

Exercise #5d: Travel Voucher Beginning “In Travel Status”

Objectives:

- Create a travel voucher beginning 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 have just returned from your site trip to Wallops Island, VA and now are planning to submit your voucher for the remainder of the trip Jan 19th – Feb 7th.

Ticketed Transportation

Already claimed - \$0

Actual Expenses

1/22 – \$30 Taxi

1/30 – \$30 Taxi

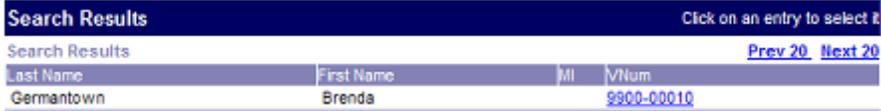
2/5 – \$30 Taxi

2/7 – \$25 Taxi

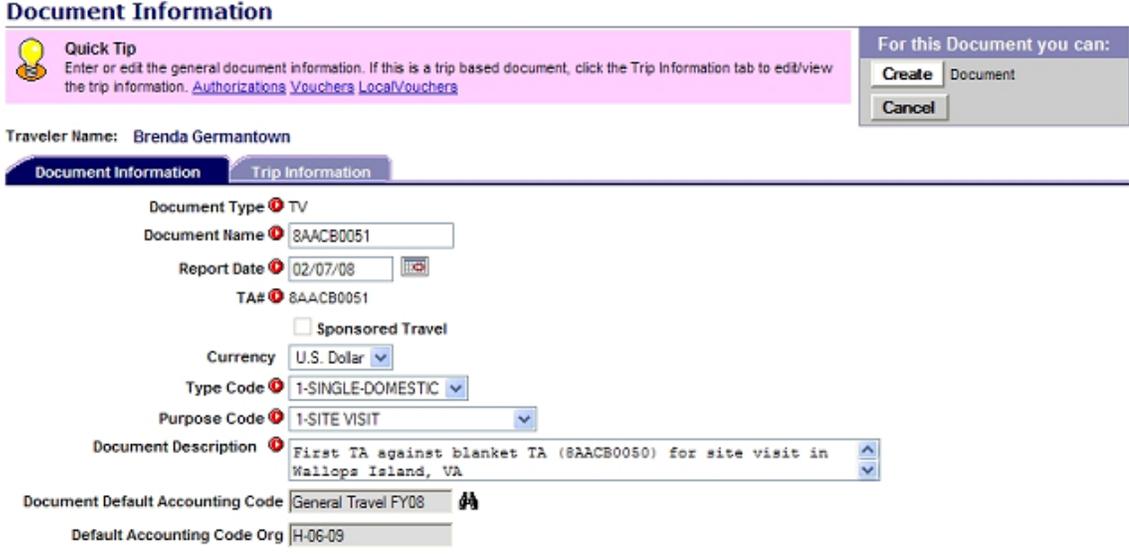
2/7 – 36 miles POV from residence to airport and back

2/7 – \$273.40 Hotel Tax

1/19-2/6 – \$50/night Lodging

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> 												
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"> <thead> <tr> <th colspan="4">Search Results</th> </tr> <tr> <th>Last Name</th> <th>First Name</th> <th>MI</th> <th>VNum</th> </tr> </thead> <tbody> <tr> <td>Germantown</td> <td>Brenda</td> <td></td> <td>9900-00010</td> </tr> </tbody> </table> <ul style="list-style-type: none"> ➤ Click the VNum 	Search Results				Last Name	First Name	MI	VNum	Germantown	Brenda		9900-00010
Search Results													
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 												

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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> <div data-bbox="289 394 1425 718"> <p>New Document</p> <p> Quick Tip To select a traveler, click on the EID or Traveler Name lookup button. more</p> <p>VNum <input type="text" value="9900-00010"/> </p> <p>Traveler Name <input type="text" value="Germantown, Brenda"/> <small>(Enter last name and click lookup)</small></p> <p>Document Type <input type="text" value="TV From TA"/></p> <p>For this Document you can: <input type="button" value="Create"/> this Document <input type="button" value="Add Traveler"/> to Travel Manager</p> </div> <hr/> <p>Document Search (TV From TA)</p> <p>Document List Click on an entry to select it</p> <p>Traveler: Brenda Germantown</p> <table border="1" data-bbox="289 846 1425 1039"> <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 Document 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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TA	8AADS0004	01/07/08	COMPLETED																																	

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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>➤ Add <i>-I</i> at the end of the document name</p> <p>➤ Change the Document Description field to read, <i>Second TV against TA (8AACB0051) against blanket TA (8AACB0050) for site visit in Wallops Island, VA</i></p> <p>➤ Click the <i>Trip Information</i> tab</p>

Step	Action
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3b	<div style="border: 1px solid #ccc; padding: 5px;"> <h3 style="margin: 0;">Document Information</h3> <div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 10px;"> <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> </div> <div style="float: right; border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;"> <p>For this Document you can:</p> <p><input type="button" value="Create"/> Document</p> <p><input type="button" value="Cancel"/></p> </div> <p>Traveler Name: Brenda Germantown</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 10px;"> <p style="margin: 0;">Document Information Trip Information</p> </div> <p>Trip No: 1</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Begin Travel <input type="text" value="01/07/2008"/></td> <td style="width: 25%;">Depart RES.:</td> <td style="width: 25%;">Depart Selection RES.:</td> <td style="width: 25%;"></td> </tr> <tr> <td>End Travel <input type="text" value="02/07/2008"/></td> <td>Return RES.:</td> <td>Return Selection RES.:</td> <td></td> </tr> </table> <p>Trip Duration: <input type="text" value="Multiple days"/></p> <p>Comments: <input style="width: 100%;" type="text"/></p> <p style="text-align: right;"><input type="button" value="Preset"/></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Itinerary Locations</p> <p style="text-align: center;"><input type="checkbox"/> Replace ALL lodging and M&IE information Create additional rows</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Arrival Date</th> <th style="width: 15%;">Departure Date</th> <th style="width: 50%;">Itinerary Location</th> <th style="width: 10%;">Unlisted</th> </tr> </thead> <tbody> <tr> <td><input type="text" value="01/07/08"/></td> <td><input type="text" value="02/07/08"/></td> <td>WALLOPS ISLAND, VA <input type="button" value="Search"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/> <input type="button" value="Search"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table> </div> <ul style="list-style-type: none"> ➤ Change 1/7/2008 to 1/19/08 in the End Travel field ➤ Change RES to IN TRAVEL STATUS in the Depart Selection field ➤ Change 1/7/08 to 1/19/08 in the Arrival Date field ➤ Click the <input type="button" value="Create"/> button </div>	Begin Travel <input type="text" value="01/07/2008"/>	Depart RES.:	Depart Selection RES.:		End Travel <input type="text" value="02/07/2008"/>	Return RES.:	Return Selection RES.:		Arrival Date	Departure Date	Itinerary Location	Unlisted	<input type="text" value="01/07/08"/>	<input type="text" value="02/07/08"/>	WALLOPS ISLAND, VA <input type="button" value="Search"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="Search"/>	<input type="checkbox"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="Search"/>	<input type="checkbox"/>																		

4	<p>Click on Expenses in the <i>Document Toolbar</i> to bring up the <i>Edit/Enter Expenses</i> page</p> <div style="border: 1px solid #ccc; padding: 5px;"> <h3 style="margin: 0;">Edit/Enter Expenses for Travel Voucher: 8AACB0051</h3> <div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 10px;"> <p>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</p> </div> <div style="float: right; border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;"> <p>For this Page you can:</p> <p><input type="button" value="Display Express Expense Screen"/></p> <p><input type="button" value="Save"/> Expense Changes</p> <p><input type="button" value="Reset"/> All Lodging</p> <p><input type="button" value="Clear"/> Changes</p> <p><input type="button" value="Back"/> <input type="button" value="Continue"/></p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Search Criteria</p> <p>Expense Category: <input type="text" value="(All Expenses)"/> <input type="button" value="Search"/></p> <p>Start Date: <input type="text"/></p> <p>End Date: <input type="text"/></p> </div> <p>Current Allocation Method: By Individual Expenses Currency: U.S. Dollar</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Delete</th> <th style="width: 5%;">Copy</th> <th style="width: 5%;">Itemize</th> <th style="width: 10%;">Date</th> <th style="width: 30%;">Expense Description</th> <th style="width: 10%;">Expense Category</th> <th style="width: 10%;">Cost</th> <th style="width: 10%;">Payment Met</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><input type="button" value="Copy"/></td> <td><input type="button" value="Itemize"/></td> <td>01/07/2008</td> <td>Airline Flight</td> <td>COM. CARRIER</td> <td style="text-align: right;">375.00</td> <td>AGENCY CAF</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="button" value="Copy"/></td> <td><input type="button" value="Itemize"/></td> <td>01/07/2008</td> <td>Hotel Tax</td> <td>LODGING TAX</td> <td style="text-align: right;">500.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="button" value="Copy"/></td> <td><input type="button" value="Itemize"/></td> <td>01/07/2008</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td style="text-align: right;">0.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="button" value="Copy"/></td> <td><input type="button" value="Itemize"/></td> <td>01/07/2008</td> <td>M&IE</td> <td>M&IE-PerDiem</td> <td style="text-align: right;">29.25</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="button" value="Copy"/></td> <td><input type="button" value="Itemize"/></td> <td>01/07/2008</td> <td>1POC-Private Vhcle</td> <td>MILEAGE</td> <td style="text-align: right;">29.16</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="button" value="Copy"/></td> <td><input type="button" value="Itemize"/></td> <td>01/07/2008</td> <td>TMC Transaction Fees</td> <td>TRANSACTION FEES</td> <td style="text-align: right;">22.25</td> <td>AGENCY CAF</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="button" value="Copy"/></td> <td><input type="button" value="Itemize"/></td> <td>01/07/2008</td> <td>Taxi</td> <td>Transport</td> <td style="text-align: right;">200.00</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="button" value="Copy"/></td> <td><input type="button" value="Itemize"/></td> <td>01/08/2008</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td style="text-align: right;">0.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="button" value="Copy"/></td> <td><input type="button" value="Itemize"/></td> <td>01/08/2008</td> <td>M&IE</td> <td>M&IE-PerDiem</td> <td style="text-align: right;">39.00</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="button" value="Copy"/></td> <td><input type="button" value="Itemize"/></td> <td>01/09/2008</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td style="text-align: right;">0.00</td> <td>GOVCC</td> </tr> </tbody> </table> </div>	Delete	Copy	Itemize	Date	Expense Description	Expense Category	Cost	Payment Met	<input type="checkbox"/>	<input type="button" value="Copy"/>	<input type="button" value="Itemize"/>	01/07/2008	Airline Flight	COM. CARRIER	375.00	AGENCY CAF	<input type="checkbox"/>	<input type="button" value="Copy"/>	<input type="button" value="Itemize"/>	01/07/2008	Hotel Tax	LODGING TAX	500.00	GOVCC	<input type="checkbox"/>	<input type="button" value="Copy"/>	<input type="button" value="Itemize"/>	01/07/2008	Lodging	Lodging-PerDiem	0.00	GOVCC	<input type="checkbox"/>	<input type="button" value="Copy"/>	<input type="button" value="Itemize"/>	01/07/2008	M&IE	M&IE-PerDiem	29.25	OTHER	<input type="checkbox"/>	<input type="button" value="Copy"/>	<input type="button" value="Itemize"/>	01/07/2008	1POC-Private Vhcle	MILEAGE	29.16	OTHER	<input type="checkbox"/>	<input type="button" value="Copy"/>	<input type="button" value="Itemize"/>	01/07/2008	TMC Transaction Fees	TRANSACTION FEES	22.25	AGENCY CAF	<input type="checkbox"/>	<input type="button" value="Copy"/>	<input type="button" value="Itemize"/>	01/07/2008	Taxi	Transport	200.00	OTHER	<input type="checkbox"/>	<input type="button" value="Copy"/>	<input type="button" value="Itemize"/>	01/08/2008	Lodging	Lodging-PerDiem	0.00	GOVCC	<input type="checkbox"/>	<input type="button" value="Copy"/>	<input type="button" value="Itemize"/>	01/08/2008	M&IE	M&IE-PerDiem	39.00	OTHER	<input type="checkbox"/>	<input type="button" value="Copy"/>	<input type="button" value="Itemize"/>	01/09/2008	Lodging	Lodging-PerDiem	0.00	GOVCC
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4a	<p data-bbox="282 279 699 310">Enter the following information:</p> <table border="1" data-bbox="282 327 1435 940"> <thead> <tr> <th data-bbox="282 338 428 394">Date</th> <th data-bbox="428 338 1045 394">Expense Description</th> <th data-bbox="1045 338 1435 394">Cost</th> </tr> </thead> <tbody> <tr> <td data-bbox="282 405 428 462">1/22/08</td> <td data-bbox="428 405 1045 462">Taxi</td> <td data-bbox="1045 405 1435 462">\$30</td> </tr> <tr> <td data-bbox="282 472 428 529">1/30/08</td> <td data-bbox="428 472 1045 529">Taxi</td> <td data-bbox="1045 472 1435 529">\$30</td> </tr> <tr> <td data-bbox="282 539 428 596">2/05/08</td> <td data-bbox="428 539 1045 596">Taxi</td> <td data-bbox="1045 539 1435 596">\$30</td> </tr> <tr> <td data-bbox="282 606 428 663">2/07/08</td> <td data-bbox="428 606 1045 663">Taxi</td> <td data-bbox="1045 606 1435 663">\$25</td> </tr> <tr> <td data-bbox="282 674 428 730">2/07/08</td> <td data-bbox="428 674 1045 730">1POC-Private Vhcle</td> <td data-bbox="1045 674 1435 730">See 4b</td> </tr> <tr> <td data-bbox="282 741 428 798">2/07/08</td> <td data-bbox="428 741 1045 798">Taxi</td> <td data-bbox="1045 741 1435 798">\$25.00</td> </tr> <tr> <td data-bbox="282 808 428 865">2/07/08</td> <td data-bbox="428 808 1045 865">Hotel Tax</td> <td data-bbox="1045 808 1435 865">\$273.40</td> </tr> <tr> <td data-bbox="282 875 428 932">1/19-2/6</td> <td data-bbox="428 875 1045 932">Lodging</td> <td data-bbox="1045 875 1435 932">See 4c</td> </tr> </tbody> </table> <p data-bbox="282 961 621 993">➤ Click the Save button</p>	Date	Expense Description	Cost	1/22/08	Taxi	\$30	1/30/08	Taxi	\$30	2/05/08	Taxi	\$30	2/07/08	Taxi	\$25	2/07/08	1POC-Private Vhcle	See 4b	2/07/08	Taxi	\$25.00	2/07/08	Hotel Tax	\$273.40	1/19-2/6	Lodging	See 4c
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1/19-2/6	Lodging	See 4c																										
4b	<p data-bbox="282 1041 1386 1073">To have the system calculate the mileage, click on the Show Expense Details  icon.</p> <ul style="list-style-type: none"> <li data-bbox="282 1119 711 1150">➤ Enter 36 in the <i>Quantity</i> field <li data-bbox="282 1157 781 1188">➤ Click in another field or press TAB <p data-bbox="282 1230 1219 1262">The <i>Expense Cost</i> field will automatically fill in with the calculated cost.</p> <ul style="list-style-type: none"> <li data-bbox="282 1304 1419 1367">➤ Click the Use (<i>Expense Detail Updates</i>) button to close this window and populate the <i>Cost</i> field <li data-bbox="282 1373 1089 1404">➤ Click the Save (<i>Expense Changes</i>) button when completed 																											
4c	<p data-bbox="282 1444 1268 1476">To have the system add the lodging costs for all of the days do the following:</p> <ul style="list-style-type: none"> <li data-bbox="282 1518 659 1549">➤ Enter 50 in the Cost field <li data-bbox="282 1556 558 1587">➤ Scroll to the right <li data-bbox="282 1593 846 1625">➤ Enter 2/6/08 in the Copy Through field 																											
5	<p data-bbox="282 1661 1414 1734">Click on Accounting in the <i>Document Toolbar</i> to open up the <i>Available Accounting Code</i> page.</p> <ul style="list-style-type: none"> <li data-bbox="282 1776 797 1808">➤ Verify the correct ACCS is assigned <li data-bbox="282 1814 732 1845">➤ Make changes where necessary 																											

Step	Action
6	<p>Click on Totals in the <i>Document Toolbar</i> to open up the <i>Total Details</i> page</p> <ul style="list-style-type: none"> ➤ Verify the totals
7	<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>
8	<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> <ul style="list-style-type: none"> ➤ Enter your Signature PIN ➤ Enter your Remarks ➤ Click the Stamp (<i>and Submit Document</i>) button
9	<p>The <i>Signature</i> page appears with a statement that should be read.</p> <ul style="list-style-type: none"> ➤ Click the 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 <i>Home</i> page.</p>