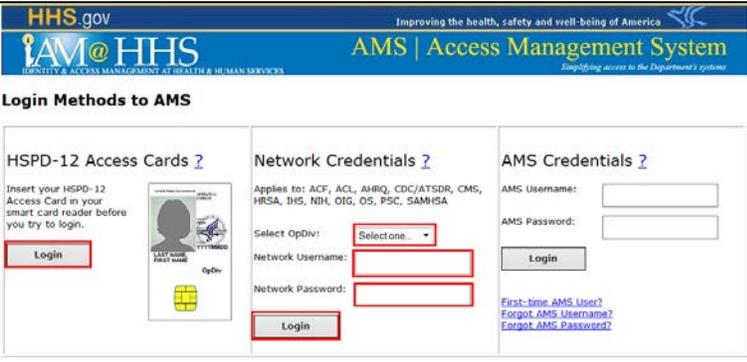
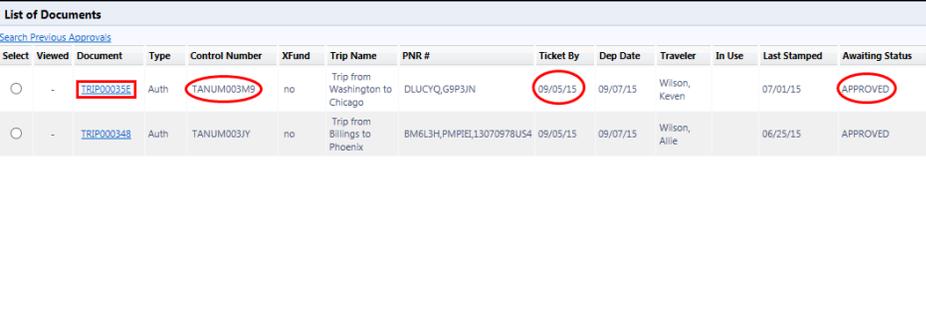


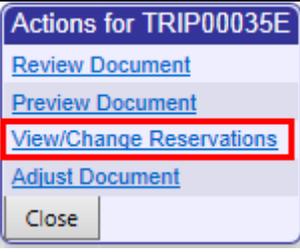


Concur Government Edition (CGE) Job Aid: Reviewing and Approving a Travel Document-Full View Process.

Purpose: To provide a step-by-step guide to reviewing and approving an Authorization or Voucher by opening the document and creating an adjustment. This process allows you to edit the document as needed.

Audience: Approving/Routing Officials

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: Open CGE From the Home page of AMS select the E-Travel link.</p>																																											
<p>Step 3: Select Approvals Tab From the Home Page of CGE, select the Approvals tab to view all documents awaiting your approval.</p>																																											
<p>Step 4: Identify Document Identify the travel document that you need to approve by either the Document Name or the Control Number/TANUM. The Ticket By date indicates the last day to approve an Authorization in order to avoid an auto-cancel. The Awaiting Status column displays the next stamp to be applied to the document. Select the Document Name.</p>	 <table border="1"> <thead> <tr> <th>Select</th> <th>Viewed</th> <th>Document</th> <th>Type</th> <th>Control Number</th> <th>XFund</th> <th>Trip Name</th> <th>PNR #</th> <th>Ticket By</th> <th>Dep Date</th> <th>Traveler</th> <th>In Use</th> <th>Last Stamped</th> <th>Awaiting Status</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>-</td> <td>TRIP00035E</td> <td>Auth</td> <td>TANUM003M9</td> <td>no</td> <td>Trip from Washington to Chicago</td> <td>DLUCYQ,G9P3JN</td> <td>09/05/15</td> <td>09/07/15</td> <td>Wilson, Keven</td> <td></td> <td>07/01/15</td> <td>APPROVED</td> </tr> <tr> <td><input type="radio"/></td> <td>-</td> <td>TRIP000348</td> <td>Auth</td> <td>TANUM003JY</td> <td>no</td> <td>Trip from Billings to Phoenix</td> <td>BM6L3H,PMPIEL13070978U54</td> <td>09/05/15</td> <td>09/07/15</td> <td>Wilson, Allie</td> <td></td> <td>06/25/15</td> <td>APPROVED</td> </tr> </tbody> </table>	Select	Viewed	Document	Type	Control Number	XFund	Trip Name	PNR #	Ticket By	Dep Date	Traveler	In Use	Last Stamped	Awaiting Status	<input type="radio"/>	-	TRIP00035E	Auth	TANUM003M9	no	Trip from Washington to Chicago	DLUCYQ,G9P3JN	09/05/15	09/07/15	Wilson, Keven		07/01/15	APPROVED	<input type="radio"/>	-	TRIP000348	Auth	TANUM003JY	no	Trip from Billings to Phoenix	BM6L3H,PMPIEL13070978U54	09/05/15	09/07/15	Wilson, Allie		06/25/15	APPROVED
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<p>Instruction:</p> <p>Step 5: Check for Policy Violations In the “Actions for...” pop up window, select View/Change Reservation to check for any policy violations.</p> <p>Note: The Preview Document link will display a printed version of the document and the Review Document link will allow you to review the document summary without stamping it.</p>	<p>Screenshot:</p> 															
<p>Step 5 (con’t): Check for Policy Violations The History/Notes section indicates whether any policies were violated when booking travel. If a policy was violated, you may scroll further down on this page to see the options that are within policy that were presented to the user, but not chosen. After reviewing, select the Close button.</p>	<p>Approval Status/History: Administrator Approval Required. Request Created on Wednesday, July 01, 2015 at 12:36 pm Eastern time by Keven Wilson.</p> <p>History/Notes: Flight segment Air Segment added on Wednesday, July 01, 2015 at 12:36 pm Eastern time. No rules were broken. Car segment Car Segment in Chicago added on Wednesday, July 01, 2015 at 12:36 pm Eastern time. No rules were broken. Hotel segment La Quinta Inn & Suites Chicago Downtown added on Wednesday, July 01, 2015 at 12:37 pm Eastern time. No rules were broken.</p> <p>The Itinerary has still been reserved. The travel approver must approve the trip, or the traveler must withdraw the trip request to cancel the reservation and avoid hotel no-show fees.</p> <p style="text-align: right;">Close</p>															
<p>Step 6: Open the Document Select the Document name again and then select the Adjust Document link from the Actions pop up to open the document.</p>	<p>List of Documents</p> <p>Search Previous Approvals</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Viewed</th> <th>Document</th> <th>Actions for TRIP00035E</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>-</td> <td>TRIP00035E</td> <td> Review Document Preview Document View/Change Reservations Adjust Document Close </td> </tr> <tr> <td><input type="radio"/></td> <td>-</td> <td>TRIP000348</td> <td></td> </tr> </tbody> </table>	Select	Viewed	Document	Actions for TRIP00035E	<input type="radio"/>	-	TRIP00035E	Review Document Preview Document View/Change Reservations Adjust Document Close	<input type="radio"/>	-	TRIP000348				
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<p>Step 7: Select Latest Version If necessary, select the edit icon next to the latest version of the document to open.</p>	<p>Document Version List</p> <table border="1"> <thead> <tr> <th>Document Type</th> <th>Level</th> <th>Date</th> <th>Time</th> <th>Adjustor</th> </tr> </thead> <tbody> <tr> <td> ADJUSTMENT **</td> <td>2</td> <td>01/23/15</td> <td>12:31PM</td> <td>Keven Wilson</td> </tr> <tr> <td> ORIGINAL</td> <td>1</td> <td>12/05/14</td> <td>1:13PM</td> <td>Trainer Wilson</td> </tr> </tbody> </table>	Document Type	Level	Date	Time	Adjustor	ADJUSTMENT **	2	01/23/15	12:31PM	Keven Wilson	ORIGINAL	1	12/05/14	1:13PM	Trainer Wilson
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<p>Step 8: Edit Document Select the Edit Document button to begin the approval process.</p> <p>Note: Opening the document in view-only will not allow you to apply the stamp directly to the document. To see a view-only version of the approval process, see the job aid entitled: Approving a Travel Document-Summary View Process.</p>	<p style="text-align: right;">Edit Document Get Document as View-Only Cancel Opening Document</p> <p>Open Document Signature for TRIP00035E</p> <p> QUICK TIP The Signature PIN is case sensitive.more</p> <p>Reason: <input type="text"/></p>															

Instruction:

Step 9: Summary Page

The Summary page displays the Document Details field which provides a description of the trip. You can scroll down on this page to see all of the detail of the trip or you can select each tab at the top.

Screenshot:

Step 10: Review Expenses

Select the Expenses & Receipts tab to review all expenses for accuracy and necessity. Select the scroll bar to review all expense and see the receipts section of the page.

#	Action	Delete	Date	Source	Expense Description	Amount	Type
1		<input type="checkbox"/>	07/01/2015		TDY Voucher Fee	14.75	RO
2		<input type="checkbox"/>	07/01/2015		Travel Fee	8.26	RO
3		<input type="checkbox"/>	09/07/2015		Airfare	208.20	
4		<input type="checkbox"/>	09/07/2015		Hotel Tax	20.00	
5		<input type="checkbox"/>	09/07/2015		Lodging	192.00	
6		<input type="checkbox"/>	09/07/2015		M&IE	53.25	
7		<input type="checkbox"/>	09/07/2015		Rental Car	292.64	
8		<input type="checkbox"/>	09/08/2015		Hotel Tax	20.00	
9		<input type="checkbox"/>	09/08/2015		Lodging	192.00	
10		<input type="checkbox"/>	09/08/2015		M&IE	71.00	

Step 11: Review Receipts

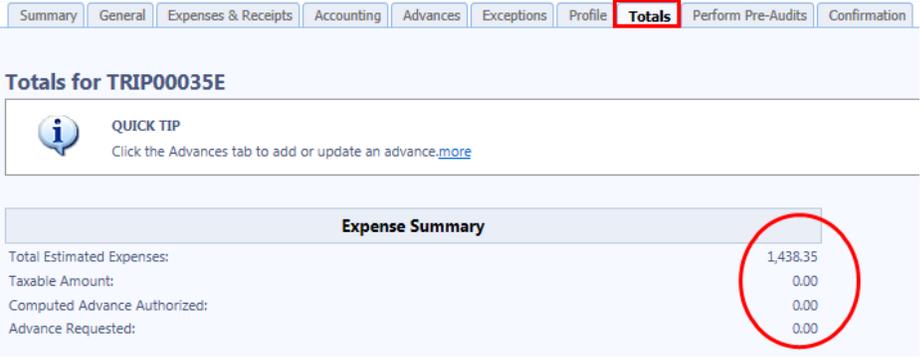
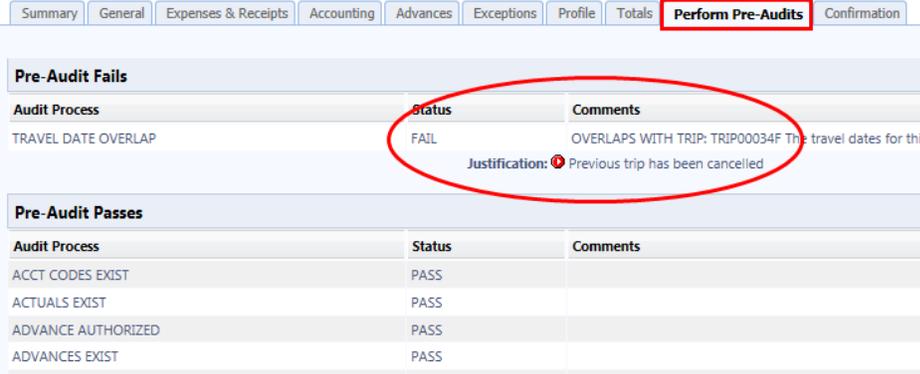
The Receipts section at the bottom of the Expenses & Receipts tab contains any type of documentation that was attached to the travel document. Select the View Receipts link to view.

Step 12: Review Accounting Information

Select the Accounting tab to see to Line of Accounting (LOA) for this trip. If you need to change the LOA, see the job aid entitled: Changing an Account Code.

Note: Per the 2012 HHS Travel Policy Manual, it is the responsibility of the Certifier to verify that the correct accounting information has been applied to the document and that funds are available for the trip.

Edit	Delete	Organization	Label	Sponsored	LT Taxable	Default	Classification Code
		HHS	Test LOA			<input checked="" type="radio"/>	2015/21104/D/9210025

<p>Instruction:</p> <p>Step 13: Review the Total Cost Select the Totals tab to see the total cost of the trip and any request for an advance. Scroll down on the totals page to see the total cost of each expense category.</p>	<p>Screenshot:</p> 
<p>Step 14: Check for Pre-Audits Select the Perform Pre-Audits tab to see if any items have failed and if sufficient justifications have been applied where necessary.</p>	<p>Screenshot:</p> 
<p>Step 15: Stamp Document Select the Confirmation tab to stamp the document. Choose the APPROVED stamp if the document is in order. (The Status to Apply stamp will default to the appropriate stamp depending on the stage of the routing process.) Then select Stamp and Submit Document.</p> <p>Note: You may return the document to the Traveler or Preparer if changes need to be made by selecting the RETURNED stamp from the drop down. This will require a reason to be chosen from the Reason drop down. Then select Stamp and Submit Document</p>	<p>Screenshot:</p> 
<p>Step 16: Continue Stamping the Document CGE will return you to the Pre-Audit page to verify the pre-audits again. Select the Continue Stamping the Document button.</p>	<p>Screenshot:</p> 
<p>Step 17: Close Document Select the Close Post Stamping Document Closure Screen button to complete the approval process.</p> <p>Note: This screen will only appear if there are more steps in the routing process.</p>	<p>Screenshot:</p> 

You have successfully reviewed and approved a travel document in CGE!