Log in to TravelND

1	Access http://travel.nd.edu and login using your NetID and password.

You can also access the Concur system through insideND. Within insideND, click on the travelND logo to login.

Section 1: Create a Travel Allowance (Per Diem) Itinerary

The travel allowance itinerary allows you to specify the locations and dates/times of your travel. TravelND uses this information to determine which travel allowance rules to apply to your expense report.

1	In the **Active Work** section of My Concur, click **New Expense Report**.
2	Complete the necessary fields in the report header screen.
3	Select **New Itinerary** from the **Details** drop-down menu.
4	You will be creating a Standard Itinerary: Under the New Itinerary Stop section, enter the **Departure From; Date; Time; Arrive in; Date; Time.**
5	Click **Save**.

You will see the first stop added to the left pane. You can now enter your return stop. You must complete an itinerary entry for each segment of your trip.

6	Repeat the process in steps 4 & 5 for the return trip.
7	If you are finished adding segments to your itinerary, click **Next**.

You will now see your fixed travel allowances (based on applicable GSA rates), which are determined by your travel itinerary location.

8	Click Create Expenses to add the per diem to your expense report.
9	If meals were provided during the trip, adjust the travel allowances as appropriate on the **Expenses & Adjustments** screen.
10	Click **Create Expenses** to continue filing the expense report.
11	You can add any credit card charges to the expense report by clicking **Import.**

Please remember to delete any travel card charges for meals if per diem was taken.

12	Attach receipts for any out of pocket expenses and submit expense report when ready.

Section 2: Request a Cash Advance

Using TravelND you can request a cash advance before you take t trip.

1	To request a cash advance, click the **Expense** tab.
2	Click **New Cash Advance**.
3	Fill in all the required fields which are marked by a red bar**.**
4	Enter the dollar amount you are requesting for the travel advance.
5	Enter the **Requested Disbursement Date** – the date you would like the cash available in your bank account.
6	Click **Submit**

If you do not have a default approver set in your profile for Cash Advances a message will appear indicating an approver has not been selected. Please contact the Procurement Help Desk so a cash advance approver can be setup in your profile.

Section 2a: Apply a cash advance to an expense report

1	Create new expense report and complete the report header.
2	To view the cash advances available to assign to the expense report, click **Details.**
3	Under the Details drop-down menu, click **Available** link under **Cash Advances**.
4	From the list of cash advances, select the appropriate cash advance then click **Assign Cash Advance to Report.**
5	To apply cash expenses to the cash advance, click **New Expense**.
6	Select the appropriate expense from the New Expense list.
7	Fill in the required fields for the new expense then click **Save**.

In the left pane, you will notice a running total of the cash advance as expenses are added to the report.

8	After all expenses have been entered, click **Submit Report**.

If the expenses listed in the report do not total the cash advance, you will need to return the unused portion of the cash advance to Accounts Payable.

1	From the New Expense list, select the **Cash Advance Return** expense type.
2	Fill in the **Description** and the **Amount** fields.
3	Click **Save** and **Submit the Report**.