

Pre-Paid Travel Voucher

Objectives:

- Create a Pre-Paid Travel Voucher

Notes:

A pre-paid expense claim is only necessary if a traveler chooses to be reimbursed for a pre-paid travel expense in advance of travel. If a traveler prefers to wait or circumstances prevent a pre-paid expense claim from being processed until the end of the TDY assignment, the pre-paid expense can be claimed as a normal expense (i.e., Lodging vs. Pre-Paid Lodging) on a regular TV.

However, if you are reimbursed the advance expense, but fail to perform the scheduled official travel for reasons not acceptable to your agency, resulting in forfeit of the deposit, you are indebted to the Government for that amount and must repay it in a manner prescribed by your agency.

Instructions: Execute the following steps:

Your trip to Salt Lake City, Utah has not happened yet, however, you did pre-pay your registration fee that was approved. You now wish to claim that amount in order to pay your credit card timely. You are aware that if you claim this expense prior to the trip and trip does not happen, you will need to repay this cost.

Step	Action
1	<p>From the Home screen:</p> <ul style="list-style-type: none"> ➤ Click Create New Document from the Document Toolbar
2a	<ul style="list-style-type: none"> ➤ Click on the Lookup icon  by either the VNum or Traveler Name field ➤ Click on the VNum to select your traveler. ➤ Click on the Document Type drop-down listing and select TV from TA ➤ Click the Create (this Document) button
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"> ➤ Click the Open  icon of the authorization going to create the voucher

Step	Action
3a	<p>The <i>Document Information</i> screen appears with the <i>Document Information</i> tab highlighted and fields displaying what had been entered on the authorization.</p> <div data-bbox="289 388 1425 976"> <p>Document Information</p> <p> Quick Tip Enter or edit the general document information. If this is a trip based document, click the Trip Information tab to edit/view the trip information. Authorizations Vouchers LocalVouchers</p> <p>For this Document you can: <input type="button" value="Create"/> Document <input type="button" value="Cancel"/></p> <p>Traveler Name: Karen Davis</p> <p>Document Information Trip Information</p> <p>Document Type  TV Document Name  1PPES0001 Report Date  10/18/2011  TA#  1PPES0001 <input type="checkbox"/> Sponsored Travel Currency U.S. Dollar Type Code  1-SINGLE-DOMESTIC Purpose Code  9-OTHER (see below) Document Description  Seminar attendance SLC, Utah Document Default Accounting Code General Travel FY11  Default Accounting Code Org H-20-01</p> </div> <p>➤ Click the <input type="button" value="Create"/> button</p> <p>Note: Pre-Paid type code will not appear until the document has been created.</p>

Step	Action
3b	<p>After it's been created, on the <i>Document Information</i> tab:</p> <ul style="list-style-type: none"> ➤ Change the type code to Pre-Paid Expense ➤ Click Save (<i>Changes to Document Information</i>) <p>Document Information for 1PPES0001</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p> Quick Tip Enter or edit the general document information. If this is a trip based document, click the Trip Information tab to edit/view the trip information. Authorizations Vouchers LocalVouchers</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px; float: right; width: fit-content;"> <p>For this Document you can:</p> <p>Save Changes to Document Information</p> <p>Cancel</p> <hr/> <p>Back Continue</p> </div> <p>Traveler Name: Karen Davis</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;">Document Information Trip Information</p> </div> <p>Document Type  TV Document Name  1PPES0001 Report Date  10/18/2011  TA#  1PPES0001 <input type="checkbox"/> Sponsored Travel Currency U.S. Dollar  Type Code  PRE-PAID EXPENSE  Purpose Code  9-OTHER (see below)  Document Description  Seminar attendance SLC, Utah  Document Default Accounting Code General Travel FY11  Default Accounting Code Org H-20-01 </p> <ul style="list-style-type: none"> ➤ Click on the <i>Trip Information</i> tab

Step	Action										
3c	<div data-bbox="289 268 750 302"> <h3>Document Information for 1PPES0001</h3> </div> <div data-bbox="293 310 1091 380" style="background-color: #f0f0f0; padding: 5px;"> <p>Quick Tip Enter or edit the general document information. If this is a trip based document, click the Trip Information tab to edit/view the trip information. Authorizations Vouchers LocalVouchers</p> </div> <div data-bbox="1101 302 1425 436" style="border: 1px solid #ccc; padding: 5px;"> <p>For this Document you can:</p> <p>Save Changes to Document Information</p> <p>Cancel</p> <p>Back Continue</p> </div> <p data-bbox="289 436 526 459">Traveler Name: Karen Davis</p> <div data-bbox="289 470 683 499" style="border: 1px solid #ccc; padding: 2px;"> <p>Document Information Trip Information</p> </div> <p data-bbox="358 514 440 533">Trip No 1</p> <p data-bbox="310 541 532 562">Begin Travel 07/15/11</p> <p data-bbox="630 541 894 562">Depart RES: Portsmouth, VA</p> <p data-bbox="932 541 1230 562">Depart Selection RES: Portsmouth, VA</p> <p data-bbox="321 575 532 596">End Travel 07/15/11</p> <p data-bbox="630 575 894 596">Return RES: Portsmouth, VA</p> <p data-bbox="932 575 1230 596">Return Selection RES: Portsmouth, VA</p> <p data-bbox="315 606 602 630">Trip Duration 12 hours or Less</p> <p data-bbox="326 640 927 701">Comments Registration Fee paid by traveler due to office card limit maxed. PREPARED BY:</p> <p data-bbox="943 674 1003 695">Preset</p> <div data-bbox="289 709 1143 739" style="background-color: #003366; color: white; padding: 2px;"> <p>Itinerary Locations</p> </div> <p data-bbox="516 743 1143 764"><input type="checkbox"/> Replace ALL lodging and M&IE information Create additional rows</p> <table border="1" data-bbox="293 764 1143 827"> <thead> <tr> <th>Delete</th> <th>Arrival Date</th> <th>Departure Date</th> <th>Itinerary Location</th> <th>Unlisted</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">✗</td> <td>07/15/11</td> <td>07/15/11</td> <td>SALT LAKE CITY,UT</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>	Delete	Arrival Date	Departure Date	Itinerary Location	Unlisted	✗	07/15/11	07/15/11	SALT LAKE CITY,UT	<input type="checkbox"/>
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✗	07/15/11	07/15/11	SALT LAKE CITY,UT	<input type="checkbox"/>							

Change the following information:

- **Begin Travel = 07/15/##**
- **End Travel = 07/15/##**
- **Trip Duration = 12 hours or Less**
- **Arrival Date = 07/15/##**
- **Departure Date = 07/15/##**
- Click **Save** (Changes to Document Information)

Notes: By changing the dates of the trip on the Pre-Paid Voucher and selecting the trip duration being 12 hours or less, will change the lodging and M&IE costs to zero.

Remember if you make a change to the begin/end travel dates, you also have to change the arrival and departure dates.

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4a	<p>Click on Expenses in the <i>Document Toolbar</i> to bring up the <i>Edit/Enter Expenses</i> screen.</p> <p>Edit/Enter Expenses for Travel Voucher: 1PPES0001</p> <p> Quick Tip Enter or edit expenses. Each line below displays a different expense. To edit expense details not displayed below, click the Details icon next to the expense description. To delete an expense, use the check box. Enter all expenses and changes and click Save. more</p> <p>Search Criteria</p> <p>Expense Category (All Expenses) <input type="button" value="Search"/></p> <p>Start Date <input type="text"/></p> <p>End Date <input type="text"/></p> <p>Current Allocation Method: By Individual Expenses Currency: U.S. Dollar</p> <table border="1"> <thead> <tr> <th colspan="2">Expense Entry</th> <th>Customize Display</th> <th colspan="2"></th> <th>Add Rows</th> <th>Prev 25</th> <th>Next 25</th> </tr> <tr> <th>Delete</th> <th>Copy</th> <th>Itemize</th> <th>Date</th> <th>Expense Description</th> <th>Expense Category</th> <th>Cost</th> <th>Payment</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>07/15/2011</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>0.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>07/15/2011</td> <td>M&IE</td> <td>M&IE-PerDiem</td> <td>0.00</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>07/19/2011</td> <td>Airline Flight</td> <td>COM. CARRIER</td> <td>523.00</td> <td>AGENCY</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>07/19/2011</td> <td>Hotel Tax</td> <td>LODGING TAX</td> <td>100.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>07/19/2011</td> <td>Registration Fees-Non-ADP Non-Fed Source</td> <td>REG FEES NON (OTHER)</td> <td>1000.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>07/19/2011</td> <td>TMC Transaction Fees</td> <td>TRANSACTION FEES</td> <td>24.60</td> <td>AGENCY</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>07/19/2011</td> <td>Taxi</td> <td>Transport</td> <td>100.00</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>07/15/2011</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>07/15/2011</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>07/15/2011</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>For this Page you can:</p> <p><input type="button" value="Display Express Expense Screen"/></p> <p><input type="button" value="Save"/> Expense Changes</p> <p><input type="button" value="Reset"/> All Lodging</p> <p><input type="button" value="Clear"/> Changes</p> <p><input type="button" value="Back"/> <input type="button" value="Continue"/></p>	Expense Entry		Customize Display			Add Rows	Prev 25	Next 25	Delete	Copy	Itemize	Date	Expense Description	Expense Category	Cost	Payment	<input type="checkbox"/>			07/15/2011	Lodging	Lodging-PerDiem	0.00	GOVCC	<input type="checkbox"/>			07/15/2011	M&IE	M&IE-PerDiem	0.00	OTHER	<input type="checkbox"/>			07/19/2011	Airline Flight	COM. CARRIER	523.00	AGENCY	<input type="checkbox"/>			07/19/2011	Hotel Tax	LODGING TAX	100.00	GOVCC	<input type="checkbox"/>			07/19/2011	Registration Fees-Non-ADP Non-Fed Source	REG FEES NON (OTHER)	1000.00	GOVCC	<input type="checkbox"/>			07/19/2011	TMC Transaction Fees	TRANSACTION FEES	24.60	AGENCY	<input type="checkbox"/>			07/19/2011	Taxi	Transport	100.00	OTHER	<input type="checkbox"/>			07/15/2011					<input type="checkbox"/>			07/15/2011					<input type="checkbox"/>			07/15/2011				
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4b	<ul style="list-style-type: none"> ➤ Delete all costs that are not Pre-Paid Expenses ➤ If pre-paid selection was not originally entered on the authorization, change using the drop-down menu to select that pre-paid costs ➤ Change the date of the pre-paid expense to the date on the itinerary (i.e. 7/15/##) ➤ Click the <input type="button" value="Save"/> (<i>Expense Changes</i>) button when completed <table border="1"> <thead> <tr> <th colspan="2">Expense Entry</th> <th>Customize Display</th> <th colspan="2"></th> <th>Add Rows</th> <th>Prev 25</th> <th>Next 25</th> </tr> <tr> <th>Delete</th> <th>Copy</th> <th>Itemize</th> <th>Date</th> <th>Expense Description</th> <th>Expense Category</th> <th>Cost</th> <th>Payment</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>07/15/2011</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>0.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>07/15/2011</td> <td>M&IE</td> <td>M&IE-PerDiem</td> <td>0.00</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>07/15/2011</td> <td>Pre-Paid Reg Fees-Non-ADP Non-Fed Source</td> <td>REG FEES NON (OTHER)</td> <td>1000.00</td> <td>GOVCC</td> </tr> </tbody> </table> <p>Note: If a pre-paid expense description is not selected on this screen, the pre-audit results will fail.</p>	Expense Entry		Customize Display			Add Rows	Prev 25	Next 25	Delete	Copy	Itemize	Date	Expense Description	Expense Category	Cost	Payment	<input type="checkbox"/>			07/15/2011	Lodging	Lodging-PerDiem	0.00	GOVCC	<input type="checkbox"/>			07/15/2011	M&IE	M&IE-PerDiem	0.00	OTHER	<input type="checkbox"/>			07/15/2011	Pre-Paid Reg Fees-Non-ADP Non-Fed Source	REG FEES NON (OTHER)	1000.00	GOVCC																																																								
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5	<p>Click on Accounting in the <i>Document Toolbar</i></p> <p>Validate the appropriate accounting has been added to the document. If there is not one associated, please add it.</p>																																																																																																
6	<p>Click on Totals in the <i>Document Toolbar</i> to open up the <i>Total Details</i> page.</p>																																																																																																

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7	Click on Preview Document in the <i>Document Toolbar</i> to have a new window open with the print preview of your travel document.
8	Click on Perform Pre-Audits in the <i>Document Toolbar</i> to open up the <i>Pre-Audit Results</i> screen. Validate there are no errors. If there are errors, fix the errors and then re-run the Pre-Audit Validation again.
9	<p>Click on Document Status in the <i>Document Toolbar</i> to open up the <i>Status</i> screen.</p> <ul style="list-style-type: none"> ➤ Enter your <i>Signature PIN</i> ➤ Enter your <i>Remarks</i> if any ➤ Click the Stamp (<i>and Submit Document</i>) button <p><i>Note: Reminder Group Administrators are not allowed to stamp the voucher SIGNED. The Traveler has to be the one stamping the voucher SIGNED to initiate the electronic routing.</i></p>
10	<p>The <i>Pre-Audit Results for Document #</i> screen appears.</p> <ul style="list-style-type: none"> ➤ Verify the document status is PASS ➤ Click the Continue (<i>Stamping the Document</i>) button <p>The <i>Signature</i> screen appears with a statement that should be read.</p> <ul style="list-style-type: none"> ➤ Click the Accept (<i>Signature Text</i>) button <p>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 you will have a message that tells you the email(s) of the person/people that a message was sent.</p> <p><i>Notes: After the trip has been completed, the next voucher would need a (-1) at the end to represent the next voucher being filed again the authorization. Also, the pre-paid cost that was done with the first voucher can not be claimed again, so must be deleted from the expenses.</i></p>