Exercise #8a: Travel Authorization (Registration Fee-Includes Lodging/Meals)

Objectives:

- Create a travel authorization and indicate lodging and meals are included
- Understand the Conference Screen

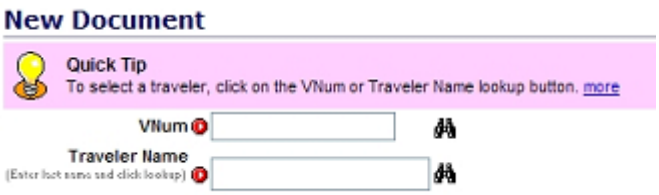
Notes: *This exercise covers how to create an authorization when lodging and/or meals are prepaid or provided as part of a registration or seminar fee.*

The lodging estimate must be reduced by the amount of prepaid lodging costs and/or the M&IE estimate must be reduced by the amount for meals provided.

Instructions: Execute the following steps:

You are going to a software conference in Boston, MA on April 21st and 22nd. You pay a registration fee using the office purchase card. This fee includes lodging for all 3 nights, breakfast and lunch for the two days of the conference and the conference fee.

Estimated Expenses
$415.00 = Round-trip air fare
$23.79 = Transaction Fee
$75 = Taxi Fare
$50 = Miscellaneous
$50 = Checked Baggage Fee

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. 

Step	Action
2a	If you chose VNum lookup icon, you will get a list of travelers you have access to showing in vendor number order.

Enter Search Criteria

VNum [ ] Search

Cancel

Search Results — Click on an entry to select it

Search Results — Prev 20 Next 20

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

If you chose Traveler Name, you will get a list of travelers you have access to showing in alphabetical order.

Enter Search Criteria

Last Name [ ] Search

Cancel

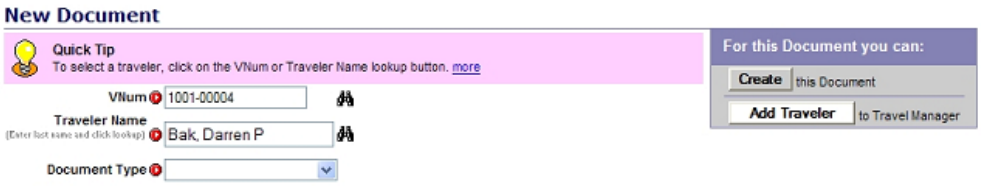
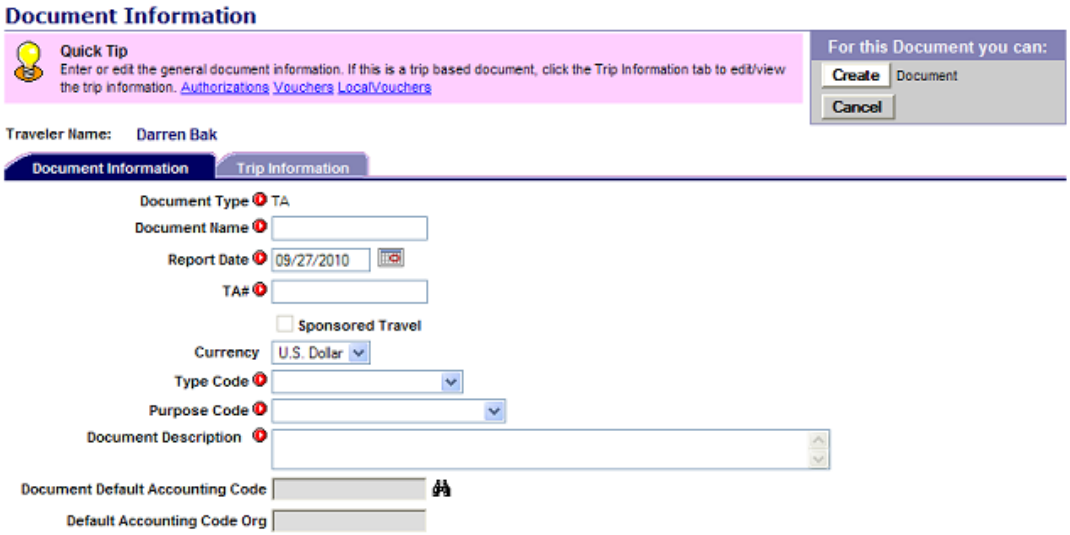
Search Results — Click on an entry to select

Search Results — Prev 20 Next

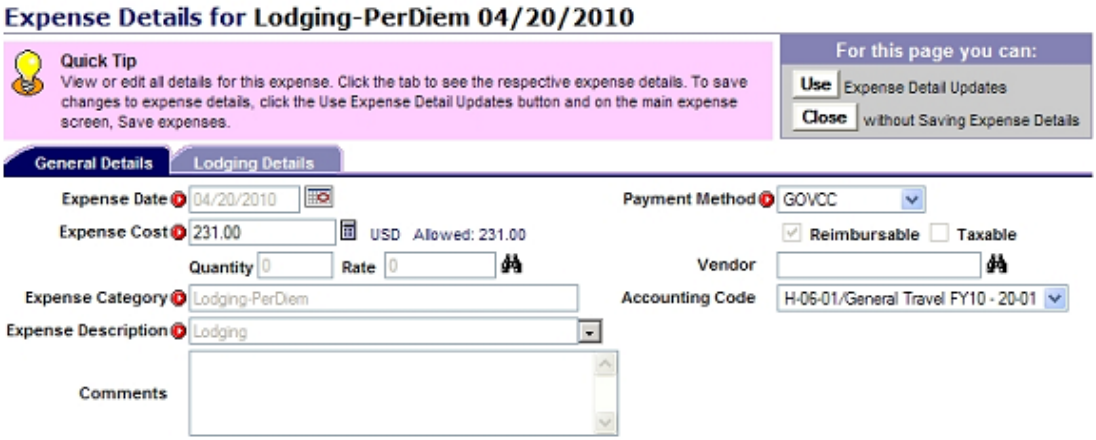
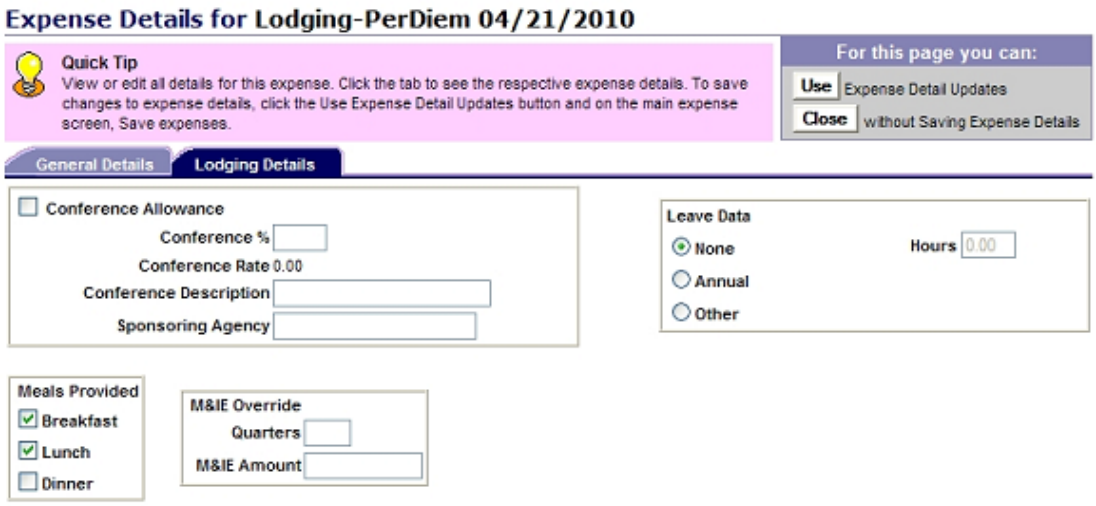
Last Name	First Name	MI	VNum
Bak	Darren	P	1001-00004
Blanchard	Tammy	W	1001-00010
Coons	Brian	Z	1001-00001
Eliot	James	T	1001-00003
Gaithersburg	Carolyn	A	0001-00006
Gaithersburg	Jackie	A	0001-00002
Gaithersburg	Kathy	A	0001-00022
Gaithersburg	Larry	A	0001-00017
Gaithersburg	Mary	A	0001-00010
Gaithersburg	Caleb	B	0001-00030
Gaithersburg	Scott	C	0001-00009
Gaithersburg	Andrew	D	0001-00027
Gaithersburg	Alex	E	0001-00026
Gaithersburg	Benjamin	E	0001-00028
Gaithersburg	Ken	E	0001-00011
Gaithersburg	Ted	E	0001-00012
Gaithersburg	Chris	H	0001-00013
Gaithersburg	Sharon	H	0001-00015
Gaithersburg	Bianca	I	0001-00029
Gaithersburg	Liz	I	0001-00007

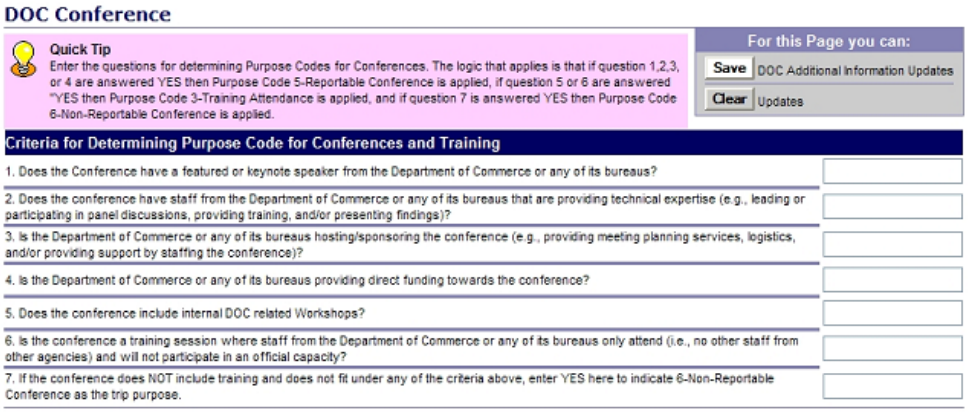
In either case, click on the VNum to select your traveler.

Note: *You can do searches on either vendor numbers or last names by typing them in the fields provided and clicking SEARCH.*

Step	Action
2b	The ***New Document*** screen appears with your traveler's name and vendor number filled in.  ➢ Click on the **Document Type** drop-down listing and select ***TA*** ➢ Click the **Create** *(this Document)* button
3	The ***Document Information*** screen appears with the ***Document Information*** tab highlighted and fields displaying.  Enter the following information: ➢ **Document Name** = ***Same as TA#*** ➢ **TA#** = ***Use the next available one listed on your sheet*** ➢ **Type Code** = ***1-SINGLE-DOMESTIC*** ➢ **Purpose Code** = ***6-NON-REPORTABLE CONFERENCE*** ➢ **Document Description** = ***Attending Oracle Software Conference, Boston, MA***

Step	Action
3a	Click on the ***Trip Information*** tab. If you click the ***Create*** button prior to clicking the tab you will receive an error message, click **OK** and it will take you to this tab. Enter the following information in the top part of the screen: ➢ **Begin Travel** = ***4/20//##*** ➢ **Depart** = ***RES*** ➢ **End Travel** = ***4/23//##*** ➢ **Return** = ***RES*** ➢ **Comments = *Registration Fee paid with Purchase card pays for lodging, breakfast and lunch.***
3b	The values selected in the Begin & End Travel dates will automatically populate in the ***Itinerary Location*** area. These dates must be filled in prior to filing in the *Itinerary Location* field. ➢ Lookup or Enter the location (i.e. Boston, MA) ➢ Click the Create *(Document)* button The ***Document Information*** screen still appears but the ***Document Toolbar*** now has different options available. It will also show your Document Name & TA#. ➢ Click on Expenses in the ***Document Toolbar*** to bring up the ***Edit/Enter Expenses*** screen.
4	Enter the following information on the ***Edit/Enter Expenses*** screen: Airline Flight $415.00 (Class = Y) TMC Transaction Fee $23.79 Taxi $75.00 Miscellaneous $50.00 Check Baggage Fees $50.00 ➢ Click the Save *(Expense Changes)* button when completed

Step	Action
5a	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.  ➢ Enter ***0*** in the **Expense Cost** field ➢ Click Use *(Expense Detail Updates)*
5b	Go to the next lodging cost information and click on the **Show Expense Details** icon. In the new window do the following: ➢ Enter ***0*** in the **Expense Cost** field ➢ Click the ***Lodging Details*** tab ➢ Click the ***Breakfast*** checkbox ➢ Click the ***Lunch*** checkbox ➢ Click Use *(Expense Detail Updates)* 

Step	Action
5c	On the ***Enter/Edit Expenses*** page scroll to the right and in the same line you just added the expense ➢ Enter ***4/22/##*** in the **Copy Through** field ➢ Click the Save *(Expense Changes)* button when completed
	Note: *Upon saving your data, your lodging amount should be zero and your M&IE amounts should be reduced.*
6	Click on DOC Conference in the ***Document Toolbar*** to open up the ***DOC Conference*** screen.  DOC Conference 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. For this Page you can: Save DOC Additional Information Updates Clear Updates Criteria for Determining Purpose Code for Conferences and Training 1. Does the Conference have a featured or keynote speaker from the Department of Commerce or any of its bureaus? 2. 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)? 3. 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)? 4. Is the Department of Commerce or any of its bureaus providing direct funding towards the conference? 5. Does the conference include internal DOC related Workshops? 6. 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? 7. 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.
6a	Enter the following: 7. YES ➢ Click Save *(DOC Additional Information Updates)*

Step	Action
7	Finish the process with your TA: ➢ Verify Accounting ➢ Check the totals ➢ Preview the document ➢ Review Pre-Audits ➢ Stamp Document Signed ➢ Click Continue on Pre-Audit screen 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 ***Home*** screen where a message toward the bottom stating and email has been sent to "email address". For EXCEPTED TRAVELERS – the ***Home*** screen will appear with the document appearing in the *Last Documents* area. The preparer will have to inform the Approving Official when the document is ready for approval in the system.
AWAIT TRAINER TO APPROVE ALL DOCUMENTS BEFORE CONTINUING WITH THE NEXT EXERCISE.	