

GA Travel and Expense

With Concur Technologies



Approver's Handbook



GTE Travel & Expense System Approver's Handbook

WELCOME TO GA TRAVEL & EXPENSE	3
SECTION 1: LOG ON TO GA TRAVEL & EXPENSE (CONCUR)	3
SECTION 2: EXPLORE THE MY CONCUR PAGE.....	4
CUSTOMIZE MY CONCUR.....	6
SECTION 3: REVIEW AND APPROVE EXPENSE REPORTS	7
REVIEW AND APPROVE AN EXPENSE REPORT	7
1. Access an Expense Report from the Approval Queue.....	7
2. To review the Report Header information,.....	7
3. To review the Audit Trail of this Expense.....	8
4. To review Allocations made by the employee.....	9
6. To review Travel Allowances (Meals Per Diem) assigned to this Expense Report	10
7. To review the Comments History.....	12
8. To review a Cash Advance assigned to this Expense report,.....	12
9. To review individual Expenses.....	13
10. To review Personal Car Mileage.....	14
11. View Receipts attached to individual expense items at the detail level	15
12. View allocations made by the employee.....	16
13. View details for Fixed Meals	16
14. View Report Level Receipts.....	17
15. Approve an Expense Report.....	19
HOW TO ALLOCATE EXPENSES.....	21
SEND AN EXPENSE REPORT BACK TO THE EMPLOYEE	24
ADD AN ADDITIONAL REVIEW STEP FOR AN EXPENSE REPORT	25
REVIEW A RESUBMITTED EXPENSE REPORT	26
SECTION 4: REVIEW & APPROVE CASH ADVANCE REQUESTS	27
1. Access a Cash Advance Request from the Approval Queue.....	27
2. To Approve the Cash Advance click on Approve.	27
3. To Reject the Cash Advance, click on Reject.....	27
SECTION 5: REVIEW & APPROVE TRAVEL REQUESTS	29
1. Access a Travel Request from the Approval Queue.....	29
2. Review the Travel Request Header information.....	29
3. Review the Segments information	29
3. To approve the Travel Request.....	31
4. To return the Travel Request to the employee.....	31
5. To add an additional review step for the Travel Request.....	32
APPENDIX A: BUTTONS AND ICONS	34
APPENDIX B: EXPENSE REPORT APPROVER CHECKLIST	36
APPENDIX C: CASH ADVANCE APPROVER CHECKLIST.....	37
APPENDIX D: TRAVEL REQUEST APPROVER CHECKLIST	38



Welcome to GA Travel & Expense

GA Travel & Expense with Concur integrates expense reporting with a complete travel booking solution. This comprehensive Web-based service provides all of 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 Travel Requests. Back-office employees use the service to produce audit reports, ensure Travel Policy compliance, and deliver business intelligence to help the State of Georgia reduce its costs.

Section 1: Log on to GA Travel & Expense (Concur)

How to...

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

Additional Information

Your password is case sensitive.

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



Section 2: Explore the My Concur Page

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

The screenshot displays the My Concur user interface. At the top, there is a navigation bar with tabs for My Concur, Travel, Expense, Invoice, Reporting, Administration, and Profile. Below this, there are three main sections:

- Mobile Search Ad:** A banner titled "Not Sure Where You Are?" promoting GPS-enabled search for hotels, restaurants, and cars, with a "Register Concur for mobile" button.
- Trip Search:** A form with tabs for Flight, Car, Hotel, Taxi, Rail, Flight Status, and Dining. It includes options for Round Trip, One Way, and Multi-Segment. The departure city is set to SEA - Seattle Tacoma Intl Arpt - Seattle, WA. Departure and return times are set to 9:00am and 5:00pm respectively, both with a ± 3 dropdown. There are checkboxes for "Pick-up/Drop-off car at airport", "Automatically reserve this car", and "Find a Hotel".
- Expense Reports (7):** A table with buttons for "New Expense Report" and "View Reports". The table lists reports with columns for Report Name, Status, Report Date, and Total.

Report Name	Status	Report Date	Total
OE Lunches Sept. 14-15 Lunches for Intelligence Training	Approved	09/20/2010	\$164.86
Training Training	Not Filed	09/16/2010	\$1,115.00
Elan Expense Training 09/08/10 Onsite Expense Training	Final Accounting Approval	09/15/2010	\$231.11
Sales Training Work with new sales system.	Not Filed	09/10/2010	\$0.00
Trip to San Francisco Onsite Expense Training	Sent Back to Employee - Calnan, Brenna M	09/09/2010	\$57.00
Hub International Travel & Expense Training for Hub International	Approved	08/31/2010	\$64.00
Training for Hub International Concur Travel & Expense onsite training for Hub International	Approved	08/23/2010	\$700.74
- Company Info:** A section titled "Company Info" with a message: "Welcome to Concur Expense and Invoice. Please click the Expense or Invoice tab to start."

How to...

Use the **Trip Search** section.

Explore the **Weather** section.

Look at the **Company Info** section.

Additional Information

This section provides the tools you need to book a trip with any or all of these: flight, car, or hotel.

This section appears on My Concur only if your agency uses Travel.

This section shows you the weather conditions at any selected airport.

This section displays information and links provided by your company.



Section 2: Explore the My Concur Page (Continued)

How to...	Additional Information
Use the Expense Reports or Active Work section.	<p>This section provides links to create a new expense report, or view your existing reports, authorization requests, or cash advances. It also lists your unsubmitted expense reports.</p> <p><i>If your agency uses Authorization Requests and/or Cash Advances, this section is titled "Active Work." Otherwise, the section is titled "Expense Reports."</i></p>
Explore the Approval Queue section.	<p>This section lists the expense reports awaiting your review and approval as well as any Travel Authorization requests or Cash Advances if you are an approver for those functions.</p> <p><i>This section appears on My Concur only if you are an Expense approver and if you have received at least one report for approval.</i></p>
Explore the Trip List section.	<p>This section lists your outstanding trips.</p> <p><i>This section appears on My Concur only if your agency uses Travel.</i></p>
Explore the Trips Awaiting Approval section.	<p>This section lists the trips awaiting your approval.</p> <p><i>This section appears on My Concur only if your agency uses Travel and if you are a travel approver.</i></p>
Explore the Available Company Card Charges section.	<p>This section lists all imported company credit card transactions.</p>
Explore the Travel Info section.	<p>This section provides contact information for help with booking travel and general travel information.</p> <p><i>This section appears on My Concur only if your agency uses Travel.</i></p>



GTE Travel & Expense System Approver's Handbook

Customize My Concur

You can move the panes around the **My Concur** page to better meet your needs. Click the top bar of a pane and drag it to a new position on the page.

The screenshot shows the My Concur interface with a top navigation bar containing 'My Concur', 'Travel', 'Expense', 'Reporting', and 'Profile'. The main content area is divided into several panes:

- Mobile makes it simple.** Manage your travel and expenses with Concur's mobile app. [Get started.](#)
- Trip Search**
 - Flight | Car | Hotel | Flight Status
 - WARNING-Holding multiple reservations for same routing or times or making multiple airline changes is considered an illegal booking practice by the airlines. This can result in additional fees billed to your credit card at a later date.**
 - Round Trip One Way Multi-Segment
 - Departure City: ATL
ATL - Hartsfield Intl Arpt - Atlanta, GA [Select nearby airports](#)
 - Arrival City: [Select nearby airports](#)
 - Departure: depart 9:00am ± 3
 - Return: depart 5:00pm ± 3
 - Pick-up/Drop-off car at airport
- Alerts** (indicated by a red arrow pointing to its top bar)
 - TripIt** creates instant mobile itineraries for business and personal trips. Simply connect your Concur account to TripIt. [Connect to TripIt](#) [No thanks](#)
- Expense Reports (0)**
 - [New Expense Report](#) [View Reports](#)

Report Name	Status	Payment Status	Report Date
No records found.			
- Travel Info**
 - Concur Travel Alert - Seats Update 29Nov**
Concur has been advised that seat maps for many airlines are currently not working resulting in inaccurate displays and inab acknowledged the issue still exists and they are continuing their research to find a resolution.
 - [Welcome to the State of Georgia Company Notes Page](#)
 - When using Concur Travel for the first time:**
 - 1) Click on the 'Profile' menu option.
 - 2) Review your profile and make any changes or additions.



Section 3: 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 GA Travel & Expense system is configured to the Travel Policy and any specific Agency requirements. As an approver you are the second tier of Policy compliance, the system is tier one. The system will track everything you do, or do not do, when you electronically handle the Expense Report, Travel Request or Cash Advance Request sent to you.

Review and Approve an Expense Report

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

Approval Queue				
Travel Requests (0) Expense Reports (1) Cash Advances (1)				
Report Name	Employee	Report Date	Requested Amount	
 Visits 10-1 to 22 Field Visits	 Abercrombie, William	11/15/2011	USD 1,245.22	

How to...

1. Access an Expense Report from the **Approval Queue** by clicking on the Report Name.

Additional Information

The **Expense Report** opens.

You can immediately see that there are exceptions and comments contained in this expense Report.

Other icons may appear, such as an icon indicating that the report was being resubmitted to you after corrections were made.

View Reports New Expense Report View Receipt Store **Approve Reports** View Cash Advances New Cash Advance Approve Cash Advances

Visits 10-1 to 22 [Abercrombie, William] Send Back to Employee Approve Approve & Forward

Details Receipts Print / Email Hide Exceptions

Exceptions			
Expense Type	Date	Amount	Exception
Fixed Meals	10/01/2011	\$27.00	 The Transaction Date is Greater than 30 days old. Please be more timely in your expense submissions.
Personal Car M...	10/01/2011	\$297.33	 The Transaction Date is Greater than 30 days old. Please be more timely in your expense submissions.

Expenses							
Transaction Date	Expense Type	Vendor Name	Business Purpose	City	Payment Type	Amount	Adjusted Claim...
10/20/2011	Fixed Meals		Field Visits	Augusta, Georgia	Out of Pocket	\$7.00	\$7.00
10/19/2011	Fixed Meals		Field Visits	Macon, Georgia	Out of Pocket	\$21.00	\$21.00
 10/12/2011	Personal Car Mileage		Field Visits		Out of Pocket	\$68.85	\$68.85
 10/11/2011	Fixed Meals		Field Visits	Augusta, Georgia	Out of Pocket	\$18.00	\$18.00
 10/11/2011	Personal Car Mileage		Field Visits		Out of Pocket	\$75.48	\$75.48
 10/10/2011	Fixed Meals		Field Visits	Macon, Georgia	Out of Pocket	\$21.00	\$21.00
 10/09/2011	Fixed Meals		Field Visits	Macon, Georgia	Out of Pocket	\$21.00	\$21.00
						TOTAL AMOUNT	TOTAL REQUESTED
						\$1,245.22	\$1,245.22

2. To review the Report Header information, click on the **Details** tab and select the **Report Header** from Report section of the drop down menu.



GTE Travel & Expense System Approver's Handbook

View Reports | New Expense Report | View Receipt Store | **Approve Reports** | View Cash Advances | New Cash Advance | Approve Cash Advances

View **10-1 to 22** (Abercrombie, William) Send Back to Employee | Approve | Approve & Forward

Details | Receipts | Print / Email Hide Exceptions

Exceptions

Expense Type	Date	Amount	Exception
Fixed Meals	10/01/2011	\$27.00	The Transaction Date is Greater than 30 days old. Please be more timely in your expense submissions.
Personal Car M...	10/01/2011	\$297.33	The Transaction Date is Greater than 30 days old. Please be more timely in your expense submissions.

Expenses

Transaction Date	Expense Type	Vendor Name	Business Purpose	City	Payment Type	Amount	Adjusted Claim...
10/20/2011	Fixed Meals		Field Visits	Augusta, Georgia	Out of Pocket	\$7.00	\$7.00
10/19/2011	Fixed Meals		Field Visits	Macon, Georgia	Out of Pocket	\$21.00	\$21.00
10/12/2011	Personal Car Mileage		Field Visits		Out of Pocket	\$68.85	\$68.85
10/11/2011	Fixed Meals		Field Visits	Augusta, Georgia	Out of Pocket	\$18.00	\$18.00
10/11/2011	Personal Car Mileage		Field Visits		Out of Pocket	\$75.48	\$75.48
10/10/2011	Fixed Meals		Field Visits	Macon, Georgia	Out of Pocket	\$21.00	\$21.00
10/09/2011	Fixed Meals		Field Visits	Macon, Georgia	Out of Pocket	\$21.00	\$21.00
TOTAL AMOUNT						\$1,245.22	\$1,245.22

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

Any approved **Travel Requests** assigned to the Expense report will be listed in the Travel Request section.

Pay particular 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: Visits 10-1 to 22

Previous Comment
Entered By William Abercrombie: Bi Weekly Expenses

Report Date: 11/15/2011 | Report Name: Visits 10-1 to 22 | Trip Type: In-State Travel | Policy: State of Georgia Expense Policy 1

Trip Start Date: 10/01/2011 | Trip End Date: 10/22/2011 | Purpose of Trip: Field Visits | Comment:

Employee Name: Abercrombie, William | Report Key: 1044 | Report Currency: US, Dollar | Receipts Received: Yes

Submit Date: 11/29/2011 | Approval Status: Submitted & Pending Approval | Payment Status: Not Paid | AP Vendor ID: 0000381129

Special Activity:

Travel Requests

Request Name	Request ID	Request Total	Amount Approved	Amount Remaining
--------------	------------	---------------	-----------------	------------------

Save | Cancel

3. 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.



GTE Travel & Expense System Approver's Handbook

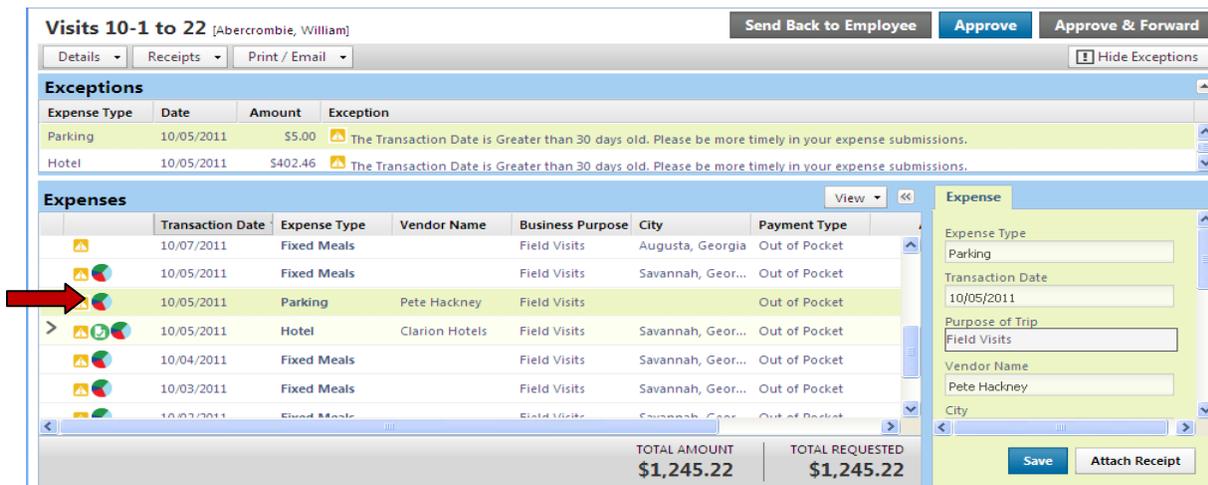


The Audit Trail is segmented into two sections: Report Level and Expense Level. The Audit Trail is created automatically and requires no action by the Employee, Approvers or Back Office.

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

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

- Click on the expense item displaying the allocation icon.



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

The Allocation details appear **Note:** Not all agencies allow Allocations to be entered by the Employee submitting the Expense Report.



GTE Travel & Expense System Approver's Handbook

Expense List

Date	Expense Ty...	Group	Amount
10/20/2011	Fixed Meals		\$7.00
10/19/2011	Fixed Meals		\$21.00
10/12/2011	Personal Ca...		\$68.85
10/11/2011	Fixed Meals		\$18.00
10/11/2011	Personal Ca...		\$75.48
10/10/2011	Fixed Meals		\$21.00
10/09/2011	Fixed Meals		\$21.00
10/08/2011	Fixed Meals		\$21.00
10/08/2011	Personal Ca...		\$107.10
10/07/2011	Fixed Meals		\$27.00
10/05/2011	Fixed Meals	1	\$27.00
10/05/2011	Parking	1	\$5.00
10/04/2011	Fixed Meals	1	\$36.00
10/03/2011	Fixed Meals	1	\$36.00
10/03/2011	Fixed Meals	1	\$27.00

Allocations Total:\$5.00 Allocated:\$5.00 (100%) Remaining:\$0.00 (0%)

Percentage	* Department	* Program	* Fund Source
75	(4042010600) ST...	(0850201) State...	(01000) STATE G...
25	(4042010600) ST...	(0850200) Audit ...	(01000) STATE G...

Click on **Cancel** and then **Done** when you complete viewing the item allocations.

- To view approved **Cash Advance** assigned to the Expense Report, click on the **Details** tab and select **Assigned** from the Cash Advances section.

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

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

If the **Cash Advance** was more than the expenses, make certain that the employee showed a **Cash Advance Return** line item in expenses for the difference and that the Agency has received a check from the employee for this difference.

Cash Advances Assigned to Report

Cash Advance Name	Foreign Amount	Exchange Rate	Amount	Balance	Amount Used in Report
Conference in Waycross	\$350.00	1	\$350.00	\$0.00	\$350.00

- To review Travel Allowances (Meals Per Diem) assigned to this Expense Report, click on the **Details** tab and select the **Itineraries** from the

The Assigned Itineraries will display.

Use the Scroll Bars to the right if necessary to



GTE Travel & Expense System Approver's Handbook

Travel Allowances section of the drop down menu.

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.

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: Visits 10-1 to 5				
Alpharetta, Georgia	10/01/2011 7:00 AM	Savannah, Georgia	10/01/2011 11:00 AM	CHATHAM COUNTY, US-GA, US
Savannah, Georgia	10/05/2011 5:00 PM	Alpharetta, Georgia	10/05/2011 11:00 PM	FULTON COUNTY, US-GA, US
Itinerary: 10/07/2011 Augusta				
Alpharetta, Georgia	10/07/2011 7:00 AM	Augusta, Georgia	10/07/2011 9:15 AM	RICHMOND COUNTY, US-GA, US
Augusta, Georgia	10/07/2011 6:00 PM	Alpharetta, Georgia	10/07/2011 8:15 PM	FULTON COUNTY, US-GA, US
Itinerary: 10/08/2011 Macon				
Alpharetta, Georgia	10/08/2011 7:00 AM	Macon, Georgia	10/08/2011 10:00 AM	US-GA, UNITED STATES
Macon, Georgia	10/08/2011 7:00 PM	Alpharetta, Georgia	10/08/2011 9:00 PM	FULTON COUNTY, US-GA, US
Itinerary: 10/09/2011 Macon				
Alpharetta, Georgia	10/09/2011 7:00 AM	Macon, Georgia	10/09/2011 9:00 AM	US-GA, UNITED STATES
Macon, Georgia	10/09/2011 5:00 PM	Alpharetta, Georgia	10/09/2011 7:00 PM	FULTON COUNTY, US-GA, US
Itinerary: 10/10/2011 Macon				

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

The Expenses & Adjustment tab opens.

Exclude	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	10/04/2011 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$36.00
<input type="checkbox"/>	10/05/2011 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$27.00
<input type="checkbox"/>	10/07/2011 Augusta, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$27.00
<input type="checkbox"/>	10/08/2011 Macon, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$21.00
<input type="checkbox"/>	10/09/2011 Macon, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$21.00
<input type="checkbox"/>	10/10/2011 Macon, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$21.00
<input type="checkbox"/>	10/11/2011 Augusta, Georgia	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$18.00
<input type="checkbox"/>	10/19/2011 Macon, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$21.00
<input type="checkbox"/>	10/20/2011 Augusta, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$7.00

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.



GTE Travel & Expense System Approver's Handbook

Note that according to the Travel Policy, the first and last day of travel requiring overnight stays and on single travel days not requiring overnight stays, the maximum Travel Allowance (Per Diem) allowable is 75% of the total Travel Allowance allowed by the Travel Policy.

Also, 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 13 hours to qualify for a Travel (Meals Per Diem) Allowance. The system automatically takes this into consideration.

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

7. 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.

Date	Entered By	Comment Text
11/10/2011	Abercrombie, William A.	Bi Weekly Expenses

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

8. To review a Cash Advance assigned to this Expense report, click on the **Details** tab and select **Assigned** from the Cash Advances section.

Cash Advance Name	Foreign Amount	Exchange Rate	Amount	Balance	Amount Used in Report
West Ga. Field Office Visits	\$750.00	1	\$750.00	\$0.00	\$750.00

Delete from Report Cancel



GTE Travel & Expense System Approver's Handbook

- 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 particular 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 your cursor over any icons appearing with any expense item to quickly view the information for comments, allocations, etc.

Expenses							View	<<
	Transaction Date	Expense Type	Vendor Name	Business Purpose	City	Payment Type		
	10/20/2011	Fixed Meals		Field Visits	Augusta, Georgia	Out of Pocket		
	10/19/2011	Fixed Meals		Field Visits	Macon, Georgia	Out of Pocket		
	10/12/2011	Personal Car Mi...		Field Visits		Out of Pocket		
The Transaction Date is Greater than 30 days old. Please be more timely in your expense submissions.								
	10/11/2011	Fixed Meals		Field Visits	Augusta, Georgia	Out of Pocket		
	10/11/2011	Personal Car Mi...		Field Visits		Out of Pocket		
	10/10/2011	Fixed Meals		Field Visits	Macon, Georgia	Out of Pocket		
						TOTAL AMOUNT	TOTAL REQUESTED	
						\$1,245.22	\$1,245.22	

Expense

[View Reimbursement Rates](#)

Previous Comment

Entered By William Abercrombie: Detour

Expense Type
Personal Car Mileage

Transaction Date
10/12/2011

Purpose
Field Visits

From Location
201 Denna Dr, Alpharetta, GA 30009, USA

To Location
201 Denna Dr, Alpharetta, GA 30009, USA

Payment Type
Out of Pocket

Distance : Amount
135 : 68.85 USD

Approved Amount
68.85

Reviewed
No

Trip Type
In-State Travel

Comment

Vehicle ID
2009 CTS - Tier I

Number of Passengers
0

Distance to Date:
0

Pay particular attention to Trip Type and Payment Type. Payment Type determines whether an



GTE Travel & Expense System Approver's Handbook

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



employee receives reimbursement or not.

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.

Waypoints	Distances	Personal
201 Denna Dr, Alpharetta, GA 30009, US	29.3 MI	
200 Piedmont Avenue SE, Atlanta, GA 30333, US	71.0 MI	
100 Reece St, Rome, GA 30161, USA	22.5 MI	
2 Main Line Rd, Rockmart, GA 30153, USA	38.3 MI	
1000 Chastain Road, Kennesaw, GA 30144, USA	25.4 MI	
201 Denna Dr, Alpharetta, GA 30009, US		

Deducted Commute Distance	
Home	201 Denna Dr, Alpharetta, GA 30009, US
Office	200 Piedmont Avenue SE, Atlanta, GA 30333, US
Deduct Round Trip	
58.6 MI	

	TOTAL PERSONAL	TOTAL BUSINESS
<input checked="" type="checkbox"/> Deduct Commute	58.6 MI	127.9 MI

You can view the Waypoint, 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 in excess of what they would normally 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 if the travel was made on a weekend which is not a normal work day, if the employee works from home or if this was a multiple day trip. Additionally, employees are only required to deduct normal round trip commute mileage ONCE on a multi day trip. They can enter it in multiple ways: all



GTE Travel & Expense System Approver's Handbook

on one day, the first half on day one and the last half on the last day. Pay particular attention to all the areas marked with arrows (see previous page).

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.

Exceptions happen!

Sometimes there are valid exceptions. Employees are required to provide you with information why they made an exception (such as over ride 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.

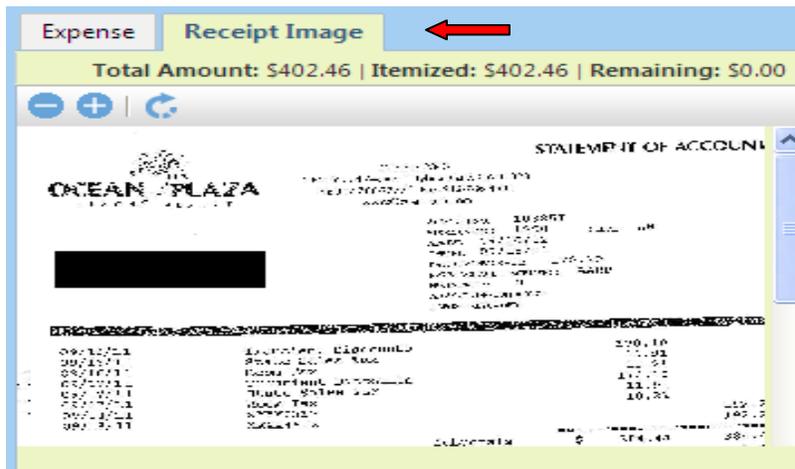
Any discrepancies without an explanation in the Comments box should qualify the Expense Report to be returned to the employee for correction.

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 Waiver or other approval attached if necessary

11. View Receipts attached to individual expense items at the detail level.

To view receipts attached at the detail level, with the expense item open, click on View Receipt in the Expense detail on the right.



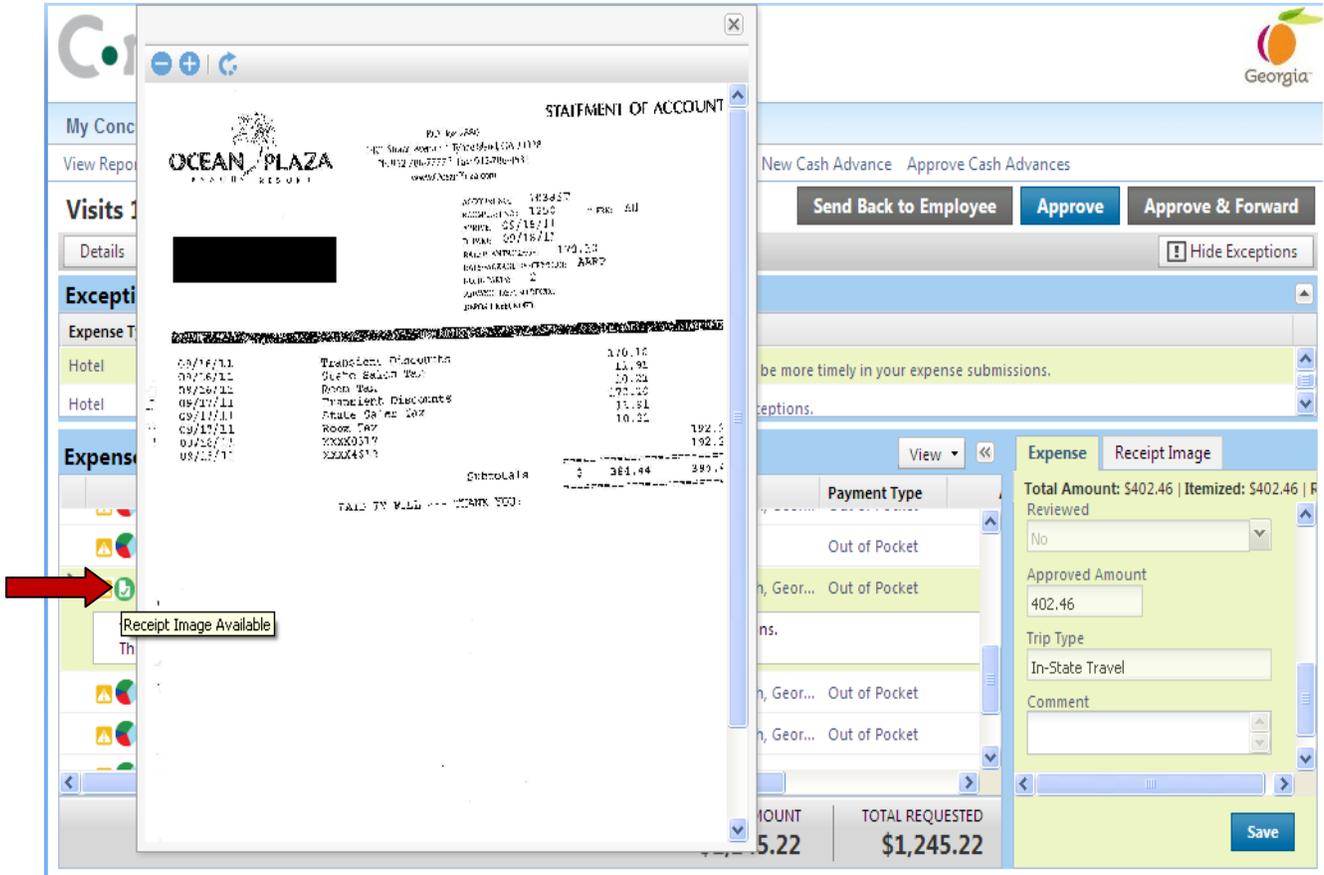
To view receipts attached at the detail level, with the expense item open, click on View Receipt in the



GTE Travel & Expense System Approver's Handbook

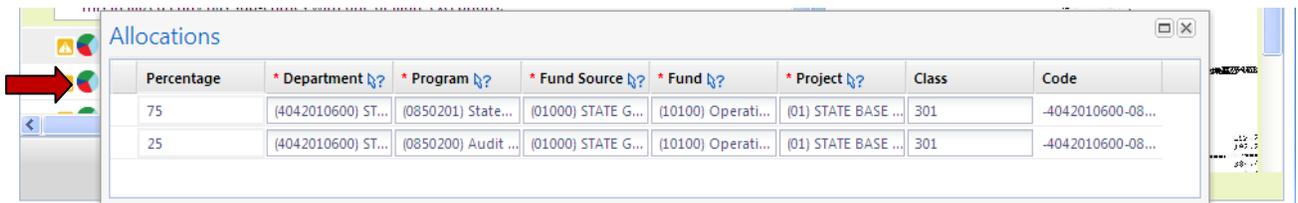
Expense detail on the right.

You can also view the receipt image by hovering over the Receipt icon  in the body of the Expense report on the left.



12. 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.



13. View details for Fixed Meals.

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



GTE Travel & Expense System Approver's Handbook

Expense

Expense Type
Fixed Meals

Transaction Date
10/02/2011

Purpose of Trip
Field Visits

City
Savannah, Georgia

Payment Type
Out of Pocket

Amount
27.00 USD

Reviewed
No

Approved Amount
27.00

Trip Type
In-State Travel

Comment

[Show fixed allowances for 10/02/2011](#)

Click on the Show fixed allowances for {date} link to view the individual meal period allowances.

Travel Allowances For Report: Visits 10-1 to 22

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

Show dates from 10/02/2011 to 10/02/2011 Go

Exclude All	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	10/02/2011 Savannah, Georgia	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$27.00

Done

14. View Report Level Receipts: click on the **Receipts** tab.

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

Receipts may be attached at the item level (see step 9) or at the report level.



GTE Travel & Expense System Approver's Handbook

Visits 10-1 t 22 [Abercrombie, William] Send Back to Employee Approve Approve & Forward

Details | Receipts | Print / Email | Hide Exceptions

Exception Receipts Required

Expense Type View Receipts in new window

Personal Car f View Receipts in current window

Personal Car f Attach Receipt Images

Transaction Date	Expense Type	Vendor Name	Business Purpose	City	Payment Type
10/20/2011	Fixed Meals		Field Visits	Augusta, Georgia	Out of Pocket
10/19/2011	Fixed Meals		Field Visits	Macon, Georgia	Out of Pocket
10/12/2011	Personal Car Mi...		Field Visits		Out of Pocket
10/11/2011	Fixed Meals		Field Visits	Augusta, Georgia	Out of Pocket
10/11/2011	Personal Car Mi...		Field Visits		Out of Pocket
10/10/2011	Fixed Meals		Field Visits	Macon, Georgia	Out of Pocket

Expense

Distance: Amount
135 : 68.85 USD

Approved Amount
68.85

Reviewed
No

Trip Type
In-State Travel

Comment

TOTAL AMOUNT: \$1,245.22 | TOTAL REQUESTED: \$1,245.22

Save Attach Receipt

To view a Receipt Review click on **Receipts Required** from the **Receipts** tab drop down menu.

Receipts may be attached at the item level (see step 10) or at the report level.

Receipt Review

Reminder: Receipts Required!

According to company policy, you must provide receipts for the expenses listed below. You may attach scanned images. To view the receipts that are already associated with this report, click **View Receipts**. If you need to fax or attach more, click **Print Fax Cover Page** or **Attach Receipt Images** (whichever applies).

Print Attach Receipt Images View Receipts

Expense Type	Date	Amount
--------------	------	--------

Close

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

Receipts may be attached at the item level (see step 10) or at the report level.



GTE Travel & Expense System Approver's Handbook

View in New Window Option

STATEMENT OF ACCOUNT

OCEAN PLAZA BEACH RESORT

P.O. Box 2880
1401 Strand Avenue Tybee Island, GA 31328
Ph: 912-786-7777 Fax: 912-786-4531
www.OceanPlaza.com

ACCOUNT NO.: 10385T
ROOM/UNIT NO.: 1250 CLERK: AH
ARRIVE: 09/16/11
DEPART: 09/18/11
RATE PLAN/PACKAGE: 170.10
RATE/PACKAGE DESCRIPTION: AARP
NO. IN PARTY: 2
ADVANCE DEPOSIT RECD:
DEPOSIT REFUNDED:

DATE	DESCRIPTION	CHARGES	PAYMENTS
09/16/11	Transient Discounts	170.10	
09/16/11	State Sales Tax	11.91	
09/16/11	Room Tax	10.21	
09/17/11	Transient Discounts	170.10	
09/17/11	State Sales Tax	11.91	
09/17/11	Room Tax	10.21	
09/18/11	XXXX0317		192.2
09/18/11	XXXX4612		192.2
Subtotals		\$ 384.44	384.4

Click on the red X to close the new window.

View in Current Window Option

STATEMENT OF ACCOUNT

OCEAN PLAZA BEACH RESORT

P.O. Box 2880
1401 Strand Avenue Tybee Island, GA 31328
Ph: 912-786-7777 Fax: 912-786-4531
www.OceanPlaza.com

ACCOUNT NO.: 10385T
ROOM/UNIT NO.: 1250 CLERK: AH
ARRIVE: 09/16/11
DEPART: 09/18/11
RATE PLAN/PACKAGE: 170.10
RATE/PACKAGE DESCRIPTION: AARP
NO. IN PARTY: 2
ADVANCE DEPOSIT RECD:
DEPOSIT REFUNDED:

DATE	DESCRIPTION	CHARGES	PAYMENTS
09/16/11	Transient Discounts	170.10	
09/16/11	State Sales Tax	11.91	
09/16/11	Room Tax	10.21	
09/17/11	Transient Discounts	170.10	
09/17/11	State Sales Tax	11.91	
09/17/11	Room Tax	10.21	
09/18/11	XXXX0317		192.2
09/18/11	XXXX4612		192.2
Subtotals		\$ 384.44	384.4

Click on the double arrow to close the Receipt display window.

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

Receipts may be attached at the item level (see step 10) or at the report level.



GTE Travel & Expense System Approver's Handbook

View Reports New Expense Report View Receipt Store **Approve Reports** View Cash Advances New Cash Advance Approve Cash Advances

Visits 10-1 to 22 [Abercrombie, William] **Send Back to Employee** **Approve** **Approve & Forward**

Details ▾ Receipts ▾ Print / Email ▾ **Hide Exceptions**

Exceptions

Expense Type	Date	Amount	Exception
N/A			This report amount due employee is over \$500. Please review and forward this report to Department head.
Fixed Meals	10/01/2011	\$27.00	The Transaction Date is Greater than 30 days old. Please be more timely in your expense submissions.

Expenses

Transaction Date	Expense Type	Vendor Name	Business Purpose	City	Payment Type
10/20/2011	Fixed Meals		Field Visits	Augusta, Georgia	Out of Pocket
10/19/2011	Fixed Meals		Field Visits	Macon, Georgia	Out of Pocket
10/12/2011	Personal Car Mi...		Field Visits		Out of Pocket
10/11/2011	Fixed Meals		Field Visits	Augusta, Georgia	Out of Pocket
10/11/2011	Personal Car Mi...		Field Visits		Out of Pocket
10/10/2011	Fixed Meals		Field Visits	Macon, Georgia	Out of Pocket
10/09/2011	Fixed Meals		Field Visits	Macon, Georgia	Out of Pocket

TOTAL AMOUNT: **\$1,245.22** TOTAL REQUESTED: **\$1,245.22**

Click **Accept** to send the Expense Report to the next Approval level.

Final Confirmation

Approver Receipts

By clicking on the 'Accept' button, I certify that the receipts have been reviewed.

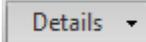


GTE Travel & Expense System Approver's Handbook

How To Allocate Expenses

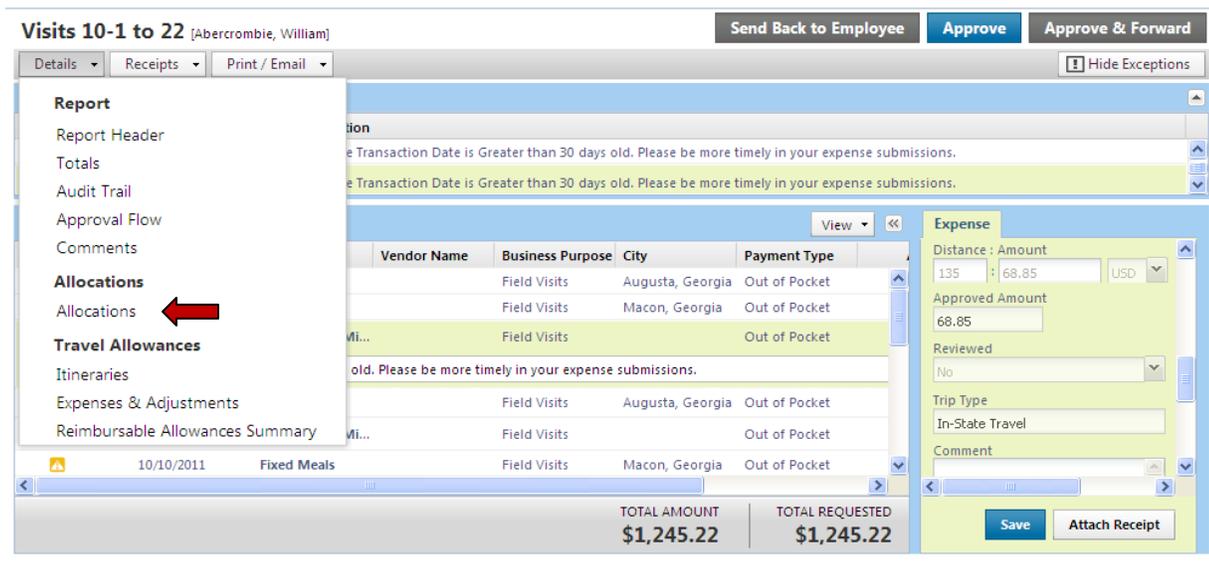
The Allocations feature allows you to allocate single or multiple expenses to different chart fields (projects, departments, funds, etc). Whether an Employee, Approver or Back Office individual enters Allocations is an Agency policy.

How to...

1. Open an expense report from the Approval Queue
2. Click the **Details** tab  and select **Allocations** from the Allocations section of the drop down menu.

Additional Information

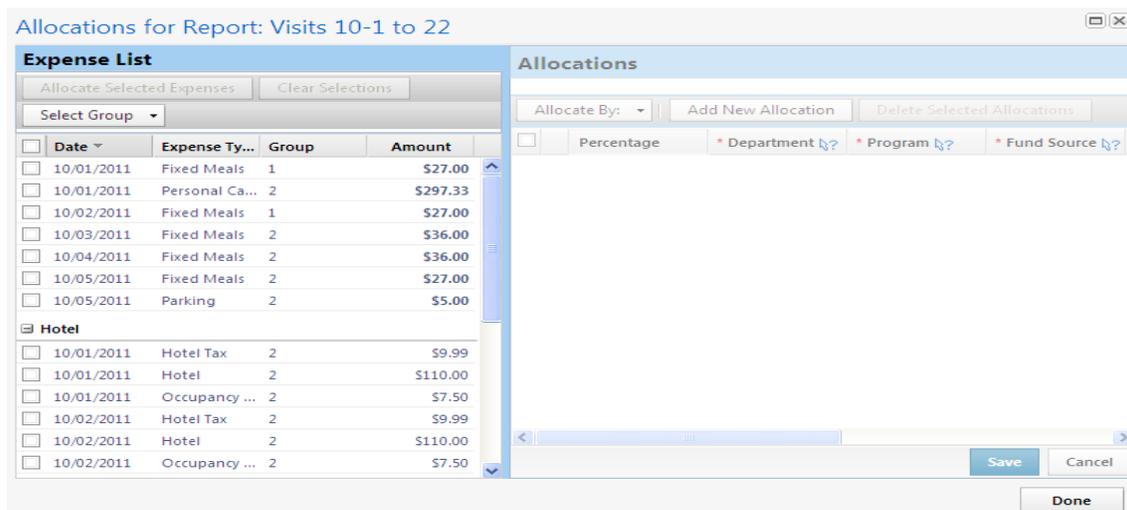
The Expense Report opens.



The screenshot shows the 'Visits 10-1 to 22' expense report for William Abercrombie. The interface includes a navigation menu on the left with 'Allocations' highlighted by a red arrow. The main area displays a table of expenses with columns for Vendor Name, Business Purpose, City, and Payment Type. A right-hand pane shows the 'Expense' details, including Distance (135), Amount (68.85), and Approved Amount (68.85). At the bottom, the total amount and total requested amount are both \$1,245.22.

Vendor Name	Business Purpose	City	Payment Type
	Field Visits	Augusta, Georgia	Out of Pocket
	Field Visits	Macon, Georgia	Out of Pocket
	Field Visits		Out of Pocket
	Field Visits	Augusta, Georgia	Out of Pocket
	Field Visits		Out of Pocket
	Field Visits	Macon, Georgia	Out of Pocket

The **Expense List** for the **Allocates for Report** window appears.



The screenshot shows the 'Allocations for Report' window. The left pane, titled 'Expense List', contains a table of expenses with checkboxes for selection. The right pane, titled 'Allocations', has fields for 'Allocate By' and 'Add New Allocation'. The table in the Expense List is as follows:

Date	Expense Ty...	Group	Amount
10/01/2011	Fixed Meals	1	\$27.00
10/01/2011	Personal Ca...	2	\$297.33
10/02/2011	Fixed Meals	1	\$27.00
10/03/2011	Fixed Meals	2	\$36.00
10/04/2011	Fixed Meals	2	\$36.00
10/05/2011	Fixed Meals	2	\$27.00
10/05/2011	Parking	2	\$5.00
Hotel			
10/01/2011	Hotel Tax	2	\$9.99
10/01/2011	Hotel	2	\$110.00
10/01/2011	Occupancy ...	2	\$7.50
10/02/2011	Hotel Tax	2	\$9.99
10/02/2011	Hotel	2	\$110.00
10/02/2011	Occupancy ...	2	\$7.50

3. Click in the check box next to the expenses listed in the Expense List that you want to allocate.

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

Click on **Select Group** to choose an entire group of



GTE Travel & Expense System Approver's Handbook

expenses. Click **Clear Selections** to start the selection process over.

Allocations for Report: Visits 10-1 to 22

Expense

Allocate Selected Expenses Clear Selections

Select Group

<input type="checkbox"/>	Date	Expense Ty...	Group	Amount
<input checked="" type="checkbox"/>	10/01/2011	Fixed Meals	1	\$27.00
<input checked="" type="checkbox"/>	10/01/2011	Personal Ca...	2	\$297.33
<input checked="" type="checkbox"/>	10/02/2011	Fixed Meals	1	\$27.00
<input checked="" type="checkbox"/>	10/03/2011	Fixed Meals	2	\$36.00
<input checked="" type="checkbox"/>	10/04/2011	Fixed Meals	2	\$36.00
<input checked="" type="checkbox"/>	10/05/2011	Fixed Meals	2	\$27.00
<input checked="" type="checkbox"/>	10/05/2011	Parking	2	\$5.00
Hotel				
<input checked="" type="checkbox"/>	10/01/2011	Hotel Tax	2	\$9.99
<input checked="" type="checkbox"/>	10/01/2011	Hotel	2	\$110.00
<input checked="" type="checkbox"/>	10/01/2011	Occupancy ...	2	\$7.50
<input checked="" type="checkbox"/>	10/02/2011	Hotel Tax	2	\$9.99
<input checked="" type="checkbox"/>	10/02/2011	Hotel	2	\$110.00
<input checked="" type="checkbox"/>	10/02/2011	Occupancy ...	2	\$7.50

Allocations

Allocate By: Add New Allocation Delete Selected Allocations

<input type="checkbox"/>	Percentage	* Department	* Program	* Fund Source
<input type="checkbox"/>				

Save Cancel

Done

4. Click **Allocate Selected Expenses**.

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

Allocations for Report: Visits 10-1 to 22

Expense List

Allocate Selected Expenses Clear Selections

Select Group

<input type="checkbox"/>	Date	Expense Ty...	Group	Amount
<input checked="" type="checkbox"/>	10/01/2011	Fixed Meals	1	\$27.00
<input checked="" type="checkbox"/>	10/01/2011	Personal Ca...	1	\$297.33
<input checked="" type="checkbox"/>	10/02/2011	Fixed Meals	1	\$27.00
<input checked="" type="checkbox"/>	10/03/2011	Fixed Meals	1	\$36.00
<input checked="" type="checkbox"/>	10/04/2011	Fixed Meals	1	\$36.00
<input type="checkbox"/>	10/05/2011	Fixed Meals	1	\$27.00
<input type="checkbox"/>	10/05/2011	Parking	1	\$5.00
Hotel				
<input type="checkbox"/>	10/01/2011	Hotel Tax	2	\$9.99
<input type="checkbox"/>	10/01/2011	Hotel	2	\$110.00
<input type="checkbox"/>	10/01/2011	Occupancy ...	2	\$7.50
<input type="checkbox"/>	10/02/2011	Hotel Tax	2	\$9.99
<input type="checkbox"/>	10/02/2011	Hotel	2	\$110.00
<input type="checkbox"/>	10/02/2011	Occupancy ...	2	\$7.50

Allocations Total:\$423.33 Allocated:\$423.33 (100%) Remaining:\$0.00 (0%)

Allocate By: Add New Allocation Delete Selected Allocations

<input type="checkbox"/>	Percentage	* Department	* Program	* Fund Source
<input type="checkbox"/>	100	(4042010600) ST...	(0850201) State...	(01000) STATE G...

Save Cancel

Done

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

The system defaults to percentages.

6. From the **Allocate By** dropdown menu, select either **Percentage** or **Amount**.

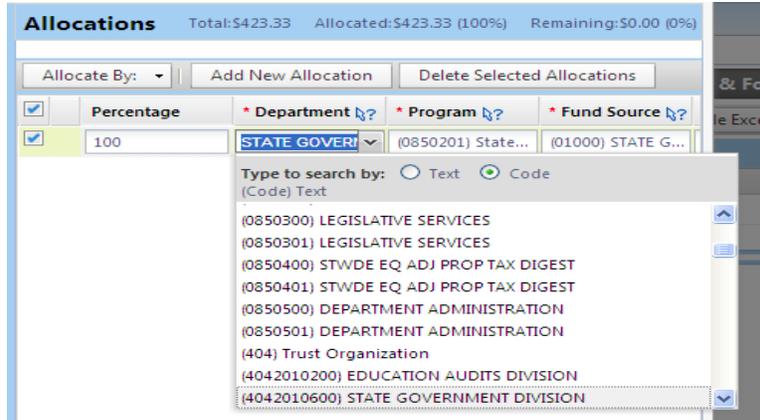
You can allocate the expenses by a percentage of the total or by a specific amount

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



GTE Travel & Expense System Approver's Handbook

7. Click **Add New Allocation** A new line appears to allow you to split the expenses between two different sets of GL entries.
8. Click in the field representing the chart field you want to change. Select the correct entry for the chart field. Once you click on a field, a list of available choices appears.



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.

9. Enter the % or the dollar amount in the **Amount/Percentage** field you wish to allocate.
10. Click **Add New Allocation** for each additional line of allocation you require, then repeat steps 7 & 8 for each line of allocation you add.
11. Click **Save**.
12. In the **Allocate Report** window, click **Done**.

Percentage appears if you chose to allocate by percentage; **Amount** appears if you chose to allocate by Amount. You can change this at any time.

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

The allocation icon  appears on the left side of the expense items that have allocations.



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. Click the report name (link) to open the report.
2. Click **Send Back to Employee**.
3. Enter a comment for the employee, and then click **OK**.

Additional Information

- The **Expense Report** page appears.
- The **Send Back Report** box appears.
- The report is returned to the employee.

Date	Entered By	Comment Text
11/30/2011	Abercrombie, William A.	The Personal Car Mileage issue was actually on 10/12 and not 10/2. No Personal Car Mileage was claimed for 10/2.
11/30/2011	Thornton, John A.	There is a discrepancy between the mileage calculated and the mileage claimed and no explanation was offered in the Comments box on 10/02/11
11/10/2011	Abercrombie, William A.	Bi Weekly Expenses

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

Comment

More detail is required for the Personal Car Mileage on 10/12. Please update the Comments box for this expense item.

OK Cancel



Add an Additional Review Step for an Expense Report

Depending on your Agency configuration, you can add additional approval steps for an expense report, as needed. For example, if an expense report has an amount that is greater than your authorized approval limit or if the expense report has an allocation to a cost center that is not within your approval authorization, you can manually select the appropriate approver for the report.

How to...

1. On the **My Concur** page in the **Approval Queue** section, click the report name (link) to open the report.
2. Click **Approve & Forward**.
3. Enter the last name of the approver you want to add in the **User-Added Approver** field.

-OR-

Click the **Search Approvers By** dropdown arrow.

Select the desired search option from the dropdown list.

In the **User-Added Approver** field, type the information matching the approver you want to add.

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

4. Click **Approve**.

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.

NOTE: You can Save the Workflow if you will use it again. Click on **Save Workflow**.

The expense report is forwarded to the additional approver.

Approval Flow for Report: Visits 10-1 to 22

Authorized Approval:
Thornton, John A.

User-Added Approver:

Search Approvers By

State Head Approval:

((this step may be skipped))

Back Office Approval:

Approve Send Back

Save Workflow Cancel



Review A Resubmitted Expense Report

Any resubmitted Expense Reports waiting for your review and approval appear in the **Approval Queue** section of the **My Concur** page along with newly submitted Expense Reports. A resubmitted Expense Report is indicated by the Resubmitted icon.

Approval Queue				
Travel Requests (0)		Expense Reports (1)		Cash Advances (1)
Report Name	Employee	Report Date	Requested Amount	
 Visits 10-1 to 22 Field Visits	 Abercrombie, William	11/15/2011	USD 1,245.22	

How to...

1. Click the report name ([link](#)) of the report with the Resubmitted icon  to open the report.
2. Click on the **Details** tab and select **Comments** from the **Report** section.

Additional Information

The expense report appears.

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

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.

Comment History ✕

Date	Entered By	Comment Text
11/30/2011	Abercrombie, William A.	The Personal Car Mileage issue was actually on 10/12 and not 10/2. No Personal Car Mileage was claimed for 10/2.
11/30/2011	Thornton, John A.	There is a discrepancy between the mileage calculated and the mileage claimed and no explanation was offered in the Comments box on 10/02/11
11/10/2011	Abercrombie, William A.	Bi Weekly Expenses

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

Comment

3. Review the item that was corrected.
4. Click **Approve**.

The report moves to the next step in the workflow.



Section 4: Review & Approve Cash Advance Requests

Depending on your Agency policy, employees may be able to request a Cash Advance in GA Travel & Expense before incurring travel expenses. Once submitted, the request is routed to the employee's Cash Advance Approver, who may or may not be the employee's manager and can be different from the employee's expense report approver. Cash Advance will not appear if it is not configured for your Agency or if you do not have approval authority.

All Cash Advance Requests awaiting your review and approval appear in the **Approval Queue** section of **My Concur**.

Approval Queue			
Travel Requests (0)	Expense Reports (1)	Cash Advances (2)	
Cash Advance Name	Employee	Request Date	Amount Requested
trip	Abercrombie, William	11/09/2011	USD 500.00
2012 HR Conference NY	Abercrombie, William	12/01/2011	USD 1,000.00

How to...

1. Access a Cash Advance Request from the **Approval Queue** by clicking on the Report Name.

Additional Information

The **Cash Advance Approval List** opens.

There are two Cash Advance Requests in your Approval Queue.

Select one to review for approval by clicking on it.

The screenshot shows the Concur web interface. At the top, there is a navigation bar with 'My Concur', 'Request', 'Expense', 'Reporting', and 'Profile'. Below this is a sub-navigation bar with 'View Reports', 'New Expense Report', 'View Receipt Store', 'Approve Reports', 'View Cash Advances', 'New Cash Advance', and 'Approve Cash Advances'. The main content area is titled 'Cash Advance List' and contains a table with columns: 'Cash Advance Name', 'Employee Name', 'Comment', 'Request Date', 'Amount Requested', 'Exchange Rate', 'Starting Balance', and 'Available Balance'. Two rows are visible: '2012 HR Conference NY' and 'trip'. A red arrow points to the '2012 HR Conference NY' row. To the right of the table are 'Reject' and 'Approve' buttons.

2. To Approve the **Cash Advance** click on **Approve**.

Enter any comments in the **Approve Cash Advance** box appears and then click **OK**

The Cash Advance Request will be routed to the Cash Advance Administrator for final approval.

3. To Reject the Cash Advance, click on **Reject**.

A **Reject Cash Advance** 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.



GTE Travel & Expense System Approver's Handbook

Approve Cash Advance

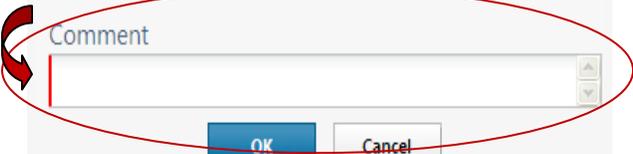
Comment

OK Cancel

Reject Cash Advance

Comment

OK Cancel



Section 5: Review & Approve Travel Requests

Depending on your Agency policy, employees may be required to make a Travel Request to get pre-trip authorization before incurring travel expenses. Once submitted, the request is routed to the employee's Travel Request Approver, who may or may not be the employee's manager and can be different from the employee's expense report approver. Travel Request Approval hierarchy is determined by Agency policy. Travel Request will not appear if it is not configured for your Agency or if you do not have approval authority.

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

Approval Queue						
Approve						
Travel Requests (1) Expense Reports (1) Cash Advances (2)						
	Travel Request Name	Travel Request ID	Employee	Travel Request Dates	Date Submitted	Total
	SHRM Conference Washington DC Required CE's	227H	Abercrombie, William	01/15/2012 01/20/2012	12/01/2011	USD 950.00

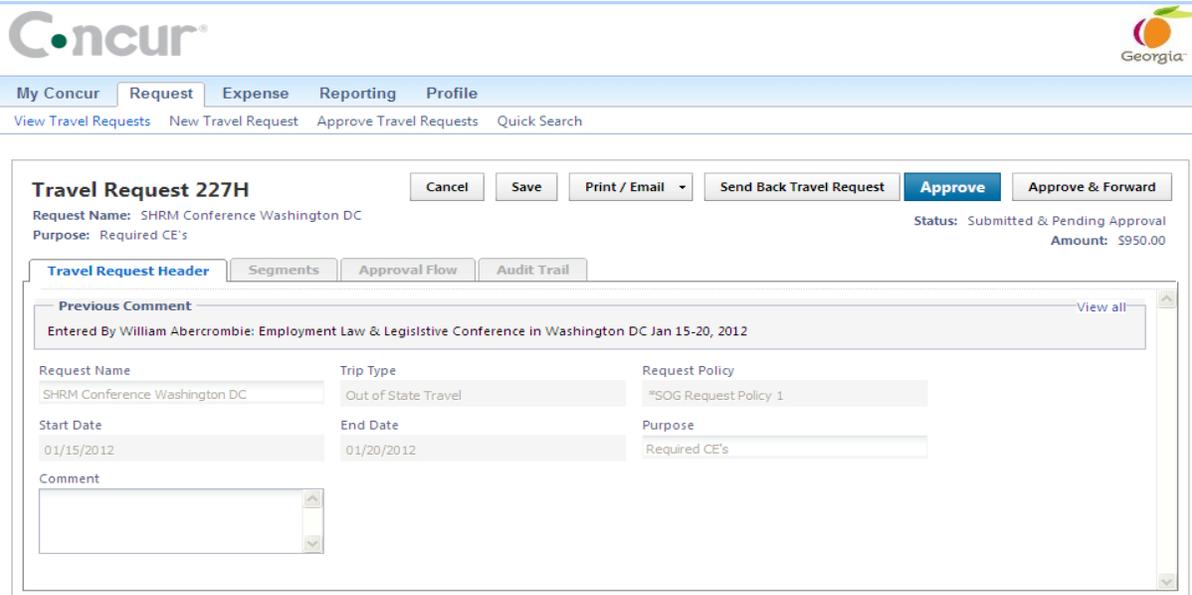
How to...

1. Access a Travel Request from the **Approval Queue** by clicking on the Report Name.
2. Review the **Travel Request Header** information.

Additional Information

The **Travel Request** opens.

The **Travel Request** Header opens automatically when you open the Travel Request.



Travel Request 227H

Request Name: SHRM Conference Washington DC
Purpose: Required CE's
Status: Submitted & Pending Approval
Amount: \$950.00

Travel Request Header | Segments | Approval Flow | Audit Trail

Previous Comment
Entered By William Abercrombie: Employment Law & Legislative Conference in Washington DC Jan 15-20, 2012

Request Name	Trip Type	Request Policy
SHRM Conference Washington DC	Out of State Travel	**SOG Request Policy 1
Start Date	End Date	Purpose
01/15/2012	01/20/2012	Required CE's

Comment

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

Segments information can contain specific airline ticket costs, car rental costs, hotel costs, miscellaneous costs and dining (Meals Per Diem/Travel Allowances) estimated by the employee for the requested travel.

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



GTE Travel & Expense System Approver's Handbook



Air Ticket Segment



My Concur Request Expense Reporting Profile

View Travel Requests New Travel Request Approve Travel Requests Quick Search

Travel Request 227H

Request Name: SHRM Conference Washington DC
Purpose: Required CE's

Print / Email

Send Back Travel Request

Approve

Approve & Forward

Status: Submitted & Pending Approval
Amount: \$950.00

Travel Request Header Segments Approval Flow Audit Trail

Air Ticket

Round Trip One Way Amount: \$250.00

Outbound

From: Hartsfield Intl Arpt, Georgia
To: Washington Dulles Intl, Virginia
Date: Sunday, January 15, 2012
Comment:

Return

Date: Friday, January 20, 2012
Comment:

Car Rental Segment

Car Rental

Amount:

Pick-up

City: Washington, District of Columbia
Date: Sunday, January 15, 2012
Detail:

Drop-off

City: Washington, District of Columbia
Date: Friday, January 20, 2012
Detail:

Hotel Segment

Hotel Reservation

Amount: \$575.00

Check-In

City: Washington, District of Columbia
Date: Sunday, January 15, 2012
Detail:

Check-Out

Date:

Comment:



GTE Travel & Expense System Approver's Handbook

Miscellaneous Segment

Miscellaneous

Amount: \$125.00

Departure City:

Arrival Date:

Departure Detail:

Arrival City:

Departure Date:

Arrival Detail:

Comment: Conference Registration

Notice that comments were entered for the Miscellaneous request.

Also notice that although a request was made for Car Rental, an amount of \$0.00 was requested. This should be grounds for returning it with a request for the estimated amount to be entered.

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

3. To approve the **Travel Request**, click on **Approve**.

An approval confirmation acknowledgement will appear briefly.

Travel Request 227H

Request Name: SHRM Conference Washington DC

Purpose: Required CE's

Status: Submitted & Pending Approval

Amount: \$950.00

Print / Email Send Back Travel Request **Approve** Approve & Forward

Travel Request Header Segments Approval Flow Audit Trail

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

Travel Request 227H

Request Name: SHRM Conference Washington DC

Purpose: Required CE's

Status: Submitted & Pending Approval

Amount: \$950.00

Print / Email Send Back Travel Request **Approve** Approve & Forward

Travel Request Header Segments Approval Flow Audit Trail

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

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



GTE Travel & Expense System Approver's Handbook

Send Back Travel Request

Comment History		
Entered By	Comment Text	Creation date
Abercrombie, William A.	Employment Law & Legislative Conference in Washington DC Jan 15-20, 2012	12/01/2011

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

Comment

OK Cancel

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

Travel Request 227H

Request Name: SHRM Conference Washington DC
Purpose: Required CE's

Status: Submitted & Pending Approval
Amount: \$950.00

Print / Email Send Back Travel Request **Approve** **Approve & Forward**

Travel Request Header Segments Approval Flow Audit Trail

The **Approval Flow** tab opens.

Travel Request 227H

Request Name: SHRM Conference Washington DC
Purpose: Required CE's

Status: Submitted & Pending Approval
Amount: \$950.00

Save Workflow Print / Email Send Back Travel Request **Approve**

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

Manager Approval 1:
Thornton, John A.

User-Added Approver:

Type the last name of the approver you want to add in the **User-Added Approver** field.

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

Select the appropriate approver from the list.

-OR-

Click in the **User-Added Approver** box

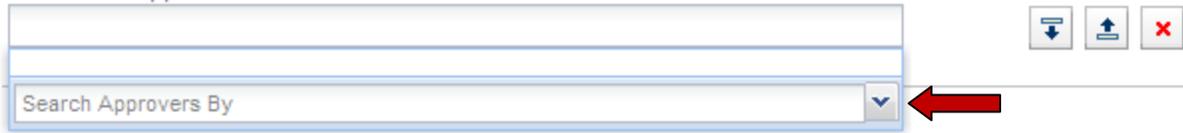
The **Search Approvers By** box appears

Click on the drop down menu arrow.



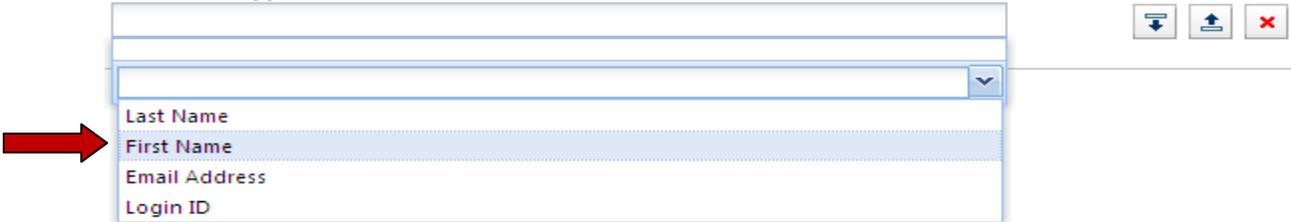
GTE Travel & Expense System Approver's Handbook

User-Added Approver:



Search Criteria appears. Select any of the lines as your search criteria.

User-Added Approver:



Click on the User-Added Approver field and type in the information for the approver you want to find.

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

Click on the appropriate approver.

A brief confirmation box appears.

Click **Approve**



Appendix A: Buttons and Icons

Button/Icon Description	
Add New Allocation	Add New Allocation: Add a new allocation row.
	Airfare: Click to view your airfare booking information.
Allocate By: ▾	Allocate By: Choose between allocating by percentage or amount.
	Allocations: Indicates that an expense entry has been allocated.
	Attendees: Indicates that an expense entry has associated attendees.
Approve	Approve: Approve the expense report for processing.
Approve & Forward	Approve & Forward: Add additional review steps for an expense report.
	Car Rental: Click to view booking information for your car rental.
	Credit Card Transaction: Indicates that an expense entry was from a credit card transaction.
	Comments: Indicates that an expense entry has comments associated with it.
	Create Expense Report: Creates an expense report from a completed Trip Itinerary or a Travel Request.
Delete Report	Delete Report: Deletes the current expense report. *Only originator can delete.
Details ▾	Details: Provides options to view details of the expense report such as the report header, allocations, and audit trail.
	Dining: Click to add a Request for Meals on a Travel Request.
	Exceptions: Indicates that an expense entry has an exception associated with it. Red exceptions create a hard stop. Yellow errors allow you to continue.
Import ▾	Import: Provides access to import trip details or credit card charges to the current expense report.
Itemize	Itemize: Save the current expense entry and begin the itemization process. For example, hotel expenses have to be itemized.
	Lodging: Click to view your lodging (hotel) booking information.
	Misc: Click to add a Request for Miscellaneous Expenses on a Travel Request.
	Mobile Expense: Indicates that the expense was entered in Concur Mobile.
	Multiply: Reverses the exchange rate when working with foreign out of pocket transactions.
New Attendee	New Attendee: Add a never before used attendee to an expense report.
+ New Expense	New Expense: Add a new expense entry to an Expense Report..
New Expense Report	New Expense Report: Create a new expense report.
Next >>	Next: After creating the expense report header go to the next step in the process.
	Personal: Indicates that an expense entry was marked as personal.
Print / Email ▾	Print: Print the fax cover page or detail report for the current expense report.
Receipts ▾	Receipts: Access to attach receipt images or view previously attached receipts.
Reserve	Reserve: Reserves the selected trip details. A green reserve indicates the reservation is within Policy, Yellow indicates out of policy
	Resubmitted: This icon indicates the report was returned to the user, corrected and resubmitted for Approval.
	Seat map: Click to view the flight seat map.
Send Back to Employee	Send Back to Employee: Allows the approver to send the expense report back for corrections.
Submit Report	Submit Report: Submit the expense report for approval.



GTE Travel & Expense System Approver's Handbook

Button/Icon Description	
	Tooltip: Click the tooltip icon to view the associated field-related help.
	Show / Hide Itemization: Click this icon to view or hide itemization specifics.
	Yellow Diamond: Indicates a company preferred vendor.



Appendix B: Expense Report Approver Checklist

Open the **Expense Report** from the **Approval Queue** in My Concur

From the **Details** tab:

- Review the **Report Header** Information
- Review the **Audit Trail**
- Enter any **Allocations** not entered by the employee
- Review **Travel Allowances** (Meals Per Diem) entered
- Review **Comments** History
- Review **Cash Advances Assigned**

From **Expenses**:

- Review individual Expense line items
- Hover over Receipts icon  to view receipts attached to individual line item Expenses
- Review Personal Car Mileage & Mileage Calculator Mileage
- Hover over Allocations icon  to review allocations made by the employee to an individual line item

From the **Receipts** tab:

- Click **Receipts Required**
- View Receipts and attachments attached at the report level

Choose **Approve**, **Approve & Forward** or **Send Back to Employee**



Appendix C: Cash Advance Approver Checklist

Select the **Cash Advance Request** from the **Approval Queue** in My Concur

Click the **Comments** tab to review all Comments

Click the **Audit Trail** tab to review the Audit Trail

Select **Approve** or **Reject**



Appendix D: Travel Request Approver Checklist

Select the **Travel Request** from the **Approval Queue** in My Concur

- Review the **Travel Request Header** Information

Segments Tab:

- Review any Car Rental requests
- Review any Airfare requests
- Review any Hotel requests
- Review any Meals requests
- Review any Miscellaneous requests

Select **Send Back Travel Request**, **Approve** or **Approve & Forward**

