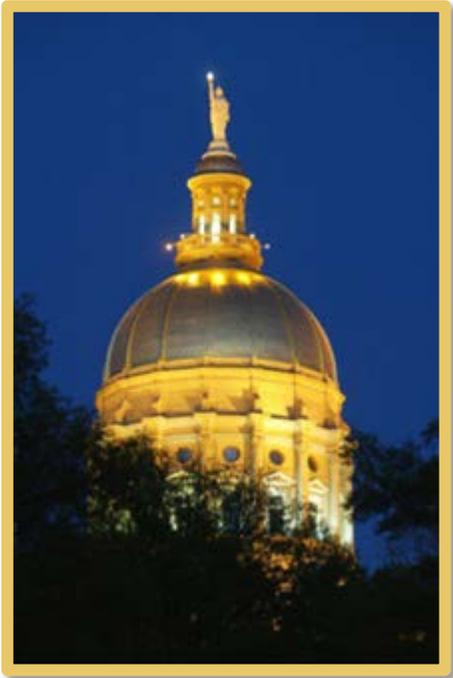


2013

TTE FAQ Spotlight – October



Top 5 Support Questions Last Month

1. Will the system automatically display government rates for hotels?
2. How do I import Smart Expenses?
3. What do I do if the corporate card charges and trip charges appear separately in Smart Expenses?
4. How do I add an additional approver to the workflow?
5. How do I enter personal vehicle mileage?
6. What's New in TTE?

TTE FAQ Spotlight

October 2013

TABLE OF CONTENTS

1.	Will the system automatically display government rates for hotels?	3
2.	How do I import Smart Expenses into an Expense Report?	3
3.	What do I do if the corporate card charges and the trip charges for the same trip appear separately in Smart Expenses?	7
4.	How do I add an additional approver to the workflow?	8
5.	How do I add personal vehicle mileage to an Expense Report?	10
6.	What's New In TTE?.....	16
	Travel Allowance: Prompt User if Itinerary is Over 30 Days	16
	Travel Allowance: Enter Single and Multiple Day Travel Allowances on the Same Expense Report	17

TTE FAQ Spotlight

October 2013

1. Will the system automatically display government rates for hotels?

Yes, however users must select Government in Travel Preferences:

- Log in to TTE
- Click of Profile
- Click on Travel Preferences

The screenshot shows the Concur 'My Profile' page. The navigation bar includes 'My Concur', 'Request', 'Travel', 'Expense', 'Reporting', 'Administration', and 'Profile'. The 'Profile' tab is active. Below the navigation bar, there are links for 'Personal Information', 'Change Password', 'System Settings', and 'Mobile Registration'. The 'My Profile' section has a sidebar with 'Your Information' and 'Travel Settings'. The 'Travel Settings' section is expanded, showing 'Travel Preferences', 'International Travel', 'Frequent-Traveler Programs', and 'Assistant/Arrangers'. The 'Travel Preferences' section is highlighted with a red arrow. The main content area shows a form for 'Your Name and Airport Security' with fields for Title, First Name (Donna), Middle Name (S), Nickname, Last Name (Fitzgerald), and Suffix. A red arrow points to the 'Government' checkbox in the 'Travel Preferences' section of the next screenshot.

- Click in the box next to Government to allow Government rates
- Select any other applicable discount travel rate or fare classes

The screenshot shows the 'Travel Preferences' page. At the top, it says 'Eligible for the following discount travel rates/fare classes'. There are four checkboxes: 'AAA/CAA' (checked), 'Government' (checked), 'Military' (unchecked), and 'Senior/AARP' (checked). Below this is the 'Air Travel Preferences' section with fields for Seat (Aisle), Special Meals (Regular Meal), and Ticket Delivery (E-ticket when possible). There are also fields for Preferred Departure Airport (ATL) and Other Air Travel Preferences. The 'Hotel Preferences' section includes Room Type (Queen), Smoking Preference (Non-smoking), and checkboxes for Foam pillows, Rollaway bed, and Crib. There is also a 'Message to Vendor' field. Below this, there are checkboxes for 'I prefer hotel that has:' a gym, a pool, a restaurant (checked), room service, and Early Check-in. At the bottom, there are checkboxes for 'Accessibility Needs' like Wheelchair access and Blind accessible.

- Click Save

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.

TTE FAQ Spotlight

October 2013

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

Date	Expense	Amount	Requested
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 Smart Expenses

Expense Detail	Expense	Date	Amount
Corporate Card Charges			
<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

TTE FAQ Spotlight

October 2013

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

Expense	Date	Amount	Requested
Adding New Expense			
Corporate Card Charge			
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 **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	Date	Amount	Requested
Adding New Expense			
 Airfare Alaska Airlines Inc. s	04/18/2013	\$471.80	\$471.80
For Travel Agent Travel, Inc., Duluth,	04/16/2013	\$9.02	\$9.02

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

TTE FAQ Spotlight

October 2013

- o The Expense data for that item will appear

The screenshot displays the TTE Expense Report interface. At the top, there are navigation tabs: My Concur, Travel, Expense, Reporting, Administration, and Profile. Below these are links for View Charges, View Reports, New Expense Report, View Receipt Store, View Cash Advances, and New Cash Advance. The main heading is "Training April 2013" with buttons for "Delete Report" and "Submit Report". A toolbar includes "New Expense", "Import", "Details", "Receipts", "Print / Email", and "Hide Exceptions".

The "Exceptions" section shows a table with the following data:

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.

The "Expenses" section shows a table with the following data:

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

The "Expense" form on the right includes the following fields:

- Expense Type: Airfare
- Transaction Date: 04/18/2013
- Purpose of Trip: Training Test
- Ticket Number: 0277179905650
- Vendor: Alaska Airlines Inc., Seattle WA USA
- Airline Travel Service Code: Select one
- City: (Red circle around this field)
- Payment Type: AirPlus
- Amount: 471.80 USD
- Personal Expense (do not reimburse):
- Trip Type: Out of State Travel
- Comment: (Red circle around this field)

At the bottom right, there are buttons for "Save", "Itemize", "Attach Receipt", and "Cancel". A red box highlights the "Save" button. The summary at the bottom shows a TOTAL AMOUNT of \$480.82 and a TOTAL REQUESTED of \$480.82.

- 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.

TTE FAQ Spotlight

October 2013

3. What do I do if the corporate card charges and the trip charges for the same trip appear separately in Smart Expenses?

The screenshot shows the Concur Expense Center interface. At the top, it says "Expense Center - Kristi R. Johnson - Windows Internet Explorer" and the URL is "https://www.concursolutions.com/Expense/Client/default.asp". The user is logged in as Kristi Johnson, administering for Alice C. Thornhill. The main navigation bar includes "My Concur", "Request", "Travel", "Expense", "Reporting", "Administration", and "Profile". The "Expense" section is active, showing "View Charges" and "View Reports". The date is set to 01/07/2013. There are buttons for "Delete Report" and "Submit Report". Below this, there are options for "New Expense", "Import", "Details", "Receipts", and "Print / Email". An "Exceptions" section shows a warning: "This expense entry may be a duplicate of the following expense. Report: 979EE5985C4140EDA56F 01/07/2013 Expense: 2013-01-11, For Travel Agent, 4.27 USD". The "Expenses" section shows a list of items with columns for Date, Expense, Amount, and Requested. The total amount is \$1,942.54 and the total requested is \$1,942.54. The "Smart Expenses" section has buttons for "Import", "Match", and "Unmatch". A red arrow points to the "Match" button. Below this, there are two sections: "Corporate Card Charges" and "Trip: Trip from Jacksonville to Atlanta (M764RJ)". The "Corporate Card Charges" section has a checkbox next to an "Airtran Airw..." charge for \$234.20. The "Trip" section has a checkbox next to an "Airfare Jackso..." charge for \$234.20.

Normally these appear as one item. However, if they should be unmatched you can correct the problem. In this example we have two charges and trips where the data was split for some reason.

- Click on the checkbox next to the item you want to match to the expense report.
 - In our example we selected the Airtran Airways charge appearing in **Corporate Card Charges** on 1/9/13 for \$234.20.
- Then click on the matching **Trip** item. The dollar amount should be the same.
 - In our example it is Airfare Jacksonville to Atlanta 1/07/13 for \$234.20 in the Trip section.
- Then click on the **Match** button.
- You will have two options: **Into current report** or **Into new report**. Select **Into current report**.
- The items will be matched and imported as one item into your expense report.
- If you have multiple items, do this for each item.

NOTE: Do not use the Import button or each item will import separately!

TTE FAQ Spotlight

October 2013

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

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

Approval Flow for Report: ttt 8/17

Authorized Approval:
Thornton, John A.

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.

TTE FAQ Spotlight

October 2013

Approval Flow for Report: NW GA Review 8-1

Authorized Approval:
Thornton, John A.

User-Added Approver:

State Head Approval:

((this step may be skipped))

Back Office Approval:

Submit Report Cancel

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

Approval Flow for Report: NW GA Review 8-1

Authorized Approval:
Thornton, John A.

User-Added Approver:
*

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

Search Approvers By

Submit Report Cancel

TTE FAQ Spotlight

October 2013

5. 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 system interface. At the top, there are tabs for '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 main header shows 'Nov 3-16 Travel' with 'Delete Report' and 'Submit Report' buttons. Below the header, there are dropdown menus for 'New Expense', 'Details', 'Receipts', and 'Print / Email', along with a 'Hide Exceptions' button. The 'Exceptions' section shows a table with columns for 'Expense', 'Date', 'Amount', and 'Exception'. The 'Expenses' section shows a table with columns for 'Date', 'Expense', 'Amount', and 'Requested'. The 'New Expense' section is highlighted in green and contains a search field for 'Expense' with the value 'pers'. Below the search field, there is a section for 'Recently Used Expense Types' which is circled in red. This section lists 'Cash Advance Return', 'Personal Car Mileage', and 'Miscellaneous'. Below that, there is a section for 'All Expense Types' which lists 'Transportation' and 'Personal Car Mileage'. A red arrow points to 'Personal Car Mileage' in 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

October 2013

Expenses

Date	Expense	Amount	Requested
11/13/2012	Fixed Meals Moultrie, Georgia	\$21.00	\$21.00
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	\$124.32	\$124.32
11/04/2012	Tolls Warner Robins, Georgia	\$1.00	\$1.00
TOTAL AMOUNT		\$1,088.12	\$1,088.12
TOTAL REQUESTED		\$1,088.12	\$1,088.12

New Expense

Expense Type: Personal Car Mileage
Transaction Date: 11/13/2012
Purpose of the Trip: Normal Travel
Vehicle ID: Personal Car Tier1
Number of Passengers: 0

[Mileage Calculator](#)

Buttons: 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

TTE FAQ Spotlight

October 2013

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
 - 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 three red arrows pointing to the waypoints list. The waypoints list includes:

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

The 'Make Round Trip' button is circled in red. Below the waypoints, the 'Directions' section shows a route starting at point A. At the bottom, the 'Deduct Commute' checkbox is checked, and the 'TOTAL BUSINESS' mileage is 91.5 MI, which is also circled in red. A large red arrow points to the map area.

- 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.

TTE FAQ Spotlight

October 2013

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 30334

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**

TTE FAQ Spotlight

October 2013

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

[Calculate Route](#)

Deducted Commute Distance

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

Office
200 Piedmont Avenue SE, Atlanta, GA 3 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
 - 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.

TTE FAQ Spotlight

October 2013

The screenshot shows the TTE Expense Report interface. The top navigation bar includes '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 displays 'Nov 3-16 Travel' and buttons for 'Delete Report' and 'Submit Report'. A secondary navigation bar includes 'New Expense', 'Details', 'Receipts', 'Print / Email', and 'Show Exceptions'. The 'Expenses' table lists various entries with columns for Date, Expense, Amount, and Requested. A detailed view of a 'Personal Car Mileage' entry is shown on the right, with fields for Expense Type, Transaction Date, Purpose of the Trip, From Location, To Location, Distance, Amount, Currency, Payment Type, and Trip Type. A red circle highlights the 'From Location' field, and another red circle highlights the 'To Location' field. A red arrow points to the 'Comment' field. A 'Mileage Calculator' link is visible at the bottom right of the detailed view. The 'Save', 'Attach Receipt', and 'Cancel' buttons are at the bottom of the interface.

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

TTE FAQ Spotlight

October 2013

The screenshot displays the TTE Expense Report interface for the period Nov 3-16 Travel. The main table lists expenses with columns for Date, Expense, Amount, and Requested. The entry for 11/13/2012, Personal Car Mileage, is circled in red. The total amount and total requested are both \$1,142.51.

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

6. What's New In TTE?

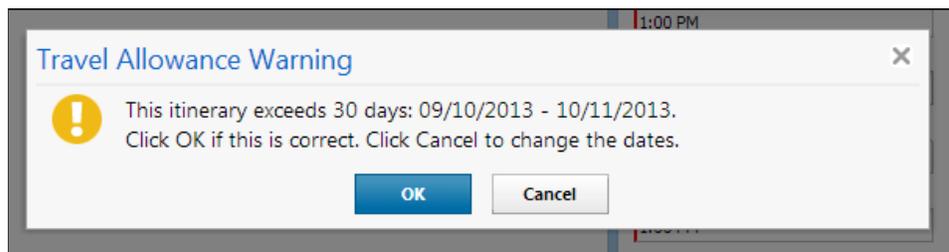
Travel Allowance: Prompt User if Itinerary is Over 30 Days

Overview

With this release, if a user elects to create a Travel Allowance itinerary that spans over 30 days, the system will display a message asking the user to confirm the date span. This new **Travel Allowance Warning** alert is shown in the figure below:

Business Purpose

This enhancement prevents locked itineraries by confirming before the itinerary is created.



This feature can help prevent erroneous itineraries from being created, most all of which usually exceed this 30-day span. By prompting the user for confirmation, an itinerary that the client may need to have unlocked by Support is prevented from being created.

TTE FAQ Spotlight

October 2013

Travel Allowance: Enter Single and Multiple Day Travel Allowances on the Same Expense Report

Overview

We have eliminated the need for entering single day and multiple day meals on separate expense reports! You will no longer see the Selection field when entering the Travel Allowance data entry window. Per Diem rates will be calculated by the actual locations chosen. However, when entering Travel Allowances for days with NO OVERNIGHT stay, you must choose a location for the final business stop of the day that includes (Single Day) in the name of the location. Final business stops for Travel Allowances WITH OVERNIGHT stays **do not** use locations with (Single Day) in the name.

Business Purpose

Simplify data entry for Travel Allowances and allow Single and Multiple Day on the same Expense Report.

The screenshot shows a web application window titled "Travel Allowances For Report: Normal Trvl 9-1 to 30". The interface includes a breadcrumb trail: "1 Create New Itinerary", "2 Available Itineraries", and "3 Expenses & Adjustments". Under the "Itinerary Info" section, the "Itinerary Name" field contains "Normal Trvl 9-1 to 30". Below this are "Add Stop" and "Delete Rows" buttons. A table with columns "Departure City", "Arrival City", and "Arrival Rate Location" is shown, with a message "No Itinerary Rows Found". To the right, a "New Itinerary Stop" panel contains a "Depart from (city)" field and a "Date" field.

Documentation for these changes is available on the [SAO website on the TTE Training page](#) in the HOW TO and QLOOK sections. The System User Guide, videos and Interactive Simulations are in the process of being updated.