

**Concur Government Edition (CGE) Job Aid: Copying an Authorization**

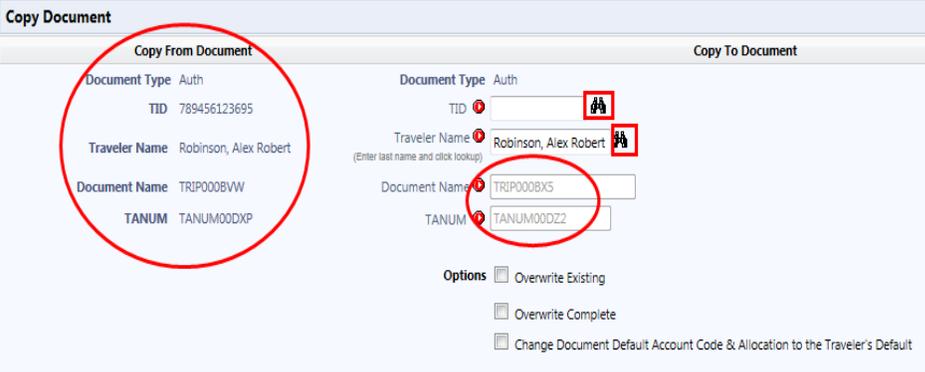
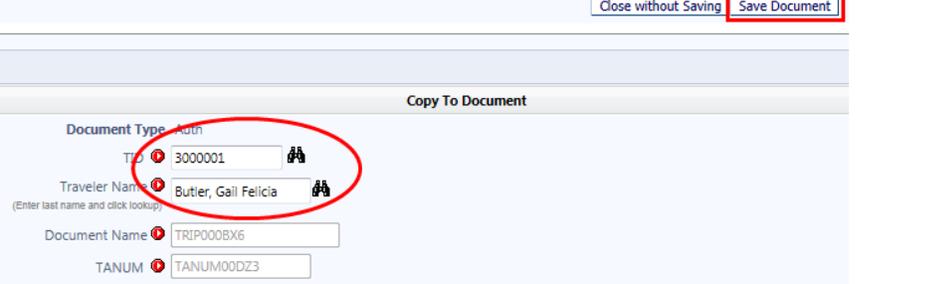
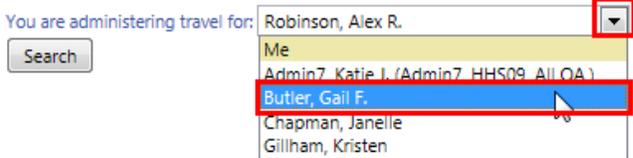
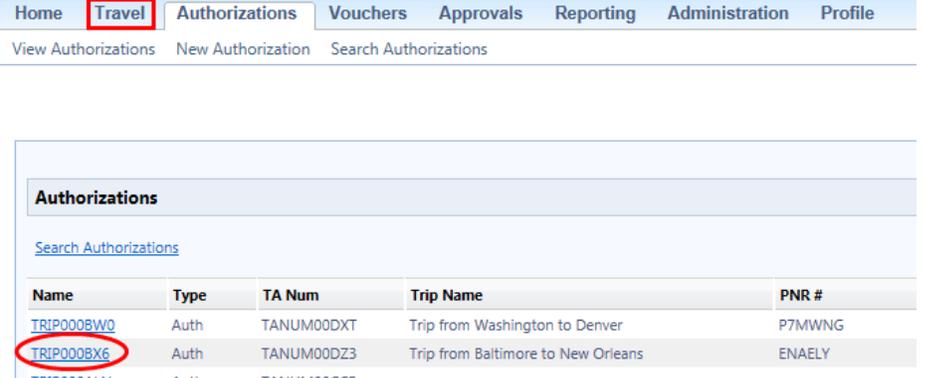
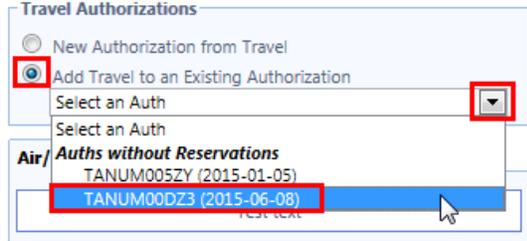


**Purpose:** To provide a step-by-step guide to copying an Authorization in CGE. This may include copying a trip for the same Traveler or copying a trip to assign to a different Traveler.

**Audience:** Travelers and Preparers

**Note:** Only a Preparer can assign a copied Authorization to a different Traveler.

Instruction:	Screenshot:
<p><b>Step 1: Log into AMS</b> 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 <a href="https://ams.hhs.gov">https://ams.hhs.gov</a></p>	
<p><b>Step 2: Select CGE</b> From the Home page of AMS select the E-Travel link.</p>	
<p><b>Step 4: Select Authorizations Tab</b> Select the Authorizations tab to see a list of current Authorizations.</p>	
<p><b>Step 5: Select Document</b> Select the name of the document in the Name column and then select the Copy Document link in the pop up window.</p>	

<p><b>Instruction:</b></p> <p><b>Step 6: Copy Document</b>  CGE identifies the current document on the left side of the page. The new document is automatically assigned a new Document Name and TANUM on the right. Select the binoculars next to either the TID (Traveler Identification) field or the Traveler Name field and select the Traveler for the new Authorization. (You must search for and select the Traveler as appeared on the original Authorization.)</p> <p>Note: Do NOT select any of the check boxed listed as Options.</p>	<p><b>Screenshot:</b></p> 																				
<p><b>Step 7: Save Document</b>  Select the Save Document button to complete. All conditions and items from the original Authorization, except the travel reservation, are now copied to the new Authorization.</p>																					
<p><b>Step 8: Choose Traveler</b>  If you have assigned the new document to a different Traveler, select the drop down arrow next to the "You are administering travel for:" and select the Traveler.</p>																					
<p><b>Step 9: Select Travel Tab</b>  To add the travel reservation to this Authorization, select the Travel tab.</p> <p>If no travel reservations are needed, access the document from the list of Authorizations and skip to step 11.</p>	 <table border="1"> <thead> <tr> <th>Name</th> <th>Type</th> <th>TA Num</th> <th>Trip Name</th> <th>PNR #</th> </tr> </thead> <tbody> <tr> <td><a href="#">TRIP000BW0</a></td> <td>Auth</td> <td>TANUM00DXT</td> <td>Trip from Washington to Denver</td> <td>P7MWNG</td> </tr> <tr> <td><a href="#">TRIP000BX6</a></td> <td>Auth</td> <td>TANUM00DZ3</td> <td>Trip from Baltimore to New Orleans</td> <td>ENAELY</td> </tr> <tr> <td><a href="#">TRIP000ALN</a></td> <td>Auth</td> <td>TANUM00CCF</td> <td></td> <td></td> </tr> </tbody> </table>	Name	Type	TA Num	Trip Name	PNR #	<a href="#">TRIP000BW0</a>	Auth	TANUM00DXT	Trip from Washington to Denver	P7MWNG	<a href="#">TRIP000BX6</a>	Auth	TANUM00DZ3	Trip from Baltimore to New Orleans	ENAELY	<a href="#">TRIP000ALN</a>	Auth	TANUM00CCF		
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<p><b>Step 10: Select Authorization</b>  From the Travel tab, select the radio button next to "Add Travel to an Existing Authorization". Then select the drop down arrow and choose the TANUM for the new Authorization. Proceed to book travel as normal.</p> <p>To see the full process for booking a travel reservation, see the job aid "Booking Travel in CGE".</p>																					

**Instruction:**

**Step 11: Update Authorization**  
 After booking travel, CGE returns to the Authorization. Update the document as needed.

To see the full process of creating an Authorization, see the job aid: "Creating an Authorization from a Travel Reservation in CGE".

**Screenshot:**

Traveler: Gail Butler Auth: TRIP000BX6 (TANUM00DZ3)

Summary | **General** | **Expenses** | **Accounting** | Advances | Exceptions | Profile | Totals | **Perform Pre-Audits** | **Confirmation**

**Document Summary for TRIP000BX6**

**QUICK TIP**  
 For specific information, click on a Details link. You can sign and stamp your document from the Document Status section. [more](#)

**Document Information**

		TANUM:	TANUM00DZ3	Currency:	U.S. Dollar	Type:
Location Purpose	Location	From	To	Per Diem Rates		
MISSION (OPERATIONAL)	NEW ORLEANS, LA	06/08/15	06/11/15	151.00 / 71.00 (01/01/15-06/30/15)		

**You have successfully copied an Authorization in CGE!**