

EXPENSE REPORT: TRAVEL ALLOWANCE for INTERNATIONAL TRAVEL



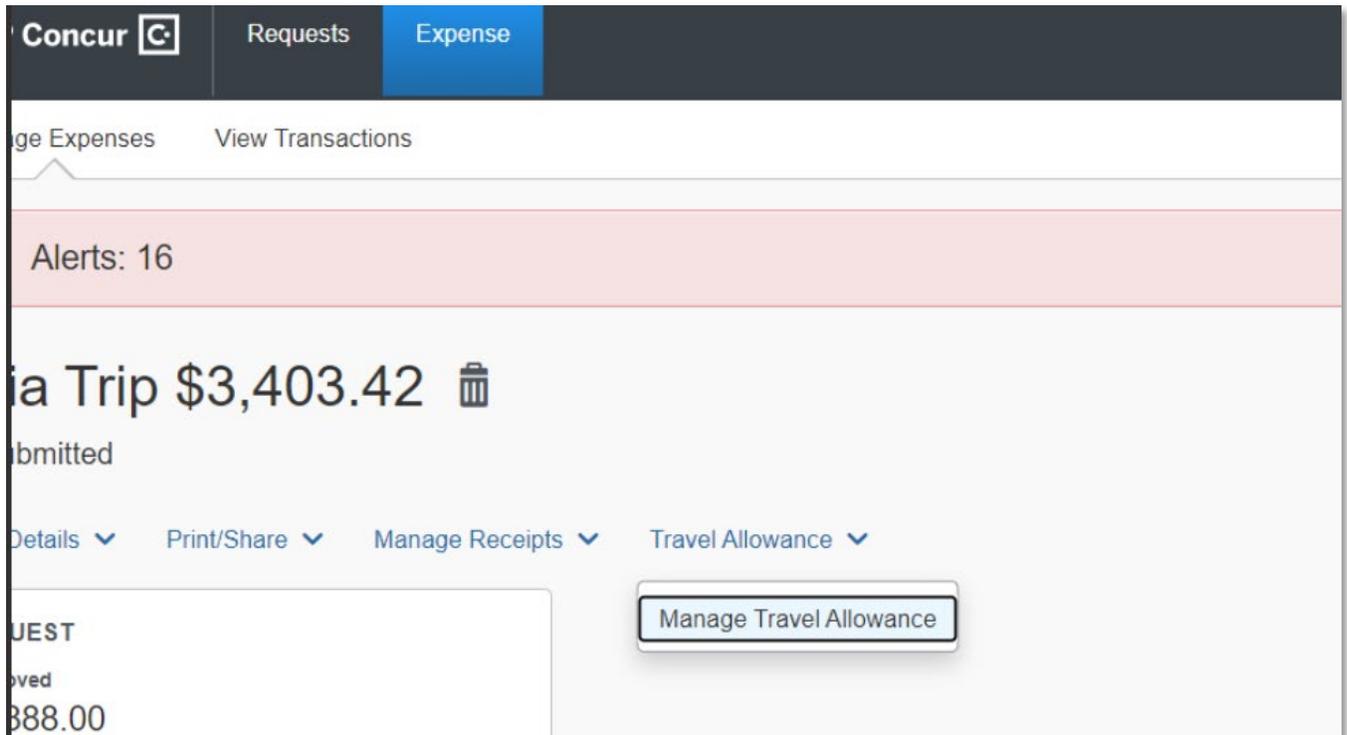
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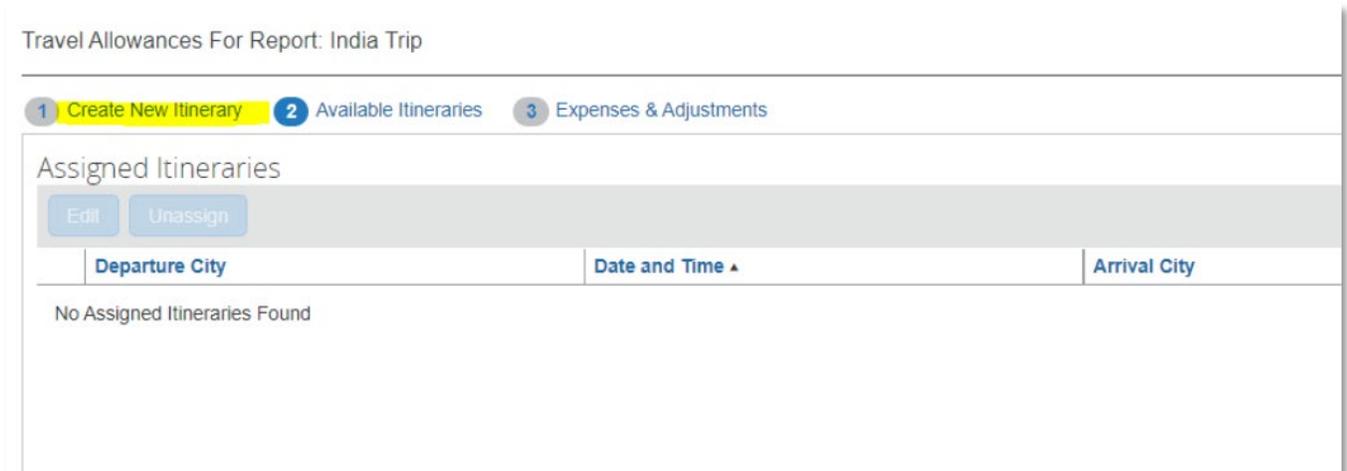
A Travel Allowance is REQUIRED to submit International Travel

1. Go to **Travel Allowance/Manage Travel Allowance**



The screenshot shows the Concur Expense interface. At the top, there are navigation tabs for 'Requests' and 'Expense'. Below the navigation, there are links for 'View Transactions' and 'Alerts: 16'. The main content area displays a travel allowance for an 'India Trip' with a total amount of '\$3,403.42'. Below this, there are several menu items: 'Details', 'Print/Share', 'Manage Receipts', and 'Travel Allowance'. A prominent button labeled 'Manage Travel Allowance' is visible. On the left side, there is a section for 'QUEST' with a value of '\$888.00'.

2. Then click on **Create New Itinerary**



The screenshot shows the 'Travel Allowances For Report: India Trip' page. At the top, there is a progress indicator with three steps: '1 Create New Itinerary' (highlighted in yellow), '2 Available Itineraries', and '3 Expenses & Adjustments'. Below the progress indicator, there is a section titled 'Assigned Itineraries' with 'Edit' and 'Unassign' buttons. A table with columns for 'Departure City', 'Date and Time', and 'Arrival City' is shown, but it contains no data. Below the table, the text 'No Assigned Itineraries Found' is displayed.

3. Then add departures and arrivals from your airline itinerary. Keep adding each leg until the entire trip is entered, then SAVE.

The screenshot shows a web form titled "New Itinerary Stop". On the left, there is a partial view of a table with the word "ion" visible. The main form area contains the following fields:

- Departure City:** A text input field.
- Date:** A date picker field with a calendar icon.
- Time:** A time input field.
- Arrival City:** A text input field.
- Date:** A date picker field with a calendar icon.
- Time:** A time input field.

At the bottom right of the form is a blue "Save" button. Below the form, there are three navigation buttons: "Go to Single Day Itineraries", "Next >>", and "Cancel".

4. Now you can review the government per diems for hotel and meals under the Expenses & Adjustments section.

The screenshot shows the "Expenses & Adjustments" section of a travel management system. At the top, it says "Travel Allowances For Report: India Trip". Below this are three tabs: "1 Create New Itinerary", "2 Available Itineraries", and "3 Expenses & Adjustments", with the third tab highlighted in yellow.

The "Itinerary Info" section contains:

- Itinerary Name:** A text input field containing "India Trip".
- Selection:** A dropdown menu with "USGSA" selected.

Below the form are three buttons: "Add Stop", "Delete Rows", and "Import Itinerary". At the bottom, there is a table header with the following columns:

<input type="checkbox"/>	Departure City ▲	Arrival City	Arrival Rate Location
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5. Any amount over the per diem will show as above allowable limit in Concur.

Allowance Limit	Expense Total	Above Allowable Limit	Reimbursable Amount
\$182.00	\$0.00	\$0.00	\$0.00
\$55.50	\$32.38	\$0.00	\$32.38
\$324.00	\$0.00	\$0.00	\$0.00
\$90.00	\$0.00	\$0.00	\$0.00
\$324.00	\$0.00	\$0.00	\$0.00
\$150.00	\$35.81	\$0.00	\$35.81
\$212.00	\$0.00	\$0.00	\$0.00
\$41.00	\$7.75	\$0.00	\$7.75
\$212.00	\$0.00	\$0.00	\$0.00
\$88.00	\$0.00	\$0.00	\$0.00
\$231.00	\$474.05	\$243.05	\$231.00
\$121.00	\$181.06	\$60.06	\$121.00

6. Now you can add all expenses to you Concur expense report, attach receipts where required and SUBMIT for approvals and processing.