

Exercise #8a: Travel Authorization (Conference Lodging Allowance/Indicate Annual Leave)

- Objectives:**
- Create a travel authorization where conference lodging is allowed
 - Understand the new conference requirements
 - Understand how to indicate Annual Leave

Notes: *This exercise covers how to create an authorization for a government sponsored conference using the conference lodging allowance.*

It also covers how to incorporate annual leave or non-duty days in conjunction with official travel. No lodging and M&IE allowances are paid on days when annual/non-duty leave exceeds 4 hours.

When the travel authorization has leave scheduled at the beginning or end of the trip, it is recommended that the ¾ allowance for the first/last day of the trip be reflected on the dates the traveler would have actually traveled if the annual leave/non-duty days had not been taken.

Instructions: Execute the following steps:

You have been instructed to attend a government sponsored conference in Hilton Head, SC on Thursday, March 27th. You have decided to take 8 hours of annual leave on Friday, March 28th and travel back on Saturday the 29th. Your authorization will need to include the following costs:

Estimated Expenses

\$375.00 = Round-trip air fare

\$22.25 = Transaction Fee

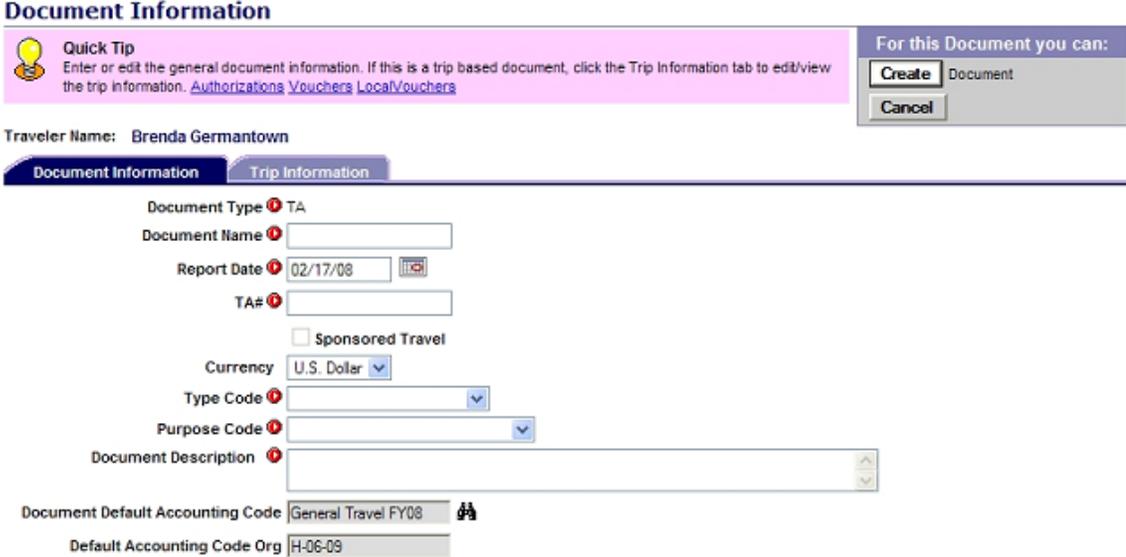
\$65= Taxi Fare

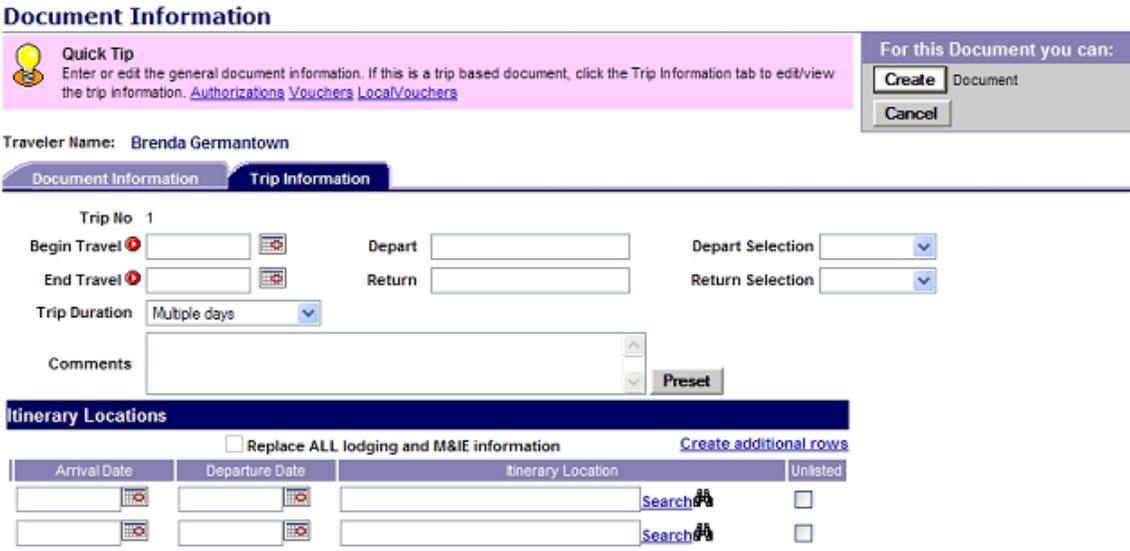
\$100 = Hotel Tax

Lodging/M&IE Expenses

The estimated lodging for each night of the conference is \$85, not to exceed 115% of the maximum lodging rate for Hilton Head, SC as designed by the your agency.

Step	Action
1	From the Home page: ➤ Click Create New Document from the Document Toolbar

Step	Action
2	<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 TA ➤ Click the Create (this Document) button
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"> ➤ Document Name = <i>YFMLS0005</i> ➤ TA# = <i>YFMLS0005</i> ➤ Type Code = <i>1-SINGLE-DOMESTIC</i> ➤ Purpose Code = <i>5- REPORTABLE CONFERENCE</i> ➤ Document Description = <i>Attending Gov't sponsored conference in Hilton Head, SC</i>

Step	Action												
3a	<p>Click on the <i>Trip Information</i> tab</p>  <p>Document Information</p> <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> <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>Document Information Trip Information</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: <input type="button" value="Multiple days"/> <input type="button" value="v"/></p> <p>Comments <input type="text"/> <input type="button" value="Preset"/></p> <p>Itinerary Locations</p> <p><input type="checkbox"/> Replace ALL lodging and M&IE information Create additional rows</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"> ➤ Begin Travel = 03/26/08 ➤ Depart = RES ➤ End Travel = 03/29/08 ➤ Return = RES 	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 & End Travel dates will automatically populate in the <i>Itinerary Location</i> 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"> ➤ Type in the field the name or partial name and click Search <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"> ➤ Click the Lookup  icon <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"> ➤ Select the one you want (Hilton Head, South Carolina) ➤ Click the <input type="button" value="Use"/> (<i>Location</i>) button <p>The field will then be populated with the selection.</p> <ul style="list-style-type: none"> ➤ Click the <input type="button" value="Create"/> (<i>Document</i>) button
4	<p>Click on DOC Conference in the <i>Document Toolbar</i> to bring up the <i>DOC Conference</i> page</p> <div data-bbox="289 1171 1419 1633" style="border: 1px solid black; padding: 5px;"> <p>DOC Conference</p> <div style="display: flex; justify-content: space-between;"> <div style="background-color: #f0f0f0; padding: 5px;">  Quick Tip NO TIP AVAILABLE FOR PROGRAM: noaainfo.w </div> <div style="background-color: #d0d0d0; padding: 5px; border: 1px solid black;"> For this Page you can: <input type="button" value="Save"/> DOC Additional Information Updates <input type="button" value="Clear"/> Updates </div> </div> <hr/> <p>Criteria for Determining Purpose Code for Conferences and Training</p> <ol style="list-style-type: none"> 1. Does the Conference have a featured or keynote speaker from the Department of Commerce or any of its bureaus? <input style="width: 100px;" type="text"/> 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="width: 100px;" type="text"/> 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="width: 100px;" type="text"/> 4. Is the Department of Commerce or any of its bureaus providing direct funding towards the conference? <input style="width: 100px;" type="text"/> 5. Does the conference include internal DOC related Workshops? <input style="width: 100px;" type="text"/> 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="width: 100px;" type="text"/> 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="width: 100px;" type="text"/> </div>

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	<p>Notes:</p> <ul style="list-style-type: none"> ✓ <i>A new requirement for conferences has been added in ITM 9.0 - Reportable or Non-Reportable Conferences.</i> ✓ <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> ✓ <i>If the incorrect purpose was chosen, the system will change it to the correct purpose type.</i> 																											
4a	<p>Enter the following on the DOC Conference page:</p> <ol style="list-style-type: none"> 1. YES 2. YES 3. YES 4. NO 5. NO 6. NO 7. NO <p>➤ Click Save (<i>Additional Information Updates</i>)</p>																											
5	<p>Click Perform Pre-Audits on the Document Toolbar to bring up Pre-Audit Results page</p> <div data-bbox="289 1224 1419 1675" style="border: 1px solid black; padding: 5px;"> <p>Pre-Audit Results for 8AACS0005</p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 70%;"> <p> Quick Tip Click the Magnifying Glass icon to view detail comments for each audit process. more</p> <p>Document Name: 8AACS0005 Type: TA Traveler: Germantown, Brenda Status: PASS</p> </div> <div style="width: 25%; border: 1px solid gray; padding: 2px;"> <p>For this Document you can:</p> <p>Close Pre-Audit Results</p> </div> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #002060; color: white;"> <th colspan="3">Pre-Audit Results</th> </tr> <tr style="background-color: #cccccc;"> <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	Date	Expense Description	Expense Category	Cost
	3/26/08	Lodging	Lodging-PerDiem	See 6c/6d/6f
	<ul style="list-style-type: none"> ➤ Click the <input type="button" value="Save"/> (<i>Expense Changes</i>) button when completed 			
6b	<p>To enter the cost and ticket information for the Airline Flight, click on the Show Expense Details  icon. This will bring up a new window.</p> <ul style="list-style-type: none"> ➤ Click on the Ticketed Transportation Details tab ➤ Enter <i>Class (YCA)</i> ➤ Enter <i>Ticket Value (\$375.00)</i> ➤ Click on the <input type="button" value="Use"/> (<i>Expense Details Update</i>) button 			
6c	<p>To enter the actual lodging cost information, click on the Show Expense Details  icon on the first line of lodging expenses. This will bring up a new window.</p> <ul style="list-style-type: none"> ➤ Enter <i>85</i> in the Expense Cost field ➤ Click the <i>Lodging Details</i> tab ➤ Click the <i>Conference Allowance</i> checkbox ➤ Enter <i>115%</i> in the Conference% field ➤ Enter <i>OAR Conference</i> in the Conference Description field ➤ Enter <i>OAR/DOC</i> in the Sponsoring Agency field ➤ Click <input type="button" value="Use"/> (<i>Expense Detail Updates</i>) <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>Expense Details for Lodging-PerDiem 03/28/2008</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p> Quick Tip 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> </div> <div style="width: 35%; border: 1px solid gray; padding: 5px;"> <p>For this page you can:</p> <p><input type="button" value="Use"/> Expense Detail Updates</p> <p><input type="button" value="Close"/> without Saving Expense Details</p> </div> </div> <div style="display: flex; margin-top: 10px;"> <div style="width: 60%; border: 1px solid gray; padding: 5px;"> <p>General Details Lodging Details</p> <p><input checked="" type="checkbox"/> Conference Allowance</p> <p>Conference % <input type="text" value="115"/></p> <p>Conference Rate 88.55</p> <p>Conference Description <input type="text" value="OAR Conferece"/></p> <p>Sponsoring Agency <input type="text" value="OAR/DOC"/></p> </div> <div style="width: 35%; border: 1px solid gray; padding: 5px;"> <p>Leave Data</p> <p><input checked="" type="radio"/> None Hours <input type="text" value="0.00"/></p> <p><input type="radio"/> Annual</p> <p><input type="radio"/> Other</p> </div> </div> <div style="display: flex; margin-top: 10px;"> <div style="width: 45%; border: 1px solid gray; padding: 5px;"> <p>Meals Provided</p> <p><input type="checkbox"/> Breakfast</p> <p><input type="checkbox"/> Lunch</p> <p><input type="checkbox"/> Dinner</p> </div> <div style="width: 50%; border: 1px solid gray; padding: 5px;"> <p>M&E Override</p> <p>Quarters <input type="text"/></p> <p>M&E Amount <input type="text"/></p> </div> </div> </div>			

Step	Action
6d	<p>On the <i>Enter/Edit Expenses</i> page scroll to the right and in the same line you just added the actual expense</p> <ul style="list-style-type: none"> ➤ Enter 3/27/08 in the Copy Through field ➤ Click the Save (<i>Expense Changes</i>) button when completed <p>Note: The <i>Copy Through</i> field will not only copy the cost but it will also copy any of the details you added on the <i>Detail</i> window.</p>
6e	<p>To enter the annual leave information, click on the Show Expense Details  icon on the line of the date you will be taking annual leave. This will bring up a new window.</p> <ul style="list-style-type: none"> ➤ Enter 0 in the Expense Cost field ➤ Click the Lodging Details tab ➤ Click the Annual radio button in the Leave Data area ➤ Enter/Verify 8 in the Hours field in the Leave Data area ➤ Enter 0 in the Quarters field in the M&IE Override area ➤ Click Use (<i>Expense Detail Updates</i>) <div data-bbox="289 978 1425 1499" style="border: 1px solid black; padding: 5px;"> <p>Expense Details for Lodging-PerDiem 03/28/2008</p> <div style="display: flex; justify-content: space-between;"> <div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc;"> <p>Quick Tip 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> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>For this page you can:</p> <p>Use Expense Detail Updates</p> <p>Close without Saving Expense Details</p> </div> </div> <div style="display: flex; margin-top: 10px;"> <div style="flex: 1; border: 1px solid #ccc; padding: 5px;"> <p>General Details Lodging Details</p> <p><input type="checkbox"/> Conference Allowance</p> <p>Conference % <input type="text"/></p> <p>Conference Rate 0.00</p> <p>Conference Description <input type="text"/></p> <p>Sponsoring Agency <input type="text"/></p> </div> <div style="flex: 1; border: 1px solid #ccc; padding: 5px;"> <p>Leave Data</p> <p><input type="radio"/> None Hours <input type="text" value="8.00"/></p> <p><input checked="" type="radio"/> Annual</p> <p><input type="radio"/> Other</p> </div> </div> <div style="display: flex; margin-top: 10px;"> <div style="flex: 1; border: 1px solid #ccc; padding: 5px;"> <p>Meals Provided</p> <p><input type="checkbox"/> Breakfast</p> <p><input type="checkbox"/> Lunch</p> <p><input type="checkbox"/> Dinner</p> </div> <div style="flex: 1; border: 1px solid #ccc; padding: 5px;"> <p>M&IE Override</p> <p>Quarters <input type="text" value="0"/></p> <p>M&IE Amount <input type="text"/></p> </div> </div> </div>
7	<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
8	<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

Step	Action
9	Click on Preview Document in the <i>Document Toolbar</i> to have a new window open with the print preview of your travel document.
10	<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 (Registration fee paid by purchase card includes lodging, lunches and seminar fee.)</i> ➤ Click the  (and <i>Submit Document</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>