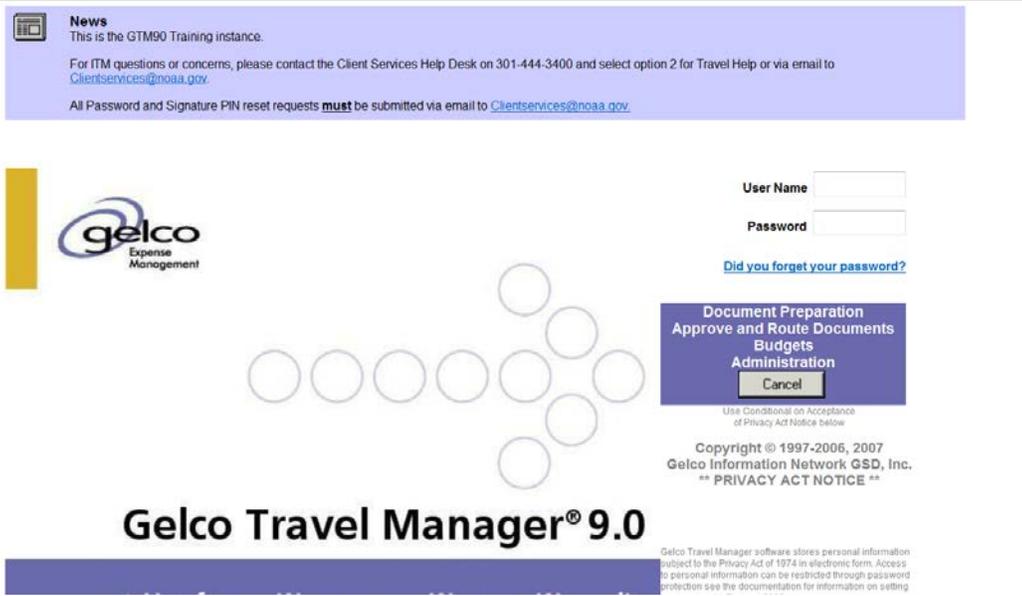


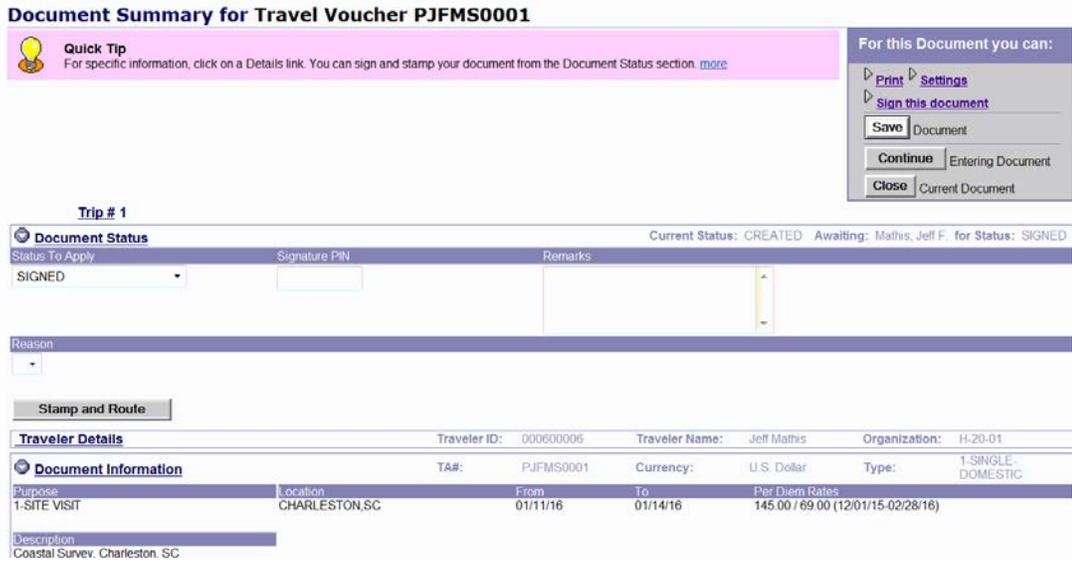
## Stamping Voucher Signed Electronically in ITM 9.0

Step	Action																																																		
1a	<ul style="list-style-type: none"> <li>➤ Open Internet Explorer</li> <li>➤ Go to the URL for travel Manager</li> </ul>																																																		
1b	<ul style="list-style-type: none"> <li>➤ Enter your <b>Username</b> &amp; <b>Password</b> on the <b>Login Page</b></li> <li>➤ Click on <b>Document Preparation</b></li> </ul> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;">  </div>																																																		
	<p><b>Note:</b></p> <ul style="list-style-type: none"> <li>✓ <i>If you press ENTER after entering your Username and Password, the system will automatically go into the Document Preparation module.</i></li> <li>✓ <i>If this is the first time logging into the system, you may be prompted to change your Password and/or enter a Signature Pin.</i></li> </ul>																																																		
2	<p>The <b>Home</b> screen appears.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><b>Home</b></p> <p><b>Quick Tip</b> Welcome to Travel Manager. Click the "more" link in Last Documents to go to Open Document Page. Click the "more" link in Review Document to open Review Document Page. Click the Document icon to open the document. <a href="#">more</a></p> <p><b>News</b> Please contact your LO Budget Office for guidance on the appropriate accounting code to use for trips that begin or end in FY 2011. REMINDER: TAs created using the procedures for "Emergency Travel and System Downtime" still require electronic approval in the system.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #002060; color: white;"> <th colspan="5" style="text-align: left;">Last Documents <a href="#">more</a></th> <th colspan="5" style="text-align: left;">Documents to review <a href="#">more</a></th> </tr> <tr style="background-color: #002060; color: white;"> <th>Type</th> <th>Traveler</th> <th>Document Name</th> <th>Dep Date</th> <th>In Use</th> <th>Type</th> <th>Traveler</th> <th>Document Name</th> <th>Dep Date</th> <th>In Use</th> </tr> </thead> <tbody> <tr> <td>TV</td> <td>000600006</td> <td>NJFMS0054</td> <td>10/05/15</td> <td></td> <td>TV</td> <td>000600006</td> <td>NJFMS0053</td> <td>09/14/15</td> <td></td> </tr> <tr> <td>TV</td> <td>000600006</td> <td>PJFMS0001</td> <td>01/11/16</td> <td></td> <td>TV</td> <td>000600006</td> <td>NJFMS0051</td> <td>08/10/15</td> <td></td> </tr> <tr> <td>TV</td> <td>000600006</td> <td>NJFMS0052</td> <td>10/19/15</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div>	Last Documents <a href="#">more</a>					Documents to review <a href="#">more</a>					Type	Traveler	Document Name	Dep Date	In Use	Type	Traveler	Document Name	Dep Date	In Use	TV	000600006	NJFMS0054	10/05/15		TV	000600006	NJFMS0053	09/14/15		TV	000600006	PJFMS0001	01/11/16		TV	000600006	NJFMS0051	08/10/15		TV	000600006	NJFMS0052	10/19/15						
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	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ Up to five (5) documents will show in the Review area on the Home screen. (*Documents will be removed once datalinked)</li> <li>✓ The oldest documents will appear first.</li> <li>✓ Travelers should <b>NOT</b> open travel vouchers to stamp until the person preparing them has contacted you.</li> </ul>																																																
3a	<p>There are two ways to open a document for stamping with the status of SIGNED:</p> <ul style="list-style-type: none"> <li>➤ Click on the open document icon (  ) of the document to stamp on the <b>Home</b> page</li> <li>➤ Go to Step 4</li> </ul> <p><b>OR</b></p>																																																
3b	<p>Click on the <b>More</b> link in the Review Area or <b>Review Documents</b> link in the <i>Document Toolbar</i>.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <span style="background-color: #003366; color: white; padding: 2px 10px; border-radius: 3px;">Documents to review</span> <span style="font-size: small; color: #003366; text-decoration: underline;">more</span> <span style="background-color: #ccccff; padding: 2px 10px; border-radius: 3px; margin-left: 10px;">Review Documents</span> </div>																																																
3b1	<p>The <b>Review Document</b> screen appears</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p><b>Review Document</b></p> <div style="background-color: #fce4ec; padding: 5px; border: 1px solid #fce4ec;">  <b>Quick Tip</b>              These are documents awaiting your action. Select your search criteria then select the document you want to review. <a href="#">more</a> </div> <div style="background-color: #003366; color: white; padding: 5px; border: 1px solid #003366;"> <b>Enter Search Criteria</b>              Document Type <span style="font-size: small;">All</span> </div> <div style="background-color: #003366; color: white; padding: 5px; border: 1px solid #003366;"> <b>Search Results</b> <span style="float: right; font-size: small;">Click on an entry to select it</span> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Type</th> <th>Document Name</th> <th>Control Number</th> <th>Dep Date</th> <th>Current Status</th> <th>Traveler</th> <th>Awaiting Status</th> <th>In Use</th> </tr> </thead> <tbody> <tr> <td> TV</td> <td>PJFMS0001</td> <td>PJFMS0001</td> <td>01/11/16</td> <td>CREATED</td> <td>Mathis, Jeff</td> <td>SIGNED</td> <td></td> </tr> <tr> <td> TV</td> <td>NJFMS0052</td> <td>NJFMS0052</td> <td>10/19/15</td> <td>CREATED</td> <td>Mathis, Jeff</td> <td>SIGNED</td> <td></td> </tr> <tr> <td> TV</td> <td>NJFMS0054</td> <td>NJFMS0054</td> <td>10/05/15</td> <td>CREATED</td> <td>Mathis, Jeff</td> <td>SIGNED</td> <td></td> </tr> <tr> <td> TV</td> <td>NJFMS0053</td> <td>NJFMS0053</td> <td>09/14/15</td> <td>CREATED</td> <td>Mathis, Jeff</td> <td>SIGNED</td> <td></td> </tr> <tr> <td> TV</td> <td>NJFMS0051</td> <td>NJFMS0051</td> <td>08/10/15</td> <td>CREATED</td> <td>Mathis, Jeff</td> <td>SIGNED</td> <td></td> </tr> </tbody> </table> </div> </div>	Type	Document Name	Control Number	Dep Date	Current Status	Traveler	Awaiting Status	In Use	 TV	PJFMS0001	PJFMS0001	01/11/16	CREATED	Mathis, Jeff	SIGNED		 TV	NJFMS0052	NJFMS0052	10/19/15	CREATED	Mathis, Jeff	SIGNED		 TV	NJFMS0054	NJFMS0054	10/05/15	CREATED	Mathis, Jeff	SIGNED		 TV	NJFMS0053	NJFMS0053	09/14/15	CREATED	Mathis, Jeff	SIGNED		 TV	NJFMS0051	NJFMS0051	08/10/15	CREATED	Mathis, Jeff	SIGNED	
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3b2	<ul style="list-style-type: none"> <li>➤ Click on the open document icon (  ) of the document to stamp</li> <li>➤ Go to Step 4</li> </ul>																																																

## Stamping Voucher Signed Electronically in ITM 9.0

Step	Action
4	<p>The <b>Document Summary</b> screen appears</p> 
4a	<p>The travel document can be reviewed from this screen. If more details are needed, like accounting string, the heading of each section may be clicked to go to that specific area or an option listed on the left in the <i>Document Toolbar</i>.</p>
5	<p>Once the document has been reviewed and is ready to be stamped it can be done one of two ways. From the <b>Document Summary</b> screen follow step 5a. From the <b>Document Status</b> screen follow step 5b.</p>
5a	<p>From the <b>Document Summary</b> screen do the following:</p> <ul style="list-style-type: none"> <li>➤ Make sure the status to apply says SIGNED</li> <li>➤ Type in your <b>Signature PIN</b></li> <li>➤ Enter Remarks (if any)</li> <li>➤ Click on the <b>Stamp and Route</b> button</li> <li>➤ Go to Step 6</li> </ul>  <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ <i>The Stamp and Route button is toward the bottom of the Document Status section.</i></li> </ul>

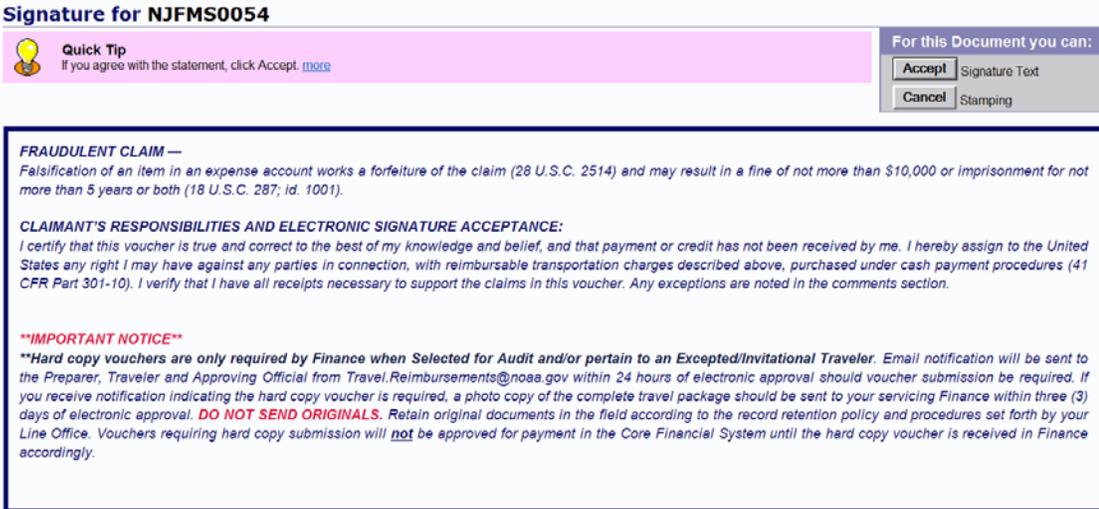
## Stamping Voucher Signed Electronically in ITM 9.0

Step	Action																
5b	<p>To stamp a document from the <b>Document Summary</b> screen do the following:</p> <p>Click on the <b>Document Status</b> link from either the header section in the Document Summary or from the <i>Menu Toolbar</i></p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">   </div>																
5b1	<p>The <b>Document Status</b> screen appears.</p> <div style="border: 1px solid gray; padding: 10px; margin: 10px 0;"> <p><b>Status for NJFMS0054</b></p> <div style="background-color: #fce4ec; padding: 5px; border: 1px solid #ccc;">  <b>Quick Tip</b>                      The Signature PIN is case sensitive! <a href="#">more</a> </div> <div style="float: right; border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <b>For this Document you can:</b>  <input type="button" value="Stamp"/> and Submit Document  <input type="button" value="Back"/> <input type="button" value="Continue"/> </div> <div style="margin-top: 10px;"> <p>Status to Apply: <input type="text" value="SIGNED"/></p> <p>Signature PIN: <input type="text"/></p> <p>Reason: <input type="text"/></p> <p>Remarks: <input type="text"/></p> </div> <div style="margin-top: 10px;"> <p><b>Document Routing</b> <span style="float: right;">This is the routing path the current document will take once routed</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Name</th> <th>Status</th> <th>Level</th> </tr> </thead> <tbody> <tr> <td>Mathis, Jeff F.</td> <td>SIGNED</td> <td>0</td> </tr> </tbody> </table> </div> <div style="margin-top: 10px;"> <p><b>Document History</b> <span style="float: right;">This is the status history for this document</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Date/Time</th> <th>Status</th> <th>Name</th> <th>Remarks</th> <th>Reason Desc</th> </tr> </thead> <tbody> <tr> <td>11/05/15 12:20PM</td> <td>CREATED</td> <td>Therese A. Rubis</td> <td></td> <td></td> </tr> </tbody> </table> </div> </div>	Name	Status	Level	Mathis, Jeff F.	SIGNED	0	Date/Time	Status	Name	Remarks	Reason Desc	11/05/15 12:20PM	CREATED	Therese A. Rubis		
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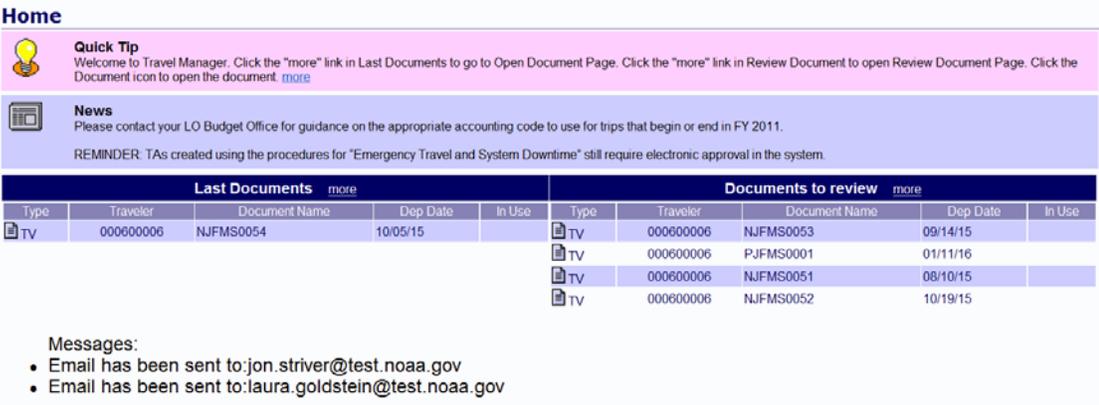
**Notes:**

- ✓ *The Document Status screen will show the Document Routing associated to the document as well as the Document History.*

## Stamping Voucher Signed Electronically in ITM 9.0

Step	Action																																																						
6	<p>The <b>Pre-Audit Results</b> screen appears</p>  <p><b>Pre-Audit Results for NJFMS0054</b></p> <p><b>Quick Tip</b> Click the Magnifying Glass icon to view detail comments for each audit process. <a href="#">more</a></p> <p><b>Document Name:</b> NJFMS0054 <b>Type:</b> TV <b>Traveler:</b> Mathis, Jeff <b>Status:</b> PASS</p> <p><b>For this Document you can:</b>  <input type="button" value="Continue"/> Stamping the Document  <input type="button" value="Cancel"/> Pre-Audit Results</p> <table border="1"> <thead> <tr> <th colspan="3">Pre-Audit Results</th> </tr> <tr> <th></th> <th>Audit Process</th> <th>Status</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/></td><td>ACCOUNT VALIDATION</td><td>PASS</td></tr> <tr><td><input type="checkbox"/></td><td>AMOUNT PAID TO TRAVELER</td><td>PASS</td></tr> <tr><td><input type="checkbox"/></td><td>APPROVAL BY TRAVELER</td><td>PASS</td></tr> <tr><td><input type="checkbox"/></td><td>BLANKET AUTHORIZATION</td><td>PASS</td></tr> <tr><td><input type="checkbox"/></td><td>DOC CONFERENCE VALIDATION</td><td>PASS</td></tr> <tr><td><input type="checkbox"/></td><td>DOC MILEAGE VALIDATION</td><td>PASS</td></tr> <tr><td><input type="checkbox"/></td><td>DOC PAA AD-HOC EXPENSES</td><td>PASS</td></tr> <tr><td><input type="checkbox"/></td><td>DOC PAA DOCUMENT NAME</td><td>PASS</td></tr> <tr><td><input type="checkbox"/></td><td>DOC PAA FOREIGN HOTEL TAX</td><td>PASS</td></tr> <tr><td><input type="checkbox"/></td><td>DOC PAA LAUNDRY CONUS</td><td>PASS</td></tr> <tr><td><input type="checkbox"/></td><td>DOC PAA LAUNDRY FOREIGN</td><td>PASS</td></tr> <tr><td><input type="checkbox"/></td><td>DOC PAA LAUNDRY OC-NON</td><td>PASS</td></tr> <tr><td><input type="checkbox"/></td><td>DOC PAA TICKET CLASS</td><td>PASS</td></tr> <tr><td><input type="checkbox"/></td><td>DOC PAA VOUCHER MISC. EXPENSE</td><td>PASS</td></tr> <tr><td><input type="checkbox"/></td><td>DOC Pre-Paid Vouchers</td><td>PASS</td></tr> <tr><td><input type="checkbox"/></td><td>DOC VERIFY AO LEVEL</td><td>PASS</td></tr> </tbody> </table> <ul style="list-style-type: none"> <li>➤ If the document status has PASS, click <b>Continue</b> (<i>Stamping the Document</i>) button</li> <li>➤ If the document status has FAILED, click <b>Cancel</b> (<i>Pre-Audit Results</i>). Fix the error, re-stamp the document.</li> </ul>	Pre-Audit Results				Audit Process	Status	<input type="checkbox"/>	ACCOUNT VALIDATION	PASS	<input type="checkbox"/>	AMOUNT PAID TO TRAVELER	PASS	<input type="checkbox"/>	APPROVAL BY TRAVELER	PASS	<input type="checkbox"/>	BLANKET AUTHORIZATION	PASS	<input type="checkbox"/>	DOC CONFERENCE VALIDATION	PASS	<input type="checkbox"/>	DOC MILEAGE VALIDATION	PASS	<input type="checkbox"/>	DOC PAA AD-HOC EXPENSES	PASS	<input type="checkbox"/>	DOC PAA DOCUMENT NAME	PASS	<input type="checkbox"/>	DOC PAA FOREIGN HOTEL TAX	PASS	<input type="checkbox"/>	DOC PAA LAUNDRY CONUS	PASS	<input type="checkbox"/>	DOC PAA LAUNDRY FOREIGN	PASS	<input type="checkbox"/>	DOC PAA LAUNDRY OC-NON	PASS	<input type="checkbox"/>	DOC PAA TICKET CLASS	PASS	<input type="checkbox"/>	DOC PAA VOUCHER MISC. EXPENSE	PASS	<input type="checkbox"/>	DOC Pre-Paid Vouchers	PASS	<input type="checkbox"/>	DOC VERIFY AO LEVEL	PASS
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7	<p>The <b>Signature</b> screen appears</p>  <p><b>Signature for NJFMS0054</b></p> <p><b>Quick Tip</b> If you agree with the statement, click Accept. <a href="#">more</a></p> <p><b>For this Document you can:</b>  <input type="button" value="Accept"/> Signature Text  <input type="button" value="Cancel"/> Stamping</p> <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> <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. DO NOT SEND ORIGINALS. 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.</b></p> <ul style="list-style-type: none"> <li>➤ Read the statement</li> <li>➤ Click the <b>Accept</b> (<i>Signature Text</i>)</li> </ul>																																																						

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8	A blank screen may appear while Travel Manager is validating information to the Core Financial System (CFS). Please DO NOT close the browser. Wait until the <b>Home</b> screen appears.																																																												
9	<p>A traveler will see the following on their <b>Home</b> screen:</p>  <p><b>Home</b></p> <p><b>Quick Tip</b> Welcome to Travel Manager. Click the "more" link in Last Documents to go to Open Document Page. Click the "more" link in Review Document to open Review Document Page. Click the Document icon to open the document. <a href="#">more</a></p> <p><b>News</b> Please contact your LO Budget Office for guidance on the appropriate accounting code to use for trips that begin or end in FY 2011. REMINDER: TAs created using the procedures for "Emergency Travel and System Downtime" still require electronic approval in the system.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="5" style="text-align: left;">Last Documents <a href="#">more</a></th> <th colspan="5" style="text-align: left;">Documents to review <a href="#">more</a></th> </tr> <tr> <th>Type</th> <th>Traveler</th> <th>Document Name</th> <th>Dep Date</th> <th>In Use</th> <th>Type</th> <th>Traveler</th> <th>Document Name</th> <th>Dep Date</th> <th>In Use</th> </tr> </thead> <tbody> <tr> <td> TV</td> <td>000600006</td> <td>NJFMS0054</td> <td>10/05/15</td> <td></td> <td> TV</td> <td>000600006</td> <td>NJFMS0053</td> <td>09/14/15</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td> TV</td> <td>000600006</td> <td>PJFMS0001</td> <td>01/11/16</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td> TV</td> <td>000600006</td> <td>NJFMS0051</td> <td>08/10/15</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td> TV</td> <td>000600006</td> <td>NJFMS0052</td> <td>10/19/15</td> <td></td> </tr> </tbody> </table> <p><b>Messages:</b></p> <ul style="list-style-type: none"> <li>Email has been sent to:jon.striver@test.noaa.gov</li> <li>Email has been sent to:laura.goldstein@test.noaa.gov</li> </ul>	Last Documents <a href="#">more</a>					Documents to review <a href="#">more</a>					Type	Traveler	Document Name	Dep Date	In Use	Type	Traveler	Document Name	Dep Date	In Use	TV	000600006	NJFMS0054	10/05/15		TV	000600006	NJFMS0053	09/14/15							TV	000600006	PJFMS0001	01/11/16							TV	000600006	NJFMS0051	08/10/15							TV	000600006	NJFMS0052	10/19/15	
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