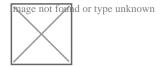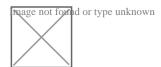# Concur Expense: Travel Allowance [1]

Travel Allowance is its own drop-down link. The only option under Travel Allowance is Manage Travel Allowance. When clicking on **Manage Travel Allowance**, the system automatically opens to the **Available Itineraries** page. From this page, users can verify and edit assigned travel itineraries, unassign applied itineraries if appropriate, as well as add, or delete existing travel itineraries as appropriate. Click **Next** in the bottom right of the page to advance to the **Expenses & Adjustments** to account for provided meals.

To create a new itinerary, click on the **Create New Itinerary** link at the top left of the page. Users can navigate between the three (3) Travel Allowance pages as needed and as they do today.

To save and exit Travel Allowance, from the Expenses & Adjustments page, users can click **Create Expenses**.

Source URL:https://www.cu.edu/psc/concur-expense-travel-allowance

Links
[1] https://www.cu.edu/psc/concur-expense-travel-allowance