

Extras #9: Travel Voucher Beginning & Ending “In Travel Status”

- Objectives:**
- Create the next Travel Voucher from Authorization for a long term TDY
 - Understand how to file multiple-vouchers

Notes:

Trips greater than 30 days will result in a dollar based obligation.

This allows multiple vouchers to be submitted against the travel authorization.

It also allows a preparer to amend the Travel Authorizations after voucher(s) have been submitted, as long as the obligation is not being reduced below what has already been paid.

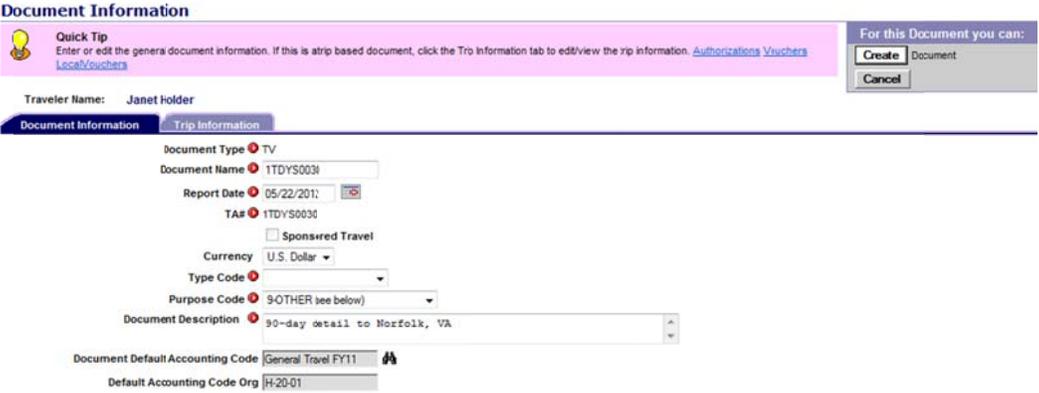
Instructions: Execute the following steps:

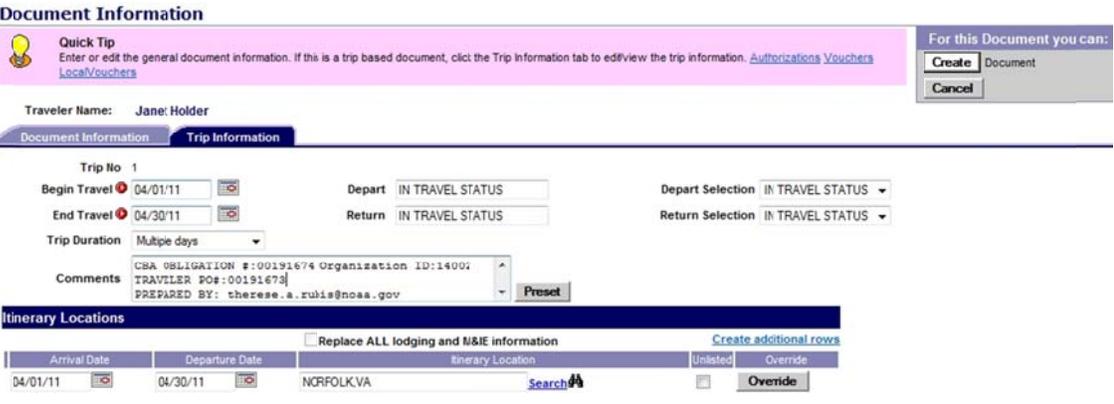
The next 30 days of your trip have passed, but you are still on your TDY. Per FTR 301-52.7, if on continuous travel status, vouchers need to be filed every 30 days. Each voucher cannot claim the same expenses that were previously claimed. For example, if on the first voucher you claimed the cost of the airline ticket and transaction fee, those costs cannot be claimed on any other vouchers. Your costs included the following:

- Hotel - \$50.00/night
- Hotel Tax - \$9.23/night (x30 = \$276.90)
- Parking - \$12/night (x30 = \$360.00)
- Gas – 4/30 - \$55.21

*You will need to do an override on your M&IE to put in the reduced amount.

Step	Action
1	From the Home screen: ➤ Click Create New Document from the Document Toolbar
2a	➤ 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 TV from TA ➤ Click the Create (<i>this Document</i>) button

Step	Action
2b	<p>The screen will split and at the bottom all DATALINKED authorizations will appear to select from.</p> <p>➤ Click the Open  icon of the authorization going to create the voucher</p>
3	<p>The Document Information screen appears with the Document Information tab highlighted and fields displaying what had been entered on the authorization.</p>  <p>➤ Add (-1) at the end of the Document Name</p> <p>➤ On the Type Code field Select 1-SINGLE DOMESTIC</p> <p>➤ Change Document Description to 2nd travel voucher for</p> <p>➤ Click the Trip Information tab</p> <p>Note: The Document Name field can not contain the same information as a previous travel document type. Because the first voucher we filed, used the same name, this document name must have a -1 added at the end of the name to represent another voucher for that authorization otherwise and error message will appear when trying to create the voucher.</p>

Step	Action
3a	<p>Because this is another of several vouchers there are a few areas that need to be updated:</p> <ul style="list-style-type: none"> • Begin Travel Date = should be the begin date of the next 30 days (i.e. 4/01) • Depart Selection = should be changed from RES to IN TRAVEL STATUS • End Travel Date = should be the end date of when filing the voucher (i.e. 4/30) • Return Selection = should be changed from RES to IN TRAVEL STATUS • Arrival Date = should be the begin date of the next 30 days (i.e. 4/01) • Departure Date = should be the end date of when filing the voucher (i.e. 4/30)  <p>➤ When finished click the Create button</p>
	<p>Notes:</p> <ul style="list-style-type: none"> ✓ <i>By making the depart & return selection “IN TRAVEL STATUS”, the traveler will receive full lodging and M&IE costs. Since the traveler is still in a temporary duty status, they are entitled to lodging and full M&IE on the first & last dates as shown on the voucher.</i> ✓ <i>Ignore the Override button. It does nothing on the voucher. It will go away when you click Create.</i>

Step	Action
4	<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>  <p>Due to the information entered on the Document Information screen, only the system generated expenses (Lodging/M&IE) will be affected by showing only that date range.</p>
4a	<p>Enter/Modify the following expenses on the Expense screen.</p> <p>Hotel Tax - \$9.23/night (x30 = \$276.90) Parking - \$12/night (x30 = \$360.00) Gas – 4/30 - \$55.21</p> <p>➤ Delete any other expenses that are not being claimed at this time. ➤ Click the Save (<i>Expense Changes</i>) button when completed</p>

Step	Action
4b	<p>Now we need to add our reduced lodging and M&IE.</p> <p>To enter the reduced cost information, click on the Show Expense Details  icon on the first line of lodging expenses. This will bring up a new window.</p> <ul style="list-style-type: none"> ➤ In the General Details tab enter the Expense Cost (i.e. 50) ➤ Click the Lodging Details tab ➤ In the M&IE Override Box, enter the Quarter (i.e. 4) and M&IE Amount (i.e. 33.55) ➤ Click Use 
4c	<p>On the Enter/Edit Expenses page scroll to the right and in the same line you just added the actual expense</p> <ul style="list-style-type: none"> ➤ Enter 04/30/## in the Copy Through field ➤ Click the Save (<i>Expense Changes</i>) button when completed <p>Notes:</p> <ul style="list-style-type: none"> ✓ <i>If you look at the first and last day of expenses you'll notice the traveler got full lodging and M&IE costs.</i> ✓ <i>You will have to delete any costs that are not applicable to the voucher being created.</i> ✓ <i>Make sure to change the start date of the expenses that are not system generated (i.e. parking)</i>
5	<p>Click on Accounting in the Document Toolbar to open up the Available Accounting Code screen. Make any necessary changes to the accounting code.</p>
6	<p>Click on Totals in the Document Toolbar to open up the Total Details screen.</p>

Step	Action
7	Click on Preview Document in the <i>Document Toolbar</i> to have a new window open with the print preview of your travel document.
8	Click on Perform Pre-Audits in the <i>Document Toolbar</i> to open up the <i>Pre-Audit Results</i> screen.
9	<p>Click on Document Status in the <i>Document Toolbar</i> to open up the <i>Status</i> screen.</p> <ul style="list-style-type: none"> ➤ Enter your <i>Signature PIN</i> ➤ Enter your <i>Remarks</i> if any ➤ Click the Stamp (<i>and Submit Document</i>) button <p>Note: <i>Reminder Group Administrators are not allowed to stamp the voucher SIGNED. The Traveler has to be the one stamping the voucher SIGNED to initiate the electronic routing.</i></p>
10	<p>The <i>Pre-Audit Results for Document #</i> screen appears.</p> <ul style="list-style-type: none"> ➤ Verify the document status is PASS ➤ Click the Continue (<i>Stamping the Document</i>) button <p>The <i>Signature</i> screen appears with a statement that should be read.</p> <ul style="list-style-type: none"> ➤ Click the Accept (<i>Signature Text</i>) button <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 Home screen will appear with the document appearing in the Last Documents area. The preparer will have to inform the Approving Official when the document is ready for approval in the system.</p>