



ITINERARY STOPS FOR EXPENSE REPORTS

Updated July 20, 2021

TRAVEL APPLICATION

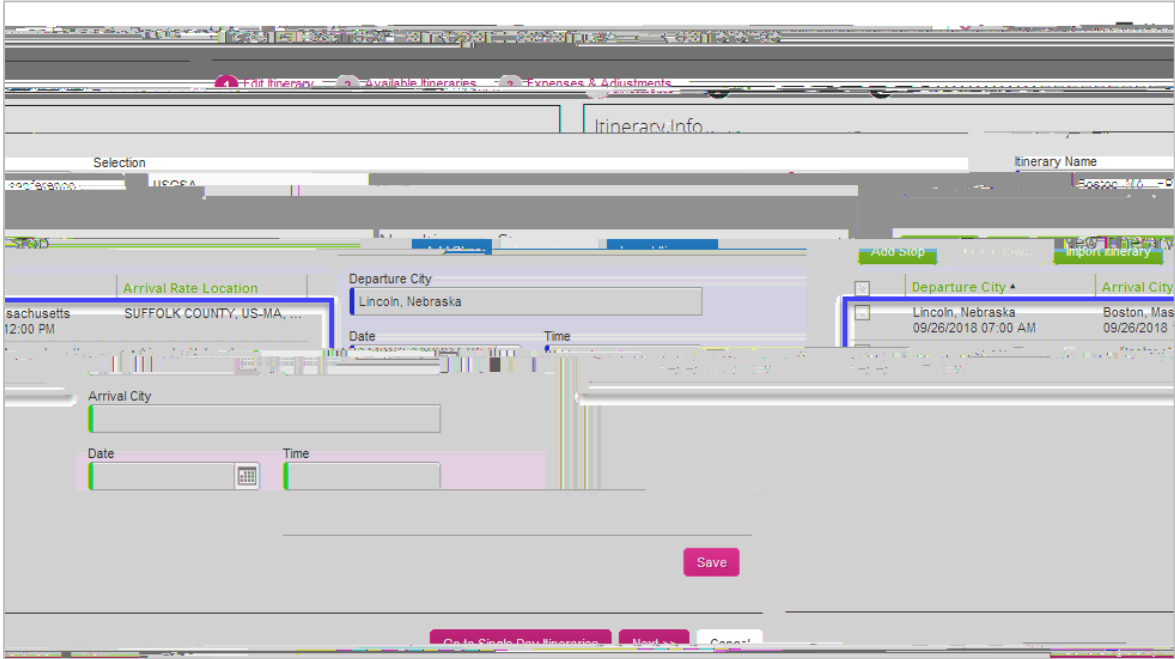
HELPFUL HINTS



do not Import Itinerary

Itinerary for Overlapping Trips

PROCEDURE

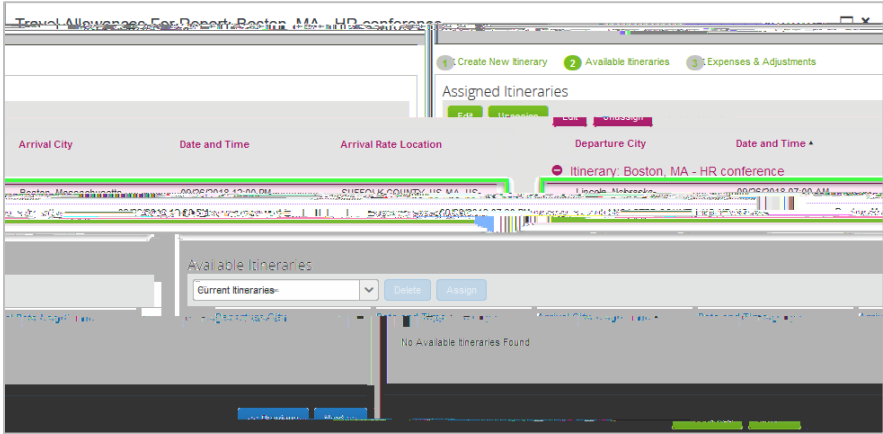




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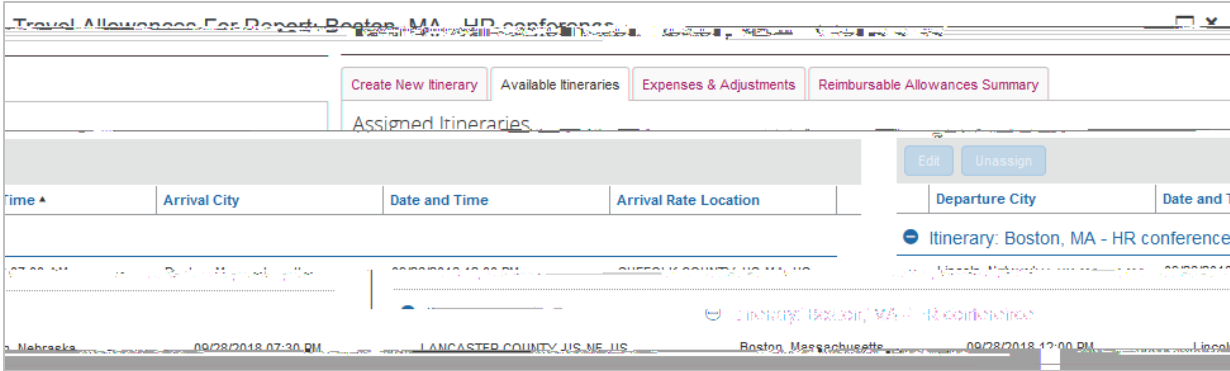
Next >>



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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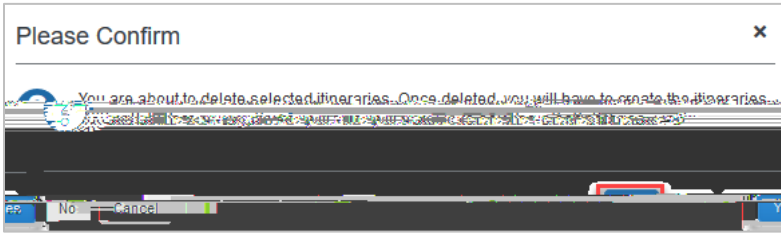
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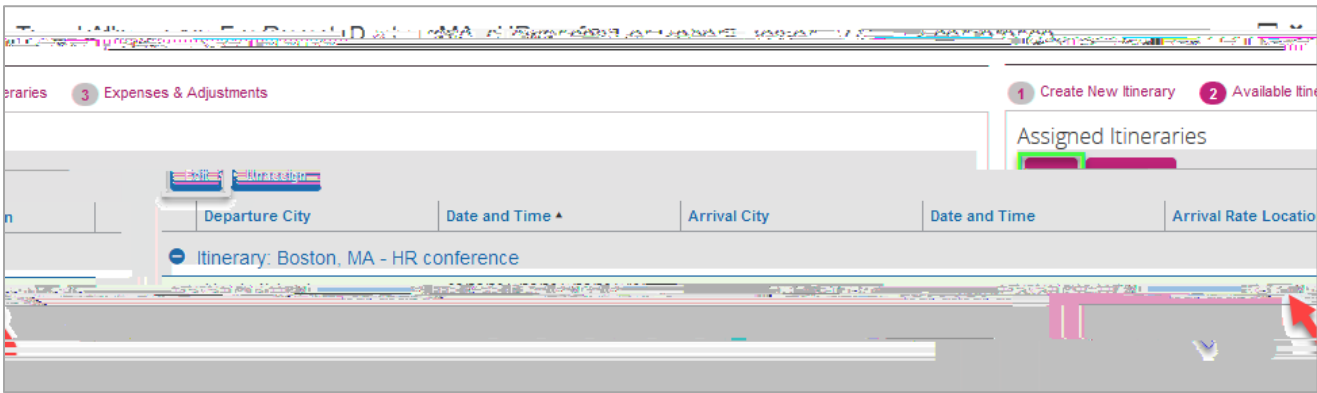
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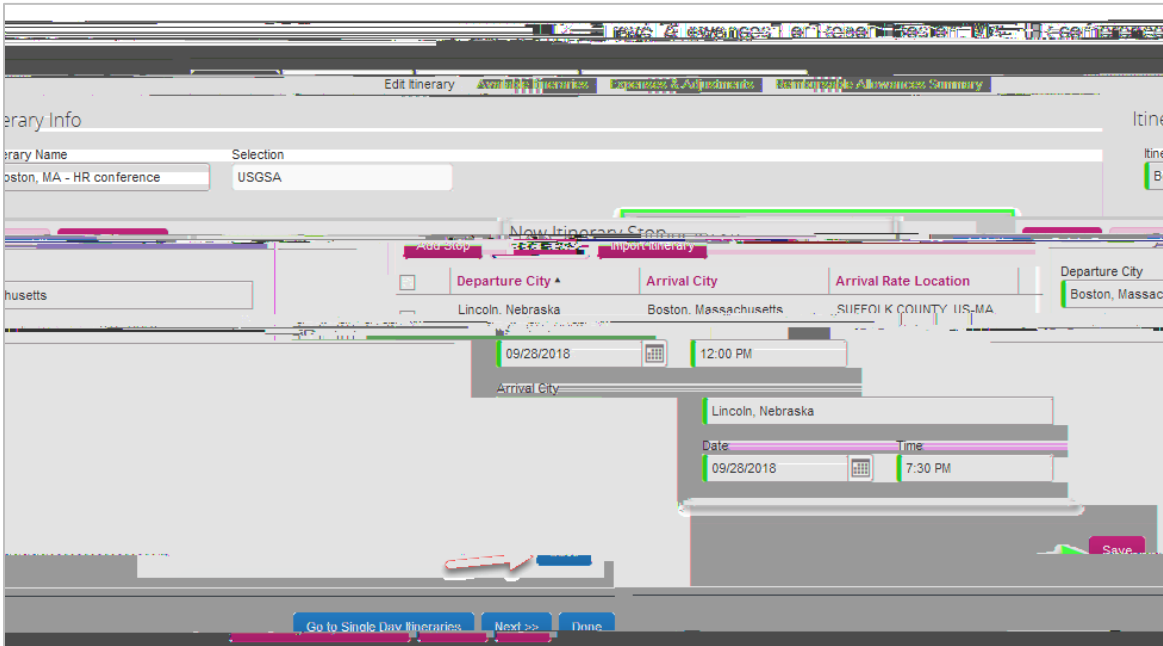
Yes



Edit



Save





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Summary

Edit Itinerary Available Itineraries Expenses & Adjustments Reimbursable Allowance

Itinerary Info

Itinerary Name: Boston, MA - HR conference Selection: USGSA

New Itinerary Stop

Arrival Rate Location: Lincoln, Nebraska

Departure City: Lincoln, Nebraska

Arrival City: Boston, Massachusetts

Date: 09/28/2018 Time: 12:00 PM

Date: 09/28/2018 Time: 07:30 PM

Save

