

Exercise #9a: Travel Authorization (Two Locations/Foreign Travel)

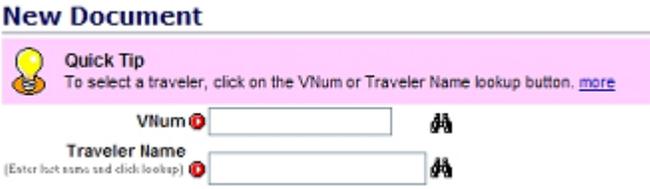
- Objectives:
- Create a travel authorization with:
 - Two locations
 - A foreign location

Instructions: Execute the following steps:

You have been instructed to do a site visit for both Buffalo, NY and Toronto, Canada. Your visit to Buffalo will take place on June 15th and your visit to Toronto will take place June 17th. Your POV costs will include a person taking you to the airport and picking you up.

Estimated Expenses

- \$1158.00 = Round-trip air fare
- \$27.80 = Transaction Fee
- \$150 = Taxi Fare
- \$50 = Hotel Tax
- \$75 = Checked Baggage Fee
- 42 miles one way to airport

Step	Action
1	From the <i>Home</i> screen: ➤ Click Create New Document from the <i>Document Toolbar</i>
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	<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="370 394 646 424">VNum <input type="text"/> <input type="button" value="Search"/></p> <p data-bbox="581 424 646 453"><input type="button" value="Cancel"/></p> <p data-bbox="282 453 1024 483">Search Results Click on an entry to select</p> <p data-bbox="282 483 1024 512">Search Results Prev 20 Next 20</p> <table border="1" data-bbox="282 512 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> 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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> <tr><td>Gaithersburg</td><td>Jackie</td><td>A</td><td>0001-00002</td></tr> <tr><td>Gaithersburg</td><td>Kathy</td><td>A</td><td>0001-00022</td></tr> <tr><td>Gaithersburg</td><td>Larry</td><td>A</td><td>0001-00017</td></tr> <tr><td>Gaithersburg</td><td>Mary</td><td>A</td><td>0001-00010</td></tr> <tr><td>Gaithersburg</td><td>Caleb</td><td>B</td><td>0001-00030</td></tr> <tr><td>Gaithersburg</td><td>Scott</td><td>C</td><td>0001-00009</td></tr> <tr><td>Gaithersburg</td><td>Andrew</td><td>D</td><td>0001-00027</td></tr> <tr><td>Gaithersburg</td><td>Alex</td><td>E</td><td>0001-00026</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>2-SINGLE-FOREIGN</i> ➤ Purpose Code = <i>1-SITE VISIT</i> ➤ Document Description = <i>Site Visit to Buffalo, NY and Toronto, CA</i>
3a	<p>Click on the <i>Trip Information</i> 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.</p> <p>Enter the following information in the top part of the screen:</p> <ul style="list-style-type: none"> ➤ Begin Travel = <i>6/14/##</i> ➤ Depart = <i>RES</i> ➤ End Travel = <i>6/18/##</i> ➤ Return = <i>RES</i>

Step	Action																								
3b	<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> <div data-bbox="297 401 1300 537"> <p>Itinerary Locations <input type="checkbox"/> Replace ALL lodging and M&E 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>06/02/09</td> <td>06/06/09</td> <td><input type="text"/> Search</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/> Search</td> <td><input type="checkbox"/></td> </tr> </tbody> </table> </div> <ul style="list-style-type: none"> ➤ 1st Departure Date = 6/16/## ➤ 1st Location = Buffalo, NY ➤ 2nd Location = Toronto, CAN <div data-bbox="297 726 1300 863"> <p>Itinerary Locations <input type="checkbox"/> Replace ALL lodging and M&E 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>06/02/09</td> <td>06/04/09</td> <td>BUFFALO,NY Search</td> <td><input type="checkbox"/></td> </tr> <tr> <td>06/04/09</td> <td>06/06/09</td> <td>TORONTO,CAN Search</td> <td><input type="checkbox"/></td> </tr> </tbody> </table> </div> <ul style="list-style-type: none"> ➤ Click Create (<i>Document</i>) button 	Arrival Date	Departure Date	Itinerary Location	Unlisted	06/02/09	06/06/09	<input type="text"/> Search	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> Search	<input type="checkbox"/>	Arrival Date	Departure Date	Itinerary Location	Unlisted	06/02/09	06/04/09	BUFFALO,NY Search	<input type="checkbox"/>	06/04/09	06/06/09	TORONTO,CAN Search	<input type="checkbox"/>
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<p>Note: When changing the departure date on the first line, the second line dates will automatically populate with the rest of the dates of the trip.</p>																									
4	<p>Click on Expenses in the <i>Document Toolbar</i> to bring up the <i>Edit/Enter Expenses</i> screen.</p> <p>Enter the following information:</p> <table border="0"> <tr> <td>Airline Flight Traveler</td> <td>\$1158.00 (Class = Y)</td> </tr> <tr> <td>TMC Transaction Fee</td> <td>\$27.80</td> </tr> <tr> <td>Taxi</td> <td>\$150.00</td> </tr> <tr> <td>Miscellaneous</td> <td>\$50.00</td> </tr> <tr> <td>Check Baggage Fee</td> <td>\$75.00</td> </tr> <tr> <td>1POC-Private Vhcle</td> <td>42x4 = total mileage</td> </tr> </table> <ul style="list-style-type: none"> ➤ Click the Save (<i>Expense Changes</i>) button when completed 	Airline Flight Traveler	\$1158.00 (Class = Y)	TMC Transaction Fee	\$27.80	Taxi	\$150.00	Miscellaneous	\$50.00	Check Baggage Fee	\$75.00	1POC-Private Vhcle	42x4 = total mileage												
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5	<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
6	<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 Home screen where a message toward the bottom stating and email has been sent to “email address”.</p> <p>For EXCEPTED TRAVELERS – the Home 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.