Deleting an Itinerary Manual

To delete an existing itinerary - from the Expense tab – click on View Reports.

To delete an existing itinerary that has NOT been assigned to a submitted expense report, click on View Reports.
Click on the "Create & Edit" button and then choose "Edit Itinerary" under Travel Allowances.
When the box pops up - click on this itinerary to highlight it and click delete.

Click Done.