

CREATING AN AUTHORIZATION FROM A TRAVEL RESERVATION

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 Authorization Tab
An Authorization was automatically created when you booked travel. To locate it, select the Authorization tab from the CGE Home page



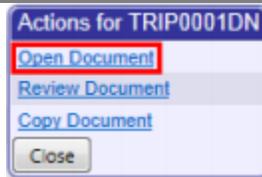
STEP 4: Locate Authorization
From the list of Authorizations, locate the document based on the Name, TA number, Trip Name, and/or Depart Date. Select the document Name

Authorizations

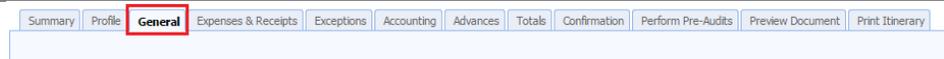
[Search Authorizations](#)

Name	Type	TA Num	Trip Name	PNR #	Ticket By	Depart Date
TRIP0001DN	Auth	TANUM001PU	CGE training in Chicago	GHNBWO,M9250487	09/13/2014	09/15/2014
TRIP0001IB	Auth	TANUM001UY	Trip to Boston	ZUMXWM,G25QM8	09/13/2014	09/15/2014

STEP 5: Open Authorization
From the "Actions for..." pop up window, select Open Document.



STEP 6: Select General Tab
Select the General tab to enter general information about this trip.



STEP 7: Enter General Information
From the General tab, enter the Type Code and Document Description. Select Save Changes.

Save Changes **Cancel**

Document Type: Auth

Document Name: TRIP0001DN

Document Date: 09/13/2014

TANUM: TANUM001PU

Trip Name: CGE training in Chicago

Sponsored Travel

Currency: U.S. Dollar

Type Code: SINGLE TRIP

Purpose: TRAINING

Document Data: Enter a description here per your OpDiv/StarDiv guidelines

STEP 8: Select Expenses Tab

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



STEP 9: Add Expenses

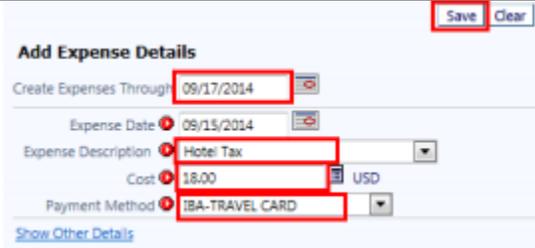
Expenses for Airfare, Lodging, and Rental Car have already been added from your travel reservation. The Meals and Incidental Expenses (M&IE) have also been added per the TDY location. To add an additional expense, select Add Expense.



STEP 10: Enter an Expense

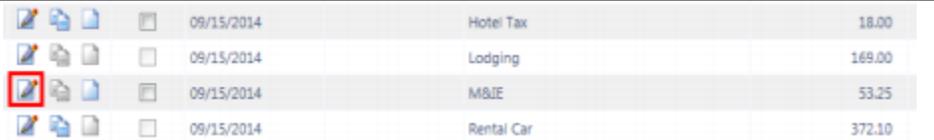
On the right side of the page, enter the following information:

- Expense Description (ie Hotel Tax)
- Cost (estimated)
- Payment Method
- Create Expense Through (if expense applies to multiple consecutive days) Select Save to complete. Note: Be sure to select Add Expense before each entry to avoid editing a previously entered expense.



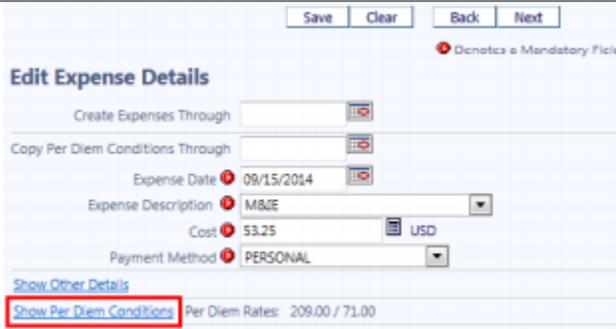
STEP 11: Edit an Expense

To edit an expense, select the edit icon on the left side of the expense.



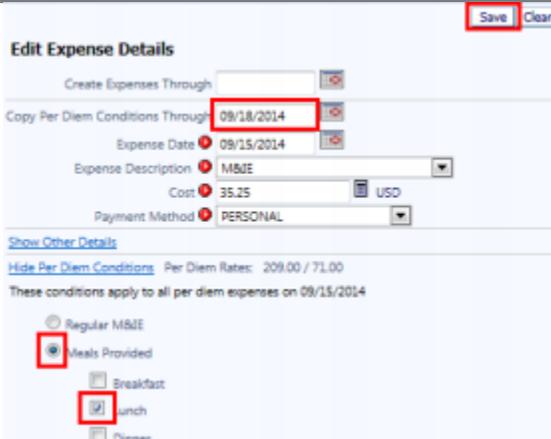
STEP 11 (continued): Edit an Expense

Edit the cost or payment method fields and select Save. In this example, to edit the M&IE, select Show Per Diem Conditions.



STEP 11 (continued): Edit an Expense

Select the radio button next to Meals Provided and check the appropriate box next to Breakfast, Lunch, and/or Dinner. Enter an end date in the Copy Per Diem Conditions Through field if this applies to multiple consecutive dates. Select Save to complete. Continue to add all estimated expenses for this trip.



STEP 12: Select Accounting Tab

Select the Accounting tab to enter the accounting information for this trip. Locate and select an accounting code.

STEP 13: Perform Pre -Audit Check

Select the Perform Pre -Audit tab to verify audit tests.

STEP 14: 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.

Pre-Audit List

Audit Process	Status	Comments
ADVANCE AUTHORIZED	PASS	
ADVANCES EXIST	PASS	
CHECK PAYMENT METHOD	PASS	
EXPENSE THRESHOLD	FAIL	Internet Usage exceeds the single threshold of 1.00. The threshold for one or more expenses has been exceeded. Please provide a justification.
PER DIEM EXPENSE DATE	PASS	
TRAVEL DATE OVERLAP	PASS	

STEP 15: Justify Pre -Audit FAIL

On the right side of the page, select Justify Pre -Audit Results.

STEP 16: Enter Justification

Enter a justification, per your OpDiv/StaffDiv guidelines, in the comment box next to the FAILED pre -audit. Select the Save Justification button to continue.

STEP 17: Select Confirmation Tab

Select the Confirmation tab to sign the document

STEP 18: Sign Authorization

Select the Signed stamp from the drop down menu next to Status to Apply. Select the Stamp and Submit Document button to continue. Note: A Preparer may choose the Document Prepared stamp if the Authorization needs to be sent to the Traveler for verification.

STEP 19: Review Pre-Audit

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

STEP 20: Accept Signature

Select the Accept Signature Text button to indicate that you are legally signing this document.

STEP 21: Close and Route

Authorization

Select the Close Post Stamping Document Closure Screen button to close the Authorization and begin the routing process.

Post Stamping Document Closure for TRIP0001DN: 1

CLOSE TIP
The document's routing list is shown below. [CLOSE](#)

Level	Name	Status	Stamping Actions
13	Blanca Viza	CERTIFIED	
13	Robert Smith	CERTIFIED	
13	Suzanne Frain	CERTIFIED	
25	Alire Jari	APPROVED	COMPLETE
25	Car Rubin	APPROVED	COMPLETE

You have successfully created an Authorization from a travel reservation in CGE!