Pre-Paid Travel Authorization

Objectives:

- Create a Travel Authorization with a pre-paid expense

Notes:

A pre-paid Travel expense is an expense directly related to a specific Temporary Duty (TDY) assignment which is incurred prior to the start of travel. It is extremely important to note the Federal Travel Regulations (FTR) and NOAA Travel Policy limits the types of expenses a traveler is allowed to claim in advance of travel. Therefore, not all travel expenses qualify as a legitimate pre-paid expense.

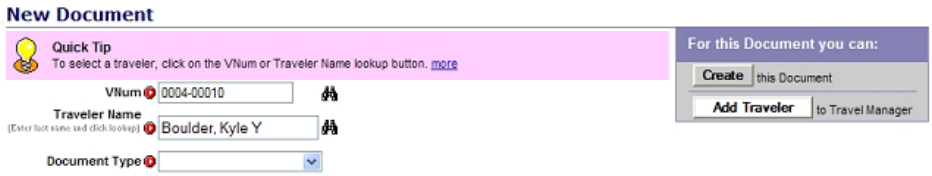
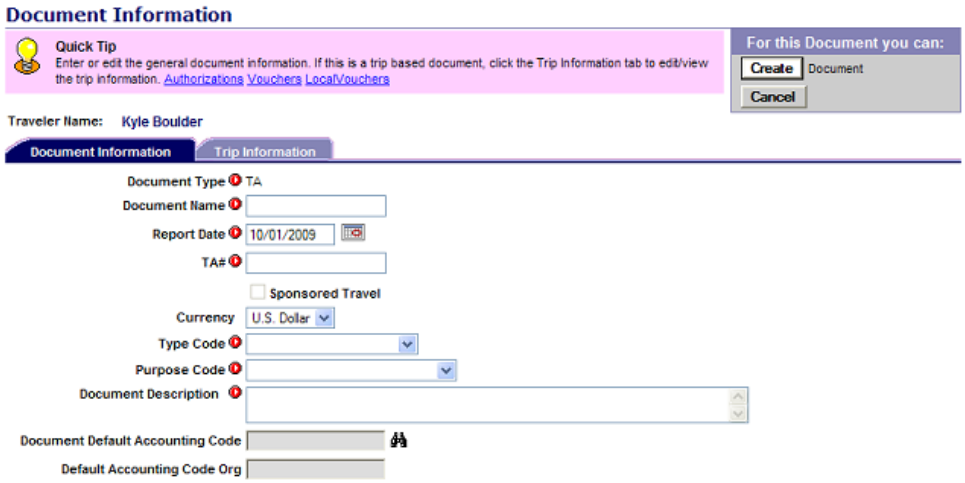
As a precaution, when in doubt, travelers should seek guidance from either their Travel Manager Group Administrator or the NOAA Travel Policy Office prior to incurring any expense(s) in advance of travel.

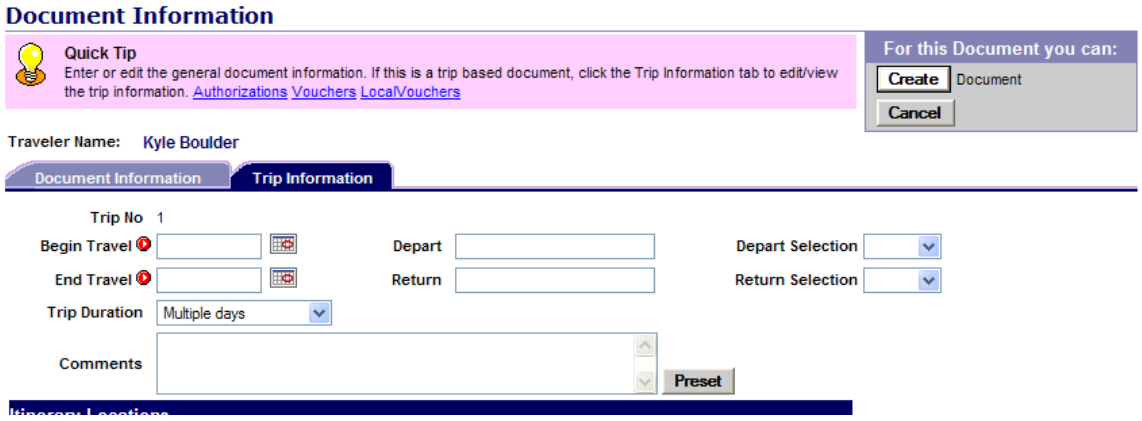
Instructions: Execute the following steps:

You've been asked to attend a seminar in Salt Lake City, UT on July 21-23. There is a registration fee that is required up front and the office credit card is currently at its limit and can not be purchased with it. The registration cost is $1000 and you place the cost on your card. Because this is a pre-paid cost, you will want to be reimbursed for this cost as quickly as possible.

Estimated Expenses
$523.00 = Round-trip air fare
$23.79 = Transaction Fee
$100 for Taxi
$100 for Hotel Tax

Step	Action
1	From the ***Home*** screen: ➢ Click Create New Document from the ***Document Toolbar***

Step	Action
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** *(this Document)* button
3	The ***Document Information*** screen appears with the ***Document Information*** tab highlighted and fields displaying.  Enter the following information: ➢ **Document Name** = ***Same as TA#*** ➢ **TA#** = ***Use the next available one listed on your sheet*** ➢ **Type Code** = ***1-SINGLE-DOMESTIC*** ➢ **Purpose Code** = ***9-OTHER (See below)*** ➢ **Document Description** = ***Seminar attendance SLC, Utah***

Step	Action
4a	Click on the ***Trip Information*** tab. If you click the ***Create*** button prior to clicking the tab you will receive an error message, click **OK** and it will take you to this tab.  Enter the following information in the top part of the screen: ➢ **Begin Travel** = ***07/20/##*** ➢ **Depart** = ***RES*** ➢ **End Travel** = ***07/24/##*** ➢ **Return** = ***RES*** ➢ **Comments = *Registration Fee paid by traveler due to office card limit maxed.***
4b	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 *Itinerary Location* field. ➢ Lookup or Enter the location (i.e. Salt Lake City, UT) ➢ Click the Create *(Document)* button The ***Document Information*** screen still appears but the ***Document Toolbar*** now has different options available. It will also show your Document Name & TA#. ➢ Click on Expenses in the ***Document Toolbar*** to bring up the ***Edit/Enter Expenses*** screen.

Step	Action
5	Enter the following information on the ***Edit/Enter Expenses*** screen: Airline Flight Traveler $523.00 (Class = Y) TMC Transaction Fee $23.79 Hotel Tax $100.00 Taxi $100.00 Registration Fee – Non ADP Non-Fed $1000.00 ➢ Click the Save *(Expense Changes)* button when completed
6	Click on Accounting in the ***Document Toolbar*** to open up the ***Available Accounting Code*** screen. ➢ Verify there is current FY accounting code ➢ If there is not, click on one from your master list
7a	Click on Other Authorizations in the ***Document Toolbar*** to open up the ***Other Authorizations*** screen. ➢ Scroll down to find Pre-Paid ➢ Click on PRE-PAID EXPENSES AUTHORIZED ***Note:*** *The selection of Pre-Paid Expenses Authorized under Other Authorizations, allows the system to know that multiple vouchers can be filed against the authorization. This allows the traveler to be reimbursed prior to the trip for that expense.*
7b	The Pre-Paid Expenses Authorized will now show up at the bottom of the screen under Other Authorizations **Other Authorizations** ✕ PRE-PAID EXPENSES AUTHORIZED Click on PRE-PAID EXPENSES AUTHORIZED

Step	Action
7c	The ***Other Authorization Remarks*** screen appears with pre-filled remarks. ➢ Enter any additional remarks needed ➢ Click **Save** *(Remarks)* The ***Other Authorizations*** screen appears.
	Notes: ✓ *"Pre-Paid Expenses Authorized" must be selected as an Other Authorization on the TA in order to voucher for pre-paid expenses in advance of travel* ✓ *Not all travel expenses qualify as legitimate pre-paid expense. When in doubt, seek guidance prior to incurring any expense(s) in advance of travel* ✓ *Pre-paid expenses are only valid Expense selections on a Pre-Paid TV* ✓ *Vouchering for a pre-paid expense in advance of travel is the traveler's option.*
8	Click on Totals in the ***Document Toolbar*** to open up the ***Total Details*** screen ➢ Verify the totals
9	➢ Preview the document ➢ Do Pre-Audit Results ➢ Stamp the document SIGNED The ***Pre-Audit Results for Document #*** screen appears. ➢ Verify the document status is PASS ➢ Click the **Continue** *(Stamping the Document)* button The document will then be routed to the first level of the electronic approval process and you will be taken back to the ***Home*** screen where a message toward the bottom stating and email has been sent to "email address".