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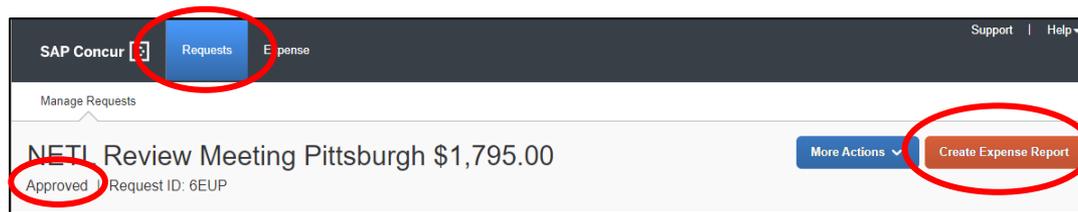
You may find that your itinerary is *not* assigned to your Expense Report

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

From the body of the expense report (with or without any other expenses)
- Select **Travel Allowance**
- Select **Manage Travel Allowance**

Create New Itinerary | Available Itineraries | Expenses & Adjustments | Reimbursable Allowances Summary

Itinerary Info

Itinerary Name
Correct

Selection
Per Diem

[Add Stop] [Delete Rows] [Import Itinerary]

☐	Departure City ▲	Arrival City	Arrival Date Location

No Itinerary Rows Found

New Itinerary Stop

Departure City
Newark, Delaware

Date
09/01/2022

Time
8:00 AM

Arrival City
New York, New York

Date
09/01/2022

Time
11:00 AM

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

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

- 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**

[Save]

[Go to Single Day Itineraries] [Next >>] [Done]

UNIVERSITY OF DELAWARE

4

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

Itinerary Info

Itinerary Name
Correct

Selection
Per Diem

[Add Stop] [Delete Rows] [Import Itinerary]

☐	Departure City ▲	Arrival City
☐	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
09/04/2022

Time
10:00 AM

Arrival City
Newark, Delaware

Date
09/04/2022

Time
1:00 PM

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

- 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**

[Save]

[Go to Single Day Itineraries] [Next >>] [Done]

UNIVERSITY OF DELAWARE

5

Create New Itinerary | Available Itineraries | Expenses & Adjustments | Reimbursable Allowances Summary

Show dates from [ ] to [ ] **Go**

Exclude	All ☐	Date/Location ▲	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
☐	09/01/2022 New York, New York	☐	☐	☐	**First Travel Day** $59.25
☐	09/02/2022 New York, New York	☐	☐	☐	$79.00
☐	09/03/2022 New York, New York	☐	☐	☐	$79.00
☐	09/04/2022 New York, New York	☐	☐	☐	**Last Travel Day** $59.25

- 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

UNIVERSITY OF DELAWARE

7

Your per diem allowance entries have been added

Resources

[Procurement Services](#)

procurement@udel.edu