

Exercise #10: Travel Authorization – Foreign Travel – International Date Line

Objectives:

- Create a foreign travel authorization with crossing the IDL

Notes:

This exercise covers how to create an authorization when crossing the IDL during travel. The traveler gains or loses a full per diem day depending on the direction of travel. When you travel west from the United States to Japan, Thailand, Korea or Australia, for example, you lose a per diem day. On the return trip east to the United States, you gain a per diem day.

Travel Manager uses the time zone of the departure and arrival locations to determine if travel crosses the IDL and whether a calendar day was lost or gained. There is no difference between the itinerary entry of IDL travel and that of any other type of trip. The difference in creating this authorization is how the system calculates the lodging and M&IE expenses for IDL travel.

In this example the traveler will cross the IDL going to a conference in Tokyo City, Japan from March 17th through March 22nd. The traveler loses a day when crossing the IDL after leaving the United States and gains a day on the return trip.

No M&IE is calculated for March 18th. On March 22nd, the traveler crosses the IDL and gains back the lost per diem day; in essence, this traveler has two calendar days dated March 22nd. Travel Manager detects the gained per diem day and calculates M&IE for March 22nd as if it were a day consisting of seven quarters - 3/4 for the last day of the trip plus 4/4 for the day you gain back (total of 7/4 for M&IE on the last day of the trip).

Currently Travel Manager will only perform a partial calculation of IDL travel for trips originating west and crossing eastward over the IDL. For example, the traveler leaves their residence in Auckland, New Zealand to attend a conference in Banff, Canada from November 4th through November 9th. The traveler crosses the IDL on November 4th thereby gaining a day and upon their departure from Canada, they will lose a day. Travel Manager will detect that the traveler crossed the IDL, gaining a day at the beginning of the trip and will calculate the seven quarters-3/4 for the first day of trip plus 4/4 for the day that is gained (total of 7/4 for M&IE on the first day of the trip). However, Travel Manager will not deduct for the day the traveler loses when returning to their residence, you must manually override the lodging and M&IE to calculate zero on the second to last day of the trip.

Instructions: Execute the following steps:

You have been instructed to attend a weather seminar in Sydney, Australia leaving April 19th and returning on April 23rd. Hotel tax is not included in foreign travel as it has been built into the per diem costs. Your POV costs will include a person taking you to the airport and picking you up.

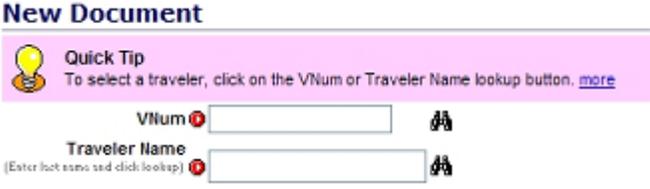
Estimated Expenses

\$2560.00 = Round-trip air fare

\$27.80 = Transaction Fee

\$250 = Taxi Fare

33 miles one way to airport using private vehicle (POV) - person

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. 

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2a	<p data-bbox="280 254 1331 323">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="280 363 1023 903"> <p data-bbox="289 369 456 390">Enter Search Criteria</p> <p data-bbox="370 396 646 447">VNum <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Cancel"/></p> <p data-bbox="289 457 1019 478">Search Results Click on an entry to select</p> <p data-bbox="289 485 1019 506">Search Results Prev 20 Next 20</p> <table border="1" data-bbox="289 506 1019 898"> <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>➤ Click on the Document Type drop-down listing and select TA</p> <p>➤ Click the Create (<i>this Document</i>) button</p>
3	<p>The <i>Document Information</i> screen appears with the <i>Document Information</i> tab highlighted and fields displaying.</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 available one listed on your sheet</i> ➤ Type Code = <i>2-SINGLE-FOREIGN</i> ➤ Purpose Code = <i>9-OTHER</i> ➤ Document Description = <i>Weather Seminar in Sydney, Australia.</i>
3a	<p>Click on the <i>Trip Information</i> tab. If you click the Create button prior to clicking the tab you will receive an error message, click OK and it 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 = <i>4/19/##</i> ➤ Depart = <i>RES</i> ➤ End Travel = <i>4/23/##</i> ➤ Return = <i>RES</i>
3b	<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> <ul style="list-style-type: none"> ➤ Lookup or Enter the location (i.e. Sydney, Australia) ➤ Click the Create (<i>Document</i>) button <p>The <i>Document Information</i> screen still appears but the <i>Document Toolbar</i> now has different options available. It will also show your Document Name & TA#.</p>

Step	Action								
5a	<p>Click on Expenses in the <i>Document Toolbar</i> to bring up the <i>Edit/Enter Expenses</i> screen.</p>  <p><i>Note:</i> Notice that the M&IE for the second day of the trip has a zero amount in it. This is because going across the International Date Line you lose a day and thus the per diem cost. However, when you travel back you gain that full per diem cost as well as the $\frac{3}{4}$ M&IE on the last day of the trip.</p>								
5b	<p>Enter the following information:</p> <table border="0" data-bbox="289 1108 941 1249"> <tr> <td>Airline Flight Traveler</td> <td>\$2560.00 (Class = Y)</td> </tr> <tr> <td>TMC Transaction Fee</td> <td>\$27.80</td> </tr> <tr> <td>Taxi</td> <td>\$250.00</td> </tr> <tr> <td>1POC-Private Vhcle</td> <td>33x4 = total mileage</td> </tr> </table> <p>➤ Click the Save (<i>Expense Changes</i>) button when completed</p>	Airline Flight Traveler	\$2560.00 (Class = Y)	TMC Transaction Fee	\$27.80	Taxi	\$250.00	1POC-Private Vhcle	33x4 = total mileage
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6	<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</p> <p>➤ If there is not, click on one from your master list</p>								

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>