

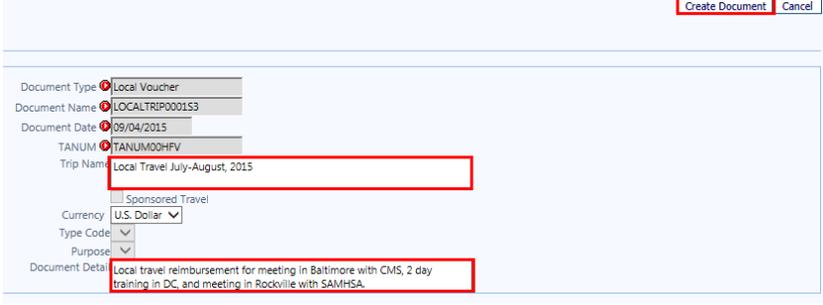
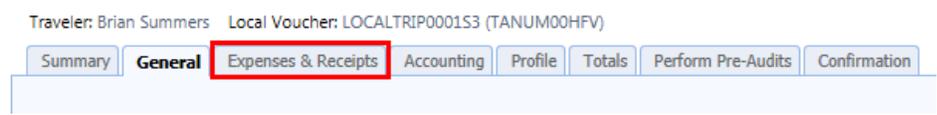
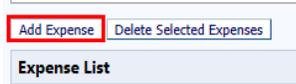
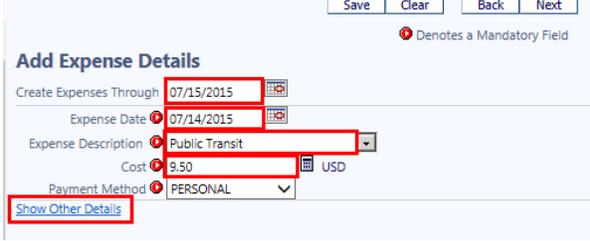
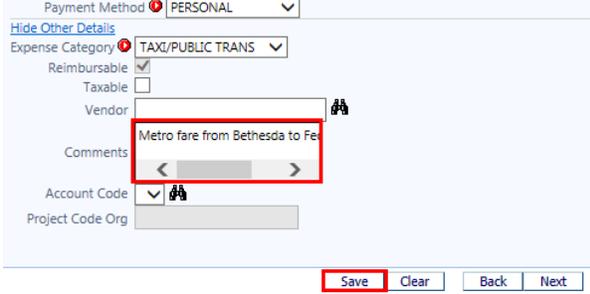


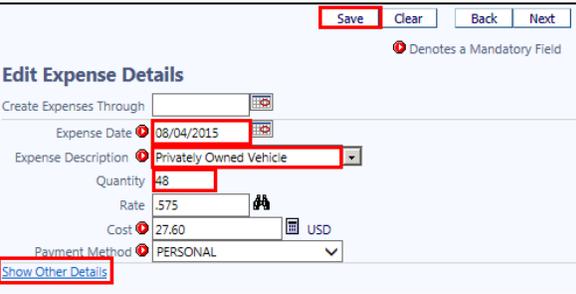
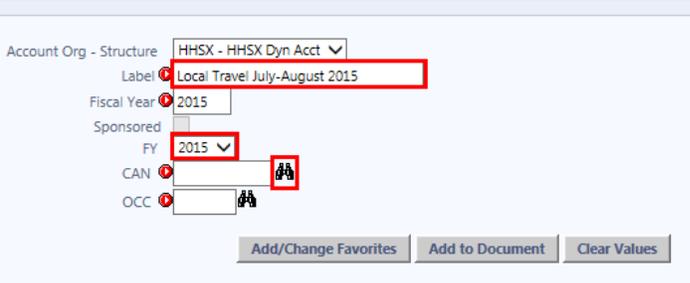
## Concur Government Edition (CGE) Job Aid: Creating a Local Voucher

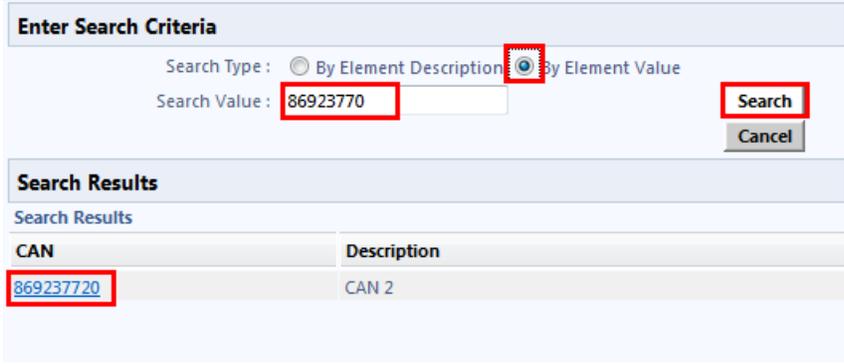
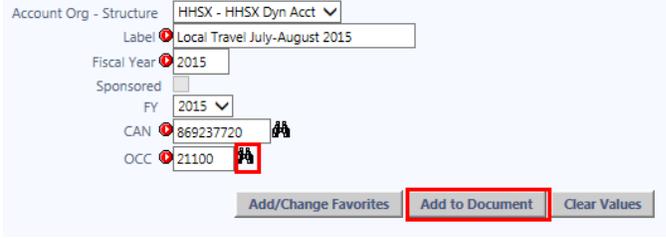
**Purpose:** To provide a step-by-step guide to creating a Voucher for reimbursement of local travel in CGE. Local travel is considered any travel within 50 miles of the employee's home or official (duty) station (or 75 miles for IHS employees).

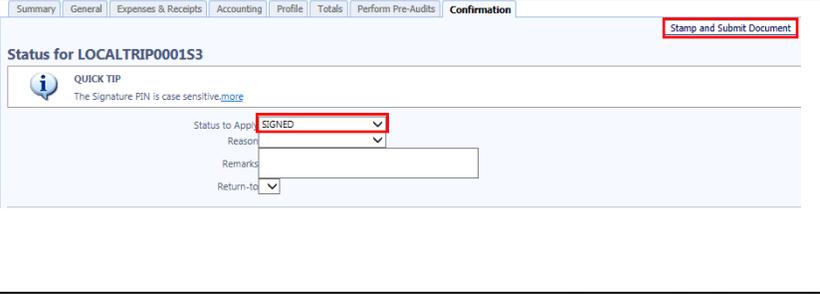
**Audience:** Travelers and Preparers

<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 HHS network username and password.</p> <p>Note: AMS can be accessed through the HHS intranet or via 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 Traveler</b> 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><b>Step 4: Select Vouchers Tab</b> From the Home page of CGE, select the Vouchers tab.</p>	

<p><b>Instruction:</b></p>	<p><b>Screenshot:</b></p>
<p><b>Step 5: Select Document Type</b> Select the drop down menu and choose Local Voucher. Then select Create Document.</p>	
<p><b>Step 6: Create Document</b> Enter a description in the Trip Name field that will help you identify this document. Enter the details of the local travel in the Document Details field. Then select the Create Document button.</p>	
<p><b>Step 7: Select Expenses &amp; Receipts Tab</b> Select the Expenses &amp; Receipts tab to enter in the local travel expenses.</p>	
<p><b>Step 8: Select Add Expense</b> Select the Add Expense button each time you want to add an expense to the document.</p>	
<p><b>Step 9: Add Expense</b> Select the drop down next to Expense Description to add an expense type. Enter the cost and date for the expense. If this expense occurred on more than one consecutive day, enter the last date in the Create Expense Through field. Make sure that the Payment Method is set to Personal. Then select the "Show Other Details" link.</p>	
<p><b>Step 10: Add Details</b> Add details of the expense in the Comments field. These will show on the Summary page for the Approving Official. Then select the Save button.</p>	

<p><b>Instruction:</b></p> <p><b>Step 11: Add Mileage Expense</b>  After selecting the Add Expense button again, select the Privately Owned Vehicle expense type from the Expense Description drop down. Add the amount of miles (minus the miles for the normal commute) in the Quantity field and select the Tab key. This will calculate the mileage and populate the Cost field. Be sure that the Payment Method is set to Personal. Select the "Show Other Details" link to enter the details of the expense in the Comments field and then select the Save button.  Continue to add all of the local expenses to the document.</p>	<p><b>Screenshot:</b></p> 
<p><b>Step 12: Attach Receipts</b>  Scroll to the bottom of the list of expenses to attach any necessary receipts to the Local Voucher. Attach any soft copies of receipts by selecting the "Attach Receipt Images" link and choosing the receipt from your hard drive. Alternatively, fax hard copies of your receipts by selecting the "Print Fax Cover Page" link and faxing the receipts to CGE.</p>	
<p><b>Step 13: Select Accounting Tab</b>  Select the Accounting tab to add the accounting information.</p>	
<p><b>Step 14: Add the Line of Accounting (LOA)</b>  Select the Add New Account Code button to enter the LOA.</p>	
<p><b>Step 15: Enter LOA Label and Fiscal Year</b>  Enter a Label for this LOA based on your OpDiv/StaffDiv guidelines. Choose the fiscal year of the expenses in the FY drop down. Search for a Common Account Number (CAN) by selecting the binoculars.   Note: There may be additional fields depending on your OpDiv/StaffDiv configuration.</p>	

<p><b>Instruction:</b></p> <p><b>Step 16: Choose the Common Account Number (CAN)</b></p> <p>Search for the CAN by selecting the radio button next to either the “By Element Description” or the “By Element Value” fields. Enter the description or CAN number in the Search Value field and select the Search button.</p> <p>Select the correct CAN from the Search Results list.</p>	<p><b>Screenshot:</b></p>  <p><b>Enter Search Criteria</b></p> <p>Search Type : <input type="radio"/> By Element Description <input checked="" type="radio"/> By Element Value</p> <p>Search Value : <input type="text" value="86923770"/> <input type="button" value="Search"/> <input type="button" value="Cancel"/></p> <p><b>Search Results</b></p> <table border="1"> <thead> <tr> <th>CAN</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td><b>869237720</b></td> <td>CAN 2</td> </tr> </tbody> </table>	CAN	Description	<b>869237720</b>	CAN 2																				
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<p><b>Step 17: Choose the Object Class Code (OCC)</b></p> <p>Follow the same process as above to search for and select the Object Class Code. Then select the Add to Document button.</p>	 <p>Account Org - Structure: HHSX - HHSX Dyn Acct</p> <p>Label: Local Travel July-August 2015</p> <p>Fiscal Year: 2015</p> <p>Sponsored: [ ]</p> <p>FY: 2015</p> <p>CAN: 869237720</p> <p>OCC: 21100</p> <p><input type="button" value="Add/Change Favorites"/> <input checked="" type="button" value="Add to Document"/> <input type="button" value="Clear Values"/></p>																								
<p><b>Step 18: Select Totals Tab</b></p> <p>Select the Totals tab to see the total amount of expenses and reimbursement.</p>	<p>Traveler: Brian Summers Local Voucher: LOCALTRIP0001S3 (TANUM00HFV)</p> <p><input type="button" value="Summary"/> <input type="button" value="General"/> <input type="button" value="Expenses &amp; Receipts"/> <input checked="" type="button" value="Accounting"/> <input type="button" value="Profile"/> <input checked="" type="button" value="Totals"/> <input type="button" value="Perform Pre-Audits"/> <input type="button" value="Confirmation"/></p>																								
<p><b>Step 19: Verify Total</b></p> <p>The Expense Summary section of the Totals page displays the total expenses and the total reimbursable amount of the local expenses.</p>	<p>Expense Summary</p> <table border="1"> <thead> <tr> <th></th> <th>Amount</th> <th>Totals</th> </tr> </thead> <tbody> <tr> <td>Total Expenses:</td> <td></td> <td>69.15</td> </tr> <tr> <td>Total Agency-Paid Expenses (non-reimbursable to traveler):</td> <td></td> <td>6.80</td> </tr> <tr> <td>Total Reimbursable Expenses:</td> <td></td> <td>62.35</td> </tr> <tr> <td>Advance Authorized:</td> <td>0.00</td> <td></td> </tr> <tr> <td>Advance Outstanding:</td> <td>0.00</td> <td></td> </tr> <tr> <td>Advance Applied:</td> <td></td> <td>0.00</td> </tr> <tr> <td>Total Reimbursable Amount:</td> <td></td> <td>62.35</td> </tr> </tbody> </table>		Amount	Totals	Total Expenses:		69.15	Total Agency-Paid Expenses (non-reimbursable to traveler):		6.80	Total Reimbursable Expenses:		62.35	Advance Authorized:	0.00		Advance Outstanding:	0.00		Advance Applied:		0.00	Total Reimbursable Amount:		62.35
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<p><b>Step 20: Perform Pre-Audit Check</b></p> <p>Select the Perform Pre-Audit tab to verify the audit tests.</p>	<p>Traveler: Brian Summers Local Voucher: LOCALTRIP0001S3 (TANUM00HFV)</p> <p><input type="button" value="Summary"/> <input type="button" value="General"/> <input type="button" value="Expenses &amp; Receipts"/> <input type="button" value="Accounting"/> <input type="button" value="Profile"/> <input checked="" type="button" value="Totals"/> <input checked="" type="button" value="Perform Pre-Audits"/> <input type="button" value="Confirmation"/></p>																								
<p><b>Step 21: Identify Pre-Audit FAILS</b></p> <p>Check for any FAILS on the Pre-Audit List. Select the Justify Pre-Audit Results button to enter a justification for any failed audits. Note: A HARDFAIL (not shown) requires an adjustment to the document in order to proceed.</p>	<p>Pre-Audit Results for LOCALTRIP0001S3</p> <p><input type="button" value="Close Pre-Audit Results"/> <input checked="" type="button" value="Justify Pre-Audit Results"/></p> <p><b>QUICK TIP</b> Click the magnifying glass icon to view detail comments for each audit process <a href="#">more</a></p> <p>Document Name: LOCALTRIP0001S3 Type: Local Voucher Traveler: Summers, Brian Status: PASS</p> <table border="1"> <thead> <tr> <th>Audit Process</th> <th>Status</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>CHECK PAYMENT METHOD</td> <td>PASS</td> <td></td> </tr> <tr> <td>INCOMPLETE VOUCHER OVERLAP</td> <td>PASS</td> <td></td> </tr> </tbody> </table>	Audit Process	Status	Comments	CHECK PAYMENT METHOD	PASS		INCOMPLETE VOUCHER OVERLAP	PASS																
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<p><b>Step 22: Select Confirmation Tab</b></p> <p>Select the Confirmation tab to sign the document.</p>	<p>Traveler: Brian Summers Local Voucher: LOCALTRIP0001S3 (TANUM00HFV)</p> <p><input type="button" value="Summary"/> <input type="button" value="General"/> <input type="button" value="Expenses &amp; Receipts"/> <input type="button" value="Accounting"/> <input type="button" value="Profile"/> <input type="button" value="Totals"/> <input checked="" type="button" value="Perform Pre-Audits"/> <input checked="" type="button" value="Confirmation"/></p>																								

Instruction:	Screenshot:
<p><b>Step 23: Sign the Local Voucher</b>            Select the SIGNED stamp from the Status to Apply drop down. Then select the Stamp and Submit Document button to continue.            Note: A Preparer must choose the VOUCHER PREPARED stamp in order to route the document to the Traveler for verification and signature. A Preparer cannot sign on behalf of the Traveler.</p>	
<p><b>Step 24: Review Pre-Audit</b>            Review the pre-audits to verify that all justifications have been provided. Select the Continue Stamping the Document button to complete.</p>	
<p><b>Step 31: Close and Route Voucher</b>            Select the Close Post Stamping Document Closure Screen button to close the Voucher and begin the routing process.</p>	

**You have successfully created a Local Voucher in CGE!**