Exercise #7a: Travel Authorization (Conference Lodging Allowance/Leave)

Objectives:

- Create a travel authorization where conference lodging is allowed
- Understand the Conference Screen
- Understand how to indicate Annual Leave

Notes: *This exercise covers how to create an authorization for a government sponsored conference using the conference lodging allowance.*

It also covers how to incorporate annual leave or non-duty days in conjunction with official travel. No lodging and M&IE allowances are paid on days when annual/non-duty leave exceeds 4 hours.

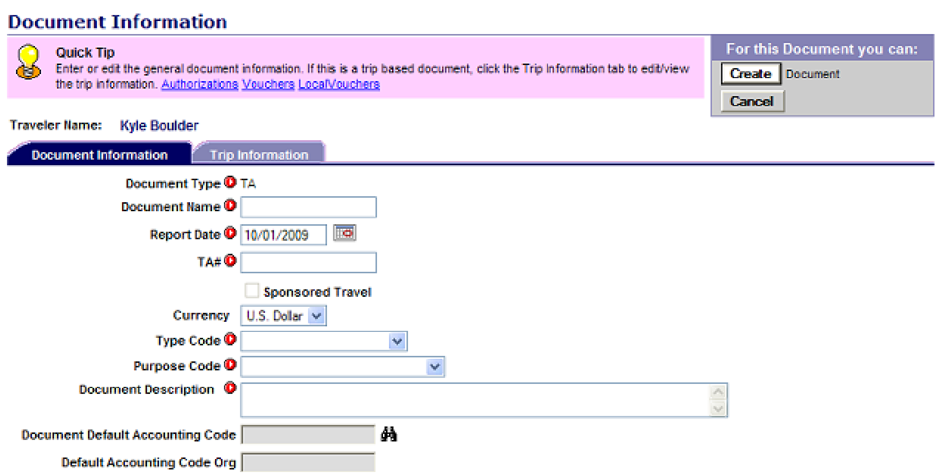
Instructions: Execute the following steps:

You have been instructed to attend the OAR/ESRL sponsored annual conference in Boulder, CO on May 13th & 14th. You have decided to take 8 hours of annual leave May 15th and travel back on the 17th. Your authorization will need to include the following costs:

Estimated Expenses
$425.00 = Round-trip air fare
$23.01 = Transaction Fee
$100 = Taxi Fare
$50 = Hotel Tax

Lodging/M&IE Expenses
The estimated lodging for each night of the conference is $105, not to exceed 115% of the maximum lodging rate for Boulder, CO as designed by the OAR/ESRL Conference allowance.

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

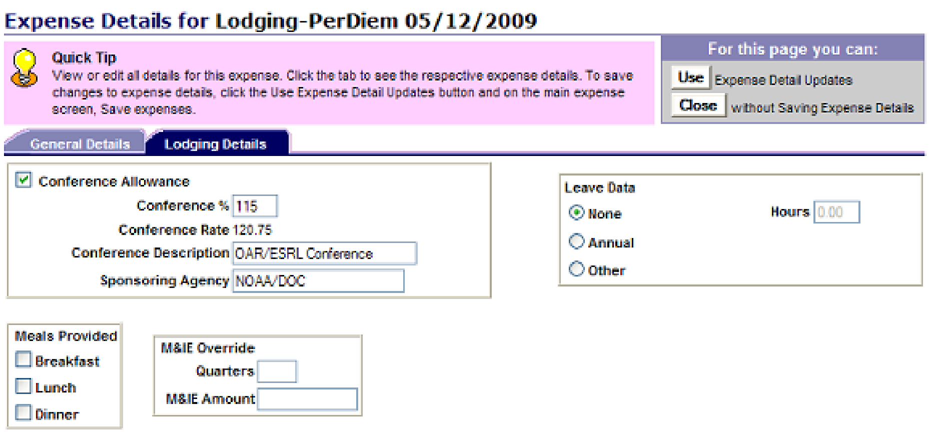
Step	Action
2	The ***New Document*** screen appears. For a **Traveler**, the information for the Vendor Number and Traveler name will automatically fill in.  ➤ Click on the **Document Type** drop-down listing and select ***TA*** ➤ Click the **Create** *(this Document)* button
3	The ***Document Information*** 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** = ***5-REPORTABLE CONFERENCE*** ➤ **Document Description** = ***Attending OAR/ESRL Annual Conference in Boulder, CO.***

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** = ***5/12/##*** ➢ **Depart** = ***RES*** ➢ **End Travel** = ***5/17/##*** ➢ **Return** = ***RES*** ➢ **Comments = *Leave taken 15th-17th.***
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. Boulder, CO) ➢ 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.
5	Enter the following information on the ***Edit/Enter Expenses*** screen: Airline Flight Traveler $425.00 (Class = Y) TMC Transaction Fee $23.01 Hotel Tax $50.00 Taxi $100.00 ➢ Click the Save *(Expense Changes)* button when completed

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>5a</td><td>

To enter the actual lodging cost information, click on the **Show Expense Details** icon on the first line of lodging expenses. This will bring up a new window.

- Enter ***115*** in the **Expense Cost** field
- Click the ***Lodging Details*** tab
- Click the ***Conference Allowance*** checkbox
- Enter ***115%*** in the **Conference%** field
- Enter ***OAR/ESRL Conference*** in the **Conference Description** field
- Enter ***OAR/DOC*** in the **Sponsoring Agency** field
- Click Use *(Expense Detail Updates)*

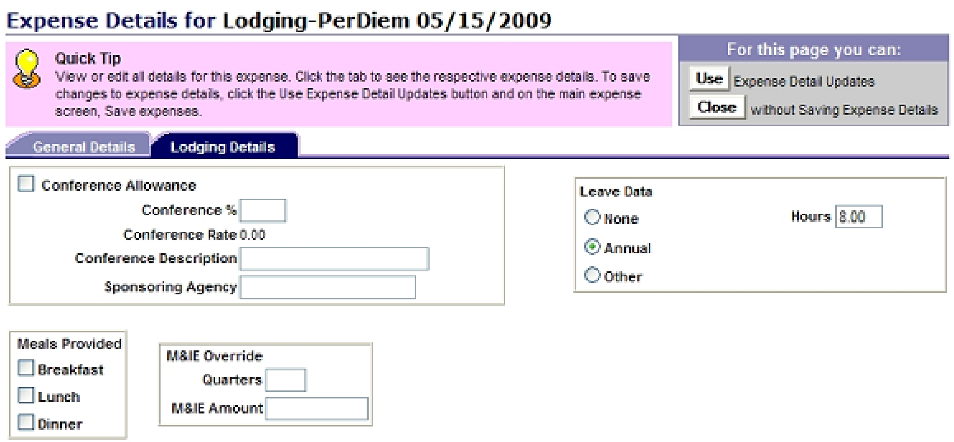


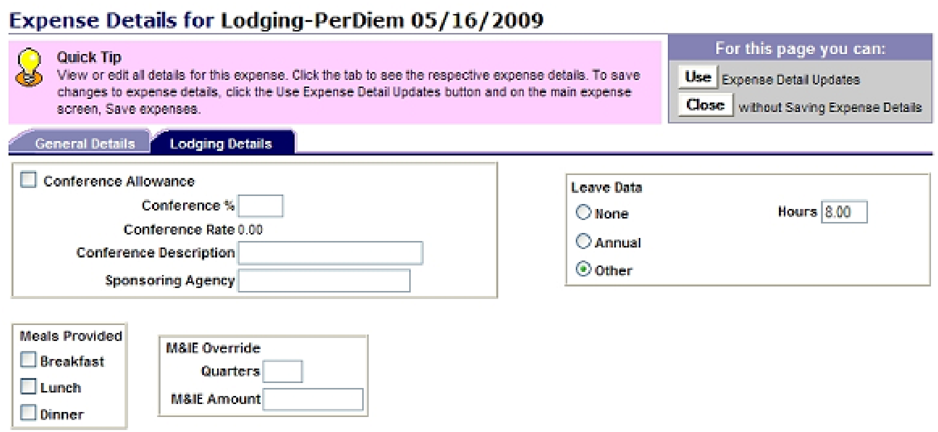
</td></tr>
<tr><td>5b</td><td>

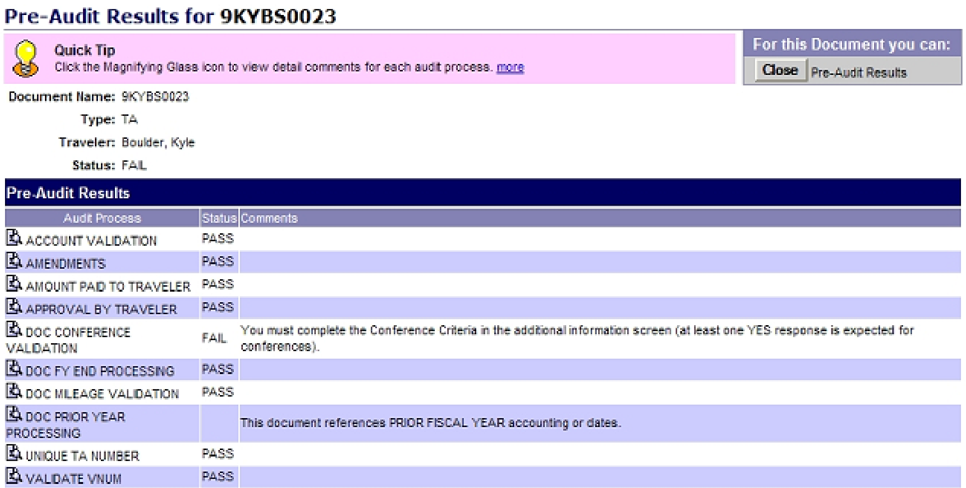
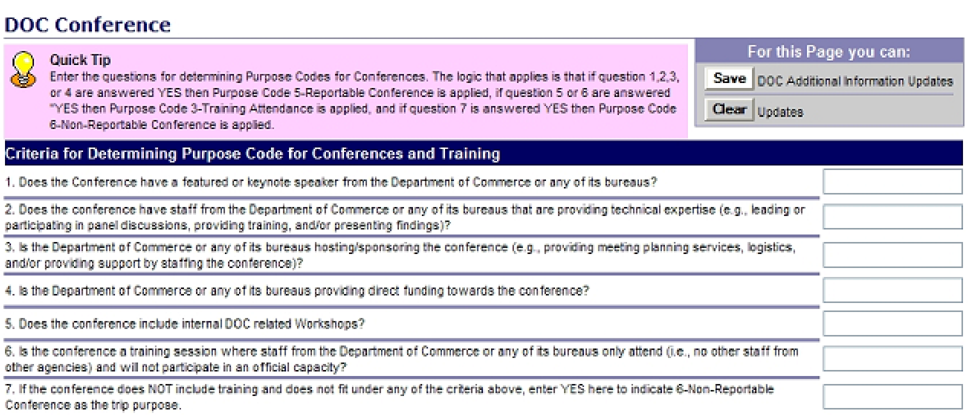
On the ***Enter/Edit Expenses*** page scroll to the right and in the same line you just added the actual expense

- Enter ***5/14/##*** in the **Copy Through** field
- Click the Save *(Expense Changes)* button when completed

</td></tr>
</table>

Step	Action
5c	To enter the annual leave information, click on the **Show Expense Details** icon on the line of the date you will be taking annual leave. This will bring up a new window. ➢ Click the ***Lodging Details*** tab ➢ Click the ***Annual*** radio button in the ***Leave Data area*** ➢ Enter/Verify ***8*** in the **Hours** field in the ***Leave Data area*** ➢ Click Use *(Expense Detail Updates)* 

Step	Action
5d	To enter leave being taken on a weekend, click on the **Show Expense Details** icon on the line of the date(s) you will designated “Other Leave”, so you will not receive Lodging or M&IE: ➢ Click the ***Lodging Details*** tab ➢ Click the ***Other*** radio button in the ***Leave Data area*** ➢ Enter/Verify ***8*** in the **Hours** field in the ***Leave Data area*** ➢ Click Use *(Expense Detail Updates)*  ➢ Click the Save *(Expense Changes)* button when completed
	Note: *Upon saving your data, your lodging and M&IE amounts should be zero.*
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
7	Click on Totals in the ***Document Toolbar*** to open up the ***Total Details*** screen ➢ Verify the totals
8	Click on Preview Document in the ***Document Toolbar*** to have a new window open with the print preview of your travel document.

Step	Action
9	Click on Perform Pre-Audits in the ***Document Toolbar*** to open up the ***Pre-Audit Results*** screen.
	
	Note: *The system will fail your results if the Conference screen has not been filled out. The Conference screen must be filled out if using 5-Reportable Conference or 6-Non-Reportable Conference selections for the purpose of the trip.*
10	Click on DOC Conference in the ***Document Toolbar*** to open up the ***DOC Conference*** screen.
	
	Note: *At least one field must be filled in with a YES. Multiple fields can have YES answers. Depending upon your answer to the questions, the system will determine whether or not if the purpose chosen was correct. If it is not, the system will automatically change the purpose type to the correct one based on your answer(s).*

Screenshot 1 (Pre-Audit Results):

Pre-Audit Results for 9KYBS0023

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: 9KYBS0023
Type: TA
Traveler: Boulder, Kyle
Status: FAIL

Pre-Audit Results

Audit Process	Status	Comments
ACCOUNT VALIDATION	PASS	
AMENDMENTS	PASS	
AMOUNT PAID TO TRAVELER	PASS	
APPROVAL BY TRAVELER	PASS	
DOC CONFERENCE VALIDATION	FAIL	You must complete the Conference Criteria in the additional information screen (at least one YES response is expected for conferences).
DOC FY END PROCESSING	PASS	
DOC MILEAGE VALIDATION	PASS	
DOC PRIOR YEAR PROCESSING		This document references PRIOR FISCAL YEAR accounting or dates.
UNIQUE TA NUMBER	PASS	
VALIDATE VNUM	PASS	

Screenshot 2 (DOC Conference):

DOC Conference

Quick Tip
Enter the questions for determining Purpose Codes for Conferences. The logic that applies is that if question 1,2,3, or 4 are answered YES then Purpose Code 5-Reportable Conference is applied, if question 5 or 6 are answered "YES then Purpose Code 3-Training Attendance is applied, and if question 7 is answered YES then Purpose Code 6-Non-Reportable Conference is applied.

For this Page you can: Save DOC Additional Information Updates; Clear Updates

Criteria for Determining Purpose Code for Conferences and Training

1. Does the Conference have a featured or keynote speaker from the Department of Commerce or any of its bureaus?
2. Does the conference have staff from the Department of Commerce or any of its bureaus that are providing technical expertise (e.g., leading or participating in panel discussions, providing training, and/or presenting findings)?
3. Is the Department of Commerce or any of its bureaus hosting/sponsoring the conference (e.g., providing meeting planning services, logistics, and/or providing support by staffing the conference)?
4. Is the Department of Commerce or any of its bureaus providing direct funding towards the conference?
5. Does the conference include internal DOC related Workshops?
6. Is the conference a training session where staff from the Department of Commerce or any of its bureaus only attend (i.e., no other staff from other agencies) and will not participate in an official capacity?
7. If the conference does NOT include training and does not fit under any of the criteria above, enter YES here to indicate 6-Non-Reportable Conference as the trip purpose.

Step	Action
10a	Enter the following: 1. YES 2. YES 3. YES ➢ Click Save *(DOC Additional Information Updates)*
11	Click on Perform Pre-Audits in the ***Document Toolbar*** to open up the ***Pre-Audit Results*** screen. ➢ Verify the document now has a status of PASS
12	➢ Stamp the document SIGNED The ***Pre-Audit Results for Document #*** screen appears. ➢ Verify the document status is PASS ➢ Click the Continue *(Stamping the Document)* button 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 toward the bottom stating and email has been sent to "email address".
Note: *For <u>TRAINING PURPOSES ONLY</u> – the routing/approval/DATALINK process can not be completed in the training environment. To be able to create a voucher from authorization in the training environment, the status must be set to "Complete."*	
15a	From the ***Home*** screen click on the **Open Document** icon which will take you to the ***Open Document Signature*** screen. ➢ Enter your ***Signature PIN*** ➢ Click the Sign *(to Review Document)* button
15b	The ***Document Summary*** screen appears. ➢ Click Document Status in the ***Document Toolbar*** to open up the ***Status*** screen.

Step	Action
15c	The ***Status*** screen appears. ➢ Change the status to **Completed** ➢ Enter your ***Signature PIN*** ➢ Enter your ***Remarks*** ➢ Check the checkbox ***Stamp Without Adjustment*** ➢ Click the Stamp *(and Submit Document)* button The ***Pre-Audit Results for Document #*** screen appears. ➢ Verify the document status is PASS ➢ Click the Continue *(Stamping the Document)* button You will be taken back to the ***Home*** screen.
	Notes: *A preparer in PRODUCTION should NOT set any authorization with the status of completed. This step is only for training purposes.* *A preparer should only open the document up using their Signature PIN is if they are doing an adjustment or amendment. Otherwise the preparer should only use the GET button. That will bring the document up in VIEW ONLY mode.*