Exercise #9a: Travel Authorization (Award Ceremony Allowance)

Objectives:

- Create a travel authorization using the award ceremony allowance

Notes:

This exercise covers how to create an authorization for the traveler (award recipient) and an individual of traveler's choice to attend an awards ceremony.

The Department of Commerce Travel Handbook, section 301-1.102(b)(8) states that travel and per diem (Lodging plus Meals and Incidental Expenses (M&IE)) expenses may be provided to a Departmental award recipient for attendance at a major award ceremony (e.g., Presidential award ceremony, the Department's annual award ceremony, or a prestigious honorary award ceremony sponsored by a non-Federal organization). In addition, bureaus may provide reimbursement of travel and per diem expenses for one individual traveler of the award recipient's choosing. This person can be a family member or another person whose close association with the employee is the equivalent of a family relationship.

This section goes on to state that one travel authorization (order) shall be issued that covers both the employee and the additional traveler and that the employee will be responsible for submitting a travel voucher to obtain reimbursement for the travel costs of themselves and the additional person.

In addition, the NOAA Travel Handbook, section 301-2.5(s) states that the only officials with authority to approve travel to an award ceremony are the Under Secretary and Administrator, Assistant Secretary and Deputy Administrator, and the Deputy Under Secretary.

In Travel Manager, you must first find the per diem rate authorized for the award ceremony location and manually calculate the per diem amount for both travelers. Both the employee and guest are entitled to the full daily Lodging amount for each day of the trip with the exception of the last day where they are entitled to none. On the first and last day of the trip both the employee and guest are only entitled to 75% of the M&IE amount and all days in between they are entitled to the full M&IE amount.

Instructions: Execute the following steps:

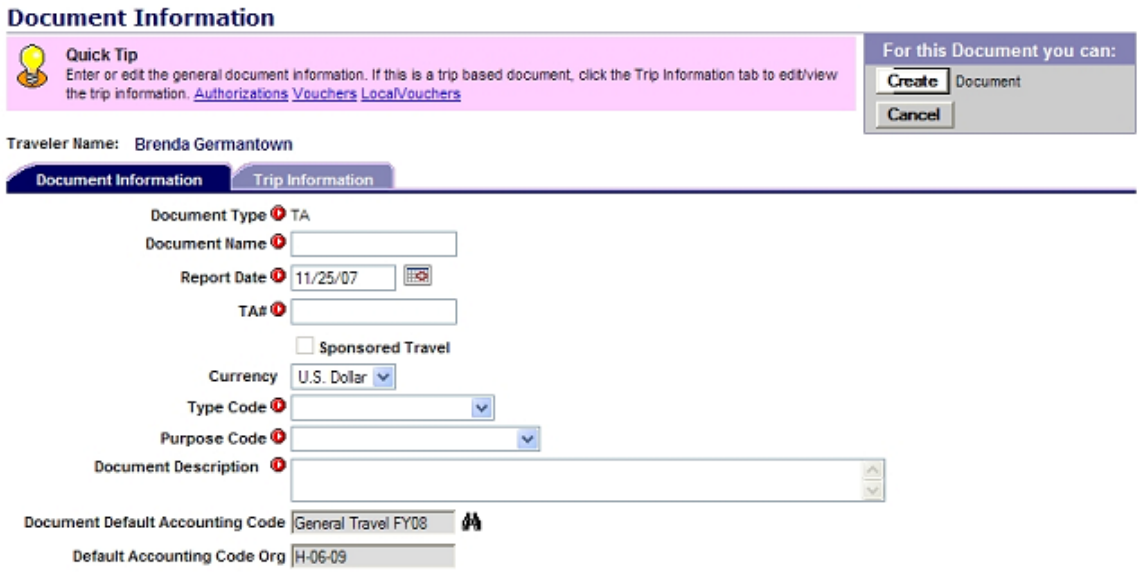
You are an award recipient. You and a guest have been invited to attend the Department's annual award ceremony in Orlando, FL on December 4, 2008

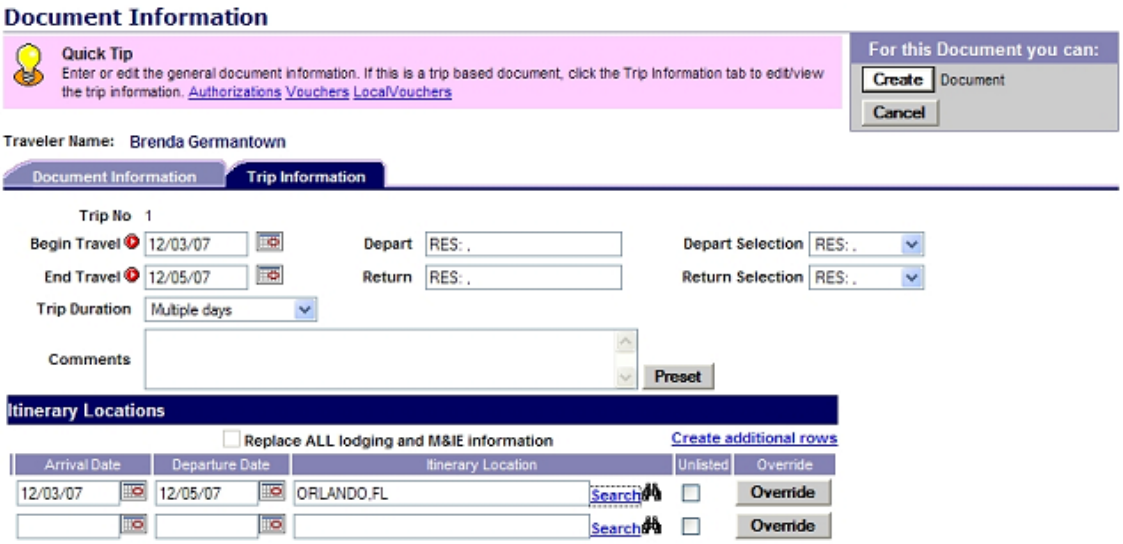
Estimated Expenses
$295.00 = Round-trip air fare per person
$22.25 = Transaction Fee per person
$30 = Parking
$65= Taxi Fare
$50 = Hotel Tax per person

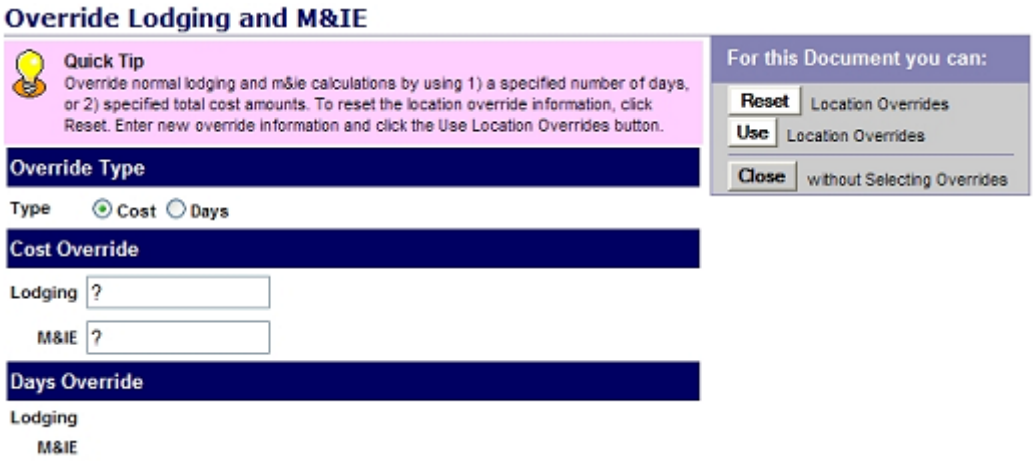
Lodging Expenses
$380 for both traveler and guest

M&IE Expenses
$230 for both the traveler and guest

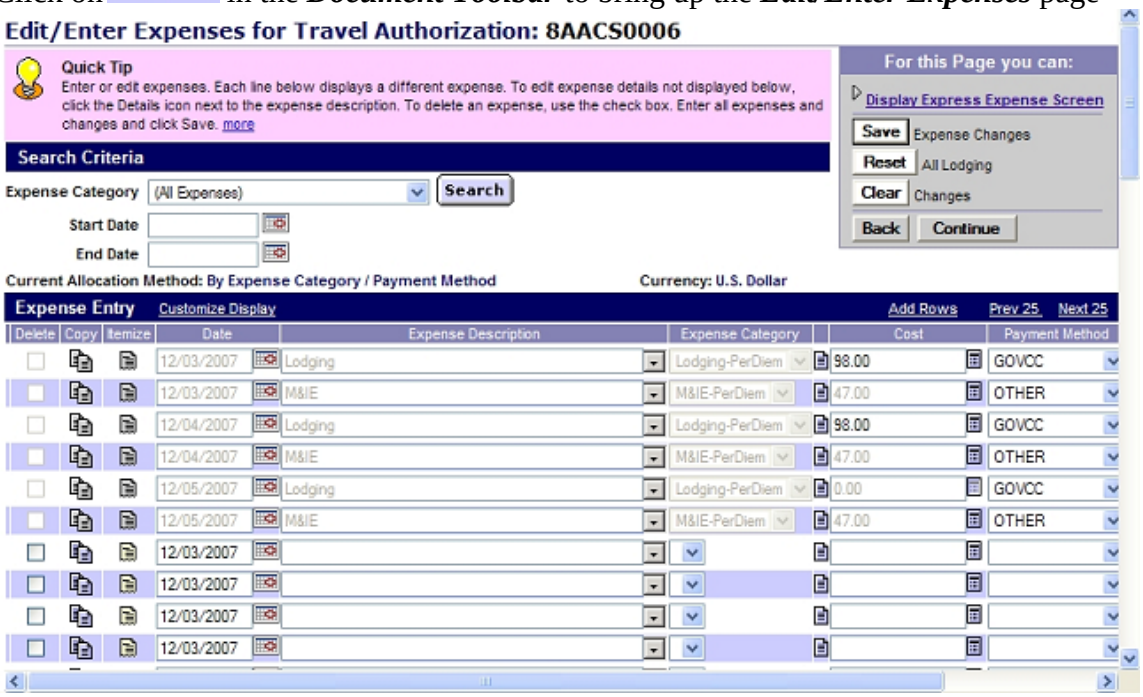
Step	Action
1	From the ***Home*** page: ➢ Click Create New Document from the ***Document Toolbar***
2	The ***New Document Page*** appears. For a traveler, the information for the Vendor Number and Traveler name will automatically fill in. ➢ Click on the **Document Type** drop-down listing and select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

Step	Action
3	The ***Document Information*** page appears with the ***Document Information*** tab highlighted and fields displaying.  Enter the following information: ➢ **Document Name** = ***YFMLS0006*** ➢ **TA#** = ***YFMLS0006*** ➢ **Type Code** = ***1-OVERRIDE-DOMESTIC*** ➢ **Purpose Code** = ***9-OTHER (See below)*** ➢ **Document Description** = ***To attend Department's annual awards ceremony in Orlando, FL. Invited guest Cynthia Germantown (sister).***

Step	Action
3a	Click on the ***Trip Information*** tab  Enter the following information in the top part of the screen: ➢ **Begin Travel** = ***12/3/07*** ➢ **Depart** = ***RES*** ➢ **End Travel** = ***12/5/07*** ➢ **Return** = ***RES***

Step	Action
3b	The values selected in the Begin & End Travel dates will automatically populate in the ***Itinerary Location*** area. The Arrival and Departure dates must be filled in prior to filling in the Itinerary Location. To enter the location: ➢ Type in the field the name or partial name and click **Search** This will bring up a drop-down listing of possible matches below the field. OR ➢ Click the **Lookup** icon 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. ➢ Select the one you want (**Orlando, Florida**) ➢ Click the Use *(Location)* button The field will then be populated with the selection.
3c	➢ Click the Override button  ➢ Enter ***380*** in the **Lodging** field in ***Cost Override*** area ➢ Enter ***230*** in the **M&IE** field in ***Cost Override*** area ➢ Click Use *(Location Overrides)* button ➢ Click the Create *(Document)* button

Step	Action
4	Click on Expenses in the ***Document Toolbar*** to bring up the ***Edit/Enter Expenses*** page



Note: *The Edit/Enter Expense page will appear to have individual Lodging and M&IE expenses listed on it. Because we chose to override the lodging and M&IE costs, the system will show our entered override costs on the Total page.*

4a Enter the following information:

Date	Expense Description	Expense Category	Cost
12/3/07	Airline Flight	Com. Carrier (fills in)	See 4b
12/3/07	TMC Transaction Fees	Transaction Fees (fills in)	$44.50
12/3/07	Taxi	Transport (fills in)	$65.00
12/3/07	Hotel Tax	Lodging Tax (fills in)	$100.00
12/3/07	Parking	Other Travel (fills in)	$30.00

➢ Click the Save *(Expense Changes)* button when completed

Step	Action
4b	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. ➢ Click on the **Ticketed Transportation Details** tab ➢ Enter ***Class (YCA)*** ➢ Enter ***Ticket Value ($590.00)*** ➢ Click on the Use *(Expense Details Update)* button
5	Click on Accounting in the ***Document Toolbar*** to open up the ***Available Accounting Code*** page. ➢ Verify the correct ACCS is assigned ➢ Make changes where necessary
6	Click on Totals in the ***Document Toolbar*** to open up the ***Total Details*** page **Total Details for 8AACS0006** Quick Tip Click the View Advances for Document link to add or update an advance. more For this Document you can: View Advances for Document Back Continue **Currency:** U.S. Dollar **Total Estimated Expenses:** 1,439.50 **Computed Advance Authorized:** 350.00 **Advance Requested:** 0.00 **Expense Category Details** Expense Category | Payment Method | Organization | Accounting Code Label | Amount COM. CARRIER | AGENCY CARD | H-06-09 | General Travel FY08 | 590.00 LODGING TAX | GOVCC | H-06-09 | General Travel FY08 | 100.00 LODGING-PERDIEM | GOVCC | H-06-09 | General Travel FY08 | 380.00 M&IE-PERDIEM | OTHER | H-06-09 | General Travel FY08 | 230.00 OTHER TRAVEL | OTHER | H-06-09 | General Travel FY08 | 30.00 TRANSACTION FEES | AGENCY CARD | H-06-09 | General Travel FY08 | 44.50 Transport | OTHER | H-06-09 | General Travel FY08 | 65.00 **Expense Category Advance Details** Expense Category | Advance M&IE-PERDIEM | 230.00 OTHER TRAVEL | 30.00 Transport | 65.00
7	Click on Preview Document in the ***Document Toolbar*** to have a new window open with the print preview of your travel document.

Step	Action
8	Click on Document Status in the ***Document Toolbar*** to open up the ***Status*** page. The page will default with ***Signed*** in the **Status to Apply** field. ➢ Enter your ***Signature PIN*** ➢ Enter your ***Remarks*** ➢ Click the Stamp *(and Submit Document)* button The document will then be routed to the first level of the electronic approval process and you will be taken back to the ***Home*** page.