

### **Exercise #5c: Travel Voucher Ending “In Travel Status”**

**Objectives:**

- Create a travel voucher ending in travel status against an existing TA

**Notes:**

*This exercise covers how to create a travel voucher when a traveler submits a voucher before the completion of the travel assignment, the voucher ends with the traveler still “In Travel Status.” Since the traveler is still in a temporary duty status, they are entitled to lodging and full M&IE on the last date as shown on the voucher.*

*FTR, section 301-52.7, states “Unless your agency administratively requires you to submit your travel claim within a shorter time frame, you must submit your travel claim as follows: (a) Within 5 working days after you complete your trip or period of travel; or (b) Every 30 days if you are on continuous travel status.”*

*Use TA from Exercise #5b*

**Instructions:** Execute the following steps:

You are still in travel status for your site visit to Wallops Island, VA from 1/7/08 through 2/7/08. However, in order to meet the requirements in paying your travel card timely, you will need to create a voucher for the expenses accumulated through January 18<sup>th</sup>.

#### **Ticket/Fee Information**

Ticket #56981 issued 1/3/08 for \$365.89

TMC Transaction Fee - \$22.25

#### **Actual Expenses**

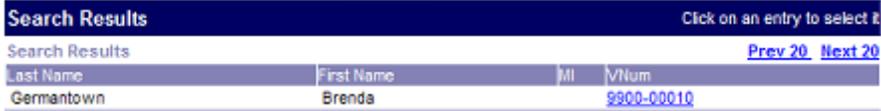
1/07 – 36 miles POV from residence to airport and back

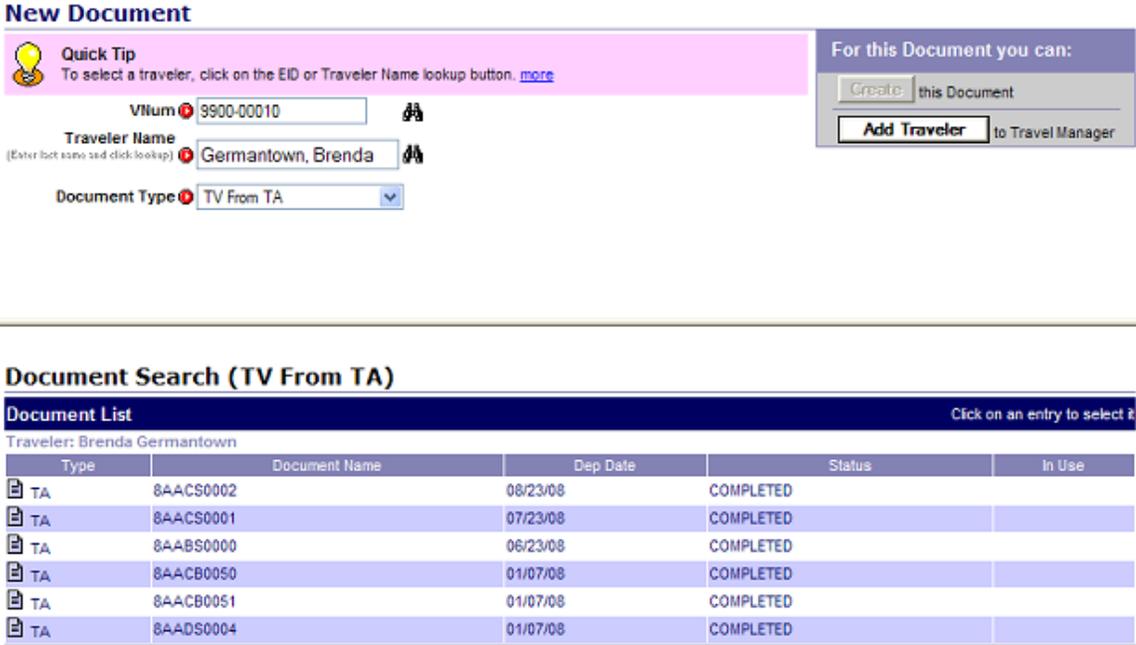
1/07 - \$25 Taxi

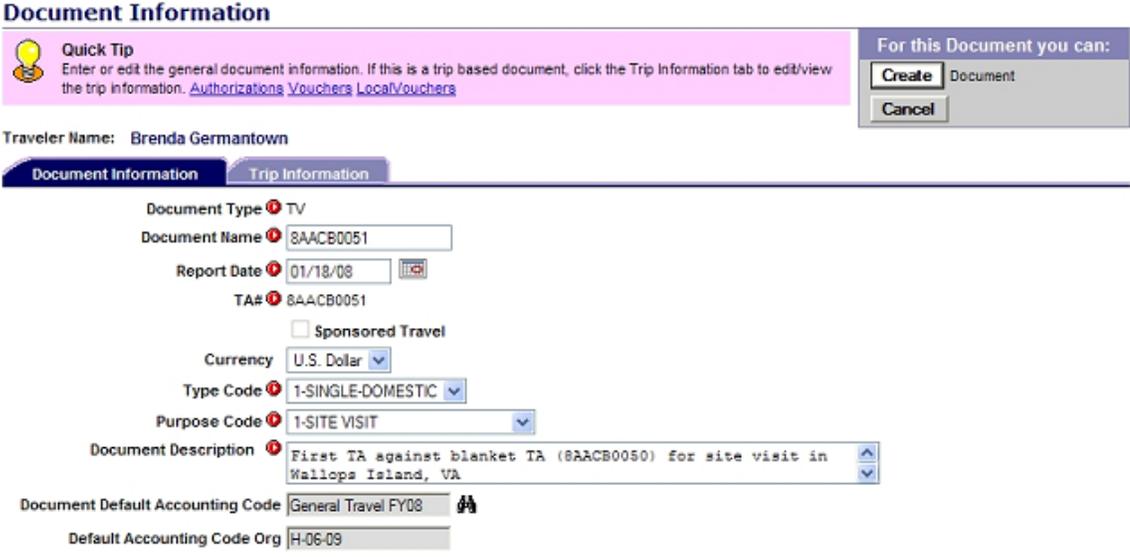
1/18 - \$164.04 Hotel Tax

1/7-1/18 – \$50 Hotel

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

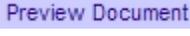
Step	Action																				
2a	<p>The <i>New Document Page</i> appears. For a traveler, the information for the Vendor Number and Traveler name will automatically fill in.</p> <ul style="list-style-type: none"> <li>➤ Click on the <b>Document Type</b> drop-down listing and select <i>TV from TA</i></li> <li>➤ Click the <b>Create</b> (<i>this Document</i>) button</li> </ul>																				
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 <b>Vnum</b> and <b>Traveler Name</b> fields are blank.</p> <ul style="list-style-type: none"> <li>➤ Enter either the <i>Vendor Number</i> or <i>Traveler Name</i></li> <li>➤ Click the <b>Lookup</b>  icon</li> </ul> <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><a href="#">Prev 20</a> <a href="#">Next 20</a></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"> <li>➤ Click the <b>VNum</b></li> </ul>	Search Results				Click on an entry to select it	Search Results				<a href="#">Prev 20</a> <a href="#">Next 20</a>	Last Name	First Name	MI	VNum		Germantown	Brenda		9900-00010	
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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"> <li>➤ Click on the <b>Document Type</b> drop-down listing and select <i>TV from TA</i></li> <li>➤ Click the <b>Create</b> (<i>this Document</i>) button</li> </ul>																				

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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><b>New Document</b></p> <p><b>Quick Tip</b> To select a traveler, click on the EID or Traveler Name lookup button. <a href="#">more</a></p> <p>VNum <input type="text" value="9900-00010"/> </p> <p>Traveler Name (Enter last name and click lookup) <input type="text" value="Germantown, Brenda"/> </p> <p>Document Type <input type="text" value="TV From TA"/> </p> <p><b>For this Document you can:</b></p> <p><input type="button" value="Create"/> this Document</p> <p><input type="button" value="Add Traveler"/> to Travel Manager</p> <hr/> <p><b>Document Search (TV From TA)</b></p> <p><b>Document List</b> <span style="float: right;">Click on an entry to select it</span></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> <tr> <td> TA</td> <td>8AACB0050</td> <td>01/07/08</td> <td>COMPLETED</td> <td></td> </tr> <tr> <td> TA</td> <td>8AACB0051</td> <td>01/07/08</td> <td>COMPLETED</td> <td></td> </tr> <tr> <td> TA</td> <td>8AADS0004</td> <td>01/07/08</td> <td>COMPLETED</td> <td></td> </tr> </tbody> </table> <p>➤ Click the <b>Document</b>  icon of the authorization you wish to create a voucher from</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		 TA	8AACB0050	01/07/08	COMPLETED		 TA	8AACB0051	01/07/08	COMPLETED		 TA	8AADS0004	01/07/08	COMPLETED	
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3a	<p>The <b>Document Information</b> page appears with the <b>Document Information</b> tab highlighted and fields displaying the information contained in the TA.</p>  <p><b>Document Information</b></p> <p><b>Quick Tip</b> 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. <a href="#">Authorizations</a> <a href="#">Vouchers</a> <a href="#">LocalVouchers</a></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><b>Document Information</b>   <b>Trip Information</b></p> <p>Document Type  TV  Document Name  8AACB0051  Report Date  01/18/08   TA#  8AACB0051  <input type="checkbox"/> Sponsored Travel  Currency U.S. Dollar  Type Code  1-SINGLE-DOMESTIC  Purpose Code  1-SITE VISIT  Document Description  First TA against blanket TA (8AACB0050) for site visit in Wallops Island, VA  Document Default Accounting Code General Travel FY08   Default Accounting Code Org H-06-09</p> <ul style="list-style-type: none"> <li>➤ Verify all information is correct and make changes where necessary</li> <li>➤ Change the description to read <i>first TV against TA for site visit...</i></li> <li>➤ Click the <b>Trip Information</b> tab</li> </ul>

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3b	<div data-bbox="289 275 558 302"> <h3>Document Information</h3> </div> <div data-bbox="293 310 1133 380" style="background-color: #f0f0f0; padding: 5px;"> <p><b>Quick Tip</b> 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. <a href="#">Authorizations</a> <a href="#">Vouchers</a> <a href="#">LocalVouchers</a></p> </div> <div data-bbox="1143 310 1414 405" style="border: 1px solid #ccc; padding: 5px;"> <p>For this Document you can:</p> <p><input type="button" value="Create"/> Document</p> <p><input type="button" value="Cancel"/></p> </div> <p data-bbox="289 407 574 426">Traveler Name: Brenda Germantown</p> <div data-bbox="289 436 675 464" style="background-color: #4a7ebb; color: white; padding: 2px;"> <span style="background-color: white; color: #4a7ebb; padding: 2px 5px;">Document Information</span> <span style="background-color: white; color: #4a7ebb; padding: 2px 5px; margin-left: 10px;">Trip Information</span> </div> <p data-bbox="354 478 435 497">Trip No 1</p> <p data-bbox="305 506 574 525">Begin Travel <input type="text" value="01/07/2008"/> <input type="button" value="🗓️"/></p> <p data-bbox="623 506 886 525">Depart RES: <input type="text"/></p> <p data-bbox="919 506 1221 525">Depart Selection RES: <input type="text" value="RES:"/></p> <p data-bbox="321 539 574 558">End Travel <input type="text" value="02/07/2008"/> <input type="button" value="🗓️"/></p> <p data-bbox="623 539 886 558">Return RES: <input type="text"/></p> <p data-bbox="919 539 1221 558">Return Selection RES: <input type="text" value="RES:"/></p> <p data-bbox="310 573 597 592">Trip Duration <input type="text" value="Multiple days"/> <input type="button" value="v"/></p> <p data-bbox="326 623 412 642">Comments <input type="text"/></p> <p data-bbox="932 640 997 659"><input type="button" value="Preset"/></p> <div data-bbox="289 674 1133 701" style="background-color: #4a7ebb; color: white; padding: 2px;"> <b>Itinerary Locations</b> </div> <p data-bbox="509 705 1133 724"> <input type="checkbox"/> Replace ALL lodging and M&amp;IE information <a href="#">Create additional rows</a> </p> <table border="1" data-bbox="298 730 1133 919"> <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="01/07/08"/> <input type="button" value="🗓️"/></td> <td><input type="text" value="02/07/08"/> <input type="button" value="🗓️"/></td> <td><input type="text" value="WALLOPS ISLAND, VA"/> <input type="button" value="Search"/> <input type="button" value="🔍"/></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"/> <input type="button" value="Search"/> <input type="button" value="🔍"/></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"/> <input type="button" value="Search"/> <input type="button" value="🔍"/></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"/> <input type="button" value="Search"/> <input type="button" value="🔍"/></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"/> <input type="button" value="Search"/> <input type="button" value="🔍"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>➤ Change 2/7/08 to <b>1/18/08</b> in the <b>End Travel</b> field</li> <li>➤ Change RES to <b>IN TRAVEL STATUS</b> in the <b>Return Selection</b> field</li> <li>➤ Change 2/7/08 to <b>/18/08</b> in the <b>Departure Date</b> field</li> <li>➤ Click the <input type="button" value="Create"/> button</li> </ul>	Arrival Date	Departure Date	Itinerary Location	Unlisted	<input type="text" value="01/07/08"/> <input type="button" value="🗓️"/>	<input type="text" value="02/07/08"/> <input type="button" value="🗓️"/>	<input type="text" value="WALLOPS ISLAND, VA"/> <input type="button" value="Search"/> <input type="button" value="🔍"/>	<input type="checkbox"/>	<input type="text"/> <input type="button" value="🗓️"/>	<input type="text"/> <input type="button" value="🗓️"/>	<input type="text"/> <input type="button" value="Search"/> <input type="button" value="🔍"/>	<input type="checkbox"/>	<input type="text"/> <input type="button" value="🗓️"/>	<input type="text"/> <input type="button" value="🗓️"/>	<input type="text"/> <input type="button" value="Search"/> <input type="button" value="🔍"/>	<input type="checkbox"/>	<input type="text"/> <input type="button" value="🗓️"/>	<input type="text"/> <input type="button" value="🗓️"/>	<input type="text"/> <input type="button" value="Search"/> <input type="button" value="🔍"/>	<input type="checkbox"/>	<input type="text"/> <input type="button" value="🗓️"/>	<input type="text"/> <input type="button" value="🗓️"/>	<input type="text"/> <input type="button" value="Search"/> <input type="button" value="🔍"/>	<input type="checkbox"/>
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Step	Action
4b	<p>To have the system calculate the mileage, click on the <b>Show Expense Details</b>  icon.</p> <ul style="list-style-type: none"> <li>➤ Enter <b>36</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  (<i>Expense Detail Updates</i>) button to close this window and populate the <i>Cost</i> field</li> <li>➤ Click the  (<i>Expense Changes</i>) button when completed</li> </ul>
4c	<p>To enter the cost and ticket information for the Airline Flight, click on the <b>Show Expense Details</b>  icon.</p> <ul style="list-style-type: none"> <li>➤ Click on the <b>Ticketed Transportation Details</b> tab</li> <li>➤ Enter <b>56981</b> in the <b>Ticket No</b> field</li> <li>➤ Enter <b>1/04/08</b> in the <b>Issue Date</b> field</li> <li>➤ Enter <b>365.89</b> in the <b>Ticket Value</b> field</li> <li>➤ Click  (<i>Expense Detail Updates</i>)</li> </ul>
4d	<p>To have the system add the lodging costs for all of the days do the following:</p> <ul style="list-style-type: none"> <li>➤ Enter <b>50</b> in the <b>Cost</b> field</li> <li>➤ Scroll to the right</li> <li>➤ Enter <b>1/18/08</b> in the <b>Copy Through</b> field</li> </ul>
5	<p>Click on  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  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>
7	<p>Click on  in the <i>Document Toolbar</i> to have a new window open with the print preview of your travel document.</p>

Step	Action
8	<p>Click on <b>Document Status</b> 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 <b>Stamp</b> (<i>and Submit Document</i>) button</li></ul>
9	<p>The <i>Signature</i> page appears with a statement that should be read.</p> <ul style="list-style-type: none"><li>➤ Click the <b>Accept</b> (<i>Signature Text</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>