

**Extras #5: Constructed Travel Voucher**

Objectives:

- Create a constructed travel voucher

**Notes:**

*If at all possible, a Cost Comparison should be done in advance of preparing the authorization thus a constructed voucher would not be needed. The form can be found at:*

*<http://www.corporateservices.noaa.gov/finance/docs/SI.costcomp.PDF>*

*If a Cost Comparison was not done in advance to the trip, or if the Approving Official approved something other than the most advantageous method, a Cost Comparison nor Constructed voucher **should not** be completed.*

*This example will show how to create a constructed (cost comparison) voucher when a traveler deviates from the authorized itinerary and/or transportation mode because of personal preference.*

*FTR, section 301-10.4 through 301-10.8, explains that agencies must select the method of transportation most advantageous to the Government considering the total cost to the Government including cost of per diem, lost work time, and actual transportation costs. If a traveler deviates from the authorized method of transportation, the traveler is responsible for any additional costs incurred.*

*When a traveler deviates from the preferred method of transportation, a cost comparison must be performed. Two versions of the voucher are prepared - one to determine the cost of the trip as it was authorized, and the other to determine the cost of the trip as it occurred using the traveler's preferred itinerary and/or mode of travel. The traveler will then be reimbursed for the lesser of the two vouchers.*

*Note: FTR, section 301-10.309 explains what the traveler will be reimbursed when the traveler uses POV instead of Common Carrier. Section 301-10.310 explains what the traveler will be reimbursed when the traveler uses POV instead of a Government automobile.*

*Travel regulations indicate that when doing a cost comparison you cannot use any local travel or other miscellaneous expenses incurred while at your Temporary Duty location. In order to claim these expenses when doing a cost comparison in ITM, we recommend that you enter any local travel and other miscellaneous expenses on both the voucher for the trip as it was authorized and on the voucher for the trip as it occurred. This way the costs for local travel and miscellaneous expenses offset each other during the comparison and are reimbursed regardless of which trip is selected for payment.*

Instructions: Execute the following steps:

Part 1 - Creates a voucher from the original authorization. This voucher (Trip 1) will reflect the trip as it was authorized.

Part 2 - Use the add feature to create a second voucher. This voucher (Trip 2) will be added to reflect the trip as it occurred.

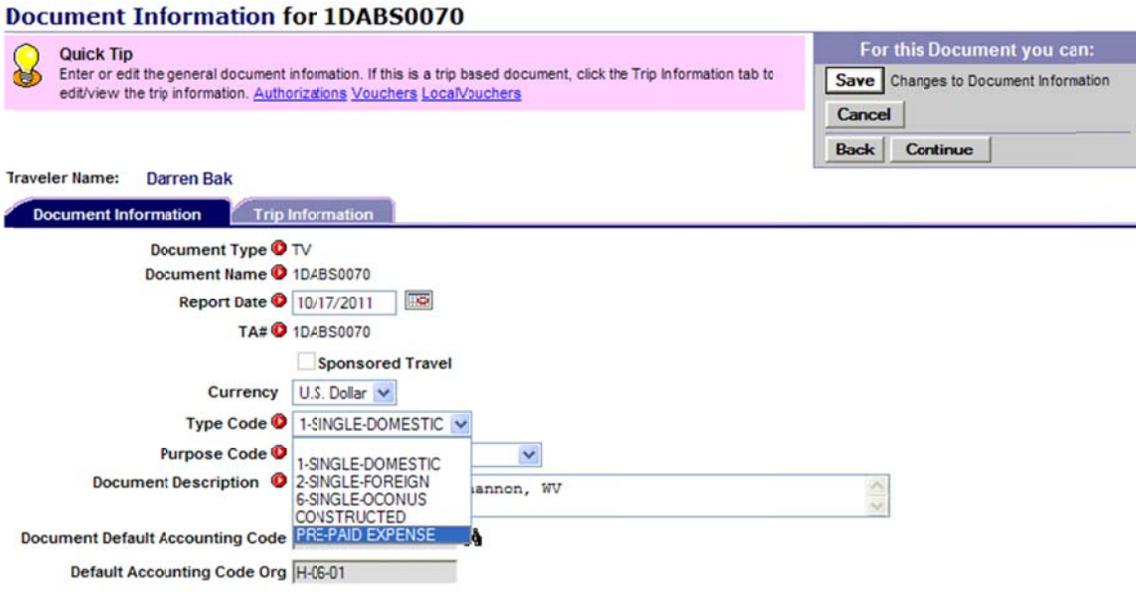
### **Part 1**

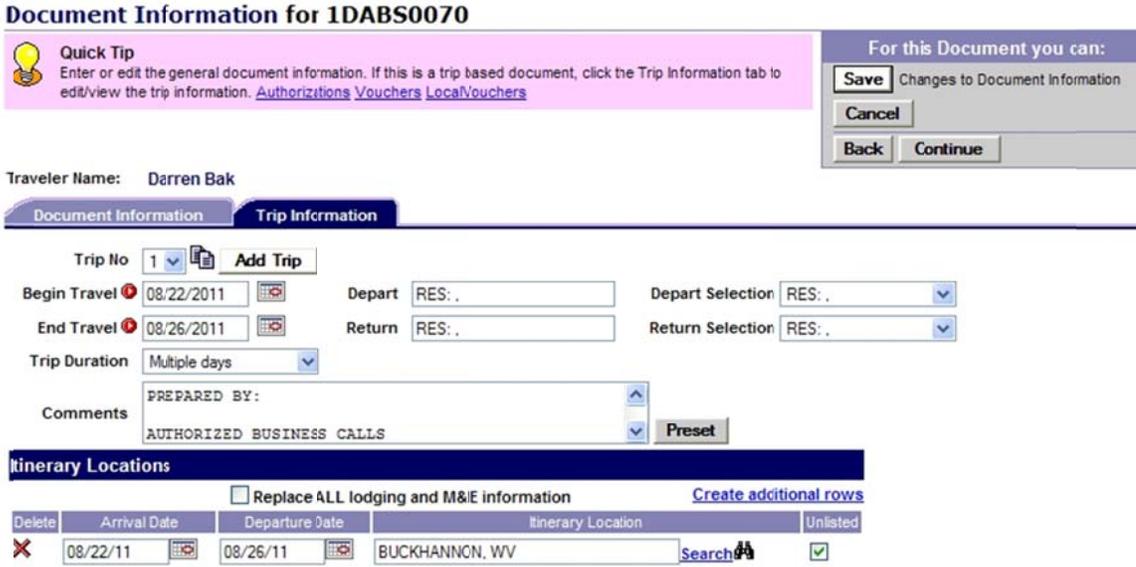
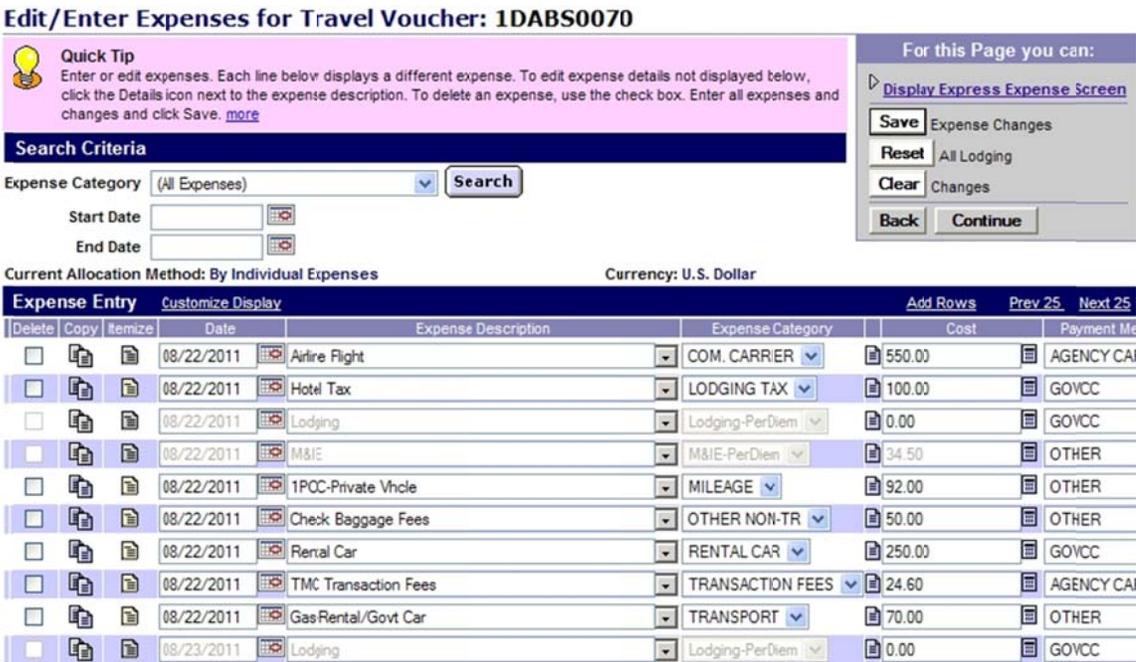
Include the following costs:

- Actual Lodging
- Actual M&IE
- Actual Lodging Tax
- Actual local POV (if any)
- Estimate Common Carrier
- Estimate Common Carrier Fee

In order for the traveler to be reimbursed for the local travel expenses, the traveler must claim the actual local travel expenses (POV) for the trip.

Step	Action
1	<ul style="list-style-type: none"><li>➤ Create the TV from TA</li><li>➤ Click the <b>Create</b> button</li></ul>

Step	Action
2	<p>The <i>Document Information</i> screen still appears but the <i>Document Toolbar</i> now has different options available. It also shows your Document Name &amp; TA#.</p> <p>➤ Click back on the <i>Document Information</i> tab</p>  <p>➤ Click the drop down list for the <i>Type Code</i> field and select <b>CONSTRUCTED</b></p> <p>➤ Click <b>Save</b> (<i>Changes to Document Information</i>) button</p> <p>➤ Click the <i>Trip Information</i> tab</p>

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2b	<p>The <i>Document Information</i> page appears with the <i>Trip Information</i> tab information showing on the screen with an <b>Add Trip</b> button.</p>  <p><b>Document Information for 1DABS0070</b></p> <p><b>Quick Tip</b> 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</a> <a href="#">Vouchers</a> <a href="#">LocalVouchers</a></p> <p><b>For this Document you can:</b>  <input type="button" value="Save"/> Changes to Document Information  <input type="button" value="Cancel"/>  <input type="button" value="Back"/> <input type="button" value="Continue"/></p> <p>Traveler Name: Darren Bak</p> <p><b>Document Information</b> <b>Trip Information</b></p> <p>Trip No: 1 <input type="button" value="Add Trip"/></p> <p>Begin Travel: 08/22/2011 Depart: RES. Depart Selection: RES.          End Travel: 08/26/2011 Return: RES. Return Selection: RES.          Trip Duration: Multiple days</p> <p>Comments: PREPARED BY: AUTHORIZED BUSINESS CALLS <input type="button" value="Preset"/></p> <p><b>Itinerary Locations</b>  <input type="checkbox"/> Replace ALL lodging and M&amp;E information <a href="#">Create additional rows</a></p> <table border="1"> <thead> <tr> <th>Delete</th> <th>Arrival Date</th> <th>Departure Date</th> <th>Itinerary Location</th> <th>Unlisted</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>08/22/11</td> <td>08/26/11</td> <td>BUCKHANNON, WV</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>	Delete	Arrival Date	Departure Date	Itinerary Location	Unlisted	<input checked="" type="checkbox"/>	08/22/11	08/26/11	BUCKHANNON, WV	<input checked="" type="checkbox"/>																																																																														
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3	<p>Click on <b>Expenses</b> in the <i>Document Toolbar</i> to view the <i>Edit/Enter Expenses</i> page</p>  <p><b>Edit/Enter Expenses for Travel Voucher: 1DABS0070</b></p> <p><b>Quick Tip</b> 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. <a href="#">more</a></p> <p><b>For this Page you can:</b>  <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><b>Search Criteria</b>          Expense Category: (All Expenses) <input type="button" value="Search"/>          Start Date: <input type="text"/>          End Date: <input type="text"/></p> <p>Current Allocation Method: By Individual Expenses Currency: U.S. Dollar</p> <table border="1"> <thead> <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><input type="button" value="Copy"/></td> <td><input type="button" value="Itemize"/></td> <td>08/22/2011</td> <td>Airline Flight</td> <td>COM. 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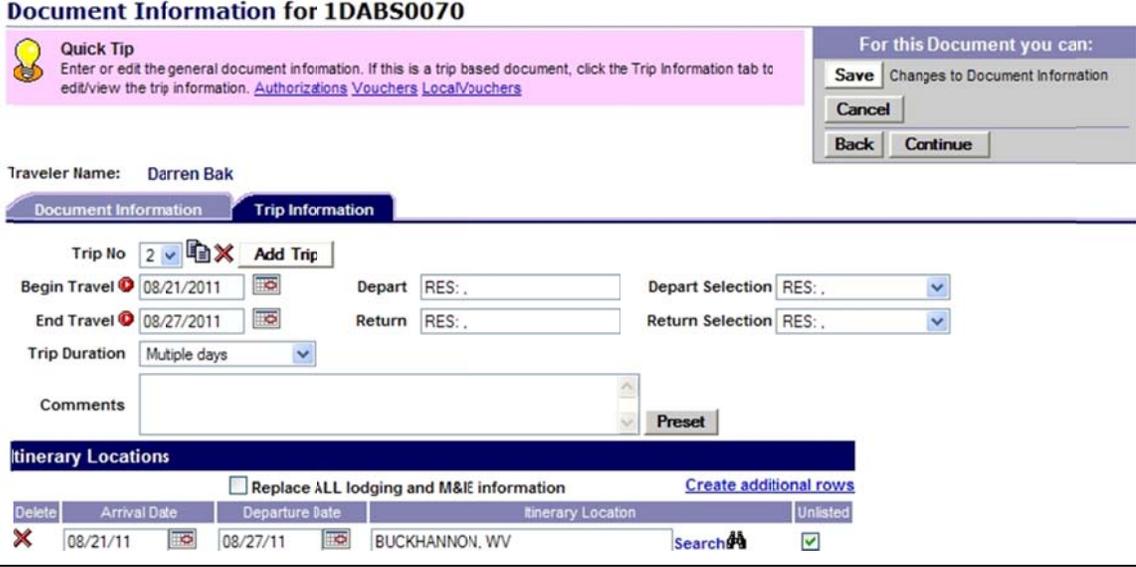
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**Part 2**

Include the following costs:

- Actual Lodging
- Actual M&IE
- Actual Lodging Tax
- Actual local POV (if any)
- Actual POV or Common Carrier
- Actual Common Carrier Fee (if any)

Step	Action															
1	<p>➤ Click on <b>Document Information</b> from the <i>Document Toolbar</i> to view the <i>Document Information</i> page.</p> <p>➤ Click on the <i>Trip Information</i> tab</p> <p>➤ Click on the <b>Add Trip</b> button</p> <p><b>Document Information for 1DABS0070</b></p> <div style="border: 1px solid gray; padding: 5px;"> <p><b>Quick Tip</b>                  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</a> <a href="#">Vouchers</a> <a href="#">LocalVouchers</a></p> </div> <div style="border: 1px solid gray; padding: 5px; float: right; width: 200px;"> <p>For this Document you can:</p> <p><b>Save</b> Changes to Document Information</p> <p><b>Cancel</b></p> <p><b>Back</b> <b>Continue</b></p> </div> <p>Traveler Name: Darren Bak</p> <div style="border: 1px solid gray; padding: 5px;"> <p><b>Document Information</b>   <b>Trip Information</b></p> <p>Trip No: 2 <input type="button" value="Add Trip"/></p> <p>Begin Travel: <input type="text"/> <input type="button" value="Calendar"/> Depart: <input type="text"/> Depart Selection: <input type="button" value="v"/>                  End Travel: <input type="text"/> <input type="button" value="Calendar"/> Return: <input type="text"/> Return Selection: <input type="button" value="v"/>                  Trip Duration: Multiple days <input type="button" value="v"/>                  Comments: <input type="text"/> <input type="button" value="Preset"/></p> </div> <div style="border: 1px solid gray; padding: 5px;"> <p><b>Itinerary Locations</b></p> <p><input type="checkbox"/> Replace ALL lodging and M&amp;E information <a href="#">Create additional rows</a></p> <table border="1"> <thead> <tr> <th>Delete</th> <th>Arrival Date</th> <th>Departure Date</th> <th>Itinerary Location</th> <th>Unlisted</th> </tr> </thead> <tbody> <tr> <td><input type="button" value="X"/></td> <td><input type="text"/> <input type="button" value="Calendar"/></td> <td><input type="text"/> <input type="button" value="Calendar"/></td> <td><input type="text"/> <input type="button" value="Search"/> <input type="button" value="AA"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="button" value="X"/></td> <td><input type="text"/> <input type="button" value="Calendar"/></td> <td><input type="text"/> <input type="button" value="Calendar"/></td> <td><input type="text"/> <input type="button" value="Search"/> <input type="button" value="AA"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> </div>	Delete	Arrival Date	Departure Date	Itinerary Location	Unlisted	<input type="button" value="X"/>	<input type="text"/> <input type="button" value="Calendar"/>	<input type="text"/> <input type="button" value="Calendar"/>	<input type="text"/> <input type="button" value="Search"/> <input type="button" value="AA"/>	<input type="checkbox"/>	<input type="button" value="X"/>	<input type="text"/> <input type="button" value="Calendar"/>	<input type="text"/> <input type="button" value="Calendar"/>	<input type="text"/> <input type="button" value="Search"/> <input type="button" value="AA"/>	<input type="checkbox"/>
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2b	<p>When finished entering all the actual expenses click Save.</p> <p><b>Edit/Enter Expenses for Travel Voucher: 1DABS0070</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p><b>Quick Tip</b>   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. <a href="#">more</a></p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p><b>Search Criteria</b></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> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Current Allocation Method: By Individual Expenses <span style="float: right;">Currency: U.S. Dollar</span></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"></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</th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>08/21/2011</td> <td>Hotel Tax</td> <td>LODGING TAX</td> <td>13.54</td> <td>GOVCC</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>08/21/2011</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>77.00</td> <td>GOVCC</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>08/21/2011</td> <td>M&amp;E</td> <td>M&amp;E-PerDiem</td> <td>34.50</td> <td>OTHER</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>08/21/2011</td> <td>1PCC-Private Vhcle</td> <td>MILEAGE</td> <td>150.00</td> <td>OTHER</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>08/22/2011</td> <td>Hotel Tax</td> <td>LODGING TAX</td> <td>13.54</td> <td>GOVCC</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>08/22/2011</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>77.00</td> <td>GOVCC</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>08/22/2011</td> <td>M&amp;E</td> <td>M&amp;E-PerDiem</td> <td>46.00</td> <td>OTHER</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>08/22/2011</td> <td>1PCC-Private Vhcle</td> <td>MILEAGE</td> <td>6.50</td> <td>OTHER</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>08/23/2011</td> <td>Hotel Tax</td> <td>LODGING TAX</td> <td>13.54</td> <td>GOVCC</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>08/23/2011</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>77.00</td> <td>GOVCC</td> <td></td> </tr> </tbody> </table> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p><b>For this Page you can:</b></p> <p><a href="#">Display Express Expense Screen</a></p> <p><input type="button" value="Save"/> Expense Changes</p> <p><input type="button" value="Reset"/> All Lodging</p> <p><input type="button" value="Clear"/> Changes</p> <p><input type="button" value="Back"/> <input type="button" value="Continue"/></p> </div>	Expense Entry		Customize Display				Add Rows	Prev 25	Next 25	Delete	Copy	Itemize	Date	Expense Description	Expense Category	Cost	Payment		<input type="checkbox"/>			08/21/2011	Hotel Tax	LODGING TAX	13.54	GOVCC		<input type="checkbox"/>			08/21/2011	Lodging	Lodging-PerDiem	77.00	GOVCC		<input type="checkbox"/>			08/21/2011	M&E	M&E-PerDiem	34.50	OTHER		<input type="checkbox"/>			08/21/2011	1PCC-Private Vhcle	MILEAGE	150.00	OTHER		<input type="checkbox"/>			08/22/2011	Hotel Tax	LODGING TAX	13.54	GOVCC		<input type="checkbox"/>			08/22/2011	Lodging	Lodging-PerDiem	77.00	GOVCC		<input type="checkbox"/>			08/22/2011	M&E	M&E-PerDiem	46.00	OTHER		<input type="checkbox"/>			08/22/2011	1PCC-Private Vhcle	MILEAGE	6.50	OTHER		<input type="checkbox"/>			08/23/2011	Hotel Tax	LODGING TAX	13.54	GOVCC		<input type="checkbox"/>			08/23/2011	Lodging	Lodging-PerDiem	77.00	GOVCC	
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3	<p>Click on <b>Totals</b> in the <i>Document Toolbar</i> to open up the <i>Total Details</i> page.</p> <div data-bbox="289 348 1240 1648"> <p><b>Total Details for 1DABS0070</b></p> <p><b>Quick Tip</b> If necessary, enter changes and click OK. <a href="#">more</a></p> <p>For this Document you can:  <input type="button" value="Edit Advances"/> Applied  <input type="button" value="Save &amp; Calculate"/> Totals  <input type="button" value="Back"/> <input type="button" value="Continue"/></p> <p>Currency: U.S. Dollar</p> <hr/> <p><b>Expense Summary</b></p> <table border="0"> <tr><td>Total Expenses:</td><td>1,154.70</td></tr> <tr><td>Total Non-reimbursable Expenses:</td><td>0.00</td></tr> <tr><td><b>Total Reimbursable Expenses:</b></td><td><b>1,154.70</b></td></tr> <tr><td>Advance Outstanding:</td><td><input type="text" value="0.00"/></td></tr> <tr><td>Advance Applied:</td><td>0.00</td></tr> <tr><td><b>Total Reimbursable Amount:</b></td><td><b>1,154.70</b></td></tr> </table> <hr/> <p><b>Charge Card Reconciliation</b></p> <table border="0"> <thead> <tr> <th></th> <th>All Amounts</th> <th>Reimbursable Amounts</th> </tr> </thead> <tbody> <tr><td>Reimbursable Charge Card Expenses:</td><td>529.70</td><td>529.70</td></tr> <tr><td>Non-Reimbursable Charge Card Expenses:</td><td>0.00</td><td></td></tr> <tr><td><b>Total Charge Card Expenses:</b></td><td><b>529.70</b></td><td><b>529.70</b></td></tr> <tr><td>Charge Card ATM Advance Taken:</td><td>0.00</td><td>0.00</td></tr> <tr><td><b>Total Amount On Charge Card:</b></td><td><b>529.70</b></td><td><b>529.70</b></td></tr> <tr><td>Additional Payment to Charge Card:</td><td></td><td>0.00</td></tr> <tr><td><b>Maximum Charge Card Reimbursement:</b></td><td></td><td><b>529.70</b></td></tr> <tr><td colspan="3"><small>(Actual reimbursement may be different)</small></td></tr> </tbody> </table> <hr/> <p><b>Reimbursement Summary</b></p> <table border="0"> <tr><td>Actual Charge Card Reimbursement:</td><td>529.70</td></tr> <tr><td>Traveler Reimbursement: <small>(Due From Traveler if negative)</small></td><td>625.00</td></tr> <tr><td><b>Total Amount Reimbursed:</b></td><td><b>1,154.70</b></td></tr> </table> <p>(Totals are based on trip 2)</p> <table border="1"> <thead> <tr> <th colspan="6">Expense Category Details</th> </tr> <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>COM. 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The traveler is responsible for any additional costs incurred if the “actual” voucher is more than the “authorized” one.</p> </div>	Total Expenses:	1,154.70	Total Non-reimbursable Expenses:	0.00	<b>Total Reimbursable Expenses:</b>	<b>1,154.70</b>	Advance Outstanding:	<input type="text" value="0.00"/>	Advance Applied:	0.00	<b>Total Reimbursable Amount:</b>	<b>1,154.70</b>		All Amounts	Reimbursable Amounts	Reimbursable Charge Card Expenses:	529.70	529.70	Non-Reimbursable Charge Card Expenses:	0.00		<b>Total Charge Card Expenses:</b>	<b>529.70</b>	<b>529.70</b>	Charge Card ATM Advance Taken:	0.00	0.00	<b>Total Amount On Charge Card:</b>	<b>529.70</b>	<b>529.70</b>	Additional Payment to Charge Card:		0.00	<b>Maximum Charge Card Reimbursement:</b>		<b>529.70</b>	<small>(Actual reimbursement may be different)</small>			Actual Charge Card Reimbursement:	529.70	Traveler Reimbursement: <small>(Due From Traveler if negative)</small>	625.00	<b>Total Amount Reimbursed:</b>	<b>1,154.70</b>	Expense Category Details						Trip	Expense Category	Payment Method	Organization	Accounting Code Label	Amount	1	COM. 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4	Follow the rest of the steps that you would when completing a voucher, such as previewing the document, performing pre-audits and stamping it.