

## Pre-Paid Travel Voucher

**Objectives:**

- Create a Pre-Paid Travel Voucher

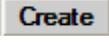
**Notes:**

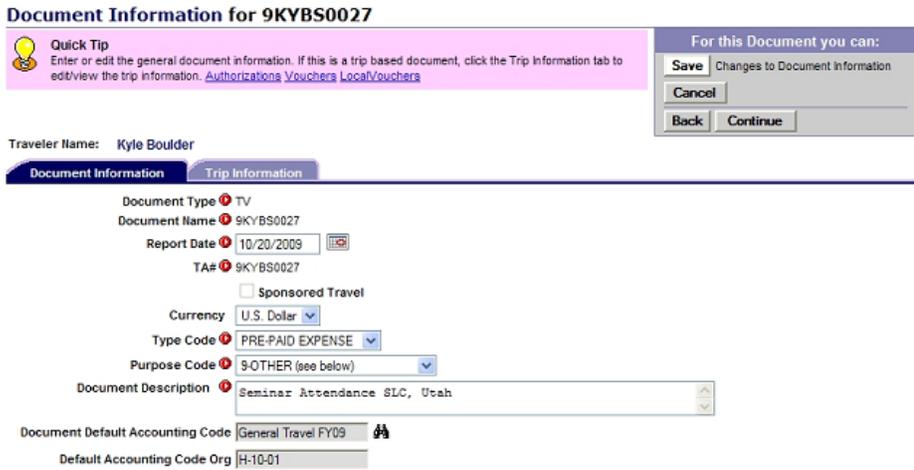
*A pre-paid expense claim is only necessary if a traveler chooses to be reimbursed for a pre-paid travel expense in advance of travel. If a traveler prefers to wait or circumstances prevent a pre-paid expense claim from being processed until the end of the TDY assignment, the pre-paid expense can be claimed as a normal expense (i.e., Lodging vs. Pre-Paid Lodging) on a regular TV.*

*However, if you are reimbursed the advance expense, but fail to perform the scheduled official travel for reasons not acceptable to your agency, resulting in forfeit of the deposit, you are indebted to the Government for that amount and must repay it in a manner prescribed by your agency.*

**Instructions:** Execute the following steps:

Your trip to Salt Lake City, Utah has not happened yet, however, you did pre-pay your registration fee that was approved. You now wish to claim that amount in order to pay your credit card timely. You are aware that if you claim this expense prior to the trip and trip does not happen, you will need to repay this cost.

Step	Action
1	From the <b>Home</b> screen: <ul style="list-style-type: none"> <li>➤ Click <b>Create New Document</b> from the <b>Document Toolbar</b></li> </ul>
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 <b>TV from TA</b></li> <li>➤ Click the <b>Create</b>  (<i>this Document</i>) button</li> </ul>
2b	The screen will split and at the bottom all DATALINKED authorizations will appear to select from. <ul style="list-style-type: none"> <li>➤ Click the <b>Open</b>  icon of the authorization going to create the voucher</li> </ul>

Step	Action
<p>3a</p>	<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>  <p><b>Document Information</b></p> <p><b>Quick Tip</b> 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. <a href="#">Authorizations</a> <a href="#">Vouchers</a> <a href="#">LocalVouchers</a></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><b>Document Information</b>   <b>Trip Information</b></p> <p>Document Type: TV          Document Name: 9KYBS0027          Report Date: 10/20/2009          TA#: 9KYBS0027  <input type="checkbox"/> Sponsored Travel          Currency: U.S. Dollar          Type Code: 1-SINGLE-DOMESTIC          Purpose Code: 9-OTHER (see below)          Document Description: Seminar Attendance SLC, Utah          Document Default Accounting Code: General Travel FY09          Default Accounting Code Org: H-10-01</p> <p>➤ Click the <b>Create</b> button</p> <p><b>Note:</b> Pre-Paid type code will not appear until the document has been created.</p>
<p>3b</p>	<p>After it's been created, on the <b>Document Information</b> tab:</p> <p>➤ Change the type code to Pre-Paid Expense          ➤ Click <b>Save</b> (<i>Changes to Document Information</i>)</p>  <p><b>Document Information for 9KYBS0027</b></p> <p><b>Quick Tip</b> 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. <a href="#">Authorizations</a> <a href="#">Vouchers</a> <a href="#">LocalVouchers</a></p> <p>For this Document you can:  <input type="button" value="Save"/> Changes to Document Information  <input type="button" value="Cancel"/>  <input type="button" value="Back"/> <input type="button" value="Continue"/></p> <p>Traveler Name: Kyle Boulder</p> <p><b>Document Information</b>   <b>Trip Information</b></p> <p>Document Type: TV          Document Name: 9KYBS0027          Report Date: 10/20/2009          TA#: 9KYBS0027  <input type="checkbox"/> Sponsored Travel          Currency: U.S. Dollar          Type Code: PRE-PAID EXPENSE          Purpose Code: 9-OTHER (see below)          Document Description: Seminar Attendance SLC, Utah          Document Default Accounting Code: General Travel FY09          Default Accounting Code Org: H-10-01</p> <p>➤ Click on the <b>Trip Information</b> tab</p>

Step	Action																																																																
<p>3c</p>	<div data-bbox="289 247 1218 703"> <p><b>Document Information for 9KYBS0027</b></p> <p><b>Quick Tip</b> 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. <a href="#">Authorizations</a> <a href="#">Vouchers</a> <a href="#">Local/Vouchers</a></p> <p>For this Document you can:  <input type="button" value="Save"/> Changes to Document Information  <input type="button" value="Cancel"/>  <input type="button" value="Back"/> <input type="button" value="Continue"/></p> <p>Traveler Name: Kyle Boulder</p> <p>Document Information   <b>Trip Information</b></p> <p>Trip No: 1</p> <p>Begin Travel: 07/20/2009 Depart: RES.: Depart Selection: RES.:                  End Travel: 07/24/2009 Return: RES.: Return Selection: RES.:                  Trip Duration: Multiple days</p> <p>Comments: CBA OBLIGATION #:002563215 Organization ID:142002 TRAVELER PO#:005632213 Registration Fee paid by traveler due to office <input type="button" value="Preset"/></p> <p><b>Itinerary Locations</b>  <input type="checkbox"/> Replace ALL lodging and M&amp;E information <a href="#">Create additional rows</a></p> <table border="1"> <thead> <tr> <th>Delete</th> <th>Arrival Date</th> <th>Departure Date</th> <th>Itinerary Location</th> <th>Unlisted</th> </tr> </thead> <tbody> <tr> <td>X</td> <td>07/20/09</td> <td>07/24/09</td> <td>SALT LAKE CITY,UT</td> <td><input type="checkbox"/></td> </tr> </tbody> </table> </div> <p>Change the following information:</p> <ul style="list-style-type: none"> <li>➤ <b>Begin Travel = 07/15/##</b></li> <li>➤ <b>End Travel = 07/15/##</b></li> <li>➤ <b>Trip Duration = 12 hours or Less</b></li> <li>➤ <b>Arrival Date = 07/15/##</b></li> <li>➤ <b>Departure Date = 07/15/##</b></li> <li>➤ Click <input type="button" value="Save"/> (<i>Changes to Document Information</i>)</li> </ul> <p><i>Notes: By changing the dates of the trip on the Pre-Paid Voucher and selecting the trip duration being 12 hours or less, will change the lodging and M&amp;E costs to zero.</i></p> <p><i>Remember if you make a change to the begin/end travel dates, you also have to change the arrival and departure dates.</i></p>	Delete	Arrival Date	Departure Date	Itinerary Location	Unlisted	X	07/20/09	07/24/09	SALT LAKE CITY,UT	<input type="checkbox"/>																																																						
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<p>4a</p>	<div data-bbox="289 1262 1412 1837"> <p>Click on <b>Expenses</b> in the <i>Document Toolbar</i> to bring up the <i>Edit/Enter Expenses</i> screen.</p> <p><b>Edit/Enter Expenses for Travel Voucher: 9KYBS0027</b></p> <p><b>Quick Tip</b> Enter or edit expenses. Each line below displays a different expense. To edit expense details not displayed below, click the Details icon next to the expense description. To delete an expense, use the check box. Enter all expenses and changes and click Save. <a href="#">more</a></p> <p>For this Page you can:  <input type="button" value="Display Express Expense Screen"/>  <input type="button" value="Save"/> Expense Changes  <input type="button" value="Reset"/> All Lodging  <input type="button" value="Clear"/> Changes  <input type="button" value="Back"/> <input type="button" value="Continue"/></p> <p><b>Search Criteria</b>                  Expense Category: (All Expenses) <input type="button" value="Search"/>                  Start Date: <input type="text"/>                  End Date: <input type="text"/></p> <p>Current Allocation Method: By Individual Expenses Currency: U.S. Dollar</p> <table border="1"> <thead> <tr> <th>Delete</th> <th>Copy</th> <th>Itemize</th> <th>Date</th> <th>Expense Description</th> <th>Expense Category</th> <th>Cost</th> <th>Payment</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>07/15/2009</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>0.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>07/15/2009</td> <td>M&amp;E</td> <td>M&amp;E-PerDiem</td> <td>0.00</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>07/20/2009</td> <td>Airline Flight</td> <td>COM. CARRIER</td> <td>523.01</td> <td>AGENCY</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>07/20/2009</td> <td>Hotel Tax</td> <td>LODGING TAX</td> <td>100.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>07/20/2009</td> <td>Registration Fees-Non-ADP Non-Fed Source</td> <td>REG FEES NON (OTHER)</td> <td>1000.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>07/20/2009</td> <td>TMC Transaction Fees</td> <td>TRANSACTION FEES</td> <td>23.01</td> <td>AGENCY</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>07/20/2009</td> <td>Taxi</td> <td>Transport</td> <td>100.00</td> <td>OTHER</td> </tr> </tbody> </table> </div>	Delete	Copy	Itemize	Date	Expense Description	Expense Category	Cost	Payment	<input type="checkbox"/>			07/15/2009	Lodging	Lodging-PerDiem	0.00	GOVCC	<input type="checkbox"/>			07/15/2009	M&E	M&E-PerDiem	0.00	OTHER	<input type="checkbox"/>			07/20/2009	Airline Flight	COM. CARRIER	523.01	AGENCY	<input type="checkbox"/>			07/20/2009	Hotel Tax	LODGING TAX	100.00	GOVCC	<input type="checkbox"/>			07/20/2009	Registration Fees-Non-ADP Non-Fed Source	REG FEES NON (OTHER)	1000.00	GOVCC	<input type="checkbox"/>			07/20/2009	TMC Transaction Fees	TRANSACTION FEES	23.01	AGENCY	<input type="checkbox"/>			07/20/2009	Taxi	Transport	100.00	OTHER
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Step	Action
4b	<ul style="list-style-type: none"> <li>➤ Delete all costs that are not Pre-Paid Expenses</li> <li>➤ If pre-paid selection was not originally entered on the authorization, change using the drop-down menu to select that pre-paid costs</li> <li>➤ Change the date of the pre-paid expense to the date on the itinerary (i.e. 7/15/##)</li> <li>➤ Click the <b>Save</b> (<i>Expense Changes</i>) button when completed</li> </ul>  <p><b>Note:</b> If a pre-paid expense description is not selected on this screen, the pre-audit results will fail.</p>
5	<p>Click on <b>Accounting</b> in the <i>Document Toolbar</i></p> <p>Validate the appropriate accounting has been added to the document. If there is not one associated, please add it.</p>
6	<p>Click on <b>Totals</b> in the <i>Document Toolbar</i> to open up the <i>Total Details</i> page.</p>
7	<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>
8	<p>Click on <b>Perform Pre-Audits</b> in the <i>Document Toolbar</i> to open up the <i>Pre-Audit Results</i> screen. Validate there are no errors. If there are errors, fix the errors and then re-run the Pre-Audit Validation again.</p>
9	<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 <b>Signature PIN</b></li> <li>➤ Enter your <b>Remarks</b> if any</li> <li>➤ Click the <b>Stamp</b> (<i>and Submit Document</i>) button</li> </ul> <p><b>Note:</b> 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.</p>

Step	Action
10	<p>The <b><i>Pre-Audit Results for Document #</i></b> 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 <b><i>Signature</i></b> 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 <b><i>Home</i></b> screen where you will have a message that tells you the email(s) of the person/people that a message was sent.</p>
	<p><b><i>Notes:</i></b> After the trip has been completed, the next voucher would need a (-1) at the end to represent the next voucher being filed again the authorization. Also, the pre-paid cost that was done with the first voucher can not be claimed again, so must be deleted from the expenses.</p>