

Book Your Lodging - Create Authorization

- 1 log in (<https://cge.concursolutions.com>)
- 2 click on the Travel tab (Home, Travel, Authorizations, etc.)
- 3 click on the Hotel tab (Air/Rail, Car, Hotel, Taxi, etc.)
- 4 above Find Location type in the city, state you will be staying
- 5 click on Find Location
- 6 verify correct city and click on Choose
- 7 fill in Check-in Date (or use calendar)
- 8 Check-out Date defaults to next day – edit as needed
- 9 click on Search
- 10 click on Expand All Details to show **FedRooms** (on the right are specific lodging names that can be checked)
- 11 find your hotel selection and click on Reserve
- 12 on Rate Details/Cancellation Policy, scroll to the bottom and click the I agree box and click on Continue
- 13 IF you get the Travel Rule Violation: choose the appropriate reason from the dropdown and type a brief sentence to justify the violation and click on Save
- 14 verify the Travel Details are correct and scroll to bottom and click on Next
- 15 Trip Booking Information – choose the Trip Purpose (Required) from the dropdown

- 16 click on Next
 - 17 Trip Confirmation – verify correct and scroll to bottom and click on Confirm Booking
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You have created the authorization

- 18 Click on the General tab
- 19 Document Information
 - Type Code is Trip by Trip
 - Purpose – usually Site Visit
 - Document Description – not needed but helpful
- 20 Click on Save Changes
- 21 Trip Information
 - Depart Selection/Return Selection – LR/Fayetteville (duty station)
 - verify Trip Begin Date/Trip End Date – choose from calendar
 - verify Itinerary Location – city, state (i.e. Harrison, AR)
 - verify Purpose – usually Site Visit
- 22 Click on Reset Per Diem Conditions
- 23 Click on Save Changes
- 24 Expense tab
 - In the Add Expense Details area click on the Expense Description drop-down
 - Highlight the mode of transportation (i.e. Government Vehicle)
 - In the Create Expenses Through section – enter the trip end date

Enter 0.00 in the Cost section

Click Save

25 Click on the Confirmation tab

26 verify Status To Apply is Authorization Signed

27 Stamp and Submit Document

28 Continue Stamping the Document

29 Accept Signature Text

30 Close Post Stamping Document Closure Screen