

ITINERARY FOR OVERLAPPING TRIPS

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.

Departure City	Arrival City	Arrival Rate Location
Lincoln, Nebraska 12/10/2018 05:00 AM	Seattle, Washington 12/10/2018 10:30 AM	KING COUNTY, US-WA, US
Seattle, Washington 12/13/2018 06:00 AM	Lincoln, Nebraska 12/13/2018 11:00 AM	LANCASTER COUNTY, US-N...
Lincoln, Nebraska 12/13/2018 12:00 PM	Des Moines, Iowa 12/13/2018 03:30 PM	POLK COUNTY, US-IA, US
Des Moines, Iowa 12/14/2018 04:00 PM	Lincoln, Nebraska 12/14/2018 08:00 PM	LANCASTER COUNTY, US-N...

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.

ITINERARY FOR OVERLAPPING TRIPS

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.

Travel Allowances For Report: Des Moines, IA

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: Des Moines, IA Selection: USGSA

Add Stop Delete Rows Import Itinerary

Departure City Arrival City Arrival Rate Location

No Itinerary Rows Found

New Itinerary Stop

Departure City

Date Time

Arrival City

Date Time

Save

Go to Single Day Itineraries Next >> Cancel

From the available itineraries at the bottom of the pop-up window, click on the itinerary that includes both trips and click on **Assign**.

Travel Allowances For Report: Des Moines, IA

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

No Assigned Itineraries Found

Available Itineraries

Current Itineraries Delete Assign

Itinerary	Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: Seattle, WA - SAP					
	Omaha, Nebraska	11/19/2018 08:00 AM	Seattle, Washington	11/19/2018 10:00 AM	KING COUNTY, US-WA, US
	Seattle, Washington	11/22/2018 02:00 PM	Omaha, Nebraska	11/22/2018 04:00 PM	DOUGLAS COUNTY, US-NE, US
Itinerary: Seattle, WA					
	Lincoln, Nebraska	12/10/2018 05:00 AM	Seattle, Washington	12/10/2018 10:30 AM	KING COUNTY, US-WA, US
	Seattle, Washington	12/13/2018 06:00 AM	Lincoln, Nebraska	12/13/2018 11:00 AM	LANCASTER COUNTY, US-NE, US
	Lincoln, Nebraska	12/13/2018 12:00 PM	Des Moines, Iowa	12/13/2018 03:30 PM	POLK COUNTY, US-IA, US
	Des Moines, Iowa	12/14/2018 04:00 PM	Lincoln, Nebraska	12/14/2018 08:00 PM	LANCASTER COUNTY, US-NE, US

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The itinerary will be moved to the assigned itinerary section.

Travel Allowances For Report: Seattle, WA

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: Seattle, WA				
Lincoln, Nebraska	12/10/2018 05:00 AM	Seattle, Washington	12/10/2018 10:30 AM	KING COUNTY, US-WA, US
Seattle, Washington	12/13/2018 06:00 AM	Lincoln, Nebraska	12/13/2018 11:00 AM	LANCASTER COUNTY, US-NE, US
Lincoln, Nebraska	12/13/2018 12:00 PM	Des Moines, Iowa	12/13/2018 03:30 PM	POLK COUNTY, US-IA, US
Des Moines, Iowa	12/14/2018 04:00 PM	Lincoln, Nebraska	12/14/2018 08:00 PM	LANCASTER COUNTY, US-NE, US

Available Itineraries

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

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