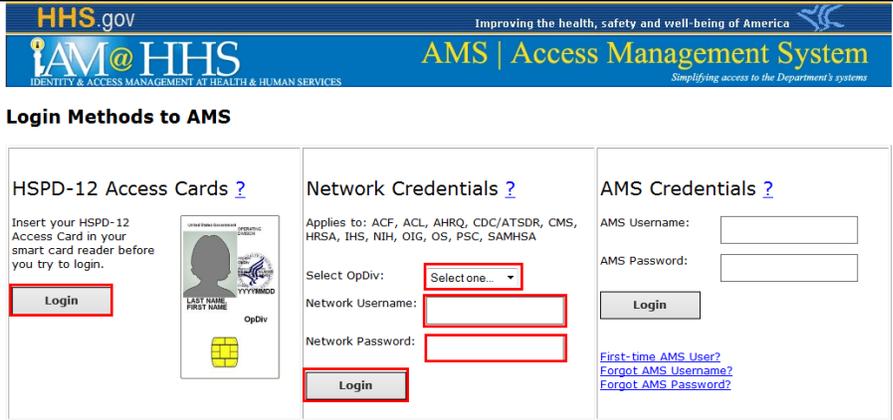


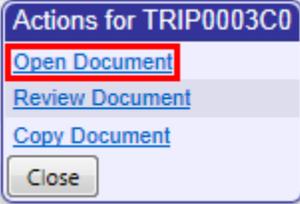
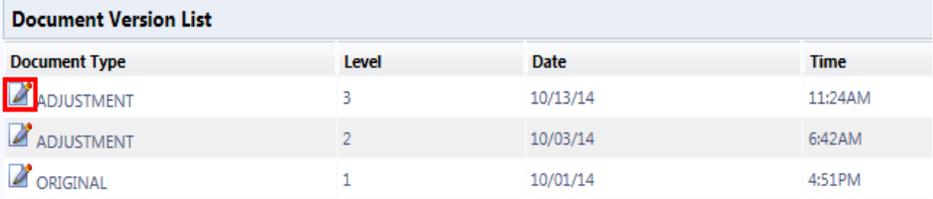
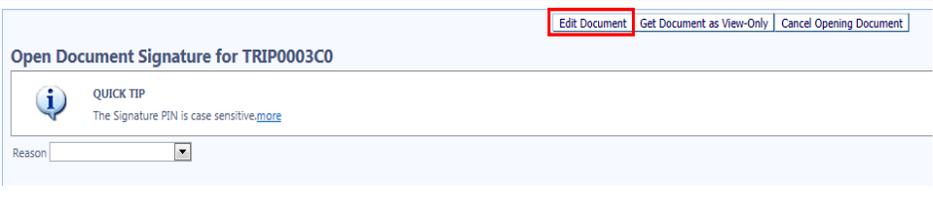
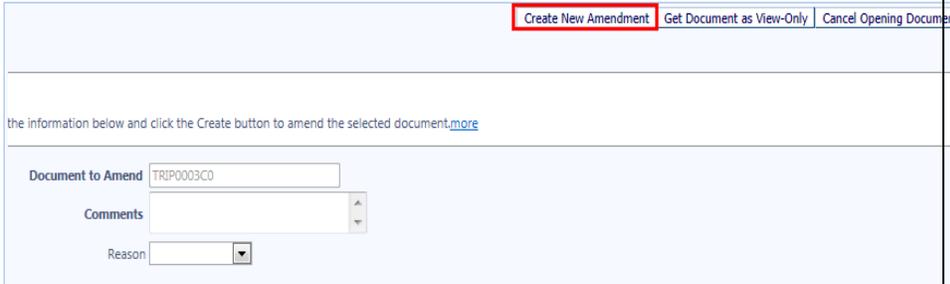
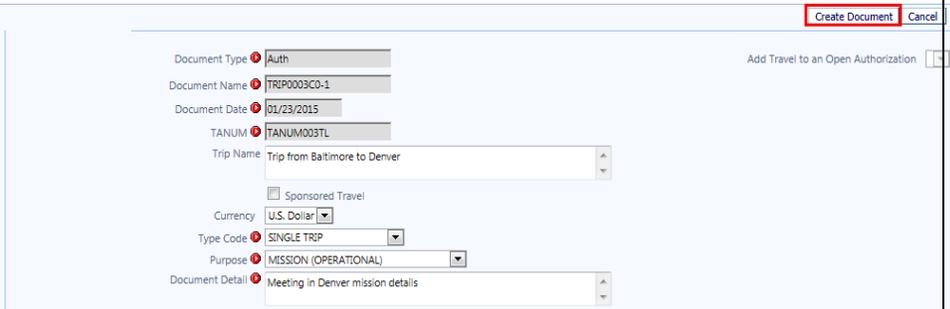


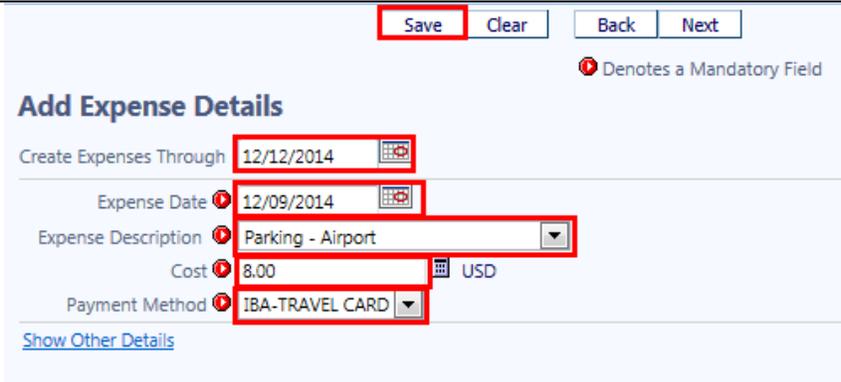
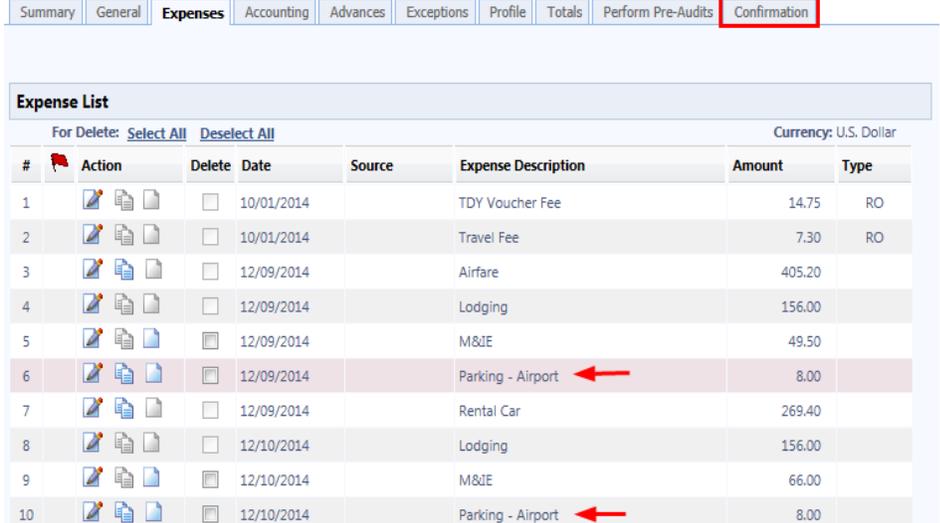
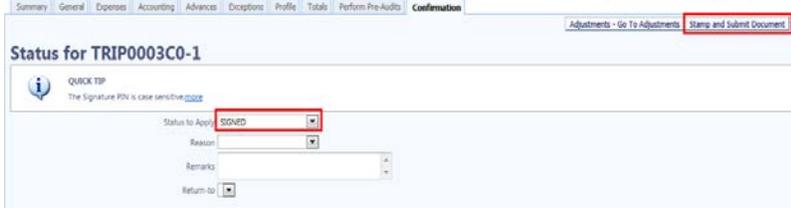
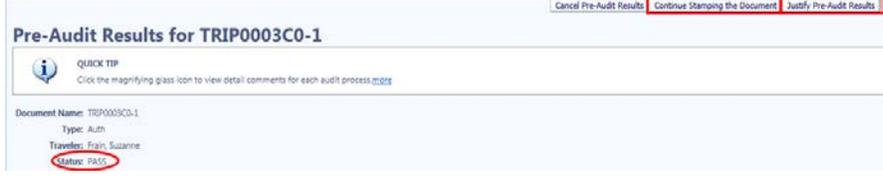
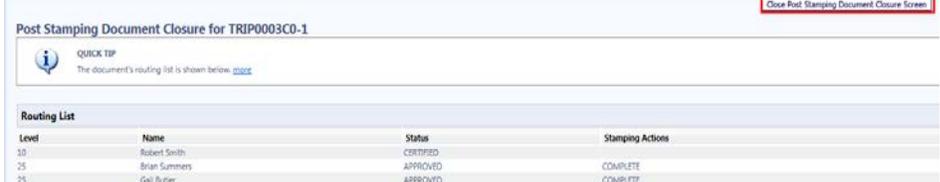
## Concur Government Edition (CGE) Job Aid: Adding an Expense to a Travel Document.

**Purpose:** To provide a step-by-step guide to adding expense to an Authorization or a Voucher in CGE.

**Audience:** Travelers and Preparers

| <p><b>Instruction:</b></p> <p><b>Step 1: Log into AMS</b><br/>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>Screenshot:</b></p>    |            |                               |        |           |                            |      |            |                             |                            |      |            |                               |                            |      |            |       |                            |      |            |                      |
|---|--|------------|-------------------------------|--------|-----------|----------------------------|------|------------|-----------------------------|----------------------------|------|------------|-------------------------------|----------------------------|------|------------|-------|----------------------------|------|------------|----------------------|
| <p><b>Step 2: Select CGE</b><br/>From the Home page of AMS select the E-Travel link.</p>  |   |            |                               |        |           |                            |      |            |                             |                            |      |            |                               |                            |      |            |       |                            |      |            |                      |
| <p><b>Step 3: Select Authorizations</b><br/>From CGE Home page, select the Authorizations page to locate the document.</p> <p>Note: When adding an expense to a Voucher, select the Vouchers tab and follow the directions below.</p>   |    |            |                               |        |           |                            |      |            |                             |                            |      |            |                               |                            |      |            |       |                            |      |            |                      |
| <p><b>Step 4: Select the Document</b><br/>Locate the Authorization from the list and select the document Name.</p>  | <p><b>Authorizations</b></p> <p><a href="#">Search Authorizations</a></p> <table border="1"> <thead> <tr> <th>Name</th> <th>Type</th> <th>TA Num</th> <th>Trip Name</th> </tr> </thead> <tbody> <tr> <td><a href="#">TRIP0006IQ</a></td> <td>Auth</td> <td>TANUM007KO</td> <td>Trip from Atlanta to Madrid</td> </tr> <tr> <td><a href="#">TRIP0003C0</a></td> <td>Auth</td> <td>TANUM003TL</td> <td>Trip from Baltimore to Denver</td> </tr> <tr> <td><a href="#">TRIP0003D1</a></td> <td>Auth</td> <td>TANUM003UO</td> <td>Paris</td> </tr> <tr> <td><a href="#">TRIP0003D0</a></td> <td>Auth</td> <td>TANUM003UN</td> <td>Trip to Philadelphia</td> </tr> </tbody> </table> | Name       | Type                          | TA Num | Trip Name | <a href="#">TRIP0006IQ</a> | Auth | TANUM007KO | Trip from Atlanta to Madrid | <a href="#">TRIP0003C0</a> | Auth | TANUM003TL | Trip from Baltimore to Denver | <a href="#">TRIP0003D1</a> | Auth | TANUM003UO | Paris | <a href="#">TRIP0003D0</a> | Auth | TANUM003UN | Trip to Philadelphia |
| Name  | Type   | TA Num     | Trip Name                     |        |           |                            |      |            |                             |                            |      |            |                               |                            |      |            |       |                            |      |            |                      |
| <a href="#">TRIP0006IQ</a>  | Auth   | TANUM007KO | Trip from Atlanta to Madrid   |        |           |                            |      |            |                             |                            |      |            |                               |                            |      |            |       |                            |      |            |                      |
| <a href="#">TRIP0003C0</a>  | Auth   | TANUM003TL | Trip from Baltimore to Denver |        |           |                            |      |            |                             |                            |      |            |                               |                            |      |            |       |                            |      |            |                      |
| <a href="#">TRIP0003D1</a>  | Auth   | TANUM003UO | Paris                         |        |           |                            |      |            |                             |                            |      |            |                               |                            |      |            |       |                            |      |            |                      |
| <a href="#">TRIP0003D0</a>  | Auth   | TANUM003UN | Trip to Philadelphia          |        |           |                            |      |            |                             |                            |      |            |                               |                            |      |            |       |                            |      |            |                      |

| <p><b>Instruction:</b></p>  | <p><b>Screenshot:</b></p>   |                          |            |        |                     |            |                     |          |         |            |   |                          |            |          |                 |          |        |   |  |                          |            |  |            |      |    |   |  |                          |            |  |         |        |  |   |  |                          |            |  |         |        |  |
|---|---|--------------------------|------------|--------|---------------------|------------|---------------------|----------|---------|------------|---|--------------------------|------------|----------|-----------------|----------|--------|---|--|--------------------------|------------|--|------------|------|----|---|--|--------------------------|------------|--|---------|--------|--|---|--|--------------------------|------------|--|---------|--------|--|
| <p><b>Step 5: Open the Document</b><br/>Select the Open Document link to open the Authorization.</p> <p>Note: If Open Document is displayed as Amend Document, select it and skip to step 5b.</p> |    |                          |            |        |                     |            |                     |          |         |            |   |                          |            |          |                 |          |        |   |  |                          |            |  |            |      |    |   |  |                          |            |  |         |        |  |   |  |                          |            |  |         |        |  |
| <p><b>Step 5 (continued): Open the Document</b><br/>If more than one version of the document exists, select the edit icon next to the latest version.</p>   |  <table border="1"> <thead> <tr> <th>Document Type</th> <th>Level</th> <th>Date</th> <th>Time</th> </tr> </thead> <tbody> <tr> <td>ADJUSTMENT</td> <td>3</td> <td>10/13/14</td> <td>11:24AM</td> </tr> <tr> <td>ADJUSTMENT</td> <td>2</td> <td>10/03/14</td> <td>6:42AM</td> </tr> <tr> <td>ORIGINAL</td> <td>1</td> <td>10/01/14</td> <td>4:51PM</td> </tr> </tbody> </table>  | Document Type            | Level      | Date   | Time                | ADJUSTMENT | 3                   | 10/13/14 | 11:24AM | ADJUSTMENT | 2 | 10/03/14                 | 6:42AM     | ORIGINAL | 1               | 10/01/14 | 4:51PM |   |  |                          |            |  |            |      |    |   |  |                          |            |  |         |        |  |   |  |                          |            |  |         |        |  |
| Document Type   | Level   | Date                     | Time       |        |                     |            |                     |          |         |            |   |                          |            |          |                 |          |        |   |  |                          |            |  |            |      |    |   |  |                          |            |  |         |        |  |   |  |                          |            |  |         |        |  |
| ADJUSTMENT  | 3   | 10/13/14                 | 11:24AM    |        |                     |            |                     |          |         |            |   |                          |            |          |                 |          |        |   |  |                          |            |  |            |      |    |   |  |                          |            |  |         |        |  |   |  |                          |            |  |         |        |  |
| ADJUSTMENT  | 2   | 10/03/14                 | 6:42AM     |        |                     |            |                     |          |         |            |   |                          |            |          |                 |          |        |   |  |                          |            |  |            |      |    |   |  |                          |            |  |         |        |  |   |  |                          |            |  |         |        |  |
| ORIGINAL  | 1   | 10/01/14                 | 4:51PM     |        |                     |            |                     |          |         |            |   |                          |            |          |                 |          |        |   |  |                          |            |  |            |      |    |   |  |                          |            |  |         |        |  |   |  |                          |            |  |         |        |  |
| <p><b>Step 5 (continued): Open the Document</b><br/>If the document status has already been signed, you will be prompted to edit the document. Select the Edit Document button.</p>               |   |                          |            |        |                     |            |                     |          |         |            |   |                          |            |          |                 |          |        |   |  |                          |            |  |            |      |    |   |  |                          |            |  |         |        |  |   |  |                          |            |  |         |        |  |
| <p><b>Step 5b: Amend the Document</b><br/>For documents that have been approved, you will be prompted to create an Amendment. Select the Create New Amendment button.</p>                         |    |                          |            |        |                     |            |                     |          |         |            |   |                          |            |          |                 |          |        |   |  |                          |            |  |            |      |    |   |  |                          |            |  |         |        |  |   |  |                          |            |  |         |        |  |
| <p><b>Step 5b (continued): Amend the Document</b><br/>Select the Create Document button to create the amendment to the Authorization.</p>   |   |                          |            |        |                     |            |                     |          |         |            |   |                          |            |          |                 |          |        |   |  |                          |            |  |            |      |    |   |  |                          |            |  |         |        |  |   |  |                          |            |  |         |        |  |
| <p><b>Step 6: Expenses</b><br/>Select the Expenses tab to see the list of current expenses.</p>   |   |                          |            |        |                     |            |                     |          |         |            |   |                          |            |          |                 |          |        |   |  |                          |            |  |            |      |    |   |  |                          |            |  |         |        |  |   |  |                          |            |  |         |        |  |
| <p><b>Step 7: Add Expenses</b><br/>Select the Add Expenses button to add a new expense.</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>10/01/2014</td> <td></td> <td>TDY Voucher Fee</td> <td>14.73</td> <td>RO</td> </tr> <tr> <td>2</td> <td></td> <td><input type="checkbox"/></td> <td>10/01/2014</td> <td></td> <td>Travel Fee</td> <td>7.30</td> <td>RO</td> </tr> <tr> <td>3</td> <td></td> <td><input type="checkbox"/></td> <td>12/09/2014</td> <td></td> <td>Airtare</td> <td>405.20</td> <td></td> </tr> <tr> <td>4</td> <td></td> <td><input type="checkbox"/></td> <td>12/09/2014</td> <td></td> <td>Lodging</td> <td>156.00</td> <td></td> </tr> </tbody> </table> | #                        | Action     | Delete | Date                | Source     | Expense Description | Amount   | Type    | 1          |   | <input type="checkbox"/> | 10/01/2014 |          | TDY Voucher Fee | 14.73    | RO     | 2 |  | <input type="checkbox"/> | 10/01/2014 |  | Travel Fee | 7.30 | RO | 3 |  | <input type="checkbox"/> | 12/09/2014 |  | Airtare | 405.20 |  | 4 |  | <input type="checkbox"/> | 12/09/2014 |  | Lodging | 156.00 |  |
| #   | Action  | Delete                   | Date       | Source | Expense Description | Amount     | Type                |          |         |            |   |                          |            |          |                 |          |        |   |  |                          |            |  |            |      |    |   |  |                          |            |  |         |        |  |   |  |                          |            |  |         |        |  |
| 1   |   | <input type="checkbox"/> | 10/01/2014 |        | TDY Voucher Fee     | 14.73      | RO                  |          |         |            |   |                          |            |          |                 |          |        |   |  |                          |            |  |            |      |    |   |  |                          |            |  |         |        |  |   |  |                          |            |  |         |        |  |
| 2   |   | <input type="checkbox"/> | 10/01/2014 |        | Travel Fee          | 7.30       | RO                  |          |         |            |   |                          |            |          |                 |          |        |   |  |                          |            |  |            |      |    |   |  |                          |            |  |         |        |  |   |  |                          |            |  |         |        |  |
| 3   |   | <input type="checkbox"/> | 12/09/2014 |        | Airtare             | 405.20     |                     |          |         |            |   |                          |            |          |                 |          |        |   |  |                          |            |  |            |      |    |   |  |                          |            |  |         |        |  |   |  |                          |            |  |         |        |  |
| 4   |   | <input type="checkbox"/> | 12/09/2014 |        | Lodging             | 156.00     |                     |          |         |            |   |                          |            |          |                 |          |        |   |  |                          |            |  |            |      |    |   |  |                          |            |  |         |        |  |   |  |                          |            |  |         |        |  |

| <p><b>Instruction:</b></p> <p><b>Step 8: Add Expense Details</b><br/>         In the Add Expense Details section, enter the Expense Description, Cost, Payment Method, and Expense Date. If this is a recurring cost on consecutive days, enter the date of the last expense in the Create Expense Through field. Then select Save.</p> | <p><b>Screenshot:</b></p>   |                          |                  |        |                     |        |                     |           |      |    |               |                          |            |    |                 |          |          |   |  |                          |            |  |            |      |    |   |  |                          |            |  |         |        |  |   |  |                          |            |  |         |        |  |   |  |                          |            |  |      |       |  |   |  |                          |            |  |                   |      |  |   |  |                          |            |  |            |        |  |   |  |                          |            |  |         |        |  |   |  |                          |            |  |      |       |  |    |  |                          |            |  |                   |      |  |
|---|--|--------------------------|------------------|--------|---------------------|--------|---------------------|-----------|------|----|---------------|--------------------------|------------|----|-----------------|----------|----------|---|--|--------------------------|------------|--|------------|------|----|---|--|--------------------------|------------|--|---------|--------|--|---|--|--------------------------|------------|--|---------|--------|--|---|--|--------------------------|------------|--|------|-------|--|---|--|--------------------------|------------|--|-------------------|------|--|---|--|--------------------------|------------|--|------------|--------|--|---|--|--------------------------|------------|--|---------|--------|--|---|--|--------------------------|------------|--|------|-------|--|----|--|--------------------------|------------|--|-------------------|------|--|
| <p><b>Step 9: Select Confirmation</b><br/>         Once all of the new expenses have been added, select the Confirmation tab to sign the document.</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>10/01/2014</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>10/01/2014</td><td></td><td>Travel Fee</td><td>7.30</td><td>RO</td></tr> <tr><td>3</td><td></td><td><input type="checkbox"/></td><td>12/09/2014</td><td></td><td>Airfare</td><td>405.20</td><td></td></tr> <tr><td>4</td><td></td><td><input type="checkbox"/></td><td>12/09/2014</td><td></td><td>Lodging</td><td>156.00</td><td></td></tr> <tr><td>5</td><td></td><td><input type="checkbox"/></td><td>12/09/2014</td><td></td><td>M&amp;IE</td><td>49.50</td><td></td></tr> <tr><td>6</td><td></td><td><input type="checkbox"/></td><td>12/09/2014</td><td></td><td>Parking - Airport</td><td>8.00</td><td></td></tr> <tr><td>7</td><td></td><td><input type="checkbox"/></td><td>12/09/2014</td><td></td><td>Rental Car</td><td>269.40</td><td></td></tr> <tr><td>8</td><td></td><td><input type="checkbox"/></td><td>12/10/2014</td><td></td><td>Lodging</td><td>156.00</td><td></td></tr> <tr><td>9</td><td></td><td><input type="checkbox"/></td><td>12/10/2014</td><td></td><td>M&amp;IE</td><td>66.00</td><td></td></tr> <tr><td>10</td><td></td><td><input type="checkbox"/></td><td>12/10/2014</td><td></td><td>Parking - Airport</td><td>8.00</td><td></td></tr> </tbody> </table> | #                        | Action           | Delete | Date                | Source | Expense Description | Amount    | Type | 1  |               | <input type="checkbox"/> | 10/01/2014 |    | TDY Voucher Fee | 14.75    | RO       | 2 |  | <input type="checkbox"/> | 10/01/2014 |  | Travel Fee | 7.30 | RO | 3 |  | <input type="checkbox"/> | 12/09/2014 |  | Airfare | 405.20 |  | 4 |  | <input type="checkbox"/> | 12/09/2014 |  | Lodging | 156.00 |  | 5 |  | <input type="checkbox"/> | 12/09/2014 |  | M&IE | 49.50 |  | 6 |  | <input type="checkbox"/> | 12/09/2014 |  | Parking - Airport | 8.00 |  | 7 |  | <input type="checkbox"/> | 12/09/2014 |  | Rental Car | 269.40 |  | 8 |  | <input type="checkbox"/> | 12/10/2014 |  | Lodging | 156.00 |  | 9 |  | <input type="checkbox"/> | 12/10/2014 |  | M&IE | 66.00 |  | 10 |  | <input type="checkbox"/> | 12/10/2014 |  | Parking - Airport | 8.00 |  |
| #   | Action   | Delete                   | Date             | Source | Expense Description | Amount | Type                |           |      |    |               |                          |            |    |                 |          |          |   |  |                          |            |  |            |      |    |   |  |                          |            |  |         |        |  |   |  |                          |            |  |         |        |  |   |  |                          |            |  |      |       |  |   |  |                          |            |  |                   |      |  |   |  |                          |            |  |            |        |  |   |  |                          |            |  |         |        |  |   |  |                          |            |  |      |       |  |    |  |                          |            |  |                   |      |  |
| 1   |  | <input type="checkbox"/> | 10/01/2014       |        | TDY Voucher Fee     | 14.75  | RO                  |           |      |    |               |                          |            |    |                 |          |          |   |  |                          |            |  |            |      |    |   |  |                          |            |  |         |        |  |   |  |                          |            |  |         |        |  |   |  |                          |            |  |      |       |  |   |  |                          |            |  |                   |      |  |   |  |                          |            |  |            |        |  |   |  |                          |            |  |         |        |  |   |  |                          |            |  |      |       |  |    |  |                          |            |  |                   |      |  |
| 2   |  | <input type="checkbox"/> | 10/01/2014       |        | Travel Fee          | 7.30   | RO                  |           |      |    |               |                          |            |    |                 |          |          |   |  |                          |            |  |            |      |    |   |  |                          |            |  |         |        |  |   |  |                          |            |  |         |        |  |   |  |                          |            |  |      |       |  |   |  |                          |            |  |                   |      |  |   |  |                          |            |  |            |        |  |   |  |                          |            |  |         |        |  |   |  |                          |            |  |      |       |  |    |  |                          |            |  |                   |      |  |
| 3   |  | <input type="checkbox"/> | 12/09/2014       |        | Airfare             | 405.20 |                     |           |      |    |               |                          |            |    |                 |          |          |   |  |                          |            |  |            |      |    |   |  |                          |            |  |         |        |  |   |  |                          |            |  |         |        |  |   |  |                          |            |  |      |       |  |   |  |                          |            |  |                   |      |  |   |  |                          |            |  |            |        |  |   |  |                          |            |  |         |        |  |   |  |                          |            |  |      |       |  |    |  |                          |            |  |                   |      |  |
| 4   |  | <input type="checkbox"/> | 12/09/2014       |        | Lodging             | 156.00 |                     |           |      |    |               |                          |            |    |                 |          |          |   |  |                          |            |  |            |      |    |   |  |                          |            |  |         |        |  |   |  |                          |            |  |         |        |  |   |  |                          |            |  |      |       |  |   |  |                          |            |  |                   |      |  |   |  |                          |            |  |            |        |  |   |  |                          |            |  |         |        |  |   |  |                          |            |  |      |       |  |    |  |                          |            |  |                   |      |  |
| 5   |  | <input type="checkbox"/> | 12/09/2014       |        | M&IE                | 49.50  |                     |           |      |    |               |                          |            |    |                 |          |          |   |  |                          |            |  |            |      |    |   |  |                          |            |  |         |        |  |   |  |                          |            |  |         |        |  |   |  |                          |            |  |      |       |  |   |  |                          |            |  |                   |      |  |   |  |                          |            |  |            |        |  |   |  |                          |            |  |         |        |  |   |  |                          |            |  |      |       |  |    |  |                          |            |  |                   |      |  |
| 6   |  | <input type="checkbox"/> | 12/09/2014       |        | Parking - Airport   | 8.00   |                     |           |      |    |               |                          |            |    |                 |          |          |   |  |                          |            |  |            |      |    |   |  |                          |            |  |         |        |  |   |  |                          |            |  |         |        |  |   |  |                          |            |  |      |       |  |   |  |                          |            |  |                   |      |  |   |  |                          |            |  |            |        |  |   |  |                          |            |  |         |        |  |   |  |                          |            |  |      |       |  |    |  |                          |            |  |                   |      |  |
| 7   |  | <input type="checkbox"/> | 12/09/2014       |        | Rental Car          | 269.40 |                     |           |      |    |               |                          |            |    |                 |          |          |   |  |                          |            |  |            |      |    |   |  |                          |            |  |         |        |  |   |  |                          |            |  |         |        |  |   |  |                          |            |  |      |       |  |   |  |                          |            |  |                   |      |  |   |  |                          |            |  |            |        |  |   |  |                          |            |  |         |        |  |   |  |                          |            |  |      |       |  |    |  |                          |            |  |                   |      |  |
| 8   |  | <input type="checkbox"/> | 12/10/2014       |        | Lodging             | 156.00 |                     |           |      |    |               |                          |            |    |                 |          |          |   |  |                          |            |  |            |      |    |   |  |                          |            |  |         |        |  |   |  |                          |            |  |         |        |  |   |  |                          |            |  |      |       |  |   |  |                          |            |  |                   |      |  |   |  |                          |            |  |            |        |  |   |  |                          |            |  |         |        |  |   |  |                          |            |  |      |       |  |    |  |                          |            |  |                   |      |  |
| 9   |  | <input type="checkbox"/> | 12/10/2014       |        | M&IE                | 66.00  |                     |           |      |    |               |                          |            |    |                 |          |          |   |  |                          |            |  |            |      |    |   |  |                          |            |  |         |        |  |   |  |                          |            |  |         |        |  |   |  |                          |            |  |      |       |  |   |  |                          |            |  |                   |      |  |   |  |                          |            |  |            |        |  |   |  |                          |            |  |         |        |  |   |  |                          |            |  |      |       |  |    |  |                          |            |  |                   |      |  |
| 10  |  | <input type="checkbox"/> | 12/10/2014       |        | Parking - Airport   | 8.00   |                     |           |      |    |               |                          |            |    |                 |          |          |   |  |                          |            |  |            |      |    |   |  |                          |            |  |         |        |  |   |  |                          |            |  |         |        |  |   |  |                          |            |  |      |       |  |   |  |                          |            |  |                   |      |  |   |  |                          |            |  |            |        |  |   |  |                          |            |  |         |        |  |   |  |                          |            |  |      |       |  |    |  |                          |            |  |                   |      |  |
| <p><b>Step 10: Sign Authorization</b><br/>         Select the SIGNED stamp from the Status to Apply drop down box and then select the Stamp and Submit Document button.</p>   |    |                          |                  |        |                     |        |                     |           |      |    |               |                          |            |    |                 |          |          |   |  |                          |            |  |            |      |    |   |  |                          |            |  |         |        |  |   |  |                          |            |  |         |        |  |   |  |                          |            |  |      |       |  |   |  |                          |            |  |                   |      |  |   |  |                          |            |  |            |        |  |   |  |                          |            |  |         |        |  |   |  |                          |            |  |      |       |  |    |  |                          |            |  |                   |      |  |
| <p><b>Step 11: Stamp Authorization</b><br/>         If necessary, justify any failed pre-audits. Otherwise, select Continue Stamping the Document.</p>  |    |                          |                  |        |                     |        |                     |           |      |    |               |                          |            |    |                 |          |          |   |  |                          |            |  |            |      |    |   |  |                          |            |  |         |        |  |   |  |                          |            |  |         |        |  |   |  |                          |            |  |      |       |  |   |  |                          |            |  |                   |      |  |   |  |                          |            |  |            |        |  |   |  |                          |            |  |         |        |  |   |  |                          |            |  |      |       |  |    |  |                          |            |  |                   |      |  |
| <p><b>Step 12: Accept Signature</b><br/>         Select the Accept Signature Text button to indicate that you are legally signing this document.</p>  |    |                          |                  |        |                     |        |                     |           |      |    |               |                          |            |    |                 |          |          |   |  |                          |            |  |            |      |    |   |  |                          |            |  |         |        |  |   |  |                          |            |  |         |        |  |   |  |                          |            |  |      |       |  |   |  |                          |            |  |                   |      |  |   |  |                          |            |  |            |        |  |   |  |                          |            |  |         |        |  |   |  |                          |            |  |      |       |  |    |  |                          |            |  |                   |      |  |
| <p><b>Step 13: Close and Route the Document</b><br/>         Select the Close Post Stamping Closure Screen button to close the document and begin the routing process.</p>  |  <table border="1"> <thead> <tr> <th>Level</th> <th>Name</th> <th>Status</th> <th>Stamping Actions</th> </tr> </thead> <tbody> <tr><td>10</td><td>Robert Smith</td><td>CERTIFIED</td><td></td></tr> <tr><td>25</td><td>Brian Summers</td><td>APPROVED</td><td>COMPLETE</td></tr> <tr><td>25</td><td>Gail Butler</td><td>APPROVED</td><td>COMPLETE</td></tr> </tbody> </table>  | Level                    | Name             | Status | Stamping Actions    | 10     | Robert Smith        | CERTIFIED |      | 25 | Brian Summers | APPROVED                 | COMPLETE   | 25 | Gail Butler     | APPROVED | COMPLETE |   |  |                          |            |  |            |      |    |   |  |                          |            |  |         |        |  |   |  |                          |            |  |         |        |  |   |  |                          |            |  |      |       |  |   |  |                          |            |  |                   |      |  |   |  |                          |            |  |            |        |  |   |  |                          |            |  |         |        |  |   |  |                          |            |  |      |       |  |    |  |                          |            |  |                   |      |  |
| Level   | Name   | Status                   | Stamping Actions |        |                     |        |                     |           |      |    |               |                          |            |    |                 |          |          |   |  |                          |            |  |            |      |    |   |  |                          |            |  |         |        |  |   |  |                          |            |  |         |        |  |   |  |                          |            |  |      |       |  |   |  |                          |            |  |                   |      |  |   |  |                          |            |  |            |        |  |   |  |                          |            |  |         |        |  |   |  |                          |            |  |      |       |  |    |  |                          |            |  |                   |      |  |
| 10  | Robert Smith   | CERTIFIED                |                  |        |                     |        |                     |           |      |    |               |                          |            |    |                 |          |          |   |  |                          |            |  |            |      |    |   |  |                          |            |  |         |        |  |   |  |                          |            |  |         |        |  |   |  |                          |            |  |      |       |  |   |  |                          |            |  |                   |      |  |   |  |                          |            |  |            |        |  |   |  |                          |            |  |         |        |  |   |  |                          |            |  |      |       |  |    |  |                          |            |  |                   |      |  |
| 25  | Brian Summers  | APPROVED                 | COMPLETE         |        |                     |        |                     |           |      |    |               |                          |            |    |                 |          |          |   |  |                          |            |  |            |      |    |   |  |                          |            |  |         |        |  |   |  |                          |            |  |         |        |  |   |  |                          |            |  |      |       |  |   |  |                          |            |  |                   |      |  |   |  |                          |            |  |            |        |  |   |  |                          |            |  |         |        |  |   |  |                          |            |  |      |       |  |    |  |                          |            |  |                   |      |  |
| 25  | Gail Butler  | APPROVED                 | COMPLETE         |        |                     |        |                     |           |      |    |               |                          |            |    |                 |          |          |   |  |                          |            |  |            |      |    |   |  |                          |            |  |         |        |  |   |  |                          |            |  |         |        |  |   |  |                          |            |  |      |       |  |   |  |                          |            |  |                   |      |  |   |  |                          |            |  |            |        |  |   |  |                          |            |  |         |        |  |   |  |                          |            |  |      |       |  |    |  |                          |            |  |                   |      |  |

**You have successfully added an expense to a travel document in CGE!**