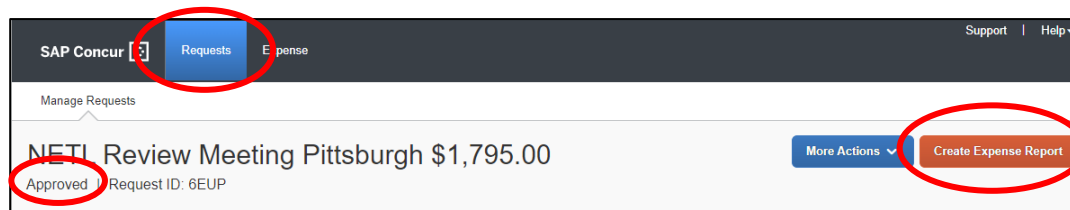


Concur Travel and Expense Management

Creating Itineraries on Travel Expense Reports

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 and verify the dates of your travel expenses.
- Your itinerary will automatically be assigned to your Travel Expense Report if you generate the report from your *approved* Travel Request.




You may find that your itinerary is *not* assigned to your Expense Report

Possible reasons for this include but are not limited to:

- Not submitting a Travel Request
- Your Travel Request was not approved
- Not creating your Expense Report *from* your approved Travel Request
- Selecting “No” when Concur asks if you will be claiming per diem for your trip

This guide will illustrate how to create a new itinerary



SAP Concur  Requests Travel **Expense** Administration | Help Profile

Manage Expenses Process Reports

Itinerary Training \$0.00

Not Submitted [Submit Report](#)

Report Details Print/Share Manage Receipts **Travel Allowance**

[Add Expense](#) [Edit](#) [Delete](#) [Copy](#) **Manage Travel Allowance** [Combine Expenses](#) [Move to](#) View: Standard

No Expenses
Add expenses to this report to submit for reimbursement.

From the body of the expense report (with or without any other expenses)

- Select **Travel Allowance**
- Select **Manage Travel Allowance**



Itinerary Info

Itinerary Name: Selection:

[Add Stop](#) [Delete Rows](#) [Import Itinerary](#)

<input type="checkbox"/>	Departure City	Arrival City	Arrival Date	Location
No Itinerary Rows Found				

New Itinerary Stop

Departure City:

Date: Time:

Arrival City:

Date: Time:

City/Date of *Departure*
on **FIRST** travel day

City/Date of *Arrival*
on **FIRST** travel day

[Save](#)

[Go to Single Day Itineraries](#) [Next >>](#) [Done](#)

- Select the **Create New Itinerary** tab
- You will need to enter *TWO* New Itinerary Stops
- The *FIRST* New Itinerary Stop should include the city you are departing from and the city you are traveling to *on your first day of travel*
- Click **Save**



Edit Itinerary Available Itineraries Expenses & Adjustments Reimbursable Allowances Summary

Itinerary Info

Itinerary Name Selection
Correct Per Diem

Add Stop Delete Rows Import Itinerary

<input type="checkbox"/>	Departure City	Arrival City
<input type="checkbox"/>	Newark, Delaware 09/01/2022 08:00 AM	New York, New York 09/01/2022 11:00 AM

City/Date of *Departure*
on **LAST** travel day

New Itinerary Stop

Departure City
New York, New York

Date Time
09/04/2022 10:00 AM

Arrival City
Newark, Delaware

Date Time
09/04/2022 1:00 PM

City/Date of *Arrival*
on **LAST** travel day

Save

Go to Single Day Itineraries Next >> Done

- The New Itinerary Stop for your return should also include both the city you are departing from and the city you are arriving to on your *last day of travel*
- Click **Save**



[Edit Itinerary](#) |
 [Available Itineraries](#) |
 [Expenses & Adjustments](#) |
 [Reimbursable Allowances Summary](#)

Itinerary Info

Itinerary Name:
 Selection:

[Add Stop](#) |
 [Delete Rows](#) |
 [Import Itinerary](#)

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Newark, Delaware 09/01/2022 08:00 AM	New York, New York 09/01/2022 11:00 AM	NEW YORK COUNTY, US-NY, US
<input type="checkbox"/>	New York, New York 09/04/2022 10:00 AM	Newark, Delaware 09/04/2022 01:00 PM	NEW CASTLE COUNTY, US-DE, US

New Itinerary Stop

Departure City:

Date: Time:

Arrival City:

Date: Time:

[Save](#)

Once all stops have been added, click **Next**

[Go to Single Day Itinerary](#) |
 [Next >>](#) |
 [Done](#)



Show dates from [calendar icon] to [calendar icon] Go

Exclude All <input type="checkbox"/>	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	09/01/2022 New York, New York	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$59.25
<input type="checkbox"/>	09/02/2022 New York, New York	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$79.00
<input type="checkbox"/>	09/03/2022 New York, New York	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$79.00
<input type="checkbox"/>	09/04/2022 New York, New York	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$59.25

First Travel Day

Last Travel Day

- Concur imports the GSA per diem rate for your destination
- Your first and last travel days will be calculated at 75% of the GSA rate
- Check the boxes to select meals that were provided for you, if applicable
- Click **Update Expenses**

Update Expenses Cancel



Manage Expenses Process Reports

Itinerary Training \$276.50

[Copy Report](#) [Submit Report](#)

Not Submitted

Report Details Print/Share Manage Receipts Travel Allowance

[Add Expense](#)
[Edit](#)
[Delete](#)
[Copy](#)
[Allocate](#)
[Combine Expenses](#)
[Move to](#)
View: Standard

<input type="checkbox"/>	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>		Out of Pocket	Meal Per Diem	New York, New York	09/04/2022	\$59.25
<input type="checkbox"/>		Out of Pocket	Meal Per Diem	New York, New York	09/03/2022	\$79.00
<input type="checkbox"/>		Out of Pocket	Meal Per Diem	New York, New York	09/02/2022	\$79.00
<input type="checkbox"/>		Out of Pocket	Meal Per Diem	New York, New York	09/01/2022	\$59.25
						\$276.50



Your per diem allowance entries have been added



Resources

[Procurement Services](#)
procurement@udel.edu

