



# Travel Tips and Tricks #5: Impact of Next Day Arrivals on Itineraries and Allowances

June 2020

## Overview

Travelers are responsible for reviewing travel documents to ensure the content is accurate. Two key components travelers should pay special attention to are the itinerary and travel allowances. These two components drive the amount travelers receive as reimbursement. Expense reports are impacted by “Next Day Arrival” layovers because the travel allowance calculates the layover location in per diem. Below explains what to look for and how to fix it.

**Tip:** Look for a blue crescent moon  when booking airfare to identify itineraries with “Next Day Arrivals.”

**Scenario:** I am traveling from Washington D.C. to Palm Springs, CA and have a “Next Day Arrival” layover in Phoenix, AZ, but I did not need a hotel. My layover in Phoenix, AZ is calculated in my travel allowances. How do I fix it?

## How to Identify “Next Day Arrival” when Booking Airfares

- Below is the itinerary above. There is a “Next Day Arrival” layover on the return leg; therefore, the traveler arrives at 12:38 am the next day.

**NOTE:** The blue crescent moon  symbolizes the “Next Day Arrival”

The screenshot displays two flight options from American Airlines. The first option shows a round trip from DCA to PHX with a layover in DFW. The return leg shows a flight from PHX to DFW with an arrival time of 12:38a, accompanied by a blue crescent moon icon. A tooltip over this icon reads: "Next Day Arrival", "American Airlines #2222 arrives 12:38a, Thu, Jul 16." The second option is identical but does not have the moon icon.

- Proceed with booking air, hotel, and/or car based on mission requirements.
- Update the **Trip Purpose** in the **Request Header** and verify the **Temporary Duty (TDY) Location – City** matches the TDY destination (in this case Palm Springs, CA).

**NOTE:** the **TDY Location – City** often defaults to the arrival airport i.e. PSP Palm Springs International Airport.



Request 43GRY

Request Name: Trip from Washington D.C. Ronald Reagan  
Reagan  
Purpose:

Status: Not Submitted  
To be approved before: 07/10/2020 10:00 am  
Amount: \$1,140.22

Request Header | Segments | Expenses | Approval Flow | Audit Trail

Request Name: Trip from Washington D.C. Ronald Reagan  
TDY Location - City: Palm Springs, California  
TDY Location - Country: UNITED STATES  
Start Date: 07/12/2020  
End Date: 07/16/2020

Trip Purpose: Mission (Operational)  
CICD: (C) C - Civilian  
Rank/Grade: AD-00  
Branch of Service: NA

Duration (Days): 5  
Request ID:

This trip has a Foreign OCONUS segment

4. Add M and IE Allowance to the request. For a single destination trip like this one, use the **Meals – Single TDY Trip Only M and IE Allowance**.

Expense Type:

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

Constructed Mileage Expense	Lodging Allowance Adjustment - Personal Preference	Foreign Currency Conversion Fees
Government Vehicle Fuel	04. Fees	Immunizations/ Inoculations
POV Mileage	Conference Registration Fee	International Drivers Permit Fees
Private Plane - Fees	07. Meals – Single TDY Trip Only	International Guide Services/ Driver
Public Transportation	<b>M and IE Allowance.</b>	International Transaction Fees (Charged on Travel Card)
Rental Car Fuel		

5. Verify the **TDY Location – City** matches the same location used in the **Request Header** then **Save** the M&IE Expense.

Expense Type: M and IE Allowance.

Last Day of Trip: 07/16/2020  
Days: 5

TDY Location - City: Palm Springs, California  
Transaction Amount: 297.00 USD

Comment:

**Save** Allocate Cancel



# Defense Travel Modernization Prototype



6. Be sure to add all necessary expense items then **Allocate** and **Submit Request** for approval.

Request 43GRY

Request Name: Trip from Washington D.C. Ronald Reagan  
Purpose:

Status: Not Submitted  
To be approved before: 07/10/2020 10:00 am  
Amount: \$1,140.22

Request Header Segments Expenses Approval Flow Audit Trail

+ New Expense Delete

Date	Expense Type	Amount	Requested
07/12/2020	Airfare	\$522.22	\$522.22
07/12/2020	Hotel/Lodging	\$321.00	\$321.00
07/16/2020	M and IE Allowance	\$297.00	\$297.00

TOTAL AMOUNT \$1,140.22 TOTAL REQUESTED \$1,140.22

Expense Type: M and IE Allowance  
Last Day of Trip: 07/16/2020  
Days: 5  
TDY Location - City: Palm Springs, California  
Transaction Amount: 297.00 USD

Save Allocate Cancel

## Expense Report – Reviewing the Itinerary and Allowances

1. Upon returning from TDY, create an expense report from the request using the **Expense** hyperlink under **Action**.

SAP Concur Requests Travel Expense App Center Support Help

Profile

Manage Requests New Request Quick Search

Active Requests (21)

Delete Request Copy Request Close/Inactivate Request

View

Request Name Begins With Go

Request Name	Request ID	Status	Request Dates	Date Submitted	Total	Approved a...	Remaining ...	Action
Trip from Washington D.C. Ronald Reagan	43GRY	Approved	07/12/2020	05/28/2020	\$1,140.22	\$1,140.22	\$1,140.22	Expense

2. Verify the **Report Header** is accurate then click **Next**.

SAP Concur Requests Travel Expense App Center Support Help

Profile

Manage Expenses View Transactions

Create a New Expense Report

Report Header

Report Name: Trip from Washington D.C. Ronald Reagan  
Policy: TEST DoD Expense Policy CO  
Report Date: 05/28/2020  
Trip Start Date: 07/12/2020  
Trip End Date: 07/16/2020  
Trip Purpose: Mission (Operational)

C/E/O: (C) C - Civilian  
Rank/Grade: AD-00  
Branch of Service: NA  
Comment:

Redirect Funds to QTCC Account: 0.00

Request ID:

This trip has a Foreign OCONUS segment

Requests

Request Name	Request ID	Cancelled	Request Total	Amount Approved

Add Remove

Next -> Cancel



3. Select **Import Itinerary**. When the itinerary is imported, it will display in the itinerary info. Then click **Next**.

Travel Allowances For Report: Trip from Washington D.C. Ronald Reagan

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name  
Trip from Washington to Palm Spring

Add Stop Delete Rows **Import Itinerary**

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Washington, District of Colu... 07/12/2020 04:20 PM	Dallas, Texas 07/12/2020 06:41 PM	DALLAS COUNTY, US-TX, ...
<input type="checkbox"/>	Dallas, Texas 07/12/2020 07:56 PM	Palm Springs, California 07/12/2020 08:47 PM	RIVERSIDE COUNTY, US-...
<input type="checkbox"/>	Palm Springs, California 07/15/2020 11:55 AM	Phoenix, Arizona 07/15/2020 01:05 PM	MARICOPA COUNTY, US-...
<input type="checkbox"/>	Phoenix, Arizona 07/15/2020 01:36 PM	Dallas, Texas 07/15/2020 06:05 PM	DALLAS COUNTY, US-TX, ...
<input type="checkbox"/>	Dallas, Texas 07/15/2020 08:35 PM	Washington, District of Colu... 07/16/2020 12:38 AM	DISTRICT OF COLUMBIA, ...

New Itinerary Stop

Departure City  
Washington, District of Columbia

Date [ ] Time [ ]

Arrival City  
[ ]

Date [ ] Time [ ]

Save

Go to Single Day Itineraries **Next >>** Cancel

4. Under **Available Itineraries**, the imported itinerary will appear under **Assigned Itineraries**. Click **Next**.

Travel Allowances For Report: Trip from Washington D.C. Ronald Reagan

1 Create New Itinerary **2 Available Itineraries** 3 Expenses & Adjustments

**Assigned Itineraries:**

Edit Unassign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Washington, District of Columbia	07/12/2020 04:20 PM	Dallas, Texas	07/12/2020 06:41 PM	DALLAS COUNTY, US-TX, US
Dallas, Texas	07/12/2020 07:56 PM	Palm Springs, California	07/12/2020 08:47 PM	RIVERSIDE COUNTY, US-CA, ...
Palm Springs, California	07/15/2020 11:55 AM	Phoenix, Arizona	07/15/2020 01:05 PM	MARICOPA COUNTY, US-AZ, US
Phoenix, Arizona	07/15/2020 01:36 PM	Dallas, Texas	07/15/2020 06:05 PM	DALLAS COUNTY, US-TX, US
Dallas, Texas	07/15/2020 08:35 PM	Washington, District of Columbia	07/16/2020 12:38 AM	DISTRICT OF COLUMBIA, US-...

Available Itineraries

Current Itineraries [ ] Delete Assign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: Trip from Washington to Chicago				
Washington, District of Columbia	08/20/2020 05:50 AM	Chicago, Illinois	08/20/2020 07:02 AM	COOK COUNTY, US-IL, US
Chicago, Illinois	08/25/2020 09:10 PM	Washington, District of Columbia	08/25/2020 11:56 PM	DISTRICT OF COLUMBIA, US-...

<< Previous **Next >>**



# Defense Travel Modernization Prototype

5. Pay close attention to the details on the **Expenses & Adjustments** screen. The locations listed under **Date/Location** should always reference your TDY Location(s). In the example below, the travel allowance picks up the “Next Day Arrival” layover in Dallas, Texas as a per diem location. Click **Previous** to return to **Available Itineraries**.

No M&IE   All	Date/Location	Meals Rate	Breakfast Provided	Lunch Provided	Dinner Provided	Actual Lodging	Allowance
<input type="checkbox"/>	07/12/2020 Palm Springs, Cal...	\$49.50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$49.50
<input type="checkbox"/>	07/13/2020 Palm Springs, Cal...	\$66.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$66.00
<input type="checkbox"/>	07/14/2020 Palm Springs, Cal...	\$66.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$66.00
<input type="checkbox"/>	07/15/2020 Dallas, Texas	\$66.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$66.00
<input type="checkbox"/>	07/16/2020 Dallas, Texas	\$49.50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$49.50

6. Select the assigned itinerary, then click **Edit**.

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Washington, District of Columbia	07/12/2020 04:20 PM	Dallas, Texas	07/12/2020 06:41 PM	DALLAS COUNTY, US-TX, US
Dallas, Texas	07/12/2020 07:56 PM	Palm Springs, California	07/12/2020 08:47 PM	RIVERSIDE COUNTY, US-CA, ...
Palm Springs, California	07/15/2020 11:55 AM	Phoenix, Arizona	07/15/2020 01:05 PM	MARICOPA COUNTY, US-AZ, US
Phoenix, Arizona	07/15/2020 01:36 PM	Dallas, Texas	07/15/2020 06:05 PM	DALLAS COUNTY, US-TX, US
Dallas, Texas	07/15/2020 08:35 PM	Washington, District of Columbia	07/16/2020 12:38 AM	DISTRICT OF COLUMBIA, US-...



# Defense Travel Modernization Prototype



7. Select the 3 middle rows then select the **Delete Rows**.

**NOTE:** only 2 rows are needed for a single destination TDY. One row for Washington to Palm Springs, then a second row for Palm Springs to Washington.

Travel Allowances For Report: Trip from Washington D.C. Ronald Reagan

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name  
Trip from Washington to Palm Spring

Add Stop Delete Rows Import Itinerary

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Washington, District of Colu... 07/12/2020 04:20 PM	Dallas, Texas 07/12/2020 06:41 PM	DALLAS COUNTY, US-TX, ...
<input checked="" type="checkbox"/>	Dallas, Texas 07/12/2020 07:56 PM	Palm Springs, California 07/12/2020 08:47 PM	RIVERSIDE COUNTY, US-...
<input checked="" type="checkbox"/>	Palm Springs, California 07/15/2020 11:55 AM	Phoenix, Arizona 07/15/2020 01:05 PM	MARICOPA COUNTY, US-...
<input checked="" type="checkbox"/>	Phoenix, Arizona 07/15/2020 01:36 PM	Dallas, Texas 07/15/2020 06:05 PM	DALLAS COUNTY, US-TX, ...
<input type="checkbox"/>	Dallas, Texas 07/15/2020 08:35 PM	Washington, District of Colu... 07/16/2020 12:38 AM	DISTRICT OF COLUMBIA, ...

Edit Itinerary Stop

You have selected multiple itinerary rows. What would you like to do?

1. Delete the selected Itinerary Rows

Save

Go to Single Day Itineraries Next >> Cancel

8. Select the first row then update the **Arrival City** to Palm Springs, CA. Next update the arrival time to the correct time. Then click **Save**.

Travel Allowances For Report: Trip from Washington D.C. Ronald Reagan

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name  
Trip from Washington to Palm Spring

Add Stop Delete Rows Import Itinerary

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
<input checked="" type="checkbox"/>	Washington, District of Colu... 07/12/2020 04:20 PM	Dallas, Texas 07/12/2020 06:41 PM	DALLAS COUNTY, US-TX, ...
<input type="checkbox"/>	Dallas, Texas 07/15/2020 08:35 PM	Washington, District of Colu... 07/16/2020 12:38 AM	DISTRICT OF COLUMBIA, ...

Edit Itinerary Stop

Departure City  
Washington, District of Columbia

Date  
07/12/2020

Time  
04:20 PM

Arrival City  
Palm Springs, California

Date  
07/12/2020

Time  
8:41 PM

Save

Go to Single Day Itineraries Next >> Cancel



# Defense Travel Modernization Prototype

9. Select the second row in the itinerary and update the **Departure City** and time to the correct location and time (i.e. Palm Springs 11:55 AM) then click **Save**.

Travel Allowances For Report: Trip from Washington D.C. Ronald Reagan

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name  
Trip from Washington to Palm Spring

Add Stop Delete Rows Import Itinerary

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Washington, District of Colu... 07/12/2020 04:20 PM	Palm Springs, California 07/12/2020 08:41 PM	RIVERSIDE COUNTY, US-...
<input checked="" type="checkbox"/>	Dallas, Texas 07/15/2020 08:35 PM	Washington, District of Colu... 07/16/2020 12:38 AM	DISTRICT OF COLUMBIA, ...

Edit Itinerary Stop

Departure City  
Palm Springs, California

Date  
07/15/2020

Time  
11:55 AM

Arrival City  
Washington, District of Columbia

Date  
07/16/2020

Time  
12:38 AM

Save

Go to Single Day Itineraries Next >> Cancel

10. Click **Expenses & Adjustments** at the top, then review the travel allowances. The location under **Date/Locations** matches the TDY Location for this trip. Click **Create Expenses**.

**NOTE:** the only location calculated in travel allowances is Palm Springs, CA – the only TDY location for this trip.

Travel Allowances For Report: Trip from Washington D.C. Ronald Reagan

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from [ ] to [ ] Go

No M&IE   All <input type="checkbox"/>	Date/Location	Meals Rate	Breakfast Provided	Lunch Provided	Dinner Provided	Actual Lodging	Allowance
<input type="checkbox"/>	07/12/2020 Palm Springs, Cal...	\$49.50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$49.50
<input type="checkbox"/>	07/13/2020 Palm Springs, Cal...	\$66.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$66.00
<input type="checkbox"/>	07/14/2020 Palm Springs, Cal...	\$66.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$66.00
<input type="checkbox"/>	07/15/2020 Palm Springs, Cal...	\$66.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$66.00
<input type="checkbox"/>	07/16/2020 Palm Springs, Cal...	\$49.50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$49.50

<< Previous Create Expenses Cancel



11. Verify the **M and IE Allowance** expense line items under **Expenses** list Palm Springs, CA as the per diem location.

<input type="checkbox"/>	Date ▾	Expense Type	Amount	Requested
<i>Adding New Expense</i>				
<input type="checkbox"/>	07/16/2020 	M and IE Allowance Palm Springs, California	\$49.50	\$49.50
<input type="checkbox"/>	07/15/2020 	M and IE Allowance Palm Springs, California	\$66.00	\$66.00
<input type="checkbox"/>	07/14/2020 	M and IE Allowance Palm Springs, California	\$66.00	\$66.00
<input type="checkbox"/>	07/13/2020 	M and IE Allowance Palm Springs, California	\$66.00	\$66.00
<input type="checkbox"/>	07/12/2020 	M and IE Allowance Palm Springs, California	\$49.50	\$49.50
			<b>TOTAL AMOUNT</b> <b>\$297.00</b>	<b>TOTAL REQUESTED</b> <b>\$297.00</b>

12. Create or import all expenses needed for this expense report. Adjust allocations, if necessary, then submit for AO approval.

You have successfully updated your itinerary to reflect the travel allowances accurately.