



# NOAA CBS

## INTEGRATED TRAVEL MANAGER DISPATCH #6

### Reclaims

### Updated June 2015

#### When is a Reclaim Necessary?

Once a voucher has been stamped DATA LINK, it becomes locked and can **no longer** be adjusted. A reclaim voucher is used to claim additional travel expenses not previously claimed or to reclaim and justify an expense that was previously disallowed on the original voucher by the Finance Office.

- Reclaims **should not** be treated as “replacement” vouchers. If the original voucher has already data linked to CFS and changes are necessary, users should contact their servicing Finance Office for guidance.
- If the original voucher hasn't been approved, changes (adjustments) can be made to the voucher which may eliminate the need for a reclaim.

#### How Do I Create a Reclaim?

There are two ways to create a reclaim, and how that reclaim is created will depend on whether it is being processed against a legacy ITM 8.2 Govt Vch or an ITM 9.0 TV.

- If the original Travel Voucher is a Govt Vch, then the reclaim is created using the same document type.
- If the original Travel Voucher is a TV, then the reclaim is created using the document type of Reclaim.

#### How do I create a reclaim using the Document Type Govt Vch?

If the original Travel Voucher was a Govt Vch, the reclaim will need to be created using the same document type.

- Click on Create Document.
- Enter the VNum or Traveler Name and hit Tab.
- From the Document Type drop-down, select Govt Vch from Govt Auth, and then click on the Create this Document button.
- From the Document List, select the Govt Auth to reclaim against; this will create the Govt Vch based on the expenses on the authorization.
- The Document Name field will default to the TA Num, at the end of the default document name, type in a suffix of R or R1, R2 to make it unique.
- Since the system does not make the Type Code of Reclaim available until after the document has been created, select the Type Code for

the original trip (i.e., 1-Single Domestic, 2-Single Foreign, etc.), then click the Create Document button.

- Once the document has been created, select the Type Code of Reclaim and then click on Save Changes to Document Information button.
- Remove any expenses that were claimed and/or paid on the original voucher.
- Add only those expenses that have not been claimed and/or paid
- Apply the appropriate status stamp to the document.

### How do I create a reclaim using the Document Type of Reclaim?

If the original Travel Voucher was a TV (Travel Voucher), the reclaim will need to be created using the Reclaim document type. The Reclaim document type requires the user to know the TA Num, the Purpose code, and the trip dates of the original TV.

- Click on Create Document.
- Enter the VNum or Traveler Name and hit Tab.
- From the Document Type drop-down, select Reclaim, and then click on the Create this Document button.
- In the Document Name field, enter the TA Number followed by a hyphen (-) then the letter "R" and a sequential number (i.e., NAN2S0001-R1).
- In the TA Num field, enter the TA Number.
- From the Type code drop down, select Reclaim.
- From the Purpose Code drop-down, select the appropriate purpose code of the original TV.
- Click on the Trip Information tab.
- Enter the following information:
  - Begin Travel Date
  - Select the Depart Selection from the drop-down
  - End Travel Date
  - Select the Return Selection from the drop-down.
- Click on the Create Document button.
- **If the document name does not follow the naming convention, the pre-audit will FAIL and the Preparer will need to delete the document and create a new one.** Therefore, if unsure whether the document name is proper, Preparers may choose to run the pre-audits before adding expenses to any travel document.

- Click on the Expenses link and add only those expenses that have not been claimed and/or paid.
  - Note: To reclaim Lodging and/or MIE, select the expense(s) of Reclaim Lodging or Reclaim M&IE.
- Apply the appropriate status stamp to the document.