

**Exercise #8b: Travel Voucher (Adding Expenses not on TA)**

- Objectives:**
- Creating a Travel Voucher
  - Adding Expenses that were not originally on the

**Notes:**

*Certain expenses can be added to the travel voucher without having to amend the authorization. However, these expenses cannot exceed the tolerance level of 50% or maximum of \$1350.*

*Costs beyond these tolerances would have to have an amendment to the authorization as well as the following:*

- ✓ *Adding Registration Fees (the object classes are different)*
- ✓ *Foreign Travel on the TA but not the TV*
- ✓ *Foreign Travel not on the TA but on the TV*
- ✓ *Accounting Changes*

*More information can be found in Dispatch#1 at:  
<http://www.corporateservices.noaa.gov/~cbs/travel.htm>*

**Instructions:** Execute the following steps:

You have returned from the software conference in Boston, MA. However, they added an additional half-day for no additional cost, but no meals provided and you got approval from your supervisor to attend that additional session. However, it bumped your flight to a later flight and due to some weather issues; you did not get home until April 24<sup>th</sup> early in the morning. You will not need to amend your authorization; however, you will need to make the changes on the voucher for the additional day.

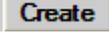
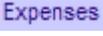
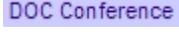
Your costs included the following:

E-Ticket #E3809JDLSO29345A issued April 14<sup>th</sup> for \$415.00  
Transaction Fee \$23.01

**Other Expenses**

4/20 – Taxi - \$35.00  
4/23 - Taxi - \$45.00  
4/23 – Baggage Fee - \$15.00

Step	Action
1	From the <b>Home</b> screen:  ➤ Click <b>Create New Document</b> from the <b>Document Toolbar</b>

Step	Action
2a	<ul style="list-style-type: none"> <li>➤ Click on the Lookup icon  by either the VNum or Traveler Name field</li> <li>➤ Click on the VNum to select your traveler.</li> <li>➤ Click on the <b>Document Type</b> drop-down listing and select <i>TV from TA</i></li> <li>➤ Click the  (<i>this Document</i>) button</li> </ul>
2b	<p>The screen will split and at the bottom all DATALINKED authorizations will appear to select from.</p> <ul style="list-style-type: none"> <li>➤ Click the <b>Open</b>  icon of the authorization going to create the voucher (i.e. Exercise #8a's number)</li> </ul>
3a	<p>The <b>Document Information</b> screen appears with the <b>Document Information</b> tab highlighted and fields displaying what had been entered on the authorization.</p> <ul style="list-style-type: none"> <li>➤ Verify all information is correct and make changes where necessary</li> <li>➤ Click the <b>Trip Information</b> tab</li> <li>➤ <b>End Travel</b> = 4/24/##</li> <li>➤ <b>Departure Date</b> = 4/24/##</li> <li>➤ Click the  button</li> </ul>
4	<p>Click on  in the <b>Document Toolbar</b> to bring up the <b>Edit/Enter Expenses</b> screen with the expenses and costs that were entered on the authorization</p>
4a	<p>Enter/Modify the following expenses on the <b>Expense</b> screen.</p> <p>E-Ticket #E3809JDLSO29345A issued April 14<sup>th</sup> for \$415.00  Transaction Fee \$23.01  4/20 – Taxi - \$35.00  4/23 - Taxi - \$45.00  4/23 – Baggage Fee - \$15.00</p> <ul style="list-style-type: none"> <li>➤ Delete any charges from the authorization that are not needed</li> <li>➤ Click the  (<i>Expense Changes</i>) button when completed</li> </ul>
5	<p>Click on  in the <b>Document Toolbar</b> to open up the <b>DOC Conference</b> screen.</p> <p>Enter the following:</p> <p>7. YES</p> <ul style="list-style-type: none"> <li>➤ Click  (<i>DOC Additional Information Updates</i>)</li> </ul>

Step	Action
	<p><i>Note: The DOC Conference screen has to be filled out again. The information provided on the Travel Authorization will not carry over to the voucher. This is because the conference information may not be known at the time of the authorization, but should be known at the time of the voucher.</i></p>
6	<p>Click on <b>Accounting</b> in the <i>Document Toolbar</i> to open up the <i>Available Accounting Code</i> screen. Make any necessary changes to the accounting code.</p>
7	<p>Click on <b>Totals</b> in the <i>Document Toolbar</i> to open up the <i>Total Details</i> screen.</p>
8	<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>
9	<p>Click on <b>Perform Pre-Audits</b> in the <i>Document Toolbar</i> to open up the <i>Pre-Audit Results</i> screen.</p>
10	<p>Click on <b>Document Status</b> in the <i>Document Toolbar</i> to open up the <i>Status</i> screen.</p> <ul style="list-style-type: none"> <li>➤ Enter your <i>Signature PIN</i></li> <li>➤ Enter your <i>Remarks</i> if any</li> <li>➤ Click the <b>Stamp</b> (<i>and Submit Document</i>) button</li> </ul>
	<p><i>Note: 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>
11	<p>The <i>Pre-Audit Results for Document #</i> screen appears.</p> <ul style="list-style-type: none"> <li>➤ Verify the document status is PASS</li> <li>➤ Click the <b>Continue</b> (<i>Stamping the Document</i>) button</li> </ul> <p>The <i>Signature</i> screen appears with a statement that should be read.</p> <ul style="list-style-type: none"> <li>➤ Click the <b>Accept</b> (<i>Signature Text</i>) button</li> </ul> <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>