

Exercise #8a: Travel Authorization (Registration Fee-Includes Lodging/Meals)

- Objectives:**
- Create a travel authorization and indicate lodging and meals are included
 - Understand the Conference Screen

Notes: *This exercise covers how to create an authorization when lodging and/or meals are prepaid or provided as part of a registration or seminar fee.*

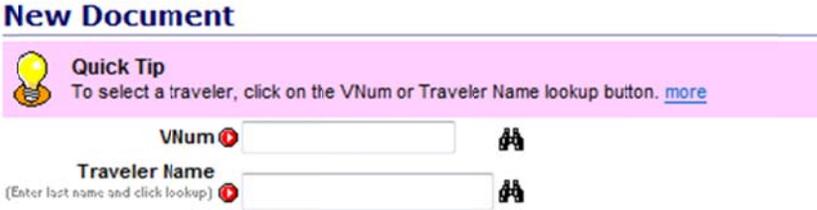
The lodging estimate must be reduced by the amount of prepaid lodging costs and/or the M&IE estimate must be reduced by the amount for meals provided.

Instructions: Execute the following steps:

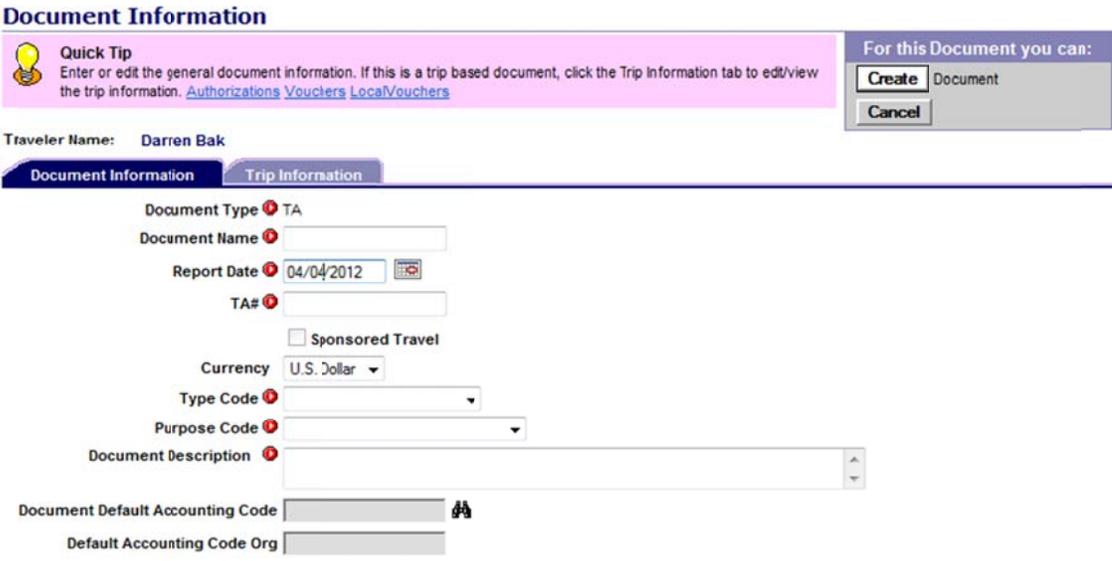
You are going to a software conference in Boston, MA on April 18th and 19th. You pay a registration fee using the office purchase card. This fee includes lodging for all 3 nights, breakfast and lunch for the two days of the conference and the conference fee.

Estimated Expenses

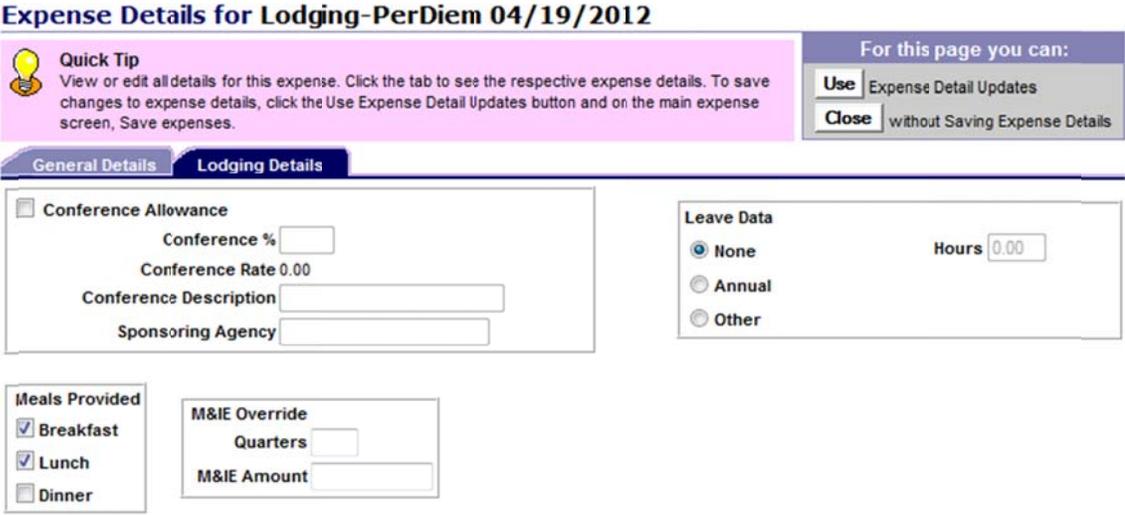
- \$450.00 = Round-trip air fare
- \$25.43 = Transaction Fee
- \$100 = Taxi Fare
- \$50 = Miscellaneous
- \$50 = Checked Baggage Fee

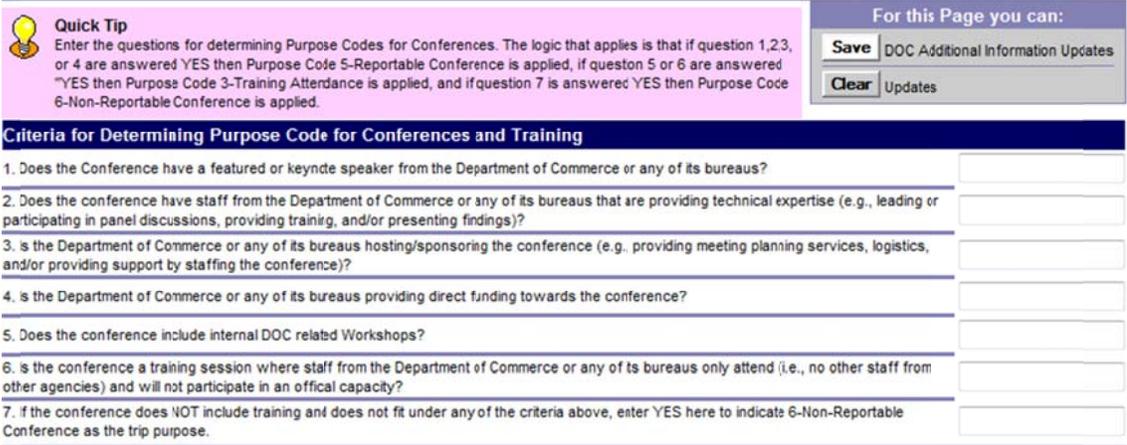
Step	Action
1	From the Home screen: ➤ Click Create New Document from the Document Toolbar
2	For a Group Administrator, you will need to select a traveler by clicking on the Lookup icon  by either the VNum or Traveler Name field. 

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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>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> <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	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	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 (this Document) 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>1-SINGLE-DOMESTIC</i> ➤ Purpose Code = <i>6-NON-REPORTABLE CONFERENCE</i> ➤ Document Description = <i>Attending Oracle Software Conference, Boston, MA</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>4/17/##</i> ➤ Depart = <i>RES</i> ➤ End Travel = <i>4/20/##</i> ➤ Return = <i>RES</i> ➤ Comments = <i>Registration fee paid with office purchase card pays for all lodging, breakfast and lunch for conference dates.</i>

Step	Action
3b	<p>The values selected in the Begin & End Travel dates will automatically populate in the Itinerary Location 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. Boston, MA) ➤ Click the  (<i>Document</i>) button <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> <ul style="list-style-type: none"> ➤ Click on  in the Document Toolbar to bring up the <i>Edit/Enter Expenses</i> screen.
4a	<p>To enter the actual lodging cost information, click on the Show Expense Details  icon on the first line of lodging expenses. This will bring up a new window.</p> <div data-bbox="282 873 1403 1318" style="border: 1px solid black; padding: 5px;"> <p>Expense Details for Lodging-PerDiem 04/18/2012</p> <div style="display: flex; justify-content: space-between;"> <div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc;"> <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> </div> <div style="background-color: #d0d0d0; padding: 5px; border: 1px solid #ccc;"> <p>For this page you can:</p> <p> Expense Detail Updates</p> <p> without Saving Expense Details</p> </div> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>General Details Lodging Details</p> <p>Expense Date: 04/18/2012 Payment Method: GOVCC</p> <p>Expense Cost: 0.00 USD Allowed: 201.00 <input checked="" type="checkbox"/> Reimbursable <input type="checkbox"/> Taxable</p> <p>Quantity: <input type="text"/> Rate: <input type="text"/> Vendor: <input type="text"/></p> <p>Expense Category: Lodging-PerDiem Accounting Code: <input type="text"/></p> <p>Expense Description: Lodging</p> <p>Comments: <input style="width: 100%; height: 40px;" type="text"/></p> </div> </div> <ul style="list-style-type: none"> ➤ Enter 0 in the Expense Cost field ➤ Click  (<i>Expense Detail Updates</i>)

Step	Action										
4b	<p>Go to the next lodging cost information and click on the Show Expense Details  icon. In the new window do the following:</p> <ul style="list-style-type: none"> ➤ Enter 0 in the Expense Cost field ➤ Click the Lodging Details tab ➤ Click the Breakfast checkbox ➤ Click the Lunch checkbox ➤ Click Use (<i>Expense Detail Updates</i>) 										
4c	<p>On the Enter/Edit Expenses page scroll to the right and in the same line you just added the expense</p> <ul style="list-style-type: none"> ➤ Enter 4/19/## in the Copy Through field ➤ Click the Save (<i>Expense Changes</i>) button when completed <p>Note: Upon saving your data, your lodging amount should be zero and your M&IE amounts should be reduced.</p>										
4d	<p>Enter the following information on the Edit/Enter Expenses screen:</p> <table data-bbox="284 1564 925 1753"> <tr> <td>Airline Flight</td> <td>\$450.00 (Class = Y)</td> </tr> <tr> <td>TMC Transaction Fee</td> <td>\$25.43</td> </tr> <tr> <td>Taxi</td> <td>\$100.00</td> </tr> <tr> <td>Miscellaneous</td> <td>\$50.00</td> </tr> <tr> <td>Check Baggage Fees</td> <td>\$50.00</td> </tr> </table> <ul style="list-style-type: none"> ➤ Click the Save (<i>Expense Changes</i>) button when completed 	Airline Flight	\$450.00 (Class = Y)	TMC Transaction Fee	\$25.43	Taxi	\$100.00	Miscellaneous	\$50.00	Check Baggage Fees	\$50.00
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5	<p>Click on DOC Conference in the <i>Document Toolbar</i> to open up the <i>DOC Conference</i> screen.</p> 
5a	<p>Enter the following:</p> <p>7. YES</p> <p>➤ Click Save (<i>DOC Additional Information Updates</i>)</p>
6	<p>Finish the process with your TA:</p> <ul style="list-style-type: none"> ➤ Verify Accounting ➤ 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>AWAIT TRAINER TO APPROVE ALL DOCUMENTS BEFORE CONTINUING WITH THE NEXT EXERCISE.</p>	