



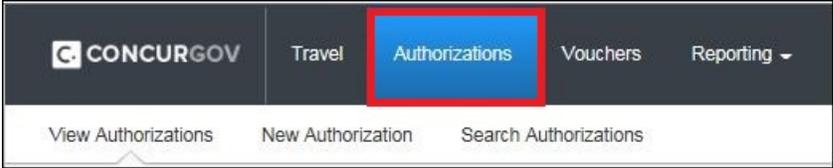
# FEMA

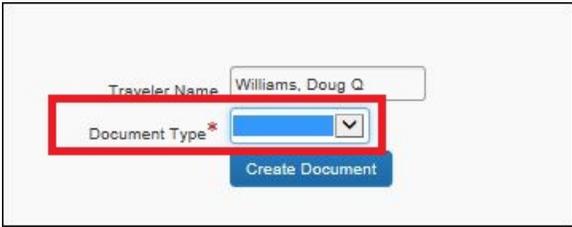
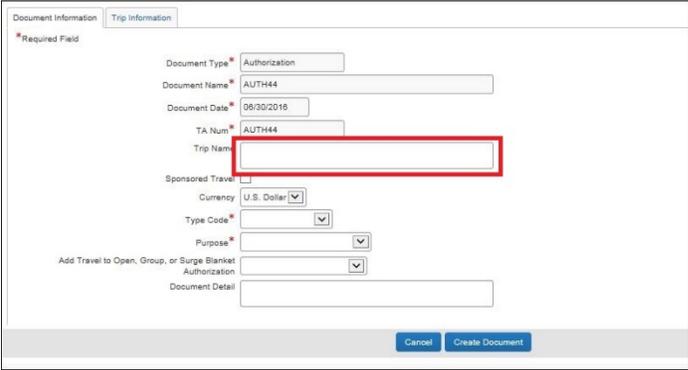
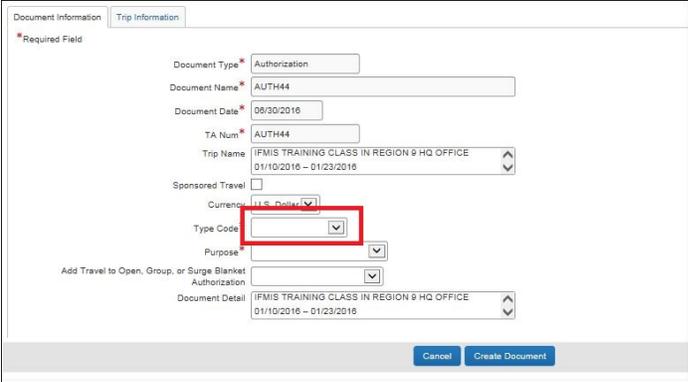
## ConcurGov Job Aid: Creating an Authorization without a Reservation

**Purpose:** To provide a step-by-step guide to create an authorization without a reservation

**Audience:** Travelers and Arrangers

**Assumption:** You did not use ConcurGov to make your reservation.

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: Enter your User Name.</b></p> <p>Enter your User Name and Password in the User Name and Password fields.</p> <ul style="list-style-type: none"> <li>User Name is your FEMA email address</li> <li>Password is case sensitive</li> </ul> <p>Click the Sign In box</p>	
<p><b>Step 3: Click Authorizations Tab</b></p> <p>Click Authorizations Tab to begin creating an authorization.</p>	
<p><b>Step 4: Click New Authorization</b></p> <p>Click New Authorization to begin creating an authorization</p>	

Information:	Screenshot:
<p><b>Step 5: Click the dropdown</b></p> <p>Select the dropdown for document type.</p>	
<p><b>Step 6: Click Authorization</b></p> <p>Click Authorization from the dropdown.</p>	
<p><b>Step 7: Click Create document</b></p> <p>Click Create Document to start your new document.</p> <p>Note: You will have to click Create Document again later in the instructions.</p>	
<p><b>Step 8: Click in the Trip Name field</b></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><b>Step 9: Enter the Type Code</b></p> <p>Click the dropdown for the Type Code field. Select the correct option:</p> <ul style="list-style-type: none"> <li>• Invitational Travel</li> <li>• Single Trip</li> </ul> <p>Note: Invitational Travel should ONLY be used if this is not a FEMA employee.</p>	

**Information:**

**Step 10: Enter the Purpose Code**

Click the dropdown for the purpose and select the correct purpose of your trip.

- Conference
- Employee Emergency
- Meeting
- Mission Operational
- Special Mission
- Training

**Screenshot:**

**Step 11: Enter the Trip Information**

Click the Trip Information Tab.

**Step 12: Enter Date of Travel** Click the Calendar to enter date of the trip.

Note: Make sure your Itinerary Dates and Trip Begin and Trip End dates match.

Row	Alerts	Delete	Arrival Date*	Departure Date*	Itinerary Location*	Purpose	Unlisted
1			01/10/2016	01/23/2016			<input type="checkbox"/>
2							<input type="checkbox"/>

**Information:**

**Step 13: Enter Itinerary Location**

Click on the magnifying glass icon to open the Itinerary Location Lookup window.

**Screenshot:**

The screenshot shows a web form with two tabs: "Document Information" and "Trip Information". The "Trip Information" tab is active. It contains several input fields: "Trip Number" (dropdown), "Depart From" (text), "Return To" (text), "Trip Duration" (dropdown), "Trip Begin Date" (calendar), and "Trip End Date" (calendar). There are also checkboxes for "Allow changes to reservations to shorten this trip" and "Comments". A "Preset" button is located below the comments field. Below the form is a table titled "Itinerary Locations" with columns: "Row", "Alerts", "Delete", "Arrival Date\*", "Departure Date\*", "Itinerary Location\*", "Purpose", and "Unlisted". The first row of the table has a magnifying glass icon in a red box next to the "Itinerary Location\*" column.

**Step 14: Click State/Country**

Click the dropdown of State/Country and select the State of your TDY location.

The screenshot shows a window titled "Itinerary Location Lookup - Internet Explorer". The window content includes a header "Itinerary Location Lookup" and a message: "Select State/Country from the drop-down list. Select from the list of available locations in the Location field. Click the Rates...". Below this is a section "Select Itinerary Location" with three radio buttons: "Select a Per Diem Location" (selected), "All Places not Listed for Continental US (CONUS)", and "All Places not Listed for Outside Continental US (OCONUS)". To the right of these radio buttons is a "State/Country" dropdown menu, which is highlighted with a red box. Below the dropdown is a "Location" text input field and a "Search" button.

**Step 15: Click Location**

Click in the location field. Type the first few letters of the location. Then click Search.

The screenshot shows the same "Itinerary Location Lookup" window. The "State/Country" dropdown now displays "CALIFORNIA". The "Location" text input field contains the text "OAK" and is highlighted with a red box. The "Search" button is also highlighted with a red box.

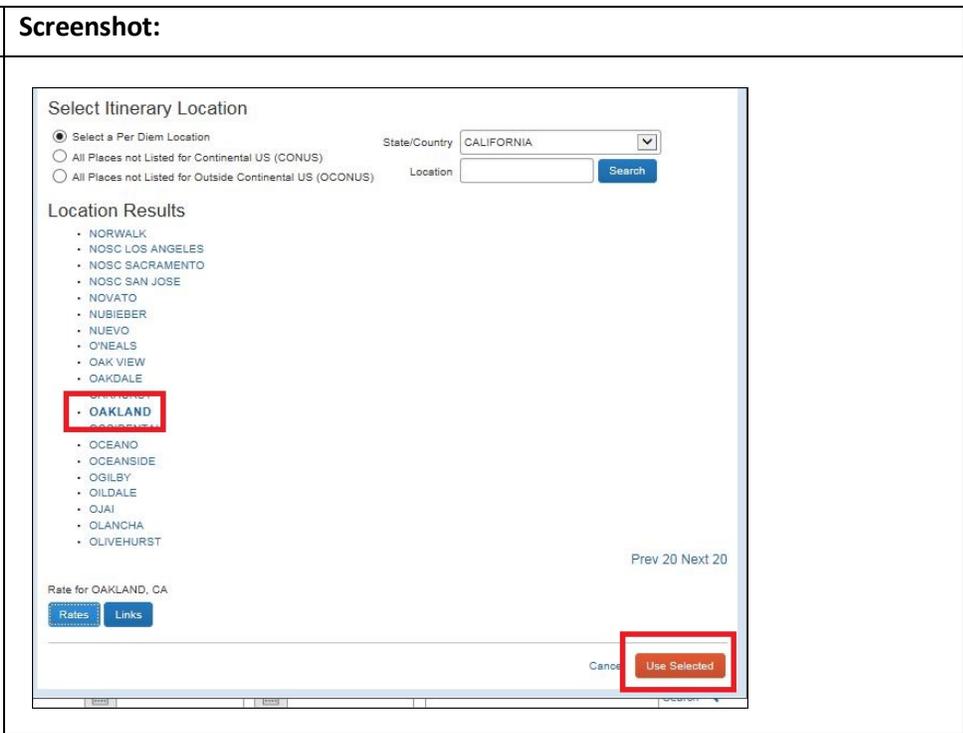
**Information:**

**Step 16: Locate Location**

Single click on the City in the results. Then click on the “Use Selected” button.

Note: The “Use Selected” button will not populate until you single click on a city.

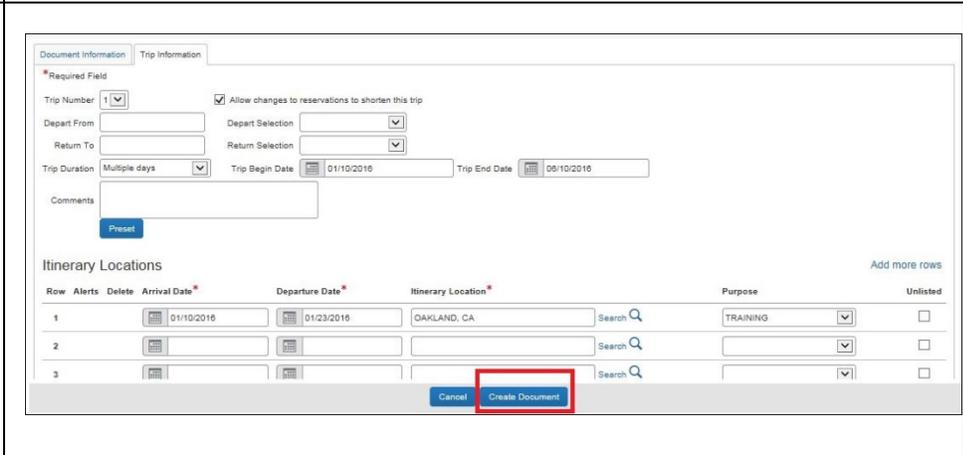
You have successfully located the correct Per Diem from the GSA Per Diem tables.



**Step 17: Click Create Document**

Click the “Create Document” button.

Note: This is the second time clicking the “Create Document” button.

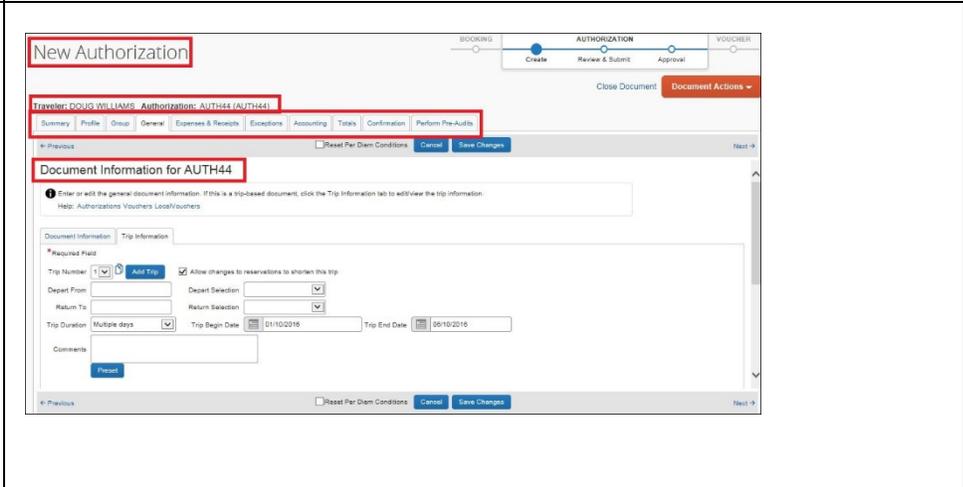


**Step 18: Validate document creation**

Review the document that was created.

Note: A few ways to know that it was created:

- New Authorization
- Traveler Name and Authorization number
- Document Information for Auth44



**You have successfully created an Authorization without a Reservation in ConcurGov!**