

**Exercise #4: Local Voucher**

**Objectives:**

- Create a local travel voucher

**Notes:**

*Local Travel is defined as travel that:*

- 1) *Does not have any common carrier costs*
- 2) *Is Not Entitled to Per Diem*
  - a. *Within 50 miles of Duty Station*
  - b. *Within 50 miles of Residence*
  - c. *Is 12 hours or less*

*The above criteria are defined under FTR 301-10.3 & 301-11.1.*

*Temporary Duty (TDY) authorization numbers are not to be used for local travel. It is up to each office to determine its own numbering scheme for Local Vouchers. Local Voucher authorization numbers must be unique and consist of nine alphanumeric characters with no special characters.*

*Employees who perform temporary duty travel within the local area may claim transportation expenses under the following conditions set forth by the Federal Travel Regulations:*

1. ***Local transit systems.*** *Employees may claim expenses incurred while taking local transit systems to and from official business.*
  - a. *Taxis may be claimed if the employee does not have a Government (GSA) vehicle available and/or a Government provided shuttle, or the METRO could not be used.*
  - b. *METRO/subway or bus may be claimed to and from the temporary duty location. If the employee normally uses the METRO system for their daily commute, **only the excess cost** above and beyond their daily commute cost may be claimed.*
2. ***Privately owned vehicle (POV).*** *Mileage and parking expenses for the use of a privately owned automobile may be reimbursed if a GSA vehicle or Government provided shuttle was not available, or the METRO system could not be used. If the employee normally uses their vehicle for the daily commute, **only the miles in excess** of those usually traveled are claimed as expenses*

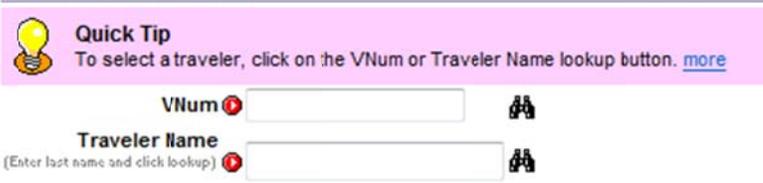
**Instructions:** Execute the following steps:

You work in the Germantown, MD area. You've been asked to attend some meetings being held in Silver Spring, MD. The government car is unavailable for the dates of your meetings, so on February 6<sup>th</sup> you drive from work and park and on February 8<sup>th</sup> you park at the metro and take

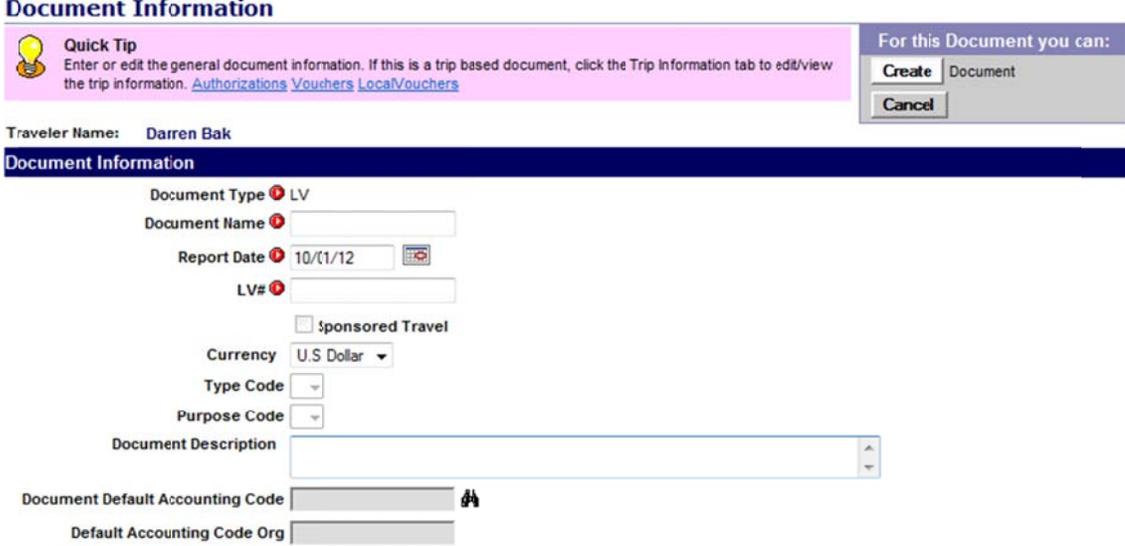
the metro into Silver Spring.

**Actual Expenses**

- 2/6 – 42 miles roundtrip
- 2/6 - \$4.8 parking (8 hrs at “long term” parking @\$0.60/hr)
  
- 2/8 - \$5.00 metro parking (all day)
- 2/8 - \$11.50 roundtrip metro fare (\$5.75 one way)
- 2/8 – 16 miles roundtrip

Step	Action
1	From the <i>Home</i> screen: ➤ 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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2a1	<p data-bbox="282 281 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 1117 989"> <p data-bbox="282 386 1117 422"><b>Enter Search Criteria</b></p> <p data-bbox="282 422 1117 485">VNum <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Cancel"/></p> <p data-bbox="282 485 1117 520"><b>Search Results</b> <span style="float: right;">Click on an entry to select it</span></p> <p data-bbox="282 520 1117 548">Search Results <span style="float: right;"><a href="#">Prev 20</a> <a href="#">Next 20</a></span></p> <table border="1" data-bbox="282 548 1117 989"> <thead> <tr> <th>VNum</th> <th>Last Name</th> <th>First Name</th> <th>M</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 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2b	<p>The <i>New Document</i> screen appears.</p>  <p>➤ Click on the <b>Document Type</b> drop-down listing and select <i>LV</i></p> <p>➤ Click the <b>Create</b> (<i>this Document</i>) button</p>
3	<p>The <i>Document Information</i> screen appears. It is different than the TA or TV screen in that it does not have tabs at the top.</p>  <p>Enter the following information:</p> <p>➤ <b>Document Name</b> = <i>Same as LV#</i></p> <p>➤ <b>Report Date</b> = <i>02/06/##</i></p> <p>➤ <b>LV#</b> = <i>LV# listed on your sheet</i></p> <p>➤ Click <b>Create</b> (<i>Document</i>) button</p> <p><i>Note: For Local Vouchers, it's sometime easier to change the report date to the first day of the trip, as this is the date the Expense screen will pick up.</i></p> <p><i>In all other document creations, this date should not be changed.</i></p>

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>Enter the following information:</p> <p>2/6 – 42 miles roundtrip                  2/6 - \$4.80 parking</p> <p>2/8 - \$5.00 metro parking                  2/8 - \$11.50 roundtrip metro fare                  2/8 – 16 miles roundtrip</p> <p>➤ Click the <b>Save</b> (<i>Expense Changes</i>) button when completed</p> <p><i>Notes: Just remember you can click on the Mileage Details tab to add the locations traveling to and from.</i></p> <p><i>When entering expenses on Local Vouchers in ITM 9.0, if the users click on the Copy icon to copy an individual line, the copied line is modified to be non-reimbursable, even when the original expense being copied was reimbursable. When this occurs, the user is unable to correct this. Until further notice, please do not use the Copy icon to copy expenses on the Local Vouchers. Create each expense line manually.</i></p>
5	<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</p> <p>➤ If there is not, click on one from your master list</p>

Step	Action
6	<ul style="list-style-type: none"> <li>➤ Click on <b>Document Summary</b> in the <i>Document Toolbar</i> to open up the <i>Document Summary</i> screen.</li> <li>➤ Scroll to the bottom of the screen, enter in the comments section, the reason for this local voucher (i.e. meetings in Silver Spring, MD)</li> <li>➤ Save the information added</li> </ul>
7	<ul style="list-style-type: none"> <li>➤ Check the totals</li> <li>➤ Preview the document</li> <li>➤ Do Pre-Audit Results</li> <li>➤ Close out the document</li> </ul> <p>Remember if this is not your local voucher, the employee will have to stamp it signed.</p> <p><i>Note: The PDF (paper copy) file for Local Vouchers has a display issue which is causing the subtotals on the right side of the page to calculate incorrectly. This does not impact the actual reimbursement to the traveler and the document totals remain correct. The issue is only with the subtotals. There is no workaround for this issue at this time. The document totals are correct.</i></p>