Travel Allowance (per diem or subsistence) is automatically calculated by following the 3 tabs – Create New Itinerary, Available Itineraries and Expenses & Adjustments. The Create New Itinerary screen appears after selecting “Next” from the Report Header screen. The University provides subsistence to staff while traveling on official business for the University per federal CONUS and OCONUS rates based on location of University business. Review Travel Webpage – Subsistence for more information.

Click the following to review specific information:

- Build Itinerary in New Expense Report
- Build Itinerary after Report is Created
- Itinerary Problem Solving

### Building the Itinerary – New Expense Report

When creating a new Expense Report, the Travel Allowances for Report screen appears, after the Report Header is complete.

When building the itinerary (and not importing an itinerary from Concur) complete the following by following:

- **Departure from (city)**
- **Date** of departure
- **Time** of departure
- **Arrive in (city)**
- **Date** of arrival
- **Time** of arrival

Click Save.

The Itinerary Stop information should answer:

- Where did you leave from?
- When did you leave?
- When did you arrive at the business destination?
- Where is the location of the business destination?
Complete the second **New Itinerary Stop** information for return travel by repeating the step above.

Click **Save** after every **New Itinerary Stop** is completed.

When visiting several cities/states/countries in one trip, there will be several itinerary stops – representing the per diem rates for each of those business locations.

**NOTE:** An itinerary stop is not required for every leg of the flight (unless per diem or subsistence should be based on one of those legs). At least 2 itinerary stops are required.

Click **Next** after all **New Itinerary Stops** are complete; and at least two lines appear on the left.
The **Assigned Itinerary** is displayed.

Click **Next>>** again.

**If changes are required, click the displayed Itinerary lines and select **Edit**.**

**All itineraries that were created or are available will appear either under **Assigned** or **Available Itineraries**.**

**Expenses and Adjustments** display the CONUS (or OCONUS) rates, based on business location. 75% of the travel allowance on the first and last day of travel is automatically calculated. Indicate the meals that were provided while traveling by selecting the appropriate boxes. If personal travel was included, check mark the box next to the date, to **Exclude** travel allowance for the entire day.
Click **Create Expenses**.

Travel Allowance is imported to Expense Report as **Fixed Meals**.

**Importing an Itinerary from Concur**

For travel that includes an available itinerary in Concur. Click **Import Itinerary**.

Select the Description (Itinerary) that matches the trip.

Click **Import**.
Review imported itinerary, and edit/delete/add appropriate itinerary stops, as needed.

Click **Next**.

(Review steps **Assign Itinerary**, from previous page)

**Building the Itinerary – After Expense Report is Created**

Select **Expenses & Adjustments** from the **Details** drop-down.
If **Travel Allowance** is displayed, click **Update Expenses** (to import them into the Expense Report.)

If no **Expense & Adjustments** are displayed, click **Available Itineraries**.

If an available itinerary is listed, follow [Travel Itinerary Problem Solving](#).

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Click **Create New Itinerary** (if there are no **Assigned** or **Available Itineraries** to choose from.)

Follow [Building an Itinerary](#) to edit and build at least **2 New Itinerary Stops**.

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**Travel Itinerary Problem Solving**

**Common Problems:**
- One line itineraries will trigger an error message when traveler “submits” expense report.
- If an itinerary already exists, the same dates cannot be used again. The dates will be “grayed out” and unavailable to be selected when building an Itinerary Stop.

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Select **Available Itineraries** from **Details** button.
**View Assigned and Available Itineraries** for the following:

1. If only one itinerary line is listed under **Assigned Itineraries**, click the line (to highlight) and select **Edit**.
   - Follow **Building an Itinerary** directions, to edit and build at least **2 New Itinerary Stops**.

2. If there is an itinerary listed under **Available Itineraries** (that pertains to the trip and could be used), click the lines (to highlight) and select **Assign**. (Follow #1 to Edit the Itinerary.)

3. If there is an itinerary listed under **Available Itineraries**, that is using the same travel dates, but the itinerary cannot be used, click the lines (to highlight) and select **Delete**.
If dates of travel are unavailable (to be selected) while building an itinerary stop, and there are no listed Assigned or Available Itineraries:

Select an appropriate timeframe from the dropdown list for **Current Itineraries** under **Available Itineraries**.

Click the itinerary that appears, and select **Delete**, if applicable.