

# State Accounting Office

## TeamWorks: Travel and Expense System

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



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## Revision Table

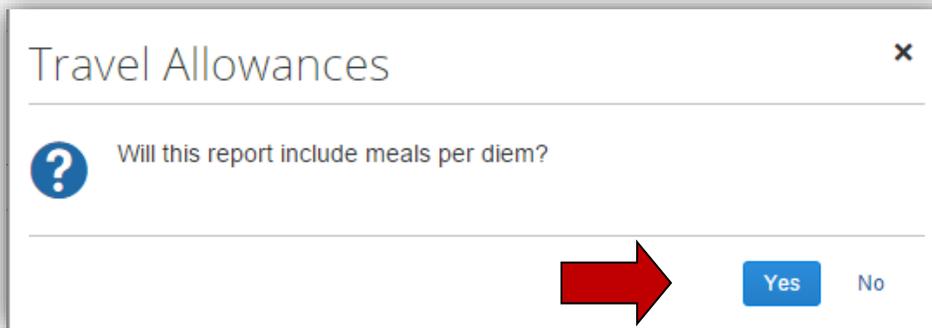
| Date     | Description   |
|----------|---|
| 09/25/13 | Updated for change in Travel Allowance entry process. Removed references to Selection field. Travel Allowances with and without overnight stays can now be on the same expense report. Added instructions on adjusting for a single meal period in 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.   |
| 02/02/15 | Updated for change in editing Meals with an associated overnight stay   |
| 06/13/16 | Updated for change in entering Meals associated with an overnight stay  |
| 07/06/16 | Move meal corrections to separate document  |

## Add Travel Allowances When Creating a New Expense Report

**NOTE:** You may NOT add Travel Allowances for travel with and without an overnight stay on the same expense report. When you select the Meal Type, it is set for that expense report. Choose the Standard Itinerary for Travel Allowances accompanied with overnight stay(s)

Select **New Expense Report** in the *Expense Report* tab or in the *Active Work* section on the My Concur page. 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**
- If you have an unassigned **Cash Advance**, you will be given the option to link it to the Expense Report. You may enter No and add it later.
- **Travel Allowances** dialogue box will appear.
  - Click **Yes** to enter them now or No to enter them later. (See *Add Travel Allowance to an Existing Expense Report* section of this document)



- ✓ **Note:** Travel Allowance Expenses = Meals Per Diem
- The **Travel Allowances** dialogue box opens. If the Entry box is not in Standard Itinerary mode, click on the **Go to Standard Itineraries** button at the bottom right of the window.
  - Travel with an overnight stay and with no overnight stay can NOT be combined on the same expense report nor can you combine Instate, Out of State and International meals on the same expense report.

Travel Allowances For Report: Normal Weekly Travel

1 Create New Itinerary 2 Available Itineraries Expenses & Adjustments

Itinerary Info

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

Add Stop Delete Rows

| <input type="checkbox"/> | Departure City | Arrival City | Arrival Rate Location |
|--------------------------|----------------|--------------|-----------------------|
| No Itinerary Rows Found  |                |              |                       |

New Itinerary Stop

Departure City

Date Time

Arrival City

Date Time

Save

Go to Single Day Itineraries Next >> Cancel

- The system defaults the Selection box to 1. Multiple Day Per Diem which is correct for meals with an associated overnight stay. Once you begin entering data, the Selection (Meal Type) cannot be changed to allow entry of Single Day Meals on the same expense report. Single Day meals have to go on a separate expense report.
- 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 1<sup>st</sup> leg of your trip

Travel Allowances For Report: Normal Weekly Travel

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

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

Add Stop Delete Rows

| <input type="checkbox"/> | Departure City | Arrival City | Arrival Rate Location |
|--------------------------|----------------|--------------|-----------------------|
| No Itinerary Rows Found  |                |              |                       |

New Itinerary Stop

Departure City: Alpharetta, Georgia

Date: 06/01/2016 Time: 7:00 AM

Arrival City: Savannah, Georgia

Date: 06/01/2016 Time: 11:00 AM

Save

Go to Single Day Itineraries Next >> Cancel

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

Travel Allowances For Report: Normal Weekly Travel

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

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

Add Stop Delete Rows

| <input type="checkbox"/> | Departure City                             | Arrival City                             | Arrival Rate Location   |
|--------------------------|--|--|-------------------------|
| <input type="checkbox"/> | Alpharetta, Georgia<br>06/01/2016 07:00 AM | Savannah, Georgia<br>06/01/2016 11:00 AM | CHATHAM COUNTY, US-G... |

New Itinerary Stop

Departure City: Savannah, Georgia

Date: Time:

- Now enter the NEXT or LAST leg of your trip

**NOTE:** You must enter EVERY location you spent the night. If you spent one night in Savannah and another in Valdosta you must enter each location as a leg. Per Diem is calculated based where you spend the night when claiming Per diem associated with an overnight stay.

- o 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
  - DO NOT USE locations that have (Single Day) in the name
- 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: Normal Weekly Travel

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

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<br>06/01/2016 07:00 AM | Savannah, Georgia<br>06/01/2016 11:00 AM | CHATHAM COUNTY, US-G... |

New Itinerary Stop

Departure City: Savannah, Georgia

Date: 06/05/2016 Time: 4:00 PM

Arrival City: Alpharetta, Georgia

Date: 06/05/2016 Time: 8:00 PM

Save

Go to Single Day Itineraries Next >> Cancel

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

Travel Allowances For Report: Normal Weekly Travel

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: Normal Weekly Travel

Selection: 1. Multiple Day Per Diem

Add Stop Delete Rows

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

New Itinerary Stop

Departure City: Alpharetta, Georgia

Date: [ ] Time: [ ]

**NOTE:** If you returned from a trip with an overnight stay and left for another trip with an overnight stay on the same day, you must enter them 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 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: Normal Weekly Travel

Selection: 1. Multiple Day Per Diem

Add Stop Delete Rows

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

New Itinerary Stop

Departure City: Alpharetta, Georgia

Date: [ ] Time: [ ]

Arrival City: [ ]

Date: [ ] Time: [ ]

Save

Go to Single Day Itineraries Next >> Cancel

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

Travel Allowances For Report: Normal Weekly Travel

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: 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               | 06/05/2016 04:00 PM | Alpharetta, Georgia | 06/05/2016 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     |
|--|---------------------|-------------------|---------------------|---------------------------|
| Itinerary: Travel-Apr (4/16 to 30)     |                     |                   |                     |                           |
| 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 >>

- The Travel Allowances (Meals Per Diem) Appear
- Click on any Breakfast, Lunch or Dinner that was provided to you on this trip. The system will adjust your Per Diem reimbursement amount for that meal period

Travel Allowances For Report: Normal Weekly Travel

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<br>Savannah, Georgia | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$27.00   |
| <input type="checkbox"/> | 06/02/2016<br>Savannah, Georgia | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$36.00   |
| <input type="checkbox"/> | 06/03/2016<br>Savannah, Georgia | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$36.00   |
| <input type="checkbox"/> | 06/04/2016<br>Savannah, Georgia | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$36.00   |
| <input type="checkbox"/> | 06/05/2016<br>Savannah, Georgia | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$27.00   |

<< Previous Create Expenses Cancel

- Click on **Create Expenses**.

Travel Allowances For Report: Normal Weekly Travel

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

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

Normal Weekly Travel

Details ▾ Receipts ▾ Print / Email ▾

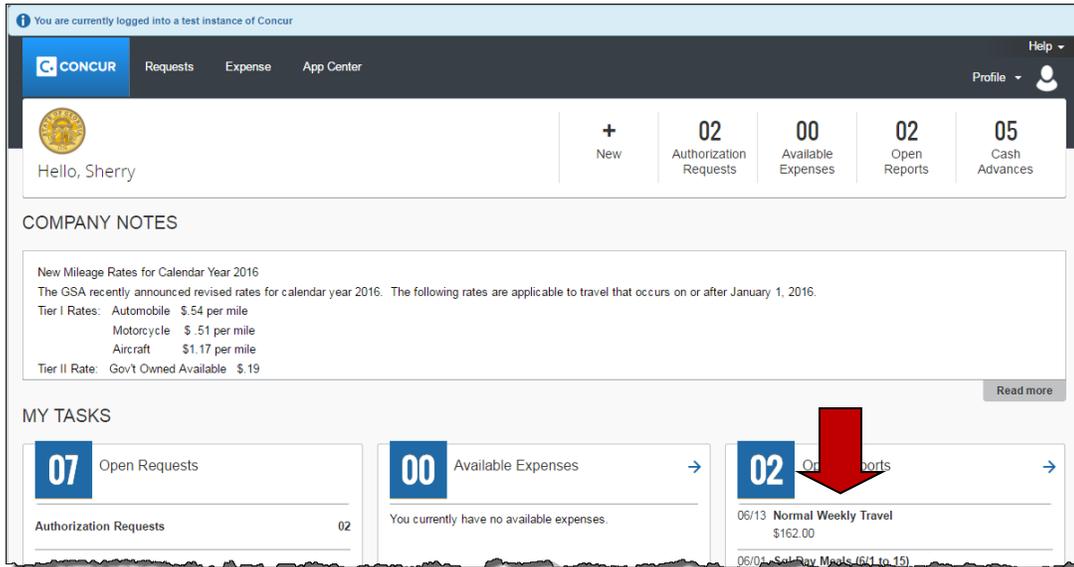
Expenses    View ▾ <<

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

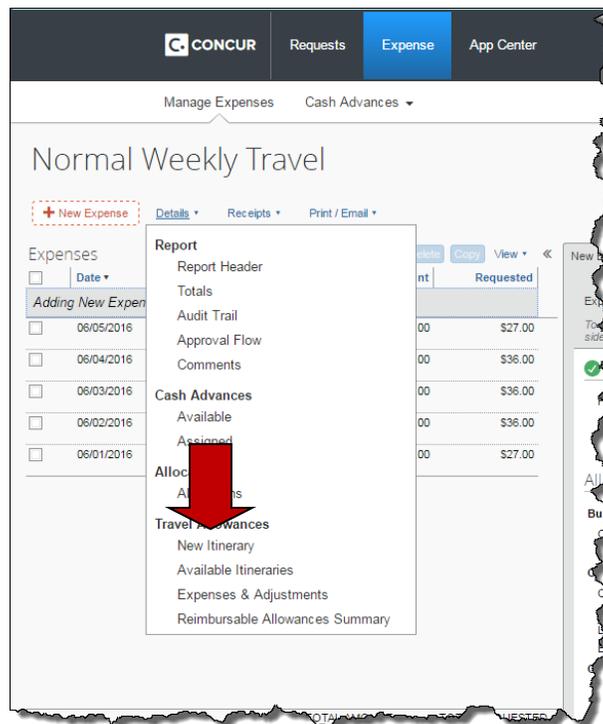
## Add Travel Allowances to an EXISTING Expense Report

**NOTE:** You can NOT add Travel Allowances for travel with and without an overnight stay on the same expense report. Which ever Meal Type you elected in Selection when you first entered meals on an expense report becomes the Meal Type for that expense report and cannot be changed.

- Select an existing report from the **Expense** tab, **Quick Taskbar** or **My Tasks** sections on the Home page. Click on an existing Expense Report name to open it.



- Click on the **Details** tab.
- Select **New Itinerary** under the Travel Allowances section



- The Travel Allowance Itinerary Entry Form opens.

- 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 the Calendar icon to select a date
  - Enter the time you departed in the **Time** field
    - You must enter AM or PM
  - Enter the location you spent the night in the **Arrive in** field
    - DO NOT use locations with (Single Day) in the name.
  - 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 1<sup>st</sup> leg of your trip

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

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   |
|--|--|-------------------------|
| Alpharetta, Georgia<br>06/07/2016 05:00 AM | Jeckyll Island, Georgia<br>06/07/2016 10:00 AM | GLYNN COUNTY, US-GA, US |

New Itinerary Stop

Departure City: Jeckyll Island, Georgia

Date: Time:

- Now enter the NEXT or 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 this leg of your trip

**NOTE:** If you spent the night at the same location during your trip, you will have two legs to your trip. If you spent the night in different locations you must enter a leg for each location. Per Diem is based on where you spend the night.

**NOTE:** If you returned from a trip with an overnight stay and left for another trip with an overnight stay on the same day, you must enter them 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.

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

| <input type="checkbox"/> | Departure City                             | Arrival City                                  | Arrival Rate Location   |
|--------------------------|--|---|-------------------------|
| <input type="checkbox"/> | Alpharetta, Georgia<br>06/07/2016 06:00 AM | Jekyll Island, Georgia<br>06/07/2016 10:00 AM | GLYNN COUNTY, US-GA, US |

New Itinerary Stop

Departure City: Jekyll Island, Georgia

Date: 06/09/2016 Time: 3:00 PM

Arrival City: Alpharetta, Georgia

Date: 06/09/2016 Time: 8:00 PM

Save

Go to Single Day Itineraries Next >> Done

- This leg of the trip will appear on the left.

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

| <input type="checkbox"/> | Departure City                                | Arrival City                                  | Arrival Rate Location    |
|--------------------------|---|---|--------------------------|
| <input type="checkbox"/> | Alpharetta, Georgia<br>06/07/2016 06:00 AM    | Jekyll Island, Georgia<br>06/07/2016 10:00 AM | GLYNN COUNTY, US-GA, US  |
| <input type="checkbox"/> | Jekyll Island, Georgia<br>06/09/2016 03:00 PM | Alpharetta, Georgia<br>06/09/2016 08:00 PM    | FULTON COUNTY, US-GA,... |

New Itinerary Stop

Departure City: Alpharetta, Georgia

Date: Time:

Arrival City:

Date: Time:

- Click Next.

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<br>06/07/2016 06:00 AM    | Jekyll Island, Georgia<br>06/07/2016 10:00 AM | GLYNN COUNTY, US-GA, US  |
| <input type="checkbox"/> | Jekyll Island, Georgia<br>06/09/2016 03:00 PM | Alpharetta, Georgia<br>06/09/2016 08:00 PM    | FULTON COUNTY, US-GA,... |

New Itinerary Stop

Departure City: Alpharetta, Georgia

Date: [ ] Time: [ ]

Arrival City: [ ]

Date: [ ] Time: [ ]

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 just entered.
- 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: Normal Weekly Travel

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"/>               | 06/01/2016<br>Savannah, Georgia      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$27.00   |
| <input type="checkbox"/>               | 06/02/2016<br>Savannah, Georgia      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$36.00   |
| <input type="checkbox"/>               | 06/03/2016<br>Savannah, Georgia      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$36.00   |
| <input type="checkbox"/>               | 06/04/2016<br>Savannah, Georgia      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$36.00   |
| <input type="checkbox"/>               | 06/05/2016<br>Savannah, Georgia      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$27.00   |
| <input type="checkbox"/>               | 06/07/2016<br>Jekyll Island, Georgia | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$27.00   |
| <input type="checkbox"/>               | 06/08/2016<br>Jekyll Island, Georgia | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$36.00   |
| <input type="checkbox"/>               | 06/09/2016<br>Jekyll Island, Georgia | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$27.00   |

Update Expenses | Cancel

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