

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.

*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 (OCOUS);
2. If the TDY location is not listed, you would use the “OTHER” per diem rate assigned to that state or country.

Instructions: Execute the following steps:

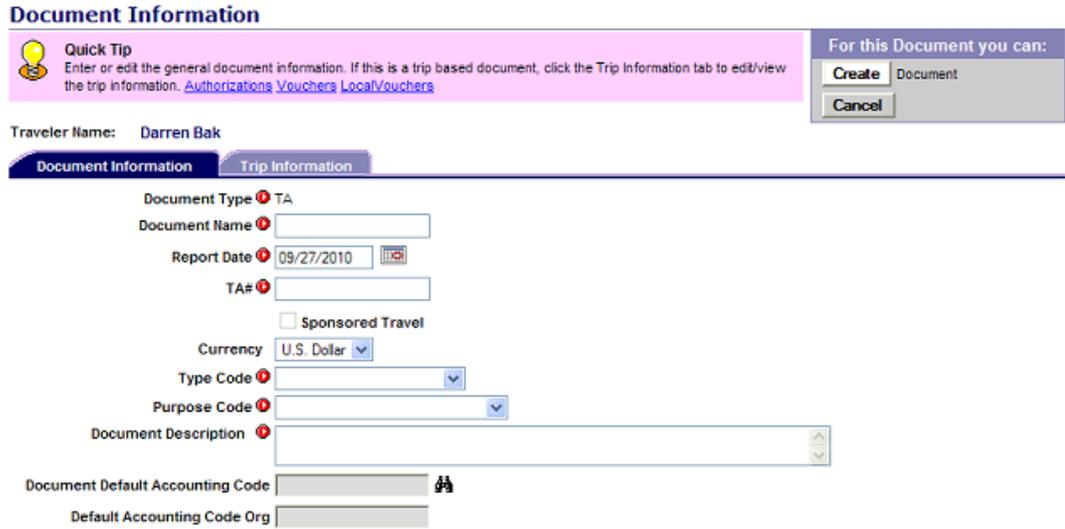
You have been asked to do a site visit to Long Beach and Crescent City (California). You leave on March 1st to go to Long Beach. You leave Long Beach on March 3rd to go to Crescent City. You return home on March 5th. Your authorization will need to include the following costs:

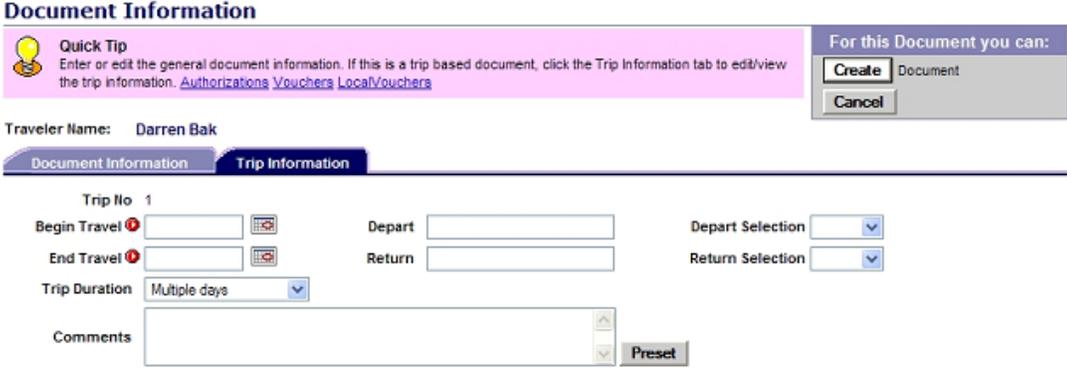
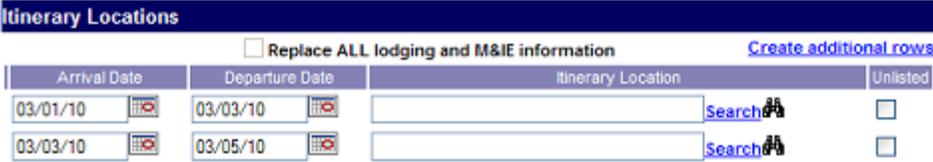
Estimated Expenses

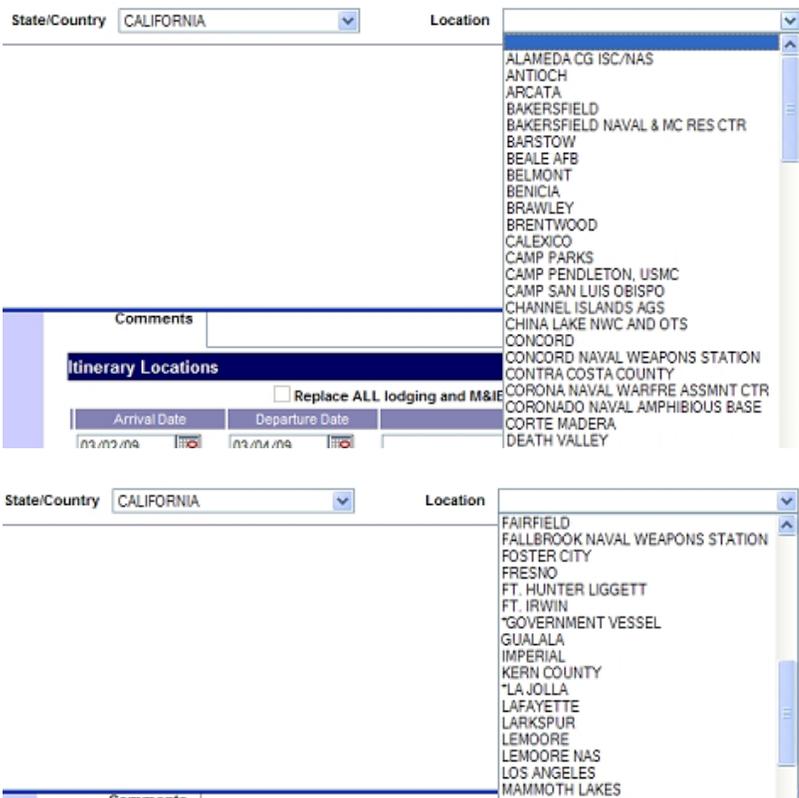
\$765.00 = Round-trip air fare
 \$23.79 = Transaction Fee
 \$600 for Rental Car
 \$100 for Rental Car Gas
 \$60 for Parking at hotel
 \$100 for Hotel Tax
 \$150 for Taxi
 \$100 for Checked Baggage Fees

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="298 569 948 751" style="border: 1px solid black; padding: 5px;"> <p>New Document</p> <div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 5px;"> <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  <small>(Enter last name and click lookup)</small> <input type="text"/></p> </div>

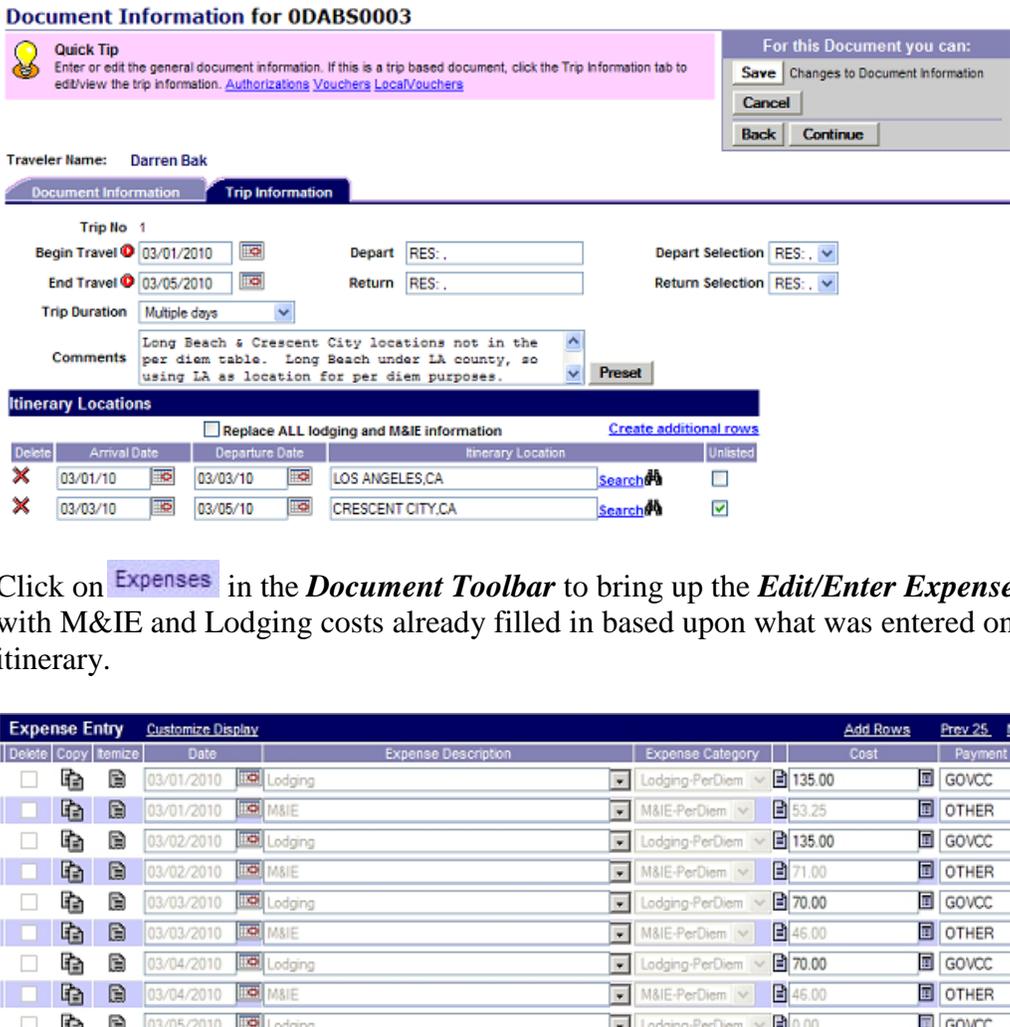
Step	Action																																																																																																																																																																								
2a	<p>If you chose VNum lookup icon, you will get a list of travelers you have access to showing in vendor number order.</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> 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<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>Elliott</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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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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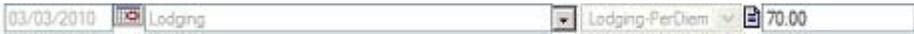
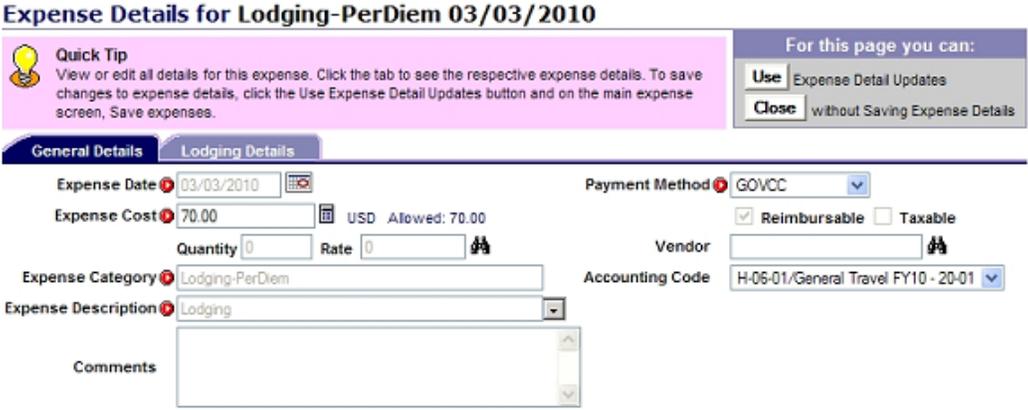
Step	Action
2b	<p>The <i>New Document</i> screen appears with your traveler’s name and vendor number filled in.</p>  <p>➤ Click on the Document Type drop-down listing and select TA</p> <p>➤ Click the Create (<i>this Document</i>) button</p>
3	<p>The <i>Document Information</i> screen appears with the <i>Document Information</i> tab highlighted and fields displaying. Any field with the red arrow icon next to it is a mandatory field and must be filled in.</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>

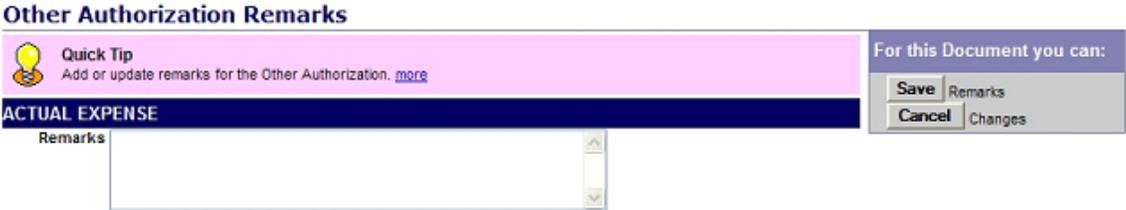
Step	Action
<p>4a</p>	<p>Click on the <i>Trip Information</i> tab. If you click the <i>Create</i> button prior to clicking the tab you will receive an error message. Clicking the <i>OK</i> button will take you to this tab.</p>  <p>Enter the following information in the top part of the screen:</p> <ul style="list-style-type: none"> ➤ Begin Travel = 03/01/## ➤ Depart = RES ➤ End Travel = 03/05/## ➤ Return = RES
<p>4b</p>	<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>  <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 be 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>

Step	Action
4c	<p>➤ Click the Lookup  icon</p> <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> <p>➤ Select <i>California</i> from the State/Country drop-down list</p> <p>➤ Click the Location drop-down list and search for <i>Long Beach and Crescent City</i></p> 

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 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>												
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="289 1234 1221 1402" 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>03/01/10</td> <td>03/03/10</td> <td>LOS ANGELES,CA <input type="text"/> <input type="button" value="Search"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>03/03/10</td> <td>03/05/10</td> <td>Crescent City,CA <input type="text"/> <input type="button" value="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 1549 808 1617" style="border: 1px solid black; padding: 5px;"> <p>Long Beach & Crescent City locations not in the per diem table. Long Beach under LA county, so using LA as location for per diem purposes.</p> </div> <p>➤ Click the <input type="button" value="Create"/> (Document) button</p>	Arrival Date	Departure Date	Itinerary Location	Unlisted	03/01/10	03/03/10	LOS ANGELES,CA <input type="text"/> <input type="button" value="Search"/>	<input type="checkbox"/>	03/03/10	03/05/10	Crescent City,CA <input type="text"/> <input type="button" value="Search"/>	<input checked="" type="checkbox"/>
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Step	Action
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>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> <p>Note: The current CONUS M&IE costs in production are \$77 & \$46.</p>

Step	Action																
6	<p>Enter the following information on the <i>Edit/Enter Expenses</i> screen:</p> <table border="0"> <tr> <td>Airline Flight</td> <td>\$765.00 (Class = Y)</td> </tr> <tr> <td>TMC Transaction Fee</td> <td>\$23.79</td> </tr> <tr> <td>Rental Car</td> <td>\$600.00</td> </tr> <tr> <td>Gas-Rental/Govt Car</td> <td>\$100.00</td> </tr> <tr> <td>Parking Fees</td> <td>\$60.00</td> </tr> <tr> <td>Hotel Tax</td> <td>\$100.00</td> </tr> <tr> <td>Taxi</td> <td>\$150.00</td> </tr> <tr> <td>Check Baggage Fee</td> <td>\$100.00</td> </tr> </table> <p>➤ Click the Save (<i>Expense Changes</i>) button when completed</p> <p>The hotel costs for Crescent City are \$85.00. This is more than CONUS rate of \$70. Your approving official has given verbal approval to do actual costs for the lodging.</p>	Airline Flight	\$765.00 (Class = Y)	TMC Transaction Fee	\$23.79	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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6a	<p>One way to enter an actual cost is by going into the details of the expense.</p> <p>➤ Click on the <i>Expense Detail</i>  icon</p>  <p>This will open up a new window:</p>  <p>➤ Enter the actual cost in the <i>Expense Cost</i> field (i.e. \$85.00)</p> <p>➤ Click the drop-down arrow for the <i>Expense Description</i> field</p> <p>➤ Select Lodging – Actuals</p> <p>➤ Click Use</p>  <p>➤ Click the Save (<i>Expense Changes</i>) button when completed</p>																

Step	Action
6b	<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
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

Step	Action
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>

AWAIT TRAINER TO APPROVE ALL DOCUMENTS BEFORE CONTINUING WITH THE NEXT EXERCISE.