

## ***Constructed Travel Voucher***

**Objectives:**

- Create a constructed travel voucher

**Notes:**

*If at all possible, a Cost Comparison should be done in advance of preparing the authorization thus a constructed voucher would not be needed. The form can be found at:*

*<http://www.corporateservices.noaa.gov/~finance/SI.costcomp.PDF>*

*This will show how to create a constructed (cost comparison) voucher when a traveler deviates from the authorized itinerary and/or transportation mode because of personal preference.*

*FTR, section 301-10.4 through 301-10.8, explains that agencies must select the method of transportation most advantageous to the Government considering the total cost to the Government including cost of per diem, lost work time, and actual transportation costs. If a traveler deviates from the authorized method of transportation, the traveler is responsible for any additional costs incurred.*

*When a traveler deviates from the preferred method of transportation, a cost comparison must be performed. Two versions of the voucher are prepared - one to determine the cost of the trip as it was authorized, and the other to determine the cost of the trip as it occurred using the traveler's preferred itinerary and/or mode of travel. The traveler will then be reimbursed for the lesser of the two vouchers.*

*Note: FTR, section 301-10.309 explains what the traveler will be reimbursed when the traveler uses POV instead of Common Carrier. Section 301-10.310 explains what the traveler will be reimbursed when the traveler uses POV instead of a Government automobile.*

*Travel regulations indicate that when doing a cost comparison you can not use any local travel or other miscellaneous expenses incurred while at your Temporary Duty location. In order to claim these expenses when doing a cost comparison in ITM, we recommend that you enter any local travel and other miscellaneous expenses on both the voucher for the trip as it was authorized and on the voucher for the trip as it occurred. This way the costs for local travel and miscellaneous expenses offset each other during the comparison and are reimbursed regardless of which trip is selected for payment.*

**Instructions:** Execute the following steps:

Part 1 - Creates a voucher from the original authorization. This voucher (Trip 1) will reflect the trip as it was authorized.

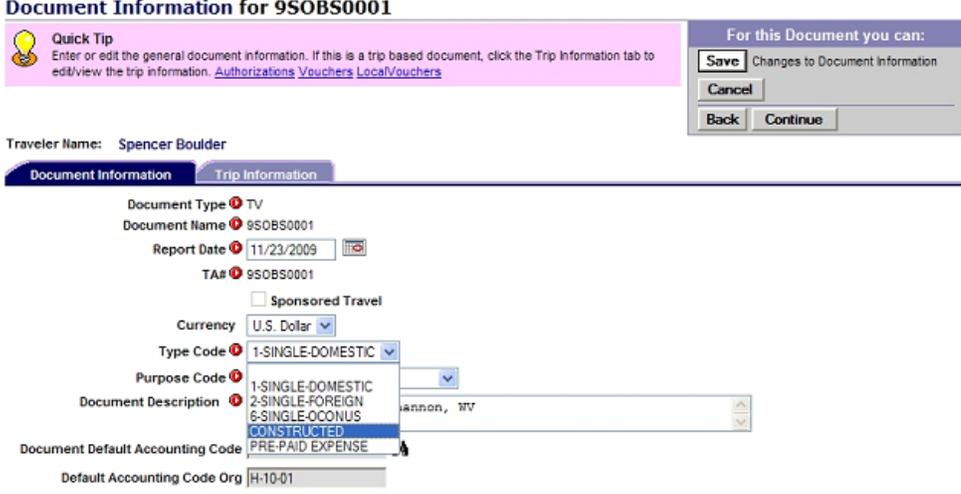
Part 2 - Use the add feature to create a second voucher. This voucher (Trip 2) will be added to reflect the trip as it occurred.

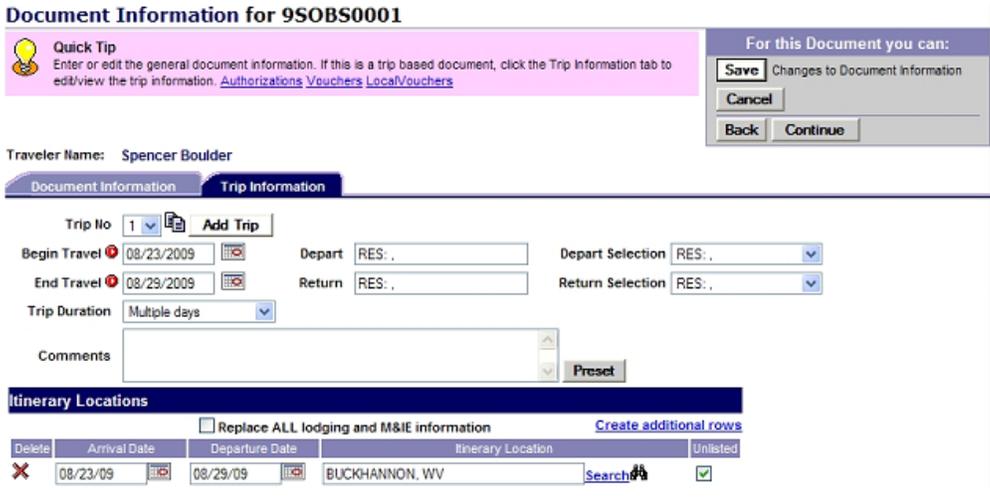
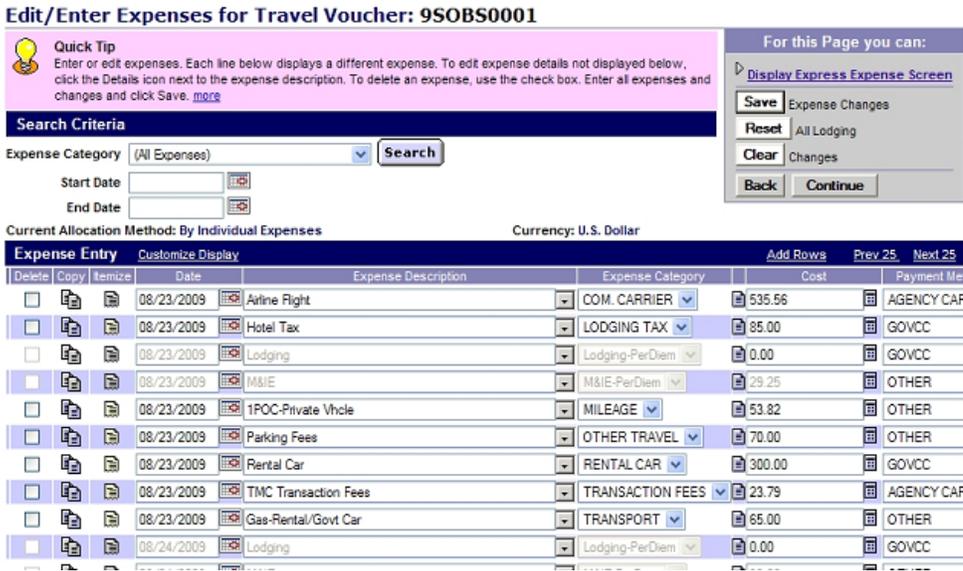
**Part 1**

Include the following costs:

- Actual Lodging
- Actual M&IE
- Actual Lodging Tax
- Actual local POV (if any)
- Estimate Common Carrier
- Estimate Common Carrier Fee

In order for the traveler to be reimbursed for the local travel expenses, the traveler must claim the actual local travel expenses (POV) for the trip.

Step	Action
1	<ul style="list-style-type: none"> <li>➤ Create the TV from TA</li> <li>➤ Click the  button</li> </ul>
2	<p>The <b>Document Information</b> screen still appears but the <b>Document Toolbar</b> now has different options available. It also shows your Document Name &amp; TA#.</p> <ul style="list-style-type: none"> <li>➤ Click back on the <b>Document Information</b> tab</li> </ul>  <ul style="list-style-type: none"> <li>➤ Click the drop down list for the <b>Type Code</b> field and select <b>CONSTRUCTED</b></li> <li>➤ Click  (<i>Changes to Document Information</i>) button</li> <li>➤ Click the <b>Trip Information</b> tab</li> </ul>

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2b	<p>The <b>Document Information</b> page appears with the <b>Trip Information</b> tab information showing on the screen with an <b>Add Trip</b> button.</p> 																																																																																								
3	<p>Click on <b>Expenses</b> in the <b>Document Toolbar</b> to view the <b>Edit/Enter Expenses</b> page</p>  <table border="1" data-bbox="289 1199 1252 1528"> <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 Method</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>08/23/2009</td> <td>Airline Flight</td> <td>COM. CARRIER</td> <td>535.56</td> <td>AGENCY CAF</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>08/23/2009</td> <td>Hotel Tax</td> <td>LODGING TAX</td> <td>85.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>08/23/2009</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>08/23/2009</td> <td>M&amp;IE</td> <td>M&amp;IE-PerDiem</td> <td>29.25</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>08/23/2009</td> <td>TPOC-Private Vehicle</td> <td>MILEAGE</td> <td>53.82</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>08/23/2009</td> <td>Parking Fees</td> <td>OTHER TRAVEL</td> <td>70.00</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>08/23/2009</td> <td>Rental Car</td> <td>RENTAL CAR</td> <td>300.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>08/23/2009</td> <td>TMC Transaction Fees</td> <td>TRANSACTION FEES</td> <td>23.79</td> <td>AGENCY CAF</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>08/23/2009</td> <td>Gas-Rental/Govt Car</td> <td>TRANSPORT</td> <td>65.00</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>08/24/2009</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>0.00</td> <td>GOVCC</td> </tr> </tbody> </table>	Delete	Copy	Itemize	Date	Expense Description	Expense Category	Cost	Payment Method	<input type="checkbox"/>			08/23/2009	Airline Flight	COM. CARRIER	535.56	AGENCY CAF	<input type="checkbox"/>			08/23/2009	Hotel Tax	LODGING TAX	85.00	GOVCC	<input type="checkbox"/>			08/23/2009	Lodging	Lodging-PerDiem	0.00	GOVCC	<input type="checkbox"/>			08/23/2009	M&IE	M&IE-PerDiem	29.25	OTHER	<input type="checkbox"/>			08/23/2009	TPOC-Private Vehicle	MILEAGE	53.82	OTHER	<input type="checkbox"/>			08/23/2009	Parking Fees	OTHER TRAVEL	70.00	OTHER	<input type="checkbox"/>			08/23/2009	Rental Car	RENTAL CAR	300.00	GOVCC	<input type="checkbox"/>			08/23/2009	TMC Transaction Fees	TRANSACTION FEES	23.79	AGENCY CAF	<input type="checkbox"/>			08/23/2009	Gas-Rental/Govt Car	TRANSPORT	65.00	OTHER	<input type="checkbox"/>			08/24/2009	Lodging	Lodging-PerDiem	0.00	GOVCC
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3a	<p>Enter the actual expenses incurred (e.g. Lodging, M&amp;IE, Lodging Tax) and leave the estimated expenses not incurred as estimates (i.e. Airline/Rental Car).</p> <p>Also include any actual local travel expenses incurred, so that regardless of which trip comes back less (more advantageous for the Government) the traveler will still be reimbursed those local expenses.</p>																																																																																								

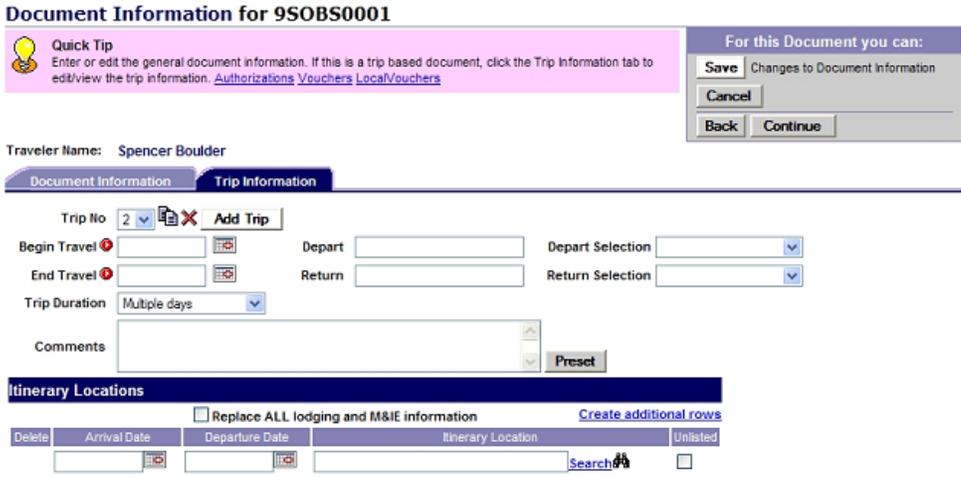
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3b	<p>When finished entering all the actual/estimated expenses based on what should have occurred as the trip was originally authorized, click Save.</p> <div data-bbox="289 359 1250 926"> <p><b>Edit/Enter Expenses for Travel Voucher: 9SOBS0001</b></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><b>Search Criteria</b></p> <p>Expense Category: (All Expenses) <input type="button" value="Search"/></p> <p>Start Date: <input type="text"/> <input type="button" value="Calendar"/></p> <p>End Date: <input type="text"/> <input type="button" value="Calendar"/></p> <p>Current Allocation Method: By Individual Expenses <span style="float: right;">Currency: U.S. Dollar</span></p> <table border="1"> <thead> <tr> <th colspan="2">Expense Entry</th> <th>Customize Display</th> <th>Add Rows</th> <th>Prev 25</th> <th>Next 25</th> </tr> <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>08/23/2009</td> <td>✈️ Airline Flight</td> <td>COM. CARRIER</td> <td>535.56</td> <td>AGENCY</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>08/23/2009</td> <td>🏨 Hotel Tax</td> <td>LODGING TAX</td> <td>13.54</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>08/23/2009</td> <td>🏠 Lodging</td> <td>Lodging-PerDiem</td> <td>65.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>08/23/2009</td> <td>👤 M&amp;IE</td> <td>M&amp;IE-PerDiem</td> <td>29.25</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>08/23/2009</td> <td>🚗 1POC-Private Vhcle</td> <td>MILEAGE</td> <td>26.91</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>08/23/2009</td> <td>🅇 Parking Fees</td> <td>OTHER TRAVEL</td> <td>10.00</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>08/23/2009</td> <td>🚗 Rental Car</td> <td>RENTAL CAR</td> <td>300.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>08/23/2009</td> <td>📄 TMC Transaction Fees</td> <td>TRANSACTION FEES</td> <td>23.79</td> <td>AGENCY</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>08/23/2009</td> <td>🚗 Gas-Rental/Govt Car</td> <td>TRANSPORT</td> <td>65.00</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>08/24/2009</td> <td>🏨 Hotel Tax</td> <td>LODGING TAX</td> <td>13.54</td> <td>GOVCC</td> </tr> </tbody> </table> </div>	Expense Entry		Customize Display	Add Rows	Prev 25	Next 25	Delete	Copy	Itemize	Date	Expense Description	Expense Category	Cost	Payment	<input type="checkbox"/>			08/23/2009	✈️ Airline Flight	COM. CARRIER	535.56	AGENCY	<input type="checkbox"/>			08/23/2009	🏨 Hotel Tax	LODGING TAX	13.54	GOVCC	<input type="checkbox"/>			08/23/2009	🏠 Lodging	Lodging-PerDiem	65.00	GOVCC	<input type="checkbox"/>			08/23/2009	👤 M&IE	M&IE-PerDiem	29.25	OTHER	<input type="checkbox"/>			08/23/2009	🚗 1POC-Private Vhcle	MILEAGE	26.91	OTHER	<input type="checkbox"/>			08/23/2009	🅇 Parking Fees	OTHER TRAVEL	10.00	OTHER	<input type="checkbox"/>			08/23/2009	🚗 Rental Car	RENTAL CAR	300.00	GOVCC	<input type="checkbox"/>			08/23/2009	📄 TMC Transaction Fees	TRANSACTION FEES	23.79	AGENCY	<input type="checkbox"/>			08/23/2009	🚗 Gas-Rental/Govt Car	TRANSPORT	65.00	OTHER	<input type="checkbox"/>			08/24/2009	🏨 Hotel Tax	LODGING TAX	13.54	GOVCC
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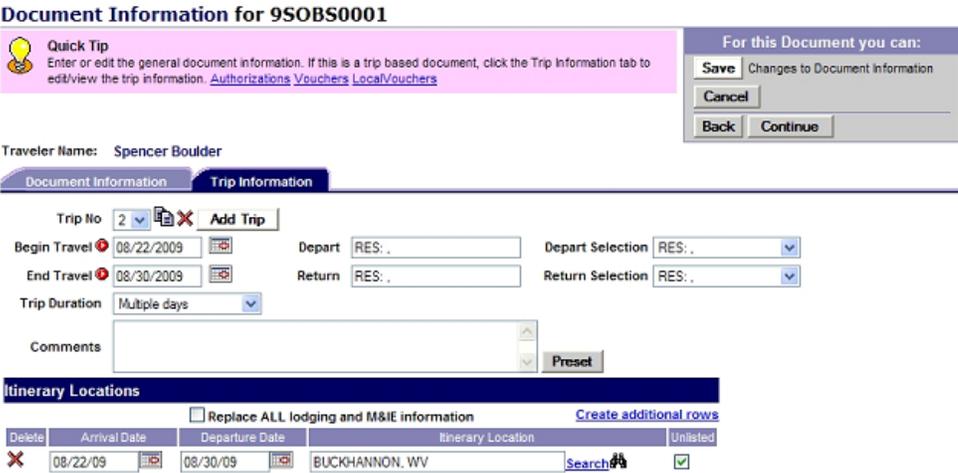
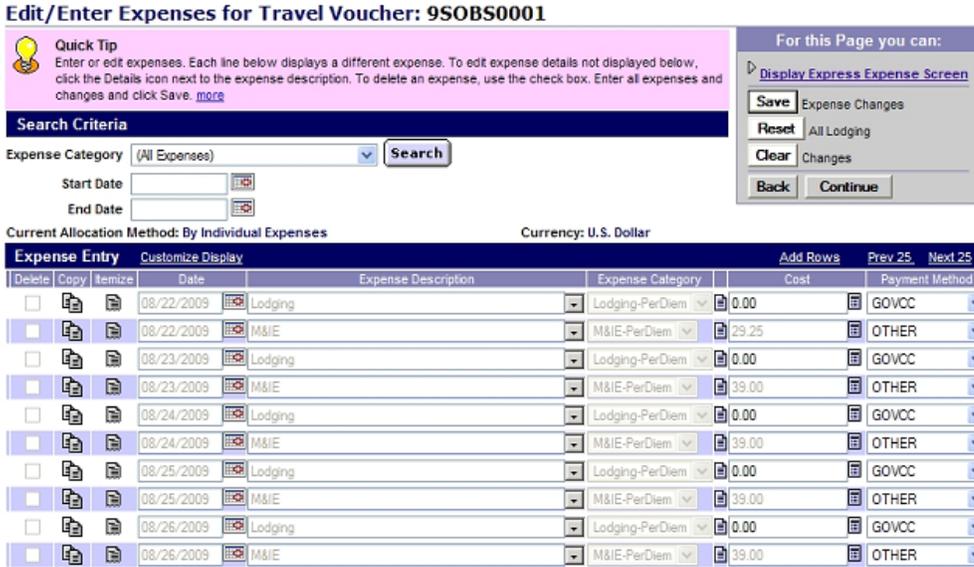
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4	<p>Click on <b>Totals</b> in the <i>Document Toolbar</i> to open up the <i>Total Details</i> page.</p> <div data-bbox="292 325 1234 1501"> <p><b>Total Details for 9SOBS0001</b></p> <p><b>Quick Tip</b> If necessary, enter changes and click OK. <a href="#">more</a></p> <p><b>For this Document you can:</b>  <input type="button" value="Edit Advances"/> Applied  <input type="button" value="Save &amp; Calculate"/> Totals  <input type="button" value="Back"/> <input type="button" value="Continue"/></p> <p>Currency: U.S. Dollar</p> <hr/> <p><b>Expense Summary</b></p> <table border="0"> <tr> <td>Total Expenses:</td> <td></td> <td>1,803.35</td> </tr> <tr> <td>Total Non-reimbursable Expenses:</td> <td></td> <td>559.35</td> </tr> <tr> <td><b>Total Reimbursable Expenses:</b></td> <td></td> <td><b>1,244.00</b></td> </tr> <tr> <td>Advance Outstanding:</td> <td><input type="text" value="0.00"/></td> <td></td> </tr> <tr> <td>Advance Applied:</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td><b>Total Reimbursable Amount:</b></td> <td></td> <td><b>1,244.00</b></td> </tr> </table> <hr/> <p><b>Charge Card Reconciliation</b></p> <table border="0"> <thead> <tr> <th></th> <th>All Amounts</th> <th>Reimbursable Amounts</th> </tr> </thead> <tbody> <tr> <td>Reimbursable Charge Card Expenses:</td> <td>690.00</td> <td>690.00</td> </tr> <tr> <td>Non-Reimbursable Charge Card Expenses:</td> <td>559.35</td> <td></td> </tr> <tr> <td><b>Total Charge Card Expenses:</b></td> <td><b>1,249.35</b></td> <td><b>690.00</b></td> </tr> <tr> <td>Charge Card ATM Advance Taken:</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td><b>Total Amount On Charge Card:</b></td> <td><b>1,249.35</b></td> <td><b>690.00</b></td> </tr> <tr> <td>Additional Payment to Charge Card:</td> <td></td> <td>0.00</td> </tr> <tr> <td><b>Maximum Charge Card Reimbursement:</b> (Actual reimbursement may be different)</td> <td></td> <td><b>690.00</b></td> </tr> </tbody> </table> <hr/> <p><b>Reimbursement Summary</b></p> <table border="0"> <tr> <td>Actual Charge Card Reimbursement:</td> <td>690.00</td> </tr> <tr> <td>Traveler Reimbursement: (Due From Traveler if negative)</td> <td>554.00</td> </tr> <tr> <td><b>Total Amount Reimbursed:</b></td> <td><b>1,244.00</b></td> </tr> </table> <hr/> <p><b>Expense Category Details</b></p> <table border="1"> <thead> <tr> <th>Trip</th> <th>Expense Category</th> <th>Payment Method</th> <th>Organization</th> <th>Accounting Code Label</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>COM. 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This is important when you have more than one trip. It is always important to check the totals before adding the second trip - once the second trip and expenses are added, this screen will change to the lesser of the two trips.</p> </div>	Total Expenses:		1,803.35	Total Non-reimbursable Expenses:		559.35	<b>Total Reimbursable Expenses:</b>		<b>1,244.00</b>	Advance Outstanding:	<input type="text" value="0.00"/>		Advance Applied:	0.00	0.00	<b>Total Reimbursable Amount:</b>		<b>1,244.00</b>		All Amounts	Reimbursable Amounts	Reimbursable Charge Card Expenses:	690.00	690.00	Non-Reimbursable Charge Card Expenses:	559.35		<b>Total Charge Card Expenses:</b>	<b>1,249.35</b>	<b>690.00</b>	Charge Card ATM Advance Taken:	0.00	0.00	<b>Total Amount On Charge Card:</b>	<b>1,249.35</b>	<b>690.00</b>	Additional Payment to Charge Card:		0.00	<b>Maximum Charge Card Reimbursement:</b> (Actual reimbursement may be different)		<b>690.00</b>	Actual Charge Card Reimbursement:	690.00	Traveler Reimbursement: (Due From Traveler if negative)	554.00	<b>Total Amount Reimbursed:</b>	<b>1,244.00</b>	Trip	Expense Category	Payment Method	Organization	Accounting Code Label	Amount	1	COM. 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Traveler Reimbursement: (Due From Traveler if negative)	554.00																																																																																																												
<b>Total Amount Reimbursed:</b>	<b>1,244.00</b>																																																																																																												
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**Part 2**

Include the following costs:

- Actual Lodging
- Actual M&IE
- Actual Lodging Tax
- Actual local POV (if any)
- Actual POV or Common Carrier
- Actual Common Carrier Fee (if any)

Step	Action
1	<p>➤ Click on <b>Document Information</b> from the <i>Document Toolbar</i> to view the <i>Document Information</i> page.</p> <p>➤ Click on the <i>Trip Information</i> tab</p> <p>➤ Click on the <b>Add Trip</b> button</p> 

Step	Action
1a	<p>Enter the new trip information as the trip actually happened and then click Save.</p> 
2	<p>Click on <b>Expenses</b> in the <i>Document Toolbar</i> to view the <i>Edit/Enter Expenses</i> page</p> 
2a	<p>Enter all the expenses incurred. Also include any actual local travel expenses incurred, so that regardless of which trip comes back less (more advantageous for the Government) the traveler will still be reimbursed those local expenses.</p>

Step	Action																																																																																														
2b	<p>When finished entering all the actual expenses click Save.</p> <p><b>Edit/Enter Expenses for Travel Voucher: 9SOBS0001</b></p> <div style="border: 1px solid black; padding: 5px;"> <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><b>Search Criteria</b></p> <p>Expense Category: (All Expenses) <input type="button" value="Search"/></p> <p>Start Date: <input type="text"/></p> <p>End Date: <input type="text"/></p> <p>Current Allocation Method: By Individual Expenses <span style="float: right;">Currency: U.S. Dollar</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Expense Entry</th> <th>Customize Display</th> <th>Add Rows</th> <th>Prev 25</th> <th>Next 25</th> </tr> <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>08/22/2009</td> <td>Hotel Tax</td> <td>LODGING TAX</td> <td>13.54</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>08/22/2009</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>65.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>08/22/2009</td> <td>M&amp;IE</td> <td>M&amp;IE-PerDiem</td> <td>29.25</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>08/22/2009</td> <td>1POC-Private Vhcle</td> <td>MILEAGE</td> <td>175.50</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>08/23/2009</td> <td>Hotel Tax</td> <td>LODGING TAX</td> <td>13.54</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>08/23/2009</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>65.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>08/23/2009</td> <td>M&amp;IE</td> <td>M&amp;IE-PerDiem</td> <td>39.00</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>08/24/2009</td> <td>Hotel Tax</td> <td>LODGING TAX</td> <td>13.54</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>08/24/2009</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>65.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>08/24/2009</td> <td>M&amp;IE</td> <td>M&amp;IE-PerDiem</td> <td>39.00</td> <td>OTHER</td> </tr> </tbody> </table> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>For this Page you can:</b></p> <p><a href="#">Display Express Expense Screen</a></p> <p><input type="button" value="Save"/> Expense Changes</p> <p><input type="button" value="Reset"/> All Lodging</p> <p><input type="button" value="Clear"/> Changes</p> <p><input type="button" value="Back"/> <input type="button" value="Continue"/></p> </div>	Expense Entry		Customize Display	Add Rows	Prev 25	Next 25	Delete	Copy	Itemize	Date	Expense Description	Expense Category	Cost	Payment	<input type="checkbox"/>			08/22/2009	Hotel Tax	LODGING TAX	13.54	GOVCC	<input type="checkbox"/>			08/22/2009	Lodging	Lodging-PerDiem	65.00	GOVCC	<input type="checkbox"/>			08/22/2009	M&IE	M&IE-PerDiem	29.25	OTHER	<input type="checkbox"/>			08/22/2009	1POC-Private Vhcle	MILEAGE	175.50	OTHER	<input type="checkbox"/>			08/23/2009	Hotel Tax	LODGING TAX	13.54	GOVCC	<input type="checkbox"/>			08/23/2009	Lodging	Lodging-PerDiem	65.00	GOVCC	<input type="checkbox"/>			08/23/2009	M&IE	M&IE-PerDiem	39.00	OTHER	<input type="checkbox"/>			08/24/2009	Hotel Tax	LODGING TAX	13.54	GOVCC	<input type="checkbox"/>			08/24/2009	Lodging	Lodging-PerDiem	65.00	GOVCC	<input type="checkbox"/>			08/24/2009	M&IE	M&IE-PerDiem	39.00	OTHER
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3	<p>Click on <b>Totals</b> in the <i>Document Toolbar</i> to open up the <i>Total Details</i> page.</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Total Details for 9SOBS0001</b></p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="background-color: #fce4ec; padding: 5px; border: 1px solid #ccc;"> <p><b>Quick Tip</b> If necessary, enter changes and click OK. <a href="#">more</a></p> </div> <div style="border: 1px solid #ccc; padding: 5px; background-color: #e0e0e0;"> <p>For this Document you can:</p> <p><b>Edit Advances</b> <span style="float: right;">Applied</span></p> <p><b>Save &amp; Calculate</b> <span style="float: right;">Totals</span></p> <p><b>Back</b> <b>Continue</b></p> </div> </div> <p style="text-align: center; margin-top: 10px;">Currency: U.S. Dollar</p> <hr/> <p><b>Expense Summary</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>Total Expenses:</td> <td style="text-align: right;">1,341.26</td> </tr> <tr> <td>Total Non-reimbursable Expenses:</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td><b>Total Reimbursable Expenses:</b></td> <td style="text-align: right;"><b>1,341.26</b></td> </tr> <tr> <td>Advance Outstanding:</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Advance Applied:</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td><b>Total Reimbursable Amount:</b></td> <td style="text-align: right;"><b>1,341.26</b></td> </tr> </table> <hr/> <p><b>Charge Card Reconciliation</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">All Amounts</th> <th style="text-align: center;">Reimbursable Amounts</th> </tr> </thead> <tbody> <tr> <td>Reimbursable Charge Card Expenses:</td> <td style="text-align: right;">628.32</td> <td style="text-align: right;">628.32</td> </tr> <tr> <td>Non-Reimbursable Charge Card Expenses:</td> <td style="text-align: right;">0.00</td> <td></td> </tr> <tr> <td><b>Total Charge Card Expenses:</b></td> <td style="text-align: right;"><b>628.32</b></td> <td style="text-align: right;"><b>628.32</b></td> </tr> <tr> <td>Charge Card ATM Advance Taken:</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td><b>Total Amount On Charge Card:</b></td> <td style="text-align: right;"><b>628.32</b></td> <td style="text-align: right;"><b>628.32</b></td> </tr> <tr> <td>Additional Payment to Charge Card:</td> <td></td> <td style="text-align: right;">0.00</td> </tr> <tr> <td><b>Maximum Charge Card Reimbursement:</b> <small>(Actual reimbursement may be different)</small></td> <td></td> <td style="text-align: right;"><b>628.32</b></td> </tr> </tbody> </table> <hr/> <p><b>Reimbursement Summary</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>Actual Charge Card Reimbursement:</td> <td style="text-align: right;">628.32</td> </tr> <tr> <td>Traveler Reimbursement: <small>(Due From Traveler if negative)</small></td> <td style="text-align: right;">712.94</td> </tr> <tr> <td><b>Total Amount Reimbursed:</b></td> <td style="text-align: right;"><b>1,341.26</b></td> </tr> </table> <p style="text-align: center; font-size: small;">(Totals are based on trip 2)</p> <div style="background-color: #003366; color: white; padding: 2px; font-weight: bold; margin-top: 10px;">Expense Category Details</div> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th>Trip</th> <th>Expense Category</th> <th>Payment Method</th> <th>Organization</th> <th>Accounting Code Label</th> <th>Amount</th> </tr> </thead> <tbody> <tr><td>1</td><td>COM. 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Step	Action
4	Follow the rest of the steps that you would when completing a voucher, such as previewing the document, performing pre-audits and stamping it.