

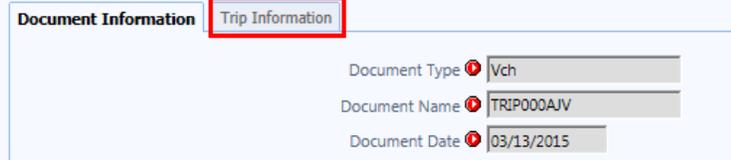
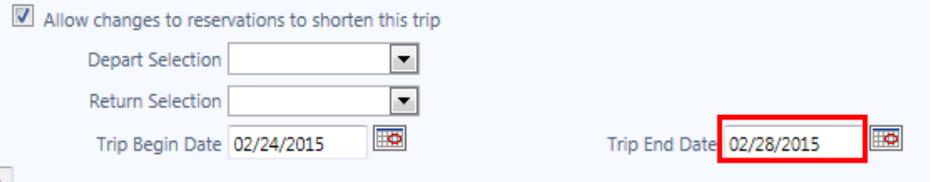
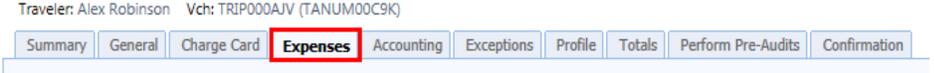
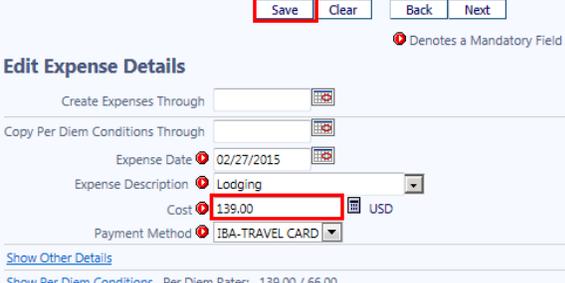


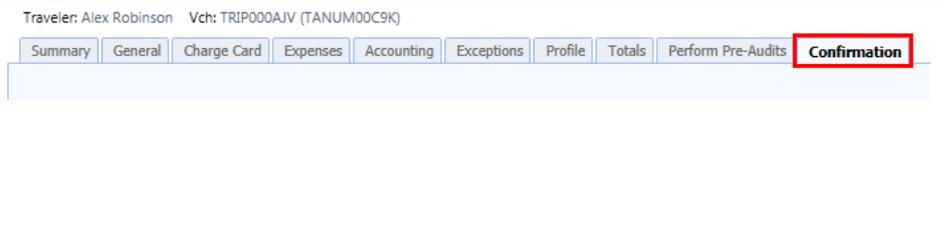
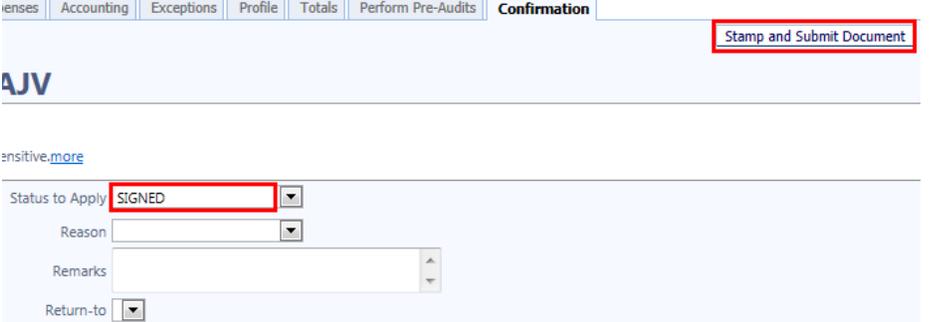
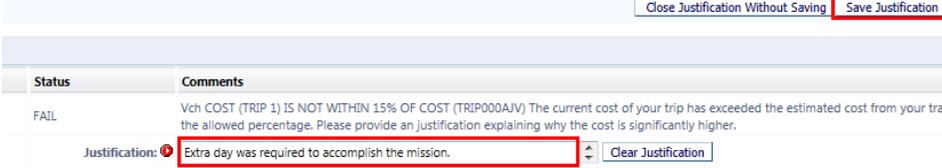
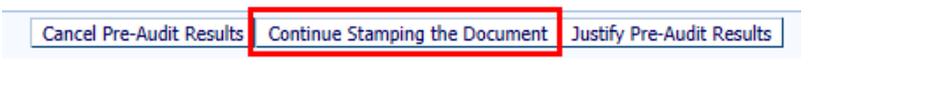
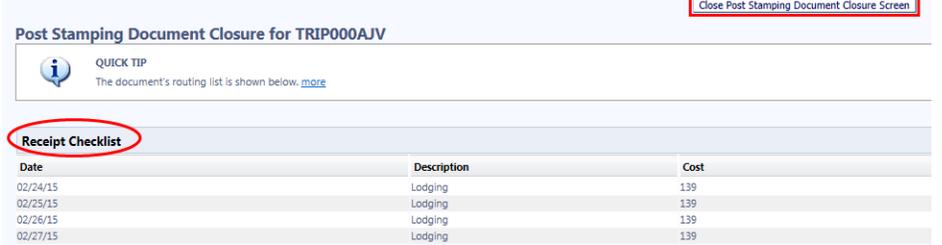
Concur Government Edition (CGE) Job Aid: Adjusting Travel Dates on a Voucher

Purpose: To provide a step-by-step guide to adjusting travel dates for a trip when creating the Voucher in CGE.

Audience: Travelers and Preparers

Instruction:	Screenshot:
<p>Step 1: Log into AMS Log into CGE via AMS using either your PIV card or your network username and password.</p> <p>Note: AMS can be accessed through the HHS intranet or the internet at https://ams.hhs.gov</p>	
<p>Step 2: Select E-Travel From the Home page of AMS select the E-Travel link.</p>	
<p>Step 3: Select Vouchers Tab From the CGE Home page, select the Vouchers tab and then select New Voucher.</p>	
<p>Step 4: Select Document Type Select the drop down menu next to Document Type and choose Vch From Auth. Then select the Create Document button.</p>	

<p>Instruction:</p> <p>Step 5: Select Authorization Select the edit icon next to the Authorization that is ready to be vouchered.</p>	<p>Screenshot:</p> 																												
<p>Step 6: Select Trip Information Tab Select the Trip Information tab to see the trip dates.</p>																													
<p>Step 7: Enter New Date Enter the new date of the trip in either the Trip Begin Date field or the Trip End Date field.</p> <p>Note: In this example, we will add an extra day to the end of the trip.</p>																													
<p>Step 8: Create Voucher Select the Create Document button to create the Voucher.</p>																													
<p>Step 9: Select Expenses Tab Select the Expenses tab to verify the expenses and add any additional expenses for the extra day.</p>																													
<p>Step 10: Verify Expenses Verify that the M&IE (meals and incidental expenses) has been added for the additional day and that any days on full travel status has been changed to the full amount.</p> <p>Notice that lodging was added for the extra day but the cost needs to be updated.</p>	 <table border="1" data-bbox="602 1117 1536 1335"> <thead> <tr> <th>Date</th> <th>Description</th> <th>Amount</th> <th>Other</th> </tr> </thead> <tbody> <tr> <td>02/26/2015</td> <td>Lodging</td> <td>139.00</td> <td></td> </tr> <tr> <td>02/26/2015</td> <td>M&IE</td> <td>66.00</td> <td></td> </tr> <tr> <td>02/27/2015</td> <td>Lodging</td> <td>0.00</td> <td></td> </tr> <tr> <td>02/27/2015</td> <td>M&IE</td> <td>66.00</td> <td></td> </tr> <tr> <td>02/28/2015</td> <td>M&IE</td> <td>49.50</td> <td></td> </tr> <tr> <td>03/13/2015</td> <td>TDY Voucher Fee</td> <td>14.75</td> <td>RO</td> </tr> </tbody> </table>	Date	Description	Amount	Other	02/26/2015	Lodging	139.00		02/26/2015	M&IE	66.00		02/27/2015	Lodging	0.00		02/27/2015	M&IE	66.00		02/28/2015	M&IE	49.50		03/13/2015	TDY Voucher Fee	14.75	RO
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<p>Step 11: Edit Expenses Select the edit icon next to any expense that requires updating.</p>	 <table border="1" data-bbox="602 1415 1536 1509"> <thead> <tr> <th>ID</th> <th>Date</th> <th>Description</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>9</td> <td>02/26/2015</td> <td>M&IE</td> <td>66.00</td> </tr> <tr> <td>10</td> <td>02/27/2015</td> <td>Lodging</td> <td>0.00</td> </tr> <tr> <td>11</td> <td>02/27/2015</td> <td>M&IE</td> <td>66.00</td> </tr> </tbody> </table>	ID	Date	Description	Amount	9	02/26/2015	M&IE	66.00	10	02/27/2015	Lodging	0.00	11	02/27/2015	M&IE	66.00												
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<p>Step 12: Add Expense Details Enter the new cost of this expense and verify that the payment method is correct. Then select the Save button. Continue to add any additional expenses that were incurred due to the extra day.</p>																													

<p>Instruction:</p> <p>Step 13: Select Confirmation Tab Select the Confirmation tab to begin signing the Voucher.</p> <p>Note: Other steps may be required when creating a Voucher. To see the complete process, see the job aid: Creating a Voucher in CGE.</p>	<p>Screenshot:</p>  <p>Traveler: Alex Robinson Vch: TRIP000AJV (TANUM00C9K)</p> <p>Summary General Charge Card Expenses Accounting Exceptions Profile Totals Perform Pre-Audits Confirmation</p>															
<p>Step 14: Sign Voucher Select the SIGNED stamp from the Status to Apply drop down list. Then select the Stamp and Submit Document button.</p> <p>Note: A Preparer must use the VOUCHER PREPARED stamp to forward the document to the Traveler for signing.</p>	 <p>enses Accounting Exceptions Profile Totals Perform Pre-Audits Confirmation Stamp and Submit Document</p> <p>AJV</p> <p>ensitive more</p> <p>Status to Apply SIGNED</p> <p>Reason</p> <p>Remarks</p> <p>Return-to</p>															
<p>Step 15: Justify Pre-Audits If any items fail the pre-audit, select the Justify Pre-Audit Results button to enter a justification.</p>	 <p>Cancel Pre-Audit Results Justify Pre-Audit Results Back Next</p> <p>Document Name: TRIP000AJV Type: Vch Traveler: Robinson, Alex Status: FAIL</p> <p>Pre-Audit Fails</p> <table border="1"> <thead> <tr> <th>Audit Process</th> <th>Status</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>COST COMPARISON</td> <td>FAIL</td> <td>Vch COST (TRIP 1) IS NOT WITHIN 15% OF COST (TRIP000AJV) The current cost of your trip has exceeded the estimated cost from your travel authorization by more than the allowed percentage. Please provide an justification explaining why the cost is significantly higher.</td> </tr> </tbody> </table>	Audit Process	Status	Comments	COST COMPARISON	FAIL	Vch COST (TRIP 1) IS NOT WITHIN 15% OF COST (TRIP000AJV) The current cost of your trip has exceeded the estimated cost from your travel authorization by more than the allowed percentage. Please provide an justification explaining why the cost is significantly higher.									
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<p>Step 16: Enter Justification Enter a justification, per your OpDiv/StaffDiv guidelines, in the Justification field. Then select the Save Justification button.</p>	 <p>Close Justification Without Saving Save Justification</p> <table border="1"> <thead> <tr> <th>Status</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>FAIL</td> <td>Vch COST (TRIP 1) IS NOT WITHIN 15% OF COST (TRIP000AJV) The current cost of your trip has exceeded the estimated cost from your travel authorization by more than the allowed percentage. Please provide an justification explaining why the cost is significantly higher.</td> </tr> </tbody> </table> <p>Justification: Extra day was required to accomplish the mission. Clear Justification</p>	Status	Comments	FAIL	Vch COST (TRIP 1) IS NOT WITHIN 15% OF COST (TRIP000AJV) The current cost of your trip has exceeded the estimated cost from your travel authorization by more than the allowed percentage. Please provide an justification explaining why the cost is significantly higher.											
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<p>Step 17: Complete Signing Process Select the Continue Stamping the Document button to complete.</p>	 <p>Cancel Pre-Audit Results Continue Stamping the Document Justify Pre-Audit Results</p>															
<p>Step 18: Close and Route Document Notice the list of required receipts in the Receipt Checklist section. Receipts can be added on the Summary page or the Expenses page of the Voucher. Select the Close Post Stamping Closure Screen button to close the Voucher and begin the routing process.</p>	 <p>Close Post Stamping Document Closure Screen</p> <p>Post Stamping Document Closure for TRIP000AJV</p> <p>QUICK TIP The document's routing list is shown below. more</p> <p>Receipt Checklist</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Description</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>02/24/15</td> <td>Lodging</td> <td>139</td> </tr> <tr> <td>02/25/15</td> <td>Lodging</td> <td>139</td> </tr> <tr> <td>02/26/15</td> <td>Lodging</td> <td>139</td> </tr> <tr> <td>02/27/15</td> <td>Lodging</td> <td>139</td> </tr> </tbody> </table>	Date	Description	Cost	02/24/15	Lodging	139	02/25/15	Lodging	139	02/26/15	Lodging	139	02/27/15	Lodging	139
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You have successfully adjusted travel dates on a Voucher in CGE!