

**Integrated Travel Manager (ITM)  
Fiscal Year End  
Subject to Availability of Funds  
(SAF) Processing**

FY2015 - August

# What is Subject to Availability of Funds (SAF) processing?



An automated solution to address the obligation of funds related to year end processing

- Travel Authorizations (TAs) that need to be created during the *Current* Fiscal Year (FY) for:
  - Travel that begins prior to - but ends after October 1<sup>st</sup>
  - Travel that begins on or after October 1<sup>st</sup>

# Why is SAF processing necessary?



- Funding is obligated in the Core Financial System (CFS) when TAs are approved
- When crossing Fiscal Years proper accounting (ACCS) codes must be used
  - Expenses incurred prior to October 1<sup>st</sup> must use *Current* FY ACCS codes
  - Expenses incurred on or after October 1<sup>st</sup> must use *New* FY ACCS codes
- To obtain the NEW FY ACCS codes contact your budget office

# Why is SAF processing necessary? (Cont'd)



- When TAs crossing Fiscal Years are created:
  - Current FY ACCS codes are still available to be obligated
  - New FY ACCS codes cannot be obligated until October
    - Funding of NEW FY is not established until October



- Per diem incident to official travel accrues from day to day. Per diem allowances are chargeable to appropriations current to when the allowances accrue (i.e. when the expenditures are made). Thus, where travel begins, one fiscal year and extends into the next fiscal year, the per diem obligation must be split along fiscal year lines, even though the cost of the travel itself may have been chargeable in its entirety to the prior fiscal year. 23 Comp Gen. 197 (1943)



# What does SAF processing do?

- Obligates expenses allocated to Current FY ACCS codes
- Suspends expenses allocated to New FY ACCS codes
  - Will not obligate those expenses until on or after October 1<sup>st</sup>
- Warns Preparer
  - Accounting year does not correspond with trip dates
- Prevents Preparer
  - From creating trips with start date after November 30<sup>th</sup> until the start of New FY.

# What does SAF processing do?

(Cont'd)



- Automatically places a SAF comment on the TA
  - **“This document is Conditionally Approved, Subject To Availability of Funds (SAF). CBA OBLIGATION #: <Obligation Number> Organization ID: <Bureau and FMC Org Code> TRAVELER PO#: <PO Number>.”**
- Will prevent the preparer from creating an amendment if trying to remove all Current FY expenses from the document.
  - Failure will be received on pre-audit screen
  - Can still remove partial expenses
    - Refer to Q55 of Reference Manual

# User Steps



## Preparer creates new TA

- Use same steps as any other TA
- Use full span of trip dates

## Enter any comments on Trip Information Tab

- Click on Preset Comments
  - Approval of travel scheduled to be accomplished on or after October 1, YYYY is contingent upon the availability of FY<NEW FY> funds
- Additional Comments
  - Should be entered on the Document Summary screen
    - System limitation truncates comments added on the Trip Information Tab

# User Steps (Cont'd)



## Document Information for NSAFS0051



### Quick Tip

Enter or edit the general document information. If this is a trip based document, click the Trip Information tab to edit/view the trip information. [Authorizations](#) [Vouchers](#) [LocalVouchers](#)

For this Document you can:

**Save** Changes to Document Information

Cancel

Back

Continue

Traveler Name: **Tim Cropp**

Document Information

**Trip Information**

Trip No 1

Begin Travel	<input type="text" value="09/28/2015"/>	<input type="text" value=""/>	Depart	<input type="text" value=""/>	Depart Selection	<input type="text" value=""/>
End Travel	<input type="text" value="10/02/2015"/>	<input type="text" value=""/>	Return	<input type="text" value=""/>	Return Selection	<input type="text" value=""/>
Trip Duration	<input type="text" value="Multiple days"/>					

Comments

APPROVAL OF TRAVEL SCHEDULED TO BE ACCOMPLISHED ON OR AFTER OCTOBER 1, 2015 IS CONTINGENT UPON APPROVAL OF FY16 FUNDS.

Preset

## Itinerary Locations

Replace ALL lodging and M&IE information

[Create additional rows](#)

Delete	Arrival Date	Departure Date	Itinerary Location	Unlisted
<input checked="" type="checkbox"/>	<input type="text" value="09/28/15"/>	<input type="text" value="10/02/15"/>	<input type="text" value="DALLAS,TX"/>	<input type="checkbox"/>

# User Steps (Cont'd)



**Enter Comments** Expand section to view or edit comments

PREPARED BY: therese.rubis@test.noaa.gov 301-444-3706

AUTHORIZED BUSINESS CALLS

APPROVAL OF TRAVEL SCHEDULED TO BE ACCOMPLISHED ON OR AFTER OCTOBER 1, 2015 IS  
CONTINGENT UPON APPROVAL OF FY16 FUNDS.

**Preset**

# User Steps (Cont'd)



## Enter Expenses

- Include ALL expenses on the TA
- MUST break out expenses by date they will be incurred
  - Can still lump expenses (Taxi, Parking, etc.) together on the Authorization
    - Current FY expenses under a Current FY date
    - New FY expenses under a New FY date
- Changes to Current FY Expenses
  - Adjust/Amend in Current FY
    - Prior to September cut off date
      - Otherwise paid from New FY funds

# User Steps (Cont'd)



## Select Accounting

- Trip crosses Fiscal Years
  - *Current* FY AND *New* FY accounting required
- Trip starts in the New Fiscal Year
  - *New* FY accounting ONLY
    - Exception – Common Carrier *may* require Current FY accounting if tickets are purchased in Current FY
- Perform Allocation if multiple ACCS codes used
  - Based on when expenses are to be incurred

# Basics of Budget



- Appropriation
  - Direct/Reimbursable Funding
  - Given to us each fiscal year
    - Usually in October
      - Can be done anytime during the FY or not at all
        - » Continuing Resolution (CR)
  - Is a Lump Sum
    - Has to be broken down into pieces
      - In order to be able to be spent

# Types of Funds



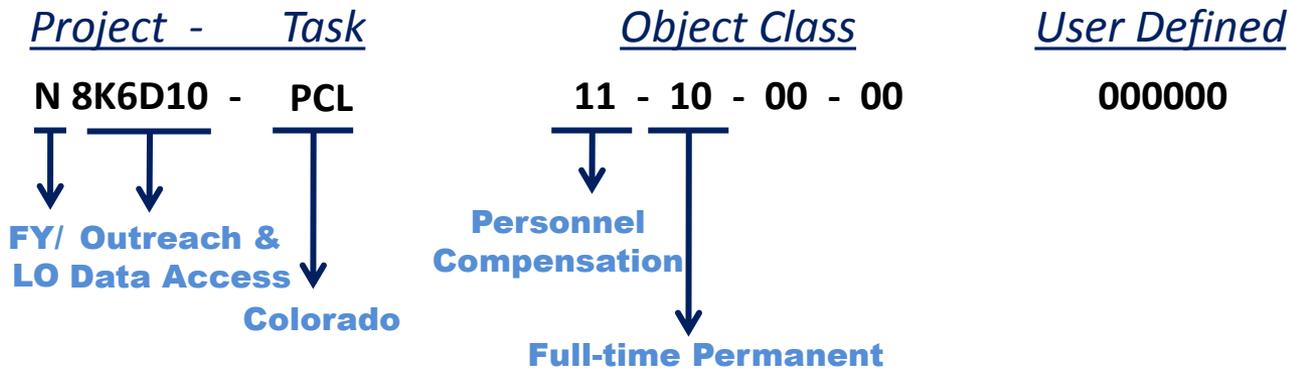
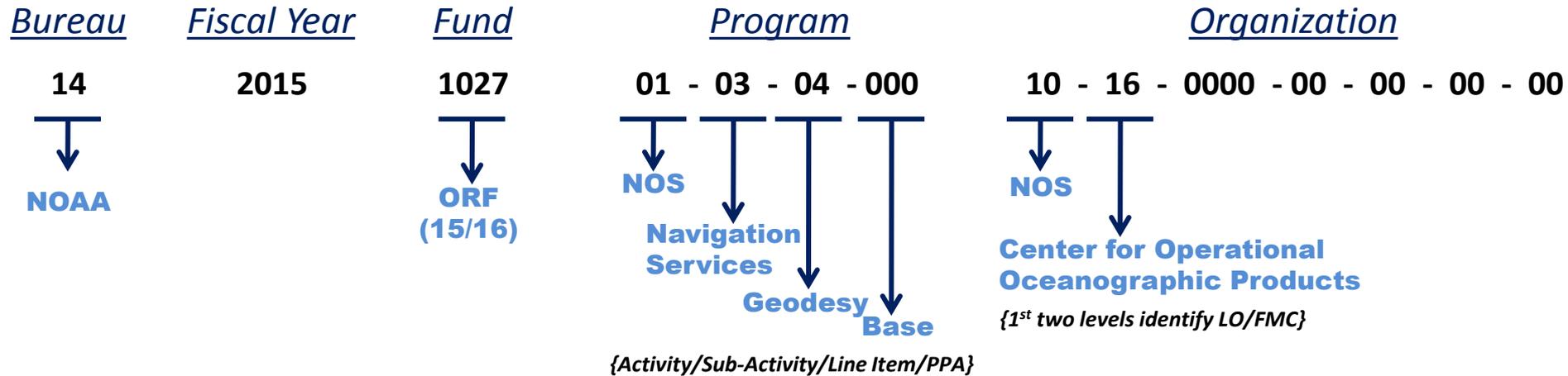
- Circular A-11 defines:
  - Direct
    - Any type of funding that is not reimbursable
  - Reimbursable
    - Financed from offsetting collections received in return for goods or services provided or are received from offsetting collections from other Federal government accounts

# Importance of Funds Management



- **Federal Principals of Appropriation Law**
  - **Time** - the obligation/expenditure must occur within the time limits applicable to the appropriation
  - **Purpose** – the purpose of the obligation/expenditure must be authorized – does it fall within what Congress intended the funds be used for?
  - **Amount** – the obligation/expenditure must be within the amounts Congress has established.

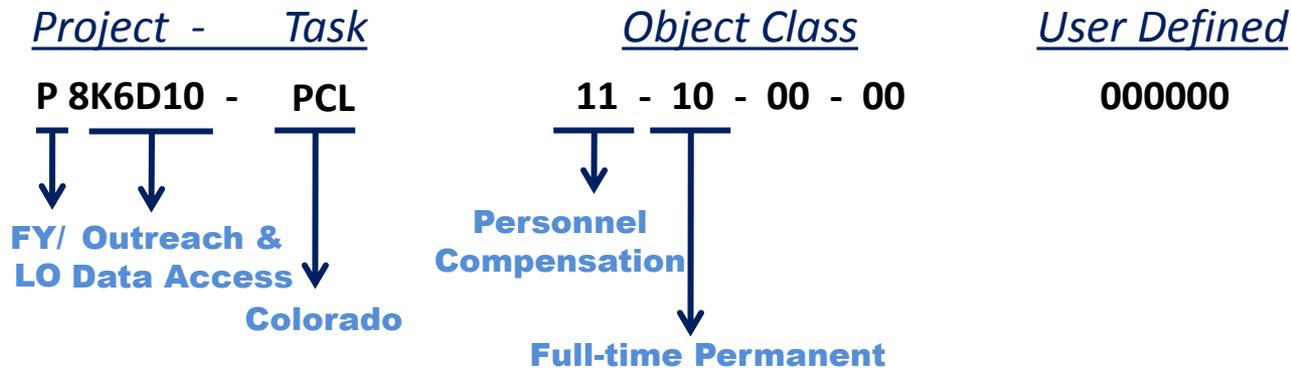
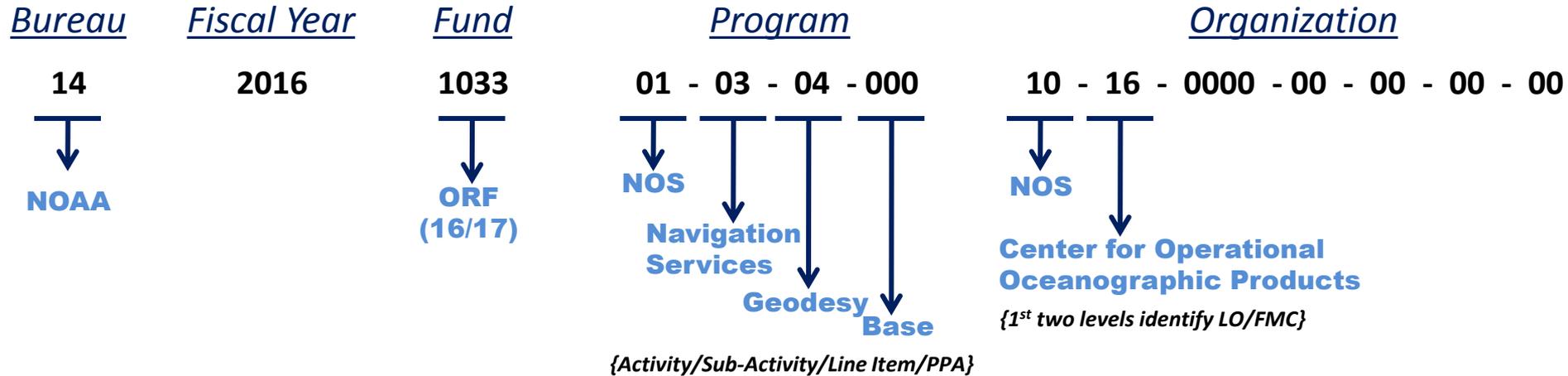
# CBS Accounting Classification Code Structure (ACCS)



{Identifies line, program or staff office for  
No-Year funds Or Fiscal Year for Multi-Year funds}

ACCS Validation: <https://cbsquery.rdc.noaa.gov/search/validateCAMSaccs310g.html>

# CBS Accounting Classification Code Structure (ACCS)



{Identifies line, program or staff office for No-Year funds Or Fiscal Year for Multi-Year funds}

ACCS Validation: <https://cbsquery.rdc.noaa.gov/search/validateCAMSaccs310g.html>







# User Steps (Cont'd)



## Available Accounting Code for NSAFS0051



### Quick Tip

To select an account code, click the label link. To search by label, type some of the label in the field and click the Search button. To retrieve all account codes with the same label from all orgs, type the entire label and click the Retrieve button. [more](#)

For this Document you can:

**Add** New Accounting Code

**Back**

**Continue**

### Enter Search Criteria

Accounting Code

**Search**

**Retrieve**

### Master Accounting Code

Click Accounting Code Label to add to Document

Search Results

[Prev 20](#) [Next 20](#)

Organization	Label	Classification Code
H-20-01	<a href="#">General Travel FY13</a>	2013- 14- LTRNTRVP00- 06010000- 00000000- ----
H-20-01	<a href="#">General Travel FY13 - 10-01</a>	2013- 14- LTRNTRVP00- 10010000- 00000000- ----
H-20-01	<a href="#">General Travel FY13 - 09-01</a>	2013- 14- LTRNTRVP00- 20010000- 00000000- ----

### Accounting Code for NSAFS0051

Click an item to edit/delete it

Organization	Label	Default	Classification Code	Extended Code	Allocate Cost
H-20-01	General Travel FY15	<input checked="" type="radio"/>	2015- 14- NTRNTRVP00- 06010000- 00000000- ----	<a href="#">Extended</a>	<a href="#">Allocate</a>
H-20-01	General Travel FY16	<input type="radio"/>	2016- 14- PTRNTRVP00- 20010000- 00000000- ----	<a href="#">Extended</a>	<a href="#">Allocate</a>

Edit Delete



## Other Authorizations

- Only used if Common Carrier expenses are being paid by Current FY funds for a New FY trip
  - AUTHORIZED COM. CARR PURCH W/ FY## FUNDS
    - Approved to purchase ticket for FY<New FY> with FY<Current FY> funds due to multiyear funding/no-year funding
      - Required by Travel Management Center (TMC) due to DOC policy requirement

# User Steps (Cont'd)



1

## Other Authorizations for PSAFS0001



### Quick Tip

Select an Other Authorization from the Master List below to add to the Authorization. [more](#)

### Master List of Other Authorizations

[ACTUAL EXPENSE](#)

[ANNUAL LEAVE OR NON-DUTY DAYS](#)

[ATTENDANT TRAVELING WITH EMPLOYEE](#)

[AUTHORIZED ATM ADVANCE NTE](#)

[AUTHORIZED BUSINESS CALLS](#)

[AUTHORIZED EXCESS BAGGAGE](#)

[CONFERENCE ALLOWANCE](#)

2

## Other Authorizations



[AUTHORIZED COM. CARR PURCH W/ FY16 FUNDS](#)

3

## Other Authorization Remarks



### Quick Tip

Add or update remarks for the Other Authorization. [more](#)

### AUTHORIZED COM. CARR PURCH W/ FY16 FUNDS

Remarks

Approved to purchase ticket for FY2016 with FY2015 funds due to multiyear funding/no-year funding.

# User Steps (Cont'd)



4

## Enter Comments

Expand section to view or edit comment

PREPARED BY: therese.rubis@noaa.gov 301-444-1234

AUTHORIZED BUSINESS CALLS

APPROVAL OF TRAVEL SCHEDULED TO BE ACCOMPLISHED ON OR AFTER OCTOBER 1, 2015 IS CONTINGENT UPON APPROVAL OF FY16 FUNDS.

Preset

5

5) OTHER AUTHORIZATIONS  
AUTHORIZED COM. CARR PURCH W/ FY16 FUNDS(1)

6

-----  
8) REMARKS  
PREPARED BY: therese.rubis@noaa.gov 301-444-1234  
AUTHORIZED BUSINESS CALLS  
APPROVAL OF TRAVEL SCHEDULED TO BE ACCOMPLISHED ON OR AFTER OCTOBER 1, 2015 IS C  
==AUTHORIZED BY                      TITLE                      DATE                      INITIALS                      DATE===  
-----  
==VERSION CIV=====Copyright 1989-2006 Gelco Information Network GSD, Inc.==

-----  
08/05/15                      TA                      DOC NO:                      PSAFS0001  
PAGE 2 \*\* Read Privacy Act On Last Page \*\*                      TRAVEL A                      PSAFS0001  
-----  
CONTINGENT UPON APPROVAL OF FY16 FUNDS.  
(1)  
Approved to purchase ticket for FY2016 with FY2015 funds due to multiyear  
funding/no-year funding.  
-----

# User Steps (Cont'd)



## Run Pre-Audit Validations

- Review Statuses
  - Statuses have the following conditions
    - Warn/Blank = Warning
    - Pass = Pass
    - Fail = Failure
- Make corrections if needed and rerun Pre-Audits

Electronically Stamp the TA like any other TA

### NOTE:

A complete list of Pre-Audits can be found in the ITM 9.0 Reference Messages guide under the ITM 9.0 Reference Library section at:

<http://www.corporateservices.noaa.gov/finance/travel.html>

# User Steps (Cont'd)



Pre-Audit Results		
Audit Process	Status	Comments
ACCOUNT VALIDATION	PASS	
AMENDMENTS	PASS	
AMOUNT PAID TO TRAVELER	PASS	
APPROVAL BY TRAVELER	PASS	
DOC Amend to \$0	PASS	
DOC CONFERENCE VALIDATION	PASS	
DOC FY END PROCESSING		This document references NEXT FISCAL YEAR accounting or dates.
DOC FY END PROCESSING		This document refers to multiple fiscal years in either the trip dates or the ACCS distribution.
DOC FY END PROCESSING		The FY of the ACCS does not coincide with the trip dates.
DOC FY END PROCESSING		This document may be conditionally approved, Subject to Availability of Funds (SAF). If you are sure that the current ACCS distribution is correct you can "Continue Stamping the Document". If not, you must "Cancel Pre-Audit Results".
DOC MILEAGE VALIDATION	PASS	
DOC PAA AD-HOC EXPENSES	PASS	
DOC PAA DOCUMENT		
DOC FY END PROCESSING	FAIL	This trip starts after the Maximum Future Trip Date (NOAA_FYE_MAX_DEPDATE) of 11/30/15.

# Approval Information



## Approvers

- Review & Stamp TA
- Wait for obligation information to display on Home screen
  - If exiting the system prior to receiving obligation information the obligation may not post correctly in CFS
- Messages for SAF
  - “NEWFY amounts SAF APPROVED but not posted.
  - “\$0 document not processed through interface

# Approval Information (Cont'd)



## Upon approval

- Current FY expenses obligate immediately
- SAF TAs placed in a status of SAF APPROVED
- New FY expenses suspended for processing in October

### – SAF Comment:

**“This document is Conditionally Approved, Subject To Availability of Funds (SAF). CBA OBLIGATION #: <Obligation Number> Organization ID: <Bureau and FMC Org Code> TRAVELER PO#: <PO Number>.”**

## Once New FY expenses successfully obligate

- SAF TA placed in a status of DATA LINK

# Approval Information (Cont'd)



## Status for



### Quick Tip

The Signature PIN is case sensitive! [more](#)

For this Document you can:

**Adjustments**

Go To Adjustments

Back

Continue

## Document Routing

This is the routing path the current document will take once routed

Name	Status	Level
------	--------	-------

## Document History

This is the status history for this document

Date/Time	Status	Name	Remarks	Reason Desc
09/21/##8:42AM	CREATED	Erin Cobbs		
09/21/##8:44AM	SIGNED	Erin Cobbs		
09/21/## 11:31AM	APPROVED	Jonathan Wolf		
09/21/## 11:32AM	DATA LINK	Jonathan Wolf		
09/21/## 11:32AM	SAF APPROVED	Jonathan Wolf		

# Approval Information (Cont'd)



## Status for



### Quick Tip

The Signature PIN is case sensitive! [more](#)

For this Document you can:

**Adjustments**

Go To Adjustments

Back

Continue

## Document Routing

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Name	Status	Level
------	--------	-------

## Document History

This is the status history for this document

Date/Time	Status	Name	Remarks	Reason Desc
09/21/## 8:42AM	CREATED	Erin Cobbs		
09/21/## 8:44AM	SIGNED	Erin Cobbs		
09/21/## 11:31AM	APPROVED	Jonathan Wolf		
09/21/## 11:32AM	DATA LINK	Jonathan Wolf		
09/21/## 11:32AM	SAF APPROVED	Jonathan Wolf		
10/06/## 6:42PM	DATA LINK	Jonathan Wolf	Stamped by SAF batch routine	

# Year End Closing Information



## Restricted Mode Processing

- During Year End processing, CFS is placed in Restricted Mode
- Travel Dispatch #7 – Travel Manager and Obligation Nos.
- Travel Dispatch #10 – Allocating Travel Expenses at Fiscal Year End
- ITM 9.0 FYE Guidance
  - *Located on the ITM Information Page*  
<http://www.corporateservices.noaa.gov/finance/travel.html>
- ITM won't be able to “talk” to CFS during this time
- TAs created during this time must include the following comment:  
*“System Downtime – Time Sensitive – Obligation Information not Available.”*



# SAF Posting Process

- Financial Systems Division (FSD) will make numerous attempts to obligate the New FY allocated expenses beginning in October
  - Reimbursable Project funding occurs later
    - May take longer to post than direct funded documents
- If FSD is unable to obligate, the preparer will receive a notification from FSD advising them of the issue(s) received when attempting to obligate

# SAF Obligations



- Effective January 1, 2013, Prior year funding is no longer immediately returned to the Line Office budget when de-obligations are performed.
  - A written request must be submitted to the LO/SO HQ Budget Office to request reuse of the funds.

# Good Things to Know



- New FY ACCS
  - Roll over happens in early August
  - Wait to do TA until they are available
    - If not, only do up to Sept 30<sup>th</sup> and amend TA after ACCS are in the system
- Vouchering for SAF documents
  - Must wait until all obligations have been made
    - Final DATALINK status, NOT SAF Approved
    - Exceptions
      - Long Term TDY
      - Pre-Paid Expenses

# NOAA Client Services Help Desk Support



## Functional/Technical Support for CBS Applications

- Budget Operating Plans (BOP)
- Reimbursable Agreements
- SLTs & DLAs
- Data Warehouse/Discoverer
- Commerce Purchase Card System (CPCS)
- Travel
- C.Request/C.Award (C.Suite)



User Account requests, JAVA/JInitiator, etc.

FSD/CBS Web Site [http://www.corporateservices.noaa.gov/finance/FOFSD\\_Home.html](http://www.corporateservices.noaa.gov/finance/FOFSD_Home.html)

- Click on Help Desk link for additional info, phone numbers, etc.
- Email: [ClientServices@noaa.gov](mailto:ClientServices@noaa.gov)
- Phone #: 301-444-3400
  - *Option #2 - Travel*
- Fax/Server #: 301-444-3401





# Demonstration

# Demonstration #1



- Scenario
  - Trip crosses FYs

# Document Information Screen



## Document Information for NSAFS0051



### Quick Tip

Enter or edit the general document information. If this is a trip based document, click the Trip Information tab to edit/view the trip information. [Authorizations](#) [Vouchers](#) [LocalVouchers](#)

### For this Document you can:

**Save** Changes to Document Information

Cancel

Back

Continue

Traveler Name: Tim Cropp

Document Information

Trip Information

Document Type TA

Document Name NSAFS0051

Report Date 08/15/2015

TA# NSAFS0051

Sponsored Travel

Currency U.S. Dollar

Type Code 1-SINGLE-DOMESTIC

Purpose Code 1-SITE VISIT

Document Description Giving training in Dallas

Document Default Accounting Code General Travel FY15

Default Accounting Code Org H-20-01

# Document Information Screen



## Document Information for NSAFS0051



### Quick Tip

Enter or edit the general document information. If this is a trip based document, click the Trip Information tab to edit/view the trip information. [Authorizations](#) [Vouchers](#) [LocalVouchers](#)

For this Document you can:

Changes to Document Information

Traveler Name: Tim Cropp

Document Information

Trip Information

Trip No 1

Begin Travel   Depart  Depart Selection   
 End Travel   Return  Return Selection   
 Trip Duration

Comments

## Itinerary Locations

Replace ALL lodging and M&IE information

[Create additional rows](#)

Delete	Arrival Date	Departure Date	Itinerary Location	Unlisted
<input checked="" type="checkbox"/>	09/28/15 <input type="button" value="Calendar"/>	10/02/15 <input type="button" value="Calendar"/>	DALLAS, TX <a href="#">Search</a>	<input type="checkbox"/>
	<input type="button" value="Calendar"/>	<input type="button" value="Calendar"/>	<input type="text"/> <a href="#">Search</a>	<input type="checkbox"/>
	<input type="button" value="Calendar"/>	<input type="button" value="Calendar"/>	<input type="text"/> <a href="#">Search</a>	<input type="checkbox"/>
	<input type="button" value="Calendar"/>	<input type="button" value="Calendar"/>	<input type="text"/> <a href="#">Search</a>	<input type="checkbox"/>
	<input type="button" value="Calendar"/>	<input type="button" value="Calendar"/>	<input type="text"/> <a href="#">Search</a>	<input type="checkbox"/>

# Expenses Screen



## Edit/Enter Expenses for Travel Authorization: NSAFS0051



### Quick Tip

Enter or edit expenses. Each line below displays a different expense. To edit expense details not displayed below, click the Details icon next to the expense description. To delete an expense, use the check box. Enter all expenses and changes and click Save. [more](#)

### Search Criteria

Expense Category (All Expenses)

Start Date

End Date

Current Allocation Method: By Date

Currency: U.S. Dollar

### For this Page you can:

[Display Express Expense Screen](#)

Expense Changes

All Lodging

Changes

Expense Entry		Customize Display					Add Rows	Prev 35	Next 35
Delete	Copy	Itemize	Date	Expense Description	Expense Category	Cost	Payment M		
<input type="checkbox"/>			09/28/2015	Airline Flight	COM. CARRIER	538.00	AGENCY CAF		
<input type="checkbox"/>			09/28/2015	Lodging	Lodging-PerDiem	113.00	GOVCC		
<input type="checkbox"/>			09/28/2015	M&IE	M&IE-PerDiem	53.25	OTHER		
<input type="checkbox"/>			09/28/2015	Check Baggage Fees	OTHER NON-TR	25.00	OTHER		
<input type="checkbox"/>			09/28/2015	TMC Transaction Fees	TRANSACTION FEES	27.19	AGENCY CAF		
<input type="checkbox"/>			09/28/2015	Taxi	Transport	50.00	OTHER		
<input type="checkbox"/>			09/29/2015	Lodging	Lodging-PerDiem	113.00	GOVCC		
<input type="checkbox"/>			09/29/2015	M&IE	M&IE-PerDiem	71.00	OTHER		
<input type="checkbox"/>			09/30/2015	Lodging	Lodging-PerDiem	113.00	GOVCC		
<input type="checkbox"/>			09/30/2015	M&IE	M&IE-PerDiem	71.00	OTHER		
<input type="checkbox"/>			10/01/2015	Lodging	Lodging-PerDiem	113.00	GOVCC		
<input type="checkbox"/>			10/01/2015	M&IE	M&IE-PerDiem	71.00	OTHER		

# Accounting



## Available Accounting Code for NSAFS0051



### Quick Tip

To select an account code, click the label link. To search by label, type some of the label in the field and click the Search button. To retrieve all account codes with the same label from all orgs, type the entire label and click the Retrieve button. [more](#)

For this Document you can:

**Add** New Accounting Code

**Back**

**Continue**

### Enter Search Criteria

Accounting Code

**Search**

**Retrieve**

### Master Accounting Code

Click Accounting Code Label to add to Document

Search Results

[Prev 20](#) [Next 20](#)

Organization	Label	Classification Code
H-20-01	<a href="#">General Travel FY13</a>	2013- 14- LTRNTRVP00- 06010000- 00000000- ----
H-20-01	<a href="#">General Travel FY13 - 10-01</a>	2013- 14- LTRNTRVP00- 10010000- 00000000- ----
H-20-01	<a href="#">General Travel FY13 - 20-01</a>	2013- 14- LTRNTRVP00- 20010000- 00000000- ----
H-20-01	<a href="#">General Travel FY14</a>	2014- 14- MTRNTRVP00- 06010000- 00000000- ----
H-20-01	<a href="#">General Travel FY14 - 10-01</a>	2014- 14- MTRNTRVP00- 10010000- 00000000- ----
H-20-01	<a href="#">General Travel FY14 - 20-01</a>	2014- 14- MTRNTRVP00- 20010000- 00000000- ----

### Accounting Code for NSAFS0051

Click an item to edit/delete it

Organization	Label	Default	Classification Code	Extended Code	Allocate Cost
H-20-01	General Travel FY15	<input checked="" type="radio"/>	2015- 14- NTRNTRVP00- 06010000- 00000000- ----	<a href="#">Extended</a>	<a href="#">Allocate</a>
H-20-01	General Travel FY16	<input type="radio"/>	2016- 14- PTRNTRVP00- 20010000- 00000000- ----	<a href="#">Extended</a>	<a href="#">Allocate</a>

Edit Delete

# Allocation Summary Screen



## Accounting Code Allocation Summary for NSAFS0051



### Quick Tip

Expenses can be allocated by percent, date, expense category / payment method, amount, or individual expense. [more](#)

For this Document you can:

**Close** Allocation Screen

Current Allocation Method: By Date

## Accounting Code Allocation Summary

### Breakdown By Expense Category

### Expense Level Allocation

### Document Level Allocation

### Expense Category Allocation Breakdown for 'General Travel FY15H-20-01'

Expense Category	Payment Method	Sponsor Type	Amount
COM. CARRIER	AGENCY CARD		538.00
Lodging-PerDiem	GOVCC		339.00
M&IE-PerDiem	OTHER		195.25
OTHER NON-TR	OTHER		25.00
RENTAL CAR	GOVCC		0.00
TRANSACTION FEES	AGENCY CARD		27.19
Transport	OTHER		50.00

### Breakdown by Expense Category

Expense Category	Payment Method	Sponsor Type	Allocate by Amount
COM. CARRIER	AGENCY CARD		<a href="#">538.00</a>
Lodging-PerDiem	GOVCC		<a href="#">452.00</a>
M&IE-PerDiem	OTHER		<a href="#">319.50</a>
OTHER NON-TR	OTHER		<a href="#">50.00</a>
RENTAL CAR	GOVCC		<a href="#">400.00</a>
TRANSACTION FEES	AGENCY CARD		<a href="#">27.19</a>
Transport	OTHER		<a href="#">165.00</a>

### Expense Category Allocation Breakdown for 'General Travel FY16H-20-01'

Expense Category	Payment Method	Sponsor Type	Amount
COM. CARRIER	AGENCY CARD		0.00
Lodging-PerDiem	GOVCC		113.00
M&IE-PerDiem	OTHER		124.25
OTHER NON-TR	OTHER		25.00
RENTAL CAR	GOVCC		400.00
TRANSACTION FEES	AGENCY CARD		0.00
Transport	OTHER		115.00

# Allocation – Expense Level



## Accounting Code Allocation Summary for NSAFS0051



### Quick Tip

Expenses can be allocated by percent, date, expense category / payment method, amount, or individual expense. [more](#)

For this Document you can:

**Close** Allocation Screen

Current Allocation Method: By Percent

### Accounting Code Allocation Summary

Breakdown By Expense Category

**Expense Level Allocation**

Document Level Allocation

#### Expense Level Allocation

Organization	Label	Date	Allocate By	Allocate By
H-20-01	General Travel FY15	*	<a href="#">Expense Category / Payment Method</a>	<a href="#">Expense</a>
H-20-01	General Travel FY16	*	<a href="#">Expense Category / Payment Method</a>	<a href="#">Expense</a>

# Allocate by Date



## Allocate By Date for NSAFS0051



### Quick Tip

Enter a begin date for each account label, or use the calendar icon to select one. The earliest expense date must be entered before the selections can be saved; cancel at any time without saving. [more](#)

Earliest Expense Date: 09/28/15

Organization	Label	Begin Date
H-20-01	General Travel FY15	<input type="text"/>
H-20-01	General Travel FY16	<input type="text"/>

For this Document you can:

**Save** Date Changes

**Cancel** Date Changes

## Allocate By Date for NSAFS0051



### Quick Tip

Enter a begin date for each account label, or use the calendar icon to select one. The earliest expense date must be entered before the selections can be saved; cancel at any time without saving. [more](#)

Earliest Expense Date: 09/28/15

Organization	Label	Begin Date
H-20-01	General Travel FY15	09/28/15
H-20-01	General Travel FY16	10/01/15

For this Document you can:

**Save** Date Changes

**Cancel** Date Changes

# Allocate by Expense



## Allocate By Expense for NSAFS0051



### Quick Tip

From the drop down list, select the appropriate account label for each listed expense. 'Save' each set of expenses before navigating to the next group. Select 'Done' to save your final changes and return to the master allocation screen. Cancel only undoes changes for the current screen. [more](#)

For this Document you can:

**Save** Expense Allocations

**Done** Save & Exit Allocations

**Cancel** Expense Allocations

### Expenses on Current Document

Click an expense to allocate to selected account

Date	Description	Pay Method	Sponsor Type	Amount	Organization/Label
09/28/15	Airline Flight	AGENCY CARD		538.00	H-20-01/General Travel FY15 ▾
09/28/15	Check Baggage Fees	OTHER		25.00	H-20-01/General Travel FY15 ▾
09/28/15	Lodging	GOVCC		113.00	H-20-01/General Travel FY15 ▾
09/28/15	M&IE	OTHER		53.25	H-20-01/General Travel FY15 ▾
09/28/15	Taxi	OTHER		50.00	H-20-01/General Travel FY15 ▾
09/28/15	TMC Transaction Fees	AGENCY CARD		27.19	H-20-01/General Travel FY15 ▾
09/29/15	Lodging	GOVCC		113.00	H-20-01/General Travel FY15 ▾
09/29/15	M&IE	OTHER		71.00	H-20-01/General Travel FY15 ▾
09/30/15	Lodging	GOVCC		113.00	H-20-01/General Travel FY15 ▾
09/30/15	M&IE	OTHER		71.00	H-20-01/General Travel FY15 ▾
10/01/15	Lodging	GOVCC		113.00	H-20-01/General Travel FY15 ▾
10/01/15	M&IE	OTHER		71.00	H-20-01/General Travel FY15 ▾
10/02/15	Check Baggage Fees	OTHER		25.00	H-20-01/General Travel FY15 ▾

# Allocate by Expense



## Allocate By Expense for NSAFS0051



### Quick Tip

From the drop down list, select the appropriate account label for each listed expense. 'Save' each set of expenses before navigating to the next group. Select 'Done' to save your final changes and return to the master allocation screen. Cancel only undoes changes for the current screen. [more](#)

For this Document you can:

**Save** Expense Allocations

**Done** Save & Exit Allocations

**Cancel** Expense Allocations

### Expenses on Current Document

Click an expense to allocate to selected account

Date	Description	Pay Method	Sponsor Type	Amount	Organization/Label
09/28/15	Airline Flight	AGENCY CARD		538.00	H-20-01/General Travel FY15 ▼
09/28/15	Check Baggage Fees	OTHER		25.00	H-20-01/General Travel FY15 ▼
09/28/15	Lodging	GOVCC		113.00	H-20-01/General Travel FY15 ▼
09/28/15	M&IE	OTHER		53.25	H-20-01/General Travel FY15 ▼
09/28/15	Taxi	OTHER		50.00	H-20-01/General Travel FY15 ▼
09/28/15	TMC Transaction Fees	AGENCY CARD		27.19	H-20-01/General Travel FY15 ▼
09/29/15	Lodging	GOVCC		113.00	H-20-01/General Travel FY15 ▼
09/29/15	M&IE	OTHER		71.00	H-20-01/General Travel FY15 ▼
09/30/15	Lodging	GOVCC		113.00	H-20-01/General Travel FY15 ▼
09/30/15	M&IE	OTHER		71.00	H-20-01/General Travel FY15 ▼
10/01/15	Lodging	GOVCC		113.00	H-20-01/General Travel FY16 ▼
10/01/15	M&IE	OTHER		71.00	H-20-01/General Travel FY16 ▼
10/02/15	Check Baggage Fees	OTHER		25.00	H-20-01/General Travel FY16 ▼
10/02/15	Gas-Rental/Govt Car	OTHER		65.00	H-20-01/General Travel FY16 ▼

# Allocation Summary Screen



## Accounting Code Allocation Summary for NSAFS0051



### Quick Tip

Expenses can be allocated by percent, date, expense category / payment method, amount, or individual expense. [more](#)

For this Document you can:

Allocation Screen

Current Allocation Method: By Date

### Accounting Code Allocation Summary

#### Breakdown By Expense Category

#### Expense Level Allocation

#### Document Level Allocation

#### Expense Category Allocation Breakdown for 'General Travel FY15H-20-01' Breakdown by Expense Category

Expense Category	Payment Method	Sponsor Type	Amount
COM. CARRIER	AGENCY CARD		538.00
Lodging-PerDiem	GOVCC		339.00
M&IE-PerDiem	OTHER		195.25
OTHER NON-TR	OTHER		25.00
RENTAL CAR	GOVCC		0.00
TRANSACTION FEES	AGENCY CARD		27.19
Transport	OTHER		50.00

Expense Category	Payment Method	Sponsor Type	Allocate by Amount
COM. CARRIER	AGENCY CARD		<a href="#">538.00</a>
Lodging-PerDiem	GOVCC		<a href="#">452.00</a>
M&IE-PerDiem	OTHER		<a href="#">319.50</a>
OTHER NON-TR	OTHER		<a href="#">50.00</a>
RENTAL CAR	GOVCC		<a href="#">400.00</a>
TRANSACTION FEES	AGENCY CARD		<a href="#">27.19</a>
Transport	OTHER		<a href="#">165.00</a>

#### Expense Category Allocation Breakdown for 'General Travel FY16H-20-01'

Expense Category	Payment Method	Sponsor Type	Amount
COM. CARRIER	AGENCY CARD		0.00
Lodging-PerDiem	GOVCC		113.00
M&IE-PerDiem	OTHER		124.25
OTHER NON-TR	OTHER		25.00
RENTAL CAR	GOVCC		400.00
TRANSACTION FEES	AGENCY CARD		0.00
Transport	OTHER		115.00

# Total Details Screen



## Total Details for NSAFS0051



### 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: 1,951.69

Computed Advance Authorized: 550.00

Advance Requested: 0.00

### Expense Category Details

Expense Category	Payment Method	Organization	Accounting Code Label	Amount
COM. CARRIER	AGENCY CARD	H-20-01	General Travel FY15	538.00
Lodging-PerDiem	GOVCC	H-20-01	General Travel FY15	339.00
M&IE-PerDiem	OTHER	H-20-01	General Travel FY15	195.25
OTHER NON-TR	OTHER	H-20-01	General Travel FY15	25.00
TRANSACTION FEES	AGENCY CARD	H-20-01	General Travel FY15	27.19
Transport	OTHER	H-20-01	General Travel FY15	50.00
Lodging-PerDiem	GOVCC	H-20-01	General Travel FY16	113.00
M&IE-PerDiem	OTHER	H-20-01	General Travel FY16	124.25
OTHER NON-TR	OTHER	H-20-01	General Travel FY16	25.00
RENTAL CAR	GOVCC	H-20-01	General Travel FY16	400.00
Transport	OTHER	H-20-01	General Travel FY16	115.00

### Expense Category Advance Details

Expense Category	Advance
M&IE-PerDiem	319.50
OTHER NON-TR	50.00
Transport	165.00

# Printed Document - ACCS



```

=====
7) ACCT CLASSIFICATIONS                                EST COST
General Travel FY15 - 2015-14-NTRNTRVP00-06010000-00000000--
---                                                    1,174.44
General Travel FY16 - 2016-14-PTRNTRVP00-20010000-00000000--
---                                                    777.25
=====

```

```

ACCT                                                    TRIP 1
-----
COM. CARRIER-2143                                     538.00
Lodging-PerDiem-2140                                  339.00
M&IE-PerDiem-2140                                     195.25
OTHER NON-TR-2140                                     25.00
TRANSACTION FEES-2143                                 27.19
Transport-2140                                        50.00
-----
General Travel FY15                                   1,174.44

```

Organization: H-20-01  
 2015-14-NTRNTRVP00-06010000-00000000-----

```

Lodging-PerDiem-2140                                  113.00
M&IE-PerDiem-2140                                     124.25
OTHER NON-TR-2140                                     25.00
RENTAL CAR-2140                                       400.00
Transport-2140                                        115.00
-----
General Travel FY16                                   777.25

```

Organization: H-20-01

# Pre-Audit Results Screen



## Pre-Audit Results for NSAFS0051



### Quick Tip

Click the Magnifying Glass icon to view detail comments for each audit process. [more](#)

For this Document you can:

Pre-Audit Results

Document Name: NSAFS0051

Type: TA

Traveler: Cropp, Tim

Status: PASS

### Pre-Audit Results

Audit Process	Status	Comments
ACCOUNT VALIDATION	PASS	
AMENDMENTS	PASS	
AMOUNT PAID TO TRAVELER	PASS	
APPROVAL BY TRAVELER	PASS	
DOC Amend to \$0	PASS	
DOC CONFERENCE VALIDATION	PASS	
DOC FY END PROCESSING		This document references NEXT FISCAL YEAR accounting or dates.
DOC FY END PROCESSING		This document refers to multiple fiscal years in either the trip dates or the ACCS distribution.
DOC FY END PROCESSING		This document may be conditionally approved, Subject to Availability of Funds (SAF). If you are sure that the current ACCS distribution is correct you can "Continue Stamping the Document". If not, you must "Cancel Pre-Audit Results".
DOC MILEAGE VALIDATION	PASS	
DOC PAA AD-HOC EXPENSES	PASS	

# Demonstration #2



- Scenario
  - Trip created for NEW FY in current FY

# Document Information Screen



## Document Information for PSAFS0001



### Quick Tip

Enter or edit the general document information. If this is a trip based document, click the Trip Information tab to edit/view the trip information. [Authorizations](#) [Vouchers](#) [LocalVouchers](#)

For this Document you can:

**Save** Changes to Document Information

Cancel

Back

Continue

Traveler Name: Tim Cropp

Document Information

Trip Information

Document Type TA

Document Name PSAFS0001

Report Date 10/01/2015

TA# PSAFS0001

Sponsored Travel

Currency U.S. Dollar

Type Code 1-SINGLE-DOMESTIC

Purpose Code 1-SITE VISIT

Document Description Conducting Training in Miami FL

Document Default Accounting Code General Travel FY16

Default Accounting Code Org H-20-01

# Document Information Screen



## Document Information for PSAFS0001



### Quick Tip

Enter or edit the general document information. If this is a trip based document, click the Trip Information tab to edit/view the trip information. [Authorizations](#) [Vouchers](#) [LocalVouchers](#)

### For this Document you can:

**Save** Changes to Document Information

Cancel

Back

Continue

Traveler Name: **Tim Cropp**

Document Information

**Trip Information**

Trip No 1

Begin Travel 10/05/2015 Depart  Depart Selection

End Travel 10/09/2015 Return  Return Selection

Trip Duration

Comments

PREPARED BY: therese.rubis@noaa.gov 301-444-1234

AUTHORIZED BUSINESS CALLS

Preset

## Itinerary Locations

Replace ALL lodging and M&IE information

[Create additional rows](#)

Delete	Arrival Date	Departure Date	Itinerary Location	Unlisted
	10/05/15	10/09/15	MIAMI,FL <a href="#">Search</a>	<input type="checkbox"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/> <a href="#">Search</a>	<input type="checkbox"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/> <a href="#">Search</a>	<input type="checkbox"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/> <a href="#">Search</a>	<input type="checkbox"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/> <a href="#">Search</a>	<input type="checkbox"/>

# Expenses Screen



## Edit/Enter Expenses for Travel Authorization: PSAFS0001



### Quick Tip

Enter or edit expenses. Each line below displays a different expense. To edit expense details not displayed below, click the Details icon next to the expense description. To delete an expense, use the check box. Enter all expenses and changes and click Save. [more](#)

### Search Criteria

Expense Category

Start Date

End Date

### For this Page you can:

- Expense Changes
- All Lodging
- Changes
- 

Current Allocation Method: By Amount Per Expense Category / Payment Method

Currency: U.S. Dollar

Expense Entry		Customize Display			Add Rows	Prev 35	Next 35
Delete	Copy	Itemize	Date	Expense Description	Expense Category	Cost	Payment Me
<input type="checkbox"/>			10/05/2015	Airline Flight	COM. CARRIER	250.00	AGENCY CAF
<input type="checkbox"/>			10/05/2015	Lodging	Lodging-PerDiem	105.00	GOVCC
<input type="checkbox"/>			10/05/2015	M&E	M&E-PerDiem	49.50	OTHER
<input type="checkbox"/>			10/05/2015	Rental Car	RENTAL CAR	500.00	GOVCC
<input type="checkbox"/>			10/05/2015	TMC Transaction Fees	TRANSACTION FEES	27.19	AGENCY CAF
<input type="checkbox"/>			10/05/2015	Gas-Rental/Govt Car	TRANSPORT	65.00	OTHER
<input type="checkbox"/>			10/05/2015	Taxi	Transport	100.00	OTHER
<input type="checkbox"/>			10/06/2015	Lodging	Lodging-PerDiem	105.00	GOVCC
<input type="checkbox"/>			10/06/2015	M&E	M&E-PerDiem	66.00	OTHER
<input type="checkbox"/>			10/07/2015	Lodging	Lodging-PerDiem	105.00	GOVCC
<input type="checkbox"/>			10/07/2015	M&E	M&E-PerDiem	66.00	OTHER
<input type="checkbox"/>			10/08/2015	Lodging	Lodging-PerDiem	105.00	GOVCC

# Other Authorizations Screen



## Other Authorizations for PSAFS0001



### Quick Tip

Select an Other Authorization from the Master List below to add to the Authorization. [more](#)

### Master List of Other Authorizations

[ACTUAL EXPENSE](#)  
[ANNUAL LEAVE OR NON-DUTY DAYS](#)  
[ATTENDANT TRAVELING WITH EMPLOYEE](#)  
[AUTHORIZED ATM ADVANCE NTE](#)  
[AUTHORIZED BUSINESS CALLS](#)  
[AUTHORIZED EXCESS BAGGAGE](#)  
[CONFERENCE ALLOWANCE](#)  
[ENDORSEMENT](#)  
[EXCESS BAGGAGE](#)  
[EXTRA AIR OR RAIL FARE](#)  
[GOVT-OWNED VEHICLE AVAILABLE](#)  
[GROUP AUTHORIZATION](#)  
[INTERNATIONAL CLEARANCE](#)  
[JUSTIFICATION FOR RENTAL CAR](#)  
[MEALS PROVIDED](#)  
[NON ECONOMY CAR AUTHORIZED](#)  
[NON-CONTRACT AIR FARE](#)  
[NOT LOWEST PRICE CONTRACT CARRIER](#)  
[OPERATIONAL FLIGHT](#)  
[OTHER \(See remarks below\)](#)  
[OTHER AUTHORIZATION](#)  
[OTHER PRIVATELY-OWNED VEHICLE](#)  
[PAID BY FOREIGN GOVERNMENT](#)  
[PAID BY NON-FEDERAL SOURCE](#)  
[PER DIEM LOCATION FOOTNOTES](#)  
[PERSONAL DEVIATION-ITINERARY/TRANS. MODE](#)  
[POV USE NOT ADVANTAGEOUS TO GOVERNMENT](#)  
[PRE-PAID EXPENSES AUTHORIZED](#)  
[PROFICIENCY FLIGHT](#)  
[RENTAL CAR EXCEPTION AUTHORIZED](#)  
[TEMPORARY SEA](#)  
[TEMPORARY SHORE](#)  
[TRAVEL CASH ADVANCE](#)

### Other Authorizations

[AUTHORIZED COM. CARR PURCH W/ FY16 FUNDS](#)

## Other Authorization Remarks



### Quick Tip

Add or update remarks for the Other Authorization. [more](#)

### AUTHORIZED COM. CARR PURCH W/ FY16 FUNDS

Remarks

# Accounting Screen



## Accounting Code for PSAFS0001

Click an item to edit/delete it

Organization	Label	Default	Classification Code	Extended Code
H-20-01	General Travel FY16	<input checked="" type="radio"/>	2016- 14- PTRNTRVP00- 06010000- 00000000- - - - -	<a href="#">Extended</a>
Edit  Delete				

## Accounting Code for PSAFS0001

Click an item to edit/delete it

Organization	Label	Default	Classification Code	Extended Code	Allocate Cost
H-20-01	General Travel FY15	<input type="radio"/>	2015- 14- NTRNTRVP00- 20010000- 00000000- - - - -	<a href="#">Extended</a>	<a href="#">Allocate</a>
H-20-01	General Travel FY16	<input checked="" type="radio"/>	2016- 14- PTRNTRVP00- 06010000- 00000000- - - - -	<a href="#">Extended</a>	<a href="#">Allocate</a>
Edit  Delete					

# Allocation Summary Screen



## Accounting Code Allocation Summary for PSAFS0001



### Quick Tip

Expenses can be allocated by percent, date, expense category / payment method, amount, or individual expense. [more](#)

For this Document you can:

Allocation Screen

Current Allocation Method: By Individual Expenses

## Accounting Code Allocation Summary

### Breakdown By Expense Category

### Expense Level Allocation

### Document Level Allocation

### Expense Category Allocation Breakdown for 'General Travel FY15H-20-01'

### Breakdown by Expense Category

Expense Category	Payment Method	Sponsor Type	Amount
COM. CARRIER	AGENCY CARD		0.00
Lodging-PerDiem	GOVCC		0.00
M&IE-PerDiem	OTHER		0.00
RENTAL CAR	GOVCC		0.00
TRANSACTION FEES	AGENCY CARD		0.00
Transport	OTHER		0.00

Expense Category	Payment Method	Sponsor Type	Allocate by Amount
COM. CARRIER	AGENCY CARD		<a href="#">250.00</a>
Lodging-PerDiem	GOVCC		<a href="#">420.00</a>
M&IE-PerDiem	OTHER		<a href="#">297.00</a>
RENTAL CAR	GOVCC		<a href="#">500.00</a>
TRANSACTION FEES	AGENCY CARD		<a href="#">27.19</a>
Transport	OTHER		<a href="#">165.00</a>

### Expense Category Allocation Breakdown for 'General Travel FY16H-20-01'

Expense Category	Payment Method	Sponsor Type	Amount
COM. CARRIER	AGENCY CARD		250.00
Lodging-PerDiem	GOVCC		420.00
M&IE-PerDiem	OTHER		297.00
RENTAL CAR	GOVCC		500.00
TRANSACTION FEES	AGENCY CARD		27.19
Transport	OTHER		165.00

# Allocate by Expense Category



## Allocate By Amount per Expense Category / Payment Method for PSAFS0001



### Quick Tip

For each expense category / payment method, divide the total amount among the selected account labels. Cycle through the expense categories / payment methods using the links below. All entries must balance before saving; cancel at any time without saving. [more](#)

Expense Category: COM. CARRIER Payment Method: AGENCY CARD Total Amount: 250.00

Organization	Label	Amount
H-20-01	General Travel FY15	<input type="text" value="0.00"/>
H-20-01	General Travel FY16	<input type="text" value="250.00"/>

For this Document you can:

<b>Save</b>	Amount Changes
<b>Done</b>	Save & Exit Amount Changes
<b>Cancel</b>	Amount Changes

### Breakdown by Expense Category / Payment Method

Expense Category	Payment Method	Sponsor Type	Amount Allocated
COM. CARRIER	AGENCY CARD		<a href="#">250.00</a>
Lodging-PerDiem	GOVCC		<a href="#">420.00</a>
M&IE-PerDiem	OTHER		<a href="#">297.00</a>
RENTAL CAR	GOVCC		<a href="#">500.00</a>
TRANSACTION FEES	AGENCY CARD		<a href="#">27.19</a>
Transport	OTHER		<a href="#">165.00</a>

## Allocate By Amount per Expense Category / Payment Method for PSAFS0001



### Quick Tip

For each expense category / payment method, divide the total amount among the selected account labels. Cycle through the expense categories / payment methods using the links below. All entries must balance before saving; cancel at any time without saving. [more](#)

Expense Category: COM. CARRIER Payment Method: AGENCY CARD Total Amount: 250.00

Organization	Label	Amount
H-20-01	General Travel FY15	<input type="text" value="250.00"/>
H-20-01	General Travel FY16	<input type="text" value="0"/>

For this Document you can:

<b>Save</b>	Amount Changes
<b>Done</b>	Save & Exit Amount Changes
<b>Cancel</b>	Amount Changes

### Breakdown by Expense Category / Payment Method

Expense Category	Payment Method	Sponsor Type	Amount Allocated
COM. CARRIER	AGENCY CARD		<a href="#">250.00</a>
Lodging-PerDiem	GOVCC		<a href="#">420.00</a>
M&IE-PerDiem	OTHER		<a href="#">297.00</a>
RENTAL CAR	GOVCC		<a href="#">500.00</a>
TRANSACTION FEES	AGENCY CARD		<a href="#">27.19</a>
Transport	OTHER		<a href="#">165.00</a>

# Allocation Summary Screen



## Accounting Code Allocation Summary for PSAFS0001



### Quick Tip

Expenses can be allocated by percent, date, expense category / payment method, amount, or individual expense. [more](#)

For this Document you can:

Allocation Screen

Current Allocation Method: By Amount Per Expense Category / Payment Method

### Accounting Code Allocation Summary

Breakdown By Expense Category

Expense Level Allocation

Document Level Allocation

#### Expense Category Allocation Breakdown for 'General Travel FY15H-20-01'

#### Breakdown by Expense Category

Expense Category	Payment Method	Sponsor Type	Amount
COM. CARRIER	AGENCY CARD		250.00
Lodging-PerDiem	GOVCC		0.00
M&IE-PerDiem	OTHER		0.00
RENTAL CAR	GOVCC		0.00
TRANSACTION FEES	AGENCY CARD		27.19
Transport	OTHER		0.00

Expense Category	Payment Method	Sponsor Type	Allocate by Amount
COM. CARRIER	AGENCY CARD		<a href="#">250.00</a>
Lodging-PerDiem	GOVCC		<a href="#">420.00</a>
M&IE-PerDiem	OTHER		<a href="#">297.00</a>
RENTAL CAR	GOVCC		<a href="#">500.00</a>
TRANSACTION FEES	AGENCY CARD		<a href="#">27.19</a>
Transport	OTHER		<a href="#">165.00</a>

#### Expense Category Allocation Breakdown for 'General Travel FY16H-20-01'

Expense Category	Payment Method	Sponsor Type	Amount
COM. CARRIER	AGENCY CARD		0.00
Lodging-PerDiem	GOVCC		420.00
M&IE-PerDiem	OTHER		297.00
RENTAL CAR	GOVCC		500.00
TRANSACTION FEES	AGENCY CARD		0.00
Transport	OTHER		165.00

# Total Details Screen



## Total Details for PSAFS0001



### 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: 1,659.19

Computed Advance Authorized: 500.00

Advance Requested: 0.00

### Expense Category Details

Expense Category	Payment Method	Organization	Accounting Code Label	Amount
COM. CARRIER	AGENCY CARD	H-20-01	General Travel FY15	250.00
TRANSACTION FEES	AGENCY CARD	H-20-01	General Travel FY15	27.19
Lodging-PerDiem	GOVCC	H-20-01	General Travel FY16	420.00
M&IE-PerDiem	OTHER	H-20-01	General Travel FY16	297.00
RENTAL CAR	GOVCC	H-20-01	General Travel FY16	500.00
Transport	OTHER	H-20-01	General Travel FY16	165.00

### Expense Category Advance Details

Expense Category	Advance
M&IE-PerDiem	297.00
Transport	165.00

# Printed Copy ACCS



```
=====
7) ACCT CLASSIFICATIONS                                EST COST
General Travel FY15 - 2015-14-NTRNTRVP00-20010000-00000000--
---                                                    277.19
General Travel FY16 - 2016-14-PTRNTRVP00-06010000-00000000--
---                                                    1,382.00
=====
```

```
ACCT                                                    TRIP 1
-----
COM. CARRIER-2143                                     250.00
TRANSACTION FEES-2143                                 27.19
-----
General Travel FY15                                   277.19

Organization: H-20-01
2015-14-NTRNTRVP00-20010000-00000000-----

Lodging-PerDiem-2140                                  420.00
M&IE-PerDiem-2140                                    297.00
RENTAL CAR-2140                                       500.00
Transport-2140                                        165.00
-----
General Travel FY16                                   1,382.00

Organization: H-20-01
```

# Pre-Audit Results Screen



## Pre-Audit Results for PSAFS0001



### Quick Tip

Click the Magnifying Glass icon to view detail comments for each audit process. [more](#)

For this Document you can:

**Close**

Pre-Audit Results

**Document Name:** PSAFS0001

**Type:** TA

**Traveler:** Cropp, Tim

**Status:** PASS

### Pre-Audit Results

Audit Process	Status	Comments
ACCOUNT VALIDATION	PASS	
AMENDMENTS	PASS	
AMOUNT PAID TO TRAVELER	PASS	
APPROVAL BY TRAVELER	PASS	
DOC Amend to \$0	PASS	
DOC CONFERENCE VALIDATION	PASS	
DOC FY END PROCESSING		This document references NEXT FISCAL YEAR accounting or dates.
DOC FY END PROCESSING		This document refers to multiple fiscal years in either the trip dates or the ACCS distribution.
DOC FY END PROCESSING		The FY of the ACCS does not coincide with the trip dates.
DOC FY END PROCESSING		This document may be conditionally approved, Subject to Availability of Funds (SAF). If you are sure that the current ACCS distribution is correct you can "Continue Stamping the Document". If not, you must "Cancel Pre-Audit Results".
DOC MILEAGE VALIDATION	PASS	



**NOAA** NATIONAL OCEANIC AND  
ATMOSPHERIC ADMINISTRATION  
UNITED STATES DEPARTMENT OF COMMERCE

# Integrated Travel Manager (ITM) Fiscal Year End Subject to Availability of Funds (SAF) Processing

FY2014 - July