

State Accounting Office

TeamWorks: Travel and Expense System

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

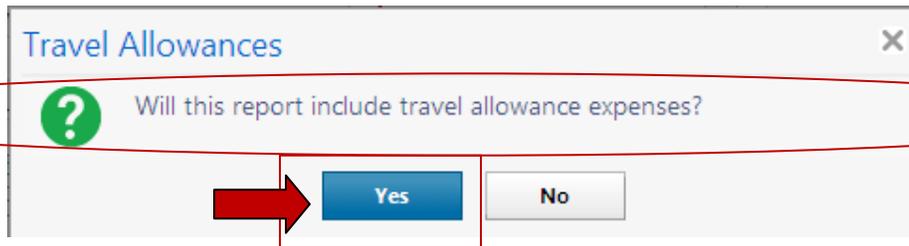


Table of Contents

Add Travel Allowances When Creating a New Expense Report	3
Add Travel Allowances (Meals Per Diem) to an EXISTING Expense Report	10
Fix an Incorrect Travel Allowance Entry.....	16

Add Travel Allowances When Creating a New Expense Report

- 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.
 - In **Selection** choose option 1, 3 or 4
 - **1. Multiple Day Per Diem for trips with Overnight Stay** for dates 7/1/13 or AFTER
 - **2. Single Day Per Diem**
 - **3. Regular In State-Prior to 7/1/13** for dates PRIOR to 7/1/13
 - **4. GSA Out of State Prior 7/1/13** for Out Of State Dates PRIOR to 7/1/13
 - **Note:** Option 1 is used for In State, Out of State or International dates 7/1/13 or later. Option 3 is used for In State travel with overnight stays with dates in the fiscal year ended 6/30/13 and Option 4 is used to enter Out of State or International travel with overnight stays with dates in the previous fiscal year ending 6/30/13

The accounting codes used are determined by the Trip Type when the expense report is created and not the Meal Type in the Selection field.

The **Selection** field determines which rates will be used to reimburse you for eligible meals.

For our example we are using 1 Multiple Day Per Diem

Note: You CANNOT combine Option 1, 2, 3 and 4 above on the same expense report even if the Trip Type is the same.

The change to accommodate the new Statewide Travel Policy regarding Meals with no Overnight Duration became effective 7/1/13 with the new Statewide Travel Policy.

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

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: 7/1 to 15 Travel Overnight

Selection: 1. Multiple Day Per Diem

1. Multiple Day Per Diem
2. Single Day Per Diem
3. Regular In State-Prior to 7/1/13
4. GSA Out of State-Prior to 7/1/13

Add Stop Delete Rows

Departure City Arrive in (city) Location

No Itinerary Rows Found

New Itinerary Stop

Depart from (city)

Date

Time

Arrive in (city)

Date

Time

Save

Go to Single Day Itineraries Next >> Cancel

- Enter the 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

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

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

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

Depart from (city): Atlanta, Georgia
 Date: 07/05/2013
 Time: 8:00 AM
 Arrive in (city): Savannah, Georgia
 Date: 07/05/2013
 Time: 10:30 am

Save

Go to Single Day Itineraries Next >> Cancel

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

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
 Selection: 1. Multiple Day Per Diem

Add Stop Delete Rows

	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...

New Itinerary Stop

Depart from (city): Savannah, Georgia
 Date:

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

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
Selection: 1. Multiple Day Per Diem

Add Stop Delete Rows

	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...

New Itinerary Stop

Depart from (city): Savannah, Georgia
Date: 07/07/2013
Time: 6:00 PM
Arrive in (city): Atlanta, Georgia
Date: 07/07/2013
Time: 9:30 pm

Save

Go to Single Day Itineraries Next >> Cancel

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

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
Selection: 1. Multiple Day Per Diem

Add Stop Delete Rows

	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:
Time:

Next >>

- 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
 Selection: 1. Multiple Day Per Diem

Add Stop Delete Rows

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Atlanta, Georgia 07/05/2013 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:

Time:

Arrive in (city):

Date:

Time:

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: 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 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 <input type="checkbox"/>	Date/Location ^	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<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



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

7/1 to 15 Travel Overnight

Delete Report

Submit Report

+ New Expense Details Receipts Print / Email

Expenses

Move Delete Copy View

<input type="checkbox"/>	Date	Expense	Amount	Requested
Adding New Expense				
<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
			TOTAL AMOUNT	TOTAL REQUESTED
			\$81.00	\$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 (Meals Per Diem) to an EXISTING Expense Report

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

The screenshot shows the Concur web interface for an expense report titled "7/1 to 15 Travel Overnight". The "Details" dropdown menu is open, and "New Itinerary" is highlighted with a red arrow. The main table shows a total requested amount of \$81.00. The "New Expense" panel on the right lists various expense types, including "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	

- Verify that the Selection box matches the Travel Allowance Meals you are requesting (**Regular In State** or **GSA Out of State**)
 - ✓ **Note:** Remember you cannot mix expenses for In State, Out of State and International Travel on the same Expense Report. If they do not match, you need to create an Out of State or International Expense Report.

The screenshot shows the "Create New Itinerary" dialog box. The "Itinerary Name" is "7/1 to 15 Travel Overnight". The "Selection" dropdown menu is open, and "1. Multiple Day Per Diem" is selected. The "New Itinerary Stop" section is also visible, with fields 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 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

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): Widalia, 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 side.

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 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 the last leg of your trip

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

<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

Departure City: 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

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

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

<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
<input type="checkbox"/>	Vidalia, Georgia 07/04/2013 2:00 PM	Atlanta, Georgia 07/04/2013 5:30 PM	FULTON COUNTY, US-...

New Itinerary Stop

Departure City: Atlanta, Georgia

Date:

Time:

Arrive in (city):

- Click Next.

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

Itinerary Info

Itinerary Name:
 Selection:

<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
<input type="checkbox"/>	Vidalia, Georgia 07/04/2013 2:00 PM	Atlanta, Georgia 07/04/2013 5:30 PM	FULTON COUNTY, US-...

New Itinerary Stop

Date:

Time:

Arrive in (city):

Date:

Time:

- 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

Show dates from to

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

- 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
Adding New Expense				
<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

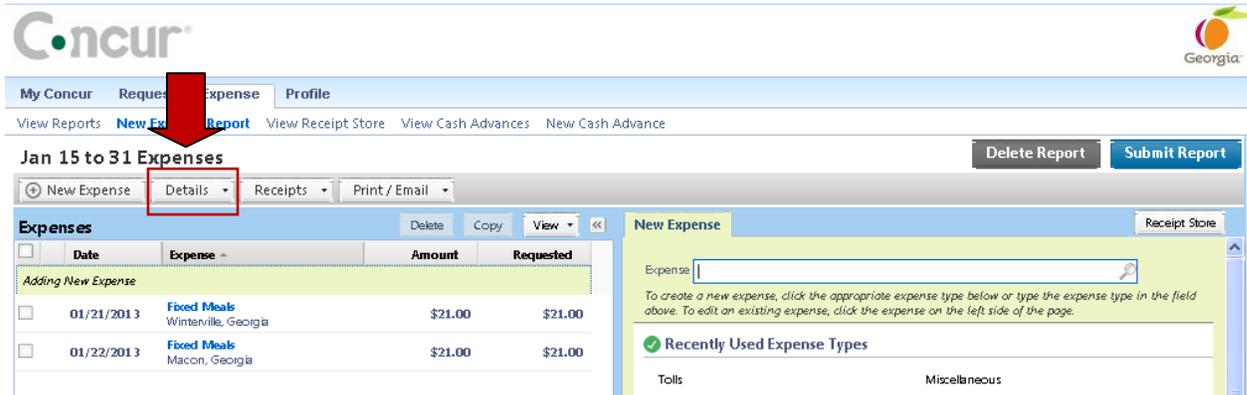
- Personal Car Mileage
- Hotel
- Registration
- Tolls
- Rental Cars Only

All Expense Types

- Business Promotions**
-
- Trade Shows
- Communications**
- Cellular Phone

Fix an Incorrect Travel Allowance Entry

- 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

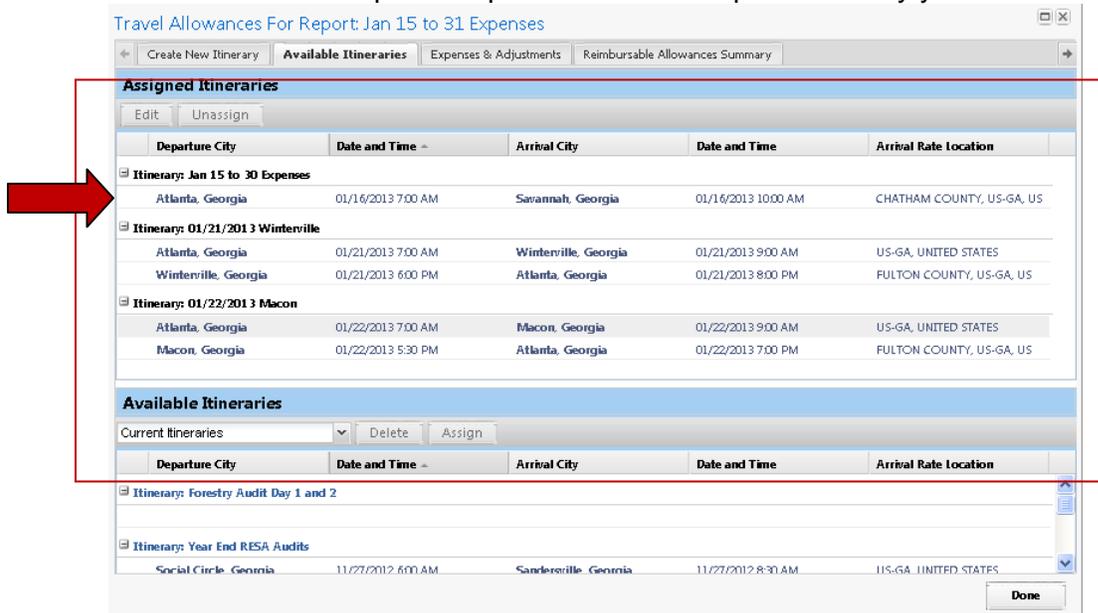


- Select **Available Itineraries** from Travel Allowances section

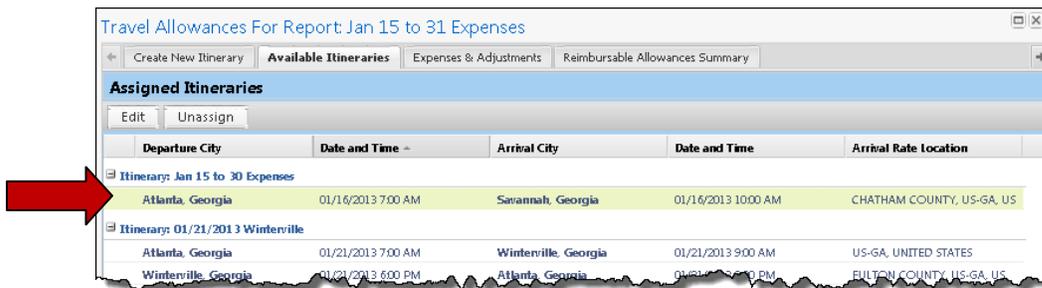


- Locate the “offending” Travel Allowance Entry in the **Assigned Itineraries** section
 - ✓ Usually this is an Itinerary entry with only 1 line
 - ✓ If entered properly each Itinerary has 2 lines
 - ✓ You may receive an error message asking telling you that the 2nd line is missing.

- ✓ The system allows one request for Travel Allowances per day across all expense reports. To correct a problem entry you must remove it.



- Click on the name of the problem entry to highlight it



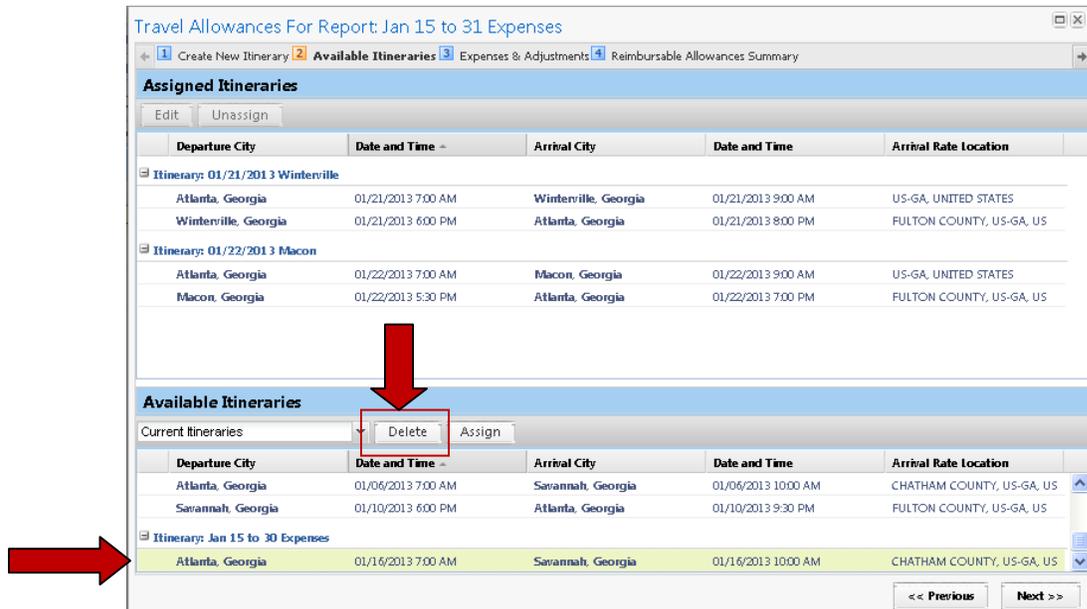
- Click on **Unassign**



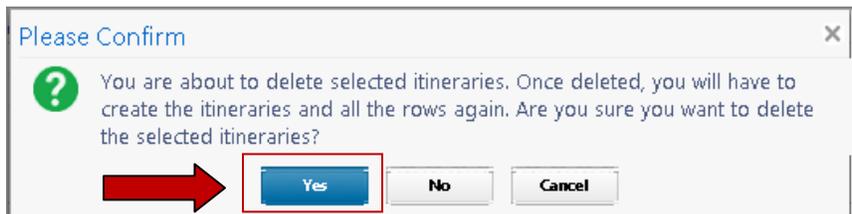
- The entry is moved from **Assigned Itineraries** to **Available Itineraries**

- ✓ In order to correct the entry, you must now delete it in order to re-enter it correctly.

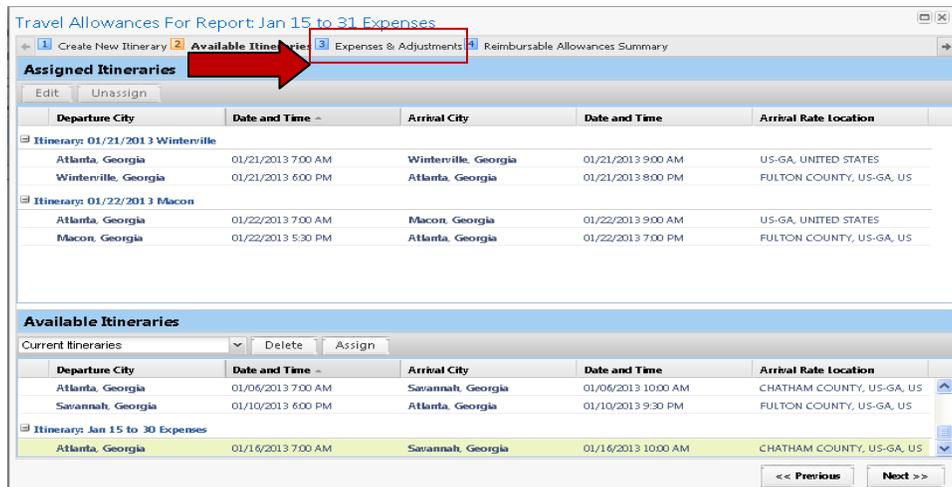
- Locate the same offending entry in the **Available Itineraries** section
- Click on it to highlight it
 - ✓ Remember it most likely has only one line instead of two!
- Click **Delete**



- Click **Yes** on the dialogue box that appears



- Click on **Expenses & Adjustments**



- Click on **Update Expenses**



- The Travel Allowance is now deleted from the system and the Expense Report is updated if necessary. You may re-enter the correct information if necessary.
 - If you deleted an item and it did not have an error, then it will be removed from Expenses.

Jan 15 to 31 Expenses

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"/>	01/22/2013	Fixed Meals Macon, Georgia	\$21.00	\$21.00
<input type="checkbox"/>	01/21/2013	Fixed Meals Winterville, Georgia	\$21.00	\$21.00

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

Tolls Miscellaneous