

**Extras #21: Travel Voucher (Evacuation Travel)**

**Objectives:**

- Create TV from TA for Evacuation Travel

**Notes:**

*NOAA Travel Regulations 301-32.1 thru 301-32.8 go through the specifics on what's allowed and for how long for a mandatory evacuation.*

*Approving officials must determine if a standard per diem rate is applicable or if the locality per diem rate is applicable for the safe haven, and specify such on the travel authorization. Per diem shall begin to be paid on the date following arrival and may continue until terminated. Per diem will be computed as follows:*

*(a) The applicable maximum per diem rate shall be computed using the lodgings-plus system for the employee and each dependent that is age 12 years or older. For each dependent under 12 years of age, the per diem rate is one-half of the applicable per diem rate for employees or dependents who are age 12 or older. These maximum rates may be paid for a period not to exceed the first 30 days of evacuation.*

*(b) If after expiration of the 30 day period, the evacuation has not been terminated, the per diem rate shall be computed at 60 percent of the rate prescribed in paragraph (a) of this section until a determination is made by the authorizing official that per diem is no longer authorized. This rate may be paid for a period not to exceed 180 days after the effective date of the order to evacuate.*

*Lodging costs on vouchers for the family members will be done using dual lodging costs per day for all family members. M&IE costs will be incorporated in an override for all travelers by day.*

**Instructions:** Execute the following steps:

An evacuation order had been issued for the area where you work/live in Tampa Florida. You and your family initially did an authorization for 14 days, but the evacuation was lifted after 8 days. You returned home and now will need to file your voucher. You will be including Lodging & M&IE costs for all parties as well as the following costs:

**Expenses**

132 miles one way = POV (per mapquest)

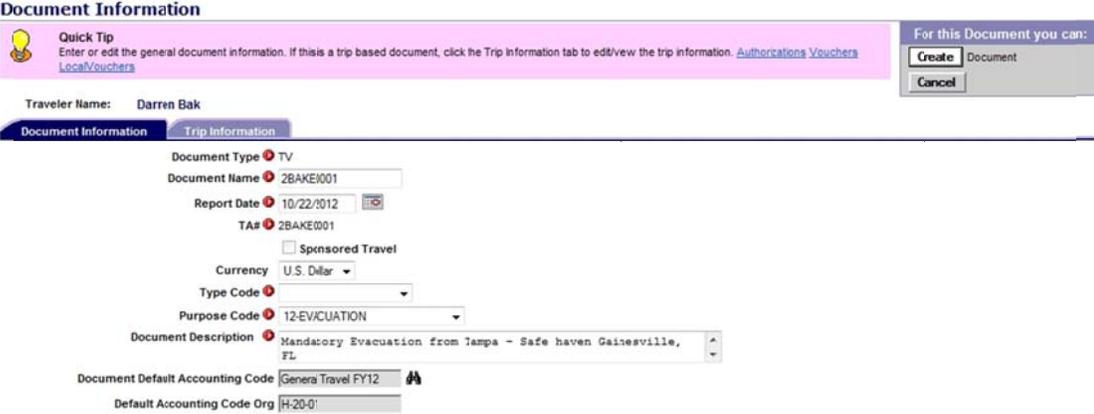
Hotel Tax = \$11.72/day (x2)

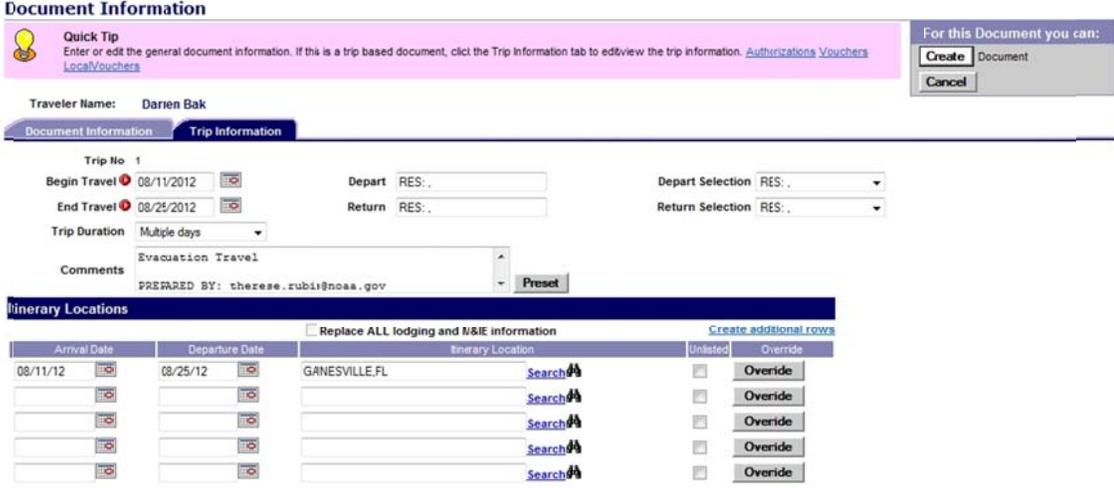
Laundry = \$35.00 (8/16)

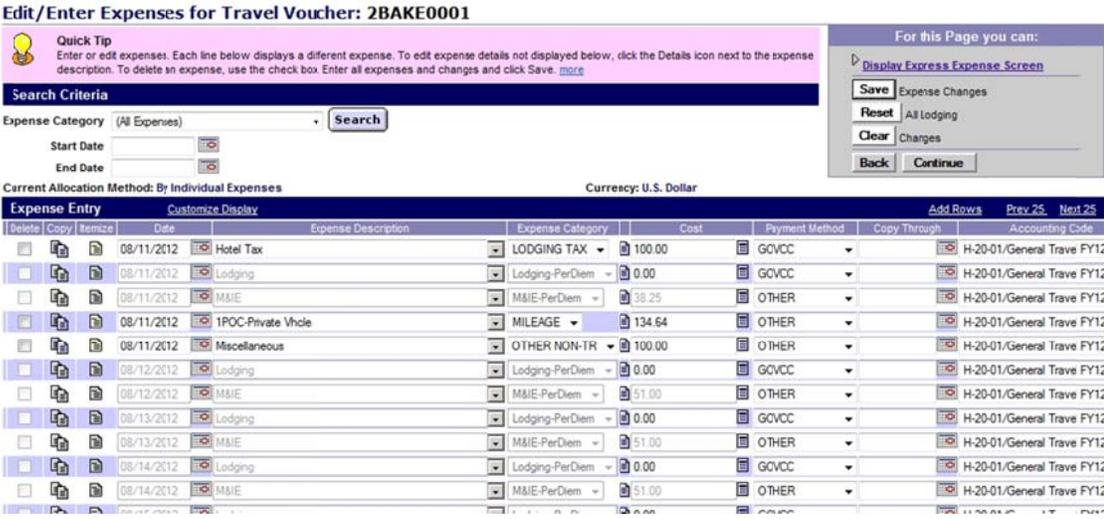
Lodging = \$85/day

Dual Lodging = \$85/day

Now you'll need to only do lodging costs for the number of rooms that you get. For this example, one person over 12 was in a separate room with one that was under 12. If by chance, they had only had 1 room, you'd only get lodging for that one room. M&IE per diem would still be for all travelers.

Step	Action
1	<p>From the <i>Home</i> screen:</p> <ul style="list-style-type: none"> <li>➤ Click <b>Create New Document</b> from the <i>Document Toolbar</i></li> </ul>
2a	<ul style="list-style-type: none"> <li>➤ Click on the Lookup icon  by either the VNum or Traveler Name field</li> <li>➤ Click on the VNum to select your traveler.</li> <li>➤ Click on the <b>Document Type</b> drop-down listing and select <i>TV from TA</i></li> <li>➤ Click the <b>Create</b> (<i>this Document</i>) button</li> </ul>
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"> <li>➤ Click the <b>Open</b>  icon of the authorization going to create the voucher</li> </ul>
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>  <p><b>Document Information</b></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. <a href="#">Authorizations Vouchers</a> <a href="#">LocalVouchers</a></p> <p>For this Document you can: <b>Create</b> Document <b>Cancel</b></p> <p>Traveler Name: Darren Bak</p> <p>Document Information   Trip Information</p> <p>Document Type: TV</p> <p>Document Name: 2BAKE001</p> <p>Report Date: 10/22/2012</p> <p>TA#: 2BAKE001</p> <p><input type="checkbox"/> Sponsored Travel</p> <p>Currency: U.S. Dollar</p> <p>Type Code: [Dropdown]</p> <p>Purpose Code: 12-EVACUATION</p> <p>Document Description: Mandatory Evacuation from Tampa - Safe haven Gainesville, FL</p> <p>Document Default Accounting Code: Genera Travel FY12</p> <p>Default Accounting Code Org: H-20-0</p> <ul style="list-style-type: none"> <li>➤ On the <i>Type Code</i> field Select <b>1-SINGLE DOMESTIC</b></li> <li>➤ Click the <i>Trip Information</i> tab</li> </ul>

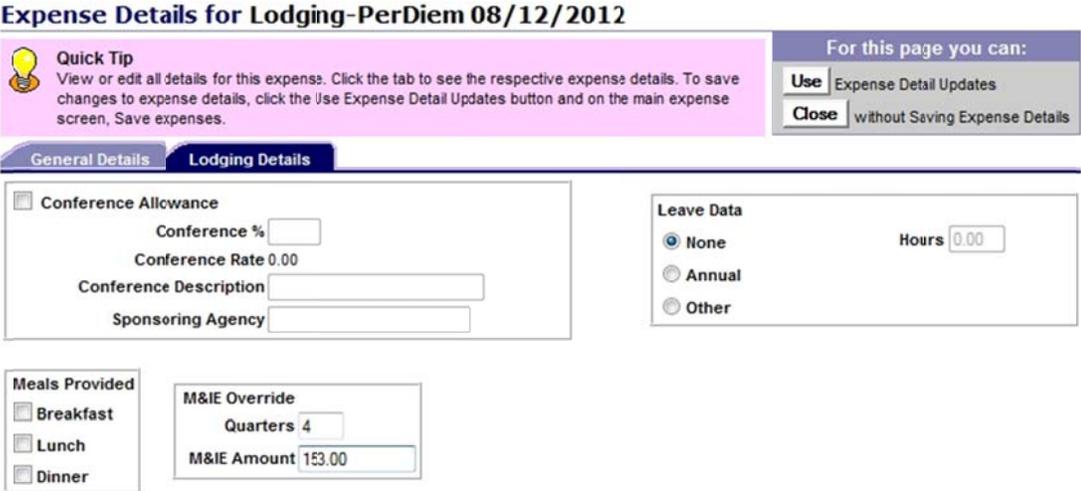
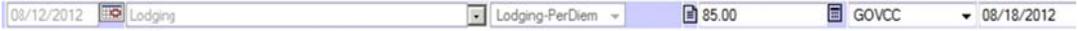
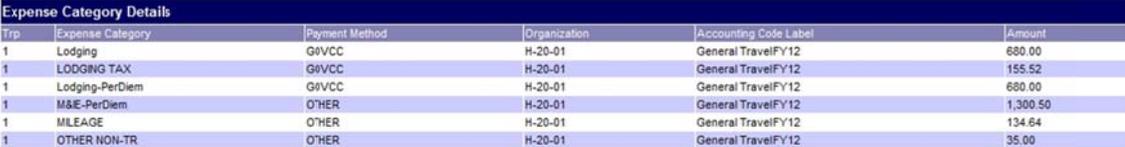
Step	Action
3b	<p>The <i>Document Information</i> screen appears with the <i>Trip Information</i> tab highlighted</p>  <p>➤ Click the <b>Create</b> button</p> <p>➤ Change the following:</p> <ul style="list-style-type: none"> <li>• <b>End Travel Date</b> = end of travel (i.e. 8/19)</li> <li>• <b>Departure Date</b> = end of voucher (i.e. 8/19)</li> </ul> <p>➤ Check the <i>Replace all lodging and M&amp;IE information</i> checkbox</p> <p>➤ Click <b>Save</b> (<i>Changes to Document Information</i>) button when completed</p>
	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ <i>The Override button comes up because this voucher was created by the authorization. Clicking Create, will remove it.</i></li> </ul>

Step	Action
4	<p>➤ Click on <b>Expenses</b> in the <i>Document Toolbar</i> to bring up the <i>Edit/Enter Expenses</i> screen</p>  <p>Due to the information entered on the Document Information screen, only the system generated expenses (Lodging/M&amp;IE) will be affected by showing only that date range.</p>
4a	<p>Enter/Modify the following expenses on the <i>Expense</i> screen.</p> <p>Hotel Tax - \$9.72/night (x2 = \$19.44 x8 = \$155.52)              POV – 132 miles one way to safe haven              Laundry - \$35.00 (8/16)</p> <p>➤ Delete any other expenses that are not being claimed at this time.              ➤ Click the <b>Save</b> (<i>Expense Changes</i>) button when completed</p>

Step	Action
4b	<p>Now we need to enter both the traveler lodging and family lodging costs. To start this process change the Expense Category in the Search Criteria area to Lodging-PerDiem:</p>  <p>➤ Enter the cost of the traveler’s lodging in the <i>Cost</i> field (i.e. \$85) for the traveler</p> <p>➤ Enter in the <i>Copy Through</i> field the day before the end of the trip (i.e. 8/18)</p> <p>➤ Click the <b>Save</b> (<i>Expense Changes</i>) button when completed</p>
4c	<p>➤ Scroll to the first blank line and select Dual Lodging</p> <p>➤ Enter the cost of the other room(s) combined in the <i>cost</i> field (i.e. \$85)</p> <p>➤ Enter in the <i>Copy Through</i> field the day before the end of the trip (i.e. 8/18)</p>  <p>➤ Click the <b>Save</b> (<i>Expense Changes</i>) button when completed</p> <p><b>Note:</b> After saving all Dual Lodging costs will be gone from the screen, because the screen is currently filtered with only the Lodging-PerDiem category, not Lodging.</p>

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4d	<p>The next thing to do will be to do the M&amp;IE Override for the costs of each day. To calculate this, you can use the Evacuation Calculation Worksheet.</p> <p>On the worksheet 30 days and under tab, Travel Voucher column, you would enter the information in the upper fields:</p> <ul style="list-style-type: none"> <li>• Number of Days in Travel</li> <li>• Lodging Per Diem</li> <li>• M&amp;IE Per Diem</li> <li>• # of people 12 and over</li> <li>• # of people under 12</li> </ul> <table border="1" data-bbox="289 724 865 1539"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> </tr> <tr> <th></th> <th></th> <th>Travel Auth</th> <th></th> <th>Travel Vouch</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>Total Number of Days in Travel</td> <td>14</td> <td></td> <td>8</td> </tr> <tr> <td>3</td> <td>Lodging Per Diem</td> <td>\$90</td> <td></td> <td>\$85</td> </tr> <tr> <td>4</td> <td>M&amp;IE Per Diem</td> <td>\$51</td> <td></td> <td>\$51</td> </tr> <tr> <td>5</td> <td># of people 12 and over</td> <td>2</td> <td></td> <td>2</td> </tr> <tr> <td>6</td> <td># of people under 12</td> <td>2</td> <td></td> <td>2</td> </tr> <tr> <td>7</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>8</td> <td><b>LODGING COSTS</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>9</td> <td>By Day (Dual Lodging)</td> <td></td> <td></td> <td>\$85.00</td> </tr> <tr> <td>10</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>11</td> <td>(1st 30) # Days Lodging</td> <td>\$1,260.00</td> <td></td> <td></td> </tr> <tr> <td>12</td> <td>X Nbr of People 12 and over</td> <td>\$2,520.00</td> <td></td> <td></td> </tr> <tr> <td>13</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>14</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>15</td> <td>By Day (Dual Lodging)</td> <td></td> <td></td> <td></td> </tr> <tr> <td>16</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>17</td> <td>(1st 30) # Days Lodging@50%</td> <td>\$630.00</td> <td></td> <td></td> </tr> <tr> <td>18</td> <td>X Nbr of People under 12</td> <td>\$1,260.00</td> <td></td> <td></td> </tr> <tr> <td>19</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>20</td> <td><b>Total Lodging Override</b></td> <td><b>\$3,780.00</b></td> <td></td> <td></td> </tr> <tr> <td>21</td> <td>Dual Lodging by Day</td> <td></td> <td></td> <td>\$85.00</td> </tr> <tr> <td>22</td> <td>Total Dual Lodging</td> <td></td> <td></td> <td>\$680.00</td> </tr> <tr> <td>23</td> <td><b>Total Traveler Lodging</b></td> <td></td> <td></td> <td><b>\$680.00</b></td> </tr> <tr> <td>24</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>25</td> <td><b>M&amp;IE COSTS</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>26</td> <td>By Day - 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4e	<p>To enter the override M&amp;IE cost information, click on the <b>Show Expense Details</b>  icon on the first line of lodging expenses. This will bring up a new window.</p> <ul style="list-style-type: none"> <li>➤ Click the <b>Lodging Details</b> tab</li> <li>➤ In the M&amp;IE Override Box, enter the <b>Quarter</b> (i.e. 4) and <b>M&amp;IE Amount</b> (i.e. 114.75)</li> <li>➤ Click Use</li> </ul> <div data-bbox="289 569 1372 1060" style="border: 1px solid black; padding: 5px;"> <p><b>Expense Details for Lodging-PerDiem 08/11/2012</b></p> <div style="display: flex; justify-content: space-between;"> <div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc;"> <p><b>Quick Tip</b> 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> </div> <div style="background-color: #d0d0d0; padding: 5px; border: 1px solid #ccc;"> <p>For this page you can:</p> <p><b>Use</b> Expense Detail Updates</p> <p><b>Close</b> without Saving Expense Details</p> </div> </div> <div style="display: flex; margin-top: 10px;"> <div style="background-color: #d0d0d0; padding: 2px 5px; border: 1px solid #ccc; margin-right: 5px;">General Details</div> <div style="background-color: #000080; color: white; padding: 2px 5px; border: 1px solid #ccc;">Lodging Details</div> </div> <div style="display: flex; margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 5px; width: 60%;"> <p><input type="checkbox"/> Conference Allowance</p> <p style="margin-left: 20px;">Conference % <input type="text"/></p> <p style="margin-left: 20px;">Conference Rate 0.00</p> <p style="margin-left: 20px;">Conference Description <input type="text"/></p> <p style="margin-left: 20px;">Sponsoring Agency <input type="text"/></p> </div> <div style="border: 1px solid #ccc; padding: 5px; width: 35%;"> <p><b>Leave Data</b></p> <p><input checked="" type="radio"/> None      Hours <input type="text" value="0.00"/></p> <p><input type="radio"/> Annual</p> <p><input type="radio"/> Other</p> </div> </div> <div style="display: flex; margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 5px; width: 25%;"> <p><b>Meals Provided</b></p> <p><input type="checkbox"/> Breakfast</p> <p><input type="checkbox"/> Lunch</p> <p><input type="checkbox"/> Dinner</p> </div> <div style="border: 1px solid #ccc; padding: 5px; width: 25%; margin-left: 10px;"> <p><b>M&amp;IE Override</b></p> <p style="margin-left: 20px;">Quarters <input type="text" value="4"/></p> <p style="margin-left: 20px;">M&amp;IE Amount <input type="text" value="114.75"/></p> </div> </div> </div> <ul style="list-style-type: none"> <li>➤ Enter the same cost using the above procedures on the other travel day.</li> </ul>

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4f	<p>On the first day of non-travel, click on the <b>Show Expense Details</b>  icon. This will bring up a new window.</p> <ul style="list-style-type: none"> <li>➤ Click the <b>Lodging Details</b> tab</li> <li>➤ In the M&amp;IE Override Box, enter the <b>Quarter</b> (i.e. 4) and <b>M&amp;IE Amount</b> (i.e. 153.00)</li> <li>➤ Click Use</li> </ul> 																																										
4g	<p>On the <b>Expense</b> screen, in the <i>CopyThrough</i> field, enter the day before the end of the trip (i.e. 8/18)</p>  <ul style="list-style-type: none"> <li>➤ Click the <b>Save</b> (<i>Expense Changes</i>) button when completed</li> </ul> <p><b>Notes:</b> You won't see the M&amp;IE expenses until you change your search category back to All expenses.</p>																																										
5	<p>Click on <b>Accounting</b> in the <b>Document Toolbar</b> to open up the <b>Available Accounting Code</b> screen. Verify the accounting.</p>																																										
6	<p>Click on <b>Totals</b> in the <b>Document Toolbar</b> to open up the <b>Total Details</b> screen.</p>  <table border="1"> <thead> <tr> <th>Trip</th> <th>Expense Category</th> <th>Payment Method</th> <th>Organization</th> <th>Accounting Code Label</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Lodging</td> <td>GOVCC</td> <td>H-20-01</td> <td>General TravelFY12</td> <td>680.00</td> </tr> <tr> <td>1</td> <td>LODGING TAX</td> <td>GOVCC</td> <td>H-20-01</td> <td>General TravelFY12</td> <td>155.52</td> </tr> <tr> <td>1</td> <td>Lodging-PerDiem</td> <td>GOVCC</td> <td>H-20-01</td> <td>General TravelFY12</td> <td>680.00</td> </tr> <tr> <td>1</td> <td>M&amp;E-PerDiem</td> <td>OTHER</td> <td>H-20-01</td> <td>General TravelFY12</td> <td>1,300.50</td> </tr> <tr> <td>1</td> <td>MILEAGE</td> <td>OTHER</td> <td>H-20-01</td> <td>General TravelFY12</td> <td>134.64</td> </tr> <tr> <td>1</td> <td>OTHER NON-TR</td> <td>OTHER</td> <td>H-20-01</td> <td>General TravelFY12</td> <td>35.00</td> </tr> </tbody> </table>	Trip	Expense Category	Payment Method	Organization	Accounting Code Label	Amount	1	Lodging	GOVCC	H-20-01	General TravelFY12	680.00	1	LODGING TAX	GOVCC	H-20-01	General TravelFY12	155.52	1	Lodging-PerDiem	GOVCC	H-20-01	General TravelFY12	680.00	1	M&E-PerDiem	OTHER	H-20-01	General TravelFY12	1,300.50	1	MILEAGE	OTHER	H-20-01	General TravelFY12	134.64	1	OTHER NON-TR	OTHER	H-20-01	General TravelFY12	35.00
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Step	Action
7	Click on <b>Preview Document</b> in the <i>Document Toolbar</i> to have a new window open with the print preview of your travel document.
8	Click on <b>Perform Pre-Audits</b> in the <i>Document Toolbar</i> to open up the <i>Pre-Audit Results</i> screen.
9	<p>Click on <b>Document Status</b> in the <i>Document Toolbar</i> to open up the <i>Status</i> screen.</p> <ul style="list-style-type: none"> <li>➤ Enter your <i>Signature PIN</i></li> <li>➤ Enter your <i>Remarks</i> if any</li> <li>➤ Click the <b>Stamp</b> (<i>and Submit Document</i>) button</li> </ul> <p><b>Note:</b> <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"> <li>➤ Verify the document status is PASS</li> <li>➤ Click the <b>Continue</b> (<i>Stamping the Document</i>) button</li> </ul> <p>The <i>Signature</i> screen appears with a statement that should be read.</p> <ul style="list-style-type: none"> <li>➤ Click the <b>Accept</b> (<i>Signature Text</i>) button</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 Home screen will appear with the document appearing in the Last Documents area. The preparer will have to inform the Approving Official when the document is ready for approval in the system.</p>