

TeamWorks Travel and Expense

Powered By Concur Technologies

TTE User:
Request Handbook



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DOCUMENT REVISION HISTORY

| Date | Notes / Comments / Changes |
|----------|--|
| 01/05/12 | Released to Web |
| 2/12/13 | Updated to correct GTE to TTE references; added section on Adding Additional Approvers |
| 11/07/13 | Corrected name from Request to Request and updated branding; did not change screenshots at this time as is title change only |
| 11/12/13 | Updated Footer |
| 11/18/13 | Updated screen shots; changed Delete a Request to Cancel a Request and updated section. |

Welcome to TeamWorks Travel & Expense

TeamWorks Travel & Expense (TTE) integrates travel expense reporting with a complete travel booking solution. This comprehensive Web-based service provides all of the tools traveling State of Georgia employees need to create and submit Requests, book travel as well as create and submit Expense Reports. Managers use the service to review and approve expense reports, Cash Advance Requests and Requests. Back-office employees use the service to produce audit reports, ensure Travel Policy compliance, and deliver business intelligence to help the State of Georgia manage its costs.

Section 1: Log on to TeamWorks Travel & Expense

How to...

1. Log on to TeamWorks Travel & Expense with the username and password provided by your Local TeamWorks Travel & Expense Administrator.

Additional Information

Your password is case sensitive.

If you are not sure how to log on, check with your Local TeamWorks Travel & Expense Administrator or contact the SAO Customer Service Center.

English (US) | English (UK) | Deutsch | Français | Français canadien | Español | Português (Brasil) | Nederlands | Italiano | Svenska

Welcome

Notice:
If you experience difficulty logging into the site, please click on the [Forgot your password?](#) link below.

Si vous éprouvez des difficultés à ouvrir une session dans ce site, veuillez cliquer sur le lien [Vous avez oublié votre mot de passe?](#) ci-dessous.

Concur™

Login

User Name

Password

Remember user name on this computer

Login

[Forgot your user name?](#)
[Forgot your password?](#)
Passwords are case sensitive.

 **Make your life easier with Concur's mobile solution.**
This is what smartphones were made for. [Click here to learn more.](#)

Section 2: Create a Request

Depending on Agency policy, employees may be required to submit a Request to get pre-trip authorization before incurring travel expenses. Request allows you to create and submit pre-trip authorization requests as well as attach that information to Expense Reports - all online. If Request (Request) does not appear as a tab or section accessible from the My Concur page then the Agency has not elected to use this option. Contact the Local Travel Administrator for additional questions.

How to...

1. Click on the Request tab on the menu bar.
2. Select **New Request**.

Additional Information

The **Request** area opens.
A new **Request Header** opens.

The screenshot shows the 'Request' form with the following fields and values:

- Request Name:** (Empty, highlighted with a red bar and a red arrow)
- Trip Type:** (Empty dropdown menu)
- Request Policy:** *SOG Request Policy 1
- Start Date:** (Empty)
- End Date:** (Empty)
- Purpose:** (Empty)
- Comment:** (Empty text area)

1. Complete the required fields on the **Request Header**.

Note: Required fields are marked with a red bar

- **Request Name** - Enter a name for the Request.
- **Trip Type** – Select **In-State**, **Out-Of-State** or **International** from the drop down menu.
- **Start Date** – Enter the start date for your trip
- **End Date** – Enter the end date for your trip
- **Purpose** – Enter the purpose for the trip

4. Use the **Comment** field to enter any information your approver will need to approve the Request.

The **Comment** field can hold quite a bit of information.

5. Click on the **Segments** tab.

The screenshot shows the 'Request' form with the following fields and values:

- Request Name:** Peace Officers Conference 2/4 to
- Trip Type:** In-State Travel
- Request Policy:** *SOG Request Policy 1
- Start Date:** 02/04/2014
- End Date:** 02/07/2014
- Purpose:** Annual conference and certification training
- Comment:** (Empty text area)

Section 2: Create a Request (Continued)

How to...

Additional Information

The **Segments** Section opens.

3. Click on the icon representing a Request type.

Each icon represents a different request type for pre-trip authorization: airfare, car rental, hotel, meals and miscellaneous.

You can have multiple segment types and multiples of the same segment type.

A. Click on the **Airfare** icon.



The **Air Ticket** segment opens.

- 1) Select Round Trip, One Way or Multi-segment
- 2) Enter the estimated cost of your airfare in the **Amount** field.
- 3) All the other fields are optional. Enter what you feel your approver will need to see to make the approval.
- 4) Enter any comments regarding the airfare segment in the **Comments** field.
- 8) Click **Save**.

Comments are not required but may provide information necessary to have the travel approved.

Section 2: Create a Request (Continued)

How to...

Additional Information

My Concur
Request
Expense
Reporting
Profile

View Requests
New Request
Approve Requests
Quick Search

Request 3M3T

Request Name: Peace Officers Conference 2/4 to
Purpose: Annual conference and certification training

Print / Email
Delete Request
Submit Request

Status: Not Submitted
Amount: \$375.00

Request Header
Segments
Approval
Audit Trail

Add Segment
Click icon to create segment

Comment:

Allocate
Modify
Delete

Car Rental

Amount: 120.00
USD

Pick-up

City:

Date: At:

Detail:

Drop-off

City:

Date: At:

Detail:

Comment:

Save
Cancel

B. Click on the **Rental Car** icon to request



approval for a Rental Car.

- 1) Enter the estimated amount for a rental car in the **Amount** field. This is a required field.
- 2) All the other fields are optional. Scroll down and enter any necessary comments in the **Comments** field.
- 3) Click **Save**.

The **Rental Car** segment opens.

Enter as much information as necessary in optional fields to provide your approvers the information they need to approve the travel.

C. Click on the **Hotel** icon to request approval



for a hotel stay.

The **Hotel** segment opens.

Request 3M3T
Print / Email
Delete Request
Submit Request

Request Name: Peace Officers Conference 2/4 to
Purpose: Annual conference and certification training

Status: Not Submitted
Amount: \$495.00

Request Header
Segments
Approval Flow
Trail

Add Segment
Click icon to create segment

Detail:

Comment:

Allocate
Modify
Delete

Hotel Reservation

Amount: 300.00
USD

Check-In

City:

Date: At:

Detail:

Check-Out

Date: At:

Comment:

Save
Cancel

Section 2: Create a Request (Continued)

How to...

- 1) Enter the estimated amount for hotel charges in the **Amount** field.
 - 2) All the other fields are optional.
 - 3) Click **Save**.
- D. Click on the Meals icon if you are required to



request Per Diem or Meals.

Additional Information

This is a required field.

Provide as much information as you feel your approver will need.

The **Meals** segment opens.

Request 3M3T
Request Name: Peace Officers Conference 2/4 to
Purpose: Annual conference and certification training
Status: Not Submitted
Amount: \$795.00

Request Header Segments Approval Flow Audit Trail

Add Segment
Click icon to create segment

Dining

Amount: 112.00 USD

Start Date: [calendar] At: [dropdown]
Detail: [text area]

End Date: [calendar] At: [dropdown]
Comment: [text area]

Associate Modify Delete

Save Cancel

- 1) Enter the estimated amount for Per Diem in the **Amount** field.
- 2) Click **Save**.

Amount is a required field.
Comments are optional.

E. Click on the **Misc** icon.



The **Misc** segment opens.

Request 3M3T
Request Name: Peace Officers Conference 2/4 to
Purpose: Annual conference and certification training
Status: Not Submitted
Amount: \$907.00

Request Header Segments Approval Flow Audit Trail

Add Segment
Click icon to create segment

Misc

Amount: [text field] [dropdown]

Arrival Date: [calendar] At: [dropdown]
Detail: [text area]

Arrival City: [text field]
Departure Date: [calendar] At: [dropdown]
Detail: [text area]

Comment: [text area] Annual Certification Training Fee

Save Cancel

- 1) Enter the estimated amount for any miscellaneous expense in the **Amount** field.
2. Scroll down to the **Comments** field and

The Amount and Comments fields are required.

Section 2: Create a Request (Continued)

How to...

- detail what the request is for.
- 3) Click **Save**.
- 4) Review your Request before submitting for approval.

Additional Information

My Concur Request Expense Reporting Profile

View Requests New Request Approve Requests Quick Search

Request 3M3T Cancel Save Print / Email Delete Request **Submit Request**

Request Name: Peace Officers Conference 2/4 to
Purpose: Annual conference and certification training
Status: Not Submitted
Amount: \$1,032.00

Request Header Segments Approval Flow Audit Trail

Request Name: Peace Officers Conference 2/4 to
Trip Type: Out of State Travel
Request Policy: *SOG Request Policy 1
Start Date: 02/04/2014

End Date: 02/07/2014
Purpose: Annual conference and certification training
Comment:

Section 3: Submit a Request

How to...

1. Open the **Request**
2. Click **Submit Request**
3. Click **Submit Request** in Final Review.

Additional Information

The **Final Review** dialogue box opens. Once you submit your Request can only Recall a Request if your Approver has not started the Approval Process.

NOTE: If you click Cancel, the Request is not deleted, it just isn't sent for approval at this time. You can go back and send it later.

Final Review

Request Submit Confirmation

Are you sure you want to submit this request?

Submit Request Cancel

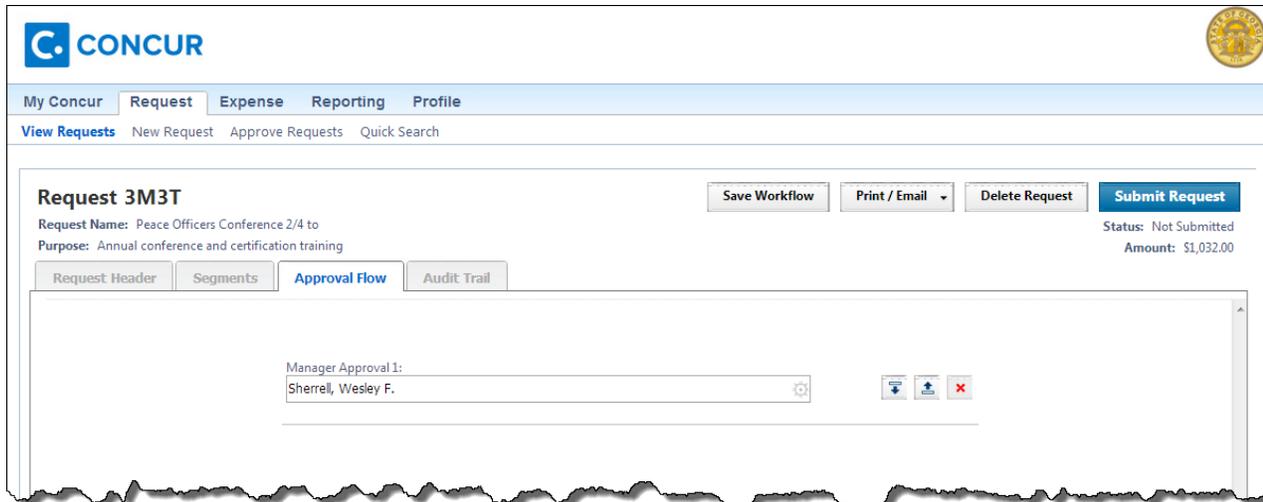
4. Click **Submit Request**.

The **Approval Flow** tab opens. If your assigned Approver is out on Leave or unavailable, select a different Approver by typing their last name in the Manager Approval field or using *and selecting from the list that appears below the field.

Section 3: Submit a Request (Continued)

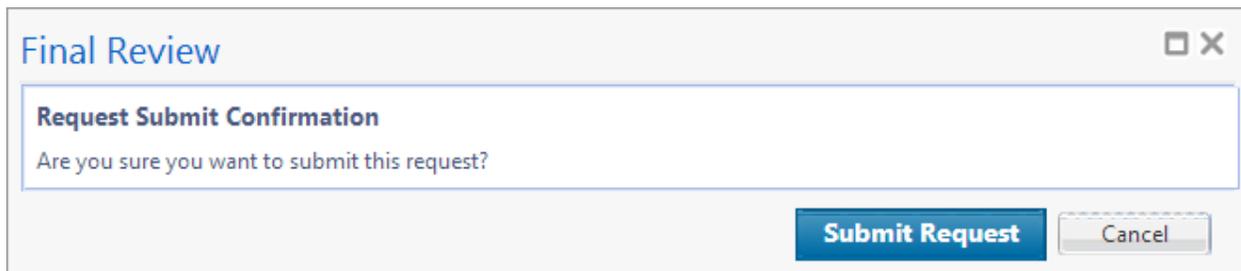
How to...

Additional Information



5. Click **Submit Request** again to send for Approval.

The **Request** has now been sent to your approver.
Note: See section 4 for instructions on sending your Request to an additional Approver.



6. You will see a quick onscreen confirmation that your Request was submitted.

Section 4: Submit a Request to an Additional Approver

You have the option of adding an additional Approver to your Request

How to...

Additional Information

1. Open the Request from the **My Concur/Active Work** or the **Requests/View Requests** tab.
2. Click on the **Approval Flow** tab.
3. Select the  or  icon to control where the additional approver will be added.
4. A User- Added Approver option will be added.

The Request opens to the Request Header.

The Up arrow adds the approver before the step where the arrow appears.

The down arrow will add the approver after the step where it appears.

In our example we chose to add the additional approver after it is routed to the 1st approver.

Section 4: Submit a Request to an Additional Approver (Continued)

How to...

Additional Information

Request 3M3T
Request Name: Peace Officers Conference 2/4 to
Purpose: Annual conference and certification training
Status: Sent Back to Employee
Amount: \$1,032.00

Request Header Segments **Approval Flow** Audit Trail

Manager Approval 1:
Sherrell, Wesley F.

User-Added Approver:
Fitzgerald, Donna (dfitzgerald@sao.ga.gov)

5. Begin typing the last name of the additional approver in the User-Adder Approver field.

When you click in the new field a drop down arrow appears. Click it to select an option other than the last name to search by.

You can type an * in the new field to display a list of all the approvers in your Agency to select from. To search for all the names beginning with a specific letter hold the Ctrl key down and enter a letter. In our example it was H. You will see approvers in your agency only.

6. Select the additional approver and click Submit Request.



Request 3M3T
Request Name: Peace Officers Conference 2/4 to
Purpose: Annual conference and certification training
Status: Sent Back to Employee
Amount: \$1,032.00

Request Header Segments **Approval Flow** Audit Trail

Manager Approval 1:
Sherrell, Wesley F.

User-Added Approver:
Fitzgerald, Donna (dfitzgerald@sao.ga.gov)

7. Click **Submit Request** in the Final Review dialogue box

Final Review

Request Submit Confirmation

Are you sure you want to submit this request?

Submit Request Cancel

Note: A brief confirmation appears on the screen and then automatically clears.

Section 5: Correct and Resubmit a Returned Request

All Requests whether sent, returned or approved will appear in the **My Concur/Active Work** tab or in **Request/View Request** tab. If an Approver or Back Office Processor has an issue with all or part of your Request, the entire Request will be returned to you for adjustment. The Request will be marked with an orange "returned" icon (see below).

| Active Work | | | | | | |
|---|------------|---|--------------------------|-------------------|-----------------|--|
| New Request | | View Requests | | | | |
| Requests (7) | | Expense Reports (7) | | Cash Advances (6) | | |
| Request Name | Request ID | Status | Request Dates | Total | Expense Report? | |
| Peace Officers Conference 2/4 to Annual conference and certification training | 3M3T | Submitted & Pending Approval - Sherrell, Wesley F | 02/04/2014 02/07/2014 | \$1,032.00 | | |
| Nov. Office Certs 11/18 to 21 Annual Certification | 3M3R | Submitted & Pending Approval - Sherrell, Wesley F | 11/18/2013 11/21/2013 | \$450.00 | | |
| Savannah Conf 11/12 to 15 XYZ Conference | 3M3P | Submitted & Pending Approval - Sherrell, Wesley F | 11/12/2013 11/15/2013 | \$1,107.00 | | |
| Orlando FL Conf 09-25 to 30 Certification | 3M3N | Approved | 09/25/2013 09/30/2013 | \$1,275.00 | | |
| Orlando CONvention 9 15 to 21 Annual CONvn | 3LYU | Approved | 09/15/2013 09/21/2013 | \$1,175.00 | | |
| Savannah Conf 9/1to 8 Annual Conf | 3LYT | Sent Back to Employee - Sherrell, Wesley F | 09/01/2013 09/08/2013 | \$1,445.00 | | |
| San ANtonio Trip 8/18-23 XYZ Conference | 3LYL | Sent Back to Employee - Sherrell, Wesley F | 08/18/2013 08/23/2013 | \$1,400.00 | | |

How to...

1. Open the Request requiring a correction
2. Click on the **Segments** tab.

Additional Information

The Request opens to the Request Header. Instructions on what you need to correct will be visible in the comments section.

Use the scroll bar to access the segment or segments you need to make corrections to.

The screenshot shows the 'Request 3LYT' interface. At the top, there are buttons for 'Print / Email', 'Cancel Request', and 'Submit Request'. Below that, the 'Request Name' is 'Savannah Conf 9/1to 8' and the 'Purpose' is 'Annual Conf'. The status is 'Sent Back to Employee' with an amount of '\$1,445.00'. The 'Segments' tab is active, showing an 'Add Segment' section with icons for Air Ticket, Car Rental, Hotel, Food, and Search. The 'Air Ticket' segment is selected, showing 'Outbound' and 'Return' fields with 'From', 'To', and 'Date' sub-fields. A red arrow points to the 'Modify' button at the bottom right of the segment form.

Click the **Modify** button for the segment you need to adjust.

3. Click on the **Save**.

You modify each segment separately. To delete a segment, select the Delete button.

You may also add segments by selecting the appropriate segment icon and completing the information.

You must click **Save** for each segment you modify.

Section 5: Correct and Resubmit a Returned Request (Continued)

How to...

Additional Information

Request 3LYT
Request Name: Savannah Conf 9/1to 8
Purpose: Annual COnf
Status: Sent Back to Employee
Amount: \$1,445.00

Request Header Segments Approval Flow Audit Trail

Add Segment
Click icon to create segment

Car Rental Amount: 375.00 USD

Pick-up
City:
Date: At:
Detail:

Drop-off
City:
Date: At:
Detail:

Comment:

Save Cancel Delete

4. Click the **Submit Request** button to resubmit the request for approval.

Request 3LYT
Request Name: Savannah Conf 9/1to 8
Purpose: Annual COnf
Status: Sent Back to Employee
Amount: \$1,400.00

Request Header Segments Approval Flow Audit Trail

Add Segment
Click icon to create segment

Car Rental Amount: \$375.00

5. Click the **Submit Request** button in the Final Review dialogue box.

Final Review

Request Submit Confirmation
Are you sure you want to submit this request?

Submit Request Cancel

Section 5: Correct and Resubmit a Returned Request (Continued)

How to...

Additional Information

Request 3LYT
 Request Name: Savannah Conf 9/1to 8
 Purpose: Annual COnf
 Status: Sent Back to Employee
 Amount: \$1,400.00

Buttons: Save Workflow, Print / Email, Cancel Request, **Submit Request**

Tabs: Request Header, Segments, **Approval Flow**, Audit Trail

Manager Approval 1:
 Sherrell, Wesley F.

6. Click the **Submit Request** button in the **Approval Flow** dialogue box.
7. Click **Submit Request** in the Final Review dialogue box.

The **Request** will be resubmitted for approval with your changes.

A brief confirmation of submission will appear on the screen and then clear.

Final Review

Request Submit Confirmation
 Are you sure you want to submit this request?

Buttons: **Submit Request**, Cancel

Section 6: Recall a Submitted Request

If you have submitted a Request for approval and it has not been processed you may be able to **Recall** it and make changes.

All Requests whether sent, returned or approved will appear in the **My Concur/Active Work** tab or in **Request/View Request** tab

Active Work

Buttons: New Request, View Requests

Sub-tabs: **Requests (7)**, Expense Reports (7), Cash Advances (6)

| Request Name | Request ID | Status | Request Dates | Total | Expense Report? |
|---|------------|---|--------------------------|------------|-----------------|
| Peace Officers Conference 2/4 to Annual conference and certification training | 3M3T | Submitted & Pending Approval - Sherrell, Wesley F | 02/04/2014 02/07/2014 | \$1,032.00 | |
| Nov. Office Certs 11/18 to 21 Annual Certification | 3M3R | Submitted & Pending Approval - Sherrell, Wesley F | 11/18/2013 11/21/2013 | \$450.00 | |
| Savannah Conf 11/12 to 15 XYZ Conference | 3M3P | Submitted & Pending Approval - Sherrell, Wesley F | 11/12/2013 11/15/2013 | \$1,107.00 | |
| Orlando FL Conf 09-25 to 30 Certification | 3M3N | Approved | 09/25/2013 09/30/2013 | \$1,275.00 | |
| Orlando CONvention 9 15 to 21 Annual CONvn | 3LYU | Approved | 09/15/2013 09/21/2013 | \$1,175.00 | |
| Savannah Conf 9/1to 8 Annual COnf | 3LYT | Submitted & Pending Approval - Sherrell, Wesley F | 09/01/2013 09/08/2013 | \$1,400.00 | |
| San ANtonio Trip 8/18-23 XYZ Conference | 3LYL | Sent Back to Employee - Sherrell, Wesley F | 08/18/2013 08/23/2013 | \$1,400.00 | |

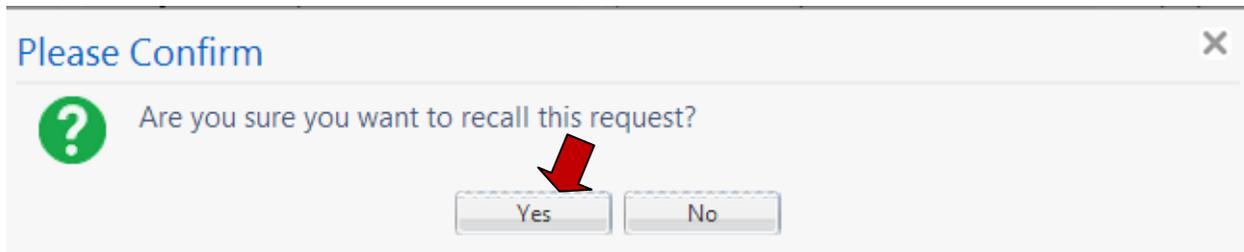
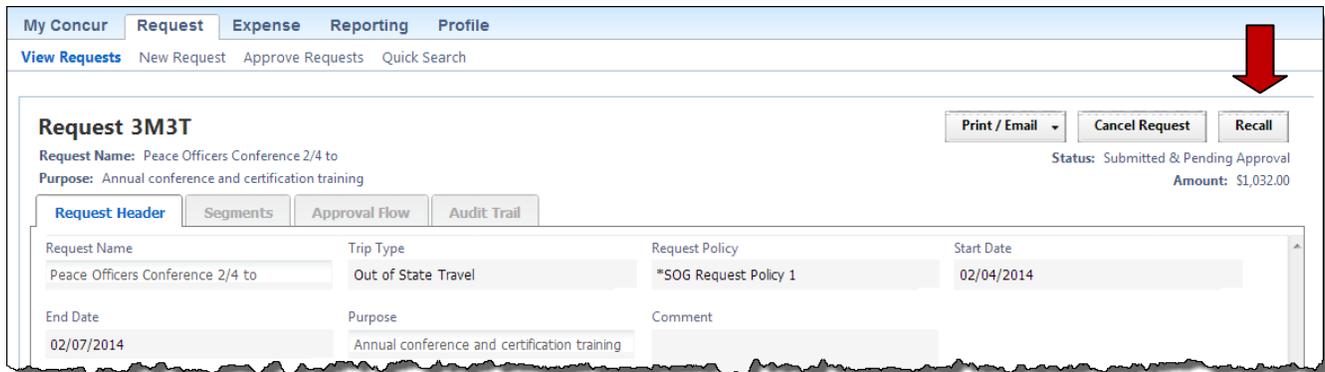
Section 6: Recall a Submitted Request (Continued)

How to...

1. Select the **Request** to be recalled by clicking on the **Request Name**.
2. Click on the **Recall** button.
3. The **Request** opens and a **Confirmation** dialogue box opens.
4. Click **Yes** to confirm recalling the **Request**.

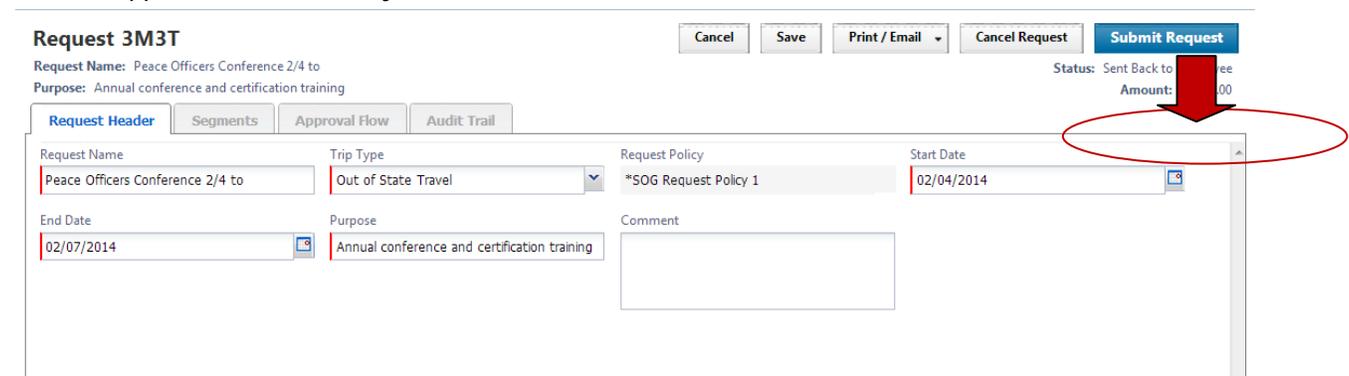
Additional Information

The Request opens.
You can only Recall a Request if it has not yet been approved.



5. The **Request** is now out of the approval flow and you may make any necessary changes to the header, segments or approval flow necessary..

You may correct any date in the **Request Header**.
To, add or delete segments, click on **Segments**.



6. When you are ready you may Submit the Request as you did originally.

Section 7: Link Requests to an Expense Report

Requests are not linked to an Expense Report during the approval process because you control the Expense Report name. One of the following actions must be taken to link an approved Request to the Expense Report containing the actual expenses for that Request.

Link a Request to an Existing Expense Report

How to...

1. Select the Expense Report you want to link a Request to from the **Expense Report** tab in the **Active Work** or **Expense Report** section of the **My Concur Page**.

Additional Information

Click on the Expense Report to open it.

| Report Name | Status | Payment Status | Report Date | Requested Amount |
|--|---|----------------|-------------|------------------|
| Weekly Travel 11/4 to 8 Site visits | Not Submitted | Not Paid | 11/08/2013 | \$435.66 |
| Normal Travel 10-1 to 15 Normal work travel | Submitted & Pending Approval - Sherrell, Wesley F | Not Paid | 10/22/2013 | \$595.56 |

2. Click on the **Details** tab.

The **Details** tab options will appear.

| Date | Expense | Amount | Requested |
|------------|---------|----------|-----------|
| 11/05/2013 | Hotel | \$375.00 | \$375.00 |

3. Select **Report Header** from the list that appears.

| Date | Expense | Amount | Requested |
|------------|---------|--------|-----------|
| 11/05/2013 | Hotel | 75.00 | \$375.00 |

Section 7: Link Requests to an Expense Report (Continued)

How to...

- Click on **Add** in the **Requests** section of the **Report Header**.

Additional Information

The **Report Header** opens.
A list of available Requests appears.

Report header for: Weekly Travel 11/4 to 8

| | | | |
|-------------------------------|--|----------------------------------|---|
| Report Date 11/08/2013 | Report Name Weekly Travel 11/4 to 8 | Trip Type In-State Travel | Policy State of Georgia Expense Policy 1 |
| Trip Start Date 11/04/2013 | Trip End Date 11/08/2013 | Purpose of Trip Site visits | Comment |
| Report Key 69634 | Report Currency US, Dollar | Approval Status Not Submitted | Payment Status Not Paid |
| Vendor ID 0000381129 | Special Activity | | |



| Requests | | | | | | |
|--|--------------|------------|-----------|---------------|-----------------|------------------|
| <input type="checkbox"/> | Request Name | Request ID | Cancelled | Request Total | Amount Approved | Amount Remaining |
| <input type="button" value="Add"/> <input type="button" value="Remove"/> | | | | | | |

- Select the appropriate **Request** by clicking on the check box next to the Request name.

Available Requests

| <input type="checkbox"/> | Request Name | Request ID | Cancelled | Request Total | Amount Appr... | Amount Rem... |
|-------------------------------------|-----------------------|------------|-----------|---------------|----------------|---------------|
| <input type="checkbox"/> | ABC CONF 8/13 to... | 3LYA | No | \$879.00 | \$879.00 | \$398.00 |
| <input type="checkbox"/> | Ann Cert Conf 7/1... | 3LY3 | No | \$395.00 | \$395.00 | \$29.69 |
| <input type="checkbox"/> | DC Conf 815-18 | 3LYD | No | \$1,035.00 | \$1,035.00 | \$1,035.00 |
| <input type="checkbox"/> | DC Trip 7/18 to 20 | 3LXV | No | \$1,040.00 | \$1,040.00 | \$574.69 |
| <input type="checkbox"/> | Field Office Revie... | 3LY4 | No | \$290.00 | \$290.00 | \$-160.31 |
| <input type="checkbox"/> | Nov. Office Certs ... | 3M3R | No | \$450.00 | \$450.00 | \$450.00 |
| <input type="checkbox"/> | Orlando FL Conf 0... | 3M3N | No | \$1,275.00 | \$1,275.00 | \$1,275.00 |
| <input type="checkbox"/> | Orlando CONvent... | 3LYU | No | \$1,175.00 | \$1,175.00 | \$1,175.00 |
| <input type="checkbox"/> | Savannah Conf 11... | 3M3P | No | \$1,107.00 | \$1,107.00 | \$1,107.00 |
| <input type="checkbox"/> | So Ga Trip 8/1 to 7 | 3LXW | No | \$450.00 | \$450.00 | \$450.00 |
| <input type="checkbox"/> | Task Force Mtg 07... | 3LY9 | No | \$500.00 | \$500.00 | \$500.00 |
| <input checked="" type="checkbox"/> | TTE Administrator'... | 3M3U | No | \$325.00 | \$325.00 | \$325.00 |

Section 7: Link Requests to an Expense Report (Continued)

Link Request to an Existing Expense Report (continued)

How to...

6. Click on **Add**.

7. Click on **Save**.

Additional Information

The Request now appears in the **Request** section of the **Report Header**.

The Request is now attached to the Expense Report. You may continue to add expenses and any additional expense information you need to this expense report.

If you have multiple Requests attached to an expense Report you will have to select which Request goes to which item. The option only appears if multiple Requests are attached.

Keep in mind that each expense report can only contain one travel type: In-state Travel, Out of State Travel or International Travel.

Report header for: Weekly Travel 11/4 to 8

| | | | |
|-------------------------------|--|----------------------------------|---|
| Report Date 11/08/2013 | Report Name Weekly Travel 11/4 to 8 | Trip Type In-State Travel | Policy State of Georgia Expense Policy 1 |
| Trip Start Date 11/04/2013 | Trip End Date 11/08/2013 | Purpose of Trip Site visits | Comment |
| Report Key 69634 | Report Currency US, Dollar | Approval Status Not Submitted | Payment Status Not Paid |
| Vendor ID 0000381129 | Special Activity | | |

Requests

| <input type="checkbox"/> | Request Name | Request ID | Cancelled | Request Total | Amount Approved | Amount Remaining |
|--------------------------|--------------------------|------------|-----------|---------------|-----------------|------------------|
| <input type="checkbox"/> | TTE Administrator's C... | 3M3U | No | \$325.00 | \$325.00 | \$325.00 |

Add **Remove**

Save **Cancel**



Section 8: Detach Requests Linked to an Expense Report

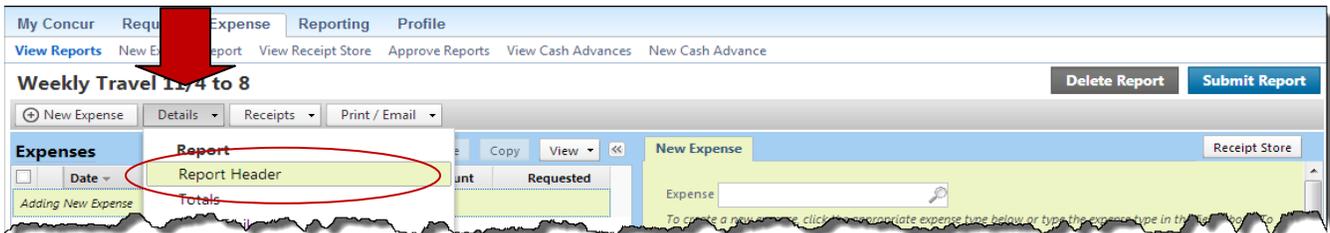
The following process is used if you attach a Request to the wrong Expense Report and need to remove it.

How to...

1. Access the Expense Report you wish to remove a Request from.
2. Click on the **Details** Tab and select **Report Header** from the **Report** section of the drop down menu.

Additional Information

You can access the Expense Report from the **Active Work** section of the **My Concur** page by clicking on it to open it.



The Report Header opens.

2. Click the check box next to the **Request(s)** you wish to detach from the Expense Report.
3. Click **Remove**.

You may attach multiple Requests to an Expense Report and you may detach one or multiple Requests from an Expense Report.

Report header for: Weekly Travel 11/4 to 8

| | | | |
|-------------------------------|--|----------------------------------|---|
| Report Date 11/08/2013 | Report Name Weekly Travel 11/4 to 8 | Trip Type In-State Travel | Policy State of Georgia Expense Policy 1 |
| Trip Start Date 11/04/2013 | Trip End Date 11/08/2013 | Purpose of Trip Site visits | Comment |
| Report Key 69634 | Report Currency US, Dollar | Approval Status Not Submitted | Payment Status Not Paid |
| Vendor ID 0000381129 | Special Activity | | |

Requests

| <input type="checkbox"/> | Request Name | Request ID | Cancelled | Request Total | Amount Approved | Amount Remaining |
|-------------------------------------|---------------------------|------------|-----------|---------------|-----------------|------------------|
| <input checked="" type="checkbox"/> | DC Conf 815-18 | 3LYD | No | \$1,035.00 | \$1,035.00 | \$1,035.00 |
| <input type="checkbox"/> | TTE Administrator's Co... | 3M3U | No | \$325.00 | \$325.00 | \$325.00 |

Buttons: Add, Remove, Save, Cancel

Section 8: Detach Requests Linked to an Expense Report (Continued)

How to...

5. Click **Yes** in the confirmation box that appears.

Additional Information



The **Expense Report Header** opens and the **Requests** selected for removal from the Expense Report no longer appear in the **Requests** section. **NOTE:** Detaching a Request from an Expense Report does NOT delete the Request from the system.

Report header for: Weekly Travel 11/4 to 8

| | | | | | | | |
|-----------------|------------|------------------|-------------------------|-----------------|-----------------|----------------|-----------------------------------|
| Report Date | 11/08/2013 | Report Name | Weekly Travel 11/4 to 8 | Trip Type | In-State Travel | Policy | State of Georgia Expense Policy 1 |
| Trip Start Date | 11/04/2013 | Trip End Date | 11/08/2013 | Purpose of Trip | Site visits | Comment | |
| Report Key | 69634 | Report Currency | US, Dollar | Approval Status | Not Submitted | Payment Status | Not Paid |
| Vendor ID | 0000381129 | Special Activity | | | | | |

Requests

| <input type="checkbox"/> | Request Name | Request ID | Cancelled | Request Total | Amount Approved | Amount Remaining |
|--------------------------|---------------------------|------------|-----------|---------------|-----------------|------------------|
| <input type="checkbox"/> | TTE Administrator's Co... | 3M3U | No | \$325.00 | \$325.00 | \$325.00 |

Save **Cancel**

6. Click **Save**.

NOTE: The selected Request is no longer attached to the Expense Report. Detaching a **Request** from an **Expense Report** does NOT delete the **Request** from the system.

7. The **Expense Report** opens.

You can add expense items, edit the expense report or exit the system.

Section 9: Cancel a Request

The following process is used if you need to cancel a Request. For example, you submitted a Request and it was denied or you had a request with a small balance on it that you could not use. Cancelling a request does not affect any Expense Reports the Request was already attached to. If you don't cancel it, it will remain in your open Requests.

How to...

1. Select an unapproved **Request** from the **Request** tab on the Active Work section of the **My Concur** page.

Additional Information

If you have already submitted a request at least once your only option to remove it is Cancel Request. If it has never been submitted the Delete option will appear.

The **Request** opens.

Active Work

New Request View Requests

Requests (8) Expense Reports (7) Cash Advances (6)

| Request Name | Request ID | Status | Request Dates | Total | Expense Report? |
|---|------------|--|--------------------------|------------|-----------------|
| Peace Officers Conference 2/4 to Annual conference and certification training | 3M3T | Sent Back to Employee - Abercrombie, William A | 02/04/2014 02/07/2014 | \$1,032.00 | |
| Nov. Office Certs 11/18 to 21 Annual Certification | 3M3R | Approved | 11/18/2013 11/21/2013 | \$450.00 | |
| Savannah Conf 11/12 to 15 XYZ Conference | 3M3P | Approved | 11/12/2013 11/15/2013 | \$1,107.00 | |
| TTE Administrator's Conference Mandatory Training | 3M3U | Approved | 11/04/2013 11/07/2013 | \$325.00 | |
| Orlanda FL Conf 09-25 to 30 Certification | 3M3N | Approved | 09/25/2013 09/30/2013 | \$1,275.00 | |
| Orlando CONvention 9 15 to 21 Annual CONvn | 3LYU | Approved | 09/15/2013 09/21/2013 | \$1,175.00 | |
| Savannah Conf 9/1to 8 Annual Conf | 3LYT | Sent Back to Employee - Sherrell, Wesley F | 09/01/2013 09/08/2013 | \$1,400.00 | |
| San ANtonio Trip 8/18-23 XYZ Conference | 3LYL | Sent Back to Employee - Sherrell, Wesley F | 08/18/2013 08/23/2013 | \$1,400.00 | |

2. Click on the **Request**.

The **Request** opens.

3. Click on **Cancel Request**

Request 3LYT

Request Name: Savannah Conf 9/1to 8
Purpose: Annual Conf

Cancel Save Print / Email **Cancel Request** Submit Request

Status: Sent Back to Employee
Amount: \$1,400.00

Request Header Segments Approval Flow Audit Trail

Previous Comment
Entered By Wesley Sherrell: DECLINED - Please remove

Request Name: Savannah Conf 9/1to 8
Trip Type: In-State Travel
Request Policy: *SOG Request Policy 1
Start Date: 09/01/2013

End Date: 09/08/2013
Purpose: Annual Conf

4. Enter the reason for cancelling the Request

Cancel Request

Comment History

| Creation date | Entered By | Comment Text |
|---------------|---------------------|---|
| 11/18/2013 | Sherrell, Wesley F. | DECLINED - Please remove |
| 09/03/2013 | Sherrell, Wesley F. | The Car Rental seems high. Please explain and resubmit. |

Add a comment to explain why you are cancelling the request. Then click OK to confirm the cancellation.

Comment
Approval Declined

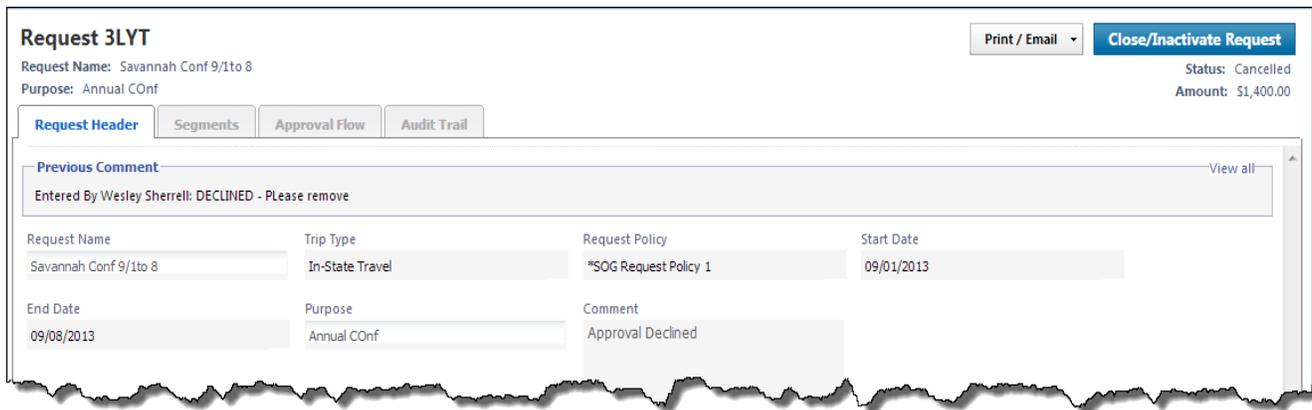
OK Cancel

Section 9: Cancel a Request (Continued)

How to...

Additional Information

5. Click on **OK** on the Cancel Request



Request 3LYT Print / Email Close/Inactivate Request

Request Name: Savannah Conf 9/1to 8 Status: Cancelled
Purpose: Annual COnf Amount: \$1,400.00

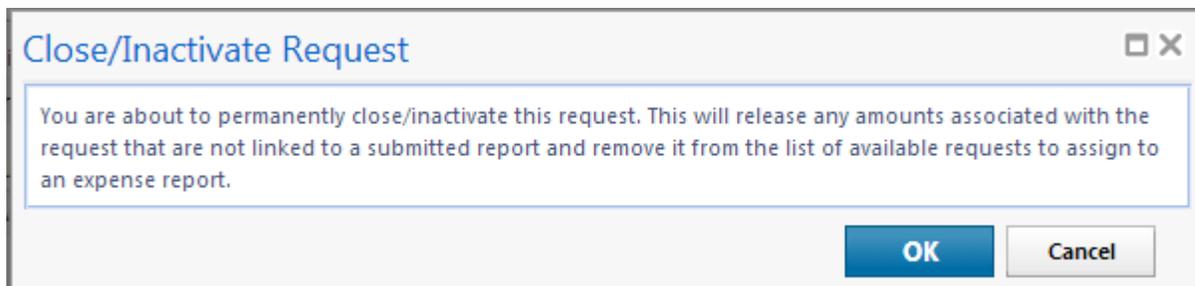
Request Header Segments Approval Flow Audit Trail

Previous Comment View all

Entered By Wesley Sherrell: DECLINED - Please remove

| | | | |
|-----------------------|-----------------|-----------------------|------------|
| Request Name | Trip Type | Request Policy | Start Date |
| Savannah Conf 9/1to 8 | In-State Travel | *SOG Request Policy 1 | 09/01/2013 |
| End Date | Purpose | Comment | |
| 09/08/2013 | Annual COnf | Approval Declined | |

6. Click on **Close/Inactivate Request**



Close/Inactivate Request Close Cancel

You are about to permanently close/inactivate this request. This will release any amounts associated with the request that are not linked to a submitted report and remove it from the list of available requests to assign to an expense report.

OK **Cancel**

7. Click on **OK** to close the request and remove any amounts available on the Request from the system and from appearing in the open Requests.

Appendix A: Buttons and Icons

| Button/Icon Description | |
|---|---|
| Add New Allocation | Add New Allocation: Add a new allocation row. |
|  | Airfare: Click to view your airfare booking information. |
| Allocate By: ▾ | Allocate By: Choose between allocating by percentage or amount. |
|  | Allocations: Indicates that an expense entry has been allocated. |
|  | Attendees: Indicates that an expense entry has associated attendees. |
| Approve | Approve: Approve the expense report for processing. |
| Approve & Forward | Approve & Forward: Add additional review steps for an expense report. |
|  | Car Rental: Click to view booking information for your car rental. |
|  | Credit Card Transaction: Indicates that an expense entry was from a credit card transaction. |
|  | Comments: Indicates that an expense entry has comments associated with it. |
|  | Create Expense Report: Creates an expense report from a completed Trip Itinerary or a Request. |
| Delete Report | Delete Report: Deletes the current expense report. *Only originator can delete. |
| Details ▾ | Details: Provides options to view details of the expense report such as the report header, allocations, and audit trail. |
|  | Dining: Click to add a Request for Meals on a Request. |
|  | Exceptions: Indicates that an expense entry has an exception associated with it. Red exceptions create a hard stop. Yellow errors allow you to continue. |
| Import ▾ | Import: Provides access to import trip details or credit card charges to the current expense report. |
| Match | Match: This is used to combine Smart Expense entries when Corporate Card Charges and Trip data are not automatically matched by the system. |
| Itemize | Itemize: Save the current expense entry and begin the itemization process. For example, hotel expenses have to be itemized. |
|  | Lodging: Click to view your lodging (hotel) booking information. |
|  | Misc: Click to add a Request for Miscellaneous Expenses on a Request. |
|  | Mobile Expense: Indicates that the expense was entered in Concur Mobile. |
|  | Multiply: Reverses the exchange rate when working with foreign out of pocket transactions. |
| New Attendee | New Attendee: Add a never before used attendee to an expense report. |
| + New Expense | New Expense: Add a new expense entry to an Expense Report. |
| New Expense Report | New Expense Report: Create a new expense report. |
| Next >> | Next: After creating the expense report header go to the next step in the process. |
|  | Personal: Indicates that an expense entry was marked as personal. |
| Print / Email ▾ | Print: Print the fax cover page or detail report for the current expense report. |
| Recall | Recall: Allows you to recall a submitted expense report or Request if your Approver has not already approved it. |
| Receipts ▾ | Receipts: Access to attach receipt images or view previously attached receipts. |
| Reserve | Reserve: Reserves the selected trip details. A green reserve indicates the reservation is within Policy, Yellow indicates out of policy but you can book it. |

| Button/Icon Description | |
|---|--|
| | Red indicates out of policy and you will not be allowed to make the reservation. |
|  | Resubmitted: This icon indicates the Expense Report or Request was returned to the maker by an approver at least once. It also appears in the Approval Queue of the approver when a user corrects and resubmits a report. |
|  | Seat map: Click to view the flight seat map. |
|  | Send Back to Employee: Allows the approver to send the expense report back for corrections. |
|  | Submit Report, Submit Request: Submit the report for approval. |
|  | Tooltip: Click the tooltip icon to view the associated field-related help. |
|  | Show / Hide Itemization: Click this icon to view or hide itemization specifics. |
|  | Yellow Diamond: Indicates a company preferred vendor. |