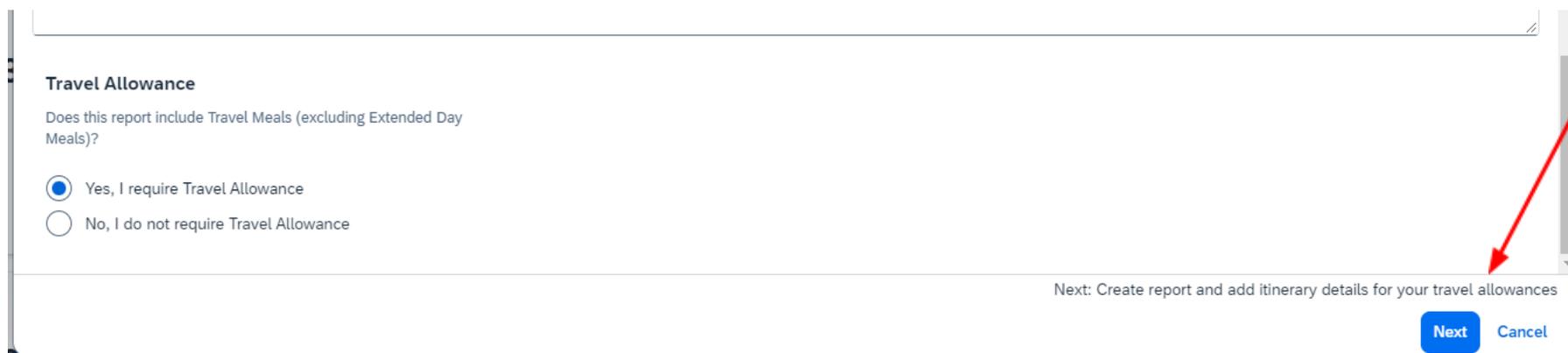


You can either access the **Travel Allowance Itinerary** when you first create a report. It will appear at the bottom of the report header.



Travel Allowance

Does this report include Travel Meals (excluding Extended Day Meals)?

Yes, I require Travel Allowance

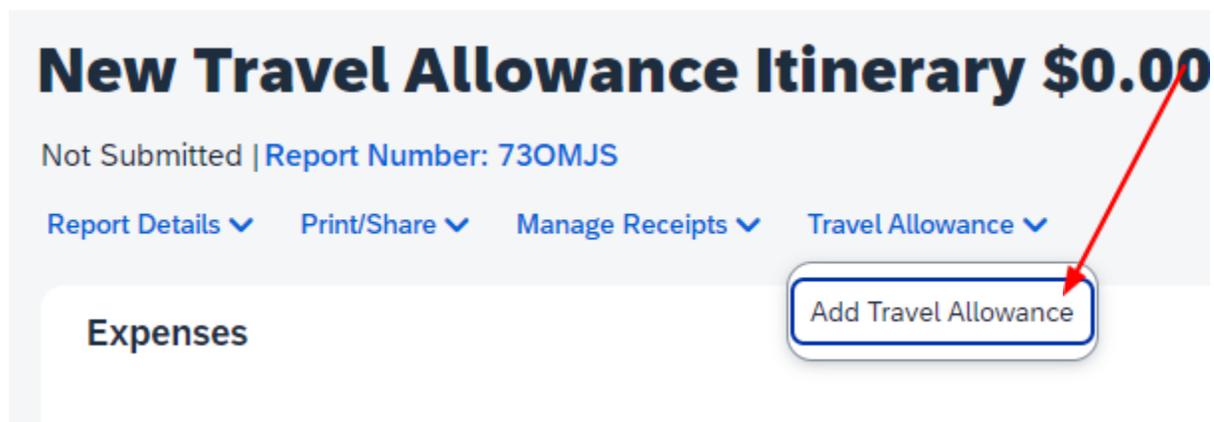
No, I do not require Travel Allowance

Next: Create report and add itinerary details for your travel allowances

[Next](#) [Cancel](#)

A red arrow points from the top right corner of the form towards the 'Next' button.

Or you can access it in the expense report menu, under **Travel Allowance**. Click **Add Travel Allowance**.



New Travel Allowance Itinerary \$0.00

Not Submitted | [Report Number: 73OMJS](#)

[Report Details](#) ▾ [Print/Share](#) ▾ [Manage Receipts](#) ▾ [Travel Allowance](#) ▾

Expenses

[Add Travel Allowance](#)

A red arrow points from the 'Travel Allowance' dropdown menu to the 'Add Travel Allowance' button.

The **Travel Allowance Itinerary** template will appear.

Travel Allowance

Itinerary

Itinerary Name *

New Travel Allowance Itinerary

Detailed Itinerary ?

* Required

Start Location *

Orono, Maine

Start Date *

05/15/2025

Start Time *

h:mm A

+ Add Destination

Arrival Location *

Enter City

+ Add Destination

End Location *

Orono, Maine

End Date *

05/20/2025

End Time *

h:mm A

Next: Adjust your travel allowance

Next

Cancel

Enter the information in the required fields. Enter your **Start Location, Start Date, Start Time** and **Arrival Location**.

Then enter you **End Location, End Date** and **End Time**.

Below you will see a roundtrip itinerary from Bangor to Orlando.

Travel Allowance

Itinerary

Itinerary Name * * Required

Detailed Itinerary ?

Start Location * Start Date * Start Time *

+ Add Destination

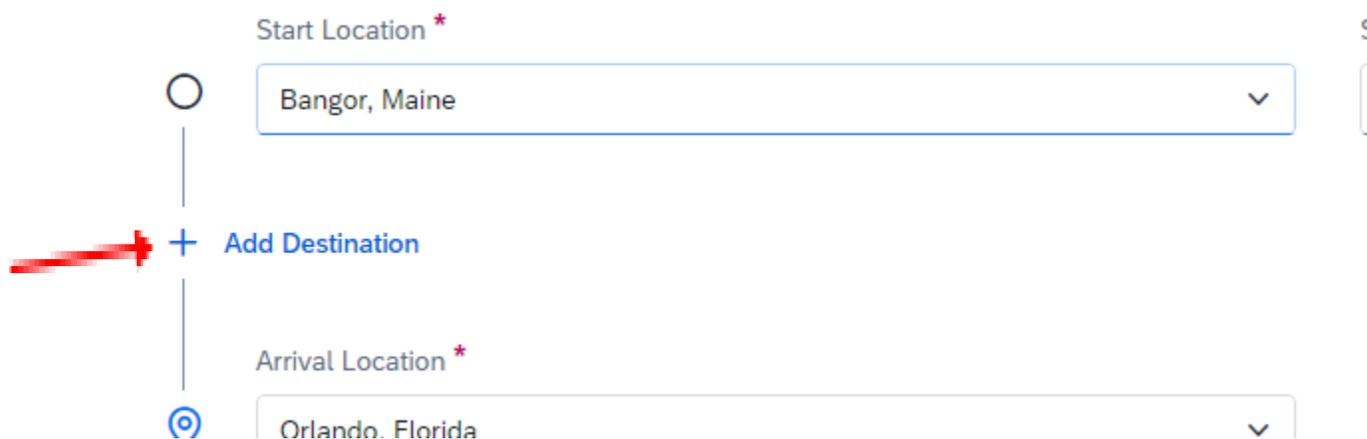
Arrival Location *

+ Add Destination

End Location * End Date * End Time *

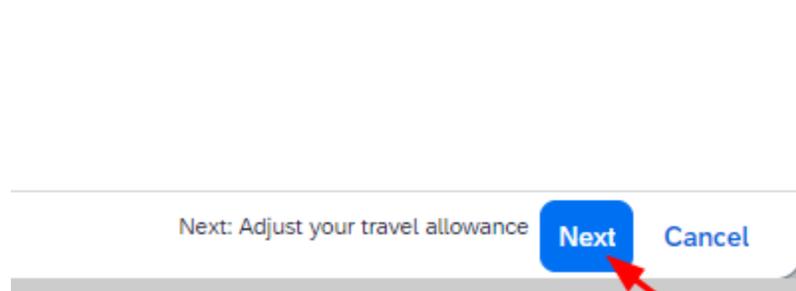
Next: Adjust your travel allowance

If there were multiple destinations in this trip, they could be added by clicking on the **+Add Destination**. Do not include connection cities. Only include overnight destinations.



The screenshot shows a vertical travel itinerary form. At the top, there is a 'Start Location *' dropdown menu with 'Bangor, Maine' selected. To the right of this menu is a small 'S' icon. Below the start location is a blue '+ Add Destination' button, which is highlighted with a red arrow pointing from the left. At the bottom, there is an 'Arrival Location *' dropdown menu with 'Orlando, Florida' selected. To the left of this menu is a small location pin icon.

Once your itinerary is complete, click on **Next** at the bottom right of the itinerary page.



The screenshot shows the bottom navigation bar of the itinerary page. It contains the text 'Next: Adjust your travel allowance' followed by two buttons: a blue 'Next' button and a grey 'Cancel' button. A red arrow points to the 'Next' button.

This will bring you to the **Travel Allowance Adjustment** page.

Travel Allowance

Adjustments

Here you can declare any free meals received to reduce your daily allowance. Days can be excluded from your trip, for example if you are on personal leave. Always refer to your company policy guidelines.

View: [Adjustments](#) ▾ [Show Filters](#)

Date/Location	Exclude Day	Breakfast	Lunch	Dinner	Lodging	Allowance Limit [?]
All Days Dates: 6	<input type="checkbox"/>					
Thu, 05/15/2025 Orlando, UNITED STATES [?]	<input type="checkbox"/>	\$60.00				
Fri, 05/16/2025 Orlando, UNITED STATES [?]	<input type="checkbox"/>	\$80.00				
Sat, 05/17/2025 Orlando, UNITED STATES [?]	<input type="checkbox"/>	\$80.00				
Sun, 05/18/2025 Orlando, UNITED STATES [?]	<input type="checkbox"/>	\$80.00				
Mon, 05/19/2025 Orlando, UNITED STATES [?]	<input type="checkbox"/>	\$80.00				
						Total: \$440.00

[Back](#)

[Finish](#)

[Cancel](#)

Mark any meals that were provided during your trip(e.g. conference meals, hotel breakfasts, etc.) and this will adjust your allowance limit for those days(please note that the first and last day allowance is 75% of the normal daily allowance). Ignore the Lodging column.

Travel Allowance

Adjustments

Here you can declare any free meals received to reduce your daily allowance. Days can be excluded from your trip, for example if you are on personal leave. Always refer to your company policy guidelines.

View: Adjustments Show Filters

Date/Location	Exclude Day	Breakfast	Lunch	Dinner	Lodging	Allowance Limit ?
All Days Dates: 6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Thu, 05/15/2025 Orlando, UNITED STATES ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$60.00
Fri, 05/16/2025 Orlando, UNITED STATES ?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$58.00
Sat, 05/17/2025 Orlando, UNITED STATES ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$80.00
Sun, 05/18/2025 Orlando, UNITED STATES ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$47.00
Mon, 05/19/2025 Orlando, UNITED STATES ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$80.00
						Total: \$385.00

Back Finish Cancel

Once you are finished, click on **Finish** on the bottom right. Your Travel Allowance is now added.

<input type="checkbox"/>	\$17.00
<input type="checkbox"/>	\$80.00
Total: \$385.00	
Finish Cancel	