

State Accounting Office

TeamWorks: Travel and Expense System

**TTE: How to Correct
Existing Travel Allowance
Itinerary – No 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. 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 Removed verbiage no longer applicable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
06/15/16	Update document for verbiage changes to Meals Process.
07/06/16	Remove reference to (Single Day) instate locations. No longer used.

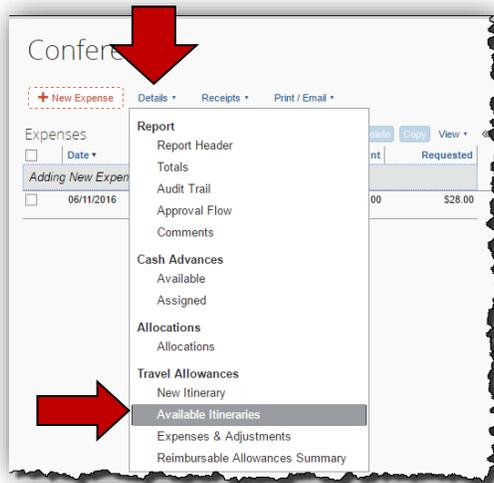
Correct a Travel Allowance Itinerary Entry – No Overnight Stay

When you discover a problem with a Travel Allowance you have the option to Edit, Unassign, 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*.



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

Travel Allowances For Report: Conference

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: 06/11/2016 Macon				
Atlanta, Georgia	06/11/2016 06:00 AM	Macon, Georgia	06/11/2016 03:00 PM	US-GA, UNITED STATES
Macon, Georgia	06/11/2016 05:30 PM	Atlanta, Georgia	06/11/2016 07:30 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
Itinerary: 06/10/2016 Roopville				
Alpharetta, Georgia	06/10/2016 06:00 AM	Decatur, Georgia	06/10/2016 03:30 PM	DEKALB COUNTY, US-GA, US
Decatur, Georgia	06/10/2016 05:00 PM	Alpharetta, Georgia	06/10/2016 07:00 PM	FULTON COUNTY, US-GA, US
Itinerary: 06/14/2016 Augusta				
Alpharetta, Georgia	06/14/2016 07:00 AM	Augusta, Georgia	06/14/2016 09:30 AM	RICHMOND COUNTY, US-G...
Augusta, Georgia	06/14/2016 05:30 PM	Alpharetta, Georgia	06/14/2016 07:00 PM	FULTON COUNTY, US-GA, US

Done

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

Travel Allowances For Report: Conference

Edit Itinerary Available Itineraries Expenses & Adjustments Reimbursable Allowances Summary

Itinerary Info

Itinerary Name: 06/11/2016 Macon Selection: 2. Single Day Per Diem

Add Stop Delete Rows

	Departure City	Arrival City	Arrival Rate Location
<input checked="" type="checkbox"/>	Atlanta, Georgia 06/11/2016 06:00 AM	Decatur, Georgia 06/11/2016 03:00 PM	DEKALB COUNTY, US-G...
<input type="checkbox"/>	Macon, Georgia 06/11/2016 05:30 PM	Atlanta, Georgia 06/11/2016 07:30 PM	FULTON COUNTY, US-G...

Edit Itinerary Stop

Departure City: Atlanta, Georgia

Date: 06/11/2016 Time: 06:00 AM

Arrival City: Decatur, Georgia

Date: 06/11/2016 Time: 03:00 PM

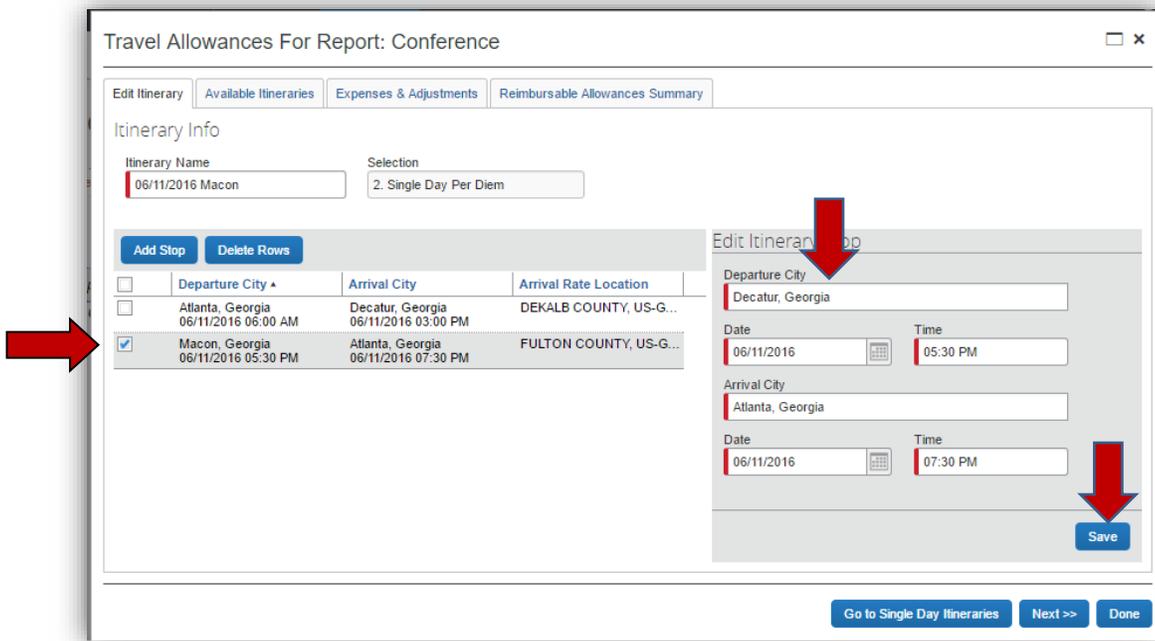
Save

Go to Single Day Itineraries Next >> Done

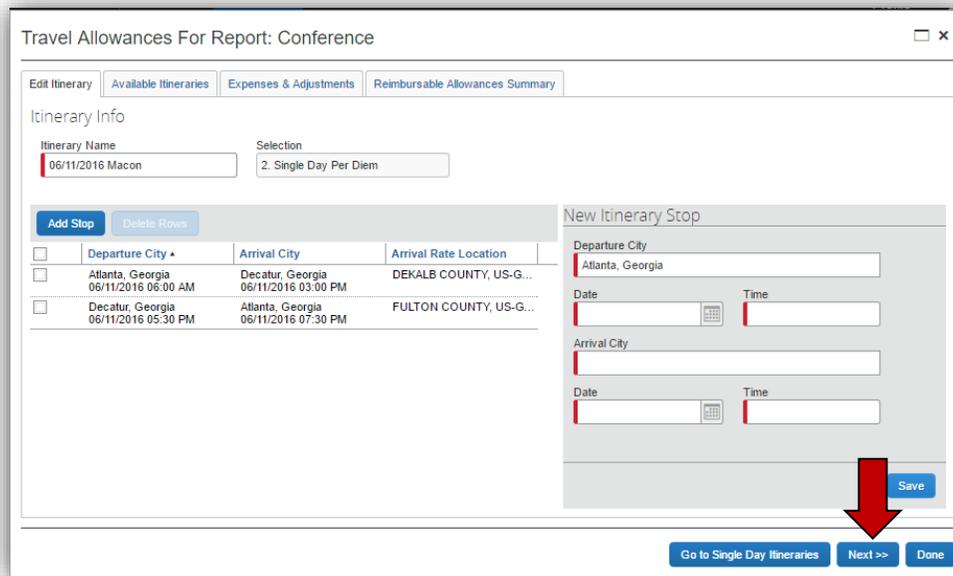
- Click on the checkbox next to leg of a trip to edit it. If a leg was missing enter it in New Itinerary Stop.
- The data for the item you checked will appear in **Edit Itinerary Stop**.
- Correct the error such as location, departure or return time for the arrival at the final stop of the day.

- o In this example, the final stop of the day needed to be corrected. This type of correction requires you to fix BOTH entries.

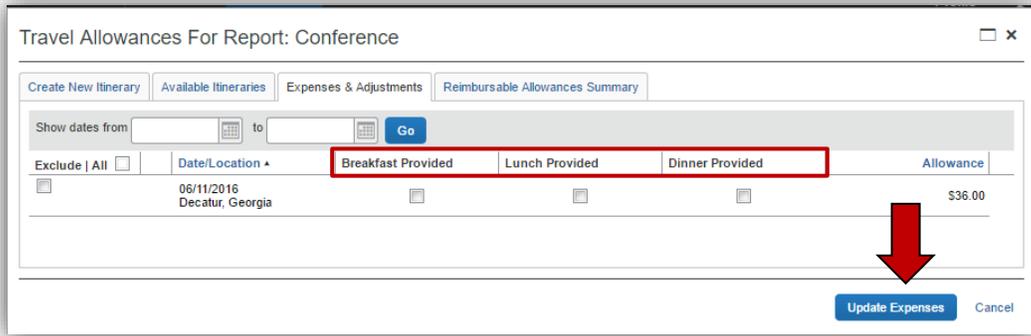
- Click **Save**.
- Make the necessary correction for leaving the final stop of the day.
- Click **Save**



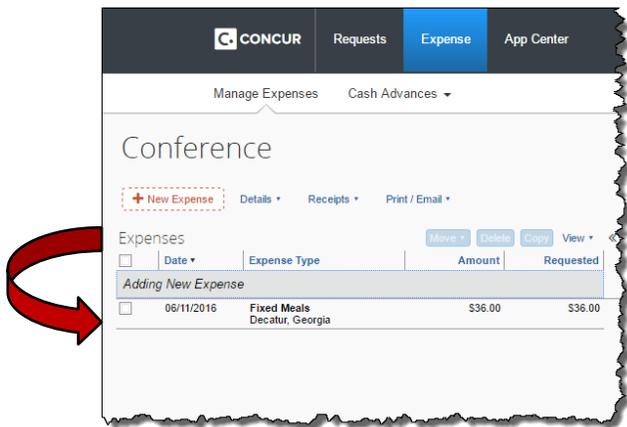
- Make certain the Itinerary item is correct and click **Next**.



- The **Expense and Adjustments** screen opens and if any Per Diem change occurred due to the correction, the new rate will display.
 - o Add or remove any Provided meal segments if necessary.
- Click **Create Expenses** or **Update Expenses**



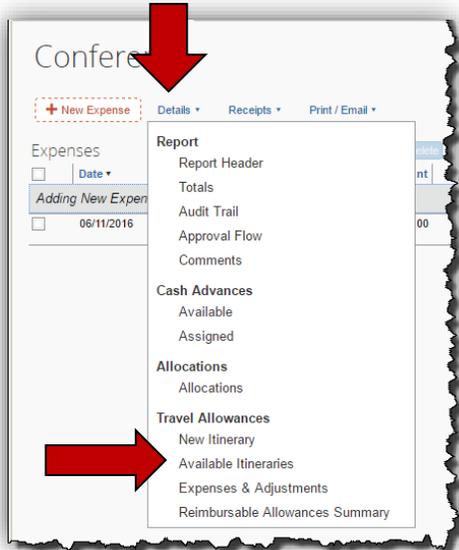
- The Expense Report will be updated to reflect the change you made.



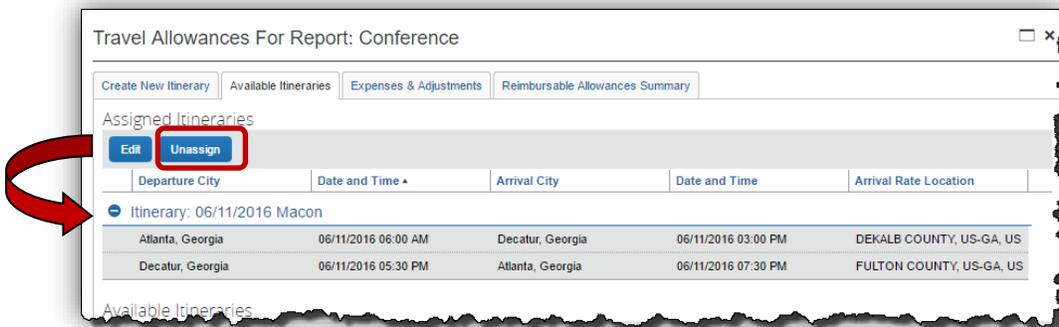
UNASSIGN

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.

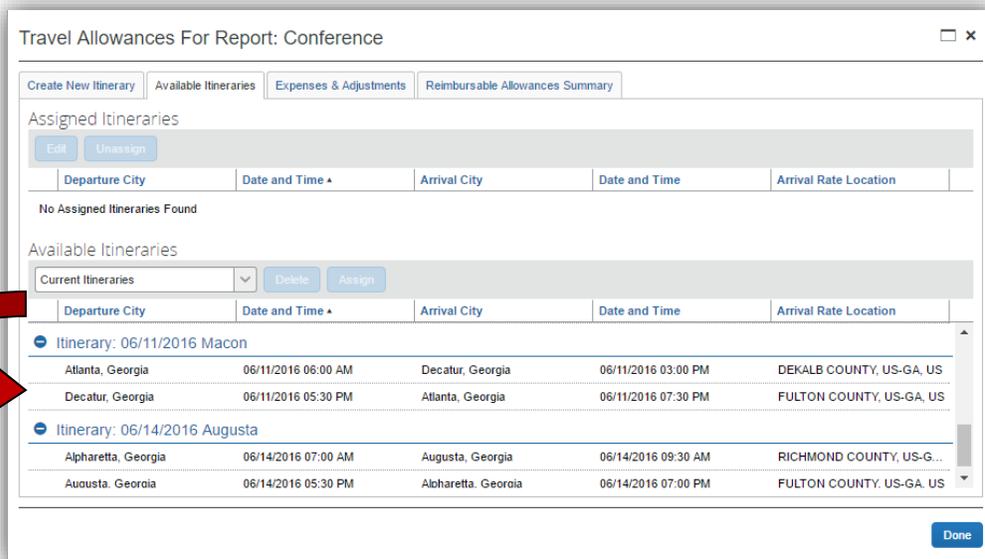
- Open the Expense Report if it isn't already open
- Click on **Details** and select **Available Itineraries** under *Travel Allowances*.



- 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 Itinerary moves to **Available Itineraries**

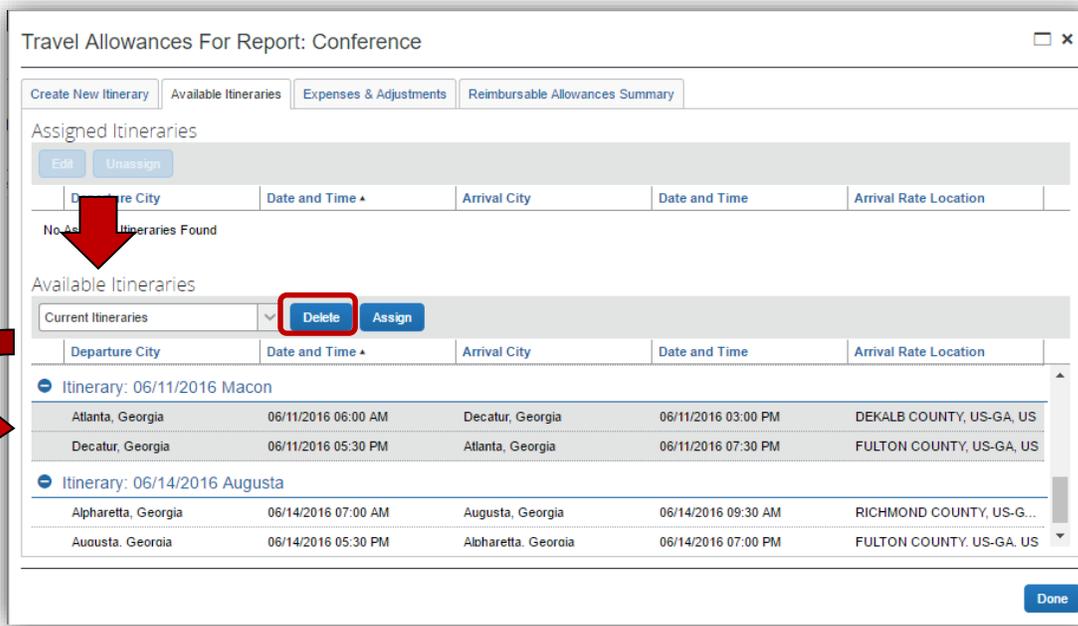


- In **Available Itineraries** select the Travel Allowance Itinerary
- The Travel Allowance Itinerary is now removed from the open expense report and is available to be deleted or assigned to a different Expense Report.

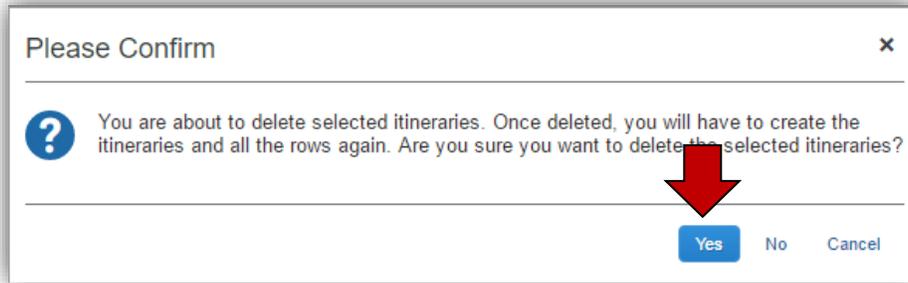
DELETE

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.

- 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**.



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

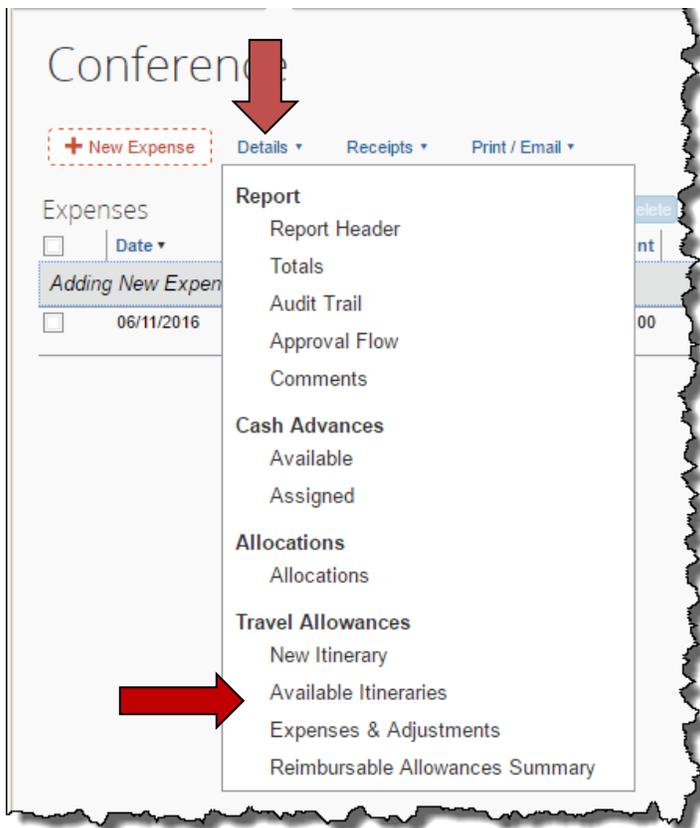


- The Travel Allowance Itinerary will be COMPLETELY removed from the Expense Report.

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.

- 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: Conference

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
No Assigned Itineraries Found				

Available Itineraries

Current Itineraries Delete Assign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: 06/11/2016 Macon				
Atlanta, Georgia	06/11/2016 06:00 AM	Decatur, Georgia	06/11/2016 03:00 PM	DEKALB COUNTY, US-GA, US
Decatur, Georgia	06/11/2016 05:30 PM	Atlanta, Georgia	06/11/2016 07:30 PM	FULTON COUNTY, US-GA, US
Itinerary: 06/14/2016 Augusta				
Alpharetta, Georgia	06/14/2016 07:00 AM	Augusta, Georgia	06/14/2016 09:30 AM	RICHMOND COUNTY, US-G...
Augusta, Georgia	06/14/2016 05:30 PM	Alpharetta, Georgia	06/14/2016 07:00 PM	FULTON COUNTY, US-GA, US

Done

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

Travel Allowances For Report: Conference

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: 06/11/2016 Macon				
Atlanta, Georgia	06/11/2016 06:00 AM	Decatur, Georgia	06/11/2016 03:00 PM	DEKALB COUNTY, US-GA, US
Decatur, Georgia	06/11/2016 05:30 PM	Atlanta, Georgia	06/11/2016 07:30 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
Itinerary: 06/10/2016 Roopville				
Alpharetta, Georgia	06/10/2016 06:00 AM	Decatur, Georgia	06/10/2016 03:30 PM	DEKALB COUNTY, US-GA, US
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Augusta, Georgia	06/14/2016 05:30 PM	Alpharetta, Georgia	06/14/2016 07:00 PM	FULTON COUNTY, US-GA, U

<< 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: Conference

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"/>	06/11/2016 Decatur, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$36.00

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

Conference

Details ▾ Receipts ▾ Print / Email ▾

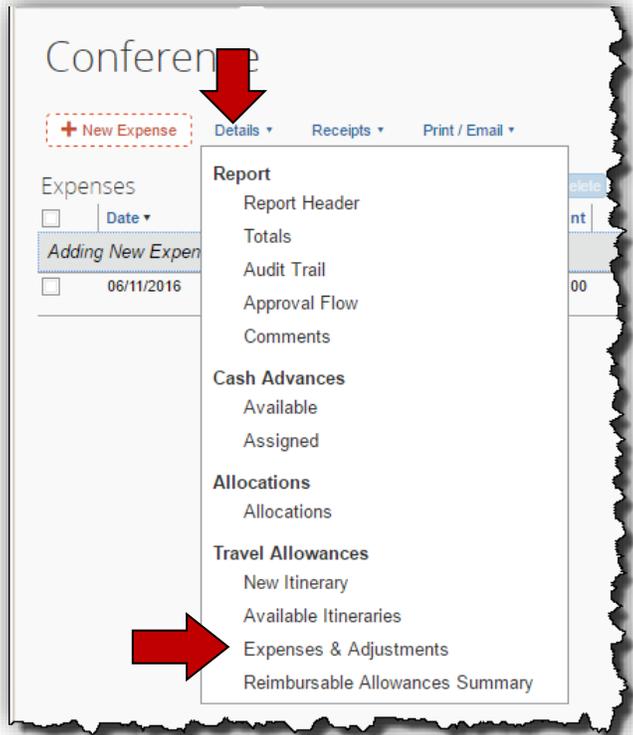
Expenses

<input type="checkbox"/>	Date ▾	Expense Type	Amount	Requested
<i>Adding New Expense</i>				
<input type="checkbox"/>	06/11/2016	Fixed Meals Decatur, Georgia	\$36.00	\$36.00

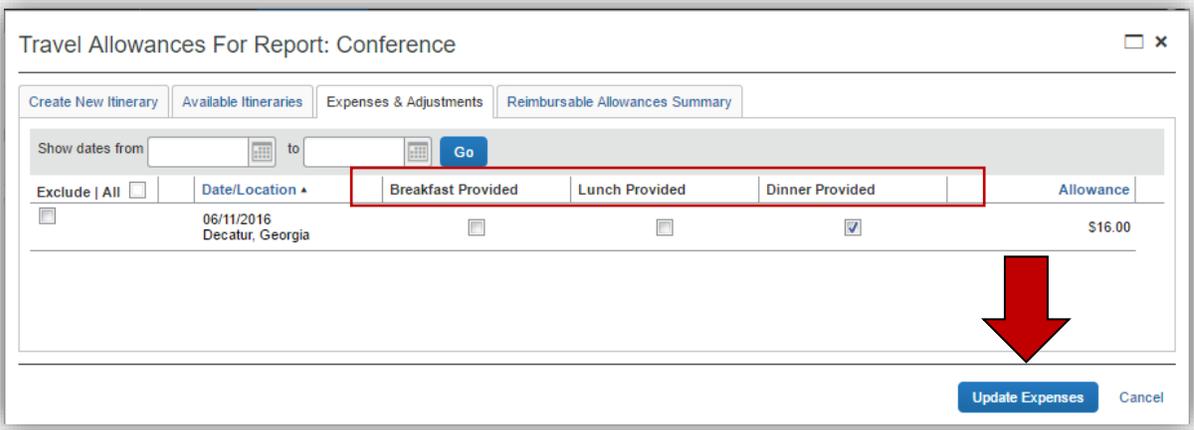
Correct a Provided Meal on an Existing Travel Allowance Entry

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 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 **Update Expenses**



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

