



How to Enter Travel Allowance for Prior Year Expense Reports

This information applies to users on the TTE system prior to 7-1-13.

Step 1: Complete the Report Header page as usual for a new Expense Report

The screenshot shows the Concur Expense Center interface in Internet Explorer. The browser address bar shows the URL: <https://www.concursolutions.com/Expense/Client/default.asp#>. The page title is "Expense Center - Kristi R Johnson - Windows Internet Explorer". The user is logged in as "Kristi Johnson" and is administering for "Yourself".

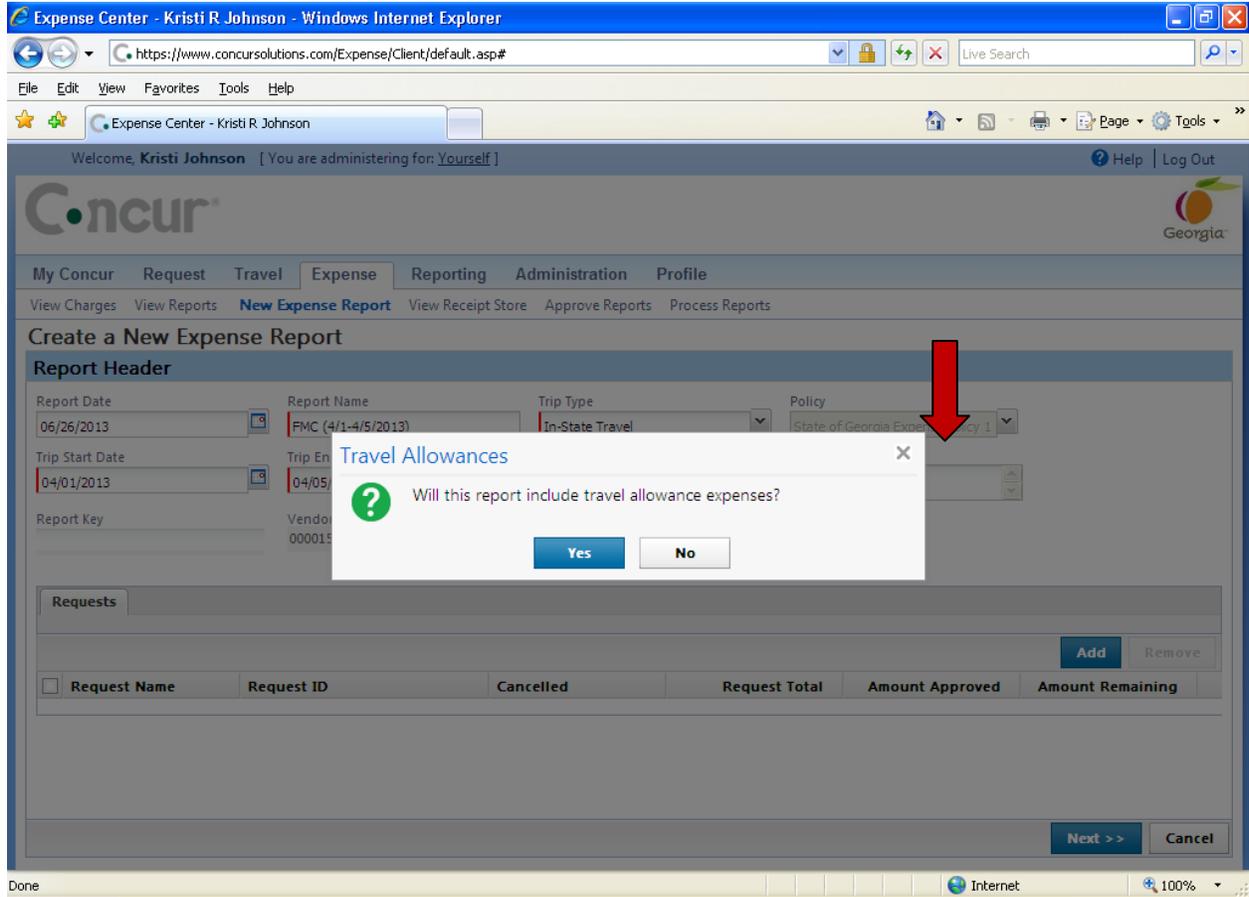
The main navigation menu includes: My Concur, Request, Travel, Expense, Reporting, Administration, Profile. The "Expense" tab is selected.

The "Create a New Expense Report" page is displayed, showing the "Report Header" section with the following fields:

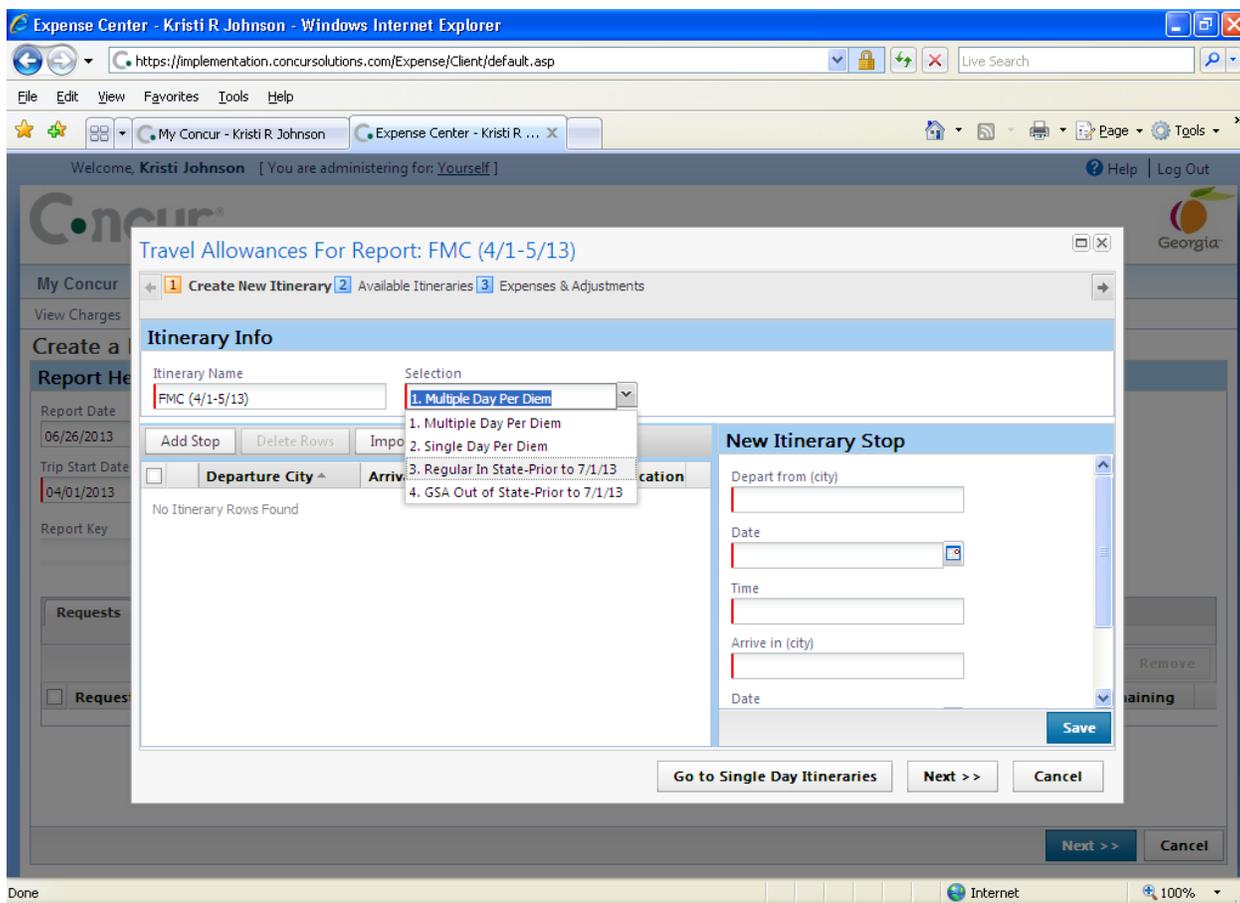
- Report Date: 06/26/2013
- Report Name: FMC (4/1-4/5/2013)
- Trip Type: In-State Travel
- Policy: State of Georgia Expense Policy 1
- Trip Start Date: 04/01/2013
- Trip End Date: 04/05/2013
- Purpose of Trip: FMC Conference
- Comment: (empty)
- Report Key: (empty)
- Vendor ID: 0000158357
- Special Activity: (empty)

Below the form is a "Requests" table with columns: Request Name, Request ID, Cancelled, Request Total, Amount Approved, Amount Remaining. There are "Add" and "Remove" buttons above the table. At the bottom of the form are "Next >>" and "Cancel" buttons.

Step 2: Select “Yes” when you receive this pop up message



Step 3: Select “Yes” when you receive this pop up message under “**Selection**”. For Travel Allowances prior to July 1st, 2013, select either **#3 Regular In State-Prior to 7-1-13** or **#4 GSA Out of State-Prior to 7-1-13**.



Step 4: Continue as usual. You cannot combine prior year Travel Allowance and current year Travel Allowance on the same Expense Report.

This option will only be available for a short period of time.

Note: If you need to enter Travel Allowance for the year prior to 7-1-13 and your Expense Report was already created and no Travel Allowances have been entered yet, access **New Itinerary** in the **Travel Allowances** section of the **Details** Tab and follow Step 3 and Step 4.

