

**Exercise #10: Travel Authorization – Foreign Travel – International Date Line**

**Objectives:**

- Create a foreign travel authorization with crossing the IDL

**Notes:**

*This exercise covers how to create an authorization when crossing the IDL during travel. The traveler gains or loses a full per diem day depending on the direction of travel. When you travel west from the United States to Japan, Thailand, Korea or Australia, for example, you lose a per diem day. On the return trip east to the United States, you gain a per diem day.*

*Travel Manager uses the time zone of the departure and arrival locations to determine if travel crosses the IDL and whether a calendar day was lost or gained. There is no difference between the itinerary entry of IDL travel and that of any other type of trip. The difference in creating this authorization is how the system calculates the lodging and M&IE expenses for IDL travel.*

*In this example the traveler will cross the IDL going to a conference in Tokyo City, Japan from March 17<sup>th</sup> through March 22<sup>nd</sup>. The traveler loses a day when crossing the IDL after leaving the United States and gains a day on the return trip.*

*No M&IE is calculated for March 18<sup>th</sup>. On March 22<sup>nd</sup>, the traveler crosses the IDL and gains back the lost per diem day; in essence, this traveler has two calendar days dated March 22<sup>nd</sup>. Travel Manager detects the gained per diem day and calculates M&IE for March 22<sup>nd</sup> as if it were a day consisting of seven quarters - 3/4 for the last day of the trip plus 4/4 for the day you gain back (total of 7/4 for M&IE on the last day of the trip).*

*Currently Travel Manager will only perform a partial calculation of IDL travel for trips originating west and crossing eastward over the IDL. For example, the traveler leaves their residence in Auckland, New Zealand to attend a conference in Banff, Canada from November 4<sup>th</sup> through November 9<sup>th</sup>. The traveler crosses the IDL on November 4<sup>th</sup> thereby gaining a day and upon their departure from Canada, they will lose a day. Travel Manager will detect that the traveler crossed the IDL, gaining a day at the beginning of the trip and will calculate the seven quarters-3/4 for the first day of trip plus 4/4 for the day that is gained (total of 7/4 for M&IE on the first day of the trip). However, Travel Manager will not deduct for the day the traveler loses when returning to their residence, you must manually override the lodging and M&IE to calculate zero on the second to last day of the trip.*

**Instructions:** Execute the following steps:

You have been instructed to attend a weather seminar in Sydney, Australia leaving April 18<sup>th</sup> and returning on April 22<sup>nd</sup>. Hotel tax is not included in foreign travel as it has been built into the per diem costs. Your POV costs will include a person taking you to the airport and picking you up.

**Estimated Expenses**

\$2560.00 = Round-trip air fare

\$28.74 = Transaction Fee

\$250 = Taxi Fare

33 miles one way to airport using private vehicle (POV) - person

Step	Action
1	<p>From the <i>Home</i> screen:</p> <p>➤ Click <b>Create New Document</b> from the <i>Document Toolbar</i></p>
2	<p>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.</p> <div data-bbox="298 884 948 1066"> <p><b>New Document</b></p> <div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc;"> <p> <b>Quick Tip</b> To select a traveler, click on the VNum or Traveler Name lookup button. <a href="#">more</a></p> </div> <p>VNum  <input type="text"/></p> <p>Traveler Name  <small>(Enter last name and click lookup)</small> <input type="text"/></p> </div>

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2a	<p data-bbox="282 279 1331 348">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="282 386 1023 924"> <p data-bbox="289 394 1016 420"><b>Enter Search Criteria</b></p> <p data-bbox="370 422 646 447">VNum <input type="text"/> <input type="button" value="Search"/></p> <p data-bbox="581 449 646 474"><input type="button" value="Cancel"/></p> <p data-bbox="289 478 1016 504"><b>Search Results</b> <span style="float: right;">Click on an entry to select it</span></p> <p data-bbox="289 506 1016 531">Search Results <span style="float: right;"><a href="#">Prev 20</a> <a href="#">Next 20</a></span></p> <table border="1" data-bbox="289 533 1016 919"> <thead> <tr> <th>VNum</th> <th>Last Name</th> <th>First Name</th> <th>MI</th> </tr> </thead> <tbody> <tr><td><a href="#">0001-00001</a></td><td>Gaithersburg</td><td>Erin</td><td>R</td></tr> <tr><td><a 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data-bbox="337 1113 652 1138">Last Name <input type="text"/> <input type="button" value="Search"/></p> <p data-bbox="587 1140 652 1165"><input type="button" value="Cancel"/></p> <p data-bbox="289 1169 1026 1194"><b>Search Results</b> <span style="float: right;">Click on an entry to select it</span></p> <p data-bbox="289 1197 1026 1222">Search Results <span style="float: right;"><a href="#">Prev 20</a> <a href="#">Next 20</a></span></p> <table border="1" data-bbox="289 1224 1026 1625"> <thead> <tr> <th>Last Name</th> <th>First Name</th> <th>MI</th> <th>VNum</th> </tr> </thead> <tbody> <tr><td><a href="#">Bak</a></td><td>Darren</td><td>P</td><td><a href="#">1001-00004</a></td></tr> <tr><td><a href="#">Blanchard</a></td><td>Tammy</td><td>W</td><td><a href="#">1001-00010</a></td></tr> <tr><td><a href="#">Coons</a></td><td>Brian</td><td>Z</td><td><a href="#">1001-00001</a></td></tr> <tr><td><a href="#">Elliot</a></td><td>James</td><td>T</td><td><a href="#">1001-00003</a></td></tr> 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typing them in the fields provided and clicking SEARCH.</p> </div>	VNum	Last Name	First Name	MI	<a href="#">0001-00001</a>	Gaithersburg	Erin	R	<a href="#">0001-00002</a>	Gaithersburg	Jackie	A	<a href="#">0001-00003</a>	Gaithersburg	Joan	O	<a href="#">0001-00004</a>	Gaithersburg	Michael	I	<a href="#">0001-00005</a>	Gaithersburg	Robert	O	<a href="#">0001-00006</a>	Gaithersburg	Carolyn	A	<a href="#">0001-00007</a>	Gaithersburg	Liz	I	<a href="#">0001-00008</a>	Gaithersburg	Terrance	N	<a href="#">0001-00009</a>	Gaithersburg	Scott	C	<a href="#">0001-00010</a>	Gaithersburg	Mary	A	<a href="#">0001-00011</a>	Gaithersburg	Ken	E	<a href="#">0001-00012</a>	Gaithersburg	Ted	E	<a href="#">0001-00013</a>	Gaithersburg	Chris	H	<a href="#">0001-00014</a>	Gaithersburg	Steve	T	<a href="#">0001-00015</a>	Gaithersburg	Sharon	H	<a href="#">0001-00016</a>	Gaithersburg	Sue	U	<a href="#">0001-00017</a>	Gaithersburg	Larry	A	<a href="#">0001-00018</a>	Gaithersburg	William	I	<a 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2b	<p>The <i>New Document</i> screen appears with your traveler's name and vendor number filled in.</p>  <p>➤ Click on the <b>Document Type</b> drop-down listing and select <b>TA</b></p> <p>➤ Click the <b>Create</b> (<i>this Document</i>) button</p>
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"> <li>➤ <b>Document Name</b> = <i>Same as TA#</i></li> <li>➤ <b>TA#</b> = <i>Use the next available one listed on your sheet</i></li> <li>➤ <b>Type Code</b> = <i>2-SINGLE-FOREIGN</i></li> <li>➤ <b>Purpose Code</b> = <i>9-OTHER</i></li> <li>➤ <b>Document Description</b> = <i>Weather Seminar in Sydney, Australia.</i></li> </ul>
3a	<p>Click on the <i>Trip Information</i> tab. If you click the <b>Create</b> button prior to clicking the tab you will receive an error message, click <b>OK</b> 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"> <li>➤ <b>Begin Travel</b> = <i>4/18/##</i></li> <li>➤ <b>Depart</b> = <i>RES</i></li> <li>➤ <b>End Travel</b> = <i>4/22/##</i></li> <li>➤ <b>Return</b> = <i>RES</i></li> </ul>
3b	<p>The values selected in the Begin &amp; 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"> <li>➤ Lookup or Enter the location (i.e. Sydney, Australia)</li> <li>➤ Click the <b>Create</b> (<i>Document</i>) button</li> </ul> <p>The <i>Document Information</i> screen still appears but the <i>Document Toolbar</i> now has different options available. It will also show your Document Name &amp; TA#.</p>

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5a	<p>Click on <b>Expenses</b> in the <i>Document Toolbar</i> to bring up the <i>Edit/Enter Expenses</i> screen.</p> <table border="1" data-bbox="289 359 1427 756"> <thead> <tr> <th colspan="2">Expense Entry</th> <th colspan="2">Customize Display</th> <th colspan="2"></th> <th>Add Rows</th> <th>Prev 25</th> <th>Next 25</th> </tr> <tr> <th>Delete</th> <th>Copy</th> <th>Resize</th> <th>Date</th> <th>Expense Description</th> <th>Expense Category</th> <th>Cost</th> <th colspan="2">Payment Method</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>04/18/2011</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>205.00</td> <td colspan="2">GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>04/18/2011</td> <td>M&amp;IE</td> <td>M&amp;IE-PerDiem</td> <td>125.25</td> <td colspan="2">OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>04/19/2011</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>205.00</td> <td colspan="2">GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>04/19/2011</td> <td>M&amp;IE</td> <td>M&amp;IE-PerDiem</td> <td>0.00</td> <td colspan="2">OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>04/20/2011</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>205.00</td> <td colspan="2">GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>04/20/2011</td> <td>M&amp;IE</td> <td>M&amp;IE-PerDiem</td> <td>167.00</td> <td colspan="2">OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>04/21/2011</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>205.00</td> <td colspan="2">GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>04/21/2011</td> <td>M&amp;IE</td> <td>M&amp;IE-PerDiem</td> <td>167.00</td> <td colspan="2">OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>04/22/2011</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>0.00</td> <td colspan="2">GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>04/22/2011</td> <td>M&amp;IE</td> <td>M&amp;IE-PerDiem</td> <td>292.25</td> <td colspan="2">OTHER</td> </tr> </tbody> </table> <p><i>Note: Notice that the M&amp;IE for the second day of the trip has a zero amount in it. This is because going across the International Date Line you lose a day and thus the per diem cost. However, when you travel back you gain that full per diem cost as well as the 3/4 M&amp;IE on the last day of the trip.</i></p>	Expense Entry		Customize Display				Add Rows	Prev 25	Next 25	Delete	Copy	Resize	Date	Expense Description	Expense Category	Cost	Payment Method		<input type="checkbox"/>			04/18/2011	Lodging	Lodging-PerDiem	205.00	GOVCC		<input type="checkbox"/>			04/18/2011	M&IE	M&IE-PerDiem	125.25	OTHER		<input type="checkbox"/>			04/19/2011	Lodging	Lodging-PerDiem	205.00	GOVCC		<input type="checkbox"/>			04/19/2011	M&IE	M&IE-PerDiem	0.00	OTHER		<input type="checkbox"/>			04/20/2011	Lodging	Lodging-PerDiem	205.00	GOVCC		<input type="checkbox"/>			04/20/2011	M&IE	M&IE-PerDiem	167.00	OTHER		<input type="checkbox"/>			04/21/2011	Lodging	Lodging-PerDiem	205.00	GOVCC		<input type="checkbox"/>			04/21/2011	M&IE	M&IE-PerDiem	167.00	OTHER		<input type="checkbox"/>			04/22/2011	Lodging	Lodging-PerDiem	0.00	GOVCC		<input type="checkbox"/>			04/22/2011	M&IE	M&IE-PerDiem	292.25	OTHER	
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5b	<p>Enter the following information:</p> <p>Airline Flight Traveler      \$2560.00 (Class = Y)  TMC Transaction Fee          \$28.74  Taxi                                 \$250.00  1POC-Private Vhcle          33x4 = total mileage</p> <p>➤ Click the <b>Save</b> (<i>Expense Changes</i>) button when completed</p>																																																																																																												
6	<p>Click on <b>Accounting</b> in the <i>Document Toolbar</i> to open up the <i>Available Accounting Code</i> screen.</p> <p>➤ Verify there is current FY accounting code  ➤ If there is not, click on one from your master list</p>																																																																																																												

Step	Action
7	<p>Finish the process with your TA:</p> <ul style="list-style-type: none"><li>➤ Check the totals</li><li>➤ Preview the document</li><li>➤ Review Pre-Audits</li><li>➤ Stamp Document Signed</li><li>➤ Click Continue on Pre-Audit screen</li></ul> <p>FOR EMPLOYEES TRAVLERS – the document will then be routed to the first level of the electronic approval process and you will be taken back to the <b>Home</b> screen where a message toward the bottom stating and email has been sent to “email address”.</p> <p>For EXCEPTED TRAVELERS – the <b>Home</b> screen will appear with the document appearing in the <i>Last Documents</i> area. The preparer will have to inform the Approving Official when the document is ready for approval in the system.</p>