

TeamWorks Travel and Expense

Powered By Concur Technologies

What's New in TTE



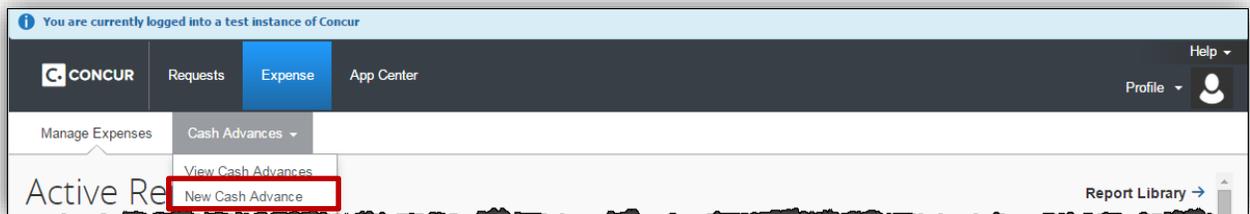
CASH ADVANCES

Adding Documents to Cash Advance Requests

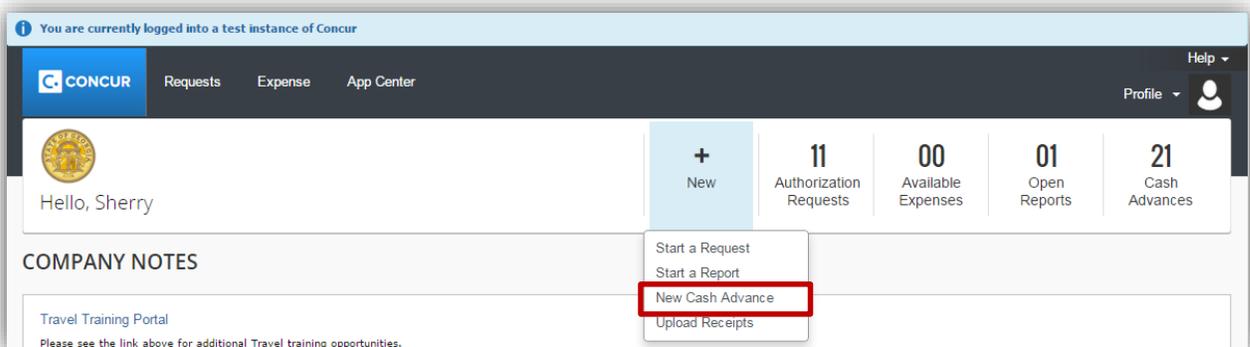
TTE now allows you to attach documents to your Cash Advance Request!!

Open a new Cash Advance request:

- Navigation: **Expense** tab>**Cash Advances** > **New Cash Advance**



OR from the *Quick Task Bar* on the home page select **New +> New Cash Advance**



- The Cash Advance Form opens. Enter the required information and any additional information you might need to provide to obtain approval.

New Cash Advance ✕

Details

Name <input type="text" value="Zip Certification (9/23 to 25)"/>	Cash Advance Amount <input type="text" value="450.00"/> <input type="text" value="USD"/>	Purpose <input type="text"/>	Cash Advance Comment <input type="text"/>
Travel Start Date <input type="text" value="09/23/2015"/>	Travel End Date <input type="text" value="09/25/2015"/>	Requested Disbursement Date <input type="text" value="09/18/2015"/>	City <input type="text"/>

- Click **Save** to display the two new additional options.
 - After approximately August 21, 2015 you will no longer need to take this step to display these options.

New Cash Advance ✕

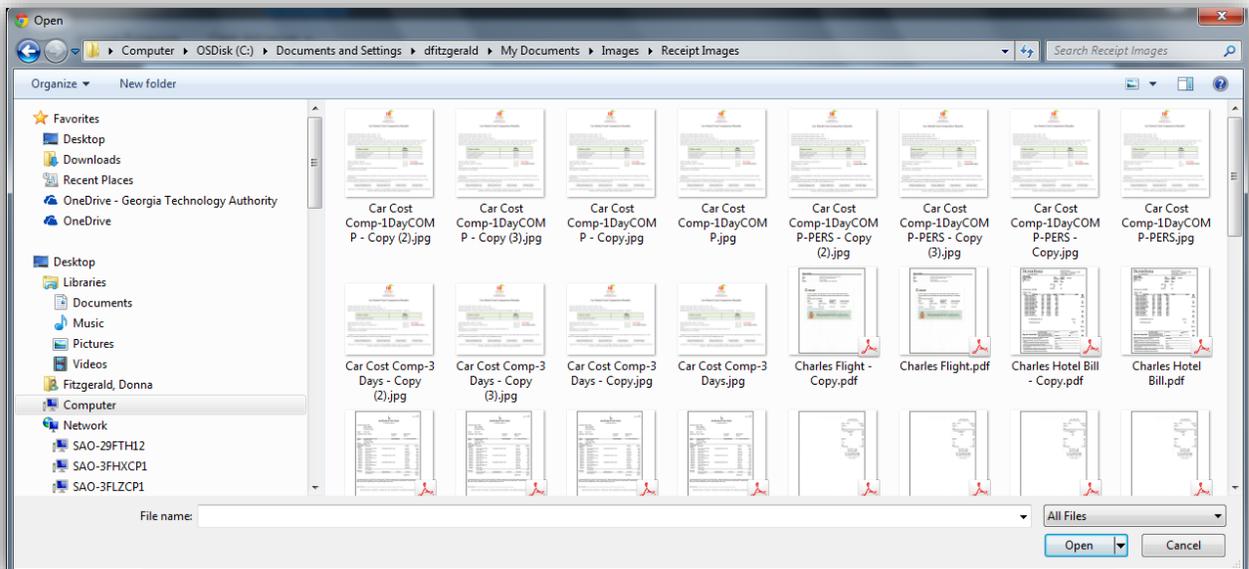
Details [Approval Flow](#) [Documents](#)

Name <input type="text" value="Zip Certification (9/23 to 25)"/>	Cash Advance Amount <input type="text" value="450.00"/> <input type="text" value="USD"/>	Purpose <input type="text"/>	Cash Advance Comment <input type="text"/>
Travel Start Date <input type="text" value="09/23/2015"/>	Travel End Date <input type="text" value="09/25/2015"/>	Requested Disbursement Date <input type="text" value="09/18/2015"/>	City <input type="text"/>

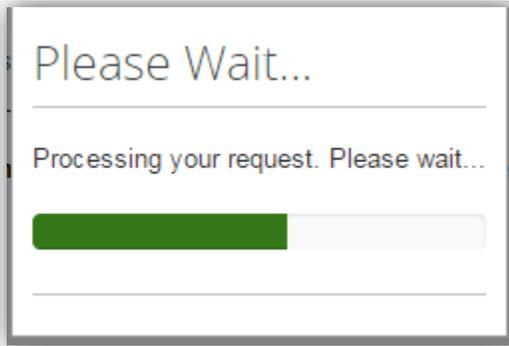
- Click on the **Documents** tab to attach documents to the request



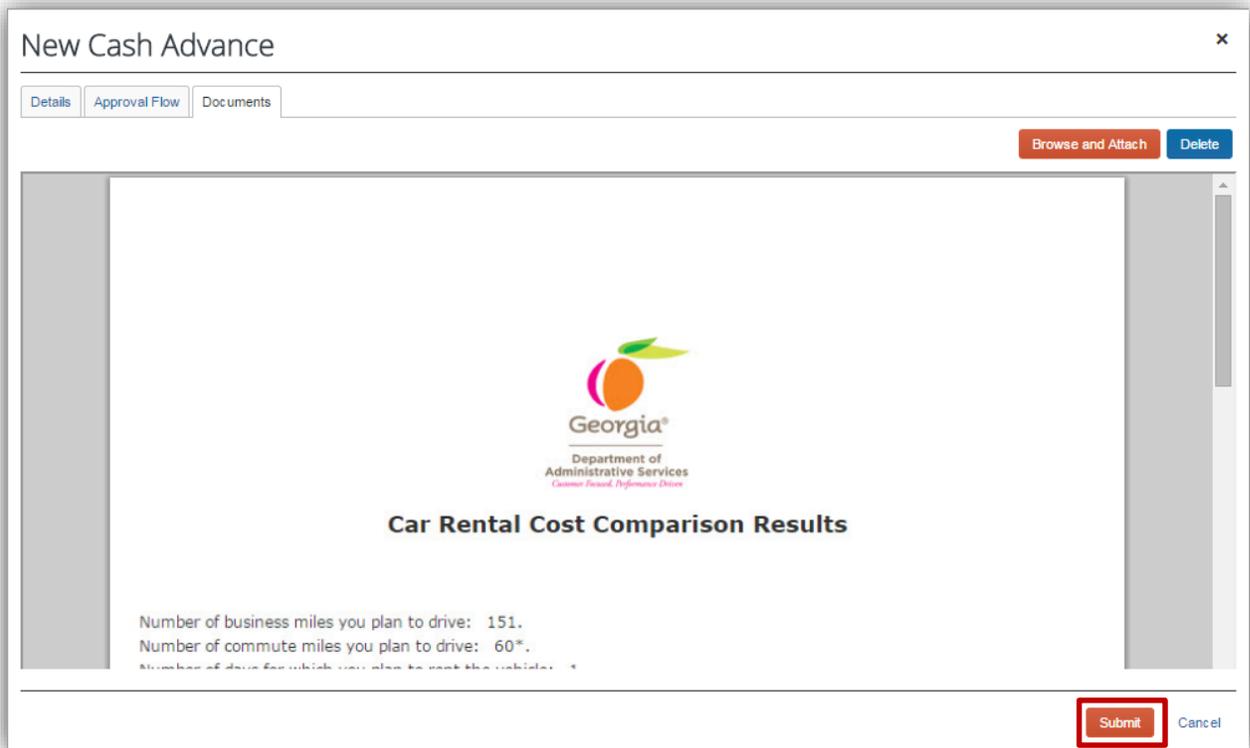
- Scanned image requirements are displayed the form
- Click on **Browse and Attach**



- Navigate to the location where you have the scanned image stored on your PC.
- Select on the item and then click on **Open**



- The system will process the scanned image you have selected



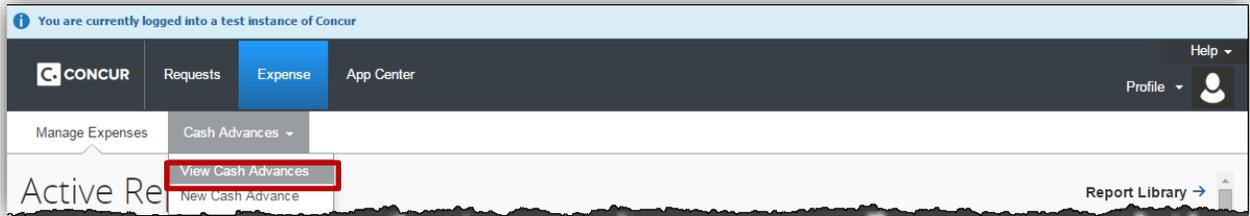
- The image will display.
- If you have any additional scanned items to attach, click on **Browse and Attach** and repeat this process for each additional item.
- Click **Submit** to send the Cash Advance request for approval

Recalling a submitted Cash Advance Request

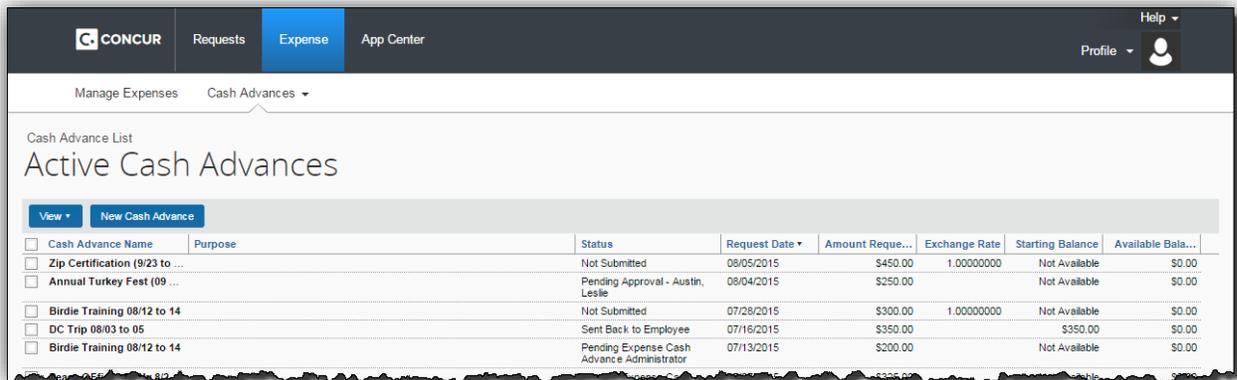
Once you have submitted a Cash Advance for approval you may recall that Cash Advance as long as it has not been released for payment by the TTE Expense Cash Advance Administrator.

View your existing cash advances:

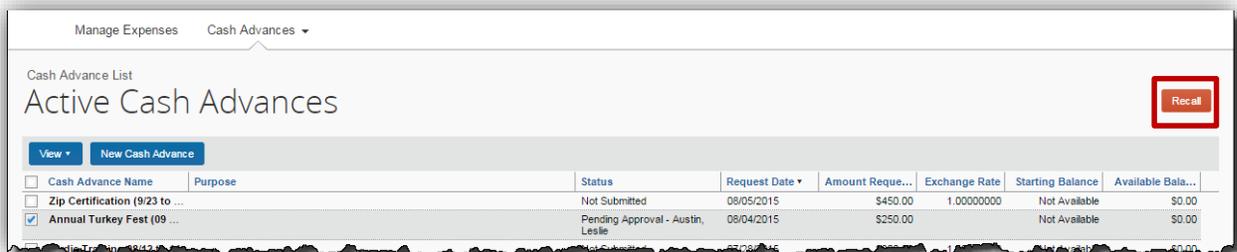
- Navigation: **Expense tab>Cash Advances>View Cash Advances**



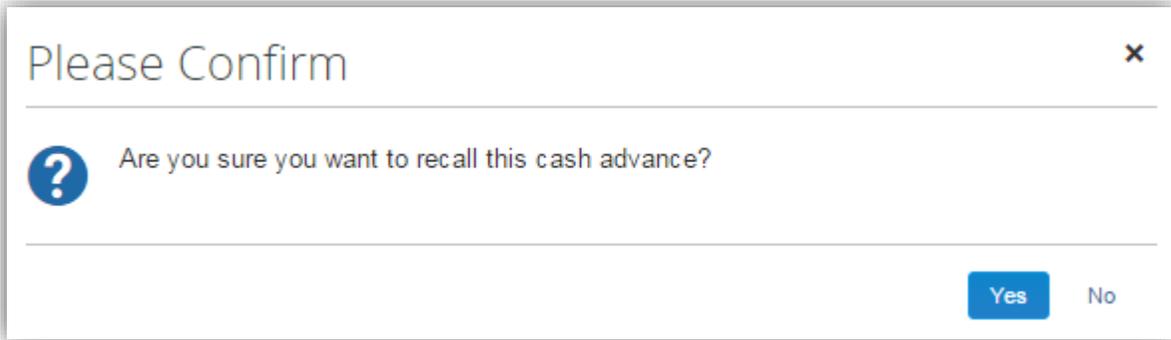
- The **Active Cash Advances** list appears



- Select the cash advance you wish to recall by clicking on the check box next to it
 - You may recall advances with the following statuses:
 - Pending Approval – (approver name)
 - Pending Expense Cash Advance Administrator



- The Recall button will appear. Click on it to recall the Cash Advance you have selected



- Click **Yes** to confirm the recall

Manage Expenses Cash Advances ▾

Cash Advance List

Active Cash Advances

View ▾ New Cash Advance

<input type="checkbox"/>	Cash Advance Name	Purpose	Status	Request Date ▾	Amount Reque...	Exchange Rate	Starting Balance	Available Bala...
<input type="checkbox"/>	Zip Certification (9/23 to ...		Not Submitted	08/05/2015	\$450.00	1.00000000	Not Available	\$0.00
<input type="checkbox"/>	Annual Turkey Fest (09 ...		Sent Back to Employee	08/04/2015	\$250.00		\$250.00	\$0.00
<input type="checkbox"/>	Birdie Training 08/12 to 14		Not Submitted	07/28/2015	\$300.00	1.00000000	Not Available	\$0.00

- The status changes to *Sent Back to Employee*
- You have two options:
 - Resubmit the request as is
 - Delete the request

Note: If changes are required you must delete the cash advance and create a new one.

BOOKING RENTAL CARS ON MOBILE TTE

Concur no longer supports making reservations for Rental Cars at off airport locations.