

Extras #18: TA for Ship bound Personnel or Traveler with 1 Night Stay

- Objectives:**
- Create a Travel Authorization that shows an individual who will be aboard a ship.

Notes:

By selecting a vessel location, the system will automatically reduce per diem down to the current incidental rate. However, you will need to “override” the system generated M&IE for your travel days.

NTR 301-11.101(b)(iv) states, “You are entitled to the origin M&IE rate when en-route to and from the ship. Origin is defined as the place (permanent duty station or residence) where travel begins.”

Instructions: Execute the following steps:

You’ve been asked to report to the NOAA Ship THOMAS JEFFERSON leaving Norfolk for a tour of duty of a month. You will be leaving your residence of Charlotte, NC (M&IE = \$51.00).

The assumption is that the traveler will be spending one night in Norfolk before reporting directly to the ship and meals will be provided when on board.

Estimated Expenses

\$699.00 = Round-trip air fare

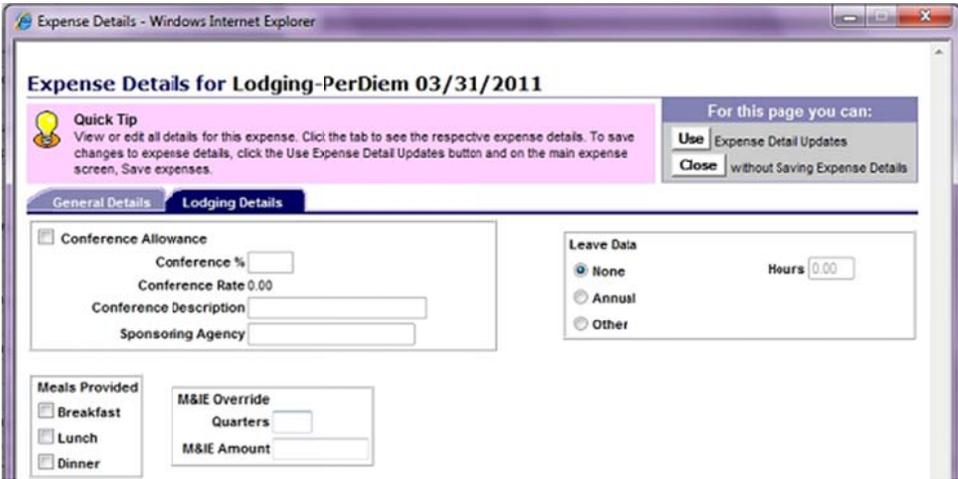
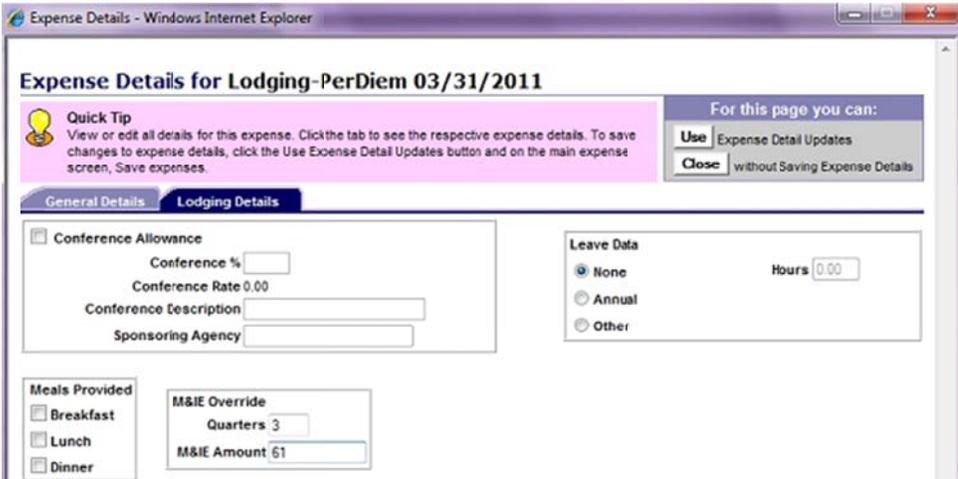
\$25.43 = Transaction Fee

\$150 = Taxi Fare

Step	Action
1	From the Home screen: <ul style="list-style-type: none"> ➤ Click Create New Document from the Document Toolbar
2	The New Document screen appears. <ul style="list-style-type: none"> ➤ Click on the Lookup icon  by either the VNum or Traveler Name field ➤ Click on the VNum to select your traveler. ➤ Click on the Document Type drop-down listing and select TA ➤ Click the Create (<i>this Document</i>) button

Step	Action																				
3	<p>The Document Information screen appears with the Document Information 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>1-SINGLE-DOMESTIC</i> ➤ Purpose Code = <i>9-OTHER</i> ➤ Document Description = <i>Reporting for 30-day duty on Thomas Jefferson for fisheries study. One night lodging for Norfolk while ship finished being ready.</i> 																				
4a	<p>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.</p> <p>Enter the following information in the top part of the screen:</p> <ul style="list-style-type: none"> ➤ Begin Travel = <i>03/01/##</i> ➤ Depart = <i>RES</i> ➤ End Travel = <i>03/31/##</i> ➤ Return = <i>RES</i> ➤ Comments = <i>{Click on the Preset button}</i> 																				
4b	<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 Itinerary Location field.</p> <div data-bbox="284 1255 1380 1375" 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" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Arrival Date</th> <th style="width: 15%;">Departure Date</th> <th style="width: 50%;">Itinerary Location</th> <th style="width: 10%;">Unlisted</th> </tr> </thead> <tbody> <tr> <td>03/01/11</td> <td>03/31/11</td> <td><input type="text"/> Search </td> <td><input type="checkbox"/></td> </tr> </tbody> </table> </div> <ul style="list-style-type: none"> ➤ 1st Departure Date = <i>03/02/##</i> ➤ 1st Location = <i>Norfolk, VA</i> ➤ 2nd Location = <i>Government Vessel, VA</i> <div data-bbox="284 1558 1380 1711" 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" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Arrival Date</th> <th style="width: 15%;">Departure Date</th> <th style="width: 50%;">Itinerary Location</th> <th style="width: 10%;">Unlisted</th> </tr> </thead> <tbody> <tr> <td>03/01/11</td> <td>03/02/11</td> <td>NORFOLK,VA Search </td> <td><input type="checkbox"/></td> </tr> <tr> <td>03/02/11</td> <td>03/31/11</td> <td>*GOVERNMENT VESSEL, VA Search </td> <td><input type="checkbox"/></td> </tr> </tbody> </table> </div> <ul style="list-style-type: none"> ➤ Click Create (Document) button <p style="background-color: yellow; padding: 5px;">Note: If you are unable to find a “Government Vessel” location, you may email clientservices@noaa.gov to request that it be added to the system.</p>	Arrival Date	Departure Date	Itinerary Location	Unlisted	03/01/11	03/31/11	<input type="text"/> Search	<input type="checkbox"/>	Arrival Date	Departure Date	Itinerary Location	Unlisted	03/01/11	03/02/11	NORFOLK,VA Search	<input type="checkbox"/>	03/02/11	03/31/11	*GOVERNMENT VESSEL, VA Search	<input type="checkbox"/>
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Step	Action
4c	<p>The Document Information screen still appears but the Document Toolbar now has different options available. It will also show your Document Name & TA#.</p> <p>➤ Click on Expenses in the Document Toolbar to bring up the Edit/Enter Expenses screen.</p>
5	<p>The Edit/Enter Expenses screen appears with default lodging and M&IE for a Government vessel (i.e. \$0 lodging/\$5 M&IE) for the days on the ship:</p>  <p>The first day will reflect a lodging cost for staying in Norfolk and travel M&IE.</p>

Step	Action
5a	<p>To enter the correct M&IE information for the last day of the trip, click on the Show Expense Details  icon on the last line of lodging expenses. This will bring up a new window.</p> <p>➤ Click the <i>Lodging Details</i> tab</p>  <p>➤ In the M&IE Override Box, enter the <i>Quarter</i> (i.e. 3) and <i>M&IE Amount</i> (i.e. 61.00)</p> <p>➤ Click Use</p>  <p>➤ Click the Save (<i>Expense Changes</i>) button</p>

Step	Action
5b	<p>Enter the rest of the expenses:</p> <p>\$699.00 = Round-trip air fare \$25.43 = Transaction Fee \$150 = Taxi Fare</p> <p>➤ Click the Save (<i>Expense Changes</i>) button when finished</p>
6	<p>Click on Accounting in the <i>Document Toolbar</i> to open up the <i>Available Accounting Code</i> screen. Make any necessary changes to the accounting code.</p>
7	<p>Click on Totals in the <i>Document Toolbar</i> to open up the <i>Total Details</i> screen.</p>
8	<p>Click on Preview Document in the <i>Document Toolbar</i> to have a new window open with the print preview of your travel document.</p>
9	<p>Click on Perform Pre-Audits in the <i>Document Toolbar</i> to open up the <i>Pre-Audit Results</i> screen.</p>
10	<p>➤ Stamp the document SIGNED</p> <p>The <i>Pre-Audit Results for Document #</i> screen appears.</p> <p>➤ Verify the document status is PASS</p> <p>➤ Click the Continue (<i>Stamping the Document</i>) button</p> <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 <i>Home</i> 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>