

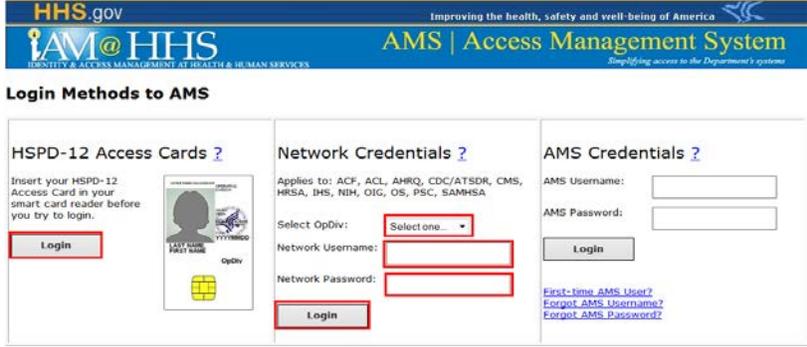
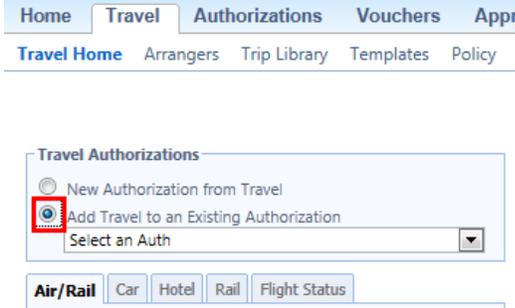


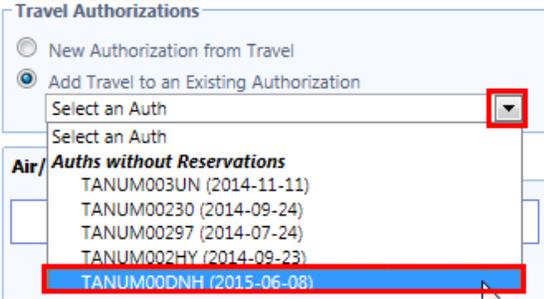
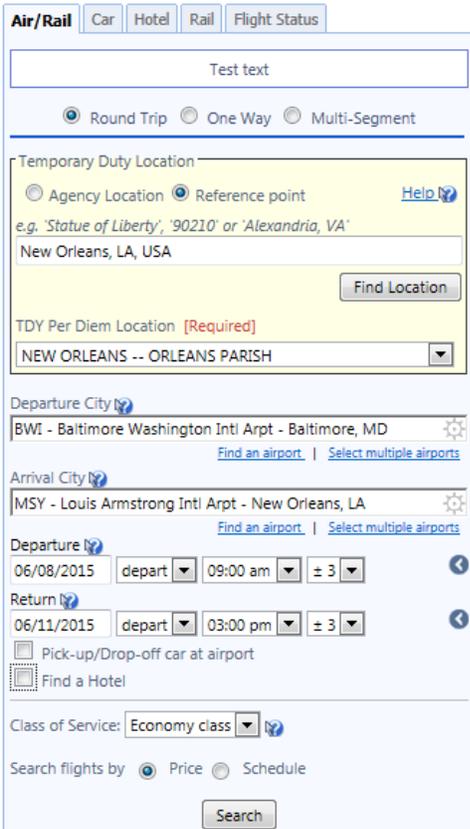
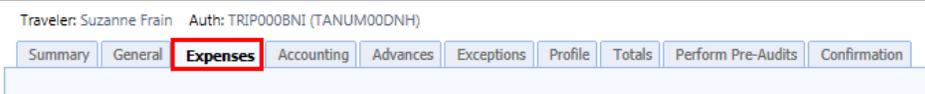
## Concur Government Edition (CGE) Job Aid: Adding a Travel Reservation to an Authorization

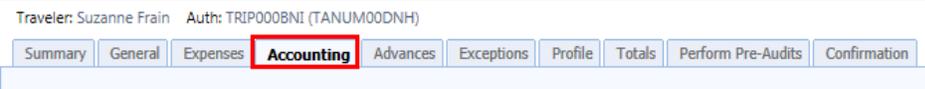
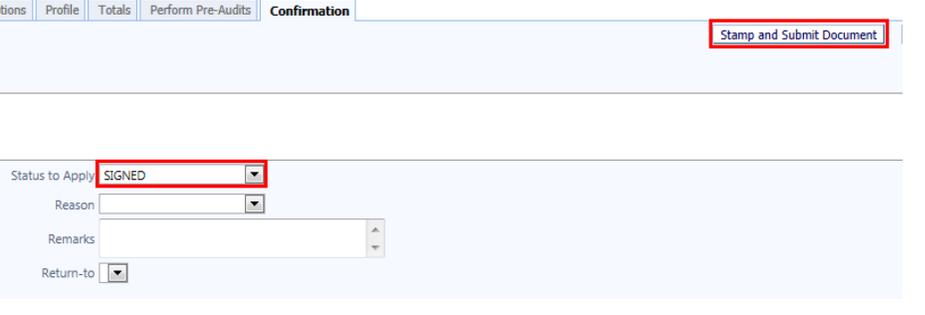
**Purpose:** To provide a step-by-step guide to adding a travel reservation to an existing Authorization in CGE.

**Note:** Travel reservations can only be added to an Authorization that has not yet been signed.

**Audience:** Travelers/Preparers

<p><b>Instruction:</b></p> <p><b>Step 1: Log into AMS</b> Log into CGE via AMS using either your PIV card or your network username and password.</p> <p>Note: AMS can be accessed through the HHS intranet or the internet at <a href="https://ams.hhs.gov">https://ams.hhs.gov</a></p>	<p><b>Screenshot:</b></p> 
<p><b>Step 2: Select CGE</b> From the Home page of AMS select the E-Travel link.</p>	
<p><b>Step 3: Select Travel Tab</b> From the CGE Home page, select the Travel tab.</p>	
<p><b>Step 4: Select Type of Travel Authorization</b> From the Travel Authorizations section, select the radio button next to "Add Travel to an Existing Authorization".</p> <p>Note: This option is used only when an Authorization does not already contain a reservation.</p>	

<p><b>Instruction:</b></p>	<p><b>Screenshot:</b></p>
<p><b>Step 5: Select Authorization</b>          Select the drop down menu next to Select an Auth and choose the appropriate Authorization.</p> <p>Note: If the Authorization you need does not appear, it may have already been signed. You will need to create a new Authorization in order to add a travel reservation or select the radio button next to New Authorization from Travel.</p>	
<p><b>Step 6: Proceed with Booking Travel</b>          Book all travel as normal.</p> <p>Refer to the job aid: Booking Travel in CGE for the full process.</p> <p>When the booking process is complete, CGE will proceed to the Authorization.</p>	
<p><b>Step 7: Select Expenses Tab</b>          Select the Expenses tab to enter any additional expenses that may be required based on the reservation.</p>	
<p><b>Step 8: Add Expenses</b>          Enter each expense in the Add Expense Details section and select the Save button.</p> <p>For the complete process of creating an Authorization, see the job aid: Creating an Authorization from a Travel Reservation in CGE.</p>	

<p><b>Instruction:</b></p> <p><b>Step 9: Select Accounting Tab</b> Select the Accounting tab to see the accounting information.</p>	<p><b>Screenshot:</b></p>  <p>Traveler: Suzanne Frain Auth: TRIP000BNI (TANUM00DNH)</p> <p>Summary General Expenses <b>Accounting</b> Advances Exceptions Profile Totals Perform Pre-Audits Confirmation</p>																				
<p><b>Step 10: Verify Account Code</b> Verify that the Account Code was added correctly on the Authorization. If a change needs to be made, select the edit icon.</p>	 <p><b>Account Code for TRIP000BNI</b></p> <table border="1"> <thead> <tr> <th>Organization</th> <th>Label</th> <th>Sponsored</th> <th>LT Taxable</th> <th>Default</th> <th>Classification Code</th> </tr> </thead> <tbody> <tr> <td> HHSX</td> <td>Training LOA</td> <td></td> <td></td> <td><input checked="" type="radio"/></td> <td>2015/1234563/21100</td> </tr> </tbody> </table>	Organization	Label	Sponsored	LT Taxable	Default	Classification Code	 HHSX	Training LOA			<input checked="" type="radio"/>	2015/1234563/21100								
Organization	Label	Sponsored	LT Taxable	Default	Classification Code																
 HHSX	Training LOA			<input checked="" type="radio"/>	2015/1234563/21100																
<p><b>Step 11: Select Confirmation Tab</b> Select the Confirmation tab to begin signing the document.</p>	<p>Traveler: Suzanne Frain Auth: TRIP000BNI (TANUM00DNH)</p> <p>Summary General Expenses Accounting Advances Exceptions Profile Totals Perform Pre-Audits <b>Confirmation</b></p>																				
<p><b>Step 12: Sign Document</b> Select the SIGNED stamp in the Status to Apply field. Then select the Stamp and Submit Document button.</p> <p>Note: A Preparer can use the DOCUMENT PREPARED stamp if they want to send the Authorization to the Traveler to sign.</p>	 <p>itions Profile Totals Perform Pre-Audits <b>Confirmation</b></p> <p><b>Stamp and Submit Document</b></p> <p>Status to Apply: <b>SIGNED</b></p> <p>Reason: [dropdown]</p> <p>Remarks: [text area]</p> <p>Return-to: [dropdown]</p>																				
<p><b>Step 13: Preform Pre-Audits</b> Verify that the document has passed all pre-audits. Enter a justification for any FAILs.</p>	 <p>Cancel Pre-Audit Results   Continue Stamping the Document   <b>Justify Pre-Audit Results</b></p> <p><b>Pre-Audit Results for TRIP000BNI</b></p> <p>QUICK TIP: Click the magnifying glass icon to view detail comments for each audit process <a href="#">more</a></p> <p>Document Name: TRIP000BNI Type: A-01 Traveler: Frain, Suzanne Status: PASS</p> <p><b>Pre-Audit Passes</b></p> <table border="1"> <thead> <tr> <th>Audit Process</th> <th>Status</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>ADVANCE AUTHORIZED</td> <td>PASS</td> <td></td> </tr> <tr> <td>ADVANCES EXIST</td> <td>PASS</td> <td></td> </tr> </tbody> </table>	Audit Process	Status	Comments	ADVANCE AUTHORIZED	PASS		ADVANCES EXIST	PASS												
Audit Process	Status	Comments																			
ADVANCE AUTHORIZED	PASS																				
ADVANCES EXIST	PASS																				
<p><b>Step 14: Stamp Document</b> Select the Continue Stamping the Document button to complete.</p>	<p><b>Cancel Pre-Audit Results</b>   <b>Continue Stamping the Document</b>   Justify Pre-Audit Results</p>																				
<p><b>Step 15: Close and Route Document</b> Select the Close Post Stamping Document Closure Screen button to close the Authorization and begin the routing process.</p>	 <p><b>Close Post Stamping Document Closure Screen</b></p> <p><b>Post Stamping Document Closure for TRIP000BNI</b></p> <p>QUICK TIP: The document's routing list is shown below. <a href="#">more</a></p> <p><b>Routing List</b></p> <table border="1"> <thead> <tr> <th>Level</th> <th>Name</th> <th>Status</th> <th>Stamping Actions</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>Blanca Viza</td> <td>CERTIFIED</td> <td></td> </tr> <tr> <td>10</td> <td>Robert Smith</td> <td>CERTIFIED</td> <td></td> </tr> <tr> <td>25</td> <td>Brian Summers</td> <td>APPROVED</td> <td>COMPLETE</td> </tr> <tr> <td>25</td> <td>Gail Butler</td> <td>APPROVED</td> <td>COMPLETE</td> </tr> </tbody> </table>	Level	Name	Status	Stamping Actions	10	Blanca Viza	CERTIFIED		10	Robert Smith	CERTIFIED		25	Brian Summers	APPROVED	COMPLETE	25	Gail Butler	APPROVED	COMPLETE
Level	Name	Status	Stamping Actions																		
10	Blanca Viza	CERTIFIED																			
10	Robert Smith	CERTIFIED																			
25	Brian Summers	APPROVED	COMPLETE																		
25	Gail Butler	APPROVED	COMPLETE																		

**You have successfully added a travel reservation to an existing Authorization in CGE!**