

Exercise #10: Travel Authorization – Foreign Travel – International Date Line**Objectives:**

- Create a foreign travel authorization with crossing the IDL

Notes:

This exercise covers how to create an authorization when crossing the IDL during travel. The traveler gains or loses a full per diem day depending on the direction of travel. When you travel west from the United States to Japan, Thailand, Korea or Australia, for example, you lose a per diem day. On the return trip east to the United States, you gain a per diem day.

Travel Manager uses the time zone of the departure and arrival locations to determine if travel crosses the IDL and whether a calendar day was lost or gained. There is no difference between the itinerary entry of IDL travel and that of any other type of trip. The difference in creating this authorization is how the system calculates the lodging and M&IE expenses for IDL travel.

In this example the traveler will cross the IDL going to a weather seminar in Sydney, Australia from April 18th through April 22nd. The traveler loses a day when crossing the IDL after leaving the United States and gains a day on the return trip.

No M&IE is calculated for April 18th. On April 22nd, the traveler crosses the IDL and gains back the lost per diem day; in essence, this traveler has two calendar days dated April 22nd. Travel Manager detects the gained per diem day and calculates M&IE for April 22nd as if it were a day consisting of seven quarters - 3/4 for the last day of the trip plus 4/4 for the day you gain back (total of 7/4 for M&IE on the last day of the trip).

Currently Travel Manager will only perform a partial calculation of IDL travel for trips originating west and crossing eastward over the IDL. For example, the traveler leaves their residence in Auckland, New Zealand to attend a conference in Banff, Canada from November 4th through November 9th. The traveler crosses the IDL on November 4th thereby gaining a day and upon their departure from Canada, they will lose a day. Travel Manager will detect that the traveler crossed the IDL, gaining a day at the beginning of the trip and will calculate the seven quarters-3/4 for the first day of trip plus 4/4 for the day that is gained (total of 7/4 for M&IE on the first day of the trip). However, Travel Manager will not deduct for the day the traveler loses when returning to their residence, you must manually override the lodging and M&IE to calculate zero on the second to last day of the trip.

Instructions: Execute the following steps:

You have been instructed to attend a weather seminar in Sydney, Australia leaving April 16th and returning on April 20th. Hotel tax is not included in foreign travel as it has been built into the per diem costs. Your POV costs will include a person taking you to the airport and picking you up.

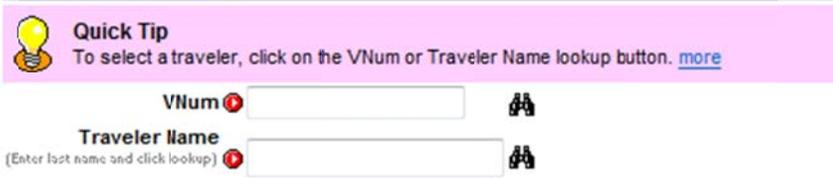
Estimated Expenses

\$2560.00 = Round-trip air fare

\$29.72 = Transaction Fee

\$250 = Taxi Fare

33 miles one way to airport using private vehicle (POV) - person

Step	Action
1	From the <i>Home</i> screen: ➤ Click Create New Document from the <i>Document Toolbar</i>
2	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. New Document 

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2a	<p>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="285 373 1097 968"> <p>Enter Search Criteria</p> <p>VNum <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Cancel"/></p> <p>Search Results Click on an entry to select it</p> <p>Search Results Prev 20 Next 20</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>0006-00001</td><td>Rubis</td><td>Therese</td><td>A</td></tr> <tr><td>0006-00002</td><td>Davis</td><td>Karen</td><td>B</td></tr> <tr><td>0006-00003</td><td>Wenther</td><td>Scott</td><td>C</td></tr> <tr><td>0006-00004</td><td>Doran</td><td>Chris</td><td>D</td></tr> <tr><td>0006-00005</td><td>Holder</td><td>Janet</td><td>E</td></tr> <tr><td>0006-00006</td><td>Mathis</td><td>Jeff</td><td>F</td></tr> <tr><td>0006-00007</td><td>Kallsa</td><td>Pat</td><td>G</td></tr> <tr><td>0006-00008</td><td>Cropp</td><td>Tim</td><td>H</td></tr> <tr><td>0006-00009</td><td>Thorton</td><td>Charlene</td><td>I</td></tr> <tr><td>0006-00010</td><td>Bak</td><td>Darren</td><td>J</td></tr> <tr><td>0006-00011</td><td>Garcia</td><td>Pauline</td><td>K</td></tr> <tr><td>0006-00013</td><td>Papadakis</td><td>Mike</td><td>M</td></tr> <tr><td>0006-00019</td><td>Goldstein</td><td>Laura</td><td>S</td></tr> <tr><td>0006-00021</td><td>Jensen</td><td>Dan</td><td>U</td></tr> <tr><td>0006-00022</td><td>Snyder</td><td>Russ</td><td>V</td></tr> <tr><td>0006-00023</td><td>Higgins</td><td>Arlene</td><td>W</td></tr> <tr><td>0006-00024</td><td>Schmitz</td><td>Margaret</td><td>X</td></tr> <tr><td>0006-00025</td><td>Nielsen</td><td>Brad</td><td>Z</td></tr> <tr><td>0006-00030</td><td>Stokes</td><td>Laura</td><td>E</td></tr> <tr><td>0006-00037</td><td>Brown</td><td>Parke</td><td>L</td></tr> </tbody> </table> </div> <p>If you chose Traveler Name, you will get a list of travelers you have access to showing in alphabetical order.</p> <div data-bbox="285 1094 1097 1692"> <p>Enter Search Criteria</p> <p>Last Name <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Cancel"/></p> <p>Search Results Click on an entry to select it</p> <p>Search Results Prev 20 Next 20</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>J</td><td>0006-00010</td></tr> <tr><td>Brown</td><td>Parke</td><td>L</td><td>0006-00037</td></tr> <tr><td>Cropp</td><td>Tim</td><td>H</td><td>0006-00008</td></tr> <tr><td>Davis</td><td>Karen</td><td>B</td><td>0006-00002</td></tr> <tr><td>Doran</td><td>Chris</td><td>D</td><td>0006-00004</td></tr> <tr><td>Garcia</td><td>Pauline</td><td>K</td><td>0006-00011</td></tr> <tr><td>Goldstein</td><td>Laura</td><td>S</td><td>0006-00019</td></tr> <tr><td>Higgins</td><td>Arlene</td><td>W</td><td>0006-00023</td></tr> <tr><td>Holder</td><td>Janet</td><td>E</td><td>0006-00005</td></tr> <tr><td>Jensen</td><td>Deborah</td><td>G</td><td>0006-00051</td></tr> <tr><td>Jensen</td><td>Dan</td><td>U</td><td>0006-00021</td></tr> <tr><td>Kallsan</td><td>Pat</td><td>G</td><td>0006-00007</td></tr> <tr><td>Lafin</td><td>Geri</td><td>N</td><td>0006-00039</td></tr> <tr><td>Martin</td><td>Bridget</td><td>M</td><td>0006-00038</td></tr> <tr><td>Mathis</td><td>Jeff</td><td>F</td><td>0006-00006</td></tr> <tr><td>Nielsen</td><td>Brad</td><td>Z</td><td>0006-00025</td></tr> <tr><td>Papadakis</td><td>Mike</td><td>M</td><td>0006-00013</td></tr> <tr><td>Rubis</td><td>Therese</td><td>A</td><td>0006-00001</td></tr> <tr><td>Schmitz</td><td>Margaret</td><td>X</td><td>0006-00024</td></tr> <tr><td>Snyder</td><td>Russ</td><td>V</td><td>0006-00022</td></tr> </tbody> </table> </div> <p>In either case, click on the VNum to select your traveler.</p>	VNum	Last Name	First Name	MI	0006-00001	Rubis	Therese	A	0006-00002	Davis	Karen	B	0006-00003	Wenther	Scott	C	0006-00004	Doran	Chris	D	0006-00005	Holder	Janet	E	0006-00006	Mathis	Jeff	F	0006-00007	Kallsa	Pat	G	0006-00008	Cropp	Tim	H	0006-00009	Thorton	Charlene	I	0006-00010	Bak	Darren	J	0006-00011	Garcia	Pauline	K	0006-00013	Papadakis	Mike	M	0006-00019	Goldstein	Laura	S	0006-00021	Jensen	Dan	U	0006-00022	Snyder	Russ	V	0006-00023	Higgins	Arlene	W	0006-00024	Schmitz	Margaret	X	0006-00025	Nielsen	Brad	Z	0006-00030	Stokes	Laura	E	0006-00037	Brown	Parke	L	Last Name	First Name	MI	VNum	Bak	Darren	J	0006-00010	Brown	Parke	L	0006-00037	Cropp	Tim	H	0006-00008	Davis	Karen	B	0006-00002	Doran	Chris	D	0006-00004	Garcia	Pauline	K	0006-00011	Goldstein	Laura	S	0006-00019	Higgins	Arlene	W	0006-00023	Holder	Janet	E	0006-00005	Jensen	Deborah	G	0006-00051	Jensen	Dan	U	0006-00021	Kallsan	Pat	G	0006-00007	Lafin	Geri	N	0006-00039	Martin	Bridget	M	0006-00038	Mathis	Jeff	F	0006-00006	Nielsen	Brad	Z	0006-00025	Papadakis	Mike	M	0006-00013	Rubis	Therese	A	0006-00001	Schmitz	Margaret	X	0006-00024	Snyder	Russ	V	0006-00022
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<p>Note: You can do searches on either vendor numbers or last names by typing them in the fields provided and clicking SEARCH.</p>																																																																																																																																																																									

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2b	<p>The <i>New Document</i> screen appears with your traveler’s name and vendor number filled in.</p>  <ul style="list-style-type: none"> ➤ Click on the Document Type drop-down listing and select TA ➤ Click the Create (<i>this Document</i>) button
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</i> ➤ Type Code = <i>2-SINGLE-FOREIGN</i> ➤ Purpose Code = <i>9-OTHER</i> ➤ Document Description = <i>Weather Seminar in Sydney, Australia.</i>
3a	<p>Click on the <i>Trip Information</i> tab. If you click the <i>Create</i> 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>4/16/##</i> ➤ Depart = <i>RES</i> ➤ End Travel = <i>4/20/##</i> ➤ Return = <i>RES</i>
3b	<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 (i.e. Sydney, Australia) ➤ 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>

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5a	<p>Click on Expenses in the <i>Document Toolbar</i> to bring up the <i>Edit/Enter Expenses</i> screen.</p>  <p>Edit/Enter Expenses for Travel Authorization: 2DABF0023</p> <p>Quick Tip Enter or edit expenses. Each line below displays a different expense. To edit expense details not displayed below, click the Details icon next to the expensedescription. To delete an expense, use the check box. Enter all expenses and changes and click Save. more</p> <p>Search Criteria</p> <p>Expense Category (All Expenses) <input type="button" value="Search"/></p> <p>Start Date <input type="text"/> <input type="button" value="Calendar"/></p> <p>End Date <input type="text"/> <input type="button" value="Calendar"/></p> <p>Current Allocation Method: By Individual Expenses Currency: U.S. Dollar</p> <table border="1"> <thead> <tr> <th>Expense Entry</th> <th>Customize Display</th> <th>Add Rows</th> <th>Prev 25</th> <th>Next 25</th> </tr> <tr> <th>Delete</th> <th>Copy</th> <th>Itemize</th> <th>Date</th> <th>Expense Description</th> <th>Expense Category</th> <th>Cost</th> <th>Payment Method</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>04/16/2012</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>225.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>04/16/2012</td> <td>M&IE</td> <td>M&IE-PerDiem</td> <td>117.75</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>04/17/2012</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>225.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>04/17/2012</td> <td>M&IE</td> <td>M&IE-PerDiem</td> <td>0.00</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>04/18/2012</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>225.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>04/18/2012</td> <td>M&IE</td> <td>M&IE-PerDiem</td> <td>157.00</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>04/19/2012</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>225.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>04/19/2012</td> <td>M&IE</td> <td>M&IE-PerDiem</td> <td>157.00</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>04/20/2012</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>0.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>04/20/2012</td> <td>M&IE</td> <td>M&IE-PerDiem</td> <td>274.75</td> <td>OTHER</td> </tr> </tbody> </table> <p>Note: Notice that the M&IE for the second day of the trip has a zero amount in it. This is because going across the International Date Line you lose a day and thus the per diem cost. However, when you travel back you gain that full per diem cost as well as the 3/4 M&IE on the last day of the trip.</p>	Expense Entry	Customize Display	Add Rows	Prev 25	Next 25	Delete	Copy	Itemize	Date	Expense Description	Expense Category	Cost	Payment Method	<input type="checkbox"/>			04/16/2012	Lodging	Lodging-PerDiem	225.00	GOVCC	<input type="checkbox"/>			04/16/2012	M&IE	M&IE-PerDiem	117.75	OTHER	<input type="checkbox"/>			04/17/2012	Lodging	Lodging-PerDiem	225.00	GOVCC	<input type="checkbox"/>			04/17/2012	M&IE	M&IE-PerDiem	0.00	OTHER	<input type="checkbox"/>			04/18/2012	Lodging	Lodging-PerDiem	225.00	GOVCC	<input type="checkbox"/>			04/18/2012	M&IE	M&IE-PerDiem	157.00	OTHER	<input type="checkbox"/>			04/19/2012	Lodging	Lodging-PerDiem	225.00	GOVCC	<input type="checkbox"/>			04/19/2012	M&IE	M&IE-PerDiem	157.00	OTHER	<input type="checkbox"/>			04/20/2012	Lodging	Lodging-PerDiem	0.00	GOVCC	<input type="checkbox"/>			04/20/2012	M&IE	M&IE-PerDiem	274.75	OTHER
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5b	<p>Enter the following information:</p> <p>Airline Flight Traveler \$2560.00 (Class = Y) TMC Transaction Fee \$29.72 Taxi \$250.00 IPOC-Private Vhcle 33x4 = total mileage</p> <p>➤ Click the Save (<i>Expense Changes</i>) button when completed</p>																																																																																													
6	<p>Click on Accounting in the <i>Document Toolbar</i> to open up the <i>Available Accounting Code</i> screen.</p> <p>➤ Verify there is current FY accounting code ➤ If there is not, click on one from your master list</p>																																																																																													

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7	<p>Finish the process with your TA:</p> <ul style="list-style-type: none"> ➤ Check the totals ➤ Preview the document ➤ Review 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> <p><i>Note: For IDL Travel Vouchers (TV) the lodging for the 2nd day needs to be placed on the first day. The Expense screen will allow you to enter it on the 2nd day, but when previewing the document, you will see it will not be allowed. So in order to get the money to the traveler, you must place it on the first day of the trip.</i></p>