

Create a New Voucher

Click on New Voucher

Choose Vch from Auth in Drop Down.

Click Next

CONCURGOV | Travel | Authorizations | **Vouchers** | Approvals

View Vouchers | **New Voucher** | Search Vouchers

New Voucher

i Selecting a Document Type is the first step in creating a new authorization or voucher. When creating a voucher from an authorization, [View more](#) | [Page Help](#)

*Required Field

Traveler Name: COLGAN, SHANNON ALISE

Document Type*: **Vch From Auth**

Next

New Window will pop up with Available Authorizations

Select the appropriate authorization button

Click Select

Available Authorizations

Traveler: SHANNON BOYD

Select

	Document Name	TA Number	Trip Name	Authorization Status	Travel Start Date▲	C
<input checked="" type="radio"/>	AUTH01645825	A0ZR6E	Trip from Cedar Rapids to Baltimore	POSACK OBLIGATION	04/22/2018	

New Voucher, General Tab will appear

This is where you would make changes to dates if early return, or change of TDY, etc.

Please make necessary changes, once information is correct

Click Create Document

New Voucher

BOOKING AUTHORIZATION

Cancel Create Document

General Information

i The information on this tab defines the type and purpose of the trip, the itinerary location, and the trip dates. The trip dates populate automatically based on the dates...
[View more](#) | [Page Help](#)

***Required**

Document Information

Vch 05/15/2018

Final Voucher Sponsored Travel

Document Name: VCH01160860 TANUM Trip Name: Trip from Cedar R...

Type Code*: SINGLE TRIP Trip Purpose*: MISSION (OPERATIONAL)

Document Detail*: Cedar Rapids to BWI Currency: U.S. Dollar

Trip Information

Trip Duration: Multiple days Allow changes to shorten trip?

Depart Selection: Depart From:

Return Selection: Return To:

Travel Status

Begin in travel status End in travel status (Interim Voucher)

Itinerary Locations

Add Edit Delete

	From	To	Itinerary Location	Location Purpose
○	04/22/2018	05/05/2018	BALTIMORE, MD	MISSION (OPERA

Travel Dates

Begin Travel*: 04/22/2018 End Travel*: 05/05/2018

Cancel Create Document

Tab will appear across the screen. Go to the Expenses and Receipts Tab.
 Add/Delete Expenses or change the amounts as needed
 Verify payment method

Summary Profile General **Expenses & Receipts** Exceptions Accounting Totals Confirmation Perform Pre-Audits

← Previous Clear Save

Expenses and Receipts for Voucher: VCH01160860

Manage your expenses and receipts. Add new, edit, delete, or itemize existing expenses.
Page Help

Add Expense Delete Selected Expenses Expense Assignments

Expense List
 For Delete: Select All Deselect All Currency: U.S. Dollar

#	Alert	Actions	Delete	Date	Source	Expense Description	Amount	Type
1			<input type="checkbox"/>	04/18/2018		Travel Fee	8.26	
2			<input type="checkbox"/>	04/22/2018		AIR FARE	418.60	
3			<input type="checkbox"/>	04/22/2018		BAGGAGE EXPENSES	25.00	
4			<input type="checkbox"/>	04/22/2018		LODGING	98.00	
5			<input type="checkbox"/>	04/22/2018		M&IE	51.75	

Add Expense Details
 Create Expenses Through
 Expense Date*
 Expense Description*

Move to Exceptions Tab

If lodging was reserved outside of Concur/BCD, then provide justification in Other Authorization

Summary Profile General Expenses & Receipts **Exceptions** Accounting Totals Confirmation Perform Pre-Audits

← Previous

Master List of Other Authorizations

- ACTUAL EXPENSE
- ANNUAL LEAVE OR NON-DUTY DAYS
- CONFERENCE ALLOWANCE
- EXCESS BAGGAGE
- EXTRA AIR OR RAIL FARE
- GOVT-OWNED VEHICLE AVAILABLE
- GROUP AUTHORIZATION
- MEALS PROVIDED
- NON ECONOMY CAR AUTHORIZED
- NON-CONTRACT AIR FARE
- NOT LOWEST PRICE CONTRACT CARRIER
- OTHER (See remarks below)
- OTHER AUTHORIZATION**
- OTHER PRIVATELY-OWNED VEHICLE
- PER DIEM LOCATION FOOTNOTES
- PERSONAL DEVIATION-ITINERARY/TRANS MODE

Move to Accounting Tab and verify the correct accounting is used

Accounting Codes for VCH01160860

Accounting Codes Applied to VCH01160860

Alert	Actions	Organization	Label	Sponsored	LT Taxable	Default	Classification Code
		GUSDAREE035402010	18188013012910				8013012910.18.18.03.....LOCATION SUPPORT STAFF

Move to the Confirmation Tab and stamp T-ENTERED when creating a voucher for someone else.

Status for VCH01160860

i The Signature PIN is case sensitive.
[Page Help](#)

Status to Apply: T-ENTERED

Reason: [dropdown]

Remarks: [text area]

Return-to: [dropdown]

Stamp and Submit Document

Stamp and Submit Document

You will be asked to review Perform Pre-Audit flags and justify if necessary.

Pre-Audit Results for VCH01160860

*Required Field

i Click the magnifying glass icon to view detail comments for each audit process....
[View more](#) | [Page Help](#)

Document Name: VCH01160860
 Type: Vch
 Traveler: COLGAN, SHANNON
 Status: PASS

Pre-Audit Passes

Audit Process	Status	Comments
ACCT CODES AUTHRZED	PASS	
ACCT CODES EXIST	PASS	
ACTUAL MULTIPLIER	PASS	
ACTUALS EXIST	PASS	
ADVANCE PAID NON-COMPLETE VOUC	PASS	

Continue Stamping and Close Post Stamping Document