

Blanket Travel Authorizations

According to the NOAA Travel Regulations, section 301-2.1(l), a blanket travel authorization is issued to pre-approve multiple trips which cannot be scheduled in advance. Blanket travel authorizations should be limited to repetitive operational travel; should include a specific purpose that would apply to all trips made under the blanket travel authorization; should be limited as to duration and places to be visited; and cannot be used for conferences, meetings, seminars, etc.

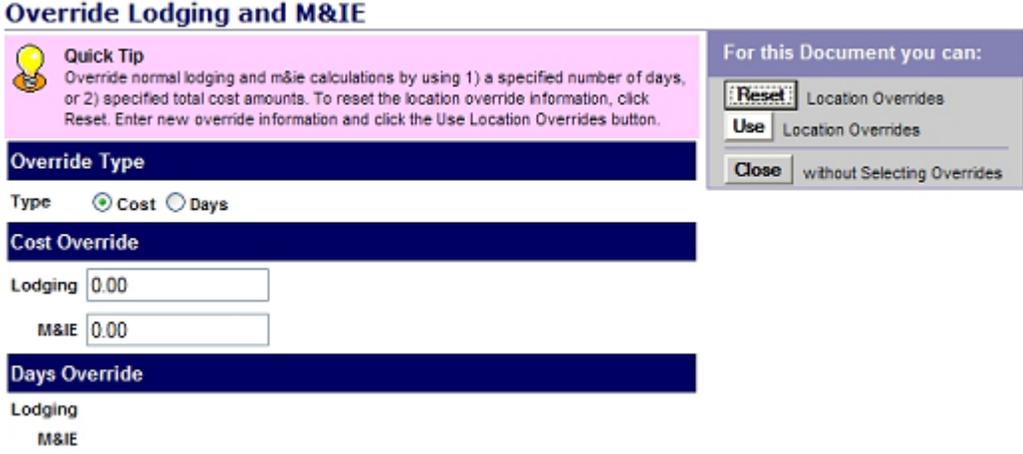
The NOAA Travel Regulations, section 301-1.25 specifies the level of authorization for blanket travel authorizations.

The NOAA Travel Regulations, section 301-2.1(m) states blanket authorizations are not used for obligating travel funds. Therefore, all blanket travel authorizations are for zero (\$0) dollar amounts only. ITM edits will prevent users from vouchering against a blanket authorization.

Individual trip travel authorizations are used to estimate the cost of each trip taken under a blanket authorization. The TA number format for the individual trip authorizations will also follow the same guidelines as the blanket authorization. Vouchers are then prepared against the individual trip authorizations.

Step	Action
1	<p>From the <i>Document Information</i> page under the <i>Document Information</i> tab enter the following information when doing BLANKET TAs:</p> <p>Document Name should equal the TA number. The TA number should contain a “B” in it – based on the regulation requirements.</p> <p>The Type Code should be <i>1-BLANKET-DOMESTIC</i></p> <p>The Purpose Code should be <i>9-OTHER (See Below)</i></p> <p>The Document Description should contain the remarks – Blanket Authorization to various locations in...(list the state and the time frames)</p>
	<p><i>Note: NOAA Travel Regulations (NTR), sections 301-2.1(p), (q) and (r) explains the required structure of travel authorization numbers.</i></p>

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1a	<p>Click on the <i>Document Information</i> tab</p> <ul style="list-style-type: none"> ➤ Enter the Begin/End Travel dates ➤ Enter the Depart/Return Selection ➤ Enter any Comments <p>The Arrival/Departure dates should automatically populate based on the Begin/End Travel dates.</p> <ul style="list-style-type: none"> ➤ Enter Various Locations, (state) ➤ Click the Unlisted checkbox <div data-bbox="289 716 1349 1197" style="border: 1px solid black; padding: 5px;"> <p>Document Information</p> <div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc;"> <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="text-align: right; border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>For this Document you can:</p> <p><input type="button" value="Create"/> Document</p> <p><input type="button" value="Cancel"/></p> </div> <p>Traveler Name: Alex Gaithersburg</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Document Information Trip Information</p> </div> <p>Trip No 1</p> <p>Begin Travel <input type="text" value="10/01/11"/> <input type="button" value="Calendar"/> Depart RES: <input type="text"/></p> <p>End Travel <input type="text" value="09/30/12"/> <input type="button" value="Calendar"/> Return RES: <input type="text"/> Depart Selection RES: <input type="button" value="v"/> Return Selection RES: <input type="button" value="v"/></p> <p>Trip Duration <input type="text" value="Multiple days"/></p> <p>Comments <input type="text" value="PREPARED BY: therese.j.rubie@noaa.gov 301-555-1212 x123"/> <input type="button" value="Preset"/></p> <p>Itinerary Locations</p> <p><input type="checkbox"/> Replace ALL lodging and M&IE information Create additional rows</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Arrival Date</th> <th style="width: 15%;">Departure Date</th> <th style="width: 40%;">Itinerary Location</th> <th style="width: 10%;">Unlisted</th> <th style="width: 10%;">Override</th> </tr> </thead> <tbody> <tr> <td>10/01/11 <input type="button" value="Calendar"/></td> <td>09/30/12 <input type="button" value="Calendar"/></td> <td>Various Locations, VA <input type="button" value="Search"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="button" value="Override"/></td> </tr> </tbody> </table> </div> <ul style="list-style-type: none"> ➤ Click <input type="button" value="Override"/> 	Arrival Date	Departure Date	Itinerary Location	Unlisted	Override	10/01/11 <input type="button" value="Calendar"/>	09/30/12 <input type="button" value="Calendar"/>	Various Locations, VA <input type="button" value="Search"/>	<input checked="" type="checkbox"/>	<input type="button" value="Override"/>
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1b	<p>The <i>Override Lodging and M&IE</i> screen appears.</p> <p>Under the <i>Cost Override</i> section:</p> <ul style="list-style-type: none"> ➤ Enter 0 in the Lodging field ➤ Enter 0 in the M&IE field  <ul style="list-style-type: none"> ➤ Click the Use (<i>Location Overrides</i>) ➤ Click the Create (<i>Document</i>)

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2	<p>If you click on Expenses in the <i>Document Toolbar</i> the Expense screen will open and it will appear that there are costs in the lodging and M&IE costs. The override you did does not change this screen, but if you look at the totals, you will see there are no costs associated to the document.</p>  <p>Edit/Enter Expenses for Travel Authorization: 2AAGB0050</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"/> <input type="button" value="Calendar"/></p> <p>End Date: <input type="text"/> <input type="button" value="Calendar"/></p> <p>Current Allocation Method: By Expense Category / Payment Method Currency: U.S. Dollar</p> <table border="1"> <thead> <tr> <th colspan="2">Expense Entry</th> <th colspan="2">Customize Display</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 Method</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>10/01/2011</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>77.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>10/01/2011</td> <td>M&IE</td> <td>M&IE-PerDiem</td> <td>46.00</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>10/02/2011</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>77.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>10/02/2011</td> <td>M&IE</td> <td>M&IE-PerDiem</td> <td>46.00</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>10/03/2011</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>77.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>10/03/2011</td> <td>M&IE</td> <td>M&IE-PerDiem</td> <td>46.00</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>10/04/2011</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>77.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>10/04/2011</td> <td>M&IE</td> <td>M&IE-PerDiem</td> <td>46.00</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>10/05/2011</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>77.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>10/05/2011</td> <td>M&IE</td> <td>M&IE-PerDiem</td> <td>46.00</td> <td>OTHER</td> </tr> </tbody> </table> <p>For this Page you can:</p> <ul style="list-style-type: none"> <input type="button" value="Display Express Expense Screen"/> <input type="button" value="Save"/> Expense Changes <input type="button" value="Reset"/> All Lodging <input type="button" value="Clear"/> Changes <input type="button" value="Back"/> <input type="button" value="Continue"/> 	Expense Entry		Customize Display		Add Rows	Prev 25	Next 25	Delete	Copy	Itemize	Date	Expense Description	Expense Category	Cost	Payment Method	<input type="checkbox"/>			10/01/2011	Lodging	Lodging-PerDiem	77.00	GOVCC	<input type="checkbox"/>			10/01/2011	M&IE	M&IE-PerDiem	46.00	OTHER	<input type="checkbox"/>			10/02/2011	Lodging	Lodging-PerDiem	77.00	GOVCC	<input type="checkbox"/>			10/02/2011	M&IE	M&IE-PerDiem	46.00	OTHER	<input type="checkbox"/>			10/03/2011	Lodging	Lodging-PerDiem	77.00	GOVCC	<input type="checkbox"/>			10/03/2011	M&IE	M&IE-PerDiem	46.00	OTHER	<input type="checkbox"/>			10/04/2011	Lodging	Lodging-PerDiem	77.00	GOVCC	<input type="checkbox"/>			10/04/2011	M&IE	M&IE-PerDiem	46.00	OTHER	<input type="checkbox"/>			10/05/2011	Lodging	Lodging-PerDiem	77.00	GOVCC	<input type="checkbox"/>			10/05/2011	M&IE	M&IE-PerDiem	46.00	OTHER
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3	<p>If you click on Totals in the <i>Document Toolbar</i> you will see the following:</p>  <p>Total Details for 2AAGB0050</p> <p>Quick Tip Click the View Advances for Document link to add or update an advance. more</p> <p>Currency: U.S. Dollar</p> <p>Total Estimated Expenses: 0.00 Computed Advance Authorized: 0.00 Advance Requested: 0.00</p> <p>For this Document you can:</p> <ul style="list-style-type: none"> <input type="button" value="View Advances for Document"/> <input type="button" value="Back"/> <input type="button" value="Continue"/> <p>Expense Category Details</p> <table border="1"> <thead> <tr> <th>Expense Category</th> <th>Payment Method</th> <th>Organization</th> <th>Accounting Code Label</th> <th>Amount</th> </tr> </thead> </table> <p>Expense Category Advance Details</p> <table border="1"> <thead> <tr> <th>Expense Category</th> <th>Advance</th> </tr> </thead> </table>	Expense Category	Payment Method	Organization	Accounting Code Label	Amount	Expense Category	Advance																																																																																								
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