

# 2012

## GTE FAQ Spotlight – July



### Top 5 Support Questions Last Month

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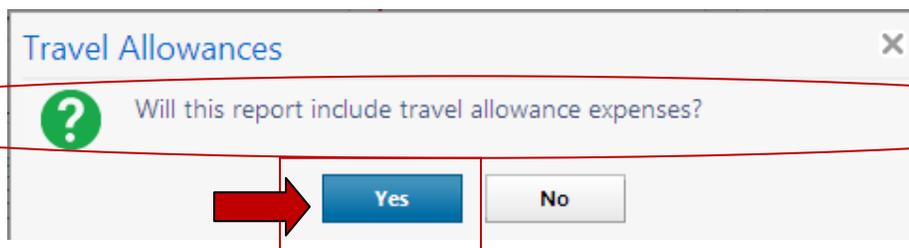
## 1. I have not received my Travel Expense reimbursement, who do I contact?

- Your Local Travel Administrator or your Agency Accounting Department

## 2. How do I enter Meals Per Diem for Day Trips?

### A. When opening a NEW Expense Report

- On the My Concur in the Expense Report or Active Work section click on **New Expense Report**
- Complete the required **Report Header** information
- If required, link any **Travel Requests** to the Expense Report
  - Click **Add** under **Travel Request** and select the appropriate Travel Request(s) to link to the Expense Report
- Click **Save** and the **Travel Allowances** dialogue box will appear.
- Click **Yes**



✓ **Note:** Travel Allowance Expenses = Meals Per Diem

- The **Travel Allowances** dialogue box opens to the Standard Itinerary format by default. In **Selection** choose **Regular In State** (meals) or **GSA Out of State** (meals) from the drop down
- Click on **Go To Single Day Itineraries**.



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Travel Allowances For Report: Weekly Travel 12-01 to 12-11

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

**Itinerary Info**

Itinerary Name: Weekly Travel 12-01 to 12-11  
Selection: Regular In State

Add Stop Delete Rows

Departure City	Arrival City	Arrival Rate Location
No Itinerary Rows Found		

**New Itinerary Stop**

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

Save

Go to Single Day Itineraries Next >> Cancel

✓ **Note:** You can make the Single Day Itinerary your default in **Profile**. Select **Expense Preferences** and under Display, check the box next to "Make Single Day Itineraries page my default in the Travel Allowance wizard."

- Enter the date you want to begin entering information for in **Choose Start Date**.
- Click **Go** to open the data entry screen.

Travel Allowances For Report: Weekly Travel 12-01 to 12-11

1 Single Day Itineraries 2 Available Itineraries 3 Expenses & Adjustments

Choose start date: 12/01/2011 Go

Exclude	Date	Start Location	Depart	End Location	Arrive	Depart	Back...	Hours
<input type="checkbox"/>	12/01/2011 T...							
<input type="checkbox"/>	12/02/2011 ...							
<input type="checkbox"/>	12/03/2011 ...							
<input type="checkbox"/>	12/04/2011 ...							
<input type="checkbox"/>	12/05/2011 ...							
<input type="checkbox"/>	12/06/2011 T...							
<input type="checkbox"/>	12/07/2011 ...							

Save Itineraries

Go to Standard Itinerary Next >> 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.



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- 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.
- 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**.
- After you have entered all the days you are claiming, click **Save Itineraries**.
  - ✓ **Note:** You can go back in and add additional days in a different week later.

Save Itineraries

Go to Standard Itinerary   Next >>   Cancel

- Click **Next**.

Travel Allowances For Report: Weekly Travel 12-01 to 12-11

1 Single Day Itineraries 2 Available Itineraries 3 Expenses & Adjustments

### Assigned Itineraries

Edit Unassign

Departure City	Date and Time ^	Arrival City	Date and Time	Arrival Rate Location
Itinerary: 12/01/2011 Macon				
Roswell, Georgia	12/01/2011 7:00 AM	Macon, Georgia	12/01/2011 9:15 AM	US-GA, UNITED STATES
Macon, Georgia	12/01/2011 7:30 PM	Roswell, Georgia	12/01/2011 9:00 PM	FULTON COUNTY, US-GA,...

### Available Itineraries

Current Itineraries [v] Delete Assign

Departure City	Date and Time ^	Arrival City	Date and Time	Arrival Rate Location
Itinerary: Visits 10-1 to 11				

<< Previous   Next >>

- Click **Next** again.
- Click on any meal period that was provided to you for any days you reported. The system will adjust your reimbursement amount for that meal period.



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Travel Allowances For Report: Weekly Travel 12-01 to 12-11

1 Single Day Itineraries 2 Available Itineraries 3 Expenses & Adjustments

Show dates from [ ] to [ ] Go

Exclude	All	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	<input type="checkbox"/>	12/01/2011 Macon, Georgia	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$14.00

<< Previous **Create Expenses** Cancel

- Click on **Create Expenses**.
- An Expense Entry called Fixed Meals will be created in your expense report for each day you claimed for any eligible amounts.

### B. 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.

Concur Georgia

My Concur Request Expense Profile

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

Site Visits 12/1/11 **Delete Report** **Submit Report**

New Expense **Details** Receipts Print / Email

Expenses	Date	Expense Type	Amount	Requested
Adding New Expense	12/02/2011	Fixed Meals Augusta, Georgia	\$27.00	\$27.00

New Expense Receipt Store

Expense Type

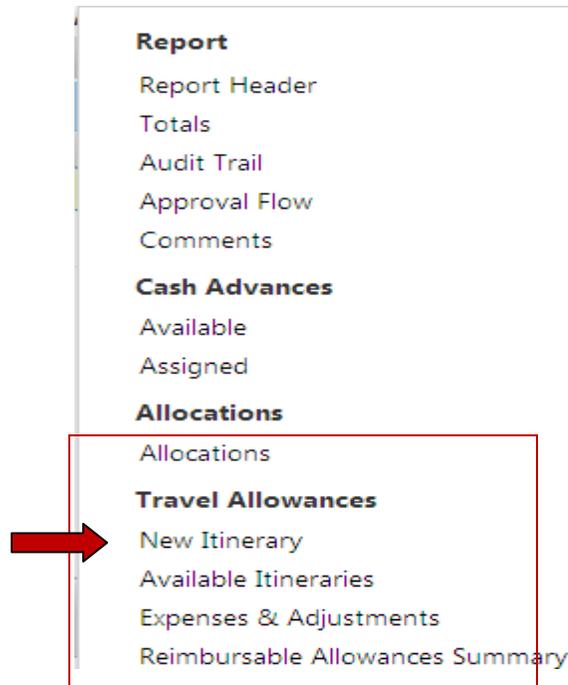
To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the

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



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- o 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.
  - ✓ **Note:** If the Standard Itinerary opens, click on **Go To Single Day Itineraries** at the bottom of the box.

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 1...							
<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

- o 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.
- o Enter the time (using am or pm) you left in **Depart** and click the **Tab** key.



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- 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.
- 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.

Exclude	Date	Start Location	Depart	End Location	Arrive	Depart	Back ...	Hours
	12/08/2011	Itinerary has been created						
<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							
<input type="checkbox"/>	12/14/2011							

- Click on **Update Expenses**.

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



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- 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.

### 3. How do I add an additional approver to the workflow?

- After you click **Submit Report** and **Accept & Submit** a screen similar to the following will appear showing your default Authorized Approver.
  - ✓ **Note:** Your Approval form may appear different depending on the configuration for your Agency.

Approval Flow for Report: ttt 8/17

Authorized Approval:  
Thornton, John A. 1

State Head Approval:  
(this step may be skipped) 2

Back Office Approval:  
4 3

Submit Report Cancel

- Note the blue arrows available for each level of approval.
  - Clicking an up arrow will insert an additional approver before that normal level of approval.
  - Clicking a down arrow will insert an additional approver after that normal level of approval.
  - Examples:
    - **#1** Click on the blue up arrow in #1 to add an approver *before* #1.
    - **#2** Click on the blue up arrow in #2 to add an approver *after* #1 but *before* #2.
      - ❖ In our example we have clicked on the up arrow in #2
    - **#3** Click on the blue up arrow in #3 to add an approver *after* #2 but *before* #3.
    - **#4** Click on the down arrow in #3 to add an approver *after* #3.
- Once you select an arrow a new section called **User-Added Approver** appears.



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Approval Flow for Report: NW GA Review 8-1

Authorized Approval:  
Thornton, John A.

User-Added Approver:

State Head Approval:

*((this step may be skipped))*

Back Office Approval:

**Submit Report** **Cancel**

- If you know the approver's name: Type in the last name of the approver you want to send the report to.
  - Select that approver from the list that appears and click **Submit Report**.
- If you don't know the approver's name: Type in an \*. A list of ALL the approvers in your agency will appear.
  - Select the correct person from the list and click **Submit Report**.

Approval Flow for Report: NW GA Review 8-1

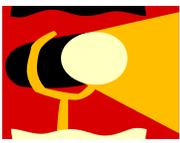
Authorized Approval:  
Thornton, John A.

User-Added Approver:

Haidet, Chloe A. (noemail@georgia.gov)  
Clarke, David R. (Clarkedr@audits.ga.gov)  
Blaha, Edward F. (blahaef@audits.ga.gov)  
Bolton, Janet L. (noemail@georgia.gov)  
Thornton, John A. (thornton@audits.ga.gov)  
Whitesides, Michael L. (whitesid@audits.ga.gov)  
Boyd, Roger W. (SAO\_CONCUR@sao.ga.gov)  
Hinton, Russell W. (SAO\_CONCUR@sao.ga.gov)

Search Approvers By

**Submit Report** **Cancel**



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### 4. How do I find out who my Local Travel Administrator is?

- The *GA Travel & Expense Participating Agencies and Local Administrators* document on the State Accounting Office webpage contains Local Administrator contact information for Agencies on the GTE system.

The screenshot shows the official portal for the State of Georgia, specifically the State Accounting Office website. The page title is "GA Travel & Expense Online Booking Tool". The breadcrumb trail is "Home > Travel > GA Travel and Expense > GA Travel & Expense Online Booking Tool". The main content area lists several resources, including "Log in to Concur", "Car Cost Compare/DOAS", "GTE System User Reference Guide", "Hotel-Motel Tax Exemption Form", "Waiver Form/DOAS", "Who To Call?", "GA Travel & Expense Participating Agencies and Local Administrators", "GA Travel & Expense Access Request Form", and "State of Georgia Meal Allowances". A red arrow points to the link "GA Travel & Expense Participating Agencies and Local Administrators".

### 5. This is my first time travelling, what is my log in and password?

- Please contact your Local Travel Administrator for your GTE login credentials.