

Exercise #4b: Constructed Travel Voucher

Objectives:

- Create a constructed travel voucher

Notes:

This exercise covers how to create a constructed (cost comparison) voucher when a traveler deviates from the authorized itinerary and/or transportation mode because of personal preference.

FTR, section 301-10.4 through 301-10.8, explains that agencies must select the method of transportation most advantageous to the Government considering the total cost to the Government including cost of per diem, lost work time, and actual transportation costs. If a traveler deviates from the authorized method of transportation, the traveler is responsible for any additional costs incurred.

When a traveler deviates from the preferred method of transportation, a cost comparison must be performed. Two versions of the voucher are prepared - one to determine the cost of the trip as it was authorized, and the other to determine the cost of the trip as it occurred using the traveler's preferred itinerary and/or mode of travel. The traveler will then be reimbursed for the lesser of the two vouchers.

Note: FTR, section 301-10.309 explains what the traveler will be reimbursed when the traveler uses POV instead of Common Carrier. Section 301-10.310 explains what the traveler will be reimbursed when the traveler uses POV instead of a Government automobile.

Travel regulations indicate that when doing a cost comparison you can not use any local travel or other miscellaneous expenses incurred while at your Temporary Duty location. In order to claim these expenses when doing a cost comparison in ITM, we recommend that you enter any local travel and other miscellaneous expenses on both the voucher for the trip as it was authorized and on the voucher for the trip as it occurred. This way the costs for local travel and miscellaneous expenses offset each other during the comparison and are reimbursed regardless of which trip is selected for payment.

Use the Authorization number from Exercise 4a.

Instructions: Execute the following steps:

Part 1 - Create a voucher from the original authorization. This voucher (Trip 1) will reflect the trip as it was authorized. In this case, the traveler was authorized to fly to Buckhannon, WV.

Part 2 - Use the add feature to create a second voucher. This voucher (Trip 2) will be added to reflect the trip as it occurred. In this case, the traveler elected to drive to Buckhannon, WV using their personal vehicle.

Part 1

You have just returned from a site visit for Buckhannon, WV (Upshur County). You left your residence on 8/23/08 and you returned on 8/29/08.

Ticket/Fee Information

Ticket #89510 issued 8/15/08 for \$535.56

TMC Transaction Fee - \$22.25

Actual Expenses

8/23 – 46 miles POV from residence to airport and back

8/23 – \$60 hotel

8/23 – \$18.54 hotel tax

8/24 – \$60 hotel

8/24 – \$18.54 hotel tax

8/25 – \$60 hotel

8/25 – \$18.54 hotel tax

8/26 – \$60 hotel

8/26 – \$18.54 hotel tax

8/27 – \$60 hotel

8/27 – \$18.54 hotel tax

8/28 – \$60 hotel

8/28 – \$18.54 hotel tax

8/29 – 46 miles POV from residence to airport and back

8/29 – \$238.64 Rental Car

8/29 – \$45.12 Gas

In order for the traveler to be reimbursed for the local travel expenses, the traveler must claim the following local travel expenses for the trip as it occurred:

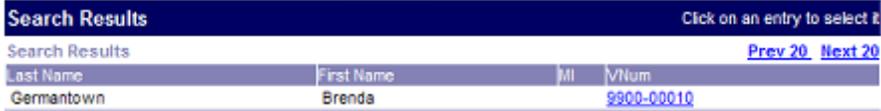
8/24 – 13 miles POV

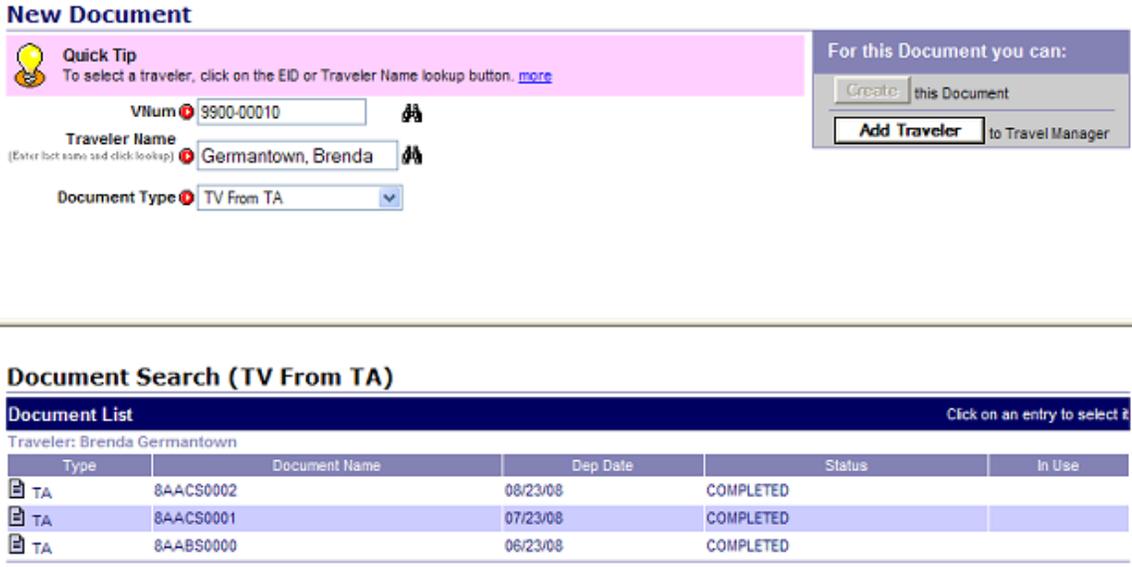
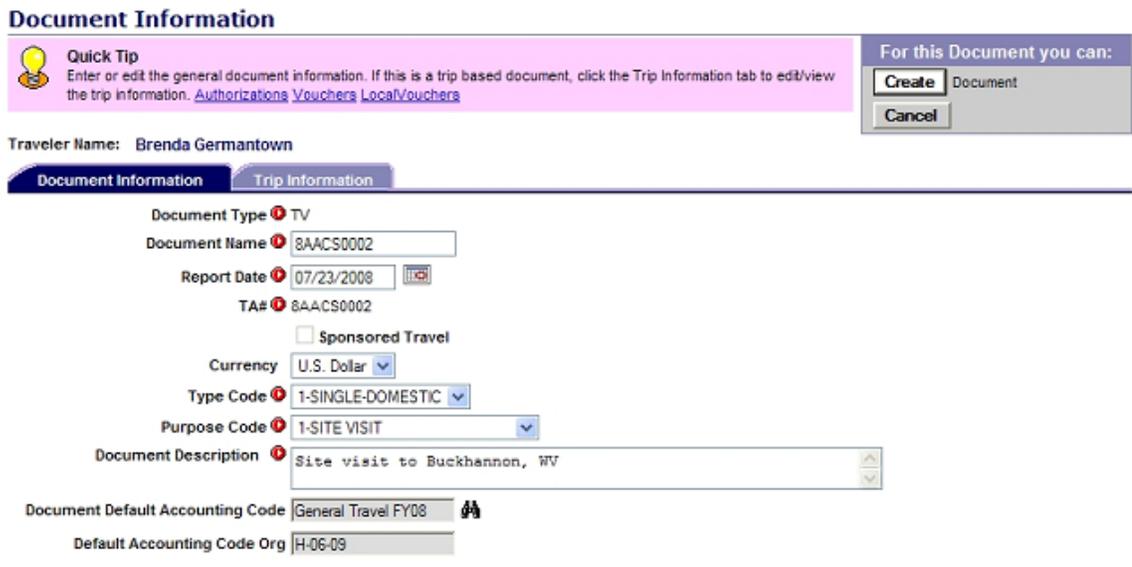
8/25 – 13 miles POV

8/26 – 13 miles POV

8/27 – 13 miles POV

Step	Action
1	From the <i>Home</i> page: ➤ Click Create New Document from the <i>Document Toolbar</i>

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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Last Name	First Name	MI	VNum																		
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 																				

Step	Action																				
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: Germantown, Brenda</p> <p>Document Type: TV From TA</p> <p>For this Document you can: Create this Document Add Traveler to Travel Manager</p> <hr/> <p>Document Search (TV From TA)</p> <p>Document List Click on an entry to select #</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> </tbody> </table> <p>➤ Click the Document icon for <i>YFMLS0002</i></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	
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TA	8AABS0000	06/23/08	COMPLETED																		
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>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 Local Vouchers</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</p> <p>Document Name: 8AACS0002</p> <p>Report Date: 07/23/2008</p> <p>TA#: 8AACS0002</p> <p><input type="checkbox"/> Sponsored Travel</p> <p>Currency: U.S. Dollar</p> <p>Type Code: 1-SINGLE-DOMESTIC</p> <p>Purpose Code: 1-SITE VISIT</p> <p>Document Description: Site visit to Buckhannon, WV</p> <p>Document Default Accounting Code: General Travel FY08</p> <p>Default Accounting Code Org: H-06-09</p> <p>➤ Verify all information is correct and make changes where necessary</p> <p>➤ Click the <i>Trip Information</i> tab</p>																				

Step	Action
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3b	<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" value="06/23/2008"/> <input type="button" value="Calendar"/> Depart RES: <input type="text"/> Depart Selection RES: <input type="button" value="v"/> End Travel <input type="text" value="06/26/2008"/> <input type="button" value="Calendar"/> Return RES: <input type="text"/> Return Selection RES: <input type="button" value="v"/> Trip Duration <input type="button" value="v"/> Multiple days 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" value="06/23/08"/> <input type="button" value="Calendar"/></td> <td><input type="text" value="06/26/08"/> <input type="button" value="Calendar"/></td> <td>KANSAS CITY,MO <input type="button" value="Search"/> <input type="button" value="Help"/></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="Help"/></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="Help"/></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="Help"/></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="Help"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>➤ Verify all information is correct and make changes where necessary ➤ Click the <input type="button" value="Create"/> button</p>	Arrival Date	Departure Date	Itinerary Location	Unlisted	<input type="text" value="06/23/08"/> <input type="button" value="Calendar"/>	<input type="text" value="06/26/08"/> <input type="button" value="Calendar"/>	KANSAS CITY,MO <input type="button" value="Search"/> <input type="button" value="Help"/>	<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="Help"/>	<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="Help"/>	<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="Help"/>	<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="Help"/>	<input type="checkbox"/>
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4a	<p>The <i>Document Information</i> page still shows.</p> <p>➤ Click the <i>Document Information</i> tab</p> <p>Document Information Trip Information</p> <p>Document Type <input type="button" value="v"/> TV Document Name <input type="text" value="8AAC0002"/> Report Date <input type="text" value="07/23/2008"/> <input type="button" value="Calendar"/> TA# <input type="text" value="8AAC0002"/> <input type="checkbox"/> Sponsored Travel Currency <input type="button" value="v"/> U.S. Dollar Type Code <input type="button" value="v"/> 1-SINGLE-DOMESTIC Purpose Code <input type="button" value="v"/> 1-SINGLE-DOMESTIC Document Description <input type="text" value="2-SINGLE-FOREIGN"/> <input type="button" value="v"/> Document Default Accounting Code <input type="text" value="RECLAIM"/> Default Accounting Code Org <input type="text" value="H-06-09"/></p> <p>➤ Click the drop down list for the <i>Type Code</i> field and select CONSTRUCTED ➤ Click <input type="button" value="Save"/> (<i>Changes to Document Information</i>) button ➤ Click the <i>Trip Information</i> tab</p>
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Step	Action
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4b The *Document Information* page appears with the *Trip Information* tab information showing on screen with a button **Add Trip**.

Document Information for 8AACS0002

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](#)

For this Document you can:
 Changes to Document Information

Traveler Name: Brenda Germantown

Document Information | **Trip Information**

Trip No: 1

Begin Travel: 08/23/2008 Depart RES: . Depart Selection RES: .
End Travel: 08/29/2008 Return RES: . Return Selection RES: .
Trip Duration: Multiple days

Comments:

Itinerary Locations
 Replace ALL lodging and M&IE information [Create additional rows](#)

Delete	Arrival Date	Departure Date	Itinerary Location	Unlisted
<input checked="" type="checkbox"/>	08/23/08	08/29/08	BUCKHANNON, WV <input type="button" value="Search"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="Search"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="Search"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="Search"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="Search"/>	<input type="checkbox"/>

5 Click on **Expenses** in the *Document Toolbar* to bring up the *Edit/Enter Expenses* page

Edit/Enter Expenses for Travel Voucher: 8AACS0002

Quick Tip
Enter or edit expenses. Each line below displays a different expense. To edit expense details not displayed below, click the Details icon next to the expense description. To delete an expense, use the check box. Enter all expenses and changes and click Save. [more](#)

For this Page you can:
 Expense Changes
 All Lodging
 Changes

Search Criteria
Expense Category: (All Expenses)
Start Date:
End Date:

Current Allocation Method: By Individual Expenses Currency: U.S. Dollar

Expense Entry		Customize Display	Add Rows	Prev 25	Next 25		
Delete	Copy	Itemize	Date	Expense Description	Expense Category	Cost	Payment Met
<input type="checkbox"/>	<input type="button" value="Copy"/>	<input type="button" value="Itemize"/>	08/23/2008	Airline Flight	COM. CARRIER	550.00	AGENCY CAF
<input type="checkbox"/>	<input type="button" value="Copy"/>	<input type="button" value="Itemize"/>	08/23/2008	Hotel Tax	LODGING TAX	100.00	GOVCC
<input type="checkbox"/>	<input type="button" value="Copy"/>	<input type="button" value="Itemize"/>	08/23/2008	Lodging	Lodging-PerDiem	0.00	GOVCC
<input type="checkbox"/>	<input type="button" value="Copy"/>	<input type="button" value="Itemize"/>	08/23/2008	M&IE	M&IE-PerDiem	23.25	OTHER
<input type="checkbox"/>	<input type="button" value="Copy"/>	<input type="button" value="Itemize"/>	08/23/2008	1POC-Private Vhcle	MILEAGE	74.52	OTHER
<input type="checkbox"/>	<input type="button" value="Copy"/>	<input type="button" value="Itemize"/>	08/23/2008	Rental Car	RENTAL CAR	250.00	GOVCC
<input type="checkbox"/>	<input type="button" value="Copy"/>	<input type="button" value="Itemize"/>	08/23/2008	TMC Transaction Fees	TRANSACTION FEES	22.25	AGENCY CAF
<input type="checkbox"/>	<input type="button" value="Copy"/>	<input type="button" value="Itemize"/>	08/23/2008	Gas-Rental/Govt Car	Transport	70.00	OTHER
<input type="checkbox"/>	<input type="button" value="Copy"/>	<input type="button" value="Itemize"/>	08/24/2008	Lodging	Lodging-PerDiem	0.00	GOVCC
<input type="checkbox"/>	<input type="button" value="Copy"/>	<input type="button" value="Itemize"/>	08/24/2008	M&IE	M&IE-PerDiem	31.00	OTHER

Step	Action		
5a	Enter the following information:		
	Date	Expense Description	Cost
	8/23/08	1POC-Private Vhcle	See 5b
	8/23/08	Airline Flight	See 5c
	8/23/08	TMC Transaction Fee	\$22.25
	8/23/08	Lodging	\$60
	8/23/08	Hotel Tax	\$18.54
	8/24/08	Lodging	\$60
	8/24/08	Hotel Tax	\$18.54
	8/24/08	1POC-Private Vhcle	See 5d
	8/25/08	Lodging	\$60
	8/25/08	Hotel Tax	\$18.54
	8/25/08	1POC-Private Vhcle	See 5d
	8/26/08	Lodging	\$60
	8/26/08	Hotel Tax	\$18.54
	8/26/08	1POC-Private Vhcle	See 5d
	8/27/08	Lodging	\$60
	8/27/08	Hotel Tax	\$18.54
	8/27/08	1POC-Private Vhcle	See 5d
	8/28/08	Lodging	\$60
	8/28/08	Hotel Tax	\$18.54
	8/29/08	1POC-Private Vhcle	See 5b
	8/29/08	Rental Car	\$238.64
	8/29/08	Gas – Rental Car	\$45.12

Step	Action
5b	<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="295 401 1416 842" style="border: 1px solid black; padding: 5px;"> <p>Expense Details for MILEAGE 08/23/2008</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="background-color: #d0d0d0; padding: 5px; border: 1px solid #ccc;"> <p>For this page you can:</p> <p>Use Expense Detail Updates</p> <p>Close without Saving Expense Details</p> </div> </div> <div style="margin-top: 5px;"> <p>General Details Mileage Details</p> <p>Expense Date: 08/23/2008 </p> <p>Expense Cost: 74.52  USD</p> <p>Quantity: 184 Rate: .405 </p> <p>Expense Category: MILEAGE</p> <p>Expense Description: 1POC-Private Vhcle</p> <p>Comments: <input type="text"/></p> </div> <div style="margin-top: 5px;"> <p>Payment Method: OTHER </p> <p><input checked="" type="checkbox"/> Reimbursable <input type="checkbox"/> Taxable</p> <p>Vendor: <input type="text"/> </p> <p>Accounting Code: H-06-09/General Travel FY08 </p> </div> </div> <p>➤ Change 184 to 92 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 Use (<i>Expense Detail Updates</i>) button to close this window and populate the <i>Cost</i> field</p> <p>➤ Click the Copy  icon on that expense line</p> <p>➤ On the new line at the bottom change the date from 8/23/08 to 8/29/08</p> <p>➤ Click the Save (<i>Expense Changes</i>) button when completed</p>

Step	Action
5c	<p data-bbox="282 279 1308 352">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> <div data-bbox="289 401 1414 848"> <p data-bbox="289 401 915 428">Expense Details for COM. CARRIER 08/23/2008</p> <div data-bbox="293 436 1409 537"> <p data-bbox="293 447 1084 537">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 data-bbox="1092 436 1409 537">For this page you can: Use Expense Detail Updates Close without Saving Expense Details</p> </div> <p data-bbox="293 552 1409 579">General Details Ticketed Transportation Details</p> <p data-bbox="293 590 1409 848"> Expense Date: 08/23/2008 Expense Cost: 550.00 USD Quantity: 0 Rate: 0 Expense Category: COM. CARRIER Expense Description: Airline Flight Comments: Payment Method: AGENCY CARD Vendor: Accounting Code: H-06-09/General Travel FY08 <input type="checkbox"/> Reimbursable <input type="checkbox"/> Taxable </p> </div> <p data-bbox="282 930 980 961">➤ Click on the Ticketed Transportation Details tab</p> <div data-bbox="289 1003 1414 1276"> <p data-bbox="289 1003 1414 1031">General Details Ticketed Transportation Details</p> <p data-bbox="289 1041 1414 1276"> Ticket No: See Attached Ticket 1 Dep Date: 08/23/2008 Issue Date: Ticket Date: 08/21/2008 Class: YCA Ticket Value: 550.00 Contract Fare: 0.00 Depart From: Arrive At: Confirmation No: Carrier: Contract Carrier: </p> </div> <p data-bbox="282 1339 1089 1533"> ➤ Enter 89510 in the Ticket No field ➤ Enter 8/15/08 in the Issue Date field ➤ Enter 535.56 in the Ticket Value field ➤ Click Use (<i>Expense Detail Updates</i>) ➤ Click the Save (<i>Expense Changes</i>) button when completed </p>

Step	Action
5d	<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="297 405 1419 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: 08/24/2008 Payment Method: OTHER Expense Cost: 5.27 USD <input checked="" type="checkbox"/> Reimbursable <input type="checkbox"/> Taxable Quantity: 13 Rate: 0.405 Vendor: Expense Category: MILEAGE Accounting Code: H-06-09/General Travel FY08 Expense Description: 1POC-Private Vhcle Comments:</p> </div> <ul style="list-style-type: none"> ➤ Enter 13 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 ➤ Scroll to the right for that expense line ➤ Enter 8/27/08 in the Copy Through field <div data-bbox="297 1262 1419 1293"> <p>MILEAGE 5.27 OTHER 8/27/08 H-06-09/General Travel FY08</p> </div> <ul style="list-style-type: none"> ➤ Click the Save (<i>Expense Changes</i>) button when completed
6	<p>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.</p>

Step

Action

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

Total Details for BAACS0002

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

For this Document you can:
[Edit Advances](#) [Applied](#)
[Save & Calculate](#) [Totals](#)
[Back](#) [Continue](#)

Currency: U.S. Dollar

Expense Summary

Total Expenses:		1,029.81
Total Non-reimbursable Expenses:		557.81
Total Reimbursable Expenses:		1,052.10
Advance Outstanding:	0.00	
Advance Applied:	8.80	8.80
Total Reimbursable Amount:		1,052.10

Charge Card Reconciliation

Total Charge Card Expenses:	1,156.45	596.64
Charge Card ATM Advance Total:	0.00	0.00
Total Amount On Charge Card:	1,156.45	596.64
Additional Payment to Charge Card:		0.00
Maximum Charge Card Reimbursement:		596.64
<small>(Actual reimbursement may be different)</small>		

Reimbursement Summary

Actual Charge Card Reimbursement:		596.64
Traveler Reimbursement:		453.48
(Due From Traveler if negative)		
Total Amount Reimbursed:		1,052.10

Expense Category Details

Expense Category	Agency/Account	Transaction	Accounting System/Type	Amount
1 COM. CARRIER	AGENCY LEAD	H-08-09	General Travel FY08	626.58
1 LODGING TAX	GOVCC	H-06-09	General Travel FY08	111.24
1 Lodging-PerDiem	GOVCC	H-06-09	General Travel FY08	260.00
1 MILE-PerDiem	OTHER	H-06-09	General Travel FY08	201.50
1 MILEAGE	OTHER	H-06-09	General Travel FY08	95.80
1 RENTAL CAR	GOVCC	H-08-09	General Travel FY08	239.64
1 TRANSACTION FEES	AGENCY LEAD	H-06-09	General Travel FY08	22.25
1 Transport	OTHER	H-06-09	General Travel FY08	46.12

Note: In the far left column at the bottom of the total page it shows the trip number. This will be important when you have more than one trip.

Part 2

Use the ADD feature to create a second voucher. This voucher (Trip 2) will be added to reflect the trip as it occurred. In this case, the traveler elected to drive to Buckhannon, WV using their personal vehicle.

You have just returned from a site visit for Buckhannon, WV (Upshur County). You left your residence by driving your personal vehicle on 8/22/08 and you returned on 8/30/08.

Actual Expenses

8/22 – 300 miles POV from residence to site

8/22 - \$60 hotel

8/22 - \$18.54 hotel tax

8/23 – \$60 hotel

8/23 – \$18.54 hotel tax

8/24 – \$60 hotel

8/24 – \$18.54 hotel tax

8/24 – 13 miles POV

8/25 – \$60 hotel

8/25 – \$18.54 hotel tax

8/25 – 13 miles POV

8/26 – \$60 hotel

8/26 – \$18.54 hotel tax

8/26 – 13 miles POV

8/27 – \$60 hotel

8/27 – \$18.54 hotel tax

8/27 – 13 miles POV

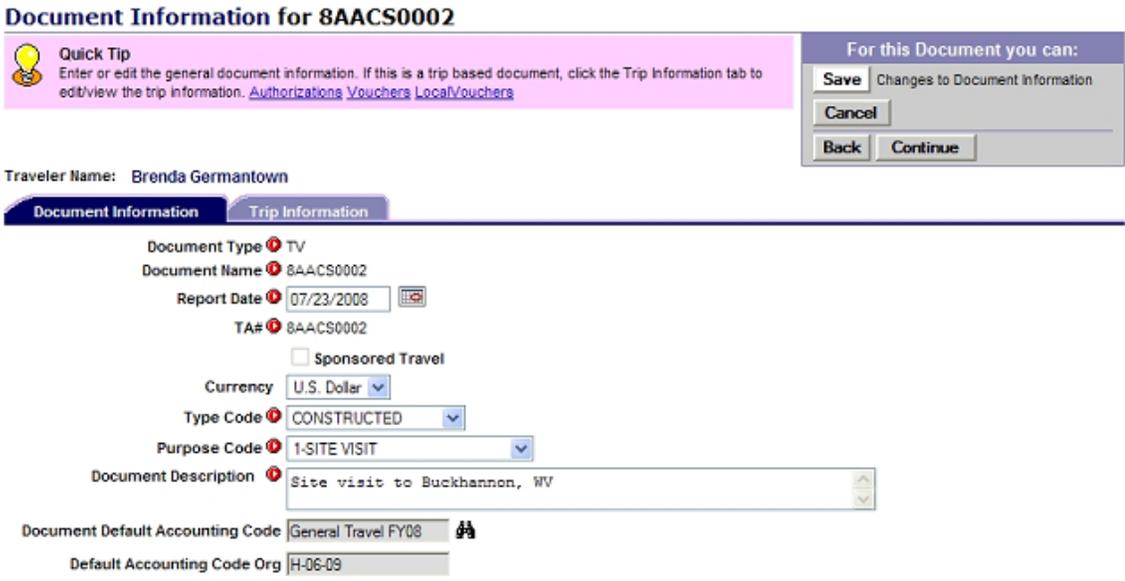
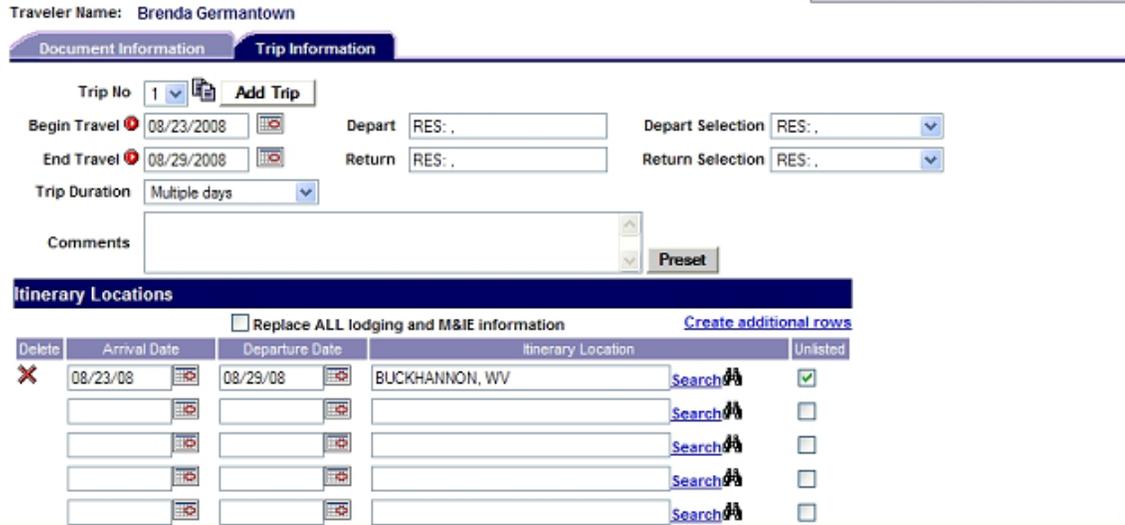
8/28 – \$60 hotel

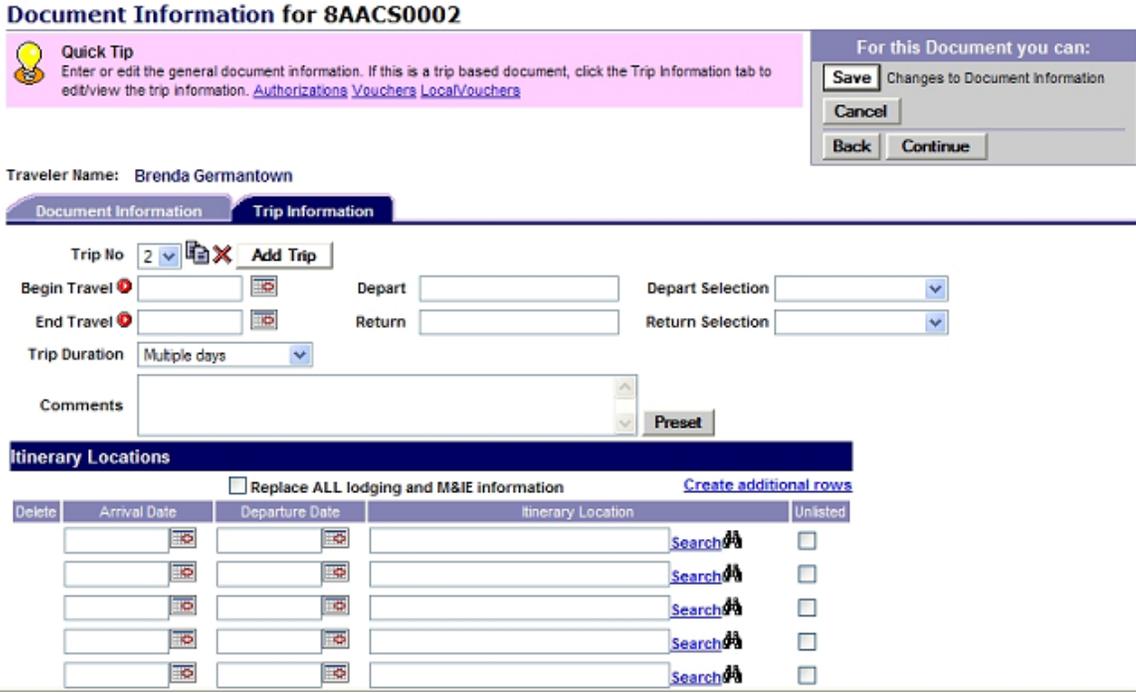
8/28 – \$18.54 hotel tax

8/29 - \$60 hotel

8/29 - \$18.54 hotel tax

8/30 – 300 miles POV from site to residence

Step	Action																																				
1	<p>Click on Document Information from the <i>Document Toolbar</i> to bring up the <i>Document Information</i> page.</p>  <p>Document Information for 8AACS0002</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="Save"/> Changes to Document Information <input type="button" value="Cancel"/> <input type="button" value="Back"/> <input type="button" value="Continue"/></p> <p>Traveler Name: Brenda Germantown</p> <p>Document Information Trip Information</p> <p>Document Type TV Document Name 8AACS0002 Report Date 07/23/2008 TA# 8AACS0002 <input type="checkbox"/> Sponsored Travel Currency U.S. Dollar Type Code CONSTRUCTED Purpose Code 1-SITE VISIT Document Description Site visit to Buckhannon, WV </p> <p>Document Default Accounting Code General Travel FY08 Default Accounting Code Org H-06-09</p>																																				
1a	<p>➤ Click on the <i>Trip Information</i> tab</p>  <p>Traveler Name: Brenda Germantown</p> <p>Document Information Trip Information</p> <p>Trip No 1 <input type="button" value="Add Trip"/></p> <p>Begin Travel 08/23/2008 Depart RES: <input type="text"/> Depart Selection RES: </p> <p>End Travel 08/29/2008 Return RES: <input type="text"/> Return Selection RES: </p> <p>Trip Duration Multiple days</p> <p>Comments <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>Delete</th> <th>Arrival Date</th> <th>Departure Date</th> <th>Itinerary Location</th> <th>Search</th> <th>Unisted</th> </tr> </thead> <tbody> <tr> <td></td> <td>08/23/08 </td> <td>08/29/08 </td> <td>BUCKHANNON, WV</td> <td>Search </td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td></td> <td></td> <td></td> <td><input type="text"/></td> <td>Search </td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td></td> <td></td> <td><input type="text"/></td> <td>Search </td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td></td> <td></td> <td><input type="text"/></td> <td>Search </td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td></td> <td></td> <td><input type="text"/></td> <td>Search </td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>➤ Click on the Add Trip button</p>	Delete	Arrival Date	Departure Date	Itinerary Location	Search	Unisted		08/23/08	08/29/08	BUCKHANNON, WV	Search	<input checked="" type="checkbox"/>				<input type="text"/>	Search	<input type="checkbox"/>				<input type="text"/>	Search	<input type="checkbox"/>				<input type="text"/>	Search	<input type="checkbox"/>				<input type="text"/>	Search	<input type="checkbox"/>
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Step	Action									
1b	<p>A blank <i>Document Information</i> page / <i>Trip Information</i> tab appears</p>  <p>Enter the following information:</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> ➤ Itinerary Location = <i>Buckhannon, WV</i> ➤ Check the Unlisted checkbox ➤ Click Save (<i>Changes to Document Information</i>) 									
2	Click on Expenses in the <i>Document Toolbar</i> to bring up the <i>Edit/Enter Expenses</i> page									
2a	<p>Enter the following information:</p> <table border="1" data-bbox="272 1640 1435 1843"> <thead> <tr> <th data-bbox="272 1640 500 1707">Date</th> <th data-bbox="500 1640 1045 1707">Expense Description</th> <th data-bbox="1045 1640 1435 1707">Cost</th> </tr> </thead> <tbody> <tr> <td data-bbox="272 1707 500 1774">8/23/08</td> <td data-bbox="500 1707 1045 1774">1POC-Private Vhcle</td> <td data-bbox="1045 1707 1435 1774">See 2b</td> </tr> <tr> <td data-bbox="272 1774 500 1843">8/23/08</td> <td data-bbox="500 1774 1045 1843">Lodging</td> <td data-bbox="1045 1774 1435 1843">\$60</td> </tr> </tbody> </table>	Date	Expense Description	Cost	8/23/08	1POC-Private Vhcle	See 2b	8/23/08	Lodging	\$60
Date	Expense Description	Cost								
8/23/08	1POC-Private Vhcle	See 2b								
8/23/08	Lodging	\$60								

Step	Action		
2a	Date	Expense Description	Cost
	8/23/08	Hotel Tax	\$18.54
	8/24/08	Lodging	\$60
	8/24/08	Hotel Tax	\$18.54
	8/24/08	1POC-Private Vhcle	See 2c
	8/25/08	Lodging	\$60
	8/25/08	Hotel Tax	\$18.54
	8/25/08	1POC-Private Vhcle	See 2c
	8/26/08	Lodging	\$60
	8/26/08	Hotel Tax	\$18.54
	8/26/08	1POC-Private Vhcle	See 2c
	8/27/08	Lodging	\$60
	8/27/08	Hotel Tax	\$18.54
	8/27/08	1POC-Private Vhcle	See 2c
	8/28/08	Lodging	\$60
	8/28/08	Hotel Tax	\$18.54
	8/29/08	Lodging	\$60
	8/29/08	Hotel Tax	\$18.54
8/30/08	1POC-Private Vhcle	See 2b	
Click the <input type="button" value="Save"/> (<i>Expense Changes</i>) button when completed			

Step	Action
2b	<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 08/22/2008</p> <div style="border: 1px solid black; padding: 5px;"> <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 black; padding: 5px; margin-top: 5px;"> <p>For this page you can:</p> <p>Use Expense Detail Updates</p> <p>Close without Saving Expense Details</p> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>General Details Mileage Details</p> <p>Expense Date: 08/22/2008 Payment Method: OTHER</p> <p>Expense Cost: USD <input checked="" type="checkbox"/> Reimbursable <input type="checkbox"/> Taxable</p> <p>Quantity: Rate: 0.405 Vendor: Accounting Code: H-06-09/General Travel FY08</p> <p>Expense Category: MILEAGE</p> <p>Expense Description: TPOC-Private Vhcle</p> <p>Comments: <input type="text"/></p> </div> </div> <ul style="list-style-type: none"> ➤ Enter 300 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 ➤ Click the Copy  icon on that expense line ➤ On the new line at the bottom change the date from 8/22/08 to 8/30/08 ➤ Click the Save (<i>Expense Changes</i>) button when completed

Step	Action
2c	<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="293 405 1419 850"> <p>Expense Details for MILEAGE 08/23/2008</p> <div data-bbox="293 443 1094 548"> <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 data-bbox="1094 443 1419 548"> <p>For this page you can:</p> <p>Use Expense Detail Updates</p> <p>Close without Saving Expense Details</p> </div> <p>General Details Mileage Details</p> <p>Expense Date: 08/24/2008 Payment Method: OTHER</p> <p>Expense Cost: 5.27 USD <input checked="" type="checkbox"/> Reimbursable <input type="checkbox"/> Taxable</p> <p>Quantity: 13 Rate: 0.405 Vendor: [icon]</p> <p>Expense Category: MILEAGE Accounting Code: H-06-09/General Travel FY08</p> <p>Expense Description: 1POC-Private Vhcle</p> <p>Comments: [text area]</p> </div> <ul style="list-style-type: none"> ➤ Enter 13 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 ➤ Scroll to the right for that expense line ➤ Enter 8/27/08 in the Copy Through field <div data-bbox="293 1262 1419 1293"> <p>[dropdown] MILEAGE [dropdown] 5.27 [dropdown] OTHER [dropdown] 8/27/08 [dropdown] H-06-09/General Travel FY08</p> </div> <ul style="list-style-type: none"> ➤ Click the Save (<i>Expense Changes</i>) button when completed

Step	Action																																																																																				
3	<p>Click on Totals in the <i>Document Toolbar</i> to open up the <i>Total Details</i> page. Scroll to the bottom of the page to view the <i>Expense Category Details</i></p> <p style="text-align: right;">Total Amount Reimbursed: 1,166.44</p> <p style="text-align: center;">(Totals are based on trip 2)</p> <table border="1" data-bbox="297 516 1419 852"> <thead> <tr> <th colspan="6">Expense Category Details</th> </tr> <tr> <th>Trip</th> <th>Expense Category</th> <th>Payment Method</th> <th>Organization</th> <th>Accounting Code Label</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>COM. CARRIER</td> <td>AGENCY CARD</td> <td>H-06-09</td> <td>General Travel FY08</td> <td>535.56</td> </tr> <tr> <td>1</td> <td>LODGING TAX</td> <td>GOVCC</td> <td>H-06-09</td> <td>General Travel FY08</td> <td>111.24</td> </tr> <tr> <td>1</td> <td>Lodging-PerDiem</td> <td>GOVCC</td> <td>H-06-09</td> <td>General Travel FY08</td> <td>360.00</td> </tr> <tr> <td>1</td> <td>M&E-PerDiem</td> <td>OTHER</td> <td>H-06-09</td> <td>General Travel FY08</td> <td>201.50</td> </tr> <tr> <td>1</td> <td>MILEAGE</td> <td>OTHER</td> <td>H-06-09</td> <td>General Travel FY08</td> <td>95.60</td> </tr> <tr> <td>1</td> <td>RENTAL CAR</td> <td>GOVCC</td> <td>H-06-09</td> <td>General Travel FY08</td> <td>238.64</td> </tr> <tr> <td>1</td> <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>1</td> <td>Transport</td> <td>OTHER</td> <td>H-06-09</td> <td>General Travel FY08</td> <td>45.12</td> </tr> <tr> <td>2*</td> <td>LODGING TAX</td> <td>GOVCC</td> <td>H-06-09</td> <td>General Travel FY08</td> <td>148.32</td> </tr> <tr> <td>2*</td> <td>Lodging-PerDiem</td> <td>GOVCC</td> <td>H-06-09</td> <td>General Travel FY08</td> <td>480.00</td> </tr> <tr> <td>2*</td> <td>M&E-PerDiem</td> <td>OTHER</td> <td>H-06-09</td> <td>General Travel FY08</td> <td>263.50</td> </tr> <tr> <td>2*</td> <td>MILEAGE</td> <td>OTHER</td> <td>H-06-09</td> <td>General Travel FY08</td> <td>274.62</td> </tr> </tbody> </table> <p>* denotes lowest cost trip for constructed voucher</p>	Expense Category Details						Trip	Expense Category	Payment Method	Organization	Accounting Code Label	Amount	1	COM. CARRIER	AGENCY CARD	H-06-09	General Travel FY08	535.56	1	LODGING TAX	GOVCC	H-06-09	General Travel FY08	111.24	1	Lodging-PerDiem	GOVCC	H-06-09	General Travel FY08	360.00	1	M&E-PerDiem	OTHER	H-06-09	General Travel FY08	201.50	1	MILEAGE	OTHER	H-06-09	General Travel FY08	95.60	1	RENTAL CAR	GOVCC	H-06-09	General Travel FY08	238.64	1	TRANSACTION FEES	AGENCY CARD	H-06-09	General Travel FY08	22.25	1	Transport	OTHER	H-06-09	General Travel FY08	45.12	2*	LODGING TAX	GOVCC	H-06-09	General Travel FY08	148.32	2*	Lodging-PerDiem	GOVCC	H-06-09	General Travel FY08	480.00	2*	M&E-PerDiem	OTHER	H-06-09	General Travel FY08	263.50	2*	MILEAGE	OTHER	H-06-09	General Travel FY08	274.62
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<p>Note: There is a note found at the bottom - *denotes lowest cost trip for constructed voucher. This shows which trip is most advantageous to the Government. Had the personal vehicle been more, the traveler would have been responsible for any additional costs incurred.</p>																																																																																					

Step	Action
4	<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> <pre> ===== 07/26/08 TV PAGE 1 ** Read Privacy Act On Last Page ** TV: 8AACS0002 Travel Au 8AACS0002 ===== 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 FPB H BUREAU 14 ===== 2) FROM TO TRAVEL TA DATE TRIP PURPOSE TRIP TYPE ----- 08/22/08 08/30/08 8AACS0002 07/26/08 1-SITE VISIT CONSTRUCTED ===== 3) GTR/TICKET NO VALUE CR CLS DATE FROM TO ----- 4) ACCT 2-CNSTRC TRIP 2 5) FINANCE OFFICE ----- General Travel FY09 1,166.44 2008-14-ESHKNEEP00-06020000-00000000----- ===== 6) NON-REIMBURSABLE EXPENSES ----- TOTAL AMOUNT CLAIMED ----- 1,166.44 ADVANCE OUTSTANDING --- 0.00 ADVANCE APPLIED ----- 0.00 ===== NET TO TRAVELER (GOVT) ----- 1,166.44 ===== </pre>

Step	Action																
5	<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>Status for 8AACS0002</p> <p> Quick Tip The Signature PIN is case sensitive! more</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"/> <input type="button" value="v"/> Signature PIN: <input type="text"/> Reason: <input type="text" value="v"/> Remarks: <input type="text"/></p> <p>Document Routing This is the routing path the current document will take once routed</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Status</th> <th>Level</th> </tr> </thead> <tbody> <tr> <td>Germentown, Brenda</td> <td>SIGNED</td> <td>0</td> </tr> </tbody> </table> <p>Document History This is the status history for this document</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>07/26/08 2:16PM</td> <td>CREATED</td> <td>Brenda Germentown</td> <td></td> <td></td> </tr> </tbody> </table> <ul style="list-style-type: none"> ➤ Enter your Signature PIN ➤ Enter your Remarks ➤ Click the <input type="button" value="Stamp"/> (<i>and Submit Document</i>) button 	Name	Status	Level	Germentown, Brenda	SIGNED	0	Date/Time	Status	Name	Remarks	Reason Desc	07/26/08 2:16PM	CREATED	Brenda Germentown		
Name	Status	Level															
Germentown, Brenda	SIGNED	0															
Date/Time	Status	Name	Remarks	Reason Desc													
07/26/08 2:16PM	CREATED	Brenda Germentown															
6	<p>The <i>Signature</i> page appears with a statement that should be read.</p> <p>Signature for 8AACS0002</p> <p> Quick Tip If you agree with the statement, click Accept. more</p> <p>For this Document you can: <input type="button" value="Accept"/> Signature Text <input type="button" value="Cancel"/> Stamping</p> <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> <ul style="list-style-type: none"> ➤ Click the <input type="button" value="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>																