

## **Exercise #10a: Travel Authorization (Actual Lodging Expense)**

- Objectives:**
- Create a travel authorization that requests an actual lodging expense
  - Understand the new conference requirements

**Notes:**

*This exercise covers how to create an authorization where the traveler can exceed the standard lodging allowance. Travel Manager will allow up to 300% for actual expenses (lodging and M&IE). However an Authorizing Official can authorize a lesser percentage. Any percentage less than the automatic 300% must be entered in the Comments field.*

*Where possible, actual lodging and/or M&IE should be authorized on the travel authorization. However, the post authorization of actual amounts is allowed on the voucher when justified in the Comments field.*

*NOAA Travel Handbook, section 301-11.307 through 301-11.311 provides guidance on how to manually calculate per diem when actual lodging and/or M&IE are authorized.*

**Instructions:** Execute the following steps:

You have been instructed to attend a conference in Boston, MA. The conference dates are the March 25<sup>th</sup> and 26<sup>th</sup>. Your authorization will need to include the following costs:

### **Estimated Expenses**

\$425.00 = Round-trip air fare

\$22.25 = Transaction Fee

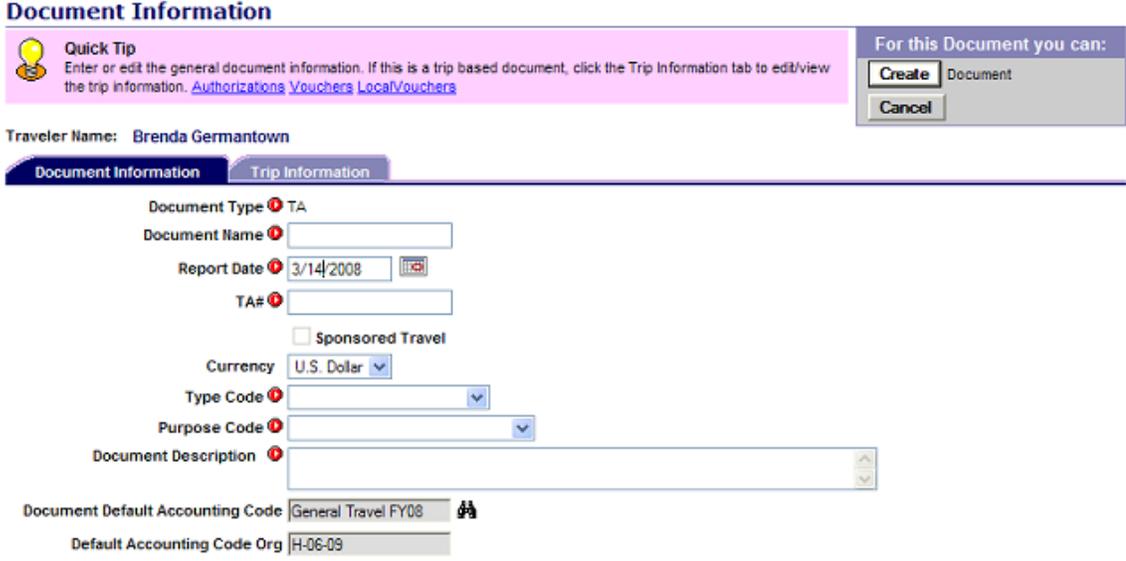
\$75 = Taxi Fare

\$100 for Hotel Tax

### **Lodging Expenses**

You have been authorized for actual lodging expense of \$371 for each night of the trip not to exceed 175%.

<b>Step</b>	<b>Action</b>
1	From the <b>Home</b> page:  ➤ Click <b>Create New Document</b> from the <b>Document Toolbar</b>

Step	Action
2	<p>The <b><i>New Document Page</i></b> appears. For a traveler, the information for the Vendor Number and Traveler name will automatically fill in.</p> <ul style="list-style-type: none"> <li>➤ Click on the <b>Document Type</b> drop-down listing and select <b>TA</b></li> <li>➤ Click the <b>Create</b> (this Document) button</li> </ul>
3	<p>The <b><i>Document Information</i></b> page appears with the <b><i>Document Information</i></b> tab highlighted and fields displaying.</p>  <p>Enter the following information:</p> <ul style="list-style-type: none"> <li>➤ <b>Document Name</b> = <b><i>YFMLS0007</i></b></li> <li>➤ <b>TA#</b> = <b><i>YFMLS0007</i></b></li> <li>➤ <b>Type Code</b> = <b><i>1-SINGLE-DOMESTIC</i></b></li> <li>➤ <b>Purpose Code</b> = <b><i>5-REPORTABLE CONFERENCE</i></b></li> <li>➤ <b>Document Description</b> = <b><i>To attend a conference in Boston, actual lodging approved not to exceed 175%</i></b></li> </ul>

Step	Action
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*Note: For training purposes the Document Name & TA# fields equals the following information:*

*Y=Current Fiscal Year (i.e., 8)*  
*F=Training First Name Initial*  
*M=Training Middle Name Initial*  
*L=Training Last Name Initial*  
*S=Single Domestic/F=Single Foreign/L=Local/B=Blanket*  
*####=4-digit sequential number*

*NOAA Travel Regulations (NTR), sections 301-2.1(n)(p)(q) explains about the Production travel authorization numbers.*

3a Click on the **Trip Information** tab

**Document Information**

**Quick Tip**  
 Enter or edit the general document information. If this is a trip based document, click the Trip Information tab to edit/view the trip information. [Authorizations](#) [Vouchers](#) [Local/Vouchers](#)

For this Document you can:  
 Document

Traveler Name: Brenda Germantown

**Document Information** **Trip Information**

Trip No 1

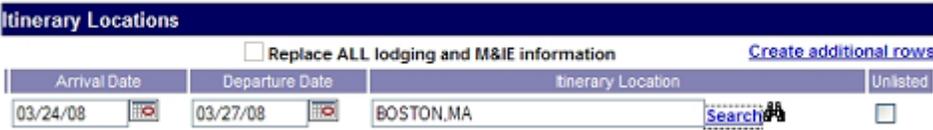
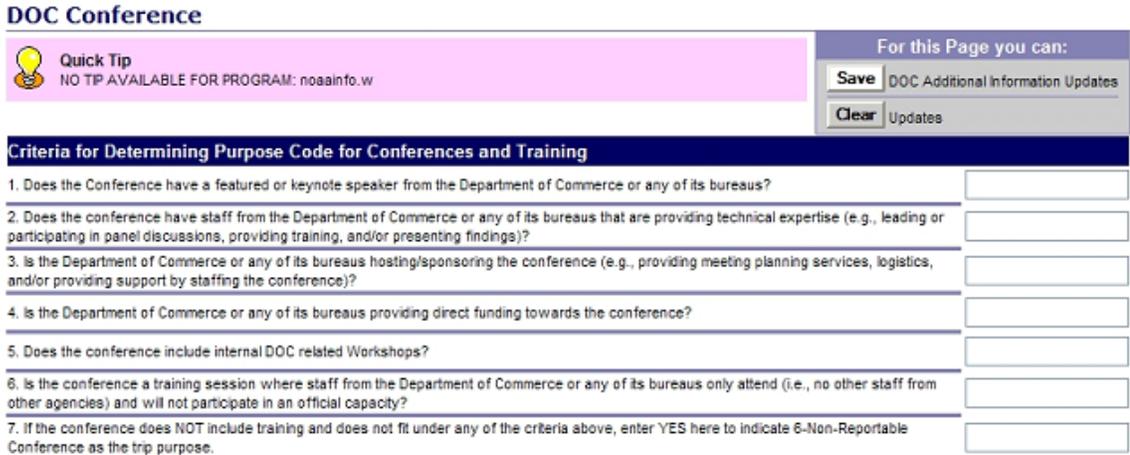
Begin Travel   Depart  Depart Selection   
 End Travel   Return  Return Selection   
 Trip Duration:    
 Comments

**Itinerary Locations**  
 Replace ALL lodging and M&IE information [Create additional rows](#)

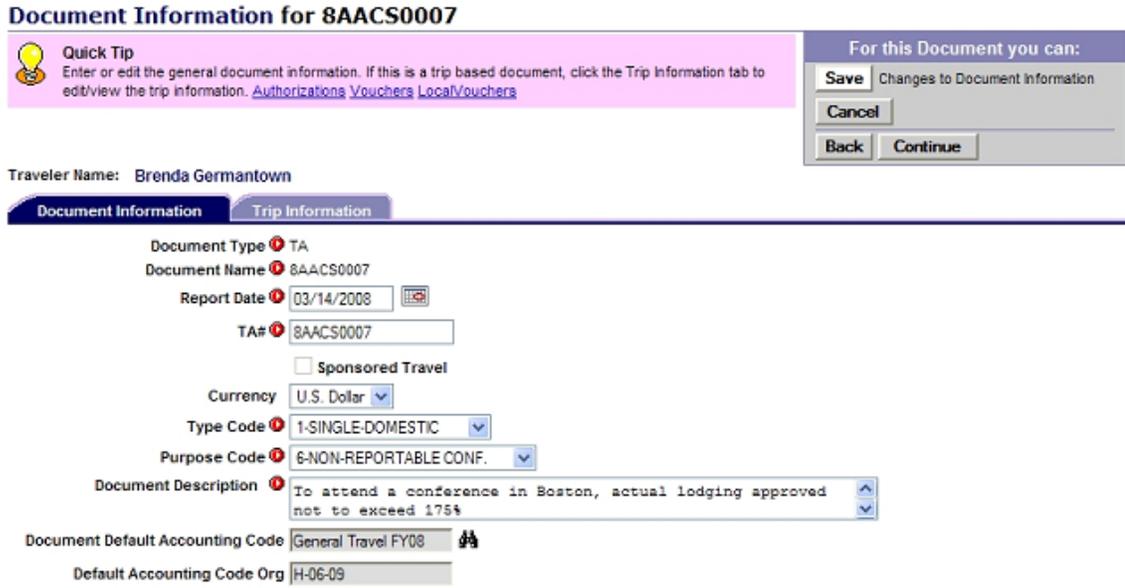
Arrival Date	Departure Date	Itinerary Location	Unlisted
<input type="text"/> <input type="button" value="Calendar"/>	<input type="text"/> <input type="button" value="Calendar"/>	<input type="text"/> <input type="button" value="Search"/> <input type="button" value="AA"/>	<input type="checkbox"/>
<input type="text"/> <input type="button" value="Calendar"/>	<input type="text"/> <input type="button" value="Calendar"/>	<input type="text"/> <input type="button" value="Search"/> <input type="button" value="AA"/>	<input type="checkbox"/>

Enter the following information in the top part of the screen:

- **Begin Travel = 03/24/08**
- **Depart = RES**
- **End Travel = 03/27/08**
- **Return = RES**

Step	Action
3b	<p>The values selected in the Begin &amp; End Travel dates will automatically populate in the <b><i>Itinerary Location</i></b> area. The Arrival and Departure dates must be filled in prior to filling in the Itinerary Location. To enter the location:</p> <ul style="list-style-type: none"> <li>➤ Type in the field the name or partial name and click <b>Search</b></li> </ul> <p>This will bring up a drop-down listing of possible matches below the field.</p> <p>OR</p> <ul style="list-style-type: none"> <li>➤ Click the <b>Lookup</b>  icon</li> </ul> <p>This will open a new window that allows to search by country or state which will then based off that selection, populate another drop-down list for the cities for that selection.</p> <ul style="list-style-type: none"> <li>➤ Select the one you want (<b>Boston, Massachusetts</b>)</li> <li>➤ Click the <b>Use</b> (<i>Location</i>) button</li> </ul> <p>The field will then be populated with the selection.</p>  <p>The screenshot shows a table titled "Itinerary Locations" with columns: Arrival Date, Departure Date, Itinerary Location, and Unlisted. The first row contains: 03/24/08, 03/27/08, BOSTON, MA, and a search icon. There are buttons for "Replace ALL lodging and M&amp;IE information" and "Create additional rows".</p> <ul style="list-style-type: none"> <li>➤ Click the <b>Create</b> (<i>Document</i>) button</li> </ul>
4	<p>Click on <b>DOC Conference</b> in the <b><i>Document Toolbar</i></b> to bring up the <b><i>DOC Conference</i></b> page</p>  <p>The screenshot shows the "DOC Conference" page. It includes a "Quick Tip" box with a lightbulb icon and the text "NO TIP AVAILABLE FOR PROGRAM: noainfo.w". To the right, there are buttons for "Save" and "Clear" with the text "For this Page you can: DOC Additional Information Updates" and "Updates". Below this is a section titled "Criteria for Determining Purpose Code for Conferences and Training" with seven numbered questions, each followed by an input field:</p> <ol style="list-style-type: none"> <li>1. Does the Conference have a featured or keynote speaker from the Department of Commerce or any of its bureaus?</li> <li>2. Does the conference have staff from the Department of Commerce or any of its bureaus that are providing technical expertise (e.g., leading or participating in panel discussions, providing training, and/or presenting findings)?</li> <li>3. Is the Department of Commerce or any of its bureaus hosting/sponsoring the conference (e.g., providing meeting planning services, logistics, and/or providing support by staffing the conference)?</li> <li>4. Is the Department of Commerce or any of its bureaus providing direct funding towards the conference?</li> <li>5. Does the conference include internal DOC related Workshops?</li> <li>6. Is the conference a training session where staff from the Department of Commerce or any of its bureaus only attend (i.e., no other staff from other agencies) and will not participate in an official capacity?</li> <li>7. If the conference does NOT include training and does not fit under any of the criteria above, enter YES here to indicate 6-Non-Reportable Conference as the trip purpose.</li> </ol>

Step	Action																											
	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ <i>A new requirement for conferences has been added in ITM 9.0 - Reportable or Non-Reportable Conferences.</i></li> <li>✓ <i>By answering the questions on the screen with a YES or NO, the system during the edit process will make the determination on whether the purpose type that was chosen was correct.</i></li> <li>✓ <i>If the incorrect purpose was chosen, the system will change it to the correct purpose type.</i></li> </ul>																											
4a	<p>Enter the following on the <b>DOC Conference</b> page:</p> <ol style="list-style-type: none"> <li>1. NO</li> <li>2. NO</li> <li>3. NO</li> <li>4. NO</li> <li>5. NO</li> <li>6. NO</li> <li>7. YES</li> </ol> <p>➤ Click <b>Save</b> (<i>Additional Information Updates</i>)</p>																											
5	<p>Click <b>Perform Pre-Audits</b> on the <b>Document Toolbar</b> to bring up <b>Pre-Audit Results</b> page</p> <div data-bbox="289 1226 1421 1680" style="border: 1px solid black; padding: 5px;"> <p><b>Pre-Audit Results for 8AACS0007</b></p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 70%;"> <p> <b>Quick Tip</b> Click the Magnifying Glass icon to view detail comments for each audit process. <a href="#">more</a></p> <p>Document Name: 8AACS0007 Type: TA Traveler: Germantown, Brenda Status: WARN</p> </div> <div style="width: 25%; border: 1px solid gray; padding: 2px;"> <p>For this Document you can:</p> <p><b>Close</b> Pre-Audit Results</p> </div> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #002060; color: white;"> <th colspan="3">Pre-Audit Results</th> </tr> <tr style="background-color: #cccccc;"> <th>Audit Process</th> <th>Status</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td> ACCOUNT VALIDATION</td> <td>PASS</td> <td></td> </tr> <tr> <td> AMENDMENTS</td> <td>PASS</td> <td></td> </tr> <tr> <td> AMOUNT PAID TO TRAVELER</td> <td>PASS</td> <td></td> </tr> <tr> <td> APPROVAL BY TRAVELER</td> <td>PASS</td> <td></td> </tr> <tr> <td> DOC CONFERENCE VALIDATION</td> <td>WARN</td> <td>NOTICE: Purpose has been changed from 5-REPORTABLE CONFERENCE to 6-NON-REPORTABLE CONF.</td> </tr> <tr> <td> UNIQUE TA NUMBER</td> <td>PASS</td> <td></td> </tr> <tr> <td> VALIDATE VNUM</td> <td>PASS</td> <td></td> </tr> </tbody> </table> </div>	Pre-Audit Results			Audit Process	Status	Comments	 ACCOUNT VALIDATION	PASS		 AMENDMENTS	PASS		 AMOUNT PAID TO TRAVELER	PASS		 APPROVAL BY TRAVELER	PASS		 DOC CONFERENCE VALIDATION	WARN	NOTICE: Purpose has been changed from 5-REPORTABLE CONFERENCE to 6-NON-REPORTABLE CONF.	 UNIQUE TA NUMBER	PASS		 VALIDATE VNUM	PASS	
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Step	Action
	<p><i>Notes:</i></p> <ul style="list-style-type: none"> <li>✓ <i>Audit Failures, or Errors, will require corrections prior to the document moving forward in the process.</i></li> <li>✓ <i>Audit Flags, or Warnings, will require acknowledgement prior to the document moving forward.</i></li> <li>✓ <i>These errors and warnings are similar to those found in Web Time and Attendance.</i></li> </ul>
5a	<p>Click <b>Document Information</b> in the <i>Document Toolbar</i> to view the changes in the <b>Purpose Code</b> field</p>  <p><b>Document Information for 8AACS0007</b></p> <p><b>Quick Tip</b> Enter or edit the general document information. If this is a trip based document, click the Trip Information tab to edit/view the trip information. <a href="#">Authorizations</a> <a href="#">Vouchers Local/Vouchers</a></p> <p>For this Document you can:  <input type="button" value="Save"/> Changes to Document Information  <input type="button" value="Cancel"/>  <input type="button" value="Back"/> <input type="button" value="Continue"/></p> <p>Traveler Name: Brenda Germantown</p> <p><b>Document Information</b>   Trip Information</p> <p>Document Type  TA  Document Name  8AACS0007  Report Date  03/14/2008   TA#  8AACS0007  <input type="checkbox"/> Sponsored Travel  Currency U.S. Dollar  Type Code  1-SINGLE-DOMESTIC  Purpose Code  6-NON-REPORTABLE CONF.  Document Description  To attend a conference in Boston, actual lodging approved not to exceed 175\$  Document Default Accounting Code General Travel FY08   Default Accounting Code Org H-06-09</p>

Step	Action
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6 Click on **Expenses** in the *Document Toolbar* to bring up the *Edit/Enter Expenses* page

**Edit/Enter Expenses for Travel Authorization: 8AACS0007**

**Quick Tip**  
 Enter or edit expenses. Each line below displays a different expense. To edit expense details not displayed below, click the Details icon next to the expense description. To delete an expense, use the check box. Enter all expenses and changes and click Save. [more](#)

**For this Page you can:**  
 ▶ [Display Express Expense Screen](#)  
 Expense Changes  
 All Lodging  
 Changes

**Search Criteria**  
 Expense Category: (All Expenses)   
 Start Date:   
 End Date:

Current Allocation Method: By Individual Expenses      Currency: U.S. Dollar

Expense Entry		Customize Display	Add Rows	Prev 25	Next 25		
Delete	Copy	Itemize	Date	Expense Description	Expense Category	Cost	Payment Method
<input type="checkbox"/>			03/24/2008	Lodging	Lodging-PerDiem	127.00	GOVCC
<input type="checkbox"/>			03/24/2008	M&IE	M&IE-PerDiem	38.25	OTHER
<input type="checkbox"/>			03/25/2008	Lodging	Lodging-PerDiem	127.00	GOVCC
<input type="checkbox"/>			03/25/2008	M&IE	M&IE-PerDiem	51.00	OTHER
<input type="checkbox"/>			03/26/2008	Lodging	Lodging-PerDiem	127.00	GOVCC
<input type="checkbox"/>			03/26/2008	M&IE	M&IE-PerDiem	51.00	OTHER
<input type="checkbox"/>			03/27/2008	Lodging	Lodging-PerDiem	0.00	GOVCC
<input type="checkbox"/>			03/27/2008	M&IE	M&IE-PerDiem	38.25	OTHER
<input type="checkbox"/>			03/24/2008				
<input type="checkbox"/>			03/24/2008				

6a Enter the following information:

Date	Expense Description	Expense Category	Cost
3/24/08	Airline Flight	Com. Carrier (fills in)	See 6b
3/24/08	TMC Transaction Fees	Transaction Fees (fills in)	\$22.25
3/24/08	Taxi	Transport (fills in)	\$75.00
3/24/08	Hotel Tax	Lodging Tax (fills in)	\$100.00
3/24/08	Lodging	Lodging-PerDiem	See 6c

▶ Click the  (*Expense Changes*) button when completed

Step	Action
6b	<p data-bbox="280 279 1308 359">To enter the cost and ticket information for the Airline Flight, click on the <b>Show Expense Details</b>  icon. This will bring up a new window.</p> <div data-bbox="280 394 1419 846"> <p data-bbox="289 401 919 428"><b>Expense Details for COM. CARRIER 03/24/2008</b></p> <div data-bbox="289 432 1419 537"> <div data-bbox="293 443 1089 537"> <p> <b>Quick Tip</b> View or edit all details for this expense. Click the tab to see the respective expense details. To save changes to expense details, click the Use Expense Detail Updates button and on the main expense screen, Save expenses.</p> </div> <div data-bbox="1097 432 1419 537"> <p><b>For this page you can:</b></p> <p><b>Use</b> Expense Detail Updates</p> <p><b>Close</b> without Saving Expense Details</p> </div> </div> <div data-bbox="289 548 1419 846"> <p><b>General Details</b>   <b>Ticketed Transportation Details</b></p> <p>Expense Date: 03/24/2008   Payment Method: AGENCY CARD</p> <p>Expense Cost: [ ] USD   <input type="checkbox"/> Reimbursable <input type="checkbox"/> Taxable</p> <p>Quantity: [ ]   Rate: [ ]   Vendor: [ ]</p> <p>Expense Category: COM. CARRIER   Accounting Code: H-06-09/General Travel FY08</p> <p>Expense Description: Airline Flight</p> <p>Comments: [ ]</p> </div> </div> <p data-bbox="280 884 980 919">➤ Click on the <b>Ticketed Transportation Details</b> tab</p> <div data-bbox="280 957 1419 1241"> <p><b>General Details</b>   <b>Ticketed Transportation Details</b></p> <p>Ticket No: See Attached Ticket 1   Depart From: [ ]</p> <p>Dep Date: [ ]   Arrive At: [ ]</p> <p>Issue Date: [ ]</p> <p>Ticket Date: 07/29/2008   Confirmation No: [ ]</p> <p>Class: [ ]</p> <p>Ticket Value: 0.00   Carrier: [ ]</p> <p>Contract Fare: 0.00   Contract Carrier: [ ]</p> </div> <p data-bbox="280 1278 980 1388">         ➤ Enter <i>Class (YCA)</i>          ➤ Enter <i>Ticket Value (\$425.00)</i>          ➤ Click on the <b>Use</b> (<i>Expense Details Update</i>) button       </p>

Step	Action
6c	<p>To enter the actual lodging cost information, click on the <b>Show Expense Details</b>  icon. This will bring up a new window.</p> <div data-bbox="289 394 1419 848" style="border: 1px solid black; padding: 5px;"> <p><b>Expense Details for Lodging-PerDiem 03/24/2008</b></p> <div style="display: flex; justify-content: space-between;"> <div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc;"> <p><b>Quick Tip</b> View or edit all details for this expense. Click the tab to see the respective expense details. To save changes to expense details, click the Use Expense Detail Updates button and on the main expense screen, Save expenses.</p> </div> <div style="background-color: #d0d0d0; padding: 5px; border: 1px solid #ccc;"> <p>For this page you can:</p> <p><b>Use</b> Expense Detail Updates</p> <p><b>Close</b> without Saving Expense Details</p> </div> </div> <div style="margin-top: 5px;"> <p><b>General Details</b>   <b>Lodging Details</b></p> <p>Expense Date: 03/24/2008   Payment Method: GOVCC</p> <p>Expense Cost: 127.00 USD Allowed: 127.00   <input checked="" type="checkbox"/> Reimbursable <input type="checkbox"/> Taxable</p> <p>Quantity: 0   Rate: 0   Vendor:   Accounting Code: H-06-09/General Travel FY08</p> <p>Expense Category: Lodging-PerDiem   Expense Description: Lodging</p> <p>Comments: <input type="text"/></p> </div> </div> <ul style="list-style-type: none"> <li>➤ Enter <b>371</b> in the <b>Expense Cost</b> field</li> <li>➤ Select <b>Lodging-Actuals</b> in the <b>Expense Description</b> field drop-down listing</li> <li>➤ Click <b>Use</b> (<i>Expense Detail Updates</i>)</li> </ul> <p>On the <i>Enter/Edit Expenses</i> page scroll to the right and in the same line you just added the actual expense</p> <ul style="list-style-type: none"> <li>➤ Enter <b>3/26/08</b> in the <b>Copy Through</b> field</li> <li>➤ Click the <b>Save</b> (<i>Expense Changes</i>) button when completed</li> </ul> <div style="background-color: yellow; padding: 5px; border: 1px solid black; margin-top: 10px;"> <p><b>Note:</b> The Copy Through field will not only copy the cost but it will also copy any of the details you added on the Detail window.</p> </div>
7	<p>Click on <b>Accounting</b> in the <i>Document Toolbar</i> to open up the <i>Available Accounting Code</i> page.</p> <ul style="list-style-type: none"> <li>➤ Verify the correct ACCS is assigned</li> <li>➤ Make changes where necessary</li> </ul>
8	<p>Click on <b>Totals</b> in the <i>Document Toolbar</i> to open up the <i>Total Details</i> page</p> <ul style="list-style-type: none"> <li>➤ Verify the totals</li> </ul>
9	<p>Click on <b>Preview Document</b> in the <i>Document Toolbar</i> to have a new window open with the print preview of your travel document.</p>

Step	Action
10	<p>Click on <b>Document Status</b> in the <i>Document Toolbar</i> to open up the <i>Status</i> page. The page will default with <i>Signed</i> in the <b>Status to Apply</b> field.</p> <ul style="list-style-type: none"><li>➤ Enter your <i>Signature PIN</i></li><li>➤ Enter your <i>Remarks</i></li><li>➤ Click the <b>Stamp</b> (<i>and Submit Document</i>) button</li></ul> <p>The document will then be routed to the first level of the electronic approval process and you will be taken back to the <i>Home</i> page.</p>