

# 2013

## TTE FAQ Spotlight – April



### Top 5 Support Questions Last Month

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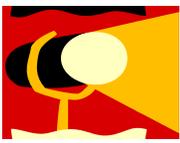
### 1. How do I add personal vehicle mileage to an Expense Report?

- Open an existing Expense Report or create a new one
- On the **New Expense** tab, select **Personal Car Mileage** from the **New Expense List**; or type in all or part of the name in the search field to reduce the number expense types displayed.

**NOTE:** As you use the system, frequently used Expense Types will appear above the listing of the full Expense Type list.

The screenshot shows the Concur Expense Report interface. At the top, there are navigation tabs: My Concur, Request, Expense, and Profile. Below this, there are links for View Reports, New Expense Report, View Receipt Store, View Cash Advances, and New Cash Advance. The main header indicates 'Nov 3-16 Travel' with buttons for 'Delete Report' and 'Submit Report'. A search bar contains 'pers'. The 'Exceptions' section lists two items: 'Office Supplies' and 'Personal Car Mil...' with amounts and dates. The 'Expenses' section shows a list of transactions with columns for Date, Expense, Amount, and Requested. The 'New Expense' panel on the right shows a search for 'pers' and a list of 'Recently Used Expense Types' including 'Personal Car Mileage', 'Hotel', and 'Miscellaneous'. A red arrow points to 'Personal Car Mileage' under the 'All Expense Types' section.

- The Personal Car Mileage entry screen opens
  - Enter the **Transaction Date**. This is the date you actually drove your car.
  - Verify that the **Vehicle Id** is the correct one.
    - The Vehicle ID is NOT the VIN number. It represents the rate used to reimburse your miles.
      - Tier I is the highest rate and is used when the use of your personal car was the most economical or it was determined by your supervisor that it was the most expedient.
      - Tier II is the lowest rate and is used when you were not authorized to use your personal vehicle but chose to anyway. This is acceptable, you just receive a lower reimbursement rate.
  - No other fields are manually completed on this screen.
  - Click on **Mileage Calculator** to continue



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Nov 3-16 Travel Delete Report Submit Report

New Expense Details Receipts Print / Email Show Exceptions

Expenses	Date	Expense	Amount	Requested
Adding New Expense				
<input type="checkbox"/>	11/13/2012	Fixed Meals Moultrie, Georgia	\$21.00	\$21.00
<input type="checkbox"/>	11/12/2012	Fixed Meals Valdosta, Georgia	\$21.00	\$21.00
<input type="checkbox"/>	11/08/2012	Personal Car Mileage	\$137.09	\$137.09
<input type="checkbox"/>	11/08/2012	Hotel Comfort Inns, Savannah, Georgia	\$230.00	\$230.00
<input type="checkbox"/>	11/08/2012	Tolls Savannah, Georgia	\$1.00	\$1.00
<input type="checkbox"/>	11/07/2012	Personal Car Mileage	\$131.54	\$131.54
<input type="checkbox"/>	11/06/2012	Personal Car Mileage	\$137.64	\$137.64
<input type="checkbox"/>	11/06/2012	Tolls Savannah, Georgia	\$1.00	\$1.00
<input type="checkbox"/>	11/05/2012	Personal Car Mileage	\$252.53	\$252.53
<input type="checkbox"/>	11/04/2012	Personal Car Mileage	\$124.32	\$124.32
<input type="checkbox"/>	11/04/2012	Tolls Warner Robins, Georgia	\$1.00	\$1.00
			TOTAL AMOUNT	TOTAL REQUESTED
			\$1,088.12	\$1,088.12

**New Expense** Receipt Store

View Reimbursement Rates

Expense Type: **Personal Car Mileage** Transaction Date: 11/13/2012

Purpose of the Trip: **Normal Travel** From Location:

To Location:  Payment Type: **Out of Pocket**

Distance : Amount: 0 : 0.00 USD Trip Type: **In-State Travel**

Comment:

Vehicle ID: **Personal Car Tier1** Number of Passengers: 0

Distance to Date: 0

[Mileage Calculator](#)

Save Attach Receipt Cancel

- If the following screen appears select **Yes**.

Please Confirm ×

Required fields are missing data. Would you like to save anyway?

Yes No Cancel

- The Mileage Calculator screen opens. This screen is used to enter your travel route for the specified day.
  - Enter your starting point in box A and press the Tab key or click in the next box.
  - Continuing entering the legs of your trip in each box.
    - If you do have an exact address, enter the city and state and the system will calculate the distance to the center of that city or town. You can make adjustments to this later.
    - Enter the route as you drove it.
    - If you avoided tolls or highways, click on the check box for this at the top of the entry screen. It may come closer to your actual route. Otherwise the system creates the shortest route.
    - A visual of your trip appears on the map and the system calculates the distances between points.
    - The red balloons on the map indicate State Office locations for Agencies on the TTE system. Hover over it to view the location and/or click on it and the system will use that address as one of the stops (also called waypoints) on your travels.
  - When you get to the final leg of your trip you have a couple of options:
    - Enter the address of the final stop at the conclusion of the business day



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- If the final stop is the same as the stop in Box A, click on box **Make Round Trip** to automatically enter that address.

**Mileage Calculator**

Avoid Tolls  Avoid Highways

**Waypoints** Distances Personal

- A 100 Spring Drive, Roswell, GA 30075, US 61.9 MI
- B 2 East Main Street, Rome, GA 30161, US 18.4 MI
- C Cedartown, GA 30125, USA 11.2 MI
- D Main Line Road, Rockmart, GA 30153, U
- E

[Calculate Route](#) [Make Round Trip](#)

**Directions**

A 100 Spring Drive, Roswell, GA 30075, USA

62.0 mi - about 1 hour 12 mins

1. Head **north** on **Spring Dr** toward **GA-120 E** 348 ft
2. Turn **left** onto **GA-120 W** 8.8 mi
3. Exit onto **GA-120 Loop W/North Marietta Pkwy NE** toward **I-75 N** 1.5 mi
4. Turn **right** to merge onto **I-75 N** 24.9 mi
5. Take exit **290** for **GA-30 W** 0.4 mi

Deduct Commute

TOTAL PERSONAL	TOTAL BUSINESS
0.0 MI	91.5 MI

[Add Mileage to Expense](#) [Cancel](#)

- Click **Deduct Commute**:
  - The Statewide Travel Policy states that you will be reimbursed for miles in excess of what you would drive to and from your assigned work station.
    - If your round trip to work is normally 40 miles you will not be reimbursed for the 1<sup>st</sup> 40 miles of your trip.
    - How you enter the trip determines whether you deduct one way, round trip or no commute.
  - The first time you use the Mileage Calculator you will enter your home address and work address in **Deduct Commute Distance**. The system will remember that information going forward.
  - Once you click on deduct commute your one way normal commute distance to your office will appear in **Total Personal** and the **Total Business** distance will be reduced by this same amount.



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Mileage Calculator

Avoid Tolls  Avoid Highways

**Waypoints** Distances Personal

- A 100 Spring Drive, Roswell, GA 30075, US 61.9 MI
- B 2 East Main Street, Rome, GA 30161, US 18.4 MI
- C Cedartown, GA 30125, USA 11.2 MI
- D Main Line Road, Rockmart, GA 30153, U 49.3 MI
- E 100 Spring Drive, Roswell, GA 30075, U
- F

[Calculate Route](#)

**Deducted Commute Distance**

**Home**  
100 Spring Drive, Roswell, GA 30075, US

**Office**  
200 Piedmont Avenue SE, Atlanta, GA 3

Deduct Round Trip

**21.5 MI**

**Directions**

Deduct Commute

TOTAL PERSONAL	TOTAL BUSINESS
21.5 MI	119.3 MI

[Add Mileage to Expense](#) [Cancel](#)

- Click **Deduct Round Trip**: Determine if you need to deduct round trip personal commute miles. In our example we drove in excess of the normal daily round trip commute and we entered our trip from home and ended at home, we would need to deduct the round trip commute.
  - When you click on Deduct Round Trip the Total Personal miles increases to the round trip mileage to and from work and the Total Business mileage is reduced by this additional amount.
- NOTE: If you have an address that is not accepted by Google Maps, click on the **Report a map error** link at the bottom of the map. Follow the prompts and enter the required data. Google Maps updates this and not SAO.
- Click **Add Mileage to Expense**



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The screenshot shows the Mileage Calculator interface. On the left, there are sections for Waypoints, Distances, Personal, Home, Office, and Directions. The Waypoints section lists six points with their respective distances: 61.9 MI, 18.4 MI, 11.2 MI, 49.3 MI, and a blank entry. The Home and Office sections show addresses and a distance of 43.0 MI. The Directions section shows a checked 'Deduct Commute' option and a table with 'TOTAL PERSONAL' (43.0 MI) and 'TOTAL BUSINESS' (97.8 MI). A red arrow points from the 'TOTAL PERSONAL' value to the 'Deduct Commute' checkbox. Another red arrow points from the 'TOTAL BUSINESS' value to the 'Add Mileage to Expense' button. The map on the right shows a route connecting the waypoints, with a red circle around the 'Report a map error' link at the bottom right.

- The expense entry displays with information from Mileage Calculator completing the Expense Entry.
  - The From and To locations are populated from the Mileage calculator
  - The Distance and Amount are populated from the Mileage Calculator
- If you need to attach documentation such as the DOAS Car Cost Comparison click on the Attach button and follow the prompts. Attaching documents or receipts is the same for all Expense Types.
- If you need to adjust the total mileage calculated, you may. However, be certain to enter a reason for making the adjustment in the Comments field so your approver doesn't return your expense report for more information.
- To adjust total miles, just replace the number in the field with the adjusted number.



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My Concur Request Expense Profile

View Reports New Expense Report View Receipt Store View Cash Advances New Cash Advance

Nov 3-16 Travel Delete Report Submit Report

New Expense Details Receipts Print / Email Show Exceptions

Expenses	Date	Expense	Amount	Requested
<input type="checkbox"/>	11/13/2012	Fixed Meals Moultrie, Georgia	\$21.00	\$21.00
<input checked="" type="checkbox"/>	11/13/2012	Personal Car Mileage	\$0.00	\$0.00
The Transaction Date is Greater than 30 days old. Please be more timely in your expense submissions. Missing required field: From Location, To Location.				
<input type="checkbox"/>	11/12/2012	Fixed Meals Valdosta, Georgia	\$21.00	\$21.00
<input type="checkbox"/>	11/08/2012	Personal Car Mileage	\$137.09	\$137.09
<input type="checkbox"/>	11/08/2012	Hotel Comfort Inns, Savannah, Georgia	\$230.00	\$230.00
<input type="checkbox"/>	11/08/2012	Tolls Savannah, Georgia	\$1.00	\$1.00
<input type="checkbox"/>	11/07/2012	Personal Car Mileage	\$131.54	\$131.54
<input type="checkbox"/>	11/06/2012	Personal Car Mileage	\$137.64	\$137.64
<input type="checkbox"/>	11/06/2012	Tolls Savannah, Georgia	\$1.00	\$1.00
<input type="checkbox"/>	11/05/2012	Personal Car Mileage	\$252.53	\$252.53
<input type="checkbox"/>	11/04/2012	Personal Car Mileage		
			TOTAL AMOUNT	TOTAL REQUESTED
			\$1,088.12	\$1,088.12

**Expense** Receipt Store

View Reimbursement Rates

Expense Type: Personal Car Mileage Transaction Date: 11/13/2012

Purpose of the Trip: Normal Travel From Location: 100 Spring Drive, Roswell, GA 30075

To Location: Main Line Road, Rockmart, GA 30153

Distance: Amount: 98 : 54.39 USD Trip Type: In-State Travel

Payment Type: Out of Pocket

Comment:

Vehicle ID: Personal Car Tier1 Number of Passengers: 0

Distance to Date: 0

[Mileage Calculator](#)

Save Attach Receipt Cancel

- When you are done, click on **Save**. This will update the entry and place it in the Expense Report.
- Repeat this process for each day you claim Personal Car Mileage

My Concur Request Expense Profile

View Reports New Expense Report View Receipt Store View Cash Advances New Cash Advance

Nov 3-16 Travel Delete Report Submit Report

New Expense Details Receipts Print / Email Show Exceptions

Expenses	Date	Expense	Amount	Requested
Adding New Expense				
<input type="checkbox"/>	11/13/2012	Fixed Meals Moultrie, Georgia	\$21.00	\$21.00
<input checked="" type="checkbox"/>	11/13/2012	Personal Car Mileage	\$54.39	\$54.39
<input type="checkbox"/>	11/12/2012	Fixed Meals Valdosta, Georgia	\$21.00	\$21.00
<input type="checkbox"/>	11/08/2012	Personal Car Mileage	\$137.09	\$137.09
<input type="checkbox"/>	11/08/2012	Hotel Comfort Inns, Savannah, Georgia	\$230.00	\$230.00
<input type="checkbox"/>	11/08/2012	Tolls Savannah, Georgia	\$1.00	\$1.00
<input type="checkbox"/>	11/07/2012	Personal Car Mileage	\$131.54	\$131.54
<input type="checkbox"/>	11/06/2012	Personal Car Mileage	\$137.64	\$137.64
<input type="checkbox"/>	11/06/2012	Tolls Savannah, Georgia	\$1.00	\$1.00
<input type="checkbox"/>	11/05/2012	Personal Car Mileage	\$252.53	\$252.53
<input type="checkbox"/>	11/04/2012	Personal Car Mileage	\$124.32	\$124.32
			TOTAL AMOUNT	TOTAL REQUESTED
			\$1,142.51	\$1,142.51

**New Expense** Receipt Store

Expense:

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

Recently Used Expense Types

- Personal Car Mileage
- Cash Advance Return
- Miscellaneous
- Tolls
- Hotel

All Expense Types

**Business Promotions**

- Other Promotional Expense
- Trade Shows

**Cash Advance**

- Cash Advance Return

**Communications**

- Cellular Phone
- Internet Charges
- Local Phone
- Long Distance

**Company Car Expense**

- Company Car Fuel
- Company Car Maintenance



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## 2. How do I import Smart Expenses into an Expense Report?

- On the My Concur page in the Expense Report or Active Work section click on an existing Expense Report to open it.

## 3. How do I Allocate expenses?

- Open the Expense report and click on the **Details** tab
- Click on **Allocations**

The screenshot shows the Concur Expense Report interface for a report titled "Travel MAR 16 to 31". The "Details" tab is active, and the "Allocations" option is highlighted in the left-hand menu. The main content area displays a list of expense types with checkboxes for selection. The "Requested" column shows amounts for selected items: \$150.00 and \$200.00. At the bottom, a summary table shows:

TOTAL AMOUNT	TOTAL REQUESTED
\$350.00	\$350.00

The interface also includes a "New Expense" section with a search bar and a list of expense types categorized into "Recently Used Expense Types" and "All Expense Types".

- Select the items you wish to allocate
  - You may select individual items or select all items by clicking in the box to the left of **Date**.
- Click on **Allocate Selected Expenses**





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- To change the allocation but not split the allocation click in the field you want to change

Allocations for Report: Travel MAr 16 to 31

Total:\$200.00 Allocated:\$200.00 (100%) Remaining:\$0.00 (0%)

Expense List

Allocate Selected Expense

Select Group

Hotel

Percentage	* Department	* Program	* Fund Source	* Fund	* Project	* Class	Activity	Code
100	STATE GOVERN...	(0850201) Statewi...	(01000) STATE G...	(10100) Operations	(01) STATE BASE ...	301		-4042010600-085...

- To split the allocations click on **Add New Allocation**
  - Each time you click **Add New Allocation** you add a new line to use for allocation
  - The new line will appear with the default Chartfield information
  - The percentage or amount will divide equally. You can override this to whatever you need by entering the correct percentage or amount in that field
  - Click on any of the fields with a red asterisk to change the coding for that segment of the Chartfield.
    - When you click in any field a drop down list of options will appear
    - You can optionally type in the adjusted information

Allocations

Total:\$200.00 Allocated:\$200.00 (100%) Remaining:\$0.00

Allocate By: Add New Allocation Delete Selected Allocations Favorites Add to Favorites

Percentage	* Department	* Program	* Fund Source	* Fund	* Project	* Class	Activity
33.33333334	STATE GOVERN...	(0850201) Statewi...	(01000) STATE G...	(10100) Operations	(01) STATE BASE ...	301	
33.33333333	STATE GOVERN...	(0850201) Statewi...	(01000) STATE G...	(10100) Operations	(01) STATE BASE ...	301	
33.33333333	STATE GOVERN...	(0850201) Statewi...	(01000) STATE G...	(10100) Operations	(01) STATE BASE ...	301	

- To delete a line, click on the checkbox next to that line and then click on Delete Selected Allocations

Allocations

Total:\$200.00 Allocated:\$200.00 (100%) Remaining:\$0.00

Allocate By: Add New Allocation Delete Selected Allocations Favorites Add to Favorites

Percentage	* Department	* Program	* Fund Source	* Fund	* Project	* Class	Activity	
33.33333334	STATE GOVERN...	(0850201) Statewi...	(01000) STATE G...	(10100) Operations	(01) STATE BASE ...	301		
33.33333333	STATE GOVERN...	(0850201) Statewi...	(01000) STATE G...	(10100) Operations	(01) STATE BASE ...	301		
<input checked="" type="checkbox"/>	33.33333333	STATE GOVERN...	(0850201) Statewi...	(01000) STATE G...	(10100) Operations	(01) STATE BASE ...	301	

- Click on yes in the pop-up dialogue box to confirm the delete

Please Confirm

Delete the selected row(s)?

Yes No



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- Here you can see we changed the Fund Source for this allocation. You can make changes in any of the fields

The screenshot shows the 'Allocations' interface. At the top right, it displays 'Total:\$200.00 Allocated:\$200.00 (100%) Remaining:\$0.00'. Below this is a toolbar with buttons: 'Allocate By: [dropdown]', 'Add New Allocation', 'Delete Selected Allocations', 'Favorites [dropdown]', and 'Add to Favorites'. The main table has columns: 'Percentage', '\* Department', '\* Program', '\* Fund Source', '\* Fund', '\* Project', '\* Class', and 'Activity'. There are two rows. The first row has a checkbox, '50', 'STATE GOVERN...', '(0850201) Statewi...', '(01000) STATE G...', '(10100) Operations', '(01) STATE BASE ...', '301', and an empty 'Activity' cell. The second row has a checked checkbox, '50', 'STATE GOVERN...', '(0850201) Statewi...', '(0101) STATE BA...', '(10100) Operations', '(01) STATE BASE ...', '301', and an empty 'Activity' cell. A red arrow points to the 'Fund Source' column in the second row.

- If this is an allocation you will use again you can save it to your Allocation Favorites
  - Click on **Add to Favorites**
  - Give the allocation a name meaningful to you
  - Click **Save**

The 'Add to Favorites' dialog box is shown. It has a title bar with 'Add to Favorites' and a close button. Below the title bar is a text input field labeled 'Enter Allocation Favorite Name:' containing the text 'Project ABCD Allocations'. At the bottom right, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a green box.

- If you want to use a previously saved Allocation
  - Click on Favorites
  - Select the favorite you need

The screenshot shows the 'Allocations' interface with the 'Favorites' dropdown menu open. The menu lists several saved allocations: 'rrr allocation', 'ttt allocations', 'Project X Allocations', 'Project abc allocations', and 'GGG Project'. The 'Project X Allocations' item is highlighted with a green box. The background table shows the same two rows as in the previous screenshot.

- Click yes on the popup dialogue box

The 'Please Confirm' dialog box is shown. It has a title bar with 'Please Confirm'. Below the title bar is a text input field containing the text 'Replace existing allocations with allocations in "Project X Allocations"'. At the bottom, there are two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a green box.

- Whether you enter a manual allocation, create a new Favorite Allocation or use a previously saved Allocation click on **Save**



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**Allocations** Total:\$200.00 Allocated:\$200.00 (100%) Remaining:\$0.00 (0%)

Allocate By: ▾ Add New Allocation Delete Selected Allocations Favorites ▾ Add to Favorites

<input type="checkbox"/>	Percentage	* Department <a href="#">?</a>	* Program <a href="#">?</a>	* Fund Source <a href="#">?</a>	* Fund <a href="#">?</a>	* Project <a href="#">?</a>	* Class	Activity	Cod
<input type="checkbox"/>	70	STATE GOVERN...	(0850201) Statewi...	(01000) STATE G...	(10100) Operations	(01) STATE BASE ...	301		-404
<input type="checkbox"/>	30	STATE GOVERN...	(0850201) Statewi...	(0102) STATE BA...	(10100) Operations	(01) STATE BASE ...	301		-404

Save Cancel Done

- Click on **OK** in the popup dialogue box

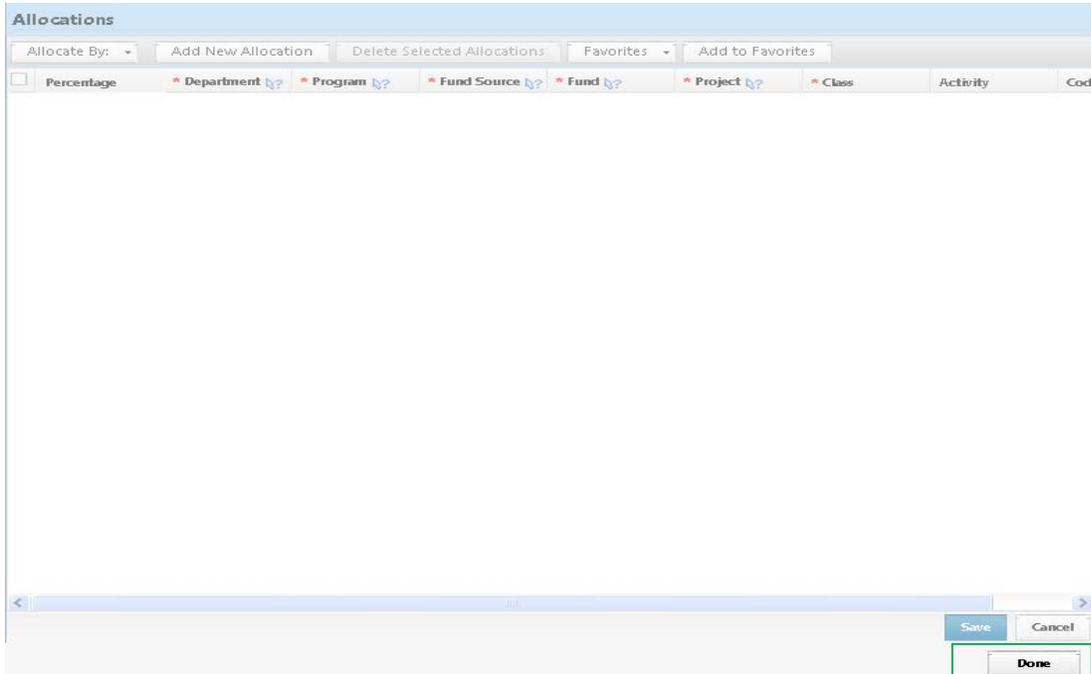


- Click on **Done**

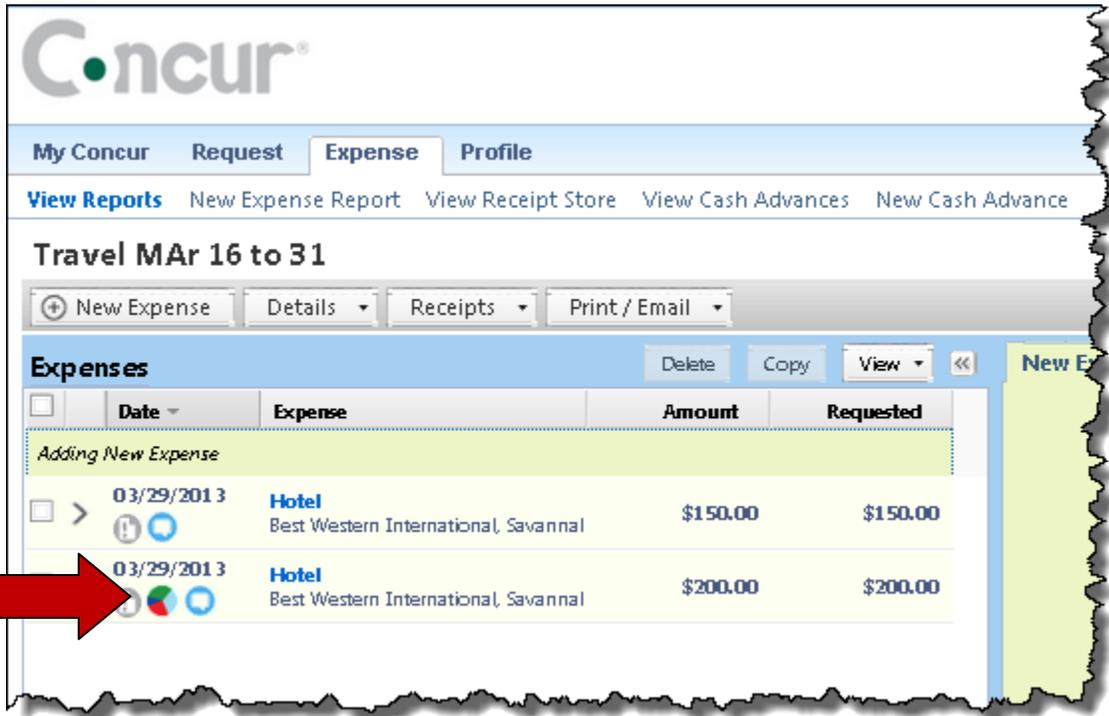


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- The items chosen for allocation will now appear with the allocation icon  next to them



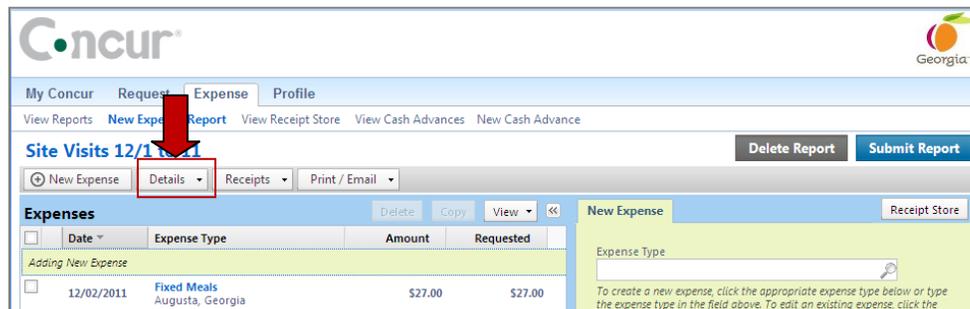


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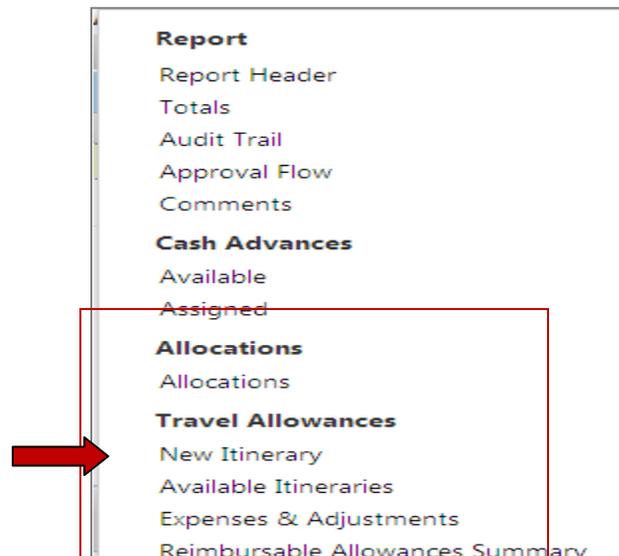
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## 4. How do I add Travel Allowances for a trip with no overnight stay to an existing Expense Report??

- On the My Concur page in the Expense Report or Active Work section click on an existing Expense Report to open it.
- Click on the **Details** tab.



- Select **New Itinerary** under the Travel Allowances section



- The system opens to the Standard (Multi-Day) Itinerary. Verify that the Selection box matches the Travel Allowance Meals you are requesting (**Regular In State** or **GSA Out of State**)
  - ✓ **Note:** Remember you cannot mix expenses for In State, Out of State and International Travel on the same Expense Report.
  - ✓ **Note:** Selection is not the same as Trip Type. Selection determines which table will be used to reimburse you for allowed meals.
- Click on **Go to Single Day Itineraries**



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1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

**Itinerary Info**

Itinerary Name: Site Visits 12/1 to 11  
Selection: Regular In State

Add Stop Delete Rows

Exclude	Departure City	Arrival City	Arrival Rate Location
No Itinerary Rows Found			

**New Itinerary Stop**

Depart from (city)  
Date  
Time  
Arrive in (city)  
Date  
Time

Save

Go to Single Day Itineraries Next >> Cancel

- Enter the date you want to enter Travel (Meals Per Diem) Allowances for in **Choose Start Date** and click on **Go** to open the data entry screen.

Travel Allowances For Report: Site Visits 12/1 to 11

Single Day Itineraries Available Itineraries Expenses & Adjustments Reimbursable Allowances Summary

Choose start date: 12/08/2011 Go

Exclude	Date	Start Location	Depart	End Location	Arrive	Depart	Back ...	Hours
<input type="checkbox"/>	12/08/2011 T...							
<input type="checkbox"/>	12/09/2011 ...							
<input type="checkbox"/>	12/10/2011 ...							
<input type="checkbox"/>	12/11/2011 ...							
<input type="checkbox"/>	12/12/2011 ...							
<input type="checkbox"/>	12/13/2011 T...							
<input type="checkbox"/>	12/14/2011 ...							

Save Itineraries

Go to Standard Itinerary Cancel

- For each day you want to claim a Travel (Meal Per Diem) Allowance enter your starting location for that day in **Start Location** and click the **Tab** key.
- Enter the time (using am or pm) you left in **Depart** and click the **Tab** key.
- Enter your last business location of the day in **End Location** and click the **Tab** key.
- Enter the time you arrived at this final location in **Arrive** and click the **Tab** key.



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- Enter the time you left this location in **Depart** and click the **Tab** key.
- Enter the time you arrived home in **Back** and click the **Tab** key.
  - ✓ **Note:** The system will calculate your travel status time under **Hours**.
- When you have entered all the days you are claiming click **Save Itineraries**.
- Click on the **Expenses & Adjustments** tab at the top of the window

Travel Allowances For Report: Site Visits 12/1 to 11

Single Day Itineraries Available Itineraries **Expenses & Adjustments** Reimbursable Allowances Summary

Choose start date 12/08/2011 Go

Exclude	Date	Start Location	Depart	End Location	Arrive	Depart	Back ...	Hours
<input type="checkbox"/>	12/09/2011 ...							
<input type="checkbox"/>	12/10/2011 ...							
<input type="checkbox"/>	12/11/2011 ...							
<input type="checkbox"/>	12/12/2011 ...							
<input type="checkbox"/>	12/13/2011 T...							
<input type="checkbox"/>	12/14/2011 ...							

Save Itineraries

Go to Standard Itinerary Cancel

- Click on **Update Expenses**.

Travel Allowances For Report: Site Visits 12/1 to 11

Single Day Itineraries Available Itineraries **Expenses & Adjustments** Reimbursable Allowances Summary

Show dates from to Go

Exclude	All	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	<input type="checkbox"/>	12/02/2011 Augusta, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$27.00
<input type="checkbox"/>	<input type="checkbox"/>	12/08/2011 Augusta, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$27.00

Update Expenses Cancel

- An Expense Entry called Fixed Meals will be added to your expense report for each day you claimed for any amounts eligible according to the Travel Policy.



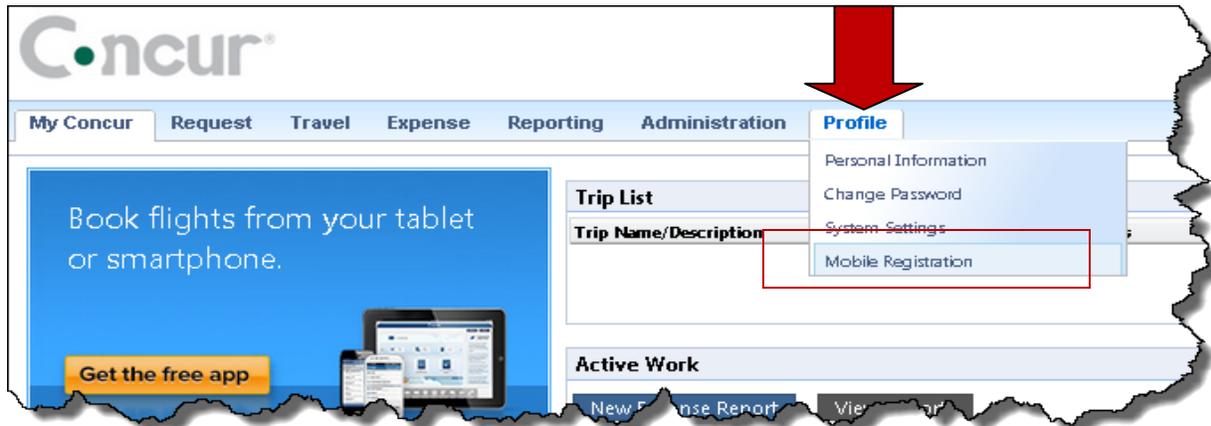
# FAQ Spotlight

April 2013

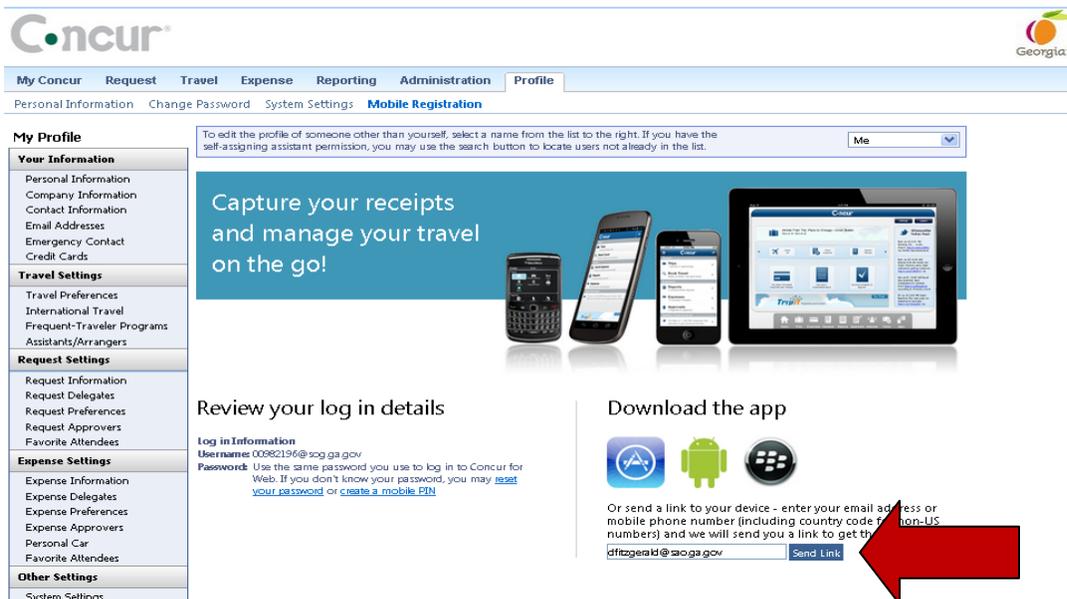
## 5. How do I sign up for the TTE Mobile App?

Log in to TTE

- Click on the **Profile Tab**
- Select **Mobile Registration**



- Enter your email address or your mobile number.
  - A link will be sent to your phone or email to download the app
  - If you enter your email address, make sure you can receive email on your mobile device
  - If you enter your mobile number, you will receive a text with the link
- Click **Send Link**
- Follow the instructions received on your mobile device





# FAQ Spotlight

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## 6. Important TTE Notes

### Travel Inc General Questions

Travel Inc. has confirmed that traveler's should not incur a travel agency fee for calling and asking general questions during normal business hours. However, any users calling Travel Inc. outside of the normal business hours of 8-5 incur an after hour fee of \$18 billed to the agency.

### Monthly Training

We offer Expense Report Basics, Booking Travel in TTE, Approver Training and a Spotlight Training Webinar based on the most frequently asked questions the previous months. Please check the Upcoming Training link on the [TTE Training page](#) of the SAO website to see a list of upcoming training webinars...and to register for them!