

State Accounting Office

TeamWorks: Travel and Expense System

**TTE: How to Correct
Travel Allowances - With
Overnight Stay 2016**



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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
07/06/16	Updated for meals process change – separate expense reports for meal types.

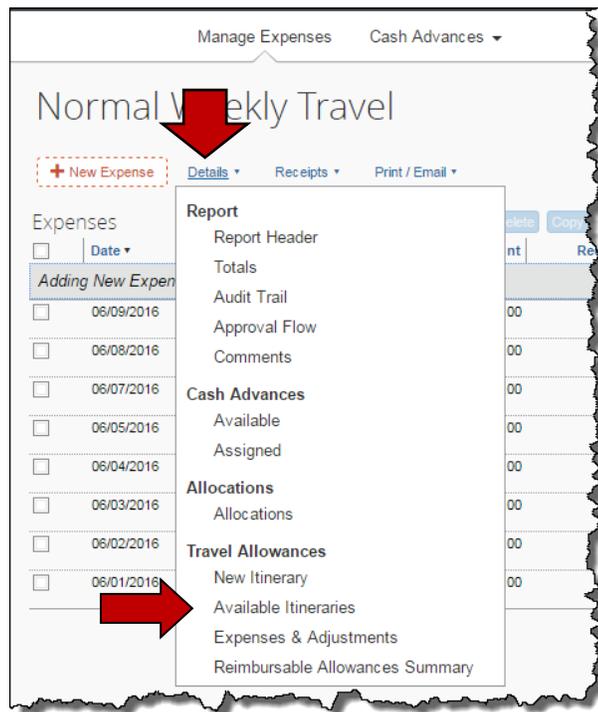
Correct a Travel Allowance Entry

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.

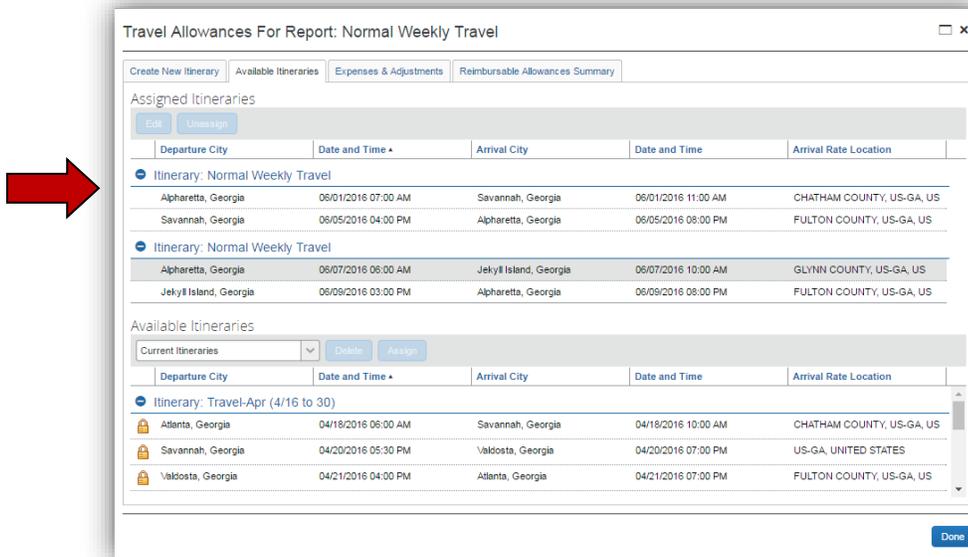
EDIT

Use the edit function to correct data in a meal already added to an expense report.

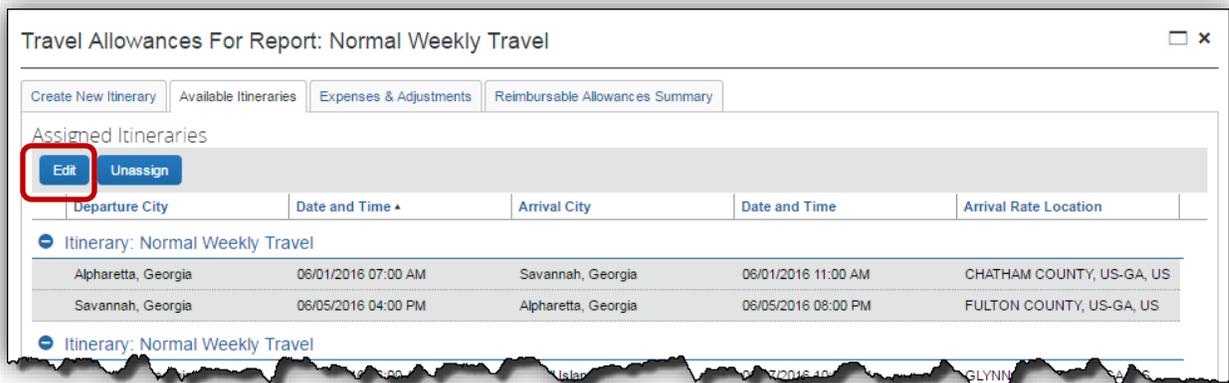
- Open the Expense Report if it isn't already open
- Click on **Details** and select **Available Itineraries** under *Travel Allowances*.



- The Available Itineraries open.
- Click on the name of the itinerary you wish to edit



- The itinerary will then be highlighted



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

Travel Allowances For Report: Normal Weekly Travel

Edit Itinerary Available Itineraries Expenses & Adjustments Reimbursable Allowances Summary

Itinerary Info

Itinerary Name: Normal Weekly Travel Selection: 1. Multiple Day Per Diem

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Alpharetta, Georgia 06/01/2016 07:00 AM	Savannah, Georgia 06/01/2016 11:00 AM	CHATHAM COUNTY, US-G...
<input type="checkbox"/>	Savannah, Georgia 06/05/2016 04:00 PM	Alpharetta, Georgia 06/05/2016 08:00 PM	FULTON COUNTY, US-GA...

New Itinerary Stop

Departure City: Alpharetta, Georgia

Date: [Calendar] Time: [Time]

Arrival City: [Text]

Date: [Calendar] Time: [Time]

Save

Go to Single Day Itineraries Next >> Done

- 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**

Travel Allowances For Report: Normal Weekly Travel

Edit Itinerary Available Itineraries Expenses & Adjustments Reimbursable Allowances Summary

Itinerary Info

Itinerary Name: Normal Weekly Travel Selection: 1. Multiple Day Per Diem

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Alpharetta, Georgia 06/01/2016 07:00 AM	Savannah, Georgia 06/01/2016 11:00 AM	CHATHAM COUNTY, US-G...
<input checked="" type="checkbox"/>	Savannah, Georgia 06/05/2016 04:00 PM	Alpharetta, Georgia 06/05/2016 08:00 PM	FULTON COUNTY, US-GA...

Edit Itinerary Stop

Departure City: Savannah, Georgia

Date: 06/05/2016 Time: 04:00 PM

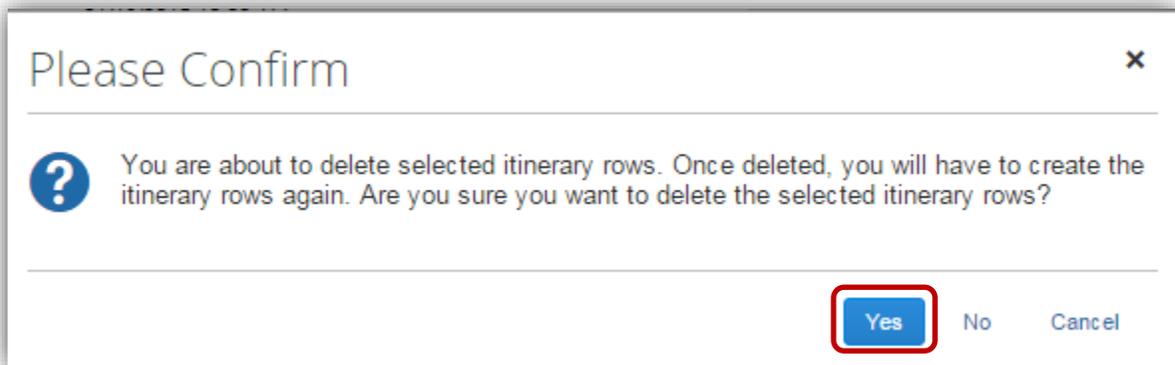
Arrival City: Alpharetta, Georgia

Date: 06/05/2016 Time: 08:00 PM

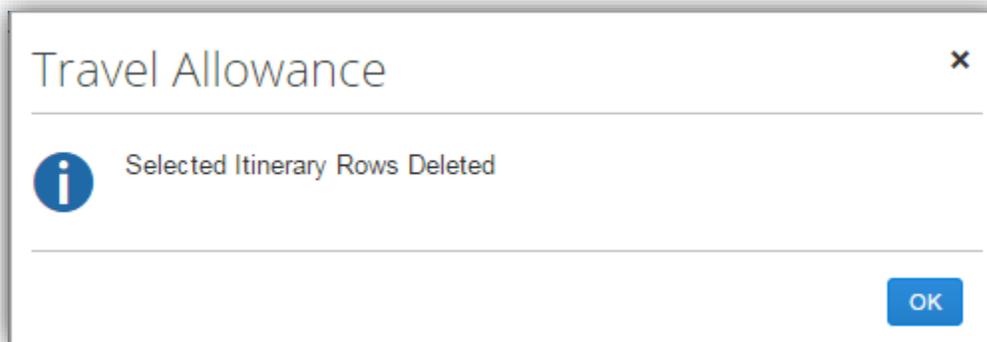
Save

Go to Single Day Itineraries Next >> Done

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



- 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

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

Itinerary Info

Itinerary Name: Normal Weekly Travel | Selection: 1. Multiple Day Per Diem

Add Stop | Delete Rows

	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Alpharetta, Georgia 06/01/2016 07:00 AM	Savannah, Georgia 06/01/2016 11:00 AM	CHATHAM COUNTY, US-G...
<input type="checkbox"/>	Savannah, Georgia 06/04/2016 05:30 PM	Valdosta, Georgia 06/04/2016 07:00 PM	US-GA, UNITED STATES

New Itinerary Stop

Departure City: Valdosta, Georgia

Date: 06/05/2016 | Time: 3:00 PM

Arrival City: Alpharetta, Georgia

Date: 06/05/2016 | Time: 7:00 PM

Save

Go to Single Day Itineraries | Next >> | Done

- o 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 21st to go to Valdosta, left Valdosta to return to Atlanta on the 22nd and left Atlanta on the same day (the 22nd) to go to Chicago and finally left Chicago on the 25th 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.

- o 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

Time

Arrive in (city)

Date

Time

Save

Go to Single Day Itineraries Next >> Done

- The adjusted allowable Per Diems display

NOTE: In our example we adjusted the original trip to Savannah to reflect the leg to Valdosta.

Travel Allowances For Report: Normal Weekly Travel

Create New Itinerary Available Itineraries Expenses & Adjustments

Show dates from to Go

Exclude All <input type="checkbox"/>	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	06/01/2016 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$27.00
<input type="checkbox"/>	06/02/2016 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$36.00
<input type="checkbox"/>	06/03/2016 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$36.00
<input type="checkbox"/>	06/04/2016 Valdosta, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$28.00
<input type="checkbox"/>	06/05/2016 Valdosta, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$21.00
<input type="checkbox"/>	06/07/2016 Jekyll Island, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$27.00
<input type="checkbox"/>	06/08/2016 Jekyll Island, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$36.00
<input type="checkbox"/>	06/09/2016 Jekyll Island, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$27.00

Update Expenses Cancel

- Click the check box next to any meal period (breakfast, lunch and/or dinner) to exclude any provided meals from the allowable per diem..
- Click **Update Expenses**

Manage Expenses Cash Advances ▾

Normal Weekly Travel

+ New Expense
 Details ▾
 Receipts ▾
 Print / Email ▾

Expenses Move ▾ Delete Copy View ▾ <<

	Date ▾	Expense Type	Amount	Requested
Adding New Expense				
<input type="checkbox"/>	06/09/2016	Fixed Meals Jekyll Island, Georgia	\$27.00	\$27.00
<input type="checkbox"/>	06/08/2016	Fixed Meals Jekyll Island, Georgia	\$36.00	\$36.00
<input type="checkbox"/>	06/07/2016	Fixed Meals Jekyll Island, Georgia	\$27.00	\$27.00
<input type="checkbox"/>	06/05/2016	Fixed Meals Valdosta, Georgia	\$21.00	\$21.00
<input type="checkbox"/>	06/04/2016	Fixed Meals Valdosta, Georgia	\$28.00	\$28.00
<input type="checkbox"/>	06/03/2016	Fixed Meals Savannah, Georgia	\$36.00	\$36.00
<input type="checkbox"/>	06/02/2016	Fixed Meals Savannah, Georgia	\$36.00	\$36.00
<input type="checkbox"/>	06/01/2016	Fixed Meals Savannah, Georgia	\$27.00	\$27.00

New Expense

Expense

To create a new expense report, click on the side bar icon.

Expense

Home

Profile

Tax

All Expenses

Business

Other

Travel

Company

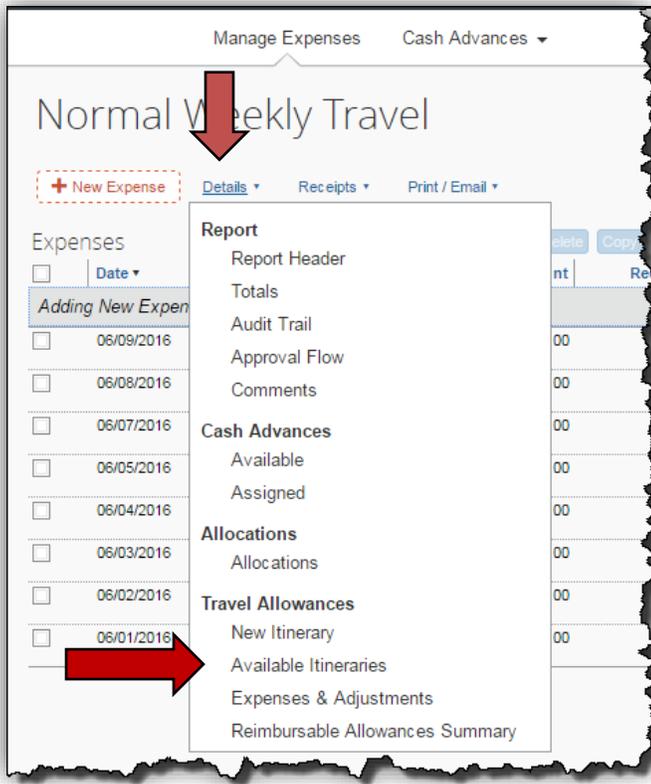
Cell

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

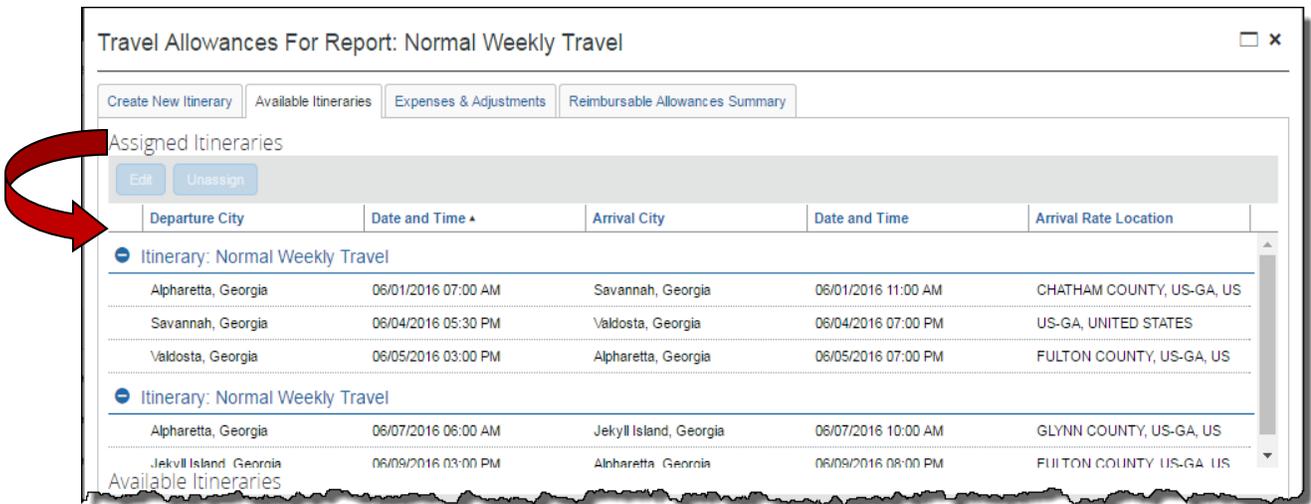
UNASSIGN

Use the Unassign function to transfer a meal from an expense report and move it to Available Itineraries to be reassigned to another expense report or deleted from the TTE system.

- 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



- 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



- Click **Unassign**

Travel Allowances For Report: Normal Weekly Travel

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				
Alpharetta, Georgia	06/01/2016 07:00 AM	Savannah, Georgia	06/01/2016 11:00 AM	CHATHAM COUNTY, US-GA, US
Savannah, Georgia	06/04/2016 05:30 PM	Valdosta, Georgia	06/04/2016 07:00 PM	US-GA, UNITED STATES
Valdosta, Georgia	06/05/2016 03:00 PM	Alpharetta, Georgia	06/05/2016 07:00 PM	FULTON COUNTY, US-GA, US
Itinerary: Normal Weekly Travel				
Alpharetta, Georgia	06/07/2016 06:00 AM	Jekyll Island, Georgia	06/07/2016 10:00 AM	GLYNN COUNTY, US-GA, US

- The Itinerary moves to the bottom of the window to **Available Itineraries**
 - You may need to scroll to locate the itinerary

Travel Allowances For Report: Normal Weekly Travel

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				
Alpharetta, Georgia	06/07/2016 06:00 AM	Jekyll Island, Georgia	06/07/2016 10:00 AM	GLYNN COUNTY, US-GA, US
Jekyll Island, Georgia	06/09/2016 03:00 PM	Alpharetta, Georgia	06/09/2016 08:00 PM	FULTON COUNTY, US-GA, US

Available Itineraries

Current Itineraries [v] Delete Assign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Valdosta, Georgia	05/07/2016 10:00 AM	Alpharetta, Georgia	05/07/2016 01:00 PM	FULTON COUNTY, US-GA, US
Itinerary: Normal Weekly Travel				
Alpharetta, Georgia	06/01/2016 07:00 AM	Savannah, Georgia	06/01/2016 11:00 AM	CHATHAM COUNTY, US-GA, US
Savannah, Georgia	06/04/2016 05:30 PM	Valdosta, Georgia	06/04/2016 07:00 PM	US-GA, UNITED STATES
Valdosta, Georgia	06/05/2016 03:00 PM	Alpharetta, Georgia	06/05/2016 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

If the meal was just wrong and you want to delete it from TTE and the expense report you must first unassign it from the expense report and then delete it from Available Itineraries.

- 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.

Travel Allowances For Report: Normal Weekly Travel

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				
Alpharetta, Georgia	06/07/2016 06:00 AM	Jekyll Island, Georgia	06/07/2016 10:00 AM	GLYNN COUNTY, US-GA, US
Jekyll Island, Georgia	06/09/2016 03:00 PM	Alpharetta, Georgia	06/09/2016 08:00 PM	FULTON COUNTY, US-GA, US

Available Itineraries

Current Itineraries | Delete | Assign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Valdosta, Georgia	05/07/2016 10:00 AM	Alpharetta, Georgia	05/07/2016 01:00 PM	FULTON COUNTY, US-GA, US
Itinerary: Normal Weekly Travel				
Alpharetta, Georgia	06/01/2016 07:00 AM	Savannah, Georgia	06/01/2016 11:00 AM	CHATHAM COUNTY, US-GA, US
Savannah, Georgia	06/04/2016 05:30 PM	Valdosta, Georgia	06/04/2016 07:00 PM	US-GA, UNITED STATES
Valdosta, Georgia	06/05/2016 03:00 PM	Alpharetta, Georgia	06/05/2016 07:00 PM	FULTON COUNTY, US-GA, US

Done

- Click **Delete**.

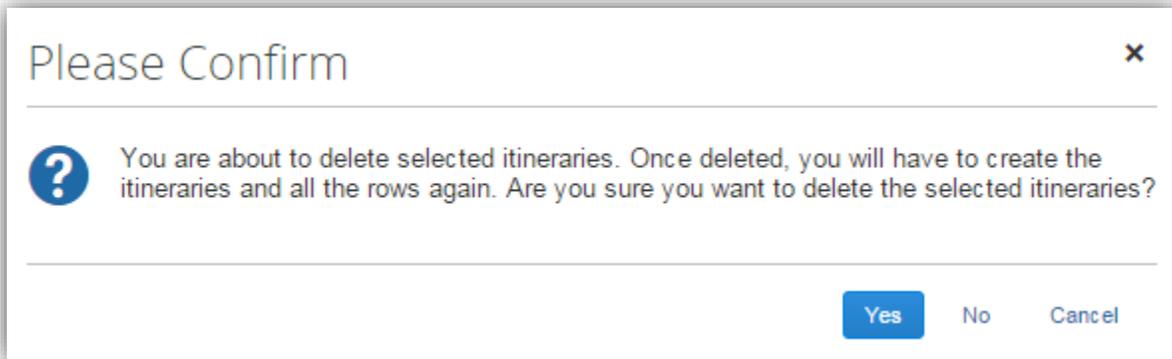
Available Itineraries

Current Itineraries | Delete | Assign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Valdosta, Georgia	05/07/2016 10:00 AM	Alpharetta, Georgia	05/07/2016 01:00 PM	FULTON COUNTY, US-GA, US
Itinerary: Normal Weekly Travel				
Alpharetta, Georgia	06/01/2016 07:00 AM	Savannah, Georgia	06/01/2016 11:00 AM	CHATHAM COUNTY, US-GA, US
Savannah, Georgia	06/04/2016 05:30 PM	Valdosta, Georgia	06/04/2016 07:00 PM	US-GA, UNITED STATES
Valdosta, Georgia	06/05/2016 03:00 PM	Alpharetta, Georgia	06/05/2016 07:00 PM	FULTON COUNTY, US-GA, US

Done

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

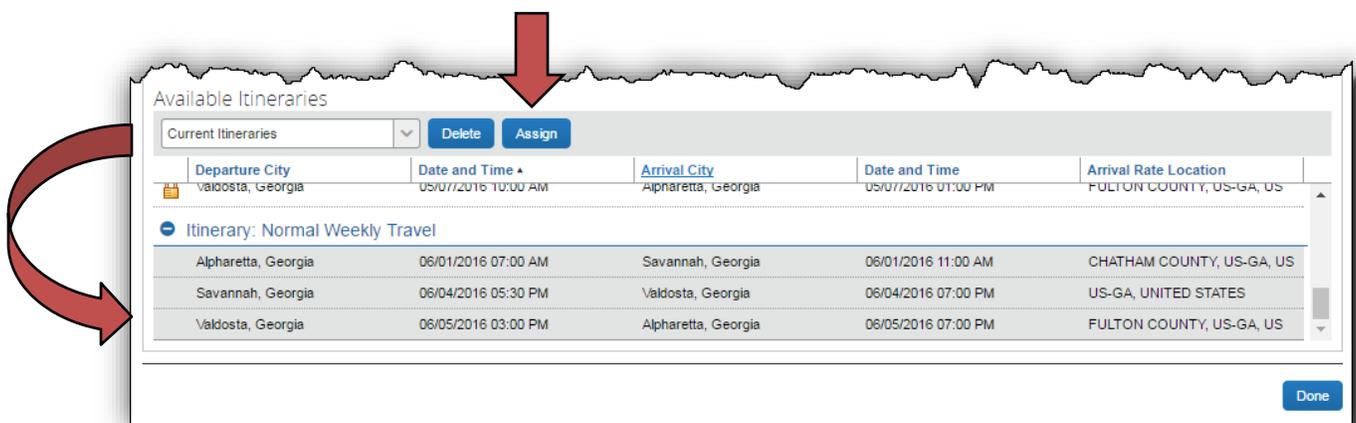


- The Travel Allowance Itinerary will be removed from the TTE System and the date will be available for entry.

REASSIGN

If the issue was that you put a meal on the wrong expense report, this is an easy way to unassign the meal from one expense report and assign it to another.

- 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**

Travel Allowances For Report: Weekly Exp Rpt

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Assigned Itineraries

Itinerary: Normal Weekly Travel

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Alpharetta, Georgia	06/01/2016 07:00 AM	Savannah, Georgia	06/01/2016 11:00 AM	CHATHAM COUNTY, US-GA, US
Savannah, Georgia	06/04/2016 05:30 PM	Valdosta, Georgia	06/04/2016 07:00 PM	US-GA, UNITED STATES
Valdosta, Georgia	06/05/2016 03:00 PM	Alpharetta, Georgia	06/05/2016 07:00 PM	FULTON COUNTY, US-GA, US

Available Itineraries

Current Itineraries

Itinerary: Travel-Apr (4/16 to 30)

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Atlanta, Georgia	04/18/2016 06:00 AM	Savannah, Georgia	04/18/2016 10:00 AM	CHATHAM COUNTY, US-GA, US
Savannah, Georgia	04/20/2016 05:30 PM	Valdosta, Georgia	04/20/2016 07:00 PM	US-GA, UNITED STATES
Valdosta, Georgia	04/21/2016 04:00 PM	Atlanta, Georgia	04/21/2016 07:00 PM	FULTON COUNTY, US-GA, US

Itinerary: Bi-weekly Trvl (4/15 to 30)

<< Previous Next >>

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

Travel Allowances For Report: Weekly Exp Rpt

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"/>	06/01/2016 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$27.00
<input type="checkbox"/>	06/02/2016 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$36.00
<input type="checkbox"/>	06/03/2016 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$36.00
<input type="checkbox"/>	06/04/2016 Valdosta, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$28.00
<input type="checkbox"/>	06/05/2016 Valdosta, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$21.00

<< Previous Create Expenses Cancel

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

Weekly Exp Rpt

+ New Expense

Details ▾

Receipts ▾

Print / Email ▾

Expenses

Move ▾

Delete

Copy

View ▾

⏪

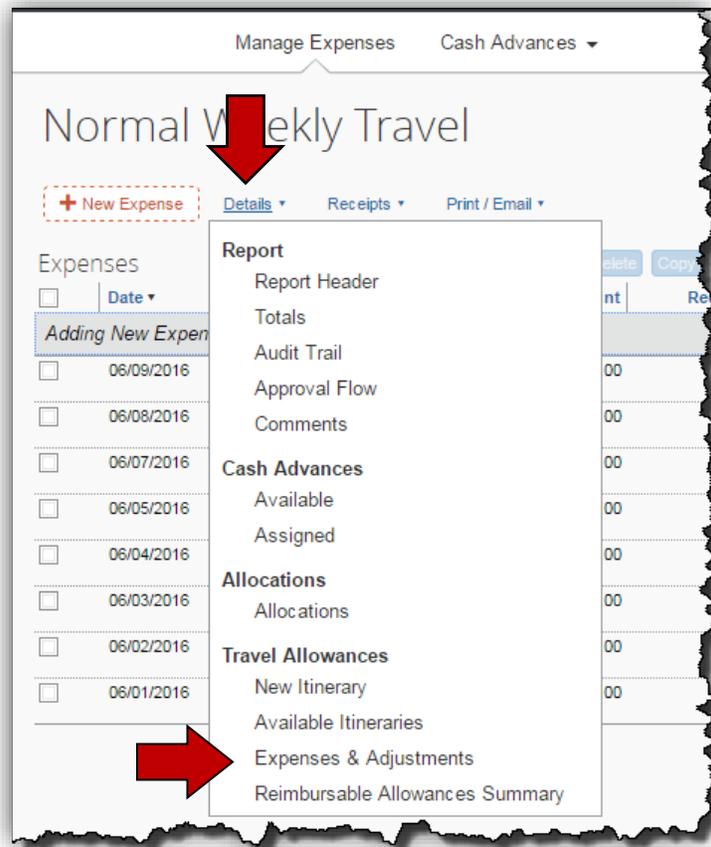
<input type="checkbox"/>	Date ▾	Expense Type	Amount	Requested
<i>Adding New Expense</i>				
<input type="checkbox"/>	06/05/2016	Fixed Meals Valdosta, Georgia	\$21.00	\$21.00
<input type="checkbox"/>	06/04/2016	Fixed Meals Valdosta, Georgia	\$28.00	\$28.00
<input type="checkbox"/>	06/03/2016	Fixed Meals Savannah, Georgia	\$36.00	\$36.00
<input type="checkbox"/>	06/02/2016	Fixed Meals Savannah, Georgia	\$36.00	\$36.00
<input type="checkbox"/>	06/01/2016	Fixed Meals Savannah, Georgia	\$27.00	\$27.00



Correct a Provided Meal Only on an Existing Travel Allowance Entry

Use this process to correct a meal period (breakfast, lunch or dinner) incorrectly deducted from a Per Diem on a particular day or to deduct a meal period that should be deducted from the Per Diem on a particular day.

- Open an existing Expense Report
- Click on the **Details** tab.
- Select **Expenses and Adjustments** under the Travel Allowances section



- The **Expenses & Adjustments** window opens.

Travel Allowances For Report: Weekly Exp Rpt

1 Create New Itinerary 2 Available Itineraries 3 Expenses

Show dates from to

Exclude All <input type="checkbox"/>	Date/Location *	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	06/01/2016 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$27.00
<input type="checkbox"/>	06/02/2016 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$36.00
<input type="checkbox"/>	06/03/2016 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$36.00
<input type="checkbox"/>	06/04/2016 Valdosta, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$28.00
<input type="checkbox"/>	06/05/2016 Valdosta, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$21.00

<< Previous Create Expenses Cancel

- Select or deselect any necessary meals.
- Click **Update Expenses**

Travel Allowances For Report: Weekly Exp Rpt

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"/>	06/01/2016 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$27.00
<input type="checkbox"/>	06/02/2016 Savannah, Georgia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$29.00
<input type="checkbox"/>	06/03/2016 Savannah, Georgia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$29.00
<input type="checkbox"/>	06/04/2016 Valdosta, Georgia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$22.00
<input type="checkbox"/>	06/05/2016 Valdosta, Georgia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$16.50

Update Expenses Cancel

- The Expense Report will open and the corrected Per Diems (Fixed Meals) will be updated on the expense report.