TeamWorks
Travel and Expense
Powered by Concur Technologies

TTE System
User Reference

TABLE OF CONTENTS

DOCUMENT REVISION HISTORY

Date	Notes / Comments / Changes
11/14/11	Minor Corrections to Personal Mileage and Travel Request
1/27/12	Section 6: Cancel or Change Airline, Car Rental or Hotel Reservation – Corrected final step #. Section 7: Create an Expense Report from a Completed Trip-Itinerary in Upcoming Trips – Changed title and added clearly identified steps to simplify entry. Entire section renumbered. Section 8: Create a New Expense Report – No Travel Itinerary in Upcoming Trips – Updated title and added separate step for Travel Request for ease in user entry. Added New Section – Import Company Card Transactions into an Existing Expense Report – This is now section 9. Renumbered previous Sections 9-17 to 10-18 to accommodate the new section. Added Document Revision History to Table of Contents area section.
1/29/12	Corrected reference to reimbursement of checked bag fees to 1 bag.
5/15/12	Section 3, Step 4 and Step 6 – made optional. Section 5 – update policy notes for approved Travel Policy. Update Section 7 - Step 2 to add Selection option which required a renumbering of the section; updated Policy Notes to reflect approved Travel Policy. Update Section 8 - Changed heading description; Step 2 to add Selection option which required a renumbering of the section; updated Policy Notes to reflect approved Travel Policy. Step 3 updated notes. Update Section 9 - for specific colors for Air and Hotel company paid charges. Section 10 – drop the Travel Allowance Itinerary Error section as the audit rule was disabled; Cash Advance sections updated to Travel (Cash) Advance and Policy notes updated; Attach Scanned Images – verbiage on note changed. Section 14 – updated Cash Advance to Travel (Cash) Advance
5/29/12	Added Allocation Favorites to Section 11. Added Copy Expense Report to Section 11
9/25/12	Added View Receipts to Section 16 and renumbered section. Updated Section 12 Fax or Attach Receipts to include multiple receipts for the same expense item. Updated document for name change from GTE to TTE.
7/10/13	Updated design. Added New Section Change Password which caused a renumbering of all sections starting at Section 3. Updated Profile, Travel Allowances, Allocate Expenses, Receipt Store, Allocations. Requests, Cash Advances. Removed Approver details and referenced Approver's Handbook; rearranged sections and subsections. Deleted Creating an Expense Report from a Completed Trip. Changed order of options in Using Special Features. Minor renaming in many sections for clearer presentation.
10/11/13	Updated Section 11, Step 2 (Travel Allowance Entry) of Create an Expense Report for updated data entry format and requirements.
04/14/14	Restructured to match new process flows and software updates. Sections renumbered. Added How to Enter Rental Car Expense, Added Submit Expense Report to a Different Approver. Major changes to Profile sections.
05/07/14	Added references to How To documents in the TTE website where applicable; moved Request and Cash Advance Request earlier in the document and renumbered the subsequent sections, reversed Submit, Print and Recall and Review or Edit an Unsubmitted Expense Report sections..

Section 1: Logging In to TTE

Log on to TTE Travel & Expense	
1	In the **User Name** field, enter your ***EmployeeID@domain*** *(i.e., 00123456@sog.ga.gov) Your User Name and initial password will be provided.*
2	In the **Password** field, enter your ***password***.
3	Click **Login**.

If you are not sure how to access TTE Travel & Expense, check with the TTE Travel local administrator for your agency.

Attention:

Throughout the TTE system, REQUIRED fields are marked with red bars.

Section 2: My Concur Tab

Explore the available options	
1	Explore the ***My Concur*** section.
2	Locate the **Trip Search** and **Weather** section.
3	Locate the **Alerts** and **Travel Info** sections.
4	Locate the **Company** Info section.
5	Locate the **Expense Reports/Active Work** section.
6	Locate the other tabs (Travel, Request, Expense, Profile)
7	Locate the **Trip List or Upcoming Trips** section.
8	Locate the **Approval Queue** section. **Note:** *This section appears only if you have Approver permissions.*

Section 3: Profile: Change Password

1	At the top of the ***My Concur*** page, click **Profile**.
2	Select **Change Password**.
3	In the **Old Password** field, enter your current password.
4	In the **New Password** field, enter your new password.
5	In the **Re-enter New Password** field, enter your new password.
6	In the **Password Hint** field, enter a phrase or sentence that will remind you of your password. This is NOT a question that you have to answer but a hint to jog your memory. **Note:** *Without this hint you cannot use the prompts on the TTE login page.* *You do not have to change your password to change your hint.*
7	Click **Submit**.

Note: *For additional instructions with screenshots regarding* ***How Change Your TTE Password*** *please visit the How To Section of the SAO website.*

Section 4: Profile: Verify System Settings

Step 1: Verify Time Zone, Date Format	
1	At the top of the ***My Concur*** page, click **Profile**.
2	Select **System Settings**.
3	Verify Regional, Calendar and Other Settings as well as Other Settings.
4	Verify the **Email Notifications**
5	Click **Save.**

Section 5: Profile: Personal Information

Step 1: Verify Company, Home, Work and Contact Information	
1	At the top of the ***My Concur*** page, click **Profile**.
2	Click **Personal Information.**
3	Verify the **Company Information**.
4	Verify **Work Address** and update where needed.
5	Verify **Home Address** and update where needed.
6	Enter **Contact Information**
7	Click **Save**

Step 2: Enter and Verify Email Address	
1	From ***My Concur*** select **Profile** then select **Email Addresses** in the **Your Information** section
2	Click **+ Add an Email Address** to add a new email address. Select **Yes** to **Contact for Travel Notifications.**
3	Click **OK**
4	Click **Verify**

Note: *Check the email account you added for a code and instructions from Concur. The email will arrive in less than five minutes.*

Note: *For additional instructions with screenshots regarding* ***How to Verify My Email Address for Receipt Store*** *please visit the How To Section of the SAO website.*

5	Enter the code into the available box in the Email section of the Profile and click

	OK.
6	You will then be able to email receipt images to your Receipt Store at receipts@concur.com

Note: *Receipt Store will allow you to email receipts and documents into TTE to be used for Expense Reports. These receipts and documents can be accessed from the Receipt Store in Expense Reports. You can also upload scanned receipt images from your PC into Receipt Store.*

Step 3: Enter Emergency Contact Information	
1	Enter the Emergency Contact information
2	Click **Save**

Step 4: Enter Travel Preferences	
1	You **MUST** select the Government option or you will not see government rates. AAA, Military and Senior options may be selected as well.
2	Enter **Air Travel Preferences**
3	Enter **Hotel Preferences**.
4	Enter **Car Rental Preferences**.
5	Click on **+ Add a Program** under **Frequent Traveler Programs** to enter Frequent Traveler Programs for air, car and/or hotel. Select program type and enter personal program ID #. Click **Save**
6	Enter unused Southwest Ticket information in **Southwest Ticket Credits**.
5	Enter TSA Secure Flight information even if you will never plan to make flight reservations.

Note: *If you do not have a DHS Redress Number or a TSA Pre-Check #, leave it blank.*

6	Click **Save**

Step 5: International Travel: Passports and Visas	
1	Enter your passport information or check I do not have a passport.
2	Click **+ Add a Visa** if you have any visas to enter
3	Click **Save**

Step 6: Set up a Travel Arranger or Assistant - Optional	
1	At the top of the ***My Concur*** page, click **Profile**.
2	Select **Setup Travel Assistants**
3	Click **Add an Assistant**
4	In the **Search Criteria** field, type the last name of the person you wish to add as an assistant/travel arranger.
5	Click **Search**.
6	From the **Assistant** dropdown menu, select the appropriate assistant.
7	Select **Can Book Travel for Me**.
8	OPTION: Select **Is my primary assistant for travel**, if you have multiple Travel Assistants and this person is the primary person to book travel for you.
9	Click **Save**.

Step 7: Set up Credit Card for Hotel Reservations	
1	At the top of the ***My Concur*** page, click **Profile**.
2	Select **Credit Card Information**
3	Click on **+ Add a Credit Card**
6	Enter a personal Credit Card. This is a secure site and your information is secure. Only the last four digits of the card number will display. Select the checkbox next to **Use this card as the default for Hotels.**
7	Click **Save.**

Step 8: Verify Expense Information	
1	At the top of the ***My Concur*** page, click **Profile**.
2	On the **Expense Settings** menu on the left side of the page, click **Expense Information**.
3	On the **Expense Information** page, verify the pre-populated information.

NOTE: *Contact the TTE local travel administrator for your agency if any Expense Information is incorrect.*

Step 9: Set up an Expense Delegate – Optional	
1	At the top of the ***My Concur*** page, click **Profile**.
2	On the **Expense Settings** menu on the left side of the page, click **Expense Delegates**.
3	On the **Expense Delegate** page, click **Add Delegate**.
4	In the **Search by employee name, email address or logon id** field, type the last name of the delegate you wish to add.
5	From the list of matches, select the

	appropriate person. Click **Add.**
6	Select the responsibilities you wish this delegate to perform on your behalf.
7	Click **Save**.
Step 10: Update Expense Preferences	
1	At the top of the ***My Concur*** page, click **Profile**.
2	Select **Expense Preferences**.
3	In the **Send email when**… section, all should be selected
4	In the **Prompt** section, check **For an approver when an expense report is submitted** to have access to the agency authorized approvers list when your supervisor is not available.
5	Click **Save**.
Step 11: Add Personal Car	
1	At the top of the ***My Concur*** page, click **Profile**.
2	Select **Personal Car**.
3	On the **Personal Car** page, click **New**.
4	In the **Vehicle ID** field, enter the name *Personal Car Tier I*.
5	Click on the **Vehicle Type** drop down arrow and choose *Car – Tier I*.
6	Click **Save.**
7	Click **New.**
8	In the **Vehicle ID** field, enter the name *Personal Car Tier II*.
9	Click on the **Vehicle Type** drop down arrow and choose *Car – Tier II*.

10	Click **Save.**
Note: *If you report mileage expense for a motorcycle or personal aircraft, add them as well.* *The Vehicle ID is NOT the VIN # but either Personal Car-Tier I, Personal Car – Tier II, Motorcycle or Personal Aircraft which reflects the reimbursement rate.*	
Step 12: Verify Expense Approvers	
1	At the top of the ***My Concur*** page, click **Profile**.
2	On the **Expense Settings** menu on the left side of the page, click **Expense Approvers**.
3	On the **Expense Approvers** page, verify that your default expense approver is correct.
NOTE: *If the approver name listed for the Expense Approver is incorrect or if the field is blank, contact the TTE local administrator for your agency immediately.*	
Step 13: Add a Favorite Attendee - Optional	
1	At the top of the ***My Concur*** page, click **Profile**.
2	On the **Expense Settings** menu on the left side of the page, click **Favorite Attendee** then click **New Attendee**
Note: *Attendees are used to identify participants at Group Meal functions. See Policy.*	
3	From the **Type** dropdown menu, select the appropriate Attendee Type.
4	In the **Last Name** field, enter the last name of the new attendee.
5	In the **First Name** field, enter the first name of the new attendee.

6	In the **Attendee Title** field, enter the job title of the attendee.
7	In the **Company** field, enter the company where the attendee is employed.
8	Click **Save** or **Save & Add Another**
Step 14: Update Request Preferences	
1	At the top of the ***My Concur*** page, click **Profile**.
2	Select **Request Preferences**.
3	In the **Send email when**… section, select the email notifications you prefer.
4	In the **Prompt** section, check **For an approver when an expense report is submitted** to have access to the agency authorized approvers list when your supervisor is not available.
5	Click **Save**

Section 6: Create Request (Travel Authorization)

Note: *If your Agency is not configured for Request (Pre-Trip Authorization) through TTE, it will not appear as a tab in TTE.*	
Create Request	
1	In the **Active Work** section of the ***My Concur*** homepage**,** click on **Request.**
2	Click **New Request.**
3	Enter a meaningful name for the Request in **Request Name**. Include the travel dates in the name. (i.e. Banking Conference 0612 to 0618)
4	Enter **Start Date, End Date, Trip Type, Purpose** and **Comments** (if needed)..

5	Click the **Segments** tab.
7	Click the **Air**, **Car, Hotel, Meals** or **Misc** icon to enter estimated costs for each segment of the anticipated travel cost.
8	Enter an estimated dollar amount of the travel cost for the segment you are entering. Any required fields are indicated by a red bar.
Note: *Do not combine requests in one icon. Select each icon type and enter estimated amounts for each expense type. You can use each icon multiple times in one Request.*	
9	Click **Save** after completing each segment (Air, Car, Hotel, etc.)
Note: *You cannot change or delete a Request once you submit it for approval unless the approver returns it to you for change.*	
10	Click **Submit Request** to forward for Approval.

Modify Request Returned by Approver

1	On the ***My Concur*** page, select the **Request** tab from the **Active Work** section.
2	Select the **Request** that has been returned by an Approver. The return is indicated in the Status field as well as with an orange icon
3	Make any necessary changes requested by the approver in the Comments. You can change header or segment information.
4	Click on the **Segments** tab to update segment information.. Scroll through the entries. You will see a **Modify** and **Delete** button for each segment. **Modify** allows you to change a segment and **Delete** allows you to delete a segment. You can also add a new segment, by clicking on one of the segment icons (Air, Car, Hotel, etc.)
5	Click **Submit Travel Request** to resubmit the request with the required changes.

Section 7: Request Cash Advance

Note: *If your agency does not allow Travel (Cash) Advances it will not appear under the Expense tab in TTE. Also If you need the Cash Advance in less than a week, do not process the Request through TTE.*

1	Select **Cash Advance** from the **Active Work** section of **My Concur** or click on the **Expense** tab.
2	Click **New Cash Advance.**
3	Enter a meaningful name for the Cash Advance in the **Cash Advance Request Name** field.
4	Enter the required amount in the **Amount** field.
5	Use the **Purpose** and **Cash Advance Comment** fields to provide any additional information to the Cash Advance Approver.
6	Click **Submit** at the bottom right of the entry window.
7	You can monitor the status of the Cash Advance Request from the My Concur home page.

Section 8: Travel: Make a Travel Reservation for Air, Car and Hotel

Step 1: Make a Flight Reservation

1	On the **Flight** tab, select one of these: • Round Trip • One Way • Multi-Segment
2	In the **Departure City** and **Arrival City** Fields, enter the cities for your travel**.**
3	In the **Departure** and **Return** fields, select the preferred travel dates and times.
4	If you need a car, select **Pick-up/Drop-off car at airport**.
5	If you need a hotel, select **Find a Hotel**. Select search parameters.
6	Select **Non-Refundable.** *See note.*

Note: *To view refundable and non-refundable options, enter **Refundable**.*

Policy Note: *Refundable fares should be within $150 of a Non-Refundable fare**.** To search and compare pricing on Refundable and Non-Refundable fares select **Refundable**.*

Policy Note: *Choose lower cost flights within +/- 2 hours of preferred flight times.*

Policy Note: *Should choose connecting flights over non-stop if it adds 2 hours or less to travel time and saves $200 or more.*

Policy Note: *Domestic flights – coach class only. Upgrades after booking are at traveler's expense. International flights: Business class is allowable for international travel when approved in advance by the respective Agency head or designee*

7	In the **Search Flights By** field, **Price** is the default view. You will be able to view by schedule on a secondary tab in the results.
8	Click **Search**.
9	Flight search parameters can be changed in the panel to the right of the flight matrix to refine your search.

10	Select flight from the flight matrix that appears. Click **Show Details** for more flight data and to preview seat availability **Note:** *Flight matrix includes inbound and outbound flight. Click the More Like This + link on a flight to see additional inbound/outbound options.*
11	Click the **View Seat Map** icon next to the flight to preview the availability of seats. You cannot book a seat at this point. The reservation will default to the seat preference set in your Travel Profile.
Note: *Reservations within Statewide Travel Policy guidelines will display a green reserve button, those outside policy a gold reserve button. You can book out of policy, but will need to explain why in the reservation process. A red button will not allow you to book the flight without approval. This is Audited by the State.*	
Note: *Air Travel Insurance is automatically included at no cost when you book your company paid reservation through TTE. You* ***do not*** *need to purchase it separately.*	
12	Click **Reserve**.
Note: *Access the airline website directly to process baggage. Usually less expensive if done online.*	
Step 2: Reserve a Rental Car	
1	If you specified that you need a car on the **Flight** tab, you will see car results for the car search.
Policy Note: *Hertz and Enterprise rental car are under contract statewide. Hertz on airport rentals are under contract in and out of state. Hertz and Enterprise are under contract for off airport rentals in state. Off airport car rentals out of state are not under contract and no Contract Waiver Request is needed. Renting outside the Statewide vendor contract requires an approved Statewide* ***Contract Waiver Request (SPD-NI005)*** *which must be attached to your Expense Report.*	

2	Select the appropriate rental car from the car matrix, and then click **Reserve**.
Note: *Book the car rental through the booking tool. For pick-up/return call the renting location directly to make arrangements. The number appears on your Travel Itinerary.*	
Note: *Reservations within Statewide Travel Policy guidelines will display a green reserve button, those outside policy a /gold reserve button. You can book out of policy, but will need to explain why in the reservation process. A red button will not allow you to book the reservation. This is Audited by the State.*	
Step 3: Reserve a Hotel	
1	If you selected the **Find a Hotel** option on the **Flight** tab, the hotel results are displayed after you choose your rental car. Hotels with special State of GA rates are marked with one or two peaches.
2	Use the filter options to narrow your search by **Amenity**, **Neighborhood**, or **Chain**.
Policy Note: *Travelers are required to submit a copy of the Occupancy Tax Exemption Form to instate lodging vendors at registration. Link to form pops up during registration process. Link to form is also on the SAO Website Online Booking Tool page.*	
3	Click **Show Details** for a specific hotel to view more detailed information.
4	Click **Choose Room** to view rates and details about the rooms.
5	When ready to reserve your room, click the radio button to the left of the rate, and then click the green **Reserve** button.

Note: *Reservations within Statewide Travel Policy guidelines will display a green reserve button, those outside policy a gold reserve button. You can book out of policy, but will need to explain why in the reservation process. A red button will not allow you to book the flight without approval. This is Audited by the State.*	
6	Review the pop up for rates, dates and cancellation policy. Click the acceptance box to acknowledge acceptance and then click **Continue**.
Step 4: Preview Itinerary	
1	Review the reservation components in your Itinerary. Make any necessary changes or corrections.
2	To change your seat assignment on flight segments, click on **Change Seat.**
3	Your current assignment shows with a person icon. Select a new seat and click **Change Seat**.
4	Click **Next.**
Step 5: Trip Booking Information	
1	Enter a name for your trip in **Trip Name** (include travel dates in name) and optionally add any additional information in the **Description** field.
2	You can send a copy of the itinerary to another person from here. You will automatically receive an email at the email address in the profile.
3	Click **Next**.
Step 6: Trip Confirmation	
1	Verify information such as travel dates, cars, hotels, cancellation policy.
2	To make any changes, click **Previous**.

3	To complete the booking, click **Purchase Ticket**.
4	The booking is complete when you see the **Finished** message and a unique **Trip Record Locator** number.
Note: *Options to print or email another copy of your itinerary are located at the bottom of the page.*	
5	Click **Return to Travel Center**. Your trip will appear in Upcoming Trips on the ***My Concur*** Page.

Section 9: Travel: Make an Air Only Reservation

Step 1:Select Flight	
1	On the **Flight** tab, select one of these: • Round Trip • One Way • Multi-Segment
2	In the **Departure City** and **Arrival City** Fields, enter the cities for your travel**.**
3	In the **Departure** and **Return** fields, select the preferred travel dates and times.
4	Select **Non-Refundable.** *See note.*

Note: *To view refundable and non-refundable options, enter **Refundable**.*

Policy Note: *Refundable fares should be within $150 of a Non-Refundable fare. To search and compare pricing on Refundable and Non-Refundable fares select **Refundable**.*

Policy Note: *Choose lower cost flights within +/- 2 hours of preferred flight times.*

Policy Note: *Should choose connecting flights over non-stop if it adds 2 hours or less to travel time and saves $200 or more.*

Policy Note: *Domestic flights – coach class only. Upgrades after booking are at traveler's expense. International flights: Business class is allowable for international travel when approved in advance by the respective Agency head or designee*

5	In the **Search Flights By** field, **Price** is the default view. You will be able to view by schedule on a secondary tab in the results.
6	Click **Search**.
7	Flight search parameters can be changed in the panel to the right of the flight matrix to refine your search.
8	Select flight from the flight matrix that appears. Click **Show Details** for more flight data and to preview seat availability **Note***: Flight matrix includes inbound and outbound flight. Click the More Like This + link to see additional inbound/outbound options.*
11	Click the **View Seat Map** icon next to the flight to preview the availability of seats. You cannot book a seat at this point. The reservation will default to the seat preference set in your Travel Profile.

Note: *Reservations within Statewide Travel Policy guidelines will display a green reserve button, those outside policy a gold reserve button. You can book out of policy, but will need to explain why in the reservation process. A red button will not allow you to book the flight without approval. This is Audited by the State.*

Note: *Air Travel Insurance is automatically included at no cost when you book your company paid reservation through TTE. You **do not** need to purchase it separately.*

12	Click **Reserve**.

Note: *Access the airline website directly to process baggage. Usually less expensive if done online.*

Step 2: Preview Itinerary	
1	Review the reservation components in your Itinerary. Make any necessary changes or corrections.
2	To change your seat assignment on flight segments, click on **Change Seat.**
3	Your current assignment shows with a person icon. Select a new seat and click **Change Seat**.
4	Click **Next.**
Step 3: Trip Booking Information	
1	Enter a name for your trip in **Trip Name** (include travel dates in name) and optionally add any additional information in the **Description** field.
2	You can send a copy of the itinerary to another person from here.
3	Click **Next**.
Step 4: Trip Confirmation	
1	Verify information such as travel dates, cars, hotels, cancellation policy.
2	To make any changes, click **Previous**.
3	To complete the booking, click **Purchase Ticket**.
4	The booking is complete when you see the **Finished** message and a **Trip Record Locator** number.
Note: *Options to print or email a copy of your itinerary are located at the bottom of the page.*	
5	Click **Return to Travel Center**. Your trip will appear in Upcoming Trips on the ***My Concur*** Page.

Section 10: Travel: Make A Car Only Reservation

Step 1: Select Rental Location

Policy Note: *Hertz and Enterprise rental car are under contract statewide. Hertz rentals on airport are under contract in and out of state. Hertz and Enterprise are under contract for off airport rentals in state. Off airport car rentals out of state are not under contract and no Contract Waiver Request is needed. Renting outside the Statewide vendor contract requires an approved Statewide **Contract Waiver Request (SPD-NI005)** which must be attached to your Expense Report.*

1	Click on the **Car** tab in Trip Search.
2	Enter **Pick-up Date** and **Drop-off Date** and times.
3	Select **Airport Terminal** or **Off Airport** pickup filters. • For Airport, enter the Airport name. The system will help you by displaying the closest matches as you type the name in. • For Off Airport click the blue Search to display the search filters. Enter the desired options and click on **Search**. Click **Choose**. Click on the Choose This Car Location link for the desired pickup location. Click **Search**. Click **Continue**.
4	Select the appropriate rental car from the car matrix, and then click **Reserve**.

Note: *Reservations within Statewide Travel Policy guidelines will display a green reserve button, those outside policy a /gold reserve button. You can book out of policy, but will need to explain why in the reservation process. A red button will not allow you to book the reservation. This is Audited by the State.*

Note: *Book the car rental through the booking tool. For car pick-up/return call the renting location directly to make arrangements. The number appears on your Travel Itinerary.*

Step 2: Preview Itinerary

1	Review the reservation components in your Itinerary. Make any necessary changes or corrections.
2	Click **Next.**

Step 3: Trip Booking Information

1	Enter a name for your trip in **Trip Name** (include travel dates in name) and optionally add any additional information in the **Description** field.
2	You can send a copy of the itinerary to another person from here.
3	Click **Next** to continue or click **Previous** to make changes.

Step 4: Trip Confirmation

1	Verify information such as travel dates, rates, cancellation policy.
2	Click **Previous** to make changes or **Confirm Booking** to complete the reservation.

Section 11: Travel: Make a Hotel Only Reservation

Step 1: Select Hotel

1	Click on the **Hotel** tab in Trip Search.
2	Enter **Check-in Date** and **Check-out Date** and times.
3	Enter Search criteria choosing Airport, Company Location, Address or Reference Point. • Each option has additional filters to complete
4	Click **Search** Click **Choose** Click **Continue**

Policy Note: *Travelers are required to submit a copy of the Occupancy Tax Exemption Form to instate lodging vendors at registration. A link to the form pops up during registration process. A link to the form is also on the SAO Website Online Booking Tool page.*

5	A hotel matrix displays.
3	Click **Show Details** for a specific hotel to view more detailed information.
4	Click **Choose Room** to view rates and details about the rooms.
5	When ready to reserve your room, click the radio button to the left of the rate, and then click the green **Reserve** button.
6	Review the pop up for rates, dates and cancellation policy. Click the acceptance box to acknowledge acceptance and then click **Continue**.
7	Select Credit Card Payment information and then **Reserve Hotel.**

Step 2: Preview Itinerary

1	Review the reservation components in your Itinerary. Make any necessary changes or corrections.
2	Click **Next.**

Step 3: Trip Booking Information

1	Enter a name for your trip in **Trip Name** (include travel dates in name) and optionally add any additional information in the **Description** field.
2	You can send a copy of the itinerary to another person from here.
3	Click **Next** to continue or click **Previous** to make changes.

Step 4: Trip Confirmation	
1	Verify information such as travel dates, rates, cancellation policy.
2	Click **Previous** to make changes or **Confirm Booking** to complete the reservation.

Section 12: Travel: Cancel or Change Airline, Car Rental, or Hotel Reservations

Note: *Flight changes are available for e-tickets with a single carrier. You can change the time or date of a ticketed flight that has not yet occurred with the same airline and routing.*

Direct contact with the State TMC Travel Consultant (Travel, Inc.) to book reservations may incur additional charges.

1	Select your trip from the **Upcoming Trips** tab in **Travel** or **Trip List** in **My Concur.**
2	To cancel the ENTIRE trip, click on the Cancel Trip link on the same line as the trip being cancelled. To change or cancel a SEGMENT of a trip, click the name of the trip.
3	The existing itinerary will open. You may ADD a new leg to the trip by selecting Air, Car or Hotel. You may CANCEL a leg of the trip by clicking on Cancel this segment or you may make minor CHANGES to an existing trip Segment.
	At the top of the Trip Itinerary you have the option to: • Print • Email Itinerary • Open in Outlook • View Trip History • Create Template (make it easier to book the same trip regularly) • Clone Trip (make it possible to book the same trip for others you make arrangements for) • Share Trip (share trip information with another) • Cancel the Entire Trip
4	Follow prompts depending on action chosen.

Policy Note: Air *cancellations, Voids and Exchanges – see Travel Policy.*

Note: *If you <u>completely</u> cancel a reservation there is still going to be an agency booking fee that needs to be expensed. You can import this Smart Expense to your next expense report.*

Section 13: Expense: Create a New Expense Report

Note: *DO NOT combine in-state, out-of-state and international travel expenses. Required fields have red bars in the field.*

Step 1: Create the report	
1	Select **New Expense Report** in Active Work section of the ***My Concur*** page or under the ***Expense Tab***.
2	The current system date defaults in the **Report** Date field.
3	In the **Report Name** field, enter a name for the expense report. Include the travel dates in the Report Name. (i.e. Banking Conference 0612 to 0618)
4	Click on the arrow in the **Trip Type** field and select the appropriate trip type: In-State Travel, International Travel or Out Of State travel from the drop down menu.
5	Enter the start date for the expense period for this report as MM/DD/YYYY or use the calendar icon in the **Trip State Date** field.
6	Enter the end date for the expense period for this report as MM/DD/YYYY or use the calendar icon in the **Trip State Date** field.
7	In the **Purpose of Trip** field, enter the business purpose for the expense report.
8	Enter any necessary comments in the **Comments** box.

Step 1b: Attach Approved Request (if required by agency)	
1	If your agency uses Requests, link any approved Request for this report to the Expense Report. Click on **Add** in the Travel Request section. If not, go to #1C.
2	Select the applicable Travel Request from the list and click **Add**.

Step 1c: Complete Report Creation (Required by all agencies)	
1	Click **Next**.

Step 2: Assign Cash Advance (If your agency does not have Cash Advances go to Step 3.	
1	Any unassigned Cash Advances will automatically display if your agency is configured for Cash Advances.
2	To assign a Cash Advance to the new Expense Report, select it and click **Assign Cash Advance to Report**.

	To assign it later, DO NOT select a Cash Advance and click **Next**.
Step 3: Enter Meals Per Diem (Travel Allowance)	
Note: *For additional instructions with screenshots regarding* ***How to Enter Travel Allowances – No Overnight Stay, How to Enter Travel Allowances – Overnight Stay, How to Correct Travel Allowances*** *and* ***How to Edit Provided Meals*** *please visit the* [How To Section]() *of the SAO website.*	
1	A **Travel Allowance** window opens: Will this report include meals per diem? Select **Yes** if Meals Per Diem applies and you want to enter them now or enter **No** *if you prefer to enter them later*.
Note: *For overnight trips begin here. For Single day trips go to #3b.*	
3	Move scroll bar to top of New Itinerary box. If this is a multiple day trip you should be using **Standard Itinerary**. Enter departure city in **Depart From** and enter your departure time in **Time** (i.e. 6:30 am). ***Note:*** *To enter Single Day Per Diem go to* ***Single Day Itineraries*** *at #3b*
4	Enter your destination city for the first day in **Arrival** and enter your arrival time in **Time.** Click **Save.** This builds the first leg of your trip.
5	Now you enter the final leg of your trip. The departure city will default to your last stop. If this isn't correct, enter the city where you spent the night in **Departure**. Enter the time you left in **Time**.
Note: *Overnight Per Diem rates are determined by where you spent the night. If you spent the night in more than one location you would have more than two legs to your itinerary. Enter one leg for each location you spent the night.*	
6	Enter your arrival destination for the last day of travel which is likely home in **Arrival**. Enter the time you arrived in **Time**. Click **Save.**
7	Click **Next**
8	Click **Next** again
9	Click **Create Expenses**
Note*: For Single Day Per Diem-No Overnight begin here.*	
3b	**Single Day Trips:** Select **Go To Single Day Itineraries** at the bottom of the window if the Single Day Entry does not appear.
4b	Enter a start date **in choose start date** and press **Go.**
5b	In **Start Location** next to the correct date enter your starting point for the day trip. You MUST choose locations with (Single Day) in the location name. Enter the time you left in **Depart**.
6b	Enter the last business stop of the day in **End Location.** You must choose a city with **(Single Day)** in the name**.** Enter the time you arrived in **Arrive**. ***Note****: Don't be concerned with stops in between. The Per Diem is determined by the final business location of the day and the number of hours you were on Travel Status.*
7b	In the next **Depart** field enter the time you left your last business stop and in the **Back** field enter the time you arrived home. Press **Tab** to display the total hours calculation.
8b	When you have completed entering your Itineraries for this date range in Travel Allowance click on **Save Itineraries**. *See policy note*.
9b	Click **Next**
10b	Click **Next** again
11b	Click **Create Expenses**
Policy Note: *Travel Allowance is calculated at 100% of the allowable Per Diem rate for the last business location of the day for Single Day Travel. For Multiple Day Travel with associated overnight stay(s) the Travel Allowance is calculated at 75% for 1st and last day of travel and 100% on days in between .* *<u>Single Day Per Diem</u> : Per diem rate is calculated on your last business travel location of the day. Travel Status is achieved for Per Diem if you travel 50 miles or greater from your home or office, are gone for 12 hours or greater and there is no associated overnight stay. You MUST choose locations with (Single Day) in the name!* *<u>Multiple Per Diem Days:</u> Per diem rate is based on where you spend the night. If your hotel is in Pooler, GA but you were working in Savannah, GA Pooler, GA would be the final destination of the day.* *<u>Travel Allowances for a single day</u> where travel exceeds 50 miles from the home/office location and continuous travel is 12 hours or greater are calculated at 100% of Per Diem based on last business stop location.* **<u>Travel Policy Note:</u>** *Effective 7/1/13 incidental expenses are no longer included in Out of State Per Diem.*	
Step 4: Add expenses without associated Travel Reservations made in TTE. Required fields have red bars	
1	On the **New Expense** tab to the right, search or scroll to locate the appropriate expense type and click on it.
2	Click on the calendar icon in the

	Transaction Date field, and then use the calendar to select the date of the transaction.
3	The purpose of the trip is populated from entering Step 1, Section 7.
4	Enter the merchant name for the expense in **Vendor Name** (i.e. Staples, FedEx)
5	Start entering the name of the city where the merchant was located in the **City** field. When the correct city and state (or country) appears select it
Note: *This field acts like a search field. To restrict the search to the US click the arrow next to "all countries" and select United States.*	
6	Verify the **Payment Type** is correct. Click the arrow in the **Payment Type** field to choose from Out of Pocket or Company Paid
7	In the **Amount** field, enter the amount spent on the expense.
8	If you emailed, uploaded or faxed your receipt to Concur, click **Receipt Store** and drag the receipt to attach it to the expense item.
9	If a Request is attached to this report, verify the correct one is linked to the expense or select none from the dropdown.
9	Click **Save.**
Step 5: See Section 15 for how to use Special Features of specific expense types,	
Step 6: Import travel reservations (air, car or hotel) made in TTE, please see Section 14	
Note: *If your Agency uses Travel (Cash)Advances please see Section 15 Using Special Features-Attach Travel Advances to an Expense Report.*	

Section 14:Expense: Importing Smart Expenses into an Expense Report

1	Open the Expense Report
2	Click on **Import**
3	The **Smart Expenses** window opens.
4	Click the check box next to the Company Paid charges you want to add to the Expense Report. **Note:** *This could be a car rental, hotel, air and/or travel agency fee*.
5	Click on **Import.**
6	If prompted, select the "**To Current Report**" option.
7	The expenses are imported to the Expense Report and are visible on the left side of the open Expense Report.

Note: *Once Smart Expenses are imported you must verify the Expense Item and add any missing data.*

Note: *For additional instructions with screenshots regarding* ***How to Import Smart Expenses*** *please visit the How To Section of the SAO website.*

Note: *You will have to add the total charges to the Imported Hotel Smart Expenses from your Hotel Receipt and itemize the charges. See Section 15, Using Special Features - Itemize Nightly Lodging Expense.*

Note:*You will have to add supplemental information from your Car Rental Receipt and itemize the Rental Car Only expense item. See Section 15 Using Special Features- Itemize Car Rental Expense.*

Section 15: Expense: Using Expense Special Features

Add Personal Car Mileage

Note: *For additional instructions with screenshots regarding* ***How to Enter Personal Car Mileage*** *please visit the How To Section of the SAO website.*

1	On the **New Expense** tab, select Personal Car Mileage from the **New Expense** list.
2	Click the **Transaction Date** field and enter the date you drove this mileage.
3	Leave the **From Location** and the **To Location** fields, blank. These fields will update from **Calculate Mileage**.
4	Verify the **Trip Type** from the Report Header.
5	Select the appropriate personal car in the **Vehicle ID** field; generally Personal Car-Tier I or Personal Car – Tier II
6	Click on the **Mileage Calculator** icon. Enter **all** the waypoints for your trip that day – start to last travel location.
Note: *When entering a single day of a multi-day trip start may be where you left from that travel day and end where you spent the night that travel day.* **Note:** *You can enter a city and state without an address. The system will calculate mileage to the center of the location. Adjust mileage on the actual expense if needed. See note at end of this section on mileage differences.*	
7	Enter the final destination of the day or click **Make Round Trip** to show final destination the same as the starting destination.
8	Click the box **Deduct Commute** to deduct a one way commute.
Note: *The first time you enter Personal Car Mileage you will enter your home and office address in the Deduct Commute box. You only have to enter home and office data once.*	

9	To make this a round trip commute deduction, click **Deduct Round Trip**.
10	Click **Add Mileage To Expense** to update the expense report.

Note: *If your actual mileage was different than the calculated mileage due to detours, locations with no address, etc., add this mileage to the calculated distance in the expense amount box and make a note in the comments box. Failure to enter an explanation may result in your expense report being rejected.*

Allocate Expenses

Note: *For additional instructions with screenshots regarding **How to Use Allocation Favorites, How to Correct Allocations** and **How to Enter Allocations** and **Create Allocation Favorites** please visit the How To Section of the SAO website.*

New Allocation

1	Complete all expenses as usual.
2	Click **Details** tab and select **Allocations** from the dropdown list.
3	Select the expense(s) you wish to allocate from the Expense List. You may choose multiple or all the expense items.
4	In the upper right hand corner of the window, click **Allocate Selected Expenses** to open the allocations entry.
5	In the **Allocate By** field, enter the appropriate **Percentage** or **Amount**.
	The coding information that appears on the line displayed is your default from the HCM system.

Note: *To use an existing saved **Favorites** allocation go to Step 9b.*

6	Click **Add New Allocation** to add a new line. You may adjust the amount or percentage to suit your needs.
7	Click in the fields requiring the coding adjustment (**Department, Program, Fund Source, etc.**) and then make the necessary adjustments. You may use the lookup or enter the information if you know it. **Note:** *Add new allocations as necessary. Default information is in the first row of the allocations.*
8	Click **Add New Allocation**, and then repeat steps 6-7 for each new allocation. **Note**: *There is a running total of how much remains to be allocated to the right of the window title (Allocations).*
9	To save this allocation to reuse again click on the **Add to Favorites** tab
10	Enter a name for the Allocation in the **Add To Favorites** dialogue box that opens.
11	Click **Save**
12	Click **Save** again, click **OK**
13	In the **Allocate Report** window, click **Done**.

To use a saved Allocation to allocate expenses

9b	After selecting the items to allocate and selecting **Allocate Selected Expenses** click on the **Favorites** Tab
10b	Select the appropriate saved Allocation from the drop down list.
11c	Click **Yes** in the **Confirmation** dialogue box that opens.
12c	Click **Save**, and then click **OK**.
13c	I In the **Allocate Report** window, click **Done**.

Convert Foreign Currency Transactions

1	Click **New Expense**
2	On the **New Expense** tab select the appropriate expense type.
3	Complete all required fields as usual *except* **Amount**.
4	In the **Amount** field, enter the amount spent on the expense.
5	Select the "spend" currency from the dropdown list to the right of the **Amount** field.
6	Click the appropriate mathematical symbol (multiply or divide) to change the conversion format, if required.

Note: *You can override the currency conversion rate to match the rate on your receipt by entering the correct data*

7	Click **Save**

Itemize Nightly Lodging Expenses

Step 1: Itemize nightly lodging expenses

1	For a new item on **New Expense** tab select the **Hotel** expense type OR For an item imported into the expense Report from a Completed Trip Itinerary click on the Hotel expense item to be itemized.
2	Click on the **Transaction Date** field and use the calendar to add or correct the date of the transaction (invoice date.
3	Verify or select the vendor from the Vendor dropdown list.
4	Enter location of hotel in **City**. (i.e. Moultrie, GA)

5	Verify the **Payment Type**.
6	In the **Amount** field, enter the **total** amount on the hotel receipt.
7	Click **Itemize**.
8	The Check Out date should be filled in from the 1st entry screen. You can change it here.
9	Enter the **Check-in Date or the Number of Nights**. The system will complete the field you did not select**.**
10	In the **Room Rate** field, enter the amount you were charged per night for the room only.
11	In the **Room Tax** fields, enter the amount of each room tax that you were charged.
Note: *For In State lodging only any Occupancy Tax charged is NOT entered in Taxes. See Step 12 for instructions.*	
12	Go to **Additional Nightly Charges** and from the drop down menu in **Expense Type** select **Occupancy Tax** (in the **Lodging** section) and enter the daily amount of the Occupancy Tax in the amount field.
13	Any **Additional Charges** (Daily recurring charges) are added in the next available field. From the **Expense Type** drop down menu, select the appropriate expense type.
14	In the **Amoun**t field, enter the amount of the expense.
15	Click **Save Itemizations**.

Step 2: Add any remaining lodging itemizations	
1	If the **Amount Remaining** displayed at the top of the **Expense** tab on the right is more than zero, you have amounts not itemized. You may have expenses that were charged but not nightly charges to enter this way.
2	Click the **Expense Type** dropdown arrow, and then select the appropriate expense from the dropdown list.
3	Enter the amount of the expense in the **Amount** field. Check the **Personal Expense** box if this is a personal non-reimbursable expense on the receipt.
4	Click **Save.**
5	Repeat steps 1-4 until the **Remaining Amount** equals $0.00
Note: *For additional instructions with screenshots regarding **How to Itemize a Hotel Expense with Multiple Room Rates** please visit the [How To Section]() of the SAO website.*	
Car Rental Expense	
1	Import the Car Rental Smart Expense into the expense Report. **OR** If your expense was for an off airport out of state Rental Car Vendor and not a direct billed Hertz or Enterprise, select **Rental Cars Only** as the Expense Type.
2	Click on the **Rental Cars Only Expense** Item to open it.
3	Click on the **Transaction Date** field and verify or add the date of the transaction (invoice date). Use the calendar icon or enter MM/DD/YYYY.

4	Enter the **Number of Days the vehicle was rented**
3	Verify or select the vendor from the **Vendo**r dropdown list.
4	Verify or enter the **City** the car was rented from. (i.e. Moultrie, GA)
5	Verify the **Payment Type** is Company Paid. (For Hertz or Enterprise only)
6	In the **Amount** field, verify or enter the total amount on the car rental receipt.
7	Calculate the average daily rate by dividing the invoice total by the number of days the car was rented. Enter this result in the **Avg. Daily Rate** field.
8	Select the **Car Class** from the field dropdown.
9	Click **Save**
Note: *For additional instructions with screenshots regarding **How to Enter Rental Car Expenses** please visit the [How To Section]() of the SAO website.*	
Attach Cash Advances to an Expense Report	
Note: Not all Agencies offer Cash Advances.	
1	Open the Expense Report, click on the **Details** tab and under ***Cash Advances*** heading on the menu, select **Available**
2	Click the box next to any Cash Advances applicable to this Expense Report. Multiple Cash Advances can be applied.
3	Click **Assign Cash Advance to Report**.

Note: *The Cash Advance does not appear in expenses at this point. You can see any unused balance at the bottom left of the expense report.*

Note: *Please read the Statewide Travel Advance Policy – OPB. A link to this OPB Policy is on the [SAO website](#)*

Account for a Cash Advance

1	Once a Cash Advance is assigned to the Expense Report the **Cash Advance Return** expense item appears in the Expense Types list on the New Expense tab. Before submitting the Expense Report select **Cash Advance Return**.
2	A grid appears displaying the amount of the Cash Advance and the amount due back to the State.
3	Enter the date you returned the unused portion to your Agency in the **Transaction Date** field and the amount returned in the **Amount** field. You must enter the amount you returned or a zero to indicate all funds were accounted for.

Note: *Unless you enter the Cash Advance Return Expense Type you will not be able to submit the Expense Report - even if the return amount is zero!*

4	Attach any documentation for the return of the unused portion utilizing the Attach Receipt button or from Receipt Store.
5	Click **Save.**

Note: *Please read the Statewide Travel Advance Policy – OPB. A link to this OPB Policy is on the [SAO website](#).*

Detach Cash Advance from an Expense Report

1	Open the Expense Report
2	Click on the **Details** tab and under ***Cash Advances*** select **Assigned**.
3	Click the box next to the Cash Advance to be detached and click **Remove From Report.** **Note:** *This does not delete the Advance, just removes it from association with this Expense Report.*

Add Attendees to Group Meals

1	On the **New Expense** tab, select the Group Meals expense.
2	Click the **Transaction Date** field, and then enter the date (mm-dd-yyyy) or use the calendar icon to select the date of the transaction.
3	The Purpose of Trip field should be populated.
4	Enter the merchant name on the receipt into the **Vendor** field. Verify the **City** field is correct.
5	In the **Amount** field, enter the amount of the expense.
6	Scroll down to the **Attendees** Section.
7	To add a new attendee, click the » icon and select **New Attendee**. Complete the required fields, and then click **Save** or **Save & Add Another.** –OR- Click **Favorites,** select the attendees for this expense, and then click **Add to Expense.** -OR- Click the **Search** button. Enter your search criteria, select the attendee. Click **Add to Expense.**
8	Click **Save**.

Copy a Single Expense

1	On the Expense Report page, from the **Expense List**, select the checkbox next to the expense you wish to copy.
2	Click **Copy**
3	Click on the new expense.
4	Make all the necessary changes to the new expense. The date will increment one day from the item you copied.
5	Click **Save**.

Copy an Expense Report

Note: *If you have repetitive travel, or repeat a previous trip this can save you time. For some TTE users this will not be a viable tool.*

1	Click on the **Expense** tab.
2	Select **View Reports**
3	Click the check box next to the Expense Report you wish to copy.
4	Click **Copy Report**,
5	Enter a name for the new Expense Report. **Note:** *The old name will be displayed but will be overwritten with the new name.*
6	Enter the earliest date you will be entering expenses for on the new Expense Report in the **Starting Date for Expense Entries on the New Report** field.
7	Click **OK.**

Note: *Some expenses will NOT copy – such as Travel Allowances, Travel Requests, Cash Advances and receipts. You will see a brief message indicating whether all expenses copied or not.*

8	The new Expense Report opens.
9	Click on the **Details** tab and select the **Report Header**.
10	Correct the **Trip Start Date** and T**rip End Date**.
11	Correct any other fields in the **Report Header** that need adjustment.
12	Attach any approved **Requests** needed.
13	Click **Save**
14	The new Expense Report opens.
15	Add any Travel Allowances by clicking on the **Details** Tab and selecting **New Itinerary** and enter as usual. See Section 13, Step 3 of this document for details.
16	Look at the details on all expenses that copied. Make any corrections necessary. For example, dates, adjust the stops on personal car mileage, dates on hotel stays, etc.
17	Attach any receipts necessary. See Section 16: Attaching Receipts.
18	Attach and account for any applicable Cash Advances. See **Attach Cash Advances** section above in this Section.

Section 16: Expense: Attach Receipts

Fax receipts	
1	Open the Expense Report you want to fax receipts for.
2	Click the **Print/Email** tab and select ***SOG Fax Receipt Cover Page.**
3	Click **Print**.
4	Fax the printed cover page and receipts to the fax number on the page. **Note:** *The Fax Cover page cannot be used for other expense reports. The bar code generated is exclusively for the Expense Report that generated the Cover Page. Complete instructions and the Fax Number are on the page. Allow 10-15 minutes for the receipts to process.*
5	To verify the receipts were successfully attached, click the **Receipts** tab and select **Check Receipts**.

Attach scanned images of receipts	
1	On the **Expense Report** page, from the **Receipts** dropdown menu, select **Attach Receipt Images**.
2	Click **Browse**. Locate the files you want to attach.
Note: *Recommended that you create a folder on your PC to store your scanned receipts so you can easily locate them.*	
3	Click the file, and then click on **Open.**
4	Repeat Step 2-3 for each file you want to attach.
5	Click **Close** when finished
6	To view the attached receipts, click on the **Receipts** tab and select **View Receipts.**
Note: *You can add multiple expense images to a single expense item. Each one is added separately using the Attach button. The system will ask if you want to append the image, say Yes.*	

Attach Line Item Receipts from Receipt Store	
1	Open the Expense Report
1	Click on **Receipt Store.**
2	Click on the appropriate receipt and drag it to the expense item you wish to attach it to and drop it.
3	Repeat Step 2 to add additional receipts to the same expense entry or to add receipts to other expense entries.

Manually Upload Receipts to Receipt Store	
1	Click on the **Expense** tab and select **View Receipt Store**. **Note:** *No Expense Report needs to be open*
2	Click on **Upload**
3	Click on **Browse**
4	Locate the receipt image file you wish to attach and click **Open**.
5	Click **Upload**.
6	Repeat steps 2-5 for each receipt image you want to add.
7	When done, click **Close**. The receipts are available for use on any Expense Report. When you drag a receipt from Receipt Store to an Expense Item, the file no longer appears in Receipt Store. You can upload receipts anytime **Receipt Store** is open, whether inside an Expense Report or not.

Email Receipts to Receipt Store	
1	Verify your email address in Profile if you have not already done so.
2	Send the receipt (one at a time) via email to receipts@concur.com.
3	The receipts will appear in **Receipt Store** in a few minutes and are available for use. Please refer to the Receipt Store

	Set Up Manual for more details.
Delete a receipt image from a single expense item	
1	Open the Expense Report,
2	Hover over the green receipt icon to display the attached receipt images for that item. Click on **Detach From Entry**.
3	Click **Yes** in the confirmation box.
4	The image is detached. **Note**: *Items with multiple receipt images attached will act as one image with multiple pages. Deleting will delete all the images attached to the item. You can add back any receipt images you do want attached.*
Delete ALL attached receipt images from an Expense Report	
1	Open the Expense Report, click on the **Receipts** tab and select **Delete Receipt Images.**
2	Click **Yes** in the confirmation window.

Note: *Do not try to delete individual attached receipt images from here.*

Deleting will delete ALL attached images. Detach an individual receipt from the expense entry line.

Section 17: Expense: Review or Edit an Unsubmitted Expense Report

1	In the **Expense Reports** (may be labeled **Active Work** for your agency**)** section of ***My Concur***, click the name of the report that you want to review to open it.
2	Select the expense item you want to correct make the change and **Save** enter a new expense and **Save** or delete an incorrect entry.
3	To correct details for the overall Expense Report (such as reporting dates, etc.), select the **Details** Tab, then select **Report Header** from the dropdown menu. Make any changes and **Save**.
4	Click **Save**.

Section 18: Expense: Print, Submit or Recall Expense Reports

To print a hard copy of your Expense Report	
1	Open the Expense Report
2	Click the **Print/Email** tab and select ***SOG Detail Report.**
3	Click **Print** to create a hard copy if desired.

Policy Note: *Expense reports are to be submitted within 45 days of travel completion but it is recommended submitting within 10 days of your trip close.*

Note: *Reimbursements should be in the traveler's account, if on ACH, within 3 days after the expense report has been approved for payment by the Back Office.*

To Submit an Expense Report	
1	Open the Expense Report
2	In the upper right of the Expense Report page, click **Submit Report**.
3	In the **Final Review** dialogue box, click **Accept and Submit Report.**
4	In the **Report Submit Status** window, click **Close**.
To Submit an Expense Report to a Different Approver	
1	After selecting **Submit** on the Expense Report the Approver box will appear displaying your assigned Approver's name.
2	Delete your approver's name and begin typing in the last name of the alternate approver. As matches are found they will display. Select the alternate approver. OR To select an approver from the entire list of approvers in your agency, delete your assigned approver's name and enter and asterisk (*). You can then scroll through the list and choose the correct approver.
3	Continue to submit the Expense Report as usual.

Note: *Your assigned approver will receive an email notification that you selected an alternate approver and the alternate approver will receive an email advising they have an expense report to approve.*

Note: *For additional instructions with screenshots regarding **How to Add an Additional Approver to the Workflow** please visit the How To Section of the SAO website.*

Correct and resubmit an Expense Report sent back by an approver	
1	Open the Expense Report from **Expenses/View Expense Reports** or from **My Concur Active Reports**
2	Make the necessary corrections.
3	Click **Save.**
4	Click **Submit Report**
5	In the **Final Review** dialogue box, click **Accept and Submit Report.**
6	In the **Report Submit Status** window, click **Close**.

Recall a Submitted and Unapproved Expense Report	
1	Open the Expense Report from **Expenses/View Expense Reports** or from **My Concur Active Reports**
2	Click on the **Recall** tab.
3	The Expense Report is removed from your Approver's queue. You can make any changes and submit the report when done.
The following Sections are for Approvers Only. If you are not an approver, you will not be able to access these queues with your login.	
APPROVERS	
Section 19: Review & Approve Expense Reports, Requests or Cash Advances.	
Please see the **Approver's Handbook** available in the Reference Materials section of the **TeamWorks Travel and Expense Training** page of the SAO website.	