

Exercise #6a: Create Travel Authorization – Award Ceremony with Guest**Objectives:**

- Create a Travel Authorization for an Award Ceremony
- Include Traveler and Guest on Travel Authorization

Notes:

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

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

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

Instructions: Execute the following steps:

You are a departmental award recipient. You and a guest have been invited to attend the Department's annual award ceremony in Washington, DC on August 26th. You are coming from your Duty Station of Charleston, SC and your guest (Mother) is coming from Atlanta, GA and will have separate hotel rooms.

Estimated Expenses

\$315.00 = Round-trip air fare (Traveler)

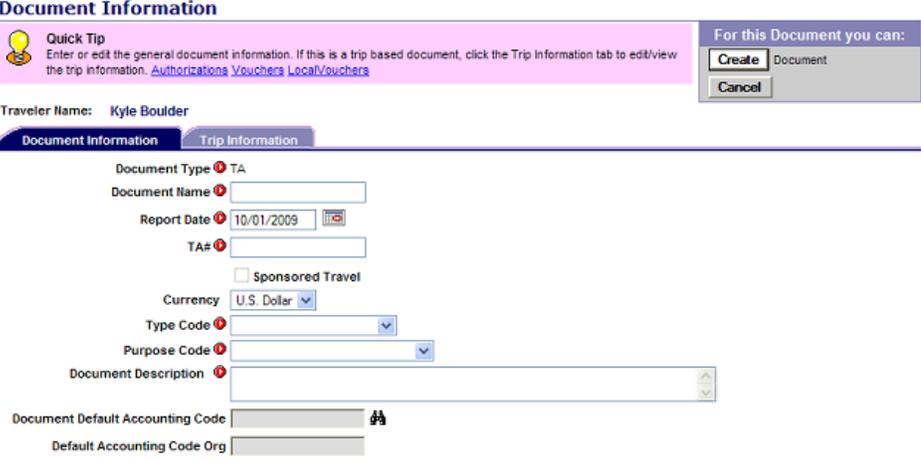
\$385.00 = Round-trip air fare (Guest)

\$23.01 = TMC Transaction Fee per person

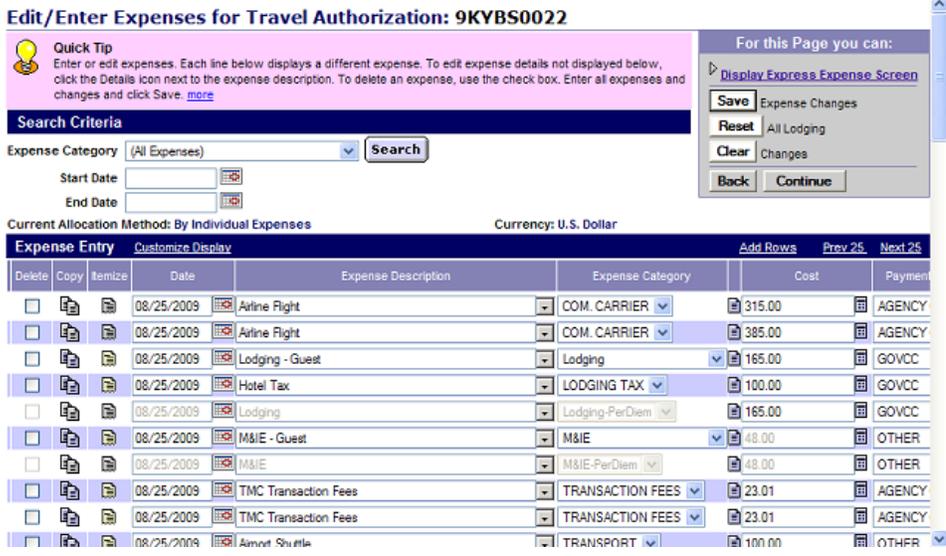
\$50.00 = Hotel Tax per person

\$75.00 = Taxi Fare per person

\$50.00 = Airport Shuttle per person

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>  <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
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> <ul style="list-style-type: none"> ➤ Document Name = <i>Same as TA#</i> ➤ TA# = <i>Use the next available one listed on your sheet</i> ➤ Type Code = <i>1-SINGLE-DOMESTIC</i> ➤ Purpose Code = <i>11-AWARD CER W/ GUEST</i> ➤ Document Description = <i>To attend Department's annual awards ceremony in Washington DC. Invited Guest (Mother).</i>

Step	Action														
4a	<p>Click on the <i>Trip Information</i> tab. If you click the <i>Create</i> 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 = 8/25/## ➤ Depart = RES ➤ End Travel = 8/27/## ➤ Return = RES 														
4b	<p>The values selected in the Begin & End Travel dates will automatically populate in the <i>Itinerary Location</i> area. These dates must be filled in prior to filing in the <i>Itinerary Location</i> field.</p> <ul style="list-style-type: none"> ➤ Lookup or Enter the location (i.e. Washington, DC) ➤ Click the Create (<i>Document</i>) button <p>The <i>Document Information</i> screen still appears but the <i>Document Toolbar</i> now has different options available. It will also show your Document Name & TA#.</p> <ul style="list-style-type: none"> ➤ Click on Expenses in the <i>Document Toolbar</i> to bring up the <i>Edit/Enter Expenses</i> screen. 														
5	<p>Enter the following information on the <i>Edit/Enter Expenses</i> screen:</p> <table data-bbox="282 1192 938 1444"> <tbody> <tr> <td>Airline Flight Traveler</td> <td>\$315.00 (Class = Y)</td> </tr> <tr> <td>TMC Transaction Fee</td> <td>\$23.01</td> </tr> <tr> <td>Airline Flight Guest (G)</td> <td>\$385.00 (Class = Y)</td> </tr> <tr> <td>TMC Transaction Fee (G)</td> <td>\$23.01</td> </tr> <tr> <td>Hotel Tax</td> <td>\$100.00 (\$50/person)</td> </tr> <tr> <td>Taxi</td> <td>\$150.00 (\$75/person)</td> </tr> <tr> <td>Airport Shuttle</td> <td>\$100.00 (\$50/person)</td> </tr> </tbody> </table> <ul style="list-style-type: none"> ➤ Click the Save (<i>Expense Changes</i>) button when completed 	Airline Flight Traveler	\$315.00 (Class = Y)	TMC Transaction Fee	\$23.01	Airline Flight Guest (G)	\$385.00 (Class = Y)	TMC Transaction Fee (G)	\$23.01	Hotel Tax	\$100.00 (\$50/person)	Taxi	\$150.00 (\$75/person)	Airport Shuttle	\$100.00 (\$50/person)
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5a	<p>Because the system only generates one set of Lodging and M&IE costs, you will need to enter those costs for the guest manually. Because you are entering them manually or “ad-hoc” you will need to select the expense category as well for these items and the cost and dates will be the same as the traveler.</p> <table border="1" data-bbox="280 464 1260 569"> <thead> <tr> <th><u>Expense Description</u></th> <th><u>Expense Category</u></th> <th><u>Cost</u></th> </tr> </thead> <tbody> <tr> <td>Lodging – Guest</td> <td>Lodging</td> <td>Same as traveler</td> </tr> <tr> <td>M&IE – Guest</td> <td>M&IE</td> <td>Same as traveler</td> </tr> </tbody> </table> <p>➤ Click the Save (<i>Expense Changes</i>) button when completed</p> 	<u>Expense Description</u>	<u>Expense Category</u>	<u>Cost</u>	Lodging – Guest	Lodging	Same as traveler	M&IE – Guest	M&IE	Same as traveler
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M&IE – Guest	M&IE	Same as traveler								
6	<p>Click on Accounting in the <i>Document Toolbar</i> to open up the <i>Available Accounting Code</i> screen.</p> <p>➤ Verify there is current FY accounting code</p> <p>➤ If there is not, click on one from your master list</p>									

Step	Action
7	<p>Click on Totals in the <i>Document Toolbar</i> to open up the <i>Total Details</i> screen.</p>  <p>The Lodging and M&IE expense categories costs should be the same for the traveler and the guest.</p>
7	<ul style="list-style-type: none"> ➤ Preview the document ➤ Do Pre-Audit Results ➤ Stamp the document SIGNED <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>The document will then be routed to the first level of the electronic approval process and you will be taken back to the <i>Home</i> 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>	
15a	<p>From the <i>Home</i> screen click on the Open Document  icon which will take you to the <i>Open Document Signature</i> screen.</p> <ul style="list-style-type: none"> ➤ Enter your <i>Signature PIN</i> ➤ Click the Sign (<i>to Review Document</i>) button

Step	Action
15b	<p>The <i>Document Summary</i> screen appears.</p> <ul style="list-style-type: none"> ➤ Click Document Status in the <i>Document Toolbar</i> to open up the <i>Status</i> screen.
15c	<p>The <i>Status</i> screen appears.</p> <ul style="list-style-type: none"> ➤ Change the status to Completed ➤ Enter your <i>Signature PIN</i> ➤ Enter your <i>Remarks</i> ➤ Check the checkbox <i>Stamp Without Adjustment</i> ➤ Click the Stamp (<i>and Submit Document</i>) button <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 NOT 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>