

**Exercise #2c: Reclaim Travel Voucher**

**Objectives:** • Create a reclaim travel voucher

**Notes:** *A reclaim travel voucher allows a traveler to claim any expense(s) that were not submitted on the original travel voucher.*

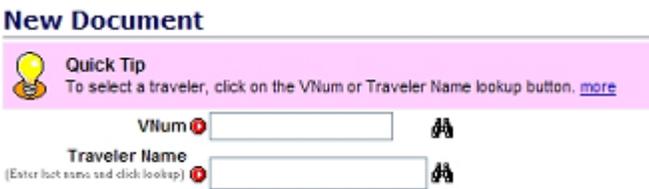
*The original TV must be in DATALINKED status prior to a reclaim being submitted.*

**Instructions:** Execute the following steps:

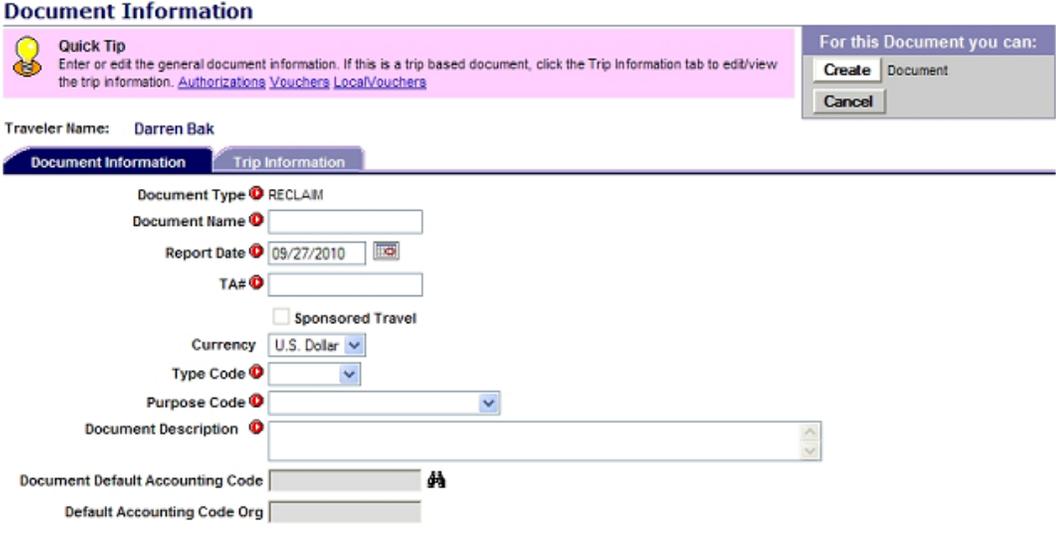
After the travel voucher was submitted, approved and processed for the Chicago trip, the traveler comes to you and explains that they found some receipts that were not submitted with the voucher. Since the voucher status is DATALINKED, you will be able to submit these new expenses using the Reclaim process.

Expenses Excluded from original TV:

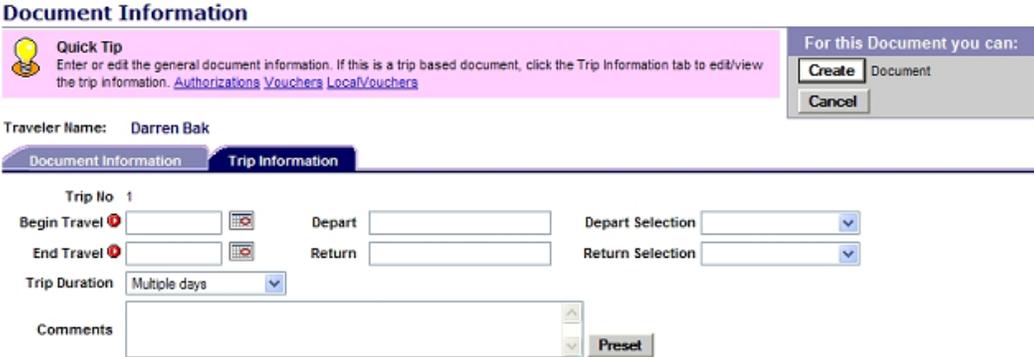
- 6/21 Checked Baggage Fee - \$25.00
- 6/22 Internet Fee – \$10.99
- 6/23 Internet Fee - \$10.99
- 6/24 Checked Baggage Fee - \$25.00

Step	Action
1	From the <b>Home</b> page:  ➤ Click <b>Create New Document</b> from the <b>Document Toolbar</b>
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.  

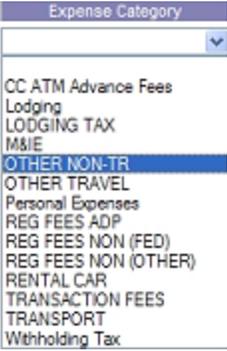
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2b	<p>If you chose VNum lookup icon, you will get a list of travelers you have access to showing in vendor number order.</p> <div data-bbox="289 363 1023 903"> <p><b>Enter Search Criteria</b></p> <p>VNum <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Cancel"/></p> <p><b>Search Results</b> <span style="float: right;">Click on an entry to select</span></p> <p>Search Results <span style="float: right;"><a href="#">Prev 20</a> <a href="#">Next 20</a></span></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><a href="#">0001-00001</a></td><td>Gaithersburg</td><td>Erin</td><td>R</td></tr> <tr><td><a href="#">0001-00002</a></td><td>Gaithersburg</td><td>Jackie</td><td>A</td></tr> <tr><td><a href="#">0001-00003</a></td><td>Gaithersburg</td><td>Joan</td><td>O</td></tr> <tr><td><a href="#">0001-00004</a></td><td>Gaithersburg</td><td>Michael</td><td>I</td></tr> <tr><td><a 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2c	<p>The <i>New Document</i> screen appears with your traveler’s name and vendor number filled in.</p>  <p>➤ Click on the <b>Document Type</b> drop-down listing and select <b>RECLAIM</b></p> <p>➤ Click the <b>Create</b> (<i>this Document</i>) button</p>
3	<p>The <i>Document Information</i> page appears with the <i>Document Information</i> tab highlighted and fields displaying the information contained in the TA.</p>  <p><b>Note:</b> <i>The preparer will need to know the information from the original voucher.</i></p>

Step	Action
3a	<p>Enter the following information on the <i>Document Information</i> tab:</p> <ul style="list-style-type: none"> <li>➤ Document Name = <i>(TV#)R1</i></li> <li>➤ TA# = <i>(TV#)</i></li> <li>➤ Type Code = <i>RECLAIM</i></li> <li>➤ Purpose Code = <i>3-TRAINING ATTENDANCE</i></li> <li>➤ Document Description = <i>reclaiming expenses left off the original voucher</i></li> </ul> <div data-bbox="293 552 1356 1098" style="border: 1px solid black; padding: 5px;"> <p><b>Document Information</b></p> <div style="background-color: #f0f0f0; padding: 2px; border: 1px solid #ccc;"> <p> <b>Quick Tip</b> 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. <a href="#">Authorizations</a> <a href="#">Vouchers</a> <a href="#">LocalVouchers</a></p> </div> <div style="float: right; border: 1px solid #ccc; padding: 2px; margin-top: 5px;"> <p>For this Document you can:</p> <p><input type="button" value="Create"/> Document</p> <p><input type="button" value="Cancel"/></p> </div> <p>Traveler Name: Darren Bak</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <p><b>Document Information</b>    <b>Trip Information</b></p> </div> <p>Document Type  RECLAIM</p> <p>Document Name  [0DJBS0001R1]</p> <p>Report Date  [09/27/2010] </p> <p>TA#  [0DJBS0001]</p> <p><input type="checkbox"/> Sponsored Travel</p> <p>Currency [U.S. Dollar ▼]</p> <p>Type Code  [RECLAIM ▼]</p> <p>Purpose Code  [3-TRAINING ATTENDANCE ▼]</p> <p>Document Description  [Reclaiming expenses left off the original voucher ▼]</p> <p>Document Default Accounting Code [ ] </p> <p>Default Accounting Code Org [ ]</p> </div>
<p><b>Note:</b> The document name can not be exactly the same as the original voucher so R1 is added to show it is the first reclaim against that voucher number. The TA# field must contain the actual voucher number for the system to know it is a valid voucher.</p>	

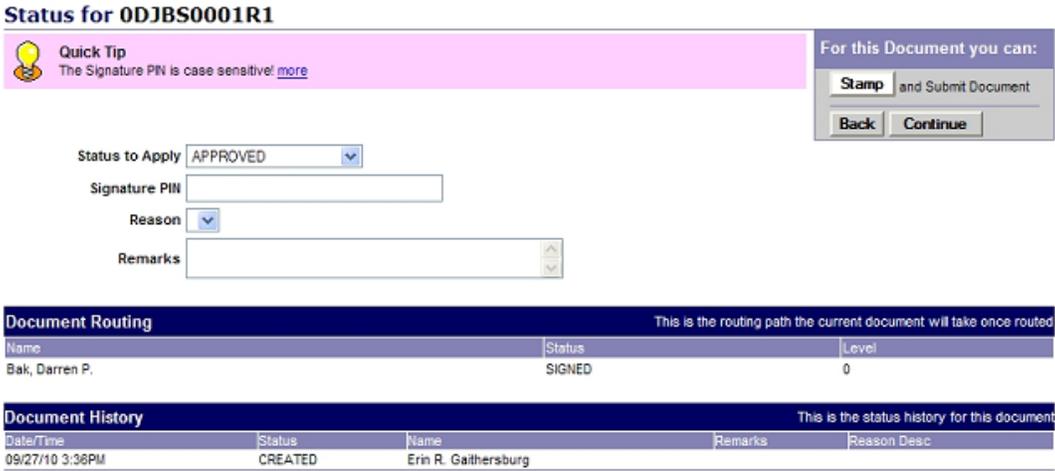
Step	Action
<p>3b</p>	<p>Click on the <i>Trip Information</i> tab</p>  <p><b>Document Information</b></p> <p><b>Quick Tip</b> Enter or edit the general document information. If this is a trip based document, click the Trip Information tab to edit/view the trip information. <a href="#">Authorizations</a> <a href="#">Vouchers</a> <a href="#">Local/Vouchers</a></p> <p>For this Document you can: <b>Create</b> Document <b>Cancel</b></p> <p>Traveler Name: Darren Bak</p> <p>Document Information   <b>Trip Information</b></p> <p>Trip No 1</p> <p>Begin Travel <input type="text"/> <input type="button" value="Calendar"/> Depart <input type="text"/> Depart Selection <input type="button" value="v"/>          End Travel <input type="text"/> <input type="button" value="Calendar"/> Return <input type="text"/> Return Selection <input type="button" value="v"/>          Trip Duration <input type="button" value="Multiple days"/> <input type="button" value="v"/>          Comments <input type="text"/> <input type="button" value="Preset"/></p> <p>Enter the following information:</p> <ul style="list-style-type: none"> <li>➤ <b>Begin Travel</b> = <b>06/21/##</b></li> <li>➤ <b>Depart</b> = <b>RES</b></li> <li>➤ <b>End Travel</b> = <b>06/24/##</b></li> <li>➤ <b>Return</b> = <b>RES</b></li> <li>➤ <b>Comments</b> (<i>if any</i>)</li> <li>➤ Click the <b>Create</b> (<i>Document</i>) button</li> </ul> <p><b>Notes:</b> <i>The system will not pull up the Itinerary Location portion of the screen for a reclaim voucher.</i></p> <p><i>If any per diem information needs to be added as reclaim expense, the preparer will have to enter those expenses as “ad-hoc” ones.</i></p>

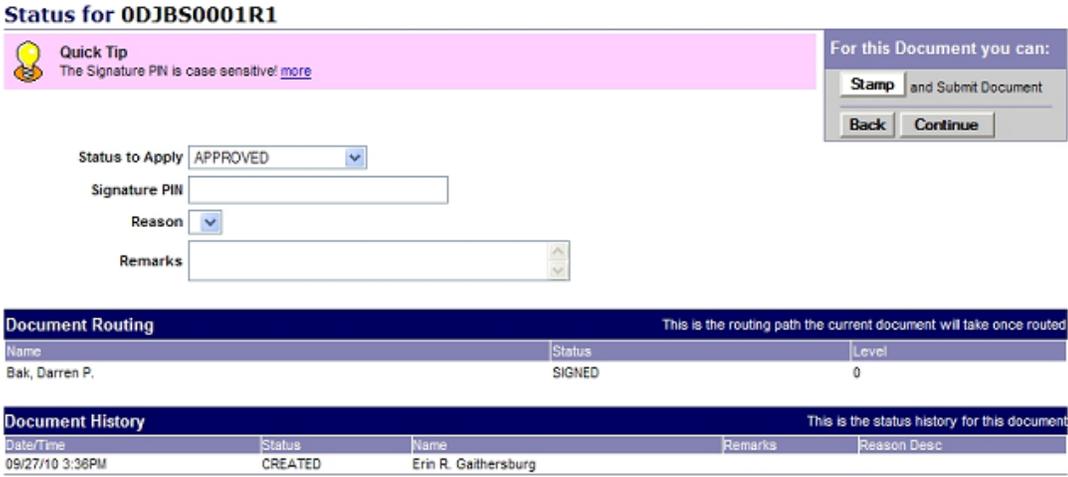
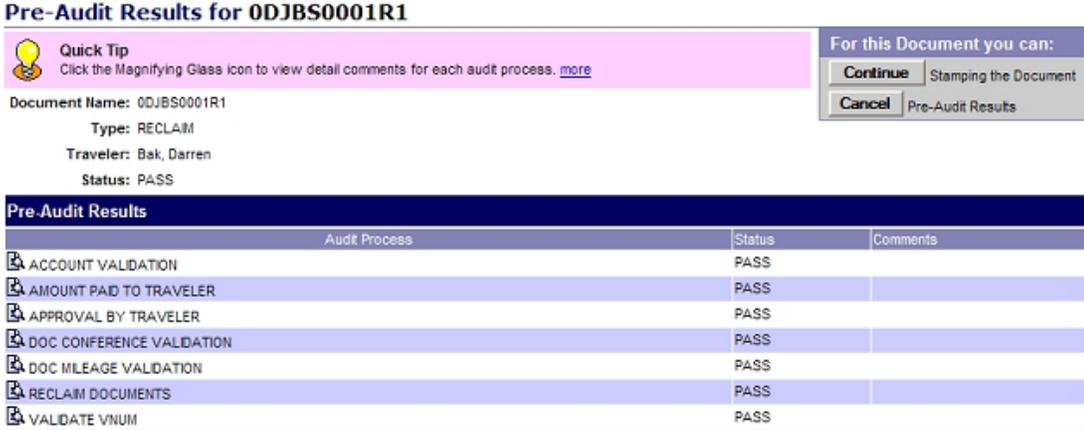
Step	Action
4	<p>The <b>Document Information</b> screen still appears but the <b>Document Toolbar</b> now has different options available. It will also show your Document Name &amp; TA#.</p> <p>➤ Click on <b>Expenses</b> in the <b>Document Toolbar</b> to bring up the <b>Edit/Enter Expenses</b> screen.</p>  <p><b>Note:</b> The Enter/Edit Expenses screen will be blank with the default dates being for the beginning of the trip.</p>
4a	<p>Enter the following information:</p> <p>6/21 Check Baggage Fee - \$25.00          6/22 Internet Fee – \$10.99          6/23 Internet Fee - \$10.99          6/24 Check Baggage Fee - \$25.00</p>
4a1	<p>The Baggage Fee, which is what most airlines are now charging for the first checked baggage is now found in the drop-down listing under CHECK BAGGAGE FEES.</p>

Step	Action
4a2	<p>The Internet Fees are not found on the drop down listing. You must type them in, which is called “Ad-hoc”. Because this expense is not contained in the list, the expense category field will not automatically be selected. This type of expenses could be considered Miscellaneous which falls under the Expense Category of OTHER-NON-TR. Select that expense category from the drop-down listing.</p>  <p>Click <b>Save</b> (<i>Expense Changes</i>) button when finished entering expenses.</p> <p><i>Notes: Within the Expense Description list, there is an expense for Excess Baggage. This expense is not the same as a baggage fee. The Excess Baggage expense should only be selected if the traveler has more than regular bags or heavier than allowed.</i></p> <p><i>The preparer should select the appropriate Expense Category – dependent upon the description of the expense.</i></p>
5	<p>Click on <b>Accounting</b> in the <i>Document Toolbar</i></p> <p>Validate the appropriate accounting has been added to the document</p>

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6	<p>Click on <b>Totals</b> in the <i>Document Toolbar</i> to open up the <i>Total Details</i> page.</p> <p><b>Total Details for 0DJBS0001R1</b></p> <p><b>Quick Tip</b> If necessary, enter changes and click OK. <a href="#">more</a></p> <p>For this Document you can:  <input type="button" value="Save &amp; Calculate"/> <input type="button" value="Totals"/>  <input type="button" value="Back"/> <input type="button" value="Continue"/></p> <p>Currency: U.S. Dollar</p> <p><b>Expense Summary</b></p> <table border="0"> <tr> <td>Total Expenses:</td> <td></td> <td>71.98</td> </tr> <tr> <td>Total Non-reimbursable Expenses:</td> <td></td> <td>0.00</td> </tr> <tr> <td><b>Total Reimbursable Expenses:</b></td> <td></td> <td><b>71.98</b></td> </tr> <tr> <td>Advance Outstanding:</td> <td><input type="text" value="0.00"/></td> <td></td> </tr> <tr> <td>Advance Applied:</td> <td><input type="text" value="0.00"/></td> <td>0.00</td> </tr> <tr> <td><b>Total Reimbursable Amount:</b></td> <td></td> <td><b>71.98</b></td> </tr> </table> <p><b>Charge Card Reconciliation</b></p> <table border="0"> <thead> <tr> <th></th> <th>All Amounts</th> <th>Reimbursable Amounts</th> </tr> </thead> <tbody> <tr> <td>Reimbursable Charge Card Expenses:</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>Non-Reimbursable Charge Card Expenses:</td> <td>0.00</td> <td></td> </tr> <tr> <td><b>Total Charge Card Expenses:</b></td> <td><b>0.00</b></td> <td><b>0.00</b></td> </tr> <tr> <td>Charge Card ATM Advance Taken:</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td><b>Total Amount On Charge Card:</b></td> <td><b>0.00</b></td> <td><b>0.00</b></td> </tr> <tr> <td>Additional Payment to Charge Card:</td> <td></td> <td>0.00</td> </tr> <tr> <td><b>Maximum Charge Card Reimbursement:</b> (Actual reimbursement may be different)</td> <td></td> <td><b>0.00</b></td> </tr> </tbody> </table> <p><b>Reimbursement Summary</b></p> <table border="0"> <tr> <td>Actual Charge Card Reimbursement:</td> <td>0.00</td> </tr> <tr> <td>Traveler Reimbursement: (Due From Traveler if negative)</td> <td>71.98</td> </tr> <tr> <td><b>Total Amount Reimbursed:</b></td> <td><b>71.98</b></td> </tr> </table> <p><b>Expense Category Details</b></p> <table border="1"> <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>OTHER NON-TR</td> <td>OTHER</td> <td>H-08-01</td> <td>General Travel FY10</td> <td>71.98</td> </tr> </tbody> </table>	Total Expenses:		71.98	Total Non-reimbursable Expenses:		0.00	<b>Total Reimbursable Expenses:</b>		<b>71.98</b>	Advance Outstanding:	<input type="text" value="0.00"/>		Advance Applied:	<input type="text" value="0.00"/>	0.00	<b>Total Reimbursable Amount:</b>		<b>71.98</b>		All Amounts	Reimbursable Amounts	Reimbursable Charge Card Expenses:	0.00	0.00	Non-Reimbursable Charge Card Expenses:	0.00		<b>Total Charge Card Expenses:</b>	<b>0.00</b>	<b>0.00</b>	Charge Card ATM Advance Taken:	0.00	0.00	<b>Total Amount On Charge Card:</b>	<b>0.00</b>	<b>0.00</b>	Additional Payment to Charge Card:		0.00	<b>Maximum Charge Card Reimbursement:</b> (Actual reimbursement may be different)		<b>0.00</b>	Actual Charge Card Reimbursement:	0.00	Traveler Reimbursement: (Due From Traveler if negative)	71.98	<b>Total Amount Reimbursed:</b>	<b>71.98</b>	Trip	Expense Category	Payment Method	Organization	Accounting Code Label	Amount	1	OTHER NON-TR	OTHER	H-08-01	General Travel FY10	71.98
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7	<p>Click on <b>Preview Document</b> in the <i>Document Toolbar</i> to have a new window open with the print preview of your travel document.</p>																																																												

Step	Action
7a	<p>The traveler must still sign this paper copy because it is a voucher</p> <pre> ----- 6)NON-REIMBURSABLE EXPENSES ----- TOTAL AMOUNT CLAIMED -----                71.98   ADVANCE OUTSTANDING ---                0.00   ADVANCE APPLIED -----                0.00 ----- NET TO TRAVELER (GOVT) -----                71.98 ----- Copyright 1989-2006 Gelco Information Network GSD, Inc. ----- I certify that this RECLAIM 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, pur- chased under cash payment procedures (41 CFR Part 101-10). ----- 7)TRAVELER SIGNATURE                DATE                DATE: -----           </pre>
8	<p>Click on <a href="#">Perform Pre-Audits</a> in the <i>Document Toolbar</i> to open up the <i>Pre-Audit Results</i> screen. Validate there are no errors. If there are errors, fix the errors and then re-run the Pre-Audit Validation again.</p>

Step	Action
9	<p>Click on <b>Document Status</b> 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"> <li>➤ Close out the document</li> <li>➤ Contact the traveler and have them review the paper voucher</li> <li>➤ If the voucher is alright have the traveler sign the paper voucher and stamp the electronic voucher signed</li> </ul> <p>You will do the following steps for Excepted Travelers:</p> <ul style="list-style-type: none"> <li>➤ Close out the document</li> <li>➤ Contact the traveler and have them review the paper voucher</li> <li>➤ If the voucher is alright have the traveler sign the paper voucher and send you the signed copy back</li> <li>➤ Log back into the system and the voucher and stamp it SIGNED on behalf of the traveler.</li> </ul>

Step	Action																								
9a	<p>From the <i>Status</i> screen</p>  <p><b>Status for 0DJBS0001R1</b></p> <p><b>Quick Tip</b> The Signature PIN is case sensitive! <a href="#">more</a></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: _____          Reason: _____          Remarks: _____</p> <p><b>Document Routing</b> <span style="float: right;">This is the routing path the current document will take once routed</span></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><b>Document History</b> <span style="float: right;">This is the status history for this document</span></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 3:38PM</td> <td>CREATED</td> <td>Erin R. Gaithersburg</td> <td></td> <td></td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>➤ Change the Status to Apply from APPROVED to SIGNED</li> <li>➤ Enter your <i>Signature PIN</i></li> <li>➤ Enter your <i>Remarks</i> if any</li> <li>➤ Click the <input type="button" value="Stamp"/> (<i>and Submit Document</i>) button</li> </ul>	Name	Status	Level	Bak, Darren P.	SIGNED	0	Date/Time	Status	Name	Remarks	Reason Desc	09/27/10 3:38PM	CREATED	Erin R. Gaithersburg										
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9b	<p>The <i>Pre-Audit Results for Document #</i> screen appears.</p> <ul style="list-style-type: none"> <li>➤ Verify the document status is PASS</li> <li>➤ Click the <input type="button" value="Continue"/> (<i>Stamping the Document</i>) button</li> </ul>  <p><b>Pre-Audit Results for 0DJBS0001R1</b></p> <p><b>Quick Tip</b> Click the Magnifying Glass icon to view detail comments for each audit process. <a href="#">more</a></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: 0DJBS0001R1          Type: RECLAIM          Traveler: Bak, Darren          Status: PASS</p> <p><b>Pre-Audit Results</b></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>DOC CONFERENCE VALIDATION</td> <td>PASS</td> <td></td> </tr> <tr> <td>DOC MILEAGE VALIDATION</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		DOC CONFERENCE VALIDATION	PASS		DOC MILEAGE VALIDATION	PASS		RECLAIM DOCUMENTS	PASS		VALIDATE VNUM	PASS	
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10	<p>The <i>Signature</i> screen appears with a statement that should be read.</p> <p><b>Signature for 0DJBS0001R1</b></p> <div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="background-color: #f0f8ff; padding: 5px;">  <b>Quick Tip</b>                      If you agree with the statement, click Accept. <a href="#">more</a> </div> <div style="border: 1px solid #ccc; padding: 5px; background-color: #e0e0e0;"> <b>For this Document you can:</b>  <input type="button" value="Accept"/> Signature Text  <input type="button" value="Cancel"/> Stamping                 </div> </div> <p style="font-size: small; margin-top: 10px;">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 style="font-size: small; margin-top: 10px;">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 style="margin-top: 10px;">➤ 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 <i>Home</i> screen where you will have a message that tells you the email(s) of the person/people that a message was sent.</p> <p><b>Home</b></p> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f8ff;">  <b>Quick Tip</b>                      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. <a href="#">more</a> </div> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr style="background-color: #003366; color: white;"> <th colspan="5">Last Documents <a href="#">more</a></th> <th colspan="5">Documents to review <a href="#">more</a></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 style="margin-top: 10px;">Messages:</p> <ul style="list-style-type: none"> <li>Email has been sent to:Jonathan.Wolf@noaa.gov</li> </ul> <p>The Excepted Traveler’s document will <b><u>NOT</u></b> 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> </div>	Last Documents <a href="#">more</a>					Documents to review <a href="#">more</a>					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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