

CONCURGOV FEDERAL TRAVELER MANUAL

Version 3.00

April, 2016

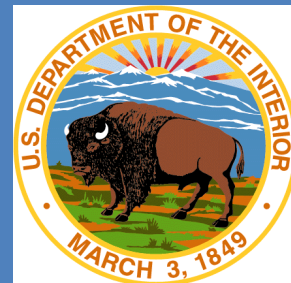



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Section 1: Getting Started

Log on to ConcurGov

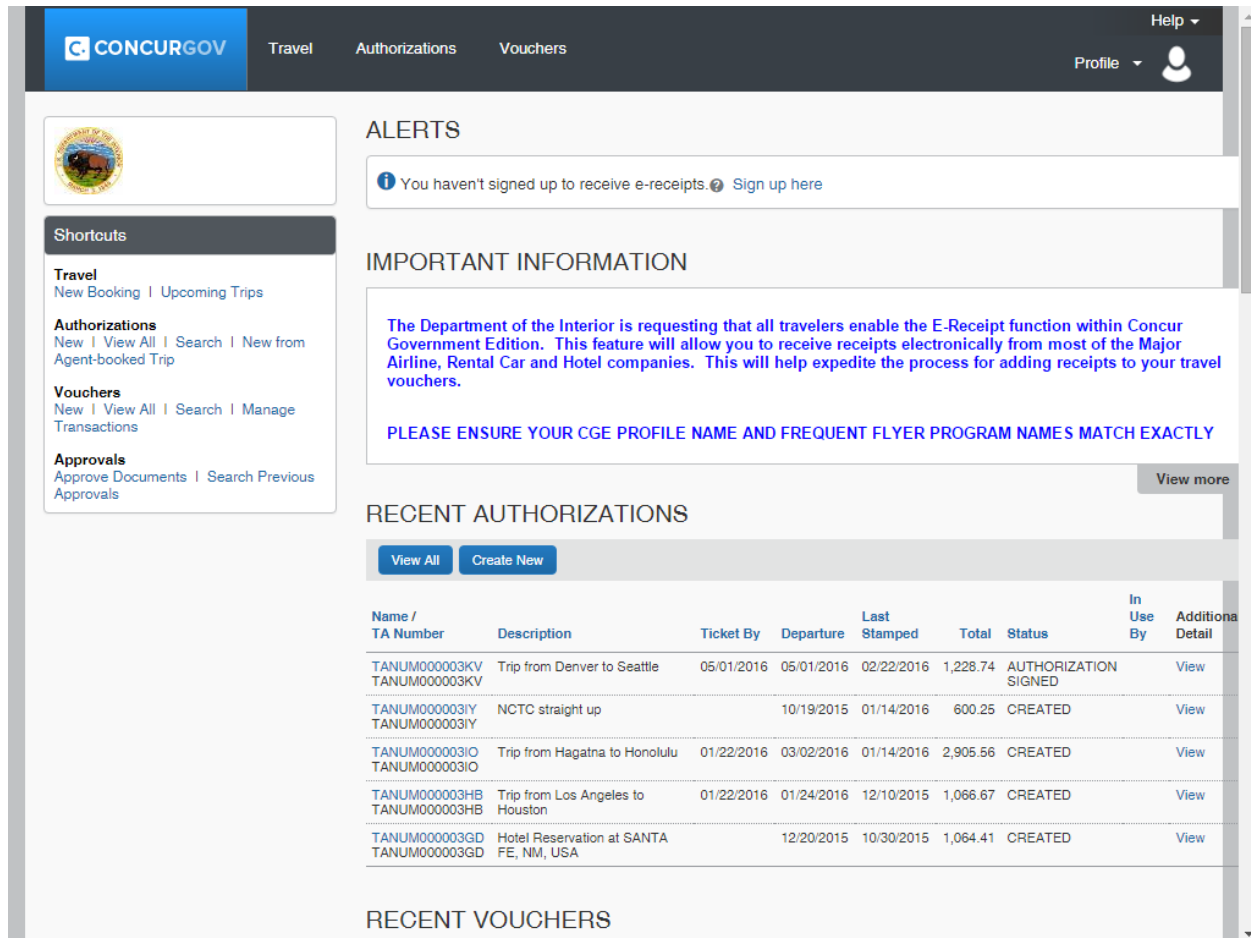
Access ConcurGov through the internet using the following steps:

- Open a supported web browser.
- In the address bar, type <https://cge.concursolutions.com>.
- In the **User Name** field, type your user name, this is your short Active Directory ID@bureau.gov (i.e. jdoe@usgs.gov).
- In the **Password** field, type your password.
- Click the **Sign in**  button.

Note: First time users logging into ConcurGov should read through the **Privacy Act Notice** and click the **I Agree** button.

Note: If this is your first time logging in, you may receive an email to establish a password and security question. As of 1/12/16, the system isn't requiring this.

The *ConcurGov Home* screen appears after logging into the system. From this central location, you can book reservations, create authorizations, create vouchers, and manage profile settings.



ALERTS

You haven't signed up to receive e-receipts. [Sign up here](#)

IMPORTANT INFORMATION

The Department of the Interior is requesting that all travelers enable the E-Receipt function within Concur Government Edition. This feature will allow you to receive receipts electronically from most of the Major Airline, Rental Car and Hotel companies. This will help expedite the process for adding receipts to your travel vouchers.

PLEASE ENSURE YOUR CGE PROFILE NAME AND FREQUENT FLYER PROGRAM NAMES MATCH EXACTLY

[View more](#)

RECENT AUTHORIZATIONS

[View All](#) [Create New](#)

Name / TA Number	Description	Ticket By	Departure	Last Stamped	Total	Status	In Use By	Additional Detail
TANUM000003KV TANUM000003KV	Trip from Denver to Seattle	05/01/2016	05/01/2016	02/22/2016	1,228.74	AUTHORIZATION SIGNED		View
TANUM000003IY TANUM000003IY	NCTC straight up		10/19/2015	01/14/2016	600.25	CREATED		View
TANUM000003IO TANUM000003IO	Trip from Hagatna to Honolulu	01/22/2016	03/02/2016	01/14/2016	2,905.56	CREATED		View
TANUM000003HB TANUM000003HB	Trip from Los Angeles to Houston	01/22/2016	01/24/2016	12/10/2015	1,066.67	CREATED		View
TANUM000003GD TANUM000003GD	Hotel Reservation at SANTA FE, NM, USA		12/20/2015	10/30/2015	1,064.41	CREATED		View

RECENT VOUCHERS

Important Note for Arrangers: User with the Travel Arranger role, will access the **Profile** drop-down on the upper right hand of the *ConcurGov Home* screen to browse for other travelers.

ALERTS

You haven't signed up to receive e-receipts.

IMPORTANT INFORMATION

The Department of the Interior is requesting Concur Government Edition. This feature will be available in the Major Airline, Rental Car and Hotel contracts. Please ensure your CGE profile name is updated to reflect this change.

PLEASE ENSURE YOUR CGE PROFILE NAME IS EXACTLY

RECENT AUTHORIZATIONS

Name / TA Number	Description	Ticket By	Departure	Last Stamped	Total	Status	In Use By	Additional Detail
TANUM000003ON	Trip from Denver to Washington	05/20/2016	05/22/2016	04/04/2016	1,497.79	CREATED		View

CONCUR

Travel Policy

Last logged in: 04/04/2016 4:12 PM

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Section 2: Updating Your Profile

A user's Travel Profile should be reviewed the first-time logging into ConcurGov. Travelers cannot begin booking a trip until the required fields in the Travel Profile are updated and saved.

- On the **Menu Toolbar**, click the **Profile** drop-down button, select the **Profile Settings** link.

ALERTS

You haven't signed up to receive e-receipts.

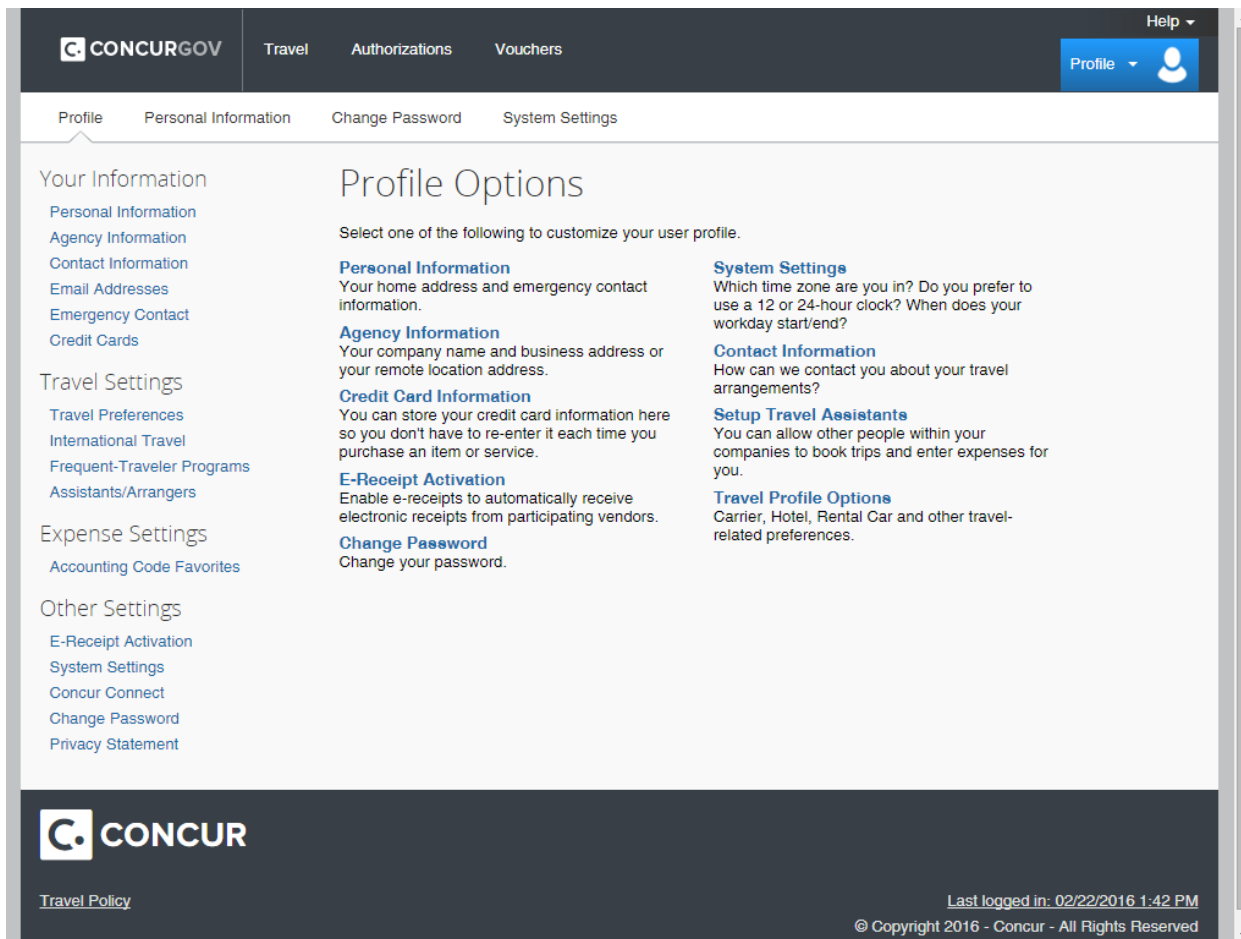
IMPORTANT INFORMATION

Profile Options

Mark B Darcy

Profile Settings | Sign Out

- Click any of the links located in the navigational panel on the left or the links under the *Profile Options* section.



- Click the **Personal Information** link:
 - Personal information** section - verify that the first, middle, and last names are identical to those on the photo identification being presented at the airport.
 - Enter Duty Station and Residence City, and Residence State if not populated.
 - Agency Information** – verify that the Employee ID is populated and correct.
 - Duty Station Address** section – verify that the Duty Station Address is accurate.
 - Home Address** section - verify that the Home address is accurate.
 - 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 (TMC) can contact the traveler if there is an issue with a reservation, or other extenuating reasons.
 - Fill out the **Travel Preferences** area with Preferred Departure Airport, Special Meal needs, Hotel Preferences, Car Preferences and any Frequent Traveler Programs.
 - TSA Secure Flight** required fields include with Gender and Date of Birth. In addition, update the DHS Redress Number or TSA Pre-Check Number (if applicable), to help avoid unnecessary airport delays/screenings.
 - Assistants and Travel Arrangers** section – add the name(s) of any individuals that are authorized to book travel for the traveler.
 - Verify that the charge card number is loaded in the profile with a current expiration date.
 - Click the **Save** button.
- Click the **Change Password** link to change the current password and set up a password hint.
- Click the **Save** button to save any changes made to the profile.

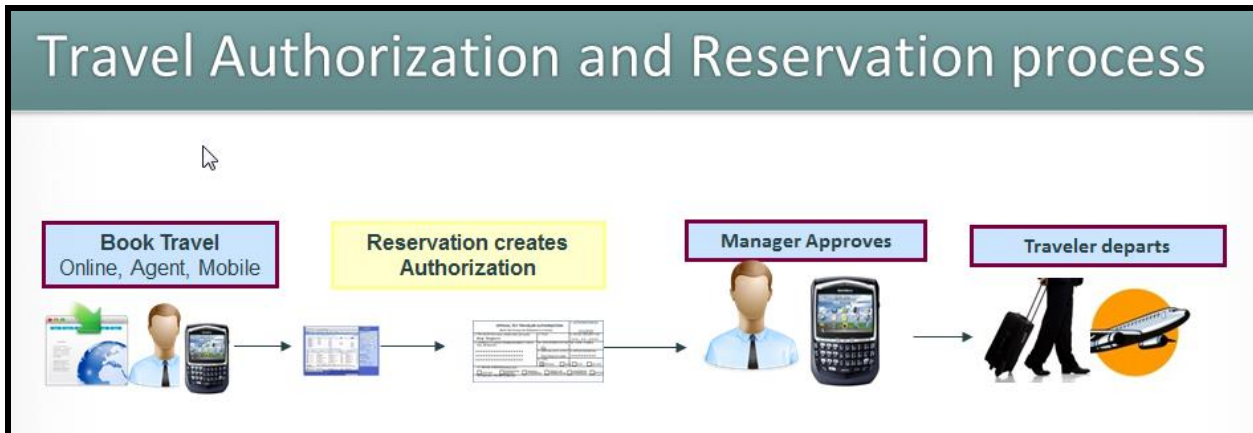
Note: To save a profile, all fields marked Required must be completed.

Section 3: Creating Travel Reservations

This section provides the procedures to complete the following tasks.

- Review the travel policy for your agency.
- Book an air, car and hotel reservation, review an itinerary.
- Review and make changes to the Authorization for a trip. After the reservation is booked, an authorization is automatically created and contains the reservation information.

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



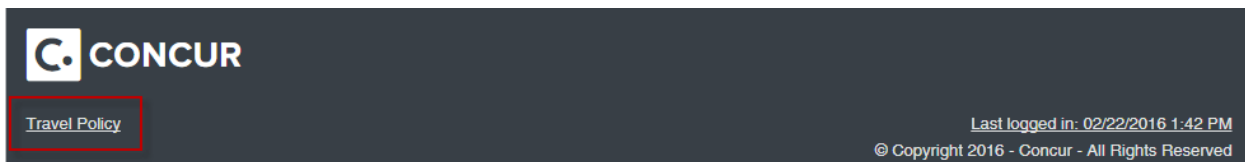
Note: A travel authorization can be created prior to making a reservation. See *Creating an Authorization without a Reservation* in this document.

Review the Travel Policy for Your Agency

Before booking new reservations or creating an authorization, review the travel policies from GSA. Contact the travel administrator with any questions.

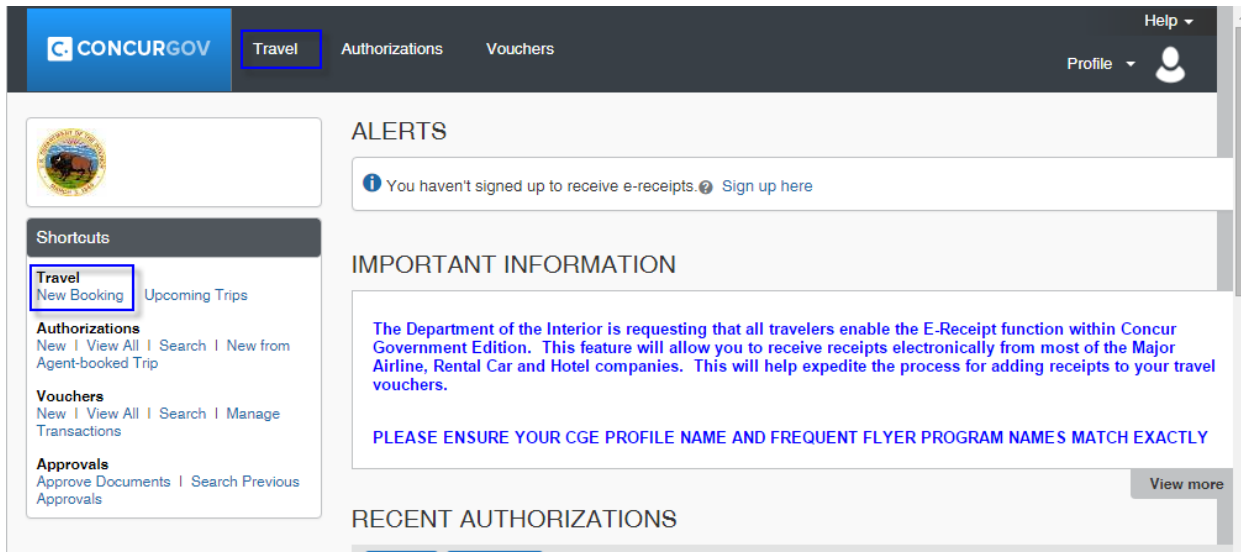
To review the agency's policy:

- From the *ConcurGov Home* screen, click the **Travel Policy** link located on the bottom left of the screen.







Book an Air Reservation

ConcurGov provides several access points to begin booking a reservation. From the *ConcurGov Home* screen, under the **Shortcuts** section, click **New Booking**. Alternatively, click **Travel** on the *Menu Toolbar*.








How to Book Flight or Rail Reservations

- On the *ConcurGov Home* screen, in the left navigation pane, under the **Shortcuts** section, click the **New Booking** link. Alternatively, select **Travel** on the *Menu Toolbar*.
- Click the **Air/Rail**  button (this is the default tab) to begin entering travel reservation information.
Note: If airfare is not needed, select the appropriate button **car** , **hotel** , or **rail**  to make another type of reservation.
- Select the applicable **Air/Rail Search** button: Round Trip, One Way, or Multi City.

Travel Trip Library Templates Tools


Travel Authorizations

New Authorization from Travel
 Add Travel to an Existing Authorization








Mixed Flight/Train Search


Round Trip
 One Way
 Multi City

Temporary Duty Location 

Agency Location
 Reference point
e.g. 'Statue of Liberty', '90210' or 'Alexandria, VA'




TDY Per Diem Location **[Required]**

From 

DCA - Ronald Reagan National Arpt - Washington, DC

[Find an airport](#) | [Select multiple airports](#)


To 

Arrival city, airport or train station

[Find an airport](#) | [Select multiple airports](#)

Search

[Show More](#)

- In the **Temporary Duty Location** area, leave the default **Reference Point** radio button selected.
- Enter a landmark or preferably the city, state of the Temporary Duty Location.
- Click the **Find Location**  button. A pop-up suggests locations based on the search information entered.
- Select the correct location from the **Location** drop-down and click the **Choose** button.
- In the **TDY Per Diem Location** drop-down, select the appropriate county related to the TDY Per Diem Location.
- In the **From** and **To** fields, enter the airports/airport codes related to the TDY Location.
Note: If the **Preferred Departure Airport** field is updated in the traveler's profile, the **From** field populates with that airport code.
- Select the **Outbound** and **Return** date and time for the reservation. The default number of hours to search on either side of the requested time is set to 3 hours.

Note: Use the drop-down to search for flight times up to +/- 9 hours from the time entered. Increasing the time window increases the number of flights.

- If a car is needed, select the **Pick-up/Drop-off car at airport** check box. Other special requests related to the car are specified on the *Car Results* tab. If a car is not needed, skip this step. A car can be added later from the *Itinerary* screen. For more information on reserving a car see “Making a Car Reservation” in this document.
- If a hotel is needed, select the **Find a Hotel** check box. Change the **Find hotels within** field to a distance large enough to return viable hotels options in the search, i.e. 20 miles. If staying at more than one hotel during the trip or a hotel is not needed, skip this step. A hotel can be added later from the *Itinerary* screen. For more information on reserving a hotel see “Making Hotel Reservations” in this guide.
- Select the default **Search flights by Price** drop-down list to display flights by price. Optionally, select the **Specify a Carrier** check box to specify a specific airline for the reservation.
- Click the **Search** button. The airline/rail options display on a new screen.

CONCURGOV Travel Authorizations Vouchers Help

Profile

Travel Trip Library Templates Tools

BOOKING AUTHORIZATION VOUCHER

BookTravel

Hotel is not in region North America
WASHINGTON, DC TO NEW ORLEANS, LA
 MON, JUN 6 - THU, JUN 9

Print / Email Hide matrix

All	American Airlines	Southwest	Multiple	United	JetBlue	Delta
254 results	306.20	—	—	—	—	—
Govt. Contract Discounted 64 results	306.20	—	—	—	—	—
Non-Contract Government 105 results	485.70	306.20	326.70	347.20	—	530.20
Lowest Published 94 results	381.20	—	310.20	318.70	392.01	—

Baggage Fee Policies Show fare display legend

Shop by Fares Shop by Schedule Sorted By: Policy - Most Compliant

Displaying: 132 out of 225 results. << Previous | Page: 1 of 14 | Next >> | All

American Airlines 08:35a DCA → 10:16a MSY Nonstop 2h 41m from **\$306.20**
 05:20p MSY → 08:58p DCA Nonstop 2h 38m View Fares

American Airlines 08:35a DCA → 10:16a MSY Nonstop 2h 41m from **\$306.20**
 12:21p MSY → 03:59p DCA Nonstop 2h 38m View Fares

American Airlines 11:45a DCA → 01:23p MSY Nonstop 2h 38m from **\$306.20**
 05:20p MSY → 08:58p DCA Nonstop 2h 38m View Fares

American Airlines 11:45a DCA → 01:23p MSY Nonstop 2h 38m from **\$306.20**
 12:21p MSY → 03:59p DCA Nonstop 2h 38m View Fares

American Airlines 10:06a DCA → 11:51a MSY Nonstop 2h 45m from **\$306.20**
 05:20p MSY → 08:58p DCA Nonstop 2h 38m View Fares

American Airlines 10:06a DCA → 11:51a MSY Nonstop 2h 45m from **\$306.20**
 12:21p MSY → 03:59p DCA Nonstop 2h 38m View Fares

American Airlines 12:00p DCA → 03:28p MSY 1 stop CLT 4h 28m from **\$310.20**
 05:20p MSY → 08:58p DCA Nonstop 2h 38m View Fares

American Airlines 12:00p DCA → 03:28p MSY 1 stop 4h 28m from **\$310.20**
 12:21p MSY → 03:59p DCA Nonstop 2h 38m View Fares

American Airlines 12:00p DCA → 03:28p MSY 1 stop 4h 28m from **\$310.20**
 05:20p MSY → 08:58p DCA Nonstop 2h 38m View Fares

American Airlines 12:00p DCA → 03:28p MSY 1 stop CLT 4h 28m from **\$310.20**
 12:21p MSY → 03:59p DCA Nonstop 2h 38m View Fares

Displaying: 132 out of 225 results. << Previous | Page: 1 of 14 | Next >> | All

CONCUR

Travel Policy

Last logged in: 04/05/2016 8:49 AM
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The city-pair fares display with 3 stars **★★★ Government Contract**. The least cost fares display with a star in a square **★ Least Cost Logical Fare** icon. In this example, the first few American Airline flights are identified as the city pair and least cost fares.

If you are in a market that has multiple airports available, the matrix may show multiple options.

Optionally, use the *Shop by Schedule* tab and click the **Search** button to refresh the display. Select flights by clicking the radio button next to the Outbound flight and next to the Return flight. Click the **Price these options** button. ConcurGov shows the estimated round trip fare in the *Chosen Carriers* section.

The system always proposes the cheapest, most policy compliant flights first to keep the traveler within policy and to try and achieve cost advantageous travel.


To reserve the selected flight, click on the **View Fares** button.

- The color coding of the **Fares** and/or **Reserve** buttons is as follows:
 - Blue **View fares**: Indicates there is more than one government contract fare to choose. Indicates the fare is within policy.
 - Green Select : Indicates the fare is within policy.
 - Yellow Select : Indicates there might be a cheaper city-pair fare at a different airport in your market. Or, there is a cheaper fare that is not a city-pair fare.
 - Red Select : Indicates the fare is outside of policy. If selecting this fare, additional information must be entered on the *Travel Policy Violation* pop-up. This could be a non-refundable fare, non-Contract carrier fare, or other type of policy violation.
- Optionally, click **Show fare display legend** under the matrix to view the fare legend.

★★★ Government Contract	★★ Non-Contract Government	R Ticket is refundable
NR Ticket is non-refundable	☾ Flight/Train arrives on a different day	🕒 Short or long connection time
✈️ Turboprop plane	★ Least Cost Logical Fare	🛡️ This option is Fly America Act with Open Skies Exceptions compliant
📶 Gogo Wi-Fi 100% coverage	🔇 Quiet car available (no cell phone use)	

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.

To view information about a specific flight, click the **Flight details** [Flight details](#) link.


American Airlines

08:31a DCA > 10:21a MSY	Nonstop	2h 50m	From \$306.20
12:25p MSY > 03:57p DCA	Nonstop	2h 32m	

View fares

★ ★★★

Flight details ▾

After clicking the **View Fares** button or the **Flight details** link, the screen shows additional information about the flight.

American Airlines logo and flight details: 08:35a DCA → 10:16a MSY Nonstop 2h 41m From **\$306.20**
 05:20p MSY → 08:58p DCA Nonstop 2h 38m **Hide Fares**

★ ★★★ Hide details ^

Outbound flight: Washington, DC (DCA) - New Orleans, LA (MSY) Mon, Jun 6

	Ronald Reagan National... (DCA) Depart: Monday, 08:35a	Louis Armstrong Intl A... (MSY) Arrive: Monday, 10:16a	
	Stops: 0 Duration: 2h 41m Economy: G Canadair Regional Jet 700 Fare basis: GCADCA 416 lbs CO ₂		

Return flight: New Orleans, LA (MSY) - Washington, DC (DCA) Thu, Jun 9

	Louis Armstrong Intl A... (MSY) Depart: Thursday, 05:20p	Ronald Reagan National... (DCA) Arrive: Thursday, 08:58p	
	Stops: 0 Duration: 2h 38m Economy: G Embraer E-175 Fare basis: GCADCA 416 lbs CO ₂		

Govt. Contract Discounted	Govt. Contract	Economy (\$)
(Refundable)	(Refundable)	
\$306.20	\$648.20	\$374.20
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

American Airlines - (Sabre)
[Fare Rules](#)
Ticket is refundable
 E-Ticketing Available

GSA Information
 Limited capacity Government Contracted Fare
 This contract fare, if domestic, includes all existing Federal, State, and local taxes, as well as airport maintenance fees and other administrative fees. It does not include fees such as passenger facility charges, segment fees, and passenger security service fees. If international, this fare is exclusive of taxes and fees, but inclusive of fuel surcharge fees.

[View more fares](#)

Select

[Hide details ^](#)

Note: Some city-pair fare flights may have discount city-pair options that are called **Govt. Contract Discounted (Refundable)**. There are a limited number of seats on these flights that can save even more money if booked when available. Waiting to reserve the **Govt. Contract Discounted** rate may result in the rate not being available.

Note: Use the **Fare Rules** link to gain an understanding of any travel restrictions, penalties, etc. that may occur if the flight needs to be changed.

- Select the desired flight's radio button and click the **Select** button.

CONCURGOV Travel Authorizations Vouchers Profile Help

Travel Trip Library Templates Tools

BOOKING AUTHORIZATION VOUCHER

BookTravel

Trip Summary

Flights Selected
Round Trip
DCA - MSY
Outbound: Mon, 06/06/2016
Return: Thu, 06/09/2016

Select a Car Remove
Pick-up: Mon, 06/06/2016
Drop-off: Thu, 06/09/2016

Select a Hotel Remove
Nights: 3
New Orleans, LA, USA
Check-in: Mon, 06/06/2016
Check-out: Thu, 06/09/2016

Finalize Trip

Review and Reserve Flight

REVIEW FLIGHTS

Outbound flight: Washington, DC (DCA) - New Orleans, LA (MSY) Mon, Jun 6

American Airlines #5145	Ronald Reagan National... (DCA) Depart: Monday, 08:35a	Louis Armstrong Intl A... (MSY) Arrive: Monday, 10:16a
Stops: 0 Duration: 2h 41m Economy: G Canadair Regional Jet 700 Fare basis: GCADCA		

Return flight: New Orleans, LA (MSY) - Washington, DC (DCA) Thu, Jun 9

American Airlines #4646	Louis Armstrong Intl A... (MSY) Depart: Thursday, 05:20p	Ronald Reagan National... (DCA) Arrive: Thursday, 08:58p
Stops: 0 Duration: 2h 38m Economy: G Embraer E-175 Fare basis: GCADCA		

ENTER TRAVELER INFORMATION

Ensure all traveler information below is correct.

Primary Traveler [Edit](#) | [Review all](#)

Name: Mark B Darcy **Phone:** 303-202-5555

Frequent Flyer Programs [Add a Program](#)

For American Airlines

SEAT ASSIGNMENT

Make your trip more enjoyable by selecting your seats now. Otherwise, Concur will request them for you.

[Select Seats](#)

REVIEW PRICE SUMMARY

Description	Fare	Taxes and Fees	Charges
Airfare	\$258.60	\$47.60	\$306.20
Total Estimated Cost : \$306.20			Total Due Now: \$306.20

SELECT A METHOD OF PAYMENT

How would you like to pay?

[Add credit card](#)

CBA's are indicated by an asterisk (*).

By completing this booking, you agree to the [fare rules and restrictions](#) and [hazardous goods policy](#).

[Back](#) [Reserve Flight and Continue](#)

CONCUR

[Travel Policy](#) [Last logged in: 04/05/2016 8:49 AM](#)
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The *Review and Reserve Flight* screen displays the details related to the selected flight.

- In the *Review Flights* section, verify the flight detail information.

- Scroll to the *Enter Traveler Information* section to view the traveler's email and frequent flyer program information.

ENTER TRAVELER INFORMATION

Ensure all traveler information below is correct. [?](#)

Primary Traveler [Edit](#) | [Review all](#)

Name: Mark B Darcy **Phone:** 303-202-5555

Frequent Flyer Programs Add a Program

For American Airlines

American Airlines -- 123333 ▾

No Program selected

Alaska Airlines -- 883332

American Airlines -- 123333

Southwest -- 0990988

United -- 44378999

Ma... by selecting your seats now. Otherwise, Concur will request them for you.

Note: The Frequent Flyer Program is retrieved from the traveler's profile, if entered. Optionally, users can select the **Add a Program** link to add a travel program for Air/Rail, Car Rental, and Hotels.

- Click the **Select Seats** button to view the *Seat Map* pop-up and choose a specific seat.
- Click any available seat and click the **Select Seat** button.

Seat Map

Select Seat
Close

American #4646 / Embraer E-175 / Louis Armstrong Intl Arpt (MSY) - Ronald Reagan National Arpt (DCA)

14D Handicap facilities

i Airlines reserve the right to reassign handicap facility seating unless proof of disability is presented.

Seat assignment is subject to change up until time of departure

Available

Preferred [?](#)

Paid preferential [?](#)

Occupied or Unavailable

Preferred

Paid preferential

Selected

Exit row

No seating [?](#)

Note: After selecting the seat assignment for the leg being shown, the system displays a *Seat Map* pop-up for the remaining legs of the trip. When selecting your seat assignment, verify the flight leg. **The last leg may appear before the first leg.**

Note: Seat maps may not be available for all flights. Some preferred seats won't be able to be booked if there is no Frequent Flyer program entered in the traveler's profile. If a seat assignment is not selected here, there are more chances to select a seat on the itinerary. It is recommended to designate a seat preference in the traveler's profile for a better chance to avoid being assigned the middle seat when seat maps are not available.

- Verify the method of payment.

Note: The charge card associated with this travel activity (plane, rail, car rental, or hotel) automatically defaults. Users can add another card or select a different card if required.

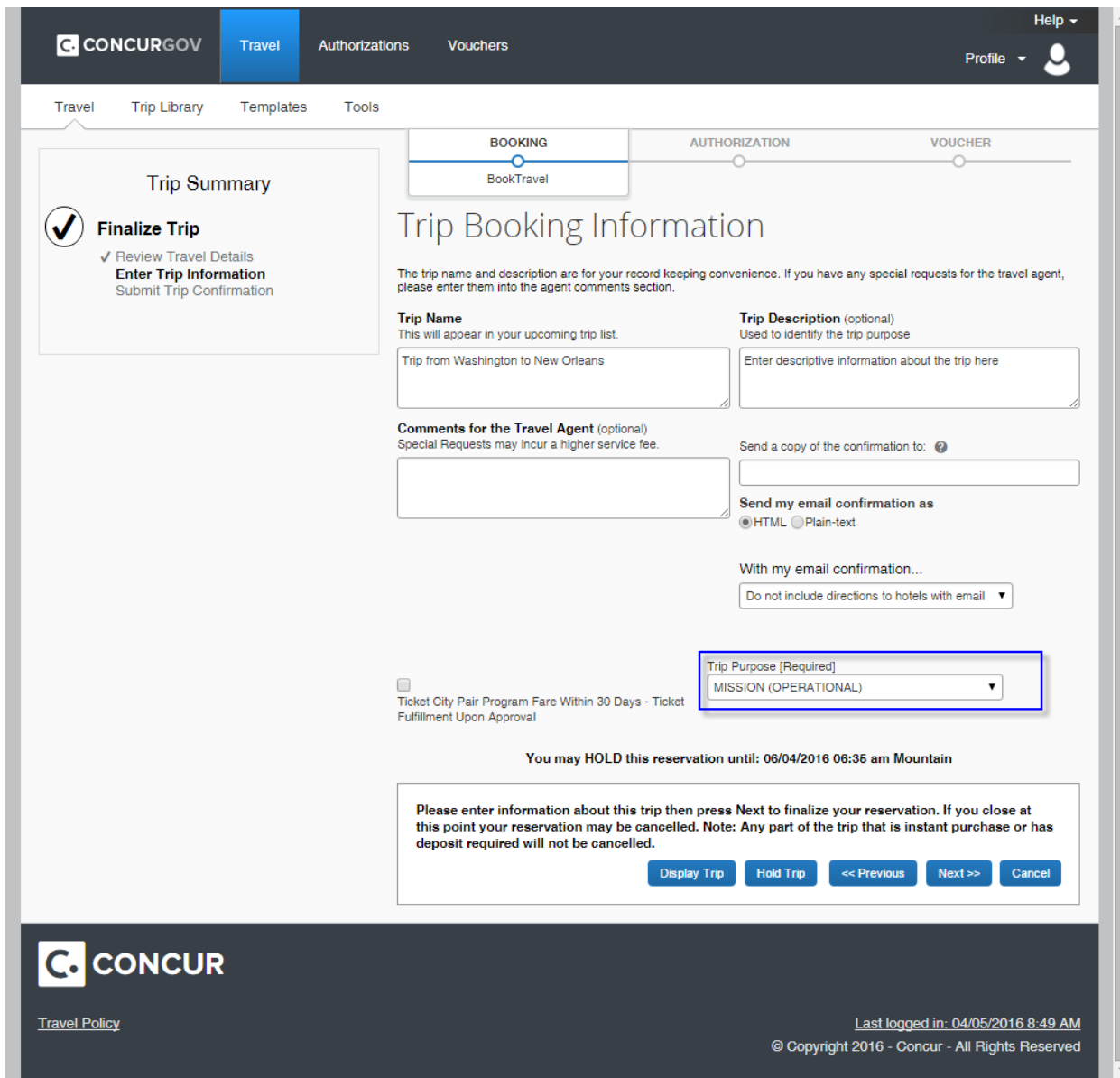
- Click the **Reserve Flight and Continue** button to reserve the flight.

Note: The *Review and Reserve Car* screen displays if the **Find a Car** check box was checked. Move forward to the *Making Car Reservations* section.

Note: At this point, users can add Car, Hotel, Rail, or Parking reservations to the itinerary by clicking the appropriate link.

- Click the **Next** button to:
 - Display the *Trip Booking Information* screen if no other reservations are being made
 - Display the *Review and Reserve Car* screen if reserving a car
 - Display the *Review and Reserve Hotel* screen if reserving a hotel but no car


Note: For overnight trips, if a hotel is not tied to the reservation, an *Attention* pop-up displays that must be completed in order to continue with the flight reservation.



On the *Trip Booking Information* screen, enter the **Trip Description** field and click the **Next** button.

Making Car Reservations

If the **Pick Up/Drop off Car at airport** check box is selected on the *Air/Rail* tab, the *Review and Reserve Car* screen displays after the flight is reserved.

Note: Optionally, a car can be reserved directly by clicking the *Car* tab  on the *Travel* screen. When booking a car directly after the Air search, a matrix of car rentals appears. DOI policy is to book a compact car.

PICK UP: (MSY) ON MON, JUN 6 10:16 AM
 RETURN: THU, JUN 9 05:20 PM

[Print / Email](#)

[Hide matrix](#)

All 103 results	Economy Car	Compact Car	Intermediate Car	Standard Car	Full-size Car	Premium Car	M
	8.00	9.00	12.00	17.00	17.00	49.00	
	8.00	9.00	12.00	17.00	17.00	49.00	
	10.00	10.00	10.00	10.00	10.00	73.44	

- Scroll down the screen to book a car (underneath the matrix).
Note: 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 circle and a green **Select** button. Avoid reserving cars that appear with a yellow **Select** button (outside of policy) or a red **Select** button (exceeds approved amounts) to prevent personal liability issues when not using the Government contract rental car rates.

Displaying: 11 out of 88 results. [<< Previous](#) [1](#) [2](#) [Next >>](#) | [All](#)

Compact Four Door Car (Sabre)	more info	
\$9.00 per day (Government rate) 	Unlimited miles Automatic transmission Total cost \$101.76*	

- Click the green **Select** button for the car being reserved.

CONCURGOV | Travel | Authorizations | Vouchers | Help

Profile

Travel | Trip Library | Templates | Tools

BOOKING | AUTHORIZATION | VOUCHER

BookTravel

Trip Summary

Flights Reserved
Round Trip
DCA - MSY
Outbound: Mon, 06/06/2016
Return: Thu, 06/09/2016

Car Selected
Pick-up: Mon, 06/06/2016
Drop-off: Thu, 06/09/2016

Select a Hotel [Remove](#)
Nights: 3
New Orleans, LA, USA
Check-in: Mon, 06/06/2016
Check-out: Thu, 06/09/2016

Finalize Trip

Review and Reserve Car

REVIEW RENTAL CAR

Budget Car Rental [Location Details](#)

Type	Pick-up	Drop-off
Economy Car	Airport Terminal	Airport Terminal
Features	MSY: New Orleans	MSY: New Orleans
	10:16 am Mon, 06/06/2016	05:20 pm Thu, 06/09/2016

PROVIDE RENTAL CAR PREFERENCES

Your preferences and comments will be passed to the rental car agency.

Comments (30 character max)
Ex: Need early pick-up (10am)

ENTER DRIVER INFORMATION

Ensure the name below matches the I.D. you have with you on the day of pick-up.

Driver [Edit](#) | [Review all](#)

Name: Mark B Darcy Phone: 303-202-5555

Rental Car Agency Program [Add a Program](#)
Budget -- 33456777

REVIEW PRICE SUMMARY

Description	Daily Rate	Dates	Total
Budget Car Rental	\$24.00	Jun 06 - Jun 09	\$179.96*
Total Estimated Cost : \$179.96			
			Total Due Now: \$0.00**

* Rental provider's estimated amount. Exact fees unknown. Does not include additional fees incurred during time of travel.
** Remaining amount due at rental location.

[Back](#) [Reserve Car and Continue](#)

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The *Review and Reserve Car* screen displays details related to the selected car rental.

- In the *Review Rental Car* section, verify the car detail information.
- Scroll to the *Enter Driver Information* section to view the traveler's email and Rental Car Agency Program information.
Note: The Rental Car Agency Program is retrieved from the traveler's profile, if entered. Optionally, users can select the **Add a Program** link to add a rental car program.
- Verify the method of payment.
Note: The charge card associated with this travel activity (plane, rail, car rental, or hotel) automatically defaults. Users can add another card or select a different card if required.
- Click the **Reserve Car and Continue** button to reserve the car.

Note: The *Hotel* screen displays if the **Find a Hotel** check box was checked. Move forward to the *Making Hotel Reservations* section.

To Reserve a Car Without Airfare


- On the *Travel Authorizations* screen, click the **Car**  tab.
- In the *Temporary Duty Location* section, enter the temporary duty station in the **Reference Point** field and click the **Find Location**  button.
- Select the appropriate location from the *Searching for Location* pop-up and click the **Choose** button.
- Enter the **Pick-up date** and **Drop-off date** fields.
- In the *Pick-up car at* section, select either the **Airport Terminal** or **Off-Airport** radio button, and then enter the location.

Note: Use the **Search** link to find locations for Off-Airport sites.

Note: Optionally, select the **Return car to another location** check box and complete the **Drop-off car at** field.

Note: Optionally, click the **More Search Options** link to see additional search preferences.

- Click the **Search** button. The car results display as discussed above.
- **Note:** A *Warning* pop-up displays reminding users to confirm the vehicle reservation is a Government rate.
- Click the green **Select** button next to the car being reserved.

Note: 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 circle  and a green **Select** button. Avoid reserving cars that appear with a yellow **Select** button (outside of policy) or a red **Select** button (exceeds approved amounts) to prevent personal liability issues when not using the Government contract rental car.

- On the *Review and Reserve Car* screen, change information as desired then click the **Reserve Car and Continue** button to reserve the car.
- On the *Travel Details* screen, click the **Next** button.
- On the *Trip Booking Information* screen, complete the information and click the **Next** button.
- On the *Trip Confirmation* screen, click the **Confirm Booking** button.


Making Hotel Reservations

If the **Find a Hotel** check box is selected on the **Air/Rail** screen, the hotel results appear after the car is reserved.

Note: Optionally, a hotel can be reserved directly by clicking the *Hotel* tab on the *Travel* screen.

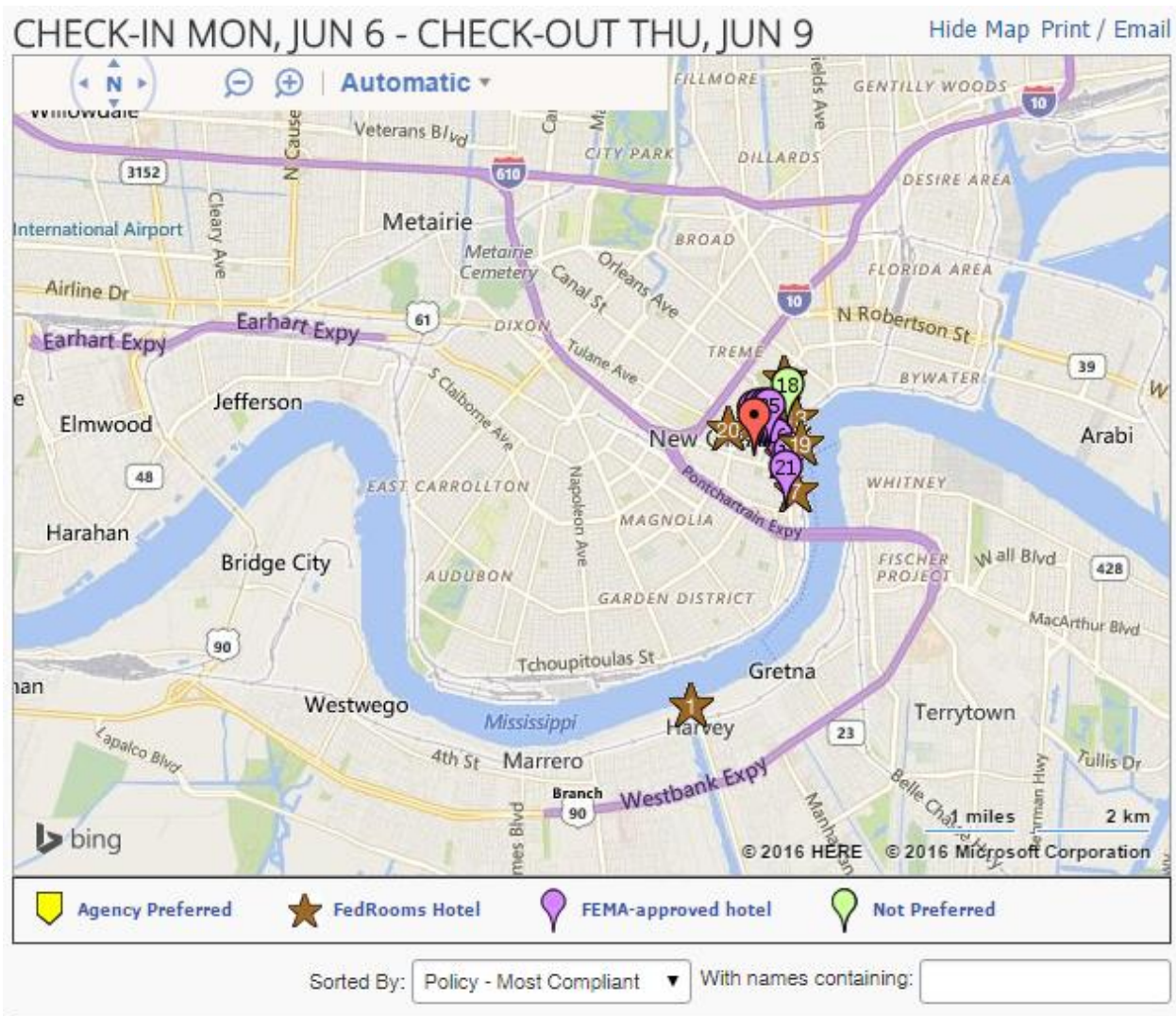
Hotels can be sorted by Compliance, Preference, Price, Rating, Distance and Policy.

The Lodging Per Diem allowance is displayed at the top of the listing of the hotels.

FedRooms  **FedRooms Hotel** are notated with a brown star. These properties are recommended by GSA because they usually have cancellation policies up to 4 or 6 p.m. for the date of arrival and are within per diem.




The E-Receipt Enabled link appears next to some hotels. This link only displays if E-receipts is activated in the traveler's profile.

Hotel search results are automatically sorted by distance from the reference point entered in the original search.



A map displays with hotel results based on the search criteria.

Use the following tools to manage working with the map:

- Click the **Zoom**   icons to zoom the map in or out. Optionally, use the fly wheel on your mouse or keyboard to zoom in or out.
- Click the **Automatic** [Automatic](#)  down arrow to change how the map behaves.
- Click a star or a balloon symbol to get more information about a specific hotel. The legend under the map describes the map symbols.
- Optionally, click the **Hide Map** [Hide Map](#) link.




Narrow or expand the search using the following parameters located on the left side of the screen:

- Use the **Find hotels within** fields to expand or narrow the distance from the Reference Point.
- Use the **Hide hotels over Per Diem limit** check box to remove all hotels over the per diem limit.
- Select the **Chain or Superchain** radio button to search for a particular hotel chain.
- Use the *Neighborhood* and *Hotel Amenities* panels to further narrow the search.

To reserve a room:

- Scroll down the screen to see available rooms.
- Click the **more info** link to view more detailed information for a specific hotel, e.g., Amenities, WiFi access, and restaurants.
- Click the **choose room** link below the hotel name to view the room selection for the specific hotel.

3. Homewood Suites New Orleans



901 Poydras St
New Orleans, LA 70112
0.11 miles | [view map](#)

★★★★☆
rate this hotel

from **\$122**

★ [more info](#) | [compare](#) [hide rooms](#) ▾

- \$122** ★ FedRooms - 1 King Bed 1 Bedroom Suite Nonsmoking Comp Hi Speed Daily Hot Brkfst Lite Meal M-th (Rate Code: A01A1F) (Sabre)
- \$122** ★ FedRooms - 1kng Mobility/hearing Access Ri Shwr Ste Nsmk Vis Firearm/door/phn Alrt-ktchn-sofabd (Rate Code: A0HA1F) (Sabre)
- \$122** ★ FedRooms - 2queen Hearing Accessible Suite Nonsmoking Vis Firearm/door/phn Alrt-ktchn-sofabd (Rate Code: A0GA1F) (Sabre)

[Rate details / Cancellation policy](#)

Select ✓

The **Select** buttons are color coded as follows:

- Green **Select** ✓: Indicates the hotel is within policy.
- Yellow **Select** ⚠: Indicates the hotel is outside of policy and, if selected, additional information must be entered. These hotels may still be within per diem but not participating in the FedRooms program.
- Red **Select** !: Indicates the hotel is outside of policy and, if selected, additional information must be entered.

- Click the radio button next to the desired room and click the green **Select** button to reserve the room.

The *Review and Reserve Hotel* screen displays details related to the selected hotel.

- In the *Review Hotel Room* section, verify the room detail information.
- Scroll to the *Enter Hotel Guest Information* section to view the traveler's email and Hotel Program information.

Note: The Hotel Program is retrieved from the Traveler's profile, if entered. Optionally, users can select the **Add a Program** link to add a hotel program.

- Verify the method of payment.

Note: The charge card associated with this travel activity (plane, rail, car rental, or hotel) automatically defaults. Users can add another card or select a different card if required.

- Review the *Accept Rate Details and Cancellation Policy* information and click the **"I agree"** check box.

- Click the **Reserve Hotel and Continue** button to reserve the room.

Note: This displays the *Travel Details* screen.

Continue to the **Completing the Reservation** section below.

CONCURGOV
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BOOKING
AUTHORIZATION
VOUCHER

Trip Summary

Flights Reserved

Round Trip
DCA - MSY
Outbound: Mon, 06/06/2016
Return: Thu, 06/09/2016

Car Reserved

Pick-up: Mon, 06/06/2016
Drop-off: Thu, 06/09/2016

Hotel Selected

Nights: 3
New Orleans, LA
Check-in: Mon, 06/06/2016
Check-out: Thu, 06/09/2016

Finalize Trip

Review and Reserve Hotel

REVIEW HOTEL ROOM

Homewood Suites New Orleans

Bedrooms - 1 King Bed 1 Bedroom Suite Nonsmoking Comp HI Speed Daily Hot Brkfst Lite Meal M-th
3 Nights | 1 Guest*

Check-in	Check-out	Address
Monday, June 06, 2016	Thursday, June 09, 2016	901 Poydras St New Orleans, Louisiana 70112 United States

Phone
504-581-5599

* We reserve every hotel room for 1 guest only, regardless of the number of actual travelers sharing the room. The primary traveler's name is attached to the reservation for hotel check-in.

PROVIDE HOTEL ROOM PREFERENCES

Your preferences and comments will be passed to the hotel.

Comments (30 character max)

Ex: Need early check-in (10am)

Request foam pillows
 Request rollaway bed
 Request crib

ENTER HOTEL GUEST INFORMATION

Ensure the name below matches the I.D. shown on the day of check-in. @

Hotel Guest Edit | Review all

Name: Mark B Darcy **Phone:** 303-202-5555 markdarcy@npw.doi.gov

Hotel Program [Add a Program](#)

Hilton (All) -- 8787999

REVIEW PRICE SUMMARY

Description	Nightly rate	Dates	Total
Homewood Suites New Orleans	\$122.00	Jun 06 - Jun 09	\$366.00
Total Estimated Cost : \$366.00*			
Total Due Now: \$0.00**			

* Does not include taxes or additional fees incurred during time of stay.
** Remaining amount due at hotel location.

SELECT A METHOD OF PAYMENT

The credit card you select will be held to confirm your reservation. You will not be charged in full until your hotel stay.

DOI new card (...4411) Edit | Add credit card

CBAs are indicated by an asterisk (*).

ACCEPT RATE DETAILS AND CANCELLATION POLICY

Please review the rate details and cancellation policy provided by the hotel.

Homewood Suites New Orleans

Please review the rate rules and restrictions before continuing.

The hotel provided the following information:

RATE: USD 122.00
TOTAL RATE: 426.65 USD
EXTRA PERSON: \$0.00



I agree to the hotel's rate rules, restrictions, and cancellation policy.

Back
Reserve Hotel and Continue

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To Reserve a Hotel Without Airfare

- On the *Travel Authorizations* screen, click the **Hotel**  tab.
- In the **Temporary Duty Location** section, enter the temporary duty station in the **Reference Point** field and click the **Find Location**  button.
- Select the appropriate location from the *Searching for Location* pop-up and click the **Choose** button.
- Enter the **Check-in Date** and **Check-out Date** fields.
Note: Use the **Find hotels within** fields to expand or narrow the distance from the Reference Point.
Note: Optionally, select the **Airport, Agency Location, Address, or Reference Point/Zip Code** radio button as a location around which to search for a hotel.
Note: Optionally, select the **With names containing** check box and enter the key word characters to search for a specific hotel.
- Click the **Search** button. A map displays with hotel results based on the search criteria.
- Continue booking a hotel using the steps in the **Making Hotel Reservations** section.

Completing the Reservation

On the *Travel Details* screen, users can print or email the itinerary. In addition, users can 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 the reservation. Click the appropriate links on this screen to make changes or view these items.

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Travel Trip Library Templates Tools

Trip Summary

Finalize Trip

Review Travel Details
Enter Trip Information
Submit Trip Confirmation

BOOKINGS
AUTHORIZATION
VOUCHER

Book Travel

Travel Details

TRIP OVERVIEW

I want to... [Add to my Itinerary](#)

Trip Name: Trip from Washington to New Orleans [View](#)

Start Date: June 06, 2016

End Date: June 09, 2016

Created: April 05, 2016, Mark Darcy (Modified: April 05, 2016)

Description: (No Description Available) [View](#)

Agency Record Location: YEVTL

Passengers: Mark Darcy

Total Estimated Cost: \$831.16 USD [Details](#)

Reservations must be approved and booked no later than: 06/06/2016 6:59 AM Mountain

The trip will be automatically cancelled if it is not approved before the deadline.

[Change request from program](#)

RESERVATIONS

Monday, June 06, 2016

Flight Washington, DC (DCA) to New Orleans, LA (MSY) [Change](#) | [Cancel](#) | [Add to Itinerary](#)

American Airlines 5145

Departure: 06:35 AM **Confirmation:** YEVTL

Seat: 17A (Confirmed) | [Change Seat](#) | Status: Confirmed

Terminal: C

Duration: 2 Hours, 41 minutes

Arrival: 10:16 AM **Confirmation:** YEVTL

Seat: 17A (Confirmed) | [Change Seat](#) | Status: Confirmed

Terminal: C

Duration: 2 Hours, 41 minutes

Additional Details

Aircraft: Conquest 700 | Distance: 989 miles

E-Ticket

Emissions: 416.7 lbs CO₂ | [View](#) | [Book](#) | [Print](#)

Cabin: Economy (B) | [View](#) | [Book](#) | [Print](#)

[Plan ahead and reserve your airport parking. Use Parking Options](#)

Budget Car Rental at: New Orleans US (MSY) [Change](#) | [Cancel](#) | [Add to Itinerary](#)

Pick-up: 10:15 AM Mon Jun 6 **Confirmation:** 28869779UH1

Drop-off: 05:30 PM Thu Jun 9 **Confirmation:** 28869779UH1

Additional Details

Rate: \$24.00 USD daily rate, unlimited miles, \$24.00 USD extra daily rate, unlimited miles, \$18.01 USD extra hourly rate, unlimited miles

Total Rate: \$179.96 USD | [View](#) | [Book](#) | [Print](#)

Rental Details

Economy / Car / Automatic transmission / Air conditioning

Hampton Inn & Suites Harvey [Change](#) | [Cancel](#) | [Add to Itinerary](#)

1801 5th Street
Harvey, Louisiana, 70058
US
504-524-5588

Checking In: Mon Jun 6 **Confirmation:** 81658232

Room: 1, Dns 2, Guests 1 **Status:** Confirmed

Checking Out: Thu Jun 9 **Rate Code:** AD3476

Additional Information

Daily Rate: \$115.00 USD | Total Rate: \$346.00 USD

Room Details

Room Description: RoomDescriptionCodeAD3476

Cancellation Policy

Cancellation Fees may apply

Must Cancel 61 day

THURSDAY, June 09, 2016

Flight New Orleans, LA (MSY) to Washington, DC (DCA) [Change](#) | [Cancel](#) | [Add to Itinerary](#)

American Airlines 4666

Departure: 05:20 PM **Confirmation:** YEVTL

Seat: 12F (Confirmed) | [Change Seat](#) | Status: Confirmed

Terminal: C

Duration: 2 Hours, 38 minutes

Arrival: 08:58 PM **Confirmation:** YEVTL

Seat: 12F (Confirmed) | [Change Seat](#) | Status: Confirmed

Terminal: C

Additional Details

Aircraft: E-175 | Distance: 959 miles

E-Ticket

Emissions: 416.7 lbs CO₂ | [View](#) | [Book](#) | [Print](#)

Cabin: Economy (B) | [View](#) | [Book](#) | [Print](#)

TOTAL ESTIMATED COST

	Yates Fare Rules
Air	\$268.00 USD
Taxes and fees	\$47.80 USD
Air Total Prices	\$315.80 USD
Hotel	\$48.00 USD
Car	\$479.36 USD
Total Estimated Cost:	\$843.16 USD

Restrictions

Quote: DCA ONLY

TICKET NOT YET ISSUED. AIRFARE QUOTED IN ITINERARY IS NOT GUARANTEED UNTIL TICKETS ARE ISSUED.

REMARKS

THE CUSTOMER AGENCY TEXT WILL APPEAR IN THIS SECTION DUE TO THE REQUESTED AIR FREIGHT CARRIER PROGRAM. INVALID USE OF FREQUENT FLYER NUMBER A1123333 FOR TRAVELER MARK DARC. PLEASE CONTACT CORRESPONDING FREQUENT TRAVEL PROGRAM SUPPORT DESK FOR ASSISTANCE. ACCOUNT NUMBER "13447777" MAY BE INVALID OR NAME OF CARD MAY NOT BE THE SAME. FREQUENT NUMBER NOT STORED. ACCOUNT NUMBER "1191344" MAY BE INVALID OR NAME OF CARD MAY NOT BE THE SAME.

If you close at this point your reservation may be cancelled. Note: Any part of the trip that is not purchased or has deposit required will not be cancelled.

[Next](#) | [Cancel](#)

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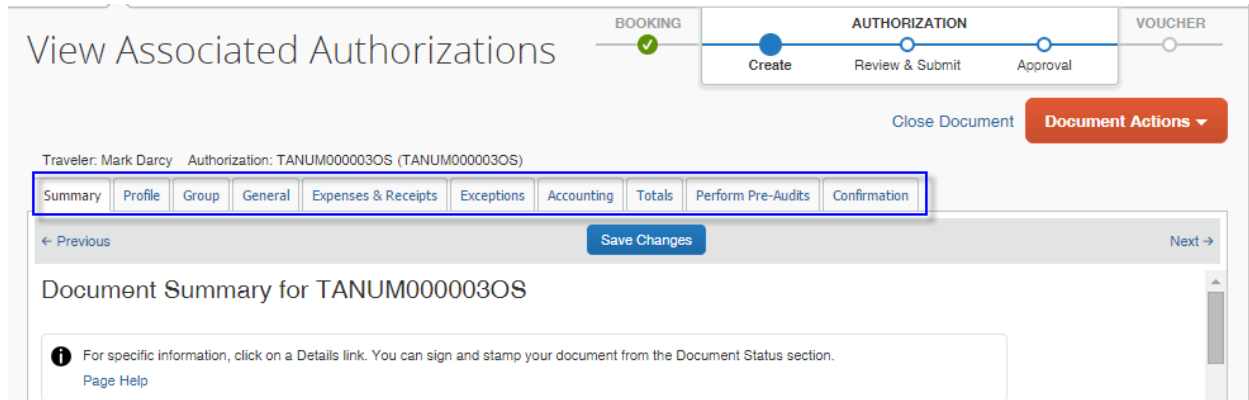
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- On the *Travel Details* screen, click the **Next** button to display the *Trip Booking Information* screen.

- On the *Trip Booking Information* screen, enter the **Trip Description** field to identify the trip and provide useful information about the trip.
 - Select the **Trip Purpose** using the drop-down menu.
 - Optionally, select whether to email directions and/or maps to the hotel in the email confirmation.
 - Click the **Next** button.
 - On the *Trip Confirmation* screen, click the **Confirm Bookings** button.
- Note:** The Travel Authorization for the reservation is automatically created. The *View Associated Authorizations* screen displays.
- If a hotel is not on an overnight reservation, a pop-up displays prompting the user to indicate the reason for not booking a hotel 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 Bookings** button until pretty firm about the reservations. ConcurGov 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 ConcurGov 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.

The screen 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 & Receipts* tab, assigning accounting codes in the **Accounting** tab, performing a pre-audit on the **Perform Pre-Audits** tab, etc. To make changes to the reservation, click the **Document Actions** button and select the **View/Change Reservations** button. After changes are made, review the pre-audits, stamp and submit the authorization for approval. More details on these tabs to follow.



Section 4: Creating, Reviewing, and Submitting an Authorization

This section describes how Authorizations are created after a booking is confirmed. This section explains how to review the authorization and submit an authorization for approval.

Creating an Authorization

ConcurGov automatically creates an authorization after a booking is confirmed. The authorization provides the aggregated costs of the reservations and calculates per diem allowance estimates based on the TDY location selected for the trip.

An authorization can be created without making a reservation. For more information, see *Creating an Authorization without a Reservation* below.

View Associated Authorizations

After a booking is confirmed, the *View Associated Authorizations* screen displays the document toolbar. Use this toolbar to view the document summary and make changes or add information to the document as appropriate.



Document Summary

The *Summary* tab, (aka Document Summary) 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* tab sections correspond to the tabs on the document toolbar. Scroll through the *Summary* screen to view these sections and click the **Details** link to the right of the section heading to make changes. Clicking a **Details** link changes the focus to the appropriate *Document Toolbar* tab.

- **Summary:** Provides summary for all sections of an authorization. Users can make all changes to the Authorization by clicking the appropriate **Details** links on this screen.
- **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 & Receipts:** Add or delete expenses and attach, view or delete receipts.
- **Exceptions:** Displays Other Authorizations i.e. Excess Baggage, Rental Car Authorized.
- **Accounting:** Enter accounting codes.
- **Totals:** Display expenses by summary or category details, accounting details, and advance details.
- **Perform Pre-Audits:** Displays the pass/fail status each item required in the Audit Process. A reason is required for each audit item that displays Fail.
- **Confirmation:** Apply a status i.e. "Authorization Signed" and then stamp and submit the document for approval. Provides Document Routing information and Document History.

Using Document Summary to Review Documents

The *Summary* tab 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* tab, users 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.

Creating an Authorization without a Reservation

This section details how to create an authorization when starting with a reservation. Examples of when online reservations may not be needed include field work, pre-arranged accommodations, etc.

To create an authorization without a reservation


- From the *ConcurGov Home* screen, under the **Shortcuts → Authorizations** section, click the **New** link. Alternatively, click **Authorizations → New Authorization** on the *Menu Toolbar*.
Note: If the TMC was called to make a reservation, click the **New from Agent-booked Trip** link. Choosing this option, requires the Record Locator number to be entered. This code should be on the emailed itinerary that is sent to the traveler from the Agent.
- Select a **Document Type** – *Authorization* - from the **Document Type** drop-down.
- Click the **Create Document** button.
- On the *Document Information* tab, enter the required document information below. The **Document Type**, **Document Name**, **Document Date**, and **TA Num** fields pre-populate.
Type Code: Use the drop-down to select a type code. Most travelers choose Trip by Trip, but there are other options to indicate: Invitational Travel (non-DOI employees), Tour Renewal Travel, Limited Open and Taxable TDY. Check with your bureau on policies related to allowable Open authorizations.
Purpose Code: Use the drop-down to select the appropriate purpose code.
Document Detail: Type a detailed description of the details/reason for travel.
- Click the *Trip Information* tab, enter the information below.
Depart Selection: Use the drop-down to 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.
Return Selection: Use the drop-down to select a return location. This notates whether the traveler is returning to Residence, Duty Station or another location. Users on details should choose **In Travel Status** selection when filing multiple vouchers until they are ready to submit their final voucher and return to Residence or Duty Station.

Trip Duration: This field defaults to Multiple days. Use the drop-down if the trip is 12 hours or less, or 12-24 hours with or without lodging.

Comments: Type any comments for the document, or click **Preset** to add preset comments.

Arrival Date: Type or select the first day of the trip.

Departure Date: Type or select the last day of the trip (or the last day for that TDY location).

Itinerary Location: Enter the TDY location, or use the **Itinerary Location Lookup** icon  to search for the TDY location.

Enter additional dates and locations if necessary.

The individual Purpose codes are optional.

Use the **Unlisted** check box if going to a remote unlisted location.

- Click the **Create Document** button.

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

Section 5: Working with Expenses & Receipts



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

DOI receives an interface file from JP Morgan Chase (this functionality is expected later in our deployment), almost all charge card expenses are automatically added to the traveler's voucher when posted to a charge card. However, there may be times when an expense, such as mileage, shuttles, etc. need to be added to the document.


Caution: Do 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 **Details** link in the *Expense* section on the *Summary* screen or clicking the *Expenses & Receipts* tab on the **Document Toolbar**. All expenses can be managed 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 the Select All Select All expenses link to delete all expenses. Deselect a check box to prevent that expense line from being deleted.
Deselect All	Click the Deselect All Deselect All expenses link to remove the selected check boxes marked for deletion.
Action column	<p>Click the Edit Expense  icon on an expense line to edit the expense in the Add Expense Details section.</p> <p>Click the Itemize Expense  icon on an expense line to itemize the expense (related to Charge Card items). This opens the <i>Add Child Expense Details</i> screen.</p>
Delete	Select 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).

Adding an Expense

- On the *Authorizations Summary* screen, click the **Details** link to the right of the *Expenses* section or click the *Expenses & Receipts* tab at the top of the screen.
The **Add Expense Details** pane displays to the right of the Expenses List.
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.
- In the **Expense Date** field, update the date if required.
- From the **Expense Description** drop-down, select an expense description.
 - After selecting an expense description, the following fields are available: **Cost**, **Payment Method**, **Show Other Details** link, **Show Per Diem Conditions** link (for per diem expenses).
- In the **Cost** field, enter the dollar amount of the expense. Use the **Foreign Calculator**  icon to convert the cost to another currency.
- From the **Payment Method** drop-down, select a payment method if necessary. The payment method defaults based on policy and common practice.
- Click **Save** button after adding each expense.
Important Note: To add any additional expenses, click the **Add Expenses** button on the left side of the screen 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.

Working with Per Diem Expenses

Per Diem Expenses (Lodging and M&IE) display under *the Expenses & Receipts* 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.

- Lodging Fields:

- **Copy Per Diem Expense Values and Conditions** link: use these fields to change the Lodging per diem expense for multiple days.
- **Expense Description:** shows as Lodging.
- **Cost:** defaults with the lodging reservation cost if booked through ConcurGov or can be manually entered if booked outside the system.
Note: If the hotel reservation is booked through ConcurGov, 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 ConcurGov. In the voucher, you will be able to alter the lodging dollar amount and delete any inaccurate lodging expense.
- **Payment Method:** defaults to GOVCC-C but can be changed if for some reason the traveler could not use the Government card to pay for lodging.
- **Show Other Details** link: this field isn't really relevant to the traveler and just has informational items.
- **Show Per Diem Conditions** link: radio button defaults to Regular Lodging. 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 any changes are made in this section.

- M&IE Fields:
 - **Copy Per Diem Expense Values and Conditions** link: use these fields to change the M&IE per diem expense for multiple days.
 - **Expense Description:** shows as M&IE.
 - **Cost:** defaults with the allowable M&IE rate for the TDY location.
 - **Payment Method:** defaults to Reimbursable.
 - **Show Other Details** link: isn't really relevant to the traveler and just has informational items.
 - **Show Per Diem Conditions** link: radio button defaults to Regular Lodging but has other helpful options:

- **Meals Provided** radio button: check the appropriate boxes if Breakfast, Lunch, and/or Dinner are provided and click the **Save** button.

Copy Per Diem Expense Values and Conditions

Create Expenses Through

Expense Date*

Expense Description*

Cost* USD

Payment Method*

Show Other Details

Hide Per Diem Conditions Per Diem Rates: 122.00 / 64.00

These conditions apply to all per diem expenses on 06/06/2016

Regular M&IE

Meals Provided

Breakfast

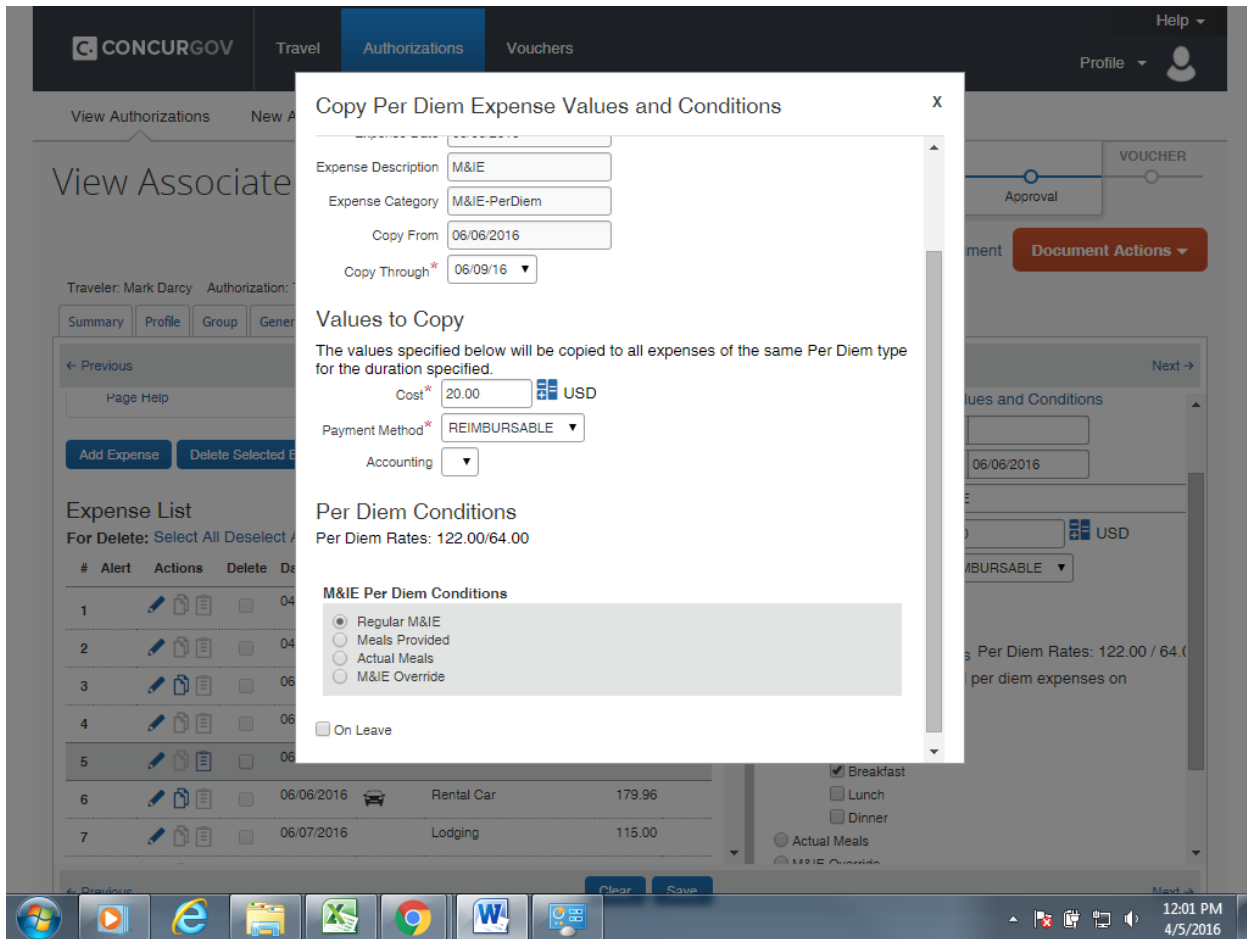
Lunch

Dinner

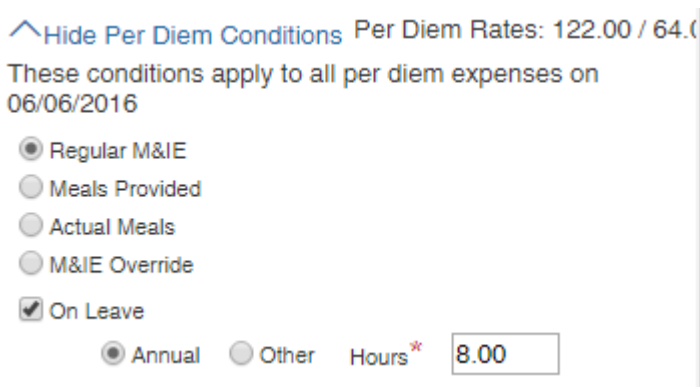
Actual Meals

M&IE Override

- **Actual Meals** radio button: use to alter the M&IE Amount for the entire trip i.e. reduce to 55% or reflect a reduced camp rate without a $\frac{3}{4}$ deduction on first and last day, go back to the top and use **Copy Per Diem Expense Values and Conditions** link through the ending date of the trip and change the **Cost** to the lower M&IE Amount, and click the **Save** button.



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



Section 6: 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 ConcurGov. All Bureaus/Offices except for USGS enter the appropriate accounting elements as a new label and then save those labels as favorites. USGS will be able to Search for their accounting labels/WBS using the Search field.

- Select on the *Accounting* tab.

- Click the **Add New Accounting** link.
 - Enter a **Label** for this account code. This can be any name that makes sense to the user.
 - Enter the current **Fiscal Year** for this account code.
 - Enter a combination of:
 - **Cost Center** (mandatory)
 - **WBS** (optional except for USGS)
 - **Fund** (optional may be derived or derived from a partial fund)
 - **Functional Area** (optional may be derived)
- Note:** Use the **Order** field if charging a work order for this travel expense. Use the **Business Entity**, **Building No.**, **Land Number**, and/or **Rental Unit** fields if charging this travel to a Real Estate Object.
- Click the **Save Accounting Updates** button.
- Note:** To charge this travel to more than one line of accounting, click the **Add New Accounting** link, enter 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.

- **USGS only:** Use the **Enter Search Criteria** section and enter the label with the two digit FY, space, WBS e.g. 15 GX15AE00COM0000, to be charged in the **Accounting** field, then click on the appropriate label to add it to your document.

Allocating Expenses to One or More Accounting Codes

If a document has more than one accounting code, use the allocate cost icon  to allocate the expenses across the accounting codes. The following allocation methods are available:

- Date

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

Accounting Applied to TANUM000003OS								
Alert	Actions	Organization	Label	Sponsored	LT Taxable	Default	Classification Code	Amount
		DOIP	Mission Support			<input checked="" type="radio"/>	PPWOGRME/PX.GCRGR1554.00.1//156P5140NA/////	1,078.17
		DOIP	NPS Valid 2015			<input type="radio"/>	ppwowmad1/px.xwmad13ad.00.1//133/////	0.00

To allocate by Date, Expense Category, Expense or Location:

- Click the *Expense Level Allocation* tab.

Accounting Allocation Summary

Breakdown By Expense Category **Expense Level Allocation** Document Level Allocation

- To allocate by Date: click on the asterisk (*) under the Date column, enter the **Begin Date** field for charges for each accounting label and then click the **Save Allocation Changes** button.
- To allocate by Expense Category/Payment Method: click the **Expense Category / Payment Method** link, and use the **Organization/Label** drop-down boxes to pick the line of accounting for each Expense Category or Payment Method. Then click the **Save Allocation Changes** button.
- To allocate by Expense: click the Allocated By **Expense** link, and use the drop-down boxes to pick the line of accounting for each Expense. Then click the **Save Allocation Changes** button.
- To allocate by Locations (requires multiple TDY Locations on the document): click the Allocated By **Location** link and use the drop-down boxes to pick the line of accounting for each location. Then click the **Save Allocation Changes** button.

Accounting Allocation Summary

Breakdown By Expense Category Expense Level Allocation Document Level Allocation

Expense Level Allocation								
Organization	Label	Sponsored	Date	Allocate By	Allocate By	Allocate By	Allocate By	Allocate By
DOIP	Mission Support	No	*	Fiscal Year	Expense Category / Payment Method	Expense	Location	
DOIP	NPS Valid 2015	No	*	Fiscal Year	Expense Category / Payment Method	Expense	Location	

To allocate by Percent or Amount:

- Click the *Document Level Allocation* tab.

Accounting Allocation Summary

Breakdown By Expense Category Expense Level Allocation **Document Level Allocation**

- To allocate by Amount: click the 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.

- To allocate by Percent: click the **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.

Accounting Allocation Summary

Breakdown By Expense Category | Expense Level Allocation | Document Level Allocation

Document Level Allocation

Organization	Label	Sponsored	Amount	Retained	Percent
DOIP	Mission Support	No	1,078.17		0
DOIP	NPS Valid 2015	No	0.00		0

Note: Use the **Allow Exceptions** check box (in the various allocation screens) to provide the ability to add expenses on the *Expenses & Receipts* tab and send individual expenses 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.

Section 7: 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 needs to sign the document to initiate the routing 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 need to re-book.




To stamp a document, follow these steps:


- Select the *Confirmation* tab (or scroll down to the *Document Summary* section at the bottom of the *Summary* tab.)
- **Status to Apply:** Select a status code from the **Status to Apply** drop-down. Use **Authorization Signed** to sign an authorization, use **Voucher Signed** to sign a Voucher.
- **Remarks:** This field is optional. Enter any explanation/comments about the document that the approving official(s) needs to see. The remarks are saved with the history of the document and can be viewed in the Document History area.
- Click the **Stamp and Submit Document** button.
- This action shows the items on the *Perform Pre-audits* tab.
- Review the Pre-Audit list:
 - 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 Justification** button.
 - If they all show with a status of PASS or after you save comments, click the **Continue Stamping the Document** button.
- Read the important text describing the impacts of legally signing this document and click the **Accept Signature Text** button.
- This completes signing/stamping the document and shows the next users in the routing list. Click the **Close Post Stamping Document Closure Screen** button.
- Always use the **Log Out** words to close ConcurGov and **not** the normal red x (internet close button) or else you can lock your document and may need a FATA to unlock it.

Section 8: Creating a Voucher from an Authorization

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

Creating a Voucher

- On the *ConcurGov Home* screen, in the left navigation pane, under the **Shortcuts/Vouchers** section, click the **New** link. Alternatively, select **Vouchers → New Vouchers** on the *Menu Toolbar*.
- On the *New Voucher* screen, next to **Document Type** select **Voucher From Authorization** from the Document Type drop-down.
- Click the **Create Document** button.
- Scroll down to the document list and click the pencil/paper icon  next to the authorization being used to create the voucher. The authorization must have an approved status to be able to create the voucher.
- Review the fields on the *Document Information* tab. The **Document Type**, **Document Name**, **Document Date**, and **TA Num** fields pre-populate.
 - **Type Code**: should populate with trip type from the Authorization, otherwise use the drop-down list to select a type code.
 - **Purpose**: should populate with trip purpose from the Authorization, otherwise use the drop-down list to select a type code.
 - **Document Detail**: should populate with trip description from the Authorization, otherwise type a detailed description documenting the reason for travel.
- Review the fields on the *Trip Information* tab. Note: If revisions to the trip dates or TDY locations(s) associated with the travel are needed, make those changes from the *General* tab, after the document is created.
 - In the **Depart 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.
 - In the **Return 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.
 - Verify the **Trip Duration**.
 - In the **Comments** field, type any comments for the document, or click the **Preset** button to add preset comments.
 - 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. If needed, use the binoculars to search for various TDY locations.
 - Click the **Create Document** button. The document is saved on creation.
- Select either the *Summary* or *Expenses & Receipts* tab, scroll down to the **Receipts** section. Use the **Attach Receipt Images** link to attach scanned receipts or use the **Print Fax Cover Page** link to fax in receipts. The bar code on the fax cover page is document and traveler specific.
- Select the *Expenses & Receipts* tab and review the expense details.
 - Lodging and Per Diem expenses automatically populate. Use the Edit (paper/pencil) icon  to edit if necessary.
 - 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.
 - Use the Delete check box next to any expense being deleted from the voucher and then click the **Delete Selected Expenses** button.


- 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.
 - If the expense applies to multiple days, type or select a date in the **Copy Through** field to replicate the expense.
 - For more detailed information on expenses see Section 5 *Working with Expenses* of this guide.
 - Select the *Accounting* tab; review any accounting codes already selected for the document which are displayed in the **Accounting Applied to TANUM** section. Use the edit (paper/pencil) icon  to edit if necessary.
 - For more details on using accounting codes, see Section 6 *Accounting* of this guide.
 - Select the *Totals* tab, review the **Expense Summary** section.
 - Select the *Confirmation* tab, in the **Status to Apply** field, verify that **VOUCHER SIGNED** is selected.
 - Click the **Stamp and Submit** button.
 - This action shows the items on the *Pre-Audit Results for TANUM* screen.
 - Review the Pre-Audit list:
 - 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** field for failed items and click the **Save Justification** button.
 - If all audit items show with a status of PASS or after you hit **Save Justifications**, click the **Continue Stamping the Document** button.
 - Read the important text describing the impacts of legally signing this document and click the **Accept Signature Text** button.
 - This completes signing/stamping the document and shows the users in the routing list. Click the **Close Post Stamping Document Closure Screen** button.
 - Once approved, the voucher interfaces through FBMS for payment.
 - To close ConcurGov, on the **Menu Toolbar**, click the **Profile** drop down, select the **Sign Out** link.
- Note:** Always use the **Sign Out** words to close and not the normal red x (internet close button) or else the document may be locked and may need a FATA to unlock it.

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. Travelers on a trip that is longer than 30 days can create and submit Interim Vouchers. 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:

- On the *ConcurGov Home* screen, in the left navigation pane, under the **Shortcuts/Vouchers** section, click the **New** link. Alternatively, select **Vouchers** → **New Vouchers** on the *Menu Toolbar*.
- On the *New Voucher* screen, next to **Document Type** select **Voucher From Authorization** from the Document Type drop-down.
- Click the **Create Document** button.
- Scroll down to the document list and click the pencil/paper icon  next to the authorization being used to create the voucher. The authorization must have an approved status to be able to create the voucher.
- Review the fields on the *Document Information* tab. The **Document Type**, **Document Name**, **Document Date**, and **TA Num** fields pre-populate.

- **Type Code:** should populate with trip type from the Authorization, otherwise use the drop-down list to select a type code.
- **Purpose:** should populate with trip purpose from the Authorization, otherwise use the drop-down list to select a type code.
- **Document Detail:** should populate with trip description from the Authorization, otherwise type a detailed description documenting the reason for travel.
- Review the fields on the *Trip Information* tab. Note: If revisions to the trip dates or TDY locations(s) associated with the travel are needed, make those changes from the *General* tab, after the document is created.
 - In the **Depart 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.
 - In the **Return 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.
 - Verify the **Trip Duration**.
 - In the **Comments** field, type any comments for the document, or click the **Preset** button to add preset comments.
 - In the Itinerary Location section, alter the **Arrival Date** and **Departure Date** fields to reflect just the period covered by this voucher.
 - Click the **Create Document** button. The document is saved on creation.

The screenshot shows the 'Trip Information' tab of a travel system. The form contains the following fields and options:

- Trip Number:** 1 (with an 'Add Trip' button)
- Allow changes to reservations to shorten this trip:**
- Depart From:** RES: Golden, Col
- Depart Selection:** RES: Golden, Col (highlighted with a blue box)
- Return To:** IN TRAVEL STATUS
- Return Selection:** IN TRAVEL STATUS (highlighted with a blue box)
- Trip Duration:** Multiple days
- Trip Begin Date:** 06/06/2016
- Trip End Date:** 07/31/2016
- Comments:** A text area with a 'Preset' button below it.

Below the form is the 'Itinerary Locations' section, which contains a table with the following data:

Row	Alerts	Delete	Arrival Date*	Departure Date*	Itinerary Location*	Purpose	Unlisted
1			06/06/20	06/18/2016 (highlighted with a blue box)	NEW ORLEANS, LA	MISSION (OPERATIONAL)	<input type="checkbox"/>

- Select the *Summary* tab.

Note: If this is the final voucher for the extended detail, the **Final Voucher** check box **Final Voucher** is checked as long as the Return Selection shows Residence/Duty Station.
- Select either the *Summary* or *Expenses & Receipts* tab, scroll down to the **Receipts** section. Use the **Attach Receipt Images** link to attach scanned receipts or use the **Print Fax Cover Page** link to fax in receipts. The bar code on the fax cover page is document and traveler specific.
- Select 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:
 - Click on **Edit** (Pencil/Paper) next to the first day of **Lodging**
 - Use **Copy Per Diem Conditions through** to change the dates to reflect the voucher dates
 - Use the **Cost** field to enter the reduced 55% rate (an example is shown below)
 - Click the **Save** button
 - Click on **Edit** (Pencil/Paper) next to the first day of **M&IE**
 - Use **Copy Per Diem Conditions through** to change the dates to reflect the voucher dates

- Use the **Cost** field to enter the reduced 55% rate
- Click the **Show Per Diem Conditions** Link and choose the **Actual Meals** radio button
- Click the **Save** button

← Previous
Clear Save
Next →

Add Expense
Delete Selected Expenses

Expense List

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

#	Alert	Actions	Delete	Date	Source	Expense Description	Amount	Type
1				04/05/2016		Estimated TDY Voucher Fee	14.75	RO
2				04/05/2016		Estimated Travel Fee	8.26	RO
3				06/06/2016		Airline Flight	306.20	
4				06/06/2016		Lodging	115.00	
5				06/06/2016		M&IE	48.00	
6				06/06/2016		Rental Car	179.96	
7				06/07/2016		Lodging	115.00	
8				06/07/2016		M&IE	64.00	
9				06/08/2016		Lodging	115.00	

Edit Expense Details

* Required Field

Copy Per Diem Expense Values and Conditions

Create Expenses Through

Expense Date*

Expense Description*

Cost*

Payment Method*

[Show Other Details](#)

[Show Per Diem Conditions](#) Per Diem Rates: 122.00 / 64.00

← Previous
Clear Save
Next →

Copy Per Diem Expense Values and Conditions

X

Selected Per Diem Expense

Save

* Required Field

Expense Date	06/06/2016
Expense Description	Lodging
Expense Category	Lodging-PerDiem
Copy From	06/06/2016
Copy Through*	06/08/16 ▼

Values to Copy

The values specified below will be copied to all expenses of the same Per Diem type for the duration specified.


Cost*	49.00	USD
Payment Method*	GOVCC-C	▼

Per Diem Conditions

Per Diem Rates: 122.00/64.00

Lodging Per Diem Condition Per Diem Rates: 122.00/64.00

- Regular Lodging
- Actual Lodging
- Conference Allowance

- Select the *Accounting* tab; review any accounting codes already selected for the document which are displayed in the **Accounting Applied to TANUM** section. Use the edit (paper/pencil) icon  to edit if necessary.
 - For more details on using accounting codes, see Section 6 *Accounting* of this guide.
- Select the *Totals* tab, review the **Expense Summary** section.
- Select the *Confirmation* tab, in the **Status to Apply** field; verify that **VOUCHER SIGNED** is selected.
- Click the **Stamp and Submit** button.
- This action shows the items on the *Pre-Audit Results for TANUM* screen.
- Review the Pre-Audit list:
 - 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** field for failed items and click the **Save Justification** button.
 - If all audit items show with a status of PASS or after you hit **Save Justifications**, click the **Continue Stamping the Document** button.
- Read the important text describing the impacts of legally signing this document and click the **Accept Signature Text** button.

- This completes signing/stamping the document and shows the users in the routing list. Click the **Close Post Stamping Document Closure Screen** button.
- Once approved, the voucher interfaces through FBMS for payment.


Section 9: Special Scenarios




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 trickier and these steps are shown below.

How to Book Reservations for a Multi-Segment Trip


- On the *ConcurGov Home* screen, in the left navigation pane, under the **Shortcuts** section, click the **New Booking** link. Alternatively, select **Travel** on the *Menu Toolbar*.

- Click the **Air/Rail**  tab (this is the default tab) to begin entering travel reservation information.

Note: If airfare is not needed, select the appropriate tab **car** , **hotel** , or **rail**  to make another type of reservation.

- Select the **Multi City** button.

Note: The system displays three Temporary Duty Location sections. If more TDY Locations are required, select the **Add segment** link in the third TDY Location section.

- Enter the first **TDY location** and click the **Find Location** button.
- In the **Temporary Duty Location** area, leave the default **Reference Point** radio button selected.
- Enter a landmark or preferably the city, state of the Temporary Duty Location.
- Click the **Find Location**  button. A pop-up suggests locations based on the search information entered.
- Select the correct location from the **Location** drop down and click the **Choose** button.
- In the **TDY Per Diem Location** drop-down, select the appropriate county related to the TDY Per Diem Location.
- In the **Departure City** and **Arrival City** fields, enter the airports/airport codes related to the TDY Location.

Note: If the **Preferred Departure Airport** field is updated in the traveler's profile, the **Departure City** field populates with that airport code.

- Select the **Departure** and **Return** date and time for the reservation. The default number of hours to search on either side of the requested time is set to 3 hours.
- In the **Departure** field, enter the date of travel to the first TDY Location.
- If a car is needed, select the **Pick-up/Drop-off car at airport** check box.
- If a hotel is needed, select the **Find a Hotel** check box.

Change the **Find hotels within** field to a distance large enough to return viable hotels options in the search, i.e. 20 miles.

Temporary Duty Location ?

Agency Location Reference point

e.g. 'Statue of Liberty', '90210' or 'Alexandria, VA'

Lakewood, CO, USA

TDY Per Diem Location [Required]

LAKEWOOD -- JEFFERSON COUNTY ▼

From ?

DCA - Ronald Reagan National Arpt - Washington, DC

To ?

DEN - Denver Intl Arpt - Denver, CO

Departure ?

06/26/2016 depart 09:00 am ±3 ▼

Pick-up/Drop-off car at airport

Find a Hotel

Find hotels within 35 Distance Units miles ▼ of

Airport Address

Agency Location Reference Point / Zip Code

Reference Point / Zip Code
(e.g. 'Statue of Liberty', '90210' or 'Alexandria, VA')

Denver, CO

With names containing:

- In the Second Temporary Duty Location section, enter the second **TDY Location** and click the **Find Location** button.
- In the **Temporary Duty Location** area, leave the default **Reference Point** radio button selected.
- Enter a landmark or preferably the city, state of the Temporary Duty Location.
- Click the **Find Location** button. A pop-up suggests locations based on the search information entered.
- Select the correct location from the **Location** drop-down and click the **Choose** button.
- In the **TDY Per Diem Location** drop-down, select the appropriate county related to the TDY Per Diem Location.
- In the **Departure City** and **Arrival City** fields, enter the airports/airport codes related to the locations.
- Select the **Departure** date and time for the reservation. The default number of hours to search on either side of the requested time is set to 3 hours.
- If a car is needed, select the **Pick-up/Drop-off car at airport** check box.
- If a hotel is needed, select the **Find a Hotel** check box.

Temporary Duty Location ?

Agency Location Reference point

e.g. 'Statue of Liberty', '90210' or 'Alexandria, VA'

TDY Per Diem Location [Required]

From ?

To ?

Departure ?

Pick-up/Drop-off car at airport

Find a Hotel

Find hotels within Distance Units of

Airport Address

Agency Location Reference Point / Zip Code

Reference Point / Zip Code
(e.g. 'Statue of Liberty', '90210' or 'Alexandria, VA')

With names containing:

- In the Third Temporary Duty Location section, enter the third **TDY Location** and click the **Find Location** button.
- In the **Temporary Duty Location** area, leave the default **Reference Point** radio button selected.
- Enter a landmark or preferably the city, state of the Temporary Duty Location.
- Click the **Find Location** button. A pop-up suggests locations based on the search information entered.
- Select the correct location from the **Location** drop-down and click the **Choose** button.
- In the **TDY Per Diem Location** drop-down, select the appropriate county related to the TDY Per Diem Location.
- In the **Departure City** and **Arrival City** fields, enter the airports/airport codes related to the locations.
Note: If there are only two TDY locations, the home airport that the traveler will be returning to should be in the **Arrival City** field on the last leg of the trip.
- Select the **Departure** date and time for the reservation. The default number of hours to search on either side of the requested time is set to 3 hours.
Note: If a car is needed, select the **Pick-up/Drop-off car at airport** check box. If a hotel is needed, select the **Find a Hotel** check box.
Note: The system displays three Temporary Duty Location sections. If more TDY Locations are required, select the **Add segment** link in the third TDY Location section.

Note: No matter how many TDY locations there are, always bring the traveler home as the final Arrival City.

Temporary Duty Location ?

Agency Location Reference point

e.g. 'Statue of Liberty', '90210' or 'Alexandria, VA'

Washington, DC, USA

TDY Per Diem Location [Required]

WASHINGTON -- DISTRICT OF COLUMBIA ▼

From ?

MSY - Louis Armstrong Intl Arpt - New Orleans, LA

To ?

DCA - Ronald Reagan National Arpt - Washington, DC

Departure ?

depart ▼ ±3 ▼

Pick-up/Drop-off car at airport

Find a Hotel

- Select the default **Search flights by Price** radio button to display flights by price. Optionally, select the **Specify Airline** check box to specify a specific airline for the reservation.
- Click the **Search** button. A pop-up displays asking to confirm that the final location for the trip is correct.
- ConcurGov propose flight options for each segment of the trip. After the flights are booked, the system displays option for booking cars and hotels for each location (if applicable).
- See Section 3 of this guide for detailed information on *Creating a Travel Reservation*.

Canceling/Changing Reservations

Travelers may sometimes need to cancel a reservation entirely or change aspects of their trip. Contact the travel management center (TMC) 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.

- On the *ConcurGov Home* screen, in the left navigation pane, under the **Shortcuts** section, click the **Upcoming Trips** link. Alternatively, select **Travel** → **Trip Library** on the *Menu Toolbar*.
- 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.
- 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.
- On the itinerary, click the appropriate link to :
 - 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.
 - Add or modify a car rental reservation

- Modify a flight
- Cancel a reservation
- Click **Next**. An updated itinerary appears once the transaction is complete.

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 ConcurGov 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.

- On the *Home* screen under the **Shortcuts** section, click **New** in the *Authorizations* section or you can click the *Authorizations* tab and then click **New Authorization**.
- Select a **Document Type** – Authorization - from the Document Type list.
- Click **Create Document**.
- On the *Document Information* tab, enter the required document information noted below. The **Document Type**, **Document Name**, and **Document Date** fields should pre-populate.
- In the **Type Code** drop-down list, select Trip by Trip.
- In the **Purpose** drop-down list, select the appropriate purpose code from the drop-down list.
- In the **Document Detail** field, type a detailed description of the reason for travel.
- Click on the *Trip Information* tab.
- In the **Depart Selection** drop-down list, select a departure location. This notates whether the traveler is departing from Residence, Duty Station, or another location.
- In the **Return Selection** drop-down list, select a return location. This notates whether the traveler is returning to Residence, Duty Station or another location.
- **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.
- In the **Comments** field, type any comments for the document, or click **Preset** to add preset comments.
- In the **Arrival Date** field, type or select the first day of the trip.
- In the **Departure Date** field, type or select the last day of the trip (or the last day for that TDY location).
- In the **Itinerary Location** field, enter either BLM or NPS and click Search, or use the binoculars icon to search for the TDY location.

Itinerary Locations Add more rows

Row	Alerts	Delete	Arrival Date*	Departure Date*	Itinerary Location*	Purpose	Unlisted
1			04/24/20	04/30/2016	*NPS Back Country CONUS,US	Search	<input type="checkbox"/>
					*NPS Back Country CONUS,US		

- Enter additional dates and locations if necessary.
- The individual Purpose codes are optional.
- Click the **Create Document** button.
- Click on the *Expenses & Receipts* tab.
- The first and last day of the trip may show a ¾ reduction which is not correct for reduced per diem camp rates. To ensure camp rates display correctly:
 - Click the Edit (Pencil/Paper) icon to left of the first day of M&IE

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

← Previous Clear Save Next →

3				<input type="checkbox"/>	04/24/2016	M&IE	15.00
4				<input type="checkbox"/>	04/25/2016	Lodging	0.00
5				<input type="checkbox"/>	04/25/2016	M&IE	20.00
6				<input type="checkbox"/>	04/26/2016	Lodging	0.00
7				<input type="checkbox"/>	04/26/2016	M&IE	20.00
8				<input type="checkbox"/>	04/27/2016	Lodging	0.00
9				<input type="checkbox"/>	04/27/2016	M&IE	20.00
10				<input type="checkbox"/>	04/28/2016	Lodging	0.00
11				<input type="checkbox"/>	04/28/2016	M&IE	20.00
12				<input type="checkbox"/>	04/29/2016	Lodging	0.00
13				<input type="checkbox"/>	04/29/2016	M&IE	20.00
14				<input type="checkbox"/>	04/30/2016	M&IE	15.00

Edit Expense Details

Copy Per Diem Expense Values and Conditions

Create Expenses Through

Expense Date*

Expense Description* M&IE

Cost* USD

Payment Method* REIMBURSABLE ▼

✓ Show Other Details

^ Hide Per Diem Conditions Per Diem Rates: 0.00 / 20.00

These conditions apply to all per diem expenses on 04/24/2016

Regular M&IE
 Meals Provided
 Actual Meals
 M&IE Override

← Previous Clear Save Next →

- Use **Copy Per Diem Conditions through** to change the dates to reflect the whole trip
- Use the **Cost** field to enter the reduced camp rate (i.e. \$20.00)
- Click the **Show Per Diem Conditions** Link and choose the **Actual Meals** Radio button
- Click the **Save** button
- Follow the normal steps for Accounting, Confirmation, and Perform Pre-Audits.