

Exercise #6a: Local Travel Voucher

Objectives:

- Create a local travel voucher

Notes: *This exercise covers how to create a local voucher.*

Instructions: Execute the following steps:

You are required to attend a meeting downtown at the Pentagon twice in one week. One day you'll be able to use the metro to attend. The other day you must drive in.

Actual Expenses

12/4 – 35 miles POV from office to Pentagon and back

12/4 – \$2.50 Tolls

12/4 - \$10.00 Parking at Pentagon

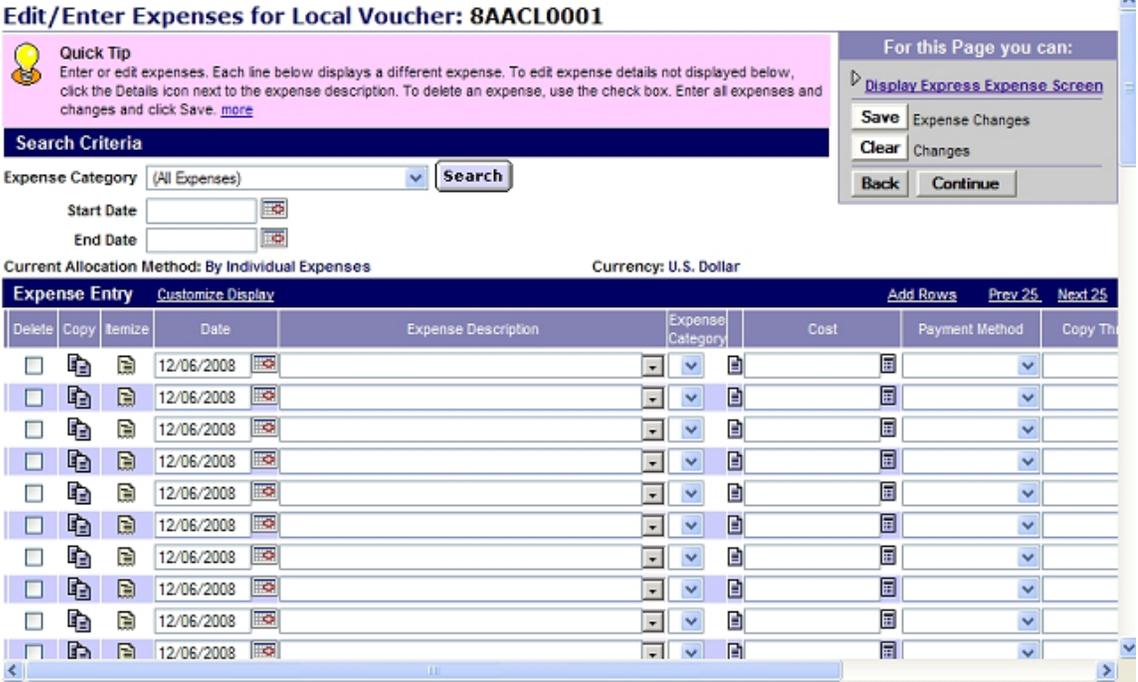
12/6 – 6 miles POV from office to Metro station and back

12/6 – \$8.00 Round-trip Metro fare

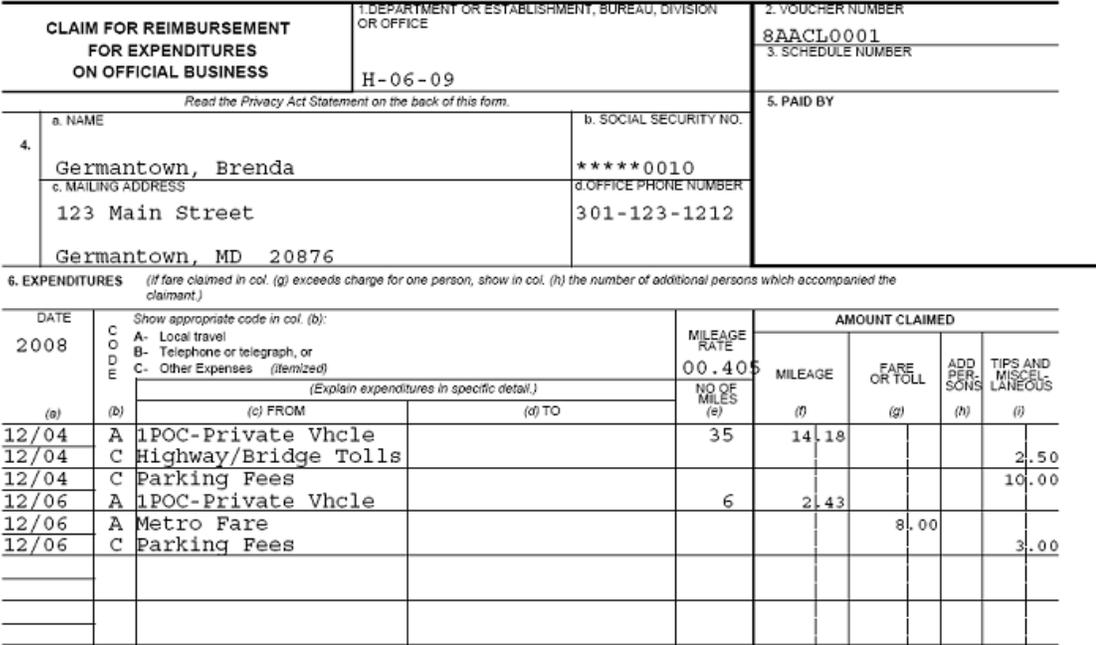
12/6 – \$3.00 Parking at Metro

Step	Action
1	From the Home page: ➤ Click Create New Document from the Document Toolbar
2	The New Document Page appears. For a traveler, the information for the Vendor Number and Traveler name will automatically fill in. ➤ Click on the Document Type drop-down listing and select LV ➤ Click the Create (<i>this Document</i>) button

Step	Action
3	<p>The Document Information page appears with the Document Information tab highlighted and fields displaying the information contained in the TA.</p>  <p>Enter the following information:</p> <ul style="list-style-type: none"> ➤ Document Name = <i>YFMLL0001</i> ➤ LV# = <i>YFMLL0001</i> ➤ Document Description = <i>To attend 2 meetings being held at Pentagon</i> ➤ Click Create (Document) button <p><i>Note: The Report Date field will automatically populate with the current system date and will be the dates listed on the Expenses page.</i></p>

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4	<p>Click on Expenses in the <i>Document Toolbar</i> to bring up the <i>Edit/Enter Expenses</i> page.</p>  <p>Edit/Enter Expenses for Local Voucher: 8AACL0001</p> <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> <p>For this Page you can: Display Express Expense Screen Save Expense Changes Clear Changes Back Continue</p> <p>Search Criteria Expense Category: (All Expenses) <input type="button" value="Search"/> Start Date: <input type="text"/> End Date: <input type="text"/></p> <p>Current Allocation Method: By Individual Expenses Currency: U.S. Dollar</p> <table border="1"> <thead> <tr> <th>Delete</th> <th>Copy</th> <th>Itemize</th> <th>Date</th> <th>Expense Description</th> <th>Expense Category</th> <th>Cost</th> <th>Payment Method</th> <th>Copy This</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/></td><td></td><td></td><td>12/06/2008</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	Delete	Copy	Itemize	Date	Expense Description	Expense Category	Cost	Payment Method	Copy This	<input type="checkbox"/>			12/06/2008						<input type="checkbox"/>			12/06/2008						<input type="checkbox"/>			12/06/2008						<input type="checkbox"/>			12/06/2008						<input type="checkbox"/>			12/06/2008						<input type="checkbox"/>			12/06/2008						<input type="checkbox"/>			12/06/2008						<input type="checkbox"/>			12/06/2008						<input type="checkbox"/>			12/06/2008						<input type="checkbox"/>			12/06/2008					
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	<p>➤ Click the Save (<i>Expense Changes</i>) button when completed</p>																																																																																																			

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4b	<p>To have the system calculate the mileage, click on the Show Expense Details  icon. This will bring up a new window.</p> <ul style="list-style-type: none"> ➤ Enter 35 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
4c	<p>To have the system calculate the mileage, click on the Show Expense Details  icon. This will bring up a new window.</p> <ul style="list-style-type: none"> ➤ Enter 6 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> <p>Click the Use (<i>Expense Detail Updates</i>) button to close this window and populate the <i>Cost</i> field</p>
5	<p>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"> ➤ Verify the correct ACCS is assigned ➤ Make changes where necessary
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

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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>  <p>CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS</p> <p>1. DEPARTMENT OR ESTABLISHMENT, BUREAU, DIVISION OR OFFICE: H-06-09</p> <p>2. VOUCHER NUMBER: 8AACL0001</p> <p>3. SCHEDULE NUMBER:</p> <p>4. a. NAME: Germantown, Brenda b. SOCIAL SECURITY NO.: *****0010 c. MAILING ADDRESS: 123 Main Street, Germantown, MD 20876 d. OFFICE PHONE NUMBER: 301-123-1212</p> <p>5. PAID BY:</p> <p>6. EXPENDITURES (If fare claimed in col. (g) exceeds charge for one person, show in col. (h) the number of additional persons which accompanied the claimant.)</p> <table border="1"> <thead> <tr> <th rowspan="2">DATE</th> <th rowspan="2">C O D E</th> <th rowspan="2">Show appropriate code in col. (b): A- Local travel B- Telephone or telegraph, or C- Other Expenses (Itemized)</th> <th rowspan="2">MILEAGE RATE</th> <th colspan="4">AMOUNT CLAIMED</th> </tr> <tr> <th>MILEAGE</th> <th>FARE OR TOLL</th> <th>ADD. PERSONS</th> <th>TIPS AND MISCEL. LANEOUS</th> </tr> <tr> <th>(a)</th> <th>(b)</th> <th>(c) FROM (d) TO</th> <th>NO OF MILES (e)</th> <th>(f)</th> <th>(g)</th> <th>(h)</th> <th>(i)</th> </tr> </thead> <tbody> <tr> <td>2008</td> <td></td> <td>(Explain expenditures in specific detail.)</td> <td>00.405</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>12/04</td> <td>A</td> <td>1POC-Private Vhcle</td> <td>35</td> <td>14.18</td> <td></td> <td></td> <td></td> </tr> <tr> <td>12/04</td> <td>C</td> <td>Highway/Bridge Tolls</td> <td></td> <td></td> <td></td> <td></td> <td>2.50</td> </tr> <tr> <td>12/04</td> <td>C</td> <td>Parking Fees</td> <td></td> <td></td> <td></td> <td></td> <td>10.00</td> </tr> <tr> <td>12/06</td> <td>A</td> <td>1POC-Private Vhcle</td> <td>6</td> <td>2.43</td> <td></td> <td></td> <td></td> </tr> <tr> <td>12/06</td> <td>A</td> <td>Metro Fare</td> <td></td> <td></td> <td>8.00</td> <td></td> <td></td> </tr> <tr> <td>12/06</td> <td>C</td> <td>Parking Fees</td> <td></td> <td></td> <td></td> <td></td> <td>3.00</td> </tr> </tbody> </table>	DATE	C O D E	Show appropriate code in col. (b): A- Local travel B- Telephone or telegraph, or C- Other Expenses (Itemized)	MILEAGE RATE	AMOUNT CLAIMED				MILEAGE	FARE OR TOLL	ADD. PERSONS	TIPS AND MISCEL. LANEOUS	(a)	(b)	(c) FROM (d) TO	NO OF MILES (e)	(f)	(g)	(h)	(i)	2008		(Explain expenditures in specific detail.)	00.405					12/04	A	1POC-Private Vhcle	35	14.18				12/04	C	Highway/Bridge Tolls					2.50	12/04	C	Parking Fees					10.00	12/06	A	1POC-Private Vhcle	6	2.43				12/06	A	Metro Fare			8.00			12/06	C	Parking Fees					3.00
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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 <i>Signed</i> in the Status to Apply field.</p> <ul style="list-style-type: none"> ➤ Enter your <i>Signature PIN</i> ➤ Enter your <i>Remarks</i> ➤ Click the Stamp (and <i>Submit Document</i>) button 																																																																												
9	<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>																																																																												