TeamWorks

Travel and Expense

What's New in TeamWorks Travel & Expense

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What's New in TTE – September 2012

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

> ***Business Purpose***
>
> *This enhancement improves usability for users.*

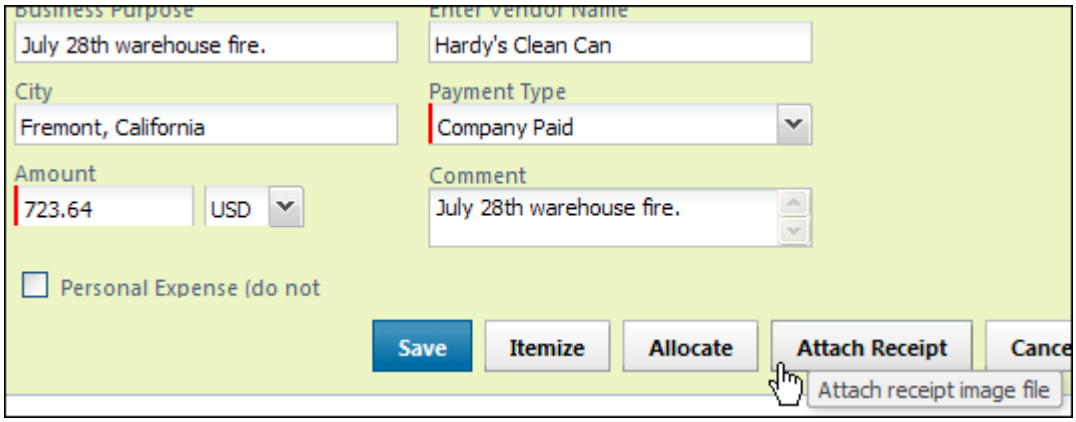
The restriction allowing one receipt image for each expense entry is now removed, and the employee can now append as many receipt images as required to substantiate their expenses at the expense entry level.

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:



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):

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.