

How to Complete Your Travel Authorization (TA)

IMPORTANT INFORMATION FOR EPA ATTENDEES ON EPA's MASTER ACCOUNT

- EPA Headquarters will cover lodging expenses for all EPA Superfund Community Involvement Coordinators (CIC).
- All EPA Superfund CICs must stay at the InterContinental Kansas City at the Plaza Hotel (InterContinental) or the Holiday Inn Country Club Plaza (Holiday Inn) in order for EPA Headquarters to cover lodging.
- If an EPA Superfund CIC designated for the EPA Master Account selects to stay at another hotel, your program and or regional office is responsible for covering your lodging expenses.
- For EPA Superfund CICs whose lodging is covered by EPA Headquarters, there is no cross funding code necessary for your TA. You will simply enter \$0.00 in the lodging section of your TA for each night of your stay.
- The available nights that EPA Headquarters pays for EPA Superfund CICs' lodging on the Master Account are from the night of Monday, July 16, 2018 through the night of Thursday, July 19, 2018.
- EPA Headquarters reviews each individual's schedule to confirm that the appropriate nights are covered.
- Participants are expected to participate in a full day of training each day in order for EPA Headquarters to cover your lodging. Attendance will be taken at the beginning and end of each course and will be reviewed by EPA Headquarters.
- Friday, July 20, 2018 should be considered the travel day to return home for all participants; EPA Headquarters pays the lodging cost for EPA Superfund CICs for the night of Thursday, July 19, 2018, for participants to stay through courses and sessions ending at 5:00 p.m. on Thursday.
- **Lodging and travel expenses for all other EPA attendees as well as state, tribal and community attendees, will not be covered by EPA Headquarters.**

BREAKDOWN OF MEALS & INCIDENTAL EXPENSES (M&IE)

- Meals will not be provided as part of the July 2018 Community Involvement Training Program. The M&IE for Kansas City, Cass County, Missouri is \$64 per day (\$48 per travel day). A breakdown of M&IE is available at www.gsa.gov/mie.

ENTERING PROJECT CODE

In a time where budgets are tight and spending heavily scrutinized, it is important to provide the agency's staff with the best financial management tools in order to promote efficiencies, oversight, and better decision making. In an effort to maintain the integrity of EPA resources, the Office of the Chief Financial Officer (OCFO) has established a system of internal controls to help identify and resolve potential management vulnerabilities.

For all EPA staff traveling to Kansas City, MO, a project code for the July 2018 Community Involvement Training Program must be entered or edited on your TA. **The project code for the July 2018 Community Involvement Training Program is MM757205.** To enter or edit the project code, please follow the directions below:

- The project code is entered into the SITE PROJECT field under the Accounting tab of CONCUR.
- If you have already prepared your TA or voucher, you will need to edit and amend it.
 - Open your voucher and select the Accounting tab
 - Select the Edit icon for the voucher you need to edit
 - Enter the project code in the SITE PROJECT field

The screenshot displays the CONCUR web application interface. The top navigation bar includes links for Home, Travel, Authorizations, Vouchers, and Profile. The 'Vouchers' tab is active, showing a progress bar with steps: Travel, Authorization, Create, Review/Submit, and Approval. The 'Create' step is highlighted. Below the progress bar, there are fields for 'Traveler' and 'Vch', and buttons for 'View/Change Reservations', 'View Linked Documents', 'Submit', 'Print', and 'Close'. The 'Accounting' tab is selected, showing fields for 'Organization', 'Label', 'Fiscal Year' (set to 2018), 'Sponsored', and 'Long Term Taxable'. The 'Accounting' section includes a table with columns for DCN, BFY, APPROPRIATION, BUDGET ORG, PRC, SITE PROJECT, and Cost Org. The 'SITE PROJECT' field is populated with 'MM757205'. A green callout box with a red arrow points to the 'SITE PROJECT' field, stating 'Enter the project code into the Site Project field'. The bottom of the screen shows the Windows taskbar with various application icons and the system clock indicating 4:27 PM on 11/4/2014.

Entering the Project Code on a TA

If you are entering the project code at the time you create your TA, you will need to enter the code under Authorizations, then Accounting. To begin editing your accounting code, select "Edit" by clicking on the paper and pencil icon as shown below.

CONCUR EPA United States Environmental Protection Agency

Home Travel **Authorizations** Vouchers Profile

View Authorizations New Authorization Search Authorizations

Travel: AUTH078950 (TAA017AS)

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

Accounting for AUTH078950

QUICK TIP: To select an account code, click the Label link. To search by label, type some of the label in the field and click the Search button [more](#)

Account Organization: EPAOSWER720ERR

Enter Search Criteria

Accounting Search

Master Accounting

Search Results

Organization	Label	Sponsored	LT Taxable	Classification Code
EPAOSWER720ERR	13 TTB EPM 1314			20132014.B.726H.303D96.

Accounting for AUTH078950

Edit	Delete	Organization	Label	Sponsored	LT Taxable	Default	Classification Code
		EPAOSWER720ERR	13 TTB EPM 1314				20132014.B.726H.303D96.

Select the Accounting tab under the Authorizations tab

Select the Edit button (paper and pencil icon) for the applicable TA

Entering the Project Code on a Voucher

If you have already created your TA and did not enter the project code, you will need to edit your travel voucher under Vouchers, then Accounting, then Edit (paper and pencil icon).

CONCUR EPA United States Environmental Protection Agency

Home Travel Authorizations **Vouchers** Profile

View Vouchers New Voucher Search Vouchers

Travel: VCH005344 (TAA003RY)

Travel Voucher Authorization **Create** Review/Submit Approval

View/Change Reservations View Linked Documents Submit Print Close

Profile General Charge Card Expenses Exceptions **Accounting** Summary Totals Perform Pre-Audits Confirmation

Available Accounting for VCH005344

QUICK TIP: To select an account code, click the Label link. To search by label, type some of the label in the field and click the Search button [more](#)

Account Organization: EPAOSWER720ERR

Enter Search Criteria

Organization	Label	Sponsored	LT Taxable	Default	Classification Code	Allocate Cost
EPAOSWER720ERR	18CITPROGRAM				K10.2014.T.09KSB.3.303DCS.MS757226.	Allocate 1,731.13
	Edit Accounting Code 18CITPROGRAM				K.2015.T.9AK0F.303DCS.09P3OX00.	Allocate 0.00

Select the Accounting tab under the Vouchers tab

Select the edit icon for the voucher you need to edit

SCREEN CAPTURES OF CONCUR TO ASSIST YOU WITH YOUR TA

The following screen captures are intended to assist you in completing your TA. They are not intended to override individual program or regional office guidance. The screen shots are examples; please complete your TA in accordance to your own schedule and with your manager's guidance and approval.

Creating Your Travel Authorization

- Choose Training Travel as the Trip Purpose (please see screen shot below).
- If your lodging is being covered by the EPA Master Account, you must zero out all lodging expenses (please see instructions below).
- Meals and Incidental Expenses (M&IE) must be charged to training (please see instructions below).
- You must SAVE after EACH edit you make to an expense line.
- You must attach your approved SF-182 to your TA.
- You must take care to minimize travel costs.
- You must enter the Project Code to your TA if you are an EPA employee.

The screenshot displays the CONCUR system interface for creating a Travel Authorization (TA). The top navigation bar includes links for Home, Travel, Authorizations, Vouchers, and Profile. The main content area shows the 'Document Information' tab for a TA with ID AUTH078950. A red arrow points to the 'Type Code' dropdown menu, which is open and showing a list of options. A green box with the text 'Enter "3-TRAINING TRAVEL" as the Type Code' is overlaid on the screen, pointing to the '3-TRAINING TRAVEL' option in the dropdown.

Document Information for AUTH078950

QUICK TIP: Enter or edit the general document information. If this is a trip-based document, click the Trip Information tab to edit/view the trip information. [Authorizations](#) [Vouchers](#) [Lock/Vouchers](#)

Traveler Name: [Redacted]

Document Information | Trip Information

Document Type: Auth
Document Name: AUTH078950
Document Date: 08/26/2015
TA Num: TAA021248
Trip Name: NABPM 2015

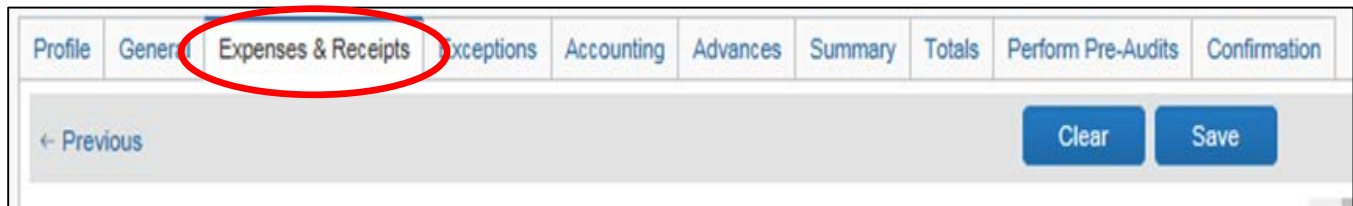
Currently: 0-SITE VISIT
Type Code: 3-TRAINING TRAVEL
Purpose: 0-TRIP PURPOSE
Document Detail: 0-CONFERENCE TRAVEL

Enter "3-TRAINING TRAVEL" as the Type Code

Save Changes Cancel Reset Per Diem Conditions Back Next

Enter Expenses – Lodging (for those on the EPA Master Account)

- Select Expenses and Receipts.



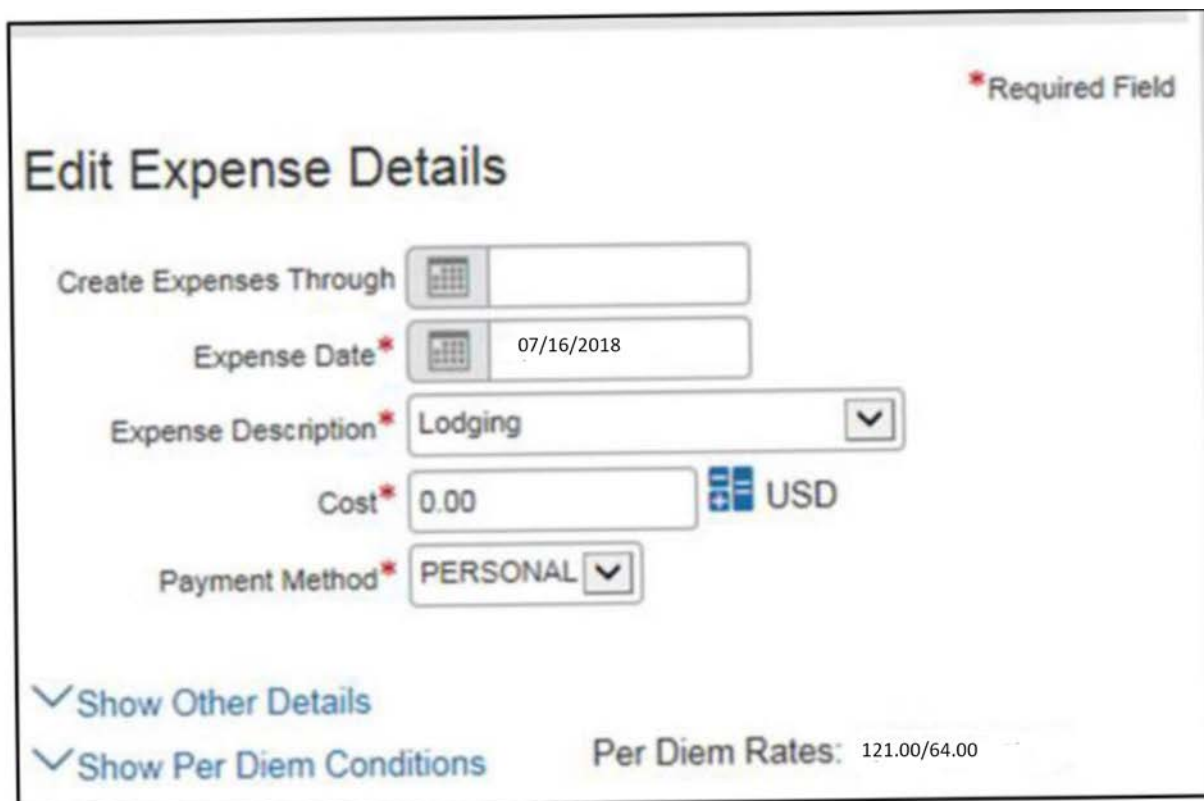
Profile General **Expenses & Receipts** Exceptions Accounting Advances Summary Totals Perform Pre-Audits Confirmation

← Previous Clear Save

- To edit the lodging expense, select the paper and pencil icon or click on the row.
- The Edit Expense Details box (shown below) will appear to the right of the Expense List.

Expense List									
For Delete:		Select All Deselect All		Currency: U.S. Dollar					
#	Alert	Actions	Delete	Date	Source	Expense Description	Amount	Type	
1		  	<input type="checkbox"/>	07/16/2018		M&IE	48.00		
2		  	<input type="checkbox"/>	07/16/2018		Estimated TDY Voucher Fee	14.75	RO	
3		  	<input type="checkbox"/>	07/16/2018		Lodging	121.00		

Adjust the cost of lodging to 0.00 for that night and then choose SAVE.



* Required Field

Edit Expense Details

Create Expenses Through

Expense Date*

Expense Description*

Cost* USD

Payment Method*

✓ Show Other Details

✓ Show Per Diem Conditions

Per Diem Rates: 121.00/64.00

Once saved, the change should be reflected under the Expense List and you should see 0.00 for the Lodging line you just adjusted.

Expense List							
For Delete:			Select All Deselect All		Currency: U.S. Dollar		
#	Alert	Actions	Delete	Date	Source	Expense Description	Amount Type
1		  	<input type="checkbox"/>	07/16/2018		M&IE	48.00
2		  	<input type="checkbox"/>	07/16/2018		Estimated TDY Voucher Fee	14.75 RO
3		  	<input type="checkbox"/>	07/16/2018		Lodging	0.00
4		  	<input type="checkbox"/>	07/17/2018		M&IE	64.00
5		  	<input type="checkbox"/>	07/17/2018		Lodging	0.00
6		  	<input type="checkbox"/>	07/18/2018		Lodging	121.00
7		  	<input type="checkbox"/>	07/18/2018		M&IE	64.00
8		  	<input type="checkbox"/>	07/19/2018		M&IE	64.00

Repeat this process for all Lodging lines. You must edit and SAVE the lodging amount for each lodging entry.

Enter Expenses – Lodging (for those NOT on the EPA Master Account)

- Select Expenses and Receipts.
- To edit the lodging expense, select the paper and pencil icon or click on the row.
- The Edit Expense Details box (shown below) will appear to the right of the Expense List.

* Required Field

Edit Expense Details

Create Expenses Through

Expense Date *

07/16/2018

Expense Description *

Lodging

Cost *

121.00

USD

Payment Method *

PERSONAL

✓ Show Other Details

✓ Show Per Diem Conditions

Per Diem Rates: 121.00/64.00

- Ensure the cost of lodging is 121.00 for each night and then choose SAVE.
- You must SAVE the lodging amount for each lodging entry.

Entering Expenses – Meals and Incidental Expenses (M&IE)

- Select the Expenses and Receipts tab.
- Choose the pencil icon to edit the M&IE lines under Expense Description.
- In the Edit Expense Details pane on the right, choose the drop down menu under Expense Description and choose M&IE – Programmatic Training (please see below).
- Select SAVE.
- Repeat this process for all M&IE lines. You must edit and SAVE the M&IE category for each entry.

The screenshot shows the 'Edit Expense Details' pane on the right side of the interface. The 'Expense Description' field is highlighted with a red arrow pointing to the selected option, 'M&IE - Programmatic Training'. The dropdown menu lists various expense categories, including Interpreters, Late Check-Out Fee, Laundry/Dry Cleaning, Light Rail, Lodging, and M&IE categories. The 'Expense Date' field is marked with a red asterisk, indicating it is a required field. The 'Cost' field shows a value of .00 / 54.00. The 'Payment Method' field is also marked with a red asterisk. The 'Show Other Details' and 'Show Per Diem Conditions' links are visible at the bottom of the pane.

Interpreters
Late Check-Out Fee
Laundry/Dry Cleaning
Light Rail
Lodging
Lodging - Admin
Lodging - Programmatic Training
Lodging - Rotational/Dev
Lodging Room Rate
M&IE
M&IE - Admin
M&IE - Breakfast - Actuals
M&IE - Dinner - Actuals
M&IE - Incidentals - Actuals
M&IE - Lunch - Actuals
M&IE - Programmatic Training
M&IE - Rotational/Dev
Oil/Gas - Govt Boat
Parking
Phone Calls - Business
Phone Calls - Personal
POV - Local
POV - Temp Duty
POV-Airport/Terminal
POV-Available Govt Vhc
POV-Committed to Govt Vhc
Prepaid Flight
Private Motorcycle
Private Plane
Public Transit

Next →

*Required Field

Expense Date*

Expense Description*

Cost*

Payment Method*

✓ Show Other Details

✓ Show Per Diem Conditions

.00 / 54.00

Exceptions

When changes are made to the default travel authorization data, such as lodging or M&IE data, Concur tracks and logs an exception. Exceptions are logged on the Exceptions tab under Authorizations. To assist with the approval process, you will need to include a justification for each exception. Click the appropriate exception from the list, if any are listed, at the bottom of the page under “Other Authorizations.”

The screenshot shows the Concur EPA interface. The top navigation bar includes 'Home', 'Travel', 'Authorizations', 'Vouchers', and 'Profile'. The 'Authorizations' tab is selected and circled in red. Below the navigation bar, there is a progress bar for the authorization process: Travel, Create, Review/Submit, Approval, and Voucher. The 'Review/Submit' step is currently active. Below the progress bar, there is a list of exceptions. The 'Exceptions' tab is selected and circled in red. The list of exceptions includes: CONFERENCE ALLOWANCE, EXCESS BAGGAGE, EXTRA AIR OR RAIL FARE, GOVT-OWNED VEHICLE AVAILABLE, GROUP AUTHORIZATION, NON-ECONOMY CAR AUTHORIZED, NON-CONTRACT AIR FARE, NOT LOWEST PRICE CONTRACT CARRIER, OTHER (See remarks below), OTHER AUTHORIZATION, OTHER PRIVATELY-OWNED VEHICLE, PER DIEM LOCATION FOOTNOTES, PERSONAL DEVIATION-ITINERARY/TRANS MODE, POY USE NOT ADVANTAGEOUS TO GOVERNMENT, Rental Car Authorized, and TRAVEL CASH ADVANCE. At the bottom of the list, there is a section titled 'Other Authorizations' which is circled in red. This section contains two items: 'HOTEL PROVIDED' and 'ACTUAL EXPENSE', both marked with a red 'X'.

A text box will open. For the July 2018 Community Involvement Training Program, EPA attendees whose lodging is covered by the EPA Master Account should enter “Lodging being covered by a Master Account established with the host hotel” in the text box. Select “Save Remarks” before exiting the screen.

The screenshot shows the Concur EPA interface with the 'Other Authorization Remarks' section open. The 'Exceptions' tab is still selected. Below the list of exceptions, there is a section titled 'Other Authorization Remarks'. This section contains a 'QUICK TIP' and a text box for entering remarks. Below the text box, there is a section titled 'Actual Expense' which is highlighted with a yellow oval. This section contains a 'Remarks' field, which is also highlighted with a yellow oval. At the bottom right of the screen, there are two buttons: 'Cancel Changes' and 'Save Remarks', with the 'Save Remarks' button circled in red.