

Exercise #5a: Create TA – Duty Station not in Per Diem Table**Objectives:**

- Create a Travel Authorization
- Select a location that is not in the Per Diem Table

Notes:

For domestic locations inside of the continental United States (CONUS):

1. Check to see if your TDY location(s) is listed by GSA as a key city;
2. If it is not listed as a key city, check to see if the county for your TDY location(s) is listed;
3. If neither the city nor county are listed, you would use the standard per diem rate.

To look up counties for locations, use www.naco.org

For foreign locations or U.S. locations outside of the continental United States (CONUS), i.e., Alaska, Hawaii, Northern Mariana Islands, etc:

1. Check to see if the TDY location is listed by the Department of State (Foreign) or the Department of Defense (OCONUS);
2. If the TDY location is not listed, you would use the “**OTHER**” per diem rate assigned to that state or country.

Instructions: Execute the following steps:

You have been asked to do a site visit to Long Beach and Crescent City (California). You leave on March 2nd to go to Long Beach. You leave Long Beach on March 4th to go to Crescent City. You return home on March 6th. Your POV costs will include a person taking you to the airport and picking you up. Your authorization will need to include the following costs:

Estimated Expenses

\$765.00 = Round-trip air fare

\$23.01 = Transaction Fee

35 miles one way to airport using private vehicle (POV)

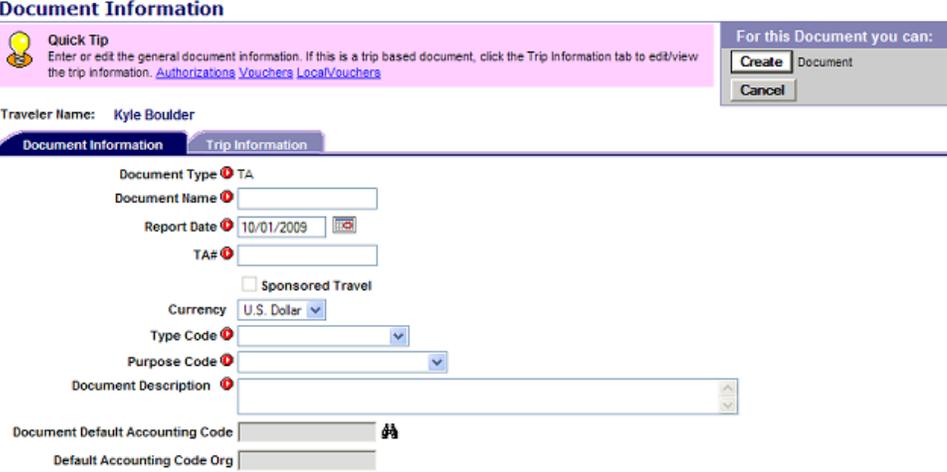
\$600 for Rental Car

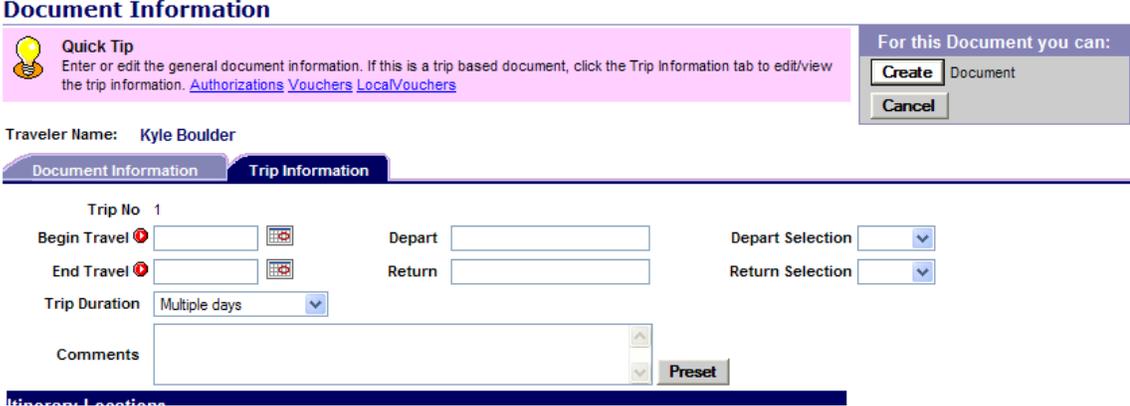
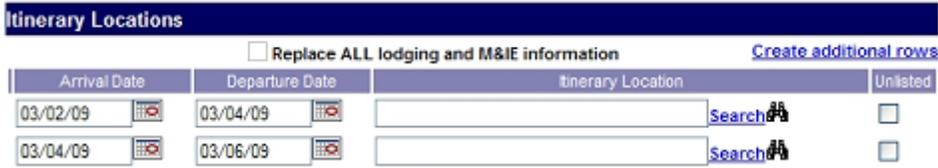
\$100 for Rental Car Gas

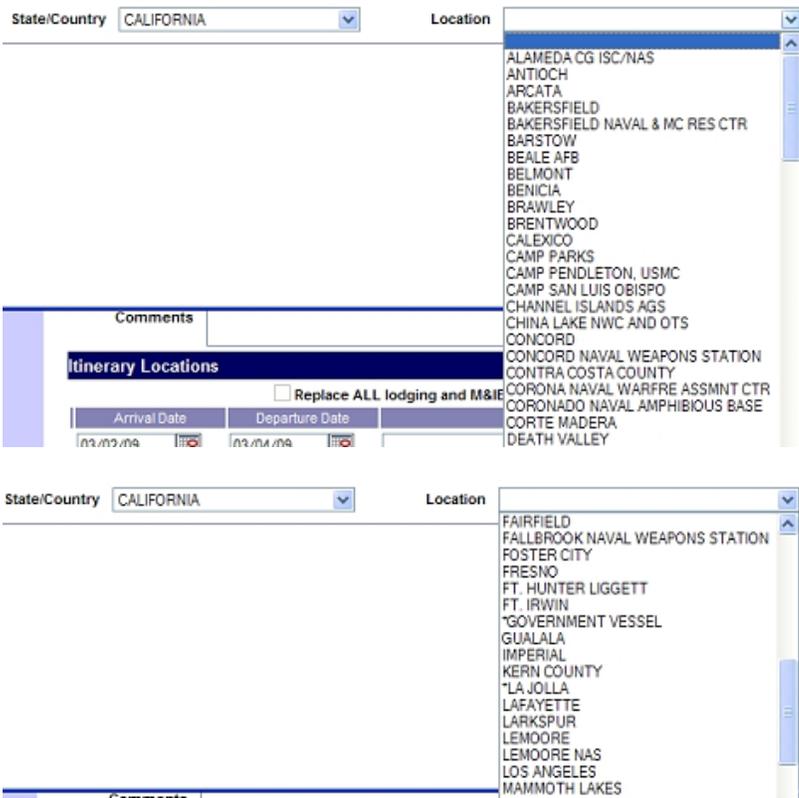
\$60 for Parking

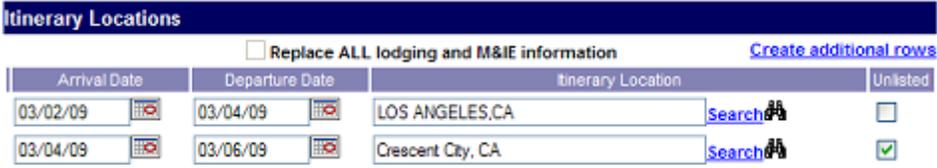
\$100 for Hotel Tax

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

Step	Action
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>➤ Click on the Document Type drop-down listing and select TA</p> <p>➤ Click the Create (<i>this Document</i>) button</p>
3	<p>The <i>Document Information</i> screen appears with the <i>Document Information</i> tab highlighted and fields displaying.</p>  <p>Enter the following information:</p> <p>➤ Document Name = <i>Same as TA#</i></p> <p>➤ TA# = <i>Use the next available one listed on your sheet</i></p> <p>➤ Type Code = <i>1-SINGLE-DOMESTIC</i></p> <p>➤ Purpose Code = <i>1-SITE VISIT</i></p> <p>➤ Document Description = <i>Site visits to Long Beach, CA & Crescent City, CA</i></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 = 03/02/## ➤ Depart = RES ➤ End Travel = 03/06/## ➤ Return = RES
<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>Change the first line for Departure Date from 3/6 to 3/4. You'll notice that a new line will appear that will automatically be populated using the departure date as the arrival date on the next line as well as populating the departure date with the end date.</p>

Step	Action
4c	<p>➤ Click the Lookup  icon</p> <p>This will open a new window that allows to search by country or state which will then based off that selection, populate another drop-down list for the cities for that selection.</p> <p>➤ Select <i>California</i> from the State/Country drop-down list</p> <p>➤ Click the Location drop-down list and search for <i>Long Beach and Crescent City</i></p>  <p>The screenshot shows two instances of the lookup window. The top one shows the 'Location' dropdown open with a list of locations. The bottom one shows the 'Location' dropdown closed.</p>
4c1	<p>Neither location is listed under California. Click Cancel to close out the window.</p> <p>So the next thing to do is find out what county they fall under. Doing a search on the internet, GSA website or using www.naco.org will tell you the locations belong to the following counties:</p> <p>Long Beach = Los Angeles County Crescent City = Del Norte County</p> <p>You can then try and find out what other cities fall under those counties and use that location if listed. If none of the locations listed in the same county are listed, you will be able to type the location in the field and check the UNLISTED checkbox.</p>

Step	Action
4d	<p>Long Beach being under Los Angeles County has the location of Los Angeles in the per diem table. No other locations are listed for the county of Del Norte, so we will type that location in the field and check the unlisted checkbox.</p>  <p>Go up to the comments field and enter comments about Long Beach & Crescent City not being in the per diem tables.</p> <pre data-bbox="289 741 810 808"> Long Beach & Crescent City locations not in the per diem table. Long Beach under LA county, so using LA as location for per diem purposes. </pre> <p>➤ Click the Create (<i>Document</i>) button</p>

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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>Document Information for 9KYBS0003</p> <p>Quick Tip Enter or edit the general document information. If this is a trip based document, click the Trip Information tab to edit/view the trip information. Authorizations Vouchers LocalVouchers</p> <p>For this Document you can: <input type="button" value="Save"/> Changes to Document Information <input type="button" value="Cancel"/> <input type="button" value="Back"/> <input type="button" value="Continue"/></p> <p>Traveler Name: Kyle Boulder</p> <p>Document Information Trip Information</p> <p>Trip No 1 Begin Travel 03/02/2009 Depart RES: . Depart Selection RES: . End Travel 03/06/2009 Return RES: . Return Selection RES: . Trip Duration Multiple days Comments Long Beach & Crescent City locations not in the per diem table. Long Beach under LA county, so using LA as location for per diem purposes. <input type="button" value="Preset"/></p> <p>Itinerary Locations <input type="checkbox"/> Replace ALL lodging and M&IE information Create additional rows</p> <table border="1"> <thead> <tr> <th>Delete</th> <th>Arrival Date</th> <th>Departure Date</th> <th>Itinerary Location</th> <th>Unlisted</th> </tr> </thead> <tbody> <tr> <td>X</td> <td>03/02/09</td> <td>03/04/09</td> <td>LOS ANGELES,CA</td> <td><input type="checkbox"/></td> </tr> <tr> <td>X</td> <td>03/04/09</td> <td>03/06/09</td> <td>CRESCENT CITY, CA</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table> <p>Click on Expenses in the Document Toolbar to bring up the Edit/Enter Expenses screen with M&IE and Lodging costs already filled in based upon what was entered on the itinerary.</p> <table border="1"> <thead> <tr> <th colspan="2">Expense Entry</th> <th colspan="2">Customize Display</th> <th colspan="2">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>03/02/2009</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>128.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>03/02/2009</td> <td>M&IE</td> <td>M&IE-PerDiem</td> <td>48.00</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>03/03/2009</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>128.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>03/03/2009</td> <td>M&IE</td> <td>M&IE-PerDiem</td> <td>64.00</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>03/04/2009</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>70.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>03/04/2009</td> <td>M&IE</td> <td>M&IE-PerDiem</td> <td>39.00</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>03/05/2009</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>70.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>03/05/2009</td> <td>M&IE</td> <td>M&IE-PerDiem</td> <td>39.00</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>03/06/2009</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>03/06/2009</td> <td>M&IE</td> <td>M&IE-PerDiem</td> <td>29.25</td> <td>OTHER</td> </tr> </tbody> </table> <p>Note: The current CONUS M&IE costs in production are \$70 & \$39.</p>	Delete	Arrival Date	Departure Date	Itinerary Location	Unlisted	X	03/02/09	03/04/09	LOS ANGELES,CA	<input type="checkbox"/>	X	03/04/09	03/06/09	CRESCENT CITY, CA	<input checked="" type="checkbox"/>	Expense Entry		Customize Display		Add Rows		Prev 25	Next 25	Delete	Copy	Itemize	Date	Expense Description	Expense Category	Cost	Payment Method	<input type="checkbox"/>			03/02/2009	Lodging	Lodging-PerDiem	128.00	GOVCC	<input type="checkbox"/>			03/02/2009	M&IE	M&IE-PerDiem	48.00	OTHER	<input type="checkbox"/>			03/03/2009	Lodging	Lodging-PerDiem	128.00	GOVCC	<input type="checkbox"/>			03/03/2009	M&IE	M&IE-PerDiem	64.00	OTHER	<input type="checkbox"/>			03/04/2009	Lodging	Lodging-PerDiem	70.00	GOVCC	<input type="checkbox"/>			03/04/2009	M&IE	M&IE-PerDiem	39.00	OTHER	<input type="checkbox"/>			03/05/2009	Lodging	Lodging-PerDiem	70.00	GOVCC	<input type="checkbox"/>			03/05/2009	M&IE	M&IE-PerDiem	39.00	OTHER	<input type="checkbox"/>			03/06/2009	Lodging	Lodging-PerDiem	0.00	GOVCC	<input type="checkbox"/>			03/06/2009	M&IE	M&IE-PerDiem	29.25	OTHER
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6	<p>Enter the following information on the <i>Edit/Enter Expenses</i> screen:</p> <table border="0" data-bbox="282 352 925 604"> <tr> <td>Airline Flight</td> <td>\$765.00 (Class = Y)</td> </tr> <tr> <td>TMC Transaction Fee</td> <td>\$23.01</td> </tr> <tr> <td>Rental Car</td> <td>\$600.00</td> </tr> <tr> <td>Gas-Rental/Govt Car</td> <td>\$100.00</td> </tr> <tr> <td>Parking Fees</td> <td>\$60.00</td> </tr> <tr> <td>Hotel Tax</td> <td>\$100.00</td> </tr> <tr> <td>IPOC-Private Vhcle</td> <td>35x4 = total mileage</td> </tr> </table> <p>➤ Click the Save (<i>Expense Changes</i>) button when completed</p> <p>The hotel costs for Crescent City are \$85.00. This is more than CONUS rate of \$70. Your approving official has given verbal approval to do actual costs for the lodging.</p>	Airline Flight	\$765.00 (Class = Y)	TMC Transaction Fee	\$23.01	Rental Car	\$600.00	Gas-Rental/Govt Car	\$100.00	Parking Fees	\$60.00	Hotel Tax	\$100.00	IPOC-Private Vhcle	35x4 = total mileage
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6a	<p>One way to enter an actual cost is by going into the details of the expense.</p> <p>➤ Click on the <i>Expense Detail</i>  icon</p>  <p>This will open up a new window:</p> <p>➤ Enter the actual cost in the <i>Expense Cost</i> field (i.e. \$85.00)</p> <p>➤ Click the drop-down arrow for the <i>Expense Description</i> field</p> <p>➤ Select Lodging – Actuals</p> <p>➤ Click Use</p>  <p>➤ Click the Save (<i>Expense Changes</i>) button when completed</p>														

Step	Action
6b	<p>The other way is to stay on the Expense screen and go to the Lodging Line that needs actual cost.</p> <ul style="list-style-type: none"> ➤ Click the drop-down arrow for <i>Expense Description</i> field ➤ Select Lodging – Actuals ➤ Enter the actual cost in the <i>Expense Cost</i> field (i.e. \$85.00)  <ul style="list-style-type: none"> ➤ Click the Save (<i>Expense Changes</i>) button when completed
7	<p>Click on Other Authorizations in the <i>Document Toolbar</i> to open up the <i>Other Authorizations</i> screen.</p> <ul style="list-style-type: none"> ➤ Verify <i>Actual Expense</i> is listed at the bottom of the screen ➤ Click on the name
7a	<p>The <i>Other Authorization Remarks</i> screen appears.</p>  <ul style="list-style-type: none"> ➤ Enter Remarks (i.e. per diem location not in table, hotel costs more than CONUS Rate) ➤ Click Save (<i>Remarks</i>)
8	<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

Step	Action
9	<ul style="list-style-type: none"> ➤ Check the totals ➤ Preview the document ➤ Do Pre-Audit Results ➤ Stamp the document SIGNED <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>Note: For <u>TRAINING PURPOSES ONLY</u> – 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.”</p>	
10	<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="289 919 1422 1087" style="border: 1px solid gray; padding: 5px;"> <p>Open Document Signature</p> <div style="display: flex; justify-content: space-between;"> <div style="background-color: #f0f0f0; padding: 2px;"> <p> Quick Tip The Signature PIN is case sensitive! more</p> </div> <div style="border: 1px solid gray; padding: 2px;"> <p>For this Document you can:</p> <p>Sign to Review Document</p> <p>Get Document as View-Only</p> <p>Cancel Opening Document</p> </div> </div> <p>Signature for Adjustment <input type="text"/></p> <p>Reason <input type="button" value="v"/></p> </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>
10a	<ul style="list-style-type: none"> ➤ Enter your Signature PIN ➤ Click the Sign (to Review Document) button <p>The Document Summary screen appears.</p> <ul style="list-style-type: none"> ➤ Click Document Status in the Document Toolbar to open up the Status screen.
10b	<ul style="list-style-type: none"> ➤ Change the status to Completed ➤ Enter your Signature PIN ➤ Enter your Remarks ➤ Check the checkbox Stamp Without Adjustment ➤ Click the Stamp (and Submit Document) button

Step	Action
10c	<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 (<i>Stamping the Document</i>) button <p>You will be taken back to the <i>Home</i> screen.</p> <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>