

TeamWorks: Travel and Expense System

With Concur Technologies

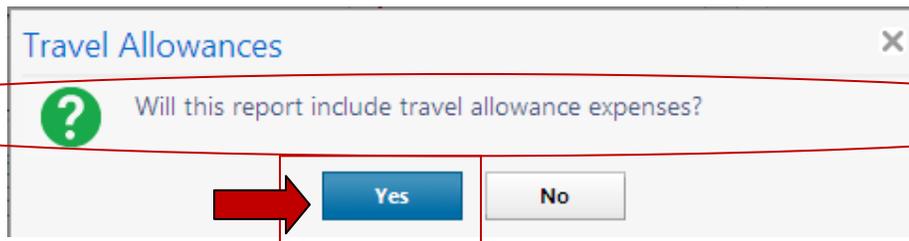


**TTE – Travel
Allowances (Per Diem)
-With Overnight Stay**



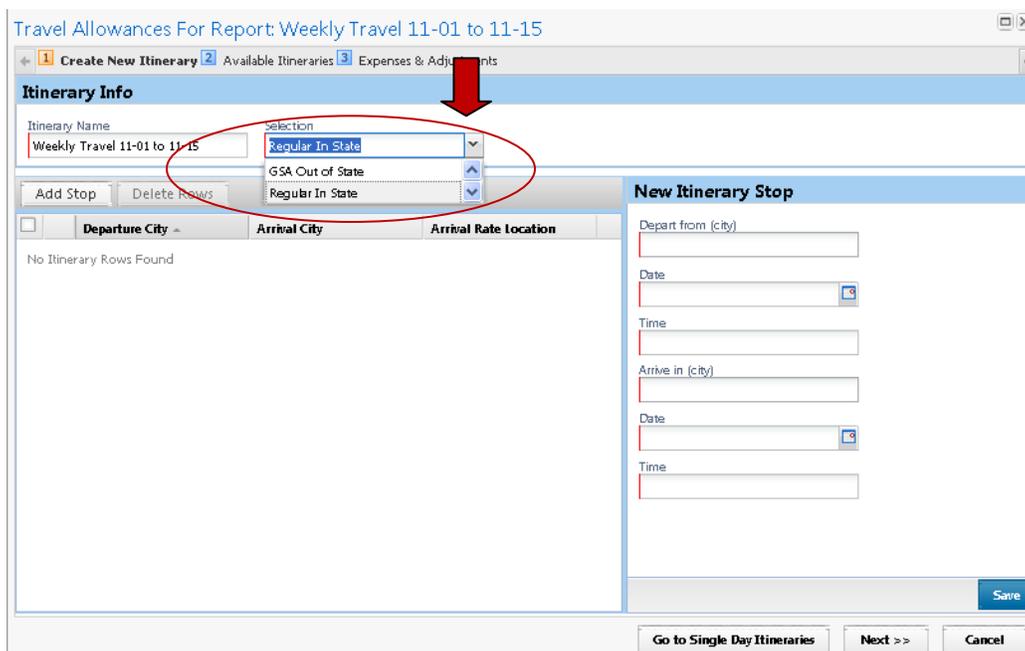
Add Travel Allowances When Creating a New Expense Report

- On the My Concur in the Expense Report or Active Work section click on **New Expense Report**
- Complete the required **Report Header** information
- If required, link any **Travel Requests** to the Expense Report
 - Click **Add** under **Travel Request** and select the appropriate Travel Request(s) to link to the Expense Report
- Click **Save** and the **Travel Allowances** dialogue box will appear.
- Click **Yes**



✓ **Note:** Travel Allowance Expenses = Meals Per Diem

- The **Travel Allowances** dialogue box opens to the Standard Itinerary format by default. In **Selection** choose **Regular In State** (meals) or **GSA Out of State** (meals) from the drop down
 - ✓ **Note:** Selection is not the same as Trip Type. Selection determines which table will be used to reimburse you for eligible meals.



- Enter the **FIRST** leg of your multiple day trip
 - Enter the location you left from in the **Depart from** field
 - Enter the data you left in the **Date** field
 - Enter mm/dd/yyyy or click on the Calendar icon to select a date
 - Enter the time you departed in the **Time** field
 - You must enter AM or PM
 - Enter your arrival location in the **Arrive in** field
 - The second Date field will default to the date entered above
 - Enter the time of your arrival in the second **Time** field
 - You must enter AM or PM
 - Click on **Save** to save the information for the 1st leg of your trip

- The first leg of the trip will appear on the left side.

- Now enter the **LAST** leg of your trip

- The location you are leaving defaults in **Depart from** field
 - You may correct if necessary
- Enter the data you left in the **Date** field
 - Enter mm/dd/yyyy or click on the Calendar icon to select a date
- Enter the time you departed in the **Time** field
 - You must enter AM or PM
- Enter your arrival location in the **Arrive in** field
- The second Date field will default to the date entered above
- Enter the time of your arrival in the second **Time** field
 - You must enter AM or PM
- Click on **Save** to save the information for the last leg of your trip

The last leg of the trip will appear on the left side.

- Click **Next**.

Travel Allowances For Report: Weekly Travel 11-01 to 11-15

← Edit Itinerary Available Itineraries Expenses & Adjustments Reimbursable Allowances Summary →

Itinerary Info

Itinerary Name: Weekly Travel 11-01 to 11-15 Selection: Regular In State

Add Stop Delete Rows

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Atlanta, Georgia 11/01/2012 7:00 AM	Savannah, Georgia 11/01/2012 10:00 AM	CHATHAM COUNTY, US-G...
<input type="checkbox"/>	Savannah, Georgia 11/03/2012 3:00 PM	Atlanta, Georgia 11/03/2012 5:30 PM	FULTON COUNTY, US-GA, ...

New Itinerary Stop

Depart from (city): Atlanta, Georgia

Date: [Date Picker]

Time: [Time Picker]

Arrive in (city):

Date: [Date Picker]

Time: [Time Picker]

Save

Go to Single Day Itineraries **Next >>** Done

- The Itineraries you just assigned will appear
- Click **Next** again.

Travel Allowances For Report: Weekly Travel 11-01 to 11-15

← 1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments →

Assigned Itineraries

Edit Unassign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: Weekly Travel 11-01 to 11-15				
Atlanta, Georgia	11/01/2012 7:00 AM	Savannah, Georgia	11/01/2012 10:00 AM	CHATHAM COUNTY, US-GA, US
Savannah, Georgia	11/03/2012 3:00 PM	Atlanta, Georgia	11/03/2012 5:30 PM	FULTON COUNTY, US-GA, US

Available Itineraries

Itineraries for last Year Delete Assign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: Forestry Audit Day 1 and 2				
Itinerary: 08/20/2012 Macon				
Social Circle, Georgia	08/20/2012 5:45 AM	Macon, Georgia	08/20/2012 7:15 AM	US-GA, UNITED STATES

<< Previous **Next >>**

- Click on any Breakfast, Lunch or Dinner that was provided to you on this trip. The system will adjust your reimbursement amount for that meal period.
- Click on **Create Expenses**

Travel Allowances For Report: Weekly Travel 11-01 to 11-15

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from to Go

Exclude	All	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	<input type="checkbox"/>	11/01/2012 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$27.00
<input type="checkbox"/>	<input type="checkbox"/>	11/02/2012 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$36.00
<input type="checkbox"/>	<input type="checkbox"/>	11/03/2012 Savannah, Georgia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$20.00

<< Previous **Create Expenses** Cancel

- An Expense Entry called *Fixed Meals* will be created in your expense report for each eligible Meal.

Concur® Georgia

My Concur Request Expense Profile

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

Weekly Travel 11-01 to 11-15 Delete Report Submit Report

New Expense Details Receipts Print / Email Hide Exceptions

Exceptions

Expense	Date	Amount	Exception
Fixed Meals	11/01/2012	\$27.00	The Transaction Date is Greater than 30 days old. Please be more timely in your expense submissions.
Fixed Meals	11/02/2012	\$36.00	The Transaction Date is Greater than 30 days old. Please be more timely in your expense submissions.

Expenses Delete Copy View << New Expense Receipt Store

Date	Expense	Amount	Requested
11/03/2012	Fixed Meals Savannah, Georgia	\$20.00	\$20.00
11/02/2012	Fixed Meals Savannah, Georgia	\$36.00	\$36.00
11/01/2012	Fixed Meals Savannah, Georgia	\$27.00	\$27.00

New Expense

Expense

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

Recently Used Expense Types

- Tolls
- Office Supplies
- Hotel
- Miscellaneous
- Personal Car Mileage

All Expense Types

Add Travel Allowances (Meals Per Diem) to an EXISTING Expense Report

- On the My Concur page in the Expense Report or Active Work section click on an existing Expense Report to open it.
- Click on the **Details** tab.
- Select **New Itinerary** under the Travel Allowances section

The screenshot shows the Concur web interface for an expense report titled "Weekly Travel 11-01 to 11-15". The "Details" dropdown menu is open, showing various options. Under the "Travel Allowances" section, "New Itinerary" is highlighted with a red arrow. Other options include "Report", "Report Header", "Totals", "Audit Trail", "Approval Flow", "Comments", "Cash Advances", "Available", "Assigned", "Allocations", "Available Itineraries", "Expenses & Adjustments", and "Reimbursable Allowances Summary".

- Verify that the Selection box matches the Travel Allowance Meals you are requesting (**Regular In State** or **GSA Out of State**)
 - ✓ **Note:** Remember you cannot mix expenses for In State, Out of State and International Travel on the same Expense Report. If they do not match, you need to create an Out of State or International Expense Report.

The screenshot shows the "Create New Itinerary" form. The "Itinerary Name" is "Weekly Travel 11-01 to 11-15". The "Selection" dropdown menu is set to "Regular In State". Below this, there are fields for "Departure City", "Arrival City", "Arrival Rate Location", and "Depart from (city)".

- Enter the **FIRST** leg of your multiple day trip
 - Enter the location you left from in the **Depart from** field

- Enter the data you left in the **Date** field
 - Enter mm/dd/yyyy or click on the Calendar icon to select a date
- Enter the time you departed in the **Time** field
 - You must enter AM or PM
- Enter your arrival location in the **Arrive in** field
- The second Date field will default to the date entered above
- Enter the time of your arrival in the second **Time** field
 - You must enter AM or PM
- Click on **Save** to save the information for the 1st leg of your trip

- The first leg of the trip will appear on the left side.

- Now enter the LAST leg of your trip
 - The location you are leaving defaults in **Depart from** field
 - You may correct if necessary

- Enter the data you left in the **Date** field
 - Enter mm/dd/yyyy or click on the Calendar icon to select a date
- Enter the time you departed in the **Time** field
 - You must enter AM or PM
- Enter your arrival location in the **Arrive in** field
- The second Date field will default to the date entered above
- Enter the time of your arrival in the second **Time** field
 - You must enter AM or PM
- Click on **Save** to save the information for the last leg of your trip

Travel Allowances For Report: Weekly Travel 11-01 to 11-15

Itinerary Name: Weekly Travel 11-01 to 11-15
Selection: Regular In State

Departure City	Arrival City	Arrival Rate Location
Atlanta, Georgia 11/05/2012 7:00 AM	Valdosta, Georgia 11/05/2012 9:30 AM	US-GA, UNITED STATES

New Itinerary Stop

Depart from (city): Valdosta, Georgia
Date: 11/09/2012
Time: 5:00 PM
Arrive in (city): Atlanta, Georgia
Date: 11/09/2012
Time: 7:30 PM

Save

- The last leg of the trip will appear on the left side.

Travel Allowances For Report: Weekly Travel 11-01 to 11-15

Itinerary Name: Weekly Travel 11-01 to 11-15
Selection: Regular In State

Departure City	Arrival City	Arrival Rate Location
Atlanta, Georgia 11/05/2012 7:00 AM	Valdosta, Georgia 11/05/2012 9:30 AM	US-GA, UNITED STATES
Valdosta, Georgia 11/09/2012 5:00 PM	Atlanta, Georgia 11/09/2012 7:30 PM	FULTON COUNTY, US-GA, ...

New Itinerary Stop

Depart from (city): Atlanta, Georgia
Date: []
Time: []

Next >>

- Click **Next**.

Travel Allowances For Report: Weekly Travel 11-01 to 11-15

← Edit Itinerary Available Itineraries Expenses & Adjustments Reimbursable Allowances Summary →

Itinerary Info

Itinerary Name: Weekly Travel 11-01 to 11-15 Selection: Regular In State

Add Stop Delete Rows

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Atlanta, Georgia 11/05/2012 7:00 AM	Valdosta, Georgia 11/05/2012 9:30 AM	US-GA, UNITED STATES
<input type="checkbox"/>	Valdosta, Georgia 11/09/2012 5:00 PM	Atlanta, Georgia 11/09/2012 7:30 PM	FULTON COUNTY, US-GA, ...

New Itinerary Stop

Depart from (city): Atlanta, Georgia

Date: [Date Picker]

Time: [Time Picker]

Arrive in (city):

Date: [Date Picker]

Time: [Time Picker]

Save

Go to Single Day Itineraries **Next >>** Done

- The Expenses and Adjustments window opens. It displays meals already applied as well as the new meals
- Click on any Breakfast, Lunch or Dinner that was provided to you on this trip. The system will adjust your reimbursement amount for that meal period.
- Click on **Update Expenses**

Travel Allowances For Report: Weekly Travel 11-01 to 11-15

← Create New Itinerary Available Itineraries **Expenses & Adjustments** Reimbursable Allowances Summary →

Show dates from [Date Picker] to [Date Picker] Go

Exclude All <input type="checkbox"/>	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	11/01/2012 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$27.00
<input type="checkbox"/>	11/02/2012 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$36.00
<input type="checkbox"/>	11/03/2012 Savannah, Georgia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$20.00
<input type="checkbox"/>	11/05/2012 Valdosta, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$21.00
<input type="checkbox"/>	11/06/2012 Valdosta, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$28.00
<input type="checkbox"/>	11/07/2012 Valdosta, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$28.00
<input type="checkbox"/>	11/08/2012 Valdosta, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$28.00
<input type="checkbox"/>	11/09/2012 Valdosta, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$21.00

Update Expenses Cancel

- New Fixed Meals will be added to your expense report for each additional day you claimed.

Concur Georgia

My Concur Request Expense Profile

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

Weekly Travel 11-01 to 11-15 Delete Report Submit Report

+ New Expense Details Receipts Print / Email Hide Exceptions

Exceptions

Expense	Date	Amount	Exception
Fixed Meals	11/01/2012	\$27.00	The Transaction Date is Greater than 30 days old. Please be more timely in your expense submissions.
Fixed Meals	11/02/2012	\$36.00	The Transaction Date is Greater than 30 days old. Please be more timely in your expense submissions.

Expenses Delete Copy View Receipt Store

Date	Expense	Amount	Requested
<i>Adding New Expense</i>			
11/09/2012	Fixed Meals Valdosta, Georgia	\$21.00	\$21.00
11/08/2012	Fixed Meals Valdosta, Georgia	\$28.00	\$28.00
11/07/2012	Fixed Meals Valdosta, Georgia	\$28.00	\$28.00
11/06/2012	Fixed Meals Valdosta, Georgia	\$28.00	\$28.00
11/05/2012	Fixed Meals Valdosta, Georgia	\$21.00	\$21.00
11/03/2012	Fixed Meals Savannah, Georgia	\$20.00	\$20.00
11/02/2012	Fixed Meals Savannah, Georgia	\$36.00	\$36.00
TOTAL AMOUNT		\$209.00	\$209.00
TOTAL REQUESTED		\$209.00	\$209.00

New Expense

Expense:

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

Recently Used Expense Types

Tolls	Miscellaneous
Office Supplies	Personal Car Mileage
Hotel	

All Expense Types

Business Promotions	...Other
Other Promotional Expense	Miscellaneous
Trade Shows	Notary Costs
Communications	Office Supplies
Cellular Phone	Other Operating Expenses-Passport & Visa
Internet Charges	Postage

Fix an Incorrect Travel Allowance Entry

- On the My Concur page in the Expense Report or Active Work section click on the existing Expense Report with the incorrect Travel Allowance
- Click on the **Details** tab

The screenshot shows the Concur web interface. At the top, there's a navigation bar with 'My Concur', 'Request Expense', and 'Profile'. Below that, there are links for 'View Reports', 'New Expense Report', 'View Receipt Store', 'View Cash Advances', and 'New Cash Advance'. The main heading is 'Jan 15 to 31 Expenses'. A red arrow points to the 'Details' dropdown menu in the top navigation bar. Below the heading, there's a table of expenses with columns for Date, Expense, Amount, and Requested. Two entries are visible: 'Fixed Meals' for 'Winterville, Georgia' and 'Macon, Georgia', both for \$21.00. To the right of the table, there's a 'New Expense' form with a search field and a 'Recently Used Expense Types' section.

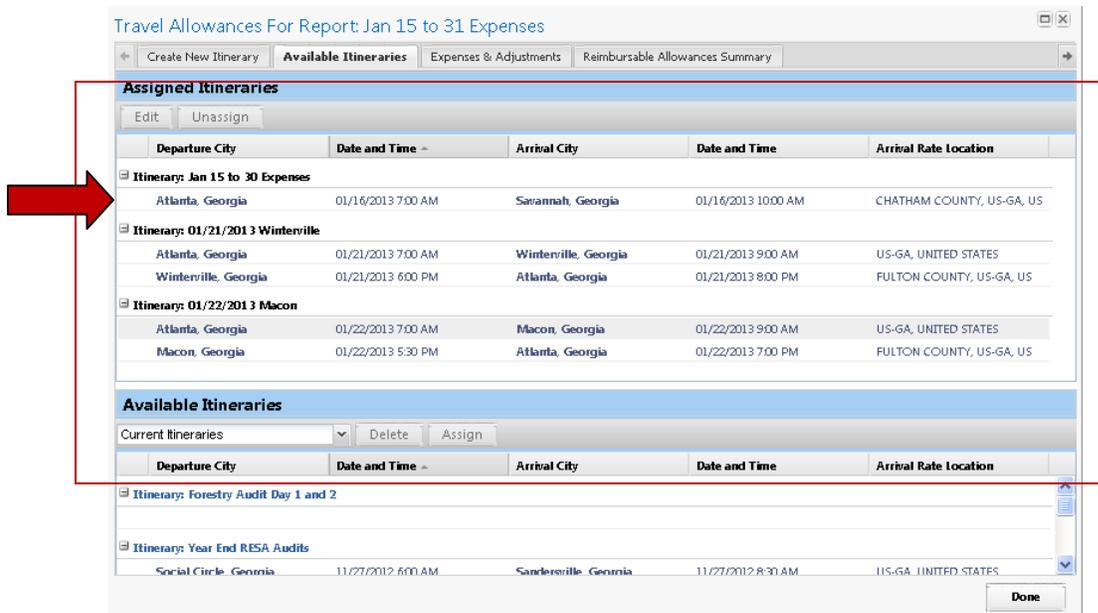
- Select **Available Itineraries** from Travel Allowances section

The screenshot shows a dropdown menu with the following items:

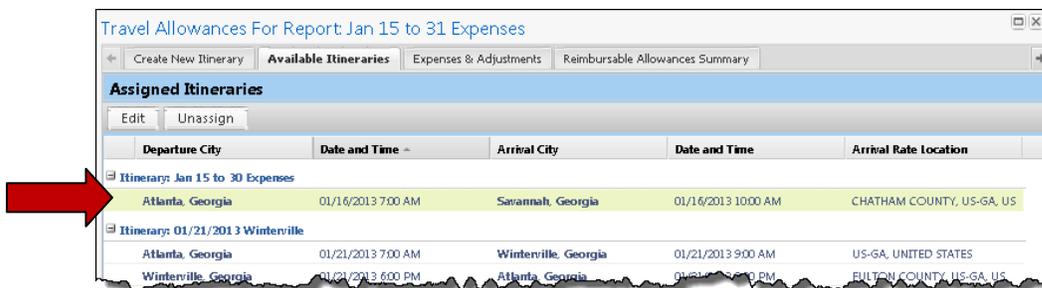
- Report**
 - Report Header
 - Totals
 - Audit Trail
 - Approval Flow
 - Comments
- Cash Advances**
 - Available
 - Assigned
- Allocations**
 - Allocations
- Travel Allowances**
 - New Itinerary
 - Available Itineraries**
 - Expenses & Adjustments
 - Reimbursable Allowances Summary

 A red arrow points to the 'Available Itineraries' option under the 'Travel Allowances' section.

- Locate the "offending" Travel Allowance Entry in the **Assigned Itineraries** section
 - ✓ Usually this is an Itinerary entry with only 1 line
 - ✓ If entered properly each Itinerary has 2 lines
 - ✓ You may receive an error message asking telling you that the 2nd line is missing.
 - ✓ The system allows one request for Travel Allowances per day across all expense reports. To correct a problem entry you must remove it.



- Click on the name of the problem entry to highlight it

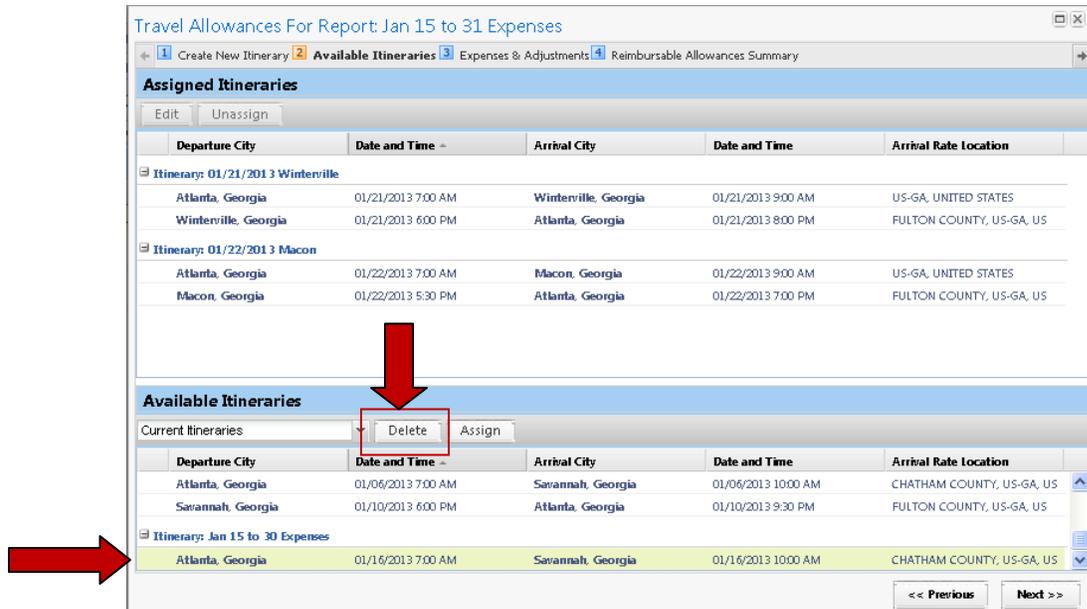


- Click on **Unassign**

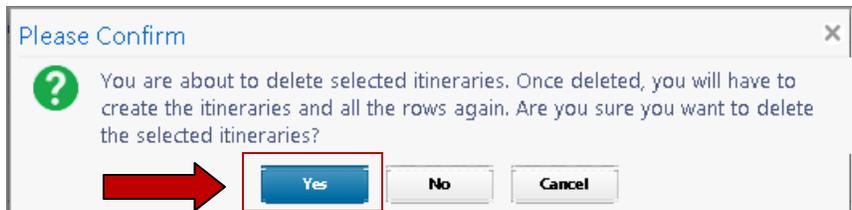


- The entry is moved from **Assigned Itineraries** to **Available Itineraries**
- ✓ In order to correct the entry, you must now delete it in order to re-enter it correctly.

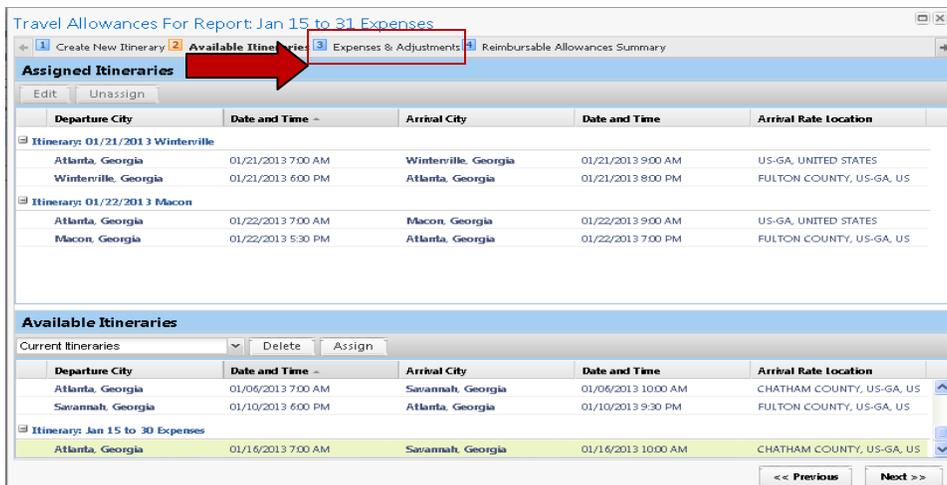
- Locate the same offending entry in the **Available Itineraries** section
- Click on it to highlight it
 - ✓ Remember it most likely has only one line instead of two!
- Click **Delete**



- Click **Yes** on the dialogue box that appears



- Click on **Expenses & Adjustments**



- Click on **Update Expenses**

Travel Allowances For Report: Jan 15 to 31 Expenses

← Create New Itinerary Available Itineraries **Expenses & Adjustments** Reimbursable Allowances Summary →

Show dates from to Go

Exclude All <input type="checkbox"/>	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	01/21/2013 Winterville, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$21.00
<input type="checkbox"/>	01/22/2013 Macon, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$21.00



- The Travel Allowance is now deleted from the system and the Expense Report is updated if necessary. You may re-enter the correct information if necessary.
 - If you deleted an item and it did not have an error, then it will be removed from Expenses.

Concur Georgia

My Concur Request Expense Profile

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

Jan 15 to 31 Expenses

New Expense Details Receipts Print / Email

Expenses	Date	Expense	Amount	Requested
Adding New Expense				
<input type="checkbox"/>	01/22/2013	Fixed Meals Macon, Georgia	\$21.00	\$21.00
<input type="checkbox"/>	01/21/2013	Fixed Meals Winterville, Georgia	\$21.00	\$21.00

New Expense

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

Recently Used Expense Types

Tolls Miscellaneous