Managing Itineraries for Concur Expense Reports

Description
This job aid describes how to edit a trip itinerary after it has already been recorded in Concur when the expense report was created.

Navigation
Concur Home > Expense > Report Library > Create & Edit > Edit Itinerary

*NOTE: You do not have to be in an expense report to edit the itinerary.*

Please follow steps 3 - 5 to delete an itinerary:

1. Select Edit Itinerary from the Create & Edit drop-down menu.

2. Click on the Itinerary Name for the itinerary you wish to delete.

3. Click on the Itinerary Name for the itinerary you wish to delete.

4. Review the Please Confirm information.

5. Click on the Please Confirm information.

6. Click to close the View Itineraries pane.

Note: If you delete an itinerary currently assigned to an expense report that is not submitted or has been sent back for corrections, all fixed meal expense lines will be deleted from the expense report.
Please follow steps 7 - 13 to edit an itinerary:

7. Click on the Itinerary Name for the itinerary you wish to edit.

8. Click **Edit**.

9. Click the box on the left side of the leg you need to modify.

10. Modify the appropriate Departure or Arrival data in the **Edit Itinerary Stop** pane.

11. Click **Save**.

   Repeat Steps 9 - 11 to modify each additional leg.

12. Click **Done** to return to the **View Itineraries** pane.

13. Click **Done** to close the **View Itineraries** pane (above).

**Note: Adding Itinerary Stops** - If needed, you are also able to add an Itinerary Stop by clicking **Add Stop** and filling out the fields in the **New Itinerary Stop** pane. Click **Save** when finished.
1. If you are unable to locate the itinerary you wish to delete or edit in the View Itineraries pane, you may need to alter your search parameters.

2. Itineraries with a lock next to the legs of the trip cannot be deleted or edited. These itineraries have been assigned to expense reports that have been submitted and/or approved.

Click ▼ next to the Current Itineraries field to display available itinerary search options. Select an option to view your itineraries that meet your criteria.
3. To edit an itinerary assigned to an expense report:
   Navigation: *Open the report > Details > Available Itineraries > Assigned Itineraries > Edit.*