



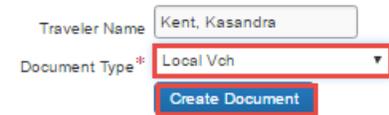
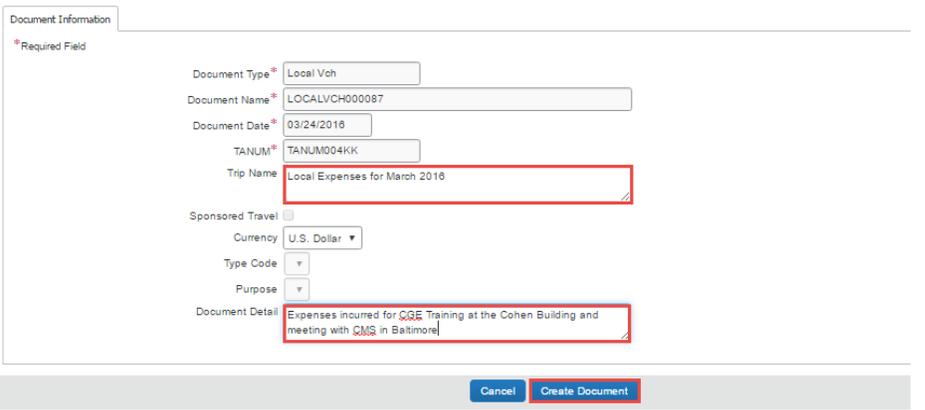
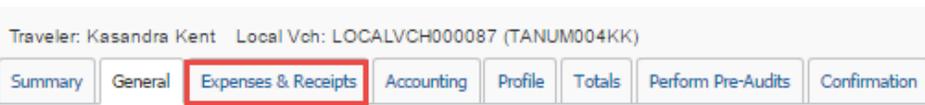
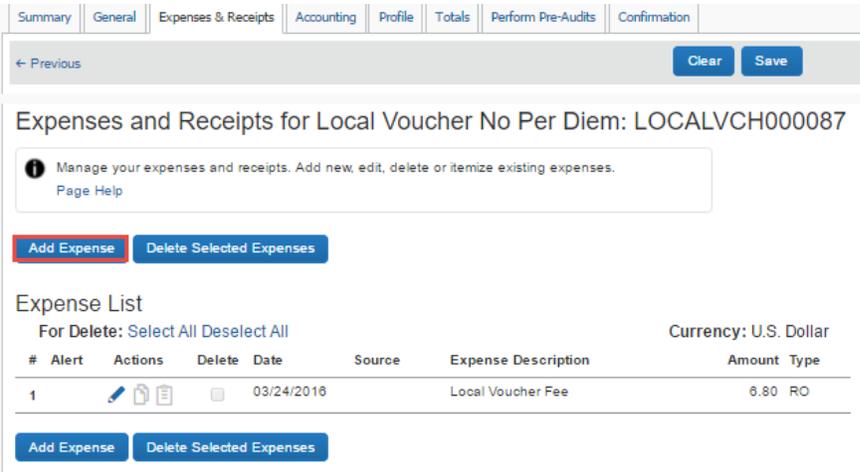
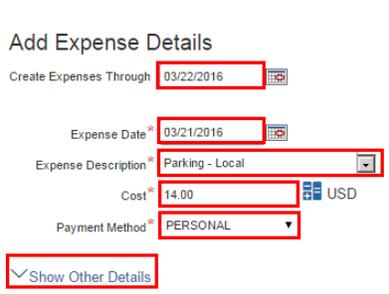
ConcurGov Job Aid: Creating a Local Voucher

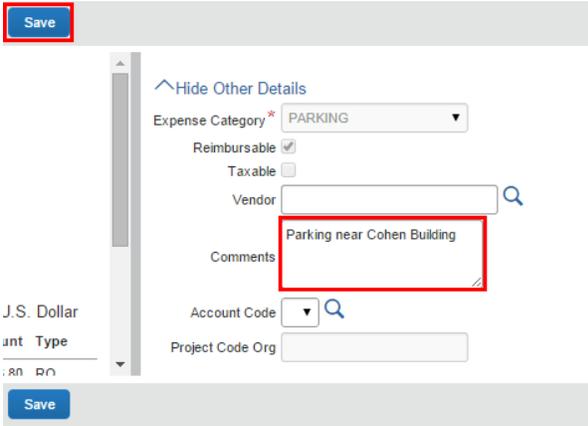
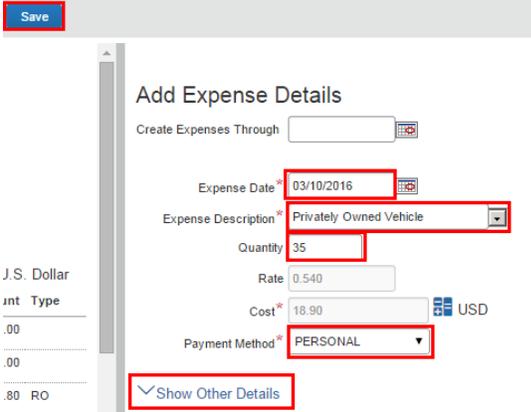
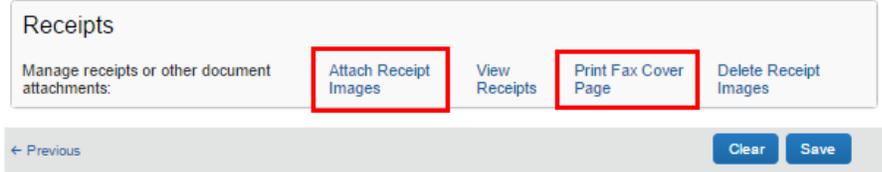
Purpose: To provide a step-by-step guide to creating a Voucher for reimbursement of local travel in ConcurGov.

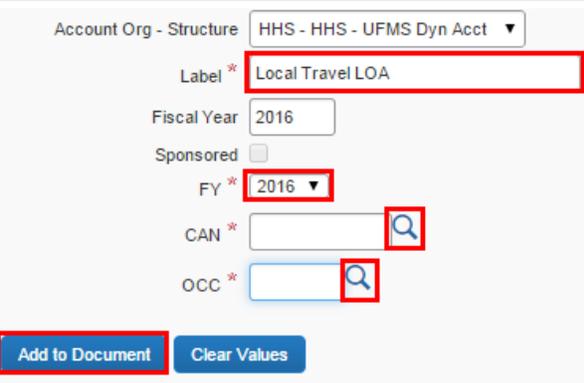
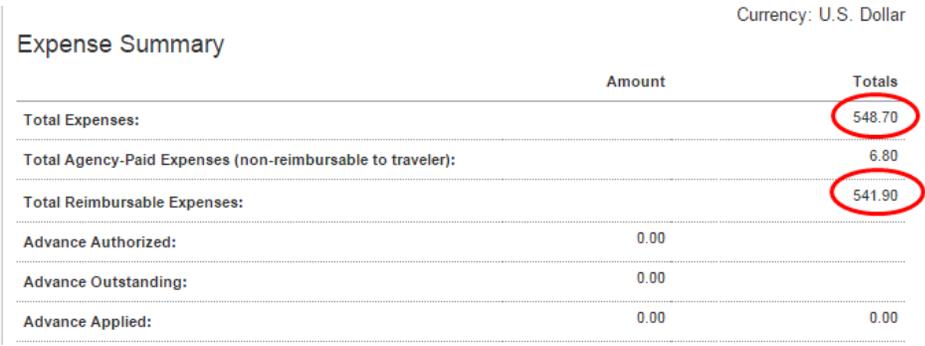
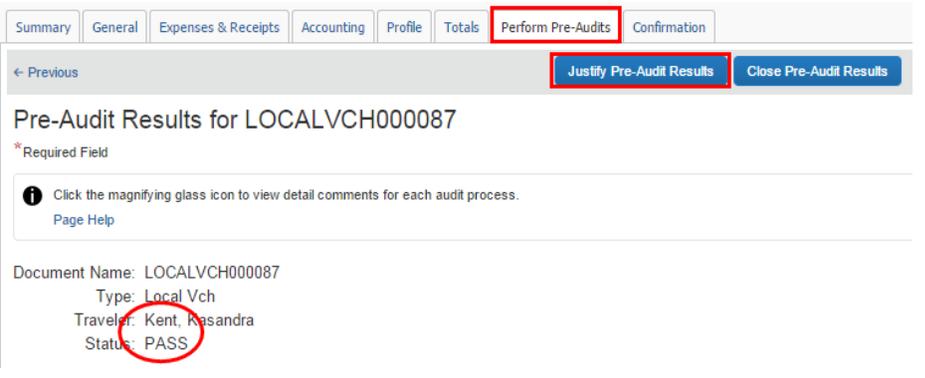
Local travel is considered any travel within 50 miles of the employee's home or duty station (75 miles for IHS employees).

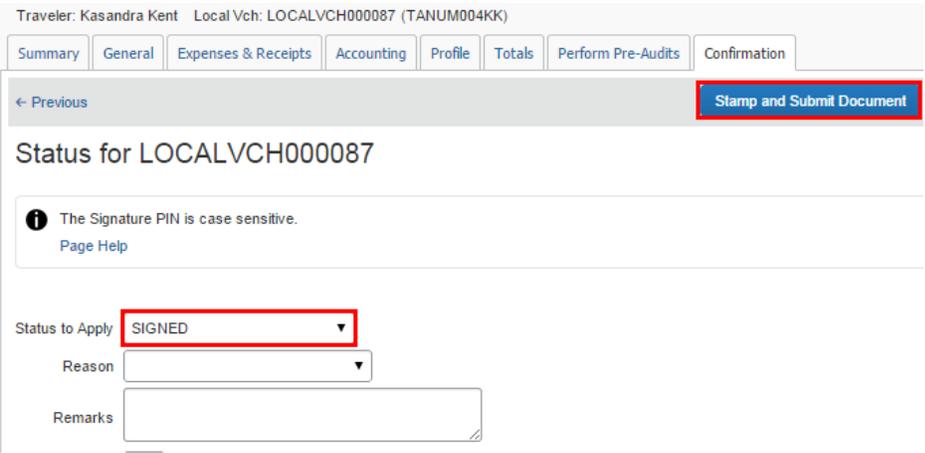
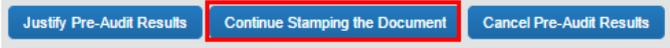
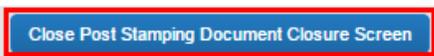
Audience: Travelers and Federal Travel Arrangers

<p>Instruction:</p> <p>Step 1: Log into AMS Log into ConcurGov via AMS using either your PIV card or your HHS network username and password.</p> <p>Note: AMS can be accessed through the HHS intranet or via the internet at https://ams.hhs.gov</p>	<p>Screenshot:</p>
<p>Step 2: Select ConcurGov From the Home page of AMS, select the E-Travel link.</p>	
<p>Step 3: Select Vouchers Tab From the ConcurGov Home page, select the Vouchers tab.</p>	
<p>Step 4: Select New Voucher Select the New Voucher tab.</p>	

<p>Instruction:</p> <p>Step 5: Select Document Type Select the drop down menu and choose Local Voucher. Then select the Create Document button.</p>	<p>Screenshot:</p> 																		
<p>Step 6: Create Document Enter a Trip Name for the Local Voucher that will help you identify the document later. Enter a description for the local expenses in the Document Details field. Then select the Create Document Button.</p>	<p>Screenshot:</p> 																		
<p>Step 7: Select Expenses & Receipts Tab Select the Expenses & Receipts tab to enter the local travel expenses.</p>	<p>Screenshot:</p> 																		
<p>Step 8: Select Add Expense - Enter any expenses for the Local Voucher by selecting the Add Expense button.</p>	<p>Screenshot:</p>  <table border="1"> <thead> <tr> <th>#</th> <th>Alert</th> <th>Actions</th> <th>Delete</th> <th>Date</th> <th>Source</th> <th>Expense Description</th> <th>Amount</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td></td> <td>03/24/2016</td> <td></td> <td>Local Voucher Fee</td> <td>6.80</td> <td>RO</td> </tr> </tbody> </table>	#	Alert	Actions	Delete	Date	Source	Expense Description	Amount	Type	1				03/24/2016		Local Voucher Fee	6.80	RO
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<p>Step 9: Enter the Expense Details Enter the date, description, cost, and method of payment. If this is an expense that was incurred on consecutive days, enter the last date of the expense in the Create Expenses Through field.</p>	<p>Screenshot:</p> 																		

<p>Instruction:</p> <p>Step 10: Enter a Comment Enter an explanation for this expense in the Comments field. This will display on the Summary page. When complete, select the Save button.</p>	<p>Screenshot:</p> 
<p>Step 11: Enter Additional Expenses Continue to add any local expenses such as public transit, mileage, and tolls. Be sure to always select the Add Expense button before entering a new expense. Then select Save button</p>	
<p>Step 12: Attach Receipts Scroll to the bottom of the list of expenses to attach any necessary receipts to the Local Voucher. Attach any soft copies of receipts by selecting the "Attach Receipt Images" link and choosing the receipt from your hard drive. Alternatively, fax hard copies of your receipts by selecting the "Print Fax Cover Page" link and faxing the receipts to ConcurGov.</p>	
<p>Step 13: Select Accounting Tab Select the Accounting tab to add the accounting information.</p>	
<p>Step 14: Enter LOA Label and Fiscal Year Enter a Label for this LOA based on your OpDiv/StaffDiv guidelines. Choose the fiscal year of the expenses in the FY drop down. Select the magnifying glass to search for</p>	

<p>Instruction:</p> <p>and select a Common Account Number (CAN) and Object Class Code. Then select the Add to Document button.</p> <p>Note: The magnifying glass could appear as a drop down menu based on your OpDiv/StaffDiv configuration.</p>	<p>Screenshot:</p> 																					
<p>Step 15: Select Totals Tab</p> <p>Select the Totals tab to see the total amount of expenses and reimbursement.</p>																						
<p>Step 16: Verify Total</p> <p>The Expense Summary section of the Totals page displays the total expenses and the total reimbursable amount of the local expenses.</p>	 <table border="1"> <thead> <tr> <th></th> <th>Amount</th> <th>Totals</th> </tr> </thead> <tbody> <tr> <td>Total Expenses:</td> <td></td> <td>548.70</td> </tr> <tr> <td>Total Agency-Paid Expenses (non-reimbursable to traveler):</td> <td></td> <td>6.80</td> </tr> <tr> <td>Total Reimbursable Expenses:</td> <td></td> <td>541.90</td> </tr> <tr> <td>Advance Authorized:</td> <td>0.00</td> <td></td> </tr> <tr> <td>Advance Outstanding:</td> <td>0.00</td> <td></td> </tr> <tr> <td>Advance Applied:</td> <td>0.00</td> <td>0.00</td> </tr> </tbody> </table>		Amount	Totals	Total Expenses:		548.70	Total Agency-Paid Expenses (non-reimbursable to traveler):		6.80	Total Reimbursable Expenses:		541.90	Advance Authorized:	0.00		Advance Outstanding:	0.00		Advance Applied:	0.00	0.00
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<p>Step 17: Select Pre-Audit Tab</p> <p>Select the Perform Pre-Audits tab to verify the audit tests.</p>																						
<p>Step 18: Identify Pre-Audit FAILS</p> <p>Check for any FAILS on the Pre-Audit List. Select the Justify Pre-Audit Results button to enter a justification for any failed audits.</p> <p>Note: A HARDFAIL (not shown) requires an adjustment to the document in order to proceed.</p>	 <p>Pre-Audit Results for LOCALVCH000087</p> <p>*Required Field</p> <p>Click the magnifying glass icon to view detail comments for each audit process.</p> <p>Page Help</p> <p>Document Name: LOCALVCH000087 Type: Local Vch Traveler: Kent, Kasandra Status: PASS</p>																					
<p>Step 19: Select Confirmation Tab</p> <p>Select the Confirmation tab to sign the document.</p>																						

Instruction:	Screenshot:
<p>Step 20: Sign the Local Voucher Select the SIGNED stamp from the Status to Apply drop down. Then select the Stamp and Submit Document button to continue.</p> <p>Note: An Arranger must choose the VOUCHER PREPARED stamp in order to route the document to the Traveler for verification and signature. An Arranger cannot sign on behalf of the Traveler.</p>	
<p>Step 21: Continue Stamping Select the Continue Stamping the Document button to complete.</p>	
<p>Step 22: Close and Route Voucher Select the Close Post Stamping Document Closure Screen button to close the Local Voucher and begin the routing process.</p>	

You have successfully created a Local Voucher in ConcurGov!