

2013

TTE FAQ Spotlight – July



Top 5 Support Questions Last Month

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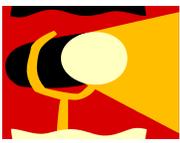
FAQ Spotlight

July 2013

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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** window; 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, the **Recently Used Expense Types** will appear above the listing of the **All Expense Type** list.

The screenshot shows the Concur Expense Report interface. At the top, there are tabs for '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 'New Expense' and a 'Hide Exceptions' button. Below this is an 'Exceptions' table with columns for Expense, Date, Amount, and Exception. The table lists two exceptions: 'Office Supplies' and 'Personal Car Mil...'. Below the exceptions is an 'Expenses' table with columns for Date, Expense, Amount, and Requested. The table lists several expenses, including 'Fixed Meals', 'Personal Car Mileage', 'Hotel', and 'Tolls'. To the right of the expenses table is the 'New Expense' screen. This screen has a search bar with 'pers' entered. Below the search bar is a section for 'Recently Used Expense Types' which includes 'Cash Advance Return', 'Personal Car Mileage', 'Miscellaneous', and 'Tolls'. Below this is a section for 'All Expense Types' which includes 'Transportation' and 'Personal Car Mileage'. A red arrow points to 'Personal Car Mileage' under 'All Expense Types'.

- The **New Expense** for **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

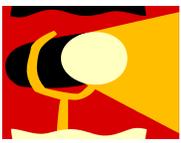
- If the following screen appears select **Yes**.

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, US
- 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-20 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 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

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	100 Spring Drive, Roswell, GA 30075, U	49.3 MI
F		

[Calculate Route](#)

Deducted Commute Distance

Home
100 Spring Drive, Roswell, GA 30075, US

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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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

Deduct Commute

TOTAL PERSONAL	TOTAL BUSINESS
43.0 MI	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 data
 - 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 or click on Receipt Store if you have uploaded receipts into it. 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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The screenshot shows the 'Expense' profile page for a report covering Nov 3-16 Travel. The 'Expenses' table lists various items, including Fixed Meals, Personal Car Mileage, Hotel, and Tolls. A detailed view of a Personal Car Mileage entry is shown on the right, with red circles highlighting the 'From Location' (100 Spring Drive, Roswell, GA 30075) and 'To Location' (Main Line Road, Rockmart, GA 30153) fields. A red arrow points to the 'Save' button at the bottom right.

Date	Expense	Amount	Requested
11/13/2012	Fixed Meals Moultrie, Georgia	\$21.00	\$21.00
11/13/2012	Personal Car Mileage	\$0.00	\$0.00
11/12/2012	Fixed Meals Valdosta, Georgia	\$21.00	\$21.00
11/08/2012	Personal Car Mileage	\$137.09	\$137.09
11/08/2012	Hotel Comfort Inns, Savannah, Georgia	\$230.00	\$230.00
11/08/2012	Tolls Savannah, Georgia	\$1.00	\$1.00
11/07/2012	Personal Car Mileage	\$131.54	\$131.54
11/06/2012	Personal Car Mileage	\$137.64	\$137.64
11/06/2012	Tolls Savannah, Georgia	\$1.00	\$1.00
11/05/2012	Personal Car Mileage	\$252.53	\$252.53
11/04/2012	Personal Car Mileage		
TOTAL AMOUNT		\$1,088.12	\$1,088.12
TOTAL REQUESTED		\$1,088.12	\$1,088.12

- 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

The screenshot shows the 'Expense' profile page for a report covering Nov 3-16 Travel. The 'Expenses' table lists various items, including Fixed Meals, Personal Car Mileage, Hotel, and Tolls. A red circle highlights the 'Personal Car Mileage' entry for 11/13/2012 with an amount of \$54.39. The 'New Expense' form is visible on the right, showing a list of 'Recently Used Expense Types' and 'All Expense Types'.

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



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2. 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

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

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

Expenses Delete Copy View Receipt Store

Adding New Expense

New Expense

Expense

To create a new expense, click the appropriate expense type below or type the expense type in the field

- 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

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

Expenses Delete Copy View Receipt Store

Adding New Expense

Smart Expenses

All Cards Import Match Unmatch Delete

	Expense Detail	Expense	Date	Amount
<input checked="" type="checkbox"/>	Alaska Airlines Inc...	Airfare	04/18/2013	\$471.80
<input checked="" type="checkbox"/>	Travel, Inc. Duluth	For Travel Agent	04/16/2013	\$9.02
<input type="checkbox"/>	Travel, Inc. Duluth	For Travel Agent	04/16/2013	\$9.02
<input type="checkbox"/>	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



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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

Expenses Delete Copy View Smart Expenses

All Cards | Import | Match | Unmatch | Delete

Adding New Expense

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

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

Smart Expenses

i The selected items have been successfully imported as expenses.

Never show this prompt again

OK

- The selected Smart Expenses are now assigned to this Expense Report
- If you see a Red Exception Flag  on any expense, you must resolve the issue or the expense report cannot be submitted
- 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 Delete Copy View Smart Expenses

All Cards | Import | Match | Unmatch | Delete

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

TOTAL AMOUNT: \$480.82 | TOTAL REQUESTED: \$480.82

- The Expense data for that item will appear



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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

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.

Date	Expense	Amount	Requested
04/18/2013	Airfare Alaska Airlines Inc. Seattle WA USA	\$471.80	\$471.80
04/16/2013	For Travel Agent Travel Inc., Duluth, Minnesota	\$9.02	\$9.02

TOTAL AMOUNT: \$480.82 TOTAL REQUESTED: \$480.82

Expense Type: Airfare Transaction Date: 04/18/2013
Purpose of Trip: Training Test Ticket Number: 0277179905650
Vendor: Alaska Airlines Inc. Seattle WA USA
City:
Payment Type: AirPlus Amount: 471.80 USD
Trip Type: Out of State Travel
Comment:

Save Itemize Attach Receipt Cancel

- 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.
- 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.
- Attach any required receipts
- Click on **Save** to update the Expense Entry.

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

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



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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 Hide Exceptions

Exceptions

Expense	Date
Fixed Meals	11/13/2012
Fixed Meals	11/13/2012

Expenses

Date	Amount
11/07/2012	\$131.54
11/06/2012	\$137.64
11/06/2012	\$1.00
11/05/2012	\$252.53
11/04/2012	\$124.32
11/04/2012	\$1.00
11/03/2012	\$30.00

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

Expense

Expense Type: Fixed Meals Transaction Date: 11/13/2012

Purpose of Trip: Normal Travel City: Moultrie, Georgia

Payment Type: Out of Pocket Amount: 21.00 USD

Trip Type: In-State Travel

Comment:

Show fixed allowances for 11/13/2012

Save Cancel

- 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

Add Remove

Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
--------------	------------	-----------	---------------	-----------------	------------------

Save Cancel

- o Click on the check box next to the correct Request Name from the list that appears
- o You may attach multiple Requests
- o Click **Add**



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Available Requests

<input type="checkbox"/>	Request Name	RequestID	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...	3EIC	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	\$300.00
<input type="checkbox"/>	XYX Convention 1...	3ELL	No	\$1,500.00	\$1,500.00	\$1,500.00

Add **Cancel**

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

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	RequestID	Cancelled	Request Total	Amount Approved	Amount Remaining
<input type="checkbox"/>	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 Request is now attached to the expense report.



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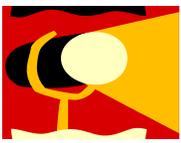
4. How do I record a Cash Advance I received in my Expense Report?

- 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)

The screenshot shows the Concur Expense Reporting interface. The top navigation bar includes 'My Concur', 'Request Expense', 'Reporting', and 'Profile'. The 'Reporting' tab is active, and the 'Details' sub-tab is selected. The main content area displays an expense report for 'July 1-2 Travel Out of State'. A table lists expenses with columns for 'Amount' and 'Requested'. A 'New Expense' form is visible on the right, with 'Expense Type' set to 'Cash Advance Return' and 'Description' set to 'Annual Cert Conference'. A table titled 'Cash Advances Assigned to Report' is also present.

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

The screenshot shows the 'Cash Advances' window. A table lists cash advances with columns for 'Cash Advance N...', 'Date Issued', 'Foreign Amount', 'Exchange Rate', 'Amount', and 'Balance'. The 'July 1-2 Trip' entry is highlighted. A red arrow points to the checkbox next to this entry. At the bottom of the window, there is a blue button labeled 'Assign Cash Advance to Report' and a 'Cancel' button.



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- The Cash Advance is then attached to the expense report, but nothing will appear in the body of the Expenses Report
- Once you have attached a Cash Advance to the expense report, an expense type **Cash Advance Return** appears under **Cash Advances**.
- Select the **Cash Advance Return** expense type

Expenses

<input type="checkbox"/>	Date	Expense	Amount	Requested
<input type="checkbox"/>	07/02/2013	Personal Car Mileage	\$105.09	\$105.09
<input type="checkbox"/>	07/02/2013	Registration OFC	\$285.00	\$285.00
<input type="checkbox"/>	07/02/2013	Hotel Renaissance, Asheville, North Caro	\$350.00	\$350.00
<input type="checkbox"/>	07/01/2013	Personal Car Mileage	\$105.66	\$105.66

TOTAL AMOUNT: \$845.75 | TOTAL REQUESTED: \$845.75

New Expense

Recently Used Expense Types

- Hotel
- Registration
- Personal Car Mileage
- Tolls
- Rental Cars Only

All Expense Types

Business Promotions

- Other Promotional Expense
- Trade Shows

Cash Advance

- Cash Advance Return

Communications

- Cellular Phone
- Internet Charges
- Local Phone

- ✓ The New Expense window refreshes to display a grid view that includes the relevant information about each linked cash advance attached to the open expense report



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Expenses

Date	Expense	Amount	Requested
07/02/2013	Personal Car Mileage	\$105.09	\$105.09
07/02/2013	Registration OFC	\$285.00	\$285.00
07/02/2013	Hotel Renaissance, Asheville, North Caro	\$350.00	\$350.00
07/01/2013	Personal Car Mileage	\$105.66	\$105.66

TOTAL AMOUNT: \$845.75 TOTAL REQUESTED: \$845.75

Cash Advances Assigned to Report

Cash A...	Foreign ...	Excha...	Amount	Balance	Amount Used in Report
July 1-2...	\$1,200.00	1	\$1,200.00	\$354.25	\$845.75

- ✓ The Balance field in the table indicates any unused amount that should have been returned to the Agency.
- Enter the date the Cash Advance was returned to the Agency
- Enter the amount returned to the Agency. In our example it is \$354.25
- Attach any documentation or receipts
- Click **Save** to update the entry
 - ✓ **Note:** If you did not have a balance, click the Cancel button to exit the Cash Advance Return entry window.



FAQ Spotlight

July 2013

Concur Georgia

My Concur Request Expense Reporting Profile

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

July 1-2 Travel Out of State Delete Report Submit Report

+ New Expense Details Receipts Print / Email

Expenses	Date	Expense	Amount	Requested
Adding New Expense				
<input type="checkbox"/>	07/02/2013	Personal Car Mileage	\$105.09	\$105.09
<input type="checkbox"/>	07/02/2013	Registration OFC	\$285.00	\$285.00
<input type="checkbox"/>	07/02/2013	Hotel Renaissance, Asheville, North Caro	\$350.00	\$350.00
<input type="checkbox"/>	07/01/2013	Personal Car Mileage	\$105.66	\$105.66
			TOTAL AMOUNT	TOTAL REQUESTED
			\$845.75	\$845.75

New Expense Receipt Store

Expense Type: Cash Advance Return Date: []

Description: Annual Cert Conference Amount: [] USD

Cash Advances Assigned to Report					
Cash A...	Foreign ...	Excha...	Amount	Balance	Amount Used in Report
July 1-2...	\$1,200.00	1	\$1,200.00	\$354.25	\$845.75

Save Attach Receipt Cancel

- 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.

July 1-2 Travel Out of State Delete Report Submit Report

+ New Expense Details Receipts Print / Email

Expenses	Date	Expense	Amount	Requested
Adding New Expense				
<input type="checkbox"/>	07/02/2013	Personal Car Mileage	\$105.09	\$105.09
<input type="checkbox"/>	07/02/2013	Registration OFC	\$285.00	\$285.00
<input type="checkbox"/>	07/02/2013	Hotel Renaissance, Asheville, North Caro	\$350.00	\$350.00
<input type="checkbox"/>	07/02/2013	Cash Advance Return	\$354.25	\$0.00
<input type="checkbox"/>	07/01/2013	Personal Car Mileage	\$105.66	\$105.66
			TOTAL AMOUNT	TOTAL REQUESTED
			\$1,200.00	\$845.75

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

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

All Expense Types

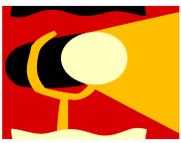
Business Promotions

- Other Promotional Expense
- Trade Shows

Cash Advance

- Cash Advance Return

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

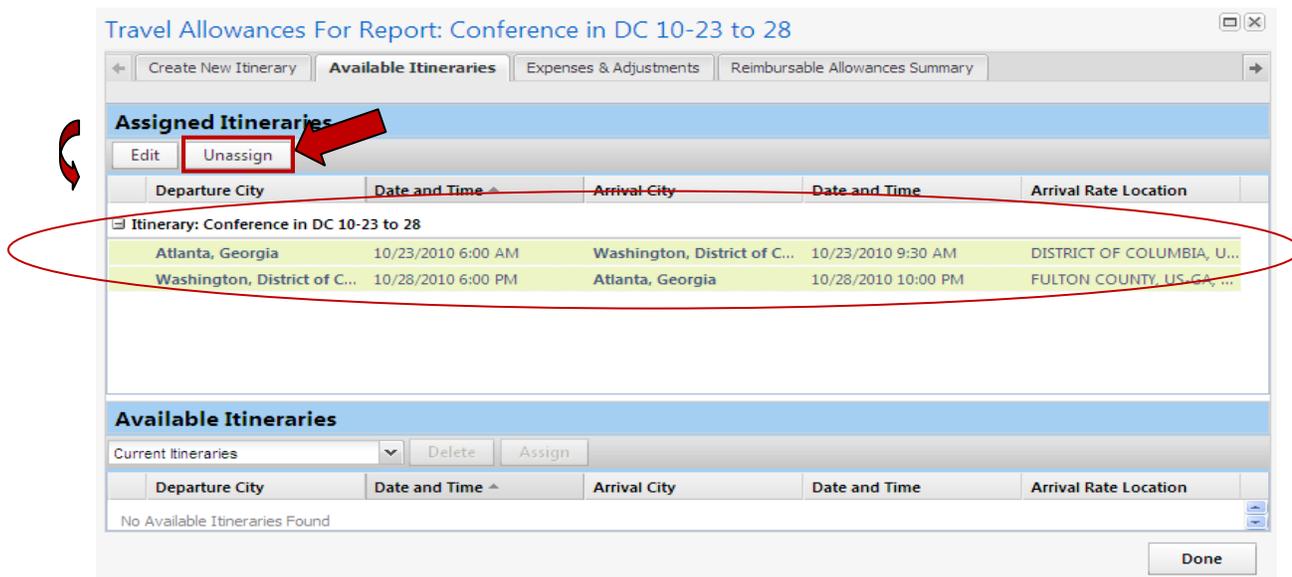
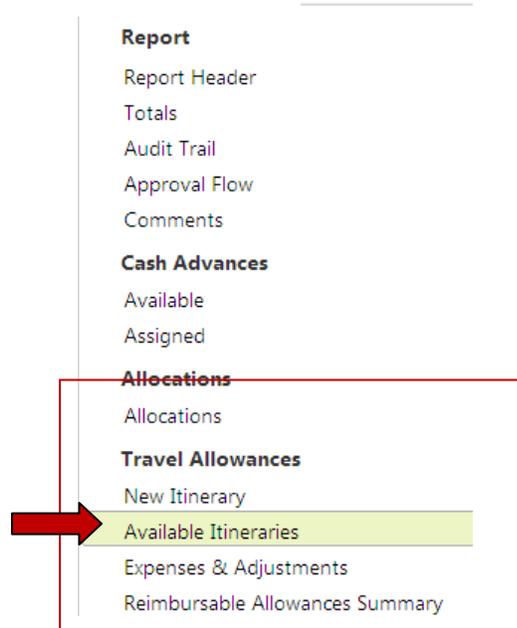


FAQ Spotlight

July 2013

5. How do I delete a Travel Allowance I entered incorrectly?

- Open the Expense Report you need to correct.
- Click on the **Details** tab
 - Click on **Available Itineraries** under the **Travel Allowances** section.



- Click on the Itinerary you want to adjust in the **Assigned Itineraries** section.
- Click on **Unassign**
- The Itinerary clears from the **Assigned Itineraries** section
 - ❖ The Itinerary is no longer assigned to this **Expense Report**
 - ❖ The itinerary now appears in **Available Itineraries**



FAQ Spotlight

July 2013

- If you wish to delete the **Travel Allowance Itinerary** from the system.
 - ❖ If you do NOT delete the itinerary the days used on that itinerary will not be able to be used on another Travel Allowance.
 - ❖ Using the scroll bars on the right, scroll to locate the Itinerary in the **Available Itineraries** section.

Travel Allowances For Report: Conference in DC 10-23 to 28

Create New Itinerary Available Itineraries Expenses & Adjustments Reimbursable Allowances Summary

Assigned Itineraries

Edit Unassign

Departure City	Date and Time ^	Arrival City	Date and Time	Arrival Rate Location
No Assigned Itineraries Found				

Available Itineraries

Itineraries for last Year Delete Assign

Departure City	Date and Time ^	Arrival City	Date and Time	Arrival Rate Location
Alpharetta, Georgia	10/20/2011 7:00 AM	Augusta, Georgia	10/20/2011 9:30 AM	RICHMOND COUNTY, US-...
Augusta, Georgia	10/20/2011 7:00 PM	Alpharetta, Georgia	10/20/2011 9:30 PM	FULTON COUNTY, US-GA, ...
Itinerary: Conference in DC 10-23 to 28				
Atlanta, Georgia	10/23/2011 7:00 AM	Washington, District of C...	10/23/2011 9:45 AM	ALL OTHER DESTINATIONS

Done

- Select the itinerary and click on **Delete**.
- Click on **Yes** in the Confirmation dialogue box.

Please Confirm

? You are about to delete selected itineraries. Once deleted, you will have to create the itineraries and all the rows again. Are you sure you want to delete the selected itineraries?

Yes No Cancel

- The itinerary has now been deleted from the system and any days linked on the Travel Allowance Itinerary are now available for use on another Travel Allowance.



FAQ Spotlight

July 2013

6. What's New in TTE

A. Travel Allowance Entry Changed to Accommodate the 7/1/13 Statewide Travel Policy

There are four options when choosing data for the Selection field on the first Travel Allowance entry of any expense report: 1. Multiple Day Per Diem, 2. Single Day Per Diem, 3. Regular In State – Prior to 7/1/13 and 4: GSA Out of State – Prior to 7/1/13.

None of these options can be combined on one expense report, each requires a separate expense report. Items 3 and 4 will be available for a short time only. These are to be used when requesting Travel Allowance for a date from last fiscal year (PRIOR to 7/1/13).

You can no longer enter Single Day Per Diem and then go back to the same expense report and enter Multiple Days Per Diem on the same expense report.

There is no longer a GSA Out of State option for 7/1/13 and forward. Create your expense report with the correct Trip Type (In State, Out of State or International) in the Header Record and then select Single or Multiple Day Per Diem. Whether you are requesting Per Diem for a high or low cost Georgia Area, another state or out of the country, the system will apply the applicable rates based on the locations you enter.

Employees eligible for Single Day Per Diem are now eligible for 100 % of the Per Diem if the travelled 50 miles and were on Travel Status for 12 hours effective with Per Diem eligibility for 7/1/13 or later.

Incidentals are no longer included in the Out of State or International Per Diem rates effective 7/1/13.

Per Diem for Multiple Days is still 75% of the Per Diem for the first and last day.

Updated document will be available soon. Three webinars covering the new Travel Allowance entry will be available during July. They will be posted on the TTE Travel and Expense Training page of the SAO website on the Upcoming Live Webinars link.

B. 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!