

Exercise #9b: Amendment to Travel Authorization (Remove Foreign Location)

Objectives: • Amend a Travel Authorization

Notes:

If a foreign location is on the original authorization and that part of the trip changes, the authorization will need to be amended to remove the foreign location due to the object classes being used for domestic and foreign travel. This amendment needs to be done prior to voucher being created.

Instructions: Execute the following steps:

The trip to Toronto, Canada has been canceled. An amendment will need to be done to the authorization to remove the foreign location and any costs associated with that part of the trip.

Step	Action
1	From the Home screen: ➤ Click Amend Document from the Document Toolbar
2	The Traveler Listing/Document Search (Amendment) screen will appear. Travelers will only see their information and this screen will only show those documents that have the status of DATALINKED. Group Administrator will see only those travelers in their group whom have DATALINKED documents. The Group Administrator will need to click the travelers name in order to see their documents. ➤ Click the Amend  icon of the document you wish to amend (use Exercise 9a#) <i>Notes: For Training Purposes the status will say COMPLETED, not DATALINKED.</i>
3	The Amendment screen appears. ➤ Enter Foreign Part of Trip was canceled in the Comments field ➤ Enter Signature PIN ➤ Click Create (New Amendment) button

Step	Action
4	<p>The Document Information screen appears.</p> <ul style="list-style-type: none"> ➤ Type Code = 1-SINGLE-DOMESTIC ➤ Document Description = Site Visit to Buffalo, NY ➤ Click Create (<i>Document</i>) button ➤ Click on the Trip Information tab ➤ Delete the 2nd Location = Toronto, CAN by checking the checkbox ➤ Click OK ➤ Click on the Trip Information tab ➤ End Travel = 6/16/## ➤ Click the Save (<i>Changes to Document Information</i>)
5	<p>Click on Expenses in the Document Toolbar to bring up the Edit/Enter Expenses screen.</p> <p>Modify the following information:</p> <p>Airline Flight Traveler \$450.00 (Class = Y) TMC Transaction Fee \$23.01</p> <ul style="list-style-type: none"> ➤ Click the Save (<i>Expense Changes</i>) button when completed <p>Note: <i>In this training scenario, this trip is less than 30 days and had not been ticketed yet, so we are able to change the common carrier costs.</i></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>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>