

**Exercise #8b: Travel Voucher (Adding Expenses not on TA)**

- Objectives:**
- Creating a Travel Voucher
  - Adding Expenses that were not originally on the

**Notes:**

*Certain expenses can be added to the travel voucher without having to amend the authorization. However, these expenses cannot exceed the tolerance level of 50% or maximum of \$1350.*

*Any costs exceeding these tolerances an amendment to the authorization will have to be made as well as changes to the following:*

- ✓ *Adding Registration Fees (the object classes are different)*
- ✓ *Foreign Travel on the TA but not the TV*
- ✓ *Foreign Travel not on the TA but on the TV*
- ✓ *Accounting Changes*

*More information can be found in Dispatch#1 at:  
<http://www.corporateservices.noaa.gov/~cbs/travel.htm>*

**Instructions:** Execute the following steps:

You have returned from the software conference in Boston, MA. While there, they added an additional half-day session with no meals provided for no additional cost. You got approval from your supervisor to attend that additional session. In attending that additional session, you had to catch a later flight and due to some weather issues; you did not get home until April 24<sup>th</sup> early in the morning. You will not need to amend your authorization; however, you will need to make the changes on the voucher for the additional day.

Your costs included the following:

E-Ticket #E3809JDLSO29345A issued April 14<sup>th</sup> for \$415.00  
Transaction Fee \$23.79

**Other Expenses**

4/20 – Taxi - \$35.00  
4/20 – Baggage Fee - \$25.00  
4/24 - Taxi - \$45.00  
4/23 – Baggage Fee - \$25.00

Step	Action
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Step	Action
1	<p>From the <b>Home</b> screen:</p> <ul style="list-style-type: none"> <li>➤ Click <b>Create New Document</b> from the <b>Document Toolbar</b></li> </ul>
2a	<ul style="list-style-type: none"> <li>➤ Click on the Lookup icon  by either the VNum or Traveler Name field</li> <li>➤ Click on the VNum to select your traveler.</li> <li>➤ Click on the <b>Document Type</b> drop-down listing and select <b>TV from TA</b></li> <li>➤ Click the <b>Create</b> (<i>this Document</i>) button</li> </ul>
2b	<p>The screen will split and at the bottom all DATALINKED authorizations will appear to select from.</p> <ul style="list-style-type: none"> <li>➤ Click the <b>Open</b>  icon of the authorization going to create the voucher (i.e. Exercise #8a's number)</li> </ul>
3a	<p>The <b>Document Information</b> screen appears with the <b>Document Information</b> tab highlighted and fields displaying what had been entered on the authorization.</p> <ul style="list-style-type: none"> <li>➤ Verify all information is correct and make changes where necessary</li> <li>➤ Click the <b>Trip Information</b> tab</li> <li>➤ <b>End Travel</b> = 4/24/##</li> <li>➤ <b>Departure Date</b> = 4/24/##</li> <li>➤ Click the <b>Create</b> button</li> </ul>
4	<p>Click on <b>Expenses</b> in the <b>Document Toolbar</b> to bring up the <b>Edit/Enter Expenses</b> screen with the expenses and costs that were entered on the authorization</p>
4a	<p>Enter/Modify the following expenses on the <b>Expense</b> screen.</p> <p>E-Ticket #E3809JDLSO29345A issued April 14<sup>th</sup> for \$415.00  Transaction Fee \$23.79  4/20 – Taxi - \$35.00  4/20 - Baggage Fee - \$25.00  4/24 - Taxi - \$45.00  4/23 – Baggage Fee - \$25.00</p> <ul style="list-style-type: none"> <li>➤ Delete any charges from the authorization that are not needed</li> <li>➤ Click the <b>Save</b> (<i>Expense Changes</i>) button when completed</li> </ul>

Step	Action
5	<p>Click on <b>DOC Conference</b> in the <i>Document Toolbar</i> to open up the <i>DOC Conference</i> screen.</p> <p>Enter the following:</p> <p>7. YES</p> <p>➤ Click <b>Save</b> (<i>DOC Additional Information Updates</i>)</p> <p><i>Note: The DOC Conference screen has to be filled out again. The information provided on the Travel Authorization will not carry over to the voucher. This is because the conference information may not be known at the time of the authorization, but should be known at the time of the voucher.</i></p>
6	Click on <b>Accounting</b> in the <i>Document Toolbar</i> to open up the <i>Available Accounting Code</i> screen. Make any necessary changes to the accounting code.
7	Click on <b>Totals</b> in the <i>Document Toolbar</i> to open up the <i>Total Details</i> screen.
8	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.
9	Click on <b>Perform Pre-Audits</b> in the <i>Document Toolbar</i> to open up the <i>Pre-Audit Results</i> screen.

Step	Action
10	<p>Click on <b>Document Status</b> in the <i>Document Toolbar</i> to open up 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>
11	<p>Because this is an EXCEPTED Traveler, after the document was stamped SIGNED the <i>Pre-Audit Results for Document #</i> screen will appear.</p> <ul style="list-style-type: none"> <li>➤ Verify the document status is PASS</li> <li>➤ Click the <b>Continue</b> (<i>Stamping the Document</i>) button</li> </ul> <p>The <i>Signature</i> screen appears with a statement that should be read.</p> <ul style="list-style-type: none"> <li>➤ Click the <b>Accept</b> (<i>Signature Text</i>) button</li> </ul> <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>