

# CREATING A VOUCHER

**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.



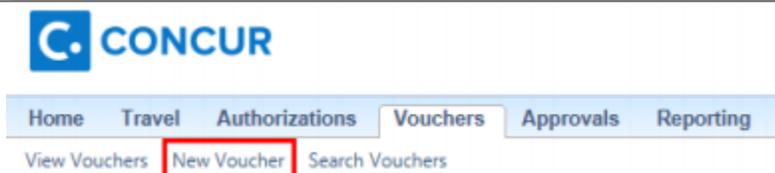
**STEP 2: Agree to Privacy Act Notice**  
Logging into eAuthentication will take you to Concur's Privacy Act Notice page. Read the Warning and Privacy Act Notice then click on the I Agree button to continue to the Concur Home page.



**STEP 3: Select Vouchers Tab**  
From the home page of CGE, select the Vouchers tab.



**STEP 4: Select New Voucher**  
Select the New Voucher button to begin.



**STEP 5: Select Document Type**  
Select the drop down menu and choose Vch From Auth. Then select Create Document.



**STEP 6: Select the Authorization**  
In the Document List section, select the edit icon next to the Authorization that is ready to be vouchered.

Document Search (Vch From Auth)

Document List				
Traveler: Alice Robinson				
Type	Document Name	TA Num	Exp Date	Status
Auth	TRP0011C	TANUM0011M	05/22/14	APPROVED
Auth	TRP0011E	TANUM0011Y	06/15/14	APPROVED

### STEP 7: Create Document

Verify that the Document Information tab and the Trip Information tabs contain the correct details and then select Create Document.

Document Information | Trip Information

Document Type: Wch  
Document Name: TRP00011B  
Document Date: 10/13/2014  
TANUM: TANUM001UY  
Trip Name: Trip to Boston  
Sponsored Travel  
Currency: U.S. Dollar  
Type Code: SINGLE TRIP  
Purpose: MISSION (OPERATIONAL)  
Document Detail: Meeting in Boston with regional staff

Create Document Cancel

### STEP 8: Select Summary Tab

Select the Summary tab to attach receipts.

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

### STEP 9: Attach Receipts

Attach any soft copies of receipts to the Voucher by selecting the Attach Receipt Images link and choosing the receipt from your hard drive. Alternatively, fax hard copies of your receipts by selecting the Print Fax Cover Page link and faxing the receipts to CGE.

Document Information | TANUM: TANUM001UY | Currency: U.S. Dollar | Type: SINGLE TRIP | Purpose:

Location Purpose	Location	From	To	Per Diem Rates
MISSION (OPERATIONAL)	CAMBRIDGE, MA	09/15/14	09/19/14	237.00 / 71.00 (09/15/14-09/30/14)

Document Detail: Meeting in Boston with regional staff

Trip: 1 Final Voucher

Attach a File Attach Receipt Images View Receipts Print Fax Cover Page

### STEP 10: Select Expenses Tab

Select the Expenses tab to enter the actual expenses for this trip.

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

### STEP 11: Edit an Expense

To edit an expense, select the edit icon next to the expense. On the right, update the date, cost, or payment method and then select Save.

Expense List

#	Action	Delete	Date	Source	Expense Description	Amount	Type
1			09/15/2014		Airfare	146.00	
2			09/15/2014		Internet Usage	10.00	
3			09/15/2014		Lodging	237.00	
4			09/15/2014		M&IE	53.25	

Edit Expense Details

Create Expenses Through: [icon]

Expense Date: 09/15/2014 [icon]

Expense Description: Internet Usage [icon]

Cost: 10.00 [icon]

Payment Method: BA-TRAVEL CARD [icon]

Save Clear

### STEP 12: Delete an Expense

Adding an eReceipt (as indicated by the blue and green icons in the Source column) could cause a duplicate expense. To delete the original estimated expense, select the checkbox in the Delete column next to the expense. Then select the Delete Selected Expenses button.

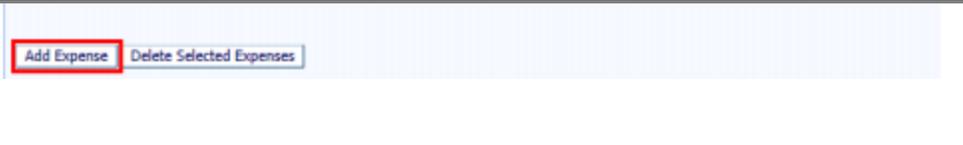
Add Expense Delete Selected Expenses

Expense List

#	Action	Delete	Date	Source	Expense Description	Amount
1		<input type="checkbox"/>	09/15/2014		Airfare	146.00
2		<input type="checkbox"/>	09/15/2014		Internet Usage	10.00
3		<input type="checkbox"/>	09/15/2014		Lodging	237.00
4		<input type="checkbox"/>	09/15/2014		M&IE	53.25
5		<input checked="" type="checkbox"/>	09/15/2014		Rental Car	361.29
6		<input type="checkbox"/>	09/16/2014		Internet Usage	10.00
7		<input type="checkbox"/>	09/16/2014		Lodging	237.00
8		<input type="checkbox"/>	09/16/2014		M&IE	71.00
9		<input type="checkbox"/>	09/17/2014		Internet Usage	10.00
10		<input type="checkbox"/>	09/17/2014		Lodging	237.00
11		<input type="checkbox"/>	09/17/2014		M&IE	71.00
12		<input type="checkbox"/>	09/18/2014		Internet Usage	10.00
13		<input type="checkbox"/>	09/18/2014		Lodging	237.00
14		<input type="checkbox"/>	09/18/2014		M&IE	71.00
15		<input type="checkbox"/>	09/19/2014		Internet Usage	10.00
16		<input type="checkbox"/>	09/19/2014		M&IE	53.25
17		<input type="checkbox"/>	09/19/2014		Rental Car AVIS	275.60

[icon] [icon]

**STEP 13: Add an Expense**  
To add an expense, select the Add Expense button.



**STEP 14: Add an Expense**  
Enter the Expense Date, Expense Description, Cost, and Payment Method for the new expense. Select the Create Expenses Through field and enter an end date if this expense includes multiple consecutive dates. Then select Save.



**STEP 15: Select Totals Tab**  
To see the total cost of the trip, including the reimbursable amount, select the Totals tab.



**STEP 16: Total Cost of Trip**  
The Expense Summary section displays the Total Expenses and the Total Reimbursable Amount of the trip.

	Amount	Totals
Total Expenses:		2,122.44
Total Agency-Paid Expenses (non-reimbursable to traveler):		14.75
Total Personal Expenses (non-reimbursable to traveler):		0.00
Total Reimbursable Expenses:		2,107.69
Advance Authorized:	0.00	
Advance Outstanding:	0.00	
Advance Applied:	0.00	0.00
Total Reimbursable Amount:		2,107.69

**STEP 17: Traveler Reimbursement**  
Scroll down on the Totals page to see the amount to be reimbursed to the Traveler.

	Amount
Actual Charge Card:	1,788.19
Traveler Reimbursement: (Due From Traveler if negative)	319.50
Total Amount Reimbursed:	2,107.69

**STEP 18: Perform Pre-Audit Check**  
Select the Perform Pre-Audit tab to verify the audit tests.



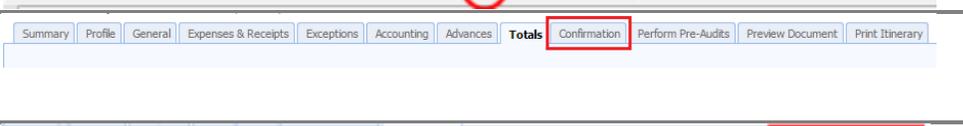
**STEP 19: Identify Pre-Audit FAILS**  
Check for any FAILS on the Pre-Audit List. These require a justification. Note: A HARDFAIL (not shown) requires an adjustment to the document in order to proceed.

Document Name: TRIP00011B  
Type: Vch  
Traveler: Robinson, Alex  
Status: PASS

**Pre-Audit Passes**

Audit Process	Status	Comments
CHECK PAYMENT METHOD	PASS	
COST COMPARISON	PASS	
NOT YET EXPENSE DATE	PASS	
PER DIEM EXPENSE DATE	PASS	

**STEP 20: Select Confirmation Tab**  
Select the Confirmation tab to sign the document.



**STEP 21: Sign the Voucher**  
Select the SIGNED stamp from the Status to Apply drop down. Select the Stamp and Submit Document button to continue. Note: A Preparer must choose the VOUCHER PREPARED stamp in order to route the document to the Traveler for verification and



signature. A Preparer cannot sign on behalf of the Traveler.

**STEP 22: Review Pre-Audit**

Review the pre-audits to verify that all justifications have been provided. Select the Continue Stamping the Document button to complete.

The screenshot shows the 'Pre-Audit Results for TRIP000128' interface. At the top right, there are three buttons: 'Cancel Pre-Audit Results', 'Continue Stamping the Document' (highlighted with a red box), and 'Justify Pre-Audit Results'. Below this is a 'QUICK TIP' section with a magnifying glass icon and the text 'Click the magnifying glass icon to view detail comments for each audit process.' The document details are: Document Name: TRIP000128, Type: Vch, Traveler: Robinson, Alex, Status: PASS. A 'Pre-Audit Passes' table is shown below.

Audit Process	Status	Comments
CHECK PAYMENT METHOD	PASS	
COST COMPARISON	PASS	
NOT YET EXPENSE DATE	PASS	

**STEP 23: Close and Route Voucher**

Select the Close Post Stamping Document Closure Screen button to close the Voucher and begin the routing process. Notice the Receipt Checklist area. This contains a list of the required receipts.

The screenshot shows the 'Post Stamping Document Closure for TRIP000128' interface. At the top right, there is a button 'Close Post Stamping Document Closure Screen' (highlighted with a red box). Below this is a 'QUICK TIP' section with a magnifying glass icon and the text 'The document's routing list is shown below.' A 'Receipt Checklist' section is highlighted with a red circle. Below it is a table of receipts.

Date	Description	Cost
08/25/04	Airfare	345
08/25/04	Rental Car	275.8
08/25/04	Internet Usage	30

**You have successfully created a Voucher in CGE!**