

Exercise #9b: Amendment to Travel Authorization (Remove Foreign Location)

Objectives: • Amend a Travel Authorization

Notes:

If a foreign location is on the original authorization and that part of the trip changes, the authorization will need to be amended to remove the foreign location due to the object classes being used for domestic and foreign travel. However, if the trip was already ticketed, an amendment can not be done. If the tickets hadn't been issued yet, the amendment needs to be done prior to voucher being created.

If tickets have been issued, contact Client Services Help Desk for further instructions on how to work on Amending the TA.

Instructions: Execute the following steps:

The trip to Toronto, Canada has been canceled and the tickets were not issued. An amendment will need to be done to the authorization to remove the foreign location and any costs associated with that part of the trip.

| Step | Action |
|---|--|
| 1 | From the Home screen: ➤ Click Amend Document from the Document Toolbar |
| 2 | The Traveler Listing/Document Search (Amendment) screen will appear. Travelers will only see their information and this screen will only show those documents that have the status of DATALINKED. Group Administrator will see only those travelers in their group whom have DATALINKED documents. The Group Administrator will need to click the travelers name in order to see their documents. ➤ Click the Amend  icon of the document you wish to amend (use Exercise 9a#) |
| <p>Notes: For Training Purposes the status will say COMPLETED, not DATALINKED.</p> | |

| Step | Action | | | | |
|-------------------------|---|-------------------------|----------------------|---------------------|---------|
| 3 | <p>The <i>Amendment</i> screen appears.</p> <ul style="list-style-type: none"> ➤ Enter <i>Foreign Part of Trip was canceled tickets not issued</i> in the Comments field ➤ Enter <i>Signature PIN</i> ➤ Click Create (<i>New Amendment</i>) button | | | | |
| 4 | <p>The <i>Document Information</i> screen appears.</p> <ul style="list-style-type: none"> ➤ Type Code = <i>1-SINGLE-DOMESTIC</i> ➤ Document Description = <i>Site Visit to Buffalo, NY</i> ➤ Click Create (<i>Document</i>) button ➤ Click on the <i>Trip Information</i> tab ➤ Delete the 2nd Location = <i>Toronto, CAN</i> by checking the checkbox ➤ Click OK ➤ Click on the <i>Trip Information</i> tab ➤ End Travel = <i>6/15/##</i> ➤ Click the Save (<i>Changes to Document Information</i>) | | | | |
| 5 | <p>Click on Expenses in the <i>Document Toolbar</i> to bring up the <i>Edit/Enter Expenses</i> screen.</p> <p>Modify the following information:</p> <table border="0" data-bbox="282 1079 922 1150"> <tr> <td>Airline Flight Traveler</td> <td>\$450.00 (Class = Y)</td> </tr> <tr> <td>TMC Transaction Fee</td> <td>\$24.60</td> </tr> </table> <ul style="list-style-type: none"> ➤ Click the Save (<i>Expense Changes</i>) button when completed <p><i>Note: In this training scenario, this trip is less than 30 days and had not been ticketed yet, so we are able to change the common carrier costs.</i></p> | Airline Flight Traveler | \$450.00 (Class = Y) | TMC Transaction Fee | \$24.60 |
| Airline Flight Traveler | \$450.00 (Class = Y) | | | | |
| TMC Transaction Fee | \$24.60 | | | | |
| 6 | <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 | | | | |

| Step | Action |
|------|---|
| 7 | <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 Home screen where a message toward the bottom stating and email has been sent to “email address”.</p> <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> |

