



Concur Government Edition (CGE) Job Aid: Creating an Authorization for Conference Travel

Purpose: To provide a step-by-step guide to creating an Authorization that includes conference attendance in CGE.

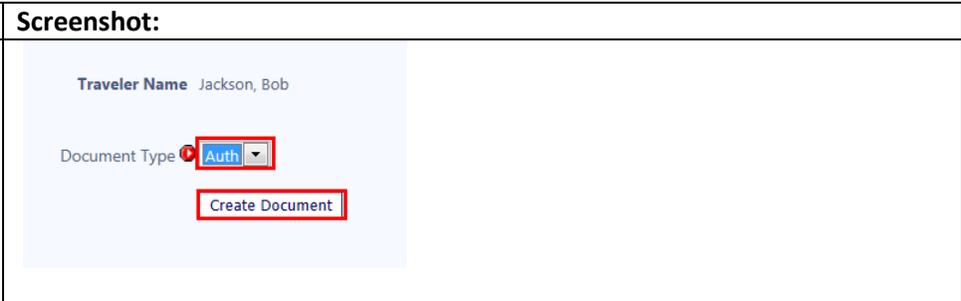
Note: This job aid does not cover the process for booking travel in CGE. For that process see the job aid “Booking Travel in CGE” and jump to Step 8 of this job aid. (Be sure to choose “CONFERENCE-OTHER THAN TRAINING” as the Purpose on the Trip Booking Information page.)

Audience: Travelers and Preparers

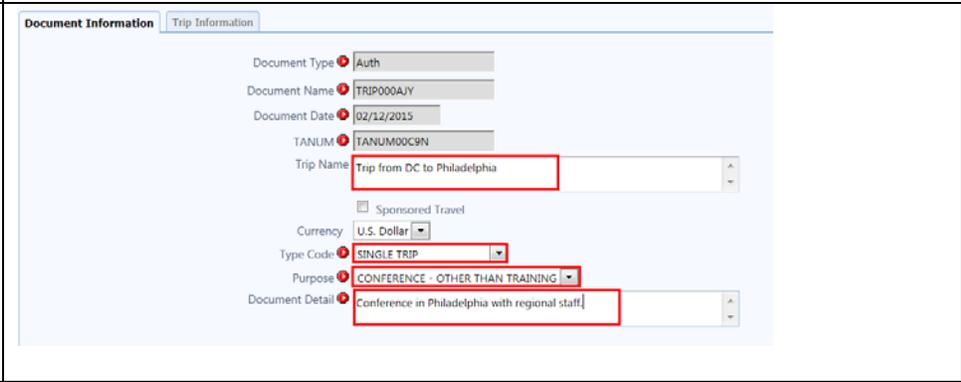
<p>Instruction:</p> <p>Step 1: Log into AMS Log into CGE via AMS using either your PIV card or your network username and password.</p> <p>Note: AMS can be accessed through the HHS intranet or the internet at https://ams.hhs.gov</p>	<p>Screenshot:</p>
<p>Step 2: Select CGE From the Home page of AMS select the E-Travel link.</p>	
<p>Step 3: Select Authorizations tab From the Home page of CGE, select the Authorizations tab.</p>	
<p>Step 4: Select New Authorization Select New Authorization to begin creating your document.</p>	

Instruction:

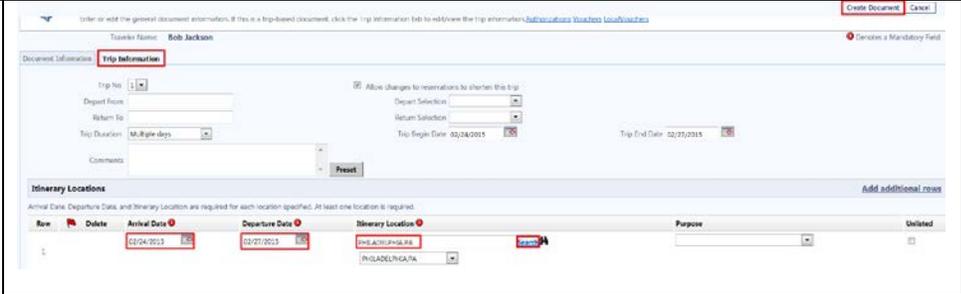
Step 5: Select Document Type
 From the Document Type drop down menu, choose Auth and then select the Create Document button.



Step 6: Enter Document Information
 From the Document Information page, enter the Trip Name information, the Type Code, the Purpose (in this case the Purpose must be CONFERENCE-OTHER THAN TRAINING), and the Document Details (per your OpDiv/StaffDiv guidelines).

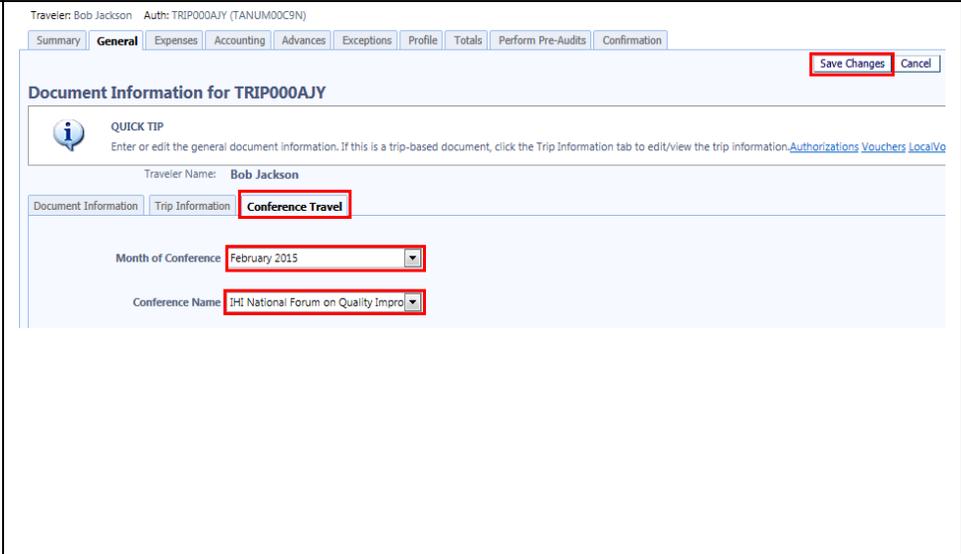


Step 7: Enter Trip Information
 Select the Trip Information tab and enter an Arrival Date, Departure Date, and Itinerary Location for this trip. Select Create Document button to continue.

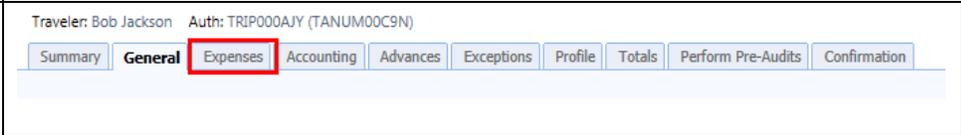


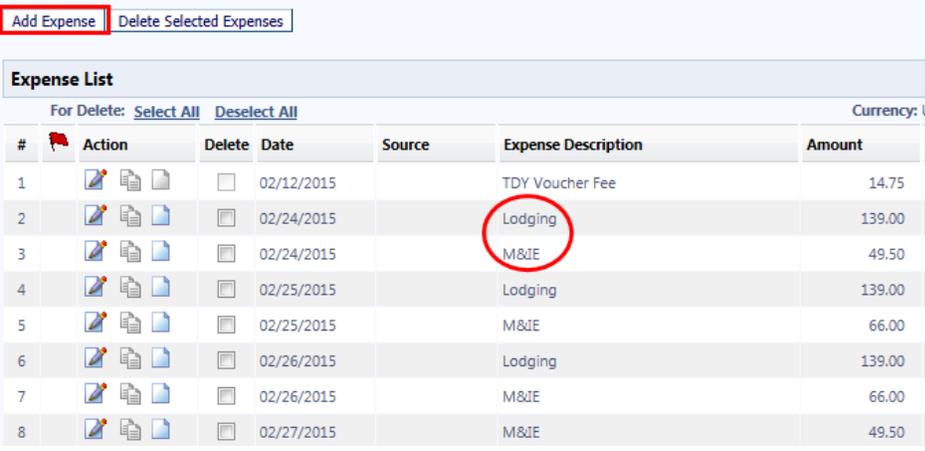
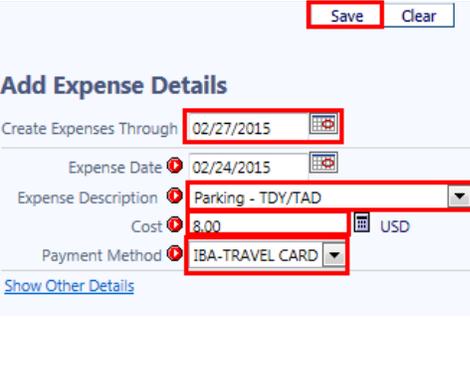
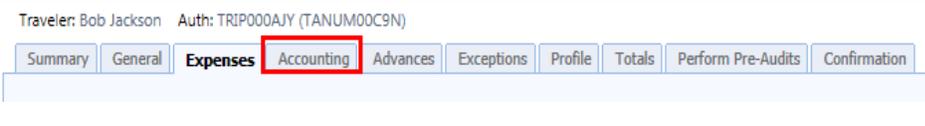
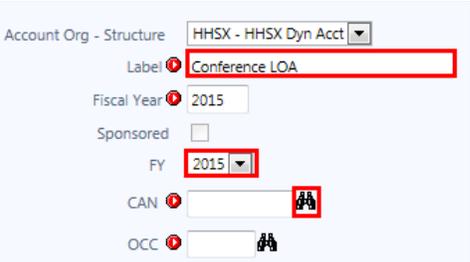
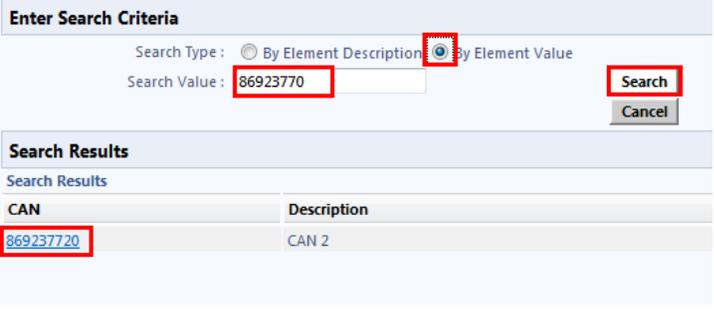
Step 8: Conference Information
 Based on the Purpose selected, there is now a Conference Travel tab within the General page of the Authorization. Select the Conference Travel tab and then select the drop down arrow next to Month of Conference and choose the date. Then select Save Changes.
 Select the drop down arrow next to Conference Name and choose the conference. Then select Saves Changes again.

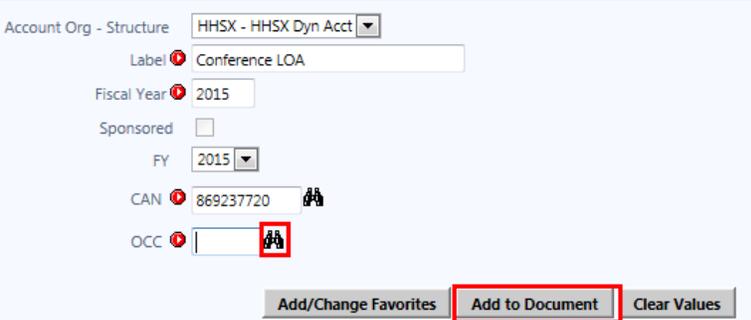
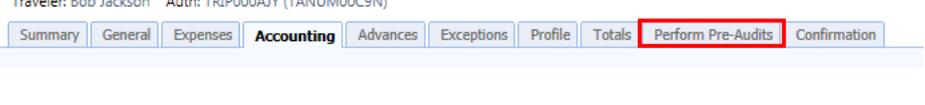
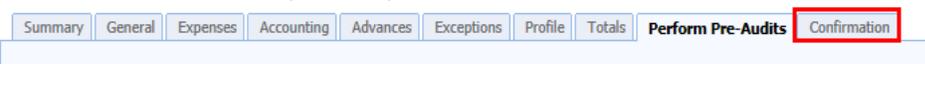
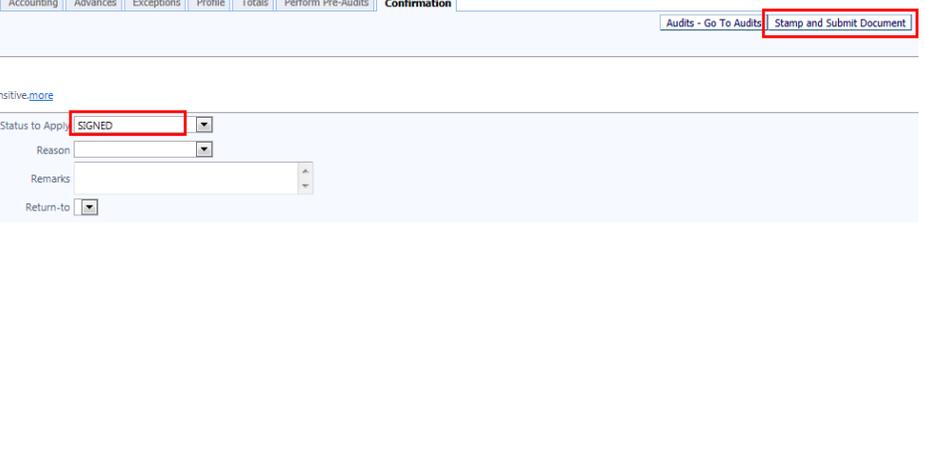
Note: If the conference is not listed, contact your Lead FATA to have it added to CGE.



Step 9: Select Expenses Tab
 Select the Expenses tab to enter the estimated expenses for this trip.



<p>Instruction:</p> <p>Step 10: Add Expenses Expenses for Lodging and Meals and Incidental Expenses (M&IE) have already been added per the TDY location. To add an additional expense, select Add Expense.</p>	<p>Screenshot:</p>  <p>Expense List</p> <p>For Delete: Select All Deselect All Currency: USD</p> <table border="1"> <thead> <tr> <th>#</th> <th>Action</th> <th>Delete</th> <th>Date</th> <th>Source</th> <th>Expense Description</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td><input type="checkbox"/></td> <td>02/12/2015</td> <td></td> <td>TDY Voucher Fee</td> <td>14.75</td> </tr> <tr> <td>2</td> <td></td> <td><input type="checkbox"/></td> <td>02/24/2015</td> <td></td> <td>Lodging</td> <td>139.00</td> </tr> <tr> <td>3</td> <td></td> <td><input type="checkbox"/></td> <td>02/24/2015</td> <td></td> <td>M&IE</td> <td>49.50</td> </tr> <tr> <td>4</td> <td></td> <td><input type="checkbox"/></td> <td>02/25/2015</td> <td></td> <td>Lodging</td> <td>139.00</td> </tr> <tr> <td>5</td> <td></td> <td><input type="checkbox"/></td> <td>02/25/2015</td> <td></td> <td>M&IE</td> <td>66.00</td> </tr> <tr> <td>6</td> <td></td> <td><input type="checkbox"/></td> <td>02/26/2015</td> <td></td> <td>Lodging</td> <td>139.00</td> </tr> <tr> <td>7</td> <td></td> <td><input type="checkbox"/></td> <td>02/26/2015</td> <td></td> <td>M&IE</td> <td>66.00</td> </tr> <tr> <td>8</td> <td></td> <td><input type="checkbox"/></td> <td>02/27/2015</td> <td></td> <td>M&IE</td> <td>49.50</td> </tr> </tbody> </table>	#	Action	Delete	Date	Source	Expense Description	Amount	1		<input type="checkbox"/>	02/12/2015		TDY Voucher Fee	14.75	2		<input type="checkbox"/>	02/24/2015		Lodging	139.00	3		<input type="checkbox"/>	02/24/2015		M&IE	49.50	4		<input type="checkbox"/>	02/25/2015		Lodging	139.00	5		<input type="checkbox"/>	02/25/2015		M&IE	66.00	6		<input type="checkbox"/>	02/26/2015		Lodging	139.00	7		<input type="checkbox"/>	02/26/2015		M&IE	66.00	8		<input type="checkbox"/>	02/27/2015		M&IE	49.50
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<p>Step 11: Enter an Expense On the right side of the page, enter the following information:</p> <ul style="list-style-type: none"> Expense Description Cost Payment Method Create Expense Through (if expense applies to multiple consecutive days) <p>Select the Save button to complete. Continue to add all estimated expenses for this trip.</p>	 <p>Add Expense Details</p> <p>Create Expenses Through: 02/27/2015</p> <p>Expense Date: 02/24/2015</p> <p>Expense Description: Parking - TDY/TAD</p> <p>Cost: 8.00 USD</p> <p>Payment Method: IBA-TRAVEL CARD</p> <p>Show Other Details</p> <p>Save Clear</p>																																																															
<p>Step 12: Select Accounting Tab Select the Accounting tab to enter the accounting information for this trip.</p>	 <p>Traveler: Bob Jackson Auth: TRIP000AJY (TANUM00C9N)</p> <p>Summary General Expenses Accounting Advances Exceptions Profile Totals Perform Pre-Audits Confirmation</p>																																																															
<p>Step 13: Add a Line of Accounting (LOA) On the right side of the page, select Add New Account Code.</p>	 <p>Add New Account Code Back Next</p>																																																															
<p>Step 14: Add the LOA Enter a Label for the new LOA. Select the FY drop down and add the fiscal year in which the trip will be taken. Select the binoculars to search for the Common Account Number (CAN).</p>	 <p>Account Org - Structure: HHSX - HHSX Dyn Acct</p> <p>Label: Conference LOA</p> <p>Fiscal Year: 2015</p> <p>Sponsored: <input type="checkbox"/></p> <p>FY: 2015</p> <p>CAN: <input type="text"/> </p> <p>OCC: <input type="text"/> </p>																																																															
<p>Step 15: Choose the Common Account Number (CAN) Search for the appropriate 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 Search. Select the CAN from the Search Results list.</p>	 <p>Enter Search Criteria</p> <p>Search Type: <input type="radio"/> By Element Description <input checked="" type="radio"/> By Element Value</p> <p>Search Value: 86923770</p> <p>Search Cancel</p> <p>Search Results</p> <table border="1"> <thead> <tr> <th>CAN</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>869237720</td> <td>CAN 2</td> </tr> </tbody> </table>	CAN	Description	869237720	CAN 2																																																											
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<p>Instruction:</p> <p>Step 16: Choose the Object Class Code (OCC) and Add to Document Follow the same process as above to search for and select the Object Class Code. Then select the Add to Document button to complete.</p> <p>Note: There may be additional fields depending on your OpDiv/StaffDiv configuration.</p>	<p>Screenshot:</p>  <p>The screenshot shows a form with fields for Account Org - Structure (HHSX - HHSX Dyn Acct), Label (Conference LOA), Fiscal Year (2015), Sponsored (checkbox), FY (2015), CAN (869237720), and OCC. The 'Add to Document' button is highlighted with a red box.</p>																					
<p>Step 17: Select Perform Pre-Audit tab Select the Perform Pre-Audit tab to verify the audit tests.</p>	<p>Traveler: Bob Jackson Auth: TRIP000AJY (TANUM00C9N)</p>  <p>The screenshot shows a navigation bar with tabs: Summary, General, Expenses, Accounting, Advances, Exceptions, Profile, Totals, Perform Pre-Audits, and Confirmation. The 'Perform Pre-Audits' tab is highlighted with a red box.</p>																					
<p>Step 18: Identify Pre-Audit FAILS Check for any FAILS on the Pre-Audit List. These require a justification.</p> <p>Note: A HARDFAIL (not shown) requires an adjustment to the document in order to proceed.</p>	<p>Pre-Audit List</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> <tr> <td>CHECK PAYMENT METHOD</td> <td>PASS</td> <td></td> </tr> <tr> <td>EXPENSE THRESHOLD</td> <td>FAIL</td> <td>Internet Usage exceeds the single threshold of 1.00 The threshold for one or more expenses has been exceeded. Please provide a justification.</td> </tr> <tr> <td>PER DIEM EXPENSE DATE</td> <td>PASS</td> <td></td> </tr> <tr> <td>TRAVEL DATE OVERLAP</td> <td>PASS</td> <td></td> </tr> </tbody> </table>	Audit Process	Status	Comments	ADVANCE AUTHORIZED	PASS		ADVANCES EXIST	PASS		CHECK PAYMENT METHOD	PASS		EXPENSE THRESHOLD	FAIL	Internet Usage exceeds the single threshold of 1.00 The threshold for one or more expenses has been exceeded. Please provide a justification.	PER DIEM EXPENSE DATE	PASS		TRAVEL DATE OVERLAP	PASS	
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<p>Step 19: Justify Pre-Audit FAIL On the right side of the page, select the Justify Pre-Audit Results button.</p>	 <p>The screenshot shows buttons for View/Change Reservations, Submit, Print, Close, Close Pre-Audit Results, and Justify Pre-Audit Results. The 'Justify Pre-Audit Results' button is highlighted with a red box.</p>																					
<p>Step 20: Enter Justification Enter a justification, per your OpDiv/StaffDiv guidelines, in the comment box for the FAILED pre-audit. Select the Save Justification button to continue.</p>	 <p>The screenshot shows a form with justification fields for ADVANCES EXIST, CHECK PAYMENT METHOD, and EXPENSE THRESHOLD. The 'EXPENSE THRESHOLD' field is marked as 'FAIL' and has a justification entered: 'Require internet to access email from hotel'. The 'Save Justification' button is highlighted with a red box.</p>																					
<p>Step 21: Select Confirmation Tab Select the Confirmation tab in order to sign the document.</p>	<p>Traveler: Bob Jackson Auth: TRIP000AJY (TANUM00C9N)</p>  <p>The screenshot shows a navigation bar with tabs: Summary, General, Expenses, Accounting, Advances, Exceptions, Profile, Totals, Perform Pre-Audits, and Confirmation. The 'Confirmation' tab is highlighted with a red box.</p>																					
<p>Step 22: Sign Document Select the Signed stamp from the drop down list in the Status to Apply field. Select the Stamp and Submit Document button to continue.</p> <p>A Preparer may choose the Document Prepared stamp if the Authorization needs to be sent to the Traveler for verification. Check with your FATA for OpDiv/StaffDiv guidelines on this process.</p> <p>Note: DO NOT sign this document if you intend to add a travel reservation at a later date. See the job aid "Adding a Travel Reservation to an Authorization".</p>	 <p>The screenshot shows a navigation bar with tabs: Accounting, Advances, Exceptions, Profile, Totals, Perform Pre-Audits, and Confirmation. The 'Stamp and Submit Document' button is highlighted with a red box. Below the navigation bar, there is a 'Status to Apply' dropdown menu with 'SIGNED' selected, a 'Reason' dropdown, and a 'Return-to' dropdown.</p>																					

<p>Instruction:</p> <p>Step 23: Review Pre-Audit Review the pre-audits to verify that all justifications have been provided. Select the Continue Stamping the Document button to complete.</p>	<p>Screenshot:</p> 																								
<p>Step 24: Close and Route Authorization Select the Close Post Stamping Document Closure Screen button to close the Authorization and begin the routing process.</p>	<p>Screenshot:</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>Bland Voa</td> <td>CERTIFIED</td> <td></td> </tr> <tr> <td>10</td> <td>Robert Smith</td> <td>CERTIFIED</td> <td></td> </tr> <tr> <td>10</td> <td>Suzanne Frain</td> <td>CERTIFIED</td> <td></td> </tr> <tr> <td>25</td> <td>Anne Lee</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	Bland Voa	CERTIFIED		10	Robert Smith	CERTIFIED		10	Suzanne Frain	CERTIFIED		25	Anne Lee	APPROVED	COMPLETE	25	Gail Butler	APPROVED	COMPLETE
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You have successfully created an Authorization for conference travel in CGE!