

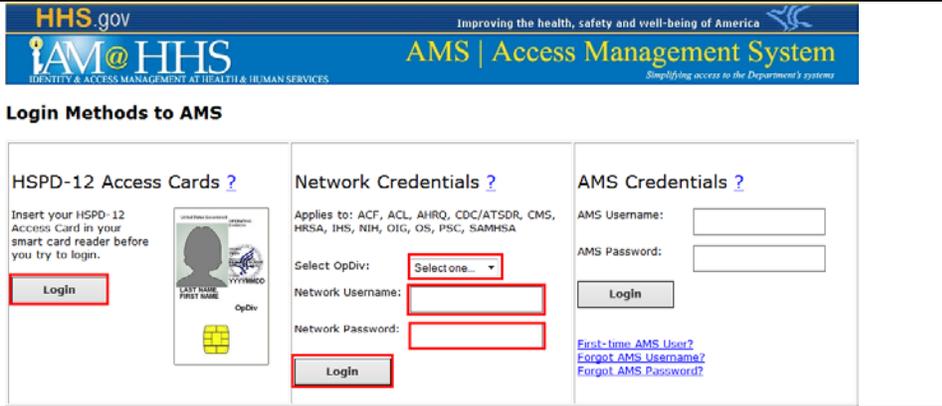
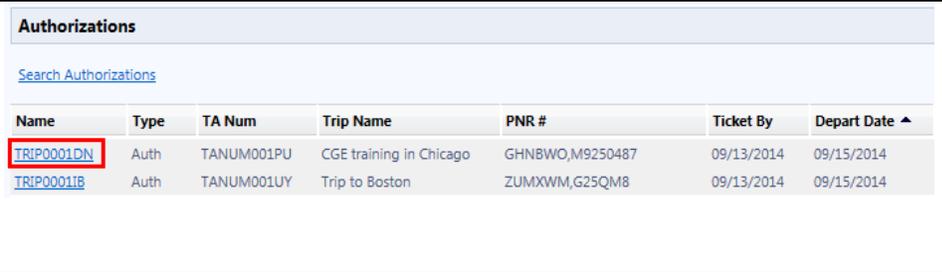


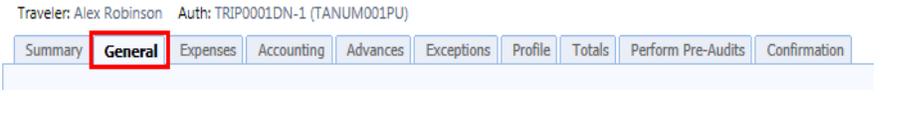
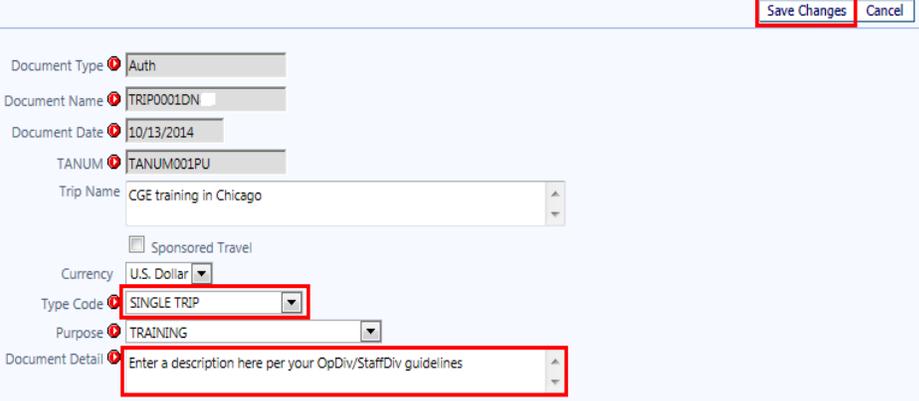
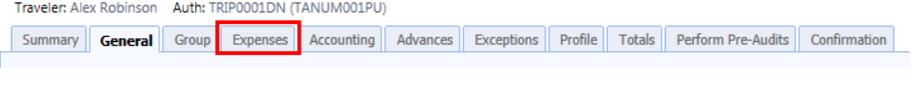
Concur Government Edition (CGE) Job Aid: Creating an Authorization from a Travel Reservation

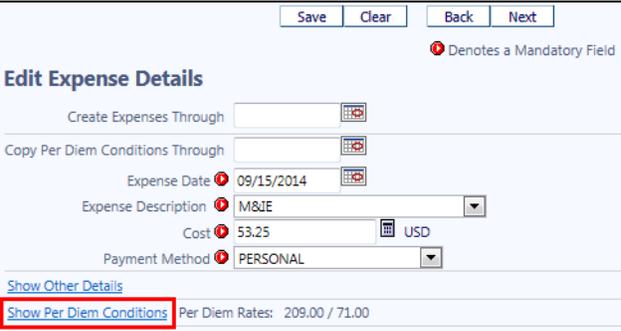
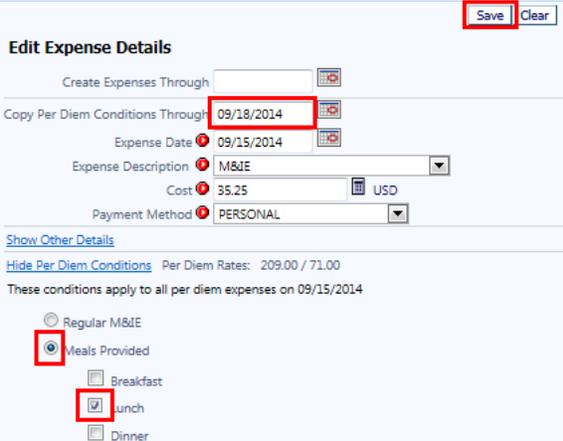
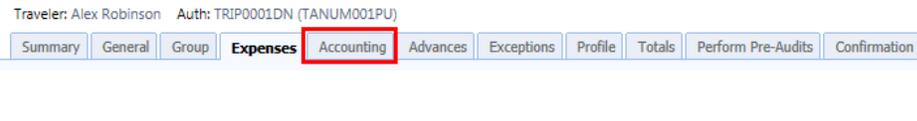
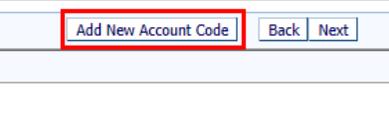
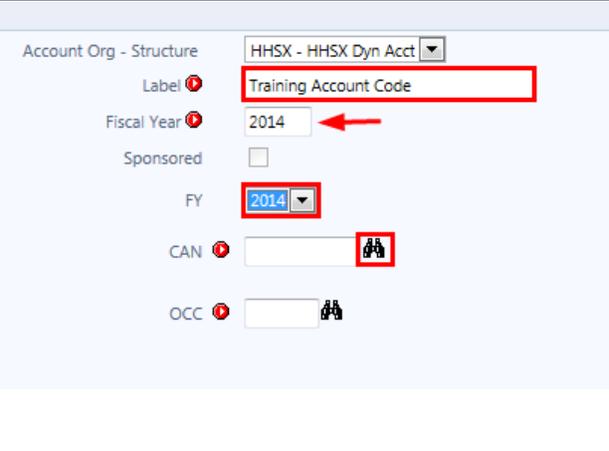
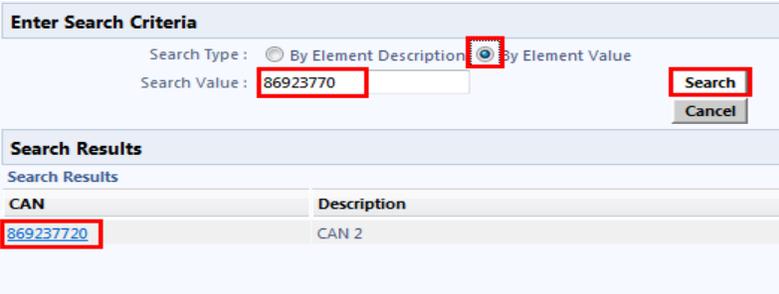
Purpose: To provide a step-by-step guide to creating an Authorization after booking travel in CGE.

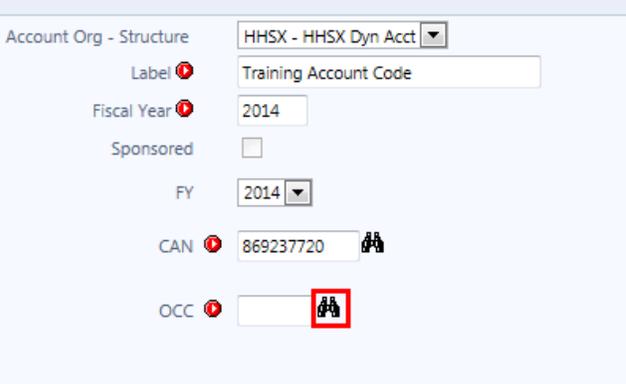
To learn how to book travel, see the job aid entitled “Booking Travel in CGE”.

Audience: Traveler and Preparers

Instruction:	Screenshot:																					
<p>Step 1: Log into AMS Log into CGE via AMS using either your PIV card or your HHS network username and password. If you have just booked travel and have not logged out of CGE, skip to step 6.</p> <p>Note: AMS can be accessed through the HHS intranet or the internet at https://ams.hhs.gov</p>																						
<p>Step 2: Select CGE From the Home page of AMS select the E-Travel link.</p>																						
<p>Step 3: Select Authorization Tab An Authorization was automatically created when you booked travel. To locate it, select the Authorization tab from the CGE Home page.</p>																						
<p>Step 4: Locate Authorization From the list of Authorizations, locate the document based on the Name, TA number, Trip Name, and/or Depart Date. Select the document Name.</p>	 <table border="1"> <thead> <tr> <th>Name</th> <th>Type</th> <th>TA Num</th> <th>Trip Name</th> <th>PNR #</th> <th>Ticket By</th> <th>Depart Date</th> </tr> </thead> <tbody> <tr> <td>TRIP001DN</td> <td>Auth</td> <td>TANUM001PU</td> <td>CGE training in Chicago</td> <td>GHNBWO,M9250487</td> <td>09/13/2014</td> <td>09/15/2014</td> </tr> <tr> <td>TRIP001IB</td> <td>Auth</td> <td>TANUM001UY</td> <td>Trip to Boston</td> <td>ZUMXWM,G25QM8</td> <td>09/13/2014</td> <td>09/15/2014</td> </tr> </tbody> </table>	Name	Type	TA Num	Trip Name	PNR #	Ticket By	Depart Date	TRIP001DN	Auth	TANUM001PU	CGE training in Chicago	GHNBWO,M9250487	09/13/2014	09/15/2014	TRIP001IB	Auth	TANUM001UY	Trip to Boston	ZUMXWM,G25QM8	09/13/2014	09/15/2014
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<p>Step 5: Open Authorization From the “Actions for...” pop up window, select Open Document.</p>																						

Instruction:	Screenshot:
Step 6: Select General Tab Select the General tab to enter general information about this trip.	
Step 7: Enter General Information From the General tab, enter the Type Code and Document Description. Select Save Changes.	
Step 8: Select Expenses Tab Select the Expenses tab to enter the estimated expenses for this trip.	
Step 9: Add Expenses Expenses for Airfare, Lodging, and Rental Car have already been added from your travel reservation. The Meals and Incidental Expenses (M&IE) have also been added per the TDY location. To add an additional expense, select Add Expense.	
Step 10: Enter an Expense On the right side of the page, enter the following information: <ul style="list-style-type: none"> Expense Description (ie Hotel Tax) Cost (estimated) Payment Method Create Expense Through (if expense applies to multiple consecutive days) Select Save to complete.	
Step 11: Edit an Expense To edit an expense, select the edit icon on the left side of the expense.	

<p>Instruction:</p> <p>Step 11 (con't): Edit an Expense Edit the cost or payment method fields and select Save. In this example, to edit the M&IE, select Show Per Diem Conditions.</p>	<p>Screenshot:</p> 
<p>Step 11 (con't): Edit an Expense Select the radio button next to Meals Provided and check the appropriate box next to Breakfast, Lunch, and/or Dinner. Enter an end date in the Copy Per Diem Conditions Through field if this applies to multiple consecutive dates. Select Save to complete.</p> <p>Continue to add all estimated expenses for this trip.</p>	
<p>Step 12: Select Accounting Tab Select the Accounting tab to enter the accounting information for this trip.</p>	
<p>Step 13: Add a Line of Accounting (LOA) On the right side of the page, select Add New Account Code.</p>	
<p>Step 14: Enter LOA Label and Fiscal Year Enter a Label for this LOA based on your OpDiv/StaffDiv guidelines. The Fiscal Year field reflects the year that the document is created. Choose the fiscal year of the trip expenses in the FY drop down. Search for a Common Account Number (CAN) by selecting the binoculars.</p> <p>Note: There may be additional fields depending on your OpDiv/StaffDiv configuration.</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>Instruction:</p> <p>Step 16: Choose the Object Class Code (OCC) Follow the same process as above to search for and select the Object Class Code.</p>	<p>Screenshot:</p> 																					
<p>Step 17: Add the LOA to the Authorization Select the Add to Document button to add this to the Authorization.</p>																						
<p>Step 18: Perform Pre-Audit Check Select the Perform Pre-Audit tab to verify audit tests.</p>	<p>Traveler: Alex Robinson Auth: TRIP0001DN (TANUM001PU)</p> <p>Summary General Group Expenses Accounting Advances Exceptions Profile Totals Perform Pre-Audits Confirmation</p>																					
<p>Step 19: Identify Pre-Audit FAILS Check for any FAILS on the Pre-Audit List. These require a justification. 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 20: Justify Pre-Audit FAIL On the right side of the page, select Justify Pre-Audit Results.</p>	<p>View/Change Reservations Submit Print Close</p> <p>Close Pre-Audit Results Justify Pre-Audit Results</p>																					
<p>Step 21: Enter Justification Enter a justification, per your OpDiv/StaffDiv guidelines, in the comment box next to the FAILED pre-audit. Select the Save Justification button to continue.</p>	<p>Justification: <input type="text"/> Clear Justification Close Justification Without Saving Save Justification</p> <p>ADVANCES EXIST PASS Justification: <input type="text"/> Clear Justification</p> <p>CHECK PAYMENT METHOD PASS Justification: <input type="text"/> Clear Justification</p> <p>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. Justification: <input type="text" value="Require internet to access email from hotel"/> Clear Justification</p>																					
<p>Step 22: Select Confirmation Tab Select the Confirmation tab to sign the document.</p>	<p>Traveler: Alex Robinson Auth: TRIP0001DN (TANUM001PU)</p> <p>Summary General Group Expenses Accounting Advances Exceptions Profile Totals Perform Pre-Audits Confirmation</p>																					
<p>Step 23: Sign Authorization Select the Signed stamp from the drop down menu next to Status to Apply. Select the Stamp and Submit Document button to continue.</p> <p>Note: 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>Accounting Advances Exceptions Profile Totals Perform Pre-Audits Confirmation</p> <p>Audits - Go To Audits Stamp and Submit Document</p> <p>nsitive:more</p> <p>Status to Apply: SIGNED</p> <p>Reason: <input type="text"/></p> <p>Remarks: <input type="text"/></p> <p>Return-to: <input type="text"/></p>																					

<p>Instruction:</p> <p>Step 24: 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 25: Accept Signature Select the Accept Signature Text button to indicate that you are legally signing this document.</p>																									
<p>Step 26: Close and Route Authorization Select the Close Post Stamping Document Closure Screen button to close the Authorization and begin the routing process.</p>	 <table border="1" data-bbox="613 535 1539 655"> <thead> <tr> <th>Level</th> <th>Name</th> <th>Status</th> <th>Stamping Actions</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>Bland Vito</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 Vito	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 from a travel reservation in CGE!