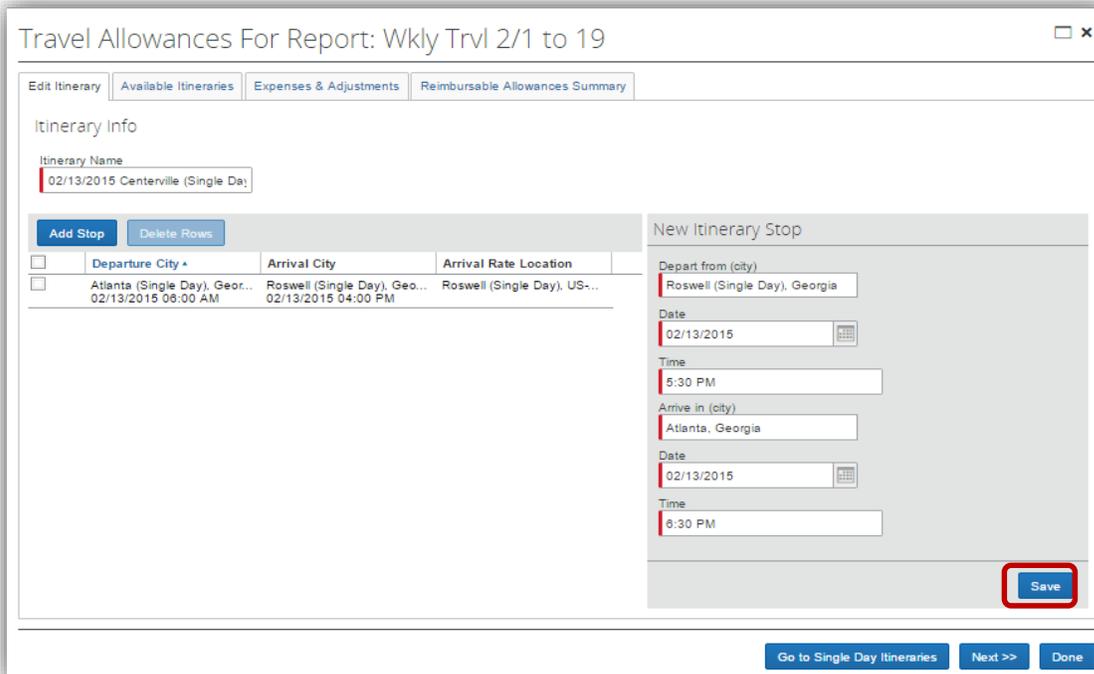
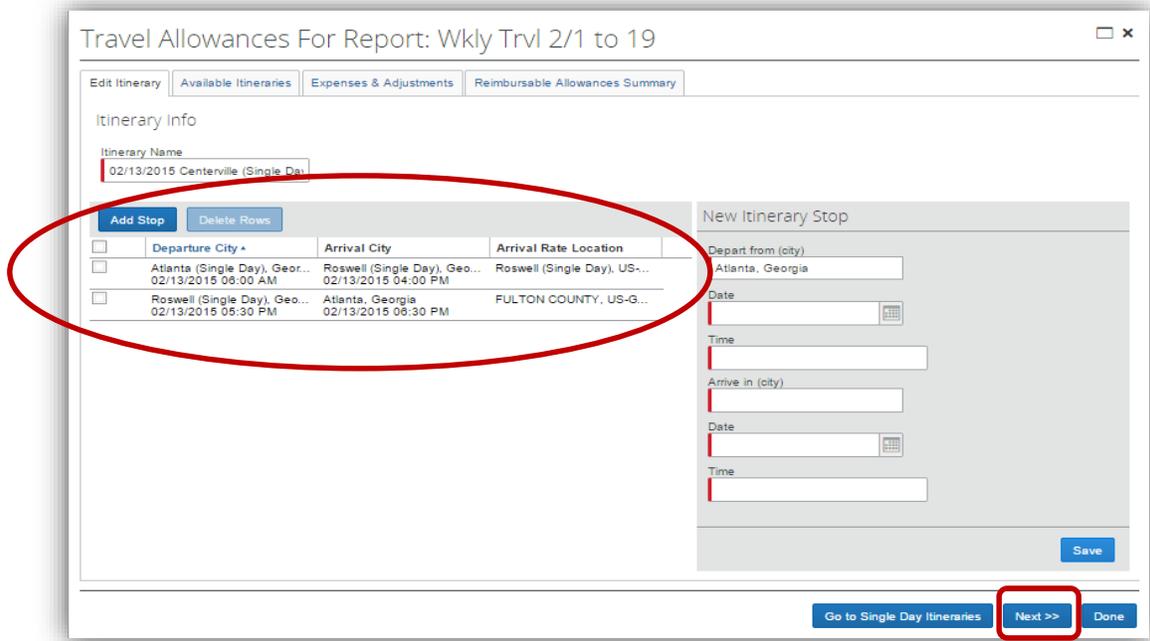


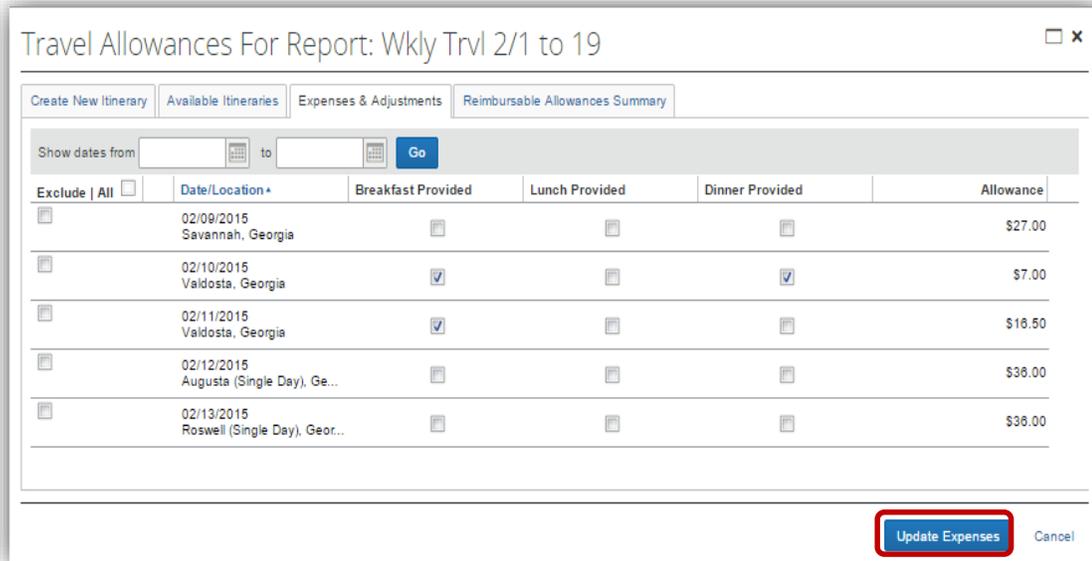
- The **Edit Itinerary** window will open.
- Click **Add Stop**
- Add the missing leg of the trip in **New Itinerary Stop**.
  - **NOTE:** If this was a request for Travel Allowance for travel NOT associated with an overnight stay, you **MUST** choose locations that have (Single Day) in the location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



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



- The Expense and Adjustment window opens



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