

### Available Expenses: Itinerary Icons and How to Use Them

When a reservation is booked in Concur, the blue icon for the itinerary (airfare, hotel, car rental, or rail) will appear right away under Available Expenses in Concur on the Manage Expenses tab.

Example of Available Expenses with the itinerary only:

AVAILABLE EXPENSES

All Cards					Move	Match	Unmatch	Delete
<input type="checkbox"/> Expense Detail	Expense Type	Source	Date	Amount				
<input type="checkbox"/> Air France	Travel Airfare (623500 or 623...		04/04/2017	\$1,628.90				

Example Available Expenses with the itinerary and PCard transaction icons:

AVAILABLE EXPENSES

					Move	Match	Unmatch	Delete
<input type="checkbox"/> Expense Detail	Expense Type	Source	Date	Amount				
<input type="checkbox"/> AMTRAK AGENC0730946027853 0800...	Travel Train Fare (623542 or...	 	03/14/2017	\$89.00				

Depending on the method of payment, importing the itinerary is processed differently.

#### Scenario 1:

- When an employee uses his/her PCard to book travel reservations in Concur, the itinerary will appear in Available Expenses before the PCard transaction is available. The employee will see one blue icon. 
- Employees should not import the itinerary until the PCard transaction is available in the list of Available Expense.
- Once the PCard transaction is available, Concur will match the PCard charge and the itinerary together, so only one line appears in Available Expenses with both icons. The employee will see one blue icon and the associated PCard icon.  

#### Scenario 2:

- When a Travel Arranger books a reservation in Concur for a PCard holder, the itinerary will appear in Available Expenses before the PCard transaction is available. The employee will see one blue icon. 
- Employees should not import the itinerary until the PCard transaction is available in the list of Available Expense.
- Concur will match the PCard charge and the itinerary together, so only one line appears in Available Expenses with both icons. The employee will see one blue icon and the associated PCard icon.  

Scenario 3:

- When an employee uses his/her PCard to book travel reservations for another employee, the traveler will receive the itinerary in his/her Available Expenses, while the cardholder will only receive the PCard transactions in his/her Available Expenses.
- In this scenario, the traveler should not import the itinerary as an Available Expenses, as this will result in reimbursement to the traveler.
- The traveler can either use this itinerary to help build their per diem, or they can delete the itinerary from their Available Expenses.

Scenario 4:

- When travel reservations are booked on the traveler's personal credit card, the itinerary will appear in Available Expenses. 
- This is the only time that the itinerary should be used for reimbursement.
- Airfare and rail itineraries can be imported at any time for airfare or rail to get reimbursed.
- Hotel and car rental itineraries should not be imported for reimbursement.