

# 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
11/12/13	Updated Footer

# 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.

## 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.

View Travel Requests [New Travel Request](#) Quick Search

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

Request Name: \_\_\_\_\_ Purpose: \_\_\_\_\_ Status: Not Submitted

**Travel Request Header** Segments Approval Flow Audit Trail

Request Name \_\_\_\_\_ Trip Type \_\_\_\_\_ Request Policy \*SOG Request Policy 1

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Purpose \_\_\_\_\_

Comment \_\_\_\_\_

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

- **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.

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

Request Name: \_\_\_\_\_ Purpose: \_\_\_\_\_ Status: Not Submitted

**Travel Request Header** **Segments** Approval Flow Audit Trail

Request Name Peace Officers Conf Feb 2-6 Trip Type Out of State Travel Request Policy \*SOG Request Policy 1

Start Date 12/02/2011 End Date 12/06/2011 Purpose Annual conference and certification training

Comment Certification and delivering spotlight lecture.

## Section 2: Create a Request (Continued)

### How to...

### Additional Information

The **Segments** Section opens.

**Travel Request 227V**  
 Request Name: Peace Officers Conf Feb 2-6  
 Purpose: Annual conference and certification training  
 Status: Not Submitted

Print / Email | Delete Travel Request | **Submit Travel Request**

Travel Request Header | **Segments** | Approval Flow | Audit Trail

**Add Segment**  
 Click icon to create segment

Icons: Airfare (Airplane), Car Rental (Car), Hotel (Bed), Meals (Fork and Knife), Miscellaneous (Magnifying Glass)

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.

**Add Segment**  
 Click icon to create segment

**Air Ticket**

Round Trip  One Way Amount: 650.00 USD Save Cancel

**Outbound**  
 From: Hartsfield Intl Arpt,GA,United States of America  
 To: Orlando Intl Arpt,FL,United States of America  
 Date: 02/02/2012 Depart at 08:00 am  
 Comment:

**Return**  
 Date: 12/06/2011 Arrive at 08:00 pm  
 Comment:

- 1) Enter the estimated cost of your airfare in the **Amount** field.
- 2) The system defaults to Round Trip but you can change it to One Way by clicking on the radio button.
- 3) Enter your departure location in the **From** field.
- 4) Enter your destination in the **To** field.
- 5) Enter your departure date in the Outbound **Date** field.
- 6) Enter your return date in the Return **Date** field.
- 7) Enter any comments regarding the airfare segment in the **Comments** field.

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

8) Click **Save**.

## Section 2: Create a Request (Continued)

### How to...

### Additional Information

The screenshot shows the 'Add Segment' form with the following elements highlighted:

- A red arrow points to the 'Car Rental' icon in the 'Add Segment' header.
- The 'Amount' field is set to 225.00 USD.
- The 'Pick-up' label and its corresponding input fields (City, Date, At) are circled in red.
- The 'Drop-off' label and its corresponding input fields (City, Date, At) are circled in red.
- The 'Comment' field is circled in red.
- A red arrow points to the 'Save' button at the bottom right.

- B. Click on the **Rental Car** icon. 
- 1) Enter the estimated amount for a rental car in the **Amount** field. This is a required field.
  - 2) In Pick-up enter the Car pick-up location in **City** and the pick-up date in **Date**.
  - 3) In Drop-off enter the Car drop-off location in **City** and the drop-off date in **Date**.
  - 4) Scroll down and enter any necessary comments in the **Comments** field.
  - 5) Click **Save**.

The **Rental Car** segment opens.

This and the following fields are optional. However, enter as much information as necessary to provide your approvers the information they need to approve the travel.

- C. Click on the **Hotel** icon. 

The **Hotel** segment opens.

Travel Request Header | Segments | Approval Flow | Audit Trail

**Add Segment**  
Click icon to create segment

Hotel Reservation    Amount: 400.00 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) Enter the hotel location in **City** and expected check-in date in **Date**.
- 3) Click **Save**.



D. Click on the Meals icon.

### Additional Information

This is a required field.

**Check In**, **Check Out** and **Comment** are optional fields. Provide as much information as you feel your approver will need.

The **Meals** segment opens.

Travel Request Header | Segments | Approval Flow | Audit Trail

**Add Segment**  
Click icon to create segment

Dining    Amount: 225.00 USD

Start    Date: \_\_\_\_\_ At: \_\_\_\_\_  
Detail: \_\_\_\_\_

End    Date: \_\_\_\_\_ At: \_\_\_\_\_

Comment: \_\_\_\_\_

Save    Cancel

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



E. Click on the Misc icon.

**Amount** is a required field.  
**Comments** are optional.

The **Misc** segment opens.

- 1) Enter the estimated amount for any miscellaneous expenses in the **Amount** field.
- 2) Scroll down to the **Comments** field and detail what the request is for.
- 3) Click **Save**.
- 4) Review your Request before submitting for approval.

The Amount and Comments fields are required.

## Section 3: Submit a Request

### How to...

### Additional Information

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

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.

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.

The screenshot shows the 'Travel Request 227V' form. At the top, there are buttons for 'Save Workflow', 'Print / Email', 'Delete Travel Request', and 'Submit Travel Request'. The 'Submit Travel Request' button is highlighted with a red arrow. Below the buttons, the request details are shown: 'Request Name: Peace Officers Conf Feb 2-6', 'Purpose: Annual conference and certification training', 'Status: Not Submitted', and 'Amount: \$1,500.00'. The 'Approval Flow' tab is selected, showing a 'Manager Approval 1' field with the name 'Thornton, John A.' and a dropdown arrow icon.

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

The **Request** has now been sent to your approver.

The screenshot shows a 'Final Review' dialog box. The title is 'Final Review'. The main text reads 'Travel Request Submit Confirmation' and 'Are you sure you want to submit this Travel Request?'. At the bottom, there are two buttons: 'Submit Travel Request' and 'Cancel'.

# Section 4: Submit a Request to an Additional Approver

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

## How to...

1. Open the Request from the **My Concur/Active Work** or the **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.

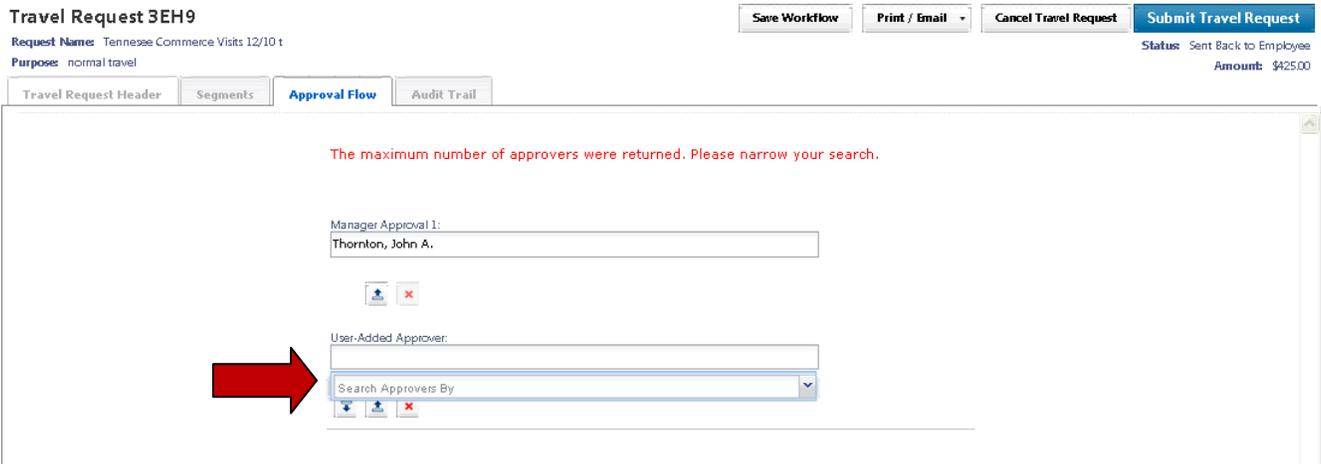
## Additional Information

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 1<sup>st</sup> approver.

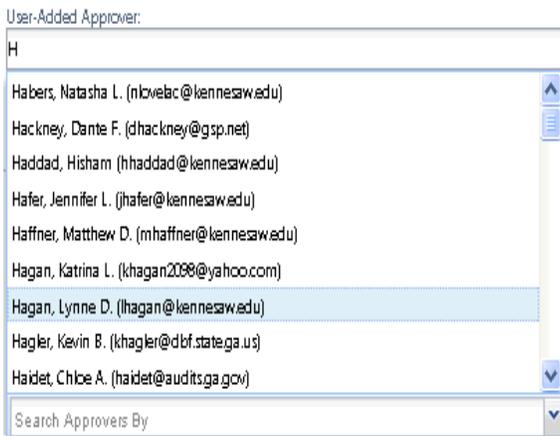


5. Begin typing the last name of the additional approver in the **User-Adder Approver** field.

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.



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

### How to...

### Additional Information

6. Select the additional approver and click **Submit Request**.



**Travel Request 3EH9** Save Workflow Print / Email Cancel Travel Request Submit Travel Request

Request Name: Tennessee Commerce Visits 12/10 t Status: Sent Back to Employee  
Purpose: normal travel Amount: \$425.00

Travel Request Header Segments **Approval Flow** Audit Trail

Manager Approval 1:  
Thornton, John A.

User-Added Approver:  
Hagan, Katrina L. (khagan2098@yahoo.com)

7. Click on Submit Request.

**Final Review** [Close]

**Travel Request Submit Confirmation**

Are you sure you want to submit this Travel Request?

Submit Travel Request Cancel

A brief confirmation of the transmission of your Request appears briefly then clears.

## Section 5: Correct and Resubmit a Returned Request

All Requests whether sent, returned or approved will appear in the **Active Work** Section of **My Concur** under the **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 Travel Request

View Travel Requests

Travel Requests (8)

Expense Reports (13)

Cash Advances (8)

	Travel Request Name	Travel Request ID	Status	Travel Request Dates	Total	Expense Report?
	SHRM Conference Washington DC Required CE's	227H	Approved	01/15/2012 01/20/2012	USD 950.00	
	Requirement 1220611 Review	227P	Not Submitted	12/06/2011 12/09/2011		
	Peace Officers Conf Feb 2-6 Annual conference and certification training	227V	Submitted & Pending Approval - Thornton, John A	12/02/2011 12/06/2011	USD 1,500.00	
	Certification Workshop 11/20 to Certification	227E	Sent Back to Employee - System, Concur	11/20/2011 11/23/2011	USD 575.00	

### How to...

4. Access an Expense Report from the Requests tab of the Active Work by clicking on the Request Name.
5. 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.

### Travel Request 227E

Request Name: Certification Workshop 11/20 to  
Purpose: Certification

Print / Email

Submit Travel Request

Status: Sent Back to Employee  
Amount: \$575.00

Travel Request Header

Segments

Approval Flow

Audit Trail

#### Add Segment

Click icon to create segment



#### Car Rental

Amount: \$250.00

Modify

Delete

Pick-up

City: Alpharetta, Georgia

Date: Sunday, November 20, 2011

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

Travel Request Header Segments Approval Flow Audit Trail

**Add Segment**  
Click icon to create segment

Car Rental Amount: 250.00 USD Save Cancel Delete

Pick-up City: Alpharetta, Georgia Date: 11/20/2011 At: [v] Detail: [ ]

Drop-off City: Alpharetta, Georgia Date: 11/23/2011 At: [v]

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

Travel Request 227E Cancel Save Print / Email Submit Travel Request

Request Name: Certification Workshop 11/20 to Purpose: Certification Status: Sent Back to Employee Amount: \$575.00

Travel Request Header Segments Approval Flow Audit Trail

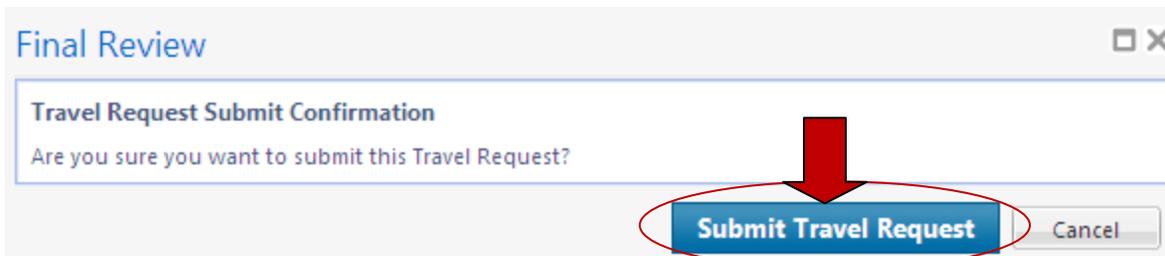
**Previous Comment** View all  
Entered By John Thornton: More information on purpose of trip required.

Request Name: Certification Workshop 11/20 to Trip Type: In-State Travel Request Policy: \*SOG Request Policy 1

Start Date: 11/20/2011 End Date: 11/23/2011 Purpose: Certification

Comment: Peace Officer Certification workshop

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

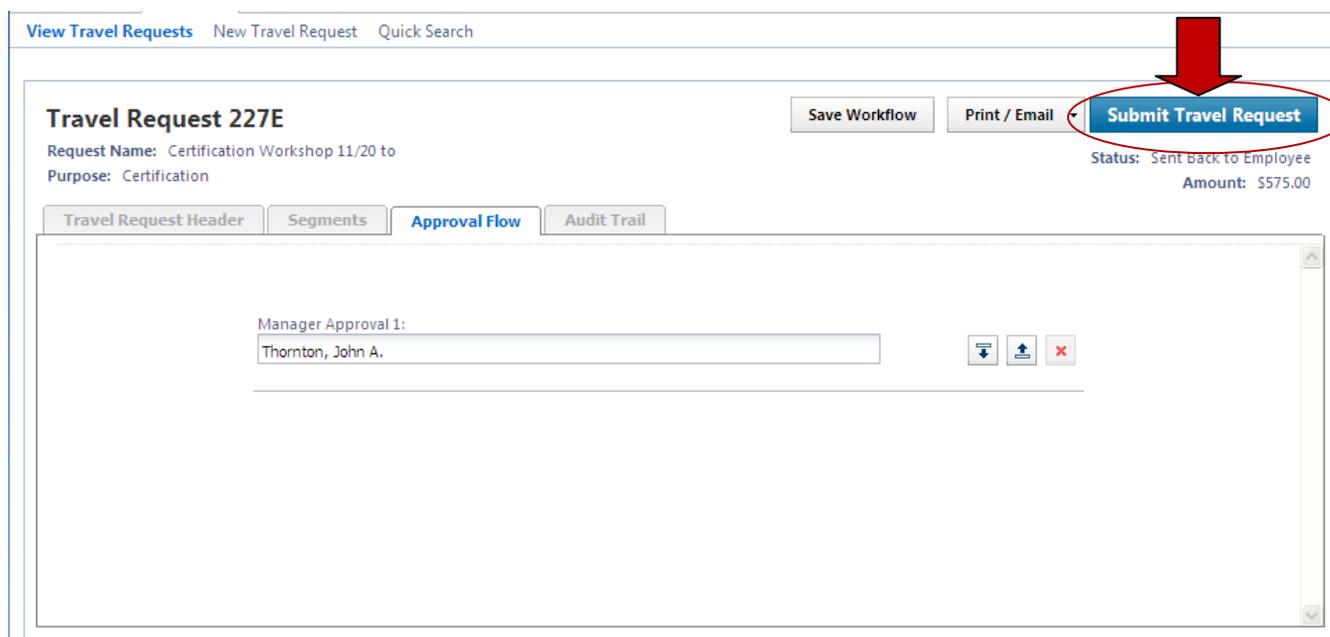


## Section 5: Correct and Resubmit a Returned Request (continued)

### How to...

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

### Additional Information



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

## 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 **Active Work** Section of **My Concur** under the **Request** tab.

Active Work						
New Travel Request		View Travel Requests				
Travel Requests (8)		Expense Reports (13)		Cash Advances (8)		
	Travel Request Name	Travel Request ID	Status	Travel Request Dates	Total	Expense Report?
	SHRM Conference Washington DC Required CE's	227H	Approved	01/15/2012 01/20/2012	USD 950.00	
	Requirement 1220611 Review	227P	Not Submitted	12/06/2011 12/09/2011		
	Peace Officers Conf Feb 2-6 Annual conference and certification training	227V	Submitted & Pending Approval - Thornton, John A	12/02/2011 12/06/2011	USD 1,500.00	
	Certification Workshop 11/20 to Certification	227E	Sent Back to Employee - System, Concur	11/20/2011 11/23/2011	USD 575.00	

### How to...

1. Access a **Request** from the **Requests** tab of the **Active Work** section by clicking on the **Request Name**.
2. Click on the **Recall** button.

### Additional Information

The Request opens.

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

[View Travel Requests](#) [New Travel Request](#) [Quick Search](#)

### Travel Request 227V

Request Name: Peace Officers Conf Feb 2-6  
Purpose: Annual conference and certification training

[Print / Email](#) [Recall](#)

Status: Submitted & Pending Approval  
Amount: \$1,500.00

[Travel Request Header](#) | [Segments](#) | [Approval Flow](#) | [Audit Trail](#)

**Previous Comment** [View all](#)

Entered By William Abercrombie: Certification and delivering spotlight lecture.

Request Name	Trip Type	Request Policy
Peace Officers Conf Feb 2-6	Out of State Travel	*SOG Request Policy 1
Start Date	End Date	Purpose
12/02/2011	12/06/2011	Annual conference and certification training

- The **Request** opens and a **Confirmation** dialogue box opens.
- Click **Yes** to confirm recalling the **Request**.



## Section 6: Recall a Submitted Request (continued)

### How to...

### Additional Information

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

- Click on **Submit Request**.

- Click **Submit Request** again in the Final Review dialogue box.

- Click on **Submit Request in the Approval Flow** dialogue box.



**Travel Request 227V**

Request Name: Peace Officers Conf Feb 2-6  
 Purpose: Annual conference and certification training

Status: Sent Back to Employee  
 Amount: \$1,500.00

Save Workflow    Print / Email    **Submit Travel Request**

Travel Request Header    Segments    **Approval Flow**    Audit Trail

Manager Approval 1:  
 Thornton, John A.

The recalled **Request** has been resubmitted for approval.

## 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.

### Create a New Expense Report from a Request

#### How to...

1. Click on the **Request** tab in the **Active Work** section on the **My Concur** page.

#### Additional Information

A list of all Requests appears – approved, returned, submitted but pending approval and created but not submitted.

Approved Requests will display the  icon in the **Total Expense Report?** column.

**Active Work**

New Travel Request    View Travel Requests

Travel Requests (7)    Expense Reports (13)    Cash Advances (8)

Travel Request Name	Travel Request ID	Status	Travel Request Dates	Total	Expense Report?
Peace Officers Conf Feb 2-6 Annual conference and certification training	227V	Approved	02/02/2012 02/06/2012	USD 1,500.00	
SHRM Conference Washington DC Required CE's	227H	Approved	01/15/2012 01/20/2012	USD 950.00	
Requirement 1220611 Review	227P	Not Submitted	12/06/2011 12/09/2011		
Certification Workshop 11/20 to Certification	227E	Submitted & Pending Approval - Thornton, John A	11/20/2011 11/23/2011	USD 575.00	
test test	227J	Sent Back to Employee - System, Concur	11/06/2011 12/10/2011	USD 325.00	
Conference in DC 10-23 to 28 Biannual Conference	2278	Approved	10/23/2011 10/28/2011	USD 1,150.00	

2. Click on the  icon of the **Request** you want to create an Expense for.

The **Report Header** for a new **Expense Report** opens. Some information from the **Request Header** will populate the **Expense Report Header**.

## Create a New Expense Report

**Report Header**

Report Date: 12/27/2011  
Report Name: Conference in DC 10-23 to 28  
Trip Type: [Redacted]  
Policy: State of Georgia Expense Policy [Redacted]  
Trip Start Date: [Redacted]  
Trip End Date: [Redacted]

Purpose of Trip: Biannual Conference  
Comment: [Redacted]  
Report key: [Redacted]  
AP Vendor ID: 0000381129  
Special Activity: [Redacted]

**Travel Requests**

<input type="checkbox"/>	Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
<input type="checkbox"/>	Conference in DC 10-23 to 28	2278	No	\$1,150.00	\$1,150.00	\$1,150.00

Next >> Cancel

## Section 7: Link Requests to an Expense Report

### Create a New Expense Report from a Request (continued)

#### How to...

3. Complete the required fields and edit any pre-populated fields where necessary.
4. Click **Next**
5. Select **Yes** to enter any Meals Per Diem for this Expense Report.

#### Additional Information

NOTE: The **Request** you had selected has been linked to the **Expense Report** you are creating.

The **Travel Allowances** dialogue box opens.

Travel Allowances

? Will this report include travel allowance expenses?

Yes No

The **Itinerary Info** box opens.

**Itinerary Info**

Itinerary Name: Conference in DC 10-23 to 28  
 Selection: GSA Out of State

Add Stop Delete Rows

Departure City	Arrival City	Arrival Rate Location
No Itinerary Rows Found		

**New Itinerary Stop**

Depart from (city): Atlanta, Georgia  
 Date: 10/23/2011  
 Time: 6:00 AM  
 Arrive in (city): Washington, District of Columbia  
 Date: 10/23/2011  
 Time: 9:30 AM



Go to Single Day Itineraries Next >> Cancel

6. Enter the first leg of your trip in **New Itinerary Stop**.
  - a. Enter the **Depart from city**, **Date** of departure, **Time** of departure, **Arrive in city**, arrival **Date** and arrival **Time**.
  - b. Click **Save**
7. Enter the last leg of your trip as the second **Itinerary Stop**.
  - a. Your **Depart from city** will be populated from the **Arrive in city** in the previous step.
  - b. Enter the **Date** of departure, **Time** of departure, **Arrive in city** (final destination – generally your home address), arrival **Date** and arrival **Time**.

NOTE: Travel Allowances are Meals Per Diem. This process creates an Itinerary for meals and is not the same as a Travel Itinerary. This information is used to calculate any Meals Per Diem reimbursements you are eligible for.

## Section 7: Link Requests to an Expense Report

### Create a New Expense Report from a Request (continued)

**How to...**

8. Click **Save**.
9. Click **Next**.

**Additional Information**

The updated **Itinerary Info** screen appears.

**Itinerary Info**

Itinerary Name: Conference in DC 10-23 to 28  
 Selection: GSA Out of State

Add Stop Delete Rows

Departure City	Arrival City	Arrival Rate Location
Atlanta, Georgia 10/23/2010 6:00 AM	Washington, District of Columbia 10/23/2010 9:30 AM	DISTRICT OF COLUMBIA, US-DC, US
Washington, District of Columbia 10/28/2010 6:00 PM	Atlanta, Georgia 10/28/2010 10:00 PM	FULTON COUNTY, US-GA, US

**New Itinerary Stop**

Depart from (city): Atlanta, Georgia  
 Date: [Date Picker]  
 Time: [Time Picker]  
 Arrive in (city): [City Field]  
 Date: [Date Picker]  
 Time: [Time Picker]

Save

Go to Single Day Itineraries Next >> Cancel



10. Click **Next**.

The **Assigned Itinerary** screen opens.

Travel Allowances For Report: Conference in DC 10-23 to 28

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: Conference in DC 10-23 to 28				
Atlanta, Georgia	10/23/2010 6:00 AM	Washington, District of Columbia	10/23/2010 9:30 AM	DISTRICT OF COLUMBIA, US-DC, US
Washington, District of Columbia	10/28/2010 6:00 PM	Atlanta, Georgia	10/28/2010 10:00 PM	FULTON COUNTY, US-GA, US

### Available Itineraries

Current Itineraries [v] Delete Assign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
No Available Itineraries Found				

<< Previous **Next** >>

11. Click **Next**.

## Section 7: Link Requests to an Expense Report

### Create a New Expense Report from a Request (continued)

#### How to...

#### Additional Information

The **Travel Allowances Expenses & Adjustments** screen opens.

Travel Allowances For Report: Conference in DC 10-23 to 28

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"/>	10/23/2010 Washington, District of Columbia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$53.25
<input type="checkbox"/>	10/24/2010 Washington, District of Columbia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$71.00
<input type="checkbox"/>	10/25/2010 Washington, District of Columbia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$71.00
<input type="checkbox"/>	10/26/2010 Washington, District of Columbia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$71.00
<input type="checkbox"/>	10/27/2010 Washington, District of Columbia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$71.00
<input type="checkbox"/>	10/28/2010 Washington, District of Columbia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$53.25

<< Previous Create Expenses Cancel

12. Click on the box in the appropriate meal column for any meals that were provided and you did not have to pay for on this trip.

The system will adjust the daily allowance for that meal. The total you will be reimbursed for each day appears in the Allowance column. High cost, low cost, and GSA rates are built into the system.

13. Click **Create Expenses**.

Exclude   All	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	10/23/2010 Washington, District of Columbia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$53.25
<input type="checkbox"/>	10/24/2010 Washington, District of Columbia	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$53.00
<input type="checkbox"/>	10/25/2010 Washington, District of Columbia	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$53.00
<input type="checkbox"/>	10/26/2010 Washington, District of Columbia	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$53.00
<input type="checkbox"/>	10/27/2010 Washington, District of Columbia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$71.00
<input type="checkbox"/>	10/28/2010 Washington, District of Columbia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$53.25

## Section 7: Link Requests to an Expense Report

### *Create a New Expense Report from a Request (continued)*

#### How to...

14. The **Expense Report** is created and opens.

#### Additional Information

Any eligible **Travel Allowances** (Meals Per Diem) are entered on the Expense report and the **Request** is attached to the **Report Header** of the Expense Report.

You may add additional items to the Expense Report as needed at this time or later.

### *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.

My Concur Request Expense Profile

**Company Info**  
 Welcome to SOG Travel System!!!  
 Thanks to all of our pilot agencies for making this deployment a success!

**Active Work**  
 New Expense Report View Reports

Travel Requests (7) Expense Reports (13) Cash Advances (8)

Report Name	Status	Payment Status	Report Date	Requested Amount
Conference in DC 10-23 to 28 Biannual Conference	Not Submitted	Not Paid	12/16/2011	USD 655.00
ttt 8/17 ttt	Sent Back to Employee - Abercrombie, William A	Not Paid	12/01/2011	USD 7.50

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

The **Details** tab options will appear.

**Conference in DC 10-23 to 28** Delete Report Submit Report

New Expense Details Receipts Print / Email Show Exceptions

Expenses Delete Copy View New Expense Receipt Store

Date	Expense Type	Amount	Requested
12/23/2011	Registration Cert Training, Washington, District o	\$550.00	\$550.00
10/06/2011	Airfare Delta Air Lines, Washington, District	\$325.00	\$325.00
10/06/2011	Hotel		

Expense Type  
 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.

Local Phone Registration  
 Long Distance Other Meals  
 Company Car Expense Group Meals

## Section 7: Link Requests to an Expense Report

### Link Request to an Existing Expense Report (continued)

How to...

Additional Information

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

**Conference in DC 10-23 to 28**

New Expense

**Expenses**

Adding New Expense

12/23/2011

**Report**

Report Header  
 Totals  
 Audit Trail  
 Approval Flow  
 Comments

The **Report Header** opens.

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

A list of available Requests appears.

Report header for: Conference in DC 10-23 to 28

Report Date 12/16/2011	Report Name Conference in DC 10-23 to 28	Trip Type International	Policy State of Georgia Expense Policy 1
Trip Start Date 10/23/2011	Trip End Date 12/28/2011	Purpose of Trip Biannual Conference	Comment
Report Key 1124	Report Currency US, Dollar	Approval Status Not Submitted	Payment Status Not Paid
AP Vendor ID 0000381129	Special Activity		

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 Travel Requests

<input type="checkbox"/>	Request Name	Request ID	Cancelled	Request Total	Amount Appro...	Amount Remai...
<input type="checkbox"/>	Add Request to Exp RReport	224Q	No	\$50.00	\$50.00	\$50.00
<input type="checkbox"/>	Agency Reviews 0311 to 15 ...	224K	No	\$503.00	\$503.00	\$503.00
<input checked="" type="checkbox"/>	Conference in DC 10-23 to 28	2278	No	\$1,150.00	\$1,150.00	\$1,150.00
<input type="checkbox"/>	Peace Officers Conf Feb 2-6	227V	No	\$1,500.00	\$1,500.00	\$1,500.00
<input type="checkbox"/>	SE Compliance 09-12 to 16	224N	No	\$926.00	\$926.00	\$926.00
<input type="checkbox"/>	SHRM Conference Washing...	227H	No	\$950.00	\$950.00	\$950.00
<input type="checkbox"/>	Trip to Savannah TEST 9-5 t...	224G	No	\$1,000.00	\$1,000.00	\$1,000.00
<input type="checkbox"/>	Trips 10-1 to 10	2277	No	\$1,725.00	\$1,725.00	\$1,725.00
<input type="checkbox"/>	ttt 8/17	224P	No	\$125.00	\$125.00	\$125.00
<input type="checkbox"/>	Visit 9/15 to 9/21	224T	No	\$200.00	\$200.00	\$200.00

## Section 7: Link Requests to an Expense Report

### *Link Request to an Existing Expense Report (continued)*

#### How to...

- Click on **Add**.

#### Additional Information

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

Report header for: Conference in DC 10-23 to 28

Report Date 12/16/2011	Report Name Conference in DC 10-23 to 28	Trip Type International	Policy State of Georgia Expense Policy 1
Trip Start Date 10/23/2011	Trip End Date 12/28/2011	Purpose of Trip Biannual Conference	Comment
Report Key 1124	Report Currency US, Dollar	Approval Status Not Submitted	Payment Status Not Paid
AP Vendor ID 0000381129	Special Activity		

Travel Requests					
Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
<input type="checkbox"/> Conference in DC 10-23 ...	2278	No	\$1,150.00	\$1,150.00	\$1,150.00

7. Click on **Save**.

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.

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

## 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.

## 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.

Conference in DC 10-23 to 28

Details | Receipts | Print / Email

Delete Report | Submit Report

Hide Exceptions

Expense Type	Date	Amount	Exception
Airfare	10/06/2011	\$325.00	The Transaction Date is Greater than 30 days old. Please be more timely in your expense submissions.
Hotel	10/06/2011	\$330.00	The Transaction Date is Greater than 30 days old. Please be more timely in your expense submissions.

Expenses

Date	Expense Type	Amount	Requested
12/23/2011	Registration Cert Training, Washington, District o	\$550.00	\$550.00

New Expense

Expense Type

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.

2. Click on the **Details** Tab and select **Report Header** from the **Report** section of the drop down menu.

Conference in DC 10-23 to 28

Report

Report Header

Totals

Audit Trail

Approval Flow

Comments

The Report Header opens.

3. Click the check box next to the **Request(s)** you wish to detach from the Expense Report.
4. 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: Conference in DC 10-23 to 28

Report Date: 12/16/2011 | Report Name: Conference in DC 10-23 to 28 | Trip Type: International | Policy: State of Georgia Expense Policy 1

Trip Start Date: 10/23/2011 | Trip End Date: 12/28/2011 | Purpose of Trip: Biannual Conference | Comment:

Report Key: 1124 | Report Currency: US, Dollar | Approval Status: Not Submitted | Payment Status: Not Paid

AP Vendor ID: 0000381129 | Special Activity:

Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
<input checked="" type="checkbox"/> Conference in DC 10-23 ...	2278	No	\$1,150.00	\$1,150.00	\$1,150.00

Add | Remove

Save | Cancel

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

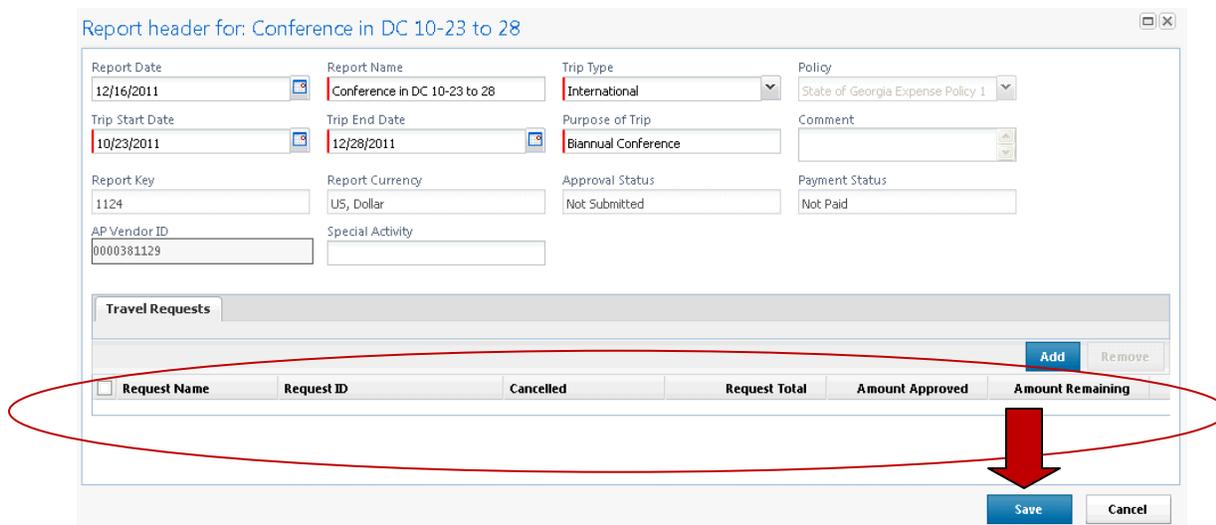
## How to...

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.



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: Delete a Request

Only unapproved Requests can be deleted..

### How to...

1. Select an un-submitted **Request** from the

### Additional Information

The **Request** opens.

**Request** tab on the Active Work section of the **My Concur** page.

Active Work						
New Travel Request		View Travel Requests				
Travel Requests (7)		Expense Reports (14)		Cash Advances (8)		
Travel Request Name	Travel Request ID	Status	Travel Request Dates	Total	Expense Report?	
Peace Officers Conf Feb 2-6 Annual conference and certification training	227V	Approved	02/02/2012 02/06/2012	USD 1,500.00		
SHRM Conference Washington DC Required CE's	227H	Approved	01/15/2012 01/20/2012	USD 950.00		
Requirement 1220611 Review	227P	Not Submitted	12/06/2011 12/09/2011			
Certification Workshop 11/20 to Certification	227E	Submitted & Pending Approval - Thornton, John A	11/20/2011 11/23/2011	USD 575.00		
test test	227J	Sent Back to Employee - System, Concur	11/06/2011 12/10/2011			
Conference in DC 10-23 to 28 Biannual Conference	2278	Approved	10/23/2011 10/28/2011	USD 1,150.00		
Trips 10-1 to 10 Field Visits	2277	Approved	10/01/2011 10/10/2011	USD 1,725.00		

2. Click on the **Request**.

The **Request** opens.

**Travel Request 227P**  
Request Name: Requirement 1220611  
Purpose: Review  
Status: Not Submitted

Buttons: Cancel, Save, Print / Email, **Delete Travel Request**, Submit Travel Request

Request Name: Requirement 1220611  
Trip Type: In-State Travel  
Request Policy: \*SOG Request Policy 1  
Start Date: 12/06/2011  
End Date: 12/09/2011  
Purpose: Review  
Comment: [Empty text area]

3. Click on **Delete Request**

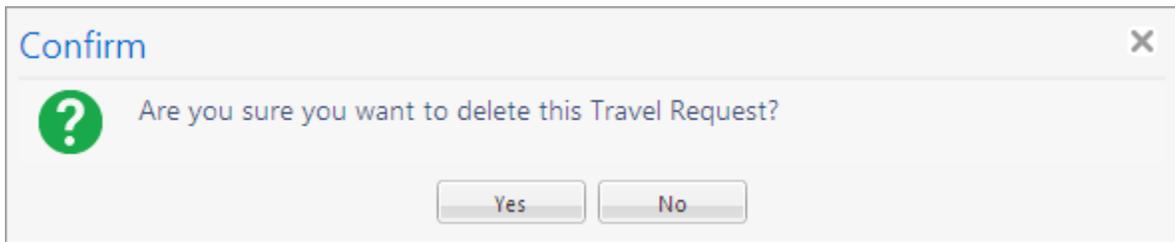
## Section 9: Delete a Request (continued)

### How to...

4. Click on **Yes** in the **Confirmation** dialogue box that opens.

### Additional Information

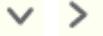
The un-submitted Request is deleted from the system.



## Appendix A: Buttons and Icons

Button/Icon Description	
Add New Allocation	<b>Add New Allocation:</b> Add a new allocation row.
	<b>Airfare:</b> Click to view your airfare booking information.
Allocate By: ▾	<b>Allocate By:</b> Choose between allocating by percentage or amount.

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

Button/Icon Description	
	<b>Send Back to Employee:</b> Allows the approver to send the expense report back for corrections.
	<b>Submit Report, Submit Request:</b> Submit the report for approval.
	<b>Tooltip:</b> Click the tooltip icon to view the associated field-related help.
	<b>Show / Hide Itemization:</b> Click this icon to view or hide itemization specifics.
	<b>Yellow Diamond:</b> Indicates a company preferred vendor.