

Exercise #12b: Travel Voucher (International Date Line)

- Objectives:**
- Create a foreign travel voucher with crossing the IDL from an existing travel authorization

Notes:

This exercise covers how to create a travel voucher using trip and expense information from an existing authorization.

To create the voucher, fill in any trip details that were unavailable in the authorization such as ticket information, miscellaneous expenses, and lodging costs (if different than the per diem rate).

Use the Travel Authorization number from Exercise 12a

Instructions: Execute the following steps:

You have just returned from attending a conference in Tokyo, Japan leaving March 17th and returning on March 22nd.

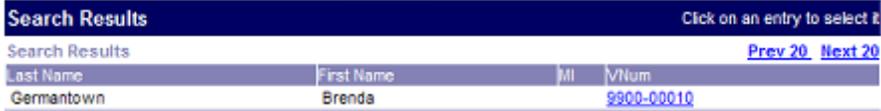
Ticket/Fee Information

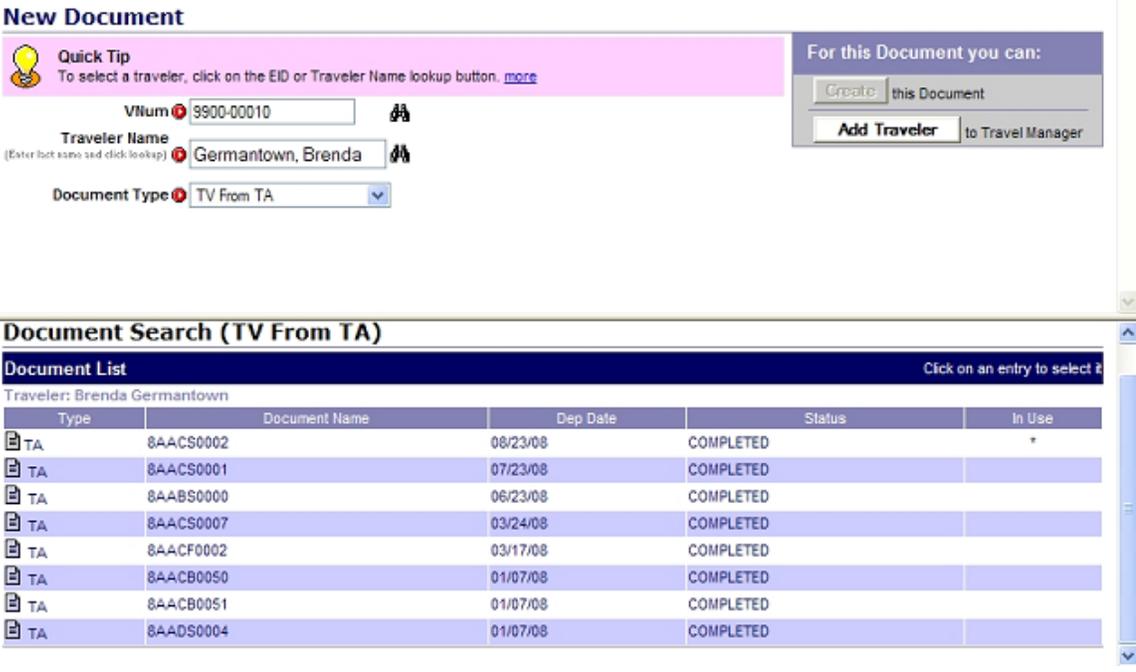
Ticket #356985 issued 6/14/08 for \$1435.00
TMC Transaction Fee - \$26.00

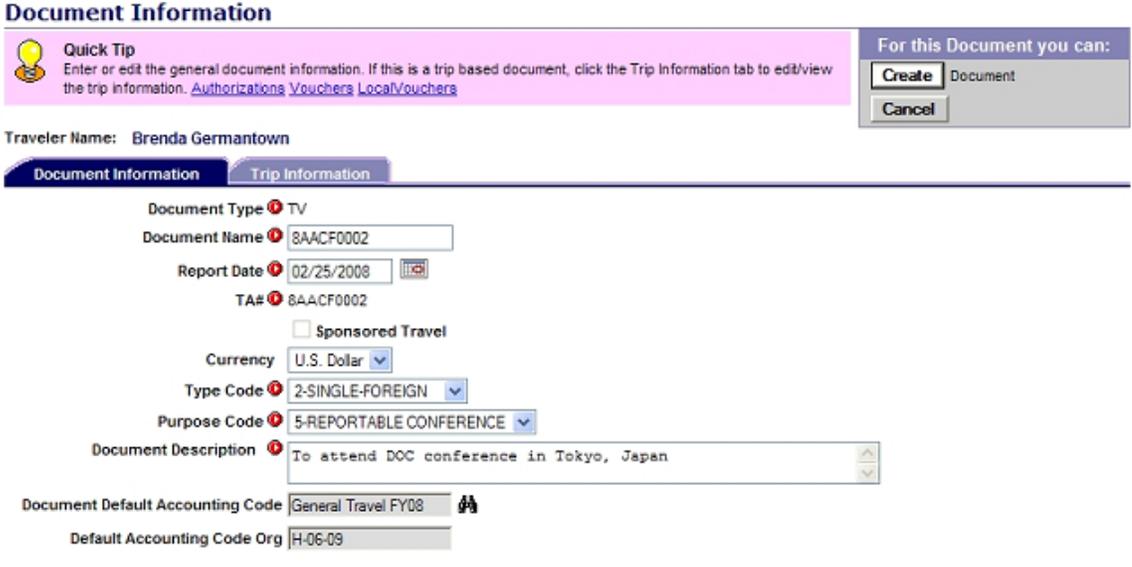
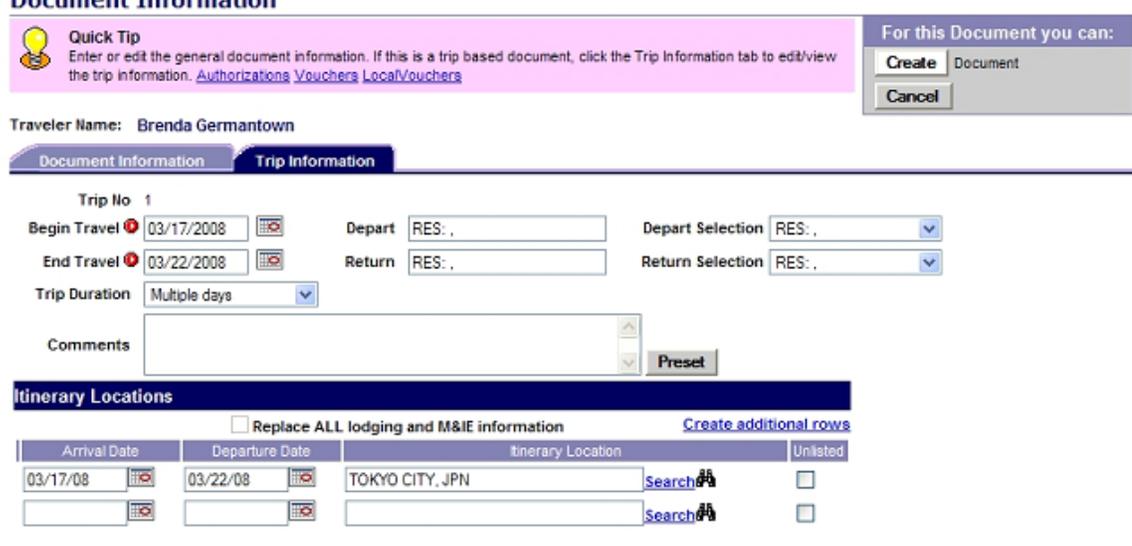
Actual Expenses

3/17 – 66 miles POV from residence to airport and back
3/18 – \$35 taxi from airport to hotel
3/18 – \$33 hotel tax
3/19 – \$33 hotel tax
3/20 – \$25 taxi
3/20 – \$33 hotel tax
3/22 – \$35 taxi
3/22 – 66 miles POV from residence to airport and back

Step	Action
1	From the Home page: ➤ Click Create New Document from the Document Toolbar

Step	Action																				
2a	<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 <i>TV from TA</i> ➤ Click the Create (<i>this Document</i>) button 																				
2b	<p>The <i>New Document Page</i> appears again with a security message that reads:</p> <p> Security is set up such that you have access to your own documents only.</p> <p>The Vnum and Traveler Name fields are blank.</p> <ul style="list-style-type: none"> ➤ Enter either the <i>Vendor Number</i> or <i>Traveler Name</i> ➤ Click the Lookup  icon <p>The search results screen appears</p>  <p>The screenshot shows a table with the following data:</p> <table border="1" data-bbox="289 909 1170 1020"> <thead> <tr> <th colspan="4">Search Results</th> <th>Click on an entry to select it</th> </tr> <tr> <th colspan="4">Search Results</th> <th>Prev 20 Next 20</th> </tr> <tr> <th>Last Name</th> <th>First Name</th> <th>MI</th> <th>VNum</th> <th></th> </tr> </thead> <tbody> <tr> <td>Germantown</td> <td>Brenda</td> <td></td> <td>9900-00010</td> <td></td> </tr> </tbody> </table> <ul style="list-style-type: none"> ➤ Click the VNum 	Search Results				Click on an entry to select it	Search Results				Prev 20 Next 20	Last Name	First Name	MI	VNum		Germantown	Brenda		9900-00010	
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Germantown	Brenda		9900-00010																		
2c	<p>The <i>New Document Page</i> appears. The information for the Vendor Number and Traveler name are now filled in.</p> <ul style="list-style-type: none"> ➤ Click on the Document Type drop-down listing and select <i>TV from TA</i> ➤ Click the Create (<i>this Document</i>) button 																				

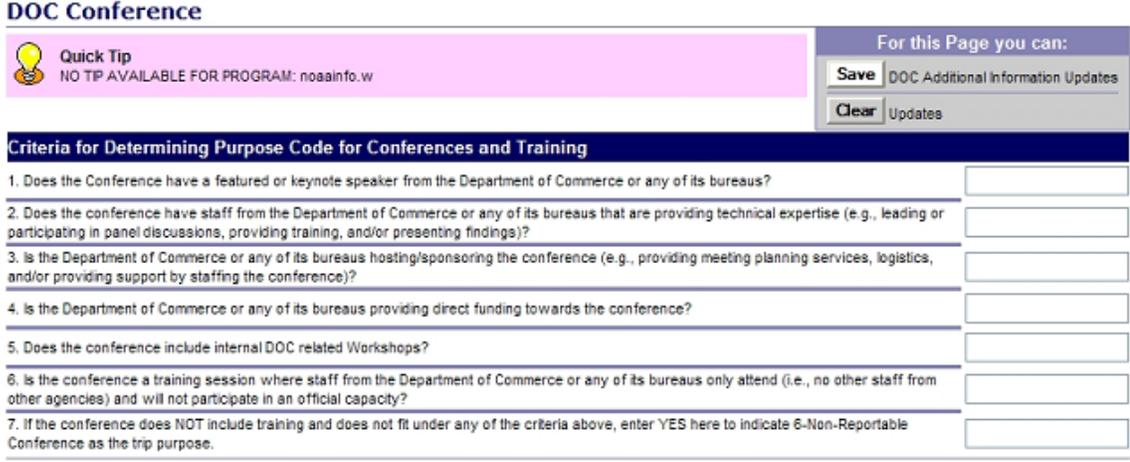
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2d	<p>The <i>New Document</i> page splits and shows toward the bottom of the screen <i>Document Search (TA from TV)</i></p>  <p>New Document</p> <p>Quick Tip To select a traveler, click on the EID or Traveler Name lookup button. more</p> <p>VNum 9900-00010</p> <p>Traveler Name (Enter last name and click lookup) Germantown, Brenda</p> <p>Document Type TV From TA</p> <p>For this Document you can: <input type="button" value="Create"/> this Document <input type="button" value="Add Traveler"/> to Travel Manager</p> <p>Document Search (TV From TA)</p> <p>Document List Click on an entry to select it</p> <p>Traveler: Brenda Germantown</p> <table border="1"> <thead> <tr> <th>Type</th> <th>Document Name</th> <th>Dep Date</th> <th>Status</th> <th>In Use</th> </tr> </thead> <tbody> <tr> <td>TA</td> <td>8AACS0002</td> <td>08/23/08</td> <td>COMPLETED</td> <td>*</td> </tr> <tr> <td>TA</td> <td>8AACS0001</td> <td>07/23/08</td> <td>COMPLETED</td> <td></td> </tr> <tr> <td>TA</td> <td>8AABS0000</td> <td>06/23/08</td> <td>COMPLETED</td> <td></td> </tr> <tr> <td>TA</td> <td>8AACS0007</td> <td>03/24/08</td> <td>COMPLETED</td> <td></td> </tr> <tr> <td>TA</td> <td>8AACF0002</td> <td>03/17/08</td> <td>COMPLETED</td> <td></td> </tr> <tr> <td>TA</td> <td>8AACB0050</td> <td>01/07/08</td> <td>COMPLETED</td> <td></td> </tr> <tr> <td>TA</td> <td>8AACB0051</td> <td>01/07/08</td> <td>COMPLETED</td> <td></td> </tr> <tr> <td>TA</td> <td>8AADS0004</td> <td>01/07/08</td> <td>COMPLETED</td> <td></td> </tr> </tbody> </table> <p>➤ Click the Document icon of the TA you are creating a voucher from</p>	Type	Document Name	Dep Date	Status	In Use	TA	8AACS0002	08/23/08	COMPLETED	*	TA	8AACS0001	07/23/08	COMPLETED		TA	8AABS0000	06/23/08	COMPLETED		TA	8AACS0007	03/24/08	COMPLETED		TA	8AACF0002	03/17/08	COMPLETED		TA	8AACB0050	01/07/08	COMPLETED		TA	8AACB0051	01/07/08	COMPLETED		TA	8AADS0004	01/07/08	COMPLETED	
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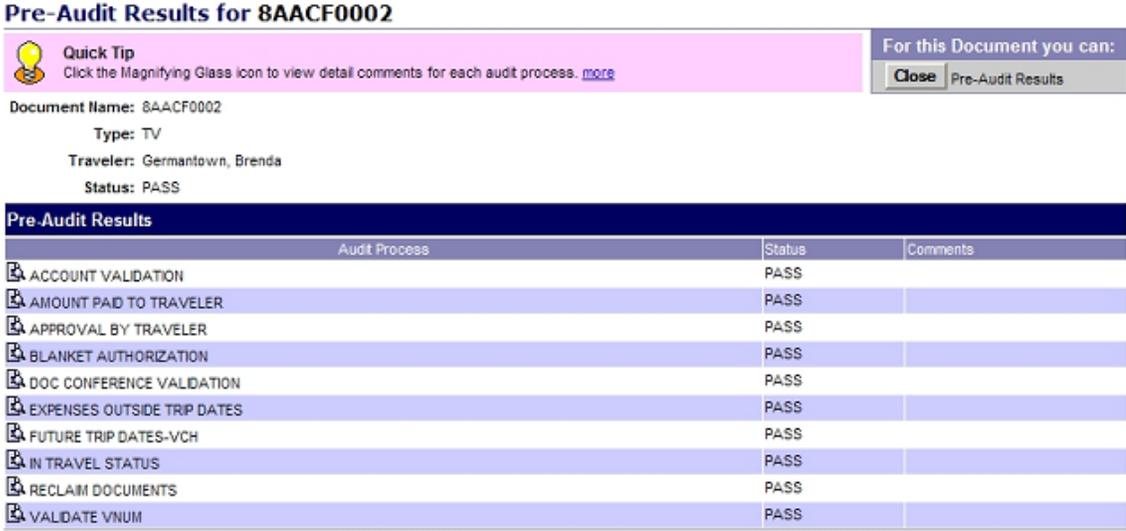
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3a	<p>The Document Information page appears with the Document Information tab highlighted and fields displaying the information contained in the TA.</p>  <p>Document Information</p> <p>Quick Tip Enter or edit the general document information. If this is a trip based document, click the Trip Information tab to edit/view the trip information. Authorizations Vouchers LocalVouchers</p> <p>For this Document you can: Create Document Cancel</p> <p>Traveler Name: Brenda Germantown</p> <p>Document Information Trip Information</p> <p>Document Type TV Document Name 8AACF0002 Report Date 02/25/2008 TA# 8AACF0002 <input type="checkbox"/> Sponsored Travel Currency U.S. Dollar Type Code 2-SINGLE-FOREIGN Purpose Code 5-REPORTABLE CONFERENCE Document Description To attend DOC conference in Tokyo, Japan Document Default Accounting Code General Travel FY08 Default Accounting Code Org H-06-09</p> <ul style="list-style-type: none"> ➤ Verify all information is correct and make changes where necessary ➤ Click the Trip Information tab 												
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4	<p>Click on Expenses in the <i>Document Toolbar</i> to bring up the <i>Edit/Enter Expenses</i> page</p>
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4a	Enter the following information:																																	
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Date</th> <th style="width: 50%;">Expense Description</th> <th style="width: 30%;">Cost</th> </tr> </thead> <tbody> <tr> <td>3/17/08</td> <td>Airline Flight (#356985 issued 3/14/08)</td> <td>\$1435.00</td> </tr> <tr> <td>3/17/08</td> <td>TMC Transaction Fees</td> <td>\$26.00</td> </tr> <tr> <td>3/17/08</td> <td>IPOC-Private Vhcle</td> <td>66 miles round-trip</td> </tr> <tr> <td>3/18/08</td> <td>Taxi</td> <td>\$35.00</td> </tr> <tr> <td>3/18/08</td> <td>Hotel Tax</td> <td>\$33.00</td> </tr> <tr> <td>3/19/08</td> <td>Hotel Tax</td> <td>\$33.00</td> </tr> <tr> <td>3/20/08</td> <td>Taxi</td> <td>\$25.00</td> </tr> <tr> <td>3/20/08</td> <td>Hotel Tax</td> <td>\$33.00</td> </tr> <tr> <td>3/22/08</td> <td>Taxi</td> <td>\$35.00</td> </tr> <tr> <td>3/22/08</td> <td>IPOC-Private Vhcle</td> <td>66 miles round-trip</td> </tr> </tbody> </table>	Date	Expense Description	Cost	3/17/08	Airline Flight (#356985 issued 3/14/08)	\$1435.00	3/17/08	TMC Transaction Fees	\$26.00	3/17/08	IPOC-Private Vhcle	66 miles round-trip	3/18/08	Taxi	\$35.00	3/18/08	Hotel Tax	\$33.00	3/19/08	Hotel Tax	\$33.00	3/20/08	Taxi	\$25.00	3/20/08	Hotel Tax	\$33.00	3/22/08	Taxi	\$35.00	3/22/08	IPOC-Private Vhcle	66 miles round-trip
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4a	➤ Click Save (<i>Expense Changes</i>) button
5	<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: noaainfo.w</p> <p>For this Page you can: Save DOC Additional Information Updates Clear Updates</p> <p>Criteria for Determining Purpose Code for Conferences and Training</p> <ol style="list-style-type: none"> 1. Does the Conference have a featured or keynote speaker from the Department of Commerce or any of its bureaus? <input type="text"/> 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)? <input type="text"/> 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)? <input type="text"/> 4. Is the Department of Commerce or any of its bureaus providing direct funding towards the conference? <input type="text"/> 5. Does the conference include internal DOC related Workshops? <input type="text"/> 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? <input type="text"/> 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. <input type="text"/>
5a	<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>

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6	<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: TV 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>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>BLANKET AUTHORIZATION</td><td>PASS</td><td></td></tr> <tr><td>DOC CONFERENCE VALIDATION</td><td>PASS</td><td></td></tr> <tr><td>EXPENSES OUTSIDE TRIP DATES</td><td>PASS</td><td></td></tr> <tr><td>FUTURE TRIP DATES-VCH</td><td>PASS</td><td></td></tr> <tr><td>IN TRAVEL STATUS</td><td>PASS</td><td></td></tr> <tr><td>RECLAIM DOCUMENTS</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		AMOUNT PAID TO TRAVELER	PASS		APPROVAL BY TRAVELER	PASS		BLANKET AUTHORIZATION	PASS		DOC CONFERENCE VALIDATION	PASS		EXPENSES OUTSIDE TRIP DATES	PASS		FUTURE TRIP DATES-VCH	PASS		IN TRAVEL STATUS	PASS		RECLAIM DOCUMENTS	PASS		VALIDATE VNUM	PASS	
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7	Click on Accounting in the <i>Document Toolbar</i> to open up the <i>Available Accounting Code</i> page. Make any necessary changes to the accounting code.																																				
8	Click on Totals in the <i>Document Toolbar</i> to open up the <i>Total Details</i> page.																																				
9	Click on Preview Document in the <i>Document Toolbar</i> to have a new window open with the print preview of your travel document.																																				
10	<p>Click on Document Status in the <i>Document Toolbar</i> to open up the <i>Status</i> 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 (<i>and Submit Document</i>) button 																																				
11	<p>The Signature page appears with a statement that should be read.</p> <ul style="list-style-type: none"> ➤ Click the Accept (<i>Signature Text</i>) 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>																																				