

Exercise #9a: Travel Authorization (Two Locations/Foreign Travel)

- Objectives:
- Create a travel authorization with:
 - Two locations
 - A foreign location

Instructions: Execute the following steps:

You have been instructed to do a site visit for both Buffalo, NY and Toronto, Canada. Your visit to Buffalo will take place on June 3rd and your visit to Toronto will take place June 5th. Your POV costs will include a person taking you to the airport and picking you up.

Estimated Expenses

\$1158.00 = Round-trip air fare

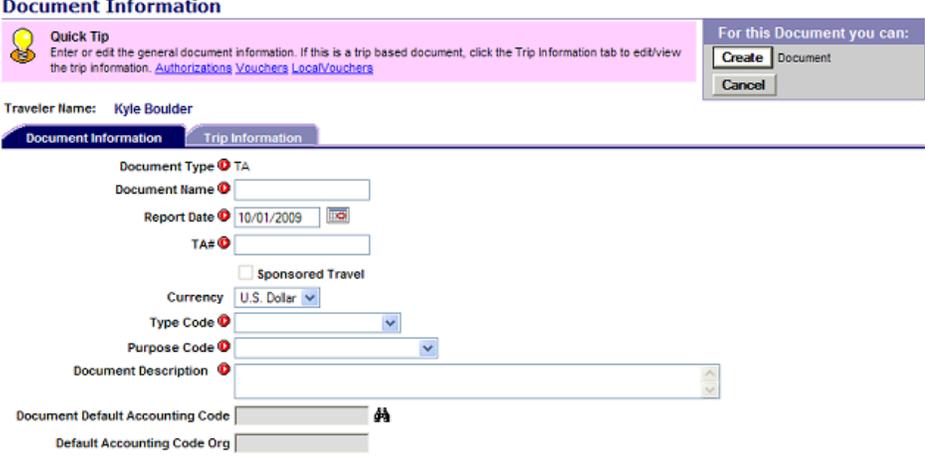
\$26.88 = Transaction Fee

\$150 = Taxi Fare

\$50 = Hotel Tax

42 miles one way to airport

Step	Action
1	From the <i>Home</i> screen: ➤ Click Create New Document from the <i>Document Toolbar</i>
2	The <i>New Document</i> 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>2-SINGLE-FOREIGN</i> ➤ Purpose Code = <i>1-SITE VISIT</i> ➤ Document Description = <i>Site Visit to Buffalo, NY and Toronto, CA</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>6/2/###</i> ➤ Depart = <i>RES</i> ➤ End Travel = <i>6/6/###</i> ➤ Return = <i>RES</i>

Step	Action																								
3b	<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> <div data-bbox="297 426 1304 562"> <p>Itinerary Locations</p> <p><input type="checkbox"/> Replace ALL lodging and M&E 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>06/02/09</td> <td>06/06/09</td> <td><input type="text"/> Search</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/> Search</td> <td><input type="checkbox"/></td> </tr> </tbody> </table> </div> <ul style="list-style-type: none"> ➤ 1st Departure Date = 6/4/## ➤ 1st Location = Buffalo, NY ➤ 2nd Location = Toronto, CAN <div data-bbox="297 751 1304 888"> <p>Itinerary Locations</p> <p><input type="checkbox"/> Replace ALL lodging and M&E 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>06/02/09</td> <td>06/04/09</td> <td>BUFFALO,NY Search</td> <td><input type="checkbox"/></td> </tr> <tr> <td>06/04/09</td> <td>06/06/09</td> <td>TORONTO,CAN Search</td> <td><input type="checkbox"/></td> </tr> </tbody> </table> </div> <ul style="list-style-type: none"> ➤ Click Create (Document) button <p>Note: When changing the departure date on the first line, the second line dates will automatically populate with the rest of the dates of the trip.</p>	Arrival Date	Departure Date	Itinerary Location	Unlisted	06/02/09	06/06/09	<input type="text"/> Search	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> Search	<input type="checkbox"/>	Arrival Date	Departure Date	Itinerary Location	Unlisted	06/02/09	06/04/09	BUFFALO,NY Search	<input type="checkbox"/>	06/04/09	06/06/09	TORONTO,CAN Search	<input type="checkbox"/>
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4	<p>Click on Expenses in the Document Toolbar to bring up the <i>Edit/Enter Expenses</i> screen.</p> <p>Enter the following information:</p> <p>Airline Flight Traveler \$1158.00 (Class = Y) TMC Transaction Fee \$26.88 Taxi \$150.00 Miscellaneous \$50.00 IPOC-Private Vhcle 42x4 = total mileage</p> <ul style="list-style-type: none"> ➤ Click the Save (Expense Changes) button when completed 																								
5	<p>Click on Accounting in the Document Toolbar to open up the <i>Available Accounting Code</i> screen.</p> <ul style="list-style-type: none"> ➤ Verify there is current FY accounting code ➤ If there is not, click on one from your master list 																								
6	<p>Click on Totals in the Document Toolbar to open up the <i>Total Details</i> screen</p> <ul style="list-style-type: none"> ➤ Verify the totals 																								

Step	Action
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. ➤ Verify the document now has a status of PASS
9	➤ Stamp the document SIGNED The <i>Pre-Audit Results for Document #</i> screen appears. ➤ Verify the document status is PASS ➤ Click the Continue (<i>Stamping the Document</i>) button 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”.
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.”	
10a	From the <i>Home</i> screen click on the Open Document  icon which will take you to the <i>Open Document Signature</i> screen. ➤ Enter your <i>Signature PIN</i> ➤ Click the Sign (<i>to Review Document</i>) button
10b	The <i>Document Summary</i> screen appears. ➤ Click Document Status in the <i>Document Toolbar</i> to open up the <i>Status</i> screen.

Step	Action
10c	<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 <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>