



Travel Reimbursements

Introducing TEAMWORKS Travel & Expense

The Prosecuting Attorneys' Council (PAC) has elected to participate in the State's online **TEAMWORKS Travel & Expense (TTE) system (CONCUR)** with the State Accounting Office (SAO). Through this system the entire travel and expense process is automated, with the goal of providing faster service to you and increasing efficiency for PAC staff. Effective July 1, 2013, state employees are required to submit all travel reimbursement requests via TTE. State employees are already set up as users in the system and are encouraged to begin using TTE right away.

FAQs

Q. What is Teamworks Travel & Expense (Concur)?

Teamworks Travel & Expense (Concur) is the State's web-based, fully automated and paperless travel reimbursement system that is integrated with the state's financial management system – Peoplesoft.

Q. What are some of the features of Teamworks Travel & Expense (Concur)?

- *Audit rules and travel policy "hard-wired" - per diem automatically calculated*
- *Integrated with Map-quest for mileage calculations.*
- *Automatic email notifications at each stage of processing*

Q. What are some of the advantages and benefits of Teamworks Travel & Expense (Concur)?

- *Faster reimbursement*
- *100% Elimination of paper*
- *Ability to submit electronic receipts using a scanner, fax or Smart Phone*
- *Faster processing with increased consistency and accuracy.*
- *Ability for DAs to approve, deny, or return travel vouchers for correction, even when out of the office - via internet or Smart Phone.*
- *Powerful reporting to provide better information to manage travel budgets*
- *Strengthens enforcement of travel policies*
- *State-wide reports on spending and negotiations with travel vendors – Airlines, Hotels & Car Rental companies*

Training and Next Steps

The attached document provides a schedule of live and recorded training events, reference material and other resources to get you started using the system.

In addition, PAC will also provide onsite training by circuit for employees upon the DA's request. Please contact Joy Greenwood at jgreenwood@pacga.org or at 404-969-4052 by Wednesday May 15, 2013 to schedule your onsite training.

TTE (CONCUR) TRAINING

SELF-SERVICE and ON-DEMAND TRAINING

There are many documents, video demonstrations, and interactive hands-on simulations available twenty four hours per day, seven days per week for you to access at your convenience. Please click the links below:

User Training [“Traveler Recommended Training”](#)

DAs and Office Managers should access [“Approver Recommended Training”](#)

LIVE TRAINING WEBINARS

Training Event: *Expense Report Basics*

Who should attend: All State Employees (including DAs and Office Managers)

Schedule

Tuesday, May 21, 2013 from 10:00 AM – 11:30 AM

Tuesday, June 18, 2013 from 10:00 AM – 11:30 AM

Tuesday, July 16, 2013 from 10:00 AM – 11:30 AM

Register by clicking the following link: [TTE Live Training Webinars](#)

Training Event: *Approver Basics*

Who should attend: District Attorneys and/or their designee that have responsibility for approving travel vouchers on the DA’s behalf, such as Office Managers

Schedule

Tuesday, June 4, 2013 from 10:00 AM – 11:00 AM

Tuesday, July 2, 2013 from 10:00 AM – 11:00 AM

Register by clicking the following link: [TTE Live Training Webinars](#)

OFFICE MANAGERS’ TRAINING

Hands-on TTE training will be provided during the upcoming PAC Office Managers’ Training on June 27, 2013 at the Georgia Public Safety Training Center, in Forsyth.

Register by clicking the following link: [Office Manager’s Meeting Registration](#)