

2012

FAQ Spotlight – April



GA Travel & Expense System

Most Frequently Asked Support
Questions

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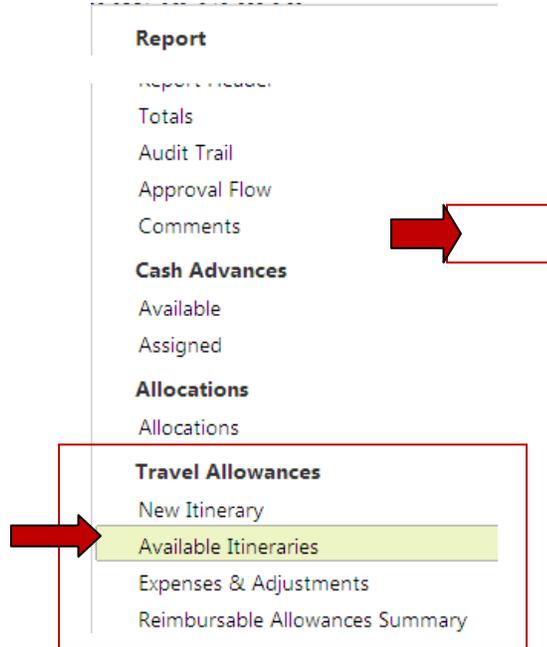


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1. What do I do if I entered a Travel Allowance on the wrong expense report?

- Open the Expense Report you need to correct
- Click on the **Details** tab
 - Click on **Available Itineraries** under the **Travel Allowances** section



- Click on the Itinerary you want to adjust in the **Assigned Itineraries** section.
- Click on **Unassign**.

The screenshot shows the 'Travel Allowances For Report: Conference in DC 10-23 to 28' interface. The 'Assigned Itineraries' section is highlighted with a red oval, and the 'Unassign' button is circled in red. The 'Available Itineraries' section is empty.

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: Conference in DC 10-23 to 28				
Atlanta, Georgia	10/23/2010 6:00 AM	Washington, District of C...	10/23/2010 9:30 AM	DISTRICT OF COLUMBIA, U...
Washington, District of C...	10/28/2010 6:00 PM	Atlanta, Georgia	10/28/2010 10:00 PM	FULTON COUNTY, US-GA, ...

The 'Available Itineraries' section shows 'No Available Itineraries Found'.

- The Itinerary clears from the **Assigned Itineraries** section



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- The Itinerary is no longer assigned to this **Expense Report**
- If you need to assign the Travel Allowance Itinerary to another Expense Report click **Done** otherwise continue to the next step to delete it.
NOTE: Continue to the next step **ONLY** if you wish to delete the **Travel Allowance Itinerary** from the system completely. If you delete the Itinerary it will **NOT** be available to add to another expense report.

Travel Allowances For Report: Conference in DC 10-23 to 28

Create New Itinerary Available Itineraries Expenses & Adjustments Reimbursable Allowances Summary

Assigned Itineraries

Edit Unassign

Departure City	Date and Time ^	Arrival City	Date and Time	Arrival Rate Location
No Assigned Itineraries Found				

Available Itineraries

Itineraries for last Year Delete Assign

Departure City	Date and Time ^	Arrival City	Date and Time	Arrival Rate Location
Alpharetta, Georgia	10/20/2011 7:00 AM	Augusta, Georgia	10/20/2011 9:30 AM	RICHMOND COUNTY, US-...
Augusta, Georgia	10/20/2011 7:00 PM	Alpharetta, Georgia	10/20/2011 9:30 PM	FULTON COUNTY, US-GA, ...
Itinerary: Conference in DC 10-23 to 28				
Atlanta, Georgia	10/23/2011 7:00 AM	Washington, District of C...	10/23/2011 9:45 AM	ALL OTHER DESTINATIONS

Done

- Using the scroll bars on the right, scroll to locate the Itinerary in the **Available Itineraries** section.
- Select the itinerary and click on **Delete**.
- Click on **Yes** in the Confirmation dialogue box.

Please Confirm

? You are about to delete selected itineraries. Once deleted, you will have to create the itineraries and all the rows again. Are you sure you want to delete the selected itineraries?

Yes No Cancel

- Click **Done** or **Next** if applicable.

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



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- 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**

Travel Allowances

? Will this report include travel allowance expenses?

Yes No

- ✓ **Note:** Travel Allowance Expenses = Meals Per Diem
- The **Travel Allowances** dialogue box opens to the Standard Itinerary by default. Click on **Go To Single Day Itineraries**.

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

1 Create New Itinerary > 2 Available Itineraries > 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: Weekly Travel 12-01 to 12-11 Selection: Regular In State

Departure City	Arrival City	Arrival Rate Location
No Itinerary Rows Found		

New Itinerary Stop

Depart from (city):

Date:

Time:

Arrive in (city):

Go to Single Day Itineraries Next >> Cancel

- ✓ **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.





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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**.



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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.



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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.

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 **Delete** **Copy** **View** **New Expense** **Receipt Store**

Date	Expense Type	Amount	Requested
12/02/2011	Fixed Meals Augusta, Georgia	\$27.00	\$27.00

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.





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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.

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 ...							



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- Click on **Update Expenses**.

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

- 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. How do I add an additional approver to the workflow?

- After you click **Submit Report** and **Accept & Submit** a screen similar to the following will appear showing your default Authorized Approver.
 - Note: Your Approval form may appear different depending on the configuration for your Agency.

Authorized Approval:
Thornton, John A. 1

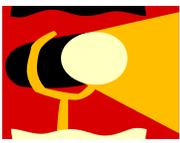
State Head Approval:
2

((this step may be skipped))

Back Office Approval:
3

Submit Report Cancel

- Note the blue arrows available for each level of approval.



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- Clicking an up arrow will insert an additional approver before that normal level of approval.
- Clicking a down arrow will insert an additional approver after that normal level of approval.
- Examples:
 - #1 Clicking on the blue up arrow in #1 will add an approver *before* #1.
 - #2 Clicking on the blue up arrow in #2 will add an approver *after* #1 but *before* #2.
 - ❖ In our example we have clicked on the up arrow in #2
 - #3 Clicking on the blue up arrow in #3 will add an approver *after* #2 but *before* #3.
 - #4 Clicking on the down arrow in #3 will add an approver *after* #3.
- Once you select an arrow a new section called **User-Added Approver** appears.

Approval Flow for Report: NW GA Review 8-1

Authorized Approval:
Thornton, John A.

User-Added Approver:

State Head Approval:
(this step may be skipped)

Back Office Approval:

Submit Report Cancel

- If you know the approver's name: Type in the last name of the approver you want to send the report to.
 - Select that approver from the list that appears and click **Submit Report**.
- If you don't know the approver's name: Type in an *. A list of ALL the approvers in your agency will appear.
 - Select the correct person from the list and click **Submit Report**.



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Approval Flow for Report: NW GA Review 8-1

Authorized Approval:
Thornton, John A.

User-Added Approver:
Haidet, Chloe A. (noemail@georgia.gov)
Clarke, David R. (Clarkedr@audits.ga.gov)
Blaha, Edward F. (blahaef@audits.ga.gov)
Bolton, Janet L. (noemail@georgia.gov)
Thornton, John A. (thornton@audits.ga.gov)
Whitesides, Michael L. (whitesid@audits.ga.gov)
Boyd, Roger W. (SAO_CONCUR@sao.ga.gov)
Hinton, Russell W. (SAO_CONCUR@sao.ga.gov)

Search Approvers By

Submit Report Cancel

4. What do I do if I already submitted an expense report and forgot to include the travel agency fee?
- Open the expense report in question in GTE

Concur® Georgia

My Concur Request Expense Profile

[View Reports](#) [New Expense Report](#) [View Receipt Store](#) [View Cash Advances](#) [New Cash Advance](#)

Expense Report List

Active Reports [Delete Report](#)

View Create & Edit

<input type="checkbox"/>	Report Name	Comments	Status	Payment Status	Report Date	Total	Requested Amount
<input type="checkbox"/>	Visits 10-1 to 22 Field Visits		Submitted & Pending...	Not Paid	11/15/2011	\$1,295.22	\$1,295.22

- Click on **Recall**
 - You can only recall Expense Reports that have not been approved by the Back Office Processor for Payment.
 - Note that the Report Summary information does not appear on an Expense Report that has not been submitted.



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Concur Georgia

My Concur Request Expense Profile

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

Visits 10-1 to 22

Summary Details Receipts Print / Email Show Exceptions

Date	Expense	Amount	Requested
10/20/2011	Fixed Meals Augusta, Georgia	\$7.00	\$7.00
10/20/2011	Tolls	\$10.00	\$10.00
10/20/2011	Copy Charges Staples	\$4.00	\$4.00

Total Amount: \$330.00 | Itemized: \$330.00 | Remaining: \$0.00

Amount Due Company	Amount Due Employee
\$0.00	\$545.22

- Click on **Yes** to confirm the Recall

Please Confirm

Are you sure you want to recall this report?

Yes No

- You will see a brief notice that the Expense Report is being recalled
- The expense report opens
- Click on **Import**

New Expense Import Details Receipts Print

Expenses Delete Copy View

Date	Expense	Amount	Requested
------	---------	--------	-----------

- The Smart Expense window will open on the right. Select the correct travel agency fee by clicking on the click box next to it.
 - Click on **Import**

Smart Expenses

Import Match Unmatch

Expense Detail	Expense	Date	Amount
----------------	---------	------	--------

- Select the option to import the expense **To this expense report**
- You will receive a confirmation that the expense item imported. Click **OK**.
- The Travel Agency Fee will appear in the expense items listed on the left.
- You may add any other expenses necessary, delete any expense items or correct any expense items requiring adjustment. Then click **Submit Report** and proceed through the workflow as you would with any other expense report





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Concur georgia

My Concur Request Expense Profile

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

Visits 10-1 to 22 Delete Report **Submit Report**

+ New Expense Details Receipts Print / Email Hide Exceptions

Exceptions

Expense	Date	Amount	Exception
Fixed Meals	10/01/2011	\$27.00	The Transaction Date is Greater than 30 days old. Please be more timely in your expense submissions.
Personal Car ...	10/01/2011	\$297.33	The Transaction Date is Greater than 30 days old. Please be more timely in your expense submissions.

Expenses Delete Copy View

Date	Expense	Amount	Requested
10/20/2011	Fixed Meals Augusta, Georgia	\$7.00	\$7.00
10/20/2011	Tolls	\$10.00	\$10.00
10/20/2011	Copy Charges Staples	\$40.00	\$40.00
10/19/2011	Fixed Meals Macon, Georgia	\$21.00	\$21.00
10/12/2011	Personal Car Mileage	\$68.85	\$68.85
		TOTAL AMOUNT	TOTAL REQUESTED
		\$1,295.22	\$1,295.22

New Expense Receipt Store

Expense:

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 expense on the left side of the page.

- Business Promotions
 - Other Promotional Expense
 - Trade Shows
- Cash Advance
 - Cash Advance Return
- Communications
 - Cellular Phone
 - Internet Charges

5. What do I do if the Expense Report I submitted is sent back to me totally denied?

- Note the orange icon in the Active Reports list. This indicates an expense report has been returned to you. This is not an ordinary situation.

Active Work

New Expense Report View Reports

Travel Requests (5) Expense Reports (11) Cash Advances (9)

Report Name	Status	Payment Status	Report Date	Requested Amount
Visits 10-1 to 22 Field Visits	Sent Back to Employee - Schwinne, Carol G	Not Paid	11/15/2011	USD 1,295.22

- Click on the Report Name to open it.

Concur Georgia

My Concur Request Expense Profile

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

Expense Report List Delete Report

Active Reports

View Create & Edit

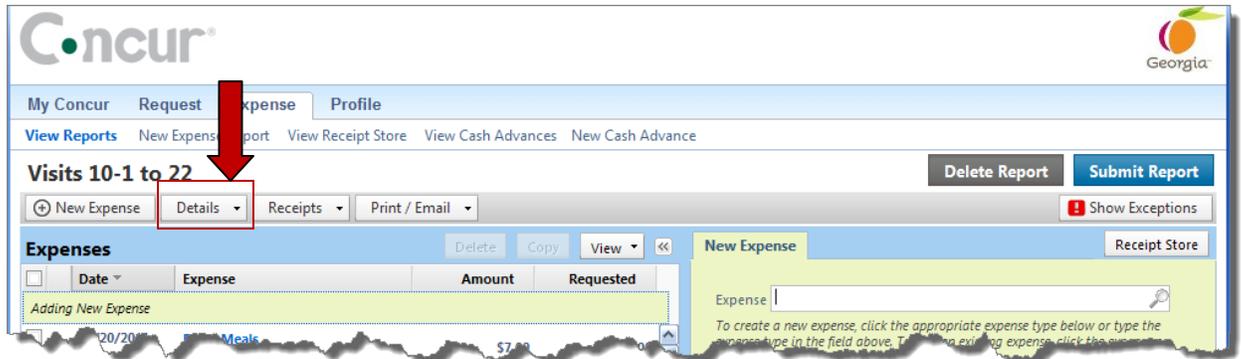
Report Name	Comments	Status	Payment Status	Report Date	Total	Requested Amount
Visits 10-1 to 22 Field Visits		Submitted & Pending... Thornton, John A.	Not Paid	11/15/2011	\$1,295.22	\$1,295.22

- Click on the Report Name to open it.

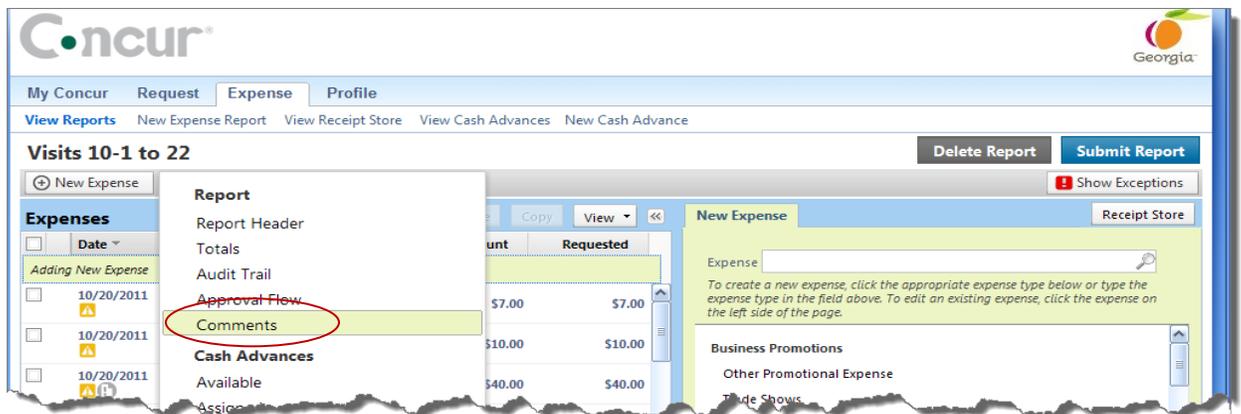


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- Click on **Details**
- Click on **Comments** from the drop down menu



- The Comments window will open
 - The most recent comments will appear at the top. In our example you can clearly see that the entire expense report is being denied for reimbursement.



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Date	Entered By	Comment Text
04/10/2012	Schwinne, Carol G.	This expense report is being DENIED and will not be reimbursed.
12/05/2011	System, Concur	Report's approval time expired and it was sent to the System Processor.
11/30/2011	Abercrombie, William A.	The Personal Car Mileage issue was actually on 10/12 and not 10/2. No Personal Car Mileage was claimed for 10/2.
11/30/2011	Thornton, John A.	There is a discrepancy between the mileage calculated and the mileage claimed and no explanation was offered in the Comments box on 10/02/11
11/10/2011	Abercrombie, William A.	Bi Weekly Expenses

If you would like to add a comment to this report, type it in the text box below and then click Save.

Comment

Save Cancel

- Click **Cancel**
- DO NOT DELETE THE REPORT
 - Leave it as Expense Report History

6. What do I do if I submitted an Expense Report with an error on it and I cannot Recall it?

- Please contact your Local Travel Administrator to make any corrections.

7. What's new in GTE?

A. User is Alerted that Caps Lock is On When Logging In

Overview

Concur has added a new feature to assist with failed login attempts. Users are locked out after a number of failed login attempts. To prevent a failure due to the Caps Lock being on, Concur has added a message to the user based on the **Password** field on the **Login** page that

Business Purpose

This enhancement saves the user time and frustration when logging into the GTE system.





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would show/hide as the user is typing depending on whether or not Caps Lock was detected.

This is the message that is displayed when Caps Lock is on and the user has entered the first letter:

Warning: Caps Lock is ON!
Passwords are case sensitive.

What the User Sees

When the Caps Lock is off:

The screenshot shows a login page with a dark blue header containing the word "Login". Below the header, there are two input fields: "User Name" with the value "terrybrown@foregone.com" and "Password" which is empty. A checkbox labeled "Remember user name on this computer" is checked. A "Login" button is positioned to the right of the password field. Below the button, there are two links: "Forgot your user name?" and "Forgot your password?". At the bottom, the text "Passwords are case sensitive." is displayed.

When the Caps Lock is on:

The screenshot shows the same login page as above, but with a red warning message displayed above the "Remember user name" checkbox: "Warning: CapsLock is On! Passwords are case sensitive." The "Forgot your user name?" and "Forgot your password?" links and the "Passwords are case sensitive." text at the bottom remain the same.

B. Employee Can Now View Who They Can Delegate For

Overview

Employees and employee administrators can now quickly determine who the employee can delegate for. This new view gathers the names and permissions of these delegates into the **Delegate For** tab, available to the employee via Profile, and to the Employee Administrator role by opening User Administration and reviewing delegate assignments for a user.

Business Purpose

This enhancement brings additional visibility to the Delegate configurations for employees and administrators.

How It Works



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In the figure below, Erin Fletcher has added Terry Brown as a Delegate. Terry can now open Profile and find Erin's name as a user she can delegate for.

Terry Brown (and permissions) are added to Erin Fletcher's list of Delegates via Profile...

*...and Terry can now view Erin's name as an employee she can delegate for, with read-only permissions listed, by clicking the **Delegate For** tab.*

This feature provides a broader view of the delegate arrangement, and allows the delegate to review what permissions they have been granted in a single view that matches that of the Employee Administrator.

The employee administrator benefits from the ability to add new delegators from this page, allowing them to quickly set up a new user with access to the employees that person will act for as a delegate. Previously the administrator would have to log into each employee to grant the new user delegate access for that employee.

C. Expense Report Summary View for Submitted Expense Reports

Overview

A new summary view of expense reports for the approver and processor and the user who has submitted their expense report, has been designed to bring together key elements of the report in a summary view. This new view allows rapid approval and processing. When the user first opens the submitted expense report, Expense displays a window on the left side showing details of the Expenses while summary report information appears on the right.

Business Purpose

Improved approval and processing time by bringing together key elements of the report.



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Concur Georgia

My Concur Request Expense Profile

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

Visits 10-1 to 22 Recall

Summary Details Receipts Print / Email Show Exceptions

Expenses View Summary

Date	Expense	Amount	Requested
10/20/2011	Fixed Meals Augusta, Georgia	\$7.00	\$7.00
10/20/2011	Tolls	\$10.00	\$10.00
10/20/2011	Copy Charges Staples	\$40.00	\$40.00
10/19/2011	Fixed Meals Macon, Georgia	\$21.00	\$21.00
10/12/2011	Personal Car Mileage	\$68.85	\$68.85
10/11/2011	Fixed Meals Augusta, Georgia	\$18.00	\$18.00
10/11/2011	Personal Car Mileage	\$75.48	\$75.48
10/10/2011	Fixed Meals Macon, Georgia	\$21.00	\$21.00
		TOTAL AMOUNT	TOTAL REQUESTED
		\$1,295.22	\$1,295.22

Report Summary

Amount Due Company	Amount Due Employee
\$0.00	\$545.22

Travel Requests (1)

Name	Request ID	Amount App...	Amount Rem...
Visit 9/15 to 9/21	224T	\$200.00	\$200.00
Expense - Renta...		\$200.00	\$200.00

Cash Advances (1)

Cash Adva...	Request Date	Amount Re...	Starting Bal...	Available B...
West Ga. Fi...	10/31/2011	\$750.00	\$750.00	\$0.00





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D. A Detail View of Travel Requests

Overview

With the new summary view, Travel Requests now feature a link that opens a window from which the user can review the associated Travel Request in detail. The Travel Request is displayed in a format that can be printed, emailed or a PDF created.

Travel Requests (1)	
Name	Request ID
Visit 9/15 to 9/21	224T

PDF E-Mail Print Close

Booking Business Travel

Request ID : 224T
Approval Status : **Approved**

Employee Name : Doe, John A
Email Address : jdoe@sao.ga.gov
Default Manager Name : Lion, Wally
Default Manager Email : wllion@sao.ga.gov
Country : **UNITED STATES**
*SOG Org Unit 1-Business Unit : **40400**
*SOG Org Unit 2-Department : **STATE GOVERNMENT DIVISION**
*SOG Org Unit 4-Fund Source : **STATE GENERAL FUNDS**
*SOG Org Unit 5-Class : **301**
*SOG Org Unit 6-AP Vendor ID : **0000381129**

Sender Name : Doe, John A
Email Address : jdoe@sao.ga.gov
Default Manager Name : Lion, Wally
Default Manager Email : wllion@sao.ga.gov
Country : **UNITED STATES**
*SOG Org Unit 1-Business Unit : **40400**
*SOG Org Unit 2-Department : **STATE GOVERNMENT DIVISION**
*SOG Org Unit 4-Fund Source : **STATE GENERAL FUNDS**
*SOG Org Unit 5-Class : **301**

Start Date : **09/15/2011**
End Date : **09/21/2011**
Travel Request Policy : ***SOG Request Policy 1**
Purpose : **Visits**

Segments

Car Rental Roswell (US) Roswell (US) 09/21/2011
Pick-up Detail : xdfdsfdf
Drop-off Detail : sdfdsfdf
Foreign Amount : \$200.00
Allocations : 100.00% (\$200.00)

Expenses

Transaction Date	Expense Type	Business purpose	Foreign Amount	Amount
09/21/2011	Rental Cars Only		\$200.00	\$200.00

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