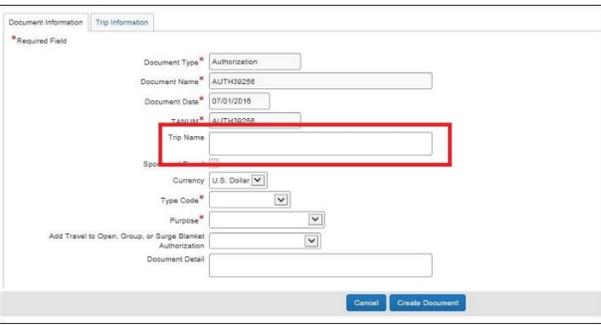
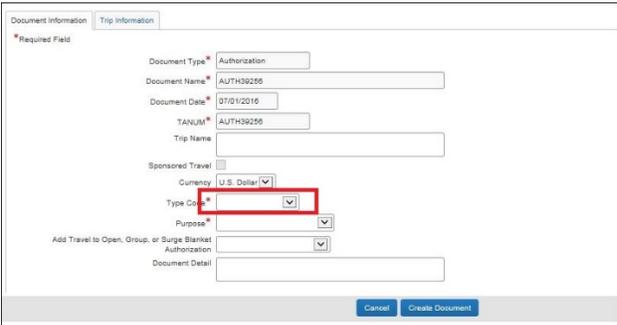


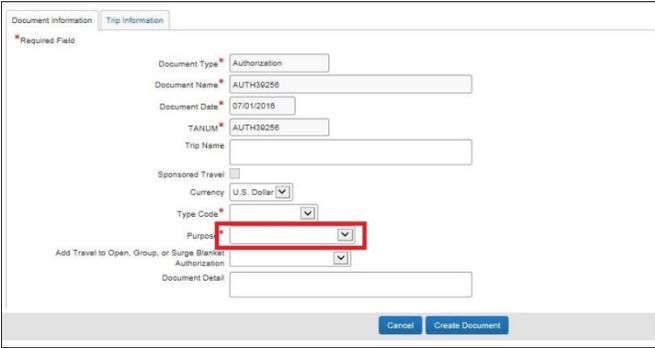
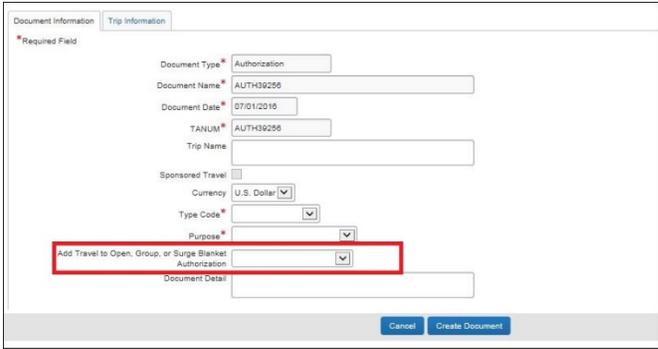
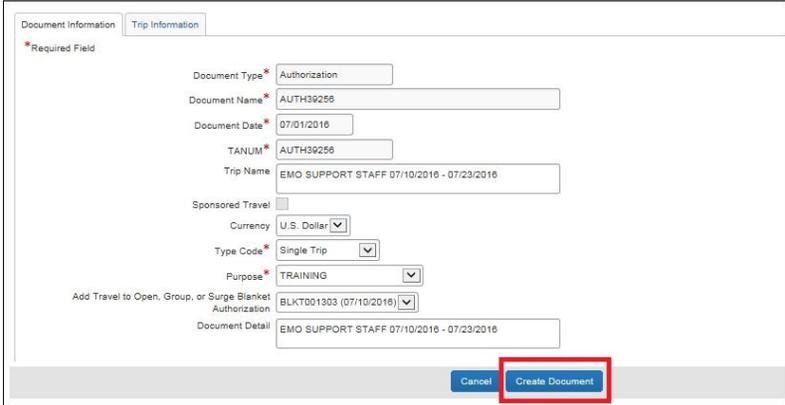


Purpose: To provide a step-by-step guide to attach your authorization to the blanket authorization via the general tab.

Audience: Travelers and Arrangers

Information:	Screenshot:
<p>Step 1: Sign into ConcurGov</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 Concur Solutions.</p>	
<p>Step 2: Enter your User Name.</p> <p>Enter your User Name and Password in the User Name and Password fields.</p> <ul style="list-style-type: none"> User Name is your FEMA email address Password is case sensitive <p>Click the Sign In box</p>	
<p>Step 3: Click the Authorizations Tab</p> <p>Click the Authorizations Tab to begin creating your authorization.</p>	
<p>Step 4: Click New Authorization</p> <p>Click the New Authorization in the sub tab.</p> <p>Note: The system will default to View Authorizations.</p>	

Information:	Screenshot:
<p>Step 5: Click the dropdown</p> <p>Select Authorization.</p>	
<p>Step 6: Click Create Document</p> <p>Click "Create Document".</p> <p>Note: This will be the first time you click "Create Document".</p>	
<p>Step 7: Click in the Trip Name Field</p> <p>Click into the Trip Name field. Tell your trip's story (example: IFMIS TRAINING CLASS IN REGION 9 HQ OFFICE 01/10/2016 – 01/23/2016).</p> <p>Note: Copy and paste into the Document Details field.</p>	
<p>Step 8: Click the Type Code dropdown</p> <p>Select the type code:</p> <ul style="list-style-type: none"> • Invitational Travel • Single Trip <p>Note: Single Trip will be for FEMA employees and Invitational Travel for Non-FEMA employees.</p>	

Information:	Screenshot:
<p>Step 9: Click the Purpose</p> <p>Select the purpose of your trip:</p> <ul style="list-style-type: none"> • Conference • Employee emergency • Meeting • Mission (Operational) • Special Mission • Training 	 <p>The screenshot shows the 'Trip Information' form with the following fields: Document Type (Authorization), Document Name (AUTH39256), Document Date (07/01/2016), TANUM (AUTH39256), Trip Name, Sponsored Travel, Currency (U.S. Dollar), Type Code, Purpose (highlighted with a red box), Add Travel to Open, Group, or Surge Blanket Authorization, and Document Detail. Buttons for 'Cancel' and 'Create Document' are at the bottom.</p>
<p>Step 10: Click Add Travel to Open dropdown</p> <p>Click the dropdown for “Add Travel to Open, Group, or Surge Blanket Authorization”.</p>	 <p>The screenshot shows the 'Trip Information' form with the 'Add Travel to Open, Group, or Surge Blanket Authorization' dropdown menu highlighted with a red box. Other fields are the same as in the previous screenshot.</p>
<p>Step 11: Click Create Document</p> <p>Click the “Create Document” button.</p> <p>Note: This will be the second time you click “Create Document”.</p>	 <p>The screenshot shows the 'Trip Information' form with the following fields: Document Type (Authorization), Document Name (AUTH39256), Document Date (07/01/2016), TANUM (AUTH39256), Trip Name (EMO SUPPORT STAFF 07/10/2016 - 07/23/2016), Sponsored Travel, Currency (U.S. Dollar), Type Code (Single Trip), Purpose (TRAINING), Add Travel to Open, Group, or Surge Blanket Authorization (BLKT001303 (07/10/2016)), and Document Detail (EMO SUPPORT STAFF 07/10/2016 - 07/23/2016). The 'Create Document' button is highlighted with a red box.</p>

You have successfully attached your Travel Authorization to the Blanket in ConcurGov!