

## **Exercise #5b: Travel Authorization against a Blanket TA**

**Objectives:**

- Create a travel authorization for a trip under a blanket TA

**Notes:**

*This exercise covers how to create an individual trip authorization for each trip taken under a blanket authorization. The NOAA Travel Handbook, section 301-2.16 states that individual trip authorizations are used for obligating travel funds.*

*Use the TA number from Exercise 5a.*

**Instructions:** Execute the following steps:

You have been requested to do a site visit in Wallops Island, VA starting January 7<sup>th</sup> and ending Feb 7<sup>th</sup>. This trip will fall under the blanket authorization.

### **Estimated Expenses**

\$375.00 = Round-trip air fare

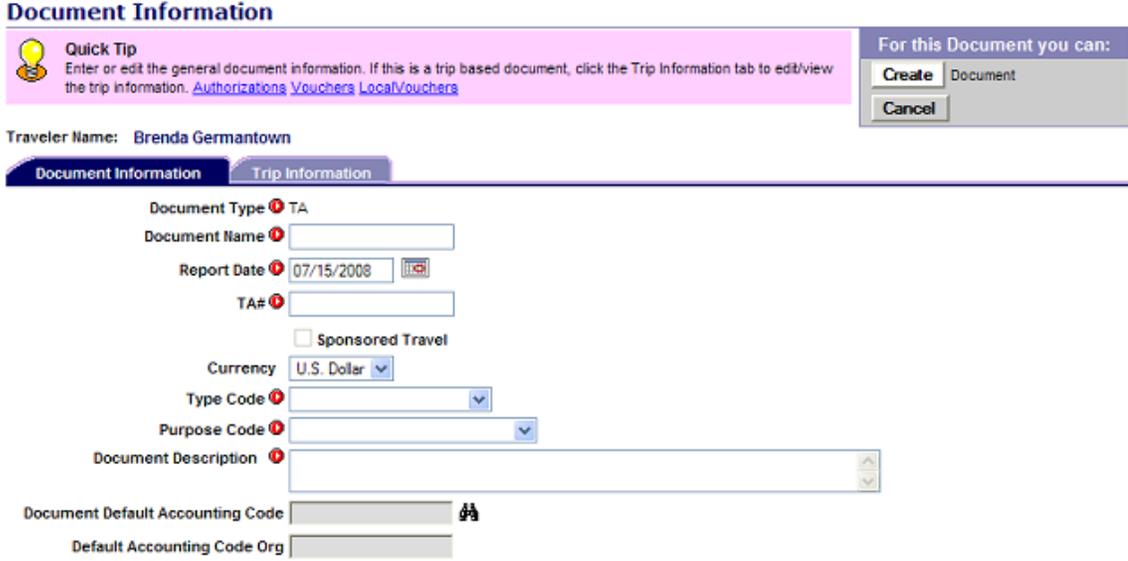
\$22.25 = Transaction Fee

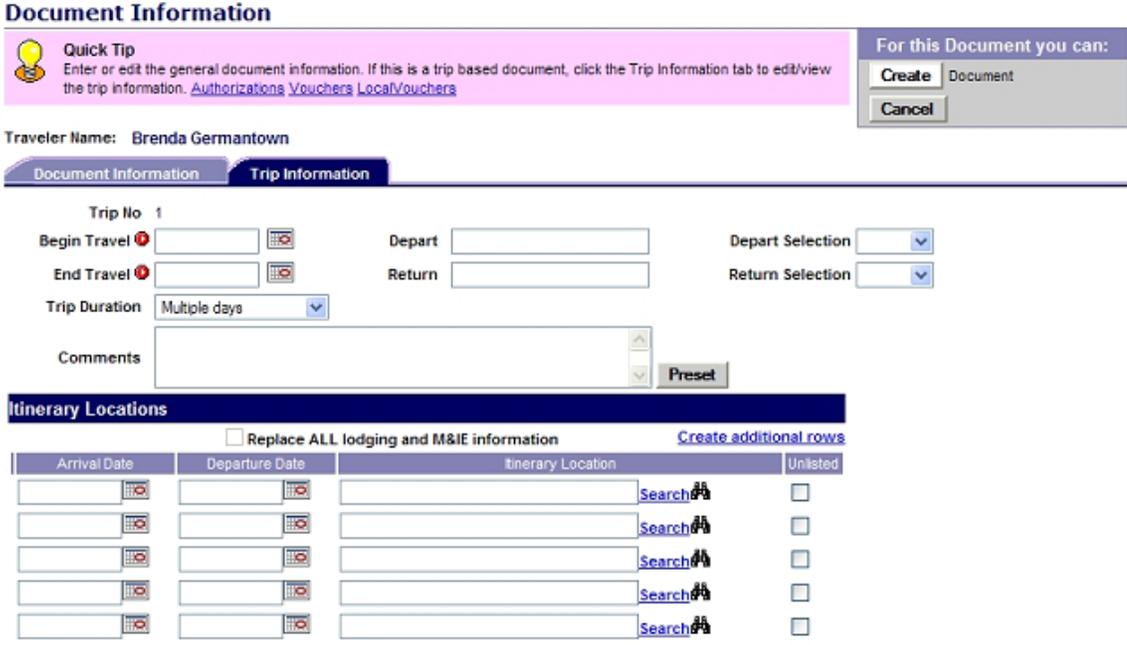
36 miles one way to airport using private vehicle (POV) - person

\$200 taxi fares

\$100 for Hotel Tax

<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>
2	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>TA</b> ➤ Click the <b>Create</b> ( <i>this Document</i> ) button

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"> <li>➤ <b>Document Name</b> = <i>YFMLB0051</i></li> <li>➤ <b>TA#</b> = <i>YFMLB0051</i></li> <li>➤ <b>Type Code</b> = <i>1-SINGLE-DOMESTIC</i></li> <li>➤ <b>Purpose Code</b> = <i>1-SITE VISIT</i></li> <li>➤ <b>Document Description</b> = <i>First TA against blanket TA (YFMLB0050) for site visit in Wallops Island, VA</i></li> </ul>

Step	Action
3a	<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>01/07/08</i></li> <li>➤ <b>Depart</b> = <i>RES</i></li> <li>➤ <b>End Travel</b> = <i>02/07/08</i></li> <li>➤ <b>Return</b> = <i>RES</i></li> </ul>

Step	Action
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3b 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:

- Type in the field the name or partial name and click **Search**

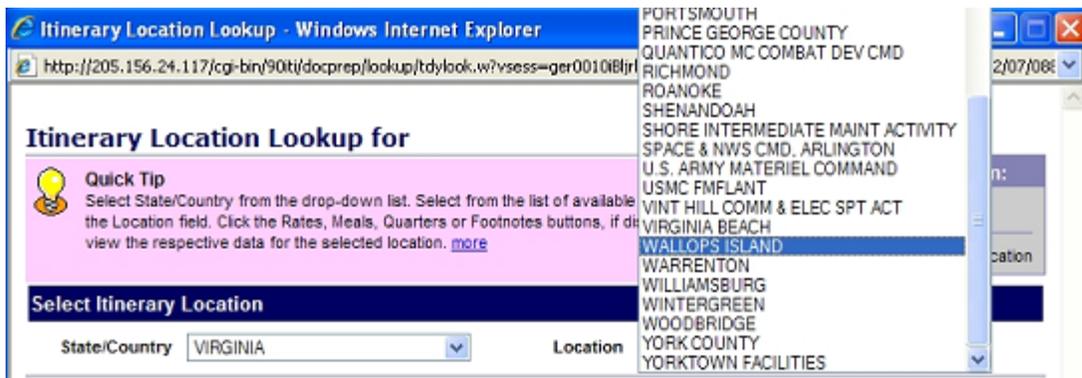
This will bring up a drop-down listing of possible matches below the field.

OR

- Click the **Lookup**  icon

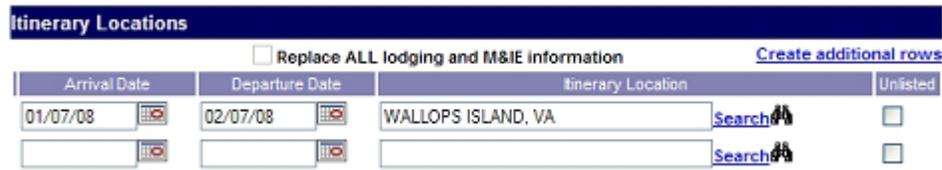
This will open a new window that allows to search by country or state which will then based off that selection, populate another drop-down list for the cities for that selection.

- Select **Virginia** from the **State/Country** drop-down list
- Click the **Location** drop-down list and search for **Wallops Island**



- Click the **Use** (Location) button

The field will then be populated with the selection.



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

Step	Action
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4 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.

**Edit/Enter Expenses for Travel Authorization: 8AACB0051**

**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](#)

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

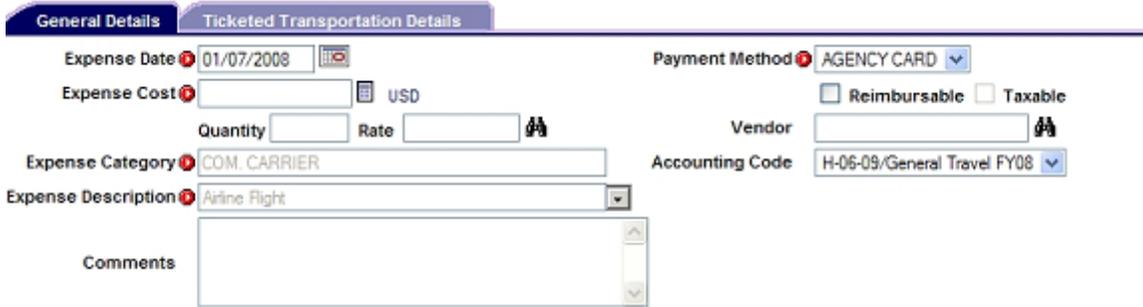
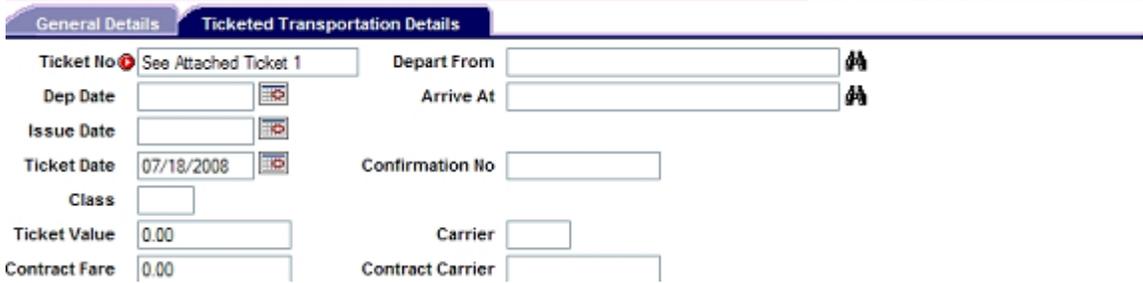
Current Allocation Method: By Individual Expenses Currency: U.S. Dollar

Expense Entry		Customize Display			Add Rows	Prev 25	Next 25
Delete	Copy	Itemize	Date	Expense Description	Expense Category	Cost	Payment Method
<input type="checkbox"/>			01/07/2008	Lodging	Lodging-PerDiem	71.00	GOVCC
<input type="checkbox"/>			01/07/2008	M&IE	M&IE-PerDiem	29.25	OTHER
<input type="checkbox"/>			01/08/2008	Lodging	Lodging-PerDiem	71.00	GOVCC
<input type="checkbox"/>			01/08/2008	M&IE	M&IE-PerDiem	39.00	OTHER
<input type="checkbox"/>			01/09/2008	Lodging	Lodging-PerDiem	71.00	GOVCC
<input type="checkbox"/>			01/09/2008	M&IE	M&IE-PerDiem	39.00	OTHER
<input type="checkbox"/>			01/10/2008	Lodging	Lodging-PerDiem	71.00	GOVCC
<input type="checkbox"/>			01/10/2008	M&IE	M&IE-PerDiem	39.00	OTHER
<input type="checkbox"/>			01/11/2008	Lodging	Lodging-PerDiem	71.00	GOVCC
<input type="checkbox"/>			01/11/2008	M&IE	M&IE-PerDiem	39.00	OTHER

**For this Page you can:**  
 Display Express Expense Screen  
 Save Expense Changes  
 Reset All Lodging  
 Clear Changes  
 Back Continue

4a Enter the following information:

Date	Expense Description	Expense Category	Cost
1/7/08	Airline Flight	Com. Carrier (fills in)	See 4b
1/7/08	TMC Transaction Fees	Transaction Fees (fills in)	\$22.25
1/7/08	Hotel Tax	Lodging Tax (fills in)	\$500.00
1/7/08	IPOC-Private Vhcle	Mileage (fills in)	See 4c
1/7/08	Taxi	Transport (fills in)	\$200.00

Step	Action
4b	<p data-bbox="282 279 1308 352">To enter the cost and ticket information for the Airline Flight, click on the <b>Show Expense Details</b>  icon. This will bring up a new window.</p> <div data-bbox="282 394 1425 701">  </div> <p data-bbox="282 747 980 779">➤ Click on the <b>Ticketed Transportation Details</b> tab</p> <div data-bbox="282 821 1425 1104">  </div> <p data-bbox="282 1142 709 1209">➤ Enter <i>Class (YCA)</i> ➤ Enter <i>Ticket Value (\$375.00)</i></p> <p data-bbox="282 1251 932 1283">Click on the  (<i>Expense Details Update</i>) button</p>

Step	Action
4c	<p>To have the system calculate the mileage, click on the <b>Show Expense Details</b>  icon. This will bring up a new window.</p> <div data-bbox="289 394 1414 842"> <p><b>Expense Details for MILEAGE 01/07/2008</b></p> <p><b>Quick Tip</b> 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><b>General Details</b>   <b>Mileage Details</b></p> <p>Expense Date: 01/07/2008   Payment Method: OTHER  Expense Cost: [ ] USD   <input checked="" type="checkbox"/> Reimbursable <input type="checkbox"/> Taxable  Quantity: [ ]   Rate: 0.405   Vendor: [ ]  Expense Category: MILEAGE   Accounting Code: H-06-09/General Travel FY08  Expense Description: IPOC-Private Vhcle  Comments: [ ]</p> </div> <ul style="list-style-type: none"> <li>➤ Enter <b>72</b> in the <i>Quantity</i> field</li> <li>➤ Click in another field or press TAB</li> </ul> <p>The <i>Expense Cost</i> field will automatically fill in with the calculated cost.</p> <ul style="list-style-type: none"> <li>➤ Click the <input type="button" value="Use"/> (<i>Expense Detail Updates</i>) button to close this window and populate the <i>Cost</i> field</li> <li>➤ Click the <input type="button" value="Save"/> (<i>Expense Changes</i>) button when completed</li> </ul>
5	<p>Click on <b>Accounting</b> in the <i>Document Toolbar</i> to open up the <i>Available Accounting Code</i> page.</p> <ul style="list-style-type: none"> <li>➤ Verify the correct ACCS is assigned</li> <li>➤ Make changes where necessary</li> </ul>
6	<p>Click on <b>Totals</b> in the <i>Document Toolbar</i> to open up the <i>Total Details</i> page</p> <ul style="list-style-type: none"> <li>➤ Verify the totals</li> </ul>

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> ===== 07/27/08      TA        DOC NO:      8AACB0051 PAGE  1 ** Read Privacy Act On Last Page **   TRAVEL A    8AACB0051 ===== 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) TRAVEL A 8AACB0051             DATE: 07/27/2008   TYPE: 1-SINGLE-DOMESTIC ===== 3) TRAVEL PURPOSE: 1-SITE VISIT First TA against blanket TA (8AACB0050) for site visit in Wallops Island, V A ===== 4) GENERAL ITINERARY        DATE      TIME      DEPARTED/ARRIVED LOCATIONS      PER DIEM RATE       -----      -----      ----- 01/07/2008      D-RES: , 01/07/2008      A-WALLOPS ISLAND, VA           71/39 02/07/2008      D-WALLOPS ISLAND, VA </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 <b>Status to Apply</b> field.</p> <ul style="list-style-type: none"> <li>➤ Enter your <i>Signature PIN</i></li> <li>➤ Enter your <i>Remarks</i></li> <li>➤ Click the <a href="#">Stamp</a> (and <i>Submit Document</i>) button</li> </ul> <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>

Step	Action
9	<p>From the <i>Home</i> page click on the <b>Open Document</b>  icon which will take you to the <i>Open Document Signature</i> page.</p> <ul style="list-style-type: none"> <li>➤ Enter your <i>Signature PIN</i></li> <li>➤ Click the  (<i>to Review Document</i>) button</li> </ul> <p>The <i>Document Summary</i> page appears.</p> <ul style="list-style-type: none"> <li>➤ Change the status to <b>Complete</b></li> <li>➤ Enter your <i>Signature PIN</i></li> <li>➤ Enter your <i>Remarks</i></li> <li>➤ Check the checkbox <i>Stamp Without Adjustment</i></li> <li>➤ Click the  button.</li> </ul> <p><i>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.”</i></p>