

## Importing Itinerary Manual

When submitting a report AFTER the trip has been completed, an itinerary MUST be imported (or created) in order for the system to know what per diems to assign.

After completing the header information, click on Details and Choose New Itinerary.

The screenshot shows the American Express Online Expense Report interface. At the top, there are navigation tabs: My Concur, Travel, Expense, Reporting, Administration, Profile, Help, and Log Out. Below these are sub-tabs: View Reports, New Expense Report, View Cash Advances, and New Cash Advance. The user is administering the report for 'Jacoby, Jacquetta D.'. The report ID is A000123. The 'Details' menu is open, showing options like Report Header, Totals, Audit Trail, Approval Flow, Comments, Cash Advances, Allocations, and Travel Allowances. The 'New Itinerary' option is highlighted. A red box highlights the 'Details' and 'Import' buttons with the text 'Click Details and Choose New Itinerary'. The main area displays a list of expenses categorized by trip, including car/hotel reservations and flights.

Expense Detail	Date	Amount
<b>Trip: Car/Hotel Reservation (MBHURY)</b>		
Marriott Vacatio Las Vegas,NV	05/22/2009	\$278.00
<b>Trip: Trip from Atlanta to Savannah (KPQJJA)</b>		
Delta Atlanta,GA	10/22/2009	\$469.20
<b>Trip: Trip from St Louis to Atlanta (OYDBYU)</b>		
Delta St Louis,MO	10/13/2009	\$189.20
<b>Trip: Trip from St Louis to Chicago (GNIAUI)</b>		
Southwest	06/10/2009	\$158.20
<b>Trip: Trip from St Louis to Denver (PRBKVV)</b>		
Frontier St Louis,MO	09/10/2009	\$193.20
<b>Trip: Trip from St Louis to Jackson (EYOKVY)</b>		
United St Louis,MO	01/14/2009	\$449.40
United St Louis,MO	04/09/2009	\$0.00
<b>Trip: Trip from St Louis to Kansas City (EYJABP)</b>		
Southwest	06/02/2009	\$235.20
Enterprise Kansas City,MO	06/08/2009	\$59.52
<b>Trip: Trip from St Louis to Las Vegas (DHZKCK)</b>		
Southwest	03/31/2009	\$319.20
Enterprise Las Vegas,NV	05/25/2009	\$195.00
<b>Trip: Trip from St Louis to Minneapolis/St. Paul (IPZAAT)</b>		
Northwest St Louis,MO	08/28/2009	\$281.20
<b>Trip: Trip from St Louis to Pensacola (DFBYLM)</b>		

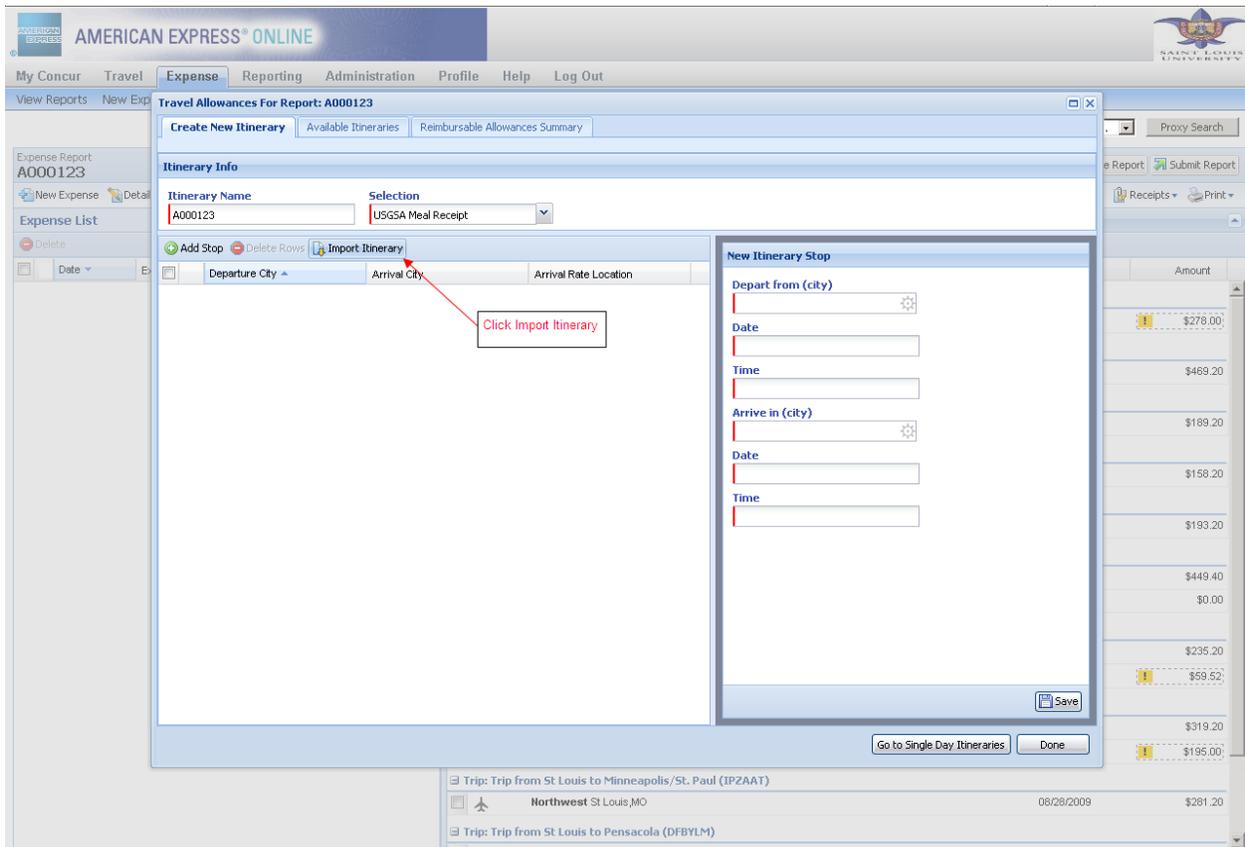
When the Create New Itinerary screen appears the Itinerary Name defaults to the Trip Number entered on the header.

The screenshot shows the 'Create New Itinerary' screen in the American Express Online system. The 'Itinerary Name' field is set to 'A000123'. A dropdown menu for 'Selection' is open, showing three options: 'USGSA Meal Receipt', 'USGSA Meal Receipt', and 'USGSA NO Meal Receipt'. A red callout box points to the dropdown with the text 'Choose Meal Receipts or No Meal Receipts'. The 'New Itinerary Stop' dialog is also visible, showing fields for 'Depart from (city)', 'Date', 'Time', 'Arrive in (city)', 'Date', and 'Time'. The background shows a table of expenses with columns for Amount, Date, and Location.

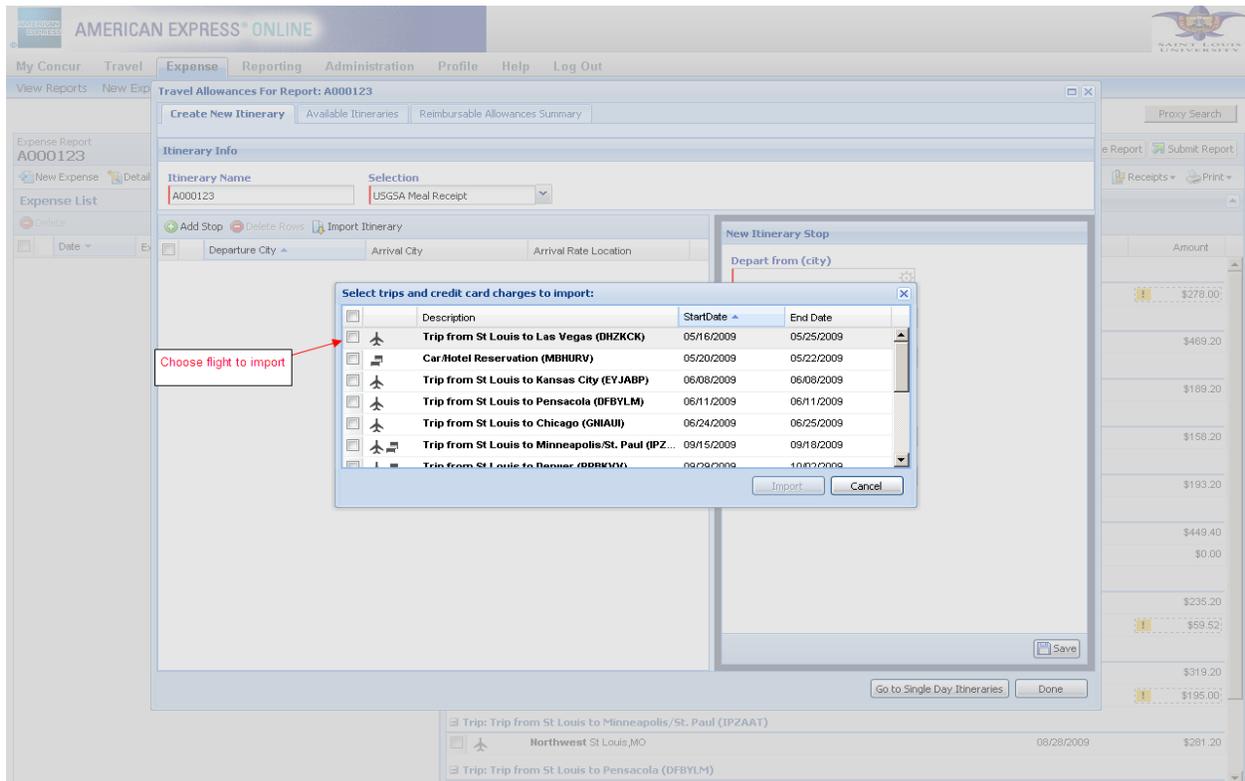
The selection of **USGSA Meal Receipt** or **USGSA No Meal Receipt** occurs here. **This choice is important because this determines reimbursement against meal receipts or NO meal receipts.**

- The amount of meal reimbursement is determined by the maximum meals allowance allowed per day based upon US Government tables for each US city.
- Selecting '**USGSA Meal Receipts**' allows the traveler to be reimbursed up to the maximum daily allowance, provided receipts are submitted. The meal receipts must be submitted in order for the report to be processed.
- Selecting '**USGSA No Meal Receipts**' allows the traveler to be reimbursed for 60% of the daily allowance without having receipts.
- At this time, the traveler must decide which meal option to select. You are not allowed to change it later in the report. If you decide to change to the other option, you will have to delete your report and start over with a new report. Note: You are not allowed to mix the two options on one expense report.
- If you do not make a selection, the default is '**USGSA Meal Receipts**'.

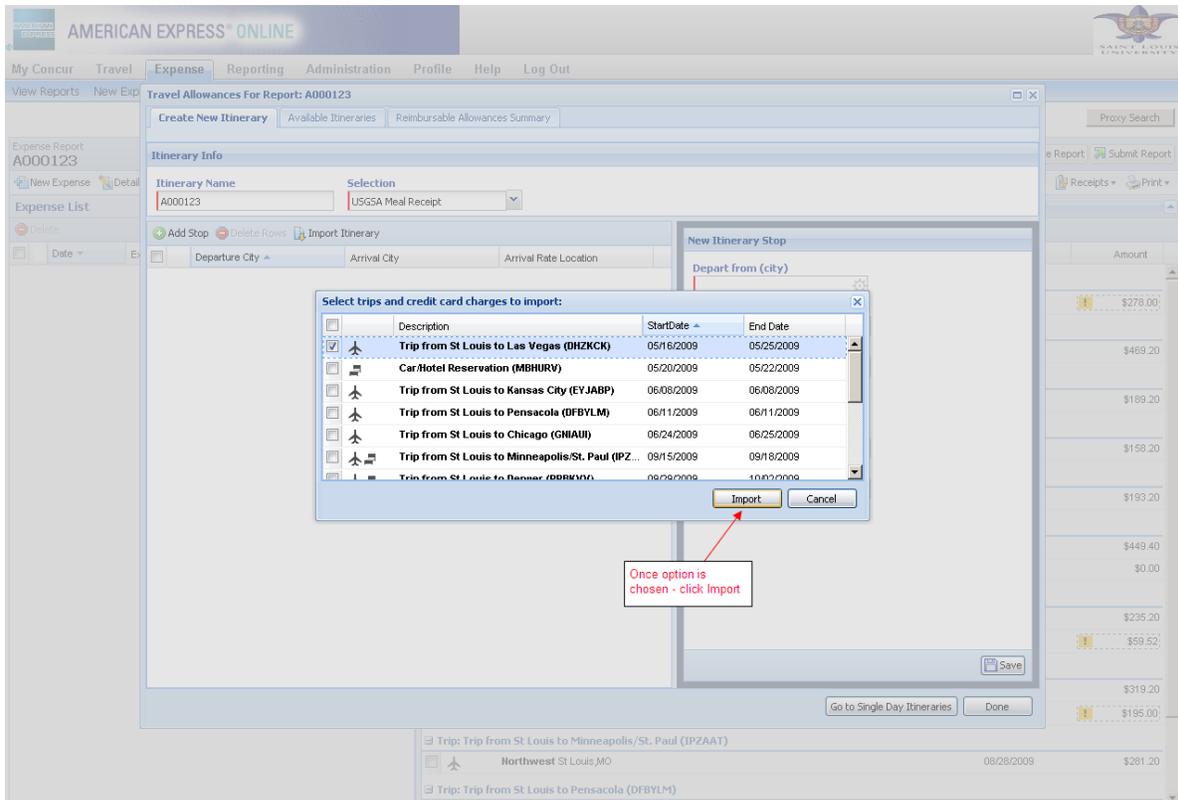
After the meal selection has been made, click Import Itinerary.



A list of itineraries will appear.



Select the box next to the correct itinerary, and click **import**.



The selected itinerary is now assigned to your report. To see per diem amounts allowed for this trip, click the Reimbursable Allowance Summary Tab at the top of the pop up box. Once through importing the itinerary and viewing per diems, click **done** to get into the actual report and start recording expenses.

