

2013

TTE FAQ Spotlight – March



Top 5 Support Questions Last Month

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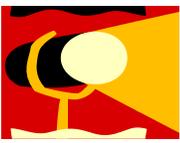
FAQ Spotlight

March 2013

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FAQ Spotlight

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

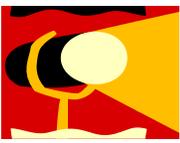
- On the My Concur page in the Expense Report or Active Work section click on an existing Expense Report to open it.
- Click on the **Details** tab.

Expenses	Date	Expense Type	Amount	Requested
Adding New Expense				
<input type="checkbox"/>	12/02/2011	Fixed Meals Augusta, Georgia	\$27.00	\$27.00

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

- Report
 - Report Header
 - Totals
 - Audit Trail
 - Approval Flow
 - Comments
- Cash Advances
 - Available
 - Assigned
- Allocations
 - Allocations
- Travel Allowances**
 - New Itinerary**
 - Available Itineraries
 - Expenses & Adjustments
 - Reimbursable Allowances Summary

- 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

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

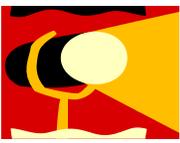
Choose start date: 12/08/2011 Go

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

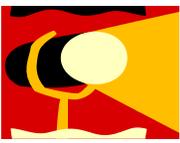
Single Day Itineraries Available Itineraries **Expenses & Adjustments** Reimbursable Allowances Summary

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.



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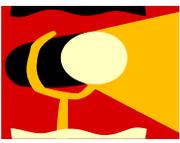
2. How do I add personal vehicle mileage to an Expense Report?

- 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...'. The 'Expenses' section shows a list of expenses 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 'Tolls'. 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

Expenses				
<input type="checkbox"/>	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: Transaction Date:

Purpose of the Trip: From Location:

To Location: Payment Type:

Distance : Amount: : USD

Trip Type:

Comment:

Vehicle ID: Number of Passengers:

Distance to Date:

[Mileage Calculator](#)

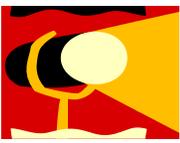
- If the following screen appears select **Yes**.

Please Confirm

?

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

- 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.

The screenshot shows the Mileage Calculator interface. On the left, there are four red arrows pointing to the Waypoints list (A, B, C, D), the 'Make Round Trip' button, and the 'Deduct Commute' checkbox. On the right, a red arrow points to the 'Make Round Trip' button on the map. The map shows a route starting at point A (Roswell, GA) and ending at point A. The 'Directions' section shows a route of 62.0 miles. At the bottom, the 'TOTAL PERSONAL' distance is 0.0 MI and the 'TOTAL BUSINESS' distance is 91.5 MI. The 'Deduct Commute' checkbox is checked.

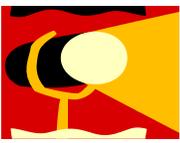
Waypoint	Address	Distance
A	100 Spring Drive, Roswell, GA 30075, US	
B	2 East Main Street, Rome, GA 30161, US	61.9 MI
C	Cedartown, GA 30125, USA	18.4 MI
D	Main Line Road, Rockmart, GA 30153, U	11.2 MI
E		

Directions:

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

TOTAL PERSONAL: 0.0 MI
TOTAL BUSINESS: 91.5 MI

- 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 1st 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 21.5 MI

Office
200 Piedmont Avenue SE, Atlanta, GA 30333

Deduct Round Trip

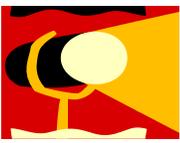
Directions

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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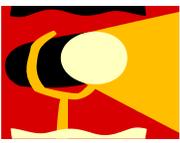
The screenshot shows the Mileage Calculator interface. On the left, there are sections for Waypoints, Distances, Personal, Home, Office, and Directions. The Waypoints section lists six points with their respective distances: 61.9 MI, 18.4 MI, 11.2 MI, 49.3 MI, and a blank entry. The Home and Office sections show addresses and a distance of 43.0 MI. The Directions section has a checkbox for 'Deduct Commute' and a table showing 'TOTAL PERSONAL' as 43.0 MI and 'TOTAL BUSINESS' as 97.8 MI. A map on the right shows a route connecting the waypoints. Red arrows point from the 'Deduct Commute' checkbox to the 'TOTAL PERSONAL' and 'TOTAL BUSINESS' values, and from the 'TOTAL BUSINESS' value to the 'Add Mileage to Expense' button.

Waypoint	Distance
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, US	

Category	Distance
Home	43.0 MI
Office	43.0 MI

Category	Distance
TOTAL PERSONAL	43.0 MI
TOTAL BUSINESS	97.8 MI

- 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

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

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

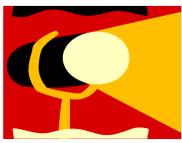
- Cash Advance Return

Communications

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

Company Car Expense

- Company Car Fuel
- Company Car Maintenance



FAQ Spotlight

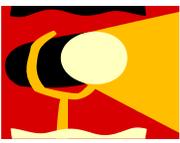
March 2013

3. How do I add Travel Allowances for a trip with an 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

- 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. If they do not match, you need to create an Out of State or International Expense Report.

- Enter the FIRST leg of your multiple day trip
 - Enter the location you left from in the **Depart from** field



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- Enter the date you left in the **Date** field
 - Enter mm/dd/yyyy or click on the Calendar icon to select a date
- Enter the time you departed in the **Time** field
 - You must enter AM or PM
- Enter your arrival location in the **Arrive in** field
- The second Date field will default to the date entered above
- Enter the time of your arrival in the second **Time** field
 - You must use am or pm
- Click on **Save** to save the information for the 1st leg of your trip

Travel Allowances For Report: Weekly Travel 11-01 to 11-15

Create New Itinerary | Available Itineraries | Expenses & Adjustments | Reimbursable Allowances Summary

Itinerary Info

Itinerary Name: Weekly Travel 11-01 to 11-15 | 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): Atlanta, Georgia

Date: 11/05/2012

Time: 7:00 AM

Arrive in (city): Valdosta, Georgia

Date: 11/05/2012

Time: 9:30 am

Save

Go to Single Day Itineraries | Next >> | Done

- The first leg of the trip will appear on the left side.

Travel Allowances For Report: Weekly Travel 11-01 to 11-15

Edit Itinerary | Available Itineraries | Expenses & Adjustments | Reimbursable Allowances Summary

Itinerary Info

Itinerary Name: Weekly Travel 11-01 to 11-15 | Selection: Regular In State

Add Stop | Delete Rows

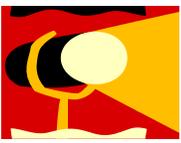
Departure City	Arrival City	Arrival Rate Location
Atlanta, Georgia 11/05/2012 7:00 AM	Valdosta, Georgia 11/05/2012 9:30 AM	US-GA, UNITED STATES

New Itinerary Stop

Depart from (city): Valdosta, Georgia

Date:

- Now enter the LAST leg of your trip
 - The location you are leaving defaults in **Depart from** field
 - You may correct if necessary



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- Enter the date you left in the **Date** field
 - Enter mm/dd/yyyy or click on the Calendar icon to select a date
- Enter the time you departed in the **Time** field
 - You must enter AM or PM
- Enter your arrival location in the **Arrive in** field
- The second Date field will default to the date entered above
- Enter the time of your arrival in the second **Time** field
 - You must enter AM or PM
- Click on **Save** to save the information for the last leg of your trip

Departure City	Arrival City	Arrival Rate Location
Atlanta, Georgia 11/05/2012 7:00 AM	Valdosta, Georgia 11/05/2012 9:30 AM	US-GA, UNITED STATES

Depart from (city)
Valdosta, Georgia

Date
11/09/2012

Time
5:00 PM

Arrive in (city)
Atlanta, Georgia

Date
11/09/2012

Time
7:30 PM

Save

- The last leg of the trip will appear on the left side.

Departure City	Arrival City	Arrival Rate Location
Atlanta, Georgia 11/05/2012 7:00 AM	Valdosta, Georgia 11/05/2012 9:30 AM	US-GA, UNITED STATES
Valdosta, Georgia 11/09/2012 5:00 PM	Atlanta, Georgia 11/09/2012 7:30 PM	FULTON COUNTY, US-GA, ...

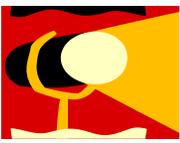
Depart from (city)
Atlanta, Georgia

Date

Time

Next >>

- Click **Next**.



FAQ Spotlight

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Travel Allowances For Report: Weekly Travel 11-01 to 11-15

← Edit Itinerary Available Itineraries Expenses & Adjustments Reimbursable Allowances Summary →

Itinerary Info

Itinerary Name: Weekly Travel 11-01 to 11-15 Selection: Regular In State

Add Stop Delete Rows

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Atlanta, Georgia 11/05/2012 7:00 AM	Valdosta, Georgia 11/05/2012 9:30 AM	US-GA, UNITED STATES
<input type="checkbox"/>	Valdosta, Georgia 11/09/2012 5:00 PM	Atlanta, Georgia 11/09/2012 7:30 PM	FULTON COUNTY, US-GA, ...

New Itinerary Stop

Depart from (city): Atlanta, Georgia

Date: [calendar icon]

Time: [input field]

Arrive in (city): [input field]

Date: [calendar icon]

Time: [input field]

Save

Go to Single Day Itineraries **Next >>** Done

- The Expenses and Adjustments window opens. It displays meals already applied as well as the new meals
- Click on any Breakfast, Lunch or Dinner that was provided to you on this trip. The system will adjust your reimbursement amount for that meal period.
- Click on **Update Expenses**

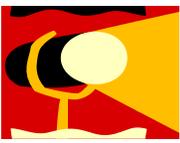
Travel Allowances For Report: Weekly Travel 11-01 to 11-15

← Create New Itinerary Available Itineraries **Expenses & Adjustments** Reimbursable Allowances Summary →

Show dates from [calendar icon] to [calendar icon] Go

Exclude All <input type="checkbox"/>	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	11/01/2012 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$27.00
<input type="checkbox"/>	11/02/2012 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$36.00
<input type="checkbox"/>	11/03/2012 Savannah, Georgia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$20.00
<input type="checkbox"/>	11/05/2012 Valdosta, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$21.00
<input type="checkbox"/>	11/06/2012 Valdosta, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$28.00
<input type="checkbox"/>	11/07/2012 Valdosta, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$28.00
<input type="checkbox"/>	11/08/2012 Valdosta, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$28.00
<input type="checkbox"/>	11/09/2012 Valdosta, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$21.00

Update Expenses Cancel



FAQ Spotlight

March 2013

- New Fixed Meals will be added to your expense report for each additional day you claimed.

Expense	Date	Amount	Exception
Fixed Meals	11/01/2012	\$27.00	The Transaction Date is Greater than 30 days old. Please be more timely in your expense submissions.
Fixed Meals	11/02/2012	\$36.00	The Transaction Date is Greater than 30 days old. Please be more timely in your expense submissions.

Date	Expense	Amount	Requested
11/09/2012	Fixed Meals Valdosta, Georgia	\$21.00	\$21.00
11/08/2012	Fixed Meals Valdosta, Georgia	\$28.00	\$28.00
11/07/2012	Fixed Meals Valdosta, Georgia	\$28.00	\$28.00
11/06/2012	Fixed Meals Valdosta, Georgia	\$28.00	\$28.00
11/05/2012	Fixed Meals Valdosta, Georgia	\$21.00	\$21.00
11/03/2012	Fixed Meals Savannah, Georgia	\$20.00	\$20.00
11/02/2012	Fixed Meals Savannah, Georgia	\$36.00	\$36.00

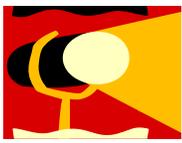
TOTAL AMOUNT: \$209.00
TOTAL REQUESTED: \$209.00

4. How do I add an approved Travel Request to an existing Expense Report?

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

Date	Expense	Amount	Requested
11/07/2012	Fixed Meals	\$131.54	\$131.54
11/06/2012	Fixed Meals	\$137.64	\$137.64
11/06/2012	Allocations	\$1.00	\$1.00
11/05/2012	Travel Allowances	\$252.53	\$252.53
11/04/2012	Travel Allowances	\$124.32	\$124.32
11/04/2012	Expenses & Adjustments	\$1.00	\$1.00
11/03/2012	Office Supplies	\$30.00	\$30.00

TOTAL AMOUNT: \$1,088.12
TOTAL REQUESTED: \$1,088.12



FAQ Spotlight

March 2013

- o Click on **Add**

Report header for: Nov 3-16 Travel

Previous Comment [View All](#)

Entered By John Thornton: Enter any comments necessary for the added Approver.

Report Date: 11/03/2012
Report Name: Nov 3-16 Travel
Trip Type: In-State Travel
Policy: State of Georgia Expense Policy 1

Trip Start Date: 11/03/2012
Trip End Date: 11/16/2012
Purpose of Trip: Normal Travel
Comment:

Report Key: 42273
Report Currency: US, Dollar
Approval Status: Sent Back to Employee
Payment Status: Not Paid

Vendor ID: 0000381129
Special Activity:

Requests | Authorization Requests

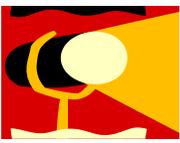
<input type="checkbox"/>	Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
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- o Click on the box next to the correct Request Name from the list that appears
- o Click **Add**

Available Requests

<input type="checkbox"/>	Request Name	Request ID	Cancelled	Request Total	Amount Appr..	Amount Rem..
<input type="checkbox"/>	Annual Cert Traini...	3ELP	No	\$1,175.00	\$1,175.00	\$1,175.00
<input type="checkbox"/>	Social Workers Co...	3EJC	No	\$2,290.00	\$2,290.00	\$2,290.00
<input checked="" type="checkbox"/>	Trip to Savannah ...	3EJA	No	\$350.00	\$350.00	\$350.00
<input type="checkbox"/>	trvl 12-15 to 31	3EHA	No	\$250.00	\$250.00	\$30.00
<input type="checkbox"/>	XYX Convention 1...	3ELL	No	\$1,500.00	\$1,500.00	\$1,500.00

- o The Request name(s) selected will appear in the Requests area
- o Click **Save**



FAQ Spotlight

March 2013

Report header for: Nov 3-16 Travel

Previous Comment [View All](#)

Entered By John Thornton: Enter any comments necessary for the added Approver.

Report Date: 11/03/2012
 Report Name: Nov 3-16 Travel
 Trip Type: In-State Travel
 Policy: State of Georgia Expense Policy 1

Trip Start Date: 11/03/2012
 Trip End Date: 11/16/2012
 Purpose of Trip: Normal Travel
 Comment:

Report Key: 42273
 Report Currency: US, Dollar
 Approval Status: Sent Back to Employee
 Payment Status: Not Paid

Vendor ID: 0000381129
 Special Activity:

Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
Trip to Savannah 1-7 t...	3EJA	No	\$350.00	\$350.00	\$350.00

Save Cancel

The view returns to the Expense Report and the approved Travel Request is now attached to the expense report.

5. How do I record a Cash Advance I received in my Expense Report?

- Open the Expense report and click on the **Details** tab
- Click on **Available** under **Cash Advances** to display a list of available Cash Advances (Travel Advances)

My Concur | Requests | Expense | Profile

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

monthly expense report 1-1 to 1-31

Delete Report | Submit Report

New Expense | Details | Receipts | Print / Email | Hide Exceptions

Exceptions

Expense	Date
Miscellaneous	01/03/2013
Personal Car Mil...	01/03/2013

Expenses

Ad	Date
	01/03/2013
	01/03/2013

Report

- Report Header
- Totals
- Audit Trail
- Approval Flow
- Comments
- Cash Advances**
 - Available
 - Assigned
- Allocations**
 - Allocations
- Travel Allowances**
 - New Itinerary
 - Available Itineraries
 - Expenses & Adjustments
 - Reimbursable Allowances Summary

New Expense

Requested

\$25.00
\$75.48

Expense

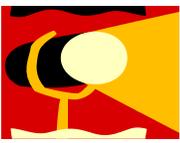
Recently Used Expense Types

- Personal Car Mileage
- Tolls
- Cellular Phone
- Miscellaneous
- Hotel

All Expense Types

Business Promotions

- Other Promotional Expense



FAQ Spotlight

March 2013

- Click on the checkbox next to the **Cash Advance** you wish to attach to the Expense Report
- Click on **Assign Cash Advance to Report**

<input type="checkbox"/>	Cash Advance N...	Date Issued	Foreign Amount	Exchange Rate	Amount	Balance
<input type="checkbox"/>	DC Cert Training 3-...	03/11/2013	\$250.00	1	\$250.00	\$250.00
<input type="checkbox"/>	Administrator Meet...	03/11/2013	\$125.00	1	\$125.00	\$125.00
<input type="checkbox"/>	Agency Audits 3/1...	03/11/2013	\$550.00	1	\$550.00	\$550.00
<input checked="" type="checkbox"/>	Agency Visits	03/11/2013	\$250.00	1	\$250.00	\$250.00

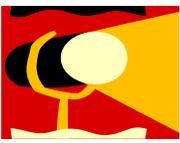
- The Cash Advance is attached to the header, but nothing will appear in the body of the Expenses Report
- Click on the **Details** Tab
- Click on **Assigned** under *Cash Advances*

monthly expense report 1 to 1-31

Details

- Report
- Report Header
- Totals
- Audit Trail
- Approval Flow
- Comments
- Cash Advances**
 - Available
 - Assigned**
- Allocations
- Allocations
- Travel Allowances
- New Itinerary
- Available Itineraries
- Expenses & Adjustments
- Reimbursable Allowances Summary

- You will see the *original* amount of the Cash Advance, any Balance due back to the State and the amount of expenses claimed in the Expense Report
- Any amounts in excess of the expense report and due to be returned to the State are listed under **Balance**. Write this number down.



FAQ Spotlight

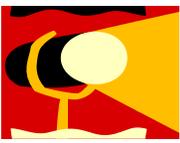
March 2013

<input type="checkbox"/>	Cash Advance Na...	Foreign Amount	Exchange Rate	Amount	Balance	Amount Used in Report
<input type="checkbox"/>	Agency Visits	\$250.00	1	\$250.00	\$149.52	\$100.48

Buttons: Delete from Report, Cancel

- Click on **Cancel** to return to the Expense Report
- **If** your expenses were *greater* than the amount of the Cash Advance you don't need to do anything else; **if** your expenses were *less* than the Cash Advance, return the amount due to the State of Georgia following your Agency policy.
- You must report the funds returned to the State of Georgia on the same Expense Report the Cash Advance was attached to.
- Once you have attached a Cash Advance to the expense report, an expense type **Cash Advance Return** appears under **Cash Advances**. Select it.

The screenshot shows the 'New Expense' form in the Concur system. The 'Expenses' table lists two items: 'Miscellaneous' for \$25.00 and 'Personal Car Mileage' for \$75.48. The 'TOTAL AMOUNT' is \$100.48 and the 'TOTAL REQUESTED' is \$100.48. In the 'Recently Used Expense Types' section, 'Cash Advance Return' is listed and highlighted with a red box and a red arrow pointing to it.



FAQ Spotlight

March 2013

- o Enter the amount of the balance due; in our example it is \$149.52
- o Enter the date you returned the funds
- o If you have a copy of a receipt of the returned funds attach it to the item by clicking on **Attach Receipt**. This is the same as attaching a receipt to any item.
- o Click **Save**

The screenshot shows the 'New Expense' form on the right and the 'Expenses' table on the left. The 'New Expense' form has the following fields:

Expense Type	Date
Cash Advance Return	01/31/2013

Description: normal
Amount: 149.52 USD

Buttons: Save, Attach Receipt, Cancel

The 'Expenses' table shows:

Date	Expense	Amount	Requested
01/03/2013	Miscellaneous	\$25.00	\$25.00
01/03/2013	Personal Car Mileage	\$75.48	\$75.48
TOTAL AMOUNT		\$100.48	TOTAL REQUESTED \$100.48

- o The Cash Advance Return amount now shows on the Expense Report.
- o The **Total Amount** displayed is the amount of the Cash Advance return plus the expenses reported and the **Total Requested** is the total of the Expenses reported on this Expense Report.

The screenshot shows the 'Expenses' table with a red circle around the 'Cash Advance Return' entry. The 'New Expense' form is also visible on the right.

The 'Expenses' table shows:

Date	Expense	Amount	Requested
01/31/2013	Cash Advance Return	\$149.52	\$0.00
01/03/2013	Miscellaneous	\$25.00	\$25.00
01/03/2013	Personal Car Mileage	\$75.48	\$75.48
TOTAL AMOUNT		\$250.00	TOTAL REQUESTED \$100.48

A red arrow points to the 'Submit Report' button in the top right corner.

- o When you are ready to submit the Expense Report, click on **Submit Report**,



FAQ Spotlight

March 2013

6. Monthly Training Webinars

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!