

# TeamWorks: Travel and Expense System

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**What's New in  
TeamWorks Travel &  
Expense 2014**



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# What's New in TTE – April 2014

## Section 1: Rental Cars Only Expense

Three new required fields have been added to the Rental Cars Only expense type and the default payment type is now Company Paid:

- Number of days the vehicle was rented – enter the number of days
- Avg. Daily Rate – divide the Amount by the number of days the vehicle was rented and enter in Avg. Daily Rate
- Car Class – select the car class you rented from the drop down
- Payment Type defaults to company paid

The screenshot shows the 'New Expense' form in TTE. The form is titled 'New Expense' and has a 'Receipt Store' button in the top right corner. The form is divided into several sections:

- Expense Type:** A dropdown menu set to 'Rental Cars Only'.
- Transaction Date:** A date field set to '05/14/2014'.
- Number of days the vehicle was rented:** A text field set to '2'.
- Purpose of Trip:** A dropdown menu set to 'Normal Travel'.
- Vendor:** A dropdown menu set to 'Hertz'.
- City:** A text field set to 'Atlanta, Georgia'.
- Payment Type:** A dropdown menu set to 'Company Paid'.
- Amount:** A text field set to '45.56' and a currency dropdown set to 'USD'.
- Personal Expense (do not reimburse):** An unchecked checkbox.
- Avg. Daily Rate:** A text field set to '22.78'.
- Trip Type:** A dropdown menu set to 'Out of State Travel'.
- Reservation Number:** An empty text field.
- Comment:** An empty text area.
- Car Class:** A dropdown menu with a list of options: Box Truck, Compact, Full-size, Intermediate, Midsize SUV, Mini Van, and Passenger Van.

At the bottom of the form, there are three buttons: 'Save', 'Attach Receipt', and 'Cancel'. Red arrows point to the 'Expense Type', 'Purpose of Trip', 'Payment Type', 'Avg. Daily Rate', and 'Car Class' fields, highlighting the new required fields mentioned in the text.

## Section 2: Approver Enhancement

Two new navigational buttons – Next Report and Previous Report – appear at the bottom of the approver's view of the expense report page. These buttons appear for all previously approved reports, when the approver is reviewing historical data. They do not appear for reports pending review, where the approver needs to take action to approve or return the report.