

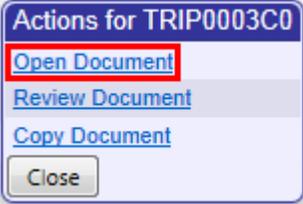
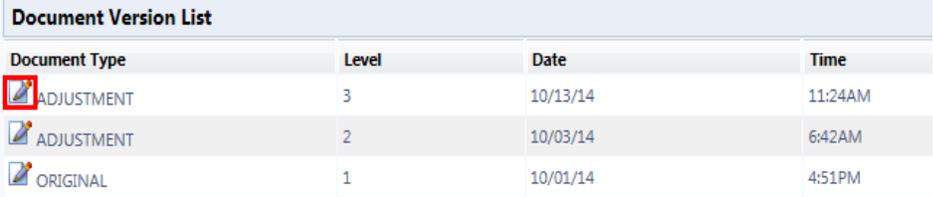
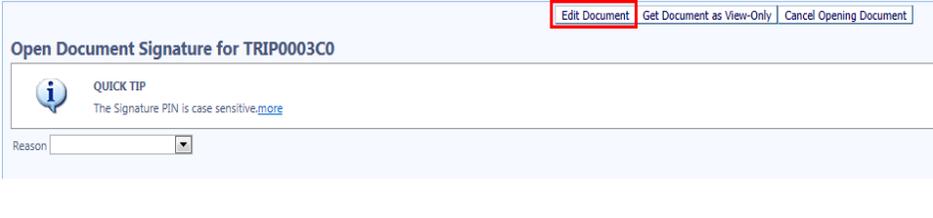
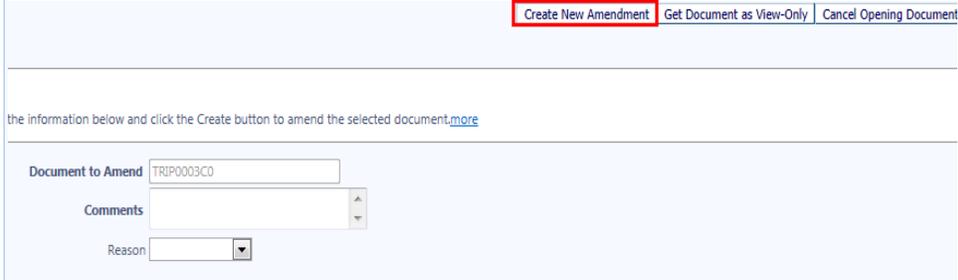
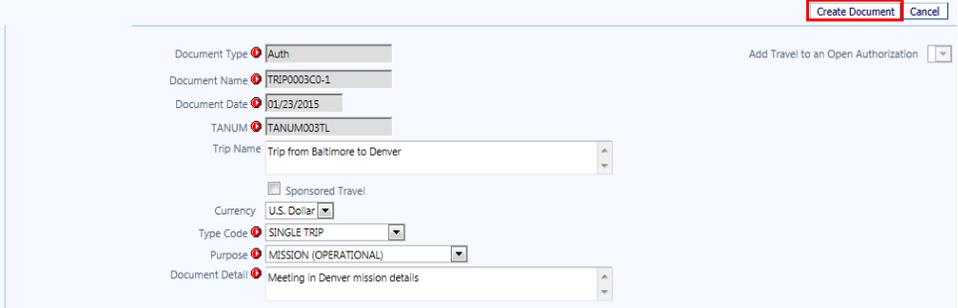


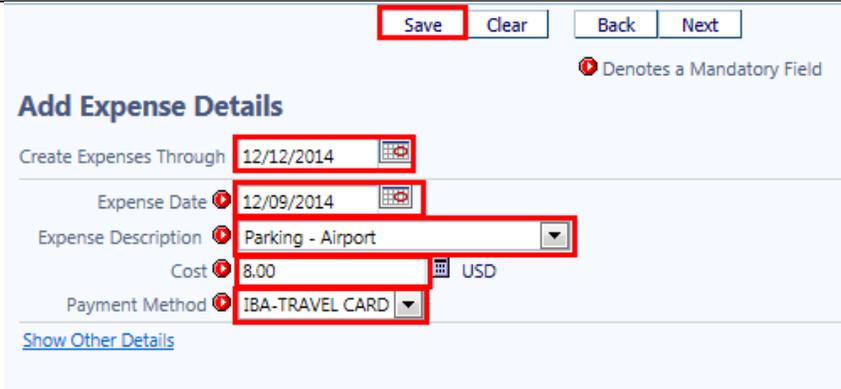
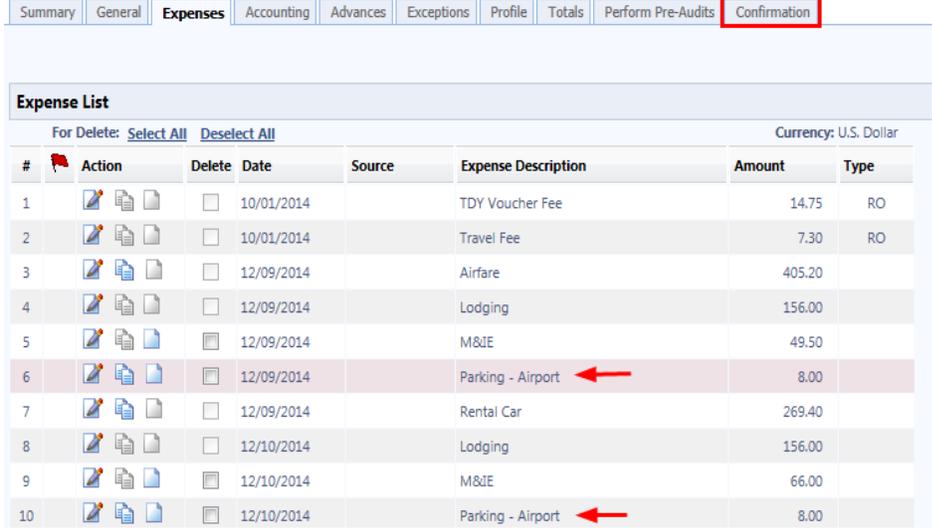
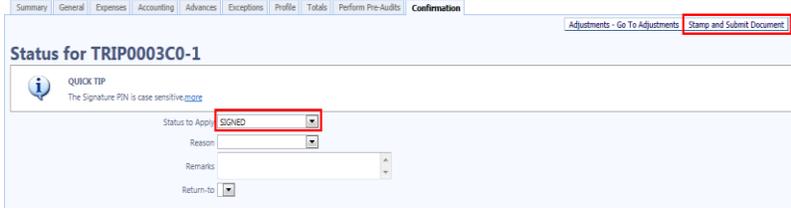
## Concur Government Edition (CGE) Job Aid: Adding an Expense to a Travel Document.

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

**Audience:** Travelers and Preparers

<p><b>Instruction:</b></p> <p><b>Step 1: Log into AMS</b> Log into CGE via AMS using either your PIV card or your network username and password.</p> <p>Note: AMS can be accessed through the HHS intranet or the internet at <a href="https://ams.hhs.gov">https://ams.hhs.gov</a></p>	<p><b>Screenshot:</b></p>																				
<p><b>Step 2: Select CGE</b> From the Home page of AMS select the E-Travel link.</p>																					
<p><b>Step 3: Select Authorizations</b> From CGE Home page, select the Authorizations page to locate the document.</p> <p>Note: When adding an expense to a Voucher, select the Vouchers tab and follow the directions below.</p>																					
<p><b>Step 4: Select the Document</b> Locate the Authorization from the list and select the document Name.</p>	<p><b>Authorizations</b></p> <p><a href="#">Search Authorizations</a></p> <table border="1"> <thead> <tr> <th>Name</th> <th>Type</th> <th>TA Num</th> <th>Trip Name</th> </tr> </thead> <tbody> <tr> <td><a href="#">TRIP0006IQ</a></td> <td>Auth</td> <td>TANUM007KO</td> <td>Trip from Atlanta to Madrid</td> </tr> <tr> <td><b><a href="#">TRIP0003C0</a></b></td> <td>Auth</td> <td>TANUM003TL</td> <td>Trip from Baltimore to Denver</td> </tr> <tr> <td><a href="#">TRIP0003D1</a></td> <td>Auth</td> <td>TANUM003UO</td> <td>Paris</td> </tr> <tr> <td><a href="#">TRIP0003D0</a></td> <td>Auth</td> <td>TANUM003UN</td> <td>Trip to Philadelphia</td> </tr> </tbody> </table>	Name	Type	TA Num	Trip Name	<a href="#">TRIP0006IQ</a>	Auth	TANUM007KO	Trip from Atlanta to Madrid	<b><a href="#">TRIP0003C0</a></b>	Auth	TANUM003TL	Trip from Baltimore to Denver	<a href="#">TRIP0003D1</a>	Auth	TANUM003UO	Paris	<a href="#">TRIP0003D0</a>	Auth	TANUM003UN	Trip to Philadelphia
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<p><b>Step 5: Open the Document</b> Select the Open Document link to open the Authorization.</p> <p>Note: If Open Document is displayed as Amend Document, select it and skip to step 5b.</p>																																									
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<p><b>Step 6: Expenses</b> Select the Expenses tab to see the list of current expenses.</p>																																									
<p><b>Step 7: Add Expenses</b> Select the Add Expenses button to add a new expense.</p>	 <table border="1"> <thead> <tr> <th>#</th> <th>Action</th> <th>Delete</th> <th>Date</th> <th>Source</th> <th>Expense Description</th> <th>Amount</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td><input type="checkbox"/></td> <td>10/01/2014</td> <td></td> <td>TDY Voucher Fee</td> <td>14.75</td> <td>RO</td> </tr> <tr> <td>2</td> <td></td> <td><input type="checkbox"/></td> <td>10/01/2014</td> <td></td> <td>Travel Fee</td> <td>7.30</td> <td>RO</td> </tr> <tr> <td>3</td> <td></td> <td><input type="checkbox"/></td> <td>12/09/2014</td> <td></td> <td>Airfare</td> <td>405.20</td> <td></td> </tr> <tr> <td>4</td> <td></td> <td><input type="checkbox"/></td> <td>12/09/2014</td> <td></td> <td>Lodging</td> <td>156.00</td> <td></td> </tr> </tbody> </table>	#	Action	Delete	Date	Source	Expense Description	Amount	Type	1		<input type="checkbox"/>	10/01/2014		TDY Voucher Fee	14.75	RO	2		<input type="checkbox"/>	10/01/2014		Travel Fee	7.30	RO	3		<input type="checkbox"/>	12/09/2014		Airfare	405.20		4		<input type="checkbox"/>	12/09/2014		Lodging	156.00	
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<p><b>Instruction:</b></p> <p><b>Step 8: Add Expense Details</b>          In the Add Expense Details section, enter the Expense Description, Cost, Payment Method, and Expense Date. If this is a recurring cost on consecutive days, enter the date of the last expense in the Create Expense Through field. Then select Save.</p>	<p><b>Screenshot:</b></p> 																																																																																								
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<p><b>Step 12: Accept Signature</b>          Select the Accept Signature Text button to indicate that you are legally signing this document.</p>																																																																																									
<p><b>Step 13: Close and Route the Document</b>          Select the Close Post Stamping Closure Screen button to close the document and begin the routing process.</p>	 <table border="1"> <thead> <tr> <th>Level</th> <th>Name</th> <th>Status</th> <th>Stamping Actions</th> </tr> </thead> <tbody> <tr><td>10</td><td>Robert Smith</td><td>CERTIFIED</td><td></td></tr> <tr><td>25</td><td>Brian Summers</td><td>APPROVED</td><td>COMPLETE</td></tr> <tr><td>25</td><td>Gail Butler</td><td>APPROVED</td><td>COMPLETE</td></tr> </tbody> </table>	Level	Name	Status	Stamping Actions	10	Robert Smith	CERTIFIED		25	Brian Summers	APPROVED	COMPLETE	25	Gail Butler	APPROVED	COMPLETE																																																																								
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**You have successfully added an expense to a travel document in CGE!**