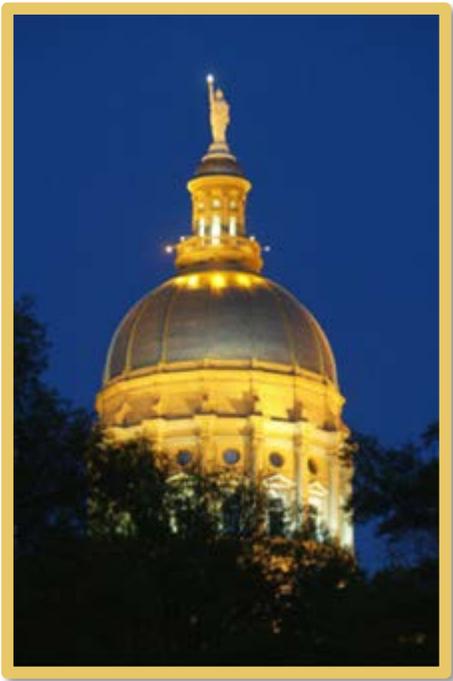


2015

TTE FAQ Spotlight – October



1. My rental car receipt from Hertz at the Capitol Hill location in Atlanta includes a Refueling charge. What do I do??
2. How do I access Concur as a Delegate, Travel Assistant or Proxy? Something looks different now.

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TTE FAQ Spotlight

June-August 2015

1. My rental car receipt from Hertz at the Capitol Hill location in Atlanta includes a Refueling charge. What do I do??

The following is a link to a step by step document available in the **How To** section, **Rental Cars** category of the TTE Training Section of the SAO website:

[Enter Hertz Capitol Hill Expense Including a Refueling Charge](#)

If you have a problem with the link:

www.sao.georgia.gov

Select *TeamWorks Travel and Expense Training* from the Travel section

Select *How to Documents*

Select *Rental Cars*

Select *Itemize Imported Hertz Capitol Hill Expense Including a Refueling Charge*

For additional help, please contact your TTE Local Administrator or the TTE Help Desk at 404-657-3956 or 888-896-7771 Option 3.

2. How do I access Concur as a Delegate, Travel Assistant or Proxy? Something looks different now.

Concur made a minor change in the Profile pop-up box. It looks different, but it functions the same! Log into TTE as you normally would.



- If you have been designated as a Travel Assistant or Expense Delegate for someone else:
 - a. Click on the first option (*Act on behalf of another user*) and then start entering search criteria for the person you want to act in behalf of or click in the field if you have accessed them in the past and select the correct name from the list that appears.
 - b. Click on **Start Session**.

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- Note that the profile area on the main tab bar now appears green and indicates who you are acting on behalf of
- If you have the proxy role assigned to you and you want to access a user in a group:
 - a. Click on the second option (*Act as a user in assigned group (Proxy)*) and then start entering the search criteria for the person you want to act as a proxy for and select the correct name from the list that appears.
 - b. Click on **Start Session**
 - Note that the profile area on the main tab bar now appears green and indicates who you are a proxy for.
- To exit either session
 - a. Click on **Profile**
 - b. Select **Done Acting for Others**
 - You will return to the home screen, the profile box is no longer green and no longer indicates you are working on behalf of anyone else.