

**Extras #19: Travel Authorization (Incorporating Leave at the Beginning of a Trip)**

**Objectives:**                   • Understand how to indicate Annual Leave

**Notes:**

*It also covers how to incorporate annual leave or non-duty days in conjunction with official travel. No lodging and M&IE allowances are paid on days when annual/non-duty leave exceeds 4 hours.*

*When leave is taken either at the beginning or end of the trip, the traveler will have to do override on the M&IE to show the days they were supposed to have traveled.*

**Instructions:**       Execute the following steps:

You have been asked to do a site visit in Boulder, CO on May 21<sup>st</sup> and 22<sup>nd</sup>. You have decided to take leave at the beginning of the trip 18<sup>th</sup>-19<sup>th</sup> and travel back on the 23<sup>rd</sup>. Your authorization will need to include the following costs:

**Estimated Expenses**

- \$425.00 = Round-trip air fare
- \$25.43 = Transaction Fee
- \$100 = Taxi Fare
- \$50 = Hotel Tax
- \$50 = Checked Baggage Fee

Step	Action
1	<p>From the <b>Home</b> screen:</p> <p>➤ Click <b>Create New Document</b> from the <b>Document Toolbar</b></p>
2	<p>For a Group Administrator, you will need to select a traveler by clicking on the Lookup icon  by either the VNum or Traveler Name field.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>New Document</b></p> <div style="background-color: #f0f0f0; padding: 2px; margin-bottom: 5px;"> <p> <b>Quick Tip</b> To select a traveler, click on the VNum or Traveler Name lookup button. <a href="#">more</a></p> </div> <p>VNum <input type="text"/> </p> <p>Traveler Name <input type="text"/>  <small>(Enter last name and click lookup)</small></p> </div>

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2a	<p data-bbox="282 279 1333 348">If you chose VNum lookup icon, you will get a list of travelers you have access to showing in vendor number order.</p> <div data-bbox="282 386 1023 924">  <p data-bbox="282 386 1023 472"><b>Enter Search Criteria</b> VNum <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Cancel"/></p> <p data-bbox="282 472 1023 504"><b>Search Results</b> <span style="float: right;">Click on an entry to select #</span></p> <table border="1" data-bbox="282 504 1023 924"> <thead> <tr> <th>VNum</th> <th>Last Name</th> <th>First Name</th> <th>MI</th> </tr> </thead> <tbody> <tr><td>0001-00001</td><td>Gathersburg</td><td>Erin</td><td>R</td></tr> <tr><td>0001-00002</td><td>Gathersburg</td><td>Jackie</td><td>A</td></tr> <tr><td>0001-00003</td><td>Gathersburg</td><td>Joan</td><td>O</td></tr> <tr><td>0001-00004</td><td>Gathersburg</td><td>Michael</td><td>I</td></tr> <tr><td>0001-00005</td><td>Gathersburg</td><td>Robert</td><td>O</td></tr> 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2b	<p>The <i>New Document</i> screen appears with your traveler's name and vendor number filled in.</p>  <p>➤ Click on the <b>Document Type</b> drop-down listing and select <b>TA</b></p> <p>➤ Click the <b>Create</b> (<i>this Document</i>) button</p>
3	<p>The <i>Document Information</i> screen appears with the <i>Document Information</i> tab highlighted and fields displaying.</p> <p>Enter the following information:</p> <ul style="list-style-type: none"> <li>➤ <b>Document Name</b> = <i>Same as TA#</i></li> <li>➤ <b>TA#</b> = <i>Use the next available one listed on your sheet</i></li> <li>➤ <b>Type Code</b> = <i>1-SINGLE-DOMESTIC</i></li> <li>➤ <b>Purpose Code</b> = <i>1-SITE VISIT</i></li> <li>➤ <b>Document Description</b> = <i>Site Visit to Boulder, CO.</i></li> </ul>
4a	<p>Click on the <i>Trip Information</i> tab. If you click the <i>Create</i> button prior to clicking the tab you will receive an error message, click <b>OK</b> 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"> <li>➤ <b>Begin Travel</b> = <i>5/18/##</i></li> <li>➤ <b>Depart</b> = <i>RES</i></li> <li>➤ <b>End Travel</b> = <i>5/23/##</i></li> <li>➤ <b>Return</b> = <i>RES</i></li> <li>➤ <b>Comments</b> = <i>Annual Leave taken 5/18-5/19. Leave taken in conjunction with official travel does not affect cost of airfare.</i></li> </ul>

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4b	<p>The values selected in the Begin &amp; End Travel dates will automatically populate in the <b><i>Itinerary Location</i></b> area. These dates must be filled in prior to filing in the <i>Itinerary Location</i> field.</p> <ul style="list-style-type: none"> <li>➤ Lookup or Enter the location (i.e. Boulder, CO)</li> <li>➤ Click the <b>Create</b> (<i>Document</i>) button</li> </ul> <p>The <b><i>Document Information</i></b> screen still appears but the <b><i>Document Toolbar</i></b> now has different options available. It will also show your Document Name &amp; TA#.</p> <ul style="list-style-type: none"> <li>➤ Click on <b>Expenses</b> in the <b><i>Document Toolbar</i></b> to bring up the <b><i>Edit/Enter Expenses</i></b> screen.</li> </ul>
5a	<p>To enter the annual leave information, click on the <b>Show Expense Details</b>  icon on the line of the date you will be taking annual leave. This will bring up a new window.</p> <ul style="list-style-type: none"> <li>➤ On the <b><i>General Details</i></b> tab</li> <li>➤ Enter <b>0</b> in the <b>Expense Cost</b> field</li> <li>➤ Click the <b><i>Lodging Details</i></b> tab</li> <li>➤ In the <b><i>M&amp;IE Override Box</i></b>, enter the <b><i>Quarter</i></b> (i.e. 1)</li> <li>➤ In the <b><i>M&amp;IE Override Box</i></b>, enter the <b><i>M&amp;IE Amount</i></b> (i.e. 0.01)</li> <li>➤ Click <b>Use</b> (<i>Expense Detail Updates</i>)</li> <li>➤ Do the same for the next day</li> <li>➤ Click the <b>Save</b> (<i>Expense Changes</i>) button when completed</li> </ul>
5b	<p>To modify the M&amp;IE on the day you were supposed to travel, click on the <b>Show Expense Details</b>  icon on the line of that date. This will bring up a new window.</p> <ul style="list-style-type: none"> <li>➤ Click the <b><i>Lodging Details</i></b> tab</li> <li>➤ In the <b><i>M&amp;IE Override Box</i></b>, enter the <b><i>Quarter</i></b> (i.e. 3)</li> <li>➤ In the <b><i>M&amp;IE Override Box</i></b>, enter the <b><i>M&amp;IE Amount</i></b> (i.e. 61)</li> <li>➤ Click <b>Use</b> (<i>Expense Detail Updates</i>)</li> <li>➤ Click the <b>Save</b> (<i>Expense Changes</i>) button when completed</li> </ul> <p><b>Note:</b> Upon saving your data, your lodging and M&amp;IE amounts for the days modifying, should be now correct.</p>

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5c	<p>Enter the rest of the information on the <i>Edit/Enter Expenses</i> screen:</p> <table data-bbox="282 352 925 535"> <tr> <td>Airline Flight Traveler</td> <td>\$425.00 (Class = Y)</td> </tr> <tr> <td>TMC Transaction Fee</td> <td>\$25.43</td> </tr> <tr> <td>Hotel Tax</td> <td>\$50.00</td> </tr> <tr> <td>Taxi</td> <td>\$100.00</td> </tr> <tr> <td>Check Baggage Fee</td> <td>\$50.00</td> </tr> </table> <p>➤ Click the <b>Save</b> (<i>Expense Changes</i>) button when completed</p>	Airline Flight Traveler	\$425.00 (Class = Y)	TMC Transaction Fee	\$25.43	Hotel Tax	\$50.00	Taxi	\$100.00	Check Baggage Fee	\$50.00
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6	<p>Click on <b>Accounting</b> in the <i>Document Toolbar</i> to open up the <i>Available Accounting Code</i> screen.</p> <p>➤ Verify there is current FY accounting code  ➤ If there is not, click on one from your master list</p>										
7	<p>Click on <b>Totals</b> in the <i>Document Toolbar</i> to open up the <i>Total Details</i> screen</p> <p>➤ Verify the totals</p>										
8	<p>Finish the process with your TA:</p> <ul style="list-style-type: none"> <li>➤ Preview Document</li> <li>➤ Perform Pre-Audits</li> <li>➤ Stamp Document Signed</li> <li>➤ Click Continue on Pre-Audit screen</li> </ul> <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>										