

### ***Extras #3: Blanket Travel Authorizations***

According to the NOAA Travel Regulations, section 301-2.1(j), a blanket travel authorization is issued to pre-approve multiple trips which cannot be scheduled in advance. Blanket travel authorizations should be limited to repetitive operational travel; should include a specific purpose that would apply to all trips made under the blanket travel authorization; should be limited as to duration and places to be visited; and cannot be used for conferences, meetings, seminars, etc.

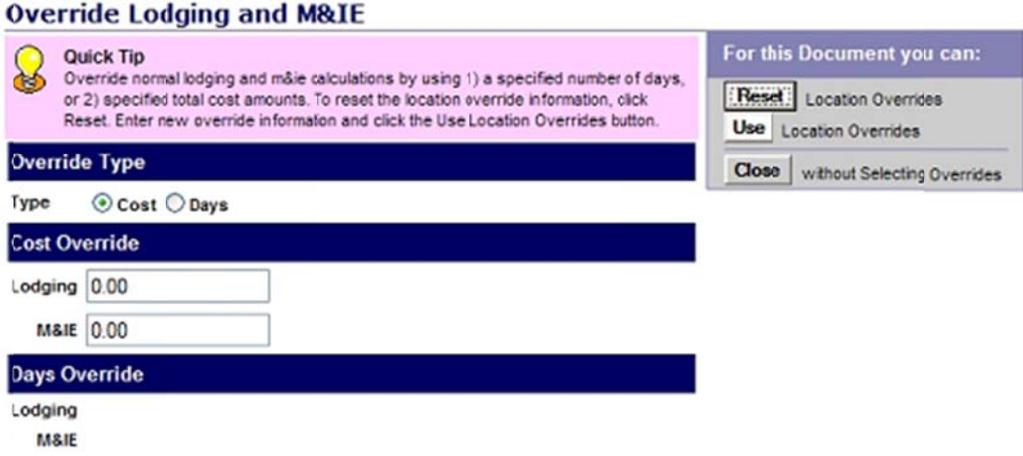
The NOAA Travel Regulations, section 301-1.20 specifies the level of authorization for blanket travel authorizations.

The NOAA Travel Regulations, section 301-2.1(l) & (m) states blanket authorizations are not used for obligating travel funds. Therefore, all blanket travel authorizations are for zero (\$0) dollar amounts only. ITM edits will prevent users from vouchering against a blanket authorization.

Individual trip travel authorizations are used to estimate the cost of each trip taken under a blanket authorization. The TA number format for the individual trip authorizations will also follow the same guidelines as the blanket authorization. Vouchers are then prepared against the individual trip authorizations.

Step	Action
1	<p>From the <b><i>Document Information</i></b> page under the <b><i>Document Information</i></b> tab enter the following information when doing BLANKET TAs:</p> <p><b>Document Name</b> should equal the <b>TA number</b>. The TA number should contain a “<b>B</b>” in it – based on the regulation requirements.</p> <p>The <b>Type Code</b> should be <b><i>1-BLANKET-DOMESTIC</i></b></p> <p>The <b>Purpose Code</b> should be <b><i>9-OTHER (See Below)</i></b></p> <p>The <b>Document Description</b> should contain the remarks – Blanket Authorization to various locations in....(list the state and the time frames)</p>
	<p><b><i>Note: NOAA Travel Regulations (NTR), sections 301-2.1(p), (q) and (r) explains the required structure of travel authorization numbers.</i></b></p>

Step	Action										
1a	<p>Click on the <i>Document Information</i> tab</p> <ul style="list-style-type: none"> <li>➤ Enter the <b>Begin/End Travel</b> dates</li> <li>➤ Enter the <b>Depart/Return Selection</b></li> <li>➤ Enter any <b>Comments</b></li> </ul> <p>The <b>Arrival/Departure</b> dates should automatically populate based on the Begin/End Travel dates.</p> <ul style="list-style-type: none"> <li>➤ Enter <b>Various Locations, (state)</b></li> <li>➤ Click the <b>Unlisted</b> checkbox</li> </ul> <div data-bbox="289 716 1349 1197" style="border: 1px solid black; padding: 5px;"> <p><b>Document Information</b></p> <div style="display: flex; justify-content: space-between;"> <div style="background-color: #f0f0f0; padding: 5px;"> <p><b>Quick Tip</b> 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. <a href="#">Authorizations</a> <a href="#">Vouchers</a> <a href="#">LocalVouchers</a></p> </div> <div style="border: 1px solid gray; padding: 5px;"> <p>For this Document you can:</p> <p><input type="button" value="Create"/> Document</p> <p><input type="button" value="Cancel"/></p> </div> </div> <p>Traveler Name: Alex Gaithersburg</p> <div style="display: flex; border-bottom: 1px solid gray;"> <div style="border: 1px solid gray; padding: 2px;">Document Information</div> <div style="border: 1px solid gray; padding: 2px;">Trip Information</div> </div> <p>Trip No 1</p> <p>Begin Travel <input type="text" value="10/01/11"/> <input type="button" value="🗓️"/>      Depart <input type="text" value="RES. ."/>      Depart Selection <input type="text" value="RES. ."/> <input type="button" value="▼"/></p> <p>End Travel <input type="text" value="09/30/12"/> <input type="button" value="🗓️"/>      Return <input type="text" value="RES. ."/>      Return Selection <input type="text" value="RES. ."/> <input type="button" value="▼"/></p> <p>Trip Duration <input type="text" value="Multiple days"/> <input type="button" value="▼"/></p> <p>Comments <input type="text" value="PREPARED BY: theresa.j.zubik@noaa.gov 301-555-1212 x123"/> <input type="button" value="Preset"/></p> <p><b>Itinerary Locations</b></p> <p><input type="checkbox"/> Replace ALL lodging and M&amp;IE information      <a href="#">Create additional rows</a></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: 40%;">Itinerary Location</th> <th style="width: 10%;">Unlisted</th> <th style="width: 10%;">Override</th> </tr> </thead> <tbody> <tr> <td>10/01/11 <input type="button" value="🗓️"/></td> <td>09/30/12 <input type="button" value="🗓️"/></td> <td>Various Locations, VA <input type="button" value="Search"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="button" value="Override"/></td> </tr> </tbody> </table> </div> <ul style="list-style-type: none"> <li>➤ Click <input type="button" value="Override"/></li> </ul>	Arrival Date	Departure Date	Itinerary Location	Unlisted	Override	10/01/11 <input type="button" value="🗓️"/>	09/30/12 <input type="button" value="🗓️"/>	Various Locations, VA <input type="button" value="Search"/>	<input checked="" type="checkbox"/>	<input type="button" value="Override"/>
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Step	Action
1b	<p>The <i>Override Lodging and M&amp;IE</i> screen appears.</p> <p>Under the <i>Cost Override</i> section:</p> <ul style="list-style-type: none"> <li>➤ Enter <b>0</b> in the <b>Lodging</b> field</li> <li>➤ Enter <b>0</b> in the <b>M&amp;IE</b> field</li> </ul>  <ul style="list-style-type: none"> <li>➤ Click the <b>Use</b> (<i>Location Overrides</i>)</li> <li>➤ Click the <b>Create</b> (<i>Document</i>)</li> </ul>

Step	Action
2	<p>If you click on <b>Expenses</b> in the <i>Document Toolbar</i> the <b>Expense</b> screen will open and it will appear that there are costs in the lodging and M&amp;IE costs. The override you did does not change this screen, but if you look at the totals, you will see there are no costs associated to the document.</p> 
3	<p>If you click on <b>Totals</b> in the <i>Document Toolbar</i> you will see the following:</p> 
4	<p>Follow the rest of the steps that you would when completing an authorization, such as accounting, previewing the document, doing pre-audits and stamping it.</p>

**NOTE:** When traveling you would then create a regular authorization, where the TA number should be B0051-0099. Those individual trips would have obligations.