

**Exercise #2c: Reclaim Travel Voucher**

**Objectives:** • Create a reclaim travel voucher

**Notes:** *A reclaim travel voucher allows a traveler to claim any expense(s) that were not submitted on the original travel voucher.*

*The original TV must be in DATALINKED status prior to a reclaim being submitted.*

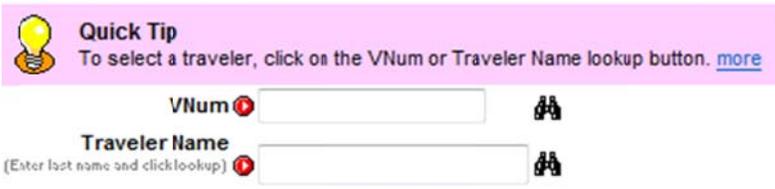
*If the TV is not yet in a DATALINKED status, but has the APPROVED status, please do not edit the TV. Wait until it DATALINKS, then do your RECLAIM.*

**Instructions:** Execute the following steps:

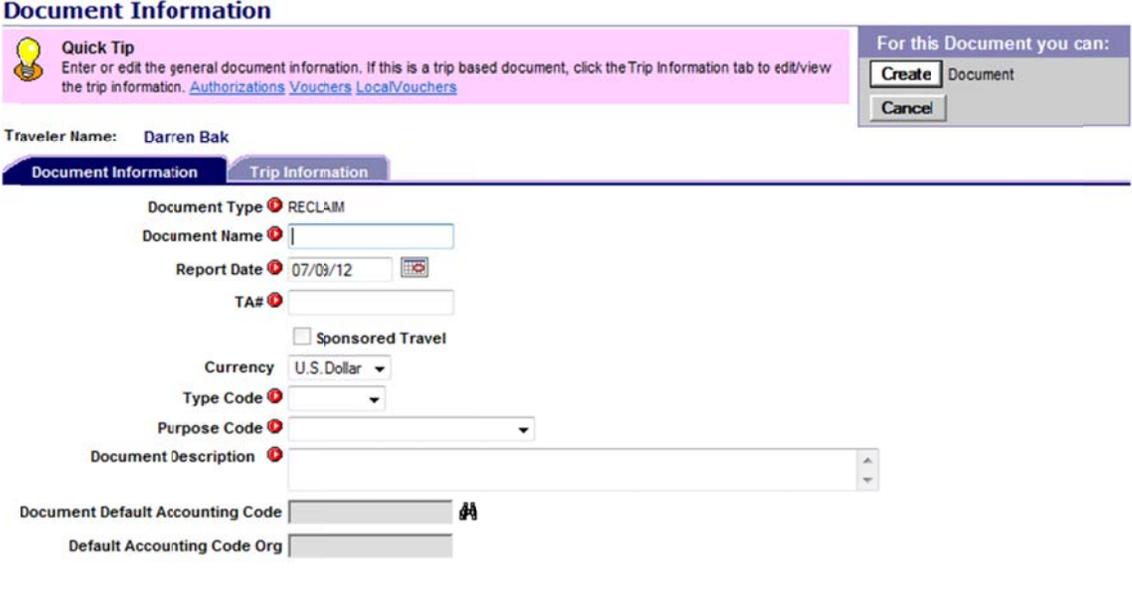
After the travel voucher was submitted, approved and processed for the Chicago trip, the traveler comes to you and explains that they found some receipts that were not submitted with the voucher. Since the voucher status is DATALINKED, you will be able to submit these new expenses using the Reclaim process.

Expenses Excluded from original TV:

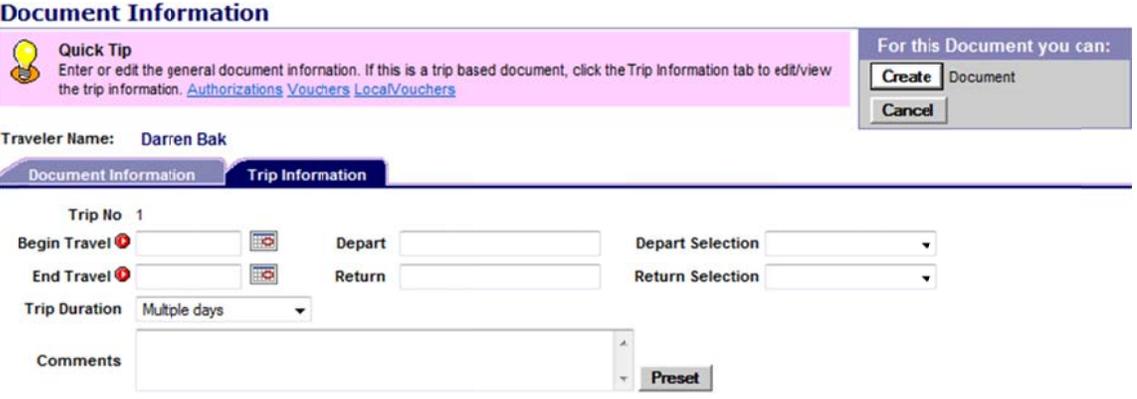
- 6/25 Checked Baggage Fee - \$25.00
- 6/28 Checked Baggage Fee - \$25.00

Step	Action
1	From the <i>Home</i> page: ➤ Click <b>Create New Document</b> from the <i>Document Toolbar</i>
2a	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.  <b>New Document</b> 

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2b	<p>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="289 390 1243 940" style="border: 1px solid black; padding: 5px;"> <p><b>Enter Search Criteria</b></p> <p>VNum <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Cancel"/></p> <p><b>Search Results</b> <span style="float: right;">Click on an entry to select it</span></p> <p>Search Results <span style="float: right;"><a href="#">Prev 20</a> <a href="#">Next 20</a></span></p> <table border="1"> <thead> <tr> <th>VNum</th> <th>Last Name</th> <th>First Name</th> <th>MI</th> </tr> </thead> <tbody> <tr><td><a href="#">0006-00001</a></td><td>Rubis</td><td>Therese</td><td>A</td></tr> <tr><td><a href="#">0006-00002</a></td><td>Davis</td><td>Karen</td><td>B</td></tr> <tr><td><a href="#">0006-00003</a></td><td>Wenther</td><td>Scott</td><td>C</td></tr> <tr><td><a href="#">0006-00004</a></td><td>Doran</td><td>Chris</td><td>D</td></tr> <tr><td><a href="#">0006-00005</a></td><td>Holder</td><td>Janet</td><td>E</td></tr> <tr><td><a href="#">0006-00006</a></td><td>Mathis</td><td>Jeff</td><td>F</td></tr> <tr><td><a href="#">0006-00007</a></td><td>Kallsan</td><td>Pat</td><td>G</td></tr> <tr><td><a href="#">0006-00008</a></td><td>Cropp</td><td>Tim</td><td>H</td></tr> <tr><td><a href="#">0006-00009</a></td><td>Thorton</td><td>Charlene</td><td>I</td></tr> <tr><td><a href="#">0006-00010</a></td><td>Bak</td><td>Darren</td><td>J</td></tr> <tr><td><a href="#">0006-00011</a></td><td>Garcia</td><td>Pauline</td><td>K</td></tr> <tr><td><a href="#">0006-00013</a></td><td>Papadakis</td><td>Mike</td><td>M</td></tr> <tr><td><a href="#">0006-00019</a></td><td>Goldstein</td><td>Laura</td><td>S</td></tr> <tr><td><a href="#">0006-00021</a></td><td>Jensen</td><td>Dan</td><td>U</td></tr> </tbody> </table> </div> <p>If you chose Traveler Name, you will get a list of travelers you have access to showing in alphabetical order.</p> <div data-bbox="289 1094 1243 1644" style="border: 1px solid black; padding: 5px;"> <p><b>Enter Search Criteria</b></p> <p>Last Name <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Cancel"/></p> <p><b>Search Results</b> <span style="float: right;">Click on an entry to select it</span></p> <p>Search Results <span style="float: right;"><a href="#">Prev 20</a> <a href="#">Next 20</a></span></p> <table border="1"> <thead> <tr> <th>Last Name</th> <th>First Name</th> <th>MI</th> <th>VNum</th> </tr> </thead> <tbody> <tr><td>Bak</td><td>Darren</td><td>J</td><td><a href="#">0006-00010</a></td></tr> <tr><td>Brown</td><td>Parke</td><td>L</td><td><a href="#">0006-00037</a></td></tr> <tr><td>Cropp</td><td>Tim</td><td>H</td><td><a href="#">0006-00008</a></td></tr> <tr><td>Davis</td><td>Karen</td><td>B</td><td><a href="#">0006-00002</a></td></tr> <tr><td>Doran</td><td>Chris</td><td>D</td><td><a href="#">0006-00004</a></td></tr> <tr><td>Garcia</td><td>Pauline</td><td>K</td><td><a href="#">0006-00011</a></td></tr> <tr><td>Goldstein</td><td>Laura</td><td>S</td><td><a href="#">0006-00019</a></td></tr> <tr><td>Higgins</td><td>Arene</td><td>W</td><td><a href="#">0006-00023</a></td></tr> <tr><td>Holder</td><td>Janet</td><td>E</td><td><a href="#">0006-00005</a></td></tr> <tr><td>Jensen</td><td>Deborah</td><td>G</td><td><a href="#">0006-00051</a></td></tr> <tr><td>Jensen</td><td>Dan</td><td>U</td><td><a href="#">0006-00021</a></td></tr> <tr><td>Kallsan</td><td>Pat</td><td>G</td><td><a href="#">0006-00007</a></td></tr> <tr><td>Lafin</td><td>Geri</td><td>N</td><td><a href="#">0006-00039</a></td></tr> <tr><td>Martin</td><td>Bridget</td><td>M</td><td><a href="#">0006-00038</a></td></tr> </tbody> </table> </div> <p>In either case, click on the VNum to select your traveler.</p>	VNum	Last Name	First Name	MI	<a href="#">0006-00001</a>	Rubis	Therese	A	<a href="#">0006-00002</a>	Davis	Karen	B	<a href="#">0006-00003</a>	Wenther	Scott	C	<a href="#">0006-00004</a>	Doran	Chris	D	<a href="#">0006-00005</a>	Holder	Janet	E	<a href="#">0006-00006</a>	Mathis	Jeff	F	<a href="#">0006-00007</a>	Kallsan	Pat	G	<a href="#">0006-00008</a>	Cropp	Tim	H	<a href="#">0006-00009</a>	Thorton	Charlene	I	<a href="#">0006-00010</a>	Bak	Darren	J	<a href="#">0006-00011</a>	Garcia	Pauline	K	<a href="#">0006-00013</a>	Papadakis	Mike	M	<a href="#">0006-00019</a>	Goldstein	Laura	S	<a href="#">0006-00021</a>	Jensen	Dan	U	Last Name	First Name	MI	VNum	Bak	Darren	J	<a href="#">0006-00010</a>	Brown	Parke	L	<a href="#">0006-00037</a>	Cropp	Tim	H	<a href="#">0006-00008</a>	Davis	Karen	B	<a href="#">0006-00002</a>	Doran	Chris	D	<a href="#">0006-00004</a>	Garcia	Pauline	K	<a href="#">0006-00011</a>	Goldstein	Laura	S	<a href="#">0006-00019</a>	Higgins	Arene	W	<a href="#">0006-00023</a>	Holder	Janet	E	<a href="#">0006-00005</a>	Jensen	Deborah	G	<a href="#">0006-00051</a>	Jensen	Dan	U	<a href="#">0006-00021</a>	Kallsan	Pat	G	<a href="#">0006-00007</a>	Lafin	Geri	N	<a href="#">0006-00039</a>	Martin	Bridget	M	<a href="#">0006-00038</a>
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2c	<p>The <i>New Document</i> screen appears with your traveler’s name and vendor number filled in.</p>  <p><b>New Document</b></p> <p><b>Quick Tip</b> To select a traveler, click on the VNum or Traveler Name lookup button. <a href="#">more</a></p> <p>VNum 0006-00010</p> <p>Traveler Name (Enter last name and click lookup) Bak, Darren J</p> <p>Document Type</p> <p><b>For this Document you can:</b> Create this Document Add Traveler to Travel Manager</p> <ul style="list-style-type: none"> <li>➤ Click on the <b>Document Type</b> drop-down listing and select <b>RECLAIM</b></li> <li>➤ Click the <b>Create</b> (<i>this Document</i>) button</li> </ul>
3	<p>The <i>Document Information</i> page appears with the <i>Document Information</i> tab highlighted and fields displaying the information contained in the TA.</p>  <p><b>Document Information</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> Create Document Cancel</p> <p>Traveler Name: Darren Bak</p> <p>Document Information   Trip Information</p> <p>Document Type RECLAIM</p> <p>Document Name</p> <p>Report Date 07/09/12</p> <p>TA#</p> <p><input type="checkbox"/> Sponsored Travel</p> <p>Currency U.S. Dollar</p> <p>Type Code</p> <p>Purpose Code</p> <p>Document Description</p> <p>Document Default Accounting Code</p> <p>Default Accounting Code Org</p> <p><b>Note:</b> The preparer will need to know the information from the original voucher.</p>

Step	Action
3a	<p>Enter the following information on the <i>Document Information</i> tab:</p> <ul style="list-style-type: none"> <li>➤ <b>Document Name</b> = (TV#)-R1</li> <li>➤ <b>TA#</b> = (TV#)</li> <li>➤ <b>Type Code</b> = <i>RECLAIM</i></li> <li>➤ <b>Purpose Code</b> = <i>3-TRAINING ATTENDANCE</i></li> <li>➤ <b>Document Description</b> = <i>Reclaiming expenses left off the original voucher</i></li> </ul> <div data-bbox="282 569 1409 1184" style="border: 1px solid black; padding: 5px;"> <p><b>Document Information</b></p> <div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc;"> <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="float: right; border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>For this Document you can:</p> <p><input type="button" value="Create"/> Document</p> <p><input type="button" value="Cancel"/></p> </div> <p>Traveler Name: Darren Bak</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p><b>Document Information</b>    <b>Trip Information</b></p> <hr/> <p>Document Type <span style="color: red;">⊙</span> RECLAIM</p> <p>Document Name <span style="color: red;">⊙</span> 2DA8S0021-R1</p> <p>Report Date <span style="color: red;">⊙</span> 07/03/12 <input type="button" value="📅"/></p> <p>TA# <span style="color: red;">⊙</span> 2DA8S0021</p> <p><input type="checkbox"/> Sponsored Travel</p> <p>Currency U.S. Dollar ▾</p> <p>Type Code <span style="color: red;">⊙</span> RECLAIM ▾</p> <p>Purpose Code <span style="color: red;">⊙</span> 3-TRAINING ATTENDANCE ▾</p> <p>Document Description <span style="color: red;">⊙</span> Reclaiming expenses left off the original voucher</p> <p>Document Default Accounting Code <input type="text" value="AA"/></p> <p>Default Accounting Code Org <input type="text"/></p> </div> </div>
<p><b>Note:</b> The document name can not be exactly the same as the original voucher so (dash) - R1 is added to show it is the first reclaim against that voucher number. There is now a pre-Audit validation to make sure it's in the proper format. The TA# field must contain the actual voucher number for the system to know it is a valid voucher.</p>	

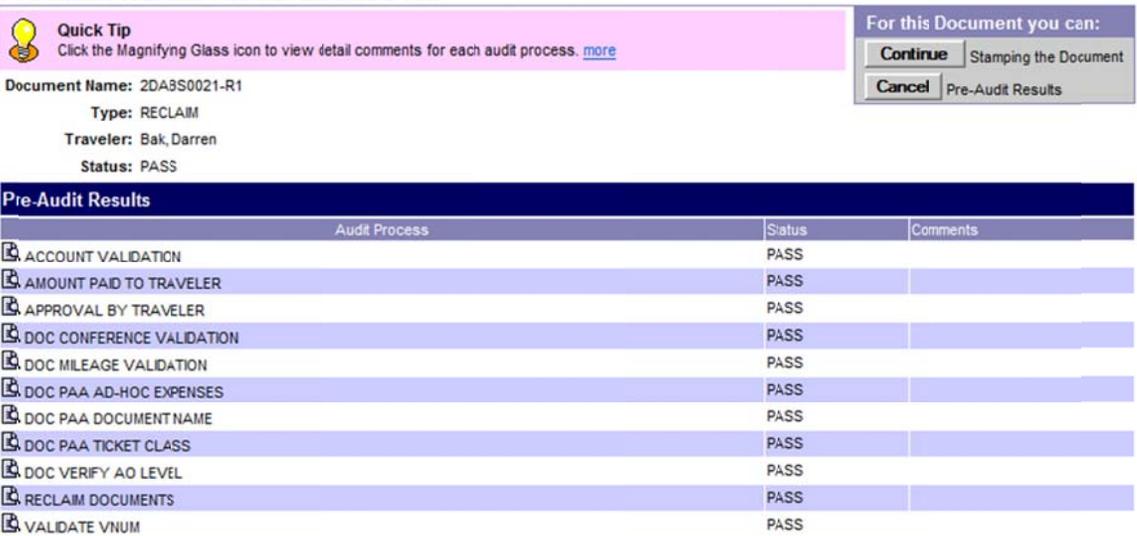
Step	Action
3b	<p>Click on the <i>Trip Information</i> tab</p>  <p>Enter the following information:</p> <ul style="list-style-type: none"> <li>➤ <b>Begin Travel</b> = <i>06/25/##</i></li> <li>➤ <b>Depart</b> = <i>RES</i></li> <li>➤ <b>End Travel</b> = <i>06/28/##</i></li> <li>➤ <b>Return</b> = <i>RES</i></li> <li>➤ <b>Comments</b> (if any)</li> <li>➤ Click the <b>Create</b> (Document) button</li> </ul> <p><i>Notes: The system will not pull up the Itinerary Location portion of the screen for a reclaim voucher.</i></p> <p><i>If any per diem information needs to be added as reclaim expense, the preparer will have to enter those expenses as “ad-hoc” ones.</i></p>

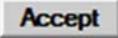
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4	<p>The <b>Document Information</b> screen still appears but the <b>Document Toolbar</b> now has different options available. It will also show your Document Name &amp; TA#.</p> <p>➤ Click on <b>Expenses</b> in the <b>Document Toolbar</b> to bring up the <b>Edit/Enter Expenses</b> screen.</p>  <p><b>Edit/Enter Expenses for Reclaim: 2DABS0021-R1</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>Search Criteria</b> 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>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 To</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/25/2012</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/25/2012</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/25/2012</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/25/2012</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/25/2012</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Note:</b> The Enter/Edit Expenses screen will be blank with the default dates being for the beginning of the trip.</p>	Delete	Copy	Itemize	Date	Expense Description	Expense Category	Cost	Payment Method	Copy To	<input type="checkbox"/>			06/25/2012						<input type="checkbox"/>			06/25/2012						<input type="checkbox"/>			06/25/2012						<input type="checkbox"/>			06/25/2012						<input type="checkbox"/>			06/25/2012					
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4a	<p>The Baggage Fee, which is what most airlines are now charging for the first checked baggage is now found in the drop-down listing under CHECK BAGGAGE FEES.</p> <p>Enter the following information:</p> <p>6/25 Check Baggage Fee - \$25.00 6/28 Check Baggage Fee - \$25.00</p> <p><b>Notes:</b> Within the Expense Description list, there is an expense for Excess Baggage. This expense is not the same as a baggage fee. The Excess Baggage expense should only be selected if the traveler has more than regular bags or heavier than allowed.</p> <p>The preparer should select the appropriate Expense Category – dependent upon the description of the expense.</p> <p>No Ad-hoc expenses may be added to a Reclaim Voucher</p>																																																						
5	<p>Click on <b>Accounting</b> in the <b>Document Toolbar</b></p> <p>Validate the appropriate accounting has been added to the document</p>																																																						

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6	<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="289 344 1406 1486"> <p><b>Total Details for 2DABS0021-R1</b></p> <div style="border: 1px solid gray; padding: 5px;"> <p><b>Quick Tip</b> If necessary, enter changes and click OK. <a href="#">more</a></p> </div> <div style="float: right; border: 1px solid gray; padding: 5px; text-align: right;"> <p>For this Document you can:</p> <p><b>Save &amp; Calculate</b> <span style="font-size: small;">Totals</span></p> <p><b>Back</b> <b>Continue</b></p> </div> <p style="text-align: center;">Currency: U.S. Dollar</p> <hr/> <p><b>Expense Summary</b></p> <hr/> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>Total Expenses:</td> <td style="text-align: right;">50.00</td> </tr> <tr> <td>Total Non-reimbursable Expenses:</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td><b>Total Reimbursable Expenses:</b></td> <td style="text-align: right;"><b>50.00</b></td> </tr> <tr> <td>Advance Outstanding:</td> <td style="text-align: right;"><input type="text" value="0.00"/></td> </tr> <tr> <td>Advance Applied:</td> <td style="text-align: right;"><input type="text" value="0.00"/> 0.00</td> </tr> <tr> <td><b>Total Reimbursable Amount:</b></td> <td style="text-align: right;"><b>50.00</b></td> </tr> </table> <hr/> <p><b>Charge Card Reconciliation</b></p> <hr/> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">All Amounts</th> <th style="text-align: center;">Reimbursable Amounts</th> </tr> </thead> <tbody> <tr> <td>Reimbursable Charge Card Expenses:</td> <td style="text-align: center;">0.00</td> <td style="text-align: center;">0.00</td> </tr> <tr> <td>Non-Reimbursable Charge Card Expenses:</td> <td style="text-align: center;">0.00</td> <td></td> </tr> <tr> <td><b>Total Charge Card Expenses:</b></td> <td style="text-align: center;"><b>0.00</b></td> <td style="text-align: center;"><b>0.00</b></td> </tr> <tr> <td>Charge Card ATM Advance Taken:</td> <td style="text-align: center;">0.00</td> <td style="text-align: center;">0.00</td> </tr> <tr> <td><b>Total Amount On Charge Card:</b></td> <td style="text-align: center;"><b>0.00</b></td> <td style="text-align: center;"><b>0.00</b></td> </tr> <tr> <td>Additional Payment to Charge Card:</td> <td></td> <td style="text-align: center;">0.00</td> </tr> <tr> <td><b>Maximum Charge Card Reimbursement:</b> <small>(Actual reimbursement may be different)</small></td> <td></td> <td style="text-align: center;"><b>0.00</b></td> </tr> </tbody> </table> <hr/> <p><b>Reimbursement Summary</b></p> <hr/> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>Actual Charge Card Reimbursement:</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Traveler Reimbursement: <small>(Due From Traveler if negative)</small></td> <td style="text-align: right;">50.00</td> </tr> <tr> <td><b>Total Amount Reimbursed:</b></td> <td style="text-align: right;"><b>50.00</b></td> </tr> </table> <hr/> <p><b>Expense Category Details</b></p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <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>OTHER NON-TR</td> <td>OTHER</td> <td></td> <td>NO ACCT CODE</td> <td style="text-align: right;">50.00</td> </tr> </tbody> </table> </div>	Total Expenses:	50.00	Total Non-reimbursable Expenses:	0.00	<b>Total Reimbursable Expenses:</b>	<b>50.00</b>	Advance Outstanding:	<input type="text" value="0.00"/>	Advance Applied:	<input type="text" value="0.00"/> 0.00	<b>Total Reimbursable Amount:</b>	<b>50.00</b>		All Amounts	Reimbursable Amounts	Reimbursable Charge Card Expenses:	0.00	0.00	Non-Reimbursable Charge Card Expenses:	0.00		<b>Total Charge Card Expenses:</b>	<b>0.00</b>	<b>0.00</b>	Charge Card ATM Advance Taken:	0.00	0.00	<b>Total Amount On Charge Card:</b>	<b>0.00</b>	<b>0.00</b>	Additional Payment to Charge Card:		0.00	<b>Maximum Charge Card Reimbursement:</b> <small>(Actual reimbursement may be different)</small>		<b>0.00</b>	Actual Charge Card Reimbursement:	0.00	Traveler Reimbursement: <small>(Due From Traveler if negative)</small>	50.00	<b>Total Amount Reimbursed:</b>	<b>50.00</b>	Trip	Expense Category	Payment Method	Organization	Accounting Code Label	Amount	1	OTHER NON-TR	OTHER		NO ACCT CODE	50.00
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7	<p>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.</p>																																																						

Step	Action
7a	<p>The traveler must still sign this paper copy because it is a voucher</p> <pre> ----- 6)NON-REIMBURSABLE EXPENSES ----- TOTAL AMOUNT CLAIMED -----                50.00   ADVANCE OUTSTANDING ---                0.00   ADVANCE APPLIED -----                0.00                                      ===== NET TO TRAVELER (GOVT) -----                50.00 =====+ Copyright 1989-2006 Gelco Information Network GSD, Inc. =====+ I certify that this RECLAIM is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me. I hereby assign the United States any right I may have against any parties in connection, with reimbursable transportation charges described above, pur- chased under cash payment procedures (41 CFR Part 301-10).  7) TRAVELER SIGNATURE                                DATE -----                     </pre> <p><i>Note: Only those travelers who are "Excepted" (Bargaining Unit) or Invitational are required to sign the paper copy due to PAA. The original</i></p>
8	<p>Click on <b>Perform Pre-Audits</b> in the <b>Document Toolbar</b> to open up the <b>Pre-Audit Results</b> screen. Validate there are no errors. If there are errors, fix the errors and then re-run the Pre-Audit Validation again.</p>

Step	Action
9	<p>Click on <b>Document Status</b> in the <i>Document Toolbar</i> to open up the <i>Status</i> screen.</p> <p>If you are a Group Administrator and created any traveler's (EMPLOYEE or EXCEPTED) traveler document this is what you will see on the <i>Status</i> screen.</p>  <p>The status to apply will say <i>Select Status Below</i> regardless of whether it is an Employee or Excepted traveler. You will have to know what type of traveler this is because Employee's are required to stamp their own vouchers and Excepted travelers you will stamp on behalf of the traveler once the paper copy with signature has been sent to you.</p> <p>You will do the following steps for Employees:</p> <ul style="list-style-type: none"> <li>➤ Close out the document</li> <li>➤ Contact the traveler and have them review the voucher</li> <li>➤ If the voucher is fine for the traveler have the traveler stamp the electronic voucher signed</li> </ul> <p>You will do the following steps for Excepted Travelers:</p> <ul style="list-style-type: none"> <li>➤ Close out the document</li> <li>➤ Contact the traveler and have them review the paper voucher</li> <li>➤ If the voucher is alright have the traveler sign the paper voucher and send you the signed copy back</li> <li>➤ Log back into the system and the voucher and stamp it SIGNED on behalf of the traveler.</li> </ul>

Step	Action																																				
9a	<p>From the <i>Status</i> screen</p> <p><b>Status for 2DABS0021-R1</b></p>  <p>➤ Change the Status to Apply to SIGNED</p> <p>➤ Enter your <i>Signature PIN</i></p> <p>➤ Enter your <i>Remarks</i> if any</p> <p>➤ Click the <b>Stamp</b> (<i>and Submit Document</i>) button</p>																																				
9b	<p>The <i>Pre-Audit Results for Document #</i> screen appears.</p> <p>➤ Verify the document status is PASS</p> <p>➤ Click the <b>Continue</b> (<i>Stamping the Document</i>) button</p> <p><b>Pre-Audit Results for 2DABS0021-R1</b></p>  <p><b>Pre-Audit Results</b></p> <table border="1"> <thead> <tr> <th>Audit Process</th> <th>Status</th> <th>Comments</th> </tr> </thead> <tbody> <tr><td>ACCOUNT VALIDATION</td><td>PASS</td><td></td></tr> <tr><td>AMOUNT PAID TO TRAVELER</td><td>PASS</td><td></td></tr> <tr><td>APPROVAL BY TRAVELER</td><td>PASS</td><td></td></tr> <tr><td>DOC CONFERENCE VALIDATION</td><td>PASS</td><td></td></tr> <tr><td>DOC MILEAGE VALIDATION</td><td>PASS</td><td></td></tr> <tr><td>DOC PAA AD-HOC EXPENSES</td><td>PASS</td><td></td></tr> <tr><td>DOC PAA DOCUMENT NAME</td><td>PASS</td><td></td></tr> <tr><td>DOC PAA TICKET CLASS</td><td>PASS</td><td></td></tr> <tr><td>DOC VERIFY AO LEVEL</td><td>PASS</td><td></td></tr> <tr><td>RECLAIM DOCUMENTS</td><td>PASS</td><td></td></tr> <tr><td>VALIDATE VNUM</td><td>PASS</td><td></td></tr> </tbody> </table>	Audit Process	Status	Comments	ACCOUNT VALIDATION	PASS		AMOUNT PAID TO TRAVELER	PASS		APPROVAL BY TRAVELER	PASS		DOC CONFERENCE VALIDATION	PASS		DOC MILEAGE VALIDATION	PASS		DOC PAA AD-HOC EXPENSES	PASS		DOC PAA DOCUMENT NAME	PASS		DOC PAA TICKET CLASS	PASS		DOC VERIFY AO LEVEL	PASS		RECLAIM DOCUMENTS	PASS		VALIDATE VNUM	PASS	
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Step	Action				
10	<p>The <i>Signature</i> screen appears with a statement that should be read.</p> <div data-bbox="282 344 1419 957" style="border: 1px solid black; padding: 10px;"> <p><b>Signature for 2DABS0021-R1</b></p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="background-color: #f0f8ff; padding: 5px; border: 1px solid #add8e6;">  <b>Quick Tip</b>                      If you agree with the statement, click Accept. <a href="#">more</a> </div> <div style="border: 1px solid #add8e6; padding: 5px;"> <p><b>For this Document you can:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px 5px;"><b>Accept</b></td> <td style="padding: 2px 5px;">Signature Text</td> </tr> <tr> <td style="padding: 2px 5px;"><b>Cancel</b></td> <td style="padding: 2px 5px;">Stamping</td> </tr> </table> </div> </div> <div style="border: 2px solid #000080; padding: 10px; margin-top: 10px;"> <p><b>FRAUDULENT CLAIM —</b>                      Falsification of an item in an expense account works a forfeiture of the claim (28 U.S.C. 2514) and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287, id. 1001).</p> <p><b>CLAIMANT'S RESPONSIBILITIES AND ELECTRONIC SIGNATURE ACCEPTANCE:</b>                      I certify that this voucher is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me. I hereby assign to the United States any right I may have against any parties in connection, with reimbursable transportation charges described above, purchased under cash payment procedures (41 CFR Part 301-10). I verify that I have all receipts necessary to support the claims in this voucher. Any exceptions are noted in the comments section.</p> <p><b>**IMPORTANT NOTICE**</b>                      **Hard copy vouchers are only required by Finance when Selected for Audit and/or pertain to an Excepted/Invitational Traveler. Email notification will be sent to the Preparer, Traveler and Approving Official from Travel.Reimbursements@noaa.gov within 24 hours of electronic approval should voucher submission be required. If you receive notification indicating the hard copy voucher is required, a photo copy of the complete travel package should be sent to your servicing Finance within three (3) days of electronic approval. <b>DO NOT SEND ORIGINALS.</b> Retain original documents in the field according to the record retention policy and procedures set forth by your Line Office. Vouchers requiring hard copy submission will <u>not</u> be approved for payment in the Core Financial System until the hard copy voucher is received in Finance accordingly.</p> </div> <p>➤ Click the  (<i>Signature Text</i>) button</p> <p>The Excepted Traveler’s document will <b>NOT</b> be routed and you will have to have reviewers review the document (if needed) outside of the system and then contact the approving official to stamp the document “manually”.</p> </div>	<b>Accept</b>	Signature Text	<b>Cancel</b>	Stamping
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<b>Cancel</b>	Stamping				