

Exercise #2a: Travel Authorization (Editing Traveler Information)

- Objectives:**
- Create a new travel authorization
 - Edit traveler information

Notes: *This exercise covers how to create a basic travel authorization to a single location. It also covers editing the traveler information.*

Instructions: Execute the following steps:

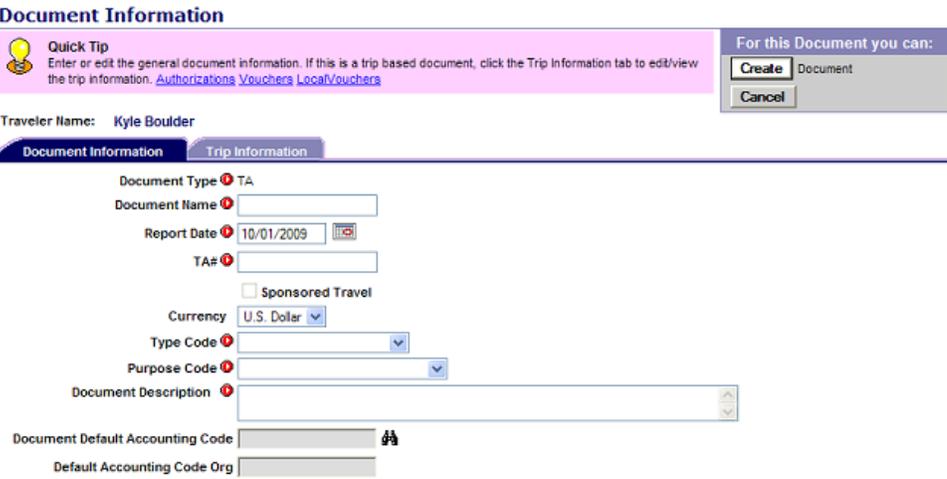
You have been instructed to attend a training class in Chicago, IL. The class dates are the June 24th and 25th. You will have two travel days on either side of the training. Your POV costs will include a person taking you to the airport and picking you up. Since this is the first authorization you are completing, you will have to enter some basic traveler information. Your authorization will need to include the following costs:

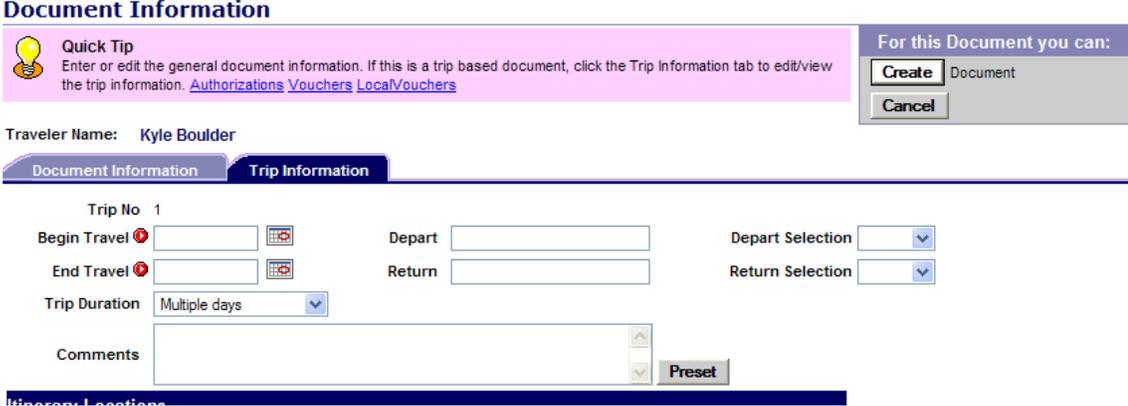
Estimated Expenses

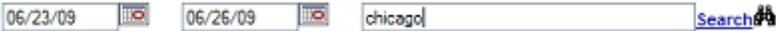
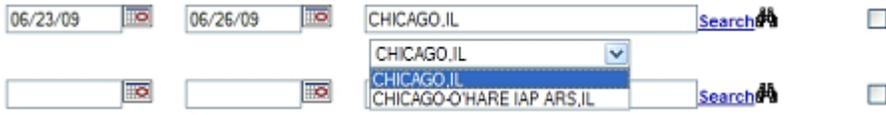
- \$225.00 = Round-trip air fare
- \$23.01 = Transaction Fee
- 73 miles one way to airport using private vehicle (POV)
- \$300 for Rental Car
- \$65 for Rental Car Gas
- \$30 for Parking
- \$50 for Hotel Tax

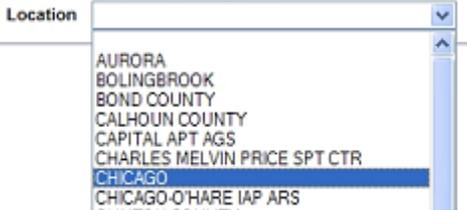
Step	Action
1	<p>From the <i>Home</i> screen:</p> <p>➤ Click Create New Document from the <i>Document Toolbar</i></p>
2a	<p>The <i>New Document</i> screen appears.</p> <p>For a Traveler, the information for the Vendor Number and Traveler name will automatically fill in.</p>  <p>➤ Click on the Document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

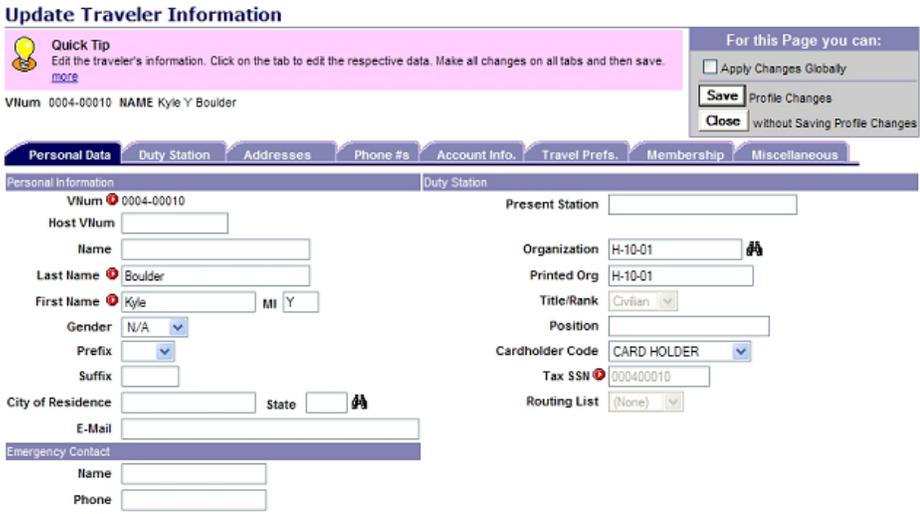
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2b	<p>For a Group Administrator, you will need to select a traveler by clicking on the Lookup icon  by either the VNum or Traveler Name field.</p> <div data-bbox="295 401 948 590"> <p>New Document</p> <p> Quick Tip To select a traveler, click on the VNum or Traveler Name lookup button. more</p> <p>VNum <input type="text"/> </p> <p>Traveler Name <input type="text"/>  <small>(Enter last name and click lookup)</small></p> </div>																																																																																												
2c	<p>If you chose VNum lookup icon, you will get a list of travelers you have access to showing in vendor number order.</p> <div data-bbox="289 747 1170 1188"> <p>Enter Search Criteria</p> <p>VNum <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Cancel"/></p> <p>Search Results Click on an entry to select it</p> <p>Search Results Prev 20 Next 20</p> <table border="1"> <thead> <tr> <th>VNum</th> <th>Last Name</th> <th>First Name</th> <th>MI</th> </tr> </thead> <tbody> <tr><td>0004-00001</td><td>Boulder</td><td>Pam</td><td>A</td></tr> <tr><td>0004-00002</td><td>Boulder</td><td>James</td><td>A</td></tr> <tr><td>0004-00003</td><td>Boulder</td><td>Phyllis</td><td>H</td></tr> <tr><td>0004-00004</td><td>Boulder</td><td>Helen</td><td>E</td></tr> <tr><td>0004-00005</td><td>Boulder</td><td>John</td><td>O</td></tr> <tr><td>0004-00006</td><td>Boulder</td><td>Tod</td><td>O</td></tr> <tr><td>0004-00007</td><td>Boulder</td><td>Donald</td><td>O</td></tr> <tr><td>0004-00008</td><td>Boulder</td><td>Eleanor</td><td>L</td></tr> <tr><td>0004-00009</td><td>Boulder</td><td>Stacey</td><td>T</td></tr> <tr><td>0004-00010</td><td>Boulder</td><td>Kyle</td><td>Y</td></tr> <tr><td>0004-00011</td><td>Boulder</td><td>Carly</td><td>A</td></tr> </tbody> </table> </div> <p>If you chose Traveler Name, you will get a list of travelers you have access to showing in alphabetical order.</p> <div data-bbox="289 1339 1170 1759"> <p>Enter Search Criteria</p> <p>Last Name <input type="text" value="Boulder"/> <input type="button" value="Search"/> <input type="button" value="Cancel"/></p> <p>Search Results Click on an entry to select it</p> <p>Search Results Prev 20 Next 20</p> <table border="1"> <thead> <tr> <th>Last Name</th> <th>First Name</th> <th>MI</th> <th>VNum</th> </tr> </thead> <tbody> <tr><td>Boulder</td><td>Carly</td><td>A</td><td>0004-00011</td></tr> <tr><td>Boulder</td><td>Darin</td><td>A</td><td>0004-00028</td></tr> <tr><td>Boulder</td><td>James</td><td>A</td><td>0004-00002</td></tr> <tr><td>Boulder</td><td>Mackenzie</td><td>A</td><td>0004-00013</td></tr> <tr><td>Boulder</td><td>Nadine</td><td>A</td><td>0004-00015</td></tr> <tr><td>Boulder</td><td>Pam</td><td>A</td><td>0004-00001</td></tr> <tr><td>Boulder</td><td>Tayna</td><td>A</td><td>0004-00025</td></tr> <tr><td>Boulder</td><td>Warren</td><td>A</td><td>0004-00026</td></tr> <tr><td>Boulder</td><td>Deanna</td><td>E</td><td>0004-00029</td></tr> <tr><td>Boulder</td><td>Helen</td><td>E</td><td>0004-00004</td></tr> </tbody> </table> </div> <p>In either case, click on the VNum to select your traveler.</p>	VNum	Last Name	First Name	MI	0004-00001	Boulder	Pam	A	0004-00002	Boulder	James	A	0004-00003	Boulder	Phyllis	H	0004-00004	Boulder	Helen	E	0004-00005	Boulder	John	O	0004-00006	Boulder	Tod	O	0004-00007	Boulder	Donald	O	0004-00008	Boulder	Eleanor	L	0004-00009	Boulder	Stacey	T	0004-00010	Boulder	Kyle	Y	0004-00011	Boulder	Carly	A	Last Name	First Name	MI	VNum	Boulder	Carly	A	0004-00011	Boulder	Darin	A	0004-00028	Boulder	James	A	0004-00002	Boulder	Mackenzie	A	0004-00013	Boulder	Nadine	A	0004-00015	Boulder	Pam	A	0004-00001	Boulder	Tayna	A	0004-00025	Boulder	Warren	A	0004-00026	Boulder	Deanna	E	0004-00029	Boulder	Helen	E	0004-00004
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Step	Action
	<p>Note: You can do searches on either vendor numbers or last names by typing them in the fields provided and clicking SEARCH.</p>
<p>2d</p>	<p>The New Document screen appears with your traveler's name and vendor number filled in.</p>  <ul style="list-style-type: none"> ➤ Click on the Document Type drop-down listing and select TA ➤ Click the Create (<i>this Document</i>) button
<p>3</p>	<p>The Document Information screen appears with the Document Information tab highlighted and fields displaying.</p>  <p>Enter the following information:</p> <ul style="list-style-type: none"> ➤ Document Name = <i>Same as TA#</i> ➤ TA# = <i>Use the first one listed on your sheet</i> ➤ Type Code = 1-SINGLE-DOMESTIC ➤ Purpose Code = 3-TRAINING ATTENDANCE ➤ Document Description = <i>To attend training in Chicago, IL</i> <p>Note: NOAA Travel Regulations (NTR), sections 301-2.1(n)(p)(q) explains about the Production travel authorization numbers.</p>

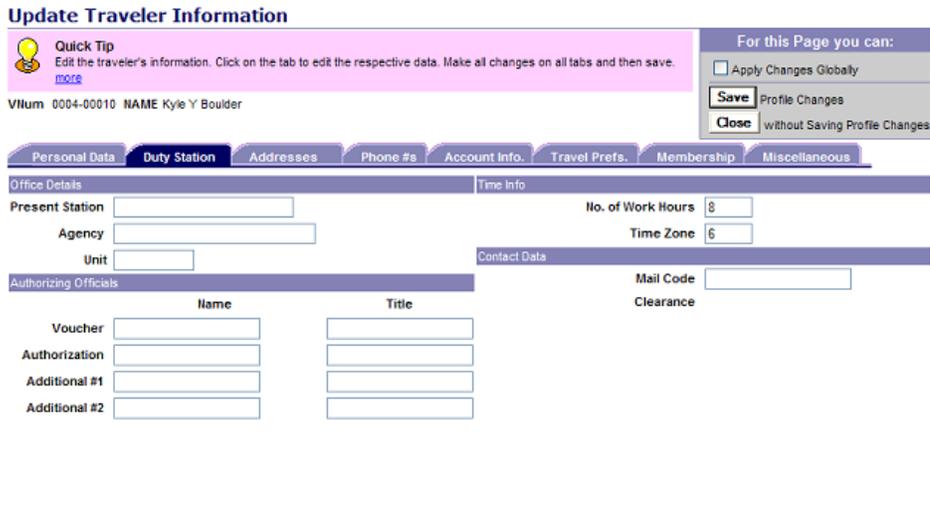
Step	Action
<p>4a</p>	<p>Click on the Trip Information tab. If you click the Create button prior to clicking the tab you will receive an error message, click OK and it will take you to this tab.</p>  <p>Enter the following information in the top part of the screen:</p> <ul style="list-style-type: none"> ➤ Begin Travel = 06/23/## ➤ Depart = RES ➤ End Travel = 06/26/## ➤ Return = RES <p><i>Notes: The Depart & Return fields have a drop-down list to the right of them. Use a value contained in the drop-down list to populate the Depart & Return fields.</i></p> <p><i>These fields will not be populated until some traveler information is added and saved to the traveler's profile.</i></p>
<p>4b</p>	<p>The values selected in the Begin & End Travel dates will automatically populate in the Itinerary Location area. These dates must be filled in prior to filing in the Itinerary Location field.</p>  <p><i>Notes: If a mistake is made under the Begin/End Travel fields, the same mistake will show on the Arrival/Departure Date fields. You will have to manually change each field.</i></p> <p><i>When attempting to correct the Arrival/Departure Date fields, another line will appear below with the correct dates, just ignore those dates, they will disappear when you finally create the document.</i></p>

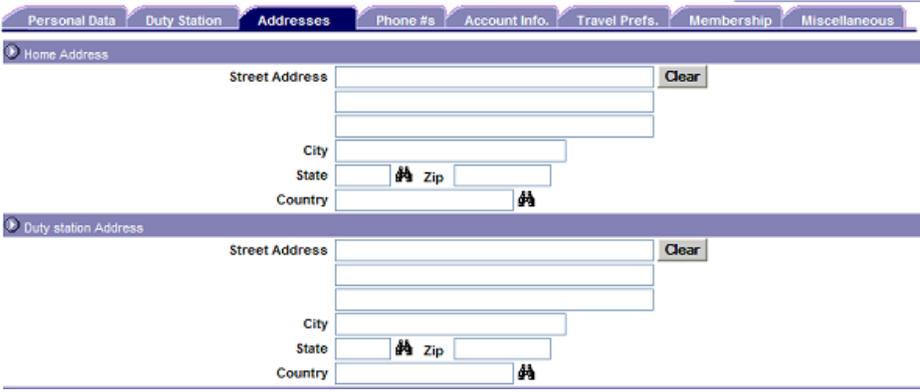
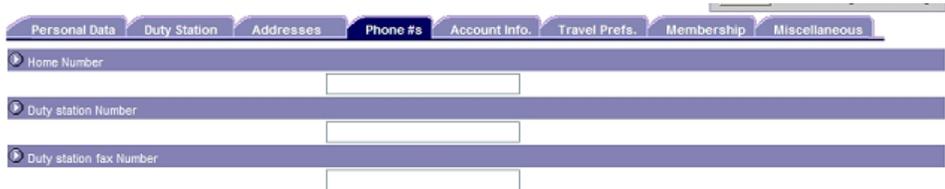
Step	Action
4c	<p>To enter the location in the <i>Itinerary Location</i> field:</p> <p>➤ Type in the field the name or partial name and click Search</p>  <p>If this is the only location, it will automatically fill in the location area.</p>  <p>If there is more than one location with the same name, a drop-down listing of possible matches will appear below the field. Use the drop-down arrow to select the correct one.</p> 
<p>Notes: <i>It is better to do a search on a partial name rather than the whole name, as the system is looking for an actual location and the name must be typed exactly the way it is in the system.</i></p> <p><i>If you type a partial location and clicked search but nothing came up, take a look to see if what you typed is correct. If it is, you may want to use the lookup icon to see if it is in the per diem location table.</i></p>	

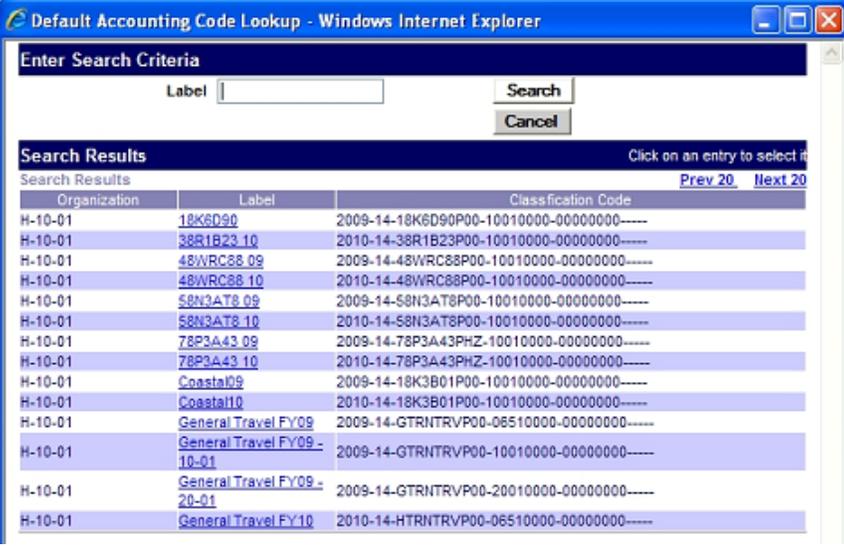
Step	Action
4c1	<p>The other way to enter the location in the <i>Itinerary Location</i> field is:</p> <ul style="list-style-type: none"> ➤ Click the Lookup  icon <p>This will open a new window that allows to search by country or state.</p> <p>Itinerary Location Lookup for</p> <div data-bbox="293 499 1317 726">  </div> <p>Once a State/County has been selected, the Location field will populate with the values to choose from.</p> <div data-bbox="293 898 760 1108">  </div> <ul style="list-style-type: none"> ➤ Select the one you want (Chicago, IL) ➤ Click the Use (<i>Location</i>) button <p>The field will then be populated with the selection.</p> <div data-bbox="293 1304 1239 1430">  </div> <p>Click the Create (<i>Document</i>) button</p>

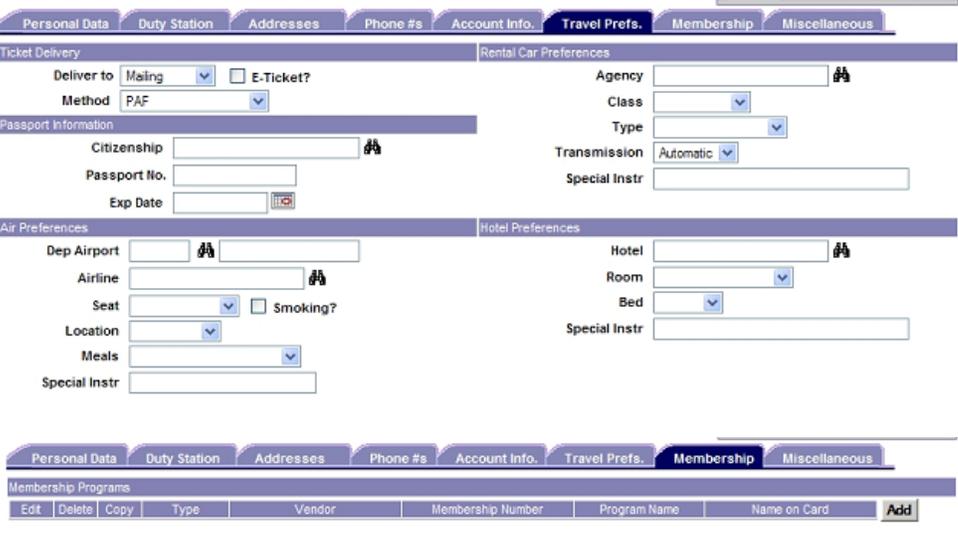
Step	Action
5	<p>The Document Information screen still appears but the Document Toolbar now has different options available. It will also show your Document Name & TA#.</p>  <p>To edit the traveler information click on Traveler Info in the Document Toolbar</p> <p><i>Note: The Traveler Information can only be accessed and/or changed by a traveler or Group Administrator after a document has been created.</i></p>
6	<p>The Update Traveler Information screen appears with limited data entered.</p> 

Step	Action
6a	<p>On the <i>Personal Data</i> tab enter the following information, if not filled in:</p> <ul style="list-style-type: none">➤ City of Residence➤ State➤ Present Station (Duty Station) <p><i>By entering this information on this tab, it will transfer to other tabs. These fields are also what will populate on the Document Information screen - Trip Information tab - Depart/Return Selection fields.</i></p> <p>Verify the following information:</p> <ul style="list-style-type: none">➤ First Name➤ Last Name➤ Middle Initial➤ Email Address <p>Make any changes to the traveler's personal information as necessary.</p> <p>Note: <i>Certain fields (i.e. Organization) can not be changed by the traveler or preparer.</i></p>

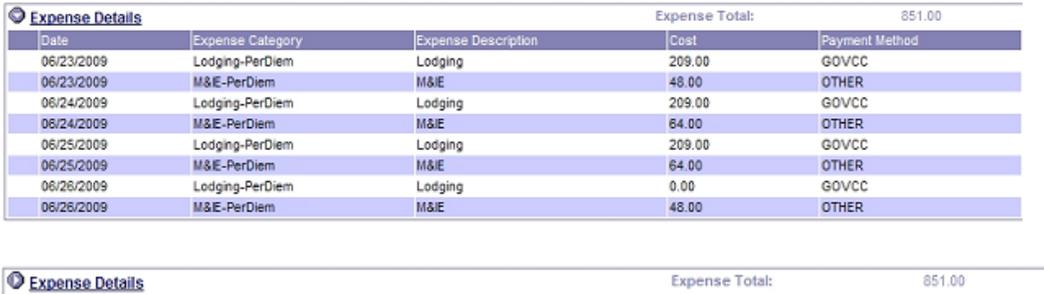
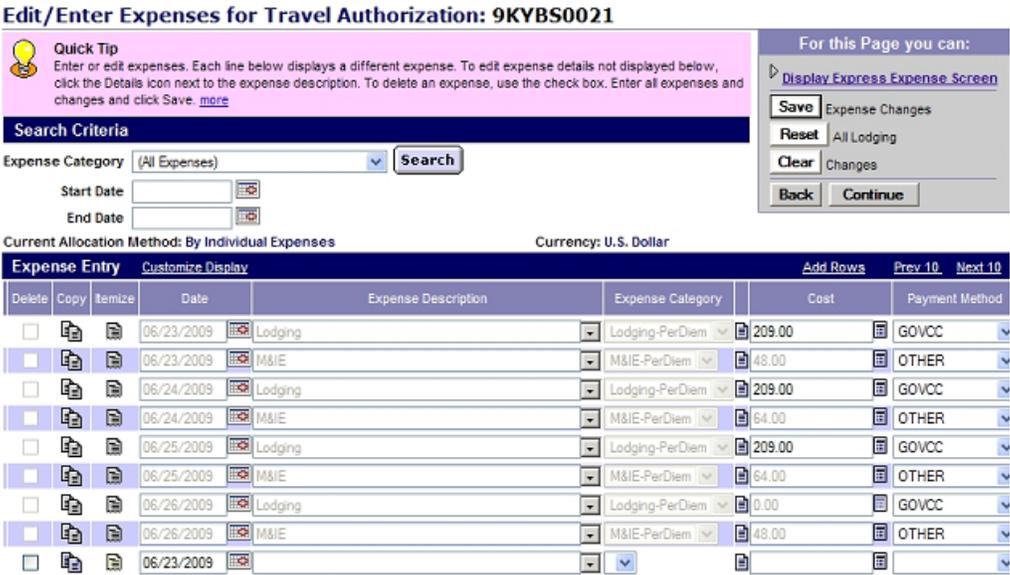
Step	Action										
6b	<p>Click on the <i>Duty Station</i> tab and enter the following information:</p> <ul style="list-style-type: none"> ➤ Present Station (if done on the previous tab will automatically fill in here) ➤ Voucher Name and Title ➤ Authorization Name and Title ➤ (optional) Additional #1 Name and Title <p>Verify the following information:</p> <ul style="list-style-type: none"> ➤ Number of Work Hours (should be 8) ➤ Time Zone (should be 6=ET, 7=CT, 8=MT, 9=PT)  <p><i>Notes: The Voucher & Authorization Name/Title fields are what will print out on the hard copy. The Additional #1 & #2 Name Title fields are for additional signatures that may be needed, for example foreign travel.</i></p>										
6c	<p>Click on the <i>Address</i> tab and enter the following information:</p> <table border="1" data-bbox="289 1501 1161 1709"> <thead> <tr> <th><u>Home Address</u></th> <th><u>Duty Station Address</u></th> </tr> </thead> <tbody> <tr> <td>Street Address</td> <td>Street Address</td> </tr> <tr> <td>City</td> <td>City</td> </tr> <tr> <td>State</td> <td>State</td> </tr> <tr> <td>Zip</td> <td>Zip</td> </tr> </tbody> </table>	<u>Home Address</u>	<u>Duty Station Address</u>	Street Address	Street Address	City	City	State	State	Zip	Zip
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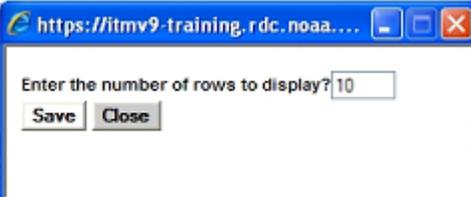
Step	Action
	 <p><i>Note: The address that prints out on the hard copy will be the one entered on the Home Address section.</i></p>
6d	<p>Click on the Phone #s tab and enter the following information:</p> <ul style="list-style-type: none"> ➤ Home Number ➤ Duty Station Number ➤ Duty Station FAX Number 

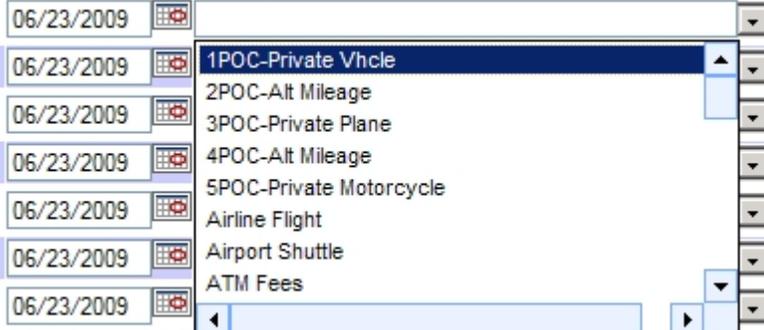
Step	Action
6e	<p>Click on the <i>Account Info.</i> Tab and do the following:</p> <ul style="list-style-type: none"> ➤ Click on the Lookup icon  <p>A new window appears listing all ACCS codes that the traveler has available to them based off their organization.</p>  <ul style="list-style-type: none"> ➤ Search for the label name or click on the Label to select that ACCS code to be the default for the traveler.
<p>Notes: Users may search on a full or partial label name. They may not search using the classification code information.</p> <p>Only the first 20 accounting codes will appear in alphabetical order by label name.</p> <p>A default accounting should only be added to the traveler if they usually use that accounting for all trips. If the traveler uses multiple ones throughout the year, you may want to skip this step.</p>	

Step	Action
6f	<p>The Travel Prefs. & Membership tabs are only used if a traveler or group administrator wishes to save information pertaining to their travel, such as aisle seating or hotel/car membership programs.</p>  <p>Note: These tabs are for information only. They do not transfer to the Travel Management Center.</p>
6g	<p>The Miscellaneous tab fields are entered by the Help Desk. This information pertains to what Field Finance Branch and Bureau the traveler belongs to.</p> 
6h	<p>To save the changes:</p> <ul style="list-style-type: none"> ➤ Click the Apply Changes Globally checkbox (Done ONLY IF this is to be the saved as the default information for all future documents) ➤ Click the Save (<i>Profile Changes</i>) button (Done ONLY IF this information is to be changed for this document only without the checkbox being checked)  <p>The screen will save the information and the Document Summary screen will appear.</p>

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7	<p>The Document Summary screen is broken into different sections. You will have to use the scroll bar on the right to view the other sections.</p> <div data-bbox="289 388 1269 1642"> <p>Document Summary for Travel Authorization 9KYBS0021</p> <div style="border: 1px solid gray; padding: 5px;"> <p>Quick Tip For specific information, click on a Details link. You can sign and stamp your document from the Document Status section. more</p> </div> <div style="border: 1px solid gray; padding: 5px; float: right; width: 150px;"> <p>For this Document you can:</p> <p>Print Settings</p> <p>Sign this document</p> <p>Save Document</p> <p>Continue Entering Document</p> <p>Close Current Document</p> </div> <hr/> <p>Document Status Current Status: CREATED Awaiting: Kyle Y. Boulder for Status: SIGNED</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Status To Apply</th> <th>Signature PIN</th> <th>Remarks</th> </tr> <tr> <td>SIGNED</td> <td><input type="text"/></td> <td><div style="border: 1px solid gray; height: 30px;"></div></td> </tr> </table> <p>Reason <input type="text"/></p> <p>Stamp and Route</p> <hr/> <p>Traveler Details Traveler ID: 000400010 Traveler Name: Kyle Boulder Organization: H-10-01</p> <hr/> <p>Document Information TA#: 9KYBS0021 Currency: U.S. Dollar Type: 1-SINGLE-DOMESTIC</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Purpose</th> <th>Location</th> <th>From</th> <th>To</th> <th>Per Diem Rates</th> </tr> <tr> <td>3-TRAINING ATTENDANCE</td> <td>CHICAGO, IL</td> <td>06/23/09</td> <td>06/26/09</td> <td>209.00 / 64.00 (05/01/09-06/30/09)</td> </tr> </table> <p>Description To attend training in Chicago, IL</p> <hr/> <p>Reservation Details No Reservations</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Reservation Type</th> <th>Vendor/Carrier</th> <th>Cost</th> <th>Lodging Location</th> <th>Ticket #/Res. #</th> <th>Traveler</th> </tr> </table> <hr/> <p>Expense Details Expense Total: 851.00</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Date</th> <th>Expense Category</th> <th>Expense Description</th> <th>Cost</th> <th>Payment Method</th> </tr> </thead> <tbody> <tr><td>06/23/2009</td><td>Lodging-PerDiem</td><td>Lodging</td><td>209.00</td><td>GOVCC</td></tr> <tr><td>06/23/2009</td><td>M&E-PerDiem</td><td>M&E</td><td>48.00</td><td>OTHER</td></tr> <tr><td>06/24/2009</td><td>Lodging-PerDiem</td><td>Lodging</td><td>209.00</td><td>GOVCC</td></tr> <tr><td>06/24/2009</td><td>M&E-PerDiem</td><td>M&E</td><td>64.00</td><td>OTHER</td></tr> <tr><td>06/25/2009</td><td>Lodging-PerDiem</td><td>Lodging</td><td>209.00</td><td>GOVCC</td></tr> <tr><td>06/25/2009</td><td>M&E-PerDiem</td><td>M&E</td><td>64.00</td><td>OTHER</td></tr> <tr><td>06/26/2009</td><td>Lodging-PerDiem</td><td>Lodging</td><td>0.00</td><td>GOVCC</td></tr> <tr><td>06/26/2009</td><td>M&E-PerDiem</td><td>M&E</td><td>48.00</td><td>OTHER</td></tr> </tbody> </table> <hr/> <p>Other Authorizations Details No Special Authorizations</p> <hr/> <p>Accounting Details Accounting Total: 0.00</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Organization</th> <th>Label</th> <th>Amount</th> </tr> </table> <hr/> <p>Sponsor Details Sponsor Expense Total: 0.00</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Organization</th> <th>Sponsor</th> <th>Amount</th> </tr> </table> <hr/> <p>Totals Details Total Reimbursable: 851.00</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Disbursement Type</th> <th>Amount</th> </tr> <tr> <td>Estimated Cost</td> <td>851.00</td> </tr> <tr> <td>Advance Requested</td> <td>0.00</td> </tr> </table> <hr/> <p>Enter Comments Expand section to view or edit comments</p> <div style="border: 1px solid gray; padding: 5px; height: 50px;"> <div style="border-bottom: 1px solid gray; height: 10px;"></div> </div> <p style="text-align: right;">Presets</p> </div> <p style="text-align: right;">Top of page</p>	Status To Apply	Signature PIN	Remarks	SIGNED	<input type="text"/>	<div style="border: 1px solid gray; height: 30px;"></div>	Purpose	Location	From	To	Per Diem Rates	3-TRAINING ATTENDANCE	CHICAGO, IL	06/23/09	06/26/09	209.00 / 64.00 (05/01/09-06/30/09)	Reservation Type	Vendor/Carrier	Cost	Lodging Location	Ticket #/Res. #	Traveler	Date	Expense Category	Expense Description	Cost	Payment Method	06/23/2009	Lodging-PerDiem	Lodging	209.00	GOVCC	06/23/2009	M&E-PerDiem	M&E	48.00	OTHER	06/24/2009	Lodging-PerDiem	Lodging	209.00	GOVCC	06/24/2009	M&E-PerDiem	M&E	64.00	OTHER	06/25/2009	Lodging-PerDiem	Lodging	209.00	GOVCC	06/25/2009	M&E-PerDiem	M&E	64.00	OTHER	06/26/2009	Lodging-PerDiem	Lodging	0.00	GOVCC	06/26/2009	M&E-PerDiem	M&E	48.00	OTHER	Organization	Label	Amount	Organization	Sponsor	Amount	Disbursement Type	Amount	Estimated Cost	851.00	Advance Requested	0.00
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7a	<p>Each of the Section Names, such as <i>Document Status or Expense Details</i>, is clickable and will take you to that screen. If there is data already entered in that area, the information will show up below the Section Name.</p> <p>To the left of the Section Names is an arrow  that is clickable and will either expand or shrink the section.</p> <div data-bbox="289 531 1333 825">  <table border="1"> <thead> <tr> <th>Date</th> <th>Expense Category</th> <th>Expense Description</th> <th>Cost</th> <th>Payment Method</th> </tr> </thead> <tbody> <tr> <td>06/23/2009</td> <td>Lodging-PerDiem</td> <td>Lodging</td> <td>209.00</td> <td>GOVCC</td> </tr> <tr> <td>06/23/2009</td> <td>M&E-PerDiem</td> <td>M&E</td> <td>48.00</td> <td>OTHER</td> </tr> <tr> <td>06/24/2009</td> <td>Lodging-PerDiem</td> <td>Lodging</td> <td>209.00</td> <td>GOVCC</td> </tr> <tr> <td>06/24/2009</td> <td>M&E-PerDiem</td> <td>M&E</td> <td>64.00</td> <td>OTHER</td> </tr> <tr> <td>06/25/2009</td> <td>Lodging-PerDiem</td> <td>Lodging</td> <td>209.00</td> <td>GOVCC</td> </tr> <tr> <td>06/25/2009</td> <td>M&E-PerDiem</td> <td>M&E</td> <td>64.00</td> <td>OTHER</td> </tr> <tr> <td>06/26/2009</td> <td>Lodging-PerDiem</td> <td>Lodging</td> <td>0.00</td> <td>GOVCC</td> </tr> <tr> <td>06/26/2009</td> <td>M&E-PerDiem</td> <td>M&E</td> <td>48.00</td> <td>OTHER</td> </tr> </tbody> </table> </div>	Date	Expense Category	Expense Description	Cost	Payment Method	06/23/2009	Lodging-PerDiem	Lodging	209.00	GOVCC	06/23/2009	M&E-PerDiem	M&E	48.00	OTHER	06/24/2009	Lodging-PerDiem	Lodging	209.00	GOVCC	06/24/2009	M&E-PerDiem	M&E	64.00	OTHER	06/25/2009	Lodging-PerDiem	Lodging	209.00	GOVCC	06/25/2009	M&E-PerDiem	M&E	64.00	OTHER	06/26/2009	Lodging-PerDiem	Lodging	0.00	GOVCC	06/26/2009	M&E-PerDiem	M&E	48.00	OTHER																																			
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7b	<p>Up at the top right of the screen is a Print link. This allows a preparer to print this information out as it is shown on the screen. It is NOT the official hard-copy document.</p>																																																																																
8	<p>Click on Expenses in the <i>Document Toolbar</i> to bring up the <i>Edit/Enter Expenses</i> screen with M&IE and Lodging costs already filled in based upon what was entered on the itinerary.</p> <div data-bbox="289 1115 1299 1690">  <p>Edit/Enter Expenses for Travel Authorization: 9KYBS0021</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>Search Criteria Expense Category: (All Expenses) Search Start Date: [] End Date: []</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> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/23/2009</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>209.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/23/2009</td> <td>M&E</td> <td>M&E-PerDiem</td> <td>48.00</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/24/2009</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>209.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/24/2009</td> <td>M&E</td> <td>M&E-PerDiem</td> <td>64.00</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/25/2009</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>209.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/25/2009</td> <td>M&E</td> <td>M&E-PerDiem</td> <td>64.00</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/26/2009</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>0.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/26/2009</td> <td>M&E</td> <td>M&E-PerDiem</td> <td>48.00</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/23/2009</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>For this Page you can: <input type="button" value="Display Expense Screen"/> <input type="button" value="Save"/> Expense Changes <input type="button" value="Reset"/> All Lodging <input type="button" value="Clear"/> Changes <input type="button" value="Back"/> <input type="button" value="Continue"/></p> </div>	Delete	Copy	Itemize	Date	Expense Description	Expense Category	Cost	Payment Method	<input type="checkbox"/>			06/23/2009	Lodging	Lodging-PerDiem	209.00	GOVCC	<input type="checkbox"/>			06/23/2009	M&E	M&E-PerDiem	48.00	OTHER	<input type="checkbox"/>			06/24/2009	Lodging	Lodging-PerDiem	209.00	GOVCC	<input type="checkbox"/>			06/24/2009	M&E	M&E-PerDiem	64.00	OTHER	<input type="checkbox"/>			06/25/2009	Lodging	Lodging-PerDiem	209.00	GOVCC	<input type="checkbox"/>			06/25/2009	M&E	M&E-PerDiem	64.00	OTHER	<input type="checkbox"/>			06/26/2009	Lodging	Lodging-PerDiem	0.00	GOVCC	<input type="checkbox"/>			06/26/2009	M&E	M&E-PerDiem	48.00	OTHER	<input type="checkbox"/>			06/23/2009				
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8a	<p>In the middle section of the screen you will see four links. The first time entering a document, you will want to click on the <i>Customize Display</i> link.</p> <p>A new window will open allowing you to change the number of lines of expenses displayed on the screen. The default is 10. We suggest you change the 10 to 25 and click Save.</p>  <p>The screen will refresh now displaying the number of lines you selected.</p> <p><i>Notes: It is suggested not to do change it above 25 lines as it will affect how long it takes to make changes or save. It could possibly also put the system in a perpetual loop where nothing will be changed or saved.</i></p> <p><i>This change is for the person creating the document. It is not associated to the traveler.</i></p>
8b	<p>The other links in that middle section will do the following:</p> <p>Add Rows – Will add 5 more blank rows at the bottom of the screen Prev # - Will go to the previous # of records (default is 10) Next # - Will go to the next # of records (default is 10)</p> <p><i>If you made a change to the number of rows to display the Previous & Next links will show the number that was selected.</i></p>
8c	<p>The <i>Search Criteria</i> is something to be utilized more on the voucher side, as it “filters” what is shown on the screen based off the expense category or Start/End date entered and searched on.</p> 

Step	Action																				
<p>8d</p>	<p>The actual expenses can be entered either by clicking the drop-down arrow to select from the list of values:</p>  <p>OR</p> <p>Type in a value, which could have an option in the list of values or could not be part of the list of values.</p>  <p><i>Notes: If an “ad-hoc” value is entered into the field, the expense category will need to be chosen from a list of values.</i></p> <p><i>If the value is chosen from the list, the expense category and payment method will automatically be populated.</i></p> <p><i>A payment method should never be changed, EXCEPT for when an airline charge is actually reimbursable to the traveler.</i></p>																				
<p>8e</p>	<p>In most expenses, the amount of the expense can be entered directly into the Cost field. There are some exceptions. To get into the details of the expense, click on the Expense Detail  icon, which can be found to the left of the Cost field.</p>  <table border="1"> <thead> <tr> <th>Date</th> <th>Category</th> <th>Payment Method</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>06/26/2009</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>0.00</td> </tr> <tr> <td>06/26/2009</td> <td>M&IE</td> <td>M&IE-PerDiem</td> <td>48.00</td> </tr> <tr> <td>06/23/2009</td> <td>1POC-Private Vhcle</td> <td>MILEAGE</td> <td></td> </tr> <tr> <td>06/23/2009</td> <td>Airline Flight</td> <td>COM. CARRIER</td> <td></td> </tr> </tbody> </table>	Date	Category	Payment Method	Cost	06/26/2009	Lodging	Lodging-PerDiem	0.00	06/26/2009	M&IE	M&IE-PerDiem	48.00	06/23/2009	1POC-Private Vhcle	MILEAGE		06/23/2009	Airline Flight	COM. CARRIER	
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Step	Action
8f	<p>There are three costs that the detail area will need to be filled out:</p> <ul style="list-style-type: none"> ➤ Mileage ➤ Airline Flight ➤ Lodging (for M&IE costs)
8f1	<p>Mileage details, will allow the preparer to enter the miles and the system will calculate the total cost based upon the date (giving the correct mileage rate) and the number of miles entered. This can be done on the <i>General Details</i> tab.</p> <div data-bbox="289 638 1240 1016" style="border: 1px solid gray; padding: 5px;"> <p>Expense Details for MILEAGE 06/23/2009</p> <div style="display: flex; justify-content: space-between;"> <div style="background-color: #fce4ec; padding: 5px;"> <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="background-color: #c5c0c5; 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; border-top: 1px solid gray; border-bottom: 1px solid gray; margin: 5px 0;"> <div style="background-color: #c5c0c5; padding: 2px 5px; border-radius: 3px;">General Details</div> <div style="background-color: #c5c0c5; padding: 2px 5px; border-radius: 3px; margin-left: 5px;">Mileage Details</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Expense Date: 06/23/2009</p> <p>Expense Cost: 29.25 USD</p> <p>Quantity: 50 Rate: 0.585</p> <p>Expense Category: MILEAGE</p> <p>Expense Description: TPOC-Private Vhcle</p> <p>Comments: <input type="text"/></p> </div> <div style="width: 45%;"> <p>Payment Method: OTHER</p> <p><input checked="" type="checkbox"/> Reimbursable <input type="checkbox"/> Taxable</p> <p>Vendor: <input type="text"/></p> <p>Accounting Code: H-06-09/General Travel FY08</p> </div> </div> </div> <p>The <i>Mileage Details</i> tab, allows the preparer to enter the details about the mileage – to and from locations.</p> <div data-bbox="289 1171 1256 1394" style="border: 1px solid gray; padding: 5px;"> <p>Expense Details for MILEAGE 06/23/2009</p> <div style="display: flex; justify-content: space-between;"> <div style="background-color: #fce4ec; padding: 5px;"> <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="background-color: #c5c0c5; 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; border-top: 1px solid gray; border-bottom: 1px solid gray; margin: 5px 0;"> <div style="background-color: #c5c0c5; padding: 2px 5px; border-radius: 3px;">General Details</div> <div style="background-color: #c5c0c5; padding: 2px 5px; border-radius: 3px; margin-left: 5px;">Mileage Details</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>From Location: <input type="text"/></p> <p>To Location: <input type="text"/></p> </div> <div style="width: 45%;"></div> </div> </div> <p>Once you have the information entered, you will need to click <i>Use (Expense Detail Updates)</i> button to take the information back to the <i>Expenses screen</i>.</p>

Step	Action
8f2	<p>The Airline Flight details, will allow the preparer to enter specific information pertaining to the airline, such as cost and class.</p> <div data-bbox="289 386 1227 758"> <p>Expense Details for COM. CARRIER 06/23/2009</p> <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> <p>For this page you can: <input type="button" value="Use"/> Expense Detail Updates <input type="button" value="Close"/> without Saving Expense Details</p> <p>General Details Ticketed Transportation Details</p> <p>Expense Date: 06/23/2009 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>The cost can be entered on the <i>General Details</i> tab in the <i>Expense Cost</i> field or it can be entered on the <i>Ticketed Transportation Details</i> tab, where the class can also be entered.</p> <div data-bbox="289 926 1256 1289"> <p>Expense Details for COM. CARRIER 06/23/2009</p> <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> <p>For this page you can: <input type="button" value="Use"/> Expense Detail Updates <input type="button" value="Close"/> without Saving Expense Details</p> <p>General Details Ticketed Transportation Details</p> <p>Ticket No: See Attached Ticket 1 Depart From: [] Dep Date: [] Arrive At: [] Issue Date: [] Ticket Date: 08/31/2009 Confirmation No: [] Class: [] Ticket Value: 0.00 Carrier: [] Contract Fare: 0.00 Contract Carrier: []</p> </div> <p>If entering the cost, do it in the Ticket Value field. By entering it there, the cost will automatically fill in the Expense Cost field on the other tab. Ticket Number should be filled in, which is usually entered on the voucher.</p> <p>Once you have the information entered, you will need to click <i>Use (Expense Detail Updates)</i> button to take the information back to the <i>Expenses screen</i>.</p>

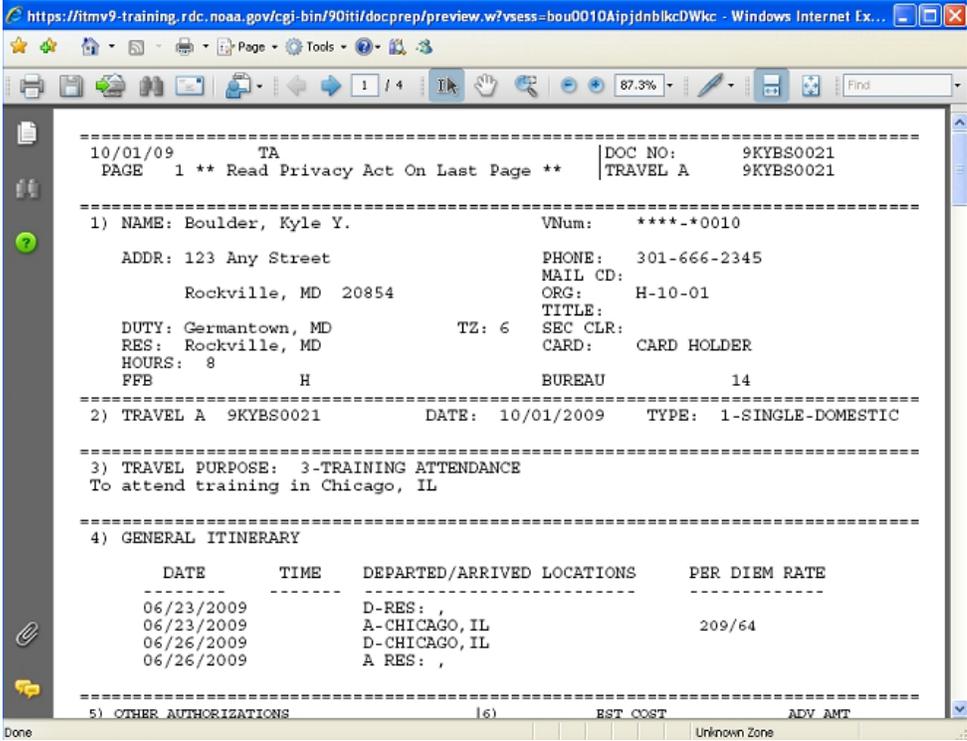
Step	Action
8f3	<p>Anything concerning the Lodging or M&IE costs will need to be changed on the details from the Lodging line.</p> <p>The <i>General Details</i> tab allows the preparer to make changes to the lodging cost and change it to an actual cost, by entering the cost in the <i>Expense Cost</i> field and using the drop-down for the <i>Expense Category</i> to select Lodging - Actuals.</p> <div data-bbox="289 533 1230 909" style="border: 1px solid black; padding: 5px;"> <p>Expense Details for Lodging-PerDiem 06/25/2009</p> <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> <p>For this page you can: <input type="button" value="Use"/> Expense Detail Updates <input type="button" value="Close"/> without Saving Expense Details</p> <p>General Details Lodging Details</p> <p>Expense Date: 06/25/2009 Payment Method: GOVCC Expense Cost: 209.00 USD Allowed: 209.00 Reimbursable: <input checked="" type="checkbox"/> Taxable: <input type="checkbox"/> Quantity: 0 Rate: 0 Vendor: Accounting Code: H-06-09/General Travel FY08 Expense Category: Lodging-PerDiem Expense Description: Lodging Comments: </p> </div> <p>The <i>Lodging Details</i> tab allows the preparer to enter conference allowance amounts which affect the lodging costs. It also allows the preparer to enter leave data, which will affect both lodging and M&IE costs. There's also a place if any meals are provided or if you need to override M&IE costs in general.</p> <div data-bbox="289 1171 1284 1627" style="border: 1px solid black; padding: 5px;"> <p>Expense Details for Lodging-PerDiem 06/25/2009</p> <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> <p>For this page you can: <input type="button" value="Use"/> Expense Detail Updates <input type="button" value="Close"/> without Saving Expense Details</p> <p>General Details Lodging Details</p> <p><input type="checkbox"/> Conference Allowance Conference %: Conference Rate: 0.00 Conference Description: Sponsoring Agency: </p> <p>Leave Data <input checked="" type="radio"/> None Hours: 0.00 <input type="radio"/> Annual <input type="radio"/> Other</p> <p>Meals Provided <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner</p> <p>M&IE Override Quarters: M&IE Amount: </p> </div> <p>Once you have the information entered, you will need to click <i>Use (Expense Detail Updates)</i> button to take the information back to the <i>Expenses</i> screen.</p>
8g	<p>Any additions not saved will not be saved if your screen refreshes – like clicking next or changing your display. There is not an automatic save to this screen.</p>

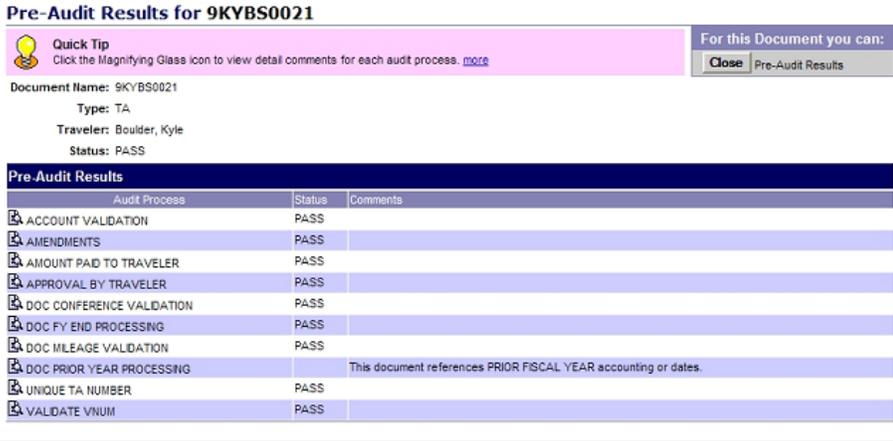
Step	Action														
8h	<p data-bbox="280 279 1153 310">Enter the following information on the <i>Edit/Enter Expenses</i> screen:</p> <table data-bbox="280 352 925 604"> <tr> <td data-bbox="280 352 646 384">Airline Flight</td> <td data-bbox="662 352 925 384">\$225.00 (Class = Y)</td> </tr> <tr> <td data-bbox="280 390 565 422">TMC Transaction Fee</td> <td data-bbox="662 390 751 422">\$23.01</td> </tr> <tr> <td data-bbox="280 428 423 459">Rental Car</td> <td data-bbox="662 428 769 459">\$300.00</td> </tr> <tr> <td data-bbox="280 466 553 497">Gas-Rental/Govt Car</td> <td data-bbox="662 466 753 497">\$65.00</td> </tr> <tr> <td data-bbox="280 504 451 535">Parking Fees</td> <td data-bbox="662 504 753 535">\$30.00</td> </tr> <tr> <td data-bbox="280 541 412 573">Hotel Tax</td> <td data-bbox="662 541 753 573">\$50.00</td> </tr> <tr> <td data-bbox="280 579 548 611">IPOC-Private Vhcle</td> <td data-bbox="662 579 925 611">73x4 = total mileage</td> </tr> </table> <p data-bbox="280 646 1089 678">➤ Click the <input type="button" value="Save"/> (<i>Expense Changes</i>) button when completed</p> <p data-bbox="280 716 1398 779">Notes: <i>If a transaction fee is reimbursable to the traveler, the Expense Category "Other" must be chosen.</i></p> <p data-bbox="280 816 1398 879"><i>It is better to over estimate than under estimate. If you under estimate to much, an amendment may have to be done and approved prior to submitting the voucher.</i></p>	Airline Flight	\$225.00 (Class = Y)	TMC Transaction Fee	\$23.01	Rental Car	\$300.00	Gas-Rental/Govt Car	\$65.00	Parking Fees	\$30.00	Hotel Tax	\$50.00	IPOC-Private Vhcle	73x4 = total mileage
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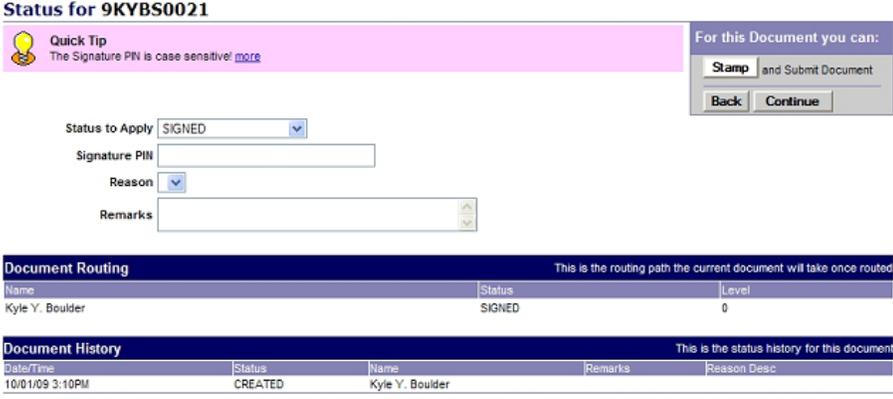
Step	Action
9	<p>Click on Other Authorizations in the <i>Document Toolbar</i> to open up the <i>Other Authorizations</i> screen.</p>  <p>Other Authorizations for 9KYBS0021</p> <p>Quick Tip Select an Other Authorization from the Master List below to add to the Authorization. more</p> <p>Master List of Other Authorizations</p> <ul style="list-style-type: none"> ACTUAL EXPENSE ANNUAL LEAVE OR NON-DUTY DAYS ATTENDANT TRAVELING WITH EMPLOYEE AUTHORIZED ATM ADVANCE NTE AUTHORIZED BUSINESS CALLS AUTHORIZED EXCESS BAGGAGE CONFERENCE ALLOWANCE ENDORSEMENT EXCESS BAGGAGE EXTRA AIR OR RAIL FARE GOVT-OWNED VEHICLE AVAILABLE GROUP AUTHORIZATION INTERNATIONAL CLEARANCE JUSTIFICATION FOR RENTAL CAR MEALS PROVIDED NON ECONOMY CAR AUTHORIZED NON-CONTRACT AIR FARE NOT LOWEST PRICE CONTRACT CARRIER OPERATIONAL FLIGHT OTHER (See remarks below) OTHER AUTHORIZATION PAID BY FOREIGN GOVERNMENT PAID BY NON-FEDERAL SOURCE PER DIEM LOCATION FOOTNOTES PERSONAL DEVIATION-ITINERARY/TRANS MODE POV USE NOT ADVANTAGEOUS TO GOVERNMENT PRE-PAID EXPENSES AUTHORIZED PROFICIENCY FLIGHT RENTAL CAR EXCEPTION AUTHORIZED TEMPORARY SEA TEMPORARY SHORE TRAVEL CASH ADVANCE <p>Other Authorizations</p> <ul style="list-style-type: none">  OTHER PRIVATELY-OWNED VEHICLE <p>It gives the preparer the ability to put some specific authorization information to the document by clicking on the other authorization link (i.e. authorized business calls) to add it to the document and then click on the link under the Other Authorizations to add remarks to it. The other authorization on the hard copy will be under #5 and the remarks will be under #8. Some of these authorizations get automatically added based upon the expenses that were added (i.e. POV).</p> <p>For this exercise, just verify that POV has been added as an “Other Authorization”</p>

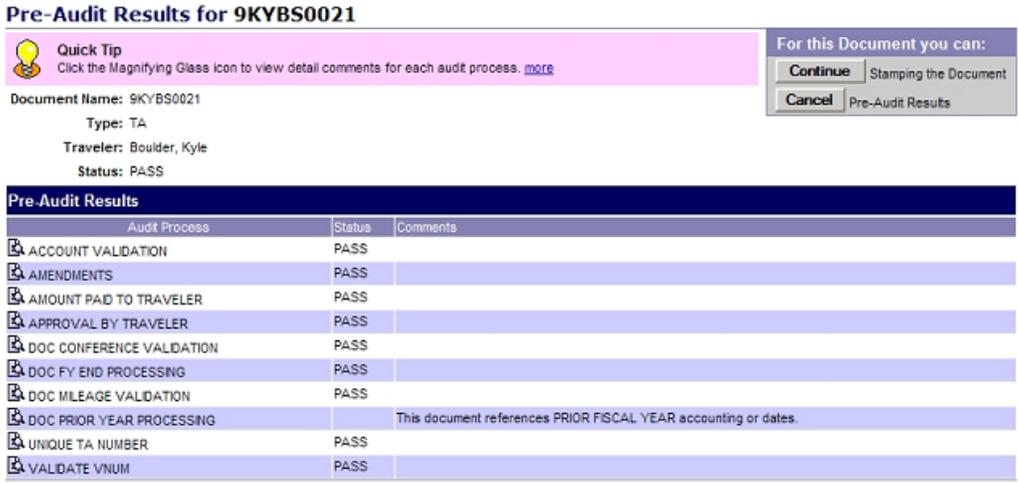
Step	Action
10	<p>Click on Accounting in the <i>Document Toolbar</i> to open up the <i>Available Accounting Code</i> screen.</p>  <p>The first time going to the accounting for the traveler, even if you added a default accounting for them, will not show up on this document. The changes for the accounting you did on the traveler information will not take place until the next document.</p>
10a	<p>The <i>Available Accounting Code</i> screen is divided into the following sections:</p> <ul style="list-style-type: none"> ➤ Enter Search Criteria ➤ Master Accounting Code ➤ Accounting Code for Document Name <p>It also has the ability for a preparer to Add a new accounting code to their document and/or master list.</p>
10b	<p>The <i>Search Criteria</i> section allows a preparer to either:</p> <p>Search on a full or partial label name against their master list</p> <p>OR</p> <p>Retrieve a code by the full label name from another organization</p>
10c	<p>The <i>Master Accounting Code</i> section will list all accounting codes that had been added to the preparer's organization.</p>

Step	Action																																																																			
10d	<p>The Accounting Code for Document Name section will list all accounting codes that have been associated to this document. If a traveler was set up with a default accounting prior to this document, that code will show at the bottom. If the traveler does not have a default accounting, one will need to be selected from the Master Accounting Code section or be added manually using the Add button.</p> <p><i>Note: A preparer can add up to five different account codes to one document. With more than one account code associated to the document, the preparer will have to allocate the costs to the various codes.</i></p>																																																																			
10e	<p>For this document, please find and select the label General Travel FY09</p>																																																																			
11	<p>Click on Totals in the Document Toolbar to open up the Total Details screen.</p>  <p>Total Details for 9KYBS0021</p> <p>Quick Tip Click the View Advances for Document link to add or update an advance. more</p> <p>Currency: U.S. Dollar Total Estimated Expenses: 1,714.83 Computed Advance Authorized: 500.00 Advance Requested: 0.00</p> <p>For this Document you can: View Advances for Document <input type="button" value="Back"/> <input type="button" value="Continue"/></p> <table border="1"> <thead> <tr> <th colspan="5">Expense Category Details</th> </tr> <tr> <th>Expense Category</th> <th>Payment Method</th> <th>Organization</th> <th>Accounting Code Label</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>COM. CARRER</td> <td>AGENCY CARD</td> <td>H-10-01</td> <td>General Travel FY09</td> <td>225.00</td> </tr> <tr> <td>LODGING TAX</td> <td>GOVCC</td> <td>H-10-01</td> <td>General Travel FY09</td> <td>50.00</td> </tr> <tr> <td>Lodging-PerDiem</td> <td>GOVCC</td> <td>H-10-01</td> <td>General Travel FY09</td> <td>627.00</td> </tr> <tr> <td>M&E-PerDiem</td> <td>OTHER</td> <td>H-10-01</td> <td>General Travel FY09</td> <td>224.00</td> </tr> <tr> <td>MILEAGE</td> <td>OTHER</td> <td>H-10-01</td> <td>General Travel FY09</td> <td>170.82</td> </tr> <tr> <td>OTHER TRAVEL</td> <td>OTHER</td> <td>H-10-01</td> <td>General Travel FY09</td> <td>30.00</td> </tr> <tr> <td>RENTAL CAR</td> <td>GOVCC</td> <td>H-10-01</td> <td>General Travel FY09</td> <td>300.00</td> </tr> <tr> <td>TRANSACTION FEES</td> <td>AGENCY CARD</td> <td>H-10-01</td> <td>General Travel FY09</td> <td>23.01</td> </tr> <tr> <td>TRANSPORT</td> <td>OTHER</td> <td>H-10-01</td> <td>General Travel FY09</td> <td>65.00</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">Expense Category Advance Details</th> </tr> <tr> <th>Expense Category</th> <th>Advance</th> </tr> </thead> <tbody> <tr> <td>M&E-PerDiem</td> <td>224.00</td> </tr> <tr> <td>MILEAGE</td> <td>170.82</td> </tr> <tr> <td>OTHER TRAVEL</td> <td>30.00</td> </tr> <tr> <td>TRANSPORT</td> <td>65.00</td> </tr> </tbody> </table>	Expense Category Details					Expense Category	Payment Method	Organization	Accounting Code Label	Amount	COM. CARRER	AGENCY CARD	H-10-01	General Travel FY09	225.00	LODGING TAX	GOVCC	H-10-01	General Travel FY09	50.00	Lodging-PerDiem	GOVCC	H-10-01	General Travel FY09	627.00	M&E-PerDiem	OTHER	H-10-01	General Travel FY09	224.00	MILEAGE	OTHER	H-10-01	General Travel FY09	170.82	OTHER TRAVEL	OTHER	H-10-01	General Travel FY09	30.00	RENTAL CAR	GOVCC	H-10-01	General Travel FY09	300.00	TRANSACTION FEES	AGENCY CARD	H-10-01	General Travel FY09	23.01	TRANSPORT	OTHER	H-10-01	General Travel FY09	65.00	Expense Category Advance Details		Expense Category	Advance	M&E-PerDiem	224.00	MILEAGE	170.82	OTHER TRAVEL	30.00	TRANSPORT	65.00
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11a	<p>This screen is broken out into the following sections:</p> <ul style="list-style-type: none"> ➤ Total Estimated Expenses & Advance Authorized ➤ Expense Category Details ➤ Expense Category Advance Details 																																																																			
11b	<p>The Total Estimated Expense/Advance Authorized section is at the top. It will give the preparer a total estimated amount of the authorization as well as the computed advance amount that is authorized. This is all based off what had been entered for the travel expenses.</p>																																																																			
11c	<p>The Expense Category Details section gives the preparer the totals using a breakout by Expense Category, payment method and accounting.</p>																																																																			

Step	Action
11d	The <i>Expense Category Advance Details</i> section gives the preparer a breakout of what expense categories that were used to calculate the Advance Authorized total.
12	<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> 
12a	<p>The document opens up in an Adobe PDF file. This give the preparer the ability to Print or Save the document using the icons found on the Adobe Toolbar. ( )</p> <p><i>Notes: Any system generated comments will not appear in section 8 of the document until after the approving official has approved the document. This includes the purchase order (PO) & CBA Obligation numbers.</i></p> <p><i>You may print your document at this point, but you may have to reprint the document after the approving official has approved the document. This is due to the requirement for the Travel Management Center (i.e. AdTrav) to have the CBS Obligation number as well as Document History Page that shows the approval in order to get the tickets issued.</i></p>
12b	To close this preview, you may click the red “x” in the upper right hand corner. Just be careful that if you had maximized the screen, you only single click the “x” otherwise you may end your Travel Manager session prematurely.

Step	Action																																	
13	<p>Click on Perform Pre-Audits in the <i>Document Toolbar</i> to open up the <i>Pre-Audit Results</i> screen.</p>  <p>Pre-Audit Results for 9KYBS0021</p> <p>Quick Tip Click the Magnifying Glass icon to view detail comments for each audit process. more</p> <p>For this Document you can: Close Pre-Audit Results</p> <p>Document Name: 9KYBS0021 Type: TA Traveler: Boulder, Kyle Status: PASS</p> <table border="1"> <thead> <tr> <th>Audit Process</th> <th>Status</th> <th>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>DOC FY END PROCESSING</td> <td>PASS</td> <td></td> </tr> <tr> <td>DOC MILEAGE VALIDATION</td> <td>PASS</td> <td></td> </tr> <tr> <td>DOC PRIOR YEAR PROCESSING</td> <td></td> <td>This document references PRIOR FISCAL YEAR accounting or dates.</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> <p>Note: It is a good practice to verify there are no errors with your document prior to submitting it for review and approval.</p>	Audit Process	Status	Comments	ACCOUNT VALIDATION	PASS		AMENDMENTS	PASS		AMOUNT PAID TO TRAVELER	PASS		APPROVAL BY TRAVELER	PASS		DOC CONFERENCE VALIDATION	PASS		DOC FY END PROCESSING	PASS		DOC MILEAGE VALIDATION	PASS		DOC PRIOR YEAR PROCESSING		This document references PRIOR FISCAL YEAR accounting or dates.	UNIQUE TA NUMBER	PASS		VALIDATE VNUM	PASS	
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13a	<p>The <i>Pre-Audit Results</i> screen will show the whole document status as well as the individual audit processes the system is checking along with the status of those processes. The processes are:</p> <p>Blank or WARN = Warning FAIL = Failure PASS = Pass</p> <p>A warning just gives preparer an idea that something is different with the document, but will not stop the document from the signing/stamping process. A failure means that something is wrong with the document or a process within the document. These failures have to be fixed prior to the signing/stamping process. A pass lets the preparer know that there were no issues with all of the Travel Manager audit process, so the document is ready for the signing/stamping process.</p>																																	

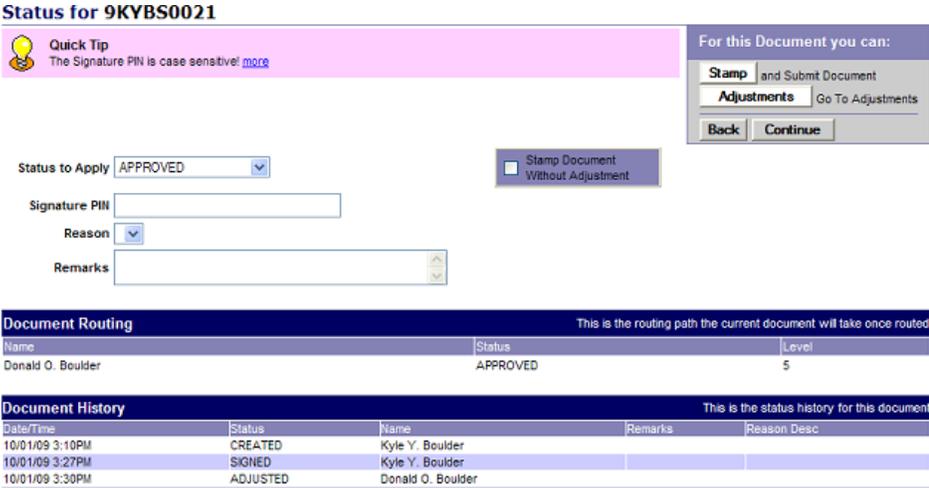
Step	Action
14	<p>Click on Document Status in the <i>Document Toolbar</i> to open up the <i>Status</i> screen.</p> 
14a	<p>This screen is broken out into the following sections:</p> <ul style="list-style-type: none"> ➤ Status to Apply/Signature PIN ➤ Document Routing ➤ Document History
14b	<p>The <i>Status to Apply/Signature PIN</i> section will automatically select the proper status, which in this case should be signed. The preparer would then enter their signature PIN in that field and then click the Stamp button.</p> <p><i>Note: The Status to Apply would only have to be selected if making a change after the initial document had been submitted for routing.</i></p>
14c	<p>The <i>Document Routing</i> section shows the routing that needs to be accomplished. From the creation of the document, it will only show the name of the person who needs to sign the document, which will be the one who prepared it. Once the document has been stamped signed the routing list for reviewers/approvers will then show based upon the criteria set up in the routing lists.</p>
14d	<p>The <i>Document History</i> section shows every status that the document has gone through. This includes any amendments or adjustments as well as the following statuses:</p> <p>CREATED SIGNED REVIEWED PROCESSED APPROVED DATALINKED</p>

Step	Action																																								
	<p>Note: All statuses are in the past tense, whether they have been done or not. If you do not see a status you think should be in the history, it may be because the status has not been stamped yet, so check the Document Routing section.</p>																																								
<p>14e</p>	<ul style="list-style-type: none"> ➤ Enter your Signature PIN ➤ Enter your Remarks ➤ Click the Stamp (and Submit Document) button <p>The Pre-Audit Results for Document # screen appears:</p>  <p>Pre-Audit Results for 9KYBS0021</p> <p>Quick Tip Click the Magnifying Glass icon to view detail comments for each audit process. more</p> <p>Document Name: 9KYBS0021 Type: TA Traveler: Boulder, Kyle Status: PASS</p> <p>For this Document you can: Continue Stamping the Document Cancel Pre-Audit Results</p> <table border="1"> <thead> <tr> <th>Audit Process</th> <th>Status</th> <th>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>DOC FY END PROCESSING</td> <td>PASS</td> <td></td> </tr> <tr> <td>DOC MILEAGE VALIDATION</td> <td>PASS</td> <td></td> </tr> <tr> <td>DOC PRIOR YEAR PROCESSING</td> <td></td> <td>This document references PRIOR FISCAL YEAR accounting or dates.</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>	Audit Process	Status	Comments	ACCOUNT VALIDATION	PASS		AMENDMENTS	PASS		AMOUNT PAID TO TRAVELER	PASS		APPROVAL BY TRAVELER	PASS		DOC CONFERENCE VALIDATION	PASS		DOC FY END PROCESSING	PASS		DOC MILEAGE VALIDATION	PASS		DOC PRIOR YEAR PROCESSING		This document references PRIOR FISCAL YEAR accounting or dates.	UNIQUE TA NUMBER	PASS		VALIDATE VNUM	PASS								
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<p>14f</p>	<ul style="list-style-type: none"> ➤ Verify the document status is PASS ➤ Click the Continue (Stamping the Document) 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 Home screen where a message toward the bottom stating and email has been sent to “email address”.</p>  <p>Home</p> <p>Quick Tip Welcome to Travel Manager. Click the "more" link in Last Documents to go to Open Document Page. Click the "more" link in Review Document to open Review Document Page. Click the Document icon to open the document. more</p> <table border="1"> <thead> <tr> <th colspan="5">Last Documents more</th> <th colspan="5">Documents to review more</th> </tr> <tr> <th>Type</th> <th>Traveler</th> <th>Document Name</th> <th>Dep Date</th> <th>In Use</th> <th>Type</th> <th>Traveler</th> <th>Document Name</th> <th>Dep Date</th> <th>In Use</th> </tr> </thead> <tbody> <tr> <td>TA</td> <td>000400010</td> <td>9KYBS0021</td> <td>06/23/09</td> <td></td> <td>LV</td> <td>000400010</td> <td>9KYBL0001</td> <td>02/09/09</td> <td></td> </tr> <tr> <td>TA</td> <td>000400010</td> <td>9KYBS0002</td> <td>08/03/09</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Messages: • Email has been sent to: Jonathan.Wolf@noaa.gov</p>	Last Documents more					Documents to review more					Type	Traveler	Document Name	Dep Date	In Use	Type	Traveler	Document Name	Dep Date	In Use	TA	000400010	9KYBS0021	06/23/09		LV	000400010	9KYBL0001	02/09/09		TA	000400010	9KYBS0002	08/03/09						
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TA	000400010	9KYBS0002	08/03/09																																						

Step	Action
	<p>Notes: An email will be sent to the first level of review/approval set up in the routing. If there are 3 people that have been set up in the routing list, you will see all of their emails listed on this screen.</p> <p>Until the document has been approved, a preparer may go back in and adjust the document. If that happens, the preparer will have to re-stamp the document signed for the changes to go through the routing process.</p>

Note: For TRAINING PURPOSES ONLY – the routing/approval/DATALINK process can not be completed in the training environment. To be able to create a voucher from authorization in the training environment, the status must be set to “Complete.”

15	<p>From the Home screen click on the Open Document  icon which will take you to the Open Document Signature screen.</p> <div data-bbox="289 932 1421 1102"> <p>Open Document Signature</p> <div style="background-color: #f0f0f0; padding: 5px;"> <p> Quick Tip The Signature PIN is case sensitive! more</p> </div> <p>Signature for Adjustment <input type="text"/></p> <p>Reason <input type="button" value="v"/></p> <div style="float: right; border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>For this Document you can:</p> <p><input type="button" value="Sign"/> to Review Document</p> <p><input type="button" value="Get"/> Document as View-Only</p> <p><input type="button" value="Cancel"/> Opening Document</p> </div> </div>
	<p>Notes: On this screen a user has the ability to either sign in to edit the document (which includes stamping in the electronic process) or to Get the document to view it only.</p> <p>User should not be clicking the SIGN button just to view information, including where the document is in the routing process.</p>

Step	Action
15a	<ul style="list-style-type: none"> ➤ Enter your <i>Signature PIN</i> ➤ Click the Sign (to Review Document) button <p>The <i>Document Summary</i> screen appears.</p> <ul style="list-style-type: none"> ➤ Click Document Information in the <i>Document Toolbar</i> to open up the <i>Document Information</i> screen. ➤ Click on the <i>Trip Information</i> tab <p>In the comments section:</p> <ul style="list-style-type: none"> ➤ Enter <i>CBA OBLIGATION #:00191674 Organization ID:142002 TRAVELER PO#:00191673</i> ➤ Click the Save (Changes to Document Information) button ➤ Click Document Status in the <i>Document Toolbar</i> to open up the <i>Status</i> screen.
15b	 <ul style="list-style-type: none"> ➤ Change the status to Completed ➤ Enter your <i>Signature PIN</i> ➤ Enter your <i>Remarks</i> ➤ Click the Stamp (and Submit Document) button
15c	<p>The <i>Pre-Audit Results for Document #</i> screen appears.</p> <ul style="list-style-type: none"> ➤ Verify the document status is PASS ➤ Click the Continue (Stamping the Document) button <p>You will be taken back to the <i>Home</i> screen.</p>

Step	Action
	<p><i>Notes: A preparer in PRODUCTION should <u>NOT</u> set any authorization with the status of completed. This step is only for training purposes.</i></p> <p><i>A preparer should only open the document up using their Signature PIN is if they are doing an adjustment or amendment. Otherwise the preparer should only use the GET button. That will bring the document up in VIEW ONLY mode.</i></p>