

State Accounting Office

TeamWorks: Travel and Expense System

**TTE: How to Enter
Travel Allowances –
No Overnight Stay
2015**



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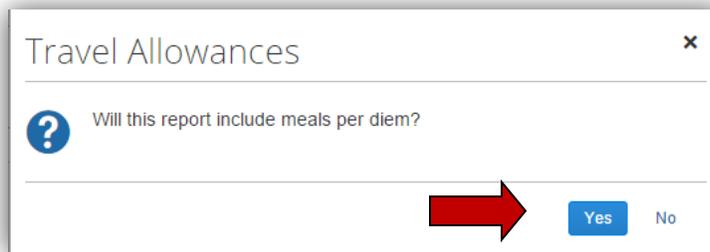
Revision Table

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 Removed verbiage no longer applicable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
1/20/15	Update document for New User Interface, no functional changes

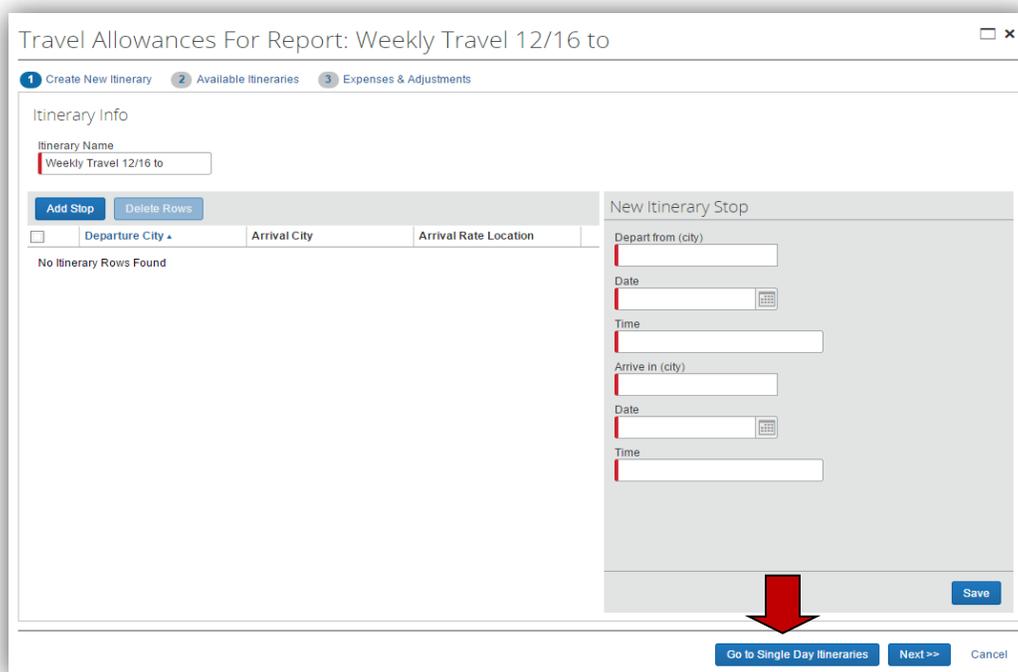
Add Travel Allowances When Creating a New Expense Report

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



- 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: Weekly Travel 12/16 to

1 Single Day Itineraries 2 Available Itineraries 3 Expenses & Adjustments

Choose start date: 12/16/2014

Exclu...	Date	Start Location	Depart	End Location	Arrive	Depart	Back At...	Hours
<input type="checkbox"/>	01/19/2015 Monday							
<input type="checkbox"/>	01/20/2015 Tuesday							
<input type="checkbox"/>	01/21/2015 Wednes...							
<input type="checkbox"/>	01/22/2015 Thursday							
<input type="checkbox"/>	01/23/2015 Friday							
<input type="checkbox"/>	01/24/2015 Saturday							
<input type="checkbox"/>	01/25/2015 Sunday							

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

Travel Allowances For Report: Weekly Travel 12/16 to

Single Day Itineraries Available Itineraries Expenses & Adjustments Reimbursable Allowances Summary

Choose start date: 12/14/2014

Exclu...	Date	Start Location	Depart	End Location	Arrive	Depart	Back At ...	Hours
<input type="checkbox"/>	12/14/2014 Sunday							
	12/15/2014 Monday	Itinerary has been created						
<input type="checkbox"/>	12/16/2014 Tuesday							
<input type="checkbox"/>	12/17/2014 Wednes...							
<input type="checkbox"/>	12/18/2014 Thursday							
<input type="checkbox"/>	12/19/2014 Friday							
<input type="checkbox"/>	12/20/2014 Saturday							

- If Itineraries already exist, 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: Weekly Travel 12/16 to ☐ x

Single Day Itineraries Available Itineraries Expenses & Adjustments Reimbursable Allowances Summary

Choose start date 12/14/2014

Exclu...	Date	Start Location	Depart	End Location	Arrive	Depart	Back At ...	Hours
<input type="checkbox"/>	12/14/2014 Sunday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	12/15/2014 Monday	Itinerary has been created						
<input type="checkbox"/>	12/16/2014 Tuesday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	12/17/2014 Wednes...	Atlanta (Single Day), Georgia	7:30 AM	Centerville (Single Day), Georgia	9:30 AM	5:30 PM	7:30 PM	12:00
<input type="checkbox"/>	12/18/2014 Thursday	Roswell (Single Day), Georgia	7:00 AM	Augusta (Single Day), Georgia	1:00 PM	6:00 PM	7:30 PM	12:30
<input type="checkbox"/>	12/19/2014 Friday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	12/20/2014 Saturday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



- Click the **Expenses and Adjustments** tab

Travel Allowances For Report: Weekly Travel 12/16 to

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

Choose start date 12/14/2014

Exclu...	Date	Start Location	Depart	End Location	Arrive	Depart	Back At ...	Hours
<input type="checkbox"/>	12/14/2014 Sunday							
	12/15/2014 Monday	Itinerary has been created						
<input type="checkbox"/>	12/16/2014 Tuesday							
	12/17/2014 Wednes...	Itinerary has been created						
	12/18/2014 Thursday	Itinerary has been created						
<input type="checkbox"/>	12/19/2014 Friday							
<input type="checkbox"/>	12/20/2014 Saturday							

- Click on the check box next to 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: Weekly Travel 12/16 to

1 Single Day Itineraries 2 Available Itineraries **3 Expenses & Adjustments** 4 Reimbursable Allowances Summary

Show dates from to

Exclude All	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	12/17/2014 Centerville (Single Day), G..	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$28.00
<input type="checkbox"/>	12/18/2014 Augusta (Single Day), Geor...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$36.00

<< 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.

Manage Expenses Cash Advances

Weekly Travel 12/16 to

[+ 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"/>	12/18/2014	Fixed Meals Augusta (Single Day), Georgia	\$36.00	\$36.00
<input type="checkbox"/>	12/17/2014	Fixed Meals Centerville (Single Day), Georgia	\$28.00	\$28.00

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.

- 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.

Home Requests **Expense** App Center Help ▾

Hello, Sherry

+ New 04 Authorization Requests 00 Available Expenses **01 Open Reports** 09 Cash Advances

COMPANY NOTES

Travel Training Portal
Please see the link above for additional Travel training opportunities.

MY TASKS

13 Open Requests

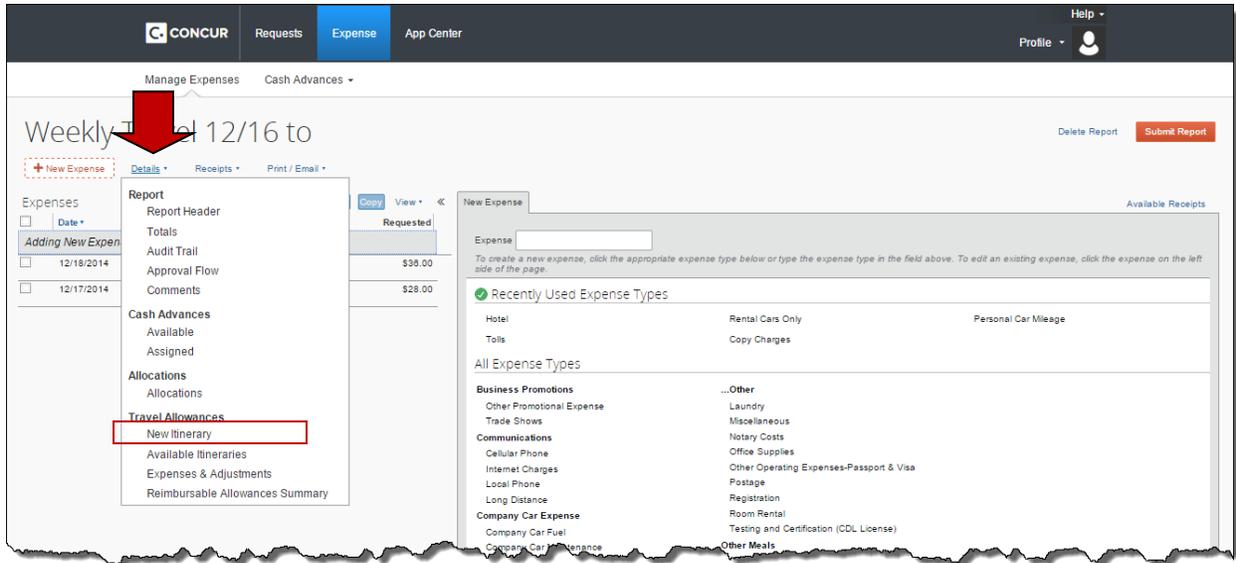
Authorization Requests 04

Cash Advances 09

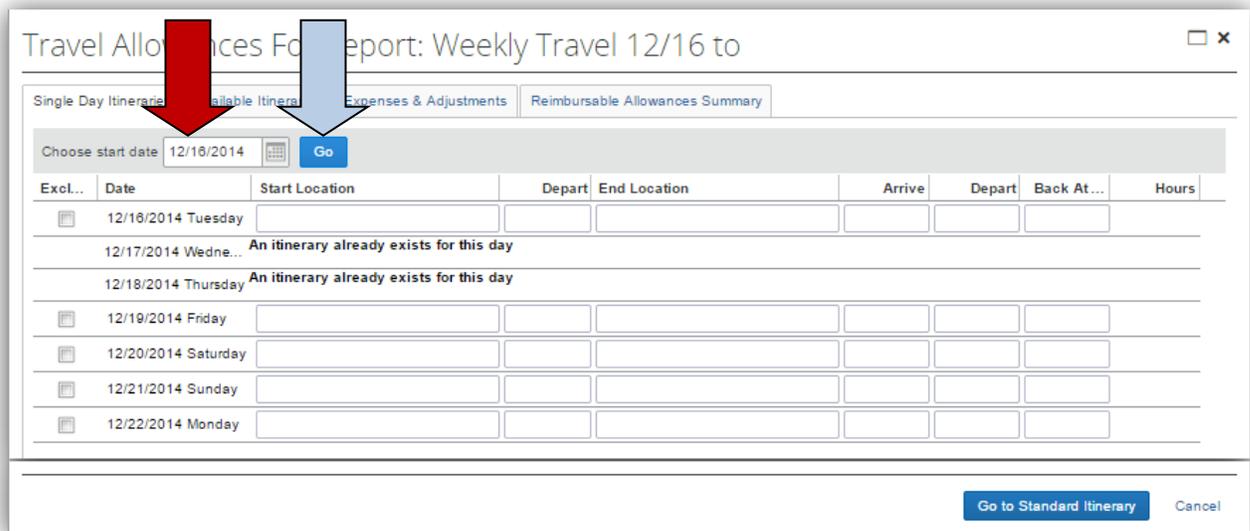
00 Available Expenses →
You currently have no available expenses.

01 Open Reports →
01/20 Weekly Travel 12/16 to
\$64.00

- 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.



- 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: Weekly Travel 12/16 to

Single Day Itineraries Available Itineraries Expenses & Adjustments Reimbursable Allowances Summary

Choose start date 12/16/2014

Excl...	Date	Start Location	Depart	End Location	Arrive	Depart	Back At...	Hours
<input type="checkbox"/>	12/16/2014 Tuesday							
	12/17/2014 Wedne...	An itinerary already exists for this day						
	12/18/2014 Thursday	An itinerary already exists for this day						
<input type="checkbox"/>	12/19/2014 Friday							
<input type="checkbox"/>	12/20/2014 Saturday							
<input type="checkbox"/>	12/21/2014 Sunday							
<input type="checkbox"/>	12/22/2014 Monday	Roswell (Single Day), Georgia	6:30 AM	Chamblee (Single Day), Georgia	5:00 PM	6:30 PM	7:00 PM	7:00

- 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.

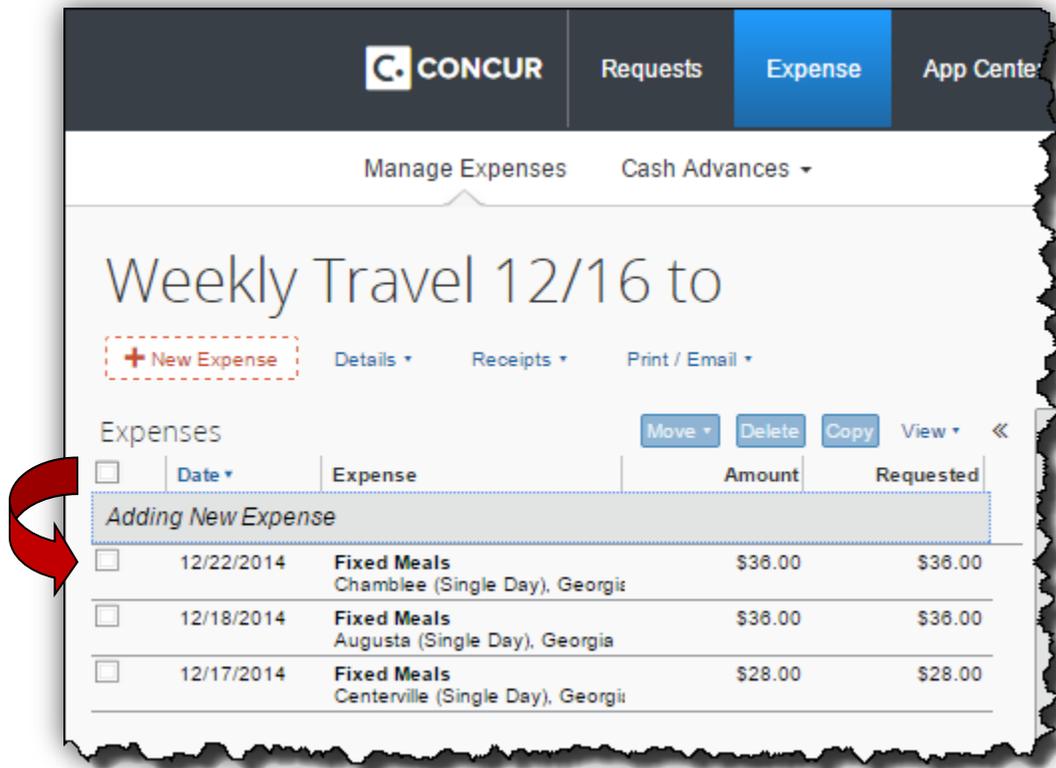
Travel Allowances For Report: Weekly Travel 12/16 to

Single Day Itineraries 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"/>	12/17/2014 Centerville (Single Day), G...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$28.00
<input type="checkbox"/>	12/18/2014 Augusta (Single Day), Geo...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$36.00
<input type="checkbox"/>	12/22/2014 Chamblee (Single Day), G...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$36.00

- Click on the **Expenses & Adjustments** tab at the top of the window
- Click on the checkboxes next to any meals that were provided for you
- Click on **Update Expenses**.
- 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.

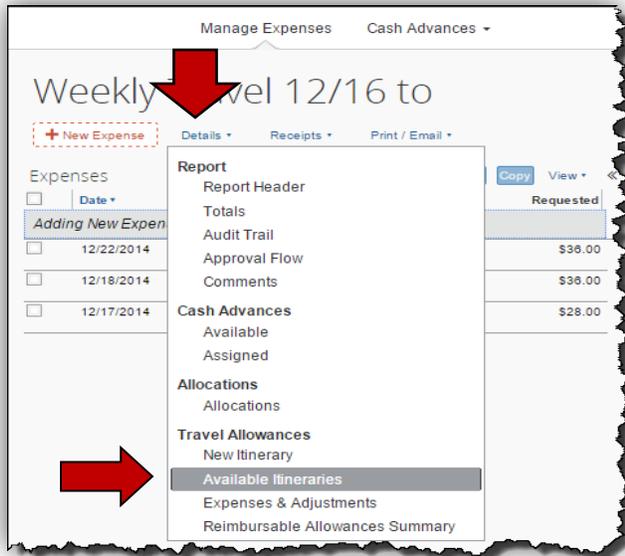


Correct a Travel Allowance Itinerary Entry

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*.



- Select the entry needing adjustment from **Assigned Itineraries** to highlight it
 - Click on **Edit**.

Travel Allowances For Report: Weekly Travel 12/16 to

Single Day Itineraries | 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: 12/17/2014 Centerville (Single Day)				
Atlanta (Single Day), Georgia	12/17/2014 07:30 AM	Centerville (Single Day), Georgia	12/17/2014 09:30 AM	Centerville (Single Day), US-G...
Centerville (Single Day), Georgia	12/17/2014 05:30 PM	Atlanta (Single Day), Georgia	12/17/2014 07:30 PM	Atlanta (Single Day), US-GA, US
Itinerary: 12/18/2014 Augusta (Single Day)				
Roswell (Single Day), Georgia	12/18/2014 07:00 AM	Augusta (Single Day), Georgia	12/18/2014 01:00 PM	Augusta (Single Day), US-GA, ...
Augusta (Single Day), Georgia	12/18/2014 08:00 PM	Roswell (Single Day), Georgia	12/18/2014 07:30 PM	Roswell (Single Day), US-GA, US
Itinerary: 12/22/2014 Chamblee (Single Day)				
Roswell (Single Day), Georgia	12/22/2014 08:30 AM	Chamblee (Single Day), Georgia	12/22/2014 05:00 PM	Chamblee (Single Day), US-G...
Chamblee (Single Day), Georgia	12/22/2014 08:30 PM	Roswell (Single Day), Georgia	12/22/2014 07:00 PM	Roswell (Single Day), US-GA, US

Available Itineraries

Current Itineraries

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: 11/21/2014 Rome (Single Day)				
Atlanta (Single Day), Georgia	11/21/2014 08:00 AM	Rome (Single Day), Georgia	11/21/2014 10:30 AM	Rome (Single Day), US-GA, US
Rome (Single Day), Georgia	11/21/2014 07:00 PM	Atlanta (Single Day), Georgia	11/21/2014 08:30 PM	Atlanta (Single Day), US-GA, US
Itinerary: 11/24/2014 Decatur (Single Day)				
Atlanta (Single Day), Georgia	11/24/2014 07:00 AM	Doraville (Single Day), Georgia	11/24/2014 03:00 PM	Doraville (Single Day), US-GA, ...
Doraville (Single Day), Georgia	11/24/2014 08:30 PM	Atlanta (Single Day), Georgia	11/24/2014 07:30 PM	Atlanta (Single Day), US-GA, US

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

Travel Allowances For Report: Weekly Travel 12/16 to □ ×

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

Itinerary Info

Itinerary Name
12/22/2014 Chamblee (Single)

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

<input type="checkbox"/>	Departure City *	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Roswell (Single Day), Geor... 12/22/2014 08:30 AM	Chamblee (Single Day), G... 12/22/2014 05:00 PM	Chamblee (Single Day), U...
<input type="checkbox"/>	Chamblee (Single Day), G... 12/22/2014 06:30 PM	Roswell (Single Day), Geor... 12/22/2014 07:00 PM	Roswell (Single Day), 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. 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 error such as location, departure or return time.
 - If your error was on the final stop of the day, you will have to correct the location in both lines of the itinerary.
- Click **Save**

Travel Allowances For Report: Weekly Travel 12/16 to

Edit Itinerary Available Itineraries Expenses & Adjustments Reimbursable Allowances Summary

Itinerary Info

Itinerary Name
12/22/2014 Chamblee (Single)

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

<input type="checkbox"/>	Departure City *	Arrival City	Arrival Rate Location
<input checked="" type="checkbox"/>	Roswell (Single Day), Geor... 12/22/2014 06:30 AM	Chamblee (Single Day), G... 12/22/2014 05:00 PM	Chamblee (Single Day), U...
<input type="checkbox"/>	Chamblee (Single Day), G... 12/22/2014 06:30 PM	Roswell (Single Day), Geor... 12/22/2014 07:00 PM	Roswell (Single Day), US-G...

Edit Itinerary Stop

Depart from (city)
Roswell (Single Day), Geor...

Date
12/22/2014

Time
06:30 AM

Arrive in (city)
Chamblee (Single Day), Gec

Date
12/22/2014

Time
05:00 PM

[Save](#)

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

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

Travel Allowances For Report: Weekly Travel 12/16 to

Edit Itinerary Available Itineraries Expenses & Adjustments Reimbursable Allowances Summary

Itinerary Info

Itinerary Name
12/22/2014 Chamblee (Single)

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

<input type="checkbox"/>	Departure City *	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Roswell (Single Day), Geor... 12/22/2014 06:30 AM	Chamblee (Single Day), G... 12/22/2014 04:00 PM	Chamblee (Single Day), U...
<input type="checkbox"/>	Chamblee (Single Day), G... 12/22/2014 06:30 PM	Roswell (Single Day), Geor... 12/22/2014 07:00 PM	Roswell (Single Day), US-G...

New Itinerary Stop

Depart from (city)
Chamblee (Single Day), Gec

Date

Time

Arrive in (city)

Date

Time

[Save](#)

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

- Click **Next** to display the **Expense and Adjustments**
 - Correct any Provided meal segments if necessary.
- Click **Create Expenses** or **Update Expenses**

Travel Allowances For Report: Weekly Travel 12/16 to

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"/>	12/17/2014 Centerville (Single Day), G...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$28.00
<input type="checkbox"/>	12/18/2014 Augusta (Single Day), Geo...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$36.00
<input type="checkbox"/>	12/22/2014 Chamblee (Single Day), G...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$36.00

- The Expense Report will be updated to reflect the change you made.

Manage Expenses Cash Advances

Weekly Travel 12/16 to

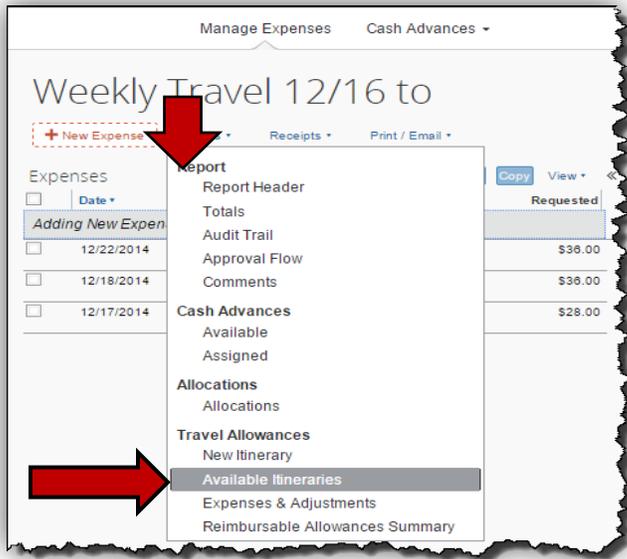
Details Receipts Print / Email

Expenses View <<

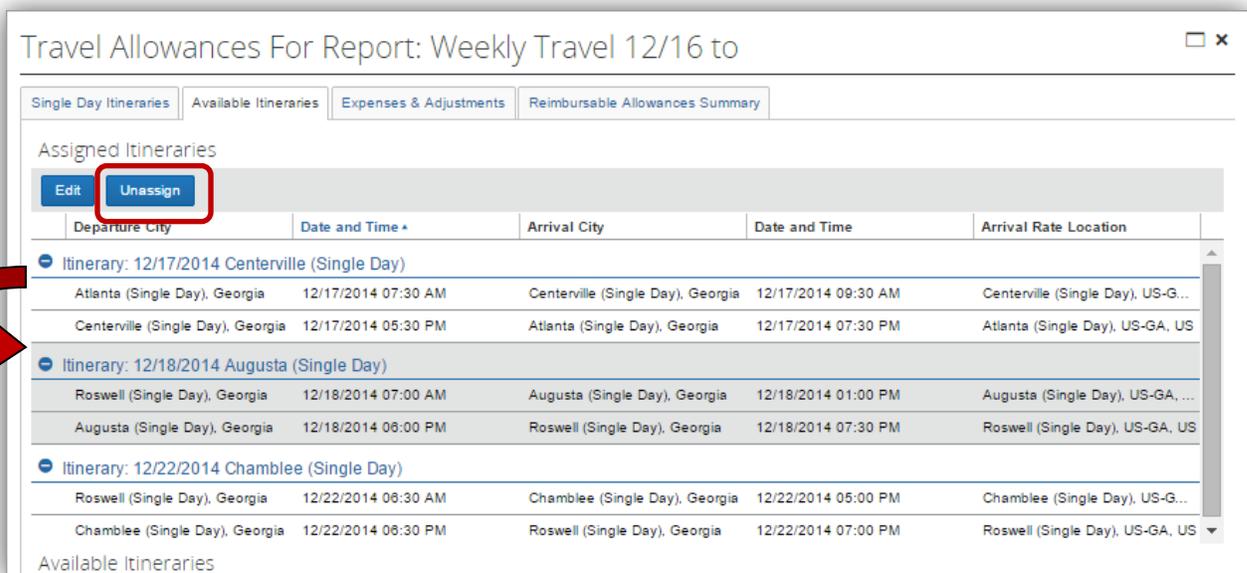
<input type="checkbox"/>	Date	Expense	Amount	Requested
Adding New Expense				
<input type="checkbox"/>	12/22/2014	Fixed Meals Chamblee (Single Day), Georgia	\$36.00	\$36.00
<input type="checkbox"/>	12/18/2014	Fixed Meals Augusta (Single Day), Georgia	\$36.00	\$36.00
<input type="checkbox"/>	12/17/2014	Fixed Meals Centerville (Single Day), Georgia	\$28.00	\$28.00

UNASSIGN

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



- 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 entry to highlight it
- Click **Unassign**



- The Itinerary moves to **Available Itineraries**

Travel Allowances For Report: Weekly Travel 12/16 to

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: 12/17/2014 Centerville (Single Day)				
Atlanta (Single Day), Georgia	12/17/2014 07:30 AM	Centerville (Single Day), Georgia	12/17/2014 09:30 AM	Centerville (Single Day), US-G...
Centerville (Single Day), Georgia	12/17/2014 05:30 PM	Atlanta (Single Day), Georgia	12/17/2014 07:30 PM	Atlanta (Single Day), US-GA, US
Itinerary: 12/22/2014 Chamblee (Single Day)				
Roswell (Single Day), Georgia	12/22/2014 06:30 AM	Chamblee (Single Day), Georgia	12/22/2014 04:00 PM	Chamblee (Single Day), US-G...
Chamblee (Single Day), Georgia	12/22/2014 06:30 PM	Roswell (Single Day), Georgia	12/22/2014 07:00 PM	Roswell (Single Day), US-GA, US

Available Itineraries

Current Itineraries Delete Assign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: 12/15/2014 Augusta (Single Day)				
Roswell (Single Day), Georgia	12/15/2014 07:00 AM	Augusta (Single Day), Georgia	12/15/2014 09:00 AM	Augusta (Single Day), US-GA, ...
Augusta (Single Day), Georgia	12/15/2014 06:00 PM	Roswell (Single Day), Georgia	12/15/2014 07:30 PM	Roswell (Single Day), US-GA, US
Itinerary: 12/18/2014 Augusta (Single Day)				
Roswell (Single Day), Georgia	12/18/2014 07:00 AM	Augusta (Single Day), Georgia	12/18/2014 01:00 PM	Augusta (Single Day), US-GA, ...
Augusta (Single Day), Georgia	12/18/2014 06:00 PM	Roswell (Single Day), Georgia	12/18/2014 07:30 PM	Roswell (Single Day), US-GA, US

<< Previous Next >>

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

DELETE

- Select the Travel Allowance Itinerary to be deleted from the system by clicking on the Itinerary name in **Available Itineraries**. This will highlight it.
 - Click **Delete**.

Travel Allowances For Report: Weekly Travel 12/16 to

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: 12/17/2014 Centerville (Single Day)				
Atlanta (Single Day), Georgia	12/17/2014 07:30 AM	Centerville (Single Day), Georgia	12/17/2014 09:30 AM	Centerville (Single Day), US-G...
Centerville (Single Day), Georgia	12/17/2014 05:30 PM	Atlanta (Single Day), Georgia	12/17/2014 07:30 PM	Atlanta (Single Day), US-GA, US
Itinerary: 12/22/2014 Chamblee (Single Day)				
Roswell (Single Day), Georgia	12/22/2014 06:30 AM	Chamblee (Single Day), Georgia	12/22/2014 04:00 PM	Chamblee (Single Day), US-G...
Chamblee (Single Day), Georgia	12/22/2014 06:30 PM	Roswell (Single Day), Georgia	12/22/2014 07:00 PM	Roswell (Single Day), US-GA, US

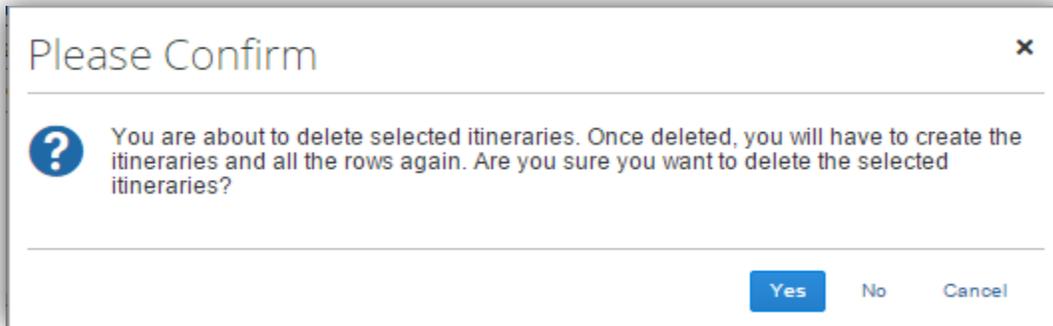
Available Itineraries

Current Itineraries Delete Assign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Atlanta (Single Day), Georgia	11/24/2014 07:00 AM	Doraville (Single Day), Georgia	11/24/2014 03:00 PM	Doraville (Single Day), US-GA, ...
Doraville (Single Day), Georgia	11/24/2014 06:30 PM	Atlanta (Single Day), Georgia	11/24/2014 07:30 PM	Atlanta (Single Day), US-GA, US
Itinerary: 12/15/2014 Augusta (Single Day)				
Roswell (Single Day), Georgia	12/15/2014 07:00 AM	Augusta (Single Day), Georgia	12/15/2014 09:00 AM	Augusta (Single Day), US-GA, ...
Augusta (Single Day), Georgia	12/15/2014 06:00 PM	Roswell (Single Day), Georgia	12/15/2014 07:30 PM	Roswell (Single Day), US-GA, US
Itinerary: 12/18/2014 Augusta (Single Day)				

<< Previous Next >>

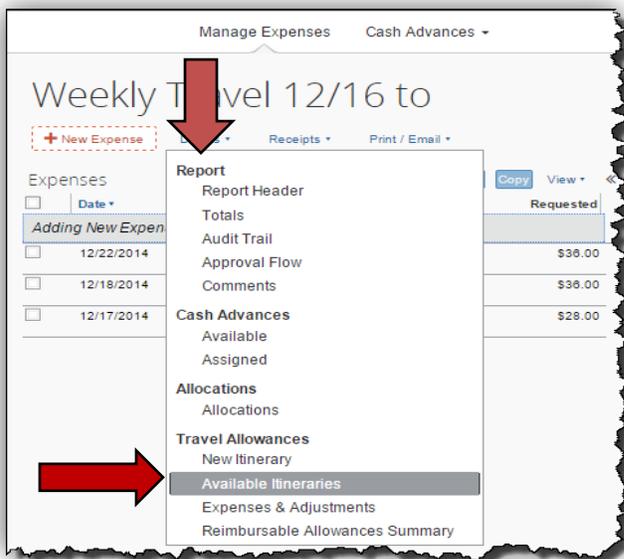
- Click **Yes** in the confirmation box to process the deletion



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

REASSIGN

- 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**



- 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**

Travel Allowances For Report: Weekly Travel 12/16 to

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

Assigned Itineraries

Available Itineraries

Current Itineraries

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Atlanta (Single Day), Georgia	11/24/2014 07:00 AM	Doraville (Single Day), Georgia	11/24/2014 03:00 PM	Doraville (Single Day), US-GA, ...
Doraville (Single Day), Georgia	11/24/2014 08:30 PM	Atlanta (Single Day), Georgia	11/24/2014 07:30 PM	Atlanta (Single Day), US-GA, US
Itinerary: 12/15/2014 Augusta (Single Day)				
Roswell (Single Day), Georgia	12/15/2014 07:00 AM	Augusta (Single Day), Georgia	12/15/2014 09:00 AM	Augusta (Single Day), US-GA, ...
Augusta (Single Day), Georgia	12/15/2014 08:00 PM	Roswell (Single Day), Georgia	12/15/2014 07:30 PM	Roswell (Single Day), US-GA, US
Itinerary: 12/18/2014 Augusta (Single Day)				

<< Previous

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

Travel Allowances For Report: Weekly Travel 12/16 to

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

Assigned Itineraries

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: 12/15/2014 Augusta (Single Day)				
Roswell (Single Day), Georgia	12/15/2014 07:00 AM	Augusta (Single Day), Georgia	12/15/2014 09:00 AM	Augusta (Single Day), US-GA, ...
Augusta (Single Day), Georgia	12/15/2014 08:00 PM	Roswell (Single Day), Georgia	12/15/2014 07:30 PM	Roswell (Single Day), US-GA, US
Itinerary: 12/17/2014 Centerville (Single Day)				
Atlanta (Single Day), Georgia	12/17/2014 07:30 AM	Centerville (Single Day), Georgia	12/17/2014 09:30 AM	Centerville (Single Day), US-G...
Centerville (Single Day), Georgia	12/17/2014 05:30 PM	Atlanta (Single Day), Georgia	12/17/2014 07:30 PM	Atlanta (Single Day), US-GA, US
Itinerary: 12/22/2014 Chamblee (Single Day)				
Roswell (Single Day), Georgia	12/22/2014 08:30 AM	Chamblee (Single Day), Georgia	12/22/2014 04:00 PM	Chamblee (Single Day), US-G...
Chamblee (Single Day), Georgia	12/22/2014 08:30 PM	Roswell (Single Day), Georgia	12/22/2014 07:00 PM	Roswell (Single Day), US-GA, US

Available Itineraries

Current Itineraries

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: 11/21/2014 Rome (Single Day)				
Atlanta (Single Day), Georgia	11/21/2014 08:00 AM	Rome (Single Day), Georgia	11/21/2014 10:30 AM	Rome (Single Day), US-GA, US
Rome (Single Day), Georgia	11/21/2014 07:00 PM	Atlanta (Single Day), Georgia	11/21/2014 08:30 PM	Atlanta (Single Day), US-GA, US
Itinerary: 11/24/2014 Decatur (Single Day)				
Atlanta (Single Day), Georgia	11/24/2014 07:00 AM	Doraville (Single Day), Georgia	11/24/2014 03:00 PM	Doraville (Single Day), US-GA, ...
Doraville (Single Day), Georgia	11/24/2014 08:30 PM	Atlanta (Single Day), Georgia	11/24/2014 07:30 PM	Atlanta (Single Day), US-GA, ...

<< Previous

- Adjust the Travel Allowance for any provided meals if necessary

- Click **Create Expenses** (or **Update Expenses** if it appears)

Travel Allowances For Report: Weekly Travel 12/16 to

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

Show dates from to

Exclude All <input type="checkbox"/>	Date/Location *	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	12/15/2014 Augusta (Single Day), Geo...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$36.00
<input type="checkbox"/>	12/17/2014 Centerville (Single Day), G...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$28.00
<input type="checkbox"/>	12/22/2014 Chamblee (Single Day), G...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$36.00



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

Manage Expenses Cash Advances ▾

Weekly Travel 12/16 to

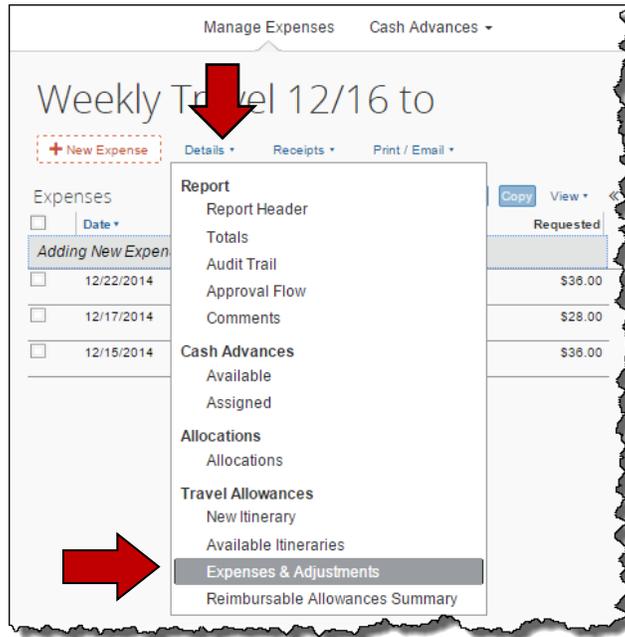
Details ▾ Receipts ▾ Print / Email ▾

Expenses View ▾

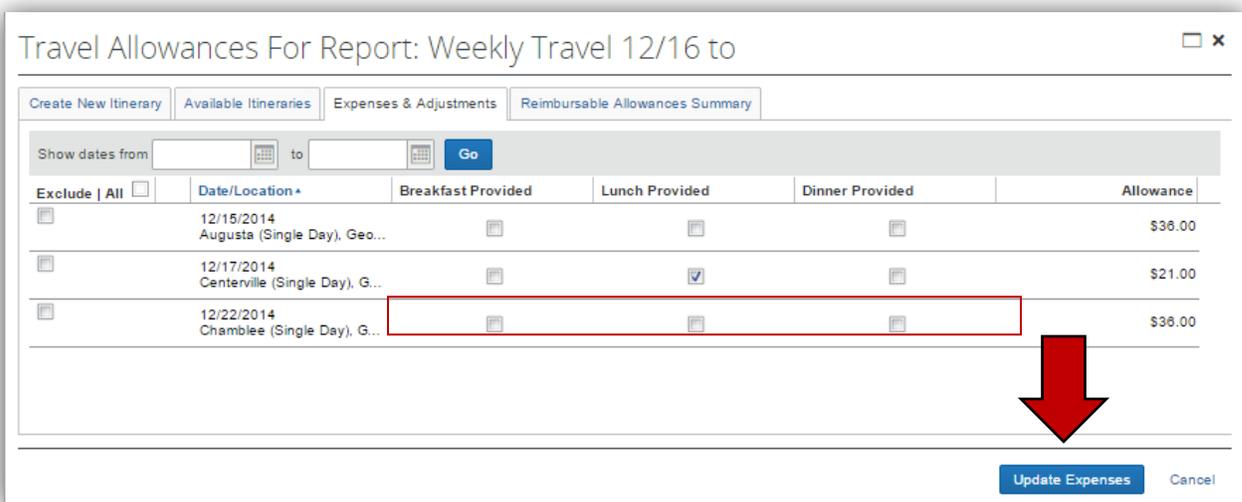
<input type="checkbox"/>	Date ▾	Expense	Amount	Requested
<i>Adding New Expense</i>				
<input type="checkbox"/>	12/22/2014	Fixed Meals Chamblee (Single Day), Georgia	\$36.00	\$36.00
<input type="checkbox"/>	12/17/2014	Fixed Meals Centerville (Single Day), Georgia	\$28.00	\$28.00
<input type="checkbox"/>	12/15/2014	Fixed Meals Augusta (Single Day), Georgia	\$36.00	\$36.00

Adjust for a Provided Meal on an Existing Travel Allowance Entry

- Open an existing expense report if it is not already open.
- 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 **Create Expenses or Update Expenses**



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

Manage Expenses Cash Advances ▾

Weekly Travel 12/16 to

[+ 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"/>	12/22/2014	Fixed Meals Chamblee (Single Day), Georgia	\$36.00	\$36.00
<input type="checkbox"/>	12/17/2014	Fixed Meals Centerville (Single Day), Georgia	\$21.00	\$21.00
<input type="checkbox"/>	12/15/2014	Fixed Meals Augusta (Single Day), Georgia	\$36.00	\$36.00