

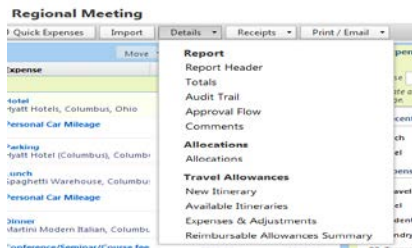
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Issue 4

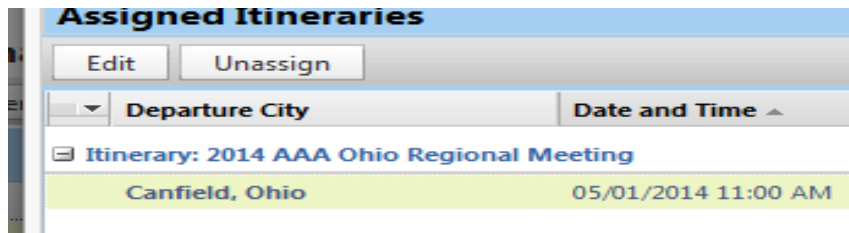
Travelers,

If you go to Submit your Expense Report and get the error message – **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.**

Drop down the Details menu and select “available itineraries” under **Travel Allowances**



The itinerary screen appears – click on the itinerary so that it is highlighted and choose the Edit button above the itinerary.



Complete the return trip information and Save. Click Next. This will show your complete itinerary. Click Done to get back to your Expense screen.

