

Exercise #4: Local Voucher

Objectives:

- Create a local travel voucher

Notes:

Local Travel is defined as travel that:

- 1) *Does not have any common carrier costs*
- 2) *Is Not Entitled to Per Diem*
 - a. *Within 50 miles of Duty Station*
 - b. *Within 50 miles of Residence*
 - c. *Is 12 hours or less*

The above criteria are defined under FTR 301-10.3 & 301-11.1.

Temporary Duty (TDY) authorization numbers are not to be used for local travel. It is up to each office to determine its own numbering scheme for Local Vouchers. Local Voucher authorization numbers must be unique and consist of nine alphanumeric characters with no special characters.

Employees who perform temporary duty travel within the local area may claim transportation expenses under the following conditions set forth by the Federal Travel Regulations:

1. ***Local transit systems.*** *Employees may claim expenses incurred while taking local transit systems to and from official business.*
 - a. *Taxis may be claimed if the employee does not have a Government (GSA) vehicle available and/or a Government provided shuttle, or the METRO could not be used.*
 - b. *METRO/subway or bus may be claimed to and from the temporary duty location. If the employee normally uses the METRO system for their daily commute, only the excess cost above and beyond their daily commute cost may be claimed.*
2. ***Privately owned vehicle (POV).*** *Mileage and parking expenses for the use of a privately owned automobile may be reimbursed if a GSA vehicle or Government provided shuttle was not available, or the METRO system could not be used. If the employee normally uses their vehicle for the daily commute, only the miles in excess of those usually traveled are claimed as expenses*

Instructions: Execute the following steps:

You work in the Germantown, MD area. You've been asked to attend some meetings being held in Silver Spring, MD. The government car is unavailable for the dates of your meetings, so on February 7th you drive from work and park and on February 9th you park at the metro and take

the metro into Silver Spring.

Actual Expenses

2/7 – 42 miles roundtrip

2/7 - \$4 parking

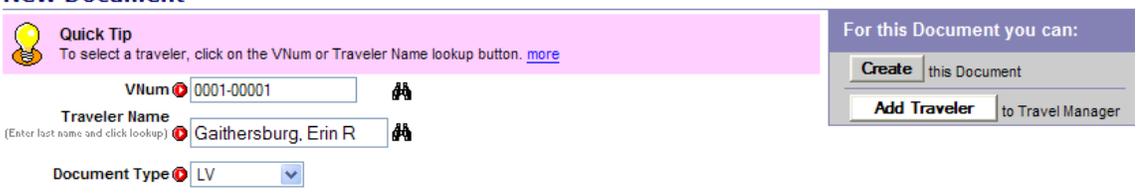
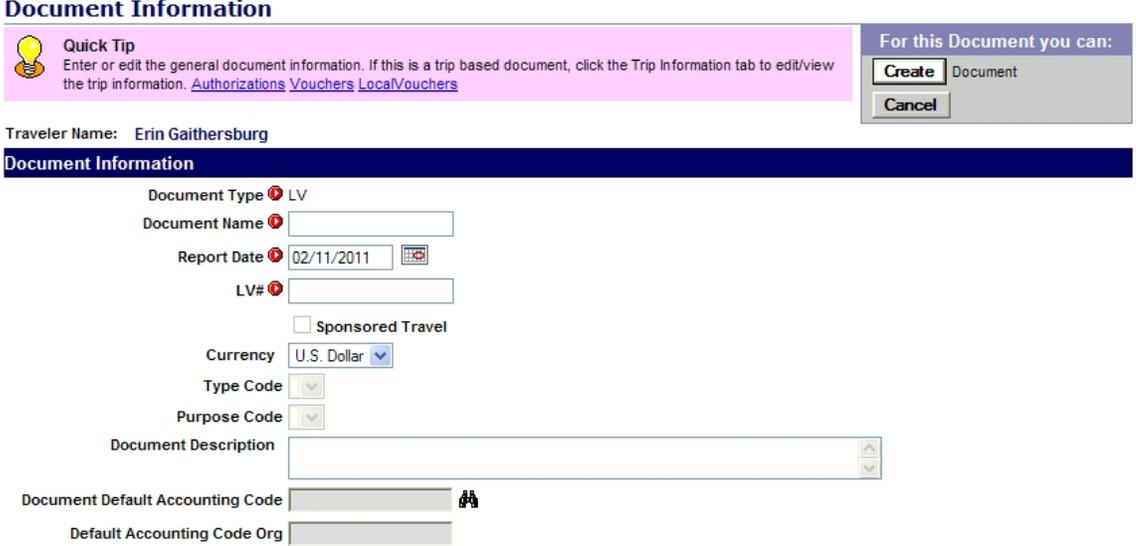
2/9 - \$4.75 metro parking

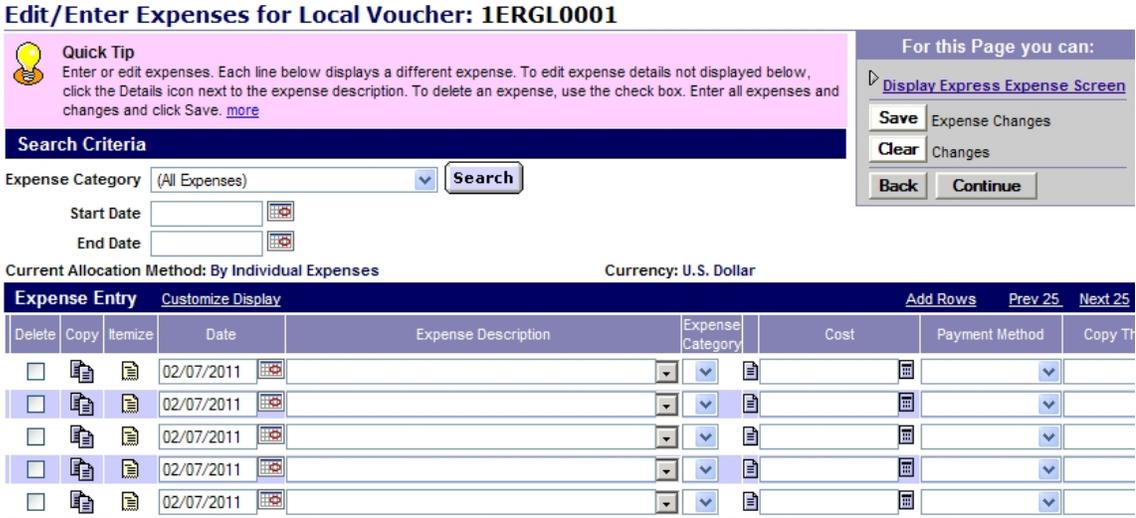
2/9 - \$10.40 roundtrip metro fare

2/9 – 16 miles roundtrip

Step	Action
1	From the <i>Home</i> screen: ➤ 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. 

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2a1	<p>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 1023 924"> <p>Enter Search Criteria</p> <p>VNum <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Cancel"/></p> <p>Search Results Click on an entry to select it</p> <p>Search Results Prev 20 Next 20</p> <table border="1"> <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> <tr><td>0001-00005</td><td>Gaithersburg</td><td>Robert</td><td>O</td></tr> <tr><td>0001-00006</td><td>Gaithersburg</td><td>Carolyn</td><td>A</td></tr> 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2b	<p>The <i>New Document</i> screen appears.</p>  <p>➤ Click on the Document Type drop-down listing and select <i>LV</i></p> <p>➤ Click the Create (<i>this Document</i>) button</p>
3	<p>The <i>Document Information</i> screen appears. It is different than the TA or TV screen in that it does not have tabs at the top.</p>  <p>Enter the following information:</p> <p>➤ Document Name = <i>Same as LV#</i></p> <p>➤ Report Date = <i>02/07/##</i></p> <p>➤ LV# = <i>LV# listed on your sheet</i></p> <p>➤ Click Create (<i>Document</i>) button</p>

Step	Action
4	<p>Click on Expenses in the <i>Document Toolbar</i> to bring up the <i>Edit/Enter Expenses</i> screen.</p>  <p>Enter the following information:</p> <p>2/7 – 42 miles roundtrip 2/7 - \$4 parking</p> <p>2/9 - \$4.75 metro parking 2/9 - \$10.40 roundtrip metro fare 2/9 – 16 miles roundtrip</p> <p>➤ Click the Save (<i>Expense Changes</i>) button when completed</p> <p>Notes: Just a reminder – you can click on the <i>Mileage Details</i> tab to add the locations traveling to and from.</p> <p>When entering expenses on Local Vouchers in ITM 9.0, if users click on the Copy icon to copy an individual line, the copied line is modified to be non-reimbursable, even when the original expense being copied was reimbursable. When this occurs, the user is unable to correct this. Until further notice, please do not use the Copy icon to copy expenses on Local Vouchers. Create each expense line manually.</p>
5	<p>Click on Accounting in the <i>Document Toolbar</i> to open up the <i>Available Accounting Code</i> screen.</p> <p>➤ Verify there is current FY accounting code ➤ If there is not, click on one from your master list</p>

Step	Action
6	<ul style="list-style-type: none"> ➤ Click on Document Summary in the <i>Document Toolbar</i> to open up the <i>Document Summary</i> screen. ➤ Scroll to the bottom of the screen, enter in the comments section, the reason for this local voucher (i.e. meetings in Silver Spring, MD) ➤ Save the information added
7	<ul style="list-style-type: none"> ➤ Check the totals ➤ Preview the document ➤ Do Pre-Audit Results ➤ Close out the document <p>Remember if this is not your local voucher, the employee will have to stamp it signed.</p> <p><i>Note: The PDF (paper copy) file for Local Vouchers has a display issue which is causing the subtotals on the right side of the page to calculate incorrectly. This does not impact the actual reimbursement to the traveler and the document totals remain correct. The issue is only with the subtotals. There is no workaround for this issue at this time. The document totals are correct.</i></p>