This document is will guide you through the necessary steps to correct the “single itinerary row” error in Concur.

This error message indicates you did not complete a Travel Allowance entry correctly. Each request for per diem (Travel Allowance) must have at least two lines. To correct the error, you must edit the incorrect entry.

1. **Open** the Expense Report with the error.
2. Navigate to **Available Itineraries**.



1. Scroll through the Assigned Itineraries section to locate any Itinerary with only 1 line and select it, then click on **Edit**.



1. The ‘Edit Itinerary’ window will open, then click **Add Stop** to add the missing segment of the trip in the New Itinerary Stop box.
2. Click **Save**.



1. Once the itinerary is complete, click **Next**.



1. Navigate to the **Expenses & Adjustments** tab.
2. Mark any meals that were provided to the traveler by the host or hotel by checking the appropriate box(es) and click **Update Expense**.

