



## 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 RPMs, EPA pre-approved Headquarters attendees, and EPA pre-approved designated instructors.
- All EPA Superfund RPMs, EPA pre-approved Headquarters attendees and EPA pre-approved designated instructors must stay at the Palmer House Hilton hotel in order for EPA Headquarters to cover lodging.
- If an attendee designated for the EPA Master Account selects to stay at another hotel, your program and or regional office is responsible for covering your expenses.
- For all EPA participants 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 RPMs', EPA pre-approved Headquarters attendees and EPA pre-approved designated instructors' lodging on the Master Account are from the night of Sunday, August 25, 2019 through the night of Thursday, August 29, 2019.
- 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, August 30, 2019 should be considered the travel day to return home for all participants; EPA Headquarters pays the lodging cost for the night of Thursday, August 29, 2019, for participants to stay through courses and sessions ending at 12:00 p.m. on Friday.
- If you need to stay Friday night because of limited flight schedules or onsite responsibilities, and depart on Saturday, August 31, you must notify Gary Turner, EPA OSRTI, via email ([turner.gary@epa.gov](mailto:turner.gary@epa.gov)), no later than Wednesday, July 10, 2019 if you are requesting that EPA Headquarters cover your Friday night stay. Please label the subject of your email **NARPM Friday Night Stay**. You will be notified by July 12, 2019 if your Friday night stay is approved.

### BREAKDOWN OF MEALS & INCIDENTAL EXPENSES (M&IE)

- Meals will not be provided as part of the 2019 NARPM Training Program. Participants can claim full Meals and Incidentals Expenses (M&IE) on non-travel days and 75 percent M&IE on travel days. A breakdown of M&IE is available at [www.gsa.gov/mie](http://www.gsa.gov/mie).
- The M&IE for Chicago, Cook County, Illinois is \$76 per day (\$57 per travel day).

## 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 EPA staff traveling to Chicago, IL, a project code for the 2019 NARPM Training Program must be entered or edited on your TA. **The project code for the 2019 NARPM Training Program is MM757202.** Once available, 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 shows the 'Update Accounting' page in the CONCUR GOV system. The page is for authorization AUTH256174, traveler JEAN BALENT. The 'Accounting' tab is active, and the 'SITE PROJ' field is populated with the project code MM757202. Other fields include Organization (EPAOSWER72OERR), Label (2019 NARPM), and Fiscal Year (2019). The 'Accounting' section contains several input fields: DCN, BFY, APPROPRIATION, BUDGET ORG, PRC, SITE PROJ (MM757202), and Cost Org.

## 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 (MM757202) to your TA if you are an EPA employee.

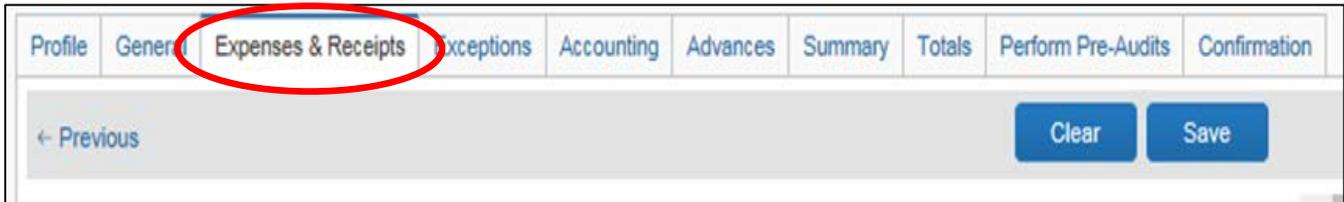
The screenshot displays the CONCUR system interface for creating a Travel Authorization (TA). The 'Document Information' tab is active, showing the following details:

- Document Type: Auth
- Document Name: AUTH078950
- Document Date: 08/26/2015
- TA Num: TAA02TAS
- Trip Name: NARPM 2015
- Currency: [Blank]
- Type Code: 3-TRAINING TRAVEL (selected)
- Purpose: 3-TRAINING TRAVEL (selected)
- Document Detail: [Blank]

A red arrow points from a green callout box containing the text "Enter '3-TRAINING TRAVEL' as the Type Code" to the selected option in the Type Code dropdown menu.

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

- Select Expenses and Receipts.



The screenshot shows a navigation bar with several tabs: Profile, General, Expenses & Receipts (circled in red), Exceptions, Accounting, Advances, Summary, Totals, Perform Pre-Audits, and Confirmation. Below the tabs is a grey bar with a '< Previous' link on the left and 'Clear' and 'Save' buttons on the right.

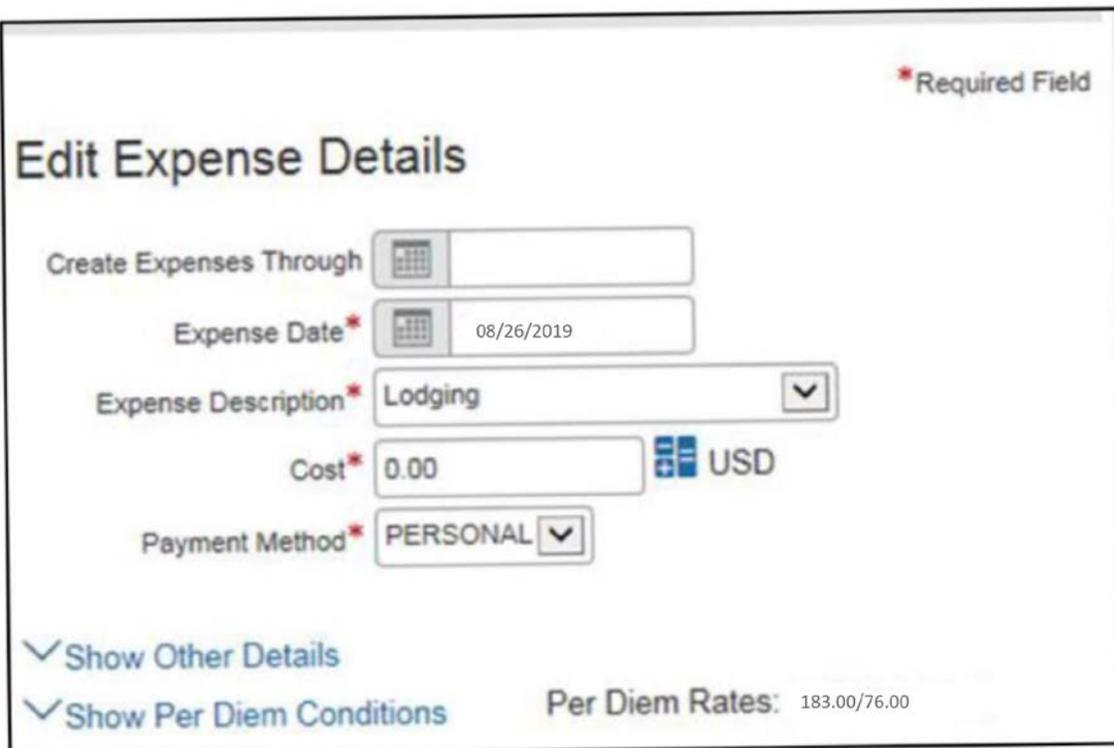
- To edit the lodging expense, select the paper and pencil icon or click on the row.
- The Edit Expense Details box (shown below) will appear to the right of the Expense List.



The screenshot shows an 'Expense List' table. The table has columns for #, Alert, Actions, Delete, Date, Source, Expense Description (circled in red), Amount, and Type. The currency is set to U.S. Dollar. There are three rows of expenses. The third row, for 'Lodging' on 08/26/2019, has a paper and pencil icon circled in red in the Actions column.

#	Alert	Actions	Delete	Date	Source	Expense Description	Amount	Type
1		  	<input type="checkbox"/>	08/25/2019		M&IE	57.00	
2		  	<input type="checkbox"/>	08/25/2019		Estimated TDY Voucher Fee	14.75	RO
3		  	<input type="checkbox"/>	08/26/2019		Lodging	183.00	

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



The screenshot shows the 'Edit Expense Details' form. It includes fields for 'Create Expenses Through', 'Expense Date' (08/26/2019), 'Expense Description' (Lodging), 'Cost' (0.00), and 'Payment Method' (PERSONAL). A red asterisk indicates required fields. At the bottom, there are links for 'Show Other Details' and 'Show Per Diem Conditions', and a 'Per Diem Rates' field showing 183.00/76.00.

\* 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: 183.00/76.00

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

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

Expense List							
For Delete: <a href="#">Select All</a> <a href="#">Deselect All</a>				Currency: U.S. Dollar			
#	Alert	Actions	Delete	Date	Source	Expense Description	Amount Type
1		  	<input type="checkbox"/>	08/25/2019		M&IE	57.00
2		  	<input type="checkbox"/>	08/25/2019		Estimated TDY Voucher Fee	14.75 RO
3		  	<input type="checkbox"/>	08/25/2019		Lodging	0.00
4		  	<input type="checkbox"/>	08/26/2019		M&IE	76.00
5		  	<input type="checkbox"/>	08/26/2019		Lodging	0.00
6		  	<input type="checkbox"/>	08/27/2019		Lodging	183.00
7		  	<input type="checkbox"/>	08/27/2019		M&IE	76.00
8		  	<input type="checkbox"/>	08/28/2019		M&IE	76.00



### 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.
- Adjust the cost of lodging to 131.00 for that night and then choose SAVE.
- Once saved, the change should be reflected under the Expense List and you should see 131.00 for the Lodging line you just adjusted.
- Repeat this process for all Lodging lines. You must edit and SAVE the lodging amount for each lodging entry.

**Edit Expense Details**

Create Expenses Through

Expense Date\*

Expense Description\*

Cost\*  USD

Payment Method\*

Show Other Details

Show Per Diem Conditions

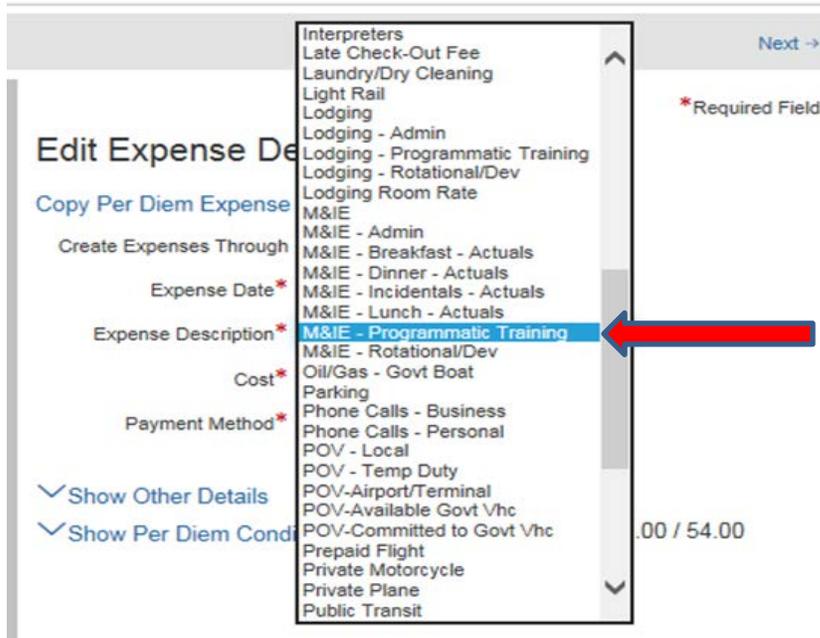
Per Diem Rates: 183.00/76.00

Change the 183.00 to 131.00 in the Cost box.



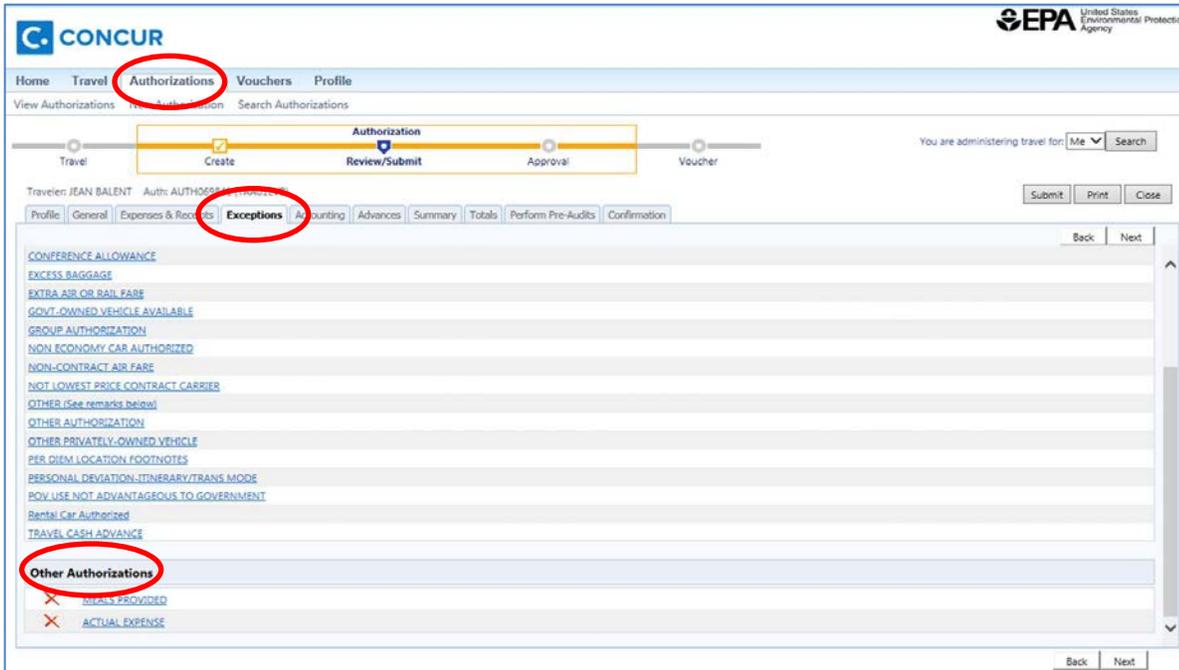
### Entering Expenses – Meals and Incidental Expenses (M&IE)

- 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.



## 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.”



A text box will open. For the 2019 NARPM 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. EPA attendees whose lodging is not covered by the EPA Master Account should enter “Negotiated lodging rate with the host hotel is less than the prevailing government rate for Chicago in August 2019” in the text box. Select “Save Remarks” before exiting the screen.

