

**Exercise #2b: Create Travel Voucher from Existing Travel Authorization**

**Objectives:**

- Create a Travel Voucher from an Existing Travel Authorization

**Notes:**

*This exercise covers how to create a travel voucher using trip and expense information from an existing authorization.*

*To create the voucher, fill in any trip details that were unavailable in the authorization such as ticket information, miscellaneous expenses, and lodging costs (if different than the per diem rate), but be careful you do not go over the threshold limits- otherwise you will have to amend the authorization prior to creating the voucher.*

*Use the Travel Authorization number from Exercise 2a*

**Instructions:** Execute the following steps:

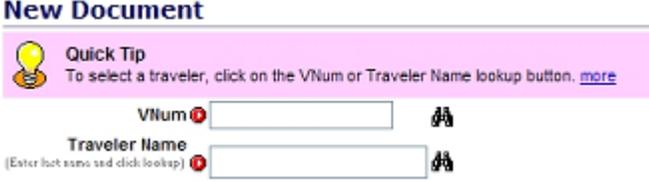
You have just returned from a training class that was held in Chicago, IL. You need to create a travel voucher from the existing travel authorization. You left your residence on June 23<sup>rd</sup> and came back on June 26<sup>th</sup>. A family member dropped you off and picked you up from the airport. Your costs included the following:

E-Ticket #E7S8DJ02LDK3E2210 issued June 20<sup>th</sup> for \$225.00  
Transaction Fee \$23.01

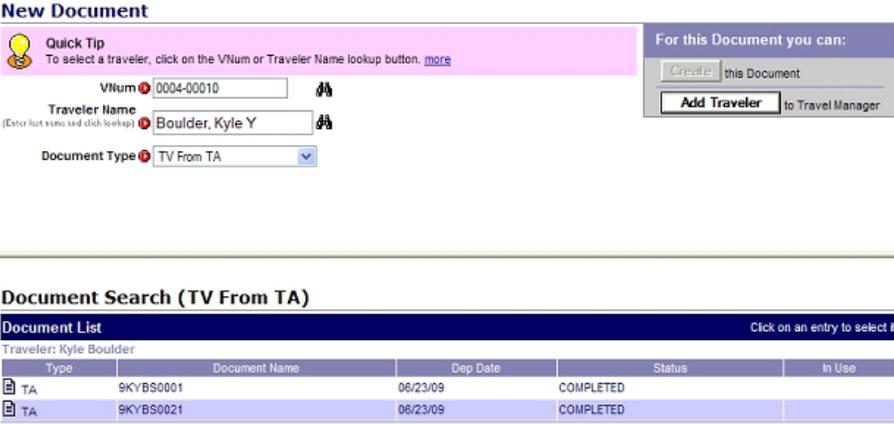
Hotel - \$198.99/night  
Hotel Tax - \$16.57/night  
POV – 73 miles one way to airport  
Parking - \$10/night  
Rental Car - \$256.34  
Gas - \$55.45

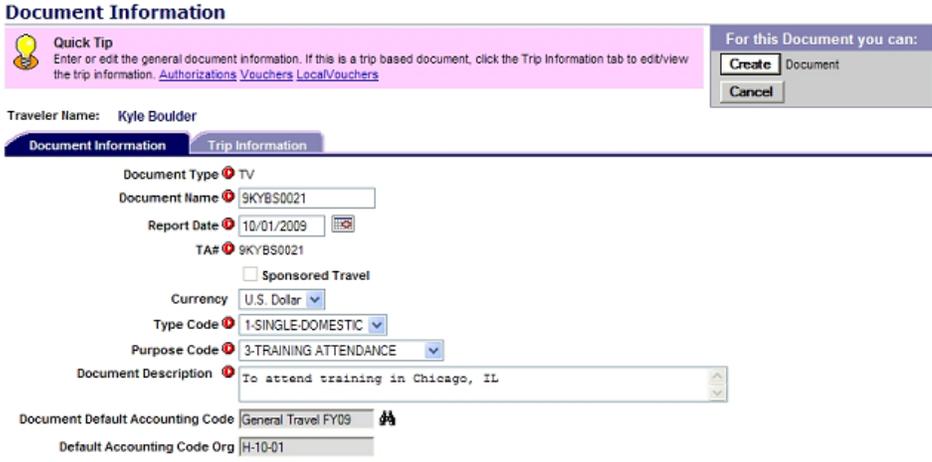
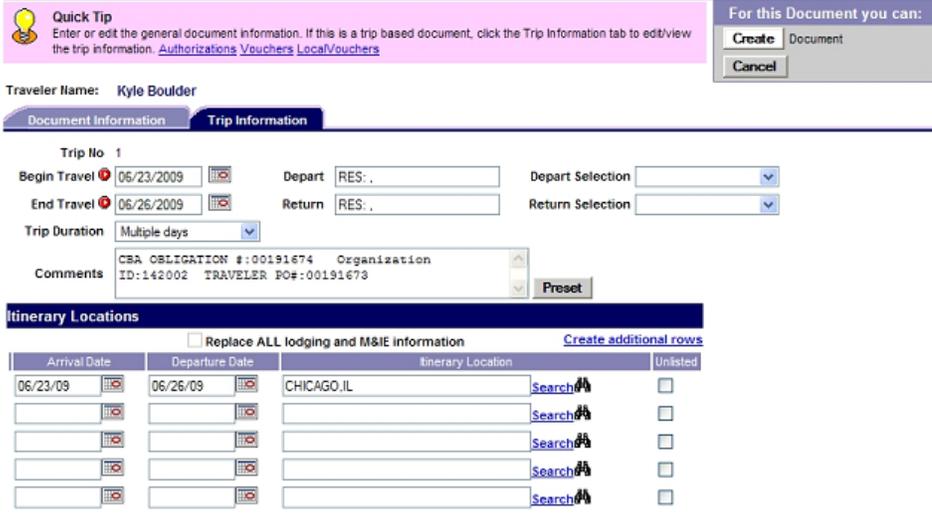
Step	Action
1	From the <b>Home</b> page: ➤ Click <b>Create New Document</b> from the <b>Document Toolbar</b>

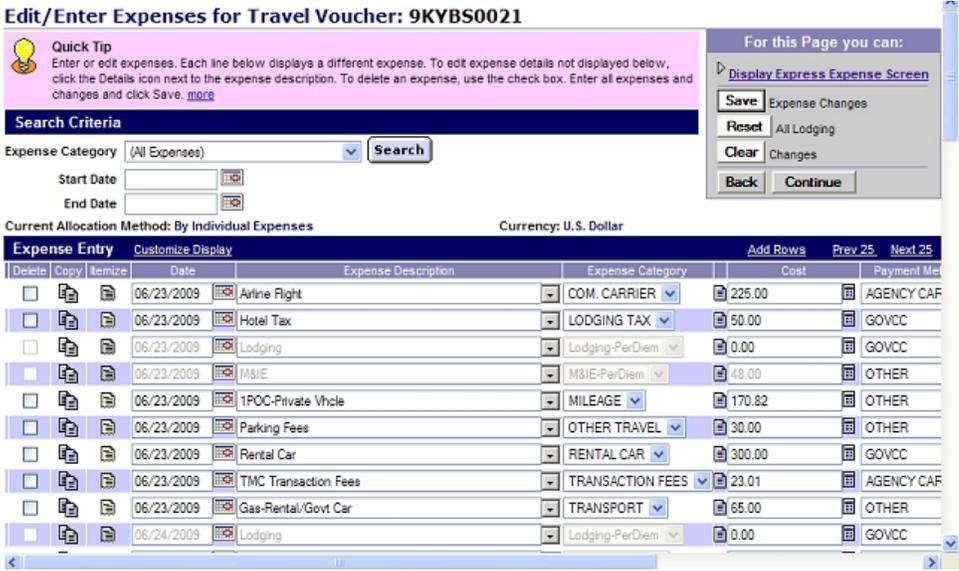
Step	Action
2a	<p>The <i>New Document</i> screen appears.</p> <p>For a <b>Traveler</b>, the information for the Vendor Number and Traveler name will automatically fill in. However, you will want to select yourself again using the Lookup icon  for the TAs to show up properly.</p>  <p>➤ Click on the <b>Document Type</b> drop-down listing and select <i>TV from TA</i></p> <p>➤ Click the <b>Create</b> (<i>this Document</i>) button</p>
2a1	<p>If the Lookup icon was not used prior to selecting the document type, you will receive the following screen:</p>  <hr/> <p><b>Document Search (TV From TA)</b> No documents found for the traveler with ssn</p>
2a2	<p>You will then need to click the Lookup icon </p>  <p>➤ Click on the VNum link</p>

Step	Action
2a3	<p>The <i>New Document</i> screen appears with your traveler's name and vendor number filled in.</p>  <p>➤ Click on the <b>Document Type</b> drop-down listing and select <i>TV from TA</i></p> <p>➤ Click the <b>Create</b> (<i>this Document</i>) button</p>
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> 

Step	Action																																																																																												
2b1	<p data-bbox="280 279 1331 348">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="289 386 1170 827"> <p data-bbox="289 386 1170 422"><b>Enter Search Criteria</b></p> <p data-bbox="386 426 716 485">VNum <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Cancel"/></p> <p data-bbox="289 491 1170 527"><b>Search Results</b> <span style="float: right;">Click on an entry to select it</span></p> <p data-bbox="289 531 1170 548">Search Results <span style="float: right;"><a href="#">Prev 20</a> <a href="#">Next 20</a></span></p> <table border="1" data-bbox="289 552 1170 827"> <thead> <tr> <th>VNum</th> <th>Last Name</th> <th>First Name</th> <th>MI</th> </tr> </thead> <tbody> <tr><td><a href="#">0004-00001</a></td><td>Boulder</td><td>Pam</td><td>A</td></tr> <tr><td><a href="#">0004-00002</a></td><td>Boulder</td><td>James</td><td>A</td></tr> <tr><td><a href="#">0004-00003</a></td><td>Boulder</td><td>Phyllis</td><td>H</td></tr> <tr><td><a href="#">0004-00004</a></td><td>Boulder</td><td>Helen</td><td>E</td></tr> <tr><td><a href="#">0004-00005</a></td><td>Boulder</td><td>John</td><td>O</td></tr> <tr><td><a href="#">0004-00006</a></td><td>Boulder</td><td>Tod</td><td>O</td></tr> <tr><td><a href="#">0004-00007</a></td><td>Boulder</td><td>Donald</td><td>O</td></tr> <tr><td><a href="#">0004-00008</a></td><td>Boulder</td><td>Eleanor</td><td>L</td></tr> <tr><td><a href="#">0004-00009</a></td><td>Boulder</td><td>Stacey</td><td>T</td></tr> <tr><td><a href="#">0004-00010</a></td><td>Boulder</td><td>Kyle</td><td>Y</td></tr> <tr><td><a href="#">0004-00011</a></td><td>Boulder</td><td>Carly</td><td>A</td></tr> </tbody> </table> </div> <p data-bbox="280 867 1393 936">If you chose Traveler Name, you will get a list of travelers you have access to showing in alphabetical order.</p> <div data-bbox="289 978 1170 1398"> <p data-bbox="289 978 1170 1014"><b>Enter Search Criteria</b></p> <p data-bbox="358 1018 716 1077">Last Name <input type="text" value="Boulder"/> <input type="button" value="Search"/> <input type="button" value="Cancel"/></p> <p data-bbox="289 1083 1170 1119"><b>Search Results</b> <span style="float: right;">Click on an entry to select it</span></p> <p data-bbox="289 1123 1170 1140">Search Results <span style="float: right;"><a href="#">Prev 20</a> <a href="#">Next 20</a></span></p> <table border="1" data-bbox="289 1144 1170 1398"> <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><a href="#">0004-00011</a></td></tr> <tr><td>Boulder</td><td>Darin</td><td>A</td><td><a href="#">0004-00028</a></td></tr> <tr><td>Boulder</td><td>James</td><td>A</td><td><a href="#">0004-00002</a></td></tr> <tr><td>Boulder</td><td>Mackenzie</td><td>A</td><td><a href="#">0004-00013</a></td></tr> <tr><td>Boulder</td><td>Nadine</td><td>A</td><td><a href="#">0004-00015</a></td></tr> <tr><td>Boulder</td><td>Pam</td><td>A</td><td><a href="#">0004-00001</a></td></tr> <tr><td>Boulder</td><td>Tayna</td><td>A</td><td><a href="#">0004-00025</a></td></tr> <tr><td>Boulder</td><td>Warren</td><td>A</td><td><a href="#">0004-00026</a></td></tr> <tr><td>Boulder</td><td>Deanna</td><td>E</td><td><a href="#">0004-00029</a></td></tr> <tr><td>Boulder</td><td>Helen</td><td>E</td><td><a href="#">0004-00004</a></td></tr> </tbody> </table> </div> <p data-bbox="280 1438 1003 1472">In either case, click on the VNum to select your traveler.</p>	VNum	Last Name	First Name	MI	<a href="#">0004-00001</a>	Boulder	Pam	A	<a href="#">0004-00002</a>	Boulder	James	A	<a href="#">0004-00003</a>	Boulder	Phyllis	H	<a href="#">0004-00004</a>	Boulder	Helen	E	<a href="#">0004-00005</a>	Boulder	John	O	<a href="#">0004-00006</a>	Boulder	Tod	O	<a href="#">0004-00007</a>	Boulder	Donald	O	<a href="#">0004-00008</a>	Boulder	Eleanor	L	<a href="#">0004-00009</a>	Boulder	Stacey	T	<a href="#">0004-00010</a>	Boulder	Kyle	Y	<a href="#">0004-00011</a>	Boulder	Carly	A	Last Name	First Name	MI	VNum	Boulder	Carly	A	<a href="#">0004-00011</a>	Boulder	Darin	A	<a href="#">0004-00028</a>	Boulder	James	A	<a href="#">0004-00002</a>	Boulder	Mackenzie	A	<a href="#">0004-00013</a>	Boulder	Nadine	A	<a href="#">0004-00015</a>	Boulder	Pam	A	<a href="#">0004-00001</a>	Boulder	Tayna	A	<a href="#">0004-00025</a>	Boulder	Warren	A	<a href="#">0004-00026</a>	Boulder	Deanna	E	<a href="#">0004-00029</a>	Boulder	Helen	E	<a href="#">0004-00004</a>
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2b2	<p>The <i>New Document</i> screen appears with your traveler’s name and vendor number filled in.</p>  <ul style="list-style-type: none"> <li>➤ Click on the <b>Document Type</b> drop-down listing and select <i>TV from TA</i></li> <li>➤ Click the <b>Create</b> (<i>this Document</i>) button</li> </ul>															
2c	<p>The screen will split and at the bottom all DATALINKED authorizations will appear to select from.</p>  <p><b>Document Search (TV From TA)</b></p> <p>Document List <span style="float: right;">Click on an entry to select it</span></p> <p>Traveler: Kyle Boulder</p> <table border="1"> <thead> <tr> <th>Type</th> <th>Document Name</th> <th>Dep Date</th> <th>Status</th> <th>In Use</th> </tr> </thead> <tbody> <tr> <td>TA</td> <td>9KYBS0001</td> <td>06/23/09</td> <td>COMPLETED</td> <td></td> </tr> <tr> <td>TA</td> <td>9KYBS0021</td> <td>06/23/09</td> <td>COMPLETED</td> <td></td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>➤ Click the <b>Open</b>  icon of the authorization going to create the voucher (i.e. Exercise #2a’s number)</li> </ul>	Type	Document Name	Dep Date	Status	In Use	TA	9KYBS0001	06/23/09	COMPLETED		TA	9KYBS0021	06/23/09	COMPLETED	
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TA	9KYBS0001	06/23/09	COMPLETED													
TA	9KYBS0021	06/23/09	COMPLETED													

Step	Action
3a	<p>The <b>Document Information</b> screen appears with the <b>Document Information</b> tab highlighted and fields displaying what had been entered on the authorization.</p>  <p>➤ Verify all information is correct and make changes where necessary</p> <p>➤ Click the <b>Trip Information</b> tab</p>
3b	<p><b>Document Information</b></p>  <p>➤ Verify all information is correct and make changes where necessary</p> <p>➤ Click the <b>Create</b> button</p> <p><b>Note:</b> The comments section will now have the CBA Obligation and PO#s listed at the top of any other comments.</p>

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4	<p>The <b>Document Information</b> screen still appears but the <b>Document Toolbar</b> now has different options available. It will also show your Document Name &amp; TA#.</p> <p>➤ Click on <b>Expenses</b> in the <b>Document Toolbar</b> to bring up the <b>Edit/Enter Expenses</b> screen with the expenses and costs that were entered on the authorization. The only difference is that the Lodging Costs will now be zero dollar amounts because the actual cost will need to be added for the voucher.</p>  <p><b>Edit/Enter Expenses for Travel Voucher: 9KYBS0021</b></p> <p><b>Quick Tip</b> 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. <a href="#">more</a></p> <p><b>For this Page you can:</b>  <input type="button" value="Display Express 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> <p><b>Search Criteria</b>  Expense Category: (All Expenses) <input type="button" value="Search"/>  Start Date: <input type="text"/>  End Date: <input type="text"/></p> <p>Current Allocation Method: By Individual Expenses      Currency: U.S. Dollar</p> <table border="1"> <thead> <tr> <th colspan="2">Expense Entry</th> <th>Customize Display</th> <th>Add Rows</th> <th>Prev 25</th> <th>Next 25</th> </tr> <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>Airline Flight</td> <td>COM. CARRIER</td> <td>225.00</td> <td>AGENCY CAF</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/23/2009</td> <td>Hotel Tax</td> <td>LODGING TAX</td> <td>50.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/23/2009</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>06/23/2009</td> <td>M&amp;IE</td> <td>M&amp;IE-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>1POC-Private Vhcle</td> <td>MILEAGE</td> <td>170.82</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/23/2009</td> <td>Parking Fees</td> <td>OTHER TRAVEL</td> <td>30.00</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/23/2009</td> <td>Rental Car</td> <td>RENTAL CAR</td> <td>300.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/23/2009</td> <td>TMC Transaction Fees</td> <td>TRANSACTION FEES</td> <td>23.01</td> <td>AGENCY CAF</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/23/2009</td> <td>Gas-Rental/Govt Car</td> <td>TRANSPORT</td> <td>65.00</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>0.00</td> <td>GOVCC</td> </tr> </tbody> </table>	Expense Entry		Customize Display	Add Rows	Prev 25	Next 25	Delete	Copy	Itemize	Date	Expense Description	Expense Category	Cost	Payment Method	<input type="checkbox"/>			06/23/2009	Airline Flight	COM. CARRIER	225.00	AGENCY CAF	<input type="checkbox"/>			06/23/2009	Hotel Tax	LODGING TAX	50.00	GOVCC	<input type="checkbox"/>			06/23/2009	Lodging	Lodging-PerDiem	0.00	GOVCC	<input type="checkbox"/>			06/23/2009	M&IE	M&IE-PerDiem	48.00	OTHER	<input type="checkbox"/>			06/23/2009	1POC-Private Vhcle	MILEAGE	170.82	OTHER	<input type="checkbox"/>			06/23/2009	Parking Fees	OTHER TRAVEL	30.00	OTHER	<input type="checkbox"/>			06/23/2009	Rental Car	RENTAL CAR	300.00	GOVCC	<input type="checkbox"/>			06/23/2009	TMC Transaction Fees	TRANSACTION FEES	23.01	AGENCY CAF	<input type="checkbox"/>			06/23/2009	Gas-Rental/Govt Car	TRANSPORT	65.00	OTHER	<input type="checkbox"/>			06/24/2009	Lodging	Lodging-PerDiem	0.00	GOVCC
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5a	<p>➤ Click on the <b>Expense Detail</b>  icon, which can be found to the left of the <b>Cost</b> field for the Airline Flight.</p> <p>➤ Click on the <i>Ticketed Transportation Details</i> tab</p> <div data-bbox="289 428 1417 856"> <p><b>Expense Details for COM. CARRIER 06/23/2009</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>Ticketed Transportation Details</b></p> <p>Ticket No <input type="text" value="See Attached Ticket 1"/> Depart From <input type="text"/>                   Dep Date <input type="text" value="06/23/2009"/>  Arrive At <input type="text"/>                   Issue Date <input type="text"/>                   Ticket Date <input type="text" value="09/01/2009"/>  Confirmation No <input type="text"/>                  Class <input type="text" value="Y"/>                  Ticket Value <input type="text" value="225.00"/> Carrier <input type="text"/>                  Contract Fare <input type="text" value="0.00"/> Contract Carrier <input type="text"/></p> </div> <p>➤ Enter the Ticket Number in the <i>Ticket No</i> field</p> <p>➤ Enter the Issue Date</p> <p>➤ Click the <b>Use</b> (<i>Expense Detail Updates</i>) button</p> <p><b>Note:</b> It is a good practice to click the <i>Save (Expense Changes)</i> button every time you make a change on the Expense screen. This screen does not do any automatic saving. So if you click a link that refreshes the screen or move to another screen and had not saved your changes, they will be lost.</p>
5b	<p>➤ Click on the <b>Expense Detail</b>  icon, which can be found to the left of the <b>Cost</b> field for the 1POC – Private Vhcle.</p> <div data-bbox="289 1325 1417 1774"> <p><b>Expense Details for MILEAGE 06/23/2009</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>Mileage Details</b></p> <p>Expense Date <input type="text" value="06/23/2009"/>  Payment Method <input type="text" value="OTHER"/>                   Expense Cost <input type="text" value="170.82"/>  USD <input checked="" type="checkbox"/> Reimbursable <input type="checkbox"/> Taxable                  Quantity <input type="text" value="292"/> Rate <input type="text" value=".585"/>  Vendor <input type="text"/>                   Expense Category <input type="text" value="MILEAGE"/> Accounting Code <input type="text" value="H-06-09/General Travel FY09"/>                  Expense Description <input type="text" value="1POC-Private Vhcle"/>                  Comments <input type="text"/></p> </div> <p>➤ Divide the number in the <i>Quantity</i> field by 2 and enter that amount in the field</p> <p>➤ Click the <b>Use</b> (<i>Expense Detail Updates</i>) button</p>

Step	Action
5b1	<p>Then from the <i>Edit/Enter Expenses for Travel Voucher</i> screen,</p> <ul style="list-style-type: none"> <li>➤ Click on the <b>Copy Expense</b>  icon for the Private Vehicle expense, which can be found to the left of the <i>Date</i> field.</li> <li>➤</li> </ul>  <p>This will copy this expense to the first available blank line.</p>  <p>Change the date from the beginning of the trip to the end.</p>  <ul style="list-style-type: none"> <li>➤ Click the <b>Save</b> (<i>Expense Changes</i>) button when completed</li> </ul>
	<p><b>Notes:</b> <i>This copy feature should be used when there is an expense where the dates are not consecutive (e.g. Mon, Wed, Fri)</i></p> <p><i>Using the copy feature for expenses that have details to them, such as the POV expenses, the preparer will have to go into the details again to make sure the details – such as quantity and rate fields have been filled out, otherwise a failure on the pre-audits will happen.</i></p> <p><i>There is currently an issue with the copy feature in that the line you copy it makes it non-reimbursable. So please do not use the copy feature for the time being.</i></p>

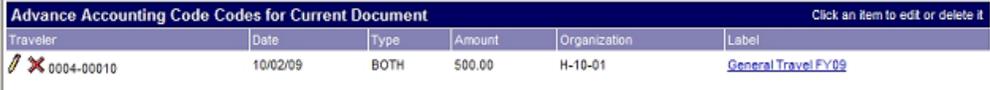
Step	Action
5c	<p>The <b>Search Criteria</b> can be used when trying to search for a particular expense. However, users need to be aware that the search is on the expense <u>category</u> not description.</p>  <p>➤ Click the drop-down arrow and select the category for Lodging Description (i.e. Lodging-PerDiem)</p> <p>➤ Click <b>Search</b></p>  <p>This will filter the expenses to only show those expenses you searched on, in this case Lodging.</p>

Step	Action																																																							
5c1	<p data-bbox="282 279 1143 348">➤ On the first lodging line enter the cost for the hotel (i.e. 198.99) ➤ Using the scroll bar on the bottom, scroll to the right</p> <div data-bbox="289 386 1373 449" style="border: 1px solid gray; padding: 2px;"> <table border="1"> <thead> <tr> <th>Expense Description</th> <th>Expense Category</th> <th>Cost</th> <th>Payment Method</th> <th>Copy Through</th> </tr> </thead> <tbody> <tr> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>198.99</td> <td>GOVCC</td> <td></td> </tr> </tbody> </table> </div> <p data-bbox="282 489 1321 525">In the <i>Copy Through</i> field, enter the last date lodging is allowed (i.e. 06/25/2009)</p> <div data-bbox="289 558 1373 621" style="border: 1px solid gray; padding: 2px;"> <table border="1"> <thead> <tr> <th>Expense Description</th> <th>Expense Category</th> <th>Cost</th> <th>Payment Method</th> <th>Copy Through</th> </tr> </thead> <tbody> <tr> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>198.99</td> <td>GOVCC</td> <td>06/25/2009</td> </tr> </tbody> </table> </div> <p data-bbox="282 653 1089 688">➤ Click the <b>Save</b> (<i>Expense Changes</i>) button when completed</p> <div data-bbox="289 722 1373 890" style="border: 1px solid gray; padding: 2px;"> <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> </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>198.99</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>198.99</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>198.99</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> </tr> </tbody> </table> </div> <p data-bbox="282 930 1170 966">The system will automatically copy the cost through the date entered.</p> <p data-bbox="282 1003 1089 1039">➤ Click the <b>Save</b> (<i>Expense Changes</i>) button when completed</p> <div data-bbox="282 1068 1424 1402" style="background-color: yellow; padding: 5px;"> <p data-bbox="282 1068 1370 1136"><b>Notes:</b> This <i>Copy Through</i> feature should only be used if the dates are consecutive (i.e. Mon, Tue, Wed)</p> <p data-bbox="282 1171 1424 1268"><i>For Lodging costs, the system automatically knows that the traveler does not get lodging on the last day of the trip, so even if you had entered the last day of the trip, the 0.00 would override the copy through. This only works for the lodging line.</i></p> <p data-bbox="282 1304 1424 1402"><i>If you decide to utilize the calendar feature, make sure that you have the correct dates (including year) selected. The calendar defaults to the current system date and the system will not validate at the time of copying data whether the dates are accurate.</i></p> </div>	Expense Description	Expense Category	Cost	Payment Method	Copy Through	Lodging	Lodging-PerDiem	198.99	GOVCC		Expense Description	Expense Category	Cost	Payment Method	Copy Through	Lodging	Lodging-PerDiem	198.99	GOVCC	06/25/2009	Delete	Copy	Itemize	Date	Expense Description	Expense Category	Cost	<input type="checkbox"/>			06/23/2009	Lodging	Lodging-PerDiem	198.99	<input type="checkbox"/>			06/24/2009	Lodging	Lodging-PerDiem	198.99	<input type="checkbox"/>			06/25/2009	Lodging	Lodging-PerDiem	198.99	<input type="checkbox"/>			06/26/2009	Lodging	Lodging-PerDiem	0.00
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5c2	<p data-bbox="282 1436 634 1472">To bring back all expenses:</p> <ul style="list-style-type: none"> <li data-bbox="282 1509 1317 1545">➤ Click the <b>Expense Category</b> drop-down listing in the <i>Search Criteria</i> section</li> <li data-bbox="282 1545 607 1581">➤ Select (All Expenses)</li> <li data-bbox="282 1581 505 1617">➤ Click <b>Search</b></li> </ul>																																																							

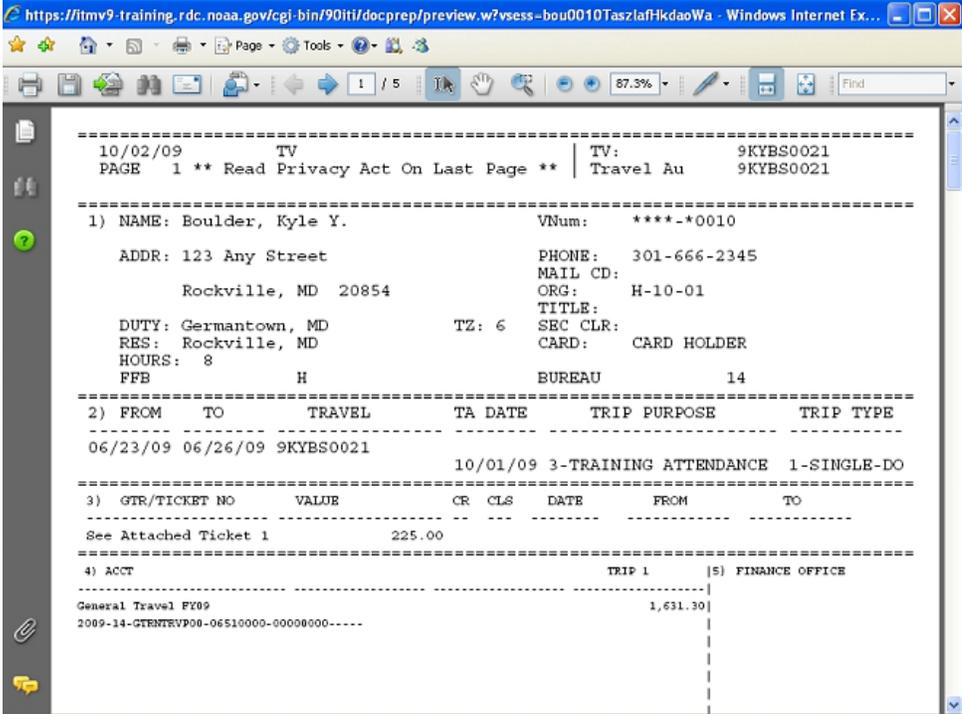
Step	Action
5d	<ul style="list-style-type: none"> <li>➤ Update the cost for June 23<sup>rd</sup> parking fees.</li> <li>➤ Utilize the search capability to only bring up that line.</li> <li>➤ Use the Copy Through feature for the parking and make the date through June 26.</li> <li>➤ Click the <b>Save</b> (<i>Expense Changes</i>) button when completed</li> </ul> 
5d1	<p>Upon doing that you realize that doing the Copy Through feature you entered an incorrect date. To remove that line:</p> <ul style="list-style-type: none"> <li>➤ Click the checkbox of the line you wish to delete</li> </ul>  <ul style="list-style-type: none"> <li>➤ Click the <b>Save</b> (<i>Expense Changes</i>) button when completed</li> </ul>  <p>The incorrect line is now deleted.</p>
<p><b>Note:</b> <i>There is no way to delete multiple lines at a time. Each line will have to be checked and before going to another page, you will have to save in order for the deletions to take effect.</i></p>	
5e	<p>Enter the rest of the costs for the voucher by breaking the costs out for each days of the trip as specified at the beginning of the exercise.</p>
<p><b>Note:</b> <i>Just a reminder – Rental Car and Gas costs are usually on the last day of the trip.</i></p>	
6	<p>Click on <b>Accounting</b> in the <b>Document Toolbar</b> to open up the <b>Available Accounting Code</b> page. Verify there is one there. Any changes to the accounting would have to be made as an amendment to the authorization. This means if the voucher had already been created it would have to be deleted prior to making the amendment to the authorization.</p>

Step	Action																																																																																																						
7	<p>Click on <b>Totals</b> in the <i>Document Toolbar</i> to open up the <i>Total Details</i> page.</p> <div data-bbox="293 352 1218 1512" style="border: 1px solid gray; padding: 10px;"> <p><b>Total Details for 9KYBS0021</b></p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="background-color: #f0f0f0; padding: 5px; border: 1px solid gray;"> <p><b>Quick Tip</b> If necessary, enter changes and click OK. <a href="#">more</a></p> </div> <div style="border: 1px solid gray; padding: 5px; background-color: #e0e0e0;"> <p><b>For this Document you can:</b></p> <p><b>Edit Advances</b> Applied</p> <p><b>Save &amp; Calculate</b> Totals</p> <p><b>Back</b> <b>Continue</b></p> </div> </div> <p style="text-align: center; margin-top: 10px;">Currency: U.S. Dollar</p> <hr/> <p><b>Expense Summary</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Total Expenses:</td> <td style="text-align: right;">1,631.30</td> </tr> <tr> <td>Total Non-reimbursable Expenses:</td> <td style="text-align: right;">248.01</td> </tr> <tr> <td><b>Total Reimbursable Expenses:</b></td> <td style="text-align: right; border-top: 1px solid black;"><b>1,383.29</b></td> </tr> <tr> <td>Advance Outstanding:</td> <td style="text-align: right;"><input type="text" value="0.00"/></td> </tr> <tr> <td>Advance Applied:</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td><b>Total Reimbursable Amount:</b></td> <td style="text-align: right; border-top: 1px solid black;"><b>1,383.29</b></td> </tr> </table> <hr/> <p><b>Charge Card Reconciliation</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;"></th> <th style="text-align: center; width: 15%;">All Amounts</th> <th style="text-align: center; width: 15%;">Reimbursable Amounts</th> </tr> </thead> <tbody> <tr> <td>Reimbursable Charge Card Expenses:</td> <td style="text-align: right;">903.02</td> <td style="text-align: right;">903.02</td> </tr> <tr> <td>Non-Reimbursable Charge Card Expenses:</td> <td style="text-align: right;">248.01</td> <td></td> </tr> <tr> <td><b>Total Charge Card Expenses:</b></td> <td style="text-align: right; border-top: 1px solid black;"><b>1,151.03</b></td> <td style="text-align: right;"><b>903.02</b></td> </tr> <tr> <td>Charge Card ATM Advance Taken:</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td><b>Total Amount On Charge Card:</b></td> <td style="text-align: right; border-top: 1px solid black;"><b>1,151.03</b></td> <td style="text-align: right;"><b>903.02</b></td> </tr> <tr> <td>Additional Payment to Charge Card:</td> <td></td> <td style="text-align: right;">0.00</td> </tr> <tr> <td><b>Maximum Charge Card Reimbursement:</b> <small>(Actual reimbursement may be different)</small></td> <td></td> <td style="text-align: right; border-top: 1px solid black;"><b>903.02</b></td> </tr> </tbody> </table> <hr/> <p><b>Reimbursement Summary</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Actual Charge Card Reimbursement:</td> <td style="text-align: right;">903.02</td> </tr> <tr> <td>Traveler Reimbursement: <small>(Due From Traveler if negative)</small></td> <td style="text-align: right;">480.27</td> </tr> <tr> <td><b>Total Amount Reimbursed:</b></td> <td style="text-align: right; border-top: 1px solid black;"><b>1,383.29</b></td> </tr> </table> <hr/> <p><b>Expense Category Details</b></p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th>Trip</th> <th>Expense Category</th> <th>Payment Method</th> <th>Organization</th> <th>Accounting Code Label</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>COM. 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7a	<p>The <b>Total Details</b> screen for a voucher looks different than an authorization. It has the following sections:</p> <ul style="list-style-type: none"> <li>➤ <b>Expense Summary</b></li> <li>➤ <b>Charge Card Reconciliation</b></li> <li>➤ <b>Reimbursement Summary</b></li> <li>➤ <b>Expense Category Details</b></li> </ul>																																																																																																						

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7b	<p>The <b>Expense Summary</b> section gives the preparer a quick look at the total expenses, total-non reimbursable expenses (usually airfare/transaction fee) and total reimbursable expenses.</p> <p>It also includes an area that allows the preparer to include any advance amounts. This amount would then be deducted from the total reimbursable expenses to give you the total due back to the traveler in the Total Reimbursable Amount.</p> <div data-bbox="289 583 1268 894" style="border: 1px solid black; padding: 5px;"> <p><b>Expense Summary</b></p> <hr/> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Total Expenses:</td> <td style="width: 20%;"></td> <td style="width: 20%; text-align: right;">1,631.30</td> </tr> <tr> <td>Total Non-reimbursable Expenses:</td> <td></td> <td style="text-align: right;">248.01</td> </tr> <tr> <td colspan="2"></td> <td style="border-top: 1px solid black;"></td> </tr> <tr> <td><b>Total Reimbursable Expenses:</b></td> <td></td> <td style="text-align: right;"><b>1,383.29</b></td> </tr> <tr> <td>Advance Outstanding:</td> <td style="text-align: center;"><input style="width: 80px;" type="text" value="0.00"/></td> <td></td> </tr> <tr> <td>Advance Applied:</td> <td style="text-align: center;">0.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td colspan="2"></td> <td style="border-top: 1px solid black;"></td> </tr> <tr> <td><b>Total Reimbursable Amount:</b></td> <td></td> <td style="text-align: right;"><b>1,383.29</b></td> </tr> </table> </div>	Total Expenses:		1,631.30	Total Non-reimbursable Expenses:		248.01				<b>Total Reimbursable Expenses:</b>		<b>1,383.29</b>	Advance Outstanding:	<input style="width: 80px;" type="text" value="0.00"/>		Advance Applied:	0.00	0.00				<b>Total Reimbursable Amount:</b>		<b>1,383.29</b>																								
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7b1	<p>To add an advance amount to the voucher:</p> <ul style="list-style-type: none"> <li>➤ Enter the advance amount in the <i>Advance Outstanding</i> field</li> </ul> <div data-bbox="289 1094 1268 1209" style="border: 1px solid black; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Advance Outstanding:</td> <td style="width: 20%;"></td> <td style="width: 20%; text-align: right;">1,631.30</td> </tr> <tr> <td>Advance Applied:</td> <td></td> <td style="text-align: right;">248.01</td> </tr> <tr> <td colspan="2"></td> <td style="border-top: 1px solid black;"></td> </tr> <tr> <td><b>Total Reimbursable Expenses:</b></td> <td></td> <td style="text-align: right;"><b>1,383.29</b></td> </tr> <tr> <td>Advance Outstanding:</td> <td style="text-align: center;"><input style="width: 80px;" type="text" value="500.00"/></td> <td></td> </tr> <tr> <td>Advance Applied:</td> <td style="text-align: center;">0.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td colspan="2"></td> <td style="border-top: 1px solid black;"></td> </tr> <tr> <td><b>Total Reimbursable Amount:</b></td> <td></td> <td style="text-align: right;"><b>1,383.29</b></td> </tr> </table> </div> <ul style="list-style-type: none"> <li>➤ Click the <u>Edit Advances</u> (<i>Applied</i>) button</li> </ul> <p>This will take you to the <b>Advances for Document Name</b> screen</p> <div data-bbox="289 1360 1268 1608" style="border: 1px solid black; padding: 5px;"> <p><b>Advances for 9KYBS0021</b></p> <div style="display: flex; justify-content: space-between;"> <div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc;"> <p> <b>Quick Tip</b> To enter an advance, click Add. Existing advances can be edited (Pencil icon) or deleted (X icon). <a href="#">more</a></p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p><b>For this Document you can:</b></p> <p><input type="button" value="Add"/> Additional Advances</p> <p><input type="button" value="Close"/> Advances Screen</p> </div> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr style="background-color: #4a7ebb; color: white;"> <th colspan="7">Advances for Current Document</th> <th style="text-align: right; font-size: small;">Click on an item to edit or delete it</th> </tr> <tr style="background-color: #4a7ebb; color: white;"> <th style="width: 15%;">Traveler</th> <th style="width: 10%;">Date</th> <th style="width: 10%;">Type</th> <th style="width: 15%;">Amount</th> <th style="width: 15%;">Organization</th> <th style="width: 15%;">Accounting Code</th> <th style="width: 15%;">Remarks</th> <th></th> </tr> </thead> <tbody> <tr> <td> </td> </tr> </tbody> </table> </div> <div style="background-color: yellow; padding: 5px; margin-top: 10px;"> <p><b>Note:</b> The amount must be entered into the field prior to adding the accounting code; otherwise the advance will not be deducted.</p> </div>	Advance Outstanding:		1,631.30	Advance Applied:		248.01				<b>Total Reimbursable Expenses:</b>		<b>1,383.29</b>	Advance Outstanding:	<input style="width: 80px;" type="text" value="500.00"/>		Advance Applied:	0.00	0.00				<b>Total Reimbursable Amount:</b>		<b>1,383.29</b>	Advances for Current Document							Click on an item to edit or delete it	Traveler	Date	Type	Amount	Organization	Accounting Code	Remarks									
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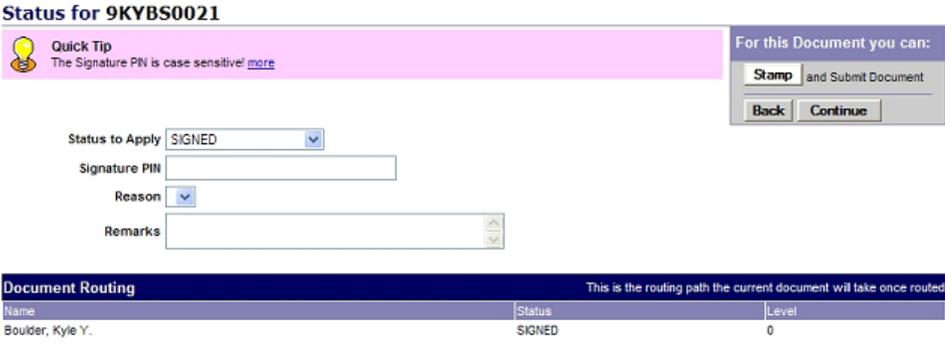
Step	Action
7b2	<p>➤ Click the <b>Add</b> (<i>Additional Advances</i>) button</p> <p>This will take you to the <b>Available Accounting Code for Document Name</b> screen.</p> 
7b3	<p>From that screen, you will need to choose an accounting on which the advance had been taken from. This is done by clicking the label name so the accounting appears in the <b>Advance Accounting Code Codes for Current Document</b> section.</p>  <p>➤ Click the <b>Close</b> (<i>Advance</i>) button when finished selecting the accounting for the advance.</p> <p><i>Note: The system will allow you to select multiple accounting codes; however, it will only apply the advance to the first accounting that was added.</i></p>
7b4	<p>This will take to you to the <b>Advances for Document Name</b> screen but now you will have the accounting you selected showing.</p>  <p>➤ Click the <b>Close</b> (<i>Advances Screen</i>) button</p>

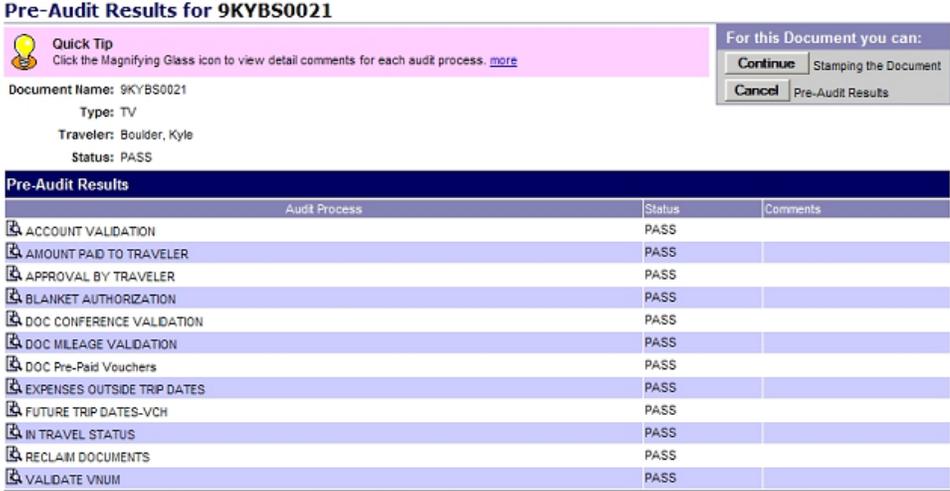
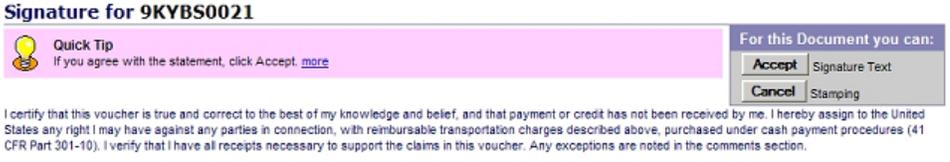
Step	Action												
7b5	<p>This will take you back to the <b>Total Details</b> screen and under the <b>Expense Summary</b> section you will now see that the amount you entered on the <i>Advance Outstanding</i> field will now have been deducted against the total reimbursable expenses so less money is due back to the traveler – because they took an advance against their reimbursement.</p> <table border="0" data-bbox="305 472 1279 653"> <tr> <td>Total Reimbursable Expenses:</td> <td></td> <td>1,383.29</td> </tr> <tr> <td>Advance Outstanding:</td> <td><input type="text" value="500.00"/></td> <td></td> </tr> <tr> <td>Advance Applied:</td> <td>500.00</td> <td>500.00</td> </tr> <tr> <td>Total Reimbursable Amount:</td> <td></td> <td>883.29</td> </tr> </table>	Total Reimbursable Expenses:		1,383.29	Advance Outstanding:	<input type="text" value="500.00"/>		Advance Applied:	500.00	500.00	Total Reimbursable Amount:		883.29
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Advance Applied:	500.00	500.00											
Total Reimbursable Amount:		883.29											
7c	<p>The <b>Charge Card Reconciliation</b> section just gives the preparer an idea of what charges from the expense screen should have been charged to the charge card (i.e. hotel). It also lists the expenses that are non-reimbursable back to the traveler (i.e. airline/fees).</p> <p>There is no automatic payment set up to the traveler’s card, so this is just for information only. It also only shows based off what was entered into the expenses what the system things was charged on the charge card. It does not calculate costs outside of that in this section, like M&amp;IE.</p>												
7d	<p>The <b>Reimbursement Summary</b> gives the preparer a summary of the other two sections. It lists what money should be reimbursed to the charge card as well as what money should be reimbursed back to the traveler. It then adds those two things together for the total reimbursement back to the traveler.</p> <p>Since nothing has been set up in the system to actually pay the charge card, the full amount of the Total Amount Reimbursed, will be sent to the traveler, as they are responsible for paying their charge card.</p>												
7e	<p>The <b>Expense Category Details</b> section lists the expenses by category and accounting. This section also lists the costs by trip number. Trip numbers are important when doing a constructed voucher.</p>												

Step	Action
8	<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>  <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>
8a	<p>The traveler must sign this paper copy.</p> <pre> NET TO TRAVELER (GOVT) ----- 1,383.29 ----- Copyright 1989-2006 Gelco Information Network GSD, Inc. ----- I certify that this TV is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me. I hereby assign the United States any right I may have against any parties in connection, with reimbursable transportation charges described above, pur- chased under cash payment procedures (41 CFR Part 301-10). ----- 7) TRAVELER SIGNATURE DATE DATE: ----- </pre>

Step	Action																																							
9	<p>Click on <b>Perform Pre-Audits</b> in the <i>Document Toolbar</i> to open up the <i>Pre-Audit Results</i> screen.</p>  <p><b>Pre-Audit Results for 9KYBS0021</b></p> <p><b>Quick Tip</b> Click the Magnifying Glass icon to view detail comments for each audit process. <a href="#">more</a></p> <p>For this Document you can: <b>Close</b> Pre-Audit Results</p> <p>Document Name: 9KYBS0021 Type: TV 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>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>BLANKET AUTHORIZATION</td><td>PASS</td><td></td></tr> <tr><td>DOC CONFERENCE VALIDATION</td><td>PASS</td><td></td></tr> <tr><td>DOC MILEAGE VALIDATION</td><td>PASS</td><td></td></tr> <tr><td>DOC Pre-Paid Vouchers</td><td>PASS</td><td></td></tr> <tr><td>EXPENSES OUTSIDE TRIP DATES</td><td>PASS</td><td></td></tr> <tr><td>FUTURE TRIP DATES-VCH</td><td>PASS</td><td></td></tr> <tr><td>IN TRAVEL STATUS</td><td>PASS</td><td></td></tr> <tr><td>RECLAIM DOCUMENTS</td><td>PASS</td><td></td></tr> <tr><td>VALIDATE VNUM</td><td>PASS</td><td></td></tr> </tbody> </table> <p><b>Note:</b> Pre-Audit Processes are different between authorizations and vouchers.</p>	Audit Process	Status	Comments	ACCOUNT VALIDATION	PASS		AMOUNT PAID TO TRAVELER	PASS		APPROVAL BY TRAVELER	PASS		BLANKET AUTHORIZATION	PASS		DOC CONFERENCE VALIDATION	PASS		DOC MILEAGE VALIDATION	PASS		DOC Pre-Paid Vouchers	PASS		EXPENSES OUTSIDE TRIP DATES	PASS		FUTURE TRIP DATES-VCH	PASS		IN TRAVEL STATUS	PASS		RECLAIM DOCUMENTS	PASS		VALIDATE VNUM	PASS	
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9a	<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
10a	<p>Click on <b>Document Status</b> in the <i>Document Toolbar</i> to open up the <i>Status</i> page.</p> <p>If you are a group administrator and created the voucher this is what you will see:</p>  <p>The status to apply will say approved, this is because the <b>TRAVELER</b> must be the one who stamps the voucher SIGNED. You should now do the following steps:</p> <ul style="list-style-type: none"> <li>➤ Close out the document</li> <li>➤ Contact the traveler and have them review the hard copy</li> <li>➤ If the voucher is alright have the traveler sign the hard copy and stamp the electronic voucher signed</li> </ul>

Step	Action						
10b	<p>If you are a traveler and have not created your voucher you will need to do the following:</p> <ul style="list-style-type: none"> <li>➤ Log into the system</li> <li>➤ Go to your Review Queue</li> <li>➤ Find the document to open and click on it</li> <li>➤ Click on Document Status</li> </ul>  <p><b>Status for 9KYBS0021</b></p> <p><b>Quick Tip</b> The Signature PIN is case sensitive! <a href="#">more</a></p> <p>For this Document you can:  <input type="button" value="Stamp"/> and Submit Document  <input type="button" value="Back"/> <input type="button" value="Continue"/></p> <p>Status to Apply: <input type="text" value="SIGNED"/></p> <p>Signature PIN: <input type="text"/></p> <p>Reason: <input type="text"/></p> <p>Remarks: <input type="text"/></p> <p><b>Document Routing</b> <small>This is the routing path the current document will take once routed</small></p> <table border="1"> <thead> <tr> <th>Name</th> <th>Status</th> <th>Level</th> </tr> </thead> <tbody> <tr> <td>Boulder, Kyle Y.</td> <td>SIGNED</td> <td>0</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>➤ Enter your <i>Signature PIN</i></li> <li>➤ Enter your <i>Remarks</i> if any</li> <li>➤ Click the <input type="button" value="Stamp"/> (<i>and Submit Document</i>) button</li> </ul>	Name	Status	Level	Boulder, Kyle Y.	SIGNED	0
Name	Status	Level					
Boulder, Kyle Y.	SIGNED	0					
10c	<p>If you are a traveler and did create your voucher you will do the following once on the <i>Document Status</i> screen:</p>  <p><b>Status for 9KYBS0021</b></p> <p><b>Quick Tip</b> The Signature PIN is case sensitive! <a href="#">more</a></p> <p>For this Document you can:  <input type="button" value="Stamp"/> and Submit Document  <input type="button" value="Back"/> <input type="button" value="Continue"/></p> <p>Status to Apply: <input type="text" value="SIGNED"/></p> <p>Signature PIN: <input type="text"/></p> <p>Reason: <input type="text"/></p> <p>Remarks: <input type="text"/></p> <p><b>Document Routing</b> <small>This is the routing path the current document will take once routed</small></p> <table border="1"> <thead> <tr> <th>Name</th> <th>Status</th> <th>Level</th> </tr> </thead> <tbody> <tr> <td>Boulder, Kyle Y.</td> <td>SIGNED</td> <td>0</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>➤ Enter your <i>Signature PIN</i></li> <li>➤ Enter your <i>Remarks</i> if any</li> <li>➤ Click the <input type="button" value="Stamp"/> (<i>and Submit Document</i>) button</li> </ul>	Name	Status	Level	Boulder, Kyle Y.	SIGNED	0
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Step	Action																																								
10d	<p>The <b>Pre-Audit Results for Document #</b> screen appears.</p> <ul style="list-style-type: none"> <li>➤ Verify the document status is PASS</li> <li>➤ Click the <b>Continue</b> (<i>Stamping the Document</i>) button</li> </ul>  <p><b>Pre-Audit Results for 9KYBS0021</b></p> <p><b>Quick Tip</b> Click the Magnifying Glass icon to view detail comments for each audit process. <a href="#">more</a></p> <p>Document Name: 9KYBS0021 Type: TV Traveler: Boulder, Kyle Status: PASS</p> <p>For this Document you can: <b>Continue</b> Stamping the Document <b>Cancel</b> 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>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>BLANKET AUTHORIZATION</td><td>PASS</td><td></td></tr> <tr><td>DOC CONFERENCE VALIDATION</td><td>PASS</td><td></td></tr> <tr><td>DOC MILEAGE VALIDATION</td><td>PASS</td><td></td></tr> <tr><td>DOC Pre-Paid Vouchers</td><td>PASS</td><td></td></tr> <tr><td>EXPENSES OUTSIDE TRIP DATES</td><td>PASS</td><td></td></tr> <tr><td>FUTURE TRIP DATES-VCH</td><td>PASS</td><td></td></tr> <tr><td>IN TRAVEL STATUS</td><td>PASS</td><td></td></tr> <tr><td>RECLAIM DOCUMENTS</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		AMOUNT PAID TO TRAVELER	PASS		APPROVAL BY TRAVELER	PASS		BLANKET AUTHORIZATION	PASS		DOC CONFERENCE VALIDATION	PASS		DOC MILEAGE VALIDATION	PASS		DOC Pre-Paid Vouchers	PASS		EXPENSES OUTSIDE TRIP DATES	PASS		FUTURE TRIP DATES-VCH	PASS		IN TRAVEL STATUS	PASS		RECLAIM DOCUMENTS	PASS		VALIDATE VNUM	PASS		
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10e	<p>The <b>Signature</b> screen appears with a statement that should be read.</p>  <p><b>Signature for 9KYBS0021</b></p> <p><b>Quick Tip</b> If you agree with the statement, click Accept. <a href="#">more</a></p> <p>For this Document you can: <b>Accept</b> Signature Text <b>Cancel</b> Stamping</p> <p>I certify that this voucher is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me. I hereby assign to the United States any right I may have against any parties in connection, with reimbursable transportation charges described above, purchased under cash payment procedures (41 CFR Part 301-10). I verify that I have all receipts necessary to support the claims in this voucher. Any exceptions are noted in the comments section.</p> <ul style="list-style-type: none"> <li>➤ Click the <b>Accept</b> (<i>Signature Text</i>) 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> screen where you will have a message that tells you the email(s) of the person/people that a message was sent.</p>  <p><b>Home</b></p> <p><b>Quick Tip</b> 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. <a href="#">more</a></p> <table border="1"> <thead> <tr> <th colspan="5">Last Documents <a href="#">more</a></th> <th colspan="5">Documents to review <a href="#">more</a></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>TV</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:</p> <ul style="list-style-type: none"> <li>• Email has been sent to:Jonathan.Wolf@noaa.gov</li> </ul>	Last Documents <a href="#">more</a>					Documents to review <a href="#">more</a>					Type	Traveler	Document Name	Dep Date	In Use	Type	Traveler	Document Name	Dep Date	In Use	TV	000400010	9KYBS0021	06/23/09		LV	000400010	9KYBL0001	02/09/09		TA	000400010	9KYBS0002	08/03/09						
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Step	Action
11	<p data-bbox="305 369 1398 506"><i>Note: For <b>TRAINING PURPOSES ONLY</b> – the routing/approval/DATALINK process can not be completed in the training environment. To be able to create a reclaim voucher in the training environment, the status of the voucher must be set to “Complete.”</i></p> <p data-bbox="280 636 1398 705">From the <b>Home</b> screen click on the <b>Open Document</b>  icon which will take you to the <b>Open Document Signature</b> screen.</p> <ul data-bbox="280 747 894 821" style="list-style-type: none"> <li>➤ Enter your <b>Signature PIN</b></li> <li>➤ Click the <b>Sign</b> (to Review Document) button</li> </ul> <p data-bbox="280 863 813 896">The <b>Document Summary</b> screen appears.</p> <ul data-bbox="280 938 954 1115" style="list-style-type: none"> <li>➤ Change the status to <b>Completed</b></li> <li>➤ Enter your <b>Signature PIN</b></li> <li>➤ Enter your <b>Remarks</b></li> <li>➤ Check the checkbox <b>Stamp Without Adjustment</b></li> <li>➤ Click the <b>Stamp and Route</b> button.</li> </ul> <p data-bbox="280 1157 987 1190">The <b>Pre-Audit Results for Document #</b> screen appears.</p> <ul data-bbox="280 1232 1024 1306" style="list-style-type: none"> <li>➤ Verify the document status is PASS</li> <li>➤ Click the <b>Continue</b> (Stamping the Document) button</li> </ul> <p data-bbox="280 1339 1357 1409"><i>Notes: A preparer in <b>PRODUCTION</b> should <b>NOT</b> set any voucher with the status of completed – unless instructed otherwise. This step is only for training purposes.</i></p> <p data-bbox="280 1451 1377 1556"><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 <b>VIEW ONLY</b> mode.</i></p>