

ITINERARY STOPS FOR EXPENSE REPORTS

Updated December 20, 2018

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).

Travel Allowances For Report: Boston, MA - HR conference

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: Boston, MA - HR conference Selection: USGSA

Buttons: Add Stop, Delete Rows, Import Itinerary

	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Lincoln, Nebraska 09/28/2018 07:00 AM	Boston, Massachusetts 09/28/2018 12:00 PM	SUFFOLK COUNTY, US-MA, ...
<input type="checkbox"/>	Boston, Massachusetts 09/28/2018 12:00 PM	Lincoln, Nebraska 09/28/2018 07:30 PM	LANCASTER COUNTY, US-N...

New Itinerary Stop

Departure City: Lincoln, Nebraska

Date: [ ] Time: [ ]

Arrival City: [ ]

Date: [ ] Time: [ ]

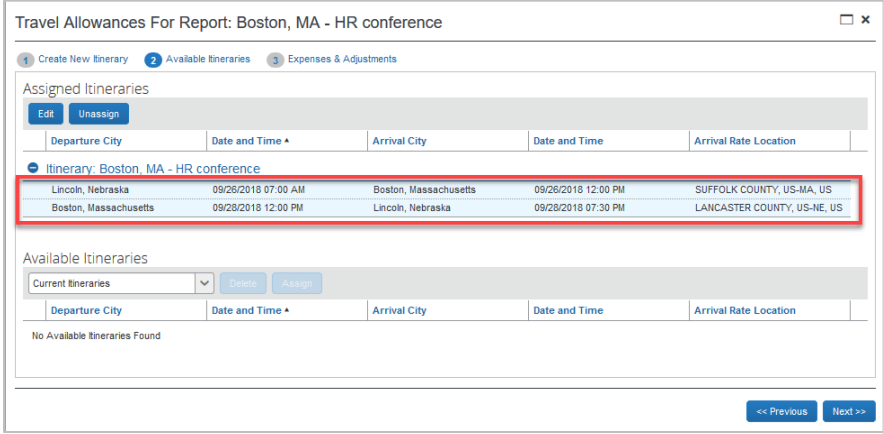
Save

Go to Single Day Itineraries Next >> Cancel

**ITINERARY STOPS FOR EXPENSE REPORTS**

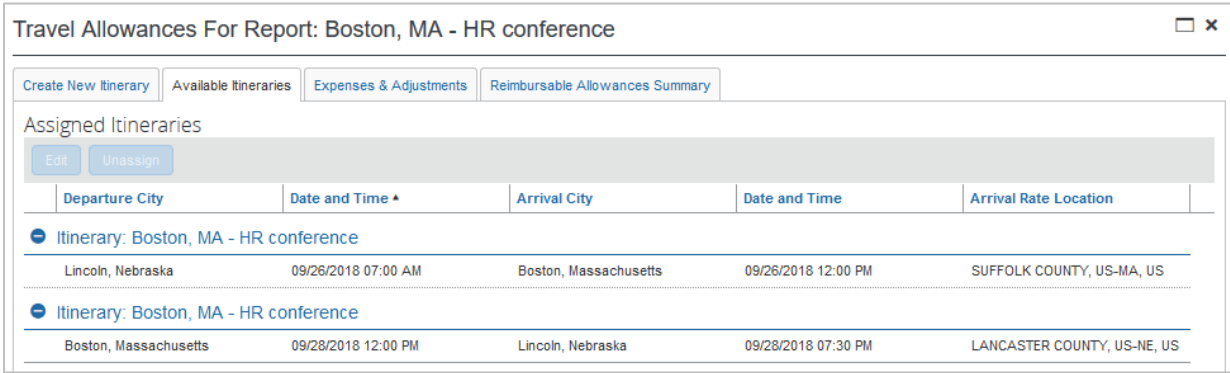
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An itinerary must be assigned to the report by clicking anywhere within the two (or more) rows, which then turns a light blue. Click on **Next >>** to continue with the expense report.



**TROUBLESHOOTING**

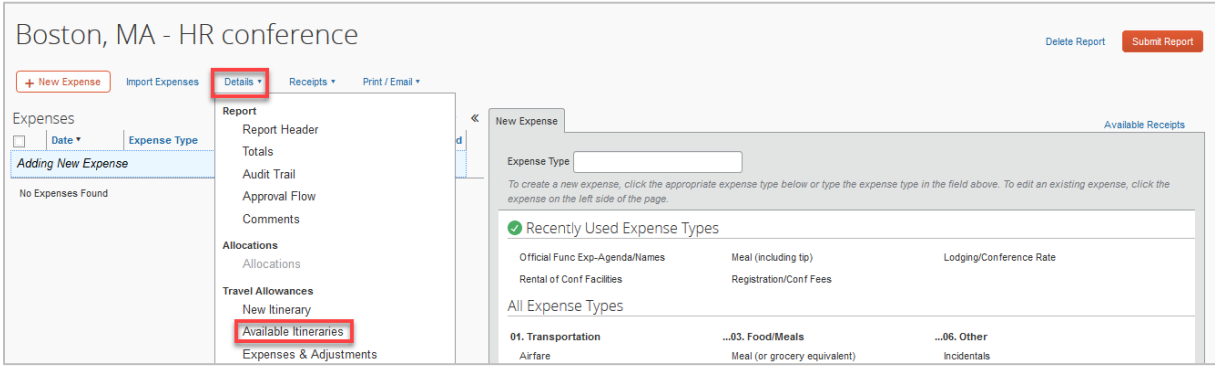
The itinerary screen shown below has *two itineraries with one stop each*. This will prevent the expense report from being submitted. An error will contain the following message: ***“This report could not be submitted. This report contains at least one itinerary with a single itinerary row. An itinerary 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.

**ITINERARY STOPS FOR EXPENSE REPORTS**

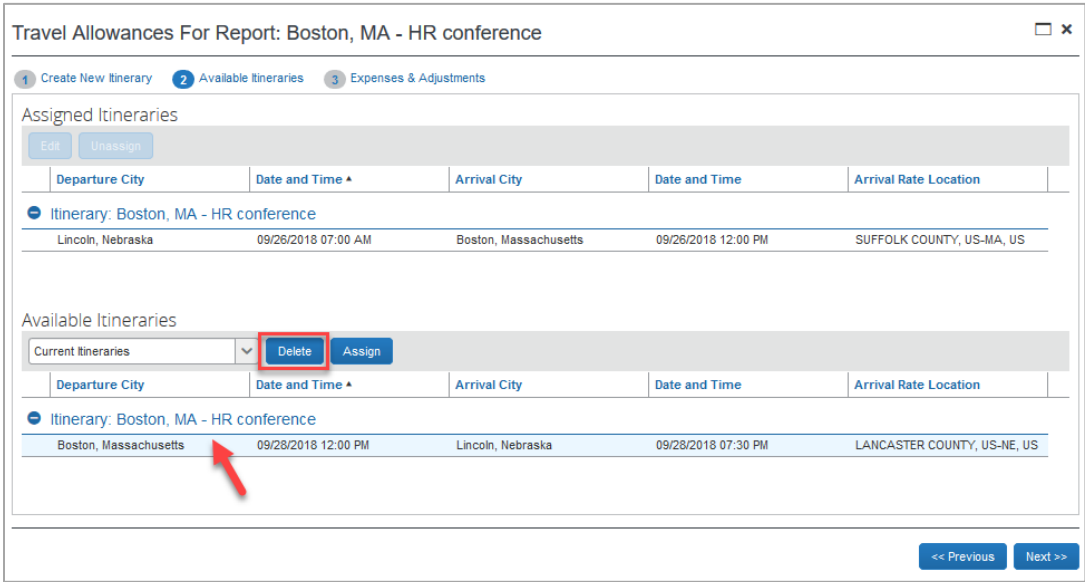
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Highlight the itinerary stop you want to delete and click on **Unassign**.



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



A pop-up message appears. Click on **Yes**.

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**Please Confirm** ✕

? You are about to delete selected itineraries. Once deleted, you will have to create the itineraries and all the rows again. Are you sure you want to delete the selected itineraries?

Select the remaining itinerary and click on Edit.

**Travel Allowances For Report: Boston, MA - HR conference** ☐ ✕

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
- Itinerary: Boston, MA - HR conference				
Lincoln, Nebraska	09/26/2018 07:00 AM	Boston, Massachusetts	09/26/2018 12:00 PM	SUFFOLK COUNTY, US-MA, US

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

**Travel Allowances For Report: Boston, MA - HR conference** ☐ ✕

Edit Itinerary  
 Available Itineraries  
 Expenses & Adjustments  
 Reimbursable Allowances Summary

Itinerary Info

Itinerary Name:   
 Selection:

Add Stop  
 Delete Rows  
 Import Itinerary

Departure City ▲	Arrival City	Arrival Rate Location
<input type="checkbox"/> Lincoln, Nebraska 09/26/2018 07:00 AM	Boston, Massachusetts 09/26/2018 12:00 PM	SUFFOLK COUNTY, US-MA, ...

**New Itinerary Stop**

Departure City:

Date:  Time:

Arrival City:

Date:  Time:

Save

Go to Single Day Itineraries  
 Next >>  
 Done

With at least two itinerary stops listed, click on Done.

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Travel Allowances For Report: Boston, MA - HR conference

Edit Itinerary | Available Itineraries | Expenses & Adjustments | Reimbursable Allowances Summary

Itinerary Info

Itinerary Name: Boston, MA - HR conference | Selection: USGSA

Add Stop | Delete Rows | Import Itinerary

	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Lincoln, Nebraska 09/26/2018 07:00 AM	Boston, Massachusetts 09/26/2018 12:00 PM	SUFFOLK COUNTY, US-MA, ...
<input type="checkbox"/>	Boston, Massachusetts 09/28/2018 12:00 PM	Lincoln, Nebraska 09/28/2018 07:30 PM	LANCASTER COUNTY, US-N...

New Itinerary Stop

Departure City: Lincoln, Nebraska

Date: [ ] Time: [ ]

Arrival City: [ ]

Date: [ ] Time: [ ]

Save

Go to Single Day Itineraries | Next >> | Done