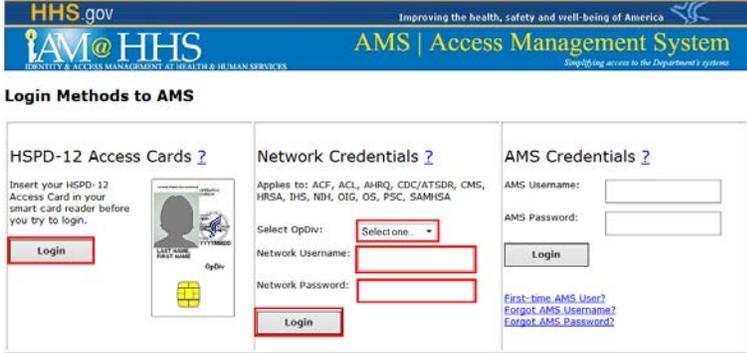




## Concur Government Edition (CGE) Job Aid: Returning a Travel Document

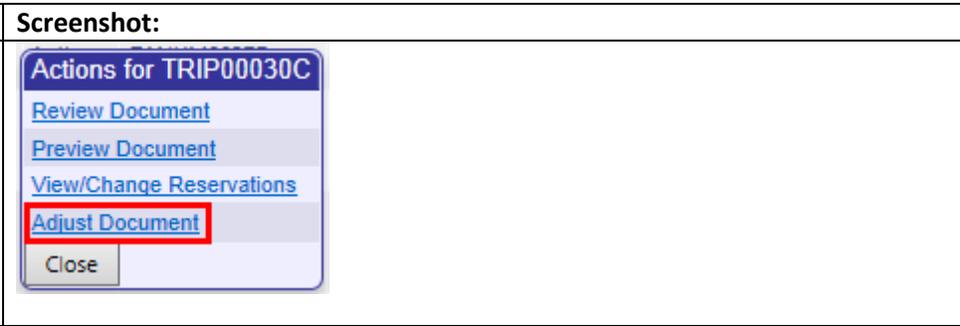
**Purpose:** To provide a step-by-step guide to returning an Authorization or Voucher to the Traveler or Preparer after reviewing it in CGE.

**Audience:** Approving/Routing Officials

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 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 Approvals Tab</b> From the Home Page of CGE, select the Approvals tab to view all documents awaiting your approval.</p>																													
<p><b>Step 4: Identify Document</b> Identify the travel document that you need to review by either the Document Name or the Control Number/TANUM. Select the Document Name.</p>	 <table border="1"> <thead> <tr> <th>Select</th> <th>Viewed</th> <th>Document</th> <th>Type</th> <th>Control Number</th> <th>XFund</th> <th>Trip Name</th> <th>PNR #</th> <th>Ticket By</th> <th>Dep Date</th> <th>Traveler</th> <th>In Use</th> <th>Last Stamped</th> <th>Awaiting Status</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td></td> <td>TRIP00030C</td> <td>Auth</td> <td>TANUM003ES</td> <td>no</td> <td>Trip from Phoenix to Denver</td> <td>83CVJB.L8639042</td> <td>07/20/15</td> <td>07/20/15</td> <td>Wilson, Yoshie</td> <td></td> <td>06/18/15</td> <td>APPROVED</td> </tr> </tbody> </table>	Select	Viewed	Document	Type	Control Number	XFund	Trip Name	PNR #	Ticket By	Dep Date	Traveler	In Use	Last Stamped	Awaiting Status	<input type="radio"/>		TRIP00030C	Auth	TANUM003ES	no	Trip from Phoenix to Denver	83CVJB.L8639042	07/20/15	07/20/15	Wilson, Yoshie		06/18/15	APPROVED
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**Instruction:**

**Step 6: Open Document**  
 Select the Adjust Document link to open the document.

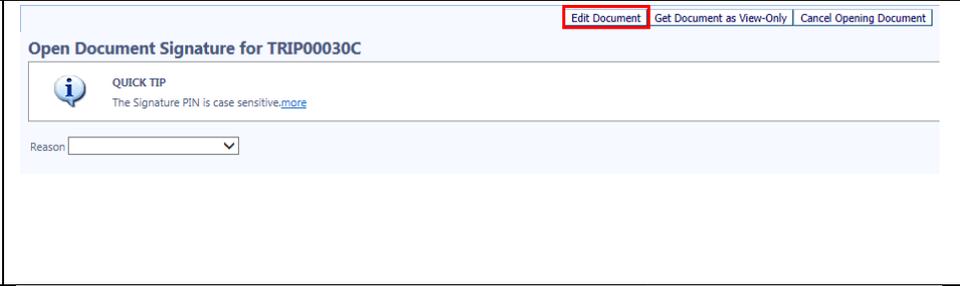


**Step 7: Select Latest Version**  
 If necessary, select the edit icon next to the latest version of the document to open.

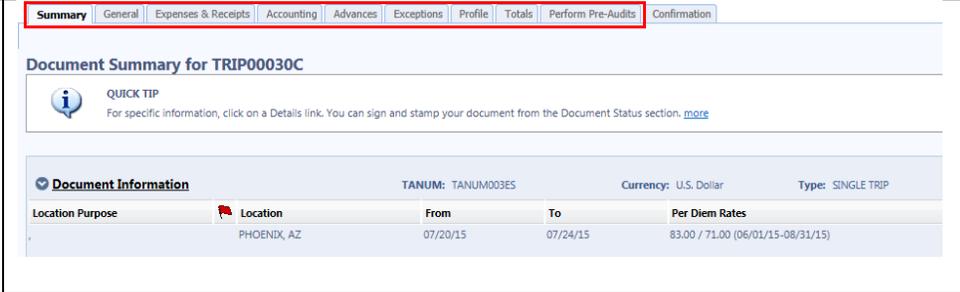
Document Version List

Document Type	Level	Date	Time	Adjustor
ADJUSTMENT	2	02/13/15	1:23PM	Suzanne Frain
ORIGINAL	1	10/09/14	9:39AM	Travel Auto Update

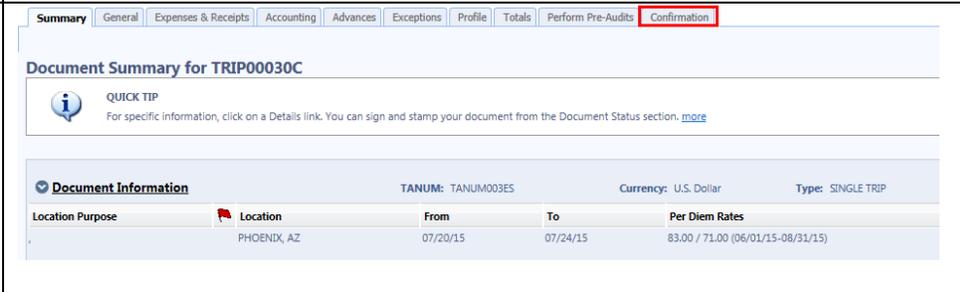
**Step 8: Edit Document**  
 Select the Edit Document button to finish opening the document.



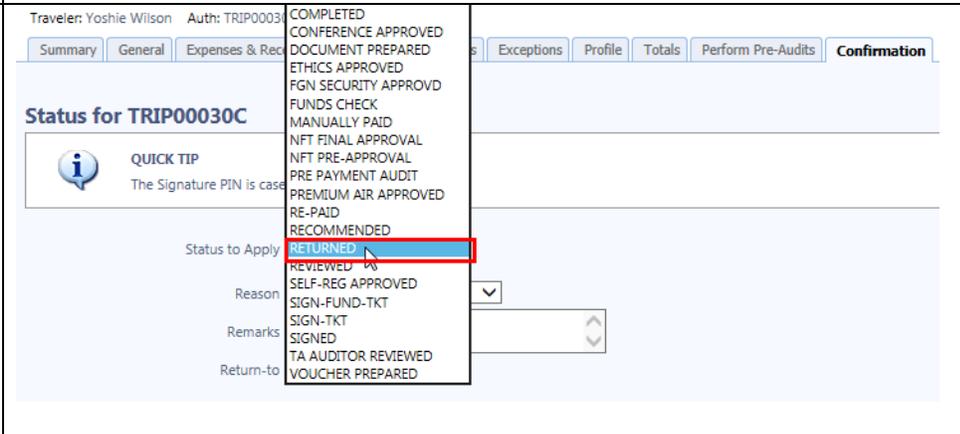
**Step 9: Review Document**  
 Review each tab as normal. To see the full process for reviewing a document, see the job aid "Approving a Travel Document-Full View Process".

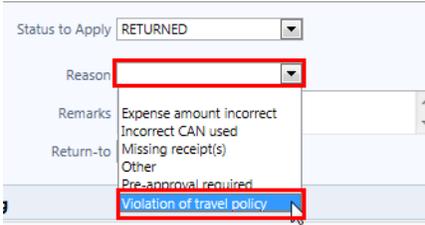
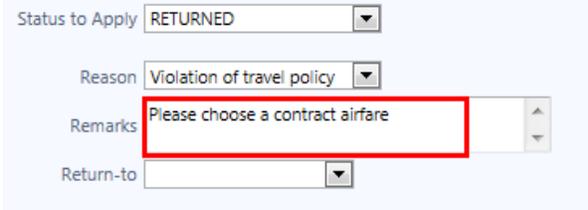
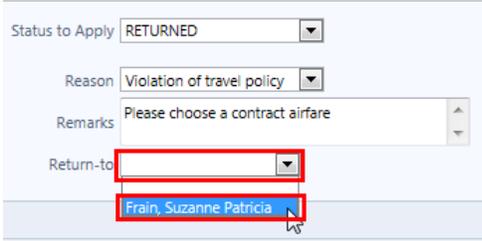
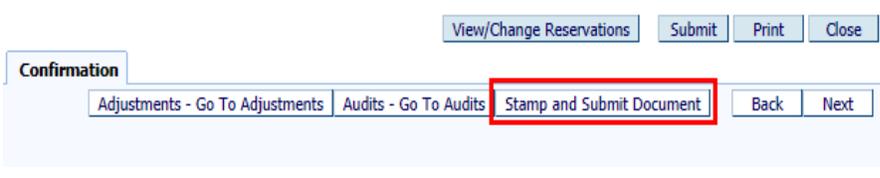


**Step 10: Select Confirmation Tab**  
 Select the Confirmation tab to stamp the document.



**Step 11: Stamp the Document**  
 If something is missing or incorrect on the document, you have the option to return it to the Traveler or Preparer. Select the Status to Apply drop down arrow and select RETURNED from the list of stamps.



Instruction:	Screenshot:
<p><b>Step 12: Select a Reason</b>            Select the drop down arrow next to the Reason field and select a reason for returning the document.</p>	
<p><b>Step 13: Enter Remarks</b>            In the Remarks field, enter the details for the reason that you are returning the document.</p>	
<p><b>Step 14: Select Traveler or Preparer</b>            Select the drop down arrow next to the Return-to field and select the User to whom you want to return this document. This can also be returned to a previous routing official.</p>	
<p><b>Step 15: Stamp and Submit Document</b>            Select the Stamp and Submit Document button to beginning the stamping process.</p>	
<p><b>Step 16: Continue Stamping the Document</b>            Select the Continue Stamping the Document button to complete.</p>	

**You have successfully returned a travel document in CGE!**