

TeamWorks: Travel and Expense System

Powered by Concur Technologies



**What's New in
TeamWorks Travel &
Expense 2013**



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What's New in TTE – September 2013

Section 1: Overview

The following features are available on the TTE system now:

- Travel Allowances

Section 2: Expense: Travel Allowances With and Without an Overnight Stay can now be submitted on the same Expense Report.

Overview

A user can now add Travel Allowances with and without a corresponding overnight stay on the same Expense Report.

Business Purpose

This enhancement creates a better data entry experience for the user and saves \$\$ for the Agency.

How It Works

When entering the first Travel Allowance on an Expense Report you will no longer be required to enter a Selection field. Eliminating this field allows you to create Travel Allowances on the Standard Itinerary and the Single Day Itinerary on the same Expense Report at any time.

Per Diem rates are triggered by the location names you choose. However, it is important to note that with this new change, you **MUST** select the final destination of the day for Single Day Itineraries that contain (Single Day) in the name.

This change should simplify the users data entry and require fewer expense reports to be submitted.

Complete documentation can be found on the SAO Website at the following link <http://sao.georgia.gov/teamworks-travel-and-expense-training> in the **How To** section and in the **Qlook** section.