

Travel Voucher Ending “In Travel Status”

- Objectives:**
- Create the first Travel Voucher from Authorization for a long term TDY
 - Understand how to file multiple-vouchers

Notes:

Trips greater than 30 days will result in a dollar based obligation.

This allows multiple vouchers to be submitted against the travel authorization.

It also allows a preparer to amend the Travel Authorizations after voucher(s) have been submitted, as long as the obligation is not being reduced below what has already been paid.

Instructions: Execute the following steps:

The first 30 days of your trip have passed, but you are still on your TDY. Per FTR 301-52.7, if on continuous travel status, vouchers need to be filed every 30 days. You left your residence on March 1st. A family member dropped you off at the airport. Your costs included the following:

E-Ticket #E903S9SLV30S0872 issued Feb 24th for \$423.00

Transaction Fee \$24.60

Hotel - \$92.00/night

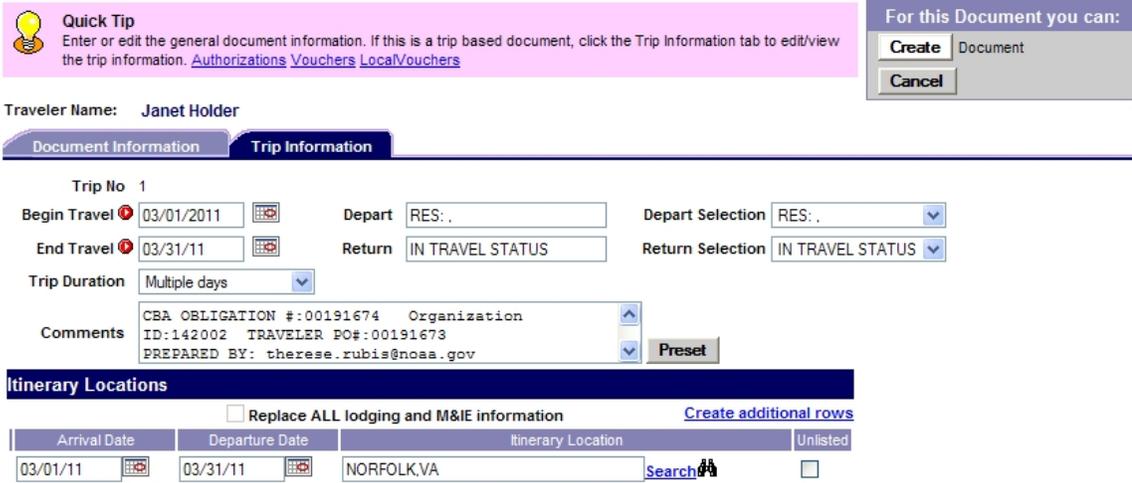
Hotel Tax - \$15.26/night (x31 = \$473.06)

POV – 25 miles one way to airport

Parking - \$12/night (x31 = \$372.00)

Gas – 3/30 - \$25.12

Step	Action
1	From the Home screen: ➤ Click Create New Document from the Document Toolbar
2a	➤ 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 (<i>this Document</i>) button

Step	Action
2b	<p>The screen will split and at the bottom all DATALINKED authorizations will appear to select from.</p> <p>➤ Click the Open  icon of the authorization going to create the voucher</p>
3	<p>The Document Information screen appears with the Document Information tab highlighted and fields displaying what had been entered on the authorization.</p> <p>➤ Verify all information is correct and make changes where necessary</p> <p>➤ Click the Trip Information tab</p>
3a	<p>Document Information</p>  <p>Because this is the first of several vouchers there are a few areas that need to be updated:</p> <ul style="list-style-type: none"> • End Travel Date = should be the end date of when filing the voucher (i.e. 3/31) • Return Selection = should be changed from RES to IN TRAVEL STATUS • Departure Date = should be the end date of when filing the voucher (i.e. 3/31) <p>➤ When finished click the Create button</p> <p>Note: By making the return selection “IN TRAVEL STATUS”, the traveler will receive full lodging and M&IE costs. Since the traveler is still in a temporary duty status, they are entitled to lodging and full M&IE on the last date as shown on the voucher.</p>

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4	<p>The Document Information screen still appears but the Document Toolbar now has different options available. It will also show your Document Name & TA#.</p> <p>➤ Click on Expenses in the Document Toolbar to bring up the Edit/Enter Expenses screen</p> <p>Edit/Enter Expenses for Travel Voucher: 1JAHS0001</p> <div style="border: 1px solid black; padding: 5px;"> <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" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Expense Entry</th> <th colspan="2">Customize Display</th> <th colspan="2">Add Rows</th> <th colspan="2">Prev 25</th> <th colspan="2">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 M</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>03/01/2011</td> <td>Airline Flight</td> <td>COM. CARRIER</td> <td>423.00</td> <td>AGENCY CA</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>03/01/2011</td> <td>Hotel Tax</td> <td>LODGING TAX</td> <td>1800.00</td> <td>GOVCC</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>03/01/2011</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>0.00</td> <td>GOVCC</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>03/01/2011</td> <td>M&IE</td> <td>M&IE-PerDiem</td> <td>45.75</td> <td>OTHER</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>03/01/2011</td> <td>1POC-Private Vhcle</td> <td>MILEAGE</td> <td>100.00</td> <td>OTHER</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>03/01/2011</td> <td>Parking Fees</td> <td>OTHER TRAVEL</td> <td>1350.00</td> <td>OTHER</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>03/01/2011</td> <td>Rental Car</td> <td>RENTAL CAR</td> <td>1700.00</td> <td>GOVCC</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>03/01/2011</td> <td>TMC Transaction Fees</td> <td>TRANSACTION FEES</td> <td>24.60</td> <td>AGENCY CA</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>03/01/2011</td> <td>Gas-Rental/Govt Car</td> <td>TRANSPORT</td> <td>450.00</td> <td>OTHER</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>03/02/2011</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>0.00</td> <td>GOVCC</td> <td></td> <td></td> </tr> </tbody> </table> <p>For this Page you can: <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"/></p> <p>Due to the information entered on the Document Information screen, only the system generated expenses (Lodging/M&IE) will be affected by showing only that date range.</p> </div>	Expense Entry		Customize Display		Add Rows		Prev 25		Next 25		Delete	Copy	Itemize	Date	Expense Description	Expense Category	Cost	Payment M			<input type="checkbox"/>			03/01/2011	Airline Flight	COM. CARRIER	423.00	AGENCY CA			<input type="checkbox"/>			03/01/2011	Hotel Tax	LODGING TAX	1800.00	GOVCC			<input type="checkbox"/>			03/01/2011	Lodging	Lodging-PerDiem	0.00	GOVCC			<input type="checkbox"/>			03/01/2011	M&IE	M&IE-PerDiem	45.75	OTHER			<input type="checkbox"/>			03/01/2011	1POC-Private Vhcle	MILEAGE	100.00	OTHER			<input type="checkbox"/>			03/01/2011	Parking Fees	OTHER TRAVEL	1350.00	OTHER			<input type="checkbox"/>			03/01/2011	Rental Car	RENTAL CAR	1700.00	GOVCC			<input type="checkbox"/>			03/01/2011	TMC Transaction Fees	TRANSACTION FEES	24.60	AGENCY CA			<input type="checkbox"/>			03/01/2011	Gas-Rental/Govt Car	TRANSPORT	450.00	OTHER			<input type="checkbox"/>			03/02/2011	Lodging	Lodging-PerDiem	0.00	GOVCC		
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4a	<p>Enter/Modify the following expenses on the Expense screen.</p> <p>E-Ticket #E903S9SLV30S0872 issued Feb 24th for \$423.00 Transaction Fee \$24.60</p> <p>Hotel - \$92.00/night Hotel Tax - \$15.26/night (x31 = \$473.06) POV – 25 miles one way to airport Parking - \$12/night (x31 = \$372.00) Gas – 3/30 - \$25.12</p> <p>➤ Click the <input type="button" value="Save"/> (Expense Changes) button when completed</p> <p style="background-color: yellow;">Note: If you look at the last day of expenses you'll notice the traveler got full lodging and M&IE costs.</p>																																																																																																																								

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5	Click on Accounting in the <i>Document Toolbar</i> to open up the <i>Available Accounting Code</i> screen. Make any necessary changes to the accounting code.
6	Click on Totals in the <i>Document Toolbar</i> to open up the <i>Total Details</i> screen.
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.
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>Note: <i>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>