TRAVEL APPLICATION

Expense

HELPFUL HINTS

• If a traveler has an overlapping trip (arrives back from one trip and leaves for another within the same day), one itinerary should be created for both expense reports.

PROCEDURE

When creating expense reports for the overlapping trips, build one itinerary with the dates and times for both trips.

An example of an overlapping trip would be flying from Lincoln to Seattle, then Seattle to Lincoln. Upon returning to Lincoln, the traveler then drives to Des Moines on that same day for another business trip.

From the approved travel request associated with the first trip, create the first expense report with the multiple line itinerary that includes both trips.

Once all the itinerary stops have been entered and saved, continue to fill out the expense report. Save the expense report and begin to build the second report.
Click on the approved travel request associated with the second trip to begin creating the second expense report. When entering information into the second expense report, do not create a new itinerary. Once the traveler has progressed to the Travel Allowances pop-up, click on available itineraries.

From the available itineraries at the bottom of the pop-up window, click on the itinerary that includes both trips and click on Assign.
The itinerary will be moved to the assigned itinerary section.

Click on Next >> and continue to build the second expense report.

When finished, the traveler can now submit both expense reports.