EXPENSE REPORT: TRAVEL ALLOWANCES
Create an Itinerary and Expense Report

Concur Expense determines if the user is eligible to be reimbursed using the Travel Allowance feature.
NOTE: Travel Allowance MUST be used for International Travel.

The **Claim Travel Allowance** section appears on the **Create New Report** page.

The user completes the fields as appropriate. In this example, the "no" option is selected by default in the **Claim Travel Allowance** section. If the report will not be used for Travel Allowance reimbursement, the user keeps the "no" option and clicks **Create Report**.
However, if the report will be used for Travel Allowance reimbursement, the user selects Yes, I want to claim Travel Allowance. The Create Report button changes to Next; the user clicks Next.
On the next page, the user completes the itinerary and clicks **Next**, 

![Travel Allowances For Report: Travel Allowance](image1)

On the next page, the user may select an additional itinerary (if desired) and clicks **Next**.

![Travel Allowances For Report: Travel Allowance](image2)
On the next page, the user makes adjustments and clicks Create Expenses,

The Travel Allowance entries appear on the expense report.
Modify an Itinerary and Make Other Adjustments

To make adjustments to an itinerary that is already attached to an expense report, click Report Details > Manage Travel Allowances.

![Travel Allowance Menu Itinerary Management](image)

Travel Allowance Menu Itinerary Management

When the user has travel allowance, Manage Travel Allowance displays on a new Travel Allowance menu.