

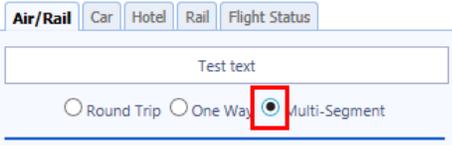
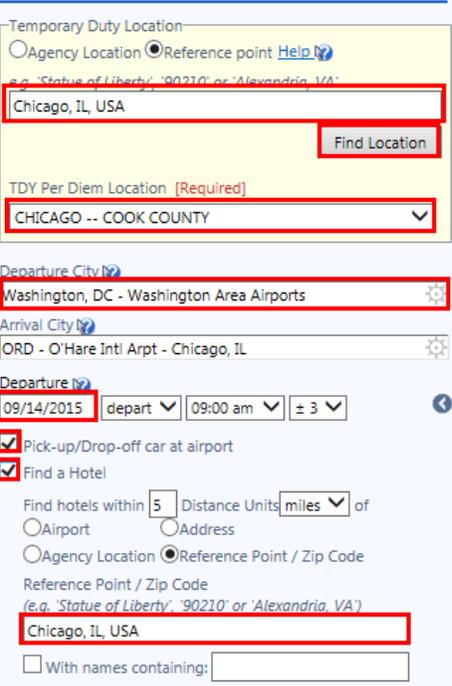
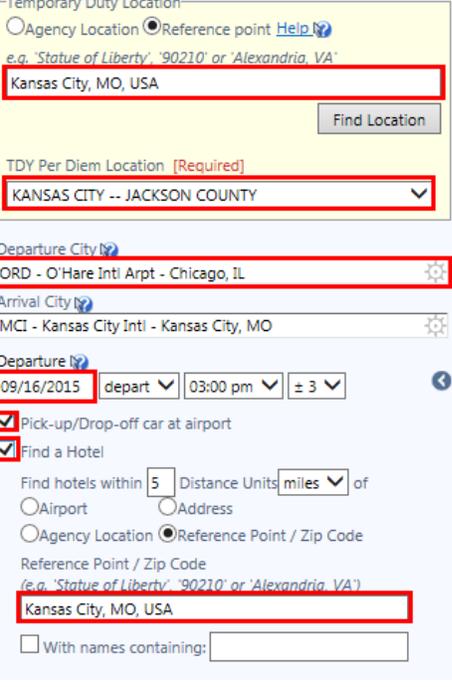


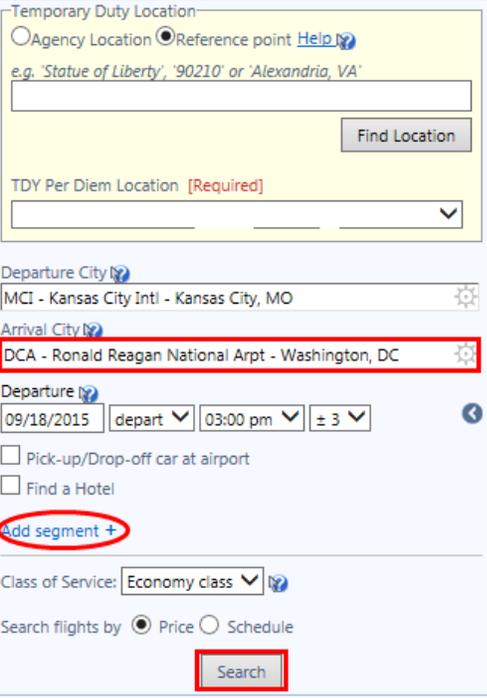
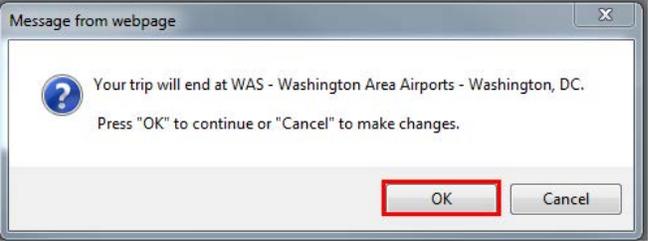
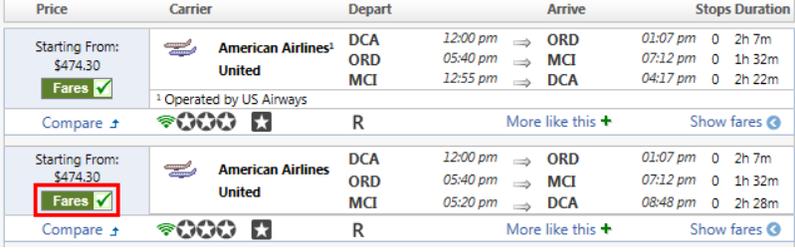
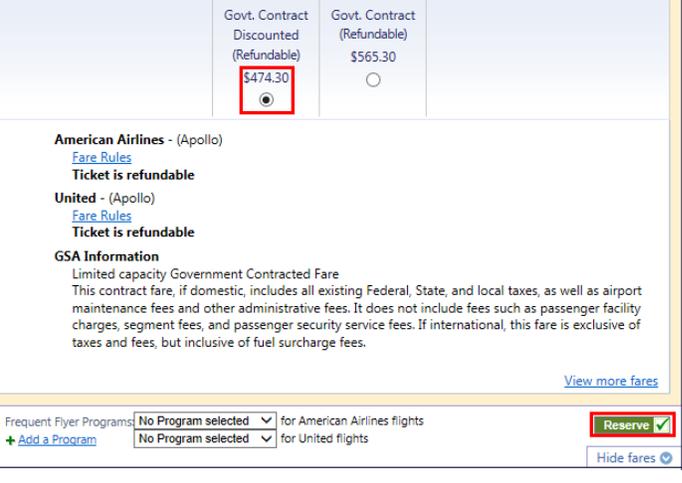
Concur Government Edition (CGE) Job Aid: Booking Travel with Multiple Temporary Duty (TDY) Locations

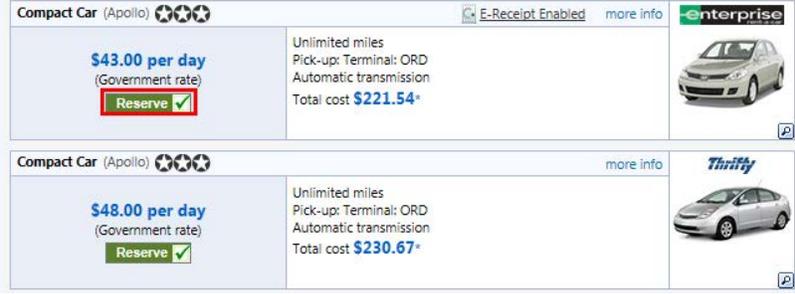
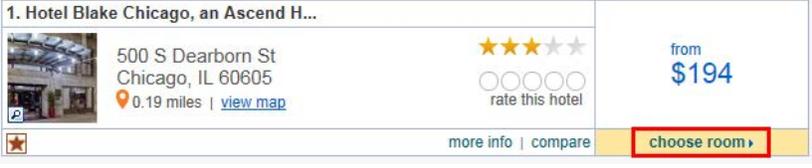
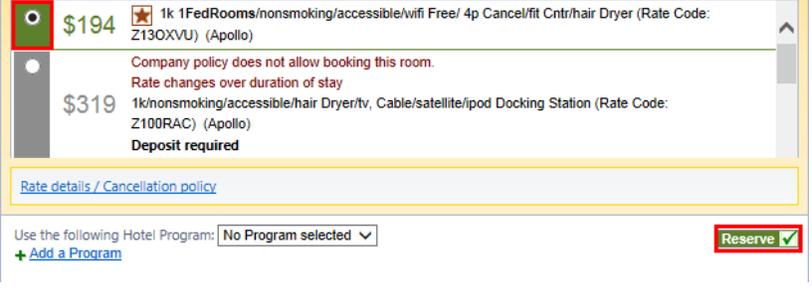
Purpose: To provide a step-by-step guide to booking a travel reservation for multiple locations in CGE.

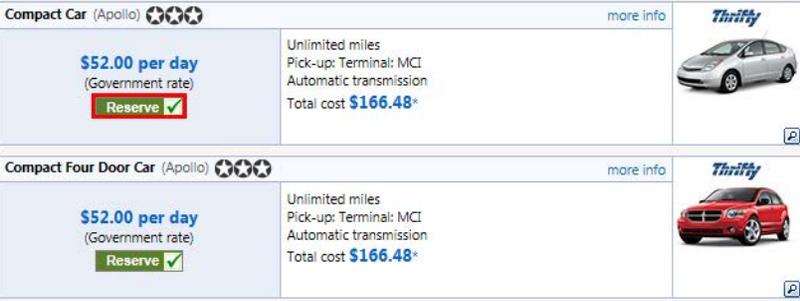
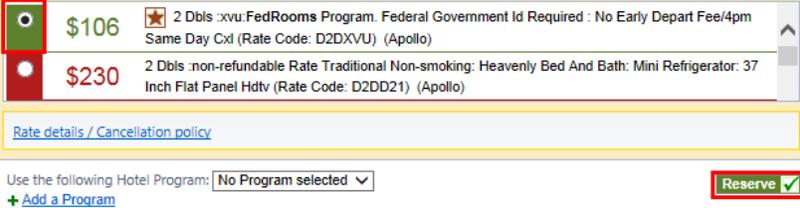
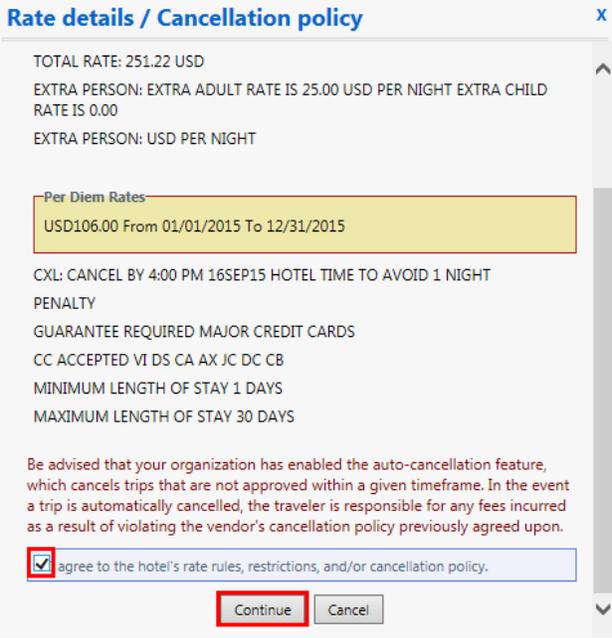
Audience: Travelers and Preparers

<p>Instruction:</p> <p>Step 1: Log into AMS 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 via the internet at https://ams.hhs.gov</p>	<p>Screenshot:</p>
<p>Step 2: Select CGE From the Home page of AMS, select the E-Travel link.</p>	
<p>Step 3: Select Traveler If you are a Preparer, select the Traveler from the “You are administering travel for” field by selecting the drop down arrow or the Search button. Locate the Traveler and select the name.</p>	
<p>Step 4: Select Travel Tab From the CGE Home page, select the Travel tab.</p>	

Instruction:	Screenshot:
<p>Step 5: Select Multi-Segment</p> <p>Select the radio button next to Multi-Segment. This will create multiple TDY fields in the search criteria section of CGE.</p>	 <p>A screenshot of the search criteria section. At the top, there are tabs for 'Air/Rail', 'Car', 'Hotel', 'Rail', and 'Flight Status'. Below these is a text input field containing 'Test text'. Underneath, there are three radio buttons: 'Round Trip', 'One Way', and 'Multi-Segment'. The 'Multi-Segment' radio button is selected and highlighted with a red box.</p>
<p>Step 6: Enter First TDY</p> <p>Enter the first TDY location by either searching for an agency location or by typing in the city or address as a reference point. Then select the Find Location button and verify the TDY.</p> <p>Be sure that the TDY Per Diem Location field shows the correct location for your mission. You can change the Per Diem location by selecting the drop down arrow and choosing another location.</p> <p>Enter the departure airport or city in the Departure City field.</p> <p>Enter the departure date in the Departure field. Change the search times as needed.</p> <p>If a car is required, select the check box next to "Pick-up/Drop-off car at airport".</p> <p>To search for a hotel, select the check box next to "Find a Hotel" and choose your hotel search criteria. You can search for a hotel near an airport, a specific address, the agency location, or a reference point/zip code.</p>	 <p>A screenshot of the TDY search form. The 'Temporary Duty Location' section has 'Reference point' selected. The search input field contains 'Chicago, IL, USA' and is highlighted with a red box. The 'Find Location' button is also highlighted with a red box. Below, the 'TDY Per Diem Location' dropdown is set to 'CHICAGO -- COOK COUNTY'. The 'Departure City' dropdown is set to 'Washington, DC - Washington Area Airports'. The 'Arrival City' dropdown is set to 'ORD - O'Hare Intl Arpt - Chicago, IL'. The 'Departure' date is '09/14/2015' at '09:00 am'. The 'Pick-up/Drop-off car at airport' and 'Find a Hotel' checkboxes are checked. The 'Find hotels within' field is set to '5' miles. The 'Reference Point / Zip Code' search input field contains 'Chicago, IL, USA' and is highlighted with a red box.</p>
<p>Step 7: Enter Next TDY</p> <p>Scroll down to the next TDY field and enter in the search criteria for the 2nd TDY location. Be sure to adjust the departure date as needed. Check the rental car and hotel check boxes as needed.</p>	 <p>A screenshot of the TDY search form for the second TDY. The 'Temporary Duty Location' section has 'Reference point' selected. The search input field contains 'Kansas City, MO, USA' and is highlighted with a red box. The 'Find Location' button is also highlighted with a red box. Below, the 'TDY Per Diem Location' dropdown is set to 'KANSAS CITY -- JACKSON COUNTY'. The 'Departure City' dropdown is set to 'ORD - O'Hare Intl Arpt - Chicago, IL'. The 'Arrival City' dropdown is set to 'MCI - Kansas City Intl - Kansas City, MO'. The 'Departure' date is '09/16/2015' at '03:00 pm'. The 'Pick-up/Drop-off car at airport' and 'Find a Hotel' checkboxes are checked. The 'Find hotels within' field is set to '5' miles. The 'Reference Point / Zip Code' search input field contains 'Kansas City, MO, USA' and is highlighted with a red box.</p>

<p>Instruction:</p> <p>Step 8: Enter Final Destination Airport To add additional TDYs, select the “Add segment” link and continue to add the TDY and search criteria as above. If this is the final destination, leave the TDY fields blank and enter the arrival airport in the Arrival City field. Adjust the departure date as needed. When all of the search criteria have been entered for all TDY locations, select the Search button.</p>	<p>Screenshot:</p> 																																																				
<p>Step 9: Verify Final Destination Verify the end point of the trip and select the OK button.</p>																																																					
<p>Step 10: Select Flights Select the Fares button next to the appropriate flights. Note that each selection contains the departure and arrival times for each leg of the trip. The green Fares button represent the government contracted rates and should be chosen whenever available.</p>	 <table border="1"> <thead> <tr> <th>Price</th> <th>Carrier</th> <th>Depart</th> <th>Arrive</th> <th>Stops</th> <th>Duration</th> </tr> </thead> <tbody> <tr> <td rowspan="3">Starting From: \$474.30 Fares ✓</td> <td rowspan="3">American Airlines United</td> <td>DCA 12:00 pm</td> <td>⇒ ORD 01:07 pm</td> <td>0</td> <td>2h 7m</td> </tr> <tr> <td>ORD 05:40 pm</td> <td>⇒ MCI 07:12 pm</td> <td>0</td> <td>1h 32m</td> </tr> <tr> <td>MCI 12:55 pm</td> <td>⇒ DCA 04:17 pm</td> <td>0</td> <td>2h 22m</td> </tr> <tr> <td colspan="6">Operated by US Airways</td> </tr> <tr> <td colspan="6">Compare ↑ R More like this + Show fares ⚙</td> </tr> <tr> <td rowspan="3">Starting From: \$474.30 Fares ✓</td> <td rowspan="3">American Airlines United</td> <td>DCA 12:00 pm</td> <td>⇒ ORD 01:07 pm</td> <td>0</td> <td>2h 7m</td> </tr> <tr> <td>ORD 05:40 pm</td> <td>⇒ MCI 07:12 pm</td> <td>0</td> <td>1h 32m</td> </tr> <tr> <td>MCI 05:20 pm</td> <td>⇒ DCA 08:48 pm</td> <td>0</td> <td>2h 28m</td> </tr> <tr> <td colspan="6">Compare ↑ R More like this + Show fares ⚙</td> </tr> </tbody> </table>	Price	Carrier	Depart	Arrive	Stops	Duration	Starting From: \$474.30 Fares ✓	American Airlines United	DCA 12:00 pm	⇒ ORD 01:07 pm	0	2h 7m	ORD 05:40 pm	⇒ MCI 07:12 pm	0	1h 32m	MCI 12:55 pm	⇒ DCA 04:17 pm	0	2h 22m	Operated by US Airways						Compare ↑ R More like this + Show fares ⚙						Starting From: \$474.30 Fares ✓	American Airlines United	DCA 12:00 pm	⇒ ORD 01:07 pm	0	2h 7m	ORD 05:40 pm	⇒ MCI 07:12 pm	0	1h 32m	MCI 05:20 pm	⇒ DCA 08:48 pm	0	2h 28m	Compare ↑ R More like this + Show fares ⚙					
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<p>Step 11: Reserve Flight From the flight details window, select the radio button below the airfare. Govt. Contract Discounted (Refundable) fares should be chosen whenever available. Select “Reserve” to choose this fare.</p>	 <p>Govt. Contract Discounted (Refundable) \$474.30 <input checked="" type="radio"/></p> <p>Govt. Contract (Refundable) \$565.30 <input type="radio"/></p> <p>American Airlines - (Apollo) Fare Rules Ticket is refundable</p> <p>United - (Apollo) Fare Rules Ticket is refundable</p> <p>GSA Information Limited capacity Government Contracted Fare This contract fare, if domestic, includes all existing Federal, State, and local taxes, as well as airport maintenance fees and other administrative fees. It does not include fees such as passenger facility charges, segment fees, and passenger security service fees. If international, this fare is exclusive of taxes and fees, but inclusive of fuel surcharge fees.</p> <p>View more fares</p> <p>Frequent Flyer Programs: No Program selected for American Airlines flights + Add a Program No Program selected for United flights</p> <p>Reserve ✓ Hide fares ⚙</p>																																																				

<p>Instruction:</p> <p>Step 12: Choose Payment Type</p> <p>On the Trip Payment Information page, choose the appropriate payment method for your OpDiv/StaffDiv from the drop down menu and then select the Next button.</p>	<p>Screenshot:</p> <p>Trip Payment Information</p> <p>Choose a credit card Add credit card</p> <p>HHS Test CBA* (...4411)  </p> <p><small>CBA's are indicated by an asterisk (*).</small></p> <p>Please choose a credit card and billing information, if applicable.</p> <p><input type="button" value="Start Over"/> <input type="button" value=" << Previous"/> <input type="button" value=" Next >>"/></p>
<p>Step 13: Reserve Car for First TDY</p> <p>Scroll down to see a list of car vendors for this TDY. Select the car by selecting the Reserve button next to the appropriate car.</p> <p>Government rates should be chosen when available.</p>	
<p>Step 14: Select Hotel for First TDY</p> <p>From the list of hotels for this TDY location, select the “choose room” link to see the available rates.</p>	
<p>Step 15: Reserve Room</p> <p>Select the radio button next to the rate and then select the Reserve button to reserve this room rate.</p> <p>Note: FedRooms rates should be chosen when available.</p>	
<p>Step 16: Review Hotel Details</p> <p>Read the hotel rate details and cancellation policy and select the box next to “I agree to the hotel’s rate rules, restrictions, and/or cancellation policy.” Then select the Continue button.</p>	<p>Rate details / Cancellation policy</p> <p>EXTRA PERSON: Extra Person: 0.00 USD EXTRA PERSON: Children stay free under age 18 EXTRA PERSON: when sharing a room with their parents or grandparents, and no additional beds are required EXTRA PERSON: required</p> <p>Per Diem Rates USD194.00 From 09/01/2015 To 09/30/2015</p> <p>CANCEL BY 4 PM LOCAL HTL TIME DOA GUARANTEE REQUIRED GTD TO GW AM AX BV CB DC DS JC MC PI VI DEPOSIT CREDIT CARDS GW AM AX BV CB DC DS JC MC PI VI Check In: 1500 Check Out: 1200</p> <p>Be advised that your organization has enabled the auto-cancellation feature, which cancels trips that are not approved within a given timeframe. In the event a trip is automatically cancelled, the traveler is responsible for any fees incurred as a result of violating the vendor's cancellation policy previously agreed upon.</p> <p><input checked="" type="checkbox"/> I agree to the hotel's rate rules, restrictions, and/or cancellation policy.</p> <p><input type="button" value="Continue"/> <input type="button" value="Cancel"/></p>

<p>Instruction:</p> <p>Step 17: Reserve Car for Second TDY Scroll down to see a list of car vendors for the next TDY location. Select the car by selecting the Reserve button next to the appropriate car.</p>	<p>Screenshot:</p> 
<p>Step 18: Select Hotel for Second TDY From the list of hotels for the next TDY location, select the “choose room” link to see the available rates.</p>	
<p>Step 19: Reserve Room Select the radio button next to the rate and then select the Reserve button to reserve this room rate.</p>	
<p>Step 20: Review Hotel Details Read the hotel rate details and cancellation policy and select the box next to “I agree to the hotel’s rate rules, restrictions, and/or cancellation policy.” Then select the Continue button.</p>	

Instruction:

Step 21: Review Itinerary

From the Travel Details page, review all of your reservations before confirming. Notice the ticketing date and cancellation information in the center of the Trip Overview section.

Scroll to the bottom of the page to review all of your choices.

To make any changes, select the “Change” link for that segment of the reservation. To cancel part of your reservation, select the “Cancel” link next to that segment of the reservation.

Screenshot:

The screenshot shows the 'Trip Overview' section. On the left, under 'I want to...', there are links for 'Print Itinerary' and 'E-mail Itinerary'. The main details include: Trip Name: Multi-Segment Trip (Edit); Start Date: September 14, 2015; End Date: September 18, 2015; Created: August 31, 2015, Suzanne Frain (Modified: August 31, 2015); Description: (No Description Available) (Edit); Agency Record Locator: JS1Q7W; Passengers: Bob Jackson; Total Estimated Cost: \$1,495.94 USD (Details). A red arrow points to a warning box: 'Reservations must be approved and ticketed no later than: 09/12/2015 10:00 AM Eastern. The trip will be automatically cancelled if it is not approved before the deadline.' Below this is a link for 'Change frequent flyer program'. On the right, under 'Add to your Itinerary', there are icons for Car, Hotel, Parking, and Rail. Below the overview is the 'Reservations' section for 'Monday, September 14, 2015', showing a flight from Washington, DC (DCA) to Chicago, IL (ORD) on American Airlines 1200, departing at 12:00 PM. The flight status is 'Confirmed' with confirmation code 'HKFULF'. A red circle highlights the 'Change | Cancel all Air' link.

Step 22: Select Next

Scroll to the end of the page. If everything is in order, select the Next button to continue.

The screenshot shows a warning message: 'If you close at this point your reservation may be cancelled. Note: Any part of the trip that is instant purchase or has deposit required will not be cancelled.' At the bottom right, there is a 'Next >>' button and a 'Cancel' button. The 'Next >>' button is highlighted with a red box.

Step 23: Update Booking Information

Enter a short description of the trip in the Trip Name field. This will help you identify the trip and the Authorization from the Home Page of CGE.

Note: Only enter a comment for the travel agent when necessary as this will incur an additional fee.

Select the Next button to continue.

Trip Booking Information

The trip name and description are for your record keeping convenience. If you have any special requests for the travel agent, please enter them into the agent comments section.

Trip Name (This will appear in your upcoming trip list.)

Trip Description (optional) (Used to identify the trip purpose)

Comments for the Travel Agent (optional)
 Special Requests may incur a higher service fee.

Send a copy of the confirmation to:

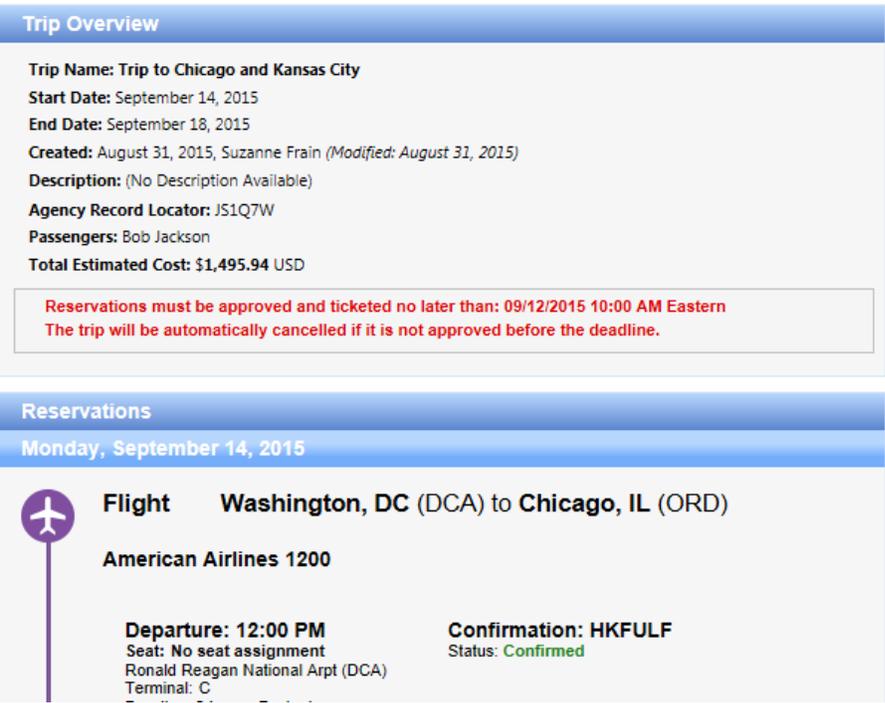
Send my email confirmation as:
 HTML Plain-text

With my email confirmation...

You may HOLD this reservation until: 09/12/2015 12:00 pm Eastern

Please enter information about this trip then press Next to finalize your reservation. If you close at this point your reservation may be cancelled. Note: Any part of the trip that is instant purchase or has deposit required will not be cancelled.

Display Trip | Hold Trip | << Previous | **Next >>** | Cancel

<p>Instruction:</p> <p>Step 24: Confirm Itinerary Review the trip details once more on the Trip Confirmation page before booking. Scroll to the bottom of the page to review each segment of the trip.</p>	<p>Screenshot:</p> 															
<p>Step 25: Confirm Booking At the bottom of the Trip Confirmation page, select the Confirm Booking button to finalize the reservations.</p>	<p>Almost done... Please confirm this itinerary. By completing this booking, you agree to the fare rules and restrictions and hazardous goods policy.</p> <p>Display Trip << Previous Confirm Booking>> Cancel</p>															
<p>Step 26: Verify Locations CGE will automatically create the Authorization based on the reservations. From the Summary page, verify the TDY locations in the Locations column under Document Information.</p>	<p>Traveler: Bob Jackson Auth: TRIP000ENA (TANUM00HC8)</p> <p>Summary General Expenses & Receipts Accounting Advances Exceptions Profile Totals Perform Pre-Audits Confirmation</p> <p>Document Summary for TRIP000ENA</p> <p>QUICK TIP For specific information, click on a Details link. You can sign and stamp your document from the Document Status section. more</p> <p>Document Information TANUM: TANUM00HC8</p> <table border="1"> <thead> <tr> <th>Location Purpose</th> <th>Location</th> <th>From</th> <th>To</th> <th>Per Diem Rates</th> </tr> </thead> <tbody> <tr> <td></td> <td>CHICAGO, IL</td> <td>09/14/15</td> <td>09/16/15</td> <td>194.00 / 71.00 (09/01/15-09/30/15)</td> </tr> <tr> <td></td> <td>KANSAS CITY, MO</td> <td>09/16/15</td> <td>09/18/15</td> <td>106.00 / 61.00 (10/01/13-12/31/49)</td> </tr> </tbody> </table>	Location Purpose	Location	From	To	Per Diem Rates		CHICAGO, IL	09/14/15	09/16/15	194.00 / 71.00 (09/01/15-09/30/15)		KANSAS CITY, MO	09/16/15	09/18/15	106.00 / 61.00 (10/01/13-12/31/49)
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You have successfully booked travel for multiple locations in CGE!

To continue with the Authorization, see the job aid "Creating an Authorization from a Travel Reservation."