

Exercise #4: Local Voucher

Objectives:

- Create a local travel voucher

Notes:

Temporary Duty (TDY) authorization numbers are not to be used for local travel. It is up to each office to determine its own numbering scheme for Local Vouchers. Local Voucher authorization numbers must be unique and consist of nine alphanumeric characters with no special characters.

Employees who perform temporary duty travel within the local area may claim transportation expenses under the following conditions set forth by the Federal Travel Regulations:

- 1. **Local transit systems.** Employees may claim expenses incurred while taking local transit systems to and from official business.
 - a. Taxis may be claimed if the employee does not have a Government (GSA) vehicle available and/or a Government provided shuttle, or the METRO could not be used.*
 - b. METRO/subway or bus may be claimed to and from the temporary duty location. If the employee normally uses the METRO system for their daily commute, **only the excess cost** above and beyond their daily commute cost may be claimed.**
- 2. **Privately owned vehicle (POV).** Mileage and parking expenses for the use of a privately owned automobile may be reimbursed if a GSA vehicle or Government provided shuttle was not available, or the METRO system could not be used. If the employee normally uses their vehicle for the daily commute, **only the miles in excess** of those usually traveled are claimed as expenses.*

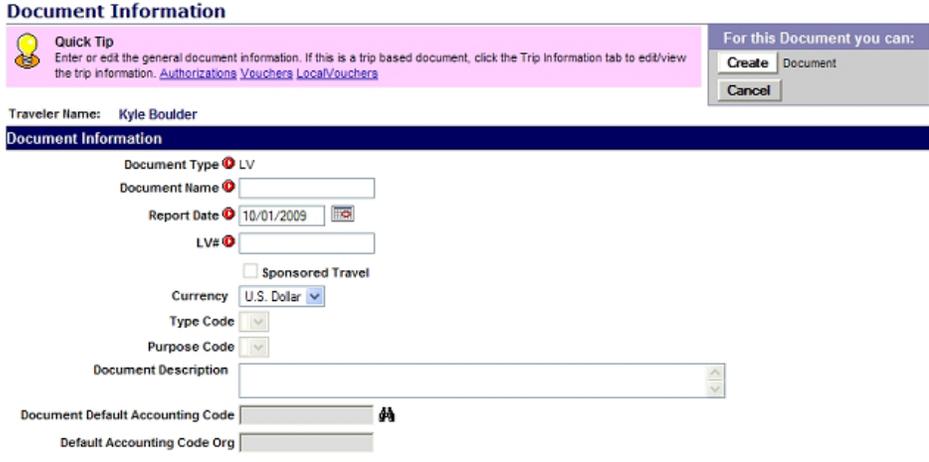
Instructions: Execute the following steps:

You work in the Gaithersburg, MD area. You've been asked to attend some meetings being held in Silver Spring, MD. The government car is unavailable for the dates of your meetings, so on February 9th you drive from work and park and on February 12th you park at the metro and take the metro into Silver Spring.

Actual Expenses

2/9 – 34 miles roundtrip
2/9 - \$4 parking
2/12 - \$4.75 metro parking
2/12 - \$9.00 roundtrip metro fare

Step	Action
1	<p>From the <i>Home</i> screen:</p> <ul style="list-style-type: none"> ➤ Click Create New Document from the <i>Document Toolbar</i>
2	<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>The screenshot shows the 'New Document' interface. At the top, there is a 'Quick Tip' box with a lightbulb icon and the text: 'To select a traveler, click on the VNum or Traveler Name lookup button. more'. Below this, there are three main sections: 'VNum' with the value '0004-00010', 'Traveler Name' with the value 'Boulder, Kyle Y', and 'Document Type' with a dropdown menu. The dropdown menu is open, showing options: 'Govt Vch', 'Govt Vch From Govt. Auth', 'LV' (which is highlighted in blue), 'RECLAIM', 'TA', and 'TV From TA'. To the right of these fields, there is a box titled 'For this Document you can:' containing two buttons: 'Create this Document' and 'Add Traveler to Travel Manager'.</p> <ul style="list-style-type: none"> ➤ Click on the Document Type drop-down listing and select <i>LV</i> ➤ Click the Create (<i>this Document</i>) button

Step	Action
3	<p>The Document Information screen appears. It is different than the TA or TV screen in that it does not have tabs at the top.</p>  <p>Enter the following information:</p> <ul style="list-style-type: none"> ➤ Document Name = <i>Same as LV#</i> ➤ LV# = <i>LV# listed on your sheet</i> ➤ Document Description = <i>To attend meetings being held in Silver Spring</i> ➤ Click Create (Document) button

Step	Action
4	<p>Click on Expenses in the <i>Document Toolbar</i> to bring up the <i>Edit/Enter Expenses</i> screen.</p>  <p>Enter the following information:</p> <ul style="list-style-type: none"> 2/9 – 34 miles roundtrip 2/9 - \$4 parking 2/12 - \$4.75 metro parking 2/12 - \$9.00 roundtrip metro fare <p>➤ Click the Save (<i>Expense Changes</i>) button when completed</p> <p>Notes: Just a reminder – you can click on the <i>Mileage Details</i> tab to add the locations traveling to and from.</p> <p>When entering expenses on Local Vouchers in ITM 9.0, if users click on the Copy icon to copy an individual line, the copied line is modified to be non-reimbursable, even when the original expense being copied was reimbursable. When this occurs, the user is unable to correct this. Until further notice, please do not use the Copy icon to copy expenses on Local Vouchers. Create each expense line manually.</p>
5	<p>Click on Accounting in the <i>Document Toolbar</i> to open up the <i>Available Accounting Code</i> screen.</p> <ul style="list-style-type: none"> ➤ Verify there is current FY accounting code ➤ If there is not, click on one from your master list
6	<ul style="list-style-type: none"> ➤ Check the totals ➤ Preview the document ➤ Do Pre-Audit Results ➤ Stamp the document SIGNED

Step	Action
	<p><i>Note: The PDF (paper copy) file for Local Vouchers has a display issue which is causing the subtotals on the right side of the page to calculate incorrectly. This does not impact the actual reimbursement to the traveler and the document totals remain correct. The issue is only with the subtotals. There is no workaround for this issue at this time. The document totals are correct.</i></p>
7	<p>The Pre-Audit Results for Document # screen appears.</p> <ul style="list-style-type: none"> ➤ Verify the document status is PASS ➤ Click the Continue (Stamping the Document) button
8	<p>The Signature screen appears with a statement that should be read.</p> <ul style="list-style-type: none"> ➤ Click the Accept (Signature Text) 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 you will have a message that tells you the email(s) of the person/people that a message was sent.</p>