



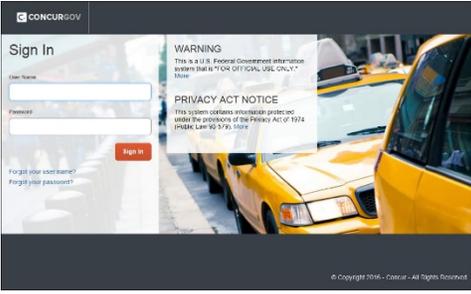
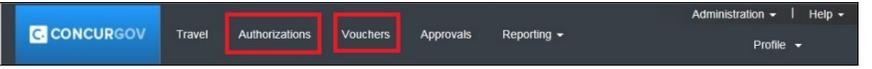
# FEMA

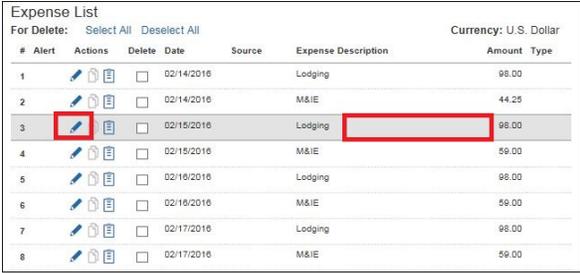
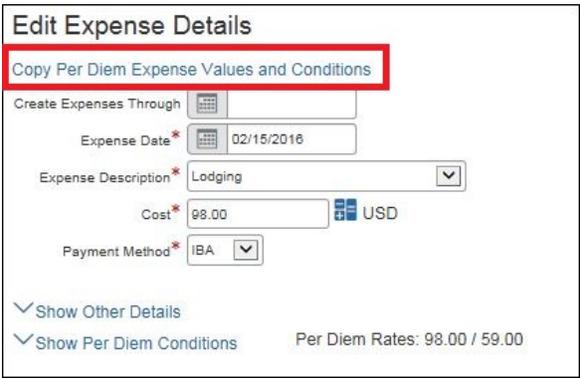
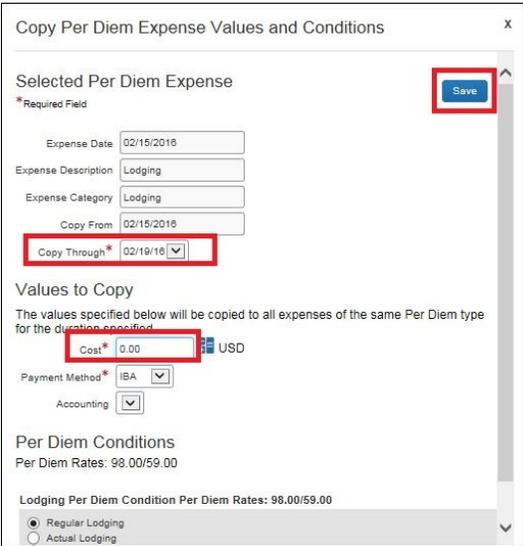
## ConcurGov Job Aid: Adjusting Lodging and M&IE in ConcurGov for FEMA's National Emergency Training Center (NETC) / Emergency Management Institute (EMI)

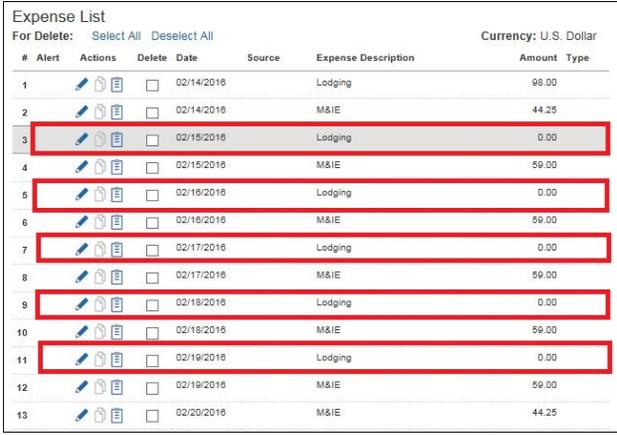
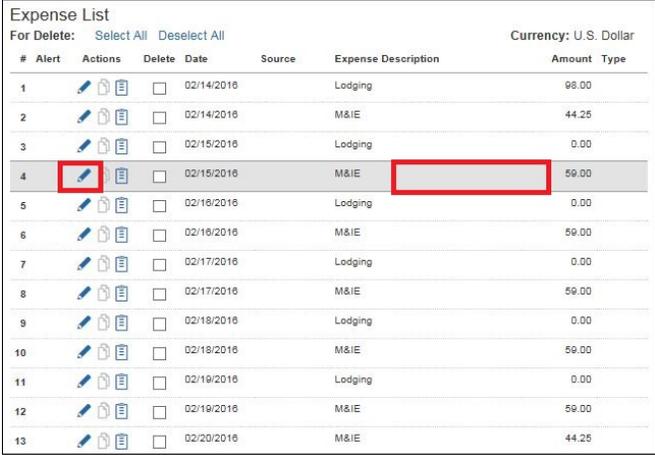
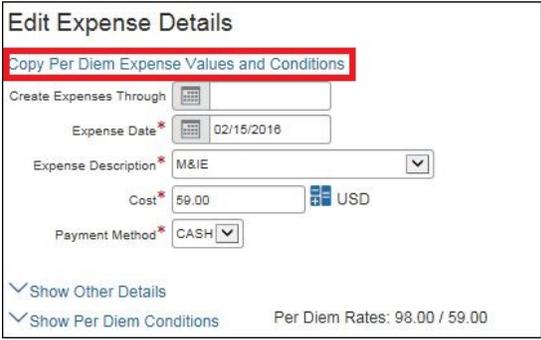
**Purpose:** To provide a step-by-step guide to adjust Lodging and M&IE in ConcurGov for NETC / EMI.

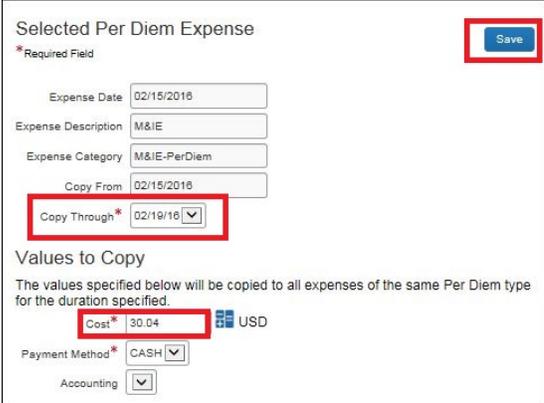
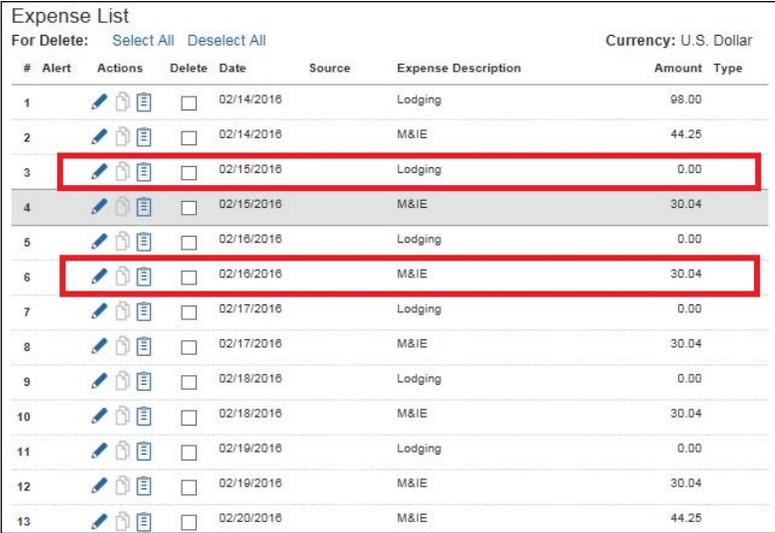
**Assumption** is Lodging is provided and the Meal ticket is purchased by the traveler.

**Audience:** Travelers and Arrangers

Information:	Screenshot:																																								
<p><b>Step 1: Sign into ConcurGov</b></p> <p>Sign into ConcurGov using your username and password.</p> <p>Note: ConcurGov can be accessed through the FEMA intranet or the internet at <a href="https://cge.concursolutions.com">https://cge.concursolutions.com</a></p>																																									
<p><b>Step 2: Select Authorizations or Vouchers Tab</b></p> <p>Select the Authorizations or Vouchers tab and then select View Authorizations or View Vouchers.</p>																																									
<p><b>Step 3: Select Any Document Not Yet in "ACCEPT" status or Create a New Authorization/Voucher</b></p> <p>Locate your document from the list of Authorizations or Vouchers. Select the document name from the Name column.</p>	 <table border="1"> <thead> <tr> <th>Name</th> <th>Type</th> <th>TA Num</th> <th>Trip Name</th> <th>PNR #</th> <th>Ticket By</th> <th>Depart Date</th> <th>Last Stamped</th> <th>Status</th> <th>In Use By</th> </tr> </thead> <tbody> <tr> <td>AUTH39235</td> <td>Authorization</td> <td>AUTH39235</td> <td>TESTING NEW UI ON 04/01/2016</td> <td></td> <td></td> <td>06/05/2016</td> <td>04/06/2016</td> <td>SIGN</td> <td></td> </tr> <tr> <td>AUTH39231</td> <td>Authorization</td> <td>AUTH39231</td> <td>TESTING THE NEW SKIN OF CGE</td> <td></td> <td></td> <td>03/06/2016</td> <td>02/09/2016</td> <td>CREATED</td> <td></td> </tr> <tr> <td>AUTH39234</td> <td>Authorization</td> <td>AUTH39234</td> <td>NEW UI LOOK</td> <td></td> <td></td> <td>02/14/2016</td> <td>03/31/2016</td> <td>CREATED</td> <td></td> </tr> </tbody> </table>	Name	Type	TA Num	Trip Name	PNR #	Ticket By	Depart Date	Last Stamped	Status	In Use By	AUTH39235	Authorization	AUTH39235	TESTING NEW UI ON 04/01/2016			06/05/2016	04/06/2016	SIGN		AUTH39231	Authorization	AUTH39231	TESTING THE NEW SKIN OF CGE			03/06/2016	02/09/2016	CREATED		AUTH39234	Authorization	AUTH39234	NEW UI LOOK			02/14/2016	03/31/2016	CREATED	
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<p><b>Step 4: Open Document</b></p> <p>Select Open Document from the Actions pop up window.</p>																																									

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<p><b>Step 5: Select Expenses and Receipts Tab</b></p> <p>Select the Expense &amp; Receipts tab to view the expense information.</p>	 <p>Traveler: Andre Pulliam Authorization: AUTH39234 (AUTH39234)</p> <p>Summary Profile Group General <b>Expenses &amp; Receipts</b> Exceptions Accounting Totals Confirmation Perform Pre-Audits</p>																																																																																	
<p><b>Step 6: Edit the first day of Lodging</b></p> <p>Select the Edit icon for the first day of Lodging, or click on that line between the Expense Description and the Amount.</p>	 <p>Expense List</p> <p>For Delete: <input type="checkbox"/> Select All <input type="checkbox"/> Deselect All Currency: U.S. Dollar</p> <table border="1"> <thead> <tr> <th>#</th> <th>Alert</th> <th>Actions</th> <th>Delete</th> <th>Date</th> <th>Source</th> <th>Expense Description</th> <th>Amount</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td>02/14/2016</td> <td></td> <td>Lodging</td> <td>98.00</td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td>02/14/2016</td> <td></td> <td>M&amp;IE</td> <td>44.25</td> <td></td> </tr> <tr> <td>3</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td>02/15/2016</td> <td></td> <td>Lodging</td> <td>98.00</td> <td></td> </tr> <tr> <td>4</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td>02/15/2016</td> <td></td> <td>M&amp;IE</td> <td>59.00</td> <td></td> </tr> <tr> <td>5</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td>02/16/2016</td> <td></td> <td>Lodging</td> <td>98.00</td> <td></td> </tr> <tr> <td>6</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td>02/16/2016</td> <td></td> <td>M&amp;IE</td> <td>59.00</td> <td></td> </tr> <tr> <td>7</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td>02/17/2016</td> <td></td> <td>Lodging</td> <td>98.00</td> <td></td> </tr> <tr> <td>8</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td>02/17/2016</td> <td></td> <td>M&amp;IE</td> <td>59.00</td> <td></td> </tr> </tbody> </table>	#	Alert	Actions	Delete	Date	Source	Expense Description	Amount	Type	1			<input type="checkbox"/>	02/14/2016		Lodging	98.00		2			<input type="checkbox"/>	02/14/2016		M&IE	44.25		3			<input type="checkbox"/>	02/15/2016		Lodging	98.00		4			<input type="checkbox"/>	02/15/2016		M&IE	59.00		5			<input type="checkbox"/>	02/16/2016		Lodging	98.00		6			<input type="checkbox"/>	02/16/2016		M&IE	59.00		7			<input type="checkbox"/>	02/17/2016		Lodging	98.00		8			<input type="checkbox"/>	02/17/2016		M&IE	59.00	
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<p><b>Step 7: Adjust Lodging Cost</b></p> <p>Click the Copy Per Diem Expense Values and Conditions link</p>	 <p>Edit Expense Details</p> <p><b>Copy Per Diem Expense Values and Conditions</b></p> <p>Create Expenses Through <input type="text"/></p> <p>Expense Date* <input type="text" value="02/15/2016"/></p> <p>Expense Description* Lodging <input type="text"/></p> <p>Cost* <input type="text" value="98.00"/> USD</p> <p>Payment Method* IBA <input type="text"/></p> <p><input checked="" type="checkbox"/> Show Other Details</p> <p><input checked="" type="checkbox"/> Show Per Diem Conditions Per Diem Rates: 98.00 / 59.00</p>																																																																																	
<p><b>Step 8: Edit Lodging Cost</b></p> <p>In the Copy Per Diem Expense Values and Conditions pop-up screen</p> <ul style="list-style-type: none"> <li>Verify the last day of lodging is in the Copy Through box</li> <li>Correct the Amount (\$0.00) in the Cost field that you want to copy through all dates of lodging</li> <li>Click Save</li> </ul>	 <p>Copy Per Diem Expense Values and Conditions</p> <p>Selected Per Diem Expense <input type="button" value="Save"/></p> <p>*Required Field</p> <p>Expense Date <input type="text" value="02/15/2016"/></p> <p>Expense Description <input type="text" value="Lodging"/></p> <p>Expense Category <input type="text" value="Lodging"/></p> <p>Copy From <input type="text" value="02/15/2016"/></p> <p>Copy Through* <input type="text" value="02/19/16"/></p> <p>Values to Copy</p> <p>The values specified below will be copied to all expenses of the same Per Diem type for the duration specified.</p> <p>Cost* <input type="text" value="0.00"/> USD</p> <p>Payment Method* IBA <input type="text"/></p> <p>Accounting <input type="text"/></p> <p>Per Diem Conditions</p> <p>Per Diem Rates: 98.00/59.00</p> <p>Lodging Per Diem Condition Per Diem Rates: 98.00/59.00</p> <p><input checked="" type="radio"/> Regular Lodging</p> <p><input type="radio"/> Actual Lodging</p>																																																																																	

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<p><b>Step 11: Edit M&amp;IE Cost</b></p> <p>Click the Copy Per Diem Expense Values and Conditions link</p>	 <p>Edit Expense Details</p> <p><a href="#">Copy Per Diem Expense Values and Conditions</a></p> <p>Create Expenses Through <input type="text"/></p> <p>Expense Date* <input type="text" value="02/15/2016"/></p> <p>Expense Description* <input type="text" value="M&amp;IE"/></p> <p>Cost* <input type="text" value="59.00"/> USD</p> <p>Payment Method* <input type="text" value="CASH"/></p> <p><input checked="" type="checkbox"/> Show Other Details</p> <p><input checked="" type="checkbox"/> Show Per Diem Conditions <span style="float: right;">Per Diem Rates: 98.00 / 59.00</span></p>																																																																																																																														

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<p><b>Step 12: Edit M&amp;IE Cost</b></p> <p>In the Copy Per Diem Expense Values and Conditions pop-up screen</p> <ul style="list-style-type: none"> <li>Verify the last day of full M&amp;IE in the Copy Through box is the next to last day of your trip.</li> </ul> <p><b>CAUTION: the system will default to include the last day of trip (travel day).</b></p> <ul style="list-style-type: none"> <li>Change Cost Amount to <ul style="list-style-type: none"> <li>Students \$30.04</li> <li>Instructors \$31.55</li> </ul> </li> <li>Select M&amp;IE Override</li> <li>Select Override by Amount</li> <li>Enter Amount to Override <ul style="list-style-type: none"> <li>Students \$30.04</li> <li>Instructors \$31.55</li> </ul> </li> </ul> <p><b><u>Remember the Cost Amount and Amount must be the same.</u></b></p> <ul style="list-style-type: none"> <li>Click Save</li> </ul>	 																																																																																																																														
<p><b>Step 13: Verify your Lodging and M&amp;IE have adjusted</b></p> <p>Validate all lodging expenses have been adjusted to \$0.00 and M&amp;IE adjusted to \$30.04 per day for all days except for first and last day.</p>	 <table border="1"> <thead> <tr> <th>#</th> <th>Alert</th> <th>Actions</th> <th>Delete</th> <th>Date</th> <th>Source</th> <th>Expense Description</th> <th>Amount</th> <th>Type</th> </tr> </thead> <tbody> <tr><td>1</td><td></td><td></td><td></td><td></td><td><input type="checkbox"/></td> <td>02/14/2016</td> <td>Lodging</td> <td>98.00</td> </tr> <tr><td>2</td><td></td><td></td><td></td><td></td><td><input type="checkbox"/></td> <td>02/14/2016</td> <td>M&amp;IE</td> <td>44.25</td> </tr> <tr style="border: 2px solid red;"><td>3</td><td></td><td></td><td></td><td></td><td><input type="checkbox"/></td> <td>02/15/2016</td> <td>Lodging</td> <td>0.00</td> </tr> <tr><td>4</td><td></td><td></td><td></td><td></td><td><input type="checkbox"/></td> <td>02/15/2016</td> <td>M&amp;IE</td> <td>30.04</td> </tr> <tr><td>5</td><td></td><td></td><td></td><td></td><td><input type="checkbox"/></td> <td>02/16/2016</td> <td>Lodging</td> <td>0.00</td> </tr> <tr style="border: 2px solid red;"><td>6</td><td></td><td></td><td></td><td></td><td><input type="checkbox"/></td> <td>02/16/2016</td> <td>M&amp;IE</td> <td>30.04</td> </tr> <tr><td>7</td><td></td><td></td><td></td><td></td><td><input type="checkbox"/></td> <td>02/17/2016</td> <td>Lodging</td> <td>0.00</td> </tr> <tr><td>8</td><td></td><td></td><td></td><td></td><td><input type="checkbox"/></td> <td>02/17/2016</td> <td>M&amp;IE</td> <td>30.04</td> </tr> <tr><td>9</td><td></td><td></td><td></td><td></td><td><input type="checkbox"/></td> <td>02/18/2016</td> <td>Lodging</td> <td>0.00</td> </tr> <tr><td>10</td><td></td><td></td><td></td><td></td><td><input type="checkbox"/></td> <td>02/18/2016</td> <td>M&amp;IE</td> <td>30.04</td> </tr> <tr><td>11</td><td></td><td></td><td></td><td></td><td><input type="checkbox"/></td> <td>02/19/2016</td> <td>Lodging</td> <td>0.00</td> </tr> <tr><td>12</td><td></td><td></td><td></td><td></td><td><input type="checkbox"/></td> <td>02/19/2016</td> <td>M&amp;IE</td> <td>30.04</td> </tr> <tr><td>13</td><td></td><td></td><td></td><td></td><td><input type="checkbox"/></td> <td>02/20/2016</td> <td>M&amp;IE</td> <td>44.25</td> </tr> </tbody> </table>	#	Alert	Actions	Delete	Date	Source	Expense Description	Amount	Type	1					<input type="checkbox"/>	02/14/2016	Lodging	98.00	2					<input type="checkbox"/>	02/14/2016	M&IE	44.25	3					<input type="checkbox"/>	02/15/2016	Lodging	0.00	4					<input type="checkbox"/>	02/15/2016	M&IE	30.04	5					<input type="checkbox"/>	02/16/2016	Lodging	0.00	6					<input type="checkbox"/>	02/16/2016	M&IE	30.04	7					<input type="checkbox"/>	02/17/2016	Lodging	0.00	8					<input type="checkbox"/>	02/17/2016	M&IE	30.04	9					<input type="checkbox"/>	02/18/2016	Lodging	0.00	10					<input type="checkbox"/>	02/18/2016	M&IE	30.04	11					<input type="checkbox"/>	02/19/2016	Lodging	0.00	12					<input type="checkbox"/>	02/19/2016	M&IE	30.04	13					<input type="checkbox"/>	02/20/2016	M&IE	44.25
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**You have successfully adjusted Lodging and M&IE in ConcurGov for NETC / EMI!**