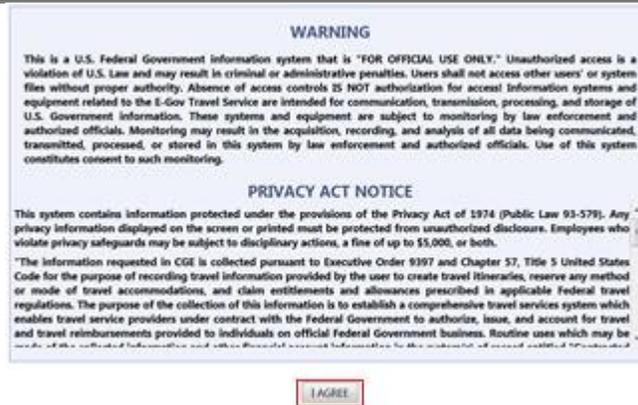


ADDING AN EXPENSE TO A TRAVEL DOCUMENT

STEP 1: Go to USDA eAuthentication
Login using your LincPass by clicking on the LOG IN icon. Alternatively, you may also login by entering your User ID & Password and then clicking on the LOGIN button.



STEP 2: Agree to Privacy Act Notice
Logging into eAuthentication will take you to Concur's Privacy Act Notice page. Read the Warning and Privacy Act Notice then click on the I Agree button to continue to the Concur Home page.



STEP 3: Select Authorizations
From CGE Home page, select the Authorizations page to locate the document. Note: When adding an expense to a Voucher, select the Vouchers tab and follow the directions below.



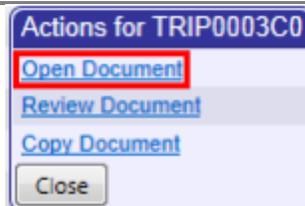
STEP 4: Select the Document
Locate the Authorization from the list and select the document Name.

Authorizations

[Search Authorizations](#)

Name	Type	TA Num	Trip Name
TRIP0006IQ	Auth	TANUM007KO	Trip from Atlanta to Madrid
TRIP0003C0	Auth	TANUM003TL	Trip from Baltimore to Denver
TRIP0003D1	Auth	TANUM003UO	Paris
TRIP0003D0	Auth	TANUM003UN	Trip to Philadelphia

STEP 5: Open the Document
Select the Open Document link to open the Authorization. Note: If Open Document is displayed as Amend Document, select it and skip to step 5b.



STEP 5 (continued): Open the Document
If more than one version of the document exists, select the edit icon next to the latest version.

Document Version List

Document Type	Level	Date	Time
ADJUSTMENT	3	10/13/14	11:24AM
ADJUSTMENT	2	10/03/14	6:42AM
ORIGINAL	1	10/01/14	4:51PM

STEP 5 (continued): Open the Document
 If the document status has already been signed, you will be prompted to edit the document. Select the Edit Document button.

Open Document Signature for TRIP0003C0

QUICK TIP
 The Signature PIN is case sensitive.

Reason:

[Edit Document](#) [Get Document as View-Only](#) [Cancel Opening Document](#)

STEP 6: Amend the Document
 For documents that have been approved, you will be prompted to create an Amendment. Select the Create New Amendment button.

[Create New Amendment](#) [Get Document as View-Only](#) [Cancel Opening Document](#)

the information below and click the Create button to amend the selected document.

Document to Amend: TRIP0003C0

Comments:

Reason:

STEP 6 (continued): Amend the Document
 Select the Create Document button to create the amendment to the Authorization.

[Create Document](#) [Cancel](#)

Document Type: Auth
 Document Name: TRIP0003C0-1
 Document Date: 01/23/2015
 TANUM: TANUM003TL
 Trip Name: Trip from Baltimore to Denver
 Currency: U.S. Dollar
 Type Code: SINGLE TRIP
 Purpose: MISSION (OPERATIONAL)
 Document Detail: Meeting in Denver mission details

STEP 7: Expenses
 Select the Expenses tab to see the list of current expenses.

Summary | Profile | General | **Expenses & Receipts** | Exceptions | Accounting | Advances | Totals | Confirmation | Perform Pre-Audits | Preview Document | Print Itinerary

STEP 8: Add Expenses
 Select the Add Expenses button to add a new expense.

QUICK TIP
 Manage your expenses. Add new, edit, delete or favorite existing expenses. Click on a row to view and edit expense details. The row will be highlighted.

[Add Expense](#) [Delete Selected Expenses](#)

#	Action	Delete	Date	Source	Expense Description	Amount	Type
1		<input type="checkbox"/>	10/01/2014		TDR Voucher Fee	14.75	BO
2		<input type="checkbox"/>	10/01/2014		Travel Fee	7.50	BO
3		<input type="checkbox"/>	12/09/2014		Airfare	405.20	
4		<input type="checkbox"/>	12/09/2014		Lodging	156.00	

STEP 9: Add Expense Details
 In the Add Expense Details section, enter the Expense Description, Cost, Payment Method, and Expense Date. If this is a recurring cost on consecutive days, enter the date of the last expense in the Create Expense Through field. Then select Save.

[Save](#) [Clear](#) [Back](#) [Next](#)

Denotes a Mandatory Field

Add Expense Details

Create Expenses Through: 12/12/2014

Expense Date: 12/09/2014

Expense Description: Parking - Airport

Cost: 8.00 USD

Payment Method: IBA-TRAVEL CARD

[Show Other Details](#)

<p>STEP 10: Select Confirmation Once all of the new expenses have been added, select the Confirmation tab to sign the document.</p>	<p>Summary Profile General Expenses & Receipts Exceptions Accounting Advances Totals Confirmation Perform Pre-Audits Preview Document Print Itinerary</p> <p>Expense List</p> <p>For Delete: Select All Deselect All Currency: U.S. Dollar</p> <table border="1"> <thead> <tr> <th>#</th> <th>Action</th> <th>Delete</th> <th>Date</th> <th>Source</th> <th>Expense Description</th> <th>Amount</th> <th>Type</th> </tr> </thead> <tbody> <tr><td>1</td><td></td><td><input type="checkbox"/></td><td>10/01/2014</td><td></td><td>TDY Voucher Fee</td><td>14.75</td><td>RO</td></tr> <tr><td>2</td><td></td><td><input type="checkbox"/></td><td>10/01/2014</td><td></td><td>Travel Fee</td><td>7.30</td><td>RO</td></tr> <tr><td>3</td><td></td><td><input type="checkbox"/></td><td>12/09/2014</td><td></td><td>Airfare</td><td>405.20</td><td></td></tr> <tr><td>4</td><td></td><td><input type="checkbox"/></td><td>12/09/2014</td><td></td><td>Lodging</td><td>156.00</td><td></td></tr> <tr><td>5</td><td></td><td><input type="checkbox"/></td><td>12/09/2014</td><td></td><td>M&IE</td><td>49.50</td><td></td></tr> <tr><td>6</td><td></td><td><input type="checkbox"/></td><td>12/09/2014</td><td></td><td>Parking - Airport</td><td>8.00</td><td></td></tr> <tr><td>7</td><td></td><td><input type="checkbox"/></td><td>12/09/2014</td><td></td><td>Rental Car</td><td>269.40</td><td></td></tr> <tr><td>8</td><td></td><td><input type="checkbox"/></td><td>12/10/2014</td><td></td><td>Lodging</td><td>156.00</td><td></td></tr> <tr><td>9</td><td></td><td><input type="checkbox"/></td><td>12/10/2014</td><td></td><td>M&IE</td><td>66.00</td><td></td></tr> <tr><td>10</td><td></td><td><input type="checkbox"/></td><td>12/10/2014</td><td></td><td>Parking - Airport</td><td>8.00</td><td></td></tr> </tbody> </table>	#	Action	Delete	Date	Source	Expense Description	Amount	Type	1		<input type="checkbox"/>	10/01/2014		TDY Voucher Fee	14.75	RO	2		<input type="checkbox"/>	10/01/2014		Travel Fee	7.30	RO	3		<input type="checkbox"/>	12/09/2014		Airfare	405.20		4		<input type="checkbox"/>	12/09/2014		Lodging	156.00		5		<input type="checkbox"/>	12/09/2014		M&IE	49.50		6		<input type="checkbox"/>	12/09/2014		Parking - Airport	8.00		7		<input type="checkbox"/>	12/09/2014		Rental Car	269.40		8		<input type="checkbox"/>	12/10/2014		Lodging	156.00		9		<input type="checkbox"/>	12/10/2014		M&IE	66.00		10		<input type="checkbox"/>	12/10/2014		Parking - Airport	8.00	
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<p>STEP 11: Sign Authorization Select the SIGNED stamp from the Status to Apply drop down box and then select the Stamp and Submit Document button</p>	<p>Adjustments - Go To Adjustments Stamp and Submit Document</p> <p>Status for TRIP0003C0-1</p> <p>QUICK TIP The Signature PIN is case sensitive.</p> <p>Status to Apply: SIGNED</p> <p>Reason: <input type="text"/></p> <p>Remarks: <input type="text"/></p> <p>Return to: <input type="text"/></p>																																																																																								
<p>STEP 12: Stamp Authorization If necessary, justify any failed pre-audits. Otherwise, select Continue Stamping the Document.</p>	<p>Cancel Pre-Audit Results Continue Stamping the Document Justify Pre-Audit Results</p> <p>Pre-Audit Results for TRIP0003C0-1</p> <p>QUICK TIP Click the magnifying glass icon to view detail comments for each audit process.</p> <p>Document Name: TRIP0003C0-1 Type: Auth Transfer: Ryan, Suzanne Status: SIGNED</p>																																																																																								
<p>STEP 13: Accept Signature Select the Accept Signature Text button to indicate that you are legally signing this document.</p>	<p>Cancel Stamping Accept Signature Text</p>																																																																																								
<p>STEP 14: Close and Route the Document Select the Close Post Stamping Closure Screen button to close the document and begin the routing process.</p>	<p>Close Post Stamping Document Closure Screen</p> <p>Post Stamping Document Closure for TRIP0003C0-1</p> <p>QUICK TIP The document's routing list is shown below.</p> <table border="1"> <thead> <tr> <th>Level</th> <th>Name</th> <th>Status</th> <th>Stamping Action</th> </tr> </thead> <tbody> <tr><td>10</td><td>Robert Smith</td><td>COMPLETED</td><td></td></tr> <tr><td>20</td><td>Brian Summers</td><td>APPROVED</td><td>COMPLETE</td></tr> <tr><td>20</td><td>Gail Butler</td><td>APPROVED</td><td>COMPLETE</td></tr> </tbody> </table>	Level	Name	Status	Stamping Action	10	Robert Smith	COMPLETED		20	Brian Summers	APPROVED	COMPLETE	20	Gail Butler	APPROVED	COMPLETE																																																																								
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You have successfully added an expense to a travel document in CGE!