

Exercise #2a: Travel Authorization (Editing Traveler Information)

- Objectives:**
- Create a new travel authorization
 - Edit traveler information

Notes: *This exercise covers how to create a basic travel authorization to a single location. It also covers editing the traveler information.*

Instructions: Execute the following steps:

You have been instructed to attend a training class in Kansas City, MO. The class dates are the June 24th and 25th. Your authorization will need to include the following costs:

Estimated Expenses

\$165.00 = Round-trip air fare

\$22.25 = Transaction Fee

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

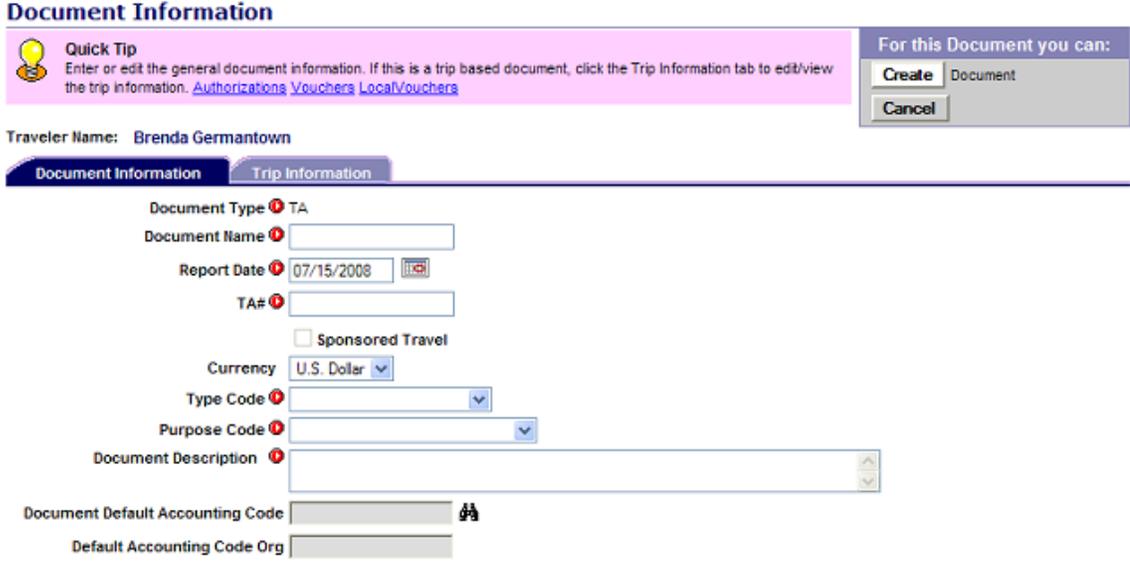
\$300 for Rental Car

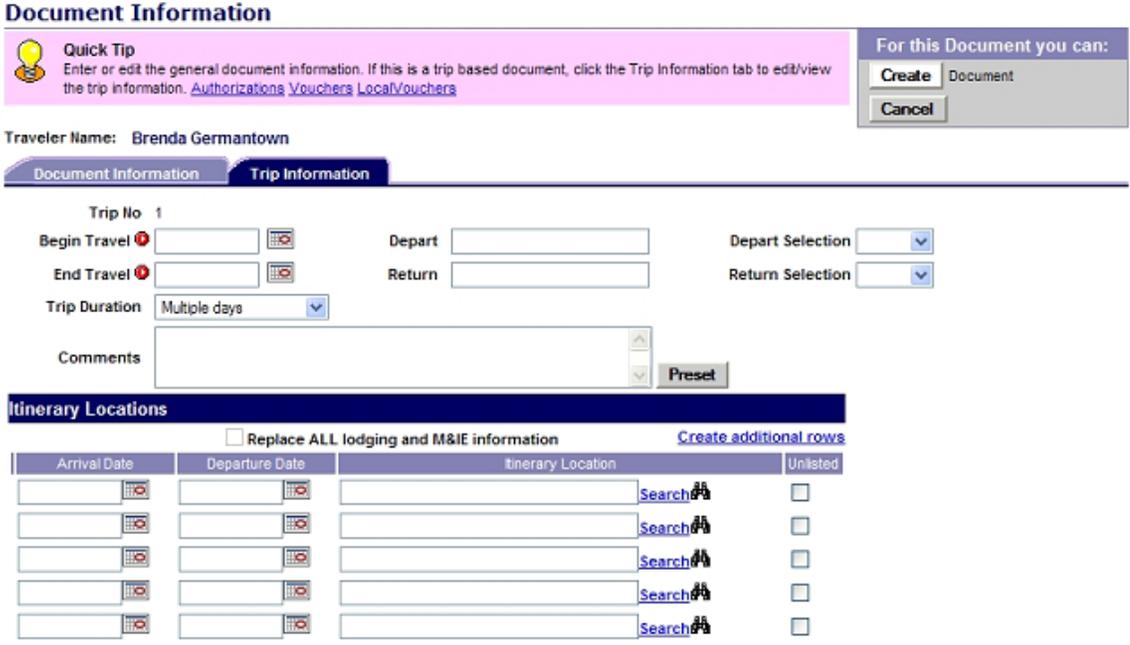
\$65 for Rental Car Gas

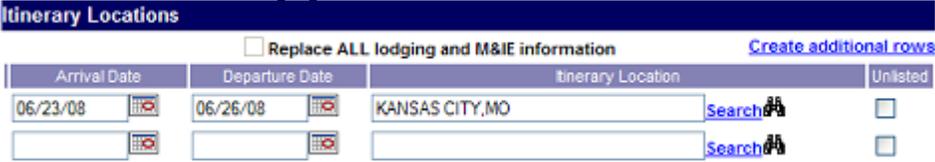
\$30 for Parking

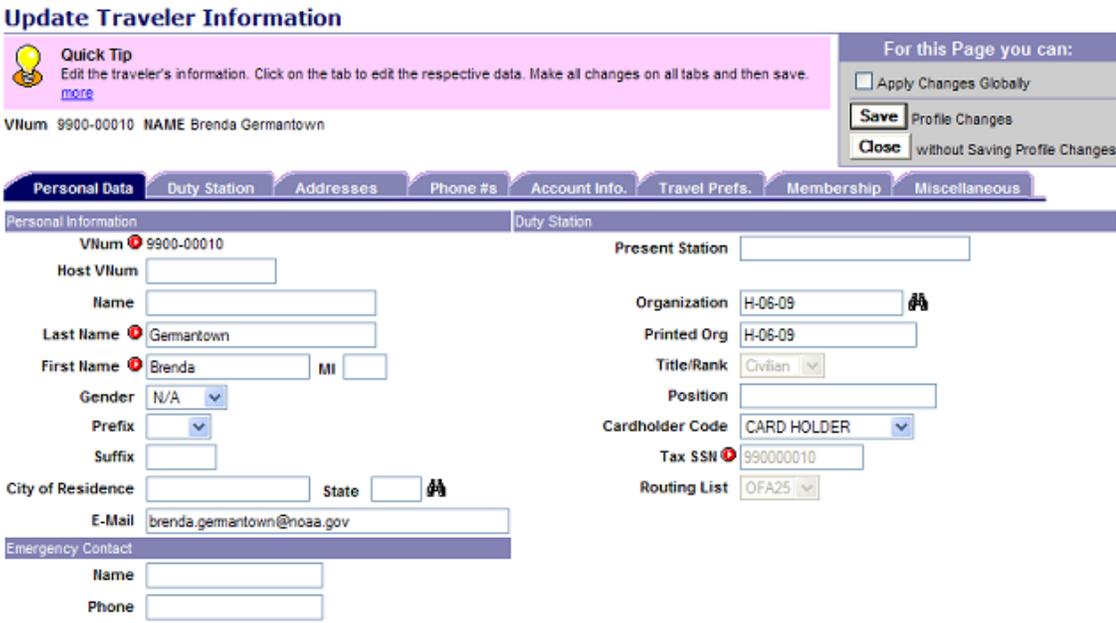
\$100 for Hotel Tax

Step	Action
1	From the Home page: ➤ Click Create New Document from the Document Toolbar
2	The New Document Page appears. For a traveler, the information for the Vendor Number and Traveler name will automatically fill in. ➤ Click on the Document Type drop-down listing and select TA ➤ Click the Create (<i>this Document</i>) button <i>Note: For a group administrator, the last name of the traveler can be added and then click the Lookup icon. A new window would appear with the traveler's names and Vendor numbers. By clicking on the Vendor number, the traveler information would then be entered back on the New Document page.</i>

Step	Action
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 = <i>YFMLS0000</i> ➤ TA# = <i>YFMLS0000</i> ➤ Type Code = <i>1-SINGLE-DOMESTIC</i> ➤ Purpose Code = <i>3-TRAINING ATTENDANCE</i> ➤ Document Description = <i>To attend training in KC, MO</i> <p><i>Note: For training purposes the Document Name & TA# fields equals the following information:</i></p> <p><i>Y=Current Fiscal Year (i.e., 8)</i> <i>F=Training First Name Initial</i> <i>M=Training Middle Name Initial</i> <i>L=Training Last Name Initial</i> <i>S=Single Domestic/F=Single Foreign/L=Local/B=Blanket</i> <i>####=4-digit sequential number</i></p> <p><i>NOAA Travel Regulations (NTR), sections 301-2.1(n)(p)(q) explains about the Production travel authorization numbers.</i></p>

Step	Action																								
4a	<p>Click on the <i>Trip Information</i> tab.</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: <input type="button" value="Create"/> Document <input type="button" value="Cancel"/></p> <p>Traveler Name: Brenda Germantown</p> <p>Document Information Trip Information</p> <p>Trip No: 1</p> <p>Begin Travel <input type="text"/> <input type="button" value="Calendar"/> Depart <input type="text"/> Depart Selection <input type="button" value="v"/> End Travel <input type="text"/> <input type="button" value="Calendar"/> Return <input type="text"/> Return Selection <input type="button" value="v"/> Trip Duration: Multiple days <input type="button" value="v"/> Comments <input type="text"/> <input type="button" value="Preset"/></p> <p>Itinerary Locations <input type="checkbox"/> Replace ALL lodging and M&IE information Create additional rows</p> <table border="1"> <thead> <tr> <th>Arrival Date</th> <th>Departure Date</th> <th>Itinerary Location</th> <th>Unlisted</th> </tr> </thead> <tbody> <tr> <td><input type="text"/> <input type="button" value="Calendar"/></td> <td><input type="text"/> <input type="button" value="Calendar"/></td> <td><input type="text"/> <input type="button" value="Search"/> <input type="button" value="AA"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="text"/> <input type="button" value="Calendar"/></td> <td><input type="text"/> <input type="button" value="Calendar"/></td> <td><input type="text"/> <input type="button" value="Search"/> <input type="button" value="AA"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="text"/> <input type="button" value="Calendar"/></td> <td><input type="text"/> <input type="button" value="Calendar"/></td> <td><input type="text"/> <input type="button" value="Search"/> <input type="button" value="AA"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="text"/> <input type="button" value="Calendar"/></td> <td><input type="text"/> <input type="button" value="Calendar"/></td> <td><input type="text"/> <input type="button" value="Search"/> <input type="button" value="AA"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="text"/> <input type="button" value="Calendar"/></td> <td><input type="text"/> <input type="button" value="Calendar"/></td> <td><input type="text"/> <input type="button" value="Search"/> <input type="button" value="AA"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>Enter the following information in the top part of the screen:</p> <ul style="list-style-type: none"> ➤ Begin Travel = <i>06/23/08</i> ➤ Depart = <i>RES</i> ➤ End Travel = <i>06/26/08</i> ➤ Return = <i>RES</i> <p>Note: The <i>Depart</i> & <i>Return</i> fields have a drop-down list to the right of them. Use a value contained in the drop-down list to populate the <i>Depart</i> & <i>Return</i> fields.</p>	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"/>	<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"/>	<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"/>
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Step	Action
4b	<p>The values selected in the Begin & End Travel dates will automatically populate in the Itinerary Location 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.</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 (Kansas City, Missouri) ➤ 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
5	<p>The Document Information page still appears but the Document Toolbar now has different options available. It will also show your Document Name & TA#.</p> <p>To edit the traveler information click on Traveler Info in the Document Toolbar</p> 

Step	Action
6	<p>The <i>Update Traveler Information</i> page appears with limited data entered.</p> 
6a	<p>On the <i>Personal Data</i> tab enter the following information:</p> <ul style="list-style-type: none"> ➤ City of Residence ➤ State <p>Verify the following information:</p> <ul style="list-style-type: none"> ➤ First Name ➤ Last Name ➤ Middle Initial ➤ Email Address <p>Make any changes to the traveler's personal information as necessary.</p> <p>Note: <i>Certain fields (i.e. Organization) can not be changed by the traveler or preparer.</i></p>

Step	Action
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6b Click on the **Duty Station** tab and enter the following information:

- **Present Station**
- **Voucher Name and Title**
- **Authorization Name and Title**
- **(optional) Additional #1 Name and Title**

Verify the following information:

- **Number of Work Hours** (should be 8)
- **Time Zone** (should be 6=ET, 7=CT, 8=MT, 9=PT)

Office Details		Time Info	
Present Station	<input type="text"/>	No. of Work Hours	<input type="text" value="8"/>
Agency	<input type="text"/>	Time Zone	<input type="text" value="6"/>
Unit	<input type="text"/>	Contact Data	
Authorizing Officials		Mail Code	<input type="text"/>
		Clearance	
Name		Title	
Voucher	<input type="text"/>	<input type="text"/>	
Authorization	<input type="text"/>	<input type="text"/>	
Additional #1	<input type="text"/>	<input type="text"/>	
Additional #2	<input type="text"/>	<input type="text"/>	

6c Click on the **Address** tab and enter the following information:

Home Address

- Street Address**
- City**
- State**
- Zip**

Duty Station Address

- Street Address**
- City**
- State**
- Zip**

Home Address	
Street Address	<input type="text"/> <input type="button" value="Clear"/>
City	<input type="text"/>
State	<input type="text"/> <input type="button" value="AA"/>
Zip	<input type="text"/>
Country	<input type="text"/> <input type="button" value="AA"/>
Duty station Address	
Street Address	<input type="text"/> <input type="button" value="Clear"/>
City	<input type="text"/>
State	<input type="text"/> <input type="button" value="AA"/>
Zip	<input type="text"/>
Country	<input type="text"/> <input type="button" value="AA"/>

Step	Action
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6d Click on the **Phone #s** tab and enter the following information:

- **Home Number**
- **Duty Station Number**
- **Duty Station FAX Number**

6e Click on the **Account Info.** Tab and do the following:

- Click on the **Lookup**  icon

A new window appears listing all ACCS codes that the traveler has available to them based off their organization.

Search Results			Click on an entry to select it
Organization	Label	Classification Code	Prev 20 Next 20
H-06-09	AAA	2008-14-BP1AANAP00-06000000-00000000-----	
H-06-09	General Travel FY08	2008-14-E8K3N55P00-06020000-00000000-----	
H-06-09	Project Fish FY08	2008-14-4BM1J10P00-06020000-00000000-----	
H-06-09	Project Ocean FY08	2008-14-89WGN40P00-06020000-00000000-----	
H-06-09	Project Satellite FY08	2008-14-8BP1ANAP00-06000000-00000000-----	
H-06-09	Project Weather FY08	2008-14-48M2L34P11-06020000-00000000-----	
H-06-09	Sample Account FY08	2008-14-E8K3N55PXA-06020000-00000000-----	

- Click on the **Label** to select that ACCS code to be the default for the traveler.

Step	Action			
7a	Date	Expense Description	Expense Category	Cost
	06/23/08	TMC Transaction Fees	Transaction Fees (fills in)	\$22.25
	06/23/08	Rental Car	Rental Car (fills in)	\$300.00
	06/23/08	Gas-Rental/Govt Car	Transport (fills in)	\$65.00
	06/23/08	Parking Fees	Other Travel (fills in)	\$30.00
	06/23/08	Hotel Tax	Lodging Tax (fills in)	\$100.00
	06/23/08	1POC-Private Vhcle	Mileage (fills in)	See 7c

Note: If a transaction fee is reimbursable to the traveler, the Expense Category "Other" must be chosen.

7b 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.

➤ Click on the **Ticketed Transportation Details** tab

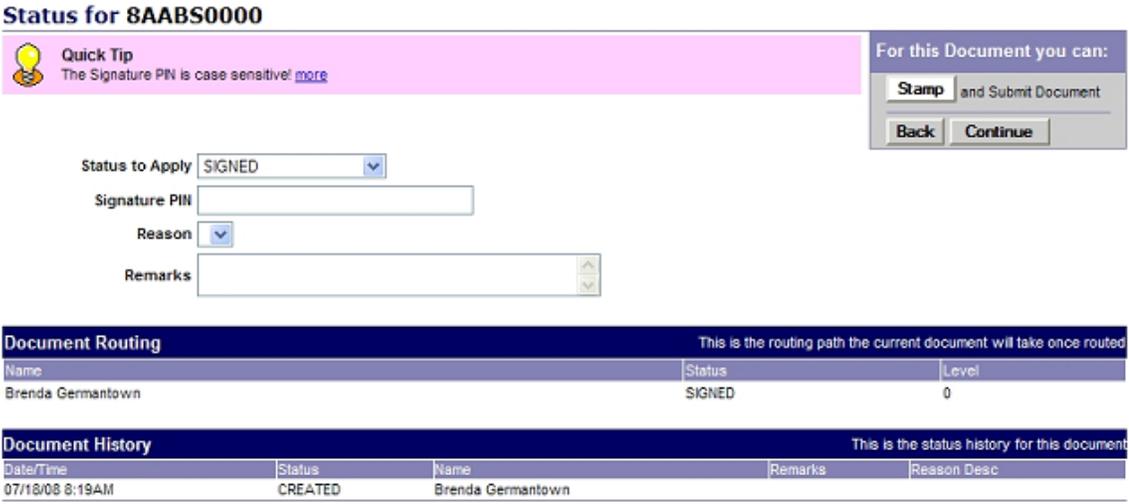
- Enter **Class (YCA)**
- Enter **Ticket Value (\$265.00)**

Click on the **Use** (*Expense Details Update*) button

Step	Action
7c	<p>To have the system calculate the mileage, click on the Show Expense Details  icon. This will bring up a new window.</p> <div data-bbox="293 401 1419 846" style="border: 1px solid black; padding: 5px;"> <p>Expense Details for MILEAGE 06/23/2008</p> <div style="display: flex; justify-content: space-between;"> <div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc;"> <p>Quick Tip 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="border: 1px solid #ccc; padding: 5px;"> <p>For this page you can:</p> <p><input type="button" value="Use"/> Expense Detail Updates</p> <p><input type="button" value="Close"/> without Saving Expense Details</p> </div> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>General Details Mileage Details</p> <p>Expense Date: 06/23/2008 Payment Method: OTHER</p> <p>Expense Cost: [] USD <input checked="" type="checkbox"/> Reimbursable <input type="checkbox"/> Taxable</p> <p>Quantity: [] Rate: 0.405 Vendor: []</p> <p>Expense Category: MILEAGE Accounting Code: []</p> <p>Expense Description: IPOC-Private Vhcle</p> <p>Comments: []</p> </div> </div> <p>➤ Enter 292 in the <i>Quantity</i> field</p> <p>➤ Click in another field or press TAB</p> <p>The <i>Expense Cost</i> field will automatically fill in with the calculated cost.</p> <p>➤ Click the <input type="button" value="Use"/> (<i>Expense Detail Updates</i>) button to close this window and populate the <i>Cost</i> field</p> <p>➤ Click the <input type="button" value="Save"/> (<i>Expense Changes</i>) button when completed</p>
8	<p>Click on Other Authorizations in the <i>Document Toolbar</i> to open up the <i>Other Authorizations</i> page showing a master list of other authorizations and any other authorizations associated to the authorization. Just verify that POV has been added.</p>
9	<p>Click on Accounting in the <i>Document Toolbar</i> to open up the <i>Available Accounting Code</i> page. This page is broken out into three areas:</p> <ul style="list-style-type: none"> • Search • Master Accounting Code List • Accounting code for document <p>➤ Click on the label General Travel FY08 to link the ACCS to this document</p>

Step	Action																																																												
10	<p>Click on Totals in the <i>Document Toolbar</i> to open up the <i>Total Details</i> page. This page is broken out into three areas:</p> <ul style="list-style-type: none"> • Total Estimated Expenses & Advance Authorized • Expense Category Details • Expense Category Advance Details <p>Total Details for 8AABS0000</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p> Quick Tip Click the View Advances for Document link to add or update an advance. more</p> <p style="text-align: center;">Currency: U.S. Dollar Total Estimated Expenses: 1,359.01 Computed Advance Authorized: 400.00 Advance Requested: 0.00</p> </div> <div style="width: 35%; border: 1px solid gray; padding: 5px;"> <p>For this Document you can:</p> <p>View Advances for Document</p> <p><input type="button" value="Back"/> <input type="button" value="Continue"/></p> </div> </div> <p>Expense Category Details</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Expense Category</th> <th>Payment Method</th> <th>Organization</th> <th>Accounting Code Label</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>COM. CARRIER</td> <td>AGENCY CARD</td> <td>H-06-09</td> <td>General Travel FY08</td> <td>265.00</td> </tr> <tr> <td>LODGING TAX</td> <td>GOVCC</td> <td>H-06-09</td> <td>General Travel FY08</td> <td>100.00</td> </tr> <tr> <td>Lodging-PerDiem</td> <td>GOVCC</td> <td>H-06-09</td> <td>General Travel FY08</td> <td>294.00</td> </tr> <tr> <td>M&E-PerDiem</td> <td>OTHER</td> <td>H-06-09</td> <td>General Travel FY08</td> <td>164.50</td> </tr> <tr> <td>MILEAGE</td> <td>OTHER</td> <td>H-06-09</td> <td>General Travel FY08</td> <td>118.26</td> </tr> <tr> <td>OTHER TRAVEL</td> <td>OTHER</td> <td>H-06-09</td> <td>General Travel FY08</td> <td>30.00</td> </tr> <tr> <td>RENTAL CAR</td> <td>GOVCC</td> <td>H-06-09</td> <td>General Travel FY08</td> <td>300.00</td> </tr> <tr> <td>TRANSACTION FEES</td> <td>AGENCY CARD</td> <td>H-06-09</td> <td>General Travel FY08</td> <td>22.25</td> </tr> <tr> <td>Transport</td> <td>OTHER</td> <td>H-06-09</td> <td>General Travel FY08</td> <td>65.00</td> </tr> </tbody> </table> <p>Expense Category Advance Details</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Expense Category</th> <th>Advance</th> </tr> </thead> <tbody> <tr> <td>M&E-PerDiem</td> <td>164.50</td> </tr> <tr> <td>MILEAGE</td> <td>118.26</td> </tr> <tr> <td>OTHER TRAVEL</td> <td>30.00</td> </tr> <tr> <td>Transport</td> <td>65.00</td> </tr> </tbody> </table>	Expense Category	Payment Method	Organization	Accounting Code Label	Amount	COM. CARRIER	AGENCY CARD	H-06-09	General Travel FY08	265.00	LODGING TAX	GOVCC	H-06-09	General Travel FY08	100.00	Lodging-PerDiem	GOVCC	H-06-09	General Travel FY08	294.00	M&E-PerDiem	OTHER	H-06-09	General Travel FY08	164.50	MILEAGE	OTHER	H-06-09	General Travel FY08	118.26	OTHER TRAVEL	OTHER	H-06-09	General Travel FY08	30.00	RENTAL CAR	GOVCC	H-06-09	General Travel FY08	300.00	TRANSACTION FEES	AGENCY CARD	H-06-09	General Travel FY08	22.25	Transport	OTHER	H-06-09	General Travel FY08	65.00	Expense Category	Advance	M&E-PerDiem	164.50	MILEAGE	118.26	OTHER TRAVEL	30.00	Transport	65.00
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11	<p>Click on Preview Document in the <i>Document Toolbar</i> to have a new window open with the print preview of your travel document.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <pre> ----- 07/18/08 TA DOC NO: 8AABS0000 PAGE 1 ** Read Privacy Act On Last Page ** TRAVEL A 8AABS0000 ----- 1) NAME: Germantown, Brenda . VNum: 9900-00010 ADDR: 123 Main Street PHONE: 301-123-1212 Germantown, MD 20876 MAIL CD: ORG: H-06-09 DUTY: Gaithersburg TZ: 6 TITLE: RES: ' CARD: CARD HOLDER HOURS: 8 BUREAU 14 PFB: H ----- 2) TRAVEL A 8AABS0000 DATE: 07/18/2008 TYPE: 1-SINGLE-DOMESTIC ----- 3) TRAVEL PURPOSE: 3-TRAINING ATTENDANCE To attend training in KC, MO ----- 4) GENERAL ITINERARY DATE TIME DEPARTED/ARRIVED LOCATIONS PER DIEM RATE ----- 06/23/2008 D-RES: , 06/23/2008 A-KANSAS CITY,MO 98/47 06/26/2008 D-KANSAS CITY,MO 06/26/2008 A RES: , ----- </pre> </div>

Step	Action
12	<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>  <p>➤ Enter your Signature PIN</p> <p>➤ Enter your Remarks</p> <p>➤ Click the Stamp (<i>and Submit Document</i>) button</p> <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> <p>➤ Enter your Signature PIN</p> <p>➤ Click the Sign (<i>to Review Document</i>) button</p> <p>The Document Summary page appears.</p> <p>➤ Change the status to Completed</p> <p>➤ Enter your Signature PIN</p> <p>➤ Enter your Remarks</p> <p>➤ Check the checkbox Stamp Without Adjustment</p> <p>➤ Click the Stamp and Route button.</p>
<p>Note: For training purposes <i>ONLY</i> – the routing/approval/DATALINK process is not done. To be able to create a voucher from authorization, the status must be set to “Complete.”</p>	