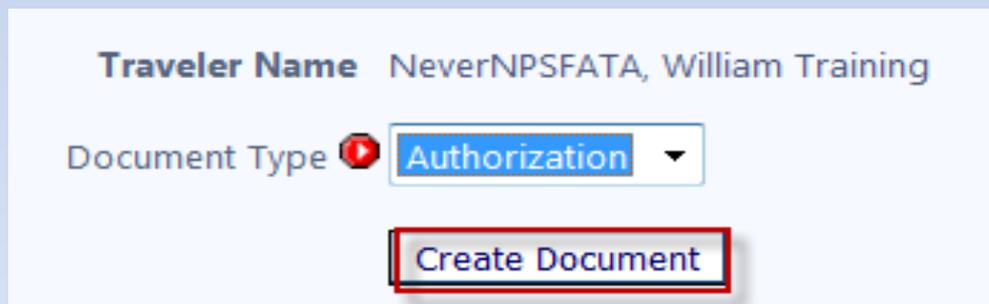
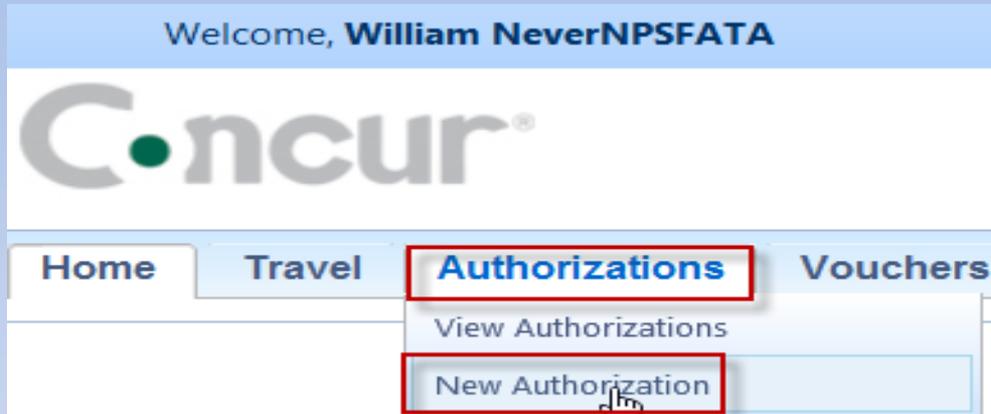




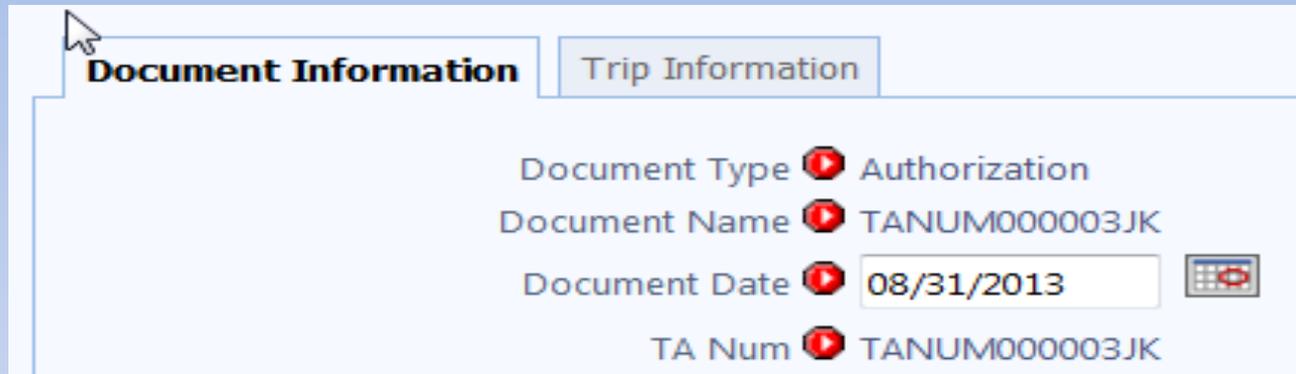
**Albright Training Center – Preparing your TDY Authorization**

On the Home Page of CGE click on Authorizations and select New Authorization. Then select Authorization from the drop down menu and click “Create Document”.



## Fill out the Document Information Tab

1. For the Type Code, Select Trip by Trip
2. Select the appropriate Purpose Code, Training Attendance
3. Next, select Trip Information Tab



The screenshot shows the 'Document Information' tab selected. It contains the following fields:

- Document Type: Authorization
- Document Name: TANUM000003JK
- Document Date: 08/31/2013 (with a calendar icon)
- TA Num: TANUM000003JK



The screenshot shows the 'Trip Information' tab selected. It contains the following fields:

- Sponsored Travel
- Currency: U.S. Dollar
- Type Code: TRIP BY TRIP
- Purpose Code: TRAINING ATTENDANCE (highlighted with a red box)

# Fill out the Trip Information Tab

1. Using the drop down menu, select the appropriate Depart From and Return To Locations.
2. Type Albright Training Center in the Itinerary Location and select Search.
3. Click "Create Document"



Trip No   **Add Trip**

Depart From  **Depart Selection**

**Return To**  **Return Selection**

Trip Duration  Trip Begin Date 09/01/2013

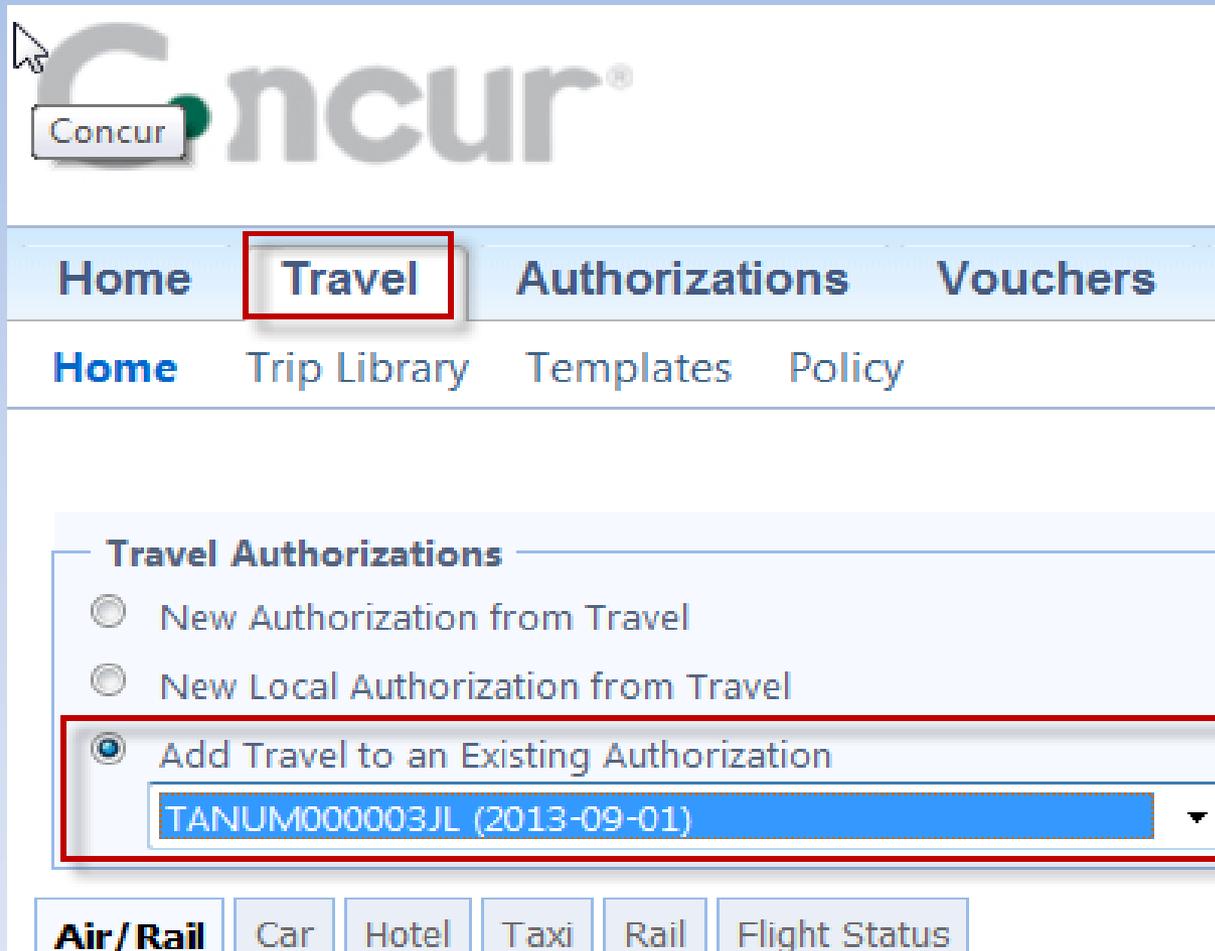
Delete	Arrival Date	Departure Date	Itinerary Location
	<input type="text" value="09/01/2013"/> 	<input type="text" value="09/05/2013"/> 	<input type="text" value="*ALBRIGHT TRAINING CENTER,US"/>  

1. Go to the Summary Tab and review the Per Diem Allowances. They should look something like what is displayed below.
2. Add any additional expenses (Pov Mileage..etc), the FBMS Account Label and close out of the Authorization. DO NOT submit the Authorization as Signed, yet.

<b>Date</b>	<b>Per Diem Rate</b>	<b>Ldg Cost</b>	<b>Ldg Allowed</b>	<b>M&amp;IE Cost</b>	<b>M&amp;IE Allowed</b>
09/09/13	60.00/ 30.00	60.00	60.00	22.50	22.50
09/10/13	60.00/ 30.00	60.00	60.00	30.00	30.00
09/11/13	60.00/ 30.00	60.00	60.00	30.00	30.00
09/12/13	60.00/ 30.00	0.00	0.00	22.50	22.50

## Adding Airfare to an existing Authorization

1. Click on the Travel Tab
2. Select Add Travel to an Existing Authorization
3. Select the Authorization from the drop down menu



The screenshot displays the Concur web application interface. At the top left is the Concur logo. Below it is a navigation bar with tabs for Home, Travel, Authorizations, and Vouchers. The 'Travel' tab is highlighted with a red box. Underneath this bar are links for Home, Trip Library, Templates, and Policy. The main content area is titled 'Travel Authorizations' and contains three radio button options: 'New Authorization from Travel', 'New Local Authorization from Travel', and 'Add Travel to an Existing Authorization'. The third option is selected and highlighted with a red box. Below this option is a dropdown menu showing the selected authorization ID 'TANUM000003JL (2013-09-01)'. At the bottom of the page is a row of buttons for 'Air/Rail', 'Car', 'Hotel', 'Taxi', 'Rail', and 'Flight Status'.

1. Select Round Trip
2. Reference Point will populate with Albright Training Center.
- 3.. TDY Per Diem Location will auto fill as well.
3. Add : Departure City, Arrival City and Departure and Return dates.
4. Select Search

Round Trip  One Way  Multi-Segment

Temporary Duty Location

Agency Location  Reference point [Help](#)

*e.g. 'Statue of Liberty', '90210' or 'Alexandria, VA'*  
Horace M Albright Training Center, Grand Canyon National Park,

Find Location

TDY Per Diem Location

GRAND CANYON -- COCONINO COUNTY

Departure City [?](#) **IAD**

IAD - Washington Dulles Intl - Washington, DC

[Find an airport](#) [Select multiple airports](#)

Arrival City [?](#) **GCN**

GCN - Grand Canyon Natl Park Arpt - Grand Canyon, AZ

[Find an airport](#) [Select multiple airports](#)

Departure [?](#)

08/28/2013 depart 9:00am ± 3

Return [?](#)

08/31/2013 depart 3:00pm ± 3

Search

1. Once your flight results display, choose the flight that is policy compliant and meets your mission needs by clicking fares.

**Washington, DC To Anchorage, AK Sun, Sep 1 - Fri, Sep 6** [Print /](#)

**Baggage Fee Policies** [Hide](#)

All 58 results	Delta	Multiple Carriers	American	United
<b>Non-Contract Government</b> 16 results	--	1003.70 10 results	--	1119.80 6 results
<b>Lowest Published</b> 42 results	970.70 6 results	536.60 13 results	795.70 7 results	1090.80 16 results

[Hide fare display legend](#)

- Government Contract	- Non-Contract Government
- Ticket is refundable	- Flight/Train arrives on a different day
- Short or long connection time	- Turboprop plane
- Least Cost Logical Fare	- This option is Fly America Act compliant
- Gogo Wi-Fi 50-99% coverage	- Gogo Wi-Fi 100% coverage

Starting From: \$1195.70	United	<b>IAD</b>	8:20am	⇒	<b>ANC</b>	4:00pm	1	11h 40m
<b>Fares</b>		<b>ANC</b>	5:09pm	⇒	<b>IAD</b>	11:31am	2	14h 22m
<a href="#">Compare</a>			<a href="#">More like this</a> +			<a href="#">Show fares</a>		

When you select Confirm Booking, your Authorization , the system will populate your authorization.

1 Air	<a href="#">View Fare Rules</a>	
Airfare quoted amount:	\$1,097.24 USD	
Taxes and fees:	\$89.06 USD	
<b>Total Estimated Cost:</b>	<b>\$1,186.30 USD</b>	
<b>Restrictions</b>		
Quote:	/-REFUNDABLE-/	
<i>TICKET NOT YET ISSUED. AIRFARE QUOTED IN ITINERARY IS NOT GUARANTEED UNTIL TICKETS ARE ISSUED.</i>		
<b>Remarks</b>		
**NO FARE IS GUARANTEED UNTIL TICKETED** ONLY FARE GUARANTEED IS YCA AND -CA FARES **EL SOL TRAVEL OFFICE INFORMATION***** DOI ALASKA TEST BOOKING		
<b>Almost done... Please confirm this itinerary.</b>		
<input type="button" value="Display Trip"/>	<input type="button" value=" &lt;&lt; Previous"/>	<input type="button" value=" Confirm Booking &gt;&gt;"/>

1. Go to the Summary Tab and review the Per Diem Allowances. They should look similar to what is displayed below.
2. Add any additional expenses (Pov Mileage..etc), the FBMS Account Label and sign the Authorization.

<b>Date</b>	<b>Per Diem Rate</b>	<b>Ldg Cost</b>	<b>Ldg Allowed</b>	<b>M&amp;IE Cost</b>	<b>M&amp;IE Allowed</b>
09/09/13	60.00/ 30.00	60.00	60.00	22.50	22.50
09/10/13	60.00/ 30.00	60.00	60.00	30.00	30.00
09/11/13	60.00/ 30.00	60.00	60.00	30.00	30.00
09/12/13	60.00/ 30.00	0.00	0.00	22.50	22.50