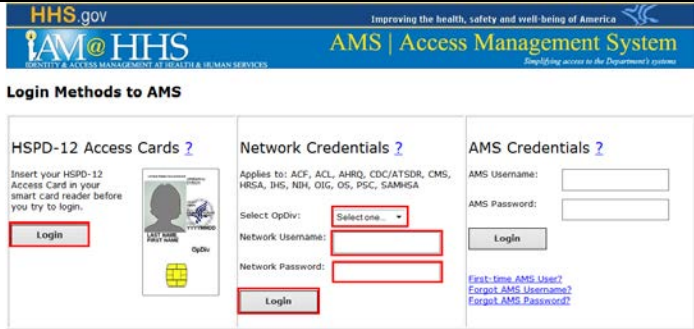


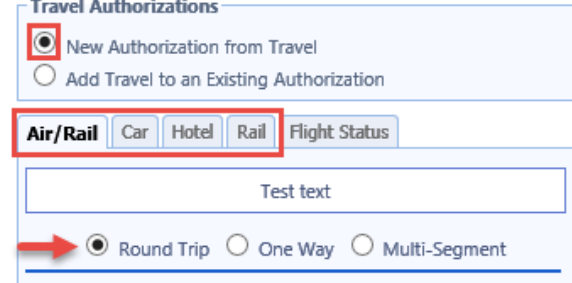


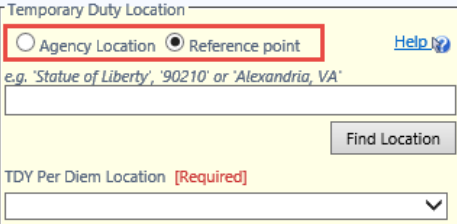
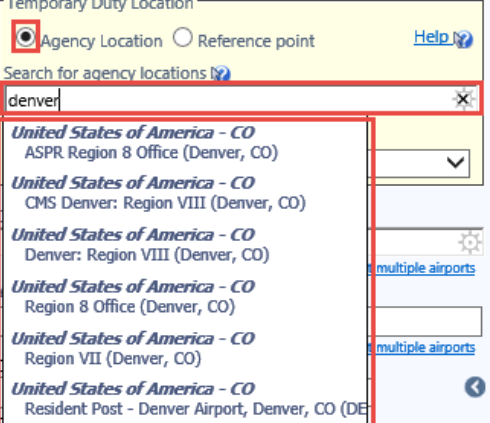
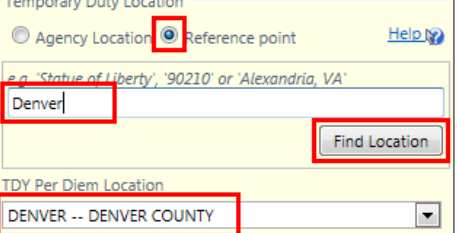
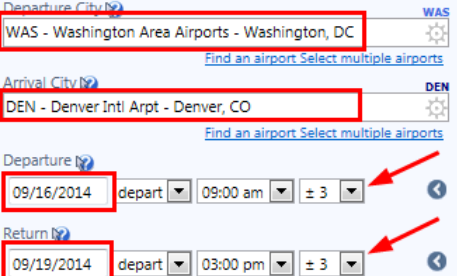
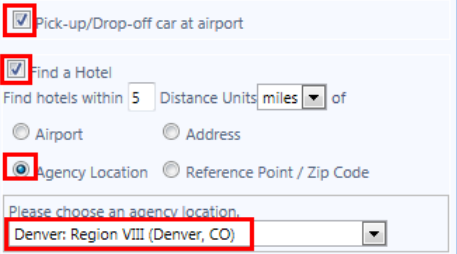


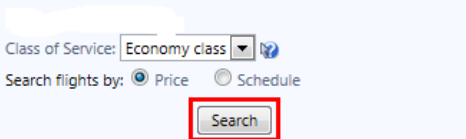
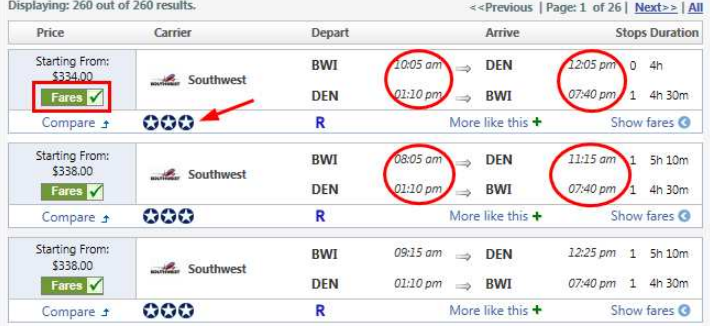
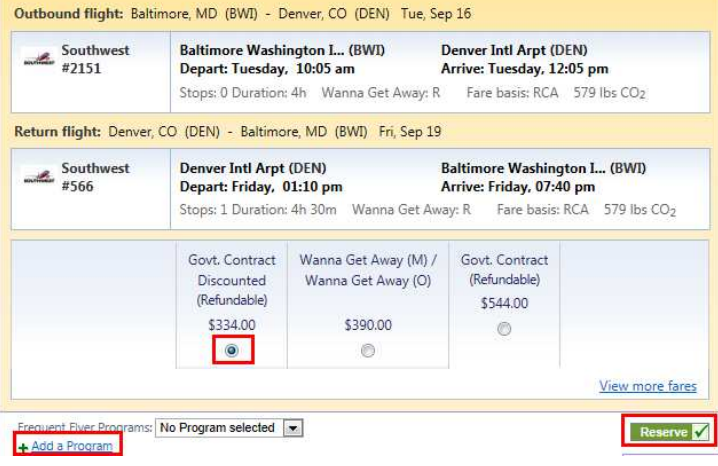
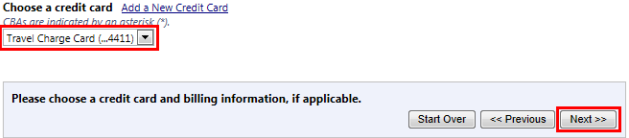
Concur Government Edition (CGE) Job Aid: Booking Travel

Purpose: To provide a step-by-step guide to booking airfare, rail, hotel, and car rental in CGE.

Audience: Travelers and Preparers

<p>Instruction:</p> <p>Step 1: Log into AMS Log into CGE via AMS using either your PIV card or your HHS network username and password.</p> <p>Note: AMS can be accessed through the HHS intranet or the internet at https://ams.hhs.gov</p>	<p>Screenshot:</p> 
<p>Step 2: Select E-Travel From the Home page of AMS select the E-Travel link.</p>	
<p>Step3: Select Travel Tab From the CGE Home page, select the Travel tab in the upper left hand side of the page.</p>	
<p>Step 4: Choose Type of Authorization and Reservation From the Travel Home page, select the New Authorization from Travel option. Then select the reservation type to begin entering your search criteria (Air/Rail, Car, etc.). When searching for Air or Rail, select the radio button next to either Round Trip, One Way, or Multi-Segment.</p> <p>Note: In CGE, booking rail is the same process as booking air.</p>	

Instruction:	Screenshot:
<p>Step 5: Enter Temporary Duty Location Identify your Temporary Duty (TDY) location by either searching for a HHS agency location or by searching for a geographic reference point.</p>	
<p>Step 5a: Temporary Duty Location – Agency Location To search for a HHS agency location, select the radio button next to Agency Location. Enter the agency location name in the “Search for agency locations” field, e.g. Denver. CGE will display a list of HHS offices matching your entry. Choose the desired location from the list of agency locations, e.g. Region VIII (Denver, CO).</p>	
<p>Step 5b: Temporary Duty Location – Reference Point Alternatively, search for the TDY location using a geographic reference point. Select the radio button next to Reference point and enter the location in the search field. Then select “Find Location” and confirm. Be sure that the TDY Per Diem Location field shows the correct location for your mission. You can change the Per Diem location by selecting the drop down arrow and choosing another location.</p>	
<p>Step 6: Enter Air Search Criteria Enter the departure and arrival airports. Enter the departure and return dates. Adjust the search times as needed.</p>	
<p>Step 7: Enter Car and Hotel Search Criteria If you require a rental car select the check box next to “Pick-up/Drop-off car at airport”. To search for a hotel, select the check box next to “Find a Hotel” and choose your hotel search criteria. You can search for a hotel near an airport, a specific address, the agency location, or a reference point/zip code.</p>	

<p>Instruction:</p> <p>Step 8: Select Search Select the Search button to begin searching for the air, car, and hotel options.</p>	<p>Screenshot:</p> 
<p>Step 9: Select Flights The airfare search results page shows a list of matching flights and fares. The green fare button and the 3 stars indicate that this is a government contracted (City Pair) fare and should be the first choice. A yellow fare button (not shown) indicates that a fare is not the lowest logical cost and will require a justification. A red fare button (not shown) indicates that a fare is outside of policy and will require a justification. Select the Fares button in the Price column to show the fare options and details.</p> <p>Note: For Round Trip searches, each fare listed includes both the departure and return legs of the trip.</p>	
<p>Step 10: Select Fare From the flight details window, select the radio button below the airfare. Gov't. Contract Discounted (Refundable) fares should be chosen whenever available. Select "Reserve" to choose this fare.</p> <p>Note: Add your Frequent Flyer number by selecting "Add a Program" if it is not already included in your profile.</p>	
<p>Step 11: Select Flight Payment Type On the Trip Payment Information page, choose the appropriate payment method for your OpDiv/StaffDiv from the drop down menu and select the Next button.</p>	

Instruction:

Step 12: Select Car Rental

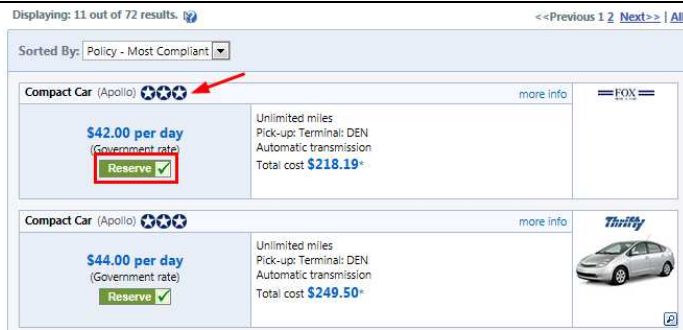
The car rental search results page shows a list of rental cars and rates matching the search criteria.

The green reserve button and the 3 white stars indicate that this is a government contracted rate and should be the first choice.

The red reserve button (not shown) indicates a non-government rate or non-preferred car size which requires a justification.

Select the "Reserve" button to choose your car.

Screenshot:



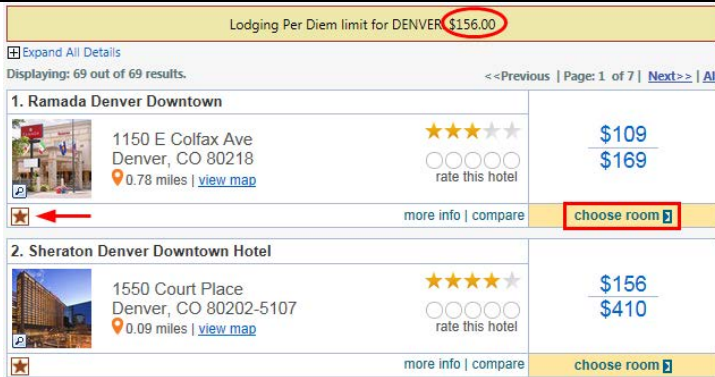
Step 13: Search Hotel Rates

The hotel search results page shows a list of hotels matching the search criteria.

Hotels that participate in the FedRooms program are indicated by the maroon star and should be the first choice.

Select the "choose room" button to see the available rates for that hotel.

Note: The Per Diem rate for this TDY at the top of the page.



Step 14: Select Hotel

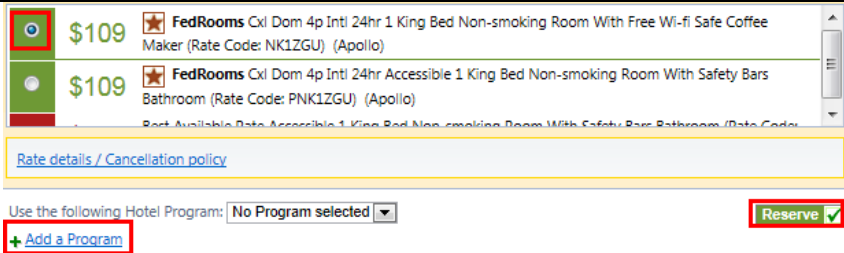
CGE displays a list of available room rates for the selected hotel with a selection button for each.

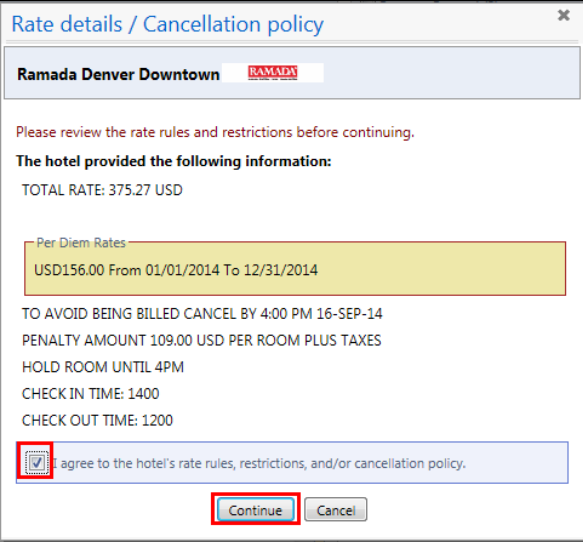
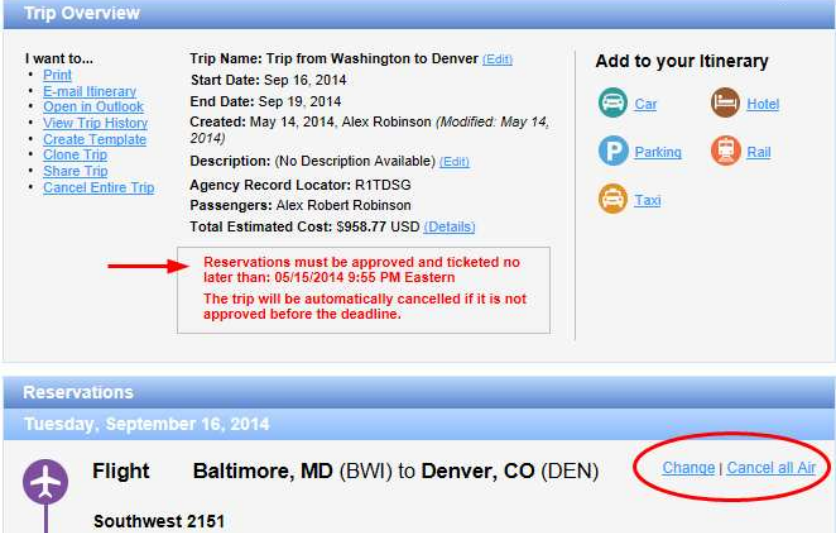
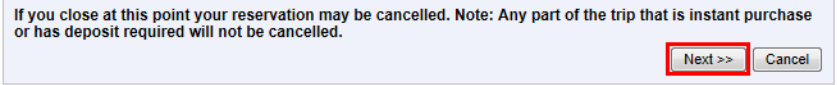
Green indicates that this is a FedRooms rate. Yellow (not shown) indicates a FedRooms rate that is not the lowest cost.

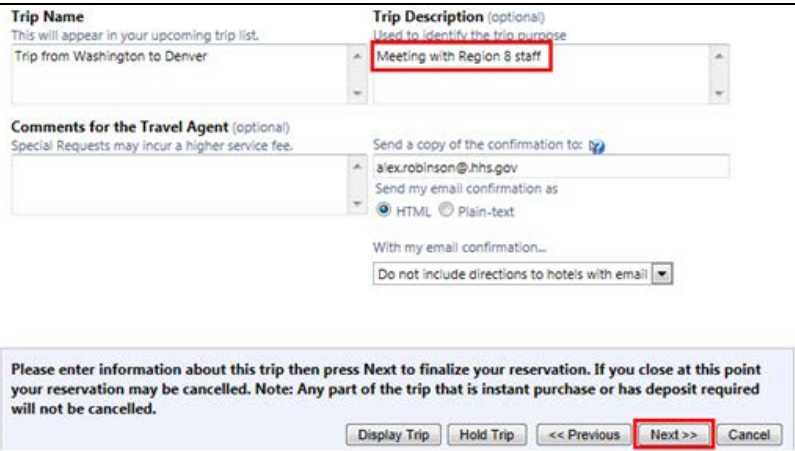
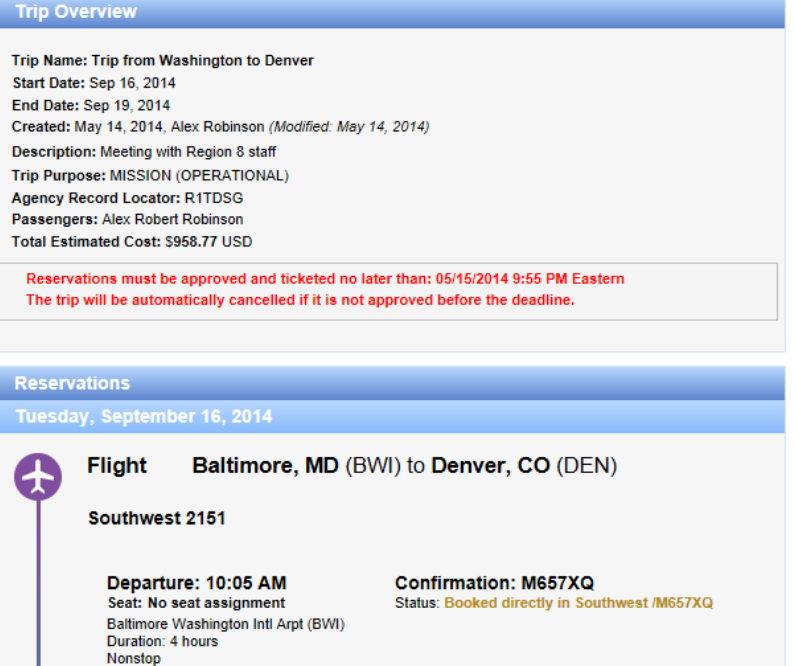
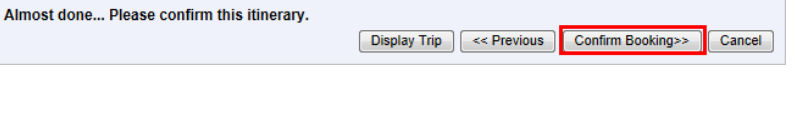
Red (not shown) indicates that this is not a Fedrooms rate and will require a justification.

Choose the room rate by selecting the radio button next to the appropriate room type and rate and selecting "Reserve".

Note: Add your hotel rewards number by selecting "Add a Program" if it is not already included in your profile.



<p>Instruction:</p> <p>Step 15: Agree to Hotel Policy Read the hotel rate details and cancellation policy and select the box next to “I agree to the hotel’s rate rules, restrictions, and/or cancellation policy.” Then select Continue.</p>	<p>Screenshot:</p> 
<p>Step 16: Review Travel Details From the Travel Details page, review all of your reservations before confirming. Important: Notice the ticketing date and cancellation information in the center of the Trip Overview section. Scroll to the bottom of the page to review all of your choices. To make any changes, select the “Change” link for that segment of the reservation. To cancel part of your reservation, select the “Cancel” link next to that segment of the reservation.</p>	
<p>Step 16 continued: Review Travel Details Continue to scroll to the end of the page. If everything is in order, select the Next button to continue.</p> <p>Note: Selecting the Cancel button will cancel the entire trip.</p>	

<p>Instruction:</p> <p>Step 17: Trip Booking Information On the Trip Booking Information page, enter a description of your trip. This will auto-populate on the Authorization. Select "Next" to continue.</p> <p>Note: Only enter a comment for the travel agent when absolutely necessary as this will incur an additional fee.</p>	<p>Screenshot:</p> 
<p>Step 18: Trip Confirmation Review the trip details once more on the Trip Confirmation page before booking. Scroll to the bottom of the page to review each segment of the trip.</p>	
<p>Step 19: Confirm Booking At the bottom of the Trip Confirmation page, select the Confirm Booking button to finalize the reservations.</p>	

You have successfully booked travel in CGE!

To continue with the Authorization, see the job aid "Creating an Authorization from a Travel Reservation."