

How To Sign Your CGE Travel Voucher

- 1 receive email from Becky**
- 2 login to: <https://cge.concursolutions.com>**
- 3 You will see at least 4 tabs – Home, Travel, Authorizations, Vouchers, Profile**
- 4 Click on the Voucher Tab**
- 5 Click on View Voucher**
- 6 Click on the pencil icon to open document**
- 7 Confirm that the information is correct**
- 8 Click on the Confirmation tab**
- 9 Verify the Status to Apply: Voucher Signed**
- 10 click on Stamp & Submit Document (upper right)**
- 11 Click on Continue Stamping the Document**
- 12 Click on Close Funding**
- 13 Click on Close Post Stamping Document Closure Screen**
- 14 Logout using the logout button – DO NOT USE THE BIG RED X to logout !**

Let me know if you have any questions or problems.