

No Cost Travel Authorizations

Notes:

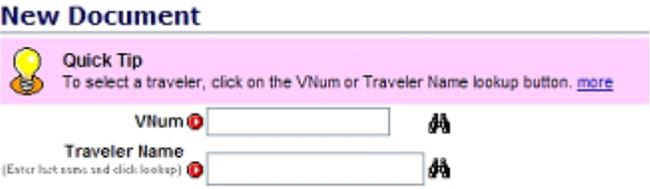
Per NTR 301-2.1(f), a travel authorization must be done when a traveler will incur travel expenses at no cost to NOAA (zero [\$0] dollar travel authorization), when an outside source or another Federal agency prepays all travel expenses and NOAA is charged nothing.

A travel authorization is required for all gift or bequest travel regardless of zero cost since the authorization not only covers the employee, but also shows that the employee is in a temporary duty (TDY) status.

However, it is important to note travel vouchers (TV) are not required for zero cost gift or bequest travel.

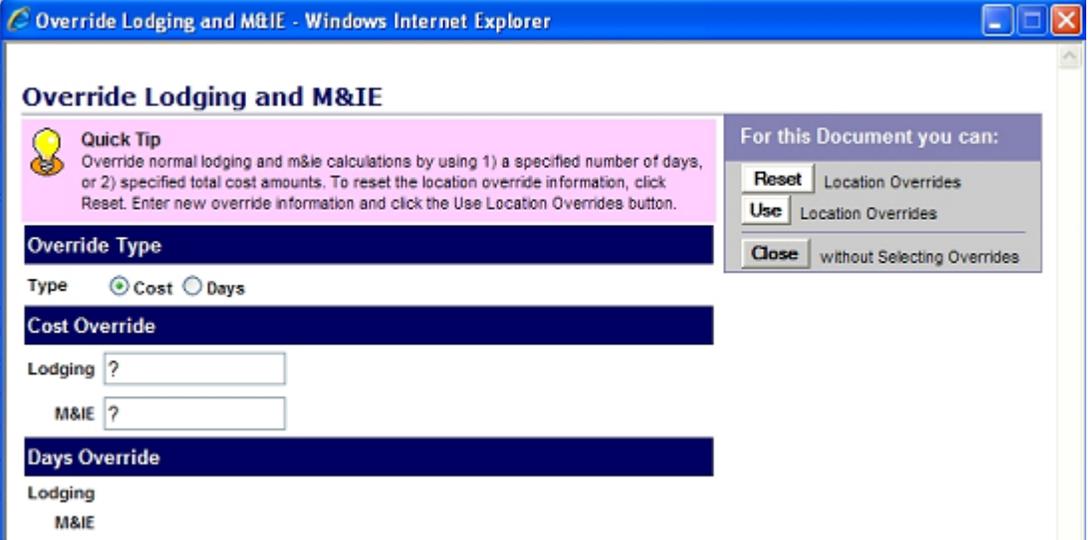
Instructions: Execute the following steps:

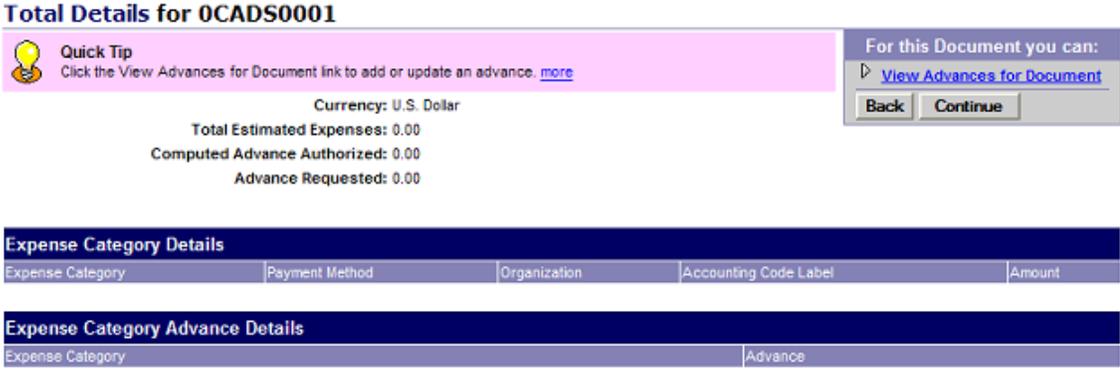
You are required to attend a meeting in Boston, MA concerning research on hurricanes. This meeting is being sponsored by Boston University and they are paying for all your travel expenses. Because this meeting will be beneficial to NOAA’s work, you will be going in an official capacity. This means you must have a travel authorization in place prior to going on travel, even though it is not being paid by NOAA.

Step	Action
1	From the Home screen: ➤ Click Create New Document from the Document Toolbar
2a	For a Group Administrator, you will need to select a traveler by clicking on the Lookup icon  by either the VNum or Traveler Name field. 

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2b	<p>If you chose VNum lookup icon, you will get a list of travelers you have access to showing in vendor number order.</p> <div data-bbox="289 363 1023 903"> <p>Enter Search Criteria</p> <p>VNum <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Cancel"/></p> <p>Search Results Click on an entry to select</p> <p>Search Results Prev 20 Next 20</p> <table border="1"> <thead> <tr> <th>VNum</th> <th>Last Name</th> <th>First Name</th> <th>MI</th> </tr> </thead> <tbody> <tr><td>0001-00001</td><td>Gaithersburg</td><td>Erin</td><td>R</td></tr> <tr><td>0001-00002</td><td>Gaithersburg</td><td>Jackie</td><td>A</td></tr> <tr><td>0001-00003</td><td>Gaithersburg</td><td>Joan</td><td>O</td></tr> <tr><td>0001-00004</td><td>Gaithersburg</td><td>Michael</td><td>I</td></tr> <tr><td>0001-00005</td><td>Gaithersburg</td><td>Robert</td><td>O</td></tr> <tr><td>0001-00006</td><td>Gaithersburg</td><td>Carolyn</td><td>A</td></tr> 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2c	<p>The <i>New Document</i> screen appears.</p> <p>For a Traveler, the information for the Vendor Number and Traveler name will automatically fill in.</p> <ul style="list-style-type: none"> ➤ Click on the Document Type drop-down listing and select TA ➤ Click the Create (<i>this Document</i>) button
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 your Office TA#s</i> ➤ Type Code = <i>1-OVERRIDE-DOMESTIC</i> ➤ Purpose Code = <i>PURPOSE OF TRIP</i> ➤ Document Description = <i>Should have something in the description about who is paying for this trip and that it is a no cost authorization.</i>
4a	<p>Click on the <i>Trip Information</i> 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.</p> <p>Enter the following information in the top part of the screen:</p> <ul style="list-style-type: none"> ➤ Begin Travel = <i>Begin Dates of the travel</i> ➤ Depart = <i>From where the traveler is departing from</i> ➤ End Travel = <i>End Dates of the travel</i> ➤ Return = <i>To where the traveler is returning</i> ➤ Comments = <i>{Click on the Preset button} and/or type any pertinent comments about the trip.</i>
4b	<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> <ul style="list-style-type: none"> ➤ Lookup or Enter the location ➤ Click the Override button

Step	Action
4c	<p>The Override Lodging and M&IE window will open.</p>  <p>Under Cost Override section:</p> <ul style="list-style-type: none"> ➤ Enter 0 for <i>Lodging</i> ➤ Enter 0 for <i>M&IE</i> ➤ Click Use (<i>Location Overrides</i>)
4d	<p>The Document Information screen will return still at the <i>Trip Information</i> tab.</p> <ul style="list-style-type: none"> ➤ Click the Create (<i>Document</i>) button
5	<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>
5a	<p>The Edit/Enter Expenses screen will open and appear to have the lodging and M&IE costs filled in, however, because you overrode the costs to zero (0), the totals will show zero even though the expenses are listed on this screen.</p>
6	<p>Click on Accounting in the Document Toolbar to open up the Available Accounting Code screen.</p> <ul style="list-style-type: none"> ➤ Delete the current FY accounting code ➤ Verify there is a new FY accounting code ➤ If there is not, click on one from your master list <p>Note: Even if there are no costs to the TA, it still must have an ACCS associated to it in order to pass the ITM Pre-Audits.</p>

Step	Action
7	<p>Click on Totals in the <i>Document Toolbar</i> to open up the <i>Total Details</i> screen</p> <ul style="list-style-type: none"> ➤ Verify the totals show zero (0). 
8	<ul style="list-style-type: none"> ➤ Verify Pre-Audits ➤ Stamp the document SIGNED <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 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”.</p> <p><i>Note: The approving official may receive the following message -- “\$0 delta, nothing to funds check or post. Document stamped APPROVED.”</i></p> <p><i>Just read and acknowledge this message. Any \$0 amount authorizations do not result in posting obligating transactions into CFS.</i></p>