

Exercise #6b: Travel Voucher – Award Ceremony

- Objectives:**
- Create a Travel Voucher for an Award Ceremony
 - Include Traveler and Guest on Travel Voucher

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 were a departmental award recipient. You and a guest were invited to attend the Department's annual award ceremony in Washington, DC on August 26th. Both you and your guest have returned home and it is now time to file the voucher. Your costs included the following:

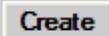
E-Ticket #E9056DS9201JFS3E issued August 23rd for \$315.00
Transaction Fee \$23.01

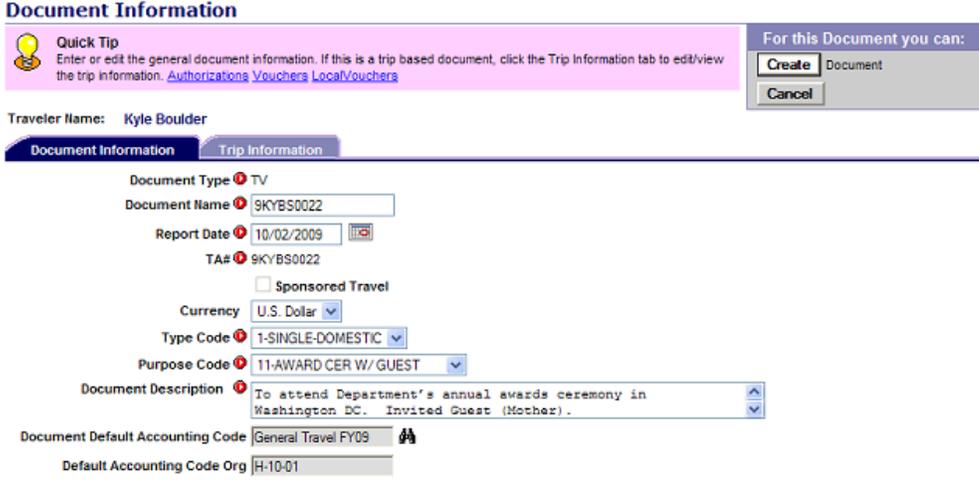
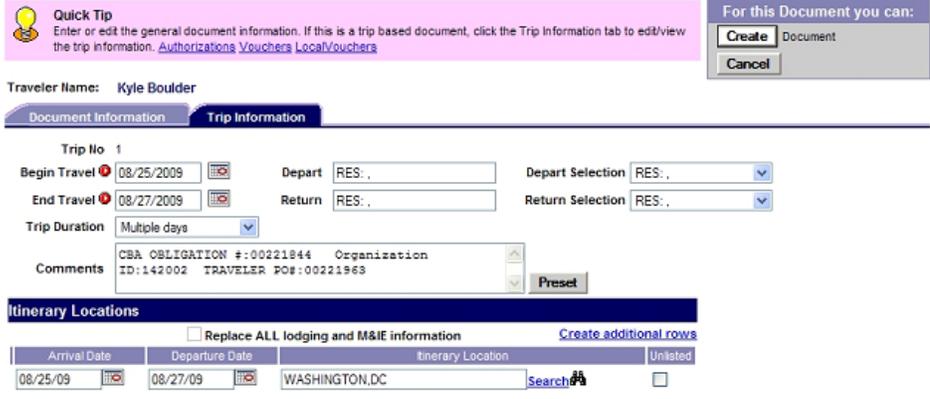
E-Ticket #E2809ULS028S38GH issued August 23rd for \$385.00 (Guest)
Transaction Fee \$23.01

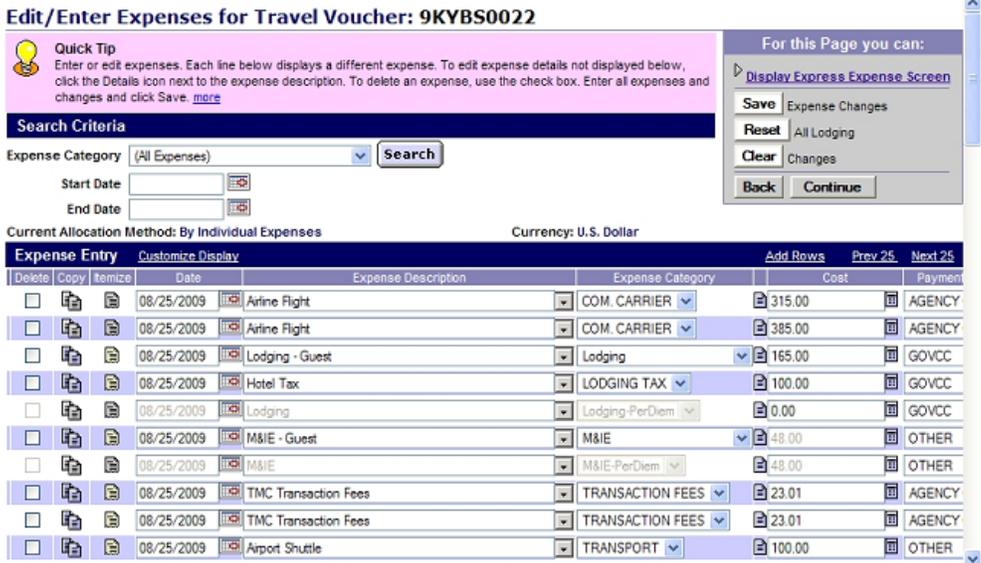
Hotel - \$165.00/night per person
Hotel Tax - \$14.32/night per person

Other Expenses

8/25 – Taxi - \$16.75
 8/25 – Guest Taxi - \$20.00
 8/25 – Airport Shuttle - \$15.00
 8/25 – Guest Airport Shuttle - \$15.00
 8/26 – Taxi - \$30.00
 8/27 – Airport Shuttle - \$15.00
 8/27 – Guest Airport Shuttle - \$15.00
 8/27 – Taxi - \$20.00
 8/27 – Guest Taxi - \$25.00

Step	Action
1	From the <i>Home</i> screen: ➤ Click Create New Document from the <i>Document Toolbar</i>
2a	➤ Click on the Lookup icon  by either the VNum or Traveler Name field ➤ Click on the VNum to select your traveler. ➤ Click on the Document Type drop-down listing and select <i>TV from TA</i> ➤ Click the Create  (<i>this Document</i>) button
2b	The screen will split and at the bottom all DATALINKED authorizations will appear to select from. ➤ Click the Open  icon of the authorization going to create the voucher (i.e. Exercise #6a's number)

Step	Action								
3a	<p>The Document Information screen appears with the Document Information tab highlighted and fields displaying what had been entered on the authorization.</p>  <p>Document Information</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: Create Document Cancel</p> <p>Traveler Name: Kyle Boulder</p> <p>Document Information Trip Information</p> <p>Document Type: TV Document Name: 9KYBS0022 Report Date: 10/02/2009 TA#: 9KYBS0022 <input type="checkbox"/> Sponsored Travel Currency: U.S. Dollar Type Code: 1-SINGLE-DOMESTIC Purpose Code: 11-AWARD CER W/ GUEST Document Description: To attend Department's annual awards ceremony in Washington DC. Invited Guest (Mother). Document Default Accounting Code: General Travel FY09 Default Accounting Code Org: H-10-01</p> <ul style="list-style-type: none"> ➤ Verify all information is correct and make changes where necessary ➤ Click the Trip Information tab 								
3b	 <p>Document Information</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: Create Document Cancel</p> <p>Traveler Name: Kyle Boulder</p> <p>Document Information Trip Information</p> <p>Trip No: 1 Begin Travel: 08/25/2009 End Travel: 08/27/2009 Depart: RES. Return: RES. Depart Selection: RES. Return Selection: RES. Trip Duration: Multiple days Comments: CBA OBLIGATION #:00221844 Organization ID:142002 TRAVELER POS:00221963 Preset</p> <p>Itinerary Locations</p> <p><input type="checkbox"/> Replace ALL lodging and M&IE information Create additional rows</p> <table border="1"> <thead> <tr> <th>Arrival Date</th> <th>Departure Date</th> <th>Itinerary Location</th> <th>Unlisted</th> </tr> </thead> <tbody> <tr> <td>08/25/09</td> <td>08/27/09</td> <td>WASHINGTON,DC</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Arrival Date	Departure Date	Itinerary Location	Unlisted	08/25/09	08/27/09	WASHINGTON,DC	<input type="checkbox"/>
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4	<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>➤ Click on Expenses in the Document Toolbar to bring up the Edit/Enter Expenses screen with the expenses and costs that were entered on the authorization. The only difference is that the Lodging Costs for the traveler will now be zero dollar amounts because the actual cost will need to be added for the voucher. The Guest Lodging Amounts will only need to be changed if they were different from the TA.</p>  <p>Edit/Enter Expenses for Travel Voucher: 9KYBS0022</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>For this Page you can: 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>Search Criteria 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</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>08/25/2009</td> <td>Airline Flight</td> <td>COM. CARRIER</td> <td>315.00</td> <td>AGENCY</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>08/25/2009</td> <td>Airline Flight</td> <td>COM. CARRIER</td> <td>385.00</td> <td>AGENCY</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>08/25/2009</td> <td>Lodging - Guest</td> <td>Lodging</td> <td>165.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>08/25/2009</td> <td>Hotel Tax</td> <td>LODGING TAX</td> <td>100.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>08/25/2009</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>08/25/2009</td> <td>M&IE - Guest</td> <td>M&IE</td> <td>48.00</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>08/25/2009</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>08/25/2009</td> <td>TMC Transaction Fees</td> <td>TRANSACTION FEES</td> <td>23.01</td> <td>AGENCY</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>08/25/2009</td> <td>TMC Transaction Fees</td> <td>TRANSACTION FEES</td> <td>23.01</td> <td>AGENCY</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>08/25/2009</td> <td>Airport Shuttle</td> <td>TRANSPORT</td> <td>100.00</td> <td>OTHER</td> </tr> </tbody> </table>	Expense Entry		Customize Display	Add Rows	Prev 25	Next 25	Delete	Copy	Itemize	Date	Expense Description	Expense Category	Cost	Payment	<input type="checkbox"/>			08/25/2009	Airline Flight	COM. CARRIER	315.00	AGENCY	<input type="checkbox"/>			08/25/2009	Airline Flight	COM. CARRIER	385.00	AGENCY	<input type="checkbox"/>			08/25/2009	Lodging - Guest	Lodging	165.00	GOVCC	<input type="checkbox"/>			08/25/2009	Hotel Tax	LODGING TAX	100.00	GOVCC	<input type="checkbox"/>			08/25/2009	Lodging	Lodging-PerDiem	0.00	GOVCC	<input type="checkbox"/>			08/25/2009	M&IE - Guest	M&IE	48.00	OTHER	<input type="checkbox"/>			08/25/2009	M&IE	M&IE-PerDiem	48.00	OTHER	<input type="checkbox"/>			08/25/2009	TMC Transaction Fees	TRANSACTION FEES	23.01	AGENCY	<input type="checkbox"/>			08/25/2009	TMC Transaction Fees	TRANSACTION FEES	23.01	AGENCY	<input type="checkbox"/>			08/25/2009	Airport Shuttle	TRANSPORT	100.00	OTHER
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4a	<p>Enter/Modify the following expenses on the <i>Expense</i> screen.</p> <p>E-Ticket #E9056DS9201JFS3E issued August 23rd for \$315.00 Transaction Fee \$23.01</p> <p>E-Ticket #E2809ULS028S38GH issued August 23rd for \$385.00 (Guest) Transaction Fee \$23.01</p> <p>Hotel - \$165.00/night per person Hotel Tax - \$14.32/night per person 8/25 – Taxi - \$16.75* 8/25 – Guest Taxi - \$20.00* 8/25 – Airport Shuttle - \$15.00* 8/25 – Guest Airport Shuttle - \$15.00* 8/26 – Taxi - \$30.00 8/27 – Airport Shuttle - \$15.00* 8/27 – Guest Airport Shuttle - \$15.00* 8/27 – Taxi - \$20.00* 8/27 – Guest Taxi - \$25.00*</p> <p>*For certain expenses, like Taxi, if the costs were occurred on the same day, you could group those expenses together. If you prefer to keep them separate, you may want to make sure you type in “Guest” in front of the expense description. Remember, if you are entering an ad-hoc expense, you will need to also select the expense category.</p>  <p>➤ Click the Save (<i>Expense Changes</i>) button when completed</p>

Step	Action
5	Click on Accounting in the <i>Document Toolbar</i> to open up the <i>Available Accounting Code</i> screen. Make any necessary changes to the accounting code.
6	Click on Totals in the <i>Document Toolbar</i> to open up the <i>Total Details</i> screen.
7	Click on Preview Document in the <i>Document Toolbar</i> to have a new window open with the print preview of your travel document.
8	Click on Perform Pre-Audits in the <i>Document Toolbar</i> to open up the <i>Pre-Audit Results</i> screen.
9	<p>Click on Document Status in the <i>Document Toolbar</i> to open up the <i>Status</i> screen.</p> <ul style="list-style-type: none"> ➤ Enter your <i>Signature PIN</i> ➤ Enter your <i>Remarks</i> if any ➤ Click the Stamp (<i>and Submit Document</i>) button
	<p>Note: <i>Reminder Group Administrators are not allowed to stamp the voucher SIGNED. The Traveler has to be the one stamping the voucher SIGNED to initiate the electronic routing.</i></p>
10	<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 <i>Signature</i> screen appears with a statement that should be read.</p> <ul style="list-style-type: none"> ➤ Click the Accept (<i>Signature Text</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 you will have a message that tells you the email(s) of the person/people that a message was sent.</p>