

Exercise #4a: Travel Authorization – Duty Station not in Per Diem Table

- Objectives:**
- Create a travel authorization
 - Select a duty location not in Per Diem Table

Notes: *This exercise covers how to create a basic authorization to an unlisted per diem location.*

Whether you use the General Services Administration (GSA) Office of Government wide Policy (OGP) homepage or use Travel Manager to determine a per diem rate, the guidelines remain the same.

For domestic locations inside of the continental United States (CONUS):

- 1. Check to see if your TDY location(s) is listed by GSA as a key city;*
- 2. If it is not listed as a key city, check to see if the county for your TDY location(s) is listed;*
- 3. If neither the city nor county are listed, you would use the standard per diem rate.*

For foreign locations or U.S. locations outside of the continental United States (CONUS), i.e., Alaska, Hawaii, Northern Mariana Islands, etc:

- 1. Check to see if the TDY location is listed by the Department of State (Foreign) or the Department of Defense (OCONUS);*
- 2. If the TDY location is not listed, you would use the “Other” per diem rate assigned to that state or country.*

Instructions: Execute the following steps:

You have been instructed to do a site visit for Buckhannon, WV (Upshur County) leaving 8/23/08 and returning 8/29/08.

Estimated Expenses

\$550.00 = Round-trip air fare

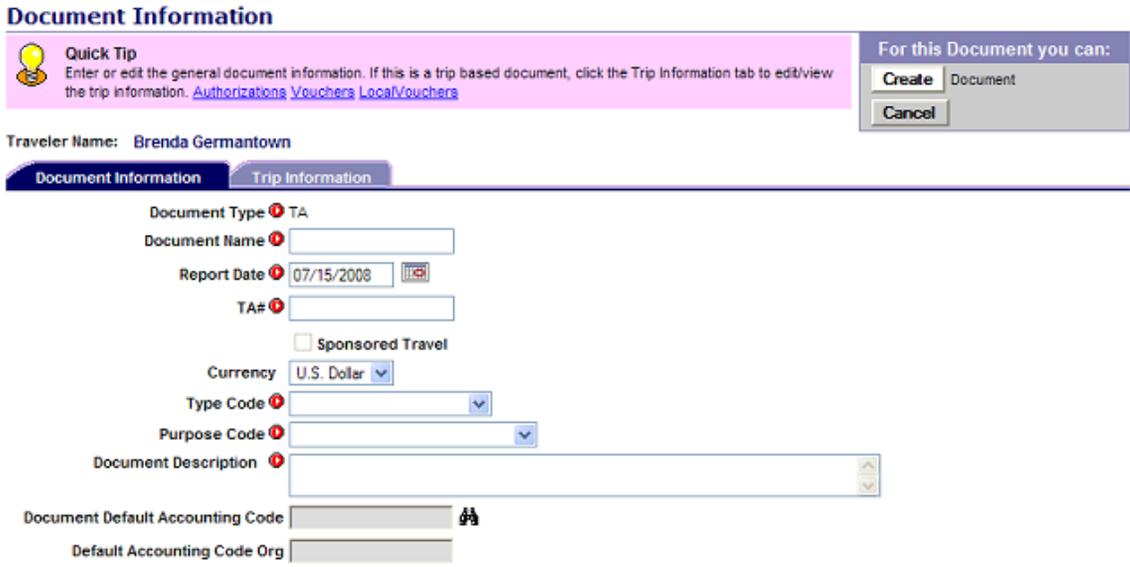
\$22.25 = Transaction Fee

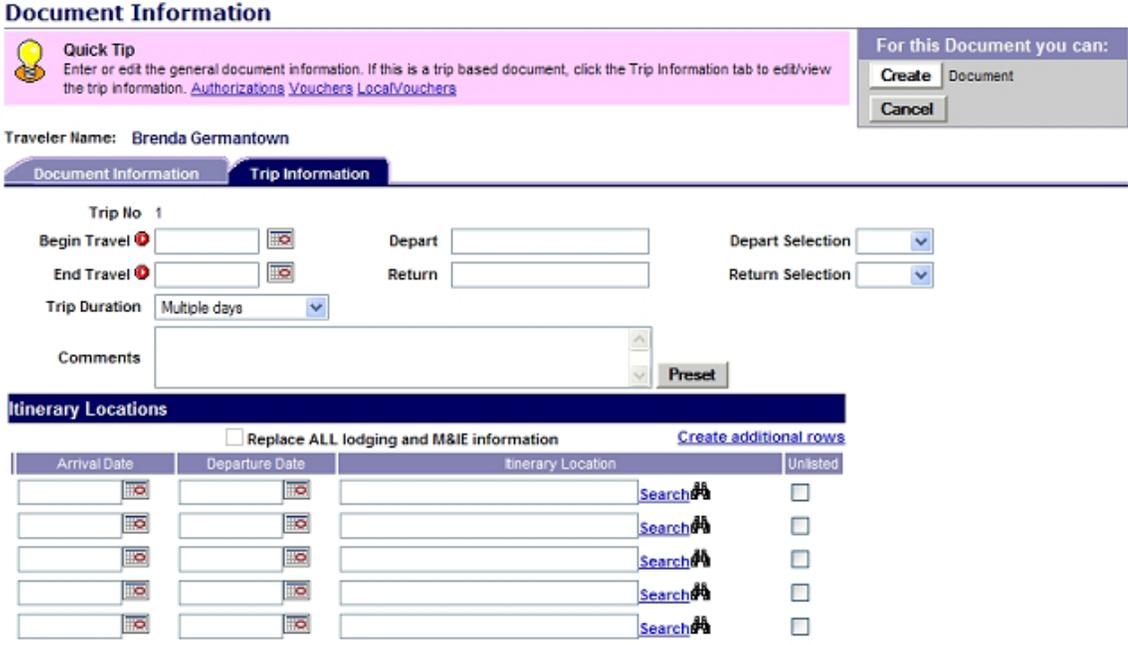
46 miles one way to airport using private vehicle (POV) - person

\$250 for Rental Car

\$70 for Rental Car Gas

\$100 for Hotel Tax

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 = YFMLS0002 ➤ TA# = YFMLS0002 ➤ Type Code = 1-SINGLE-DOMESTIC ➤ Purpose Code = 1-SITE VISIT ➤ Document Description = Site Visit to Buckhannon, WV

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="..."/> Depart: <input type="text"/> Depart Selection: <input type="button" value="v"/> End Travel: <input type="text"/> <input type="button" value="..."/> 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</p> <p><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="..."/></td> <td><input type="text"/> <input type="button" value="..."/></td> <td><input type="text"/> Search <input type="button" value="AA"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="text"/> <input type="button" value="..."/></td> <td><input type="text"/> <input type="button" value="..."/></td> <td><input type="text"/> Search <input type="button" value="AA"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="text"/> <input type="button" value="..."/></td> <td><input type="text"/> <input type="button" value="..."/></td> <td><input type="text"/> Search <input type="button" value="AA"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="text"/> <input type="button" value="..."/></td> <td><input type="text"/> <input type="button" value="..."/></td> <td><input type="text"/> Search <input type="button" value="AA"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="text"/> <input type="button" value="..."/></td> <td><input type="text"/> <input type="button" value="..."/></td> <td><input type="text"/> 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>8/23/08</i> ➤ Depart = <i>RES</i> ➤ End Travel = <i>08/29/08</i> ➤ Return = <i>RES</i> 	Arrival Date	Departure Date	Itinerary Location	Unlisted	<input type="text"/> <input type="button" value="..."/>	<input type="text"/> <input type="button" value="..."/>	<input type="text"/> Search <input type="button" value="AA"/>	<input type="checkbox"/>	<input type="text"/> <input type="button" value="..."/>	<input type="text"/> <input type="button" value="..."/>	<input type="text"/> Search <input type="button" value="AA"/>	<input type="checkbox"/>	<input type="text"/> <input type="button" value="..."/>	<input type="text"/> <input type="button" value="..."/>	<input type="text"/> Search <input type="button" value="AA"/>	<input type="checkbox"/>	<input type="text"/> <input type="button" value="..."/>	<input type="text"/> <input type="button" value="..."/>	<input type="text"/> Search <input type="button" value="AA"/>	<input type="checkbox"/>	<input type="text"/> <input type="button" value="..."/>	<input type="text"/> <input type="button" value="..."/>	<input type="text"/> 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 <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.</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 West Virginia from the State/Country drop-down list ➤ Click the Location drop-down list and search for Buckhannon <div data-bbox="293 947 1317 1465" style="border: 1px solid black; padding: 5px;"> <p>Itinerary Location Lookup for</p> <div style="display: flex; justify-content: space-between;"> <div style="background-color: #f0f0f0; padding: 5px;"> <p>Quick Tip  Select State/Country from the drop-down list. Select from the list of available locations in the Location field. Click the Rates, Meals, Quarters or Footnotes buttons, if displayed, to view the respective data for the selected location. more</p> </div> <div style="border: 1px solid gray; padding: 5px;"> <p>For this Page you can:</p> <p><input type="button" value="Use"/> Location</p> <p><input type="button" value="Close"/> Without Selecting Location</p> </div> </div> <div style="background-color: #003366; color: white; padding: 5px; margin-top: 5px;"> <p>Select Itinerary Location</p> </div> <div style="margin-top: 5px;"> <p>State/Country <input type="text" value="WEST VIRGINIA"/> <input type="button" value="v"/></p> <p>Location <input type="text" value=""/> <input type="button" value="v"/></p> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <p>BERKELEY SPRINGS CHARLESTON EWVR/SHEPHERD FLD AGS HEDGESVILLE HUNTINGTON NAVAL RESERVE CTR MARTINSBURG MORGANTOWN MOUNDSVILLE NAVAL & MC RES CTR PARKERSBURG NAVAL RESERVE CTR SHEPHERDSTOWN SUGAR GROVE NAVAL SEC GRP ACT WHEELING YEAGER APT AGS</p> </div> </div> </div> <ul style="list-style-type: none"> ➤ Click the <input type="button" value="Close"/> (<i>Without Selecting Location</i>) button

Step	Action
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- 4c
- Enter **BUCKHANNON, WV** in the **Itinerary Location** field
 - Click the **Unlisted** checkbox

- Click the **Create** (*Document*) button

- 5
- Click on **Expenses** in the **Document Toolbar** to bring up the **Edit/Enter Expenses** page with M&IE and Lodging costs already filled in based upon what was entered on the itinerary.

Note: The current CONUS M&IE costs in production are \$70 & \$39.

- 5a
- Enter the following:

Date	Expense Description	Expense Category	Cost
8/23/08	Airline Flight	Com. Carrier (fills in)	See 7b

Step	Action			
5a	Date	Expense Description	Expense Category	Cost
	8/23/08	TMC Transaction Fees	Transaction Fees (fills in)	\$22.25
	8/23/08	Rental Car	Rental Car (fills in)	\$250.00
	8/23/08	Gas/Rental Car	Transport (fills in)	\$70.00
	8/23/08	Hotel Tax	Lodging Tax (fills in)	\$100.00
	8/23/08	1POC-Private Vhcle	Mileage (fills in)	See 7c

5b 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

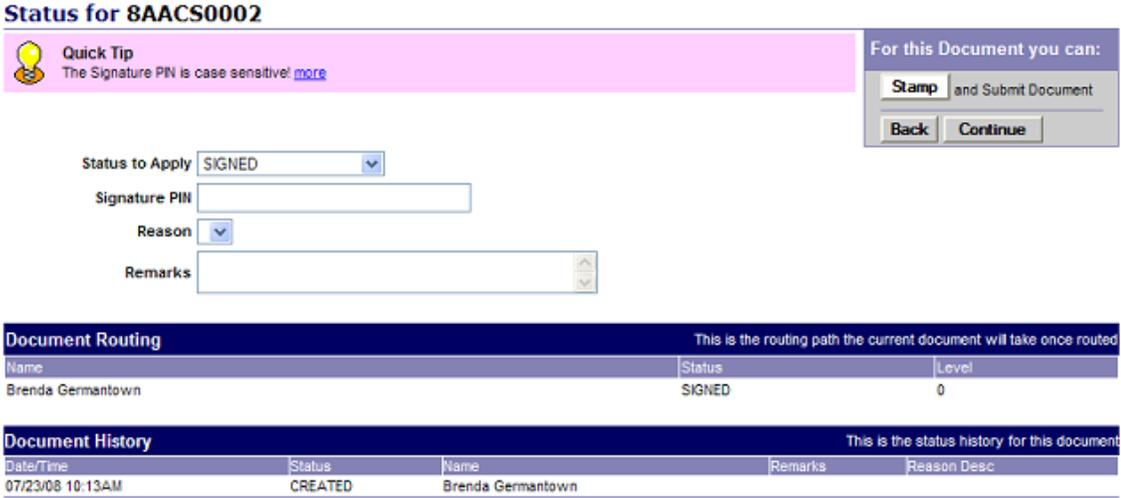
➤ Enter *Dep Date (8/23/08)*

➤ Enter *Class (YCA)*

➤ Enter *Ticket Value (\$550.00)*

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

Step	Action
5c	<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="289 394 1421 850"> <p>Expense Details for MILEAGE 08/23/2008</p> <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> <p>For this page you can: <input type="button" value="Use"/> Expense Detail Updates <input type="button" value="Close"/> without Saving Expense Details</p> <p>General Details Mileage Details</p> <p>Expense Date: 08/23/2008 Payment Method: OTHER Expense Cost: USD Reimbursable <input checked="" type="checkbox"/> Taxable <input type="checkbox"/> Quantity: Rate: 0.405 Vendor: Expense Category: MILEAGE Accounting Code: H-06-09/General Travel FY08 Expense Description: TPOC-Private Vhcle Comments:</p> </div> <ul style="list-style-type: none"> ➤ Enter 184 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 <input type="button" value="Use"/> (<i>Expense Detail Updates</i>) button to close this window and populate the <i>Cost</i> field ➤ Click the <input type="button" value="Save"/> (<i>Expense Changes</i>) button when completed
6	Click on Accounting in the <i>Document Toolbar</i> to open up the <i>Available Accounting Code</i> page if you wish to make changes to the default or allocate multiple ACCS codes.
7	Click on Totals in the <i>Document Toolbar</i> to open up the <i>Total Details</i> page if you wish to view the totals
8	Click on Preview Document in the <i>Document Toolbar</i> to have a new window open with the print preview of your travel document.

Step	Action
9	<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 <i>Home</i> page.</p>
10	<p>From the <i>Home</i> page click on the Open Document  icon which will take you to the <i>Open Document Signature</i> page.</p> <p>➤ Enter your Signature PIN</p> <p>➤ Click the Sign (<i>to Review Document</i>) button</p> <p>The <i>Document Summary</i> page appears.</p> <p>➤ Change the status to Complete</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 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.”</p>