

Exercise #9a: Travel Authorization (Two Locations/Foreign Travel)

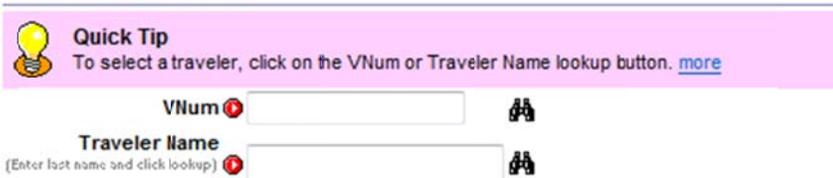
- Objectives:
- Create a travel authorization with:
 - Two locations
 - A foreign location

Instructions: Execute the following steps:

You have been instructed to do a site visit for both Buffalo, NY and Toronto, Canada. Your visit to Buffalo will take place on June 12th and your visit to Toronto will take place June 14th. Your POV costs will include a person taking you to the airport and picking you up.

Estimated Expenses

- \$1158.00 = Round-trip air fare
- \$29.72 = Transaction Fee
- \$150 = Taxi Fare
- \$50 = Hotel Tax
- \$75 = Checked Baggage Fee
- 42 miles one way to airport

Step	Action
1	From the <i>Home</i> screen: ➤ Click Create New Document from the <i>Document Toolbar</i>
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. New Document 

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2a	<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="285 373 1097 968"> <p>Enter Search Criteria</p> <p>VNum <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Cancel"/></p> <p>Search Results Click on an entry to select it</p> <p>Search Results Prev 20 Next 20</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>0006-00001</td><td>Rubis</td><td>Therese</td><td>A</td></tr> <tr><td>0006-00002</td><td>Davis</td><td>Karen</td><td>B</td></tr> <tr><td>0006-00003</td><td>Wenther</td><td>Scott</td><td>C</td></tr> <tr><td>0006-00004</td><td>Doran</td><td>Chris</td><td>D</td></tr> <tr><td>0006-00005</td><td>Holder</td><td>Janet</td><td>E</td></tr> <tr><td>0006-00006</td><td>Mathis</td><td>Jeff</td><td>F</td></tr> <tr><td>0006-00007</td><td>Kallsan</td><td>Pat</td><td>G</td></tr> <tr><td>0006-00008</td><td>Cropp</td><td>Tim</td><td>H</td></tr> <tr><td>0006-00009</td><td>Thorton</td><td>Charlene</td><td>I</td></tr> <tr><td>0006-00010</td><td>Bak</td><td>Darren</td><td>J</td></tr> <tr><td>0006-00011</td><td>Garcia</td><td>Pauline</td><td>K</td></tr> <tr><td>0006-00013</td><td>Papadakis</td><td>Mike</td><td>M</td></tr> <tr><td>0006-00019</td><td>Goldstein</td><td>Laura</td><td>S</td></tr> <tr><td>0006-00021</td><td>Jensen</td><td>Dan</td><td>U</td></tr> <tr><td>0006-00022</td><td>Snyder</td><td>Russ</td><td>V</td></tr> <tr><td>0006-00023</td><td>Higgins</td><td>Arlene</td><td>W</td></tr> <tr><td>0006-00024</td><td>Schmitz</td><td>Margaret</td><td>X</td></tr> <tr><td>0006-00025</td><td>Nielsen</td><td>Brad</td><td>Z</td></tr> <tr><td>0006-00030</td><td>Stokes</td><td>Laura</td><td>E</td></tr> <tr><td>0006-00037</td><td>Brown</td><td>Parke</td><td>L</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="285 1094 1097 1692"> <p>Enter Search Criteria</p> <p>Last Name <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Cancel"/></p> <p>Search Results Click on an entry to select it</p> <p>Search Results Prev 20 Next 20</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>0006-00010</td></tr> <tr><td>Brown</td><td>Parke</td><td>L</td><td>0006-00037</td></tr> <tr><td>Cropp</td><td>Tim</td><td>H</td><td>0006-00008</td></tr> <tr><td>Davis</td><td>Karen</td><td>B</td><td>0006-00002</td></tr> <tr><td>Doran</td><td>Chris</td><td>D</td><td>0006-00004</td></tr> <tr><td>Garcia</td><td>Pauline</td><td>K</td><td>0006-00011</td></tr> <tr><td>Goldstein</td><td>Laura</td><td>S</td><td>0006-00019</td></tr> <tr><td>Higgins</td><td>Arlene</td><td>W</td><td>0006-00023</td></tr> <tr><td>Holder</td><td>Janet</td><td>E</td><td>0006-00005</td></tr> <tr><td>Jensen</td><td>Deborah</td><td>G</td><td>0006-00051</td></tr> <tr><td>Jensen</td><td>Dan</td><td>U</td><td>0006-00021</td></tr> <tr><td>Kallsan</td><td>Pat</td><td>G</td><td>0006-00007</td></tr> <tr><td>Lafin</td><td>Geri</td><td>N</td><td>0006-00039</td></tr> <tr><td>Martin</td><td>Bridget</td><td>M</td><td>0006-00038</td></tr> <tr><td>Mathis</td><td>Jeff</td><td>F</td><td>0006-00006</td></tr> <tr><td>Nielsen</td><td>Brad</td><td>Z</td><td>0006-00025</td></tr> <tr><td>Papadakis</td><td>Mike</td><td>M</td><td>0006-00013</td></tr> <tr><td>Rubis</td><td>Therese</td><td>A</td><td>0006-00001</td></tr> <tr><td>Schmitz</td><td>Margaret</td><td>X</td><td>0006-00024</td></tr> <tr><td>Snyder</td><td>Russ</td><td>V</td><td>0006-00022</td></tr> </tbody> </table> </div> <p>In either case, click on the VNum to select your traveler.</p>	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	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	Lafin	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
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2b	<p>The <i>New Document</i> screen appears with your traveler's name and vendor number filled in.</p>  <p>➤ Click on the Document Type drop-down listing and select TA</p> <p>➤ Click the Create (<i>this Document</i>) button</p>
3	<p>The <i>Document Information</i> screen appears with the <i>Document Information</i> tab highlighted and fields displaying.</p> <p>Enter the following information:</p> <ul style="list-style-type: none"> ➤ Document Name = <i>Same as TA#</i> ➤ TA# = <i>Use the next available one listed on your sheet</i> ➤ Type Code = <i>2-SINGLE-FOREIGN</i> ➤ Purpose Code = <i>1-SITE VISIT</i> ➤ Document Description = <i>Site Visit to Buffalo, NY and Toronto, CA</i>
3a	<p>Click on the <i>Trip Information</i> tab. If you click the <i>Create</i> button prior to clicking the tab you will receive an error message, click OK and it will take you to this tab.</p> <p>Enter the following information in the top part of the screen:</p> <ul style="list-style-type: none"> ➤ Begin Travel = <i>6/11/##</i> ➤ Depart = <i>RES</i> ➤ End Travel = <i>6/15/##</i> ➤ Return = <i>RES</i>

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3b	<p>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 <i>Itinerary Location</i> field.</p> <div data-bbox="284 426 1409 577" style="border: 1px solid black; padding: 5px;"> <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> </tr> </thead> <tbody> <tr> <td>06/11/12</td> <td>06/15/12</td> <td></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> </div> <ul style="list-style-type: none"> ➤ 1st Departure Date = 6/13/## ➤ 1st Location = <i>Buffalo, NY</i> ➤ 2nd Location = <i>Toronto, CAN</i> <div data-bbox="284 764 1409 957" style="border: 1px solid black; padding: 5px;"> <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> </tr> </thead> <tbody> <tr> <td>06/11/12</td> <td>06/13/12</td> <td>BUFFALO,NY</td> <td><input type="checkbox"/></td> </tr> <tr> <td>06/13/12</td> <td>06/15/12</td> <td>TORONTO,CAN</td> <td><input type="checkbox"/></td> </tr> </tbody> </table> </div> <ul style="list-style-type: none"> ➤ Click Create (<i>Document</i>) button <div style="background-color: yellow; padding: 5px; margin-top: 10px;"> <p>Note: When changing the departure date on the first line, the second line dates will automatically populate with the rest of the dates of the trip.</p> </div>	Arrival Date	Departure Date	Itinerary Location	Unlisted	06/11/12	06/15/12		<input type="checkbox"/>	Arrival Date	Departure Date	Itinerary Location	Unlisted	06/11/12	06/13/12	BUFFALO,NY	<input type="checkbox"/>	06/13/12	06/15/12	TORONTO,CAN	<input type="checkbox"/>
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4	<p>Click on Expenses in the <i>Document Toolbar</i> to bring up the <i>Edit/Enter Expenses</i> screen.</p> <p>Enter the following information:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Airline Flight Traveler</td> <td>\$1158.00 (Class = Y)</td> </tr> <tr> <td>TMC Transaction Fee</td> <td>\$29.72</td> </tr> <tr> <td>Taxi</td> <td>\$150.00</td> </tr> <tr> <td>Hotel Tax</td> <td>\$50.00</td> </tr> <tr> <td>Check Baggage Fee</td> <td>\$75.00</td> </tr> <tr> <td>IPOC-Private Vhcle</td> <td>42x4 = total mileage</td> </tr> </table> <ul style="list-style-type: none"> ➤ Click the Save (<i>Expense Changes</i>) button when completed 	Airline Flight Traveler	\$1158.00 (Class = Y)	TMC Transaction Fee	\$29.72	Taxi	\$150.00	Hotel Tax	\$50.00	Check Baggage Fee	\$75.00	IPOC-Private Vhcle	42x4 = total mileage								
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	<p><i>Note: FTR 301-11.27 states, "...For foreign areas, lodging taxes have not been removed from foreign per diem rates established by the Department of State. Separate claims for lodging taxes incurred in foreign areas are not allowed."</i></p> <p><i>So in the cases of having travel documents that have foreign locations, you may not add an expense for hotel tax. However, if the traveler is going to both Domestic and Foreign, they may claim the hotel tax for the Domestic location(s).</i></p>
5	<p>Click on Accounting in the Document Toolbar to open up the Available Accounting Code screen.</p> <ul style="list-style-type: none"> ➤ Verify there is current FY accounting code ➤ If there is not, click on one from your master list
6	<p>Finish the process with your TA:</p> <ul style="list-style-type: none"> ➤ Check the totals ➤ 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 Home 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>
<p>AWAIT TRAINER TO APPROVE ALL DOCUMENTS BEFORE CONTINUING WITH THE NEXT EXERCISE.</p>	