

# TeamWorks Travel and Expense

With Concur Technologies

**TTE:**  
Approvers Handbook



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## Document Revision History:

Date	Notes / Comments / Changes
12/14/2011	Document Release
09/21/2012	Updated for software release
02/25/2013	Update for software release.
05/12/2013	Updated Branding from GTE to TTE, Header and Footers only
11/20/2013	Updated branding, minor format changes.

# Welcome to TeamWorks Travel & Expense (TTE)

TeamWorks Travel & Expense powered by Concur integrates expense reporting with a complete travel booking solution. This comprehensive Web-based service provides all of the tools State of Georgia travelling employees need to 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 reduce 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 Travel & Expense Administrator.

### Additional Information

Your password is case sensitive.

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



## Section 2: Explore the My Concur Page

The **My Concur** page includes several sections that make it easy for you to navigate and find the information you need.

The screenshot displays the My Concur user interface. At the top, there is a navigation menu with tabs for My Concur, Travel, Expense, Invoice, Reporting, Administration, and Profile. Below the navigation, there are three main sections:

- Not Sure Where You Are?**: A promotional banner for mobile services, stating "Your phone knows. GPS-enabled search for hotels, restaurants and cars. Register Concur for mobile." It includes an image of a smartphone.
- Trip Search**: A search form with tabs for Flight, Car, Hotel, Taxi, Rail, Flight Status, and Dining. It includes options for Round Trip, One Way, and Multi-Segment. The departure city is set to SEA - Seattle Tacoma Intl Arpt - Seattle, WA. The departure time is 9:00am and the return time is 5:00pm. There are checkboxes for "Pick-up/Drop-off car at airport", "Automatically reserve this car", and "Find a Hotel".
- Expense Reports (7)**: A table listing expense reports with columns for Report Name, Status, Report Date, and Total.
 

Report Name	Status	Report Date	Total
<b>OE Lunches Sept. 14-15</b> Lunches for Intelligence Training	Approved	09/20/2010	\$164.86
<b>Training</b> Training	Not Filed	09/16/2010	\$1,115.00
<b>Elan Expense Training 09/08/10</b> Onsite Expense Training	Final Accounting Approval	09/15/2010	\$231.11
<b>Sales Training</b> Work with new sales system.	Not Filed	09/10/2010	\$0.00
<b>Trip to San Francisco</b> Onsite Expense Training	Sent Back to Employee - Calnan, Brenna M	09/09/2010	\$57.00
<b>Hub International</b> Travel & Expense Training for Hub International	Approved	08/31/2010	\$64.00
<b>Training for Hub International</b> Concur Travel & Expense onsite training for Hub International	Approved	08/23/2010	\$700.74

Below the Expense Reports table is a **Company Info** section with the text: "Welcome to Concur Expense and Invoice. Please click the Expense or Invoice tab to start."

### How to...

Use the **Trip Search** section.

Explore the **Weather** section.

Look at the **Company Info** section.

### Additional Information

This section provides the tools you need to book a trip with any or all of these: flight, car, or hotel.

*This section appears on My Concur only if your agency uses Travel.*

This section shows you the weather conditions at any selected airport.

This section displays information and links provided by your company.

## Section 2: Explore the My Concur Page (Continued)

How to...	Additional Information
Use the <b>Expense Reports</b> or <b>Active Work</b> section.	<p>This section provides links to create a new expense report, or view your existing reports, authorization requests, or cash advances. It also lists your unsubmitted expense reports.</p> <p><i>If your agency uses Authorization Requests and/or Cash Advances, this section is titled "Active Work." Otherwise, the section is titled "Expense Reports."</i></p>
Explore the <b>Approval Queue</b> section.	<p>This section lists the expense reports awaiting your review and approval as well as any Travel Authorization requests or Cash Advances if you are an approver for those functions.</p> <p><i>This section appears on My Concur only if you are an Expense approver and if you have received at least one report for approval.</i></p>
Explore the <b>Trip List</b> section.	<p>This section lists your outstanding trips.</p> <p><i>This section appears on My Concur only if your agency uses Travel.</i></p>
Explore the <b>Trips Awaiting Approval</b> section.	<p>This section lists the trips awaiting your approval.</p> <p><i>This section appears on My Concur only if your agency uses Travel and if you are a travel approver.</i></p>
Explore the <b>Available Company Card Charges</b> section.	<p>This section lists all imported company credit card transactions.</p>
Explore the <b>Travel Info</b> section.	<p>This section provides contact information for help with booking travel and general travel information.</p> <p><i>This section appears on My Concur only if your agency uses Travel.</i></p>

## Customize My Concur

You can move the panes around the **My Concur** page to better meet your needs. Click the top bar of a pane and drag it to a new position on the page.

The screenshot shows the My Concur interface with a navigation bar at the top containing 'My Concur', 'Travel', 'Expense', 'Reporting', and 'Profile'. The main content area is divided into several panes:

- Mobile makes it simple.** A promotional banner for the mobile app.
- Trip Search** A search section with tabs for 'Flight', 'Car', 'Hotel', and 'Flight Status'. It includes a warning about multiple reservations, trip type radio buttons (Round Trip, One Way, Multi-Segment), and fields for departure and arrival cities and times.
- Alerts** A pane with a red arrow pointing to its top bar, indicating it is being dragged. The alert text reads: "TriplIt creates instant mobile... Simply connect your Concur account to TriplIt." with buttons for "Connect to TriplIt" and "No thanks".
- Expense Reports (0)** A pane with buttons for "New Expense Report" and "View Reports", and a table with columns: Report Name, Status, Payment Status, Report Date. The table currently shows "No records found."
- Travel Info** A pane containing a "Concur Travel Alert - Seats Update 29Nov" and a "Welcome to the State of Georgia Company Notes Page".

## Section 3: Review and Approve Expense Reports

As an approver, you can approve an expense report “as is”; send an expense report back to the employee to modify and resubmit; or add another approver to the Work Flow. Remember, as an approver you will be required to attest to the validity of the expenses submitted on the Expense Report and that you viewed the attachments to the best of your knowledge.

The TEAMWORKS Travel & Expense system is configured to the Travel Policy and any specific Agency requirements. As an approver you are the second tier of Policy compliance, the system is tier one. The system will track everything you do, or do not do, when you electronically handle the Expense Report, Request or Cash Advance Request sent to you.

### Review and Approve an Expense Report

All reports awaiting your review and approval appear in the **Approval Queue** section of **My Concur**.

Approval Queue					
Travel Requests (2)		Expense Reports (2)			
Report Name	Employee	Report Date	Amount Due Employee	Requested Amount	
tst 2-1 to 1 tst	Abercrombie, William	02/07/2013	\$85.00	\$85.00	
Nov 3-16 Travel Normal Travel	Abercrombie, William	11/03/2012	\$1,088.12	\$1,088.12	

#### How to...

1. Access an Expense Report from the **Approval Queue** by clicking on the Report Name.

#### Additional Information

The **Expense Report** opens.

You can immediately see if there are exceptions, allocations and comments contained in an expense Report by the presence of various icons.

**Nov 3-16 Travel** [Abercrombie, William] Send Back to Employee Approve Approve & Forward

Summary Details Receipts Print / Email Hide Exceptions

Expense	Date	Amount	Exception
Office Supplies	11/03/2012	\$30.00	The Transaction Date is greater than 30 days old. Please be more timely in your expense submissions.
Personal Car Mil...	11/04/2012	\$124.32	The Transaction Date is greater than 30 days old. Please be more timely in your expense submissions.

Transaction Date	Expense Type	Vendor Name	Business Purpose	City	Payment Type	Amount
11/13/2012	Fixed Meals		Normal Travel	Moultrie, Georgia	Out of Pocket	\$21.00
11/12/2012	Fixed Meals		Normal Travel	Valdosta, Georgia	Out of Pocket	\$21.00
11/08/2012	Personal Car Mil...		Normal Travel		Out of Pocket	\$137.05
11/08/2012	Hotel	Comfort Inns	Normal Travel	Savannah, Georgia	Out of Pocket	\$230.00
11/08/2012	Tolls		Normal Travel	Savannah, Georgia	Out of Pocket	\$1.00
11/07/2012	Personal Car Mil...		Normal Travel		Out of Pocket	\$131.54
11/06/2012	Personal Car Mil...		Normal Travel		Out of Pocket	\$137.64
11/06/2012	Tolls		Normal Travel	Savannah, Georgia	Out of Pocket	\$1.00
11/05/2012	Personal Car Mil...		Normal Travel		Out of Pocket	\$252.95
11/04/2012	Personal Car Mil...		Normal Travel		Out of Pocket	\$124.32
11/04/2012	Tolls		Normal Travel	Warner Robins, G...	Out of Pocket	\$1.00
11/03/2012	Office Supplies		Normal Travel		Out of Pocket	\$30.00

TOTAL AMOUNT: \$1,088.12    TOTAL REQUESTED: \$1,088.12

**Report Summary**

Report Totals

Amount Due Co...	Amount Due Em...
\$0.00	\$988.12

**Travel Requests (1)**

Name	Reque...	Am...	Am...
Trip to ...	3EJA	\$350.00	\$100.00

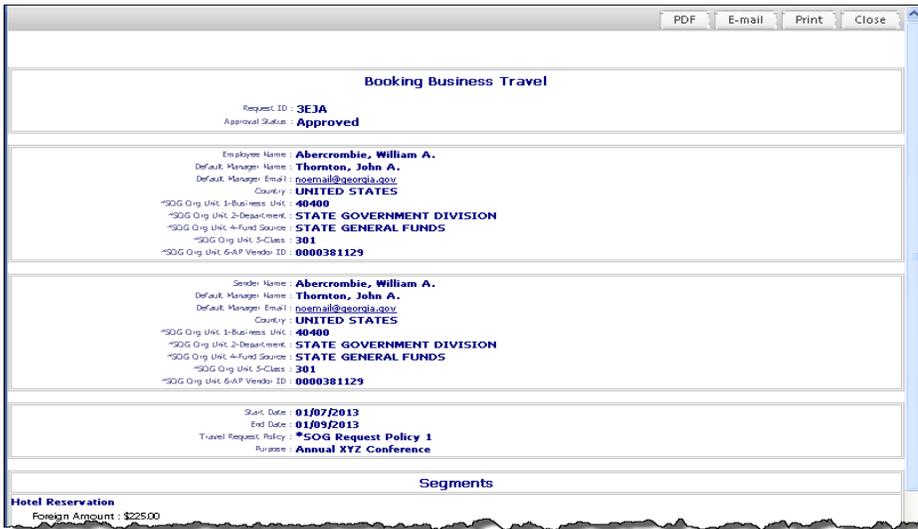
**Cash Advances (1)**

Cash ...	Req...	Amo...	Start...	Avail...
DC Pe...	02/11...	\$100.00	\$100.00	\$0.00

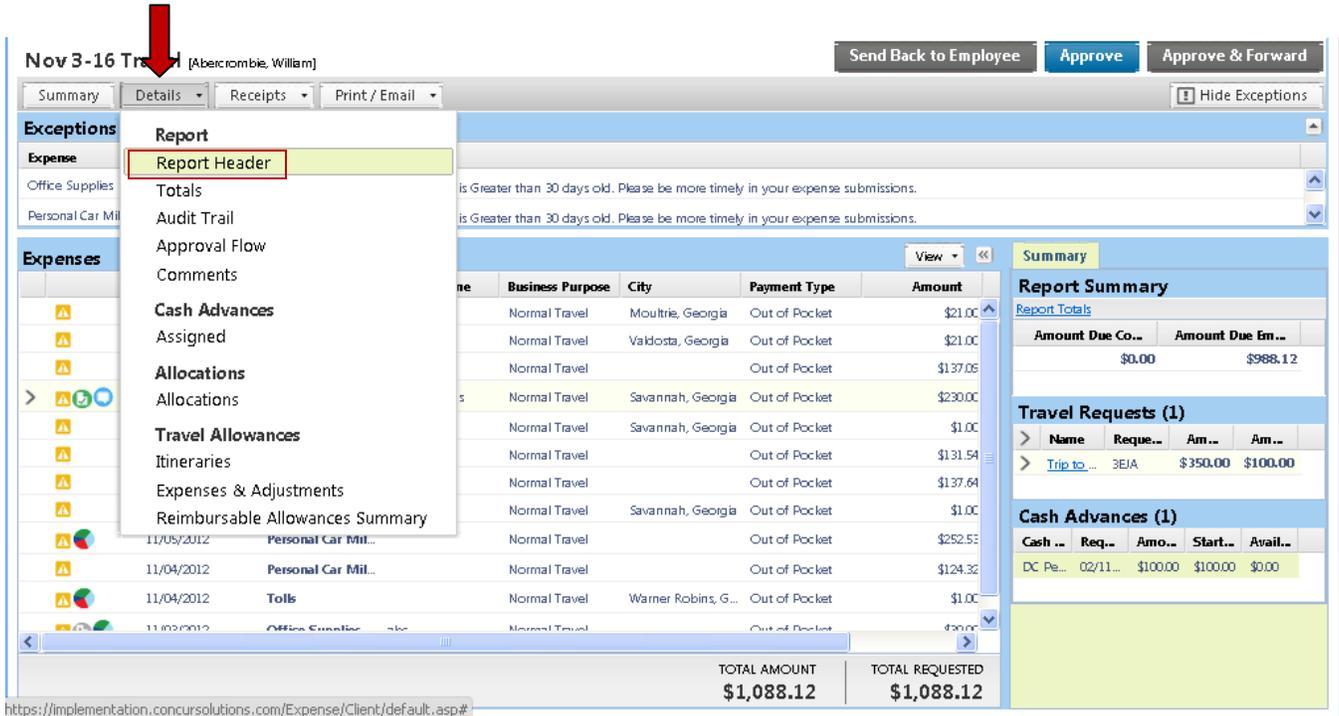
You can immediately tell if there were Requests or Cash Advances in the Summary section. Clicking on

# TTE System: Approvers Handbook

the Request name will display the detail. Cash Advance shows advances assigned to this report.



- To review the Report Header information, click on the **Details** tab and select the **Report Header** from Report section of the drop down menu.



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The **Report Header** page appears to allow you to view the contents of the Report Header.

Any approved **Requests** assigned to the Expense report will be listed in the Request section as well as in the Summary section shown on the previous page..

Pay particular attention to the **Trip Type** as it affects which General Ledger accounts will be used for this Expense Report.

Click **Cancel** when you are done viewing.

Report header for: Nov 3-16 Travel

Previous Comment [View All](#)

Entered By John Thornton: meals

Report Date: 11/03/2012  
Report Name: Nov 3-16 Travel  
Trip Type: In-State Travel  
Policy: State of Georgia Expense Policy 1

Trip Start Date: 11/03/2012  
Trip End Date: 11/16/2012  
Purpose of Trip: Normal Travel  
Comment:

Employee Name: Abercrombie, William  
Report Key: 42273  
Report Currency: US, Dollar  
Receipts Received: Yes

Submit Date: 02/14/2013  
Approval Status: Submitted & Pending Approval  
Payment Status: Not Paid  
Vendor ID: 0000381129

Special Activity:

Travel Requests

Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
Trip to Savannah 1-7 to...	3EJA	No	\$350.00	\$350.00	\$100.00

Save Cancel

- To review the Audit Trail of this Expense Report, click on the **Details** tab and select the **Audit Trail** from the drop down menu.

The **Audit Trail** appears allowing you to view the history of this expense report. A history of every time the report is "touched" after it is submitted appears here – including the system "touches" such as Exception Icons and Expense Report Status changes.

**Audit Trail**

**Report Level**

Date/Time	Updated By	Action	Description
02/14/2013 3:02 PM	Abercrombie,William	Approval Status Change	Status changed from Submitted to Submitted & Pending Approval Comment:
02/14/2013 3:02 PM	Abercrombie,William	Approval Status Change	Status changed from Not Submitted to Submitted Comment:
02/14/2013 3:02 PM	Abercrombie,William	Confirmation Agreement Acceptance	*SOG User Submit Agreement  Status changed from Submitted &

**Expense Level**

Date/Time	Updated By	Action	Description
02/14/2013 3:02 PM	Abercrombie,William	Exception	The Transaction Date is Greater than 30 days old. Please be more timely in your expense submissions.
02/14/2013 3:02 PM	Abercrombie,William	Exception	The Transaction Date is Greater than 30 days old. Please be more timely in your

Close

The Audit Trail is segmented into two sections: Report Level and Expense Level. The Audit Trail is created automatically and requires no action by the Employee, Approvers or Back Office.

Click **CLOSE** when you are done viewing.

4. To review Allocations made by the employee on the Expense Report:

- Items displaying the allocation icon  have allocations entered..

Nov 3-16 Travel [Abercrombie, William] Send Back to Employee Approve Approve & Forward

Summary Details Receipts Print / Email Hide Exceptions

**Exceptions**

Expense	Date	Amount	Exception
Office Supplies	11/03/2012	\$30.00	The Transaction Date is Greater than 30 days old. Please be more timely in your expense submissions.
Personal Car Mil...	11/04/2012	\$124.32	The Transaction Date is Greater than 30 days old. Please be more timely in your expense submissions.

**Expenses**

Transaction Date	Expense Type	Vendor Name	Business Purpose	City	Payment Type	Amount
11/13/2012	Fixed Meals		Normal Travel	Moultrie, Georgia	Out of Pocket	\$21.00
11/12/2012	Fixed Meals		Normal Travel	Valdosta, Georgia	Out of Pocket	\$21.00
11/08/2012	Personal Car Mil...		Normal Travel		Out of Pocket	\$137.05
11/08/2012	Hotel	Comfort Inns	Normal Travel	Savannah, Georgia	Out of Pocket	\$230.00
11/08/2012	Tolls		Normal Travel	Savannah, Georgia	Out of Pocket	\$1.00
11/07/2012	Personal Car Mil...		Normal Travel		Out of Pocket	\$131.54
11/06/2012	Personal Car Mil...		Normal Travel		Out of Pocket	\$137.64
11/06/2012	Tolls		Normal Travel	Savannah, Georgia	Out of Pocket	\$1.00
11/05/2012	Personal Car Mil...		Normal Travel		Out of Pocket	\$252.53
11/04/2012	Personal Car Mil...		Normal Travel		Out of Pocket	\$124.32
11/04/2012	Tolls		Normal Travel	Warner Robins, G...	Out of Pocket	\$1.00
11/03/2012	Office Supplies		Normal Travel		Out of Pocket	\$30.00

TOTAL AMOUNT: \$1,088.12      TOTAL REQUESTED: \$1,088.12

**Summary**

**Report Summary**

Amount Due Co..	Amount Due Em..
\$0.00	\$988.12

**Travel Requests (1)**

Name	Reque..	Am..	Am..
Trip to...	3EJA	\$350.00	\$100.00

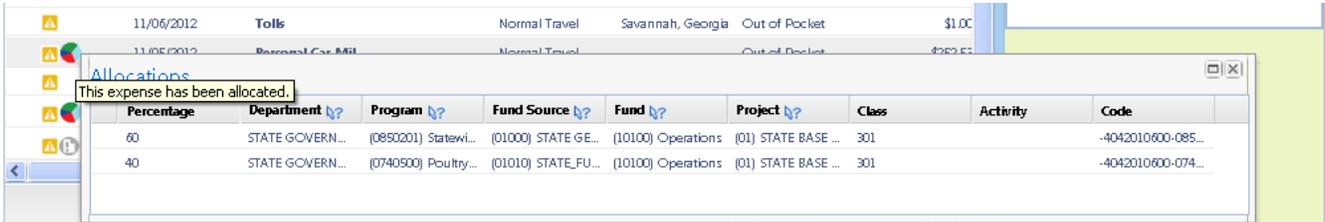
**Cash Advances (1)**

Cash ..	Req..	Amo..	Start..	Avail..
DC Pe...	02/11...	\$100.00	\$100.00	\$0.00

- You have two options to view the allocation:
  - Hover you mouse over the allocation icon to display the data

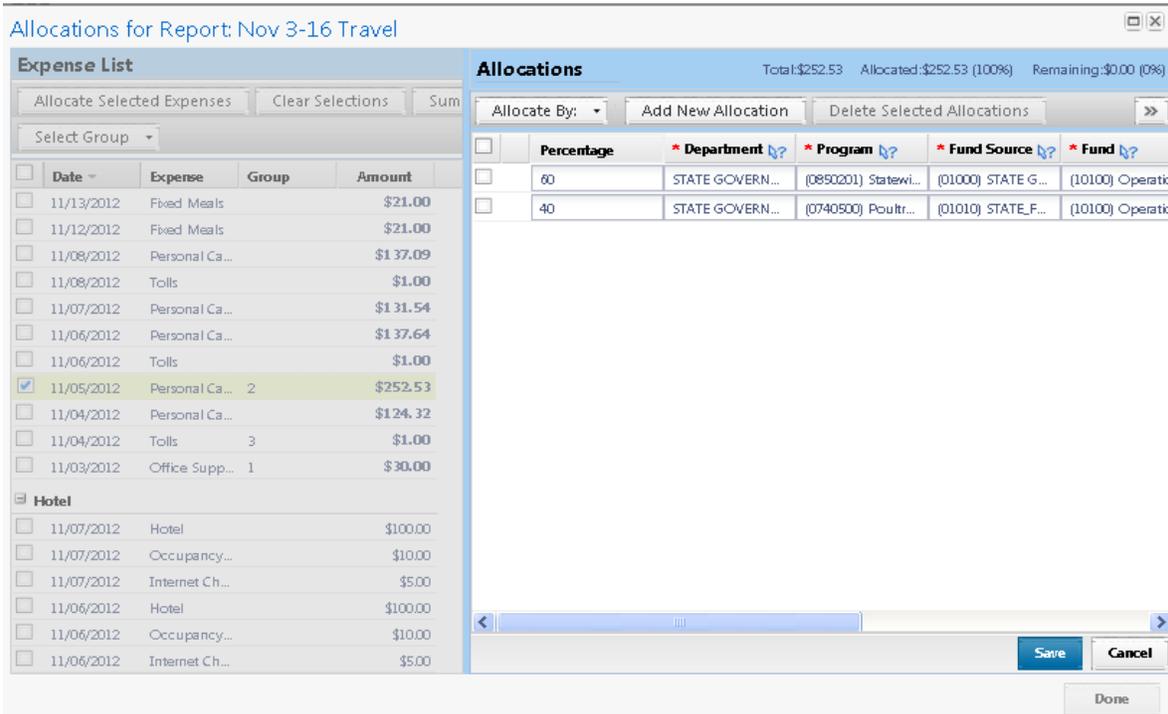
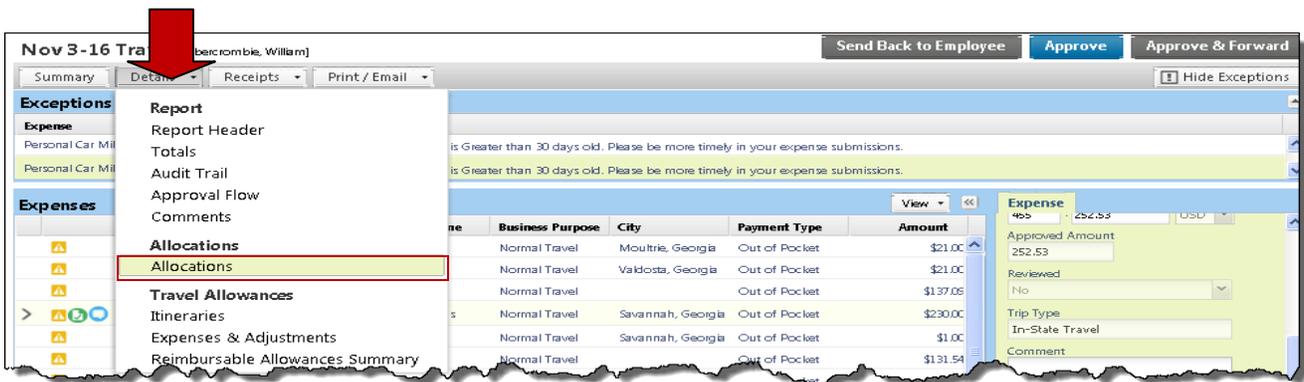
The Allocation details appear with either option.

**Note:** Not all agencies allow Allocations to be entered by the Employee submitting the Expense Report.



- Click on the **Details** tab and select **Allocations** from the Allocation section of the drop down menu.

The allocations will then display. Use the scroll bar at the bottom of the box to view all the fields.



Click on **Cancel** and then **Done** when you complete viewing the allocations.

5. To view approved Cash Advance assigned to the Expense Report

- View the Cash Advance item on the Summary. or
- Click on the **Details** tab and select **Assigned** from the Cash Advances section.
- Click **Cancel** when you are done viewing



Details | Receipts | Print / Email

- Report
  - Report Header
  - Totals
  - Audit Trail
  - Approval Flow
  - Comments
- Cash Advances**
  - Assigned
- Travel Allowances
  - Itineraries
  - Expenses & Adjustments
  - Reimbursable Allowances Summary
- Allocations
  - Allocations

The Cash Advances Assigned to Report window opens and lists the Cash Advance assigned. It shows the amount of the Cash Advance, how much was used in the Expense Report and any Balance.

If the **Cash Advance** was more than the expenses, make certain that the employee showed a **Cash Advance Return** line item in expenses for the difference and that the Agency has received a check from the employee for this difference.

Cash Advances Assigned to Report

Cash Advance Name	Foreign Amount	Exchange Rate	Amount	Balance	Amount Used in Report
DC Peace Officer Conv. ...	\$100.00	1	\$100.00	\$0.00	\$100.00

Delete from Report | Cancel

- To review Travel Allowances (Meals Per Diem) assigned to this Expense Report, click on the **Details** tab and select the **Itineraries** from the Travel Allowances section of the drop down menu.

In the same window (see red arrow), click on the **Expenses & Adjustments** tab to view the details by meal period for each day

The Assigned Itineraries will display.

Use the Scroll Bars to the right if necessary to review all the entries.

**Note:** The system is configured to automatically determine high or low cost areas based on the last business location visited that day.

The Expenses & Adjustment tab opens.

**Travel Allowances For Report: Nov 3-16 Travel**

Assigned Itineraries | **Expenses & Adjustments** | Reimbursable Allowances Summary

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
<b>Itinerary: 11/12/2012 Valdosta</b>				
Atlanta, Georgia	11/12/2012 7:00 AM	Valdosta, Georgia	11/12/2012 9:30 AM	US-GA, UNITED STATES
Valdosta, Georgia	11/12/2012 6:00 PM	Atlanta, Georgia	11/12/2012 8:30 PM	FULTON COUNTY, US-GA, US
<b>Itinerary: 11/13/2012 Moultrie</b>				
Atlanta, Georgia	11/13/2012 8:00 AM	Moultrie, Georgia	11/13/2012 10:00 AM	US-GA, UNITED STATES
Moultrie, Georgia	11/13/2012 7:00 PM	Atlanta, Georgia	11/13/2012 9:00 PM	FULTON COUNTY, US-GA, US

Done

---

**Travel Allowances For Report: Nov 3-16 Travel**

Assigned Itineraries | **Expenses & Adjustments** | Reimbursable Allowances Summary

Show dates from  to  Go

Exclude   All <input type="checkbox"/>	Date/Location ^	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	11/12/2012 Valdosta, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$21.00
<input type="checkbox"/>	11/13/2012 Moultrie, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$21.00

Done

Use the Scroll Bars to the right if necessary to review all the entries.

A checkbox next to a meal indicates that the employee did not claim that meal and the amount of the total reimbursement claimed for that day was reduced by that specific meal allowance in the Amount column.

Note that per the Travel Policy for any single day travel not requiring an overnight stay, the employee must be in Travel Status for at least 13 hours to qualify for a Travel (Meals Per Diem) Allowance. The system automatically takes this into consideration.

Click **DONE** when you are finished viewing the details.

- To review the Comments History of the Expense Report, click on the **Details** tab and select **Comments** from the Report section of the drop down menu.

You may add comments in the comments section.

Click **Save** to save your comments or **Cancel** to exit without adding any comments.

Date	Entered By	Comment Text
02/14/2013	Thornton, John A.	meals
02/14/2013	Thornton, John A.	travel request

If you would like to add a comment to this report, type it in the text box below and then click Save.

Comment

Save Cancel

- To review individual Expenses in the expense report, click on the expense item to display the Expense detail to the right.

Details of the expense as entered by the employee will display.

Pay particular attention to the information in any Comment boxes. Important information from the employee is contained in the comments and may be necessary for you to accept the expense.

**Note:** Hover the cursor over any icons appearing with any expense item to quickly view the information for comments, allocations, etc.

The screenshot displays the 'Expenses' interface. On the left, a table lists transactions with columns for Transaction Date, Expense Type, Vendor Name, Business Purpose, City, Payment Type, and Amount. A selected row for a 'Hotel' expense is highlighted. On the right, the 'Expense' detail panel shows fields for Expense Type, Transaction Date, Purpose of Trip, Vendor Name, City, Payment Type, and Amount. At the bottom of the table, summary statistics are shown: TOTAL AMOUNT \$1,088.12 and TOTAL REQUESTED \$1,088.12.

Transaction Date	Expense Type	Vendor Name	Business Purpose	City	Payment Type	Amount
11/13/2012	Fixed Meals		Normal Travel	Moultrie, Georgia	Out of Pocket	\$21.00
11/12/2012	Fixed Meals		Normal Travel	Valdosta, Georgia	Out of Pocket	\$21.00
11/08/2012	Personal Car Mil..		Normal Travel		Out of Pocket	\$137.09
11/08/2012	Hotel	Comfort Inns	Normal Travel	Savannah, Georgia	Out of Pocket	\$230.00
11/08/2012	Tolls		Normal Travel	Savannah, Georgia	Out of Pocket	\$1.00
The Transaction Date is Greater than 30 days old. Please be more timely in your expense submissions.						
11/07/2012	Personal Car Mil..		Normal Travel		Out of Pocket	\$131.54
11/06/2012	Personal Car Mil..		Normal Travel		Out of Pocket	\$137.64
11/06/2012	Tolls		Normal Travel	Savannah, Georgia	Out of Pocket	\$1.00
11/05/2012	Personal Car Mil..		Normal Travel		Out of Pocket	\$252.53
11/04/2012	Personal Car Mil..		Normal Travel		Out of Pocket	\$124.32

TOTAL AMOUNT: \$1,088.12  
TOTAL REQUESTED: \$1,088.12

Use the scroll bars to the right of the Expense detail to view all the information.

Pay particular attention to Trip Type and Payment Type. Payment Type determines whether an employee receives reimbursement or not.

- To Review Personal Car Mileage: Additional information may need to be reviewed for some expense types.

To verify that the mileage claimed matches the mileage calculated click on **Mileage Calculator** at the bottom of the expense detail to the right.

The Mileage Calculator entry window will appear.



**Mileage Calculator**

Waypoints	Distances	Personal
201 Denna Dr, Alpharetta, GA 30009, US		29.3 MI
200 Piedmont Avenue SE, Atlanta, GA 30		71.0 MI
100 Reece St, Rome, GA 30161, USA		22.5 MI
2 Main Line Rd, Rockmart, GA 30153, USA		38.3 MI
1000 Chastain Road, Kennesaw, GA 301		25.4 MI
201 Denna Dr, Alpharetta, GA 30009, US		

**Deducted Commute Distance**

Home: 201 Denna Dr, Alpharetta, GA 30009, US

Office: 200 Piedmont Avenue SE, Atlanta, GA 30

Deduct Round Trip

Deduct Commute

TOTAL PERSONAL	TOTAL BUSINESS
58.6 MI	127.9 MI

Map data ©2011 Google - Terms of Use

Close

You can view the Waypoint, commute mileage, total personal miles and total business miles for each day claimed individually. Use the scroll bars as necessary to view complete data for the day you have selected.

Odometer readings have been replaced with the waypoints.

**Note:** Employees are reimbursed for Personal Car Mileage in excess of what they would normally drive from home to their normal assigned work station and back on a normal work day.

There are several factors you must take into consideration if the travel was made on a weekend which is not a normal work day, if the employee works from home or if this was a multiple day trip. Additionally, employees are only required to deduct normal round trip commute mileage ONCE on a multi day trip. They can enter it in multiple ways: all on one day, the first half on day one and the last half on the last day. Pay particular attention to all the areas marked with arrows (see previous page).

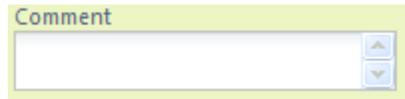
Click **Close** when you are done viewing the waypoints and return to the Expense detail. Compare the Total Business miles from the Mileage Calculator with the Distance miles on the Expense detail. If there is a discrepancy, there should be an explanation in the Comments box.

Sometimes there are valid exceptions. Employees are required to provide you with information why they made an exception (such as over ride the mileage

Exceptions happen!

# TTE System: Approvers Handbook

from the Mileage Calculator due to detours or locations with no street address, using a personal vehicle when normally a rented vehicle would be more economical, etc.) in the Comments box in the Expense detail area.

A screenshot of a text input field labeled "Comment" with a light green border. To the right of the text box are two small, vertically aligned arrows: an upward-pointing arrow above a downward-pointing arrow, indicating a scrollable area.

The box can hold much more information than it appears! Notice the up and down arrows.

Any discrepancies without an explanation in the Comments box should qualify the Expense Report to be returned to the employee for correction.

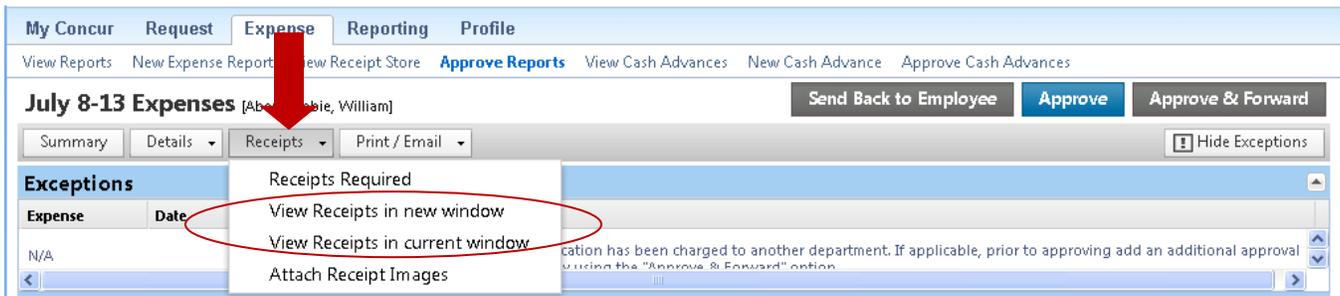
Things to look for:

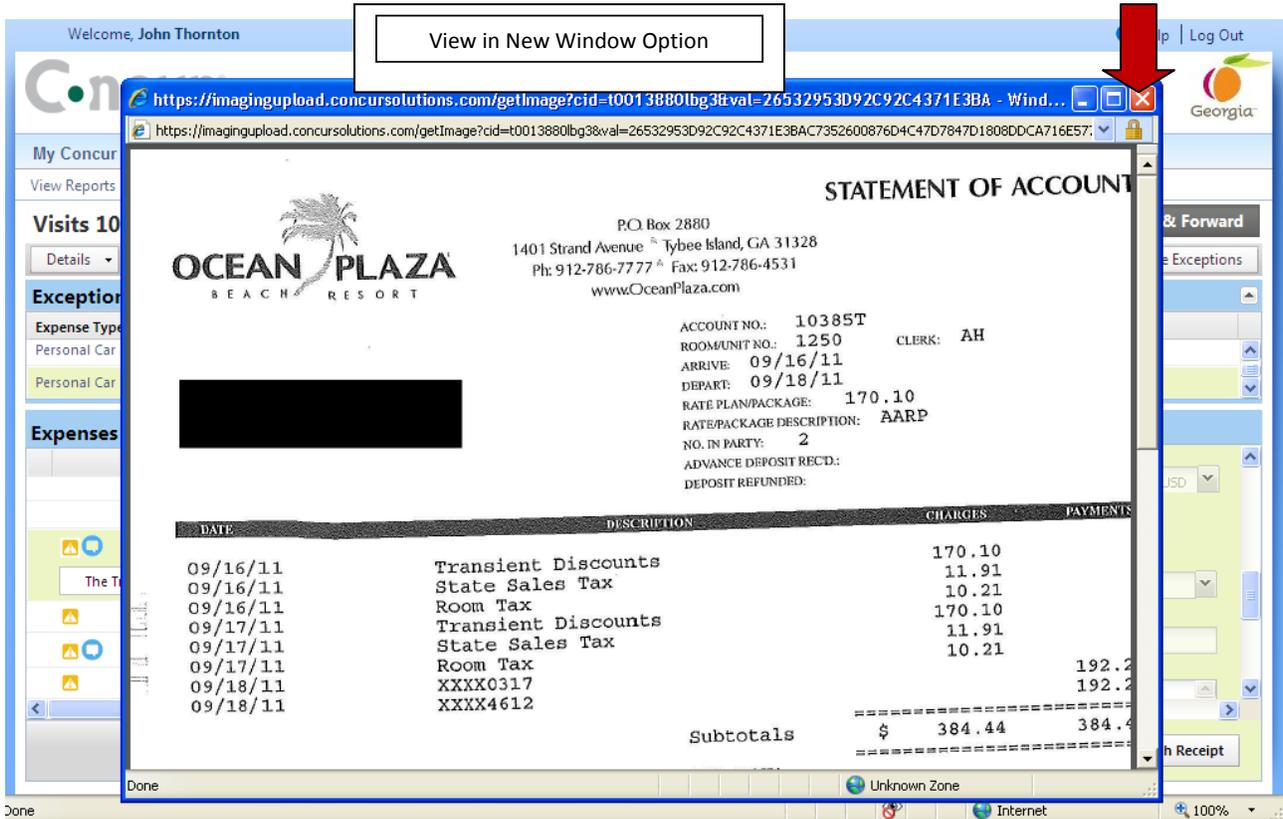
- Does the total mileage calculated by the Mileage Calculator = the total miles claimed?
- Comments explaining exceptions to policy entered in the Comments box?
- DOAS Waiver or other approval attached if necessary

## 11. View Receipts attached to the Expense Report

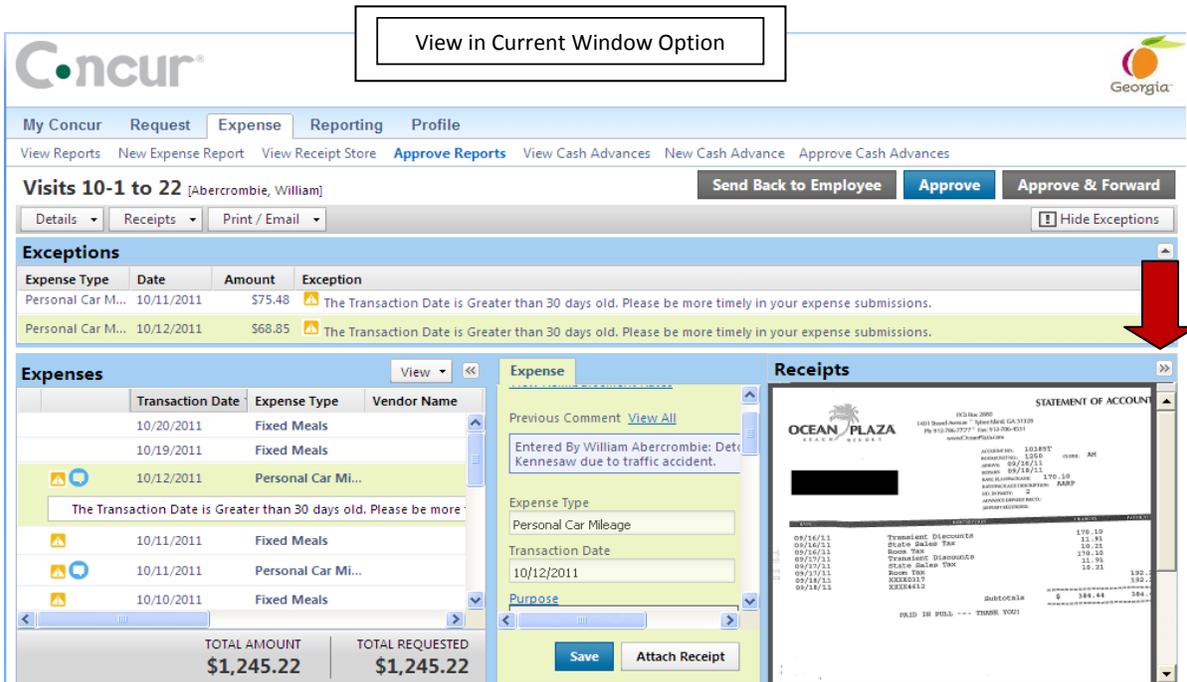
You can choose how you will view receipts by selecting **View Receipts Required in New Window** or **View Receipts in Current Window** from the **Receipts** tab drop down menu.

These options display all receipts attached to the Expense Report

A screenshot of the TTE system interface. The top navigation bar includes tabs for "My Concur", "Request", "Expense", "Reporting", and "Profile". Below this, there are links for "View Reports", "New Expense Report", "New Receipt Store", "Approve Reports", "View Cash Advances", "New Cash Advance", and "Approve Cash Advances". The main content area shows "July 8-13 Expenses" for "Abel, William". There are buttons for "Send Back to Employee", "Approve", and "Approve & Forward". A "Receipts" dropdown menu is open, showing options: "Receipts Required", "View Receipts in new window", "View Receipts in current window", and "Attach Receipt Images". A red arrow points to the "Receipts" dropdown, and a red oval highlights the "View Receipts in new window" and "View Receipts in current window" options. A "Hide Exceptions" button is also visible.



Click on the red X to close the new window.



Click on the double arrow to close the Receipts window

You can also view the receipt images attached directly to an expense line item by hovering over the



13. View details for Fixed Meals.

Fixed Meals is the expense type for Meals Per Diem or Travel Allowance.

**Expense**

Expense Type: Fixed Meals

Transaction Date: 10/02/2011

Purpose of Trip: Field Visits

City: Savannah, Georgia

Payment Type: Out of Pocket

Amount: 27.00 USD

Reviewed: No

Approved Amount: 27.00

Trip Type: In-State Travel

Comment:

[Show fixed allowances for 10/02/2011](#)

Click on the Show fixed allowances for {date} link to view the individual meal period allowances.

Travel Allowances For Report: Visits 10-1 to 22

Assigned Itineraries | **Expenses & Adjustments** | Reimbursable Allowances Summary

Show dates from 10/02/2011 to 10/02/2011 Go

Exclude   All	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	10/02/2011 Savannah, Georgia	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$27.00

Done

Click on **DONE** when you are finished viewing the Travel Allowance details.

13. Approve an Expense Report: after you are satisfied with all the entries, comments and receipts attached, click on **Approve**.

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

**Visits 10-1 to 22** [Abercrombie, William] Send Back to Employee **Approve** Approve & Forward

Details ▾ Receipts ▾ Print / Email ▾ Hide Exceptions

**Exceptions**

Expense Type	Date	Amount	Exception
N/A			This report amount due employee is over \$500. Please review and forward this report to Department head.
Fixed Meals	10/01/2011	\$27.00	The Transaction Date is Greater than 30 days old. Please be more timely in your expense submissions.

**Expenses**

Transaction Date	Expense Type	Vendor Name	Business Purpose	City	Payment Type
10/20/2011	Fixed Meals		Field Visits	Augusta, Georgia	Out of Pocket
10/19/2011	Fixed Meals		Field Visits	Macon, Georgia	Out of Pocket
10/12/2011	Personal Car Mi...		Field Visits		Out of Pocket
10/11/2011	Fixed Meals		Field Visits	Augusta, Georgia	Out of Pocket
10/11/2011	Personal Car Mi...		Field Visits		Out of Pocket
10/10/2011	Fixed Meals		Field Visits	Macon, Georgia	Out of Pocket
10/09/2011	Fixed Meals		Field Visits	Macon, Georgia	Out of Pocket

TOTAL AMOUNT: **\$1,245.22** | TOTAL REQUESTED: **\$1,245.22**

Click **Accept** to send the Expense Report to the next Approval level.

### Final Confirmation

**Approver Receipts**

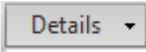
By clicking on the 'Accept' button, I certify that the receipts have been reviewed.

Accept
Decline

## How To Allocate Expenses

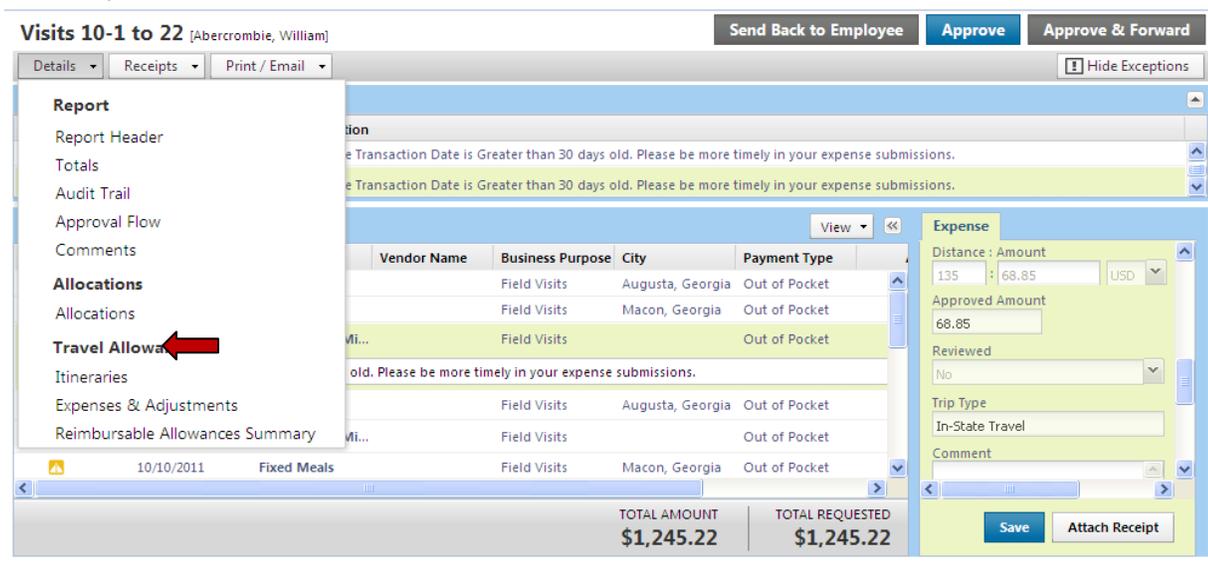
The Allocations feature allows you to allocate single or multiple expenses to different chart fields (projects, departments, funds, etc). Whether an Employee, Approver or Back Office individual enters Allocations is an Agency policy.

### How to...

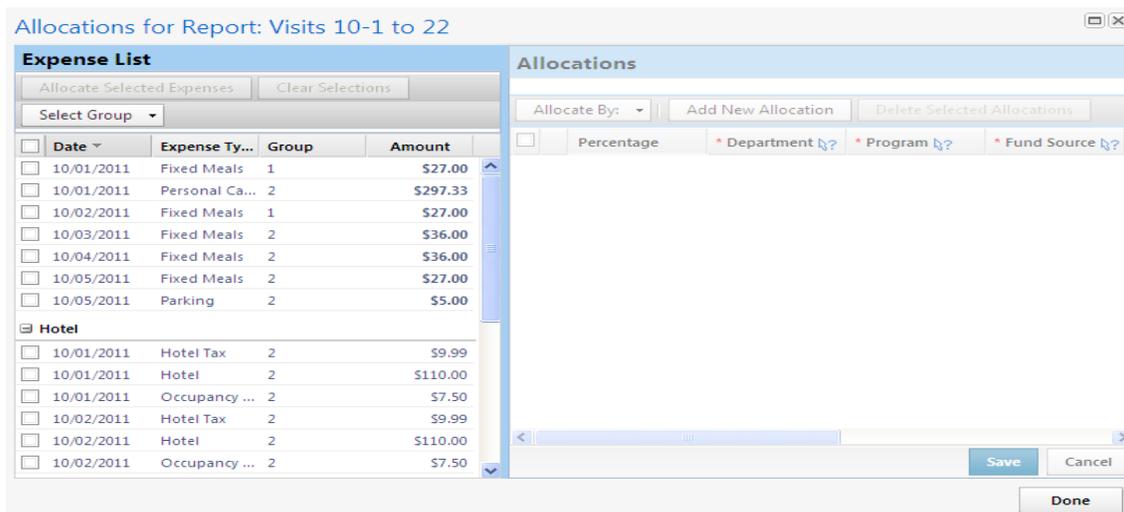
1. Open an expense report from the Approval Queue
2. Click the **Details** tab  and select **Allocations** from the Allocations section of the drop down menu.

### Additional Information

The Expense Report opens.



The **Expense List** for the **Allocates for Report** window appears.



3. Click in the check box next to the expenses listed in the Expense List that you want to

Select one, multiple or all of the expenses listed in

allocate.

the left hand column.

Click on **Select Group** to choose an entire group of expenses. Click **Clear Selections** to start the selection process over.

**Expense**

Allocate Selected Expenses    Clear Selections

Select Group

<input type="checkbox"/>	Date	Expense Ty...	Group	Amount
<input checked="" type="checkbox"/>	10/01/2011	Fixed Meals	1	\$27.00
<input checked="" type="checkbox"/>	10/01/2011	Personal Ca...	2	\$297.33
<input checked="" type="checkbox"/>	10/02/2011	Fixed Meals	1	\$27.00
<input checked="" type="checkbox"/>	10/03/2011	Fixed Meals	2	\$36.00
<input checked="" type="checkbox"/>	10/04/2011	Fixed Meals	2	\$36.00
<input checked="" type="checkbox"/>	10/05/2011	Fixed Meals	2	\$27.00
<input checked="" type="checkbox"/>	10/05/2011	Parking	2	\$5.00
<b>Hotel</b>				
<input checked="" type="checkbox"/>	10/01/2011	Hotel Tax	2	\$9.99
<input checked="" type="checkbox"/>	10/01/2011	Hotel	2	\$110.00
<input checked="" type="checkbox"/>	10/01/2011	Occupancy ...	2	\$7.50
<input checked="" type="checkbox"/>	10/02/2011	Hotel Tax	2	\$9.99
<input checked="" type="checkbox"/>	10/02/2011	Hotel	2	\$110.00
<input checked="" type="checkbox"/>	10/02/2011	Occupancy ...	2	\$7.50

**Allocations**

Allocate By:    Add New Allocation    Delete Selected Allocations

<input type="checkbox"/>	Percentage	* Department	* Program	* Fund Source

Save    Cancel

Done

4. Click **Allocate Selected Expenses**.

The **Allocations** window to the right is now available.

**Expense List**

Allocate Selected Expenses    Clear Selections

Select Group

<input type="checkbox"/>	Date	Expense	Group	Amount
<input type="checkbox"/>	08/03/2012	Fixed Meals		\$27.00
<input type="checkbox"/>	08/02/2012	Fixed Meals		\$36.00
<input type="checkbox"/>	08/01/2012	Fixed Meals		\$27.00
<input type="checkbox"/>	07/17/2012	Cash Adv...		\$0.00
<input checked="" type="checkbox"/>	07/13/2012	Dues	1	\$110.00
<input type="checkbox"/>	07/13/2012	Fixed Meals		\$21.00
<input type="checkbox"/>	07/11/2012	Fixed Meals	1	\$27.00
<input type="checkbox"/>	07/10/2012	Fixed Meals	1	\$36.00
<input type="checkbox"/>	07/09/2012	Fixed Meals	1	\$18.00
<input type="checkbox"/>	07/05/2012	Fixed Meals		\$21.00
<b>Hotel</b>				
<input type="checkbox"/>	07/12/2012	Hotel Tax		\$10.00
<input type="checkbox"/>	07/12/2012	Hotel		\$105.00
<input type="checkbox"/>	07/12/2012	Occupancy ...		\$5.00
<input type="checkbox"/>	07/12/2012	Internet Ch...		\$5.00
<input type="checkbox"/>	07/11/2012	Hotel Tax		\$10.00
<input type="checkbox"/>	07/11/2012	Hotel		\$105.00
<input type="checkbox"/>	07/11/2012	Occupancy ...		\$5.00
<input type="checkbox"/>	07/11/2012	Internet Ch...		\$5.00
<input type="checkbox"/>	07/10/2012	Hotel Tax		\$10.00
<input type="checkbox"/>	07/10/2012	Hotel		\$105.00
<input type="checkbox"/>	07/10/2012	Occupancy ...		\$5.00

**Allocations**    Total:\$110.00    Allocated:\$110.00 (100%)    Remaining:\$0.00 (0%)

Allocate By:    Add New Allocation    Delete Selected Allocations    Favorites    Add to Favorites

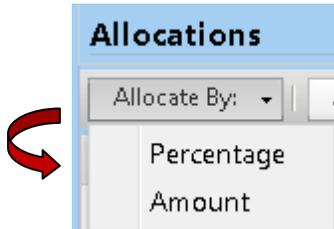
<input type="checkbox"/>	Percentage	* Department	* Program	* Fund Source	* Fund	* Project
<input type="checkbox"/>	75	(4042010600) ST...	(0850201) State...	(01000) STATE G...	(10100) Operati...	(01) STATE BASE...
<input type="checkbox"/>	25	(4042080700) IT ...	(0850201) State...	(01000) STATE G...	(10100) Operati...	(01) STATE BASE...

Save    Cancel

Done

<https://implementation.concursolutions.com/Expense/Client/default.aspx#>

- Click **Allocate By** and select **Percentages or Amount**. (see above)
- From the **Allocate By** dropdown menu, select either **Percentage** or **Amount**.



- Click **Add New Allocation**
- Click in the field representing the chart field you want to change.

The system defaults to percentages.

You can allocate the expenses by a percentage of the total or by a specific amount

Initially one line allocated per the default settings for the user with the entire amount of the expenses to be allocated as dollars or %.

A new line appears to allow you to split the expenses between two different sets of GL entries.

Each time you click **Add New Allocation** a new line appears.

Select the correct entry for the chart field. Once you click on a field, a list of available choices appears.



Notice where the scroll bar is. The goes to the point in the list that reflects the default coding. Use the scroll bars to navigate up or down through the lists in the chart fields.

Also notice than the default search is by code. You can change the search to text by clicking the Text radio button.

Click on any additional chart fields you need to correct for this allocation.

- Enter the % or the dollar amount in the **Amount/Percentage** field you wish to allocate.
- Click **Add New Allocation** for each additional line of allocation you require. Then repeat steps

**Percentage** appears if you chose to allocate by percentage; **Amount** appears if you chose to allocate by Amount. You can change this at any time.

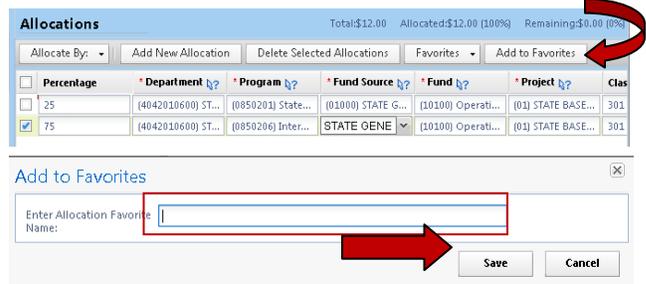
Add as many allocations as necessary. You can adjust the amounts and percentages.

7 & 8 for each line of allocation you add.

11. To Save this allocation to reuse again, click on the **Add to Favorites** tab.

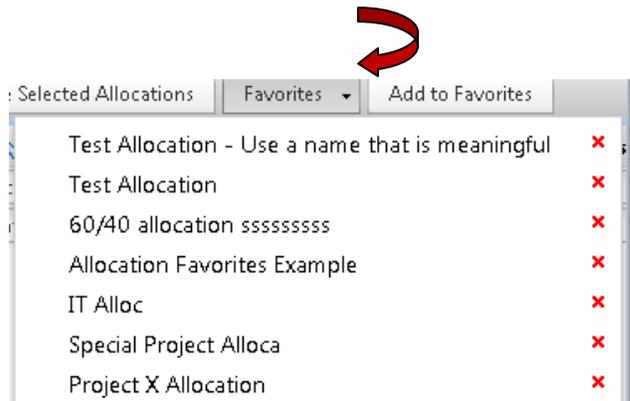
Enter a name for the allocation in the dialogue box that opens.

Click **Save**



To use an existing allocation from Favorites, click on the **Favorites** tab.

Select the appropriate allocation from the drop down list.



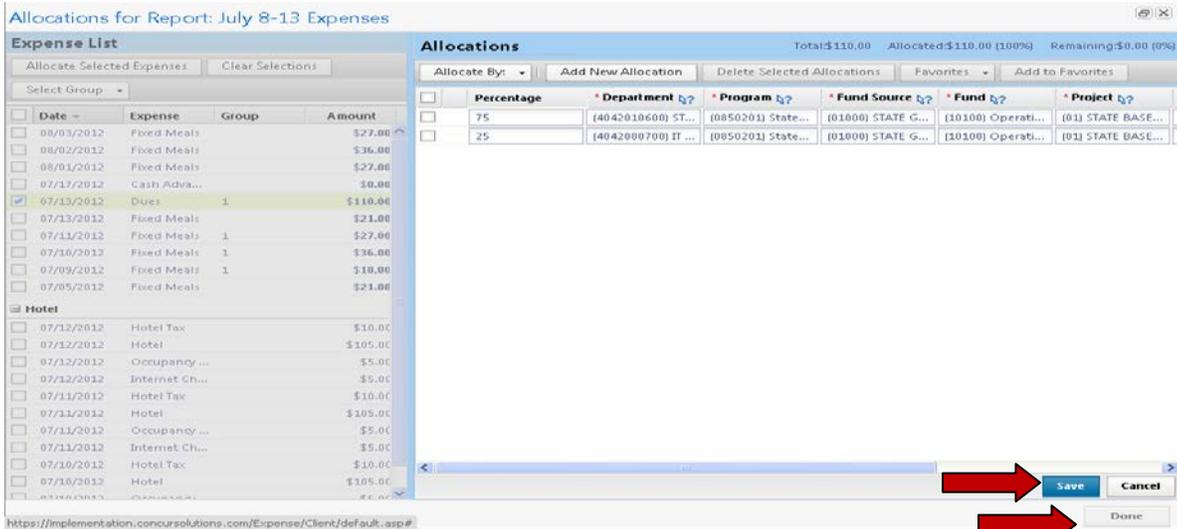
Click **Yes** in the dialogue box.



12. Click **Save** and then **OK**.

13. In the **Allocate Report** window, click **Done**.

The allocation icon  appears on the left side of the expense items that have allocations.



## Send an Expense Report Back to the Employee

All reports awaiting your review and approval appear in the **Approval Queue** section of the **My Concur** page.

### How to...

1. Click the report name (link) to open the report.
2. Click **Send Back to Employee**.
3. Enter a comment for the employee, and then click **OK**.

### Additional Information

The **Expense Report** page appears.

The **Send Back Report** box appears.

The report is returned to the employee.

**Send Back Report** ✕

**Comment History**

Date ▾	Entered By	Comment Text
11/30/2011	Abercrombie, William A.	The Personal Car Mileage issue was actually on 10/12 and not 10/2. No Personal Car Mileage was claimed for 10/2.
11/30/2011	Thornton, John A.	There is a discrepancy between the mileage calculated and the mileage claimed and no explanation was offered in the Comments box on 10/02/11
11/10/2011	Abercrombie, William A.	Bi Weekly Expenses

Add a comment to explain why you are returning the report. Then click OK to return the report to the employee.

**Comment**

More detail is required for the Personal Car Mileage on 10/12. Please update the Comments box for this expense item.

OK
Cancel

## Add an Additional Review Step for an Expense Report

Depending on your Agency configuration, you can add additional approval steps for an expense report, as needed. For example, if an expense report has an amount that is greater than your authorized approval limit or if the expense report has an allocation to a cost center that is not within your approval authorization, you can manually select the appropriate approver for the report.

### How to...

1. On the **My Concur** page in the **Approval Queue** section, click the report name (link) to open the report.
2. Click **Approve & Forward**.
3. Enter the last name of the approver you want to add in the **User-Added Approver** field.

**-OR-**

Click the **Search Approvers By** dropdown arrow.

Select the desired search option from the dropdown list.

In the **User-Added Approver** field, type the information matching the approver you want to add.

From the list of matches displayed by the search, select the appropriate approver.

4. Enter any comments necessary for the added Approver in the Comment box.
5. Click **Approve & Forward**

### Additional Information

The **Expense Report** page appears.

The **Approval Flow for Report** window appears.

The system will display a list of matches. Select the appropriate approver.

A list of search options appears.

Search by First Name, Last name, Email Address, Login ID

The system displays all matches for the search criteria that you entered.

The expense report is forwarded to the additional approver.

6. Click on **Accept** in the Approver Confirmation dialogue box.

The report continues the approval hierarchy and the Employee status for this report is updated.

## Review A Resubmitted Expense Report

Any resubmitted Expense Reports waiting for your review and approval appear in the **Approval Queue** section of the **My Concur** page along with newly submitted Expense Reports. A resubmitted Expense Report is indicated by the Resubmitted icon.

Approval Queue				
Travel Requests (0)		Expense Reports (1)		Cash Advances (1)
Report Name	Employee	Report Date	Requested Amount	
 <a href="#">Visits 10-1 to 22 Field Visits</a>	 Abercrombie, William	11/15/2011	USD 1,245.22	

### How to...

1. Click the report name (link) of the report with the Resubmitted icon  to open the report.
2. Click on the **Details** tab and select **Comments** from the **Report** section.

### Additional Information

The expense report appears.

This icon indicates the report was returned to the user, corrected and resubmitted for Approval.

The Report Level comments will appear. The comments you entered to instruct the employee what to correct appear here as well as any comments the employee sent back to you.

Comment source is indicated in **Entered By**.

Click **Cancel** to exit the Comments.

**Comment History** ✕

Date	Entered By	Comment Text
11/30/2011	Abercrombie, William A.	The Personal Car Mileage issue was actually on 10/12 and not 10/2. No Personal Car Mileage was claimed for 10/2.
11/30/2011	Thornton, John A.	There is a discrepancy between the mileage calculated and the mileage claimed and no explanation was offered in the Comments box on 10/02/11
11/10/2011	Abercrombie, William A.	Bi Weekly Expenses

If you would like to add a comment to this report, type it in the text box below and then click Save.

Comment

3. Review the item that was corrected.
4. Click **Approve**.

The report moves to the next step in the workflow.

## Section 4: Review & Approve Cash Advance Requests

Depending on your Agency policy, employees may be able to request a Cash Advance in TEAMWORKS Travel & Expense before incurring travel expenses. Once submitted, the request is routed to the employee's Cash Advance Approver, who may or may not be the employee's manager and can be different from the employee's expense report approver. Cash Advance will not appear if it is not configured for your Agency or if you do not have approval authority.

All Cash Advance Requests awaiting your review and approval appear in the **Approval Queue** section of **My Concur**.

Approval Queue			
Travel Requests (0)	Expense Reports (1)	<b>Cash Advances (2)</b>	
Cash Advance Name	Employee	Request Date	Amount Requested
trip	Abercrombie, William	11/09/2011	USD 500.00
2012 HR Conference NY	Abercrombie, William	12/01/2011	USD 1,000.00

### How to...

1. Access a Cash Advance Request from the **Approval Queue** by clicking on the Report Name.

### Additional Information

The **Cash Advance Approval List** opens. There are two Cash Advance Requests in your Approval Queue. Select one to review for approval by clicking on it.

2. To Approve the **Cash Advance** click on **Approve**.
3. To Reject the Cash Advance, click on **Reject**.

Enter any comments in the **Approve Cash Advance** box appears and then click **OK**. The Cash Advance Request will be routed to the Cash Advance Administrator for final approval.

A **Reject Cash Advance** box appears. You are required to enter a reason for rejecting the **Cash Advance Request**.

Click on **OK**.

The rejected **Cash Advance Request** is routed back to the employee.

# TTE System: Approvers Handbook

Approve Cash Advance

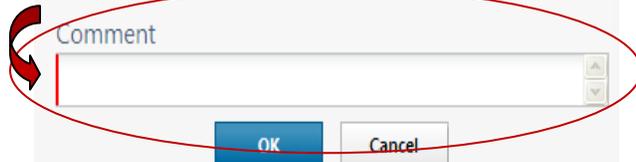
Comment

OK Cancel

Reject Cash Advance

Comment

OK Cancel



## Section 5: Review & Approve Requests

Depending on your Agency policy, employees may be required to make a Request to get pre-trip authorization before incurring travel expenses. Once submitted, the request is routed to the employee's Request Approver, who may or may not be the employee's manager and can be different from the employee's expense report approver. Request Approval hierarchy is determined by Agency policy. Request will not appear if it is not configured for your Agency or if you do not have approval authority.

All Requests awaiting your review and approval appear in the **Approval Queue** section of **My Concur**. You can also access them in the **Request Tab** under **View Requests**. The second option allows you to view unapproved and previously received Requests.

Approval Queue						
Approve						
Requests (4)		Expense Reports (3)				
	Request Name	Request ID	Employee	Request Dates	Date Submitted	Total
<input type="checkbox"/>	Annual Cert Training 3=1 to 6 Certific	3ELP	Abercrombie, William	03/01/2013 03/06/2013	02/19/2013	\$1,175.00
<input type="checkbox"/>	Trip to Moultrie site visits	3ELM	Abercrombie, William	02/25/2013 02/28/2013	02/13/2013	\$500.00
<input checked="" type="checkbox"/>	SHRM Conference Washington DC Required CE's	3ELT	Abercrombie, William	02/17/2013 02/21/2013	02/25/2013	\$950.00
<input checked="" type="checkbox"/>	Tennessee Commerce Visits 12/10 t normal travel	3EH9	Abercrombie, William	12/10/2012 12/14/2012	02/12/2013	\$425.00



### How to...

1. Access a Request from the **Approval Queue** by clicking on the Report Name.
2. Review the **Summary Request Header** information.

### Additional Information

The **Request** opens showing summary detail by segment type.

The **Request Summary** opens automatically when you open the Request.

To view segment details, click on **View Increment Detail** or the **Segments** tab.

If you see the delegate icon  it indicates this report was submitted by a delegate and not the employee.

**Request 3ELT** [Abercrombie, William]

Request Name: SHRM Conference Washington DC  
Purpose: Required CE's

Status: Submitted & Pending Approval  
Amount: \$950.00

Buttons: Print / Email, Send Back Request, Approve, Approve & Forward

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

Date	Expense	Amount	Requested
02/17/2013	Airfare	\$250.00	\$250.00
02/17/2013	Rental Cars Only	\$125.00	\$125.00
02/17/2013	Lodging	\$525.00	\$525.00
02/17/2013	Other	\$50.00	\$50.00
TOTAL AMOUNT		\$950.00	TOTAL REQUESTED \$950.00

Expense Type: Airfare, Transaction Amount: 250.00 USD

Buttons: Approve, View segment detail



- 3. Review the **Segments** information: click on the Segments tab to view the details.

Segments information can contain specific airline ticket costs, car rental costs, hotel costs, miscellaneous costs and dining (Meals Per Diem/Travel Allowances) estimated by the employee for the requested travel.

Using the Scroll Bars on the right, scroll through and review each segment.

Air Ticket Segment

Hotel Reservation

Amount: \$525.00

Check-In

City:

Date:

Detail:

Check-Out

Date:

Comment:

Allocate Modify Delete

Car Rental Segment

Car Rental

Amount: \$125.00

Pick-up

City:

Date:

Detail:

Drop-off

City:

Date:

Detail:

Comment:

Allocate

Hotel Segment

Hotel Reservation

Amount: \$525.00

Check-In

City:

Date:

Detail:

Check-Out

Date:

Comment:

Allocate Modify Delete

Miscellaneous Segment

Miscellaneous
Amount: \$50.00

Departure City:

Arrival Date:

Detail:

---

Arrival City:

Departure Date:

Detail:

---

Comment:

Notice that comments were entered for the Miscellaneous request.

There is also a segment available for entering Dining (Meals Per Diem)

3. To approve the **Request**, click on **Approve**.

An approval confirmation acknowledgement will appear briefly.

**Request 3ELT** [Abercrombie, William]  
**Request Name:** SHRM Conference Washington DC  
**Purpose:** Required CE's

Cancel
Save
Print / Email
Send Back Request
Approve
Approve & Forward

**Status:** Submitted & Pending Approval  
**Amount:** \$950.00



4. To return the **Request** to the employee, click on **Send Back Request**.

**Request 3ELT** [Abercrombie, William]  
**Request Name:** SHRM Conference Washington DC  
**Purpose:** Required CE's

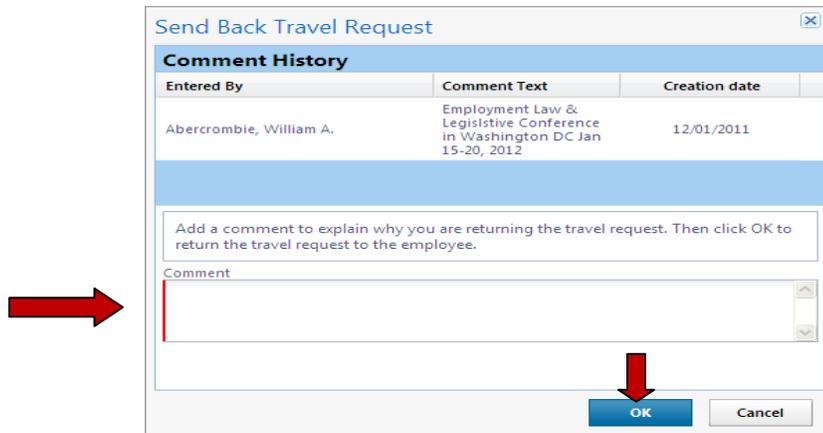
Cancel
Save
Print / Email
Send Back Request
Approve
Approve & Forward

**Status:** Submitted & Pending Approval  
**Amount:** \$950.00

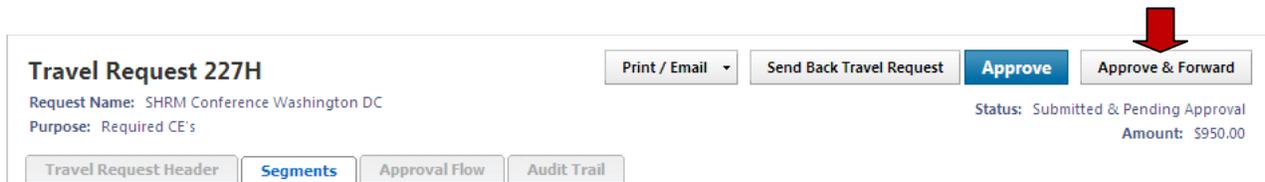


Clicking on **Send Back Request** opens the **Send Back Request** dialogue box. In the **Comments** box enter exactly what you want the employee to do before he re-submits this same Request.

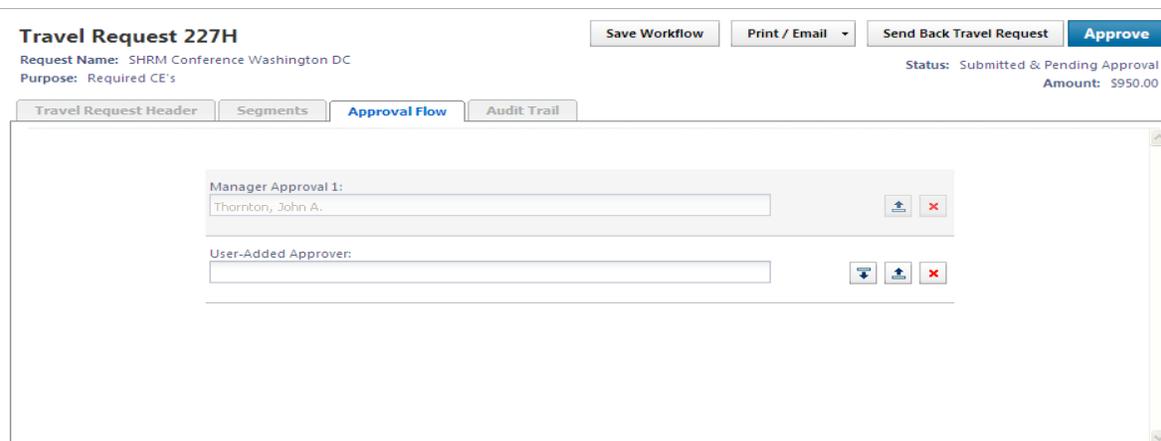
Click on **OK** to send the **Request** with your comments back to the employee.



- To add an additional review step for the Request, click on **Approve & Forward**.



The **Approval Flow** tab opens.



Type the last name of the approver you want to add in the **User-Added Approver** field.

The system will display the best matches it can find as you type.

Select the appropriate approver from the list.

**-OR-**

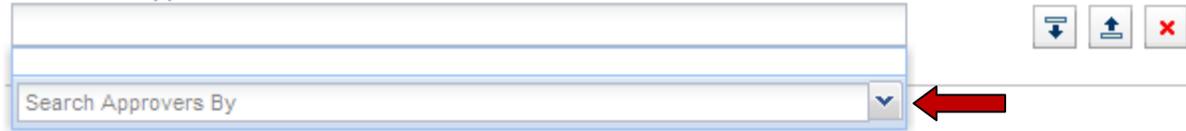
Click in the **User-Added Approver** box

The **Search Approvers By** box appears

Click on the drop down menu arrow.

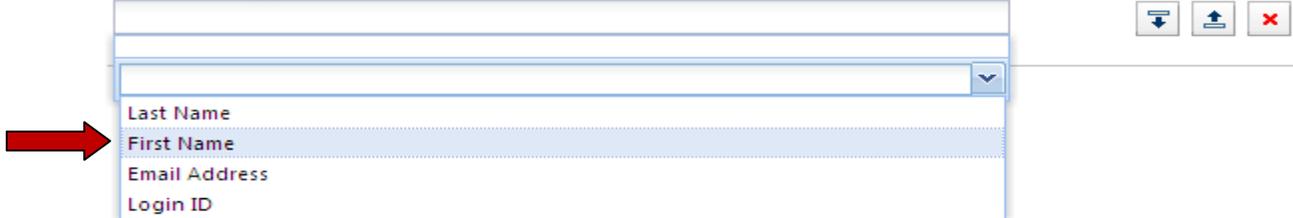
## TTE System: Approvers Handbook

User-Added Approver:



Search Criteria appears. Select any of the lines as your search criteria.

User-Added Approver:



Click on the User-Added Approver field and type in the information for the approver you want to find.

The system displays all matches for the search criteria that you entered.

Click on the appropriate approver.

A brief confirmation box appears.

Click **Approve**

## Section 6: View Previously Approved Reports

The Approval Queue displayed on My Concur displays reports pending approval. The Approval Queue as displayed in the Approve Reports section of Expenses has additional options for viewing reports already approved.

### My Concur View:

Report Name	Employee	Report Date	Requested Amount
Monthly Site Visits normal business	Abercrombie, William	06/28/2012	USD 216.12
NW GA Review 3/1-15 Audits	Abercrombie, William	06/16/2012	USD 415.59

### Approve Reports View:

Employee Name	Report Name	Comments	Report Date	Date Submitted	Total	Requeste...
Abercrombie, Willia...	Monthly Site Visits normal business		06/28/2012	09/21/2012	\$216.12	\$216.12
Abercrombie, Willia...	NW GA Review 3/1-15 Audits	Report's approval time expired and it was sent to the System Processor.	06/16/2012	09/21/2012	\$415.59	\$415.59

## How to view previously approved Expense Reports

### How to...

1. From **My Concur** select the **Expense** tab
2. Select **Approve Reports**

### Additional Information

The **Expense** tab opens to *Active Reports*

Report Name	Comments	Status	Payment Status	Report Date	Total	Request...
test tet		Not Submitted	Not Paid	06/28/2012	\$0.00	\$0.00

**Reports Pending your Approval** opens

How to...

3. Click on the drop down arrow in the **View** box

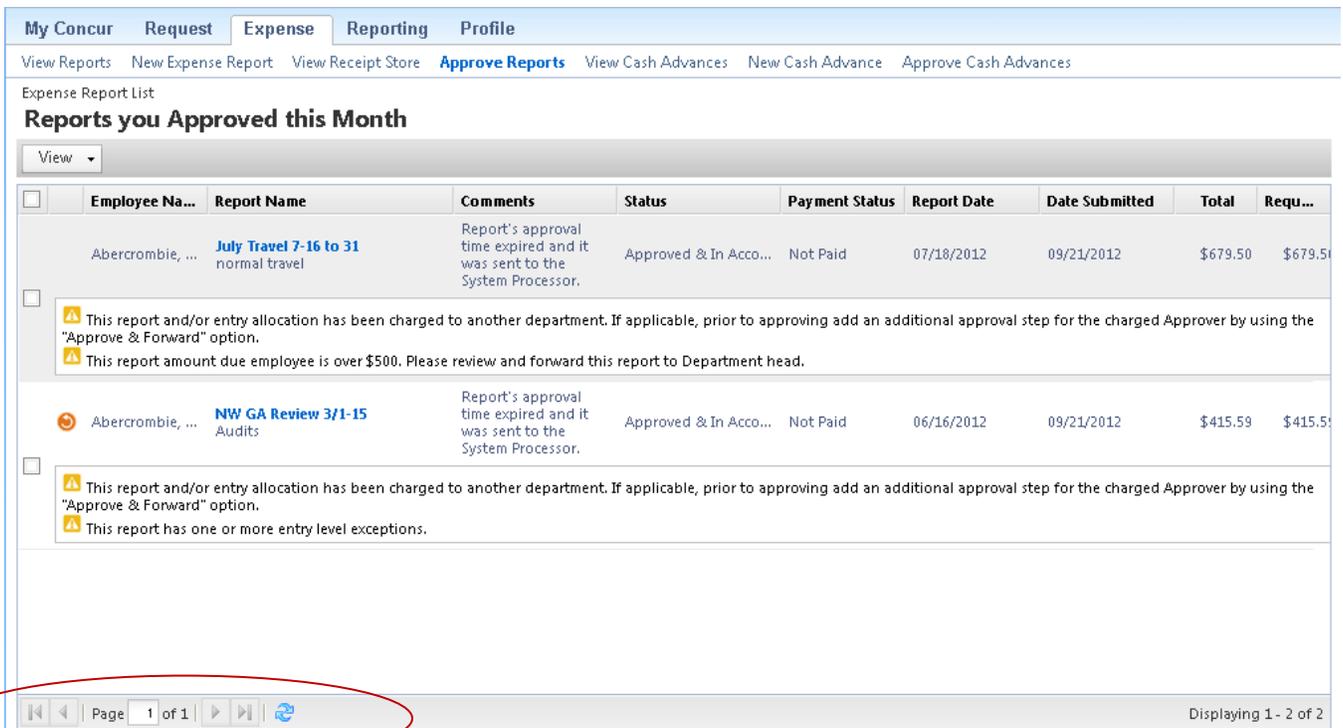
Additional Information

A list of the available views appears



4. Select the view meeting your requirement

In our example we chose *Reports you Approved this Month*



Note the arrows at the bottom of the page that will allow you to navigate between pages

5. When you exit **Approve Reports** will default to the *Reports Pending your Approval* view

## Appendix A: Buttons and Icons Reference

Button/Icon Description	
	<b>Add New Allocation:</b> Add a new allocation row.
	<b>Airfare:</b> Indicates Air Reservation on Request
	<b>Allocate By:</b> Choose between allocating by percentage or amount.
	<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> Approve the expense report for processing.
	<b>Approve &amp; Forward:</b> Add additional review steps for an expense report.
	<b>Calendar:</b> Brings up a calendar to select transaction date
	<b>Car Rental:</b> Indicates Car Rental on Request..
	<b>Credit Card Transaction:</b> Indicates that an expense entry was from a credit card transaction.
	<b>Comments:</b> Indicates that an 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> Deletes the current expense report. *Only originator can delete.
	<b>Details:</b> Provides options to view details of the expense report such as the report header, allocations, and audit trail.
	<b>Dining:</b> Indicates Per Diem/ 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> Provides access to import trip details or credit card charges to the current expense report.
	<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> Save the current expense entry and begin the itemization process. For example, hotel expenses have to be itemized.
	<b>Lodging:</b> Indicates Hotel/Lodging on Request.
	<b>Misc:</b> Indicates 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> Add a never before used attendee to an expense report.
	<b>New Expense:</b> Add a new expense entry to an Expense Report.
	<b>New Expense Report:</b> Create a new expense report.
	<b>Next:</b> To advance to next step I the process being used
	<b>Personal:</b> Indicates that an expense entry was marked as personal.
	<b>Print:</b> Access the fax cover page or detail report for the current expense report.

Button/Icon Description	
	<b>Recall:</b> Allows you to recall a submitted Expense Report or Request if it has not been approved.
	<b>Receipts:</b> Access to attach receipt images or view previously attached receipts.
	<b>Receipt Required:</b> Statewide Travel Policy requires a receipt for this item
	<b>Receipt Required:</b> Statewide Travel Policy requires a receipt for this item and it is attached to the expense line item.
	<b>Reserve:</b> Reserves the selected trip details. A green reserve indicates the reservation is within Policy, Yellow indicates out of policy but you can book it. Red indicates out of policy and you will not be allowed to make the reservation.
	<b>Resubmitted:</b> 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.
	<b>Seat map:</b> Click to view the flight seat map.
	<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>Travel Search Air Fare Legend:</b> Flight has lowest logical airfare.
	<b>Travel Search Air Fare Legend:</b> Refundable Fare.
	<b>Travel Search Air Fare Legend:</b> Flight arrives on a different day than departure.
	<b>Travel Search Air Fare Legend:</b> Short or long connection time.
	<b>Travel Search Air Fare Legend:</b> Turboprop aircraft used.
	<b>Travel Search Air Fare Legend:</b> Flight is Fly America Act compliant.
	<b>Travel Search Air Fare Legend:</b> Flight has 50-90% Go-Go Wi-Fi coverage.
	<b>Travel Search Air Fare Legend:</b> Flight has 100% Go-Go Wi-Fi coverage.
	<b>Yellow Diamond(s):</b> Preferred vendor.

## Appendix B: Expense Report Approver Checklist

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Open the **Expense Report** from the **Approval Queue** in My Concur

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From the **Details** tab:

- Review the **Report Header** Information
- Review the **Audit Trail**
- Enter any **Allocations** not entered by the employee
- Review **Travel Allowances** (Meals Per Diem) entered
- Review **Comments** History
- Review **Cash Advances Assigned**

From **Expenses**:

- Review individual Expense line items
- Hover over Receipts icon  to view receipts attached to individual line item Expenses
- Review Personal Car Mileage & Mileage Calculator Mileage
- Hover over Allocations icon  to review allocations made by the employee to an individual line item

From the **Receipts** tab:

- Click **Receipts Required** to detail receipts required by statewide Travel Policy
- Click **View Receipts In New Window** or **View Receipts in Current Window** to view ALL receipts.

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Choose **Approve**, **Approve & Forward** or **Send Back to Employee**

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## Appendix C: Cash Advance Approver Checklist

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Select the **Cash Advance Request** from the **Approval Queue** in My Concur

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Click the **Comments** tab to review all Comments

Click the **Audit Trail** tab to review the Audit Trail

Select **Approve** or **Reject**

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## Appendix D: Request Approver Checklist

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Select the **Request** from the **Approval Queue** in My Concur

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- Review the **Request Header** Information

**Segments Tab:**

- Review any Car Rental requests
- Review any Airfare requests
- Review any Hotel requests
- Review any Meals requests
- Review any Miscellaneous requests

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Select **Send Back Request, Approve** or **Approve & Forward**

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