

# Georgia Travel & Expense User Training By ROLE

## Self-Service Training Opportunities

Documents, Video Demonstrations and Hands-On Simulations are available 24 x 7 on the GA Training Portal.

For Access: Click on links

[Traveler Recommended Training](#)

[Travel Assistant Recommended Training](#)

[Expense Delegate Recommended Training](#)

[Approver Recommended Training](#)

[Back Office Recommended Training](#)

[Local Travel Administrator Recommended Training](#)



# Georgia Travel & Expense

## User Training By ROLE

### Traveler Recommended Training

#### GTE New Hires or New Travelers:

- [State of Georgia Travel Policy, Meal Allowances \(In State\)](#)
- [Who to Call](#) for Support – Travel Contacts
- [GTE Traveler Training Video 2 hours](#)

#### Documentation:

- [How to Enter Single Day Trip Mileage \(Personal Car Mileage\)](#)
- [How to Enter Multi-Day Trip Mileage \(Personal Car Mileage\)](#)
- [How to Enter Travel Allowance \(Per Diem\) – Single Day Trips](#)
- [GTE System User Reference](#)
- [Receipt Store Quick Start Guide – EXP ReceiptStore en us QSG-SOG.pdf](#)
- [Travel Request Users Guide](#)

*The following optional Training Simulations are between 2 and 12 minutes; most are 3-5 minutes.*

#### GTE Access Simulations:

- [Logging In - Logging into Expense](#)
- [Homepage - Exploring the My Concur Homepage](#)

#### GTE Travel Training Simulations:

- [Updating a Travel Profile](#)
- [Creating a Travel Reservation](#)
- [Changing a Trip](#)

#### GTE Travel Training Demonstrations (Videos):

- [GTE Travel Training Demo-TI](#)
- [GTE Hotel Res Demo-TI](#)
- [GTE Car Res Demo-TI](#)
- [GTE Import Hotel Itinerary](#)
- [GTE Import Company Card Travel Charges Into a New Expense Report](#)
- [GTE Traveler Training Video 2 hours](#)

#### GTE Expense Training Simulations:

- [Create an Expense Report Based on a Trip](#)
- [Creating an Expense Report with Fixed Travel Allowances \(Per Diem\)](#)
- [Creating an Expense Report with Reimbursable Travel Allowances](#)
- [Entering Personal Car Mileage](#)
- [Adding Attendees to a Business Meal](#)
- [Allocating Expenses](#)
- [Itemizing Expenses](#)
- [Itemizing Nightly Lodging Expense](#)
- [Converting Foreign Currency](#)
- [Printing and Submitting an Expense Report](#)
- [Correcting and Resubmitting an Expense Report](#)
- [Working With Cash Advances](#)

# Georgia Travel & Expense

## User Training By ROLE

### Travel Assistant Recommended Training

#### GTE Travel Assistant/Arranger:

- [GTE Travel Demo](#) (Video) Overview of the Travel portion of GA Travel & Expense

#### Documentation:

- [Who To Call](#) – Support Contacts
- [GTE System User Reference](#)
- [Receipt Store Quick Start Guide – EXP ReceiptStore en us QSG-SOG.pdf](#)
- [Travel Assistant Handbook](#)

*The following optional Training Simulations are between 2 and 12 minutes; most are 3-5 minutes.*

#### GTE Access Training Simulations:

- [Logging In - Logging into Expense](#)
- [Homepage - Exploring the My Concur Homepage](#)

#### GTE Travel Training Simulations:

- [Acting as a Delegate](#)
- [Updating a Travel Profile](#)
- [Creating a Travel Reservation](#)
- [Changing a Trip](#)

#### GTE Travel Training Demonstrations (Videos):

- [GTE Travel Training Demo-TI](#)
- [GTE Hotel Res Demo-TI](#)
- [GTE Car Res Demo-TI](#)

# Georgia Travel & Expense

## User Training By ROLE

### Expense Delegate Recommended Training

#### GTE New Hires or New Travelers:

- [GTE Traveler Training Video 2 hours](#)

#### Documentation:

- [GTE System User Reference](#)
- [Receipt Store Quick Start Guide – EXP ReceiptStore en us QSG-SOG.pdf](#)
- [How to Enter Single Day Trip Mileage \(Personal Car\)](#)
- [How to Enter Multiple Day Trip Mileage \(Personal Car\)](#)
- [How to Enter Travel Allowance \(Per Diem\) – Single Day Trips](#)

#### GTE Travel Training Demonstrations (Videos):

- [GTE Import Company Card Travel Charges Into a New Expense Report](#)
- [GTE Traveler Training Video 2 hours](#)

*The following optional Training Simulations are between 2 and 12 minutes; most are 3-5 minutes.*

#### GTE Access Training Simulations:

- [Logging In - Logging into Expense](#)
- [Homepage - Exploring the My Concur Homepage](#)

#### GTE Expense Training Simulations:

- [Acting As A Delegate](#)
- [Create an Expense Report Based on a Trip](#)
- [Entering Personal Car Mileage](#)
- [Printing and Submitting An Expense Report](#)
- [Correcting and Resubmitting An Expense Report](#)
- [Allocating Expenses](#)
- [GTE Import Hotel Itinerary](#)
- [GTE Import Company Card Travel Charges Into a New Expense Report](#)

NOTE: Viewing any of the Traveler Expense simulations would also be helpful as you have time.

# Georgia Travel & Expense User Training By ROLE

## Approver Recommended Training

### GTE Approvers:

- [GTE Approver Training](#) 30 Minutes

### Documentation:

- [Approvers Handbook](#)
- [Cash Advance Approver Checklist](#)
- [Expense Report Approver Checklist](#)
- [Travel Request Approver Checklist](#)
- [GTE System User Reference](#)

*The following optional Training Simulations are between 2 and 12 minutes; most are 3-5 minutes.*

### GTE Access Training Simulations:

- [Logging In - Logging into Expense](#)
- [Homepage - Exploring the My Concur Homepage](#)

### GTE Expense Training Simulations:

- [Reviewing and Approving an Expense Report](#)
- [Allocating Expenses](#)

## Back Office Recommended Training

### GTE Expense Back Office Processor:

- [Expense Processor](#)

### GTE Back Office – HIGHLY RECOMMENDED:

- [GTE Traveler Training Video 2 hours](#)
- [GTE Approver Training](#) 30 Minutes

### Documentation:

- [GTE System User Reference](#)
- [Back Office Expense Processor Handbook](#)

*The following optional Training Simulations are available on the GA Travel & Expense Training Portal*

### GTE Access Training Simulations:

- [Logging In - Logging into Expense](#)
- [Homepage - Exploring the My Concur Homepage](#)

### GTE Expense Training Simulations:

- [Allocating Expenses](#)
- [Expense Processor Simulation](#) (20 minutes)

# Georgia Travel & Expense

## User Training By ROLE

### Local Travel Administrator Recommended Training

#### GTE Local Travel Administrator:

- [User Administration](#)
- [User Permissions](#)
- [Expense Proxy Logon](#)
- [Cash Advance Administration](#)
- [Overview of Custom System Reporting for Local Administrators](#)

#### GTE Back Office – HIGHLY RECOMMENDED:

- [GTE Traveler Training Video 2 hours](#)
- [GTE Approver Training](#) 30 Minutes

#### Documentation:

- [Back Office Expense Processor Handbook](#)
- [Expense Proxy Logon Handbook](#)
- [Shared User Administration Handbook](#)
- [Cash Advance Administration Guide](#)
- [GTE System User Reference](#)

NOTE: Viewing any of the Traveler Expense videos or simulations would also be helpful as you have time.