What is an itinerary and why does it matter?

• An itinerary is a travel plan, including dates and locations.

• In Concur, your itinerary is used to calculate your per diem allowance for meals and incidentals and to verify the dates of your travel expenses.

• Your approved itinerary will automatically be assigned to your Travel Expense Report if you generate your Travel Expense Report from your approved Travel Request form by following the path below:
  – Concur home page > Requests tab > Manage Requests > click the “Expense” link in the Action column
You may find that your itinerary is *not* assigned to your Expense Report

- Possible reasons include but are not limited to:
  - You did not submit a Travel Request.
  - Your Travel Request was not approved.
  - You did not create your Travel Expense Report from your approved Travel Request.
  - You selected “No” when Concur asked if you would be claiming per diem for your trip.
• Because your per diem allowance is calculated by Concur and based on your itinerary dates and locations, “Per Diem” is not an Expense Type that is available for you to create manually with the “+New Expense” button.
• To add your itinerary information and calculate your per diem allowance, you will need to review your Itinerary and associated Expenses and Adjustments in the Details menu.
Go to Details > Available Itineraries
• If you do not see your Trip Itinerary listed in the “Assigned Itineraries” section, you can search your “Available Itineraries” to locate it.
• If you see the correct itinerary, you can select it and click “Assign” to add it to your Expense Report.
You will then see the itinerary is assigned to your Expense Report and you can click “Next” to proceed to the Expenses and Adjustments page to review your meal allowance and deduct any provided meals.
• Check the boxes for any meals that were provided to you.
• Click Create Expenses.
You will be brought into the body of your Expense Report and will see your Meal Per Diem expenses listed by day.
If you find that there are no Available Itineraries in your profile, you will need to create your itinerary manually.
Go to Details > Available Itineraries
Since you do not have any “Available Itineraries”, you can click “Create New Itinerary” to build one to add to your Expense Report.
The first page will prompt you to enter the departure leg of the trip then click “Save”.
The next page will prompt you to enter the return leg of the trip then click “Save”.
You will now see both rows of your itinerary displayed. Click “Next”.
The next page is for your meal “Expenses and Adjustments”.  
• Check the boxes for any meals that were provided to you.  
• Click Create Expenses.
You will be brought into the body of your Expense Report and will see your Meal Per Diem expenses listed by day.
Questions?

- AskConcur@udel.edu
- udel.edu/procurement