



SAP Concur  Administration | Help

Requests Travel **Expense** Approvals Reporting App Center Profile

Manage Expenses View Transactions Process Reports

IN STATE \$0.00  [Submit Report](#)



Not Submitted

Report Details Print/Share Manage Receipts Travel Allowance


[Add Expense](#) [Edit](#) [Delete](#) [Copy](#) [Allocate](#) [Combine Expenses](#) [Move to](#)

No Expenses
Add expenses to this report to submit for reimbursement.

In the expense report menu, click **Travel Allowance** to enable the dropdown menu.

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IN STATE \$0.00  [Submit Report](#)

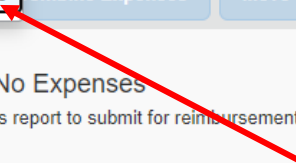
Not Submitted

Report Details Print/Share Manage Receipts Travel Allowance

[Add Expense](#) [Edit](#) [Delete](#) [Copy](#) [Manage Travel Allowance](#) [Combine Expenses](#) [Move to](#)

No Expenses

Add expenses to this report to submit for reimbursement.



Select **Manage Travel Allowances**.

1 Create New Itinerary 2 Available Itineraries

Assigned Itineraries

Edit Unassign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
----------------	---------------	--------------	---------------	-----------------------

No Assigned Itineraries Found

Available Itineraries

Current Itineraries [v] Delete Assign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
----------------	---------------	--------------	---------------	-----------------------

No Available Itineraries Found

Select 1 Create New Itinerary.

1 Create New Itinerary 2 Available Itineraries

Itinerary Info

Itinerary Name: IN STATE
Selection: UMS_REIMB_RAL

Add Stop Delete Rows Import Itinerary

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
--------------------------	----------------	--------------	-----------------------

No Itinerary Rows Found

New Itinerary Stop

Departure City:

Date: Time:

Arrival City:

Date: Time:

Save



Go to Single Day Itineraries Next >> Cancel

Enter the information in the required fields for your **first** day of travel.

1 Create New Itinerary 2 Available Itineraries

Itinerary Info

Itinerary Name: IN STATE
Selection: UMS_REIMB_RAL

Add Stop Delete Rows Import Itinerary

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
--------------------------	----------------	--------------	-----------------------

No Itinerary Rows Found

New Itinerary Stop

Departure City: Orono, Maine

Date: 03/08/2022 Time: 6:00 AM

Arrival City: Burlington, Vermont

Date: 03/08/2022 Time: 3:00 PM

Save

Go to Single Day Itineraries Next >> Cancel

Click the **Save** button.

1 Edit Itinerary 2 Available Itineraries

Itinerary Info

Itinerary Name: IN STATE
Selection: UMS_REIMB_RAL

Add Stop Delete Rows Import Itinerary

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Orono, Maine 03/08/2022 06:00 AM	Burlington, Vermont 03/08/2022 03:00 PM	UNITED STATES

New Itinerary Stop

Departure City: Burlington, Vermont

Date: [] Time: []

Arrival City: Orono, Maine

Date: [] Time: []

Save



Enter the information for the **last** day of your travel.

1 Edit Itinerary 2 Available Itineraries

Itinerary Info

Itinerary Name: IN STATE
Selection: UMS_REIMB_RAL

Add Stop Delete Rows Import Itinerary

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Orono, Maine 03/08/2022 06:00 AM	Burlington, Vermont 03/08/2022 03:00 PM	UNITED STATES

New Itinerary Stop

Departure City: Burlington, Vermont

Date: 03/15/2022 Time: 6:00 AM

Arrival City: Orono, Maine

Date: 03/15/2022 Time: 3:00 PM

Save

Go to Single Day Itineraries **Next >>** Cancel

Click the **Save** button.

Edit Itinerary Available Itineraries Reimbursable Allowances Summary

Itinerary Info

Itinerary Name: IN STATE
Selection: UMS_REIMB_RAL

Add Stop Delete Rows Import Itinerary

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Orono, Maine 03/08/2022 06:00 AM	Burlington, Vermont 03/08/2022 03:00 PM	UNITED STATES
<input type="checkbox"/>	Burlington, Vermont 03/15/2022 06:00 AM	Orono, Maine 03/15/2022 03:00 PM	UNITED STATES

New Itinerary Stop

Departure City: Orono, Maine

Date: [] Time: []

Arrival City: []

Date: [] Time: []

Save

Go to Single Day Itineraries Done

You've now framed the start date and the end date of your travel. Click the **Done** button.