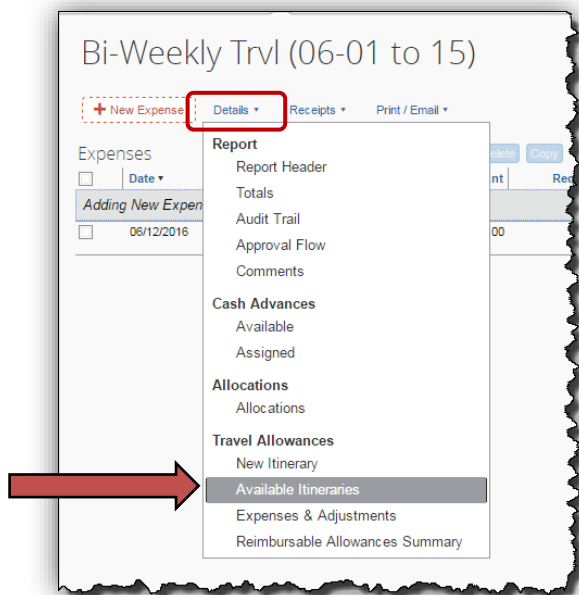


How to Fix a “single line itinerary row” Error in Travel Allowances.

This error message indicates you didn't complete a Travel Allowance Entry correctly. Each Request for meals Per Diem (Travel Allowance) has at least two lines. If it does not, you will receive an error. To fix the problem, edit the incorrect entry. The process is the same for meals with and without an overnight stay.

Open the Expense Report with the error:

- Click on the **Details** tab
- Select **Available Itineraries**



- Scroll through the Assigned Itineraries section to locate any Itinerary with only 1 line and select it.
- Click on **Edit**.

Travel Allowances For Report: Bi-Weekly Trvl (06-01 to 15)

Create New Itinerary Available Itineraries Expenses & Adjustments Reimbursable Allowances Summary

Assigned Itineraries

Edit Unassign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: Bi-Weekly Trvl (06-01 to 15)				
Atlanta, Georgia	06/12/2016 06:00 AM	Tybee Island, Georgia	06/12/2016 11:00 AM	CHATHAM COUNTY, US-GA, US

- The **Edit Itinerary** window will open.
- Click **Add Stop**
- Add the missing leg of the trip in **New Itinerary Stop**.
 - **NOTE:** If this was a request for Travel Allowance for travel NOT associated with an overnight stay, you **MUST** choose locations that have (Single Day) in the location name.
- Click **Save**

Travel Allowances For Report: Bi-Weekly Trvl (06-01 to 15)

Edit Itinerary Available Itineraries Expenses & Adjustments Reimbursable Allowances Summary

Itinerary Info

Itinerary Name: Bi-Weekly Trvl (06-01 to 15) Selection: 1. Multiple Day Per Diem

Add Stop Delete Rows

Departure City	Arrival City	Arrival Rate Location
Atlanta, Georgia	Tybee Island, Georgia	CHATHAM COUNTY, US-G...

New Itinerary Stop

Departure City: Tybee Island, Georgia

Date: 06/15/2016 Time: 3:00 PM

Arrival City: Atlanta, Georgia

Date: 06/15/2016 Time: 7:30 PM

Save

Go to Single Day Itineraries Next >> Done

- The Travel Allowance for that day will then have all the necessary components to process the Travel Allowance.
- Click **Next**

Travel Allowances For Report: Bi-Weekly Trvl (06-01 to 15) □ ×

Edit Itinerary | Available Itineraries | Expenses & Adjustments | Reimbursable Allowances Summary

Itinerary Info

Itinerary Name: Bi-Weekly Trvl (06-01 to 15) Selection: 1. Multiple Day Per Diem

Add Stop | Delete Rows

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Atlanta, Georgia 06/12/2016 06:00 AM	Tybee Island, Georgia 06/12/2016 11:00 AM	CHATHAM COUNTY, US-G...
<input type="checkbox"/>	Tybee Island, Georgia 06/15/2016 03:00 PM	Atlanta, Georgia 06/15/2016 07:30 PM	FULTON COUNTY, US-GA...

New Itinerary Stop

Departure City: Atlanta, Georgia

Date: [] Time: []

Arrival City: []

Date: [] Time: []

Save

Go to Single Day Itineraries | Next >> | **Done**

- The Expense and Adjustment window opens

Travel Allowances For Report: Bi-Weekly Trvl (06-01 to 15) □ ×

Create New Itinerary | Available Itineraries | Expenses & Adjustments | Reimbursable Allowances Summary

Show dates from [] to [] **Go**

Exclude All <input type="checkbox"/>	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	06/12/2016 Tybee Island, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$27.00
<input type="checkbox"/>	06/13/2016 Tybee Island, Georgia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$29.00
<input type="checkbox"/>	06/14/2016 Tybee Island, Georgia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$29.00
<input type="checkbox"/>	06/15/2016 Tybee Island, Georgia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$21.75

Update Expenses | Cancel

- Mark any provided meals if necessary and click **Update Expenses** to update the Expense Report and clear the error.