

Extras #20: Travel Authorization (Evacuation Travel)

Objectives:

- Understand how to create authorization when evacuation orders have been issued.

Notes: NOAA Travel Regulations 301-32.1 thru 301-32.8 go through the specifics on what's allowed and for how long for a mandatory evacuation.

Approving officials must determine if a standard per diem rate is applicable or if the locality per diem rate is applicable for the safe haven, and specify such on the travel authorization. Per diem shall begin to be paid on the date following arrival and may continue until terminated. Per diem will be computed as follows:

(a) The applicable maximum per diem rate shall be computed using the lodgings-plus system for the employee and each dependent that is age 12 years or older. For each dependent under 12 years of age, the per diem rate is one-half of the applicable per diem rate for employees or dependents who are age 12 or older. These maximum rates may be paid for a period not to exceed the first 30 days of evacuation.

(b) If after expiration of the 30 day period, the evacuation has not been terminated, the per diem rate shall be computed at 60 percent of the rate prescribed in paragraph (a) of this section until a determination is made by the authorizing official that per diem is no longer authorized. This rate may be paid for a period not to exceed 180 days after the effective date of the order to evacuate.

Instructions: Execute the following steps:

An evacuation order has been issued for the area where you work/live in Tampa Florida. You will be traveling north to Gainesville, FL. You have a spouse and 2 kids under 12. You are going to plan for 2 weeks away and your authorization will need to include the following costs:

Estimated Expenses

132 miles one way = POV (per mapquest)

\$100 = Hotel Tax

\$100 = Miscellaneous

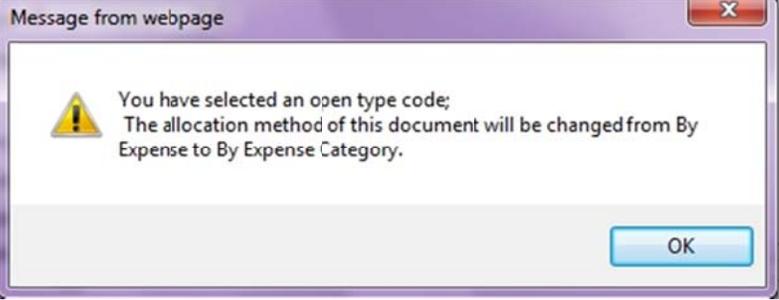
You will need to calculate full per diem for each family member 12 and older and 50% per diem for each kid under 12 as you will need to override the per diem costs on the authorization. Calculations can be done manually or you can use the Evacuation Calculation Worksheet found on the training website.

Step	Action
1	<p>From the <i>Home</i> screen:</p> <p>➤ Click Create New Document from the <i>Document Toolbar</i></p>
2	<p>For a Group Administrator, you will need to select a traveler by clicking on the Lookup icon  by either the VNum or Traveler Name field.</p> <div data-bbox="300 592 950 777"> <p>New Document</p> <p> Quick Tip To select a traveler, click on the VNum or Traveler Name lookup button. more</p> <p>VNum  <input type="text"/></p> <p>Traveler Name  (Enter last name and click lookup)  <input type="text"/></p> </div>

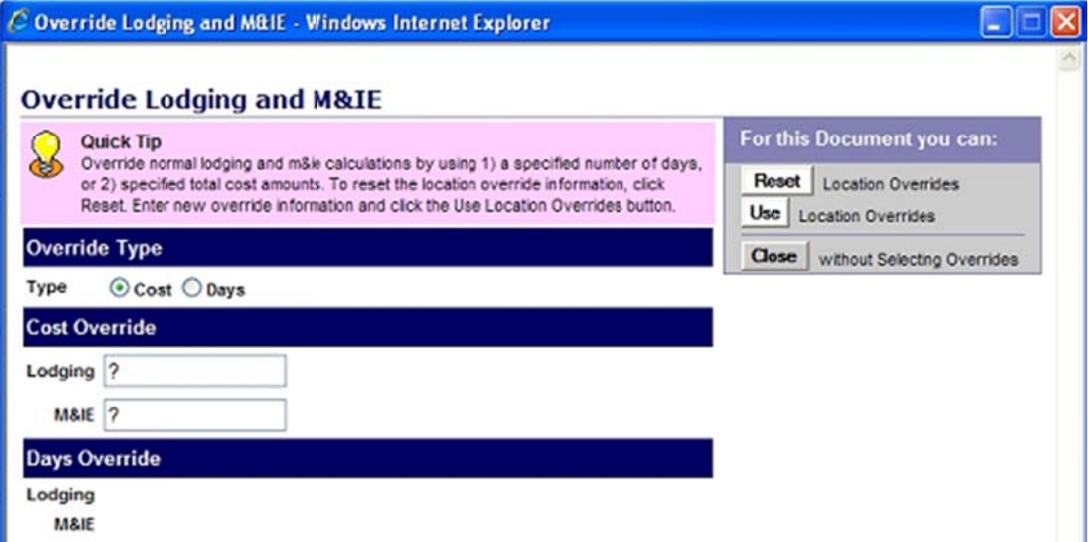
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2a	<p data-bbox="282 279 1333 348">If you chose VNum lookup icon, you will get a list of travelers you have access to showing in vendor number order.</p> <div data-bbox="282 386 1023 926">  <p>The screenshot shows a search interface with a header 'Enter Search Criteria' containing a text box for 'VNum' and 'Search' and 'Cancel' buttons. Below is a 'Search Results' table with columns: VNum, Last Name, First Name, and MI. The results list 20 entries for 'Gathersburg' with VNums from 0001 to 0020 and various first names and initials.</p> <table border="1"> <thead> <tr> <th>VNum</th> <th>Last Name</th> <th>First Name</th> <th>MI</th> </tr> </thead> <tbody> <tr><td>0001-00001</td><td>Gathersburg</td><td>Erin</td><td>R</td></tr> <tr><td>0001-00002</td><td>Gathersburg</td><td>Jackie</td><td>A</td></tr> <tr><td>0001-00003</td><td>Gathersburg</td><td>Joan</td><td>O</td></tr> <tr><td>0001-00004</td><td>Gathersburg</td><td>Michael</td><td>I</td></tr> <tr><td>0001-00005</td><td>Gathersburg</td><td>Robert</td><td>O</td></tr> <tr><td>0001-00006</td><td>Gathersburg</td><td>Carolyn</td><td>A</td></tr> <tr><td>0001-00007</td><td>Gathersburg</td><td>Liz</td><td>I</td></tr> <tr><td>0001-00008</td><td>Gathersburg</td><td>Terrance</td><td>N</td></tr> <tr><td>0001-00009</td><td>Gathersburg</td><td>Scott</td><td>C</td></tr> <tr><td>0001-00010</td><td>Gathersburg</td><td>Mary</td><td>A</td></tr> <tr><td>0001-00011</td><td>Gathersburg</td><td>Ken</td><td>E</td></tr> <tr><td>0001-00012</td><td>Gathersburg</td><td>Ted</td><td>E</td></tr> <tr><td>0001-00013</td><td>Gathersburg</td><td>Chris</td><td>H</td></tr> <tr><td>0001-00014</td><td>Gathersburg</td><td>Steve</td><td>T</td></tr> <tr><td>0001-00015</td><td>Gathersburg</td><td>Sharon</td><td>H</td></tr> <tr><td>0001-00016</td><td>Gathersburg</td><td>Sue</td><td>U</td></tr> <tr><td>0001-00017</td><td>Gathersburg</td><td>Larry</td><td>A</td></tr> <tr><td>0001-00018</td><td>Gathersburg</td><td>William</td><td>I</td></tr> <tr><td>0001-00019</td><td>Gathersburg</td><td>Fred</td><td>R</td></tr> <tr><td>0001-00020</td><td>Gathersburg</td><td>Annette</td><td>N</td></tr> </tbody> </table> </div> <p data-bbox="282 968 1395 1037">If you chose Traveler Name, you will get a list of travelers you have access to showing in alphabetical order.</p> <div data-bbox="282 1075 1036 1633">  <p>The screenshot shows a search interface with a header 'Enter Search Criteria' containing a text box for 'Last Name' and 'Search' and 'Cancel' buttons. Below is a 'Search Results' table with columns: Last Name, First Name, MI, and VNum. The results list 20 entries for various last names in alphabetical order, including Bak, Blanchard, Coons, Elliot, and Gathersburg.</p> <table border="1"> <thead> <tr> <th>Last Name</th> <th>First Name</th> <th>MI</th> <th>VNum</th> </tr> </thead> <tbody> <tr><td>Bak</td><td>Darren</td><td>P</td><td>1001-00004</td></tr> <tr><td>Blanchard</td><td>Tammy</td><td>W</td><td>1001-00010</td></tr> <tr><td>Coons</td><td>Brian</td><td>Z</td><td>1001-00001</td></tr> <tr><td>Elliot</td><td>James</td><td>T</td><td>1001-00003</td></tr> <tr><td>Gathersburg</td><td>Carolyn</td><td>A</td><td>0001-00005</td></tr> <tr><td>Gathersburg</td><td>Jackie</td><td>A</td><td>0001-00002</td></tr> <tr><td>Gathersburg</td><td>Kathy</td><td>A</td><td>0001-00022</td></tr> <tr><td>Gathersburg</td><td>Larry</td><td>A</td><td>0001-00017</td></tr> <tr><td>Gathersburg</td><td>Mary</td><td>A</td><td>0001-00010</td></tr> <tr><td>Gathersburg</td><td>Caleb</td><td>B</td><td>0001-00030</td></tr> <tr><td>Gathersburg</td><td>Scott</td><td>C</td><td>0001-00009</td></tr> <tr><td>Gathersburg</td><td>Andrew</td><td>D</td><td>0001-00027</td></tr> <tr><td>Gathersburg</td><td>Alex</td><td>E</td><td>0001-00026</td></tr> <tr><td>Gathersburg</td><td>Benjamin</td><td>E</td><td>0001-00028</td></tr> <tr><td>Gathersburg</td><td>Ken</td><td>E</td><td>0001-00011</td></tr> <tr><td>Gathersburg</td><td>Ted</td><td>E</td><td>0001-00012</td></tr> <tr><td>Gathersburg</td><td>Chris</td><td>H</td><td>0001-00013</td></tr> <tr><td>Gathersburg</td><td>Sharon</td><td>H</td><td>0001-00015</td></tr> <tr><td>Gathersburg</td><td>Bianca</td><td>I</td><td>0001-00029</td></tr> <tr><td>Gathersburg</td><td>Liz</td><td>I</td><td>0001-00007</td></tr> </tbody> </table> </div> <p data-bbox="282 1671 1005 1705">In either case, click on the VNum to select your traveler.</p> <div data-bbox="282 1772 1398 1841" style="background-color: yellow;"> <p>Note: You can do searches on either vendor numbers or last names by typing them in the fields provided and clicking SEARCH.</p> </div>	VNum	Last Name	First Name	MI	0001-00001	Gathersburg	Erin	R	0001-00002	Gathersburg	Jackie	A	0001-00003	Gathersburg	Joan	O	0001-00004	Gathersburg	Michael	I	0001-00005	Gathersburg	Robert	O	0001-00006	Gathersburg	Carolyn	A	0001-00007	Gathersburg	Liz	I	0001-00008	Gathersburg	Terrance	N	0001-00009	Gathersburg	Scott	C	0001-00010	Gathersburg	Mary	A	0001-00011	Gathersburg	Ken	E	0001-00012	Gathersburg	Ted	E	0001-00013	Gathersburg	Chris	H	0001-00014	Gathersburg	Steve	T	0001-00015	Gathersburg	Sharon	H	0001-00016	Gathersburg	Sue	U	0001-00017	Gathersburg	Larry	A	0001-00018	Gathersburg	William	I	0001-00019	Gathersburg	Fred	R	0001-00020	Gathersburg	Annette	N	Last Name	First Name	MI	VNum	Bak	Darren	P	1001-00004	Blanchard	Tammy	W	1001-00010	Coons	Brian	Z	1001-00001	Elliot	James	T	1001-00003	Gathersburg	Carolyn	A	0001-00005	Gathersburg	Jackie	A	0001-00002	Gathersburg	Kathy	A	0001-00022	Gathersburg	Larry	A	0001-00017	Gathersburg	Mary	A	0001-00010	Gathersburg	Caleb	B	0001-00030	Gathersburg	Scott	C	0001-00009	Gathersburg	Andrew	D	0001-00027	Gathersburg	Alex	E	0001-00026	Gathersburg	Benjamin	E	0001-00028	Gathersburg	Ken	E	0001-00011	Gathersburg	Ted	E	0001-00012	Gathersburg	Chris	H	0001-00013	Gathersburg	Sharon	H	0001-00015	Gathersburg	Bianca	I	0001-00029	Gathersburg	Liz	I	0001-00007
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Step	Action
2b	<p>The <i>New Document</i> screen appears with your traveler's name and vendor number filled in.</p>  <p>➤ Click on the Document Type drop-down listing and select TA</p> <p>➤ Click the Create (<i>this Document</i>) button</p>
3	<p>The <i>Document Information</i> screen appears with the <i>Document Information</i> 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 *see note below*</i> ➤ Type Code = <i>1-SINGLE-DOMESTIC</i> ➤ Purpose Code = <i>12-EVACUATION</i> ➤ Document Description = <i>Mandatory Evacuation from Tampa – Safe haven Gainesville, FL</i> <p>Note: <i>The travel authorization must contain the letter “E” in the fifth position to indicate that it’s an evacuation authorization. (i.e. LASJ<u>E</u>0001)</i></p>
4a	<p>Click on the <i>Trip Information</i> 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>8/11/##</i> ➤ Depart = <i>RES</i> ➤ End Travel = <i>8/25/##</i> ➤ Return = <i>RES</i> ➤ Comments = <i>Evacuation Travel</i> <p>Note: <i>In addition, travel authorizations must include a listing of the dependent’s names and dates of birth under “Other Authorizations” on the travel authorization, as well as a notation of “Evacuation Travel” under the “Comments” field of the travel authorization.</i></p>

Step	Action
4b	<p>The values selected in the Begin & End Travel dates will automatically populate in the <i>Itinerary Location</i> area. These dates must be filled in prior to filing in the <i>Itinerary Location</i> field.</p> <ul style="list-style-type: none"> ➤ Lookup or Enter the location ➤ Click the Create (<i>Document</i>) button <p>The <i>Document Information</i> screen still appears but the <i>Document Toolbar</i> now has different options available. It will also show your Document Name & TA#.</p> <ul style="list-style-type: none"> ➤ Click on Expenses in the <i>Document Toolbar</i> to bring up the <i>Edit/Enter Expenses</i> screen.
4c	<p>Enter the rest of the information on the <i>Edit/Enter Expenses</i> screen:</p> <p>132 miles one way = POV (per mapquest) \$100 = Hotel Tax \$100 = Miscellaneous</p> <ul style="list-style-type: none"> ➤ Click the Save (<i>Expense Changes</i>) button when completed
<p>Note: <i>The Expense screen will show the per diem costs needed for the workbook.</i></p>	
5	<p>Click on Accounting in the <i>Document Toolbar</i> to open up the <i>Available Accounting Code</i> screen.</p> <ul style="list-style-type: none"> ➤ Verify there is current FY accounting code ➤ If there is not, click on one from your master list

Step	Action
6	<p>Click on Document Information in the <i>Document Toolbar</i></p> <p>Change the following information:</p> <ul style="list-style-type: none">➤ Type Code = <i>1-SINGLE-DOMESTIC</i> To <i>1-OVERRIDE-DOMESTIC</i> <p>A prompt will come up</p>  <ul style="list-style-type: none">➤ Click OK➤ Click the <i>Trip Information</i> tab
6a	<ul style="list-style-type: none">➤ Open up the Evacuation Calculation Worksheet

Step	Action	
6b		
	A	B
		Travel Auth
	1	
	2	Total Number of Days in Travel 14
	3	Lodging Per Diem \$90
	4	M&IE Per Diem \$51
	5	# of people 12 and over 2
	6	# of people under 12 2
	7	
	8	LODGING Costs
	9	By Day (Dual Lodging)
	10	
	11	(1st 30) # Days Lodging \$1,260.00
	12	X Nbr of People 12 and over \$2,520.00
	13	
	14	
	15	By Day (Dual Lodging)
	16	
	17	(1st 30) # Days Lodging@50% \$630.00
	18	X Nbr of People under 12 \$1,260.00
	19	
	20	Total Lodging Override \$3,780.00
	21	Dual Lodging by Day
	22	Total Dual Lodging
	23	Total Traveler Lodging
	24	
	25	M&IE COSTS
	26	By Day - Non Travel \$51.00
	27	By Day - Travel \$38.25
	28	
	29	By Day - Non Travel@50% \$25.50
	30	By Day - Travel@50% \$19.13
	31	
	32	Non Travel Day Override \$153.00
	33	Travel Day Override \$114.75
	34	
35	Total Override Non Travel Day \$2,142.00	
36	Total Override Travel Day \$229.50	
37	TOTAL M&IE Costs \$2,371.50	
<p>On the worksheet 30 days and under tab, you would enter the information in the upper fields:</p> <ul style="list-style-type: none"> • Number of Days in Travel • Lodging Per Diem • M&IE Per Diem • # of people 12 and over • # of people under 12 <p>The system will then calculate the override costs you will need.</p> <p>➤ Click the Override button</p>		

Step	Action
6c	<p>The Override Lodging and M&IE window will open.</p>  <p>Under Cost Override section:</p> <ul style="list-style-type: none"> ➤ Enter Total from Worksheet for <i>Lodging</i> ➤ Enter Total from Worksheet for <i>M&IE</i> ➤ Click Use (<i>Location Overrides</i>)
6d	<p>The Document Information screen will return still at the <i>Trip Information</i> tab.</p> <ul style="list-style-type: none"> ➤ Click Save (<i>Changes to Document Information</i>) button when completed
7	<p>Click on Other Authorizations in the Document Toolbar to open up the Other Authorizations screen</p> <ul style="list-style-type: none"> ➤ Click on OTHER (See remarks below)
7a	<p>It will be added at the bottom of the screen.</p>  <ul style="list-style-type: none"> ➤ Click on OTHER (See remarks below) again to add remarks

Step	Action
7b	<p>The <i>Other Authorization Remarks</i> screen appears:</p> 
7c	<p>Enter your family members and their birthdays in the <i>Remarks</i> field:</p> <p><i>Family: Jill Traveler 10/01/83; Jesse Traveler 3/2/2003; Erica Traveler 6/1/2006</i></p>  <p>➤ Click the Save (Remarks) button</p>
8	<p>The <i>Other Authorizations</i> screen appears. Click on Totals in the <i>Document Toolbar</i> to open up the <i>Total Details</i> screen</p>  <p>➤ Verify the totals</p>

Step	Action
9	<p>Finish the process with your TA:</p> <ul style="list-style-type: none">➤ Preview Document➤ Perform Pre-Audits➤ Stamp Document Signed➤ Click Continue on Pre-Audit screen <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>