QuickStart User Manual for Federal Travelers

Concur Technologies

Concur Government Edition

Version 1.4

February 20, 2014

Concur Sensitive and Proprietary
For Authorized Use Only

Document Revision History

Date	Description	Version	Author
10/11/2013	Federal Traveler QuickStart Guide	1.0	Concur
11/14/2013	Creating a Blanket (No Cost) Authorizations content Creating an Interim Voucher content (revised) Dynamic Accounting content	1.1	Concur
12/3/2013	Removed Rail Preferences content Added Frequent Traveler Program content	1.2	Concur
1/23/2014	Creating Interim Vouchers content addition	1.3	Concur
2/20/2014	Pre-trip Vouchers content added	1.4	Concur

Proprietary Statement

Registered Trademarks and Proprietary Names

Published by Concur Technologies, Inc.
601 108th Avenue, NE, Suite 1000
Bellevue, WA 98004

Table of Contents

Welcome to Concur Government Edition (CGE)

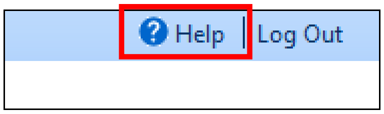
The Concur Government Edition (CGE) service provides the government traveler with superior usability and a modern, intuitive, and consistent user experience for end-to-end travel needs. It allows travelers to process authorizations, vouchers, and local vouchers. CGE provides a nearly paper-free process that saves you time and saves the government money. CGE integrates managing vouchers with a complete start-to-finish federal travel booking solution. This comprehensive Web-based service provides all of the tools that federal government users need to quickly book travel, as well as create and submit vouchers.

Document Purpose

This QuickStart User Manual serves as an end-to-end user guide for Federal Travelers using CGE to book and expense travel.

Procedures for the tasks you perform in CGE are provided in a two-column format. Primary procedures are listed under the **How to <Task Name>** column. The **Additional Information** column provides information such as secondary or optional procedures, definitions, and other information about how to complete the task.

Note: For more information about using CGE, click the **Help** link, located in the top right corner of the CGE site.



Section 508 Compliance (ADA)

CGE complies with Section 508 of the Rehabilitation Act Amendment of 1998 for Americans with Disabilities (ADA) when used in conjunction with specific assistive technology software. This ensures that individuals with disabilities are provided with comparable access or the same degree of access to all software information and data as individuals without disabilities. The user and administrator interfaces have been designed and tested to be compatible with the Job Access with Speech (JAWS) for version 4.51 assistive technology product from Freedom Scientific.

The specific testing environment used to validate Section 508 accessibility consisted of recent versions of:

- Microsoft Internet Explorer
- Firefox
- Google Chrome
- JAWS for Windows
- CGE document preparation and administration interfaces

CGE was tested using the above described JAWS software and basic keyboard-only usage. Section 508 accessibility testing was conducted by Concur's Quality Assurance (QA) professionals and experienced JAWS users. Accessibility exceptions identified during this testing process were prioritized and scheduled as enhancements for CGE to provide the described Section 508 accessibility. This list would be too specific and detailed to list item by item. However, this effort impacted areas such as field usage, navigation, and frame titling, and in almost all cases is transparent to a standard CGE user.

Although Concur used JAWS to test Section 508 accessibility, Concur does not specifically endorse the JAWS product. Other assistive technology products and environments may be compatible, but CGE has not tested them.

Concur does not provide technical support for assistive technology software. You can obtain technical support for the installation and use of JAWS from the Freedom Scientific Web site, located at: http://www.freedomscientific.com/support.asp, or by calling Freedom Scientific technical support at 1-727-803-8600.

Section 1: CGE Travel Application Overview

CGE is designed to mirror the government travel process with separate tabs for booking travel, managing authorizations and vouchers, and approving documents. Within CGE, you can shop for and book travel reservations. After creating a reservation you use CGE to automatically create authorizations, approve authorizations, incur expenses while traveling, approve vouchers after returning from travel, and processes payment quickly. If you use your government-issued charge card (also known as a travel card) for all travel transactions, you only need to review and submit the voucher without entering any further data. Complete integration with agency data systems also ensures transaction accuracy.

The CGE workflow for the government travel process involves the following basic steps:

1. After you, or your travel arranger, creates a reservation, CGE creates a travel authorization.
2. The integrated workflow routes the document to the required approving officials per your agency's policy.
3. CGE can integrate your agency's financial systems for accounting validation, verification of funds, budgeting, and subsequent obligation of funds.
4. After you return from a trip, CGE automatically creates a travel voucher that leverages online booking data and matches government Individual Billed Account (IBA) card transactions to e-receipts received from Airline, Rail, Hotel, and Car Rental vendors.
5. After you submit a voucher, the integrated workflow routes the voucher to the required approving officials per your agency's policy.
6. CGE can integrate your agency's financial systems to provide split payment details from a voucher and all data required for reimbursement to the traveler.

The following illustration provides an overview of the end-to-end process that CGE provides.

You can make your own reservations, or designate individuals as travel arrangers. You can book your travel in the following ways:

- Online through CGE
- Use a mobile application (Android, Blackberry, iPhone, or iPad)
- Contact a travel agency and book travel using traditional methods (toll-free phone, email, or fax). Note that online and travel agent-assisted bookings are processed exactly the same way.

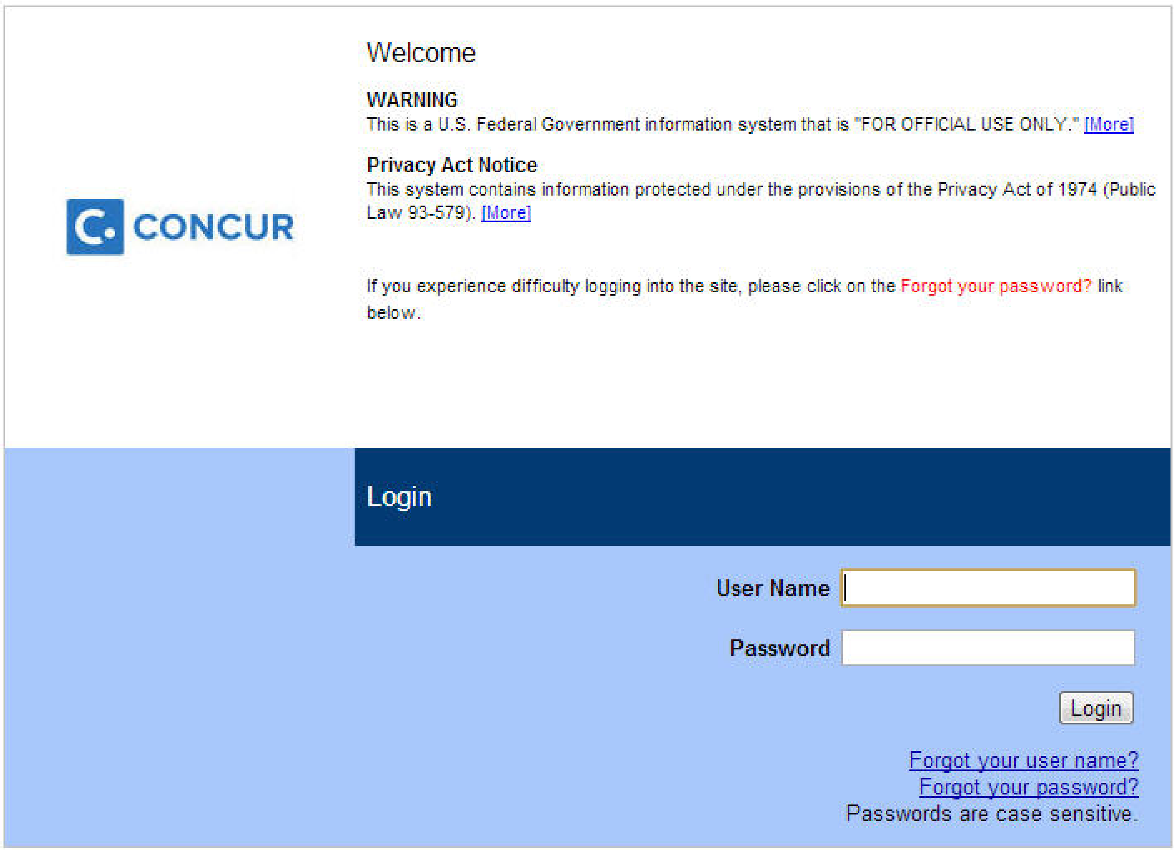
Section 2: Getting Started

Log on to CGE

There are two ways to access CGE. If your agency leverages single sign-on you will access CGE within your Agency's portal. Otherwise, you can access CGE using the following steps;

How to Login to CGE	Additional Information
1. Open a supported Web browser.	
2. In the address bar, type: http://cge.concursolutions.com	

The Concur Welcome screen appears.



How to Login to CGE	Additional Information
3. In the **User Name** box, type your user name.	
4. In the **Password** box, type your password, and then click **Login**.	Your password is case sensitive.
5. On the **WARNING** page, click **I AGREE**.	
6. Read through the **Privacy Act Notice** and then click **Continue**.	CGE requires you to re-login to the system after 15 minutes of inactivity.

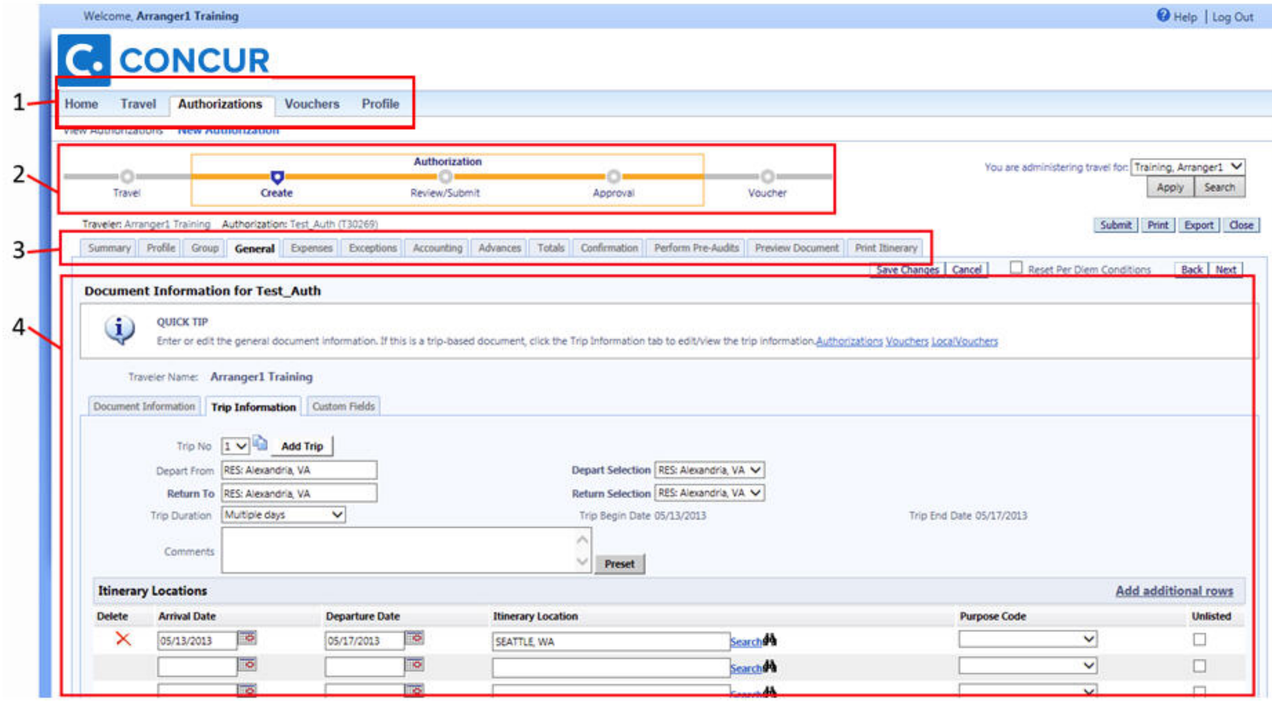
Key Terms

In CGE, a document can be an authorization or voucher.

- **Authorization:** An authorization is a document that allows an employee to request authorization for travel reservations and trip expenses before they are incurred.
- **Voucher:** A claim document that is created to reimburse an employee for travel expenses.

Window Layout

CGE windows all have the same basic layout. The following screenshot shows the CGE window areas.

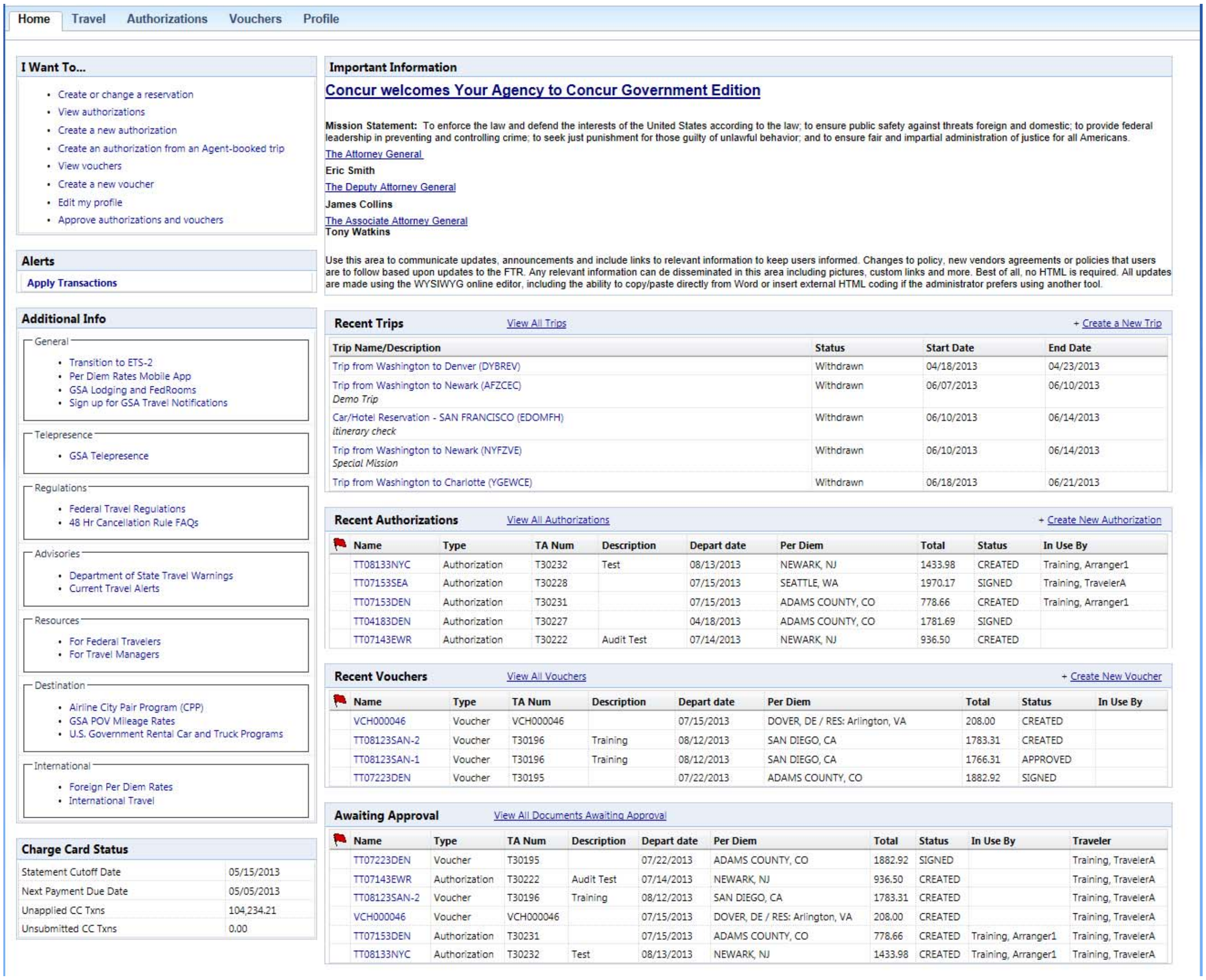


The following table describes the purpose of each of these areas:

No.	Area	Description
1	**Menu Toolbar**	A set of tabs that provide access to the **Home, Travel, Authorizations, Vouchers,** and **Profile** pages**.** These tabs provide access to pages that contain menus and links you can use to create and manage documents. Your user account permissions determine which tabs you have access to. For example, the **Administration** tab only displays when you are logged in as a system administrator.
2	**Document Life Cycle Bar**	Displays where a document is in its life cycle. Stages include Travel, Create, Review/Submit, Approval, and Voucher.
3	**Document Toolbar**	Once a document is created, the **Document** toolbar displays a set of tabs used to view and perform functions on a document, such as add expenses or accounting codes, or conduct pre-audits. Document tabs display based on your agency's configuration and your user account permissions.
4	**Tips and Document Summary**	The **Tip** area provides helpful hints or "quick tips" about how to use the window. Your CGE Administrator can customize tips for your agency. The **more…** link at the end of every quick tip, takes you to online help for that screen. The **Document Summary** (also known as the **Summary**) page provides the primary way to view all document information. The links displayed on this page correspond to the tabs shown on the **Document** toolbar. For example, clicking the **Expense** link on the **Summary** page changes the focus to the **Expense** tab.

The Home Page

The following screenshot shows the CGE **Home** page. Your **Home** page appears once you log in to CGE. You begin all routine tasks from this central location.



The following table describes each section on the **Home** page.

Home Page Section	Tasks
I Want To…	• Create or change a reservation • View authorizations • Create a new authorization • Create an authorization from an Agent-booked trip • View vouchers • Create a new voucher • Edit my profile • Approve authorizations and vouchers

Alerts	Provides reminder information about important topics, such as credit cards and policy. Click **Apply Transactions** to display all travel card transactions and e-receipts that you need to apply to a voucher.
Additional Info	Displays helpful information such as Federal Travel Regulations, travel advisories, destinations, and international resources.
Charge Card Status	Displays helpful information about your charge card, such as the statement cutoff date, next payment due date, and any unapplied or unsubmitted travel card transactions.
Important Information	Provides important information from your agency about the travel service and GSA policy.
Recent Trips	Lists your five most recent trips. In this section, you can: • Click the **trip name** link to view additional information. • Click **View All Trips** to see current and past trips. • Click **Create a New Trip** to create a trip.

Recent Authorizations	Lists your 15 most recent authorizations. You can view all authorizations and create a new authorization.
	• In the **Name** column, click the appropriate authorization link to:
	    • View the authorization
	    • Edit the authorization
	    • View associated vouchers
	    • View associated itineraries
	• Click the **View All Authorizations** link to see current and past authorizations.
	• Click the **Create New Authorization** link to create a new authorization.

Recent Vouchers	Lists your 15 most recent vouchers. You can view all vouchers and create a new voucher.
	• In the **Name** column, click the appropriate voucher link to:
	    • View the voucher
	    • Edit the voucher
	    • View associated authorizations
	    • View associated itineraries
	• Click the **View All Vouchers** link to see current and past authorizations.
	• Click the **Create New Voucher** link to create a new authorization.

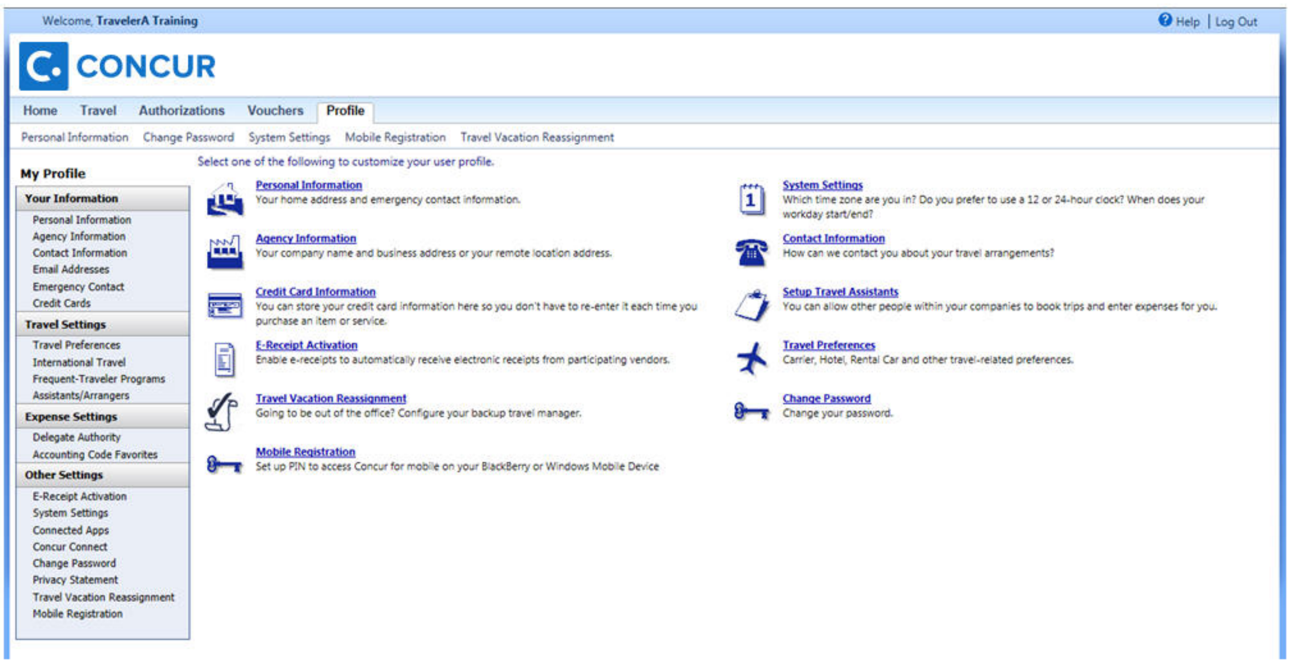
Awaiting Approval	Lists all authorizations and vouchers awaiting your approval. In the **Name** column, click the appropriate document to: • View the details of the document. • Click **View All Documents Awaiting Approval** to view all documents in your approval queue.

Note: Your system administrator can configure the CGE **Home** page to provide additional areas and links.

Section 3: Updating Your Profile

The first time you login to CGE you must view and save your travel profile. You cannot begin booking a trip until you view and save your travel profile.

The following screenshot shows the available links and menu selections on the Profile tab:



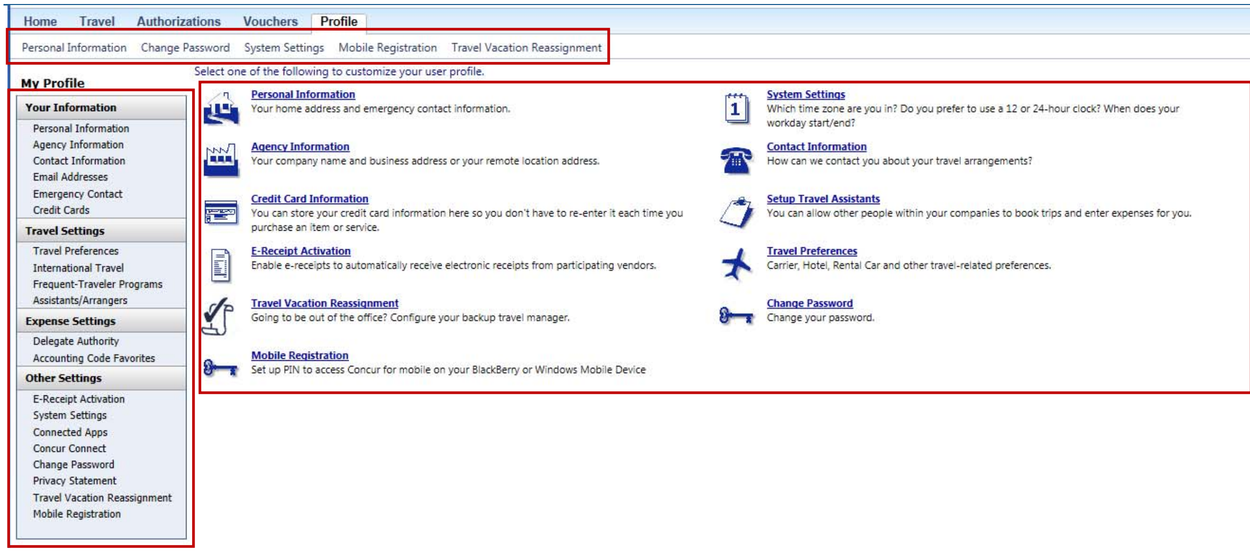
Accessing Your Travel Profile

How to Access Your Profile	Additional Information
• On the **Menu Toolbar**, click **Profile**.	

Making Changes to Your Travel Profile

The **Profile** page provides several ways to access your travel profile information. You can click a link on the **Profile** page or in the left pane, under the **My Profile** section, or on the center of the page.

The following screenshot shows the options available on the **Profile** page.



The following procedures show you how to access the various sections of your profile by selecting a link from the left pane under **My Profile**. However, once your profile is open, you can scroll down the page to locate and complete most of these sections. You must click **Save** to save any changes you make to your profile.

Updating Personal Information

In the **Personal Information** area, you must complete or revise any incomplete fields. There are several **Save** buttons in the Personal Information area. Clicking any of these buttons saves your changes. Make sure to click **Save** after each change you make to your profile.

Note: To save your profile, you must complete all fields marked 'Required.'

How to Update Personal Information	Additional Information
1. On the **Menu Toolbar**, click **Profile**.	
2. In the left pane, under **Your Information**, click **Personal Information**.	
3. Type or verify your first, middle and last name.	Verify that the first, middle, and last names are identical to those on the photo identification that you will be presenting at the airport. Due to increased airport security, you could be turned away at the gate if the name on your identification does not match the name on your ticket.
4. Complete or verify the information in the **Expense Information** area.	Please see your CGE Administrator if you have questions about any of the following fields: **Host:** The Social Security number (or EIN) of a host. A non-employee traveler (for example, an interview candidate) must have a host in order to create a travel document to pay his or her travel expenses. **Org:** The name of the organization to which the traveler belongs. This field determines which list items are available during document preparation. If your agency organizes travelers by organization, you can select an organization from this list.

How to Update Personal Information	Additional Information
	Printed Org: The name of the organization that prints on your agency's form. This field is optional. **Routing List:** The Routing List is used to electronically route the traveler's documents for approval. Select a routing list to assign a routing list to the traveler. When the traveler signs the document, the document is routed to the next person in the routing list. **Cardholder Code:** This field indicates that the traveler uses a charge card. **Agency:** The name of the traveler's department or agency. **Unit:** The traveler's team or unit. **Title/Rank:** The title or rank of the traveler. The three selections in the **Title/Rank** dropdown list are referred to as the "military indicator" (although they are unlabeled). The value of this field is used to determine whether meals and quarters are available on base for this traveler at a given per diem location. Each indicator is described below: The permission Edit Traveler Civ/Mil Indicator controls access to this field. • **Civilian**—Indicates that the traveler is a civilian. For a civilian traveler, normal per diem allowances are applied during expense calculations. • **Officer**—Indicates that the traveler is a military officer. An officer's per diem allowance may be affected by meals and quarters information on selected Temporary Duty (TDY) locations. • **Enlisted**—Indicates that the traveler is enlisted military personnel. An enlisted traveler's per diem allowance may be affected by the meals and quarters information on selected TDY locations. **Duty Station:** The traveler's present duty station location. **Residence City:** The address of the traveler's residence city, if it is different than the traveler's mailing address. **Residence State:** The address of the traveler's residence state, if it is different than the traveler's mailing address. **Accounting:** The traveler's default accounting code(s). During document preparation, the default Accounting field in the Document Information is automatically populated with this default value. The

How to Update Personal Information	Additional Information
	default accounting code can be overridden in each document. **Maximum Authorized Amount:** The traveler's maximum authorized amount. This information is used in conjunction with the Payment Service or a customized data link. If your agency uses the Payment Service, type the traveler's maximum dollar amount for each payment. **Authorization Analysis Period:** The traveler's authorization analysis period. This information is used in conjunction with the Payment Service or a customized data link. If your agency does not use the Payment Service, leave this field blank. If your agency uses the Payment Service, select the period of time during which the traveler cannot exceed the Maximum Authorized Amount value. **Account Status:** The status of the account (**Active**, **Inactive**, **Reactive**, or **Terminate**). This information is used in conjunction with the Payment Service or a customized data link. **Project Codes:** The traveler's default project code(s). During document preparation, the Project Code field in the Expenses is automatically populated with this default (the default project code can be overridden in each document). Depending on your agency's CGE database configuration, the default Project Codes fields might not be available, or it might be named something different. **Project Codes Org:** The organization to which the project code belongs. Depending on your agency's CGE database configuration, the default Project Codes field might not be available, or it might be named something different. **Work Hours:** The standard length of the traveler's regular work day (not how long the traveler actually worked). The Work Hours value is used to calculate when a traveler's lodging and M&IE expenses are government-paid instead of corporate-paid (for example, when annual leave is taken).
5. Update the **Signature** section.	Select the **Set Signature** check box if you want to set a new, or separate, signature PIN. The electronic signature must contain 8 to 16 alphanumeric characters, including at least one numeric character. **Note:** Your signature is case sensitive.
6. Complete or verify the information in the **Entitlement** area.	These fields are read-only. Contact your CGE Administrator if changes are needed. **Entitlement Rules:** The entitlement rules, such as FTR.

How to Update Personal Information	Additional Information
	Rank: The traveler's rank. **Branch:** The traveler's military branch. **Service Status:** The traveler's service status, such as standby reservist. **Duty Status:** The traveler's duty status. **Default Entitlement Rule:** The default entitlement rule, such as FTR. **FAM Organization:** The traveler's FAM organization. **Post City:** The traveler's post city. **Post State:** The traveler's post state. **Post Country:** The traveler's post country.
7. Complete or update the information in **Long-Term Taxable Travel** area.	Please see your CGE Administrator if you have questions about these fields: **Payroll State:** The state where payroll is processed (two-letter state code). **Payroll State Name**: The name of the payroll state (populated automatically, but can be changed by the user). **Payroll Municipality/Rate**: The municipality/rate within the payroll state (for municipalities or cities that collect income tax). **Income**: The traveler's income (combined if traveler's filing status is Married Filing Jointly). **Filing Status**: The traveler's filing status (Married Filing Jointly, Single/Filing Separately, or Head of Household). **OASDI Indicator**: The Old-Age, Survivors, and Disability Insurance (OASDI) indicator for US Social Security (FICA Withheld [R] or FICA Not Included in ITRA Voucher [Q]). **Retirement System**: The traveler's retirement system (FERS or Civil Service).
8. Click **Save**.	

Updating Agency and Duty Station Address Information

The **Agency Information** and **Duty Station Address** areas contain fields for your agency and duty station such as employee ID, manager, and assigned location.

How to Update Agency Information	Additional Information
1. On the **Menu Toolbar**, click **Profile**.	
2. In the left pane, under **Your Information**,	

How to Update Agency Information	Additional Information
click **Agency Information**.	
3. Verify or update the fields in the **Agency Information** area.	The following custom fields are available if set by your agency**: User Field1**, **Position**, **Rank**
4. Click **Save** after the completing the **Agency Information** area.	
5. Complete the fields in the **Duty Station Address** area.	**Assigned Location**: The assigned location for the traveler if it is different than the office/duty station address. **Address same as assigned location**: Select this check box if the assigned location is the same as the traveler's office/duty station address.
6. Click **Save** after completing the **Duty Station Address** area.	
7. Verify or update the fields in the **Home Address** area, and then click **Save**.	

Updating Contact Information

The **Contact Information** area contains fields for your phone numbers and email addresses.

How to Update Contact Information	Additional Information
1. On the **Menu Toolbar**, click **Profile**.	
2. In the left pane, under **Your Information**, click **Contact Information**.	
3. Verify or update the fields in the **Contact Information** area.	You must enter a work phone number and a home phone number. At least one email address is required. Select the check box(es) next to the email addresses that CGE should use to contact you.
4. Click **Save**.	

Updating Emergency Contact and Dependents Information

The **Emergency Contact Information** and **Dependents** areas contain fields for your emergency contacts, such as name, address, relationship to you, and dependents that may travel with you.

How to Update Emergency Contact Information	Additional Information
1. On the **Menu Toolbar**, click **Profile**.	
2. In the left pane, under **Your Information**, click **Emergency Contact**.	
3. Complete the fields in the **Emergency Contact** area.	

How to Update Dependents Information	Additional Information
1. Click **Add Dependent**, complete the fields in the popup window, and then click **Save**.	

Updating Travel Preferences

In the **Travel Preferences** section you can update your air, hotel, car rental, and other travel-related preferences.

Note: Make sure to pay particular attention to the TSA information fields. By accurately completing the TSA Secure Flight information, you can prevent unnecessary delays in your travel.

How to Update Travel Preferences	Additional Information
1. On the **Menu Toolbar**, click **Profile**.	
2. In the left pane, under **Travel Settings**, click **Travel Preferences**.	
3. Complete the **Air Travel Preferences** area.	
4. Complete the **Hotel Preferences** area.	
5. Complete the **Car Rental Preferences** area.	
6. Complete the **Frequent Traveler Programs** area.	Click **Add a Program**. The system displays the **Add Travel Program** page. Select the **Search this vendor** check box if you want to confirm the frequent traveler information. **Note:** Make sure to enter your information exactly as it appears on your frequent traveler card. Air and Rail traveler programs are both entered using the shared air/rail radio button.
7. Complete the **Advantage Programs** area.	Click **Add a Program**. The **Add Advantage Program** page displays. Enter your advantage program information. **Note:** Make sure to enter your information exactly as it appears on your Advantage Program card. The
8. Complete the **TSA Secure Flight** area.	**DHS Redress No.**: A unique number issued by the Department of Homeland Security (DHS) that helps eliminate watch-list misidentification. You can use this number when you create your booking. To apply for a Redress number, go to the TSA Web site at: http://www.tsa.gov. **TSA Preferred: Known Traveler Number:** The traveler's TSA preferred number. This is a unique number assigned to known travelers for whom the federal government has already conducted a threat assessment and has determined do not pose a security threat. For more information about this program, or to locate your known traveler number, go to http://www.globalentry.gov/tsa.html.
9. Complete the **International Travel** area to enter your passport and visa information.	These options are available only when they have been enabled by your system administrator.

How to Update Travel Assistants and Arrangers	Additional Information
1. On the **Menu Toolbar**, click **Profile**.	
2. In the left pane, under **Travel Settings**, click **Assistants/Arrangers.**	
3. Click **Add an Assistant** and complete the information in the **Add an Assistant** area.	This option is available only when it has been enabled by your system administrator.
4. Click **Save.**	

Updating Credit Card Information

The **Credit Cards** area contains fields for your credit card number(s) and expiration date(s).

How to Update Credit Card Information	Additional Information
1. On the **Menu Toolbar**, click **Profile.**	
2. In the left pane, under **Your Information**, click **Credit Cards.**	
3. Click **Add a Credit Card**.	
4. Complete the information on the **Add a Credit Card** page.	All fields are required.
5. Select **Use this card as the default card for** check box(es) to indicate the type(s) of travel for which the credit card will be used. Options include: Plane Tickets, Rail Tickets, Car Rentals, Hotel Reservations, or Taxi.	
6. Complete the **Billing Address** section.	All fields are required.
7. Click **Save**.	

Updating Your Password

Note: If your agency uses single sign-on you cannot change your password within CGE.

You change your password using the **Change Password** page. All fields are required. Passwords must contain at least 12 characters with at least one number (0-9), and can contain upper and lowercase characters (A-Z, a-z) and symbols (^%"@#). Passwords are case-sensitive and cannot contain spaces.

How to Update Your Password	Additional Information
1. On the **Menu Toolbar**, click **Profile**.	
2. In the left pane, under **Other Settings**, click **Change Password**.	
3. In the **Old Password** field, type your current password.	
4. In the **New Password** field, type your new password	

5. In the **Re-enter New Password** field, retype your new password.
6. In the **Password Hint (we will email this to you if you forget your password)** field, type a password hint to be emailed to you if you forget your password.
7. Click **Submit**.

Updating System Settings

You can set system settings, such as date and currency formats for your region, email notification settings, and calendar settings.

How to Set System Settings	Additional Information
1. On the **Menu Toolbar**, click **Profile**.	
2. In the left pane, under **Other Settings**, click **System Settings**.	
3. In the **Regional Settings** area select the appropriate settings.	
4. In the **Email Notifications** area select the items for which you want to receive notifications.	**Note**: Clearing the check boxes for the following options does not stop emails to your travel assistant/arranger: • **Send Confirmation Emails** • **Send Trip-on-Hold Reminder Emails** • **Send Ticketed Travel Reminder Emails** • **Send Cancellation Emails**
5. In the **Calendar Settings** area select the calendar settings you want.	
6. In the **Other Preferences** area select the settings you want.	

Activating E-Receipts

By using e-receipts you can receive electronic receipts from participating vendors when charges post to your government travel card. You can also set password security, register for the mobile app, and establish delegates.

How to Activate E-Receipts	Additional Information
1. On the **Menu Toolbar**, click **Profile**.	
2. In the left pane, under **Other Settings**, click **E-Receipt Activation**.	
3. Review the legal agreement, and then click **I Accept**.	Once you accept, your Government travel card (GOVCC) is enabled to receive e-receipts.

Updating Password Security Questions

How to Select Password Security Questions	Additional Information
1. On the Menu Toolbar, click **Profile**.	
2. Click **Password Security Questions**.	
3. Select a question in each **Pick a Security Question** field and then type an answer.	**Note:** You will need to supply these answers when you request a password reset.
4. Click **Save**.	

Reviewing the Privacy Statement

Review the Privacy Statement	Additional Information
1. On the **Menu Toolbar**, click **Profile**.	
2. In the left pane, under **Other Settings**, click **Privacy Statement**.	**Warning**: Access to the information in CGE is based on a need to perform official government business. Unauthorized disclosure of CGE information can result in a felony conviction or misdemeanor.

Updating Mobile Registration

How to Update Mobile Registration	Additional Information
1. On the **Menu Toolbar**, click **Profile**.	
2. In the left pane, under **Other Settings**, click **Mobile Registration**. 3. Click **create a mobile PIN**. 4. Create and retype a mobile **PIN**, and then click **Set PIN**.	The Mobile Registration screen allows you to register your smart phone to securely work with CGE. Once you have registered your smart phone in CGE, if you don't see the **Concur** icon on your phone, please contact the Help Desk. **Note**: To send the app download link to your mobile device, enter your email or mobile phone number.

Assigning a Delegate

How to Assign a Delegate	Additional Information
1. On the **Menu Toolbar**, click **Profile.**	
2. In the left pane, under **Expense Settings**, click **Delegate Authority**.	This page allows you to delegate or revoke your signature authority.
3. In the **Assign a Delegate** area, start typing a name in the **Name** field.	Delegate names will appear as you type.
4. Select the **Delegate Authority for All Documents Currently Waiting for the Delegator** check box (optional).	Only future documents are delegated unless you select the Delegate Authority for **All Documents Currently Waiting for the Delegator** check box. Selecting this this check box assigns current documents to your delegate.

How to Assign a Delegate	Additional Information
5. Type your electronic signature PIN in the **Signature** field, and then click **Assign**.	
6. Click **Delegate Authority for Existing Documents** to assign all existing documents to your delegate.	If the user you select has a different permission level than you, the following message displays: "<Name> has permission level #, which is different from your permission level. Consider the difference in permission levels prior to delegating your authority." If you proceed with the delegation the user to whom you have delegated authority might not have access to certain functions.

Revoking a Delegate

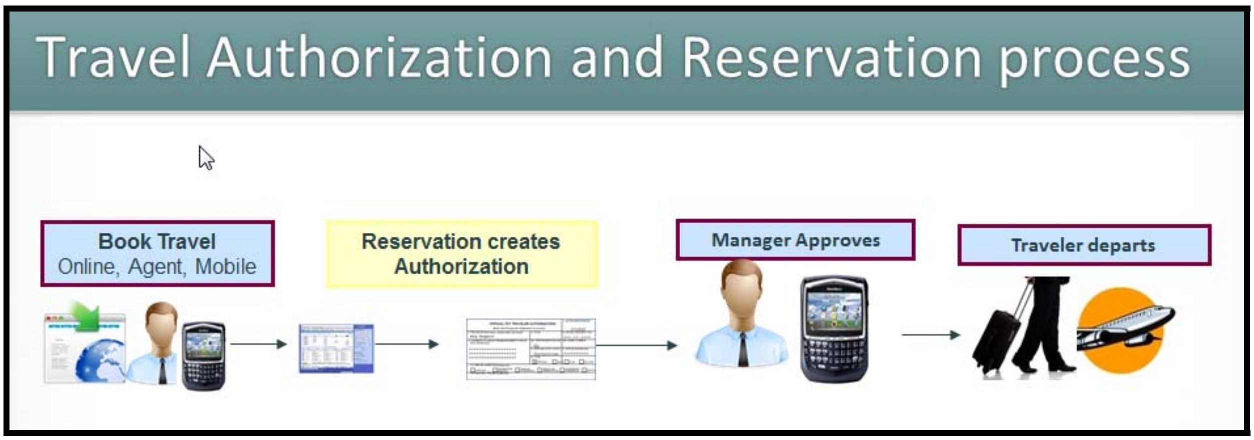
How to Revoke a Delegate	Additional Information
1. On the **Menu toolbar**, click **Profile**.	
2. In the left pane, under **Other Settings**, click **Delegate Authority**.	
3. In the **Current Delegate** area, click the **Revoke** icon after the name that you want to revoke.	
4. The following message displays: "Are you sure you want to revoke authority for this delegate?" Click **OK**.	

Section 4: Creating a Travel Reservation

This section describes the procedures you use to create a travel reservation. You must complete the following tasks:

- Review the travel policy for your agency.
- Book air, car and hotel reservations, and review your itinerary.
- Review and make changes to your trip authorization. Once you book a reservation, an authorization is automatically created and contains the reservation information.

The following image shows the travel reservation and authorization process:

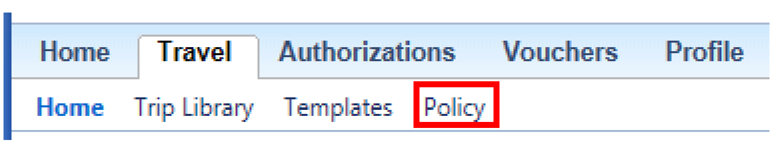


Note: You can create an authorization prior to creating a reservation. For more information about creating an authorization, see *Creating an Authorization without a Reservation* in this document.

Review Your Agency's Travel Policy

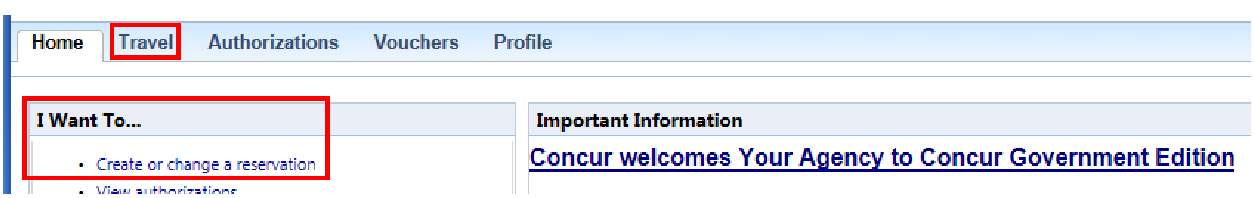
Before booking new reservations and creating an authorization, review the travel policies from GSA. If you have questions, contact your travel administrator. To review your agency's policy:

- From the **Home** page, click **Travel**, and then click **Policy.**

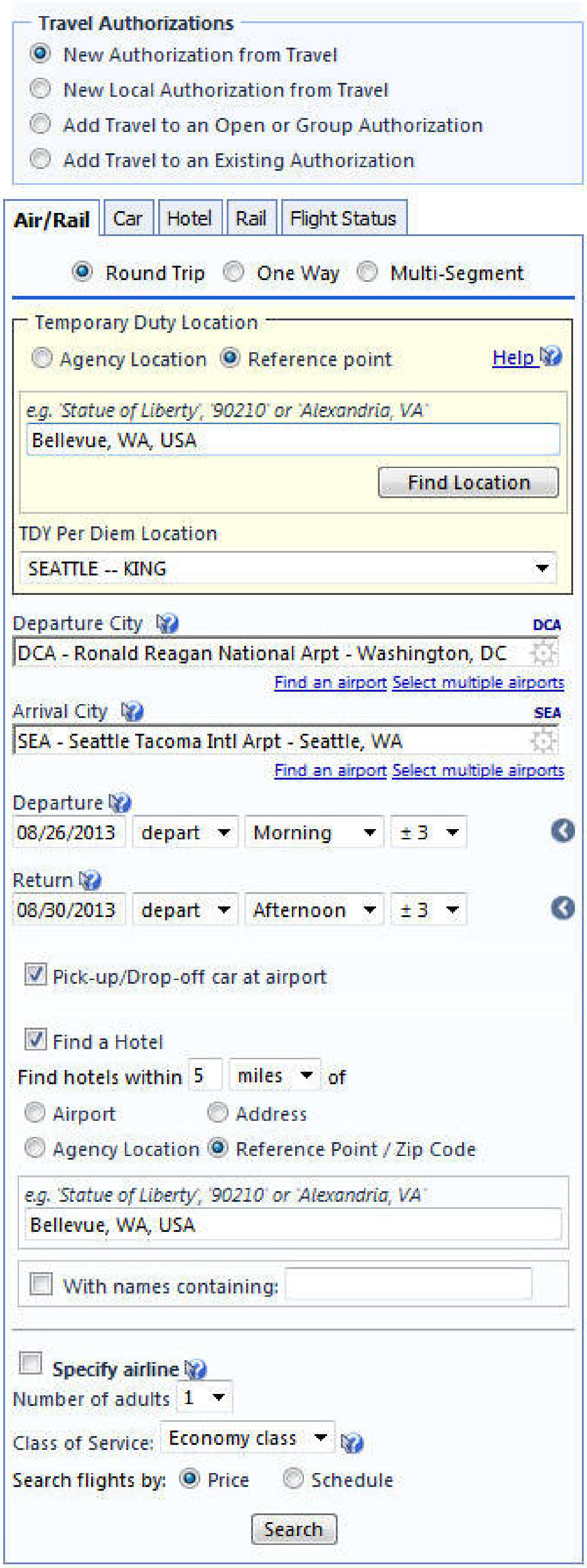


Booking a Reservation

CGE provides several access points to begin booking a reservation. From the **Home** page, in the **I Want To...** section, click **Create or Change a Reservation**, or click the **Travel** tab.

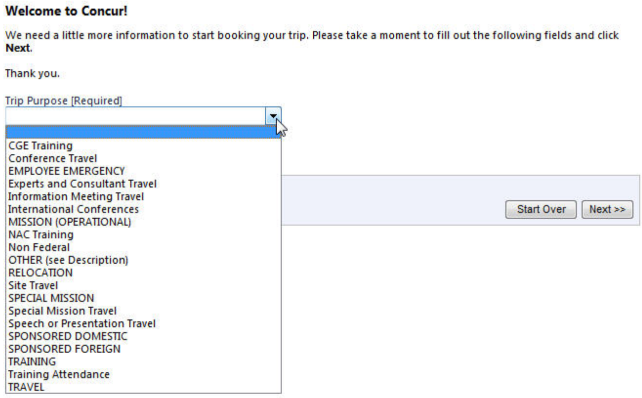


The following screenshot shows the Travel reservation options and tabs you use to book a reservation.

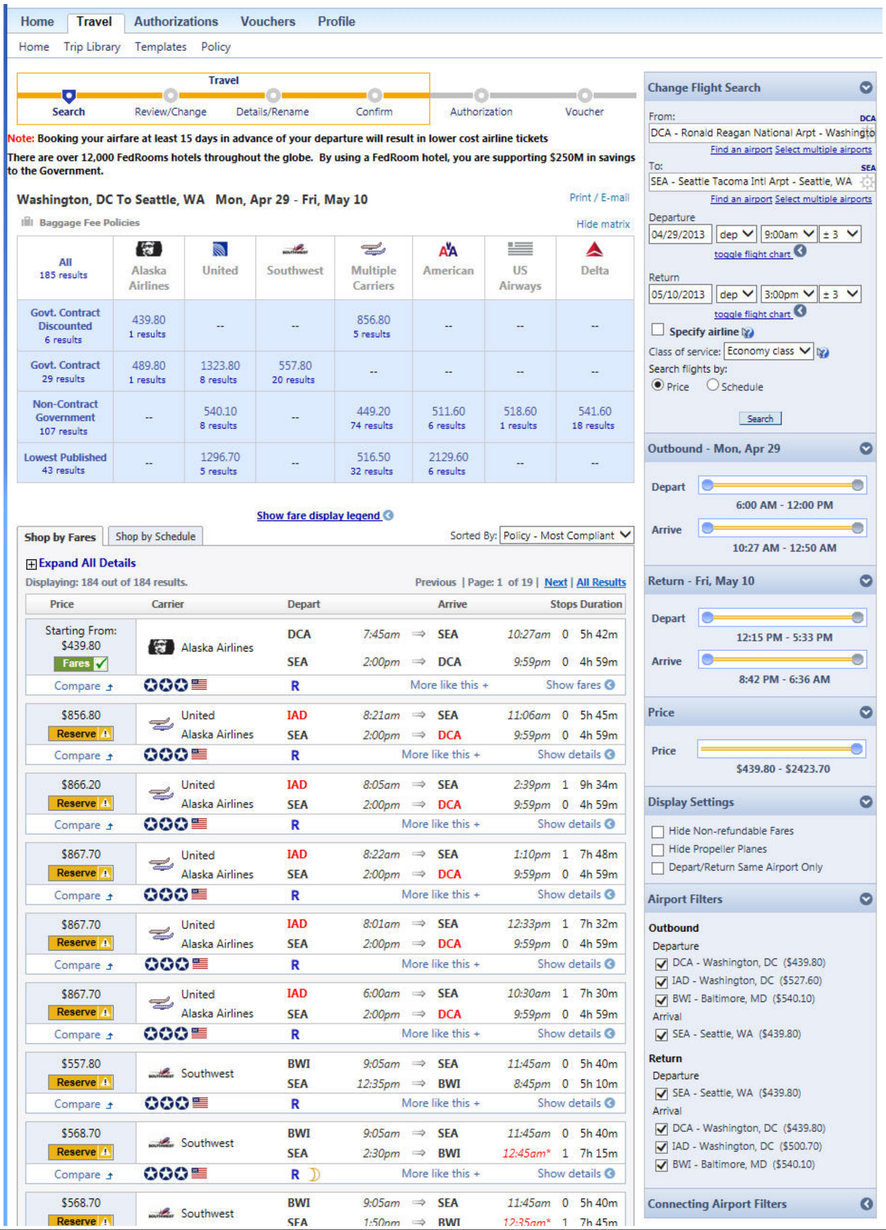

Travel Authorizations
New Authorization from Travel
New Local Authorization from Travel
Add Travel to an Open or Group Authorization
Add Travel to an Existing Authorization
Air/Rail
Car
Hotel
Rail
Flight Status
Round Trip
One Way
Multi-Segment
Temporary Duty Location
Agency Location
Reference point
Help
e.g. 'Statue of Liberty', '90210' or 'Alexandria, VA'
Bellevue, WA, USA
Find Location
TDY Per Diem Location
SEATTLE -- KING
Departure City
DCA
DCA - Ronald Reagan National Arpt - Washington, DC
Find an airport Select multiple airports
Arrival City
SEA
SEA - Seattle Tacoma Intl Arpt - Seattle, WA
Find an airport Select multiple airports
Departure
08/26/2013 depart Morning ± 3
Return
08/30/2013 depart Afternoon ± 3
Pick-up/Drop-off car at airport
Find a Hotel
Find hotels within 5 miles of
Airport
Address
Agency Location
Reference Point / Zip Code
e.g. 'Statue of Liberty', '90210' or 'Alexandria, VA'
Bellevue, WA, USA
With names containing:
Specify airline
Number of adults 1
Class of Service: Economy class
Search flights by: Price Schedule
Search

How to Book Flight or Rail Reservations	Additional Information
1. On the **Home** page, in the left pane, in the **I Want To...** section, click **Create or change a reservation**.	
2. Click the **Air/Rail** tab (this is the default tab) to begin entering your travel reservation information.	If you do not need airfare, select the appropriate tab to make your car, hotel, or rail reservation.
3. Select the applicable flight option: **Round Trip, One Way, Multi-Segment**.	
4. In the **Temporary Duty Location** area, click **Agency Location** or **Reference Point**, and then enter a location.	If you click **Agency Location**, you must search for an agency location using the Search box. In the left pane, under **Other Settings**, click the **Delegate Authority** box, and then in the **TDY Per Diem Location** list select a **TDY per diem location**. Both fields display because an agency might have multiple TDY locations. If you click **Reference Point**, you must enter a landmark or city/state, and then click **Find a Location**. CGE automatically finds the location based on the information you entered.
5. In the **TDY Per Diem Location** box, select the appropriate **TDY Per Diem Location**.	
6. In the **Departure City** and **Arrival City** fields, enter the TDY cities if they differ from what is displayed.	If you designate a Preferred Departure Airport in your profile, the **Departure City** automatically defaults to the airport closest to your Preferred Departure City when searching for airfare.
7. Select the **Departure** and **Return** times.	
8. If you need a car, select the **Pick-up/Drop-off car at airport** check box.	If you need a car or have other special requests, you can specify these requests on the **Car Results** tab, or you can skip this step and add a car from the **Itinerary** page. For more information about reserving a car, see *Making a Car Reservation* in this document.
9. If you need a hotel, select the **Find a Hotel** check box.	If you are staying at more than one hotel during your trip, or do not need a hotel for the entire length of your stay, you can skip this step and add a hotel from the **Itinerary** page. For more information about reserving a hotel, see *Making a Hotel Reservation* in this document.
10. Select the appropriate button to search for flights by **Price** or **Schedule**.	Select the **Specify Airline** check box to specify a specific airline for your reservation.
11. Click **Search**. The **Trip Purpose** screen displays. Select the appropriate option from the dropdown list, and then click **Next**.	

The following screenshot shows an example of the **Trip Purpose** page.



The following screenshot shows an example of the **Airline/Rail Results** page.



The following list describes the color coding for the **Fares** and **Reserve** buttons:

- **Green:** Indicates the fare is within policy. Three American flags display to indicate the flight is within policy.
- **Yellow:** indicates the fare is outside of policy. If you select this fare, you must enter additional information.
- **Red:** Indicates the fare is outside of policy. If you select this fare, you must enter additional information.

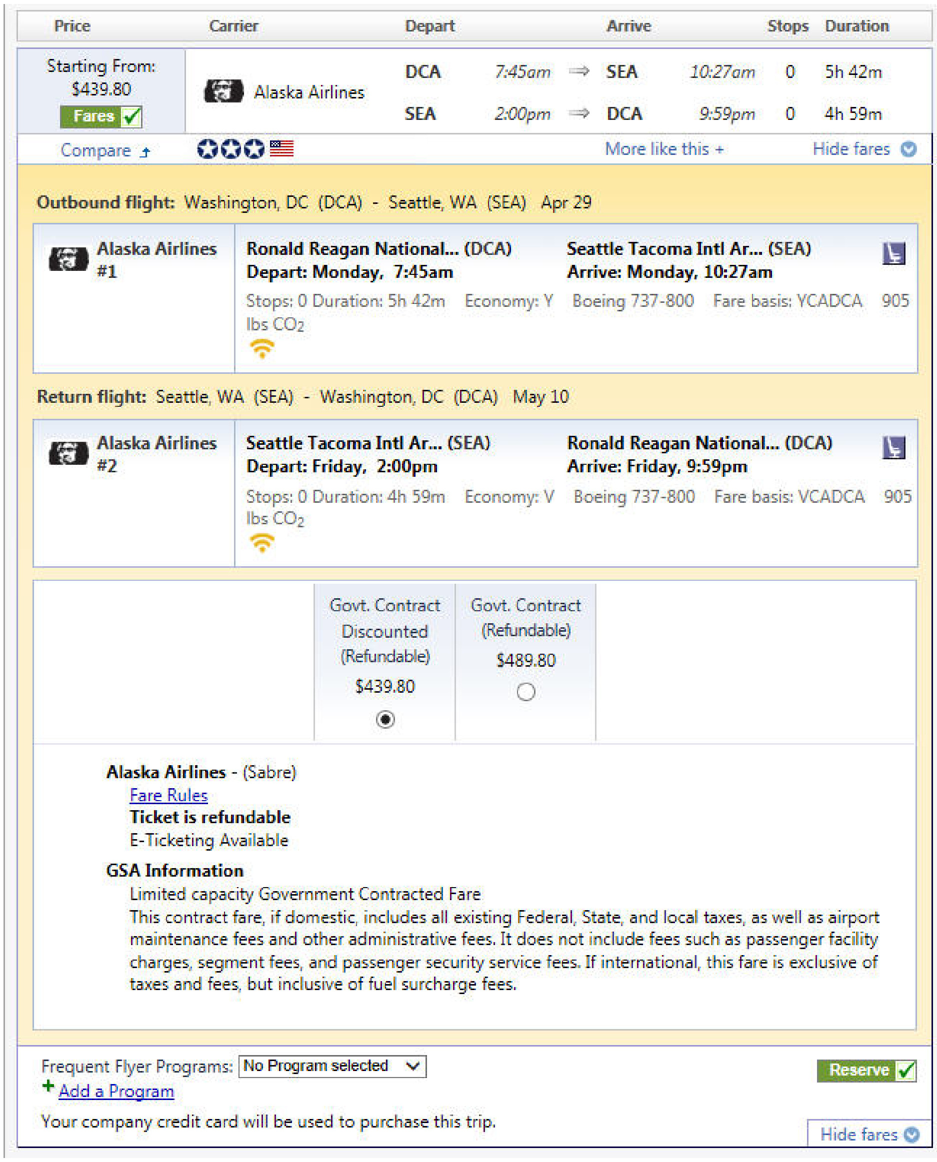
12. Click **Show fare display legend,** located above the **Fares** list, to view the fare legend.

The fare legend describes the symbols that display under a fare.

The following screenshot shows the **Fare Display Legend**.

13. To view more information about the flights, click the **Expand All Details** link.

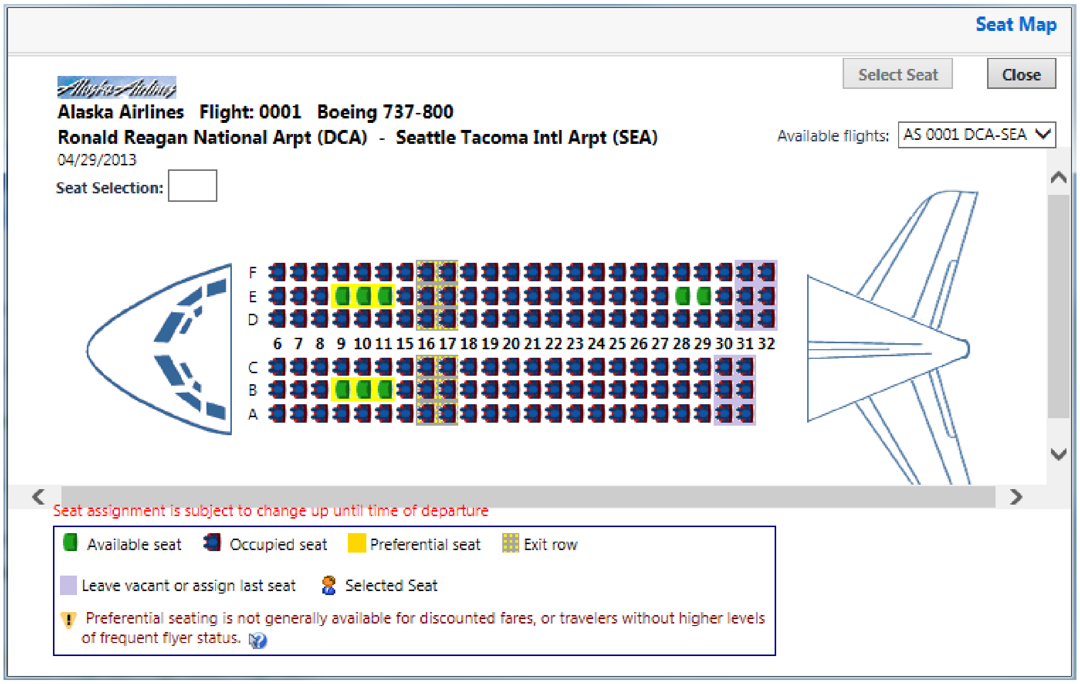
The following screenshot shows the expanded details for a flight:



How to Reserve a Flight Reservation	Additional Information
1. To reserve a flight, click the **Fares** or **Reserve** buttons to expand the details for that flight.	**Note:** If you chose to reserve a car or a hotel, the pages to complete those reservations display. For more information about reserving a car, see *Making a Car Reservation* in this document. For more information about reserving a hotel, see *Making a Hotel Reservation* in this document.
2. To select a seat, click the **Select Seat**  link to view the **Seat Map.**	The seat selection map displays and indicates the seats that are available, occupied, or considered preferential. **Note:** Seat maps are not available for Southwest

How to Reserve a Flight Reservation	Additional Information
	Airlines flights.

The following screenshot shows a seat selection map.



3. To select a seat, in the **Seat Selection** field, type the row and seat for any green (unoccupied seat), or click the appropriate seat to select it, and then click **Select Seat**.	**Note:** Your frequent flyer number must be in your travel profile to ensure preferred status is honored by the airline. Select preferential seats (highlighted in yellow) if you have a preferred status on the selected airline. Some seats may be marked handicapped and can only be selected by a travel agent. If you are entitled to a handicapped seat, make sure your travel agent is aware of your situation.
4. Once you make your seat selection, click **Close**.	Repeat the seat selection steps for all flights in your reservation.
5. Click **Reserve**.	The **Travel Details** page displays.

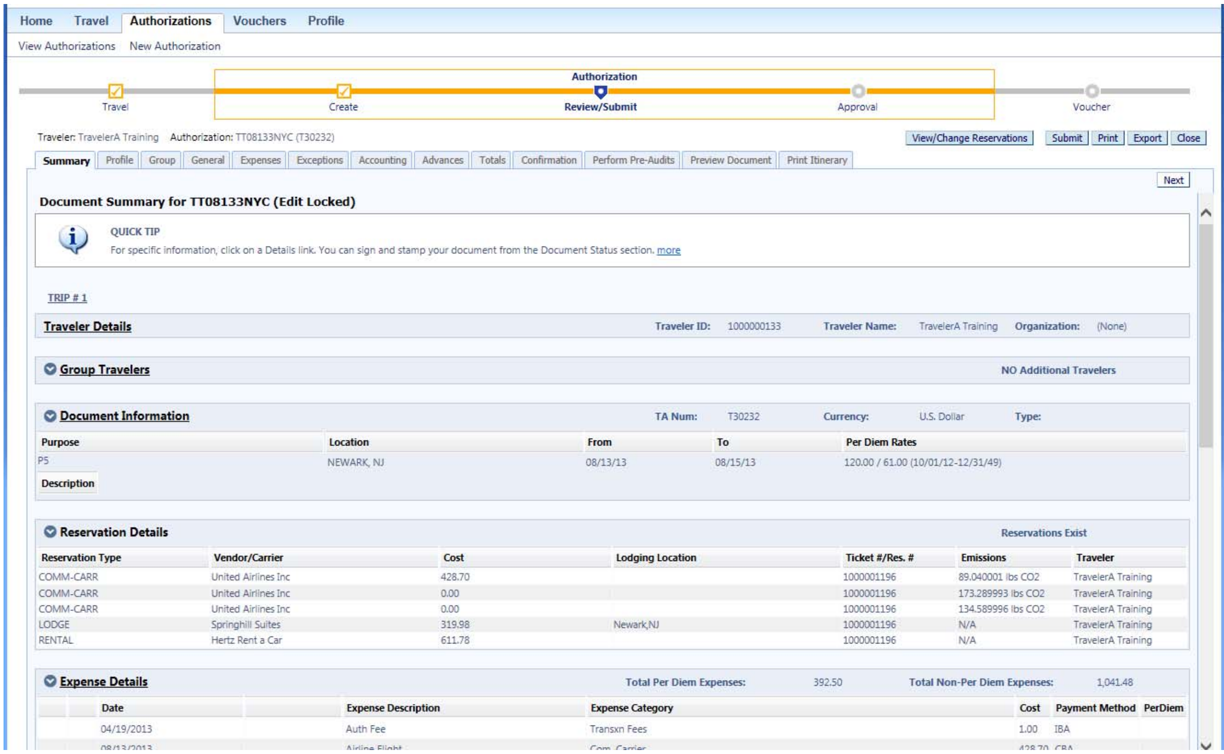
Completing the Reservation

On the **Travel Details** page, you can change the flight, select a seat, change the Frequent Flyer Program, add a car, hotel, or rail reservation, view fare rules, and complete your reservation. Click the appropriate links on this page to make changes to or view these items.

How to Complete the Reservation	Additional Information
1. On the **Travels Detail** page, click **Next**. The system displays the **Trip Booking Information** page.	If you did not add a hotel to your reservation, the system prompts you to add a hotel at this time, or you can choose how you want to make your hotel reservation. The following list describes the buttons on the **Trip Information** page. • **Display Trip:** Displays the itinerary details. • **Hold Trip**: Holds the travel reservations, provides the trip record locator along with the itinerary details, and displays a date and time by which the authorization must be completed to avoid cancellation. • **Previous:** Displays the **Travel Details** page. • **Next:** Advances to the **Trip Confirmation** page. • **Cancel**: Initiates the withdrawal of your travel request and cancels all reservations.
2. Click **Next** to advance to the **Trip Confirmation** page where you can review your flight information.	
3. Click **Confirm Booking**. The authorization for the reservation is automatically created. The **Authorization** page displays.	If you did not reserve a hotel, CGE prompts you to provide a reason.

You use the **Authorization** tab to view the document summary and make appropriate changes to the document, such as adding expenses, assigning accounting codes, requesting an advance, performing a pre-audit, and more. Once you make your changes and review the pre-audits, you stamp and submit the authorization for approval.

The following screenshot shows the **Authorization** page with the **Summary** tab selected.



Note: For more information about completing an authorization, see *Creating, Reviewing and Submitting an Authorization* in this document.

Making Car Reservations

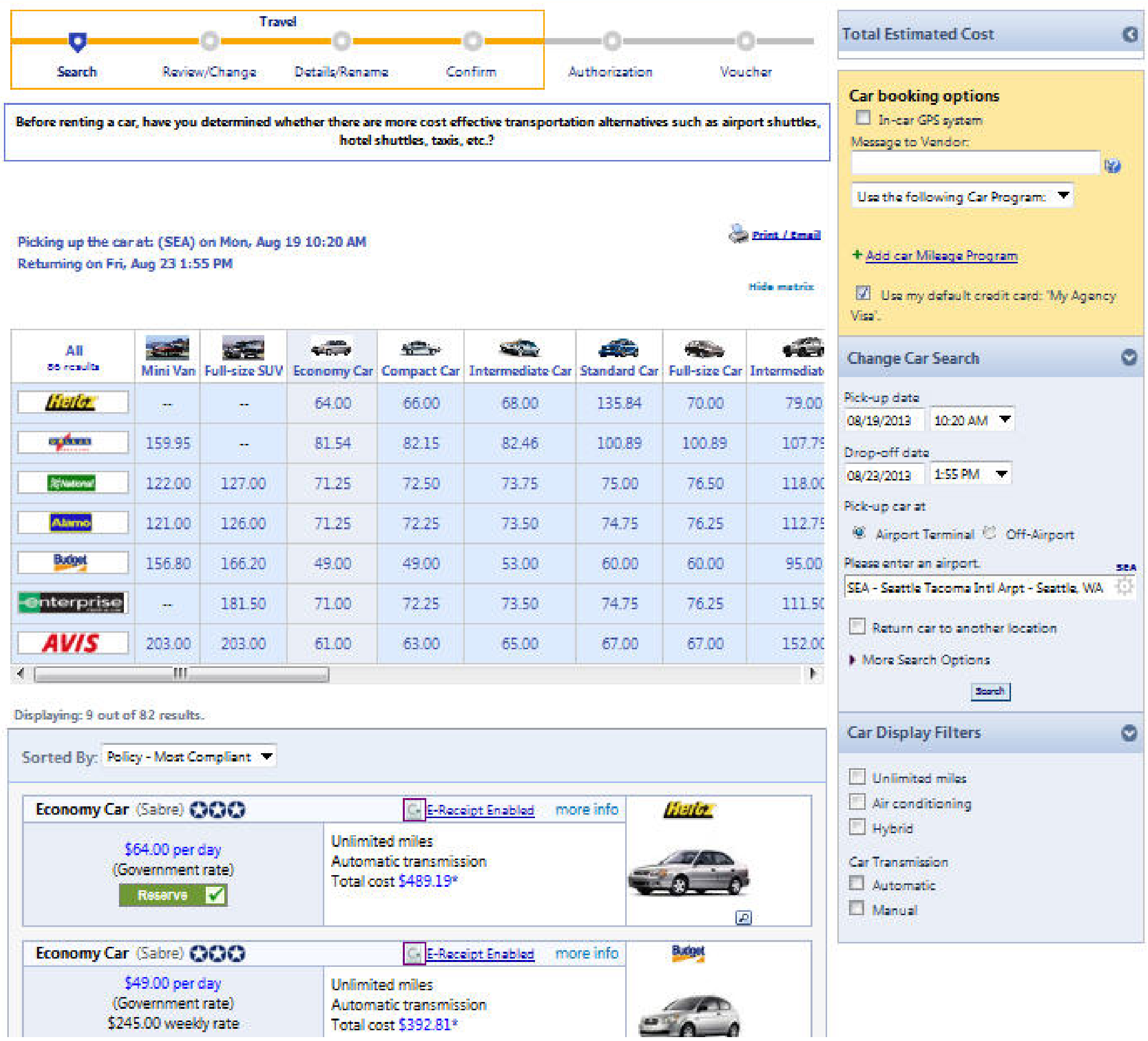
If you selected **Pick Up/Drop off Car at airport** on the **Air/Rail** tab, you will see the results for the car search immediately after you select your flight. You can also reserve a car by clicking the **Car** tab on the **Travel** page.

How to Make a Car Reservation	Additional Information
1. If you require a car without airfare, on the **Travel** page, click the **Car** tab.	
2. In the **Temporary Duty Location** section, Select **Agency Location** (your temporary duty station) or **Reference Point**, and then enter the appropriate information.	
3. Select the appropriate location from the **TDY Per Diem Location** list.	This information determines your car search results.
4. In the **Pick-up date** and **Drop-off date** boxes, select the appropriate dates.	
5. In the **Pick-up car at** area, select **Airport Terminal**, and then type the city or the airport code. Or, select **Off-Airport,** and then enter (or search for) the location.	

How to Make a Car Reservation	Additional Information

6. If necessary, select **Return car to another location,** and then complete the **Drop-off car at** field.
7. To see additional search preferences, click **More Search Options**, and then select the options you want.
8. Click **Search**. The **Trip Purpose** screen displays.
9. Select the **Trip Purpose** from the dropdown list, and then click **Next**. The car results display.

The following screenshot shows the **Car results** page:



10. Select the appropriate rental car, and then click **Reserve**.

Rental car search results are automatically sorted by travel policy.

Blue stars indicate preferred vendors and your preferred car type will be selected automatically.

Depending on your agency's configuration, under **Car booking options** on the right, you can filter by additional options.

Note: The **E-Receipt Enabled** link displays next to some car rental agencies. This link displays if you have activated e-receipts in your profile.

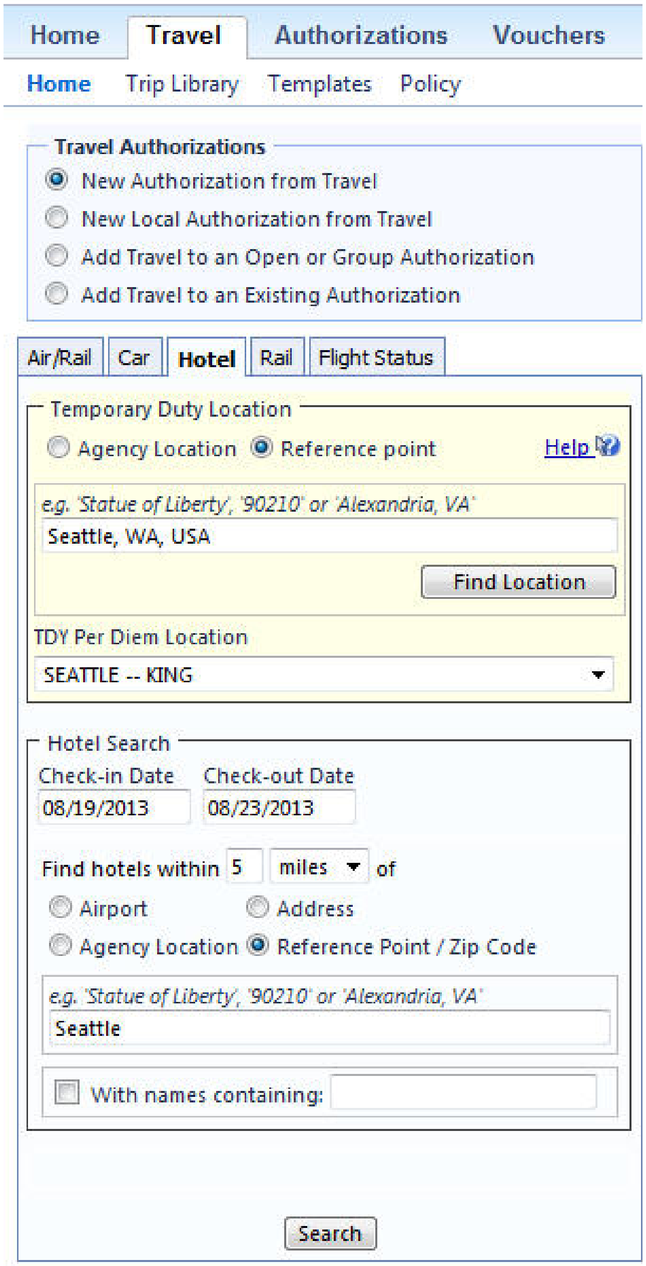
11. Completing the car reservation is similar to completing an air reservation. Click **Next** to advance to the **Travel Details**, **Trip Booking Information**, and then click **Confirm Booking** to review and submit the authorization.

Note: For information about completing the authorization see *Completing an Authorization* in this document.

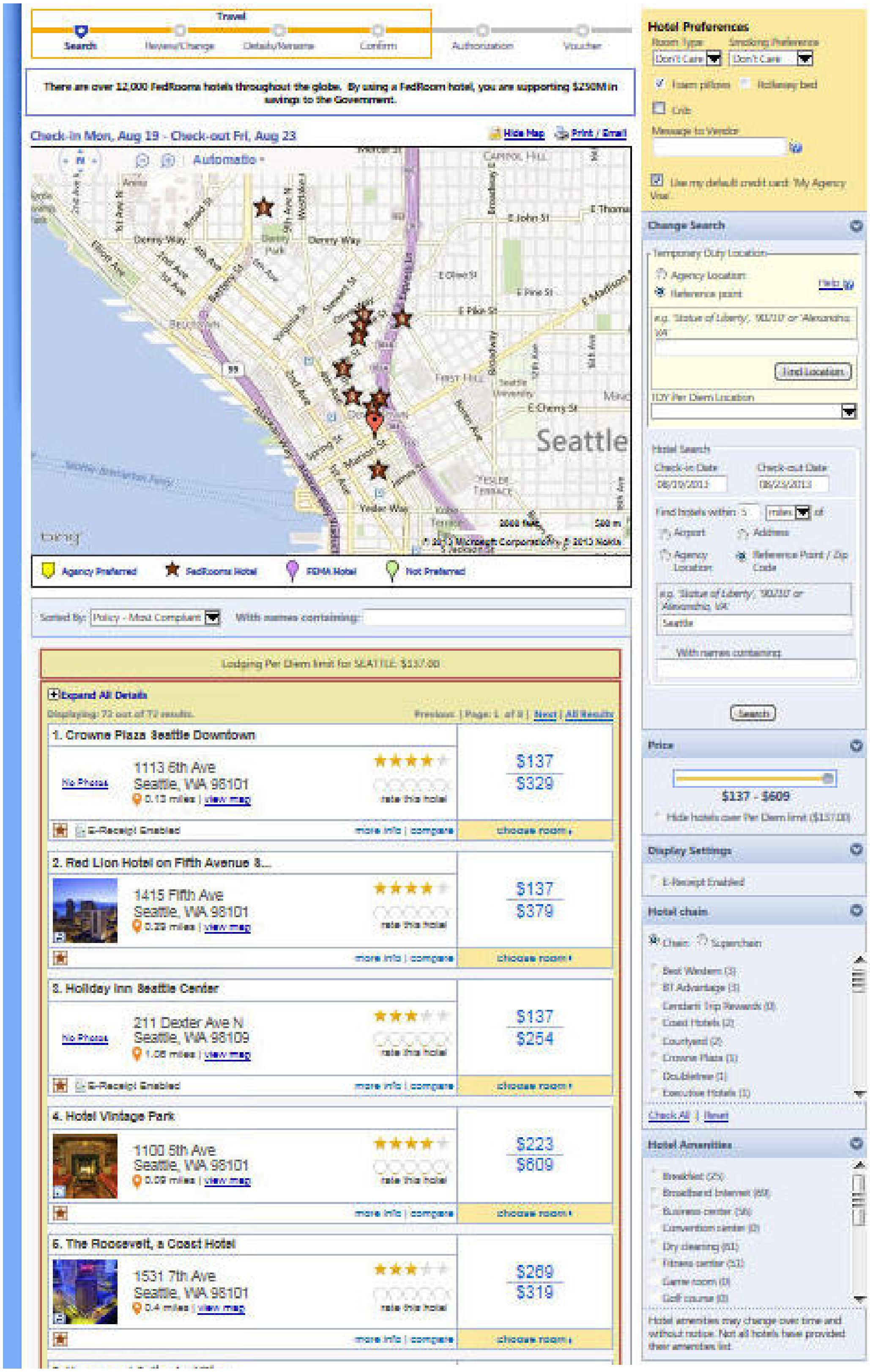
Making Hotel Reservations

If you selected the **Find a Hote**l option on the **Flight/Rail** page, the hotel results appear after you select your rental car. You can sort the hotel list by Preference, Price, Rating, Distance or Policy. You can also reserve a hotel by clicking the **Hotel** tab on the **Travel** page.

How to Make Hotel Reservations	Additional Information
1. If you require a hotel without airfare, on the **Travel** page, click the **Hotel** tab.	
2. In the **Temporary Duty Location** section, select **Agency Location** (your temporary duty station) or **Reference Point**, and then search for or enter the appropriate information.	
3. Select the appropriate location from the **TDY Per Diem Location** list.	
4. In the **Hotel Search** area, click the **Check-in Date** and **Check-out Date** fields to enter the first and last day of your hotel stay.	
5. In the **Find hotels within *x miles*** field, enter the number of miles or kilometers as a radius around the location that you selected in the **Temporary Duty Location** section as shown in the following screenshot.	Select **Airport, Agency Location, Address, or Reference Point/Zip Code** as the location around which you want to search for a hotel. If you want to search for names containing keyword characters, select the **With names containing** check box and enter the keyword characters.

How to Make Hotel Reservations	Additional Information
	
6. Click **Search**.	The system displays the **Trip Purpose** screen.
7. Select the **Trip Purpose** from the dropdown list, and then click **Next**.	

The following screenshot shows the hotel search results:



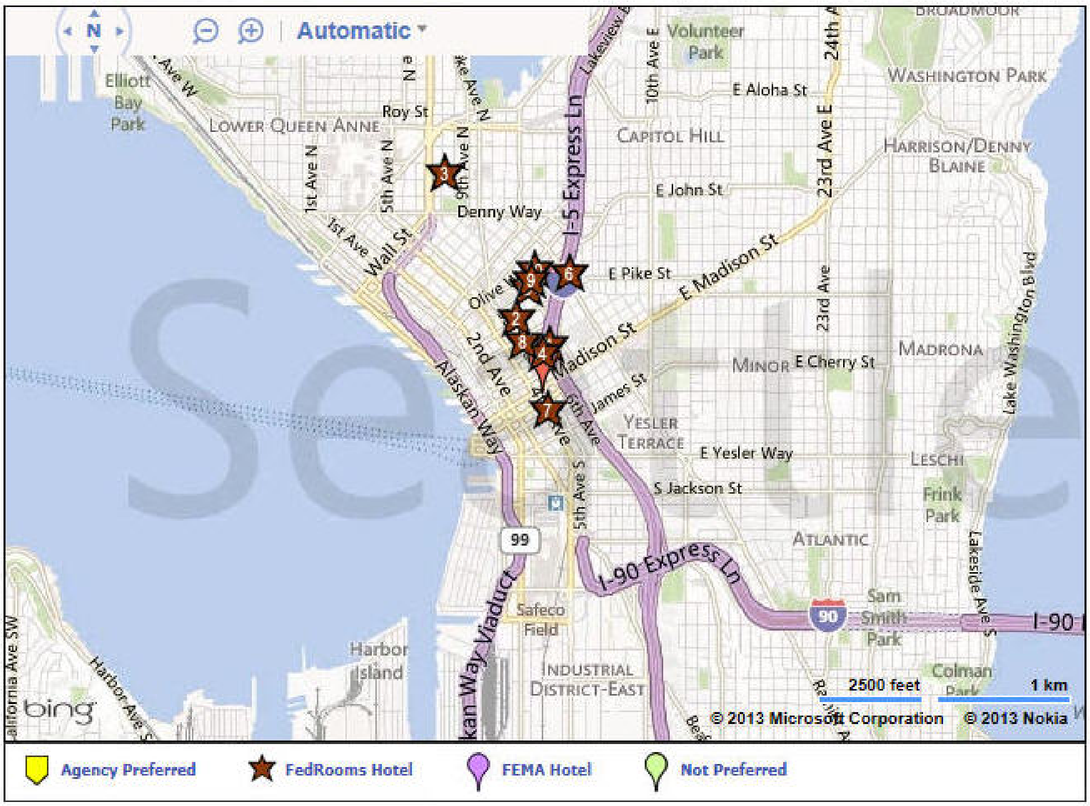
8. Review the hotel map above the hotel list.

   Click the **Zoom**  icons to zoom the map in or out.

   Click the **Automatic** down arrow to change how you want to view the map.

   Click the **star** or a **balloon** symbols to get more information about a specific hotel. The legend under the map describes the map symbols.

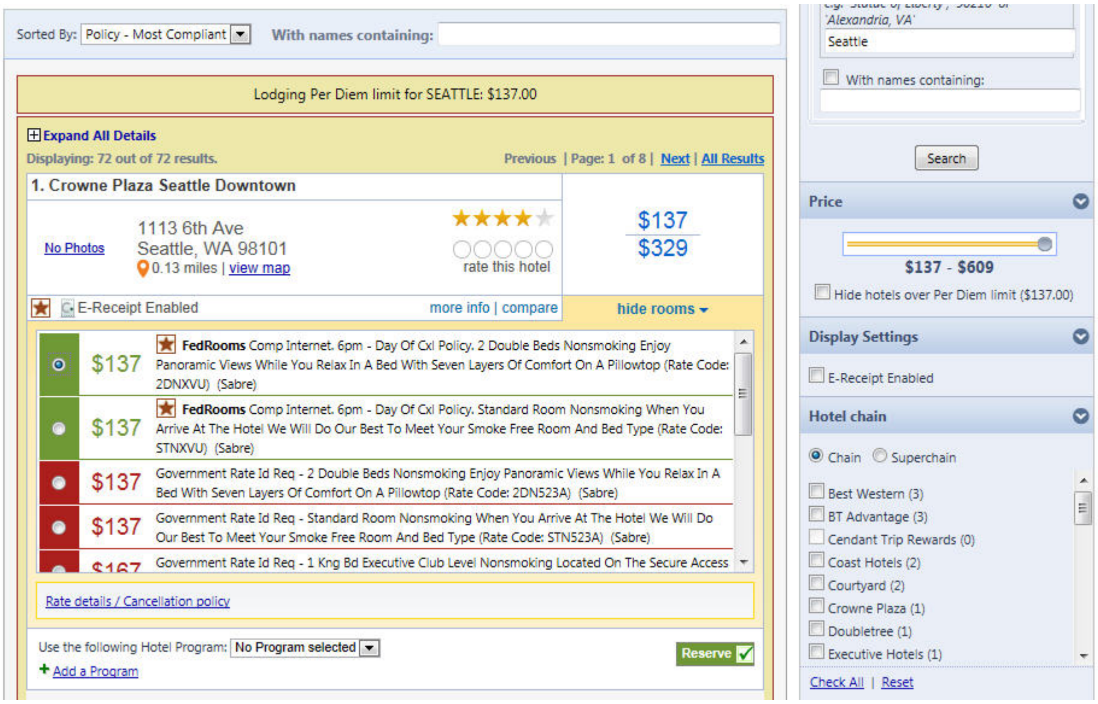
The following screenshot shows a map of the hotels for the requested area:



9. To narrow your search you can type the name of a specific hotel under the **Hotels Search** area, in the **With names containing** field, or you can enter criteria in this area.

10. Click **Expand All Details** to see specific room rates offered by all hotels in the list, or click **Choose Rooms** below the hotel name to view the rooms for a specific hotel.

The following screenshot shows a list of hotels matching your search criteria:



11. Click **more info** to view more detailed information for a specific hotel.
12. When you are ready to reserve your hotel room, click the button next to the desired room, and then click **Reserve**.

The **Reserve** options are color coded as follows:

Green: Indicates the hotel rate is within policy.

Yellow: Indicates the hotel rate is outside of policy and, if selected, you must enter additional information.

Red: Indicates the hotel rate is outside of policy and, if selected, you must enter additional information.

The symbols underneath a hotel's address indicate whether or not the hotel participates in the Federal Rooms program or if the hotel is e-receipt enabled. Point to the symbol to view these descriptions.

Note: The **E-Receipt Enabled** link appears next to some hotels. This link displays if you have activated e-receipts in your profile.

13. Review the reservation details, and then click **Next** at the bottom of the page.
14. Completing the hotel reservation is similar to completing an air reservation. Click **Next** to advance to the **Travel Details** and **Trip Booking Information** pages. Click **Confirm Booking** to review and submit the authorization.

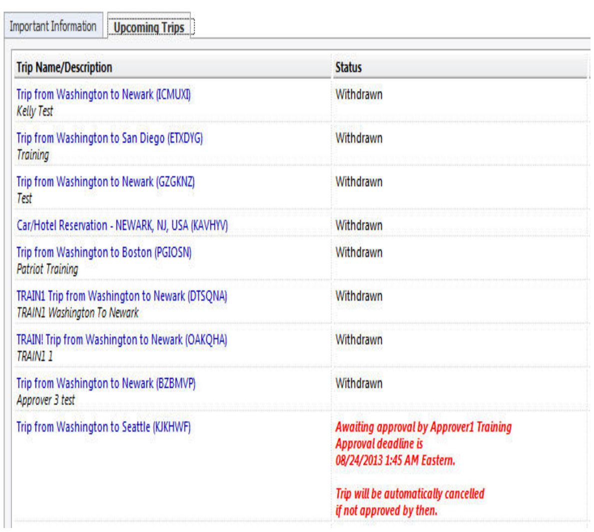
Changing a Reservation

You can make the following types of changes to a reservation:

- Add or modify a hotel reservation
- Add or modify a car rental reservation
- Modify a flight
- Cancel a reservation

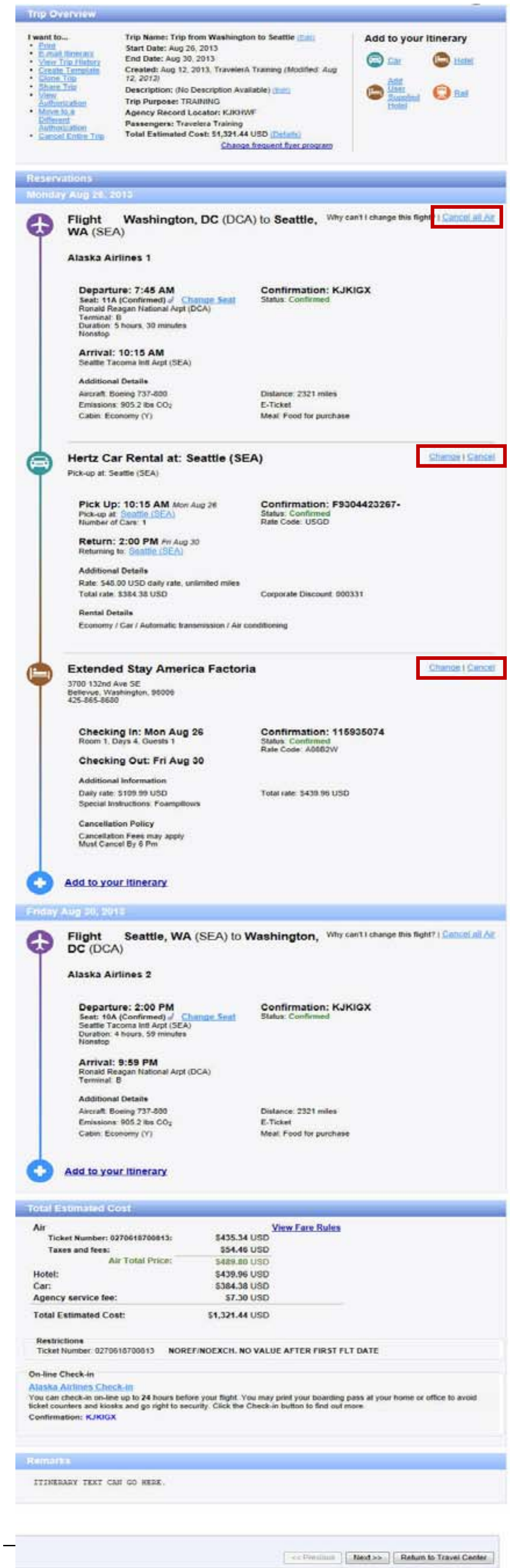
Warning: Be aware that making a change to a reservation may generate a fee.

How to Change a Reservation	Additional Information
1. On the **Travel** page, click the **Upcoming Trips** tab.	Your agency can require that you contact the travel agency to make changes to airfare after ticketing; however, many customers will be able to make pre-ticketing changes from this page. If you see the **Change Flight** button, you will be able to change your airfare. **Warning:** Before booking, canceling, or changing your hotel reservation, verify the hotel's cancellation policy. Cancellation fees may apply if the room is cancelled.
2. Click the name of the trip to open the **Review/Change Trip** page.	Make any necessary changes to the trip and continue through the wizard to process the changes.



3. The following screenshot shows the **Change Trip** page. Click the appropriate links to make the desired changes to your flight, rail, hotel, or car reservation.	If you make changes to your flight, pricing information displays showing the price difference and fee.

How to Change a Reservation	Additional Information



How to Change a Reservation	Additional Information
4. Click **Next.** An updated itinerary appears after the transaction is complete.	

Section 5: Creating, Reviewing, and Submitting an Authorization

This section describes how you create an authorization once you have confirmed a booking. It also explains how to review the authorization and submit it for approval.

Creating an Authorization

CGE automatically creates an authorization once you confirm a booking. The authorization provides the aggregated costs of the reservations and calculates per diem allowance estimates based on the TDY location selected for the trip.

You can also create an authorization without making a reservation. For example you might want to create an authorization to apply for an advance. For more information about creating an authorization, see *Creating an Authorization without Reservations* in this document.

Reviewing an Authorization

Once you confirm a booking, the **Authorization** page displays the **Document** toolbar. By using this toolbar, you can view the document summary and make changes or add information to the document as appropriate.

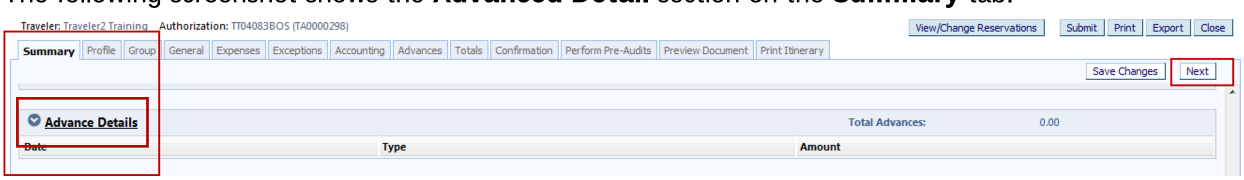
Document Summary

The Document Summary, (also known as Summary) is the primary review tool for travelers to view document details, including per the diem location, reservation information, expenses, cash advance, accounting, and calculated per diem allowances for a trip.

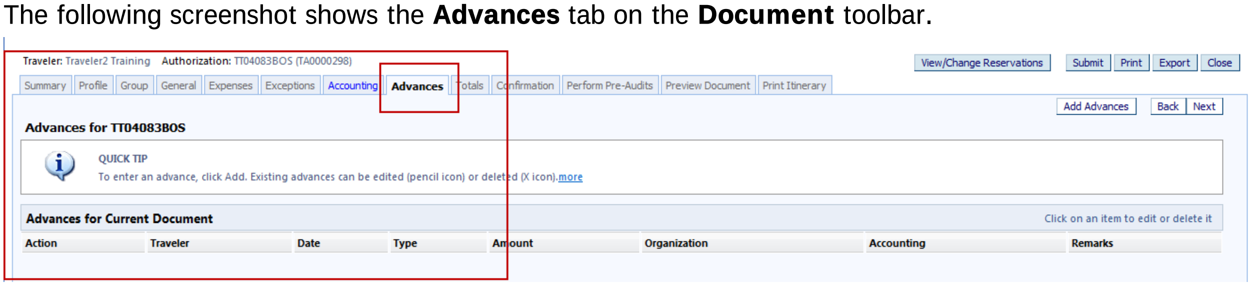
The **Summary** page sections correspond to the tabs on the **Document** toolbar. You can scroll through the **Summary** page to view these sections and click the section headings to make changes. Clicking a section link changes the focus to the appropriate **Document** toolbar tab.

Example: If you want to add an advance to your authorization, on the **Summary** page, scroll to the **Advance Details** section and click **Advance Details**. This action changes the focus to the **Advances** tab where you can enter and save your advance request criteria.

The following screenshot shows the **Advanced Detail** section on the **Summary** tab.



The following screenshot shows the **Advances** tab on the **Document** toolbar.



The following table describes the purpose of each **Document** toolbar tab:

Document Toolbar Tab	Description
Summary	Provides a summary for all sections of an authorization. You can make all changes to the authorization by clicking the appropriate links on this page. For more information about reviewing an authorization, see *Using the Document Summary to Review Documents* in this document.
Profile	Add or make changes to the traveler's profile information. This section is also used by Federal Traveler Arrangers who make travel arrangements for others.
Group	Add and view group authorizations.
General	View and add document and trip information.
Expenses	Add or delete an expense.
Exceptions	Displays other authorizations. These codes may appear on travel documents.
Accounting	Search for and enter accounting codes.
Advances	Add an advance.
Totals	Displays expenses, accounting, and advance totals.
Confirmation	Apply a status and stamp and submit the document for approval. Provides document routing information and document history.
Perform Pre-Audits	Displays the pass/fail status for each item required in the audit process. You can enter a reason for an audit item that displays **Fail**.
Preview Document	Displays your document data in Adobe Acrobat. You can view the document on screen before printing.
Print Itinerary	Displays your itinerary in Adobe Acrobat. You can print your itinerary from this application.

Note: Your system administrator determines the tabs that the system displays on the **Document** toolbar. For this reason, your system may not display all of these tabs.

Using Document Summary to Review Documents

The **Document Summary** is the primary review tool for approvers, and it is the only place where a traveler, document preparer, or approver can view calculated per diem allowances for a trip. Your CGE administrator configures the sections that are displayed on the **Summary** page.

By using the **Summary** page, you can:

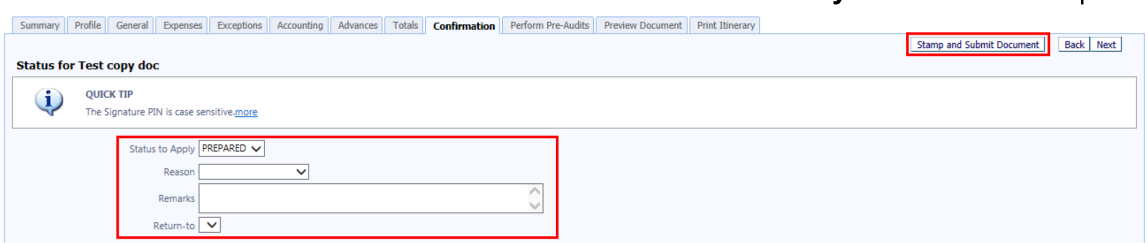
- Navigate to any part of the document to view or make changes.
- Assign a control number.
- Review, update, and delete expenses already entered on the document.
    - If the document is a per diem document, the **Expenses** section heading will show two totals: A total for per diem-related expenses (**Total Per Diem Expense Costs**) and one for non-per diem expense-related expenses (**Total Non-Per Diem Expenses**). If the document is not a per diem document, the **Expenses** section heading will show one total (**Total Expenses**).

  - A **Per Diem Indicator** column appears on per diem documents to indicate per diem-related expenses (indicated with an asterisk).
- Review sponsored travel details.
- Attach or delete files.
- Enter comments pertinent to the document.
- Stamp and route the document.
- If required, select a reason code to explain why the document was stamped with a particular status code or action.

Submitting an Authorization

Once you have reviewed the authorization, you can submit it for approval.

How to Submit an Authorization	Additional Information
1. On the **Summary** page, click the **Submit** button. The **Confirmation** tab displays.	
2. Complete the **Status to Apply**, **Reason**, **Remarks** and **Return to** fields.	**Status to Apply:** Select a status code from the **Status to Apply** list. Once you enter the electronic signature in the Signature PIN field and click the Stamp button, the document is stamped with the selected status code. **Signature PIN**: Type your electronic signature. If your agency does not use signature pins this is not required. **Reason**: Select a reason code from the **Reason** list that explains why the document was stamped with a particular status code or action. **Remarks:** Enter any explanation/comments about the document. The remarks are saved with the history of the document and can be viewed in the **Document History** area. This field is optional.



How to Submit an Authorization	Additional Information
3. Click **Stamp and Submit Document**.	**Stamp Document Without Adjustment:** Select if no adjustments were made to the document. This check box displays only when a document has been re-opened for adjustment after the Signed stamp has been applied. **Audits**: Click to review the audit results. This button only displays when the document has been processed through electronic processing audits and has been stamped with an **Audit Pass** or **Audit Fail** audit stamp. **Adjustments**: Use to review all comments for

	existing adjustments made to the document and to add comments about the current adjustment. This button only displays when you re-open a document for adjustment after the **Signed** stamp has been applied. For more information about stamping and submitting documents, see *Previewing and Stamping a Document for Approval* in this document.
4. Review the **Pre-Audit** list and make any necessary changes or add reasons for any items that display a **FAIL** status.	
5. Click **Continue Stamping the Document**.	The document is routed to the next approver in the routing path.
6. Click **Close Post Stamping Document Closure Screen**.	

Creating an Authorization without Reservations

You can create an authorization without booking a reservation. For example, if you require a cash advance, you create an authorization to provide the cash advance details, and then submit the authorization for approval.

How to Create an Authorization without Reservations	Additional Information
1. On the **Home** page, in the **I Want To...** section, click **Create a new authorization**.	
2. Select a **Document Type** from the **Document Type** list.	
3. Click **Create Document**.	
4. On the **Document Information** page, enter the required document information.	In the **Document Name** field, enter a document name. In the **Document Date** field, accept today's date or select a new date. In the **TA Num** field, type an authorization number (if it is not prepopulated). If necessary, select the **Sponsored Travel** checkbox. In the **Currency** dropdown list, accept U.S. Dollar or select another currency. In the **Type Code** dropdown list, select a type code. In the **Purpose Code** dropdown list, select a purpose code. In the **Document Description** field, type a description for the document. In the **Document Default Accounting Code** field, accept the default or select an accounting code from the **Lookup** icon. The accounting code organization populates in the **Default Accounting Code Org**

field.

In the **Document Default Project Code** field, accept the default or select a project code from the **Lookup** icon. The project code organization populates in the **Default Project Code Org** field.

Note: Some of these fields might be pre-populated, optional, or unavailable.

For more information about entering document **i**nformation, see *Entering Document Information* in this document.

5. Click the **Trip Information** tab and enter the required itinerary information.

In the **Depart Selection** dropdown list, select a departure location. The **Duty Location** information in the user's profile will determine the available options. This action populates the **Depart** field.

In the **Return Selection** dropdown list, select a return location. This action populates the **Return** field.

In the **Comments** field, type any comments for the document, or click **Preset** to add preset comments.

If the **Itinerary Locations** area is not displayed, Click **Create**.

In the **Itinerary Location** field, type the location, and then click **Search**.

In the **Arrival Date** field, type or select the first day of the trip.

In the **Departure Date** field, type or select the last day of the trip.

If the **Itinerary Location** displays multiple possibilities, select the desired location.

Select the **Purpose Code** from the dropdown menu.

For more information about entering trip **i**nformation, see *Entering Document Information* in this document.

6. Click **Create Document**. The document is saved on creation.
7. In the **Document Information for <Document Name>** section, click **Next**.
8. In the **Expenses for Authorization: <Document Name>** section, in the **Add Expense Details** area, add the expense details (lodging and per diem expenses automatically populate).

If the expense applies to multiple days, type or select a date in the **Create Expenses Through** field to replicate the expense.

Expense Date: Accept or retype the date.

Expense Description: Select an expense description.

The **Cost** and **Payment Method** fields display automatically.

Cost: Type the expense amount. (If you need to enter the converted cost from another currency, click the Foreign Calculator icon).

Payment Method: Accept or select a payment method.

If you need to enter more expense details, click **Show Other Details**.

Expense Category: Select an expense category.

If the expense is reimbursable, select the **Reimbursable** check box.

If the expense is taxable, select the **Taxable** check box.

Vendor: Type or select a vendor name.

Comments: Enter any optional comments.

Accounting: Select an organization/account code label pair.

If you need to itemize expenses, in the **Expense List** area, click the **Itemize Expense** icon next to the expense. (You must save your expenses before you can itemize them.)

To add more expenses, click **Add Expense** and complete the **Expense Details** fields.

For more information about working with expenses, see *Working with Expenses* in this document.

9. Click the **Save** button.
10. Click **Next** twice to change the focus to the **Accounting** tab.
11. On the **Accounting** page, in the **Available Accounting Code** area, any accounting codes already selected for the document display in the **Accounting Code** area.

    For more information about working with accounting codes, see *Allocating Expenses to One or More Accounting Codes* in this document.
12. Click **Next** to change the focus to the **Totals** tab.
13. On the **Totals** page in the **Total Details for <Document Name>**, review all areas.

    Click the **Advance** tab to request, view, or update an advance.

    For more details about cash advances see *Working with Advances* in this document.
14. Click **Submit** to change the focus to the **Confirmation** tab.

    Note: If you want to view and print the document, click the **Preview Document** tab. A separate window opens in the Adobe Acrobat Reader where you can review or print the document.
15. In the **Status to Apply** list, verify that SIGNED is selected.
16. Click **Stamp and Submit Document**.

17. Review the **Pre-Audit Results** for the **<Document Name>** screen, and then click **Continue Stamping the Document**.

    Justify any audits with a **FAIL** status, if necessary.

18. Review the **Post Stamping Document Closure for <Document Name>** screen, and then click **Close Post Stamping Document Closure** screen.
19. Your document is routed and you are returned to the **Authorizations** list.

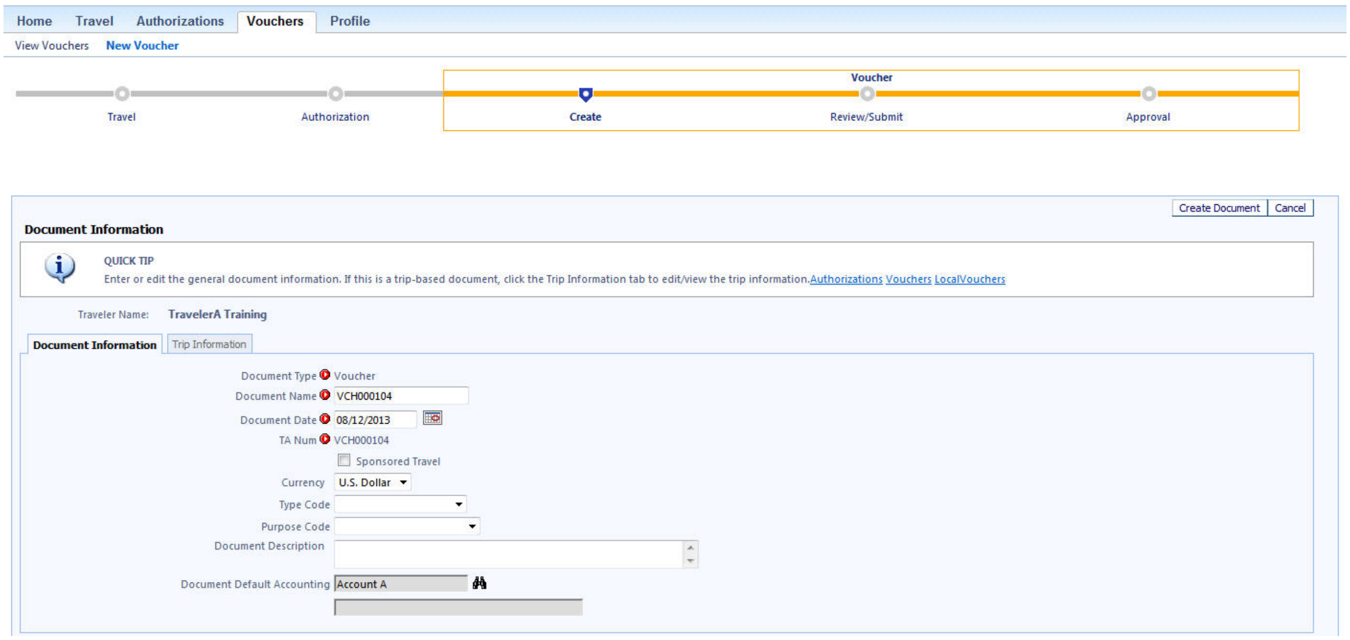
Section 6: Working with Documents

Entering Document Information

When you create or edit a document (authorization or voucher) you use the **Document Information** area to enter all the information for a trip-based or non-trip-based voucher. This area has the following two tabs:

- **Document Information:** Provides fields and options for the **Document Type**, **Name**, **Date**, **TA number**, **Sponsored Travel**, **Currency**, **Type** and **Purpose Codes**, **Accounting Codes** and **Project Codes**. The fields that display on this tab are determined by your system administrator.
- **Trip Information:** Displays if you are creating a trip-based document type. Provides fields and options for the trip number, depart and return locations, travel dates, trip duration, itinerary locations, and per diem rates. The fields that appear on this page are determined by your system administrator.

The following screenshot shows the **Document Information** tab for a new voucher:



The **Document Information** area automatically displays when you create a new authorization or voucher. You must complete this information to create one of these documents. To display document information for an existing authorization or voucher, on the **Summary** tab, click the **Document Information** area (this changes the focus to the **General** tab), or on the **Document Toolbar**, click the **General** tab.

How to Enter Document Information	Additional Information
1. From the **Home** page, click **Voucher**, and then click **View Vouchers**, or **New Voucher**.	
2. On the **Summary** page, scroll down to the **Document Information** area, and then click **Document Information**. The **Document Information** and **Trip Information** tabs display.	

3. Complete the information on the **Document Information** page.

Document Name: Type the document name.

Note: When you save the new document, you must assign a name (unless auto-naming is enabled for your system). Document names must contain 8 to 16 alphanumeric characters. You can use the dash (-), but do not include any other special characters in document names.

Document Date: Accept today's date or select a new date.

TA Num: Type an authorization number (if it is not prepopulated).

Sponsored Travel: Select the checkbox, if applicable.

Currency: Accept U.S. Dollar or select another currency.

Type Code: Select a type code.

Purpose Code: Select a purpose code.

Document Description: Type a description for the document.

Document Default Accounting Code: Accept the default or select an accounting code from the **Lookup** icon. The accounting code organization populates in the **Default Accounting Code Org** field.

Document Default Project Code: Accept the default or select a project code from the **Lookup** icon. The project code organization populates in the **Default Project Code Org** field.

4. Complete the information on the **Trip Information** page.

If the **Itinerary Locations** area displays on the **Trip Information** page, complete the following fields in this area.

Complete the following fields:

Depart Selection: Select a departure location. This action populates the **Depart** field.

Return Selection: Select a return location. This action populates the **Return** field.

Comments: Type any comments for the document, or click **Preset to add preset comments**.

If the **Itinerary Locations** area is not displayed, click **Create Document**. If it does display complete the following fields.

Itinerary Location: Type the location, and then click **Search**.

Arrival Date: Type or select the first day of the trip.

Departure Date: Type or select the last day of the trip.

If the **Itinerary Location** displays multiple

	possibilities, select the appropriate location. If you are not required to add an itinerary location, you can continue entering document information, such as ticketed transportation, expenses, accounting codes, etc. If itinerary locations are required, you cannot create the document without them. **Purpose Code:** Select the appropriate option from the dropdown list. **Replace ALL Lodging and M&IE Information:** You must select this check box if you change an itinerary location and want the lodging and M&IE information to reflect the new per diem location rates on the document.
5. Click **Create** or **Save**.	After you add your itinerary location(s), you must save the document information in order to access other portions of a document. Select the **Reset Per Diem Conditions** check box in the **For This Document You Can action** area to reset your itinerary location (per diem) information if necessary.

Document Information

The following list describes the fields on the **Document Information** page:

Document Information	Additional Information
Document Type	Verify the document type.
Document Name	Type the name of the document. Document names must be unique for a traveler and document type within the system. When you save the new document, you must assign it a name (unless auto-naming is enabled for your system). Document names must contain 8 to 16 alphanumeric characters. You can use a dash (-), but do not include any other special characters in document names. If auto-naming is enabled, the name of the document appears automatically. This field is required.
Document Date	Today's date appears automatically in this field, but you can change it if necessary. This is the document's creation date. This field is required.
TA Num	Enter the control number for this document. The control number provides a way to track the document. If your CGE administrator has set up automatic document numbering, the control number appears automatically. If authorized, you can override automatic document numbering for this document and enter a different control number.
Sponsored Travel	Select the **Sponsored Travel** check box to use the sponsored travel feature. When you select this check box, the **Sponsor** tab displays on the **Document** toolbar.
Currency	Select the currency for this document from the list. If your company does not use multiple currencies, this field displays your company's default functional currency (which is its base currency, by default).
Type Code	Select a **type code** from the list.

Document Information	Additional Information
Purpose Code	Select **a purpose code** from the list.
Document Description	Enter any remarks to support the purpose of the document or trip here.
Document Default Accounting Code	Click the **Lookup** icon to find and select a default accounting code to which all new expenses on this document will be allocated. If you have a default accounting code, it appears by default.
Document Accounting Code Org	Verify the default accounting code organization for this document. This field populates automatically based on the selection in the **Document Default Accounting Code** field.
Document Default Project Code	Click the **Lookup** icon, to find and select a default project code to which all new expenses on this document will be allocated. If you have a default project code, it appears by default. If you have the **Use Unvalidated Project Code** permission, you can type an ad hoc project code. Depending on your agency's CGE database configuration, the **Document Default Project Code** and **Default Project Code Org** fields might not display or they might be labeled differently. For more information, please see your CGE administrator.
Default Project Code Org	Verify the default project code organization for this document. This field populates automatically based on the selection in the **Document Default Project Code** field.

Trip Information

The following table describes the fields on the **Trip Information** page.

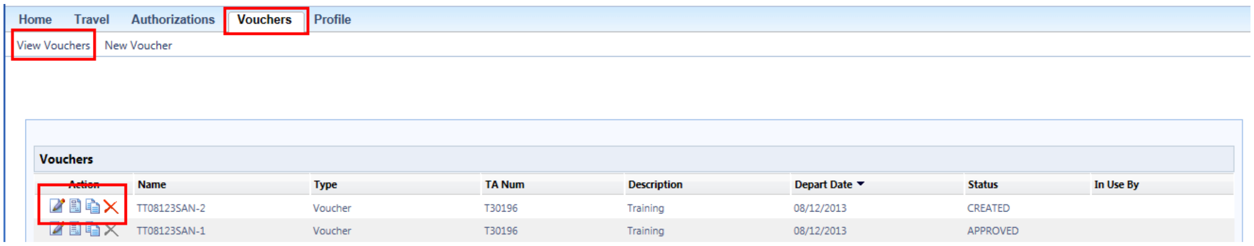
Trip Information	Additional Information
Trip No	This field is used only for *constructed (multi-trip)* vouchers. Otherwise, it is a view-only field. For more information about constructed vouchers, see *Working with Constructed (Multi-Trip) Travel* in this document.
Depart From	Displays the departure location selected in the **Depart Selection** field.
Departure Selection	Select a departure location from the list. The choices for the departure location are the traveler's residence, office location (CRC mode), duty station (CIV or DOD mode), or IN TRAVEL STATUS. Your Traveler Information record determines the departure locations that appear in the list (for example, RES: Fairfax, VA).
Return	Displays the return location selected in the **Return Selection** field.
Return Selection	Select a return location from the list. The choices for the return location are the traveler's residence, duty station (CIV or DOD mode), or IN TRAVEL STATUS. Your Traveler Information record determines the return locations that appear in the list (for example, RES: Washington, DC).
Trip Duration	The following choices are available for the trip duration: • **12 hours or Less** – Choose this option if your trip lasts less than 12 hours. • **>12-24 hrs. no lodging** - Choose this option if your trip is longer than 12 and less than 24 hours and you do not incur lodging costs. • **>12-24 hrs. with lodging** - Choose this option if your trip is longer than 12 and less than 24 hours and you incur lodging costs. • **Multiple days** - Choose this option if your trip takes place over multiple days.
Trip Begin Date	The date the trip begins. If you change the **Begin Travel** or **End Travel** date fields, you must click **Save Itinerary**.
Trip End Date	The date the trip ends.
Comments	Enter any additional comments or text pertaining to the travel document. Click **Preset** to display preset comments in the **Comments** field.

Itinerary Location	Depending on your agency's configuration, adding an itinerary location might be optional. If you are not required to add an itinerary location, you can continue entering document information, such as ticketed transportation, expenses, and accounting codes. If itinerary locations are required, you cannot create the document without them. **Replace ALL Lodging and M&IE Information**: You must select this check box if you change an itinerary location and want the lodging and M&IE information to reflect the new per diem location rates on the document. **Delete icon:** Click to delete a location on the appropriate row. **Add Additional Rows**: Click to create three additional rows for itinerary locations. **Arrival Date**: Automatically populates from the **Begin Travel** date entered above. You can edit this field, but the arrival and departure dates for all locations combined must be within the beginning and ending travel dates for the trip. Enter the new date (MM/DD/YY) or select the date when you will arrive at this location. **Departure Date**: Automatically populates from the End Travel date entered above. Enter the new date (MM/DD/YY) or select the date when you will depart from this location. **Itinerary Location:** Enter the first few letters of the travel location, and then click **Search** or the **Lookup** icon. CGE searches for any travel location that matches the criteria and displays the results in the Itinerary Location field. Select the appropriate location from the list. If you are required to add an itinerary location, you cannot save the document information until you have added an itinerary location. **Itinerary Location Lookup icon**: Click to open the **Location Lookup** area, which allows you to perform a detailed itinerary locations search based on city, state, and country. The search lists information such as per diem rates. **Purpose Code:** Select the appropriate trip purpose from the dropdown list. **Unlisted:** Select this check box if no per diem rate exists. The standard Continental United States (CONUS) rate is used to calculate lodging and M&IE amounts.

Viewing and Modifying Documents

Vouchers and authorizations provide the same functionality for editing, viewing, copying and deleting a document. To edit, view, copy or delete a document, click the appropriate **Action** icon next to the document you want.

The following screenshot shows the **Action** icons you use to view or make changes to a document.



The purpose of each **Action** icon is described in the following list.

Edit – Open and edit the document.

View Read Only – Open and view the document.

Copy – Copy the document.

Delete – Delete the document.

Warning: If you're a Travel Arranger, before you take action on a document, verify that the correct name appears in the **You are administering travel for** field. For more information about arranging travel for others, see the *QuickStart User Manual for Federal Travel Arrangers* on the Concur Training site.

Editing a Document

How to View or Edit a Document	Additional Information
1. Select the tab for the type of document you want to access: **Authorizations** or **Vouchers**. 2. To edit a document, click the **Edit** icon next to the document you want to edit.	

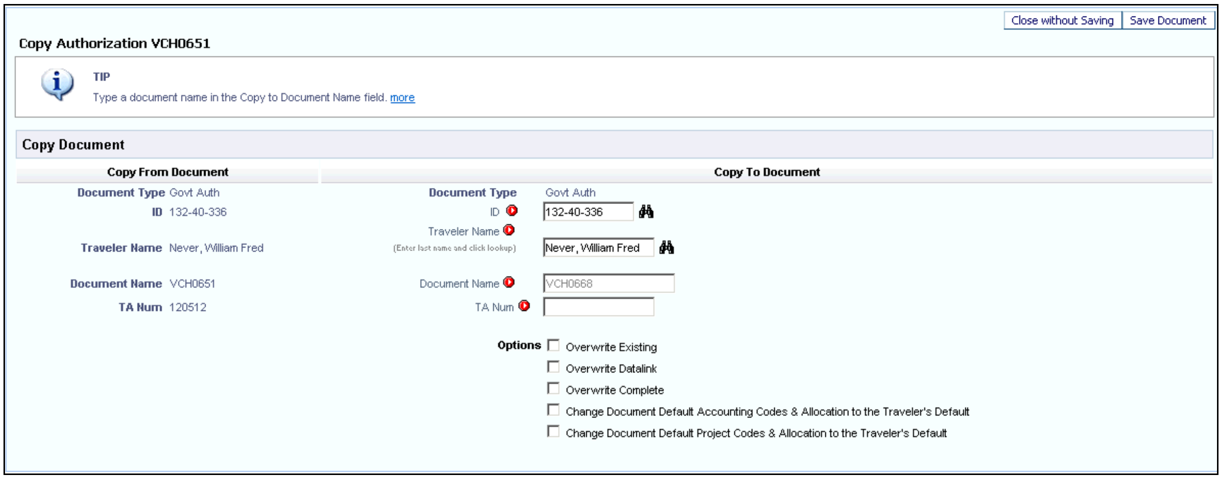
Viewing a Document

How to View a Document	Additional Information
1. Select the tab for the type of document you want to access: **Authorizations** or **Vouchers**. 2. Click the **View** icon next to the document you want to view.	

Copying a Document

How to Copy a Document	Additional Information
1. Select the tab for the type of document you want to access: **Authorizations** or **Vouchers**.	
2. Click the **Copy Document** icon next to the document you want to copy.	

The following screenshot shows the **Copy Document** area.



How to Copy a Document	Additional Information
3. In the **ID** field, type the Social Security number (SSN) for the traveler for whom you want to copy the document, or click the **Traveler Name Lookup** icon and select the traveler's name.	For both fields, you can type all or part of the SSN/Name, and then click the appropriate **Lookup** icon. Selected fields in the **Copy To Document** area are automatically populated by your system administrator.
4. In the **Document Name** field, accept the existing name or type a different name for the new document	
5. In the **TA Num** field, type the document TA number for the new document.	
6. Select the appropriate **Options**.	Select the **Overwrite Existing** check box to overwrite a document that exists with the same document name for a different traveler. **Example**: Traveler A copies Document A to Traveler B with the same name, when Traveler B already has a document called Document A. Select the **Overwrite Datalink** check box to overwrite any document stamped with the status code DATALINK. Select the **Overwrite Complete** check box to overwrite any document stamped with a status

code that has a COMPLETE action assigned to it.

Select the **Change Document Default Accounting Code & Allocation to the Traveler's Default** check box to reallocate the accounting code on the new document from the one used on the source document to the target traveler's default accounting code.

Select the **Change Document Default Project Code & Allocation to the Traveler's Default** check box to reallocate the project code on the new document from the one used on the source document to the target traveler's default project code. This field displays only if your document definition uses project codes.

Note: Personal charge card expenses are not copied to the destination document.

Deleting a Document

How to Delete a Document	Additional Information
1. Select the tab for the type of document you want to access: **Authorizations** or **Vouchers**.	Permissions determine whether or not a user can delete a document. Contact your system administrator for more information. **Note:** You cannot delete an original, completed document that has an amendment created against it, even when your user account has have permissions to delete documents. (The **Delete** icon for the original document is unavailable.) Also, if you delete a completed amendment, the original document is not restored. If you delete an interim stage amendment, the original document is restored.
2. Click the **Delete Document** icon next to the document you want to delete.	

Section 7: Working with Expenses

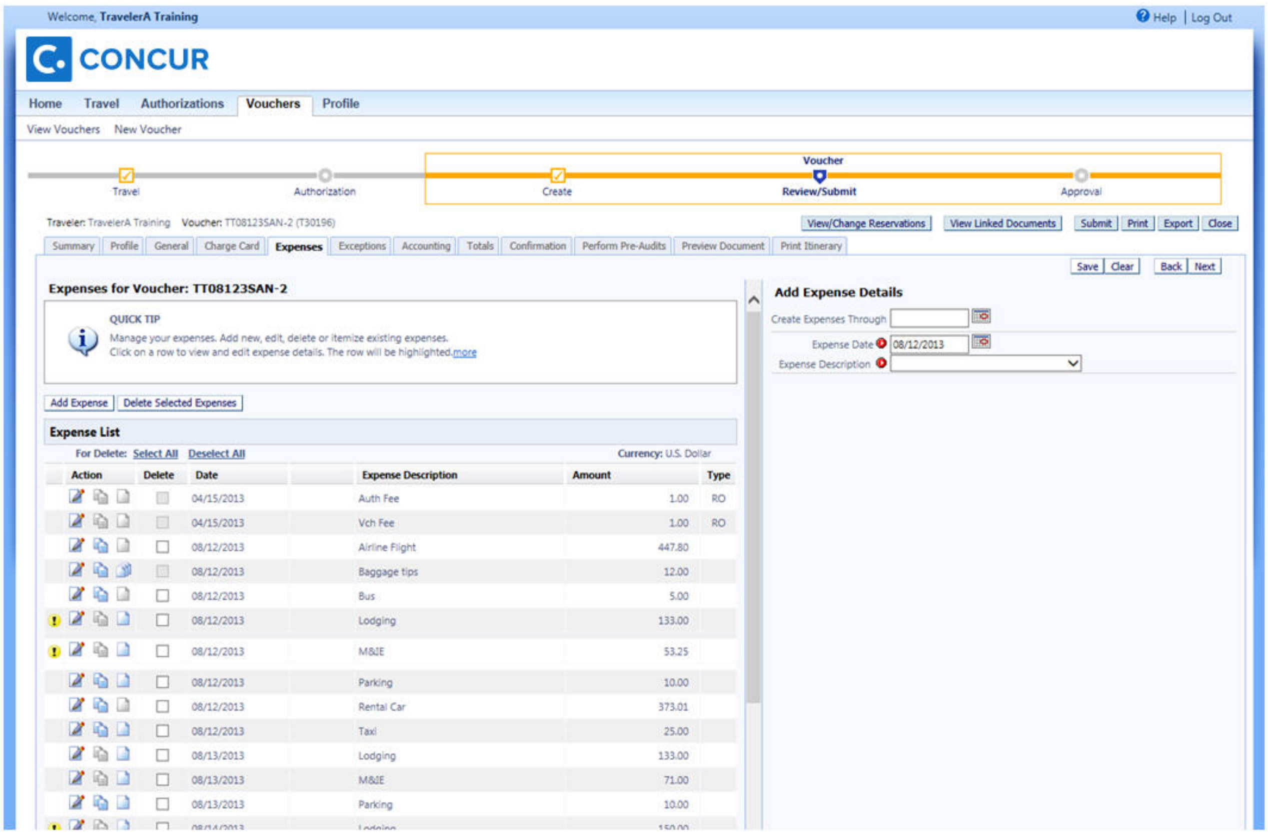
The expense information in this guide applies to actions you can take on authorizations and vouchers.

Almost all expenses are automatically added to your authorization when posted to a charge card. However you may need to add an expense, such as a taxi trip, or parking expense.

You access the **Expenses for <Document Type>: <Document Name>** page by clicking the **Expenses** link on the **Summary** page, or by clicking the **Expenses** tab on the **Document** toolbar. You can manage all your expenses from this area, including itemizing and deleting expenses.

You can easily and quickly add and edit basic expense details such as the date, expense description, cost, payment method, and any additional data capture (ADC) expenses that are specific to your agency. You can also add additional expense details such as the expense category, vendor, comments and accounting (or project) codes.

The following screenshot shows the **Expenses** page for a voucher.



The following table describes the options on the Expense List area:

Expense List Options	Description
Select All	Click to select all expenses for deletion.
Deselect All	Click to deselect all expenses for deletion.
Action column	Click the **Edit Expense** icon on an expense line to edit the expense in the **Edit Expense Details**. Click the **Copy** icon on an expense line to copy the expense. Click the **Itemize Expense** icon on an expense line to itemize the expense.
Delete	Click the check box to identify an expense to be deleted.
Date	The date the expense was incurred.
Expense Description	The description of the expense.
Amount	The amount of the expense. For reconciliation expenses, the Amount can be negative.
Type	The type of expense. Valid values include **CC** (applied charge card expenses) and **RO** (read-only expenses).

Adding an Expense

How to Add an Expense	Additional Information
1. On the **Summary** page, click the **Expenses** link. You will see the **Expenses for <Document Type>: <Document Name>**.	The **Add Expense Details** pane displays to the right of the **Expenses** list.
2. In the **Add Expense Details** pane, in the **Create Expenses Through** field, type the date through which the expense should be replicated.	This field is optional.
3. In the **Expense Date** field, update the date if required.	
4. From the **Expense Description** list, select an expense description or type a description for an ad hoc expense. The descriptions shown in the list are based on your configuration. This field is required.	After you select an expense description, the following fields are available: **Cost**, **Payment Method**, and any ADC fields associated with the expense for your agency display, as well as the **Show Other Details** link, and the **Show Per Diem Conditions** link (for per diem expenses).
5. In the **Cost** field, type the point-of-sale cost of the expense (less any discounts).	If you need to convert the cost to another currency, click the **Foreign Calculator** icon.
6. From the **Payment Method** list, select a payment method. The payment methods shown in the list are based on your configuration.	**Note:** You must have the correct permissions to change the payment method for selected expenses.
7. Enter information for any additional fields for the expense.	

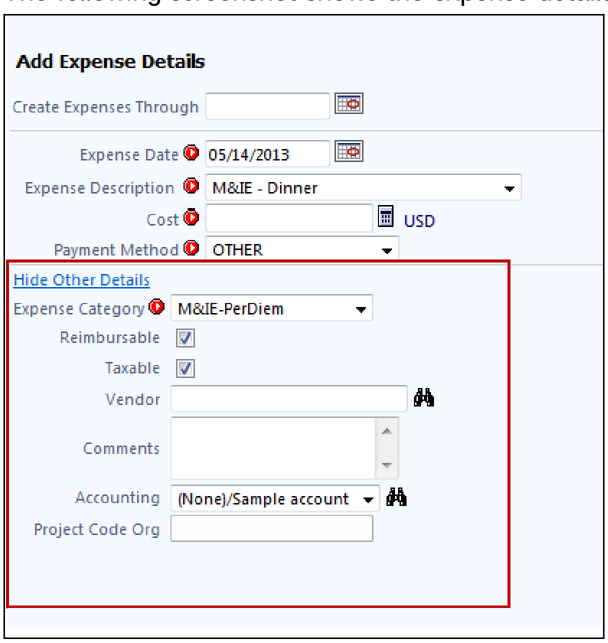
How to Add an Expense	Additional Information
8. Click **Show Other Details**.	
9. From the **Accounting** list, select the combination organization/accounting or project code.	A project code appears only if project codes are used in the document definition. You must also have **Change Expenses Project Code** permissions to change the project code.
10. Enter the appropriate information for any custom data fields set up by your system administrator.	User-defined labels never appear for per diem-based expenses. **Note:** For more information about custom fields used by your agency, see your CGE administrator.
11. If the expense is a per diem expense (such as Lodging, Meals, or Incidentals [M&IE]), click the **Show Per Diem Conditions** link.	For more details about per diem expenses, see *Working with Per Diem Expenses* in this document.
12. Click **Save**.	Before you click **Save**, you can click **Clear** at any time to clear your entries.
13. To add more expenses, click the **Add Expenses** button, and enter the required information.	

Working with Per Diem Expenses

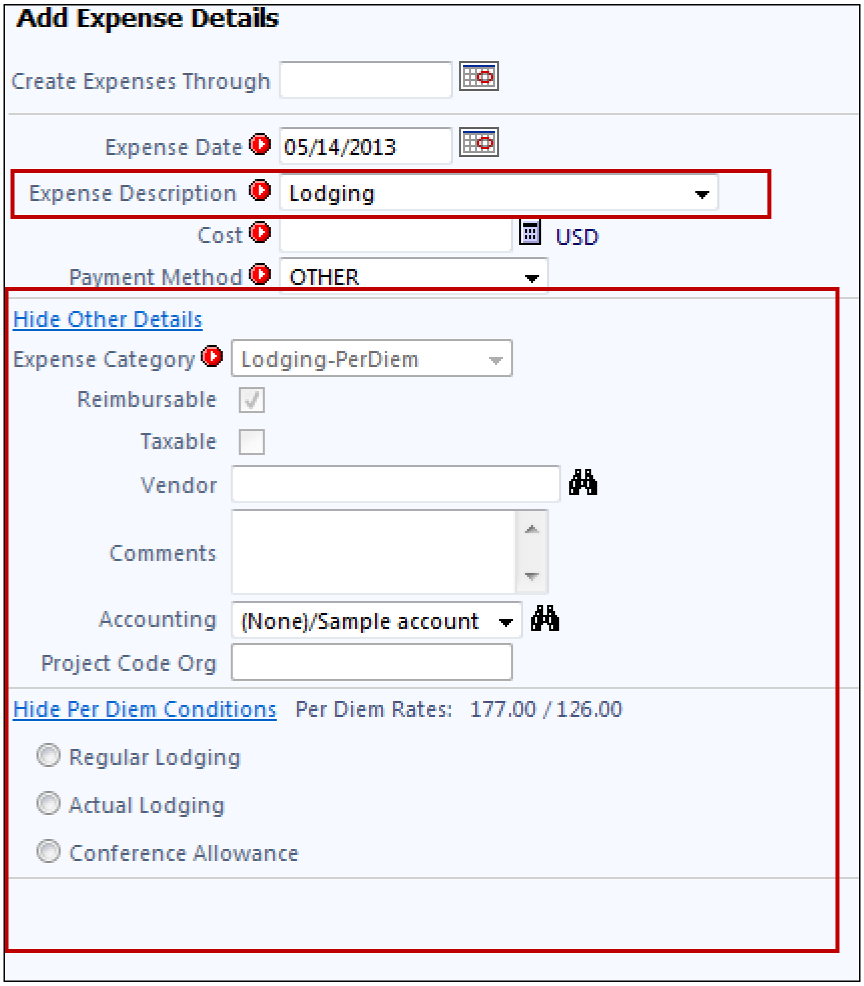
Expense Details

You can view or hide the per diem details for an expense. The fields that display are dependent on the item you selected in the **Expense Description** list.

The following screenshot shows the expense details available for the Expense Description, M&IE - Dinner.



The following screenshot shows the expense details and per diem conditions when **Lodging** is selected in the **Expense Description**.



Per Diem Conditions field descriptions:

- **Regular Lodging** – This is the default option for this field. When selected, it calculates regular per diem rates.
- **Actual Lodging** - Click this button if you want to enter actual per diem lodging.
    - **Approx. Max:** Displays the approximate maximum amount of actual lodging allowed when **Actual Lodging** is selected.
- **Regular M&IE** – This is the default. When selected, it calculates regular per diem meals and incidentals (M&IE).
- **Meals Provided** - Click this button if you want to enter specific meals provided. If a meal is provided to the traveler, no M&IE allowance should be claimed for that meal. There are three choices available:
    - **Breakfast** - Select this check box to indicate that breakfast was provided to the traveler at no cost. The traveler's M&IE allowance is reduced according to established meal deduction amounts.
    - **Lunch** - Select this to indicate that lunch was provided to the traveler at no cost. The traveler's M&IE allowance is reduced according to established meal deduction amounts.
    - **Dinner** - Select this check box to indicate that dinner was provided to the traveler at no cost. The traveler's M&IE allowance is reduced according to established meal deduction amounts.

- **Actual Meals** - Click this button if you want to enter actual meal amounts.
- **M&IE Override** - Click this button if the authorization is open/blanket. You can override M&IE by quarters or amount.
  - **Override by Quarters** - Click this button to override M&IE by quarters instead of calculating the M&IE allowance based on the itinerary.
  - **# of Qtrs** - Type the number of quarters (maximum of 9) to use when pro-rating the M&IE allowance.
  - **Override by Amt** - Click this button to override M&IE by amount instead of calculating the M&IE allowance based on the standard M&IE rate.
  - **Amount** - Type the amount to use when pro-rating the M&IE allowance.
- **On Leave** - Select this check box to indicate when a traveler is using annual or non-duty leave while on TDY. When this check box is selected per diem allowances for lodging and M&IE are reduced to 0 when hours are greater than 4 hours.
  - **Annual** - Select this check box to indicate that the traveler is using annual leave while on TDY.
  - **Other** - Select this check box to indicate that the traveler is using some other type of leave (for example, non-duty) on this day while on TDY.
  - **Hours** - Type the number of annual or other leave hours taken (default is 0).

Per Diem Conditions field descriptions:

- **Leave Data** - This area indicates when a traveler is using annual or non-duty leave while on TDY.
  - **None** - The traveler is not on leave. This is the default setting.
  - **Annual** - When you select the **Annual** check box, the traveler is using annual leave while on TDY.
  - **Other** - The traveler is using some other type of leave (for example, non-duty) on this day while on TDY. Type the number of annual, or other leave hours taken in the **Hours** field (default is 0).
  - **OCONUS Incidental Amount** - Select this check box to override the standard Outside the Continental United States (OCONUS) M&IE rate.
- **Duty Conditions** - For a description of each duty condition, see *Working with Duty Conditions* in this document. Each duty condition might affect document calculations.
- **Meals** – For more information about meals, see *Working with Meals* in this document.

Working with the Foreign Calculator/Currency Conversion

The Foreign Calculator allows you to convert the cost of an expense from a foreign currency to your local reimbursement currency. The following screenshot shows the Foreign Calculator fields.

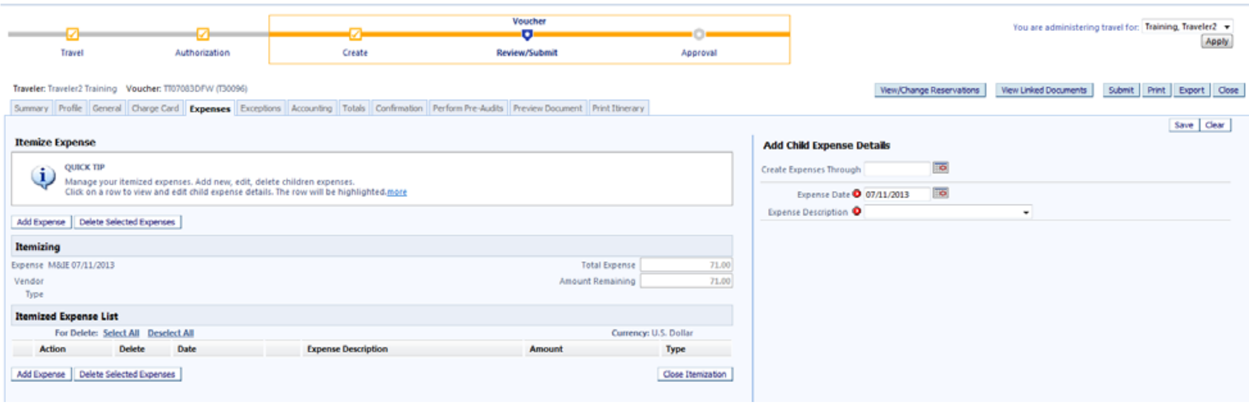
How to Use the Foreign Calculator	Additional Information
1. On the **Expenses** page, click the **Foreign Calculator** icon next to the Cost field.	**Expense Date:** The date the expense was incurred. **Expense Description**: The type of expense (for example, Authorized Business Call.) **Expense Cost:** The amount of expense incurred. **Foreign Currency:** The amount of foreign currency**.** **Exchange Rate (Foreign Units/US$):** Enter the foreign units to determine the exchange rate. Press [**TAB**] after entering the exchange rate. CGE displays the converted cost in the **Expense Cost** field. If you are unsure of the foreign units, enter the US $ unit to determine the exchange rate. **Get Rate:** This button appears if the traveler's agency uses the multiple-currency feature or an automated rate retrieval system. Click this button to retrieve the most current exchange rates from your third-party software.
2. Click **Use (Calculated Amount)** to use the calculated amount and return to the previous expense.	The Foreign Calculator is unavailable when credit card expenses are added to a document. This is because currency cannot be changed for credit card transactions.
3. Click **Close (Foreign Calculator)** to return to the **Expenses** window without using the calculated amount.	

Itemizing Expenses

You can itemize all expenses except mileage and rate-based expenses. You must save an expense before itemizing it. When you itemize an expense, it becomes a "parent" expense. Its "child" expenses must add up to the total of the parent expense. For example, you can itemize a hotel expense into separate expenses (reimbursable and nonreimbursable/personal). The ITEMIZATION REQUIRED expense validation test confirms whether a document's child expenses add up to the total parent expense.

If needed, you can remove the itemization for an expense by clicking **Remove Itemization,** or by deleting all the child expenses. **Note:** You cannot itemize read-only expenses or COM. CARRIER expenses.

The following screenshot shows the **Itemize Expense** area.



The following list describes the options in the **Itemize Expense** area:

- **Expense**: The expense being itemized and the date the expense was incurred (view-only).
- **Vendor:** The vendor for the expense (view-only).
- **Type:** The type of expense (view-only). Values are **CC** (applied charge card expenses) or **RO** (read-only expenses).
- **Total Expense:** The total amount of the parent expense.
- **Amount Remaining** - The difference between the parent expense amount and the total of the child expenses. The child expenses must add up to the parent expense amount.

In the **Itemized Expense List** area, you can:

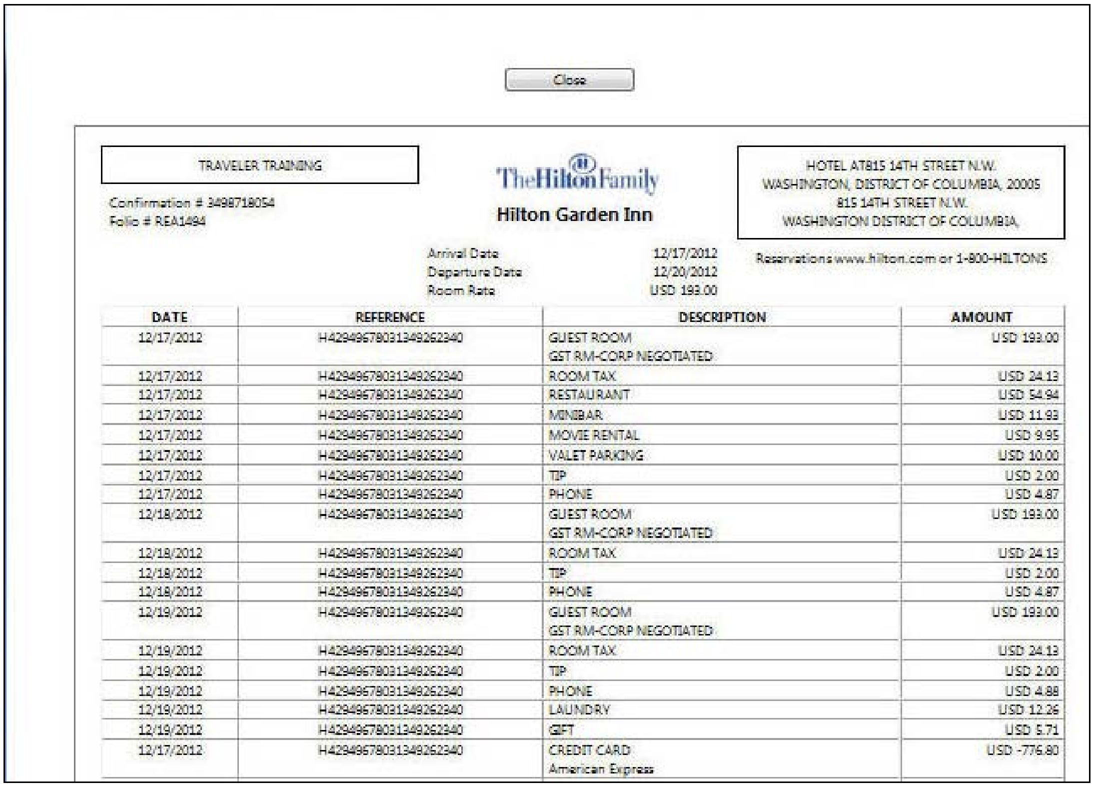
- Click **Select All** to select all itemized expenses for deletion.
- Click **Deselect All** to deselect all itemized expenses for deletion.
- In the **Action** column, click the **Edit** icon on an expense line to edit the itemized expense. The **Edit Child Expense Details** pane appears.
- Select the **Delete** check box to identify an itemized expense to be deleted.
- **Expense Date:** The date the itemized expense was incurred.
- **Expense Description**: The description of the child expense.
- **Amount**: The amount of the itemized expense.
- **Type**: The type of parent expense. Valid values include **CC** (applied charge card expenses) and **RO** (read-only expenses).

Itemizing Hotel Expenses

If you stayed in a hotel that provides e-receipts, all of your expenses are automatically itemized. If you need to itemize your hotel expenses into separate expenses (for example, personal expense versus agency expense), you must create a voucher from the authorization, and then itemize each hotel expense.

Itemizing Hotel Expenses (example)	Additional Information
1. From the **Vouchers** menu bar, click **View Vouchers** or **New Voucher**.	Click **New Voucher** if you want to add and itemize expenses for a new voucher.
2. Click the **Edit** icon for the appropriate voucher.	
3. Enter the appropriate information on the **Document Information** and **Trip Information** tabs.	
4. Click **Create Document**.	
5. Click the **Charge Card** tab.	
6. Under the **eReceipts** section, in the **Select** column, click the check box for the appropriate hotel.	
7. In the E-Receipts row for the hotel, click the **Document Name** down arrow and select the appropriate document.	
8. In the eReceipts row for the hotel, click the **Expense Description** down arrow and select **Hotel Folio**.	
9. Click the **Apply Transactions** button, and then click **OK**.	
10. On the **Document** toolbar, click the **Expenses** tab.	
11. In the **Expenses List**, note that there is an audit flag that requires itemization for the hotel expense.	
12. To view the charges you want to itemize, click the **E-Receipt** icon.	The hotel e-Receipt displays and provides the date, reference, description and amount for each expense.

The following screenshot shows a sample hotel e-receipt. Notice that there are no charges for parking.



Close

TRAVELER TRAINING

Confirmation # 3498718054
Folio # REA1494

TheHiltonFamily
Hilton Garden Inn

HOTEL AT815 14TH STREET N.W.
WASHINGTON, DISTRICT OF COLUMBIA, 20005
815 14TH STREET N.W.
WASHINGTON DISTRICT OF COLUMBIA,

Arrival Date 12/17/2012
Departure Date 12/20/2012
Room Rate USD 193.00

Reservations www.hilton.com or 1-800-HILTONS

DATE	REFERENCE	DESCRIPTION	AMOUNT
12/17/2012	H42949678031349262340	GUEST ROOM GST RM-CORP NEGOTIATED	USD 193.00
12/17/2012	H42949678031349262340	ROOM TAX	USD 24.13
12/17/2012	H42949678031349262340	RESTAURANT	USD 54.94
12/17/2012	H42949678031349262340	MINIBAR	USD 11.93
12/17/2012	H42949678031349262340	MOVIE RENTAL	USD 9.95
12/17/2012	H42949678031349262340	VALET PARKING	USD 10.00
12/17/2012	H42949678031349262340	TIP	USD 2.00
12/17/2012	H42949678031349262340	PHONE	USD 4.87
12/18/2012	H42949678031349262340	GUEST ROOM GST RM-CORP NEGOTIATED	USD 193.00
12/18/2012	H42949678031349262340	ROOM TAX	USD 24.13
12/18/2012	H42949678031349262340	TIP	USD 2.00
12/18/2012	H42949678031349262340	PHONE	USD 4.87
12/19/2012	H42949678031349262340	GUEST ROOM GST RM-CORP NEGOTIATED	USD 193.00
12/19/2012	H42949678031349262340	ROOM TAX	USD 24.13
12/19/2012	H42949678031349262340	TIP	USD 2.00
12/19/2012	H42949678031349262340	PHONE	USD 4.88
12/19/2012	H42949678031349262340	LAUNDRY	USD 12.26
12/19/2012	H42949678031349262340	GIFT	USD 5.71
12/17/2012	H42949678031349262340	CREDIT CARD American Express	USD -776.80

1. To itemize the hotel expenses, on the expense row, in the **Action** column, click the **Itemize** icon.

   The **Expenses** page displays.

2. Under **Add Create Child Details**, type the appropriate date in the **Create Expenses Through** field.

3. In the **Expense Date** field, type a date or select a date from the calendar.

   Enter the start date for a recurring expense.

4. Select the **Expense Description** from the dropdown list.

   For this example, **Parking**.

5. Enter the **Cost**.

6. Select the **Payment Method** from the dropdown list.

   For this example, select **Agency Card**.

7. Click **Save**.

8. To itemize other expenses on the hotel bill, click **Add Expense,** and then enter the appropriate child expense details and save each item.

   Note: A warning displays for any itemized expense that does not fall into travel policy rules. For this reason, you may need to delete or edit an expense. For example, you might have an itemized expense for your laundry. However, your policy may require that your lodging stay be a minimum of several days to submit a laundry expense. In this scenario, you would open this expense item, and change the **Expense Description** to **No Claim**, and then itemize this expense under a different expense description.

In order to complete itemizing your hotel expenses, the expense descriptions must equal the amount of the hotel expense they are accrued against. The **Amount Remaining** field indicates $0.00 when the expenses have been appropriately itemized.

9. Click **Close Itemization.**

Adding or Updating Other Authorizations

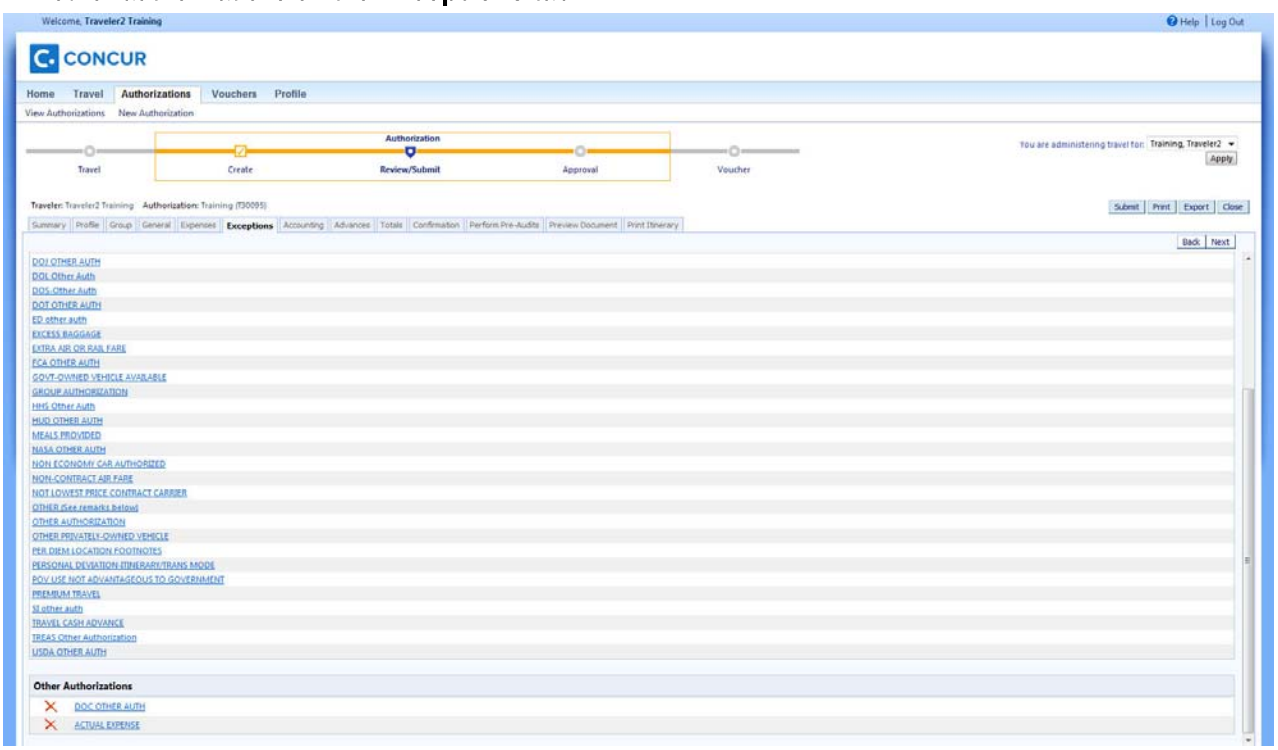
You use other authorizations to display and print remarks for travel documents. For example, you must indicate special circumstances (for example, annual leave) in the **M&IE** window in order for your document calculation to reflect them. When you select an advance, corresponding remarks are automatically reflected in the **Other Authorizations** area.

To view other authorizations, click the **Summary** tab, and then scroll to the **Other Authorizations Details** area. When you click the **Other Authorizations Details** link the focus changes to the **Exceptions** tab on the **Document** toolbar.

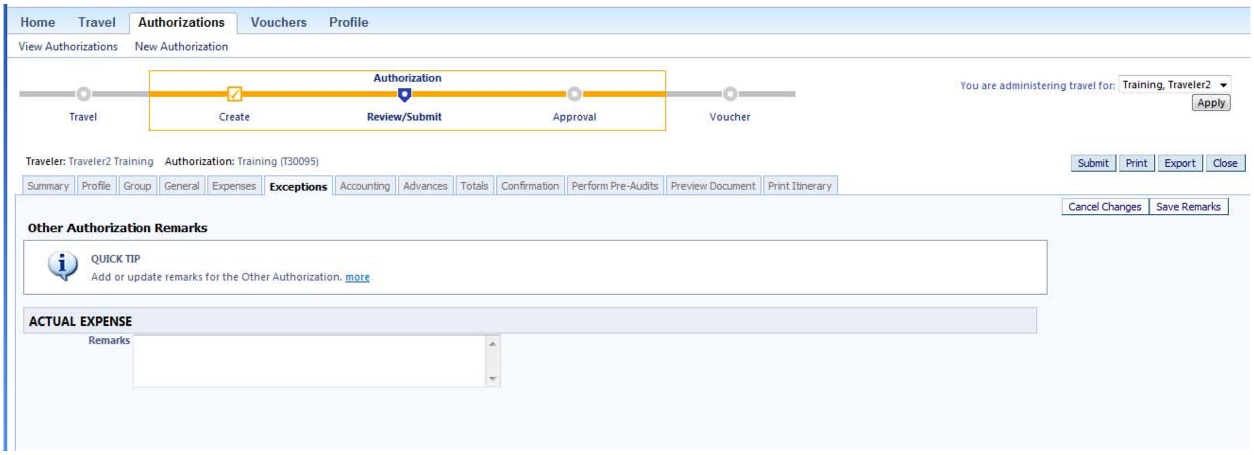
Note: Other types of automatic other authorizations occur under certain conditions. Contact your system administrator for more information about automatic other authorizations.

The **Other Authorizations** area contains the following two lists:

- **Master List of Other Authorizations:** Displays a list of special authorization codes. Click a code to select it. The code displays in the **Other Authorizations** list. The following screenshot shows a list of other authorizations on the **Exceptions** tab.



- **Other Authorizations:** Displays a list of the codes chosen for this trip.
  - To remove a code, click the **Delete** icon next to the authorization code.
  - To view or add remarks, click the appropriate code. The **Other Authorizations Remarks** area displays. The following screenshot shows the **Other Authorizations Remarks** area.



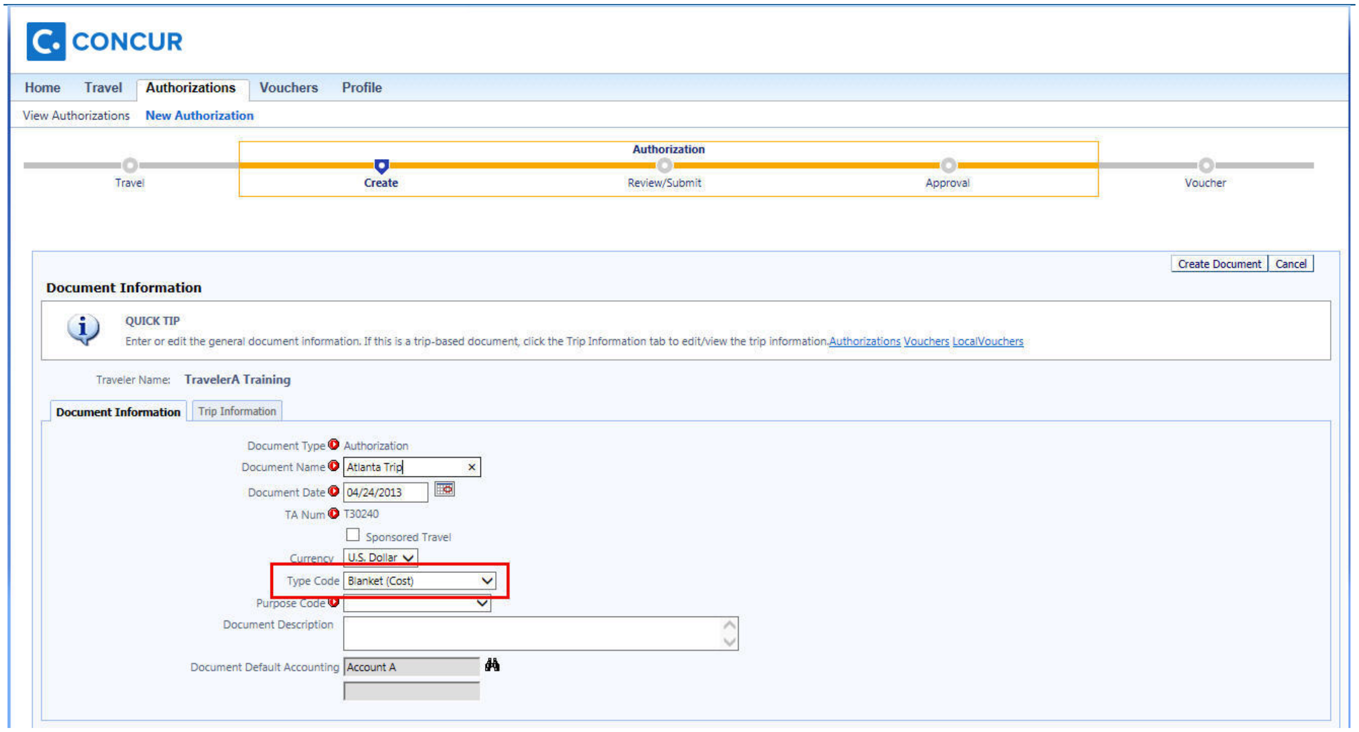
How to Add or Update Remarks for an Other Authorization	Additional Information
1. On the **Summary** page, click **Other Authorizations Details**. 2. In the **Other Authorizations** list, click the appropriate code. 3. In the **Remarks** field, add or update your comments. 4. Click **Save Remarks**.	

Creating a Blanket (Cost) Authorization / Limited Open Authorization (LOA)

When using a blanket or Limited Open Authorizations (LOA), your per diem rate is calculated based on fixed dollar amounts or a fixed number of days for lodging and M&IE.

You create a blanket authorization by creating a new authorization. To specify the authorization as a blanket authorization, on the **Document Information** page, select **Blanket (Cost)** from the **Type Cod**e list.

The following screenshot shows the **Document Information** page with **Blanket (Cost)** specified as the **Type Code**.



With a blanket authorization you can override per diem rates with the total estimated lodging and M&IE cost. The following examples show how this works.

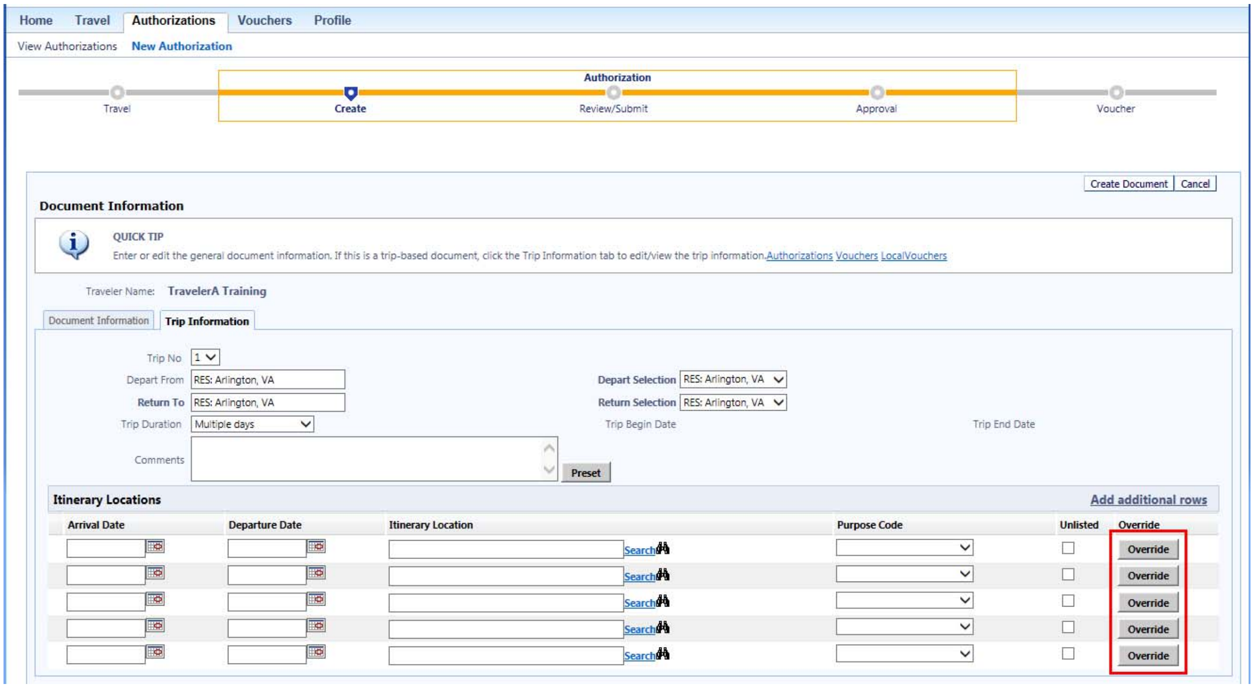
Example 1: If a traveler created a regular authorization for a trip to Atlanta for 5 days at a per diem rate of $112 per day, CGE calculates the total lodging as $560. If the traveler created a blanket authorization or LOA for the same trip to Atlanta for 5 days and entered a cost override for Lodging in the amount of $800, CGE would calculate the total lodging as $800.

Example 2: If a traveler creates a regular authorization for a trip to Atlanta for 5 days at a per diem rate of $112 per day, CGE would calculate the total lodging as $560. If the traveler created a blanket authorization or LOA (Cost or No Cost) for the same trip to Atlanta for 5 days with an override of 10 days for lodging, CGE calculates the total lodging as $930.

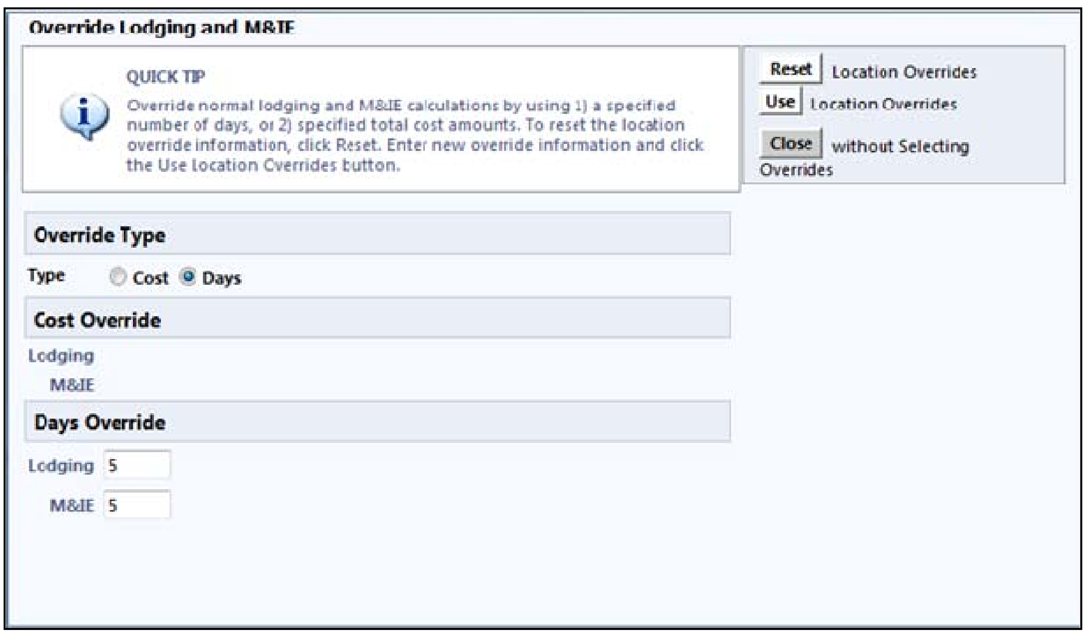
Creating a Blanket Authorization to Override Per Diem Rates	Additional Information
2. On the **Document Information** page for a new authorization, from the **Type Codes** list, select **Blanket or LOA (Cost or No Cost)**.	
2. Enter the beginning and ending dates of the trip, and then type or search for one or more itinerary locations for your trip.	
3. Click the **Trip Information** tab. Each location record displays an **Override** button.	To make the **Override** button available, you must select a **Blanket or LOA (Cost or No Cost)** trip in the **Itinerary Locations** area. (On separate expense screens, the Lodging/M&IE navigation link is no longer available for the document.)

4. Click the appropriate **Override** button.

The following screenshot shows the **Override** buttons for each location record.



5. The system displays the **Override** area.



6. Select either **Override Type** or **Cost Override**.

Override Type

- **Cost:** Select to override the per diem rates with a fixed estimated cost. The **Cost Override** area displays.
- **Days:** Select to override the number of days used for the per diem calculation for the location. The **Days Override** area of the window is enabled.

Cost Override

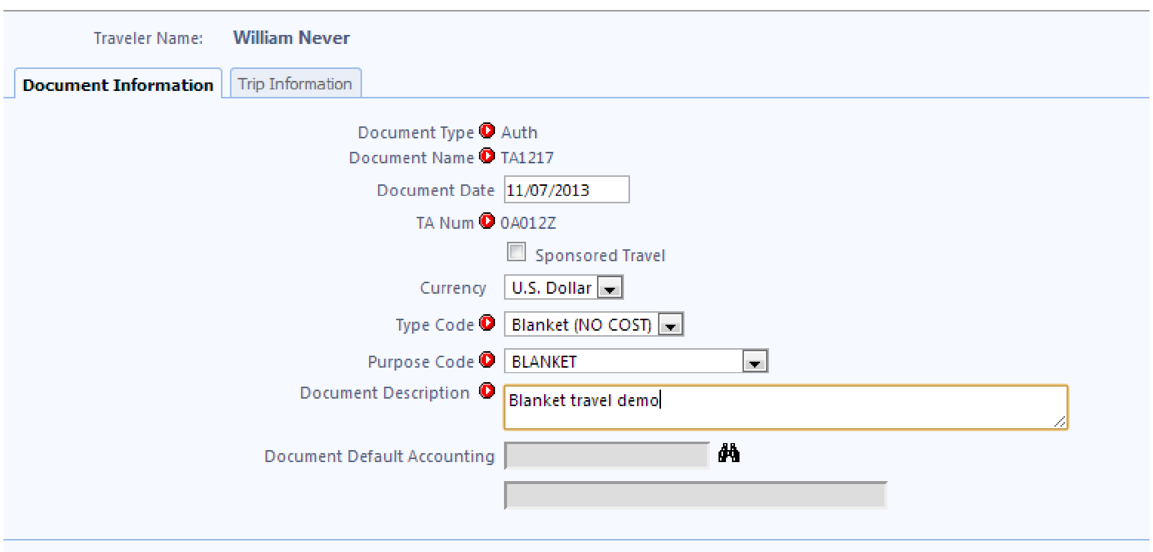
- **Lodging:** Type a total estimated amount for lodging. This amount will override the lodging per diem rates for this location.
- **M&IE:** Type a total estimated amount for M&IE. This amount will override the M&IE per diem rates for this location.

7. Click the **Use** button.
8. In the **Document Information** area, click **Create Document**.

Creating a Blanket (No Cost) Authorization

Creating a Blanket (No Cost) Authorization	Additional Information

1. Create a new authorization.
2. On the **Document Information** tab, select **Blanket (No Cost)** from the **Type Code** dropdown list.



3. On the **Trip Information** tab, enter the dates and location.

4. Click **Create Document**.
5. Enter any additional information and check the account code, if necessary.
6. Click **Submit**.

Once approved, you can continue the travel booking process.

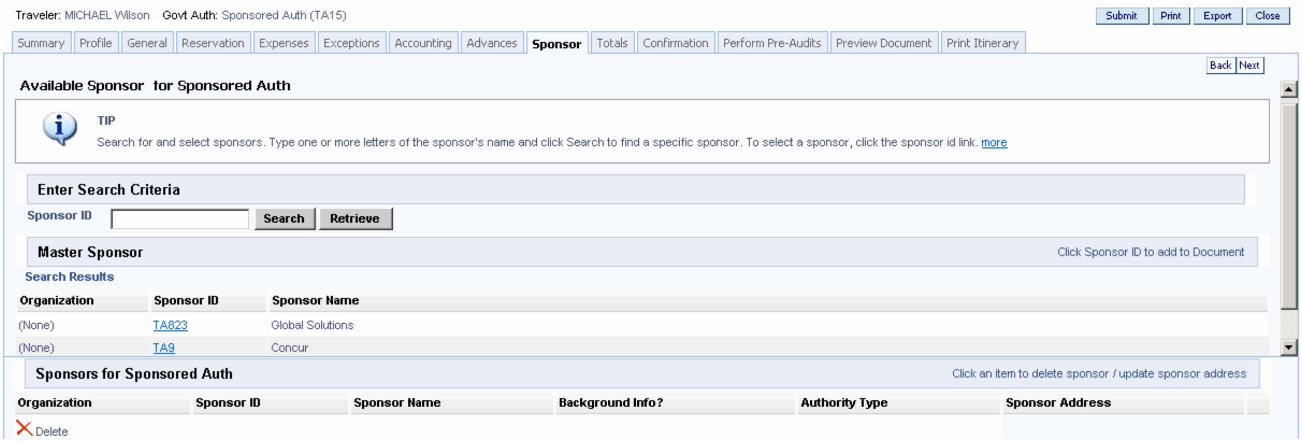
Adding Travel to the Blanket Authorization	Additional Information
1. From your Home page, navigate to the **Travel** screen.	
2. Select **Add Travel to an Open or Group Authorization**, and select the blanket authorization from the dropdown list.	
3. Complete your travel booking process.	
4. From the authorization **Summary** screen, enter additional travel expenses and comments (if needed) for the trip.	
5. Click **Submit**.	Once the authorization is approved, create the trip voucher to adjust your actual trip costs and submit.
6. Continue this process for each trip until the blanket date expires.	

Non-Federally Sponsored Travel

Non-Federally sponsored travel is travel that is paid for by a third party. Sponsored travel does not apply to local vouchers, group authorizations, open authorizations, non-trip-based authorizations, or non-trip-based vouchers. There are two types of sponsored travel:

- **Sponsored Reimbursable Travel –** Includes sponsored travel where expense costs will be reimbursed by one or more sponsors. Sponsored reimbursable travel requires the sponsoring agency to obligate funds for the cost of the trip upon approval of the authorization, to pay the traveler upon approval of the voucher, and to then recoup the sponsored reimbursable portion of the voucher from the sponsor(s) specified on the voucher.
- **Sponsored In-Kind Travel** – Includes sponsored travel where a sponsor provides a portion or all of the travel expenses by paying directly for those expenses. Sponsored in-kind travel does not require obligation of funds or advancing money to the traveler to be collected later.

The following screenshot shows the **Available Sponsor** page.



Adding a Sponsor to a Document

1. To access the **Available Sponsor** page, click the **Sponsor** tab from the **Document Toolbar**, or click the **Sponsor Details** link from the **Document Summary**.
2. In the **Available Sponsor** page, in the **Master Sponsor** area, click a **Sponsor ID** link to add the sponsor to the document.
3. The sponsor appears in the **Sponsors for <Document>** area. If you select more than one sponsor, the **Allocate Cost** column appears in the **Sponsors for <Document>** area.

Additional Information

To attach travel sponsors to a document, on the **Document Information** page, click the **Sponsored Travel** check box.

- The **Master Sponsor** area is populated with a list of sponsors based on the traveler's organization membership. This area displays the organization, sponsor ID, and sponsor names of all sponsors included in the search results.
- **To search by Sponsor ID:** Type one or more letters of the sponsor's ID in the **Sponsor ID** field, and then click **Search**. You can search for sponsors based on the user's organizational access.
- **To retrieve a Sponsor ID:** Type the *exact* sponsor ID in the **Sponsor ID** field, and then click **Retrieve**. You can retrieve a sponsor ID from *any* organization.

Reviewing the Sponsors for <Document> Area

The **Sponsors for <Document>** area allows you to enter or update the **Sponsor Background Information** form, enter or update the sponsor's address and/or contact information, allocate costs between or among multiple sponsors, or delete a sponsor. This area also displays the following information:

- **Organization -** The sponsor's organization.
- **Sponsor ID -** The sponsor's ID.

- **Background Info? -** Indicates whether payment of travel expenses from a non-federal source was certified on the HHS-348 form. Valid values are **Yes** or **No**.
- **Sponsor Name -** The sponsor's name.
- **Authority Type -** Displays the authority type selected for the sponsored travel from the HHS-348 form. Valid values are **31 USC 1353**, **42 USC 3506**, and **5 USC 7342**.
- **Sponsor Address -** The sponsor's address. Click the link to update the address.
- **Allocate Cost -** Appears when you select more than one sponsor. Click the link to allocate costs between or among sponsors.
- **HHS-348 Form** - Click the link in the document to view the HHS-348 form.

  In the **Available Sponsor for a Voucher** window, in the **Sponsors for <Document>** area, click the **HHS-348 Form** that you want to view. The HHS-348 form opens in Adobe Acrobat Reader.

  This form shows how much of the total cost of the document was allocated to the specific sponsor.

Invitational Travel

Invitational travel is supported by allowing the invited traveler to self-register into CGE and indicate a government employee as their host. The invited traveler then leverages the host's configuration to drive defaults and data selection including the routing list used for document approval. This allows the invited traveler to use the system without needing to know the intricacies of the agency's configuration.

The invitational traveler can have one of the two following roles:

- **Traditional invitational traveler:** Has a designated "host" (preparer) and the host completes travel documents and reservations on behalf of the invitational traveler. Users can enter information for the host, by clicking the **Profile** tab on the **Document Toolbar**.
- **Self-registered invitational traveler:** Has the role of a Federal Traveler and can log in to the system to create travel documents and reservations. A system administrator configures the user's account for self-registration setup and approval.

Allocating Expenses to One or More Accounting Codes

If you select more than one accounting code on a document, you must allocate the expenses across the accounting codes. The following allocation methods are available:

- Date
- Percent
- Expense
- Expense category/payment method
- Amount

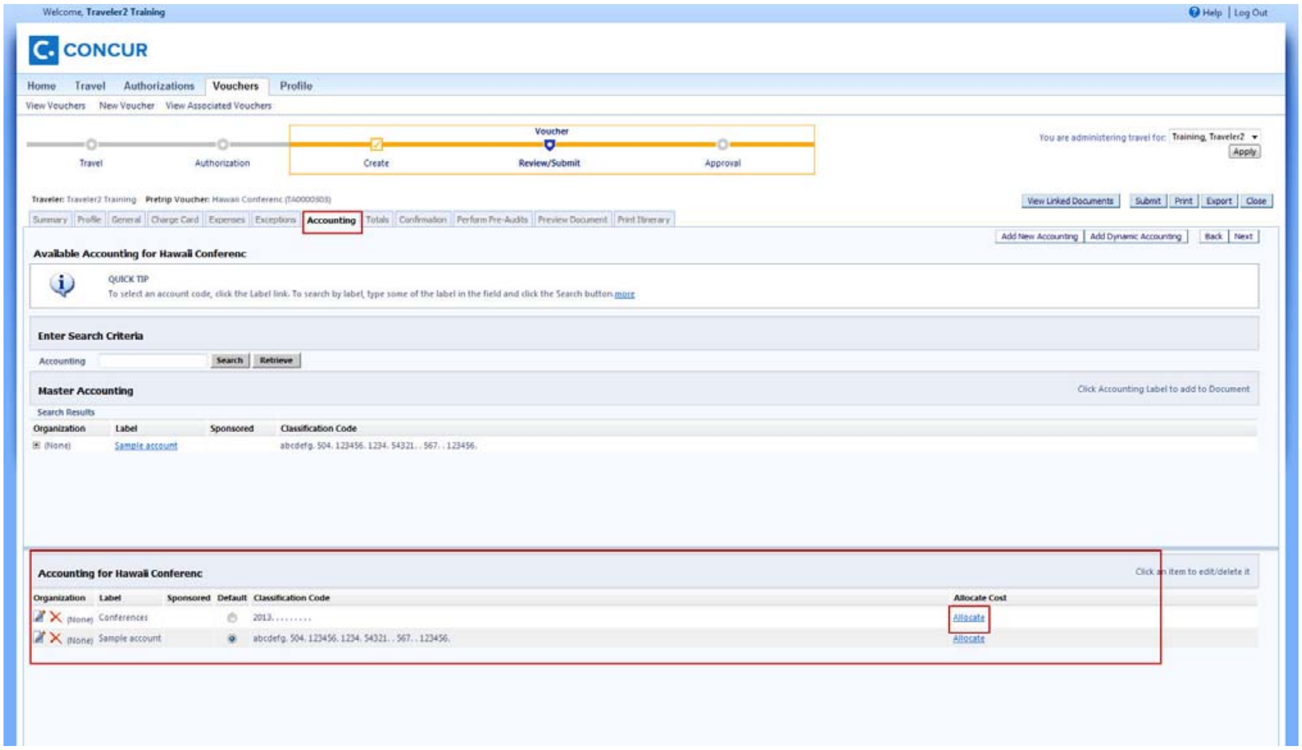
With permission in CGE, users can override the primary allocation method on a document and allocate individual expenses. Allocation by exception can only be used for the following allocation methods:

- Date
- Expense category/payment method
- Percent

To access the **Available Accounting Code** window, click the **Accounting** tab on the **Document** toolbar or click **Accounting Code Details** on the **Summary** page. (You must have Add/Edit Document Accounts permission to add an ad hoc/invalid account to a document and edit elements of document accounts (including account label, organization, account elements, and account extensions)).

To allocate expenses using two or more accounting codes, on the **Accounting** page, under the **Accounting for <Document Name>**, click **the Allocate** link next to the accounting code.

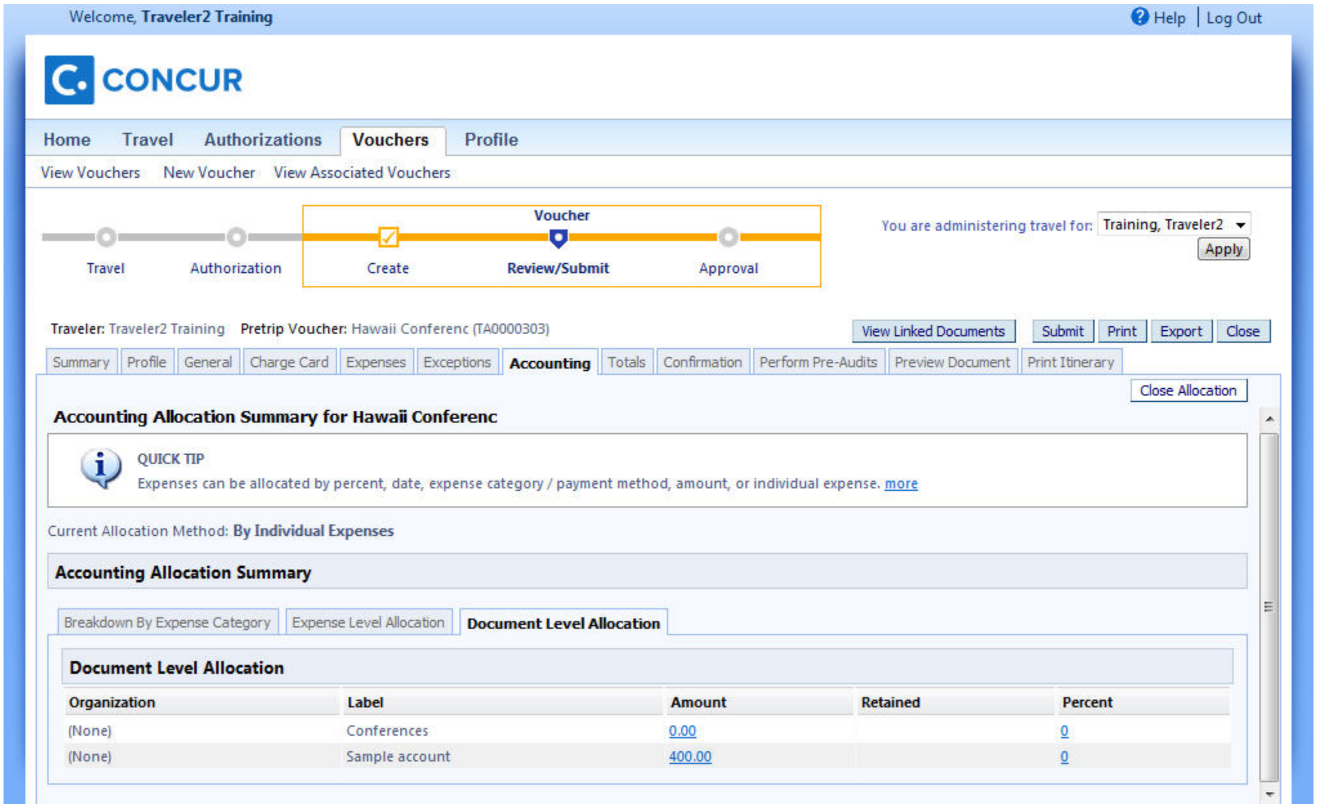
The following screenshot shows the **Accounting** page for a document and the **Accounting for <Expense>** area.



The **Accounting Code Allocation Summary** area displays a breakdown by expense category, the expense-level allocation methods, and the document-level allocation methods.

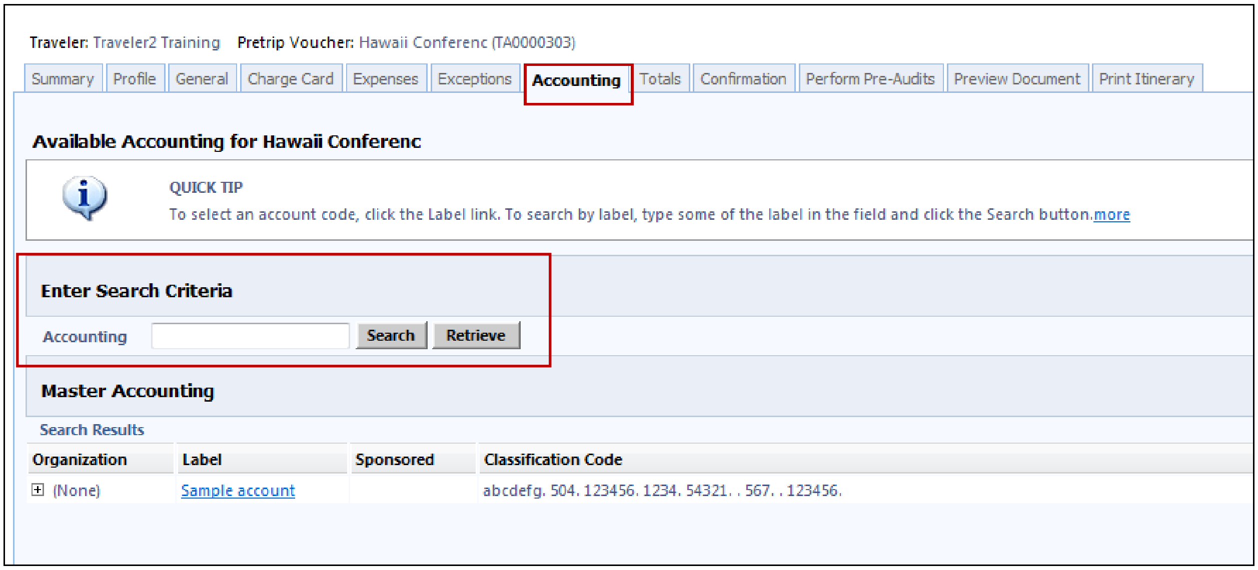
- **Accounting Code Allocation Summary** area: Displays all accounting codes on the document, the organization for the accounting code, and the total amount allocated to the accounting code. From this area, you can choose to allocate expenses by account amount, percent, date, expense category/payment method, or expense.
- **Breakdown by Expense Category** tab: Displays the expense category, payment method and sponsor type (if available). You can allocate expenses by expense category/payment method amount.
- **Expense Level Allocation** tab: Displays the expense category, payment method and sponsor type (if available), and amount allocated for each accounting code.
- **Document Level Allocation** tab: Displays the accounting labels. You can allocate your expenses by amount and percent. This is the most commonly used allocation method.

The following screenshot shows the **Accounting Allocation Summary for <Document Name>** page.



How to Work With Accounting Codes	Additional Information
1. Under the **Enter Search Criteria** area, in the **Accounting Code** field, type the first few letters of the accounting code or type the specific name of the accounting code.	

The following screenshot shows the Accounting Code field where you can enter your search criteria.



2. Click **Search**. You can also click **Retrieve** if you are searching for a specific accounting code by name.
3. You will see the results of the search in the **Master Accounting Code** area under **Search Results**.

The following screenshot shows the **Master Accounting** list search results.

If your administrator has granted you access, you can override the primary allocation method on a document and allocate individual expenses. You can only use allocation by exception for the following allocation methods: date, expense category/payment method, and percent.

There are two document-level allocation methods: **Allocate by Account Amount** and **Allocate by Percent**.

There are six different methods to allocate expenses across multiple accounting codes. Four are expense-level allocation methods, including **Allocate by Date**, **Allocate by Expense**, **Allocate by Expense Category/Payment Method**, and **Allocate by Location**.

Note: This guide provides procedures for document level allocations because this is the most common method of allocation. For detailed information and examples on allocating expenses, see online Help.

Document Allocation Level-Allocate by Percent

You can allocate expenses by percent as the primary allocation method. If you have permission, you can also override the primary allocation method and allocate individual expenses by percent (exception: allocation method).

In the **Allocate by Percent** area, the accounting code names appear in the **Label** column. You can allocate a percentage of the total costs to an accounting code. For example, one accounting code pays 25 percent of an expense and another code pays 75 percent.

Document Allocation Level by Percent	Additional Information
1. Under the **Enter Search Criteria** area, in the **Accounting Code** field, type the first few letters of the accounting code or type the specific name of the accounting code.	
2. Click **Search**. You can also click **Retrieve** if you are searching for a specific accounting code by name.	
3. The search results display in the **Master Accounting Cod**e area under **Search Results**.	
4. Under the **Accounting Code Allocation Summary** area, click the **Document Level Allocation** tab, and then in the **Percent** column for an accounting code, click **0** (or the value displayed.)	
5. To allocate by percent for two accounting code labels as the primary allocation method, in the **Allocate by Percent** area, in the **Percent** field, type the percentage you want to allocate to the accounting code label.	
6. Press [TAB]. Note that the remaining percentage is allocated to the other accounting code label.	
7. Click **Save**.	You can only save the changes when the accounting labels equal 100 percent.

Allocate by Account Amount

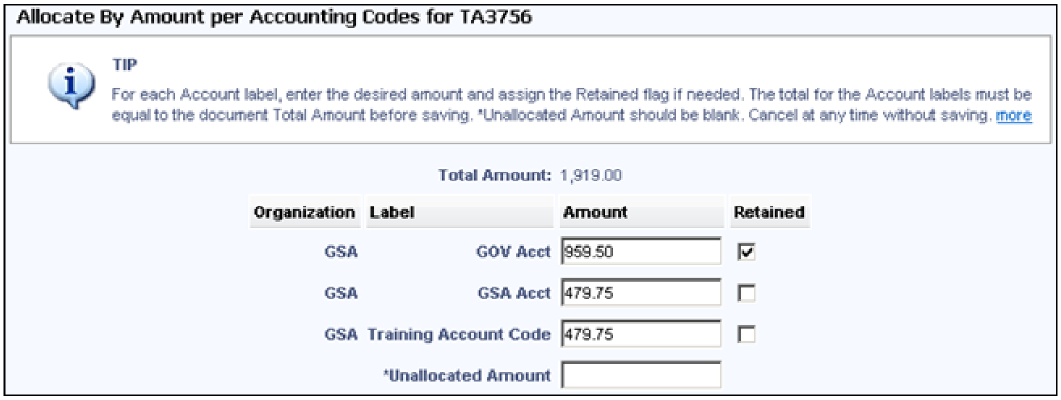
In the **Allocate by Amount per Accounting Code** area, you allocate a specific dollar amount per accounting code. You cannot allocate by exception using the **Allocate by Account Amount** method.

As an option, you can elect to fix, or retain, an allocated amount for a particular accounting code. This amount does not change if you add or delete expenses later (unless the total amount of expenses on the document becomes less than the total retained amount). You can elect to have no retained accounts. However, if you use the retained account feature, you must have at least one un-retained account that can be adjusted if expense amounts change. If you have multiple un-retained accounts and expenses change, amounts will be reallocated among all the un-retained accounts. You cannot delete retained accounts.

Example: One account has 50% of the total expenses, a second account has 25% of the total expenses, and a third account has 25% of the total expenses. CGE uses the percentages of the total expenses to allocate expenses in each expense category to all of the accounting codes.

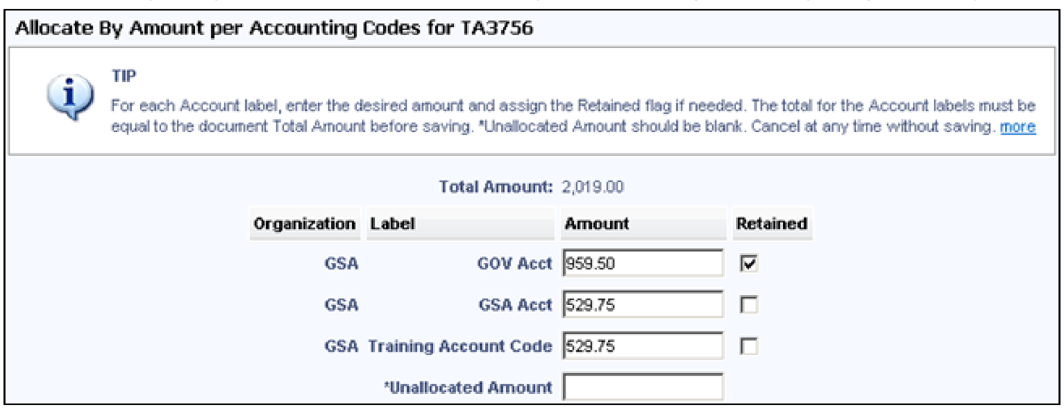
Note: The second and third accounts each have 50% of the un-retained total. CGE uses these relative percentages to allocate any increase or decrease in expenses.

The following screenshot shows that the second and third accounts have 50% of the un-retained total.



If you add another expense later (for example, $100), increasing the total expenses to $2,019.00, the administration account would still be retained but it will now contain less than 50% of the un-retained total. Because the remaining accounts must keep their original percentages of the un-retained total, the dollar amounts will be adjusted accordingly ($529.75 and $529.75).

The following image shows that the remaining accounts kept the original percentages of the un-retained total:



Document Allocation Level by Account Amount	Additional Information
1. Under the **Enter Search Criteria** area, in the **Accounting Code** field, type the first few letters of the accounting code or type the specific name of the accounting code. 2. Click **Search**. You can also click **Retrieve** if you are searching for a specific accounting code by name.	

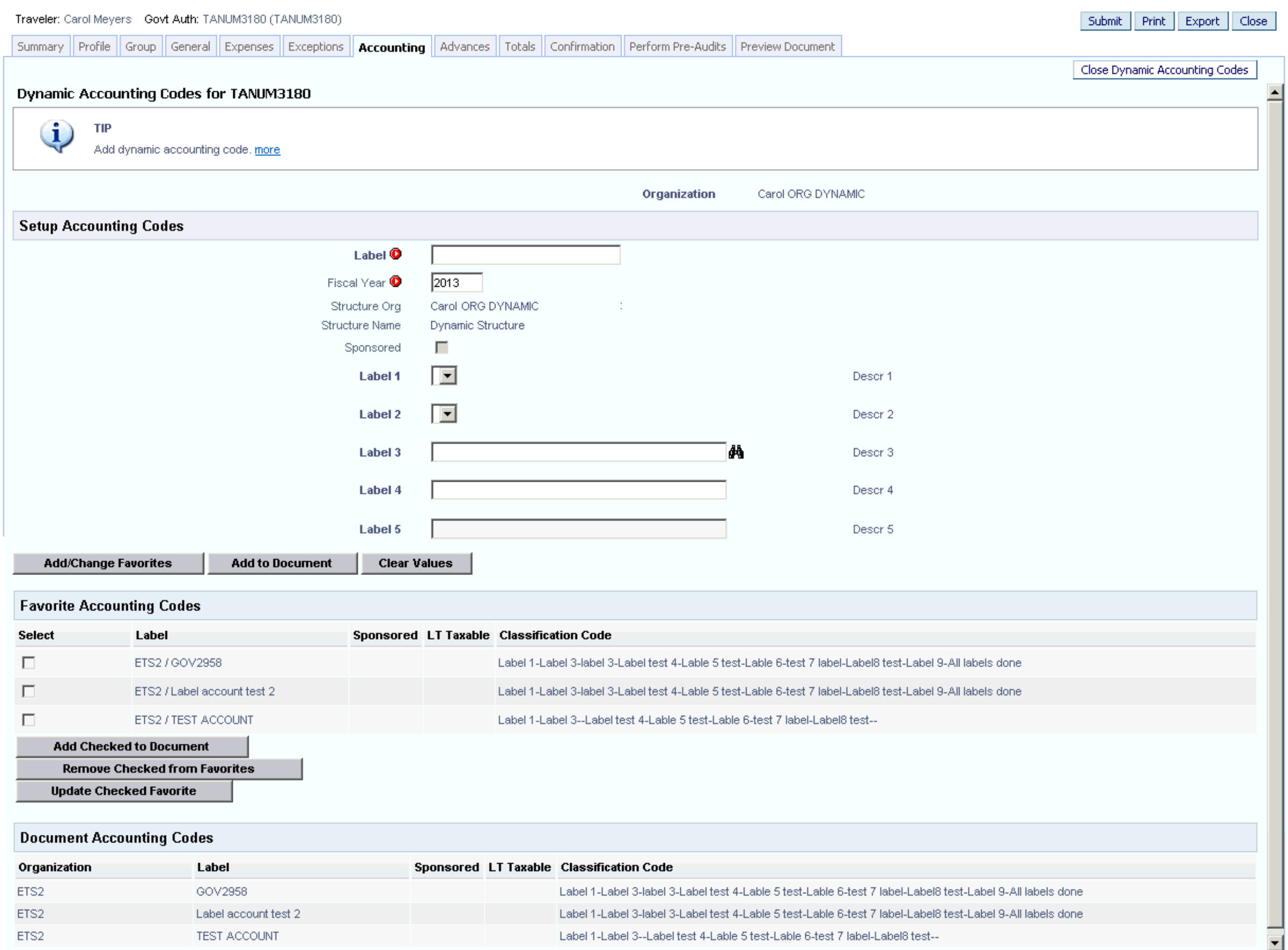
3. The search results display in the **Master Accounting Code** area under **Search Results.**
4. In the **Accounting Code Allocation Summary** area, click the **Document Level Allocation** tab, and then click the **Amount** link for any accounting code.
5. To allocate by account amount, in the accounting code **Amount** field, type a dollar amount.
6. If you want to retain the accounting code, select the **Retain** check box.
7. Repeat these steps for each accounting code for which you want to allocate expenses.
8. When the **Unallocated Amount** equals $0.00, click **Done**.

The allocated amounts for all the accounting codes must equal the total expenses on the document before you can save the changes.

Dynamic Accounting

Dynamic accounting codes allow the user to select the accounting code one part at a time, building the accounting code with each selection. You must have **Add/Edit Document Accounts** permission to add an ad hoc/invalid account to a document and edit elements of document accounts (including account label, organization, account elements, and account extensions).

Adding a Dynamic Accounting Code	Additional Information
1. From the **Accounting** tab, click **Add Dynamic Accounting**.	



2. Enter a **Label**.	The **Fiscal Year** field auto-populates. You can make changes, if necessary.

3. Complete the additional fields, as necessary.	The field names may be different, based on your agency's configuration: • **Structure Org**—Displays the structure org • **Structure Name**—Displays the structure name • **Sponsored**—Select the check box if this document includes sponsored travel. • **Labels 1-n**—Select or enter the label, depending on the type of field (drop-down list, text box, etc.). • **Description 1-n**—Displays the description for the selected label. **Note:** Use the lookup icon to search for and select from the popup window list.
4. Click **Add to Document**.	Click **Clear Values** to cancel.
5. Additional actions are available in the **Favorite Accounting Codes** area.	• **Select—**Select this check box to add labels to favorites. The following buttons display: • **Add Checked to Document**—Click to add the selected document to favorites. • **Removed Checked from Favorites**—Click to remove the selected document from favorites. • **Update Checked Favorite**—Click to update favorites.
6. Click **Close Dynamic Accounting Codes**.	You return to the **Accounting** tab.

Working with Project Codes

Project codes enhance the accounting functionality in CGE. Users can associate expenses with project codes while they create their travel documents. You can associate project codes with any expense in the **Expenses** area.

The **Project Code** field is automatically populated if your profile contains a default project code. If your profile does not contain a default project code, you can search for one. If project codes are under organizational control, you will see the list of project codes available based on your organizational access.

Note: Project Codes may or may not be implemented by your agency.

Assigning Project Codes to Expenses

After adding an expense in the **Expenses** area, click the **Lookup** icon to select a project code.

If you have a default project code in your traveler profile, the project code appears in the **Project Code** field. If you do not have a default project code, you must use the **Lookup** icon to select a project code from the list of available project codes.

Working with Group Authorizations and Project Codes

If the primary traveler on the group authorization uses project codes, then:

- All project codes are removed from the voucher when you create a voucher for a secondary traveler who does not use project codes.
- The project codes for existing expenses are copied to the voucher when you create a voucher for a secondary traveler who has a different project code organization and default project code. Any new expenses that you create on the voucher (including transactional billing fees) will use the secondary traveler's project code.

Previewing and Stamping a Document for Approval

You use the **Document Status** area on the **Summary** page to stamp documents with the appropriate status code. The document status also displays information about document routing and document history.

- To access the **Document Status** area, on the **Summary** page, click the **Document Status** link. This changes the focus to the **Confirmation** tab on the **Document** toolbar. You can also click the **Confirmation** tab to do directly to the **Document Status** area.

Document routing/workflow and history information

Users submit authorizations and vouchers for approval. Each step in the routing workflow is called a *level*. Documents are routed to the next person(s) associated with the next level in the routing workflow, and routing lists can be either *static* (manually created) *conditional* (based on document data), or *dynamic* (selecting an approver at the time of routing the document). Dynamic routing provides the user with the flexibility of selecting approving officials at the time that they sign a document. The user selects the approving official(s) after the document is stamped with the SIGN action.

Routing levels can have conditions set so that different steps follow depending on whether the conditions were met. This is called *conditional routing*. An example of conditional routing is an authorization that includes foreign travel that requires additional approval at a higher corporate level.

Role records are attached to a routing list and can hold multiple approving official signature records. The displayed roles are dependent on the effective and expiration dates of the signatures, the default settings, and role properties setup.

To stamp a document, you enter the following information:

- **Status to Apply**: Select a status code from the **Status to Apply** list. Once you enter the electronic signature in the **Signature PIN** field and click the **Stamp** button, the document is stamped with the selected status code.
- **Signature PIN**: Type your electronic signature. If your agency does not use signature pins, this is not required.
- **Reason**: Select a reason code from the **Reason** list that explains why the document was stamped with a particular status code or action.
- **Remarks:** Enter any explanation/comments about the document. The remarks are saved with the history of the document and you can view them in the **Document History** area. This field is optional.
- **Stamp Document Without Adjustment**: Select this check box if no adjustments were made to the document. This check box is only visible when a document has been re-opened for adjustment after the signed stamp has been applied.
- **Stamp (and Submit Document)**: Click this button to stamp the document. If routing is activated, the document will be routed to the next approver in the routing list. If dynamic routing is used, the **Routing List** displays after you have stamped the document.

- **Audits**: Click to review the audit results. The **Audits** button is only visible when the document has been processed through electronic processing audits and has been stamped with an **Audit Pass** or **Audit Fail** audit stamp.
- **Adjustments:** Use this option to review all comments for existing adjustments made to the document and to add comments about the current adjustment. The **Adjustments** button is only visible when a document has been re-opened for adjustment *after* the Signed stamp has been applied.

Document Routing Area

Once the **Signed** stamp has been applied to a document, the **Document Routing** area displays the routing list for the document. The routing list is a list of the remaining approvers who must stamp the document. The **Document Routing** area displays the name of the person who should sign the document, the status stamp to be applied to the document, and the routing list level.

When the **Signed** stamp has not been applied to the document, authorized approving officials can terminate routing at any point in the routing list by stamping a document with any status code having the COMPLETE (or FUND/COMPLETE) action.

After a document is stamped, it is closed and the main menu displays. To view the routing list in the **Document Routing** area of a document after the signed stamp has been applied, simply open the document again.

Document History Area

The **Document History** area displays each stamp that has been applied to the document. It displays the date, time, the three-character time zone code, the status code used, the name of the person that signed and stamped the document, reason description (if needed), and any remarks about the document.

If the document is funded from the Budget function, after you stamp a document with the SIGNED action, the **Pre-Audit Results** display. Next the **Post Stamping Document Closure for <Document>** displays. The **Post Stamping Document Closure** displays the routing list and the receipt checklist for the document. Only reimbursable expenses are displayed on the **Post Stamping Document Closure**.

Reviewing Pre-Audit Results

CGE performs a pre-audit on the document and the results appear in the **Pre-Audit Results** page. Pre-audit results are not stored as part of the document history in the document status.

How to Perform a Pre-Audit	Additional Information
1. To perform a pre-audit, open an existing document.	
2. On the **Document** toolbar, click the **Perform Pre-Audits** tab.	
3. Review the pre-audit results.	**Document Name**: The name of the document. **Type**: The type of document. **Traveler**: The name of the traveler on the document. **Status:** Indicates whether the document passed or failed the pre-audit. The status field displays PASS or FAIL. The status displays as FAIL when one or more processes fail the pre-audit.

Pre-Audit list: Lists all the audit processes and displays the **View Details** icon, the name of the audit process, the status of the pre-audit (PASS or FAIL), and any comments. To view the detailed comments for a particular audit process, click the **View Details** icon.

Justify Pre-Audit Results button: The **Justify Pre-Audit Results** button appears when the document fails in the individual audit process and displays as FAIL in the status section.

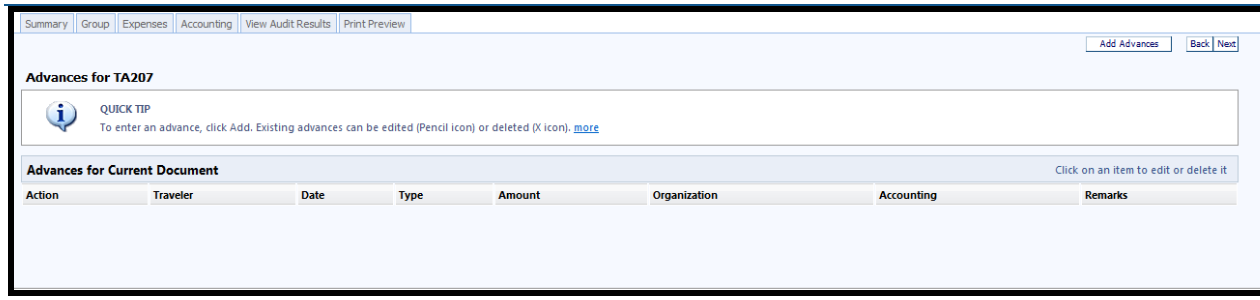
4. If needed, click **Justify Pre-Audit Results**, type comments to justify the pre-audit failures, and then click **Save**.
5. Click **Continue** to navigate to the **Document Status** area.
6. To close the **Pre-Audit Results** window, click **Close Pre-Audit Results**.

Working with Advances

Your system administrator determines the advance amount you can receive. This amount is indicated in the **Expense** section of your profile. Your system administrator determines the advance amount based on the percentages indicated for each category as shown in the following **Expense Category Allowed Setting** and **Card holder Code Rule** matrix.

	Cardholder Code Rule	*Disallow*	*Discount*	*Both*	*Full*
Expense Category Allowed Setting					
Always		100%	100%	100%	100%
Never		0%	0%	0%	0%
Allow		100%	X%	X%	100%
Disallow		0%	X%	0%	100%

You must have **REQUEST CASH ADVANCE** permission to add an advance to an authorization. When you are adding the first advance to a document, the **Advances for Current Document** area is blank as shown in the following screenshot:



How to Add an Advance

1. Open the appropriate authorization.
2. On the **Document** toolbar, click the **Advances** tab.
3. Click the **Add Advances** button.
4. Complete the fields in the **Add Cash Advance for <Document Name>** area.

Additional Information

The accounting code displays as an advance on the **Accounting** tab, in the **Advance Accounting Codes for <Current Document>** area, which lists the traveler's Social Security number, Date, Type, Amount, Organization, and Label.

If you are adding advances for secondary travelers in a group authorization, click the **Edit Advance** icon and use the **SSN Lookup** icon to switch to a secondary traveler.

Updating an Advance

1. Open the appropriate authorization.
2. On the **Document** toolbar, click the **Advances** tab.
3. Under the **Action** column, click the **Edit Advance** icon.
4. In the **Update Cash Advance** area, make the necessary changes to the fields.
5. Click **Save**.

Additional Information

SSN: The traveler's Social Security number.

Traveler Search icon: Click this icon to select a traveler for the cash advance. The **Select Traveler for Cash Advance** area displays only for group authorizations.

Name: The name of the selected traveler. This field cannot be edited.

Date: The date of the advance.

Type: Select the type of advance from the selection list (CASH, CD, CHECK, or EFT).

Amount: Enter the travel cash advance amount.

Account: The account code for this advance. This field cannot be edited.

	Organization: The organization to which the account code belongs. This field cannot be edited. **Remarks**: Enter any comments about the cash advance.

Deleting an Advance	Additional Information
1. Open the appropriate authorization.	Your user account must have REQUEST CASH ADVANCE permission to delete an advance from an authorization.
2. On the **Document** toolbar, click the **Advance** tab.	
3. On the **Advances** page, click the **Delete** icon for the appropriate advance.	

Adjusting a Document Pending Approval

Once a document has been stamped with the document status SIGNED, changes made to the document are called *adjustments*. You can make adjustments to authorizations, vouchers, and local vouchers from the appropriate **Document** toolbar.

If you open a document, but do not make any adjustments, at the bottom of the **Document Summary** area, click **Undo Adjustment**. If you do not click **Undo Adjustment**, the document is saved as an adjusted document.

How to Adjust a Document	Additional Information
1. Open the document you want to adjust.	If the document you want to adjust has an **Awaiting Status** of SIGNED, you cannot make adjustments to the document. You can however create an amendment to amend the document. The Pre-audit & Stamp button label will vary depending on the **Pre-audit before Sign** setting in the User Preferences area. If the document was signed and was *previously adjusted*, you will see the **Open Document Version** area. Select the document version at the top of the list that has a document type of ADJUSTMENT. If the document was signed and has never been adjusted, the **Open Document Signature** appears automatically.
2. In the **Signature for Adjustment** field, type your electronic signature.	
3. Click **Sign to Review Document**.	
4. In the **Document Summary for Adjustment** area, make the necessary changes to the document. If you decide not to adjust the document, click **Undo Adjustment**.	

5. Click **Save**.

Amending a Document

Amendments are changes to authorizations, vouchers, or local vouchers that have already been processed through the budget or your agency's accounting system. You can only create amendments from documents that have been stamped with an action code COMPLETE. Amended documents contain complete copies of the documents that they amend. You can amend a document a maximum number of 99 times.

How to Amend a Document	Additional Information
1. Open the document you want to amend.	When you open a document that has been processed through the Budget function, the amendment appears. In the **Amendment Name** field, notice that **-1** is appended to the document name.
2. In the **Comments** field, type or select text that explains why the document is being amended.	
3. In the **Signature PIN** field, type your electronic signature.	
4. In the **Reason Code** field, select a reason code This field is optional.	
5. Click **Create**. The **Document Summary** area appears.	For more information about entering document information, see *Entering Document Information* in this document.
6. Make the necessary changes, and then save the document.	You cannot change the document name or the control number. CGE automatically appends the original document name with -1, -2, -3, and so on.

Section 8: Working with Vouchers

A *voucher* is defined as an expense document with trip dates and is used to claim reimbursement for various expenses. A *voucher from authorization* is defined as a voucher that is created from an existing authorization. The following list provides examples of vouchers you can create from an authorization:

- **Pre-Trip Voucher from Authorization:** You can create a pre-trip voucher when you need to pay an expense prior to the trip.
- **Interim Voucher:** An interim voucher is normally created when a voucher needs to be created and submitted as a result of long term TDY. For example, per government regulations vouchers should be submitted monthly for long-term travel. If you are on a 90-day trip, you may need to create and submit a voucher during the first 30-days of travel. You can create an interim voucher from the authorization for your trip and submit it to adhere to regulations.

A *Local Voucher* is defined as an expense for single-day local trips.

Note: It is not necessary to create an authorization in order to prepare a voucher. You can create a voucher from the start or from an authorization.

In addition, charge card transactions are automatically downloaded into the system. You can use the Charge Card Manager (**Charge Card** tab on the **Document** toolbar) to apply, reconcile, and manage your charge card (**CC**) transactions for all unsubmitted vouchers.

Creating a Voucher

How to Create a Voucher	Additional Information
1. On the **Home** page, click **Voucher**, and then click **New Voucher**.	**Tip:** You can also create a voucher from the **Home** page. Under the **I Want To**... section, click **Create new voucher**.
2. On the **New Vouche**r page, select a **Document Type** from the **Document Type** list.	
3. Click **Create Document.**	
4. Complete the fields on the **Document Information** page.	In the **Document Date** field, accept today's date or select a new date. In the **TA Num** field, type an authorization number. Select the **Sponsored Travel** check box, if necessary. In the **Currency** dropdown list, accept U.S. Dollar or select another currency. In the **Type Code** dropdown list, select a type code. In the **Purpose Code** dropdown list, select a purpose code. In the **Document Description** field, type a description for the document. In the **Document Default Accounting Code** field, accept the default or select an accounting code from the **Lookup** icon. The

How to Create a Voucher	Additional Information
	accounting code organization populates in the **Default Accounting Code Org** field. In the **Document Default Project Code** field, accept the default or select a project code from the **Lookup** icon. The project code organization populates in the **Default Project Code Org** field. **Note:** Some of these fields might be pre-populated, optional, or unavailable. For more information about entering document information, see *Entering Document Information* in this document.
5. Complete the fields on the **Trip Information** page.	In the **Depart Selection** dropdown list, select a departure location. This action populates the **Depart** field. In the **Return Selection** dropdown list, select a return location. This action populates the **Return** field. In the **Comments** field, type any comments for the document, or click **Preset** to add preset comments. If the **Itinerary Locations** area is not displayed, Click **Create**. In the **Itinerary Location** field, type the location, and then click **Search**. In the **Arrival Date** field, type or select the first day of the trip. In the **Departure Date** field, type or select the last day of the trip. If the **Itinerary Location** displays multiple selections, select the desired location. Select the **Purpose Code** from the dropdown list. For more information about entering trip information, see *Entering Document Information* in this document.
6. Click **Create Document**. The document is created.	
7. On the **Expense** page, add the expense details (lodging and per diem expenses automatically populate).	If the expense applies to multiple days, type or select a date in the **Create Expenses Through** field to replicate the expense. In the **Expense Date** field, accept or retype the date. In the **Expense Description** list, select a description. The **Cost and Payment Method** fields display automatically. In the **Cost** field, type the expense amount. (If you

How to Create a Voucher	Additional Information
	need to enter the converted cost from another currency, click the **Foreign Calculator** icon.) In the **Payment Method** list, accept or select a payment method. If you need to enter more expense details, click **Show Other Details**. In the **Expense Category** list, select an expense category. If the expense is reimbursable, select the **Reimbursable** check box. If the expense is taxable, select the **Taxable** check box. In the **Vendor** field, type or select a vendor name. In the **Comments** field, enter any optional comments. In the **Accounting** list, select an organization/account code label pair. Click **Save**. If you need to itemize expenses, click the **Itemize** icon. (You must save expenses before you can itemize them.) Repeat the appropriate steps for each new expense, and then click **Continue**. If you need to itemize expenses, in the **Expense List** area, click the **Itemize Expense** icon. (You must save expenses before you can itemize them.) Repeat the steps above for each new expense. For more information about working with expenses, see *Working with Expenses* in this document.
8. On the **Accounting** page, any accounting codes already selected for the document display in the **Available Accounting <Document Name>** area. 9. On the **Totals** page, review the **Totals and Travel Advances for <Document Name>** details. 10. On the **Confirmation** page, in the **Status to Apply** dropdown list, verify that **SIGNED** is selected. 11. Click **Stamp and Submit Document**. 12. Review the **Pre-Audit Results for <Document Name>** and justify or correct any items with a **FAIL** status.	For more details about using accounting codes, see *Allocating Expenses to One or More Accounting Codes* in this document.

How to Create a Voucher	Additional Information
13. Click **Continue Stamping the Document**.	
14. Click **Accept Signature Text**.	Review the **Signature Tex**t agreement.
15. Click **Close Post Stamping Document Closure Screen**.	Your document is routed and displays on the **Voucher** list or you are returned to the main **Document Preparation** window.

Local Vouchers

A *local voucher* is an expense document for single-day local trips. A local voucher does not require trip information.

How to Create a Local Voucher	Additional Information
1. On the **Home** page, in the **I Want To...** section, click **Create a new voucher**.	
2. Under the **New Voucher** area in the **Document Type** list, select **Local Voucher**.	
3. Click **Create Document.**	

How to Create a Local Voucher	Additional Information
4. On the **Document Information** page, enter the necessary document information, and then click **Create Document**.	In the **Document Date** field, accept today's date or select a new date. In the **TA Num** field, type an authorization number. Select the **Sponsored Travel** checkbox, if applicable. In the **Currency** dropdown list, accept U.S. Dollar or select another currency. In the **Type Code** dropdown list, select a type code. In the **Purpose Code** dropdown list, select a purpose code. In the **Document Description** field, type a description for the document. In the **Document Default Accounting Code** field, accept the default or select an accounting code from the **Lookup** icon. The accounting code organization populates in the **Default Accounting Code Org** field. In the **Document Default Project Codes** field, accept the default or select a project code from the **Lookup** icon. The project code organization populates in the **Default Project Code Org** field. **Note:** Some of these fields might be pre-populated, optional, or unavailable. For more information about entering document information, see *Entering Document Information* in this document.
5. In the **Expenses for Local Voucher: <Document Name>** area, in the **Add Expense Details** area, add the expense details:	If the expense applies to multiple days, type or select a date in the **Create Expenses Through** field to replicate the expense. **Expense Date**: Accept or select the transaction date. **Expense Description**: Select an expense description. The **Cost** and **Payment Method** fields display automatically. **Cost:** Type the expense amount. (If you need to enter the converted cost from another currency, click the **Foreign Calculator** icon.) **Payment Method:** Accept or select a payment method. If you need to enter more expense details, click **Show Other Details**. **Expense Category:** Select an expense category. If the expense is reimbursable, select the

How to Create a Local Voucher	Additional Information
	Reimbursable check box. If the expense is taxable, select the **Taxable** check box. **Vendor:** Type or select a vendor name. **Comments:** Enter any optional comments. **Accounting**: Select an organization/account code label pair. If you need to itemize expenses, click the **Itemize Expense** icon next to the expense, in the **Expense List** area. (You must save expenses before you can itemize them.) To add more expenses, click the **Add Expense** button and complete the **Expense Details** area. For more information about working with expenses, see *Working with Expenses* in this document. For more information about adding expenses, see *Adding an Expense* in this document.
6. On the **Accounting** page, in the **Available Accounting Code** area, any accounting codes already selected for the document display in the **Accounting Code** area.	For more information about working with accounting codes, see *Allocating Expenses to One or More Accounting Codes* in this document.
7. On the **Totals** page, review the information in the **Totals and Travel Advances for <Document Name>** area.	If you made any changes on this page, click **Save & Calculate** to calculate new totals.
8. On the **Document Toolbar**, click **Preview Document**.	The Adobe Acrobat Reader opens and displays the document. You can print the document from this window.
9. On the **Confirmation** page, verify the **Status to Apply** is **SIGNED**.	
10. Click **Stamp and Submit Document**.	
11. Review the **Pre-Audit Results for <Document Name>** and justify or correct any items with a **FAIL** status.	
12. Click **Continue Stamping Document**.	
13. Click the **Accept Signature Text** button.	Review the **Signature Text** agreement.
14. Click the **Close Post Stamping Document Closure Screen**.	Once stamped, your document is routed or you are returned to the **Vouchers** list screen.

How To Create a Voucher from an Authorization	Additional Information
1. From the **Home** page, click **Voucher**, and then click **New Voucher**.	

2. From the **Document Type** list select the appropriate voucher item.

   Select one of the following vouchers items.

   - **Local Voucher from Local Auth**
   - **Voucher from Authorization**

3. Click **Create Document**.

4. In the **Document Search** area, from the **Document List**, click the **Edit** icon next to the appropriate authorization to select it.

   Authorizations that are reconciled and those that are in the process of being amended do not appear in the document list. For information about completed authorizations that do not display in the document list, please see your CGE administrator.

5. On the **Document Information** page, in the **Document Name** field, type a document name. Review the other information on this page and make changes as necessary.

   If your administrator is running the Reconciliation report, do not change the control number on a voucher created from an authorization.

6. Click **Create Document**.

   If the authorization is a group authorization, the **Select Member of Group Authorization** displays.

   - When creating a voucher from a group authorization, the secondary traveler's voucher inherits the primary traveler's organization, routing list, project code, and accounting code. Also, the system preferences for the secondary traveler's organization are implemented on the voucher.
   - When creating a voucher, if the group authorization did not have a per diem location, and the secondary traveler's organization requires one, all options except for traveler information, itinerary, and comments are unavailable. Once a per diem location is added, the other options become available.

   Select the name of the traveler for whom you are creating the voucher, and then in the **New Document** area, click **Create** to create the voucher from group authorization.

Creating a Pre-Trip Voucher

You can create a pre-trip voucher for payment expenses that occur prior to a trip. For example if an instant purchase airfare was charged several months prior to the trip, you can create a pre-trip voucher and submit that expense before the trip is completed to ensure timely payment of your charge card. Only the types of expenses your agency allows for reimbursement ahead of the trip will populate on the pre-trip voucher.

How To Create a Pre-Trip Voucher	Additional Information
1. From the **Home** page, click **Voucher** tab and then click **New Voucher.**	
2. From the **Document Type** list, select **Pretrip Voucher from Authorization**.	
3. Click the **Create Document** button.	
4. From the **Document list**, click the **Edit**  icon next to the appropriate authorization to select it.	
5. Complete the fields on the **Document Information** page.	Verify the fields on the **Document Information** page are correct. These fields are automatically copied from the authorization.
6. Complete the fields on the **Trip Information** page.	Verify the fields on the **Trip Information** page are correct. These fields are automatically copied from the authorization.
7. Select **IN TRAVEL STATUS** from the **Return Selection** dropdown menu.	This ensures that this is not the last voucher you can create from the associated authorization.
8. Click the **Create Document** button.	
9. Click the **Expenses** tab and complete the **Add Expense Details** area.	
10. Click **Save**. The expense displays on the expense list.	
11. Click the **Submit** button.	
12. Complete the fields on the **Confirmation** page.	
13. Click the **Stamp and Submit Document** button.	
14. View the **Pre-Audit Results**.	Justify failed items if needed.
15. Click the **Continue Stamping Document** button.	
16. Click **Accept Signature Text** button.	
17. Click the **Close Post Stamping Document Closure Screen** button.	

Important Information about Creating Pre-trip Vouchers

Consider the following information before creating a pre-trip voucher from an authorization.

- A best practice is to estimate the actual date of the expense on the travel authorization. For example, if airfare is ticketed within 24 hours of booking, then airfare expenses generated from the reservation should have the expense date set to the ticketing date. If conference fees are paid well in advance, then the date for the conference fee should be the estimated date the user plans to register for the conference. This will allow the automated voucher creation process to anticipate the need for a pre-trip voucher and create one when matching expenses are imported from the card feed or mobile device.
- You can manually create pre-trip vouchers if you have permission to do so.
- Pre-trip vouchers can be created automatically based in the processing of the charge card and mobile expenses transactions. A parameter indicating the number of days prior to the trip start date exists and if matched or exceeded causes the creation of a pre-trip voucher and the expense is imported into it for timely payment.
- Pre-trip vouchers do not contain per diem, nor do they support per diem calculations
- Pre-trip vouchers are always interim vouchers. The pre-trip voucher is a special case of the interim voucher. Any residual obligation should remain obligated after processing the pre-trip voucher and eventually be completely liquidated by a separate final voucher.
- Pre-trip vouchers are subject to the voucher transaction fee when approved.
- Pre-trip vouchers use the same routing as a standard travel voucher.
- You can apply advances to a pre-trip voucher.
- The administrator is to limit the expense types available for a pre-trip voucher. Examples of excluded expenses include:
  - Lodging expenses, except prepaid
  - Meal expenses
  - M&IE expenses
  - Parking expenses
  - Tolls
- Any prepaid expenses need to be included, but you should apply a separate expense type. Some examples include:
  - Pre-paid Lodging
  - Pre-paid Rental Car
  - Conference Fee
  - Pre-paid Hotel – Pre-paid hotel fees are paid to the hotel directly as a charge on the traveler's IBA or on the agency CBA. If paid on the agency CBA, then the expense is non-reimbursable to the traveler, similar to the CBA paid air fare. Subsequent hotel bills and the associated charge card transactions should reflect the reduction paid for lodging. Since it is lodging plus, the first day, for example, will not be charged ($0.00), and as such, the lodging allowed for that day should be 0.00 as well. If this expense is paid on the traveler's IBA, then the fees are reimbursable as part of the lodging plus per diem. The amount is directly reimbursable on the pre-trip voucher without calculating the lodging per diem and the amount is deducted from the per diem on the subsequent per diem voucher as described below. The hotel prepayment can be for part of the hotel stay (the first night, for example). Therefore, partial payments need to be handled.
    - Create a Pre-paid Hotel expense type to use on pre-trip vouchers
      - If the payment method is IBA, then the expense is reimbursable, if CBA, then the expense is not reimbursable to the traveler.
    - Create a Pre-paid Hotel Offset expense type to use on the per diem voucher, to provide the amount of lodging per diem already paid on the pre-trip voucher.

- The expense amount is negative.
- Use the correct expense category for lodging per diem to make sure the deduction is against the appropriate expense category
- The overall lodging per diem amount is reduced by this negative amount.
- How this is handled is dependent on the itemization process used for pre-paid hotel expenses. If the pre-paid lodging night is included on the hotel invoice, and the pre-payment is included as well, then the payment offset should match up with the itemized prepayment and the hotel charge should balance correctly.

- When creating a voucher from the authorization, look for the pre-paid voucher, and if there is a pre-paid Hotel amount that has not been applied to a previous per diem based voucher, then automatically create the Pre-paid Hotel Offset expense (negative) on the per diem voucher to assure it gets accounted for. This expense does not need to be read only.
- These calculations need to take into account actual lodging allowances.
- Create an audit on a voucher looking for pre-paid Hotel expenses on an associated pre-trip voucher. Look for a corresponding Pre-paid Hotel Offset expense entry (negative in this case) of the same value. If it does not exist or the values are different, then the audit fails.

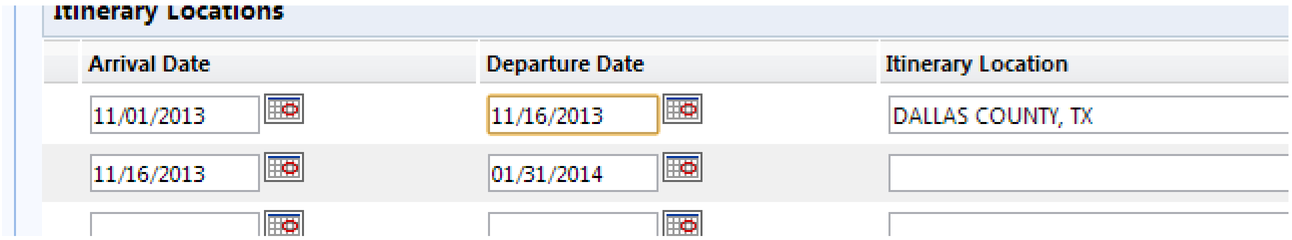
Creating Interim Vouchers for Long-Term TDY

During extended trips, most agencies require travelers to submit a voucher at least every 30 days. If you are on a trip that is longer than 30 days and need to submit a voucher, you can create and submit an interim voucher.

Note: Often times on a long trip, your per diem rates will decrease every 30 days.

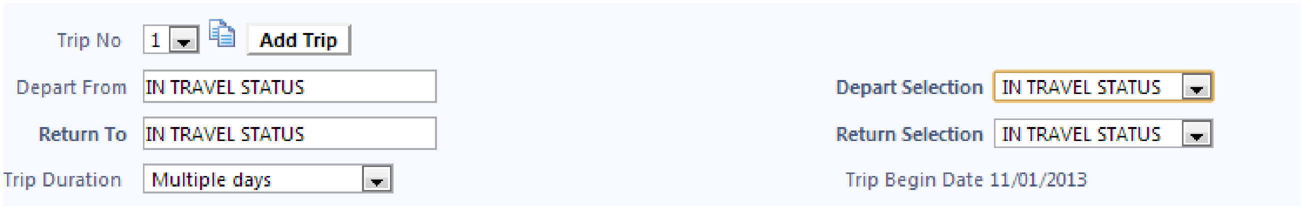
How To Create an Interim Voucher	Additional Information
1. From the **Home** page, click **Voucher**, and then click **New Voucher**.	
2. From the **Document Type** list, select **Voucher from Authorization**.	
3. Click **Create Document**.	
4. From the **Document** list, click the **Edit** icon next to the appropriate authorization.	Once you select the long term TDY authorization to create a voucher from, go to the **Trip Information** part of the **General** tab. You can make the following modifications both before and after you click **Create Document**.
5. Complete the fields on the **Document Information** page.	
6. Complete the fields on the **Trip Information** page.	In the **Depart Selection** list, verify that your departure location is displayed. If your departure location does not appear, select it from the list. This indicates where you departed from. In the **Return Selection** list, select **IN TRAVEL STATUS**. This indicates that you are still travelling. When you adjust the date range for the first travel location, the system will automatically populate the remaining date range for the original authorization. Delete this date range before continuing.

How To Create an Interim Voucher	Additional Information



How To Create an Interim Voucher	Additional Information
7. Click **Create Document**.	
8. Review the **Summary** page.	
9. On the **Expense** page, enter the appropriate expense details and add the expense.	
10. On the **Accounting** page, any accounting codes already selected for the document display in the **Accounting Code** area.	To add an accounting code, under **Master Accounting Code**, in the **Label** column, click the **Label** link for the code in the area. The code appears in the **Accounting Code** area. In the **Accounting Code** area, edit or delete accounting codes, as necessary. Click an **Allocate** link to allocate costs between or among codes, and then click **Continue**. If you used multiple accounting codes, click **OK** to confirm the message.
11. Click **Submit**.	From the **Status to Apply** list, make sure that **SIGNED** is selected. If required, type your electronic signature in the **Signature PIN** field.
12. Click **Stamp and Submit Document**.	
13. Review the pre-audit results and justify any items with a **FAIL** status.	
14. Click **Continue Stamping the Document**.	
15. Click **Accept Signature Text**.	Review the **Signature Text** agreement.
16. Click **Close Post Stamping Document Closure Screen**.	The voucher displays in the **Vouchers** list.
17. Continue steps 1-17 for each consecutive voucher for the authorization.	Each voucher between the first and last, should have the **Depart** and **Return Selection** fields as **IN TRAVEL STATUS**. This will ensure that no M&IE is deducted because the traveler is still travelling.

How To Create an Interim Voucher	Additional Information



How To Create an Interim Voucher	Additional Information
18. For the last voucher created from the authorization, select **RES** from the **Return Selection** list. This will ensure that the **Final Voucher** checkbox is checked on the Summary tab and that the 75% M&IE rule is in affect for the last day of travel.	**Note**: If you make changes on the **General** tab after creating an interim voucher, click **Save Changes.** Selecting the **Final Voucher** checkbox will block the user from creating any more vouchers from that authorization. However, amendments can still be created. The information that populates when **RES** is selected, defaults from the profile fields for **Resident City** and **Resident State.**

Managing Charge Card (Travel Card) Transactions

The **Manage Smart Expense Transactions** area displays on the **Charge Card** tab. You use this feature to:

- View all charge card charges assigned to a voucher.
- Apply charge card transactions to all types of expenses on per diem documents.
- Apply actual charges for both lodging and M&IE incurred as expenses that are included in the per diem entitlements on vouchers.
- Appropriately match or un-match transactions.
    - Trip charges, credit card charges, and e-receipts are matched by CGE. You can manually match items if they were not matched properly or un-match items that may have been matched inappropriately.

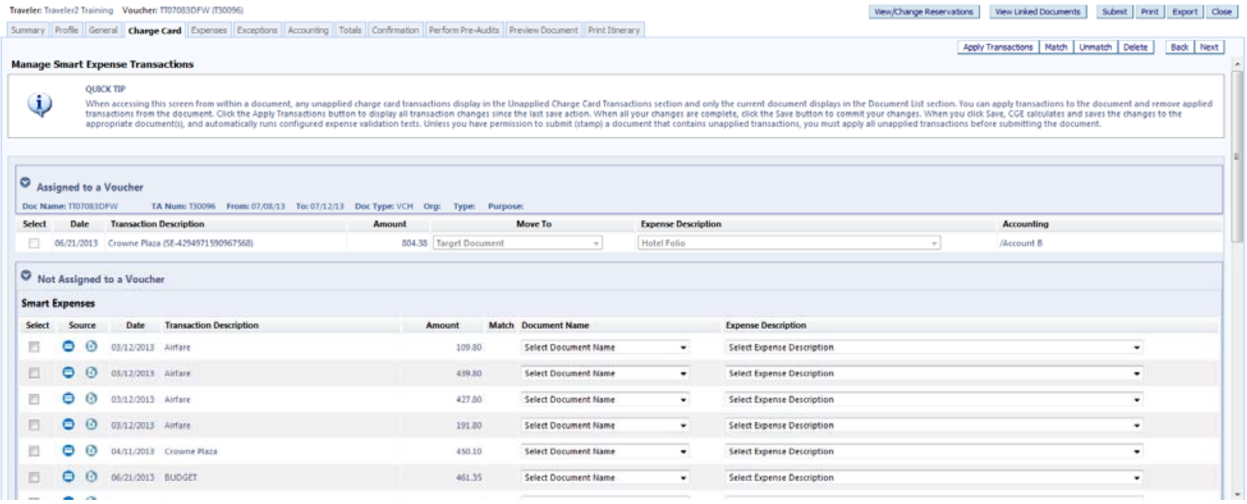
You can move applied and unapplied transactions between documents and remove applied transactions from a document, but you cannot split a transaction between documents.

Unless you have permission to submit a document containing overdue transactions, you must apply all overdue transactions before submitting the document.

Note: The **Charge Card** page displays multiple documents or only the document you are working on, depending on the path you take to access it. When you access it from the **Home** Page, unsubmitted documents display in the **Document List** area. When you are editing a document and navigate to the **Charge Card** tab from the **Document Toolbar**, only the current document displays.

In multi-document mode, users and document preparers who are navigating through the **My Inbox** tab will see their own transactions and documents. Document preparers who are navigating through the **My Group** tab will see the selected traveler's transactions and documents.

The following screenshot shows the **Manage Smart Expense Transactions** area.



Warning! Click the **Close** button to close this area. Do not click the navigation bar links or use the browser's **Back** button. Otherwise, all displayed documents will be locked for editing.

The following table describes the options available on the **Charge Card** screen:

Option	Description
Auto Apply Transactions	Applies the transaction to the first document in the **Document List** area with a matching trip date when the auto apply process runs (if your company or agency is using it) or if you click **Apply Transactions**.
Apply Transactions	Select the **Transaction** check box, and then click this button to apply to the open voucher.
Match	Select the **Transactions** check box, and then click this button to match the data into a single transaction.
Unmatch	Select the **Transaction** check box, and then click this button to unmatch transaction data.
Delete	Select the **Transaction** check box, and then click this button to delete it from the list.
Back	Click this button to go back to the previous screen.
Next	Click this button to go to the next screen.
Date	The posted date may not be the same as the actual transaction date. Once assigned to a document you can modify the date from the **Expenses** screen.
Transaction Description	The name of the transaction as it was downloaded from the charge card.
Amount	The amount of the transaction as it was downloaded from the charge card.
Document Name	Select a document from the list to apply the transaction. Available documents include the documents in the **Document List** section.
Expense Description	Select an expense description for the transaction from the list. The default auto-populates based on the vendor and transaction details.
Accounting	Once a transaction is assigned to a document, you can modify the information using the **Accounting** screen.

Document List Area

Unsubmitted documents display in the **Document List** area. You can expand or collapse individual documents in the **Document List** area. Each document contains the following general information, followed by any applied transactions:

The following table describes the options available in the **Document List** area:

Option	Description
Document Name	In multi-document mode, a **Document Name** link enables you to manage transactions from within the submitted document.
Control Number	The document control number.
From	The departure date for the trip.
To	The return date for the trip.
Doc Type	The document type.
Org	The organization to which the document belongs.
Type	The type code for document.
Purpose	The purpose code for document.

The following table describes the actions for applied transactions:

Option	Description
Date	Accept or change the date the transaction was posted. The posted date may not be the same as the actual transaction date. Change the date if you need to record the transaction date.
Transaction Description	The name of the transaction as it was downloaded from the charge card (view-only).
Amount	The amount of the transaction as it was downloaded from the charge card (view-only).
Expense Description	Select an expense description for the transaction from the list.
Accounting	Select the accounting or project code for the transaction from the list.
Unapply Transaction	Click this link to unapply the transaction from the document. The transaction will be returned to the **Unapplied Charge Card Transactions** area.
Save button	After all of your changes are complete, click **Save** to commit them. CGE calculates and saves the changes to the appropriate document(s) and automatically runs configured expense validation tests.
Clear button	Before you save, you can click **Clear** at any time to clear your entries.
Close button	Click to close the screen without saving changes.

How to Apply a Charge Card Transaction to a Document	Additional Information
1. Review all of your unapplied charge card transactions in the **Not Assigned to a Voucher** section and edit the data as necessary.	**Note:** If ad hoc expenses are allowed on the selected (target) document type, then you can enter ad hoc expense descriptions.
2. Select the check box for the transaction(s) you want to add to available documents, and then select the **Document Name** in the dropdown list.	If your company or agency uses the **Auto Apply Transactions** feature, the transactions are automatically applied to the first document in the **Document List** section with a matching trip date during the next process (typically during the night). OR Click **Apply Transactions** to manually apply the selected unapplied transactions to the document you selected in the **Select Document** list.
3. Modify the **Expense Description**, as necessary. This field will auto-populate based on your agency's transaction mapping.	
4. Click **Apply Transactions**.	

Nested Trips

A nested trip is a trip that you take while on another trip. Nested trips typically occur when on long term TDY.

Example: From October 1st through October 31st you are on long term TDY in Atlanta, Georgia. However, you need to take a trip to Seattle, Washington from October 15th through October 20th. The authorization for the Atlanta trip contains all of your lodging and MI&E expenses while in Atlanta. When you create your authorization for the Seattle trip, CGE displays a **FAIL** status on the pre-audit results because the Seattle trip dates and expenses overlap with the Atlanta trip.

To reconcile **FAIL** status, you must open the document for the Atlanta trip and remove the lodging and other expenses for the dates you will be in Seattle.

Dual Lodging

Dual lodging occurs when a traveler must simultaneously maintain lodging in two different cities.

Example: You are traveling to Chicago for four days and then to Minneapolis for three days before returning to Chicago for an additional four days. During your stay in Minneapolis, you need to maintain lodging in Chicago and you must be able to record your lodging costs and audit those additional lodging costs so that you do not spend more than is allowed.

To enter dual lodging costs (example):

1. Create a document where you are traveling to Chicago, to Minneapolis, and then returning to Chicago. On the **Trip Information** page enter the three legs of the trip: To Chicago from January 1-5, to Minneapolis from January 5-7, and then back to Chicago from January 7-11.
2. During your stay in Minneapolis, add an expense for each day of additional lodging (click the **Expenses** tab to enter these expenses). For the dual lodging expense in Chicago from January 5-7, select **Lodging** from the **Expense Category**, and **Dual Lodging** from the **Expense Description** list. The cost cannot exceed the original per diem rate for Chicago.

Viewing Voucher Totals

The **Totals** tab displays the information on the document's total expenses and advances. To access the **Total Details** screen, click **Totals** on the **Document Toolbar**.

- **Edit Advances Applied** button - Click to edit existing advances.
- **Save & Calculate Totals** button **-** When you type information into the **Travel Card ATM Advance Taken** or **Additional Payment to Travel Card** fields, click **Save & Calculate** to calculate the fields and display the new values.
- **Currency** - The currency type for the voucher (read-only).

Expense Summary Area

- **Total Expenses** - The total amount of expenses claimed on the document (lodging, M&IE, ticketed transportation, and expenses).
- **Total Non-reimbursable Expenses** - The total amount of all non-reimbursable expenses claimed on the document.
- **Total Reimbursable Expenses** – Equals all non-reimbursable expenses subtracted from the total Expenses.

- **Advance Authorized** - When you create a voucher from an authorization, this field displays the total authorized advance amount on the authorization. When you create a voucher without an authorization, this field defaults to $0.00. The amount in this field must be greater than or equal to zero.
- **Advance Outstanding** - When you create a voucher from an authorization, this field displays the total requested advance amount on the authorization. When you create a voucher without an authorization, this field defaults to $0.00. If you have Edit Advance Outstanding permission, you may override the default by typing the requested advance amount. The amount in this field must be greater than or equal to zero.
- **Advance Applied** - The advance amount used for this voucher. If you have Edit Advance Applied permission, you can override the default by typing any amount. The amount in this field must be greater than or equal to zero.
- **Total Reimbursable Amount** – Equals the total reimbursable expenses minus the advance applied. If a negative amount appears, you will owe money to the company or agency.

Travel Card Reconciliation Area

This section lists both **All Amounts** and **Reimbursable Amounts**.

- **Reimbursable Travel Card Expenses**: Shows the total amount of reimbursable expenses by using a payment method of CHG CARD or OTHER.
- **Non-Reimbursable Travel Card Expenses**: Shows the total amount of non-reimbursable expenses by using a payment method of CHG CARD or OTHER.
- **Total Travel Card Expenses**: Equals **Reimbursable Travel Card Expenses** plus **Non-Reimbursable Travel Card Expenses**.
- **Travel Card ATM Advance Taken**: Enter the amount of the advance you received from your travel card. If you have **Edit CC ATM Advance Taken** permission, you can override the default by typing the Travel Card ATM advance amount. The amount in this field must be greater than or equal to zero.

CGE supports the allocation of payments between the traveler's bank and charge card accounts. This payment data can be used with the Payment Service or with an interface to your agency's accounting system.

By default, if you enter the Travel Card ATM Advance Fee in **Expenses**, CGE calculates the Travel Card Advance amount and enters the amount in this field. For example, if you enter a Travel Card ATM Advance Fee of $5.50 in the Expenses, CGE displays $200 in the **Travel Card ATM Advance** field (assuming the fee is 2.75%).

- **Total Amount on Travel Card**: Equals the **Total Travel Card Expenses** minus any **Travel Card ATM Advance Taken**.
- **Additional Payment to Travel Card**: CGE supports the allocation of payments between the traveler's bank and travel card accounts. This payment data can be used with Concur's Payment Service or with an interface to your agency's accounting system. If you have **Edit Additional CC Payment** permission, you can override the default by entering the **Additional Payment to Travel Card** amount. The amount in this field must be greater than or equal to zero.

If your agency does not use the Payment Service or a custom interface designed to work with this field, you should leave it blank.

In this field, enter any additional amount to be paid to your travel card account.

- **Maximum Travel Card Reimbursement (Actual reimbursement may be different):** The maximum amount to be paid to the traveler's charge card account (the sum of the **Reimbursable Travel Card Expenses**, **Travel Card ATM Advance Taken**, and **Additional Payment to Travel Card fields**).

Reimbursement Summary Area

- **Actual Travel Card Reimbursement**: CGE supports the allocation of payments between the traveler's bank and travel card accounts. This payment data can be used with Concur's Payment Service or with an interface to your agency's accounting system. This field shows the actual amount to be paid to the traveler's charge card account.
- **Traveler Reimbursement (Due from Traveler may be negative)**: The total amount due the traveler (equals the **Total Reimbursable Amount** minus the **Reimbursable Travel Card Expenses**).
- **Total Amount Reimbursed** - CGE supports the allocation of payments between the traveler's bank and travel card accounts. This payment data can be used with Concur's Payment Service or with an interface to your agency's accounting system. This field shows the total amount to be paid to the traveler's charge card account (the sum of the **Travel Card Reimbursement** and **Traveler Reimbursement fields**).
- **Reclaimed from Travel Card**: This field appears only if the amount for traveler reimbursement is negative.

The **Expense Category Details** area shows the expense category, payment method, organization assigned to the expense category, the accounting label, and the amount entered for the expense category.

The **Sponsor Details** area shows the expense category, payment method, organization assigned to the sponsor, sponsor ID, reimbursable amount, and the in-kind amount.

Using a Receipt Checklist for Vouchers

By using the receipt checklist feature, you can review receipt checklist information when you stamp vouchers during document preparation. During the stamping process **The Post Stamping Document Closure for <Document>** area appears prior to the pre-audit results. Only reimbursable expenses are included in the receipt checklist.

Working with Constructed (Multi-Trip) Travel Vouchers

If you deviate from the authorized itinerary and/or transportation mode because of personal preference, reimbursement is limited to the authorized travel costs. If your personal preference itinerary costs less than the authorized itinerary, then you are reimbursed the lesser of the two costs. (You can compare up to three trip versions.)

CGE calculates the cost of the travel and the cost of the authorized travel, compares them, and selects the lesser of the two amounts for your reimbursement.

The following example shows you how to compare authorized travel costs and actual travel costs and gives you detailed information on how to copy one trip to a second trip on the same voucher.

Example: For the cost comparison, you have deviated from the authorized travel and decided to drive your personal vehicle to Philadelphia instead of taking the train and a taxi as planned. In this case, you will create the travel as actually performed by deleting the train fare and taxi expenses. You will add the private vehicle mileage to/from Philadelphia (280) and parking charges ($35).

How To Create a Constructed Travel Voucher	Additional Information
1. Open the appropriate voucher, or create a new voucher.	
2. On the **Summary** page, click **Trip #**.	

3. On the **Trip Information** page, click **Add Trip**.
4. In the **Document Information** area, on the **Trip Information** page for **Trip 2**, enter the trip information.
5. Click **Save Changes**.

   You can also click the **Copy Trip** icon on the **Trip Information** page to copy the expenses from Trip 1, and then modify the expenses as needed.

6. Click the **Expenses** tab, and then enter the expenses for Trip 2.

   If the expense applies to multiple days, enter or select a date in the **Create Expenses Through** field to replicate the expense.

   In the **Expense Date** field, accept or retype the date.

   From the **Expense Description** list, select a description.

   In the **Cost** field, enter the expense amount. (If you need to enter the converted cost from another currency, click the **Foreign Calculator** icon.)

   From the **Payment Method** list, accept or select a payment method.

   If you need to enter more expense details, click **Show Other Details**.

   Expense Category: Select an expense category.

   If the expense is reimbursable, select the **Reimbursable** check box.

   If the expense is taxable, select the **Taxable** check box.

   Vendor: Type or select a vendor name.

   Comments: Enter any optional comments.

   Accounting: Select an organization/account code label pair.

   If you need to itemize expenses, click the **Itemize Expense** icon next to the expense, in the **Expense List** area. (You must save expenses before you can itemize them.)

   To add more expenses, click the **Add Expense** button, and then complete the **Expense Details** area.

   For more information about working with expenses, see *Working with Expenses* in this document.

7. Click **Save.**
8. To view the voucher summary, click **Document Summary** on the **Document** toolbar. Note that the lowest cost trip is identified in the **Totals Details** area of the **Document Summary**.

9. To view the differences between Trip 1 and Trip 2, click **Totals** on the **Document** toolbar.

   The **Total Details for <Document Name>** area displays the totals for both trips and highlights the lower cost trip with asterisks. Scroll to the bottom to view the **Expense Category Details** area.

   To view information for a specific trip number, return to the **Document Information** (**Trip Information** tab) and select the trip number from the list.

10. On the **Document** toolbar, click **Close** to close the voucher.