

Exercise #5a: Create TA – Duty Station not in Per Diem Table**Objectives:**

- Create a Travel Authorization
- Select a location that is not in the Per Diem Table

Notes:

For domestic locations inside of the continental United States (CONUS):

1. *Check to see if your TDY location(s) is listed by GSA as a key city;*
2. *If it is not listed as a key city, check to see if the county for your TDY location(s) is listed;*
3. *If neither the city nor county are listed, you would use the standard per diem rate by entering the location manually and checking the Unlisted checkbox.*

To look up counties for domestic locations, use www.naco.org

www.fedrooms.com allows a government traveler to find hotel rooms that are at or below per diem rates.

For foreign locations or U.S. locations outside of the continental United States (CONUS), i.e., Alaska, Hawaii, Northern Mariana Islands, etc:

1. *Check to see if the TDY location is listed by the Department of State (Foreign) or the Department of Defense (OCONUS);*
2. *If the TDY location is not listed, you would use the “OTHER” per diem rate assigned to that state or country by entering the location manually and checking the Unlisted checkbox.*

Instructions: Execute the following steps:

You have been asked to do a site visit to Long Beach and Crescent City (California). You leave on March 7th to go to Long Beach. You leave Long Beach on March 9th to go to Crescent City. You return home on March 11th. Your authorization will need to include the following costs:

Estimated Expenses

\$765.00 = Round-trip air fare

\$24.60 = Transaction Fee

\$600 for Rental Car

\$100 for Rental Car Gas

\$60 for Parking at hotel

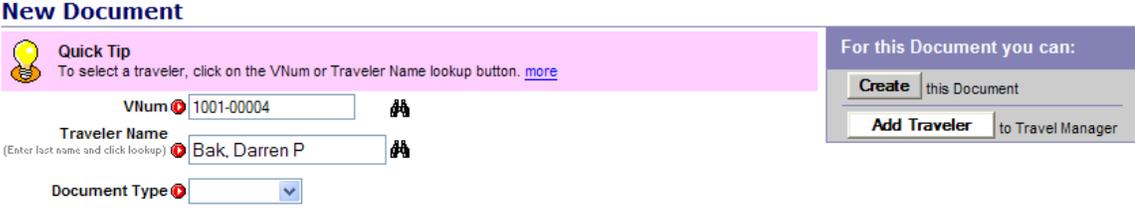
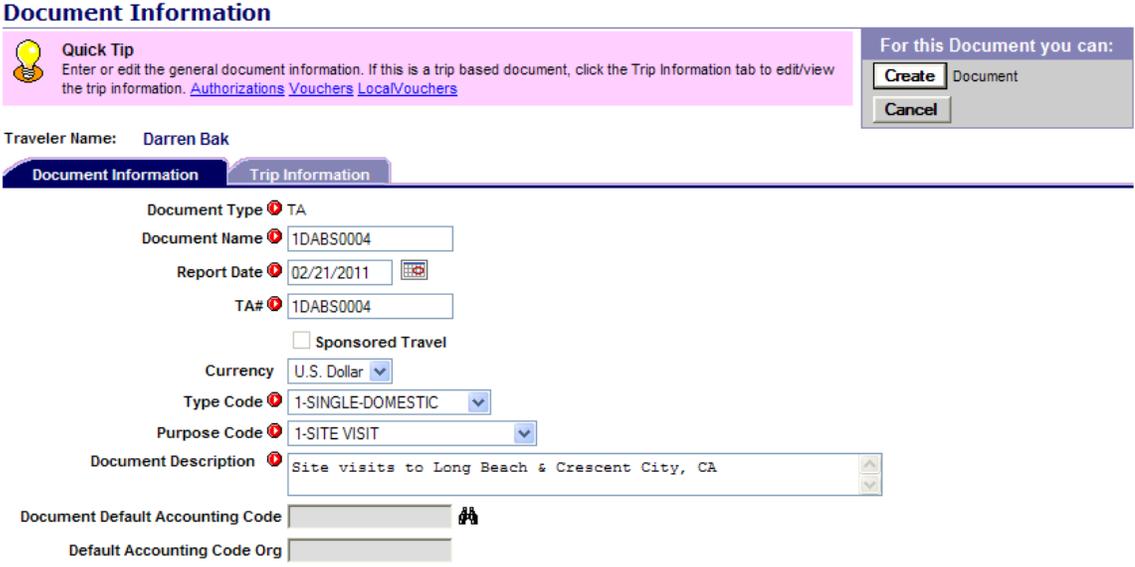
\$100 for Hotel Tax

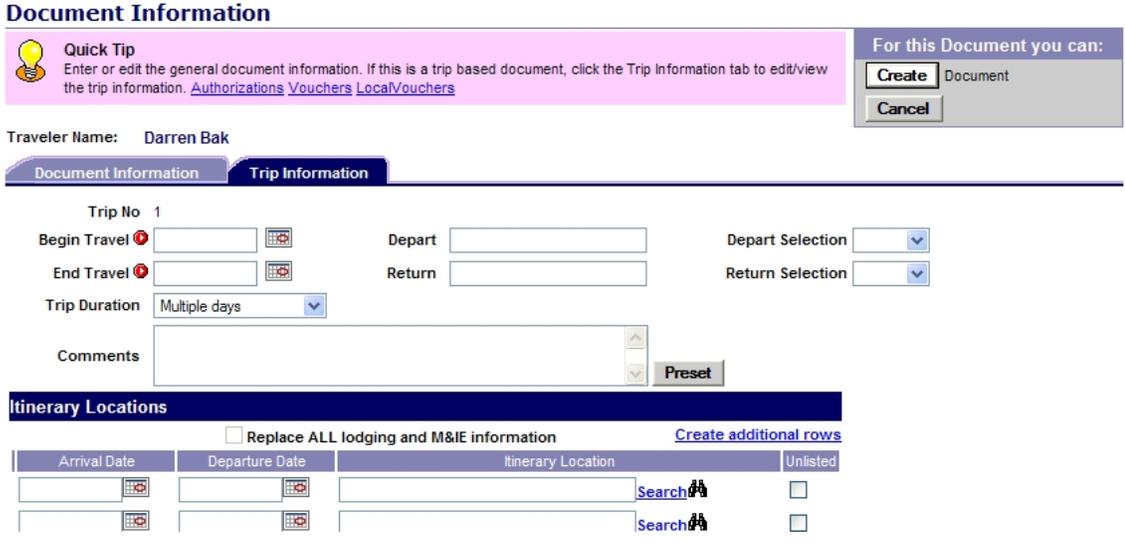
\$150 for Taxi

\$100 for Checked Baggage Fees

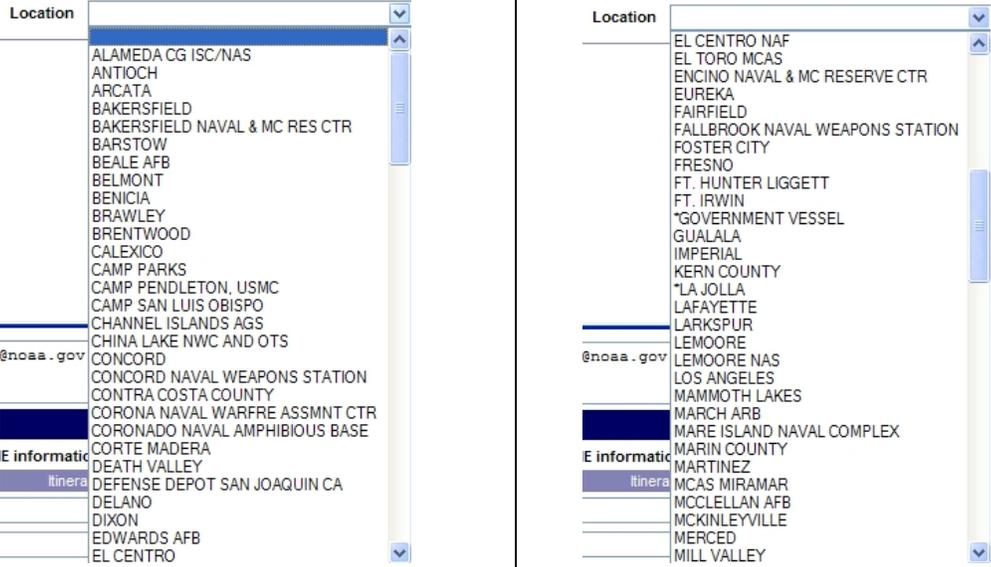
Step	Action
1	<p>From the <i>Home</i> screen:</p> <p>➤ Click Create New Document from the <i>Document Toolbar</i></p>
2	<p>For a Group Administrator, you will need to select a traveler by clicking on the Lookup icon  by either the VNum or Traveler Name field.</p> <div data-bbox="298 659 948 848"> <p>New Document</p> <div style="background-color: #f0e6ff; padding: 5px; border: 1px solid #ccc;"> <p> Quick Tip To select a traveler, click on the VNum or Traveler Name lookup button. more</p> </div> <p>VNum  <input type="text"/> </p> <p>Traveler Name  <input type="text"/>  <small>(Enter last name and click lookup)</small></p> </div>

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2a	<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="282 386 1024 472">Enter Search Criteria</p> <p data-bbox="282 472 1024 506">VNum <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Cancel"/></p> <p data-bbox="282 506 1024 539">Search Results Click on an entry to select it</p> <p data-bbox="282 539 1024 573">Search Results Prev 20 Next 20</p> <table border="1" data-bbox="282 573 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> <tr><td>0001-00004</td><td>Gaithersburg</td><td>Michael</td><td>I</td></tr> 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2b	<p>The <i>New Document</i> screen appears with your traveler’s name and vendor number filled in.</p>  <p>New Document</p> <p>Quick Tip To select a traveler, click on the VNum or Traveler Name lookup button. more</p> <p>VNum 1001-00004</p> <p>Traveler Name (Enter last name and click lookup) Bak, Darren P</p> <p>Document Type</p> <p>For this Document you can: Create this Document Add Traveler to Travel Manager</p> <ul style="list-style-type: none"> ➤ Click on the Document Type drop-down listing and select TA ➤ Click the Create (<i>this Document</i>) button
3	<p>The <i>Document Information</i> screen appears with the <i>Document Information</i> 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>Document Information</p> <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> <p>For this Document you can: Create Document Cancel</p> <p>Traveler Name: Darren Bak</p> <p>Document Information Trip Information</p> <p>Document Type TA</p> <p>Document Name 1DABS0004</p> <p>Report Date 02/21/2011</p> <p>TA# 1DABS0004</p> <p><input type="checkbox"/> Sponsored Travel</p> <p>Currency U.S. Dollar</p> <p>Type Code 1-SINGLE-DOMESTIC</p> <p>Purpose Code 1-SITE VISIT</p> <p>Document Description Site visits to Long Beach & Crescent City, CA</p> <p>Document Default Accounting Code</p> <p>Default Accounting Code Org</p> <p>Enter the following information:</p> <ul style="list-style-type: none"> ➤ Document Name = <i>Same as TA#</i> ➤ TA# = <i>Use the next one listed on your domestic log</i> ➤ Type Code = <i>1-SINGLE-DOMESTIC</i> ➤ Purpose Code = <i>1-SITE VISIT</i> ➤ Document Description = <i>Site visits to Long Beach & Crescent City, CA</i> <p><i>**Report Date automatically populates with current system date**</i></p>

Step	Action
4a	<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 = 03/07/## ➤ Depart = RES ➤ End Travel = 03/11/## ➤ Return = RES

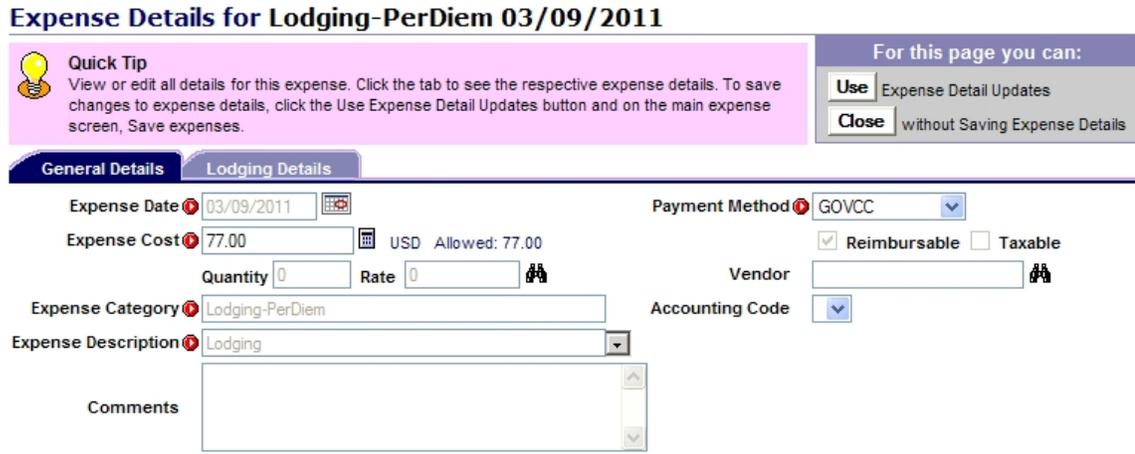
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4b	<p>The values selected in the Begin & End Travel dates will automatically populate in the <i>Itinerary Location</i> area. These dates must be filled in prior to filing in the <i>Itinerary Location</i> field.</p> <div data-bbox="293 428 1414 625" 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>03/07/11 </td> <td>03/11/11 </td> <td><input type="text"/> Search </td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="text"/> </td> <td><input type="text"/> </td> <td><input type="text"/> Search </td> <td><input type="checkbox"/></td> </tr> </tbody> </table> </div> <p>Change the first line for Departure Date from 3/5 to 3/3. You'll notice that a new line will appear that will automatically populated using the departure date as the arrival date on the next line as well as populating the departure date with the end date.</p> <div data-bbox="293 827 1414 1024" 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>03/07/11 </td> <td>03/09/11 </td> <td><input type="text"/> Search </td> <td><input type="checkbox"/></td> </tr> <tr> <td>03/09/11 </td> <td>03/11/11 </td> <td><input type="text"/> Search </td> <td><input type="checkbox"/></td> </tr> </tbody> </table> </div>	Arrival Date	Departure Date	Itinerary Location	Unlisted	03/07/11	03/11/11	<input type="text"/> Search	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> Search	<input type="checkbox"/>	Arrival Date	Departure Date	Itinerary Location	Unlisted	03/07/11	03/09/11	<input type="text"/> Search	<input type="checkbox"/>	03/09/11	03/11/11	<input type="text"/> Search	<input type="checkbox"/>
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4c	<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 which will then based off that selection, populate another drop-down list for the cities for that selection.</p> <ul style="list-style-type: none"> ➤ Select California from the State/Country drop-down list ➤ Click the Location drop-down list and search for Long Beach and Crescent City 																								

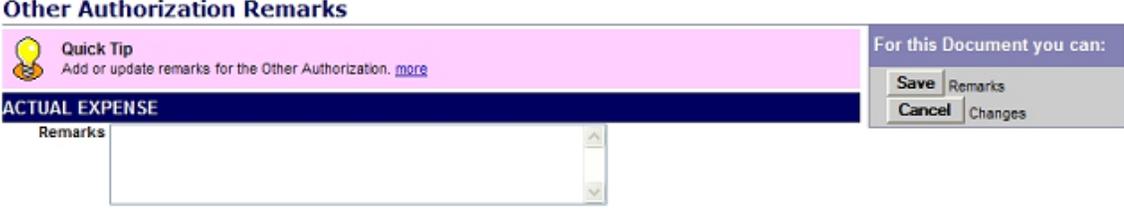
Step	Action
	
4c1	<p>Neither location is listed under California per diem rates. Click Cancel to close out the window.</p> <p>So the next thing to do is find out what county they fall under. You can do a search on the internet using the GSA or www.naco.org. If using www.naco.org you will need to do the following steps:</p> <ol style="list-style-type: none"> 1) Click on About Counties 2) Click on the sub-option Find a County 3) On the new page, click the link City-County Search 4) Search for your cities, find the county they belong in <p>Our locations belong to the following counties:</p> <p>Long Beach = Los Angeles County Crescent City = Del Norte County</p> <p>You can then try and find out what other cities fall under those counties and use that location if listed. If none of the locations listed in the same county are listed, you will be able to type the location in the field and check the UNLISTED checkbox.</p>

Step	Action												
4d	<p>Long Beach being under Los Angeles County has the location of Los Angeles in the per diem table. No other locations are listed for the county of Del Norte, so we will type that location in the field and check the unlisted checkbox. When typing in a location not in the per diem table, make sure that there are no spaces between the city, comma, and state abbreviation.</p> <div data-bbox="298 499 1425 695" 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>03/07/11 </td> <td>03/09/11 </td> <td>LOS ANGELES,CA Search </td> <td><input type="checkbox"/></td> </tr> <tr> <td>03/09/11 </td> <td>03/11/11 </td> <td>Crescent City, CA Search </td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table> </div> <p>Go up to the comments field and enter comments about Long Beach & Crescent City not being in the per diem tables.</p> <div data-bbox="289 852 1425 905" style="border: 1px solid black; padding: 5px;"> <p>Long Beach and Crescent City are not in the per diem table. Long Beach is under LA County so using Los Angeles as location for per diem purposes. </p> </div> <p>➤ Click the (Document) button</p>	Arrival Date	Departure Date	Itinerary Location	Unlisted	03/07/11	03/09/11	LOS ANGELES,CA Search	<input type="checkbox"/>	03/09/11	03/11/11	Crescent City, CA Search	<input checked="" type="checkbox"/>
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5	<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>Document Information for 1DABS0004</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <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="border: 1px solid black; padding: 5px; margin-bottom: 10px; float: right;"> <p>For this Document you can:</p> <p>Save Changes to Document Information</p> <p>Cancel</p> <p>Back Continue</p> </div> <p>Traveler Name: Darren Bak</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Document Information Trip Information</p> <p>Trip No 1</p> <p>Begin Travel 03/07/2011 Depart RES: Depart Selection RES: v</p> <p>End Travel 03/11/2011 Return RES: Return Selection RES: v</p> <p>Trip Duration Multiple days v</p> <p>Comments Long Beach and Crescent City are not in the per diem table. Long Beach is under LA County so using Los Angeles as location for per diem v Preset</p> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <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>Delete</th> <th>Arrival Date</th> <th>Departure Date</th> <th>Itinerary Location</th> <th>Unlisted</th> </tr> </thead> <tbody> <tr> <td>X</td> <td>03/07/11</td> <td>03/09/11</td> <td>LOS ANGELES, CA Search</td> <td><input type="checkbox"/></td> </tr> <tr> <td>X</td> <td>03/09/11</td> <td>03/11/11</td> <td>CRESCENT CITY, CA Search</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table> </div> <p>Click on Expenses in the Document Toolbar to bring up the Edit/Enter Expenses screen with M&IE and Lodging costs already filled in based upon what was entered on the itinerary.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Expense Entry Customize Display Add Rows Prev 25 Next 25</p> <table border="1"> <thead> <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> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>03/07/2011</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>123.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>03/07/2011</td> <td>M&IE</td> <td>M&IE-PerDiem</td> <td>53.25</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>03/08/2011</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>123.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>03/08/2011</td> <td>M&IE</td> <td>M&IE-PerDiem</td> <td>71.00</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>03/09/2011</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>77.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>03/09/2011</td> <td>M&IE</td> <td>M&IE-PerDiem</td> <td>46.00</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>03/10/2011</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>77.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>03/10/2011</td> <td>M&IE</td> <td>M&IE-PerDiem</td> <td>46.00</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>03/11/2011</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>0.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>03/11/2011</td> <td>M&IE</td> <td>M&IE-PerDiem</td> <td>34.50</td> <td>OTHER</td> </tr> </tbody> </table> </div> <p>Note: The current CONUS M&IE costs in production are \$77 & \$46.</p>	Delete	Arrival Date	Departure Date	Itinerary Location	Unlisted	X	03/07/11	03/09/11	LOS ANGELES, CA Search	<input type="checkbox"/>	X	03/09/11	03/11/11	CRESCENT CITY, CA Search	<input checked="" type="checkbox"/>	Delete	Copy	Itemize	Date	Expense Description	Expense Category	Cost	Payment Method	<input type="checkbox"/>			03/07/2011	Lodging	Lodging-PerDiem	123.00	GOVCC	<input type="checkbox"/>			03/07/2011	M&IE	M&IE-PerDiem	53.25	OTHER	<input type="checkbox"/>			03/08/2011	Lodging	Lodging-PerDiem	123.00	GOVCC	<input type="checkbox"/>			03/08/2011	M&IE	M&IE-PerDiem	71.00	OTHER	<input type="checkbox"/>			03/09/2011	Lodging	Lodging-PerDiem	77.00	GOVCC	<input type="checkbox"/>			03/09/2011	M&IE	M&IE-PerDiem	46.00	OTHER	<input type="checkbox"/>			03/10/2011	Lodging	Lodging-PerDiem	77.00	GOVCC	<input type="checkbox"/>			03/10/2011	M&IE	M&IE-PerDiem	46.00	OTHER	<input type="checkbox"/>			03/11/2011	Lodging	Lodging-PerDiem	0.00	GOVCC	<input type="checkbox"/>			03/11/2011	M&IE	M&IE-PerDiem	34.50	OTHER
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6	<p data-bbox="282 281 1149 310">Enter the following information on the <i>Edit/Enter Expenses</i> screen:</p> <table data-bbox="282 352 922 642"> <tr> <td data-bbox="282 352 646 382">Airline Flight</td> <td data-bbox="665 352 922 382">\$765.00 (Class = Y)</td> </tr> <tr> <td data-bbox="282 390 565 420">TMC Transaction Fee</td> <td data-bbox="665 390 753 420">\$24.60</td> </tr> <tr> <td data-bbox="282 428 422 457">Rental Car</td> <td data-bbox="665 428 769 457">\$600.00</td> </tr> <tr> <td data-bbox="282 466 552 495">Gas-Rental/Govt Car</td> <td data-bbox="665 466 769 495">\$100.00</td> </tr> <tr> <td data-bbox="282 504 448 533">Parking Fees</td> <td data-bbox="665 504 753 533">\$60.00</td> </tr> <tr> <td data-bbox="282 541 412 571">Hotel Tax</td> <td data-bbox="665 541 769 571">\$100.00</td> </tr> <tr> <td data-bbox="282 579 341 609">Taxi</td> <td data-bbox="665 579 769 609">\$150.00</td> </tr> <tr> <td data-bbox="282 617 539 646">Check Baggage Fee</td> <td data-bbox="665 617 769 646">\$100.00</td> </tr> </table> <p data-bbox="282 680 1088 709">➤ Click the <input type="button" value="Save"/> (<i>Expense Changes</i>) button when completed</p> <p data-bbox="282 751 1360 823">The hotel costs for Crescent City are \$85.00. This is more than CONUS rate of \$77. Your approving official has given verbal approval to do actual costs for the lodging.</p>	Airline Flight	\$765.00 (Class = Y)	TMC Transaction Fee	\$24.60	Rental Car	\$600.00	Gas-Rental/Govt Car	\$100.00	Parking Fees	\$60.00	Hotel Tax	\$100.00	Taxi	\$150.00	Check Baggage Fee	\$100.00
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<p>6a</p>	<p>One way to enter an actual cost is by going into the details of the expense.</p> <ul style="list-style-type: none"> ➤ Click on the <i>Expense Detail</i>  icon  <p>This will open up a new window:</p>  <ul style="list-style-type: none"> ➤ Enter the actual cost in the <i>Expense Cost</i> field (i.e. \$85.00) ➤ Click the drop-down arrow for the <i>Expense Description</i> field ➤ Select Lodging – Actuals ➤ Click Use  <ul style="list-style-type: none"> ➤ Click the Save (<i>Expense Changes</i>) button when completed
<p>6b</p>	<p>The other way is to stay on the Expense screen and go to the Lodging Line that needs actual cost.</p> <ul style="list-style-type: none"> ➤ Click the drop-down arrow for <i>Expense Description</i> field ➤ Select Lodging – Actuals ➤ Enter the actual cost in the <i>Expense Cost</i> field (i.e. \$85.00)  <ul style="list-style-type: none"> ➤ Click the Save (<i>Expense Changes</i>) button when completed

Step	Action
7	<p>Click on Other Authorizations in the <i>Document Toolbar</i> to open up the <i>Other Authorizations</i> screen.</p> <ul style="list-style-type: none"> ➤ Verify <i>Actual Expense</i> is listed at the bottom of the screen ➤ Click on the name
7a	<p>The <i>Other Authorization Remarks</i> screen appears.</p>  <ul style="list-style-type: none"> ➤ Enter Remarks (i.e. per diem location not in table, hotel costs more than CONUS Rate) ➤ Click Save (<i>Remarks</i>)
8	<p>Click on Accounting in the <i>Document Toolbar</i> to open up the <i>Available Accounting Code</i> screen.</p> <ul style="list-style-type: none"> ➤ Verify there is current FY accounting code ➤ If there is not, click on one from your master list
9	<p>Finish the process with your TA:</p> <ul style="list-style-type: none"> ➤ Check the totals ➤ Preview the document ➤ Review Pre-Audits ➤ Stamp Document Signed ➤ Click Continue on Pre-Audit screen <p>FOR EMPLOYEES TRAVLERS – the document will then be routed to the first level of the electronic approval process and you will be taken back to the <i>Home</i> screen where a message toward the bottom stating and email has been sent to “email address”.</p> <p>For EXCEPTED TRAVELERS – the <i>Home</i> 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>AWAIT TRAINER TO APPROVE ALL DOCUMENTS BEFORE CONTINUING WITH THE NEXT EXERCISE.</p>	