Exercise #6: Create Travel Authorization – Award Ceremony with Guest

Objectives:

- Create a Travel Authorization for an Award Ceremony
- Include Traveler and Guest on Travel Authorization

Notes:

The Department of Commerce Travel Handbook, (http://www.osec.doc.gov/oas/OCS/Travel_Regulations.html) section C301-88 states that travel and per diem (Lodging plus Meals and Incidental Expenses (M&IE)) expenses may be provided to a Departmental award recipient for attendance at a major award ceremony (e.g., Presidential award ceremony, the Department's annual award ceremony, or a prestigious honorary award ceremony sponsored by a non-Federal organization). In addition, bureaus may provide reimbursement of travel and per diem expenses for one individual traveler of the award recipient's choosing. This person can be a family member or another person whose close association with the employee is the equivalent of a family relationship.

This section goes on to state that one travel authorization (order) shall be issued that covers both the employee and the additional traveler and that the employee will be responsible for submitting a travel voucher to obtain reimbursement for the travel costs of themselves and the additional person.

However, if the employee wishes to take another traveler that is an employee, both employees will do individual authorizations, the guest stating they are a guest of an award recipient.

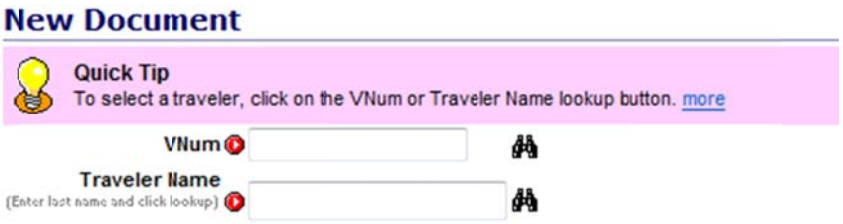
In addition, the NOAA Travel Regulations, section 301-1.30 gives the titles of the officials able to approve award ceremony travel.

Instructions: Execute the following steps:

You are a departmental award recipient. You and a guest have been invited to attend the Department's annual award ceremony in Washington, DC on August 22th. You are coming from your Duty Station of Charleston, SC and your guest (Mother) is coming from Atlanta, GA and will have separate hotel rooms.

Estimated Expenses

$315.00 = Round-trip air fare (Traveler)
$385.00 = Round-trip air fare (Guest)
$25.43 = TMC Transaction Fee per person
$50.00 = Hotel Tax per person
$75.00 = Taxi Fare per person
$50.00 = Airport Shuttle per person

Step	Action
1	From the ***Home*** screen: ➢ Click Create New Document from the ***Document Toolbar***
2	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. 

Step	Action
2a	If you chose VNum lookup icon, you will get a list of travelers you have access to showing in vendor number order.

Enter Search Criteria

VNum [ ] Search

Cancel

Search Results Click on an entry to select it

Search Results Prev 20 Next 20

VNum	Last Name	First Name	MI
0006-00001	Rubis	Therese	A
0006-00002	Davis	Karen	B
0006-00003	Wenther	Scott	C
0006-00004	Doran	Chris	D
0006-00005	Holder	Janet	E
0006-00006	Mathis	Jeff	F
0006-00007	Kallsan	Pat	G
0006-00008	Cropp	Tim	H
0006-00009	Thorton	Charlene	I
0006-00010	Bak	Darren	J
0006-00011	Garcia	Pauline	K
0006-00013	Papadakis	Mike	M
0006-00019	Goldstein	Laura	S
0006-00021	Jensen	Dan	U
0006-00022	Snyder	Russ	V
0006-00023	Higgins	Arlene	W
0006-00024	Schmitz	Margaret	X
0006-00025	Nielsen	Brad	Z
0006-00030	Stokes	Laura	E
0006-00037	Brown	Parke	L

If you chose Traveler Name, you will get a list of travelers you have access to showing in alphabetical order.

Enter Search Criteria

Last Name [ ] Search

Cancel

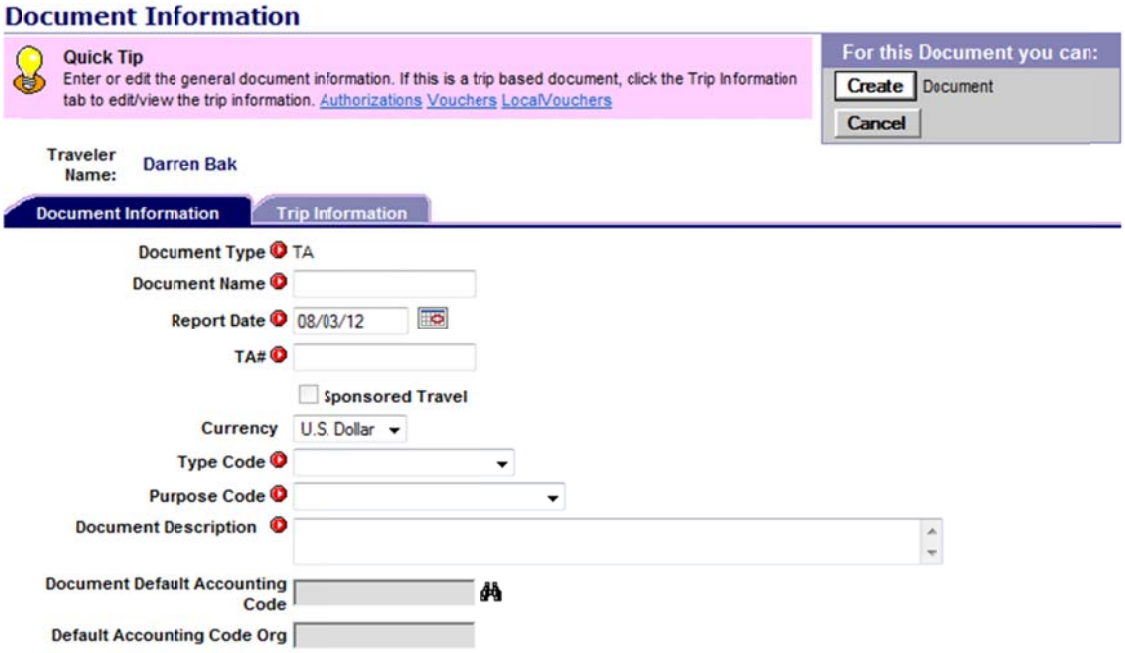
Search Results Click on an entry to select it

Search Results Prev 20 Next 20

Last Name	First Name	MI	VNum
Bak	Darren	J	0006-00010
Brown	Parke	L	0006-00037
Cropp	Tim	H	0006-00008
Davis	Karen	B	0006-00002
Doran	Chris	D	0006-00004
Garcia	Pauline	K	0006-00011
Goldstein	Laura	S	0006-00019
Higgins	Arlene	W	0006-00023
Holder	Janet	E	0006-00005
Jensen	Deborah	G	0006-00051
Jensen	Dan	U	0006-00021
Kallsan	Pat	G	0006-00007
Laflin	Geri	N	0006-00039
Martin	Bridget	M	0006-00038
Mathis	Jeff	F	0006-00006
Nielsen	Brad	Z	0006-00025
Papadakis	Mike	M	0006-00013
Rubis	Therese	A	0006-00001
Schmitz	Margaret	X	0006-00024
Snyder	Russ	V	0006-00022

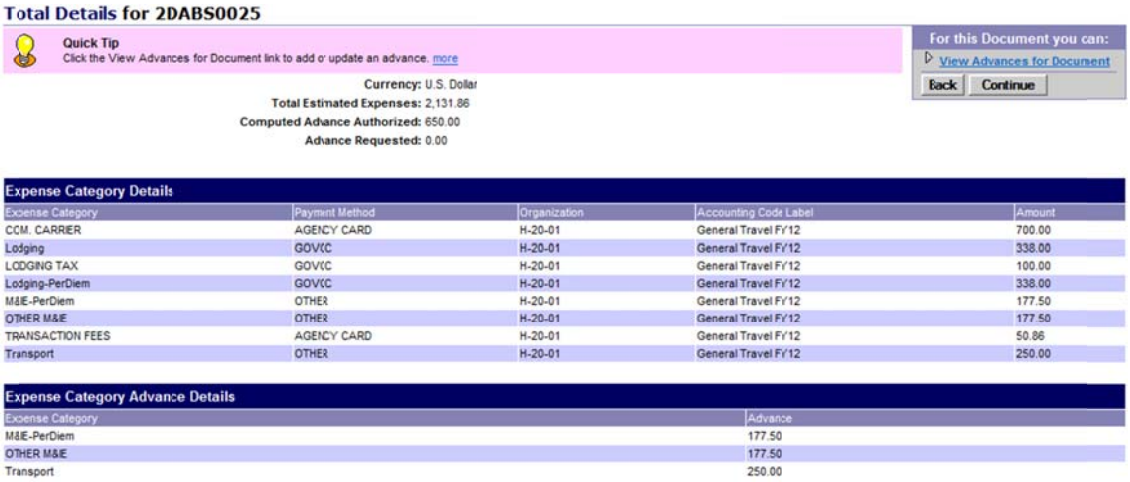
In either case, click on the VNum to select your traveler.

***Note:** You can do searches on either vendor numbers or last names by typing them in the fields provided and clicking SEARCH.*

Step	Action
2b	The ***New Document*** screen appears with your traveler's name and vendor number filled in. ➢ Click on the **Document Type** drop-down listing and select ***TA*** ➢ Click the Create *(this Document)* button
3	The ***Document Information*** screen appears with the ***Document Information*** tab highlighted and fields displaying.  Enter the following information: ➢ **Document Name** = ***Same as TA#*** ➢ **TA#** = ***Use the next available one listed on your sheet*** ➢ **Type Code** = ***1-SINGLE-DOMESTIC*** ➢ **Purpose Code** = ***11-AWARD CER W/ GUEST*** ➢ **Document Description** = ***To attend Department's annual awards ceremony in Washington DC. Invited Guest (Mother).***

Step	Action
4a	Click on the ***Trip Information*** tab. If you click the ***Create*** button prior to clicking the tab you will receive an error message, click **OK** and it will take you to this tab. Enter the following information in the top part of the screen: ➢ **Begin Travel** = ***8/21/##*** ➢ **Depart** = ***RES*** ➢ **End Travel** = ***8/23/##*** ➢ **Return** = ***RES***
4b	The values selected in the Begin & End Travel dates will automatically populate in the ***Itinerary Location*** area. These dates must be filled in prior to filing in the *Itinerary Location* field. ➢ Lookup or Enter the location (i.e. Washington, DC) ➢ Click the Create *(Document)* button The ***Document Information*** screen still appears but the ***Document Toolbar*** now has different options available. It will also show your Document Name & TA#. ➢ Click on Expenses in the ***Document Toolbar*** to bring up the ***Edit/Enter Expenses*** screen.
5a	If the guest is not staying in the room with you, you will need to give them lodging as well. To do this, use the drop-down arrow on a blank line and select: **Award Cer w/Guest Lodging** 08/21/2012 Award Cer w/ Guest Lodging Lodging You will then have to enter the same amount as your lodging costs. Do this for the second night of lodging.
5b	The guest is also entitled to the same amount of M&IE as the traveler. Use the drop-down arrow on a blank line and select: **Award Cer w/Guest M&IE** 08/21/2012 Award Cer w/ Guest M&IE OTHER M&IE You will then enter the same dates/costs as the traveler's M&IE costs. Save when finished.

Step	Action
5c	When finished, it should look something like this: Expense Entry Customize Display Add Rows Prev 25 Next 25 Delete Copy Itemize Date Expense Description Expense Category Cost 08/21/2012 Award Cer w/ Guest Lodging Lodging 169.00 08/21/2012 Lodging Lodging-PerDiem 169.00 08/21/2012 M&IE M&IE-PerDiem 53.25 08/21/2012 Award Cer w/ Guest M&IE OTHER M&IE 53.25 08/22/2012 Award Cer w/ Guest Lodging Lodging 169.00 08/22/2012 Lodging Lodging-PerDiem 169.00 08/22/2012 M&IE M&IE-PerDiem 71.00 08/22/2012 Award Cer w/ Guest M&IE OTHER M&IE 71.00 08/23/2012 Lodging Lodging-PerDiem 0.00 08/23/2012 M&IE M&IE-PerDiem 53.25 08/23/2012 Award Cer w/ Guest M&IE OTHER M&IE 53.25
5d	Enter the rest of the information on the ***Edit/Enter Expenses*** screen: Airline Flight Traveler $315.00 (Class = Y) TMC Transaction Fee $25.43 Airline Flight Guest (G) $385.00 (Class = Y) TMC Transaction Fee (G) $25.43 Hotel Tax $100.00 ($50/person) Taxi $150.00 ($75/person) Airport Shuttle $100.00 ($50/person) ➢ Click the Save *(Expense Changes)* button when completed
6	Click on Accounting in the ***Document Toolbar*** to open up the ***Available Accounting Code*** screen. ➢ Verify there is current FY accounting code ➢ If there is not, click on one from your master list

Step	Action
7	Click on Totals in the ***Document Toolbar*** to open up the ***Total Details*** screen.  Total Details for 2DABS0025 Quick Tip Click the View Advances for Document link to add or update an advance. more For this Document you can: View Advances for Document Back Continue Currency: U.S. Dollar Total Estimated Expenses: 2,131.86 Computed Advance Authorized: 650.00 Advance Requested: 0.00 Expense Category Details Expense Category / Payment Method / Organization / Accounting Code Label / Amount CCM. CARRIER / AGENCY CARD / H-20-01 / General Travel FY12 / 700.00 Lodging / GOVCC / H-20-01 / General Travel FY12 / 338.00 LODGING TAX / GOVCC / H-20-01 / General Travel FY12 / 100.00 Lodging-PerDiem / GOVCC / H-20-01 / General Travel FY12 / 338.00 M&IE-PerDiem / OTHER / H-20-01 / General Travel FY12 / 177.50 OTHER M&E / OTHER / H-20-01 / General Travel FY12 / 177.50 TRANSACTION FEES / AGENCY CARD / H-20-01 / General Travel FY12 / 50.86 Transport / OTHER / H-20-01 / General Travel FY12 / 250.00 Expense Category Advance Details Expense Category / Advance M&IE-PerDiem / 177.50 OTHER M&E / 177.50 Transport / 250.00 The Lodging and M&IE expense categories costs should be the same for the traveler and the guest.
8	Finish the process with your TA: ➢ Preview the document ➢ Review Pre-Audits ➢ Stamp Document Signed ➢ Click Continue on Pre-Audit screen 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 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.

NOTE ON TA from TV: For certain expenses like "Taxi", if the costs were occurred on the same day; those expenses could be grouped together. If the preference is to keep them separate, make sure to enter "Guest" in front of the expense description. Just as a reminder, any ad-hoc expense must have the expense category selected.