

# TeamWorks Travel and Expense

With Concur Technologies

**TTE:**  
Approver Handbook  
2017



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## Document Revision History:

Date	Notes / Comments / Changes
09/21/2012	Updated for software release
02/25/2013	Update for software release.
05/12/2013	Updated Branding from GTE to TTE, Header and Footers only
11/20/2013	Updated branding, minor format changes.
04/23/2014	Updated for Previous/Next when viewing approved Expense Reports, minor format changes
12/8/2014	Updated for new UI
08/07/2015	Updated for new releases
02/15/2016	Minor verbiage updates.
04/17/2017	Minor system changes

## Welcome to TeamWorks Travel & Expense (TTE)

TeamWorks Travel & Expense powered by Concur integrates expense reporting with a complete travel booking solution. This comprehensive Web-based service provides all the tools State of Georgia travelling employees need to book travel as well as create and submit expense reports. Managers use the service to review and approve expense reports, Cash Advance Requests and 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 reduce 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 Travel & Expense Administrator.

### Additional Information

Your password is case sensitive.

If you are not sure how to log on, check with your Local Travel & Expense Administrator or contact the SAO Customer Service Center, Option 9.

The screenshot shows the Concur Sign In interface. On the left, there is a 'Sign In' section with the following elements:

- Sign In** header
- User Name** input field
- Password** input field
- Remember user name on this computer
- Sign In** button
- [Forgot your user name?](#)
- [Forgot your password?](#)
- Change language** dropdown menu (set to English (US))

The background image shows a city skyline at night, featuring a large suspension bridge and the Tokyo Tower. The footer contains the Concur logo, a [Service Status](#) link, and the text: © Copyright 2017 - Concur - All Rights Reserved.

## Section 2: Explore the Home Page

The **Home** page includes several sections that make it easy for you to navigate and find the information you need.

The screenshot shows the TTE Home page interface. At the top, a navigation bar contains tabs for Home, Requests, Travel, Expense, Approvals, and App Center. Below this is a user profile area with a greeting and a 'Quick Task Bar' showing counts for New, Required Approvals, Authorization Requests, Available Expenses, and Open Reports. The main content area is divided into several sections: Trip Search (with flight details and filters), Alerts (with a TripIt notification), Company Notes (with a training link), My Tasks (with three cards for Required Approvals, Available Expenses, and Open Reports), My Trips (showing no upcoming trips), and Facts & Stats (with a '67 Out of Policy' graphic and a 'Did you know?' tip). The footer includes the Concur logo, Company Policy Travel Policy, and copyright information.

### How to...

Locate the page tabs

Locate the **Quick Task Bar**

### Additional Information

The page tabs provide access to Home, Requests, Travel, Expenses, Approvals

This section appears just below the system tabs and provides easy and instant access to all TTE traveler and Approver documents. Each document type (such as Approvals, Open Reports, etc.) indicates the

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Locate **Trip Search**

number of open documents. The contents of the Quick Task Bar vary with the system configuration and user privileges.

This section allows you to book travel directly from the **Home** page. You can also book travel from the Travel page accessible from the Travel tab.

Locate the **My Trips** section

This section allows you access to add, change or delete travel already booked. You can also make these changes from the Travel page accessible from the Travel tab.

Locate the **Alerts** section

This section provides important traveler information from the TTE Travel Management Company Travel Inc.

Locate the **Company Notes** section.

This section displays information and links provided by the TTE Global Travel Administrator. Click Read More to see complete information.

Locate the **My Tasks** section

This section provides access to traveler documents and expenses as well as Approval Queues. These tasks are available from the Quick Task Bar as well as the Expense and Approvals tabs at the top of the page. Each document type (such as Approvals, Open Reports, etc.) indicates the number of open documents. Click the arrows by a section to see more information.

**Locate Facts & Stats**

This section provides additional interesting information about you as a TTE user. Arrows appear when you place the mouse pointer over the beginning or end of the section to allow you to view more information.

Locate **Profile**

Clicking on Profile or the profile icon provides access to your TTE Profile Settings as well as accessing people you act as a delegate or travel assistant for.

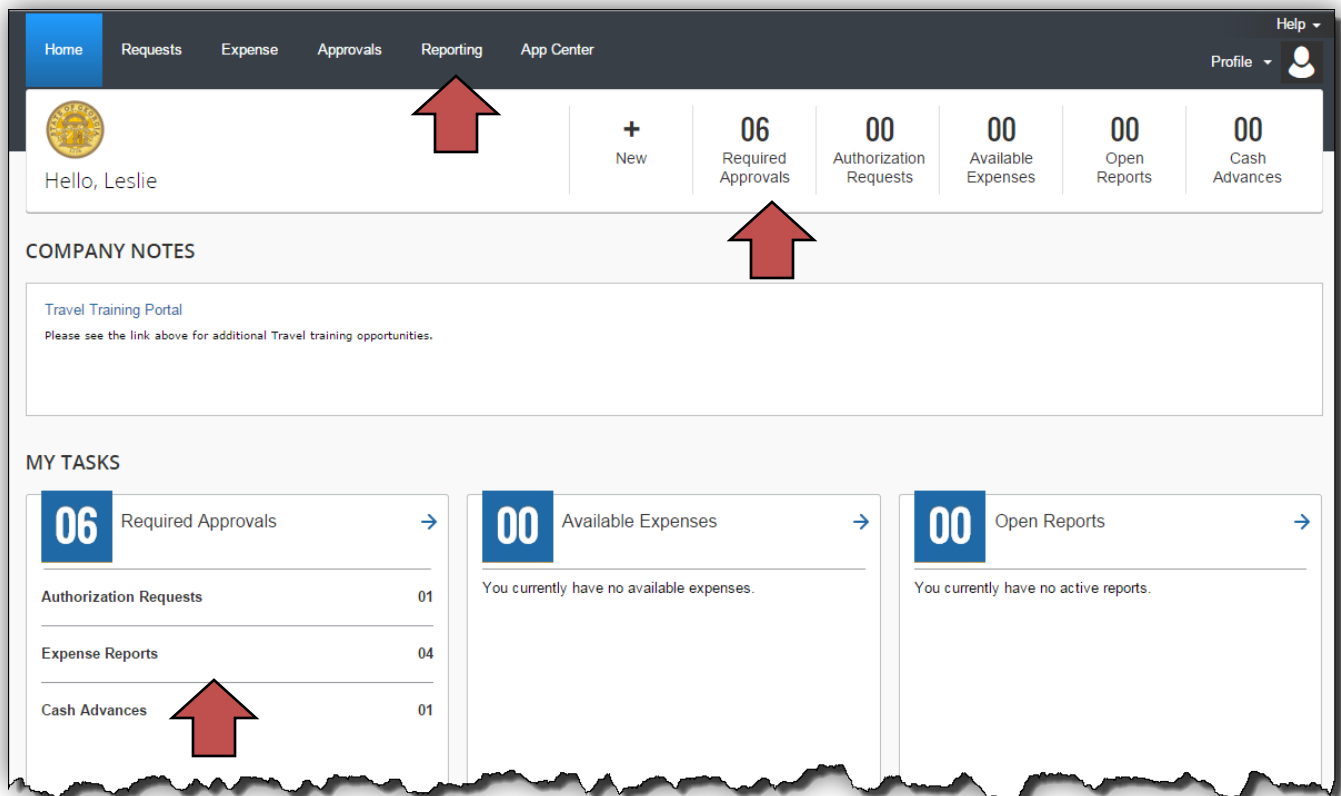
## Section 2: Review and Approve Expense Reports

As an approver, you can approve an expense report “as is”; send an expense report back to the employee to modify and resubmit; or add another approver to the Work Flow. Remember, as an approver you will be required to attest to the validity of the expenses submitted on the Expense Report and that you viewed the attachments to the best of your knowledge.

The TeamWorks Travel & Expense system is configured to the Statewide Travel Policy requirements. As an approver, you are the second tier of Policy compliance and first tier for any requirements specific to your Agency. An example of this is receipts. Your Agency may have mandated a receipt be attached to the expense report, where the State has not. The system will track everything you do, or do not do, when you electronically handle the Expense Report, Request or Cash Advance Request forwarded to you as part of the workflow.

### *Review and Approve an Expense Report*

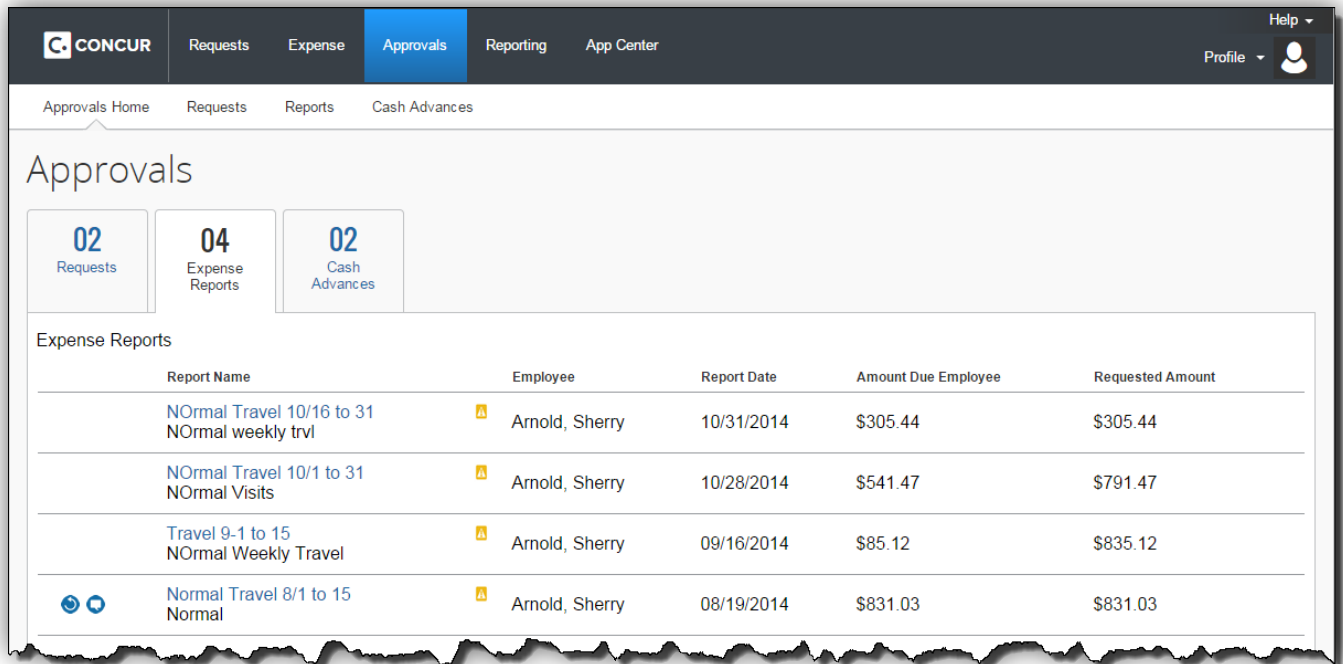
All reports awaiting your review and approval are accessible **from the Approvals tab** or on the **Home** page from the *Quick Task Bar* or *My Tasks*.



**How to...**

Open an expense report from the **Approvals** tab, **Quick Start Bar** or **My Tasks** and select **Expense Reports**. Click on the Report Name you want to review for approval.

**Additional Information**



The **Expense Report** opens.

You can immediately see if there are exceptions, allocations and comments contained in an expense Report by the presence of various icons.

You can also immediately determine if there were Requests or Cash Advances in the Summary section. Clicking on the Request name will display the detail. TO close it, click Close. Cash Advances lists any advances assigned to this report.



NOrmal Travel 10/1 to 31

Summary Details Receipts Print / Email

Send Back to Employee Approve Approve & Forward

Hide Exceptions

Exceptions

Expense	Date	Amount	Exception
N/A			Please review to ensure report should contain both Mileage and Fuel expenses. Mileage amount includes fuel reimbursement.
Hotel	10/04/2014	\$390.00	This expense has no matching travel reservation. Please ensure that the comment adequately explains why the expense was not booked using Concur Travel.

Expenses

Transaction Date	Expense Type	Vendor Name	Business Purp...	City	Payment Type	Amount	Adjusted Clai...
10/09/2014	Fixed Meals		Normal Visits	Augusta (Single ...	Out of Pocket	\$36.00	\$36.00
10/06/2014	Fixed Meals		Normal Visits	Decatur (Single ...	Out of Pocket	\$36.00	\$36.00
10/06/2014	Personal Car Mi...		Normal Visits		Out of Pocket	\$76.72	\$76.72
10/06/2014	Cash Advance ...		Normal Visits		Cash Advance ...	0	0
10/04/2014	Fixed Meals		Normal Visits	Savannah, Geor...	Out of Pocket	\$27.00	\$27.00
10/04/2014	Rental Cars Only	Hertz	Normal Visits	Atlanta, Georgia	Out of Pocket	\$120.00	\$120.00
10/04/2014	Hotel	Oasin Hotel	Normal Visits	Savannah, Geor...	Out of Pocket	\$390.00	
10/03/2014	Fixed Meals		Normal Visits	Savannah, Geor...	Out of Pocket	\$29.00	\$29.00
10/03/2014	Rental Car Fuel	Hertz	Normal Visits	Atlanta, Georgia	Out of Pocket	\$32.00	\$32.00
10/02/2014	Fixed Meals		Normal Visits	Savannah, Geor...	Out of Pocket	\$29.00	\$29.00
10/01/2014	Fixed Meals		Normal Visits	Vidalia, Georgia	Out of Pocket	\$15.75	\$15.75

Summary

Report Summary

Report Totals	Amount Due Company	Amount Due Employee
	\$0.00	\$541.47

Requests (1)

Request...	Request...	Amount...	Amount...
> Approve...	3MJD	\$267.00	\$-198.00

Cash Advances (1)

Cash ...	Reque...	Amou...	Startin...	Availa...
Approv...	10/14/...	\$250.00	\$250.00	\$0.00

If you click on any Requests attached to the expense report, you will see information like this:

PDF Email Print Close

Booking Business Travel

Request ID: 3MJD  
Approval Status: Approved

Employee Name: Sherry B.  
Email Address: [Redacted]  
Default Manager Name: Leslie  
Default Manager Email: [Redacted]  
Country of Residence: UNITED STATES  
\*SOG Org Unit 1-Business Unit: 41900  
\*SOG Org Unit 2-Department: Program Integrity Provider Eir  
\*SOG Org Unit 4-Fund Source: Redistribution  
\*SOG Org Unit 5-Class: 301  
\*SOG Org Unit 8-AP Vendor ID: 0000073362

Sender Name: Sherry B.  
Email Address: [Redacted]  
Default Manager Name: Leslie  
Default Manager Email: [Redacted]  
Country of Residence: UNITED STATES  
\*SOG Org Unit 1-Business Unit: 41900  
\*SOG Org Unit 2-Department: Program Integrity Provider Eir  
\*SOG Org Unit 4-Fund Source: Redistribution  
\*SOG Org Unit 5-Class: 301  
\*SOG Org Unit 8-AP Vendor ID: 0000073362

Start Date: 10/15/2014  
End Date: 10/18/2014  
Request Policy: \*SOG Request Policy 1  
Purpose: Training

Segments

Car Rental  
Foreign Amount : \$92.00  
Allocations : 100.00% (\$92.00) 41900-4190602100-41900-4-29106050-10100-1073201-301-41900-41900

Hotel Reservation  
Foreign Amount : \$175.00  
Allocations : 100.00% (\$175.00) 41900-4190602100-41900-4-29106050-10100-1073201-301-41900-41900

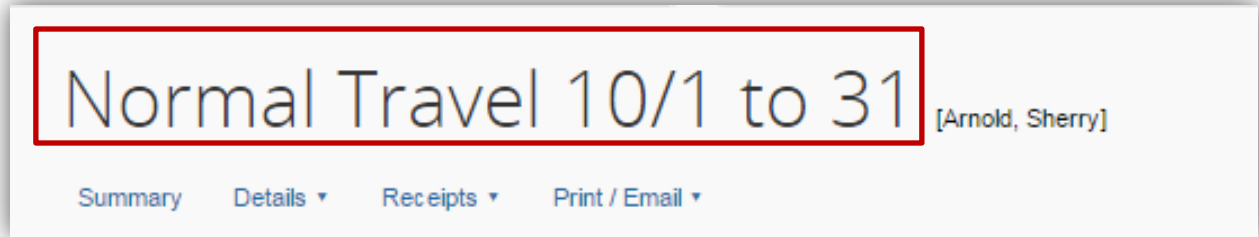
Expenses

Transaction Date	Expense Type	Entry Description	Foreign Amount	Amount
10/15/2014	Rental Cars Only		\$92.00	\$92.00
10/15/2014	Lodging		\$175.00	\$175.00

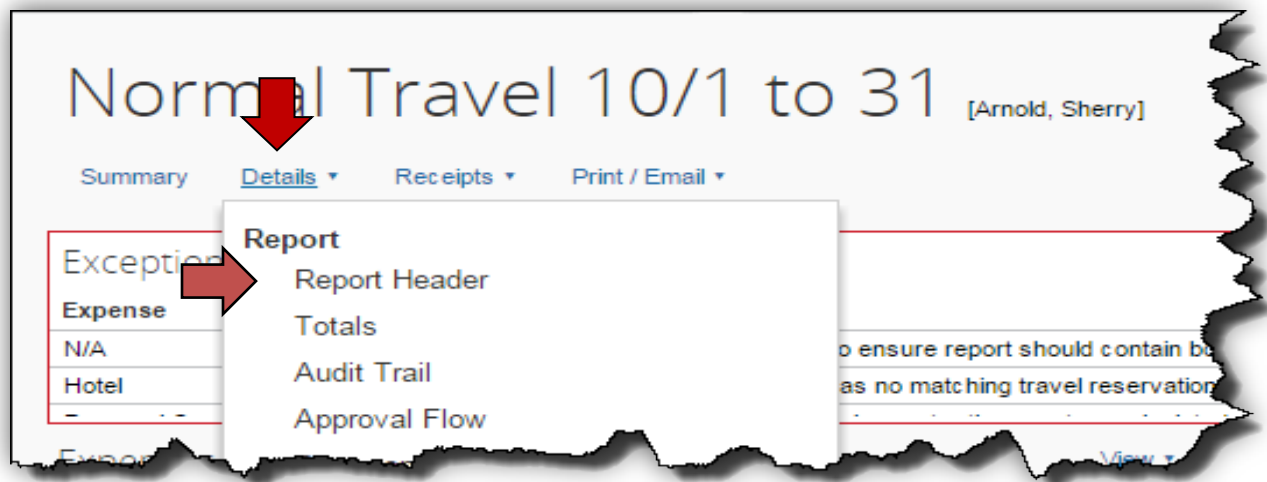
Printed on 11/12/2014 10:52 AM

1. To review the Report Header information, click on the report name or on the **Details** tab and select the **Report Header** from Report section of the drop-down menu.

NOTE: We encourage travelers to include the dates of travel **in parentheses** in the expense report name.



OR



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The **Report Header** page appears to allow you to view its contents.

Any approved **Requests** assigned to the Expense report will be listed in the Request section as well as in the Summary section shown on the previous page.

Pay attention to the **Trip Type** as it affects which General Ledger accounts will be used for this Expense Report.

Click **Cancel** when you are done viewing.

Report header for: Normal Travel 10/1 to 31

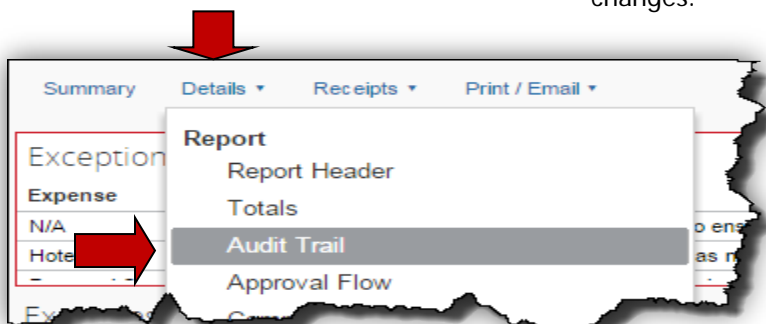
Report Date 10/26/2014	Report Name Normal Travel 10/1 to 31	Trip Type In-State Travel	Policy State of Georgia Expense F
Trip Start Date 10/01/2014	Trip End Date 10/15/2014	Purpose of Trip Normal Visits	Comment
Employee Name Sherry	Report Key 70810	Report Currency US, Dollar	Receipts Received Yes
Submit Date 10/31/2014	Approval Status Submitted & Pending Approval	Payment Status Not Paid	Vendor ID 0000073362
Special Activity			

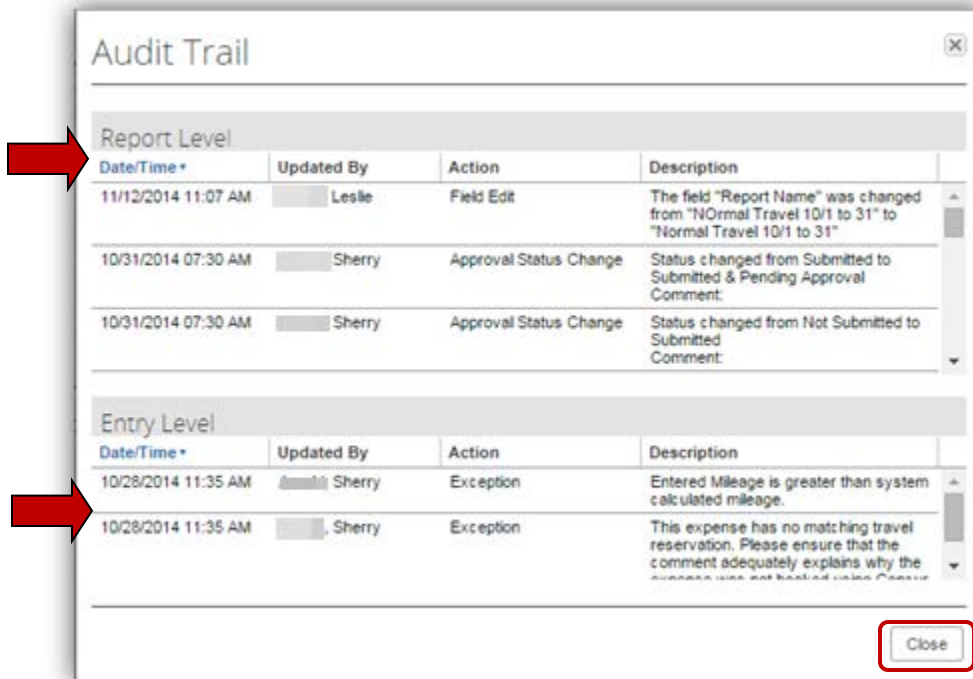
Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
Approver Training 10/15 ...	3MJJ	No	\$267.00	\$267.00	\$-198.00

Save Cancel

- To review the Audit Trail of this Expense Report, click on the **Details** tab and select the **Audit Trail** from the drop-down menu.


The **Audit Trail** appears allowing you to view the history of this expense report. A history of every time the report is "touched" after it is submitted appears here – including the system "touches" such as Exception Icons and Expense Report Status changes.

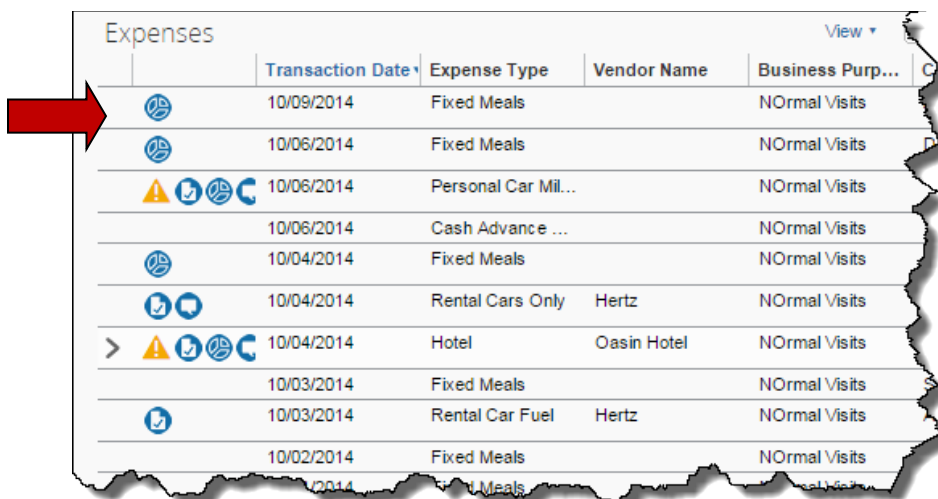




The Audit Trail is segmented into two detail sections: Report Level and Entry Level. The Audit Trail is created automatically and requires no action. By the Employee, Approvers or Back Office. Click **CLOSE** when you are done viewing.

3. To review Allocations made by the employee on the Expense Report:

- Items displaying the allocation icon  have allocations entered.

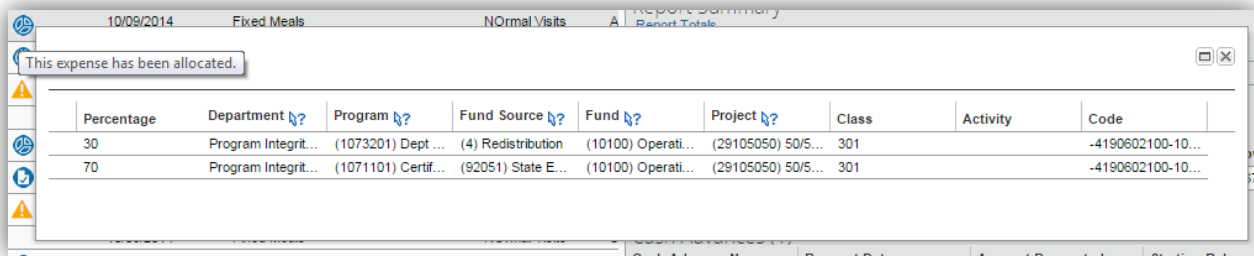


- You have two options to view the allocation:

Place your mouse pointer over the allocation icon to display the data

The Allocation details appear with either option.

**Note:** Not all agencies are configured for Allocations to be entered by the Employee submitting the Expense Report.

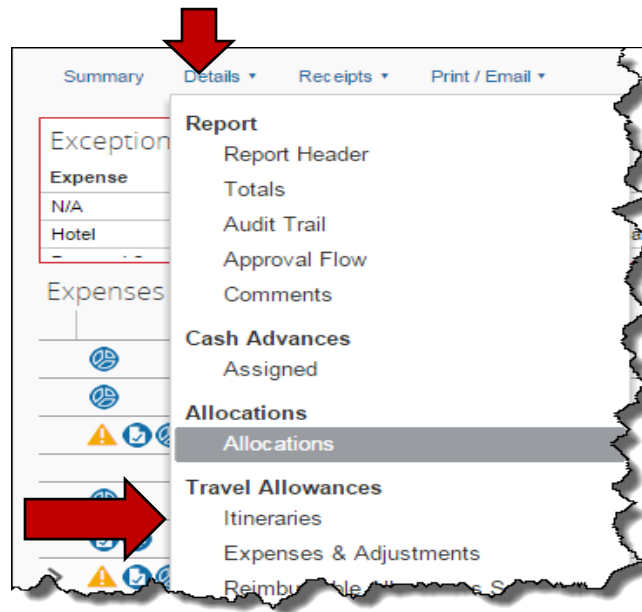


This expense has been allocated.

Percentage	Department	Program	Fund Source	Fund	Project	Class	Activity	Code
30	Program Integrit...	(1073201) Dept ...	(4) Redistribution	(10100) Operati...	(29105050) 50/5...	301		-4190602100-10...
70	Program Integrit...	(1071101) Certif...	(92051) State E...	(10100) Operati...	(29105050) 50/5...	301		-4190602100-10...

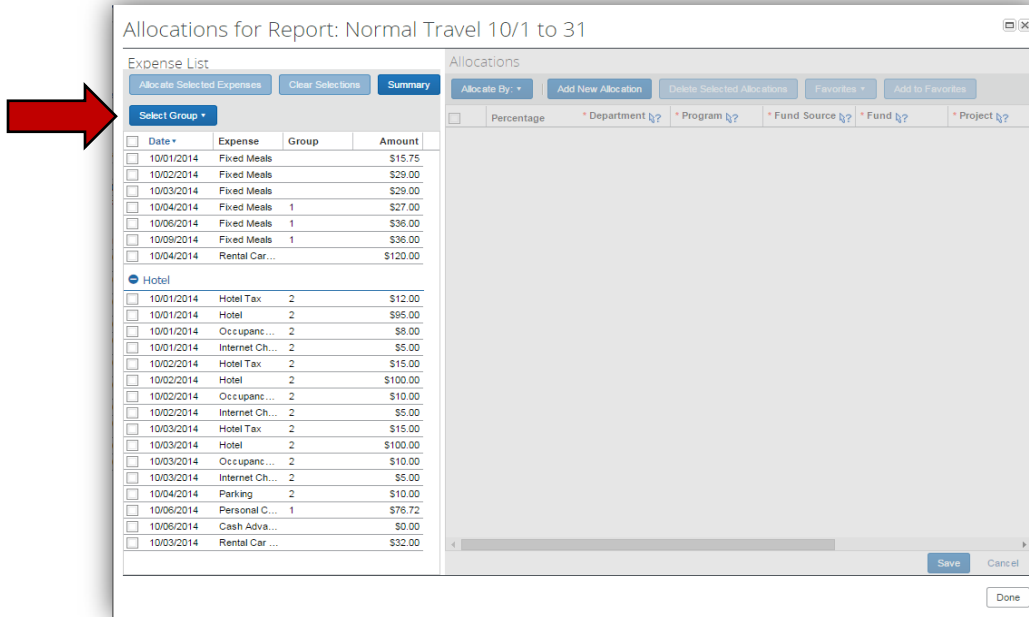
OR

Click on the **Details** tab and select **Allocations** from the Allocation section of the drop-down menu.

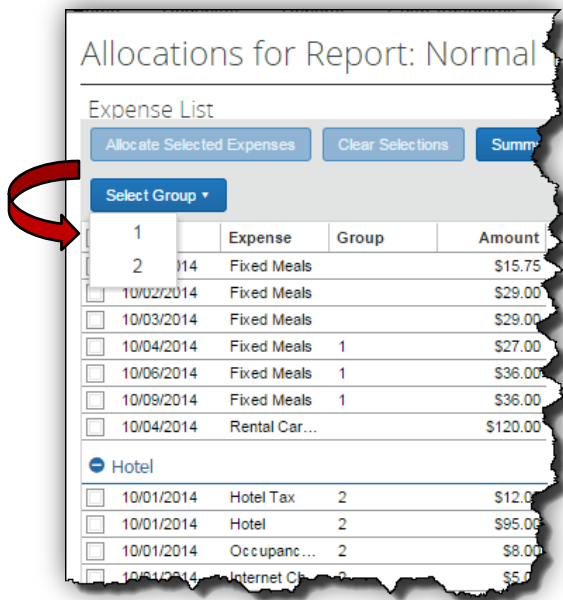


The allocation window will then display.

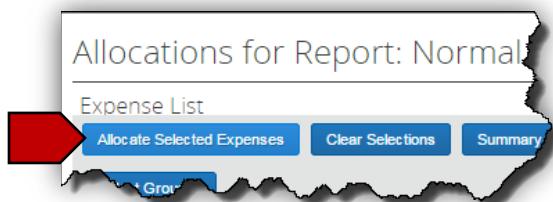
Click on **Select Group** to select the specific allocation you wish to view.



Click on **Select Group** to view specific allocations



Click on **Allocate Selected Expenses**



You will be able to view the allocation for the group chosen.  
Depending on your agency configuration, you may be able to correct data in any of the fields.

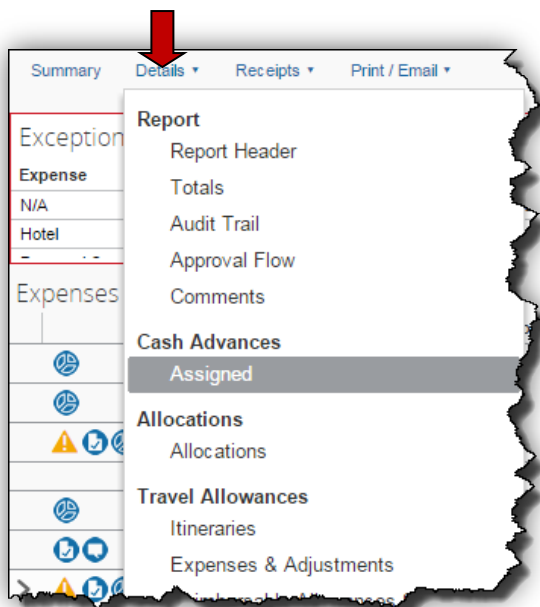
Allocations							Total: \$390.00	Allocated: \$390.00 (100%)	Remaining: \$0.00 (0%)
<input type="button" value="Allocate By: v"/> <input type="button" value="Add New Allocation"/> <input type="button" value="Delete Selected Allocations"/> <input type="button" value="Favorites v"/> <input type="button" value="Add to Favorites"/>									
<input type="checkbox"/>	Percentage	* Department	* Program	* Fund Source	* Fund	* Project			
<input type="checkbox"/>	60	Program Integr...	(1073201) Dep...	(4) Redistribution	(10100) Opera...	(29105050) 50/...			
<input type="checkbox"/>	40	Program Integr...	(4590100) "C...	(4) Redistribution	(10100) Opera...	(29105050) 50/...			

If you correct data, click on **Save** at the bottom of the Allocations window. Then Click **OK**. Then click **Done**. If you do not make any changes, simply click **Cancel** at the bottom of the Allocations window and then **Done**.

For more information on creating and editing Allocations please check the following link in the TTE Training Pages of the SAO website: <https://sao.georgia.gov/allocations> or see the **How To Create Allocations** section of this document.

4. To view any approved Cash Advances assigned to the Expense Report

- View the Cash Advance item on the Summary  
OR
- Click on the **Details** tab and select **Assigned** from the Cash Advances section.
- Click **Cancel** when you are done viewing



The Cash Advances Assigned to Report window opens and lists the Cash Advances assigned to the open report. It shows the amount of the Cash Advance; how much was used in the Expense Report and any Balance.

Employees must enter a **Cash Advance Return** line item in expenses whether there is a balance or not.

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Click **Cancel** to exit,

Cash Advance Name	Foreign Amount	Exchange Rate	Amount	Balance	Amount Used in Report
Approver Training 10/...	\$250.00	1.00000000	\$250.00	\$0.00	\$250.00

Delete from Report Cancel

- To review the overall Travel Allowance Itineraries assigned to this Expense Report, click on the **Details** tab and select the **Itineraries** from the Travel Allowances section of the drop-down menu.

The Assigned Itineraries will display.

Use the Scroll Bars to the right if necessary to review all the entries.

**Note:** The system is configured to automatically determine high or low cost areas based on the last business location visited that day.

In the same window (see red arrow), click on the **Expenses & Adjustments** tab to view the details by meal period for each day.

The Expenses & Adjustment tab opens.

Assigned Itineraries					
Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location	
<b>Itinerary: Normal Travel 10/1 to 31</b>					
Atlanta, Georgia	10/01/2014 07:00 AM	Vidalia, Georgia	10/01/2014 10:00 AM	US-GA, UNITED STATES	
Vidalia, Georgia	10/02/2014 02:00 PM	Savannah, Georgia	10/02/2014 04:00 PM	CHATHAM COUNTY, US-GA, US	
Savannah, Georgia	10/04/2014 09:00 AM	Atlanta, Georgia	10/04/2014 01:00 PM	FULTON COUNTY, US-GA, US	
<b>Itinerary: 10/06/2014 Chamblee (Single Day)</b>					
Roswell (Single Day), Georgia	10/06/2014 07:00 AM	Decatur (Single Day), Georgia	10/06/2014 02:00 PM	Decatur (Single Day), US-GA, US	
Decatur (Single Day), Georgia	10/06/2014 06:00 PM	Roswell (Single Day), Georgia	10/06/2014 07:30 PM	Roswell (Single Day), US-GA, US	
<b>Itinerary: 10/09/2014 Augusta (Single Day)</b>					
Atlanta (Single Day), Georgia	10/09/2014 08:00 AM	Augusta (Single Day), Georgia	10/09/2014 10:00 AM	Augusta (Single Day), US-GA, US	
Augusta (Single Day), Georgia	10/09/2014 06:30 PM	Atlanta (Single Day), Georgia	10/09/2014 08:00 PM	Atlanta (Single Day), US-GA, US	

Done



Travel Allowances For Report: Normal Travel 10/1 to 31

Assigned Itineraries **Expenses & Adjustments** Reimbursable Allowances Summary

Show dates from  to

Exclude   All <input type="checkbox"/>	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	10/01/2014 Vidalia, Georgia	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$15.75
<input type="checkbox"/>	10/02/2014 Savannah, Georgia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$29.00
<input type="checkbox"/>	10/03/2014 Savannah, Georgia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$29.00
<input type="checkbox"/>	10/04/2014 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$27.00
<input type="checkbox"/>	10/06/2014 Decatur (Single Day), Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$36.00
<input type="checkbox"/>	10/09/2014 Augusta (Single Day), Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$36.00

Use the Scroll Bars to the right if necessary to review all the entries.

A checkbox next to a meal indicates that the employee did not claim that meal and the amount of the total reimbursement claimed for that day was reduced by that specific meal allowance in the Amount column.

Note that per the Travel Policy for any single day travel not requiring an overnight stay, the employee must be in Travel Status for at least 12 or more hours to qualify for a Travel (Meals Per Diem) Allowance. Location names for Single Day Per Diem must have (Single Day) in the location name to calculate correctly. If there is an error, you cannot correct it. The expense report must be returned to the employee for correction.

Click **DONE** when you are finished viewing the details.

- To review the Comments History of the Expense Report, click on the **Details** tab and select **Comments** from the Report section of the drop-down menu.

You may add comments in the comments section.

Click **Save** to save your comments or **Cancel** to exit without adding any comments.

Comment History

Date	Entered By	Comment Text
------	------------	--------------

If you would like to add a comment to this report, type it in the text box below and then click Save.

Comment

Save Cancel

7. To review individual Expenses in the expense report, click on the expense item to display the Expense detail to the right.

Details of the expense as entered by the employee will display.

Pay attention to the information in any Comment boxes. Important information from the employee is contained in the comments and may be necessary for you to accept the expense.

**Note:** Hover the cursor over any icons appearing with any expense item to quickly view the information for comments, allocations, etc.

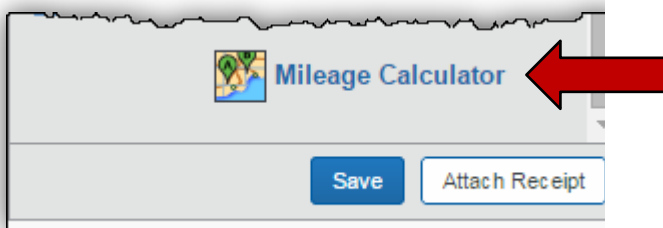
Use the scroll bars to the right of the Expense detail to view all the information.

Pay attention to Trip Type and Payment Type. Payment Type determines whether an employee receives reimbursement or not.

- To Review Personal Car Mileage: Additional information may need to be reviewed for some expense types.

To verify that the mileage claimed matches the mileage calculated click on **Mileage Calculator** at the bottom of the expense detail to the right.

The Mileage Calculator entry window will appear.



The screenshot displays the 'Mileage Calculator' interface. On the left, a 'Waypoints' list includes: 100 Spring Drive, Roswell, GA 30075, US (21.5 MI); 200 Piedmont Avenue SE, Atlanta, GA 30 (69.5 MI); 2 East Main Street, Rome, GA 30161, US (20.0 MI); Rockmart, GA 30153, USA (35.0 MI); 1000 Chastain Road, Kennesaw, GA 30 (17.4 MI); and 100 Spring Drive, Roswell, GA 30075, US. A 'Deducted Commute Distance' section shows 'Home' at 100 Spring Drive, Roswell, GA 30075, US and 'Office' at 200 Piedmont Avenue SE, Atlanta, GA 30, with a total of 43.0 MI and a checked 'Deduct Round Trip' option. The 'Directions' section shows a route from point A (105 Spring Drive, Roswell, GA 30075, USA) with a distance of 21.6 mi - about 28 mins. At the bottom, a summary table shows 'Deduct Commute' checked, 'TOTAL PERSONAL' as 43.0 MI, and 'TOTAL BUSINESS' as 120.4 MI. A map on the right shows the route between the waypoints.

You can view the Waypoints, commute mileage, total personal miles and total business miles for each day claimed individually. Use the scroll bars as necessary to view complete data for the day you have selected.

Odometer readings have been replaced with the waypoints.

**Note:** Employees are reimbursed for Personal Car Mileage more than what they would drive from home to their normal assigned work station and back on a normal work day.

There are several factors you must take into consideration with regard to the Deduct Commute and Deduct Round Trip elections. If the travel was made on a weekend and it is not a normal work day, travel on a state holiday or if the employees assigned Primary Work Station is his or her home the normal commute mileage deduction is not required. Teleworking does not exempt the normal commute miles on a telework day. Additionally, employees are only required to deduct normal round trip commute mileage ONCE on trips with overnight stays. They have the option to enter it in multiple ways: all on one day, the first half on day one and

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the last half on the last day. Pay attention to all the areas marked with arrows (see previous page).

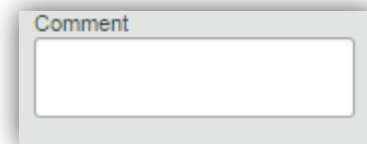
You cannot make any corrections to this expense. The expense report would have to be returned to the employee for adjustment.

Click **Close** when you are done viewing the waypoints and return to the Expense detail.

Compare the Total Business miles from the Mileage Calculator with the Distance miles on the Expense detail. If there is a discrepancy, there should be an explanation in the Comments box. You should also see a note in the exceptions box advising you of the difference between the calculated and claimed mileage if no entry was made in the Comments box.

Exceptions happen!

Sometimes there are valid exceptions. Employees are required to provide you with information why they made an exception (such as override the mileage from the Mileage Calculator due to detours or locations with no street address, using a personal vehicle when normally a rented vehicle would be more economical, etc.) in the Comments box in the Expense detail area.



The box can hold much more information than it appears! Notice the up and down arrows.

Any discrepancies without an explanation in the Comments box should qualify the Expense Report to be returned to the employee for correction.

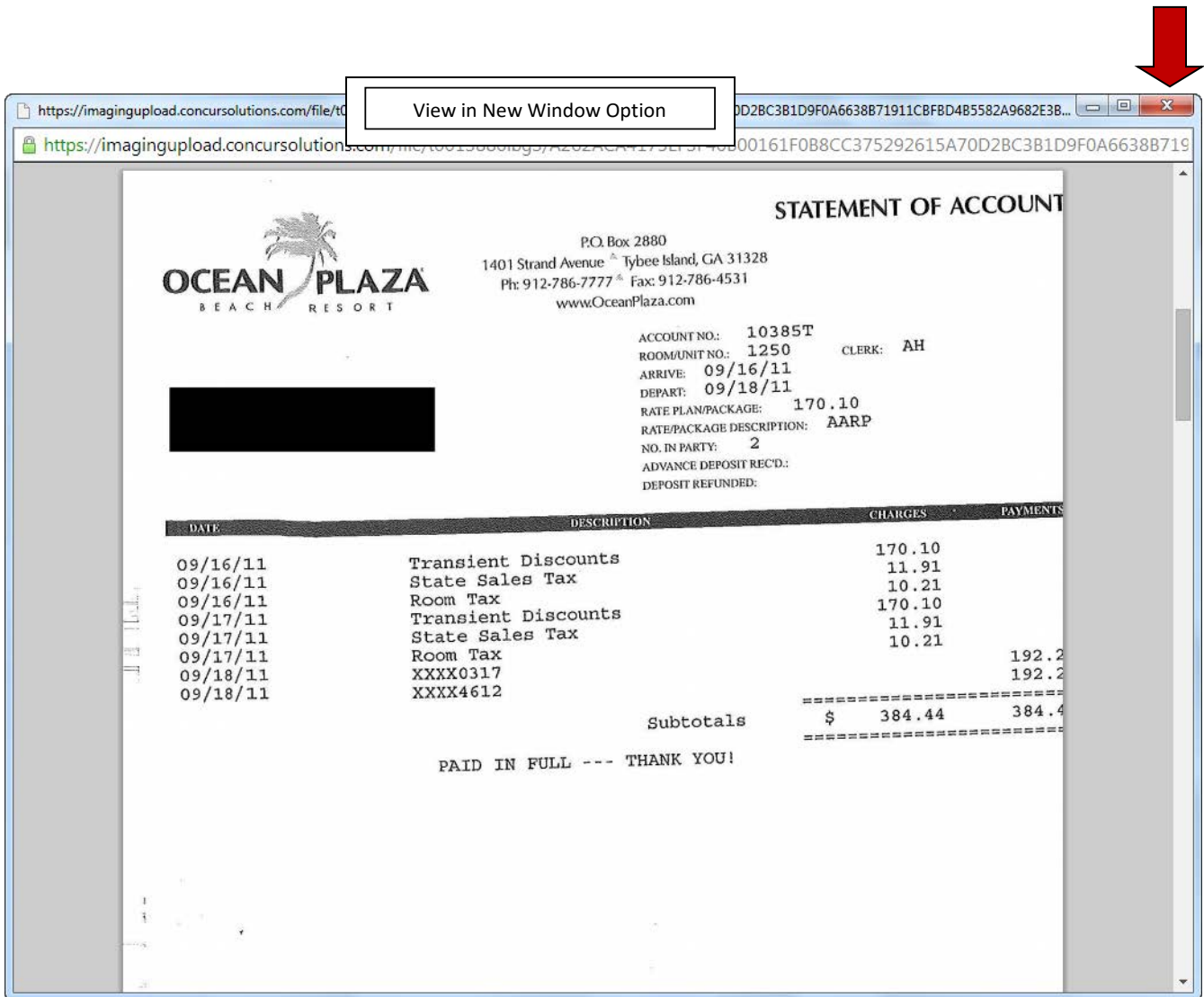
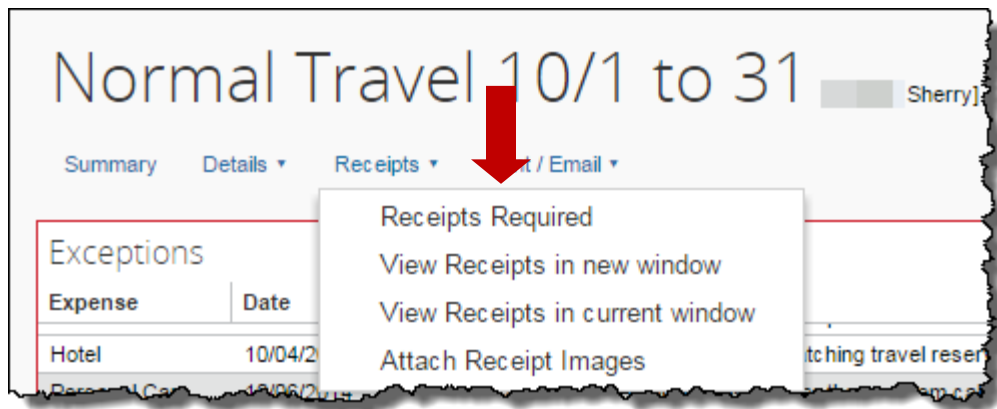
Things to look for:

- Does the total mileage calculated by the Mileage Calculator = the total miles claimed?
- Comments explaining exceptions to policy entered in the Comments box?
- DOAS Car Cost Comparison or other approval attached if necessary

9. View Receipts attached to the Expense Report

You can choose how you will view receipts by selecting **View Receipts in New Window** or **View Receipts in Current Window** from the **Receipts** tab drop down menu.

These options display all receipts attached to the Expense Report.



Click on the red X to close the new window.



View in Current Window Option

The screenshot displays the TTE System interface for an expense report titled "Normal Travel 10/1 to 31". At the top, there are navigation links for "Approvals Home", "Requests", "Reports", and "Cash Advances". The main header includes the report title and buttons for "Send Back to Employee", "Approve", and "Approve & Forward". Below the header, there are tabs for "Summary", "Details", "Receipts", and "Print / Email".


The "Exceptions" section shows a table with columns for Expense, Date, Amount, and Exception. Two entries are listed: a Hotel expense for \$390.00 and a Personal Car expense for \$76.72, both with warning icons and explanatory text.

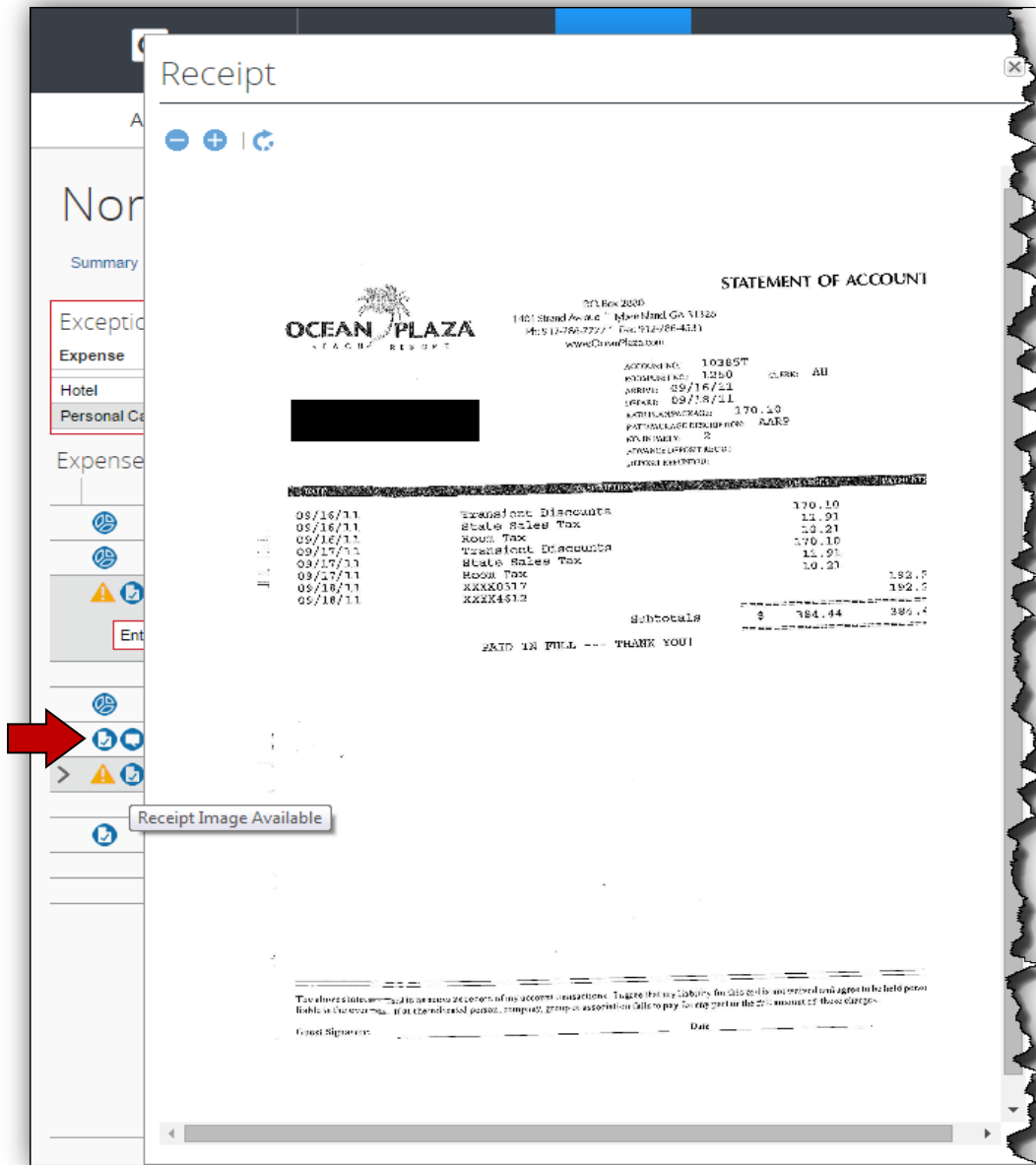
The "Expenses" section contains a table with columns for Transaction Date, Expense Type, and Vendor Name. It lists various expenses such as Fixed Meals, Personal Car Mileage, Cash Advance, Rental Cars Only, Hotel, and Rental Car Fuel. A red box highlights the "Personal Car Mileage" entry with the note "Entered Mileage is greater than system calculated mileage".

The "Receipts" section is currently open, showing a "STATEMENT OF ACCOUNT" from OCEAN PLAZA. The receipt details include the date range (09/16/11 to 09/18/11), a subtotal of \$384.44, and a "PAID IN FULL" status. A red arrow points to a double arrow icon in the top right corner of the Receipts window, which is used to close the window.

At the bottom of the interface, a summary table shows "TOTAL AMOUNT" and "TOTAL REQUESTED" both as \$791.47. There are "Save" and "Attach Receipt" buttons.


Click on the double arrow to close the Receipts window

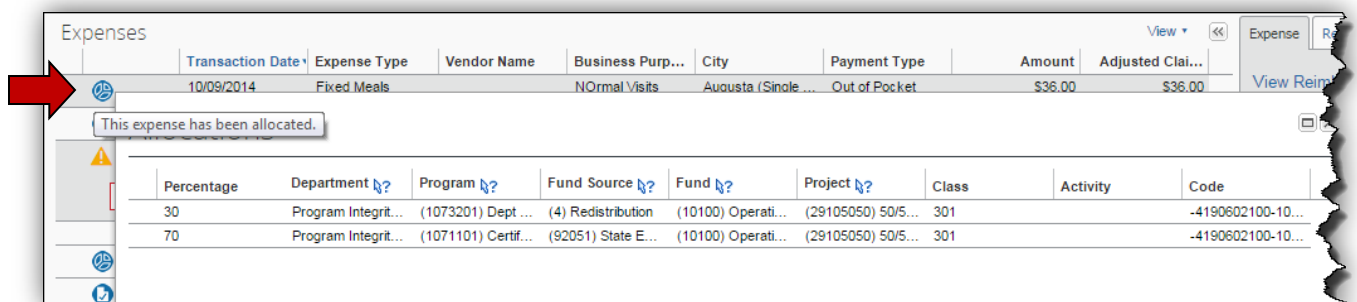
You can also view the receipt images attached directly to an expense line item by placing the mouse point over the Receipt icon  in the body of the Expense report on the left.



10. View allocations made by the employee.

To view the allocation of an individual expense item,

hover over the allocation icon  to display the details of the Allocation.





# TTE System: Approvers Handbook

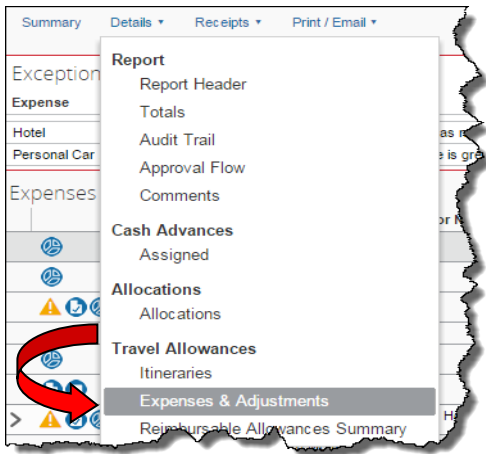
## 11. View details for Fixed Meals.

Fixed Meals is the expense type for Meals Per Diem or Travel Allowance.

To view ALL of the Travel Allowances for an expense report, click on **Details** then **Expenses & Adjustments** under **Travel Allowances**.

OR

To view a Travel Allowance, click on the individual Fixed Meals expense type and then click on **Show Fixed allowances for XX/XX/XXXX**



### Single Day Fixed Meals

Travel Allowances For Report: Normal Travel 10/1 to 31

Assigned Itineraries | Expenses & Adjustments | Reimbursable Allowances Summary

Show dates from 10/09/2014 to 10/09/2014

Exclude   All <input type="checkbox"/>	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	10/09/2014 Augusta (Single Day), Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$36.00

### Multiple Day Fixed Meals

Travel Allowances For Report: Normal Travel 10/1 to 31

Assigned Itineraries | Expenses & Adjustments | Reimbursable Allowances Summary

Show dates from  to

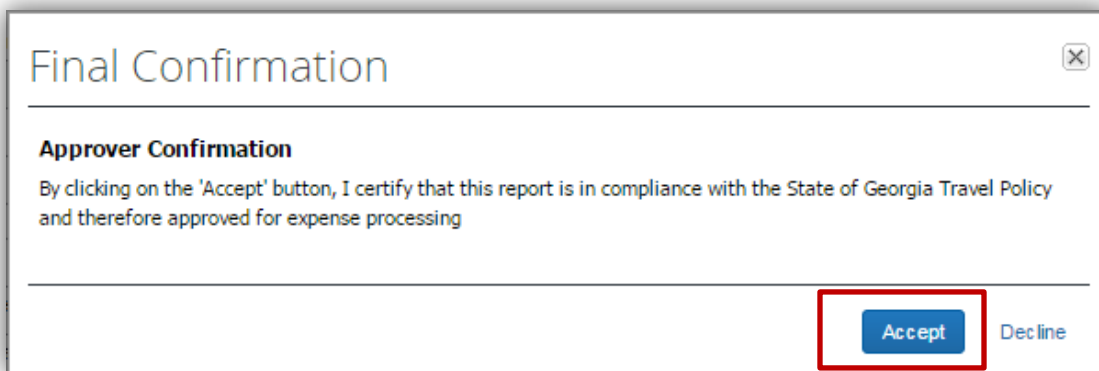
Exclude   All <input type="checkbox"/>	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	10/01/2014 Vidalia, Georgia	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$15.75
<input type="checkbox"/>	10/02/2014 Savannah, Georgia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$29.00
<input type="checkbox"/>	10/03/2014 Savannah, Georgia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$29.00
<input type="checkbox"/>	10/04/2014 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$27.00
<input type="checkbox"/>	10/06/2014 Decatur (Single Day), Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$36.00
<input type="checkbox"/>	10/09/2014 Augusta (Single Day), Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$36.00

**REMEMBER:** Single and Multiple Day Travel Allowances cannot be entered on the same expense report.

12. To approve an Expense Report: after you are satisfied with all the entries, comments and receipts attached, click on **Approve**.

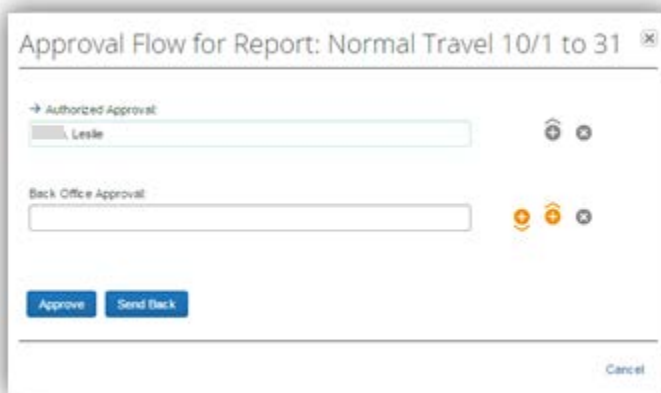


Click **Accept** to acknowledge the Final Confirmation



Click **Approve** to accept the Approval Flow and send the Expense Report to the next level of approval.

Note: The training test agency only has one level of approval. Each level of approval configured for your agency will display.



## How to Allocate Expenses

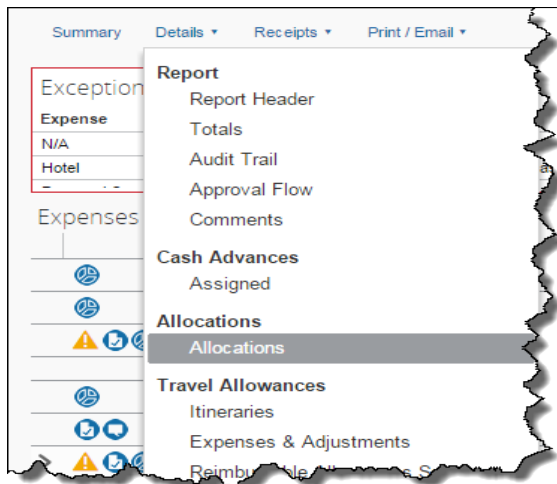
The Allocations feature allows you to allocate single or multiple expenses to different chart fields (projects, departments, funds, etc.). Your Agency may not be configured to have the Approver enter Allocations.

### How to...

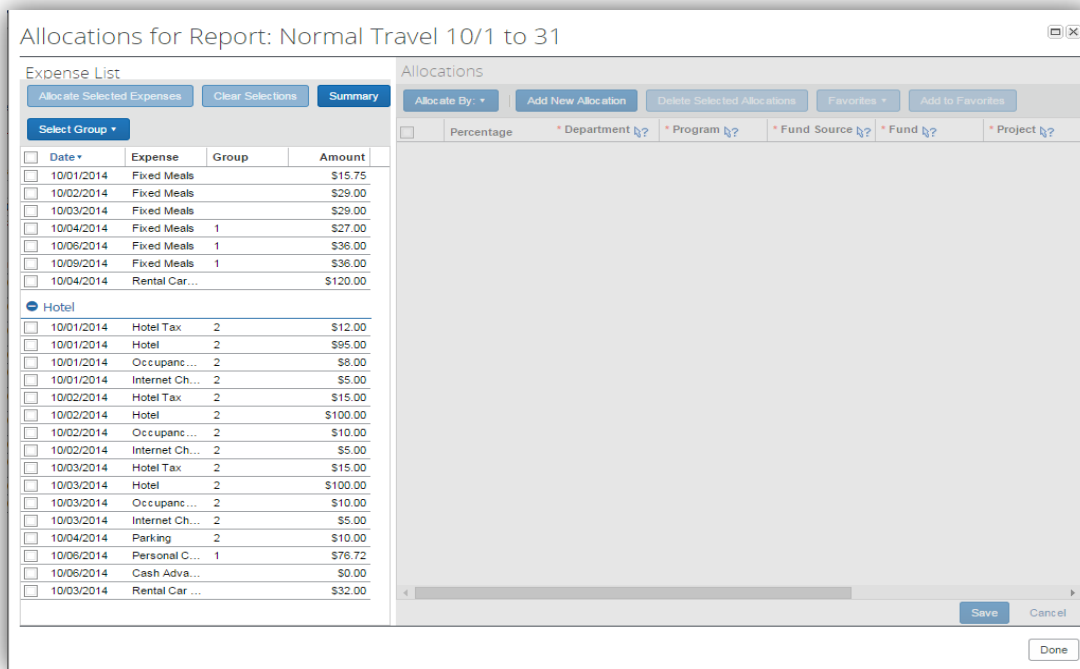
1. Open an expense report from the **Approvals** tab, **Quick Start Bar** or **My Tasks**.
2. Click the **Details** tab and select **Allocations** from the Allocations section of the drop-down menu.

### Additional Information

The Expense Report opens.



The **Allocations for Report** window appears.



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- Click in the check box next to the expenses listed in the Expense List that you want to allocate or click in the check box next to Date to select all the expense items.

Select one, multiple or all the expenses listed in the left-hand column.

If you have already entered some allocations, you will see group numbers. Click on **Select Group** to choose an entire group of expenses. Click **Clear Selections** to start the selection process over.

Allocations for Report: Normal Travel 10/1 to 31

Expense List

Allocate Selected Expenses Clear Selections Summary

Select Group

Date	Expense	Group	Amount
<input type="checkbox"/>	10/01/2014	Fixed Meals	\$15.75
<input type="checkbox"/>	10/02/2014	Fixed Meals	\$29.00
<input type="checkbox"/>	10/03/2014	Fixed Meals	\$29.00
<input type="checkbox"/>	10/04/2014	Fixed Meals 1	\$27.00
<input type="checkbox"/>	10/06/2014	Fixed Meals 1	\$36.00
<input type="checkbox"/>	10/09/2014	Fixed Meals 1	\$36.00
<input type="checkbox"/>	10/04/2014	Rental Car...	\$120.00
Hotel			
<input type="checkbox"/>	10/01/2014	Hotel Tax 2	\$12.00
<input type="checkbox"/>	10/01/2014	Hotel 2	\$95.00
<input type="checkbox"/>	10/01/2014	Occupanc... 2	\$8.00
<input type="checkbox"/>	10/01/2014	Internet Ch... 2	\$5.00
<input type="checkbox"/>	10/02/2014	Hotel Tax 2	\$15.00
<input type="checkbox"/>	10/02/2014	Hotel 2	\$100.00
<input type="checkbox"/>	10/02/2014	Occupanc... 2	\$10.00
<input type="checkbox"/>	10/02/2014	Internet Ch... 2	\$5.00
<input type="checkbox"/>	10/03/2014	Hotel Tax 2	\$15.00
<input type="checkbox"/>	10/03/2014	Hotel 2	\$100.00
<input type="checkbox"/>	10/03/2014	Occupanc... 2	\$10.00
<input type="checkbox"/>	10/03/2014	Internet Ch... 2	\$5.00
<input type="checkbox"/>	10/04/2014	Parking 2	\$10.00
<input type="checkbox"/>	10/06/2014	Personal C... 3	\$76.72
<input type="checkbox"/>	10/06/2014	Cash Adva...	\$0.00
<input checked="" type="checkbox"/>	10/03/2014	Rental Car ...	\$32.00

Allocations

Allocate By: Add New Allocation Delete Selected Allocations Favorites Add to Favorites

Percentage	* Department	* Program	* Fund Source	* Fund	* Project
------------	--------------	-----------	---------------	--------	-----------

Save Cancel Done

- Click **Allocate Selected Expenses**.

The **Allocations** window to the right is now available.

Allocations for Report: Normal Travel 10/1 to 31

Expense List

Allocate Selected Expenses Clear Selections Summary

Select Group

Date	Expense	Group	Amount
<input type="checkbox"/>	10/01/2014	Fixed Meals	\$15.75

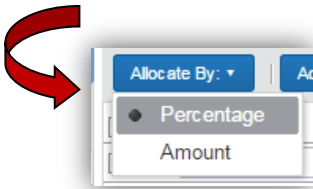
Allocations

Allocate By: Add New Allocation Delete Selected Allocations Favorites Add to Favorites

Percentage	* Department	* Program	* Fund Source	* Fund	* Project
------------	--------------	-----------	---------------	--------	-----------

- Click **Allocate By** and select **Percentages or Amount**. (see above)

The system defaults to percentages.



6. Click **Add New Allocation** to add an additional line to split the allocation to two or more different allocations.

7. Click in the field representing the chart field you want to change.

You can allocate the expenses by a percentage of the total or by a specific amount

Initially one line allocated per the default settings for the user as coded in the HCM system with the entire amount of the expenses to be allocated as dollars or %.

A new line appears to allow you to split the expenses between two different sets of GL entries.

Each time you click **Add New Allocation** a new line appears and each line has equal distribution (50/50, etc.).

Select the correct entry for the chart field. Once you click on a field, a list of available choices appears.

If you know the information for the chart field you may type it in

Notice where the scroll bar is. The goes to the point in the list that reflects the default coding. Use the scroll bars to navigate up or down through the lists in the chart fields.

Also, notice than the default search is by code. You can change the search to text by clicking the Text radio button.

Click on any additional chart fields you need to correct for this allocation.

8. Enter the % or the dollar amount in the **Amount/Percentage** field you wish to allocate.

**Percentage** appears if you chose to allocate by percentage; **Amount** appears if you chose to allocate by Amount.

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- Click **Add New Allocation** for each additional line of allocation you require. Then repeat steps 7 & 8 for each line of allocation you add.

Add as many allocations as necessary. You can adjust the amounts or percentages.

To remove unwanted lines, click on the checkbox next to the unnecessary line and select **Delete Selected Allocations** then click **Yes** to confirm the deletion.

Allocations Total:\$32.00 Allocated:\$32.00 (100%) Remaining:\$0.00 (0%)

Allocate By: ▾ Add New Allocation Delete Selected Allocations Favorites ▾ Add to Favorites

<input type="checkbox"/>	Percentage	* Department	* Program	* Fund Source	* Fund	* Project
<input type="checkbox"/>	20	Program Integr...	(1073201) Dep...	(4) Redistribution	(10100) Opera...	(29105050) 50/..
<input type="checkbox"/>	80	Program Integr...	(1073201) Dep...	(4) Redistribution	(10100) Opera...	(29105050) 50/..
<input checked="" type="checkbox"/>	0	Program Integr...	(1073201) Dep...	(4) Redistribution	(10100) Opera...	(29105050) 50/..

Allocations for Report: Normal Travel 10/1 to 31 ☐ ☒

Expense List

Allocate Selected Expenses Clear Selections Summary

Select Group ▾

<input type="checkbox"/>	Date ▾	Expense	Group	Amount
<input type="checkbox"/>	10/01/2014	Fixed Meals		\$15.75
<input type="checkbox"/>	10/02/2014	Fixed Meals		\$29.00
<input type="checkbox"/>	10/03/2014	Fixed Meals		\$0.00
<input type="checkbox"/>	10/06/2014	Cash Adv...		\$0.00
<input checked="" type="checkbox"/>	10/03/2014	Rental Car ...		\$32.00

Allocations Total:\$32.00 Allocated:\$32.00 (100%) Remaining:\$0.00 (0%)

Allocate By: ▾ Add New Allocation Delete Selected Allocations Favorites ▾ Add to Favorites

<input type="checkbox"/>	Percentage	* Department	* Program	* Fund Source	* Fund	* Project
<input type="checkbox"/>	20	Program Integr...	(1073201) Dep...	(4) Redistribution	(10100) Opera...	(29105050) 50/..
<input type="checkbox"/>	80	Program Integr...	(1073201) Dep...	(4) Redistribution	(10100) Opera...	(29105050) 50/..

Save Cancel

Done

- Click **Save** and then **OK** in the Success box.
- In the **Allocate Report** window, click **Done**.

The allocation icon now appears to the left of the expense items that have allocations.

Expenses View ▾ ☐ ☒

	Transaction Date	Expense Type	Vendor Name	Business Purp...	C
	10/09/2014	Fixed Meals		NOrmal Visits	A
	10/06/2014	Fixed Meals		NOrmal Visits	D

## Send an Expense Report Back to the Employee

All reports awaiting your review and approval appear in the **Approval Queue** section of the **My Concur** page.

### How to...

1. Open an expense report from the **Approvals** tab, **Quick Start Bar** or **My Tasks**.
2. Click the report name (link) to open the report.
3. Click **Send Back to Employee**.
4. Enter a comment to explain to the employee why the report is being returned, and then click **OK**.

### Additional Information

The **Expense Report** page appears.

The **Send Back Report** box appears.

The report is returned to the employee.

Normal Travel 10/1 to 31 [Arnold, Sherry]

Send Back to Employee

Approve

Approve & Forward

### Send Back Report ✕

---

Comment History

Date ▾	Entered By	Comment Text

---

Add a comment to explain why you are returning the report. Then click OK to return the report to the employee.

Comment

---

OK
Cancel

## Add an Additional Review Step for an Expense Report

Depending on your Agency configuration, you can add a one-time additional approval step for an expense report, as needed. For example, if the expense report has an allocation to a cost center that is not within your approval authorization, or some expenses require Budget approval, you can manually add the appropriate additional approver for the report.

### How to...

1. Access the expense report from the **Approvals** tab, **Quick Start Bar** or **My Tasks**.
2. Open the expense report by clicking on the report name.
3. Click **Approve & Forward**.
4. Enter the last name of the approver you want to add in the **User-Added Approver** field.

### -OR-

Click the User Added Approver field and type in the name of the additional prover or enter an \* to see a list of all approvers in your Agency. Use **Search Approvers By** dropdown arrow to change the search criteria.

Select the desired search option from the dropdown list.

In the **User-Added Approver** field, type the last name of the approver you want to add.

From the list of matches displayed by the search, select the appropriate approver.

5. Enter any comments necessary for the added Approver in the Comment box.
6. Click **Approve & Forward**

### Additional Information

The **Expense Report** page appears.

The **Approval Flow for Report** window appears.

The system will display a list of matches. Select the appropriate approver.

A list of search options appears.

Search by First Name, Last name, Email Address, Login ID

The system displays all matches for the search criteria that you entered.

The expense report is forwarded to the additional approver.

The screenshot shows a dialog box titled "Approve & Forward Report: Normal Travel 10/1 to 31". Inside the dialog, there is a section labeled "User-Added Approver:" with a text input field containing "Austin". Below this is a dropdown menu showing "Austin," and another dropdown menu labeled "Search Approvers By" with a downward arrow. At the bottom right of the dialog, there are two buttons: "Approve & Forward" (highlighted in blue) and "Cancel".



- Click on **Accept** in the Approver Confirmation dialogue box.

The report continues the approval hierarchy and the Employee status for this report is updated.

## Final Confirmation ✕

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**Approver Confirmation**

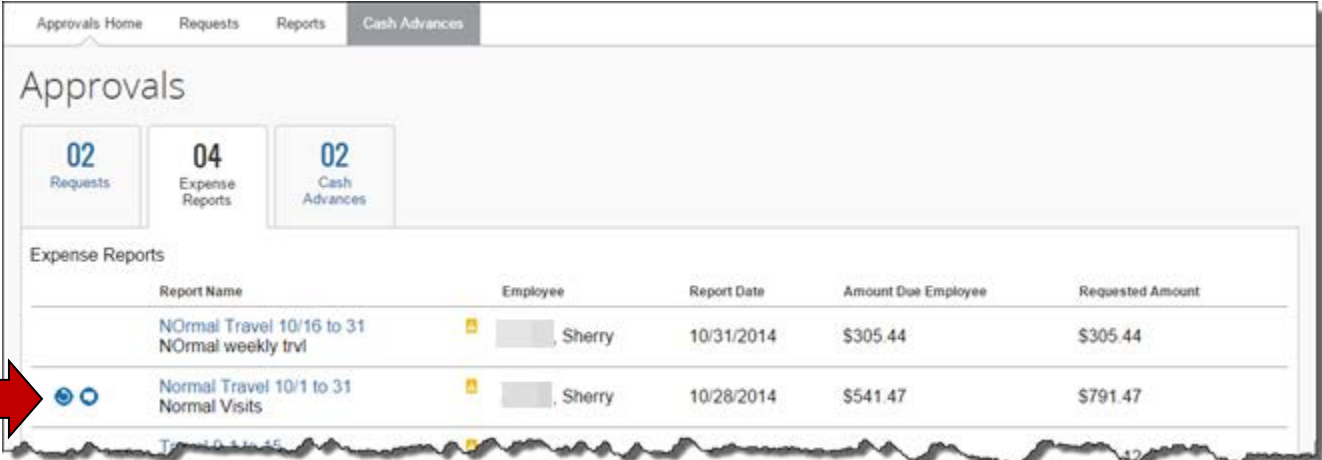
By clicking on the 'Accept' button, I certify that this report is in compliance with the State of Georgia Travel Policy and therefore approved for expense processing



---

Accept
Decline



## Review a Resubmitted Expense Report

Any resubmitted Expense Reports waiting for your review and approval are accessible **from the Approvals tab** or on the **Home** page from the *Quick Task Bar* or *My Tasks* and are indicated by the  icon.



Report Name	Employee	Report Date	Amount Due Employee	Requested Amount
NOrmal Travel 10/16 to 31 Normal weekly trvl	 Sherry	10/31/2014	\$305.44	\$305.44
Normal Travel 10/1 to 31 Normal Visits	 Sherry	10/28/2014	\$541.47	\$791.47

### How to...

- Place mouse pointer over the comments icon  to view the comments you entered when returning the expense report
- Click the report name (link) of the report with the Resubmitted icon  to open the report.

### Additional Information

You may view the comment before opening the report or after you open the report. (see step 3)

The expense report appears.

This icon indicates the report was returned to the user, corrected and resubmitted for Approval.

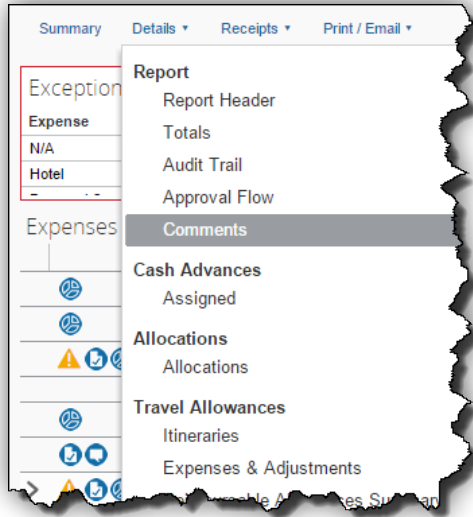
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- Click on the **Details** tab and select **Comments** from the **Report** section.

The Report Level comments will appear. The comments you entered to instruct the employee what to correct appear here as well as any comments the employee sent back to you.

Comment source is indicated in **Entered By**.

Click **Cancel** to exit the Comments.

A screenshot of the 'Comment History' window. It features a table with three columns: 'Date', 'Entered By', and 'Comment Text'. The table contains one entry: '11/13/2014', 'Austin, Leslie', and 'Mileage on 10/6 is more than what the mileage calculator created with no explanation. Please correct and resubmit.' Below the table, there is a text box for adding a comment, with the prompt: 'If you would like to add a comment to this report, type it in the text box below and then click Save.' At the bottom right, there are 'Save' and 'Cancel' buttons.

- Review the item that was corrected.
- Click **Approve**. The prompts will be the same as when you first approved the Expense Report.

The report moves to the next step in the workflow.

## Section 3: Review & Approve (Authorization) Requests

Depending on your Agency policy, employees may be required to submit a Request to get pre-trip authorization before incurring travel expenses under certain Agency specified conditions. Once submitted, the request is routed to the Request Approver. Request Approval hierarchy is determined by each Agency. Request will not appear if it is not configured for your Agency or if you do not have approval authority.

Requests waiting for your review and approval can be accessed from the **Approvals** tab, *Quick Start Bar* or *My Tasks*.

Request Name	Employee Name	Request ID	Request Status	Comment	Date Submitted	Total	Approves	Remains
Normal Travel 11/26/2014	Sherry	3M/J	11/26/2014		11/26/2014	\$330.00	\$330.00	\$330.00
State Conference 11/17/2014	Sherry	3M/J	11/17/2014		11/26/2014	\$650.00	\$650.00	\$650.00

### How to...


1. Access a Request from the **Approvals** tab, *Quick Start Bar* or *My Tasks*. Click on the Request name to open it.
2. Review the Summary Request Header information.

### Additional Information

The **Request** opens showing summary detail by segment type.

The **Request Summary** opens automatically when you open the Request.

To view segment details, click on **View Segment Detail** or the **Segments** tab.

If you see the delegate icon  it indicates this report was submitted by a delegate and not the employee.

Date	Expense	Amount	Requested
11/20/2014	Rental Cars Only	\$90.00	\$90.00
11/20/2014	Lodging	\$175.00	\$175.00
11/20/2014	Rental Cars Only	\$65.00	\$65.00
		<b>TOTAL AMOUNT</b>	<b>TOTAL REQUESTED</b>
		\$330.00	\$330.00


3. Review the Segments information: click on the Segments tab to view the details.

Segment information can contain specific airline ticket costs, car rental costs, hotel costs, miscellaneous costs and dining (Meals Per

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Diem/Travel Allowances) estimated by the employee for the requested travel.

Using the Scroll Bars on the right, scroll through and review each segment.

 **Air Ticket**Round Trip  One Way  Multi-Segment Amount: \$275.00

**Outbound**

From:

To:

Date:

Comment:

---

**Return**

Date:

Comment:

[Allocate](#) [Modify](#)

Air Ticket Segment

 **Car Rental**Amount: \$65.00

**Pick-up**

City:

Date:

Detail:

---

**Drop-off**

City:

Date:


Detail:

---

Comment:

[Allocate](#) [Modify](#)

Car Rental Segment

 **Hotel Reservation**Amount: \$175.00

**Check-In**

City:

Date:

Detail:

---

**Check-Out**

Date:

---

Comment:

[Allocate](#) [Modify](#)

Hotel Segment

Miscellaneous
Amount: \$25.00

Departure City:   
 Arrival Date:   
 Detail:

Arrival City:   
 Departure Date:   
 Detail:

Comment:

Allocate
Modify

Miscellaneous Segment

- To review any documents attached to the Request, click on **Attachments**.

Approvals Home | Requests | Reports | Cash Advances

**Request 3MJY** Attachments | Print / Email | Send Back Request | Approve | Approve & Forward

Request Name: Normal Travel 11/20-27 Status: Submitted & Pending Approval  
 Purpose: Normal Travel Amount: \$330.00

Date	Expense	Amount	Requested
11/20/2014	Rental Cars Only	\$90.00	\$90.00
11/20/2014	Lodging	\$175.00	\$175.00
11/20/2014	Rental Cars Only	\$65.00	\$65.00
<b>TOTAL AMOUNT</b>		<b>\$330.00</b>	<b>\$330.00</b>

Allocate
View segment detail

- Select **View Documents in new window** to display the attachments.

Attachments | Print / Email | Send Back Request | Approve | Approve & Forward

View Documents in a new window

Attach Documents

Status: Submitted & Pending Approval  
 Amount: \$330.00

Notice that comments were entered for the Miscellaneous request. It is a required field for the traveler.

There is also a segment available for entering Dining (Meals Per Diem).

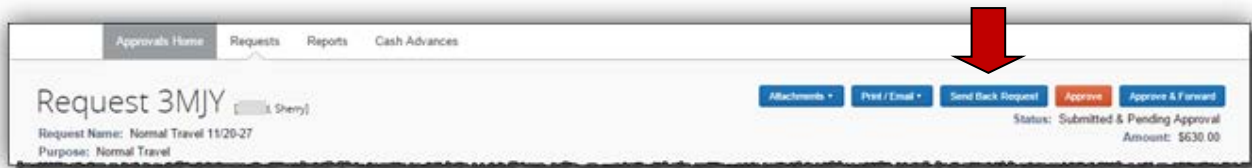
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- To approve the Request, click on **Approve**  
OR

An approval confirmation acknowledgement will appear briefly.

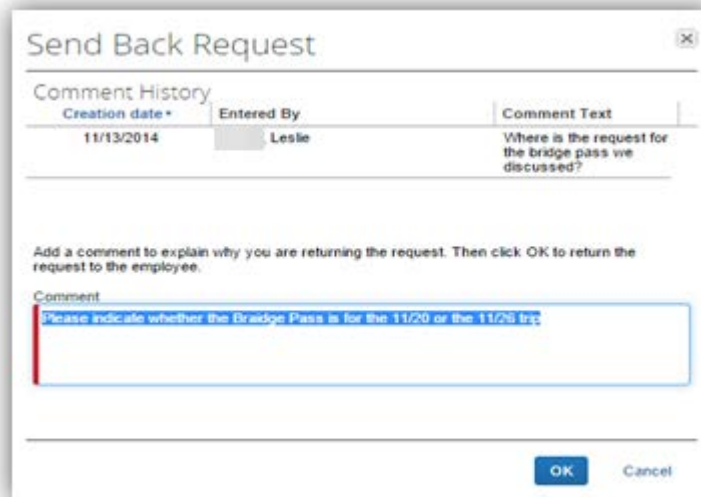


- To return the Request to the employee, click on **Send Back Request**.



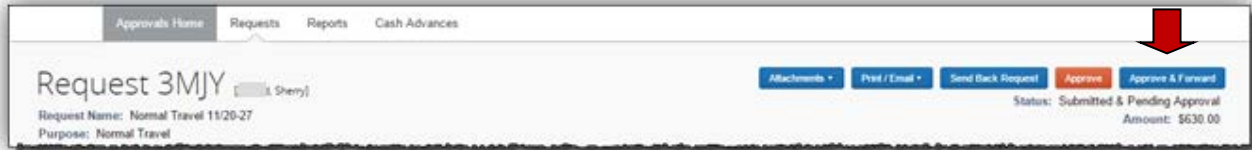
Clicking on **Send Back Request** opens the **Send Back Request** dialogue box. In the **Comments** box enter exactly what you want the employee to do before he re-submits this same Request.

Click on **OK** to send the **Request** with your comments back to the employee.

A screenshot of the 'Send Back Request' dialogue box. The title is 'Send Back Request'. Below the title is a 'Comment History' table with columns for 'Creation date', 'Entered By', and 'Comment Text'. The table contains one entry: '11/13/2014', 'Leslie', and 'Where is the request for the bridge pass we discussed?'. Below the table, there is a text area for adding a comment. The text area contains the text: 'Please indicate whether the Bridge Pass is for the 11/20 or the 11/26 trip.' At the bottom right of the dialogue box, there are 'OK' and 'Cancel' buttons.

OR

- To add an additional review step for the Request, click on **Approve & Forward**.



The **Approval Flow** tab opens.



Click in the **User Added Approver** field and type the last name of the approver you want to add to the workflow **or** enter an asterisk (\*) to view all the approvers in the Agency **or** to use different search criteria to locate the added authorized approver.

The system will display the best matches it can find as you type.

Select the appropriate approver from the approver list.

Click on the drop-down arrow in the **User-Added Approver** box

The **Search Approvers By** box appears

Click **Approve**

A brief confirmation box appears and will auto clear.

## Section 4: Review & Approve Cash Advance Requests

Employees may be able to request a Cash Advance in TeamWorks Travel & Expense before incurring travel expenses. Once submitted, the request is routed to the Cash Advance Approver. Cash Advance Requests waiting for your review and approval can be accessed report from the **Approvals** tab, **Quick Start Bar** or **My Tasks**.

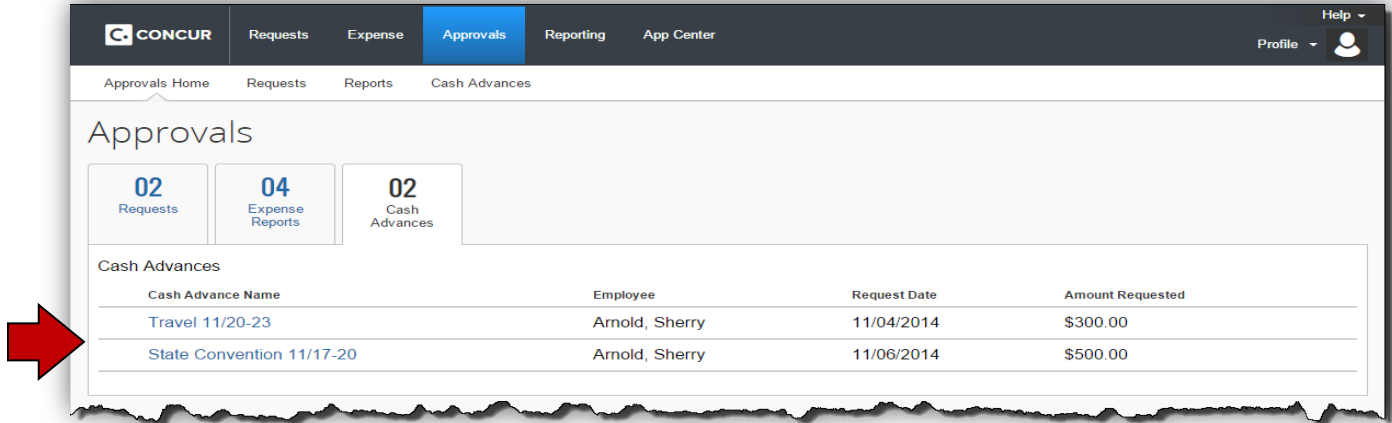
Cash Advance will not appear in the Approvals tab, the Quick Start Bar or My Tasks if it is not configured for your Agency or if you do not have Cash Advance approval authority.

### How to...

1. Access a Cash Advance Request from the Approvals tab, *Quick Start Bar* or *My Tasks* and clicking on the Report Name.

### Additional Information

The **Cash Advance Approval List** opens.  
Select one to review for approval by clicking on it.



<p>2. Review the submitted data.</p> <p>You may change the amount of the Cash Advance and add a Cash Advance Comment to explain why.</p>	<p>There are only a few fields in the Cash Advance Request. You can see all of them. However, only the <b>Name</b>, <b>Amount</b>, the <b>Travel Start Date</b> and the <b>Travel End Date</b> are required of the employee.</p> <p>If the employee has entered a <b>Requested Disbursement Date</b>, please pay attention that the disbursement can be made by this date. Employees are instructed to request manual disbursement if there are five business days or less between the request date and the required disbursement date.</p>
<p>3. Review Attachments.</p>	<p>To review any attachments, click on <b>Attachments</b> and then select <b>View documents in a new window</b>.</p>
<p>4. Approve the Cash Advance.</p>	<p>To Approve the Cash Advance, click on <b>Approve</b>. There are only a couple of fields in the Cash Advance Request. You can see all of them.</p> <p>Click on <b>Accept</b> in the <i>Final Confirmation</i> box that appears.</p> <p>Enter any optional comments in the <b>Approve Cash Advance</b> comment box appears.</p> <p>Click <b>OK</b>.</p> <p>Upon approval, the Cash Advance Request will be routed to the Cash Advance Administrator for final approval and release to the accounting system for disbursement.</p>



## TTE System: Approvers Handbook

### 5. Reject the Cash Advance

To Reject the Cash Advance, click on **Send Back to Employee**.

A **Send Back to Employee** comment box appears. You are required to enter a reason for rejecting the **Cash Advance Request**.

Click on **OK**.

The rejected **Cash Advance Request** is routed back to the employee.

### Cash Advance Details: State Convention 11/17-20

Name State Convention 11/17-20	Cash Advance Amount 500.00 USD	Purpose	Cash Advance Comment
Travel Start Date 11/17/2014	Travel End Date 11/20/2014	Requested Disbursement Date	City

Comments History | Expenses | Audit Trail

Date	Entered By	Comment Text
------	------------	--------------

Approve Save Send Back to Employee Cancel

### Final Confirmation

**Approver Confirmation**

By clicking on the "Accept" button, I certify that this Cash Advance Request for this traveler is in compliance with the State of Georgia Travel Policy and the Office of Planning & Budget's Policy governing Travel Advances; therefore, this Cash Advance Request is approved for processing.

Accept Decline

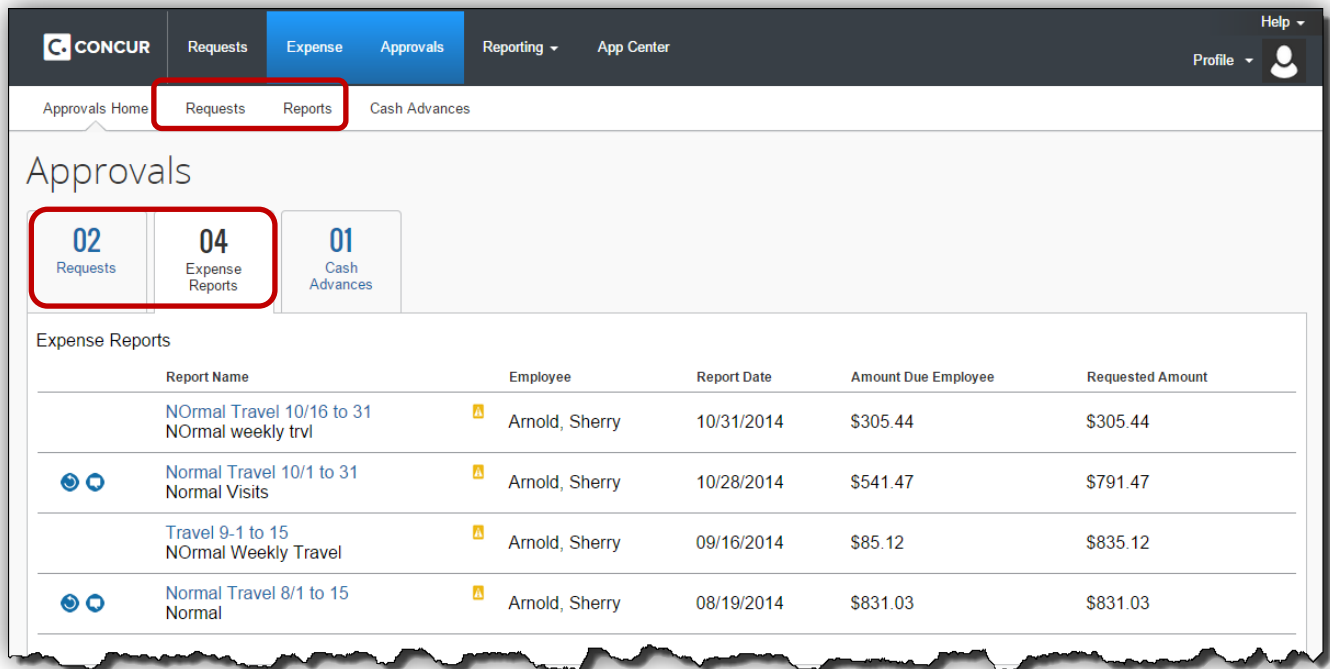
## Section 5: View Previously Approved Requests or Reports

Previously approved Requests or Expense Reports no longer appearing in Reports Pending Approval may be accessed from the **Approvals** tab, *Quick Start Bar* or *My Tasks*.

### Home tab View:

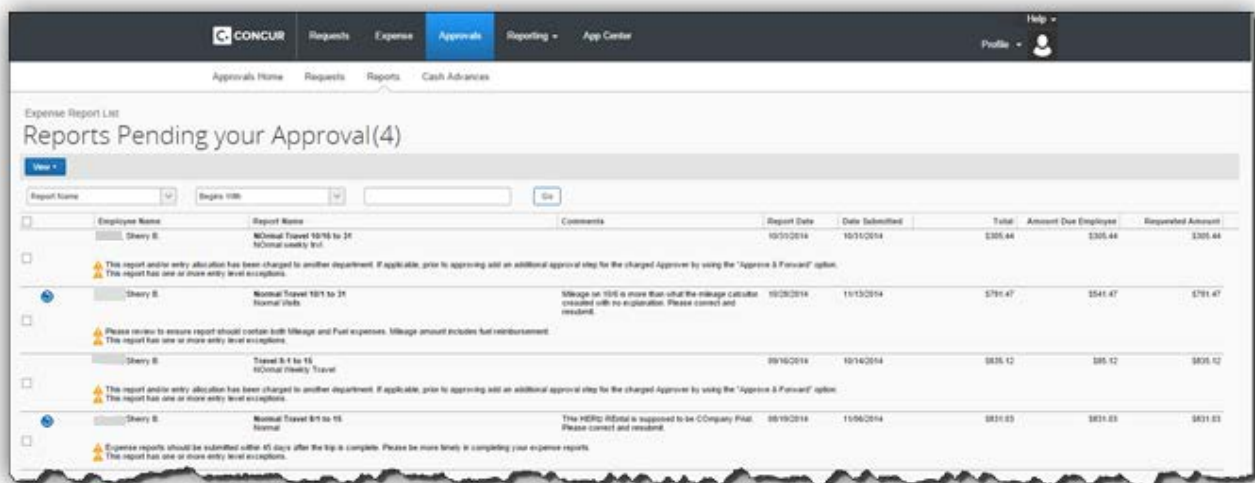
## How to view previously approved Expense Reports (continued)

From the **Approvals Home** select *Requests* or *Reports*.



The **Approval** tab offers additional options for viewing Request or Expense Reports pending and/or already approved.

### Approve Reports View:



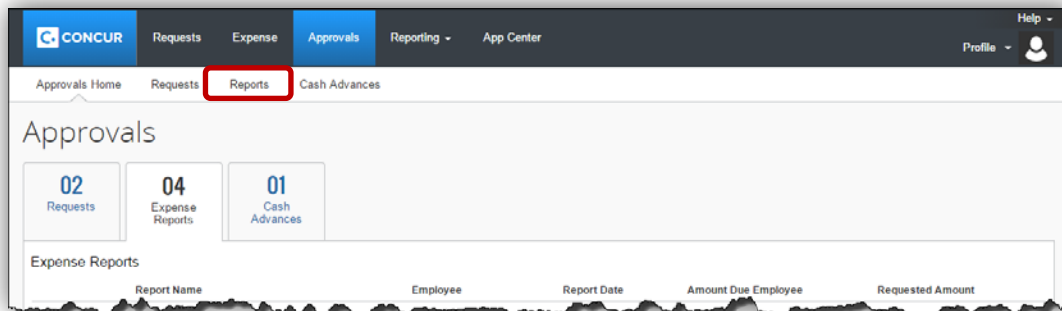
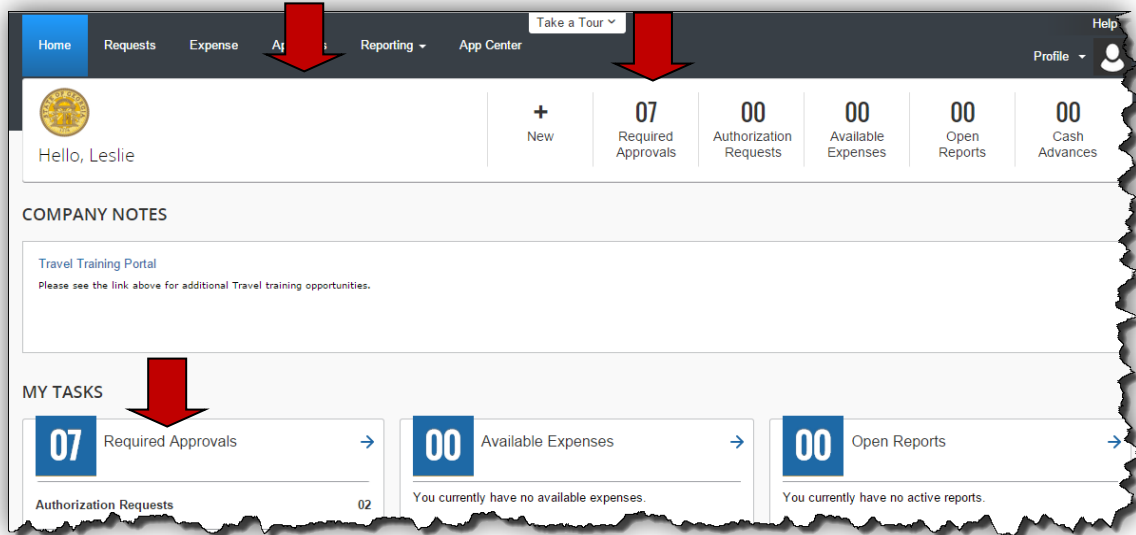
## How to view previously approved Expense Reports (continued)

### How to...

Select the Approvals tab, or select Required Approvals from the Quick Start Bar or My Tasks

### Additional Information

The *Approvals Home* opens



The *Reports Pending your Approval* window opens

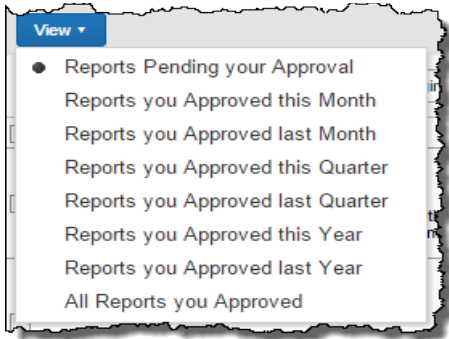
Select Reports  
Select **View**



## How to view previously approved Expense Reports (continued)

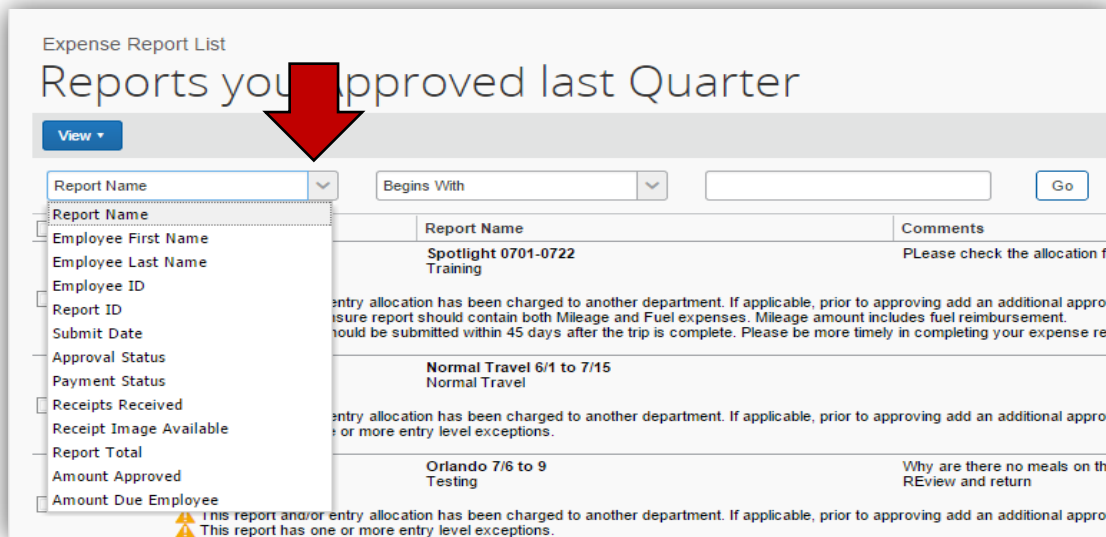
Select the filter that serves your needs

For our example, we selected Reports you approved last Quarter to filter the information



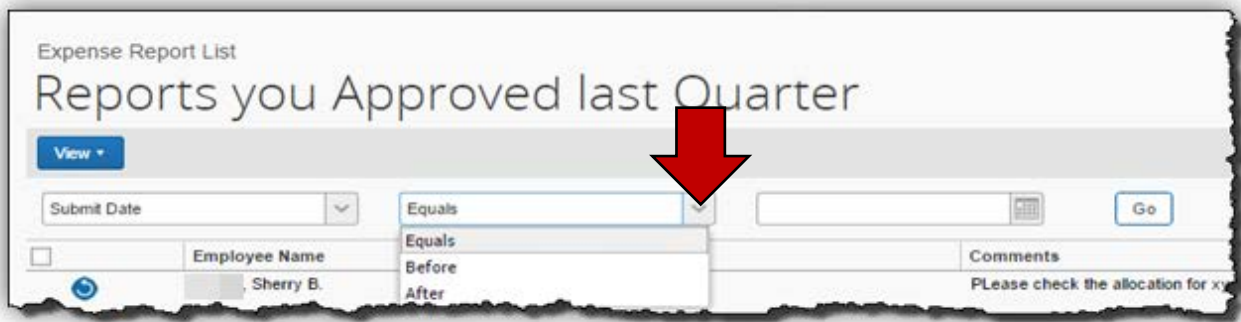
Click on the drop-down arrow to begin selecting the report criteria in the first field

For our example, we chose Submit Date. The following two fields will change depending on the report criteria chosen in the first field.



Choose your display criteria

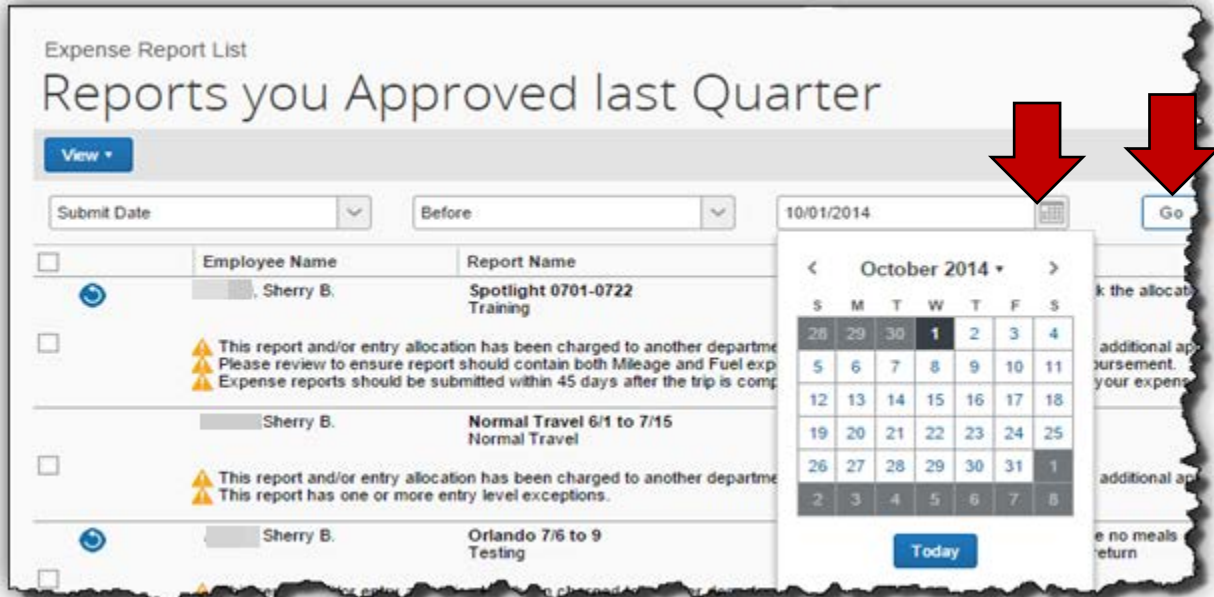
In our example, we chose *Before*



## How to view previously approved Expense Reports (continued)

Select an option from the third report criteria field and click **Go**.

For our example, we October 1, 2014. The report criteria will change depending on the report criteria chosen in the first field.



Report data based on the filter and selection criteria you have chosen will appear.

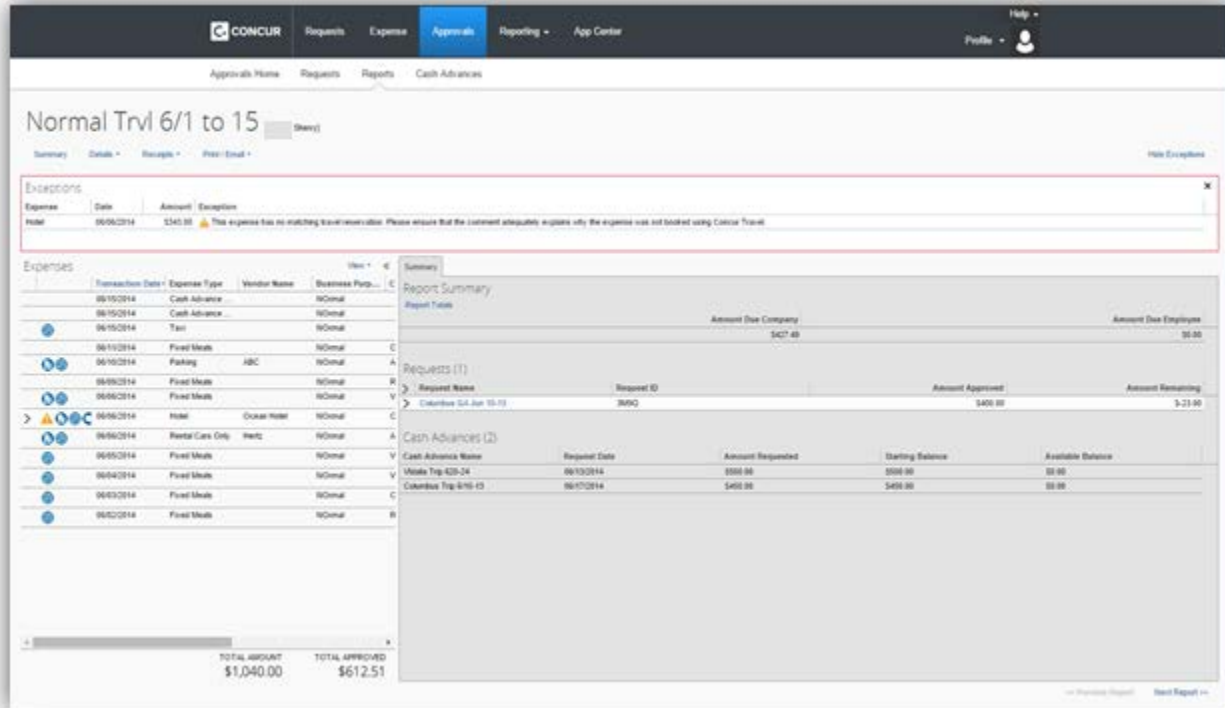
The screenshot shows the 'Expense Report List' interface with the title 'Reports you Approved last Quarter'. At the top, there is a 'View' dropdown menu. Below it are filter fields: 'Submit Date' (dropdown), 'Before' (dropdown), and a date field set to '10/01/2014' with a calendar icon. A 'Go' button is to the right. The main table lists reports with columns for Employee Name, Report Name, Comments, Status, Payment Status, Report Date, Date Submitted, Total, and Requested Amount. The table contains 6 rows of data.

Employee Name	Report Name	Comments	Status	Payment Status	Report Date	Date Submitted	Total	Requested Amount
Sherry B.	Normal Travel 6/1 to 7/15 Normal Travel	Why was the hotel not booked thru TTE. Comment and return.	Approved	Extracted for Payment	06/19/2014	06/30/2014	\$1,840.00	\$612.51
Sherry B.	Normal Travel 6/1 to 7/15 Normal Travel		Approved	Extracted for Payment	07/03/2014	07/03/2014	\$620.42	\$620.42
Sherry B.	Normal Travel 6/1 to 7/15 Normal Travel	Where is the agenda for the meeting.	Approved	Extracted for Payment	07/09/2014	07/11/2014	\$726.84	\$726.84
Sherry B.	Orlando 7/6 to 9 Testing	Why are there no meals on this report? Return and return.	Approved	Extracted for Payment	07/14/2014	07/16/2014	\$986.48	\$957.37
Sherry B.	Normal Travel 6/1 to 7/15 Normal Travel		Approved	Extracted for Payment	07/15/2014	07/15/2014	\$729.24	\$729.24
Sherry B.	Spotlight 0701-0722 Training	Please check the allocation for 1/21	Approved & In Accounting Review	Not Paid	07/16/2014	08/25/2014	\$957.89	\$957.89

## How to view previously approved Expense Reports (continued)

Consider using this same option with the Reports Pending Your Approval options to select the oldest outstanding reports to approve.

Click on a report in the list to open it and view the data.



Once you open an already approved Expense Report for review, **Next Report** and **Previous Report** buttons appear at the bottom of the expense report page. You can scroll back and forth from report to report easily.

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.

When you exit Reports, the system will default to the Reports Pending your Approval view.



*How to view previously approved Expense Reports (continued)*

All Approved Requests (48)

View

Request Name  Begins With


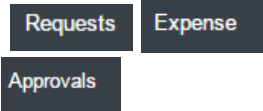
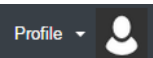









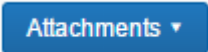
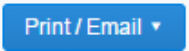





<input type="checkbox"/>	Request Name	Employee Name	Request ID	Request Dates	Comments	Status	Date Submitted	Total	Approved	Remaining
<input type="checkbox"/>	123 Certification 08/01-05 Proof certification	Sherry	3MRG	08/01/2015		Approved	07/06/2015	\$515.00	\$515.00	\$515.00
<input type="checkbox"/>	2P Training 7/28 to 24 Product training	Sherry	3MRD	07/28/2015		Approved	06/23/2015	\$665.00	\$665.00	\$665.00
<input checked="" type="checkbox"/>	Annual EBK Certifc 7/15 to 18 Ann cert required by 7/31	Sherry	3MRA	07/15/2015	Why are you not taking a rental car?	Approved	06/29/2015	\$640.00	\$640.00	\$260.00
<input type="checkbox"/>	ABC Conference 7/13 to 15 Certification	Sherry	3MR9	07/13/2015		Approved	05/12/2015	\$445.00	\$445.00	\$65.00
<input type="checkbox"/>	1/2 certification 07/04 to 10 Presentation	Sherry	3MCH	07/04/2015		Approved	06/19/2015	\$480.00	\$480.00	\$480.00
<input type="checkbox"/>	TTE Testing 07/01 to 05 Annual Certification	Sherry	3MDD	07/01/2015		Approved	06/08/2015	\$815.00	\$815.00	\$815.00
<input type="checkbox"/>	EBC Convention 06/15 to 18 Annual Certification	Sherry	3MD4	06/15/2015		Approved	06/02/2015	\$485.00	\$485.00	\$-262.00
<input type="checkbox"/>	May GGG Conference 05/25 to 30 Annual Certification xxx	Sherry	3MR7	05/25/2015		Approved	05/05/2015	\$907.50	\$907.50	\$522.50
<input type="checkbox"/>	Annual 222 Convention 04/29-24 Annual both both both	Sherry	3MAG	04/29/2015		Approved	04/08/2015	\$671.00	\$671.00	\$156.00
<input checked="" type="checkbox"/>	Annual Cert 07 to 8 Annual Certification for 2/12	Sherry	3MAD	04/07/2015	How did you estimate the personal		04/28/2015	\$340.00	\$340.00	\$-25.00
<input type="checkbox"/>	YT2 Certification calendar/Event	Sherry	3MR8	04/01/2015		Approved	02/26/2015	\$725.00	\$725.00	\$725.00
<input type="checkbox"/>	K12 Certifc 1/17 calendar	Sherry	3MR3	03/10/2015		Approved	02/09/2015	\$480.00	\$480.00	\$17.00




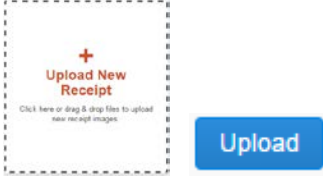
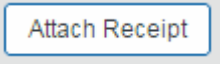







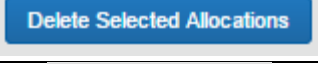


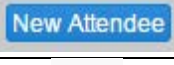





Page 1 of 2












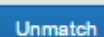
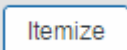
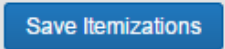

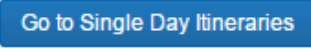



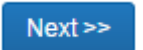

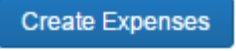
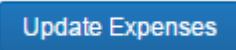
Displaying 1 - 26 of 48









## Appendix A: Buttons and Icons Reference

Button/Icon Description	
<b>General:</b>	
	<b>Tabs:</b> Click to return to the Home page
	<b>Tabs:</b> To access specific functions
	<b>Tabs:</b> To access traveler profile settings or administer for another user (delegate/travel assistant)
<b>Approver:</b>	
	<b>Approve:</b> Approve for processing
	<b>Approve &amp; Forward:</b> Add additional review steps for an expense report
	<b>Send Back to Employee:</b> Return the Report or Cash Advance to the employee unapproved; requires Comments from the Approver
<b>Request:</b>	
	<b>Air Ticket:</b> Indicates Air Reservation on Request
	<b>Car Rental:</b> Indicates Car Rental on Request
	<b>Dining:</b> Indicates Per Diem/ Meals on a Request.
	<b>Lodging:</b> Indicates Hotel/Lodging on Request.
	<b>Misc:</b> Indicates Miscellaneous Expenses on a Request
	<b>Calendar:</b> Brings up a calendar to select transaction date
	<b>Attachments:</b> Check or add attachments to a Request
	<b>Print/Email:</b> Print or email the Request
	<b>Send Back Request:</b> Return the Request to the employee unapproved; requires Comments from the Approver
	<b>Delete, Modify, Allocate:</b> Select to delete, modify or allocate a saved Request segment
	<b>Resubmitted:</b> This icon indicates a Request was returned to the traveler by an approver at least once and remains with the report from that point forward.
	<b>Submit Request:</b> Submit the Request for approval
	<b>Recall:</b> Allows you to recall a submitted Request if it has not been approved.
<b>Expense Reports:</b>	




Button/Icon Description	
	<b>New Expense:</b> Add a new expense entry to an Expense Report.
	<b>+ Create New Expense Report:</b> Create a new expense report
	<b>+ New:</b> Access to Start a Request, Start a Report, New Cash Advance or Upload Receipts from the Quick Task Bar
	<b>Upload:</b> <b>+ Upload New Receipt:</b> Upload a new receipt (support document or receipt)
	<b>Attach Receipt:</b> Attach a receipt to an expense item
	<b>Receipts:</b> Access to attach receipt images or view previously attached receipts.
	<b>Receipt Required:</b> Statewide Travel Policy requires a receipt for this item
	<b>Receipt:</b> Statewide Travel Policy requires a receipt for this item and it is attached to the expense line item
	<b>Add New Allocation:</b> Add a new allocation row.
	<b>Allocate By:</b> Select between allocating by percentage or amount.
	<b>Allocate Selected Expenses:</b> To open the allocation window
	<b>Clear Selections:</b> Clear the items selected for allocation
	<b>Delete Selected Allocations:</b> Delete on or more allocation rows
	<b>Select Group:</b> To select a group of allocations previously entered to review or edit
	<b>Allocations:</b> Indicates that an expense entry has been allocated.
	<b>New Attendee:</b> Add a new attendee to an expense report.
	<b>Attendees:</b> Indicates that an expense entry has associated attendees.
	<b>Calendar:</b> Brings up a calendar to select transaction date
	<b>Credit Card Transaction:</b> Indicates that an expense entry was from a credit card transaction
	<b>Comments:</b> Indicates that an entry has comments associated with it
	<b>Copy:</b> Copy an expense item

Button/Icon Description	
	<b>Copy Report:</b> Copy an expense report
	<b>Delete:</b> Delete an item
	<b>Delete Report:</b> Deletes the current expense report. *Only originator can delete
	<b>Details:</b> Provides options to view details of the expense report such as the report header, allocations, and audit trail
	<b>Move:</b> Move an expense item to another expense report; also used to move a trip expense from Available Expenses to an expense report
	<b>Exceptions:</b> Indicates that an expense entry has an exception associated with it; red exceptions create a hard stop; yellow exceptions allow you to continue
	<b>Hide Exceptions:</b> Toggle to hide or display report exceptions
	<b>Import:</b> Access to <i>Available Expenses</i> display for reservations and/or credit card charges available to be imported the expense report
	<b>Import:</b> Import selected <i>Available Expenses</i> into expense report
	<b>Delete:</b> Delete an <i>Available Expense</i> item from the Import display
	<b>Match:</b> This is used to combine <i>Available Expense</i> entries in the Import display when Corporate Card Charges and Trip data are not automatically matched by the system
	<b>Unmatch:</b> This is used to unmatch previously matched <i>Available Expense</i> entries in the Import display when Corporate Card Charges and Trip data were not automatically matched by the system
	<b>Itemize:</b> Begin the itemization process; for example, hotel expenses <b>must</b> be itemized
	<b>Save Itemizations:</b> Save itemizations entered in an expense; currently only required for hotel expense and Car Rental Only for rentals at Hertz, Capitol Hill location only.
	<b>Show / Hide Itemization:</b> Click to view or hide itemization details
	<b>Go to Single Day Itineraries:</b> Access Meals Per Diem entry for Single Day (no overnight stay)
	<b>Go to Standard Itinerary:</b> Access Meals Per Diem entry for Multiple Days (with overnight stay)
	<b>Add Stop:</b> Add a stop to a Standard Itinerary to calculate Meals Per Diem for multiple days with an associated overnight stay
 	<b>Next&gt;&gt;:</b> <<Previous: Navigate to next or previous step in the process
	<b>Save Itineraries:</b> Save Single Day Itineraries entry
	<b>Create Expenses:</b> Creates Fixed Meal Expenses on an expense report
	<b>Update Expenses:</b> Add new or corrected Meals Per Diem to an expense report with existing Fixed Meal entries

Button/Icon Description	
	<b>Mobile Expense:</b> Indicates that the expense was entered in Concur Mobile
	<b>Multiply:</b> Reverses the exchange rate when working with foreign out of pocket transactions
	<b>Print/Email:</b> Access the fax cover page or detail report for the current expense report
	<b>Resubmitted:</b> This icon indicates the expense report was returned to the traveler by an approver at least once and remains with the report from that point forward.
	<b>Notify Employee:</b> Used by Delegate to notify an employee of a change made to an expense report
	<b>Save:</b> Save an expense item
	<b>Submit Report:</b> Submit the Report for approval
	<b>Recall:</b> Allows you to recall a submitted Expense Report if it has not been approved.
<b>Travel:</b>	
	<b>Select:</b> Selects the selected travel item for booking. A green reserve indicates the reservation is within Policy, Yellow indicates out of policy but you can book it. Red indicates out of policy and you will not be allowed to make the reservation.
	<b>Search:</b> Search in Trip Search
	<b>Search:</b> Search for an off-airport rental car location
	<b>Seat map:</b> Click to view the flight seat map
	<b>Travel Search Air Fare Legend:</b> Flight has least cost logical airfare
	<b>Travel Search Air Fare Legend:</b> Refundable Fare
	<b>Travel Search Air Fare Legend:</b> Arrives on a different day than departure
	<b>Travel Search Air Fare Legend:</b> Short or long connection time
	<b>Travel Search Air Fare Legend:</b> Turboprop aircraft used
	<b>Travel Search Air Fare Legend:</b> Flight is Fly America Act compliant
	<b>Travel Search Air Fare Legend:</b> Flight has 50-90% Go-Go Wi-Fi coverage
	<b>Travel Search Air Fare Legend:</b> Flight has 100% Go-Go Wi-Fi coverage
	<b>Check Flight Status:</b> Click to check the status of a booked flight.
	<b>Peaches:</b> Preferred Vendor with special pricing for State of Georgia
	<b>Yellow Diamond(s):</b> Northstar Travel Rating for hotels
	<b>Choose Room:</b> Select to view hotel rooms and rates available at the selected hotel
	<b>View Rates:</b> Click to view lowest hotel room rate and make the choose room option available

Button/Icon Description	
<a href="#">more info</a>	<b>More Info:</b> Click to view hotel detail information such as cancellation, amenities, etc.

## Appendix B: Expense Report Approver Checklist

<p>Open an expense report from the <b>Approvals</b> tab, <i>Quick Start Bar</i> or <i>My Tasks</i> and select <b>Expense Reports</b>. Click on the Report Name you want to review for approval.</p>
<p><b>Summary Tab:</b></p> <p>The Expense Report opens in the summary view. You have a “bird’s eye view of Expenses, Cash Advances, Requests and the Report Summary</p> <p><input type="checkbox"/> Review any Requests in the Requests section of the Summary Tab by clicking on the Request Name in the Summary view.</p> <p><input type="checkbox"/> Cash Advances assigned to the report appear in the Cash Advance section of the Summary. They can also be viewed from the Details tab.</p> <p><input type="checkbox"/> Click on the Report Totals link in the Report Summary section to view more detail</p>
<p><b>Exceptions:</b></p> <p><input type="checkbox"/> Review any Exceptions. Click on an exception to open the expense item the exception references. You can view expense detail, attached receipts or summary information for the expense item.</p>
<p><b>Report Name:</b></p> <p><input type="checkbox"/> Click on the report name to open the Report Header and review the information for accuracy.</p>
<p><b>Details Tab:</b></p> <p><input type="checkbox"/> Review the <b>Audit Trail</b></p> <p><input type="checkbox"/> Review the <b>Approval Flow</b></p> <p><input type="checkbox"/> Review <b>Comments</b> for the report or add any comments you feel are necessary</p> <p><input type="checkbox"/> Review and/or enter any <b>Allocations</b> (depends on Agency configuration)</p> <p><input type="checkbox"/> Review <b>Cash Advances Assigned</b></p> <p><input type="checkbox"/> Review <b>Travel Allowances</b> (Meals Per Diem) entered</p>
<p><b>Expenses:</b></p> <p><input type="checkbox"/> Click on an expense to review in individual expense item detail, attached receipts or summary information. Pay careful attention to Air, Hotel and Rental Car receipts.</p> <p><input type="checkbox"/> Hover over Receipts icon  to view receipts attached to individual line item Expenses</p> <p><input type="checkbox"/> Review Personal Car Mileage and Mileage Calculator Mileage calculations</p> <p><input type="checkbox"/> Hover over Allocations icon  to review allocations made by the employee to an individual line item</p> <p><input type="checkbox"/> Hover over Comments icon  to review any attached comments.</p>
<p><b>Receipts Tab:</b></p> <p><input type="checkbox"/> Click <b>Receipts Required</b> to detail receipts required by statewide Travel Policy</p> <p>Click <b>View Receipts In New Window</b> or <b>View Receipts in Current Window</b> to view ALL receipts attached to the report.</p>
<p><b>Attachments</b></p> <p><input type="checkbox"/> Click <b>Attachments</b> and then select <b>View receipts in new window</b>. You will be able to view any documents attached to the Cash Advance.</p>
<p><b>Approve or Deny Report:</b></p> <p>Select <b>Send Back to Employee, Approve, or Approve &amp; Forward</b></p>

## Appendix C: Cash Advance Approver Checklist

Access a Cash Advance Request from the Approvals tab, Quick Start Bar or My Tasks and clicking on the Report Name
All fields are visible from the Cash Advance Approval List
<input type="checkbox"/> Click <b>Attachments</b> and then select <b>View receipts in new window</b> . You will be able to view any documents attached to the Cash Advance
<input type="checkbox"/> Select <b>Send Back to Employee</b> or <b>Approve</b> <b>Send Back to Employee</b> requires a comment to the employee to complete the process.

## Appendix D: Request Approver Checklist

Access Request from the Approvals tab, Quick Start Bar or My Tasks. Click on the Request name to open it.
Request opens to Expense Summary view
<b>Request Header Tab:</b>
<input type="checkbox"/> Review the <b>Request Header</b> Information
<b>Segments Tab:</b>
<input type="checkbox"/> Review any Car Rental requests
<input type="checkbox"/> Review any Airfare requests
<input type="checkbox"/> Review any Hotel requests
<input type="checkbox"/> Review any Meals requests
<input type="checkbox"/> Review any Miscellaneous requests
<b>Attachments:</b>
<input type="checkbox"/> Click on <b>Attachments</b> and select <b>View documents in a new window</b> to review attachments.
<b>Approval Flow</b> and <b>Audit Trail</b> and available for review
<b>Approval:</b>
<input type="checkbox"/> Select <b>Send Back Request, Approve</b> or <b>Approve &amp; Forward</b>