

# State Accounting Office

## TeamWorks: Travel and Expense System

**TTE: How to Correct  
Travel Allowances -  
With Overnight Stay  
2015**



## Table of Contents

Fix an Incorrect Travel Allowance Entry – Overnight Stay .....	3
UNASSIGN .....	9
DELETE .....	11
REASSIGN .....	12
Adjust for a Provided Meal Only on an Existing Travel Allowance Entry .....	15

## Revision Table

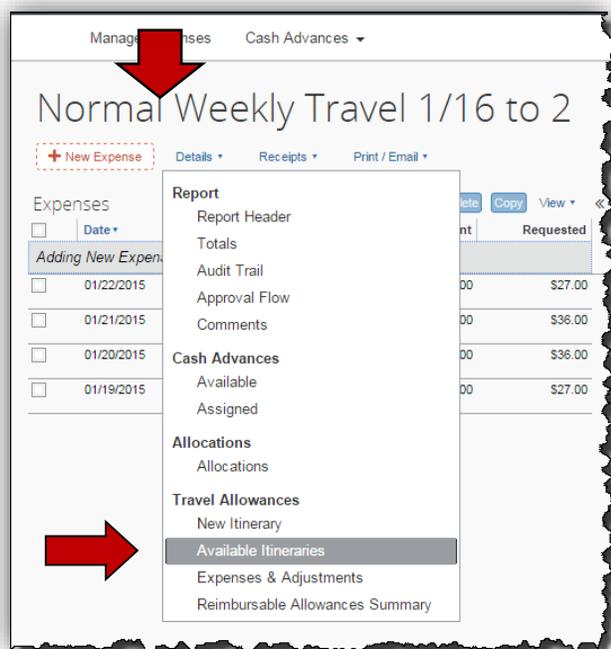
Date	Description
09/25/13	Updated for change in Travel Allowance entry process. Removed references to Selection field. Travel Allowances with and without overnight stays can now be on the same expense report. Added instructions on adjusting for a single meal period in a Travel Allowance
07/29/14	Updated format and deleted verbiage no longer necessary.
01/26/15	Updated for new user interface, and change in editing multiple night stays.
02/05/15	Updated for change in editing Meals with an associated overnight stay

## Fix an Incorrect Travel Allowance Entry – Overnight Stay

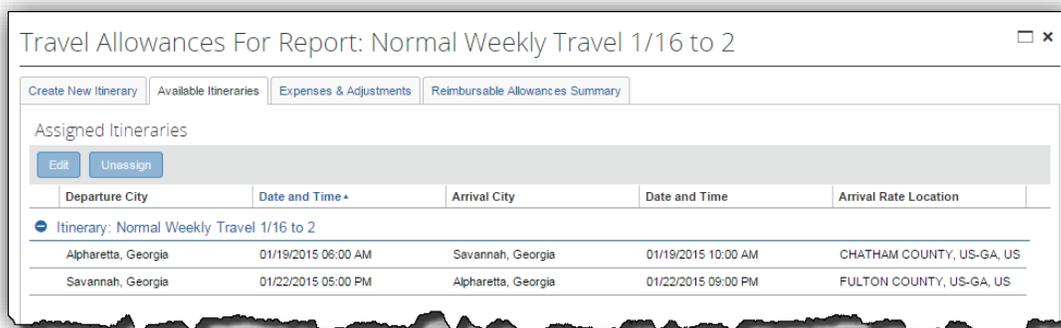
When you discover a problem with a Travel Allowance you have the option to Edit, Unassign and then Reassign it to another expense report or Delete it from the system.

### EDIT

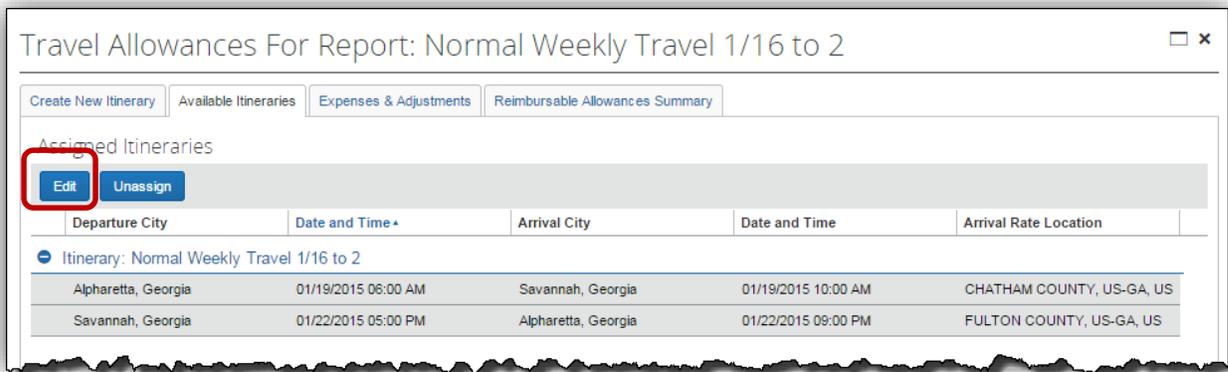
- Open the Expense Report if it isn't already open
- Click on **Details** and select **Available Itineraries** under *Travel Allowances*.



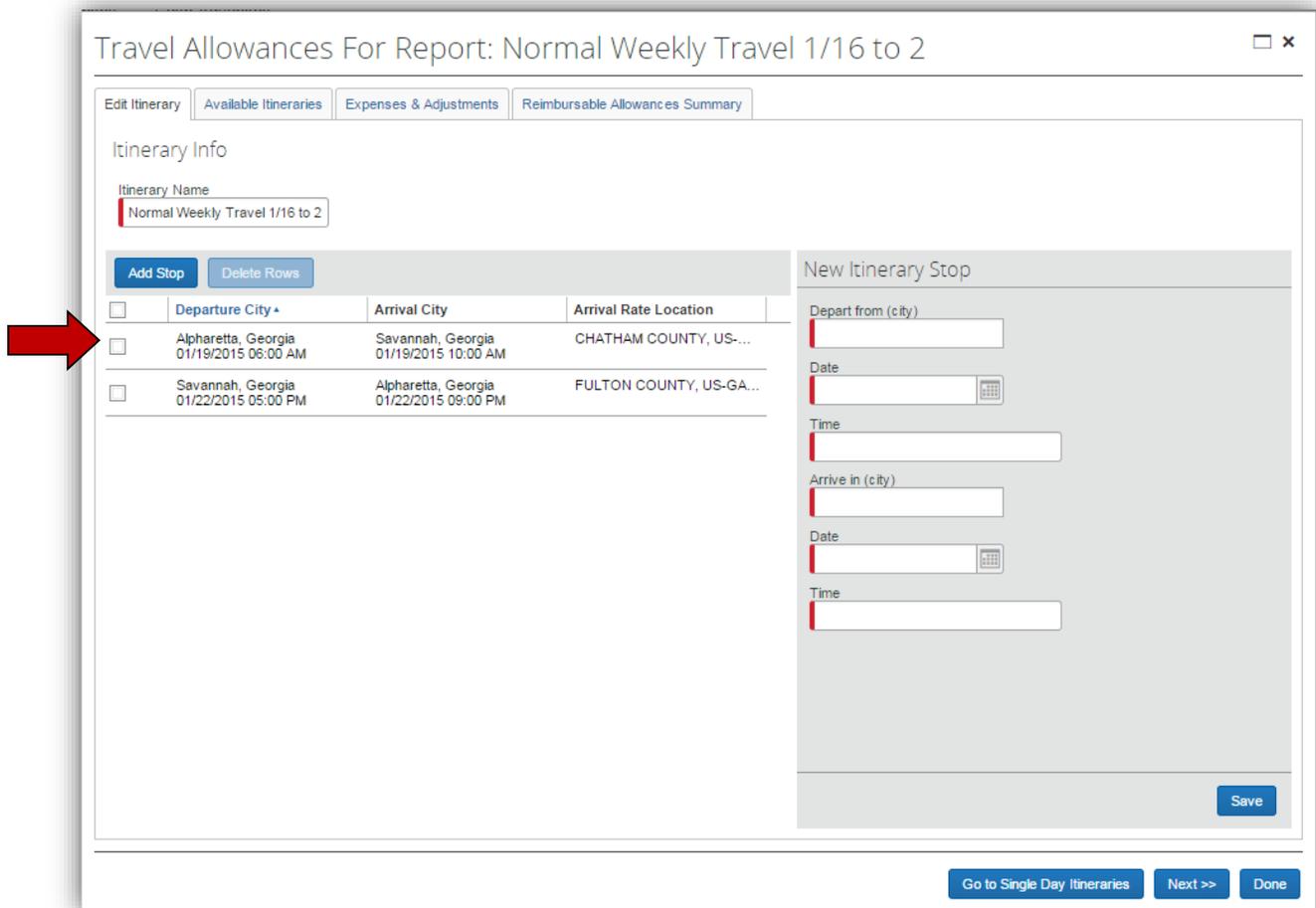
- The Available Itineraries open.



- Click on the itinerary you wish to edit
  - The itinerary will then be highlighted



- The Edit and Unassign buttons are activated.
- Click on **Edit**
- **The Standard Itinerary form opens**



- Click on the checkbox next to the leg of the trip to edit it.
- There are restrictions on what you can edit:
  - You can edit times or departure and arrival cities

- To edit dates or to add additional stops, you must delete the final leg and then add new stops
- To delete a row click on the leg to be deleted and then select **Delete Row**

**NOTE:** DO NOT use locations with (Single Day) in the name

Travel Allowances For Report: Normal Weekly Travel 1/16 to 2

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

Itinerary Info

Itinerary Name: Normal Weekly Travel 1/16 to 2

**Add Stop** **Delete Rows**

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Alpharetta, Georgia 01/19/2015 06:00 AM	Savannah, Georgia 01/19/2015 10:00 AM	CHATHAM COUNTY, US-...
<input checked="" type="checkbox"/>	Savannah, Georgia 01/22/2015 05:00 PM	Alpharetta, Georgia 01/22/2015 09:00 PM	FULTON COUNTY, US-GA...

**Edit Itinerary Stop**

Depart from (city): Savannah, Georgia

Date: 01/22/2015

Time: 05:00 PM

Arrive in (city): Alpharetta, Georgia

Date: 01/22/2015

Time: 09:00 PM

**Save**

Go to Single Day Itineraries | Next >> | Done

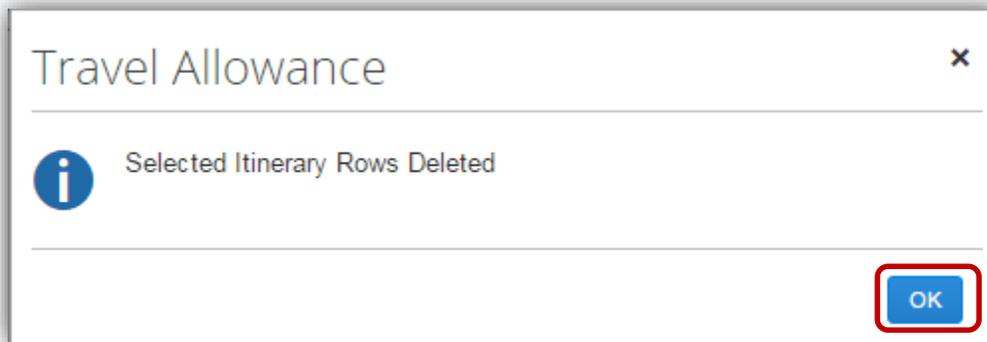
- Click **Yes** to confirm that you wish to delete the row

Please Confirm

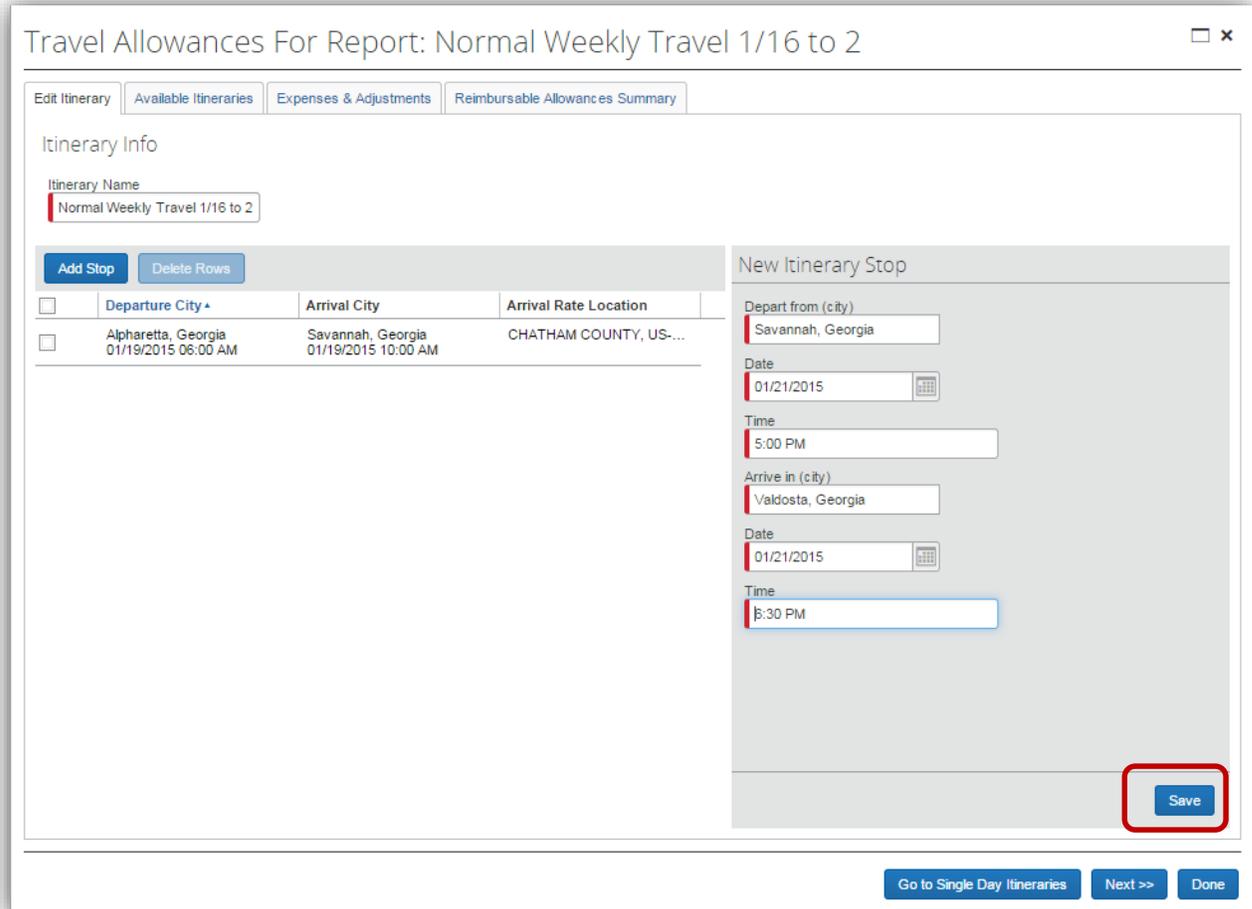
**?** You are about to delete selected itinerary rows. Once deleted, you will have to create the itinerary rows again. Are you sure you want to delete the selected itinerary rows?

**Yes** No Cancel

- Click **OK** to clear the deletion acknowledgement



- You may now enter data for the next leg in New Itinerary Stop for the return trip or the next location you spent the night
- Click **Save**



- Enter as many additional locations where you spent the night as necessary. You must enter these locations as your Per Diem is based on where you spend the night.
- Enter the information for your final leg, which generally is your home.

- Click **Save**

Travel Allowances For Report: Normal Weekly Travel 1/16 to 2

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

Itinerary Info

Itinerary Name  
Normal Weekly Travel 1/16 to 2

Add Stop | Delete Rows

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Alpharetta, Georgia 01/19/2015 06:00 AM	Savannah, Georgia 01/19/2015 10:00 AM	CHATHAM COUNTY, US...
<input type="checkbox"/>	Savannah, Georgia 01/21/2015 05:00 PM	Valdosta, Georgia 01/21/2015 06:30 PM	US-GA, UNITED STATES

New Itinerary Stop

Depart from (city)  
Valdosta, Georgia

Date  
01/22/2015

Time  
5:00 PM

Arrive in (city)  
Alpharetta, Georgia

Date  
01/22/2015

Time  
7:00 PM

Save

Go to Single Day Itineraries | Next >> | Done

The updated itinerary data appears:

**NOTE:** If you return from a trip with an overnight stay and left for another trip with an overnight stay on the same day, they must be entered as a continuous trip for Per Diem entry purposes.

**Example:** You left Atlanta on 1/19 and went to Savannah, left Savannah on the 21<sup>st</sup> to go to Valdosta, left Valdosta to return to Atlanta on the 22<sup>nd</sup> and left Atlanta on the same day (the 22<sup>nd</sup>) to go to Chicago and finally left Chicago on the 25<sup>th</sup> to return to Atlanta. Both trips would need to be entered as one continuous trip or you will not be reimbursed for the correct Per Diem.

- Click **Next**

Travel Allowances For Report: Normal Weekly Travel 1/16 to 2

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

Itinerary Info

Itinerary Name  
Normal Weekly Travel 1/16 to 2

[Add Stop](#) [Delete Rows](#)

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Alpharetta, Georgia 01/19/2015 06:00 AM	Savannah, Georgia 01/19/2015 10:00 AM	CHATHAM COUNTY, US-...
<input type="checkbox"/>	Savannah, Georgia 01/21/2015 05:00 PM	Valdosta, Georgia 01/21/2015 06:30 PM	US-GA, UNITED STATES
<input type="checkbox"/>	Valdosta, Georgia 01/22/2015 05:00 PM	Alpharetta, Georgia 01/22/2015 07:00 PM	FULTON COUNTY, US-GA...

New Itinerary Stop

Depart from (city)  
Alpharetta, Georgia

Date  
[Calendar Icon]

Time  
[Time Input]

Arrive in (city)  
[City Input]

Date  
[Calendar Icon]

Time  
[Time Input]

[Save](#)

[Go to Single Day Itineraries](#) [Next >>](#) [Done](#)

- The adjusted allowable Per Diems display

Travel Allowances For Report: Normal Weekly Travel 1/16 to 2

Create New Itinerary | Available Itineraries | Expenses & Adjustments | Reimbursable Allowances Summary

Show dates from [Calendar Icon] to [Calendar Icon] [Go](#)

<input type="checkbox"/>	Exclude   All <input type="checkbox"/>	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>		01/19/2015 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$27.00
<input type="checkbox"/>		01/20/2015 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$36.00
<input type="checkbox"/>		01/21/2015 Valdosta, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$28.00
<input type="checkbox"/>		01/22/2015 Valdosta, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$21.00

[Update Expenses](#) [Cancel](#)

- Click the check box next to any meals if necessary to reflect provided meals
- Click **Update Expenses**

# Normal Weekly Travel 1/16 to 2

+ New Expense
Details ▾
Receipts ▾
Print / Email ▾

Expenses 
Move ▾
Delete
Copy
View ▾
«

<input type="checkbox"/>	Date ▾	Expense	Amount	Requested
<i>Adding New Expense</i>				
<input type="checkbox"/>	01/22/2015	Fixed Meals Valdosta, Georgia	\$21.00	\$21.00
<input type="checkbox"/>	01/21/2015	Fixed Meals Valdosta, Georgia	\$28.00	\$28.00
<input type="checkbox"/>	01/20/2015	Fixed Meals Savannah, Georgia	\$36.00	\$36.00
<input type="checkbox"/>	01/19/2015	Fixed Meals Savannah, Georgia	\$27.00	\$27.00

- Your expense report will be updated with any corrections necessary based on the new data you entered.

## UNASSIGN

- Mark a Travel Allowance Itinerary for use on a different expense report or for deletion.
  - Open the existing Expense Report with the incorrect Travel Allowance
  - Click on the **Details** tab
  - Select **Available Itineraries** from Travel Allowances section

Manage Expenses    Cash Advances ▾

## Normal Weekly Travel 1/16 to 2

[+ New Expense](#)    [Details ▾](#)    [Receipts ▾](#)    [Print / Email ▾](#)

Expenses

   [Date ▾](#)

*Adding New Expense*

   01/22/2015

   01/21/2015

   01/20/2015

   01/19/2015

**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

nt	Requested
00	\$21.00
00	\$28.00
00	\$36.00
00	\$27.00

- Locate the Travel Allowance Entry in the **Assigned Itineraries** section  
**NOTE:** If entered properly each Itinerary has at least 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 problem itinerary to highlight it

Travel Allowances For Report: Normal Weekly Travel 1/16 to 2

[Create New Itinerary](#)    [Available Itineraries](#)    [Expenses & Adjustments](#)    [Reimbursable Allowances Summary](#)

Assigned Itineraries

[Edit](#)    [Unassign](#)

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: Normal Weekly Travel 1/16 to 2				
Alpharetta, Georgia	01/19/2015 06:00 AM	Savannah, Georgia	01/19/2015 10:00 AM	CHATHAM COUNTY, US-GA, US
Savannah, Georgia	01/21/2015 05:00 PM	Valdosta, Georgia	01/21/2015 06:30 PM	US-GA, UNITED STATES
Valdosta, Georgia	01/22/2015 05:00 PM	Alpharetta, Georgia	01/22/2015 07:00 PM	FULTON COUNTY, US-GA, US

- Click **Unassign**

Travel Allowances For Report: Normal Weekly Travel 1/16 to 2

Create New Itinerary Available Itineraries Expenses & Adjustments Reimbursable Allowances Summary

Assigned Itineraries

Edit Unassign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: Normal Weekly Travel 1/16 to 2				
Alpharetta, Georgia	01/19/2015 06:00 AM	Savannah, Georgia	01/19/2015 10:00 AM	CHATHAM COUNTY, US-GA, US
Savannah, Georgia	01/21/2015 05:00 PM	Valdosta, Georgia	01/21/2015 06:30 PM	US-GA, UNITED STATES
Valdosta, Georgia	01/22/2015 05:00 PM	Alpharetta, Georgia	01/22/2015 07:00 PM	FULTON COUNTY, US-GA, US

- The Itinerary moves to the bottom of the screen to **Available Itineraries**

Available Itineraries

Current Itineraries Delete Assign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: 01/14/2015 Augusta (Single Day)				
Alpharetta (Single Day), Georgia	01/14/2015 06:00 AM	Augusta (Single Day), Georgia	01/14/2015 09:00 AM	Augusta (Single Day), US-GA, US
Augusta (Single Day), Georgia	01/14/2015 05:45 PM	Alpharetta (Single Day), Georgia	01/14/2015 07:45 PM	Alpharetta (Single Day), US-GA,...
Itinerary: Normal Weekly Travel 1/16 to 2				
Alpharetta, Georgia	01/19/2015 06:00 AM	Savannah, Georgia	01/19/2015 10:00 AM	CHATHAM COUNTY, US-GA, US
Savannah, Georgia	01/21/2015 05:00 PM	Valdosta, Georgia	01/21/2015 06:30 PM	US-GA, UNITED STATES
Valdosta, Georgia	01/22/2015 05:00 PM	Alpharetta, Georgia	01/22/2015 07:00 PM	FULTON COUNTY, US-GA, US

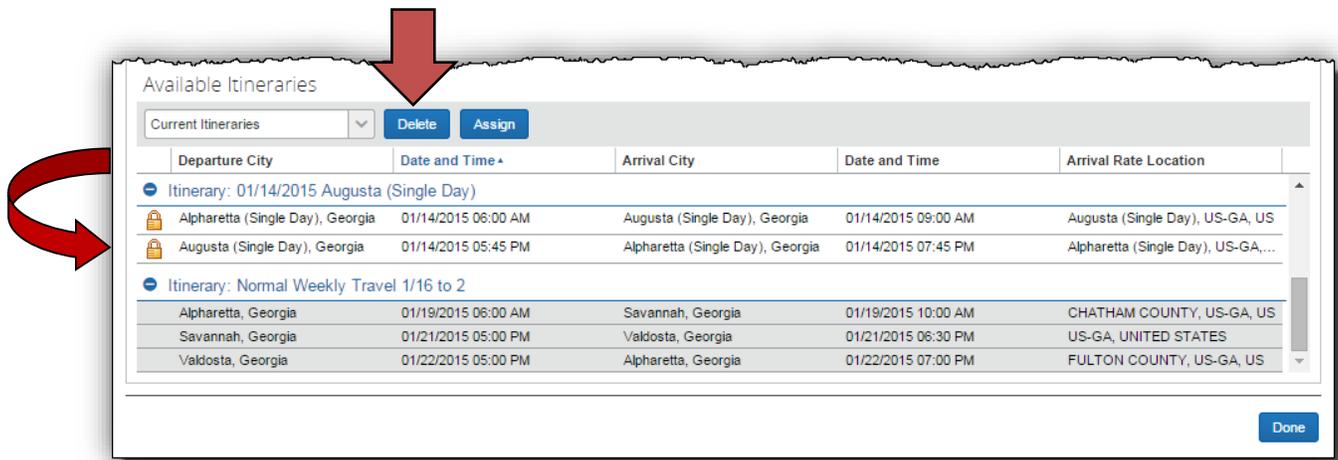
Done

- The Travel Allowance Itinerary is now available for further adjustment.

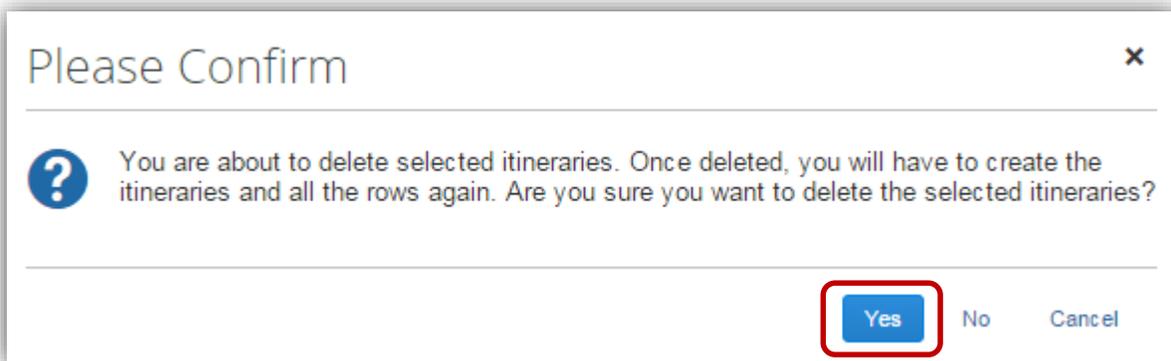
**NOTE:** You may now completely delete this unassigned itinerary from the TTE system or reassign it to another Expense Report.

## DELETE

- To Delete a Travel Allowance
  - From an open expense report, select the Travel Allowance Itinerary to be deleted by clicking on the Itinerary name in the Available Itineraries section. This will highlight it.
  - Click **Delete**.



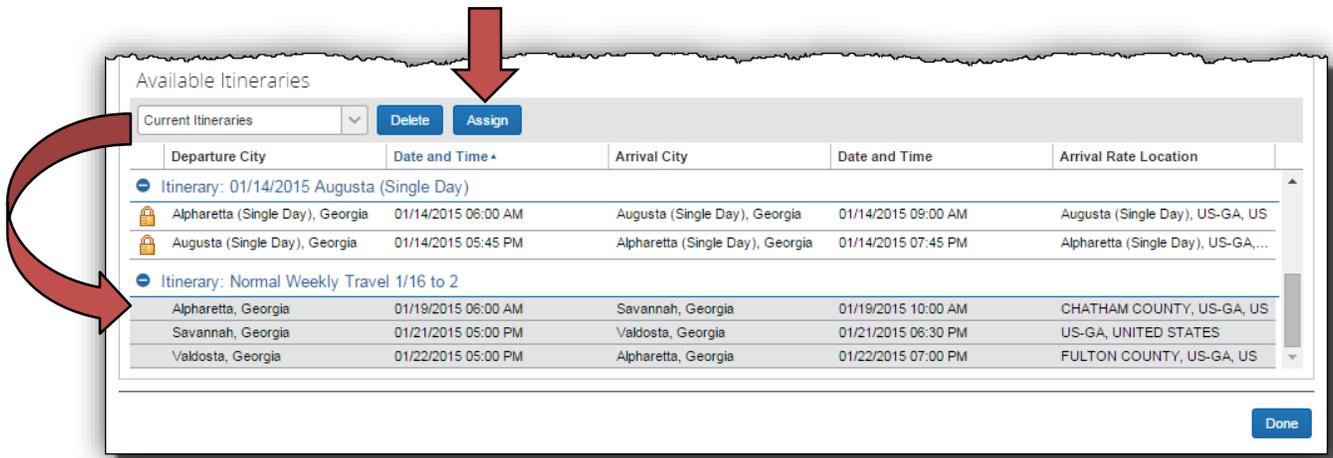
- o Click **Yes** in the confirmation box to process the deletion



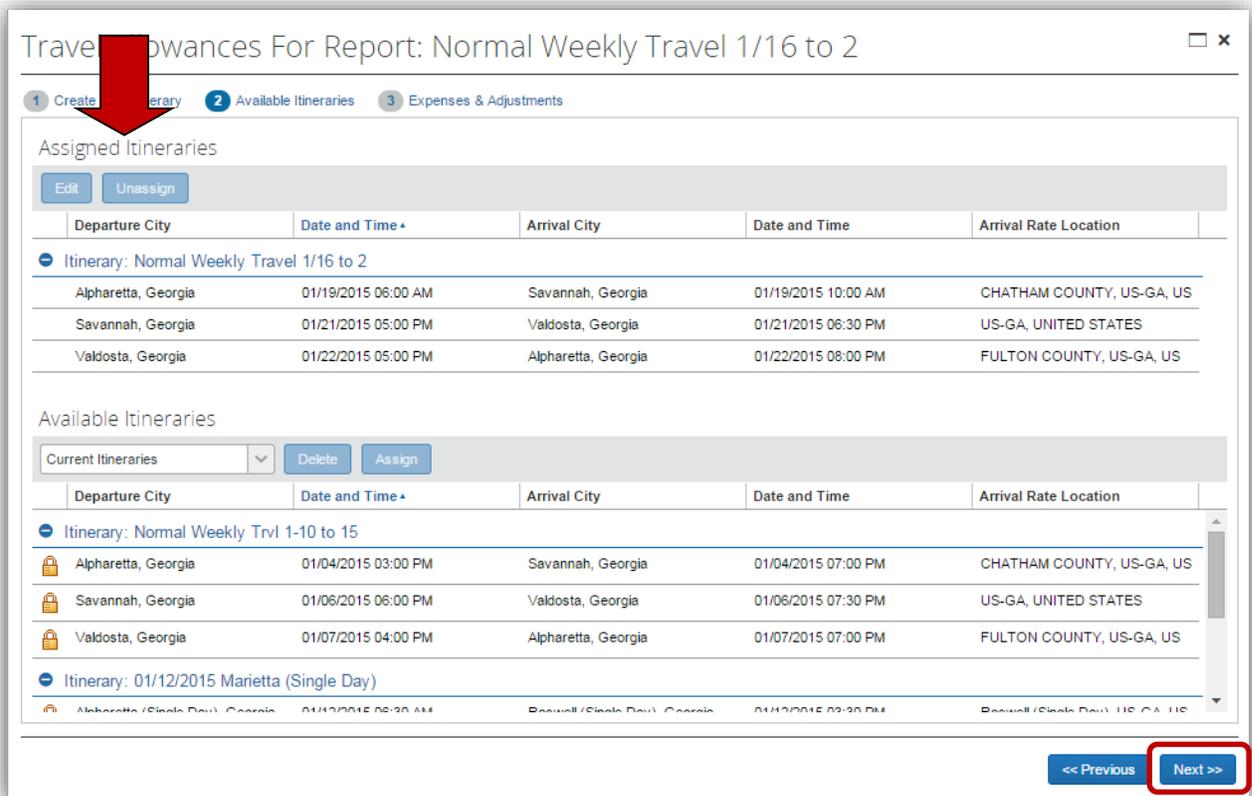
- o The Travel Allowance Itinerary will be completely removed from the TTE System and the date will be available for reuse.
  - You will not be allowed to delete Meal Itineraries that have lock icons attached to them as they are active on an expense report.

## REASSIGN

- o Reassign an Unassigned Travel Allowance Itinerary to another expense report.
  - Open the new or existing Expense Report you want to add the existing Travel Allowance Itinerary on. 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**



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



- Adjust the Travel Allowance for any provided meals if necessary
- Click **Create Expenses** (or **Update Expenses** if it appears)

### Travel Allowances For Report: Normal Weekly Travel 1/16 to 2

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from  to

Exclude   All <input type="checkbox"/>	Date/Location +	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	01/19/2015 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$27.00
<input type="checkbox"/>	01/20/2015 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$36.00
<input type="checkbox"/>	01/21/2015 Valdosta, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$28.00
<input type="checkbox"/>	01/22/2015 Valdosta, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$21.00

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

## Normal Weekly Travel 1/16 to 2

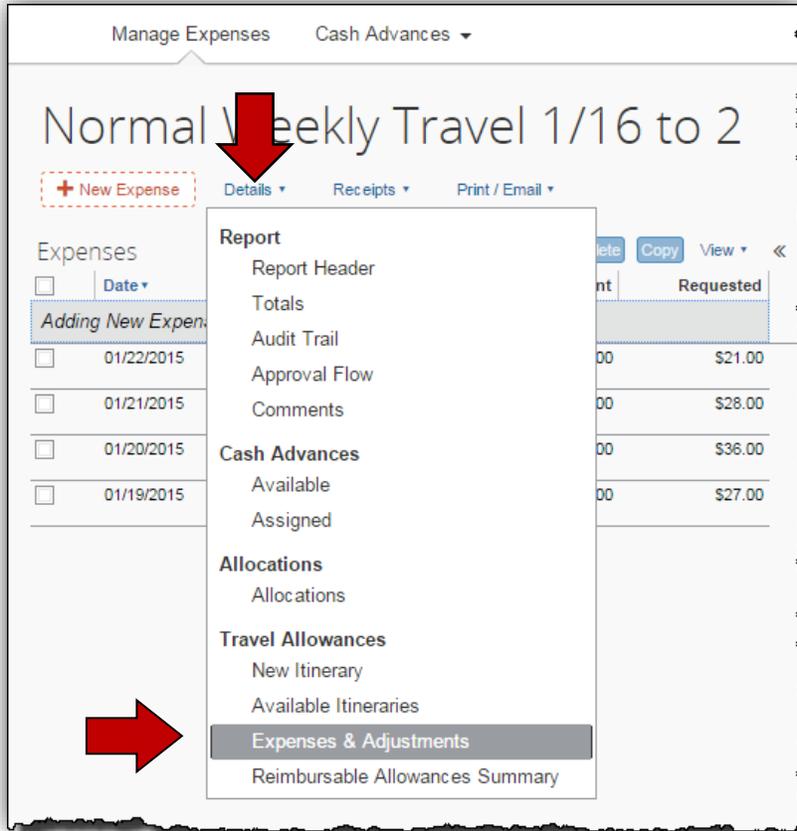
[+ New Expense](#) [Details](#) [Receipts](#) [Print / Email](#)

Expenses    [View](#) <<

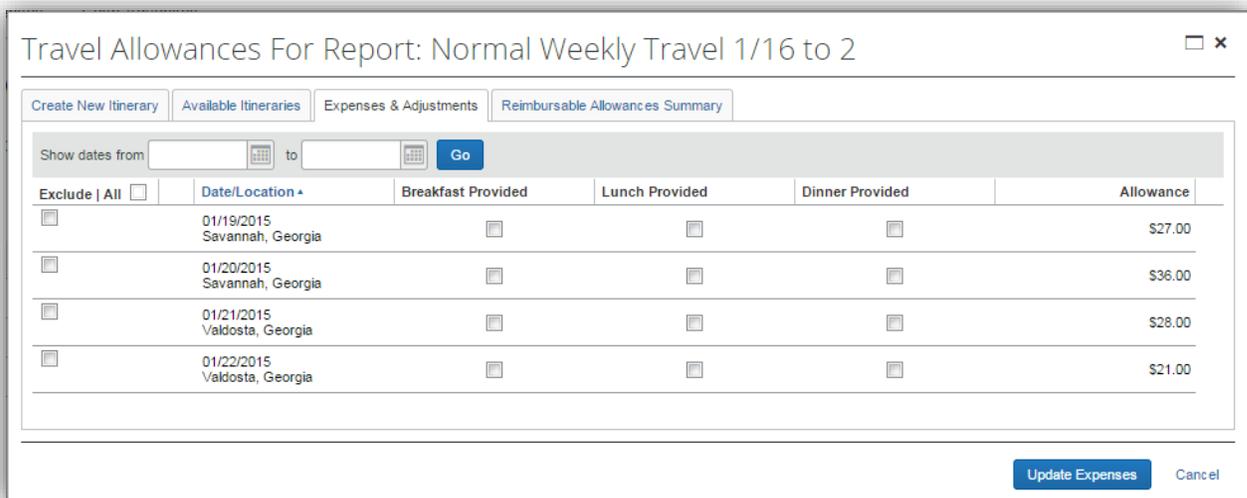
<input type="checkbox"/>	Date	Expense	Amount	Requested
<i>Adding New Expense</i>				
<input type="checkbox"/>	01/22/2015	<b>Fixed Meals</b> Valdosta, Georgia	\$21.00	\$21.00
<input type="checkbox"/>	01/21/2015	<b>Fixed Meals</b> Valdosta, Georgia	\$28.00	\$28.00
<input type="checkbox"/>	01/20/2015	<b>Fixed Meals</b> Savannah, Georgia	\$36.00	\$36.00
<input type="checkbox"/>	01/19/2015	<b>Fixed Meals</b> Savannah, Georgia	\$27.00	\$27.00

**Adjust for a Provided Meal Only on an Existing Travel Allowance Entry**

- Open an existing Expense Report
- 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 **Update Expenses**

Travel Allowances For Report: Normal Weekly Travel 1/16 to 2

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"/>	01/19/2015 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$27.00
<input type="checkbox"/>	01/20/2015 Savannah, Georgia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$29.00
<input type="checkbox"/>	01/21/2015 Valdosta, Georgia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$22.00
<input type="checkbox"/>	01/22/2015 Valdosta, Georgia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$16.50

- The Expense Report will open and the Per Diems (Fixed Meals) will be adjusted on the expense report:

Manage Expenses Cash Advances

## Normal Weekly Travel 1/16 to 2

Details Receipts Print / Email

Expenses    View <<

<input type="checkbox"/>	Date	Expense	Amount	Requested
<i>Adding New Expense</i>				
<input type="checkbox"/>	01/22/2015	<b>Fixed Meals</b> Valdosta, Georgia	\$16.50	\$16.50
<input type="checkbox"/>	01/21/2015	<b>Fixed Meals</b> Valdosta, Georgia	\$22.00	\$22.00
<input type="checkbox"/>	01/20/2015	<b>Fixed Meals</b> Savannah, Georgia	\$29.00	\$29.00
<input type="checkbox"/>	01/19/2015	<b>Fixed Meals</b> Savannah, Georgia	\$27.00	\$27.00