

## Travel Voucher Ending “In Travel Status”

- Objectives:**
- Create the first 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 first 30 days of your trip have passed, but you are still on your TDY. Per FTR 301-52.7, if on continuous travel status, vouchers need to be filed every 30 days. You left your residence on March 15<sup>th</sup>. A family member dropped you off at the airport. Your costs included the following:

E-Ticket #E903S9SLV30S0872 issued March 10<sup>th</sup> for \$423.00

Transaction Fee \$23.79

Hotel - \$96.00/night

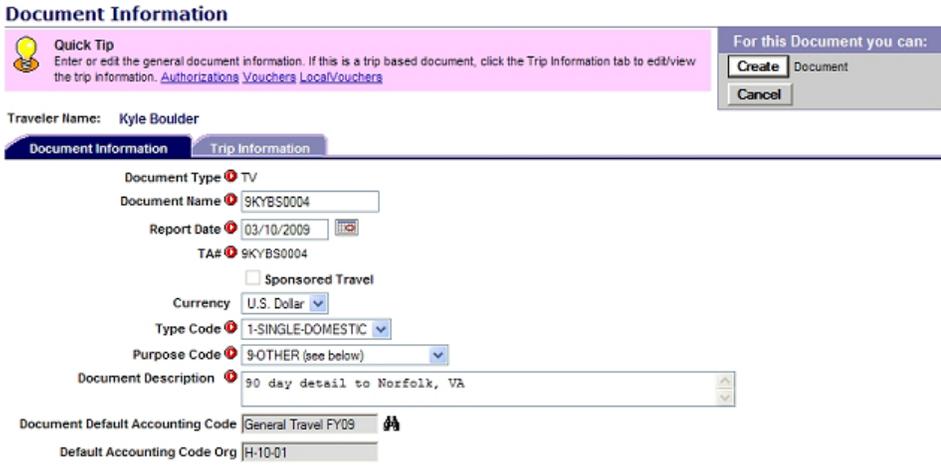
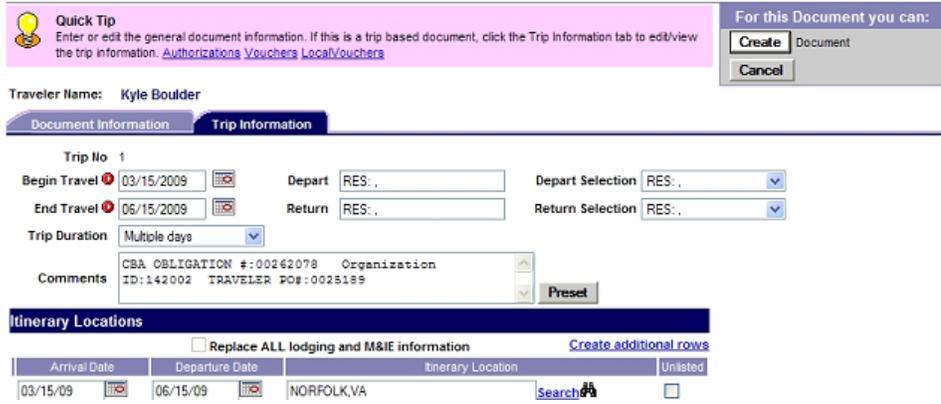
Hotel Tax - \$15.26/night (x30 = \$457.80)

POV – 25 miles one way to airport

Parking - \$12/night (x30 = \$360.00)

Gas – 3/30 - \$25.12, 4/10 - \$15.03

Step	Action
1	From the <b>Home</b> screen: ➤ Click <b>Create New Document</b> from the <b>Document Toolbar</b>
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 <b>Document Type</b> drop-down listing and select <b>TV from TA</b> ➤ Click the <b>Create</b> (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 <b>Open</b>  icon of the authorization going to create the voucher</p>
3	<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>➤ Verify all information is correct and make changes where necessary</p> <p>➤ Click the <b>Trip Information</b> tab</p>
3a	 <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"> <li>• End Travel Date = should be the end date of when filing the voucher (i.e. 4/15)</li> <li>• Return Selection = should be changed from RES to IN TRAVEL STATUS</li> <li>• Departure Date = should be the end date of when filing the voucher (i.e. 4/15)</li> </ul>

**Step** **Action**

*Note: By making the return 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 last date as shown on the voucher.*

3a1

**Document Information**

**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](#) [LocalVouchers](#)

For this Document you can:  
 Document

Traveler Name: Kyle Boulder

Document Information | **Trip Information**

Trip No 1

Begin Travel 03/15/2009 Depart RES. Depart Selection RES.  
 End Travel 04/15/09 Return IN TRAVEL STATUS Return Selection IN TRAVEL STATUS  
 Trip Duration Multiple days

Comments CBA OBLIGATION #:00262078 Organization ID:142002 TRAVELER PO#:0025189

**Itinerary Locations**

Replace ALL lodging and M&IE information [Create additional rows](#)

Arrival Date	Departure Date	Itinerary Location	Unlisted
03/15/09	04/15/09	NORFOLK,VA	<input type="checkbox"/>

When finished click the  button

4

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

**Edit/Enter Expenses for Travel Voucher: 9KYBS0004**

**Quick Tip**  
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. [more](#)

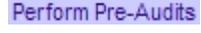
For this Page you can:  
  
 Expense Changes  
 All Lodging  
 Changes

Search Criteria  
 Expense Category (All Expenses)   
 Start Date  
 End Date

Current Allocation Method: By Individual Expenses Currency: U.S. Dollar

Expense Entry		Customize Display	Add Rows	Prev 25	Next 25		
Delete	Copy	Reprint	Date	Expense Description	Expense Category	Cost	Payment Mtd
<input type="checkbox"/>			03/15/2009	Airline Flight	COM. CARRIER	423.00	AGENCY CAF
<input type="checkbox"/>			03/15/2009	Hotel Tax	LODGING TAX	1800.00	GOVCC
<input type="checkbox"/>			03/15/2009	Lodging	Lodging-PerDiem	0.00	GOVCC
<input type="checkbox"/>			03/15/2009	M&IE	M&IE-PerDiem	44.25	OTHER
<input type="checkbox"/>			03/15/2009	1POC-Private Vhcle	MILEAGE	58.50	OTHER
<input type="checkbox"/>			03/15/2009	Parking Fees	OTHER TRAVEL	1350.00	OTHER
<input type="checkbox"/>			03/15/2009	Rental Car	RENTAL CAR	1500.00	GOVCC
<input type="checkbox"/>			03/15/2009	TMC Transaction Fees	TRANSACTION FEES	23.01	AGENCY CAF
<input type="checkbox"/>			03/15/2009	Gas-Rental/Govt Car	TRANSPORT	450.00	OTHER
<input type="checkbox"/>			03/16/2009	Lodging	Lodging-PerDiem	0.00	GOVCC

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.

Step	Action
4a	<p>Enter/Modify the following expenses on the <i>Expense</i> screen.</p> <p>E-Ticket #E903S9SLV30S0872 issued March 10<sup>th</sup> for \$423.00 Transaction Fee \$23.79</p> <p>Hotel - \$96.00/night Hotel Tax - \$15.26/night (x30 = \$457.80) POV – 25 miles one way to airport Parking - \$12/night (x30 = \$360.00) Gas – 3/30 - \$25.12, 4/10 - \$15.03</p> <p>➤ Click the  (<i>Expense Changes</i>) button when completed</p> <p><b>Note:</b> If you look at the last day of expenses you'll notice the traveler got full lodging and M&amp;IE costs.</p>
5	Click on  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  in the <i>Document Toolbar</i> to open up the <i>Total Details</i> screen.
7	Click on  in the <i>Document Toolbar</i> to have a new window open with the print preview of your travel document.
8	Click on  in the <i>Document Toolbar</i> to open up the <i>Pre-Audit Results</i> screen.
9	<p>Click on  in the <i>Document Toolbar</i> to open up the <i>Status</i> screen.</p> <p>➤ Enter your <i>Signature PIN</i></p> <p>➤ Enter your <i>Remarks</i> if any</p> <p>➤ Click the  (<i>and Submit Document</i>) button</p> <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 <i>Pre-Audit Results for Document #</i> 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 <i>Signature</i> 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 <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>