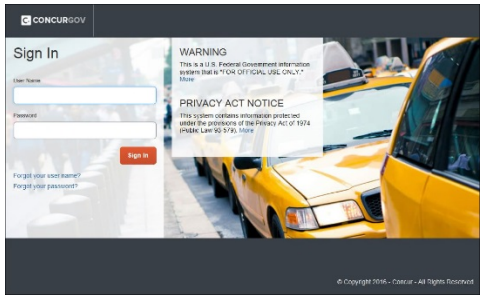
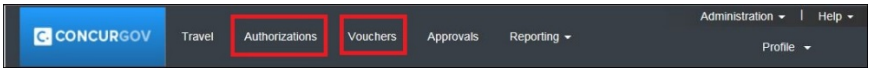
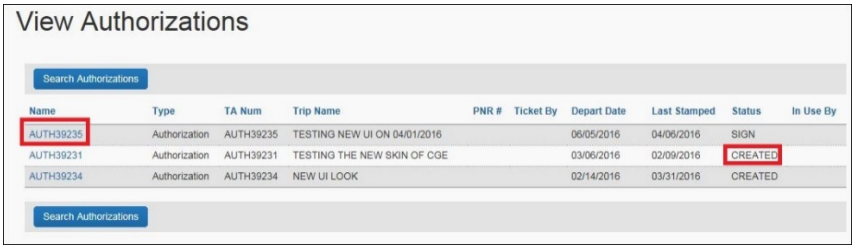
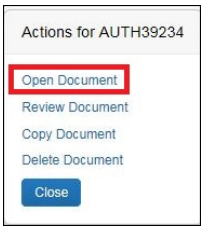
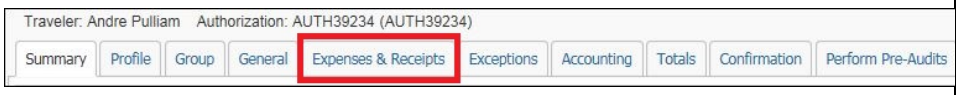
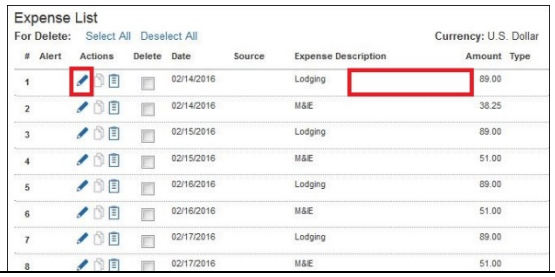
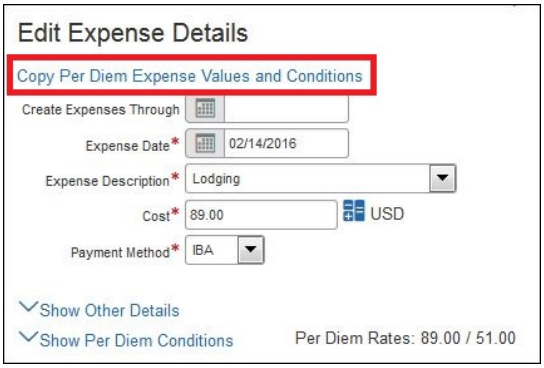
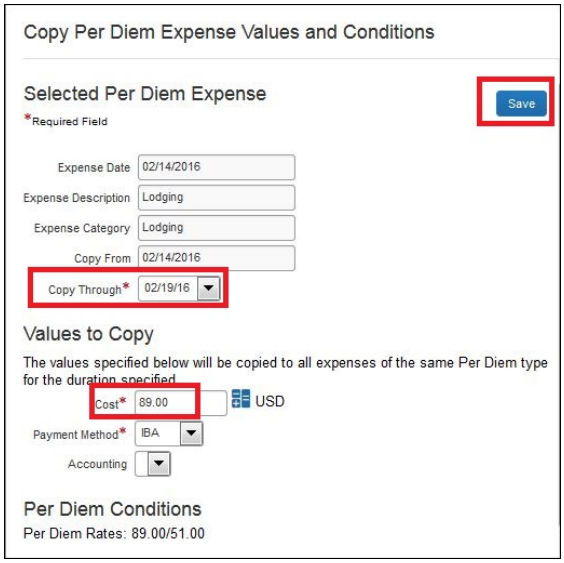
ConcurGov Job Aid: Adjusting Lodging and M&IE in ConcurGov for TDY trips to FEMA's Center for Domestic Preparedness (CDP)

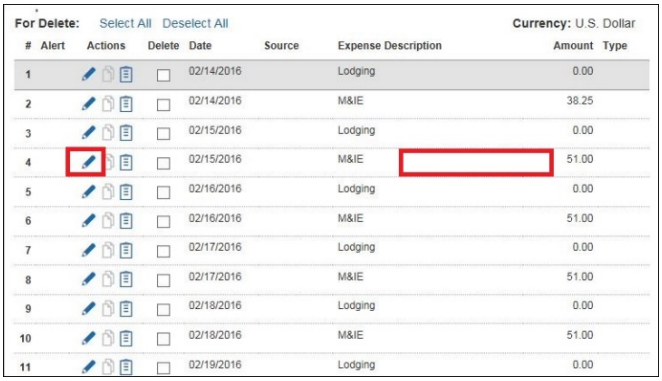
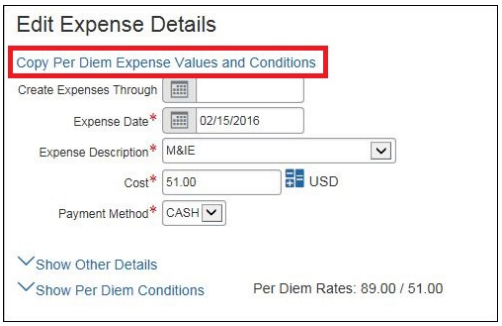
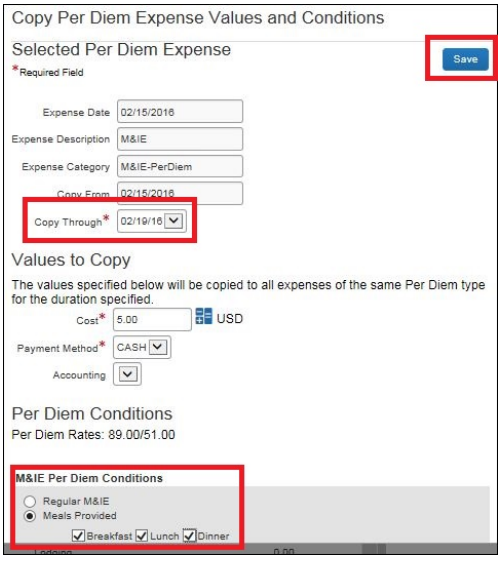
Purpose: To provide a step-by-step guide to adjust Lodging and M&IE in ConcurGov for CDP.

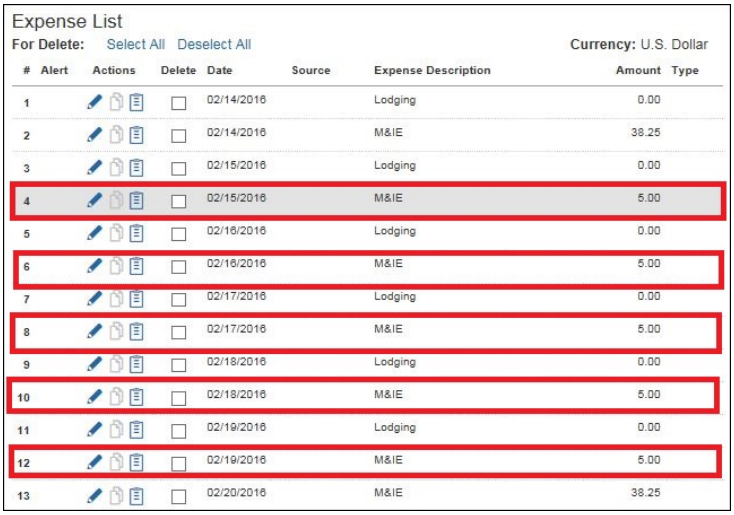
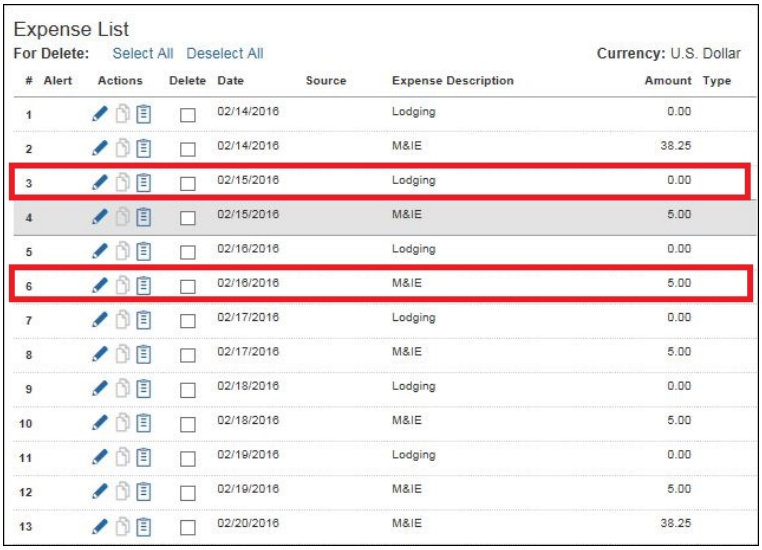
Assumption is Lodging and Meals are provided for the traveler.

Audience: Travelers and Arrangers

Information:	Screenshot:
Step 1: Sign into ConcurGov Sign into ConcurGov using your username and password. Note: ConcurGov can be accessed through the FEMA intranet or the internet at https://cge.concursolutions.com	
Step 2: Select Authorizations or Vouchers Tab Select the Authorizations or Vouchers tab and then select View Authorizations or View Vouchers.	
Step 3: Select Any Document Not Yet in "ACCEPT" status or Create a New Authorization/Voucher Locate your document from the list of Authorizations or Vouchers. Select the document name from the Name column.	

Information:	Screenshot:
Step 4: Open Document Select Open Document from the Actions pop up window.	
Step 5: Select Expenses and Receipts Tab Select the Expense & Receipts tab to view the expense information.	
Step 6: Edit the first day of Lodging Select the Edit icon for the first day of Lodging, or click on the line between the Expense Description and the Amount.	
Step 7: Edit Lodging Cost Click the Copy Per Diem Expense Values and Conditions link	
Step 8: Edit Lodging Cost In the Copy Per Diem Expense Values and Conditions pop-up screen • Verify the last day of lodging is in the Copy Through box • Correct the Amount ($0.00) in the Cost field that you want to copy through all dates of lodging • Click Save	

Information:	Screenshot:
Step 9: Adjust Lodging cost Verify the Lodging cost is reduced to $0.00	
Step 10: Adjust M&IE Select the Edit icon for the first full day of M&IE, or click on the line between the Expense Description and the Amount.	
Step 11: Edit M&IE Cost Click the Copy Per Diem Expense Values and Conditions link	
Step 12: Edit M&IE Cost In the Copy Per Diem Expense Values and Conditions pop-up screen • Verify the last day of full M&IE in the Copy Through box is the next to last day of your trip. **CAUTION: the system will default to include the last day of trip (travel day).** • Select Meals Provided o Select Breakfast o Select Lunch o Select Dinner • Verify cost is $5.00 • Click Save	

Information:	Screenshot:
Step 13: Verify M&IE Adjustments Verify M&IE is reduced to $5.00 per day for all days except first and last day.	
Step 14: Verify Lodging and M&IE have adjusted Verify lodging expenses have been adjusted to $0.00 and M&IE adjusted to $5.00 per day for all days except for first and last day.	

Expense List

For Delete: Select All Deselect All Currency: U.S. Dollar

#	Alert	Actions	Delete	Date	Source	Expense Description	Amount	Type
1				02/14/2016		Lodging	0.00	
2				02/14/2016		M&IE	38.25	
3				02/15/2016		Lodging	0.00	
4				02/15/2016		M&IE	5.00	
5				02/16/2016		Lodging	0.00	
6				02/16/2016		M&IE	5.00	
7				02/17/2016		Lodging	0.00	
8				02/17/2016		M&IE	5.00	
9				02/18/2016		Lodging	0.00	
10				02/18/2016		M&IE	5.00	
11				02/19/2016		Lodging	0.00	
12				02/19/2016		M&IE	5.00	
13				02/20/2016		M&IE	38.25	

Expense List

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1				02/14/2016		Lodging	0.00	
2				02/14/2016		M&IE	38.25	
3				02/15/2016		Lodging	0.00	
4				02/15/2016		M&IE	5.00	
5				02/16/2016		Lodging	0.00	
6				02/16/2016		M&IE	5.00	
7				02/17/2016		Lodging	0.00	
8				02/17/2016		M&IE	5.00	
9				02/18/2016		Lodging	0.00	
10				02/18/2016		M&IE	5.00	
11				02/19/2016		Lodging	0.00	
12				02/19/2016		M&IE	5.00	
13				02/20/2016		M&IE	38.25	

You have successfully adjusted Lodging and M&IE in ConcurGov for CDP!