

Exercise #7a: Travel Authorization (Conference Lodging Allowance/Leave)

- Objectives:**
- Create a travel authorization where conference lodging is allowed
 - Understand the Conference Screen
 - Understand how to indicate Annual Leave

Notes: *This exercise covers how to create an authorization for a government sponsored conference using the conference lodging allowance.*

It also covers how to incorporate annual leave or non-duty days in conjunction with official travel. No lodging and M&IE allowances are paid on days when annual/non-duty leave exceeds 4 hours.

Instructions: Execute the following steps:

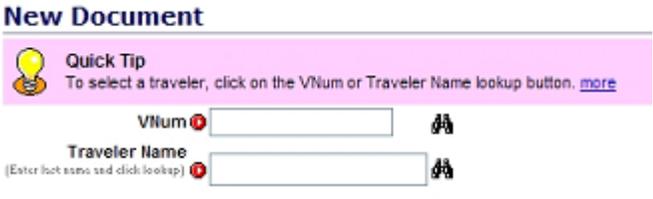
You have been instructed to attend the OAR/ESRL sponsored annual conference in Boulder, CO on May 12th & 13th. You have decided to take 8 hours of annual leave May 14th and travel back on the 16th. Your authorization will need to include the following costs:

Estimated Expenses

- \$425.00 = Round-trip air fare
- \$23.79 = Transaction Fee
- \$100 = Taxi Fare
- \$50 = Hotel Tax
- \$50 = Checked Baggage Fee

Lodging/M&IE Expenses

The estimated lodging for each night of the conference is \$124, not to exceed 115% of the maximum lodging rate for Boulder, CO as designed by the OAR/ESRL Conference allowance.

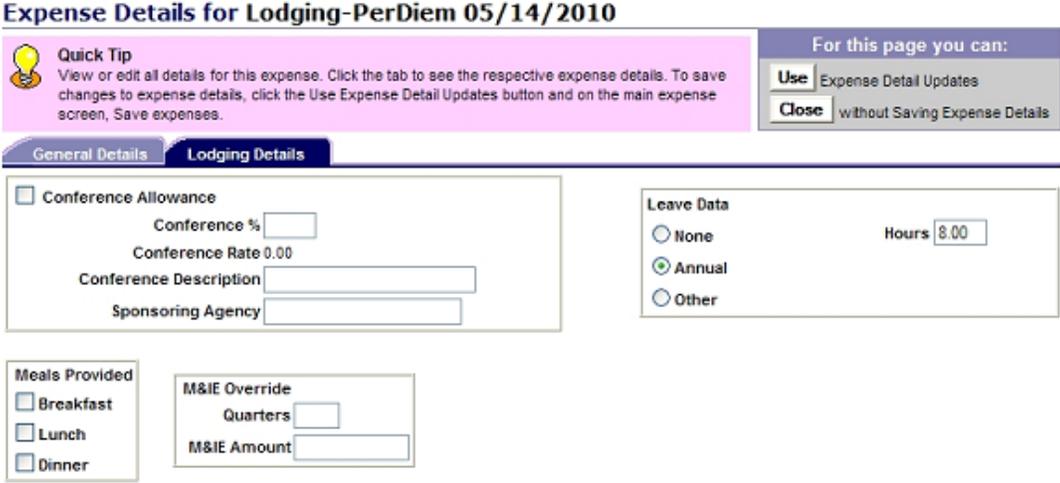
Step	Action
1	From the Home screen: ➤ Click Create New Document from the Document Toolbar
2	For a Group Administrator, you will need to select a traveler by clicking on the Lookup icon  by either the VNum or Traveler Name field. 

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2a	<p data-bbox="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="289 369 1021 394">Enter Search Criteria</p> <p data-bbox="370 396 646 422">VNum <input type="text"/> <input type="button" value="Search"/></p> <p data-bbox="581 426 646 451"><input type="button" value="Cancel"/></p> <p data-bbox="289 455 1021 480">Search Results Click on an entry to select</p> <p data-bbox="289 485 1021 510">Search Results Prev 20 Next 20</p> <table border="1" data-bbox="289 510 1021 900"> <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>Gathersburg</td><td>Erin</td><td>R</td></tr> <tr><td>0001-00002</td><td>Gathersburg</td><td>Jackie</td><td>A</td></tr> <tr><td>0001-00003</td><td>Gathersburg</td><td>Joan</td><td>O</td></tr> 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<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>Gathersburg</td><td>Carolyn</td><td>A</td><td>0001-00006</td></tr> <tr><td>Gathersburg</td><td>Jackie</td><td>A</td><td>0001-00002</td></tr> <tr><td>Gathersburg</td><td>Kathy</td><td>A</td><td>0001-00022</td></tr> <tr><td>Gathersburg</td><td>Larry</td><td>A</td><td>0001-00017</td></tr> <tr><td>Gathersburg</td><td>Mary</td><td>A</td><td>0001-00010</td></tr> <tr><td>Gathersburg</td><td>Caleb</td><td>B</td><td>0001-00030</td></tr> <tr><td>Gathersburg</td><td>Scott</td><td>C</td><td>0001-00009</td></tr> <tr><td>Gathersburg</td><td>Andrew</td><td>D</td><td>0001-00027</td></tr> <tr><td>Gathersburg</td><td>Alex</td><td>E</td><td>0001-00026</td></tr> 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Name	MI	VNum	Bak	Darren	P	1001-00004	Blanchard	Tammy	W	1001-00010	Coons	Brian	Z	1001-00001	Elliott	James	T	1001-00003	Gathersburg	Carolyn	A	0001-00006	Gathersburg	Jackie	A	0001-00002	Gathersburg	Kathy	A	0001-00022	Gathersburg	Larry	A	0001-00017	Gathersburg	Mary	A	0001-00010	Gathersburg	Caleb	B	0001-00030	Gathersburg	Scott	C	0001-00009	Gathersburg	Andrew	D	0001-00027	Gathersburg	Alex	E	0001-00026	Gathersburg	Benjamin	E	0001-00028	Gathersburg	Ken	E	0001-00011	Gathersburg	Ted	E	0001-00012	Gathersburg	Chris	H	0001-00013	Gathersburg	Sharon	H	0001-00015	Gathersburg	Bianca	I	0001-00029	Gathersburg	Liz	I	0001-00007
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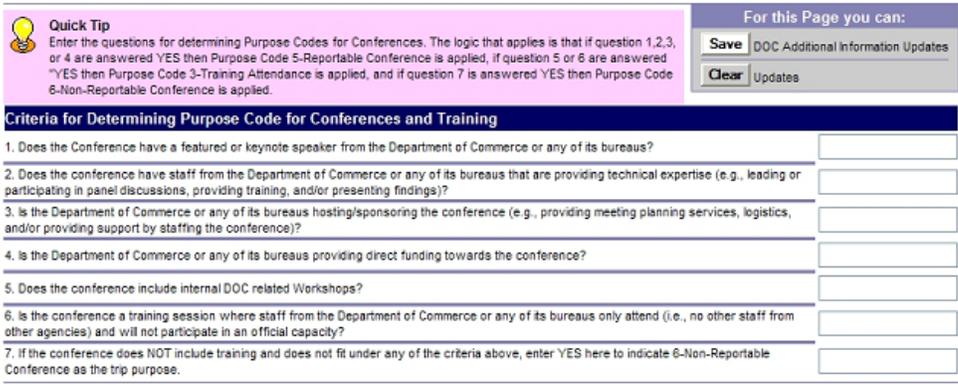
Step	Action
2b	<p>The <i>New Document</i> screen appears with your traveler's name and vendor number filled in.</p>  <p>➤ Click on the Document Type drop-down listing and select TA</p> <p>➤ Click the Create (<i>this Document</i>) button</p>
3	<p>The <i>Document Information</i> screen appears with the <i>Document Information</i> tab highlighted and fields displaying.</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>5-REPORTABLE CONFERENCE</i> ➤ Document Description = <i>Attending OAR/ESRL Annual Conference in Boulder, CO.</i>
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 = <i>5/11/##</i> ➤ Depart = <i>RES</i> ➤ End Travel = <i>5/16/##</i> ➤ Return = <i>RES</i> ➤ Comments = <i>Annual Leave taken 14th.</i>

Step	Action										
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. Boulder, CO) ➤ 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="282 806 922 982"> <tbody> <tr> <td>Airline Flight Traveler</td> <td>\$425.00 (Class = Y)</td> </tr> <tr> <td>TMC Transaction Fee</td> <td>\$23.79</td> </tr> <tr> <td>Hotel Tax</td> <td>\$50.00</td> </tr> <tr> <td>Taxi</td> <td>\$100.00</td> </tr> <tr> <td>Check Baggage Fee</td> <td>\$50.00</td> </tr> </tbody> </table> <ul style="list-style-type: none"> ➤ Click the Save (<i>Expense Changes</i>) button when completed 	Airline Flight Traveler	\$425.00 (Class = Y)	TMC Transaction Fee	\$23.79	Hotel Tax	\$50.00	Taxi	\$100.00	Check Baggage Fee	\$50.00
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5a	<p>To enter the actual lodging cost information, click on the Show Expense Details  icon on the first line of lodging expenses. This will bring up a new window.</p> <ul style="list-style-type: none"> ➤ Enter 124 in the Expense Cost field ➤ Click the Lodging Details tab ➤ Click the Conference Allowance checkbox ➤ Enter 115% in the Conference% field ➤ Enter OAR/ESRL Conference in the Conference Description field ➤ Enter OAR/DOC in the Sponsoring Agency field ➤ Click Use (<i>Expense Detail Updates</i>) <div style="border: 1px solid black; padding: 5px;"> <p>Expense Details for Lodging-PerDiem 05/11/2010</p> <div style="display: flex; justify-content: space-between;"> <div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc;"> <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> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>For this page you can:</p> <p>Use Expense Detail Updates</p> <p>Close without Saving Expense Details</p> </div> </div> <div style="display: flex; margin-top: 5px;"> <div style="border: 1px solid #ccc; padding: 5px; margin-right: 5px;"> <p>General Details</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-right: 5px;"> <p>Lodging Details</p> </div> </div> <div style="display: flex; margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 5px; flex: 1;"> <p><input checked="" type="checkbox"/> Conference Allowance</p> <p>Conference % <input type="text" value="115"/></p> <p>Conference Rate 142.60</p> <p>Conference Description <input type="text" value="OAR/ESRL Conference"/></p> <p>Sponsoring Agency <input type="text" value="OAR/DOC"/></p> </div> <div style="border: 1px solid #ccc; padding: 5px; flex: 1; margin-left: 10px;"> <p>Leave Data</p> <p><input checked="" type="radio"/> None Hours <input type="text" value="0.00"/></p> <p><input type="radio"/> Annual</p> <p><input type="radio"/> Other</p> </div> </div> <div style="margin-top: 10px; display: flex; justify-content: space-between;"> <div style="border: 1px solid #ccc; padding: 5px; width: 45%;"> <p>Meals Provided</p> <p><input type="checkbox"/> Breakfast</p> <p><input type="checkbox"/> Lunch</p> <p><input type="checkbox"/> Dinner</p> </div> <div style="border: 1px solid #ccc; padding: 5px; width: 45%;"> <p>M&IE Override</p> <p>Quarters <input type="text"/></p> <p>M&IE Amount <input type="text"/></p> </div> </div> </div>
5b	<p>On the Enter/Edit Expenses page scroll to the right and in the same line you just added the actual expense</p> <ul style="list-style-type: none"> ➤ Enter 5/13/## in the Copy Through field ➤ Click the Save (<i>Expense Changes</i>) button when completed

Step	Action
5c	<p>To enter the annual leave information, click on the Show Expense Details  icon on the line of the date you will be taking annual leave. This will bring up a new window.</p> <ul style="list-style-type: none"> ➤ Click the <i>Lodging Details</i> tab ➤ Click the <i>Annual</i> radio button in the <i>Leave Data area</i> ➤ Enter/Verify 8 in the Hours field in the <i>Leave Data area</i> ➤ Click Use (<i>Expense Detail Updates</i>)  <p>Expense Details for Lodging-PerDiem 05/14/2010</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: Use Expense Detail Updates Close without Saving Expense Details</p> <p>General Details Lodging Details</p> <p><input type="checkbox"/> Conference Allowance Conference % <input type="text"/> Conference Rate 0.00 Conference Description <input type="text"/> Sponsoring Agency <input type="text"/></p> <p>Meals Provided <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner</p> <p>M&IE Override Quarters <input type="text"/> M&IE Amount <input type="text"/></p> <p>Leave Data <input type="radio"/> None <input checked="" type="radio"/> Annual <input type="radio"/> Other Hours <input type="text" value="8.00"/></p>

Step	Action
5d	<p>To enter leave being taken on a weekend, click on the Show Expense Details  icon on the line of the date(s) you will designated “Other Leave”, so you will not receive Lodging or M&IE:</p> <ul style="list-style-type: none"> ➤ Click the Lodging Details tab ➤ Click the Other radio button in the Leave Data area ➤ Enter/Verify 8 in the Hours field in the Leave Data area ➤ Click Use (<i>Expense Detail Updates</i>) <div data-bbox="289 590 1328 1060" style="border: 1px solid black; padding: 5px;"> <p>Expense Details for Lodging-PerDiem 05/15/2010</p> <div style="display: flex; justify-content: space-between;"> <div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc;"> <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> </div> <div style="background-color: #d0d0d0; padding: 5px; border: 1px solid #ccc;"> <p>For this page you can:</p> <p>Use Expense Detail Updates</p> <p>Close without Saving Expense Details</p> </div> </div> <div style="display: flex; border-top: 1px solid #ccc; border-bottom: 1px solid #ccc;"> <div style="background-color: #d0d0d0; padding: 2px 5px; border: 1px solid #ccc;">General Details</div> <div style="background-color: #d0d0d0; padding: 2px 5px; border: 1px solid #ccc;">Lodging Details</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 5px; width: 45%;"> <p><input type="checkbox"/> Conference Allowance</p> <p style="margin-left: 20px;">Conference % <input type="text"/></p> <p style="margin-left: 20px;">Conference Rate 0.00</p> <p style="margin-left: 20px;">Conference Description <input type="text"/></p> <p style="margin-left: 20px;">Sponsoring Agency <input type="text"/></p> </div> <div style="border: 1px solid #ccc; padding: 5px; width: 45%;"> <p>Leave Data</p> <p><input type="radio"/> None</p> <p><input type="radio"/> Annual</p> <p><input checked="" type="radio"/> Other</p> <p style="text-align: right;">Hours <input type="text" value="8.00"/></p> </div> </div> <div style="display: flex; margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 5px; width: 45%;"> <p>Meals Provided</p> <p><input type="checkbox"/> Breakfast</p> <p><input type="checkbox"/> Lunch</p> <p><input type="checkbox"/> Dinner</p> </div> <div style="border: 1px solid #ccc; padding: 5px; width: 45%;"> <p>M&IE Override</p> <p style="margin-left: 20px;">Quarters <input type="text"/></p> <p style="margin-left: 20px;">M&IE Amount <input type="text"/></p> </div> </div> </div> <ul style="list-style-type: none"> ➤ Click the Save (<i>Expense Changes</i>) button when completed
<p>Note: Upon saving your data, your lodging and M&IE amounts should be zero.</p>	
6	<p>Click on Accounting in the Document Toolbar to open up the Available Accounting Code 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
7	<p>Click on Totals in the Document Toolbar to open up the Total Details screen</p> <ul style="list-style-type: none"> ➤ Verify the totals
8	<p>Click on Preview Document in the Document Toolbar to have a new window open with the print preview of your travel document.</p>

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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 ODABS0005</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: ODABS0005 Type: TA Traveler: Bak, Darren Status: FAIL</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>AMENDMENTS</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>FAIL</td> <td>You must complete the Conference Criteria in the additional information screen (at least one YES response is expected for conferences).</td> </tr> <tr> <td>DOC FY END PROCESSING</td> <td>PASS</td> <td></td> </tr> <tr> <td>DOC MILEAGE VALIDATION</td> <td>PASS</td> <td></td> </tr> <tr> <td>DOC PRIOR YEAR PROCESSING</td> <td></td> <td>This document references PRIOR FISCAL YEAR accounting or dates.</td> </tr> <tr> <td>UNIQUE TA NUMBER</td> <td>PASS</td> <td></td> </tr> <tr> <td>VALIDATE VNUM</td> <td>PASS</td> <td></td> </tr> </tbody> </table> <p>Note: The system will fail your results if the Conference screen has not been filled out. The Conference screen must be filled out if using 5-Reportable Conference or 6-Non-Reportable Conference selections for the purpose of the trip.</p>	Audit Process	Status	Comments	ACCOUNT VALIDATION	PASS		AMENDMENTS	PASS		AMOUNT PAID TO TRAVELER	PASS		APPROVAL BY TRAVELER	PASS		DOC CONFERENCE VALIDATION	FAIL	You must complete the Conference Criteria in the additional information screen (at least one YES response is expected for conferences).	DOC FY END PROCESSING	PASS		DOC MILEAGE VALIDATION	PASS		DOC PRIOR YEAR PROCESSING		This document references PRIOR FISCAL YEAR accounting or dates.	UNIQUE TA NUMBER	PASS		VALIDATE VNUM	PASS	
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10	<p>Click on DOC Conference in the <i>Document Toolbar</i> to open up the <i>DOC Conference</i> screen.</p>  <p>DOC Conference</p> <p>Quick Tip Enter the questions for determining Purpose Codes for Conferences. The logic that applies is that if question 1,2,3, or 4 are answered YES then Purpose Code 5-Reportable Conference is applied, if question 5 or 6 are answered YES then Purpose Code 3-Training Attendance is applied, and if question 7 is answered YES then Purpose Code 6-Non-Reportable Conference is applied.</p> <p>For this Page you can: Save DOC Additional Information Updates Clear Updates</p> <p>Criteria for Determining Purpose Code for Conferences and Training</p> <ol style="list-style-type: none"> Does the Conference have a featured or keynote speaker from the Department of Commerce or any of its bureaus? <input type="text"/> Does the conference have staff from the Department of Commerce or any of its bureaus that are providing technical expertise (e.g., leading or participating in panel discussions, providing training, and/or presenting findings)? <input type="text"/> Is the Department of Commerce or any of its bureaus hosting/sponsoring the conference (e.g., providing meeting planning services, logistics, and/or providing support by staffing the conference)? <input type="text"/> Is the Department of Commerce or any of its bureaus providing direct funding towards the conference? <input type="text"/> Does the conference include internal DOC related Workshops? <input type="text"/> Is the conference a training session where staff from the Department of Commerce or any of its bureaus only attend (i.e., no other staff from other agencies) and will not participate in an official capacity? <input type="text"/> If the conference does NOT include training and does not fit under any of the criteria above, enter YES here to indicate 6-Non-Reportable Conference as the trip purpose. <input type="text"/> <p>Note: At least one field must be filled in with a YES. Multiple fields can have YES answers. Depending upon your answer to the questions, the system will determine whether or not if the purpose chosen was correct. If it is not, the system will automatically change the purpose type to the correct one based on your answer(s).</p>																																	

Step	Action
10a	Enter the following: <ol style="list-style-type: none"> 1. YES 2. YES 3. YES <p>➤ Click Save (<i>DOC Additional Information Updates</i>)</p>
11	Click on Perform Pre-Audits in the <i>Document Toolbar</i> to open up the <i>Pre-Audit Results</i> screen. <p>➤ Verify the document now has a status of PASS</p>
12	Finish the process with your TA: <ul style="list-style-type: none"> ➤ 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>
<p>AWAIT TRAINER TO APPROVE ALL DOCUMENTS BEFORE CONTINUING WITH THE NEXT EXERCISE.</p>	