

State Accounting Office

TeamWorks: Travel and Expense System

**TTE: How to Enter
Travel Allowances -
With Overnight Stay**



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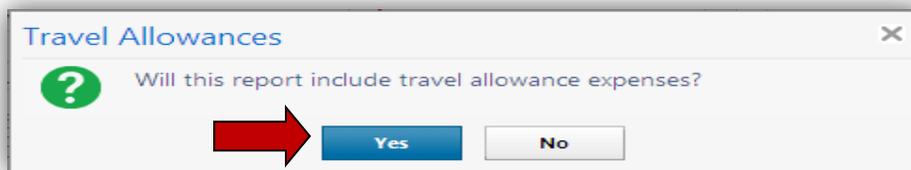
Revision Table

Date	Description
09/25/13	Updated for change in Travel Allowance entry process. Removed references to Selection field. Travel Allowances with and without overnight stays can now be on the same expense report. Added instructions on adjusting for a single meal period in a Travel Allowance
07/29/14	Updated format and deleted verbiage no longer necessary.

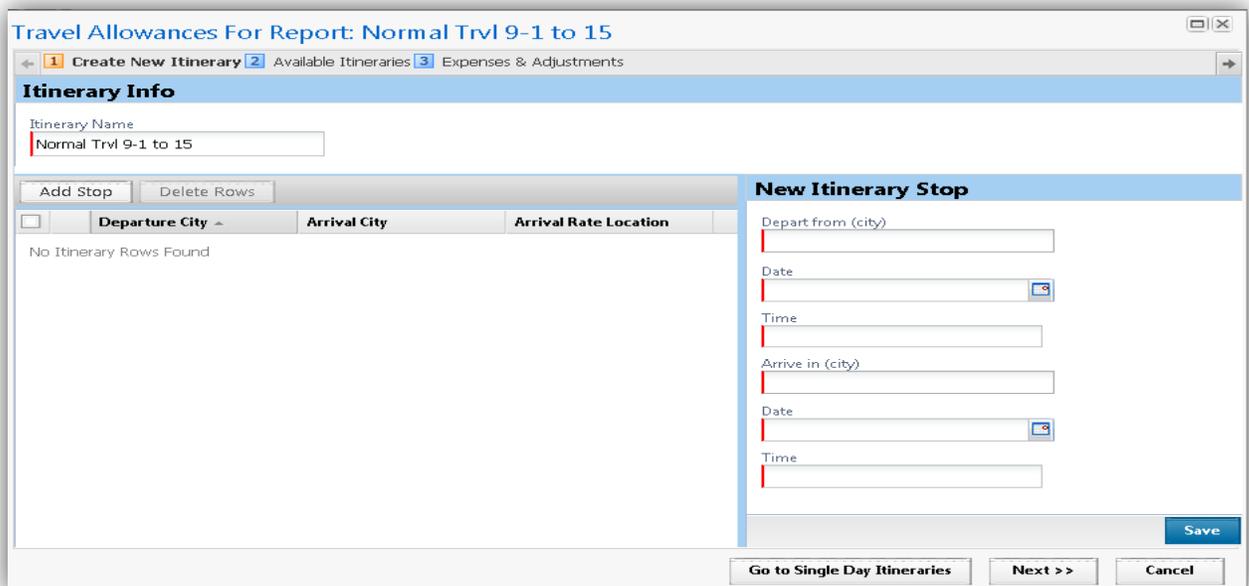
Add Travel Allowances When Creating a New Expense Report

NOTE: You may add Travel Allowances for travel with and without an overnight stay on the same expense report. Simply choose the Standard Itinerary for Travel Allowances accompanied with overnight stay(s) or Single Day Itinerary for Travel Allowances where no overnight occurred.

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



- ✓ **Note:** Travel Allowance Expenses = Meals Per Diem
- The **Travel Allowances** dialogue box opens. If the Entry box is not in Standard Itinerary mode, click on the **Go To Standard Itineraries** button at the bottom right of the window.
 - Travel with an overnight stay and with no overnight stay can be combined on the same expense report. However, you cannot combine Instate, Out of State and International meals on the same expense report.



- Enter the **FIRST** leg of your multiple day trip
 - Enter the location you left from in the **Depart from** field
 - Enter the data 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 1st leg of your trip

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

Departure City	Arrival City	Arrival Rate Location
Atlanta, Georgia 07/05/2013 8:00 AM	Savannah, Georgia 07/05/2013 10:30 AM	CHATHAM COUNTY, U...

- Now enter the LAST leg of your trip
 - The location you are leaving defaults in **Depart from** field
 - You may correct if necessary
 - Enter the data 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
 - DO NOT USE locations that have (Single Day) in the name
 - 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

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

- Click **Next**.

Travel Allowances For Report: 7/1 to 15 Travel Overnight

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name
7/1 to 15 Travel Overnight

Add Stop Delete Rows

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Atlanta, Georgia 07/05/2013 8:00 AM	Savannah, Georgia 07/05/2013 10:30 AM	CHATHAM COUNTY, U...
<input type="checkbox"/>	Savannah, Georgia 07/07/2013 6:00 PM	Atlanta, Georgia 07/07/2013 9:30 PM	FULTON COUNTY, US-...

New Itinerary Stop

Depart from (city)
Atlanta, Georgia

Date
[Date Picker]

Time
[Time Picker]

Arrive in (city)
[Text Field]

Date
[Date Picker]

Time
[Time Picker]

Save

Go to Single Day Itineraries Next >> Cancel



- The Itineraries you just assigned will appear
- Click **Next** again.

Travel Allowances For Report: 7/1 to 15 Travel Overnight

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Assigned Itineraries

Edit Unassign

	Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: 7/1 to 15 Travel Overnight	Atlanta, Georgia	07/05/2013 8:00 AM	Savannah, Georgia	07/05/2013 10:30 AM	CHATHAM COUNTY, US-G...
	Savannah, Georgia	07/07/2013 6:00 PM	Atlanta, Georgia	07/07/2013 9:30 PM	FULTON COUNTY, US-GA...

Available Itineraries

Current Itineraries [Dropdown] Delete Assign

	Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: Forestry Audit Day 1 and 2					

<< Previous Next >>



- Click on any Breakfast, Lunch or Dinner that was provided to you on this trip. The system will adjust your Per Diem reimbursement amount for that meal period.
- Click on **Create Expenses**

Travel Allowances For Report: 7/1 to 15 Travel Overnight

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from to Go

Exclude	All	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	<input type="checkbox"/>	07/05/2013 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$27.00
<input type="checkbox"/>	<input type="checkbox"/>	07/06/2013 Savannah, Georgia	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$27.00
<input type="checkbox"/>	<input type="checkbox"/>	07/07/2013 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$27.00



<< Previous Create Expenses Cancel

- An Expense Entry called **Fixed Meals** will be created in your expense report for each eligible Per Diem.

Concur® Georgia

My Concur Request Expense Reporting Profile

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

7/1 to 15 Travel Overnight Delete Report Submit Report

+ New Expense Details Receipts Print / Email

Date	Expense	Amount	Requested
07/07/2013	Fixed Meals Savannah, Georgia	\$27.00	\$27.00
07/06/2013	Fixed Meals Savannah, Georgia	\$27.00	\$27.00
07/05/2013	Fixed Meals Savannah, Georgia	\$27.00	\$27.00

TOTAL AMOUNT \$81.00 TOTAL REQUESTED \$81.00

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

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

All Expense Types

Business Promotions

- Other Promotional Expense
- Trade Shows

Communications

- Cellular Phone

Add Travel Allowances to an EXISTING Expense Report

NOTE: You may add Travel Allowances for travel with and without an overnight stay on the same expense report. Simply choose the Standard Itinerary for Travel Allowances accompanied with overnight stay(s) or Single Day Itinerary for Travel Allowances where no overnight occurred.

- 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

The screenshot shows the Concur Expense Report interface. The top navigation bar includes 'My Concur', 'Request Expense', 'Reporting', and 'Profile'. Below this, there are links for 'View Reports', 'New Expense Report', 'View Receipt Store', 'Approve Reports', 'View Cash Advances', and 'New Cash Advance'. The main content area is titled '7/1 to 15 Travel Overnight' and includes buttons for 'Delete Report' and 'Submit Report'. A dropdown menu is open under the 'Details' tab, showing options like 'Report Header', 'Totals', 'Audit Trail', 'Approval Flow', 'Comments', 'Cash Advances', 'Allocations', and 'Travel Allowances'. The 'Travel Allowances' section is highlighted, and 'New Itinerary' is selected. A table shows the following data:

Amount	Requested
\$27.00	\$27.00
\$27.00	\$27.00
\$27.00	\$27.00
TOTAL REQUESTED	
\$81.00	

The 'New Expense' form on the right includes a search field for 'Expense', a 'Receipt Store' button, and sections for 'Recently Used Expense Types' (Personal Car Mileage, Hotel, Registration, Tolls, Rental Cars Only) and 'All Expense Types' (Business Promotions, Other Promotional Expense, Trade Shows, Communications, Cellular Phone).

- The Travel Allowance Itinerary Entry Form opens.
 - ✓ **Note:** If the Single Day Itinerary opens, click on the Standard Itinerary button at the bottom of the window.

The screenshot shows the 'Travel Allowances For Report: 7/1 to 15 Travel Overnight' window. The window title is 'Travel Allowances For Report: 7/1 to 15 Travel Overnight'. It has tabs for 'Create New Itinerary', 'Available Itineraries', 'Expenses & Adjustments', and 'Reimbursable Allowances Summary'. The 'Itinerary Info' section shows 'Itinerary Name' as '7/1 to 15 Travel Overnight'. Below this is a table for 'New Itinerary Stop' with columns for 'Departure City', 'Arrival City', and 'Arrival Rate Location'.

- Enter the first leg of your multiple day trip
 - Enter the location you left from in the **Depart from** field
 - Enter the data you left in the **Date** field
 - Enter mm/dd/yyyy or click the Calendar icon to select a date
 - Enter the time you departed in the **Time** field
 - You must enter AM or PM
 - Enter the location you spent the night in the **Arrive in** field
 - DO NOT use locations with (Single Day) in the name.
 - 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 1st leg of your trip

Travel Allowances For Report: 7/1 to 15 Travel Overnight

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

Itinerary Info

Itinerary Name: 7/1 to 15 Travel Overnight Selection: 1. Multiple Day Per Diem

Add Stop Delete Rows

	Departure City	Arrival City	Arrival Rate Location
No Itinerary Rows Found			

New Itinerary Stop

Atlanta, Georgia

Date: 07/03/2013

Time: 6:00 AM

Arrive in (city): Vidalia, Georgia

Date: 07/03/2013

Time: 9 am

Save

Go to Single Day Itineraries Next >> Done

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

Travel Allowances For Report: 7/1 to 15 Travel Overnight

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

Itinerary Info

Itinerary Name: 7/1 to 15 Travel Overnight Selection: 1. Multiple Day Per Diem

Add Stop Delete Rows

	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Atlanta, Georgia 07/03/2013 6:00 AM	Vidalia, Georgia 07/03/2013 9:00 AM	US-GA, UNITED STATES

New Itinerary Stop

Vidalia, Georgia

Date:

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

NOTE: If you spent the night at the same location during your trip, you will have two legs to your trip. If you spent the night in different locations you must enter a leg for each location. Per Diem is based on where you spend the night.

Travel Allowances For Report: 7/1 to 15 Travel Overnight

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

Itinerary Info

Itinerary Name
7/1 to 15 Travel Overnight 1. Multiple Day Per Diem

Add Stop Delete Rows

<input type="checkbox"/>	Departure City ▲	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Atlanta, Georgia 07/03/2013 6:00 AM	Vidalia, Georgia 07/03/2013 9:00 AM	US-GA, UNITED STATES

New Itinerary Stop

Vidalia, Georgia

Date
07/04/2013

Time
2:00 PM

Arrive in (city)
Atlanta, Georgia

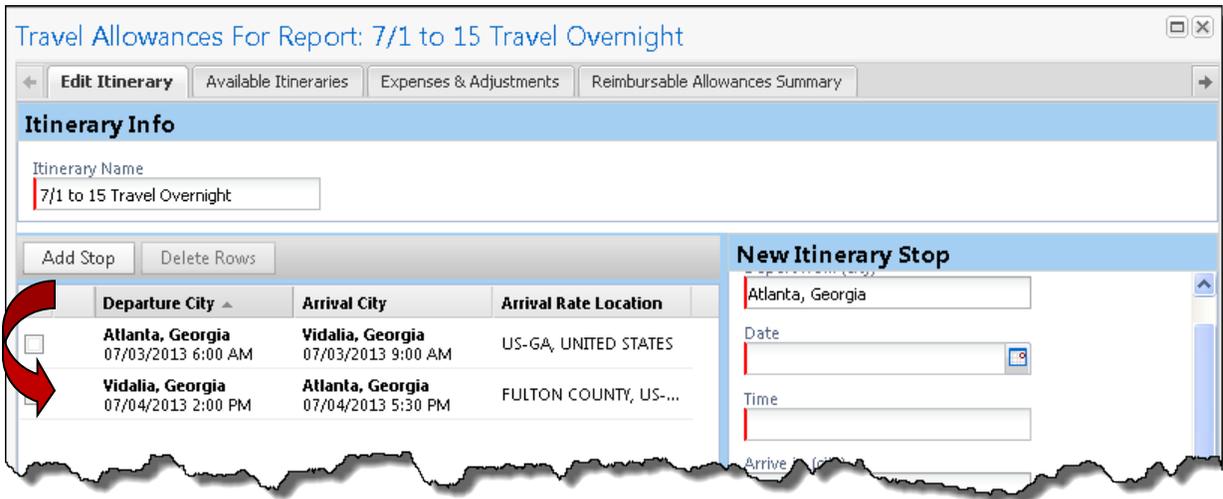
Date
07/04/2013

Time
5:30 pm

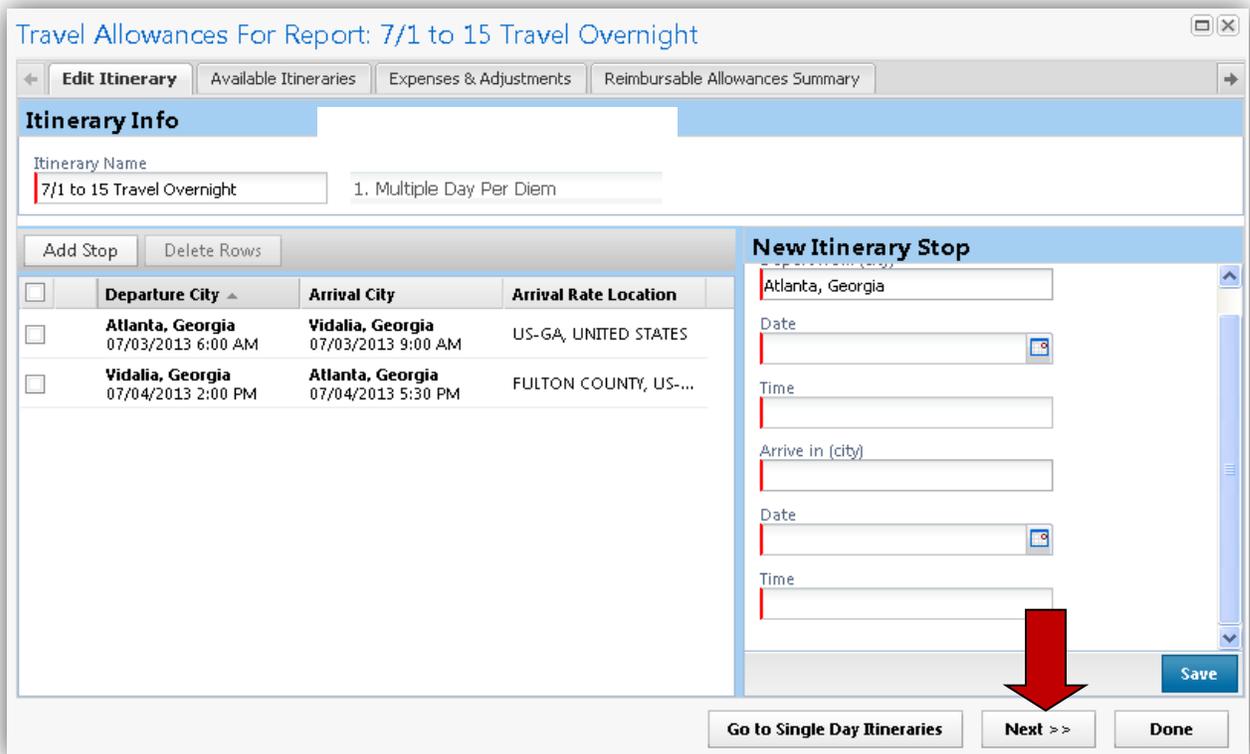
Save

Go to Single Day Itineraries Next >> Done

- This leg of the trip will appear on the left.



- Click Next.



- 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: 7/1 to 15 Travel Overnight

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

Show dates from to Go

Exclude All <input type="checkbox"/>	Date/Location ▲	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	07/03/2013 Vidalia, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$21.00
<input type="checkbox"/>	07/04/2013 Vidalia, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$21.00
<input type="checkbox"/>	07/05/2013 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$27.00
<input type="checkbox"/>	07/06/2013 Savannah, Georgia	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$27.00
<input type="checkbox"/>	07/07/2013 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$27.00

Update Expenses **Cancel**

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

Concur® Georgia

My Concur Request Expense Reporting Profile

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

7/1 to 15 Travel Overnight Delete Report Submit Report

+ New Expense Details Receipts Print / Email

<input type="checkbox"/>	Date ▼	Expense	Amount	Requested
<i>Adding New Expense</i>				
<input type="checkbox"/>	07/07/2013	Fixed Meals Savannah, Georgia	\$27.00	\$27.00
<input type="checkbox"/>	07/06/2013	Fixed Meals Savannah, Georgia	\$27.00	\$27.00
<input type="checkbox"/>	07/05/2013	Fixed Meals Savannah, Georgia	\$27.00	\$27.00
<input type="checkbox"/>	07/04/2013	Fixed Meals Vidalia, Georgia	\$21.00	\$21.00
<input type="checkbox"/>	07/03/2013	Fixed Meals Vidalia, Georgia	\$21.00	\$21.00
			TOTAL AMOUNT	TOTAL REQUESTED
			\$123.00	\$123.00

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

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

All Expense Types

Business Promotions

- Other Promotional Expense
- Trade Shows

Communications

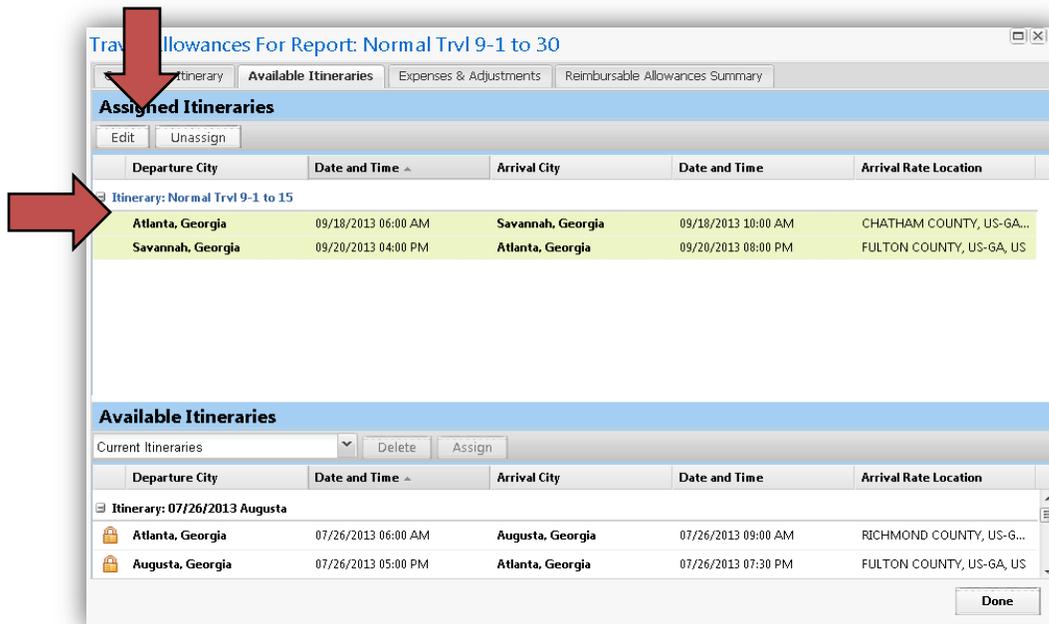
- Cellular Phone

Fix an Incorrect Travel Allowance Entry

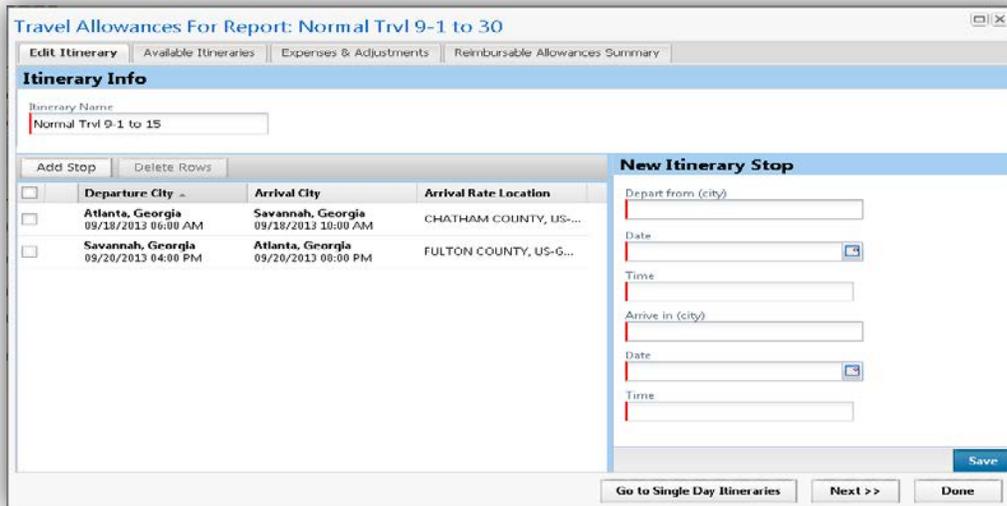
Sometimes the easiest way to fix a problem with a Travel Allowance is to delete it and re-enter it. However you have the option to Edit a Travel Allowance Itinerary or Unassign a Travel Allowance Itinerary. This allows you to delete the Travel Allowance Itinerary completely or link it to a different Expense Report.

EDIT

- To Edit a Travel Allowance Itinerary
 - Select the entry in **Assigned Itineraries**
 - Click on **Edit**.



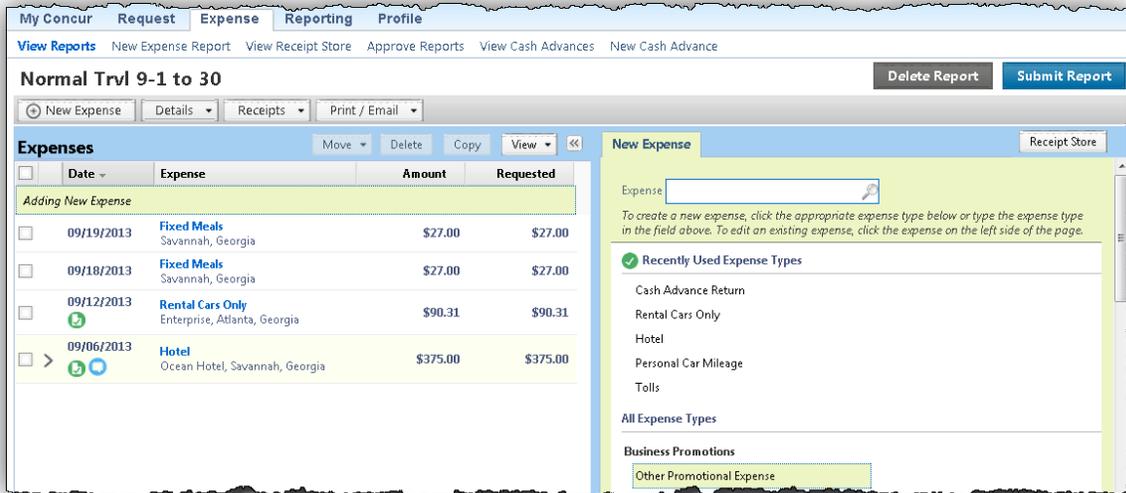
- The Standard Itinerary from opens.



- Click on the checkbox next to leg of a trip to edit it. If a leg was missing enter it in New Itinerary Stop. DO NOT select locations with (Single Day) in the city name.
- The data for the item you checked will appear in **Edit Itinerary Stop**.
- Correct the field that is in error.
- Click **Save**
- Click **Next**

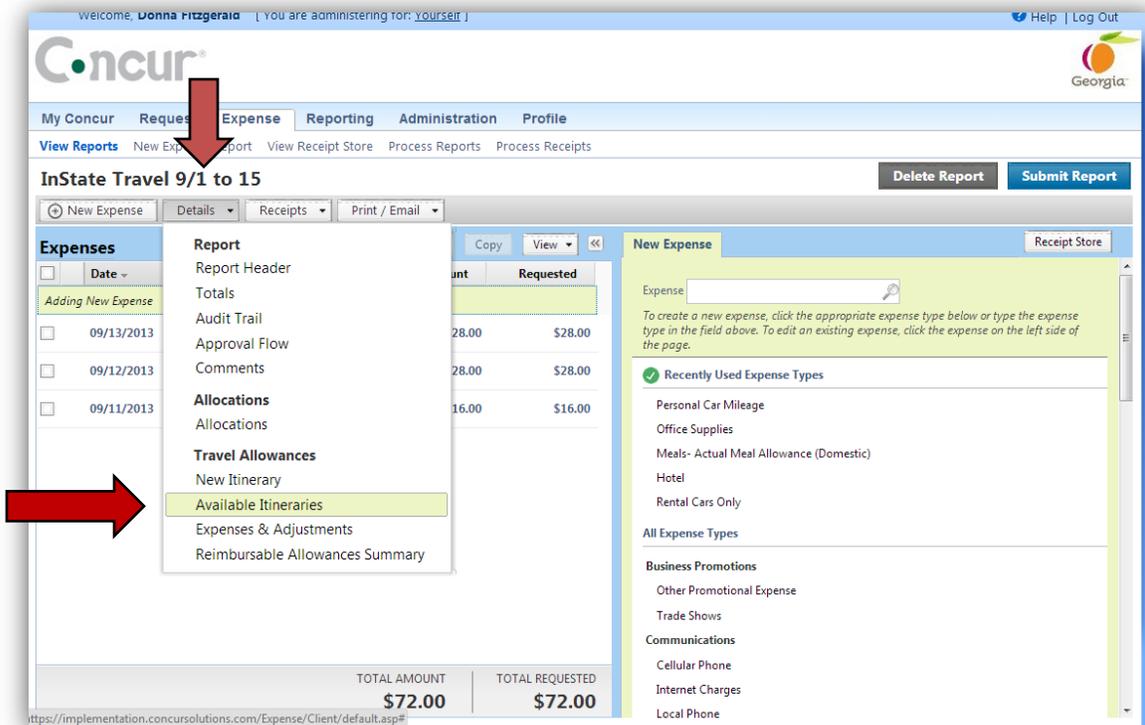
- Make any adjustments for provided meals if necessary.
- Click **Update Expenses**.

- The Expense Report will be updated for the change.

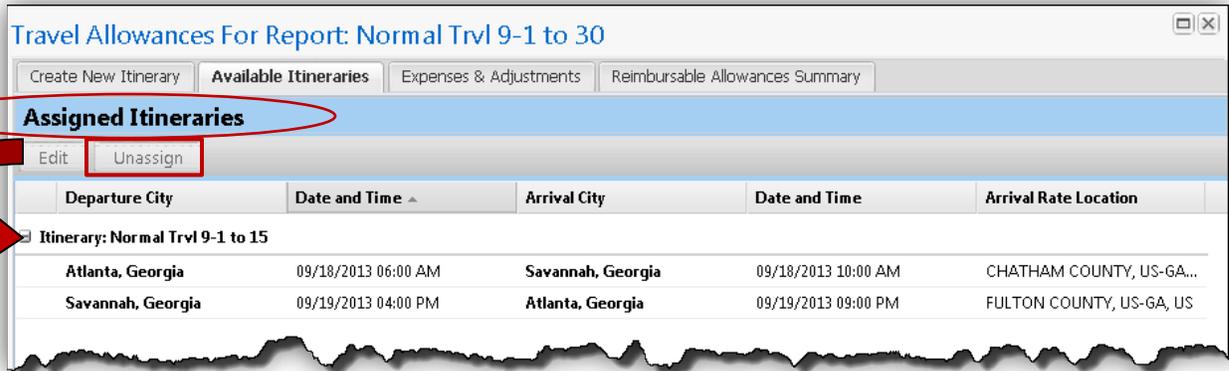


UNASSIGN

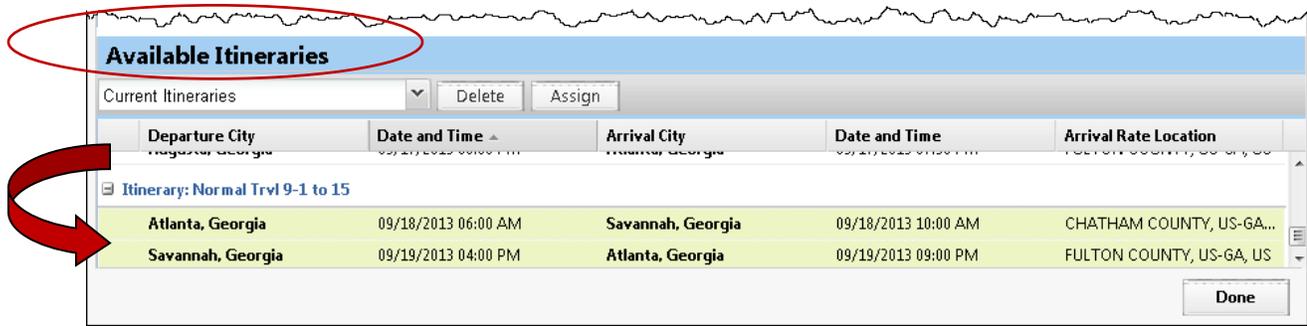
- Mark a Travel Allowance Itinerary for further adjustment
 - On the My Concur page in the Expense Report or Active Work section click on the existing Expense Report with the incorrect Travel Allowance
 - Click on the **Details** tab
 - Select **Available Itineraries** from Travel Allowances section



- Locate the Travel Allowance Entry in the **Assigned Itineraries** section
NOTE: If entered properly each Itinerary has at least 2 lines and if it only has 1 line you may get a system error message that won't let you process the itinerary.
- Click on the name of the problem entry to highlight it
- Click **Unassign**.



- The Itinerary moves to **Available Itineraries**

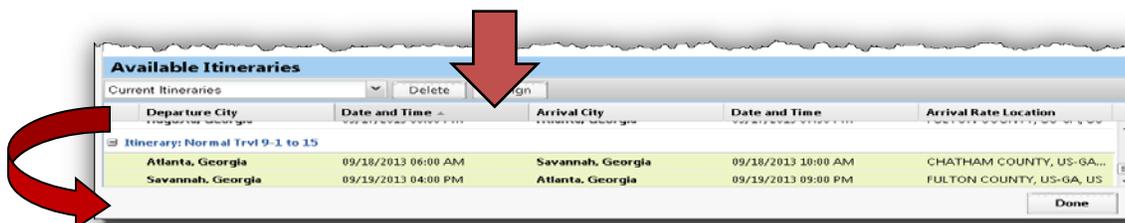


- The Travel Allowance Itinerary is now available for further adjustment.

NOTE: You may now completely Delete this unassigned itinerary from the TTE system or Assign it to another Expense Report.

DELETE

- To Delete a Travel Allowance
 - Select the Travel Allowance Itinerary to be deleted by clicking on the Itinerary name. This will highlight it.
 - Click **Delete**.



- Click **Yes** in the confirmation box to process the deletion
- The Travel Allowance Itinerary and the Expense will be removed from the Expense Report.

REASSIGN

- Reassign an Unassigned Travel Allowance Itinerary to another expense report.
 - Open the new or existing Expense Report you want to add the existing Travel Allowance Itinerary on. In our example it is an existing Expense Report.
 - Click on the **Details** tab
 - Click on **Available Itineraries**

The screenshot displays the Concur web application interface. At the top, it says "Welcome, William Abercrombie" and "Georgia". The navigation bar includes "My Concur", "Expense", "Reporting", and "Profile". Below this, there are links for "View Reports", "New Expense Report", "View Receipt Store", "Approve Reports", "View Cash Advances", and "New Cash Advance". The main heading is "Travel 9/15 to [redacted]". There are buttons for "Delete Report" and "Submit Report".

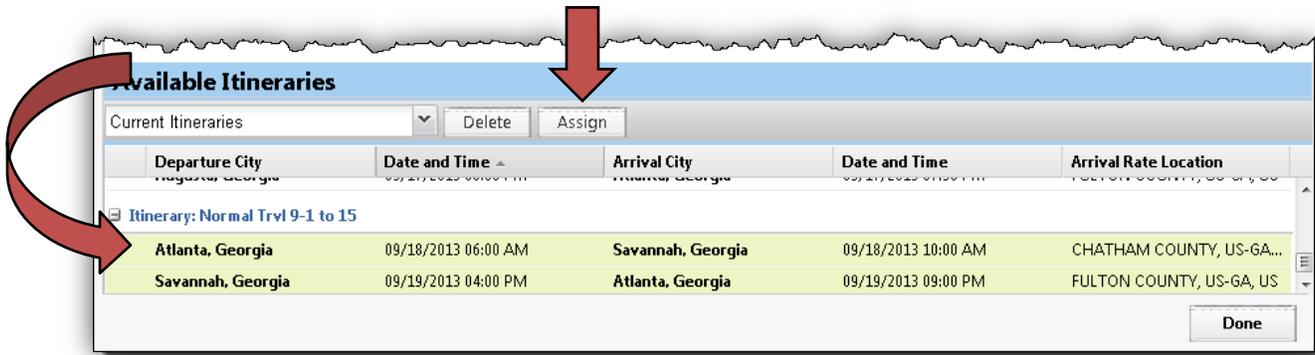
The "Details" tab is selected, and a dropdown menu is open on the left side. The menu items are: Report, Report Header, Totals, Audit Trail, Approval Flow, Comments, Cash Advances, Available, Assigned, Allocations, Allocations, Travel Allowances, New Itinerary, Available Itineraries (highlighted), Expenses & Adjustments, and Reimbursable Allowances Summary. A red arrow points to the "Available Itineraries" option.

The main content area shows a table with columns for "Amount" and "Requested". The table has two rows of data:

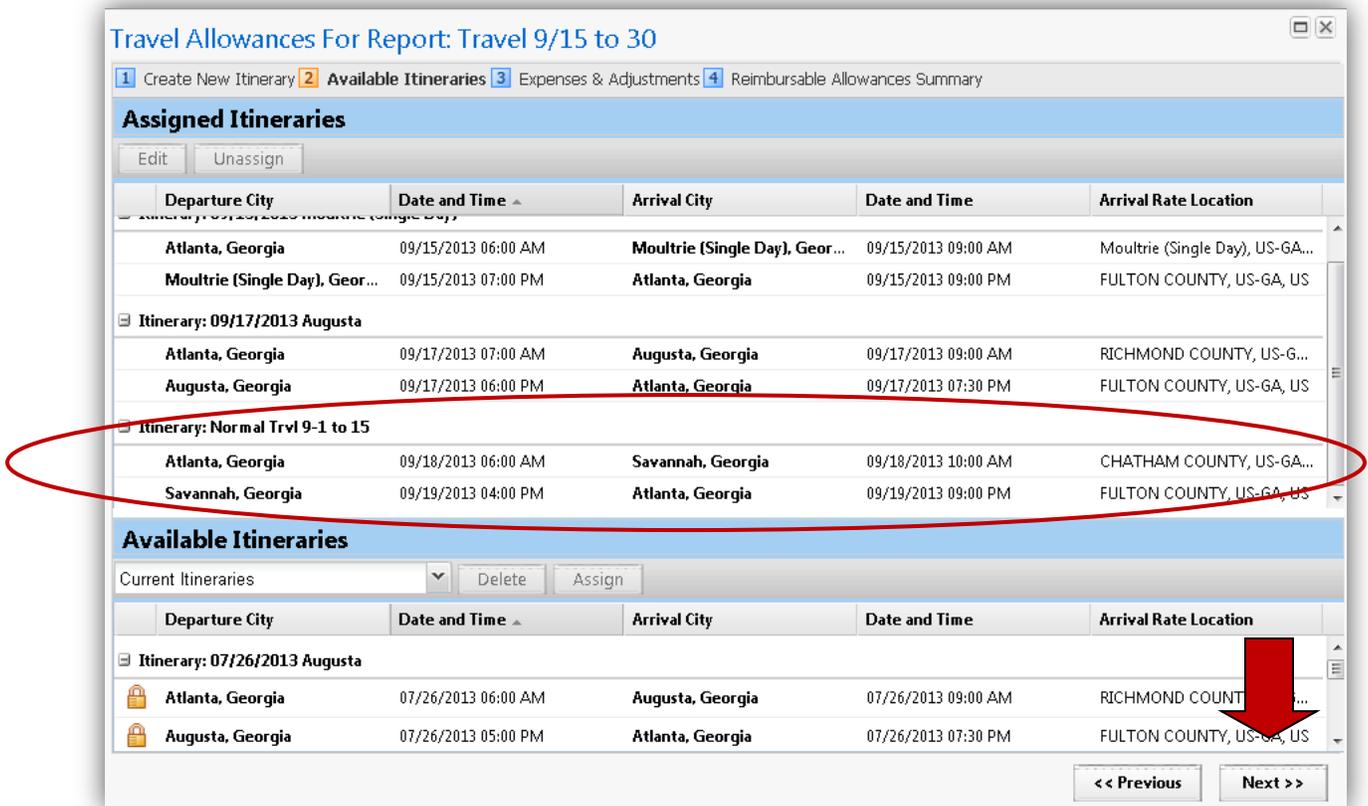
Amount	Requested
27.00	\$27.00
28.00	\$28.00

At the bottom of the page, there are labels for "TOTAL AMOUNT" and "TOTAL REQUESTED". On the right side, there is a "New Expense" section with a search bar and a list of "Recently Used Expense Types" including Rental Cars Only, Hotel, Personal Car Mileage, Tolls, and Parking. Below that is a list of "All Expense Types" including Business Promotions, Other Promotional Expense, Trade Shows, Communications, Cellular Phone, and Internet Charges.

- Select the itinerary you want to link from **Available Itineraries** at the bottom of the window by clicking on the Itinerary name. This will highlight the item.
- Click **Assign**



- The Travel Allowance Itinerary will move into **Assigned Itineraries** at the top of the window. Click **Next**



- Adjust the Travel Allowance for any provided meals if necessary
- Click **Create Expenses** (or **Update Expenses** if it appears)

Travel Allowances For Report: Travel 9/15 to 30

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments 4 Reimbursable Allowances Summary

Show dates from to Go

Exclude All <input type="checkbox"/>	Date/Location ^	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	09/15/2013 Moultrie (Single Day), Ge...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$28.00
<input type="checkbox"/>	09/17/2013 Augusta, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$27.00
<input type="checkbox"/>	09/18/2013 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$27.00
<input type="checkbox"/>	09/19/2013 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$27.00



- The Expense Report is updated with the Fixed Meals Expense item

My Concur Request Expense Reporting Profile

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

Travel 9/15 to 30

Details Receipts Print / Email

<input type="checkbox"/>	Date	Expense	Amount	Requested
<input type="checkbox"/>	09/19/2013	Fixed Meals Savannah, Georgia	\$27.00	\$27.00
<input type="checkbox"/>	09/18/2013	Fixed Meals Savannah, Georgia	\$27.00	\$27.00
<input type="checkbox"/>	09/17/2013	Fixed Meals Augusta, Georgia	\$27.00	\$27.00
<input type="checkbox"/>	09/15/2013	Fixed Meals Moultrie (Single Day), Georgia	\$28.00	\$28.00

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

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

Adjust for a Provided Meal Only on an Existing Travel Allowance Entry

- 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 **Expenses and Adjustments** under the Travel Allowances section

The screenshot displays the Concur Expense Report interface. The main header shows 'Concur' and 'Georgia'. The navigation bar includes 'My Concur', 'Request', 'Expense', 'Reporting', and 'Profile'. Below this, there are links for 'View Reports', 'New Expense Report', 'View Receipt Store', 'Approve Reports', 'View Cash Advances', and 'New Cash Advance'. The main content area is titled '7/1 to 15 Travel Overnight' and includes buttons for 'Delete Report' and 'Submit Report'. A dropdown menu is open under the 'Details' tab, showing options like 'New Expense', 'Receipts', and 'Print / Email'. The 'Expenses' section is highlighted, and a sub-menu is open under 'Travel Allowances', with 'Expenses & Adjustments' selected. A table shows expense details with columns for 'Amount' and 'Requested', and a 'TOTAL REQUESTED' of \$81.00. The 'New Expense' section on the right lists 'Recently Used Expense Types' and 'All Expense Types'.

Amount	Requested
\$27.00	\$27.00
\$27.00	\$27.00
\$27.00	\$27.00
TOTAL REQUESTED	
\$81.00	\$81.00

- The **Expenses & Adjustments** window opens.
- Select or deselect any necessary meals.

Travel Allowances For Report: Travel 9/15 to 30

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments 4 Reimbursable Allowances Summary

Show dates from to Go

Exclude All <input type="checkbox"/>	Date/Location ^	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	09/15/2013 Moultrie (Single Day), Ge...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$28.00
<input type="checkbox"/>	09/17/2013 Augusta, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$27.00
<input type="checkbox"/>	09/18/2013 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$27.00
<input type="checkbox"/>	09/19/2013 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$27.00



- Click **Update Expenses**
- The Expense Report will open and the corrections will be made.

My Concur Request Expense Reporting Profile

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

Travel 9/15 to 30

New Expense Details Receipts Print / Email

Expenses	Date	Expense	Amount	Requested
<i>Adding New Expense</i>				
<input type="checkbox"/>	09/19/2013	Fixed Meals Savannah, Georgia	\$27.00	\$27.00
<input type="checkbox"/>	09/18/2013	Fixed Meals Savannah, Georgia	\$27.00	\$27.00
<input type="checkbox"/>	09/17/2013	Fixed Meals Augusta, Georgia	\$27.00	\$27.00
<input type="checkbox"/>	09/15/2013	Fixed Meals Moultrie (Single Day), Georgia	\$28.00	\$28.00

New 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

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