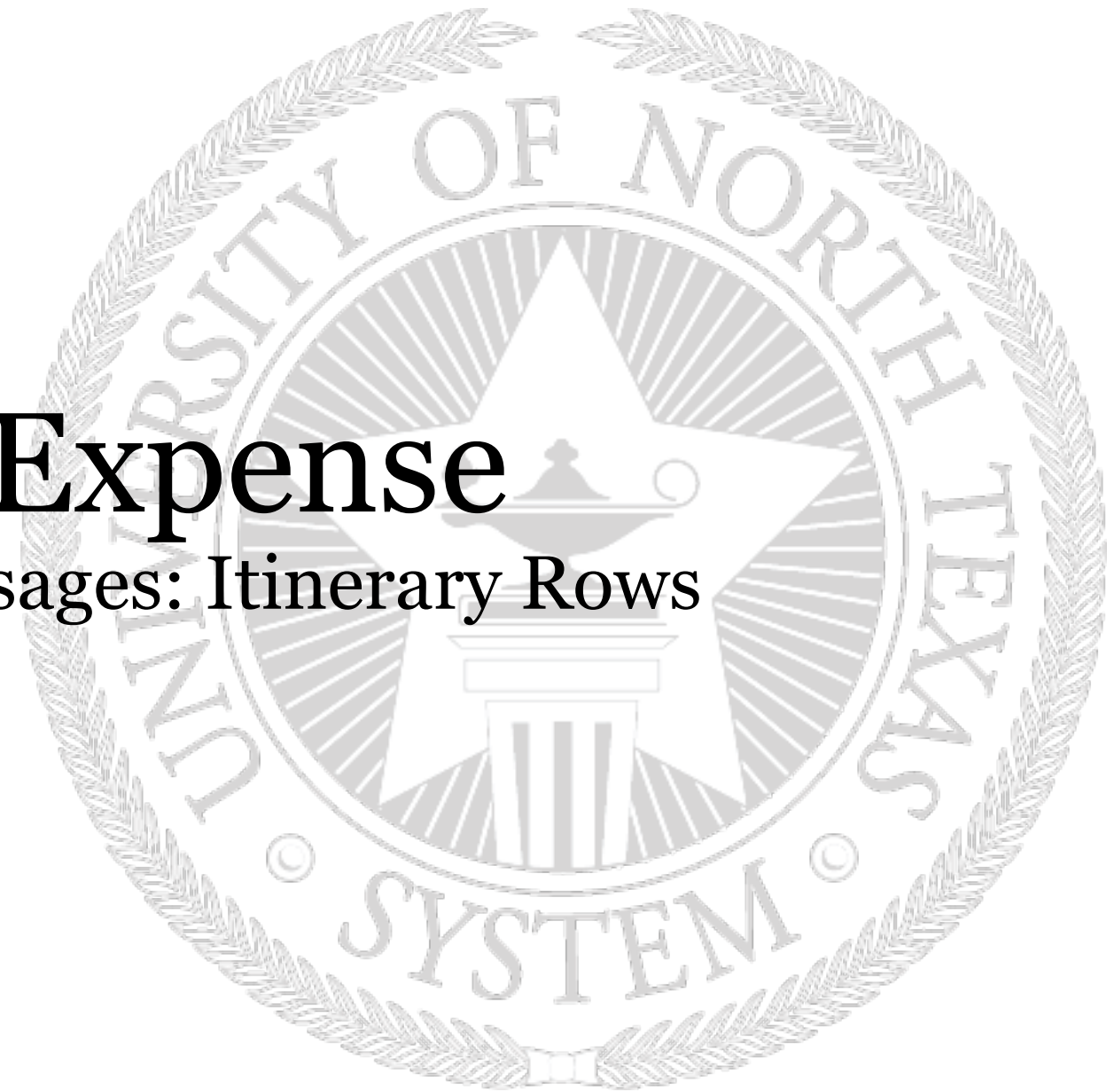# Concur Expense

Resolving Error Messages: Itinerary Rows

Concur Expense
Resolving Error Messages: Itinerary Rows

- This training will provide process steps and resources necessary to resolve an error message regarding Itinerary Rows

  - Definitions
  - How to unassign an itinerary row
 - How to delete an the itinerary row

Concur Expense
Resolving Error Messages: Itinerary Rows

- Definitions

  - Travel Allowance
    - Meal per diem and lodging maximum based on GSA rates by travel destination and dates of travel.
      - Ex. Austin, TX in September 2019 - $145 maximum lodging & $61 maximum meals
      - gsa.gov/perdiem

  - Itinerary row
    - One leg of a trip. Typically departure or return.
      - Ex. Leaving Denton at 7 a.m. on 09/01/19 and arriving in Austin at 11 a.m.

Itinerary: ABC Conference				
Denton, Texas	09/01/2019 07:00 AM	Austin, Texas	09/01/2019 11:00 AM	TRAVIS COUNTY, US-TX, US

Travel Allowances
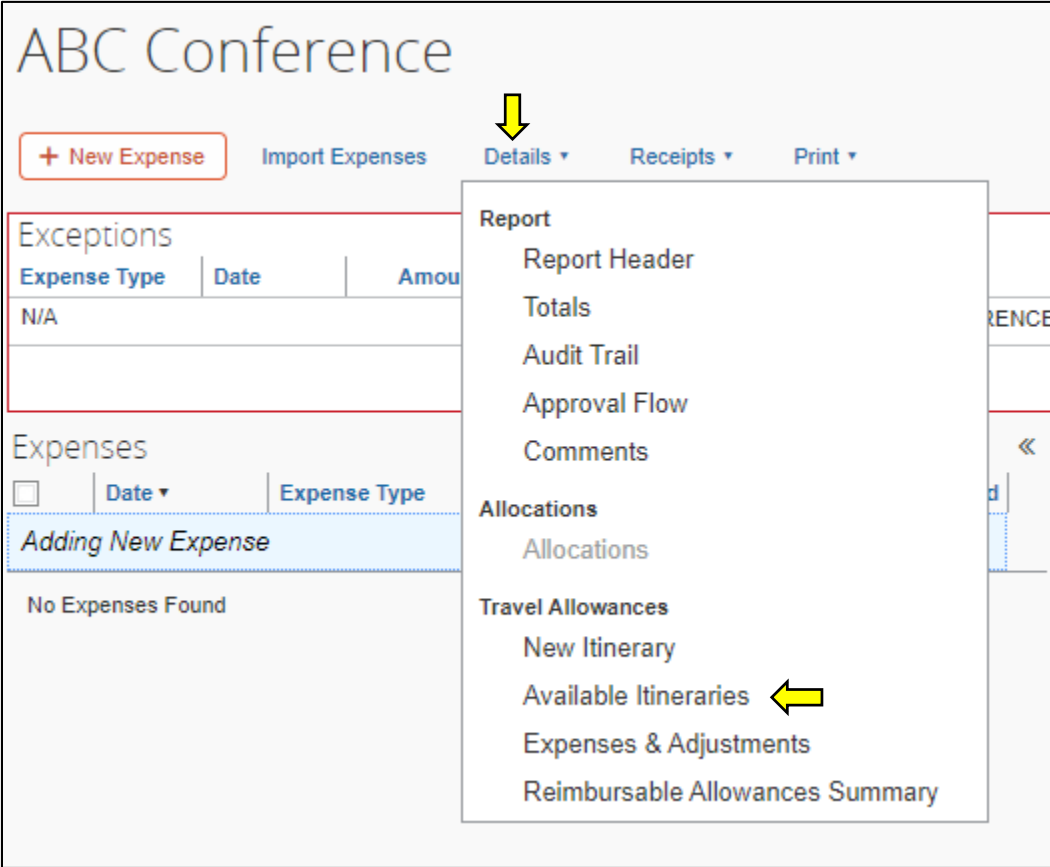
To resolve the error, access the Travel Allowance section of the Expense Report.

From the Expense screen, select Details > Travel Allowances "Available Itineraries" to view any previously created itineraries.

How to unassign an itinerary row

To unassign the itinerary row from the Expense Report:

1. Select the itinerary row
2. Select the blue Unassign button

The itinerary is now detached from the report. The itinerary can now be deleted if not needed.

How to delete an itinerary row

To delete an itinerary row from the Expense Report:

1. Select "Itineraries for this year" from the drop down in the Available Itineraries section
2. Select the itinerary row to be deleted
3. Select the blue Delete button
4. Select Done or close the Travel Allowances window

The itinerary is now detached from the report. The itinerary can now be deleted if not needed.

Thank You

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Concur System Status Updates

open.concur.com

CTP Free Online Help for

Concur Travel Booking Tool

877-727-5188