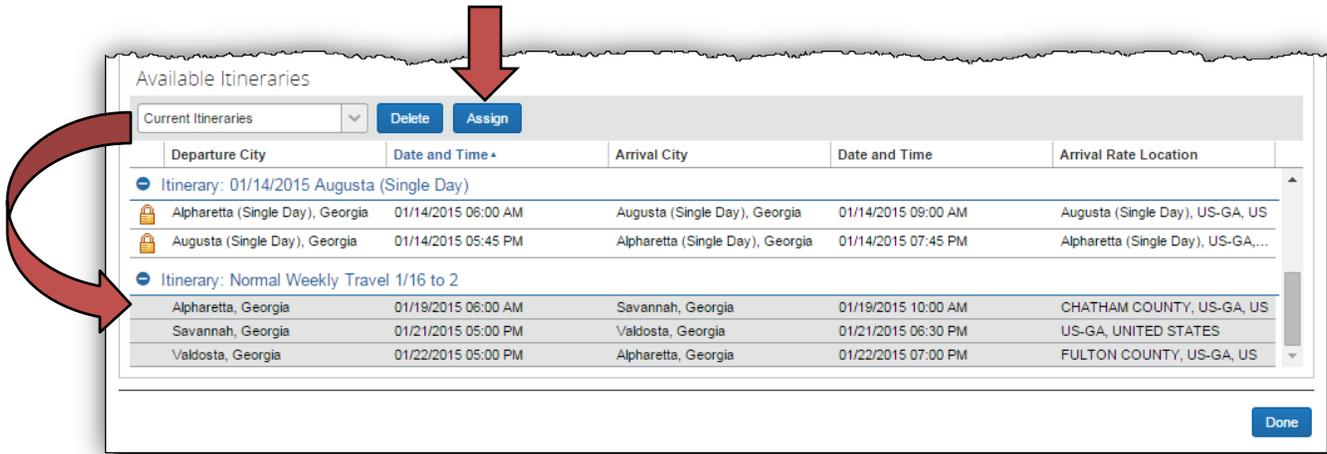
Yes No Cancel

- The Travel Allowance Itinerary will be removed from the TTE System and the date will be available for entry.

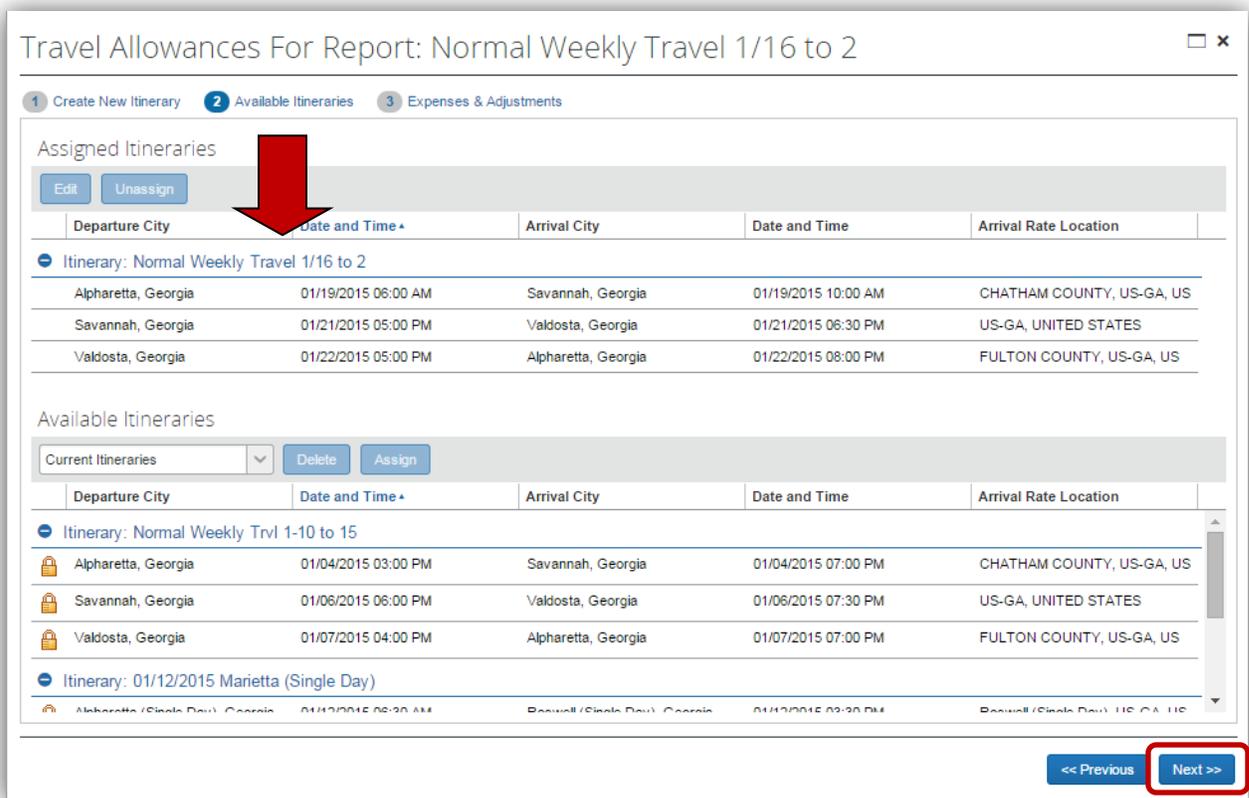
REASSIGN

- Reassign 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**



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

Travel Allowances For Report: Normal Weekly Travel 1/16 to 2

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from to

Exclude All <input type="checkbox"/>	Date/Location +	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	01/19/2015 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$27.00
<input type="checkbox"/>	01/20/2015 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$36.00
<input type="checkbox"/>	01/21/2015 Valdosta, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$28.00
<input type="checkbox"/>	01/22/2015 Valdosta, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$21.00

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

Normal Weekly Travel 1/16 to 2

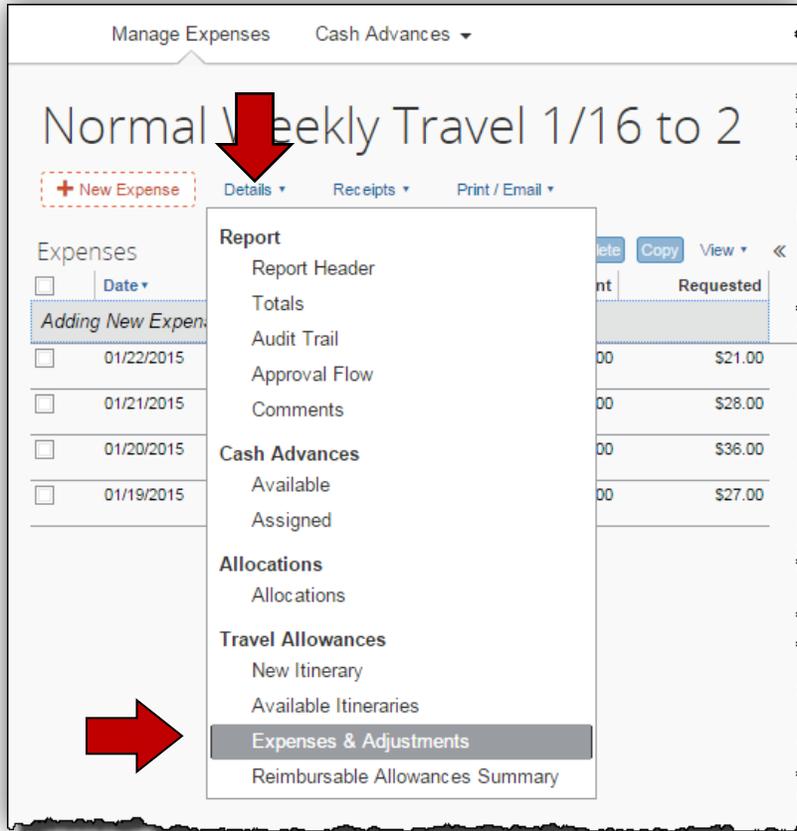
Details ▾ Receipts ▾ Print / Email ▾

Expenses View ▾ <<

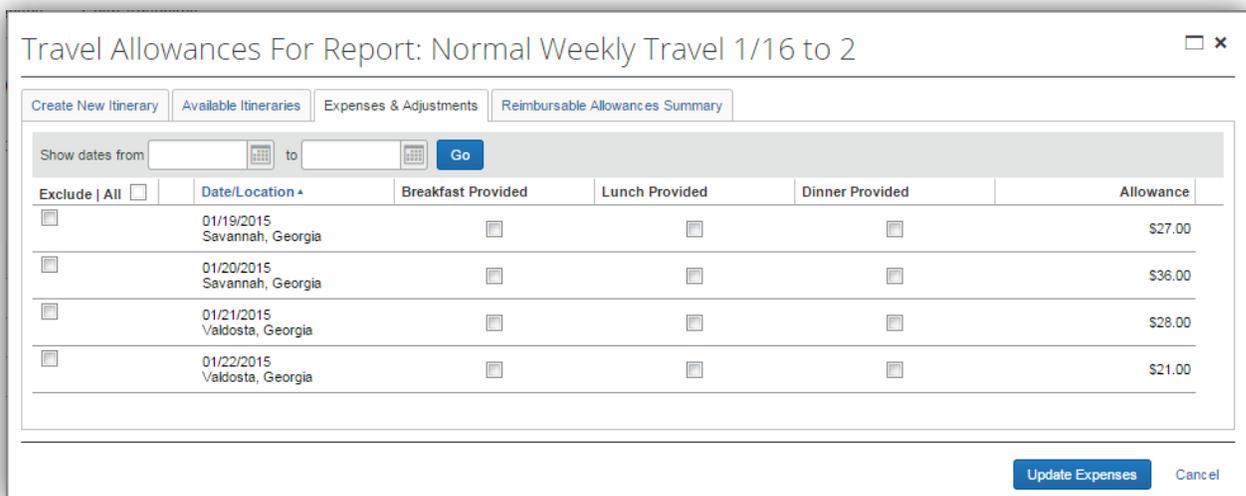
<input type="checkbox"/>	Date ▾	Expense	Amount	Requested
Adding New Expense				
<input type="checkbox"/>	01/22/2015	Fixed Meals Valdosta, Georgia	\$21.00	\$21.00
<input type="checkbox"/>	01/21/2015	Fixed Meals Valdosta, Georgia	\$28.00	\$28.00
<input type="checkbox"/>	01/20/2015	Fixed Meals Savannah, Georgia	\$36.00	\$36.00
<input type="checkbox"/>	01/19/2015	Fixed Meals Savannah, Georgia	\$27.00	\$27.00

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

- Open an existing Expense Report
- Click on the **Details** tab.
- Select **Expenses and Adjustments** under the Travel Allowances section



- The **Expenses & Adjustments** window opens.



- Select or deselect any necessary meals.
- Click **Update Expenses**

Travel Allowances For Report: Normal Weekly Travel 1/16 to 2

Create New Itinerary Available Itineraries Expenses & Adjustments Reimbursable Allowances Summary

Show dates from to

Exclude All <input type="checkbox"/>	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	01/19/2015 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$27.00
<input type="checkbox"/>	01/20/2015 Savannah, Georgia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$29.00
<input type="checkbox"/>	01/21/2015 Valdosta, Georgia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$22.00
<input type="checkbox"/>	01/22/2015 Valdosta, Georgia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$16.50

- The Expense Report will open and the adjusted Per Diems (Fixed Meals) will appear

Manage Expenses Cash Advances

Normal Weekly Travel 1/16 to 2

Details Receipts Print / Email

Expenses View <<

<input type="checkbox"/>	Date	Expense	Amount	Requested
<i>Adding New Expense</i>				
<input type="checkbox"/>	01/22/2015	Fixed Meals Valdosta, Georgia	\$16.50	\$16.50
<input type="checkbox"/>	01/21/2015	Fixed Meals Valdosta, Georgia	\$22.00	\$22.00
<input type="checkbox"/>	01/20/2015	Fixed Meals Savannah, Georgia	\$29.00	\$29.00
<input type="checkbox"/>	01/19/2015	Fixed Meals Savannah, Georgia	\$27.00	\$27.00