

Exercise #2b: Create Travel Voucher from Existing Travel Authorization

Objectives: • Create a Travel Voucher from an Existing Travel Authorization

Notes: *This exercise covers how to create a travel voucher using trip and expense information from an existing authorization.*

To create the voucher, fill in any trip details that were unavailable in the authorization such as ticket information, miscellaneous expenses, and lodging costs (if different than the per diem rate), but be careful you do not go over the threshold limits- otherwise you will have to amend the authorization prior to creating the voucher.

Use the Travel Authorization number from Exercise 2a

Instructions: Execute the following steps:

You have just returned from a training class that was held in Chicago, IL. You need to create a travel voucher from the existing travel authorization. You left your residence on June 25st and came back on June 28th. A family member dropped you off and picked you up from the airport. Your costs included the following:

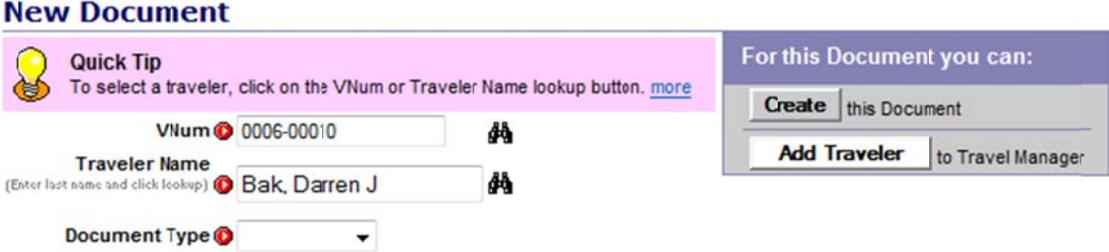
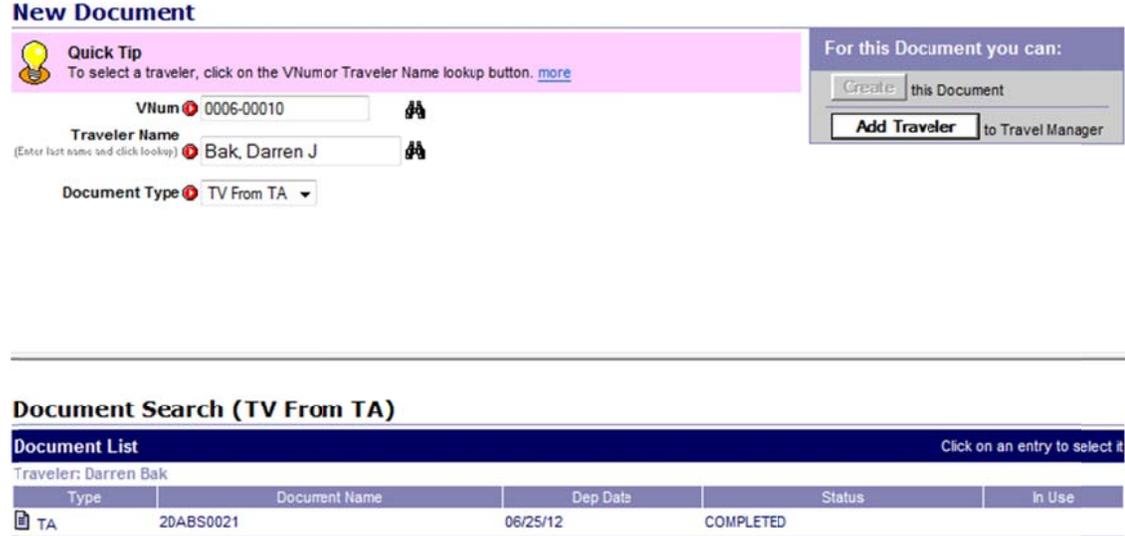
E-Ticket #E7S8DJ02LDK3E2210 issued June 22th for \$255.00
Transaction Fee \$25.43

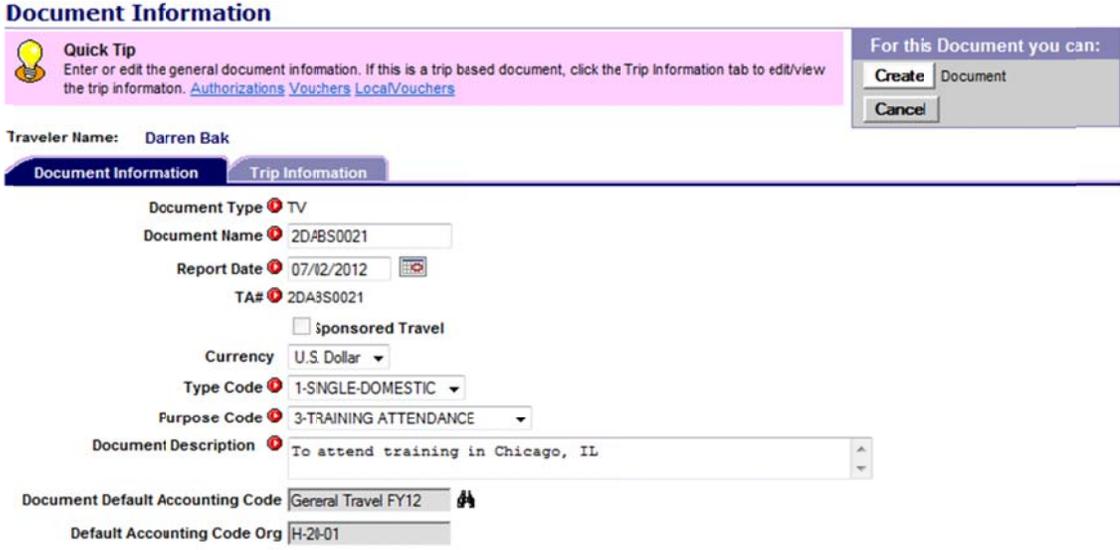
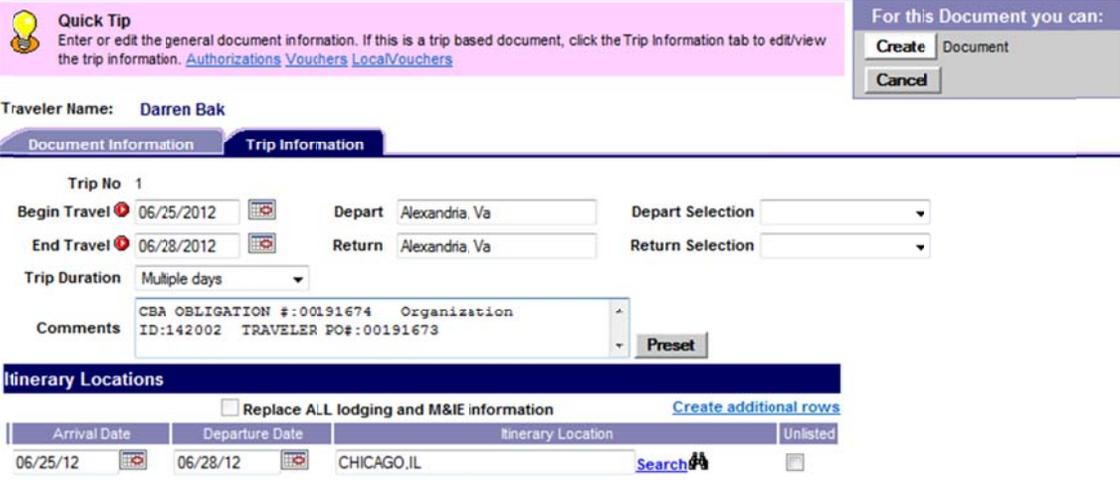
Hotel - \$166.00/night
Hotel Tax - \$17.23/night
POV – 50 miles one way to airport
Parking at hotel - \$10/night
Rental Car - \$323.63
Gas - \$53.51
Internet \$10.99 (6/25, 6/26, & 6/27)

Step	Action
1	From the Home page: ➤ Click Create New Document from the Document Toolbar

Step	Action
2a	<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> <p>New Document</p> <div data-bbox="289 432 1053 617"> <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)</p> </div>

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2a1	<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="315 390 1386 1003"> <p data-bbox="315 390 1386 432">Enter Search Criteria</p> <p data-bbox="440 436 841 512">VNum <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Cancel"/></p> <p data-bbox="315 520 1386 562">Search Results Click on an entry to select it</p> <p data-bbox="315 567 1386 588">Search Results Prev 20 Next 20</p> <table border="1" data-bbox="315 592 1386 1003"> <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>Kallsan</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> </tbody> </table> </div> <p data-bbox="282 1050 1395 1119">If you chose Traveler Name, you will get a list of travelers you have access to showing in alphabetical order.</p> <div data-bbox="315 1161 1386 1774"> <p data-bbox="315 1161 1386 1203">Enter Search Criteria</p> <p data-bbox="391 1207 841 1283">Last Name <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Cancel"/></p> <p data-bbox="315 1291 1386 1333">Search Results Click on an entry to select it</p> <p data-bbox="315 1337 1386 1358">Search Results Prev 20 Next 20</p> <table border="1" data-bbox="315 1362 1386 1774"> <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> </tbody> </table> </div> <p data-bbox="282 1818 1005 1852">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	Kallsan	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	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
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2a2	<p>The <i>New Document</i> screen appears with your traveler’s name and vendor number filled in.</p>  <p>New Document</p> <p>Quick Tip To select a traveler, click on the VNum or Traveler Name lookup button. more</p> <p>VNum 0006-00010</p> <p>Traveler Name (Enter last name and click lookup) Bak, Darren J</p> <p>Document Type</p> <p>For this Document you can:</p> <p>Create this Document</p> <p>Add Traveler to Travel Manager</p> <ul style="list-style-type: none"> ➤ Click on the Document Type drop-down listing and select <i>TV from TA</i> ➤ Click the Create (<i>this Document</i>) button 										
2b	<p>The screen will split and at the bottom all DATALINKED authorizations will appear to select from.</p>  <p>New Document</p> <p>Quick Tip To select a traveler, click on the VNum or Traveler Name lookup button. more</p> <p>VNum 0006-00010</p> <p>Traveler Name (Enter last name and click lookup) Bak, Darren J</p> <p>Document Type TV From TA</p> <p>For this Document you can:</p> <p>Create this Document</p> <p>Add Traveler to Travel Manager</p> <hr/> <p>Document Search (TV From TA)</p> <p>Document List Click on an entry to select it</p> <p>Traveler: Darren Bak</p> <table border="1"> <thead> <tr> <th>Type</th> <th>Document Name</th> <th>Dep Date</th> <th>Status</th> <th>In Use</th> </tr> </thead> <tbody> <tr> <td>TA</td> <td>20ABS0021</td> <td>06/25/12</td> <td>COMPLETED</td> <td></td> </tr> </tbody> </table> <ul style="list-style-type: none"> ➤ Click the Open icon of the authorization going to create the voucher <p>Note: For training purposes the status will not say <i>DATALINKED</i>, it will say <i>COMPLETED</i>.</p>	Type	Document Name	Dep Date	Status	In Use	TA	20ABS0021	06/25/12	COMPLETED	
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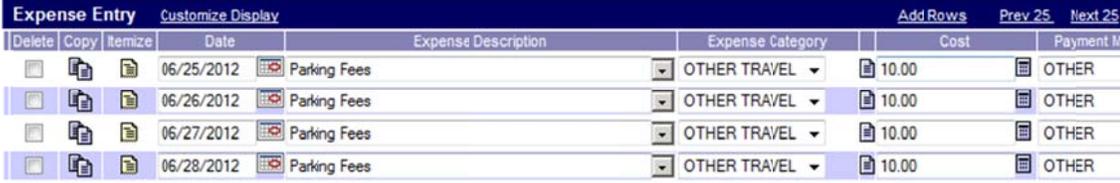
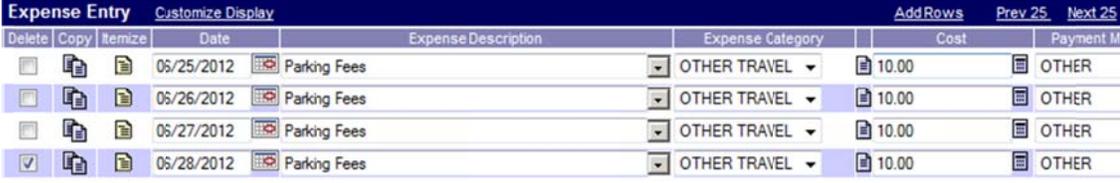
Step	Action
3a	<p>The Document Information screen appears with the Document Information tab highlighted and fields displaying what had been entered on the authorization.</p>  <p>➤ Verify all information is correct and make changes where necessary</p> <p>➤ Click the Trip Information tab</p>
3b	<p>Document Information</p>  <p>➤ Verify all information is correct and make changes where necessary</p> <p>➤ Click the Create (<i>Document</i>) button</p> <p>Note: The comments section will now have the CBA Obligation and PO#s listed at the top of any other comments.</p>

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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 with the expenses and costs that were entered on the authorization. The only difference is that the Lodging Costs will now be zero dollar amounts because the actual cost will need to be added for the voucher.</p> <div data-bbox="282 562 1419 1318" style="border: 1px solid black; padding: 5px;"> <p>Edit/Enter Expenses for Travel Voucher: 2DABS0021</p> <div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc;"> <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 expense description. To delete an expense, use the check box. Enter all expenses and changes and click Save. more</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <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> </div> <div style="float: right; border: 1px solid #ccc; padding: 5px; margin-top: 5px; width: 150px;"> <p>For this Page you can:</p> <p><input type="button" value="Display Express Expense Screen"/></p> <p><input type="button" value="Save"/> Expense Changes</p> <p><input type="button" value="Reset"/> All Lodging</p> <p><input type="button" value="Clear"/> Changes</p> <p><input type="button" value="Back"/> <input type="button" value="Continue"/></p> </div> <p>Current Allocation Method: By Individual Expenses Currency: U.S. Dollar</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Expense Entry</th> <th>Customize Display</th> <th colspan="2"></th> <th>Add Rows</th> <th>Prev 25</th> <th>Next 25</th> </tr> <tr> <th><input type="checkbox"/></th> <th><input type="checkbox"/></th> <th><input type="checkbox"/></th> <th>Date</th> <th>Expense Description</th> <th>Expense Category</th> <th>Cost</th> <th>Payment Me</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>05/25/2012</td> <td>Airline Flight</td> <td>COM. 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5a	<p>➤ Click on the Expense Detail  icon, which can be found to the left of the Cost field for the Airline Flight.</p> <p>➤ Click on the <i>Ticketed Transportation Details</i> tab</p> <div data-bbox="289 430 1409 850"> <p>Expense Details for COM. CARRIER 06/25/2012</p> <p>Quick Tip View or edit all details for this expense. Click the tab to see the respective expense details. To save changes to expense details, click the Use Expense Detail Updates button and on the main expense screen, Save expenses.</p> <p>For this page you can: <input type="button" value="Use"/> Expense Detail Updates <input type="button" value="Close"/> without Saving Expense Details</p> <p>General Details Ticketed Transportation Details</p> <p>Ticket No  Depart From </p> <p>Dep Date 06/25/2012  Arrive At </p> <p>Issue Date </p> <p>Ticket Date 09/17/12  Confirmation No <input type="text"/></p> <p>Class Y</p> <p>Ticket Value 255.00 <input type="text"/> Carrier <input type="text"/></p> <p>Contract Fare 0.00 <input type="text"/> Contract Carrier <input type="text"/></p> </div> <p>➤ Enter the Ticket Number in the <i>Ticket No</i> field</p> <p>➤ Enter the Issue Date</p> <p>➤ Click the <input type="button" value="Use"/> (<i>Expense Detail Updates</i>) button</p> <p>Note: It is a good practice to click the <i>Save (Expense Changes)</i> button every time you make a change on the Expense screen. This screen does not do any automatic saving. So if you click a link that refreshes the screen or move to another screen and had not saved your changes, they will be lost.</p>
5b	<p>➤ Click on the Expense Detail  icon, which can be found to the left of the Cost field for the IPOC – Private Vhcle.</p> <div data-bbox="289 1323 1409 1764"> <p>Expense Details for MILEAGE 06/25/2012</p> <p>Quick Tip View or edit all details for this expense. Click the tab to see the respective expense details. To save changes to expense details, click the Use Expense Detail Updates button and on the main expense screen, Save expenses.</p> <p>For this page you can: <input type="button" value="Use"/> Expense Detail Updates <input type="button" value="Close"/> without Saving Expense Details</p> <p>General Details Mileage Details</p> <p>Expense Date 06/25/2012  Payment Method OTHER <input type="text"/></p> <p>Expense Cost 102.00 <input type="text"/> USD <input type="checkbox"/> Reimbursable <input type="checkbox"/> Taxable</p> <p>Quantity 200 <input type="text"/> Rate .51 <input type="text"/>  Vendor </p> <p>Expense Category MILEAGE <input type="text"/> Accounting Code H-20-01/General Travel FY12 <input type="text"/></p> <p>Expense Description 1POC-Private Vhcle <input type="text"/></p> <p>Comments <input type="text"/></p> </div> <p>➤ Divide the number in the <i>Quantity</i> field by 2 and enter that amount in the field</p> <p>➤ Click the <input type="button" value="Use"/> (<i>Expense Detail Updates</i>) button</p>

Step	Action																																																						
5c	<p>The Search Criteria can be used when trying to search for a particular expense. However, users need to be aware that the search is on the expense <u>category</u> not description.</p> <div data-bbox="282 422 987 596"> </div> <ul style="list-style-type: none"> ➤ Click the drop-down arrow and select the category for Lodging Description (i.e. Lodging-PerDiem) ➤ Click Search <div data-bbox="282 779 1419 1241"> <p>Edit/Enter Expenses for Travel Voucher: 2DABS0021</p> <div data-bbox="282 814 1122 905"> <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 expense description. To delete an expense, use the check box. Enter all expenses and changes and click Save. more</p> </div> <div data-bbox="282 909 1122 1031"> </div> <div data-bbox="1130 814 1419 1010"> <p>For this Page you can:</p> <ul style="list-style-type: none"> Display Express Expense Screen Save Expense Changes Reset All Lodging Clear Changes Back Continue </div> <div data-bbox="282 1035 1419 1241"> <p>Current Allocation Method: By Individual Expenses Currency: U.S. Dollar</p> <table border="1"> <thead> <tr> <th colspan="2">Expense Entry</th> <th>Customize Display</th> <th></th> <th></th> <th></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></th> <th>Payment Me</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/25/2012</td> <td>Lodgng</td> <td>Lodging-PerDiem</td> <td>0.00</td> <td></td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/26/2012</td> <td>Lodgng</td> <td>Lodging-PerDiem</td> <td>0.00</td> <td></td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/27/2012</td> <td>Lodgng</td> <td>Lodging-PerDiem</td> <td>0.00</td> <td></td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/28/2012</td> <td>Lodgng</td> <td>Lodging-PerDiem</td> <td>0.00</td> <td></td> <td>GOVCC</td> </tr> </tbody> </table> </div> </div> <p>This will filter the expenses to only show those expenses you searched on, in this case the Lodging Expense.</p>	Expense Entry		Customize Display				Add Rows	Prev 25	Next 25	Delete	Copy	Itemize	Date	Expense Description	Expense Category	Cost		Payment Me	<input type="checkbox"/>			06/25/2012	Lodgng	Lodging-PerDiem	0.00		GOVCC	<input type="checkbox"/>			06/26/2012	Lodgng	Lodging-PerDiem	0.00		GOVCC	<input type="checkbox"/>			06/27/2012	Lodgng	Lodging-PerDiem	0.00		GOVCC	<input type="checkbox"/>			06/28/2012	Lodgng	Lodging-PerDiem	0.00		GOVCC
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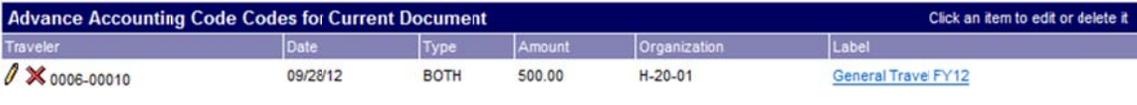
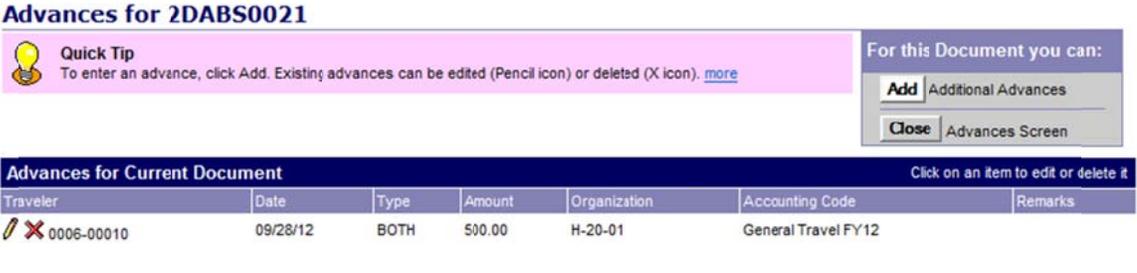
Step	Action																																																																																											
5c1	<p data-bbox="282 279 1143 348"> ➤ On the first lodging line enter the cost for the hotel (i.e. 166.00) ➤ Using the scroll bar on the bottom, scroll to the right </p> <div data-bbox="282 386 1422 443" style="border: 1px solid black; padding: 2px;"> <table border="1"> <thead> <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</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/25/2012</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>166.00</td> <td>GOVCC</td> </tr> </tbody> </table> </div> <p data-bbox="282 483 1250 516">In the <i>Copy Through</i> field, enter the last date lodging is allowed (i.e. 06/27)</p> <div data-bbox="282 552 1422 604" style="border: 1px solid black; padding: 2px;"> <table border="1"> <thead> <tr> <th>Date</th> <th>Expense Description</th> <th>Expense Category</th> <th>Cost</th> <th>Payment Method</th> <th>Copy Through</th> </tr> </thead> <tbody> <tr> <td>06/25/2012</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>166.00</td> <td>GOVCC</td> <td>06/27/2012</td> </tr> </tbody> </table> </div> <p data-bbox="282 642 1091 676">➤ Click the Save (<i>Expense Changes</i>) button when completed</p> <div data-bbox="282 714 1422 930" style="border: 1px solid black; padding: 2px;"> <table border="1"> <thead> <tr> <th colspan="2">Expense Entry</th> <th colspan="2">Customize Display</th> <th colspan="2"></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> <th></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/25/2012</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>166.00</td> <td>GOVCC</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/26/2012</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>166.00</td> <td>GOVCC</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/27/2012</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>166.00</td> <td>GOVCC</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/28/2012</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>0.00</td> <td>GOVCC</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/25/2012</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div> <p data-bbox="282 972 1169 1005">The system will automatically copy the cost through the date entered.</p> <div data-bbox="282 1041 1422 1373" style="background-color: yellow; padding: 5px;"> <p data-bbox="282 1041 1370 1104">Notes: This <i>Copy Through</i> feature should only be used if the dates are consecutive (i.e. Mon, Tue, Wed)</p> <p data-bbox="282 1142 1422 1241">For Lodging costs, the system automatically knows that the traveler does not get lodging on the last day of the trip, so even if you had entered the last day of the trip, the 0.00 would override the copy through. This only works for the lodging line.</p> <p data-bbox="282 1276 1422 1373">If you decide to utilize the calendar feature, make sure that you have the correct dates (including year) selected. The calendar defaults to the current system date and the system will not validate at the time of copying data whether the dates are accurate.</p> </div>	Delete	Copy	Itemize	Date	Expense Description	Expense Category	Cost	Payment	<input type="checkbox"/>			06/25/2012	Lodging	Lodging-PerDiem	166.00	GOVCC	Date	Expense Description	Expense Category	Cost	Payment Method	Copy Through	06/25/2012	Lodging	Lodging-PerDiem	166.00	GOVCC	06/27/2012	Expense Entry		Customize Display				Add Rows	Prev 25	Next 25	Delete	Copy	Itemize	Date	Expense Description	Expense Category	Cost	Payment Method		<input type="checkbox"/>			06/25/2012	Lodging	Lodging-PerDiem	166.00	GOVCC		<input type="checkbox"/>			06/26/2012	Lodging	Lodging-PerDiem	166.00	GOVCC		<input type="checkbox"/>			06/27/2012	Lodging	Lodging-PerDiem	166.00	GOVCC		<input type="checkbox"/>			06/28/2012	Lodging	Lodging-PerDiem	0.00	GOVCC		<input type="checkbox"/>			06/25/2012					
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5c2	<p data-bbox="282 1409 633 1442">To bring back all expenses:</p> <ul data-bbox="282 1480 1315 1585" style="list-style-type: none"> ➤ Click the Expense Category drop-down listing in the <i>Search Criteria</i> section ➤ Select (All Expenses) ➤ Click Search 																																																																																											

Step	Action
5d	<ul style="list-style-type: none"> ➤ Update the cost for June 25st parking fees. ➤ Utilize the search capability to only bring up that line. ➤ Use the Copy Through feature for the parking and make the date through June 28th. ➤ Click the Save (<i>Expense Changes</i>) button when completed 
5d1	<p>Upon doing that you realize that doing the Copy Through feature you entered an incorrect date. To remove that line:</p> <ul style="list-style-type: none"> ➤ Click the checkbox of the line you wish to delete  <ul style="list-style-type: none"> ➤ Click the Save (<i>Expense Changes</i>) button when completed  <p>The incorrect line is now deleted.</p> <p><i>Note: There is no way to delete multiple lines at a time. Each line will have to be checked and before going to another page, you will have to save in order for the deletions to take effect.</i></p>
5e	<p>Enter the rest of the costs for the voucher by breaking the costs out for each days of the trip as specified at the beginning of the exercise.</p> <p><i>Note: Just a reminder – Rental Car and Gas costs are usually on the last day of the trip.</i></p>
6	<p>Click on Accounting in the Document Toolbar to open up the Available Accounting Code page. Verify there is one there. Any changes to the accounting would have to be made as an amendment to the authorization. This means if the voucher had already been created it would have to be deleted prior to making the amendment to the authorization.</p>

Step	Action																																																																																																												
7	<p>Click on Totals in the <i>Document Toolbar</i> to open up the <i>Total Details</i> page.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Total Details for 2DABS0021</p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="background-color: #e6e6fa; padding: 5px; border: 1px solid black;"> <p> Quick Tip If necessary, enter changes and click OK. more</p> </div> <div style="border: 1px solid black; padding: 5px; background-color: #d3d3d3;"> <p>For this Document you can:</p> <p><input type="button" value="Edit Advances"/> Applied</p> <p><input type="button" value="Save & Calculate"/> Totals</p> <p><input type="button" value="Back"/> <input type="button" value="Continue"/></p> </div> </div> <p style="text-align: center; margin-top: 10px;">Currency: U.S. Dollar</p> <hr/> <p>Expense Summary</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>Total Expenses:</td> <td style="text-align: right;">1,624.80</td> </tr> <tr> <td>Total Non-reimbursable Expenses:</td> <td style="text-align: right;">281.30</td> </tr> <tr> <td>Total Reimbursable Expenses:</td> <td style="text-align: right; border-top: 1px solid black;">1,343.50</td> </tr> <tr> <td>Advance Outstanding:</td> <td style="text-align: right;"><input type="text" value="0.00"/></td> </tr> <tr> <td>Advance Applied:</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Total Reimbursable Amount:</td> <td style="text-align: right; border-top: 1px solid black;">1,343.50</td> </tr> </table> <hr/> <p>Charge Card Reconciliation</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">All Amounts</th> <th style="text-align: center;">Reimbursable Amounts</th> </tr> </thead> <tbody> <tr> <td>Reimbursable Charge Card Expenses:</td> <td style="text-align: right;">898.00</td> <td style="text-align: right;">898.00</td> </tr> <tr> <td>Non-Reimbursable Charge Card Expenses:</td> <td style="text-align: right;">281.30</td> <td></td> </tr> <tr> <td>Total Charge Card Expenses:</td> <td style="text-align: right; border-top: 1px solid black;">1,179.30</td> <td style="text-align: right; border-top: 1px solid black;">898.00</td> </tr> <tr> <td>Charge Card ATM Advance Taken:</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Total Amount On Charge Card:</td> <td style="text-align: right; border-top: 1px solid black;">1,179.30</td> <td style="text-align: right; border-top: 1px solid black;">898.00</td> </tr> <tr> <td>Additional Payment to Charge Card:</td> <td></td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Maximum Charge Card Reimbursement: (Actual reimbursement may be different)</td> <td></td> <td style="text-align: right; border-top: 1px solid black;">898.00</td> </tr> </tbody> </table> <hr/> <p>Reimbursement Summary</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>Actual Charge Card Reimbursement:</td> <td style="text-align: right;">898.00</td> </tr> <tr> <td>Traveler Reimbursement: (Due From Traveler if negative)</td> <td style="text-align: right;">445.50</td> </tr> <tr> <td>Total Amount Reimbursed:</td> <td style="text-align: right; border-top: 1px solid black;">1,343.50</td> </tr> </table> <hr/> <table border="1" style="width: 100%; border-collapse: collapse; background-color: #e6e6fa;"> <thead> <tr> <th colspan="6" style="text-align: left; padding: 2px;">Expense Category Details</th> </tr> <tr> <th style="text-align: left;">Trip</th> <th style="text-align: left;">Expense Category</th> <th style="text-align: left;">Payment Method</th> <th style="text-align: left;">Organization</th> <th style="text-align: left;">Accounting Code Label</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>COM. CARRIER</td> <td>AGENCY CARD</td> <td>H-20-01</td> <td>General Travel FY12</td> <td style="text-align: right;">255.00</td> </tr> <tr> <td>1</td> <td>LODGING TAX</td> <td>GOVCC</td> <td>H-20-01</td> <td>General Travel FY12</td> <td style="text-align: right;">50.00</td> </tr> <tr> <td>1</td> <td>Lodging-PerDiem</td> <td>GOVCC</td> <td>H-20-01</td> <td>General Travel FY12</td> <td style="text-align: right;">498.00</td> </tr> <tr> <td>1</td> <td>M&IE-PerDiem</td> <td>OTHER</td> <td>H-20-01</td> <td>General Travel FY12</td> <td style="text-align: right;">248.50</td> </tr> <tr> <td>1</td> <td>MILEAGE</td> <td>OTHER</td> <td>H-20-01</td> <td>General Travel FY12</td> <td style="text-align: right;">102.00</td> </tr> <tr> <td>1</td> <td>OTHER TRAVEL</td> <td>OTHER</td> <td>H-20-01</td> <td>General Travel FY12</td> <td style="text-align: right;">30.00</td> </tr> <tr> <td>1</td> <td>RENTAL CAR</td> <td>GOVCC</td> <td>H-20-01</td> <td>General Travel FY12</td> <td style="text-align: right;">350.00</td> </tr> <tr> <td>1</td> <td>TRANSACTION FEES</td> <td>AGENCY CARD</td> <td>H-20-01</td> <td>General Travel FY12</td> <td style="text-align: right;">26.30</td> </tr> <tr> <td>1</td> <td>TRANSPORT</td> <td>OTHER</td> <td>H-20-01</td> <td>General Travel FY12</td> <td style="text-align: right;">65.00</td> </tr> </tbody> </table> </div>	Total Expenses:	1,624.80	Total Non-reimbursable Expenses:	281.30	Total Reimbursable Expenses:	1,343.50	Advance Outstanding:	<input type="text" value="0.00"/>	Advance Applied:	0.00	Total Reimbursable Amount:	1,343.50		All Amounts	Reimbursable Amounts	Reimbursable Charge Card Expenses:	898.00	898.00	Non-Reimbursable Charge Card Expenses:	281.30		Total Charge Card Expenses:	1,179.30	898.00	Charge Card ATM Advance Taken:	0.00	0.00	Total Amount On Charge Card:	1,179.30	898.00	Additional Payment to Charge Card:		0.00	Maximum Charge Card Reimbursement: (Actual reimbursement may be different)		898.00	Actual Charge Card Reimbursement:	898.00	Traveler Reimbursement: (Due From Traveler if negative)	445.50	Total Amount Reimbursed:	1,343.50	Expense Category Details						Trip	Expense Category	Payment Method	Organization	Accounting Code Label	Amount	1	COM. 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1	LODGING TAX	GOVCC	H-20-01	General Travel FY12	50.00																																																																																																								
1	Lodging-PerDiem	GOVCC	H-20-01	General Travel FY12	498.00																																																																																																								
1	M&IE-PerDiem	OTHER	H-20-01	General Travel FY12	248.50																																																																																																								
1	MILEAGE	OTHER	H-20-01	General Travel FY12	102.00																																																																																																								
1	OTHER TRAVEL	OTHER	H-20-01	General Travel FY12	30.00																																																																																																								
1	RENTAL CAR	GOVCC	H-20-01	General Travel FY12	350.00																																																																																																								
1	TRANSACTION FEES	AGENCY CARD	H-20-01	General Travel FY12	26.30																																																																																																								
1	TRANSPORT	OTHER	H-20-01	General Travel FY12	65.00																																																																																																								

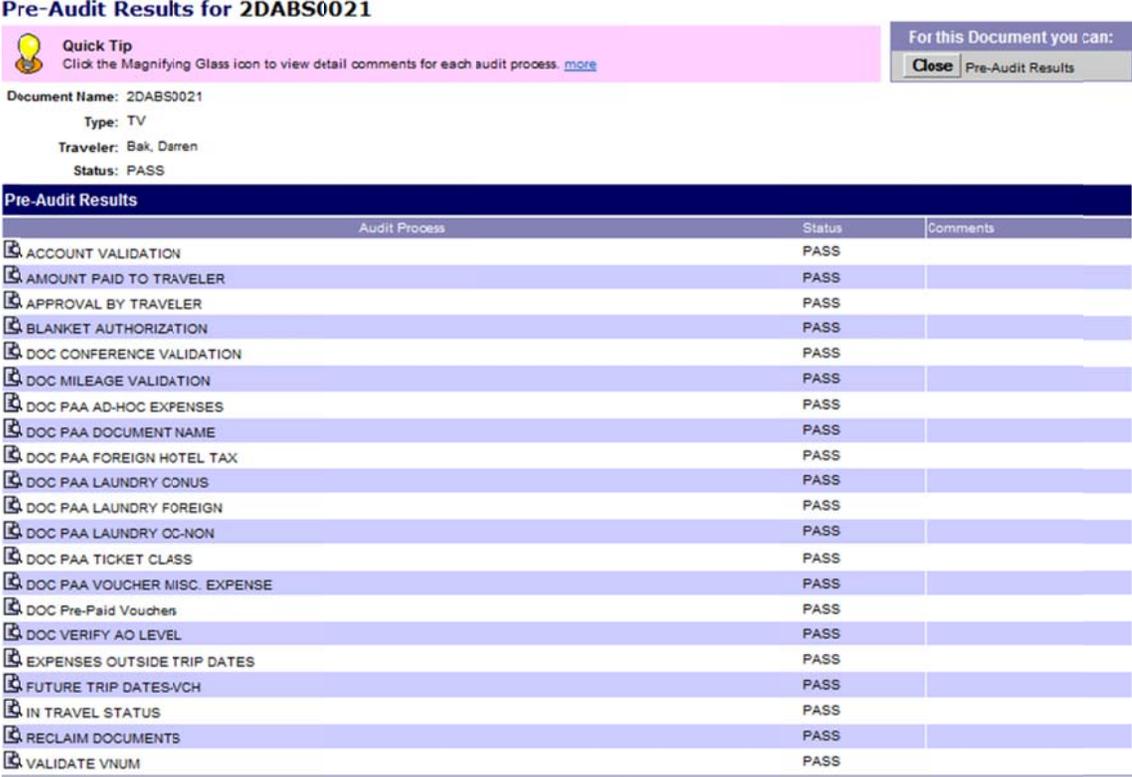
Step	Action																								
7a	<p>The Total Details screen for a voucher looks different than an authorization. It has the following sections:</p> <ul style="list-style-type: none"> ➤ Expense Summary ➤ Charge Card Reconciliation ➤ Reimbursement Summary ➤ Expense Category Details 																								
7b	<p>The Expense Summary section gives the preparer a quick look at the total expenses, total-non reimbursable expenses (usually airfare/transaction fee) and total reimbursable expenses.</p> <p>It also includes an area that allows the preparer to include any advance amounts. This amount would then be deducted from the total reimbursable expenses to give you the total due back to the traveler in the Total Reimbursable Amount.</p> <hr/> <p>Expense Summary</p> <hr/> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Total Expenses:</td> <td style="width: 20%;"></td> <td style="width: 20%; text-align: right;">1,624.80</td> </tr> <tr> <td>Total Non-reimbursable Expenses:</td> <td></td> <td style="text-align: right;">281.30</td> </tr> <tr> <td colspan="2"></td> <td style="border-top: 1px solid black; text-align: right;">1,343.50</td> </tr> <tr> <td>Total Reimbursable Expenses:</td> <td></td> <td style="text-align: right;">1,343.50</td> </tr> <tr> <td>Advance Outstanding:</td> <td style="text-align: center;"><input style="width: 100px;" type="text" value="0.00"/></td> <td></td> </tr> <tr> <td>Advance Applied:</td> <td style="text-align: center;">0.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td colspan="2"></td> <td style="border-top: 1px solid black; text-align: right;">1,343.50</td> </tr> <tr> <td>Total Reimbursable Amount:</td> <td></td> <td style="text-align: right;">1,343.50</td> </tr> </table> <hr/>	Total Expenses:		1,624.80	Total Non-reimbursable Expenses:		281.30			1,343.50	Total Reimbursable Expenses:		1,343.50	Advance Outstanding:	<input style="width: 100px;" type="text" value="0.00"/>		Advance Applied:	0.00	0.00			1,343.50	Total Reimbursable Amount:		1,343.50
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<p><i>Note: Advances are only to be done, if the traveler received an advance out of petty cashe and/or convience check. ATM Cash advances would not be done here. The costs for those fees can be claimed under Expenses.</i></p>																									

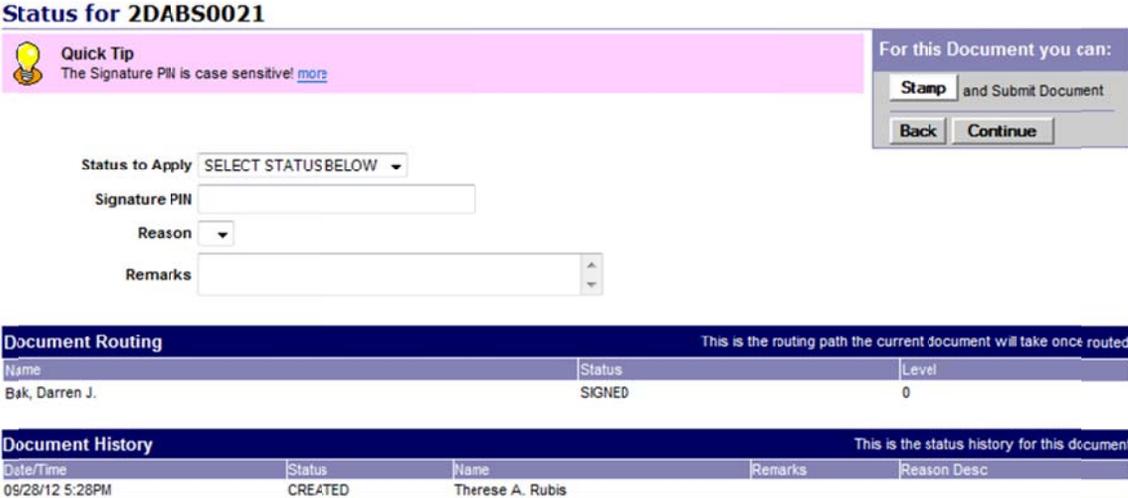
Step	Action																																						
7b1	<p>To add an advance amount to the voucher:</p> <ul style="list-style-type: none"> ➤ Enter the advance amount in the <i>Advance Outstanding</i> field <hr/> <p>Expense Summary</p> <hr/> <table border="0"> <tr> <td>Total Expenses:</td> <td style="text-align: right;">1,624.80</td> </tr> <tr> <td>Total Non-reimbursable Expenses:</td> <td style="text-align: right;">281.30</td> </tr> <tr> <td colspan="2"><hr/></td> </tr> <tr> <td>Total Reimbursable Expenses:</td> <td style="text-align: right;">1,343.50</td> </tr> <tr> <td>Advance Outstanding:</td> <td style="text-align: right;">500.00</td> </tr> <tr> <td>Advance Applied:</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td colspan="2"><hr/></td> </tr> <tr> <td>Total Reimbursable Amount:</td> <td style="text-align: right;">1,343.50</td> </tr> </table> <hr/> <ul style="list-style-type: none"> ➤ Click the  (<i>Applied</i>) button <p>This will take you to the Advances for Document Name screen</p> <p>Advances for 2DABS0021</p> <div style="border: 1px solid gray; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> <div style="background-color: #f0f0f0; padding: 5px;"> <p> Quick Tip To enter an advance, click Add. Existing advances can be edited (Pencil icon) or deleted (X icon). more</p> </div> <div style="border: 1px solid gray; padding: 5px;"> <p>For this Document you can:</p> <p><input type="button" value="Add"/> Additional Advances</p> <p><input type="button" value="Close"/> Advances Screen</p> </div> </div> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #2e4a85; color: white;"> <th colspan="7">Advances for Current Document</th> <th style="text-align: right; font-size: small;">Click on an item to edit or delete it</th> </tr> <tr style="background-color: #4a699d; color: white;"> <th style="width: 15%;">Traveler</th> <th style="width: 10%;">Date</th> <th style="width: 10%;">Type</th> <th style="width: 15%;">Amount</th> <th style="width: 20%;">Organization</th> <th style="width: 20%;">Accounting Code</th> <th style="width: 10%;">Remarks</th> </tr> </thead> <tbody> <tr style="height: 40px;"> <td> </td> </tr> </tbody> </table> <div style="background-color: yellow; padding: 10px; margin-top: 10px;"> <p>Note: The amount must be entered into the field prior to adding the accounting code; otherwise the advance will not be deducted.</p> </div>	Total Expenses:	1,624.80	Total Non-reimbursable Expenses:	281.30	<hr/>		Total Reimbursable Expenses:	1,343.50	Advance Outstanding:	500.00	Advance Applied:	0.00	<hr/>		Total Reimbursable Amount:	1,343.50	Advances for Current Document							Click on an item to edit or delete it	Traveler	Date	Type	Amount	Organization	Accounting Code	Remarks							
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Step	Action
7b2	<p>➤ Click the Add (<i>Additional Advances</i>) button</p> <p>This will take you to the Available Accounting Code for Document Name screen.</p> 
7b3	<p>From that screen, you will need to choose an accounting on which the advance had been taken from. This is done by clicking the label name so the accounting appears in the Advance Accounting Code Codes for Current Document section.</p>  <p>➤ Click the Close (<i>Advance</i>) button when finished selecting the accounting for the advance.</p> <p>Note: <i>The system will allow you to select multiple accounting codes; however, it will only apply the advance to the first accounting that was added.</i></p>
7b4	<p>This will take to you to the Advances for Document Name screen but now you will have the accounting you selected showing.</p>  <p>➤ Click the Close (<i>Advances Screen</i>) button</p>

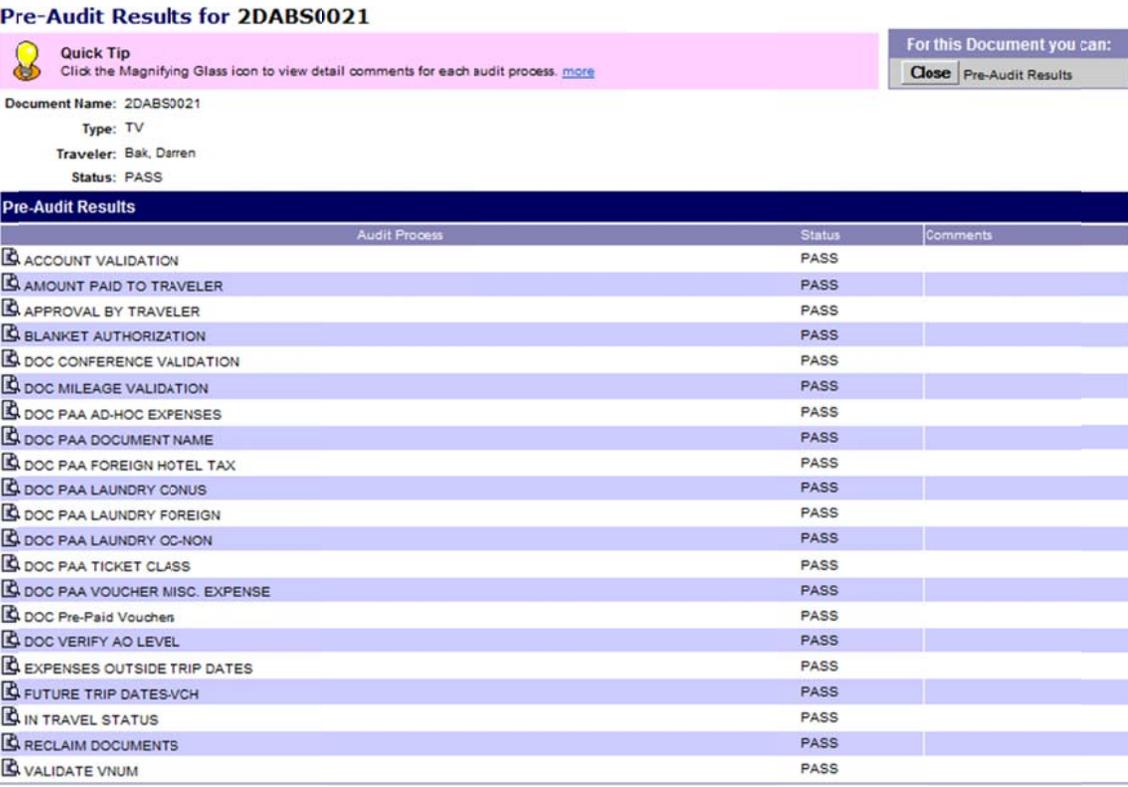
Step	Action																
7b5	<p>This will take you back to the Total Details screen and under the Expense Summary section you will now see that the amount you entered on the <i>Advance Outstanding</i> field will now have been deducted against the total reimbursable expenses so less money is due back to the traveler – because they took an advance against their reimbursement.</p> <hr/> <p>Expense Summary</p> <hr/> <table border="0" style="width: 100%;"> <tr> <td>Total Expenses:</td> <td style="text-align: right;">1,624.80</td> </tr> <tr> <td>Total Non-reimbursable Expenses:</td> <td style="text-align: right;">281.30</td> </tr> <tr> <td colspan="2"><hr/></td> </tr> <tr> <td>Total Reimbursable Expenses:</td> <td style="text-align: right;">1,343.50</td> </tr> <tr> <td>Advance Outstanding:</td> <td style="text-align: right;"><input type="text" value="500.00"/></td> </tr> <tr> <td>Advance Applied:</td> <td style="text-align: right;">500.00</td> </tr> <tr> <td colspan="2"><hr/></td> </tr> <tr> <td>Total Reimbursable Amount:</td> <td style="text-align: right;">843.50</td> </tr> </table>	Total Expenses:	1,624.80	Total Non-reimbursable Expenses:	281.30	<hr/>		Total Reimbursable Expenses:	1,343.50	Advance Outstanding:	<input type="text" value="500.00"/>	Advance Applied:	500.00	<hr/>		Total Reimbursable Amount:	843.50
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7c	<p>The Charge Card Reconciliation section just gives the preparer an idea of what charges from the expense screen should have been charged to the charge card (i.e. hotel). It also lists the expenses that are non-reimbursable back to the traveler (i.e. airline/fees).</p> <p>There is no automatic payment set up to the traveler’s card, so this is just for information only. It also only shows based off what was entered into the expenses what the system things was charged on the charge card. It does not calculate costs outside of that in this section, like M&IE.</p>																
7d	<p>The Reimbursement Summary gives the preparer a summary of the other two sections. It lists what money should be reimbursed to the charge card as well as what money should be reimbursed back to the traveler. It then adds those two things together for the total reimbursement back to the traveler.</p> <p>Since nothing has been set up in the system to actually pay the charge card, the full amount of the Total Amount Reimbursed, will be sent to the traveler, as they are responsible for paying their charge card.</p>																
7e	<p>The Expense Category Details section lists the expenses by category and accounting. This section also lists the costs by trip number. Trip numbers are important when doing a constructed voucher.</p>																

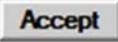
Step	Action
8	<p>Click on Preview Document in the <i>Document Toolbar</i> to have a new window open with the print preview of your travel document.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <pre> ===== 09/28/12 TV PAGE 1 ** Read Privacy Act On Last Page ** TV: 2DABS0021 Travel Au 2DABS0021 ===== 1) NAME: Bak, Darren J. VNum: ****-*0010 ADDR: PHONE: , MAIL CD: ORG: H-20-01 DUTY: TZ: 6 TITLE: RES: , SEC CLR: HOURS: 8 CARD: CARD HOLDER FFB H BUREAU 14 ===== 2) FROM TO TRAVEL TA DATE TRIP PURPOSE TRIP TYPE ----- 06/25/12 06/28/12 2DABS0021 07/02/12 3-TRAINING ATTENDANCE 1-SINGLE-DO ===== 3) GTR/TICKET NO VALUE CR CLS DATE FROM TO ----- See Attached Ticket 1 255.00 Y ===== 4) ACCT TRIP 1 5) FINANCE OFFICE ----- General Travel FY12 1,624.80 2012-14-KTRNTRVP00-06020000-00000000-0000----- ===== 6) NON-REIMBURSABLE EXPENSES ----- 281.30 ===== </pre> </div> <p>The document opens up in an Adobe PDF file. This give the preparer the ability to Print or Save the document using the icons found on the Adobe Toolbar. ( )</p>
8a	<p>The traveler must sign this paper copy.</p> <div style="border: 1px dashed black; padding: 10px; margin: 10px 0;"> <p>I certify that this TV is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me. I hereby assign the United States any right I may have against any parties in connection, with reimbursable transportation charges described above, purchased under cash payment procedures (41 CFR Part 301-10).</p> <p>7) TRAVELER SIGNATURE _____ DATE _____</p> </div> <p>Note: Only those travelers who are “Excepted” (Bargaining Unit) or Invitational are required to sign the paper copy due to PAA. The original</p>

Step	Action																																																																					
9	<p>Click on Perform Pre-Audits in the <i>Document Toolbar</i> to open up the <i>Pre-Audit Results</i> screen.</p>  <p>Pre-Audit Results for 2DABS0021</p> <p>Quick Tip Click the Magnifying Glass icon to view detail comments for each audit process. more</p> <p>For this Document you can: Close Pre-Audit Results</p> <p>Document Name: 2DABS0021 Type: TV Traveler: Bak, Darren Status: PASS</p> <table border="1"> <thead> <tr> <th colspan="3">Pre-Audit Results</th> </tr> <tr> <th>Audit Process</th> <th>Status</th> <th>Comments</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/> ACCOUNT VALIDATION</td><td>PASS</td><td></td></tr> <tr><td><input type="checkbox"/> AMOUNT PAID TO TRAVELER</td><td>PASS</td><td></td></tr> <tr><td><input type="checkbox"/> APPROVAL BY TRAVELER</td><td>PASS</td><td></td></tr> <tr><td><input type="checkbox"/> BLANKET AUTHORIZATION</td><td>PASS</td><td></td></tr> <tr><td><input type="checkbox"/> DOC CONFERENCE VALIDATION</td><td>PASS</td><td></td></tr> <tr><td><input type="checkbox"/> DOC MILEAGE VALIDATION</td><td>PASS</td><td></td></tr> <tr><td><input type="checkbox"/> DOC PAA AD-HOC EXPENSES</td><td>PASS</td><td></td></tr> <tr><td><input type="checkbox"/> DOC PAA DOCUMENT NAME</td><td>PASS</td><td></td></tr> <tr><td><input type="checkbox"/> DOC PAA FOREIGN HOTEL TAX</td><td>PASS</td><td></td></tr> <tr><td><input type="checkbox"/> DOC PAA LAUNDRY CONUS</td><td>PASS</td><td></td></tr> <tr><td><input type="checkbox"/> DOC PAA LAUNDRY FOREIGN</td><td>PASS</td><td></td></tr> <tr><td><input type="checkbox"/> DOC PAA LAUNDRY OC-NON</td><td>PASS</td><td></td></tr> <tr><td><input type="checkbox"/> DOC PAA TICKET CLASS</td><td>PASS</td><td></td></tr> <tr><td><input type="checkbox"/> DOC PAA VOUCHER MISC. EXPENSE</td><td>PASS</td><td></td></tr> <tr><td><input type="checkbox"/> DOC Pre-Paid Vouchers</td><td>PASS</td><td></td></tr> <tr><td><input type="checkbox"/> DOC VERIFY AO LEVEL</td><td>PASS</td><td></td></tr> <tr><td><input type="checkbox"/> EXPENSES OUTSIDE TRIP DATES</td><td>PASS</td><td></td></tr> <tr><td><input type="checkbox"/> FUTURE TRIP DATES-VCH</td><td>PASS</td><td></td></tr> <tr><td><input type="checkbox"/> IN TRAVEL STATUS</td><td>PASS</td><td></td></tr> <tr><td><input type="checkbox"/> RECLAIM DOCUMENTS</td><td>PASS</td><td></td></tr> <tr><td><input type="checkbox"/> VALIDATE VNUM</td><td>PASS</td><td></td></tr> </tbody> </table> <p>Note: Pre-Audit Processes are different between authorizations and vouchers.</p>	Pre-Audit Results			Audit Process	Status	Comments	<input type="checkbox"/> ACCOUNT VALIDATION	PASS		<input type="checkbox"/> AMOUNT PAID TO TRAVELER	PASS		<input type="checkbox"/> APPROVAL BY TRAVELER	PASS		<input type="checkbox"/> BLANKET AUTHORIZATION	PASS		<input type="checkbox"/> DOC CONFERENCE VALIDATION	PASS		<input type="checkbox"/> DOC MILEAGE VALIDATION	PASS		<input type="checkbox"/> DOC PAA AD-HOC EXPENSES	PASS		<input type="checkbox"/> DOC PAA DOCUMENT NAME	PASS		<input type="checkbox"/> DOC PAA FOREIGN HOTEL TAX	PASS		<input type="checkbox"/> DOC PAA LAUNDRY CONUS	PASS		<input type="checkbox"/> DOC PAA LAUNDRY FOREIGN	PASS		<input type="checkbox"/> DOC PAA LAUNDRY OC-NON	PASS		<input type="checkbox"/> DOC PAA TICKET CLASS	PASS		<input type="checkbox"/> DOC PAA VOUCHER MISC. EXPENSE	PASS		<input type="checkbox"/> DOC Pre-Paid Vouchers	PASS		<input type="checkbox"/> DOC VERIFY AO LEVEL	PASS		<input type="checkbox"/> EXPENSES OUTSIDE TRIP DATES	PASS		<input type="checkbox"/> FUTURE TRIP DATES-VCH	PASS		<input type="checkbox"/> IN TRAVEL STATUS	PASS		<input type="checkbox"/> RECLAIM DOCUMENTS	PASS		<input type="checkbox"/> VALIDATE VNUM	PASS	
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9a	<p>The <i>Pre-Audit Results</i> screen will show the whole document status as well as the individual audit processes the system is checking along with the status of those processes. The processes are:</p> <p>Blank or WARN = Warning FAIL = Failure PASS = Pass</p> <p>A warning just gives preparer an idea that something is different with the document, but will not stop the document from the signing/stamping process. A failure means that something is wrong with the document or a process within the document. These failures have to be fixed prior to the signing/stamping process. A pass lets the preparer know that there were no issues with all of the Travel Manager audit process, so the document is ready for the signing/stamping process.</p>																																																																					

Step	Action
10a	<p>Click on Document Status in the <i>Document Toolbar</i> to open up the <i>Status</i> screen.</p> <p>If you are a Group Administrator and created any traveler's (EMPLOYEE or EXCEPTED) traveler document this is what you will see on the <i>Status</i> screen.</p>  <p>The status to apply will say <i>Select Status Below</i> regardless of whether it is an Employee or Excepted traveler. You will have to know what type of traveler this is because Employee's are required to stamp their own vouchers and Excepted travelers you will stamp on behalf of the traveler once the paper copy with signature has been sent to you.</p> <p>You will do the following steps for Employees:</p> <ul style="list-style-type: none"> ➤ Close out the document ➤ Contact the traveler and have them review the voucher ➤ If the voucher is fine for the traveler have the traveler stamp the electronic voucher signed <p>You will do the following steps for Excepted Travelers:</p> <ul style="list-style-type: none"> ➤ Close out the document ➤ Contact the traveler and have them review the paper voucher ➤ If the voucher is alright have the traveler sign the paper voucher and send you the signed copy back ➤ Log back into the system and the voucher and stamp it SIGNED on behalf of the traveler.

Step	Action																
10b	<p>From the <i>Status</i> screen</p> <p>Status for 2DABS0021</p> <div data-bbox="284 378 1421 850"> <p>Quick Tip The Signature PIN is case sensitive! more</p> <p>For this Document you can: <input type="button" value="Stamp"/> and Submit Document <input type="button" value="Back"/> <input type="button" value="Continue"/></p> <p>Status to Apply: SIGNED Signature PIN: ●●●●●●●● Reason: Remarks: <input type="button" value="Stamp"/> and Submit Document</p> <p>Document Routing This is the routing path the current document will take once routed</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Status</th> <th>Level</th> </tr> </thead> <tbody> <tr> <td>Bak, Darren J.</td> <td>SIGNED</td> <td>0</td> </tr> </tbody> </table> <p>Document History This is the status history for this document</p> <table border="1"> <thead> <tr> <th>Date/Time</th> <th>Status</th> <th>Name</th> <th>Remarks</th> <th>Reason Desc</th> </tr> </thead> <tbody> <tr> <td>09/28/12 5:28PM</td> <td>CREATED</td> <td>Therese A. Rubis</td> <td></td> <td></td> </tr> </tbody> </table> </div> <ul style="list-style-type: none"> ➤ Change the Status to Apply to SIGNED ➤ Enter your <i>Signature PIN</i> ➤ Enter your <i>Remarks</i> if any ➤ Click the <input type="button" value="Stamp"/> (<i>and Submit Document</i>) button 	Name	Status	Level	Bak, Darren J.	SIGNED	0	Date/Time	Status	Name	Remarks	Reason Desc	09/28/12 5:28PM	CREATED	Therese A. Rubis		
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09/28/12 5:28PM	CREATED	Therese A. Rubis															

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10c	<p>The Pre-Audit Results for Document # 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>Pre-Audit Results for 2DABS0021</p> <p>Quick Tip Click the Magnifying Glass icon to view detail comments for each audit process. more</p> <p>For this Document you can: Close Pre-Audit Results</p> <p>Document Name: 2DABS0021 Type: TV Traveler: Bak, Darren Status: PASS</p> <table border="1"> <thead> <tr> <th>Audit Process</th> <th>Status</th> <th>Comments</th> </tr> </thead> <tbody> <tr><td>ACCOUNT VALIDATION</td><td>PASS</td><td></td></tr> <tr><td>AMOUNT PAID TO TRAVELER</td><td>PASS</td><td></td></tr> <tr><td>APPROVAL BY TRAVELER</td><td>PASS</td><td></td></tr> <tr><td>BLANKET AUTHORIZATION</td><td>PASS</td><td></td></tr> <tr><td>DOC CONFERENCE VALIDATION</td><td>PASS</td><td></td></tr> <tr><td>DOC MILEAGE VALIDATION</td><td>PASS</td><td></td></tr> <tr><td>DOC PAA AD-HOC EXPENSES</td><td>PASS</td><td></td></tr> <tr><td>DOC PAA DOCUMENT NAME</td><td>PASS</td><td></td></tr> <tr><td>DOC PAA FOREIGN HOTEL TAX</td><td>PASS</td><td></td></tr> <tr><td>DOC PAA LAUNDRY CONUS</td><td>PASS</td><td></td></tr> <tr><td>DOC PAA LAUNDRY FOREIGN</td><td>PASS</td><td></td></tr> <tr><td>DOC PAA LAUNDRY CC-NON</td><td>PASS</td><td></td></tr> <tr><td>DOC PAA TICKET CLASS</td><td>PASS</td><td></td></tr> <tr><td>DOC PAA VOUCHER MISC. EXPENSE</td><td>PASS</td><td></td></tr> <tr><td>DOC Pre-Paid Vouchers</td><td>PASS</td><td></td></tr> <tr><td>DOC VERIFY AO LEVEL</td><td>PASS</td><td></td></tr> <tr><td>EXPENSES OUTSIDE TRIP DATES</td><td>PASS</td><td></td></tr> <tr><td>FUTURE TRIP DATES-VCH</td><td>PASS</td><td></td></tr> <tr><td>IN TRAVEL STATUS</td><td>PASS</td><td></td></tr> <tr><td>RECLAIM DOCUMENTS</td><td>PASS</td><td></td></tr> <tr><td>VALIDATE VNUM</td><td>PASS</td><td></td></tr> </tbody> </table>	Audit Process	Status	Comments	ACCOUNT VALIDATION	PASS		AMOUNT PAID TO TRAVELER	PASS		APPROVAL BY TRAVELER	PASS		BLANKET AUTHORIZATION	PASS		DOC CONFERENCE VALIDATION	PASS		DOC MILEAGE VALIDATION	PASS		DOC PAA AD-HOC EXPENSES	PASS		DOC PAA DOCUMENT NAME	PASS		DOC PAA FOREIGN HOTEL TAX	PASS		DOC PAA LAUNDRY CONUS	PASS		DOC PAA LAUNDRY FOREIGN	PASS		DOC PAA LAUNDRY CC-NON	PASS		DOC PAA TICKET CLASS	PASS		DOC PAA VOUCHER MISC. EXPENSE	PASS		DOC Pre-Paid Vouchers	PASS		DOC VERIFY AO LEVEL	PASS		EXPENSES OUTSIDE TRIP DATES	PASS		FUTURE TRIP DATES-VCH	PASS		IN TRAVEL STATUS	PASS		RECLAIM DOCUMENTS	PASS		VALIDATE VNUM	PASS	
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<p>10d</p>	<p>The <i>Signature</i> screen appears with a statement that should be read.</p> <div data-bbox="284 346 1421 961" style="border: 1px solid black; padding: 10px;"> <p>Signature for 2DABS0021</p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="background-color: #f0f8ff; padding: 5px; border: 1px solid #add8e6;"> <p> Quick Tip If you agree with the statement, click Accept. more</p> </div> <div style="border: 1px solid #add8e6; padding: 5px;"> <p>For this Document you can:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px 5px;">Accept</td> <td style="padding: 2px 5px;">Signature Text</td> </tr> <tr> <td style="padding: 2px 5px;">Cancel</td> <td style="padding: 2px 5px;">Stamping</td> </tr> </table> </div> </div> <div style="border: 2px solid #000080; padding: 10px; margin-top: 10px;"> <p>FRAUDULENT CLAIM — Falsification of an item in an expense account works a forfeiture of the claim (28 U.S.C. 2514) and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287; id. 1001).</p> <p>CLAIMANT'S RESPONSIBILITIES AND ELECTRONIC SIGNATURE ACCEPTANCE: I certify that this voucher is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me. I hereby assign to the United States any right I may have against any parties in connection, with reimbursable transportation charges described above, purchased under cash payment procedures (41 CFR Part 301-10). I verify that I have all receipts necessary to support the claims in this voucher. Any exceptions are noted in the comments section.</p> <p>**IMPORTANT NOTICE** **Hard copy vouchers are only required by Finance when Selected for Audit and/or pertain to an Excepted/Invitational Traveler. Email notification will be sent to the Prepare, Traveler and Approving Official from Travel.Reimbursements@noaa.gov within 24 hours of electronic approval should voucher submission be required. If you receive notification indicating the hard copy voucher is required, a photo copy of the complete travel package should be sent to your servicing Finance within three (3) days of electronic approval. DO NOT SEND ORIGINALS. Retain original documents in the field according to the record retention policy and procedures set forth by your Line Office. Vouchers requiring hard copy submission will <u>not</u> be approved for payment in the Core Financial System until the hard copy voucher is received in Finance accordingly.</p> </div> <p>➤ Click the  (<i>Signature Text</i>) button</p> <p>The Excepted Traveler’s document will <u>NOT</u> be routed and you will have to have reviewers review the document (if needed) outside of the system and then contact the approving official to stamp the document “manually”.</p> </div>	Accept	Signature Text	Cancel	Stamping
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<p>AWAIT TRAINER TO APPROVE ALL DOCUMENTS BEFORE CONTINUING WITH THE NEXT EXERCISE.</p>					