

### **Exercise #3c: Reclaim Travel Voucher (Override M&IE Calculations)**

- Objectives:**
- Create a reclaim travel voucher
  - Override costs to add a missing one from original travel voucher

**Notes:** *This exercise covers how to create a reclaim travel voucher to show an additional expense that was excluded from the original voucher.*

*Use the Travel Authorization number from Exercise 3a*

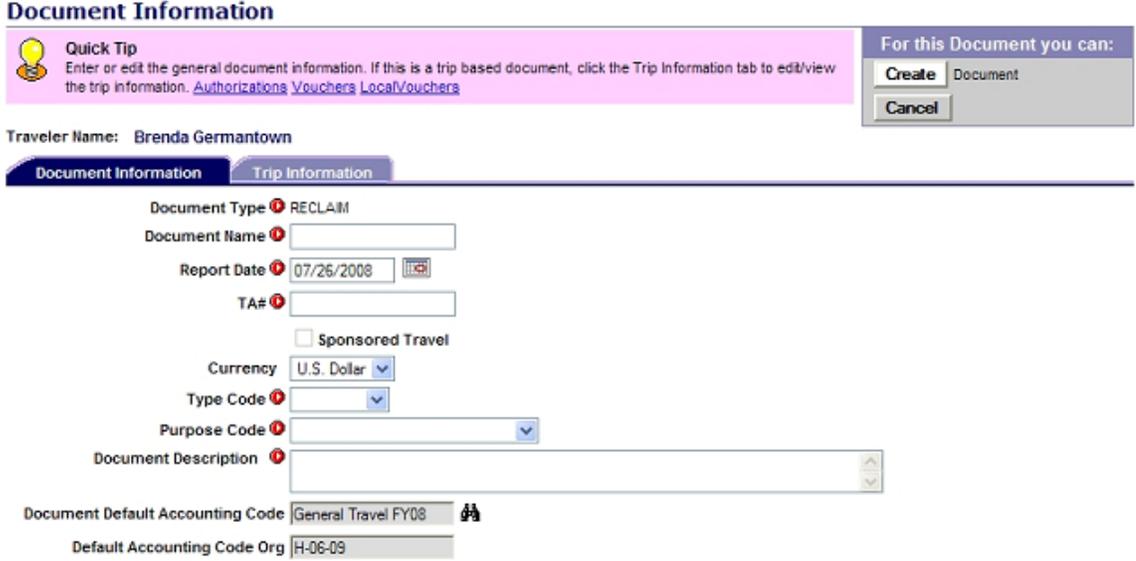
**Instructions:** Execute the following steps:

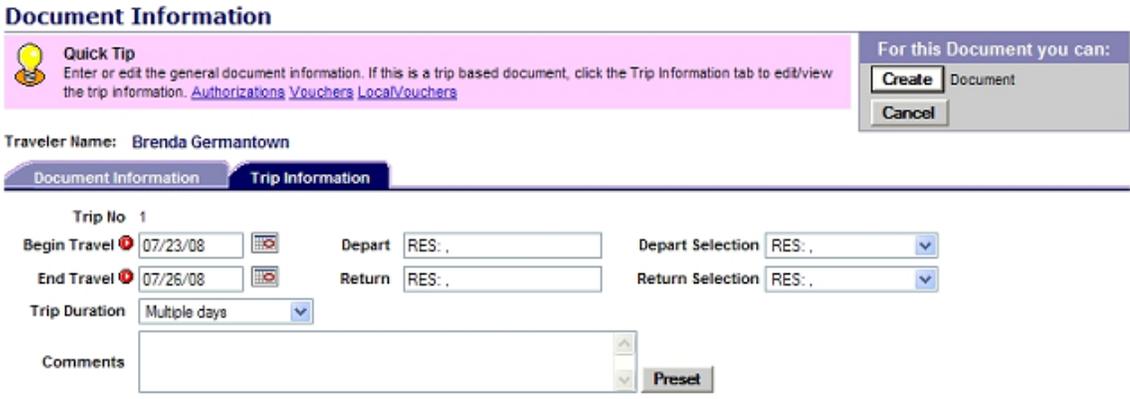
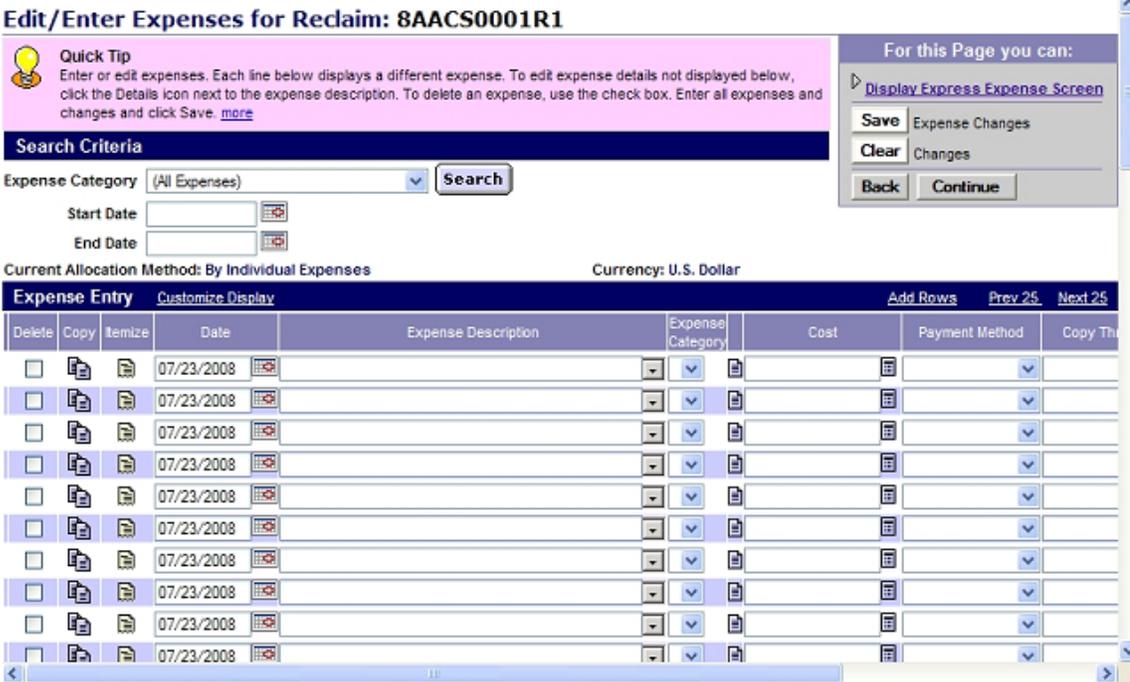
From our original travel voucher filed from Kansas City, we realize that we forgot to add one more parking fee for 7/25. We will use the RECLAIM trip type to show that unclaimed toll charge expense, however, that means we will need to delete all other costs from our original travel voucher.

#### **Forgotten Expense(s)**

7/25 – \$15 parking fee

<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>
2a	The <b>New Document Page</b> appears. For a traveler, the information for the Vendor Number and Traveler name will automatically fill in.  ➤ Click on the <b>Document Type</b> drop-down listing and select <b>RECLAIM</b> ➤ Click the <b>Create</b> ( <i>this Document</i> ) button

Step	Action
3a	<p>The <i>Document Information</i> page appears with the <i>Document Information</i> tab highlighted and fields displaying the information contained in the TA.</p>  <p>Enter the following information:</p> <ul style="list-style-type: none"> <li>➤ <b>Document Name</b> = <i>YFMLS0001R1</i></li> <li>➤ <b>TA#</b> = <i>YFMLS0001R1</i></li> <li>➤ <b>Type Code</b> = <i>RECLAIM</i></li> <li>➤ <b>Purpose Code</b> = <i>3-TRAINING ATTENDANCE</i></li> <li>➤ <b>Document Description</b> = <i>reclaiming amount from initial voucher</i></li> </ul>

Step	Action																																																																																																			
3b	<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"> <li>➤ <b>Begin Travel</b> = <i>06/23/08</i></li> <li>➤ <b>Depart</b> = <i>RES</i></li> <li>➤ <b>End Travel</b> = <i>06/26/08</i></li> <li>➤ <b>Return</b> = <i>RES</i></li> <li>➤ Click the <b>Create</b> (<i>Document</i>) button</li> </ul>																																																																																																			
4	<p>Click on <b>Expenses</b> in the <i>Document Toolbar</i> to bring up the <i>Edit/Enter Expenses</i> page. No Lodging or M&amp;IE expenses will be displayed.</p>  <p><b>Edit/Enter Expenses for Reclaim: 8AACS0001R1</b></p> <p>Search Criteria</p> <p>Expense Category: (All Expenses) Search</p> <p>Start Date: End Date:</p> <p>Current Allocation Method: By Individual Expenses Currency: U.S. Dollar</p> <table border="1"> <thead> <tr> <th>Delete</th> <th>Copy</th> <th>Itemize</th> <th>Date</th> <th>Expense Description</th> <th>Expense Category</th> <th>Cost</th> <th>Payment Method</th> <th>Copy This</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/></td><td></td><td></td><td>07/23/2008</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	Delete	Copy	Itemize	Date	Expense Description	Expense Category	Cost	Payment Method	Copy This	<input type="checkbox"/>			07/23/2008						<input type="checkbox"/>			07/23/2008						<input type="checkbox"/>			07/23/2008						<input type="checkbox"/>			07/23/2008						<input type="checkbox"/>			07/23/2008						<input type="checkbox"/>			07/23/2008						<input type="checkbox"/>			07/23/2008						<input type="checkbox"/>			07/23/2008						<input type="checkbox"/>			07/23/2008						<input type="checkbox"/>			07/23/2008					
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Step	Action			
4a	Enter the following information:			
	Date	Expense Description/Category		Cost
	7/25/08	Parking Fee	OTHER	\$15.00
	➤ Click <b>Save</b> (Expense Changes) button			
5	<ul style="list-style-type: none"> <li>➤ Click on <b>Accounting</b> in the <i>Document Toolbar</i></li> <li>➤ Click on the <b>AAB Weather Code</b> (label name) to add the second account</li> <li>➤ Click on the <b>delete</b>  icon to delete the other ACCS</li> <li>➤ Click <b>OK</b></li> </ul>			
	<p><i><b>Note:</b> Because we are not creating this reclaim voucher from the existing authorization the default ACCS will show from what was entered on your traveler information. You will need to add another ACCS and then either delete the default or change the percentage.</i></p>			

Step

Action

6 Click on **Totals** in the *Document Toolbar* to open up the *Total Details* page.

**Total Details for 8AACS0001R1**

**Quick Tip**  
If necessary, enter changes and click OK. [More](#)

For this Document you can:  
**Save & Calculate** Totals  
**Back** **Continue**

Currency: U.S. Dollar

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**Expense Summary**

Total Expenses:		15.00
Total Non-reimbursable Expenses:		0.00
<b>Total Reimbursable Expenses:</b>		<b>15.00</b>
Advance Outstanding:	<input type="text" value="0.00"/>	
Advance Applied:	<input type="text" value="0.00"/>	0.00
<b>Total Reimbursable Amount:</b>		<b>15.00</b>

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**Charge Card Reconciliation**

	All Amounts	Reimbursable Amounts
Reimbursable Charge Card Expenses:	0.00	0.00
Non-Reimbursable Charge Card Expenses:	0.00	
<b>Total Charge Card Expenses:</b>	<b>0.00</b>	<b>0.00</b>
Charge Card ATM Advance Taken:	0.00	0.00
<b>Total Amount On Charge Card:</b>	<b>0.00</b>	<b>0.00</b>
Additional Payment to Charge Card:		0.00
<b>Maximum Charge Card Reimbursement:</b> (Actual reimbursement may be different)		<b>0.00</b>

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**Reimbursement Summary**

Actual Charge Card Reimbursement:	0.00
Traveler Reimbursement: (Due From Traveler if negative)	15.00
<b>Total Amount Reimbursed:</b>	<b>15.00</b>

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**Expense Category Details**

Trp	Expense Category	Payment Method	Organization	Accounting Code Label	Amount
1	OTHER TRAVEL	OTHER	H-06-09	AAB Weather Code	15.00

Step	Action																
7	<p>Click on <a href="#">Preview Document</a> in the <i>Document Toolbar</i> to have a new window open with the print preview of your travel document.</p> <pre> ===== 07/26/08          RECLAIM          RECLAIM:          8AACS0001R1 PAGE   1  ** Read Privacy Act On Last Page **   TA Number        8AACS0001R1 ===== 1) NAME: Germantown, Brenda .          VNum:    ****-*0010    ADDR: 123 Main Street                PHONE:   301-123-1212        Germantown, MD 20876             MAIL CD:    DUTY: Gaithersburg                   TZ: 6    TITLE:    RES:                                  SEC CLR:    HOURS: ' 8                            CARD:   CARD HOLDER    FFB          H                        BUREAU          14 ===== 2) FROM   TO       TA NUM   TA DATE   TRIP PURPOSE   TRIP TYPE ----- 07/23/08 07/26/08 8AACS0001R1          07/26/08 3-TRAINING ATTENDANCE RECLAIM ===== 3) GTR/TICKET NO  VALUE      CR  CLS  DATE      FROM      TO ----- 4) ACCT                                     TRIP 1   5) FINANCE OFFICE ----- AAB Weather Code                                     15.00  2008-14-8BP1ANAF00-06020000-00000000-----       </pre>																
8	<p>Click on <a href="#">Document Status</a> in the <i>Document Toolbar</i> to open up the <i>Status</i> page. The page will default with <i>Signed</i> in the <i>Status to Apply</i> field.</p> <p><b>Status for 8AACS0001R1</b></p> <p> <b>Quick Tip</b> The Signature PIN is case sensitive! <a href="#">more</a></p> <p>For this Document you can:  <input type="button" value="Stamp"/> and Submit Document  <input type="button" value="Back"/> <input type="button" value="Continue"/></p> <p>Status to Apply: <input type="text" value="SIGNED"/></p> <p>Signature PIN: <input type="text"/></p> <p>Reason: <input type="text"/></p> <p>Remarks: <input type="text"/></p> <p><b>Document Routing</b> <span style="float: right;">This is the routing path the current document will take once routed</span></p> <table border="1"> <thead> <tr> <th>Name</th> <th>Status</th> <th>Level</th> </tr> </thead> <tbody> <tr> <td>Germantown, Brenda</td> <td>SIGNED</td> <td>0</td> </tr> </tbody> </table> <p><b>Document History</b> <span style="float: right;">This is the status history for this document</span></p> <table border="1"> <thead> <tr> <th>Date/Time</th> <th>Status</th> <th>Name</th> <th>Remarks</th> <th>Reason Desc</th> </tr> </thead> <tbody> <tr> <td>07/22/08 11:02AM</td> <td>CREATED</td> <td>Brenda Germantown</td> <td></td> <td></td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>➤ Enter your <i>Signature PIN</i></li> <li>➤ Enter your <i>Remarks</i></li> <li>➤ Click the <input type="button" value="Stamp"/> (<i>and Submit Document</i>) button</li> </ul>	Name	Status	Level	Germantown, Brenda	SIGNED	0	Date/Time	Status	Name	Remarks	Reason Desc	07/22/08 11:02AM	CREATED	Brenda Germantown		
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Step	Action		
9	<p>The <i>Signature</i> page appears with a statement that should be read.</p> <p><b>Signature for 8AACS0001R1</b></p> <div data-bbox="295 386 1416 478"> <table border="1"> <tr> <td data-bbox="295 386 1156 445">  <b>Quick Tip</b>            If you agree with the statement, click Accept. <a href="#">more</a> </td> <td data-bbox="1156 386 1416 478"> <b>For this Document you can:</b>  <input type="button" value="Accept"/> Signature Text  <input type="button" value="Cancel"/> Stamping         </td> </tr> </table> </div> <p>I certify that this voucher is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me. I hereby assign to the United States any right I may have against any parties in connection, with reimbursable transportation charges described above, purchased under cash payment procedures (41 CFR Part 301-10). I verify that I have all receipts necessary to support the claims in this voucher. Any exceptions are noted in the comments section.</p> <p>➤ Click the <input type="button" value="Accept"/> (<i>Signature Text</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 <i>Home</i> page.</p>	 <b>Quick Tip</b> If you agree with the statement, click Accept. <a href="#">more</a>	<b>For this Document you can:</b> <input type="button" value="Accept"/> Signature Text <input type="button" value="Cancel"/> Stamping
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