



ITINERARY STOPS FOR EXPENSE REPORTS

Updated July 20, 2021

TRAVEL APPLICATION

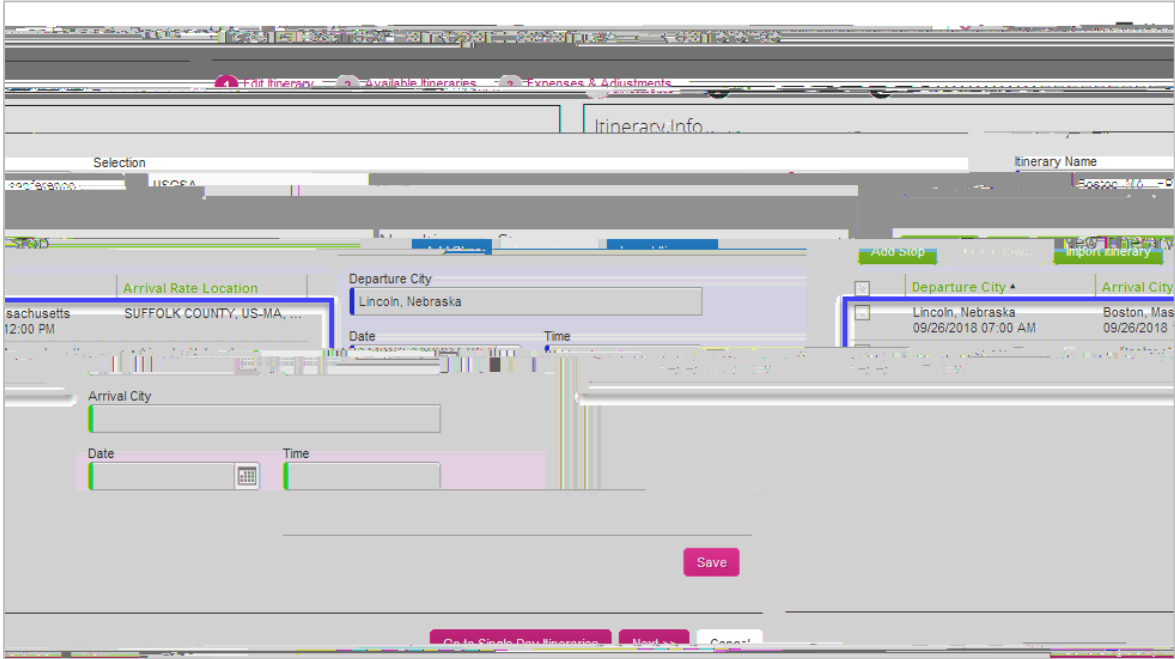
HELPFUL HINTS



do not Import Itinerary

Itinerary for Overlapping Trips

PROCEDURE

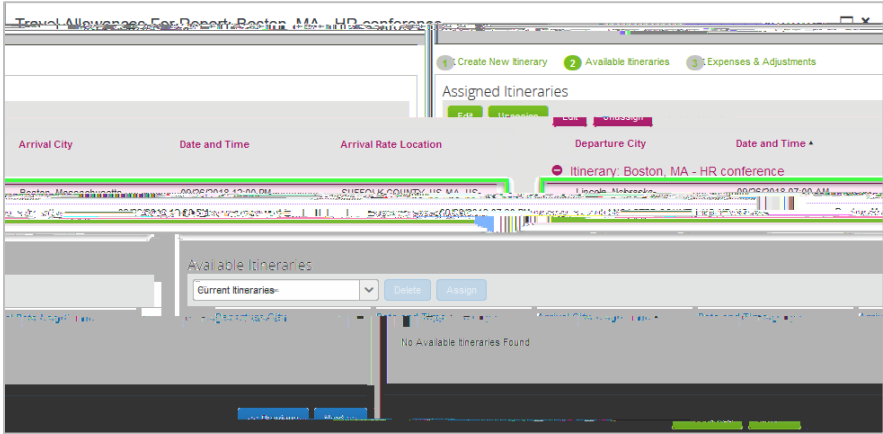




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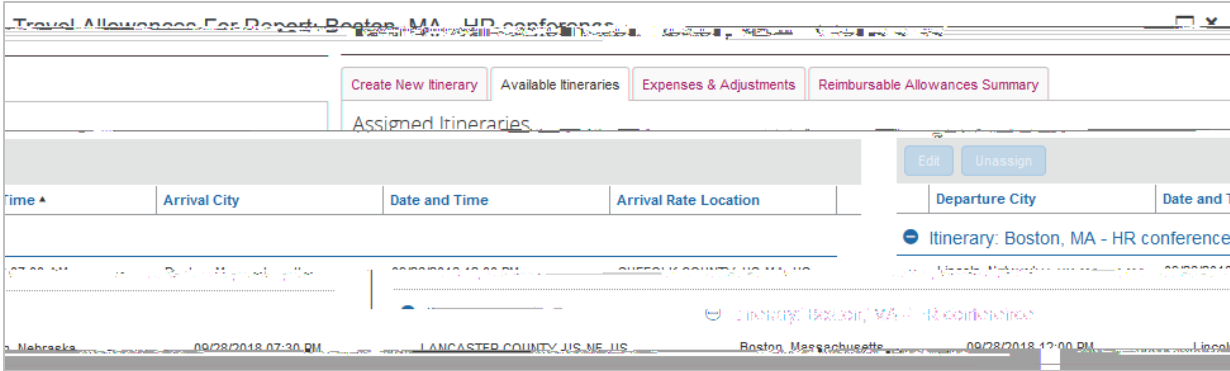
Next >>



TROUBLESHOOTING

two itineraries with one stop each

" This report could not be submitted. This report contains at least one itinerary with a single itinerary row. An itinerary is not valid until it has at least two rows. Please add another row to complete the itinerary."



Details

Available Itineraries





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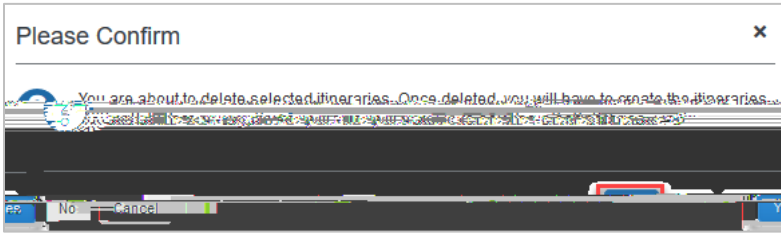
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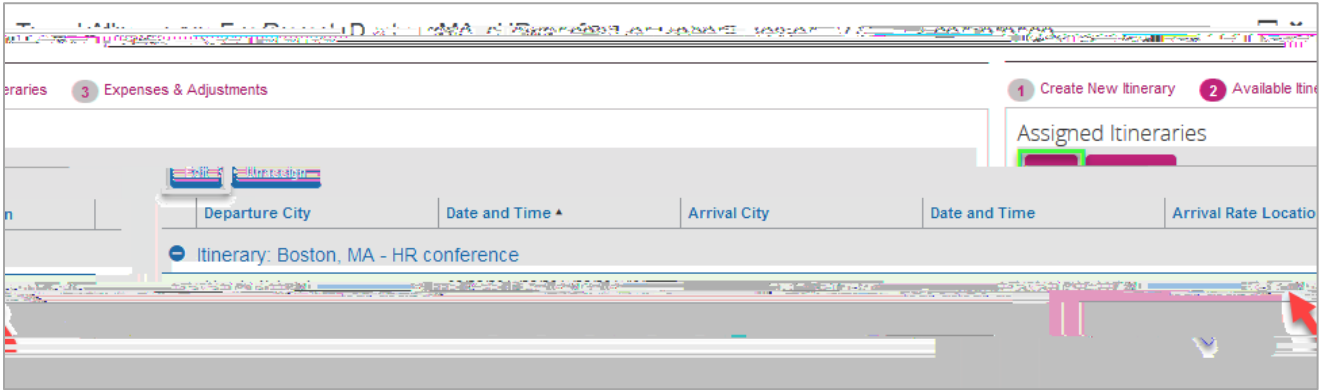
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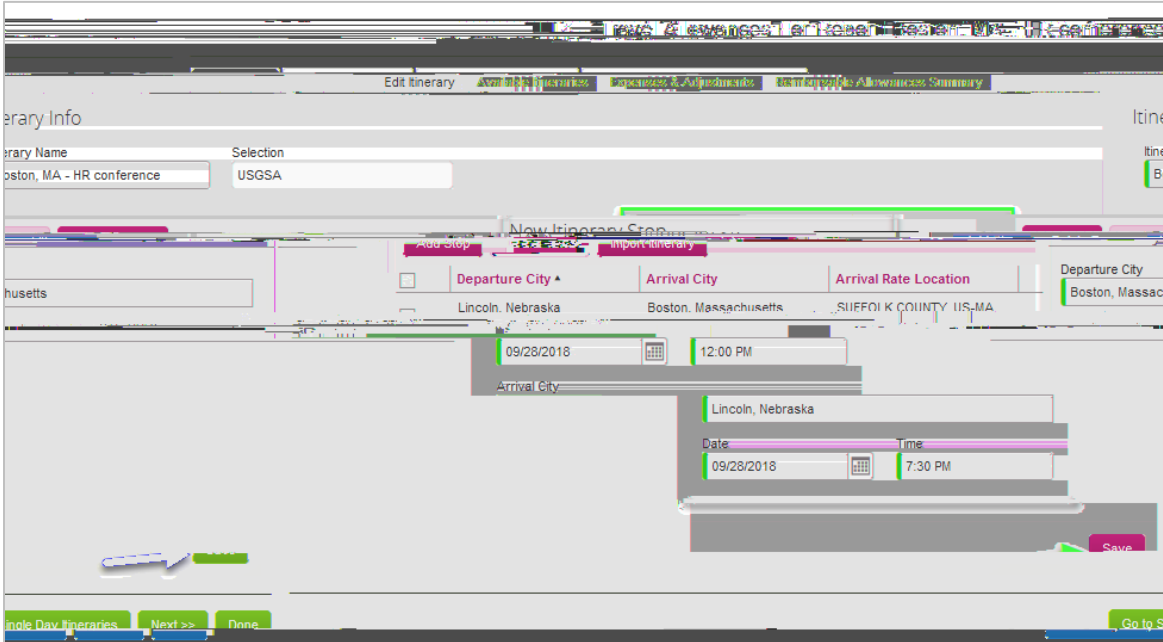
Yes



Edit



Save





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The screenshot shows a web application interface for managing itinerary stops. At the top, there are tabs for 'Summary', 'Edit Itinerary', 'Available Itineraries', 'Expenses & Adjustments', and 'Reimbursable Allowance'. Below the tabs, the 'Itinerary Info' section contains a form with 'Itinerary Name' (Boston, MA - HR conference) and 'Selection' (USGSA). Below this is the 'New Itinerary Stop' form, which includes fields for 'Arrival Rate Location', 'Departure City', 'Arrival City', 'Date', and 'Time'. A table below the form displays a list of stops with columns for 'Departure City' and 'Arrival City'. The table contains one row with 'Boston, Massachusetts' as the departure city and 'Lincoln, Nebraska' as the arrival city, with dates '09/28/2018 12:00 PM' and '09/28/2018 07:30 PM' respectively. A 'Save' button is visible at the bottom left of the form area.

