TeamWorks
Travel and Expense

Powered by Concur Technologies

TTE: System User Reference
2018

TABLE OF CONTENTS

Section 1: Logging In to TTE 6
Section 2: Concur Page 6
Section 3: Profile: Change Password 6
Section 4: Profile: Verify System Settings 7
Section 5: Profile: Personal Information 7
Important Note –Your Name and Airport Security 7
Step 1: Verify Company, Work, Home, and Contact Information 7
Step 2: Enter and Verify Email Address 8
Step 3: Enter Emergency Contact Information 8
Step 4: Enter Travel Preferences 8
Step 5: International Travel: Passports and Visas 9
Step 6: Set up a Travel Arranger or Assistant - Optional 9
Step 7: Set up Credit Card to Guaranty Hotel Reservations 9
Step 8: Verify Expense Information - Optional 10
Step 9: Set up an Expense Delegate – Optional 10
Step 10: Review Expense Preferences – Optional 10
Step 11: Add Personal Car 10
Step 12: Verify Expense Approvers 11
Step 13: Add a Favorite Attendee - Optional 11
Step 14: Review Request Preferences - Optional 12
Step 15: Mobile Registration - Optional 12
Step 16: E-Receipt Activation - Optional 12
Section 6: Create Request (Pre- Trip Travel Authorization) 12
Create Request 13
Modify Request Returned by Approver 13
Recall a Submitted Request 14
Close and Inactivate a Request 14
Section 7: Cash Advance Request 14
Create a Cash Advance 14
Recall a Cash Advance 15
Section 8: Travel: Make a Travel Reservation for Air, Car and Hotel 15
Step 1: Make a Flight Reservation 15
Step 2: Reserve a Rental Car 17

Step 3: Reserve a Hotel 17
Step 4: Travel Details 18
Step 5: Trip Booking Information 18
Step 6: Trip Confirmation 18
Step 7: Finished! 18
Section 9: Travel: Make an Air Only Reservation 19
Step 1: Select Flight 19
Step 2: Travel Details 20
Step 3: Trip Booking Information 21
Step 4: Trip Confirmation 21
Step 5: Finished! 21
Section 10: Travel: Make a Car Only Reservation 21
Step 1: Select Rental Location 21
Step 2: Review and Reserve Car 22
Step 3: Travel Details 22
Step 4: Trip Booking Information 22
Step 5: Trip Confirmation 22
Step 6: Finished! 22
Section 11: Travel: Make a Hotel Only Reservation 22
Step 1: Select Hotel 23
Step 2: Review and Reserve Hotel 23
Step 3: Travel Details 23
Step 4: Trip Booking Information 23
Step 5: Trip Confirmation 24
Step 6: Finished! 24
Section 12: Travel: Cancel or Change Airline, Car Rental, or Hotel Reservations 24
To Cancel an ENTIRE trip already booked 24
To Add, Change or Cancel a single or multiple SEGMENTS of a trip already booked 24
Section 13: Expense: Create a New Expense Report 25
Step 1: Create a NEW report 25
Step 1b: Attach Approved Request (if required by agency) 26
Step 1c: Complete Report Creation (Required by all agencies 26
Step 2: Cash Advances (If your agency does not have Cash Advances go to Step 3. 26
Step 3A: Enter Meals per Diem (Travel Allowance) – **Multiple Day Per Diem Out of State** 26
Step 3B: Enter Meals per Diem (Travel Allowance) – **Single Day Per Diem – Out of State** 27
Step 3C: Enter Meals per Diem (Travel Allowance) – **Single Day Per Diem – IN STATE** 28

Step 3D: Enter Meals per Diem (Travel Allowance) – **Multiple Day Per Diem – IN STATE** 29
Step 4: Add expenses without associated Travel Reservations made in TTE. Required fields have red bars 29
Step 5: See Section 15 for how to use Special Features of specific expense types 30
Step 6: Import travel reservations (air, car or hotel) made in TTE, please see *Section 14*....30
Section 14: Expense: Importing Available Expenses into an Expense Report 30
Method A - Import an Available Expense into an open Expense Report 30
Method B – Push an Available Expense to an Expense Report 31
Section 15: Expense: Using Expense Special Features 31
Add Personal Car Mileage 31
Allocate Expenses 32
New Allocation 32
To use a saved Allocation to allocate expenses 33
Convert Foreign Currency Transactions 33
Itemize Nightly Lodging Expenses 33
Step 1: Itemize nightly lodging expenses 33
Step 2: Add any remaining lodging itemizations 35
Car Rental Expense –All except Hertz on Capitol Hill (Atlanta) 35
Car Rental Expense –Hertz on Capitol Hill (Atlanta) with Fuel Card Charges 36
Attach Cash Advances to an Expense Report 36
Reconciling a Cash Advance 37
Detach Cash Advance assigned to an Expense Report 37
Add Attendees to Group Meals 37
Copy a Single Expense 38
Section 16: Expense: Attach Receipts 39
Fax receipts 39
Upload and Attach a Receipt to an Individual Expense 39
Attach Line Item Receipts from Available Receipts 40
Manually Upload Receipts to Available Receipts 40
Email Receipts into Available Receipts 40
Delete attached receipts from a SINGLE expense item 40
Section 17: Expense: Review or Edit an Unsubmitted Expense Report 41
Section 18: Expense: Print, Submit or Recall Expense Reports 41
To print a hard copy of your Expense Report 41
To Submit an Expense Report 41
To Submit an Expense Report to a Different Approver 42
To Submit an Expense Report to an Additional Approver 42

Correct and resubmit an Expense Report sent back by an approver 42
Recall a Submitted and Unapproved Expense Report 43
Section 19: Review & Approve Expense Reports, Requests or Cash Advances 43

DOCUMENT REVISION HISTORY (Current Year)

Date	Notes / Comments / Changes
11/12/14	Updated for new TTE UI going live 02/01/2015; added new item to Section 6: Request: Close and Inactivate a Request and to Section 18: To Submit an Expense Report to an Additional Approver.
3/19/2015	Updated Section 13, Step 6 and Section 14 to reflect name change from Smart Expenses to Available expense and from Import to Move.
4/28/2015	Added the word NOT to Section 8, step 7. Section 9, Step 5, Section 10, Step 6 and Section 11, Step 6 to emphasize requirement of completing the Finished step.
05/11/15	Added Section 15 to Section 5: Profile; replaced Receipt Store with new name of Available Receipts.
08/06/15	Updated for May-July system enhancements. Simplified verbiage where possible. Added Documents for Cash Advances and Requests.
03/29/16	Updated for additional user interface changes; Travel Allowance changes; itemization of Hertz Capitol Hill rentals and for clarity.
07/07/16	Updated for changes in Meals Per Diem process, changes in icons used for booking travel and some simplification for ease of use.
09/08/16	Update for Zip Code addition to hotel expense entry
05/17/17	Updated for minor changes and to correct some formatting issues
08/21/17	NEW format; updated for change in In State Per Diem

Section 1: Logging In to TTE	
Log on to TTE Travel & Expense	
1	In the **User Name** field, enter your ***EmployeeID@domain*** *(i.e., 00123456@sog.ga.gov) Your login credentials and initial password will be provided by your TTE Local Administrator.*
2	In the **Password** field, enter your ***password***.
3	Click **Login**.
NOTE: *If you are not sure how to access TTE Travel & Expense, contact the TTE Local Travel Administrator for your agency.*	
Section 2: Concur Page	
Default home page when login to TTE	
1	The ***Menu Bar*** contains: **Concur, Request, Travel, Expense, Approvals** (for approvers only)**, Reporting** (primary Admin only), and **App** Center tabs as well as **Help and Profile** icons.
NOTE: *When you login you are automatically directed to the* ***Concur*** *page. Click on the Concur tab to return to the Concur page from any of the tab selections.*	
2	The ***Quick Task Bar*** *just* below the main tabs provides a snapshot of unsubmitted activity and quick access to those existing documents (Expense Reports, requests, cash advances) and + icons to allow creating new documents. The existing number of unsubmitted documents displays in each section. The contents of the Quick Task Bar will vary based on your agency configuration and your rights in the TTE system.
3	There are permanent ***Sections*** below the ***Quick Task Bar*** for **Trip Search** and **My Trips** on the left, which allow you to create new reservations and view existing reservations from the
4	**Trip Search** is used to book travel.
5	Locate **My Trips** below **Trip Search to** update**,** edit or delete existing reservations.
6	Locate **Alerts** for pertinent travel information
7	Locate **Company Notes** for system information. Click ***Read More*** to see the complete section and to access TTE Training.
8	Locate **My Tasks** and the **Open Requests**, **Available Expenses** and **Open Reports** section within it to open new or existing documents. Each will display the number of unsubmitted
9	Locate the ***Quick Task Bar*** which may display a **+ Start a Request**, **+ New Cash Advance**, **+ Start a Report** to directly open a new document or the **+ Upload Receipts** to upload receipts to
10	Locate **Facts & Stats** to view helpful information. Use the **<** and **>** at each side to scroll through the information.
11	If you are an Approver, locate the **Approvals Tab** to access items ready for Approval. **Note:** *This section appears only if you have Approver permissions.*
Section 3: Profile: Change Password	
At the top of the ***any*** page, click **Profile,** the Profile drop down arrow or the profile picture icon and select ***Profile Settings*.**	
1	Select ***Change Password***.

2	Enter the **Old Password** in the current password field.
3	Enter the **New Password** in the new password field. Minimum 7 characters and no spaces.
4	To confirm the new password, Re-enter the Password.
5	In the **Password Hint** field, enter a phrase or sentence that will remind you of your password. This is NOT a question that to answer that allows access but a hint to jog your memory.
6	Click **Submit**.
Note: *For additional instructions with screenshots regarding **Passwords** please visit the [How To Documents Section](#) of the SAO website and select Profile.*	
Section 4: Profile: Verify System Settings	
At the top of the *any* page, click **Profile,** the Profile drop down arrow or the profile picture icon and select ***Profile Settings*.**	
1	Select **System Settings**.
2	Review
3	Click **Save**
Section 5: Profile: Personal Information	
Important Note –Your Name and Airport Security	
At the top of the *any* page, click **Profile,** the Profile drop down arrow or the profile picture icon and select ***Profile Settings*.**	
1	Click **Personal Information.**
2	Verify that first, middle, and last name listed matches the photo ID, such as your passport, that you present at airports security.
Note: *If the information on your photo ID and your ticket do not match, you may be turned away by security.*	
Step 1: Verify Company, Work, Home, and Contact Information	
1	Verify that your Employee ID and manager are correct in **Company Information;** if it is not contact your Local Travel Administrator immediately.
2	Verify **Work Address** and if no address is listed, click in the address field and select or enter the address.
	Note: *If you telework 100% and do not work from a state location, your office address is the same as your home address.*
3	Verify **Home Address** and update if none is listed.
4	Enter **Contact Information.** You must enter a home or office number. The rest is optional.

5	Click **Save**
Step 2: Enter and Verify Email Address	
1	Click **+ Add an Email Address** to add a new email address.
2	Click **OK**
3	Click **Verify** (to enable emailing receipts into TTE)
Note: *Check the email account you just added for a verification email from Concur containing a code and instructions. The email will arrive in less than five minutes.*	
4	Enter the code into the available box in the Email section of the Profile and click **OK**.
5	You will then be able to email receipt images to your Available Receipts at receipts@concur.com
Note: *You may verify more up to three email addresses such as state email address and a personal email address.* **Note:** *Verifying your email address will allow you to email receipts and documents one at a time into TTE Available*	
Step 3: Enter Emergency Contact Information	
1	Enter the Emergency Contact information
2	Click **Save**
Step 4: Enter Travel Preferences	
1	Select **Travel Preferences**
2	You **MUST** select the *Government* option, or you will <u>not</u> see government rates for hotels. AAA, Military and Senior options may be selected if applicable.
3	Enter **Air Travel Preferences**
4	Enter **Hotel Preferences**.
5	Enter **Car Rental Preferences**.
6	Enter **Frequent Traveler Programs**. Click on **+ Add a Program** under **Frequent Traveler Programs** to enter Frequent Traveler Programs for air, car and/or hotel. Select program type and enter personal program ID #. Click **Save** **NOTE:** *You can enter up to 5 accounts at once. If you have more, enter them in two batches. You can only use Frequent Traveler Programs that do not interfere with any state specified payment methods. For example, airfare is paid directly by the state. A program that required you to use your personal credit card to book the airfare would not be possible.*
7	**Unused Tickets**: Unused tickets other than Southwest Airline will appear here.

8	**Southwest Ticket Credits** You must contact the Southwest to report any canceled flights or to use any unused tickets.
9	**TSA Secure Flight Information** You must enter TSA Secure Flight information even if you think you will never make flight reservations.
Note: *If you do not have DHS Redress Number or TSA Pre-Check #, leave it blank.*	
10	Click **Save**
Step 5: International Travel: Passports and Visas	
1	Enter your passport information or check *I do not have a passport*. To add a passport, click on [+] Add a passport or to edit an existing passport click on the pencil icon at the end of the
2	Enter any Visas. To add a Visa, click **(+) Add a Visa** and add the requested information.
3	Click **Save**
Step 6: Set up a Travel Arranger or Assistant - Optional	
1	Click **[+] Add an Assistant**
2	In the **Search Criteria** field, type the last name of the person you wish to add as an assistant/travel arranger.
3	From dropdown menu, select the appropriate assistant.
4	Select **Can Book Travel for Me**.
5	OPTION: Select **Is my primary assistant for travel**, if you have multiple Travel Assistants and this person is the primary person to book travel for you.
6	Click **Save**.
Step 7: Set up Credit Card to Guaranty Hotel Reservations	
1	Click on **[+] Add a Credit Card**
2	Enter a Display Name (nickname) for your personal Credit Card.
3	This is a secure site and your information is safe. Only the last four digits of the card number will display
4	Enter you name as it appears on the credit card, select the credit card type from the drop down, enter the credit card number, enter the expiration month and year and select the checkbox next
5	Enter all the statement billing information in the bottom box for the credit card you are entering.
6	Click **Save**
NOTE: *This credit card is only used to guaranty hotels booked in TTE Travel. Direct Billed Hotel stays do not require this personal credit card.*	

Step 8: Verify Expense Information - Optional	
	At the top of the ***any*** page, click **Profile,** the Profile drop down arrow or the profile picture icon and select ***Profile Settings.***
1	Under **Expense Settings** on the left side of the page, select **Expense Information**.
2	On the **Expense Information** page, verify the pre-populated information.
NOTE: *Contact the TTE local travel administrator for your agency if any Expense Information is incorrect.*	
Step 9: Set up an Expense Delegate – Optional	
	At the top of the ***any*** page, click **Profile,** the Profile drop down arrow or the profile picture icon and select ***Profile Settings.***
1	Under **Expense Settings** menu on the left side of the page, select **Expense Delegates**.
2	Select **Add**
3	Type the last name of the person you want to add as a delegate in the search box
4	Select that person from the list of matches
5	Select the responsibilities you wish this delegate to perform on your behalf.
6	Click **Save**.
Step 10: Review Expense Preferences – Optional	
At the top of the ***any*** page, click **Profile,** the Profile drop down arrow or the profile picture icon and select ***Profile Settings.***	
1	On the **Expense Settings** menu on the left side of the page, click **Expense Preferences**
2	Make any preferred notification changes
3	Click **Save**
Step 11: Add Personal Car	
	At the top of the ***any*** page, click **Profile,** the Profile drop down arrow or the profile picture icon and select ***Profile Settings.***
1	Under **Expense Settings** on the left side of the page, select **Personal Car**.
2	On the **Personal Car** page, click **New**.

3	In the **Vehicle ID** field, enter the name *Personal Car Tier I*. **NOTE:** *You are creating access to a specific mileage reimbursement rate table and not linking to a specific personal vehicle.*
4	Click on the **Vehicle Type** drop down arrow and choose *Car – Tier I*.
5	Click **Save.**
6	Click **New.**
7	In the **Vehicle ID** field, enter the name *Personal Car Tier II*.
8	Click on the **Vehicle Type** drop down arrow and choose *Car – Tier II*. **NOTE:** *You are creating access to a specific mileage reimbursement table and not linking to a specific*
9	Click **Save.**
Note: *If you are authorized to report mileage expense for a motorcycle or personal aircraft, add them as well* making the **Vehicle ID** the name same as the **Vehicle Type**.	
Step 12: Verify Expense Approvers	
At the top of the ***any*** page, click **Profile,** the Profile drop down arrow or the profile picture icon and select ***Profile Settings.***	
1	On the **Expense Settings** menu on the left side of the page, click **Expense Approvers**.
2	On the **Expense Approvers** page, verify that your default expense approver is correct.
NOTE: *If the approver name listed for the Expense Approver is incorrect or if the field is blank, contact the TTE Local Administrator for your agency immediately.*	
Step 13: Add a Favorite Attendee - Optional	
At the top of the ***any*** page, click **Profile,** the Profile drop down arrow or the profile picture icon and select ***Profile Settings.***	
1	On the **Expense Settings** menu on the left side of the page, click **Favorite Attendees** and select **New Attendee**
Note: *Attendees are used to identify participants at Group Meal functions. See Policy.*	
2	From the **Attendee Type** dropdown menu, select the appropriate Attendee Type.
3	In the **Last Name** field, enter the last name of the new attendee.
4	In the **First Name** field, enter the first name of the new attendee.
5	In the **Attendee Title** field, enter the job title of the attendee.
6	In the **Company** field, enter the company where the attendee is employed.

7	Click **Save** or **Save & Add Another**
Note: *You may set up groups and then add attendees to a group.*	
Step 14: Review Request Preferences - Optional	
At the top of the ***any*** page, click **Profile,** the Profile drop down arrow or the profile picture icon and select ***Profile Settings.***	
1	On the **Request Settings** menu on the left side of the page, click **Request Preferences**
2	Make any preferred notification changes
3	Click **Save**
Step 15: Mobile Registration - Optional	
At the top of the ***any*** page, click **Profile,** the Profile drop down arrow or the profile picture icon and select ***Profile Settings.***	
1	Select Mobile Registration from the 2nd row of tabs near the top of the page. For iPhone, iPad, Android or Windows phone.
2	Enter your mobile number to send a text with the link to the app to your smartphone; to send an email with a link to the app enter your email address. Make sure you can check that email on the
3	Click Send Link
	NOTE: If you forget to do this, you can check the app store for your device and search for the Concur free app and download it.
4	Go to the smartphone or device and open the text, email or appropriate application store and select the link to the Concur app
	NOTE: Login to the mobile app with the same credentials you use to log in to the PC version.
Step 16: E-Receipt Activation - Optional	
At the top of the ***any*** page, click **Profile,** the Profile drop down arrow or the profile picture icon and select ***Profile Settings.***	
Note: *E-receipts are an electronic version of receipt data that can be sent directly to Concur to replace imaged paper receipts. The availability and content of e-receipts vary depending on the vendor.*	
1	Under **Other Settings** on the left side of the page, select **E- Receipt Activation.**
2	Click on the **E-Receipt Activation** link and follow the prompts.
3	This option will automatically update the Hotel Credit Card on file.

Section 6: Create Request (Pre- Trip Travel Authorization)

Note: *If your Agency is not configured for Request (Pre-Trip Authorization) through TTE, it will not appear as an option in TTE.*

Create Request	
On the **Home** page**,** select one of the following: • In the ***Quick Task Bar*** select **Authorization Requests** or the **+New** icon OR • Select the **Request** tab from any window.	
1	Click **New Request**
NOTE: *Required fields are noted with a red bar.*	
2	Enter a meaningful name for the Request in **Request Name** and include the travel dates in the name. i.e. Banking Conference (0612 to 0618)
3	Select the Trip Type: *In-State Out of State* or *International Travel* from the drop down.
4	Enter the **Start Date, End Date** and the **Purpose** for the travel**.** Enter any comments to benefit the approver in the Comments field. These are optional.
5	Click on the **Segments** tab
6	Select the appropriate segment icon (Air, Car, Hotel, Meals or Misc.)
7	Enter the $ amount of the anticipated travel expense type in the Amount field.
8	Enter any pertinent comments regarding the travel expense in **Comment.** ***Note:*** *Misc. requires a comment to describe the expense.*
9	Click **Save**.
10	Continue to add as many segment types as needed repeating Step 6-9. Segments can be used multiple times in a request.
11	To attach scanned supporting documents, click on **Attachments** and select **Attach Documents**
12	Click **Browse** to locate the item to be attached on your PC hard drive.
13	Select the document and click **Open**.
14	Click **Upload**
15	Add another document or click **Close**.
16	Click **Submit Request** to forward for Approval.
Modify Request Returned by Approver	
On the **Home** page**,** select one of the following: In the ***Quick Task Bar*** select **Authorization Requests OR** In ***My Tasks*** under ***Open Requests*** select **Authorization Requests**	

1	Click on the **Request Name** that has been returned by an Approver. The return is indicated in the Status field as well as with an orange or blue icon.
2	Make any necessary changes requested by the approver in the Comments. You can change header or segment information or even delete the request.
3	Click on the **Segments** tab to update segment information. Scroll through the entries. You will see a **Modify** and **Delete** button for each segment. **Modify** allows you to change a segment
4	Click **Submit Travel Request** to resubmit the request with the required changes. OR To delete an unapproved Request, click on **Delete** to remove it completely from the system.
Recall a Submitted Request	
On the **Home** page**,** select one of the following: • In the ***Quick Task Bar*** or My Tasks select **Authorization Requests or** • Select the **Request** tab	
1	Click on the name of the unapproved request to be recalled
2	Click on **Recall**
3	Click **Yes** to confirm that you want to recall the Request.
	You may then edit, delete or resubmit the Request
Close and Inactivate a Request	
On the **Home** page**,** select one of the following: • In the ***Quick Task Bar*** select **Authorization Requests** or • In ***My Tasks*** under ***Open Requests*** select **Authorization Requests** • Select the **Requests** tab and select **Manage Requests**	
1	Click on the **Request Name** you wish to inactivate.
2	Click on **Close/Inactivate Request** and then **OK** to remove it from appearing on any available Request lists.
NOTE: *If you have a balance on a Request that you have already attached to an Expense Report, inactivating it will remove it from appearing on lists to be attached to an Expense Report. You could have a positive or negative balance depending on whether your expenses were more than or less than the actual approved Request. A Request may only be attached to one Expense Report.*	
Section 7: Cash Advance Request	
Create a Cash Advance	

On the **Home** page**,** select one of the following: • In the ***Quick Task Bar*** select Cash **Advances** OR • Select **Cash Advances** from **My** ***Tasks*** OR From the **Expense** tab select **Cash Advances**	
1	Click **New Cash Advance.**
2	Enter a meaningful name including the travel dates for the Cash Advance in the **Name** field. i.e., Banking Conference (0612 to 0618)
3	Use the **Purpose, Cash Advance Comment, Requested Disbursement Date** and **City** fields to provide any additional information to the Cash Advance Approver.
4	Click on the **Documents** tab to attach any details or forms required by your agency.
5	Click **Browse and Attach**
6	Locate the document to attach on your PC; select it and click **Open**.
7	The document will process and appear in the Documents box. Attach other documents by clicking **on Browse and Attach.**
8	Click **Submit** at the bottom right of the entry window.
9	Monitor the status of the Cash Advance from the **Home** page by selecting **Cash Advances** or by selecting **Expense** and then **Cash Advances** and **View Cash Advances** from any page**.**
Recall a Cash Advance	
On the **Home** page**,** select one of the following: • In the ***Quick Task Bar*** select **Cash Advances** OR • Select **Cash Advances** from ***My Tasks*** OR • From the **Expense** tab select **Cash Advances**	
1	Select **View Cash Advances**
2	Select the Cash Advance you wish to Recall
3	Click **Recall**
4	Click **Yes** to confirm the Recall.
Section 8: Travel: Make a Travel Reservation for Air, Car and Hotel	
Step 1: Make a Flight Reservation	
On the **Home** tab in the ***Trip Search*** section OR On the **Travel** tab	

1	Click on the airplane icon and select one of the following • Round Trip • One Way • Multi-Segment
2	In the **From** and **To** fields, enter the departure and destination cities for your travel**.**
3	In the **Depart** and **Return** fields, select the preferred travel dates and times. **NOTE:** *The system defaults to schedules +/- 3 hours from your preferred time, you can increase this number, but it will increase the number of flights displayed for you to review. Remember, you can adjust the displayed flight times once the data appears without starting the search over.*
4	If you need a rental car, select **Pick-up/Drop-off car at airport**.
5	If you need a hotel, select **Find a Hotel** and enter the search parameters.
Policy Note: *Refundable fares should be within $150 of a Non-Refundable fare. To search and compare pricing on Refundable and Non-Refundable fares select* ***Refundable****.* **Policy Note:** *Choose lower cost flights within +/- 2 hours of preferred flight times.* **Policy Note:** *You should choose connecting flights over non-stop if it adds 2 hours or less to travel time and saves $200 or more.* **Policy Note:** *Domestic flights – coach class only. Upgrades after booking are at traveler's expense. International flights: Business class is allowable for international travel when approved in advance by the respective Agency head or designee*	
6	In the **Class** field *Economy class* is the default view; in the **Search By** field, **Price** is the default view. You will be able to view by schedule on a secondary tab in the results.
7	Click on Specify a carrier and select the desired carrier if you need to search availability for a specific airline.
8	Non-Refundable fares default.
9	Click **Search** to display the available flights based on your search criteria.
10	Select the appropriate destination in the *Searching for location* box and click on **Choose**.
11	The flight search process begins. A pop-up box appears if you are flying out of Atlanta. This is information for special airport parking rates available at The Parking Spot for State Employees. Click on **OK**.
12	Flight search parameters appear in the panel to the left of the flight matrix and may be changed to refine your search without starting over.
13	Select a desirable flight from the flight matrix that appears. Click **Show All Details** or **View Fares** for more flight data. **Note***: Flight matrix includes departure and return flight. Click on Shop By Schedule to view different outbound or return options.*
Note: *There is an airline specific Baggage Fee Policy link between the fight matrix and the flight listing on the search page.* **Policy Note***: Reserved or priority seat fees are NOT reimbursed by the state* ***Note:*** *Each airline's policy determines whether you can view the seat map before selecting the flight.*	
14	Click the **blue fare box.**

Note: *Flights selected with a green icon are within the travel policy, those with a gold* ***icon*** *will pop up a Travel Policy Violation window requiring you to explain why you are booking out of policy but will allow you to book the flight, hose with a red icon cannot be booked-contact Travel Inc. The system tracks your actual flight cost and any less expensive options you did not choose.*	
Note: *Access the airline website directly to process baggage. Usually less expensive if done online.*	
Note: *Air Travel Insurance is included at no cost when you book airfare through TTE. You* ***do not*** *need to purchase it separately*.	
15 **16**	In the ***Review and Reserve a Flight*** section: Review flight and verify Primary Traveler Information. Click on **Reserve Flight and Continue**.
Step 2: Reserve a Rental Car	
1	If you specified that you need a car on the **Flight** tab, you will see car results for the car search.
Policy Note: *Hertz and Enterprise rental car are under contract statewide. Hertz on airport rentals are under contract in and out of state. Hertz and Enterprise are under contract for off airport rentals in state. Off airport car rentals out of state are not under contract and no Contract Waiver Request is needed. Renting outside the Statewide vendor contract requires an* <u>*approved*</u> *Statewide* ***Contract Waiver Request (SPD- NI005)*** *which must be attached to your Expense Report*.	
2	Select the appropriate Hertz rental car from the car matrix, and then click **the blue fee button.**
3	The Review and Reserve Rental Car page opens. Review your itinerary, select additional preferences, check dates, etc.
4	Click on **Reserve Car and Continue**
Note: *Book the car rental through TTE. For pick-up/return call the renting location directly to make arrangements. The number appears on your Travel Itinerary.*	
Note: *Reservations within Statewide Travel Policy guidelines will display a green* ***icon****, those outside policy a gold* ***icon****. You can book out of policy but will need to explain why in the reservation process. This is Audited by the State. Those with a red icon cannot be booked.*	
Step 3: Reserve a Hotel	
Note: *Reservations for Direct Billed Hotels are not made in TTE Travel.*	
1	If you selected the **Find a Hotel** option on the **Flight** tab and entered the search criteria, the hotel results are displayed after you choose your rental car.
2	Use the filter options to narrow your search by **Amenity**, **Neighborhood**, or **Chain**.
Policy Note: *Travelers are required to submit a copy of the Occupancy Tax Exemption Form to lodging vendors in the State of Georgia at registration. Link to form pops up during registration process. A link to this form is also on the* *SAO Website Online Booking Tool* *page. Sales Tax and the $5 room per night fee from the Transportation Funding Bill are NOT exempted.*	
3	Click **More Info** for a specific hotel to view detailed information on the hotel rates and policies.
4	Click **View Room or Get Rates** to view rates and details about the rooms.

5	When ready to reserve your room, click the **blue fee** button corresponding to the room chosen. **NOTE:** *A green icon indicate you are within travel policy, a gold icon indicates you are out of policy but*
6	The ***Review and Reserve Hotel*** page appears. Review the hotel room, enter any preferences for the hotel, verify the guest information, select or add a frequent hotel program if needed, verify the method of payment (personal credit card from Profile) and click the check box to accept the rate details and cancellation policy for the selected hotel.
7	Click **Reserve Hotel and Continue**.
NOTE: *The method of payment selected is to hold the room. You may use this or any other form of payment the hotel allows when you check out.*	
Step 4: Travel Details	
1	A popup reminder appears to remind you the transaction is not yet complete. You are NEVER complete until you see **Finished** in big letters. Click **OK**.
2	**Travel Details** opens. Review the reservation components in your Itinerary. Make necessary changes or cancellations to any segment of your travel.
3	At this point you may select a different seat for air segments, click **Change Seat** Your current seat assignment shows as a red box with a person icon. Select a different seat and then click **Change Seat**.
4	Click **Close when seat changes are complete.**
5	When the itinerary review is done, click **Next.**
Step 5: Trip Booking Information	
1	Enter a name for your trip in **Trip Name** (<u>include travel dates enclosed in brackets in the name</u>) and optionally add any additional information in the **Description** field.
2	You will automatically receive an itinerary via email at the email address in the profile. To send it to an address not in the profile, enter it here.
3	Click **Next**.
Step 6: Trip Confirmation	
1	Verify information such as travel dates, cars, hotels, cancellation policy.
2	To make any changes, click **Previous**.
3	To complete the booking, click **Purchase Ticket**.
Step 7: Finished!	
	The booking is NOT complete until you reach the **Finished** message and the unique **Trip Record Locator** number.
Note: *Options to print or email another copy of your itinerary are located at the bottom of the page.*	

1	Click **Return to Travel Center**. Your trip will appear in ***Upcoming Trips*** on the ***Travel*** page and ***My Trips*** on the Concur home page.

Section 9: Travel: Make an Air Only Reservation

Step 1: Select Flight

NOTE: *If you have a Southwest Airlines Unused Ticket Credit, you MUST call and speak directly to a Travel Agent at 770 291-5190 or 877 548 2996 to book your flight.*

On the **Home** tab in the ***Trip Search*** section OR On the **Travel** tab

1	Click on the airplane icon and select one of the following • Round Trip • One Way • Multi-Segment
2	In the **From** and **To** fields, enter the departure and destination cities for your travel**.**
3	In the **Depart** and **Return** fields, select the preferred travel dates and times. **NOTE:** *The system defaults to schedules +/- 3 hours from your preferred time, You can increase this number, but it will increase the number of flights displayed for you to review. Remember, you can adjust the displayed flight times once the data appears without starting the search over.*

Policy Note: *Domestic flights – coach class only. Upgrades after booking are at traveler's expense. International flights: Business class is allowable for international travel when approved in advance by the respective Agency head or designee*

Policy Note: *Refundable fares should be within $150 of a Non-Refundable fare. To search and compare pricing on Refundable and Non-Refundable fares select **Refundable**.*

Policy Note: *Choose lower cost flights within +/- 2 hours of preferred flight times.*

Policy Note: *You should choose connecting flights over non-stop if it adds 2 hours or less to travel time and saves $200 or more.*

4	In the **Class** field *Economy class* is the default view; in the **Search By** field, **Price** is the default view. You will be able to view by schedule on a secondary tab in the results.
5	Click on Specify a carrier and select the desired carrier if you need to search availability for a specific airline.
6	Non-Refundable fares default.
7	Click **Search** to display the available flights based on your search criteria.
8	Select the appropriate destination in the *Searching for location* box and click on **Choose**.
9	The flight search process begins. A pop-up box appears if you are flying out of Atlanta. This is information for special airport parking rates available at The Parking Spot for State Employees. Click on **OK**.
10	Flight search parameters appear in the panel to the left of the flight matrix and may be changed to refine your search without starting over.

11	Select a desirable flight from the flight matrix that appears. Click **Show All Details** or **View Fares** for more flight data. **Note:** *Flight matrix includes departure and return flight. Click on Shop By Schedule to view different outbound or return options.*
Note: *There is an airline specific Baggage Fee Policy link between the fight matrix and the flight listing on the search page.* **Note:** *Each airline's policy determines whether you can view the seat map before selecting the flight.* **Policy Note**: *Reserved or priority seat fees are NOT reimbursed by the state*	
12	Click the **blue fare box**
Note: *Flights selected with a green icon are within the travel policy, those with a gold icon will pop up a Travel Policy Violation window requiring you to explain why you are booking out of policy but will allow you to book the flight. Those with a red icon cannot be booked. The system tracks your actual flight cost and any less expensive options you did not choose*	
Note: *Access the airline website directly to process baggage. Usually less expensive if done online.*	
Note: *Air Travel Insurance is included at no cost when you book airfare through TTE. You* ***do not*** *need to purchase it separately*.	
13	Click **Save.**
14	In the ***Review and Reserve a Flight*** section: Review flight and verify Primary Traveler Information. You can view the seat map but cannot change your seat selection for each flight segment at this point. The method of payment defaults to the TTE AirPlus Credit Card. The airfare will be billed to your agency. Review the fare Rules and Restrictions
15	Click on **Reserve Flight and Continue**.
Note: *Access the airline website directly to process baggage. It is usually less expensive if done online. Some Travel Programs on Personal Credit Cards will allow free bags even if the airfare was not purchased on that card*	
Step 2: Travel Details	
1	A popup reminder appears to remind you the transaction is not yet complete. You are NEVER complete until you see **Finished** in big letters. Click **OK**.
2	Review the reservation components in your Itinerary. Make necessary changes or cancellations to any segment of your travel.
3	At this point you may select a different seat for air segments, click **Change Seat** Your current seat assignment shows as a red box with a person icon. Select a different seat and then click **Change Seat**.
4	Click **Close when seat changes are complete.**
5	When the itinerary review is done, click **Next.**
Policy Note: *Priority or reserved seat fees are NOT reimbursed by the state. That must be done separately and outside of TTE and is at your expense.*	

Step 3: Trip Booking Information	
1	Enter a name for your trip in **Trip Name** (include travel dates in name) and optionally add any additional information in the **Description** field.
2	You can send a copy of the itinerary to another person from here. You will automatically receive an email at the email address in your TTE profile.
3	Click **Next**.
Step 4: Trip Confirmation	
1	Verify travel information.
2	To make any changes, click **Previous**.
3	To complete the booking, click **Purchase Ticket**.
Step 5: Finished!	
	The booking is NOT complete until you reach this **Finished** message and the unique **Trip Record Locator** number are displayed.
Note: *Options to print or email another copy of your itinerary are located at the bottom of the page.*	
1	Click **Return to Travel Center**. Your trip will appear in Upcoming Trips on the **Travel** tab *or **My Trips** on the **Concur*** **Home** Page.

Section 10: Travel: Make a Car Only Reservation

Step 1: Select Rental Location	
Policy Note: *Hertz and Enterprise rental car are under contract statewide. Hertz has the on-airport contract in and out of state. Hertz and Enterprise are under contract for off airport rentals in state.*	
1	Click on the **Car** icon.
2	Enter **Pick-up Date** and **Drop- off Date** and select the respective times for each from the drop downs.

3	Select **Airport Terminal** or **Off Airport** pickup filters.
	• If you select Airport, enter the Airport name. The system will help you by displaying the closest matches as you type the name in.
	• If you select Off Airport click the blue Search to display the search filters. Enter the desired options and click on **Search**.
	  o Select segment and click **Choose** in **Searching for location**.
	  o Click on the *Choose This Car Location* link for the desired pickup location.
	  o Click **Search**.
	  o Click **Continue**.

4	Click **on the blue fee icon** for the vehicle size you choose.

Note: *Reservations within Statewide Travel Policy guidelines will display a green* ***Select*** *button, those outside policy a gold* ***Select*** *button. You can book out of policy but will need to explain why in the reservation process. A red* ***Select*** *button will not allow you to book the reservation. This is Audited by the State.*	
Note: *Book the car rental through TTE. To make arrangements for car pick-up/return call the renting location directly. The number appears on your Travel Itinerary.*	
Note: *Book the car rental through TTE. To make arrangements for car pick-up/return call the renting location directly. The number appears on your Travel Itinerary.*	
Step 2: Review and Reserve Car	
1	Review the reservation components in your Itinerary.
2	Enter any ***Rental Car Preferences***,
3	Review and edit if necessary information in ***Enter Driver Information***
4	Click **Reserve Car and Continue**
Step 3: Travel Details	
1	Click **OK** to reminder that you are not done yet.
2	Review reservation information and make any changes necessary.
3	Click **Next.**
Step 4: Trip Booking Information	
1	Enter a name for your trip in **Trip Name** and include travel dates in name such as Savannah Conference 11/3-5 and optionally add any additional information in the **Description** field.
2	You can send a copy of the itinerary to another person from here. You will automatically receive an email at the email address in your TTE profile.
3	Click **Next** to continue or click **Previous** to make changes.
Step 5: Trip Confirmation	
1	Review reservation information such as travel dates, times and rates.
2	Click **Previous** to make changes or **Confirm Booking** to complete the reservation.
Step 6: Finished!	
	The booking is NOT complete until you reach this **Finished** message and the unique **Trip Record Locator** number displays.
1	Click **Return to Travel Center**.

Section 11: Travel: Make a Hotel Only Reservation

Step 1: Select Hotel	
Note: Direct Billed Hotels are NOT reserved through TTE Travel.	
On the **Home** tab in the ***Trip Search*** section <u>OR</u> On the **Travel** tab	
1	Click on the **Hotel** icon
2	Enter **Check-in Date** and **Check-out Date** and respective times.
3	Enter Search criteria selecting either Airport, Company Location, Address or Reference Point. Each option has additional filters
4	Click **Search** Select correct leg of trip and then click **Choose**
Policy Note: *Travelers are required to submit a copy of the Occupancy Tax Exemption Form to instate lodging vendors at registration. A link to the form pops up during registration process. A link to the form is also on the [TTE Online Booking Tool]page*	
5	A hotel matrix displays. To the left of the hotel matrix editable search criteria appears allowing you to **Change** the criteria, modify the results by changing the **Price Range** of selected hotels,
6	Click **Hotel Details** for a specific hotel to view more detailed information then **Close** to continue.
7	Click **View Rooms** or **Get Rates** to view rates and details about a specific hotel. Click the *Rules and cancellation policy link* to review the rates, amenities, policies and cancellation policy
8	When ready to reserve your room, click the **blue rate** button corresponding to the room and rate chosen.
Step 2: Review and Reserve Hotel	
1	Review the ***Hotel Room*** information, provide any ***Hotel Room Preferences***, and enter any ***Guest Information***.
2	Select a personal credit card in **Select a Method of Payment** and click the check box to **Accept Rate Details and Cancellation Policy** for the hotel chosen.
3	Click the **Reserve Hotel and Continue** button.
Step 3: Travel Details	
1	Click **OK**.
2	Review the reservation components in your Itinerary and the estimated cost.
3	Make any necessary changes or corrections. Click **Next**
Step 4: Trip Booking Information	
1	Enter a name for your trip in **Trip Name** (include travel dates enclosed in brackets in name) and optionally add any additional information in the **Description** field.
2	You can send an additional copy of the itinerary to another person from here. You will automatically receive the itinerary via the email address listed in your TTE Profile.

3	Click **Next** to continue or click **Previous** to make changes.
Step 5: Trip Confirmation	
1	Verify information such as travel dates, rates, cancellation policy.
2	Click **Previous** to make changes or **Confirm Booking** to complete the reservation.
Step 6: Finished!	
	The booking is NOT complete until you reach this **Finished** message and the unique **Trip Record Locator** number displays.
1	Click **Return to Travel Center**.

Section 12: Travel: Cancel or Change Airline, Car Rental, or Hotel Reservations

Note: *Flight changes are available for e- tickets with a single carrier. You can change the time or date of a ticketed flight that has not yet occurred with the same airline and routing.*

To Cancel an ENTIRE trip already booked

On the **Home** page in the ***My Trips*** section click on the ***More*** dropdown for the trip and select **Cancel This Trip**

Note: *Only 3 trips appear in My Trips*

OR

From the **Home** page in the ***My Trips*** section click on the name of the trip or one of the icons shown below the name of the trip and select **Cancel Entire Trip** under ***I want to:***

Note: *Only 3 trips appear in My Trips*

OR

From the **Travel** page in the ***Upcoming Trips*** section click on the **Cancel Trip** link on the same line as the trip being cancelled.

OR

From the **Travel** page click on ***Trip Library** and click on* **Cancel Trip** link on the same line as the trip being cancelled

1	A Cancellation Notice warning message pops up. ***Optional***: You may enter a comment regarding cancellation. Click **OK** to continue with the
2	If a hotel was included in this cancellation you must click on the checkbox to acknowledge the hotel's rules and cancellation policy.
3	When the cancellation is complete a successful cancellation notice will appear. Click **Return to Travel Center**.

Note: *Cancelling a reservation does not cancel agency booking fee. Import this expense to your next Expense Report.*

To Add, Change or Cancel a single or multiple SEGMENTS of a trip already booked

On the **Concur Home** page in the ***My Trips*** section click on the name of the trip to open the Itinerary.
Note: *Only 3 trips appear in My Trips*

OR

From the **Travel** page in the ***Upcoming Trips*** section click on the name of the trip to open the Itinerary.

OR

From the **Travel** page click on ***Trip Library*** and click on the name of the trip to display the Itinerary.

1	The existing Itinerary will open. You may ADD a new leg to the trip by selecting the air, car or hotel icon. You may CANCEL a leg of the trip by clicking on the Cancel link for the *segment* you wish to cancel, or you may CHANGE a segment by clicking on the Change link for the segment. Follow the prompts for the **Add**, **Change** or **Delete** segment.

NOTE: *At the top of the Trip Itinerary you also have the option to:*

- *Print*
- *Email Itinerary*
- *Open in Outlook*
- *View Trip History*
- *Create Template (make it easier to book the same trip regularly)*
- *Clone Trip (make it possible to book the same trip for others you make arrangements for)*
- *Share Trip (share trip information with another)*

Cancel the Entire Trip

2	Follow prompts depending on the action chosen until you see **Finished** Click on the **Return to Travel Center** button.

Policy Note: Air *cancellations, Voids and Exchanges – see Travel Policy.*

Note: *If a hotel is being cancelled you must accept the hotel's rules and cancellation policy to complete the cancellation.*

Section 13: Expense: Create a New Expense Report

Note: *DO NOT combine in-state, out-of-state and international travel expenses on one report.*
Required fields are marked with a red band.

Step 1: Create a NEW report

On the **Home** page from the ***Quick Task Bar*** select **+ New** and **Start a Report** OR
Click on **Open Reports** and click the **+Create New Report** tile OR
Click on the **Expense** tab and then click the **+Create New Report** tile

1	The current system date defaults in the **Report** Date field.
2	In the **Report Name** field, enter a name for the Expense Report and include the travel dates in brackets in the Report Name.
3	Click on the arrow in the **Trip Type** field and select the appropriate trip type: *In-State Travel, International Travel* or *Out of State Travel* from the drop-down menu.
4	Enter the start date for this report as MM/DD/YYYY or use the calendar icon in the **Trip Start Date** field.
5	Enter the end date for this report as MM/DD/YYYY or use the calendar icon in the **Trip End Date** field.

6	In the **Purpose of Trip** field, enter the business purpose for the Expense Report.
7	Enter any necessary comments in the **Comments** box.
Step 1b: Attach Approved Request (if required by agency)	
1	If your agency uses Requests, to link an approved Request to the Expense Report, click on **Add** in the Request section; otherwise go to #1C.
2	Select the applicable Travel Request from the list and click **Add**.
Step 1c: Complete Report Creation (Required by all agencies	
1	Click **Next.**
Step 2: Cash Advances (If your agency does not have Cash Advances go to Step 3.	
1	Any unassigned Cash Advances will automatically display.
2	To assign a Cash Advance to the new Expense Report, select it and click **Assign Cash Advance to Report.**
Step 3A: Enter Meals per Diem (Travel Allowance) – **Multiple Day Per Diem Out of State**	
Note: *For additional instructions with screenshots regarding **Travel Allowances** please visit the How To Documents Section of the SAO website* and select Meals-Travel Allowances. *You **may** enter Single Day and Multiple Day Per Diem on the same IN STATE Expense Report. You **cannot** for an OUT OF STATE Expense Report. For Out of State, you will have to create a separate Expense Report for one or the other.*	
1	A **Travel Allowance** window opens: Will this report include meals per diem? Select **Yes** to enter them now or enter **No** *to enter them later*.
Note: *If you selected no to entering Travel Allowance when you created the report, on an existing Expense Report select **Details** then select **New Itinerary** under **Travel Allowance** to enter **Travel Allowances.***	
2	Select **1. Multiple Day Per Diem** in Selection. **Note:** *After making this election, you can **only** add Meals Per Diem associated with an overnight stay. Single day meals will need to go on a separate Expense Report.*
3	Enter the location you left from in **Departure City**, the departure date in **Date** and the departure time in **Time**. You must enter am or pm.
4	Enter the first destination city (where you spent the night) for the first day in **Arrival City,** enter your arrival date in **Date** and arrival time in **Time.** You must enter am or pm. Click **Save.** This
5	Repeat step 3 for each location you spent the night at if you changed locations.
6	Enter the return or final leg of your trip. The **Departure City** will default to your last stop. If this isn't correct, correct it. Enter the date in **Date** and the time you left in **Time**. You must enter am
Note: *Overnight Per Diem rates are determined by where you spent the night. If you spent the night in more than one location, you would have more than two legs to your itinerary. Enter one leg for each location you spent the night.*	

6	Enter your arrival destination for the last day of travel which is likely home in **Arrival City**. Enter the date in **Date** and the time you arrived in **Time**. You must enter am or pm. Click **Save.**
7	Click **Next**
8	Click **Next** again
9	Check the box next to any meals (*breakfast, lunch, dinner*) that were provided for you. Click **Create Expenses** or **Update Expenses.**
Policy Note*:* *Multiple Per Diem Days Out of State: The Travel Allowance is calculated at 75% for 1st and last day of travel and 100% on days in between. Per diem rate is based on where you spend the night. If your hotel is in Alexandria, VA but you were working Washington, DC, Alexandria, VA would be the final destination of the day. Departure and arrival time are not used in calculating the allowable Per Diem rate for Per Diem with an associated overnight stay but must be entered.* *Travel Incidentals are not included in In State or Out of State Per diem. However, they are included in International Per Diem.*	
Step 3B: Enter Meals per Diem (Travel Allowance) – **Single Day Per Diem – Out of State**	
Note: *For additional instructions with screenshots regarding **Travel Allowances** please visit the [How To Documents Section](#) of the SAO website* and select Meals-Travel Allowances. *You cannot enter Single Day and Multiple Day Per Diem on the same Out of State Expense Report. If you have both, you must create a separate Expense Report for one or the other.*	
1	A **Travel Allowance** window opens: Will this report include meals per diem? Select **Yes** if you want to enter them now or enter **No** *to enter them later*.
Note: *If you selected no to entering Travel Allowance when you created the report on an existing Expense Report select **Details** then select **New Itinerary** under **Travel Allowance***	
2	In the selection box select **2. Single Day Per Diem.** **NOTE:** *Once this election is made, any Multiple Day Per Diem must go on a separate Expense Report.*
3	Select **Go to Single Day Itineraries** at the bottom of the page, click **Yes** to Save the selection and click **Go to Single Day Itineraries** again.
4	The Single Day Per Diem Entry Form Opens. To change the dates displayed, enter the desired start date **in Choose start date** and press **Go.**
5	In **Start Location** next to the correct date enter your starting point for the day trip. Start typing in the name of the location to display a list of matching locations. Select the correct one. As you use the system, TTE will remember locations you have used before. Enter the time you left in **Depart**. You must enter am or pm.
6	Enter the last business stop of the day in **End Location.** Enter the time you arrived there in **Arrive**. You must enter am or pm.
7	In the next **Depart** field enter the time you left your last business stop and in the **Back** field enter the time you arrived home. Press **Tab** or click in the **Hours** field to display the total hour's
8	When you have completed entering your Itineraries for the selected date range click on **Save Itineraries**. *See policy note*.
9	To enter meals for a different date range, repeat Steps 2 to 8.
10	Click **Next**
11	Click **Next** again

<table>
<tr><td>12</td><td>Check the box next to any meals (breakfast, lunch, dinner) to exclude any meal periods that were provided for you on that day.
Click Create Expenses or Update Expenses.</td></tr>
<tr><td colspan="2">Policy Note:
Single Day Per Diem: is calculated on your last business travel location of the day. Per Diem will calculate if you are gone for 12 hours or greater and there is no associated overnight stay. The requirement to travel 50 miles or greater from your home and office is on the honor system. If the criteria are met, you will be eligible for up to 100% of the allowable Per Diem rate based on the last business stop location.</td></tr>
<tr><td colspan="2">Step 3C: Enter Meals per Diem (Travel Allowance) – Single Day Per Diem – IN STATE</td></tr>
<tr><td colspan="2">Note: For additional instructions with screenshots regarding Travel Allowances please visit the How To Documents Section of the SAO website and select Meals-Travel Allowances.
You may enter Single Day and Multiple Day Per Diem on the same In State Expense Report. You no longer have to create a separate Expense Report.</td></tr>
<tr><td>1</td><td>A Travel Allowance window opens: Will this report include meals per diem? Select Yes if you want to enter them now or enter No to enter them later.</td></tr>
<tr><td colspan="2">Note: If you selected no to entering Travel Allowance when you created the report on an existing Expense Report select Details then select New Itinerary under Travel Allowance to add Travel Allowances.</td></tr>
<tr><td>2</td><td>In the selection box select 2. Single Day Per Diem.</td></tr>
<tr><td>3</td><td>Select Go to Single Day Itineraries at the bottom of the page, click Yes to Save the selection and click Go to Single Day Itineraries again.</td></tr>
<tr><td>4</td><td>The Single Day Per Diem Entry Form Opens. To change the dates displayed, enter the desired start date in Choose start date and press Go.</td></tr>
<tr><td>5</td><td>In Start Location next to the correct date enter your starting point for the day trip. Start typing in the name of the location to display a list of matching locations. Select the correct one. As you use the system, TTE will remember locations you have used before.
Enter the time you left in Depart. You must enter am or pm.</td></tr>
<tr><td>6</td><td>Enter the last business stop of the day in End Location. Enter the time you arrived there in Arrive. You must enter am or pm.</td></tr>
<tr><td>7</td><td>In the next Depart field enter the time you left your last business stop and in the Back field enter the time you arrived home. Press Tab or click in the Hours field to display the total hour's</td></tr>
<tr><td>8</td><td>When you have completed entering your Itineraries for the selected date range click on Save Itineraries. See policy note.</td></tr>
<tr><td>9</td><td>To enter meals for a different date range, repeat Steps 2 to 8.</td></tr>
<tr><td>10</td><td>Click Next</td></tr>
<tr><td>11</td><td>Click Next again</td></tr>
<tr><td>12</td><td>Check the box next to any meals (breakfast, lunch, dinner) to exclude any meal periods that were provided for you on that day.</td></tr>
<tr><td colspan="2">Policy Note:
Single Day Per Diem: is calculated on your last business travel location of the day. Per Diem will calculate if you are gone for 12 hours or greater and there is no associated overnight stay. The requirement to travel 50 miles or greater from your home and office is on the honor system. If the criteria are met, you will be eligible for up to 100% of the allowable Per Diem rate based on the last business stop location.</td></tr>
</table>

Step 3D: Enter Meals per Diem (Travel Allowance) – **Multiple Day Per Diem – IN STATE**	
Note: *For additional instructions with screenshots regarding **Travel Allowances** please visit the [How To Documents Section](#) of the SAO website* and select Meals-Travel Allowances. *You may enter Single Day and Multiple Day Per Diem on the* same ***In State*** *Expense Report. You no longer need to create a separate Expense Report if you have both Per Diems for In State. Additionally, In State Travel Allowances for multiple days no longer reduced the Per Diem on the first and last day of Travel. You must choose Multiple Day Per Diem – In State and use the Standard Itinerary to have it calculate properly.*	
1	A **Travel Allowance** window opens: Will this report include meals per diem? Select **Yes** if you want to enter them now or enter **No** *to enter them later*.
Note: *If you selected no to entering Travel Allowance when you created the report on an existing Expense Report select **Details** then select **New Itinerary** under **Travel Allowance***	
2	In the selection **Multiple Day Per Diem – In State** should default**.**
3	Enter the location you left from in **Departure City**, the departure date in **Date** and the departure time in **Time**. You must enter am or pm.
4	Enter the first destination city (where you spent the night) for the first day in **Arrival City,** enter your arrival date in **Date** and arrival time in **Time.** You must enter am or pm. Click **Save.** This builds the first leg of your trip.
5	Repeat step 3 for each location you spent the night at if you changed locations.
6	Enter the return or final leg of your trip. The **Departure City** will default to your last stop. If this isn't correct, correct it. Enter the date in **Date** and the time you left in **Time**. You must enter am or pm.
Note: *Overnight Per Diem rates are determined by <u>where you spent the night</u>. If you spent the night in more than one location, you would have more than two legs to your itinerary. Enter one leg for each location you spent the night.*	
7	Enter your arrival destination for the last day of travel which is likely home in **Arrival City**. Enter the date in **Date** and the time you arrived in **Time**. You must enter am or pm. Click **Save.**
8	Click **Next**
9	Click **Next** again
10	Check the box next to any meals (*breakfast, lunch, dinner*) to exclude any meal periods that were provided for you on that day. Click **Create Expenses** or **Update Expenses.** A Fixed Meals entry will appear on your expense report for each allowable per diem.
11	Enter your arrival destination for the last day of travel which is likely home in **Arrival City**. Enter the date in **Date** and the time you arrived in **Time**. You must enter am or pm. Click **Save.**
Policy Note*:* *Multiple Per Diem Days In State: The Travel Allowance no longer reduced for the 1st and last day of travel for In State Multiple Day Per Diem. Per diem rate is based on where you spent the night. If your hotel is in Pooler, GA but were working Savannah, Pooler would be the final destination of the day. Departure and arrival time are not used in calculating the allowable Per Diem rate for Per Diem with an associated overnight stay but must be entered.* *Travel Incidentals are not included in In State or Out of State Per diem. However, they are included in International Per Diem.*	
Step 4: Add expenses without associated Travel Reservations made in TTE. Required fields have red bars	

1	If the New Expense tab isn't open on the right side of your Expense Report, click on **+ New Expense.**
2	Click on the calendar icon in the **Transaction Date** field to select the date of the transaction or you can enter MM/DD/YYYY.
3	The purpose of the trip is populated from the report creation.
4	Enter information such the merchant name for the expense in **Vendor Name** (i.e. Staples, FedEx). What appears depends on the expense you have chosen. Data required at the State level is indicated by a red bar in the field.
5	For location data, start entering the name of the city where the merchant was located in the **City** field. When the correct city and state (or country) appears select it. If required, at the State level,
Note: *This field acts like a search field. To restrict the search to the US click the arrow next to "all countries" and select United States.*	
6	Verify the **Payment Type.** Each expense has a default payment type. Click the arrow in the **Payment Type** field to choose from Out of Pocket (you are reimbursed) or Company Paid (you
7	In the **Amount** field, enter the amount spent on the expense.
8	Images emailed, uploaded or saved as a receipt in TTE Mobile, are available by selecting **Available Receipts.** Drag the receipt to attach it to the expense item later. OR click on the
9	If a Request was linked to this report, it will default to the appropriate expense types. If there are multiple Requests linked, click on the drop down to select the correct one or *None* if this expense isn't part of one of the linked requests.
10	Click **Save.**
Step 5: See Section 15 for how to use Special Features of specific expense types.	
Step 6: Import travel reservations (air, car or hotel) made in TTE, please see *Section 14*	
Note: *If you did not attach a Cash Advance and need to, see Section 15 Using Special Features-Attach Travel Advances to an Expense Report.*	

Section 14: Expense: Importing Available Expenses into an Expense Report

Method A - Import an Available Expense into an open Expense Report	
Open an existing Expense Report or create a new one from the Concur home page, the ***Quick Task Bar*** or from the **Expense** tab.	
1	Click on **Import Expenses**
2	The ***Available Expenses*** window opens.
3	Click the check box next to the Company Paid items you want to add to the Expense Report as expenses.
4	Click on **Move.**
5	If prompted, select the "**To Current Report**" option.

6	The items are imported to the Expense Report as expenses and are visible on the left side of the open Expense Report.
7	Adjust individual expenses for required information indicated by a red icon for Air, Car or Hotel expenses.
Method B – Push an Available Expense to an Expense Report	
1	Select the expense or multiple expenses you want to push to a single Expense Report from ***Available Expenses*** *in the* ***Quick Task Bar*** *or* ***from My Tasks.***
2	Select **Move** to select a listed existing Expense Report or **To New Report** to create a new Expense Report to push the expense(s) into.
3	The items are pushed into the selected or new Expense Report as expenses and are visible on the left side of the open Expense Report.
4	Adjust individual expenses for required information indicated by a red icon for Air, Car or Hotel expenses.

For Method A or B:

Note: *For additional instructions with screenshots please visit the How To Section of the SAO website and select Import Available Expenses.*

Note: *Supplemental information from your Hotel Receipt and itemization will be required. See Section 15, Using Special Features - Itemize Nightly Lodging Expense.*

Note: *Supplemental information from your Car Rental Receipt and itemization may be required. See Section 15 Using Special Features- Itemize Car Rental Expense.*

Section 15: Expense: Using Expense Special Features

Add Personal Car Mileage

Note: *For additional instructions with screenshots regarding entering* ***Personal Car Mileage*** *please visit the How To Documents Section of the SAO website and select Personal Car Mileage.*

Open an existing Expense Report or create a new one on the **Concur Home** page from the ***Quick Task Bar***, **Open Reports** in **My Tasks** or from the **Expense** tab.

1	On the **New Expense** tab, select Personal Car Mileage from the **New Expense** list or search for it using the **Expense Type** search box.
2	Click the **Transaction Date** field and enter the date you drove the mileage. **Note:** *Personal Car mileage is entered daily.*
3	Leave the **From Location, To Location** and **Distance Amount** fields, blank. These fields will update from the ***Mileage Calculator***.
4	The **Trip Type** is populated from the Expense Report Header.
5	Select the appropriate personal car reimbursement rate table in the **Vehicle ID** field; generally Personal Car-Tier I or Personal Car – Tier II
6	Click on the **Mileage Calculator** icon.

Note: *When entering one day of a trip with an asassociated overnight stay,* ***start*** *is where you left from that travel day and* ***end*** *is where you spent the night that travel day.*

Note: *You can enter a city and state without an address. The system will calculate mileage to the center of the location. Adjust mileage on the actual expense if needed. See note at end of this section on mileage differences*

7	Enter the final destination of the day or click **Make Round Trip** to make the final destination the same as the starting destination in box A.

8	Click the box **Deduct Commute** to deduct one-way personal commute miles.
Note: *The first time you enter Personal Car Mileage you will verify your home and office address in the Deduct Commute box. You only have to do this once*	
9	To deduct round trip personal commute miles, click **Deduct Round Trip**.
10	Click **Add Mileage to Expense** to update the expense report.
Note: *If your actual mileage was different than the calculated mileage due to detours, locations with no address, etc., add this mileage to the calculated distance in the expense amount box and <u>make a note in the comments box.</u> Failure to enter an explanation may result in your expense report being returned.* *Please see the Statewide Travel Policy for details on personal commute exemptions*	
Allocate Expenses	
Note: *For additional instructions with screenshots regarding **Allocations** please visit the How To Documents Section of the SAO website* and select Allocations.	
Open an existing Expense Report or create a new one on the **Home** page from the ***Quick Task Bar***, **Open Reports** in **My Tasks** or from the **Expense** tab.	
New Allocation	
1	Complete all expenses as usual.
2	Click **Details** tab and select **Allocations** from the dropdown list.
3	Select the expense(s) you wish to allocate from the Expense List on the left. You may choose multiple or all the expense items by selecting **Date**.
4	In the upper right-hand corner of the window, click **Allocate Selected Expenses** to open the allocations entry.
5	In the **Allocate By** field, select **Percentage** or **Amount**. Percentage defaults.
	Note: *The coding information that appears on the line displayed is your default from the HCM system.*
6	Click **Add New Allocation** to add a new line to split allocations if needed. You may adjust the amount or percentage to suit your needs. Each time you select **Add New Allocation** a new line will appear.
7	Select any unused rows and click on **Delete Selected Allocations**.
8	Steps 7 is repeated for each allocation line you add. **Note**: *A running total of how much remains to be allocated appears to the upper right of the window title (Allocations).*
9	To save this allocation to reuse again on any Expense Report, click on the **Add to Favorites** tab
10	Enter a name for the Allocation in the **Add To Favorites** dialogue box that opens.
11	Click **Save**

12	Click **Save** again, click **OK**
13	In the **Allocate Report** window, click **Done**.
To use a saved Allocation to allocate expenses	
1	Complete all expenses as usual.
2	Click **Details** tab and select **Allocations** from the dropdown list.
3	Select the expense(s) you wish to allocate from the Expense List. You may choose multiple or all the expense items.
4	In the upper right-hand corner of the window, click **Allocate Selected Expenses** to open the allocations entry.
5	Click on the **Favorites** Tab
6	Select the appropriate saved Allocation from the drop-down list.
7	Click **Yes** in the **Confirmation** dialogue box that opens.
8	Click **Save** and then click **OK.**
9	In the **Allocate Report** window, click **Done**.
Convert Foreign Currency Transactions	
Open an existing Expense Report or create a new one on the **Home** page from the ***Quick Task Bar***, **Open Reports** in **My Tasks** or from the **Expense** tab.	
1	Click **New Expense** or open an existing expense
2	Click on the dropdown arrow to the right of the **Amount** field and select the "spend" currency from the list that opens.
3	In the **Amount** field, enter the amount spent in that currency (dinars, florins, etc.).
4	Click the appropriate mathematical symbol (multiply or divide) to change the conversion format, if required.
Note: *You can override the currency conversion rate to match the rate on your receipt by entering the correct data*	
5	Click **Save**
Itemize Nightly Lodging Expenses	
Open an existing Expense Report or create a new one on the **Home** page from the ***Quick Task Bar***, **Open Reports** in **My Tasks** or from the **Expense** tab.	
Step 1: Itemize nightly lodging expenses	

1	All hotel expense must be itemized. If the hotel was reserved in TTE Travel the expense should be Imported to the Expense Report (see Section 14). Simply click on the imported expense to open it. If the expense was for a Direct Billed Hotel or a conference hotel not reserved through TTE Travel, select Hotel under the Lodging category to open the expense item and enter the required information manually.
2	Verify or enter the **Transaction Date** field. This is the date on your settlement receipt from the hotel.
3	Verify or select the vendor from the **Vendo**r dropdown list. If the vendor is not in the list, type the vendor name in.
4	Enter location of the hotel in **City**. (i.e. Moultrie, GA) and the zip code for the hotel in **Zip Code**.
5	Verify the **Payment Type.** The default payment type is **Out of Pocket.** However, if it was direct billed to your agency, change the payment type to **Company Paid**.
6	In the **Amount** field, enter the **total** amount on the hotel receipt. **Note**: *If any charges appear on the receipt that are not reimbursable by the Statewide Travel Policy, circle them and delete. Adjust the total on the receipt and circle it.*
7	For manual hotel expenses (hotels not booked through TTE Travel such as a conference hotel or a direct billed hotel) uncheck the **Travel Allowance** box.
8	Click **Itemize**.
9	Verify the Check Out Date If it is incorrect, adjust it.
10	Enter the **Number of Nights** you stayed and click in **Check In Date.** The system will then automatically populate the check in date. OR, enter the **Check in Date** and click in **Number of Nights** and the number of nights will populate.
11 **12**	In the **Room Rate** field, enter the amount you were charged per night for the room only. **Note**: *If you had more than one Room Rate during your stay, enter the night you were charged MOST nights.* In the **Room Tax** field, enter the amount of sales tax that you were charged.
Note: *For In State lodging only, any Occupancy Tax charged and the Transportation Funding Bill Tax is NOT entered in Taxes. See below for instructions.* **Note:** *For lodging outside of Georgia, enter all nightly room taxes for the room in Room Tax.*	
13	To enter the Georgia Transportation Funding Bill Tax for hotels in Georgia ONLY, under **Additional Nightly Charges** from the drop-down menu in **Expense Type** select ***Hotel Tax*** (in the **Lodging** section) and enter $5.00 for the per room per night in **Amount**.
14	To enter the Occupancy Tax for hotels in Georgia ONLY if not exempted, under **Additional Nightly Charges** from the drop- down menu in **Expense Type** select ***Occupancy Tax*** (in the **Lodging** section) and enter the nightly amount of the Occupancy Tax in the amount field if it was charged to you.
Note: *There are only two available Additional Nightly Charges fields. For Georgia hotels, this is generally used for the Transportation Funding Bill Tax and Occupancy Tax if charged. However, they can be used to enter any nightly charges if not used for that purpose – in or out of state.*	
15	Click **Save Itemizations** when you have entered the nightly charges.

16	If you had any nights with a different Room Rate, Sales Tax, or Occupancy Tax (for hotels in Georgia) click on that specific expense on that specific night on the right had side of the Expense Report and enter the correct amount and Save the expense. Repeat for each affected nightly charge.
Step 2: Add any remaining lodging itemizations	
1	If any amount displays in the **Amount Remaining** at the top of the **Expense** tab on the right, you have more items to itemize or a correction to an itemization already entered.
2	To enter an additional expense, click the **Expense Type** dropdown arrow, and then select the appropriate expense from the dropdown list.
3	To correct an already entered line item itemization, click on the specific line item in the expense report and correct the amount and click. Enter the TOTAL amount of the expense in the **Amount** field – not a nightly amount. Non-reimbursable
Note: *Non-reimbursable or personal expenses are NOT entered into TTE*	
4	Repeat steps 1-4 until the **Remaining Amount** equals
Note: *For additional instructions with screenshots regarding how to enter hotel expenses, please visit the How To Documents Section of the SAO website.*	
Car Rental Expense –All except Hertz on Capitol Hill (Atlanta)	
Open an existing Expense Report or create a new one on the **Concur Home** page from the ***Quick Task Bar***, **My Tasks** or from the **Expense** tab.	
1	Import the expense to the Expense Report (see Section 14). Click on the imported expense to open the *Rental Car Only* entry.
2	Click on the **Transaction Date** field and verify or correct the date of the transaction (invoice date). Use the calendar icon or enter MM/DD/YYYY.
3	Enter the **Number of Days the vehicle** was rented if it is blank.
4	Verify the **City** the car was rented from. (i.e. Moultrie, GA)
5	Verify the **Payment Type** is Company Paid. (For Hertz or Enterprise)
6	In the **Amount** field, enter the total amount of the rental (Daily Rate x # days rented)*. Do not include any taxes or other fees. These will not be billed to your agency.*
7	Calculate the average daily rate by dividing the invoice total by the number of days the car was rented. Enter this result in the **Avg. Daily Rate** field.
8	Enter the total miles you drove the vehicle in **Total Miles Driven.**
9	Enter any required fields that are blank, required fields are marked with a red bar.
10	Click **Save**
Note: *For additional instructions with screenshots regarding Rental Car Expenses please visit the How To Documents Section of the SAO website and select Rental Car.*	

Car Rental Expense –Hertz on Capitol Hill (Atlanta) with Fuel Card Charges	
Open an existing Expense Report or create a new one on the **Concur Home** page from the ***Quick Task Bar***, **My Tasks** or from the **Expense** tab.	
1	Import the expense to the Expense Report (see Section 14). Simply click on the imported expense to open it.
2	Click on the **Transaction Date** field and verify or correct the date of the transaction (invoice date). Use the calendar icon or enter MM/DD/YYYY.
4	Enter the **Number of Days the vehicle** was rented if it is blank.
5	Verify the **City** the car was rented from. (i.e. Moultrie, GA)
6	Verify the **Payment Type** is Company Paid. (For Hertz or Enterprise)
7	In the **Amount** field, enter the total amount of the rental (Daily Rate x # days rented) *plus* the total of any fuel card charges. *Do not include any taxes or other fees. These will not be billed to your agency.*
8	Calculate the average daily rate by dividing the invoice total by the number of days the car was rented. Enter this result in the **Avg. Daily Rate** field.
9	Enter the total miles you drove the vehicle in **Total Miles Driven.**
10	Enter any required fields that are blank, required fields are marked with a red bar.
11	Click on **Itemize**
12	Click on the drop-down arrow in the **Expense Type** field and scroll to the Transportation category and select **Rental Car Fuel**.
13	Enter the amount of the fuel charge in **Amount,** the number of days the vehicle was rented and then **Save.**
14	Click on the drop-down arrow in the **Expense Type** field and scroll to the Transportation category and select **Rental Cars Only.**
15	Enter the **Number of days the vehicle was rented**, the amount for the rental car only (no taxes or other fees) in **Amount**, calculate and enter the **Avg. Daily Rate** (rental only divided by # days rented), **Total Miles Driven** and then **Save**.
16	The entry form closes, and the entry is complete.
Attach Cash Advances to an Expense Report	
Note: Not all Agencies offer Cash Advances.	
When you create a new Expense Report you will have the option to attach the approved Cash Advance or to add it later	
1	Select the check box for one or more Cash Advances to be associated with the current report.
2	Click **Assign Cash Advance to Report**.

3	The Expense Report now displays a separate declining balance for the Cash Advance.
Note: *The Cash Advance is not visible as an item in the report. You can see any unused balance at the bottom left of the Expense Report.*	
Reconciling a Cash Advance	
Open an existing Expense Report on the **Home page** from the ***Quick Task Bar***, ***My Tasks*** or from the **Expense** tab	
1	Once a Cash Advance is assigned to the Expense Report, the **Cash Advance Return** expense item appears in the Expense Types list on the New Expense tab. Before submitting the Expense Report, select the **Cash Advance Return** expense type.
2	A grid appears displaying the amount of the Cash Advance and any amount due back to the State.
3	Enter the date you returned the unused portion to your Agency in the **Transaction Date** field and the amount returned in the **Amount** field. You must enter either the amount you returned or zero to indicate all cash advanced was reconciled.
4	Attach any documentation for the return of any unused portion of the Cash Advance using the Attach Receipt button or from Available Receipts.
Note: *Please read the Statewide Travel Advance Policy – OPB. A link to this OPB Policy is on the SAO website.*	
Detach Cash Advance assigned to an Expense Report	
Open the existing Expense Report on the **Home page** from the ***Quick Task Bar***, ***My Tasks*** or from the **Expense** tab.	
1	Click on the **Details** tab and under ***Cash Advances*** select **Assigned**.
2	Click the box next to the Cash Advance to be detached and click **Remove from Report.** **Note:** *This does not delete the Advance, just removes it from association with this Expense Report.*
Add Attendees to Group Meals	
Open an existing Expense Report or create a new one on the **Home** page from the ***Quick Task Bar***, **My Tasks** or from the **Expense** tab	
1	On the **New Expense** tab, select the *Group Meals* expense.
2	Click the **Transaction Date** field, and then enter the date (mm/dd/yyyy) or use the calendar icon to select the date of the transaction.
3	The Purpose of Trip field will be automatically populated.
4	Enter the merchant name on the receipt into the **Vendor** field and the location in the **City** field.
5	In the **Amount** field, enter the total amount of the expense.
6	Scroll down to the **Attendees** Section.

7	To add a new attendee, click on **New Attendee**. Complete the required fields, and then click **Save** or **Save & Add Another.** **–**OR- Click **Favorites** to select saved attendees or select **Advanced Search** to search for attendees or type a name in **Recently used attendees** to search and Create New Attendee if not found and then click **Add to Expense.**
8	Click **Save**.
Copy a Single Expense	
Open the existing on the **Concur Home** page from the ***Quick Task Bar***, ***My Tasks*** or from the **Expense** tab.	
1	Click on the check box next to the expense you wish to copy.
2	Click on **Copy** and the item will appear on the Expense Report with a date 1 day after the expense you copied from.
3	Make any the necessary changes to the new expense including the date.
4	Click **Save**.
Copy an Expense Report	
Note: *If you have repetitive travel or repeat a previous trip this can save you time. For some TTE users this will not be a viable tool.*	
Click on the Expense tab, **Open Reports** on the ***Quick Task Bar*** or **Open Reports** on ***My Tasks***.	
1	Click on **Report Library**
2	Click on the checkbox next to the report you wish to copy and click on **Copy Report.**
3	Enter a name for the new Expense Report. **Note:** *The old name will be displayed but will be overwritten with the new name.*
4	Enter the earliest date you will be entering expenses for on the new Expense Report in the **Starting Date for Expense Entries on the New Report** field.
5	Click **OK.** The new Expense Report opens
Note: *Some expense types will NOT copy. You will see a brief message indicating whether all expenses copied or not.*	
6	Click on the report name (big letters) to open the Report Header.
7	Correct the **Trip Start Date** and T**rip End Date**.
8	Correct any other fields in the **Report Header** that need adjustment.
9	Attach any approved **Requests** needed

10	Click **Save**
11	Look at the details on all expenses that copied. Make any corrections necessary. For example, dates, adjust the stops on personal car mileage, dates on hotel stays, etc.
12	Attach any receipts necessary. See Section 16: Attaching Receipts.
13	Attach and account for any applicable Cash Advances. See **Attach Cash Advances** section above in this Section.

Section 16: Expense: Attach Receipts

Note: Individual items requiring a receipt per the *Statewide Travel Policy* will have a yellow receipt icon displayed.

Fax receipts

Open the existing Expense Report you want to fax receipts to on the **Home** page from the ***Quick Task Bar***, ***My Tasks*** or from the **Expense** tab.

1	Click the **Print/Email** tab and select ***SOG Fax Receipt Cover Page.**
2	Click **Print**.
3	Fax the printed cover page and receipts to the fax number on the page. **Note:** *The Fax Cover page cannot be used for other Expense Reports. The bar code generated is exclusively for the Expense Report you generated the Cover Page from. Complete instructions and the Fax Number are on the page. Allow 5-15 minutes for the receipts to process.*
4	To verify the receipts were successfully attached, close the Report they were faxed to and reopen it. Click the **Receipts** tab then select **View Receipts in Current Window** or **View Receipts in New Window** to view all receipts**.**

Upload and Attach a Receipt to an Individual Expense

Open the existing Expense Report you want to attach receipts to on the **Home** page from the ***Quick Task Bar***, **My Tasks** or from the **Expense** tab.

Note: *Recommended that you create a folder on your PC to store your scanned receipts, so you can easily locate them.*

1	Click on the expense item you wish to upload the receipt for.
2	Click on **Attach Receipt**
3	Click **Browse**. Locate the file you want to attach.
4	Click the file, and then click on **Open.** *Repeat Step 2*-3 for each file you want to attach to this same expense item. You can attach multiple images.
5	Click on **Attach**.
6	Click on **Save**.

7	To view all the attached receipts, click on the **Receipts** tab and select **View Receipts in New Window** or **View Receipts in Current Window.**
Note: *You can add multiple expense images to a single expense item. Each one is added separately using the Attach button or via Receipt Store. The system will ask if you want to append the image, say Yes.*	
Attach Line Item Receipts from Available Receipts	
Open the existing Expense Report you want to attach receipts to on the **Home** page from the ***Quick Task Bar***, ***My Tasks*** or from the **Expense** tab.	
1	Click on **Available Receipts**
2	Left click on the item you wish to attach to the expense and drag it to the expense item.
3	Repeat Step 2 to add additional receipts to the same expense entry or to add receipts to other expense entries.
Manually Upload Receipts to Available Receipts	
From the ***Quick Task Bar*** on the **Home** tab select **+ icon** and select **Upload Receipts** OR Select **Open Reports** and click the **+ Upload New Receipt** tile OR From **My Tasks select Open Reports** and scroll down to the **+ Upload New Receipt** tile.	
1	Click **Upload**. Or **+ Upload New Receipt**
2	Click on **Browse** and navigate to the location you have stored receipt copies on your PC**.**
3	Select the item and click on **Open.**
4	Repeat steps 2-3 for each receipt image you want to add.
5	Click on **Upload**.
6	When the upload has completed, click **Close**. The receipts are available for use on any Expense Report. When you drag a receipt from Available Receipts to an Expense Item, it no longer appears in Available Receipts. You can upload receipts anytime, whether inside an Expense Report or not.
Email Receipts into Available Receipts	
1	Verify your email address in Profile if you have not already done so.
2	Email receipts from the verified email address to receipts@concur.com
3	In a few seconds the receipts will be available in ***Available Receipts.***
Delete attached receipts from a SINGLE expense item	
Open the existing Expense Report you want to detach receipts from on the **Home** page from the ***Quick Task Bar***, ***My Tasks*** or from the **Expense** tab.	

1	Hover the mouse over the receipt icon of the item you wish to delete receipts for OR Click on the expense item to open it and then click on the **Receipt Image** Tab
2	Scroll to the Detach from Entry button and click it
3	Click **Yes** on the Please Confirm message box.
4	All receipts attached to this single expense item are now deleted.

Section 17: Expense: Review or Edit an Unsubmitted Expense Report

Open the existing Expense Report you want to review on the **Home** page from the ***Quick Task Bar***, ***My Tasks*** or from the **Expense** tab.

1	To delete an expense item, click the checkbox next to the item and click on the **Delete** button. Click **Yes** to confirm the item delete in the confirmation pop- up window.
2	To correct details for the overall Expense Report (such as reporting dates, etc.) click on the report name at the top of the open report **or** Select **Details**, and then select **Report Header** from the dropdown menu. Make any changes and **Save**.
3	To correct an individual expense, click on it to open it and then you can Make any changes and **Save**

Section 18: Expense: Print, Submit or Recall Expense Reports

To print a hard copy of your Expense Report

Open the Expense Report from Concur Home from the *Quick Task Bar*, *My Tasks* or from the *Expense* tab.

1	Click on **Print/Email**
2	Select ***SOG Detailed Report**
3	Click the **Print/Email** tab and select ***SOG Detail Report.**
4	Click **Print** to create a hard copy if desired.

Note: ACH *Reimbursements should be in the traveler's account within 3-4 business days after the Expense Report has been released for payment by the Back Office.*

To Submit an Expense Report

Open the Expense Report from Concur Home from the *Quick Task Bar*, *My Tasks* or from the *Expense* tab.

1	Click the orange **Submit Report** button.
2	In **Final Review** click on **Accept & Submit.** This is your electronic signature.
3	Click the blue **Submit Report** button in the Approval Flow window. Your approver (s) will appear here.

4	In the **Report Submit Status** window, click **Close**.
To Submit an Expense Report to a Different Approver	
Open the existing Expense Report you want to submit on the **Home** page from the ***Quick Task Bar***, ***My Tasks*** or from the **Expense** tab.	
1	Click the orange **Submit Report** button.
2	Click on **Accept and Submit**. This is your electronic signature.
3	The Approval Flow box opens. Your authorized approver(s) will appear in the Authorized Approval Box. Delete your assigned approver and start typing in the last name of the approver you want to send this report to. A list of matches will appear. Select the desired approver.
4	Click the blue **Submit Report** button in the Approval Flow window.
Note: *Your assigned approver will receive an email notification that you selected an alternate approver and the alternate approver will receive an email advising they have an Expense Report to approve.*	
To Submit an Expense Report to an Additional Approver	
Open the existing Expense Report you want to submit on the **Home** page from the ***Quick Task Bar***, ***My Tasks*** or from the **Expense** tab.	
1	Click on the orange **Submit Report** button.
2	Click on **Accept and Submit**. This is your electronic signature
3	Your ***Authorized Approver*** will display.
4	Click on the appropriate arrow to add the additional approver that is not in the usual approval flow before or after the Authorized Approver to add an additional approver.
5	In the **User Added** box that appears, start typing the last name of the additional approver and click on the matching name from the list that appears.
6	Click on the blue **Submit** button**.**
7	In the **Report Submit Status** window, click **Close**.
Correct and resubmit an Expense Report sent back by an approver	
Open the existing Expense Report you want to submit on the **Home** page from the ***Quick Task Bar***, ***My Tasks*** or from the **Expense** tab.	
1	Make the necessary corrections.
2	Make sure to **Save** any expense item corrections.
3	Click the orange **Submit Report** button.

4	Click on **Accept and Submit**. This is your electronic signature.
5	Click the blue **Submit Report** button in the Approval Flow window. Your approver (s) will appear here.
6	In the **Report Submit Status** window, click **Close**.

Recall a Submitted and Unapproved Expense Report

Open the existing Expense Report you want to submit on the **Home** page from the ***Quick Task Bar***, ***My Tasks*** or from the **Expense** tab

1	Click **on** the **Recall** tab.
2	The Expense Report is removed from the Approver's queue. You can make any changes and submit the report when done.

APPROVERS ONLY

Section 19: Review & Approve Expense Reports, Requests or Cash Advances.

Please see the **Approver's Handbook** available in the Reference Materials section of the **TeamWorks Travel and Expense Training** page of the SAO website.