

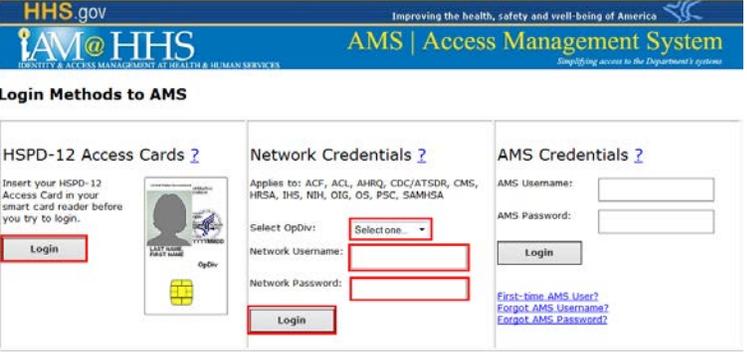


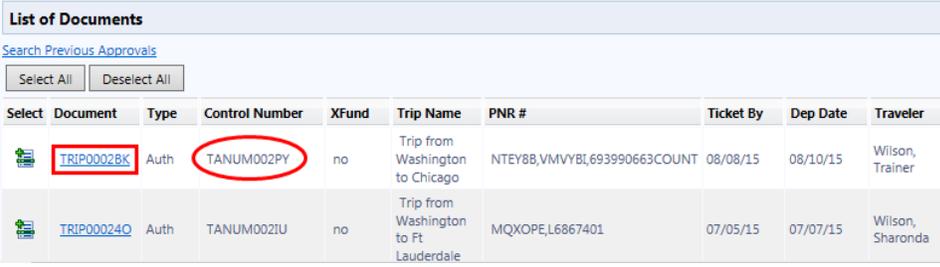
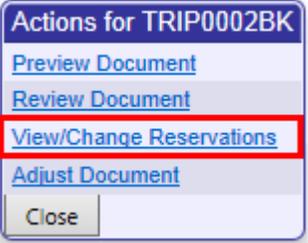
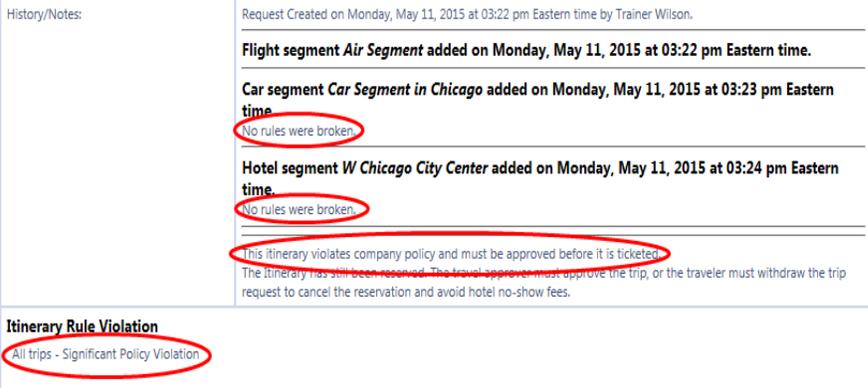
Concur Government Edition (CGE) Job Aid: Reviewing a Travel Reservation for Policy Violations

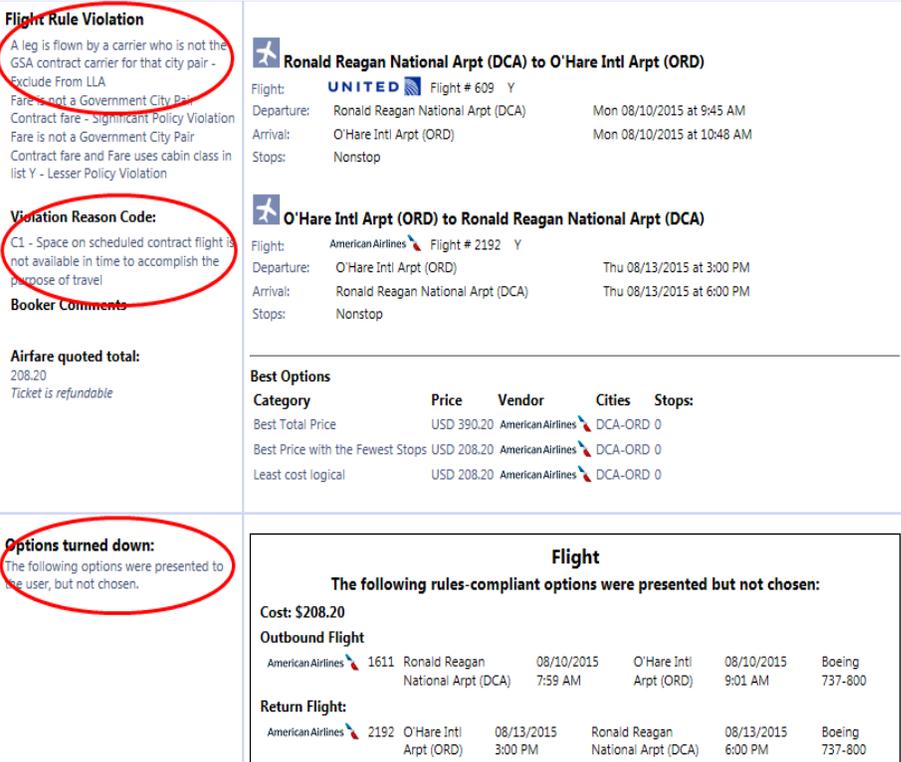
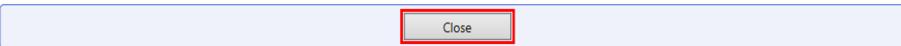
Purpose: To provide a step-by-step guide to reviewing a travel reservation on an Authorization for any violations of the Federal Travel Regulation (FTR) or the HHS Travel Policy.

Audience: Approving/Routing Officials

Note: This job aid does not cover all policies that an Approving Official is responsible for verifying. This covers only the reservation of the airfare, hotel, and rental car. See the FTR and the HHS Travel Policy Manual for more information on travel policy.

Instruction:	Screenshot:
<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>Step 2: Open CGE From the Home page of AMS select the E-Travel link.</p>	
<p>Step 3: Select Approvals Tab From the Home Page of CGE, select the Approvals tab to view all documents awaiting your approval.</p>	

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<p>Step 4: Identify Document</p> <p>Identify the travel document that you need to review by either the Document Name or the Control Number/TANUM. Select the Document Name.</p>	 <p>List of Documents</p> <p>Search Previous Approvals</p> <p>Select All Deselect All</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Document</th> <th>Type</th> <th>Control Number</th> <th>XFund</th> <th>Trip Name</th> <th>PNR #</th> <th>Ticket By</th> <th>Dep Date</th> <th>Traveler</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>TRIP0002BK</td> <td>Auth</td> <td>TANUM002PY</td> <td>no</td> <td>Trip from Washington to Chicago</td> <td>NTEY88,VMVY8I,693990663COUNT</td> <td>08/08/15</td> <td>08/10/15</td> <td>Wilson, Trainer</td> </tr> <tr> <td><input type="checkbox"/></td> <td>TRIP00024O</td> <td>Auth</td> <td>TANUM002IU</td> <td>no</td> <td>Trip from Washington to Ft Lauderdale</td> <td>MQXOPE,16867401</td> <td>07/05/15</td> <td>07/07/15</td> <td>Wilson, Sharonda</td> </tr> </tbody> </table>	Select	Document	Type	Control Number	XFund	Trip Name	PNR #	Ticket By	Dep Date	Traveler	<input checked="" type="checkbox"/>	TRIP0002BK	Auth	TANUM002PY	no	Trip from Washington to Chicago	NTEY88,VMVY8I,693990663COUNT	08/08/15	08/10/15	Wilson, Trainer	<input type="checkbox"/>	TRIP00024O	Auth	TANUM002IU	no	Trip from Washington to Ft Lauderdale	MQXOPE,16867401	07/05/15	07/07/15	Wilson, Sharonda
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<p>Step 5: Select View/Change Reservation</p> <p>In the "Actions for..." pop up window, select the View/Change Reservation link to check for any policy violations.</p>	 <p>Actions for TRIP0002BK</p> <p>Preview Document</p> <p>Review Document</p> <p>View/Change Reservations</p> <p>Adjust Document</p> <p>Close</p>																														
<p>Step 6: Check for Policy Violations</p> <p>The History/Notes section indicates whether any policies were violated when booking travel. In this example, we can see that the car and hotel reservations are within policy. However, there is a policy violation for the flight segment. Scrolling down on the policy window will reveal more about the violation.</p>	 <p>History/Notes:</p> <p>Request Created on Monday, May 11, 2015 at 03:22 pm Eastern time by Trainer Wilson.</p> <p>Flight segment Air Segment added on Monday, May 11, 2015 at 03:22 pm Eastern time.</p> <p>Car segment Car Segment in Chicago added on Monday, May 11, 2015 at 03:23 pm Eastern time.</p> <p>No rules were broken.</p> <p>Hotel segment W Chicago City Center added on Monday, May 11, 2015 at 03:24 pm Eastern time.</p> <p>No rules were broken.</p> <p>This itinerary violates company policy and must be approved before it is ticketed. The Itinerary has still been reserved. The travel approver must approve the trip, or the traveler must withdraw the trip request to cancel the reservation and avoid hotel no-show fees.</p> <p>Itinerary Rule Violation</p> <p>All trips - Significant Policy Violation</p>																														

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<p>Step 7: Verify Reason for Violation</p> <p>The Flight Rules Violation section lists the type of violation. The Violation Reason Code section lists the reason that was entered by the Traveler or Preparer when they selected that flight. The Options turned down section allows the Approver to see the flights that were available but not selected.</p> <p>The Approver can now determine if the policy violation is acceptable according to the FTR and/or the HHS Travel Policy.</p>	 <p>Flight Rule Violation A leg is flown by a carrier who is not the GSA contract carrier for that city pair - Exclude From LLA Fare is not a Government City Pair Contract fare - Significant Policy Violation Fare is not a Government City Pair Contract fare and Fare uses cabin class in list Y - Lesser Policy Violation</p> <p>Violation Reason Code: C1 - Space on scheduled contract flight is not available in time to accomplish the purpose of travel</p> <p>Booker Comments</p> <p>Airfare quoted total: 208.20 Ticket is refundable</p> <p>Options turned down: The following options were presented to the user, but not chosen.</p> <p>Best Options</p> <table border="1"> <thead> <tr> <th>Category</th> <th>Price</th> <th>Vendor</th> <th>Cities</th> <th>Stops</th> </tr> </thead> <tbody> <tr> <td>Best Total Price</td> <td>USD 390.20</td> <td>American Airlines</td> <td>DCA-ORD</td> <td>0</td> </tr> <tr> <td>Best Price with the Fewest Stops</td> <td>USD 208.20</td> <td>American Airlines</td> <td>DCA-ORD</td> <td>0</td> </tr> <tr> <td>Least cost logical</td> <td>USD 208.20</td> <td>American Airlines</td> <td>DCA-ORD</td> <td>0</td> </tr> </tbody> </table> <p>Flight</p> <p>The following rules-compliant options were presented but not chosen:</p> <p>Cost: \$208.20</p> <p>Outbound Flight</p> <table border="1"> <thead> <tr> <th>American Airlines</th> <th>1611</th> <th>Ronald Reagan National Arpt (DCA)</th> <th>08/10/2015 7:59 AM</th> <th>O'Hare Intl Arpt (ORD)</th> <th>08/10/2015 9:01 AM</th> <th>Boeing 737-800</th> </tr> </thead> </table> <p>Return Flight:</p> <table border="1"> <thead> <tr> <th>American Airlines</th> <th>2192</th> <th>O'Hare Intl Arpt (ORD)</th> <th>08/13/2015 3:00 PM</th> <th>Ronald Reagan National Arpt (DCA)</th> <th>08/13/2015 6:00 PM</th> <th>Boeing 737-800</th> </tr> </thead> </table>	Category	Price	Vendor	Cities	Stops	Best Total Price	USD 390.20	American Airlines	DCA-ORD	0	Best Price with the Fewest Stops	USD 208.20	American Airlines	DCA-ORD	0	Least cost logical	USD 208.20	American Airlines	DCA-ORD	0	American Airlines	1611	Ronald Reagan National Arpt (DCA)	08/10/2015 7:59 AM	O'Hare Intl Arpt (ORD)	08/10/2015 9:01 AM	Boeing 737-800	American Airlines	2192	O'Hare Intl Arpt (ORD)	08/13/2015 3:00 PM	Ronald Reagan National Arpt (DCA)	08/13/2015 6:00 PM	Boeing 737-800
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<p>Step 8: Close Window</p> <p>Scroll to either the top or bottom of the window and select the Close button.</p>																																			

You have successfully reviewed a travel reservation for policy violations in CGE!

To continue reviewing the Authorization, see one of the job aids on reviewing and approving travel documents.