



Concur Government Edition (CGE) Job Aid: Creating an Authorization for Long Term Travel

Purpose: To provide a step-by-step guide to creating an Authorization in CGE for travel that exceeds 30 days.

Audience: Travelers and Preparers

<p>Instruction:</p> <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 internet at https://ams.hhs.gov</p>	<p>Screenshot:</p>
<p>Step 2: Select CGE From the Home page of AMS select the E-Travel link.</p>	
<p>Step 3: Select Travel Tab Select the Travel tab to begin booking the travel reservation.</p> <p>To see the full process for booking travel, see the job aid "Booking a Travel Reservation".</p>	
<p>Step 4: Complete Authorization After booking travel, CGE automatically creates the Authorization. Select the General tab to begin updating the document.</p>	<p>Traveler: Melissa Stecklow Auth: TRIP000COQ (TANUM00E32)</p>

Instruction:

Step 5: Update General Tab
 Enter a Type Code by selecting the drop down arrow and choosing a code from the menu. Then choose the Purpose for this trip. Enter a Document Detail according to your OpDiv/StaffDiv guidelines. Then select the Save Changes button.

Screenshot:

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

[Save Changes](#) | [Cancel](#) | Reset P

Document Type: Auth Add

Document Name: TRIP000CQ-1

Document Date: 07/10/2015

TANUM: TANUM00E32

Trip Name: Trip from Washington to Atlanta

Sponsored Travel

Currency: U.S. Dollar

Type Code: LT-LONG TERM DETAIL

Purpose: SITE VISIT

Document Detail: Long term travel for research project with CDC

Step 6: Select Expenses & Receipts Tab
 Select the Expense & Receipts tab to update the expenses.

Traveler: Melissa Stecklow Auth: TRIP000CQ (TANUM00E32)

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Step 7: Reduced Per Diem
 Lodging and M&IE (Meals and Incidental Expenses) are reduced based on the length of the trip:
 30-180 days = 65% of per diem
 Over 181 days = 50% of per diem
 Any amount over the adjusted per diem will show as non-reimbursable to the Traveler. If lodging cannot be found at or below the adjusted per diem, contact your OpDiv/StaffDiv travel office or Lead FATA.

Traveler: Melissa Stecklow Auth: TRIP000CQ (TANUM00E32)

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

16		<input type="checkbox"/>	06/05/2015	Lodging	79.00	
17		<input type="checkbox"/>	06/05/2015	M&IE	56.00	
18		<input type="checkbox"/>	06/05/2015	Non-Reimb M&IE Amount	-19.60	RO
19		<input type="checkbox"/>	06/06/2015	Lodging	79.00	
20		<input type="checkbox"/>	06/06/2015	M&IE	56.00	
21		<input type="checkbox"/>	06/06/2015	Non-Reimb M&IE Amount	-19.60	RO

Step 8: Add Expenses
 Select the Add Expense button to add any additional expenses that may be incurred like hotel tax, parking, gas, etc.

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

Expenses and Receipts for Authorization: TRIP000CQ

QUICK TIP
 Manage your expenses and receipts. Add new, edit, delete or itemize existing expenses. Click on a row to view and edit expense details. The row will be highlighted [more](#)

[Add Expense](#) | [Delete Selected Expenses](#)

Step 9: Add Expense Details
 Add the expense details including the Expense Description, Cost, and Payment Method. If this expense will be incurred for consecutive days, add the end date to the Create Expenses Through field. Then select Save.

[Save](#) | [Clear](#) | [Back](#) | [Next](#)

* Denotes a Mandatory Field

Add Expense Details

Create Expenses Through: 07/16/2015

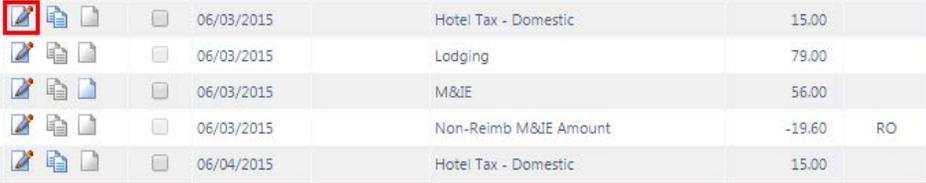
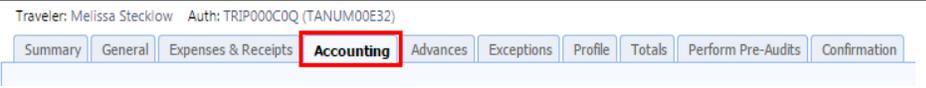
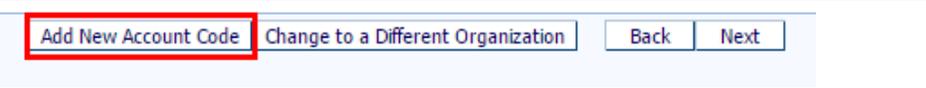
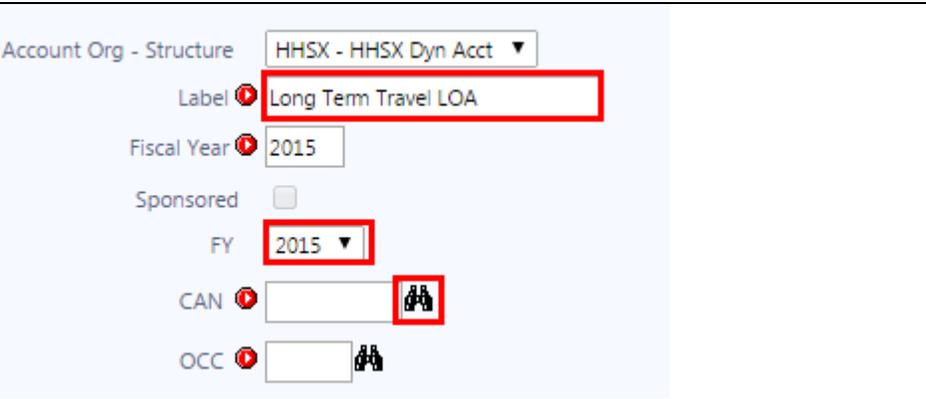
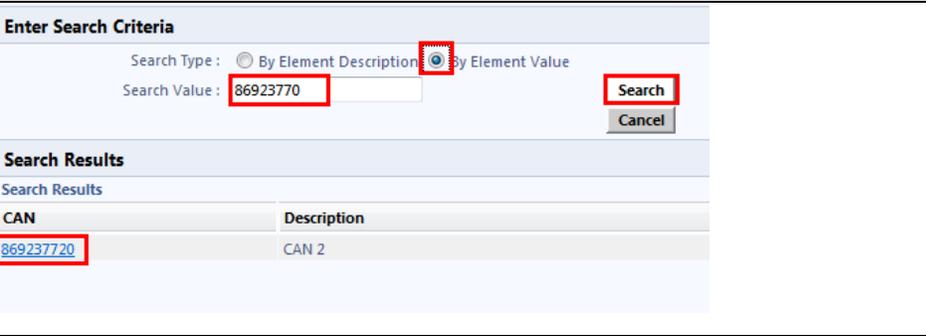
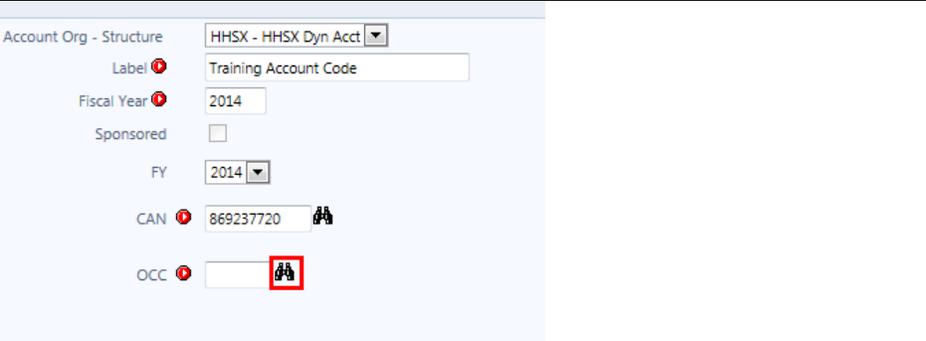
Expense Date: 06/01/2015

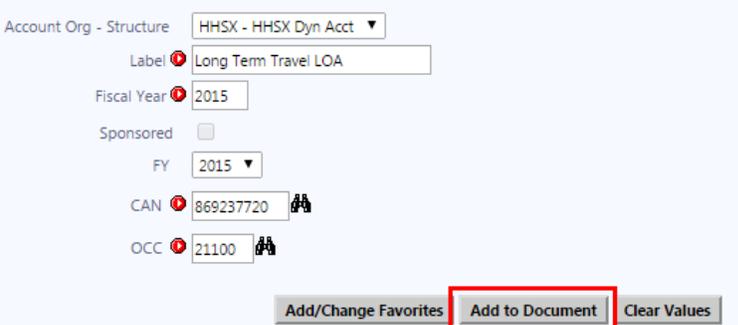
Expense Description: Hotel Tax - Domestic

Cost: 15.00 USD

Payment Method: IBA-TRAVEL CARD

[Show Other Details](#)

Instruction:	Screenshot:																								
<p>Step 10: Edit Expenses If any expense needs to be edited, select the edit icon to the left of the item and enter the changes in the Expense Details section of the page as seen in Step 9.</p> <p>Note: When editing items that are on consecutive days, it may be necessary to check each line to ensure that the payment method is correct for each date.</p>	 <table border="1"> <thead> <tr> <th>Date</th> <th>Description</th> <th>Amount</th> <th>Other</th> </tr> </thead> <tbody> <tr> <td>06/03/2015</td> <td>Hotel Tax - Domestic</td> <td>15.00</td> <td></td> </tr> <tr> <td>06/03/2015</td> <td>Lodging</td> <td>79.00</td> <td></td> </tr> <tr> <td>06/03/2015</td> <td>M&IE</td> <td>56.00</td> <td></td> </tr> <tr> <td>06/03/2015</td> <td>Non-Reimb M&IE Amount</td> <td>-19.60</td> <td>RO</td> </tr> <tr> <td>06/04/2015</td> <td>Hotel Tax - Domestic</td> <td>15.00</td> <td></td> </tr> </tbody> </table>	Date	Description	Amount	Other	06/03/2015	Hotel Tax - Domestic	15.00		06/03/2015	Lodging	79.00		06/03/2015	M&IE	56.00		06/03/2015	Non-Reimb M&IE Amount	-19.60	RO	06/04/2015	Hotel Tax - Domestic	15.00	
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<p>Step 11: Select Accounting Tab Select the Accounting tab to enter the Line of Accounting (LOA) for this trip.</p>	 <p>Traveler: Melissa Stecklow Auth: TRIP000C0Q (TANUM00E32)</p> <p>Summary General Expenses & Receipts Accounting Advances Exceptions Profile Totals Perform Pre-Audits Confirmation</p>																								
<p>Step 12: Add Account Code Select the Add New Account Code button to add the LOA.</p>	 <p>Add New Account Code Change to a Different Organization Back Next</p>																								
<p>Step 13: Add LOA Enter a label for the LOA per you OpDiv/StaffDiv guidelines. Select the FY drop down and add the fiscal year in which the trip will be taken. Select the binoculars to search for the Common Account Number (CAN).</p> <p>Note: Some OpDiv/StaffDiv configurations will have a drop down instead of the binoculars for the CAN and OCC lookup.</p>	 <p>Account Org - Structure: HHSX - HHSX Dyn Acct</p> <p>Label: Long Term Travel LOA</p> <p>Fiscal Year: 2015</p> <p>Sponsored: <input type="checkbox"/></p> <p>FY: 2015</p> <p>CAN: <input type="text"/> </p> <p>OCC: <input type="text"/> </p>																								
<p>Step 14: Choose Common Account 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 the description or CAN number in the Search Value field and select Search. Select the CAN from the Search Results list.</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: 86923770</p> <p>Search Cancel</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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<p>Step 15: Choose Object Class Code (OCC) Follow the same process as above to search for and select the Object Class Code.</p> <p>Note: There may be additional fields depending on your OpDiv/StaffDiv configuration.</p>	 <p>Account Org - Structure: HHSX - HHSX Dyn Acct</p> <p>Label: Training Account Code</p> <p>Fiscal Year: 2014</p> <p>Sponsored: <input type="checkbox"/></p> <p>FY: 2014</p> <p>CAN: 869237720 </p> <p>OCC: <input type="text"/> </p>																								

<p>Instruction:</p> <p>Step 16: Add LOA to Authorization Select the Add to Document button to add this to the Authorization.</p>	<p>Screenshot:</p> 									
<p>Step 17: Perform Pre-Audits Select the Perform Pre-Audits tab to verify the audit tests for the document.</p>	<p>Traveler: Melissa Stecklow Auth: TRIP000CQ (TANUM00E32)</p> <p>Summary General Expenses & Receipts Accounting Advances Exceptions Profile Totals Perform Pre-Audits Confirmation</p> <p>The 'Perform Pre-Audits' tab is highlighted with a red box.</p>									
<p>Step 18: Identify Pre-Audit FAILS Long Term TDY will typically result in some Pre-Audit FAILS. To add a justification for each FAIL, select the Justify Pre-Audit Results button.</p>	<p>Summary General Expenses & Receipts Accounting Advances Exceptions Profile Totals Perform Pre-Audits Confirmation</p> <p>Close Pre-Audit Results Justify Pre-Audit Results</p> <p>Document Name: TRIP000CQ Type: Auth Traveler: Stecklow, Melissa Status: FAIL</p> <p>Pre-Audit Fails</p> <table border="1"> <thead> <tr> <th>Audit Process</th> <th>Status</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>EXP CAT THRESHOLD</td> <td>FAIL</td> <td>LODGING GREATER THAN 2,000.00 The threshold for one or more expense categories has been exceeded. Please provide a justification.</td> </tr> <tr> <td>EXP CAT THRESHOLD</td> <td>FAIL</td> <td>RENTAL CAR GREATER THAN 750.00 The threshold for one or more expense categories has been exceeded. Please provide a justification.</td> </tr> </tbody> </table> <p>The 'Status' column in the table is circled in red.</p>	Audit Process	Status	Comments	EXP CAT THRESHOLD	FAIL	LODGING GREATER THAN 2,000.00 The threshold for one or more expense categories has been exceeded. Please provide a justification.	EXP CAT THRESHOLD	FAIL	RENTAL CAR GREATER THAN 750.00 The threshold for one or more expense categories has been exceeded. Please provide a justification.
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<p>Step 19: Justify Failed Audits Enter a justification per your OpDiv/StaffDiv requirements. Then select the Save Justification button.</p>	<p>Close Justification Without Saving Save Justification</p> <p>Status Comments</p> <p>FAIL LODGING GREATER THAN 2,000.00 The threshold for one or more expense categories has been exceeded. Please provide a justification.</p> <p>FAIL RENTAL CAR GREATER THAN 750.00 The threshold for one or more expense categories has been exceeded. Please provide a justification.</p> <p>Justification: Lodging and Rental car required for length of stay. Clear Justification</p> <p>The justification text is highlighted with a red box.</p>									
<p>Step 20: Select Confirmation Tab Select the Confirmation tab to sign the document.</p>	<p>Traveler: Melissa Stecklow Auth: TRIP000CQ (TANUM00E32)</p> <p>Summary General Expenses & Receipts Accounting Advances Exceptions Profile Totals Perform Pre-Audits Confirmation</p> <p>The 'Confirmation' tab is highlighted with a red box.</p>									
<p>Step 21: Sign Authorization Select the SIGNED stamp from the drop down menu next to Status to Apply. Select the Stamp and Submit Document button to continue. A Preparer may choose the DOCUMENT PREPARED stamp if the Authorization needs to be sent to the Traveler for verification. Check with your FATA for OpDiv/StaffDiv guidelines on this process.</p>	<p>Accounting Advances Exceptions Profile Totals Perform Pre-Audits Confirmation</p> <p>Audits - Go To Audits Stamp and Submit Document</p> <p>Status to Apply: SIGNED</p> <p>Reason: [dropdown]</p> <p>Remarks: [text area]</p> <p>Return-to: [dropdown]</p>									
<p>Step 22: Continue Signing Authorization Verify the pre-audits again and then select the Continue Stamping the Document button.</p>	<p>Cancel Pre-Audit Results Continue Stamping the Document Justify Pre-Audit Results</p> <p>The 'Continue Stamping the Document' button is highlighted with a red box.</p>									

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<p>Step 23: Accept Signature Select the Accept Signature Text button to indicate that you are legally signing this document.</p>																	
<p>Step 24: Close and Route Authorization Select the Close Post Stamping Document Closure Screen button to close the Authorization and begin the routing process.</p>	 <p>Post Stamping Document Closure for TRIP000C0Q</p> <p>QUICK TIP The document's routing list is shown below. more</p> <table border="1"> <thead> <tr> <th colspan="4">Routing List</th> </tr> <tr> <th>Level</th> <th>Name</th> <th>Status</th> <th>Stamping Actions</th> </tr> </thead> <tbody> <tr> <td>25</td> <td>Merissa Stecklow</td> <td>APPROVED</td> <td>COMPLETE</td> </tr> <tr> <td>25</td> <td>Michael Krauss</td> <td>APPROVED</td> <td>COMPLETE</td> </tr> </tbody> </table>	Routing List				Level	Name	Status	Stamping Actions	25	Merissa Stecklow	APPROVED	COMPLETE	25	Michael Krauss	APPROVED	COMPLETE
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You have successfully created an Authorization for long term travel in CGE!