

Extras #16: TA for Ship bound Personnel or Traveler

- Objectives:**
- Create a Travel Authorization that shows an individual who will be aboard a ship.

Notes: *By selecting a vessel location, the system will automatically reduce per diem down to the current incidental rate. However, you will need to “override” the system generated M&IE for your travel days.*

NTR 301-11.101(b)(iv) states, “You are entitled to the origin M&IE rate when en-route to and from the ship. Origin is defined as the place (permanent duty station or residence) where travel begins.”

Instructions: Execute the following steps:

You’ve been asked to report to the NOAA Ship THOMAS JEFFERSON leaving Norfolk for a tour of duty of a month. You will be leaving your residence of Charlotte, NC (M&IE = \$51.00).

The assumption is that the traveler will be reporting directly to the ship and meals will be provided when on board.

Estimated Expenses

\$699.00 = Round-trip air fare

\$25.43 = Transaction Fee

\$150 = Taxi Fare

Step	Action
1	From the Home screen: <ul style="list-style-type: none"> ➤ Click Create New Document from the Document Toolbar
2	The New Document screen appears. <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 TA ➤ Click the Create (<i>this Document</i>) button

Step	Action
3	<p>The Document Information screen appears with the Document Information 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>1-SINGLE-DOMESTIC</i> ➤ Purpose Code = <i>9-OTHER</i> ➤ Document Description = <i>Reporting for 30-day duty on Thomas Jefferson for fisheries study.</i>
4a	<p>Click on the Trip Information 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>03/01/##</i> ➤ Depart = <i>RES</i> ➤ End Travel = <i>03/31/##</i> ➤ Return = <i>RES</i> ➤ Comments = <i>{Click on the Preset button}</i>
4b	<p>The values selected in the Begin & End Travel dates will automatically populate in the Itinerary Location area. These dates must be filled in prior to filing in the Itinerary Location field.</p> <ul style="list-style-type: none"> ➤ Lookup or Enter the location (i.e. Government Vessel, VA) ➤ Click the Create (Document) button <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> <ul style="list-style-type: none"> ➤ Click on Expenses in the Document Toolbar to bring up the Edit/Enter Expenses screen.
	<p>Note: <i>If you are unable to find a “Government Vessel” location, you may email clientservices@noaa.gov to request that it be added to the system.</i></p>

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5	<p>The <i>Edit/Enter Expenses</i> screen appears with default lodging and M&IE for a Government vessel (i.e. \$0 lodging/\$5 M&IE):</p>  <p>Edit/Enter Expenses for Travel Authorization: 1SHPS0001</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 Expense Category (All Expenses) Search Start Date End Date</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 colspan="2">Customize Display</th> <th colspan="2">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> <th>Copy Through</th> <th>Accounting Code</th> <th>Type</th> </tr> </thead> <tbody> <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> <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>3.75</td> <td>OTHER</td> <td></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> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>03/02/2011</td> <td>M&IE</td> <td>M&IE-PerDiem</td> <td>5.00</td> <td>OTHER</td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>03/03/2011</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>0.00</td> <td>GOVCC</td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>03/03/2011</td> <td>M&IE</td> <td>M&IE-PerDiem</td> <td>5.00</td> <td>OTHER</td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>03/04/2011</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>0.00</td> <td>GOVCC</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Expense Entry		Customize Display		Add Rows		Prev 25	Next 25	Delete	Copy	Itemize	Date	Expense Description	Expense Category	Cost	Payment Method	Copy Through	Accounting Code	Type	<input type="checkbox"/>			03/01/2011	Lodging	Lodging-PerDiem	0.00	GOVCC				<input type="checkbox"/>			03/01/2011	M&IE	M&IE-PerDiem	3.75	OTHER				<input type="checkbox"/>			03/02/2011	Lodging	Lodging-PerDiem	0.00	GOVCC				<input type="checkbox"/>			03/02/2011	M&IE	M&IE-PerDiem	5.00	OTHER				<input type="checkbox"/>			03/03/2011	Lodging	Lodging-PerDiem	0.00	GOVCC				<input type="checkbox"/>			03/03/2011	M&IE	M&IE-PerDiem	5.00	OTHER				<input type="checkbox"/>			03/04/2011	Lodging	Lodging-PerDiem	0.00	GOVCC			
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5a	<p>To enter the correct M&IE information, click on the Show Expense Details  icon on the first line of lodging expenses. This will bring up a new window.</p> <p>➤ Click the <i>Lodging Details</i> tab</p> <div data-bbox="282 468 1057 821"> <p>Expense Details for Lodging-PerDiem 03/01/2011</p> <p>Quick Tip View or edit all details for this expense. Click the tab to see the respective expense details. To save changes to expense details, click the Use Expense Detail Updates button and on the main expense screen, Save expenses.</p> <p>For this page you can: <input type="button" value="Use"/> Expense Detail Updates <input type="button" value="Close"/> without Saving Expense Details</p> <p>General Details Lodging Details</p> <p><input type="checkbox"/> Conference Allowance Conference % <input type="text"/> Conference Rate 0.00 Conference Description <input type="text"/> Sponsoring Agency <input type="text"/></p> <p>Leave Data <input checked="" type="radio"/> None Hours <input type="text" value="0.00"/> <input type="radio"/> Annual <input type="radio"/> Other</p> <p>Meals Provided <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner</p> <p>M&IE Override Quarters <input type="text"/> M&IE Amount <input type="text"/></p> </div> <p>➤ In the M&IE Override Box, enter the <i>Quarter</i> (i.e. 3) and <i>M&IE Amount</i> (i.e. 51.00)</p> <p>➤ Click Use</p> <div data-bbox="282 978 1057 1331"> <p>Expense Details for Lodging-PerDiem 03/01/2011</p> <p>Quick Tip View or edit all details for this expense. Click the tab to see the respective expense details. To save changes to expense details, click the Use Expense Detail Updates button and on the main expense screen, Save expenses.</p> <p>For this page you can: <input type="button" value="Use"/> Expense Detail Updates <input type="button" value="Close"/> without Saving Expense Details</p> <p>General Details Lodging Details</p> <p><input type="checkbox"/> Conference Allowance Conference % <input type="text"/> Conference Rate 0.00 Conference Description <input type="text"/> Sponsoring Agency <input type="text"/></p> <p>Leave Data <input checked="" type="radio"/> None Hours <input type="text" value="0.00"/> <input type="radio"/> Annual <input type="radio"/> Other</p> <p>Meals Provided <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner</p> <p>M&IE Override Quarters <input type="text" value="3"/> M&IE Amount <input type="text" value="51.00"/></p> </div> <p>➤ Click the <input type="button" value="Save"/> (<i>Expense Changes</i>) button</p>
5b	Do step 5a for the last day of the trip.
5c	<p>Enter the rest of the expenses:</p> <p>\$699.00 = Round-trip air fare \$25.43 = Transaction Fee \$150 = Taxi Fare</p> <p>➤ Click the <input type="button" value="Save"/> (<i>Expense Changes</i>) button when finished</p>

Step	Action
6	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.
7	Click on Totals in the <i>Document Toolbar</i> to open up the <i>Total Details</i> screen.
8	Click on Preview Document in the <i>Document Toolbar</i> to have a new window open with the print preview of your travel document.
9	Click on Perform Pre-Audits in the <i>Document Toolbar</i> to open up the <i>Pre-Audit Results</i> screen.
10	<p>➤ Stamp the document SIGNED</p> <p>The <i>Pre-Audit Results for Document #</i> screen appears.</p> <p>➤ Verify the document status is PASS</p> <p>➤ Click the Continue (<i>Stamping the Document</i>) button</p> <p>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 will be displayed toward the bottom stating and email has been sent to “email address”—FOR EMPLOYEES ONLY</p> <p>For EXCEPTED TRAVELERS – the <i>Home</i> 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>