

To edit items within an expense report, using the 'Details' tab:

Step 1: Select the 'Details' tab at the top of the expense report

Step 2: Select 'Available Itineraries'

The screenshot displays the ALTOUR web interface for an expense report titled "CO-Haygood-WL Mtgs-July 2013". The top navigation bar includes "My Concur", "Request", "Travel", "Expense", "Reporting", "Profile", and "App Center". Below this, there are links for "View Reports", "New Expense Report", "View Receipt Store", and "Approve Reports". The main content area is divided into three sections: "Expenses", "Report", and "New Expense".

The "Expenses" section shows a table with columns for "Date" and "Expense". It lists three entries for "Fixed Meals" in West Lafayette, Indiana, dated 07/07/2013, 07/06/2013, and 07/05/2013. A "Adding New Expense" button is visible above the table.

The "Report" section is a dropdown menu with the following options: Report Header, Totals, Audit Trail, Approval Flow, Comments, Allocations, Allocations, Travel Allowances, New Itinerary, Available Itineraries, and Expenses & Adjustments. A red arrow labeled "Step 2" points to the "Available Itineraries" option.

The "New Expense" section is a form for creating a new expense. It includes a "Recently Used Expense Types" section with "Registrations Expense" and "All Expense Types" section with a list of categories such as Airfare, Airfare Expense, Ticket Tax, Baggage Fees, Airline Fees, Booking Fees, Chartered Airfare, PU Airplane, Cash Advance, ATM Cash Advance, Cash Advance Card Fee, Communications, Cellular Phone, Internet Fees, Local Phone, Long Distance, and Pager. A red arrow labeled "Step 1" points to the "Details" tab in the top navigation bar.

At the bottom of the interface, there are two summary boxes: "TOTAL AMOUNT \$127.50" and "TOTAL REQUESTED \$127.50".