

Exercise #2c: Reclaim Travel Voucher

Objectives: • Create a reclaim travel voucher

Notes: *A reclaim travel voucher allows a traveler to claim any expense(s) that were not submitted on the original travel voucher.*

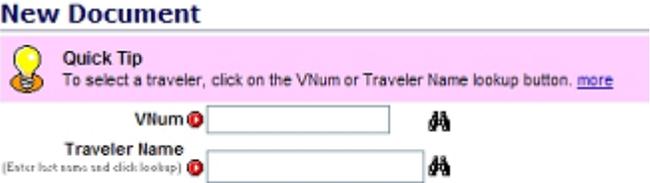
The original TV must be in DATALINKED status prior to a reclaim being submitted.

Instructions: Execute the following steps:

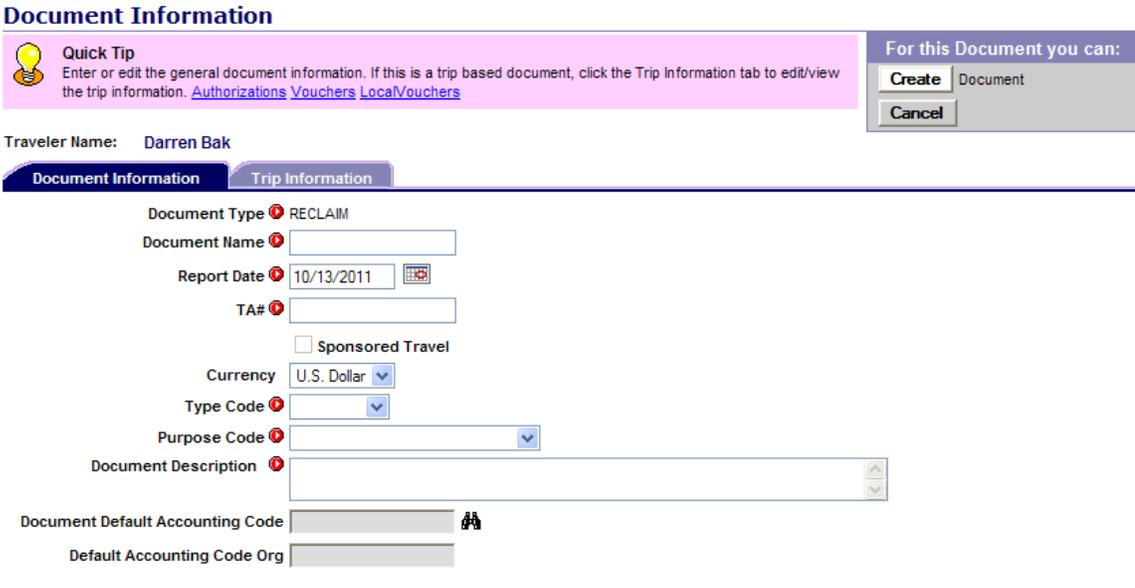
After the travel voucher was submitted, approved and processed for the Chicago trip, the traveler comes to you and explains that they found some receipts that were not submitted with the voucher. Since the voucher status is DATALINKED, you will be able to submit these new expenses using the Reclaim process.

Expenses Excluded from original TV:

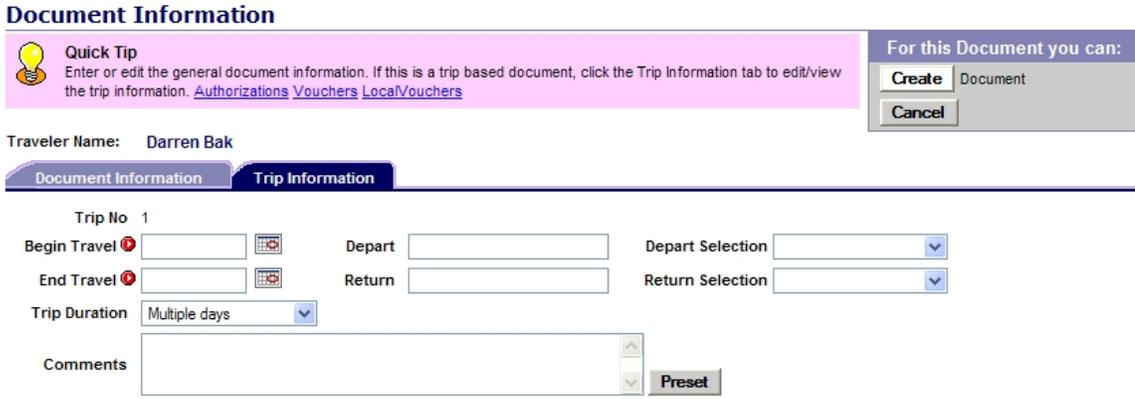
- 6/21 Checked Baggage Fee - \$25.00
- 6/24 Checked Baggage Fee - \$25.00

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

Step	Action																																																																																																																																																																								
2b	<p data-bbox="282 279 1333 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 1024 926"> <p data-bbox="289 394 1024 422">Enter Search Criteria</p> <p data-bbox="370 422 646 449">VNum <input type="text"/> <input type="button" value="Search"/></p> <p data-bbox="581 449 646 476"><input type="button" value="Cancel"/></p> <p data-bbox="289 478 1024 506">Search Results Click on an entry to select it</p> <p data-bbox="289 506 1024 533">Search Results Prev 20 Next 20</p> <table border="1" data-bbox="289 533 1024 926"> <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> 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Name</th> <th>MI</th> <th>VNum</th> </tr> </thead> <tbody> <tr><td>Bak</td><td>Darren</td><td>P</td><td>1001-00004</td></tr> <tr><td>Blanchard</td><td>Tammy</td><td>W</td><td>1001-00010</td></tr> <tr><td>Coons</td><td>Brian</td><td>Z</td><td>1001-00001</td></tr> <tr><td>Elliot</td><td>James</td><td>T</td><td>1001-00003</td></tr> <tr><td>Gaithersburg</td><td>Carolyn</td><td>A</td><td>0001-00006</td></tr> <tr><td>Gaithersburg</td><td>Jackie</td><td>A</td><td>0001-00002</td></tr> <tr><td>Gaithersburg</td><td>Kathy</td><td>A</td><td>0001-00022</td></tr> <tr><td>Gaithersburg</td><td>Larry</td><td>A</td><td>0001-00017</td></tr> <tr><td>Gaithersburg</td><td>Mary</td><td>A</td><td>0001-00010</td></tr> <tr><td>Gaithersburg</td><td>Caleb</td><td>B</td><td>0001-00030</td></tr> <tr><td>Gaithersburg</td><td>Scott</td><td>C</td><td>0001-00009</td></tr> <tr><td>Gaithersburg</td><td>Andrew</td><td>D</td><td>0001-00027</td></tr> <tr><td>Gaithersburg</td><td>Alex</td><td>E</td><td>0001-00026</td></tr> 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2c	<p>The <i>New Document</i> screen appears with your traveler’s name and vendor number filled in.</p>  <p>➤ Click on the Document Type drop-down listing and select RECLAIM</p> <p>➤ Click the Create (<i>this Document</i>) button</p>
3	<p>The <i>Document Information</i> page appears with the <i>Document Information</i> tab highlighted and fields displaying the information contained in the TA.</p>  <p>Note: <i>The preparer will need to know the information from the original voucher.</i></p>

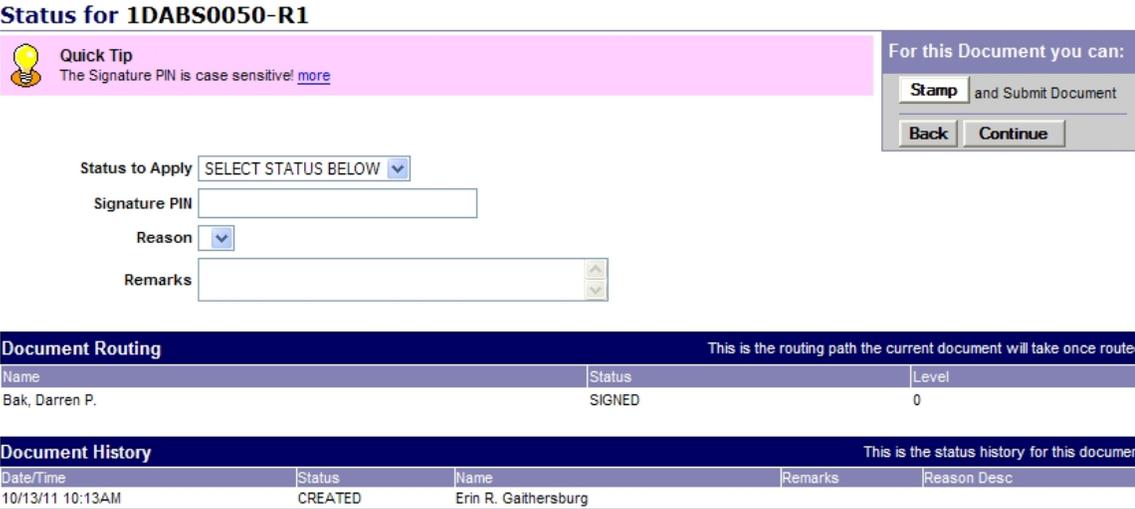
Step	Action
3a	<p>Enter the following information on the <i>Document Information</i> tab:</p> <ul style="list-style-type: none"> ➤ Document Name = (TV#)-R1 ➤ TA# = (TV#) ➤ Type Code = RECLAIM ➤ Purpose Code = 3-TRAINING ATTENDANCE ➤ Document Description = <i>Reclaiming expenses left off the original voucher</i> <p>Document Information</p> <div style="border: 1px solid gray; padding: 5px;"> <p> 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</p> </div> <div style="float: right; border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>For this Document you can:</p> <p><input type="button" value="Create"/> Document</p> <p><input type="button" value="Cancel"/></p> </div> <p>Traveler Name: Darren Bak</p> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>Document Information Trip Information</p> <hr/> <p>Document Type  RECLAIM</p> <p>Document Name  1DABS0050-R1</p> <p>Report Date  10/13/2011 </p> <p>TA#  1DABS0050</p> <p><input type="checkbox"/> Sponsored Travel</p> <p>Currency U.S. Dollar </p> <p>Type Code  RECLAIM </p> <p>Purpose Code  3-TRAINING ATTENDANCE </p> <p>Document Description  Reclaiming expenses left off the original voucher </p> <p>Document Default Accounting Code <input type="text" value=""/> </p> <p>Default Accounting Code Org <input type="text" value=""/></p> </div> <div style="background-color: yellow; padding: 10px; margin-top: 10px;"> <p>Note: The document name can not be exactly the same as the original voucher so (dash) - R1 is added to show it is the first reclaim against that voucher number. Users will need to make sure the dash is added prior to the R1 for edits that will coming in the future. The TA# field must contain the actual voucher number for the system to know it is a valid voucher.</p> </div>

Step	Action
<p>3b</p>	<p>Click on the <i>Trip Information</i> tab</p>  <p>Enter the following information:</p> <ul style="list-style-type: none"> ➤ Begin Travel = <i>06/21/##</i> ➤ Depart = <i>RES</i> ➤ End Travel = <i>06/24/##</i> ➤ Return = <i>RES</i> ➤ Comments (<i>if any</i>) ➤ Click the Create (<i>Document</i>) button
	<p>Notes: <i>The system will not pull up the Itinerary Location portion of the screen for a reclaim voucher.</i></p> <p><i>If any per diem information needs to be added as reclaim expense, the preparer will have to enter those expenses as “ad-hoc” ones.</i></p>

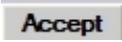
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4	<p>The Document Information screen still appears but the Document Toolbar now has different options available. It will also show your Document Name & TA#.</p> <p>➤ Click on Expenses in the Document Toolbar to bring up the Edit/Enter Expenses screen.</p> <div data-bbox="289 499 1425 1045" style="border: 1px solid black; padding: 5px;"> <p>Edit/Enter Expenses for Reclaim: 1DABS0050-R1</p> <div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 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 style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>Search Criteria</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 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"></th> <th style="text-align: right;">Add Rows</th> <th style="text-align: right;">Prev 25</th> <th style="text-align: right;">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 Method</th> <th>Copy Th</th> </tr> </thead> <tbody> <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> </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> </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> </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> </tr> </tbody> </table> </div> </div>	Expense Entry		Customize Display				Add Rows	Prev 25	Next 25	Delete	Copy	Itemize	Date	Expense Description	Expense Category	Cost	Payment Method	Copy Th	<input type="checkbox"/>			06/21/2011						<input type="checkbox"/>			06/21/2011						<input type="checkbox"/>			06/21/2011						<input type="checkbox"/>			06/21/2011					
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4a	<p>The Baggage Fee, which is what most airlines are now charging for the first checked baggage is now found in the drop-down listing under CHECK BAGGAGE FEES.</p> <p>Enter the following information:</p> <p>6/21 Check Baggage Fee - \$25.00 6/24 Check Baggage Fee - \$25.00</p> <div data-bbox="289 1444 1425 1734" style="background-color: yellow; padding: 5px;"> <p>Notes: Within the Expense Description list, there is an expense for Excess Baggage. This expense is not the same as a baggage fee. The Excess Baggage expense should only be selected if the traveler has more than regular bags or heavier than allowed.</p> <p>The preparer should select the appropriate Expense Category – dependent upon the description of the expense.</p> <p>No Ad-hoc expenses may be added to a Reclaim Voucher</p> </div>																																																						
5	<p>Click on Accounting in the Document Toolbar</p> <p>Validate the appropriate accounting has been added to the document</p>																																																						

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6	<p>Click on Totals in the <i>Document Toolbar</i> to open up the <i>Total Details</i> page.</p> <p>Total Details for 1DABS0050-R1</p> <div style="border: 1px solid gray; padding: 5px;"> <p>Quick Tip If necessary, enter changes and click OK. more</p> </div> <div style="float: right; border: 1px solid gray; padding: 5px; text-align: right;"> <p>For this Document you can:</p> <p>Save & Calculate Totals</p> <p>Back Continue</p> </div> <p style="text-align: center;">Currency: U.S. Dollar</p> <hr/> <p>Expense Summary</p> <hr/> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Total Expenses:</td> <td style="width: 10%;"></td> <td style="width: 10%; text-align: right;">50.00</td> </tr> <tr> <td>Total Non-reimbursable Expenses:</td> <td></td> <td style="text-align: right;">0.00</td> </tr> <tr> <td colspan="3"><hr/></td> </tr> <tr> <td>Total Reimbursable Expenses:</td> <td></td> <td style="text-align: right;">50.00</td> </tr> <tr> <td>Advance Outstanding:</td> <td style="text-align: center;"><input type="text" value="0.00"/></td> <td></td> </tr> <tr> <td>Advance Applied:</td> <td style="text-align: center;"><input type="text" value="0.00"/></td> <td style="text-align: right;">0.00</td> </tr> <tr> <td colspan="3"><hr/></td> </tr> <tr> <td>Total Reimbursable Amount:</td> <td></td> <td style="text-align: right;">50.00</td> </tr> </table> <hr/> <p>Charge Card Reconciliation</p> <hr/> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;"></th> <th style="width: 15%; text-align: center;">All Amounts</th> <th style="width: 15%; text-align: center;">Reimbursable Amounts</th> </tr> </thead> <tbody> <tr> <td>Reimbursable Charge Card Expenses:</td> <td style="text-align: center;">0.00</td> <td style="text-align: center;">0.00</td> </tr> <tr> <td>Non-Reimbursable Charge Card Expenses:</td> <td style="text-align: center;">0.00</td> <td></td> </tr> <tr> <td colspan="3"><hr/></td> </tr> <tr> <td>Total Charge Card Expenses:</td> <td style="text-align: center;">0.00</td> <td style="text-align: center;">0.00</td> </tr> <tr> <td>Charge Card ATM Advance Taken:</td> <td style="text-align: center;">0.00</td> <td style="text-align: center;">0.00</td> </tr> <tr> <td colspan="3"><hr/></td> </tr> <tr> <td>Total Amount On Charge Card:</td> <td style="text-align: center;">0.00</td> <td style="text-align: center;">0.00</td> </tr> <tr> <td>Additional Payment to Charge Card:</td> <td></td> <td style="text-align: center;">0.00</td> </tr> <tr> <td colspan="3"><hr/></td> </tr> <tr> <td>Maximum Charge Card Reimbursement: (Actual reimbursement may be different)</td> <td></td> <td style="text-align: center;">0.00</td> </tr> </tbody> </table> <hr/> <p>Reimbursement Summary</p> <hr/> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Actual Charge Card Reimbursement:</td> <td style="width: 10%;"></td> <td style="width: 10%; text-align: right;">0.00</td> </tr> <tr> <td>Traveler Reimbursement: (Due From Traveler if negative)</td> <td></td> <td style="text-align: right;">50.00</td> </tr> <tr> <td colspan="3"><hr/></td> </tr> <tr> <td>Total Amount Reimbursed:</td> <td></td> <td style="text-align: right;">50.00</td> </tr> </table> <hr/> <p>Expense Category Details</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Trip</th> <th style="width: 30%;">Expense Category</th> <th style="width: 20%;">Payment Method</th> <th style="width: 20%;">Organization</th> <th style="width: 20%;">Accounting Code Label</th> <th style="width: 5%;">Amount</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>OTHER NON-TR</td> <td>OTHER</td> <td></td> <td>NO ACCT CODE</td> <td style="text-align: right;">50.00</td> </tr> </tbody> </table>	Total Expenses:		50.00	Total Non-reimbursable Expenses:		0.00	<hr/>			Total Reimbursable Expenses:		50.00	Advance Outstanding:	<input type="text" value="0.00"/>		Advance Applied:	<input type="text" value="0.00"/>	0.00	<hr/>			Total Reimbursable Amount:		50.00		All Amounts	Reimbursable Amounts	Reimbursable Charge Card Expenses:	0.00	0.00	Non-Reimbursable Charge Card Expenses:	0.00		<hr/>			Total Charge Card Expenses:	0.00	0.00	Charge Card ATM Advance Taken:	0.00	0.00	<hr/>			Total Amount On Charge Card:	0.00	0.00	Additional Payment to Charge Card:		0.00	<hr/>			Maximum Charge Card Reimbursement: (Actual reimbursement may be different)		0.00	Actual Charge Card Reimbursement:		0.00	Traveler Reimbursement: (Due From Traveler if negative)		50.00	<hr/>			Total Amount Reimbursed:		50.00	Trip	Expense Category	Payment Method	Organization	Accounting Code Label	Amount	1	OTHER NON-TR	OTHER		NO ACCT CODE	50.00
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7	<p>Click on Preview Document in the <i>Document Toolbar</i> to have a new window open with the print preview of your travel document.</p>																																																																																	

Step	Action
7a	<p>The traveler must still sign this paper copy because it is a voucher</p> <pre> ===== 6)NON-REIMBURSABLE EXPENSES ----- TOTAL AMOUNT CLAIMED ----- 50.00 ADVANCE OUTSTANDING --- 0.00 ADVANCE APPLIED ----- 0.00 ===== NET TO TRAVELER (GOVT) ----- 50.00 ===== Copyright 1989-2006 Gelco Information Network GSD, Inc. ===== I certify that this RECLAIM is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me. I hereby assign the United States any right I may have against any parties in connection, with reimbursable transportation charges described above, pur- chased under cash payment procedures (41 CFR Part 301-10). 7)TRAVELER SIGNATURE DATE ----- </pre>
8	<p>Click on Perform Pre-Audits in the <i>Document Toolbar</i> to open up the <i>Pre-Audit Results</i> screen. Validate there are no errors. If there are errors, fix the errors and then re-run the Pre-Audit Validation again.</p>

Step	Action
9	<p>Click on Document Status in the <i>Document Toolbar</i> to open up the <i>Status</i> screen.</p> <p>If you are a Group Administrator and created any traveler's (EMPLOYEE or EXCEPTED) traveler document this is what you will see on the <i>Status</i> screen.</p>  <p>The status to apply will say <i>Select Status Below</i> regardless of whether it is an Employee or Excepted traveler. You will have to know what type of traveler this is because Employee's are required to stamp their own vouchers and Excepted travelers you will stamp on behalf of the traveler once the paper copy with signature has been sent to you.</p> <p>You will do the following steps for Employees:</p> <ul style="list-style-type: none"> ➤ Close out the document ➤ Contact the traveler and have them review the voucher ➤ If the voucher is fine for the traveler have the traveler stamp the electronic voucher signed <p>You will do the following steps for Excepted Travelers:</p> <ul style="list-style-type: none"> ➤ Close out the document ➤ Contact the traveler and have them review the paper voucher ➤ If the voucher is alright have the traveler sign the paper voucher and send you the signed copy back ➤ Log back into the system and the voucher and stamp it SIGNED on behalf of the traveler.

Step	Action																														
<p>9a</p>	<p>From the <i>Status</i> screen</p> <p>Status for 1DABS0050-R1</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p> Quick Tip The Signature PIN is case sensitive! more</p> </div> <div style="float: right; border: 1px solid #ccc; padding: 5px; width: fit-content;"> <p>For this Document you can:</p> <p><input type="button" value="Stamp"/> and Submit Document</p> <p><input type="button" value="Back"/> <input type="button" value="Continue"/></p> </div> <p>Status to Apply <input style="width: 100px;" type="text" value="SELECT STATUS BELOW"/> ▼</p> <p>Signature PIN <input style="width: 150px;" type="text"/></p> <p>Reason <input style="width: 50px;" type="text" value="▼"/></p> <p>Remarks <input style="width: 150px; height: 20px;" type="text"/></p> <hr/> <p>Document Routing This is the routing path the current document will take once routed</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Name</th> <th style="width: 20%;">Status</th> <th style="width: 20%;">Level</th> </tr> </thead> <tbody> <tr> <td>Bak, Darren P.</td> <td>SIGNED</td> <td>0</td> </tr> </tbody> </table> <hr/> <p>Document History This is the status history for this document</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Date/Time</th> <th style="width: 15%;">Status</th> <th style="width: 30%;">Name</th> <th style="width: 15%;">Remarks</th> <th style="width: 15%;">Reason Desc</th> </tr> </thead> <tbody> <tr> <td>10/13/11 10:13AM</td> <td>CREATED</td> <td>Erin R. Gaithersburg</td> <td></td> <td></td> </tr> </tbody> </table> <p>➤ Change the Status to Apply to SIGNED</p> <p>➤ Enter your <i>Signature PIN</i></p> <p>➤ Enter your <i>Remarks</i> if any</p> <p>➤ Click the <input type="button" value="Stamp"/> (<i>and Submit Document</i>) button</p>	Name	Status	Level	Bak, Darren P.	SIGNED	0	Date/Time	Status	Name	Remarks	Reason Desc	10/13/11 10:13AM	CREATED	Erin R. Gaithersburg																
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<p>9b</p>	<p>The <i>Pre-Audit Results for Document #</i> screen appears.</p> <p>➤ Verify the document status is PASS</p> <p>➤ Click the <input type="button" value="Continue"/> (<i>Stamping the Document</i>) button</p> <p>Pre-Audit Results for 1DABS0050-R1</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p> Quick Tip Click the Magnifying Glass icon to view detail comments for each audit process. more</p> </div> <div style="float: right; border: 1px solid #ccc; padding: 5px; width: fit-content;"> <p>For this Document you can:</p> <p><input type="button" value="Continue"/> Stamping the Document</p> <p><input type="button" value="Cancel"/> Pre-Audit Results</p> </div> <p>Document Name: 1DABS0050-R1</p> <p>Type: RECLAIM</p> <p>Traveler: Bak, Darren</p> <p>Status: PASS</p> <hr/> <p>Pre-Audit Results</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Audit Process</th> <th style="width: 20%;">Status</th> <th style="width: 20%;">Comments</th> </tr> </thead> <tbody> <tr><td> ACCOUNT VALIDATION</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 MILEAGE VALIDATION</td><td>PASS</td><td></td></tr> <tr><td> DOC PAA DOCUMENT NAME</td><td>PASS</td><td></td></tr> <tr><td> DOC PAA TICKET CLASS</td><td>PASS</td><td></td></tr> <tr><td> RECLAIM DOCUMENTS</td><td>PASS</td><td></td></tr> <tr><td> VALIDATE VNUM</td><td>PASS</td><td></td></tr> </tbody> </table>	Audit Process	Status	Comments	 ACCOUNT VALIDATION	PASS		 AMOUNT PAID TO TRAVELER	PASS		 APPROVAL BY TRAVELER	PASS		 DOC CONFERENCE VALIDATION	PASS		 DOC MILEAGE VALIDATION	PASS		 DOC PAA DOCUMENT NAME	PASS		 DOC PAA TICKET CLASS	PASS		 RECLAIM DOCUMENTS	PASS		 VALIDATE VNUM	PASS	
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10	<p>The <i>Signature</i> screen appears with a statement that should be read.</p> <p>Signature for 1DABS0050-R1</p> <div data-bbox="289 384 1425 478"> <p> Quick Tip If you agree with the statement, click Accept. more</p> <p>For this Document you can:</p> <p><input type="button" value="Accept"/> Signature Text</p> <p><input type="button" value="Cancel"/> Stamping</p> </div> <div data-bbox="289 499 1425 968"> <p>FRAUDULENT CLAIM — Falsification of an item in an expense account works a forfeiture of the claim (28 U.S.C. 2514) and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287; id. 1001).</p> <p>CLAIMANT'S RESPONSIBILITIES AND ELECTRONIC SIGNATURE ACCEPTANCE: I certify that this voucher is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me. I hereby assign to the United States any right I may have against any parties in connection, with reimbursable transportation charges described above, purchased under cash payment procedures (41 CFR Part 301-10). I verify that I have all receipts necessary to support the claims in this voucher. Any exceptions are noted in the comments section.</p> <p>**IMPORTANT NOTICE** **Hard copy vouchers are only required by Finance when Selected for Audit and/or pertain to an Excepted/Invitational Traveler. Email notification will be sent to the Preparer, Traveler and Approving Official from Travel.Reimbursements@noaa.gov within 24 hours of electronic approval should voucher submission be required. If you receive notification indicating the hard copy voucher is required, a photo copy of the complete travel package should be sent to your servicing Finance within three (3) days of electronic approval. DO NOT SEND ORIGINALS. Retain original documents in the field according to the record retention policy and procedures set forth by your Line Office. Vouchers requiring hard copy submission will <u>not</u> be approved for payment in the Core Financial System until the hard copy voucher is received in Finance accordingly.</p> </div> <p>➤ Click the  (<i>Signature Text</i>) button</p> <p>The Employee's 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> <div data-bbox="289 1247 1219 1507"> <p>Home</p> <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> <table border="1"> <thead> <tr> <th colspan="5">Last Documents more</th> <th colspan="5">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> TV</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 </div> <p>The Excepted Traveler's document will NOT be routed and you will have to have reviewers review the document (if needed) outside of the system and then contact the approving official to stamp the document "manually".</p>	Last Documents more					Documents to review more					Type	Traveler	Document Name	Dep Date	In Use	Type	Traveler	Document Name	Dep Date	In Use	TV	000400010	9KYBS0021	06/23/09		LV	000400010	9KYBL0001	02/09/09		TA	000400010	9KYBS0002	08/03/09						
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