

For: FSA National Office Employees, State, and County Offices

Conversion of Travel Systems From GovTrip to Concur Government Edition (CGE)

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

Effective January 26, 2015, 12:01 a.m. EST, the CGE system replaced GovTrip for official USDA, FSA TDY travel.

Beginning January 26, 2015, all new authorizations and their related vouchers must be created and paid through the CGE system. FSA personnel will begin making all travel arrangements for traveling inside/outside of the U.S. by either on-line booking through CGE or by calling the CGE Travel Management Company (TMC).

B Purpose

This notice:

- informs CGE users of training resources available,
- provides guidance on:
 - creating a desktop link to the CGE online interface,
 - handling arranging and vouchering of travel during the transition from GovTrip to CGE,
 - archiving GovTrip data,
- addresses using the Centrally Billed Account (CBA) with the CGE system,
- introduces the new Travel Management Center (TMC), Rodgers Travel,
- is solely applicable to TDY travel and will be incorporated into 118-FI, tentatively scheduled for release in February 2015.

Disposal Date	Distribution
October 1, 2015	All FSA National Office Employees and State Offices; State Offices relay to County Offices

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1 Overview (Continued)

C Contact Information

Direct questions about:

- this notice to area Federal Agency Travel Administrators (FATA's) or any of the following:
 - Arthur Holmes, Debt Management and Travel Policy Office (DMTPO), at 202-772-6016
 - Rhonda Robinson, DMTPO, at 202-772-6030
 - Cynthia Chesley, DMTPO, at 202-772-6006
 - Lois Dick, Policy, Accounting, Reporting and Loan Center (PARLC), Financial Accounting Office (FAO), at 816-926-6232
 - William Willer, DMTPO, at 202-772-6042
 - Marsha Stevens, PARLC/FAO, at 816-926-6288
 - Cindy Foister, DAFO, at 202-720-7228
- all CGE travel to assigned local State FATA's.

2 TDY Travel

A CGE TDY Authorization

All official TDY travel shall be authorized through CGE, FSA's automated travel planning and reimbursement system. CGE provides FSA travelers the ability to make trip reservations before generating travel authorizations and routes travel requests for approval from their desktop workstations or other computers.

B CGE Travel Software

CGE consists of travel software that has added interfaces to many other systems, which allows travelers to make airline, lodging, and rental car reservations. Travelers may access the CGE web portal with their E-Authentication credentials.

Note: Instructions on accessing CGE are provided in paragraph 4.

3 Training Resources

A Aglearn

Aglearn currently offers 2 courses as online video webinars. These 2 courses mirror those previously administered live to FSA in the week leading up to CGE release.

To access the courses, log in to Aglearn at <https://aglearn.usda.gov>, and type “Concur” in the “Search Catalog” box and press enter. The following 2 courses will be displayed in the search results:

- Concur for New Users
- Concur for Routing Officials.

Note: These courses may be accessed and completed like any other Aglearn course.

B Online Concur User Handbook

Concur offers an Online User Handbook, which allows users to obtain answers to their travel questions using handbook information, interactive simulations, community chat, and user best practices. The handbook may be accessed at <http://www.concurtraining.com/customers/concur/cge/training/usda>.

Of particular interest to new users will be the interactive simulations, where the CGE user is instructed to complete certain tasks before advancing through each step of the course.

C Federal Agency Travel Administrators (FATA’s)

FATA’s are still resources for users, just as they were with GovTrip. FATA’s have undergone formal live training with Concur instructors on topics such as general CGE use, travel preparer, and travel approver.

4 Accessing CGE

A CGE Web Site

The link to access the CGE web site is <https://cge.concursolutions.com/ui/sso/usda>.

B Steps for Accessing the CGE Web Site

Users may add the link to access the web site to their browser’s “Favorites” according to the following steps.

- **Step One:** Click on the Windows “Start” button.
- **Step Two:** Select “Computer”.
- **Step Three:** Select “C: drive”.

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4 Accessing CGE (Continued)

B Steps for Accessing CGE Web Site (Continued)

- **Step Four:** Double CLICK the “Users” folder.
- **Step Five:** Double CLICK “Your Name”.
- **Step Six:** Double CLICK “Favorites”.
- **Step Seven:** In the “Name” column, right click on any blank space.
- **Step Eight:** CLICK “New”, and then CLICK “Shortcut” on the pop-up menus.
- **Step Nine:** On the “Create Shortcut” pop-up window, add the link provided in subparagraph A, and then CLICK “Next”.
- **Step Ten:** Name the Shortcut “CGE Travel”, and then CLICK “Finish”.
- **Step Eleven:** To access CGE, open “Favorites” and select the newly created link. The E-Authentication sign in screen will be displayed. Provide LincPass ID credentials and the CGE page will automatically load. Users will be asked to agree to privacy and terms of use agreements. Once consent is given, the CGE Home Page will be displayed.

5 Arranging and Vouchering for TDY Travel During Transition to CGE

A Handling GovTrip Travel Authorizations Created Before January 26, 2015 for Travel Completed by February 14, 2015

All travel authorizations in GovTrip can only be vouchered by National Office FATA’s upon completion of travel.

For travel authorizations:

- reflecting only Air and Travel Fees, voucher with the assistance of a National Office FATA.

Note: A new authorization should be created in CGE for the subsequent vouchering of all other travel expenses.

- reflecting **all** travel related costs, voucher with the assistance of a National Office FATA.

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5 Arranging and Vouchering for TDY Travel During Transition to CGE (Continued)

B Handling GovTrip Travel Authorizations for Travel Completed After February 14, 2015

Process authorizations for travel completed after February 14, 2015 according to the following:

- travel authorization must be recreated in CGE
- old authorization in GovTrip must be canceled.

Note: To ensure that authorizations are canceled, notify William Willer and Arthur Holmes, by e-mail according to subparagraph 1 C.

6 CBA, TMC, and Archiving GovTrip Data

A CBA

The CBA may be used for procuring airfare, within CGE, in the same manner as with GovTrip.

Effective, **January 17, 2015**, new reservations that require using CBA **must** be approved by the designated FSA CBA approver.

Note: The transition to CGE will **not** impact using individually issued and billed Government Credit Cards when procuring new reservations.

B TMC

Rodgers Travel has replaced Manassas Travel as the Agency's TMC.

If the assigned FATA or National Office FATA is not available to address travel issues, contact the following:

- Rodgers Travel, 24 hours a day, 7 days a week, 365 days a year, at 877-655-1047
- for collect calls from international locations, dial 610-964-2063 for travel assistance.

Note: For all travel reservations and tickets issued before **January 26, 2015**, conversion from GovTrip to CGE will be supported through the prior TMC, Manassas Travel.

C Archiving GovTrip Travel Data

A limited number of FSA FATA's will maintain archiving access privileges to GovTrip in a "View Only Mode" until the full withdrawal from GovTrip by USDA. This will allow FATA's the ability to view, audit, and retrieve authorizations, vouchers, and receipts, and have full access to the Travel Authorizations Maintenance table data (routing, groups, accounting, people, etc.).