

Exercise #6: Create Travel Authorization – Award Ceremony with Guest**Objectives:**

- Create a Travel Authorization for an Award Ceremony
- Include Traveler and Guest on Travel Authorization

Notes:

The Department of Commerce Travel Handbook, section C301-88 states that travel and per diem (Lodging plus Meals and Incidental Expenses (M&IE)) expenses may be provided to a Departmental award recipient for attendance at a major award ceremony (e.g., Presidential award ceremony, the Department's annual award ceremony, or a prestigious honorary award ceremony sponsored by a non-Federal organization). In addition, bureaus may provide reimbursement of travel and per diem expenses for one individual traveler of the award recipient's choosing. This person can be a family member or another person whose close association with the employee is the equivalent of a family relationship.

This section goes on to state that one travel authorization (order) shall be issued that covers both the employee and the additional traveler and that the employee will be responsible for submitting a travel voucher to obtain reimbursement for the travel costs of themselves and the additional person.

However, if the employee wishes to take another traveler that is an employee, both employees will do individual authorizations, the guest stating they are a guest of an award recipient.

In addition, the NOAA Travel Regulations, section 301-2.5(j) gives the titles of the officials able to approve award ceremony travel.

Instructions: Execute the following steps:

You are a departmental award recipient. You and a guest have been invited to attend the Department's annual award ceremony in Washington, DC on August 26th. You are coming from your Duty Station of Charleston, SC and your guest (Mother) is coming from Atlanta, GA and will have separate hotel rooms.

Estimated Expenses

\$315.00 = Round-trip air fare (Traveler)

\$385.00 = Round-trip air fare (Guest)

\$23.79 = TMC Transaction Fee per person

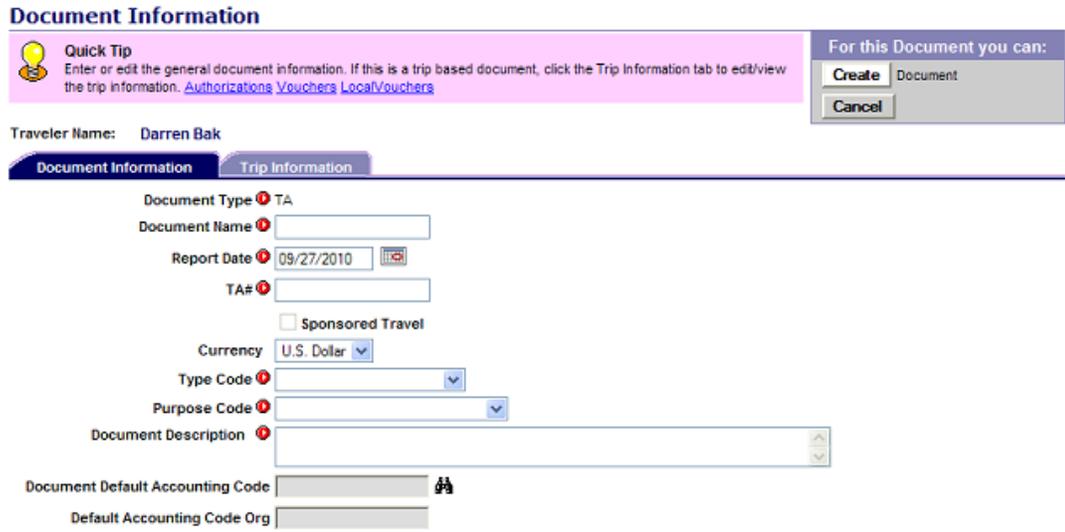
\$50.00 = Hotel Tax per person

\$75.00 = Taxi Fare per person

\$50.00 = Airport Shuttle per person

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"> <p>New Document</p> <div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc;"> <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>

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2a	<p data-bbox="282 254 1333 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="282 365 1024 905">  <p data-bbox="282 365 1024 394">Enter Search Criteria</p> <p data-bbox="282 394 1024 449">VNum <input type="text" value=""/> <input type="button" value="Search"/> <input type="button" value="Cancel"/></p> <p data-bbox="282 449 1024 478">Search Results Click on an entry to select</p> <p data-bbox="282 478 1024 508">Search Results Prev 20 Next 20</p> <table border="1" data-bbox="282 508 1024 905"> <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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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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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>1-SINGLE-DOMESTIC</i> ➤ Purpose Code = <i>11-AWARD CER W/ GUEST</i> ➤ Document Description = <i>To attend Department’s annual awards ceremony in Washington DC. Invited Guest (Mother).</i>

Step	Action														
4a	<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, 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 = 8/25/## ➤ Depart = RES ➤ End Travel = 8/27/## ➤ Return = RES 														
4b	<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. Washington, DC) ➤ 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> <ul style="list-style-type: none"> ➤ Click on Expenses in the <i>Document Toolbar</i> to bring up the <i>Edit/Enter Expenses</i> screen. 														
5	<p>Enter the following information on the <i>Edit/Enter Expenses</i> screen:</p> <table data-bbox="282 1163 938 1419"> <tbody> <tr> <td>Airline Flight Traveler</td> <td>\$315.00 (Class = Y)</td> </tr> <tr> <td>TMC Transaction Fee</td> <td>\$23.79</td> </tr> <tr> <td>Airline Flight Guest (G)</td> <td>\$385.00 (Class = Y)</td> </tr> <tr> <td>TMC Transaction Fee (G)</td> <td>\$23.79</td> </tr> <tr> <td>Hotel Tax</td> <td>\$100.00 (\$50/person)</td> </tr> <tr> <td>Taxi</td> <td>\$150.00 (\$75/person)</td> </tr> <tr> <td>Airport Shuttle</td> <td>\$100.00 (\$50/person)</td> </tr> </tbody> </table> <ul style="list-style-type: none"> ➤ Click the Save (<i>Expense Changes</i>) button when completed 	Airline Flight Traveler	\$315.00 (Class = Y)	TMC Transaction Fee	\$23.79	Airline Flight Guest (G)	\$385.00 (Class = Y)	TMC Transaction Fee (G)	\$23.79	Hotel Tax	\$100.00 (\$50/person)	Taxi	\$150.00 (\$75/person)	Airport Shuttle	\$100.00 (\$50/person)
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5a	<p>Because the system only generates one set of Lodging and M&IE costs, you will need to enter those costs for the guest manually. Because you are entering them manually or “ad-hoc” you will need to select the expense category as well for these items and the cost and dates will be the same as the traveler.</p> <table border="1" data-bbox="280 436 1260 546"> <thead> <tr> <th><u>Expense Description</u></th> <th><u>Expense Category</u></th> <th><u>Cost</u></th> </tr> </thead> <tbody> <tr> <td>Lodging – Guest</td> <td>Lodging</td> <td>Same as traveler</td> </tr> <tr> <td>M&IE – Guest</td> <td>M&IE</td> <td>Same as traveler</td> </tr> </tbody> </table> <p>➤ Click the Save (<i>Expense Changes</i>) button when completed</p>  <p>Note: When adding the ad-hock lodging and M&IE costs do not save until all data has been entered. Once saved, a user will not be able to edit those lines.</p>	<u>Expense Description</u>	<u>Expense Category</u>	<u>Cost</u>	Lodging – Guest	Lodging	Same as traveler	M&IE – Guest	M&IE	Same as traveler
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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>Click on Totals in the <i>Document Toolbar</i> to open up the <i>Total Details</i> screen.</p>  <p>The Lodging and M&IE expense categories costs should be the same for the traveler and the guest.</p>
8	<p>Finish the process with your TA:</p> <ul style="list-style-type: none"> ➤ 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>

NOTE ON TA from TV: For certain expenses like “Taxi”, if the costs were occurred on the same day; those expenses could be grouped together. If the preference is to keep them separate, make sure to enter “Guest” in front of the expense description. Just as a reminder, any ad-hoc expense must have the expense category selected.