

Exercise #12a: Travel Authorization (International Date Line)

Objectives:

- Create a foreign travel authorization with crossing the IDL

Notes:

This exercise covers how to create an authorization when crossing the IDL during travel. The traveler gains or loses a full per diem day depending on the direction of travel. When you travel west from the United States to Japan, Thailand, Korea or Australia, for example, you lose a per diem day. On the return trip east to the United States, you gain a per diem day.

Travel Manager uses the time zone of the departure and arrival locations to determine if travel crosses the IDL and whether a calendar day was lost or gained. There is no difference between the itinerary entry of IDL travel and that of any other type of trip. The difference in creating this authorization is how the system calculates the lodging and M&IE expenses for IDL travel.

In this example the traveler will cross the IDL going to a conference in Tokyo City, Japan from March 17th through March 22nd. The traveler loses a day when crossing the IDL after leaving the United States and gains a day on the return trip.

No M&IE is calculated for March 18th. On March 22nd, the traveler crosses the IDL and gains back the lost per diem day; in essence, this traveler has two calendar days dated March 22nd. Travel Manager detects the gained per diem day and calculates M&IE for March 22nd as if it were a day consisting of seven quarters - 3/4 for the last day of the trip plus 4/4 for the day you gain back (total of 7/4 for M&IE on the last day of the trip).

Currently Travel Manager will only perform a partial calculation of IDL travel for trips originating west and crossing eastward over the IDL. For example, the traveler leaves their residence in Auckland, New Zealand to attend a conference in Banff, Canada from November 4th through November 9th. The traveler crosses the IDL on November 4th thereby gaining a day and upon their departure from Canada, they will lose a day. Travel Manager will detect that the traveler crossed the IDL, gaining a day at the beginning of the trip and will calculate the seven quarters-3/4 for the first day of trip plus 4/4 for the day that is gained (total of 7/4 for M&IE on the first day of the trip). However, Travel Manager will not deduct for the day the traveler loses when returning to their residence, you must manually override the lodging and M&IE to calculate zero on the second to last day of the trip.

Instructions: Execute the following steps:

You have been instructed to attend a conference in Tokyo, Japan leaving March 17th and returning on March 22nd.

Estimated Expenses

\$1450.00 = Round-trip air fare

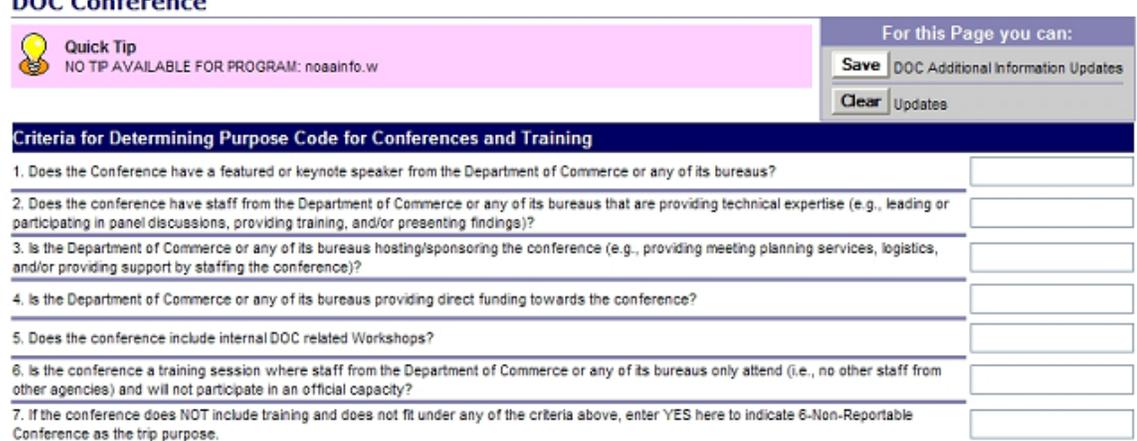
\$26.00 = Transaction Fee

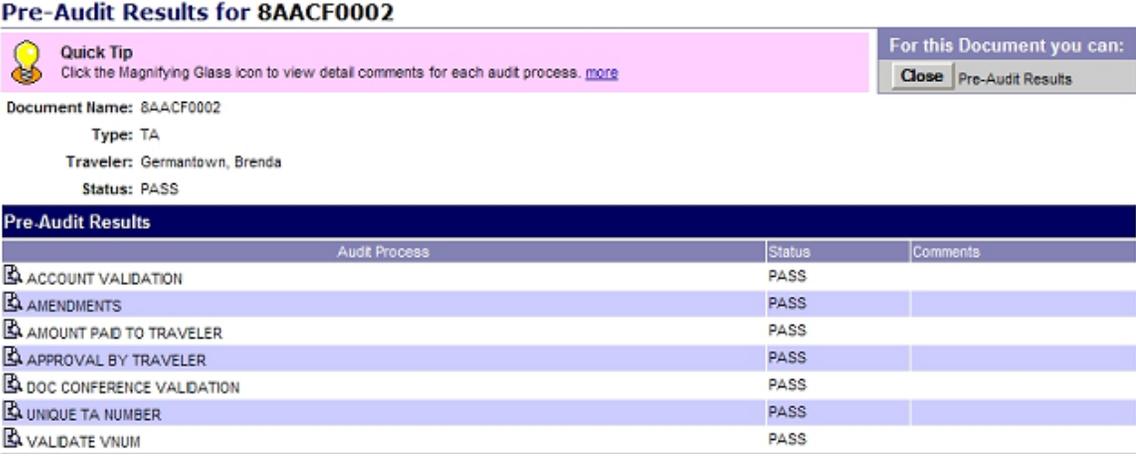
\$150 = Taxi Fare

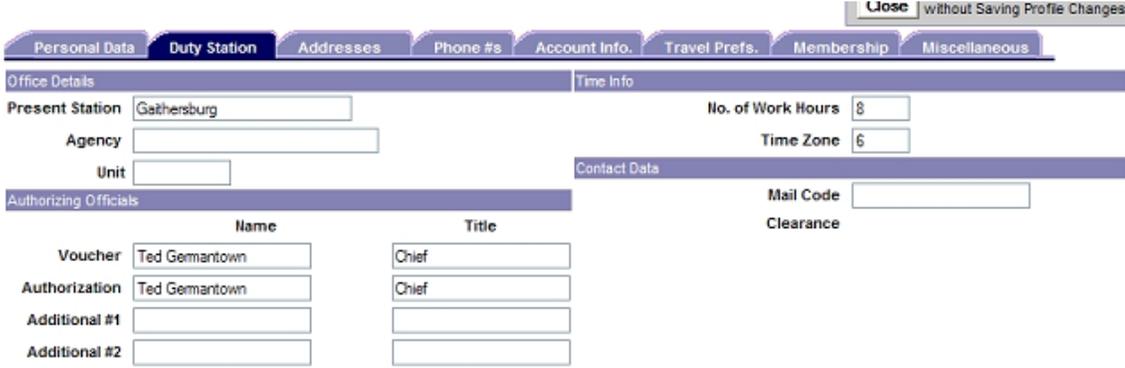
\$150 = Hotel Tax

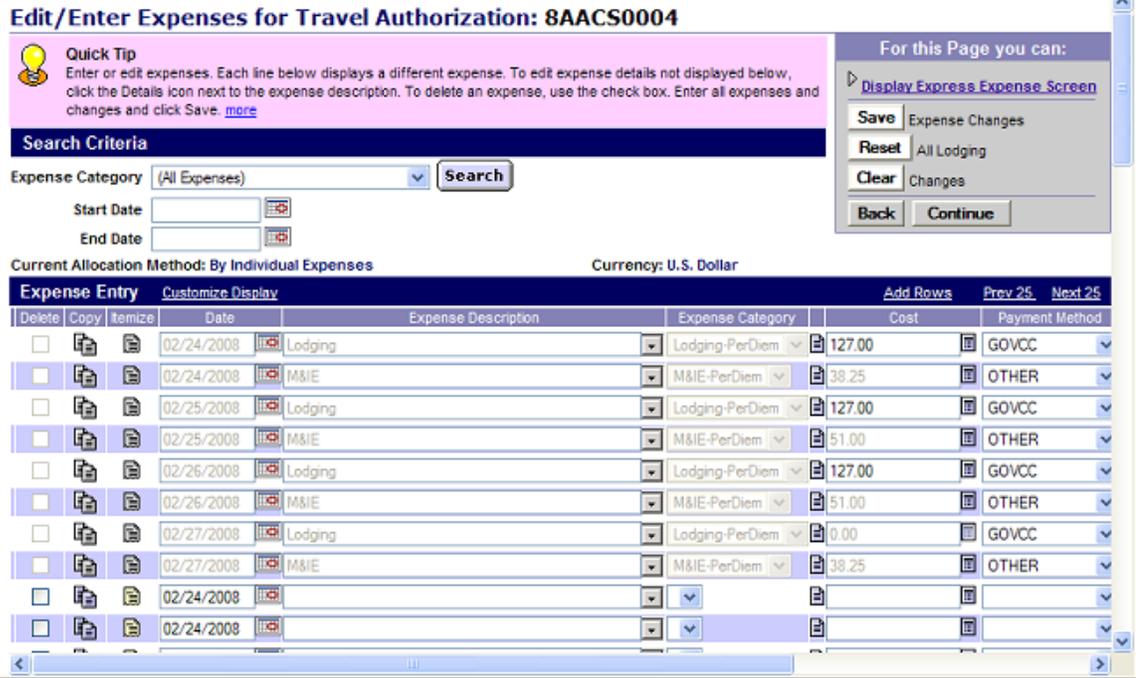
33 miles one way to airport using private vehicle (POV) - person

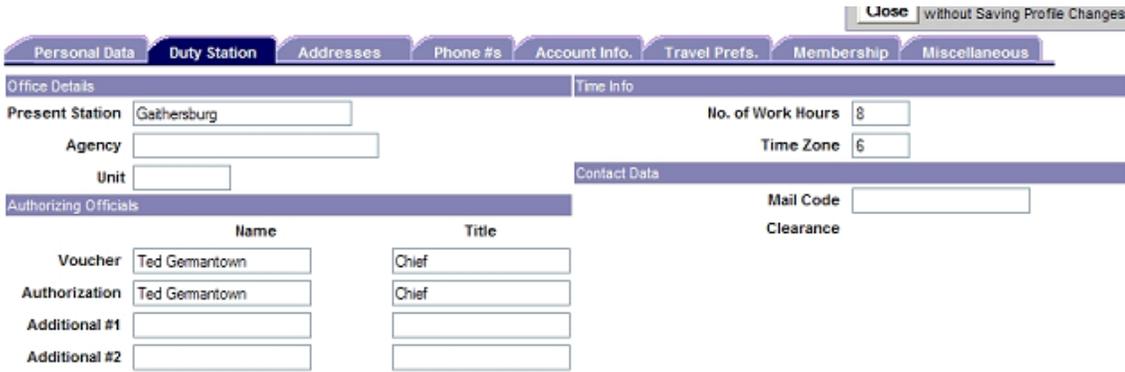
| Step | Action |
|------|---|
| 1 | <p>From the <i>Home</i> page:</p> <ul style="list-style-type: none">➤ Click Create New Document from the <i>Document Toolbar</i> |
| 2 | <p>The <i>New Document Page</i> appears. For a traveler, the information for the Vendor Number and Traveler name will automatically fill in.</p> <ul style="list-style-type: none">➤ Click on the Document Type drop-down listing and select TA➤ Click the Create (<i>this Document</i>) button |
| 3 | <p>The <i>Document Information</i> page appears with the <i>Document Information</i> tab highlighted and fields displaying.</p> <p>Enter the following information:</p> <ul style="list-style-type: none">➤ Document Name = YFMLF0002➤ TA# = YFMLF0002➤ Type Code = 2-SINGLE-FOREIGN➤ Purpose Code = 5-REPORTABLE CONFERENCE➤ Document Description = To attend DOC conference in Tokyo, Japan |
| 3a | <p>Click on the <i>Trip Information</i> tab.</p> <p>Enter the following information in the top part of the screen:</p> <ul style="list-style-type: none">➤ Begin Travel = 03/17/08➤ Depart = RES➤ End Travel = 03/22/08➤ Return = RES |

| Step | Action |
|------|--|
| 3b | <p>The values selected in the Begin & End Travel dates will automatically populate in the <i>Itinerary Location</i> 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"> ➤ Type in the field the name or partial name and click Search <p>This will bring up a drop-down listing of possible matches below the field or fill out the line with the option.</p> <p>OR</p> <ul style="list-style-type: none"> ➤ Click the Lookup  icon <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"> ➤ Select the one you want (Tokyo City, Japan) ➤ Click the Use (<i>Location</i>) button <p>The field will then be populated with the selection.</p>  <ul style="list-style-type: none"> ➤ Click the Create (<i>Document</i>) button |
| 4 | <p>Click on DOC Conference in the <i>Document Toolbar</i> to bring up the <i>DOC Conference</i> page</p>  <p>DOC Conference</p> <p>Quick Tip NO TIP AVAILABLE FOR PROGRAM: noainfo.w</p> <p>For this Page you can: <input type="button" value="Save"/> DOC Additional Information Updates <input type="button" value="Clear"/> Updates</p> <p>Criteria for Determining Purpose Code for Conferences and Training</p> <ol style="list-style-type: none"> Does the Conference have a featured or keynote speaker from the Department of Commerce or any of its bureaus? <input type="text"/> 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)? <input type="text"/> 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)? <input type="text"/> Is the Department of Commerce or any of its bureaus providing direct funding towards the conference? <input type="text"/> Does the conference include internal DOC related Workshops? <input type="text"/> 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? <input type="text"/> 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. <input type="text"/> |

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------------|---|-------------------|--|--|---------------|--------|----------|--------------------|------|--|------------|------|--|-------------------------|------|--|----------------------|------|--|---------------------------|------|--|------------------|------|--|---------------|------|--|
| 4a | <p>Enter the following on the <i>DOC Conference</i> page:</p> <ol style="list-style-type: none"> 1. YES 2. YES 3. NO 4. YES 5. NO 6. NO 7. NO <p>➤ Click Save (<i>Additional Information Updates</i>)</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | <p>Click Perform Pre-Audits on the <i>Document Toolbar</i> to bring up <i>Pre-Audit Results</i> page</p>  <p>Pre-Audit Results for 8AACF0002</p> <p>Quick Tip Click the Magnifying Glass icon to view detail comments for each audit process. more</p> <p>For this Document you can: Close Pre-Audit Results</p> <p>Document Name: 8AACF0002 Type: TA Traveler: Germantown, Brenda Status: PASS</p> <table border="1"> <thead> <tr> <th colspan="3">Pre-Audit Results</th> </tr> <tr> <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>PASS</td> <td></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> | Pre-Audit Results | | | Audit Process | Status | Comments | ACCOUNT VALIDATION | PASS | | AMENDMENTS | PASS | | AMOUNT PAID TO TRAVELER | PASS | | APPROVAL BY TRAVELER | PASS | | DOC CONFERENCE VALIDATION | PASS | | UNIQUE TA NUMBER | PASS | | VALIDATE VNUM | PASS | |
| Pre-Audit Results | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Audit Process | Status | Comments | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ACCOUNT VALIDATION | PASS | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AMENDMENTS | PASS | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AMOUNT PAID TO TRAVELER | PASS | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| APPROVAL BY TRAVELER | PASS | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DOC CONFERENCE VALIDATION | PASS | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| UNIQUE TA NUMBER | PASS | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| VALIDATE VNUM | PASS | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Step | Action |
|------|--|
| 6 | <p>Click on Traveler Info in the <i>Document Toolbar</i> to open up the <i>Update Traveler Information</i> page.</p> <p>➤ Click on the <i>Duty Station</i> tab</p>  <p>➤ Enter the <i>Name & Title</i> of the additional approval needed for foreign travel in the Additional #2 fields.</p> |
| | <p>Note: <i>The NOAA Travel Handbook, section 301-2.5(1), mandates foreign travel requires a higher level of authorization. Therefore, for this type of authorization only, you will need to modify the Authorizing Officials in the Additional #2 fields in the Traveler Information page under Duty Station.</i></p> |

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | |
|---------|--|-----------------------------|---------------------|------------------|------|---------|----------------|-------------------------|--------|---------|----------------------|-----------------------------|---------|---------|------|----------------------|----------|---------|-----------|------------------------|----------|---------|--------------------|--------------------|--------|
| 7 | <p>Click on Expenses in the <i>Document Toolbar</i> to bring up the <i>Edit/Enter Expenses</i> page</p>  | | | | | | | | | | | | | | | | | | | | | | | | |
| 7a | <p>Enter the following information:</p> <table border="1" data-bbox="272 1157 1435 1570"> <thead> <tr> <th data-bbox="272 1157 402 1224">Date</th> <th data-bbox="402 1157 748 1224">Expense Description</th> <th data-bbox="748 1157 1203 1224">Expense Category</th> <th data-bbox="1203 1157 1435 1224">Cost</th> </tr> </thead> <tbody> <tr> <td data-bbox="272 1224 402 1291">3/17/08</td> <td data-bbox="402 1224 748 1291">Airline Flight</td> <td data-bbox="748 1224 1203 1291">Com. Carrier (fills in)</td> <td data-bbox="1203 1224 1435 1291">See 7b</td> </tr> <tr> <td data-bbox="272 1291 402 1358">3/17/08</td> <td data-bbox="402 1291 748 1358">TMC Transaction Fees</td> <td data-bbox="748 1291 1203 1358">Transaction Fees (fills in)</td> <td data-bbox="1203 1291 1435 1358">\$26.00</td> </tr> <tr> <td data-bbox="272 1358 402 1425">3/17/08</td> <td data-bbox="402 1358 748 1425">Taxi</td> <td data-bbox="748 1358 1203 1425">Transport (fills in)</td> <td data-bbox="1203 1358 1435 1425">\$150.00</td> </tr> <tr> <td data-bbox="272 1425 402 1493">3/17/08</td> <td data-bbox="402 1425 748 1493">Hotel Tax</td> <td data-bbox="748 1425 1203 1493">Lodging Tax (fills in)</td> <td data-bbox="1203 1425 1435 1493">\$150.00</td> </tr> <tr> <td data-bbox="272 1493 402 1560">3/17/08</td> <td data-bbox="402 1493 748 1560">IPOC-Private Vhcle</td> <td data-bbox="748 1493 1203 1560">Mileage (fills in)</td> <td data-bbox="1203 1493 1435 1560">See 7c</td> </tr> </tbody> </table> <p>➤ Click the Save (<i>Expense Changes</i>) button when completed</p> | Date | Expense Description | Expense Category | Cost | 3/17/08 | Airline Flight | Com. Carrier (fills in) | See 7b | 3/17/08 | TMC Transaction Fees | Transaction Fees (fills in) | \$26.00 | 3/17/08 | Taxi | Transport (fills in) | \$150.00 | 3/17/08 | Hotel Tax | Lodging Tax (fills in) | \$150.00 | 3/17/08 | IPOC-Private Vhcle | Mileage (fills in) | See 7c |
| Date | Expense Description | Expense Category | Cost | | | | | | | | | | | | | | | | | | | | | | |
| 3/17/08 | Airline Flight | Com. Carrier (fills in) | See 7b | | | | | | | | | | | | | | | | | | | | | | |
| 3/17/08 | TMC Transaction Fees | Transaction Fees (fills in) | \$26.00 | | | | | | | | | | | | | | | | | | | | | | |
| 3/17/08 | Taxi | Transport (fills in) | \$150.00 | | | | | | | | | | | | | | | | | | | | | | |
| 3/17/08 | Hotel Tax | Lodging Tax (fills in) | \$150.00 | | | | | | | | | | | | | | | | | | | | | | |
| 3/17/08 | IPOC-Private Vhcle | Mileage (fills in) | See 7c | | | | | | | | | | | | | | | | | | | | | | |

| Step | Action |
|---|---|
| 7b | <p>To enter the cost and ticket information for the Airline Flight, click on the Show Expense Details  icon. This will bring up a new window.</p> <ul style="list-style-type: none"> ➤ Click on the Ticketed Transportation Details tab ➤ Enter <i>Class (YCA)</i> ➤ Enter <i>Ticket Value (\$1450.00)</i> ➤ Click on the Use (<i>Expense Details Update</i>) button |
| 7c | <p>To have the system calculate the mileage, click on the Show Expense Details  icon. This will bring up a new window.</p> <ul style="list-style-type: none"> ➤ Enter 132 in the <i>Quantity</i> field ➤ Click in another field or press TAB <p>The <i>Expense Cost</i> field will automatically fill in with the calculated cost.</p> <ul style="list-style-type: none"> ➤ Click the Use (<i>Expense Detail Updates</i>) button to close this window and populate the <i>Cost</i> field |
| <p><i>Note: The system will have calculated the M&IE expenses for you. The second day of travel should have 0 (zero) costs for M&IE and the last day of travel should have what would be 7/4's for M&IE. For example, if 3/4 amount = \$126.75 and a full day (4/4) = \$169.00, the last day M&IE total should be \$295.75.</i></p> | |
| 8 | <p>Click on Traveler Info in the <i>Document Toolbar</i> to open up the <i>Update Traveler Information</i> page.</p> <ul style="list-style-type: none"> ➤ Click on the <i>Duty Station</i> tab  <ul style="list-style-type: none"> ➤ Enter the <i>Name & Title</i> of the additional approval needed for foreign travel in the Additional #1 fields. |

| Step | Action |
|------|--|
| | <p>Note: The NOAA Travel Handbook, section 301-2.5(1), mandates foreign travel requires a higher level of authorization. Therefore, for this type of authorization only, you will need to modify the Authorizing Officials in the Additional #1 fields in the Traveler Information page under Duty Station.</p> |
| 9 | <p>Click on Accounting in the Document Toolbar to open up the Available Accounting Code page.</p> <ul style="list-style-type: none"> ➤ Verify the correct ACCS is assigned ➤ Make changes where necessary |
| 10 | <p>Click on Totals in the Document Toolbar to open up the Total Details page</p> <ul style="list-style-type: none"> ➤ Verify the totals |
| 11 | <p>Click on Preview Document in the Document Toolbar to have a new window open with the print preview of your travel document.</p> |
| 12 | <p>Click on Document Status in the Document Toolbar to open up the Status page. The page will default with Signed in the Status to Apply field.</p> <ul style="list-style-type: none"> ➤ Enter your Signature PIN ➤ Enter your Remarks ➤ Click the Stamp (and Submit Document) button <p>The document will then be routed to the first level of the electronic approval process and you will be taken back to the Home page.</p> |
| 13 | <p>From the Home page click on the Open Document  icon which will take you to the Open Document Signature page.</p> <ul style="list-style-type: none"> ➤ Enter your Signature PIN ➤ Click the Sign (to Review Document) button <p>The Document Summary page appears.</p> <ul style="list-style-type: none"> ➤ Change the status to Complete ➤ Enter your Signature PIN ➤ Enter your Remarks ➤ Check the checkbox Stamp Without Adjustment ➤ Click the Stamp and Route button. |

| Step | Action |
|------|---|
| | <i>Note: For training purposes ONLY – the routing/approval/DATALINK process is not done. To be able to create a voucher from authorization, the status must be set to “Complete.”</i> |