

State Accounting Office

TeamWorks: Travel and Expense System

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



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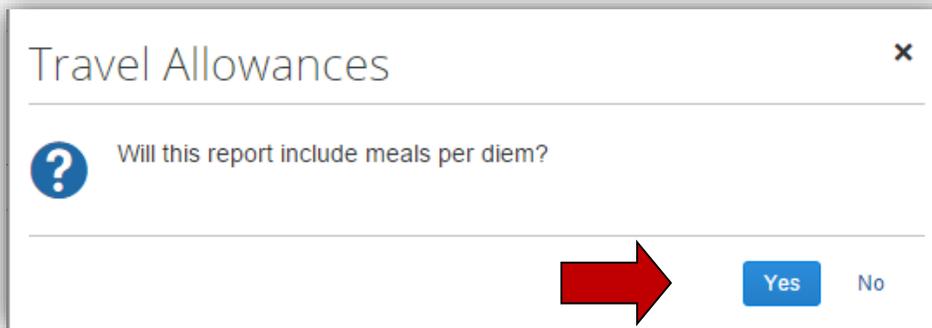
Date	Description
09/25/13	Updated for change in Travel Allowance entry process. Removed references to Selection field. Travel Allowances with and without overnight stays can now be on the same expense report. Added instructions on adjusting for a single meal period in a Travel Allowance
07/29/14	Updated 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

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 1st 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

- 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 06/01/2016 07:00 AM	Savannah, Georgia 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.

- 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 06/01/2016 07:00 AM	Savannah, Georgia 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

<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

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 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.

- Click **Next**.

Travel Allowances For Report: Normal Weekly Travel

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name

Selection

<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

Date Time

Arrival City

Date Time

- 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 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 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$36.00
<input type="checkbox"/>	06/05/2016 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 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 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$36.00
<input type="checkbox"/>	06/05/2016 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 ▾ <<

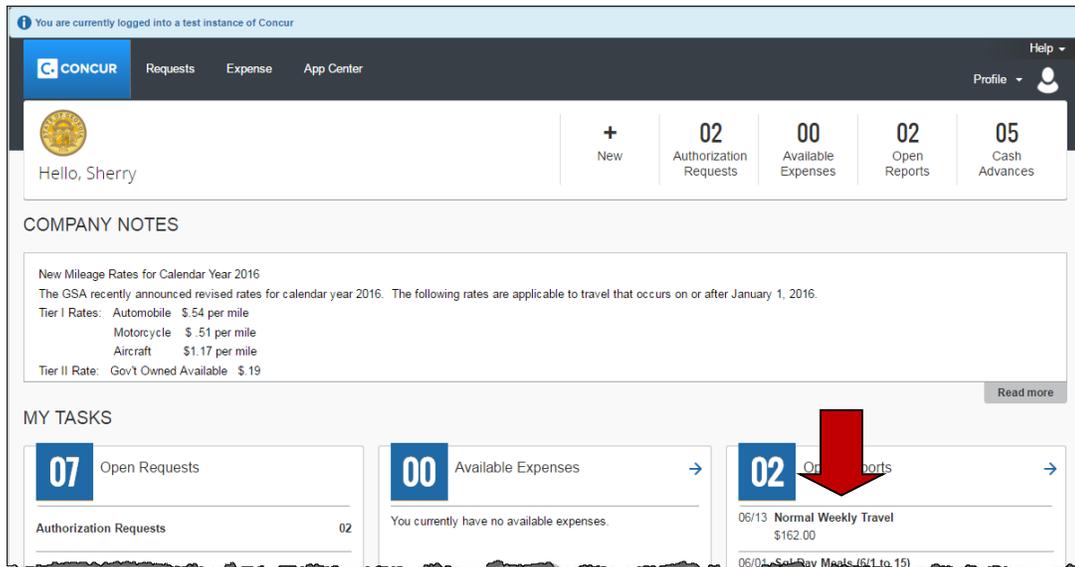
<input type="checkbox"/>	Date ▾	Expense Type	Amount	Requested
Adding New Expense				
<input type="checkbox"/>	06/05/2016	Fixed Meals Savannah, Georgia	\$27.00	\$27.00
<input type="checkbox"/>	06/04/2016	Fixed Meals Savannah, Georgia	\$36.00	\$36.00
<input type="checkbox"/>	06/03/2016	Fixed Meals Savannah,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



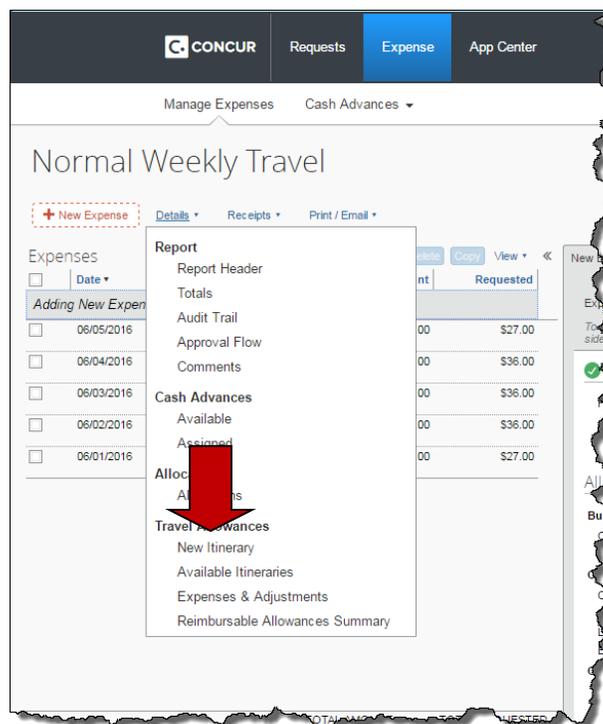
Add Travel Allowances to an EXISTING Expense Report

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.

Travel Allowances For Report: Normal Weekly Travel 1/16-24

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

Itinerary Info

Itinerary Name
Normal Weekly Travel 1/16-24

Add Stop | Delete Rows

Departure City	Arrival City	Arrival Rate Location
No Itinerary Rows Found		

New Itinerary Stop

Depart from (city)

Date

- 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 1st leg of your trip

Travel Allowances For Report: Normal Weekly Travel

Create New 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
No Itinerary Rows Found		

New Itinerary Stop

Departure City
Alpharetta, Georgia

Date
06/07/2016

Time
6:00 AM

Arrival City
Jekyll Island, Georgia

Date
06/07/2016

Time
10:00 AM

Save

Go to Single Day Itineraries | Next >> | Done

- 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 06/07/2016 05:00 AM	Jekyll Island, Georgia 06/07/2016 10:00 AM	GLYNN COUNTY, US-GA, US

New Itinerary Stop

Departure City: Jekyll 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 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.

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 06/07/2016 06:00 AM	Jekyll Island, Georgia 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 06/07/2016 06:00 AM	Jekyll Island, Georgia 06/07/2016 10:00 AM	GLYNN COUNTY, US-GA, US
<input type="checkbox"/>	Jekyll Island, Georgia 06/09/2016 03:00 PM	Alpharetta, Georgia 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 06/07/2016 06:00 AM	Jekyll Island, Georgia 06/07/2016 10:00 AM	GLYNN COUNTY, US-GA, US
<input type="checkbox"/>	Jekyll Island, Georgia 06/09/2016 03:00 PM	Alpharetta, Georgia 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 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 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$36.00
<input type="checkbox"/>	06/05/2016 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$27.00
<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

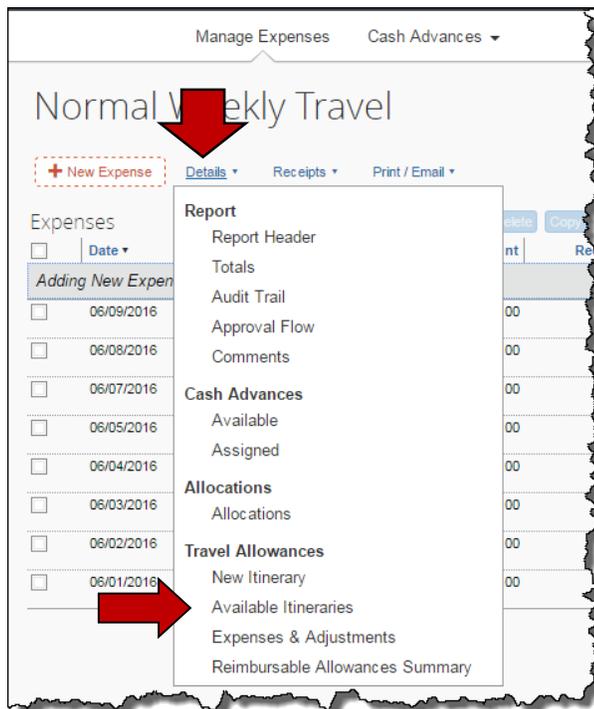
- New Fixed Meals will be added to your expense report for each additional day you claimed.

Fix an Incorrect Travel Allowance Entry

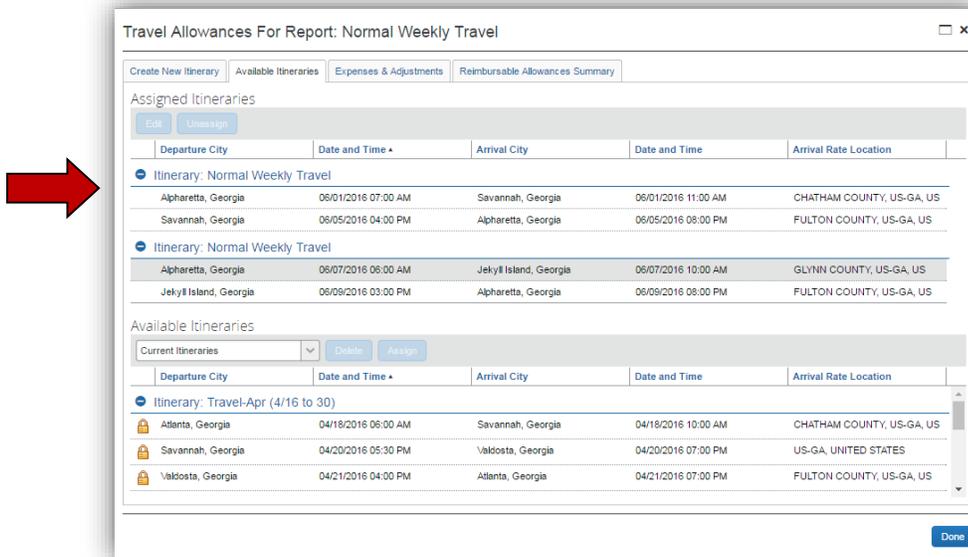
When you discover a problem with a Travel Allowance you have the option to Edit, Unassign and then Reassign it to another expense report or Delete it from the system.

EDIT

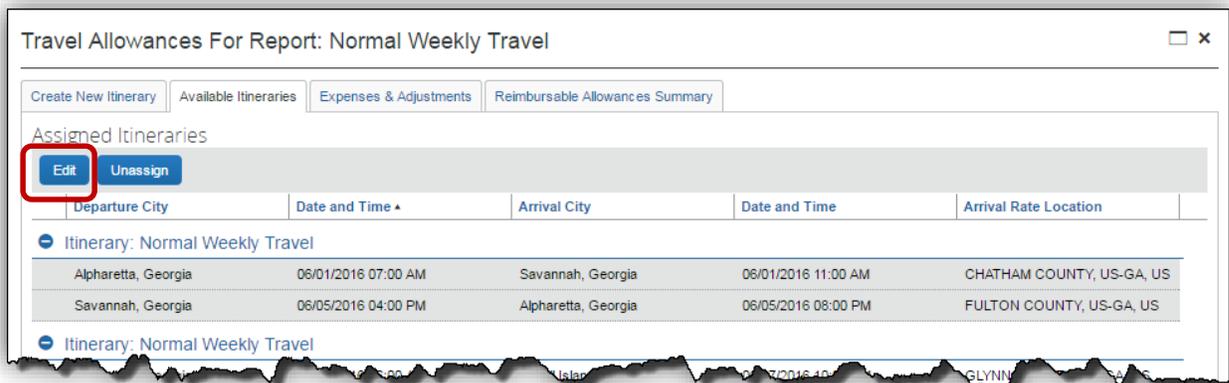
- Open the Expense Report if it isn't already open
- Click on **Details** and select **Available Itineraries** under *Travel Allowances*.



- 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 Standard 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: 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 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

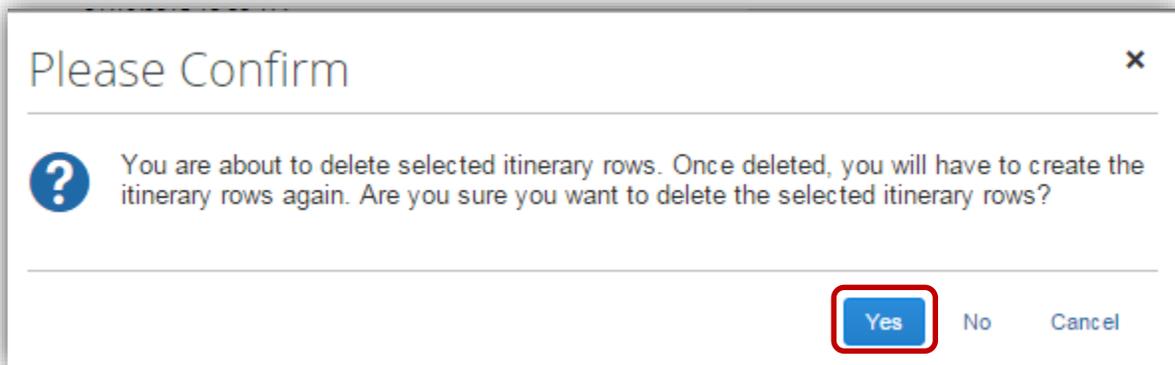
Arrival City: Alpharetta, Georgia

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

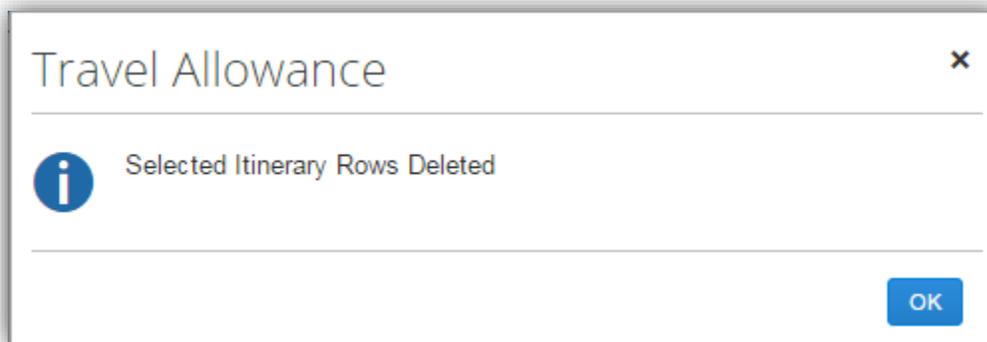
Save

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

<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 06/04/2016 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

- 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.

- 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

- Click **Next** to display the adjusted allowable Per Diems

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 [Calendar Icon] to [Calendar Icon] 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 provide meals if necessary
- Click **Update Expenses**

Manage Expenses Cash Advances ▾

Normal Weekly Travel

+ New Expense
 Details ▾
 Receipts ▾
 Print / Email ▾

Expenses Move ▾ Delete Copy View ▾ <<

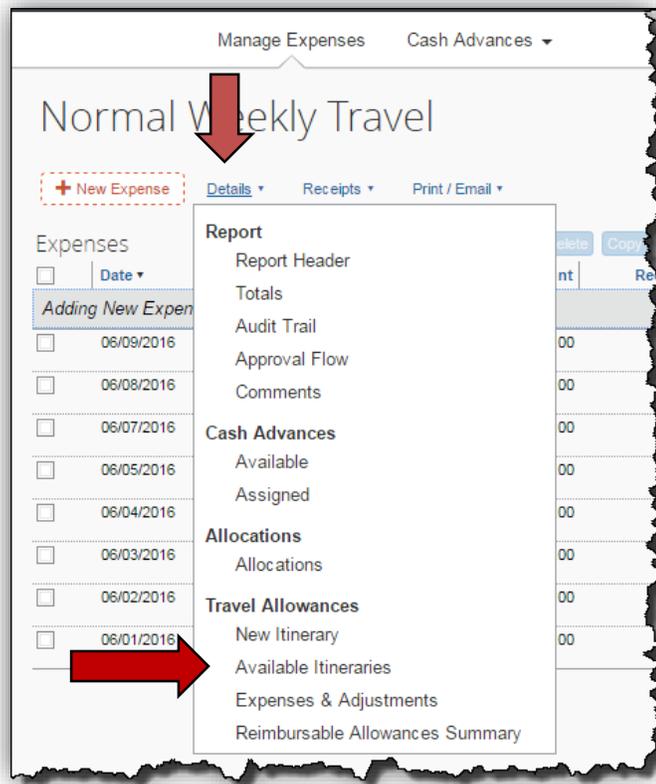
<input type="checkbox"/>	Date ▾	Expense Type	Amount	Requested
<i>Adding New Expense</i>				
<input type="checkbox"/>	06/09/2016	Fixed Meals Jekyll Island, Georgia	\$27.00	\$27.00
<input type="checkbox"/>	06/08/2016	Fixed Meals Jekyll Island, Georgia	\$36.00	\$36.00
<input type="checkbox"/>	06/07/2016	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

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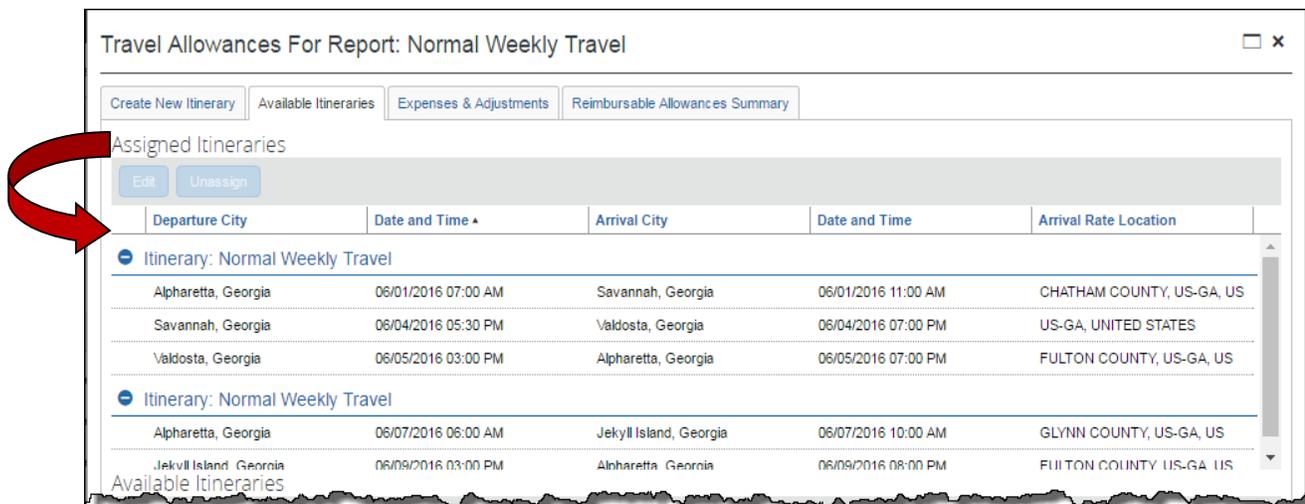
- Your expense report will be updated with any corrections necessary based on the new data you entered.

UNASSIGN

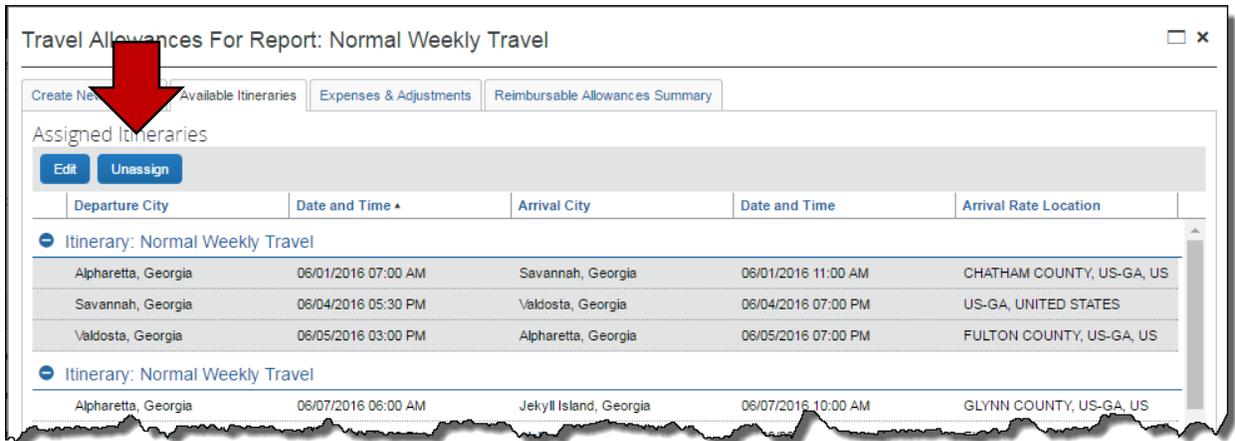
- Mark a Travel Allowance Itinerary for use on a different expense report or for deletion.
 - Open the existing Expense Report with the incorrect Travel Allowance
 - Click on the **Details** tab
 - Select **Available Itineraries** from Travel Allowances section



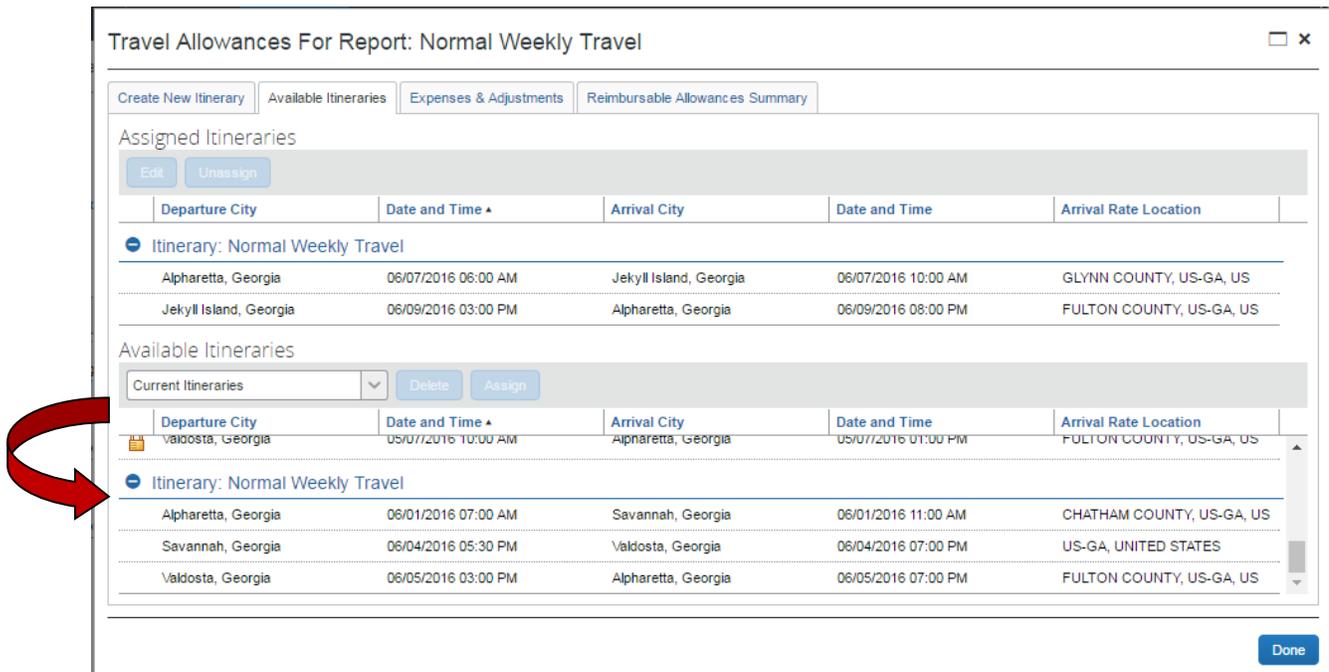
- Locate the Travel Allowance Entry in the **Assigned Itineraries** section
NOTE: If entered properly each Itinerary has at least 2 lines and if it only has 1 line you may get a system error message that won't let you process the itinerary.
- Click on the name of the problem itinerary to highlight it



- Click **Unassign**



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



- 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.

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.

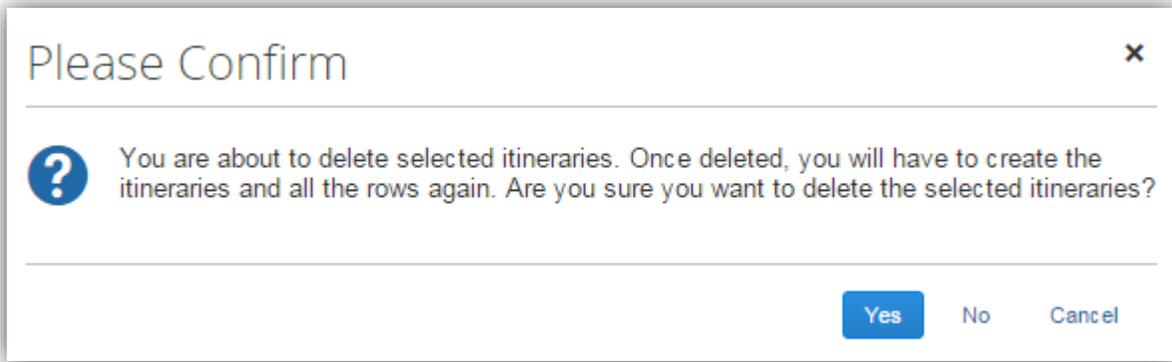
Available Itineraries

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

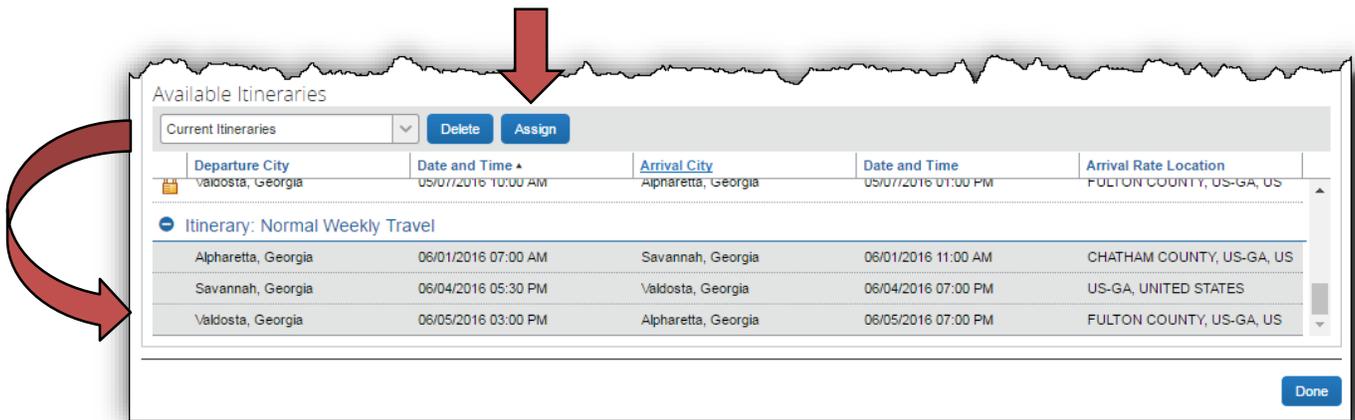
- Click Yes in the confirmation box to process the deletion



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

REASSIGN

- 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

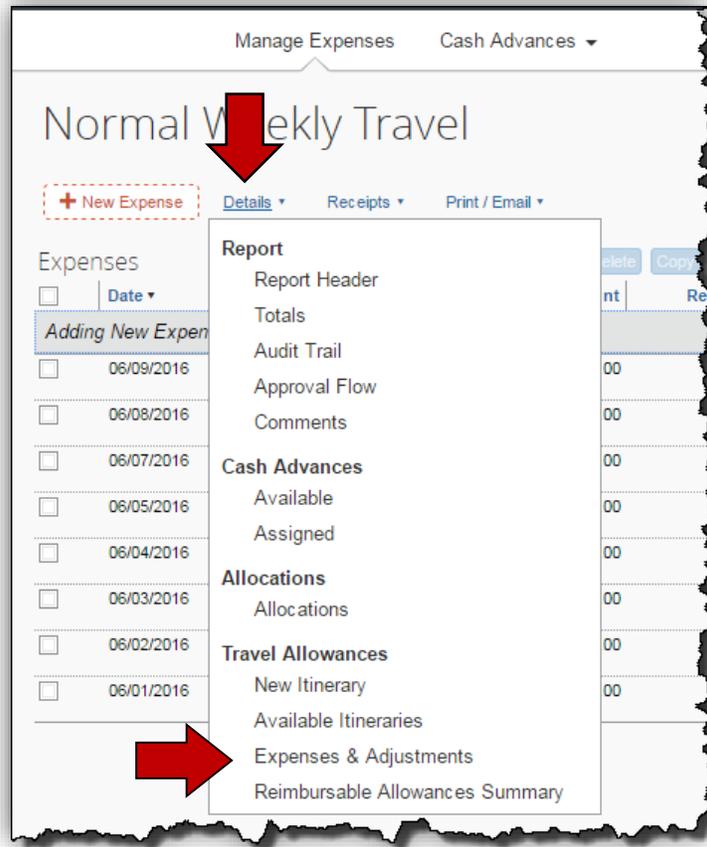
1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from [] to [] Go

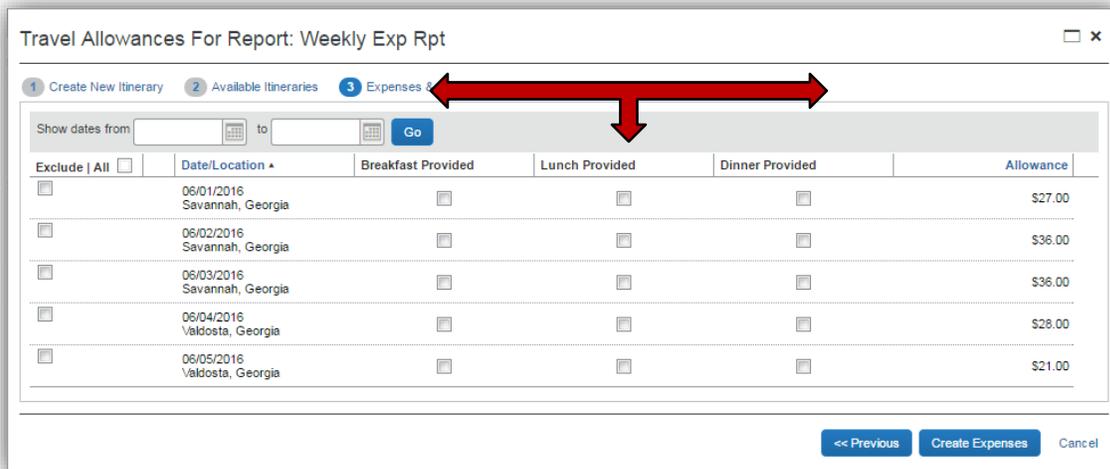
Exclude All	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	06/01/2016 Savannah, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$27.00
<input type="checkbox"/>	06/02/2016 Savannah, Georgia	<input type="checkbox"/>	<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



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



- 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

- The Expense Report will open and the adjusted Per Diems (Fixed Meals) will appear

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