

Travel Voucher Beginning “In Travel Status”

- Objectives:**
- Create the final Travel Voucher from Authorization for a long term TDY
 - Understand how to file multiple-vouchers

Notes:

Trips greater than 30 days will result in a dollar based obligation.

This allows multiple vouchers to be submitted against the travel authorization.

It also allows a preparer to amend the Travel Authorizations after voucher(s) have been submitted, as long as the obligation is not being reduced below what has already been paid.

Instructions: Execute the following steps:

The final 30 days of your trip have passed, and you have now returned home. Per FTR 301-52.7, if on continuous travel status, vouchers need to be filed every 30 days. Each voucher can not claim the same expenses that were previously claimed. For example, if on the first voucher you claimed the cost of the airline ticket and transaction fee, those costs can not be claimed on any other vouchers. Your POV costs include a person taking picking you up from the airport and returning you home. Your costs included the following:

6/15 - 25 miles one way to airport using private vehicle (POV)

Hotel - \$96.00/night

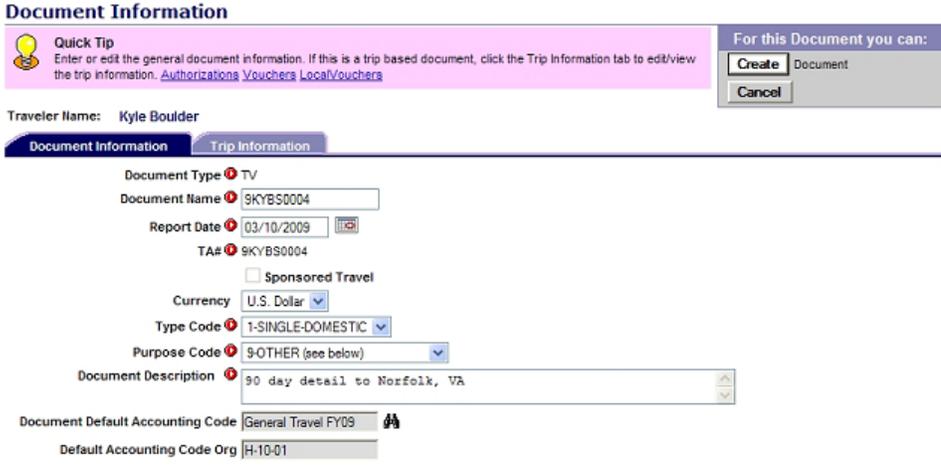
Hotel Tax - \$15.26/night

Parking - \$12/night

Gas – 5/25 - \$21.78, 6/15- \$43.89

Rental Car - \$1685.26

Step	Action
1	From the Home screen: ➤ Click Create New Document from the Document Toolbar
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 TV from TA ➤ Click the Create (this Document) button

Step	Action
2b	<p>The screen will split and at the bottom all DATALINKED authorizations will appear to select from.</p> <p>➤ Click the Open  icon of the authorization going to create the voucher (i.e. Exercise #5a's number)</p>
3	<p>The Document Information screen appears with the Document Information tab highlighted and fields displaying what had been entered on the authorization.</p>  <p>➤ Add (-2) at the end of the Document Name</p> <p>➤ Verify all information is correct and make changes where necessary</p> <p>➤ Click the Trip Information tab</p> <p>Note: The Document Name field can not contain the same information as a previous travel document type. Because the first voucher we filed, used the same name, this document name must have a -2 added at the end of the name to represent another voucher for that authorization otherwise an error message will appear when trying to create the voucher.</p>

Step	Action								
3a	<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 Local Vouchers</p> <p>For this Document you can: <input type="button" value="Create"/> Document <input type="button" value="Cancel"/></p> <p>Traveler Name: Kyle Boulder</p> <p>Document Information Trip Information</p> <p>Trip No 1</p> <p>Begin Travel 03/15/2009 Depart RES. Depart Selection RES. End Travel 06/15/2009 Return RES. Return Selection RES. Trip Duration Multiple days</p> <p>Comments CBA OBLIGATION #:00262078 Organization ID:142002 TRAVELER POS:0025189 <input type="button" value="Preset"/></p> <p>Itinerary Locations <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>03/15/09</td> <td>06/15/09</td> <td>NORFOLK,VA</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Arrival Date	Departure Date	Itinerary Location	Unlisted	03/15/09	06/15/09	NORFOLK,VA	<input type="checkbox"/>
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03/15/09	06/15/09	NORFOLK,VA	<input type="checkbox"/>						
<p>Because this is the first of several vouchers there are a few areas that need to be updated:</p> <ul style="list-style-type: none"> • Begin Travel Date = should be the begin date of the next 30 days (i.e. 5/16) • Depart Selection = should be changed from RES to IN TRAVEL STATUS • Arrival Date = should be the begin date of the next 30 days (i.e. 5/16) 									
<p><i>Note: By making the depart selection "IN TRAVEL STATUS", the traveler will receive full lodging and M&IE costs. Since the traveler is still in a temporary duty status, they are entitled to lodging and full M&IE on the first date as shown on the voucher.</i></p>									
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<p>When finished click the <input type="button" value="Create"/> button</p>									

Step	Action
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</p>  <p>Due to the information entered on the Document Information screen, only the system generated expenses (Lodging/M&IE) will be affected by showing only that date range.</p>
4a	<p>Enter/Modify the following expenses on the Expense screen.</p> <p>POV – 25 miles one way to airport Hotel - \$96.00/night Hotel Tax - \$15.26/night Parking - \$12/night Gas – 5/25 - \$21.78, 6/15- \$43.89 Rental Car - \$1685.26</p> <p>➤ Click the Save (<i>Expense Changes</i>) button when completed</p> <p><i>Notes: If you look at the first day of expenses you'll notice the traveler got full lodging and M&IE costs.</i></p> <p><i>You will have to delete any costs that are not applicable to the voucher being created.</i></p> <p><i>Make sure to change the start date of the expenses that are not system generated (i.e. parking)</i></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>