

Create Authorization – no lodging known

1 log in (<https://cge.concursolutions.com>)

2 click new authorization

3 verify document type is Authorization

4 create document

5 Document Information

Type Code is Trip by Trip

Purpose – usually Site Visit

Document Description – not needed but helpful

6 Trip Information

Depart Selection/Return Selection – LR/Fayetteville (duty station)

Trip Begin Date/Trip End Date – choose from calendar

Itinerary Location – city, state (i.e. Harrison, AR

7 Create Document

8 Purpose – usually Site Visit

9 Check Reset Per Diem Conditions

10 Click on Save Changes

11 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

12 Confirmation tab

13 verify Status To Apply is Authorization Signed

14 Stamp and Submit Document

15 Continue Stamping the Document

16 Accept Signature Text

17 Close Post Stamping Document Closure Screen