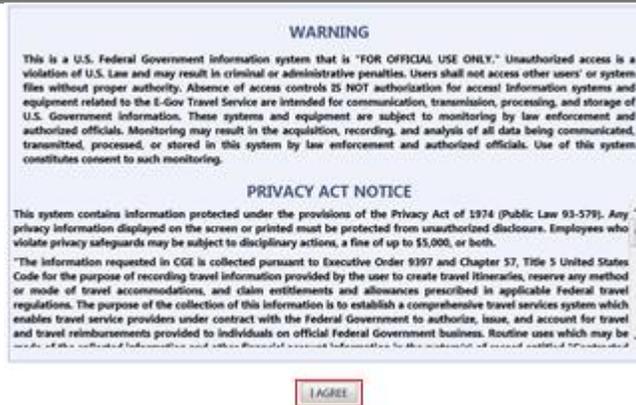


# APPROVING A TRAVEL DOCUMENT

**STEP 1: Go to USDA eAuthentication**  
Login using your LincPass and clicking on the LOG IN icon. Alternatively, you may 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 Approvals Tab**  
From the Home Page of CGE, select the Approvals tab to view all documents awaiting your approval.



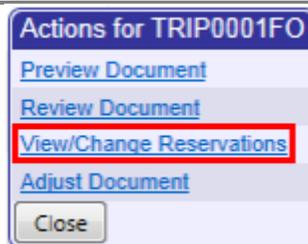
**STEP 4: Identify Document**  
Identify the travel document that you need to approve by either the Document Name or the Control Number/TANUM. Select the Document Name.

List of Documents

Select All    Deselect All

Select	Document	Type	Control Number	XFund	Trip Name	PNR #	Ticket By	Dep Date	Traveler	In Use	Last Stamped	Awaiting Status
<input type="checkbox"/>	TRIP0001M4	Auth	TANUM00125	no	Trip from Albuquerque to Oklahoma City on March 7-8, 2015.	NVEZOK,G6353E	01/28/15	03/02/15	White, Angela		01/08/15	APPROVED
<input type="checkbox"/>	TRIP0001D0	Auth	TANUM0018P	no	Trip from Baltimore to Denver	CLZEDK,G3W1Q1	03/07/15	03/09/15	Wilson, Tasha		12/05/14	APPROVED
<input type="checkbox"/>	TRIP0001Q1	Auth	TANUM0022R	no	Trip from Atlanta to Phoenix			03/11/15	Wilson, Shanae		01/14/15	APPROVED

**STEP 5: Check for Policy Violations**  
In the "Actions for..." pop up window, select View/Change Reservation to check for any policy violations. Note: The Preview Document link will display a printed version of the document and the Review Document link will allow you to review the document without signing.



**STEP 6: Check for Policy Violations**

The History/Notes section indicates whether any policies were violated when booking travel. After reviewing, select the close button.

History/Notes: Request Created on Friday, December 05, 2014 at 04:05 pm Eastern time by Trainer Wilson.

**Flight segment Air Segment added on Friday, December 05, 2014 at 04:05 pm Eastern time.**  
 No rules were broken.

**Car segment Car Segment in Denver added on Friday, December 05, 2014 at 04:07 pm Eastern time.**  
 No rules were broken.

**Hotel segment Ramada Denver Downtown added on Friday, December 05, 2014 at 04:10 pm Eastern time.**  
 No rules were broken.

The Itinerary has still been reserved. The travel approver must approve the trip, or the traveler must withdraw the trip request to cancel the reservation and avoid hotel no-show fees.

[Close](#)

**STEP 7: Open the Document**

Select the Adjust Document link to open the document.

**Actions for TRIP0001FO**

[Preview Document](#)

[Review Document](#)

[View/Change Reservations](#)

[Adjust Document](#)

[Close](#)

**STEP 8: Select latest document version**

If necessary, select the edit icon next to the latest version of the document to open.

**Document Version List**

Document Type	Level	Date	Time	Adjustor
ADJUSTMENT **	2	01/23/15	12:31PM	Keven Wilson
ORIGINAL	1	12/05/14	1:13PM	Trainer Wilson

**STEP 9: Edit Document**

Select the Edit Document button to begin the approval process. Note: In order to approve a document it must be opened in an edit mode.

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

**Open Document Signature for TRIP0001FO**

**QUICK TIP**  
The Signature PIN is case sensitive [more](#)

Reason:

**STEP 10: Summary Page**

From the Summary page, check for receipts or any other documentation by selecting the "View Receipts" link. The Document Details field provides a reason and description of the trip.

[Summary](#) [General](#) [Expenses](#) [Accounting](#) [Advances](#) [Exceptions](#) [Profile](#) [Totals](#) [Perform Pre-Audits](#) [Confirmation](#)

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

**Document Summary for TRIP0001FO**

**QUICK TIP**  
For specific information, click on a Details link. You can sign and stamp your document from the Document Status section. [more](#)

**Document Information**

Location Purpose	Location	From	To	Per Diem Rates
	DENVER, CO	01/01/15	03/12/15	385.00 / 66.00 (01/01/14-02/01/14)

**Document Details:** Trip to Denver to review project requirement with regional staff.

[Attach a File](#) [Attach Receipt/Image](#) [View Receipts](#) [Print Exp. Cover Page](#) [Delete Receipt/Image](#)

**STEP 11: Review Expenses**

Select the Expenses tab to review all expenses for accuracy and necessity.

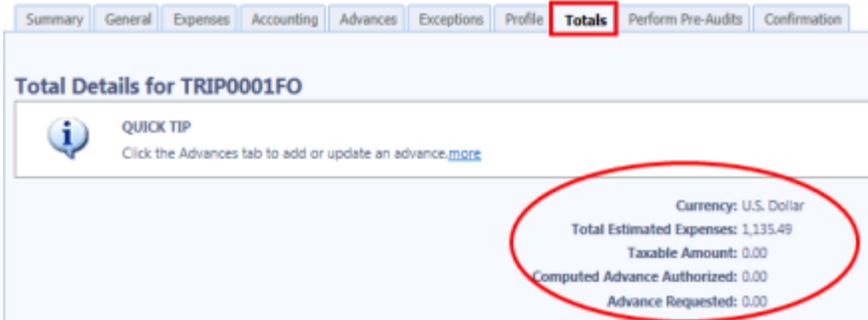
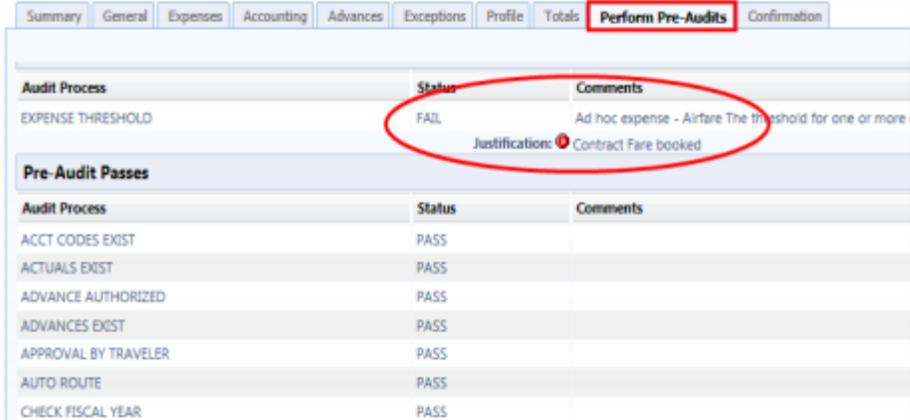
[Summary](#) [General](#) [Expenses](#) [Accounting](#) [Advances](#) [Exceptions](#) [Profile](#) [Totals](#) [Perform Pre-Audits](#) [Confirmation](#)

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

**Expense List**

For Delete: [Select All](#) [Deselect All](#)

#	Action	Delete	Date	Source	Expense Description	Amount	Type
1		<input type="checkbox"/>	12/05/2014		TDY Voucher Fee	14.75	RO
2		<input type="checkbox"/>	12/05/2014		Travel Fee	7.30	RO
3		<input type="checkbox"/>	03/09/2015		Airfare	405.20	
4		<input type="checkbox"/>	03/09/2015		Lodging	69.00	
5		<input type="checkbox"/>	03/09/2015		M&IE	49.50	
6		<input type="checkbox"/>	03/09/2015		Parking - Airport	8.00	
7		<input type="checkbox"/>	03/09/2015		Privately Owned Vehicle	12.32	
8		<input type="checkbox"/>	03/09/2015		Rental Car	241.92	

<p><b>STEP 12: Review the Total Cost</b>  Select the Totals tab to see the total cost of the trip and any request for an advance. Scroll down on the totals page to see the total cost of each expense category.</p>	
<p><b>STEP 13: Check for Pre-Audits</b>  Select the Perform Pre-Audits tab to see if any items have failed and if sufficient justifications have been applied where necessary.</p>	
<p><b>STEP 14: Stamp Document</b>  Select the Confirmation tab to stamp the document. Choose the Approved stamp if the document is in order. Then select Stamp and Submit Document. Note: You may return the document to the Traveler or Preparer if changes need to be made by selecting the Returned stamp from the drop down. This will require a reason to be chosen from the Reason drop down. Then select Stamp and Submit Document.</p>	
<p><b>STEP 15: Continue Stamping the Document</b>  CGE will return you to the Pre-Audit page to verify the pre-audits again. Select Continue Stamping the Document.</p>	
<p><b>STEP 16: Close Document</b>  Select the Close Post Stamping Document Closure Screen button to complete the approval process.</p>	

**You have successfully reviewed and approved a travel document in CGE!**