

Exercise #2a: Travel Authorization (Traveler Information & Adhoc Expenses)

- Objectives:**
- Create a new travel authorization
 - Edit traveler information
 - Add an ad-hoc expense

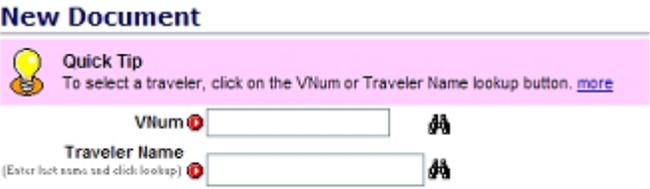
Notes: *This exercise covers how to create a basic travel authorization to a single location. It also covers editing the traveler information within the document.*

Instructions: Execute the following steps:

You have been instructed to attend a training class in Chicago, IL. The class dates are the June 22nd and 23rd. You will have travel days on either side of the training. Your POV costs will include a person taking you to the airport and picking you up. Since this is the first authorization you are completing, you will have to enter some basic traveler information. Your authorization will need to include the following costs:

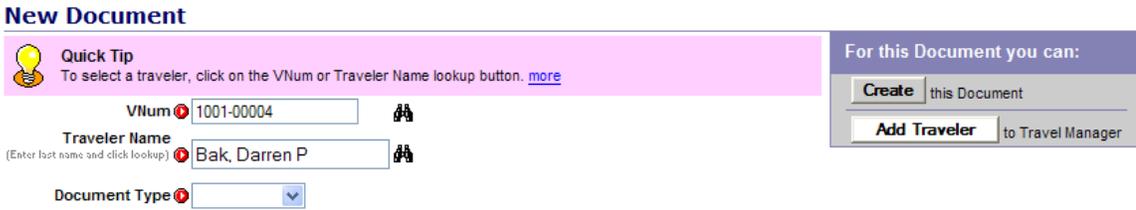
Estimated Expenses

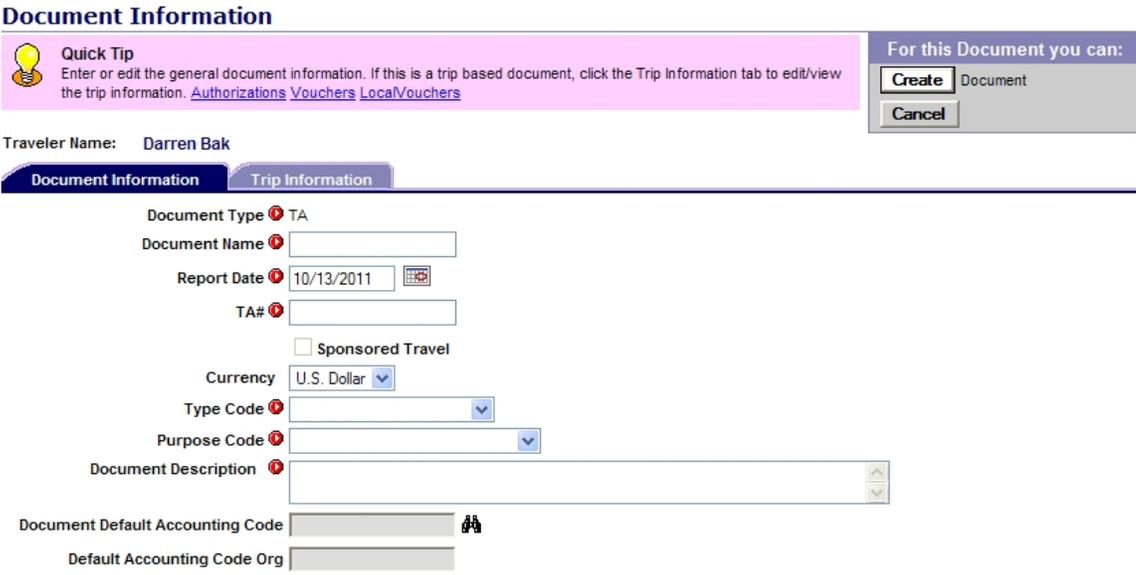
- \$255.00 = Round-trip air fare
- \$24.60 = Transaction Fee
- 50 miles one way to airport using private vehicle (POV)
- \$350 for Rental Car
- \$65 for Rental Car Gas
- \$30 for Parking at the hotel
- \$50 for Hotel Tax
- \$50 for Internet Fees

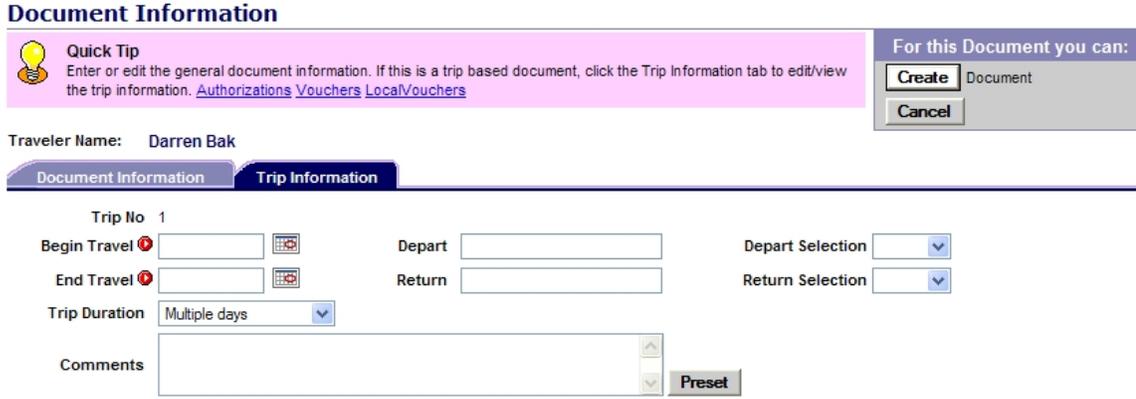
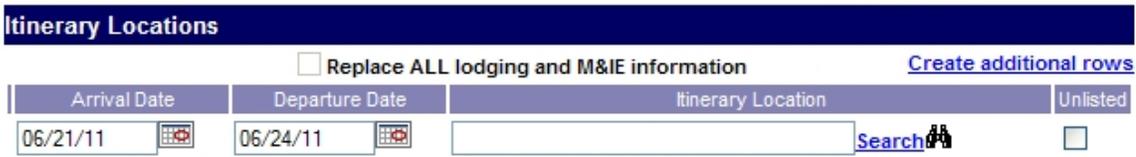
Step	Action
1	From the <i>Home</i> screen: ➤ Click Create New Document from the <i>Document Toolbar</i>
2	For a Group Administrator, you will need to select a traveler by clicking on the Lookup icon  by either the VNum or Traveler Name field. 

Step	Action																																																																																																																																																																								
2a	<p data-bbox="280 279 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="289 388 1230 1075"> <p data-bbox="289 388 1230 426">Enter Search Criteria</p> <p data-bbox="397 430 747 493">VNum <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Cancel"/></p> <p data-bbox="289 504 1230 535">Search Results Click on an entry to select it</p> <p data-bbox="289 541 1230 567">Search Results Prev 20 Next 20</p> <table border="1" data-bbox="289 567 1230 1075"> <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> 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In either case, click on the VNum to select your traveler.

Step	Action
	<p>Note: You can do searches on either vendor numbers or last names by typing them in the fields provided and clicking SEARCH.</p>
<p>2b</p>	<p>The New Document screen appears with your traveler’s name and vendor number filled in.</p>  <p>➤ Click on the Document Type drop-down listing and select TA</p> <p>➤ Click the Create (<i>this Document</i>) button</p>

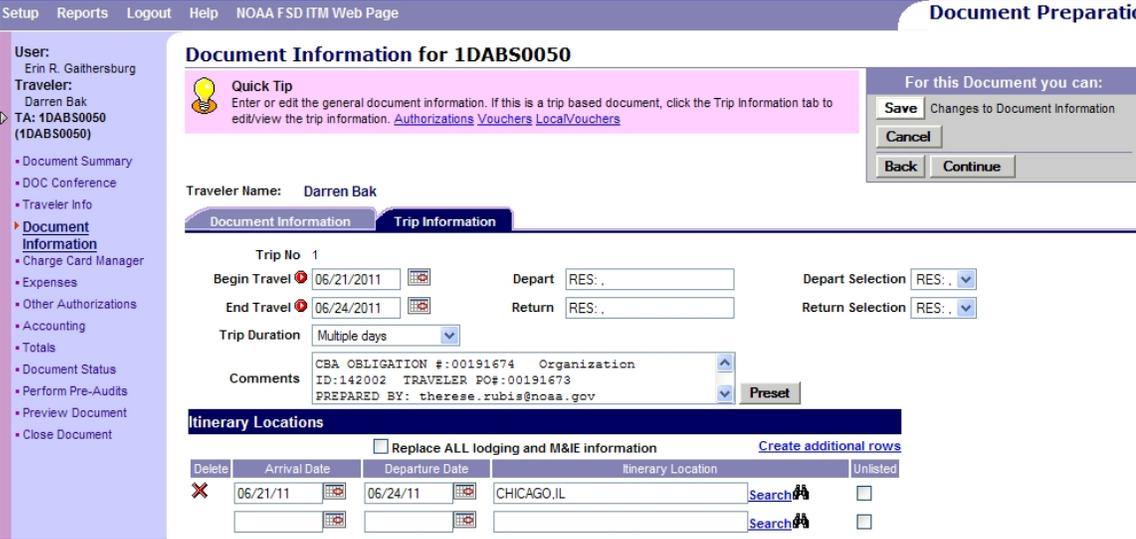
Step	Action
3a	<p>The Document Information screen appears with the Document Information tab highlighted and fields displaying. Any field with the red arrow icon next to it is a mandatory field and must be filled in.</p>  <p>Enter the following information:</p> <ul style="list-style-type: none"> ➤ Document Name = <i>Same as TA#</i> ➤ TA# = <i>Use the first one listed on your domestic log</i> ➤ Type Code = <i>1-SINGLE-DOMESTIC</i> ➤ Purpose Code = <i>3-TRAINING ATTENDANCE</i> ➤ Document Description = <i>To attend training in Chicago, IL</i> <p><i>**Report Date automatically populates with current system date**</i></p> <p>Note: NOAA Travel Regulations (NTR), sections 301-2.1 (p), (r), and (t) explain about the requirements for the production travel authorization numbers.</p>

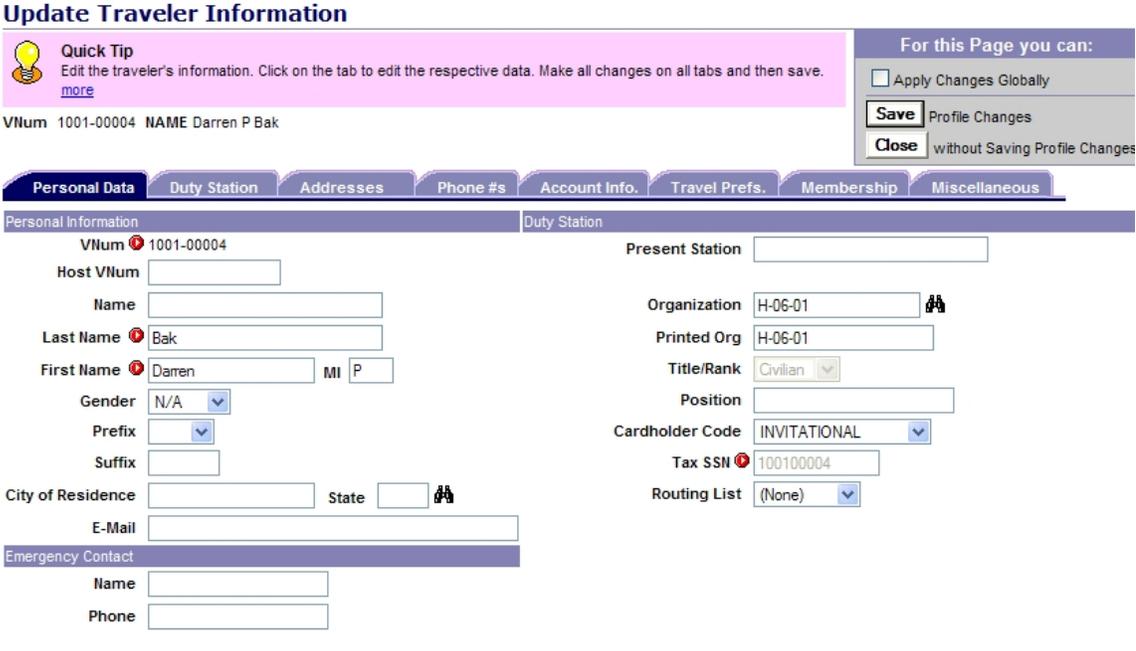
Step	Action
3b	<p>Click on the Trip Information tab. If you click the Create button prior to clicking the tab you will receive an error message. Clicking the OK button will take you to this tab.</p>  <p>Enter the following information in the top part of the screen:</p> <ul style="list-style-type: none"> ➤ Begin Travel = 06/21/## ➤ Depart = RES ➤ End Travel = 06/24/## ➤ Return = RES ➤ Comments = CBA OBLIGATION #:00191674 Organization ID:142002 TRAVELER PO#:00191673 <p><i>Notes: The Depart & Return fields have a drop-down list to the right of them. Use a value contained in the drop-down list to populate the Depart & Return fields.</i></p> <p><i>These fields will not be populated until some traveler information is added and saved to the traveler's profile.</i></p> <p><i>Entering the CBA Obligation information here is only for training purposes, in production the system will do that step upon approval/datalinking the TA.</i></p>
3c	<p>The values selected in the Begin & End Travel dates will automatically populate in the Itinerary Location area. These dates must be filled in prior to filing in the Itinerary Location field.</p> 

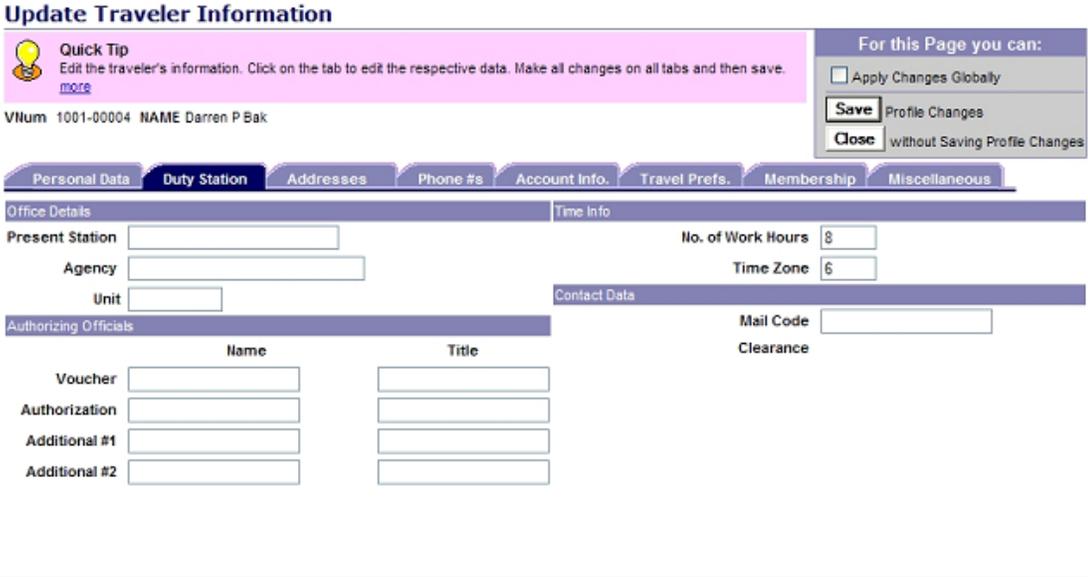
Step	Action
	<p><i>Notes: If a mistake is made under the Begin/End Travel fields, the same mistake will show on the Arrival/Departure Date fields. You will have to manually change each field.</i></p> <p><i>When attempting to correct the Arrival/Departure Date fields, another line will appear below with the correct dates, just ignore those dates, they will disappear when you finally create the document.</i></p>

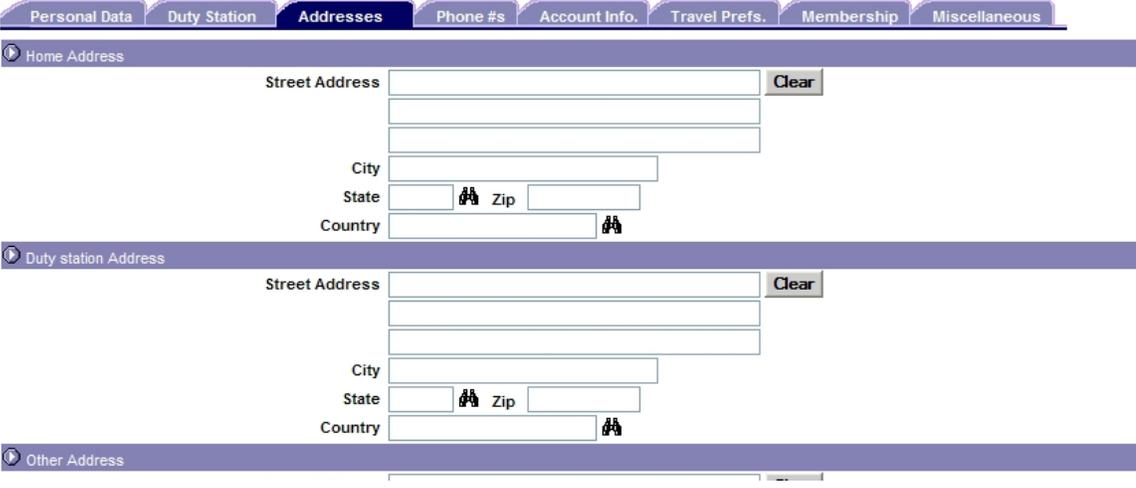
Step	Action								
3c1	<p>There are two different way in order to look up a location. The first is to:</p> <ul style="list-style-type: none"> ➤ Click the Lookup  icon <p>This will open a new window that allows to search by country or state.</p> <p>Itinerary Location Lookup for</p> <div data-bbox="289 541 1414 787"> <p>Quick Tip  Select State/Country from the drop-down list. Select from the list of available locations in the Location field. Click the Rates, Meals, Quarters or Footnotes buttons, if displayed, to view the respective data for the selected location. more</p> <p>For this Page you can: <input type="button" value="Use"/> Location <input type="button" value="Close"/> Without Selecting Location</p> <p>Select Itinerary Location</p> <p>State/Country <input type="text"/> Location <input type="text"/></p> </div> <p>Once a State/County has been selected, the Location field will populate with only the active records to choose from.</p> <div data-bbox="289 940 889 1396"> <p>Location <input type="text"/></p> <ul style="list-style-type: none"> AURORA BOLINGBROOK BOND COUNTY CALHOUN COUNTY CAPITAL APT AGS CHARLES MELVIN PRICE SPT CTR CHICAGO CHICAGO-O'HARE IAP ARS CLINTON COUNTY COLLINSVILLE COOK COUNTY DANVILLE NAVAL & MC RESERVE CTR DECATUR NAVAL RESERVE CTR DU PAGE COUNTY ELGIN </div> <ul style="list-style-type: none"> ➤ Select the one you want (Chicago, IL) ➤ Click the <input type="button" value="Use"/> (<i>Location</i>) button <p>The field will then be populated with the selection.</p> <div data-bbox="289 1585 1414 1743"> <p>Itinerary Locations</p> <p><input type="checkbox"/> Replace ALL lodging and M&IE information Create additional rows</p> <table border="1"> <thead> <tr> <th>Arrival Date</th> <th>Departure Date</th> <th>Itinerary Location</th> <th>Unlisted</th> </tr> </thead> <tbody> <tr> <td>06/21/11 </td> <td>06/24/11 </td> <td>CHICAGO, IL <input type="text"/> <input type="button" value="Search"/> </td> <td><input type="checkbox"/></td> </tr> </tbody> </table> </div> <ul style="list-style-type: none"> ➤ Click the <input type="button" value="Create"/> (<i>Document</i>) button 	Arrival Date	Departure Date	Itinerary Location	Unlisted	06/21/11 	06/24/11 	CHICAGO, IL <input type="text"/> <input type="button" value="Search"/> 	<input type="checkbox"/>
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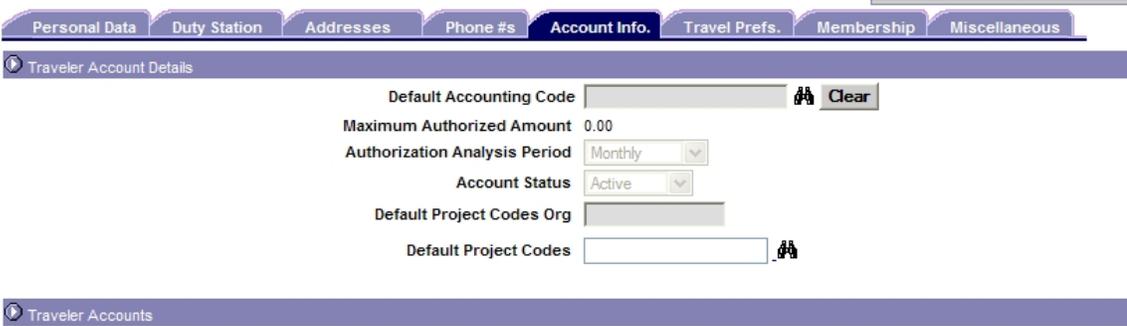
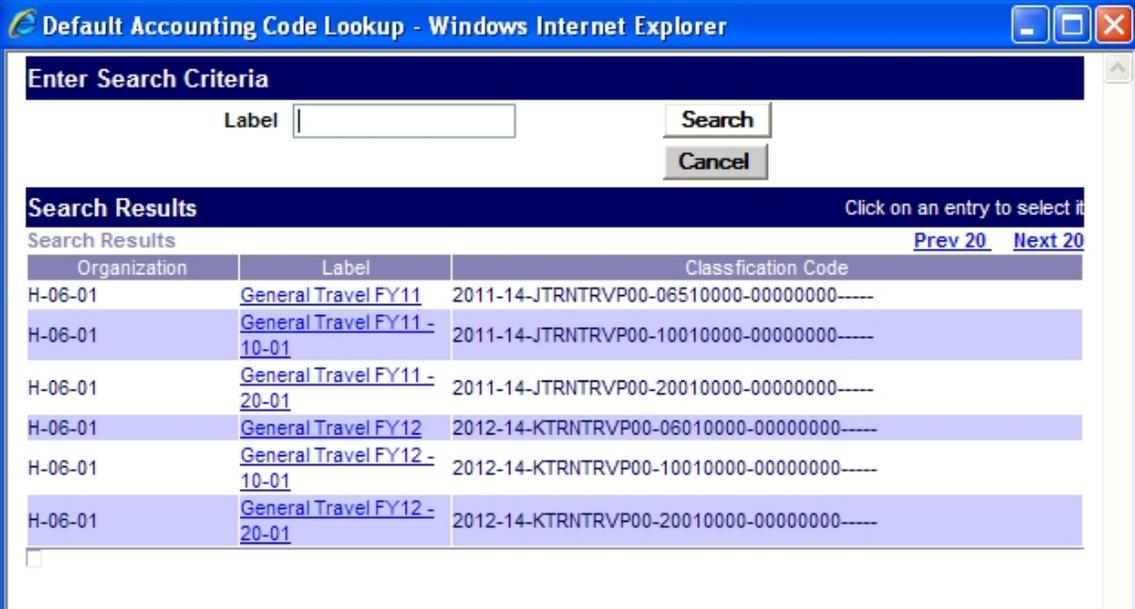
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3c2	<p>The second way is to enter the location in the <i>Itinerary Location</i> field:</p> <ul style="list-style-type: none"> ➤ Type in the field, the name or partial name and click Search <div data-bbox="293 430 1425 583" style="border: 1px solid black; padding: 5px;"> <p>Itinerary Locations</p> <p><input type="checkbox"/> Replace ALL lodging and M&IE information Create additional rows</p> <table border="1"> <thead> <tr> <th>Arrival Date</th> <th>Departure Date</th> <th>Itinerary Location</th> <th>Unlisted</th> </tr> </thead> <tbody> <tr> <td>06/21/11</td> <td>06/24/11</td> <td>chic <input type="button" value="Search"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> </div> <p>If there is more than one location with the same name, a drop-down listing of possible matches will appear below the field. Use the drop-down arrow to select the correct one.</p> <div data-bbox="293 737 1425 982" style="border: 1px solid black; padding: 5px;"> <p>Itinerary Locations</p> <p><input type="checkbox"/> Replace ALL lodging and M&IE information Create additional rows</p> <table border="1"> <thead> <tr> <th>Arrival Date</th> <th>Departure Date</th> <th>Itinerary Location</th> <th>Unlisted</th> </tr> </thead> <tbody> <tr> <td>06/21/11</td> <td>06/24/11</td> <td>CHICAGO,IL <input type="button" value="Search"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td></td> <td> <div style="border: 1px solid black; padding: 2px;"> CHICAGO,IL CHICAGO,IL CHICAGO-O'HARE IAP ARS,IL </div> </td> <td><input type="checkbox"/></td> </tr> </tbody> </table> </div> <p>If this is the only location, it will automatically fill in the location area.</p> <div data-bbox="293 1094 1425 1247" style="border: 1px solid black; padding: 5px;"> <p>Itinerary Locations</p> <p><input type="checkbox"/> Replace ALL lodging and M&IE information Create additional rows</p> <table border="1"> <thead> <tr> <th>Arrival Date</th> <th>Departure Date</th> <th>Itinerary Location</th> <th>Unlisted</th> </tr> </thead> <tbody> <tr> <td>06/21/11</td> <td>06/24/11</td> <td>BOSTON,MA <input type="button" value="Search"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> </div> <div data-bbox="277 1318 1414 1520" style="background-color: yellow; padding: 10px;"> <p>Notes: It is better to do a search on a partial name rather than the whole name, as the system is looking for an actual location and the name must be typed exactly the way it is in the system.</p> <p>If you type a partial location and clicked search but nothing came up, take a look to see if what you typed is correct. If it is, you may want to use the lookup icon to see if it is an active location in the per diem location table.</p> </div>	Arrival Date	Departure Date	Itinerary Location	Unlisted	06/21/11	06/24/11	chic <input type="button" value="Search"/>	<input type="checkbox"/>	Arrival Date	Departure Date	Itinerary Location	Unlisted	06/21/11	06/24/11	CHICAGO,IL <input type="button" value="Search"/>	<input type="checkbox"/>			<div style="border: 1px solid black; padding: 2px;"> CHICAGO,IL CHICAGO,IL CHICAGO-O'HARE IAP ARS,IL </div>	<input type="checkbox"/>	Arrival Date	Departure Date	Itinerary Location	Unlisted	06/21/11	06/24/11	BOSTON,MA <input type="button" value="Search"/>	<input type="checkbox"/>
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06/21/11	06/24/11	BOSTON,MA <input type="button" value="Search"/>	<input type="checkbox"/>																										

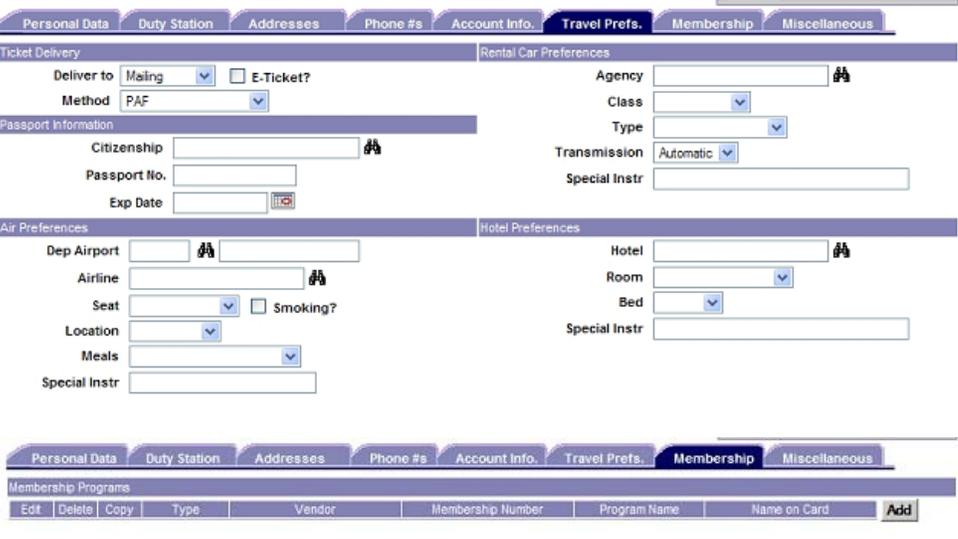
Step	Action
4	<p>The Document Information screen still appears but the Document Toolbar now has different options available. It will also show your Document Name & TA#. The top of the screen will show the Document Name and the Create button is now Save.</p>  <p>To edit the traveler information click on Traveler Info in the Document Toolbar</p>
	<p>Notes: The Traveler Information can only be accessed and/or changed by a traveler or Group Administrator after a document has been created.</p> <p>A new functionality was added to allow Group Administrators the ability to edit a traveler's record outside of a document, through the Administration Module. However, they will only have the ability to edit the travelers in their group.</p>

Step	Action
5	<p>The <i>Update Traveler Information</i> screen appears with limited data entered.</p> 
5a	<p>On the <i>Personal Data</i> tab enter the following information, if not filled in:</p> <ul style="list-style-type: none"> ➤ City of Residence ➤ State ➤ Present Station (Duty Station) – For Employees ONLY <p><i>By entering this information on this tab, it will transfer to other tabs. These fields are also what will populate on the Document Information screen - Trip Information tab - Depart/Return Selection fields.</i></p> <p>Verify the following information:</p> <ul style="list-style-type: none"> ➤ First Name ➤ Last Name ➤ Middle Initial ➤ Email Address – For Invitational Travelers – may want to make sure it is the address of the preparer of the travel document. <p>Make any changes to the traveler’s personal information as necessary.</p> <p>Note: Certain fields (i.e. Organization) can not be changed by the traveler or preparer.</p>

Step	Action										
5b	<p>Click on the <i>Duty Station</i> tab and enter the following information:</p> <ul style="list-style-type: none"> ➤ Present Station (if done on the previous tab will automatically fill in here) ➤ Voucher Name and Title ➤ Authorization Name and Title ➤ (optional) Additional #1 Name and Title <p>Verify the following information:</p> <ul style="list-style-type: none"> ➤ Number of Work Hours (should be 8) ➤ Time Zone (should be 6=ET, 7=CT, 8=MT, 9=PT)  <p><i>Notes: The Voucher & Authorization Name/Title fields are what will print out on the hard copy. The Additional #1 & #2 Name Title fields are for additional signatures that may be needed, for example foreign travel.</i></p>										
5c	<p>Click on the <i>Address</i> tab and enter the following information:</p> <table border="1" data-bbox="272 1528 1417 1730"> <thead> <tr> <th data-bbox="279 1549 850 1583"><u>Home Address</u></th> <th data-bbox="850 1549 1411 1583"><u>Duty Station Address</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="279 1583 850 1617">Street Address</td> <td data-bbox="850 1583 1411 1617">Street Address</td> </tr> <tr> <td data-bbox="279 1617 850 1650">City</td> <td data-bbox="850 1617 1411 1650">City</td> </tr> <tr> <td data-bbox="279 1650 850 1684">State</td> <td data-bbox="850 1650 1411 1684">State</td> </tr> <tr> <td data-bbox="279 1684 850 1730">Zip</td> <td data-bbox="850 1684 1411 1730">Zip</td> </tr> </tbody> </table>	<u>Home Address</u>	<u>Duty Station Address</u>	Street Address	Street Address	City	City	State	State	Zip	Zip
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Street Address	Street Address										
City	City										
State	State										
Zip	Zip										

Step	Action
	 <p><i>Note: The address that prints out on the hard copy will be the one entered on the Home Address section.</i></p>
5d	<p>Click on the Phone #s tab and enter the following information:</p> <ul style="list-style-type: none"> ➤ Home Number ➤ Duty Station Number ➤ Duty Station FAX Number 

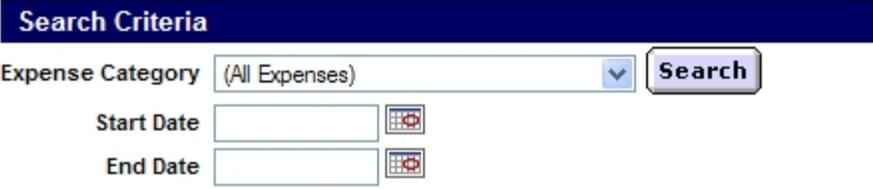
Step	Action
5e	<p>Click on the <i>Account Info.</i> Tab and do the following:</p> <ul style="list-style-type: none"> ➤ Click on the Lookup  icon  <p>A new window appears listing all ACCS codes that the traveler has available to them based off their organization.</p>  <ul style="list-style-type: none"> ➤ Search for the label name or click on the Label to select that ACCS code to be the default for the traveler.
	<p><i>Notes: Users may search on a full or partial label name. They may not search using the classification code information.</i></p> <p><i>Only the first 20 accounting codes will appear in alphabetical order by label name.</i></p> <p><i>A default accounting should only be added to the traveler if they usually use that accounting for all trips. If the traveler uses multiple ones throughout the year, you may want to skip this step.</i></p>

Step	Action
5f	<p>The Travel Prefs. & Membership tabs are only used if a traveler or group administrator wishes to save information pertaining to their travel, such as aisle seating or hotel/car membership programs.</p>  <p><i>Note: These tabs are for information only. They do not transfer to the Travel Management Center.</i></p>
5g	<p>The Miscellaneous tab fields are entered by the Help Desk. This information pertains to what Field Finance Branch and Bureau the traveler belongs to.</p> 

Step	Action
5h	<p>To save the changes:</p> <ul style="list-style-type: none"> ➤ Click the Apply Changes Globally checkbox (Done ONLY IF this is to be the saved as the default information for all future documents) ➤ Click the Save (<i>Profile Changes</i>) button (Done ONLY IF this information is to be changed for this document only without the checkbox being checked)  <p>The screen will save the information and the <i>Document Summary</i> screen will appear.</p> <p>For training purposes --- Do NOT click the checkbox --- only click SAVE.</p> <p><i>Note: Traveler Information as well as Master List Accounting information can be added by Group Administrators, logging into the Administration Module of Travel Manager.</i></p>

Step	Action																																																																																																																																
6	<p>The <i>Document Summary</i> screen is broken into different sections. You will have to use the scroll bar on the right to view the other sections.</p> <p>Document Summary for Travel Authorization 1DABS0050</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Quick Tip For specific information, click on a Details link. You can sign and stamp your document from the Document Status section. more</p> </div> <div style="border: 1px solid #ccc; padding: 5px; float: right; width: 200px;"> <p>For this Document you can:</p> <p>Print Settings</p> <p>Sign this document</p> <p><input type="button" value="Save"/> Document</p> <p><input type="button" value="Continue"/> Entering Document</p> <p><input type="button" value="Close"/> Current Document</p> </div> <div style="clear: both;"></div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Document Status Current Status: CREATED Awaiting: Erin R. Gaithersburg for Status: SIGNED</p> <p>Status To Apply: <input type="text" value="SIGNED"/> Signature PIN: <input type="text"/> Remarks: <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div></p> <p>Reason: <input type="text"/></p> <p>Stamp and Route</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Traveler Details</td> <td>Traveler ID: 100100004</td> <td>Traveler Name: Darren Bak</td> <td>Organization: H-06-01</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Document Information</td> <td>TA#: 1DABS0050</td> <td>Currency: U.S. Dollar</td> <td>Type: 1-SINGLE-DOMESTIC</td> </tr> <tr> <td>Purpose</td> <td>Location</td> <td>From</td> <td>To</td> <td>Per Diem Rates</td> </tr> <tr> <td>3-TRAINING ATTENDANCE</td> <td>CHICAGO, IL</td> <td>06/21/11</td> <td>06/24/11</td> <td>166.00 / 71.00 (04/01/11-06/30/11)</td> </tr> <tr> <td colspan="5">Description To attend training in Chicago</td> </tr> </table> <table border="1" style="width: 100%; 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padding: 5px;"> <p>Enter Comments Expand section to view or edit comments</p> <p>CBA OBLIGATION #:00191674 Organization ID:142002 TRAVELER PO#:00191673 PREPARED BY: therese.rubis@noaa.gov</p> <p>AUTHORIZED BUSINESS CALLS</p> <p>APPROVAL OF TRAVEL SCHEDULED TO BE ACCOMPLISHED ON OR AFTER OCTOBER 1, 2011 IS</p> <p style="text-align: right;"><input type="button" value="Preset"/></p> </div> <p style="text-align: right;">Top of page</p> </div>	Traveler Details	Traveler ID: 100100004	Traveler Name: Darren Bak	Organization: H-06-01	Document Information	TA#: 1DABS0050	Currency: U.S. Dollar	Type: 1-SINGLE-DOMESTIC	Purpose	Location	From	To	Per Diem Rates	3-TRAINING ATTENDANCE	CHICAGO, IL	06/21/11	06/24/11	166.00 / 71.00 (04/01/11-06/30/11)	Description To attend training in Chicago					Reservation Details	No Reservations					Reservation Type	Vendor/Carrier	Cost	Lodging Location	Ticket #/Res. #	Traveler						Expense Total: 746.50	Expense Details	Date	Expense Category	Expense Description	Cost	Payment Method		06/21/2011	Lodging-PerDiem	Lodging	166.00	GOVCC		06/21/2011	M&IE-PerDiem	M&IE	53.25	OTHER		06/22/2011	Lodging-PerDiem	Lodging	166.00	GOVCC		06/22/2011	M&IE-PerDiem	M&IE	71.00	OTHER		06/23/2011	Lodging-PerDiem	Lodging	166.00	GOVCC		06/23/2011	M&IE-PerDiem	M&IE	71.00	OTHER		06/24/2011	Lodging-PerDiem	Lodging	0.00	GOVCC		06/24/2011	M&IE-PerDiem	M&IE	53.25	OTHER	Other Authorizations Details	No Special Authorizations		Accounting Details	Accounting Total: 0.00		Organization	Label	Amount				Sponsor Details	Sponsor Expense Total: 0.00		Organization	Sponsor	Amount				Totals Details	Total Reimbursable: 746.50		Disbursement Type	Amount		Estimated Cost	746.50		Advance Requested	0.00	
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6b	<p>Up at the top right of the screen is a Print link. This allows a preparer to print this information out as it is shown on the screen. It is NOT the official hard-copy document.</p>																																																																																																														
7	<p>Click on Expenses in the <i>Document Toolbar</i> to bring up the <i>Edit/Enter Expenses</i> screen with M&IE and Lodging costs already filled in based upon what was entered on the itinerary.</p> <div data-bbox="289 1144 1425 1795" style="border: 1px solid black; padding: 5px;"> <p>Edit/Enter Expenses for Travel Authorization: 1DABS0050</p> <div style="display: flex; justify-content: space-between;"> <div data-bbox="300 1176 1128 1270" style="background-color: #f0f0f0; padding: 5px;"> <p>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</p> </div> <div data-bbox="1144 1176 1421 1375" style="border: 1px solid gray; padding: 5px;"> <p>For this Page you can:</p> <p>Display Express Expense Screen</p> <p>Save Expense Changes Reset All Lodging Clear Changes Back Continue</p> </div> </div> <div data-bbox="300 1270 1128 1396" style="background-color: #003366; color: white; padding: 5px;"> <p>Search Criteria</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> </div> <p>Current Allocation Method: By Individual Expenses Currency: U.S. Dollar</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Expense Entry</th> <th colspan="2">Customize Display</th> <th colspan="2">Add Rows</th> <th colspan="2">Prev 10</th> <th colspan="2">Next 10</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 Method</th> <th></th> <th></th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/></td><td></td><td></td><td>06/21/2011</td><td>Lodging</td><td>Lodging-PerDiem</td><td>166.00</td><td>GOVCC</td><td></td><td></td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td>06/21/2011</td><td>M&E</td><td>M&E-PerDiem</td><td>53.25</td><td>OTHER</td><td></td><td></td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td>06/22/2011</td><td>Lodging</td><td>Lodging-PerDiem</td><td>166.00</td><td>GOVCC</td><td></td><td></td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td>06/22/2011</td><td>M&E</td><td>M&E-PerDiem</td><td>71.00</td><td>OTHER</td><td></td><td></td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td>06/23/2011</td><td>Lodging</td><td>Lodging-PerDiem</td><td>166.00</td><td>GOVCC</td><td></td><td></td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td>06/23/2011</td><td>M&E</td><td>M&E-PerDiem</td><td>71.00</td><td>OTHER</td><td></td><td></td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td>06/24/2011</td><td>Lodging</td><td>Lodging-PerDiem</td><td>0.00</td><td>GOVCC</td><td></td><td></td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td>06/24/2011</td><td>M&E</td><td>M&E-PerDiem</td><td>53.25</td><td>OTHER</td><td></td><td></td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td>06/21/2011</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> </div>	Expense Entry		Customize Display		Add Rows		Prev 10		Next 10		Delete	Copy	Itemize	Date	Expense Description	Expense Category	Cost	Payment Method			<input type="checkbox"/>			06/21/2011	Lodging	Lodging-PerDiem	166.00	GOVCC			<input type="checkbox"/>			06/21/2011	M&E	M&E-PerDiem	53.25	OTHER			<input type="checkbox"/>			06/22/2011	Lodging	Lodging-PerDiem	166.00	GOVCC			<input type="checkbox"/>			06/22/2011	M&E	M&E-PerDiem	71.00	OTHER			<input type="checkbox"/>			06/23/2011	Lodging	Lodging-PerDiem	166.00	GOVCC			<input type="checkbox"/>			06/23/2011	M&E	M&E-PerDiem	71.00	OTHER			<input type="checkbox"/>			06/24/2011	Lodging	Lodging-PerDiem	0.00	GOVCC			<input type="checkbox"/>			06/24/2011	M&E	M&E-PerDiem	53.25	OTHER			<input type="checkbox"/>			06/21/2011						
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Step	Action
7a	<p>In the middle section of the screen you will see four links. The first time entering a document, you will want to click on the <i>Customize Display</i> link.</p>  <p>A new window will open allowing you to change the number of lines of expenses displayed on the screen. The default is 10. We suggest you change the 10 to 25 and click Save.</p>  <p>The screen will refresh now displaying the number of lines you selected.</p> <p><i>Notes: It is suggested not to do change it above 25 lines as it will affect how long it takes to make changes or save. It could possibly also put the system in a perpetual loop where nothing will be changed or saved.</i></p> <p><i>This change is for the person creating the document. It is not associated to the traveler.</i></p>
7b	<p>The other links in that middle section will do the following:</p> <p>Add Rows – Will add 5 more blank rows at the bottom of the screen Prev # - Will go to the previous # of records (default is 10) Next # - Will go to the next # of records (default is 10)</p> <p><i>If you made a change to the number of rows to display the Previous & Next links will show the number that was selected.</i></p>
7c	<p>The <i>Search Criteria</i> is something to be utilized more on the voucher side, as it “filters” what is shown on the screen based off the expense category or Start/End date entered and searched on.</p> 

Step	Action
7d	<p>The actual expenses can be entered either by clicking the drop-down arrow to select from the list of values:</p>  <p>OR</p> <p>Type in a value, which could have an option in the list of values or could not be part of the list of values.</p> 
<p>Notes: If an “ad-hoc” value is entered into the field, the expense category will need to be chosen from a list of values.</p> <p>If the value is chosen from the list, the expense category and payment method will automatically be populated.</p> <p>A payment method should never be changed, EXCEPT for when an airline charge is actually reimbursable to the traveler.</p>	

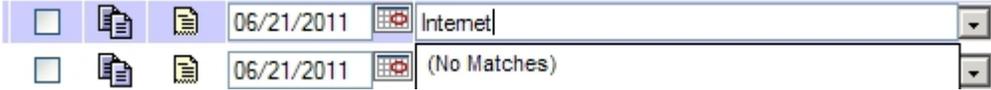
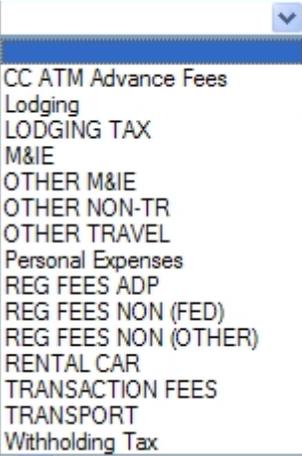
Step	Action
7e	<p>In most expenses, the amount of the expense can be entered directly into the <i>Cost</i> field. There are some exceptions. To get into the details of the expense, click on the <i>Expense Detail</i>  icon, which can be found to the left of the <i>Cost</i> field.</p> 
7f	<p>There are three costs that the detail area will need to be filled out:</p> <ul style="list-style-type: none"> ➤ Mileage ➤ Airline Flight ➤ Lodging (for M&IE costs)

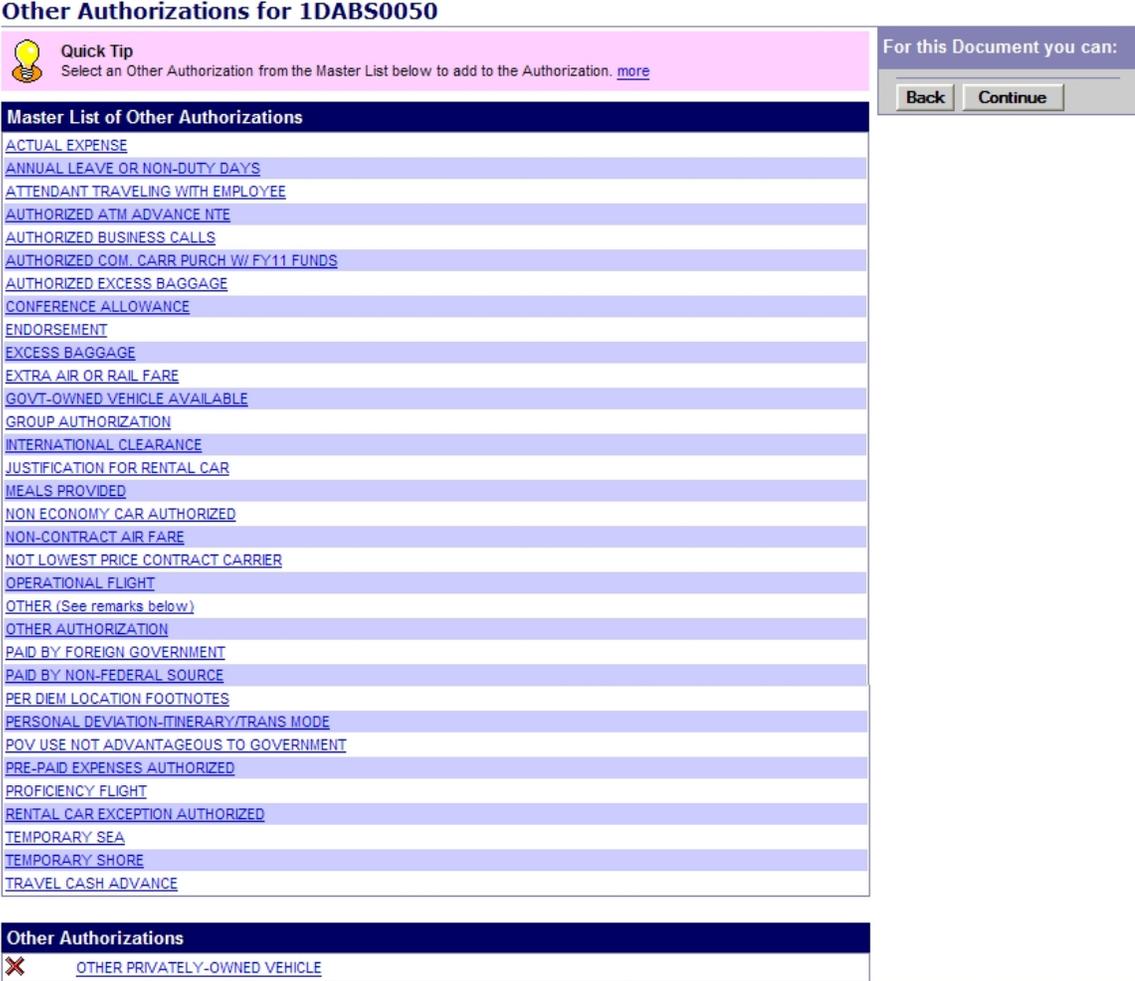
Step	Action
7f1	<p>Mileage details, will allow the preparer to enter the miles and the system will calculate the total cost based upon the date (giving the correct mileage rate) and the number of miles entered. This can be done on the General Details tab. Mileage must be calculated this way or the system will see it as an error.</p> <div data-bbox="289 457 1421 913"> <p>Expense Details for MILEAGE 06/21/2011</p> <div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc;"> <p>Quick Tip View or edit all details for this expense. Click the tab to see the respective expense details. To save changes to expense details, click the Use Expense Detail Updates button and on the main expense screen, Save expenses.</p> </div> <div style="float: right; background-color: #d0d0d0; padding: 5px; border: 1px solid #ccc;"> <p>For this page you can:</p> <p>Use Expense Detail Updates</p> <p>Close without Saving Expense Details</p> </div> <div style="clear: both;"></div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>General Details Mileage Details</p> <p>Expense Date: 06/21/2011 Payment Method: OTHER</p> <p>Expense Cost: [] USD <input checked="" type="checkbox"/> Reimbursable <input type="checkbox"/> Taxable</p> <p>Quantity: [] Rate: 0.500 Vendor: []</p> <p>Expense Category: MILEAGE Accounting Code: []</p> <p>Expense Description: 1POC-Private Vhcle</p> <p>Comments: []</p> </div> </div> <p>The Mileage Details tab, allows the preparer to enter the details about the mileage – to and from locations. Not usually used for domestic trips – more for Local Vouchers.</p> <div data-bbox="289 1060 1421 1312"> <p>Expense Details for MILEAGE 06/21/2011</p> <div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc;"> <p>Quick Tip View or edit all details for this expense. Click the tab to see the respective expense details. To save changes to expense details, click the Use Expense Detail Updates button and on the main expense screen, Save expenses.</p> </div> <div style="float: right; background-color: #d0d0d0; padding: 5px; border: 1px solid #ccc;"> <p>For this page you can:</p> <p>Use Expense Detail Updates</p> <p>Close without Saving Expense Details</p> </div> <div style="clear: both;"></div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>General Details Mileage Details</p> <p>From Location: []</p> <p>To Location: []</p> </div> </div> <p>Once you have the information entered, you will need to click Use (Expense Detail Updates) button to take the information back to the Expenses screen.</p>

Step	Action
7f2	<p>The Airline Flight details, will allow the preparer to enter specific information pertaining to the airline, such as cost and class.</p> <div data-bbox="289 388 1421 840"> <p>Expense Details for COM. CARRIER 06/21/2011</p> <div data-bbox="293 422 1089 531"> <p>Quick Tip View or edit all details for this expense. Click the tab to see the respective expense details. To save changes to expense details, click the Use Expense Detail Updates button and on the main expense screen, Save expenses.</p> </div> <div data-bbox="1089 422 1414 531"> <p>For this page you can: <input type="button" value="Use"/> Expense Detail Updates <input type="button" value="Close"/> without Saving Expense Details</p> </div> <div data-bbox="293 537 1414 569"> <p>General Details Ticketed Transportation Details</p> </div> <div data-bbox="293 575 1414 835"> <p>Expense Date: 06/21/2011 Payment Method: AGENCY CARD Expense Cost: [] USD Reimbursable: <input type="checkbox"/> Taxable: <input type="checkbox"/> Quantity: [] Rate: [] Vendor: [] Expense Category: COM. CARRIER Accounting Code: [] Expense Description: Airline Flight Comments: []</p> </div> </div> <p>The cost should be entered on the <i>General Details</i> tab in the <i>Expense Cost</i> field. You would then click on the <i>Ticketed Transportation Details</i> tab, where the class needs to be entered.</p> <div data-bbox="289 1024 1421 1480"> <p>Expense Details for COM. CARRIER 06/21/2011</p> <div data-bbox="293 1058 1089 1167"> <p>Quick Tip View or edit all details for this expense. Click the tab to see the respective expense details. To save changes to expense details, click the Use Expense Detail Updates button and on the main expense screen, Save expenses.</p> </div> <div data-bbox="1089 1058 1414 1167"> <p>For this page you can: <input type="button" value="Use"/> Expense Detail Updates <input type="button" value="Close"/> without Saving Expense Details</p> </div> <div data-bbox="293 1173 1414 1205"> <p>General Details Ticketed Transportation Details</p> </div> <div data-bbox="293 1211 1414 1451"> <p>Ticket No: See Attached Ticket 1 Depart From: [] Dep Date: [] Arrive At: [] Issue Date: [] Ticket Date: 10/13/2011 Confirmation No: [] Class: [] Ticket Value: 0.00 Carrier: [] Contract Fare: 0.00 Contract Carrier: []</p> </div> </div> <p>The <i>Ticket No</i> field will be automatically filled in with “See Attached Ticket 1”. The other fields can be entered, but the <i>Class</i> field must be entered otherwise you will receive a pre-audit failure.</p> <p>Once you have the information entered, you will need to click <i>Use (Expense Detail Updates)</i> button to take the information back to the <i>Expenses screen</i>.</p> <div data-bbox="277 1730 1414 1852" style="background-color: yellow;"> <p>Notes: First Class tickets are authorized for travelers with flight times of 14+ hours, however, a CD-334 must be filled out, approved, and sent along with the TA to the NOAA Travel Office prior to ticketing. NTR 301-1.28 & 301-10.126-132.</p> </div>

Step	Action
7f3	<p>Anything concerning the Lodging or M&IE costs will need to be changed on the details from the Lodging line.</p> <p>The <i>General Details</i> tab allows the preparer to make changes to the lodging cost and change it to an actual cost, by entering the cost in the <i>Expense Cost</i> field and using the drop-down for the <i>Expense Category</i> to select Lodging - Actuals.</p> <div data-bbox="289 533 1419 982"> <p>Expense Details for Lodging-PerDiem 06/21/2011</p> <p>Quick Tip View or edit all details for this expense. Click the tab to see the respective expense details. To save changes to expense details, click the Use Expense Detail Updates button and on the main expense screen, Save expenses.</p> <p>For this page you can: <input type="button" value="Use"/> Expense Detail Updates <input type="button" value="Close"/> without Saving Expense Details</p> <p>General Details Lodging Details</p> <p>Expense Date: 06/21/2011 Payment Method: GOVCC Expense Cost: 166.00 USD Allowed: 166.00 <input checked="" type="checkbox"/> Reimbursable <input type="checkbox"/> Taxable Quantity: 0 Rate: 0 Vendor: Accounting Code: Expense Category: Lodging-PerDiem Expense Description: Lodging Comments: </p> </div> <p>The <i>Lodging Details</i> tab allows the preparer to enter conference allowance amounts which affect the lodging costs. It also allows the preparer to enter leave data, which will affect both lodging and M&IE costs. There's also a place if any meals are provided or if you need to override M&IE costs in general.</p> <div data-bbox="289 1209 1419 1726"> <p>Expense Details for Lodging-PerDiem 06/21/2011</p> <p>Quick Tip View or edit all details for this expense. Click the tab to see the respective expense details. To save changes to expense details, click the Use Expense Detail Updates button and on the main expense screen, Save expenses.</p> <p>For this page you can: <input type="button" value="Use"/> Expense Detail Updates <input type="button" value="Close"/> without Saving Expense Details</p> <p>General Details Lodging Details</p> <p><input type="checkbox"/> Conference Allowance Conference %: Conference Rate: 0.00 Conference Description: Sponsoring Agency: </p> <p>Leave Data <input checked="" type="radio"/> None Hours: 0.00 <input type="radio"/> Annual <input type="radio"/> Other</p> <p>Meals Provided <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner</p> <p>M&IE Override Quarters: M&IE Amount: </p> </div> <p>Once you have the information entered, you will need to click <i>Use (Expense Detail Updates)</i> button to take the information back to the <i>Expenses</i> screen.</p>

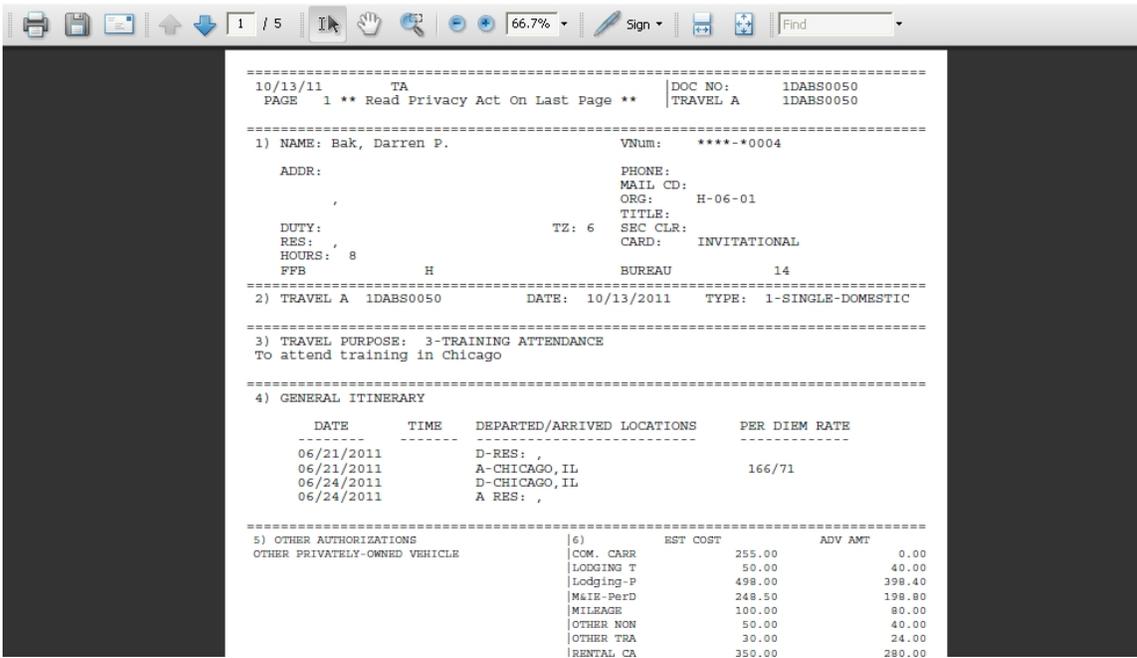
Step	Action														
7g	Any additions not saved will not be saved if your screen refreshes – like clicking next or changing your display. There is not an automatic save to this screen.														
7h	<p>Enter the following information on the <i>Edit/Enter Expenses</i> screen:</p> <table data-bbox="280 457 925 709"> <tr> <td>Airline Flight</td> <td>\$255.00 (Class = Y)</td> </tr> <tr> <td>TMC Transaction Fee</td> <td>\$24.60</td> </tr> <tr> <td>Rental Car</td> <td>\$350.00</td> </tr> <tr> <td>Gas-Rental/Govt Car</td> <td>\$65.00</td> </tr> <tr> <td>Parking Fees</td> <td>\$30.00</td> </tr> <tr> <td>Hotel Tax</td> <td>\$50.00</td> </tr> <tr> <td>1POC-Private Vhcle</td> <td>50x4 = total mileage</td> </tr> </table> <p>➤ Click the <input type="button" value="Save"/> (<i>Expense Changes</i>) button when completed</p> <p><i>Notes: If a transaction fee is reimbursable to the traveler, the Expense Category “Other” must be chosen.</i></p> <p><i>It is better to over estimate than under estimate. If you under estimate to much, an amendment may have to be done and approved prior to submitting the voucher.</i></p>	Airline Flight	\$255.00 (Class = Y)	TMC Transaction Fee	\$24.60	Rental Car	\$350.00	Gas-Rental/Govt Car	\$65.00	Parking Fees	\$30.00	Hotel Tax	\$50.00	1POC-Private Vhcle	50x4 = total mileage
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Step	Action
7i	<p>You find out the hotel doesn't have free internet. So in order to cover the costs, you need to add it to your expenses. To do that enter Internet in a blank field:</p>  <p>You'll then need to tab out of that field</p>  <p>Because this expense is not in the drop-down listing (i.e. ad-hoc), you will need to select the category for this expense. Click on the drop-down arrow:</p>  <p>This expense is like a Miscellaneous one, which the category for is Other Non-Travel (Other Non-TR). So select that one. This will then populate the <i>Payment</i> field. Now enter the amount (\$50.00) in the <i>Cost</i> field.</p>  <p>➤ Click the Save (<i>Expense Changes</i>) button when completed</p>

Step	Action
8	<p>Click on Other Authorizations in the <i>Document Toolbar</i> to open up the <i>Other Authorizations</i> screen.</p>  <p>Other Authorizations for 1DABS0050</p> <p>Quick Tip Select an Other Authorization from the Master List below to add to the Authorization. more</p> <p>For this Document you can: <input type="button" value="Back"/> <input type="button" value="Continue"/></p> <p>Master List of Other Authorizations</p> <ul style="list-style-type: none"> ACTUAL EXPENSE ANNUAL LEAVE OR NON-DUTY DAYS ATTENDANT TRAVELING WITH EMPLOYEE AUTHORIZED ATM ADVANCE NTE AUTHORIZED BUSINESS CALLS AUTHORIZED COM. CARR PURCH W/ FY11 FUNDS AUTHORIZED EXCESS BAGGAGE CONFERENCE ALLOWANCE ENDORSEMENT EXCESS BAGGAGE EXTRA AIR OR RAIL FARE GOVT-OWNED VEHICLE AVAILABLE GROUP AUTHORIZATION INTERNATIONAL CLEARANCE JUSTIFICATION FOR RENTAL CAR MEALS PROVIDED NON ECONOMY CAR AUTHORIZED NON-CONTRACT AIR FARE NOT LOWEST PRICE CONTRACT CARRIER OPERATIONAL FLIGHT OTHER (See remarks below) OTHER AUTHORIZATION PAID BY FOREIGN GOVERNMENT PAID BY NON-FEDERAL SOURCE PER DIEM LOCATION FOOTNOTES PERSONAL DEVIATION-ITINERARY/TRANS MODE POV USE NOT ADVANTAGEOUS TO GOVERNMENT PRE-PAID EXPENSES AUTHORIZED PROFICIENCY FLIGHT RENTAL CAR EXCEPTION AUTHORIZED TEMPORARY SEA TEMPORARY SHORE TRAVEL CASH ADVANCE <p>Other Authorizations</p> <ul style="list-style-type: none"> X OTHER PRIVATELY-OWNED VEHICLE <p>It gives the preparer the ability to put some specific authorization information to the document by clicking on the other authorization link (i.e. authorized business calls) to add it to the document and then click on the link under the Other Authorizations to add remarks to it. The other authorization on the hard copy will be under #5 and the remarks will be under #8. Some of these authorizations get automatically added based upon the expenses that were added (i.e. POV).</p> <p>For this exercise, just verify that POV has been added as an “Other Authorization”</p>

Step	Action
9	<p>Click on Accounting in the <i>Document Toolbar</i> to open up the <i>Available Accounting Code</i> screen.</p>  <p>The first time going to the accounting for the traveler, even if you added a default accounting for them, will not show up on this document. The changes for the accounting you did on the traveler information will not take place until the next document.</p>
9a	<p>The <i>Available Accounting Code</i> screen is divided into the following sections:</p> <ul style="list-style-type: none"> ➤ Enter Search Criteria ➤ Master Accounting Code ➤ Accounting Code for Document Name <p>It also has the ability for a preparer to Add a new accounting code to their document and/or master list.</p>
9b	<p>The <i>Search Criteria</i> section allows a preparer to either:</p> <p>Search on a full or partial label name against their master list</p> <p>OR</p> <p>Retrieve a code by the full label name from another organization</p>
9c	<p>The <i>Master Accounting Code</i> section will list all accounting codes that had been added to the preparer's organization.</p>

Step	Action																																																																																
9d	<p>The Accounting Code for Document Name section will list all accounting codes that have been associated to this document. If a traveler was set up with a default accounting prior to this document, that code will show at the bottom. If the traveler does not have a default accounting, one will need to be selected from the Master Accounting Code section or be added manually using the Add button.</p> <p><i>Note: A preparer can add up to five different account codes to one document. With more than one account code associated to the document, the preparer will have to allocate the costs to the various codes.</i></p>																																																																																
9e	<p>For this document, please find and select the label General Travel FY11</p>																																																																																
10	<p>Click on Totals in the Document Toolbar to open up the Total Details screen.</p> <div data-bbox="289 764 1425 1556" style="border: 1px solid black; padding: 10px;"> <p>Total Details for 1DABS0050</p> <div style="display: flex; justify-content: space-between;"> <div style="background-color: #f0f0f0; padding: 5px;"> <p> Quick Tip Click the View Advances for Document link to add or update an advance. more</p> </div> <div style="border: 1px solid #ccc; padding: 5px; background-color: #e0e0e0;"> <p>For this Document you can: View Advances for Document <input type="button" value="Back"/> <input type="button" value="Continue"/></p> </div> </div> <p style="text-align: center;">Currency: U.S. Dollar Total Estimated Expenses: 1,671.10 Computed Advance Authorized: 1,150.00 Advance Requested: 0.00</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="5" style="background-color: #003366; color: white;">Expense Category Details</th> </tr> <tr> <th style="background-color: #003366; color: white;">Expense Category</th> <th style="background-color: #003366; color: white;">Payment Method</th> <th style="background-color: #003366; color: white;">Organization</th> <th style="background-color: #003366; color: white;">Accounting Code Label</th> <th style="background-color: #003366; color: white;">Amount</th> </tr> </thead> <tbody> <tr><td>COM. CARRIER</td><td>AGENCY CARD</td><td>H-06-01</td><td>General Travel FY11</td><td>255.00</td></tr> <tr><td>LODGING TAX</td><td>GOVCC</td><td>H-06-01</td><td>General Travel FY11</td><td>50.00</td></tr> <tr><td>Lodging-PerDiem</td><td>GOVCC</td><td>H-06-01</td><td>General Travel FY11</td><td>498.00</td></tr> <tr><td>M&E-PerDiem</td><td>OTHER</td><td>H-06-01</td><td>General Travel FY11</td><td>248.50</td></tr> <tr><td>MILEAGE</td><td>OTHER</td><td>H-06-01</td><td>General Travel FY11</td><td>100.00</td></tr> <tr><td>OTHER NON-TR</td><td>OTHER</td><td>H-06-01</td><td>General Travel FY11</td><td>50.00</td></tr> <tr><td>OTHER TRAVEL</td><td>OTHER</td><td>H-06-01</td><td>General Travel FY11</td><td>30.00</td></tr> <tr><td>RENTAL CAR</td><td>GOVCC</td><td>H-06-01</td><td>General Travel FY11</td><td>350.00</td></tr> <tr><td>TRANSACTION FEES</td><td>AGENCY CARD</td><td>H-06-01</td><td>General Travel FY11</td><td>24.60</td></tr> <tr><td>TRANSPORT</td><td>OTHER</td><td>H-06-01</td><td>General Travel FY11</td><td>65.00</td></tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th colspan="2" style="background-color: #003366; color: white;">Expense Category Advance Details</th> </tr> <tr> <th style="background-color: #003366; color: white;">Expense Category</th> <th style="background-color: #003366; color: white;">Advance</th> </tr> </thead> <tbody> <tr><td>LODGING TAX</td><td>40.00</td></tr> <tr><td>Lodging-PerDiem</td><td>398.40</td></tr> <tr><td>M&E-PerDiem</td><td>198.80</td></tr> <tr><td>MILEAGE</td><td>80.00</td></tr> <tr><td>OTHER NON-TR</td><td>40.00</td></tr> <tr><td>OTHER TRAVEL</td><td>24.00</td></tr> <tr><td>RENTAL CAR</td><td>280.00</td></tr> <tr><td>TRANSPORT</td><td>52.00</td></tr> </tbody> </table> </div>	Expense Category Details					Expense Category	Payment Method	Organization	Accounting Code Label	Amount	COM. CARRIER	AGENCY CARD	H-06-01	General Travel FY11	255.00	LODGING TAX	GOVCC	H-06-01	General Travel FY11	50.00	Lodging-PerDiem	GOVCC	H-06-01	General Travel FY11	498.00	M&E-PerDiem	OTHER	H-06-01	General Travel FY11	248.50	MILEAGE	OTHER	H-06-01	General Travel FY11	100.00	OTHER NON-TR	OTHER	H-06-01	General Travel FY11	50.00	OTHER TRAVEL	OTHER	H-06-01	General Travel FY11	30.00	RENTAL CAR	GOVCC	H-06-01	General Travel FY11	350.00	TRANSACTION FEES	AGENCY CARD	H-06-01	General Travel FY11	24.60	TRANSPORT	OTHER	H-06-01	General Travel FY11	65.00	Expense Category Advance Details		Expense Category	Advance	LODGING TAX	40.00	Lodging-PerDiem	398.40	M&E-PerDiem	198.80	MILEAGE	80.00	OTHER NON-TR	40.00	OTHER TRAVEL	24.00	RENTAL CAR	280.00	TRANSPORT	52.00
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10a	<p>This screen is broken out into the following sections:</p> <ul style="list-style-type: none"> ➤ Total Estimated Expenses & Advance Authorized ➤ Expense Category Details ➤ Expense Category Advance Details 																																																																																

Step	Action
10b	The Total Estimated Expense/Advance Authorized section is at the top. It will give the preparer a total estimated amount of the authorization as well as the computed advance amount that is authorized. This is all based off what had been entered for the travel expenses.
10c	The Expense Category Details section gives the preparer the totals using a breakout by Expense Category, payment method and accounting.
10d	The Expense Category Advance Details section gives the preparer a breakout of what expense categories that were used to calculate the Advance Authorized total.
11	<p>Click on Preview Document in the Document Toolbar to have a new window open with the print preview of your travel document.</p>  <p>The screenshot shows a document preview window with a toolbar at the top. The document content is as follows:</p> <pre> ===== 10/13/11 TA PAGE 1 ** Read Privacy Act on Last Page ** DOC NO: 1DABS0050 TRAVEL A 1DABS0050 ===== 1) NAME: Bak, Darren P. VNum: ****-0004 ADDR: PHONE: MAIL CD: ORG: H-06-01 TITLE: DUTY: TZ: 6 SEC CLR: RES: CARD: INVITATIONAL HOURS: 8 FPB BUREAU 14 ===== 2) TRAVEL A 1DABS0050 DATE: 10/13/2011 TYPE: 1-SINGLE-DOMESTIC ===== 3) TRAVEL PURPOSE: 3-TRAINING ATTENDANCE To attend training in Chicago ===== 4) GENERAL ITINERARY ----- DATE TIME DEPARTED/ARRIVED LOCATIONS PER DIEM RATE ----- 06/21/2011 A-RES: , 06/21/2011 A-CHICAGO, IL 06/24/2011 D-CHICAGO, IL 06/24/2011 A RES: , ===== 5) OTHER AUTHORIZATIONS OTHER PRIVATELY-OWNED VEHICLE (6) EST COST ADV AMT COM. CARR 255.00 40.00 LODGING T 50.00 40.00 LODGING P 498.00 398.40 MILE-PerD 248.50 198.80 MILEAGE 100.00 80.00 OTHER NON 50.00 40.00 OTHER TRA 30.00 24.00 RENTAL CA 350.00 280.00 </pre>
11a	<p>The document opens up in an Adobe PDF file. This give the preparer the ability to Print or Save the document using the icons found on the Adobe Toolbar. ( )</p> <p>Notes: Any system generated comments will not appear in section 8 of the document until after the approving official has approved the document. This includes the purchase order (PO) & CBA Obligation numbers.</p> <p>You may print your document at this point, but you may have to reprint the document after the approving official has approved the document. This is due to the requirement for the Travel Management Center (i.e. AdTrav) to have the CBS Obligation number as well as Document History Page that shows the approval in order to get the tickets issued.</p>

Step	Action																																																									
11b	To close this preview, you may click the red “x” in the upper right hand corner. Just be careful that if you had maximized the screen, you only single click the “x” otherwise you may end your Travel Manager session prematurely.																																																									
12	<p>Click on Perform Pre-Audits in the <i>Document Toolbar</i> to open up the <i>Pre-Audit Results</i> screen.</p> <div data-bbox="289 527 1425 1260" style="border: 1px solid black; padding: 5px;"> <p>Pre-Audit Results for 1DABS0050</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> Quick Tip Click the Magnifying Glass icon to view detail comments for each audit process. more</p> </div> <div style="border: 1px solid #ccc; padding: 2px;"> <p>For this Document you can:</p> <p>Close Pre-Audit Results</p> </div> </div> <p>Document Name: 1DABS0050 Type: TA Traveler: Bak, Darren Status: PASS</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #002060; color: white;"> <th colspan="3">Pre-Audit Results</th> </tr> <tr style="background-color: #cccccc;"> <th>Audit Process</th> <th>Status</th> <th>Comments</th> </tr> </thead> <tbody> <tr><td> ACCOUNT VALIDATION</td><td>PASS</td><td></td></tr> <tr><td> AMENDMENTS</td><td>PASS</td><td></td></tr> <tr><td> AMOUNT PAID TO TRAVELER</td><td>PASS</td><td></td></tr> <tr><td> APPROVAL BY TRAVELER</td><td>PASS</td><td></td></tr> <tr><td> DOC CONFERENCE VALIDATION</td><td>PASS</td><td></td></tr> <tr><td> DOC FY END PROCESSING</td><td>PASS</td><td></td></tr> <tr><td> DOC MILEAGE VALIDATION</td><td>PASS</td><td></td></tr> <tr><td> DOC PAA AD-HOC EXPENSES</td><td>PASS</td><td></td></tr> <tr><td> DOC PAA DOCUMENT NAME</td><td>PASS</td><td></td></tr> <tr><td> DOC PAA FOREIGN HOTEL TAX</td><td>PASS</td><td></td></tr> <tr><td> DOC PAA LAUNDRY CONUS</td><td>PASS</td><td></td></tr> <tr><td> DOC PAA LAUNDRY FOREIGN</td><td>PASS</td><td></td></tr> <tr><td> DOC PAA LAUNDRY OC-NON</td><td>PASS</td><td></td></tr> <tr><td> DOC PAA TICKET CLASS</td><td>PASS</td><td></td></tr> <tr><td> DOC PRIOR YEAR PROCESSING</td><td></td><td>This document references PRIOR FISCAL YEAR accounting or dates.</td></tr> <tr><td> UNIQUE TA NUMBER</td><td>PASS</td><td></td></tr> <tr><td> VALIDATE VNUM</td><td>PASS</td><td></td></tr> </tbody> </table> <div style="background-color: #ffff00; padding: 10px; margin-top: 10px;"> <p>Notes: It is a good practice to verify there are no errors with your document prior to submitting it for review and approval.</p> <p>You'll also see new pre-audits due to Post-as-approved (PAA).</p> </div> </div>	Pre-Audit Results			Audit Process	Status	Comments	 ACCOUNT VALIDATION	PASS		 AMENDMENTS	PASS		 AMOUNT PAID TO TRAVELER	PASS		 APPROVAL BY TRAVELER	PASS		 DOC CONFERENCE VALIDATION	PASS		 DOC FY END PROCESSING	PASS		 DOC MILEAGE VALIDATION	PASS		 DOC PAA AD-HOC EXPENSES	PASS		 DOC PAA DOCUMENT NAME	PASS		 DOC PAA FOREIGN HOTEL TAX	PASS		 DOC PAA LAUNDRY CONUS	PASS		 DOC PAA LAUNDRY FOREIGN	PASS		 DOC PAA LAUNDRY OC-NON	PASS		 DOC PAA TICKET CLASS	PASS		 DOC PRIOR YEAR PROCESSING		This document references PRIOR FISCAL YEAR accounting or dates.	 UNIQUE TA NUMBER	PASS		 VALIDATE VNUM	PASS	
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12a	<p>The Pre-Audit Results screen will show the whole document status as well as the individual audit processes the system is checking along with the status of those processes. The processes are:</p> <p>Blank or WARN = Warning FAIL = Failure PASS = Pass</p> <p>A warning just gives preparer an idea that something is different with the document, but will not stop the document from the signing/stamping process. A failure means that something is wrong with the document or a process within the document. These failures have to be fixed prior to the signing/stamping process. A pass lets the preparer know that there were no issues with all of the Travel Manager audit process, so the document is ready for the signing/stamping process.</p>
13	<p>Click on Document Status in the Document Toolbar to open up the Status screen.</p> 
13a	<p>This screen is broken out into the following sections:</p> <ul style="list-style-type: none"> ➤ Status to Apply/Signature PIN ➤ Document Routing ➤ Document History
13b	<p>The Status to Apply/Signature PIN section will automatically select the proper status, which in this case should be signed. The preparer would then enter their signature PIN in that field and then click the Stamp button.</p> <p>Note: The Status to Apply would only have to be selected if making a change after the initial document had been submitted for routing.</p>

Step	Action
13c	<p>The Document Routing section shows the routing that needs to be accomplished. From the creation of the document, it will only show the name of the person who needs to sign the document, which will be the one who prepared it. Once the document has been stamped signed the routing list for reviewers/approvers will then show based upon the criteria set up in the routing lists.</p>
13d	<p>The Document History section shows every status that the document has gone through. This includes any amendments or adjustments as well as the following statuses:</p> <p>CREATED SIGNED REVIEWED PROCESSED APPROVED DATALINKED</p> <p><i>Note: All statuses are in the past tense, whether they have been done or not. If you do not see a status you think should be in the history, it may be because the status has not been stamped yet, so check the Document Routing section.</i></p>

Step	Action																																																						
13e	<ul style="list-style-type: none"> ➤ Enter your <i>Signature PIN</i> ➤ Enter your <i>Remarks</i> ➤ Click the  (<i>and Submit Document</i>) button <p>The <i>Pre-Audit Results for Document #</i> screen appears:</p> <div style="border: 1px solid black; padding: 5px;"> <p>Pre-Audit Results for 1DABS0050</p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 70%;"> <p> Quick Tip Click the Magnifying Glass icon to view detail comments for each audit process. more</p> <p>Document Name: 1DABS0050 Type: TA Traveler: Bak, Darren Status: PASS</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #002060; color: white;"> <th colspan="3">Pre-Audit Results</th> </tr> <tr style="background-color: #444; color: white;"> <th style="width: 60%;">Audit Process</th> <th style="width: 15%;">Status</th> <th style="width: 25%;">Comments</th> </tr> </thead> <tbody> <tr><td> ACCOUNT VALIDATION</td><td>PASS</td><td></td></tr> <tr><td> AMENDMENTS</td><td>PASS</td><td></td></tr> <tr><td> AMOUNT PAID TO TRAVELER</td><td>PASS</td><td></td></tr> <tr><td> APPROVAL BY TRAVELER</td><td>PASS</td><td></td></tr> <tr><td> DOC CONFERENCE VALIDATION</td><td>PASS</td><td></td></tr> <tr><td> DOC FY END PROCESSING</td><td>PASS</td><td></td></tr> <tr><td> DOC MILEAGE VALIDATION</td><td>PASS</td><td></td></tr> <tr><td> DOC PAA AD-HOC EXPENSES</td><td>PASS</td><td></td></tr> <tr><td> DOC PAA DOCUMENT NAME</td><td>PASS</td><td></td></tr> <tr><td> DOC PAA FOREIGN HOTEL TAX</td><td>PASS</td><td></td></tr> <tr><td> DOC PAA LAUNDRY CONUS</td><td>PASS</td><td></td></tr> <tr><td> DOC PAA LAUNDRY FOREIGN</td><td>PASS</td><td></td></tr> <tr><td> DOC PAA LAUNDRY OC-NON</td><td>PASS</td><td></td></tr> <tr><td> DOC PAA TICKET CLASS</td><td>PASS</td><td></td></tr> <tr><td> DOC PRIOR YEAR PROCESSING</td><td></td><td>This document references PRIOR FISCAL YEAR accounting or dates.</td></tr> <tr><td> UNIQUE TA NUMBER</td><td>PASS</td><td></td></tr> </tbody> </table> </div> <div style="width: 25%; border-left: 1px solid black; padding-left: 5px;"> <p>For this Document you can:</p> <div style="display: flex; gap: 5px;"> <div style="border: 1px solid gray; padding: 2px 5px;">Continue</div> Stamping the Document </div> <div style="display: flex; gap: 5px; margin-top: 5px;"> <div style="border: 1px solid gray; padding: 2px 5px;">Cancel</div> Pre-Audit Results </div> </div> </div> </div>	Pre-Audit Results			Audit Process	Status	Comments	 ACCOUNT VALIDATION	PASS		 AMENDMENTS	PASS		 AMOUNT PAID TO TRAVELER	PASS		 APPROVAL BY TRAVELER	PASS		 DOC CONFERENCE VALIDATION	PASS		 DOC FY END PROCESSING	PASS		 DOC MILEAGE VALIDATION	PASS		 DOC PAA AD-HOC EXPENSES	PASS		 DOC PAA DOCUMENT NAME	PASS		 DOC PAA FOREIGN HOTEL TAX	PASS		 DOC PAA LAUNDRY CONUS	PASS		 DOC PAA LAUNDRY FOREIGN	PASS		 DOC PAA LAUNDRY OC-NON	PASS		 DOC PAA TICKET CLASS	PASS		 DOC PRIOR YEAR PROCESSING		This document references PRIOR FISCAL YEAR accounting or dates.	 UNIQUE TA NUMBER	PASS	
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13f	<p>➤ Verify the document status is PASS</p> <p>➤ Click the Continue (<i>Stamping the Document</i>) button</p> <p>The document will then be routed to the first level of the electronic approval process and you will be taken back to the Home screen where a message toward the bottom stating and email has been sent to “email address”—FOR EMPLOYEES ONLY</p> <p>Home</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p> Quick Tip Welcome to Travel Manager. Click the “more” link in Last Documents to go to Open Document Page. Click the “more” link in Review Document to open Review Document Page. Click the Document icon to open the document. more</p> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th colspan="5" style="background-color: #002060; color: white;">Last Documents more</th> <th colspan="5" style="background-color: #002060; color: white;">Documents to review more</th> </tr> <tr> <th>Type</th> <th>Traveler</th> <th>Document Name</th> <th>Dep Date</th> <th>In Use</th> <th>Type</th> <th>Traveler</th> <th>Document Name</th> <th>Dep Date</th> <th>In Use</th> </tr> </thead> <tbody> <tr> <td> TA</td> <td>000400010</td> <td>9KYBS0021</td> <td>06/23/09</td> <td></td> <td> LV</td> <td>000400010</td> <td>9KYBL0001</td> <td>02/09/09</td> <td></td> </tr> <tr> <td> TA</td> <td>000400010</td> <td>9KYBS0002</td> <td>08/03/09</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Messages:</p> <ul style="list-style-type: none"> Email has been sent to:Jonathan.Wolf@noaa.gov <p>For EXCEPTED TRAVELERS – The Home 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> <p>Home</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p> Quick Tip Welcome to Travel Manager. Click the “more” link in Last Documents to go to Open Document Page. Click the “more” link in Review Document to open Review Document Page. Click the Document icon to open the document. more</p> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p> News Please contact your LO Budget Office for guidance on the appropriate accounting code to use for trips that begin or end in FY 2011.</p> <p>REMINDER: TAs created using the procedures for “Emergency Travel and System Downtime” still require electronic approval in the system.</p> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th colspan="5" style="background-color: #002060; color: white;">Last Documents more</th> <th colspan="5" style="background-color: #002060; color: white;">Documents to review more</th> </tr> <tr> <th>Type</th> <th>Traveler</th> <th>Document Name</th> <th>Dep Date</th> <th>In Use</th> <th>Type</th> <th>Traveler</th> <th>Document Name</th> <th>Dep Date</th> <th>In Use</th> </tr> </thead> <tbody> <tr> <td> TA</td> <td>100100004</td> <td>1DABS0050</td> <td>06/21/11</td> <td></td> <td> TA</td> <td>000600001</td> <td>1TSTS0001</td> <td>07/30/11</td> <td>*</td> </tr> <tr> <td> TA</td> <td>000600001</td> <td>1TSTS0001</td> <td>07/30/11</td> <td>*</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Notes: <i>An email will be sent to the first level of review/approval set up in the routing. If there are 3 people that have been set up in the routing list, you will see all of their emails listed on this screen.</i></p> <p><i>Until the document has been approved, a preparer may go back in and adjust the document. If that happens, the preparer will have to re-stamp the document signed for the changes to go through the routing process.</i></p>	Last Documents more					Documents to review more					Type	Traveler	Document Name	Dep Date	In Use	Type	Traveler	Document Name	Dep Date	In Use	 TA	000400010	9KYBS0021	06/23/09		 LV	000400010	9KYBL0001	02/09/09		 TA	000400010	9KYBS0002	08/03/09							Last Documents more					Documents to review more					Type	Traveler	Document Name	Dep Date	In Use	Type	Traveler	Document Name	Dep Date	In Use	 TA	100100004	1DABS0050	06/21/11		 TA	000600001	1TSTS0001	07/30/11	*	 TA	000600001	1TSTS0001	07/30/11	*					
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Demonstration – Manual Approval of Document