Create a Multiple Trip Itinerary

Create a multiple trip itinerary for your multi-leg travel expense reports.

1. Create a New Expense Report

On the home page, there are two ways to start a new expense report:
- In the top menu bar, click *Expense*, then click *Create New Report*.
- In the *Quick Task* bar click *New*, then click *Start a Report*.
  - For more information, refer to the tip sheet *Create a New Expense Report.*

On the report header, complete the required fields in red:
- For more information, refer to the tip sheet *Complete the Expense Report Header.*
- When finished, click *Next*.
- In the pop up window *Is this a travel reimbursement?* click *Yes*.

2. Create a Multiple Trip Itinerary

Create New Itinerary

On the *Create New Itinerary* screen, change the *Selection* to *Actuals* or *Per Diem* depending on the meals you are submitting for reimbursement (Figure 1).
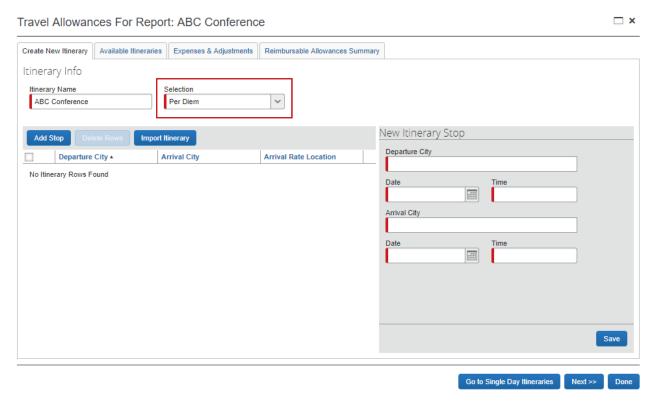

Figure 1

For travel and expense system support, email ubs-travel-expense-support@buffalo.edu

> **Only Enter Cities You Lodged In**
>
> On your travel itinerary, only enter the cities you lodged in. If you had flight layovers, do not enter those cities.

In the *New Itinerary Stop* section, complete the required fields in red to record all legs of your trip (Figure 1):

- First, enter the departing leg of your trip (example: Buffalo to Albany) and click *Save*.
- Then, enter the next leg of your trip (example: Albany to Syracuse) and click *Save*.
- Repeat as needed to enter additional legs of your trip.
- Finally, enter the returning leg of your trip (example: Syracuse to Buffalo) and click *Save*.
- When finished, click *Next*.

Review Available Itineraries

On the *Available Itineraries* screen, review the itinerary you created then click *Next* (Figure 2).

Travel Allowances For Report: ABC Conference

Create New Itinerary | Available Itineraries | Expenses & Adjustments | Reimbursable Allowances Summary

Assigned Itineraries

Departure City	Date and Time ▴	Arrival City	Date and Time	Arrival Rate Location
● Itinerary: ABC Conference				
Buffalo, New York	01/07/2019 08:00 AM	Albany, New York	01/07/2019 11:00 AM	ALBANY COUNTY, US-NY, US
Albany, New York	01/09/2019 08:00 AM	Syracuse, New York	01/09/2019 11:30 AM	ONONDAGA COUNTY, US-NY,...
Syracuse, New York	01/11/2019 02:00 PM	Buffalo, New York	01/11/2019 05:00 PM	ERIE COUNTY, US-NY, US

Available Itineraries

Itineraries for this Year ▾ | Delete | Assign

Departure City	Date and Time ▴	Arrival City	Date and Time	Arrival Rate Location
No Available Itineraries Found				

<< Previous   Next >>

Figure 2

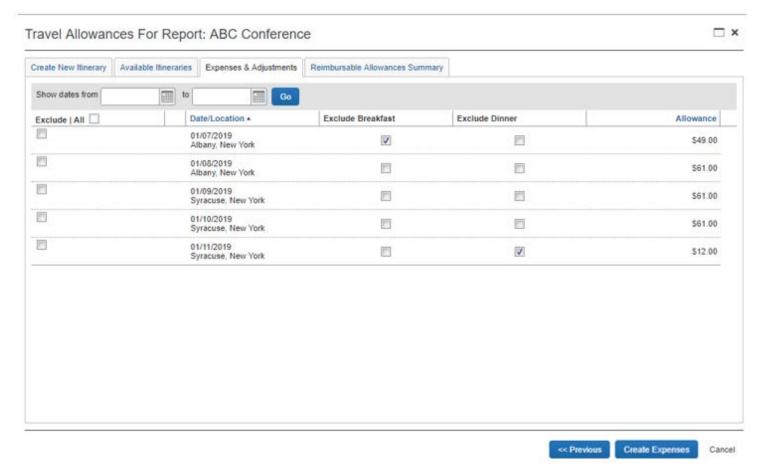For travel and expense system support, email ubs-travel-expense-support@buffalo.edu

For Per Diem, Edit Expenses and Adjustments

If you chose *Per Diem* as the meal selection, on the *Expenses and Adjustments* screen click the checkboxes to exclude meals from reimbursement following the 7:00 a.m. — 7:00 p.m. travel guideline and to exclude meals that were provided (Figure 3).

- The meal Allowance will recalculate based on the meals you exclude.
- When finished, click *Create Expenses*.

Travel Allowances For Report: ABC Conference

| Create New Itinerary | Available Itineraries | Expenses & Adjustments | Reimbursable Allowances Summary |

Show dates from [ ] to [ ] Go

Exclude | All ☐	Date/Location ▲	Exclude Breakfast	Exclude Dinner	Allowance
☐	01/07/2019 Albany, New York	☑	☐	$49.00
☐	01/08/2019 Albany, New York	☐	☐	$61.00
☐	01/09/2019 Syracuse, New York	☐	☐	$61.00
☐	01/10/2019 Syracuse, New York	☐	☐	$61.00
☐	01/11/2019 Syracuse, New York	☐	☑	$12.00

<< Previous Create Expenses Cancel

Figure 3

- If you chose *Per Diem* as the meal selection, the expenses will add to your report as *Daily Meal Allowances*.
- Enter additional expenses on your report to complete it.