

Exercise #7b: Cancellation of TA - Tickets WERE Issued

Objectives:

- Cancelling a travel authorization that has a fee associated to it

Notes:

Amendments to TAs happen if the status of the document is DATALNKED.

It is important to verify whether tickets were issued prior to cancelling the authorization.

Use Exercise #7a

Instructions: Execute the following steps:

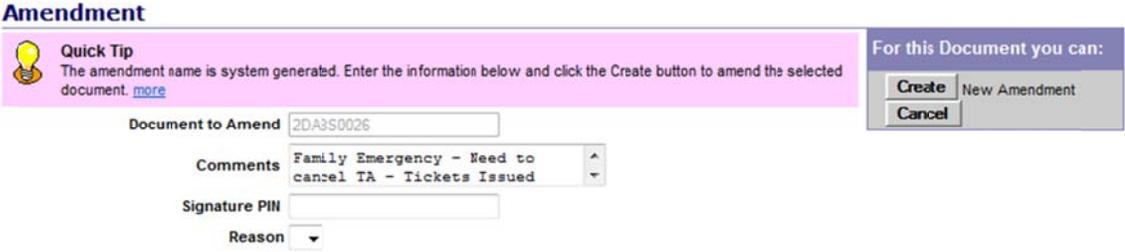
Due to some unforeseen circumstances you had to cancel your trip to the conference. The document has already gone through the electronic routing and was approved/datalinked. You verify that tickets were issued.

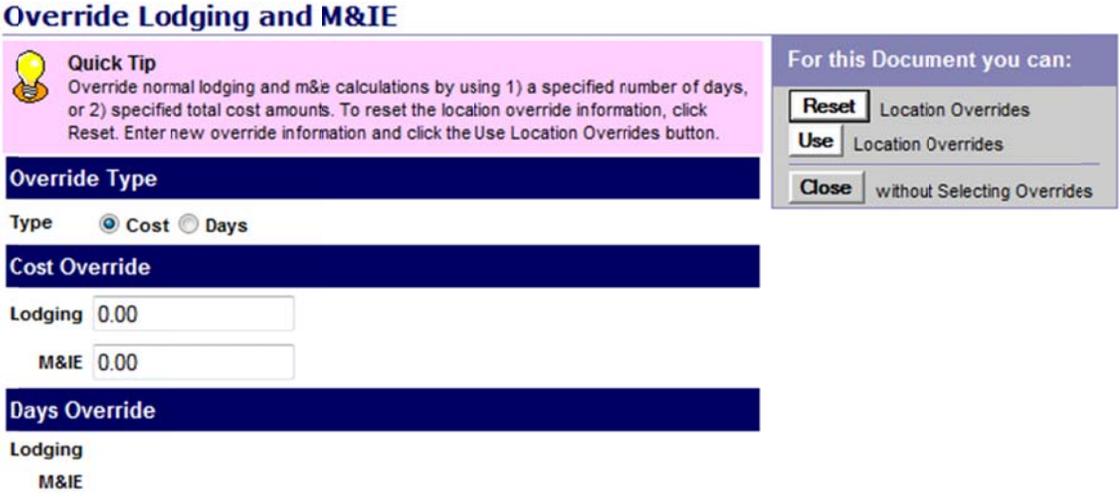
You use the rules in the following table for cancelling your TA:

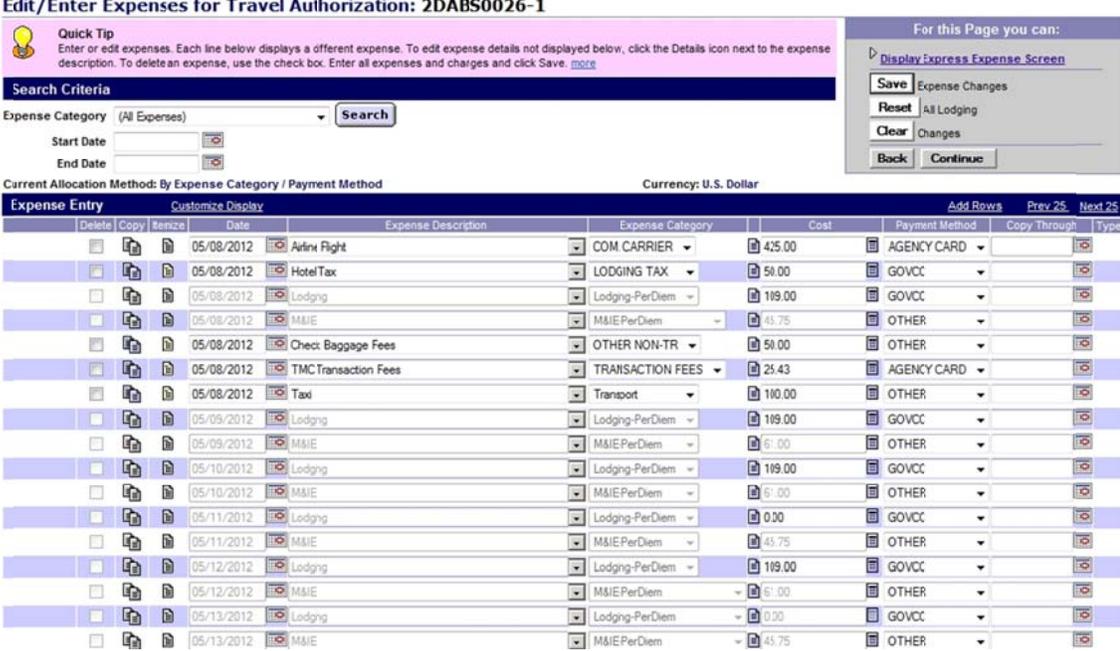
Is the Travel Authorization DATALINKED?	Were reservations ticketed <u>or</u> Transaction Fee incurred?	Action
No	<ul style="list-style-type: none"> • Reservations were ticketed • TMC fee incurred • Traveler reimbursable expenses were <u>not</u> incurred 	Adjust the authorization to reduce the document down to the Common Carrier Costs and Transaction Fee.
No	<ul style="list-style-type: none"> • Reservations were <u>not</u> ticketed • No TMC Fee incurred • Traveler incurred a Late Cancellation fee with the Lodging facility 	Adjust the authorization to reduce the document down to the Late Cancellation fee.
No	<ul style="list-style-type: none"> • Reservations were <u>not</u> ticketed • No TMC fee incurred • Traveler reimbursable expenses were <u>not</u> incurred 	Delete the authorization as \$0 documents are not processed through the interface.
Yes	<ul style="list-style-type: none"> • Reservations were ticketed • TMC fee incurred • Traveler reimbursable expenses were <u>not</u> incurred 	Amend the authorization to reduce the document down to the Common Carrier Costs and Transaction Fee.

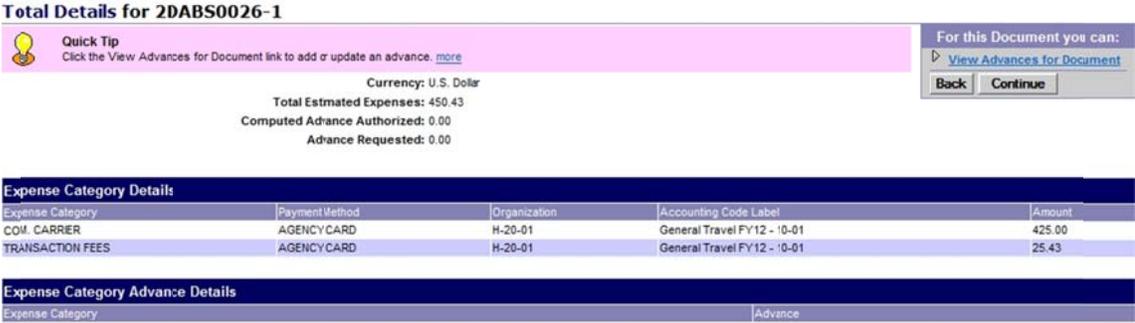
Is the Travel Authorization DATALINKED?	Were reservations ticketed <u>or</u> Transaction Fee incurred?	Action
Yes	<ul style="list-style-type: none"> Reservations were <u>not</u> ticketed No TMC Fee incurred Traveler incurred a Late Cancellation fee with the Lodging facility 	<p>Amend the authorization to reduce the document down to the Late Cancellation fee.</p>
Yes	<ul style="list-style-type: none"> Reservations were <u>not</u> ticketed No TMC Fee incurred Traveler reimbursable expenses were <u>not</u> incurred 	<p>Amend the authorization, <u>do not make any changes to the expenses that default onto the amended authorization</u>, stamp the Amendment Cancelled. This will result in all funding being de-obligated from both the Traveler PO and CBA Obligation, if applicable.</p>

Step	Action
1	<p>From the Home screen:</p> <ul style="list-style-type: none"> ➤ Click Amend Document from the Document Toolbar
2	<p>The Traveler Listing/Document Search (Amendment) screen will appear.</p> <p>Travelers will only see their information and this screen will only show those documents that have the status of DATALINKED.</p> <p>Group Administrator will see only those travelers in their group whom have DATALINKED documents. The Group Administrator will need to click the travelers name in order to see their documents.</p> <ul style="list-style-type: none"> ➤ Click the Amend  icon of the document you wish to amend
<p>Notes: For Training Purposes the status will say COMPLETED, not DATALINKED.</p>	

Step	Action										
3	<p>The <i>Amendment</i> screen appears.</p>  <p>Amendment</p> <p>Quick Tip The amendment name is system generated. Enter the information below and click the Create button to amend the selected document. more</p> <p>Document to Amend: 2DA3S0026</p> <p>Comments: Family Emergency - Need to cancel TA - Tickets Issued</p> <p>Signature PIN: []</p> <p>Reason: []</p> <p>For this Document you can: <input type="button" value="Create"/> New Amendment <input type="button" value="Cancel"/></p> <ul style="list-style-type: none"> ➤ Enter <i>Family Emergency – Need to cancel TA – Tickets Issued</i> in the Comments field ➤ Enter <i>Signature PIN</i> ➤ Click <input type="button" value="Create"/> (<i>New Amendment</i>) button 										
4	<p>The <i>Document Information</i> screen appears.</p> <ul style="list-style-type: none"> ➤ Click <input type="button" value="Create"/> (<i>Document</i>) button <p>Note: The system automatically appends the original document name with a dash number (i.e. -1.)</p>										
5a	<ul style="list-style-type: none"> ➤ Change the type code to 1-OVERRIDE-DOMESTIC ➤ Click OK on the pop-up message ➤ Click on the <i>Trip Information</i> tab  <p>Itinerary Locations</p> <p><input type="checkbox"/> Replace ALL lodging and M&IE information Create additional rows</p> <table border="1"> <thead> <tr> <th>Arrival Date</th> <th>Departure Date</th> <th>Itinerary Location</th> <th>Unlisted</th> <th>Override</th> </tr> </thead> <tbody> <tr> <td>05/08/12</td> <td>05/13/12</td> <td>BOULDER,CO</td> <td><input type="checkbox"/></td> <td><input type="button" value="Override"/></td> </tr> </tbody> </table> <p>Search <input type="button" value="AA"/></p>	Arrival Date	Departure Date	Itinerary Location	Unlisted	Override	05/08/12	05/13/12	BOULDER,CO	<input type="checkbox"/>	<input type="button" value="Override"/>
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Step	Action
<p>5b</p>	<p>➤ Click Override</p> <p>A new window opens.</p>  <p>➤ Enter 0 for Lodging</p> <p>➤ Enter 0 for M&IE</p> <p>➤ Click Use (<i>Location Overrides</i>)</p> <p>➤ Click Create (<i>Changes to Document Information</i>)</p>
<p>6</p>	<p>Click on DOC Conference in the <i>Document Toolbar</i> to open up the <i>DOC Conference</i> screen.</p> <p>Enter the following:</p> <ol style="list-style-type: none"> 1. YES 2. YES 3. YES <p>Click Save (<i>DOC Additional Information Updates</i>)</p> <p>Note: <i>The conference information entered on the TA does not carry over to amendments or vouchers.</i></p>

Step	Action
7	<p>Click on Expenses in the <i>Document Toolbar</i> to bring up the <i>Edit/Enter Expenses</i> screen.</p> 
7a	<p>➤ Delete all expenses except the Airfare and TMC Transaction Fee</p> <p>➤ Click the Save (<i>Expense Changes</i>) button when completed</p>  <p>Note: The lodging and M&IE appear to still be there, but by overriding the costs, when you look at the totals they will be zero.</p>

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8	<p>Click on Accounting in the <i>Document Toolbar</i></p> <p>Validate the appropriate accounting has been added to the document. If there is not one associated, please add it.</p>																								
9	<p>Click on Totals in the <i>Document Toolbar</i> to open up the <i>Total Details</i> page.</p>  <p>Total Details for 2DABS0026-1</p> <p>Quick Tip Click the View Advances for Document link to add or update an advance. more</p> <p>For this Document you can: View Advances for Document <input type="button" value="Back"/> <input type="button" value="Continue"/></p> <p>Currency: U.S. Dollar Total Estimated Expenses: 450.43 Computed Advance Authorized: 0.00 Advance Requested: 0.00</p> <table border="1"> <thead> <tr> <th colspan="5">Expense Category Details</th> </tr> <tr> <th>Expense Category</th> <th>Payment Method</th> <th>Organization</th> <th>Accounting Code Label</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>COM. CARRER</td> <td>AGENCY CARD</td> <td>H-20-01</td> <td>General Travel FY12 - 10-01</td> <td>425.00</td> </tr> <tr> <td>TRANSACTION FEES</td> <td>AGENCY CARD</td> <td>H-20-01</td> <td>General Travel FY12 - 10-01</td> <td>25.43</td> </tr> </tbody> </table> <p>Expense Category Advance Details</p> <table border="1"> <thead> <tr> <th>Expense Category</th> <th>Advance</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Expense Category Details					Expense Category	Payment Method	Organization	Accounting Code Label	Amount	COM. CARRER	AGENCY CARD	H-20-01	General Travel FY12 - 10-01	425.00	TRANSACTION FEES	AGENCY CARD	H-20-01	General Travel FY12 - 10-01	25.43	Expense Category	Advance		
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10	<p>Finish the process with your TA:</p> <ul style="list-style-type: none"> ➤ Preview the document ➤ Review Pre-Audits ➤ Stamp Document Signed ➤ Click Continue on Pre-Audit screen <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 <i>Home</i> screen will appear with the document appearing in the <i>Last Documents</i> area. The preparer will have to inform the Approving Official when the document is ready for approval in the system.</p>																								