

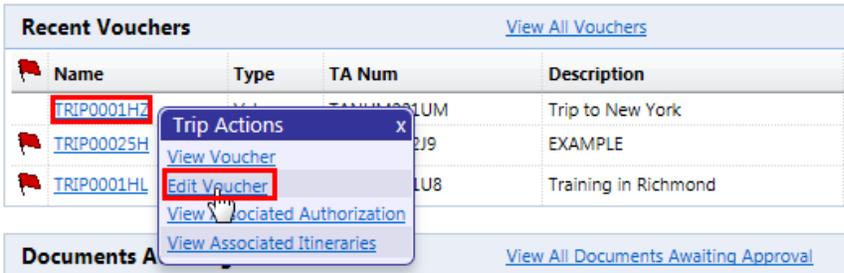
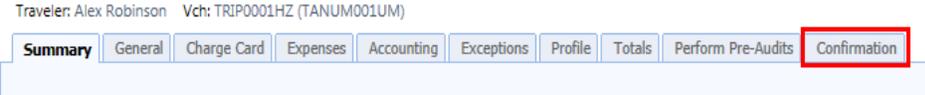
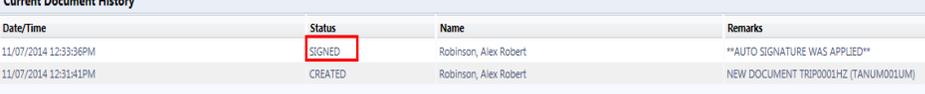
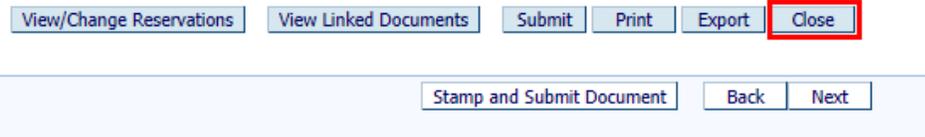


Concur Government Edition (CGE) Job Aid: Determining the Status of a Document

Purpose: To provide a step-by-step guide to locating and determining the status of a travel document in CGE.

Audience: Travelers and Preparers

<p>Instruction:</p> <p>Step 1: Log into AMS 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 https://ams.hhs.gov</p>	<p>Screenshot:</p>																																																																								
<p>Step 2: Select E-Travel From the Home page of AMS select the E-Travel link.</p>																																																																									
<p>Step 3: Locate the Document Recent documents can be located from the Home page of CGE under Recent Authorizations, Recent Vouchers, or Documents Awaiting Action.</p>	<table border="1"> <thead> <tr> <th>Name</th> <th>Type</th> <th>TA Num</th> <th>Description</th> <th>PNR#</th> <th>Ticket By</th> <th>Depart date</th> <th>Last Stamped</th> <th>Per Diem</th> <th>Total</th> <th>Status</th> <th>In Use By</th> </tr> </thead> <tbody> <tr> <td>TRSP0002F</td> <td>Auth</td> <td>TANUM00B3</td> <td>Hotel Reservation at RICHMOND, VA, USA</td> <td></td> <td></td> <td>01/13/2015</td> <td>11/20/2014</td> <td>RICHMOND, VA</td> <td>233.45</td> <td>RESERVATIONS CANCEL</td> <td></td> </tr> <tr> <td>TRSP0003F</td> <td>Auth</td> <td>TANUM00B2</td> <td>Trip from Boston to Newark</td> <td>PVTXU</td> <td></td> <td>11/28/2014</td> <td>11/30/2014</td> <td>NEW YORK, NY</td> <td>613.75</td> <td>CREATED</td> <td></td> </tr> <tr> <td>TRSP0002A</td> <td>Auth</td> <td>TANUM00B8</td> <td>Trip from Logan Int'l Apt, Boston, MA to La Guardia</td> <td></td> <td></td> <td>11/24/2014</td> <td>11/19/2014</td> <td>NEW YORK, NY</td> <td>14.75</td> <td>RESERVATIONS UPDATED</td> <td></td> </tr> <tr> <td>TRSP0006B</td> <td>Auth</td> <td>TANUM007E</td> <td>Trip from Washington to Newark</td> <td></td> <td></td> <td>12/08/2014</td> <td>11/07/2014</td> <td>NEW YORK, NY</td> <td>34.75</td> <td>SIGNED</td> <td></td> </tr> <tr> <td>TRSP0006C</td> <td>Auth</td> <td>TANUM007DA</td> <td>Trip from Washington to Newark</td> <td>ELSPH/89012328SCOUNT</td> <td></td> <td>12/13/2014</td> <td>12/15/2014</td> <td>NEW YORK, NY</td> <td>1479.50</td> <td>CANCELLED</td> <td></td> </tr> </tbody> </table>	Name	Type	TA Num	Description	PNR#	Ticket By	Depart date	Last Stamped	Per Diem	Total	Status	In Use By	TRSP0002F	Auth	TANUM00B3	Hotel Reservation at RICHMOND, VA, USA			01/13/2015	11/20/2014	RICHMOND, VA	233.45	RESERVATIONS CANCEL		TRSP0003F	Auth	TANUM00B2	Trip from Boston to Newark	PVTXU		11/28/2014	11/30/2014	NEW YORK, NY	613.75	CREATED		TRSP0002A	Auth	TANUM00B8	Trip from Logan Int'l Apt, Boston, MA to La Guardia			11/24/2014	11/19/2014	NEW YORK, NY	14.75	RESERVATIONS UPDATED		TRSP0006B	Auth	TANUM007E	Trip from Washington to Newark			12/08/2014	11/07/2014	NEW YORK, NY	34.75	SIGNED		TRSP0006C	Auth	TANUM007DA	Trip from Washington to Newark	ELSPH/89012328SCOUNT		12/13/2014	12/15/2014	NEW YORK, NY	1479.50	CANCELLED	
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<p>Instruction:</p> <p>Step 5: Open the Document You may also view the status of the document by opening the document and viewing the history. In this example, we will open the document from the Home page. Select the document name and then select Edit Voucher from the pop up.</p>	<p>Screenshot:</p> 												
<p>Step 6: Select Confirmation Select the Confirmation tab to see the history of the document.</p>													
<p>Step 7: View Status At the bottom of the page in the Current Document History section, the Status column indicated the last stamp that was applied to the document.</p>	 <table border="1"> <thead> <tr> <th>Date/Time</th> <th>Status</th> <th>Name</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>11/07/2014 12:33:36PM</td> <td>SIGNED</td> <td>Robinson, Alex Robert</td> <td>**AUTO SIGNATURE WAS APPLIED**</td> </tr> <tr> <td>11/07/2014 12:31:41PM</td> <td>CREATED</td> <td>Robinson, Alex Robert</td> <td>NEW DOCUMENT TRIP0001HZ (TANUM001UM)</td> </tr> </tbody> </table>	Date/Time	Status	Name	Remarks	11/07/2014 12:33:36PM	SIGNED	Robinson, Alex Robert	**AUTO SIGNATURE WAS APPLIED**	11/07/2014 12:31:41PM	CREATED	Robinson, Alex Robert	NEW DOCUMENT TRIP0001HZ (TANUM001UM)
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<p>Step 8: Close Document Use the Close button in the upper right of the page to close the document. Failure to close a document properly will leave in the document in an edit-locked status for 30 minutes.</p>													

You have successfully determined the status of a document in CGE!