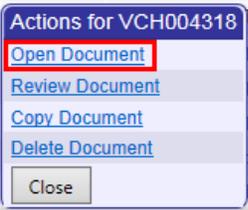


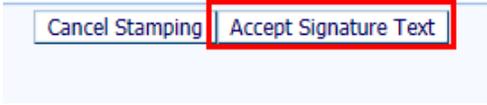
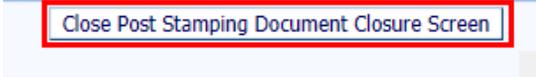


**Purpose:** To provide a step-by-step guide to accessing and signing a Voucher that was created by a Preparer and routed to the Traveler in CGE.

**Audience:** Travelers

<p><b>Instruction:</b></p> <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>Screenshot:</b></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 Vouchers Tab</b> Select the Vouchers tab to locate your Vouchers.</p>																			
<p><b>Step 4: Select Document Name</b> Locate your Voucher based on the Trip Name and the Depart Date. Then select the document from the Name column.</p>	<table border="1"> <thead> <tr> <th>Name</th> <th>Type</th> <th>TA Num</th> <th>Trip Name</th> <th>PNR #</th> <th>Depart Date</th> </tr> </thead> <tbody> <tr> <td>VCH004328</td> <td>Vch</td> <td>TANUM00FSN</td> <td>Trip from Washington to Houston</td> <td>JOBUZ9,EZCUAO,269292251COUNT</td> <td>08/17/2015</td> </tr> <tr> <td>VCH004067</td> <td>Vch</td> <td>TANUM00BTS</td> <td>Trip from Washington to Dallas</td> <td>WOZRPP</td> <td>07/21/2015</td> </tr> </tbody> </table>	Name	Type	TA Num	Trip Name	PNR #	Depart Date	VCH004328	Vch	TANUM00FSN	Trip from Washington to Houston	JOBUZ9,EZCUAO,269292251COUNT	08/17/2015	VCH004067	Vch	TANUM00BTS	Trip from Washington to Dallas	WOZRPP	07/21/2015
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<p><b>Instruction:</b></p> <p><b>Step 5: Open Voucher</b> Select the Open Document link from the Actions for pop up window.</p>	<p><b>Screenshot:</b></p> 																																																																																
<p><b>Step 6: Select Expenses &amp; Receipts Tab</b> Select the Expenses &amp; Receipts tab to see a list of all of the expenses for this trip.</p>	<p>Traveler: Melissa Stecklow Vch: VCH004318 (TANUM00FSN) <a href="#">View/Change</a></p> <p><b>Summary</b> General Charge Card <b>Expenses &amp; Receipts</b> Accounting Exceptions Profile Totals Perform Pre-Audits Confirmation</p>																																																																																
<p><b>Step 7: Verify All Expenses</b> Use the scroll bar to view all of the expenses on the Voucher. It is the responsibility of the Traveler to verify that all expenses for the trip have been accounted for and are accurate.</p>	<p>Summary General Charge Card <b>Expenses &amp; Receipts</b> Accounting Exceptions Profile Totals Perform Pre-Audits Confirmation</p> <p>For Delete: <a href="#">Select All</a> <a href="#">Deselect All</a> Currency: U.S. Dollar</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>05/19/2015</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>08/17/2015</td> <td></td> <td>Airfare</td> <td>430.70</td> <td></td> </tr> <tr> <td>3</td> <td></td> <td><input type="checkbox"/></td> <td>08/17/2015</td> <td></td> <td>First Bag Airline Fee</td> <td>20.00</td> <td></td> </tr> <tr> <td>4</td> <td></td> <td><input type="checkbox"/></td> <td>08/17/2015</td> <td></td> <td>Hotel Tax - Domestic</td> <td>20.00</td> <td></td> </tr> <tr> <td>5</td> <td></td> <td><input type="checkbox"/></td> <td>08/17/2015</td> <td></td> <td>Lodging</td> <td>119.00</td> <td></td> </tr> <tr> <td>6</td> <td></td> <td><input type="checkbox"/></td> <td>08/17/2015</td> <td></td> <td>M&amp;IE</td> <td>53.25</td> <td></td> </tr> <tr> <td>7</td> <td></td> <td><input type="checkbox"/></td> <td>08/18/2015</td> <td></td> <td>Hotel Tax - Domestic</td> <td>20.00</td> <td></td> </tr> <tr> <td>8</td> <td></td> <td><input type="checkbox"/></td> <td>08/18/2015</td> <td></td> <td>Lodging</td> <td>119.00</td> <td></td> </tr> <tr> <td>9</td> <td></td> <td><input type="checkbox"/></td> <td>08/18/2015</td> <td></td> <td>M&amp;IE</td> <td>53.00</td> <td></td> </tr> </tbody> </table>	#	Action	Delete	Date	Source	Expense Description	Amount	Type	1		<input type="checkbox"/>	05/19/2015		TDY Voucher Fee	14.75	RO	2		<input type="checkbox"/>	08/17/2015		Airfare	430.70		3		<input type="checkbox"/>	08/17/2015		First Bag Airline Fee	20.00		4		<input type="checkbox"/>	08/17/2015		Hotel Tax - Domestic	20.00		5		<input type="checkbox"/>	08/17/2015		Lodging	119.00		6		<input type="checkbox"/>	08/17/2015		M&IE	53.25		7		<input type="checkbox"/>	08/18/2015		Hotel Tax - Domestic	20.00		8		<input type="checkbox"/>	08/18/2015		Lodging	119.00		9		<input type="checkbox"/>	08/18/2015		M&IE	53.00	
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<p><b>Step 10: Select Confirmation Tab</b> Select the Confirmation tab to sign the Voucher.</p>	<p>Traveler: Melissa Stecklow Vch: VCH004318 (TANUM00FSN) <a href="#">View/Change</a></p> <p><b>Summary</b> General Charge Card Expenses &amp; Receipts Accounting Exceptions Profile Totals Perform Pre-Audits <b>Confirmation</b></p>																																																																																
<p><b>Step 11: Sign Voucher</b> Verify that the Status to Apply is the SIGNED stamp and then select Stamp and Submit Document. If any items on the Voucher are not accurate, select the Close button and contact the Preparer to have them make the necessary changes.</p>	<p>H004318 (TANUM00FSN) <a href="#">View/Change Reservations</a> <a href="#">View Linked Documents</a> <a href="#">Submit</a> <a href="#">Print</a> <a href="#">Export</a> <a href="#">Close</a></p> <p>Expenses &amp; Receipts Accounting Exceptions Profile Totals Perform Pre-Audits <b>Confirmation</b></p> <p>Audits - Go To Audits <b>Stamp and Submit Document</b> <a href="#">Back</a> <a href="#">Next</a></p> <p>use sensitive more</p> <p>Status to Apply: <b>SIGNED</b></p> <p>Reason: <input type="text"/></p> <p>Remarks: <input type="text"/></p> <p>Return-to: <input type="text"/></p>																																																																																

Instruction:	Screenshot:
<p><b>Step 12: Verify Pre-Audits</b> Verify that any justifications are accurate. Then select the Continue Stamping the Document button.</p>	
<p><b>Step 13: Finish Signing Voucher</b> Select the Accept Signature Text button to complete the signing process.</p>	
<p><b>Step 14: Close Voucher</b> Select the Close Post Stamping Document Closure Screen button to close the Voucher and begin the routing process for approval.</p>	

**You have successfully signed a Voucher in CGE!**