ITINERARY STOPS FOR EXPENSE REPORTS

TRAVEL APPLICATION

Expense

HELPFUL HINTS

- An expense report itinerary must include at least two itinerary stops.
- An itinerary must be manually entered – do not use the Import Itinerary button.
- 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. The Itinerary for Overlapping Trips reference guide can be found here.

PROCEDURE

Itinerary stops are when the traveler begins travel status (leaves their home or office/workspace) and when they end travel status (returns to their home or office/workspace).
An itinerary must be assigned to the report by clicking anywhere within the two (or more) rows, which then turns a light blue. Click on Next to continue with the expense report.

TROUBLESHOOTING

The itinerary screen shown below has two itineraries with one stop each. This will prevent the expense report from being submitted. An error will contain the following message: “This report could not be submitted. This report contains at least one itinerary with a single itinerary row. An itinerary is not valid until it has at least two rows. Please add another row to complete the itinerary.”

To correct this error, click on Details and select Available Itineraries from the dropdown menu.
Highlight the itinerary stop you want to delete and click on **Unassign**.

Highlight the itinerary stop and click on **Delete**.

A pop-up message appears. Click on **Yes**.
Select the remaining itinerary and click on **Edit**.

Enter the second itinerary stop and click on **Save**. Enter any additional itinerary stops if needed.

With at least two itinerary stops listed, click on **Done**.
## ITINERARY STOPS FOR EXPENSE REPORTS

### Travel Allowances For Report: Boston, MA - HR conference

<table>
<thead>
<tr>
<th>Departure City</th>
<th>Arrival City</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lincoln, Nebraska</td>
<td>Boston, Massachusetts</td>
<td>04/25/2019 07:00 AM</td>
<td>04/25/2019 12:00 PM</td>
</tr>
<tr>
<td>Boston, Massachusetts</td>
<td>Lincoln, Nebraska</td>
<td>04/25/2019 12:00 PM</td>
<td>04/25/2019 17:30 PM</td>
</tr>
</tbody>
</table>

**New Itinerary Stop**

- **Departure City**: Lincoln, Nebraska
- **Arrival City**: Lincoln, Nebraska
- **Date**: 04/25/2019
- **Time**: 04/25/2019 12:00 PM

**Save** button available.