

Single Itinerary Row Error

This report could itinerary row. An complete the itin	I not be submitted itinerary is not va erary.	d. This report con I <mark>lid until i</mark> t has at I	tains at least one itin east two rows. Pleas	erary with a s e add anothe	ingle r row to
Budget Approval:					
Approved and in Ac	counting Review:		5		
Supervisor Approva	d:				
	-				

The *single row itinerary error* when trying to submit your expense report is related to how your Per Diem itinerary was entered. To clear the error and submit the report follow the following steps:

1. Click the 'Details' drop down and go to 'Available Itineraries'.

Manage Expenses Proce	SSOF ▼	
test 2		
+ New Expense Import Expenses	Details • Receipts • Print / Email •	_
Exceptions Expense Type Date Amou N/A Expenses Date Expenses Adding New Expense	Report Report Header Totals Audit Trail Approval Flow Comments Allocations	this Es a Reque
No Expenses Found	Travel Allowances New Itinerary Available Itineraries Expenses & Adjustments Reimbursable Allowances Summary	

 Here you will see your entered itinerary. There should be 2 lines in the itinerary, one for the flight to the destination and one for the flight back. You will either see one or two itineraries with one line – we will need to edit them so there is <u>one itinerary with two lines</u>. Select the assigned itinerary to click the blue 'Edit' button on the top left.

ravel Allowances For Report: t	est 2				
Create New Itinerary Available It	ineraries Expenses & Adjustments	Reimbursable Allowances Summary			
Assigned Itineraries					
Edit Unassign					
Departure City	Date and Time •	Arrival City	Date and Time	Arrival Rate Location	Τ
Itinerary: test 2					
Salt Lake City, Utah	01/11/2022 07:30 AM	Las Vegas, Nevada	01/14/2022 08:45 AM	CLARK COUNTY, US-NV, US	
	7				

3. Select the entered itinerary line to edit the stop on the right. Here Concur wants to know the information for the Departure flight only. The date should be the same (or the next day for some international travel) and only encompass the flight time. On the example below, the arrival date is changed to 1/11/22 to match the departure date. Click 'Save' on the bottom right once finished.

avel Allo	wances For Report: te	st 2			
Edit Itinera	ry Available Itineraries	Expenses & Adjustments	Reimbursable Allowances Summary		
ltinerar	y Info				
Itinerary	Name	Selection			
test 2		USGSA			
Add Sto	p Delete Rows	Import Itinerary		Edit Itinerary Stop	
	Departure City •	Arrival City	Arrival Rate Location	Departure City	
	Salt Lake City, Utah 01/11/2022 07:30 AM	Las Vegas, Nevada 01/14/2022 08:45 AM	CLARK COUNTY, US-NV, US	Date Time	
				01/11/2022 07:30 AM	
				Arrival City	
				Date Time	
				01/14/2022 08:45 AM	
					Save
				Go to Single Day Itinerari	es Next>> De

4. Now you will be able to enter the information for the returning flight in a 'New Itinerary Stop'. Once that's entered, click 'Save' and then 'Next' on the bottom right.

Travel Allowa	nces For Report: tes	it 2] ×
Edit Itinerary	Available Itineraries	Expenses & Adjustments	Reimbursable Allowances Summary	
Itinerary I	nfo			
Add Stop	Delete Rove R Parture City + If Lake City, Utah M1/2 022 07:30 AM	Selection USGSA mport Ilinerary Arrival City Las Vegas, Nevada 01/11/2022 08:45 AM	Arrival Rate Location CLARK COUNTY, US-NV, US Date 0:104/2022 0:00 AM Arrival City Salt Lake City, Utah Date 0:114/2022 III III IIII 11:00 AM	
			Save	
			Go to Single Day Itineraries Next >> D	one

5. You'll be sent to the 'Expenses & Adjustments' tab where you can exclude per diem for any meals the conference or other entity provided/the traveler didn't have to pay for. Once that's complete, click the 'Update Expenses' button on the bottom right.

Show dates from b G G G Exclude All Date/Location A Breakfast Provided Lunch Provided Dinner Provided Allowance 145 Vegas, Nevada 145 Ve	eate New Itinerary Av	ailable Itineraries Expenses & A	djustments Reimbursable Al	lowances Summary		
Exclude All Date/Location + Breakfast Provided Lunch Provided Dinner Provided Allowance 01/11/2022 Las Vegas, Nevada 0 1 S89.00 01/13/2022 Las Vegas, Nevada 0 1 S89.00 01/14/2022 Las Vegas, Nevada 0 589.00 589.00	Show dates from	to .	Go			
01/11/2022 Las Vegas, Nevada S51.75 01/12/2022 S69.00 S69.00 01/13/2022 S69.00 S69.00 01/14/2022 S51.75 S69.00 01/14/2022 S51.75 S51.75	xclude All	Date/Location •	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
01122022 Las Vegas, Nevada 589.00 01132022 Las Vegas, Nevada 589.00 01142022 Las Vegas, Nevada 551.75		01/11/2022 Las Vegas, Nevada				\$51.75
01/13/2022 Las Vegas, Nevada 01/14/2022 Las Vegas, Nevada 551.75		01/12/2022 Las Vegas, Nevada				\$69.00
01/14/2022 Las Vegas, Nevada 551.75		01/13/2022 Las Vegas, Nevada				\$69.00
		01/14/2022 Las Vegas, Nevada				\$51.75

6. This will fix the error and will allow you to 'Submit' the report. To double check on that itinerary and see the two rows, click 'Details' and go back to 'Available Itineraries', this is how it should look!

reate New Itinerary Available It	tineraries Expenses & Adjustments	Reimbursable Allowances Summary		
ssigned Itineraries				
Edit Unassign				
Departure City	Date and Time •	Arrival City	Date and Time	Arrival Rate Location
Itinerary: test 2				
Salt Lake City, Utah	01/11/2022 07:30 AM	Las Vegas, Nevada	01/11/2022 08:45 AM	CLARK COUNTY, US-NV, US
Las Vegas, Nevada	01/14/2022 09:00 AM	Salt Lake City, Utah	01/14/2022 11:00 AM	SALT LAKE COUNTY, US-UT, US