

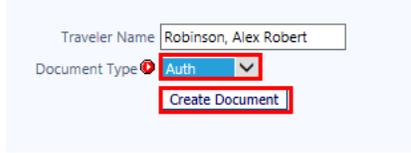
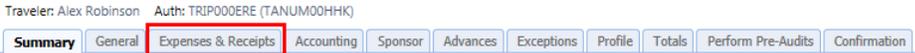


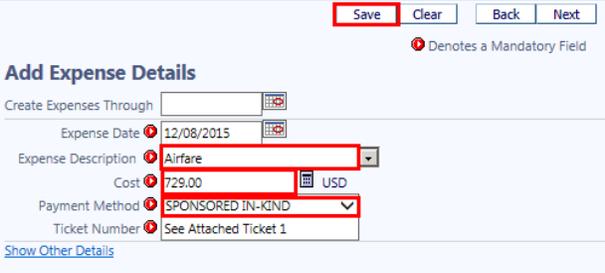
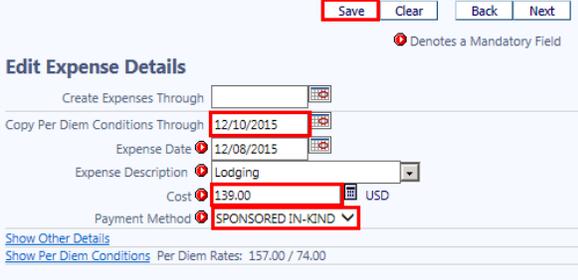
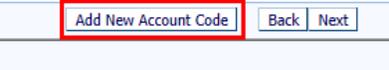
## Concur Government Edition (CGE) Job Aid: Creating an Authorization for Sponsored Travel

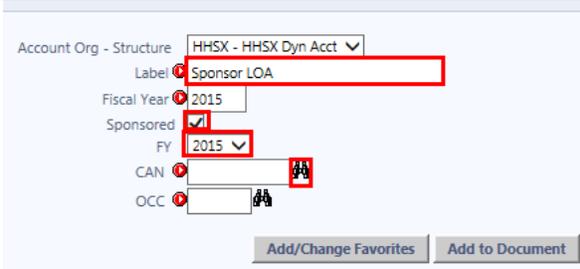
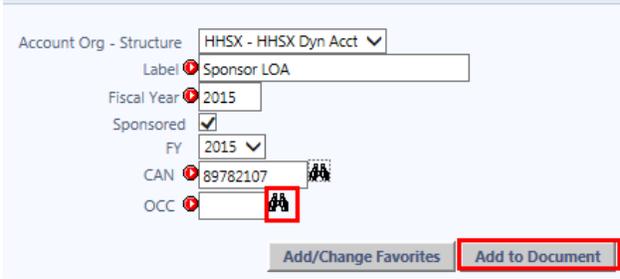
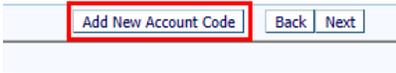
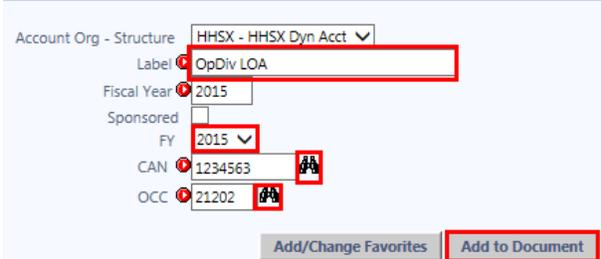
**Purpose:** To provide a step-by-step guide to creating an Authorization for travel that is arranged and funded by a non-government source.

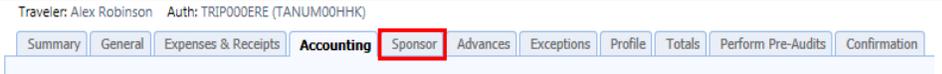
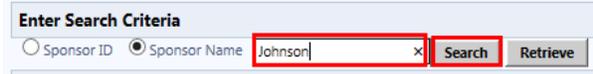
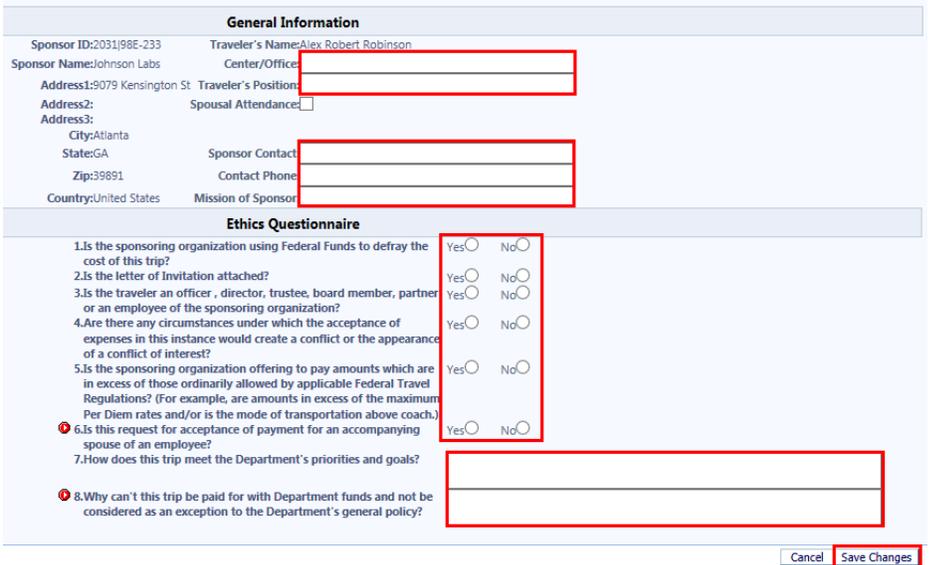
**Audience:** Travelers and Travel Arrangers (Preparers)

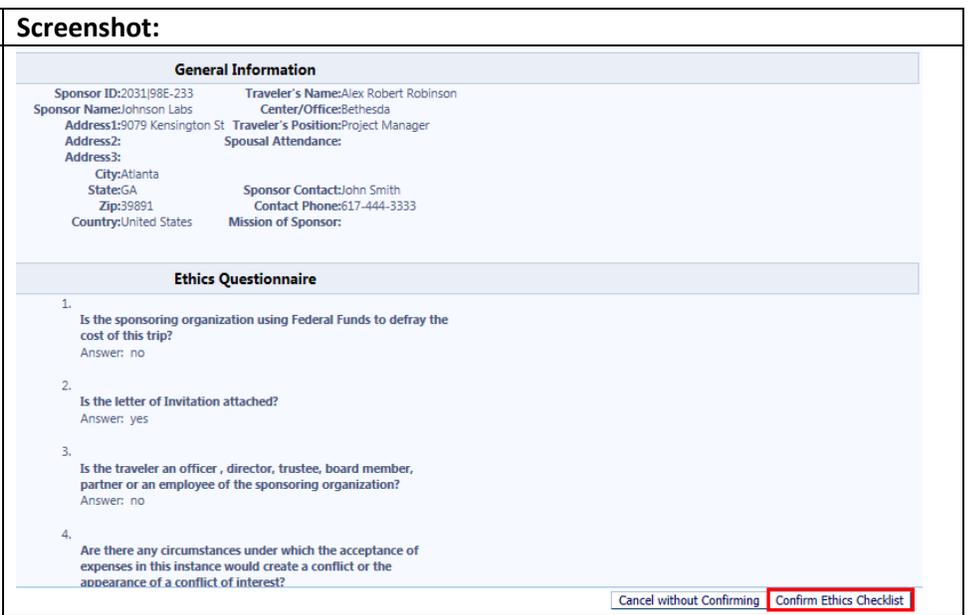
Instruction:	Screenshot:
<p><b>Step 1: Log into AMS</b> Log into CGE via AMS using either your PIV card or your network username and password.</p> <p>Note: AMS can be accessed through the HHS intranet or via the internet at <a href="https://ams.hhs.gov">https://ams.hhs.gov</a></p>	
<p><b>Step 2: Select CGE</b> From the Home page of AMS, select the E-Travel link.</p>	
<p><b>Step 3: Select Traveler</b> If you are a Travel Arranger, select the Traveler from the “You are administering travel for” field by selecting the drop down arrow or the Search button. Locate the Traveler and select the name.</p>	
<p><b>Step 4: Select Authorizations tab</b> From the Home page of CGE, select the Authorizations tab.</p>	
<p><b>Step 5: Select New Authorization</b> Select New Authorization to begin creating the document.</p>	

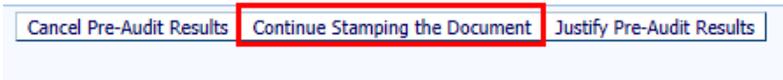
<p><b>Instruction:</b></p>	<p><b>Screenshot:</b></p>																
<p><b>Step 6: Select Document Type</b> From the Document Type drop down menu, choose Auth and then select the Create Document button.</p>																	
<p><b>Step 7: Enter Document Information</b> From the Document Information page, enter a trip description in the Trip Name field and check the box next to Sponsored Travel. Choose SPONSORED from the Type Code drop down, choose a Purpose for the trip from the Purpose drop down, and then add the Document Details (per your OpDiv/StaffDiv guidelines). Then choose the Trip Information tab to continue.</p>																	
<p><b>Step 8: Enter Trip Information</b> Enter in the Arrival and Departure dates and then enter the destination in the Itinerary Location field and select Search. Then select the Create Document button.</p>																	
<p><b>Step 9: Select Summary Tab</b> The sponsor of the trip must provide the Traveler with a letter of invitation. Select the Summary tab to attach the letter to the Authorization.</p>																	
<p><b>Step 10: Attach Letter of Invitation</b> Scroll down to the Receipts section and attach the letter by either selecting the Attach Receipts Images link and searching for the letter in your hard drive, or by selecting the Print Fax Cover Page link and faxing the letter to CGE.</p>																	
<p><b>Step 11: Select Expenses &amp; Receipts Tab</b> Select the Expenses &amp; Receipts tab to enter the estimated expenses.</p>																	
<p><b>Step 12: Add Expenses</b> To add expenses, select the Add Expense button.</p>	 <table border="1"> <thead> <tr> <th>#</th> <th>Action</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><input type="checkbox"/></td> <td>09/14/2015</td> <td></td> <td>TDY Voucher Fee</td> <td>14.75</td> <td>RO</td> </tr> </tbody> </table>	#	Action	Delete	Date	Source	Expense Description	Amount	Type	1		<input type="checkbox"/>	09/14/2015		TDY Voucher Fee	14.75	RO
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<p><b>Instruction:</b></p> <p><b>Step 13: Add Sponsored Expenses</b> Any expenses that have been, or will be, funded by the sponsor must be added to the Authorization. If the sponsor has provided the airfare, select Airfare from the Expense Description drop down and add the cost to the Cost field. Choose SPONSORED IN-KIND as the Payment Method. The Expense Date will default to the first date of the trip per Step 8. Select the Save button to complete.</p>	<p><b>Screenshot:</b></p> 																																								
<p><b>Step 14: Edit Lodging Expense</b> The lodging cost was automatically added based on the per diem of the itinerary location. To update to the actual cost that was provided by the sponsor, select the edit button next to the lodging expense.</p>	<p><b>Expense List</b></p> <table border="1"> <thead> <tr> <th>#</th> <th>Action</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><input type="checkbox"/></td> <td>09/14/2015</td> <td></td> <td>TDY Voucher Fee</td> <td>14.75</td> <td>RO</td> </tr> <tr> <td>2</td> <td></td> <td><input type="checkbox"/></td> <td>12/08/2015</td> <td></td> <td>Airfare</td> <td>729.00</td> <td></td> </tr> <tr> <td>3</td> <td></td> <td><input type="checkbox"/></td> <td>12/08/2015</td> <td></td> <td>Lodging</td> <td>157.00</td> <td></td> </tr> <tr> <td>4</td> <td></td> <td><input type="checkbox"/></td> <td>12/08/2015</td> <td></td> <td>M&amp;IE</td> <td>55.50</td> <td></td> </tr> </tbody> </table>	#	Action	Delete	Date	Source	Expense Description	Amount	Type	1		<input type="checkbox"/>	09/14/2015		TDY Voucher Fee	14.75	RO	2		<input type="checkbox"/>	12/08/2015		Airfare	729.00		3		<input type="checkbox"/>	12/08/2015		Lodging	157.00		4		<input type="checkbox"/>	12/08/2015		M&IE	55.50	
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<p><b>Step 15: Update Lodging Expense</b> Enter the actual cost of the lodging as provided by the sponsor. Select SPONSORED IN-KIND as the Payment Method. Enter the final date of the lodging in the Copy Per Diem Conditions Through field to make these changes for all nights of the trip. Then select the Save button.</p> <p>Note: As a best practice, select the edit button for each line of the lodging expenses to make sure that the Payment Method was updated for each night.</p> <p>Continue to add any additional expenses that are expected to be incurred for this trip. Be sure to select the correct payment method based on which organization is funding each expense.</p>	<p><b>Screenshot:</b></p> 																																								
<p><b>Step 16: Select Accounting Tab</b> Select the Accounting tab to enter the accounting information.</p>	<p>Traveler: Alex Robinson Auth: TRIP000ERE (TANUM00HHK)</p> <p>Summary General <b>Expenses &amp; Receipts</b> Accounting Sponsor Advances Exceptions Profile Totals Perform Pre-Audits Confirmation</p>																																								
<p><b>Step 17: Add a Line of Accounting (LOA)</b> Select the Add New Account Code button.</p>	<p><b>Screenshot:</b></p> 																																								

<p><b>Instruction:</b></p> <p><b>Step 18: Add the Sponsor LOA</b>  Enter a Label for this LOA based on your OpDiv/StaffDiv guidelines. This will help you identify the LOA on the document. Select the check box next to the Sponsored field. Select the FY drop down and add the fiscal year in which the travel will be completed. Select the binoculars to search for the Common Accounting Number (CAN).</p>	<p><b>Screenshot:</b></p> 																														
<p><b>Step 19: Choose the Common Accounting Number (CAN)</b>  Search for the appropriate CAN by selecting the radio button next to either the By Element Description or the By Element Value fields. Enter the description or CAN number in the Search Value field and select Search. Select the CAN from the Search Results list.</p>	<p><b>Enter Search Criteria</b></p> <p>Search Type: <input type="radio"/> By Element Description <input checked="" type="radio"/> By Element Value  Search Value: 89782107 <span style="float: right;"><b>Search</b></span>  <span style="float: right;">Cancel</span></p> <p><b>Search Results</b></p> <table border="1"> <thead> <tr> <th>CAN</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>89782107</td> <td>SPONSOR CAN</td> </tr> </tbody> </table>	CAN	Description	89782107	SPONSOR CAN																										
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<p><b>Step 20: Choose the Object Class Code (OCC) and Add to Document</b>  Follow the same process as above to search for and select the Object Class Code. Then select the Add to Document button to complete.</p> <p>Note: There may be additional fields depending on your OpDiv/StaffDiv configuration.</p>																															
<p><b>Step 21: Add Additional LOAs</b>  If the OpDiv/StaffDiv or a second sponsor is paying for a portion of the trip, select the Add New Account Code button to add the second LOA.</p>																															
<p><b>Step 22: Add Additional LOA</b>  Follow steps 18-20 to add the second LOA. Be sure the check the Sponsored box if this LOA is for funding by an additional sponsor.</p>																															
<p><b>Step 23: Verify LOAs</b>  Notice the two LOAs in the "Account Code for" section. The expenses have been allocated based on the payment method of each expense. If changes need to be made to the allocations, select the Allocate link.</p> <p>To see the allocation process, refer to the job aid entitled "Allocating Expenses Across Multiple Lines of Accounting."</p>	<p><b>Account Code for TRIP000ERE</b></p> <table border="1"> <thead> <tr> <th>Edit</th> <th>Delete</th> <th>Organization</th> <th>Label</th> <th>Sponsored</th> <th>LT Taxable</th> <th>Non Spon Default</th> <th>Spon Default</th> <th>Classification Code</th> <th>Allocate Cost</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>HHSX</td> <td>OpDiv LOA</td> <td><input type="checkbox"/></td> <td></td> <td><input checked="" type="radio"/></td> <td></td> <td>2015/1234563/21202</td> <td>Allocate 551.75</td> </tr> <tr> <td></td> <td></td> <td>HHSX</td> <td>Sponsor LOA</td> <td>YES</td> <td></td> <td><input checked="" type="radio"/></td> <td></td> <td>2015/89782107/21202</td> <td>Allocate 868.00</td> </tr> </tbody> </table>	Edit	Delete	Organization	Label	Sponsored	LT Taxable	Non Spon Default	Spon Default	Classification Code	Allocate Cost			HHSX	OpDiv LOA	<input type="checkbox"/>		<input checked="" type="radio"/>		2015/1234563/21202	Allocate 551.75			HHSX	Sponsor LOA	YES		<input checked="" type="radio"/>		2015/89782107/21202	Allocate 868.00
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Instruction:	Screenshot:																
<p><b>Step 24: Select Sponsor Tab</b> Select the Sponsor tab to add the sponsor to the Authorization.</p>	 <p>Traveler: Alex Robinson Auth: TRIP000ERE (TANUM00HHK)  <a href="#">Summary</a> <a href="#">General</a> <a href="#">Expenses &amp; Receipts</a> <a href="#">Accounting</a> <a href="#">Sponsor</a> <a href="#">Advances</a> <a href="#">Exceptions</a> <a href="#">Profile</a> <a href="#">Totals</a> <a href="#">Perform Pre-Audits</a> <a href="#">Confirmation</a></p>																
<p><b>Step 25: Search for Sponsor</b> Enter all or part of the name of the Sponsor in the Sponsor Name field and select the Search button. Alternatively, choose the radio button next to Sponsor ID, enter the ID number, and select the Search button.</p>	 <p>Enter Search Criteria  <input type="radio"/> Sponsor ID <input checked="" type="radio"/> Sponsor Name Johnson <input type="button" value="Search"/> <input type="button" value="Retrieve"/></p>																
<p><b>Step 26: Select Sponsor</b> Use the scroll bar to see the search results. Select the Sponsor ID for the appropriate sponsor to add to the document.</p>	 <table border="1"> <thead> <tr> <th>Organization</th> <th>Sponsor ID</th> <th>Sponsor Name</th> <th>Sponsor Address</th> </tr> </thead> <tbody> <tr> <td>HHSX</td> <td>203198E-233</td> <td>Johnson Labs</td> <td>9079 Kensington St Atlanta GA 39891 United States</td> </tr> </tbody> </table>	Organization	Sponsor ID	Sponsor Name	Sponsor Address	HHSX	203198E-233	Johnson Labs	9079 Kensington St Atlanta GA 39891 United States								
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<p><b>Step 27: Edit Ethics Checklist</b> The sponsor will be displayed in the "Sponsors for" section. An Ethics Checklist must be completed for any trip funded by a non-government source. Select the edit icon to complete the checklist.</p>	 <table border="1"> <thead> <tr> <th>Organization</th> <th>Sponsor ID</th> <th>Sponsor Name</th> <th>Authority Type</th> <th>Sponsor Address</th> <th>Allocate Cost</th> <th>Status</th> <th>Additional Information</th> </tr> </thead> <tbody> <tr> <td>HHSX</td> <td>203198E-233</td> <td>Johnson Labs</td> <td>25 USC 1353</td> <td>9079 Kensington St Atlanta, GA 39891</td> <td>Allocate</td> <td>Checklist: Incomplete</td> <td><a href="#">View Ethics Checklist</a></td> </tr> </tbody> </table>	Organization	Sponsor ID	Sponsor Name	Authority Type	Sponsor Address	Allocate Cost	Status	Additional Information	HHSX	203198E-233	Johnson Labs	25 USC 1353	9079 Kensington St Atlanta, GA 39891	Allocate	Checklist: Incomplete	<a href="#">View Ethics Checklist</a>
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<p><b>Step 28: Complete Ethics Checklist</b> Fill in the requested information about the Traveler, the sponsor, and ethics questionnaire. Then select the Save Changes button.</p>	 <p><b>General Information</b>  Sponsor ID: 203198E-233 Traveler's Name: Alex Robert Robinson  Sponsor Name: Johnson Labs Center/Office: <input type="text"/>  Address1: 9079 Kensington St Traveler's Position: <input type="text"/>  Address2: Spousal Attendance: <input type="checkbox"/>  Address3: <input type="text"/>  City: Atlanta Sponsor Contact: <input type="text"/>  State: GA Contact Phone: <input type="text"/>  Zip: 39891 Mission of Sponsor: <input type="text"/>  Country: United States</p> <p><b>Ethics Questionnaire</b></p> <ol style="list-style-type: none"> <li>1. Is the sponsoring organization using Federal Funds to defray the cost of this trip? Yes <input type="radio"/> No <input type="radio"/></li> <li>2. Is the letter of Invitation attached? Yes <input type="radio"/> No <input type="radio"/></li> <li>3. Is the traveler an officer, director, trustee, board member, partner or an employee of the sponsoring organization? Yes <input type="radio"/> No <input type="radio"/></li> <li>4. Are there any circumstances under which the acceptance of expenses in this instance would create a conflict or the appearance of a conflict of interest? Yes <input type="radio"/> No <input type="radio"/></li> <li>5. Is the sponsoring organization offering to pay amounts which are in excess of those ordinarily allowed by applicable Federal Travel Regulations? (For example, are amounts in excess of the maximum Per Diem rates and/or is the mode of transportation above coach.) Yes <input type="radio"/> No <input type="radio"/></li> <li>6. Is this request for acceptance of payment for an accompanying spouse of an employee? Yes <input type="radio"/> No <input type="radio"/></li> <li>7. How does this trip meet the Department's priorities and goals? <input type="text"/></li> <li>8. Why can't this trip be paid for with Department funds and not be considered as an exception to the Department's general policy? <input type="text"/></li> </ol> <p><input type="button" value="Cancel"/> <input type="button" value="Save Changes"/></p>																
<p><b>Step 29: Confirm Ethics Checklist</b> Although a Travel Arranger can complete the Ethics Checklist, only the Traveler can confirm it. If you are a Traveler, select the Confirm Checklist link to verify that the checklist is accurate. If you are a Travel Arranger, skip to Step 32.</p>	 <table border="1"> <thead> <tr> <th>Organization</th> <th>Sponsor ID</th> <th>Sponsor Name</th> <th>Authority Type</th> <th>Sponsor Address</th> <th>Allocate Cost</th> <th>Status</th> <th>Additional Information</th> </tr> </thead> <tbody> <tr> <td>HHSX</td> <td>203198E-233</td> <td>Johnson Labs</td> <td>25 USC 1353</td> <td>9079 Kensington St Atlanta, GA 39891</td> <td>Allocate</td> <td>Checklist: Unconfirmed</td> <td><a href="#">View Ethics Checklist</a> <a href="#">Confirm Checklist</a></td> </tr> </tbody> </table>	Organization	Sponsor ID	Sponsor Name	Authority Type	Sponsor Address	Allocate Cost	Status	Additional Information	HHSX	203198E-233	Johnson Labs	25 USC 1353	9079 Kensington St Atlanta, GA 39891	Allocate	Checklist: Unconfirmed	<a href="#">View Ethics Checklist</a> <a href="#">Confirm Checklist</a>
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<p><b>Instruction:</b></p> <p><b>Step 30: Confirm Ethics Checklist</b> Verify that all of the information is true and accurate then select the Confirm Ethics Checklist button.</p>	<p><b>Screenshot:</b></p>  <p><b>General Information</b></p> <p>Sponsor ID:2031 98E-233      Traveler's Name:Alex Robert Robinson  Sponsor Name:Johnson Labs      Center/Office:Bethesda  Address1:9079 Kensington St      Traveler's Position:Project Manager  Address2:      Spousal Attendance:  Address3:  City:Atlanta      Sponsor Contact:John Smith  State:GA      Contact Phone:617-444-3333  Zip:39891      Mission of Sponsor:  Country:United States</p> <p><b>Ethics Questionnaire</b></p> <ol style="list-style-type: none"> <li>1. Is the sponsoring organization using Federal Funds to defray the cost of this trip? Answer: no</li> <li>2. Is the letter of Invitation attached? Answer: yes</li> <li>3. Is the traveler an officer , director, trustee, board member, partner or an employee of the sponsoring organization? Answer: no</li> <li>4. Are there any circumstances under which the acceptance of expenses in this instance would create a conflict or the appearance of a conflict of interest?</li> </ol> <p>Cancel without Confirming    <b>Confirm Ethics Checklist</b></p>												
<p><b>Step 31: Confirm Ethics Checklist</b> Select the Accept Confirmation Text button to continue.</p>	 <p>Cancel Confirmation    <b>Accept Confirmation Text</b></p>												
<p><b>Step 32: Select Perform Pre-Audits tab</b> Select the Perform Pre-Audit tab to verify any audit tests.</p>	<p>Traveler: Alex Robinson    Auth: TRIP000ERE (TANUM00HHK)</p> <p>Summary    General    Expenses &amp; Receipts    Accounting    <b>Sponsor</b>    Advances    Exceptions    Profile    Totals    <b>Perform Pre-Audits</b>    Confirmation</p>												
<p><b>Step 33: Identify Pre-Audit FAILs</b> Check for any FAILs on the Pre-Audit List. These require a justification.</p> <p>Note: A HARDFAIL (not shown) requires an adjustment to the document in order to proceed.</p>	<p>Document Name:TRIP000ERE  Type:Auth  <b>Traveler:Robinson, Alex</b>  Status:PASS</p> <p><b>Pre-Audit Passes</b></p> <table border="1"> <thead> <tr> <th>Audit Process</th> <th>Status</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>ADVANCE AUTHORIZED</td> <td>PASS</td> <td></td> </tr> <tr> <td>ADVANCES EXIST</td> <td>PASS</td> <td></td> </tr> <tr> <td>CHECK PAYMENT METHOD</td> <td>PASS</td> <td></td> </tr> </tbody> </table>	Audit Process	Status	Comments	ADVANCE AUTHORIZED	PASS		ADVANCES EXIST	PASS		CHECK PAYMENT METHOD	PASS	
Audit Process	Status	Comments											
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<p><b>Step 34: Justify Pre-Audit FAIL</b> If any items fail the pre-audit, select the Justify Pre-Audit Results button and enter in a justification.</p>	<p>View/Change Reservations    Submit    Print    Close</p> <p>Close Pre-Audit Results    <b>Justify Pre-Audit Results</b></p>												
<p><b>Step 35: Select Confirmation Tab</b> Select the Confirmation tab to sign the document.</p>	<p>Traveler: Alex Robinson    Auth: TRIP000ERE (TANUM00HHK)</p> <p>Summary    General    Expenses &amp; Receipts    Accounting    Sponsor    Advances    Exceptions    Profile    Totals    Perform Pre-Audits    <b>Confirmation</b></p>												
<p><b>Step 36: Sign Document</b> A Travel Arranger must choose the DOCUMENT PREPARED stamp so that the Authorization will be sent to the Traveler for verification and signature. The Traveler will be prompted to confirm the ethics checklist upon signing. If you are a Traveler and have already confirmed the Ethics Checklist, select the SIGNED stamp from the drop down list in the Status to Apply field. Select the Stamp and Submit Document button to continue.</p>	<p>Expenses &amp; Receipts    Accounting    Sponsor    Advances    Exceptions    Profile    Totals    Perform Pre-Audits    <b>Confirmation</b>    Stamp and Submit Document</p> <p>TRIP000ERE</p> <p>TIP nature PIN is case sensitive.<a href="#">more</a></p> <p>Status to Apply: <b>DOCUMENT PREPARED</b> ▼  Reason: ▼  Remarks: <input type="text"/>  Return-to: ▼</p>												

Instruction:	Screenshot:
<p><b>Step 37: Review Pre-Audit</b> Review the pre-audits to verify that all justifications have been provided. Select the Continue Stamping the Document button to complete.</p>	

**You have successfully created an Authorization for Sponsored Travel in CGE!**