Office of the Chief Information Officer

'How To' Guide on Administrative Operations

IT Transformation

Modernizing Mission Support with 21st Century IT

Version 2.3

April 8, 2014

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1 Introduction

This 'How To' guide is designed to provide step-by-step instructions for both supervisors and employees on how to perform the following administrative operations to accomplish the duties of their assigned roles and position:

- How To Process Time and Attendance (T&A) in Quicktime
- How To Access Quicktime Remotely
- How To Request Office Supplies and Equipment
- How To Request Commercial Training
- How To Process Travel in Concur Government Edition (CGE)

2 Time and Attendance (Quicktime)

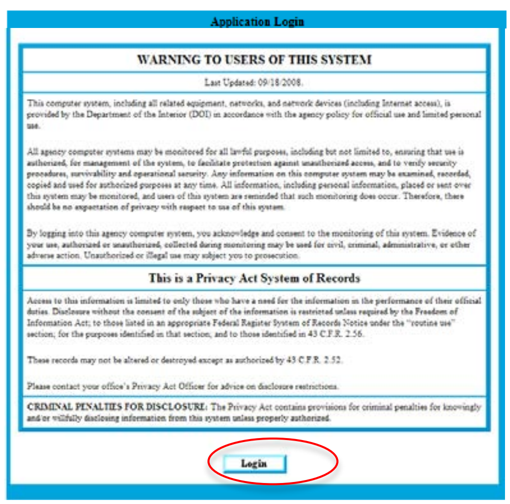
2.1 'How To' Process Time and Attendance in Quicktime via Web Access

2.1.1 Employee Instructions

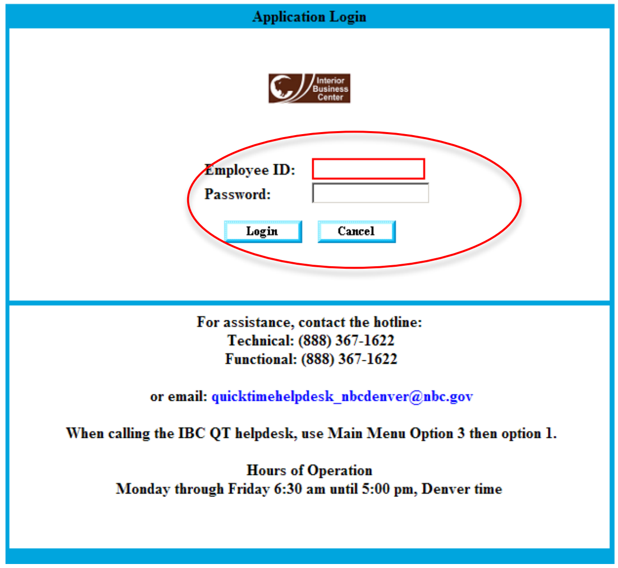
The following are detailed instructions on how an employee codes his/her time and requests leave in Quicktime.

2.1.1.1 Process for Coding Time and Attendance in Quicktime

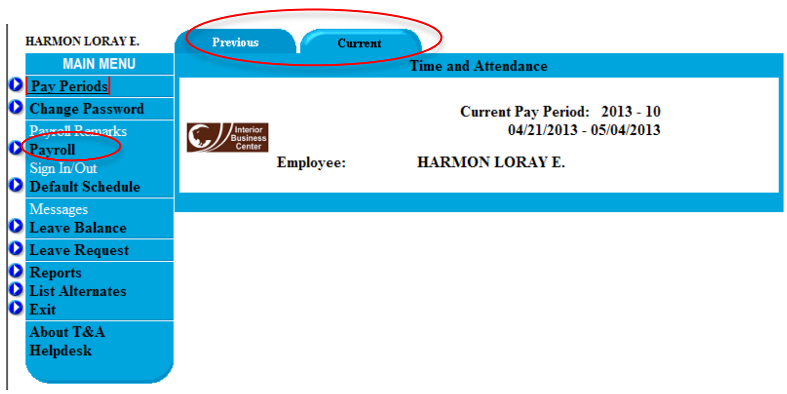
1. Use the following url to access the Quicktime **Application Login** page and click **Login**.
   https://qtime.nbc.gov/proweb/qtime1534/login



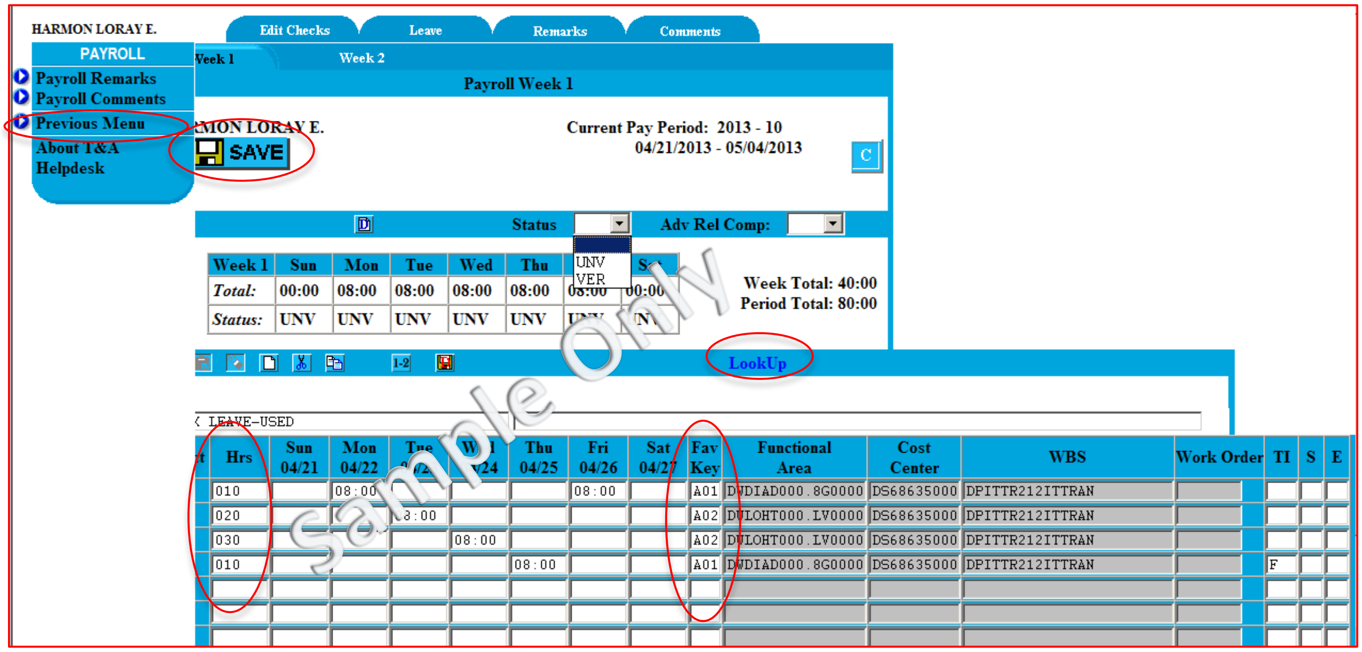
2. Log into Quicktime using the **Employee ID** and **Password** assigned to you and click **Login**.



3. By default the '**Current**' tab is already selected. If you access your time card the Monday after the pay week, the system will advance to the next payperiod requiring you to click on the '**Previous**' tab to review and/or make corrections and/or updates to your time in that same payperiod. Select **Payroll**.



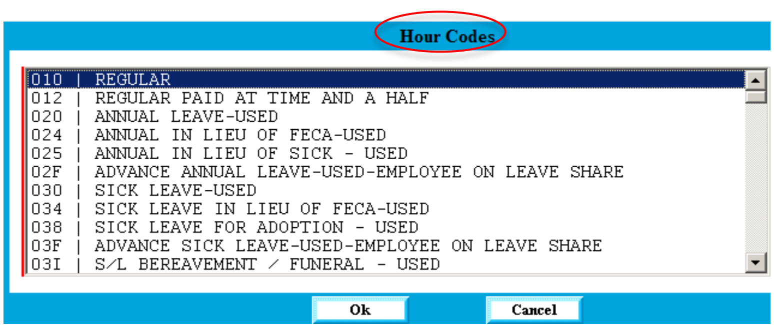
4. The system will direct you to your time card in '**Payroll Week One**' as shown in the sample below. While on this screen you should do the following before changing your '**Status**' or advancing to '**Payroll Week Two**':



a. Code your time for Week One. Code both your hours using the **Hrs** codes and your activity using the **Fav Keys** *(Favorite Cost Keys)* provided by your timekeeper each fiscal year. **Make sure the week totals to 40 hours**. The hours codes that are commonly used are as follows:

   i. 010 = Regular Hours Worked
   ii. 020 = Annual Leave Used
   iii. 030 = Sick Leave Used
   iv. 050 = Holiday Not Worked

Note: If you are uncertain as to what code to use, you can always look it up by selecting the Hrs Code "box" next to the row you want to code then select **LookUp**. A new window opens up listing all of the codes you can use as shown.



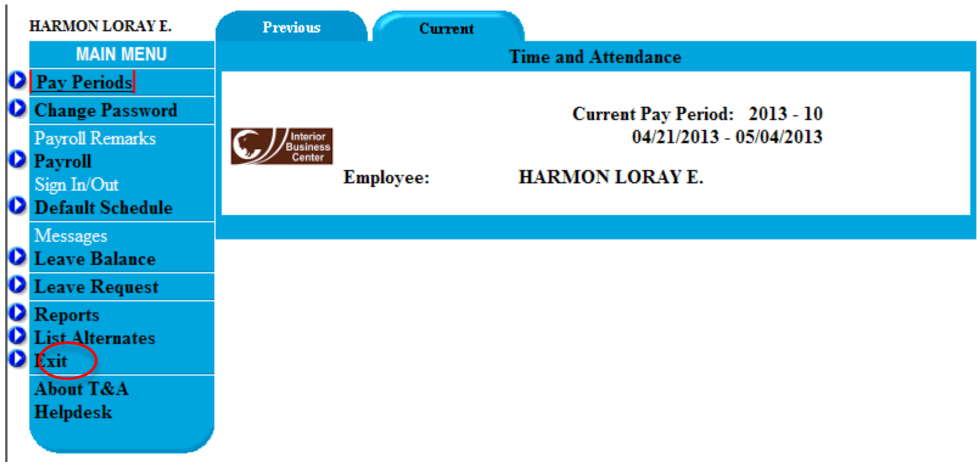
b. Before advancing to Payroll Week Two, click on SAVE.

c. Select the tab for Week 2 and repeat the process performed in "a. and b." and click on SAVE.

d. Click the arrow in the **Status** box to change your status from unvalidated (**UNV**) to verified (**VER**) and click on SAVE.

5. From the Main Menu, select **Previous Menu**.

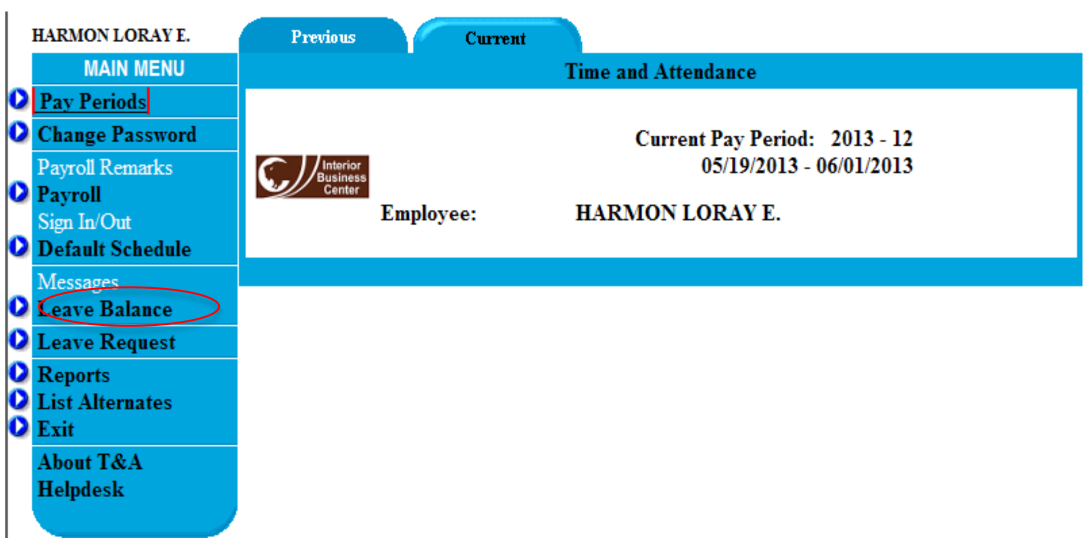
6. If you do not need to create a leave request and you are finished using Quicktime, then from the Main Menu select **Exit** to exit out of the system.



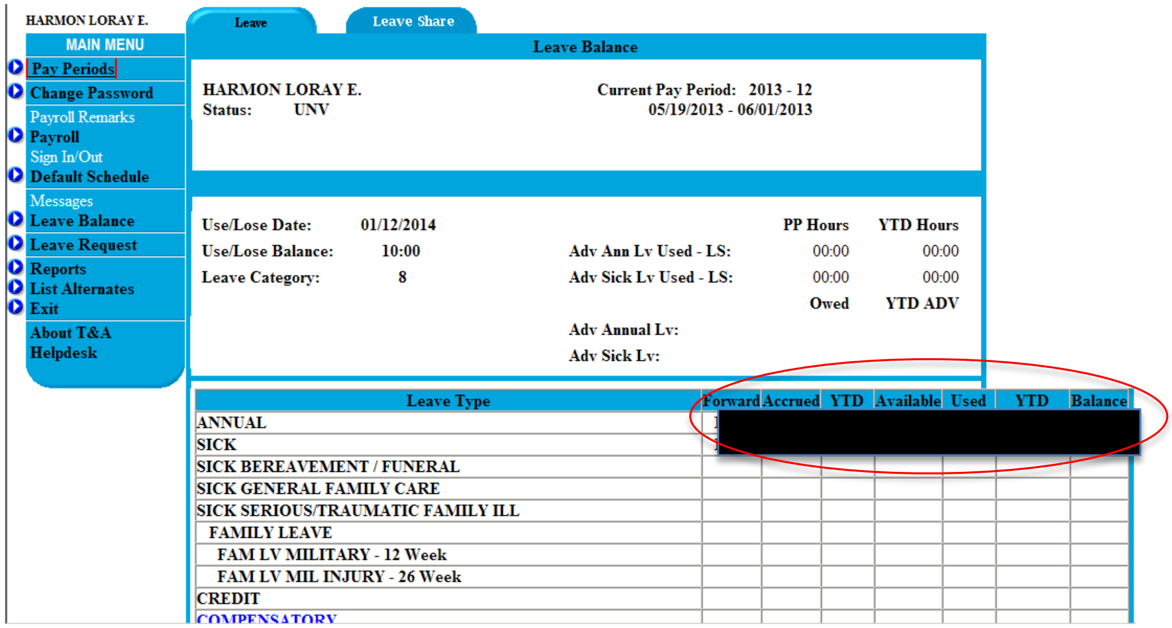
2.1.1.2 Process for Requesting Leave in Quicktime

The following are the steps for employees to follow when requesting leave, after successfully logging into Quicktime:

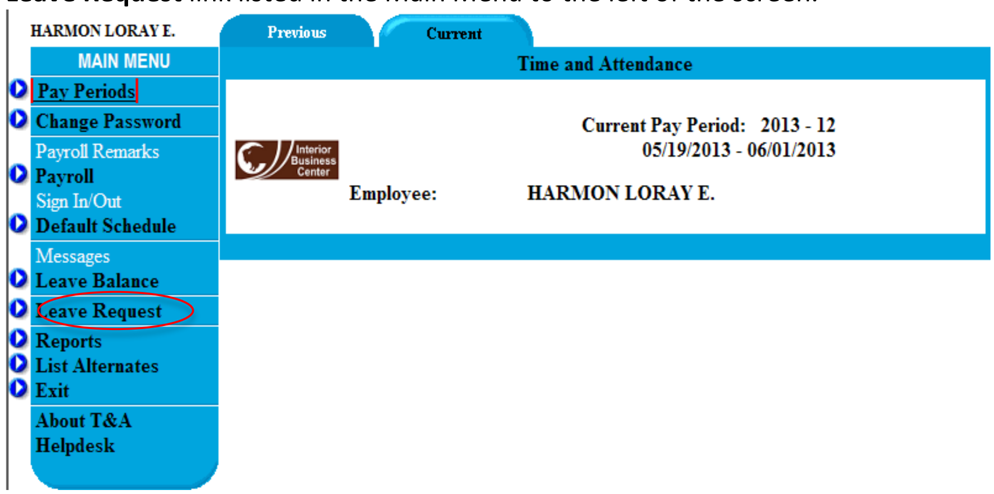
1. Before submitting a leave request, first check sick and annual leave balances. Click on the **Leave Balance** link listed in the Main Menu to the left of the screen.



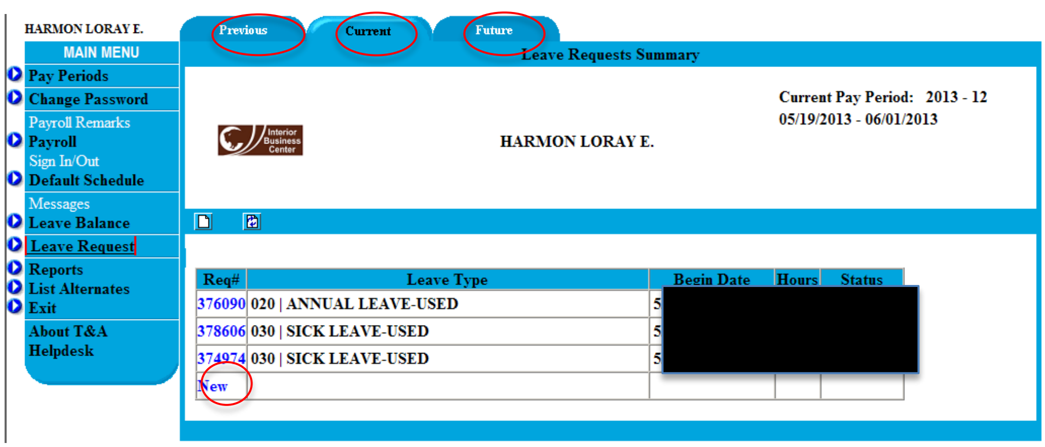
2. Leave balances will be displayed as in the screenshot below. If leave balances are adequate for the leave amount(s) to be requested, proceed to step 3. In the event, leave balances are inadequate, leave may have to be advanced which should be discussed with the supervisor before submitting the leave request in Quicktime.



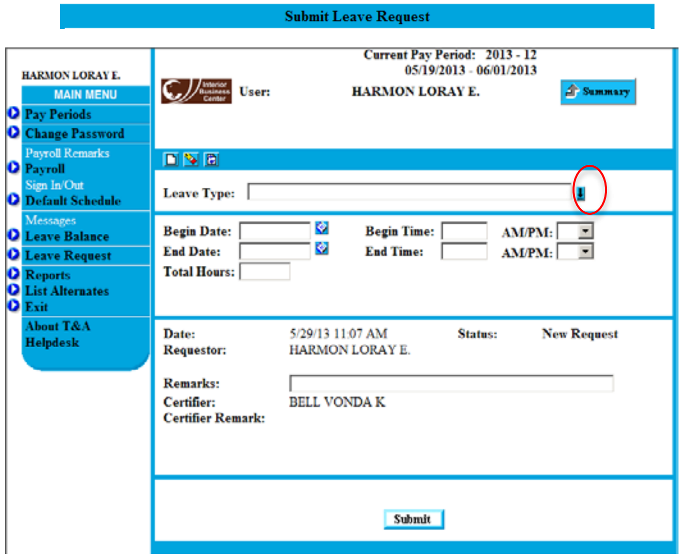
3. Click on the **Leave Request** link listed in the Main Menu to the left of the screen.



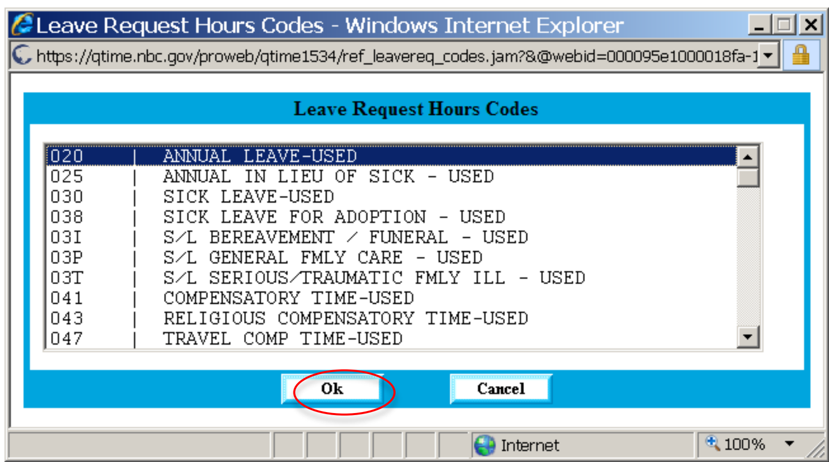
4. From the Leave Requests Summary screen, click on the '**New**' request link.



5. From the 'Submit Leave Request' screen, click on to select the Leave Type.



6. From the Leave Request Hours Codes screen, select the leave type being requested then click **Ok**.



7. Continue populating the remaining fields on the screen then click **Submit**.
8. Quicktime will return to the Leave Requests Summary screen. The leave request(s) just submitted will have a ***pending*** status until it is ***approved*** by a supervisor. In addition, leave requests previously submitted that are to occur in the 'current' payperiod or 'future' payperiods as well as those that occurred in 'previous payperiods are listed under their respective tabs.
9. If you are finished using Quicktime, then from the Main Menu select **Exit** to exit out of the system.

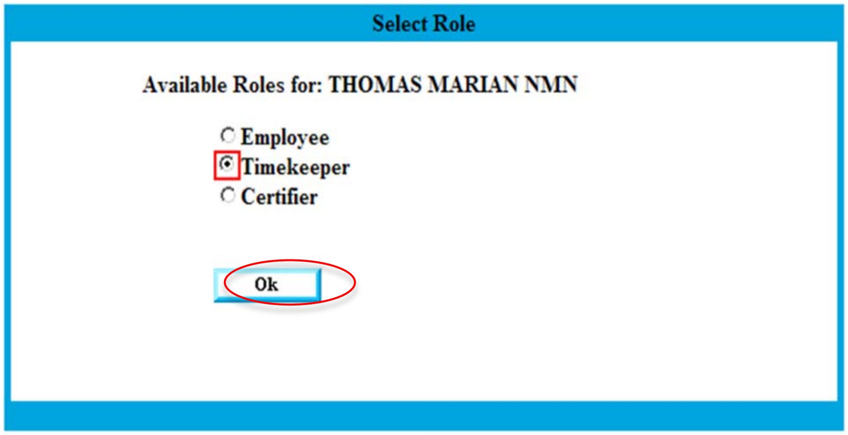
2.1.2 Timekeeper Instructions

The following are the steps for a timekeeper to follow when reviewing and validating employee timecards in Quicktime:

2.1.2.1 Process for Changing Roles from Employee to Timekeeper or an Alternate in Quicktime

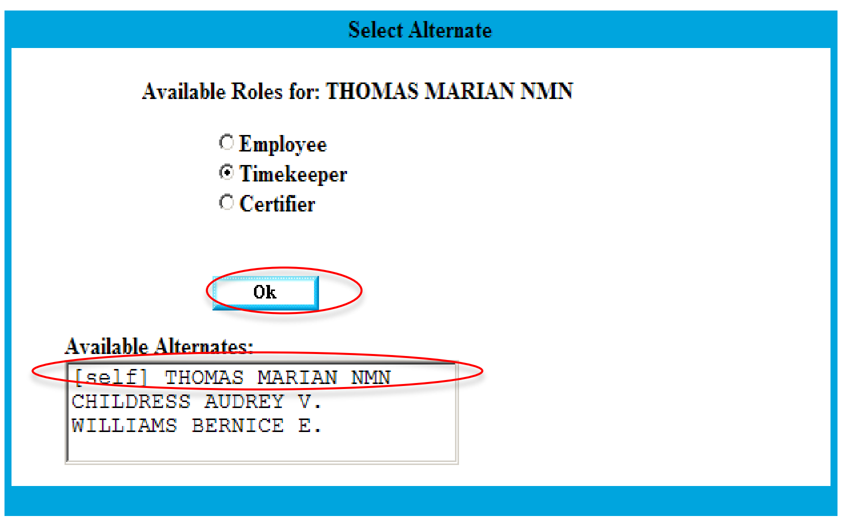
1. Once you've successfully logged into the Quicktime system you will see the **Select Role** screen. As a timekeeper, this screen gives you the option of logging in as an 'employee' to complete your time or as a

'timekeeper' to review and validate the time of the employees assigned to you. Select **Timekeeper** and click **Ok**.



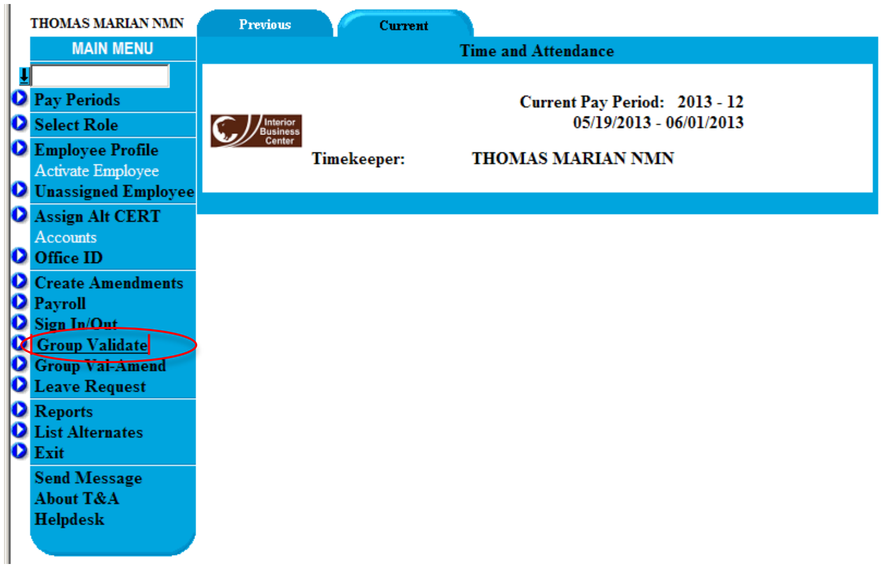
2. The **Select Alternate** screen, gives you the option of selecting yourself or the name of another timekeeper you are an 'alternate' for and therefore responsible for validating the timecards of their employee group in their absence.
    a. If you are reviewing and validating your employee group, select yourself and click **Ok**.
    b. If you are also reviewing and validating the employee group of another timekeeper, select the timekeeper's name and click **Ok**.

    Note: Once you've validated the time of your employee group, you must exit then access the system again to validate the time of another timekeeper's employee group.

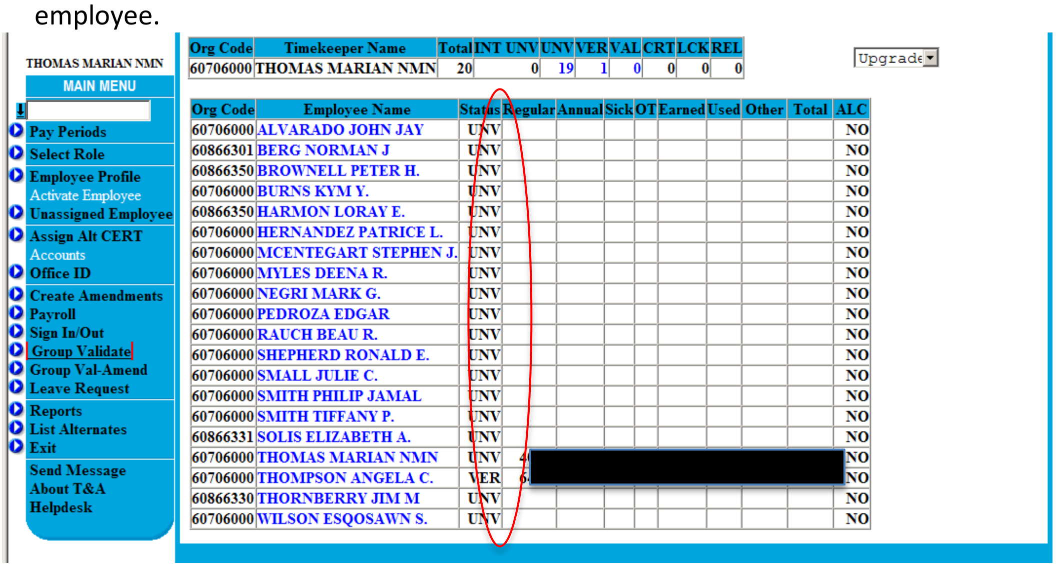


2.1.2.2 Process for Validating Employee Time in Quicktime

1. From the Main Menu, select **Group Validate**.



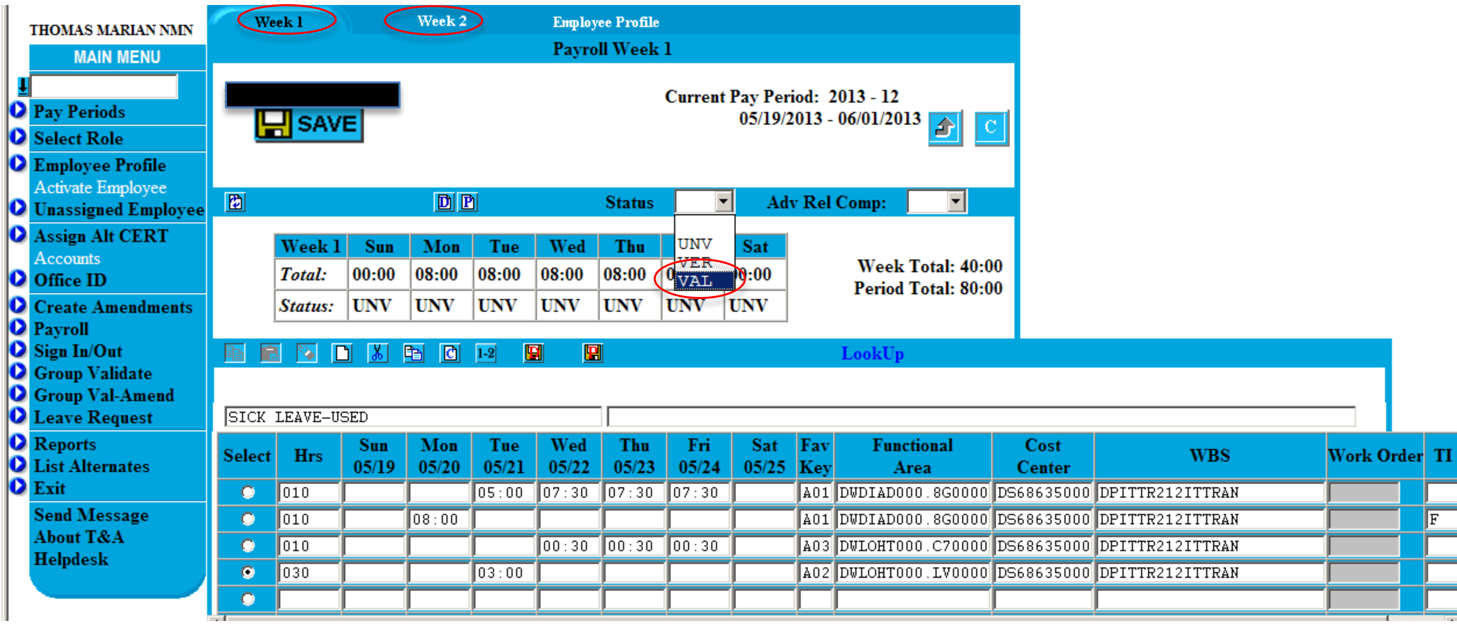
2. The next screen will provide a listing of all the employees you have been assigned to as their timekeeper.
   a. First, check the status of each employee.
      i. **UNV** – means the employee's timecard is **unvalidated** and he/she needs to complete and verify his/her time in Quicktime by c.o.b. on Thursday or Friday of the pay week.
      ii. **VER** – means the employee's timecard is **verified** and the employee has already completed his/her time in Quicktime.
      iii. **VAL** – means the employee's timecard has been validated by you and it is ready to be certified by the employee's supervisor.
      iv. **CER** – means the employee's timecard has been certified by his/her supervisor and it is ready to be released by the Payroll Office.
      v. **REL** – means the employee's timecard has been released by the payroll office which typically doesn't happen until the following Wednesday after the pay week.
   b. Second, click on each employee name to open the timecard to see if the employee recorded and coded his/her time correctly. In addition, make sure any leave taken was properly requested and approved by a supervisor in the system. If leave is recorded without a leave request notify the employee.



Org Code	Timekeeper Name	Total	INT UNV	UNV	VER	VAL	CRT	LCK	REL
60706000	THOMAS MARIAN NMN	20	0	19	1	0	0	0	0

Org Code	Employee Name	Status	Regular	Annual	Sick	OT	Earned	Used	Other	Total	ALC
60706000	ALVARADO JOHN JAY	UNV									NO
60866301	BERG NORMAN J	UNV									NO
60866350	BROWNELL PETER H.	UNV									NO
60706000	BURNS KYM Y.	UNV									NO
60866350	HARMON LORAY E.	UNV									NO
60706000	HERNANDEZ PATRICE L.	UNV									NO
60706000	MCENTEGART STEPHEN J.	UNV									NO
60706000	MYLES DEENA R.	UNV									NO
60706000	NEGRI MARK G.	UNV									NO
60706000	PEDROZA EDGAR	UNV									NO
60706000	RAUCH BEAU R.	UNV									NO
60706000	SHEPHERD RONALD E.	UNV									NO
60706000	SMALL JULIE C.	UNV									NO
60706000	SMITH PHILIP JAMAL	UNV									NO
60706000	SMITH TIFFANY P.	UNV									NO
60866331	SOLIS ELIZABETH A.	UNV									NO
60706000	THOMAS MARIAN NMN	UNV	[redacted]								NO
60706000	THOMPSON ANGELA C.	VER	[redacted]								NO
60866330	THORNBERRY JIM M	UNV									NO
60706000	WILSON ESQOSAWN S.	UNV									NO

3. After selecting an employee name from your employee group, the employee's timecard will open up on **Week 1**. Review Week 1 to ensure the time has been recorded and coded properly before clicking on **Week 2**. After you have reviewed **Week 2** and it is completed and verified, then from the **Status** dropdown menu, select **VAL**. Repeat step 3 until all of the timecards in your employee group have been validated!



2.1.3 Supervisor Instructions

The following are the steps for a supervisor to follow when reviewing and certifying employee timecards as well as approving employees' leave requests in Quicktime:

2.1.3.1 Process for Changing Roles from Employee to Certifier or an Alternate in Quicktime

1. Once you've successfully logged into the Quicktime system you will see the Select Role screen. As a certifier, this screen gives you the option of logging in as an 'employee' to complete your time or as a 'certifier' to review and certify the time of the employees under your supervision. Select Certifier and click Ok.

2. The Select Alternate screen, gives you the option of selecting yourself or the name of another certifier you are an 'alternate' for and therefore responsible for certifying the timecards of their employee group in their absence.

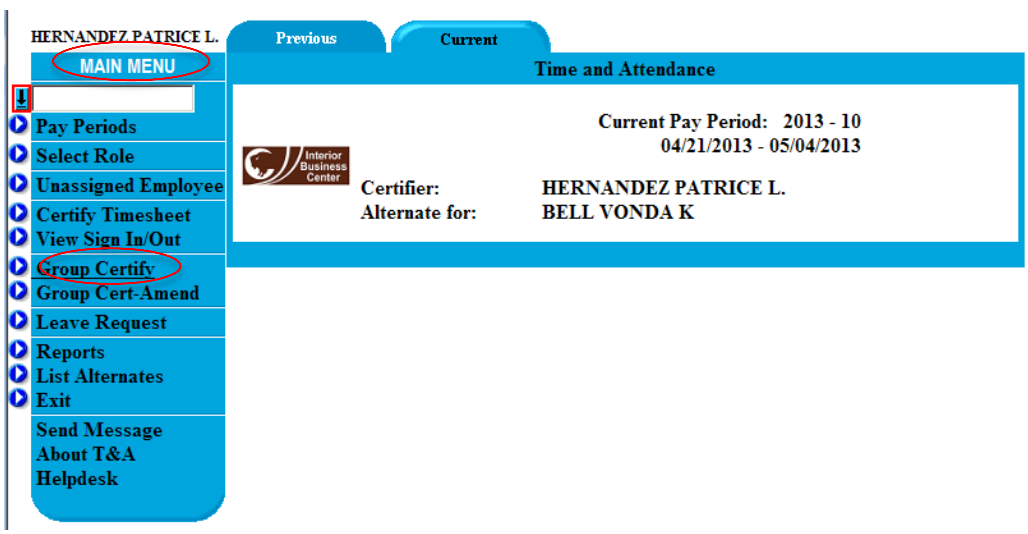
   a. If you are reviewing and certifying your employee group, select yourself and click Ok.

   b. If you are also reviewing and certifying the employee group of another certifier, select the certifier's name and click Ok.

   __Note__: Once you've certified the time of your employee group, you must exit then access the system again to certify the time of another certifier's employee group.

2.1.3.2 Process for Certifying Employee Time in Quicktime

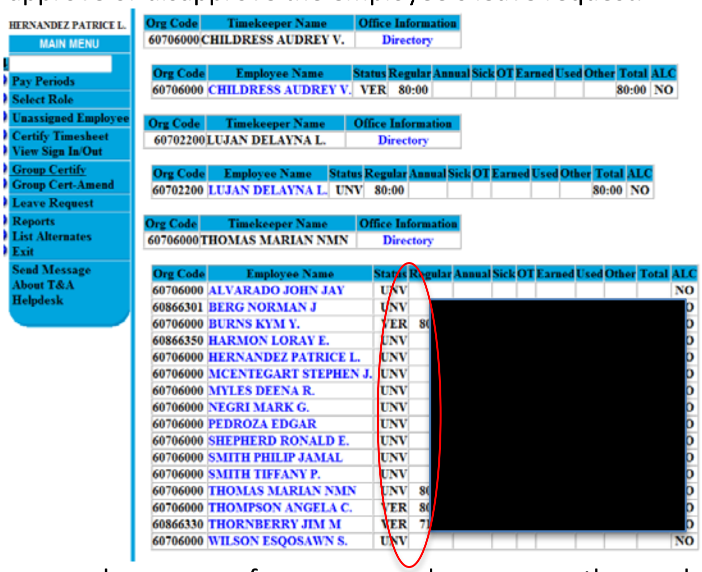
1. From the Main Menu, select **Group Certify**.



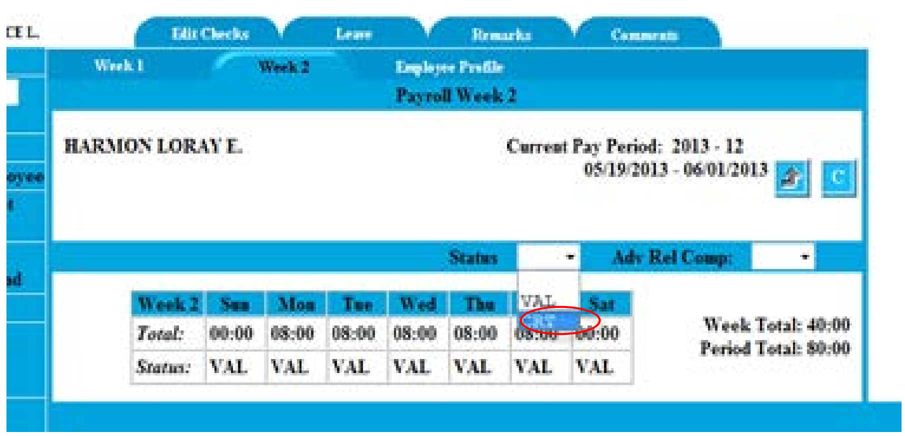
2. The next screen will provide a listing of all your employees for you to certify.
   c. First, check the status of each employee.
      i. **UNV** – means the employee's timecard is **unvalidated** and he/she needs to complete and verify his/her time in Quicktime by c.o.b. on Thursday or Friday of the pay week.
      ii. **VER** – means the employee's timecard is **verified** and the employee has already completed his/her time in Quicktime.
      iii. **VAL** – means the employee's timecard has been **validated** by the timekeeper and it is ready to be certified by the employee's supervisor.
      iv. **CER** – means the employee's timecard has been certified by his/her supervisor and it is ready to be released by the Payroll Office.

v. **REL** – means the employee's timecard has been **released** by the payroll office which typically doesn't happen until the following Wednesday after the pay week.

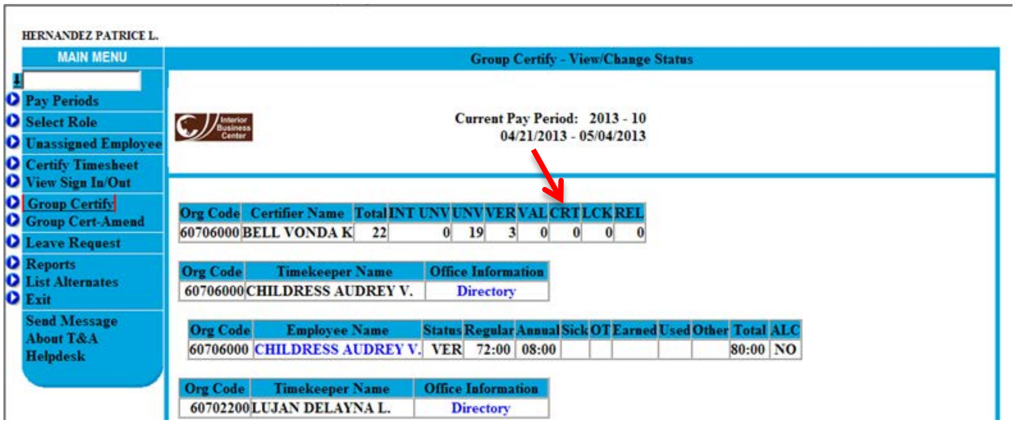
d. Second, click on each employee name to open and review the timecard. If the employee has recorded and requested leave and it is not approved, check the employee's leave balance and either approve or disapprove the employee's leave request.



3. After selecting an employee name from your employee group, the employee's timecard will open up on **Week 1**. Review Week 1 to ensure the time has been recorded and coded properly before clicking on **Week 2**. After you have reviewed **Week 2** and it has been validated, then from the **Status** dropdown menu, select **CRT**. Repeat step 3 until all of the timecards in your employee group have been certified!



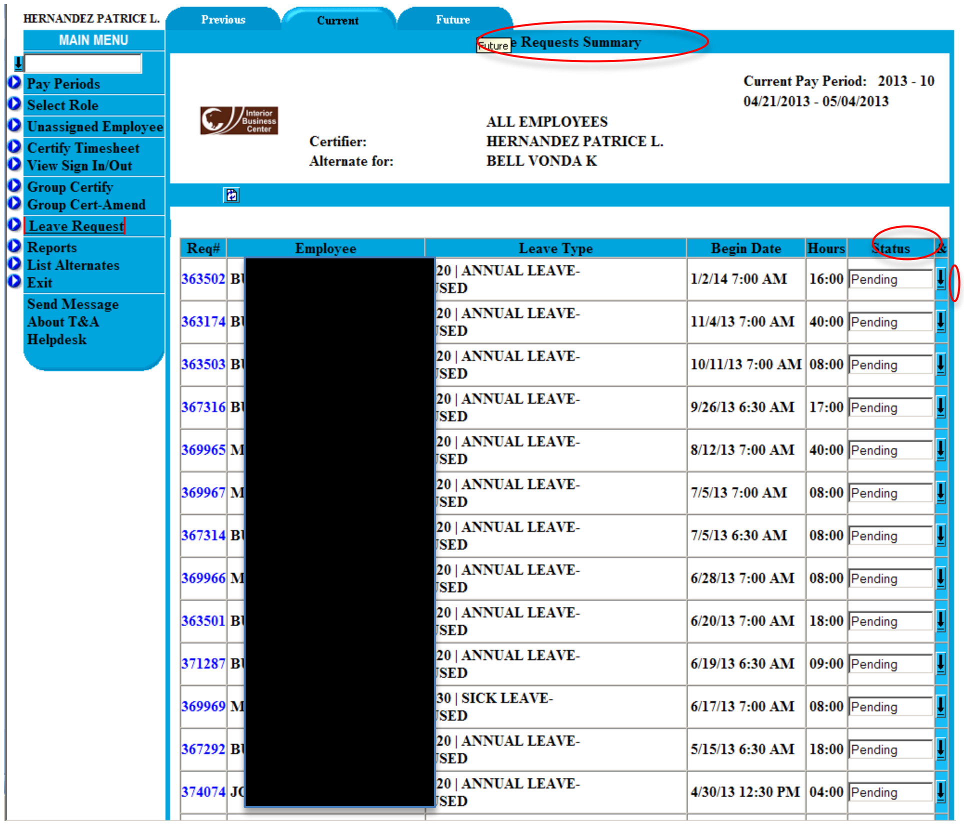
<u>Hint</u>: You can **certify** <u>all</u> of the validated (VAL) timecards by clicking on **<u>CRT</u>** at the top of the screen as shown in the screenshot below.



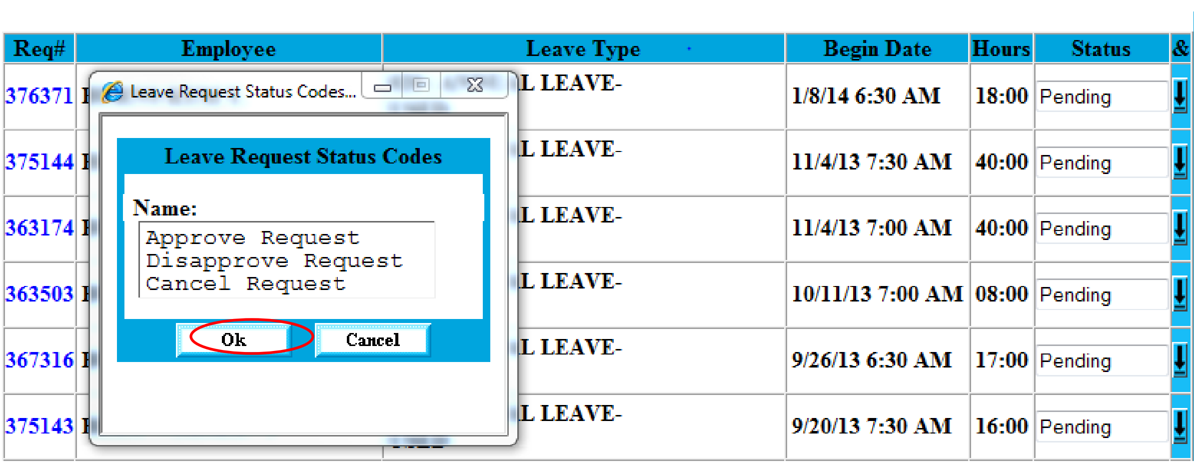
2.1.3.3 Process for Approving Employee Leave in Quicktime

1. From the Main Menu, select **Leave Request**.

2. From the **Leave Request Summary** screen, click on ⬇ to review the employee's leave request and change the Status of the employee's request.



3. At the Leave Request Status Codes screen select **Approve Request**, **Disapprove Request**, or **Cancel Request** and click **Ok**.



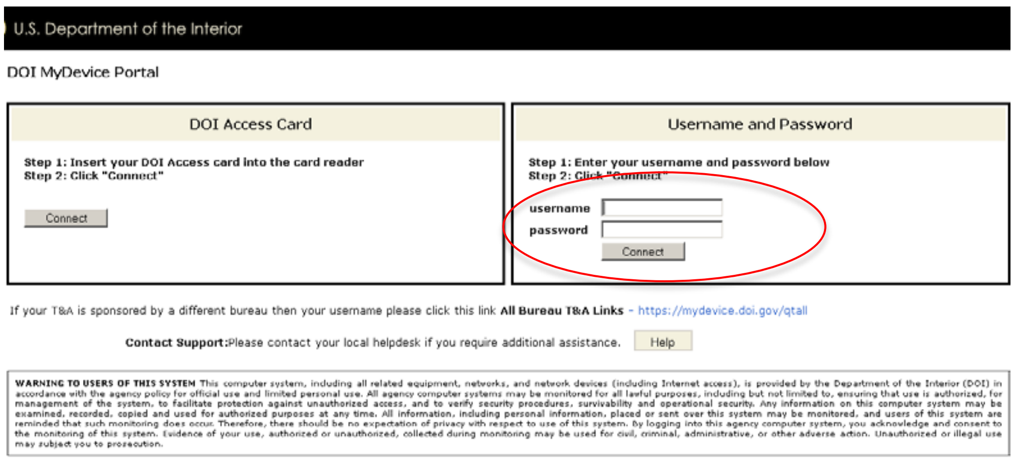
2.2 'How To' Access Quicktime Remotely

The following are the steps for employees, timekeepers and supervisors (certifiers) alike to access Quicktime remotely:

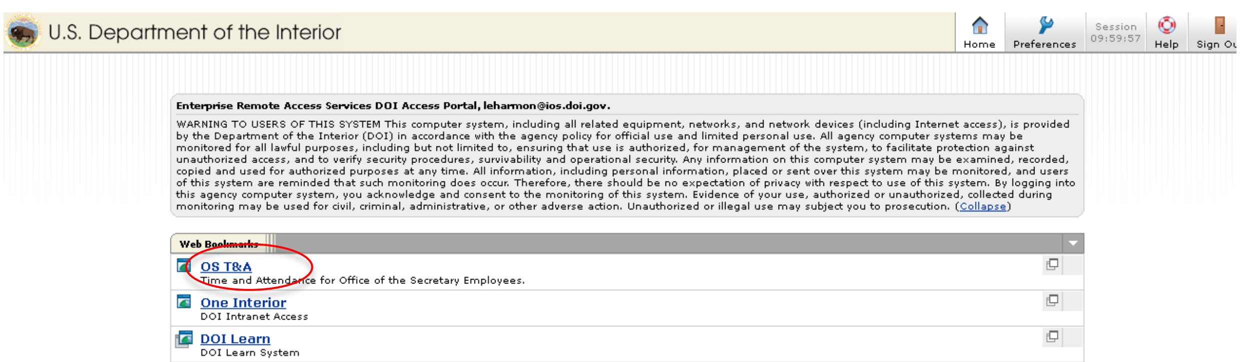
1. **Establish web browser security**. Make sure you have TLS enabled in your browser's options settings.

Note: Download the [Remote Access to Quicktime Time and Attendance User Guide]() for additional information and FAQs.

2. **Connect to Quicktime Time and Attendance using the DOI Apps Store at https://apps.doi.gov.**
3. **Enter your username and password**. At the DOI MyDevice Portal screen, your username is what you use to login to your computer with your @bureau.gov at the end (e.g., leharmon@ios.doi.gov) and your password then click **Connect**.
    a. If you are currently using your DOI Access Card to access your GFE, then insert your DOI Access Card into the card reader and click **Connect**.



4. **Select OS T&A system**.



5. **Login the Quicktime Time and Attendance system through the Application Login screen**. The steps from this point are the same as the steps provided in **Section 2.1 'How To' Process Time and Attendance in Quicktime via Web Access** of this guide.

3 'How To' Request Training

3.1 Obtain Pre-Approval for Training

IMPORTANT: All training requests should be submitted by the 'first of the month' that precedes the month in which the training is to occur. For example, if the requested training is scheduled for June, the request should be submitted to your designated Executive Staff Assistant by May 1st .

1. Submit the training request via email to your Division Chief for approval to include the following information:
    a. **Name of the Training:**
    b. **Estimated Training Cost (Course Fees):**
    c. **Estimated Travel Cost:**
    d. **Total Cost:**
    e. **Name of Attendee(s):**
    f. **Travel Location From and To:**
    g. **Training Start Date and End Date:**
    h. **Number of Days:**
    i. **Justification:** Please include the benefits and the impact if this training is not approved.

2. If the Division Chief approves the training, submit the training request to your Directorate/Office Head (i.e. Associate Deputy Chief Information Officer (ADCIO) for ITSSO or PPC, or Director of OBS, CMO, GIO) for approval via email and Cc your Division Chief as confirmation of their approval.
3. If the Directorate/Office Head approves the training, submit the training request via email to your designated Executive Staff Assistant and Cc your Directorate/Office Head as confirmation of their approval.
4. The Executive Staff Assistant will update the Google Doc "OCIO FY14 Training and Travel Request" spreadsheet by the first of each month.
5. Patrice Hernandez will send an email notification to notify you of the approval or denial of your training request.

3.2 Getting Started Once Training is Pre-Approved

1. The employee must click on the link http://www.opm.gov/forms/pdf_fill/sf182.pdf to obtain and complete the SF-182 form.
2. The employee submits the completed SF-182 form to their supervisor for approval.
3. The supervisor reviews the form and compares the requested training to the employees' Individual Development Plan (IDP).
4. If the supervisor approves, he/she signs the SF-182 and returns it to the employee.
5. Upon supervisory approval, the employee submits the signed SF-182 to their designated Executive Staff Assistant for payment.
6. The employee registers for the course and coordinates with their Executive Staff Assistant to use her government purchase card to pay for the training.

4 'How To' Request Office Supplies and Equipment

4.1 Process for Ordering Supplies

When requesting office supplies, perform the following steps:

1. Obtain the latest supply catalog(s) from the Executive Staff Assistant supporting your division. (See Table 1 'OCIO Executive Support Staff' on page 10 of the OCIO Employee Guide).

2. Prepare a list and provide the item number, name, description, quantity, color and page number for each item. If you have a deadline and the request needs to be expedited make that known.
3. Provide the line of accounting (LOA) – the OCIO account used to pay for supplies.
4. Email the request to the Executive Staff Assistant supporting your division.

4.2 Process for Ordering IT Hardware

4.2.1 Laptops or Desktops

1. Employees are to work with their supervisor to identify their IT hardware and software needs.

2. Upon supervisory approval, a request should be submitted in the form of an email addressed to one of the contacts below. The request should include:
   - Type of system, be it a laptop or desktop.
   - State if the employee will be telecommuting or traveling (if so, use of a laptop is suggested)
   - List all details such as specifications and special requests (e.g., mouse, monitor, docking station, etc.).

3. Upon receipt of the system, contact the DOI Help Desk on 888-367-1622 to have it configured.

4. Once the configuration is completed and approved by the employee's supervisor, forward the specifications and the approval to one of the following purchasing contacts:

Contacts

OCIO OBS	Marian Thomas	Marian_Thomas@ios.doi.gov
OCIO PPC	Audrey Childress	Audrey_Childress@ios.doi.gov
OCIO ITSSO	Jay Alvarado *(Servers & Software only)*	John_Alvarado@ios.doi.gov
OCIO ITSSO	Delayna Lujan	Delayna_Lujan@ios.doi.gov
OCIO ITSSO	David Pearson	David_Pearson@ios.doi.gov

4.2.2 Cellphones and Tablets

1. Employees are to work with their supervisor to determine if they require wireless equipment.

2. Upon supervisory approval, a request for a smartphone should be submitted in the form of an email to Essie Wilson at Essie_Wilson@ios.doi.gov and include the following information:

   - Type of smartphone requested (i.e., iPhone, Android, or Blackberry)
   - State if the employee plans to telework or travel frequently so the correct pooled minute plan is selected.
   - Indicate the preferred carrier between AT&T and Verizon to get the best wireless coverage possible in their home area.

3. Specify the accessories, i.e., extra chargers, cases, etc., needed for the device. This information should be included in the request for equipment.

4. Essie will contact the DOI Help Desk to pick up the device and configure it and sync it with the employee's DOI email. Once it has been configured and synced, the device is activated on the wireless carrier and distributed to the employee. The time frame from start to finish is approximately two to three days.

5 'How To' Instructions for a Concur Government Edition (CGE) Federal Traveler (e.g. Creating, Reviewing, and Submitting a Travel Authorization, Creating a Voucher from an Authorization, etc.)

In addition to the instructions provided below, visit the google site DOI Travel Tips and Tricks for tips on *approval*, *travel*, *authorization*, *voucher* and more that provides guidance such as what to do when a system error occurs or a travel issue arises.

5.1 Obtaining Pre-Approval for Official Travel

IMPORTANT: : All travel requests should be submitted by the 'first of the month' that precedes the month in which the travel is to occur. For example, if you would like to travel in June, your travel request should be submitted to your designated Executive Staff Assistant by May 1st .

6. Create a trip without booking it in CGE to determine the estimated cost of the travel. See section 5.11 below for instructions.
7. Submit the travel request via email to your Division Chief for approval to include the following information:
    a. **Title of the Travel Request:** (For example: IT Transformation, The name of the conference or meeting, etc).
    b. **Estimated Travel Cost:**
    c. **Travel Dates:**
    d. **Number of Days:**
    e. **Travel location from and to:**
    f. **Type**: whether it is mission critical, court ordered, emergency reponse, conference attendance, ITAP, aviaition inspection, reimbursable required by customer
    g. **Funding source/account:**
    h. **Justification:** Please include the benefits and the impact if this travel is not approved.

8. If the Division Chief approves the travel, submit the travel request via email to your Directorate/Office Head (i.e. Associate Deputy Chief Information Officer (ADCIO) for ITSSO or PPC, or Director of OBS, CMO, GIO) for approval and Cc your Division Chief as confirmation of their approval.
9. If the Directorate/Office Head approves the travel, submit the travel request via email to your Executive Staff Assistantand Cc your Directorate/Office Head as confirmation of their approval.
10. The Executive Staff Assistant will update the Google Doc "OCIO FY14 Training and Travel Request" spreadsheet by the first of each month.
11. Patrice Hernandez will send an email notification to notify you of the approval or denial of your travel request.

5.2 Getting Started Once Travel is Pre-Approved

5.2.1 Log on to CGE

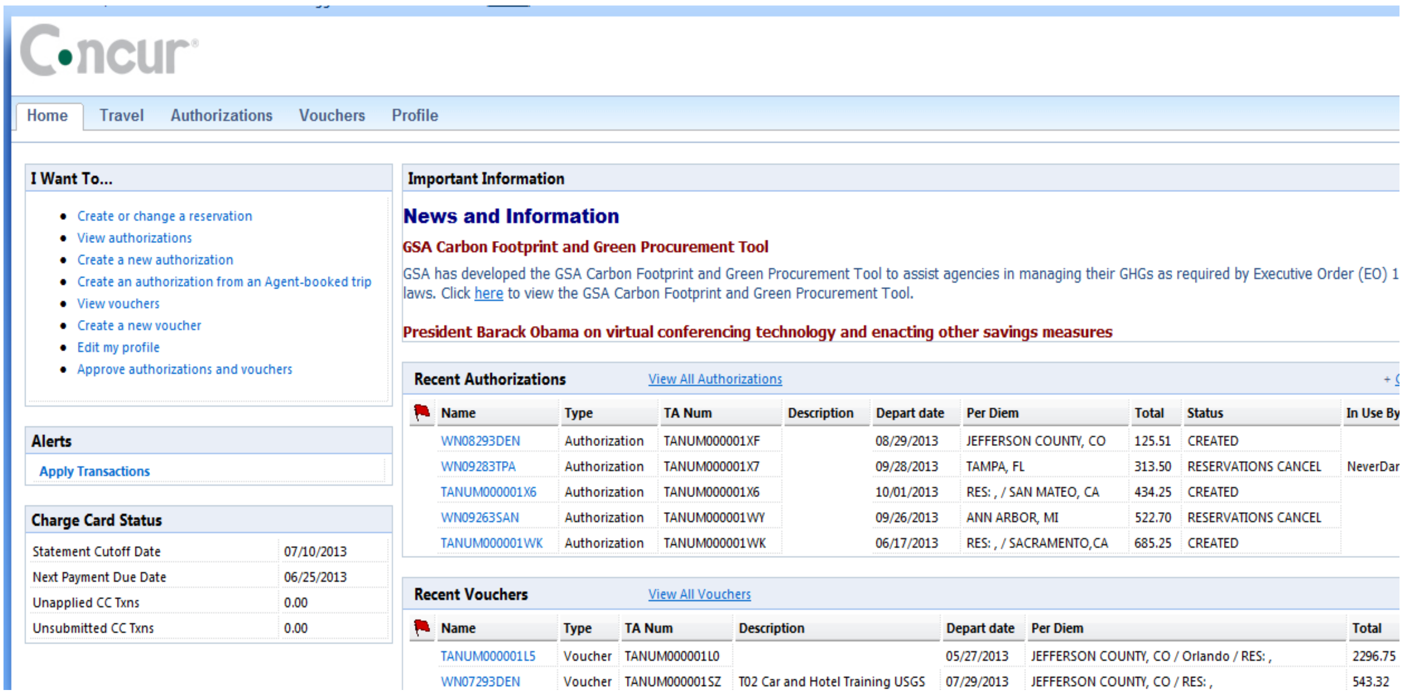
You can access CGE through the internet using the following steps:

1. Open a supported web browser.
2. In the address bar, type http://cge.concursolutions.com.

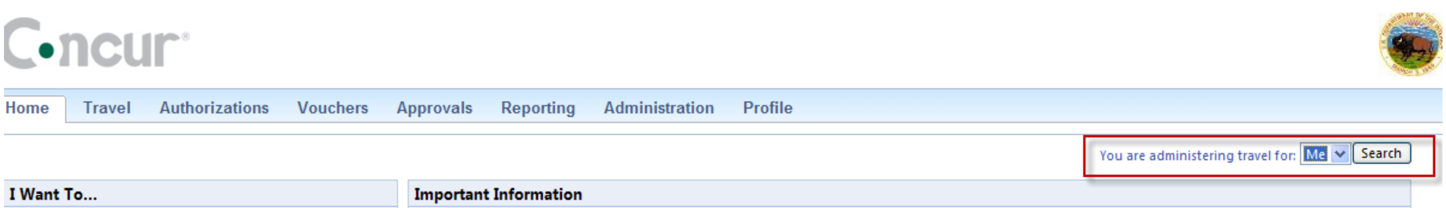
3. In the **User Name** field, type your user name, this will be your short Active Directory ID@bureau.gov i.e. jdoe@usgs.gov.
4. In **the Password** field, type your password. Click **Login** button.
5. Read through the **Privacy Act Notice** and then click **OK**.

   Note: If this is your first time logging in, you will receive an email to establish a password and security question.

Your Home page appears once you log in to CGE. From this central location, you can book reservations, create authorizations and vouchers.



Important Note for Arrangers: If you have been granted the Travel Arranger role, you will be able to use the Search box on the upper right hand of the Home page to search for other travelers. Click the **Search** button, enter the Traveler's last name, click on the name, and click the **OK** button.



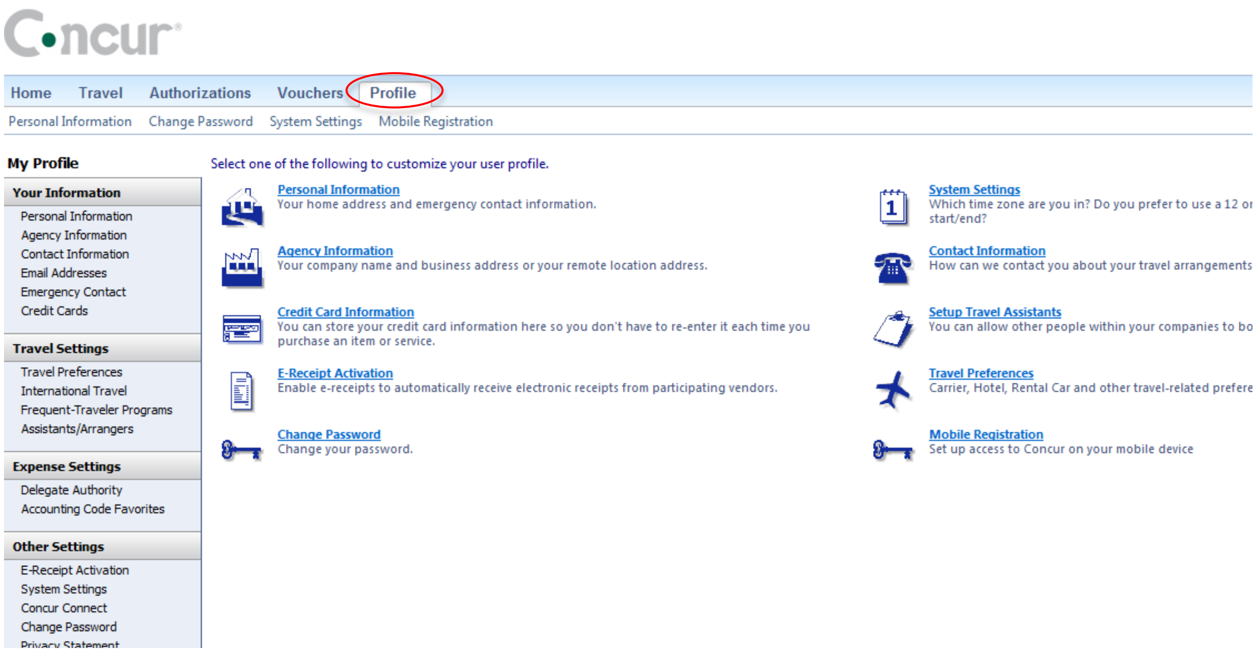
5.3 Updating Your Profile

The first-time you login to the CGE you must view and save your Travel Profile. You cannot begin booking a trip until your Profile has been saved.

1. On the **Menu Toolbar**, click **Profile**. 

2. Click on the icons on the page or the links to the left to update your profile with personal information, charge card information, etc.
3. You must click **Save** to save any changes you make to your profile.

Note: To save your profile, you must complete all fields marked 'Required.'



1. **Click Personal Information:**
   a. **Personal information** section - verify that the first, middle, and last names are identical to those on the photo identification that you will be presenting at the airport.
      - Enter Duty Station and Residence City, and Residence State if not populated.

   b. **Agency Information** – verify that the Employee ID is populated and correct.
   c. **Duty Station Address** section – verify that the Duty Station Address is accurate.
   d. **Home Address** section - verify that the Home address is accurate.
   e. **Contact Information** and **Emergency Contact** sections, verify that this information is accurate. Phone numbers and email addresses are important so that the Travel Management Center can contact you if there is an issue with your reservations.
   f. Fill out the **Travel Preferences** area with Preferred Departure Airport, Special Meal needs, Hotel Preferences, Car Preferences and any Frequent Traveler Programs.
   g. Ensure that the **TSA Secure Flight** section is populated with Gender, Date of Birth, DHS Redress Number or TSA Pre-Check Number(if applicable), to help avoid unnecessary airport delays/screenings.
   h. Verify that your charge card number has been loaded in the profile with a current expiration date.
   i. Click **Save**.
2. **E-receipt Activation:**
   a. CGE offers E-receipt functionality from multiple vendors which allows for the automatic collection of electronic receipts and folio data, or "e-receipts", from participating suppliers click the E-receipt

Activation link in this section, read the agreement and click **I Accept** or **I Decline**. DOI users are highly encouraged to enable the E-receipt functionality to save time and effort at the voucher preparation stage.

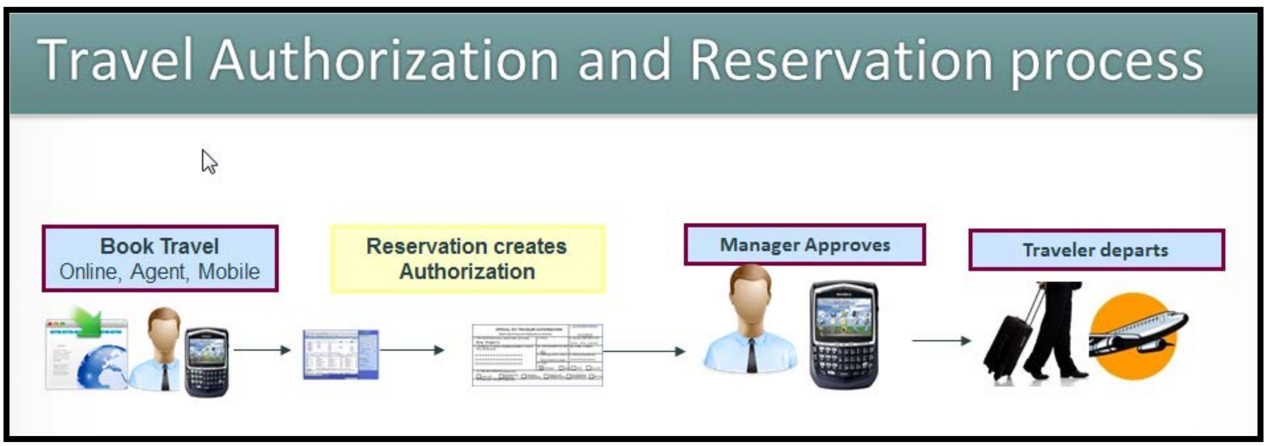
3. **Change Password:** Click this link to change your password and set up a password hint.

5.4 Creating A Travel Reservation

This section provides the procedures to complete the following tasks.

1. Review the travel policy for your agency.
2. Book air, car and hotel reservations, review your itinerary.
3. Review and make changes to the Authorization for your trip. Once you book a reservation an authorization is automatically created and contains the reservation information.

The following graphic shows the flow of the travel reservation and authorization process.

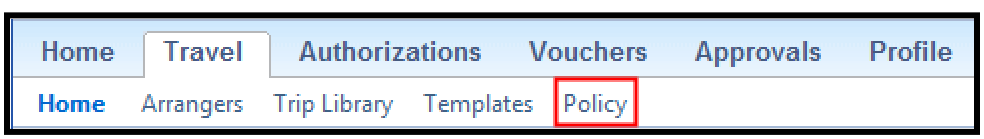


Note: You can create an authorization prior to creating a reservation. See '*Creating an Authorization without a Reservation'* in this document.

5.4.1 Review Your Agency's Travel Policy

Before booking new reservations and creating an authorization, review the travel policies from GSA. If you have questions, contact your travel administrator. To review your agency's policy:

From the **Home** page, click **Travel** then click **Policy.**

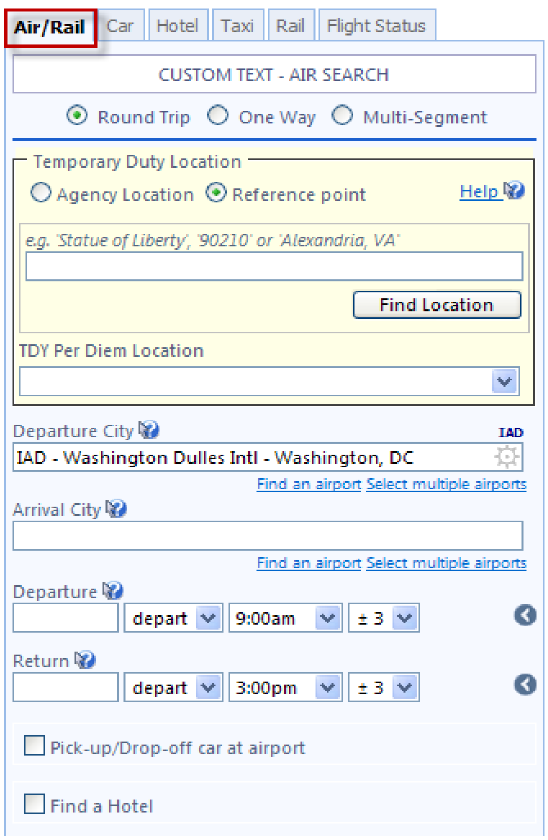


5.4.2 Booking a Reservation

CGE provides several access points to begin booking a reservation. From the **Home** page, under the **I Want To…** section, click **Create or Change a Reservation**, or click the **Travel** tab.

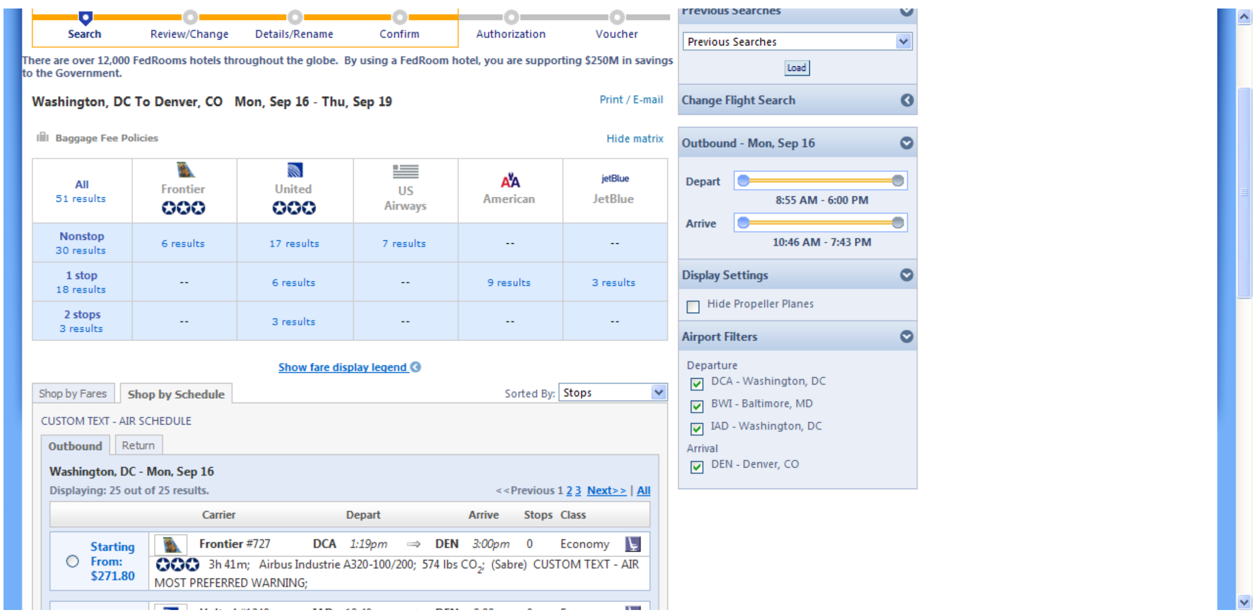
5.4.3 How To Book a Flight or Rail Reservations

1. On Home page, in the left pane, under **I Want To**..., click **Create or change a reservation**.
2. Click the Air/Rail tab (this is the default tab) begin entering your travel reservation information. If you do not need airfare, select the appropriate tab to make your car, hotel, or rail reservation.
3. Select the applicable flight option radio button: Round Trip, One Way, or Multi-Segment.

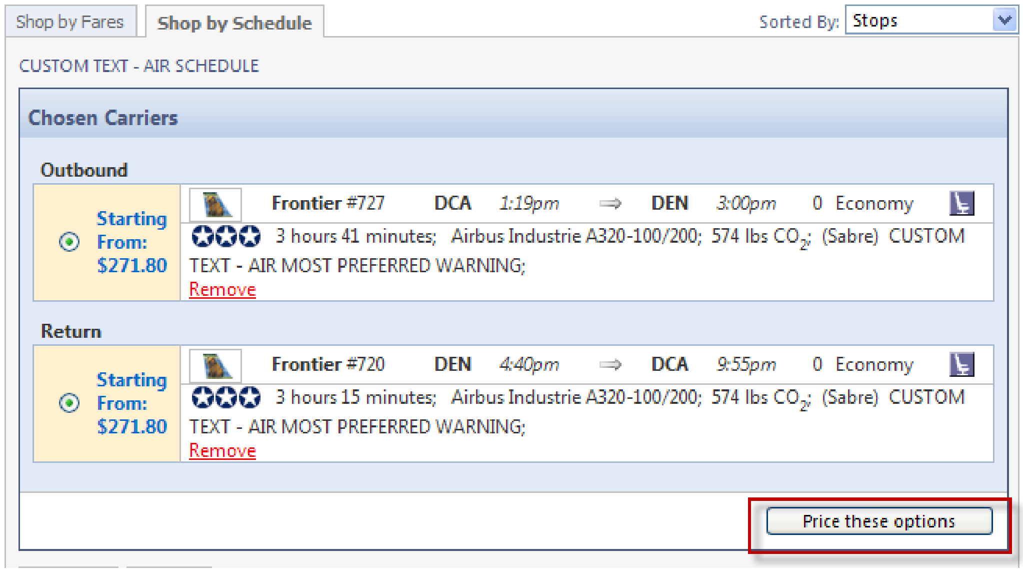


4. In the **Temporary Duty Location** area, leave the default as Reference Point.
5. Enter a landmark or preferably the city, state of your Temporary Duty Location, and then click the **Find Location** button. A pop-up will suggest the location based on the information you entered, choose the correct location from the drop-down box.
6. In the **TDY Per Diem Location** box, select the appropriate county related to the TDY Per Diem Location.
7. In the **Departure City** and **Arrival City** fields, enter the airports/airport codes related to the TDY Location. If you designate a Preferred Departure Airport in your profile, the Departure City automatically defaults with that airport code.

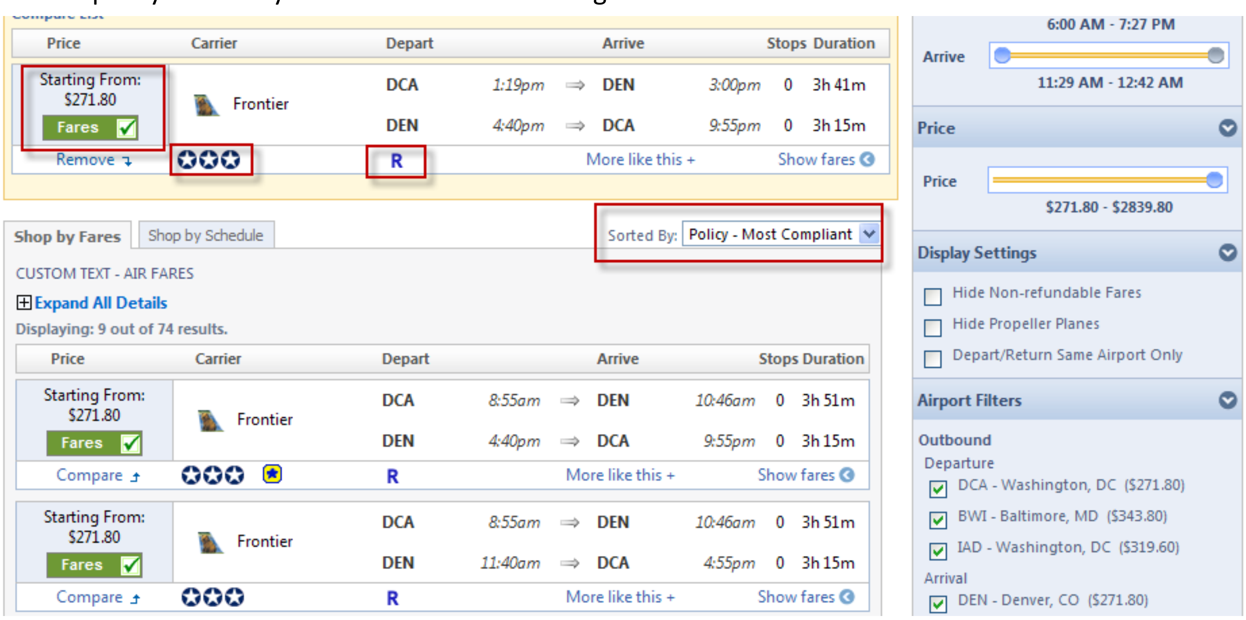
8. Select the **Departure** and **Return** Dates and times. You can use the drop down boxes to search for flight times up to +/- 9 hours from the time you entered. Increasing the time window increases the amount of flights that will display.
9. If you need a car, select the **Pick-up/Drop-off car at Airport** check box. If you have other special requests related to the car, you can specify these requests on the Car Results tab or you can skip this step and add a car from the Itinerary page. For more information on reserving a car see "Making a Car Reservation" in this document.
10. If you need a hotel, select the **Find a Hotel** check box. If you are staying at more than one hotel during your trip or do not need a hotel for the entire length of your stay, you can skip this step and add a hotel from the Itinerary page. For more information on reserving a hotel see "Making Hotel Reservations" in this guide.
11. Select the appropriate tab to shop for flights by Fares or Schedule. The default will display flights by Schedule. Use the **Specify Airline** check box, if you would like to specify a specific airline for your reservation.
12. Click the **Search** button. The airline/rail options will display on a new page.



13. The city-pair fares will display with 3 blue circles with white stars.
14. If you are in a market that has multiple airports available, the matrix may show multiple options.
15. If you leave the default as **Shop by Schedule** you will need to select the radio button next to the Outbound flight and then choose the Return flight. It shows the estimated round trip fare next to the radio button. If you want the system to try and find your flight combination, you can click on the **Shop by Fares** tab instead.
16. Once you have chosen the Outbound and Return, click the **Price these options** button.



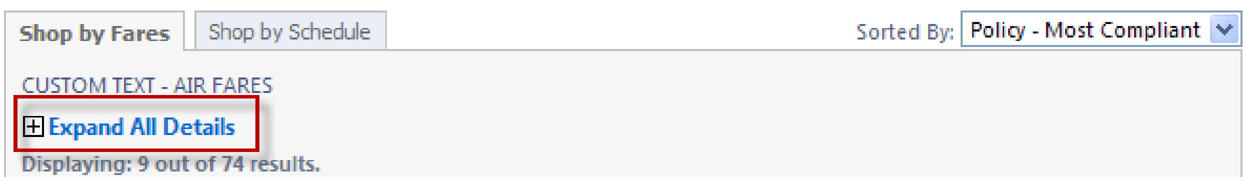
17. The system will always propose the cheapest, most policy compliant flight first to keep the traveler within policy and to try and achieve cost advantageous travel.



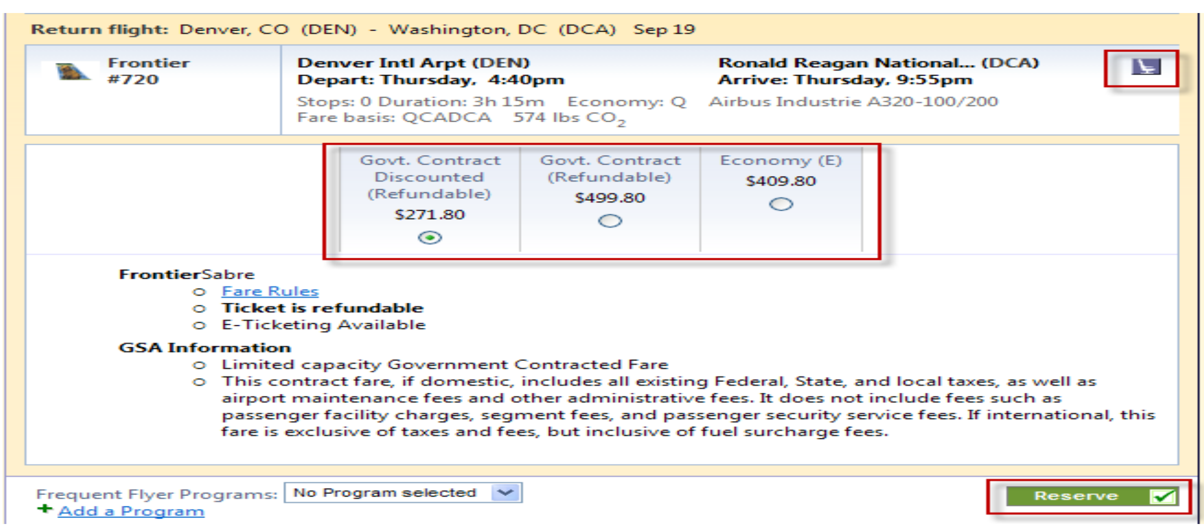
18. To reserve the selected flight, click on the **Fares** button.
19. The color coding of the **Fares** and/or **Reserve** buttons is as follows:
    a. **Green**: Indicates the fare is within policy. Three stars in blue circles display to indicate city-pair fares.
    b. **Yellow**: Indicates the fare is outside of policy. If you select this fare, you must enter additional information. Sometimes a city-pair fare might display as yellow if there is a cheaper city-pair fare at a different airport in your market.
    c. **Red**: Indicates the fare is outside of policy. If you select this fare, you must enter additional information. This could be a non-refundable fare.
20. The "**R**" represents a refundable fare, "**NR**" will display non-refundable fares. You may have to click on **Shop by Fares** and/or look for **lowest published fares** in the matrix to find non-refundable options.

You can also click **Show fare display legend** under the matrix to view the fare legend.

21. To view more information about the flights, click the **Expand All Details** link.



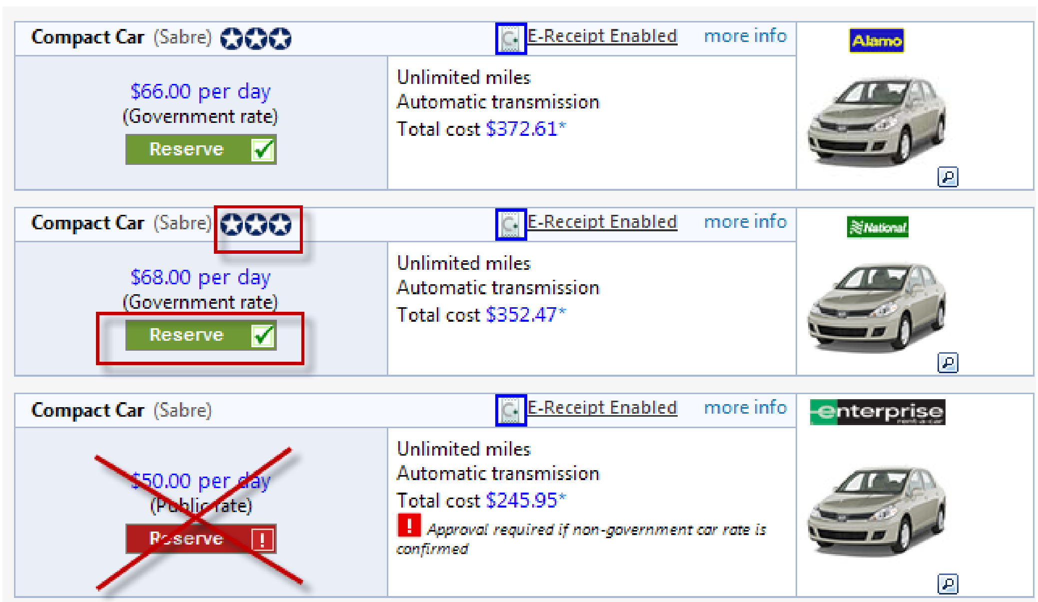
22. Once you click the **Fares** button, the page will show you more information about your flight.
23. Click on the little picture of the seat for a seat map to appear and to choose a specific seat. Seat maps may not be available for all flights. Some preferred seats won't be able to be booked if you don't have a Frequent Flyer program entered in your profile. If you forget to choose a seat, there will be one more chance at the itinerary stage. It's a good idea to desginate your seat preference in your profile for a better chance to avoid the middle seat when seat maps are not available.
24. You can add your Frequent Flyer number at the bottom of this page before clicking **Reserve** if you didn't already populate your Frequent Flyer program in your profile.
25. City-pair fares may have discount city-pair options that display called **Govt. Contract Discounted (Refundable)**, that are refundable but not last seat availabilty; these flights can save your office even more money if booked when available. Make sure the radio button is selected for the fare you want and then click the **Reserve** button.



5.4.4 Making Car Reservations

If you selected Pick Up/Drop off Car at airport on the Air/Rail tab, you will see the results for the car search immediately after you select your flight. You can also reserve a car by clicking the **Car** tab on the **Travel** page.

1. If you book a car directly after the Air search, a matrix of car appears. DOI policy is to book a compact car. You will need to scroll down the page to actually book cars (underneath the matrix).
2. Rental car search results are automatically sorted by travel policy. DOI Travelers should always choose the cars covered under the DTMO contract - notated by the 3 stars in a blue circle and a green **Reserve** button. Avoid the cars that appear with a red Reserve button, even if they are cheaper, to prevent personal liability issues when not using the Government contract rental car rates.
3. Click the Reserve button next to the car you want to select. This will take you to the Hotel page next if the **Find a Hotel** checkbox was checked. Move forward to the *Making Hotel Reservations* section.

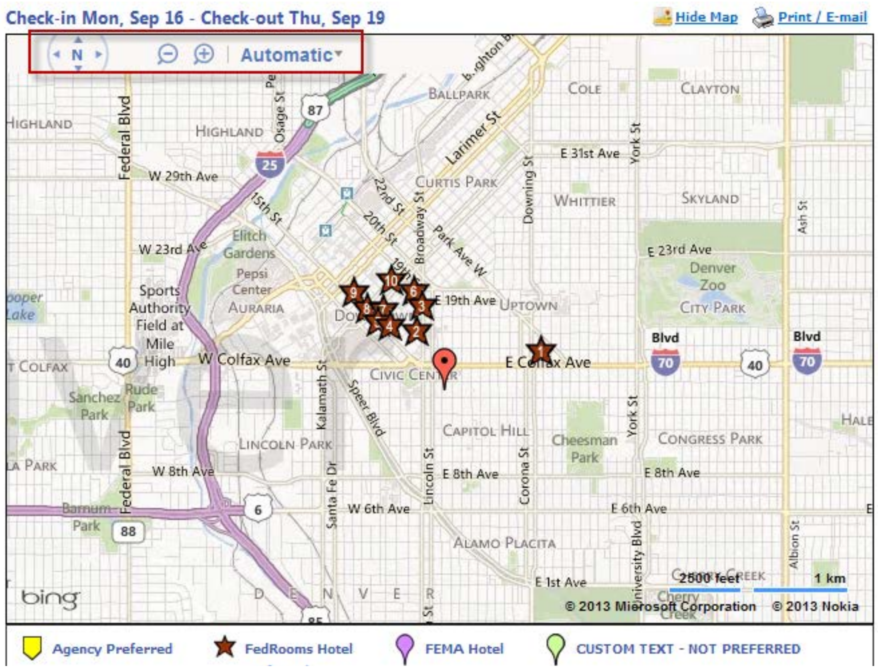


4. If you require a car without airfare, on the **Travel** tab, click the **Car** tab.
5. In the **Temporary Duty Location** section, enter the temporary duty station in the **Reference Point** field.
6. Select the appropriate location from the **TDY Per Diem Location** list.
7. In the **Pick-up date** and **Drop-off date** boxes, select the appropriate dates.
8. Under the **Pick-up car at** area, **Airport Terminal**, type the city or the airport code, or select **Off-Airport** and then enter (or search for) the location.
9. Select **Return car to another location** (optional) and complete the **Drop-off car at** field.
10. To see additional search preferences, click **More Search Options**, and then select the options you want.
11. Click **Search**. The car results display as discussed above.
12. Click the Green **Reserve** button next to the car you want to select (make sure it is displaying with 3 stars to ensure DTMO Government Rental Car contract). Avoid any red **Reserve** buttons, even if they are cheaper, to prevent personal liability issues when not using the Government contract rental cars.
13. Click **Next** to advance to the Travel Details Trip Booking Information.

5.4.5 Making Hotel Reservations

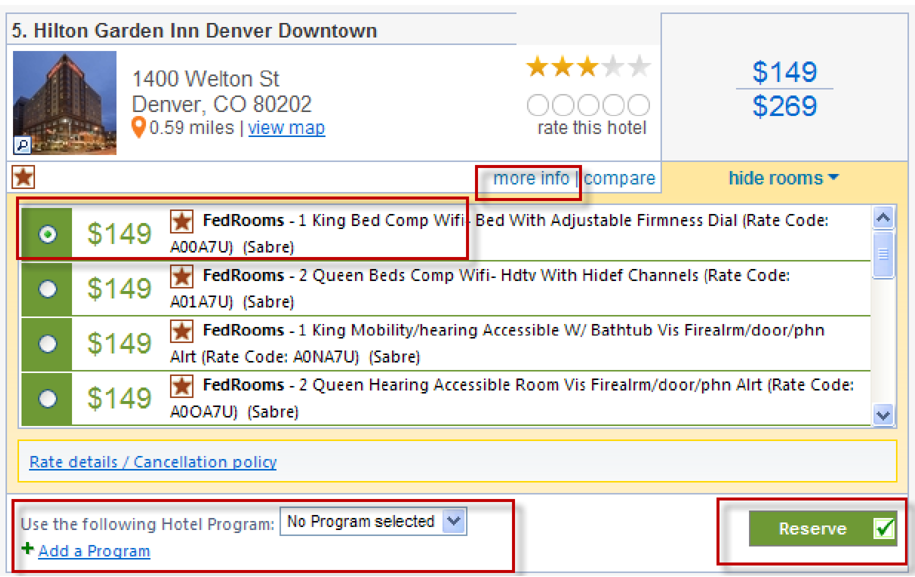
If you selected the **Find a Hotel** option on the **Air/Rail** page, the hotel results appear after you choose your rental car. You can sort the hotel list by Preference, Price, Rating, Distance and Policy. You can also reserve a hotel by clicking the **Hotel** tab on the **Travel** page.

1. A map displays with hotel results based on the search.
2. Click the Zoom icons to zoom the map in or out.
3. Click the **Automatic** down arrow to change how the map behaves.
4. Click a star or a balloon symbol to get more information about a specific hotel. The legend under the map describes the map symbols.



5. To narrow your search you can type the name of a specific hotel, under the **Hotels Search** area, in the **With names containing** field, or enter criteria in this area.
6. The Lodging Per Diem allowance will be displayed at the top of the listing of the Hotels.
7. Scroll down the page to see available rooms. FedRooms are notated with stars, these properties are recommended by GSA usually having cancellation policies up to 4 or 6pm date of arrival and within per diem.
8. Click **more info** to view more detailed information for a specific hotel.
9. Click **Expand All Details** to see specific room rates offered by all hotels in the list. Or click **Choose Rooms** below the hotel name to view the rooms for the specific hotel.
10. The **Reserve** button are color coded as follows:
    a. **Green**: Indicates the hotel rate is within policy.
    b. **Yellow**: Indicates the hotel rate is outside of policy and, if selected, you must enter additional information. These hotels may still be within per diem but not participating in FedRooms.
    c. **Red**: Indicates the hotel rate is outside of policy and, if selected, you must enter additional information.

11. The symbols underneath a hotel's address indicate whether or not the hotel participates in the FedRooms program or if the hotel is E-Receipt enabled. Point to the symbol to view these descriptions.
12. Note: The E-Receipt Enabled link appears next to some hotels. This link only displays if you have activated E-receipts in your profile.
13. You can also add your hotel program information if it isn't already loaded into your profile.
14. When you are ready to reserve your hotel room, select the radio button next to the desired room, and then click **Reserve**.
15. A pop-up box will appear with the Hotel rules, you will have to check the box that you agree to the hotel's rules and click **Continue.**
16. You can also click **Skip Hotel** if you aren't ready to book but the system will ask you to choose a reason on later screens as to why you didn't book a hotel. Move forward to the *Completing the Reservation* section on Pg. 11.



17. If you require a hotel without airfare, on the Travel page, click the **Hotel** tab.
18. In the Temporary Duty Location section, enter the Temporary duty location in the **Reference Point** field.
19. Select the appropriate location from the **TDY Per Diem Location** list.
20. In the Hotel Search area, click the **Check-in Date** and **Check-out Date** fields to enter the first and last day of your hotel stay.
21. In the **Find hotels within *x* miles** field, enter the number of miles as a radius around the location you choose below.
22. Select **Airport, Agency Location, Address, or Reference Point/Zip Code** as the location around which you want to search for a hotel.
23. If you want to search for names containing keyword characters, select the **With names containing** check box and enter the keyword characters.
24. Click **Search**. The Hotel Per Diem Locations window displays.
25. Click **Next**. The Hotel search results display and then follow the same steps as listed on Page 8-9.

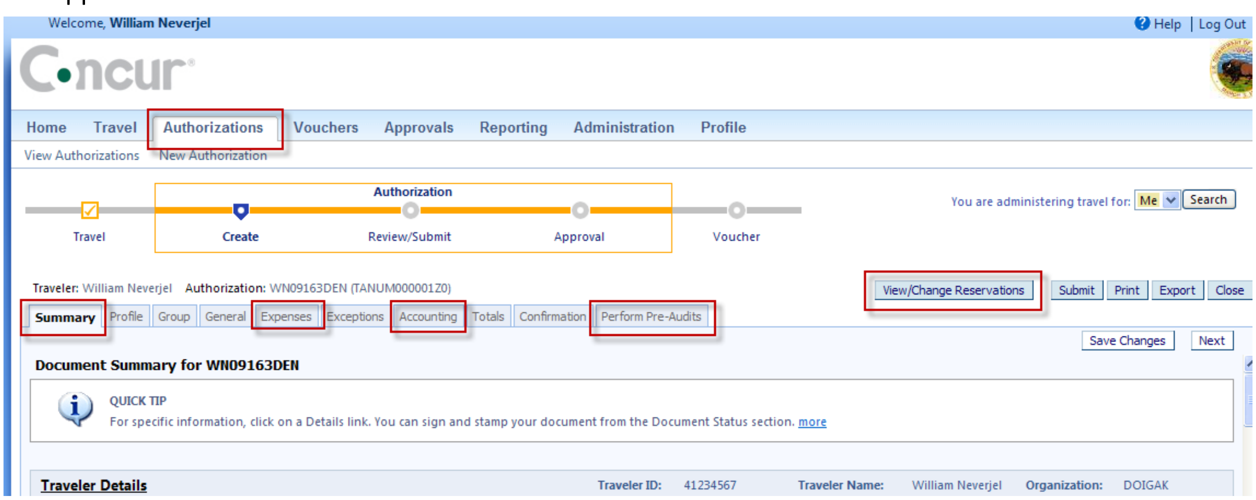
5.4.6 Completing the Reservation

On the Travel Details page, you can print, email this itinerary, change or cancel any reservations, select a seat, change the Frequent Flyer Program, add a car, hotel, or rail reservation, view fare rules, and complete your reservation. Click the appropriate links on this page to make changes or view these items.

1. On the Travel Detail page, click **Next**. The Trip Booking Information Page displays.
2. Optional but recommended - Enter a trip description in the **Trip Description** field to make it easier to identify trips and to provide useful information about each trip.
3. Choose a **Trip Purpose** from the drop down list.
4. Click **Next.**
5. Click **Confirm Booking**. The Authorization for the reservation is automatically created. The Authorization page displays.
6. If you did not add a hotel to your reservation you will be prompted to add a hotel now or can choose one of the reasons from the drop-down list.

Note: Travelers can search as many times as they want to for various fares, but make sure not to click **Confirm Booking** until pretty firm about the reservations. CGE uses live inventory and airlines can charge a fee if they notice Churning (travelers booking inventory and then making multiple changes to that booked trip). The system may also generate a Churning error and prevent the traveler/arranger from making the change. The CGE system will also email users who have not clicked **Confirm Booking** that their trip will be canceled unless they finish the reservation that same day.

7. The page defaults to the Summary tab to view the document summary, and users should make any appropriate changes to the document such as adding expenses in the **Expenses** tab, assigning accounting codes in the **Accounting** tab, performing a pre-audit on the **Perform Pre-Audits** tab, etc.
8. If you need to make a change to the reservation, click the **View/Change Reservations** button. Once you have made all your changes and reviewed the pre-audits, stamp and submit the authorization for approval. More details on these tabs to follow.



5.5 Creating, Reviewing, And Submitting An Authorization

5.5.1 Creating an Authorization

CGE automatically creates an authorization once you confirm a booking. The authorization provides the aggregated costs of the reservations and calculates per diem allowance estimates based on the TDY location selected for the trip.

You can also create an authorization without making a reservation. For more information, see *Creating an Authorization without a Reservation* below.

5.5.2 Reviewing an Authorization

Once you have confirmed a booking, the **Authorization** page displays the **Document Toolbar**. With this toolbar you can view the document summary and make changes or add information to the document as appropriate.

5.5.3 Document Summary

The Document Summary, (aka **Summary** tab) is the primary review tool for travelers to view document details, including per diem location, reservation information, expenses, accounting, and calculated per diem allowances for a trip.

The **Summary** page sections correspond to the tabs on the **Document Toolbar**. You can scroll through the **Summary** page to view these sections and click the section heading to make changes. Clicking a section link changes the focus to the appropriate Document Toolbar tab.

- **Summary**: Provides summary for all sections of an authorization. You can make all changes to the Authorization by clicking appropriate links on this page, takes you to same location as the tabs.
- **Profile**: Add or make changes to the traveler's profile information. This section can also be used by Federal Traveler Arrangers who make travel arrangements for others.
- **Group**: Add and view group authorizations (not really used by DOI).
- **General**: View and add document and trip information.
- **Expenses**: Add or delete an expense.
- **Exceptions:** Displays Other authorizations i.e. Excess Baggage, Rental Car Authorized.
- **Accounting**: Enter accounting codes.
- **Totals**: Displays expenses, accounting, and advance totals.
- **Confirmation**: Apply a status i.e. "Authorization Signed" and then stamp and submit the document for approval. Provides Document Routing information and Document History.
- **Perform Pre-Audits**: Displays the pass/fail status each item required in the Audit Process. You can enter a reason for an audit item that displays Fail.

5.5.4 Using Document Summary to Review Documents

The **Document Summary** is the primary review tool for approvers and the only place where a traveler, document preparer, or approver can view calculated per diem allowances for a trip. With the **Summary** page, you can:

- Navigate to any part of the document to view or make changes.
- Review, update, and delete expenses already entered on the document.
- Attach or delete receipts/documentation.
- Enter comments pertinent to the document.

- Stamp and route the document.

5.5.5 Creating an Authorization without a Reservation

Section 3 of this guide details how to create an authorization when starting with a reservation. You can also Create an authorization without a reservation for instances when online reservations may not be needed i.e. field work, pre-arranged accommodations etc. as follows:

1. On the **Home** page under the **I Want To…** section, click **Create a new authorization** or if you called the TMC to make your reservation, click **Create an authorization from an Agent - booked trip**. If you choose this second option, you will have to enter your Locator number/reservation code from the agent. This code should be on the emailed itinerary that is sent to the traveler from the Agent.
2. Select a **Document Type** – *Authorization* - from the **Document Type** list.
3. Click **Create Document**.
4. On the **Document Information** tab, enter the required document information below. The Document Type and Document Name should pre-populate.
5. In the **Document Date** field, accept today's date or select a new date.
6. In the **Type Code** drop-down list, select a type code. Most Travelers will choose Trip by Trip, but there are other options to indicate: Invitational Travel (non-DOI employees), Tour Renewal Travel, Limited Open and Unlimited Open. Check with your bureau on policies related to allowable Open authorizations.
7. In the **Purpose Code** drop-down list, select the appropriate purpose code from the drop-down box.
8. In the **Document Description** field, type a detailed description of the details/reason for travel.
9. Click on the **Trip Information** tab.
10. In the **Depart From** Selection drop-down list, select a departure location. This notates whether the traveler is departing from Residence, Duty Station, or another location. Users on details should choose the **In Travel Status** selection when filing multiple vouchers on every voucher except the first voucher.
11. In the **Return To** Selection drop-down list, select a return location. This notates whether the traveler is returning to Residence, Duty Station or another location. Users on details should choose the **In Travel Status** selection when filing multiple vouchers until they are ready to submit their final voucher and return to Residence or Duty Station.
12. **Trip Duration** defaults to Multiple days, use the drop-down choice if the trip will be 12 hours or less, or 12-24 hours with or without lodging.
13. In the **Comments** field, type any comments for the document, or click **Preset** to add preset comments.
14. In the **Arrival Date** field, type or select the first day of the trip.
15. In the **Departure Date** field, type or select the last day of the trip (or the last day for that TDY location).
16. In the **Itinerary Location** field, enter the TDY location, or use the binoculars icon to search for the TDY location.
17. Enter additional dates and locations if necessary.
18. The individual Purpose codes are optional.
19. Use the **Unlisted** checkbox if going to a remote unlisted location.
20. Click the **Create Document** button.

The next page defaults to the **General** tab and users should make any appropriate changes to the document such as adding expenses in the **Expenses** tab, assigning accounting codes in the **Accounting** tab, performing a pre-audit on the **Perform Pre-Audits** tab, etc. Once you have made all your changes and reviewed the pre-audits, stamp and submit the authorization for approval. These tabs are detailed next.

5.6 Working With Expenses

The expense information in this guide applies to actions you can take on authorizations and/or vouchers.

Once DOI gets an interface file from JP Morgan Chase (this functionality is expected early in our deployment), almost all expenses will be automatically added to your voucher when posted to a charge card. However you may need to add/edit an expense, such as mileage, shuttles etc. Beware not to leave duplicate expenses from the authorization and Itemized expenses pulled from the Charge Card tab on the voucher.

Entering expenses can be accessed by clicking the **Expenses** link on the **Summary** page or clicking the **Expenses** tab on the **Document Toolbar**. You can manage all your expenses from this area, including itemizing and deleting expenses.

The following table describes the options on the Expense List area:

Expense List Options	Description
Select All	Click to select all expenses for deletion.
Deselect All	Click to deselect all expenses for deletion.
Action column	Click the **Edit Expense** icon on an expense line to edit the expense in the **Edit Expense Details**. Click the **Itemize Expense** icon on an expense line to itemize the expense (related to Charge Card items).
Delete	Click the check box to identify an expense to be deleted.
Expense Date	The date the expense was incurred.
Expense Description	The description of the expense.
Amount	The amount of the expense. For reconciliation expenses, the Amount can be negative.
Type	The type of expense. Valid values include **CC** (applied charge card expenses) and **RO** (read-only expenses).

5.6.1 Adding an Expense

1. On the **Summary** page, click the **Expenses** link or just click the **Expenses** tab at the top of the page.
2. The **Add Expense Details** pane displays to the right of the Expenses list.
3. On the **Add Expense Details** pane, there is an optional field called **Create Expenses Through** field, where a user can type the date through which the expense should be replicated if needed.
4. In the **Expense Date** field, update the date if required.
5. From the **Expense Description** list, select an expense description from the drop down list.
    a. After you select an expense description, the following fields are available: Cost, Payment Method, Show Other Details link, Show Per Diem Conditions link (for per diem expenses).
6. In the **Cost** field, enter the dollar amount of the expense. If you need to convert the cost to another currency, click the **Foreign Calculator** icon.

7. From the **Payment Method** list, select a payment method if necessary. The payment method will default based on policy and common practice.
8. Click **Save.**

   Important Note: To add any additional expenses, you must click the **Add Expenses** button on the left side of the page or the new expense will overwrite the previously entered expense. In general, any expense marked with **RO** (read only) will not be able to be edited.

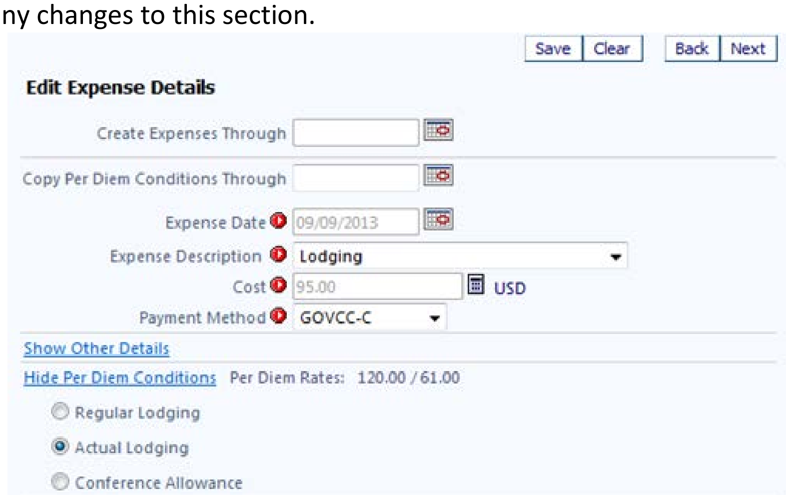
5.6.2 Working with Per Diem Expense

Per Diem Expenses (Lodging and M&IE) display under the Expenses tab with a few additional options to allow travelers to claim Actuals, Deduct Meals Provided, Deduct for days of Annual Leave and alter M&IE amounts i.e. reduce to 55% for extended details or adjust camp rates.

1. Lodging Fields:
   a. **Copy Per Diem Expenses Through**, use this field to change the Lodging per diem expense for multiple days.
   b. **Expense Description** will show as Lodging.
   c. **Cost** will default with the lodging reservation cost if booked through CGE or can be entered if booked outside the system.

      Note: If you booked a hotel reservation through CGE, you will not be able to delete that lodging expense or alter the dollar amount until the voucher is created or alternatively changing the reservation in CGE. In the voucher, you will be able to alter the lodging dollar amount and delete any inaccurate lodging expense.
   d. **Payment Method** should default to GOVCC but can be changed if for some reason the traveler could not use the Government card to pay for lodging.
   e. **Show Other Details** link isn't really relevant to the traveler and just has informational items.
   f. **Show Per Diem Conditions** link is a toggle which defaults to Regular Lodging but travelers who have justified and been approved to exceed the per diem allowance under rare circumstances, need to change the radio button to Actual Lodging or the difference between actuals and allowed will be reflected on the authorization and deducted on the voucher.

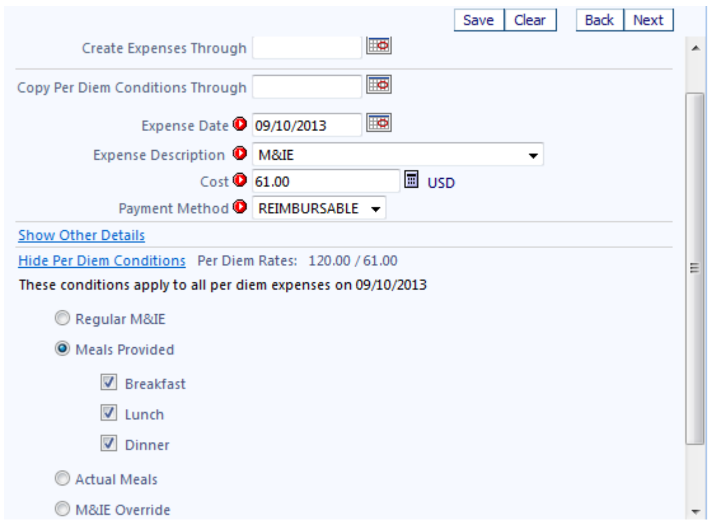
Click **Save** if you make any changes to this section.



2. M&IE Fields:

a. **Copy Per Diem Expenses Through**, use this field to change the M&IE per diem expense for multiple days.
b. **Expense Description** will show as M&IE.
c. **Cost** will default with the allowable M&IE rate for the TDY location.
d. **Payment Method** should default to Reimbursable.
e. **Show Other Details** link isn't really relevant to the traveler and just has informational items.
f. **Show Per Diem Conditions** link is a toggle which defaults to Regular Lodging but has other helpful options:

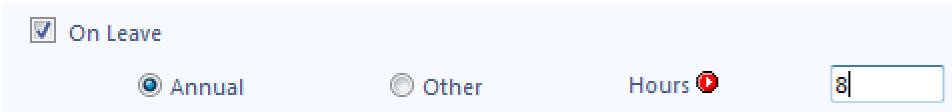
Change Radio button to **Meals Provided** and check the appropriate boxes if Breakfast, Lunch, and/or Dinner was provided and click Save.



- Change Radio button to **Actual Meals** if you want to alter the M&IE Amount for the entire trip i.e. reduce to 55% or reflect a reduced camp rate without a ¾ deduction on first and last day, go back to the top and use **Copy Per Diem Conditions through** the ending date of the trip and change the **Cost** to the lower M&IE Amount, and click **Save**.

- At this time DOI does not recommend using the **M&IE Override** Radio button because of display issues on the screen, just use the **Actual Meals** Radio button instead.

- To notate annual leave while in travel status, just check the **On Leave** checkbox, the radio button defaults to Annual, enter the number of hours in the Hours field.

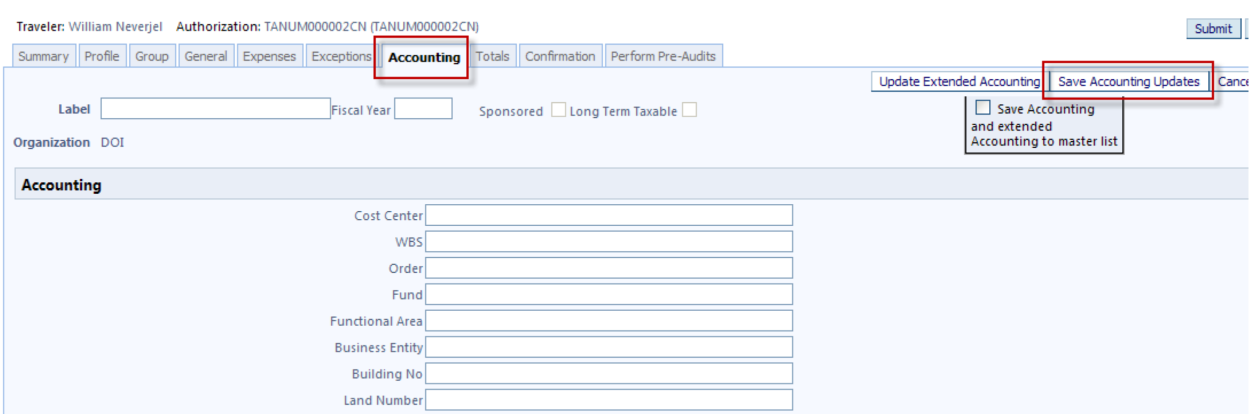


5.7 Accounting

Most FBMS Bureaus and Departmental Offices use many different combinations of accounting elements such as Cost Center, WBS, Fund, and/or Functional Area. There may be times when an office feels it is appropriate to charge a Work Order or Real Estate Object and those options are available in CGE. All Bureaus/Offices except for USGS will enter the appropriate accounting elements as a new label and then can save those labels to their favorites. USGS will

be able to Search for their accounting labels/WBS or add new ones.

1. Click on the **Accounting** Tab.
2. Click on the **Add New Accounting** button.
3. Enter a **Label** for this account code. This can be any name that makes sense to the user.
4. Enter the current **Fiscal Year** for this account code.
5. Enter your Bureau's/Departmental Office appropriate combination of:
   a. **Cost Center** (mandatory)
   b. **WBS** (optional except for USGS)
   c. **Fund** (optional may be derived or derived from a partial fund)
   d. **Functional Area** (optional may be derived)
6. Only use the **Order** field if you need to charge a work order for this travel expense.
7. Only use the **Business Entity**, **Building No**., **Land Number**, and/or **Rental Unit** fields if your goal is to charge this travel to a Real Estate Object.
8. Click the **Save Accounting Updates** button.
9. If you want to charge this travel to more than one line of accounting, you will have to click the **Add New Accounting**, give the new accounting string a new **Label,** enter the **Fiscal Year** and repeat the steps above to add the new accounting elements (Cost Center, WBS, Fund, Functional Area etc). Then follow the Allocating Expenses instructions below to split charges to multiple accounts.



10. **USGS only**: Use the **Enter Search Criteria** section and enter the label with the WBS to be charged in the **Accounting** field, then click on the appropriate label to add it to your document.

5.7.1 Allocating Expenses to One or More Accounting Codes

If you select more than one accounting code on a document, you must allocate the expenses across the accounting codes. The following allocation methods are available:

- Date
- Expense category/payment method
- Expense
- Location
- Percent
- Amount

If you need to allocate by Date, Expense Category, Expense or Location:

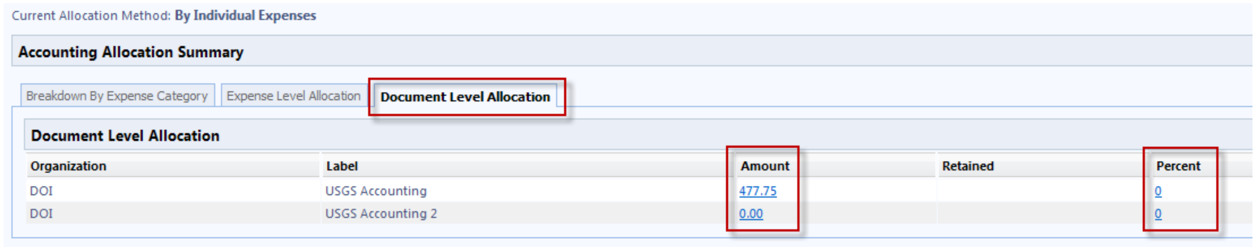
1. Click the **Allocate** link next to the Label of either Accounting string.

Organization	Label	Sponsored	LT Taxable	Default	Classification Code	Allocate Cost
DOI	USGS Accounting			◉	GGHAAE0000/GX13AE0000C1000///////	Allocate
DOI	USGS Accounting 2			○	GGHHAA0000/GX13AE10COM0000///////	Allocate

2. Click the **Expense Level Allocation** tab.
    a. To allocate by Date click on the * under the Date column, enter the Begin Dates for charges for each accounting label and then click the **Save Allocation Changes** button.
    b. To allocate by Expense Category/Payment Method click the link called **Expense Category/Payment Method**, and use the drop down boxes to pick the line of accounting for each Expense Category or Payment Method. Then click the **Save Allocation Changes** button.
    c. To allocate by Expense, click the link called **Expense**, and use the drop down boxes to pick the line of accounting for each Expense. Then click the **Save Allocation Changes** button.
    d. To allocate by Locations (requires multiple TDY Locations on the document), click the link called **Location** and use the drop down boxes to pick the line of accounting for each location. Then click the **Save Allocation Changes** button.

If you need to allocate by Percent or Amount:

3. Click the **Allocate** link next to the Label of either Accounting string.
4. Click the **Document Level Allocation** tab.
    a. To allocate by Amount, click on either dollar amount link under the Amount column, then enter the appropriate dollar amounts to be allocated to each line of accounting. Then click the **Save Allocation Changes** button.
    b. To allocate by Percent, click on either **0** link under the Percent column, then enter the appropriate percentages to be allocated to each line of accounting. Then click the **Save Allocation Changes** button.



Wherever you see the **Allow Exceptions** check box in the various allocation screens, if you decide to check it, you can go back to the Expenses tab and send an individual expense to either account even if the rest of the document is split 50-50, by date, etc. Allow exceptions is not available when allocating by amount or expense.

Remember that all Charge Card items still need to be reallocated in FBMS to actually move centrally-billed charges from default accounts to other accounts when applicable.

5.8 Perform Pre-Audits And Confirmation Tabs

When the travel/arranger has finished entering the expenses and the accounting on the authorization or voucher, the traveler will need to sign the document so that it will be routed to the next person or persons in the routing list for approval. Routing lists may have conditional routing that sends a document through different approvals depending on whether the conditions were met. This is called *conditional routing*. An example of conditional routing is an authorization that includes foreign travel that requires additional approval at a higher level. Some offices may have multiple reviewers and approvers in the routing list.

> **Important note**: Tickets will not be issued until the final approving official in the routing list approves the authorization, so it is important that non-refundable reservations are approved within the same 24 hour period or the reservation will be lost and the traveler will have to re-book.

To stamp a document, follow these steps:

1. Click the **Confirmation** tab (or scroll down to the Document Summary section at the bottom of the Summary tab.)
2. **Status to Apply**: Select a status code from the **Status to Apply** list. Use **Authorization Signed** to sign an authorization, use **Voucher Signed** to sign a Voucher.
3. **Remarks:** This field is optional. Enter any explanation/comments about the document that you want the approving official(s) to see. The remarks are saved with the history of the document and can be viewed in the Document History area.
4. Click the **Stamp and Submit Document** button.
5. This action shows the items on the **Perform Pre-audits** tab.
6. Review the Pre-Audit list,
    a. If any of the Audit Process status show as FAIL, click on the **Justify Pre-Audit Results** button. Enter the justification(s) in the Comments box and click the **Save Comments** button.
    b. If they all show with a status of PASS or after you save comments, click the **Continue Stamping the Document** button.
7. Read the important text describing the impacts of legally signing this document and click the **Accept Signature Text** button.
8. This completes signing/stamping the document and shows the next users in the routing list. Click the **Close Post Stamping Document Closure Screen** button.

9. Always use the **Log Out** words to close CGE and **not** the normal red x (internet close button) or else you can lock your document and may need a FATA to unlock it.

5.9 Creating A Voucher From An Authorization

When the traveler has completed his travel, he or she should complete their voucher within 5 business days. Sections 6-8 of this guide covering Expenses, Accounting, and Stamping the Document work the same in CGE whether the user is creating an authorization or a voucher. This section recaps the steps to file the voucher for reimbursement.

5.9.1 Creating a Voucher

1. On the Home page, click **Voucher** and then click **New Voucher**. Tip: You can also create a voucher from the Home page. Under the I Want To… section, click **Create new voucher**.
2. On the New Voucher page, next to **Document Type** select **Voucher from Authorization** from the Document Type list.
3. Click the **Create Document** button.
4. Scroll down to the Document list and click the pencil/paper icon next to the authorization that you need to create the voucher from. The authorization must have an approved status to be able to create the voucher.
5. Review the fields on the **Document Information** tab.
    a. **Document Date** field, should populate with date from Authorization.
    b. **Type Code** field, should populate with trip type from the Authorization, otherwise use the drop-down list to select a type code.
    c. **Purpose Code** field, should populate with trip purpose from the Authorization, otherwise use the drop-down list to select a type code.
    d. **Document Description** field, should populate with trip description from the Authorization, otherwise type a detailed description documenting the reason for travel.
    e. In the **Document Default Accounting Code** field, accept the default or select an accounting code from the lookup icon.
6. Review the fields on the **Trip Information** tab. If you need to revise the trip dates or TDY locations(s) associated with the travel, use this tab to make any changes from the authorization
    a. In the **Depart From** Selection drop-down list, verify if traveler left from the duty station, residence, or in cases of extended details choose “IN TRAVEL STATUS” when appropriate.
    b. In the **Return To** Selection drop-down list, verify if traveler returned to the duty station, residence, or in cases of extended details, choose “IN TRAVEL STATUS” when appropriate.
    c. Verify the **Trip Duration**.
    d. In the **Comments** field, type any comments for the document, or click the **Preset** button to add preset comments.
    e. In the Itinerary Location section, review that the **Arrival Date** reflects the first date of the trip, that the **Departure Date** reflects the last date of the trip (or dates for each individual TDY location) and that the **Itinerary location**(s) are correct. You may need to use the binoculars to search for various TDY locations.
    f. Click the **Create Document** button. The document is saved on creation.
7. Go to **Expenses** tab and review the expense details.

   a. Lodging and Per Diem expenses automatically populate. Use the Edit (paper/pencil) icon to edit if necessary.
   b. Review all expenses in the Expense list, use the Edit (paper/pencil) icon to edit dates, costs, and if applicable payment method for any expenses that differ from amounts listed on the authorization. Click the **Save** button after any edits.
   c. Use the Delete checkbox next to any expense you need to delete from the voucher and then click the **Delete Selected Expenses** button.
   d. Use the **Add Expense** button to add any new expenses on the voucher. Click the **Save** button after any additions and then click the **Add Expense** button to add another expense if needed. Repeat until all expenses are added.
   e. If the expense applies to multiple days, type or select a date in the **Copy Through** field to replicate the expense.
   f. For more detailed information on Expenses see Section 5 *Working with Expenses* of this guide.
8. Go to the **Accounting** tab, review any accounting codes already selected for the document which are displayed in the **Available Accounting** section. Use the edit (paper/pencil) icon to edit if necessary.
   a. For more details on using accounting codes, see Section 6 *Accounting* of this guide.
9. Go to the **Totals** tab, review the Totals Details.
10. Go to the **Confirmation** tab, in the **Status to Apply** list, verify that **VOUCHER SIGNED** is selected.
11. Click the **Stamp and Submit** button.
12. This action shows the items on the **Perform Pre-audits** tab.
13. Review the Pre-Audit list:
   a. If any of the Audit Process status show as FAIL, click on the **Justify Pre-Audit Results** button. Correct the item(s) or enter the justification(s) in the Comments box for failed items and click the **Save Comments** button.
   b. If all audit items show with a status of PASS or after you hit **Save Comments**, click the **Continue Stamping the Document** button.
14. Read the important text describing the impacts of legally signing this document and click the **Accept Signature Text** button.
15. This completes signing/stamping the document and shows the next users in the routing list. Click the **Close Post Stamping Document Closure Screen** button.
16. Once approved, the voucher will interface for payment through FBMS.
17. Always use the **Log Out** words to close CGE and **<u>not</u>** the normal red x (internet close button) or else you can lock your document and may need a FATA to unlock it.

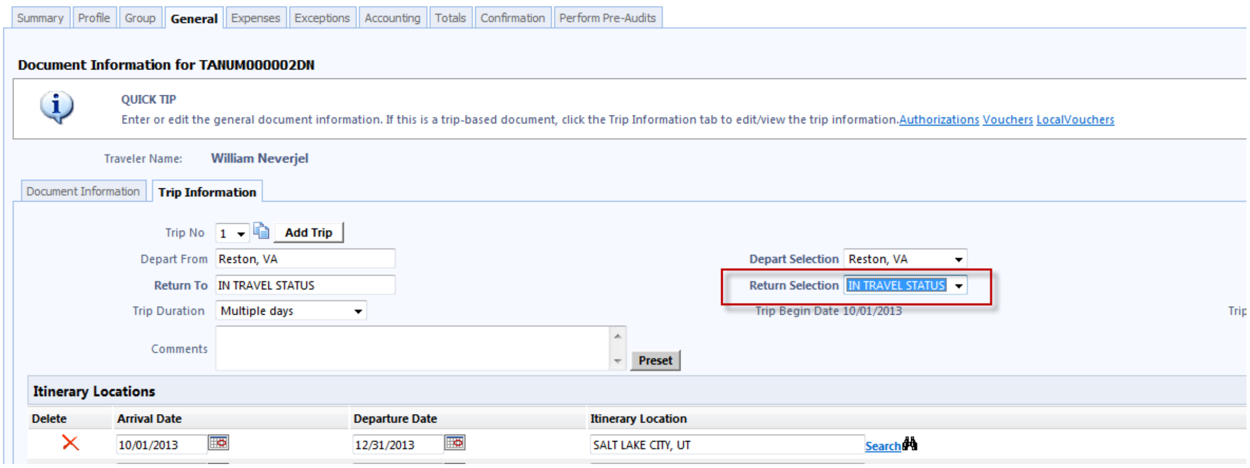
5.9.2 Creating Interim Vouchers for Long Term TDY

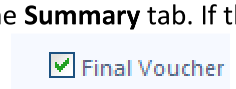
GSA policy requires travelers to submit a voucher at least every 30 days for extended trips such as details. If you are on a trip that is longer than 30 days and need to submit a voucher, you can create and submit an Interim Voucher. You can create multiple Interim Vouchers from the same authorization until the Final voucher of the detail. You should not attempt to remove or alter any expenses from vouchers that have been previously paid.

Note: DOI policy requires travelers to reduce the allowable lodging and M&IE amounts to 55% of the extended TDY per diem location from Day 1 of the assignment when detailed to the same extended TDY location for more than 30 days.

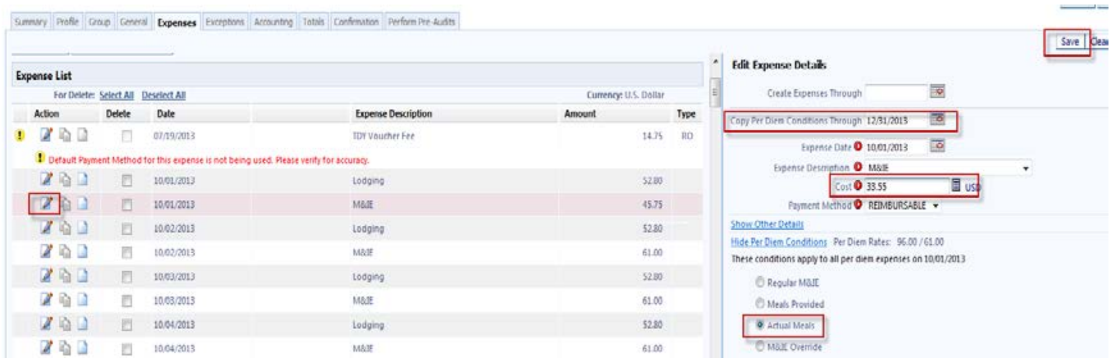
How To Create a an Interim Voucher:

1. From the Home page, click **Voucher**, and then click **New Voucher**.
2. From the **Document Type** list, **Voucher from Authorization**.
3. Click the **Create Document** button.
4. From the Document list, click the Edit Icon next to the appropriate authorization.
5. If necessary, complete the **Type Code**, **Purpose Code**, and **Document Description** fields on the **Document Information** tab.
6. Complete the following fields on the **Trip Information** tab:
7. In the **Depart From** Selection list, for the first voucher of the detail indicate whether departing from Residence or Duty Station. For all follow on vouchers, select **IN TRAVEL STATUS**.
8. In the **Return To** Selection list, select **IN TRAVEL STATUS**. This will be the selection until your final voucher, when you mark **Return To** as either resdience or duty station.
9. Alter the Arrival Dates and Departure Dates to reflect just the period covered by this voucher.



10. Click **Create Document** button.
11. Review the **Summary** tab. If this is the final voucher for the extended detail, check the final voucher checkbox. 

12. On the **Expense** tab, enter/edit any expenses to be vouchered for, do not edit previously paid expenses. If the M&IE was not reduced on the authorization, make sure to:
    a. Click on **Edit** (Pencil/Paper) next to the first day of **Lodging**
    b. Use **Copy Per Diem Conditions through** to change the dates to reflect the whole voucher
    c. Use the **Cost** field to enter the reduced 55% rate
    d. Click the **Save** button
    e. Click on **Edit** (Pencil/Paper) next to the first day of **M&IE**
    f. Use **Copy Per Diem Conditions through** to change the dates to reflect the whole voucher
    g. Use the **Cost** field to enter the reduced 55% rate
    h. Click the **Show Per Diem Conditions** Link and choose the **Actual Meals** Radio button
13. Click the **Save** button



14. On the **Accounting** tab, any accounting codes already selected for the document display in the Accounting Code area. To add an accounting code, under Master Accounting Code, in the Label column, click the Label link for the code in the area. The code appears in the Accounting Code area. Edit or delete accounting codes, as needed.
15. On the **Confirmation** Tab, make sure the **Status to Apply** shows VOUCHER SIGNED, add any **Remarks** if needed, and click the **Stamp and Submit** button.
16. Review the Pre-Audit Results and justify or change any items with a Failed status. If you add justification comments, click **Save Comments** button.
17. Click the **Continue Stamping the Document** button.
18. Review the Signature Text agreement. Click the **Accept Signature Text** button.
19. Click the **Close Post Stamping Document Closure Screen** button. The voucher goes through the routing approval process and displays in the Vouchers list.

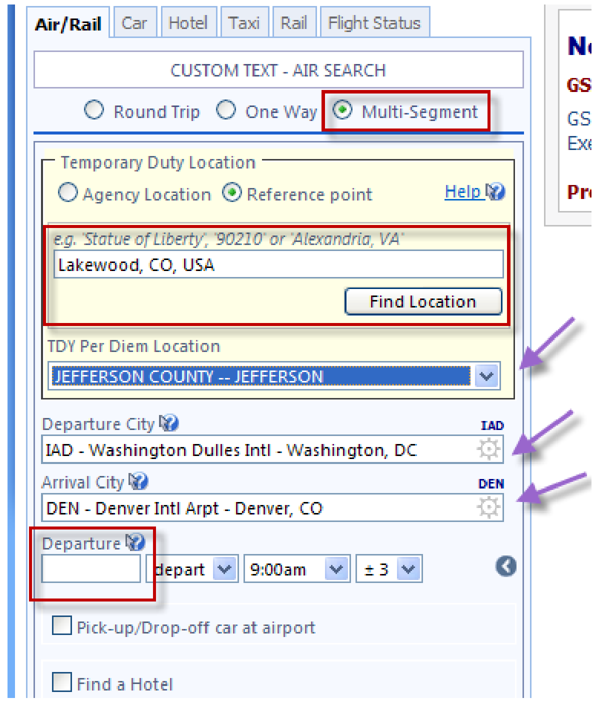
5.10 Special Scenarios

5.10.1 Multi-Segment Reservations

Travelers may sometimes need to go to more than one duty station. If no reservations are required, the traveler/arranger can easily add multiple TDY locations under the **Trip Authorization** tab of the authorization and enter the appropriate dates for each TDY location. If reservations are required, it’s a little tricker and these steps are shown below.

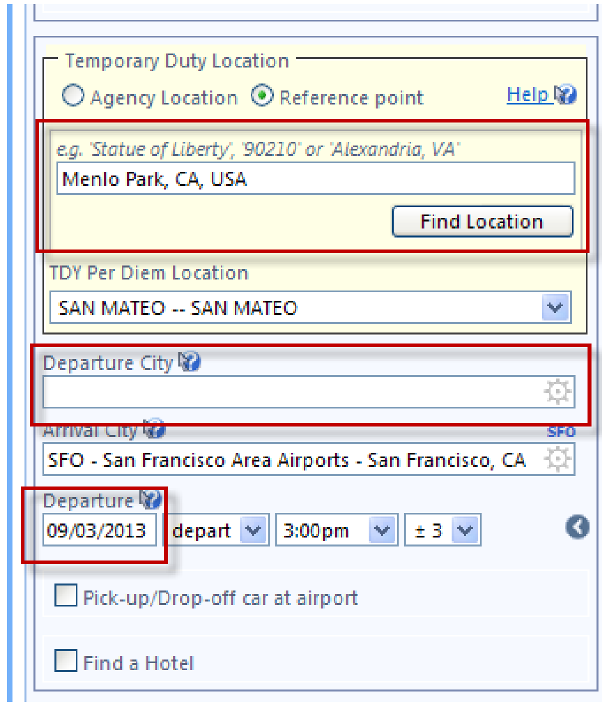
How to Book Reservations for a Multi-Segment Trip

1. On Home page, in the left pane, under **I Want To**…, click **Create or change a reservation**.
2. Click the Air/Rail tab (this is the default tab) begin entering your travel reservation information. If you do not need airfare, select the appropriate tab to make your car, hotel, or rail reservation.
3. Select the applicable flight option radio button: Multi-Segment (for this example).
4. Enter the first TDY location and click the **Find Location** button.



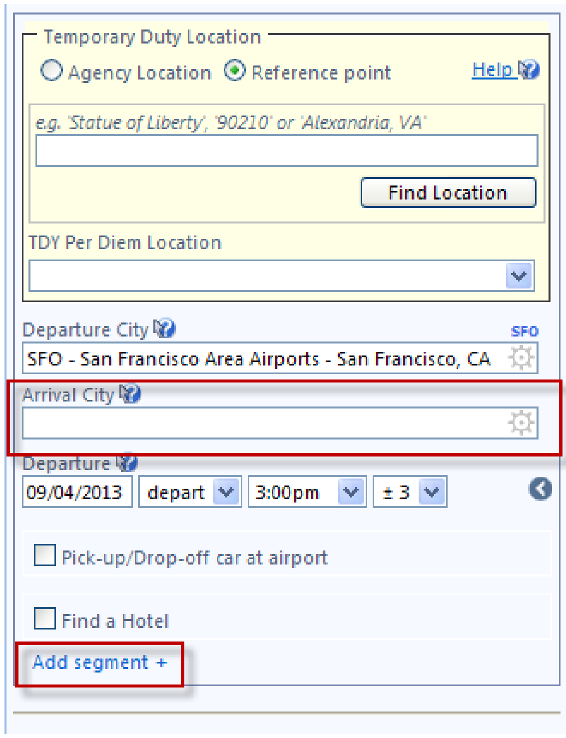
5. Verify that the TDY Per Diem Location is appropriate, or use the drop-down box to change it.
6. In the **Departure City** field, if you don't have a departure airport set as a default in your profile, enter the city or airport code you will be leaving from.
7. In the **Arrival City** field, enter the city or airport code for the first TDY Location.
8. In **Departure**, enter the date you are going to the first TDY Location.

9. If you need a car, and/or hotel at the first TDY Location, check the appropriate boxes.
10. In the Second Temporary Duty Location section, enter the second TDY Location.



11. Verify that the **TDY Per Diem Location** is appropriate, or use the drop-down box to change it.
12. In the **Departure City** field, enter the city or airport code you will be leaving from (usually the first TDY location.
13. In the **Arrival City** field, enter the city or airport code for the Second TDY Location or it might suggest an airport code.
14. In the **Departure** field, enter the date you are leaving the first TDY Location and going to the second TDY location. It will default to the day after your first TDY location so make sure to verify and correct if necessary.
15. If you need a car, and/or hotel at the first TDY Location, check the appropriate boxes.
16. If you are going to a third TDY Location, follow the same steps as above, enter the third TDY location and click the **Find Location** button. Verify the TDY Location is appropriate or use the drop-down box to change it. If you don't have a third TDY location, leave this section blank and skip down to **Arrival City**.
17. In the **Departure City** field, enter the city or airport code you will be leaving from (usually the second TDY location.
18. In the **Arrival City** field, enter the city or airport code for the third TDY Location.
19. **Or** if you only have two TDY locations, enter your home airport to indicate you will be returning home on this leg in the **Arrival City** field.
20. In **Departure,** make sure it reflects the date you are leaving the second TDY Location and/or returning home.
21. If you have more than three TDY locations, use the **Add Segment** link to add more locations.

Note: No matter how many TDY locations you have, always bring yourself home as the final Arrival City.



22. Click the **Search** button and a pop-up box will ask you to confirm the final location is correct for your trip.
23. CGE will propose flight options for each segment of the trip, once you book the flight, it will show cars and hotels for each location (if applicable) in the order booked.
24. See Section 3 of this guide for detailed information on *Creating a Travel Reservation*.

5.10.2 Canceling/Changing Reservations

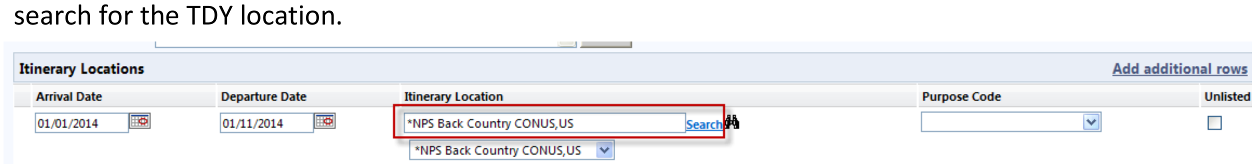
Travelers may sometimes need to cancel a reservation entirely or change aspects of their trip. You will have to contact the travel management center to make changes to airfare after ticketing. However, many travelers are able to make pre-ticketing changes to city-pair fares. Be aware that changing a reservation may generate a fee or increased fare cost.

1. On the **Travel** tab, click the **Trip Library** link. If you see the words **Cancel Trip** under the Action column, you are able to cancel your reservations for this trip.
2. If you just want to make changes to the reservation, click the name of the trip link, and then on the **Trip Actions** menu, click **Change Trip**. If Change Trip is not an option, click **Cancel Entire Trip** and rebook.
3. On the itinerary, click the appropriate link to :
    a. Add or modify a hotel reservation
        - **Special note**: when changing a hotel reservation look closely at the TDY location it is suggesting. Sometimes it is suggesting hotel location based on the airport and not the TDY location you really need.
    b. Add or modify a car rental reservation
    c. Modify a flight
    d. Cancel a reservation
4. Click **Next**. An updated itinerary appears once the transaction is complete.

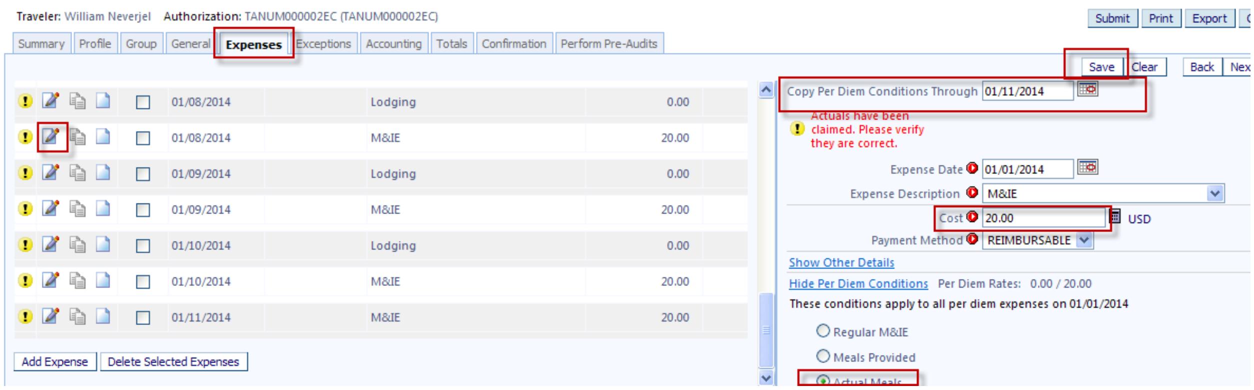
5.10.3 Camp Rates

DOI travelers are sometimes sent to TDY locations which do not involve traditional lodging because the traveler will be camping instead. Some or all meals may be provided which results in a reduced M&IE rate. Two special TDY locations have been added to CGE called “BLM Camp Rate” or “NPS Back Country” rate. If these special rates don’t apply to your bureau, you can also use the steps described in Section 5 *Expenses* or shown below to alter any M&IE rate to reflect the reduced camp rate.

1. On the **Home** page under the **I Want To…** section, click **Create a new authorization** or you can click the **Authorizations** tab and then click **New Authorization.**
2. Select a **Document Type** – Authorization - from the Document Type list.
3. Click **Create Document**.
4. On the **Document Information** tab, enter the required document information noted below. The Document Type and Document Name should pre-populate.
5. In the **Document Date** field, accept today's date or select a new date.
6. In the **Type Code** drop-down list, select Trip by Trip.
7. In the **Purpose Code** drop-down list, select the appropriate purpose code from the drop-down box.
8. In the **Document Description** field, type a detailed description of the reason for travel.
9. Click on the **Trip Information** tab.
10. In the **Depart From** Selection drop-down list, select a departure location. This notates whether the traveler is departing from Residence, Duty Station, or another location. Choosing **IN TRAVEL STATUS** avoids the ¾ reduction on the first day without having to select **Actual Meals**.
11. In the **Return To** Selection drop-down list, select a return location. This notates whether the traveler is returning to Residence, Duty Station or another location. Choosing **IN TRAVEL STATUS** avoids the ¾ reduction on the last day without having to select **Actual Meals**.
12. **Trip Duration** defaults to Multiple days, use the drop-down choice if the trip will be 12 hours or less, or 12-24 hours with or without lodging.
13. In the **Comments** field, type any comments for the document, or click **Preset** to add preset comments.
14. In the **Arrival Date** field, type or select the first day of the trip.
15. In the **Departure Date** field, type or select the last day of the trip (or the last day for that TDY location).
16. In the **Itinerary Location** field, enter either BLM or NPS and click Search, or use the binoculars icon to search for the TDY location.



17. Enter additional dates and locations if necessary.
18. The individual Purpose codes are optional.
19. Click the **Create Document** button.
20. Click on the **Expenses** tab.
21. If you didn’t choose **IN TRAVEL STATUS** on the **Trip Information** tab, the first and last day of the trip will show a ¾ reduction which is not correct for reduced per diem camp rates.
22. Click the Edit (Pencil/Paper) icon to left of the first day of M&IE.



a. Use **Copy Per Diem Conditions through** to change the dates to reflect the whole trip.
b. Use the **Cost** field to enter the reduced camp rate (i.e. $20.00).
c. Click the **Show Per Diem Conditions** Link and choose the **Actual Meals** Radio button.
d. Click the **Save** button.

23. Follow the normal steps for Accounting, Confirmation, and Perform Pre-Audits.

5.11 Creating a Trip Without Booking It

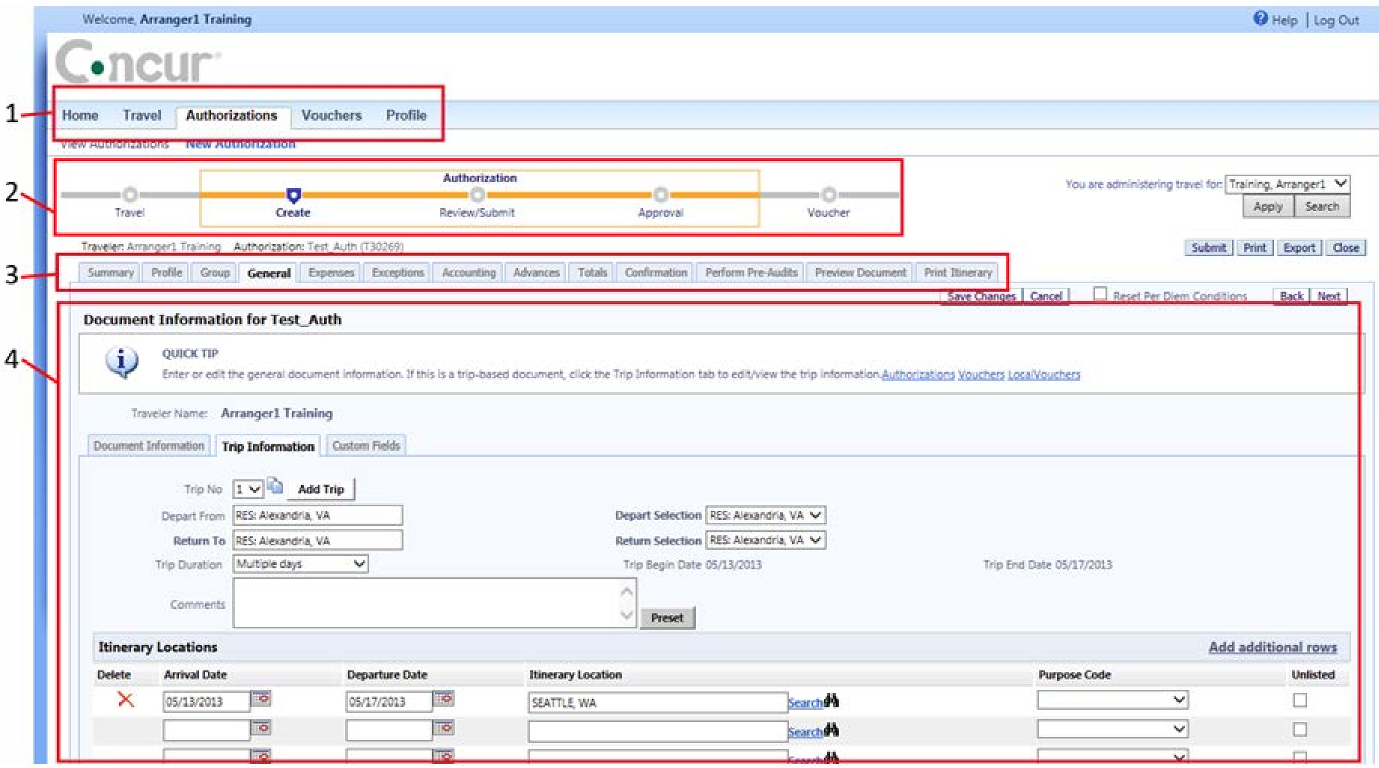
1. Create a **Travel Authorization (TA)**. Go to the **Expenses** tab and add all applicable expenses. You may add the account code at this time if you choose.
2. Print the TA showing all the 'non-reservation' related travel expenses (i.e., per diem and the total cost).
3. Create the **Reservation** from the TA. Click on the **Travel** tab and select **Travel Home**.
4. Click **Add Travel to an Existing TA**.
5. From the dropdown menu, select the TA.
6. Complete the section on 'building a reservation' – the CGE system will walk you through this process.
7. Print the itinerary and put the reservation on **HOLD**!
8. Package the TA and the itinerary together to submit to management for pre-approval.

6 'How To' Instructions for a CGE Federal Travel Approver

The following information is from CGE's QuickStart Guide which provides step-by-step procedures to review, route, and approve and route documents for Federal Supervisor Travel Approvers. Additionally, there is an interactive video for CGE Federal Travel Approvers called Approving or Sending Back a Travel Authorization which also provides step-by-step instructions on the approval process. Access the video by copying and pasting this link http://www.concurtraining.com/ls_rsrcs/cge/cge_approve_send_back_authorization.htm into your brower or click on the hyperlink above. For tips and tricks on approval, travel, authorization, voucher and more visit the google site DOI Travel Tips and Tricks for additional guidance such as what to do when a system error occurs or a travel issue arises.

6.1 CGE Window Layout

The following screenshot shows the key components of the CGE window:



The following table describes the areas of the CGE window:

No.	Area	Description
1	**Menu Toolbar**	A set of tabs that provide access to the **Home, Travel, Authorizations, Vouchers,** and **Profile** tabs. These tabs provide access to menus and links you can use to create and manage documents. Your user account permissions determine which tabs you can access. For example, the **Administration** tab displays only when you are logged in as System Administrator.
2	**Document Life Cycle Bar**	Displays where a document is in its life cycle. Stages include Travel, Create, Review/Submit, Approval, and Voucher.
3	**Document Toolbar**	Once a document is created, the **Document** toolbar displays a set of tabs you use to view and perform functions on a document such as adding expenses, adding accounting codes, or conduct pre-audits. Document tabs display based on your configuration and your user account permissions.
4	**Tips and Document Summary**	The **QUICK TIP** area provides helpful hints or "quick tips" about how to use the window. The **more…** link at the end of every quick tip, takes you to the online help content for that screen. The **Document Summary** (aka. **Summary**) window provides the primary way to view all document information. The links displayed on this page correspond to

the tabs shown on the **Document** toolbar. For example, clicking the **Expense** link on the **Summary** page changes the focus to the **Expense** tab.

6.2 Overview of Document Reviews by Routing Officials

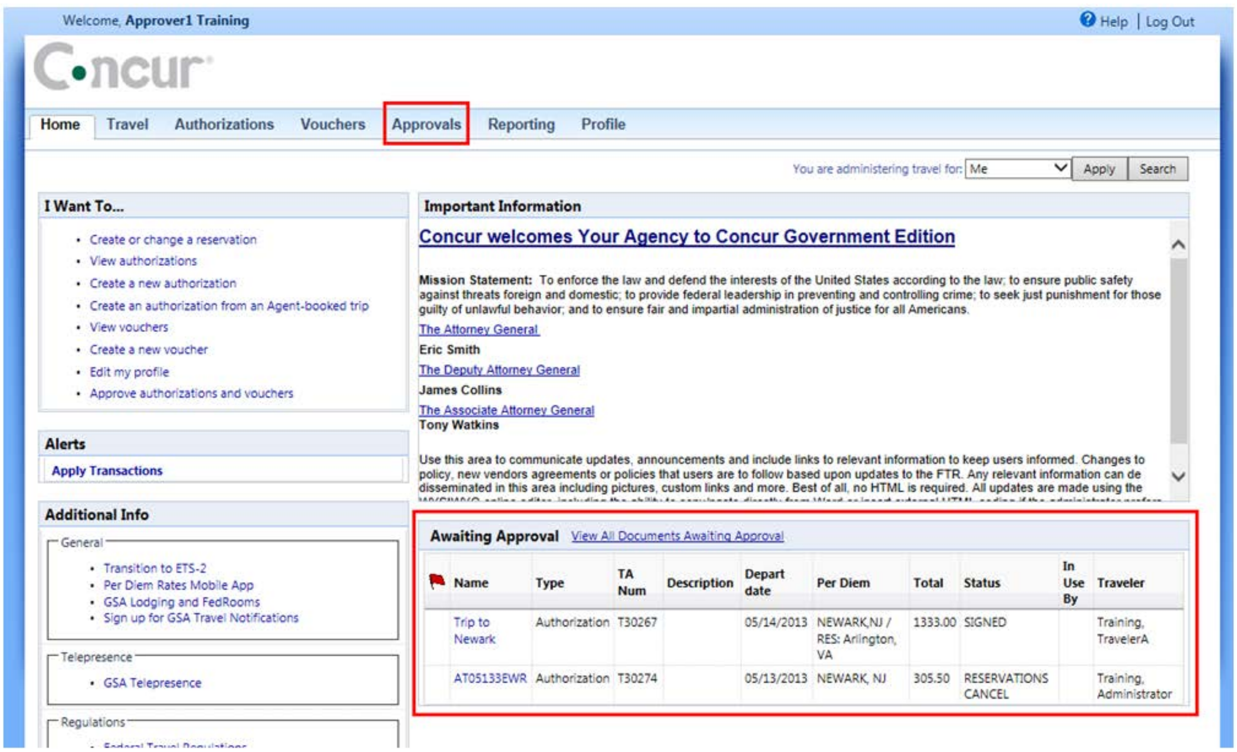
The route and review process may require one or more routing officials to review documents prior to final approval. For example, because a voucher authorizes payment of the finalized trip costs and associated expenses, it may be routed to several other routing officials before final approval. Also, in the case of foreign travel, you might add a reviewer to the routing list to review the foreign travel request. An authorization typically requires a stamp from the Federal Financial Travel Approver (FFTA) or Federal Supervisor Travel Approver (FSTA) in order to authorize the travel and estimated expenses.

From the **Home** page, there are several ways to access documents that are awaiting review, routing and approval:

• Click the name of the document in the **Awaiting Approval** section.

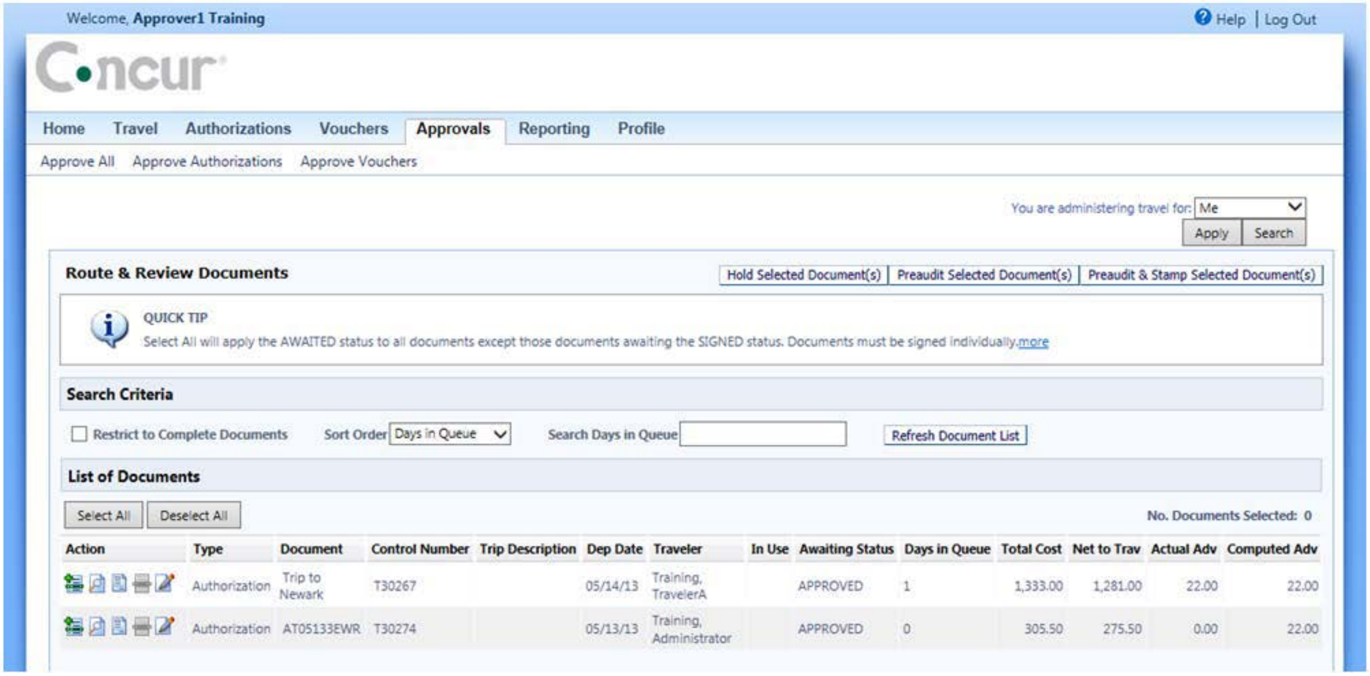
• Click the **Approvals** tab to sort, search, and make changes to all documents for approval.

The following screenshot shows the **Home** page:



6.2.1 The Approvals Tab

To begin approving documents, from the **Home** page, click the **Approvals** tab.



On the **Approvals** page, you can use **Route & Review Documents** area to perform the following tasks:

- Select multiple documents for stamping at the same time
- Sign multiple documents at the same time
- Pre-audit documents before signing (with or without stamping)
- Preview documents before signing
- Hold documents during auto-routing (if your agency uses auto-routing)
- Adjust documents
- View document details, including status codes and routing lists
- View and change reservations (with permission)

6.3 Route and Review Documents

How to Search for Documents	Additional Information
1. From the **Home** page, place your mouse pointer over the **Approvals** tab, and select one of the following: • **Approve All** • **Approve Authorizations** • **Approve Vouchers** • **Approve Associated Documents**	
2. In the **Search Criteria** section, select the appropriate search options.	**Restrict to Complete Documents:** Select to view only those documents that are stamped with an action of COMPLETE. You must have the Stamp Complete Documents permission to enable this option. The only status stamps available for signing completed documents

are those status codes that have the following actions assigned to them: UNFUND, CANCEL, ASIG, or blank.
Sort Order: Documents can be sorted by column heading. Select a sort order from the **Sort Order** dropdown list.
Search Days in Queue: Enter a number of days to search for documents in the queue for the specified time period.

3. Once you select your search criteria, click **Refresh Document List**. The system displays the documents that match your criteria under the **List of Documents** section.

Click **Select All** to select all documents in the list. Only documents that are waiting to be signed are selected. Click **Deselect All** to deselect all documents in the list.

The following table describes the columns in the List of Documents section:

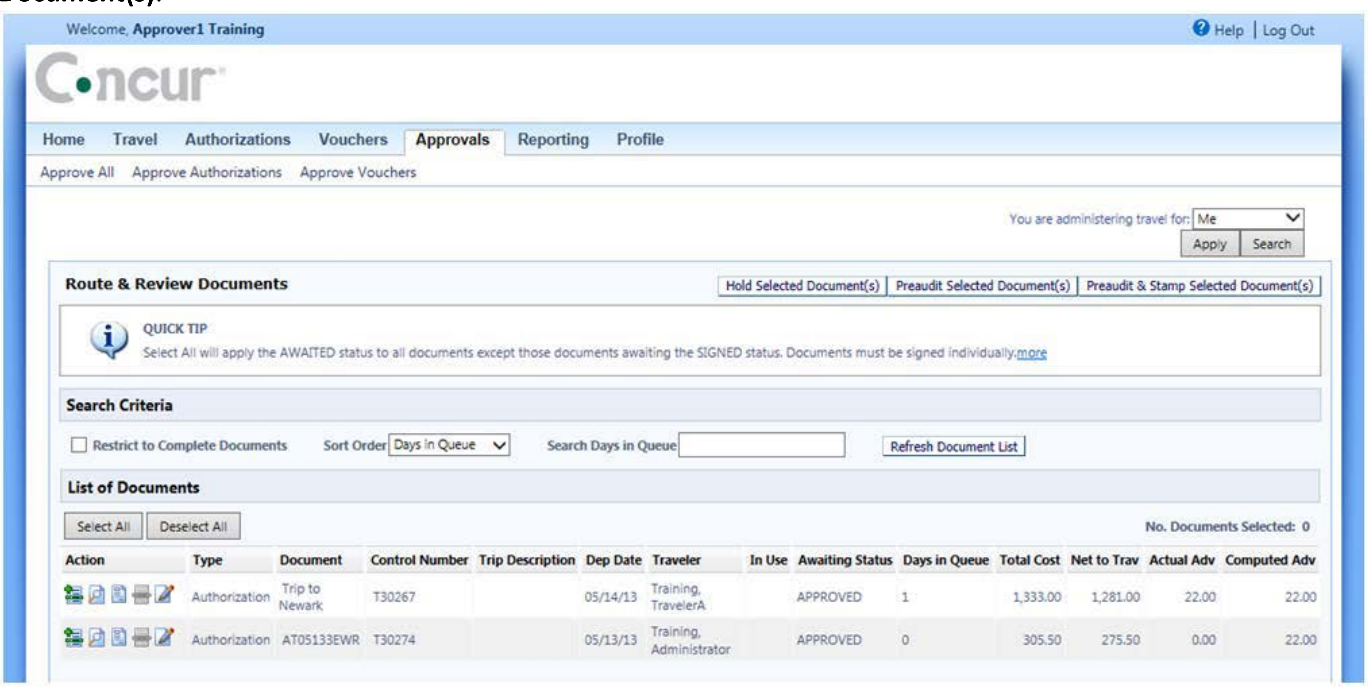
Column Heading	Description
Action	Actions you can perform on a document: **Select Document**, **Preview Document**, **Review document**, **View or Change Reservations**, and **Adjust Document**.
Type	Describes the type of document: Authorization or Voucher.
Document	Document title.
Control Number	A number used to track the document.
Trip Descriptions	A description of the trip defined in the voucher.
Dep Date	Traveler's departure date.
Traveler	The name of the traveler.
In Use	An asterisk (*) indicates if the document is in use by another user. A document cannot be selected if an asterisk is displayed in the **In Use** column. A document is considered "in use" if the document is open. Another case of "in use" occurs if your computer shuts down while the document is open. In this case, the document is "edit-locked" and must be unlocked by you.
Awaiting Status	How the document will be stamped after it is signed by the appropriate user.
Days in Queue	Number of days that the document has been in the approval queue. .
Total Cost	The total amount claimed on the document. This field displays the estimated cost of travel on an authorization and the total cost of travel on a voucher or local voucher.
Net to Trav	The amount to be reimbursed to the traveler on the voucher.
Actual Adv	The requested cash advance amount on the authorization.
Computed Adv	The computed cash advance amount on the authorization.

The following table describes the actions you can perform on a document by clicking an icon in the **List of Documents** area.

Icon	Action	Additional Information
	Select Document	Click to select a document. When a document is selected, the icon changes to a **Deselect Document** icon and the document row is highlighted. You can select one or more documents. To deselect a document(s), click the **Deselect Document** icon document for the document you want to deselect.
	Preview Document Details	Click to preview and print the document from Adobe Acrobat Reader.
	Review Document Details	Click to review document details in the **Document Summary** window.
	View or Change Reservations	Click to view or change reservations (if you have the appropriate permissions).
	Adjust Document	Click to adjust a document.

6.3.1 Route and Review Actions

From the **Route & Review Documents** area, you can place documents on hold, perform a pre-audit on documents, and stamp them with a status. To perform these actions, you must first select the document(s) you want to stamp, and then click either **Hold Selected Document(s)**, **Preaudit Selected Document(s)**, or **Preaudit & Stamp Selected Document(s)**.



6.3.2 Hold Selected Document(s)

In order to exclude certain documents from the automatic routing process, you can place a ”hold” on selected documents.

How To Hold a Document	Additional Information
1. Click the **Select Document** icon for the document you want to place on hold.	A document cannot be selected if an asterisk (*) displays in the **In Use** column. A document is considered "In Use" if the document is open. When you click the icon, it changes to the **Deselect Document** icon. To deselect a document, click the **Deselect Document** icon. The **No. Documents Selected** field displays the total number of documents selected in the list.
2. Click **Hold Selected Document(s)**.	

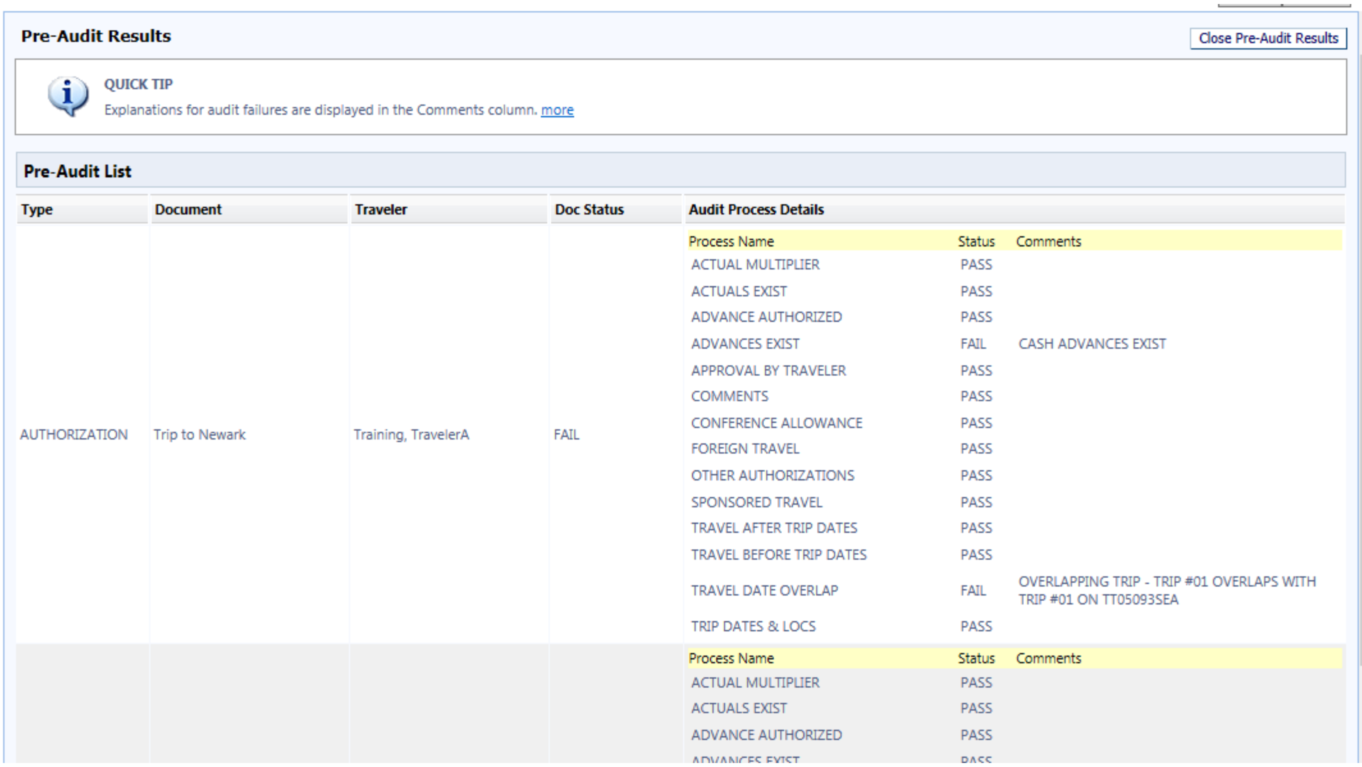
6.3.3 Pre-Audit Documents

From the **Route & Review Documents** area, users can pre-audit documents. To pre-audit documents, you must select the document(s) you want to pre-audit, and then click **Preaudit Selected Document(s)** or **Preaudit & Stamp Selected Document(s)**.

Note: Preaudit finds the first 40 failures on a document.

How to Pre-Audit One or More Document(s)	Additional Information
1. Click the **Select Document** icon for the document you want to select.	A document cannot be selected if an asterisk (*) displays in the In Use column. A document is considered "In Use" if the document is open. When you click the icon, it changes to the **Deselect Document** icon. To deselect a document, click the **Deselect Document** icon. The **No. Documents Selected** field displays the total number of documents selected in the list.
2. Click **Preaudit Selected Document(s)** or **Preaudit & Stamp Selected Document(s)**. The **Pre-Audit Results** area displays.	**Doc Status:** Indicates if the document passed or failed the pre-audit. The status displays as FAIL when even one process fails the pre-audit. **Audit Process Details:** Displays the process name of the audit, the status of the audit, and comments about failed audits. • **Example**: If a user belongs to organization FM-Train, and the **Signature Verify** and **Approval by Traveler** audits are assigned to the organization FM-Train, then the **Signature Verify** and **Approval**

by Traveler audits are run against the document when the user pre-audits the document.


Pre-Audit Results Close Pre-Audit Results

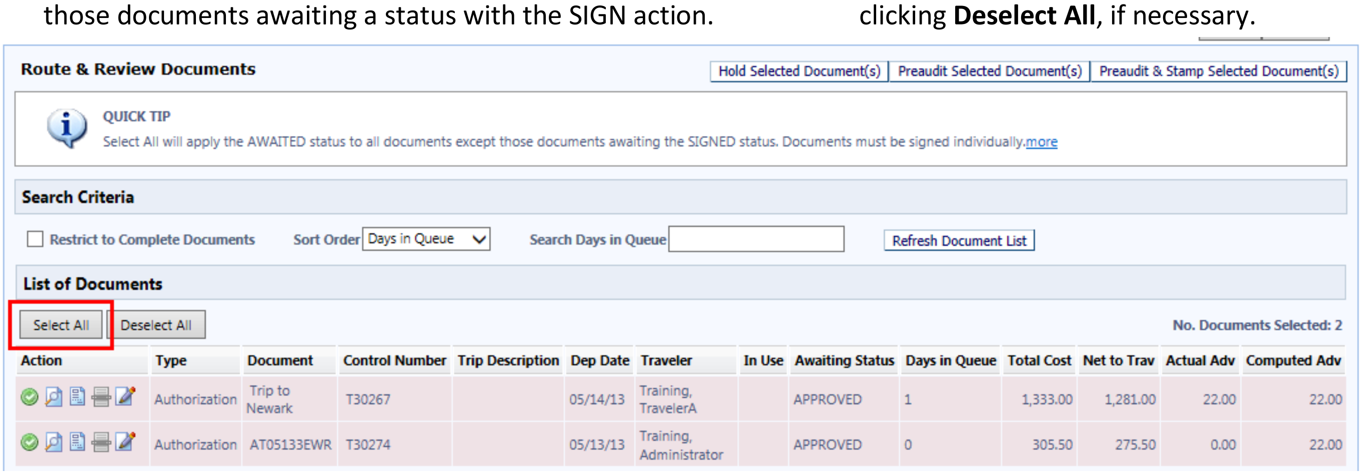
QUICK TIP
Explanations for audit failures are displayed in the Comments column. more

Pre-Audit List

Type	Document	Traveler	Doc Status	Process Name	Status	Comments
AUTHORIZATION	Trip to Newark	Training, TravelerA	FAIL	ACTUAL MULTIPLIER	PASS	
				ACTUALS EXIST	PASS	
				ADVANCE AUTHORIZED	PASS	
				ADVANCES EXIST	FAIL	CASH ADVANCES EXIST
				APPROVAL BY TRAVELER	PASS	
				COMMENTS	PASS	
				CONFERENCE ALLOWANCE	PASS	
				FOREIGN TRAVEL	PASS	
				OTHER AUTHORIZATIONS	PASS	
				SPONSORED TRAVEL	PASS	
				TRAVEL AFTER TRIP DATES	PASS	
				TRAVEL BEFORE TRIP DATES	PASS	
				TRAVEL DATE OVERLAP	FAIL	OVERLAPPING TRIP - TRIP #01 OVERLAPS WITH TRIP #01 ON TT05093SEA
				TRIP DATES & LOCS	PASS	
				ACTUAL MULTIPLIER	PASS	
				ACTUALS EXIST	PASS	
				ADVANCE AUTHORIZED	PASS	
				ADVANCES EXIST	PASS	

3.Click **ClosePre-AuditResults**.

How to Pre-Audit All Documents at Once	**Additional Information**
1. Click **Select All** to select all documents in the list except those documents awaiting a status with the SIGN action.	You can deselect all the documents by clicking **Deselect All**, if necessary.


Route & Review Documents Hold Selected Document(s) | Preaudit Selected Document(s) | Preaudit & Stamp Selected Document(s)

QUICK TIP
Select All will apply the AWAITED status to all documents except those documents awaiting the SIGNED status. Documents must be signed individually.more

Search Criteria
Restrict to Complete Documents Sort Order Days in Queue Search Days in Queue Refresh Document List

List of Documents
Select All Deselect All No. Documents Selected: 2

Action	Type	Document	Control Number	Trip Description	Dep Date	Traveler	In Use	Awaiting Status	Days in Queue	Total Cost	Net to Trav	Actual Adv	Computed Adv
	Authorization	Trip to Newark	T30267		05/14/13	Training, TravelerA		APPROVED	1	1,333.00	1,281.00	22.00	22.00
	Authorization	AT05133EWR	T30274		05/13/13	Training, Administrator		APPROVED	0	305.50	275.50	0.00	22.00

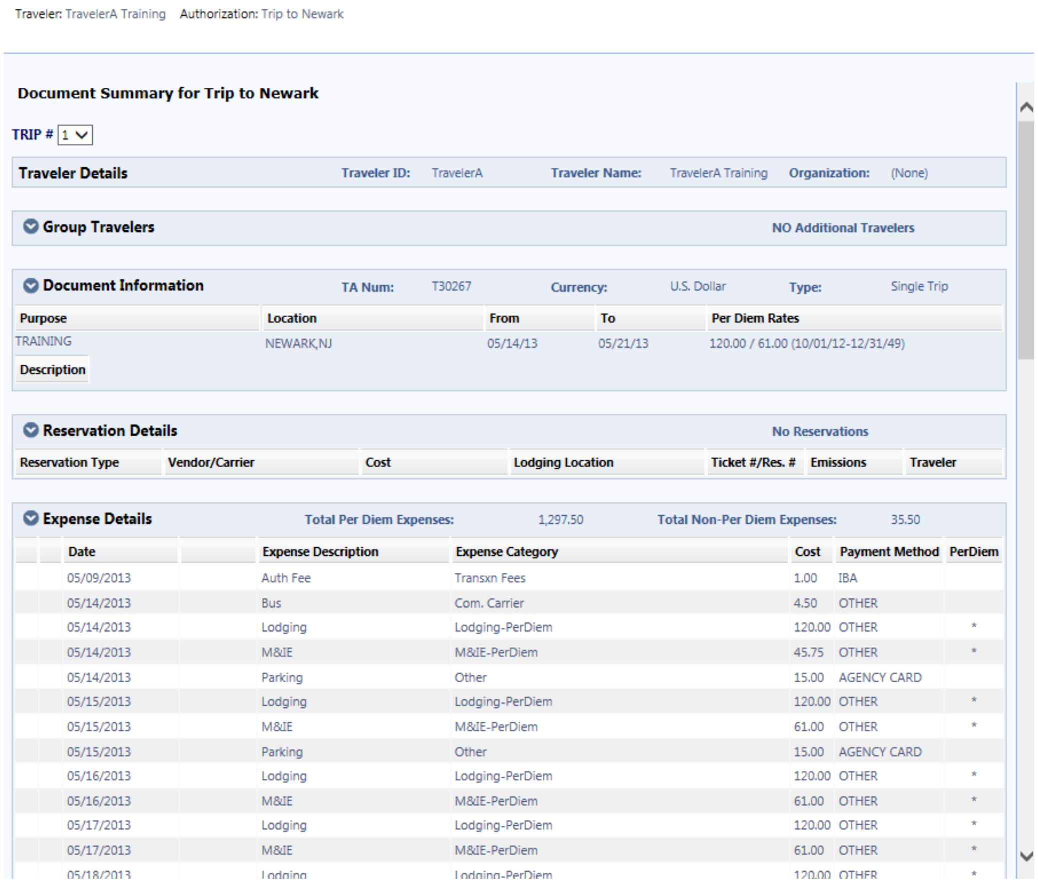
2. Click **Preaudit Selected Document(s)** or **Preaudit & Stamp Selected Document(s)**.
3. Click **Close Pre-Audit Results**.

6.3.4 Preview and Print a Document

How to Preview and Print a Document	Additional Information
1. Click the **Preview** icon for the document you want to preview. 2. A separate window opens and the document appears in Adobe Acrobat Reader. From this window, you can review or print the document.	

6.3.5 Review Document Summary Details

How to Review Document Summary Details	Additional Information
1. Click the **Review Document Details** icon for the document you want to review. The **Document Summary** window displays.	Click the down arrow next to the section name to expand the details for that section. Click the right arrow next to the row heading in a section to view its details. For example, click the right arrow for a row in a **Per Diem Allowance** row to view the details for that row.



Traveler: TravelerA Training Authorization: Trip to Newark

Document Summary for Trip to Newark

TRIP # 1

Traveler Details	Traveler ID:	TravelerA	Traveler Name:	TravelerA Training	Organization:	(None)

Group Travelers — NO Additional Travelers

Document Information — TA Num: T30267 — Currency: U.S. Dollar — Type: Single Trip

Purpose	Location	From	To	Per Diem Rates
TRAINING	NEWARK,NJ	05/14/13	05/21/13	120.00 / 61.00 (10/01/12-12/31/49)

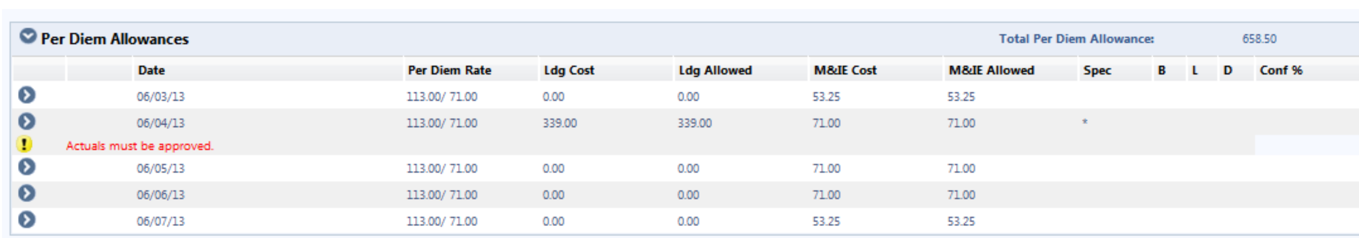
Description

Reservation Details — No Reservations

Reservation Type	Vendor/Carrier	Cost	Lodging Location	Ticket #/Res. #	Emissions	Traveler

Expense Details — Total Per Diem Expenses: 1,297.50 — Total Non-Per Diem Expenses: 35.50

Date	Expense Description	Expense Category	Cost	Payment Method	PerDiem
05/09/2013	Auth Fee	Transxn Fees	1.00	IBA	
05/14/2013	Bus	Com. Carrier	4.50	OTHER	
05/14/2013	Lodging	Lodging-PerDiem	120.00	OTHER	*
05/14/2013	M&IE	M&IE-PerDiem	45.75	OTHER	*
05/14/2013	Parking	Other	15.00	AGENCY CARD	
05/15/2013	Lodging	Lodging-PerDiem	120.00	OTHER	*
05/15/2013	M&IE	M&IE-PerDiem	61.00	OTHER	*
05/15/2013	Parking	Other	15.00	AGENCY CARD	
05/16/2013	Lodging	Lodging-PerDiem	120.00	OTHER	*
05/16/2013	M&IE	M&IE-PerDiem	61.00	OTHER	*
05/17/2013	Lodging	Lodging-PerDiem	120.00	OTHER	*
05/17/2013	M&IE	M&IE-PerDiem	61.00	OTHER	*
05/18/2013	Lodging	Lodging-PerDiem	120.00	OTHER	*



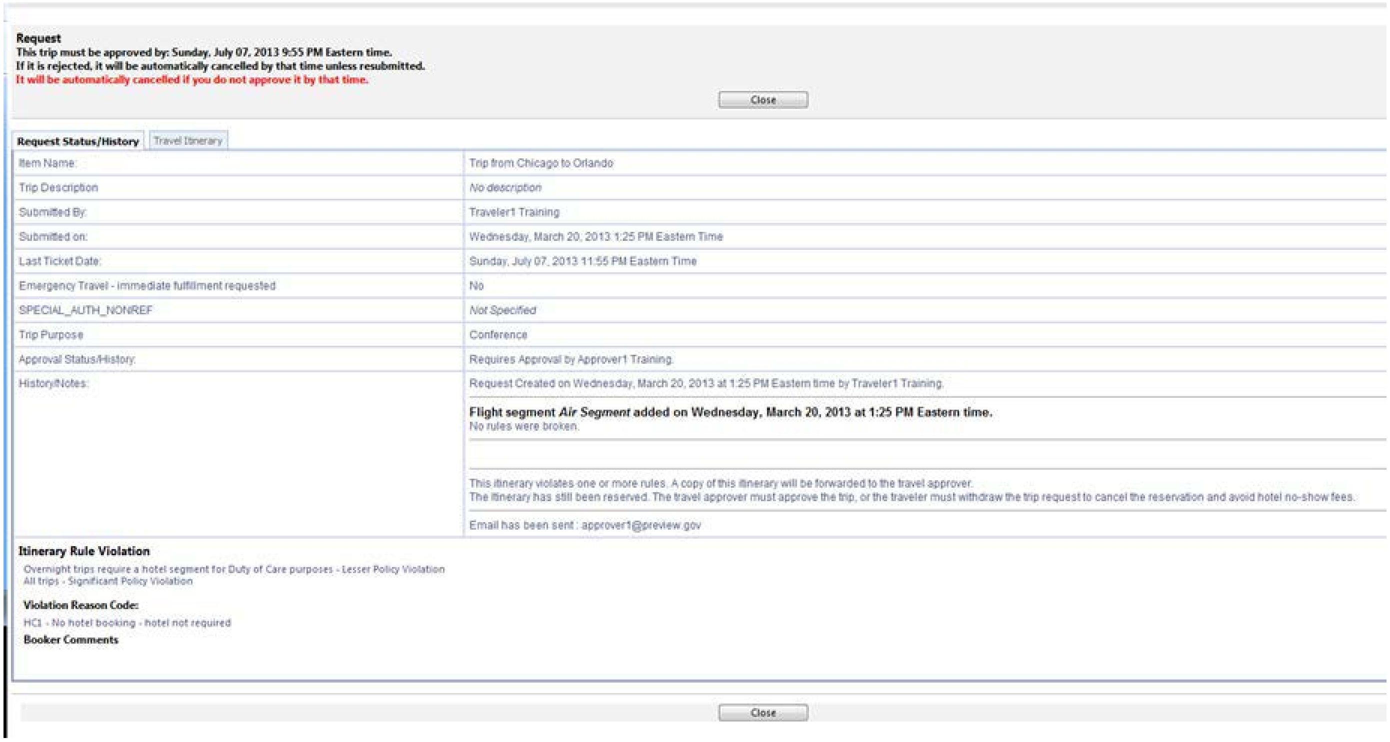
Per Diem Allowances — Total Per Diem Allowance: 658.50

Date	Per Diem Rate	Ldg Cost	Ldg Allowed	M&IE Cost	M&IE Allowed	Spec	B	L	D	Conf %
06/03/13	113.00/ 71.00	0.00	0.00	53.25	53.25					
06/04/13	113.00/ 71.00	339.00	339.00	71.00	71.00	*				
Actuals must be approved.										
06/05/13	113.00/ 71.00	0.00	0.00	71.00	71.00					
06/06/13	113.00/ 71.00	0.00	0.00	71.00	71.00					
06/07/13	113.00/ 71.00	0.00	0.00	53.25	53.25					

2. Click the **Close** **X** icon to close the window.

6.3.6 View or Change Trip Reservations

How To View or Change Trip Reservations	Additional Information
1. From the **Route & Review Documents** area, click the **View/Change Reservation** icon for the document you want to adjust.	The **Request** window displays. **Note:** To change reservations you must have the appropriate permissions.



Request
This trip must be approved by: Sunday, July 07, 2013 9:55 PM Eastern time.
If it is rejected, it will be automatically cancelled by that time unless resubmitted.
It will be automatically cancelled if you do not approve it by that time.

Close

Request Status/History | Travel Itinerary

Item Name:	Trip from Chicago to Orlando
Trip Description	*No description*
Submitted By:	Traveler1 Training
Submitted on:	Wednesday, March 20, 2013 1:25 PM Eastern Time
Last Ticket Date:	Sunday, July 07, 2013 11:55 PM Eastern Time
Emergency Travel - immediate fulfillment requested	No
SPECIAL_AUTH_NONREF	*Not Specified*
Trip Purpose	Conference
Approval Status/History:	Requires Approval by Approver1 Training.
History/Notes:	Request Created on Wednesday, March 20, 2013 at 1:25 PM Eastern time by Traveler1 Training. **Flight segment *Air Segment* added on Wednesday, March 20, 2013 at 1:25 PM Eastern time.** No rules were broken. This itinerary violates one or more rules. A copy of this itinerary will be forwarded to the travel approver. The itinerary has still been reserved. The travel approver must approve the trip, or the traveler must withdraw the trip request to cancel the reservation and avoid hotel no-show fees. Email has been sent : approver1@preview.gov

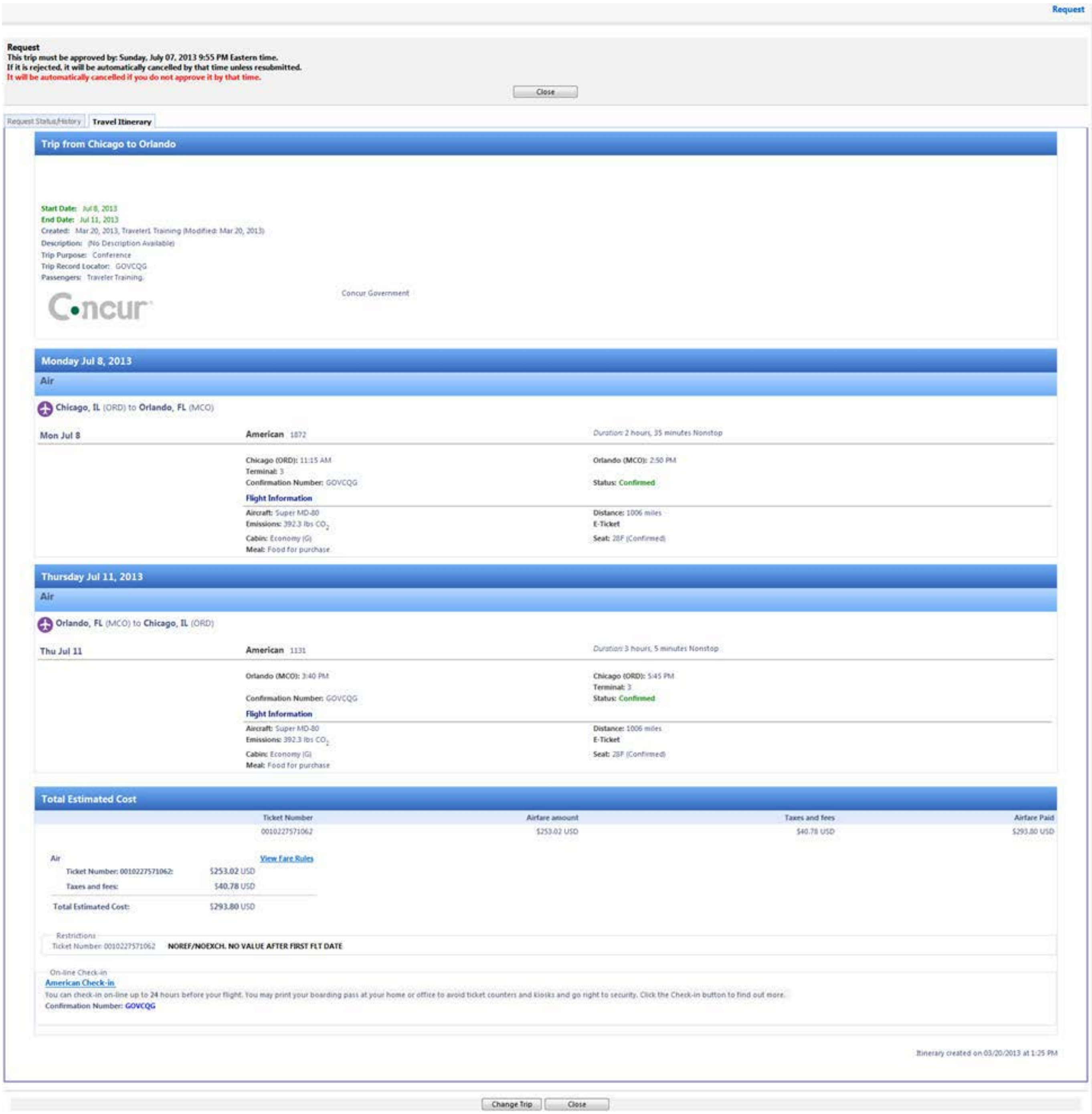
Itinerary Rule Violation
Overnight trips require a hotel segment for Duty of Care purposes - Lesser Policy Violation
All trips - Significant Policy Violation
Violation Reason Code:
HC1 - No hotel booking - hotel not required
Booker Comments

Close

The Request window displays the following two tabs:

- **Request Status History**: Displays important information about the trip request such as itinerary rule violations.
- **Travel Itinerary:** Displays the trip itinerary.

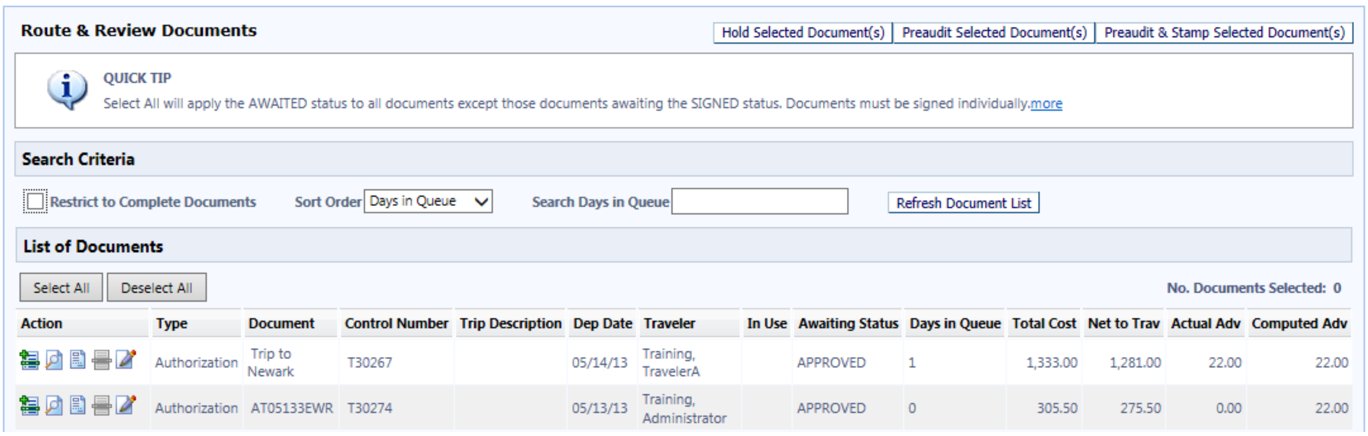
2. Click the **Travel Itinerary** tab.



3. Scroll to the bottom of the page and click **Change Trip**.
4. The **Travel** tab displays showing the trip itinerary. Click the links on this page to make the desired changes to the trip, and then click **Next**.
5. Click **Finish**.

6.3.7 Adjust a Document

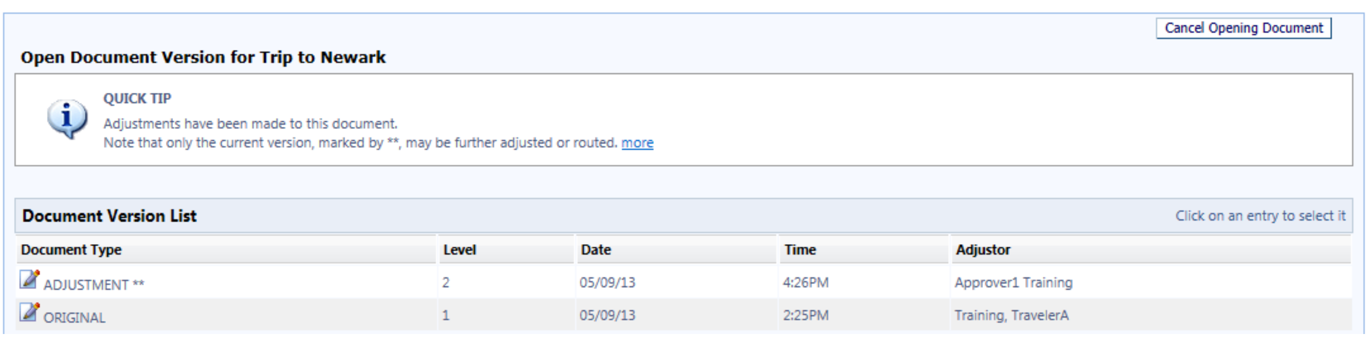
How To Adjust a Document	Additional Information
1. From the **Route & Review Documents** area, click the **Adjust Document** icon for the document you want to adjust.	If the document you are trying to select has an **Awaiting Status** of SIGNED, CGE will not allow you to make adjustments to the document.



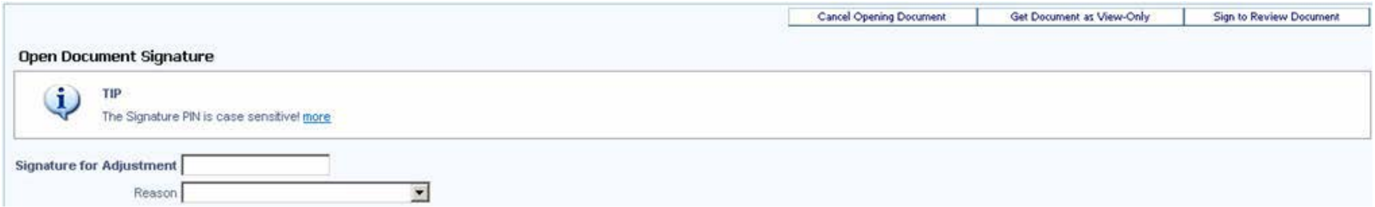
If the document was signed and was *previously adjusted*, the system displays the **Open Document Version** area.

Select the Document Version at the top of the list that has a document type of ADJUSTMENT **.

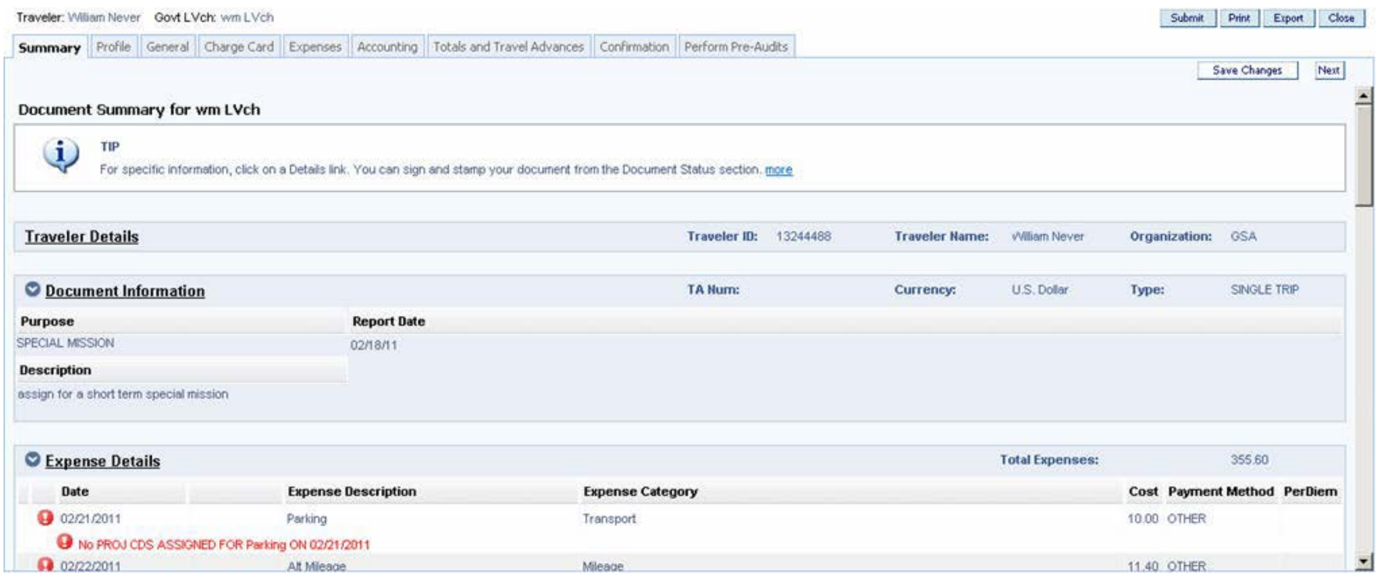
The system displays the **Open Document Signature** window.



If the document was signed and has never been adjusted, the system displays the **Open Document Signature** area.



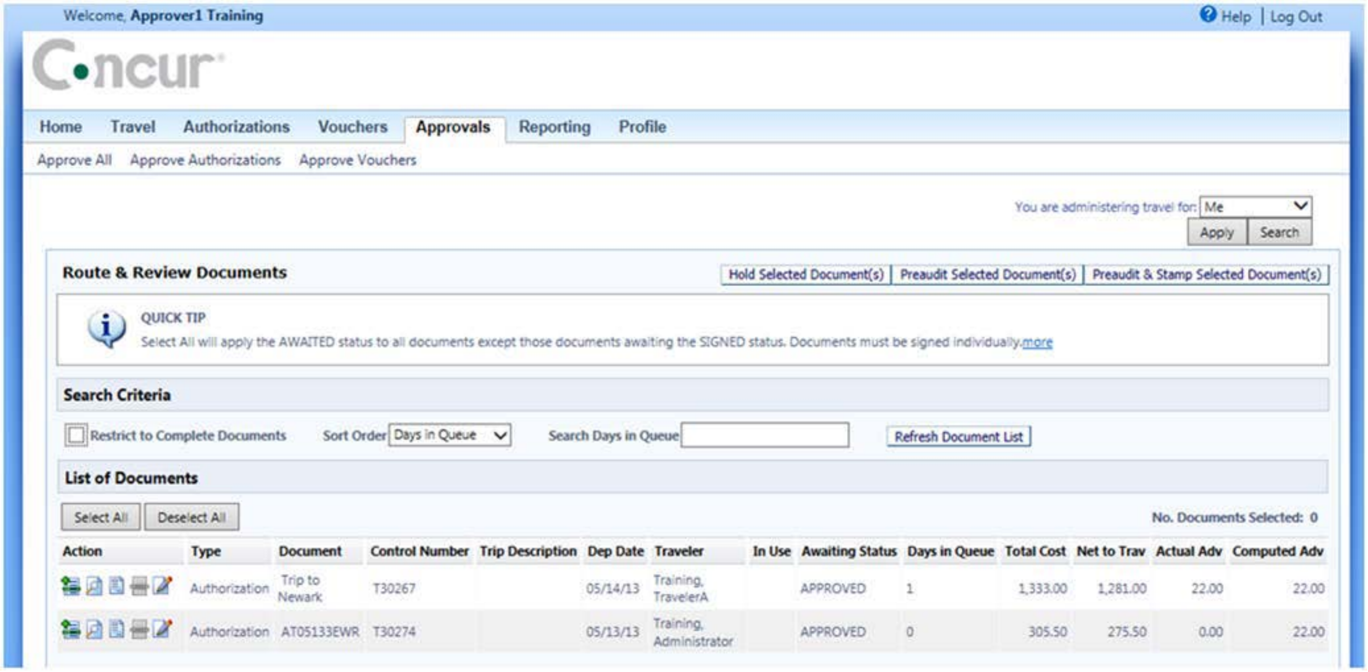
2. Enter your electronic signature in the **Signature for Adjustment** field.
3. Click **Sign to Review Document**. The **Document Summary for <Document Name>** area displays.



4. To save the adjustment, click **Save Changes**. To close the document, click **Close**.

6.3.8 Stamp Documents from Route & Review

From the **Approvals** toolbar (Route & Review), users can 'stamp' documents with a status. In order to do this, they must select the document(s) they want to stamp, and then click **Stamp Selected Document(s)** or **Preaudit & Stamp Selected Document(s)**.



How To Stamp One or More Documents

1. Click the **Select Document** icon for the document(s) you want to select. When you click the icon, it changes to the **Deselect Document** icon. To deselect document, click the **Deselect Document** icon.

2. Click **Preaudit & Stamp Selected Document(s)**.

3. The system displays the **Document Stamping** window.
   If the **Pre-Audit Results** area displays,

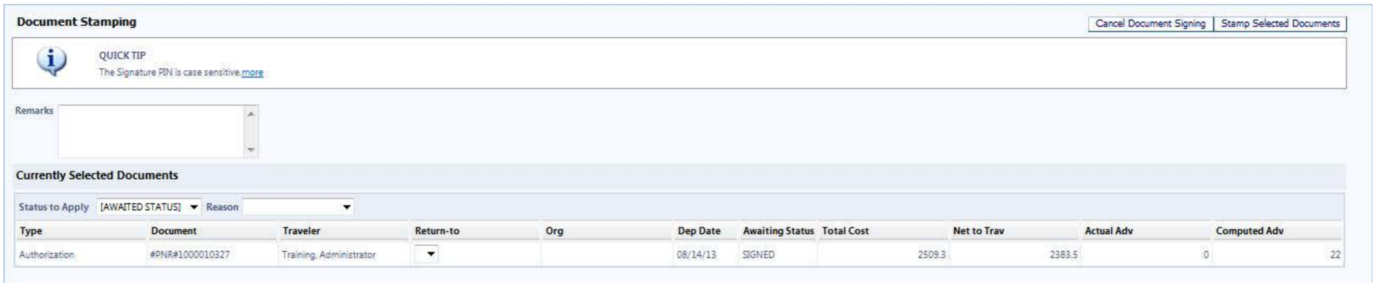
Additional Information

A document cannot be selected if an asterisk **(*)** displays in the **In Use** column. A document is considered "In Use" if the document is open. Another case of "In Use" occurs if the a document is in the edit-lock mode.

The **No. Documents Selected** field displays the total number of documents you have selected in the list.

The documents you have selected display in the **Currently Selected Documents** area
. click **Continue Signing Documents**.

The following columns display for each document: **Type**, **Document**, **Traveler**, **Return-to, Org, Dep Date** of the trip, **Awaiting Status**, **Total Cost** of the trip, the amount **Net to Trav**, the cash **Actual Adv**, and **Computed Adv**.



4. Enter any comments you have regarding the document in the **Remarks** field.

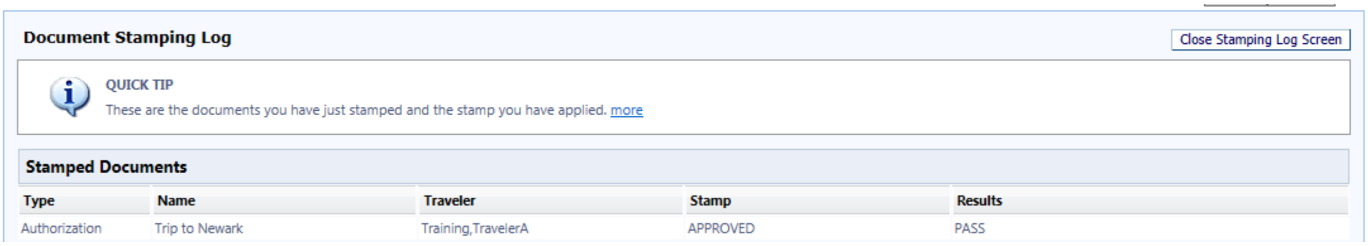
5. Select the status code that you want to stamp on the documents in that organization from the **Status to Apply** dropdown list.

If the document needs to be returned to the traveler, in the **Return-to** column, click the dropdown arrow, select the traveler's name, and then click **Stamp Selected Documents**.

6. Select a reason code for why the documents in that organization were stamped with a particular status code or action from the **Reason** dropdown list, if necessary.

7. Click **Stamp Selected Documents**. The system displays the **Document Stamping Log** area.

The system routes the stamped document to the next person on the routing list.



8. To close the **Document Stamping Log** area, click **Close Stamping Log Screen**. The system returns to the **Route & Review Documents** area.

How to Stamp All Documents at Once	Additional Information
1. In the **Route & Review Documents** area, in the **List of Documents** section, click	If required, you can de-select all the documents by clicking **De-Select All**.

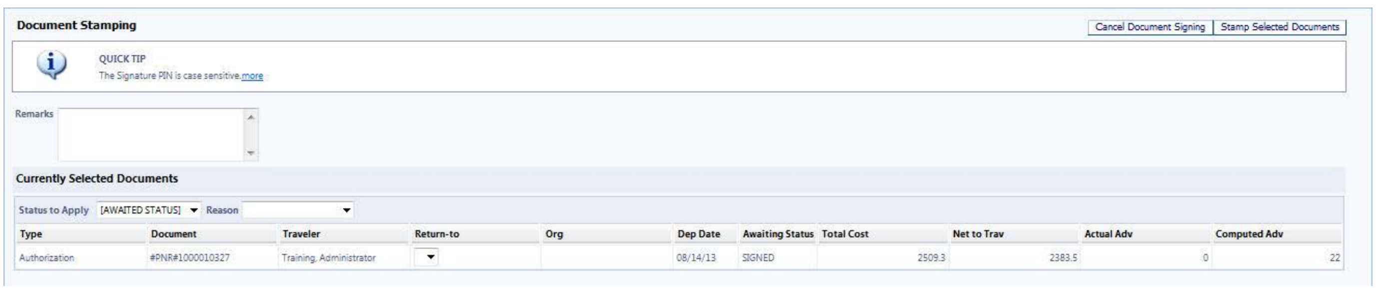
Select All to select all documents in the list, except for those documents awaiting a status with the SIGNED action.

2. Click **Preaudit & Stamp Selected Document(s)**.

3. The system displays the **Document Stamping** window.
   If the **Pre-Audit Results** area displays, click **Continue Signing Documents**.

The system displays the documents you selected in the **Currently Selected Documents** area

The following columns display for each document: **Type**, **Document**, **Traveler**, **Return-to, Org, Dep Date** of the trip, **Awaiting Status**, **Total Cost** of the trip, the amount **Net to Trav**, the cash **Actual Adv**, and **Computed Adv**.



4. Enter any comments you have regarding the document in the **Remarks** field.

5. Select a reason code for why the documents in that organization were stamped with a particular status code or action from the **Reason** dropdown list (if required).

6. Select the status code that you want to use to stamp the documents in that organization from the **Status to Apply** dropdown list, and then click **Stamp Selected Documents**.

If the document needs to be returned to the traveler, select the traveler's name from the **Return-to** dropdown list, and then continue the stamping process.

7. The system displays the **Document Stamping Log** area.

The stamped document is routed to the next person on the routing list.

8. To close the **Document Stamping Log** area, click **Close Stamping Log Screen**. The system returns you to the **Route & Review Documents** area.

6.3.9 Stamping from the Confirmation Tab

You use the **Confirmation** tab to stamp documents with the appropriate status code and view information about document routing and document history. To access the **Confirmation** tab for all document types, on the **Document** toolbar, click the **Confirmation** tab, or click the **Document Status** link on the **Summary** page.