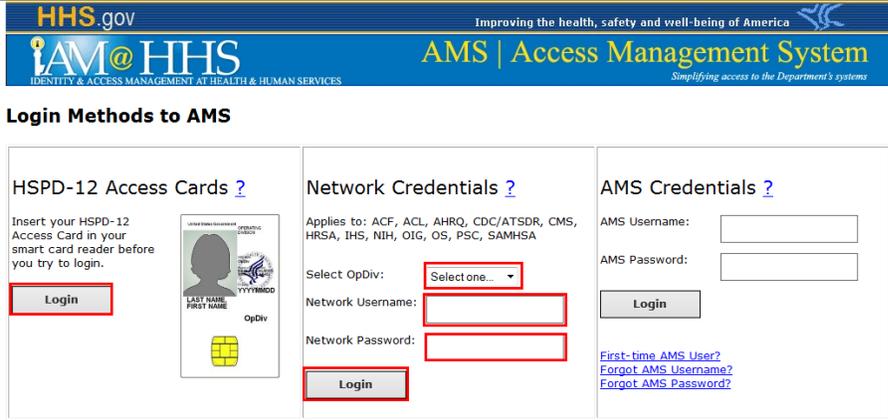
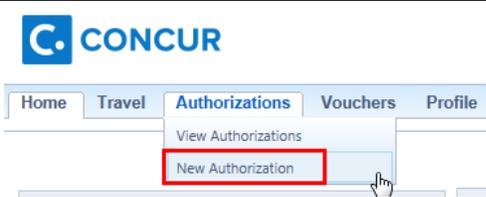
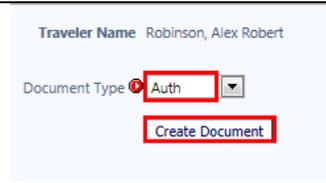




## Concur Government Edition (CGE) Job Aid: Creating an Authorization without Travel

**Purpose:** To provide a step-by-step guide to creating an Authorization that does not contain a travel reservation in CGE.

**Audience:** Traveler and 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 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 New Authorization</b> From the Home page of CGE, roll your cursor over the Authorizations tab and choose New Authorization.</p>	
<p><b>Step 4: Select Document Type</b> From the Document Type drop down menu, choose Auth and then select the Create Document button.</p>	

**Instruction:**

**Step 5: Enter Document Information**  
 From the Document Information page, enter the trip Type Code, Purpose, and a Document Description (per your OpDiv/StaffDiv guidelines).

**Screenshot:**

**Step 6: Enter Trip Information**  
 Select the Trip Information tab and enter an Arrival Date, Departure Date, and Itinerary Location, for this trip. Select Create Document to continue.

**Step 7: Select Expenses Tab**  
 Select the Expenses tab to enter the estimated expenses for this trip.

Traveler: Alex Robinson Auth: TRIP0001DY (TANUM001Q4)

Summary **General** Group **Expenses** Accounting Advances Exceptions Profile Totals Perform Pre-Audits Confirmation

**Step 8: Add Expenses**  
 Expenses for Lodging and Meals and Incidental Expenses (M&IE) have already been added per the TDY location. To add an additional expense, select Add Expense.

**Add Expense** Delete Selected Expenses

**Expense List**

For Delete: [Select All](#) [Deselect All](#) Currency: U.S. Dollar

Action	Delete	Date	Expense Description	Amount	Type
	<input type="checkbox"/>	05/19/2014	TDY Voucher Fee	14.75	RO
	<input type="checkbox"/>	08/04/2014	Lodging	155.00	
	<input type="checkbox"/>	08/04/2014	M&IE	49.50	
	<input type="checkbox"/>	08/05/2014	Lodging	155.00	
	<input type="checkbox"/>	08/05/2014	M&IE	66.00	
	<input type="checkbox"/>	08/06/2014	Lodging	155.00	
	<input type="checkbox"/>	08/06/2014	M&IE	66.00	

**Step 9: Enter an Expense**  
 On the right side of the page, enter the following information:

- Expense Description (ie Personally Owned Vehicle)
- Quantity (for mileage reimbursement)
- Cost (POV will automatically populate cost. For other expenses enter cost manually.)
- Payment Method
- Create Expense Through (if expense applies to multiple consecutive days)

Select Save to complete.  
 Continue to add all estimated expenses for this trip.

**Add Expense Details** Save Clear

Create Expenses Through

Expense Date: 08/04/2014

Expense Description: **Privately Owned Vehicle**

Quantity: **120**

Rate: 0.560

Cost: 67.20 USD

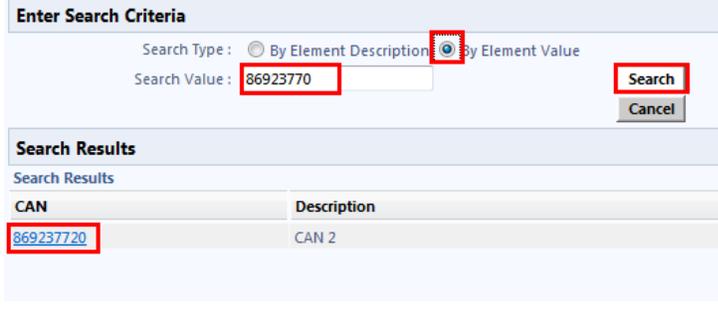
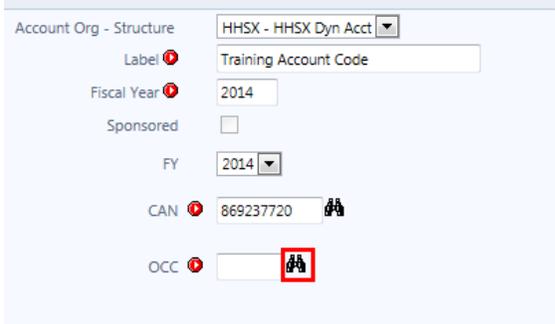
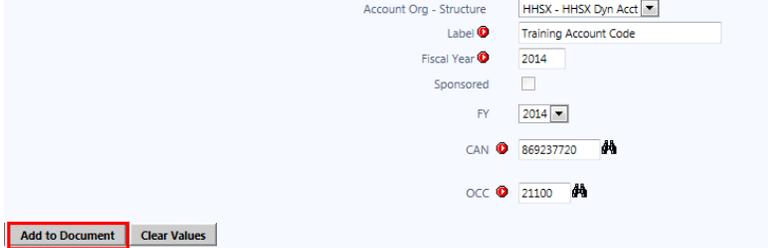
Payment Method: **PERSONAL**

[Show Other Details](#)

**Step 10: Select Accounting Tab**  
 Select the Accounting tab to enter the accounting information for this trip.

Traveler: Alex Robinson Auth: TRIP0001DY (TANUM001Q4)

Summary General Group **Expenses** **Accounting** Advances Exceptions Profile Totals Perform Pre-Audits Confirmation

Instruction:	Screenshot:																					
<p><b>Step 11: Add a Line of Accounting (LOA)</b> On the right side of the page, select Add New Account Code.</p>																						
<p><b>Step 12: Add the LOA</b> Enter a label for the new LOA. 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><b>Step 13: Choose the Common Account 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>Step 14: Choose the Object Class Code (OCC)</b> Follow the same process as above to search for and select the Object Class Code.  Note: There may be additional fields depending on your OpDiv/StaffDiv configuration.</p>																						
<p><b>Step 15: Add the LOA to the Authorization</b> Select the Add to Document button to add this to the Authorization.</p>																						
<p><b>Step 16: Perform Pre-Audit Check</b> Select the Perform Pre-Audit tab to verify audit tests.</p>																						
<p><b>Step 17: Identify Pre-Audit FAILS</b> Check for any FAILS on the Pre-Audit List. These require a justification. Note: A HARDFAIL (not shown) requires an adjustment to the document in order to proceed.</p>	 <table border="1"> <thead> <tr> <th>Audit Process</th> <th>Status</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>ADVANCES AUTHORIZED</td> <td>PASS</td> <td></td> </tr> <tr> <td>ADVANCES DISTR</td> <td>PASS</td> <td></td> </tr> <tr> <td>CHECK PAYMENT METHOD</td> <td>PASS</td> <td></td> </tr> <tr> <td>EXPENSE THRESHOLD</td> <td>FAIL</td> <td>Internet Usage exceeds the single threshold of 1.00 The threshold for one or more expenses has been exceeded. Please provide a justification.</td> </tr> <tr> <td>PER DIEM EXPENSE DATE</td> <td>PASS</td> <td></td> </tr> <tr> <td>TRAVEL DATE OVERLAP</td> <td>PASS</td> <td></td> </tr> </tbody> </table>	Audit Process	Status	Comments	ADVANCES AUTHORIZED	PASS		ADVANCES DISTR	PASS		CHECK PAYMENT METHOD	PASS		EXPENSE THRESHOLD	FAIL	Internet Usage exceeds the single threshold of 1.00 The threshold for one or more expenses has been exceeded. Please provide a justification.	PER DIEM EXPENSE DATE	PASS		TRAVEL DATE OVERLAP	PASS	
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<p><b>Step 18: Justify Pre-Audit FAIL</b> On the right side of the page, select Justify Pre-Audit Results.</p>																						

<b>Instruction:</b>	<b>Screenshot:</b>																								
<p><b>Step 19: Enter Justification</b> Enter a justification, per your OpDiv/StaffDiv guidelines, in the comment box next to the FAILED pre-audit. Select the Save Justification button to continue.</p>																									
<p><b>Step 20: Select Confirmation Tab</b> Select the Confirmation tab in order to sign the document.</p>																									
<p><b>Step 21: Sign Document</b> 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.  Note: <b>DO NOT</b> sign this document if you intend to add a travel reservation at a later date. See the job aid "Adding a Travel Reservation to an Authorization".</p>																									
<p><b>Step 22: 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>	<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> <tr> <td>EXPENSE THRESHOLD</td> <td>FAIL</td> <td>Internet Usage exceeds the single threshold of 1.00 The threshold for one or more expenses has been exceeded. Please provide a justification. Justification: Require internet to access email from hotel</td> </tr> </tbody> </table>	Audit Process	Status	Comments	ADVANCE AUTHORIZED	PASS		ADVANCES EXIST	PASS		CHECK PAYMENT METHOD	PASS		EXPENSE THRESHOLD	FAIL	Internet Usage exceeds the single threshold of 1.00 The threshold for one or more expenses has been exceeded. Please provide a justification. Justification: Require internet to access email from hotel									
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<p><b>Step 23: Accept Signature</b> Select the Accept Signature Text button to indicate that you are legally signing this document.</p>																									
<p><b>Step 24: Close and Route Authorization</b> Select the Close Post Stamping Document Closure Screen button to close the Authorization 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>Bianca Viza</td> <td>CERTIFIED</td> <td></td> </tr> <tr> <td>10</td> <td>Robert Smith</td> <td>CERTIFIED</td> <td></td> </tr> <tr> <td>10</td> <td>Suzanne Frain</td> <td>CERTIFIED</td> <td></td> </tr> <tr> <td>25</td> <td>Antie Lee</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	Bianca Viza	CERTIFIED		10	Robert Smith	CERTIFIED		10	Suzanne Frain	CERTIFIED		25	Antie Lee	APPROVED	COMPLETE	25	Gail Butler	APPROVED	COMPLETE
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**You have successfully created an Authorization without a travel reservation in CGE!**