

TeamWorks: Travel and Expense System

With Concur Technologies



TTE- Travel Request Users Guide



TTE Travel & Expense –Travel Request User’s Guide

WELCOME TO TEAMWORKSTRAVEL & EXPENSE	3
SECTION 1: LOG ON TO TEAMWORKS TRAVEL & EXPENSE.....	3
SECTION 2: CREATE A TRAVEL REQUEST	4
SECTION 4: SUBMIT A TRAVEL REQUEST TO AN ADDITIONAL APPROVER	9
5. BEGIN TYPING THE LAST NAME OF THE ADDITIONAL APPROVER IN THE USER-ADDER APPROVER FIELD.....	9
WHEN YOU CLICK IN THE NEW FIELD A DROP DOWN ARROW APPEARS. CLICK IT TO SELECT AN OPTION OTHER THAN THE LAST NAME TO SEARCH BY.....	9
YOU CAN TYPE AN * IN THE NEW FIELD TO DISPLAY A LIST OF ALL THE APPROVERS IN YOUR AGENCY TO SELECT FROM.	9
6. SELECT THE ADDITIONAL APPROVER AND CLICK SUBMIT TRAVEL REQUEST.	10
SECTION 5: CORRECT AND RESUBMIT A RETURNED TRAVEL REQUEST.....	11
SECTION 6: RECALL A SUBMITTED TRAVEL REQUEST	14
SECTION 7: LINK TRAVEL REQUESTS TO AN EXPENSE REPORT	16
CREATE A NEW EXPENSE REPORT FROM A TRAVEL REQUEST	16
LINK A TRAVEL REQUEST TO AN EXISTING EXPENSE REPORT	20
SECTION 8: DETACH TRAVEL REQUESTS LINKED TO AN EXPENSE REPORT.....	23
SECTION 9: DELETE A TRAVEL REQUEST.....	25
APPENDIX A: BUTTONS AND ICONS.....	27

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Date	Notes / Comments / Changes
01/05/12	Released to Web
2/12/13	Updated to correct GTE to TTE references; added section on Adding Additional Approvers



Welcome to TeamWorksTravel & Expense

TeamWorks Travel & Expense (TTE) integrates travel expense reporting with a complete travel booking solution. This comprehensive Web-based service provides all of the tools traveling State of Georgia employees need to create and submit Travel Requests, book travel as well as create and submit Expense Reports. Managers use the service to review and approve expense reports, Cash Advance Requests and Travel Requests. Back-office employees use the service to produce audit reports, ensure Travel Policy compliance, and deliver business intelligence to help the State of Georgia manage its costs.

Section 1: Log on to TeamWorks Travel & Expense

How to...

1. Log on to TeamWorks Travel & Expense with the username and password provided by your Local TeamWorks Travel & Expense Administrator.

Additional Information

Your password is case sensitive.

If you are not sure how to log on, check with your Local TeamWorks Travel & Expense Administrator or contact the SAO Customer Service Center.

The screenshot shows the Concur login interface. At the top, there is a language selection bar with links for English (US), English (UK), Deutsch, Français, Français canadien, Español, Português (Brasil), Nederlands, Italiano, and Svenska. Below this is a 'Welcome' message and a 'Notice' section. The 'Notice' states: 'If you experience difficulty logging into the site, please click on the [Forgot your password?](#) link below.' Below the notice is a French translation: 'Si vous éprouvez des difficultés à ouvrir une session dans ce site, veuillez cliquer sur le lien [Vous avez oublié votre mot de passe?](#) ci-dessous.' The main login area has a blue background with a 'Login' header. It contains two input fields: 'User Name' and 'Password'. Below these fields is a checkbox labeled 'Remember user name on this computer' which is checked. To the right of the checkbox is a 'Login' button. Below the button are two links: '[Forgot your user name?](#)' and '[Forgot your password?](#)'. At the bottom of the login area, it says 'Passwords are case sensitive.' Below the login area is a promotional banner for Concur's mobile solution, featuring an image of a hand holding a smartphone and the text: 'Make your life easier with Concur's mobile solution. This is what smartphones were made for. [Click here to learn more.](#)'



Section 2: Create a Travel Request

Depending on Agency policy, employees may be required to submit a Travel Request to get pre-trip authorization before incurring travel expenses. Travel Request allows you to create and submit Travel Requests for pre-trip authorization as well as attach that information to Expense Reports - all on line. If Request (Travel Request) does not appear as a tab or section accessible from the My Concur page then the Agency has not elected to use this option. Contact the Local Travel Administrator for additional questions.

How to...

1. Click on the Request tab on the menu bar.
2. Select New Travel Request.

Additional Information

The **Travel Request** area opens.

A new **Travel Request Header** opens.

View Travel Requests [New Travel Request](#) Quick Search

Travel Request
Cancel Save Print / Email Delete Travel Request **Submit Travel Request**

Request Name:
Purpose:

Status: Not Submitted

Travel Request Header Segments Approval Flow Audit Trail

Request Name

Trip Type

Request Policy

Start Date

End Date

Purpose

Comment

3. Complete the required fields on the **Travel Request Header**.

- **Request Name** - Enter a name for the Travel Request.
- **Trip Type** – Select **In-State**, **Out-Of-State** or **International** from the drop down menu.
- **Start Date** – Enter the start date for your trip
- **End Date** – Enter the end date for your trip
- **Purpose** – Enter the purpose for the trip

4. Use the **Comment** field to enter any information your approver will need to approve the Travel Request.

The **Comment** field can hold quite a bit of information.

5. Click on the **Segments** tab.

Travel Request
Cancel Save Print / Email Delete Travel Request **Submit Travel Request**

Request Name:
Purpose:

Status: Not Submitted

Travel Request Header Segments Approval Flow Audit Trail

Request Name

Trip Type

Request Policy

Start Date

End Date

Purpose

Comment



Section 2: Create a Travel Request (Continued)

How to...

Additional Information

The **Segments** Section opens.

Travel Request 227V
 Request Name: Peace Officers Conf Feb 2-6
 Purpose: Annual conference and certification training
 Status: Not Submitted

Print / Email Delete Travel Request Submit Travel Request

Travel Request Header Segments Approval Flow Audit Trail

Add Segment
 Click icon to create segment

Icons: Airfare, Car Rental, Hotel, Meals, Miscellaneous

- Click on the icon representing a Travel Request type.

Each icon represents a different request type for pre-trip authorization: airfare, car rental, hotel, meals and miscellaneous.

You can have multiple segment types and multiples of the same segment type.

- Click on the **Airfare** icon.



The **Air Ticket** segment opens.

Add Segment
 Click icon to create segment

Icons: Airfare, Car Rental, Hotel, Meals, Miscellaneous

Air Ticket

Round Trip One Way Amount: 650.00 USD Save Cancel

Outbound

From: Hartsfield Intl Arpt,GA,United States of America
 To: Orlando Intl Arpt,FL,United States of America
 Date: 02/02/2012 Depart at 08:00 am
 Comment:

Return

Date: 12/06/2011 Arrive at 08:00 pm
 Comment:

- Enter the estimated cost of your airfare in the **Amount** field.
- The system defaults to Round Trip but you can change it to One Way by clicking on the radio button.
- Enter your departure location in the **From** field.
- Enter your destination in the **To** field.
- Enter your departure date in the Outbound **Date** field.
- Enter your return date in the Return **Date** field.
- Enter any comments regarding the airfare segment in the **Comments** field.
- Click **Save**.

Comments are not required but may provide information necessary to have the travel approved.



Section 2: Create a Travel Request (Continued)

How to...

Additional Information

Travel Request Header | Segments | Approval Flow | Audit Trail

Add Segment
Click icon to create segment

Car Rental

Amount: 225.00 USD

Pick-up

City:

Date: At:

Detail:

Drop-off

City:

Date: At:

Detail:

Comment:

Save Cancel

B. Click on the **Rental Car** icon.



- 1) Enter the estimated amount for a rental car in the **Amount** field. This is a required field.
- 2) In Pick-up enter the Car pick-up location in **City** and the pick-up date in **Date**.
- 3) In Drop-off enter the Car drop-off location in **City** and the drop-off date in **Date**.
- 4) Scroll down and enter any necessary comments in the **Comments** field.
- 5) Click **Save**.

The **Rental Car** segment opens.

This and the following fields are optional. However, enter as much information as necessary to provide your approvers the information they need to approve the travel.

C. Click on the **Hotel** icon.



The **Hotel** segment opens.

Travel Request Header | Segments | Approval Flow | Audit Trail

Add Segment
Click icon to create segment

Hotel Reservation

Amount: 400.00 USD

Check-In

City:

Date: At:

Detail:

Check-Out

Date: At:

Comment:

Save Cancel



Section 2: Create a Travel Request (Continued)

How to...

- 1) Enter the estimated amount for hotel charges in the **Amount** field.
- 2) Enter the hotel location in City and expected check-in date in **Date**.
- 3) Click **Save**.



D. Click on the Meals icon.

Additional Information

This is a required field.

Check In, **Check Out** and **Comment** are optional fields. Provide as much information as you feel your approver will need.

The **Meals** segment opens.

The screenshot shows the 'Add Segment' form with the 'Dining' segment selected. The 'Amount' field is circled in red and contains '225.00' with a dropdown set to 'USD'. Below the amount field are fields for 'Start' and 'End' dates, each with a 'Date' and 'At' dropdown. A 'Detail' field is also present. A red arrow points from the 'Save' button at the bottom right.

- 1) Enter the estimated amount for meals in the **Amount** field.
- 2) Click **Save**.

Amount is a required field.
Comments are optional.

E. Click on the **Misc** icon.



The **Misc** segment opens.

The screenshot shows the 'Add Segment' form with the 'Miscellaneous' segment selected. The 'Amount' field is circled in red and contains '75.00' with a dropdown set to 'USD'. Below the amount field are fields for 'Departure City', 'Arrival Date', 'Detail', 'Arrival City', 'Departure Date', and 'Comment'. The 'Comment' field is also circled in red. A red arrow points from the 'Save' button at the bottom right.

- 1) Enter the estimated amount for any miscellaneous expenses in the **Amount** field.
- 2) Scroll down to the **Comments** field and detail what the request is for.
- 3) Click **Save**.
- 4) Review your Travel Request before submitting for approval.

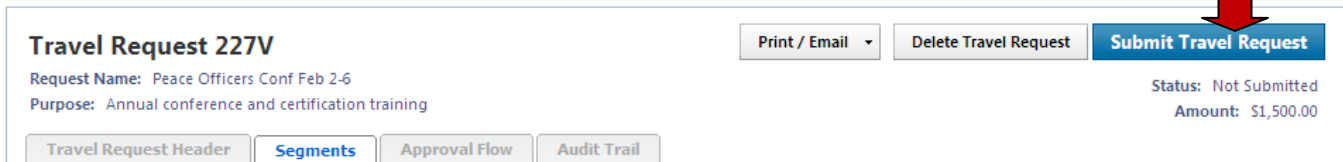
The **Amount** and **Comments** fields are required.



Section 3: Submit a Travel Request

How to...

Additional Information



Travel Request 227V
 Request Name: Peace Officers Conf Feb 2-6
 Purpose: Annual conference and certification training

Print / Email Delete Travel Request **Submit Travel Request**

Status: Not Submitted
 Amount: \$1,500.00

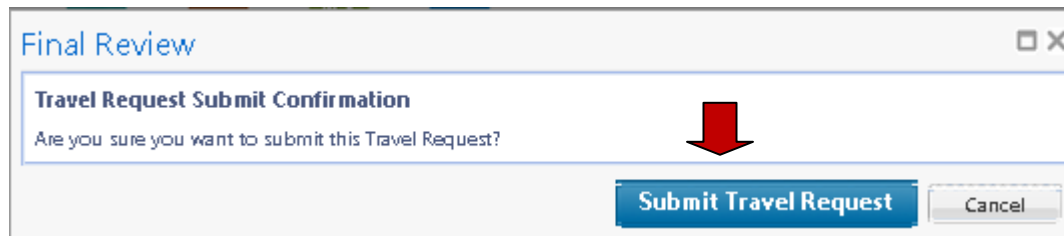
Travel Request Header Segments Approval Flow Audit Trail

1. Open the saved **Travel Request**
2. Click **Submit Travel Request**
3. Click **Submit Travel Request** in Final Review.

The **Final Review** dialogue box opens.

Once you submit your travel request can only Recall a Travel Request if your Approver has not started the Approval Process.

NOTE: If you click Cancel, the Travel Request is not deleted, it just isn't sent for approval at this time. You can go back and send it later.



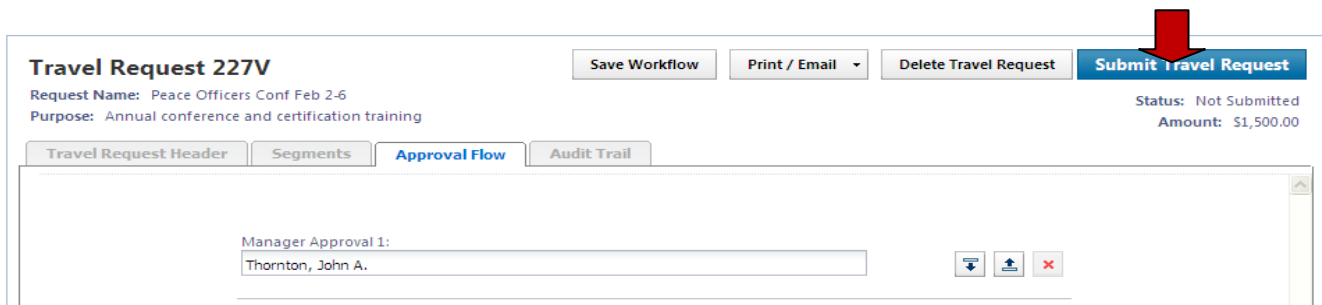
Final Review

Travel Request Submit Confirmation
 Are you sure you want to submit this Travel Request?

Submit Travel Request Cancel

4. Click **Submit Travel Request**.

The **Approval Flow** tab opens. If your assigned Approver is out on Leave or unavailable, select a different Approver by typing their last name in the Manager Approval field or using *and selecting from the list that appears below the field.



Travel Request 227V
 Request Name: Peace Officers Conf Feb 2-6
 Purpose: Annual conference and certification training

Save Workflow Print / Email Delete Travel Request **Submit Travel Request**

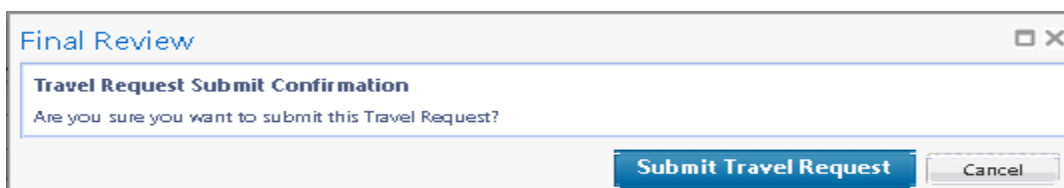
Status: Not Submitted
 Amount: \$1,500.00

Travel Request Header Segments **Approval Flow** Audit Trail

Manager Approval 1:
 Thornton, John A.

5. Click **Submit Travel Request** again to send for Approval.

The **Travel Request** has now been sent to your approver.



Final Review

Travel Request Submit Confirmation
 Are you sure you want to submit this Travel Request?

Submit Travel Request Cancel



Section 4: Submit a Travel Request to an Additional Approver

You have the option of adding an additional Approver to your Travel Request

How to...

1. Open the Travel Request from the **My Concur /Active Work** or the **Requests** tab.
2. Click on the **Approval Flow** tab.
3. Select the  or  icon to control where the additional approver will be added.
4. A User- Added Approver option will be added.

Additional Information

The Travel Request opens to the Travel Request Header.

The Up arrow adds the approver before the step where the arrow appears.

The down arrow will add the approver after the step where it appears.

In our example we chose to add the additional approver after it is routed to the 1st approver.

Travel Request 3EH9
 Request Name: Tennessee Commerce Visits 12/10 t
 Purpose: normal travel

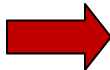
Save Workflow Print / Email Cancel Travel Request Submit Travel Request
 Status: Sent Back to Employee Amount: \$425.00

Travel Request Header Segments **Approval Flow** Audit Trail

The maximum number of approvers were returned. Please narrow your search.

Manager Approval 1:
 Thornton, John A.

User-Added Approver:
 Search Approvers By



5. Begin typing the last name of the additional approver in the **User-Adder Approver** field.

When you click in the new field a drop down arrow appears. Click it to select an option other than the last name to search by.

You can type an * in the new field to display a list of **all** the approvers in your Agency to select from.

To search for all the names beginning with a specific letter hold the Ctrl key down and enter a letter. In our example it was H. You will see approvers in your agency only.

User-Added Approver:

H

Habers, Natasha L. (nhabers@kennesaw.edu)
 Hackney, Dante F. (dhackney@gsp.net)
 Haddad, Hisham (hhaddad@kennesaw.edu)
 Hafer, Jennifer L. (jhafer@kennesaw.edu)
 Haffner, Matthew D. (mhaffner@kennesaw.edu)
 Hagan, Katrina L. (khagan2098@yahoo.com)
 Hagan, Lynne D. (lhagan@kennesaw.edu)
 Hagler, Kevin B. (khagler@dbf.state.ga.us)
 Haidet, Chloe A. (haidet@audits.ga.gov)

Search Approvers By

Section 4: Submit a

Travel Request to an



Additional Approver (Continued)

How to...

Additional Information

6. Select the additional approver and click **Submit Travel Request**.



Travel Request 3EH9

Request Name: Tennessee Commerce Visits 12/10 t
Purpose: normal travel

Save Workflow Print / Email Cancel Travel Request **Submit Travel Request**

Status: Sent Back to Employee
Amount: \$425.00

Travel Request Header Segments **Approval Flow** Audit Trail

Manager Approval 1:
Thornton, John A.

User-Added Approver:
Hagan, Katrina L. (khagan2098@yahoo.com)

7. Click on Submit Travel Request.

Final Review

Travel Request Submit Confirmation

Are you sure you want to submit this Travel Request?

Submit Travel Request Cancel

A brief confirmation of the transmission of your Travel Request appears briefly then clears.



Section 5: Correct and Resubmit a Returned Travel Request

All Travel Requests whether sent, returned or approved will appear in the **Active Work** Section of **My Concur** under the **Travel Request** tab. If an Approver or Back Office Processor has an issue with all or part of your Travel Request, the entire Travel Request will be returned to you for adjustment. The Travel Request will be marked with an orange “returned” icon (see below).

Active Work

[New Travel Request](#)
[View Travel Requests](#)
[Travel Requests \(8\)](#)
[Expense Reports \(13\)](#)
[Cash Advances \(8\)](#)

	Travel Request Name	Travel Request ID	Status	Travel Request Dates	Total	Expense Report?
	SHRM Conference Washington DC Required CE's	227H	Approved	01/15/2012 01/20/2012	USD 950.00	
	Requirement 1220611 Review	227P	Not Submitted	12/06/2011 12/09/2011		
	Peace Officers Conf Feb 2-6 Annual conference and certification training	227V	Submitted & Pending Approval - Thornton, John A	12/02/2011 12/06/2011	USD 1,500.00	
	Certification Workshop 11/20 to Certification	227E	Sent Back to Employee - System, Concur	11/20/2011 11/23/2011	USD 575.00	

How to...

- Access an Expense Report from the Travel Requests tab of the Active Work by clicking on the Travel Request Name.
- Click on the **Segments** tab.

Additional Information

The Travel Request opens to the Travel Request Header. Instructions on what you need to correct will be visible in the comments section.

Use the scroll bar to access the segment or segments you need to make corrections to.

Travel Request 227E

Request Name: Certification Workshop 11/20 to
Purpose: Certification

[Print / Email](#)
[Submit Travel Request](#)

Status: Sent Back to Employee
Amount: \$575.00

[Travel Request Header](#)
[Segments](#)
[Approval Flow](#)
[Audit Trail](#)

Add Segment

Click icon to create segment



Car Rental

Amount: \$250.00

[Modify](#)
[Delete](#)

Pick-up

City: Alpharetta, Georgia

Date: Sunday, November 20, 2011

Click the **Modify** button for the segment you need to adjust.

- Click on the **Save**.

You modify each segment separately. To delete a segment, select the Delete button.

You may also add segments by selecting the appropriate segment icon and completing the information.

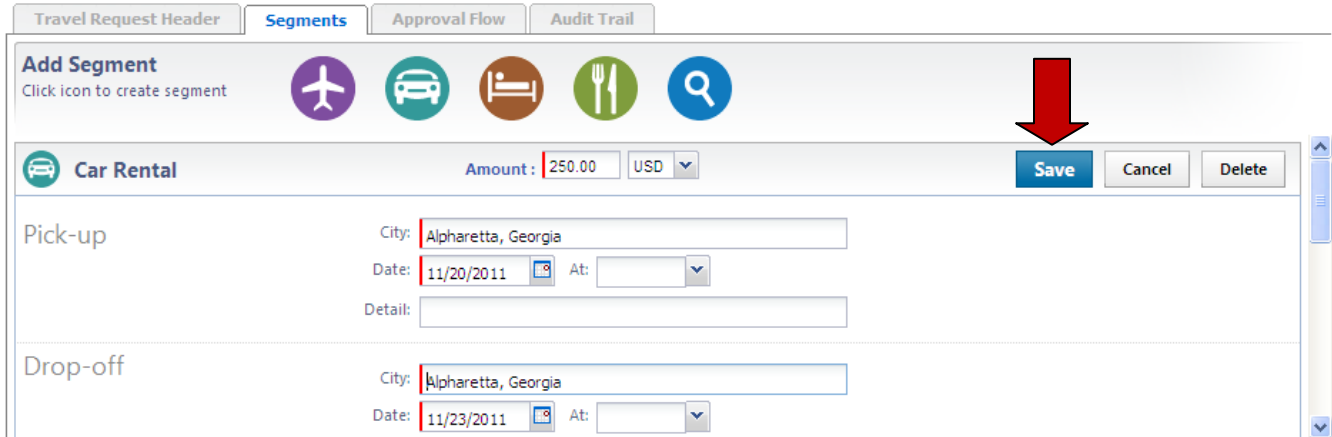
You must click **Save** for each segment you modify.



Section 5: Correct and Resubmit a Returned Travel Request (continued)

How to...

Additional Information



Travel Request Header Segments Approval Flow Audit Trail

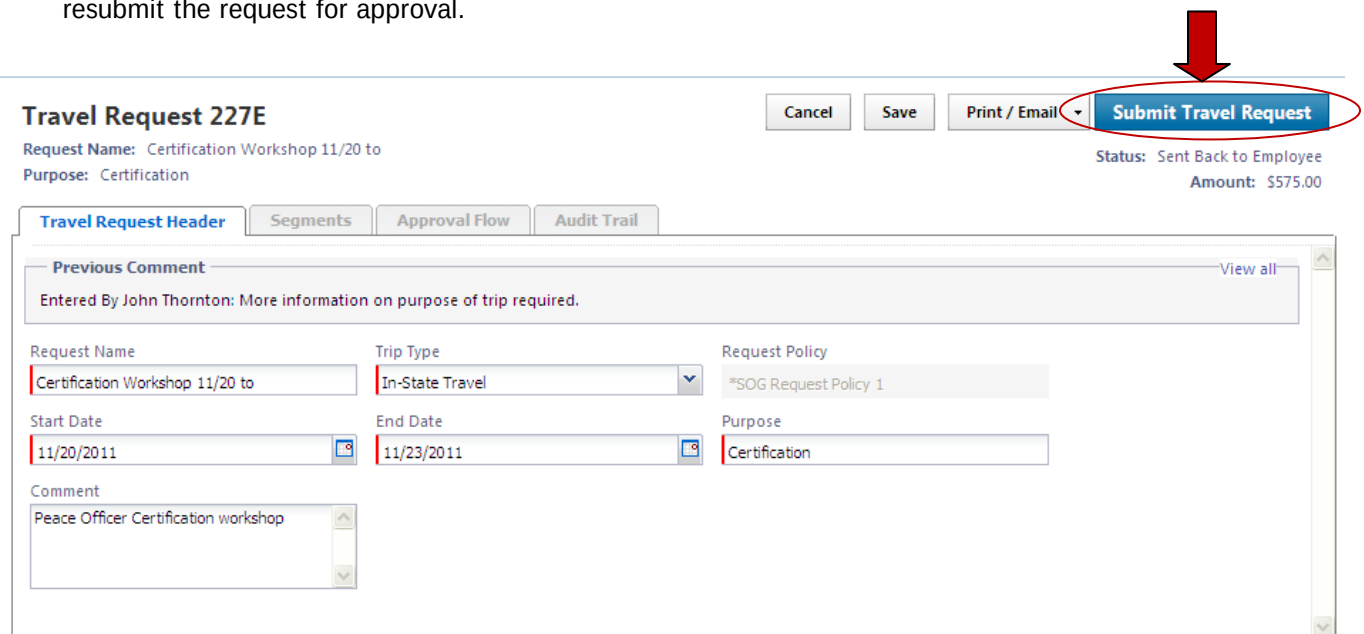
Add Segment
Click icon to create segment

Car Rental Amount: 250.00 USD Save Cancel Delete

Pick-up
City: Alpharetta, Georgia
Date: 11/20/2011 At:
Detail:

Drop-off
City: Alpharetta, Georgia
Date: 11/23/2011 At:

- Click the **Submit Travel Request** button to resubmit the request for approval.



Travel Request 227E

Request Name: Certification Workshop 11/20 to
Purpose: Certification

Cancel Save Print / Email **Submit Travel Request**

Status: Sent Back to Employee
Amount: \$575.00

Travel Request Header Segments Approval Flow Audit Trail

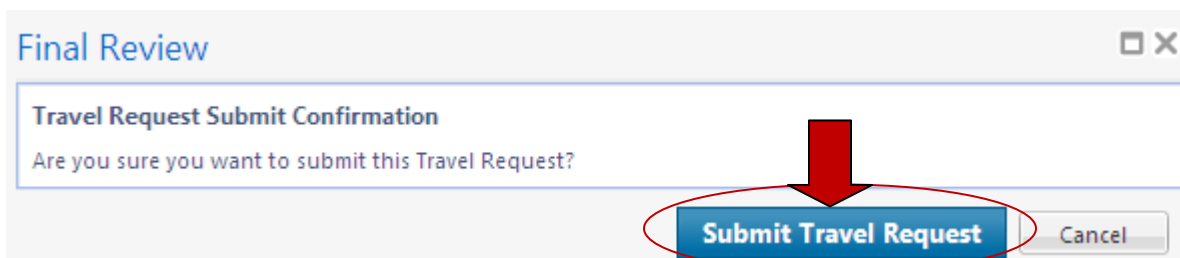
Previous Comment View all
Entered By John Thornton: More information on purpose of trip required.

Request Name: Certification Workshop 11/20 to
Trip Type: In-State Travel
Request Policy: *SOG Request Policy 1

Start Date: 11/20/2011
End Date: 11/23/2011
Purpose: Certification

Comment: Peace Officer Certification workshop

- Click the **Submit Travel Request** button in the Final Review dialogue box.



Final Review

Travel Request Submit Confirmation
Are you sure you want to submit this Travel Request?

Submit Travel Request Cancel

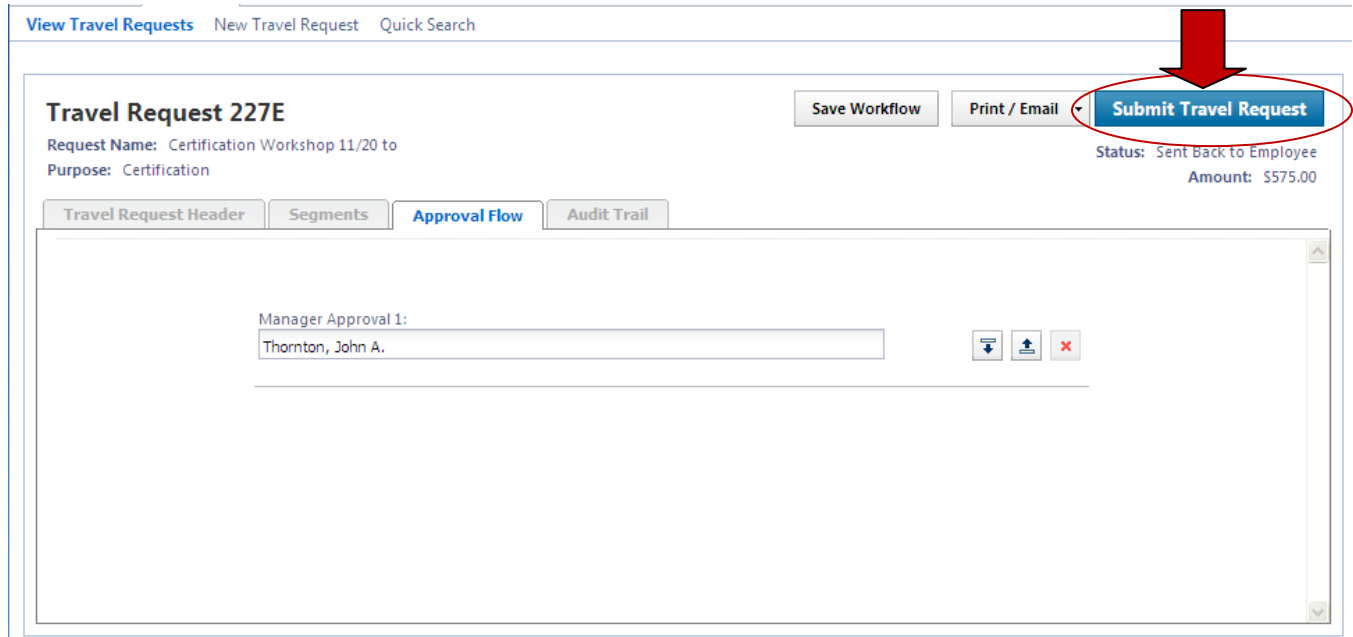


Section 5: Correct and Resubmit a Returned Travel Request (continued)

How to...

6. Click the **Submit Travel Request** button in the **Approval Flow** dialogue box.

Additional Information



The screenshot shows the 'Travel Request 227E' interface. At the top, there are navigation links: 'View Travel Requests', 'New Travel Request', and 'Quick Search'. Below these, the request details are displayed: 'Request Name: Certification Workshop 11/20 to', 'Purpose: Certification', 'Status: Sent Back to Employee', and 'Amount: \$575.00'. There are three tabs: 'Travel Request Header', 'Segments', and 'Approval Flow' (which is selected). The 'Approval Flow' tab shows a 'Manager Approval 1:' section with a text box containing 'Thornton, John A.' and three buttons: a blue arrow pointing down, a blue arrow pointing up, and a red 'X'. In the top right corner, there are three buttons: 'Save Workflow', 'Print / Email', and 'Submit Travel Request'. The 'Submit Travel Request' button is circled in red, and a large red arrow points down to it from above the form.

The **Travel Request** will be resubmitted for approval with your changes.



Section 6: Recall a Submitted Travel Request

If you have submitted a Travel Request for approval and it has not been processed you may be able to **Recall** it and make changes.

All Travel Requests whether sent, returned or approved will appear in the **Active Work** Section of **My Concur** under the **Travel Request** tab.

Active Work

[New Travel Request](#) [View Travel Requests](#)

[Travel Requests \(8\)](#) [Expense Reports \(13\)](#) [Cash Advances \(8\)](#)

	Travel Request Name	Travel Request ID	Status	Travel Request Dates	Total	Expense Report?
	SHRM Conference Washington DC Required CE's	227H	Approved	01/15/2012 01/20/2012	USD 950.00	
	Requirement 1220611 Review	227P	Not Submitted	12/06/2011 12/09/2011		
	Peace Officers Conf Feb 2-6 Annual conference and certification training	227V	Submitted & Pending Approval - Thornton, John A	12/02/2011 12/06/2011	USD 1,500.00	
	Certification Workshop 11/20 to Certification	227E	Sent Back to Employee - System, Concur	11/20/2011 11/23/2011	USD 575.00	

How to...

1. Access a **Travel Request** from the **Travel Requests** tab of the **Active Work** section by clicking on the **Travel Request Name**.
2. Click on the **Recall** button.

Additional Information

The Travel Request opens.

You can only Recall a Travel Request if it has not yet been approved.

[View Travel Requests](#) [New Travel Request](#) [Quick Search](#)

Travel Request 227V

Request Name: Peace Officers Conf Feb 2-6
Purpose: Annual conference and certification training

Status: Submitted & Pending Approval
Amount: \$1,500.00

[Print / Email](#) [Recall](#)

[Travel Request Header](#) [Segments](#) [Approval Flow](#) [Audit Trail](#)

Previous Comment [View all](#)

Entered By William Abercrombie: Certification and delivering spotlight lecture.

Request Name	Trip Type	Request Policy
Peace Officers Conf Feb 2-6	Out of State Travel	*SOG Request Policy 1
Start Date	End Date	Purpose
12/02/2011	12/06/2011	Annual conference and certification training

3. The **Travel Request** opens and a **Confirmation** dialogue box opens.
4. Click **Yes** to confirm recalling the **Travel Request**.

Please Confirm

Are you sure you want to recall this travel request?



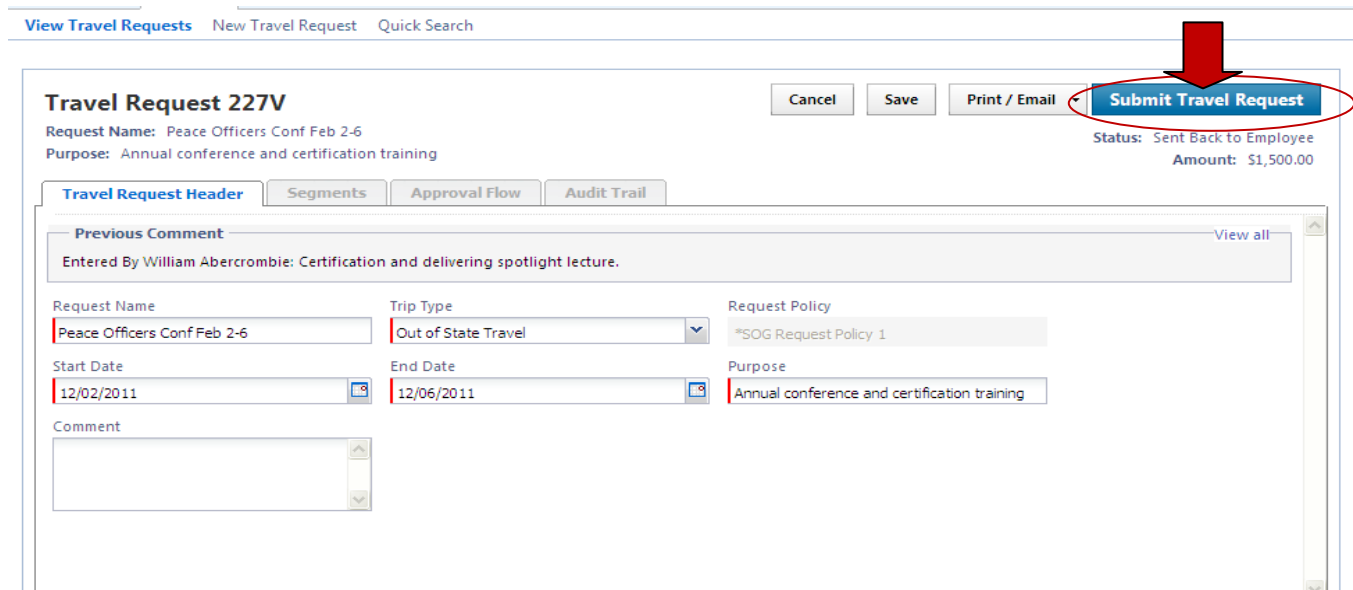
Section 6: Recall a Submitted Travel Request (continued)

How to...

- Click on **Submit Travel Request**.

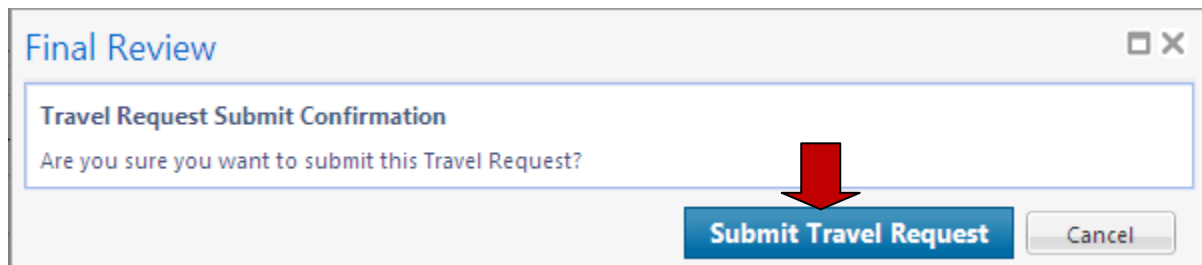
Additional Information

You may correct any date in the **Travel Request Header**. To add or delete segments, click on **Segments**.



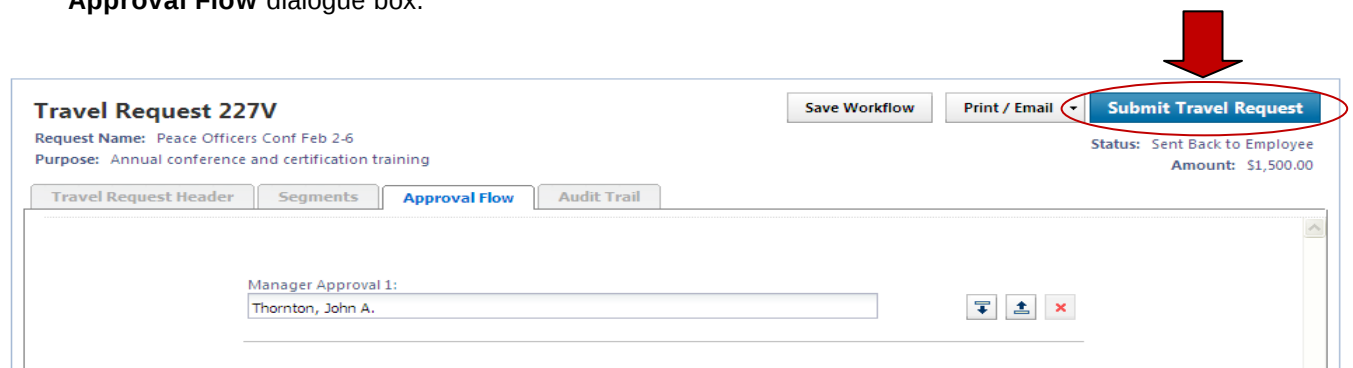
The screenshot shows the 'Travel Request 227V' form. At the top right, there are buttons for 'Cancel', 'Save', 'Print / Email', and 'Submit Travel Request'. The 'Submit Travel Request' button is circled in red, and a red arrow points to it from above. Below the buttons, the form displays the request name 'Peace Officers Conf Feb 2-6', the purpose 'Annual conference and certification training', and the status 'Sent Back to Employee' with an amount of '\$1,500.00'. The 'Travel Request Header' tab is selected, showing fields for Request Name, Trip Type, Request Policy, Start Date, End Date, and Purpose. A 'Previous Comment' section is also visible.

- Click **Submit Travel Request** again in the Final Review dialogue box.



The screenshot shows the 'Final Review' dialogue box. It contains the text 'Travel Request Submit Confirmation' and 'Are you sure you want to submit this Travel Request?'. At the bottom, there are two buttons: 'Submit Travel Request' and 'Cancel'. The 'Submit Travel Request' button is circled in red, and a red arrow points to it from above.

- Click on **Submit Travel Request** in the Approval Flow dialogue box.



The screenshot shows the 'Travel Request 227V' form, similar to the first one, but with the 'Approval Flow' tab selected. The 'Submit Travel Request' button at the top right is circled in red, and a red arrow points to it from above. The form also shows the 'Manager Approval 1' section with the name 'Thornton, John A.'.

The recalled **Travel Request** has been resubmitted for approval.



Section 7: Link Travel Requests to an Expense Report

Travel Requests are not linked to an Expense Report during the approval process because you control the Expense Report name. One of the following actions must be taken to link an approved Travel Request to the Expense Report containing the actual expenses for that Travel Request.

Create a New Expense Report from a Travel Request

How to...

1. Click on the **Travel Request** tab in the **Active Work** section on the **My Concur** page.

Additional Information

A list of all Travel Requests appears – approved, returned, submitted but pending approval and created but not submitted.

Approved Travel Requests will display the  icon in the **Total Expense Report?** column.

Active Work

[New Travel Request](#) [View Travel Requests](#)

[Travel Requests \(7\)](#) [Expense Reports \(13\)](#) [Cash Advances \(8\)](#)

	Travel Request Name	Travel Request ID	Status	Travel Request Dates	Total	Expense Report?
	Peace Officers Conf Feb 2-6 Annual conference and certification training	227V	Approved	02/02/2012 02/06/2012	USD 1,500.00	
	SHRM Conference Washington DC Required CE's	227H	Approved	01/15/2012 01/20/2012	USD 950.00	
	Requirement 1220611 Review	227P	Not Submitted	12/06/2011 12/09/2011		
	Certification Workshop 11/20 to Certification	227E	Submitted & Pending Approval - Thornton, John A	11/20/2011 11/23/2011	USD 575.00	
	test test	227J	Sent Back to Employee - System, Concur	11/06/2011 12/10/2011	USD 325.00	
	Conference in DC 10-23 to 28 Biannual Conference	2278	Approved	10/23/2011 10/28/2011	USD 1,150.00	

2. Click on the  icon of the **Travel Request** you want to create an Expense for.

The **Report Header** for a new **Expense Report** opens. Some information from the **Travel Request Header** will populate the **Expense Report Header**.

Create a New Expense Report

Report Header

Report Date 12/27/2011	Report Name Conference in DC 10-23 to 28	Trip Type 	Policy State of Georgia Expense Policy	Trip Start Date 12/23/2011	Trip End Date 12/28/2011
Purpose of Trip Biannual Conference	Comment	Report Key	AP Vendor ID 0000381129	Special Activity	

Travel Requests

☐	Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
☐	Conference in DC 10-23 to 28	2278	No	\$1,150.00	\$1,150.00	\$1,150.00

[Next >>](#)

[Cancel](#)



Section 7: Link Travel Requests to an Expense Report

Create a New Expense Report from a Travel Request (continued)

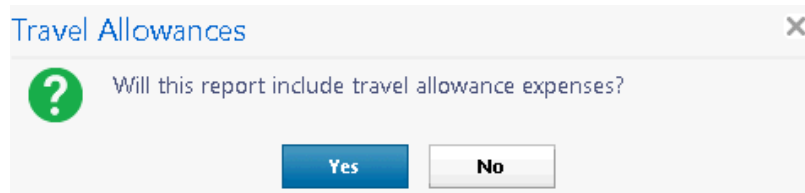
How to...

- Complete the required fields and edit any pre-populated fields where necessary.
- Click **Next**
- Select **Yes** to enter any Meals Per Diem for this Expense Report.

Additional Information

NOTE: The **Travel Request** you had selected has been linked to the **Expense Report** you are creating.

The **Travel Allowances** dialogue box opens.

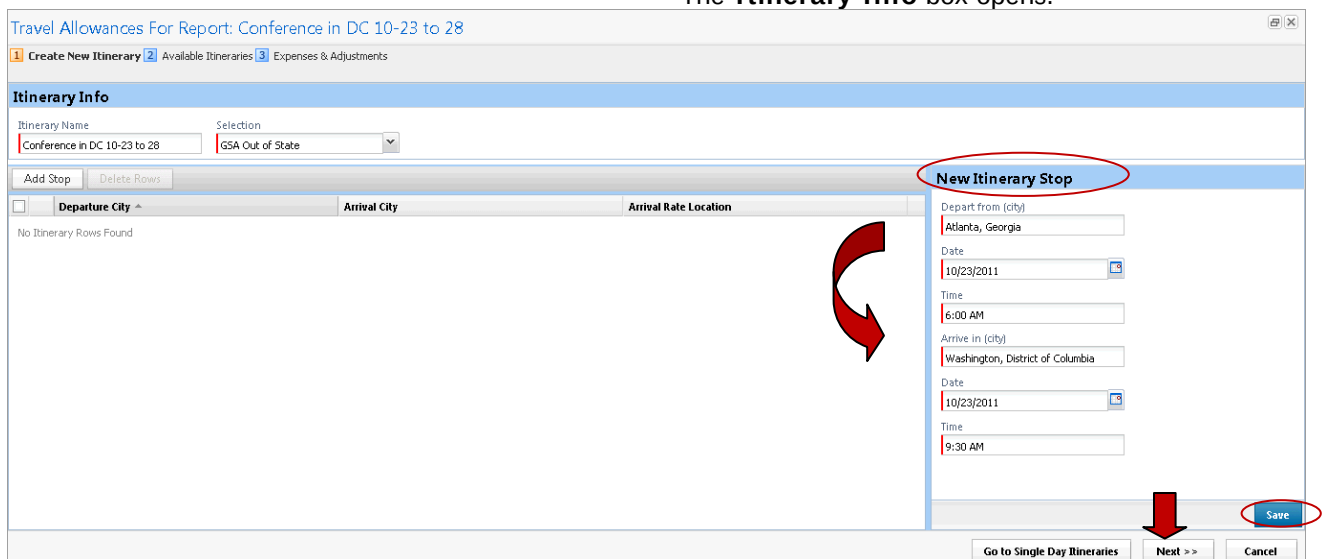


Travel Allowances

? Will this report include travel allowance expenses?

Yes No

The **Itinerary Info** box opens.



Travel Allowances For Report: Conference in DC 10-23 to 28

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: Conference in DC 10-23 to 28 Selection: GSA Out of State

Add Stop Delete Rows

Departure City	Arrival City	Arrival Rate Location
No Itinerary Rows Found		

New Itinerary Stop

Depart from (city): Atlanta, Georgia

Date: 10/23/2011

Time: 6:00 AM

Arrive in (city): Washington, District of Columbia

Date: 10/23/2011

Time: 9:30 AM

Save

Go to Single Day Itineraries Next >> Cancel

- Enter the first leg of your trip in **New Itinerary Stop**.
 - Enter the **Depart from city**, **Date** of departure, **Time** of departure, **Arrive in city**, arrival **Date** and arrival **Time**.
 - Click **Save**
- Enter the last leg of your trip as the second **Itinerary Stop**.
 - Your **Depart from city** will be populated from the **Arrive in city** in the previous step.
 - Enter the **Date** of departure, **Time** of departure, **Arrive in city** (final destination – generally your home address), arrival **Date** and arrival **Time**.

NOTE: Travel Allowances are Meals Per Diem. This process creates an Itinerary for meals and is not the same as a Travel Itinerary. This information is used to calculate any Meals Per Diem reimbursements you are eligible for.



Section 7: Link Travel Requests to an Expense Report

Create a New Expense Report from a Travel Request (continued)

How to...

8. Click **Save**.
9. Click **Next**.

Additional Information

The updated **Itinerary Info** screen appears.

Itinerary Info

Itinerary Name: Selection:

☐	Departure City	Arrival City	Arrival Rate Location
☐	Atlanta, Georgia 10/23/2010 6:00 AM	Washington, District of Columbia 10/23/2010 9:30 AM	DISTRICT OF COLUMBIA, US-DC, US
☐	Washington, District of Columbia 10/28/2010 6:00 PM	Atlanta, Georgia 10/28/2010 10:00 PM	FULTON COUNTY, US-GA, US

New Itinerary Stop

Depart from (city):

Date:
Time:

Arrive in (city):

Date:
Time:

10. Click **Next**.

The **Assigned Itinerary** screen opens.

Travel Allowances For Report: Conference in DC 10-23 to 28

Assigned Itineraries

☐	Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: Conference in DC 10-23 to 28					
☐	Atlanta, Georgia	10/23/2010 6:00 AM	Washington, District of Columbia	10/23/2010 9:30 AM	DISTRICT OF COLUMBIA, US-DC, US
☐	Washington, District of Columbia	10/28/2010 6:00 PM	Atlanta, Georgia	10/28/2010 10:00 PM	FULTON COUNTY, US-GA, US

Available Itineraries

Current Itineraries:

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
No Available Itineraries Found				

11. Click **Next**.



Section 7: Link Travel Requests to an Expense Report

Create a New Expense Report from a Travel Request (continued)

How to...

Additional Information

The **Travel Allowances Expenses & Adjustments** screen opens.

Travel Allowances For Report: Conference in DC 10-23 to 28

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from to Go

Exclude	All	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
☐		10/23/2010 Washington, District of Columbia	☐	☐	☐	\$53.25
☐		10/24/2010 Washington, District of Columbia	☐	☐	☐	\$71.00
☐		10/25/2010 Washington, District of Columbia	☐	☐	☐	\$71.00
☐		10/26/2010 Washington, District of Columbia	☐	☐	☐	\$71.00
☐		10/27/2010 Washington, District of Columbia	☐	☐	☐	\$71.00
☐		10/28/2010 Washington, District of Columbia	☐	☐	☐	\$53.25

<< Previous Create Expenses Cancel

12. Click on the box in the appropriate meal column for any meals that were provided and you did not have to pay for on this trip.

The system will adjust the daily allowance for that meal. The total you will be reimbursed for each day appears in the Allowance column. High cost, low cost, and GSA rates are built into the system.

13. Click **Create Expenses**.

Travel Allowances For Report: Conference in DC 10-23 to 28

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from to Go

Exclude	All	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
☐		10/23/2010 Washington, District of Columbia	☐	☐	☐	\$53.25
☐		10/24/2010 Washington, District of Columbia	☐	☒	☐	\$53.00
☐		10/25/2010 Washington, District of Columbia	☐	☒	☐	\$53.00
☐		10/26/2010 Washington, District of Columbia	☐	☒	☐	\$53.00
☐		10/27/2010 Washington, District of Columbia	☐	☐	☐	\$71.00
☐		10/28/2010 Washington, District of Columbia	☐	☐	☐	\$53.25

<< Previous **Create Expenses** Cancel



Section 7: Link Travel Requests to an Expense Report

Create a New Expense Report from a Travel Request (continued)

How to...

14. The **Expense Report** is created and opens.

Additional Information

Any eligible **Travel Allowances** (Meals Per Diem) are entered on the Expense report and the **Travel Request** is attached to the **Report Header** of the Expense Report.

You may add additional items to the Expense Report as needed at this time or later.

Link a Travel Request to an Existing Expense Report

How to...

1. Select the Expense Report you want to link a Travel Request to from the **Expense Report** tab in the **Active Work** or **Expense Report** section of the **My Concur Page**.

Additional Information

Click on the Expense Report to open it.

My Concur Request Expense Profile					
Company Info Welcome to SOG Travel System!!! Thanks to all of our pilot agencies for making this deployment a success!					
Active Work New Expense Report View Reports Travel Requests (7) Expense Reports (13) Cash Advances (8)					
Report Name	Status	Payment Status	Report Date	Requested Amount	
Conference in DC 10-23 to 28 Biannual Conference	Not Submitted	Not Paid	12/16/2011	USD 655.00	
ttt 8/17 ttt	Sent Back to Employee - Abercrombie, William A	Not Paid	12/01/2011	USD 7.50	

2. Click on the **Details** tab.

The **Details** tab options will appear.

Conference in DC 10-23 to 28

New Expense
Details
Receipts
Print / Email
Show Exceptions

Expenses
Delete Copy View

Date	Expense Type	Amount	Requested
12/23/2011	Registration Cert Training, Washington, District o	\$550.00	\$550.00
10/06/2011	Airfare Delta Air Lines, Washington, District	\$325.00	\$325.00
10/06/2011	Hotel	\$750.00	\$750.00

New Expense
Receipt Store

Expense Type

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

Local Phone
Long Distance
Company Car Expense
Registration
Other Meals
Group Meals



Additional Information

- The screenshot shows the 'Conference in DC 10-23 to 28' report header. On the left, there is a sidebar with a 'New Expense' button, a blue 'Expenses' section, and a 'Date' dropdown set to '12/23/2011'. The main area displays the report header with a red circle around the 'Totals' row. Below the header, there are links for 'Audit Trail', 'Approval Flow', and 'Comments'.

Report Header
Totals

A list of available Travel Requests appears.

5. Select the appropriate **Travel Request** by clicking on the check box next to the Travel Request name.

Version Date: 02/12/13

Section 7: Link Travel Requests to an Expense Report

Link Travel Request to an Existing Expense Report (continued)

How to...

- Click on **Add**.

Additional Information

The Travel Request now appears in the **Travel Request** section of the **Report Header**.

Report header for: Conference in DC 10-23 to 28

Report Date 12/16/2011	Report Name Conference in DC 10-23 to 28	Trip Type International	Policy State of Georgia Expense Policy 1
Trip Start Date 10/23/2011	Trip End Date 12/28/2011	Purpose of Trip Biannual Conference	Comment
Report Key 1124	Report Currency US, Dollar	Approval Status Not Submitted	Payment Status Not Paid
AP Vendor ID 0000381129	Special Activity		

Travel Requests						
	Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
☐	Conference in DC 10-23 ...	2278	No	\$1,150.00	\$1,150.00	\$1,150.00

Buttons: Add, Remove, Save, Cancel

- Click on **Save**.

The Travel Request is now attached to the Expense Report. You may continue to add expenses and any additional expense information you need to this expense report.

Keep in mind that each expense report can only contain one travel type: In-state Travel, Out of State Travel or International Travel.



Section 8: Detach Travel Requests Linked to an Expense Report

The following process is used if you attach a Travel Request to the wrong Expense Report and need to remove it.

How to...

1. Access the Expense Report you wish to remove a Travel Request from.

Additional Information

You can access the Expense Report from the **Active Work** section of the **My Concur** page by clicking on it to open it.

Conference in DC 10-23 to 28

Buttons: New Expense, Details (selected), Receipts, Print / Email, Delete Report, Submit Report, Hide Exceptions

Expense Type	Date	Amount	Exception
Airfare	10/06/2011	\$325.00	The Transaction Date is Greater than 30 days old. Please be more timely in your expense submissions.
Hotel	10/06/2011	\$330.00	The Transaction Date is Greater than 30 days old. Please be more timely in your expense submissions.

Expenses

Date	Expense Type	Amount	Requested
12/23/2011	Registration	\$550.00	\$550.00

New Expense

Expense Type:

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

2. Click on the **Details** Tab and select **Report Header** from the **Report** section of the drop down menu.

Conference in DC 10-23 to 28

Report

- Report Header (selected)
- Totals
- Audit Trail
- Approval Flow
- Comments

The Report Header opens.

3. Click the check box next to the **Travel Request(s)** you wish to detach from the Expense Report.
4. Click **Remove**.

You may attach multiple Travel Requests to an Expense Report and you may detach one or multiple Travel Requests from an Expense Report.

Report header for: Conference in DC 10-23 to 28

Report Date 12/16/2011	Report Name Conference in DC 10-23 to 28	Trip Type International	Policy State of Georgia Expense Policy 1
Trip Start Date 10/23/2011	Trip End Date 12/28/2011	Purpose of Trip Biannual Conference	Comment
Report Key 1124	Report Currency US, Dollar	Approval Status Not Submitted	Payment Status Not Paid
AP Vendor ID 0000381129	Special Activity		

Travel Requests

Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
☒ Conference in DC 10-23 ...	2278	No	\$1,150.00	\$1,150.00	\$1,150.00

Buttons: Add, Remove, Save, Cancel

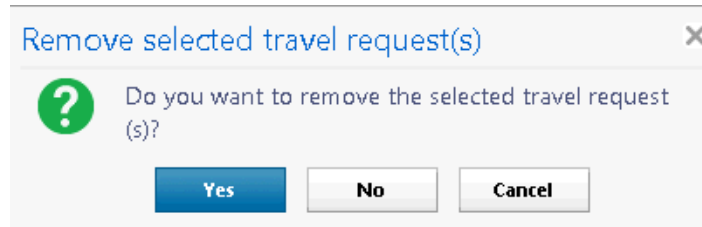


Section 8: Detach Travel Requests Linked to an Expense Report (continued)

How to...

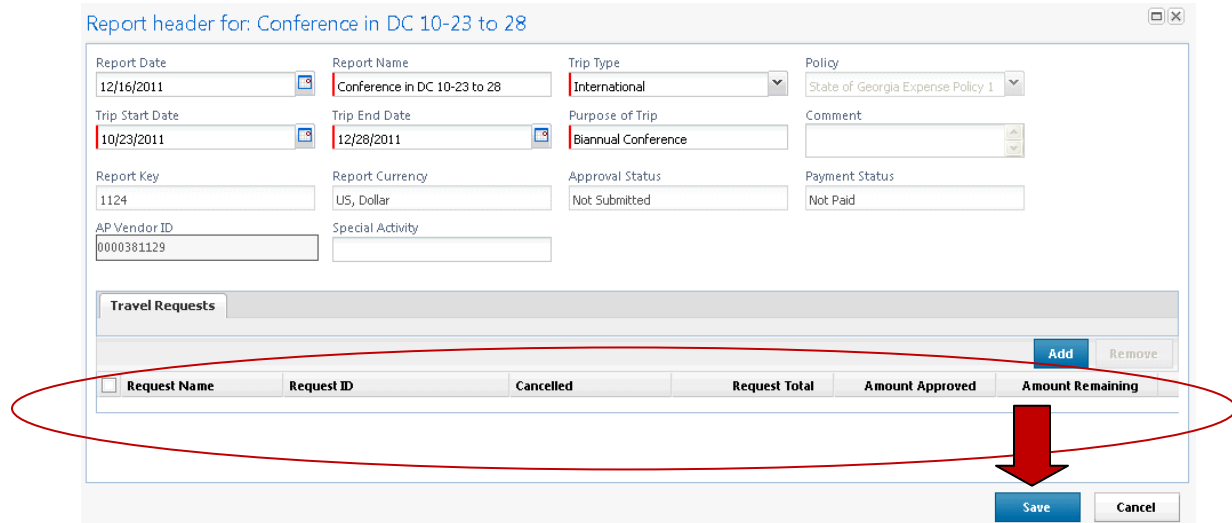
- Click **Yes** in the confirmation box that appears.

Additional Information



The **Expense Report Header** opens and the **Travel Requests** selected for removal from the Expense Report no longer appear in the **Travel Requests** section.

NOTE: Detaching a Travel Request from an Expense Report does NOT delete the Travel Request from the system.



- Click **Save**.

NOTE: The selected Travel Request is no longer attached to the Expense Report. Detaching a **Travel Request** from an **Expense Report** does NOT delete the **Travel Request** from the system.

- The **Expense Report** opens.

You can add expense items, edit the expense report or exit the system.



Section 9: Delete a Travel Request

Only unapproved Travel Requests can be deleted..

How to...

1. Select an un-submitted **Travel Request** from the **Travel Request** tab on the Active Work section of the **My Concur** page.

Additional Information

The **Travel Request** opens.

Active Work						
New Travel Request		View Travel Requests				
Travel Requests (7)		Expense Reports (14)		Cash Advances (8)		
Travel Request Name	Travel Request ID	Status	Travel Request Dates	Total	Expense Report?	
Peace Officers Conf Feb 2-6 Annual conference and certification training	227V	Approved	02/02/2012 02/06/2012	USD 1,500.00		
SHRM Conference Washington DC Required CE's	227H	Approved	01/15/2012 01/20/2012	USD 950.00		
Requirement 1220611 Review	227P	Not Submitted	12/06/2011 12/09/2011			
Certification Workshop 11/20 to Certification	227E	Submitted & Pending Approval - Thornton, John A	11/20/2011 11/23/2011	USD 575.00		
test test	227J	Sent Back to Employee - System, Concur	11/06/2011 12/10/2011			
Conference in DC 10-23 to 28 Biannual Conference	2278	Approved	10/23/2011 10/28/2011	USD 1,150.00		
Trips 10-1 to 10 Field Visits	2277	Approved	10/01/2011 10/10/2011	USD 1,725.00		

2. Click on the **Travel Request**.

The **Travel Request** opens.

Travel Request 227P

Request Name: Requirement 1220611
Purpose: Review

Status: Not Submitted

Cancel Save Print / Email **Delete Travel Request** Submit Travel Request

Travel Request Header Segments Approval Flow Audit Trail

Request Name
Requirement 1220611

Trip Type
In-State Travel

Request Policy
*SOG Request Policy 1

Start Date
12/06/2011

End Date
12/09/2011

Purpose
Review

Comment

3. Click on **Delete Travel Request**



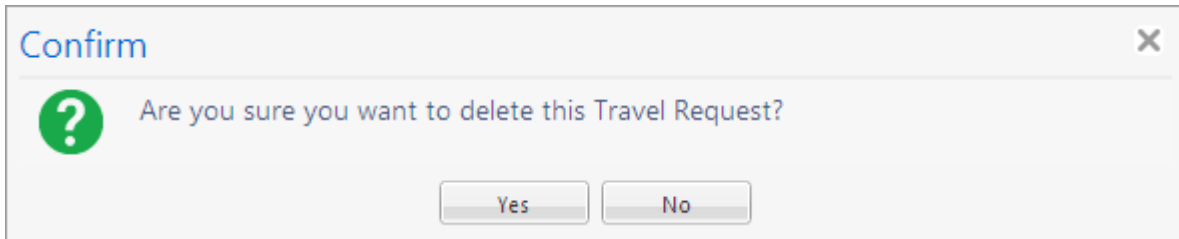
Section 9: Delete a Travel Request (continued)

How to...

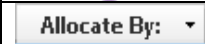
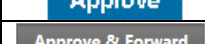
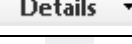
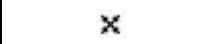
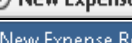
4. Click on **Yes** in the **Confirmation** dialogue box that opens.

Additional Information

The un-submitted Travel Request is deleted from the system.

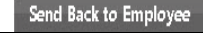


Appendix A: Buttons and Icons

Button / Icon Description	
	Add New Allocation: Add a new allocation row.
	Airfare: Click to view your airfare booking information.
	Allocate By: Choose between allocating by percentage or amount.
	Allocations: Indicates that an expense entry has been allocated.
	Attendees: Indicates that an expense entry has associated attendees.
	Approve: Approve the expense report for processing.
	Approve & Forward: Add additional review steps for an expense report.
	Car Rental: Click to view booking information for your car rental.
	Credit Card Transaction: Indicates that an expense entry was from a credit card transaction.
	Comments: Indicates that an expense entry has comments associated with it.
	Create Expense Report: Creates an expense report from a completed Trip Itinerary or a Travel Request.
	Delete Report: Deletes the current expense report. *Only originator can delete.
	Details: Provides options to view details of the expense report such as the report header, allocations, and audit trail.
	Dining: Click to add a Request for Meals on a Travel Request.
	Exceptions: Indicates that an expense entry has an exception associated with it. Red exceptions create a hard stop. Yellow errors allow you to continue.
	Import: Provides access to import trip details or credit card charges to the current expense report.
	Match: This is used to combine Smart Expense entries when Corporate Card Charges and Trip data are not automatically matched by the system.
	Itemize: Save the current expense entry and begin the itemization process. For example, hotel expenses have to be itemized.
	Lodging: Click to view your lodging (hotel) booking information.
	Misc: Click to add a Request for Miscellaneous Expenses on a Travel Request.
	Mobile Expense: Indicates that the expense was entered in Concur Mobile.
	Multiply: Reverses the exchange rate when working with foreign out of pocket transactions.
	New Attendee: Add a never before used attendee to an expense report.
	New Expense: Add a new expense entry to an Expense Report.
	New Expense Report: Create a new expense report.
	Next: After creating the expense report header go to the next step in the process.
	Personal: Indicates that an expense entry was marked as personal.
	Print: Print the fax cover page or detail report for the current expense report.
	Recall: Allows you to recall a submitted expense report or Travel Request if your Approver has not already approved it.
	Receipts: Access to attach receipt images or view previously attached receipts.
	Reserve: Reserves the selected trip details. A green reserve indicates the reservation is within Policy, Yellow indicates out of policy



TTE Travel & Expense –Travel Request User’s Guide

Button / Icon Description	
	Resubmitted: This icon indicates the Expense Report or Request was returned. This icon appears when an approver returns an Expense Report or Request to a user. It also appears in the Approval Queue of the approver when a user corrects and resubmits a report.
	Seat map: Click to view the flight seat map.
	Send Back to Employee: Allows the approver to send the expense report back for corrections.
	Submit Report, Submit Travel Request: Submit the report for approval.
	Tooltip: Click the tooltip icon to view the associated field-related help.
	Show / Hide Itemization: Click this icon to view or hide itemization specifics.
	Yellow Diamond: Indicates a company preferred vendor.

