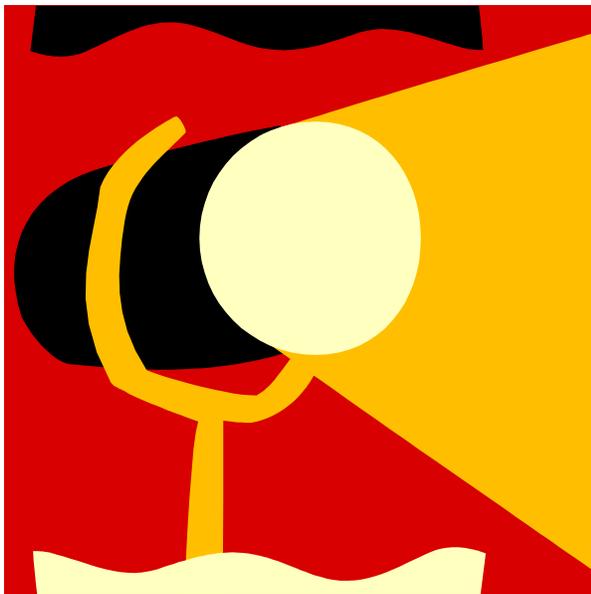


2012

FAQ Spotlight – May



GA Travel & Expense System

Most Frequently Asked Support
Questions

[Table of Contents Links](#)

1. [I haven't received my Travel Expense Reimbursement, who do I contact?](#)
2. [How do I enter Meals Per Diem?](#)
3. [Where can I locate Training materials?](#)
4. [Why do I have to change the "selection" field on the Travel Allowance Itinerary page?](#)
5. [This is my first time traveling, what is my login and password?](#)



FAQ Spotlight

May 2012

Click on the Spotlight at the top of any page to return to the Table of Contents!

Table of Contents

1.	<i>I have not received my Travel Expense reimbursement, who do I contact?</i> -----	3
2.	<i>How do I enter Meals Per Diem?</i> -----	3
A.	When opening a NEW Expense Report for Day Trips-----	3
B.	To an EXISTING Expense Report -----	5
3.	<i>Where can I locate Training materials?</i> -----	8
4.	<i>Why do I have to change the selection field on the Travel Allowance Itinerary page?</i> -	10
5.	<i>This is my first time travelling, what is my log in and password?</i> -----	10



FAQ Spotlight

May 2012

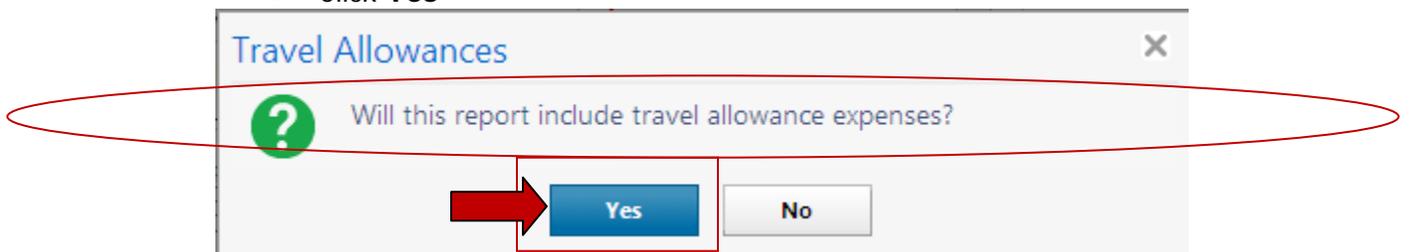
1. I have not received my Travel Expense reimbursement, who do I contact?

- Your Local Travel Administrator or your Agency Accounting Department

2. How do I enter Meals Per Diem?

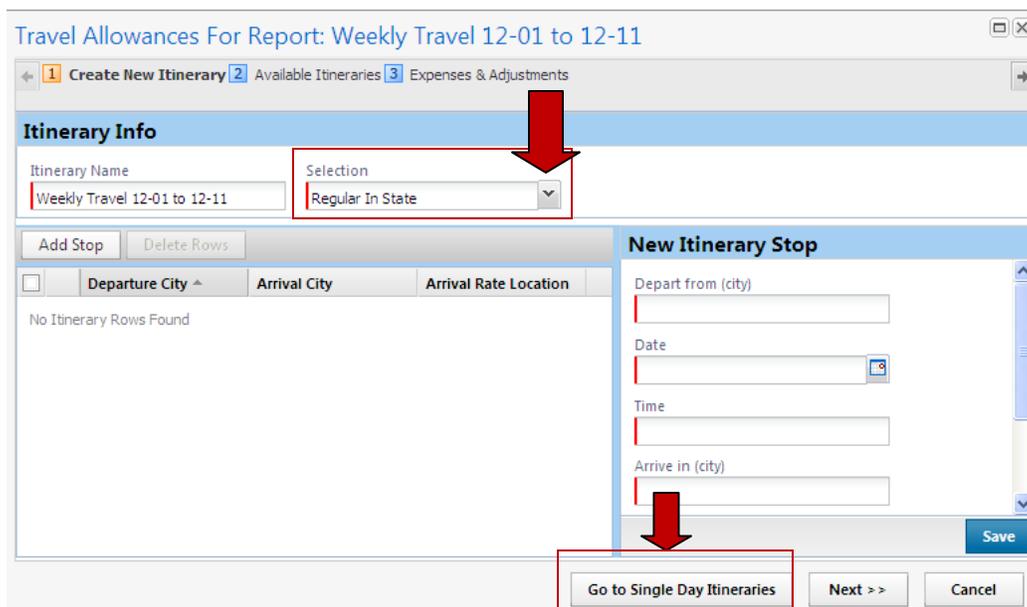
A. When opening a NEW Expense Report

- On the My Concur in the Expense Report or Active Work section click on **New Expense Report**
- Complete the required **Report Header** information
- If required, link any **Travel Requests** to the Expense Report
 - Click **Add** under **Travel Request** and select the appropriate Travel Request(s) to link to the Expense Report
- Click **Save** and the **Travel Allowances** dialogue box will appear.
- Click **Yes**



✓ **Note:** Travel Allowance Expenses = Meals Per Diem

- The **Travel Allowances** dialogue box opens.
- Click on the arrow next to **Selection** and choose the meal type – **Regular In State** or **GSA Out of State**.





FAQ Spotlight

May 2012

- Click on **Go To Single Day Itineraries**.
 - ✓ **Note:** You can make the Single Day Itinerary your default in **Profile**. Select **Expense Preferences** and under **Display**, check the box next to "Make Single Day Itineraries page my default in the Travel Allowance wizard."
- Enter the date you want to begin entering information for in **Choose Start Date**.
- Click **Go** to open the data entry screen.

Exclude	Date	Start Location	Depart	End Location	Arrive	Depart	Back...	Hours
<input type="checkbox"/>	12/01/2011 T...							
<input type="checkbox"/>	12/02/2011 ...							
<input type="checkbox"/>	12/03/2011 ...							
<input type="checkbox"/>	12/04/2011 ...							
<input type="checkbox"/>	12/05/2011 ...							
<input type="checkbox"/>	12/06/2011 T...							
<input type="checkbox"/>	12/07/2011 ...							

- For each day you want to claim a Travel (Meal Per Diem) Allowance enter your starting location for that day in **Start Location** and click the **Tab** key.
 - ✓ **Note:** This will usually be your home. (i.e. Roswell, Ga)
- Enter the time (using am or pm) you left in **Depart** and click the **Tab** key.
- Enter your last business location of the day in **End Location** and click the **Tab** key.
- Enter the time you arrived at this final location in **Arrive** and click the **Tab** key.
- Enter the time you left this location in **Depart** and click the **Tab** key.
- Enter the time you arrived home in **Back** and click the **Tab** key.
 - ✓ **Note:** The system will calculate your travel status hours in **Hours**.
- When you have entered all the days you are claiming click **Save Itineraries**.
 - ✓ **Note:** You can go back in and add additional days in a different week later.

Save Itineraries

Go to Standard Itinerary Next >> Cancel

- Click **Next**.



FAQ Spotlight

May 2012

Travel Allowances For Report: Weekly Travel 12-01 to 12-11

1 Single Day Itineraries 2 Available Itineraries 3 Expenses & Adjustments

Assigned Itineraries

Edit Unassign

Departure City	Date and Time ^	Arrival City	Date and Time	Arrival Rate Location
Itinerary: 12/01/2011 Macon				
Roswell, Georgia	12/01/2011 7:00 AM	Macon, Georgia	12/01/2011 9:15 AM	US-GA, UNITED STATES
Macon, Georgia	12/01/2011 7:30 PM	Roswell, Georgia	12/01/2011 9:00 PM	FULTON COUNTY, US-GA,...

Available Itineraries

Current itineraries Delete Assign

Departure City	Date and Time ^	Arrival City	Date and Time	Arrival Rate Location
Itinerary: Visits 10-1 to 11				

<< Previous **Next >>**

- Click **Next** again.
- Click on any meal period that was provided to you for any days you reported. The system will adjust your reimbursement amount for that meal period.

Travel Allowances For Report: Weekly Travel 12-01 to 12-11

1 Single Day Itineraries 2 Available Itineraries 3 Expenses & Adjustments

Show dates from [] to [] Go

Exclude All	Date/Location ^	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	12/01/2011 Macon, Georgia	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$14.00

<< Previous **Create Expenses** Cancel

- Click on **Create Expenses**.
- An Expense Entry called Fixed Meals will be created in your expense report for each day you claimed for any eligible amounts.

B. To an EXISTING Expense Report

- On the My Concur page in the Expense Report or Active Work section click on an existing Expense Report to open it.
- Click on the **Details** tab.





FAQ Spotlight

May 2012

Concur® Georgia

My Concur Request Expense Profile

View Reports New Expense Report View Receipt Store View Cash Advances New Cash Advance

Site Visits 12/1/11 Delete Report Submit Report

New Expense Details Receipts Print / Email

Expenses	Date	Expense Type	Amount	Requested
Adding New Expense				
<input type="checkbox"/>	12/02/2011	Fixed Meals Augusta, Georgia	\$27.00	\$27.00

New Expense Receipt Store

Expense Type

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the

- Select **New Itinerary** under the Travel Allowances section

Report

- Report Header
- Totals
- Audit Trail
- Approval Flow
- Comments

Cash Advances

- Available
- Assigned

Allocations

- Allocations

Travel Allowances

- New Itinerary**
- Available Itineraries
- Expenses & Adjustments
- Reimbursable Allowances Summary

- Enter the date you want to enter Travel (Meals Per Diem) allowances for in **Choose Start Date** and click on **Go** to open the data entry screen.





FAQ Spotlight

May 2012

Exclude	Date	Start Location	Depart	End Location	Arrive	Depart	Back	Hours
<input type="checkbox"/>	12/08/2011 T...							
<input type="checkbox"/>	12/09/2011 ...							
<input type="checkbox"/>	12/10/2011 ...							
<input type="checkbox"/>	12/11/2011 ...							
<input type="checkbox"/>	12/12/2011 ...							
<input type="checkbox"/>	12/13/2011 T...							
<input type="checkbox"/>	12/14/2011 ...							

- ✓ For each day you want to claim a Travel (Meal Per Diem) Allowance enter your starting location for that day in **Start Location** and click the **Tab** key.
- ✓ **Note:** This will usually be your home. (i.e. Roswell, GA)
- Enter the time (using am or pm) you left in **Depart** and click the **Tab** key.
- Enter your last business location of the day in **End Location** and click the **Tab** key.
- Enter the time you arrived at this final location in **Arrive** and click the **Tab** key.
- Enter the time you left this location in **Depart** and click the **Tab** key.
- Enter the time you arrived home in **Back** and click the **Tab** key.
- ✓ **Note:** The system will calculate your travel status hours in **Hours**.
- When you have entered all the days you are claiming click **Save Itineraries**.
- Click on the **Expenses & Adjustments** tab.





FAQ Spotlight

May 2012

Travel Allowances For Report: Site Visits 12/1 to 11

Single Day Itineraries Available Itineraries **Expenses & Adjustments** Reimbursable Allowances Summary

Choose start date 12/08/2011 Go

Exclude	Date	Start Location	Depart	End Location	Arrive	Depart	Back ...	Hours
	12/08/2011 T...	Itinerary has been created						
<input type="checkbox"/>	12/09/2011 ...							
<input type="checkbox"/>	12/10/2011 ...							
<input type="checkbox"/>	12/11/2011 ...							
<input type="checkbox"/>	12/12/2011 ...							
<input type="checkbox"/>	12/13/2011 T...							
<input type="checkbox"/>	12/14/2011 ...							

Save Itineraries

Go to Standard Itinerary Cancel

- Click on **Update Expenses**.

Travel Allowances For Report: Site Visits 12/1 to 11

Single Day Itineraries Available Itineraries **Expenses & Adjustments** Reimbursable Allowances Summary

Show dates from to Go

Exclude	All	Date/Location ^	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>		12/02/2011 Augusta, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$27.00
<input type="checkbox"/>		12/08/2011 Augusta, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$27.00

Update Expenses Cancel

- An Expense Entry called Fixed Meals will be added to your expense report for each day you claimed for any amounts eligible according to the Travel Policy.

3. Where can I locate Training materials?

- Training materials can be accessed 24 x 7 from:
 - GTE Travel Training Portal on My Concur Page of GTE System
 - ✓ Log in to GA Travel and Expense and scroll to the Company Info page on the My Concur page
 - ✓ Select the Recommended Training Document to view simulations, videos FAQ's, print documents targeted to a Traveler, Assistant, Approver, Back Office, and Local Administrator!!



FAQ Spotlight

May 2012

Company Info

Travel Notifications

Effective today:

Applicable to all GTE users EXCEPT KSU

Managers will now receive travel notifications when their direct reports reserve "car, air, or hotel" in the GTE system. The email notification will be sent to the manager that is listed in their employee profile. There is no action on the manager's behalf, this is strictly a notification.

Thanks.

New Mileage Rates

The GSA recently announced revised rates for calendar year 2012. The following rates are applicable to travel that occurs on or after April 17, 2012.

Tier I Rates: Automobile \$.555 per mile
Motorcycle \$.525 per mile
Aircraft \$1.31 per mile
Tier II Rates: Gov't Owned Available \$.23

Travel Training Portal

Please see the link above for additional Travel training opportunities.

- **"Recommended Training"** Document on SAO website
 - ✓ This document has links that will take you directly to simulations, videos FAQ's, print documents. It is also organized by user type such as Traveler, Assistant, Approver, Back Office, and Local Administrator!!
 - http://sao.georgia.gov/vgn/images/portal/cit_1210/26/50/174059650GTE_RecommendedTraining_41112.pdf

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State Accounting Office of Georgia
Fiscal Leadership for Georgia

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Travel

Home > Travel > GA Travel and Expense Training

State Travel Policy

GA Travel and Expense

GA Travel and Expense Training

Non Georgia Travel System Users

Search GO

[Advanced Search](#)

GA Travel and Expense Training

Refer to the recommended travel training for each of the roles in the GA Travel & Expense system. All GA Travel & Expense users can access the Concur Training portal after logging into to GA Travel & Expense website.

- [Recommended Training](#)





FAQ Spotlight

May 2012

4. Why do I have to change the "selection" field on the Travel Allowance Itinerary page?

- The "selection" field is associated with the "In-State" and "Out of State" meal allowance rates. The rates will not populate unless you choose the correct "selection."

5. This is my first time travelling, what is my log in and password?

- Please contact your Local Travel Administrator for your GTE login credentials.

