

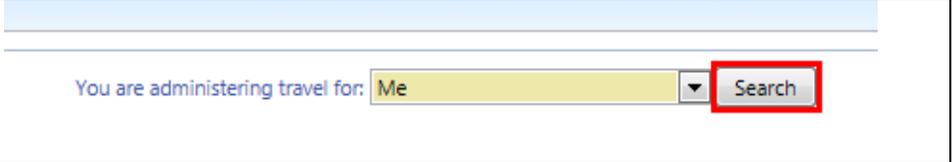
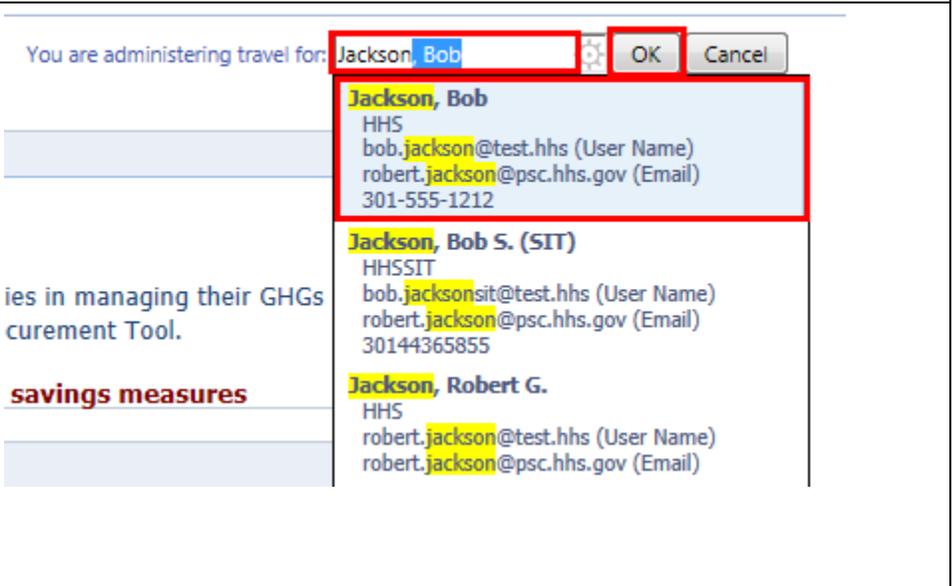


Concur Government Edition (CGE) Job Aid: Locating a Traveler

Purpose: To provide a step-by-step guide to locating a Traveler CGE in order to create or update travel documents.

Audience: Preparers and FATAs

<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: CGE Home Page From the CGE Home Page, locate the “You are administering travel for” field on the upper right of page.</p>	
<p>Step 4: Locate Traveler Select the “You are administering travel for” drop down box. Any Travelers for whom you have previously created or edited documents will appear in the drop down list. Select the name of the Traveler for whom you need to create or edit a new document. The Home Page will refresh to reflect this Traveler’s travel documents.</p>	

Instruction:	Screenshot:
<p>Step 5: Search for Travelers If the Traveler does not appear in the drop down list, select the Search button on the right.</p>	
<p>Step 6: Select Traveler Enter the Traveler's first and last name in the "You are administering travel for" field. A list of Travelers with that name will appear below. Select the Traveler and then select the OK button. The Home Page will refresh to reflect this Traveler's travel documents.</p> <p>Note: If the Traveler does not appear using either search method, this Traveler may not be a member of a Group to which you have access. Contact your FATA if you need access to this Traveler.</p>	

You have successfully located a Traveler in CGE!