

Deleting an Itinerary Manual

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

AMERICAN EXPRESS ONLINE

My Concur Travel **Expense** Reporting Administration Profile Help Log Out

View Reports **New Expense Report** Approve Reports Process Reports View Cash Advances New Cash Advance

You are administering Expense for: Me Proxy Search

Expense Report A998 Delete Report Submit Report

New Expense Details View Import Receipts Print

Expense List Total: \$0.00

Delete

Date	Expense Type	Amount	Requested
Adding New Expense			

New Expense

Expense Type

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

01. Transportation Airfare Booking Fees Bus Car Rental Gas & Oil Parking Personal Car Mileage STL Airport Parking	...01. Transportation Subway Taxi/Metro Tolls Train 02. Business & Entertainment Business Meal (attendees) Entertainment 03. Communications Internet	...03. Communications Local Phone Long Distance 04. Other Abstracts College Fair booth/fees Incidentals/Tips Job Fair booth/fees Laundry	...04. Other Materials/Books Meals (self) Meetings Miscellaneous (Other) Seminar Fees/Registration 05. Lodging Hotel Hotel - Conference
--	--	--	---

Internet

Click on the "Create & Edit" button and then choose "Edit Itinerary" under Travel Allowances.

The screenshot displays the American Express Online Expense Report List interface. At the top, there is a navigation bar with tabs for My Concur, Travel, Expense, Reporting, Administration, Profile, Help, and Log Out. Below this, there are links for View Reports, New Expense Report, Approve Reports, Process Reports, View Cash Advances, and New Cash Advance. A dropdown menu for 'You are administering Expense for:' is set to 'Me', and a 'Proxy Search' button is visible.

The main content area is titled 'Expense Report List' and 'Active Reports'. It features a 'View' dropdown menu with options for 'View', 'Create & Edit', and 'Import'. A red arrow points to the 'Create & Edit' button with a callout box that says 'Click on Create & Edit'. The 'Create & Edit' dropdown menu is open, showing options for 'Expense Report' (with a sub-option 'Create Expense Report') and 'Travel Allowances' (with sub-options 'Create Itinerary' and 'Edit Itinerary'). A red arrow points to the 'Edit Itinerary' option with a callout box that says 'Choose Edit Itinerary'.

Comments	Status	Payment Status	Report Date	Total
	Not Submitted	Not Paid	11/11/2009	\$0.00
	Not Submitted	Not Paid	11/10/2009	\$118.80
	Not Submitted	Not Paid	11/04/2009	\$0.00

When the box pops up - click on this itinerary to highlight it and click delete.

AMERICAN EXPRESS ONLINE

My Concur Travel Expense Reporting Administration Profile Help Log Out

View Reports **Travel Allowances For Report: A998**

Create New Itinerary View Itineraries

Current Itineraries [v] [Edit] [Delete]

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: Alltime				
Itinerary: adffad				
Itinerary: A000236				
St. Louis, Missouri	09/15/2009 9:00 AM	Minneapolis, Minnesota	09/15/2009 1:00 PM	MINNEAPOLIS, US-MN, US
Minneapolis, Minnesota	10/18/2009 1:00 PM	St. Louis, Missouri	10/18/2009 5:00 PM	ST. LOUIS, US-MO, US
Itinerary: A000223				
St. Louis, Missouri	10/25/2009 8:00 AM	Minneapolis, Minnesota	10/25/2009 5:00 PM	MINNEAPOLIS, US-MN, US
Minneapolis, Minnesota	10/30/2009 4:00 PM	St. Louis, Missouri	10/30/2009 8:00 PM	ST. LOUIS, US-MO, US
Itinerary: A				
St. Louis, Missouri	11/02/2009 8:00 AM	Minneapolis, Minnesota	11/02/2009 12:00 PM	MINNEAPOLIS, US-MN, US
Minneapolis, Minnesota	11/04/2009 5:00 PM	St. Louis, Missouri	11/04/2009 8:00 PM	ST. LOUIS, US-MO, US

Report Date Total

1/11/2009	\$0.00
1/10/2009	\$118.80
1/04/2009	\$0.00
1/04/2009	\$8.50
0/29/2009	\$77.74
0/20/2009	\$0.00
0/13/2009	\$113.75
0/13/2009	\$515.00
0/08/2009	\$9.31
0/08/2009	\$7.75
0/06/2009	\$18.61
0/06/2009	\$37.21
09/23/2009	\$0.00
09/22/2009	\$0.00
09/09/2009	\$0.00

Done

Click Done.