

**Concur Government Edition (CGE) Job Aid: Viewing Receipts**

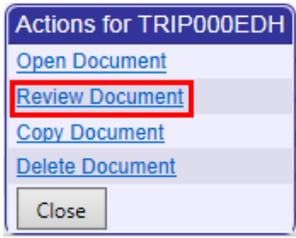
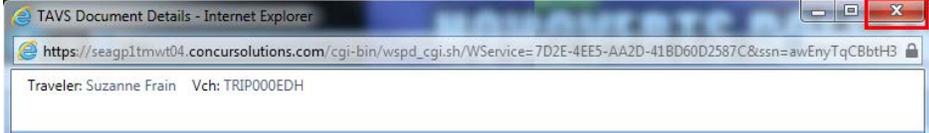


**Purpose: To provide a step-by-step guide to viewing receipts on a Voucher in CGE.**

**Audience: Travelers and Preparers**

**Note: To see how a Routing Official views receipts, refer to the job aid “Approving a Travel Document-Summary View Process”.**

<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: Locate Traveler (optional)</b> If you are a Traveler searching for your own Voucher, skip to Step 4. For Preparers searching for a Traveler, select the “You are administering travel for” drop down arrow. Any Travelers for whom you have previously created or edited documents will appear in the drop down list. Select the name of the appropriate Traveler and the Home Page will refresh to reflect this Traveler’s travel documents.</p> <p>Note: If the Traveler does not appear in this list, select the Search button and enter the name of the Traveler. Then select from the complete list. If the Traveler’s name does not appear, then this Traveler is not a member of a Group to which you have access. Contact your FATA if you need access to this Traveler’s documents.</p>	

<p><b>Instruction:</b></p> <p><b>Step 4: Select Vouchers Tab</b> Select the Vouchers tab to locate the document.</p>	<p><b>Screenshot:</b></p>  <p>The screenshot shows the Concur logo at the top. Below it is a navigation menu with tabs: Home, Travel, Authorizations, <b>Vouchers</b> (highlighted with a red box), Approvals, Reporting, Administration, and Profile.</p>																																																																						
<p><b>Step 5: Locate Document</b> Locate the document from the list of Vouchers. Select the document name from the Name column.</p>	<p><b>Vouchers</b></p> <p><a href="#">Search Vouchers</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><b>TRIP000EDH</b></td> <td>Vch</td> <td>TANUM00GYO</td> <td>Trip to Chicago</td> </tr> <tr> <td>TRIP000E6F</td> <td>Vch</td> <td>TANUM00GPG</td> <td>Trip to Kansas City</td> </tr> </tbody> </table>	Name	Type	TA Num	Trip Name	<b>TRIP000EDH</b>	Vch	TANUM00GYO	Trip to Chicago	TRIP000E6F	Vch	TANUM00GPG	Trip to Kansas City																																																										
Name	Type	TA Num	Trip Name																																																																				
<b>TRIP000EDH</b>	Vch	TANUM00GYO	Trip to Chicago																																																																				
TRIP000E6F	Vch	TANUM00GPG	Trip to Kansas City																																																																				
<p><b>Step 6: Open Document</b> To view the receipts, select the Review Document link in the Trip Actions pop up window. If you expect to make changes to the document, select the Open Document link. If the Voucher has already been approved, select the Amend Document link (not shown).</p>	 <p>The screenshot shows a pop-up window titled "Actions for TRIP000EDH". It contains four links: Open Document, <b>Review Document</b> (highlighted with a red box), Copy Document, and Delete Document. There is also a Close button at the bottom.</p>																																																																						
<p><b>Step 7: View e-Receipts</b> Scroll down on the Document Summary page to the Expense Details section. An expense with an icon in the Source column indicates an e-Receipt has been attached. Select the icon on the right to view the e-Receipt.</p>	<p><b>Expense Details</b>      Total Per Diem Expenses: 547.50      Total Non-Per Diem Expenses: 606.71</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Source</th> <th>Expense Description</th> <th>Expense Category</th> <th>Cost</th> <th>Payment Method</th> <th>PerDiem</th> </tr> </thead> <tbody> <tr> <td>08/03/2015</td> <td>TDY Voucher Fee</td> <td></td> <td>TAV EXP-C</td> <td>14.75</td> <td>CBA-CENTRALLY BILLEDACCT</td> <td></td> </tr> <tr> <td>09/28/2015</td> <td>Airfare</td> <td></td> <td>COM.CARR.</td> <td>272.70</td> <td>CBA-CENTRALLY BILLEDACCT</td> <td></td> </tr> <tr> <td>09/28/2015</td> <td>Hotel Tax</td> <td></td> <td>LODGING MISC</td> <td>24.00</td> <td>IBA-TRAVEL CARD</td> <td></td> </tr> <tr> <td>09/28/2015</td> <td>Lodging</td> <td></td> <td>LODGING</td> <td>194.00</td> <td>IBA-TRAVEL CARD</td> <td>Yes</td> </tr> <tr> <td>09/29/2015</td> <td>Hotel Tax</td> <td></td> <td>LODGING MISC</td> <td>24.00</td> <td>IBA-TRAVEL CARD</td> <td></td> </tr> <tr> <td>09/29/2015</td> <td>Lodging</td> <td></td> <td>LODGING</td> <td>194.00</td> <td>IBA-TRAVEL CARD</td> <td>Yes</td> </tr> <tr> <td>09/30/2015</td> <td>Gasoline-Rental/Govt Car</td> <td></td> <td>TRANSPORT</td> <td>27.00</td> <td>PERSONAL</td> <td></td> </tr> <tr> <td>09/30/2015</td> <td>M&amp;IE</td> <td></td> <td>M&amp;IE</td> <td>53.25</td> <td>PERSONAL</td> <td>Yes</td> </tr> <tr> <td>09/30/2015</td> <td>Rental Car ENTERPRISE</td> <td></td> <td>RENTAL CAR</td> <td>244.26</td> <td>IBA-TRAVEL CARD</td> <td></td> </tr> </tbody> </table> <p>Note: An icon in the Source column for the last row indicates an e-Receipt.</p>	Date	Source	Expense Description	Expense Category	Cost	Payment Method	PerDiem	08/03/2015	TDY Voucher Fee		TAV EXP-C	14.75	CBA-CENTRALLY BILLEDACCT		09/28/2015	Airfare		COM.CARR.	272.70	CBA-CENTRALLY BILLEDACCT		09/28/2015	Hotel Tax		LODGING MISC	24.00	IBA-TRAVEL CARD		09/28/2015	Lodging		LODGING	194.00	IBA-TRAVEL CARD	Yes	09/29/2015	Hotel Tax		LODGING MISC	24.00	IBA-TRAVEL CARD		09/29/2015	Lodging		LODGING	194.00	IBA-TRAVEL CARD	Yes	09/30/2015	Gasoline-Rental/Govt Car		TRANSPORT	27.00	PERSONAL		09/30/2015	M&IE		M&IE	53.25	PERSONAL	Yes	09/30/2015	Rental Car ENTERPRISE		RENTAL CAR	244.26	IBA-TRAVEL CARD	
Date	Source	Expense Description	Expense Category	Cost	Payment Method	PerDiem																																																																	
08/03/2015	TDY Voucher Fee		TAV EXP-C	14.75	CBA-CENTRALLY BILLEDACCT																																																																		
09/28/2015	Airfare		COM.CARR.	272.70	CBA-CENTRALLY BILLEDACCT																																																																		
09/28/2015	Hotel Tax		LODGING MISC	24.00	IBA-TRAVEL CARD																																																																		
09/28/2015	Lodging		LODGING	194.00	IBA-TRAVEL CARD	Yes																																																																	
09/29/2015	Hotel Tax		LODGING MISC	24.00	IBA-TRAVEL CARD																																																																		
09/29/2015	Lodging		LODGING	194.00	IBA-TRAVEL CARD	Yes																																																																	
09/30/2015	Gasoline-Rental/Govt Car		TRANSPORT	27.00	PERSONAL																																																																		
09/30/2015	M&IE		M&IE	53.25	PERSONAL	Yes																																																																	
09/30/2015	Rental Car ENTERPRISE		RENTAL CAR	244.26	IBA-TRAVEL CARD																																																																		
<p><b>Step 8: View Receipts</b> From the Document Summary page of the Voucher, scroll down to the Receipts section of the page and select the "View Receipts" link to see any paper receipts that were applied to the document.</p>	<p><b>Receipts</b>      Manage receipts or other document attachments      <b>View Receipts</b></p>																																																																						
<p><b>Step 9: Close Document</b> Select the X in the upper right to close the document.</p>	 <p>The screenshot shows a browser window titled "TAVS Document Details - Internet Explorer". The address bar shows the URL: https://seagp1tmwt04.concursolutions.com/cgi-bin/wspd.cgi.sh/WService=7D2E-4EE5-AA2D-41BD60D2587C&amp;ssn=awEnyTqCBbtH3. The page content shows "Traveler: Suzanne Frain" and "Vch: TRIP000EDH". The close button (X) in the browser window's title bar is highlighted with a red box.</p>																																																																						

**You have successfully viewed receipts in CGE!**