

Exercise #8a: Travel Authorization (Registration Fee-Includes Lodging/Meals)

- Objectives:**
- Create a travel authorization and indicate lodging and meals are included
 - Understand the Conference Screen

Notes: *This exercise covers how to create an authorization when lodging and/or meals are prepaid or provided as part of a registration or seminar fee.*

The lodging estimate must be reduced by the amount of prepaid lodging costs and/or the M&IE estimate must be reduced by the amount for meals provided.

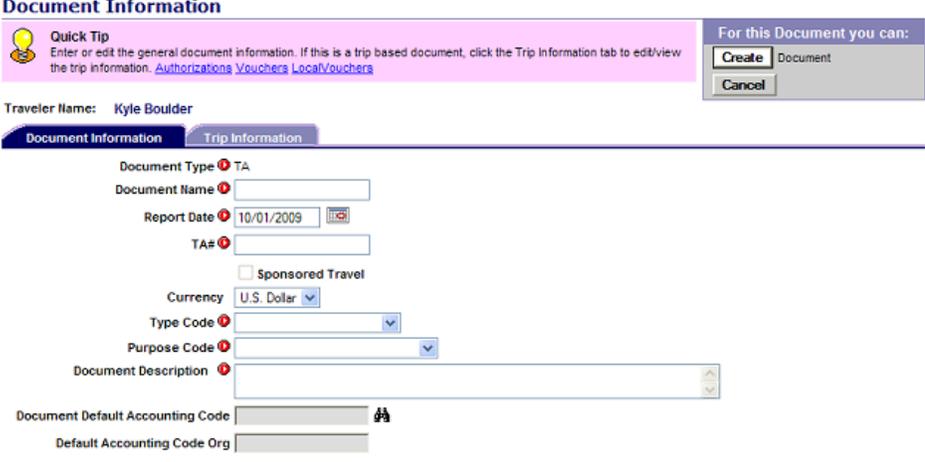
Instructions: Execute the following steps:

You are going to a software conference in Boston, MA on April 21st and 22nd. You pay a registration fee using the office purchase card. This fee includes lodging for all 3 nights, breakfast and lunch for the two days of the conference and the conference fee.

Estimated Expenses

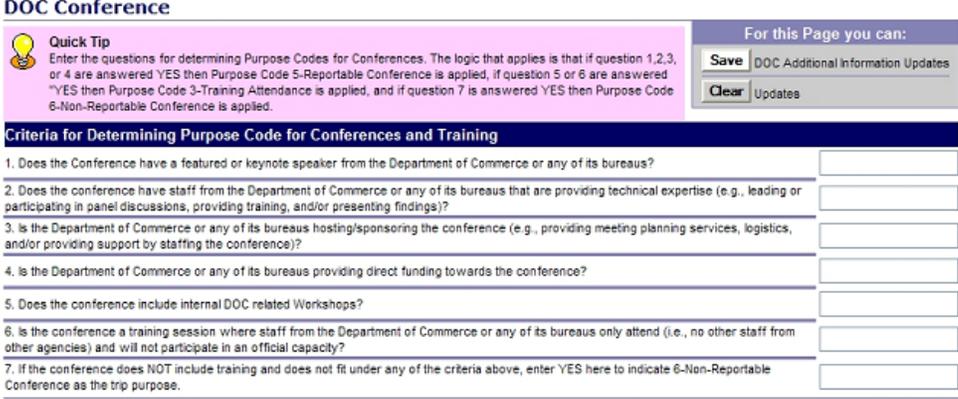
- \$415.00 = Round-trip air fare
- \$23.01 = Transaction Fee
- \$75 = Taxi Fare
- \$50 = Miscellaneous

Step	Action
1	From the Home screen: ➤ Click Create New Document from the Document Toolbar
2	The New Document screen appears. For a Traveler , the information for the Vendor Number and Traveler name will automatically fill in.  ➤ Click on the Document Type drop-down listing and select TA ➤ Click the Create (<i>this Document</i>) button

Step	Action
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>6-NON-REPORTABLE CONFERENCE</i> ➤ Document Description = <i>Attending Oracle Software Conference, Boston, MA</i>
3a	<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 = <i>4/20/##</i> ➤ Depart = <i>RES</i> ➤ End Travel = <i>4/23/##</i> ➤ Return = <i>RES</i> ➤ Comments = <i>Registration Fee paid with Purchase card pays for lodging, breakfast and lunch.</i>

Step	Action												
3b	<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 <i>Itinerary Location</i> field.</p> <ul style="list-style-type: none"> ➤ Lookup or Enter the location (i.e. Boston, MA) ➤ Click the Create (<i>Document</i>) button <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> <ul style="list-style-type: none"> ➤ Click on Expenses in the Document Toolbar to bring up the Edit/Enter Expenses screen. 												
4	<p>Enter the following information on the Edit/Enter Expenses screen:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 60%;">Airline Flight</td> <td style="text-align: right;">\$415.00 (Class = Y)</td> </tr> <tr> <td>TMC Transaction Fee</td> <td style="text-align: right;">\$23.01</td> </tr> <tr> <td>Taxi</td> <td style="text-align: right;">\$75.00</td> </tr> <tr> <td>Miscellaneous</td> <td style="text-align: right;">\$50.00</td> </tr> </table> <ul style="list-style-type: none"> ➤ Click the Save (<i>Expense Changes</i>) button when completed 	Airline Flight	\$415.00 (Class = Y)	TMC Transaction Fee	\$23.01	Taxi	\$75.00	Miscellaneous	\$50.00				
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5a	<p>To enter the actual lodging cost information, click on the Show Expense Details  icon on the first line of lodging expenses. This will bring up a new window.</p> <ul style="list-style-type: none"> ➤ Enter 0 in the Expense Cost field ➤ Click Use (<i>Expense Detail Updates</i>) <div style="border: 1px solid black; padding: 5px;"> <p>Expense Details for Lodging-PerDiem 04/20/2009</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>Quick Tip View or edit all details for this expense. Click the tab to see the respective expense details. To save changes to expense details, click the Use Expense Detail Updates button and on the main expense screen, Save expenses.</p> </div> <div style="width: 35%; border: 1px solid gray; padding: 2px;"> <p>For this page you can:</p> <p>Use Expense Detail Updates</p> <p>Close without Saving Expense Details</p> </div> </div> <hr/> <p>General Details Lodging Details</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 45%;">Expense Date: 04/20/2009</td> <td style="width: 55%;">Payment Method: GOVCC</td> </tr> <tr> <td>Expense Cost: 203.00 USD Allowed: 203.00</td> <td><input checked="" type="checkbox"/> Reimbursable <input type="checkbox"/> Taxable</td> </tr> <tr> <td>Quantity: 0 Rate: 0</td> <td>Vendor: []</td> </tr> <tr> <td>Expense Category: Lodging-PerDiem</td> <td>Accounting Code: []</td> </tr> <tr> <td>Expense Description: Lodging</td> <td></td> </tr> <tr> <td colspan="2">Comments: []</td> </tr> </table> </div>	Expense Date: 04/20/2009	Payment Method: GOVCC	Expense Cost: 203.00 USD Allowed: 203.00	<input checked="" type="checkbox"/> Reimbursable <input type="checkbox"/> Taxable	Quantity: 0 Rate: 0	Vendor: []	Expense Category: Lodging-PerDiem	Accounting Code: []	Expense Description: Lodging		Comments: []	
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Step	Action
5b	<p>Go to the next lodging cost information and click on the Show Expense Details  icon. In the new window do the following:</p> <ul style="list-style-type: none"> ➤ Enter 0 in the Expense Cost field ➤ Click the Lodging Details tab ➤ Click the Breakfast checkbox ➤ Click the Lunch checkbox ➤ Click Use (<i>Expense Detail Updates</i>) <div data-bbox="293 621 1230 1050" style="border: 1px solid black; padding: 5px;"> <p>Expense Details for Lodging-PerDiem 04/20/2009</p> <div style="display: flex; justify-content: space-between;"> <div style="background-color: #fce4ec; padding: 5px;"> <p>Quick Tip View or edit all details for this expense. Click the tab to see the respective expense details. To save changes to expense details, click the Use Expense Detail Updates button and on the main expense screen, Save expenses.</p> </div> <div style="background-color: #e0e0e0; padding: 5px;"> <p>For this page you can:</p> <p>Use Expense Detail Updates</p> <p>Close without Saving Expense Details</p> </div> </div> <div style="display: flex; border-top: 1px solid black; border-bottom: 1px solid black; margin: 5px 0;"> <div style="background-color: #e0e0e0; padding: 2px 5px; font-size: small;">General Details</div> <div style="background-color: #336699; color: white; padding: 2px 5px; font-size: small;">Lodging Details</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 5px; width: 45%;"> <p><input type="checkbox"/> Conference Allowance</p> <p>Conference % <input type="text"/></p> <p>Conference Rate 0.00</p> <p>Conference Description <input type="text"/></p> <p>Sponsoring Agency <input type="text"/></p> </div> <div style="border: 1px solid black; padding: 5px; width: 45%;"> <p>Leave Data</p> <p><input checked="" type="radio"/> None Hours <input type="text" value="0.00"/></p> <p><input type="radio"/> Annual</p> <p><input type="radio"/> Other</p> </div> </div> <div style="display: flex; margin-top: 10px;"> <div style="border: 1px solid black; padding: 5px; width: 45%;"> <p>Meals Provided</p> <p><input type="checkbox"/> Breakfast</p> <p><input type="checkbox"/> Lunch</p> <p><input type="checkbox"/> Dinner</p> </div> <div style="border: 1px solid black; padding: 5px; width: 45%;"> <p>M&IE Override</p> <p>Quarters <input type="text"/></p> <p>M&IE Amount <input type="text"/></p> </div> </div> </div>
5c	<p>On the Enter/Edit Expenses page scroll to the right and in the same line you just added the expense</p> <ul style="list-style-type: none"> ➤ Enter 4/22/## in the Copy Through field ➤ Click the Save (<i>Expense Changes</i>) button when completed <div style="background-color: yellow; padding: 5px; margin-top: 10px;"> <p>Note: Upon saving your data, your lodging amount should be zero and your M&IE amounts should be reduced.</p> </div>

Step	Action
6	<p>Click on DOC Conference in the <i>Document Toolbar</i> to open up the <i>DOC Conference</i> screen.</p>  <p>DOC Conference</p> <p>Quick Tip Enter the questions for determining Purpose Codes for Conferences. The logic that applies is that if question 1,2,3, or 4 are answered YES then Purpose Code 5-Reportable Conference is applied, if question 5 or 6 are answered YES then Purpose Code 3-Training Attendance is applied, and if question 7 is answered YES then Purpose Code 6-Non-Reportable Conference is applied.</p> <p>For this Page you can: <input type="button" value="Save"/> DOC Additional Information Updates <input type="button" value="Clear"/> Updates</p> <p>Criteria for Determining Purpose Code for Conferences and Training</p> <ol style="list-style-type: none"> Does the Conference have a featured or keynote speaker from the Department of Commerce or any of its bureaus? <input type="text"/> Does the conference have staff from the Department of Commerce or any of its bureaus that are providing technical expertise (e.g., leading or participating in panel discussions, providing training, and/or presenting findings)? <input type="text"/> Is the Department of Commerce or any of its bureaus hosting/sponsoring the conference (e.g., providing meeting planning services, logistics, and/or providing support by staffing the conference)? <input type="text"/> Is the Department of Commerce or any of its bureaus providing direct funding towards the conference? <input type="text"/> Does the conference include internal DOC related Workshops? <input type="text"/> Is the conference a training session where staff from the Department of Commerce or any of its bureaus only attend (i.e., no other staff from other agencies) and will not participate in an official capacity? <input type="text"/> If the conference does NOT include training and does not fit under any of the criteria above, enter YES here to indicate 6-Non-Reportable Conference as the trip purpose. <input type="text"/>
6a	<p>Enter the following:</p> <p>7. YES</p> <p>➤ Click <input type="button" value="Save"/> (<i>DOC Additional Information Updates</i>)</p>
7	<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 ➤ If there is not, click on one from your master list</p>
8	<p>Click on Totals in the <i>Document Toolbar</i> to open up the <i>Total Details</i> screen</p> <p>➤ Verify the totals</p>
9	<p>Click on Preview Document in the <i>Document Toolbar</i> to have a new window open with the print preview of your travel document.</p>
10	<p>Click on Perform Pre-Audits in the <i>Document Toolbar</i> to open up the <i>Pre-Audit Results</i> screen.</p> <p>➤ Verify the document now has a status of PASS</p>

Step	Action
11	<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 Continue (<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>
<p><i>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.”</i></p>	
12a	<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> <p>➤ Enter your <i>Signature PIN</i></p> <p>➤ Click the Sign (<i>to Review Document</i>) button</p>
12b	<p>The <i>Document Summary</i> screen appears.</p> <p>➤ Click Document Status in the <i>Document Toolbar</i> to open up the <i>Status</i> screen.</p>
12c	<p>The <i>Status</i> screen appears.</p> <p>➤ Change the status to Completed</p> <p>➤ Enter your <i>Signature PIN</i></p> <p>➤ Enter your <i>Remarks</i></p> <p>➤ Check the checkbox <i>Stamp Without Adjustment</i></p> <p>➤ Click the Stamp (<i>and Submit Document</i>) button</p> <p>The <i>Pre-Audit Results for Document #</i> screen appears.</p> <p>➤ Verify the document status is PASS</p> <p>➤ Click the Continue (<i>Stamping the Document</i>) button</p> <p>You will be taken back to the <i>Home</i> screen.</p>

Step	Action
	<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>