

TeamWorks: Travel and Expense System

With Concur Technologies

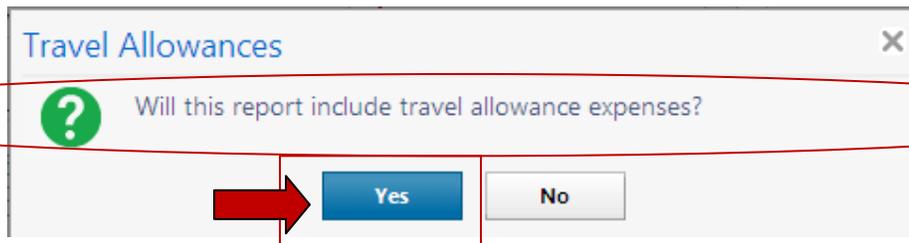


**TTE – Travel
Allowances (Per Diem)
– No Overnight Stay**



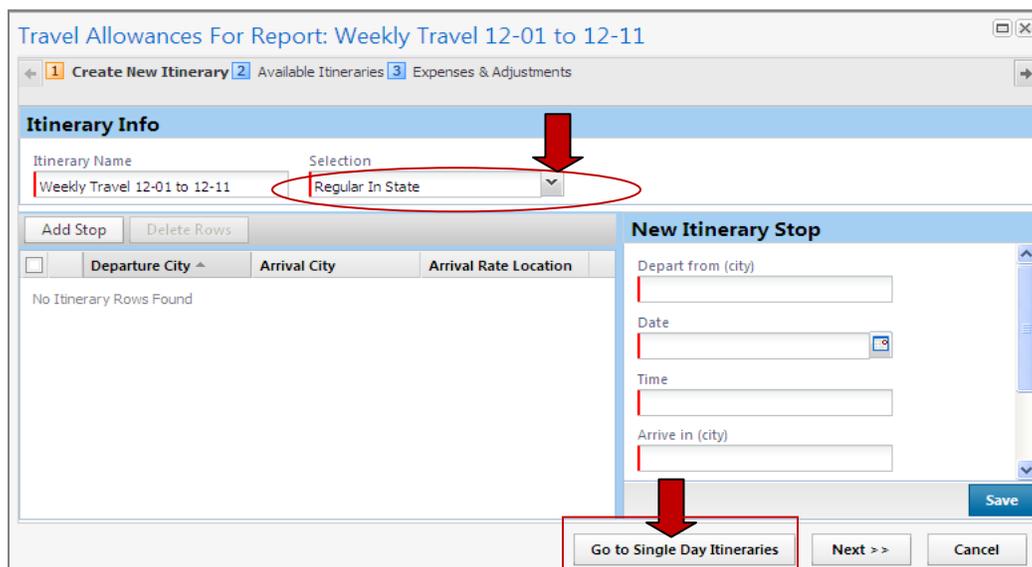
Add Travel Allowances When Creating a New Expense Report

- On the My Concur in the Expense Report or Active Work section click on **New Expense Report**
- 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** and the **Travel Allowances** dialogue box will appear.
- Click **Yes**



✓ **Note:** Travel Allowance Expenses = Meals Per Diem

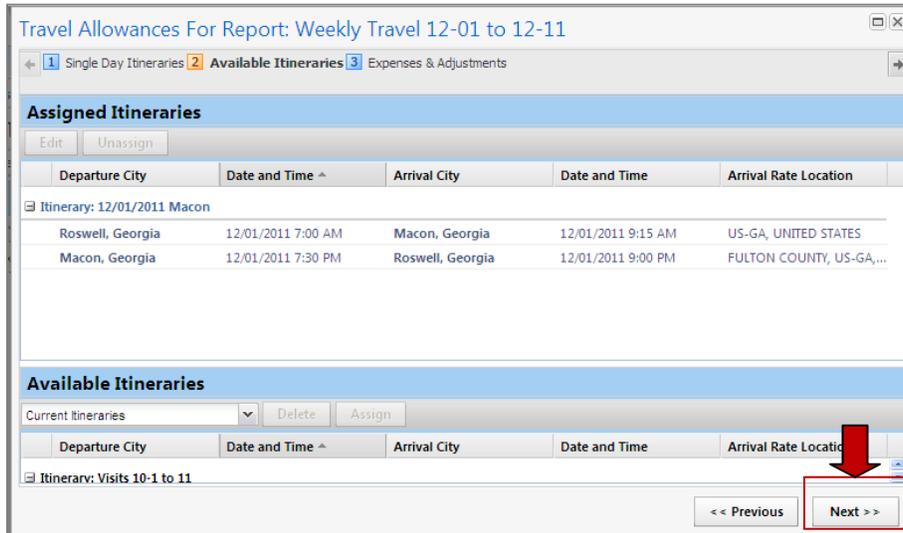
- The **Travel Allowances** dialogue box opens to the Standard Itinerary format by default. In **Selection** choose **Regular In State** (meals) or **GSA Out of State** (meals) from the drop down
 - ✓ **Note:** Selection is not the same as Trip Type. Selection determines which table will be used to reimburse you for eligible meals.
- Click on **Go To Single Day Itineraries**.



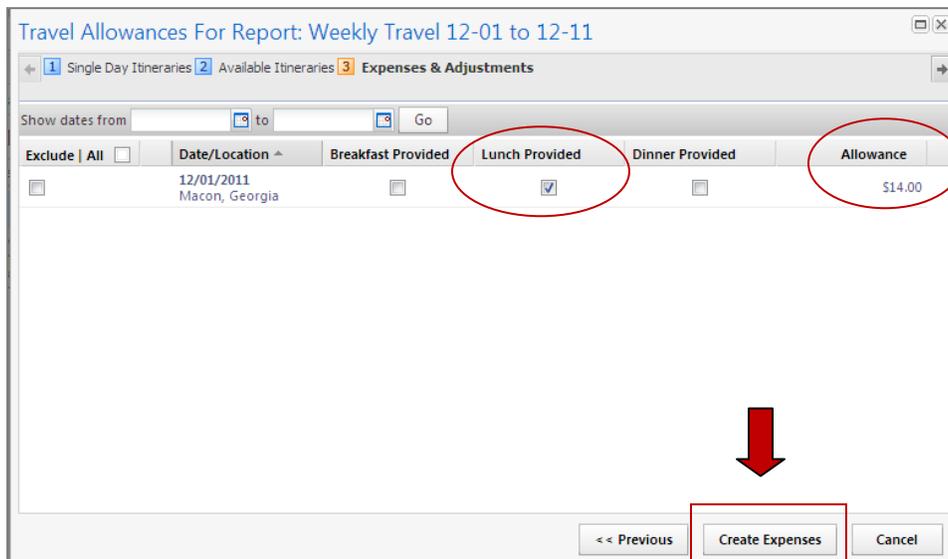
- Enter the date you want to begin entering information for in **Choose Start Date**.
- Click **Go** to open the data entry screen.

- For each day you want to claim a Travel (Meal Per Diem) Allowance enter your starting location for that day in **Start Location** and click the **Tab** key.
- Enter the time (using am or pm) you left in **Depart** and click the **Tab** key.
- Enter your last business location of the day in **End Location** and click the **Tab** key.
- Enter the time you arrived at this final location in **Arrive** and click the **Tab** key.
- Enter the time you left this location in **Depart** and click the **Tab** key.
- Enter the time you arrived home in **Back** and click the **Tab** key.
 - ✓ **Note:** The system will calculate your travel status time under **Hours**.
- After you have entered all the days you are claiming, click **Save Itineraries**.
 - ✓ **Note:** You can go back in and add additional days in a different week later.

- Click **Next**.



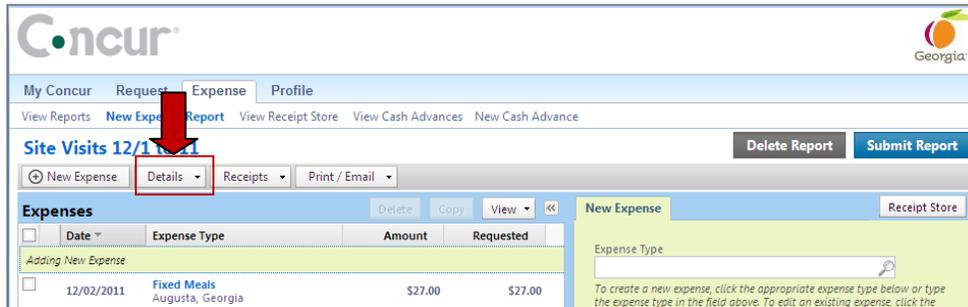
- Click **Next** again.
- Click on any meal period that was provided to you for any days you reported. The system will adjust your reimbursement amount for that meal period.



- Click on **Create Expenses**.
- An Expense Entry called Fixed Meals will be created in your expense report for each day you claimed for any eligible amounts.

Add Travel Allowances (Meals Per Diem) to an EXISTING Expense Report

- On the My Concur page in the Expense Report or Active Work section click on an existing Expense Report to open it.
- Click on the **Details** tab.



- Select **New Itinerary** under the Travel Allowances section



- The system opens to the Standard (Multi-Day) Itinerary. Verify that the Selection box matches the Travel Allowance Meals you are requesting (**Regular In State** or **GSA Out of State**)
 - ✓ **Note:** Remember you cannot mix expenses for In State, Out of State and International Travel on the same Expense Report.
 - ✓ **Note:** Selection is not the same as Trip Type. Selection determines which table will be used to reimburse you for allowed meals.
- Click on **Go to Single Day Itineraries**

- Enter the date you want to enter Travel (Meals Per Diem) Allowances for in **Choose Start Date** and click on **Go** to open the data entry screen.

Exclude	Date	Start Location	Depart	End Location	Arrive	Depart	Back ...	Hours
<input type="checkbox"/>	12/08/2011 T...							
<input type="checkbox"/>	12/09/2011 ...							
<input type="checkbox"/>	12/10/2011 ...							
<input type="checkbox"/>	12/11/2011 ...							
<input type="checkbox"/>	12/12/2011 ...							
<input type="checkbox"/>	12/13/2011 T...							
<input type="checkbox"/>	12/14/2011 ...							

- For each day you want to claim a Travel (Meal Per Diem) Allowance enter your starting location for that day in **Start Location** and click the **Tab** key.
- Enter the time (using am or pm) you left in **Depart** and click the **Tab** key.
- Enter your last business location of the day in **End Location** and click the **Tab** key.
- Enter the time you arrived at this final location in **Arrive** and click the **Tab** key.
- Enter the time you left this location in **Depart** and click the **Tab** key.

- Enter the time you arrived home in **Back** and click the **Tab** key.
 - ✓ **Note:** The system will calculate your travel status time under **Hours**.
- When you have entered all the days you are claiming click **Save Itineraries**.
- Click on the **Expenses & Adjustments** tab at the top of the window

Travel Allowances For Report: Site Visits 12/1 to 11

Single Day Itineraries Available Itineraries **Expenses & Adjustments** Reimbursable Allowances Summary

Choose start date 12/08/2011 Go

Exclude	Date	Start Location	Depart	End Location	Arrive	Depart	Back ...	Hours
12/08/2011 T... Itinerary has been created								
<input type="checkbox"/>	12/09/2011 ...							
<input type="checkbox"/>	12/10/2011 ...							
<input type="checkbox"/>	12/11/2011 ...							
<input type="checkbox"/>	12/12/2011 ...							
<input type="checkbox"/>	12/13/2011 T...							
<input type="checkbox"/>	12/14/2011 ...							

Save Itineraries

Go to Standard Itinerary Cancel

- Click on **Update Expenses**.

Travel Allowances For Report: Site Visits 12/1 to 11

Single Day Itineraries Available Itineraries **Expenses & Adjustments** Reimbursable Allowances Summary

Show dates from to Go

Exclude	All	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	<input type="checkbox"/>	12/02/2011 Augusta, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$27.00
<input type="checkbox"/>	<input type="checkbox"/>	12/08/2011 Augusta, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$27.00

Update Expenses Cancel

- An Expense Entry called Fixed Meals will be added to your expense report for each day you claimed for any amounts eligible according to the Travel Policy.

Fix an Incorrect Travel Allowance Entry

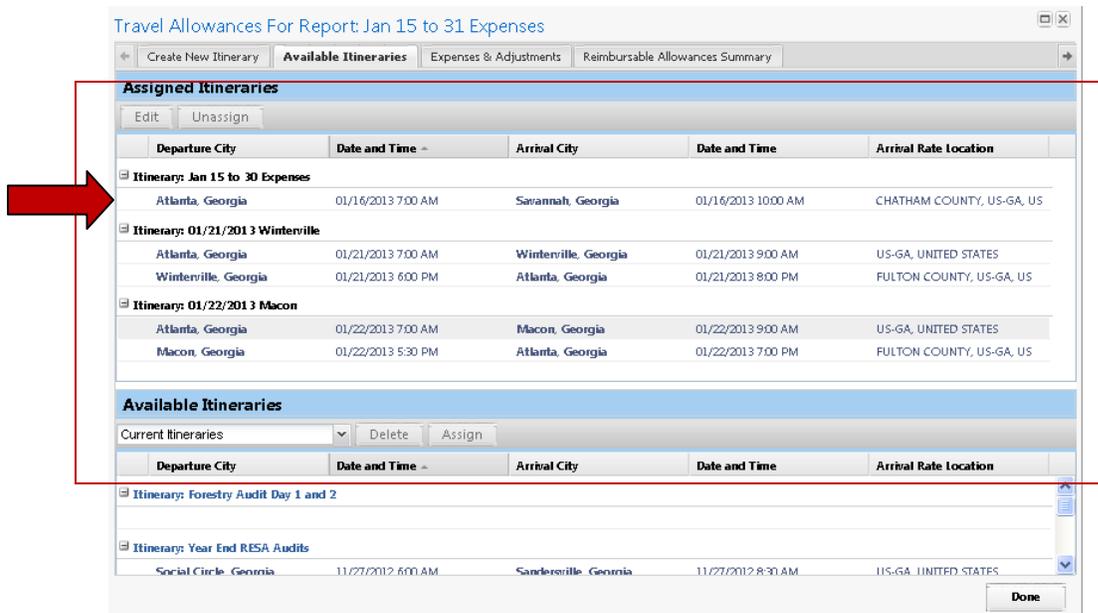
- On the My Concur page in the Expense Report or Active Work section click on the existing Expense Report with the incorrect Travel Allowance
- Click on the **Details** tab

The screenshot shows the Concur web interface. At the top, there's a navigation bar with 'My Concur', 'Request Expense', and 'Profile'. Below that, there are links for 'View Reports', 'New Expense Report', 'View Receipt Store', 'View Cash Advances', and 'New Cash Advance'. The main heading is 'Jan 15 to 31 Expenses'. A red arrow points to the 'Details' dropdown menu in the top navigation bar. Below the heading, there's a table of expenses with columns for Date, Expense, Amount, and Requested. Two entries are visible: 'Fixed Meals' for 'Winterville, Georgia' and 'Macon, Georgia', both for \$21.00. To the right, there's a 'New Expense' sidebar with a search field and a list of 'Recently Used Expense Types' including 'Tolls' and 'Miscellaneous'.

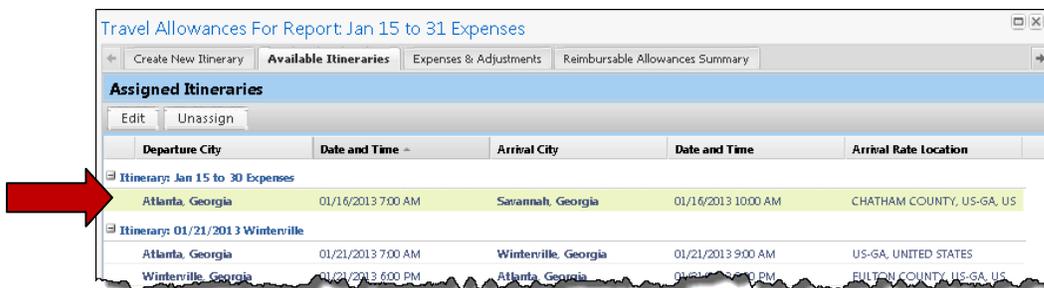
- Select **Available Itineraries** from Travel Allowances section

The screenshot shows a dropdown menu with the following items: Report, Report Header, Totals, Audit Trail, Approval Flow, Comments, Cash Advances, Available, Assigned, Allocations, Allocations, Travel Allowances, New Itinerary, Available Itineraries, Expenses & Adjustments, and Reimbursable Allowances Summary. A red arrow points to the 'Available Itineraries' option under the 'Travel Allowances' section.

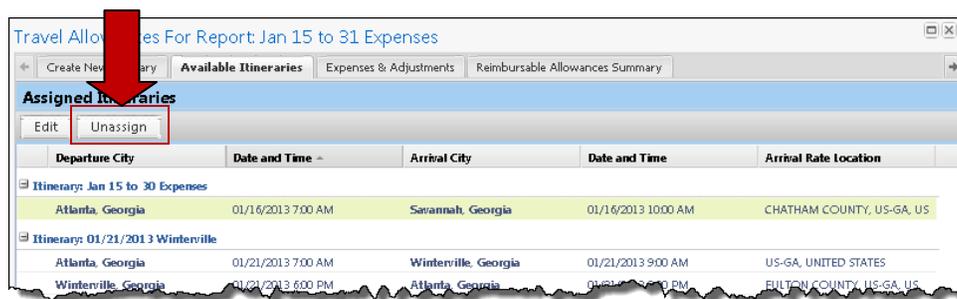
- Locate the "offending" Travel Allowance Entry in the **Assigned Itineraries** section
 - ✓ Usually this is an Itinerary entry with only 1 line
 - ✓ If entered properly each Itinerary has 2 lines
 - ✓ You may receive an error message asking telling you that the 2nd line is missing.
 - ✓ The system allows one request for Travel Allowances per day across all expense reports. To correct a problem entry you must remove it.



- Click on the name of the problem entry to highlight it

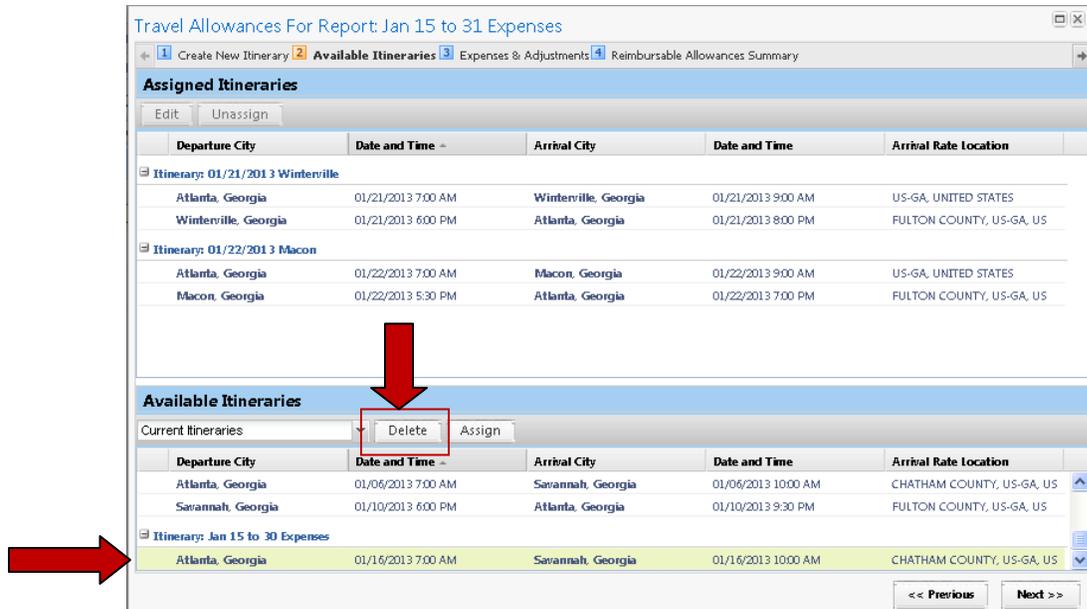


- Click on **Unassign**



- The entry is moved from **Assigned Itineraries** to **Available Itineraries**
- ✓ In order to correct the entry, you must now delete it in order to re-enter it correctly.

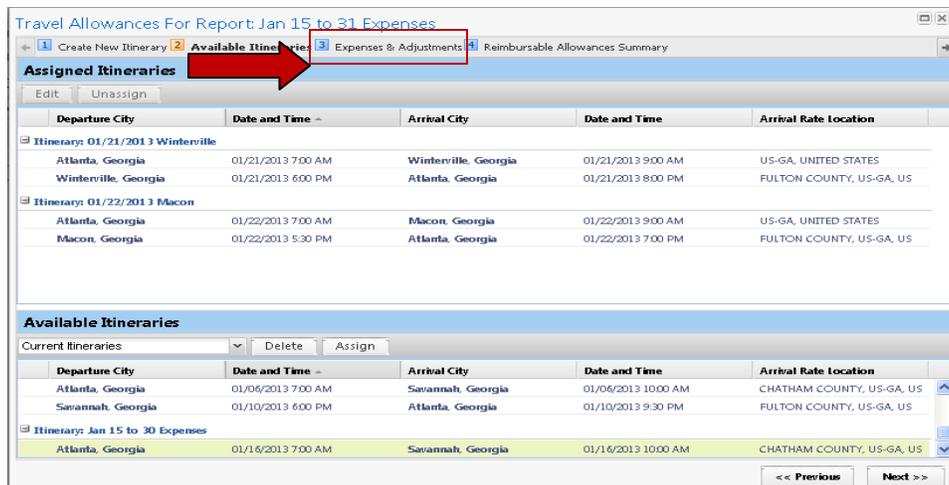
- Locate the same offending entry in the **Available Itineraries** section
- Click on it to highlight it
 - ✓ Remember it most likely has only one line instead of two!
- Click **Delete**



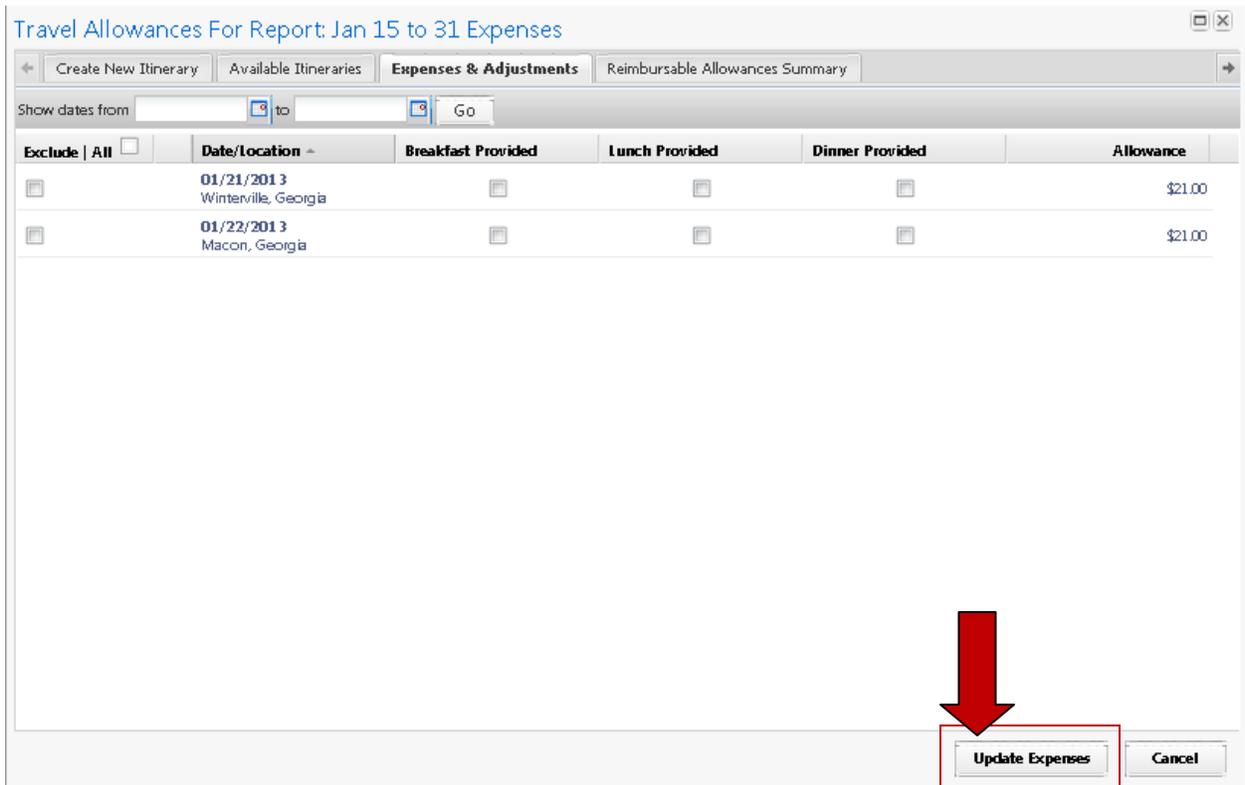
- Click **Yes** on the dialogue box that appears



- Click on **Expenses & Adjustments**



- Click on **Update Expenses**



- The Travel Allowance is now deleted from the system and the Expense Report is updated if necessary. You may re-enter the correct information if necessary.
 - If you deleted an item and it did not have an error, then it will be removed from Expenses.
 - If you need to re-enter the Travel Allowance go to **Details, Travel Allowances, New Itinerary** and enter the correct information.

