Business and Finance Division
SAINT LOUIS UNIVERSITY

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.

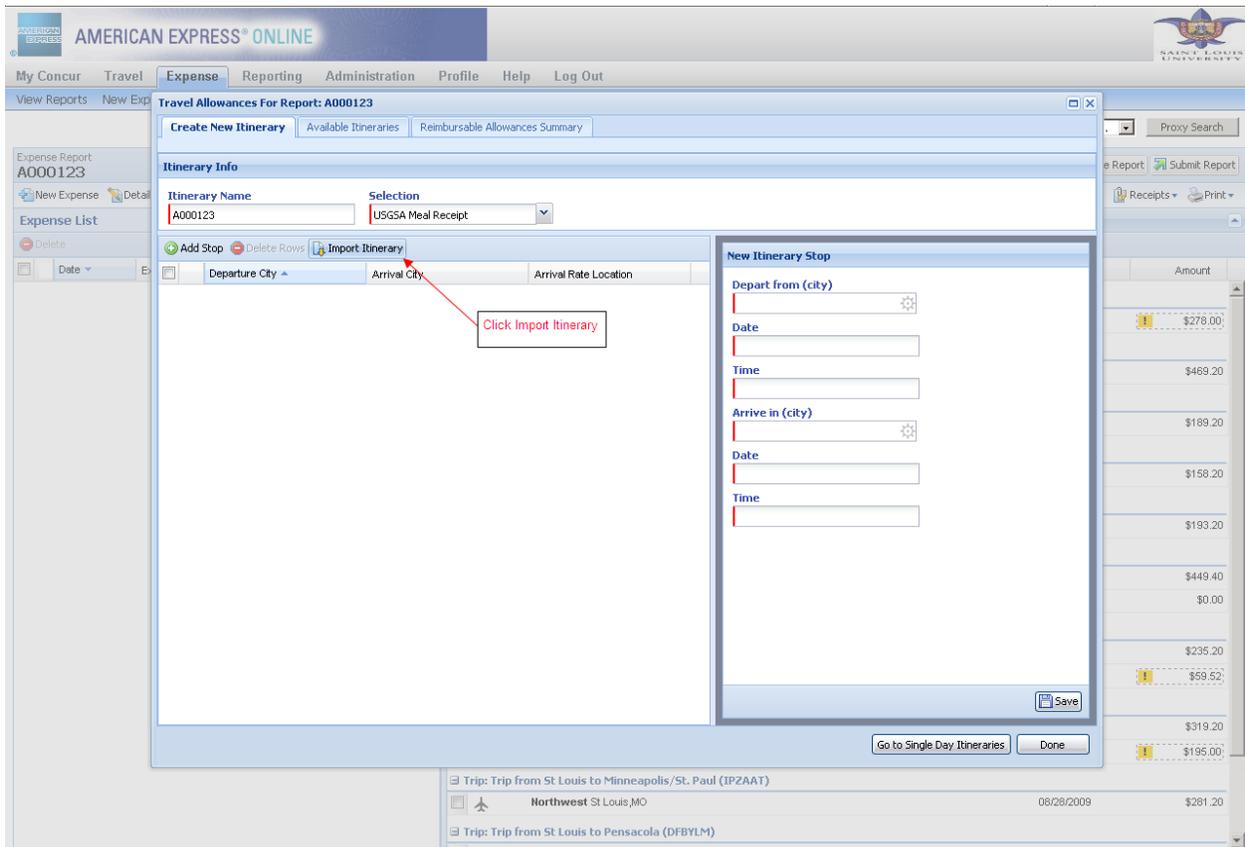After completing the header information, click on Details and Choose New Itinerary.

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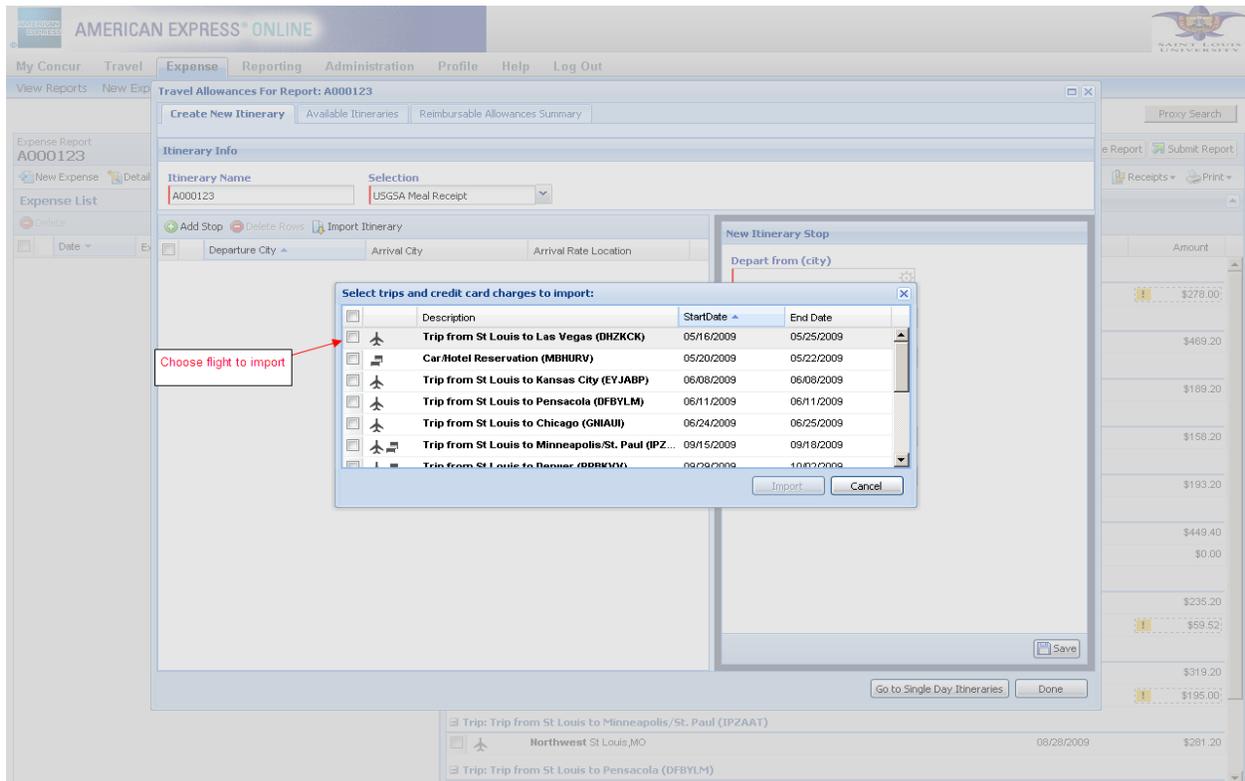

The selection of **USGSA Meal Receipt** or **USGSA No Meal Receipt** occurs here. **This choice is important because this determines reimbursment against meal receipts or NO meal receipts.**

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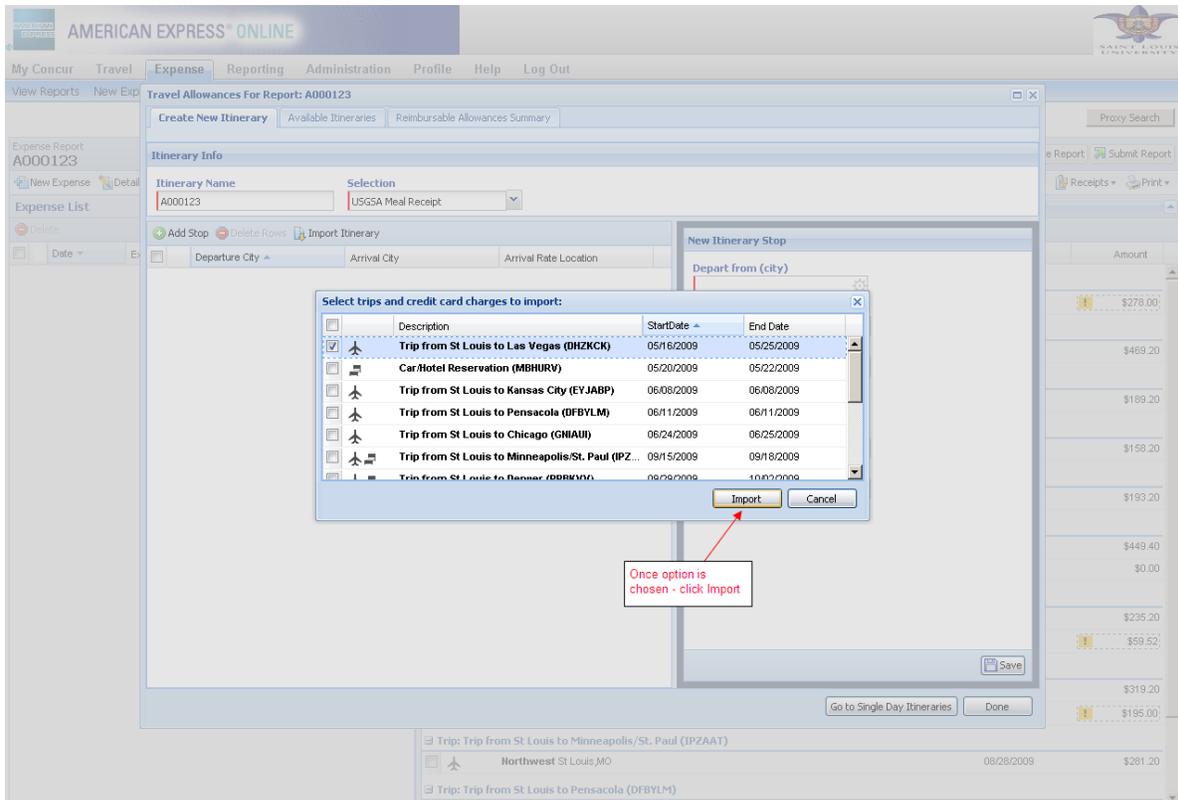
After the meal selection has been made, click Import Itinerary.

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.