

State Accounting Office

TeamWorks: Travel and Expense System

**TTE: How to Correct
Existing Travel Allowance
Itinerary – No Overnight
Stay 2015**



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Revision Table

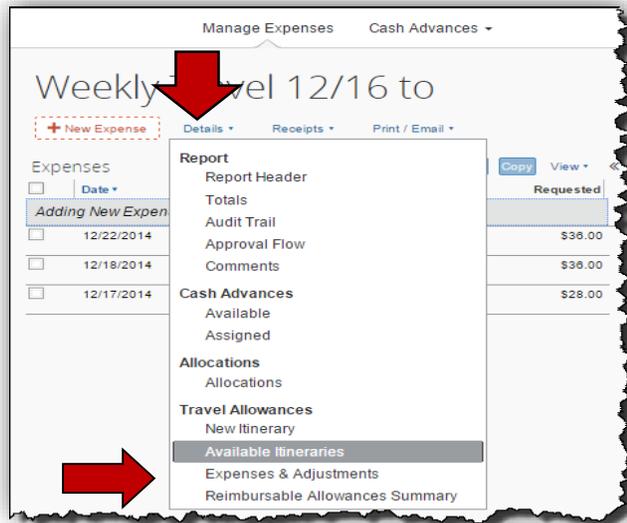
Date	Description
09/25/13	Updated for change in Travel Allowance entry process. Removed references to Selection field. Added instruction on use of final business locations with (Single Day) in the name for Single Day Travel Allowances to calculate properly. Travel Allowances with and without overnight stays can now be on the same expense report. Added instruction on adjusting a specific meal period on an existing Travel Itinerary on an existing Expense Report.
07/29/14	Minor updates to form in all sections. Removed verbiage no longer applicable
08/04/14	Corrected footer
02/05/15	Update document for New User Interface, no functional changes

Correct a Travel Allowance Itinerary Entry – No Overnight Stay

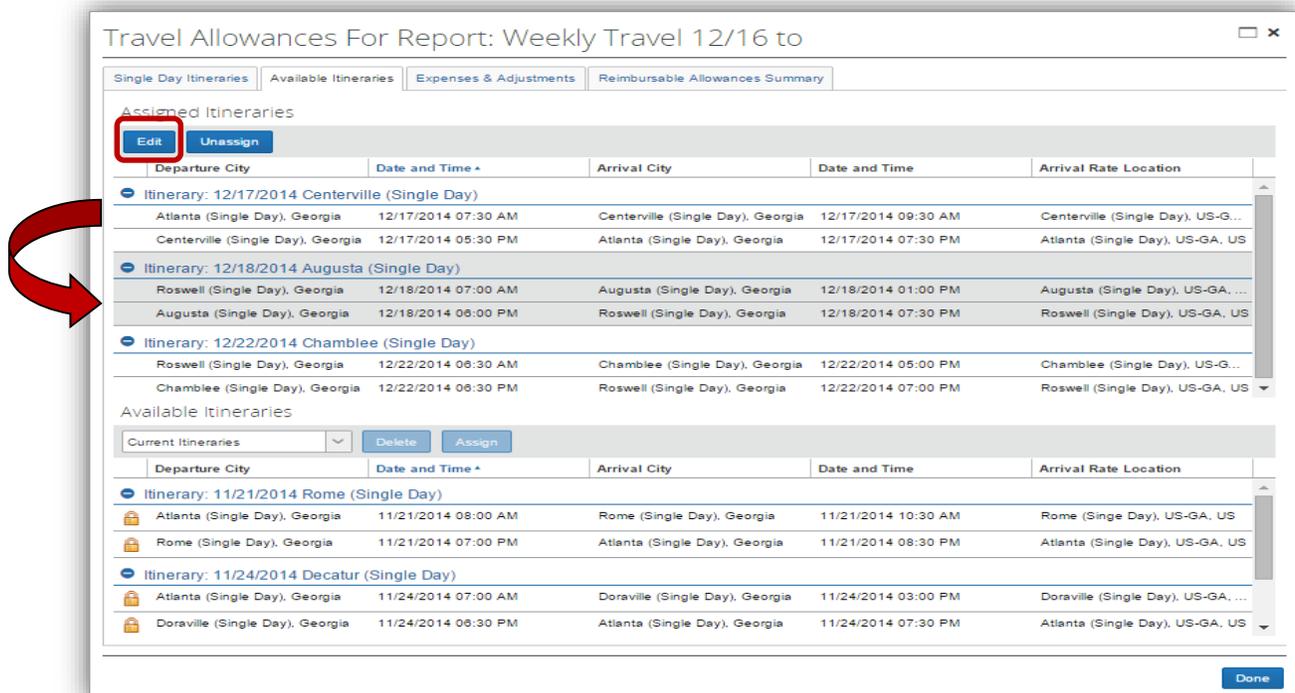
When you discover a problem with a Travel Allowance you have the option to Edit, Unassign and then Reassign it to another expense report or Delete it from the system.

EDIT

- Open the Expense Report if it isn't already open
- Click on **Details** and select **Available Itineraries** under *Travel Allowances*.



- Select the entry needing adjustment from **Assigned Itineraries** to highlight it
 - Click on **Edit**.



- The Standard Itinerary from opens. DO NOT SWITCH TO Single Day Itinerary

Travel Allowances For Report: Weekly Travel 12/16 to

Edit Itinerary | Available Itineraries | Expenses & Adjustments | Reimbursable Allowances Summary

Itinerary Info

Itinerary Name
12/22/2014 Chamblee (Single)

Add Stop | Delete Rows

<input type="checkbox"/>	Departure City *	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Roswell (Single Day), Geor... 12/22/2014 06:30 AM	Chamblee (Single Day), G... 12/22/2014 05:00 PM	Chamblee (Single Day), U...
<input type="checkbox"/>	Chamblee (Single Day), G... 12/22/2014 06:30 PM	Roswell (Single Day), Geor... 12/22/2014 07:00 PM	Roswell (Single Day), US-G...

New Itinerary Stop

Depart from (city)
Date
Time
Arrive in (city)
Date
Time

Save

Go to Single Day Itineraries | Next >> | Done

- Click on the checkbox next to leg of a trip to edit it. If a leg was missing enter it in New Itinerary Stop. Remember that you are editing a Single Day trip and you must use a location name containing (Single Day).
- The data for the item you checked will appear in **Edit Itinerary Stop**.
- Correct the error such as location, departure or return time.
 - If your error was on the final stop of the day, you will have to correct the location in both lines of the itinerary.
- Click **Save**

Travel Allowances For Report: Weekly Travel 12/16 to

Edit Itinerary Available Itineraries Expenses & Adjustments Reimbursable Allowances Summary

Itinerary Info

Itinerary Name
12/22/2014 Chamblee (Single)

Add Stop Delete Rows

<input type="checkbox"/>	Departure City *	Arrival City	Arrival Rate Location
<input checked="" type="checkbox"/>	Roswell (Single Day), Geor... 12/22/2014 08:30 AM	Chamblee (Single Day), G... 12/22/2014 05:00 PM	Chamblee (Single Day), U...
<input type="checkbox"/>	Chamblee (Single Day), G... 12/22/2014 06:30 PM	Roswell (Single Day), Geor... 12/22/2014 07:00 PM	Roswell (Single Day), US-G...

Edit Itinerary Stop

Depart from (city)

Roswell (Single Day), Georg

Date

12/22/2014

Time

08:30 AM

Arrive in (city)

Chamblee (Single Day), Gec

Date

12/22/2014

Time

05:00 PM

Save

Go to Single Day Itineraries Next >> Done

- Click **Next** and make certain the Itinerary item is correct.

Travel Allowances For Report: Weekly Travel 12/16 to

Edit Itinerary Available Itineraries Expenses & Adjustments Reimbursable Allowances Summary

Itinerary Info

Itinerary Name
12/22/2014 Chamblee (Single)

Add Stop Delete Rows

<input type="checkbox"/>	Departure City *	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Roswell (Single Day), Geor... 12/22/2014 06:30 AM	Chamblee (Single Day), G... 12/22/2014 04:00 PM	Chamblee (Single Day), U...
<input type="checkbox"/>	Chamblee (Single Day), G... 12/22/2014 06:30 PM	Roswell (Single Day), Geor... 12/22/2014 07:00 PM	Roswell (Single Day), US-G...

New Itinerary Stop

Depart from (city)

Chamblee (Single Day), Gec

Date

Time

Arrive in (city)

Date

Time

Save

Go to Single Day Itineraries Next >> Done

- Click **Next** to display the **Expense and Adjustments**
 - Correct any Provided meal segments if necessary.
- Click **Create Expenses** or **Update Expenses**

Travel Allowances For Report: Weekly Travel 12/16 to

Create New Itinerary | Available 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"/>	12/17/2014 Centerville (Single Day), G...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$28.00
<input type="checkbox"/>	12/18/2014 Augusta (Single Day), Geo...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$36.00
<input type="checkbox"/>	12/22/2014 Chamblee (Single Day), G...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$36.00

- The Expense Report will be updated to reflect the change you made.

Manage Expenses | Cash Advances ▾

Weekly Travel 12/16 to

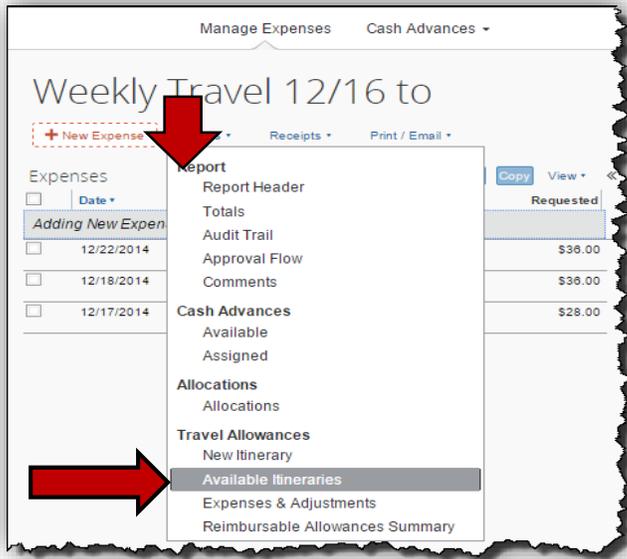
| Details ▾ | Receipts ▾ | Print / Email ▾

Expenses View ▾ <<

<input type="checkbox"/>	Date ▾	Expense	Amount	Requested
Adding New Expense				
<input type="checkbox"/>	12/22/2014	Fixed Meals Chamblee (Single Day), Georgia	\$36.00	\$36.00
<input type="checkbox"/>	12/18/2014	Fixed Meals Augusta (Single Day), Georgia	\$36.00	\$36.00
<input type="checkbox"/>	12/17/2014	Fixed Meals Centerville (Single Day), Georgia	\$28.00	\$28.00

UNASSIGN

- Open the Expense Report if it isn't already open
- Click on **Details** and select **Available Itineraries** under *Travel Allowances*.



- Locate the Travel Allowance Entry in the **Assigned Itineraries** section
NOTE: If entered properly each Itinerary has 2 lines and if it only has 1 line you may get a system error message that won't let you process the itinerary.
- Click on the name of the entry to highlight it
- Click **Unassign**

The screenshot shows the 'Travel Allowances For Report: Weekly Travel 12/16 to' interface. The 'Assigned Itineraries' section is active, showing a table of itineraries. A red box highlights the 'Unassign' button for the first itinerary, and a red arrow points to the itinerary name.

	Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: 12/17/2014 Centerville (Single Day)					
	Atlanta (Single Day), Georgia	12/17/2014 07:30 AM	Centerville (Single Day), Georgia	12/17/2014 09:30 AM	Centerville (Single Day), US-G...
	Centerville (Single Day), Georgia	12/17/2014 05:30 PM	Atlanta (Single Day), Georgia	12/17/2014 07:30 PM	Atlanta (Single Day), US-GA, US
Itinerary: 12/18/2014 Augusta (Single Day)					
	Roswell (Single Day), Georgia	12/18/2014 07:00 AM	Augusta (Single Day), Georgia	12/18/2014 01:00 PM	Augusta (Single Day), US-GA, ...
	Augusta (Single Day), Georgia	12/18/2014 08:00 PM	Roswell (Single Day), Georgia	12/18/2014 07:30 PM	Roswell (Single Day), US-GA, US
Itinerary: 12/22/2014 Chamblee (Single Day)					
	Roswell (Single Day), Georgia	12/22/2014 08:30 AM	Chamblee (Single Day), Georgia	12/22/2014 05:00 PM	Chamblee (Single Day), US-G...
	Chamblee (Single Day), Georgia	12/22/2014 08:30 PM	Roswell (Single Day), Georgia	12/22/2014 07:00 PM	Roswell (Single Day), US-GA, US

- The Itinerary moves to **Available Itineraries**

Travel Allowances For Report: Weekly Travel 12/16 to

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments 4 Reimbursable Allowances Summary

Assigned Itineraries

Edit Unassign

Departure City	Date and Time *	Arrival City	Date and Time	Arrival Rate Location
Itinerary: 12/17/2014 Centerville (Single Day)				
Atlanta (Single Day), Georgia	12/17/2014 07:30 AM	Centerville (Single Day), Georgia	12/17/2014 09:30 AM	Centerville (Single Day), US-G...
Centerville (Single Day), Georgia	12/17/2014 05:30 PM	Atlanta (Single Day), Georgia	12/17/2014 07:30 PM	Atlanta (Single Day), US-GA, US
Itinerary: 12/22/2014 Chamblee (Single Day)				
Roswell (Single Day), Georgia	12/22/2014 06:30 AM	Chamblee (Single Day), Georgia	12/22/2014 04:00 PM	Chamblee (Single Day), US-G...
Chamblee (Single Day), Georgia	12/22/2014 06:30 PM	Roswell (Single Day), Georgia	12/22/2014 07:00 PM	Roswell (Single Day), US-GA, US

Available Itineraries

Current Itineraries Delete Assign

Departure City	Date and Time *	Arrival City	Date and Time	Arrival Rate Location
Itinerary: 12/15/2014 Augusta (Single Day)				
Roswell (Single Day), Georgia	12/15/2014 07:00 AM	Augusta (Single Day), Georgia	12/15/2014 09:00 AM	Augusta (Single Day), US-GA, ...
Augusta (Single Day), Georgia	12/15/2014 06:00 PM	Roswell (Single Day), Georgia	12/15/2014 07:30 PM	Roswell (Single Day), US-GA, US
Itinerary: 12/18/2014 Augusta (Single Day)				
Roswell (Single Day), Georgia	12/18/2014 07:00 AM	Augusta (Single Day), Georgia	12/18/2014 01:00 PM	Augusta (Single Day), US-GA, ...
Augusta (Single Day), Georgia	12/18/2014 06:00 PM	Roswell (Single Day), Georgia	12/18/2014 07:30 PM	Roswell (Single Day), US-GA, US

<< Previous Next >>

- In **Available Itineraries** select the Travel Allowance Itinerary
- The Travel Allowance Itinerary is now removed from the open expense report and is available to be deleted or assigned to a different Expense Report.

DELETE

- Select the Travel Allowance Itinerary to be deleted from the system by clicking on the Itinerary name in **Available Itineraries**. This will highlight it.
 - Click **Delete**.

Travel Allowances For Report: Weekly Travel 12/16 to

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments 4 Reimbursable Allowances Summary

Assigned Itineraries

Edit Unassign

Departure City	Date and Time *	Arrival City	Date and Time	Arrival Rate Location
Itinerary: 12/17/2014 Centerville (Single Day)				
Atlanta (Single Day), Georgia	12/17/2014 07:30 AM	Centerville (Single Day), Georgia	12/17/2014 09:30 AM	Centerville (Single Day), US-G...
Centerville (Single Day), Georgia	12/17/2014 05:30 PM	Atlanta (Single Day), Georgia	12/17/2014 07:30 PM	Atlanta (Single Day), US-GA, US
Itinerary: 12/22/2014 Chamblee (Single Day)				
Roswell (Single Day), Georgia	12/22/2014 06:30 AM	Chamblee (Single Day), Georgia	12/22/2014 04:00 PM	Chamblee (Single Day), US-G...
Chamblee (Single Day), Georgia	12/22/2014 06:30 PM	Roswell (Single Day), Georgia	12/22/2014 07:00 PM	Roswell (Single Day), US-GA, US

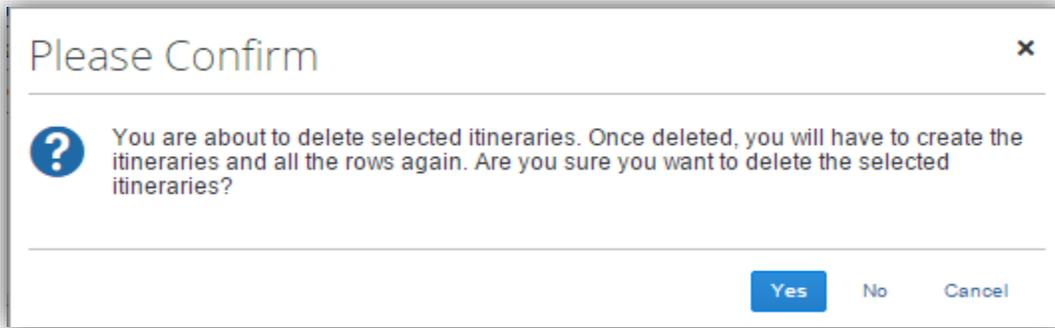
Available Itineraries

Current Itineraries Delete Assign

Departure City	Date and Time *	Arrival City	Date and Time	Arrival Rate Location
Atlanta (Single Day), Georgia	11/24/2014 07:00 AM	Doraville (Single Day), Georgia	11/24/2014 03:00 PM	Doraville (Single Day), US-GA, ...
Doraville (Single Day), Georgia	11/24/2014 06:30 PM	Atlanta (Single Day), Georgia	11/24/2014 07:30 PM	Atlanta (Single Day), US-GA, US
Itinerary: 12/15/2014 Augusta (Single Day)				
Roswell (Single Day), Georgia	12/15/2014 07:00 AM	Augusta (Single Day), Georgia	12/15/2014 09:00 AM	Augusta (Single Day), US-GA, ...
Augusta (Single Day), Georgia	12/15/2014 06:00 PM	Roswell (Single Day), Georgia	12/15/2014 07:30 PM	Roswell (Single Day), US-GA, US
Itinerary: 12/18/2014 Augusta (Single Day)				

<< Previous Next >>

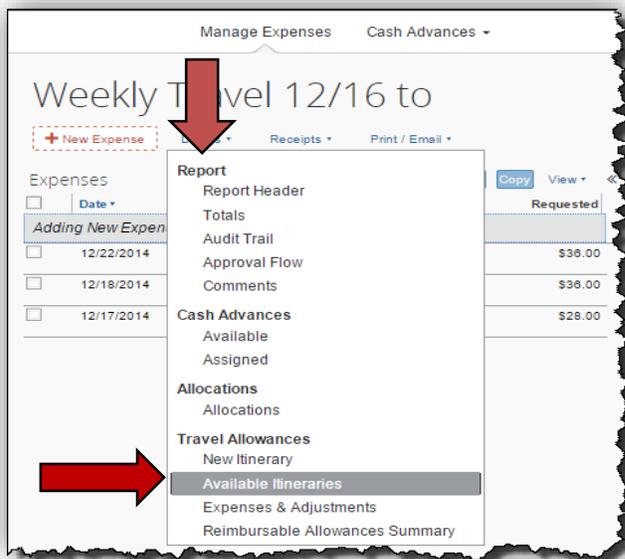
- Click **Yes** in the confirmation box to process the deletion



- The Travel Allowance Itinerary will be removed from the Expense Report.

REASSIGN

- Open the new or existing Expense Report you want to add the existing Travel Allowance Itinerary to. In our example it is an existing Expense Report.
 - Click on the **Details** tab
 - Click on **Available Itineraries**



- Select the itinerary you want to link from **Available Itineraries** at the bottom of the window by clicking on the Itinerary name. This will highlight the item.
- Click **Assign**

Travel Allowances For Report: Weekly Travel 12/16 to

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments 4 Reimbursable Allowances Summary

Assigned Itineraries

Available Itineraries

Current Itineraries

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Atlanta (Single Day), Georgia	11/24/2014 07:00 AM	Doraville (Single Day), Georgia	11/24/2014 03:00 PM	Doraville (Single Day), US-GA, ...
Doraville (Single Day), Georgia	11/24/2014 08:30 PM	Atlanta (Single Day), Georgia	11/24/2014 07:30 PM	Atlanta (Single Day), US-GA, US
Itinerary: 12/15/2014 Augusta (Single Day)				
Roswell (Single Day), Georgia	12/15/2014 07:00 AM	Augusta (Single Day), Georgia	12/15/2014 09:00 AM	Augusta (Single Day), US-GA, ...
Augusta (Single Day), Georgia	12/15/2014 08:00 PM	Roswell (Single Day), Georgia	12/15/2014 07:30 PM	Roswell (Single Day), US-GA, US
Itinerary: 12/18/2014 Augusta (Single Day)				

<< Previous

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

Travel Allowances For Report: Weekly Travel 12/16 to

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments 4 Reimbursable Allowances Summary

Assigned Itineraries

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: 12/15/2014 Augusta (Single Day)				
Roswell (Single Day), Georgia	12/15/2014 07:00 AM	Augusta (Single Day), Georgia	12/15/2014 09:00 AM	Augusta (Single Day), US-GA, ...
Augusta (Single Day), Georgia	12/15/2014 08:00 PM	Roswell (Single Day), Georgia	12/15/2014 07:30 PM	Roswell (Single Day), US-GA, US
Itinerary: 12/17/2014 Centerville (Single Day)				
Atlanta (Single Day), Georgia	12/17/2014 07:30 AM	Centerville (Single Day), Georgia	12/17/2014 09:30 AM	Centerville (Single Day), US-G...
Centerville (Single Day), Georgia	12/17/2014 05:30 PM	Atlanta (Single Day), Georgia	12/17/2014 07:30 PM	Atlanta (Single Day), US-GA, US
Itinerary: 12/22/2014 Chamblee (Single Day)				
Roswell (Single Day), Georgia	12/22/2014 08:30 AM	Chamblee (Single Day), Georgia	12/22/2014 04:00 PM	Chamblee (Single Day), US-G...
Chamblee (Single Day), Georgia	12/22/2014 08:30 PM	Roswell (Single Day), Georgia	12/22/2014 07:00 PM	Roswell (Single Day), US-GA, US

Available Itineraries

Current Itineraries

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: 11/21/2014 Rome (Single Day)				
Atlanta (Single Day), Georgia	11/21/2014 08:00 AM	Rome (Single Day), Georgia	11/21/2014 10:30 AM	Rome (Single Day), US-GA, US
Rome (Single Day), Georgia	11/21/2014 07:00 PM	Atlanta (Single Day), Georgia	11/21/2014 08:30 PM	Atlanta (Single Day), US-GA, US
Itinerary: 11/24/2014 Decatur (Single Day)				
Atlanta (Single Day), Georgia	11/24/2014 07:00 AM	Doraville (Single Day), Georgia	11/24/2014 03:00 PM	Doraville (Single Day), US-GA, ...
Doraville (Single Day), Georgia	11/24/2014 08:30 PM	Atlanta (Single Day), Georgia	11/24/2014 07:30 PM	Atlanta (Single Day), US-GA, ...

<< Previous

- Adjust the Travel Allowance for any provided meals if necessary

- Click **Create Expenses** (or **Update Expenses** if it appears)

Travel Allowances For Report: Weekly Travel 12/16 to

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments 4 Reimbursable Allowances Summary

Show dates from to

Exclude All <input type="checkbox"/>	Date/Location *	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	12/15/2014 Augusta (Single Day), Geo...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$36.00
<input type="checkbox"/>	12/17/2014 Centerville (Single Day), G...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$28.00
<input type="checkbox"/>	12/22/2014 Chamblee (Single Day), G...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$36.00



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

Manage Expenses Cash Advances ▾

Weekly Travel 12/16 to

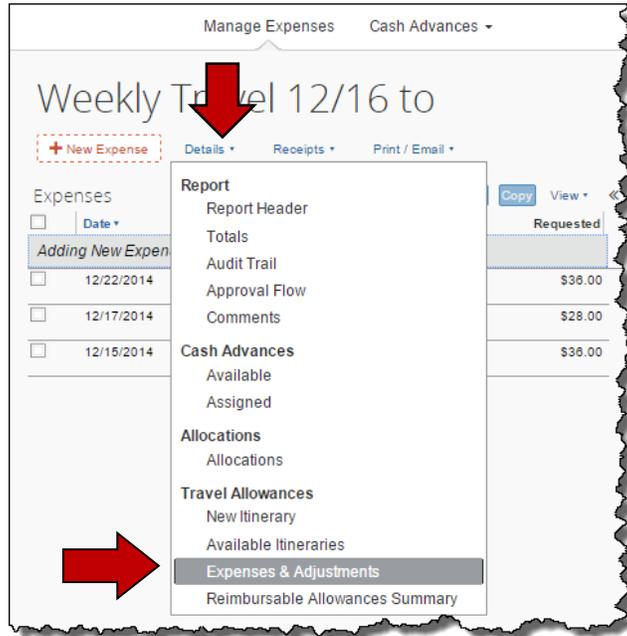
Details ▾ Receipts ▾ Print / Email ▾

Expenses View ▾

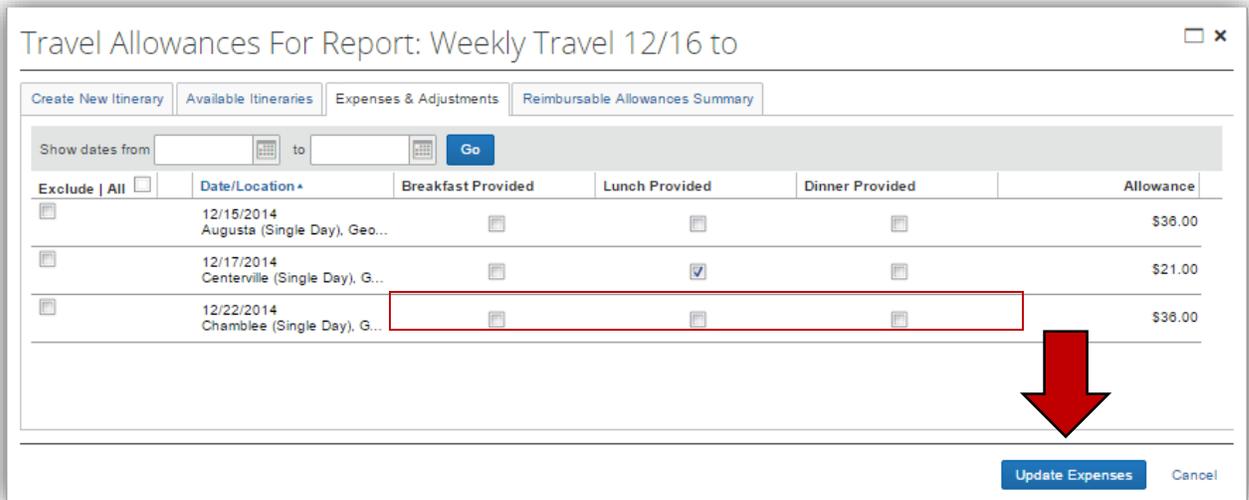
<input type="checkbox"/>	Date ▾	Expense	Amount	Requested
<i>Adding New Expense</i>				
<input type="checkbox"/>	12/22/2014	Fixed Meals Chamblee (Single Day), Georgia	\$36.00	\$36.00
<input type="checkbox"/>	12/17/2014	Fixed Meals Centerville (Single Day), Georgia	\$28.00	\$28.00
<input type="checkbox"/>	12/15/2014	Fixed Meals Augusta (Single Day), Georgia	\$36.00	\$36.00

Adjust for a Provided Meal on an Existing Travel Allowance Entry

- Open an existing expense report if it is not already open.
- Click on the **Details** tab.
- Select **Expenses and Adjustments** under the Travel Allowances section



- The **Expenses & Adjustments** window opens.
- Select or deselect any necessary meals.
- Click **Create Expenses or Update Expenses**



- The Expense Report will open and the additions, changes or deletions will be made.

Weekly Travel 12/16 to

[+ New Expense](#)

[Details ▾](#)

[Receipts ▾](#)

[Print / Email ▾](#)

Expenses

[Move ▾](#)

[Delete](#)

[Copy](#)

[View ▾](#)

⏪

<input type="checkbox"/>	Date ▾	Expense	Amount	Requested
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Adding New Expense

<input type="checkbox"/>	12/22/2014	Fixed Meals Chamblee (Single Day), Georgia	\$36.00	\$36.00
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<input type="checkbox"/>	12/17/2014	Fixed Meals Centerville (Single Day), Georgia	\$21.00	\$21.00
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<input type="checkbox"/>	12/15/2014	Fixed Meals Augusta (Single Day), Georgia	\$36.00	\$36.00
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