GA Travel and Expense

With Concur Technologies

GTE System User Reference

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DOCUMENT REVISION HISTORY

Date	Notes / Comments / Changes
11/14/11	Minor Corrections to Personal Mileage and Travel Request
1/27/12	Section 6: Cancel or Change Airline, Car Rental or Hotel Reservation – Corrected final step # Section 7: Create an Expense Report from a Completed Trip-Itinerary in Upcoming Trips – Changed title and added clearly identified steps to simplify entry. Entire section renumbered. Section 8: Create a New Expense Report – No Travel Itinerary in Upcoming Trips – Updated title and added separate step for Travel Request for ease in user entry.. Added New Section – Import Company Card Transactions into an Existing Expense Report – This is now section 9. Renumbered previous Sections 9-17 to 10-18 to accommodate the new section.

	Added Document Revision History to Table of Contents area section.
1/29/12	Corrected reference to reimbursement of checked bag fees to 1 bag.
5/15/12	Section 3, Step 4 and Step 6 – made optional Section 5 – update policy notes for approved Travel Policy Update Section 7 - Step 2 to add Selection option which required a renumbering of the section; updated Policy Notes to reflect approved Travel Policy. Update Section 8 - Changed heading description; Step 2 to add Selection option which required a renumbering of the section; updated Policy Notes to reflect approved Travel Policy. Step 3 updated notes. Update Section 9 - for specific colors for Air and Hotel company paid charges Section 10 – drop the Travel Allowance Itinerary Error section as the audit rule was disabled; Cash Advance sections updated to Travel (Cash) Advance and Policy notes updated; Attach Scanned Images – verbiage on note changed. Section 14 – updated Cash Advance to Travel (Cash) Advance
5/29/12	Added Allocation Favorites to Section 11 Added Copy Expense Report to Section 11

Section 1: Getting Started

Log on to GTE Travel & Expense	
1	In the **User Name** field, enter your ***EmployeeID@domain*** *(i.e., 00123456@sog.ga.gov) Your User Name and initial password will be provided.*
2	In the **Password** field, enter your ***password***.
3	Click **Login**.

If you are not sure how to access GTE Travel & Expense, check with the GTE Travel local administrator for your agency.

Attention:

Throughout the GTE system, REQUIRED fields are marked with red bars.

Section 2: My Concur

Explore the available options	
1	Explore the ***My Concur*** section.
2	Locate the **Trip Search** and **Weather** section.
3	Locate the **Alerts** and **Travel Info** sections.
4	Locate the **Company** Info section.
5	Locate the **Expense Reports** (may be labeled **Active Work** for your agency**)** section. *Active Work will appear if your agency uses Authorization Requests or Cash Advances.*
6	Locate the **Trip List** section.
7	Locate the **Approval Queue** section. **Note:** *This section appears only if you are logged on as an approver.*

Section 3: Create/Update Your Profile

Step 1: Change your password	
1	At the top of the ***My Concur*** page, click **Profile**.
2	From the **Other Settings** menu on the left side of the page, click **Change Password**.
3	In the **Old Password** field, enter your current password.
4	In the **New Password** field, enter your new password.
5	In the **Re-enter New Password** field, enter your new password.
6	In the **Password Hint** field, enter a hint or reminder for instances when you have forgotten your password.
7	Click **Submit**.

Step 2: Verify your time zone, date format	
1	At the top of the ***My Concur*** page, click **Profile**.
2	From the **Other Settings** menu on the left side of the page, click **System Settings**.
3	On the **System Settings** page, update the appropriate information, and then click **Save**.

Step 3: Update your personal information	
1	At the top of the ***My Concur*** page, click **Profile**.
2	Click **Personal Information.**
3	On the **Personal Information** update your information. Enter necessary information in **Travel Preferences** such as air, hotel and car rental preferences, Frequent Traveler Program information and TSA Secure Fight Information. TSA information MUST be updated.
4	Enter your personal Credit Card information. This is a secure site and your information is protected. Select the checkbox next to **Use this card as the default for Hotels.**
5	Click **Save** to save all the data.

Step 4: Set up a Travel Arranger or Assistant - Optional	
1	At the top of the ***My Concur*** page, click **Profile**.
2	Select **Personal Information**.
3	Scroll down to the **Assistants and Travel Arrangers** section.
4	Click **Add an Assistant** located to the right of the section.
5	In the **Search Criteria** field, type the last name of the person you wish to add as an assistant/travel arranger.
6	Click **Search**.
7	From the **Assistant** dropdown menu, select the appropriate assistant.
8	Select **Can Book Travel for Me**.
9	OPTION: Select **Is my primary assistant for travel**, if necessary.
10	Click **Save**.

Step 5: Verify Expense Information	
1	At the top of the ***My Concur*** page, click **Profile**.
2	On the **Expense Settings** menu on the left side of the page, click **Expense**

	Information.
3	On the **Expense Information** page, verify the pre-populated information.
Contact GA Travel & Expense local administrator for your agency if any Expense Information is incorrect.	
Step 6: Add an Expense Delegate - Optional	
1	At the top of the ***My Concur*** page, click **Profile**.
2	On the **Expense Settings** menu on the left side of the page, click **Expense Delegates**.
3	On the **Expense Delegate** page, click **Add Delegate**.
4	In the **Search by employee name, email address or logon id** field, type the last name of the delegate you wish to add.
5	From the list of matches, select the appropriate person. Click **Add.**
6	Select the responsibilities you wish this delegate to perform on your behalf.
7	Click **Save**.
Step 7: Update Expense Preferences	
1	At the top of the ***My Concur*** page, click **Profile**.
2	On the **Expense Settings** menu on the left side of the page, click **Expense Preferences**.
3	In the **Send email when**… section, select the appropriate actions.
4	In the **Prompt** section, check **For an approver when an expense report is submitted** to have access to the agency authorized approvers list when your

	supervisor is not available.
5	In the **Display**…section, select the appropriate options.
6	Click **Save**.
Step 8: Update Travel Request Preferences	
1	At the top of the ***My Concur*** page, click **Profile**.
2	On the **Travel Request Settings** menu on the left side of the page, click **Travel Request Preferences**.
3	In the **Prompt** section, check **For an approver when an expense report is submitted** to have access to the agency authorized approvers list when your supervisor is not available.
4	Click **Save**
Step 9 Verify Expense Approvers	
1	At the top of the ***My Concur*** page, click **Profile**.
2	On the **Expense Settings** menu on the left side of the page, click **Expense Approvers**.
3	On the **Expense Approvers** page, verify that your default expense approver is correct.
If the approver name listed for the Expense Approver is incorrect or if the field is blank, contact the GA Travel & Expense local administrator for your agency.	
Step 10: Add Personal Car	
1	At the top of the ***My Concur*** page, click **Profile**.
2	On the **Expense Settings** menu on the left side of the page, click **Personal Car**.

3	On the **Personal Car** page, click **New**.
4	In the **Vehicle ID** field, enter a name for your vehicle. Include Tier I in the name.
5	Click on the **Vehicle Type** drop down arrow and choose *Car – Tier I*.
6	Click **Save.**
7	Click **New.**
8	In the **Vehicle ID** field, enter a name for your vehicle. Include Tier I in the name.
9	Click on the **Vehicle Type** drop down arrow and choose *Car – Tier II*.
10	Click **Save.**
Note: *If you report mileage expense for a motorcycle or personal aircraft, add them as well.*	
Step 11: Add a Favorite Attendee - Optional	
1	At the top of the ***My Concur*** page, click **Profile**.
2	On the **Expense Settings** menu on the left side of the page, click **Favorite Attendee** then click **New Attendee**
Note: *Attendees are used to identify participants at Group Meal functions. See Policy.*	
3	From the **Type** dropdown menu, select the appropriate Attendee Type.
4	In the **Last Name** field, enter the last name of the new attendee.
5	In the **First Name** field, enter the first name of the new attendee.
6	In the **Attendee Title** field, enter the job title of the attendee.
7	In the **Company** field, enter the company where the attendee is

	employed.
8	Click **Save** or **Save & Add Another**

Section 4: Set Up Receipt Store Account

Step 1: Verify your Email Addresses

1	From ***My Concur*** select **Expense** then select **View Receipt Store**.
2	Enter your email address and click Submit. Up to three email addresses may be registered.

Note: *An email address can only be registered with Concur ONCE. Before linking an Expense Delegate's email address to your image account, be certain they don't need to retain it for their own travel account.*

Step 2: Enter validation code to activate Receipt Store

1	From ***My Concur*** select **Expense** then select **View Receipt Store.** Enter the validation code in the **Code** box and click **Verify**. You will then be able to email receipt images to your Receipt Store at myinbox@concursolutions.com.

Note: *Concur will send an email to your linked email addresses with the Validation Code referenced above for each linked email account.*

Note: *Receipt Store will allow you to email receipts and documents to GA Travel & Expense to be used for Expense Reports. These receipts and documents can be retrieved from the Receipt Store tab in Expense Reports.*

Section 5: Make a Travel Reservation

Step 1: Make a flight reservation

1	On the **Flight** tab, select one of these: • Round Trip • One Way • Multi-Segment
2	In the **Departure City** and **Arrival City** Fields, enter the cities for your travel**.**
3	In the **Departure** and **Return** fields, select the preferred travel dates and times.
4	If you need a car, select **Pick-up/Drop-off car at airport**.
5	If you need a hotel, select **Find a Hotel**. Select search parameters.
6	Select **Non-Refundable.** *See note.*

Note: *To view refundable and non-refundable options, enter* ***Refundable****.*

Policy Note: *Refundable fares must be within $150 of a Non-Refundable fare. To search and compare pricing on Refundable and Non-Refundable fares select* ***Refundable****.*

Policy Note: *Choose lower cost flights within +/- 2 hours of preferred flight times when this fare saves $200 or more roundtrip.*

Policy Note: *Should choose connecting flights over non-stop if it adds 2 hours or less to travel time and saves $200 or more.*

Policy Note: *Domestic flights – coach class only. Upgrades after booking are at traveler's expense. International flights: Business class is reimbursable when the nonstop portion of the flight exceeds 10 hours. Do not include layover time.*

7	In the **Search Flights By** field, **Price** is the default view. You will be able to view by schedule on a secondary tab in the results.
8	Click **Search**.
9	Flight search parameters can be changed in the panel to the right of the flight matrix to refine your search.
10	Select flight from the flight matrix that appears. Click **Show Details** for more flight data and to preview seat availability
11	Click the **View Seat Map** icon next to the flight to preview the availability of seats. You cannot book a seat at this point. The reservation will default to the seat preference set in your Travel Profile.

Note: *Reservations within Georgia Travel Policy guidelines will display a green reserve button, those outside policy a gold reserve button. You can book out of policy, but will need to explain why in the reservation process. This is Audited by the State.*

Note: *Air Travel Insurance is automatically included at no cost when you book your company paid reservation through GTE. You* ***do not*** *need to purchase it separately*.

12	Click **Reserve**.

Note: *Access the airline website directly to process baggage. Usually less expensive if done online.*

Policy Note: *Reimbursement allowed for up to 1 checked bag.*

Step 2: Select a rental car

1	If you specified that you need a car on the **Flight** tab, you will see car results for the car search.

Policy Note: *Enterprise and National rental car contracts are mandatory statewide. Renting outside the Statewide vendor contract requires an approved Statewide* ***Contract Waiver Request (SPD-NI005)*** *which must be attached to your Expense Report.*

2	Select the appropriate rental car from the car matrix, and then click **Reserve**.

Note: *Book the car rental through the booking tool. For Enterprise car pick-up/return you must call the renting location directly. The number appears on your Travel Itinerary.*

Note: *Reservations within Georgia Travel Policy guidelines will display a green reserve button, those outside policy a /gold reserve button. You can book out of policy, but will need to explain why in the reservation process. This is Audited by the State.*

Step 3: Select a hotel	
1	If you selected the **Find a Hotel** option on the **Flight** tab, the hotel results are displayed after you choose your rental car.
2	Use the filter options to narrow your search by **Amenity**, **Neighborhood**, or **Chain**.
Policy Note: *Travelers are required to submit a copy of the Occupancy Tax Exemption Form to instate lodging vendors at registration. Link to form pops up during registration process. Link to form is also at top of the availability page.*	
3	Click **Show Details** for a specific hotel to view more detailed information.
4	Click **Choose Room** to view rates and details about the rooms.
5	When ready to reserve your room, click the radio button to the left of the rate, and then click **Reserve.**
6	Review the pop up for rates, dates and cancellation policy. Click the acceptance box to acknowledge acceptance and then click **Continue**.
Step 4: Preview Itinerary	
1	Review the reservation components in your Itinerary. Make any necessary changes or corrections.
2	To change your seat assignment on flight segments, click on **Change Seat.**
3	Your current assignment shows with a person icon. Select a new seat and click **Change Seat**.
4	Click **Next.**
Step 5: Trip Booking Information	
1	Enter a name for your trip in **Trip Name** (include travel dates in name) and optionally add any additional information in the **Description** field.
2	You can send a copy of the itinerary to another person from here.
3	Click **Next**.
Step 6: Trip Confirmation	
1	Verify information such as travel dates, cars, hotels, cancellation policy.
2	To make any changes, click **Previous**.
3	To complete the booking, click **Purchase Ticket**.
4	The booking is complete when you see the **Finished** message and a **Trip Record Locator** number.
Note: *Options to print or email a copy of your itinerary are located at the bottom of the page.*	
5	Click **Return to Travel Center**. Your trip will appear in Upcoming Trips on the ***My Concur*** Page.

Section 6: Cancel or Change Airline, Car Rental, or Hotel Reservations

Note: *Flight changes are available for e-tickets with a single carrier. You can change the time or date of a ticketed flight that has not yet occurred with the same airline and routing.*

Direct contact with the State TMCTravel Consultant to book reservations may incur additional charges.

1	Select your trip from the **Upcoming Trips** tab in **Travel**.
2	Click the name of the trip to display options for this trip.
3	On the drop down menu, click the appropriate link to: • View Itinerary • Email Itinerary • View Request (see all data pertaining to trip selections) • Create Template (make it easier to book the same trip regularly) • Clone Trip (make it possible to book the same trip for others you make arrangements for) • Share Trip (share trip information with a colleague) • Change Trip (make minor modifications to trip) • Cancel Trip (completely cancel a trip)
4	Follow prompts depending on action chosen.
Policy Note: Air c*ancellations, Voids and Exchanges – see Travel Policy.*	
Note: *If you completely cancel a reservation there is still going to be an agency booking fee that needs to be expensed. You can import this paid expense to your next expense report.*	

Section 7: Create a New Expense Report from a Completed Trip Itinerary

ONLY create Expense Reports after trip has been ***COMPLETED.*** *DO NOT combine in-state, out-of-state and international travel expenses. All required fields have red bars.*

Use this method if you have travel reservations booked through Travel Inc.

Step 1: Import Completed Trip Information	
1	Click on ***My Concur***
2	In the **Trip List** section locate the completed trip to be expensed. Click the icon next to the trip in the **Expense Report?** column.
3	The Expense **Report Header** window will open. Fields such as travel dates, purpose will be populated. Make any correction necessary.
4	The current system date defaults in the **Report** Date field.
5	Update the **Report Name** field to include the travel dates in the Report Name. (i.e. Banking Conference 0612 to 0618)
6	Click on the arrow in the **Trip Type** field and select the appropriate trip type: In-State Travel, International Travel or Out Of State travel from the drop down menu.
7	Click on the calendar icon in the **Trip State Date** field, click on trip start date.
8	Click on the calendar icon in the **Trip End Date** field, click on trip end date.
9	In the **Purpose of Trip** field, enter the business purpose for the expense report.
10	Enter any necessary comments in the **Comments** box.

Step 1b: Attach Travel Request (if required by agency)	
1	If your agency uses Pre-Trip Travel Requests you must link the Approved Travel Request to the Expense Report. Click **Add** under the **Travel Request** Section at the bottom of the **Report Header** window. If not, go to 1c.
2	Select the appropriate Travel Request from the list and click **Add**.

Step 1c: Complete Trip Import	
1	Click **Next**

Step 2: Enter Travel Allowance (Meals Per Diem)	
1	A **Travel Allowance** window opens: Will this report include Travel Allowance Expense? Select **Yes** if Meals Per Diem apply to this trip. If no Meals Per Diem are involved, select **No** and go to Step 3.
2	Verify that the **Selection** field is correct for the meals type. (**Regular In State** or **GSA Out of State**.)
3	Make certain the Standard Itinerary is displayed. You should see a column heading that says ***New Itinerary Stop***. If that does not appear, click the **Go To Standard Itinerary** button at the bottom of the window and continue to next step.
3	Click on **Import Itinerary**
5	Select the trips and charge items from the **Select Trips and Charges to use to create this itinerary box** that opens and click on **Import.**
6	The **Travel Allowances for Report** box opens (Step 1 Edit Itinerary) with trip information populated. Click on **Next**.
7	The **Travel Allowances for Report** box opens (Step 2 Available Itineraries) with trip information populated. Click on **Next**
8	The **Travel Allowances for Report** box opens (Step 3 Expenses and Adjustments) with trip information populated. Make any adjustments for meals you did not have to pay for.
9	Click on **Create Expenses**.
10	The new Expense Report for this trip will open with the trip expenses from your Trip Itinerary as well as any allowable Meals Per Diem meeting the Travel Policy criteria populated.

Step 3: Import Smart Expenses	
1	The Expense Report will open and a pop up message will tell you that the **Smart Expenses** imported successfully, Click **OK**.
2	Next a window appears on the left with the **Available Company Card Charges**. Select the items representing any Agency Fee or other company paid charges for your trip. Items with a blue icon are Air Travel charges and an orange icon indicates hotel charges paid on the associated GTE credit card.
3	Click the **Import** tab.
4	Select **To Current Expense Report** from the option list that appears.
5	A pop up message will tell you that the Smart Expenses imported successfully, Click **OK**.
Note: *Travel agency fees are $4.27 or greater depending on whether the travel was booked online or agent assisted. It should show as a credit card item from AirPlus in the expense detail with an expense type of For Travel Agent. This does not impact your reimbursement but is required to be included on your expense report. Airfare and other charges paid on a State GTE credit card may also appear here.*	
6	Select any hotel expense items if they appear. Enter the total amount of your

	hotel bill in the **Amount** field. Most of the other required fields will already be populated.
7	Click **Itemize** and verify pre-populated daily room rate.
Note*: The check in, check out, number of nights and the daily room rate will already be populated.*	
8	Enter any taxes in the tax fields as daily tax amounts.
Note: *For In State lodging only any Occupancy Tax is NOT entered in Taxes.*	
9	Go to **Additional Nightly Charges** and from the drop down menu in **Expense Type** select **Occupancy Tax** (in the **Lodging** section) and enter the daily amount of the Occupancy Tax in the amount field.
10	Enter any additional daily fees in the next open field in this section.
Note: *See section 10 Special Functions, Itemize Nightly Lodging Expenses for complete details*	
11	Click **Save Itemizations**.
Step 4: Enter Out of Pocket Expenses	
1	Add any out of pocket expenses. See Section 7, Step 2.
Note*: Prior to submitting an Expense Report you can attach specific receipts to specific line items. If you attach receipts after you click Submit, they can only be Expense Report level receipts.*	
Note: *Refer to Sections 12 and 13 of this guide for details regarding printing, providing receipts and submitting your expense report.* **Note:** *The **Exp Report ?** icon is not removed until after you **Submit** the Expense Report associated with it.*	

Section 8: Create a New Expense Report

*ONLY create Expense Reports after trip has been **COMPLETED.** DO NOT combine in-state, out-of-state and international travel expenses. All required fields have red bars*

Use this method if you did not book any travel reservations through Travel Inc.

Step 1: Create the report	
If you have booked travel with GTE Travel see Section 8 to create Expense Report.	
1	In the **Expense Reports** (may be labeled **Active Work** for your agency**)** section of ***My Concur***, click **New Expense Report**.
2	The current system date defaults in the **Report** Date field.
3	In the **Report Name** field, enter a name for the expense report. Include the travel dates in the Report Name. (i.e. Banking Conference 0612 to 0618)
4	Click on the arrow in the **Trip Type** field and select the appropriate trip type: In-State Travel, International Travel or Out Of State travel from the drop down menu.
5	Click on the calendar icon in the **Trip State Date** field, click on trip start date.
6	Click on the calendar icon in the **Trip End Date** field, click on trip end date.
7	In the **Purpose of Trip** field, enter the business purpose for the expense report.
8	Enter any necessary comments in the **Comments** box.

Step 1b: Attach Approved Travel Request (if required by agency)	
1	If your agency uses Pre-Trip Travel Requests, you must link the approved Request to the Expense Report. Click on **Add** in the Travel Request section. If not, go to #10.
2	Select the applicable Travel Request from the list and click **Add**.
Step 1c: Complete Report Creation (Required by all agencies)	
1	Click **Next**.
Step 2: Enter Any Travel Allowance (Meals Per Diem)	
1	A **Travel Allowance** window opens: Will this report include Travel Allowance Expense? Select **Yes** if Meals Per Diem applies to this trip.
2	Verify that the **Selection** field is correct for your meals type. (**Regular In State** or **GSA Out Of State**.)
Note: *For overnight trips begin here. For Single day trips go to #3b.*	
3	Move scroll bar to top of New Itinerary box. If this is a multiple day trip you should be using **Standard Itinerary**. Enter departure city in **Depart From** and enter your departure time in **Time** (i.e. 6:30 am). **Note:** To enter Single Day Trips skip to **Single Day Itineraries** at #19.
4	Enter your destination city for the first day in **Arrival** and enter your arrival time in **Time.** Click **Save.** This builds the first leg of your trip.

5	Now you enter the final leg of your trip. The departure city will default to your last stop. If this isn't correct, enter the city where you spent the night in **Departure**. Enter the time you left in **Time**.
Note: *Entering departure and arrival times is used to calculate eligibility for Per Diem*.	
6	Enter your arrival destination for the last day of travel which is likely home in **Arrival**. Enter the time you arrived in **Time**. Click **Save.**
7	Click **Next**
8	Click **Next** again
9	Click **Create Expenses**
Note*: For Single Day Trip entries begin here.*	
3b	**Single Day Trips:** Select **Single Day Itineraries** at the bottom of the window.
4b	Enter a start date **in choose start date** and press **Go.**
5b	In **Start Location** type in your starting point for the day trip and enter the time you left for your trip in **Depart**.
6b	Enter the last travel stop of the day in **End Location** and enter the time you arrived for your trip in **Arrive**. ***Note****: Don't be concerned with stops in between. This only determines eligibility for Per Diem Meals.*
7b	In the next **Depart** field enter the time you left your last travel stop and in the **Back** field enter the time you arrived home. Press **Tab** to see the total calculation.
8b	You can enter several days. Click on the **Exclude** button for days you didn't travel.
9b	When you have completed entering your Itineraries in Travel Allowance click on **Save Itineraries**. *See policy note*.
10b	Click **Next**
11b	Click **Next** again
12b	Click **Create Expenses**
Policy Note: *On day of departure /return, Travel Allowance is calculated at 75% of Per Diem rate and is based on the last business location of the travel day.* *<u>Single Travel Day</u>: Departure Day - Based on where you start the day. Return Day – based on your last business travel location of the day.* *<u>Multiple Travel Days:</u> Departure Day – Rate is based on your LAST business stop of the day; Return Home Day – based on last business stop of the day.* *<u>Travel Allowances for a single day</u> where travel exceeds 50 miles from the home/office location and continuous travel is 12 hours or greater are calculated at 75% of Per Diem based on last business stop location.*	
Step 3: Add out-of-pocket expenses to the new expense report; Required fields have red bars	
1	On the **New Expense** tab to the right, search or scroll to locate the appropriate expense type and click on it.
2	Click on the calendar icon in the **Transaction Date** field, and then use the calendar to select the date of the transaction.
3	The purpose of the trip is populated from entering Step 1, Section 7.
4	Enter the merchant name for the expense in **Vendor Name** (i.e. Staples, FedEx)
5	Start entering the name of the city where the merchant was located in the **City** field. When the correct city and state (or country) appears select it
Note: *This field acts like a search field. To restrict the search to the US click the arrow next to "all countries" and select United States.*	
6	Verify the **Payment Type** is correct. Click the arrow in the **Payment Type** field to choose from Out of Pocket or Company Paid.
7	In the **Amount** field, enter the amount spent on the expense.
Note: *Any hotel expenses not created through Travel Inc. are entered. You must Itemize the hotel bill the same as in **Section 10, Itemize Nightly Lodging Expenses.***	
Note: *Click the **Personal Expense** box for any personal and non-reimbursable items on the receipt See Travel Policy for Miscellaneous expenses-reimbursable and non-reimbursable.*	
8	If you have scanned your receipt into your computer, click **Attach Receipt** to locate the file and attach it. If you emailed or faxed your receipt to Concur, click **Receipt Store** and select the receipt to attach it to the expense item.
9	Click **Save.**
Note: *If your Agency uses Travel Advances please see Section 10 Using Special Features Attach Travel Advances to an Expense Report, Attach Travel Advance that exceeds actual Expense Report Total*	

Section 9: Importing Company Credit Card Transactions into an Existing Expense Report

1	On the **Expense Reports** section of ***My Concur*** select the Expense Report you want to add expenses to.
2	Click on the **Import** tab to open the Smart Expenses box and display available charges. Items with a blue icon are Air Travel expenses and those with a blue icon are hotel charges paid via the appropriate GTE credit card.
3	Click the check box next to the Company Paid charges you want to add to the Expense Report.
4	Click on **Import.**
5	Select the "**To Current Report**" option.
6	The expense are visible in the Expense Report and are visible on the left side of the open Expense Report.

Section 10: Review or Edit a Report

1	In the **Expense Reports** (may be labeled **Active Work** for your agency**)** section of ***My Concur***, click the name of the report that you want to review to open it.
2	Select the expense item you want to correct, make the change and **Save.**
3	To correct details for the overall Expense Report (such as reporting dates, etc.), select the **Details** Tab, then select **Report Header** from the dropdown menu. Make any changes and **Save**.
4	Click **Save**.

Section 11: Using Expense Special Features

Convert Foreign Currency Transactions

1	Click **New Expense**.
2	On the **New Expense** tab, select the appropriate expense type.
3	Complete all required fields as usual *except* **Amount**.
4	In the **Amount** field, enter the amount spent on the expense.
5	Select the "spend" currency from the dropdown list to the right of the **Amount** field.
6	Click the appropriate mathematical symbol (multiply or divide) to change the conversion format, if required.
Note: *You can override the currency conversion rate to match the rate on your receipt by entering the correct data.*	
7	Click **Save**

Itemize Nightly Lodging Expenses

Step 1: Itemize nightly lodging expenses

1	For a new item, on **New Expense** tab select the **Hotel** expense type. OR For an item coming into the expense report from a Completed Trip Itinerary Click on the hotel expense item to be itemized.
2	Click the **Transaction Date** field, and then use the calendar to add or correct the date of the transaction.
3	Verify or select the vendor from the Vendor dropdown list.
4	Enter location of hotel in **City**. (i.e. Moultrie, GA)
5	Verify the **Payment Type**.
6	In the **Amount** field, enter the **total** amount on the hotel receipt.
7	Click **Itemize**.
8	On the **Nightly Lodging Expenses** tab in the **Number of Nights** field, enter the number of nights for your hotel stay (the
9	**Check-in Date** will be filled in once you enter the number of nights).
10	In the **Room Rate** field, enter the amount you were charged per night for the room.
11	In the **Room Tax** fields, enter the amount of each room tax that you were charged.
Note: *For In State lodging only any Occupancy Tax is NOT entered in Taxes,*	
12	Go to **Additional Nightly Charges** and from the drop down menu in **Expense Type** select **Occupancy Tax** (in the **Lodging** section) and enter the daily amount of the Occupancy Tax in the amount field.
13	Any **Additional Charges (**daily recurring charges) are added in the next available field. From the **Expense Type** drop down menu, select the appropriate expense type.
14	In the **Amount** field, enter the amount of the expense.
15	Click **Save Itemizations**.

Step 2: Add any remaining lodging itemizations

1	If the **Amount Remaining** displayed at the top of the **Expense** tab on the right is more than zero, click the **Expense Type** dropdown arrow, and then select the appropriate expense from the dropdown list.
2	Enter the total amount of the expense in the **Amount** field. Check the **Personal Expense** box if this is a personal non-reimbursable expense on the receipt.
3	Click **Save**.
4	Repeat steps 1-3 until the **Remaining Amount** equals $0.00.
Allocate Expenses	
1	Complete all expenses as usual.
2	Click **Details** tab and select **Allocations** from the dropdown list.
3	Select the expense(s) you wish to allocate from the Expense List. You may choose multiple or all the expense items.
4	In the upper right-hand corner of the window, click **Allocate Selected Expenses**.
5	In the **Allocate By** field, enter the appropriate **Percentage** or **Amount**.
6	Click **Add New Allocation**, and then repeat steps 5-6 for each new allocation. *Note that there is a running total of how much remains to be allocated to the right of the window title (Allocations).*
7	Click in the field under the **Department** column heading, and then select the department if this is configured for your agency. *Add new allocations as necessary. Default information is your home department.*
8	Click in the field under the **Program** column heading, and then select the department. Verify **Fund Source** and the remaining fields. Correct if necessary.
To Save an Allocation in **Favorites** to use on other Expense Reports go to Step 9; to use an existing saved **Favorites** allocation go to Step 9b.	
9	To save this allocation to reuse again click on the **Add to Favorites** tab.
10	Enter a name for the Allocation in the **Add to Favorites** dialogue box that opens.
11	Click **Save**. Note: Go to Step 12
To used a saved Allocation to allocate expenses	
9b	Click on the **Favorites** Tab.
10b	Select the appropriate saved Allocation from the drop down list.
11c	Click **Yes** in the **Confirmation** dialogue box that opens.
12	Click **Save**, and then click **OK**.
13	In the **Allocate Report** window, click **Done**.
Itemize Expenses	
1	On the **Expense Report** page, click the expense item you want to itemize (use more than one expense code).
2	Click **Itemize**.
3	On the **New Itemization** tab, click the **Expense Type** dropdown arrow and select the appropriate expense from the dropdown list.
4	Complete all required and optional fields such as **Vendor, Transaction Date** and **Amount.**
5	Click **Save**.
6	Repeat steps 3-5 until the **Remaining Amount** equals $0.00.
Add Attendees to Group Meals	
1	On the **New Expense** tab, select the Group Meals expense.
2	Click the **Transaction Date** field, and then enter the date (mm-dd-yyyy) or use the calendar to select the date of the transaction.
3	The Purpose of Trip field should be populated.
4	Enter the merchant name on the receipt into the **Vendor** field. Verify the **City** field is correct.
5	In the **Amount** field, enter the amount of the expense.
6	Scroll down to the **Attendees** Section.
7	To add a new attendee, click the » icon and select **New Attendee**. Complete the required fields, and then click **Save** or **Save & Add Another.** –OR- Click **Favorites,** select the attendees for this expense, and then click **Add to Expense.** -OR-
	Click the **Search** button. Enter your search criteria, select the attendee. Click **Add to Expense.**
8	Click **Save**.

Add Personal Car Mileage	
1	On the **New Expense** tab, select Personal Car Mileage from the **New Expense** List.
2	Click the **Transaction Date** field, and then use the calendar to select the date of the transaction.
3	Leave the **From Location** field, blank. This field will update from **Calculate Mileage**.
4	Leave the **To Location** field, blank. This field will update from **Calculate Mileage**.
5	Verify the **Trip Type** from the Report Header.
6	Verify the personal vehicle used for this tip in the **Vehicle ID** field. If no vehicle defaulted, or if the incorrect vehicle defaulted you will have to select from the dropdown list.
7	Click on the **Mileage Calculator** icon. Enter **all** the waypoints for your trip that day – start to last travel location. **Note:** *When entering a single day of a multi-day trip start may be where you left from that travel day and end where you spent the night that travel day.* Click **Make Round Trip** to show final destination as the starting destination. Otherwise enter the final destination of the day and select **Calculate Route**. Click the box **Deduct Commute** and enter your home address and your assigned office location. You only have to enter home and office data once. To make this a round trip commute deduction, click **Deduct Round Trip**.
	Click **Add Mileage To Expense** to update the expense report.
Note: *If your actual mileage was different than the calculated mileage due to detours, locations with no address, etc., add this mileage to the calculated distance in the expense line item and make a note in the comments box. Failure to enter an explanation may result in your expense report being rejected.*	
8	Click **Save**.

Copy a Single Expense	
1	On the Expense Report page, from the **Expense List**, select the checkbox next to the expense you wish to copy.
2	Click **Copy**.
3	Click on the new expense.
4	Make all necessary changes to the new expense. The date will increment one day from item you copied from.
5	Click **Save**.

Copy an Expense Report	
Note: *If you have repetitive travel, or repeat a previous trip this can save you time. For some GTE users this will not be a viable tool.*	
1	Click on the **Expense** tab
2	Select **View Reports**
3	Click the check box next to the Expense Report you wish to copy
4	Click **Copy Report**
5	Enter a name for the new Expense Report in the Report Name Box. **NOTE:** *The old name will be displayed but will be overwritten with the new name.*
6	Enter the earliest date you will be entering expenses for on the new report in the **Starting Date for Expense Entries on New Report field.**
7	Click **OK.**
NOTE: *Some expenses will NOT copy – such as Travel Allowances, Travel Requests, Cash Advances and receipts. You will see a brief message indicating whether all expenses copied or not.*	
8	The new Expense Report opens.
9	Click on the **Details** tab and select **Report Header**.
10	Correct the **Trip Start Date** and **Trip End Dates**.
11	Correct any other fields that need adjustment.
12	Attach an approved Travel Request if necessary.
13	Click **Save**
14	Add any Travel Allowances by clicking on the **Details** Tab and selecting **New Itinerary** and following the prompts. See Section 8, Step 2of this document for details.
15	Look at the details on all expenses that copied. Make any corrections necessary. For example, adjust stops on personal car mileage, etc, dates on hotel stays, etc.
16	Attach any applicable Cash Advances. See **Attach Travel (Cash) Advances** section below.

Attach Travel (Cash) Advances to an Expense Report	
***Note**: Not all Agencies offer Travel (Cash) Advances.*	
1	On the Expense Report Page, click on the **Details** tab and under Cash

	Advances heading on the menu, select **Unassigned**.
2	Click on the box(es) next to the Cash Advances appropriate for the Expense Report. Multiple Cash Advances can be applied.
3	Click **Assign Cash Advance to Report**.

Note: *The Travel (Cash) Advance does not appear in expenses at this point. To view, click* ***Print/Email*** *tab and select* ****SOG Detailed Report*** *to display, print or email the net amount due.*

Detach Travel (Cash) Advance from an Expense Report

1	Open the Expense Report from **View Reports** tab.
2	Click on the **Details** tab and under ***Cash Advances*** heading on the menu, select **Assigned**.
3	Click the box next to the Cash Advance to be detached and then click **Remove From Report.**

Attach Travel (Cash) Advance that exceeds actual Expense Report Total

1	On the Expense Report Page, click on the **Details** tab and under Cash Advances heading on the menu, select **Unassigned**.
2	Click on the box(es) next to the Cash Advances appropriate for the Expense Report. Multiple Cash Advances can be applied.
3	Click **Assign Cash Advance to Report**.
4	On the **New Expense** tab, select **Cash Advance Return** from the expense list.
5	Enter the **Transaction Date** and the **Amount** of the Cash Advance that was not used.

Note: *The Cash Advance does not appear in expenses at this point. To view, click* ***Print/Email*** *tab and select* ****SOG Detailed Report*** *to display, print or email the net amount of the Expense Report.*

Note: *The Cash Advance Return appears in the expenses list of the report. To view, click* ***Print/Email*** *tab and select* ****SOG Detailed Report*** *to display, print or email the net amount due the State. Print this report to submit with your check to return the funds to the State.*

Policy Note: *Any unused portion of a* ***Travel (Cash) Advance*** *must be returned to the State, via check, with the associated Expense Report.*

Travel (Cash) Advances open 180 days after the trip, will be deducted from the employees pay.

Outstanding Expenses Advances must be reconciled before a new one will be issued, except when another trip begins within five working days of the previous trip or if multiple Cash Advances are issued for the same trip.

Employees requiring a payroll deduction to satisfy un-reconciled Travel (Cash) Advances due to the State will not be eligible for Travel (Cash) Advances in the future.

Section 12: Fax or Attach Receipts

Fax your receipts from your Expense Report

1	From the **Print/Email** dropdown menu, select *** SOG Fax Receipt Cover Page**
2	Click **Print.**
3	Fax the cover page and the receipts to the number on the cover page. **NOTE:** *The Fax Cover page cannot be used for other expense reports. The bar code generated is exclusively for the expense report it was generated from.*
4	To verify the receipts were successfully attached, from the **Receipts** dropdown menu, select **Check Receipts**.

Attach scanned images of your receipts

1	On the **Expense Report** page, from the **Receipts** dropdown menu, select **Attach Receipt Images**.
2	Click **Browse**. Locate the files you want to attach.

Note: *Recommended that you create a folder on your PC to store your scanned receipts so you can easily locate them.*

3	Click the file, and then click **Open**.
4	To attach another image, click **Browse**, and then repeat the process.
5	Click **Attach**.
6	Click **Close**, when finished.
7	To view the attached receipts, from the **Receipts** dropdown menu, select **View Receipts**.

Attach Line Item Receipts from Receipt Store

1	Click on Receipt Store.
2	Click on the appropriate receipt and drag it to the appropriate expense entry.

Delete attached receipt images

1	On the **Expense Report** page, from the **Receipts** dropdown menu, select **Delete Receipt Images**.
2	In the confirmation window, click **Yes**.

Note: *Do not try to delete individual attached receipt images from here.*

Deleting will delete ALL attached images. Detach an individual receipt from the expense entry line.

Section 13: Print , Submit or Recall Expense Reports

Preview, print, and submit your report	
1	From the **Print/Email** menu, select ***SOG Detail Report.**
2	After reviewing the document, click **Print**, and then click **Close.**
3	On the upper right of **Expense Report** page, click **Submit Report**.
4	In the **Final Review** window, click **Accept and Submit Report**.
5	In the **Report Submit Status** window, click **Close**.

Policy Note: *Expense reports are to be submitted within 45 days of travel completion but it is recommended submitting within 10 days of your trip close.*

Note: *Reimbursements should be in the traveler's account, if on ACH, within 3 days after the expense report has been approved for payment by the Back Office.*

Correct and resubmit a report sent back by your approver	
1	In the **Expense Reports** (sometimes also labeled **Active Work)** section of ***My Concur***, read the approver's comment in the **Status** column.
2	Click the report name (link).
3	Make the requested changes.
4	Click **Save**.
5	Click **Submit Report**.

Recall a Submitted and Unapproved Expense Report	
1	Open the Expense Report from **Expenses/View Expense Reports** or from **My Concur Active Reports**
2	Click on the **Recall** tab.
3	The expense report is removed from your Approver's queue and you can make any corrections or adjustments and Submit the report when done.

Section 14: Request Travel (Cash) Advance

Note: *If your agency does not allow Travel (Cash) Advances it will not appear under the Expense tab. Emergency Travel (Cash) Advances cannot be processed through GTE.*

1	At the top of the ***My Concur*** page, click **Expense**.
2	Click **New Cash Advance**
3	Enter a name for the Cash Advance in the **Cash Advance Request Name** field.
4	In the **Amount** field and the amount you are requesting.
5	Use the **Comment** field to provide any additional information necessary.
6	Click **Submit** at the bottom right of the window.

Section 15: Create Travel Request

Note: *If your Agency does not require Pre-Trip Approval through GTE, it will not appear as a tab in GTE.*

Create Travel Request	
1	At the top of the ***My Concur*** page, click **Request.**
2	Click **New Travel Request**.
3	Enter a name for the Travel Request in **Request Name**. Include the travel dates in the Report Name. (i.e. Banking Conference 0612 to 0618)
4	Enter **Start Date, End Date** and **Purpose** for the travel in their respective fields.
5	Click **Save**
6	Click the **Air**, **Car, Hotel** or **Misc** icon to enter request information
7	Enter <u>estimated dollar amount</u> of the travel cost for the segment you are entering. For air, you will need to select Round Trip or One way. Any required fields are indicated by a red bar.

Note: *Do not combine requests in one icon. Select each icon type and enter estimated amounts.*

8	Click **Save** before selecting another icon.
9	Select the **Meals** icon (fork & knife)
10	Enter the estimated Travel Allowance (Per Diem Meals) for the trip.
13	Click **Save**

Note: *You cannot change or delete a Request once you submit it for approval unless the approver returns it to you for change.*

14	Click **Submit Travel Request** to forward for approval.

Modify Travel Request Returned by Approver	
1	On the ***My Concur*** page, select **Travel Request** tab.

2	Select the Travel Request that has been returned. This is identified in the Status field as well as a new icon
3	Select the **Segments** tab
4	Scroll through the segments. You will see a **Modify** and **Delete** button for each segment. Modify allows you to change the data entered, Delete allows you to delete the segment. Make the requested changes. To add a new segment, click on the appropriate icon and enter the data. **Note:** You can see what needs to be adjusted from the approver's notes that appear in the Header.
5	Click **Submit Travel Request** to resubmit the request with the required changes.

The following Sections are for Approvers Only. If you are not an approver, you will not be able to access these queues with your login.

APPROVERS

Section 16: Review & Approve Expense Reports

Step 1: Review and approve a report

1	In the **Approval Queue** section of ***My Concur***, click the name of the Expense Report that you want to view.
2	On the **Expense Report** page, click the expense you want to view. Check it for accuracy and policy.

Note: *The approver is held accountable for all approved information on the Expense Report. Please be sure to check receipts, policy violations, allocations, etc. before you approve.*

Note: *Check the Details tab to easily access expense details such as allocations, itineraries, travel allowances, cash advances.*

3	View any exceptions on the report in the Exceptions section above the Expense detail or click on the icon next to the expense item.
4	To view allocations either place your cursor over the allocations icon or click on the **Details** tab and select **Allocations**.
5	To view any notes on the expense item from the preparer click on the comment icon
6	To view a comment and add a comment to a particular expense item, click on the expense item, click on the **Details** tab and select **Comments**. Enter your comment and click **Save**.
7	To view the Audit Trail, click on the **Details** tab and select **Audit Trail**.
8	To view Travel (Cash) Advances assigned to this Expense Report click on the **Details** tab and select **Assigned** under Cash Advances.
9	To view Travel Requests assigned to this Expense Report click on the **Details** tab and select **Header**.
10	To approve the entire Expense Report, click **Approve.** OR To approve and forward to another approver, click **Approve & Forward** and enter the approver in User-Added Approver. To search for all approvers in your agency enter an * in the User-Added Approver field. Then select the approver from that list. OR To add an additional approval level click on the or the icon to add a step before or after an existing approval level. OR To send the report back to the employee click **Send Back to Employee** and enter notes in the comment box explaining what you expect the employee to do.

Step 2: Send an expense report back to an employee

1	In the **Approval Queue** section of ***My Concur***, click the name of the report that you want to view.
2	Click **Send Back to Employee**.
3	In the **Send Back Report** page, add notes in the **Comment** box informing the employee what he must do.
4	Click **OK**.

Step 3: Add an additional review step for an expense report

1	In the **Approval Queue** section of ***My Concur***, click the name of the report that you want to view.
2	Click **Approve & Forward**.
3	In the **Approval Flow** window, click the **Search Approvers By** dropdown arrow.
4	Select the desired search option from the dropdown list.
5	In the **User-Added Approver** field, type the search criteria.

6	From the list of options displayed by the search, select the appropriate approver.
7	Click **Approve**.

Section 17: Review and Approve Cash Advance Requests

1.	In the **Approval Queue** section of ***My Concur***, click the **Cash Advances**.
2	Click the **Cash Advance Name** you want to Review.
3	Click **Audit Trail** to review history and **Close** to close Audit Trail window.
5	Click **Comments** to view Comment History. Click **Close** to exit Comment History window.
6	Select **Approve** to approve the request or **Reject** to deny it.
7	Click **OK**.

Section 18: Review and Approve Travel Requests

1	Select **Travel Requests** from the Approval Queue **Note:** *The tab will show you if you the number of requests awaiting approval in the queue.*
2	Select the Travel Request to review. **Note**: *Travel Request being resubmitted to you is marked with an icon.*
3	Click on Segments tab to review the **Air**, **Hotel, Car, Meals** and **Misc** components of the request.
4	To approve the Request select **Approve**. OR-- To approve and forward to another approver select **Approve & Forward** and add the additional approver.--OR To return to the Traveler for adjustment select **Send Back Travel Request**. Indicate what you expect the Traveler to do in the Comments section.
5	An acknowledgement of your **Approval, Approve and Forward** or **Return Travel Request** action will appear on the screen.