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).

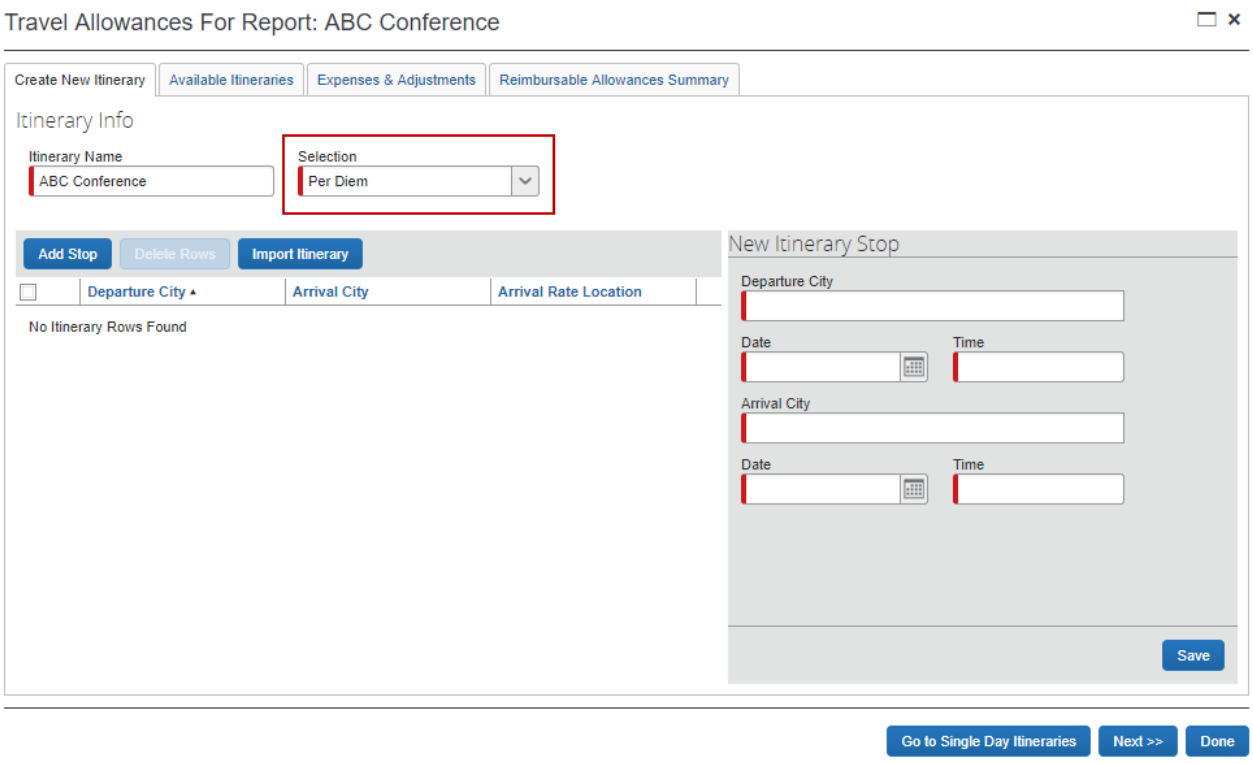

Figure 1

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).

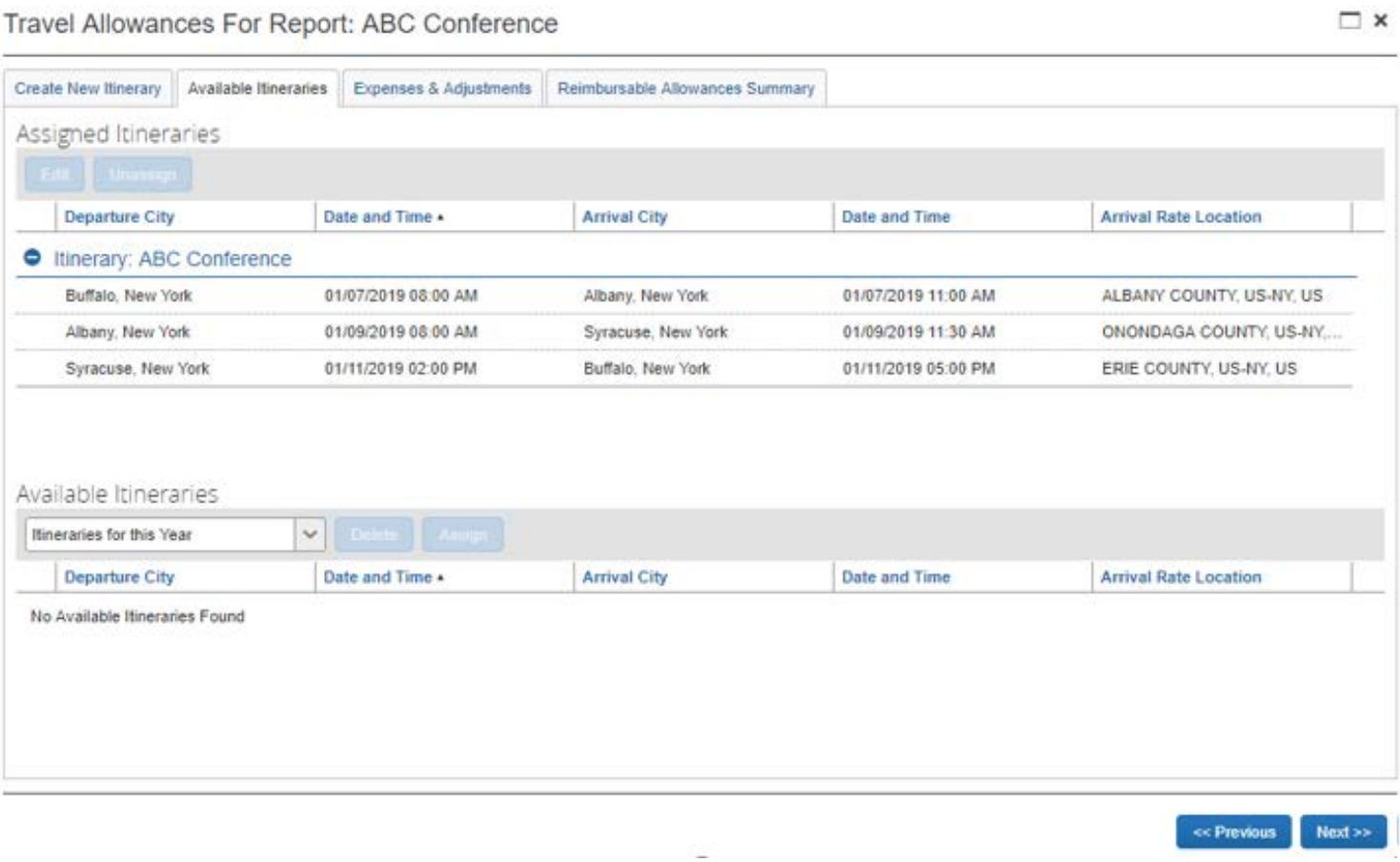

Figure 2

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*.

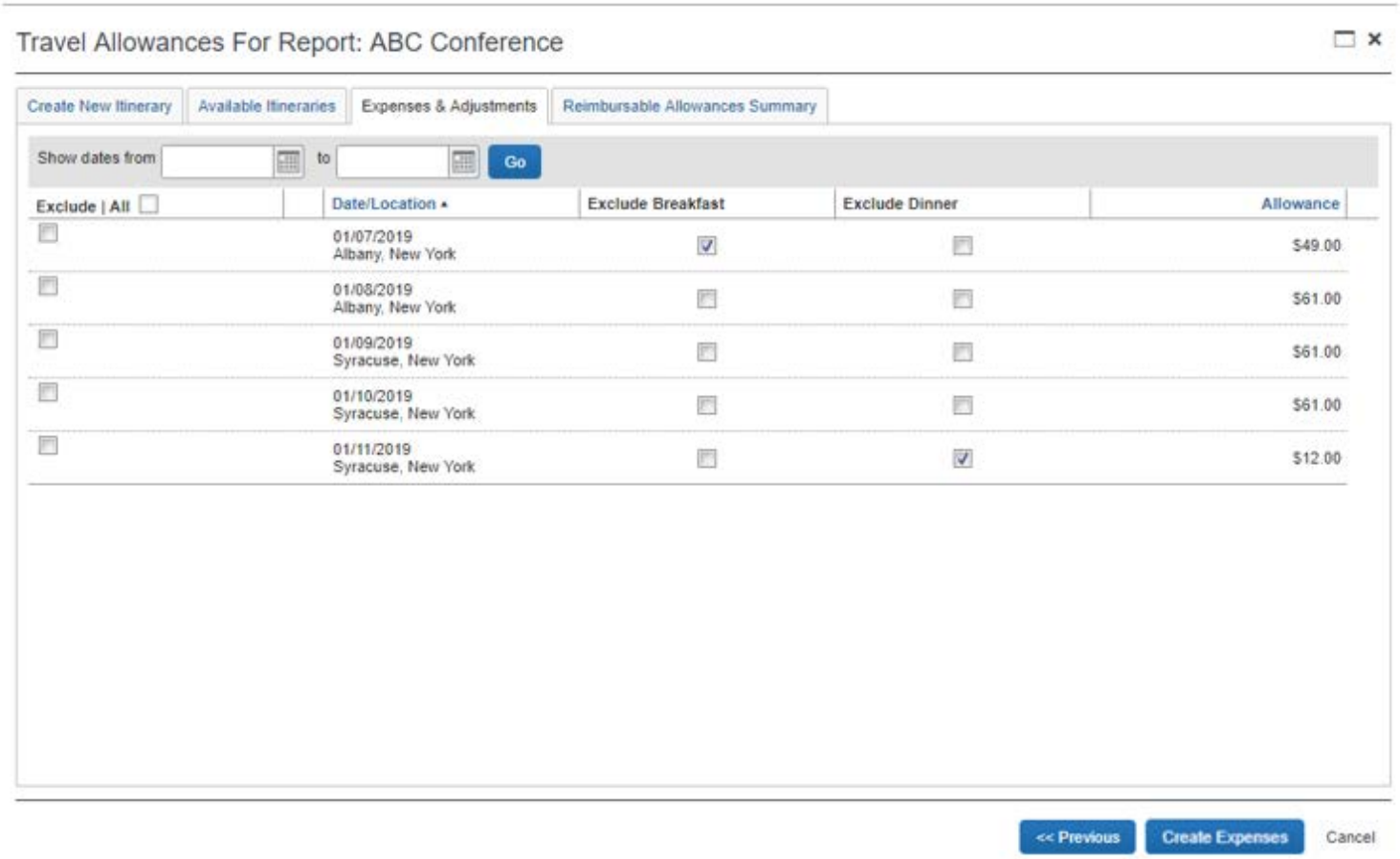

Figure 3

- 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.