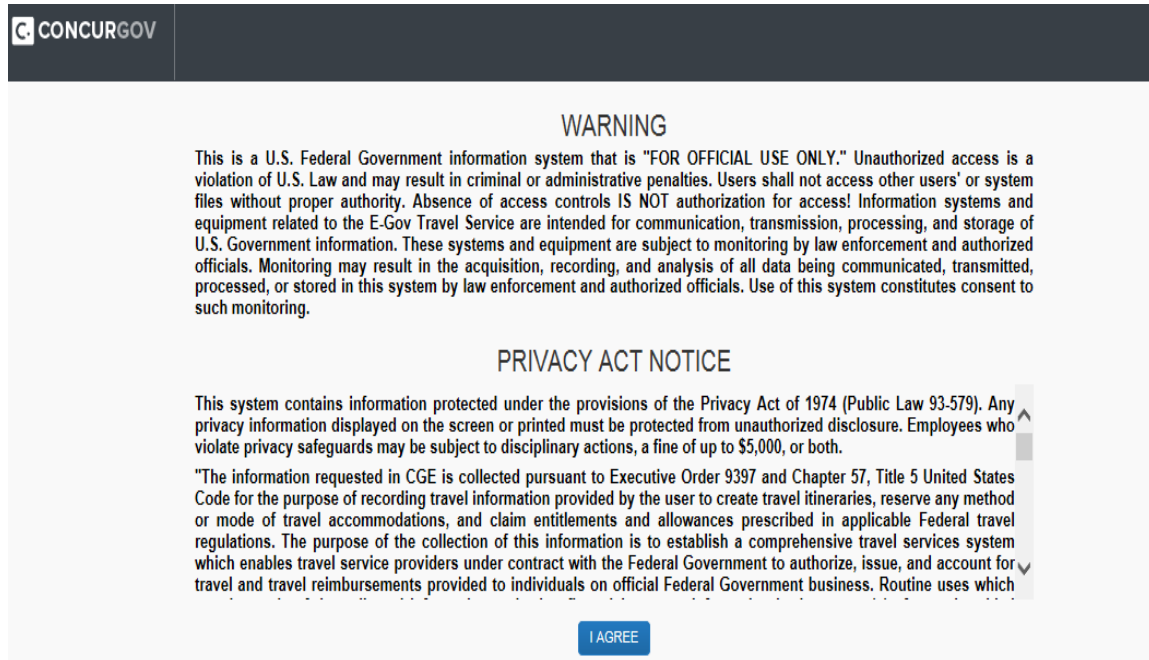


Welcome

Concur Government Edition (CGE)
Log on to CGE



1. Access the single sign on link via the [NSSC website](#), [HR Portal](#) or [bReady](#) portal.
2. The warning screen will appear below



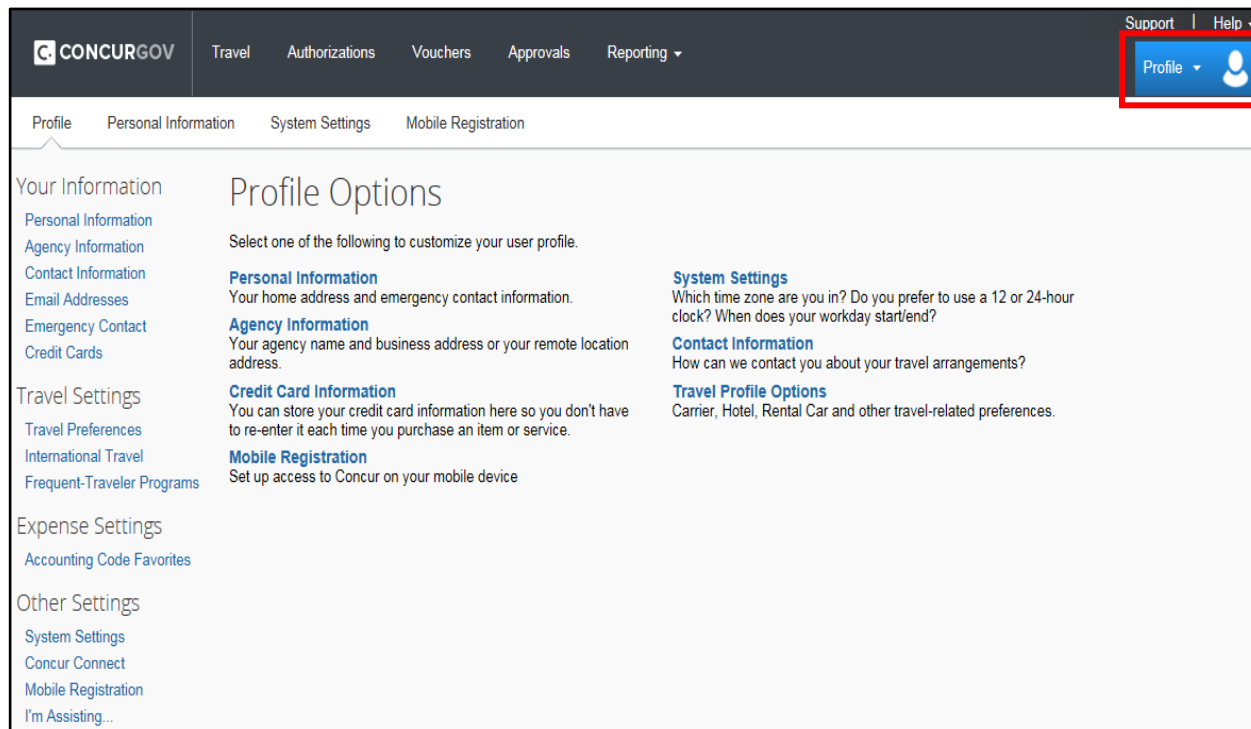
3. Read the Warning and Privacy Act Notice and click "I agree"
4. Prior to going on travel contact your [Agency Program Coordinator \(APC\)](#) to ensure your IBA travel card limit is not set at \$1.00.

NOTE: CGE requires you to re-login to the system after 15 minutes of activity.

NOTE: If you have not traveled in the last 6 months, please verify you have a valid CGE profile. If you do not have a CGE profile, you must submit a NAMS request to get CGE access.

The first time you login to CGE you **must view, update and save your travel profile**. You cannot make reservations, create authorizations, etc. until you view, update and save your travel profile.

The following screenshot shows the available links and menu selections on the Profile tab:



Please ensure you have the correct cardholder code selected. There is a drop down menu that list “Card Holder” “Non-Card Holder” this pertains to your IBA. Therefore, if you have an IBA, select Card Holder and enter your IBA account information in the credit card section, located at the bottom of the profile screen, make sure you hit save after you enter the information.

My Profile - Personal Information

Jump To: Personal Information Choose

All Travelers should enter and save their secure Flight Information (Full name as it appears on Government ID, Date of Birth, and Gender) in their travel profile prior to making airline reservations. If not, the traveler and/or travel arranger will be required to enter this information during the reservation process before their trip can be officially booked. Change Picture

Fields marked **[Required]** and **[Required**]** (validated and required) must be completed to save your profile.

⚠ Important Note
Your Name and Airport Security: Please make certain that the first, middle, and last names shown below are identical to those on the photo identification that you will be presenting at the airport. Due to increased airport security, you may be turned away at the gate if the name on your identification does not match the name on your ticket.

| | | | | | |
|----------------------|---|--------------------------------|----------------------|-----------------------------------|----------------------|
| Title | First Name [Required] | Middle Name [Required] | Nickname | Last Name [Required] | Suffix |
| <input type="text"/> | <input type="text" value="Joe"/> | <input type="text" value="F"/> | <input type="text"/> | <input type="text" value="Blow"/> | <input type="text"/> |
| | <input type="checkbox"/> No Middle Name | | | | |

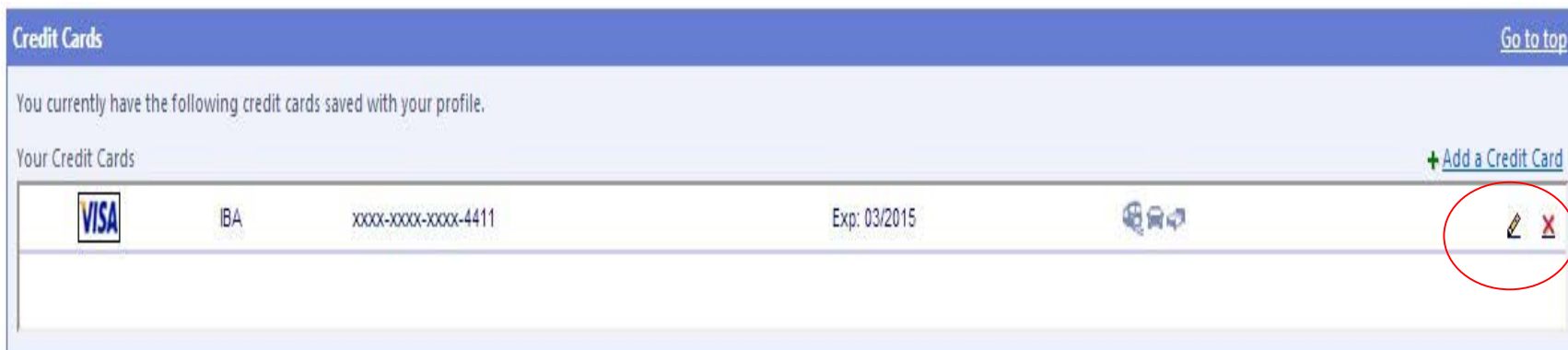
Expense Information
Go to top

| | |
|--|--|
| <p>Personal Information</p> <p>Host <input type="text"/></p> <p>Org NASA_NSSC</p> <p>Printed Org NASA_NSSC</p> <p>Routing List 10XF020</p> <p style="border: 2px solid red; padding: 2px;">Cardholder Code [Required] CARD HOLDER</p> <p>Agency <input type="text"/></p> | <p>Account Information</p> <p>Maximum Authorized Amount 0.00</p> <p>Authorization Analysis Period Monthly</p> <p>Account Status Active</p> <p>Project Codes </p> <p>Project Codes Org <input type="text"/></p> <p>Work Hours 8</p> |
|--|--|

Note: Do not select **Card Holder** if you are going to enter your personal credit card information. If you enter personal credit card information you must select **Non-Card Holder**.

When you enter your IBA Credit Card information, if you select the pencil (see example) it will pop open a new window that will give you an option to select which expenses you want to default to your IBA. Remember the expenses you choose as a default will automatically be paid to your USBank Credit Card Account.

This is referred to as “Split Pay”, in which your reimbursement is split between you and your IBA card. Items marked as IBA will be reimbursed directly to USBank to you IBA Card, expenses marked as OTHER will be reimbursed directly to you.



Remember to update your profile when you receive a new IBA Credit Card

Edit Credit Card * Required

i For security, your credit card number is not displayed. If you think your credit card number is wrong, delete this credit card record and insert a new one with the correct information.

Edit your credit card information as necessary and click **Save** when finished.

Display Name (e.g., My Corporate Card) * Your name as it appears on this card *

IBA Joe Blow **VISA**

Card Type Credit Card Number Personal/Government-Issued * Expiration Date *

VISA xxxx-xxxx-xxxx-1972 Government-Issued 1 2018

Use this card as the default card for:

Car Rentals Hotel Reservations Voucher Fees

Billing Address

The billing address must be the address where the bills for this card are currently delivered, not where you would prefer they be delivered. This information is used to verify your identity during credit card transactions. Your credit card may be declined if your billing address is inaccurate.

Billing Addresses longer than 30 characters may cause certain Airlines (Direct Connects and Web Bookings) to decline your credit card. Please abbreviate long addresses if possible.

Street * Use this address

123 Main Street Home Address

City * State * Zip/Postal Code *

Ghent Virginia 123456

Country *

United States of America

Cancel Reset Save

Note: If you are putting your personal credit card information in your profile, you must uncheck all expenses that default to your IBA (i.e. car rentals, hotel reservations and taxi). In addition, you must ensure you have Non-Card Holder selected.

On your travel profile you can update various areas:

- Agency Information
- Contact Information
- Emergency Information
- Travel Preferences – this section allows you to input your frequent traveler programs, hotel preferences, air travel preferences, etc.
- Credit Card Information
- Activating E-receipts – by using e-receipts you can receive electronic receipts from participating vendors when charges post to your Government travel card (IBA).

- **Note:** Lodging, Rental Car, and Transportation expenses automatically default to your IBA, if you do not want the payment for these expenses paid to your IBA, please make sure you notate that on your [NASA Pre-Travel Request for Authorization and Travel Voucher Worksheet \(NF 1850\)](#) (located on Budget and Accounting Division) so the Arranger can select “OTHER” instead of “IBA” in order for those expenses to be reimbursed directly to you. Otherwise those expenses will be reimbursed directly to your USBank IBA and posted as a credit. In order to obtain a refund for the credit on your IBA, you must contact USBank directly. Or you can change the default on your travel profile page. Please ensure you validate all expenses on your travel voucher is being paid correctly.

- **Note:** Please ensure you save after updating the different areas, otherwise you will lose the information you entered.

1. Travelers must initiate a [NASA Pre-Travel Request for Authorization and Travel Voucher Worksheet \(NF 1850\)](#) and email completed form to NSSC-TravelPreparers@nasa.gov
 2. The Travel Arranger will make all reservations via CGE, once the [NASA Pre-Travel Request for Authorization and Travel Voucher Worksheet \(NF 1850\)](#) is received. The arranger will contact you if additional information is needed.
-
2. Traveler should be specific in describing the purpose of the travel and include the NCTS # when applicable.
-
3. In addition to the traveler's information, the following items must be listed on your [NASA Pre-Travel Request for Authorization and Travel Voucher Worksheet \(NF 1850\)](#):
 - Rental Car if authorized (economy/compact is default size). If you need larger car, you need to ensure you meet the NID 301-10.450 policy, along with a justification for the upgrade
 - Lodging information:
 - *If requesting actual lodging expense, you must provide justification*
 - *If lodging reservations are made outside the system, you must supply hotel name, address, phone number, confirmation number and justification as to why you booked outside the ETS. Lodging reservations must be made via the ETS, per the FTR/NID*
 - Leave locations and dates

- Mode of transportation: if using POV, a cost comparison must be completed. Please contact the front office (via email) to determine if a GSA car is available for use for your TDY. A copy of the email should be attached to the [NASA Pre-Travel Request for Authorization and Travel Voucher Worksheet](#).
- NASA may reimburse your parking fees as an allowable transportation expense not to exceed the cost of taxi fare to/from the terminal per [FTR 301-10.308](#)
- Departure dates – if you have a specific times for departure/arrival, airport or airline preference, etc. please notate that and the arranger will do their best to accommodate as long as it is within policy.
- Ensure you notate any expenses that you may incur on your TDY, such as: taxi, excess baggage, parking, etc.
- Tips for taxi cannot exceed 15% of total taxi fare – If you use car service ensure tip isn't included in the cost of the taxi. No taxi reimbursement for non-official travel (i.e., leave day)
- Personal calls – you are no longer able to claim the \$5.00 a day for personal phone calls, you will be reimbursed for personal calls with supporting documentation (i.e. if you use cell phone, you can claim charges incurred on your cell phone if the usage increased your allowances, etc.).

- Local Travel – travel less than 35 miles from PDS (25 miles if stationed in Washington D.C.). Traveler's may be reimbursed for parking, tolls and mileage (POV is taken). However, per diem will not be authorized or reimbursed if you are in a travel status for less than 12 hours and less than 50 miles from PDS.

4. Before you submit the [NASA Pre-Travel Request for Authorization and Travel Voucher Worksheet](#) to the Arranger, please ensure your trip dates are firm and your manager has approved the TDY. Please do not submit your form to the arranger, then call the arranger within a day or two requesting a change to your flight for personal preferences, etc. (unless the meeting requirements slipped, etc.). Changes to reservations may result in additional fees billed to NASA.

5. Traveler must maintain receipts for all of their lodging and any other expenses in excess of \$75.00. Receipts should be faxed or attached via PDF to the travel voucher. CGE does have the E-receipt capability, this function allows electronic receipts from participating vendors when charges post to your government credit card (IBA). You have to accept the e-receipt agreement on your travel profile in order to activate this functionality.

- Traveler should initiate their Travel Vouchers within 5 days after returning from travel

Creating a voucher can be achieved in two ways, from the ConcurGov Home page

- Selecting New under vouchers or clicking Vouchers/New

CONCURGOV | Travel | Authorizations | **Vouchers** | Approvals | Reporting | Support | Help | Profile

IMPORTANT INFORMATION

Welcome to the Government Travel System: ConcurGov

Questions on general usage of Concur or navigation? Please contact your center travel office or the Concur Customer Support line (855-817-3523) and follow the prompts (M-F, 7am-10pm ET)

Questions on your itinerary/tickets or complicated bookings? Please call CI Travel at (855) 896-7941, 24/7 Assistance

First time user? Please verify your profile is correct. You can access your profile by selecting "Profile" at the top of this page and then "Profile Settings"

[View more](#)

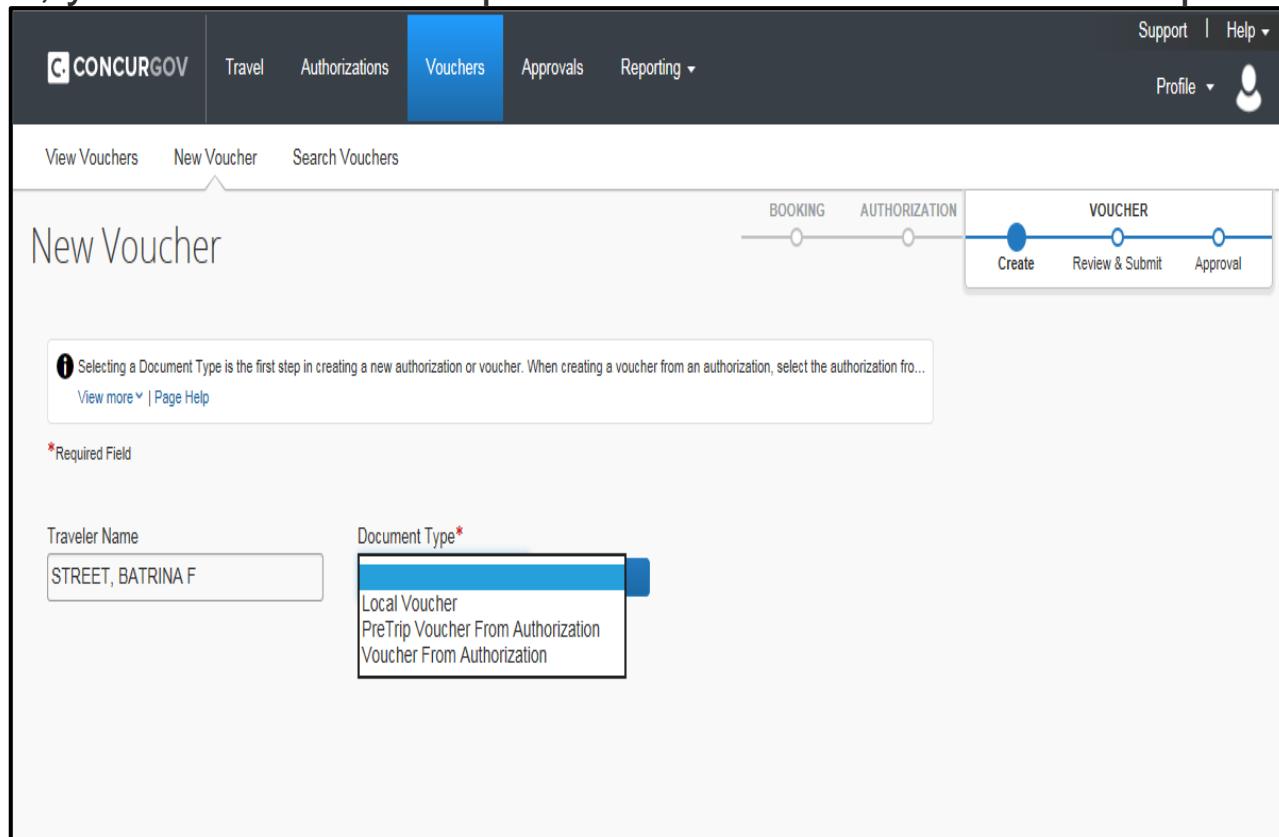
RECENT VOUCHERS

[View All](#) [Create New](#)

| Name / TA Number | Description | Departure | Last Stamped | Total | Status | In Use By | Additional Detail |
|--------------------------------|--------------------------------------|------------|--------------|--------|----------|-----------|----------------------|
| TA10N00001468 TA10N00001468 | 2017 NASA Travel Policy Forum - MSFC | 06/11/2017 | 06/20/2017 | 885.93 | COMPLETE | | View |

- Document Type will usually be “voucher from authorization” which will pull expenses from your travel authorization.

As a reminder, you also have the option to select local voucher and pre-trip voucher.



- Review all expenses, modify the estimated amounts from the authorization to the actual amounts incurred.
- Review expenses to ensure the reimbursement will go to the correct payment source (i.e. IBA, Other, CBA, etc.) As mentioned earlier, the Split Pay function is utilized within CGE. If you do not want your lodging, rental car and transportation expenses to go to your USBank IBA account you **MUST** change it on your travel authorization/voucher. You change it by going to the expense tab, click on the pencil of the expense, then on the right side of the screen you can change it to OTHER, this will allow the expense to be reimbursed to you. If for some reason your payment was made to your IBA in error, you will have to contact USBank directly to discuss the refund process. *(see next slide for example)*
- **Note:** please ensure you save before moving between tabs, otherwise you might lose the information entered.

- To determine the payment method of an expense, highlight the expense line which will result in the Expense Details in the panel to the right. Payment Method will be IBA, CBA or OTHER. To change the payment method, click the pull down, select the payment method desired and Save.

The screenshot shows the 'Expenses & Receipts' section of a software interface. A table lists expense lines with columns for #, Alert, Actions, Delete, Date, Source, Expense Description, Amount, and Type. Line 3 is highlighted with a red box. To the right, the 'Expense Details (View-only)' panel shows the details for this line: Expense Date (06/11/2017), Expense Description (Lodging), and Cost (97.00 USD). The 'Payment Method*' dropdown is set to 'IBA' and is also highlighted with a red box.

| # | Alert | Actions | Delete | Date | Source | Expense Description | Amount | Type |
|---|-------|---------|--------|------------|--------|---------------------------|--------|------|
| 1 | | | | 05/09/2017 | | Estimated TDY Voucher Fee | 14.75 | RO |
| 2 | | | | 05/09/2017 | | Estimated Travel Fee | 7.66 | RO |
| 3 | ⚠ | | | 06/11/2017 | | Lodging | 97.00 | |
| 4 | | | | 06/11/2017 | | Lodging Tax | 19.40 | |
| 5 | | | | 06/11/2017 | | M&IE | 38.25 | |
| 6 | ⚠ | | | 06/12/2017 | | Lodging | 97.00 | |
| 7 | | | | 06/12/2017 | | Lodging Tax | 19.40 | |
| 8 | | | | 06/12/2017 | | M&IE | 51.00 | |

The screenshot shows the 'Expenses & Receipts' section of a software interface. A table lists expense lines with columns for #, Alert, Actions, Delete, Date, Source, Expense Description, Amount, and Type. Line 11 is highlighted with a red box. To the right, the 'Expense Details (View-only)' panel shows the details for this line: Expense Date (06/13/2017), Expense Description (M&IE), and Cost (51.00 USD). The 'Payment Method*' dropdown is set to 'OTHER' and is also highlighted with a red box.

| # | Alert | Actions | Delete | Date | Source | Expense Description | Amount | Type |
|----|-------|---------|--------|------------|--------|---------------------|--------|------|
| 8 | | | | 06/12/2017 | | M&IE | 51.00 | |
| 9 | ⚠ | | | 06/13/2017 | | Lodging | 97.00 | |
| 10 | | | | 06/13/2017 | | Lodging Tax | 19.40 | |
| 11 | | | | 06/13/2017 | | M&IE | 51.00 | |
| 12 | ⚠ | | | 06/14/2017 | | Lodging | 97.00 | |
| 13 | | | | 06/14/2017 | | Lodging Tax | 19.40 | |
| 14 | | | | 06/14/2017 | | M&IE | 51.00 | |
| 15 | ⚠ | | | 06/15/2017 | | Lodging | 97.00 | |

- Ensure you have attached all receipts and supporting documentation.
- Traveler must maintain receipts for all of their lodging and any other expenses in excess of \$75.00.
- Receipts should be faxed or attached via PDF to the travel voucher. CGE does have the E-receipt capability, this function allows electronic receipts from participating vendors when charges post to your government credit card (IBA). You have to accept the e-receipt agreement on your travel profile in order to activate this functionality.
- Review travel voucher before submitting voucher for approval to ensure all expenses are correct, receipts are attached and payment method is correct.

Travelers Responsibilities:

- Complete and submit the [NASA Pre-Travel Request for Authorization and Travel Voucher Worksheet](#), so your arranger can create your reservations and authorization.
- Update your profile in CGE
- Ensure IBA information is correct and up to date (i.e. expiration dates, etc.)
- Submit travel voucher within 5 days of returning from trip
- Ensure receipts are attached
- Ensure expenses claimed are correct and reimbursable
- Ensure you are familiar with the [Federal Travel Regulations \(FTR\)](#) and [NASA's Policy \(NID/NPR\)](#)

Arranger: The NSSC's Administrative Assistants and Travel Office SPs will act as a travel arranger and use the completed [NASA Pre-Travel Request for Authorization and Travel Voucher Worksheet](#) to create an authorization in CGE on behalf of the traveler. The travel arranger will make reservations for airline, rail, hotel, and rental car using the Reservation tool within CGE.

Supervisory Approver: Management/Supervisor of the traveler's organization. They (approving official) are responsible for reviewing the vouchers and ensure that expenditures are reasonable, necessary and are in compliance with the [FTR/NID/NPR](#). Supervisors can only authorize/approve travel for individuals below the supervisor's organization level.

Funds Certifier: The NSSC Budget and Accounting Division will ensure funding availability, WBS accuracy, and compliance with Federal Travel Regulations.

QUESTIONS?

