

Concur Government Edition (CGE) Job Aid: Creating an Interim Voucher

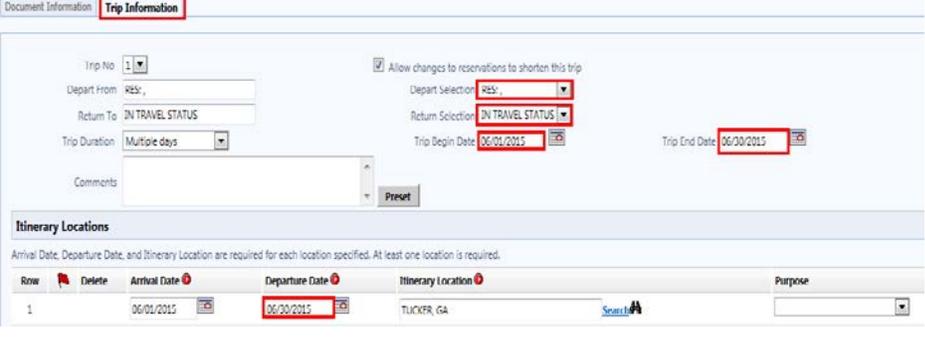
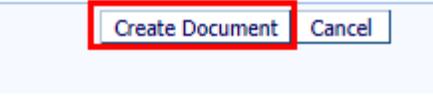
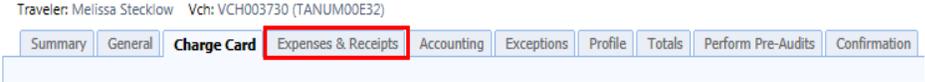


Purpose: To provide a step-by-step guide to creating an interim and final Voucher while on long term travel.

Audience: Travelers and Preparers

Note: Vouchers are required to be submitted a minimum of every 30 days while on long term travel.

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 via internet at https://ams.hhs.gov</p>	
<p>Step 2: Select CGE From the Home page of AMS, select the E-Travel link.</p>	
<p>Step 3: Select Vouchers Tab From the Home page of CGE, 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 Document Type drop down and choose Vch From Auth. Then select the Create Document button.																			
Step 6: Select Authorization In the Document List section, select the edit icon next to the Authorization for which you would like to create the interim Voucher.	 <table border="1"> <thead> <tr> <th>Type</th> <th>Document Name</th> <th>TA Num</th> <th>Cross Funded Org</th> <th>Dep Date</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td> Auth</td> <td>TRIP000CQ</td> <td>TANUM00E32</td> <td></td> <td>06/01/15</td> <td>APPROVED</td> </tr> <tr> <td> Auth</td> <td>TRIP000BQD</td> <td>TANUM00BEW</td> <td></td> <td>02/01/15</td> <td>APPROVED</td> </tr> </tbody> </table>	Type	Document Name	TA Num	Cross Funded Org	Dep Date	Status	Auth	TRIP000CQ	TANUM00E32		06/01/15	APPROVED	Auth	TRIP000BQD	TANUM00BEW		02/01/15	APPROVED
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Auth	TRIP000BQD	TANUM00BEW		02/01/15	APPROVED														
Part One: First Interim Voucher Follow steps 7-29 below to create the first interim Voucher for the long term travel.																			
Step 7: Select Trip Information Tab Select the Trip Information tab and set the following criteria for the first interim Voucher: Depart Selection: RES Return Selection: IN TRAVEL STATUS Trip Begin Date: First date of the Voucher Trip End Date: Last date to be included on this Voucher Departure Date: Same as Trip End Date																			
Step 8: Create Voucher Select the Create Document button to create the interim Voucher.																			
Step 9: Select Expense & Receipts Tab Select the Expense & Receipts tab to enter the expenses for this portion of the trip and to attach any paper receipts.																			

Instruction:

Step 10: Update Expenses

Only the expenses that were incurred during the trip dates specified in step 7 should be included on this Voucher. The full airfare and the hotel expenses through the Trip End Date for the interim Voucher should be included. The rental car should be deleted and added to the final Voucher if it was used for the full duration of the trip. To delete the rental car, select the check box next to the rental car expense and then select the Delete Selected Expenses button.

To edit any estimated expense, i.e., the hotel tax, select the Edit icon next to the expense.

Note: The expenses on this page should automatically end on the Trip End Date that was entered when creating the Voucher. Scroll down on this page to see all of the expenses. If any expenses appear that are outside of the trip dates for this interim Voucher, edit or delete them as needed so that only the relevant expenses are included.

Screenshot:

Summary General Charge Card **Expenses & Receipts** Accounting Exceptions Profile Totals Perform Pre-Audits Confirmation

Add Expense **Delete Selected Expenses**

Expense List

For Delete: [Select All](#) [Deselect All](#) Currency: U.S. Dollar

#	Action	Delete	Date	Source	Expense Description	Amount	Type
1		<input type="checkbox"/>	03/23/2015		TDY Voucher Fee	14.75	RO
2		<input type="checkbox"/>	03/23/2015		Travel Fee	7.30	RO
3		<input type="checkbox"/>	06/01/2015		Airfare	306.70	
4		<input type="checkbox"/>	06/01/2015		Hotel Tax - Domestic	15.00	
5		<input type="checkbox"/>	06/01/2015		Lodging	79.00	
6		<input type="checkbox"/>	06/01/2015		M&IE	42.00	
7		<input checked="" type="checkbox"/>	06/01/2015		Rental Car	1,684.50	

Step 11: Edit Expense

Enter the actual cost and the end date for this expense if it is a recurring expense. Verify that the Payment Method is correct and then select the Save button.

Save Clear Back Next

ⓘ Denotes a Mandatory Field

Edit Expense Details

Create Expenses Through

Expense Date

Expense Description

Cost USD

Payment Method

[Show Other Details](#)

Step 12: Add Paper Receipts

Scroll to the bottom of the Expenses & Receipts page to see the Receipts section. Attach any 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 CGE.

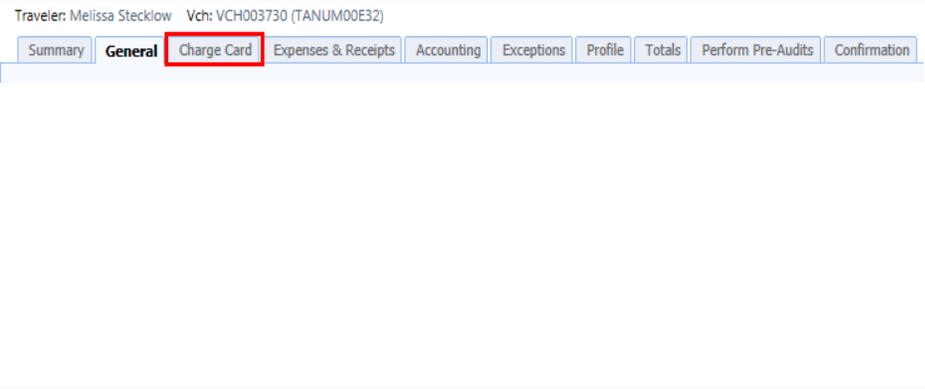
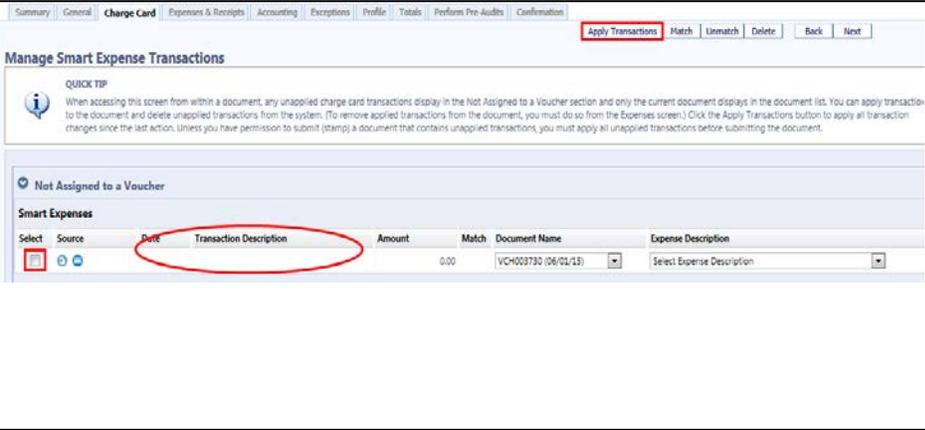
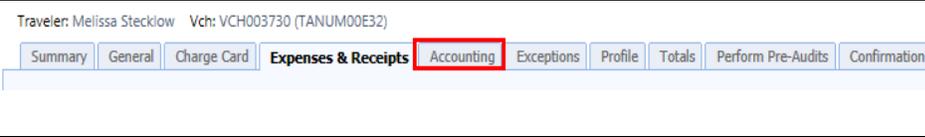
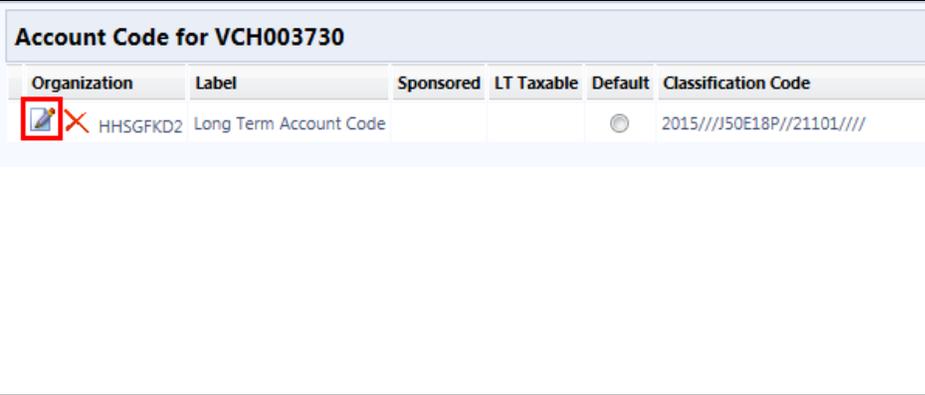
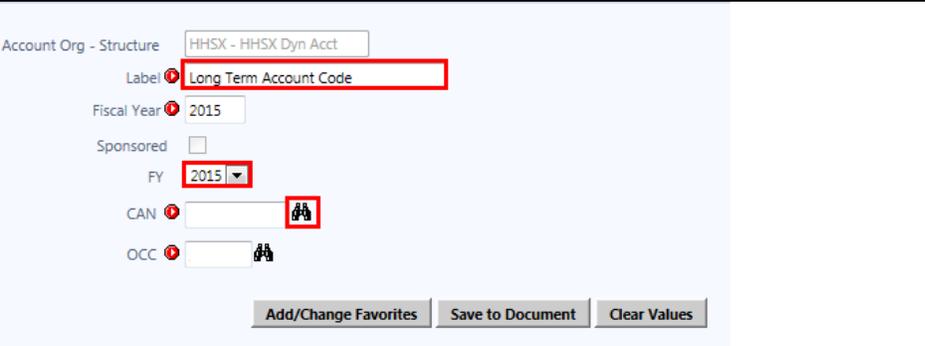
121		<input type="checkbox"/>	06/30/2015		M&IE	56.00	
122		<input type="checkbox"/>	06/30/2015		Non-Reimb M&IE Amount	-19.60	RO

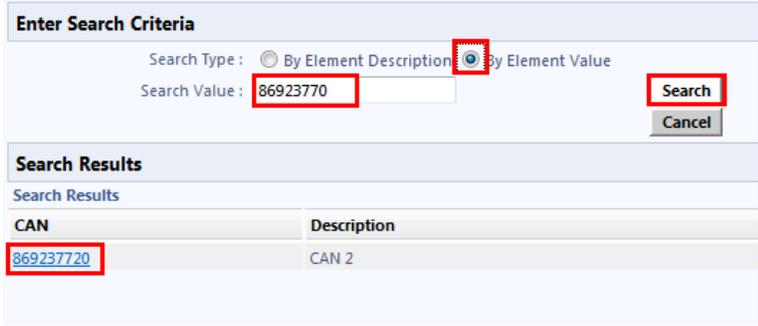
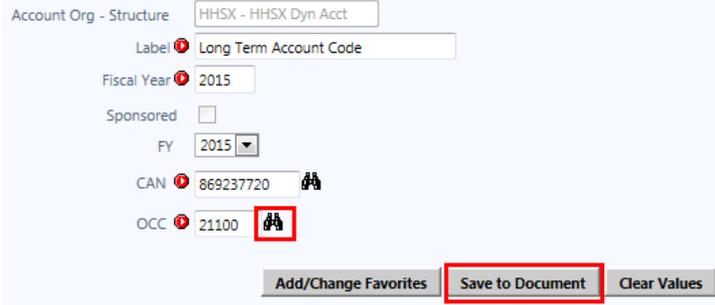
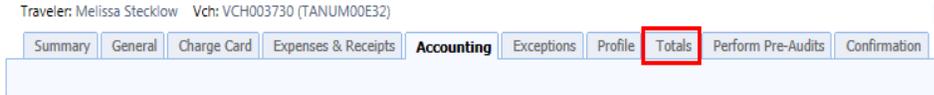
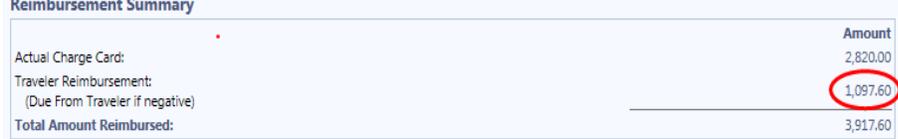
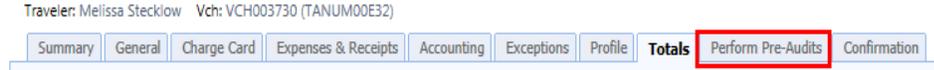
Add Expense Delete Selected Expenses

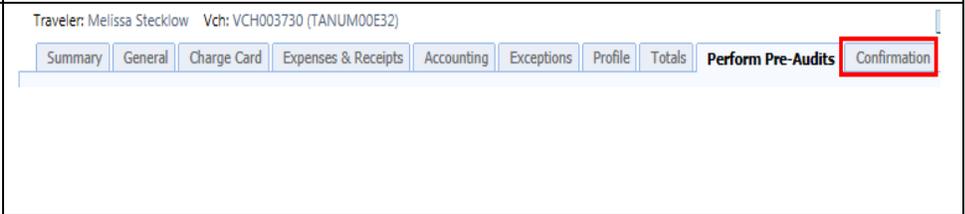
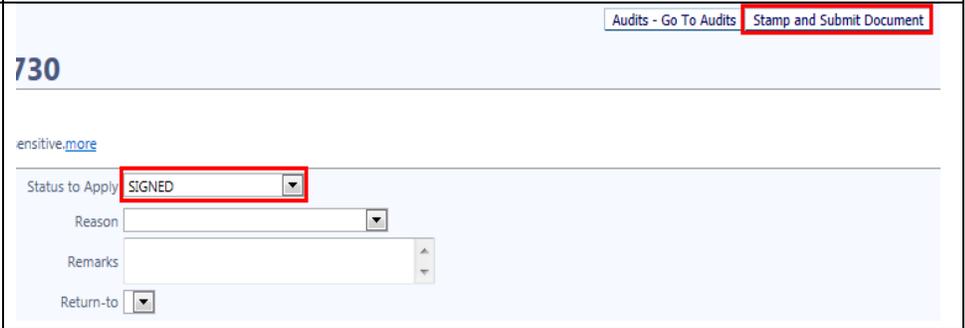
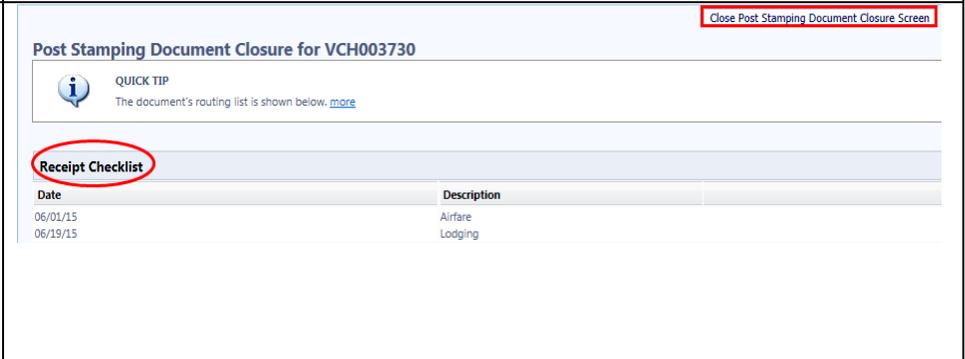
Receipts

Manage receipts or other document attachments

[Attach Receipt Images](#) [View Receipts](#) [Print Fax Cover Page](#) [Delete Receipt Images](#)

Instruction:	Screenshot:
<p>Step 13: Select Charge Card Tab</p> <p>Any applicable e-receipts for this trip should automatically post to the Voucher and will be indicated by an icon in the Source column of the Expenses & Receipts page. To see if there are any other e-receipts that should be applied to the Voucher, select the Charge Card tab.</p> <p>Note: Since this is the first Voucher for this trip, the airfare receipt and a partial hotel receipt should be attached.</p>	 <p>The screenshot shows the top navigation bar with tabs: Summary, General, Charge Card (highlighted with a red box), Expenses & Receipts, Accounting, Exceptions, Profile, Totals, Perform Pre-Audits, and Confirmation. The user information at the top reads: Traveler: Melissa Stecklow Vch: VCH003730 (TANUM00E32).</p>
<p>Step 14: Attach E-Receipts</p> <p>Check the Smart Expenses section of the page to see if there are any additional e-receipts for this trip. If any are listed, select the checkbox next to the transaction and then select the Apply Transactions button to apply it to the Voucher.</p> <p>Note: E-receipts are only available from participating vendors. Travelers must agree to the e-receipts program in their profile to participate in the e-receipts program.</p>	 <p>The screenshot shows the 'Manage Smart Expense Transactions' page. At the top right, the 'Apply Transactions' button is highlighted with a red box. Below, a table lists transactions under the heading 'Smart Expenses'. The table has columns: Select, Source, Date, Transaction Description, Amount, Match, Document Name, and Expense Description. The 'Date' column for the first row is circled in red.</p>
<p>Step 15: Select Accounting Tab</p> <p>Select the Accounting tab to verify the accounting information.</p>	 <p>The screenshot shows the top navigation bar with tabs: Summary, General, Charge Card, Expenses & Receipts, Accounting (highlighted with a red box), Exceptions, Profile, Totals, Perform Pre-Audits, and Confirmation. The user information at the top reads: Traveler: Melissa Stecklow Vch: VCH003730 (TANUM00E32).</p>
<p>Step 16: Edit the Line of Accounting (LOA)</p> <p>If necessary, edit the LOA by selecting the edit icon.</p> <p>If the Accounting Code does not require editing, skip to step 20.</p> <p>Note: Always check with the Certifier or FATA before changing an LOA. If funds have already been obligated to this LOA they will need to be de-obligated before making the change.</p>	 <p>The screenshot shows the 'Account Code for VCH003730' page. It features a table with columns: Organization, Label, Sponsored, LT Taxable, Default, and Classification Code. The 'Organization' column for the first row has an edit icon (a pencil) highlighted with a red box.</p>
<p>Step 17: Change the LOA</p> <p>Enter a new Label for the LOA if necessary. If the fiscal year for the trip in the FY field is incorrect, select the FY drop down and select the fiscal year in which the trip was taken.</p> <p>Select the binoculars to search for the new Common Accounting Number (CAN).</p>	 <p>The screenshot shows the 'Account Org - Structure' form. Fields include: Account Org - Structure (HHSX - HHSX Dyn Acct), Label (Long Term Account Code, highlighted with a red box), Fiscal Year (2015), Sponsored (checkbox), FY (2015 dropdown, highlighted with a red box), CAN (with binoculars icon highlighted with a red box), and OCC (with binoculars icon). Buttons at the bottom include 'Add/Change Favorites', 'Save to Document', and 'Clear Values'.</p>

<p>Instruction:</p> <p>Step 18: Choose the Common Accounting Number (CAN) Search for the appropriate CAN by selecting the radio button next to either the By Element Description or the By Element Value fields. Enter all or part of the description or CAN number in the Search Value field and select the Search button. Select the correct CAN from the Search Results list.</p>	<p>Screenshot:</p>  <p>Enter Search Criteria</p> <p>Search Type : <input type="radio"/> By Element Description <input checked="" type="radio"/> By Element Value</p> <p>Search Value : <input type="text" value="86923770"/> <input type="button" value="Search"/> <input type="button" value="Cancel"/></p> <p>Search Results</p> <p>Search Results</p> <table border="1"> <thead> <tr> <th>CAN</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>869237720</td> <td>CAN 2</td> </tr> </tbody> </table>	CAN	Description	869237720	CAN 2																				
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869237720	CAN 2																								
<p>Step 19: Choose the Object Class Code (OCC) Follow the same process as above to search for and select the Object Class Code. Then select the Save to Document button to complete.</p>	 <p>Account Org - Structure: HHSX - HHSX Dyn Acct</p> <p>Label: Long Term Account Code</p> <p>Fiscal Year: 2015</p> <p>Sponsored: <input type="checkbox"/></p> <p>FY: 2015</p> <p>CAN: 869237720</p> <p>OCC: 21100</p> <p><input type="button" value="Add/Change Favorites"/> <input checked="" type="button" value="Save to Document"/> <input type="button" value="Clear Values"/></p>																								
<p>Step 20: Select Totals Tab To see the cost of this portion of the trip, including the reimbursable amount, select the Totals tab.</p>	 <p>Traveler: Melissa Stecklow Vch: VCH003730 (TANUM00E32)</p> <p>Summary General Charge Card Expenses & Receipts Accounting Exceptions Profile Totals Perform Pre-Audits Confirmation</p>																								
<p>Step 21: Cost of Trip The Expense Summary section displays the Total Expenses and the Total Reimbursable Amount of the Voucher.</p>	 <p>Expense Summary</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>4,246.35</td> </tr> <tr> <td>Total Agency-Paid Expenses (non-reimbursable to traveler):</td> <td></td> <td>328.75</td> </tr> <tr> <td>Total Reimbursable Expenses:</td> <td></td> <td>3,917.60</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> <tr> <td>Total Reimbursable Amount:</td> <td></td> <td>3,917.60</td> </tr> </tbody> </table>		Amount	Totals	Total Expenses:		4,246.35	Total Agency-Paid Expenses (non-reimbursable to traveler):		328.75	Total Reimbursable Expenses:		3,917.60	Advance Authorized:	0.00		Advance Outstanding:	0.00		Advance Applied:	0.00	0.00	Total Reimbursable Amount:		3,917.60
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<p>Step 22: Traveler Reimbursement Scroll down on the Totals page 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>2,820.00</td> </tr> <tr> <td>Traveler Reimbursement: (Due From Traveler if negative)</td> <td>1,097.60</td> </tr> <tr> <td>Total Amount Reimbursed:</td> <td>3,917.60</td> </tr> </tbody> </table>		Amount	Actual Charge Card:	2,820.00	Traveler Reimbursement: (Due From Traveler if negative)	1,097.60	Total Amount Reimbursed:	3,917.60																
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<p>Step 23: Select Perform Pre-Audits Tab Select the Perform Pre-Audit tab to verify the audit tests.</p>	 <p>Traveler: Melissa Stecklow Vch: VCH003730 (TANUM00E32)</p> <p>Summary General Charge Card Expenses & Receipts Accounting Exceptions Profile Totals <input checked="" type="button" value="Perform Pre-Audits"/> Confirmation</p>																								

<p>Instruction:</p> <p>Step 24: Identify Pre-Audit FAILs Check for any FAILs on the Pre-Audit List as these will require a justification. Select the Justify Pre-Audit Results button to add a justification.</p> <p>Note: A HARDFAIL (not shown) requires an adjustment to the document in order to proceed.</p>	<p>Screenshot:</p> 								
<p>Step 25: Select Confirmation Tab Select the Confirmation tab to sign the document.</p>									
<p>Step 26: Sign Voucher Select the SIGNED stamp from the Status to Apply drop down. Select the Stamp and Submit Document button to continue.</p> <p>Note: A Preparer must choose the VOUCHER PREPARED stamp in order to route the document to the Traveler for verification and signature. A Preparer cannot sign on behalf of the Traveler.</p>									
<p>Step 27: Continue Stamping Document Select the Continue Stamping the Document button.</p>									
<p>Step 28: Continue Stamping Document Select the Accept Signature Text button to continue.</p>									
<p>Step 29: 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>This completes the process for the first interim Voucher. Proceed to Part Two to see the process for subsequent Vouchers.</p>	 <table border="1" data-bbox="609 1501 1534 1606"> <thead> <tr> <th colspan="2">Receipt Checklist</th> </tr> <tr> <th>Date</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>06/01/15</td> <td>Airfare</td> </tr> <tr> <td>06/19/15</td> <td>Lodging</td> </tr> </tbody> </table>	Receipt Checklist		Date	Description	06/01/15	Airfare	06/19/15	Lodging
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Date	Description								
06/01/15	Airfare								
06/19/15	Lodging								
<p>Part Two: Subsequent Vouchers Follow Steps 1-6 above to begin creating the next interim or final Voucher for this trip.</p>									

Instruction:

Step 7: Select Trip Information Tab
 Select the Trip Information tab and set the following criteria for the next interim or final Voucher:
 Depart Selection: IN TRAVEL STATUS
 Return Selection: IN TRAVEL STATUS (if this is an interim Voucher) or RES (if this is the final Voucher)
 Trip End Date: Last date of this Voucher
 Departure Date: Same as Trip End Date

Note: The Arrival Date and Trip Begin Date fields should adjust automatically based on the previous interim Voucher. If not, be sure to change these two fields to reflect the first date of this Voucher.

Screenshot:

Row	Delete	Arrival Date	Departure Date	Itinerary Location	Purpose
1		07/01/2015	07/17/2015	TUCKER, GA	

Step 8: Create Voucher
 Select the Create Document button to create the Voucher.

Step 9: Select Expense & Receipts Tab
 Select the Expense & Receipts tab to enter the expenses for this portion of the trip and to attach any paper receipts. See Step 14 above for the process for adding receipts.

Traveler: Melissa Stecklow Vch: VCH003749 (TANUM00E32) [View/Change Res](#)

Summary General **Charge Card** **Expenses & Receipts** Accounting Exceptions Profile Totals Perform Pre-Audits Confirmation

Step 10: Update Expenses
 Only the expenses that were incurred during the trip dates specified in step 7 should be included on this Voucher. This includes the hotel expenses incurred during these dates.
 If this is the final Voucher, the rental car will need to be added since it was deleted from the first Voucher.
 To edit an expense, select the edit icon next to the expense and follow step 13 from part one above.
 To add an expense, select the Add Expense button.

Add Expense Delete Selected Expenses

Expense List

For Delete: [Select All](#) [Deselect All](#) Currency: U.S. Dollar

#	Action	Delete	Date	Source	Expense Description	Amount	Type
1		<input type="checkbox"/>	03/24/2015		TDY Voucher Fee	14.75	RO
2		<input type="checkbox"/>	07/01/2015		Hotel Tax - Domestic	15.00	
3		<input type="checkbox"/>	07/01/2015		Lodging	79.00	
4		<input type="checkbox"/>	07/01/2015		M&IE	56.00	
5		<input type="checkbox"/>	07/01/2015		Non-Reimb M&IE Amount	-19.60	RO
6		<input type="checkbox"/>	07/02/2015		Hotel Tax - Domestic	15.00	
7		<input type="checkbox"/>	07/02/2015		Lodging	79.00	

Step 11: Add Expense
 Enter the Expense Date, Expense Description, Cost, and Payment Method for this expense. Then select the Save button.
 Continue to add or edit any expenses for this Voucher.

Add Expense Details

Save Clear Back Next

Denotes a Mandatory Field

Create Expenses Through

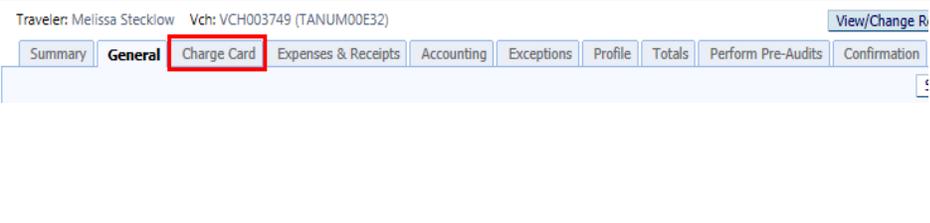
Expense Date: 07/17/2015

Expense Description: Rental Car

Cost: 1726.38 USD

Payment Method: IBA-TRAVEL CARD

[Show Other Details](#)

Instruction:	Screenshot:
<p>Step 12: Select Charge Card Tab</p> <p>Select the Charge Card tab and follow Steps 13 and 14 of Part 1 above to apply any e-receipts. Receipts should include a partial hotel receipt at a minimum. If this is the final Voucher, the rental car receipt should be included.</p>	 <p>The screenshot shows a software interface for a travel voucher. At the top, it displays 'Traveler: Melissa Stecklow' and 'Vch: VCH003749 (TANUM00E32)'. On the right, there is a 'View/Change R...' button. Below this is a horizontal navigation menu with several tabs: 'Summary', 'General', 'Charge Card', 'Expenses & Receipts', 'Accounting', 'Exceptions', 'Profile', 'Totals', 'Perform Pre-Audits', and 'Confirmation'. The 'Charge Card' tab is highlighted with a red rectangular box. Below the menu is a large, empty light blue area, likely a content pane.</p>
<p>Continue with Steps 15-29 above to complete.</p>	

You have successfully created an Interim Voucher in CGE!