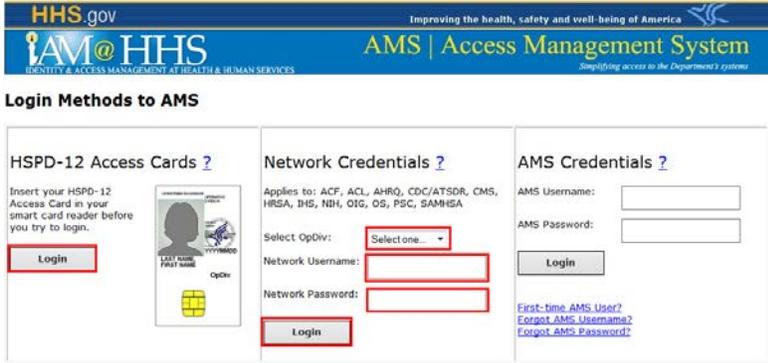
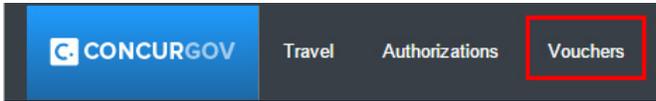
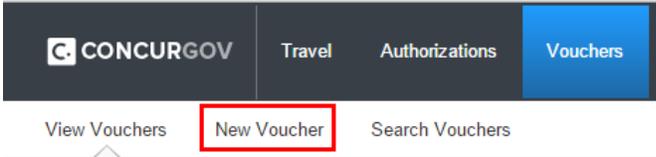


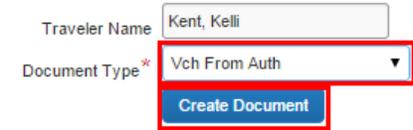
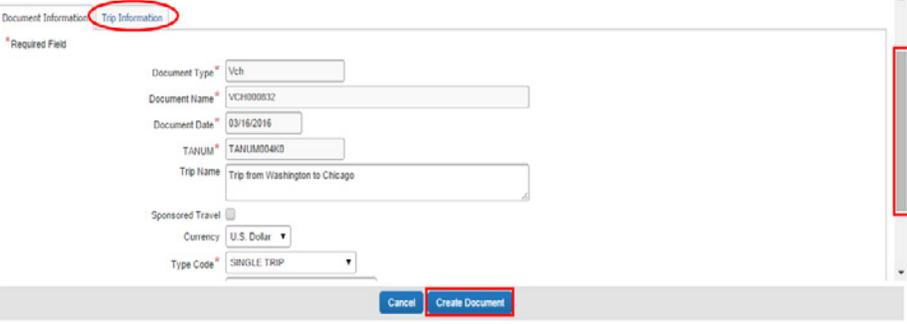
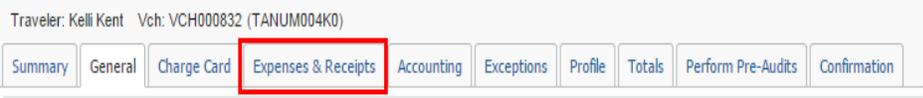


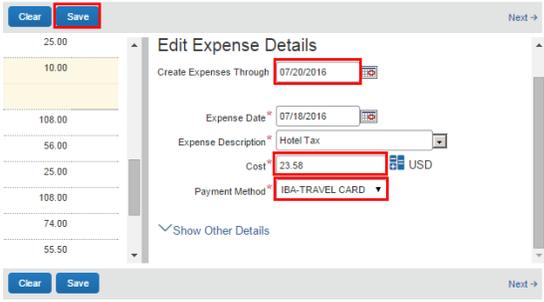
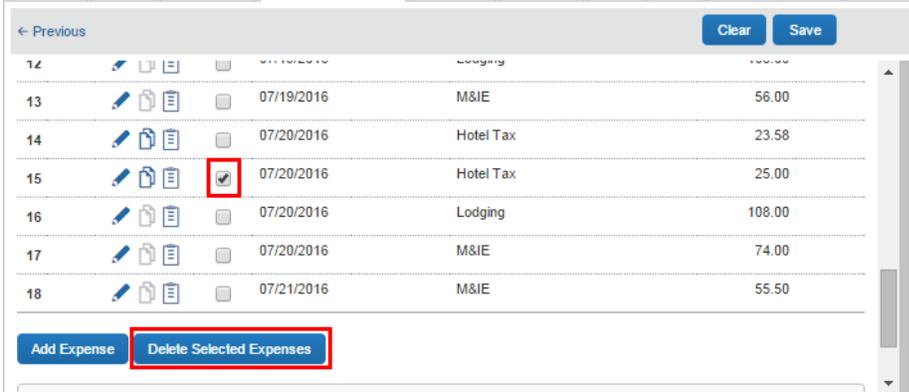
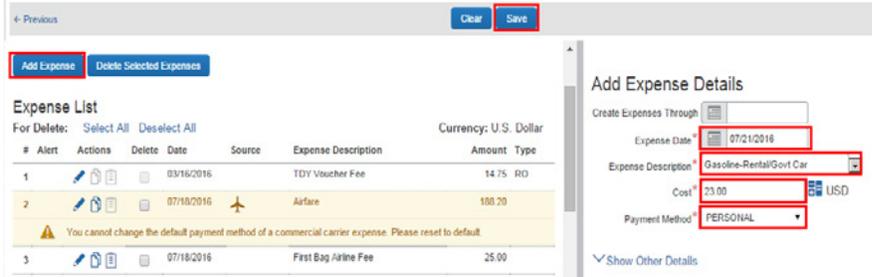
ConcurGov Job Aid: Creating a Voucher

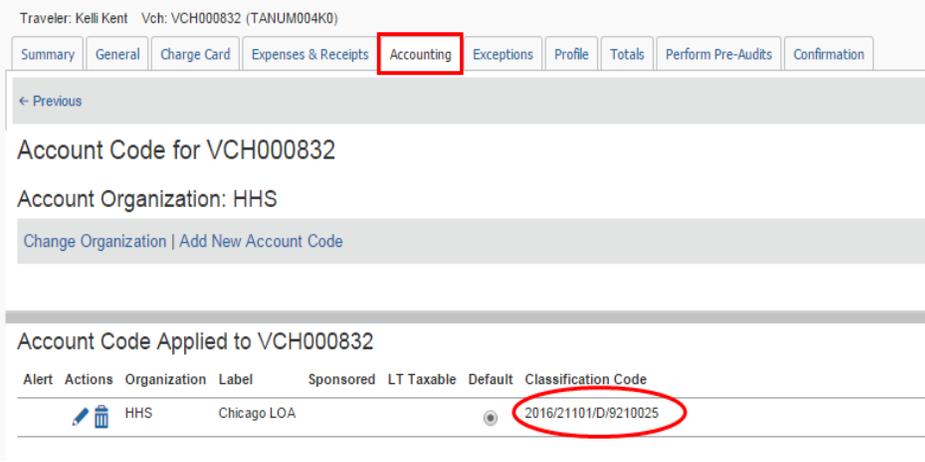
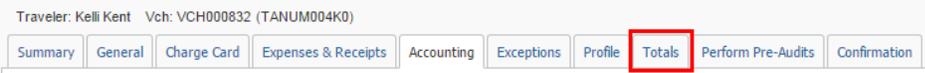
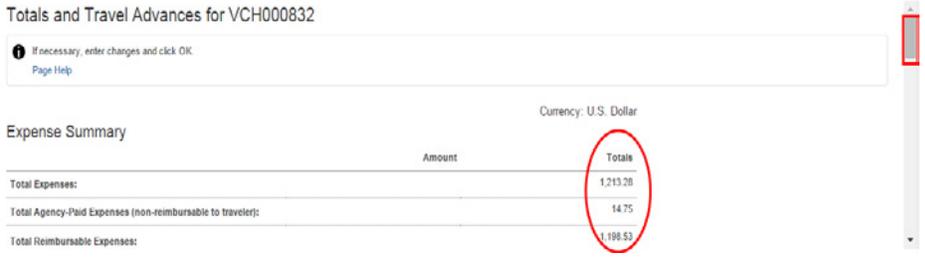
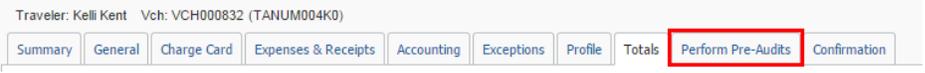
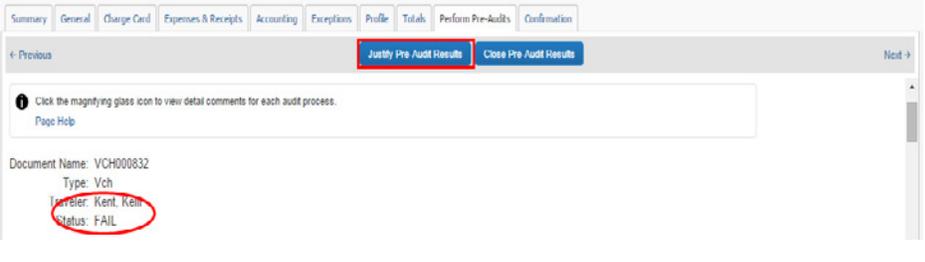
Purpose: To provide a step-by-step guide to creating a Voucher in ConcurGov.

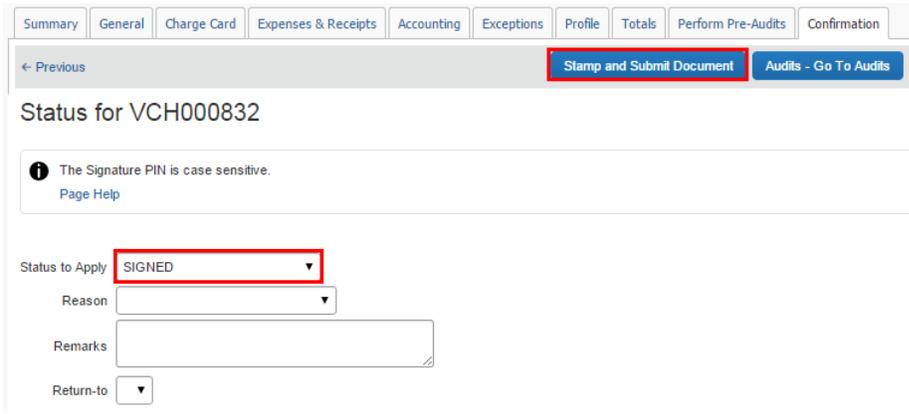
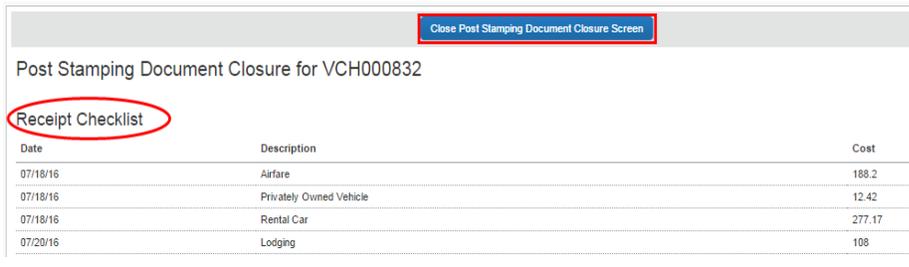
Audience: Travelers and Federal Traveler Arrangers

<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 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 button to begin.</p>	

Instruction:	Screenshot:																																																						
Step 5: Select Document Type Select the drop down menu and choose Vch From Auth. Then select Create Document.																																																							
Step 6: Select the Authorization In the Document List section, select the edit icon next to the Authorization that is ready to be vouchered. This can be identified by the Document Name, TA Num, or Departure Date.																																																							
Step 7: Create Document Verify that the Document Information tab and the Trip Information tab contain the correct details and then select Create Document.																																																							
Step 8: Select Expenses & Receipts Tab Select the Expenses & Receipts tab to enter the actual expenses for this trip.																																																							
Step 9: Edit an Expense To edit an expense, select the edit icon next to the expense.	 <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><input type="checkbox"/></td> <td>03/16/2016</td> <td></td> <td>TDY Voucher Fee</td> <td>14.75</td> <td>RO</td> </tr> <tr> <td>2</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td>07/18/2016</td> <td></td> <td>Airfare</td> <td>188.20</td> <td></td> </tr> <tr> <td>3</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td>07/18/2016</td> <td></td> <td>First Bag Airline Fee</td> <td>25.00</td> <td></td> </tr> <tr> <td>4</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td>07/18/2016</td> <td></td> <td>Hotel Tax</td> <td>25.00</td> <td></td> </tr> <tr> <td>5</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td>07/18/2016</td> <td></td> <td>Lodging</td> <td>108.00</td> <td></td> </tr> </tbody> </table>	#	Alert	Actions	Delete	Date	Source	Expense Description	Amount	Type	1			<input type="checkbox"/>	03/16/2016		TDY Voucher Fee	14.75	RO	2			<input type="checkbox"/>	07/18/2016		Airfare	188.20		3			<input type="checkbox"/>	07/18/2016		First Bag Airline Fee	25.00		4			<input type="checkbox"/>	07/18/2016		Hotel Tax	25.00		5			<input type="checkbox"/>	07/18/2016		Lodging	108.00	
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<p>Instruction:</p> <p>Step 9 continued: Edit an Expense Update the date, cost, and/or payment method and then select Save.</p>	<p>Screenshot:</p> 
<p>Step 10: Delete an Expense To delete an expense, select the checkbox in the Delete column next to the expense. Then select the Delete Selected Expenses button.</p>	
<p>Step 11: Add an Expense To add an expense, select the Add Expense button. Enter the Expense Date, Expense Description, Cost, and Payment Method for the new expense. Select the Create Expenses Through field and enter an end date if this expense includes multiple consecutive dates. Then select Save.</p>	
<p>Step 12: Attach Receipts Scroll down on the Expenses & Receipts page to attach any receipts. Attach soft copies of receipts to the Voucher 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>Receipts</p> <p>Manage receipts or other document attachments:</p> <p>Attach Receipt Images View Receipts Print Fax Cover Page Delete Receipt Images</p>

<p>Instruction:</p> <p>Step 13: Verify Accounting Information</p> <p>Select the Accounting tab to verify the accounting information. If the accounting information that was entered on the Authorization is no longer correct, contact your Certifier or FATA.</p>	<p>Screenshot:</p>  <p>Traveler: Kelli Kent Vch: VCH000832 (TANUM004K0)</p> <p>Summary General Charge Card Expenses & Receipts Accounting Exceptions Profile Totals Perform Pre-Audits Confirmation</p> <p>← Previous</p> <p>Account Code for VCH000832</p> <p>Account Organization: HHS</p> <p>Change Organization Add New Account Code</p> <hr/> <p>Account Code Applied to VCH000832</p> <table border="1"> <thead> <tr> <th>Alert</th> <th>Actions</th> <th>Organization</th> <th>Label</th> <th>Sponsored</th> <th>LT Taxable</th> <th>Default</th> <th>Classification Code</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>HHS</td> <td>Chicago LOA</td> <td></td> <td></td> <td><input checked="" type="radio"/></td> <td>2016/21101/D/9210025</td> </tr> </tbody> </table>	Alert	Actions	Organization	Label	Sponsored	LT Taxable	Default	Classification Code			HHS	Chicago LOA			<input checked="" type="radio"/>	2016/21101/D/9210025
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<p>Step 14: Select Totals Tab</p> <p>To see the total cost of the trip, including the reimbursable amount, select the Totals tab.</p>	 <p>Traveler: Kelli Kent Vch: VCH000832 (TANUM004K0)</p> <p>Summary General Charge Card Expenses & Receipts Accounting Exceptions Profile Totals Perform Pre-Audits Confirmation</p>																
<p>Step 15: Total Cost of Trip</p> <p>The Expense Summary section displays the Total Expenses and the Total Reimbursable Amount of the trip.</p>	 <p>Totals and Travel Advances for VCH000832</p> <p><i>If necessary, enter changes and click OK.</i> Page Help</p> <p>Currency: U.S. Dollar</p> <table border="1"> <thead> <tr> <th>Expense Summary</th> <th>Amount</th> <th>Totals</th> </tr> </thead> <tbody> <tr> <td>Total Expenses:</td> <td></td> <td>1,213.28</td> </tr> <tr> <td>Total Agency-Paid Expenses (non-reimbursable to traveler):</td> <td></td> <td>14.75</td> </tr> <tr> <td>Total Reimbursable Expenses:</td> <td></td> <td>1,198.53</td> </tr> </tbody> </table>	Expense Summary	Amount	Totals	Total Expenses:		1,213.28	Total Agency-Paid Expenses (non-reimbursable to traveler):		14.75	Total Reimbursable Expenses:		1,198.53				
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<p>Step 16: Traveler Reimbursement</p> <p>Scroll down to the Reimbursement Summary to see the amount to be reimbursed to the Traveler.</p>	 <p>Reimbursement Summary</p> <table border="1"> <thead> <tr> <th></th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Actual Charge Card:</td> <td>945.11</td> </tr> <tr> <td>Traveler Reimbursement: (Due From Traveler if negative)</td> <td>253.42</td> </tr> <tr> <td>Total Amount Reimbursed:</td> <td>1,198.53</td> </tr> </tbody> </table>		Amount	Actual Charge Card:	945.11	Traveler Reimbursement: (Due From Traveler if negative)	253.42	Total Amount Reimbursed:	1,198.53								
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<p>Step 17: Perform Pre-Audit Check</p> <p>Select the Perform Pre-Audits tab to verify the audit tests.</p>	 <p>Traveler: Kelli Kent Vch: VCH000832 (TANUM004K0)</p> <p>Summary General Charge Card Expenses & Receipts Accounting Exceptions Profile Totals Perform Pre-Audits Confirmation</p>																
<p>Step 18: Identify Pre-Audit FAILS</p> <p>Check for any FAILS on the Pre-Audit List. These require a justification. Note: A HARDFAIL (not shown) requires an adjustment to the document in order to proceed.</p> <p>See the job aid “Creating An Authorization from a Travel Reservation” to see the process for entering a justification.</p>	 <p>Summary General Charge Card Expenses & Receipts Accounting Exceptions Profile Totals Perform Pre-Audits Confirmation</p> <p>← Previous Justify Pre Audit Results Close Pre Audit Results Next →</p> <p><i>Click the magnifying glass icon to view detail comments for each audit process.</i> Page Help</p> <p>Document Name: VCH000832 Type: Vch Traveler: Kelli Kent Status: FAIL</p>																

Instruction:	Screenshot:															
<p>Step 19: Select Confirmation Tab Select the Confirmation tab to sign the document.</p>	 <p>Traveler: Kelli Kent Vch: VCH000832 (TANUM004K0)</p> <p>Summary General Charge Card Expenses & Receipts Accounting Exceptions Profile Totals Perform Pre-Audits Confirmation</p>															
<p>Step 20: Sign the Voucher Select the SIGNED stamp from the Status to Apply drop down. 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>Summary General Charge Card Expenses & Receipts Accounting Exceptions Profile Totals Perform Pre-Audits Confirmation</p> <p>← Previous Stamp and Submit Document Audits - Go To Audits</p> <p>Status for VCH000832</p> <p>The Signature PIN is case sensitive. Page Help</p> <p>Status to Apply: SIGNED ▼ Reason: ▼ Remarks: <input type="text"/> Return-to: ▼</p>															
<p>Step 21: Continue Stamping Select the Continue Stamping the Document button to complete.</p>	 <p>← Previous Justify Pre-Audit Results Continue Stamping the Document Cancel Pre-Audit Results</p> <p>Pre-Audit Results for VCH000832</p> <p>* Required Field</p>															
<p>Step 22: Close and Route Voucher Select the Close Post Stamping Document Closure Screen button to close the Voucher and begin the routing process. Notice the Receipt Checklist area. This contains a list of the required receipts for the Traveler's OpDiv/StaffDiv.</p>	 <p>Close Post Stamping Document Closure Screen</p> <p>Post Stamping Document Closure for VCH000832</p> <p>Receipt Checklist</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Description</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>07/18/16</td> <td>Airfare</td> <td>188.2</td> </tr> <tr> <td>07/18/16</td> <td>Privately Owned Vehicle</td> <td>12.42</td> </tr> <tr> <td>07/18/16</td> <td>Rental Car</td> <td>277.17</td> </tr> <tr> <td>07/20/16</td> <td>Lodging</td> <td>108</td> </tr> </tbody> </table>	Date	Description	Cost	07/18/16	Airfare	188.2	07/18/16	Privately Owned Vehicle	12.42	07/18/16	Rental Car	277.17	07/20/16	Lodging	108
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You have successfully created a Voucher in ConcurGov!