

# TeamWorks

## Travel and Expense



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



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# What's New in TTE – September 2012

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## Section 1: Overview

The following features are available on the TTE system as of 9/21/12:

- **Receipt Images: Allow More Than One Image for Expense Entry**  
More than one image can now be associated at the expense entry level of the expense report.

Each of the features in this section is described in brief here, and in more detail in their respective sections within this document - if you need additional information please refer to these sections.

## Section 2: TTE Expense System

### Imaging: Attach More Than One Image to an Expense Entry

#### Overview

The restriction allowing one receipt image for each expense entry is now removed, and the employee can now append as many receipt images as required to substantiate their expenses at the expense entry level.

#### **Business Purpose**

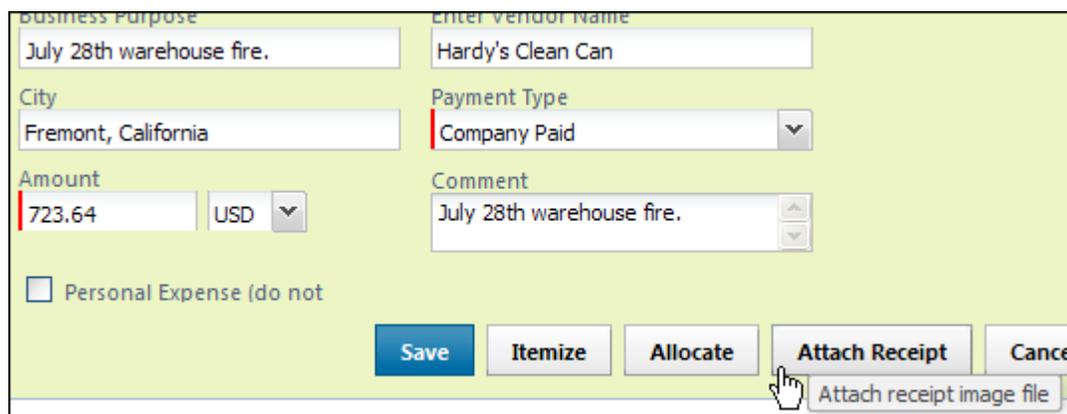
*This enhancement improves usability for users.*

#### How It Works

Appending an additional image works exactly the same as attaching the initial (first) image, except that the system will ask if you want to append an additional image along with the existing image(s). Note that you must add each receipt image separately.

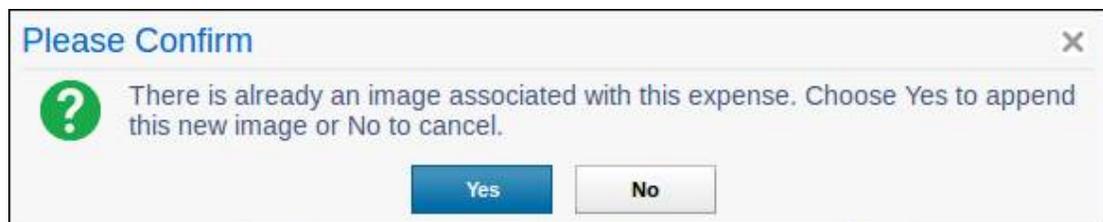
#### Example

The employee creates the expense report and, with the entry open, attaches the initial image using the **Attach Receipt** button:



The screenshot shows a web-based expense entry form. The form fields include: Business Purpose (July 28th warehouse fire.), Enter Vendor Name (Hardy's Clean Can), City (Fremont, California), Payment Type (Company Paid), Amount (723.64 USD), and Comment (July 28th warehouse fire.). There is a checkbox for 'Personal Expense (do not)'. At the bottom, there are buttons for 'Save', 'Itemize', 'Allocate', 'Attach Receipt', and 'Cancel'. A mouse cursor is clicking on the 'Attach Receipt' button, which has a tooltip that says 'Attach receipt image file'.

When the user elects to add a second image, the **Attach Receipt** button is again used; however, the following message appears, allowing the user to decide if they wish to add an additional receipt image (Yes), or cancel the action (No):



The screenshot shows a 'Please Confirm' dialog box with a question mark icon. The text inside the dialog box reads: 'There is already an image associated with this expense. Choose Yes to append this new image or No to cancel.' There are two buttons at the bottom: 'Yes' and 'No'.

Once the image is appended to the existing (prior) image(s), all images are merged together and cannot be separated.

If the user wants to replace the image attached to the expense with a different one, the process has not changed. The user must first detach the existing image from the entry and then attach the new image.

To delete an image, the user uses the following existing options:

- Click the **Receipt Image** tab, then click **Detach From Entry**
- Hover over the receipt image icon, then click **Detach From Entry**

After detaching the image, it is moved to Receipt Store for use later, or deletion if you prefer. Note that, if multiple images were added to the expense entry, all are detached, and all are retained as a single image file in Receipt Store (they are not separated for individual use).

## Section 3: Travel Discounts

SAO is always looking for new ways to reduce expenses for our state business travelers!

### Delta/Southwest Airlines

**Delta** offers discounts between 2-12 percent for domestic and 5-30 percent for international business travel.

- NOTE: This discount is only available for state business travel and only available for TTE users.

**Southwest** offers discounts at 10 percent

- NOTE: Southwest is also offering a promotional Status Match offer which recognizes your elite status from any other carrier.
- NOTE: This discount is only available for state business travel and only available for TTE users

### Parking Spot

**ALL** State of Georgia employees are eligible for 25% off regular daily parking rates at the [Parking Spot](#) (Atlanta location only).

This discount is available for personal travel.

### LaQuinta Inns

**ALL** State of Georgia employees are eligible for 12% discounts on stays at [LaQuinta Inns & Suites](#).

## Section 4: TTE System Supported Configurations

The following configurations are either supported or no longer supported with this service release.

### Certifications for 9/21/12 Release

#### ***Support for Firefox v. 14.0.1***

Support for Firefox versions 14.0.1 under both the Mac OS X and Microsoft Windows operating systems is certified for this release.

#### ***Support for Google Chrome v. 20.0***

Support for Google Chrome version 20.0 under both the Mac OS X and Microsoft Windows operating systems is certified for this release.

### Upcoming Certifications

#### ***Support for Internet Explorer v. 10.0 and Windows 8***

Support for Internet Explorer 10.0 under Microsoft Windows version 8.0 will be included in an upcoming release.

#### ***Support for Chrome v 21.0***

Support for Chrome 21.0 under both the Mac OS X and Microsoft Windows operating systems will be included in an upcoming release.

#### ***Support for Firefox v. 15.0***

Support for Firefox versions 15.0 under both the Mac OS X and Microsoft Windows operating systems will be included in an upcoming release.

#### ***Support for Safari 6.0 and Mac OS X 10.8***

Support for Safari 6.0 under Mac OS X version 10.8 will be included in an upcoming release.