TeamWorks
Travel and Expense
With Concur Technologies

TTE:
Approver Handbook
2015

Table of Contents

Document Revision History:

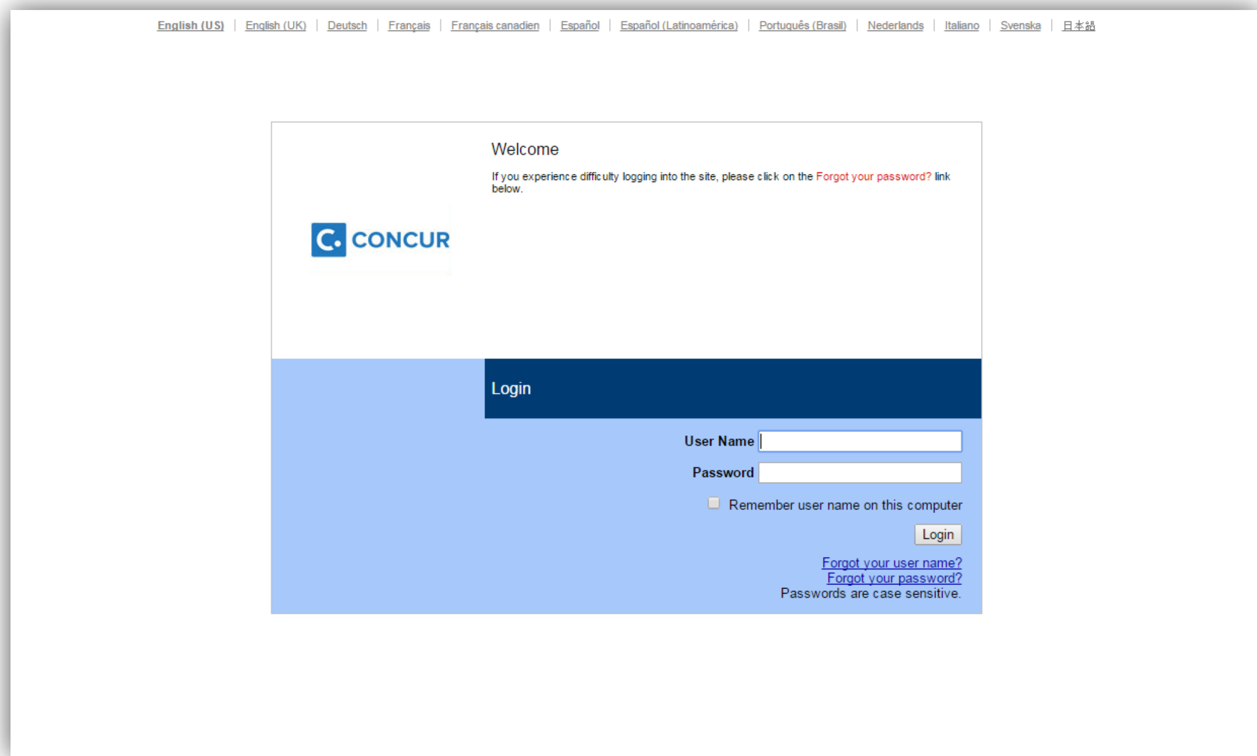
Date	Notes / Comments / Changes
12/14/2011	Document Release
09/21/2012	Updated for software release
02/25/2013	Update for software release.
05/12/2013	Updated Branding from GTE to TTE, Header and Footers only
11/20/2013	Updated branding, minor format changes.
04/23/2014	Updated for Previous/Next when viewing approved Expense Reports, minor format changes
12/8/2014	Updated for new UI

Welcome to TeamWorks Travel & Expense (TTE)

TeamWorks Travel & Expense powered by Concur integrates expense reporting with a complete travel booking solution. This comprehensive Web-based service provides all of the tools State of Georgia travelling employees need to book travel as well as create and submit expense reports. Managers use the service to review and approve expense reports, Cash Advance Requests and Requests. Back-office employees use the service to produce audit reports, ensure Travel Policy compliance, and deliver business intelligence to help the State of Georgia reduce its costs.

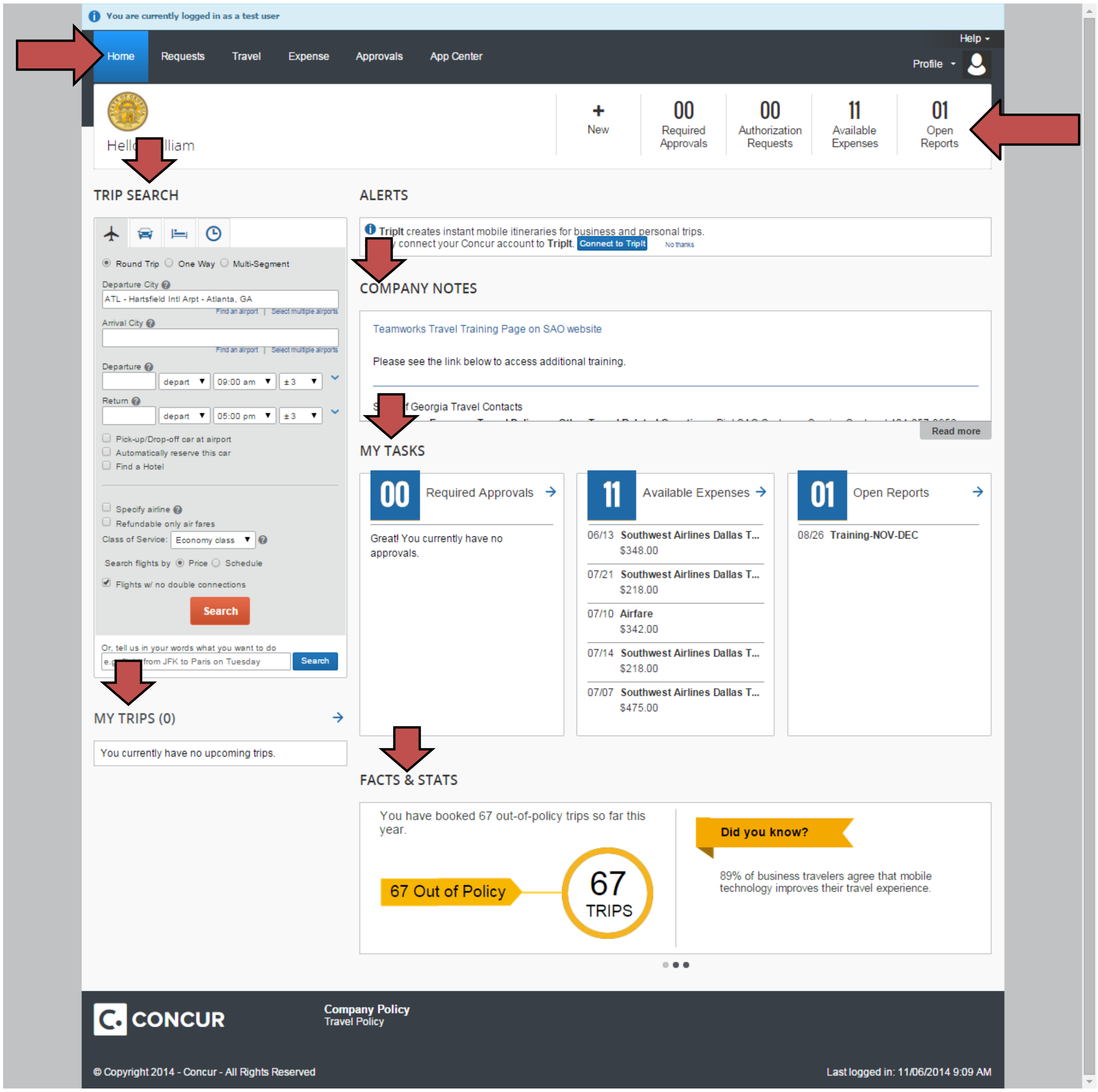
Section 1: Log on to TeamWorks Travel & Expense

How to...	Additional Information
1. Log on to TeamWorks Travel & Expense with the username and password provided by your Local Travel & Expense Administrator.	Your password is case sensitive. If you are not sure how to log on, check with your Local Travel & Expense Administrator or contact the SAO Customer Service Center, Option 9.



Section 2: Explore the Home Page

The **Home** page includes several sections that make it easy for you to navigate and find the information you need.



How to...	Additional Information
Locate the page tabs	The page tabs provide access to Home, Requests, Travel, Expenses, Approvals
Locate the **Quick Task Bar**	This section appears just below the system tabs and provides easy and instant access to all TTE traveler and Approver documents. Each document type (such as Approvals, Open Reports, etc.) indicates the

	number of open documents. The contents of the Quick Task Bar vary with the
Locate **Trip Search**	This section allows you to book travel directly from the **Home** page. You can also book travel from the Travel page accessible from the Travel tab.
Locate the **My Trips** section	This section allows you access to add, change or delete travel already booked. You can also make these changes from the Travel page accessible from the Travel tab.
Locate the **Alerts** section	This section provides important traveler information from the TTE Travel Management Company Travel Inc.
Locate the **Company Notes** section.	This section displays information and links provided by the TTE Global Travel Administrator. Click Read More to see complete information.
Locate the **My Tasks** section	This section provides access to traveler documents and expenses as well as Approval Queues. These tasks are available from the Quick Task Bar as well as the Expense and Approvals tabs at the top of the page. Each document type (such as Approvals, Open Reports, etc.) indicates the number of open documents. Click the arrows by a section to see more information.
Locate Facts & Stats	This section provides additional interesting information about you as a TTE user. Arrows appear when you place the mouse pointer over the beginning or end of the section to allow you to view more information.
Locate **Profile**	Clicking on Profile or the profile icon provides access to your TTE Profile Settings as well as accessing people you act as a delegate or travel assistant for.

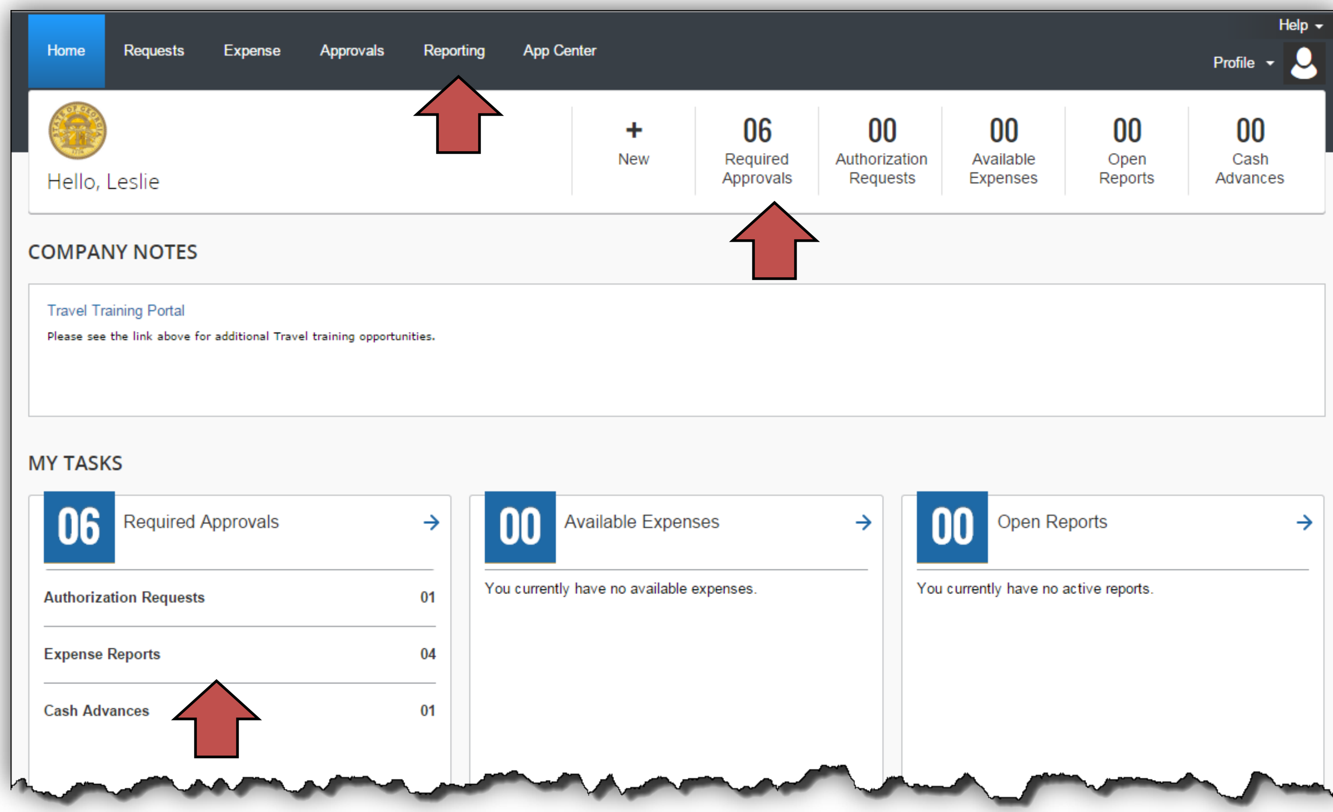
Section 3: Review and Approve Expense Reports

As an approver, you can approve an expense report "as is"; send an expense report back to the employee to modify and resubmit; or add another approver to the Work Flow. Remember, as an approver you will be required to attest to the validity of the expenses submitted on the Expense Report and that you viewed the attachments to the best of your knowledge.

The TeamWorks Travel & Expense system is configured to the Statewide Travel Policy. As an approver you are the second tier of Policy compliance and first tier for any requirements specific to your Agency. An example of this is receipts. Your Agency may have mandated a particular receipt be attached to the expense report, where the State has not. The system will track everything you do, or do not do, when you electronically handle the Expense Report, Request or Cash Advance Request forwarded to you as part of the workflow.

Review and Approve an Expense Report

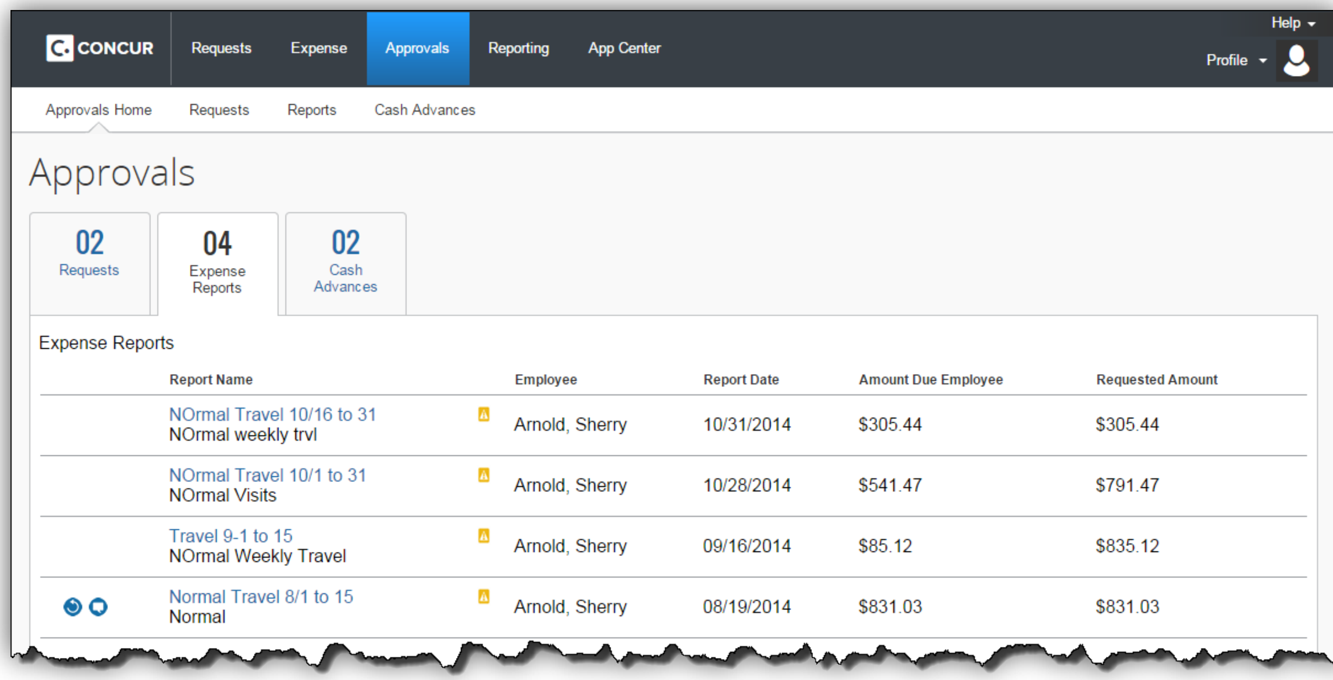
All reports awaiting your review and approval are accessible **from the** Approvals **tab** or on the **Home** page from the *Quick Task Bar* **or** *My Tasks*.



How to...

Open an expense report from the **Approvals** tab, ***Quick Start Bar*** or ***My Tasks*** and select **Expense Reports**. Click on the Report Name you want to review for approval.

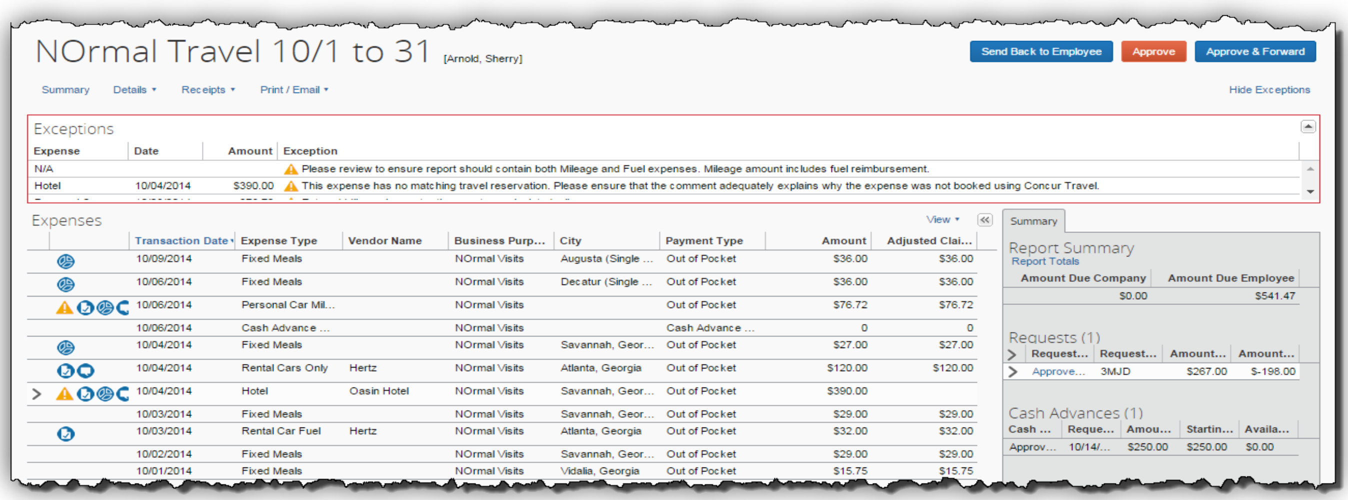
Additional Information

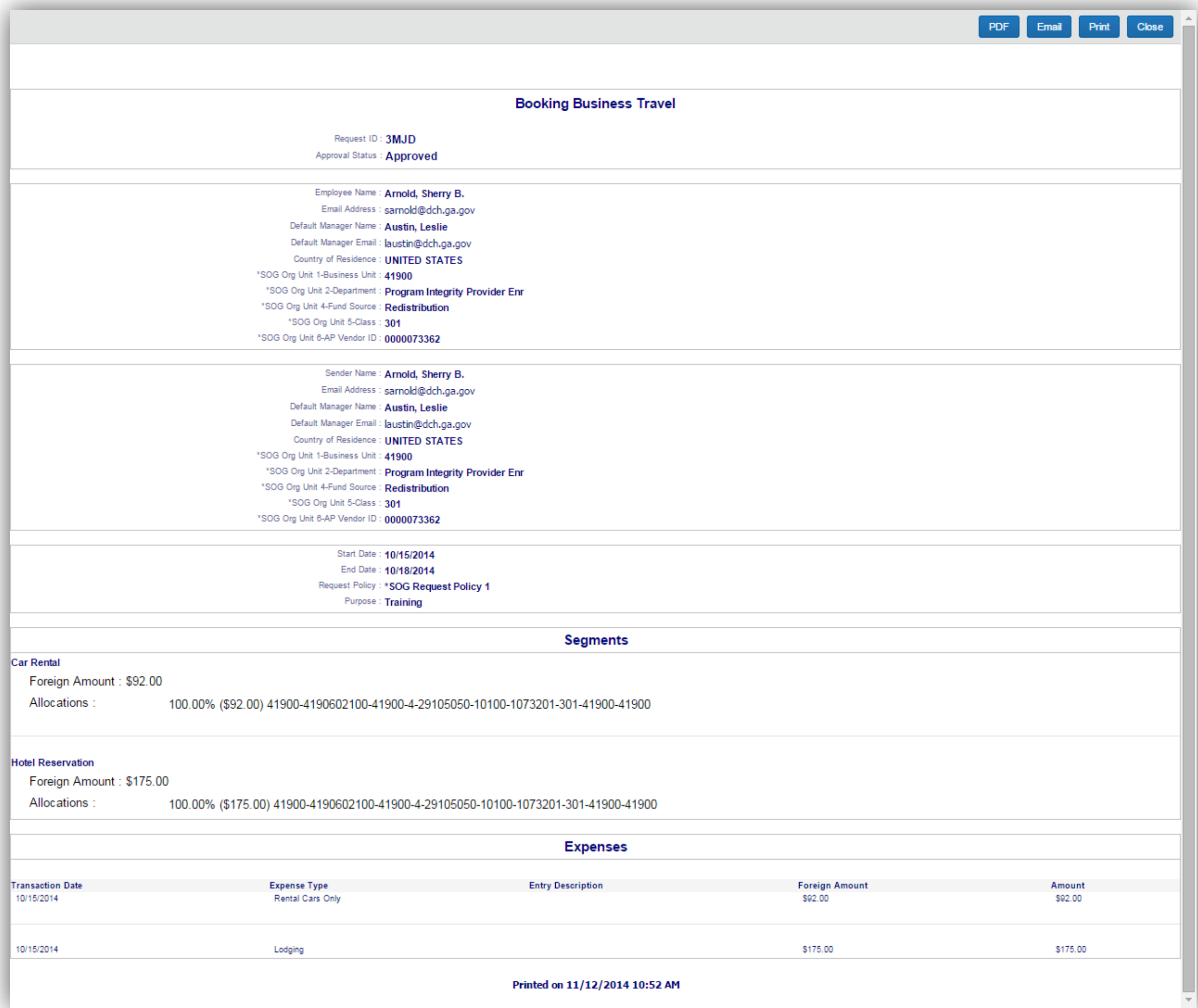


The **Expense Report** opens.

You can immediately see if there are exceptions, allocations and comments contained in an expense Report by the presence of various icons.

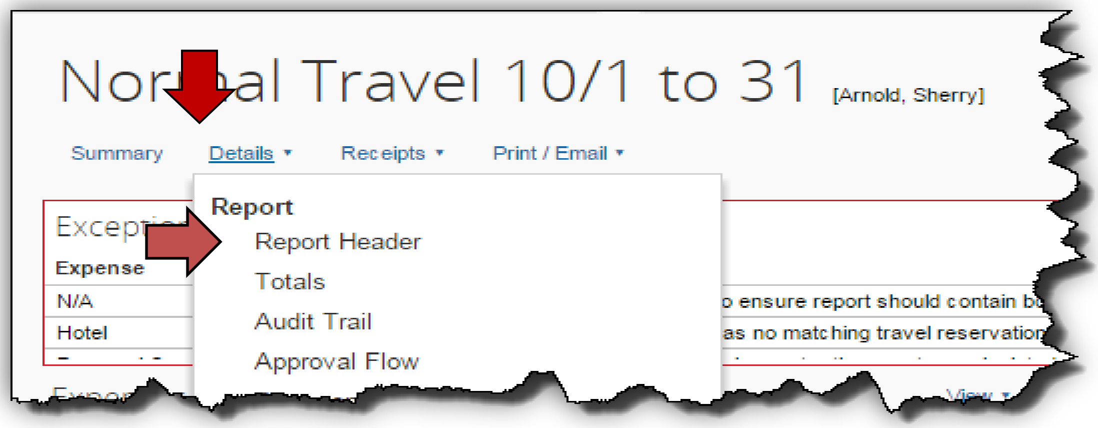
You can also immediately determine if there were Requests or Cash Advances in the Summary section. Clicking on the Request name will display the detail. TO close it, click Close. Cash Advances lists any advances assigned to this report.





1. To review the Report Header information**,** click on the report name or on the **Details** tab and select the **Report Header** from Report section of the drop down menu.

OR

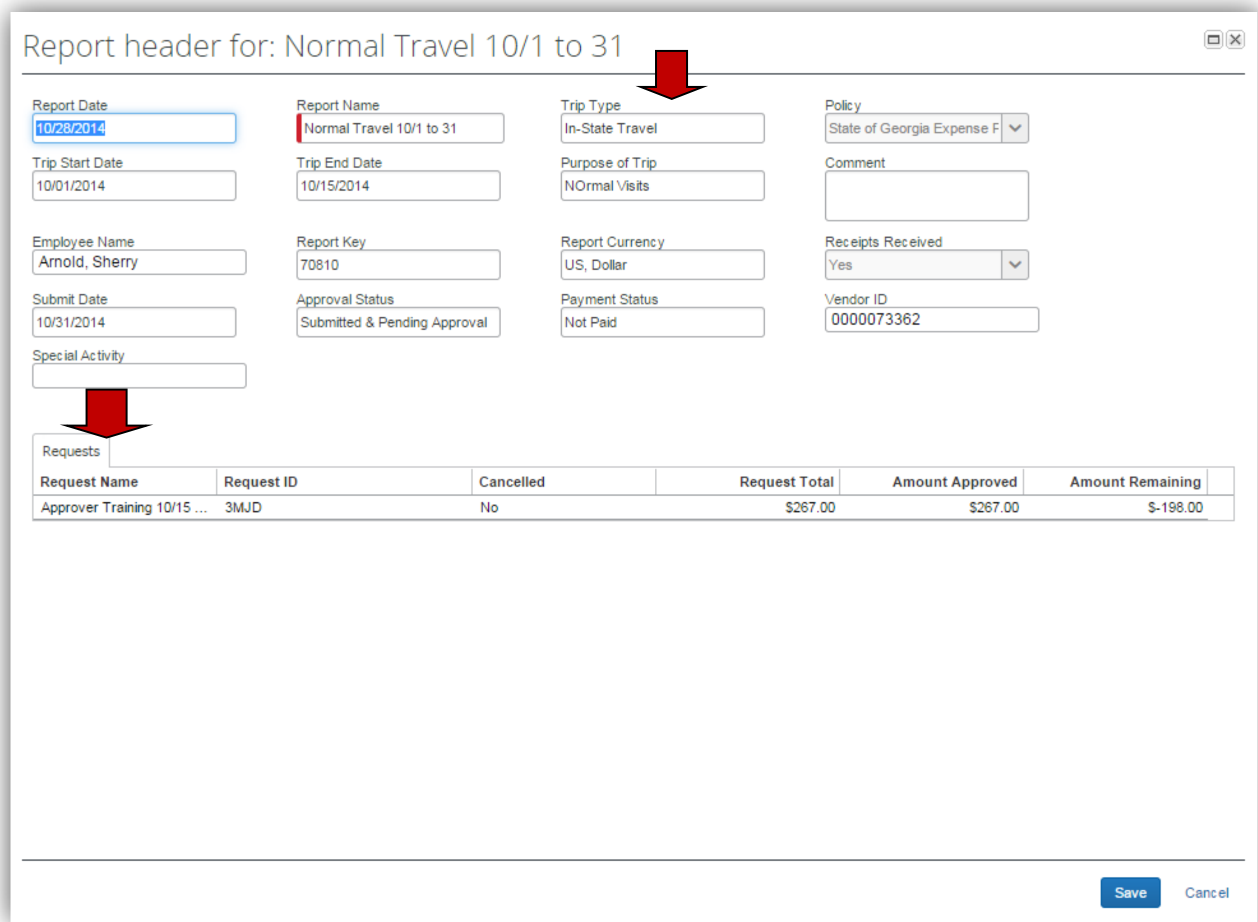


The **Report Header** page appears to allow you to view the contents of the Report Header.

Any approved **Requests** assigned to the Expense report will be listed in the Request section as well as in the Summary section shown on the previous page..

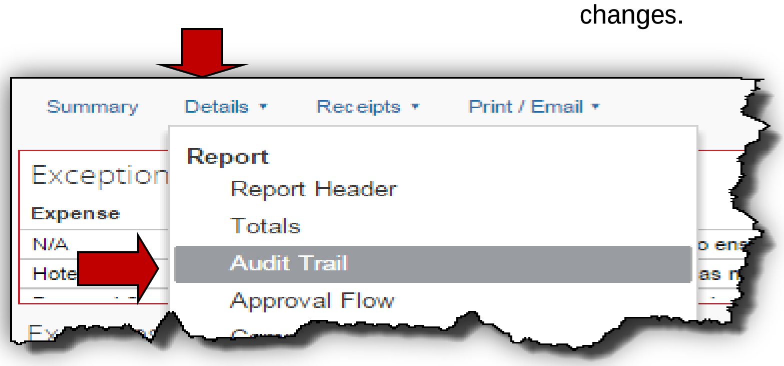
Pay particular attention to the **Trip Type** as it affects which General Ledger accounts will be used for this Expense Report.

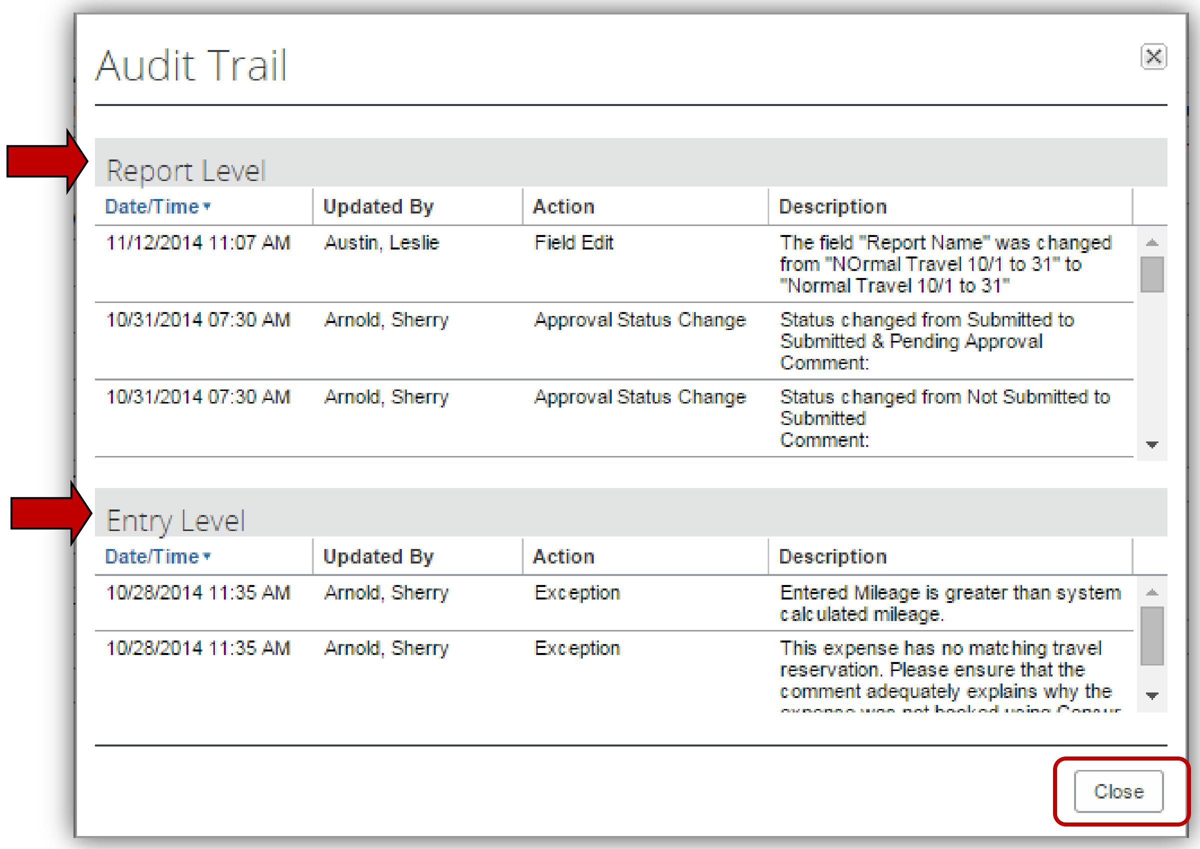
Click **Cancel** when you are done viewing.



2. To review the Audit Trail of this Expense Report, click on the **Details** tab and select the **Audit Trail** from the drop down menu.

The **Audit Trail** appears allowing you to view the history of this expense report. A history of every time the report is "touched" after it is submitted appears here – including the system "touches" such as Exception Icons and Expense Report Status changes.



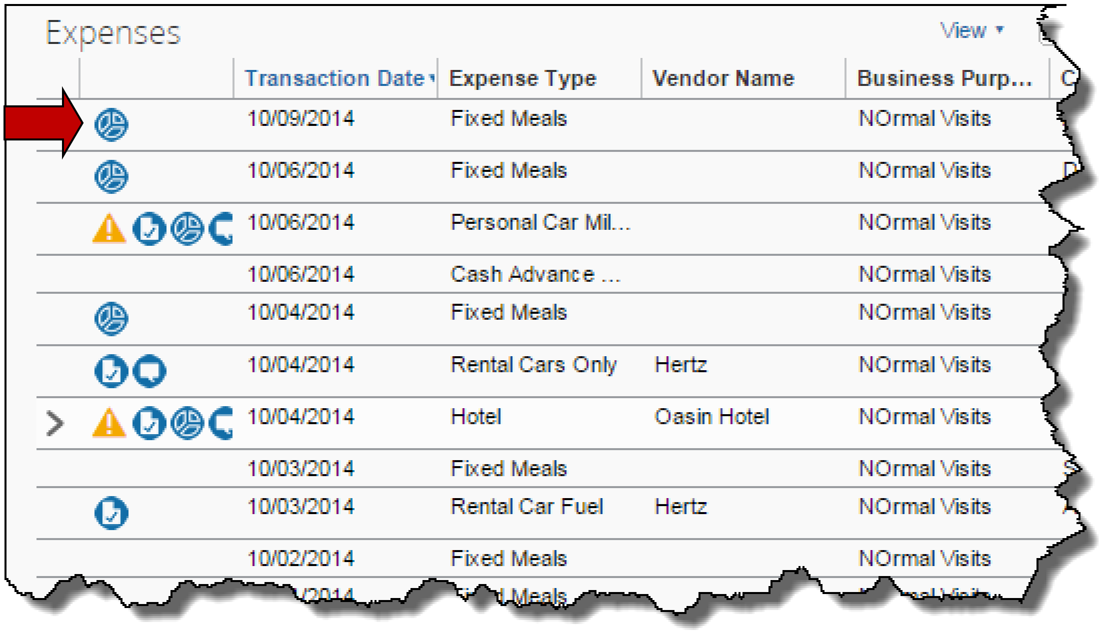


The Audit Trail is segmented into two detail sections: Report Level and Expense Level. The Audit Trail is created automatically and requires no action. By the Employee, Approvers or Back Office.

Click **CLOSE** when you are done viewing.

3. To review Allocations made by the employee on the Expense Report:

   - Items displaying the allocation icon  have allocations entered.

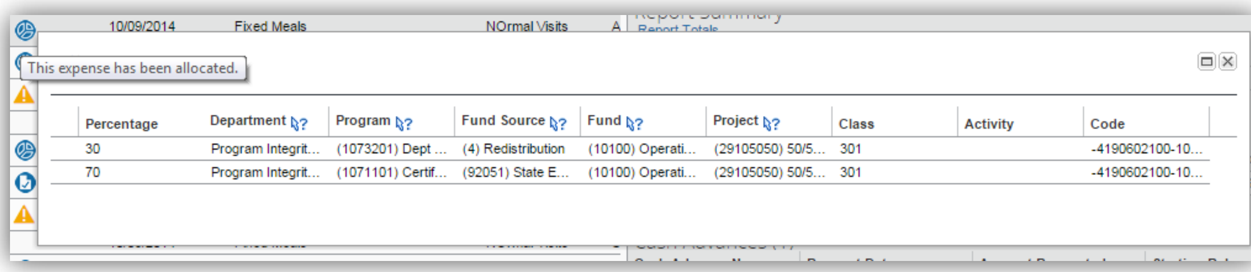


   - You have two options to view the allocation:

     Place your mouse pointer over the allocation icon to display the data

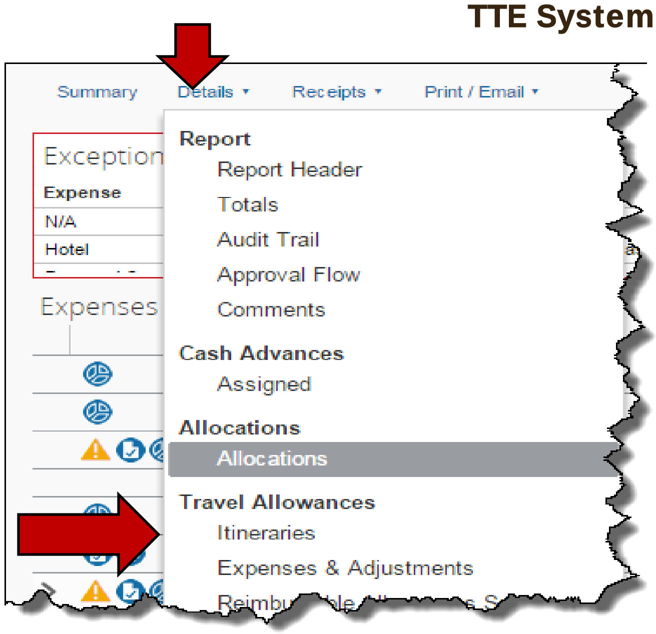
The Allocation details appear with either option.

Note: Not all agencies are configured for Allocations to be entered by the Employee submitting the Expense Report.

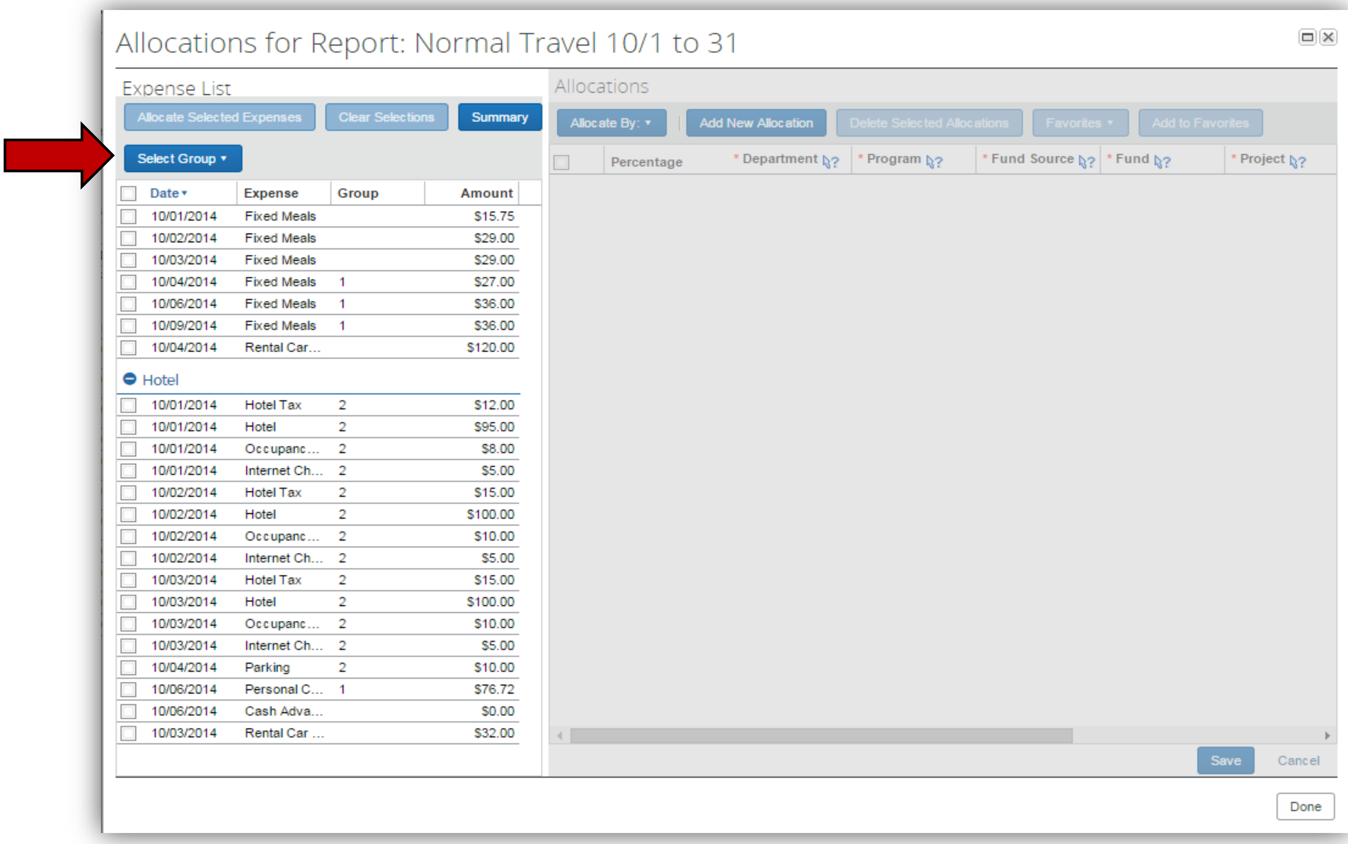


OR

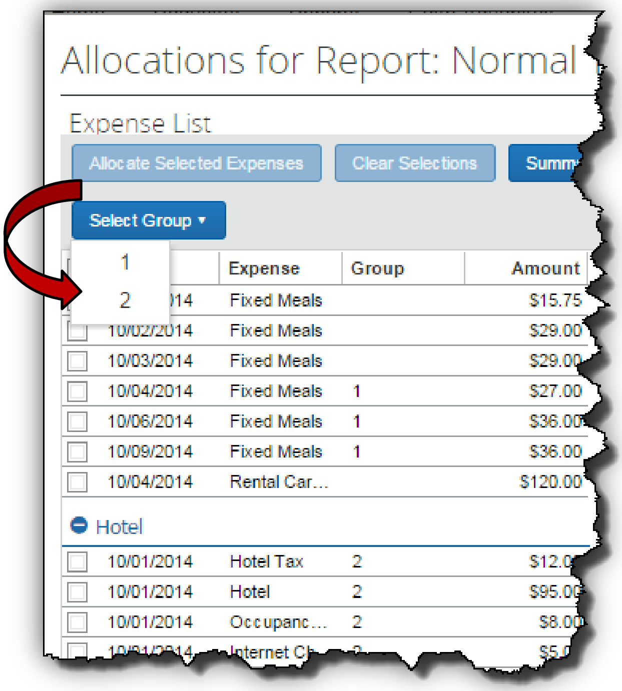
Click on the **Details** tab and select **Allocations** from the Allocation section of the drop down menu.



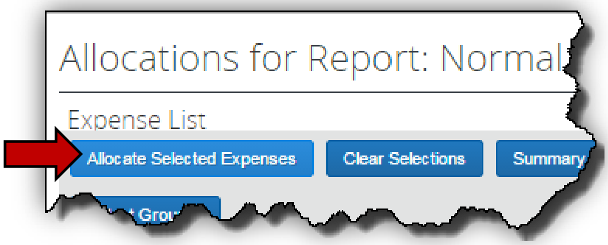
The allocation window will then display.
Click on Select Group to select the specific allocation you wish to view.



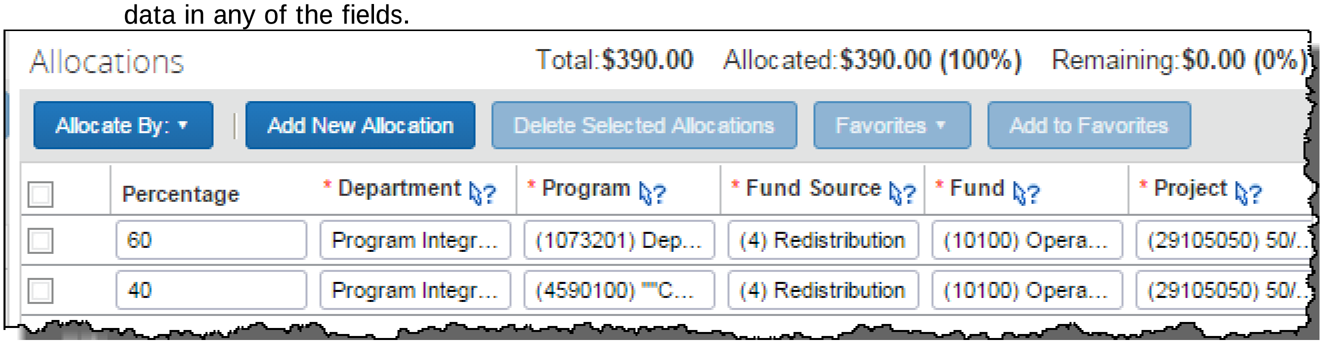
Click on **Select Group** to view specific allocations



Click on **Allocate Selected Expenses**



You will be able to view the allocation for the group chosen. Depending on your agency configuration, you may be able to correct data in any of the fields.



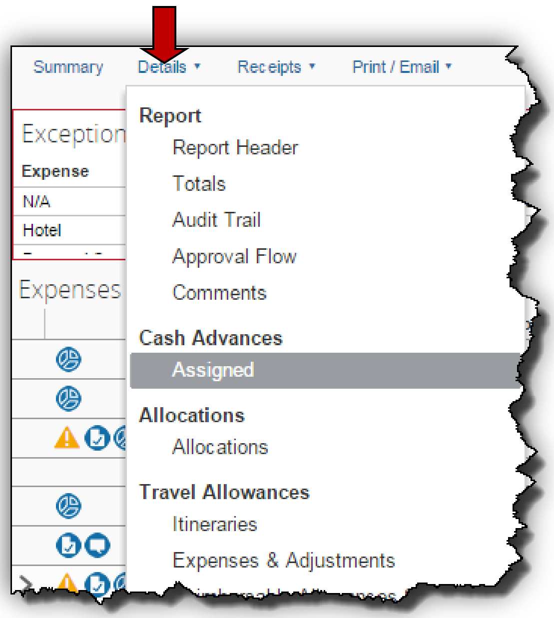
If you correct data, click on **Save** at the bottom of the Allocations window. Then Click **OK**. Then click **Done**. If you do not make any changes, simply click **Cance**l at the bottom of the Allocations window and then **Done**.

For more information on creating and editing Allocations please see the ***How To Section*** of the TTE webpage https://sao.georgia.gov/how-documents or the How to Allocate Expenses section of this document.

4. To view any approved Cash Advances assigned to the Expense Report

    - View the Cash Advance item on the Summary

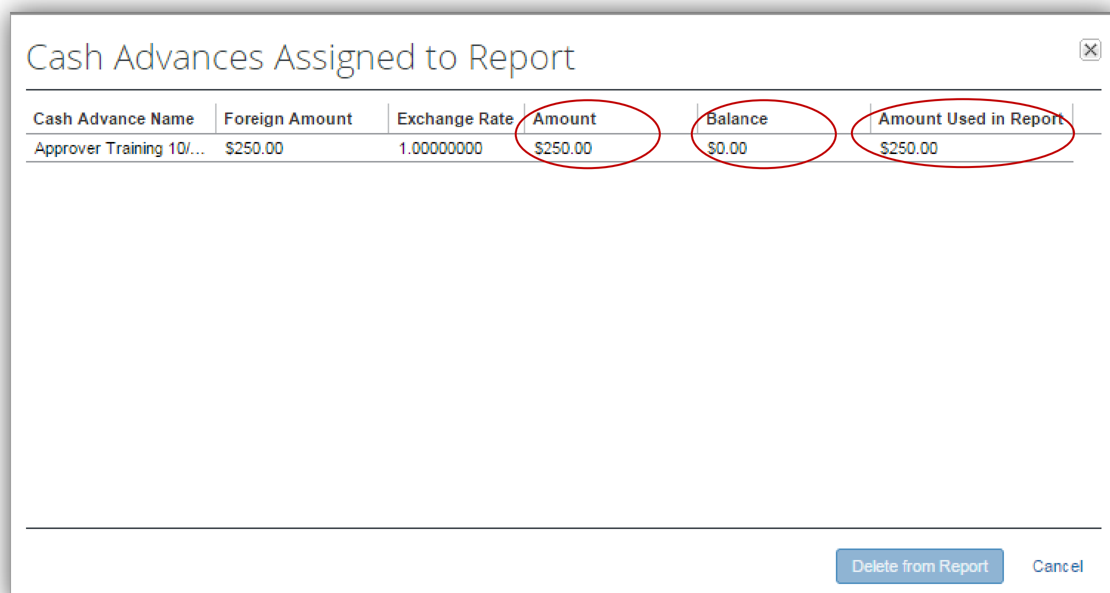
      OR
    - Click on the **Details** tab and select **Assigned** from the Cash Advances section.
    - Click **Cancel** when you are done viewing



The Cash Advances Assigned to Report window opens and lists the Cash Advances assigned. It shows the amount of the Cash Advance, how much was used in the Expense Report and any Balance.

Employees must enter a **Cash Advance Return** line item in expenses whether there is a balance or not.

Click **Cancel** to exit,



5. To review the overall Travel Allowance Itineraries assigned to this Expense Report, click on the **Details** tab and select the **Itineraries** from the Travel Allowances section of the drop down menu.

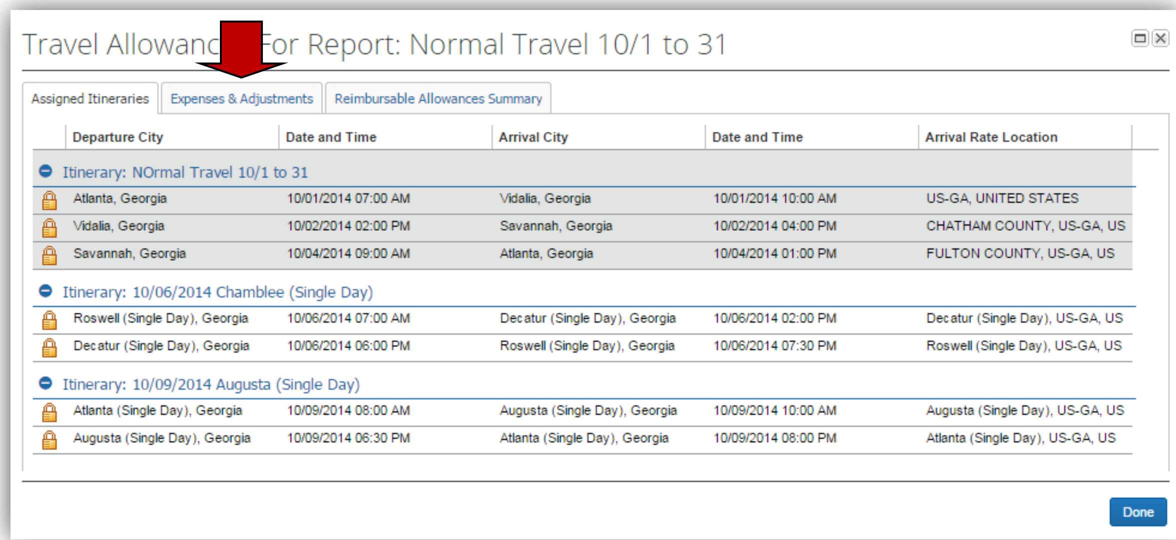
   In the same window (see red arrow), click on the **Expenses & Adjustments** tab to view the details by meal period for each day.

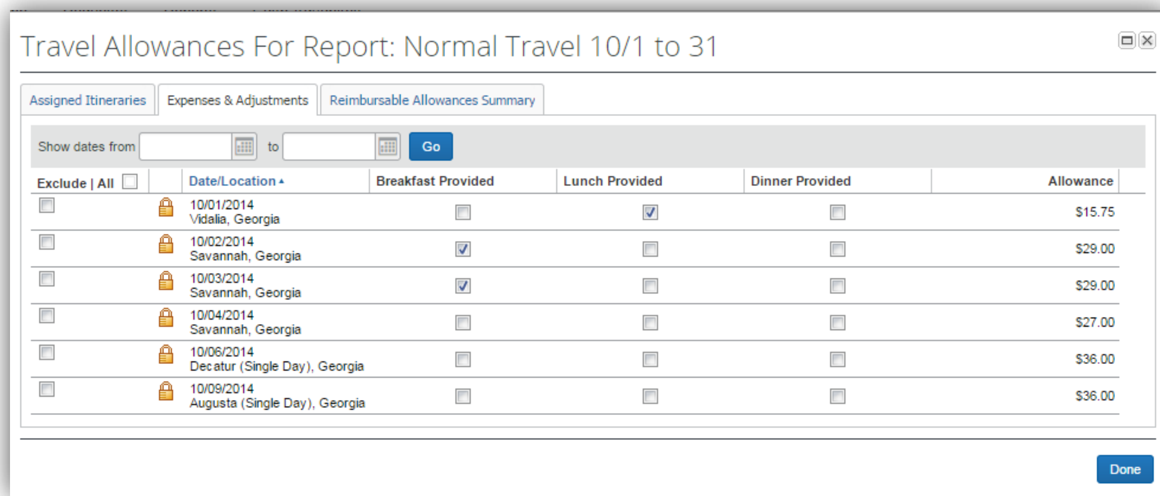
The Assigned Itineraries will display.

Use the Scroll Bars to the right if necessary to review all the entries.

Note: The system is configured to automatically determine high or low cost areas based on the last business location visited that day.

The Expenses & Adjustment tab opens.





Use the Scroll Bars to the right if necessary to review all the entries.

A checkbox next to a meal indicates that the employee did not claim that meal and the amount of the total reimbursement claimed for that day was reduced by that specific meal allowance in the Amount column.

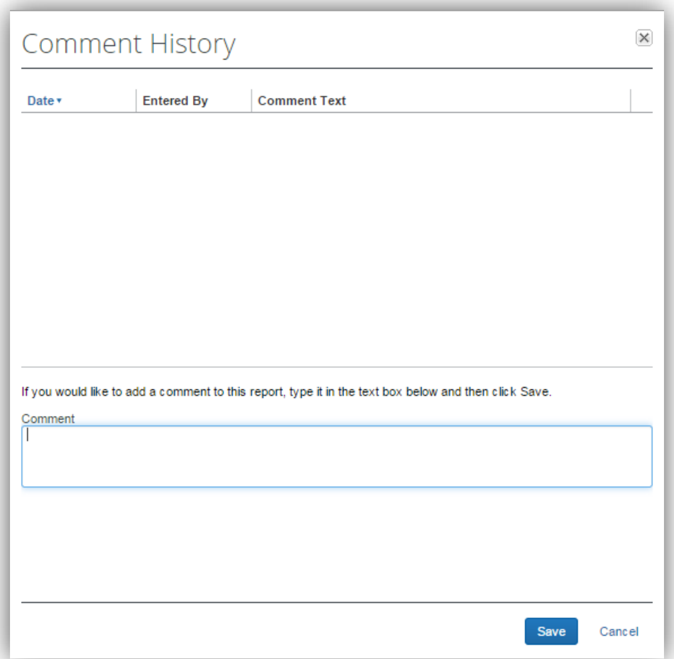
Note that per the Travel Policy for any single day travel not requiring an overnight stay, the employee must be in Travel Status for at least 12 or more hours to qualify for a Travel (Meals Per Diem) Allowance. Location names for Single Day Per Diem must have (Single Day) in the location name to calculate correctly. If there is an error, you cannot correct it. The expense report must be returned to the employee for correction.

Click **DONE** when you are finished viewing the details.

6. To review the Comments History of the Expense Report, click on the **Details** tab and select **Comments** from the Report section of the drop down menu.

You may add comments in the comments section.

Click **Save** to save your comments or **Cancel** to exit without adding any comments.

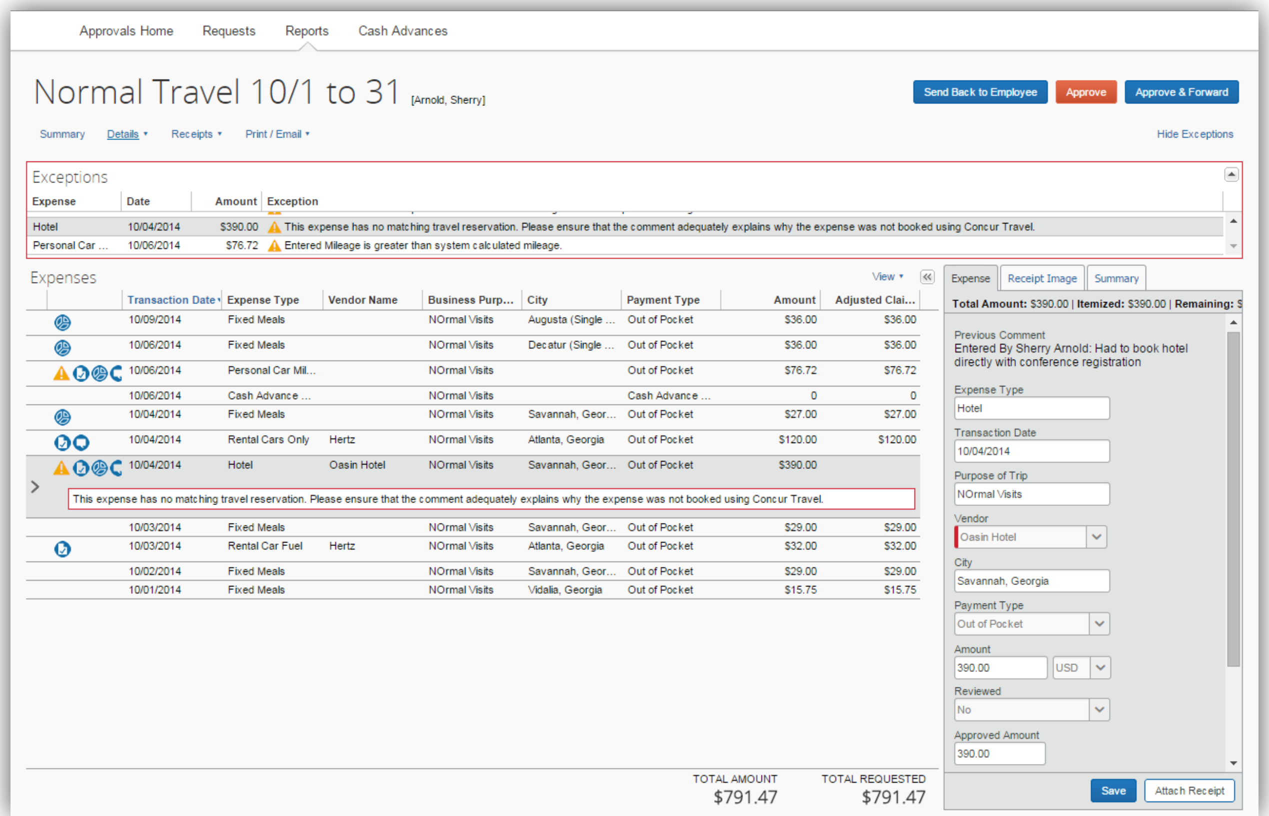


7. To review individual Expenses in the expense report, click on the expense item to display the Expense detail to the right.

Details of the expense as entered by the employee will display.

Pay particular attention to the information in any Comment boxes. Important information from the employee is contained in the comments and may be necessary for you to accept the expense.

Note: Hover the cursor over any icons appearing with any expense item to quickly view the information for comments, allocations, etc.



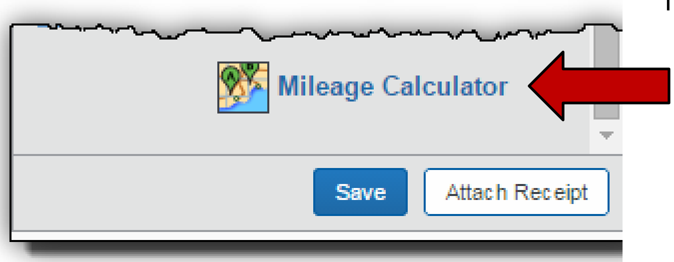
Use the scroll bars to the right of the Expense detail to view all the information.

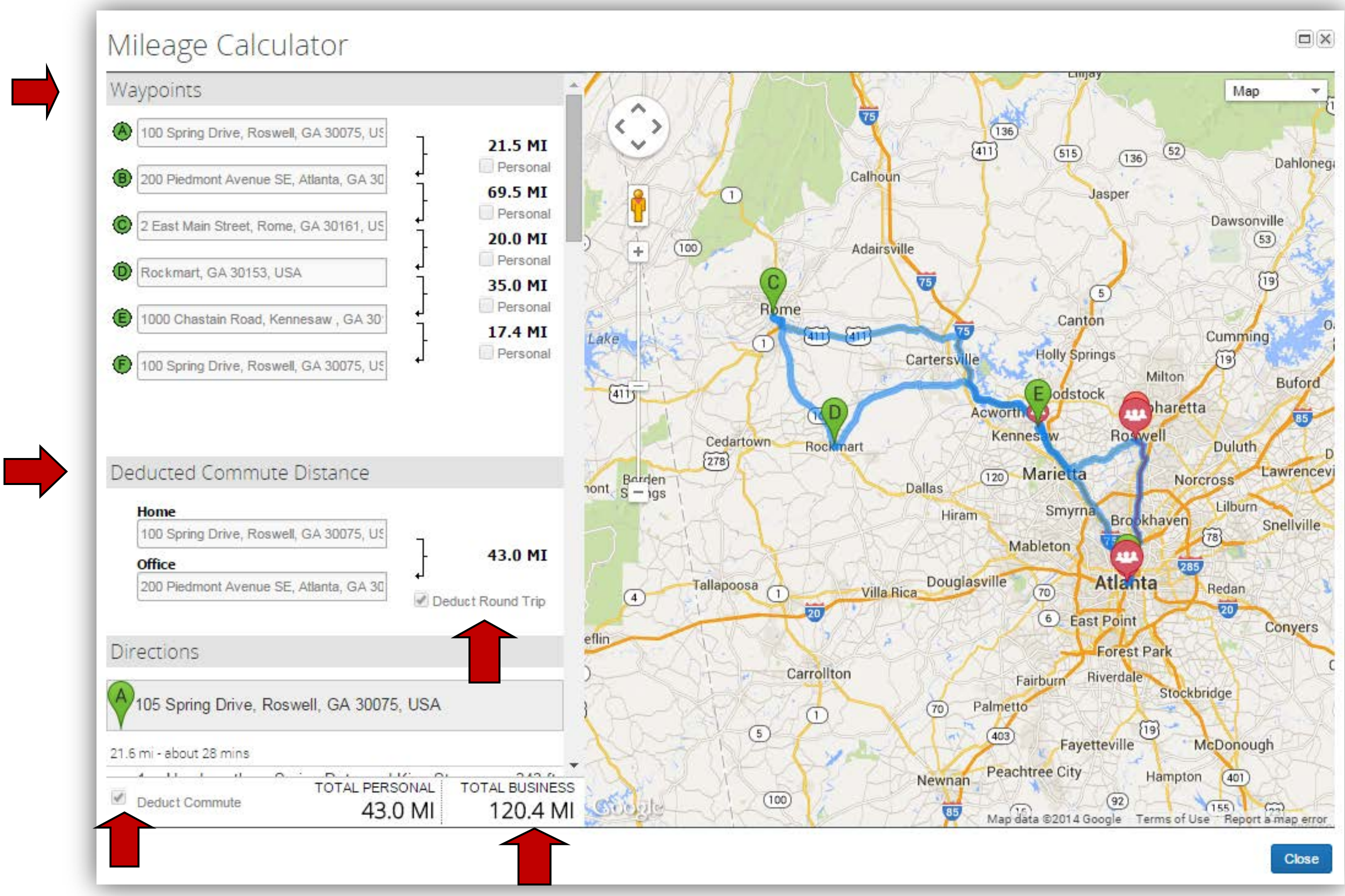
Pay particular attention to Trip Type and Payment Type. Payment Type determines whether an employee receives reimbursement or not.

8. To Review Personal Car Mileage: Additional information may need to be reviewed for some expense types.

To verify that the mileage claimed matches the mileage calculated click on **Mileage Calculator** at the bottom of the expense detail to the right.

The Mileage Calculator entry window will appear.





You can view the Waypoints, commute mileage, total personal miles and total business miles for each day claimed individually. Use the scroll bars as necessary to view complete data for the day you have selected.

Odometer readings have been replaced with the waypoints.

Note: Employees are reimbursed for Personal Car Mileage in excess of what they would drive from home to their normal assigned work station and back on a normal work day.

There are several factors you must take into consideration with regard to the Deduct Commute and Deduct Round Trip elections. If the travel was made on a weekend and it is not a normal work day, travel on a state holiday or if the employee's assigned Primary Work Station is his or her home the normal commute mileage deduction is not required. Teleworking does not exempt the normal commute miles on a telework day. Additionally, employees are only required to deduct normal round trip commute mileage ONCE on trips with overnight stays. They have the option to enter it in multiple ways: all on one day, the first half on day one and the last half on the last day. Pay particular attention to all the areas marked with arrows (see previous page).

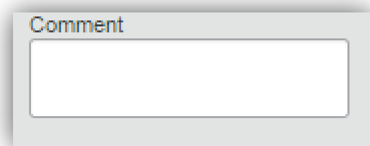
You cannot make any corrections to this expense. The expense report would have to be returned to the employee for adjustment.

Click **Close** when you are done viewing the waypoints and return to the Expense detail.

Compare the Total Business miles from the Mileage Calculator with the Distance miles on the Expense detail. If there is a discrepancy, there should be an explanation in the Comments box. You should also see a note in the exceptions box advising you of the difference between the calculated and claimed mileage if no entry was made in the Comments box.

Exceptions happen!

Sometimes there are valid exceptions. Employees are required to provide you with information why they made an exception (such as override the mileage from the Mileage Calculator due to detours or locations with no street address, using a personal vehicle when normally a rented vehicle would be more economical, etc.) in the Comments box in the Expense detail area.



The box can hold much more information than it appears! Notice the up and down arrows.

Any discrepancies without an explanation in the Comments box should qualify the Expense Report to be returned to the employee for correction.

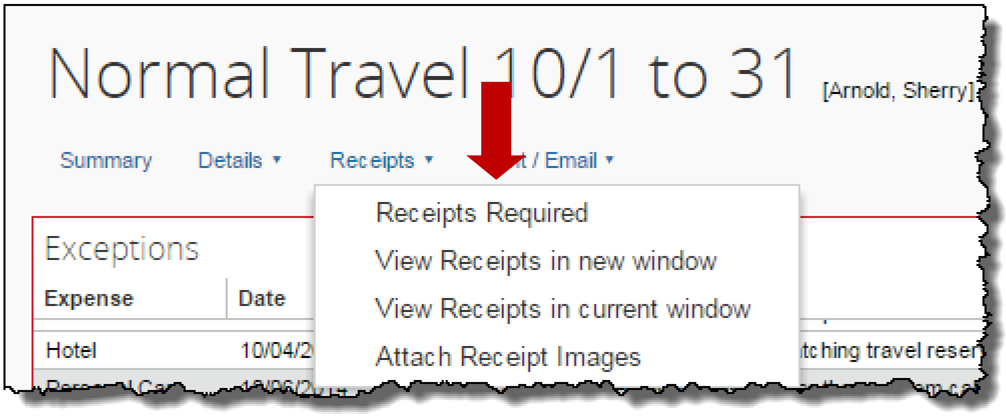
Things to look for:

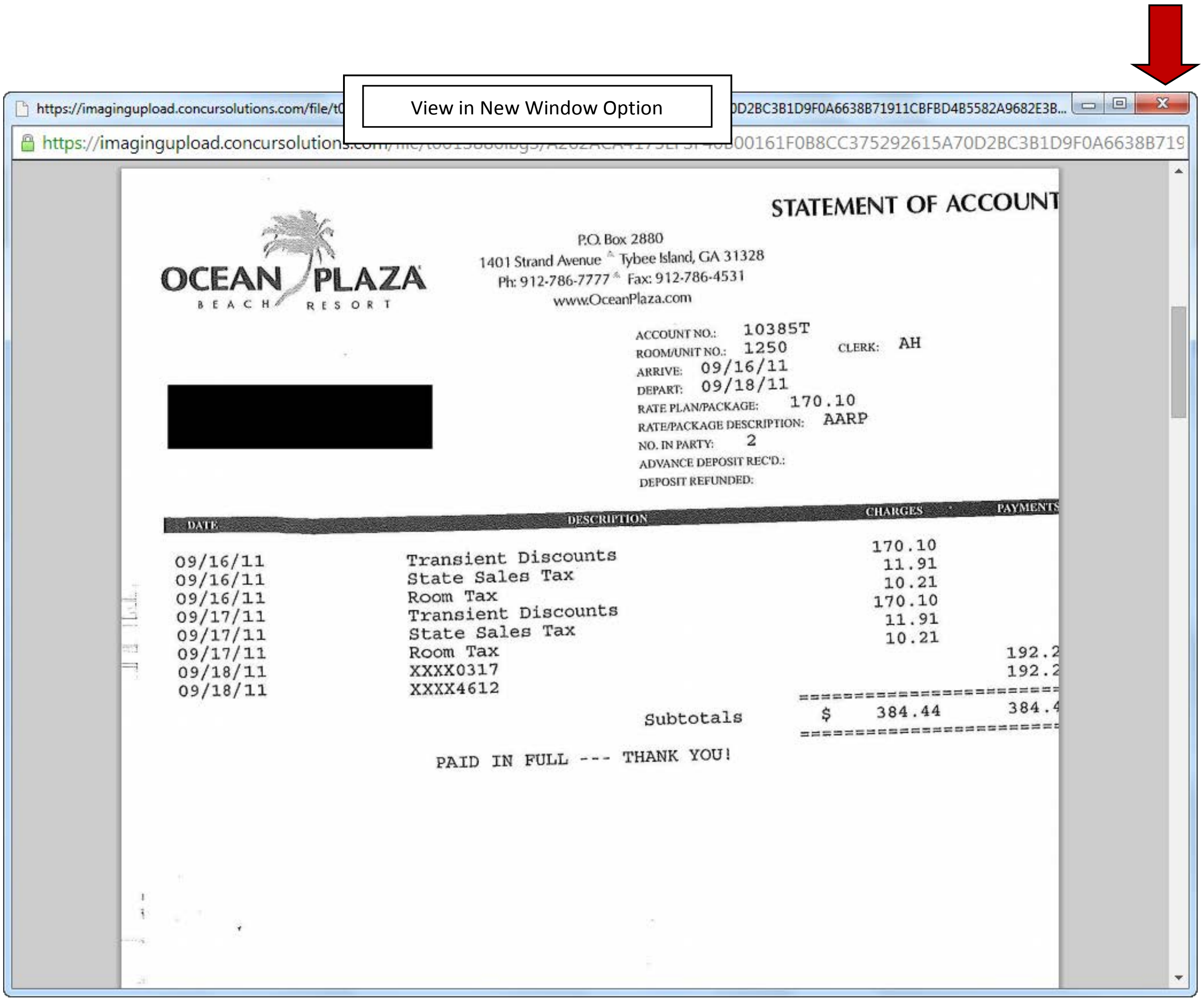
- Does the total mileage calculated by the Mileage Calculator = the total miles claimed?
- Comments explaining exceptions to policy entered in the Comments box?
- DOAS Car Cost Comparison or other approval attached if necessary

9. View Receipts attached to the Expense Report

You can choose how you will view receipts by selecting **View Receipts in New Window** or **View Receipts in Current Window** from the **Receipts** tab drop down menu**.**

These options display <u>all</u> receipts attached to the Expense Report.





STATEMENT OF ACCOUNT

OCEAN PLAZA BEACH RESORT

P.O. Box 2880
1401 Strand Avenue * Tybee Island, GA 31328
Ph: 912-786-7777 * Fax: 912-786-4531
www.OceanPlaza.com

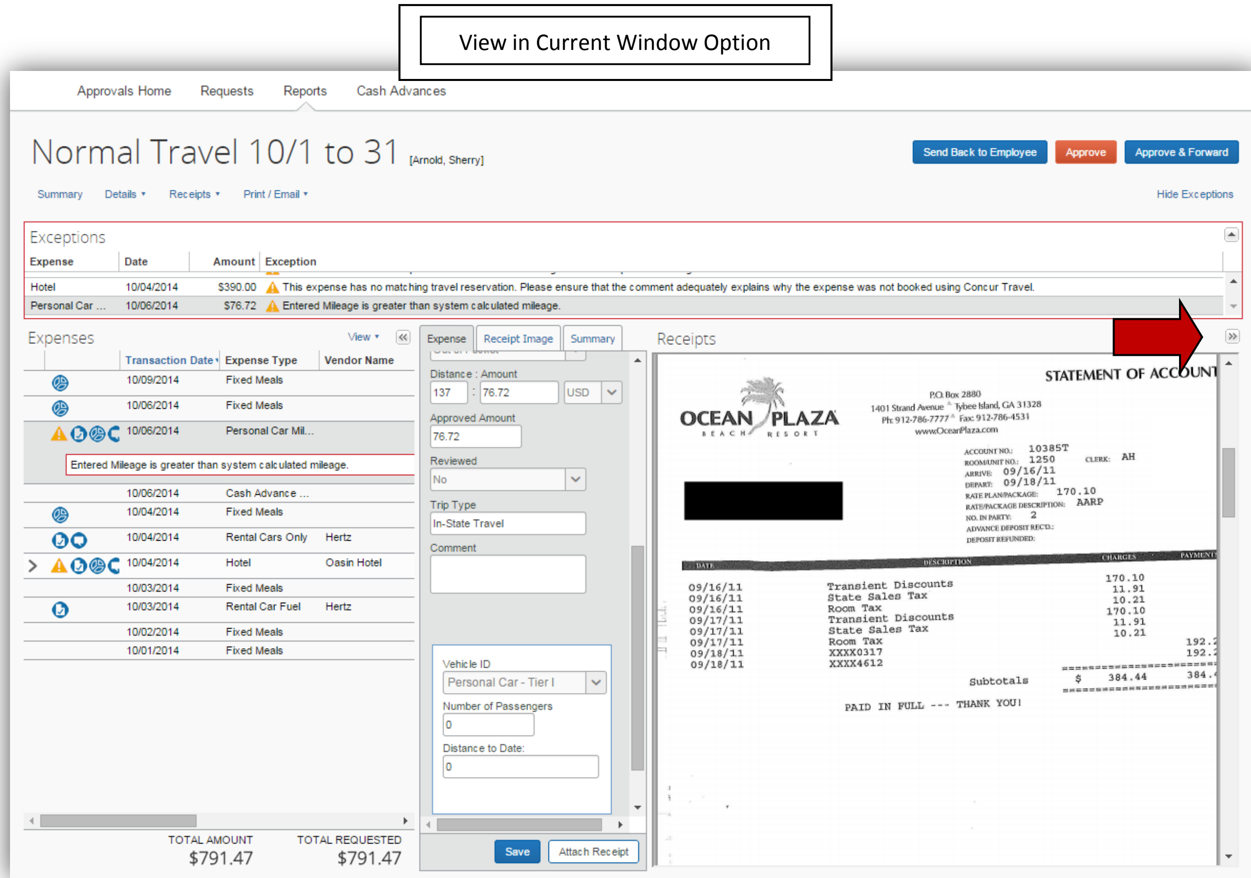
[redacted]

ACCOUNT NO.: 10385T
ROOM/UNIT NO.: 1250 CLERK: AH
ARRIVE: 09/16/11
DEPART: 09/18/11
RATE PLAN/PACKAGE: 170.10
RATE/PACKAGE DESCRIPTION: AARP
NO. IN PARTY: 2
ADVANCE DEPOSIT REC'D.:
DEPOSIT REFUNDED:

DATE	DESCRIPTION	CHARGES	PAYMENTS
09/16/11	Transient Discounts	170.10	
09/16/11	State Sales Tax	11.91	
09/16/11	Room Tax	10.21	
09/17/11	Transient Discounts	170.10	
09/17/11	State Sales Tax	11.91	
09/17/11	Room Tax	10.21	
09/18/11	XXXX0317		192.2
09/18/11	XXXX4612		192.2
	Subtotals	$ 384.44	384.4

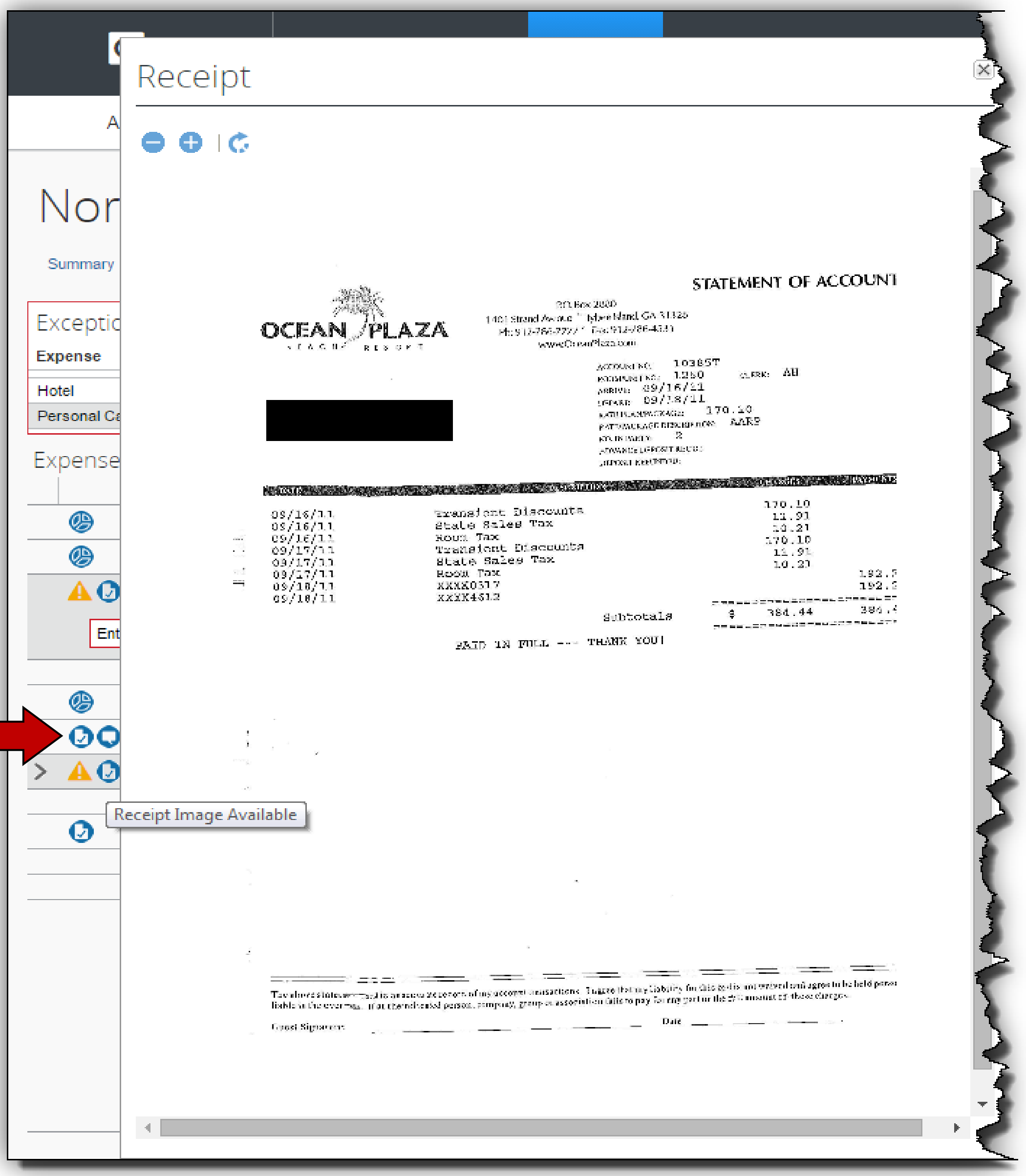
PAID IN FULL --- THANK YOU!

Click on the red X to close the new window.



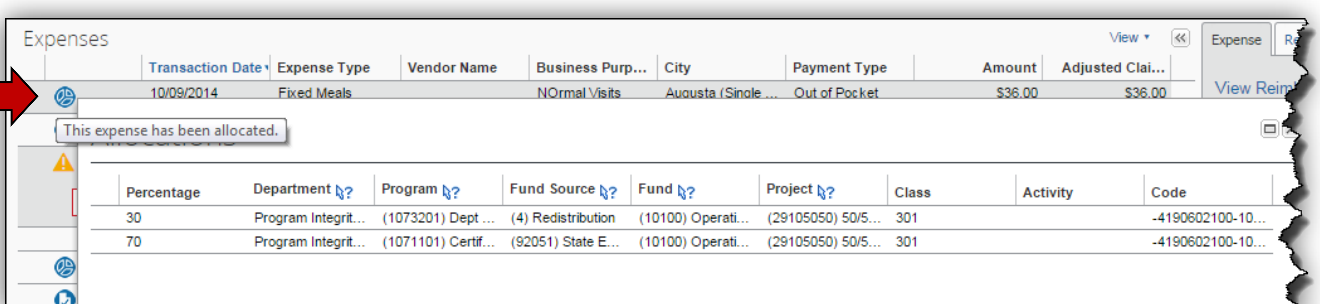
Click on the double arrow to close the Receipts window

You can also view the receipt images attached directly to an expense line item by placing the mouse point over the Receipt icon in the body of the Expense report on the left.

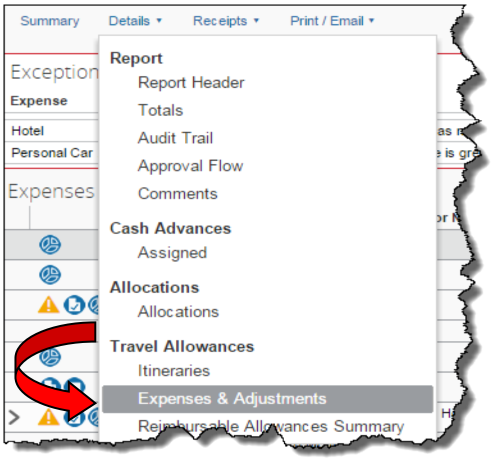


10. View allocations made by the employee.

To view the allocation of an individual expense item, hover over the allocation icon  to display the details of the Allocation.



11. View details for Fixed Meals.



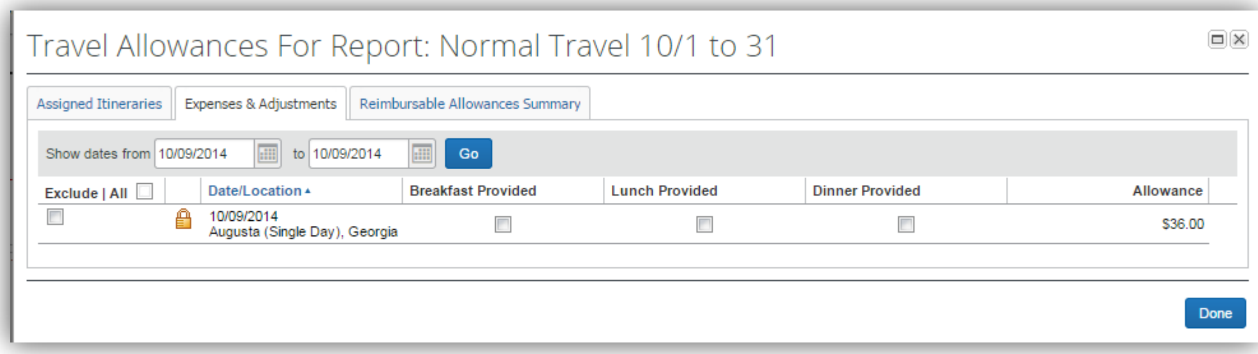
Fixed Meals is the expense type for Meals Per Diem or Travel Allowance.

To view ALL of the Travel Allowances for an expense report, click on **Details** then **Expenses & Adjustments** under **Travel Allowances**.

OR

To view a single day Travel Allowance, click on the individual Fixed Meals expense type and then click on **Show Fixed allowances for XX/XX/XXXX**

Single Day Fixed Meals



Travel Allowances For Report: Normal Travel 10/1 to 31

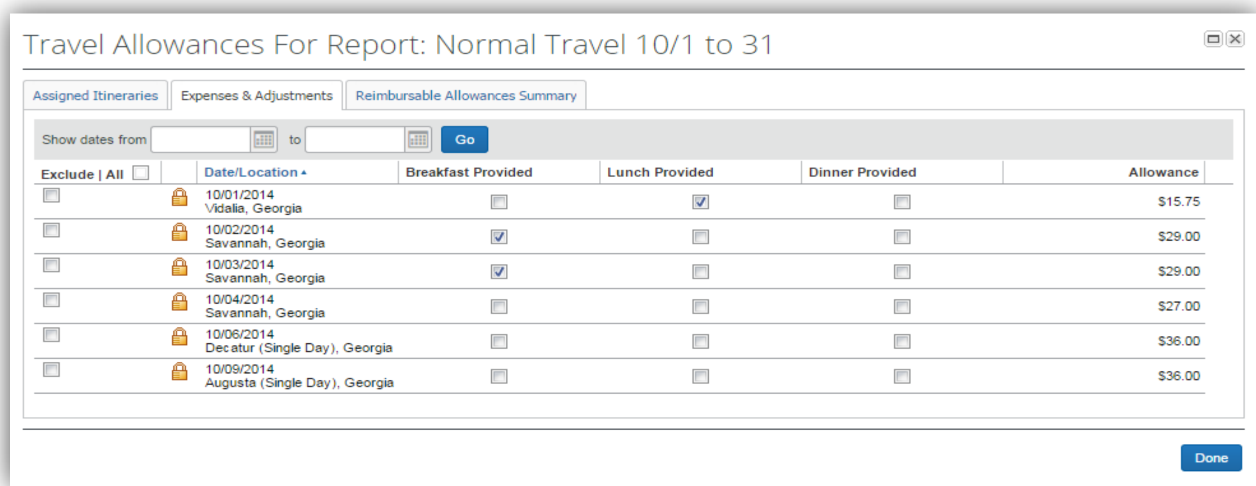
Assigned Itineraries | Expenses & Adjustments | Reimbursable Allowances Summary

Show dates from 10/09/2014 to 10/09/2014 Go

Exclude | All		Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
☐		10/09/2014 Augusta (Single Day), Georgia	☐	☐	☐	$36.00

Done

Multiple Day Fixed Meals



Travel Allowances For Report: Normal Travel 10/1 to 31

Assigned Itineraries | Expenses & Adjustments | Reimbursable Allowances Summary

Show dates from to Go

Exclude | All		Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
☐		10/01/2014 Vidalia, Georgia	☐	☑	☐	$15.75
☐		10/02/2014 Savannah, Georgia	☑	☐	☐	$29.00
☐		10/03/2014 Savannah, Georgia	☑	☐	☐	$29.00
☐		10/04/2014 Savannah, Georgia	☐	☐	☐	$27.00
☐		10/06/2014 Decatur (Single Day), Georgia	☐	☐	☐	$36.00
☐		10/09/2014 Augusta (Single Day), Georgia	☐	☐	☐	$36.00

Done

12. To approve an Expense Report: after you are satisfied with all the entries, comments and receipts attached, click on **Approve.**

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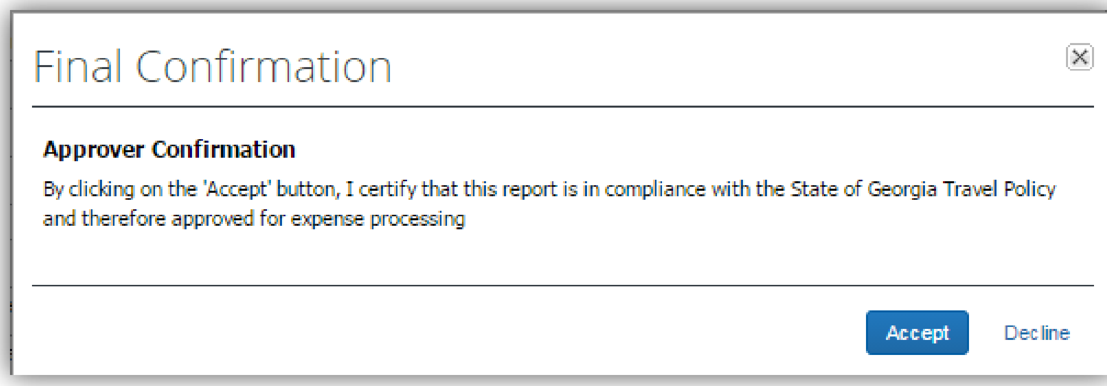
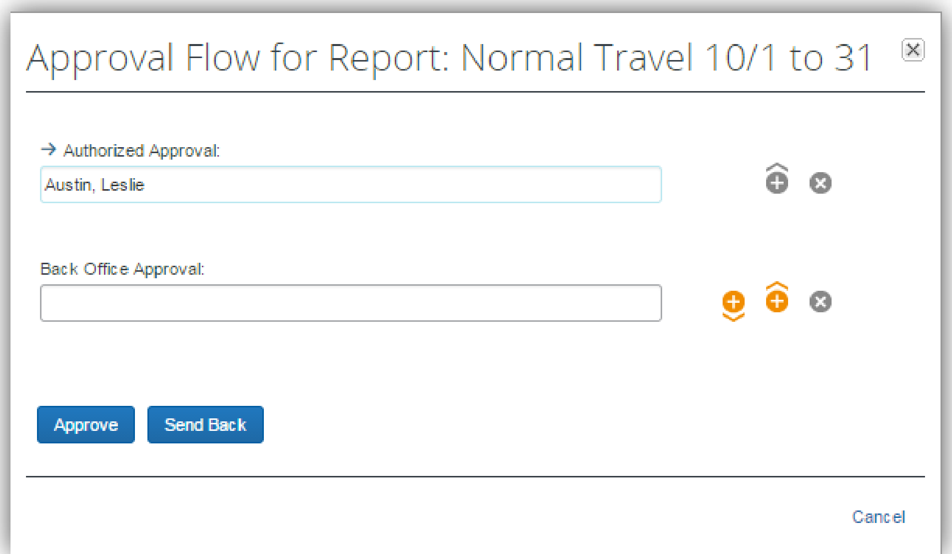
Click **Accept** to acknowledge the Final Confirmation



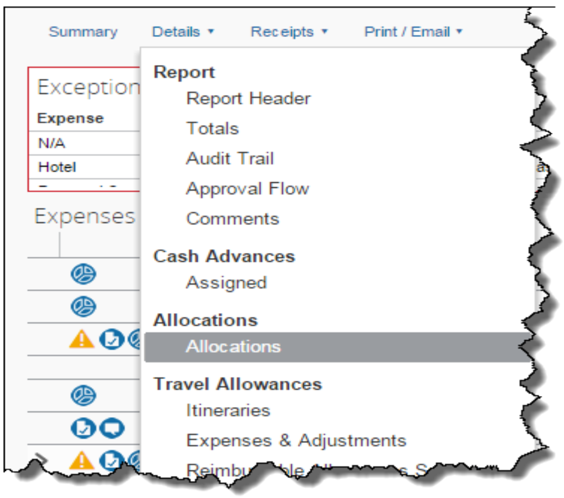
Click **Approve** to accept the Approval Flow and send the Expense Report to the next level of approval.

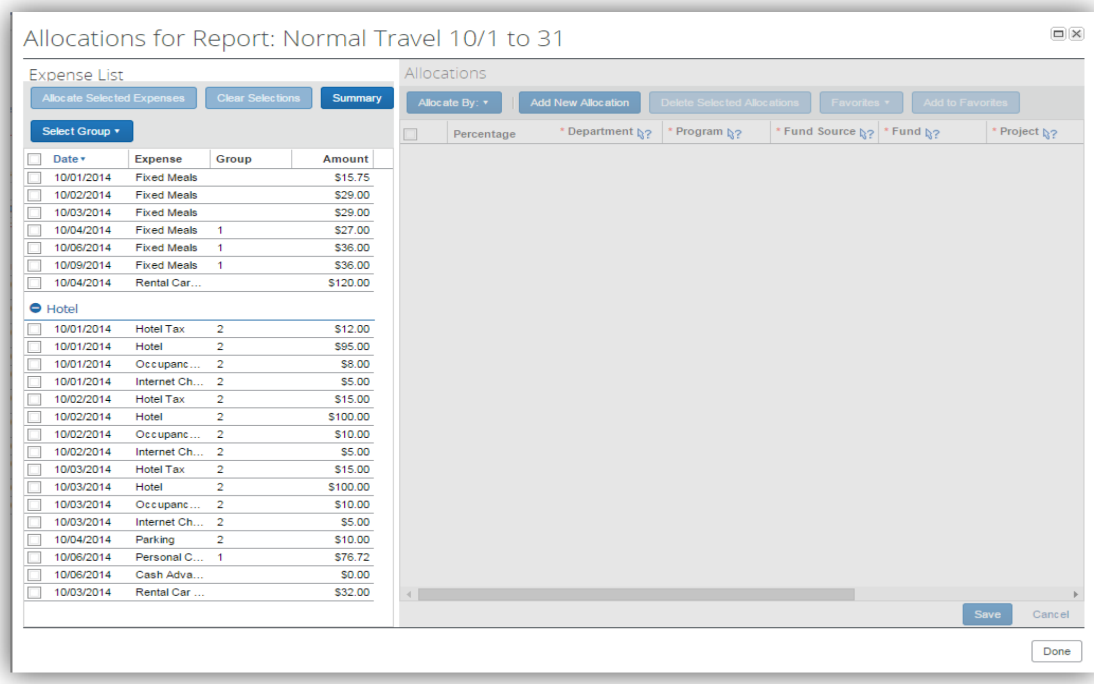


How to Allocate Expenses

The Allocations feature allows you to allocate single or multiple expenses to different chart fields (projects, departments, funds, etc.). Your Agency may not be configured to have the Approver enter Allocations.

How to…	Additional Information
1. Open an expense report from the **Approvals** tab, ***Quick Start Bar*** or ***My Tasks***.	The Expense Report opens.
2. Click the **Details** tab and select **Allocations** from the Allocations section of the drop down menu.	The **Allocations for Report** window appears.

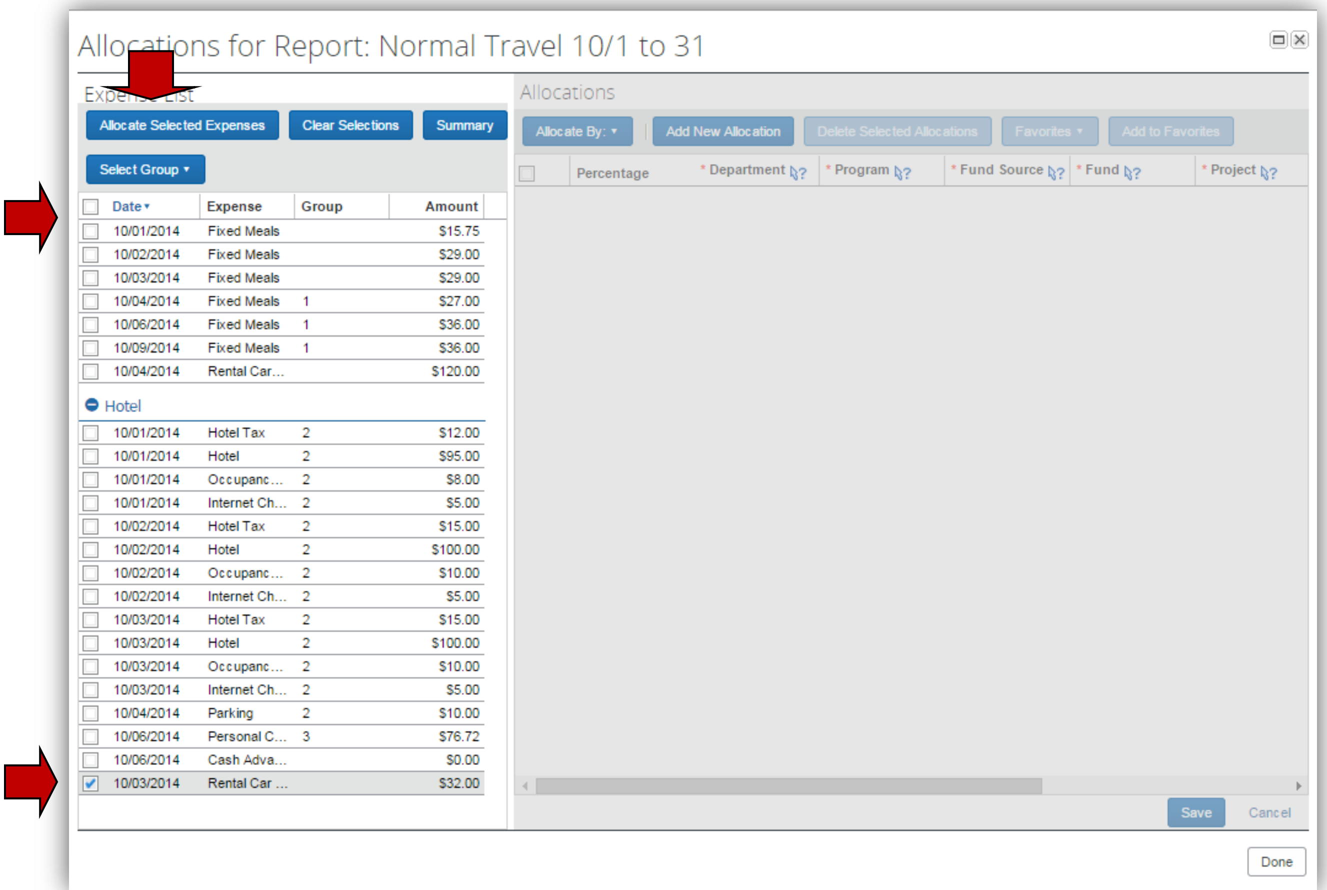




3. Click in the check box next to the expenses listed in the Expense List that you want to allocate or click in the check box next to Date to select all the expense items.

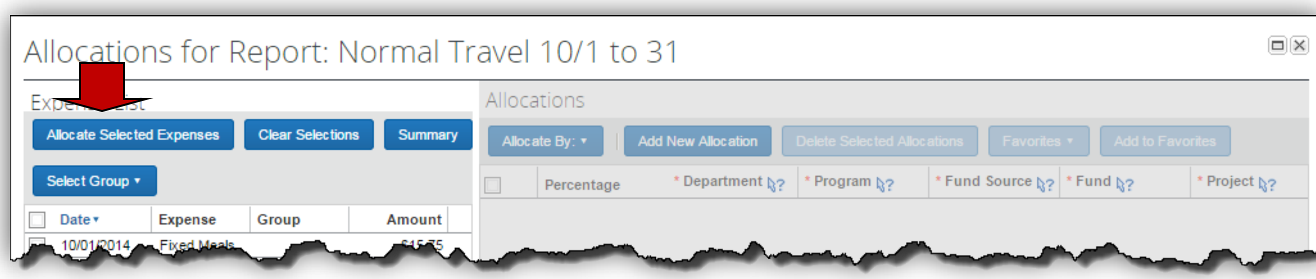
Select one, multiple or all of the expenses listed in the left hand column.

If you have already entered some allocations you will see group numbers. Click on **Select Group** to choose an entire group of expenses. Click **Clear Selections** to start the selection process over.



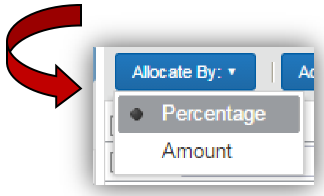
4. Click **Allocate Selected Expenses.**

The **Allocations** window to the right is now available.



5. Click **Allocate By** and select **Percentages or Amount**. (see above)

The system defaults to percentages.



You can allocate the expenses by a percentage of the total or by a specific amount

Initially one line allocated per the default settings for the user as coded in the HCM system with the entire amount of the expenses to be allocated as dollars or %.

6. Click **Add New Allocation** to add an additional line to split the allocation to two or more different allocations.

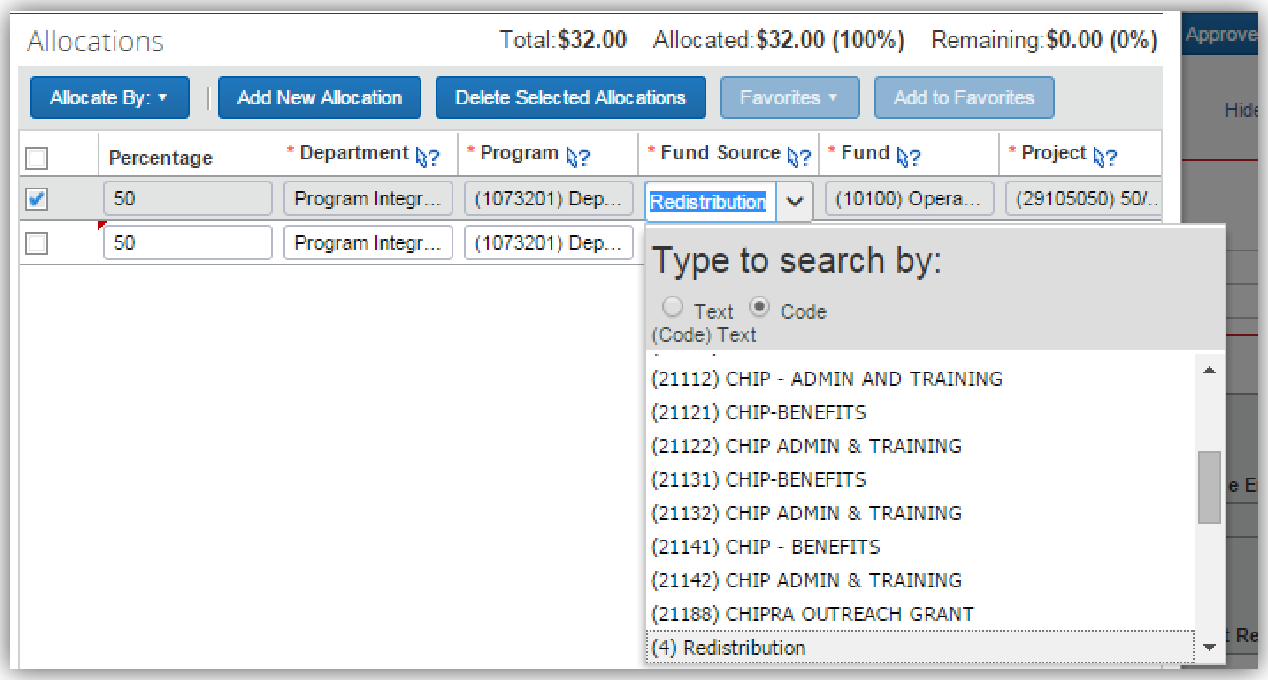
A new line appears to allow you to split the expenses between two different sets of GL entries.

Each time you click **Add New Allocation** a new line appears and the each line has equal distribution (50/50, etc.).

7. Click in the field representing the chart field you want to change.

Select the correct entry for the chart field. Once you click on a field, a list of available choices appears.

If you know the information for the chart field you may type it in



Notice where the scroll bar is. The goes to the point in the list that reflects the default coding. Use the scroll bars to navigate up or down through the lists in the chart fields.

Also notice than the default search is by code. You can change the search to text by clicking the Text radio button.

Click on any additional chart fields you need to correct for this allocation.

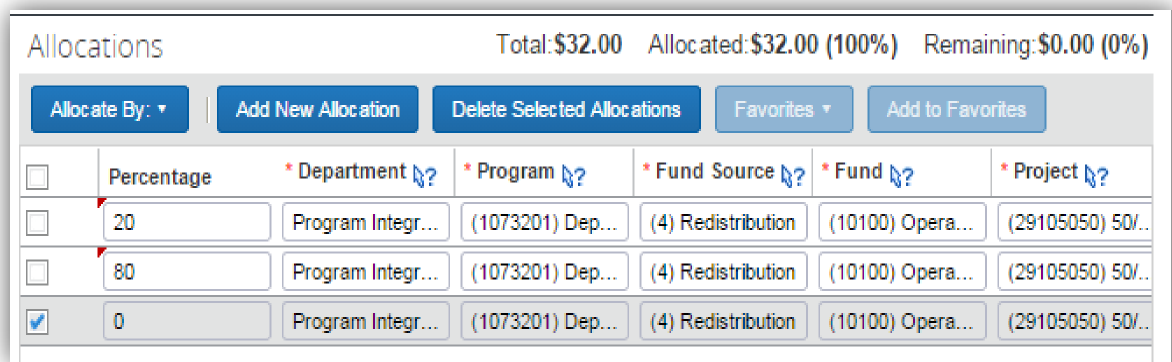
8. Enter the % or the dollar amount in the **Amount/Percentage** field you wish to allocate.

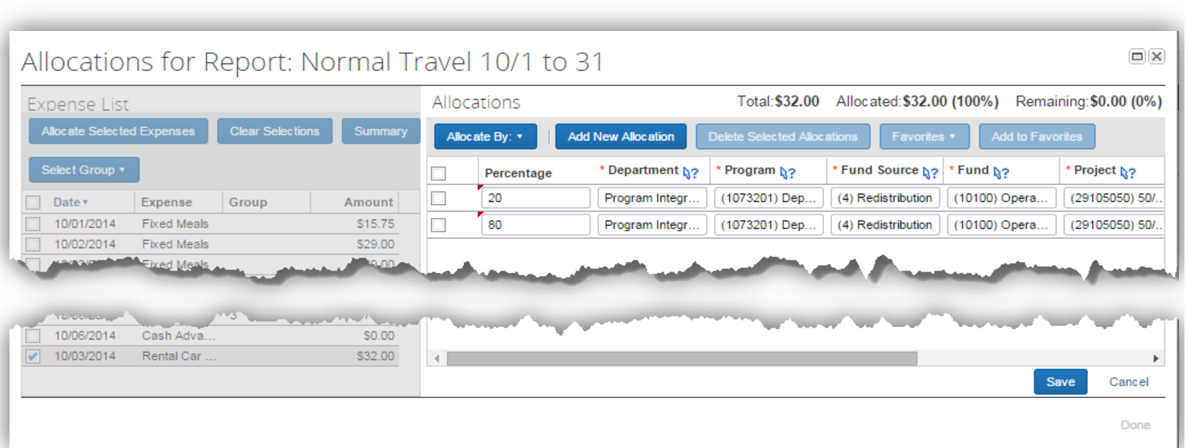
Percentage appears if you chose to allocate by percentage; **Amount** appears if you chose to allocate by Amount.

9. Click **Add New Allocation** for each additional line of allocation you require. Then repeat steps 7 & 8 for each line of allocation you add.

Add as many allocations as necessary. You can adjust the amounts or percentages.

To remove unwanted lines, click on the checkbox next to the unnecessary line and select **Delete Selected Allocations** then click **Yes** to confirm the deletion.





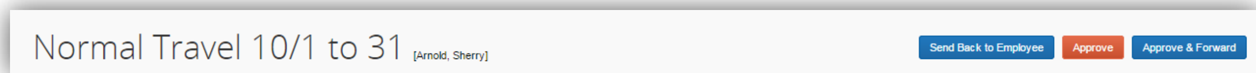
10. Click **Save** and then **OK** in the Success box.
11. In the **Allocate Report** window, click **Done**.

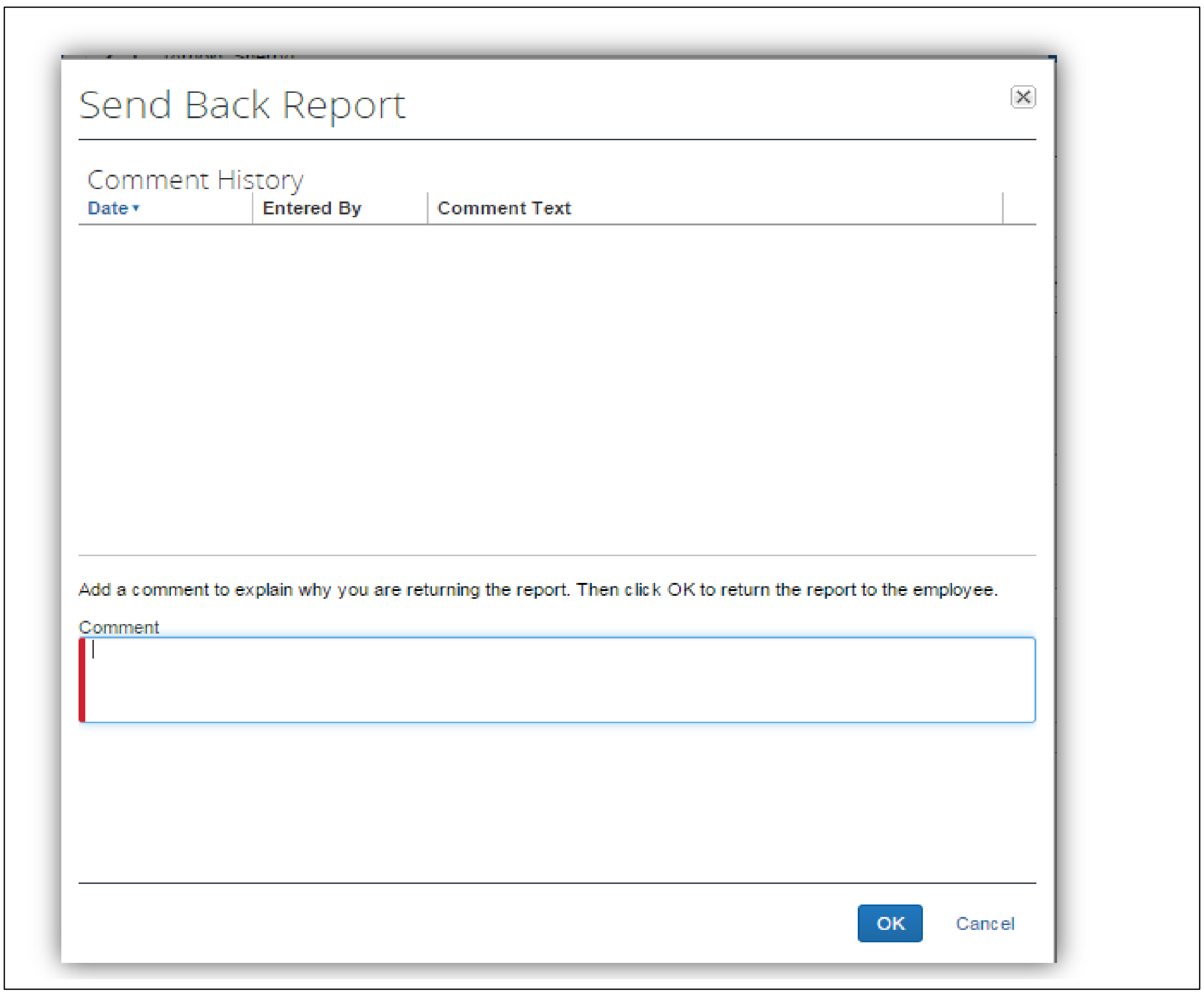
The allocation icon  now appears to the left of the expense items that have allocations.

Send an Expense Report Back to the Employee

All reports awaiting your review and approval appear in the **Approval Queue** section of the **My Concur** page.

How to…	Additional Information
1. Open an expense report from the **Approvals** tab, ***Quick Start Bar*** or ***My Tasks***.	The **Expense Report** page appears.
2. Click the report name (link) to open the report.	
3. Click **Send Back to Employee**.	The **Send Back Report** box appears.
4. Enter a comment to explain to the employee why the report is being returned, and then click **OK**.	The report is returned to the employee.

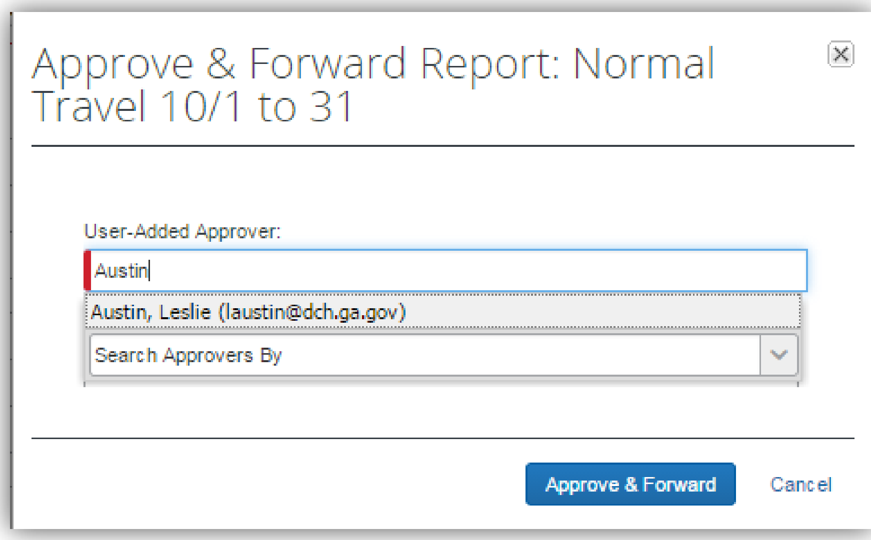




Add an Additional Review Step for an Expense Report

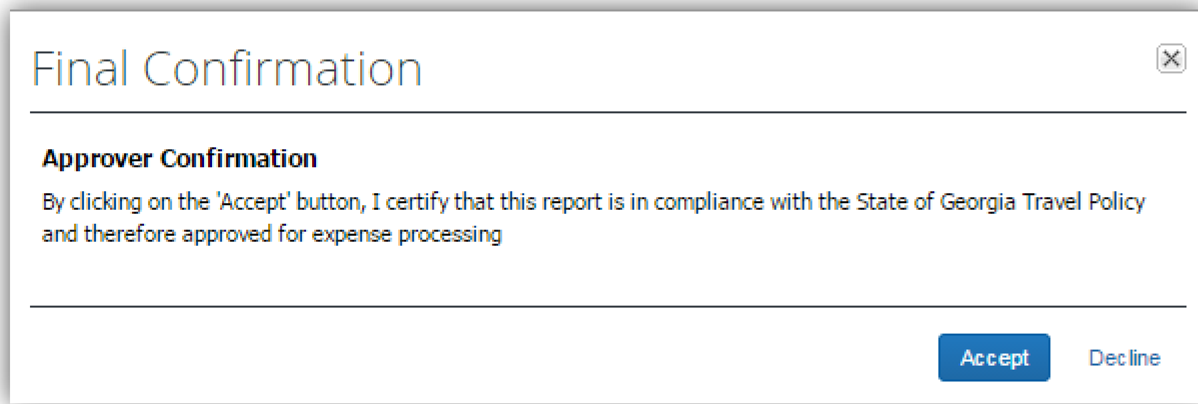
Depending on your Agency configuration, you can add additional approval steps for an expense report, as needed. For example, if the expense report has an allocation to a cost center that is not within your approval authorization, or some expenses require Budget approval, you can manually select the appropriate approver for the report.

How to...	Additional Information
1. Access the expense report from the **Approvals** tab, ***Quick Start Bar*** or ***My Tasks***.	The **Expense Report** page appears.
2. Open the expense report by clicking on the report name.	
3. Click **Approve & Forward**.	The **Approval Flow for Report** window appears.
4. Enter the last name of the approver you want to add in the **User-Added Approver** field.	The system will display a list of matches. Select the appropriate approver.
-OR-	
Click the User Added Approver field and type in the name of the additional prover or enter an * to see a list of all approvers in your Agency. Use **Search Approvers By** dropdown arrow to change the search criteria.	A list of search options appears.
Select the desired search option from the dropdown list.	Search by First Name, Last name, Email Address, Login ID
In the **User-Added Approver** field, type the last name of the approver you want to add.	The system displays all matches for the search criteria that you entered.
From the list of matches displayed by the search, select the appropriate approver.	
5. Enter any comments necessary for the added Approver in the Comment box.	
6. Click **Approve & Forward**	The expense report is forwarded to the additional approver.



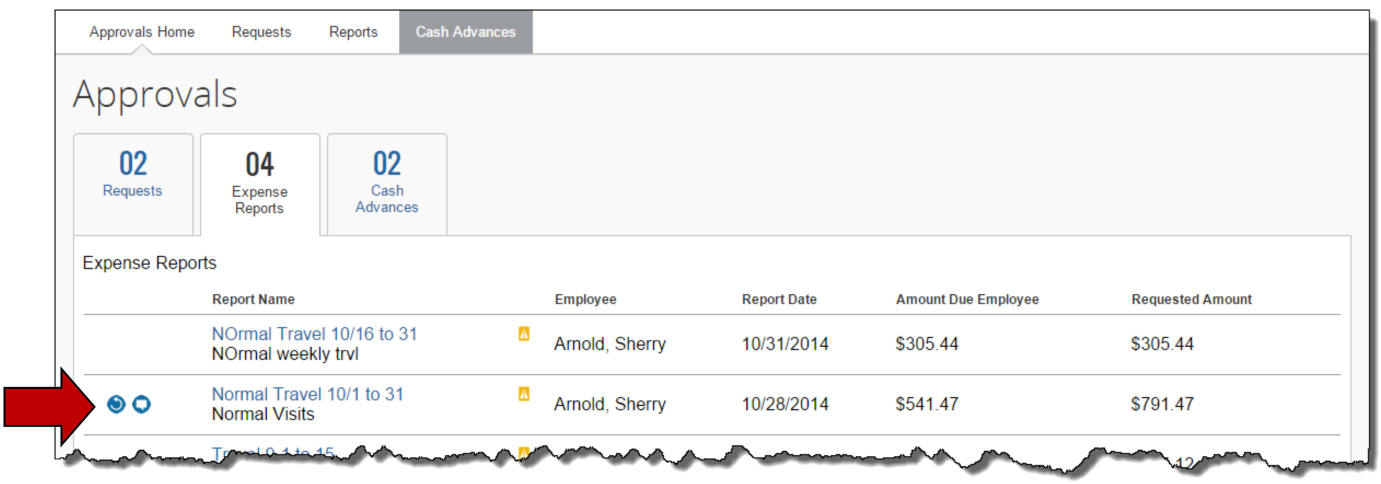
7. Click on **Accept** in the Approver Confirmation dialogue box.

The report continues the approval hierarchy and the Employee status for this report is updated.



Review a Resubmitted Expense Report

Any resubmitted Expense Reports waiting for your review and approval are accessible **from the** Approvals **tab** or on the **Home** page from the *Quick Task Bar* **or** *My Tasks* **and are indicated by the icon.**



How to...

1. Place mouse pointer over the comments icon to view the comments you entered when returning the expense report
2. Click the report name (link) of the report with the Resubmitted icon to open the report.
2. Click on the **Details** tab and select **Comments**

Additional Information

You may view the comment before opening the report or after you open the report. (see step 3)

The expense report appears.

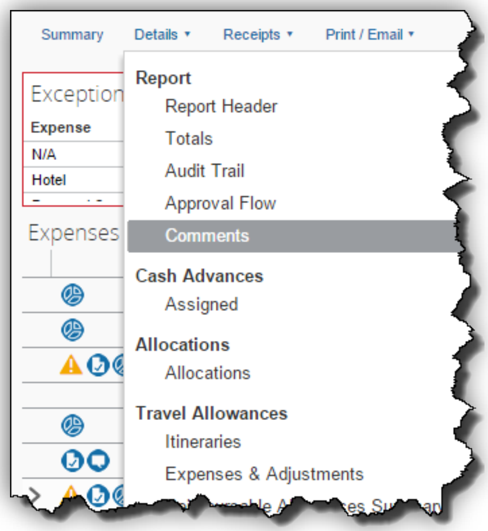
This icon indicates the report was returned to the user, corrected and resubmitted for Approval.

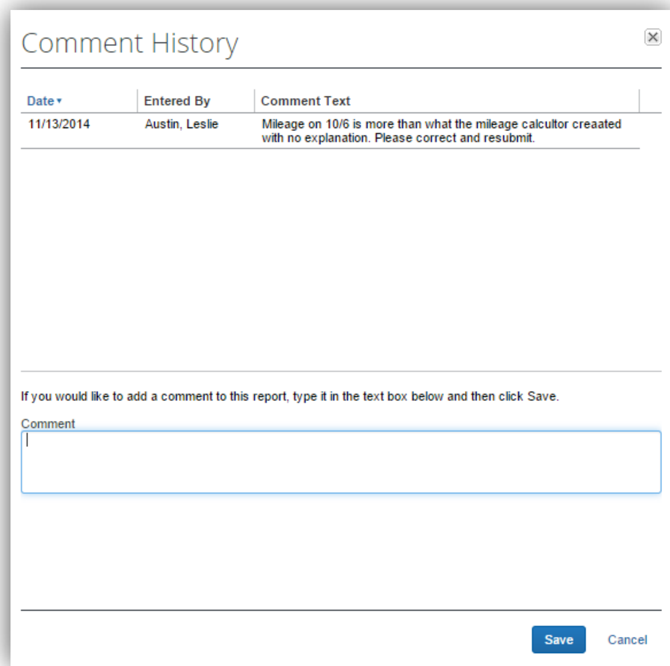
The Report Level comments will appear. The comments you entered to instruct the employee from the **Report** section.

what to correct appear here as well as any comments the employee sent back to you.

Comment source is indicated in **Entered By**.

Click **Cancel** to exit the Comments.





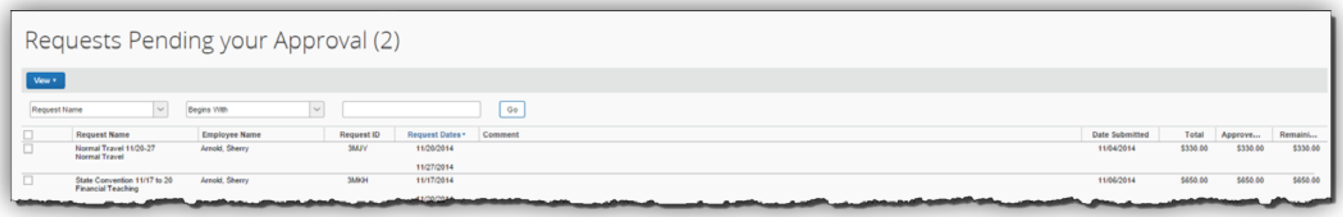
3. Review the item that was corrected.
4. Click **Approve**. The prompts will be the same as when you first approved the Expense Report.

The report moves to the next step in the workflow.

Section 4: Review & Approve (Authorization) Requests

Depending on your Agency policy, employees may be required to submit a Request to get pre-trip authorization before incurring travel expenses under certain Agency specified conditions. Once submitted, the request is routed to the Request Approver. Request Approval hierarchy is determined by each Agency. Request will not appear if it is not configured for your Agency or if you do not have approval authority.

Requests waiting for your review and approval can be accessed report from the **Approvals** tab, ***Quick Start Bar*** or ***My Tasks.***



How to…

1. Access a Request from the **Approvals** tab, ***Quick Start Bar*** or ***My Tasks.*** Click on the Request name to open it.
2. Review the Summary Request Header information.

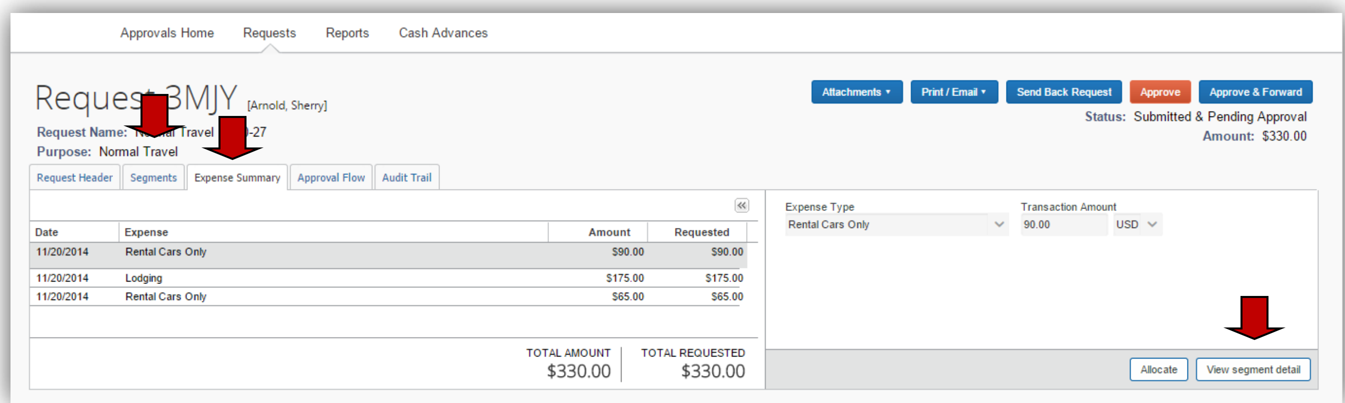
Additional Information

The **Request** opens showing summary detail by segment type.

The **Request Summary** opens automatically when you open the Request.

To view segment details, click on **View Increment Detail** or the **Segments** tab**.**

If you see the delegate icon  it indicates this report was submitted by a delegate and not the employee.

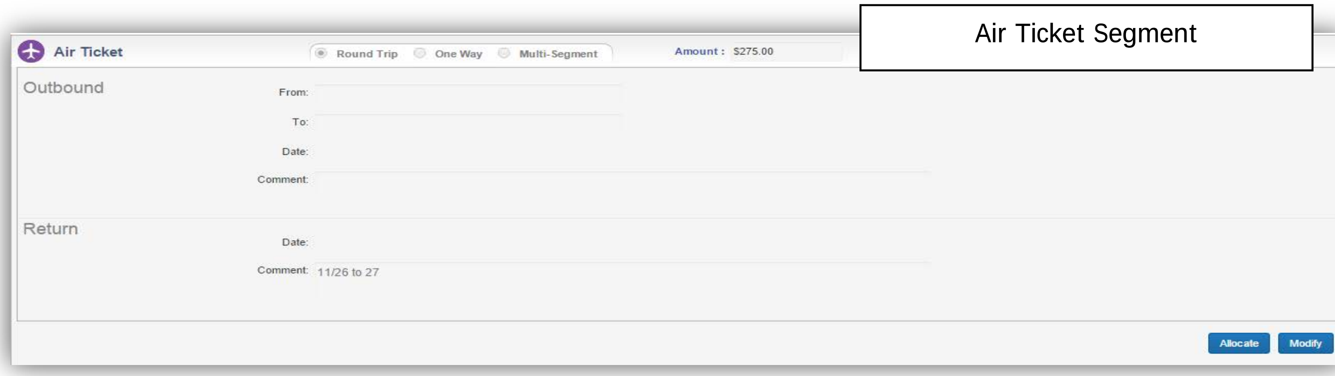


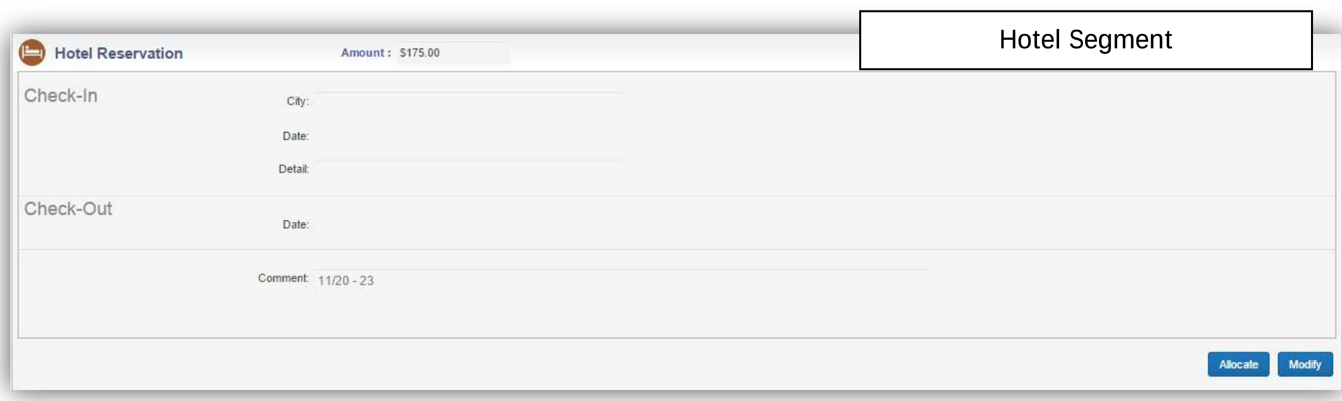
3. Review the Segments information: click on the Segments tab to view the details.

Segment information can contain specific airline ticket costs, car rental costs, hotel costs, miscellaneous costs and dining (Meals Per

Diem/Travel Allowances) estimated by the employee for the requested travel.

Using the Scroll Bars on the right, scroll through and review each segment.





Miscellaneous Segment

Notice that comments were entered for the Miscellaneous request. It is a required field for the traveler.

There is also a segment available for entering Dining (Meals Per Diem).

4. To approve the Request, click on **Approve**

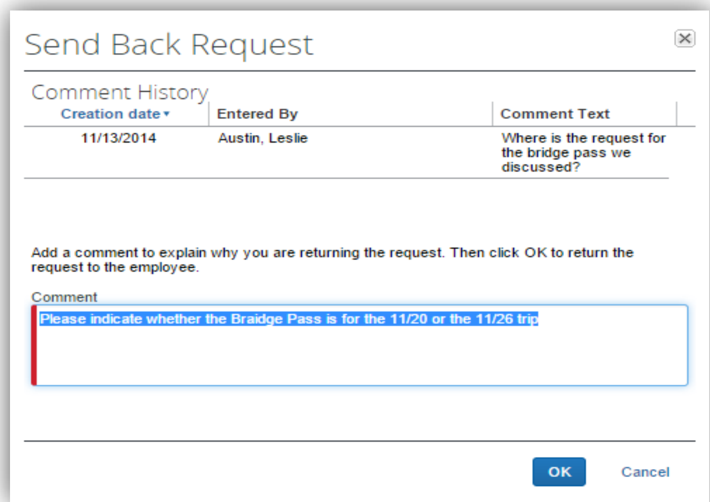
An approval confirmation acknowledgement will appear briefly.

OR

5. To return the Request to the employee, click on **Send Back Request**.

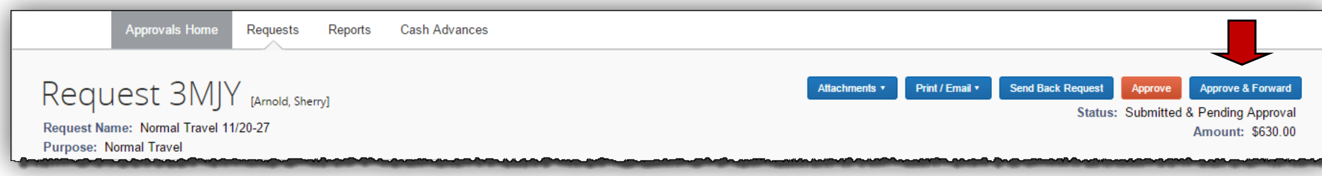
Clicking on **Send Back Request** opens the **Send Back Request** dialogue box. In the **Comments** box enter exactly what you want the employee to do before he re-submits this same Request.

Click on **OK** to send the **Request** with your comments back to the employee.



OR

6. To add an additional review step for the Request, click on **Approve & Forward**.



The **Approval Flow** tab opens.

Click in the **User Added Approver** field and type the last name of the approver you want to add to the workflow **or** enter an asterisk (*) to view all the approvers in the Agency **or** to use different search criteria to locate the added authorized approver.

The system will display the best matches it can find as you type.

Select the appropriate approver from the approver list.

Click on the drop down arrow in the **User-Added Approver** box

The **Search Approvers By** box appears

Click **Approve**

A brief confirmation box appears and will auto clear.

Section 5: Review & Approve Cash Advance Requests

Employees may be able to request a Cash Advance in TeamWorks Travel & Expense before incurring travel expenses. Once submitted, the request is routed to the Cash Advance Approver. Cash Advance Requests waiting for your review and approval can be accessed report from the **Approvals** tab, ***Quick Start Bar*** or ***My Tasks.***

Cash Advance will not appear in the Approvals tab, the Quick Start Bar or My Tasks if it is not configured for your Agency or if you do not have Cash Advance approval authority.

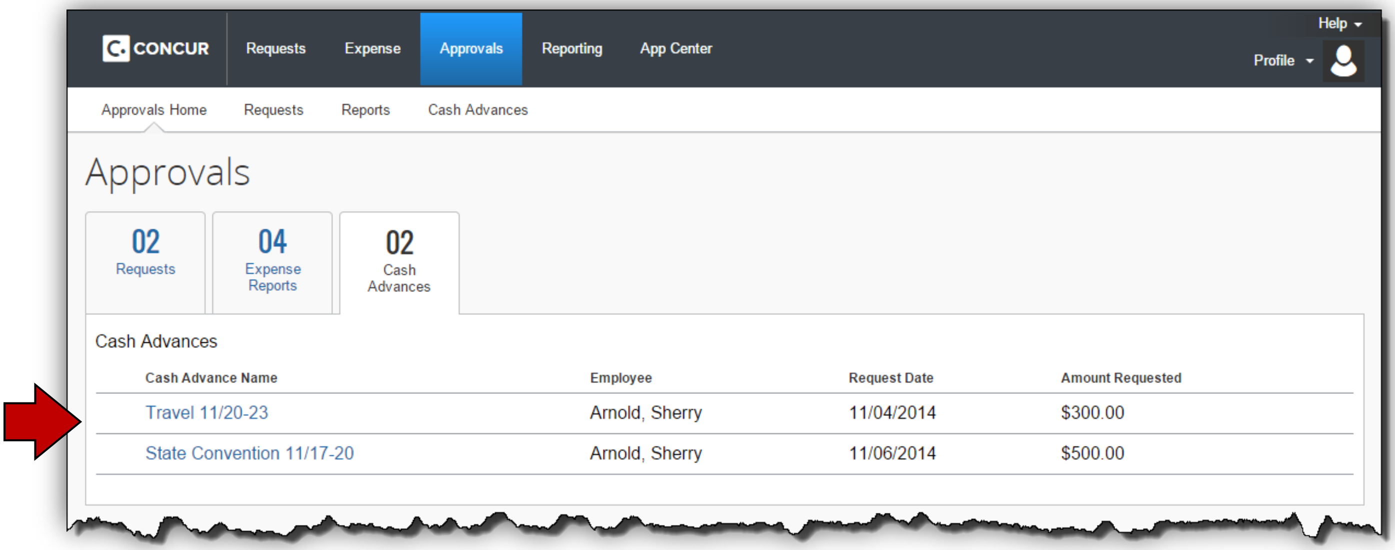
How to...

1. Access a Cash Advance Request from the Approvals tab, *Quick Start Bar* or *My Tasks* and clicking on the Report Name.

Additional Information

The **Cash Advance Approval List** opens.

Select one to review for approval by clicking on it.



You may change the amount of the Cash Advance and add a Cash Advance Comment to explain why.

There are only a few fields in the Cash Advance Request. You can see all of them. However, only the **Name**, **Amount**, the **Travel Start Date** and the **Travel End Date** are required of the employee.

If the employee has entered a **Requested Disbursement Date**, please pay attention that the disbursement can be made by this date. Employees are instructed to request manual disbursement if there are five business days or less between the request date and the required disbursement date.

2. To Approve the Cash Advance click on Approve.

There are only a couple of fields in the Cash Advance Request. You can see all of them.

Click on **Accept** in the *Final Confirmation* box that appears.

Enter any optional comments in the **Approve Cash Advance** comment box appears.

Click **OK.**

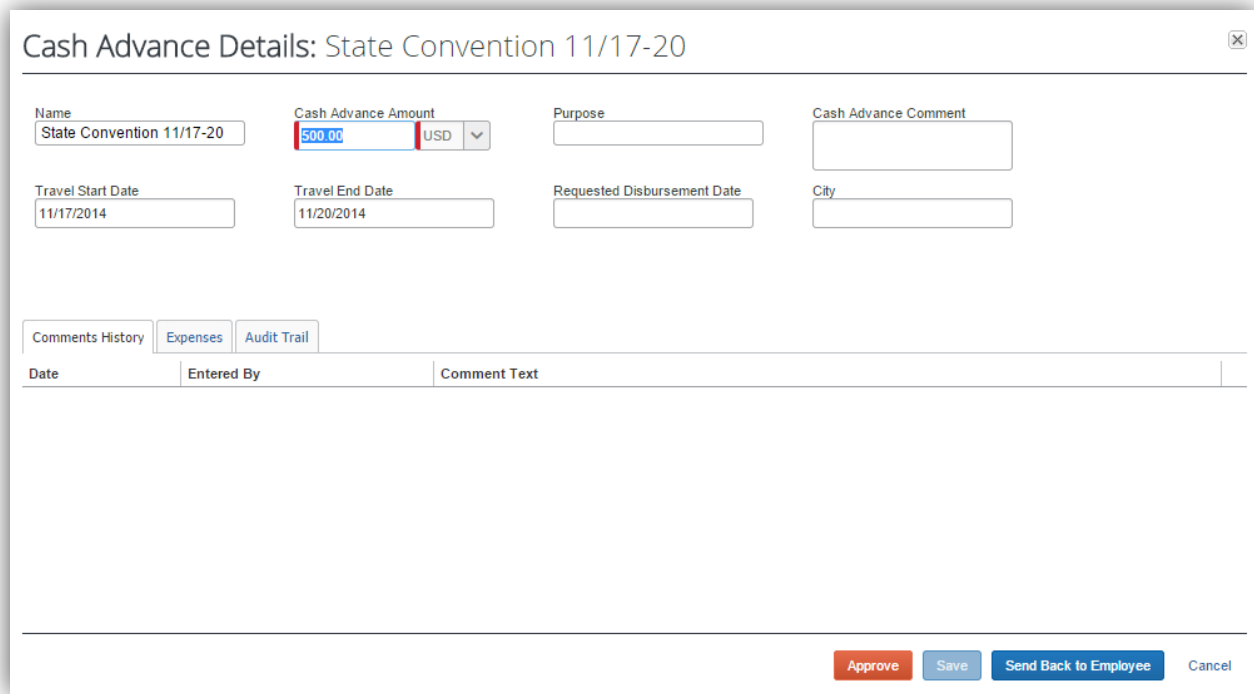
Upon approval, the Cash Advance Request will be routed to the Cash Advance Administrator for final approval and release to the accounting system for disbursement.

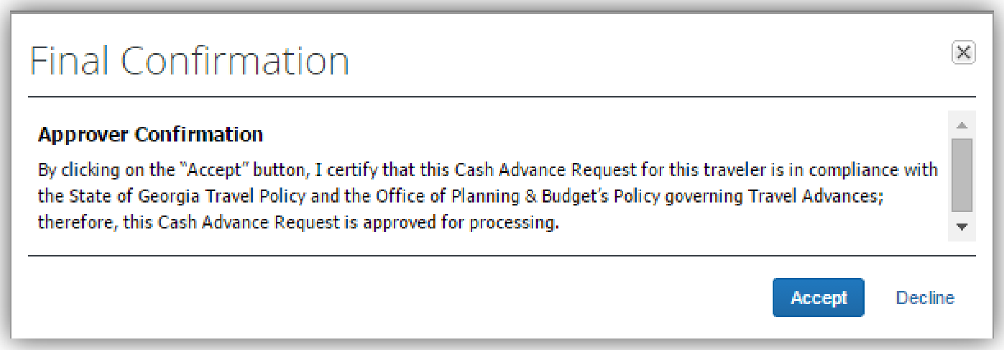
3. To Reject the Cash Advance, click on **Send Back to Employee**

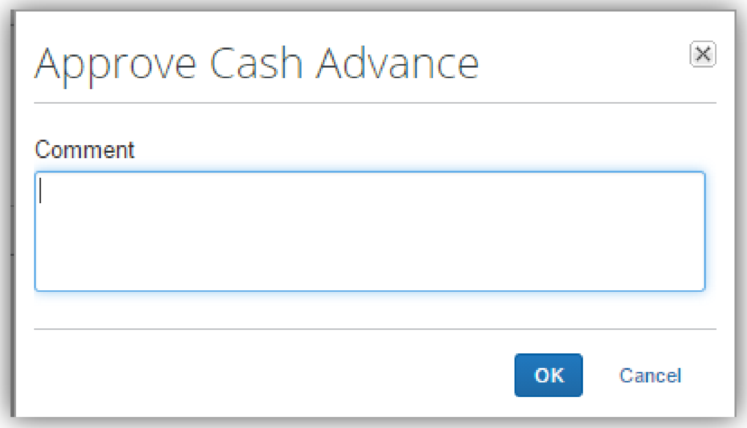
A **Send Back to Employee** comment box appears. You are required to enter a reason for rejecting the **Cash Advance Request.**

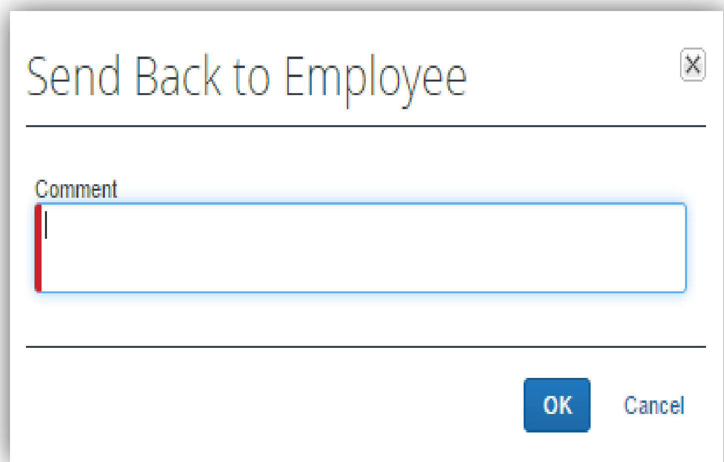
Click on **OK**.

The rejected **Cash Advance Request** is routed back to the employee.




Final Confirmation
Approver Confirmation
By clicking on the "Accept" button, I certify that this Cash Advance Request for this traveler is in compliance with the State of Georgia Travel Policy and the Office of Planning & Budget's Policy governing Travel Advances; therefore, this Cash Advance Request is approved for processing.
Accept
Decline

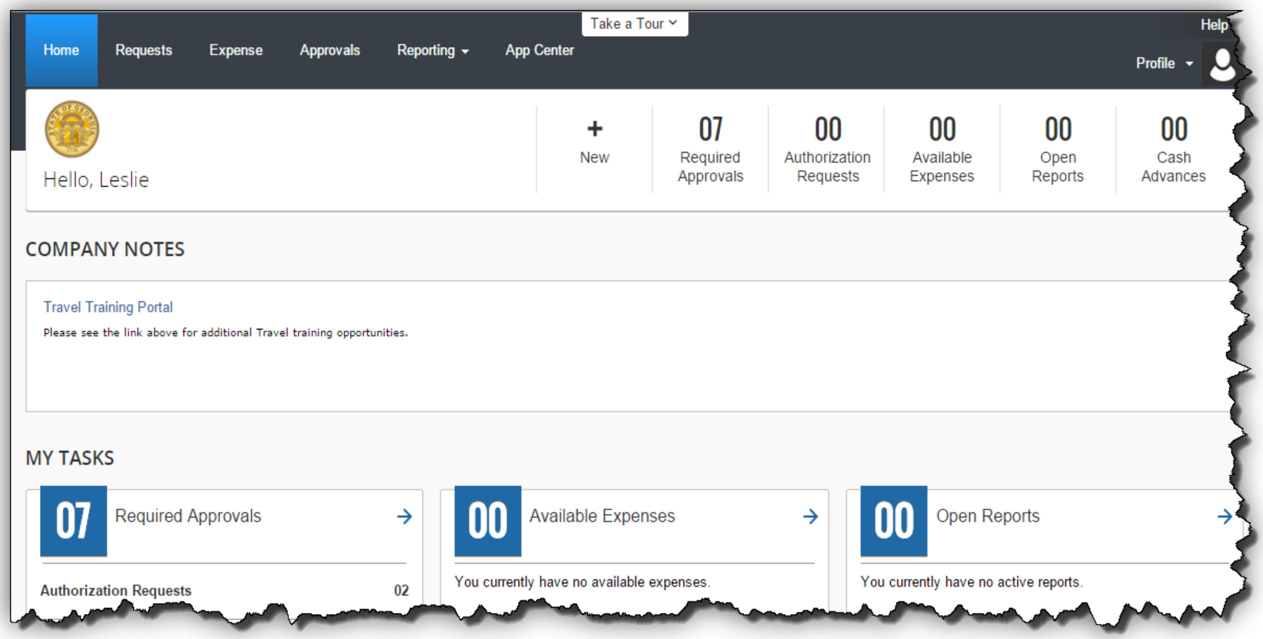

Approve Cash Advance
Comment
OK
Cancel


Send Back to Employee
Comment
OK
Cancel

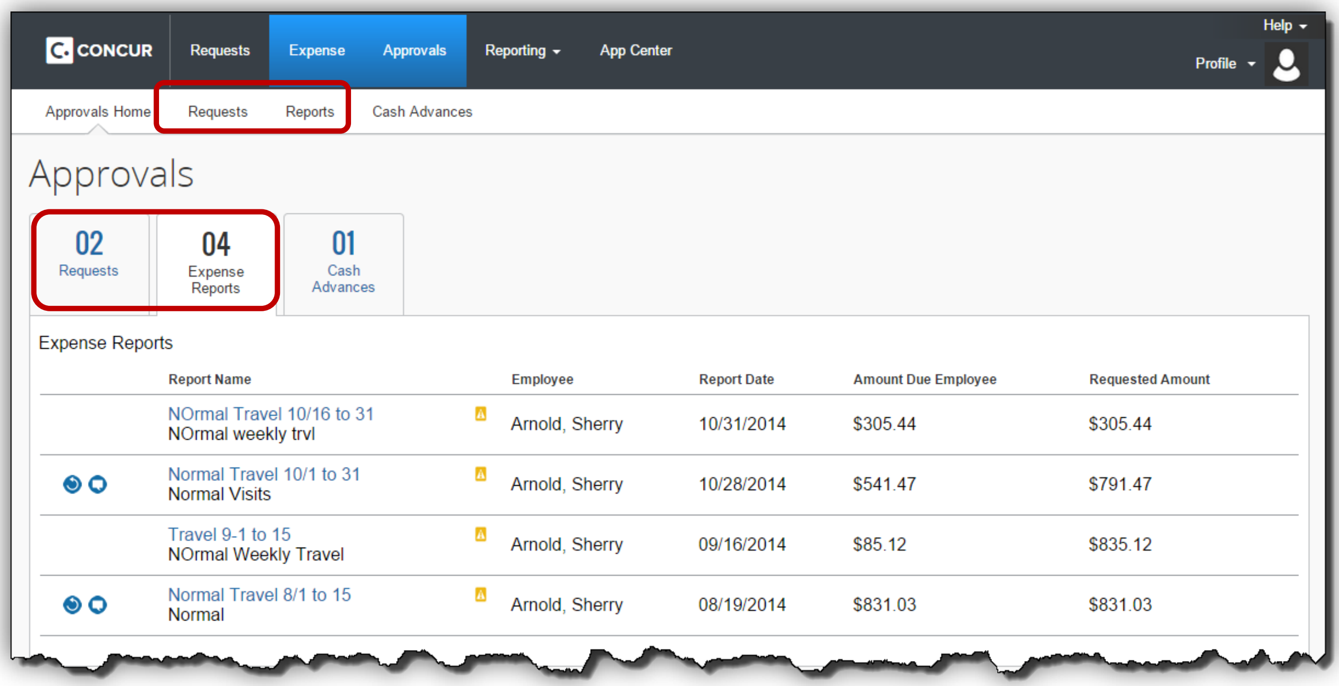
Section 6: View Previously Approved Requests or Reports

Previously approved Requests or Expense Reports no longer appearing in Reports Pending Approval may be accessed from the **Approvals** tab, ***Quick Start Bar*** or ***My Tasks.***

Home tab View:



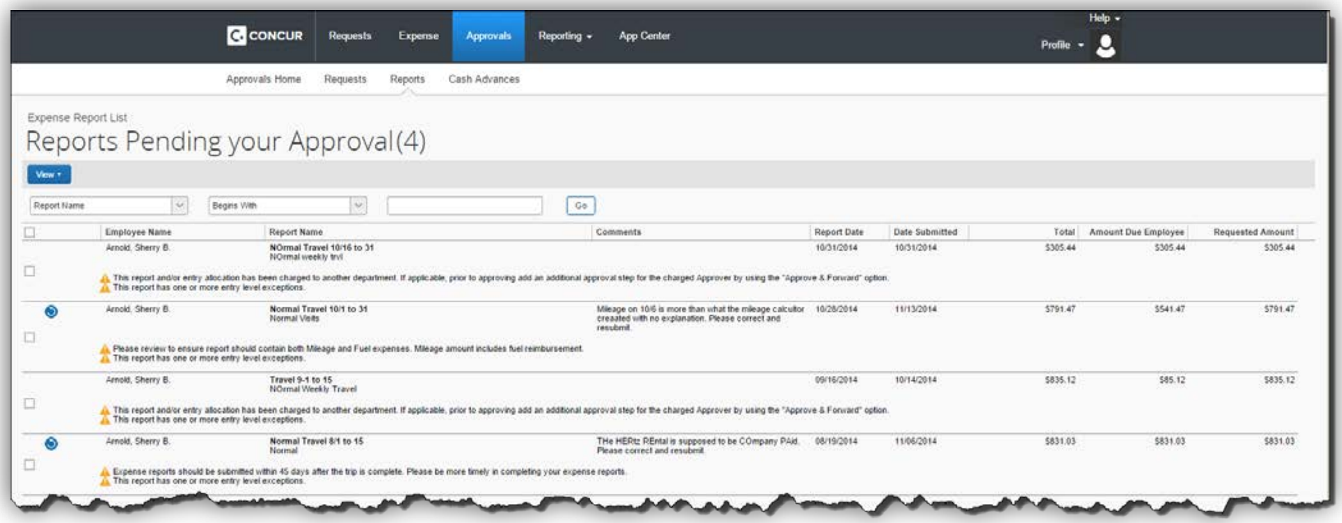
From the **Approvals Home** select ***Requests*** or ***Reports***.



Report Name	Employee	Report Date	Amount Due Employee	Requested Amount
NOrmal Travel 10/16 to 31 NOrmal weekly trvl	Arnold, Sherry	10/31/2014	$305.44	$305.44
Normal Travel 10/1 to 31 Normal Visits	Arnold, Sherry	10/28/2014	$541.47	$791.47
Travel 9-1 to 15 NOrmal Weekly Travel	Arnold, Sherry	09/16/2014	$85.12	$835.12
Normal Travel 8/1 to 15 Normal	Arnold, Sherry	08/19/2014	$831.03	$831.03

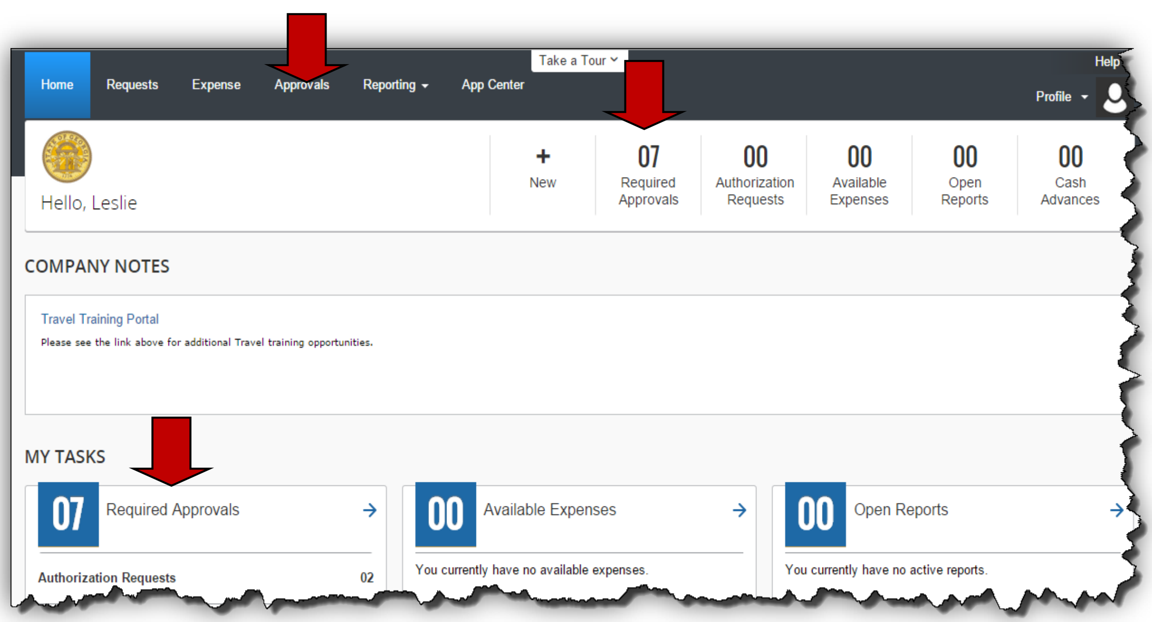
The **Approval** tab offers additional options for viewing Request or Expense Reports pending and/or already approved.

Approve Reports View:



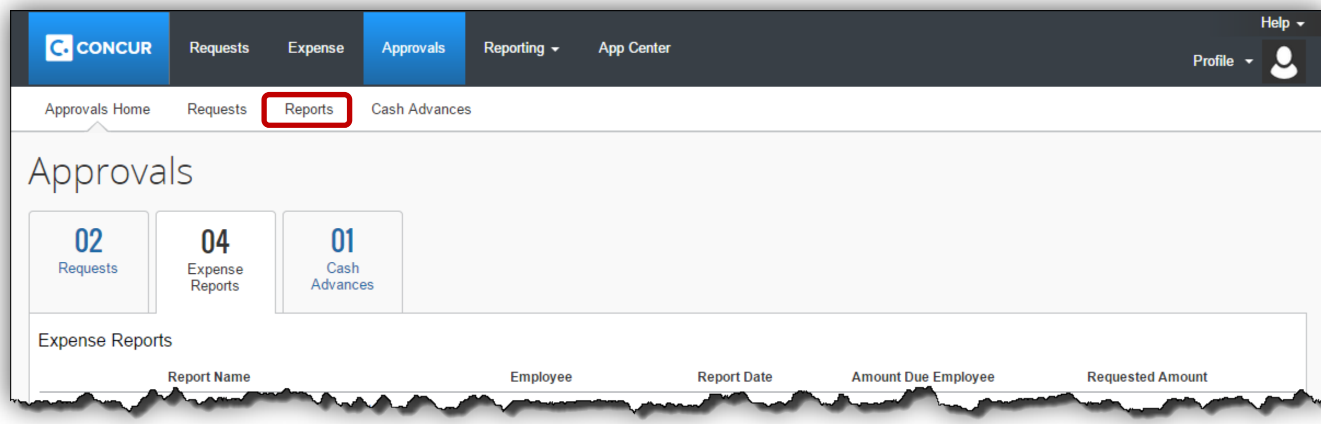
How to view previously approved Expense Reports

How to…	Additional Information
1. Select the Approvals tab, or select Required Approvals from the Quick Start Bar or My Tasks	

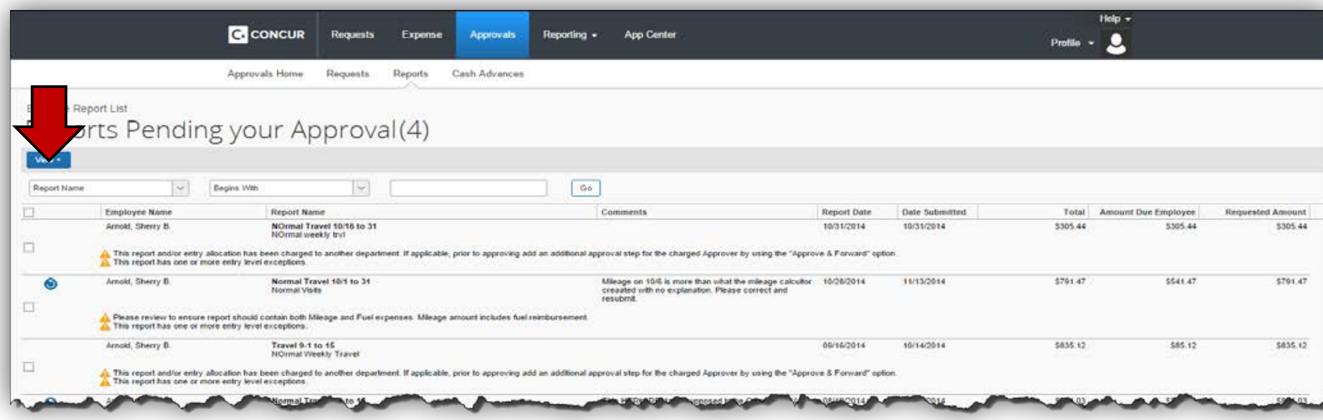


How to view previously approved Expense Reports (continued)

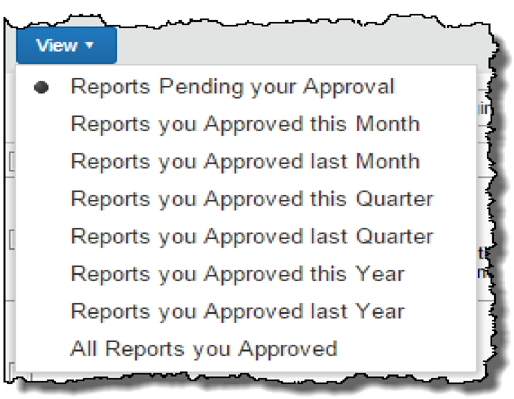
How to...	Additional Information
	The *Approvals Home* opens



How to...	Additional Information
2. Select Reports 3. Select **View**	The *Reports Pending your Approval* window opens

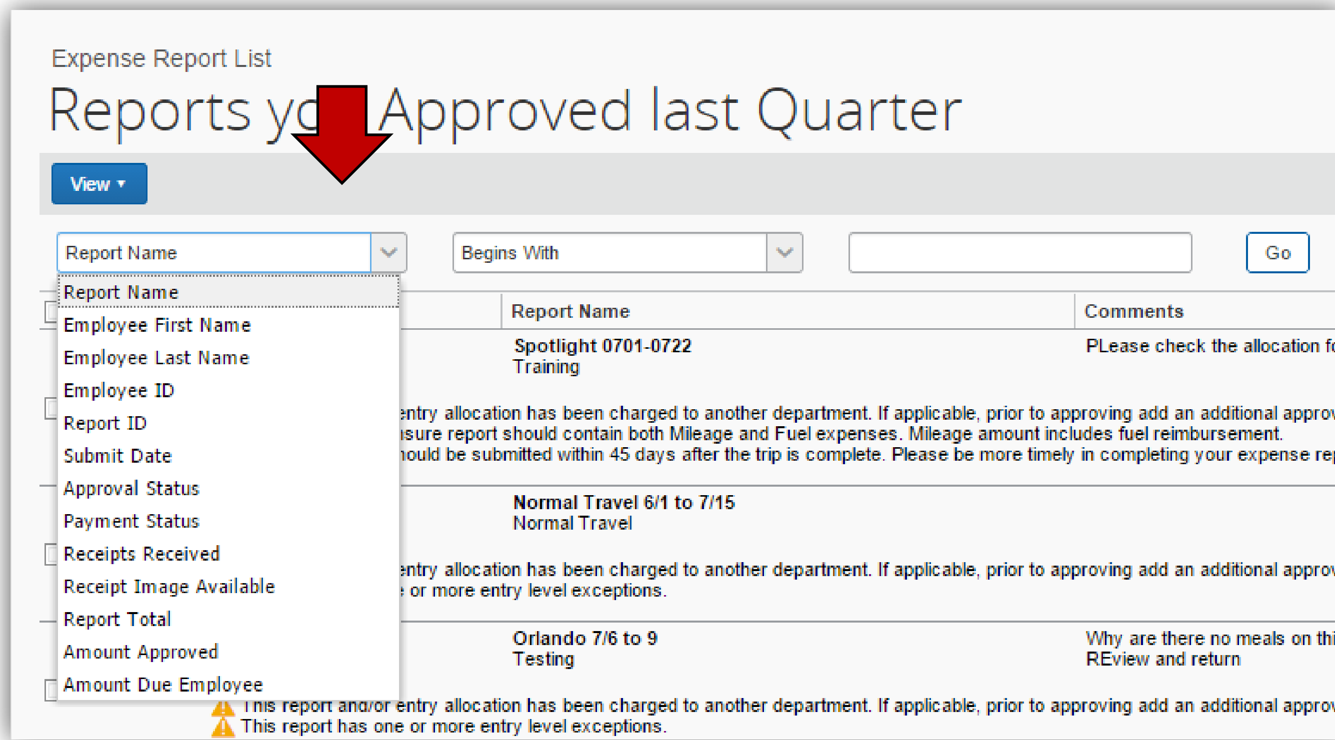


How to...	Additional Information
4. Select the filter that serves your needs	For our example we selected Reports you approved last Quarter to filter the information

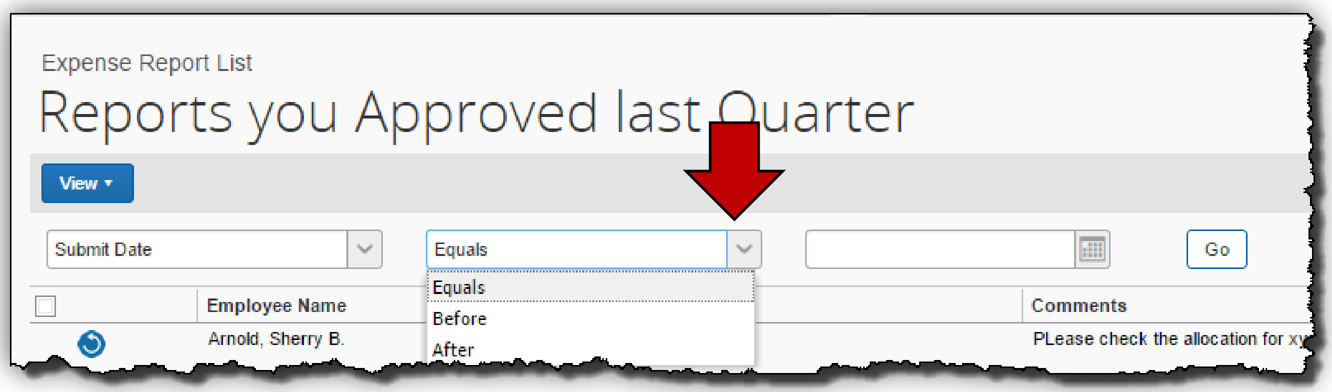


How to view previously approved Expense Reports (continued)

How to…	Additional Information
5. Click on the drop down arrow to begin selecting the report criteria in the first field	For our example we chose Submit Date. The following two fields will change depending on the report criteria chosen in the first field.

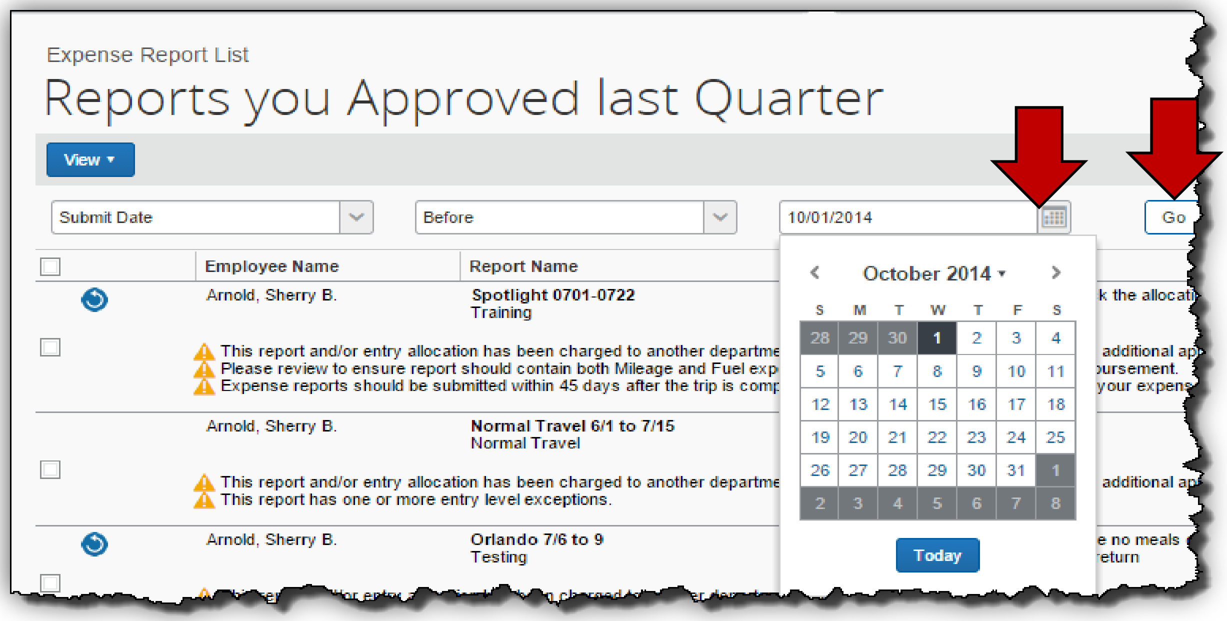


6. Choose your display criteria	In our example we chose *Before*

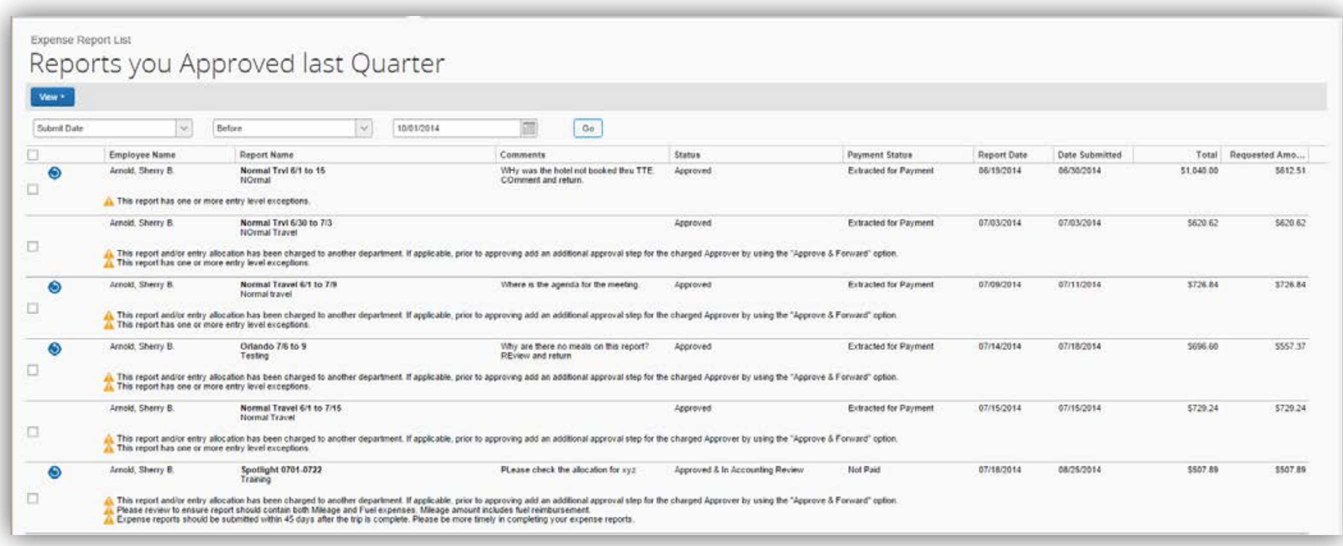


How to view previously approved Expense Reports (continued)

How to…	Additional Information
7. Select an options from the third report criteria field and click **Go**.	For our example we October 1, 2014. The report criteria will change depending on the report criteria chosen in the first field.



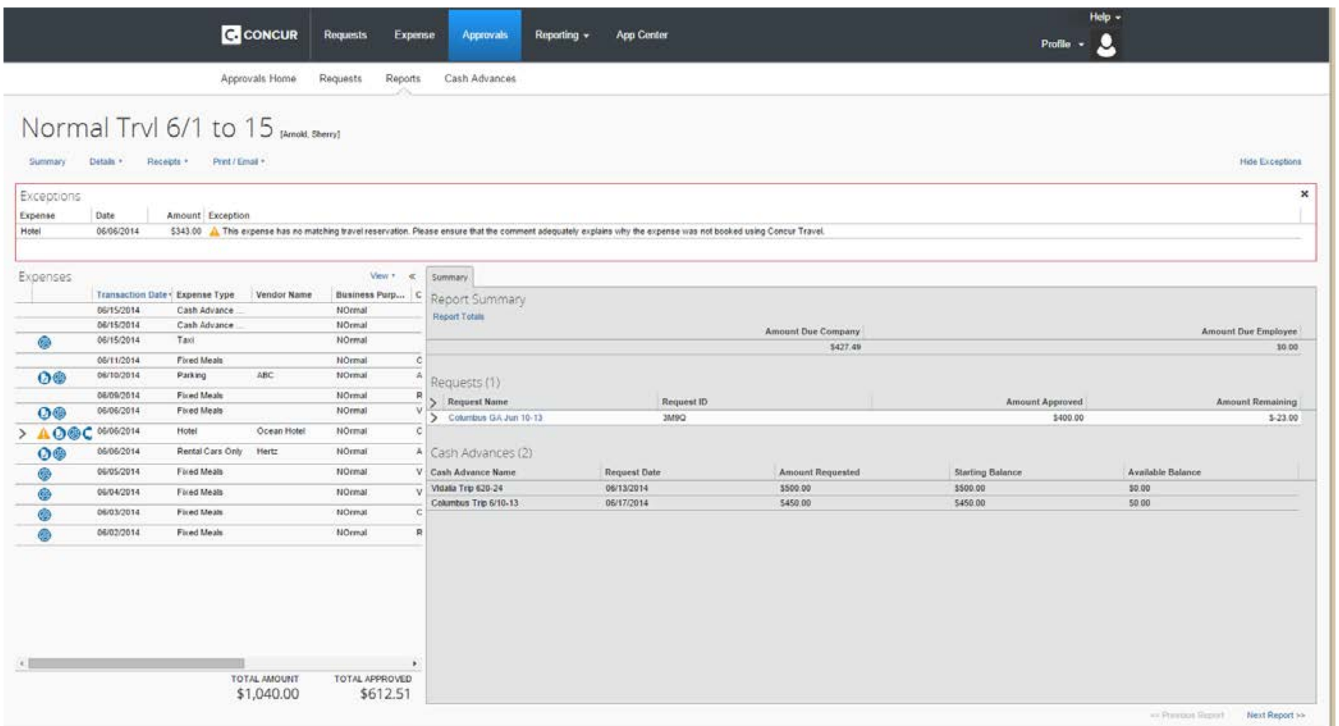
8. Report data based on the filter and selection criteria you have chosen will appear.



Consider using this same option with the Reports Pending Your Approval options to select the oldest outstanding reports to approve.

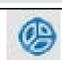
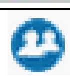
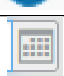
How to view previously approved Expense Reports (continued)

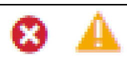
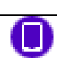
How to…	**Additional Information**
9. Click on a report in the list to open it and view the data.	Once you open an already approved Expense Report for review, **Next Report** and **Previous Report** buttons appear at the bottom of the expense report page. You can scroll back and forth from report to report easily. These buttons appear for all previously approved reports, when the approver is reviewing historical data. They do ***not*** appear for reports pending review, where the approver needs to take action to approve or return the report.
10. When you exit Reports, the system will default to the *Reports Pending your Approval* view.	



Appendix A: Buttons and Icons Reference

Button/Icon Description	
General:	
CONCUR Home	**Tabs:** Click to return to the Home page
Requests Expense Approvals	**Tabs:** To access specific functions
Profile	**Tabs:** To access traveler profile settings or administer for another user (delegate/travel assistant)
Approver:	
Approve	**Approve:** Approve for processing
Approve & Forward	**Approve & Forward:** Add additional review steps for an expense report
Send Back to Employee	**Send Back to Employee:** Return the Report or Cash Advance to the employee unapproved; requires Comments from the Approver
Request:	
	Air Ticket: Indicates Air Reservation on Request
	Car Rental: Indicates Car Rental on Request
	Dining: Indicates Per Diem/ Meals on a Request.
	Lodging: Indicates Hotel/Lodging on Request.
	Misc: Indicates Miscellaneous Expenses on a Request
	Calendar: Brings up a calendar to select transaction date
Attachments ▾	**Attachments:** Check or add attachments to a Request
Print / Email ▾	**Print/Email:** Print or email the Request
Send Back Request	**Send Back Request:** Return the Request to the employee unapproved; requires Comments from the Approver
Delete Modify Allocate	**Delete, Modify, Allocate:** Select to delete, modify or allocate a saved Request segment
	Resubmitted: This icon indicates a Request was returned to the traveler by an approver at least once and remains with the report from that point forward.
Submit Request	**Submit Request:** Submit the Request for approval
Recall	**Recall:** Allows you to recall a submitted Request if it has not been approved.
Expense Reports:	

Button/ Icon Description	
+ New Expense	**New Expense:** Add a new expense entry to an Expense Report.
+ Create New Report	**+ Create New Expense Report:** Create a new expense report
+ New	**+ New:** Access to Start a Request, Start a Report, New Cash Advance or Upload Receipts from the Quick Task Bar
+ Upload New Receipt Upload	**Upload:** **+ Upload New Receipt:** Upload a new receipt (support document or receipt)
Attach Receipt	**Attach Receipt:** Attach a receipt to an expense item
Receipts ▾	**Receipts:** Access to attach receipt images or view previously attached receipts.
	**Receipt Required:** Statewide Travel Policy requires a receipt for this item
	**Receipt:** Statewide Travel Policy requires a receipt for this item and it is attached to the expense line item
Add New Allocation	**Add New Allocation:** Add a new allocation row.
Allocate By: ▾	**Allocate By:** Select between allocating by percentage or amount.
Allocate Selected Expenses	**Allocate Selected Expenses:** To open the allocation window
Clear Selections	**Clear Selections:** Clear the items selected for allocation
Delete Selected Allocations	**Delete Selected Allocations:** Delete on or more allocation rows
Select Group ▾	**Select Group:** To select a group of allocations previously entered to review or edit
	**Allocations:** Indicates that an expense entry has been allocated.
New Attendee	**New Attendee:** Add a new attendee to an expense report.
	**Attendees:** Indicates that an expense entry has associated attendees.
	**Calendar:** Brings up a calendar to select transaction date
	**Credit Card Transaction:** Indicates that an expense entry was from a credit card transaction
	**Comments:** Indicates that an entry has comments associated with it
Copy	**Copy:** Copy an expense item
Copy Report	**Copy Report:** Copy an expense report

Button/Icon	Description
Delete	**Delete:** Delete an item
Delete Report	**Delete Report:** Deletes the current expense report. *Only originator can delete
Details ▾	**Details:** Provides options to view details of the expense report such as the report header, allocations, and audit trail
Move ▾	**Move:** Move an expense item to another expense report; also used to move a trip expense from Available Expenses to an expense report
	**Exceptions:** Indicates that an expense entry has an exception associated with it; red exceptions create a hard stop; yellow exceptions allow you to continue
Hide Exceptions	**Hide Exceptions:** Toggle to hide or display report exceptions
Import	**Import:** Access to ***Available Expenses*** display for reservations and/or credit card charges available to be imported the expense report
Import ▾	**Import:** Import selected ***Available Expenses*** into expense report
Delete	**Delete:** Delete an ***Available Expense*** item from the Import display
Match	**Match:** This is used to combine ***Available Expense*** entries in the Import display when Corporate Card Charges and Trip data are not automatically matched by the system
Unmatch	**Unmatch:** This is used to unmatch previously matched ***Available Expense*** entries in the Import display when Corporate Card Charges and Trip data were not automatically matched by the system
Itemize	**Itemize:** Begin the itemization process; for example, hotel expenses have to be itemized
Save Itemizations	**Save Itemizations:** Save itemizations entered in an expense; currently only required for hotel expense.
⌄ ›	**Show / Hide Itemization:** Click to view or hide itemization details
Go to Single Day Itineraries	**Go to Single Day Itineraries:** Access Meals Per Diem entry for Single Day (no overnight stay)
Go to Standard Itinerary	**Go to Standard Itinerary:** Access Meals Per Diem entry for Multiple Days (with overnight stay)
Add Stop	**Add Stop:** Add a stop to a Standard Itinerary to calculate Meals Per Diem for multiple days with an associated overnight stay
<< Previous Next >>	**Next>>:** **<<Previous:** Navigate to next or previous step in the process
Save Itineraries	**Save Itineraries:** Save Single Day Itineraries entry
Create Expenses	**Create Expenses:** Creates Fixed Meal Expenses on an expense report
Update Expenses	**Update Expenses:** Add new or corrected Meals Per Diem to an expense report with existing Fixed Meal entries
	**Mobile Expense:** Indicates that the expense was entered in Concur Mobile
×	**Multiply:** Reverses the exchange rate when working with foreign out of pocket transactions

Button / Icon Description	
Print / Email ▾	**Print / Email:** Access the fax cover page or detail report for the current expense report
	Resubmitted: This icon indicates the expense report was returned to the traveler by an approver at least once and remains with the report from that point forward.
Notify Employee	**Notify Employee:** Used by Delegate to notify an employee of a change made to an expense report
Save	**Save:** Save an expense item
Submit Report	**Submit Report:** Submit the Report for approval
Recall	**Recall:** Allows you to recall a submitted Expense Report if it has not been approved.
Travel:	
Select ! Select ✓	**Select:** Selects the selected travel item for booking. A green reserve indicates the reservation is within Policy, Yellow indicates out of policy but you can book it. Red indicates out of policy and you will not be allowed to make the reservation.
Search	**Search:** Search in Trip Search
Search	**Search:** Search for an off-airport rental car location
	Seat map: Click to view the flight seat map
	Travel Search Air Fare Legend: Flight has least cost logical airfare
R	**Travel Search Air Fare Legend:** Refundable Fare
	Travel Search Air Fare Legend: Arrives on a different day than departure
	Travel Search Air Fare Legend: Short or long connection time
	Travel Search Air Fare Legend: Turboprop aircraft used
	Travel Search Air Fare Legend: Flight is Fly America Act compliant
	Travel Search Air Fare Legend: Flight has 50-90% Go-Go Wi-Fi coverage
	Travel Search Air Fare Legend: Flight has 100% Go-Go Wi-Fi coverage
	Check Flight Status: Click to check the current status of a booked flight.
	Peaches: Preferred Vendor with special pricing for State of Georgia
	Yellow Diamond(s): Northstar Travel Rating for hotels
choose room ▸	**Choose Room:** Select to view hotel rooms and rates available a the selected hotel
View rates	**View Rates:** Click to view lowest hotel room rate and make the choose room option available
more info	**More Info:** Click to view hotel detail information such as cancellation, amenities, etc.

Appendix B: Expense Report Approver Checklist

Open an expense report from the **Approvals** tab, ***Quick Start Bar*** or ***My Tasks*** and select **Expense Reports**. Click on the Report Name you want to review for approval.

Summary Tab:

The Expense Report opens in the summary view. You have a "bird's eye view of Expenses, Cash Advances, Requests and the Report Summary

☐ Review any Requests in the Requests section of the Summary Tab by clicking on the Request Name in the Summary view.

☐ Cash Advances assigned to the report appear in the Cash Advance section of the Summary. They can also be viewed from the Details tab.

☐ Click on the Report Totals link in the Report Summary section to view more detail

Exceptions:

☐ Review any Exceptions. Click on an exception to open the expense item the exception references. You can view expense detail, attached receipts or summary information for the expoense item.

Report Name:

☐ Click on the report name to open the Report Header and review the information for accuracy.

Details Tab:

☐ Review the **Audit Trail**

☐ Review the **Approval Flow**

☐ Review **Comments** for the report or add any comments you feel are necessary

☐ Review and/or enter any **Allocations** (depends on Agency configuration)

☐ Review **Cash Advances Assigned**

☐ Review **Travel Allowances** (Meals Per Diem) entered

Expenses:

☐ Click on an expense to review in individual expense item detail, attached receipts or summary information. Pay careful attention to Air, Hotel and Rental Car receipts.

☐ Hover over Receipts icon to view receipts attached to individual line item Expenses

☐ Review Personal Car Mileage and Mileage Calculator Mileage calculations

☐ Hover over Allocations icon to review allocations made by the employee to an individual line item

☐ Hover over Comments icon to review any attached comments.

Receipts Tab:

☐ Click **Receipts Required** to detail receipts required by statewide Travel Policy

☐ Click **View Receipts In New Window** or **View Receipts in Current Window** to veiw ALL receipts attached to the report..

Approve or Deny Report:

Select **Send Back to Employee, Approve**, or **Approve & Forward**

Appendix C: Cash Advance Approver Checklist

Access a Cash Advance Request from the Approvals tab, Quick Start Bar or My Tasks and clicking on the Report Name	
All fields are available from the Cash Advance Approval List	
☐	Select **Send Back to Employee** or **Approve**
	Send Back to Employee will require a comment to the employee to process

Appendix D: Request Approver Checklist

Access Request from the Approvals tab, Quick Start Bar or My Tasks. Click on the Request name to open it.
Request opens to Expense Summary view
Request Header Tab:
☐ Review the **Request Header** Information
Segments Tab:
☐ Review any Car Rental requests
☐ Review any Airfare requests
☐ Review any Hotel requests
☐ Review any Meals requests
☐ Review any Miscellaneous requests
Approval Flow and **Audit Trail** and availabe for review
Select **Send Back Request, Approve** or **Approve & Forward**