

Exercise #2b: Create Travel Voucher from Existing Travel Authorization

Objectives:

- Create a Travel Voucher from an Existing Travel Authorization

Notes:

This exercise covers how to create a travel voucher using trip and expense information from an existing authorization.

To create the voucher, fill in any trip details that were unavailable in the authorization such as ticket information, miscellaneous expenses, and lodging costs (if different than the per diem rate), but be careful you do not go over the threshold limits- otherwise you will have to amend the authorization prior to creating the voucher.

Use the Travel Authorization number from Exercise 2a

Instructions: Execute the following steps:

You have just returned from a training class that was held in Chicago, IL. You need to create a travel voucher from the existing travel authorization. You left your residence on June 21st and came back on June 24th. A family member dropped you off and picked you up from the airport. Your costs included the following:

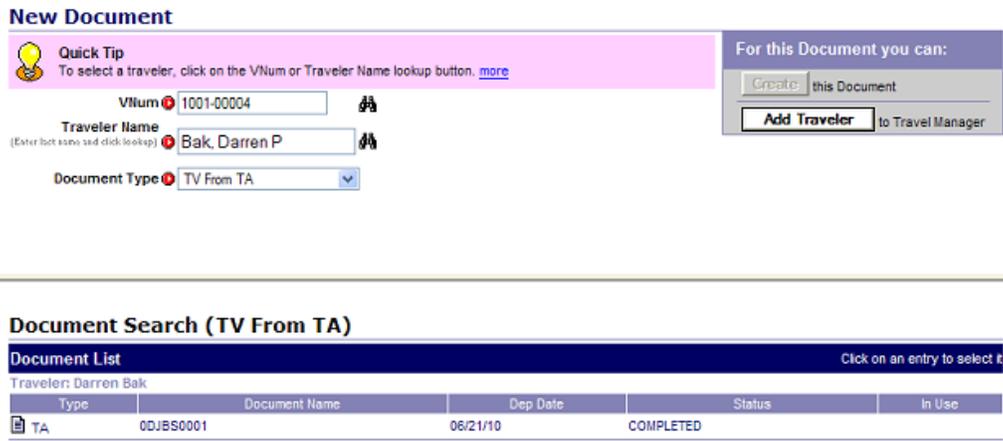
E-Ticket #E7S8DJ02LDK3E2210 issued June 17th for \$225.00
Transaction Fee \$23.79

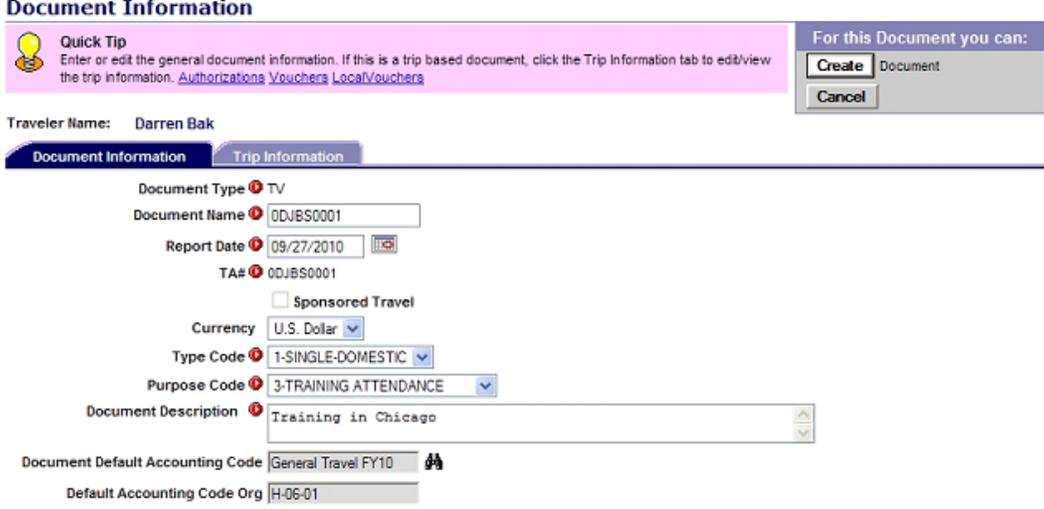
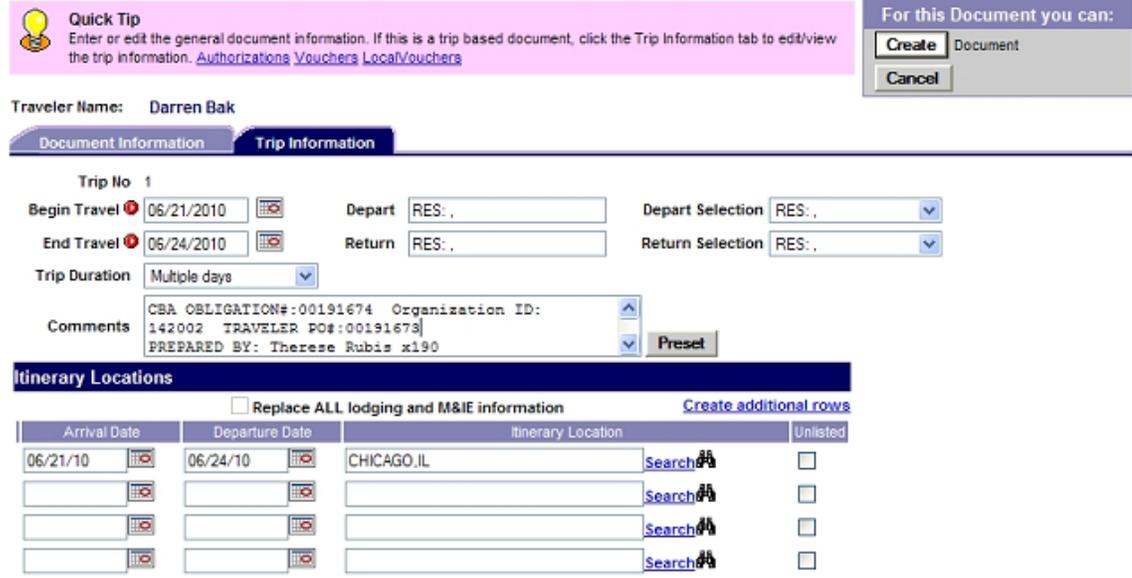
Hotel - \$210.00/night
Hotel Tax - \$17.23/night
POV – 50 miles one way to airport
Parking at hotel - \$10/night
Rental Car - \$323.63
Gas - \$53.51

Step	Action
1	From the Home page: ➤ Click Create New Document from the Document Toolbar

Step	Action
2a	<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> <p>New Document</p> <div data-bbox="298 409 948 567"> <p> Quick Tip To select a traveler, click on the VNum or Traveler Name lookup button. more</p> <p>VNum  <input type="text"/></p> <p>Traveler Name  <small>(Enter last name and click lookup)</small> <input type="text"/></p> </div>

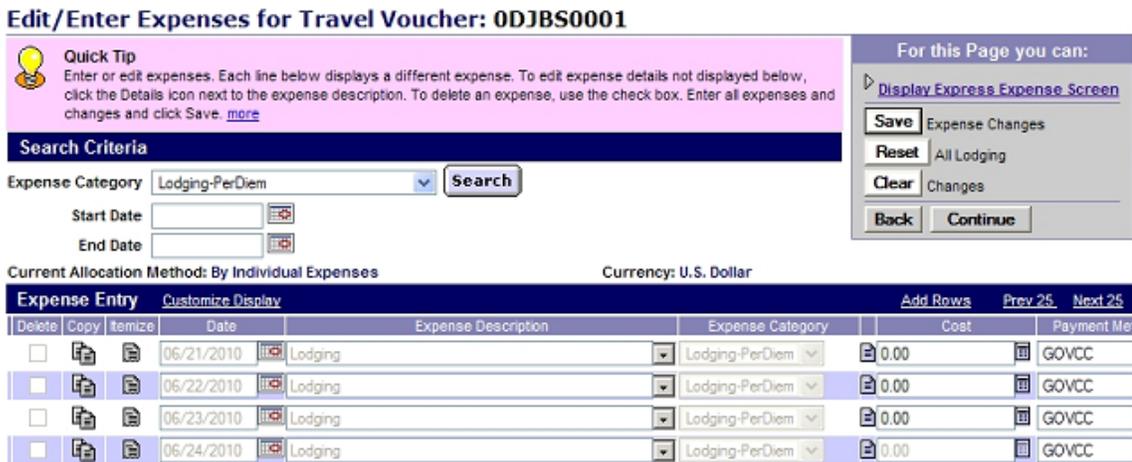
Step	Action																																																																																																																																																																								
2a1	<p>If you chose VNum lookup icon, you will get a list of travelers you have access to showing in vendor number order.</p> <div data-bbox="289 363 1023 903"> <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</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> <tr><td>0001-00007</td><td>Gaithersburg</td><td>Liz</td><td>I</td></tr> <tr><td>0001-00008</td><td>Gaithersburg</td><td>Terrance</td><td>N</td></tr> <tr><td>0001-00009</td><td>Gaithersburg</td><td>Scott</td><td>C</td></tr> <tr><td>0001-00010</td><td>Gaithersburg</td><td>Mary</td><td>A</td></tr> <tr><td>0001-00011</td><td>Gaithersburg</td><td>Ken</td><td>E</td></tr> <tr><td>0001-00012</td><td>Gaithersburg</td><td>Ted</td><td>E</td></tr> <tr><td>0001-00013</td><td>Gaithersburg</td><td>Chris</td><td>H</td></tr> <tr><td>0001-00014</td><td>Gaithersburg</td><td>Steve</td><td>T</td></tr> <tr><td>0001-00015</td><td>Gaithersburg</td><td>Sharon</td><td>H</td></tr> <tr><td>0001-00016</td><td>Gaithersburg</td><td>Sue</td><td>U</td></tr> <tr><td>0001-00017</td><td>Gaithersburg</td><td>Larry</td><td>A</td></tr> <tr><td>0001-00018</td><td>Gaithersburg</td><td>William</td><td>I</td></tr> <tr><td>0001-00019</td><td>Gaithersburg</td><td>Fred</td><td>R</td></tr> <tr><td>0001-00020</td><td>Gaithersburg</td><td>Annette</td><td>N</td></tr> </tbody> </table> </div> <p>If you chose Traveler Name, you will get a list of travelers you have access to showing in alphabetical order.</p> <div data-bbox="289 1056 1023 1606"> <p>Enter Search Criteria</p> <p>Last Name <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Cancel"/></p> <p>Search Results Click on an entry to select</p> <p>Search Results Prev 20 Next 20</p> <table border="1"> <thead> <tr> <th>Last Name</th> <th>First 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> 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<tr><td>Gaithersburg</td><td>Bianca</td><td>I</td><td>0001-00029</td></tr> <tr><td>Gaithersburg</td><td>Liz</td><td>I</td><td>0001-00007</td></tr> </tbody> </table> </div> <p>In either case, click on the VNum to select your traveler.</p>	VNum	Last Name	First Name	MI	0001-00001	Gaithersburg	Erin	R	0001-00002	Gaithersburg	Jackie	A	0001-00003	Gaithersburg	Joan	O	0001-00004	Gaithersburg	Michael	I	0001-00005	Gaithersburg	Robert	O	0001-00006	Gaithersburg	Carolyn	A	0001-00007	Gaithersburg	Liz	I	0001-00008	Gaithersburg	Terrance	N	0001-00009	Gaithersburg	Scott	C	0001-00010	Gaithersburg	Mary	A	0001-00011	Gaithersburg	Ken	E	0001-00012	Gaithersburg	Ted	E	0001-00013	Gaithersburg	Chris	H	0001-00014	Gaithersburg	Steve	T	0001-00015	Gaithersburg	Sharon	H	0001-00016	Gaithersburg	Sue	U	0001-00017	Gaithersburg	Larry	A	0001-00018	Gaithersburg	William	I	0001-00019	Gaithersburg	Fred	R	0001-00020	Gaithersburg	Annette	N	Last Name	First 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Step	Action
2a2	<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 <i>TV from TA</i></p> <p>➤ Click the Create (<i>this Document</i>) button</p>
2b	<p>The screen will split and at the bottom all DATALINKED authorizations will appear to select from.</p>  <p>➤ Click the Open  icon of the authorization going to create the voucher</p> <p>Note: For training purposes the status will not say <i>DATALINKED</i>, it will say <i>COMPLETED</i>.</p>

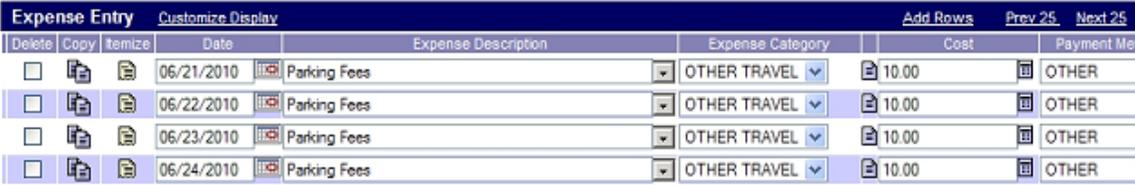
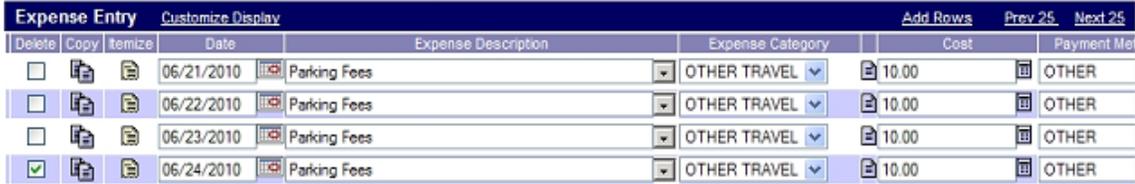
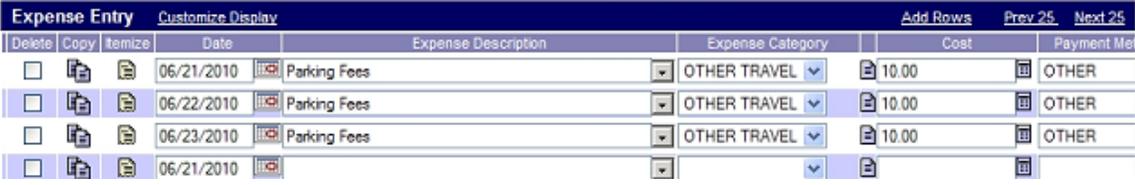
Step	Action																				
3a	<p>The Document Information screen appears with the Document Information tab highlighted and fields displaying what had been entered on the authorization.</p>  <p>Document Information</p> <p>Quick Tip Enter or edit the general document information. If this is a trip 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 <input type="text" value="TV"/> Document Name <input type="text" value="0DJBS0001"/> Report Date <input type="text" value="09/27/2010"/> TA# <input type="text" value="0DJBS0001"/> <input type="checkbox"/> Sponsored Travel Currency <input type="text" value="U.S. Dollar"/> Type Code <input type="text" value="1-SINGLE-DOMESTIC"/> Purpose Code <input type="text" value="3-TRAINING ATTENDANCE"/> Document Description <input type="text" value="Training in Chicago"/> Document Default Accounting Code <input type="text" value="General Travel FY10"/> Default Accounting Code Org <input type="text" value="H-06-01"/></p> <ul style="list-style-type: none"> ➤ Verify all information is correct and make changes where necessary ➤ Click the Trip Information tab 																				
3b	 <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>Trip No <input type="text" value="1"/></p> <p>Begin Travel <input type="text" value="06/21/2010"/> Depart <input type="text" value="RES."/> Depart Selection <input type="text" value="RES."/> End Travel <input type="text" value="06/24/2010"/> Return <input type="text" value="RES."/> Return Selection <input type="text" value="RES."/> Trip Duration <input type="text" value="Multiple days"/></p> <p>Comments CBA OBLIGATION#:00191674 Organization ID: 142002 TRAVELER PO#:00191673 PREPARED BY: Therese Rubis x190 <input type="button" value="Preset"/></p> <p>Itinerary Locations <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><input type="text" value="06/21/10"/></td> <td><input type="text" value="06/24/10"/></td> <td><input type="text" value="CHICAGO,IL"/> <input type="button" value="Search"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/> <input type="button" value="Search"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/> <input type="button" value="Search"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/> <input type="button" value="Search"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <ul style="list-style-type: none"> ➤ Verify all information is correct and make changes where necessary ➤ Click the Create (Document) button <p>Note: The comments section will now have the CBA Obligation and PO#s listed at the top of any other comments.</p>	Arrival Date	Departure Date	Itinerary Location	Unlisted	<input type="text" value="06/21/10"/>	<input type="text" value="06/24/10"/>	<input type="text" value="CHICAGO,IL"/> <input type="button" value="Search"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="Search"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="Search"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="Search"/>	<input type="checkbox"/>
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Step	Action																																																																																						
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> <ul style="list-style-type: none"> ➤ Click on Expenses in the Document Toolbar to bring up the Edit/Enter Expenses screen with the expenses and costs that were entered on the authorization. The only difference is that the Lodging Costs will now be zero dollar amounts because the actual cost will need to be added for the voucher. <div data-bbox="289 552 1372 1150"> <p>Edit/Enter Expenses for Travel Voucher: 0DJBS0001</p> <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> <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"> <thead> <tr> <th colspan="2">Expense Entry</th> <th>Customize Display</th> <th>Add Rows</th> <th>Prev 25</th> <th>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 Met</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/21/2010</td> <td>Airline Flight</td> <td>COM. CARRIER</td> <td>225.00</td> <td>AGENCY CAF</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/21/2010</td> <td>Hotel Tax</td> <td>LODGING TAX</td> <td>50.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/21/2010</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>06/21/2010</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>06/21/2010</td> <td>1POC-Private Vhcle</td> <td>MILEAGE</td> <td>100.00</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/21/2010</td> <td>Parking Fees</td> <td>OTHER TRAVEL</td> <td>30.00</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/21/2010</td> <td>Rental Car</td> <td>RENTAL CAR</td> <td>350.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/21/2010</td> <td>TMC Transaction Fees</td> <td>TRANSACTION FEES</td> <td>23.79</td> <td>AGENCY CAF</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/21/2010</td> <td>Gas-Rental/Govt Car</td> <td>TRANSPORT</td> <td>65.00</td> <td>OTHER</td> </tr> </tbody> </table> <p>For this Page you can:</p> <ul style="list-style-type: none"> <input type="button" value="Save"/> Expense Changes <input type="button" value="Reset"/> All Lodging <input type="button" value="Clear"/> Changes <input type="button" value="Back"/> <input type="button" value="Continue"/> </div>	Expense Entry		Customize Display	Add Rows	Prev 25	Next 25	Delete	Copy	Itemize	Date	Expense Description	Expense Category	Cost	Payment Met	<input type="checkbox"/>			06/21/2010	Airline Flight	COM. CARRIER	225.00	AGENCY CAF	<input type="checkbox"/>			06/21/2010	Hotel Tax	LODGING TAX	50.00	GOVCC	<input type="checkbox"/>			06/21/2010	Lodging	Lodging-PerDiem	0.00	GOVCC	<input type="checkbox"/>			06/21/2010	M&IE	M&IE-PerDiem	53.25	OTHER	<input type="checkbox"/>			06/21/2010	1POC-Private Vhcle	MILEAGE	100.00	OTHER	<input type="checkbox"/>			06/21/2010	Parking Fees	OTHER TRAVEL	30.00	OTHER	<input type="checkbox"/>			06/21/2010	Rental Car	RENTAL CAR	350.00	GOVCC	<input type="checkbox"/>			06/21/2010	TMC Transaction Fees	TRANSACTION FEES	23.79	AGENCY CAF	<input type="checkbox"/>			06/21/2010	Gas-Rental/Govt Car	TRANSPORT	65.00	OTHER
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Step	Action
5a	<p>➤ Click on the Expense Detail  icon, which can be found to the left of the Cost field for the Airline Flight.</p> <p>➤ Click on the <i>Ticketed Transportation Details</i> tab</p> <div data-bbox="289 411 1425 840"> <p>Expense Details for COM. CARRIER 06/21/2010</p> <p>Quick Tip View or edit all details for this expense. Click the tab to see the respective expense details. To save changes to expense details, click the Use Expense Detail Updates button and on the main expense screen, Save expenses.</p> <p>For this page you can: <input type="button" value="Use"/> Expense Detail Updates <input type="button" value="Close"/> without Saving Expense Details</p> <p>General Details Ticketed Transportation Details</p> <p>Ticket No  See Attached Ticket 1 Depart From <input type="text"/> </p> <p>Dep Date 06/21/2010  Arrive At <input type="text"/> </p> <p>Issue Date <input type="text"/> </p> <p>Ticket Date 09/27/2010  Confirmation No <input type="text"/></p> <p>Class y</p> <p>Ticket Value 225.00 Carrier <input type="text"/></p> <p>Contract Fare 0.00 Contract Carrier <input type="text"/></p> </div> <p>➤ Enter the Ticket Number in the <i>Ticket No</i> field</p> <p>➤ Enter the Issue Date</p> <p>➤ Click the Use (<i>Expense Detail Updates</i>) button</p> <div data-bbox="277 1016 1403 1150" style="background-color: yellow;"> <p>Note: It is a good practice to click the <i>Save (Expense Changes)</i> button every time you make a change on the <i>Expense</i> screen. This screen does not do any automatic saving. So if you click a link that refreshes the screen or move to another screen and had not saved your changes, they will be lost.</p> </div>
5b	<p>➤ Click on the Expense Detail  icon, which can be found to the left of the Cost field for the IPOC – Private Vhcle.</p> <div data-bbox="289 1304 1377 1732"> <p>Expense Details for MILEAGE 06/21/2010</p> <p>Quick Tip View or edit all details for this expense. Click the tab to see the respective expense details. To save changes to expense details, click the Use Expense Detail Updates button and on the main expense screen, Save expenses.</p> <p>For this page you can: <input type="button" value="Use"/> Expense Detail Updates <input type="button" value="Close"/> without Saving Expense Details</p> <p>General Details Mileage Details</p> <p>Expense Date 06/21/2010  Payment Method OTHER <input type="button" value="v"/></p> <p>Expense Cost 100.00 <input type="button" value="USD"/> <input checked="" type="checkbox"/> Reimbursable <input type="checkbox"/> Taxable</p> <p>Quantity 200 Rate .5  Vendor <input type="text"/> </p> <p>Expense Category MILEAGE Accounting Code H-06-01/General Travel FY10 <input type="button" value="v"/></p> <p>Expense Description IPOC-Private Vhcle <input type="button" value="v"/></p> <p>Comments <input type="text"/></p> </div> <p>➤ Divide the number in the <i>Quantity</i> field by 2 and enter that amount in the field</p> <p>➤ Click the Use (<i>Expense Detail Updates</i>) button</p>

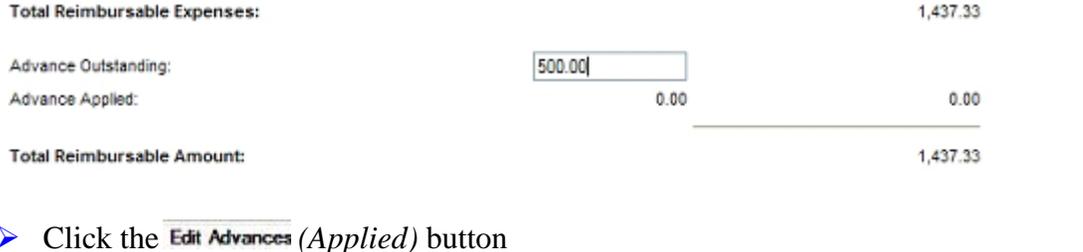
Step	Action																																														
5c	<p>The Search Criteria can be used when trying to search for a particular expense. However, users need to be aware that the search is on the expense <u>category</u> not description.</p>  <ul style="list-style-type: none"> ➤ Click the drop-down arrow and select the category for Lodging Description (i.e. Lodging-PerDiem) ➤ Click Search <p>Edit/Enter Expenses for Travel Voucher: 0DJBS0001</p> <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>  <p>Search Criteria Expense Category: Lodging-PerDiem [Search]</p> <p>Current Allocation Method: By Individual Expenses Currency: U.S. Dollar</p> <table border="1"> <thead> <tr> <th colspan="2">Expense Entry</th> <th>Customize Display</th> <th>Add Rows</th> <th>Prev 25</th> <th>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> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/21/2010</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>06/22/2010</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>06/23/2010</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>06/24/2010</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>0.00</td> <td>GOVCC</td> </tr> </tbody> </table> <p>This will filter the expenses to only show those expenses you searched on, in this case the Lodging Expense.</p>	Expense Entry		Customize Display	Add Rows	Prev 25	Next 25	Delete	Copy	Itemize	Date	Expense Description	Expense Category	Cost	Payment Method	<input type="checkbox"/>			06/21/2010	Lodging	Lodging-PerDiem	0.00	GOVCC	<input type="checkbox"/>			06/22/2010	Lodging	Lodging-PerDiem	0.00	GOVCC	<input type="checkbox"/>			06/23/2010	Lodging	Lodging-PerDiem	0.00	GOVCC	<input type="checkbox"/>			06/24/2010	Lodging	Lodging-PerDiem	0.00	GOVCC
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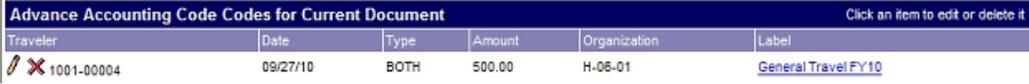
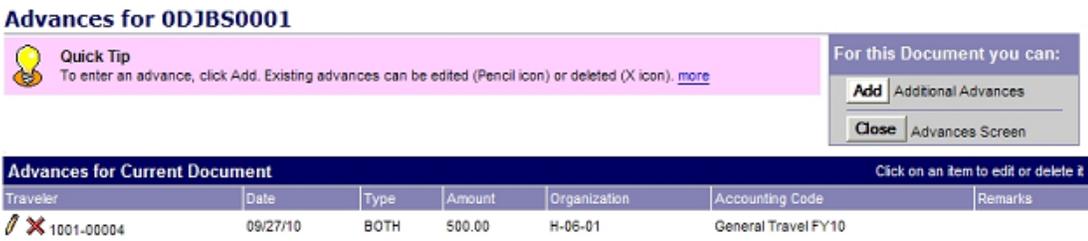
Step	Action																																																																								
5c1	<p>➤ On the first lodging line enter the cost for the hotel (i.e. 210.00)</p> <p>➤ Using the scroll bar on the bottom, scroll to the right</p> <table border="1" data-bbox="289 359 1424 415"> <thead> <tr> <th>Date</th> <th>Expense Description</th> <th>Expense Category</th> <th>Cost</th> <th>Payment Method</th> <th>Copy Through</th> </tr> </thead> <tbody> <tr> <td>06/21/2010</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>210.00</td> <td>GOVCC</td> <td></td> </tr> </tbody> </table> <p>In the <i>Copy Through</i> field, enter the last date lodging is allowed (i.e. 06/23/2010)</p> <table border="1" data-bbox="289 527 1424 583"> <thead> <tr> <th>Date</th> <th>Expense Description</th> <th>Expense Category</th> <th>Cost</th> <th>Payment Method</th> <th>Copy Through</th> </tr> </thead> <tbody> <tr> <td>06/21/2010</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>210.00</td> <td>GOVCC</td> <td>06/23/10</td> </tr> </tbody> </table> <p>➤ Click the Save (<i>Expense Changes</i>) button when completed</p> <table border="1" data-bbox="289 688 1424 869"> <thead> <tr> <th colspan="2">Expense Entry</th> <th>Customize Display</th> <th colspan="2"></th> <th>Add Rows</th> <th>Prev 25</th> <th>Next 25</th> </tr> <tr> <th>Deletes</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>06/21/2010</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>210.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/22/2010</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>210.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/23/2010</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>210.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/24/2010</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>0.00</td> <td>GOVCC</td> </tr> </tbody> </table> <p>The system will automatically copy the cost through the date entered.</p> <p>Notes: This <i>Copy Through</i> feature should only be used if the dates are consecutive (i.e. Mon, Tue, Wed)</p> <p>For Lodging costs, the system automatically knows that the traveler does not get lodging on the last day of the trip, so even if you had entered the last day of the trip, the 0.00 would override the copy through. This only works for the lodging line.</p> <p>If you decide to utilize the calendar feature, make sure that you have the correct dates (including year) selected. The calendar defaults to the current system date and the system will not validate at the time of copying data whether the dates are accurate.</p>	Date	Expense Description	Expense Category	Cost	Payment Method	Copy Through	06/21/2010	Lodging	Lodging-PerDiem	210.00	GOVCC		Date	Expense Description	Expense Category	Cost	Payment Method	Copy Through	06/21/2010	Lodging	Lodging-PerDiem	210.00	GOVCC	06/23/10	Expense Entry		Customize Display			Add Rows	Prev 25	Next 25	Deletes	Copy	Itemize	Date	Expense Description	Expense Category	Cost	Payment Method	<input type="checkbox"/>			06/21/2010	Lodging	Lodging-PerDiem	210.00	GOVCC	<input type="checkbox"/>			06/22/2010	Lodging	Lodging-PerDiem	210.00	GOVCC	<input type="checkbox"/>			06/23/2010	Lodging	Lodging-PerDiem	210.00	GOVCC	<input type="checkbox"/>			06/24/2010	Lodging	Lodging-PerDiem	0.00	GOVCC
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5c2	<p>To bring back all expenses:</p> <ul style="list-style-type: none"> ➤ Click the Expense Category drop-down listing in the <i>Search Criteria</i> section ➤ Select (All Expenses) ➤ Click Search 																																																																								

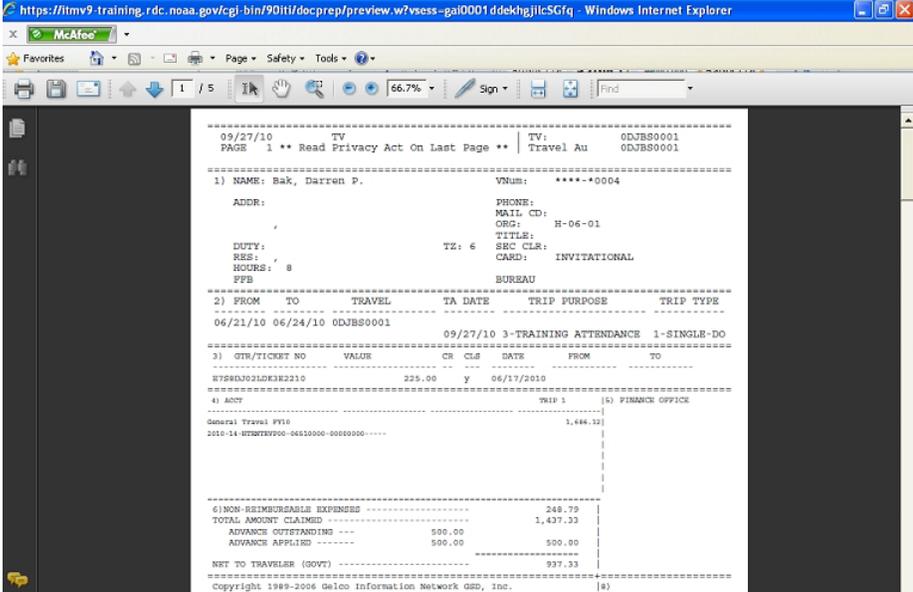
Step	Action
5d	<ul style="list-style-type: none"> ➤ Update the cost for June 21st parking fees. ➤ Utilize the search capability to only bring up that line. ➤ Use the Copy Through feature for the parking and make the date through June 24. ➤ Click the Save (<i>Expense Changes</i>) button when completed 
5d1	<p>Upon doing that you realize that doing the Copy Through feature you entered an incorrect date. To remove that line:</p> <ul style="list-style-type: none"> ➤ Click the checkbox of the line you wish to delete  <ul style="list-style-type: none"> ➤ Click the Save (<i>Expense Changes</i>) button when completed  <p>The incorrect line is now deleted.</p> <p><i>Note: There is no way to delete multiple lines at a time. Each line will have to be checked and before going to another page, you will have to save in order for the deletions to take effect.</i></p>
5e	<p>Enter the rest of the costs for the voucher by breaking the costs out for each days of the trip as specified at the beginning of the exercise.</p> <p><i>Note: Just a reminder – Rental Car and Gas costs are usually on the last day of the trip.</i></p>
6	<p>Click on Accounting in the <i>Document Toolbar</i> to open up the <i>Available Accounting Code</i> page. Verify there is one there. Any changes to the accounting would have to be made as an amendment to the authorization. This means if the voucher had already been created it would have to be deleted prior to making the amendment to the authorization.</p>

Step	Action																																																																																																						
7	<p>Click on Totals in the <i>Document Toolbar</i> to open up the <i>Total Details</i> page.</p> <div data-bbox="315 323 1333 1612"> <p>Total Details for 0DJBS0001</p> <div style="border: 1px solid gray; padding: 5px;"> <p>Quick Tip If necessary, enter changes and click OK. more</p> </div> <div style="border: 1px solid gray; padding: 5px; float: right; width: fit-content;"> <p>For this Document you can:</p> <p><input type="button" value="Edit Advances"/> Applied</p> <p><input type="button" value="Save & Calculate"/> Totals</p> <p><input type="button" value="Back"/> <input type="button" value="Continue"/></p> </div> <p style="text-align: center;">Currency: U.S. Dollar</p> <hr/> <p>Expense Summary</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>Total Expenses:</td> <td style="text-align: right;">1,686.12</td> </tr> <tr> <td>Total Non-reimbursable Expenses:</td> <td style="text-align: right;">248.79</td> </tr> <tr> <td>Total Reimbursable Expenses:</td> <td style="text-align: right;">1,437.33</td> </tr> <tr> <td>Advance Outstanding:</td> <td style="text-align: right;"><input type="text" value="0.00"/></td> </tr> <tr> <td>Advance Applied:</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Total Reimbursable Amount:</td> <td style="text-align: right;">1,437.33</td> </tr> </table> <hr/> <p>Charge Card Reconciliation</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">All Amounts</th> <th style="text-align: center;">Reimbursable Amounts</th> </tr> </thead> <tbody> <tr> <td>Reimbursable Charge Card Expenses:</td> <td style="text-align: right;">1,005.32</td> <td style="text-align: right;">1,005.32</td> </tr> <tr> <td>Non-Reimbursable Charge Card Expenses:</td> <td style="text-align: right;">248.79</td> <td></td> </tr> <tr> <td>Total Charge Card Expenses:</td> <td style="text-align: right;">1,254.11</td> <td style="text-align: right;">1,005.32</td> </tr> <tr> <td>Charge Card ATM Advance Taken:</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Total Amount On Charge Card:</td> <td style="text-align: right;">1,254.11</td> <td style="text-align: right;">1,005.32</td> </tr> <tr> <td>Additional Payment to Charge Card:</td> <td></td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Maximum Charge Card Reimbursement: <small>(Actual reimbursement may be different)</small></td> <td></td> <td style="text-align: right;">1,005.32</td> </tr> </tbody> </table> <hr/> <p>Reimbursement Summary</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>Actual Charge Card Reimbursement:</td> <td style="text-align: right;">1,005.32</td> </tr> <tr> <td>Traveler Reimbursement: <small>(Due From Traveler if negative)</small></td> <td style="text-align: right;">432.01</td> </tr> <tr> <td>Total Amount Reimbursed:</td> <td style="text-align: right;">1,437.33</td> </tr> </table> <hr/> <p>Expense Category Details</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Trip</th> <th>Expense Category</th> <th>Payment Method</th> <th>Organization</th> <th>Accounting Code Label</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>COM. 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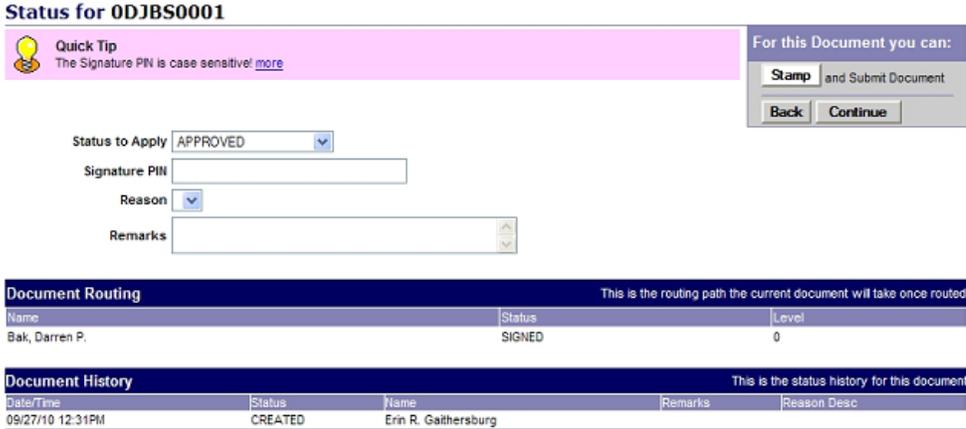
Step	Action																																				
7a	<p>The Total Details screen for a voucher looks different than an authorization. It has the following sections:</p> <ul style="list-style-type: none"> ➤ Expense Summary ➤ Charge Card Reconciliation ➤ Reimbursement Summary ➤ Expense Category Details 																																				
7b	<p>The Expense Summary section gives the preparer a quick look at the total expenses, total-non reimbursable expenses (usually airfare/transaction fee) and total reimbursable expenses.</p> <p>It also includes an area that allows the preparer to include any advance amounts. This amount would then be deducted from the total reimbursable expenses to give you the total due back to the traveler in the Total Reimbursable Amount.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 20px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3"><hr/></td> </tr> <tr> <td colspan="3">Expense Summary</td> </tr> <tr> <td colspan="3"><hr/></td> </tr> <tr> <td style="width: 60%;">Total Expenses:</td> <td style="width: 20%;"></td> <td style="text-align: right;">1,686.12</td> </tr> <tr> <td>Total Non-reimbursable Expenses:</td> <td></td> <td style="text-align: right;">248.79</td> </tr> <tr> <td colspan="3"><hr/></td> </tr> <tr> <td>Total Reimbursable Expenses:</td> <td></td> <td style="text-align: right;">1,437.33</td> </tr> <tr> <td>Advance Outstanding:</td> <td style="text-align: center;"><input style="width: 80px;" type="text" value="0.00"/></td> <td></td> </tr> <tr> <td>Advance Applied:</td> <td style="text-align: center;">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;">1,437.33</td> </tr> <tr> <td colspan="3"><hr/></td> </tr> </table> </div>	<hr/>			Expense Summary			<hr/>			Total Expenses:		1,686.12	Total Non-reimbursable Expenses:		248.79	<hr/>			Total Reimbursable Expenses:		1,437.33	Advance Outstanding:	<input style="width: 80px;" type="text" value="0.00"/>		Advance Applied:	0.00	0.00	<hr/>			Total Reimbursable Amount:		1,437.33	<hr/>		
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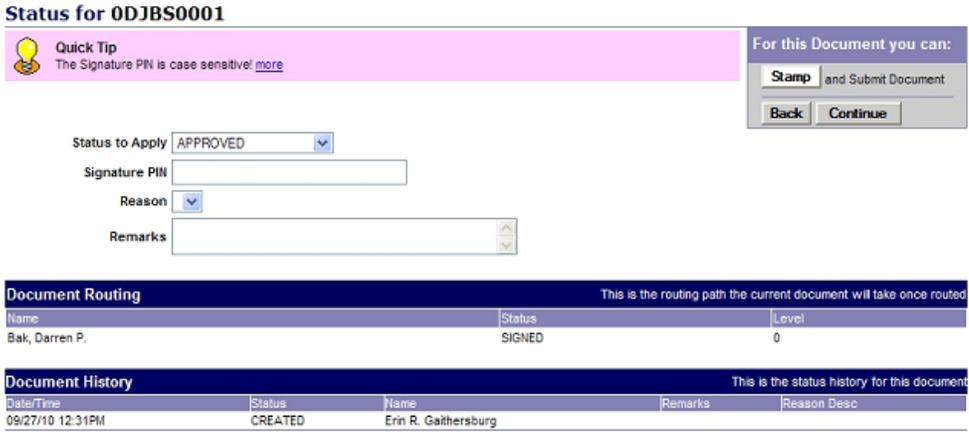
Step	Action																								
7b1	<p>To add an advance amount to the voucher:</p> <ul style="list-style-type: none"> ➤ Enter the advance amount in the <i>Advance Outstanding</i> field  <ul style="list-style-type: none"> ➤ Click the Edit Advances (<i>Applied</i>) button <p>This will take you to the Advances for Document Name screen</p> <p>Advances for 0DJBS0001</p> <p>Quick Tip To enter an advance, click Add. Existing advances can be edited (Pencil icon) or deleted (X icon). more</p> <p>For this Document you can: <input type="button" value="Add"/> Additional Advances <input type="button" value="Close"/> Advances Screen</p> <table border="1"> <thead> <tr> <th colspan="7">Advances for Current Document</th> <th>Click on an item to edit or delete it</th> </tr> <tr> <th>Traveler</th> <th>Date</th> <th>Type</th> <th>Amount</th> <th>Organization</th> <th>Accounting Code</th> <th>Remarks</th> <th></th> </tr> </thead> <tbody> <tr> <td> </td> </tr> </tbody> </table> <p>Note: The amount must be entered into the field prior to adding the accounting code; otherwise the advance will not be deducted.</p>	Advances for Current Document							Click on an item to edit or delete it	Traveler	Date	Type	Amount	Organization	Accounting Code	Remarks									
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7b2	<ul style="list-style-type: none"> ➤ Click the Add (<i>Additional Advances</i>) button <p>This will take you to the Available Accounting Code for Document Name screen.</p> <p>Available Accounting Code for 0DJBS0001</p> <p>Quick Tip To select an account code, click the label link. To search by label, type some of the label in the field and click the Search button. To retrieve all account codes with the same label from all orgs, type the entire label and click the Retrieve button. more</p> <p>For this Document you can: <input type="button" value="Close"/> Advance <input type="button" value="Back"/> <input type="button" value="Continue"/></p> <p>Enter Search Criteria</p> <p>Accounting Code <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Retrieve"/></p> <p>Master Accounting Code Click Accounting Code Label to add to Document</p> <p>Search Results Prev 20 Next 20</p> <table border="1"> <thead> <tr> <th>Organization</th> <th>Label</th> <th>Classification Code</th> </tr> </thead> <tbody> <tr> <td>H-06-01</td> <td>General Travel FY10</td> <td>2010- 14- HTRNTRVP00- 06510000- 00000000- ----</td> </tr> </tbody> </table> <p>Advance Accounting Code Codes for Current Document Click an item to edit or delete it</p> <table border="1"> <thead> <tr> <th>Traveler</th> <th>Date</th> <th>Type</th> <th>Amount</th> <th>Organization</th> <th>Label</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Organization	Label	Classification Code	H-06-01	General Travel FY10	2010- 14- HTRNTRVP00- 06510000- 00000000- ----	Traveler	Date	Type	Amount	Organization	Label												
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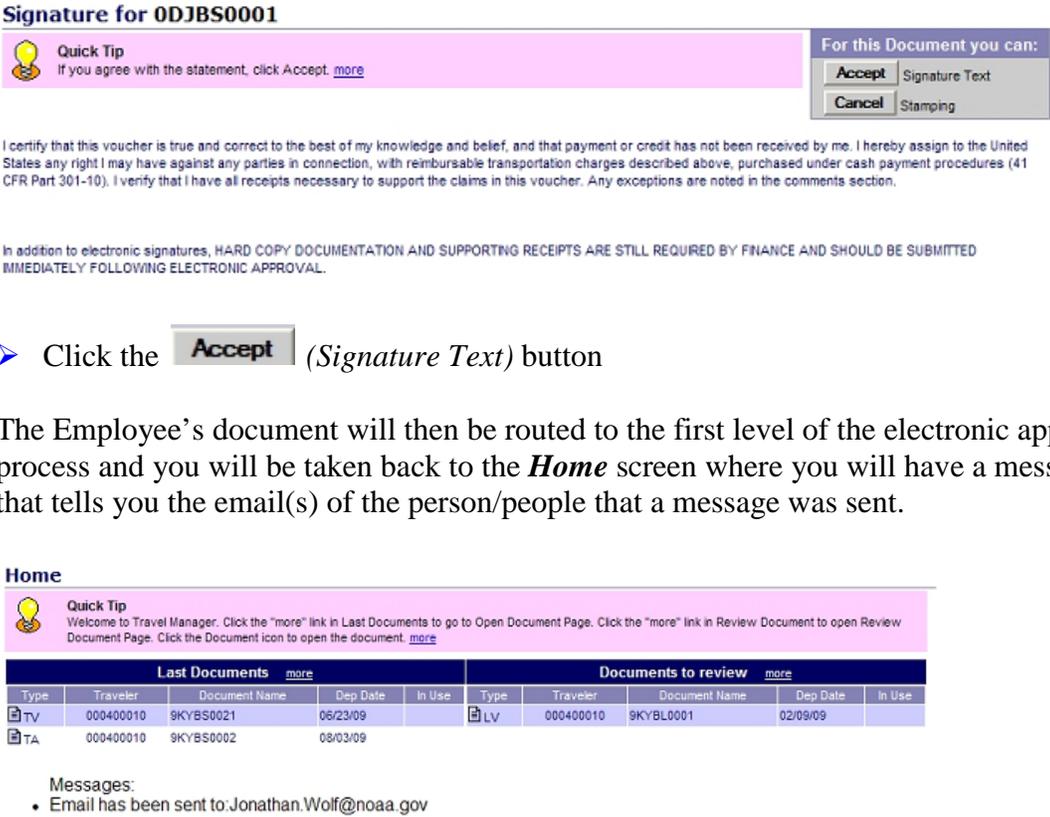
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7b3	<p>From that screen, you will need to choose an accounting on which the advance had been taken from. This is done by clicking the label name so the accounting appears in the <i>Advance Accounting Code Codes for Current Document</i> section.</p>  <p>➤ Click the Close (Advance) button when finished selecting the accounting for the advance.</p> <p>Note: The system will allow you to select multiple accounting codes; however, it will only apply the advance to the first accounting that was added.</p>												
7b4	<p>This will take you to the Advances for Document Name screen but now you will have the accounting you selected showing.</p>  <p>➤ Click the Close (Advances Screen) button</p>												
7b5	<p>This will take you back to the Total Details screen and under the Expense Summary section you will now see that the amount you entered on the <i>Advance Outstanding</i> field will now have been deducted against the total reimbursable expenses so less money is due back to the traveler – because they took an advance against their reimbursement.</p> <table border="0" data-bbox="289 1388 1318 1566"> <tr> <td>Total Reimbursable Expenses:</td> <td></td> <td>1,437.33</td> </tr> <tr> <td>Advance Outstanding:</td> <td><input type="text" value="500.00"/></td> <td></td> </tr> <tr> <td>Advance Applied:</td> <td>500.00</td> <td>500.00</td> </tr> <tr> <td>Total Reimbursable Amount:</td> <td></td> <td>937.33</td> </tr> </table>	Total Reimbursable Expenses:		1,437.33	Advance Outstanding:	<input type="text" value="500.00"/>		Advance Applied:	500.00	500.00	Total Reimbursable Amount:		937.33
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7c	<p>The Charge Card Reconciliation section just gives the preparer an idea of what charges from the expense screen should have been charged to the charge card (i.e. hotel). It also lists the expenses that are non-reimbursable back to the traveler (i.e. airline/fees).</p> <p>There is no automatic payment set up to the traveler’s card, so this is just for information only. It also only shows based off what was entered into the expenses what the system things was charged on the charge card. It does not calculate costs outside of that in this section, like M&IE.</p>												

Step	Action
7d	<p>The Reimbursement Summary gives the preparer a summary of the other two sections. It lists what money should be reimbursed to the charge card as well as what money should be reimbursed back to the traveler. It then adds those two things together for the total reimbursement back to the traveler.</p> <p>Since nothing has been set up in the system to actually pay the charge card, the full amount of the Total Amount Reimbursed, will be sent to the traveler, as they are responsible for paying their charge card.</p>
7e	<p>The Expense Category Details section lists the expenses by category and accounting. This section also lists the costs by trip number. Trip numbers are important when doing a constructed voucher.</p>
8	<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>  <p>The document opens up in an Adobe PDF file. This give the preparer the ability to Print or Save the document using the icons found on the Adobe Toolbar. ( )</p>
8a	<p>The traveler must sign this paper copy.</p> <div style="border: 1px dashed black; padding: 10px; margin: 10px 0;"> <p>I certify that this TV 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, purchased under cash payment procedures (41 CFR Part 301-10).</p> <p>7) TRAVELER SIGNATURE _____ DATE _____</p> </div>

Step	Action																																							
9	<p>Click on Perform Pre-Audits in the <i>Document Toolbar</i> to open up the <i>Pre-Audit Results</i> screen.</p>  <p>Pre-Audit Results for 0DJBS0001</p> <p>Quick Tip Click the Magnifying Glass icon to view detail comments for each audit process. more</p> <p>For this Document you can: Close Pre-Audit Results</p> <p>Document Name: 0DJBS0001 Type: TV Traveler: Bak, Darren Status: PASS</p> <table border="1"> <thead> <tr> <th>Audit Process</th> <th>Status</th> <th>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>BLANKET AUTHORIZATION</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 Pre-Paid Vouchers</td><td>PASS</td><td></td></tr> <tr><td>EXPENSES OUTSIDE TRIP DATES</td><td>PASS</td><td></td></tr> <tr><td>FUTURE TRIP DATES-VCH</td><td>PASS</td><td></td></tr> <tr><td>IN TRAVEL STATUS</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> <p>Note: <i>Pre-Audit Processes are different between authorizations and vouchers.</i></p>	Audit Process	Status	Comments	ACCOUNT VALIDATION	PASS		AMOUNT PAID TO TRAVELER	PASS		APPROVAL BY TRAVELER	PASS		BLANKET AUTHORIZATION	PASS		DOC CONFERENCE VALIDATION	PASS		DOC MILEAGE VALIDATION	PASS		DOC Pre-Paid Vouchers	PASS		EXPENSES OUTSIDE TRIP DATES	PASS		FUTURE TRIP DATES-VCH	PASS		IN TRAVEL STATUS	PASS		RECLAIM DOCUMENTS	PASS		VALIDATE VNUM	PASS	
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9a	<p>The <i>Pre-Audit Results</i> screen will show the whole document status as well as the individual audit processes the system is checking along with the status of those processes. The processes are:</p> <p>Blank or WARN = Warning FAIL = Failure PASS = Pass</p> <p>A warning just gives preparer an idea that something is different with the document, but will not stop the document from the signing/stamping process. A failure means that something is wrong with the document or a process within the document. These failures have to be fixed prior to the signing/stamping process. A pass lets the preparer know that there were no issues with all of the Travel Manager audit process, so the document is ready for the signing/stamping process.</p>																																							

Step	Action
10a	<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 approved, 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 paper voucher ➤ If the voucher is alright have the traveler sign the paper voucher and 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																																							
10b	<p>From the <i>Status</i> screen</p>  <p>Status for 0DJBS0001</p> <p>Quick Tip The Signature PIN is case sensitive! more</p> <p>For this Document you can: <input type="button" value="Stamp and Submit Document"/> <input type="button" value="Back"/> <input type="button" value="Continue"/></p> <p>Status to Apply: APPROVED Signature PIN: <input type="text"/> Reason: <input type="text"/> Remarks: <input type="text"/></p> <p>Document Routing <small>This is the routing path the current document will take once routed</small></p> <table border="1"> <thead> <tr> <th>Name</th> <th>Status</th> <th>Level</th> </tr> </thead> <tbody> <tr> <td>Bak, Darren P.</td> <td>SIGNED</td> <td>0</td> </tr> </tbody> </table> <p>Document History <small>This is the status history for this document</small></p> <table border="1"> <thead> <tr> <th>Date/Time</th> <th>Status</th> <th>Name</th> <th>Remarks</th> <th>Reason Desc</th> </tr> </thead> <tbody> <tr> <td>09/27/10 12:31PM</td> <td>CREATED</td> <td>Erin R. Gaithersburg</td> <td></td> <td></td> </tr> </tbody> </table> <ul style="list-style-type: none"> ➤ Change the Status to Apply from APPROVED to SIGNED ➤ Enter your <i>Signature PIN</i> ➤ Enter your <i>Remarks</i> if any ➤ Click the <input type="button" value="Stamp (and Submit Document)"/> button 	Name	Status	Level	Bak, Darren P.	SIGNED	0	Date/Time	Status	Name	Remarks	Reason Desc	09/27/10 12:31PM	CREATED	Erin R. Gaithersburg																									
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10c	<p>The <i>Pre-Audit Results for Document #</i> screen appears.</p> <ul style="list-style-type: none"> ➤ Verify the document status is PASS ➤ Click the <input type="button" value="Continue"/> (<i>Stamping the Document</i>) button  <p>Pre-Audit Results for 0DJBS0001</p> <p>Quick Tip Click the Magnifying Glass icon to view detail comments for each audit process. more</p> <p>For this Document you can: <input type="button" value="Continue"/> Stamping the Document <input type="button" value="Cancel"/> Pre-Audit Results</p> <p>Document Name: 0DJBS0001 Type: TV Traveler: Bak, Darren Status: PASS</p> <p>Pre-Audit Results</p> <table border="1"> <thead> <tr> <th>Audit Process</th> <th>Status</th> <th>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>BLANKET AUTHORIZATION</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 Pre-Paid Vouchers</td><td>PASS</td><td></td></tr> <tr><td>EXPENSES OUTSIDE TRIP DATES</td><td>PASS</td><td></td></tr> <tr><td>FUTURE TRIP DATES-VCH</td><td>PASS</td><td></td></tr> <tr><td>IN TRAVEL STATUS</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		BLANKET AUTHORIZATION	PASS		DOC CONFERENCE VALIDATION	PASS		DOC MILEAGE VALIDATION	PASS		DOC Pre-Paid Vouchers	PASS		EXPENSES OUTSIDE TRIP DATES	PASS		FUTURE TRIP DATES-VCH	PASS		IN TRAVEL STATUS	PASS		RECLAIM DOCUMENTS	PASS		VALIDATE VNUM	PASS	
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10d	<p>The Signature screen appears with a statement that should be read.</p>  <p>Signature for 0DJBS0001</p> <p>Quick Tip If you agree with the statement, click Accept. more</p> <p>For this Document you can: <input type="button" value="Accept"/> Signature Text <input type="button" value="Cancel"/> Stamping</p> <p>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>In addition to electronic signatures, HARD COPY DOCUMENTATION AND SUPPORTING RECEIPTS ARE STILL REQUIRED BY FINANCE AND SHOULD BE SUBMITTED IMMEDIATELY FOLLOWING ELECTRONIC APPROVAL.</p> <p>➤ Click the <input type="button" value="Accept"/> (<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 Home screen where you will have a message that tells you the email(s) of the person/people that a message was sent.</p> <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: <ul style="list-style-type: none"> Email has been sent to:Jonathan.Wolf@noaa.gov </p> <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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