

Invitational Travelers in Concur Government Edition (CGE)

The following guidance provides general procedures to process invitational travel through CGE. For specific procedures applicable to your Region, please check with your Regional Budget and Finance Office.

The corporate account should only be used for invitational travel which consists of non-executive branch employees, state and local government employees, and temporary (casual) workers or other employees who do not have a government charge card. Non-Service employees are not to be provided access to CGE. Invitational travelers' authorizations, travel arrangements, and vouchers are completed by their assigned travel arranger. An authorization must exist in CGE in order for a voucher to be completed.

The Department of Interior TDY Handbook as of February 2015, prohibits the issuance of a travel authorization for non-government personnel to attend meetings and conferences at government expense except as specifically provided by law. Specifically, it has been determined that invited non-government personnel who participate in meetings and conferences as advisors and/or by making presentations are considered to be providing a direct service and may receive direct reimbursement of their travel and transportation expenses. However, if they are performing the travel as a contractor (individual who has been contracted to perform a service), they do not qualify for direct reimbursement of their travel and transportation expenses and must bill the travel expenses as part of the contract.

Add the Invitational Traveler to FBMS

To add the traveler to FBMS, complete the FBMS Vendor Request Form found [here](https://sites.google.com/a/ios.doi.gov/the-hub/mdm-vendor-request?pli=1) (<https://sites.google.com/a/ios.doi.gov/the-hub/mdm-vendor-request?pli=1>) to set up a vendor in FBMS. This form must be provided to your Region's FBMS vendor point of contact using the most secure means possible (note that an e-mail is not secure). A fax is more secure than e-mail. The vendor will be set up as an invitational traveler (vendor number beginning with "5") under his or her social security number (SSN). All travelers must be set up in the FBMS Vendor table prior to the travel voucher being processed in CGE, otherwise the voucher will be rejected and reimbursement will be delayed.

Add the Invitational Traveler to CGE

To add the traveler to CGE, complete the Concur User Access form (<https://inside.fws.gov/go/post/dfmTravelForms>) and e-mail it to the CSC Travel Helpdesk at travel_helpdesk@ios.doi.gov.

If the sponsoring office will need to purchase airfare for the invitational traveler

The Travel Arranger will need to submit the Corporate Card Authorization Form (<https://inside.fws.gov/go/post/dfmTravelForms>) to the Regional or local Corporate Card coordinator. The coordinator will be unable to add the applicable corporate card number for use by the traveler until they have been established in CGE and their date of birth and gender have been updated in the traveler profile. As a reminder, the corporate card cannot be used to pay for the invitational traveler's lodging or rental car costs.

If the sponsoring office will not need to purchase airfare for the invitational traveler

The office will need to add their purchase card number to the invitational traveler's profile or can submit the corporate card authorization form (<https://inside.fws.gov/go/post/dfmTravelForms>). Preferred method will be decided by your Regional Budget and Finance office. A purchase card is entered into CGE to pay for the Travel Authorization and Voucher (TAV) fee only. As a reminder, Departmental policy does not allow the purchase card to be used for individual travel costs, such as lodging or rental car costs, but can be used in very limited circumstances to pay for a conference registration fee.

To Initiate Travel for an Invitational Traveler

1. Make sure the traveler has a CGE invitational traveler profile.
 - a. If the traveler does not have a profile see "Add the Invitational Traveler to CGE"
2. Check to see if the traveler needs an FBMS vendor number (EIN).
 - a. If the traveler does not have an EIN/FBMS Vendor Number see "Add the Invitational Traveler to FBMS"
3. Get corporate card authorization if applicable.
4. Create the traveler's travel authorization (TA) within CGE.
 - a. If reservations are required use the travel tab to create authorization.
 - b. If no reservations are required use the authorization tab to create authorization.
5. After the travel authorization has all the necessary reservations and expenses accounted for the travel arranger should stamp the authorization "AUTHORIZATION SIGNED."
6. Authorizing officials will need to approve the authorization in CGE. Without authorization approval in the allotted time the reservations will be cancelled and therefore not ticketed.

Voucher Process for an Invitational Traveler

1. Verify that the voucher you are trying to create has a corresponding approved authorization in CGE.
2. Collect travel receipts from the invitational traveler.
3. The travel arranger should complete the travel voucher and make any necessary adjustments to lodging, M&IE and/or expenses.
4. The travel arranger should then print a copy of the finalized travel voucher and send or fax it to the traveler for signature. Once signed, the signed travel voucher must be electronically attached to the voucher via scanning or faxing it into CGE along with the other supporting documentation (e.g., receipts).
5. Once the voucher is completed and supporting documentation attached, the travel arranger must stamp the voucher "T-ENTERED" to route the voucher for review and approval then subsequently reimbursement. If the travel arranger does not see "T-ENTERED" as an option, he or she should contact the Regional FATA.