

**Exercise #7b: Cancellation of TA with Fee**

**Objectives:**

- Cancelling a travel authorization that has a fee associated to it

**Notes:**

*Amendments to TAs happen if the status of the document is DATA LINK.*

*It is important to verify no fees were charged to the obligation prior to cancelling the authorization.*

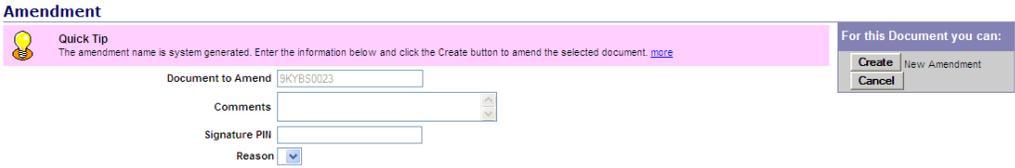
*Use Exercise #8a*

**Instructions:** Execute the following steps:

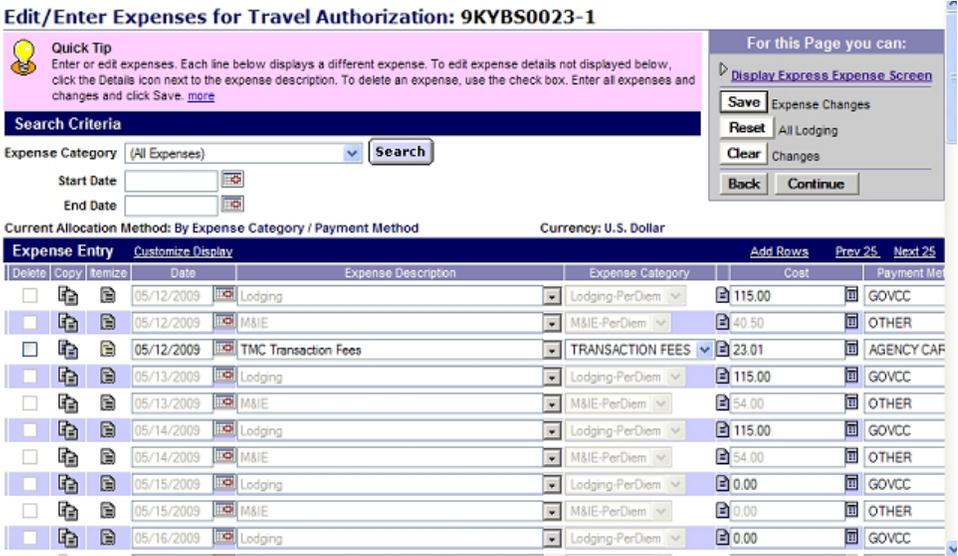
Due to some unforeseen circumstances you had to cancel your trip to the conference. The document has already gone through the electronic routing and was approved/datalinked. You verify with your Budget Officer that a charge was made against the obligation number listed on the TA.

You use the rules in the following table for cancelling your TA:

Status of DATA LINK?	Transaction Fee?	Action
NO	YES	<b>ADJUST</b> the travel authorization (TA) to reduce the document down to the Transaction Fee. Then electronically sign and approve the TA.
YES	YES	Create an <b>AMENDMENT</b> to reduce the TA down to the Transaction Fee. Then electronically sign and approve the amendment.
NO	NO	Delete the original authorization from ITM, or if your office wants to keep a record of all TAs regardless of whether the trip was taken or not, then electronically sign and approve the TA. Once the TA has been stamped "DATA LINK", create an amendment to cancel the TA.
YES	NO	Create an <b>AMENDMENT</b> to cancel the authorization

Step	Action
1	<p>From the <i>Home</i> screen:</p> <ul style="list-style-type: none"> <li>➤ Click <b>Amend Document</b> from the <i>Document Toolbar</i></li> </ul>
2	<p>The <i>Traveler Listing/Document Search (Amendment)</i> screen will appear.</p> <p>Travelers will only see their information and this screen will only show those documents that have the status of DATALINKED.</p> <p>Group Administrator will see only those travelers in their group whom have DATALINKED documents. The Group Administrator will need to click the travelers name in order to see their documents.</p> <ul style="list-style-type: none"> <li>➤ Click the <b>Amend</b>  icon of the document you wish to amend</li> </ul> <p><i>Notes: For Training Purposes the status will say COMPLETED, not DATALINKED.</i></p>
3	<p>The <i>Amendment</i> screen appears.</p>  <ul style="list-style-type: none"> <li>➤ Enter <i>Family Emergency – Need to cancel TA [TA#] with fee</i> in the <b>Comments</b> field</li> <li>➤ Enter <i>Signature PIN</i></li> <li>➤ Click <b>Create</b> (<i>New Amendment</i>) button</li> </ul>
4	<p>The <i>Document Information</i> screen appears.</p> <ul style="list-style-type: none"> <li>➤ Click <b>Create</b> (<i>Document</i>) button</li> </ul> <p><i>Note: The system automatically appends the original document number with a dash number (i.e. -1, -2, -3, etc.)</i></p>
5a	<ul style="list-style-type: none"> <li>➤ Change the type code to <b>1-OVERRIDE-DOMESTIC</b></li> <li>➤ Click <b>OK</b></li> <li>➤ Click on the <i>Trip Information</i> tab</li> </ul>

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5b	<p>➤ Click <b>Override</b></p> <p>A new window opens.</p> <p>➤ Enter <b>0</b> for Lodging</p> <p>➤ Enter <b>0</b> for M&amp;IE</p> <p>➤ Click <b>Use</b> (<i>Location Overrides</i>)</p> <p>➤ Click <b>Save</b> (<i>Changes to Document Information</i>)</p>																																																																																														
6	<p>Click on <b>DOC Conference</b> in the <i>Document Toolbar</i> to open up the <i>DOC Conference</i> screen.</p> <p>Enter the following:</p> <ol style="list-style-type: none"> <li>1. YES</li> <li>2. YES</li> <li>3. YES</li> </ol> <p>Click <b>Save</b> (<i>DOC Additional Information Updates</i>)</p>																																																																																														
7	<p>Click on <b>Expenses</b> in the <i>Document Toolbar</i> to bring up the <i>Edit/Enter Expenses</i> screen.</p>  <p><b>Edit/Enter Expenses for Travel Authorization: 9KYBS0023-1</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>Search Criteria</b></p> <p>Expense Category: (All Expenses) Search</p> <p>Start Date: [ ] End Date: [ ]</p> <p>Current Allocation Method: By Expense Category / Payment Method 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>05/12/2009</td> <td>Airline Flight</td> <td>COM. CARRIER</td> <td>425.00</td> <td>AGENCY CAR</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>05/12/2009</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>05/12/2009</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>115.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>05/12/2009</td> <td>M&amp;IE</td> <td>M&amp;IE-PerDiem</td> <td>40.50</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>05/12/2009</td> <td>TMC Transaction Fees</td> <td>TRANSACTION FEES</td> <td>23.01</td> <td>AGENCY CAR</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>05/12/2009</td> <td>Taxi</td> <td>Transport</td> <td>100.00</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>05/13/2009</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>115.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>05/13/2009</td> <td>M&amp;IE</td> <td>M&amp;IE-PerDiem</td> <td>54.00</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>05/14/2009</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>115.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>05/14/2009</td> <td>M&amp;IE</td> <td>M&amp;IE-PerDiem</td> <td>54.00</td> <td>OTHER</td> </tr> </tbody> </table> <p><b>For this Page you can:</b></p> <ul style="list-style-type: none"> <li>Save Expense Changes</li> <li>Reset All Lodging</li> <li>Clear Changes</li> <li>Back Continue</li> </ul>	Expense Entry		Customize Display	Add Rows	Prev 25	Next 25	Delete	Copy	Itemize	Date	Expense Description	Expense Category	Cost	Payment Method	<input type="checkbox"/>			05/12/2009	Airline Flight	COM. CARRIER	425.00	AGENCY CAR	<input type="checkbox"/>			05/12/2009	Hotel Tax	LODGING TAX	50.00	GOVCC	<input type="checkbox"/>			05/12/2009	Lodging	Lodging-PerDiem	115.00	GOVCC	<input type="checkbox"/>			05/12/2009	M&IE	M&IE-PerDiem	40.50	OTHER	<input type="checkbox"/>			05/12/2009	TMC Transaction Fees	TRANSACTION FEES	23.01	AGENCY CAR	<input type="checkbox"/>			05/12/2009	Taxi	Transport	100.00	OTHER	<input type="checkbox"/>			05/13/2009	Lodging	Lodging-PerDiem	115.00	GOVCC	<input type="checkbox"/>			05/13/2009	M&IE	M&IE-PerDiem	54.00	OTHER	<input type="checkbox"/>			05/14/2009	Lodging	Lodging-PerDiem	115.00	GOVCC	<input type="checkbox"/>			05/14/2009	M&IE	M&IE-PerDiem	54.00	OTHER
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7a	<p>➤ Delete all expenses except the transaction fee</p> <p>➤ Click the <b>Save</b> (<i>Expense Changes</i>) button when completed</p>  <p><i>Note: The lodging and M&amp;IE appear to still be there, but by overriding the costs, when you look at the totals they will be zero.</i></p>
8	<p>Click on <b>Accounting</b> in the <i>Document Toolbar</i></p> <p>Validate the appropriate accounting has been added to the document. If there is not one associated, please add it.</p>
9	<p>Click on <b>Totals</b> in the <i>Document Toolbar</i> to open up the <i>Total Details</i> page.</p> 
10	<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>

Step	Action
11	Click on <b>Perform Pre-Audits</b> in the <i>Document Toolbar</i> to open up the <i>Pre-Audit Results</i> screen. Validate there are no errors. If there are errors, fix the errors and then re-run the Pre-Audit Validation again.
12	<p>➤ Stamp the document SIGNED</p> <p>The <i>Pre-Audit Results for Document #</i> screen appears.</p> <p>➤ Verify the document status is PASS</p> <p>➤ Click the <b>Continue</b> (<i>Stamping the Document</i>) button</p> <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>