# Correct a Travel Allowance Entry

When you discover a problem with a Travel Allowance you have the option to **Edit**, **Unassign, Reassign** or **Delete** it from the TTE system.  You also have the option to correct only the Provided Meals for a Travel Allowance. The processes are the same for all Travel Allowances.

Click the following links to access instructions to:

<div align="center">

EDIT
UNASSIGN
REASSIGN
DELETE
CORRECT A PROVIDED MEAL

</div>

**EDIT -** Use the edit function to correct data in a meal already added to an Expense Report.

o   Open the Expense Report if it isn't already open
o   Select **Details** and then **Available Itineraries** under *Travel Allowances*.
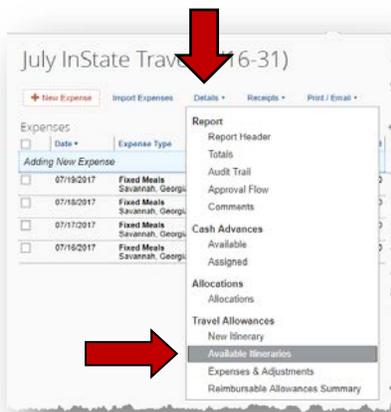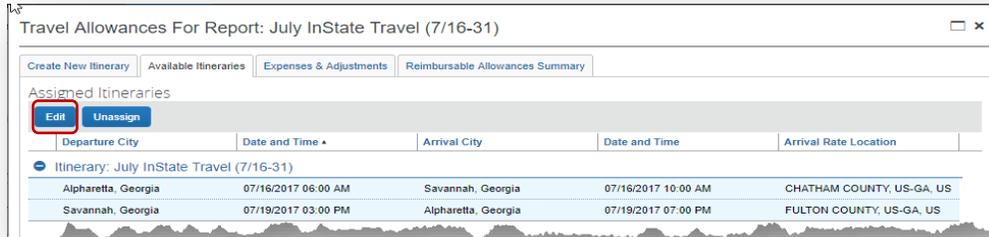


o   The *Available Itineraries* open.
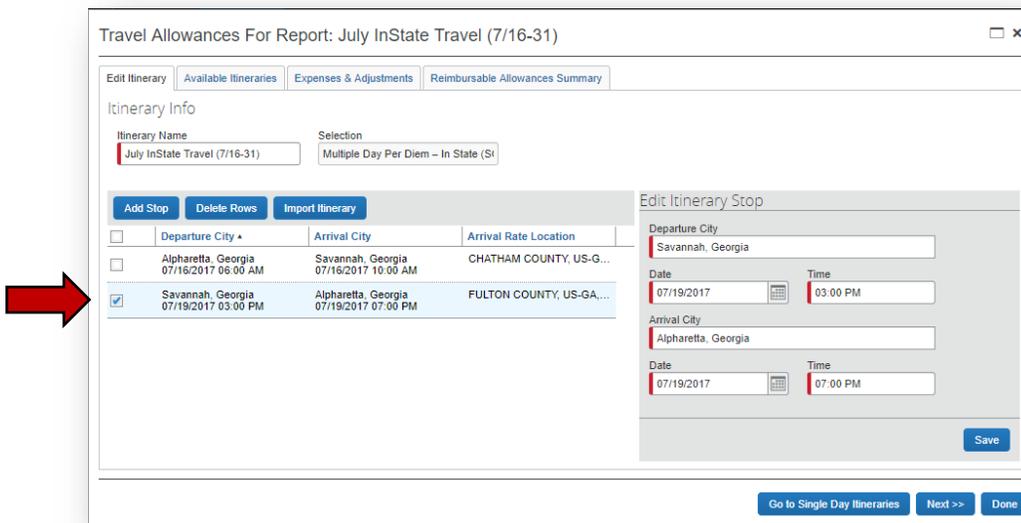o   Click on the name of the itinerary you wish to edit



o   The itinerary will then be highlighted
o   The **Edit** and **Unassign** buttons are activated.

o Select **Edit**



o The *Edit Itinerary* form opens
o Select the checkbox next to the leg of the trip to be edited.



o There are restrictions on what you can edit:
  - You can edit times or departure and arrival cities
  - To edit dates or to add additional stops, you must delete the final leg and then add new stops
o To delete a row select the leg to be deleted and then select **Delete Row**

o  Select **Yes** to confirm that you wish to delete the row



o  Select **OK** to  clear the deletion acknowledgement



o  You may now enter data for the next leg in *New Itinerary Stop* for the return trip or the next location you spent the night (for multiple day per diem) or the last business stop of the day (for single day per diem).
o  Select **Save**

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State of Georgia      Version Date:    08/15/17

o Enter as many additional locations where you spent the night as necessary (multiple day per diem). Multiple day per diem is based on where you spent the night, so be sure to make an entry for *each* location where you spent the night.
o Enter the information for your final leg, which generally is home.
o Select **Save**



o The updated itinerary data appears

> **NOTE**: If you return from a trip with an overnight stay and left for another trip with an overnight stay on the same day, they must be entered as a continuous trip for Travel Allowance entry purposes.

- ***Example***: *You left Atlanta on 7/19 and went to Savannah, left Savannah on the 21$^{st}$ to go to Valdosta, left Valdosta to return to Atlanta on the 22$^{nd}$ and left Atlanta on the same day (the 22$^{nd)}$ to go to Chicago and finally left Chicago on the 25$^{th}$ to return to Atlanta.*

*Both trips would need to be entered as one continuous trip or you will not be reimbursed for the correct Per Diem.*

o   Select **Next**



o   The adjusted allowable per diem allowances display

   **NOTE**: In our example we adjusted the original trip to Savannah to add the leg to Valdosta before returning to Alpharetta.

o   Select the check box next to meal periods (breakfast, lunch and/or dinner) to exclude any provided meals from the allowable per diem.
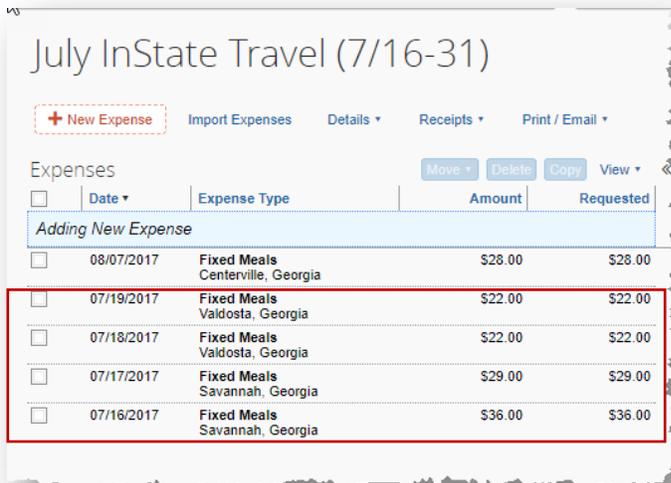
o   Select **Update Expenses**



o   The Expense Report will be updated with any corrections necessary based on the new data you entered.

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State of Georgia

**UNASSIGN -** Use the Unassign function to transfer a meal from an Expense eeport and move it to Available Itineraries to be reassigned to another expense Report or delete it from the TTE system.

- o  Open the existing Expense Report with the incorrect Travel  Allowance
- o  Select the **Details** tab
- o  Select *Available Itineraries* from Travel Allowances section
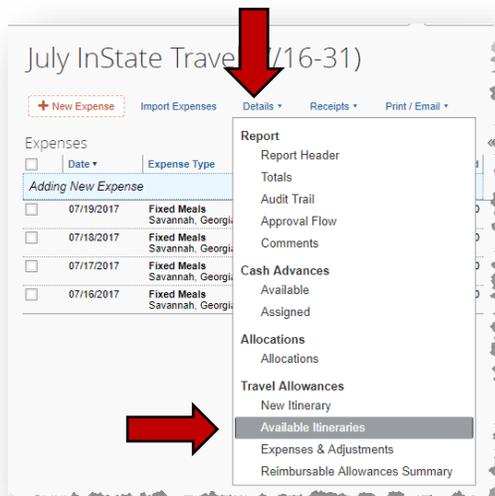


- o  Locate the Travel Allowance Entry in the *Assigned Itineraries* section
      **NOTE**: If entered properly each Itinerary has at least 2 lines and if it only has 1 line you may get a system error message that won't let you process the itinerary.

- o  Click on the name of the problem itinerary to highlight it
- o  Select **Unassign**
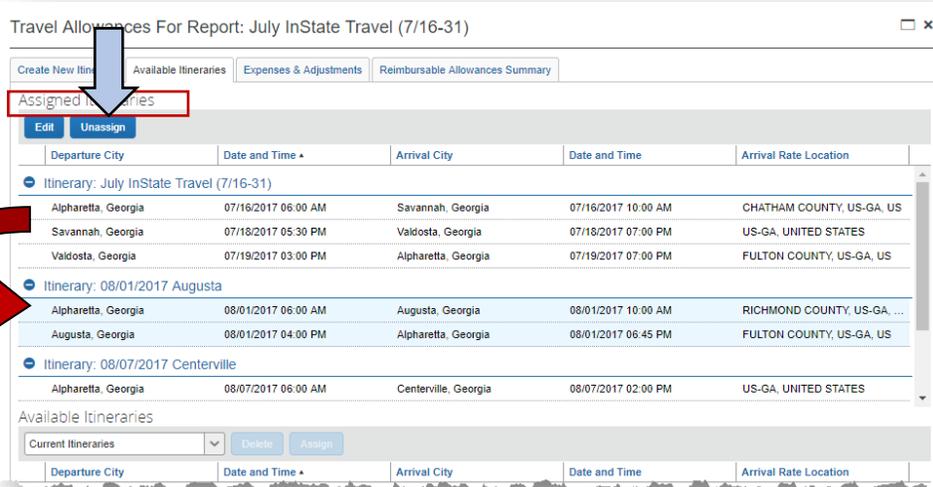
o The Itinerary moves to *Available Itineraries* at the bottom of the window.
  • You may need to scroll to locate the itinerary
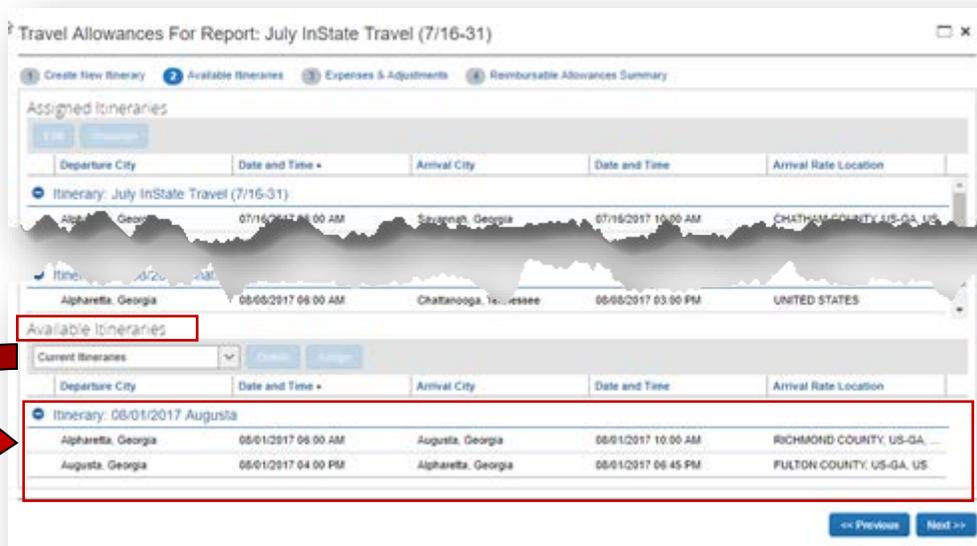


o The Travel Allowance Itinerary is now available for further adjustment.

> **NOTE:** You may now completely delete this unassigned itinerary from the TTE system or reassign it to another Expense Report.

**DELETE** - If the meal was just wrong and you want to delete it from TTE and the Expense Report you must first unassign it from the Expense Report where it appears and then delete it from Available Itineraries.

o Select the Travel Allowance Itinerary to be deleted by selecting on the Itinerary name in the *Available Itineraries* section. This will highlight it and make **Delete** and **Assign** available.

o   Select **Delete**.
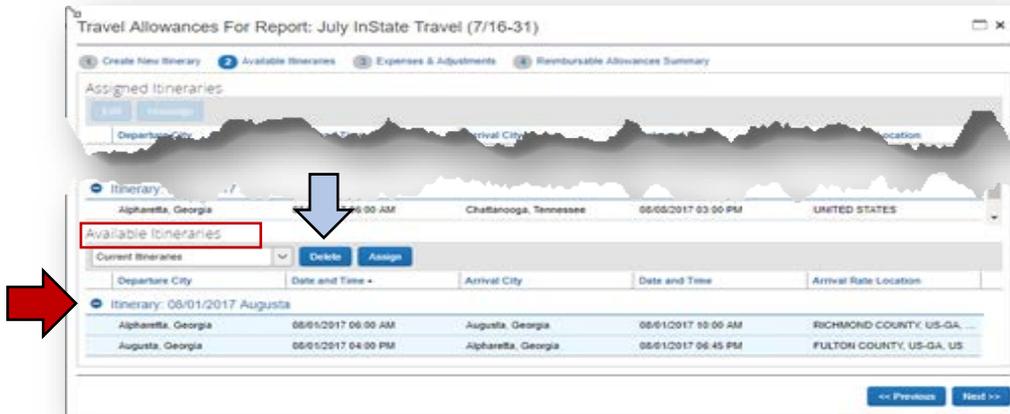


o   Select **Yes** in the  confirmation box to process the deletion
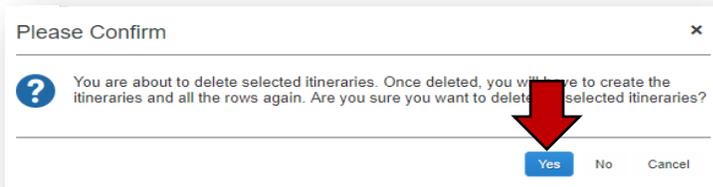


o   The Travel Allowance Itinerary will be removed from the TTE System and the date will be available for entry.

**REASSIGN -** If the issue was that you put a meal on the wrong Expense Report, first use the **Unassign**  feature to remove the meal from the incorrect Expense Report then assign it to another.
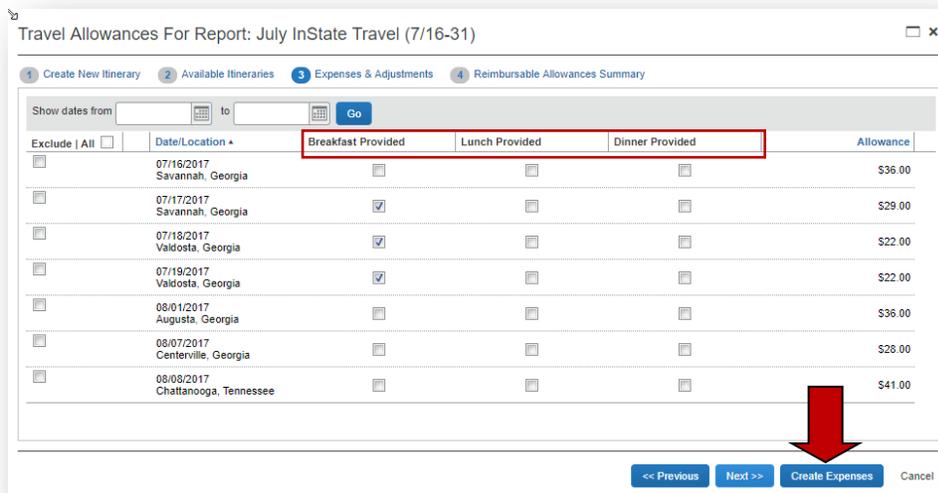
o   Open the new or existing Expense Report you want to add the existing Travel Allowance Itinerary to.
o   Select the **Details** tab
o   Select *Available Itineraries* at the bottom of the window
o   Select the itinerary you want to link from *Available Itineraries* at the bottom of the window by clicking on the Itinerary name. This will highlight the item.
o   Select **Assign**
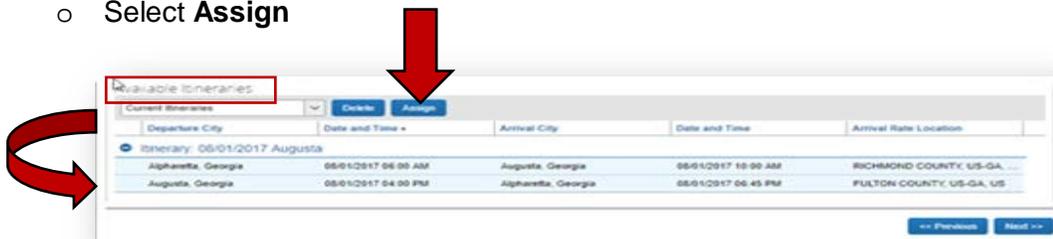
o The Travel Allowance Itinerary will move into *Assigned Itineraries* at the top of the window.
o Select **Next**
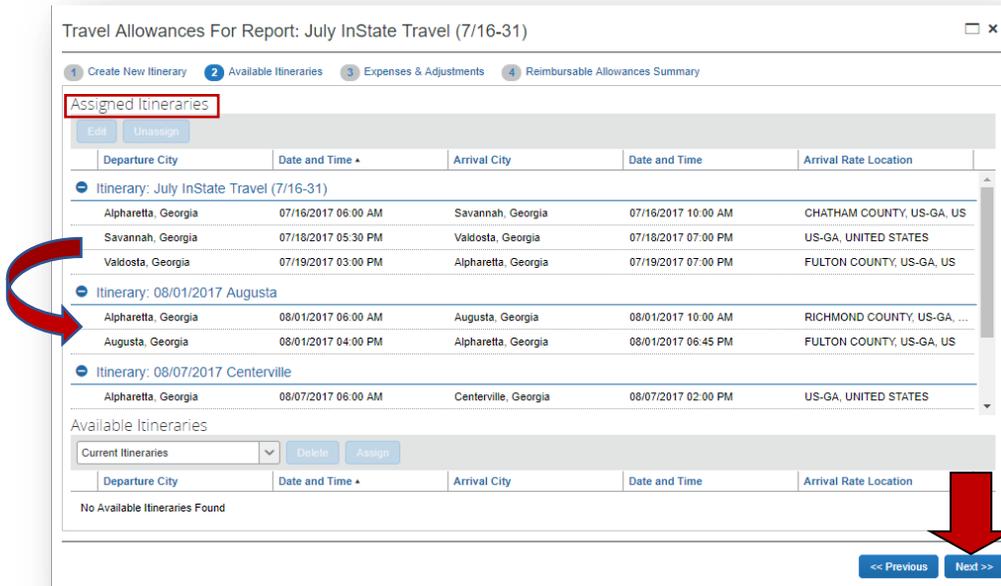


o Adjust the Travel Allowance for any provided meals if necessary
o Select **Create Expenses** (or **Update Expenses** if it appears)



o The Expense Report is updated with the Fixed Meals Expense item

## Correct a Provided Meal Only on an Existing Travel Allowance Entry

Use this process to correct a meal period (breakfast, lunch or dinner) incorrectly deducted from a Per Diem on a particular day or to deduct a meal period that should have been deducted from the Per Diem on a particular day.

- o   Open an existing Expense Report
- o   Select the **Details** tab.
- o   Select **Expenses and Adjustments** under the Travel Allowances section



- o   The **Expenses & Adjustment**s window opens.

- ○ Select or deselect any meal period to be excluded from the per diem.
- ○ Select **Update Expenses**



- • The Expense Report will open and the corrected Per Diems (Fixed Meals expenses) will be updated on the Expense Report.

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