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:

EDIT UNASSIGN REASSIGN DELETE CORRECT A PROVIDED MEAL

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

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



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

Accimic					
SSIGNE	d itineraries				
Departure City D		Date and Time +	Arrival City	Date and Time	Arrival Rate Location
• Itine	rary: July InState Trave	el (7/16-31)			
Alp	haretta, Georgia	07/16/2017 06:00 AM	Savannah, Georgia	07/16/2017 10:00 AM	CHATHAM COUNTY, US-GA, U
Savannah, Georgia 01		07/19/2017 03:00 PM	Alpharetta, Georgia	07/19/2017 07:00 PM	FULTON COUNTY, US-GA, US

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

o Select Edit

e New Itinerary Available I	tineraries Expenses & Adjustment	Reimbursable Allowances Summary		
igned Itineraries				
dit Unassign				
Departure City	Date and Time •	Arrival City	Date and Time	Arrival Rate Location
Itinerary: July InState T	ravel (7/16-31)			
Alpharetta, Georgia	07/16/2017 06:00 AM	Savannah, Georgia	07/16/2017 10:00 AM	CHATHAM COUNTY, US-GA, US
Savannah, Georgia	07/19/2017 03:00 PM	Alpharetta, Georgia	07/19/2017 07:00 PM	FULTON COUNTY, US-GA, US

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

Edit Itine	erary Available Itineraries	Expenses & Adjustments	Reimbursable Allowances Summary			
Itiner	ary Info					
ltinera July	InState Travel (7/16-31)	Selection Multiple Day Per Die	m – In State (St			
Add	Stop Delete Rows	Import Itinerary		Edit Itinerary Stop		
	Departure City +	Arrival City	Arrival Rate Location	Departure City		
	Alpharetta, Georgia 07/16/2017 06:00 AM	Savannah, Georgia 07/16/2017 10:00 AM	CHATHAM COUNTY, US-G	Date	Time	
	Savannah, Georgia 07/19/2017 03:00 PM	Alpharetta, Georgia 07/19/2017 07:00 PM	FULTON COUNTY, US-GA,	07/19/2017	03:00 PM	
				Alpharetta, Georgia		
				Date 07/19/2017	Time 07:00 PM	
						Save

- 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
- To delete a row select the leg to be deleted and then select Delete Row

Edit Itinera	ary Available Itineraries	Expenses & Adjustments	Reimbursable Allowances Summary		
Itinerary July In	Name State Travel (7/16-31)	Selection Multiple Day Per Diem	- In State (St		
Add S	top Delete Rows	Import Itinerary		Edit Itinerary Stop	
	Departure City +	Arrival City	Arrival Rate Location	Departure City	
	Alpharetta, Georgia 07/16/2017 06:00 AM	Savannah, Georgia 07/16/2017 10:00 AM	CHATHAM COUNTY, US-G	Date	Time
	Savannah, Georgia 07/19/2017 03:00 PM	Alpharetta, Georgia 07/19/2017 07:00 PM	FULTON COUNTY, US-GA,	07/19/2017	03:00 PM
				Arrival City Alpharetta, Georgia	
				Date	Time
				07/19/2017	07:00 PM

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



o Select OK to clear the deletion acknowledgement



- 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

ravel Allowances For Report: July Ir	□ ×
Linerary Name July InState Travel (7/16-31) Add Stop Deteils Rows Import linerary Departure City + Arrival City Alpharetta, Georgia 07/16/2017 06:00 AM 07/16/2017 10	0 PM
	Day Itineraries Next >> Done

- 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 <u>each</u> location where you spent the night.
- Enter the information for your final leg, which generally is home.
- o Select Save

dit Itinerary	Available Itineraries	Expenses & Adjustments	Reimbursable Allowances Summary			
tinerary Itinerary N July InSi	Info iame tate Travel (7/16-31)	Selection Multiple Day Per Die	m – In State (St			
Add Stor	Departure City + Departure Ci	Import Illnerary Arrival City Savannah, Georgia 07/18/2017 10:00 AM Valdosta, Georgia 07/18/2017 07:00 PM	Arrival Rate Location CHATHAM COUNTY, US-G US-GA, UNITED STATES	New Itinerary Stop Departure City Valdosta, Georgia Date 07/19/2017 Arrival City Alpharetta, Georgia Date 07/19/2017	Time 3:00 PM Time 7:00 PM	

• 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 21st to go to Valdosta, left Valdosta to return to Atlanta on the 22nd and left Atlanta on the same day (the 22nd) to go to Chicago and finally left Chicago on the 25th 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

it Itinera	ry Available Itineraries	Expenses & Adjustments	Reimbursable Allowances Summary				
nerar	y Info						
tinerary	Name	Selection					
July In	State Travel (7/16-31)	Multiple Day Per Die	m – In State (St				
Add St	op Delete Rows	Import Ilinerary		New Itinerary Stop	D		
	Departure City .	Arrival City	Arrival Rate Location	Departure City			
	Alpharetta, Georgia 07/16/2017 06:00 AM	Savannah, Georgia 07/16/2017 10:00 AM	CHATHAM COUNTY, US-G	Date	Time		
	Savannah, Georgia 07/18/2017 05:30 PM	Valdosta, Georgia 07/18/2017 07:00 PM	US-GA, UNITED STATES				
	Valdosta, Georgia 07/19/2017 03:00 PM	Alpharetta, Georgia 07/19/2017 07:00 PM	FULTON COUNTY, US-GA,	Amval City			
				Date	Time		
				•			
				1	Go to Single E	ay Itineraries Next	>> Done

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.

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

reate New Itinerary	Available Itineraries Expen	ses & Adjustments Reimburs	able Allowances Summary		
Show dates from	to	Go			
Exclude All	Date/Location +	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
	07/16/2017 Savannah, Georgia				\$36.00
	07/17/2017 Savannah, Georgia	V			\$29.00
	07/18/2017 Valdosta, Georgia				\$22.00
	07/19/2017 Valdosta, Georgia				\$22.00

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

+	New Expense	Import Expenses Details	Receipts Print	/ Email 🔹
хре	enses		Move • Delete	Copy View •
	Date •	Expense Type	Amount	Requested
Addi	ng New Expen	se		
	08/07/2017	Fixed Meals Centerville, Georgia	\$28.00	\$28.00
	07/19/2017	Fixed Meals Valdosta, Georgia	\$22.00	\$22.00
	07/18/2017	Fixed Meals Valdosta, Georgia	\$22.00	\$22.00
	07/17/2017	Fixed Meals Savannah, Georgia	\$29.00	\$29.00
	07/16/2017	Fixed Meals Savannah, Georgia	\$36.00	\$36.00

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.

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



- 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
- Select Unassign

Create New Itine Availab	le Itineraries Expenses & Adjustments	Reimbursable Allowances Summary		
Assigned ries				
Edit Unassign				
Departure City	Date and Time +	Arrival City	Date and Time	Arrival Rate Location
Itinerary: July InState	e Travel (7/16-31)			
Alpharetta, Georgia	07/16/2017 06:00 AM	Savannah, Georgia	07/16/2017 10:00 AM	CHATHAM COUNTY, US-GA, U
Savannah, Georgia	07/18/2017 05:30 PM	Valdosta, Georgia	07/18/2017 07:00 PM	US-GA, UNITED STATES
Valdosta, Georgia	07/19/2017 03:00 PM	Alpharetta, Georgia	07/19/2017 07:00 PM	FULTON COUNTY, US-GA, US
Itinerary: 08/01/2017	Augusta			
Alpharetta, Georgia	08/01/2017 06:00 AM	Augusta, Georgia	08/01/2017 10:00 AM	RICHMOND COUNTY, US-GA,
Augusta, Georgia	08/01/2017 04:00 PM	Alpharetta, Georgia	08/01/2017 06:45 PM	FULTON COUNTY, US-GA, US
Itinerary: 08/07/2017	Centerville			
Alpharetta, Georgia	08/07/2017 06:00 AM	Centerville, Georgia	08/07/2017 02:00 PM	US-GA, UNITED STATES
Available Itineraries				
Current Itineraries	✓ Delete Assign			
Descentions Office	Data and Time i	Arrival City	Data and Time	Arrivel Data Leastian

The Itinerary moves to *Available Itineraries* at the bottom of the window.
You may need to scroll to locate the itinerary

Assigned Itineraries				
In the second				
Departure City	Date and Time +	Arrival City	Date and Time	Annual Rate Location
• Itinerary: July InState	Travel (7/16-31)	ET THE COURSE		
Alta Georg	07/16/2017 AL 00 AM	Savarnan, Georgia	67/16/2017 10:00 AM	CHATHING CONTEXTED AND
and the second	and the second s		and the second s	
a tine size	AN.	A second s	11 A	
Alpharetta, Georgia	08/08/2017 08:00 AM	Chattanooga, 1e., Jessee	06/06/2017 03:00 PM	UNITED STATES
Available Itineraries				
Current Itineraties	V Contra Compe			
Departure City	Date and Time +	Artival City	Date and Tane	Arrival Rate Location
Itinerary: 08/01/2017 /	Augusta			
Alpharetta, Georgia	05/01/2017 05:00 AM	Augusta, Georgia	08/01/2017 10:00 AM	RICHMOND COUNTY, US-GA.
Augusta, Georgia	05/01/2017 04:00 PM	Alphavetta, Georgia	06/01/2017 06 45 PM	FULTON COUNTY, US-GA, US

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.

• 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.

Create Neu Binerary	Available Brieranes (B) Expenses (& Adjustments (Reimbursable)	Abovances Summary	
Assigned Itineraries				
(And Descent)				
Orpartsperioty	and the second sec	vrival City	Street, all	ocation
-				
O Itinerary		and the second sec		All and the second second
Alpharetta, Georgia		Chattanooga, Tennessee	05/05/2017 03:00 PM	UNITED STATES
Available Itineraries				
Current Rineranes	V Dekto Assign			
Departure City	Date and Time +	Arrival City	Date and Time	Arrival Rate Location
Itinerary: 08/01/2017 /	Augusta			
Alpharetta, Georgia	08/01/2017 06:00 AM	Augusta, Georgia	08/01/2017 10:00 AM	RICHMOND COUNTY, US-GA,
Augusta, Georgia	05/01/2017 04:00 PM	Alpharetta, Georgia	05/01/2017 06:45 PM	FULTON COUNTY, US-GA, US
				Charlenger Charles

• Select Yes in the confirmation box to process the deletion



• 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 <u>Unassign</u> feature to remove the meal from the incorrect Expense Report then assign it to another.

- Open the new or existing Expense Report you want to add the existing Travel Allowance Itinerary to.
- Select the **Details** tab
- o Select Available Itineraries at the bottom of the window
- 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

Current Rhenaries	- Dekk Anage			
Departure City	Date and Time -	Annual City	Date and Take	Arrival Rate Location
• Itmerary: 05/01/2017 /	Augusta			
Alpharetta, Georgia	65/01/2017 05:00 AM	Augusta, Georgia	05/01/2017 10:00 AM	RICHMOND COUNTY, US-GA
Augusta, Georgia	05/01/2017 04:00 PM	Alphavetta, Georgia	66/01/2017 66 45 PM	FULTON COUNTY, US-GA, U

- The Travel Allowance Itinerary will move into *Assigned Itineraries* at the top of the window.
- o Select Next

1 Create New Itinerary 2	Available Itineraries 3 Expenses	& Adjustments 4 Reimbursabl	e Allowances Summary		
Assigned Itineraries					
Departure City	Date and Time +	Arrival City	Date and Time	Arrival Rate Location	
• Itinerary: July InState	Travel (7/16-31)				*
Alpharetta, Georgia	07/16/2017 06:00 AM	Savannah, Georgia	07/16/2017 10:00 AM	CHATHAM COUNTY, US-GA, US	
Savannah, Georgia	07/18/2017 05:30 PM	Valdosta, Georgia	07/18/2017 07:00 PM	US-GA, UNITED STATES	
Valdosta, Georgia	07/19/2017 03:00 PM	Alpharetta, Georgia	07/19/2017 07:00 PM	FULTON COUNTY, US-GA, US	
Itinerary: 08/01/2017	Augusta				
Alpharetta, Georgia	08/01/2017 06:00 AM	Augusta, Georgia	08/01/2017 10:00 AM	RICHMOND COUNTY, US-GA,	
Augusta, Georgia	08/01/2017 04:00 PM	Alpharetta, Georgia	08/01/2017 06:45 PM	FULTON COUNTY, US-GA, US	1
Itinerary: 08/07/2017	Centerville				
Alpharetta, Georgia	08/07/2017 06:00 AM	Centerville, Georgia	08/07/2017 02:00 PM	US-GA, UNITED STATES	
Available Itineraries					
Current Itineraries	V Delete Assign				
Departure City	Date and Time +	Arrival City	Date and Time	Arrival Rate Location	
No Available Itineraries Found					

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

Create New Itinerary	2 Available Itineraries	3 Expenses & Adjustments	4 Reimbursable Allowar	ices Summary	
Show dates from	to	Go			
Exclude All	Date/Location +	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
	07/16/2017 Savannah, Georgia				\$36.00
	07/17/2017 Savannah, Georgia	V			\$29.00
	07/18/2017 Valdosta, Georgia				\$22.00
	07/19/2017 Valdosta, Georgia				\$22.00
	08/01/2017 Augusta, Georgia				\$36.00
	08/07/2017 Centerville, Georgia				\$28.00
	08/08/2017 Chattanooga, Tennessee				\$41.00

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

	New Expense	Import Expenses Details *	Receipts * Prin	t / Email *
Expe	enses		Move * Delete	Copy View *
	Date •	Expense Type	Amount	Requested
Addi	ng New Expen	se		
	07/16/2017	Fixed Meals Savannah, Georgia	\$36.00	\$36.00
	07/17/2017	Fixed Meals Savannah, Georgia	\$29.00	\$29.00
	07/18/2017	Fixed Meals Valdosta, Georgia	\$22.00	\$22.00
	07/19/2017	Fixed Meals Valdosta, Georgia	\$22.00	\$22.00
	08/01/2017	Fixed Meals Augusta, Georgia	\$36.00	\$36.00
	08/07/2017	Fixed Meals Centerville, Georgia	\$28.00	\$28.00
	08/08/2017	Fixed Meals	\$41.00	\$41.00

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
- Select the **Details** tab.
- o Select Expenses and Adjustments under the Travel Allowances section



• The Expenses & Adjustments window opens.

eate New Itinerary	Available Itineraries Exper	ises & Adjustments Reimburs	able Allowances Summary		
how dates from	to	Go			
xclude All 🗌	Date/Location •	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
	07/16/2017 Savannah, Georgia				\$36.00
	07/17/2017 Savannah, Georgia				\$29.00
	07/18/2017 Valdosta, Georgia				\$22.00
	07/19/2017 Valdosta, Georgia				\$22.00
	08/01/2017 Augusta, Georgia				\$36.00
	08/07/2017 Centerville, Georgia				\$28.00

 \circ $\,$ Select or deselect any meal period to be excluded from the per diem.

• Select Update Expenses

Create New Itinerary	Available Itineraries Expen	ises & Adjustments Reimburg	sable Allowances Summary			
Show dates from	to					
Exclude All	Date/Location •	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance	
	07/16/2017 Savannah, Georgia				\$16.00	
	07/17/2017 Savannah, Georgia				\$29.00	
	07/18/2017 Valdosta, Georgia	V			\$22.00	
	07/19/2017 Valdosta, Georgia	V			\$22.00	
	08/01/2017 Augusta, Georgia				\$36.00	
	08/07/2017 Centerville, Georgia				\$28.00	

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