

## **Exercise #7a: Travel Authorization (Indicate Lodging & Meals)**

- Objectives:**
- Create a travel authorization and indicate lodging and meals are included
  - Understand the new conference requirements

**Notes:** *This exercise covers how to create an authorization when lodging and/or meals are prepaid or provided as part of a registration or seminar fee.*

*The lodging estimate must be reduced by the amount of prepaid lodging costs and/or the M&IE estimate must be reduced by the amount for meals provided.*

**Instructions:** Execute the following steps:

You have been instructed to attend a conference in Boston, MA. The conference dates are the February 25<sup>th</sup> and 26<sup>th</sup>. Your authorization will need to include the following costs:

### **Estimated Expenses**

\$415.00 = Round-trip air fare

\$22.25 = Transaction Fee

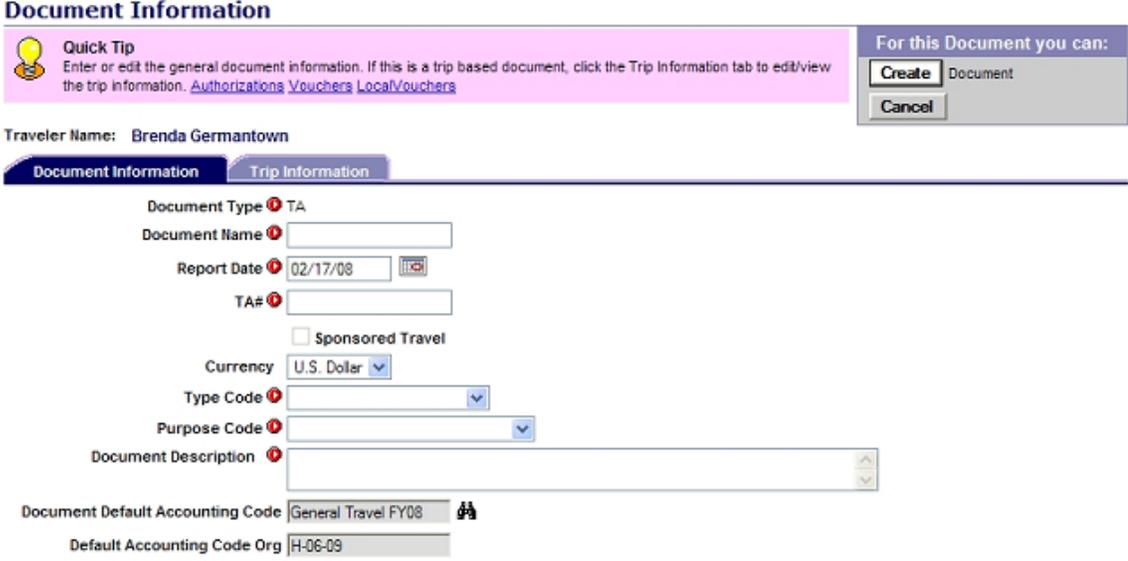
\$65 = Taxi Fare

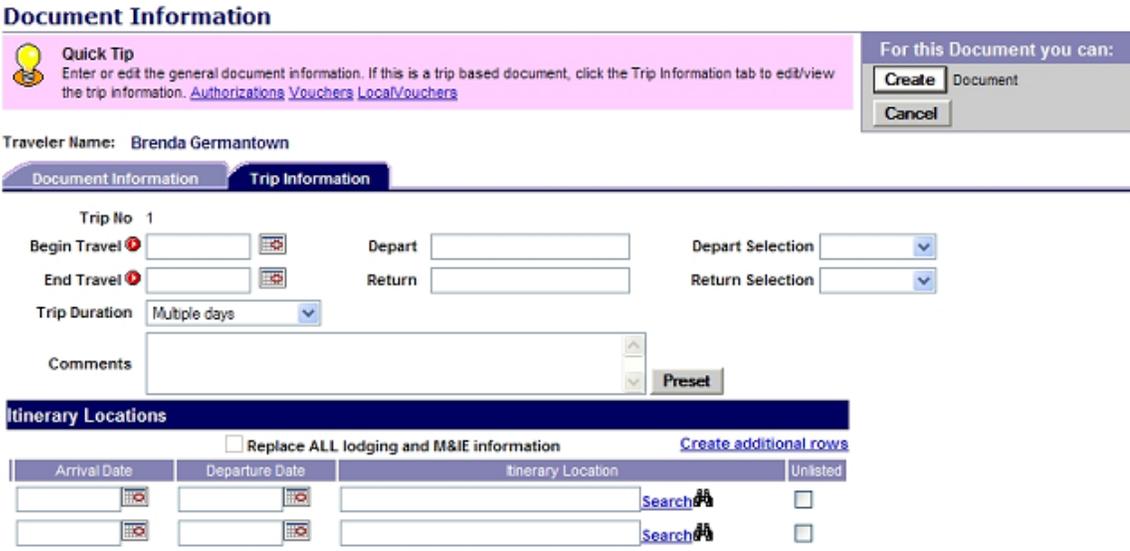
\$100 = Hotel Tax

### **Lodging/M&IE Expenses**

\$550 = Registration fee that includes lodging, two lunches and seminar fee which was prepaid using purchase card

<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>YFMLS0004</i></li> <li>➤ <b>TA#</b> = <i>YFMLS0004</i></li> <li>➤ <b>Type Code</b> = <i>1-SINGLE-DOMESTIC</i></li> <li>➤ <b>Purpose Code</b> = <i>6-NON-REPORTABLE CONFERENCE</i></li> <li>➤ <b>Document Description</b> = <i>To attend a conference in Boston, registration fee of \$550 pre-paid with purchase card includes lodging and two lunches.</i></li> </ul>

Step	Action												
3a	<p>Click on the <i>Trip Information</i> tab</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>Trip No 1</p> <p>Begin Travel <input type="text"/> <input type="button" value="Calendar"/> Depart <input type="text"/> Depart Selection <input type="button" value="v"/>  End Travel <input type="text"/> <input type="button" value="Calendar"/> Return <input type="text"/> Return Selection <input type="button" value="v"/>  Trip Duration: Multiple days <input type="button" value="v"/>  Comments <input type="text"/> <input type="button" value="Preset"/></p> <p><b>Itinerary Locations</b></p> <p><input type="checkbox"/> Replace ALL lodging and M&amp;IE information <a href="#">Create additional rows</a></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"/> <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="AA"/></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="AA"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <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>02/24/08</i></li> <li>➤ <b>Depart</b> = <i>RES</i></li> <li>➤ <b>End Travel</b> = <i>02/27/08</i></li> <li>➤ <b>Return</b> = <i>RES</i></li> </ul>	Arrival Date	Departure Date	Itinerary Location	Unlisted	<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="AA"/>	<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="AA"/>	<input type="checkbox"/>
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Step	Action						
3b	<p>The values selected in the Begin &amp; End Travel dates will automatically populate in the <b><i>Itinerary Location</i></b> area. The Arrival and Departure dates must be filled in prior to filling in the Itinerary Location. To enter the location:</p> <ul style="list-style-type: none"> <li>➤ Type in the field the name or partial name and click <b>Search</b></li> </ul> <p>This will bring up a drop-down listing of possible matches below the field.</p> <p>OR</p> <ul style="list-style-type: none"> <li>➤ Click the <b>Lookup</b>  icon</li> </ul> <p>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.</p> <ul style="list-style-type: none"> <li>➤ Select the one you want (<b>Boston, Massachusetts</b>)</li> <li>➤ Click the <b>Use</b> (<i>Location</i>) button</li> </ul> <p>The field will then be populated with the selection.</p> <div data-bbox="285 1024 1040 1087" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Arrival Date</td> <td style="width: 25%;">Departure Date</td> <td style="width: 50%;">Itinerary Location</td> </tr> <tr> <td>02/24/08 </td> <td>02/27/08 </td> <td>BOSTON.MA <span style="float: right;"><a href="#">Search</a> </span></td> </tr> </table> </div> <ul style="list-style-type: none"> <li>➤ Click the <b>Create</b> (<i>Document</i>) button</li> </ul>	Arrival Date	Departure Date	Itinerary Location	02/24/08 	02/27/08 	BOSTON.MA <span style="float: right;"><a href="#">Search</a> </span>
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02/24/08 	02/27/08 	BOSTON.MA <span style="float: right;"><a href="#">Search</a> </span>					
4	<p>Click on <b>DOC Conference</b> in the <b><i>Document Toolbar</i></b> to bring up the <b><i>DOC Conference</i></b> page</p> <div data-bbox="285 1276 1419 1738" style="border: 1px solid gray; padding: 10px; margin: 10px 0;"> <p><b>DOC Conference</b></p> <div style="display: flex; justify-content: space-between;"> <div style="background-color: #f0f0f0; padding: 5px; border: 1px solid gray;"> <p> <b>Quick Tip</b> NO TIP AVAILABLE FOR PROGRAM: noaainfo.w</p> </div> <div style="border: 1px solid gray; padding: 5px;"> <p><b>For this Page you can:</b></p> <p><b>Save</b> DOC Additional Information Updates</p> <p><b>Clear</b> Updates</p> </div> </div> <p><b>Criteria for Determining Purpose Code for Conferences and Training</b></p> <ol style="list-style-type: none"> <li>1. Does the Conference have a featured or keynote speaker from the Department of Commerce or any of its bureaus? <input style="float: right;" type="text"/></li> <li>2. Does the conference have staff from the Department of Commerce or any of its bureaus that are providing technical expertise (e.g., leading or participating in panel discussions, providing training, and/or presenting findings)? <input style="float: right;" type="text"/></li> <li>3. Is the Department of Commerce or any of its bureaus hosting/sponsoring the conference (e.g., providing meeting planning services, logistics, and/or providing support by staffing the conference)? <input style="float: right;" type="text"/></li> <li>4. Is the Department of Commerce or any of its bureaus providing direct funding towards the conference? <input style="float: right;" type="text"/></li> <li>5. Does the conference include internal DOC related Workshops? <input style="float: right;" type="text"/></li> <li>6. Is the conference a training session where staff from the Department of Commerce or any of its bureaus only attend (i.e., no other staff from other agencies) and will not participate in an official capacity? <input style="float: right;" type="text"/></li> <li>7. If the conference does NOT include training and does not fit under any of the criteria above, enter YES here to indicate 6-Non-Reportable Conference as the trip purpose. <input style="float: right;" type="text"/></li> </ol> </div>						

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	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ <i>A new requirement for conferences has been added in ITM 9.0 - Reportable or Non-Reportable Conferences.</i></li> <li>✓ <i>By answering the questions on the screen with a YES or NO, the system during the edit process will make the determination on whether the purpose type that was chosen was correct.</i></li> <li>✓ <i>If the incorrect purpose was chosen, the system will change it to the correct purpose type.</i></li> </ul>																											
4a	<p>Enter the following on the <b>DOC Conference</b> page:</p> <ol style="list-style-type: none"> <li>1. NO</li> <li>2. NO</li> <li>3. NO</li> <li>4. NO</li> <li>5. NO</li> <li>6. NO</li> <li>7. YES</li> </ol> <p>➤ Click <b>Save</b> (<i>Additional Information Updates</i>)</p>																											
5	<p>Click <b>Perform Pre-Audits</b> on the <b>Document Toolbar</b> to bring up <b>Pre-Audit Results</b> page</p> <div data-bbox="298 1226 1414 1675" style="border: 1px solid black; padding: 5px;"> <p><b>Pre-Audit Results for 8AACS0004</b></p> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="background-color: #f0f0f0; padding: 2px;">  <b>Quick Tip</b>            Click the Magnifying Glass icon to view detail comments for each audit process. <a href="#">more</a> </div> <div style="border: 1px solid gray; padding: 2px; background-color: #d0d0d0;"> <b>For this Document you can:</b>  <input type="button" value="Close"/> Pre-Audit Results         </div> </div> <p>Document Name: 8AACS0004        Type: TA        Traveler: Germantown, Brenda        Status: PASS</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #002060; color: white;"> <th colspan="3">Pre-Audit Results</th> </tr> <tr style="background-color: #d0d0d0;"> <th style="width: 60%;">Audit Process</th> <th style="width: 20%;">Status</th> <th style="width: 20%;">Comments</th> </tr> </thead> <tbody> <tr><td> ACCOUNT VALIDATION</td><td>PASS</td><td></td></tr> <tr><td> AMENDMENTS</td><td>PASS</td><td></td></tr> <tr><td> AMOUNT PAID TO TRAVELER</td><td>PASS</td><td></td></tr> <tr><td> APPROVAL BY TRAVELER</td><td>PASS</td><td></td></tr> <tr><td> DOC CONFERENCE VALIDATION</td><td>PASS</td><td></td></tr> <tr><td> UNIQUE TA NUMBER</td><td>PASS</td><td></td></tr> <tr><td> VALIDATE VNUM</td><td>PASS</td><td></td></tr> </tbody> </table> </div>	Pre-Audit Results			Audit Process	Status	Comments	 ACCOUNT VALIDATION	PASS		 AMENDMENTS	PASS		 AMOUNT PAID TO TRAVELER	PASS		 APPROVAL BY TRAVELER	PASS		 DOC CONFERENCE VALIDATION	PASS		 UNIQUE TA NUMBER	PASS		 VALIDATE VNUM	PASS	
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Step	Action			
6a	<b>Date</b>	<b>Expense Description</b>	<b>Expense Category</b>	<b>Cost</b>
	2/24/08	Lodging	Lodging-PerDiem	See 6c
	➤ Click the <b>Save</b> ( <i>Expense Changes</i> ) button when completed			
6b	<p>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> <p><b>Expense Details for COM. CARRIER 03/24/2008</b></p> <div data-bbox="289 632 1419 1050"> <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><b>For this page you can:</b>  <input type="button" value="Use"/> Expense Detail Updates  <input type="button" value="Close"/> without Saving Expense Details</p> <p><b>General Details</b>   <b>Ticketed Transportation Details</b></p> <p>Expense Date: 03/24/2008   Payment Method: AGENCY CARD  Expense Cost: [ ] USD   <input type="checkbox"/> Reimbursable <input type="checkbox"/> Taxable  Quantity: [ ] Rate: [ ]   Vendor: [ ]  Expense Category: COM. CARRIER   Accounting Code: H-06-09/General Travel FY08  Expense Description: Airline Flight  Comments: [ ]</p> </div> <p>➤ Click on the <b>Ticketed Transportation Details</b> tab</p> <div data-bbox="289 1163 1419 1449"> <p><b>General Details</b>   <b>Ticketed Transportation Details</b></p> <p>Ticket No: See Attached Ticket 1   Depart From: [ ]  Dep Date: [ ]   Arrive At: [ ]  Issue Date: [ ]  Ticket Date: 07/29/2008   Confirmation No: [ ]  Class: [ ]  Ticket Value: 0.00   Carrier: [ ]  Contract Fare: 0.00   Contract Carrier: [ ]</p> </div> <p>➤ Enter <i>Class (YCA)</i>  ➤ Enter <i>Ticket Value (\$415.00)</i>  ➤ Click on the <b>Use</b> (<i>Expense Details Update</i>) button</p>			

Step	Action
6c	<p>To enter the actual lodging cost information, click on the <b>Show Expense Details</b>  icon. This will bring up a new window.</p> <p><b>Expense Details for Lodging-PerDiem 02/24/2008</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><b>For this page you can:</b>  <input type="button" value="Use"/> Expense Detail Updates  <input type="button" value="Close"/> without Saving Expense Details</p> <p><b>General Details</b>   <b>Lodging Details</b></p> <p>Expense Date: 02/24/2008  Expense Cost: 0.00 USD Allowed: 127.00  Quantity:      Rate:        Expense Category: Lodging-PerDiem  Expense Description: Lodging  Comments: <input type="text"/></p> <p>Payment Method: GOVCC  Vendor: <input type="text"/>  Accounting Code: H-06-09/General Travel FY08  <input checked="" type="checkbox"/> Reimbursable   <input type="checkbox"/> Taxable</p> <p>➤ Enter <b>0</b> in the <b>Expense Cost</b> field  ➤ Click the <b>Lodging Details</b> tab</p>
6d	<p><b>Expense Details for Lodging-PerDiem 02/24/2008</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><b>For this page you can:</b>  <input type="button" value="Use"/> Expense Detail Updates  <input type="button" value="Close"/> without Saving Expense Details</p> <p><b>General Details</b>   <b>Lodging Details</b></p> <p><input type="checkbox"/> Conference Allowance  Conference %: <input type="text"/>  Conference Rate: 0.00  Conference Description: <input type="text"/>  Sponsoring Agency: <input type="text"/></p> <p>Meals Provided:  <input type="checkbox"/> Breakfast  <input checked="" type="checkbox"/> Lunch  <input type="checkbox"/> Dinner</p> <p>M&amp;IE Override:  Quarters: <input type="text"/>  M&amp;IE Amount: <input type="text"/></p> <p>Leave Data:  <input checked="" type="radio"/> None      Hours: <input type="text" value="0.00"/>  <input type="radio"/> Annual  <input type="radio"/> Other</p> <p>➤ Click the <b>Lunch</b> checkbox in the <b>Meal Provided</b> area  ➤ Click <input type="button" value="Use"/> (<i>Expense Detail Updates</i>)</p>
6e	<p>On the <b>Enter/Edit Expenses</b> page scroll to the right and in the same line you just added the actual expense</p> <p>➤ Enter <b>2/26/08</b> in the <b>Copy Through</b> field  ➤ Click the <input type="button" value="Save"/> (<i>Expense Changes</i>) button when completed</p>

Step	Action
	<p><i>Note: The Copy Through field will not only copy the cost but it will also copy any of the details you added on the Detail window.</i></p>
7	<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>
8	<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>
9	<p>Click on <b>Preview Document</b> in the <i>Document Toolbar</i> to have a new window open with the print preview of your travel document.</p>
10	<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 <b>Signed</b> in the <b>Status to Apply</b> field.</p> <ul style="list-style-type: none"> <li>➤ Enter your <b>Signature PIN</b></li> <li>➤ Enter your <b>Remarks (Registration fee paid by purchase card includes lodging, lunches and seminar fee.)</b></li> <li>➤ Click the <b>Stamp</b> (and Submit Document) 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 <b>Home</b> page.</p>