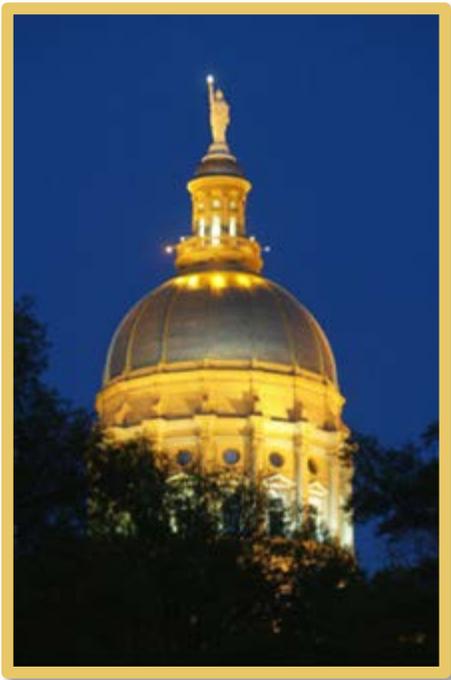


2013

TTE FAQ Spotlight – December



Top 5 Support Questions Last Month

1. [How do I add personal vehicle mileage to an Expense Report?](#)
2. [How do I access Travel Allowances \(meals\) if I said no to Travel Allowances when I initially created my expense report.](#)
3. [How do I add an additional approver to the workflow?](#)
4. [What should I do if I have access to a less expensive hotel rate than available in TTE?](#)
5. [How do I import Smart Expenses into an Expense Report](#)
6. [What' new in TTE](#)

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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 TTE Expense Report interface. At the top, there are navigation tabs: My Concur, Request, Expense, and Profile. Below that, there are links for View Reports, New Expense Report, View Receipt Store, View Cash Advances, and New Cash Advance. The current report is titled 'Nov 3-16 Travel'. There are buttons for 'Delete Report' and 'Submit Report'. Below the report title, there are dropdown menus for 'New Expense', 'Details', 'Receipts', and 'Print / Email', along with a 'Hide Exceptions' button. The 'Exceptions' section shows two entries: 'Office Supplies' and 'Personal Car Mil...' with dates and amounts. The 'Expenses' section shows a list of expenses with columns for Date, Expense, Amount, and Requested. The 'New Expense' section is highlighted, showing a search field with 'pers' and a list of 'Recently Used Expense Types' including 'Personal Car Mileage'. 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

TTE FAQ Spotlight

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Nov 3-16 Travel Delete Report

| Expenses | | | | |
|--------------------------|------------|--|------------|-------------------------------|
| <input type="checkbox"/> | Date | Expense | Amount | Requested |
| <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 | | | \$1,088.12 | TOTAL REQUESTED \$1,088.12 |

New Expense

View Reimbursement Rates

Expense Type: Transaction Date:

Purpose of the Trip: From Location:

To Location: Payment Type:

Distance: Amount: : USD

Comment:

Vehicle ID: Number of Passengers:

Distance for Date:

- 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 not 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.
 - This can be useful if there is a law or regulation prohibiting you from entering a specific location address
 - The red and tan 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.
 - 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.
 - 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, the Waypoints section lists five stops: A (100 Spring Drive, Roswell, GA), B (2 East Main Street, Rome, GA), C (Cedartown, GA), D (Main Line Road, Rockmart, GA), and E (empty). Distances between stops are shown: 61.9 MI (A-B), 18.4 MI (B-C), and 11.2 MI (C-D). A red arrow points to the 'Make Round Trip' button. Below the waypoints, the 'Directions' section shows a route starting at A, heading north on Spring Dr, turning left onto GA-120 W, exiting onto GA-120 Loop W/North Marietta Pkwy NE toward I-75 N, and turning right to merge onto I-75 N. A red arrow points to the 'Deduct Commute' checkbox. At the bottom, the 'TOTAL PERSONAL' distance is 0.0 MI and the 'TOTAL BUSINESS' distance is 91.5 MI, both circled in red. A red arrow points to the 'Add Mileage to Expense' button. On the right, a map shows the route between the waypoints, with a large red arrow pointing to the 'Make Round Trip' button.

- 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, US
- 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

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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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, US: 49.3 MI
- E 100 Spring Drive, Roswell, GA 30075, US

[Calculate Route](#)

Deducted Commute Distance

Home
100 Spring Drive, Roswell, GA 30075, US: 43.0 MI

Office
200 Piedmont Avenue SE, Atlanta, GA 30333, US: Deduct Round Trip

Directions

| | | |
|--|----------------------------------|----------------------------------|
| <input checked="" type="checkbox"/> Deduct Commute | TOTAL PERSONAL 43.0 MI | TOTAL BUSINESS 97.8 MI |
|--|----------------------------------|----------------------------------|

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

- 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 Payment Type: Out of Pocket

Distance: Amount: 98 : 54.39 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

- 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

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2. How do I access Travel Allowances (meals) if I selected No to Travel Allowances when I initially created my expense report?

- Open the Expense Report you want to add Travel Allowances to.
- Click on the **Details** tab
- Click on **New Itinerary**

The screenshot displays the Concur Expense Center interface. The browser address bar shows the URL: <https://implementation.concursolutions.com/Expense/Client/default.asp>. The user is logged in as William Abercrombie. The main navigation bar includes 'My Concur', 'Request', 'Expense', 'Reporting', and 'Profile'. Below this, there are buttons for 'View Reports', 'New Expense Report', 'View Receipt Store', 'Approve Reports', 'View Cash Advances', and 'New Cash Advance'. The current report is titled 'Instate Travel 7-16 to 31 Sgl'. A dropdown menu is open under the 'Details' tab, with 'New Itinerary' highlighted. The menu options include: Report, Report Header, Totals, Audit Trail, Approval Flow, Comments, Cash Advances, Available, Assigned, Allocations, Allocations, Travel Allowances, New Itinerary, Available Itineraries, Expenses & Adjustments, and Reimbursable Allowances Summary. The main content area shows a table of expenses with columns for 'Expense', 'Date', 'Amount', and 'Requested'. The total requested amount is \$357.00. A 'New Expense' form is visible on the right side of the screen.

- Proceed as usual to enter Travel Allowances for travel days with No Overnight Stay (Single Day Itinerary) or With Overnight Stay (Standard Itinerary)

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.

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Approval Flow for Report: ttt 8/17

Authorized Approval:
Thornton, John A.

State Head Approval:
(this step may be skipped)

Back Office Approval:

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.

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

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- 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

4. What should I do if I have access to a less expensive hotel rate than available in TTE?

Hotels allot a specific number of rooms to be available at specified rates for online booking. When that capacity has been reached, the rate is no longer available online. When this occurs, you have the option to contact the hotel directly to get the hotel at the lesser or conference rate. If you have access to a rate not published in TTE, please advise your TTE Local Travel Administrator.

SAO has an online form allowing you to send this directly to the TTE Travel Group. <http://sao.georgia.gov/online-booking-tool> Select Recommend a Hotel!

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

- Use the **My Concur** tab and the **Active Work** section or the **Expense** tab and **View Reports**.
- Click on an existing Expense Report to open it.

Active Work

New Expense Report View Reports

Expense Reports (1) Cash Advances (0)

| Report Name | Status | Payment Status | Report Date | Requested Amount |
|--------------------------------------|---------------|----------------|-------------|------------------|
| Training April 2013 Training Test | Not Submitted | Not Paid | 06/05/2013 | \$0.00 |

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- The Expense Report Opens
- Click on the **Import** tab

The screenshot shows the 'Expense' tab selected in the navigation menu. Below it, the 'View Reports' section includes 'New Expense Report', 'View Receipt Store', 'View Cash Advances', and 'New Cash Advance'. The main header for the report is 'Training April 2013', with 'Delete Report' and 'Submit Report' buttons. The 'Import' tab is highlighted with a red box, and a red arrow points to it from the left. Below the tabs, there are buttons for 'New Expense', 'Details', 'Receipts', and 'Print / Email'. The 'Expenses' table is visible with columns for 'Date', 'Expense', 'Amount', and 'Requested'. A 'New Expense' window is partially visible on the right.

- The **Smart Expense** window opens
- Click on the check box next to the expenses you wish to add to this expense report
 - In our example we are selecting two of the four Smart Expenses

The screenshot shows the 'Smart Expenses' window. The 'Import' tab is selected. Below the tabs, there are buttons for 'All Cards', 'Import', 'Match', 'Unmatch', and 'Delete'. The 'Expenses' table is visible with columns for 'Expense Detail', 'Expense', 'Date', and 'Amount'. The table contains four rows of expenses, with the first two rows selected (checked):

| Expense Detail | Expense | Date | Amount |
|------------------------|------------------|------------|----------|
| Alaska Airlines Inc... | Airfare | 04/18/2013 | \$471.80 |
| Travel, Inc. Duluth | For Travel Agent | 04/16/2013 | \$9.02 |
| Travel, Inc. Duluth | For Travel Agent | 04/16/2013 | \$9.02 |
| US Airways | Airfare | 04/16/2013 | \$414.80 |

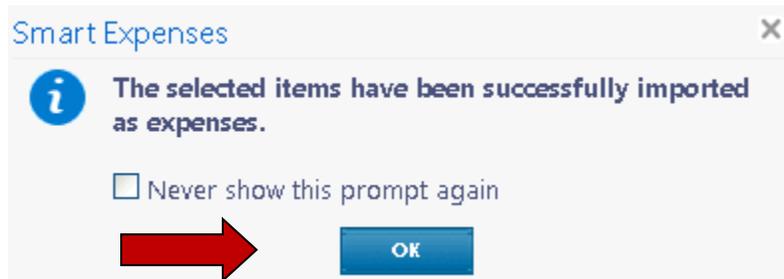
- Click on the **Import** tab in the **Smart Expenses** box
 - If you clicked on the drop down arrow in the Import Tab here you will see two options
 - To New Report
 - To Current Report
 - **Select To Current Report**
 - If you clicked on the Import Tab without touching the drop down arrow the system will automatically select To Current Report

The screenshot shows the 'Smart Expenses' window with the 'Import' dropdown menu open. The dropdown menu has two options: 'To Current Report' and 'To New Report'. A red arrow points to the dropdown menu. The table of expenses is visible below the dropdown menu.

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- o Click **OK** on the **Smart Expenses** dialogue box that pops up



- o The selected Smart Expenses are now assigned to this Expense Report
- o If you see a Red Exception Flag  on any expense, you must resolve the issue or the expense report cannot be submitted
- o Click on the item with the red flag you wish to correct

My Concur | Travel | Expense | Reporting | Administration | Profile

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

Training April 2013 Delete Report | Submit Report

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

| Exceptions | | | |
|------------|------------|----------|--|
| Expense | Date | Amount | Exception |
| Airfare | 04/18/2013 | \$471.80 |  This expense has no matching travel reservation. Please import trips and apply the booking or use the expense report comments to explain why there was no reservation made for this expense. |

| Expenses | | | | Smart Expenses | | | | |
|--------------|---|----------|-----------------|------------------------|---------------------|------------------|------------|----------|
| Date | Expense | Amount | Requested | Expense Detail | Expense | Date | Amount | |
| 04/18/2013 |   Airfare Alaska Airlines Inc. S | \$471.80 | \$471.80 | Corporate Card Charges | Travel, Inc. Duluth | For Travel Agent | 04/16/2013 | \$9.02 |
| 04/16/2013 | For Travel Agent Travel, Inc., Duluth, | \$9.02 | \$9.02 | | US Airways | Airfare | 04/16/2013 | \$414.80 |
| TOTAL AMOUNT | | \$480.82 | TOTAL REQUESTED | | | | | |
| | | | \$480.82 | | | | | |

- o The Expense data for that item will appear

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The screenshot displays the TTE Expense Report interface for Training April 2013. It features a navigation bar with options like 'My Concur', 'Travel', 'Expense', 'Reporting', 'Administration', and 'Profile'. Below this, there are links for 'View Charges', 'View Reports', 'New Expense Report', 'View Receipt Store', 'View Cash Advances', and 'New Cash Advance'. The main content area is titled 'Training April 2013' and includes buttons for 'Delete Report' and 'Submit Report'. A 'New Expense' button is also present. The 'Exceptions' section shows a table with columns for Expense, Date, Amount, and Exception. The first row shows an Airfare expense for 04/18/2013 with an amount of \$471.80 and an exception message: 'This expense has no matching travel reservation. Please import trips and apply the booking or use the expense report comments to explain why there was no reservation made for this expense.' Below this, the 'Expenses' section shows a table with columns for Date, Expense, Amount, and Requested. The first row shows an Airfare expense for 04/18/2013 with an amount of \$471.80 and a requested amount of \$471.80. The second row shows a For Travel Agent expense for 04/16/2013 with an amount of \$9.02 and a requested amount of \$9.02. The detailed view of the Airfare expense shows various fields: Expense Type (Airfare), Transaction Date (04/18/2013), Purpose of Trip (Training Test), Ticket Number (0277179905650), Vendor (Alaska Airlines Inc., Seattle WA USA), Vendor Name (Alaska Airlines Inc., Seattle WA USA), Airline Travel Service Code (Select one), City (empty), Payment Type (AirPlus), Amount (471.80 USD), Personal Expense (do not reimburse) (unchecked), Trip Type (Out of State Travel), and Comment (empty). The City and Comment fields are circled in red. The Save button is also circled in red.

- o Enter any missing required data.
 - In our example the City was missing. City is a required data field in this example. For this expense it is looking for the city where the flight originated. If it had been a hotel, it would be the city where the hotel is located.
- o If you did not have a matching Travel Reservation you **must** enter an explanation why the reservation was not made through TTE.
 - This could be a ticket you purchased at the airport for an unscheduled trip and you had no access to TTE. For a hotel this could be that the only way you could reserve the room and get the special rate was booking directly through the hotel or conference management company.
 - Whatever the reason, be specific in your explanation.
- o Attach any required receipts
- o Click on **Save** to update the Expense Entry.

6. What's New in TTE

A. Rental Car Reservations in TTE.

Reservations for rental cars should be made through TTE and not via the vendor portals.