

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 21st and came back on June 24th. A family member dropped you off and picked you up from the airport. Your costs included the following:

E-Ticket #E7S8DJ02LDK3E2210 issued June 17th for \$255.00

Transaction Fee \$24.60

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

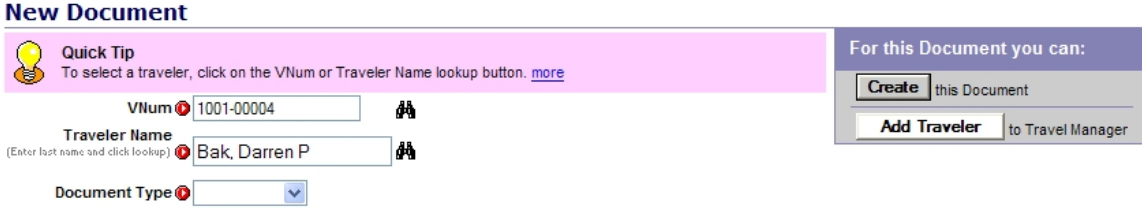
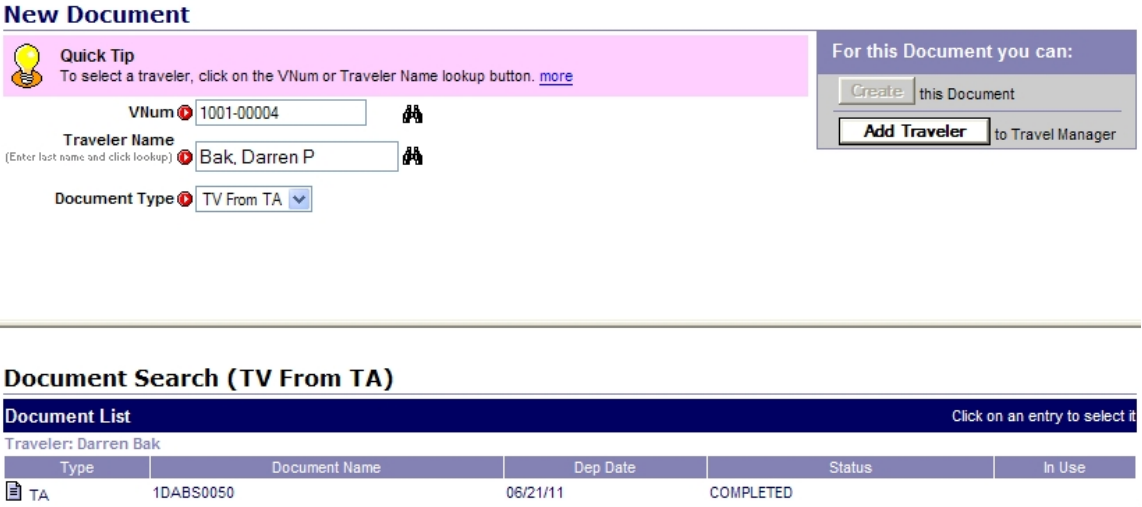

Gas - \$53.51

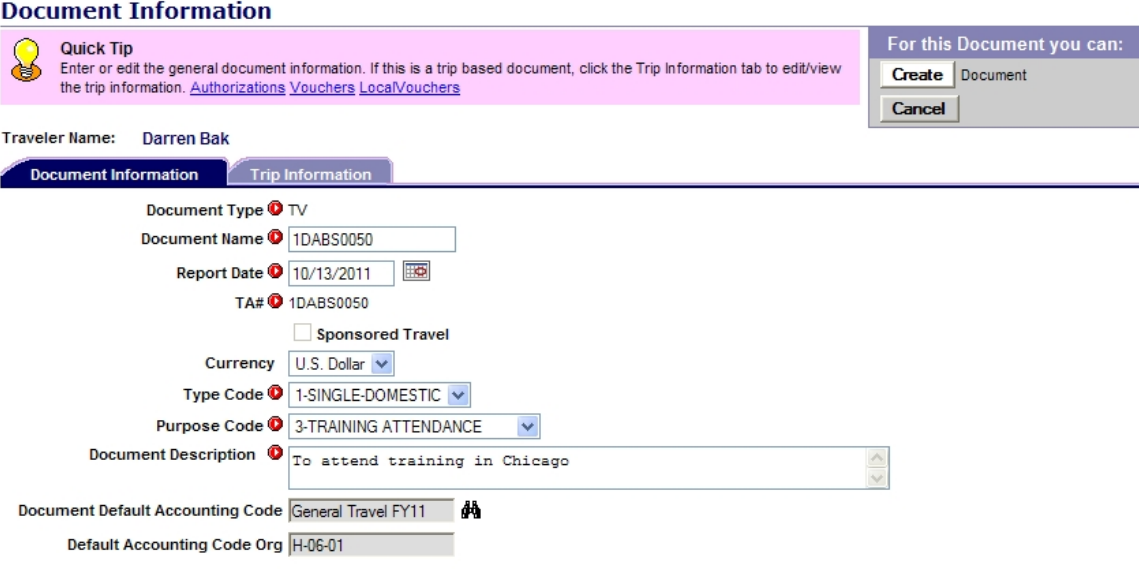
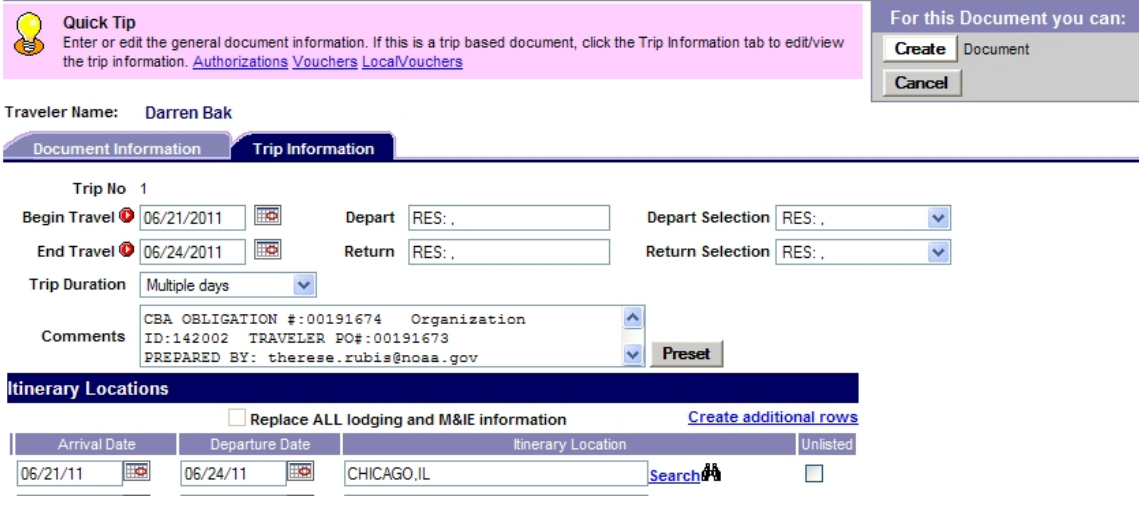
Internet \$10.99 (6/21, 6/22, & 6/23)


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> <div data-bbox="298 401 948 590"> <p>New Document</p> <div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc;"> <p> Quick Tip To select a traveler, click on the VNum or Traveler Name lookup button. more</p> </div> <p>VNum  <input type="text"/></p> <p>Traveler Name  <small>(Enter last name and click lookup)</small></p> </div>

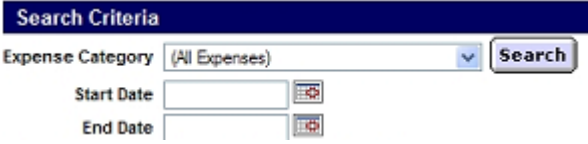
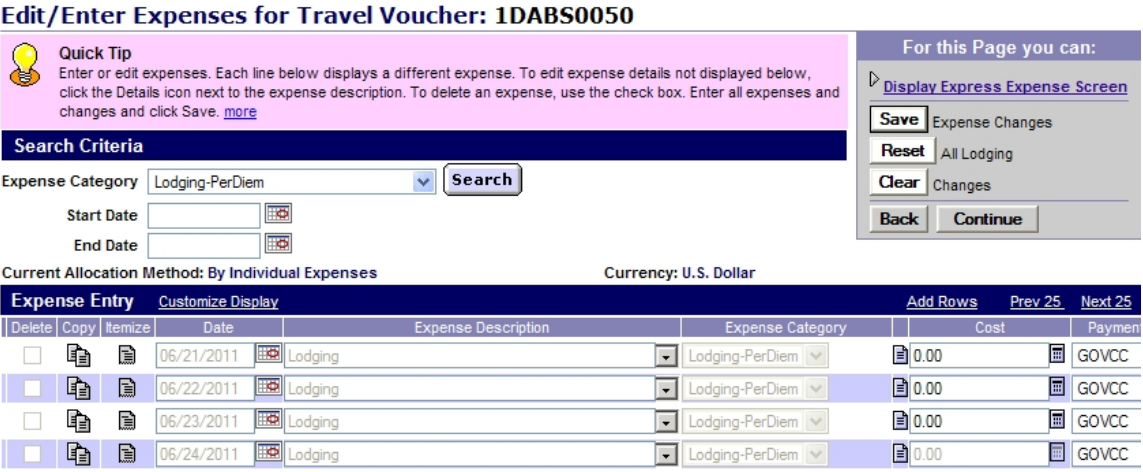
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2a1	<p data-bbox="282 279 1333 348">If you chose VNum lookup icon, you will get a list of travelers you have access to showing in vendor number order.</p> <div data-bbox="282 386 1024 926"> <p data-bbox="289 394 1024 422">Enter Search Criteria</p> <p data-bbox="370 422 646 449">VNum <input type="text"/> <input type="button" value="Search"/></p> <p data-bbox="581 449 646 476"><input type="button" value="Cancel"/></p> <p data-bbox="289 478 1024 506">Search Results Click on an entry to select it</p> <p data-bbox="289 506 1024 533">Search Results Prev 20 Next 20</p> <table border="1" data-bbox="289 533 1024 926"> <thead> <tr> <th>VNum</th> <th>Last Name</th> <th>First Name</th> <th>MI</th> </tr> </thead> <tbody> <tr><td>0001-00001</td><td>Gaithersburg</td><td>Erin</td><td>R</td></tr> <tr><td>0001-00002</td><td>Gaithersburg</td><td>Jackie</td><td>A</td></tr> <tr><td>0001-00003</td><td>Gaithersburg</td><td>Joan</td><td>O</td></tr> 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Name	MI	VNum	Bak	Darren	P	1001-00004	Blanchard	Tammy	W	1001-00010	Coons	Brian	Z	1001-00001	Elliot	James	T	1001-00003	Gaithersburg	Carolyn	A	0001-00006	Gaithersburg	Jackie	A	0001-00002	Gaithersburg	Kathy	A	0001-00022	Gaithersburg	Larry	A	0001-00017	Gaithersburg	Mary	A	0001-00010	Gaithersburg	Caleb	B	0001-00030	Gaithersburg	Scott	C	0001-00009	Gaithersburg	Andrew	D	0001-00027	Gaithersburg	Alex	E	0001-00026	Gaithersburg	Benjamin	E	0001-00028	Gaithersburg	Ken	E	0001-00011	Gaithersburg	Ted	E	0001-00012	Gaithersburg	Chris	H	0001-00013	Gaithersburg	Sharon	H	0001-00015	Gaithersburg	Bianca	I	0001-00029	Gaithersburg	Liz	I	0001-00007
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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>➤ Click on the Document Type drop-down listing and select <i>TV from TA</i></p> <p>➤ Click the Create (<i>this Document</i>) button</p>
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> <p><i>Note: For training purposes the status will not say DATALINKED, it will say COMPLETED.</i></p>

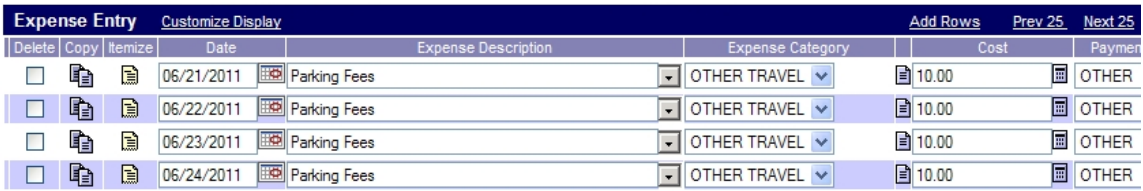
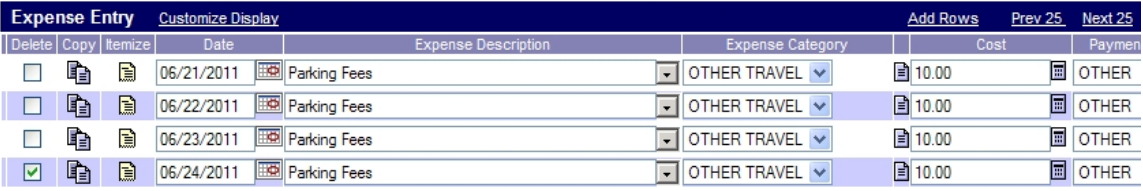
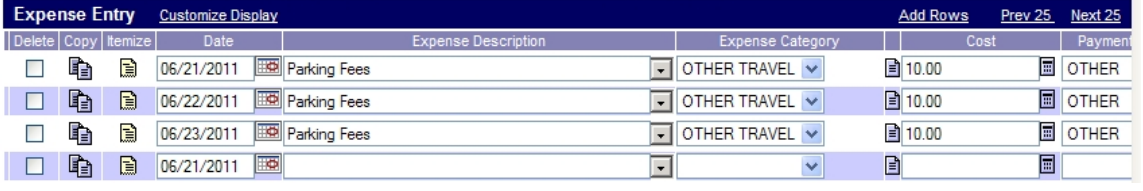
Step	Action								
3a	<p>The Document Information screen appears with the Document Information tab highlighted and fields displaying what had been entered on the authorization.</p>  <p>Document Information</p> <p>Quick Tip Enter or edit the general document information. If this is a trip based document, click the Trip Information tab to edit/view the trip information. Authorizations Vouchers LocalVouchers</p> <p>For this Document you can: Create Document Cancel</p> <p>Traveler Name: Darren Bak</p> <p>Document Information Trip Information</p> <p>Document Type TV Document Name 1DABS0050 Report Date 10/13/2011 TA# 1DABS0050 <input type="checkbox"/> Sponsored Travel Currency U.S. Dollar Type Code 1-SINGLE-DOMESTIC Purpose Code 3-TRAINING ATTENDANCE Document Description To attend training in Chicago Document Default Accounting Code General Travel FY11 Default Accounting Code Org H-06-01</p> <ul style="list-style-type: none"> ➤ Verify all information is correct and make changes where necessary ➤ Click the Trip Information tab 								
3b	<p>Document Information</p>  <p>Document Information</p> <p>Quick Tip Enter or edit the general document information. If this is a trip based document, click the Trip Information tab to edit/view the trip information. Authorizations Vouchers LocalVouchers</p> <p>For this Document you can: Create Document Cancel</p> <p>Traveler Name: Darren Bak</p> <p>Document Information Trip Information</p> <p>Trip No 1 Begin Travel 06/21/2011 Depart RES: Depart Selection RES: End Travel 06/24/2011 Return RES: Return Selection RES: Trip Duration Multiple days Comments CBA OBLIGATION #:00191674 Organization ID:142002 TRAVELER PO#:00191673 PREPARED BY: therese.rubis@noaa.gov Preset</p> <p>Itinerary Locations <input type="checkbox"/> Replace ALL lodging and M&IE information Create additional rows</p> <table border="1"> <thead> <tr> <th>Arrival Date</th> <th>Departure Date</th> <th>Itinerary Location</th> <th>Unlisted</th> </tr> </thead> <tbody> <tr> <td>06/21/11</td> <td>06/24/11</td> <td>CHICAGO,IL</td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <ul style="list-style-type: none"> ➤ Verify all information is correct and make changes where necessary ➤ Click the Create (Document) button <p>Note: The comments section will now have the CBA Obligation and PO#s listed at the top of any other comments.</p>	Arrival Date	Departure Date	Itinerary Location	Unlisted	06/21/11	06/24/11	CHICAGO,IL	<input type="checkbox"/>
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06/21/11	06/24/11	CHICAGO,IL	<input type="checkbox"/>						

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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> <p>Edit/Enter Expenses for Travel Voucher: 1DABS0050</p> <div style="border: 1px solid black; padding: 5px;"> <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> <p>Search Criteria</p> <p>Expense Category: (All Expenses) <input type="button" value="Search"/></p> <p>Start Date: <input type="text"/></p> <p>End Date: <input type="text"/></p> <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>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</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/21/2011</td> <td>Airline Flight</td> <td>COM. CARRIER</td> <td>255.00</td> <td>AGENCY</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/21/2011</td> <td>Hotel Tax</td> <td>LODGING TAX</td> <td>50.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/21/2011</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>06/21/2011</td> <td>M&E</td> <td>M&E-PerDiem</td> <td>53.25</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/21/2011</td> <td>1POC-Private Vhcle</td> <td>MILEAGE</td> <td>100.00</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/21/2011</td> <td>Internet</td> <td>OTHER NON-TR</td> <td>50.00</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/21/2011</td> <td>Parking Fees</td> <td>OTHER TRAVEL</td> <td>30.00</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/21/2011</td> <td>Rental Car</td> <td>RENTAL CAR</td> <td>350.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/21/2011</td> <td>TMC Transaction Fees</td> <td>TRANSACTION FEES</td> <td>24.60</td> <td>AGENCY</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/21/2011</td> <td>Gas-Rental/Govt Car</td> <td>TRANSPORT</td> <td>65.00</td> <td>OTHER</td> </tr> </tbody> </table> </div>	Expense Entry		Customize Display	Add Rows	Prev 25	Next 25	Delete	Copy	Itemize	Date	Expense Description	Expense Category	Cost	Payment	<input type="checkbox"/>			06/21/2011	Airline Flight	COM. CARRIER	255.00	AGENCY	<input type="checkbox"/>			06/21/2011	Hotel Tax	LODGING TAX	50.00	GOVCC	<input type="checkbox"/>			06/21/2011	Lodging	Lodging-PerDiem	0.00	GOVCC	<input type="checkbox"/>			06/21/2011	M&E	M&E-PerDiem	53.25	OTHER	<input type="checkbox"/>			06/21/2011	1POC-Private Vhcle	MILEAGE	100.00	OTHER	<input type="checkbox"/>			06/21/2011	Internet	OTHER NON-TR	50.00	OTHER	<input type="checkbox"/>			06/21/2011	Parking Fees	OTHER TRAVEL	30.00	OTHER	<input type="checkbox"/>			06/21/2011	Rental Car	RENTAL CAR	350.00	GOVCC	<input type="checkbox"/>			06/21/2011	TMC Transaction Fees	TRANSACTION FEES	24.60	AGENCY	<input type="checkbox"/>			06/21/2011	Gas-Rental/Govt Car	TRANSPORT	65.00	OTHER
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Step	Action
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 1419 856"> <p>Expense Details for COM. CARRIER 06/21/2011</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  See Attached Ticket 1 Depart From <input type="text"/>  Dep Date 06/21/2011  Arrive At <input type="text"/>  Issue Date <input type="text"/>  Ticket Date 10/13/2011  Confirmation No <input type="text"/> Class y Ticket Value 0.00 Carrier <input type="text"/> Contract Fare 0.00 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 Use (<i>Expense Detail Updates</i>) button</p> <div data-bbox="277 1045 1419 1192" style="background-color: yellow;"> <p>Note: It is a good practice to click the <i>Save (Expense Changes)</i> button every time you make a change on the <i>Expense</i> 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> </div>
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 1333 1419 1780"> <p>Expense Details for MILEAGE 06/21/2011</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  06/21/2011  Payment Method  OTHER  Expense Cost  100.00  USD <input checked="" type="checkbox"/> Reimbursable <input type="checkbox"/> Taxable Quantity 200 Rate .5  Vendor <input type="text"/>  Expense Category  MILEAGE Accounting Code H-06-01/General Travel FY11  Expense Description  IPOC-Private Vhcle 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 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>  <ul style="list-style-type: none"> ➤ Click the drop-down arrow and select the category for Lodging Description (i.e. Lodging-PerDiem) ➤ Click Search <p>Edit/Enter Expenses for Travel Voucher: 1DABS0050</p> <div style="background-color: #f0f0f0; padding: 5px;"> <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>  <p>This will filter the expenses to only show those expenses you searched on, in this case the Lodging Expense.</p>

Step	Action																																																																								
5c1	<p>➤ On the first lodging line enter the cost for the hotel (i.e. 166.00)</p> <p>➤ Using the scroll bar on the bottom, scroll to the right</p> <table border="1" data-bbox="289 386 1425 443"> <thead> <tr> <th>Date</th> <th>Expense Description</th> <th>Expense Category</th> <th>Cost</th> <th>Payment Method</th> <th>Copy Thru</th> </tr> </thead> <tbody> <tr> <td>06/21/2011</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>166.00</td> <td>GOVCC</td> <td></td> </tr> </tbody> </table> <p>In the <i>Copy Through</i> field, enter the last date lodging is allowed (i.e. 06/23)</p> <table border="1" data-bbox="289 552 1425 609"> <thead> <tr> <th>Date</th> <th>Expense Description</th> <th>Expense Category</th> <th>Cost</th> <th>Payment Method</th> <th>Copy Thru</th> </tr> </thead> <tbody> <tr> <td>06/21/2011</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>166.00</td> <td>GOVCC</td> <td>06/23/11</td> </tr> </tbody> </table> <p>➤ Click the Save (<i>Expense Changes</i>) button when completed</p> <table border="1" data-bbox="289 716 1425 898"> <thead> <tr> <th colspan="2">Expense Entry</th> <th colspan="2">Customize Display</th> <th colspan="2">Add Rows</th> <th>Prev 25</th> <th>Next 25</th> </tr> <tr> <th>Delete</th> <th>Copy</th> <th>Remize</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>06/21/2011</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>166.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/22/2011</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>166.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/23/2011</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>166.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/24/2011</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>0.00</td> <td>GOVCC</td> </tr> </tbody> </table> <p>The system will automatically copy the cost through the date entered.</p> <p>Notes: This Copy Through feature should only be used if the dates are consecutive (i.e. Mon, Tue, Wed)</p> <p>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>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>	Date	Expense Description	Expense Category	Cost	Payment Method	Copy Thru	06/21/2011	Lodging	Lodging-PerDiem	166.00	GOVCC		Date	Expense Description	Expense Category	Cost	Payment Method	Copy Thru	06/21/2011	Lodging	Lodging-PerDiem	166.00	GOVCC	06/23/11	Expense Entry		Customize Display		Add Rows		Prev 25	Next 25	Delete	Copy	Remize	Date	Expense Description	Expense Category	Cost	Payment	<input type="checkbox"/>			06/21/2011	Lodging	Lodging-PerDiem	166.00	GOVCC	<input type="checkbox"/>			06/22/2011	Lodging	Lodging-PerDiem	166.00	GOVCC	<input type="checkbox"/>			06/23/2011	Lodging	Lodging-PerDiem	166.00	GOVCC	<input type="checkbox"/>			06/24/2011	Lodging	Lodging-PerDiem	0.00	GOVCC
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5c2	<p>To bring back all expenses:</p> <ul style="list-style-type: none"> ➤ Click the Expense Category drop-down listing in the <i>Search Criteria</i> section ➤ Select (All Expenses) ➤ Click Search 																																																																								

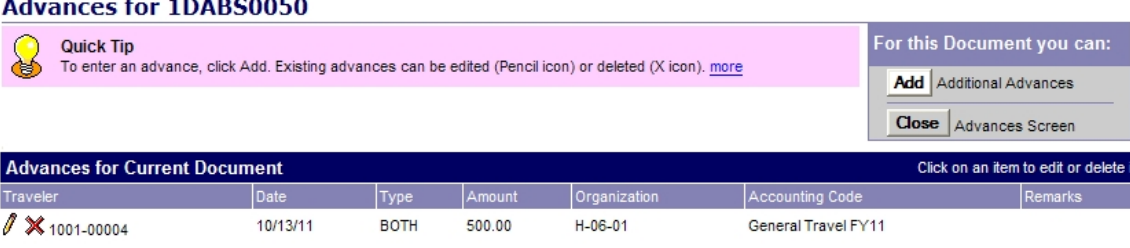
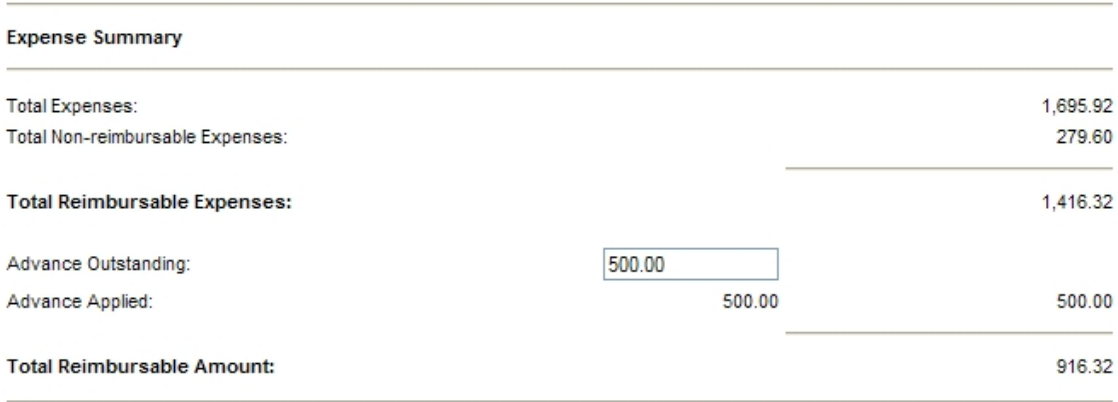
Step	Action
5d	<ul style="list-style-type: none"> ➤ Update the cost for June 21st parking fees. ➤ Utilize the search capability to only bring up that line. ➤ Use the Copy Through feature for the parking and make the date through June 24. ➤ Click the Save (<i>Expense Changes</i>) button when completed 
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 <i>Document Toolbar</i> to open up the <i>Available Accounting Code</i> 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>

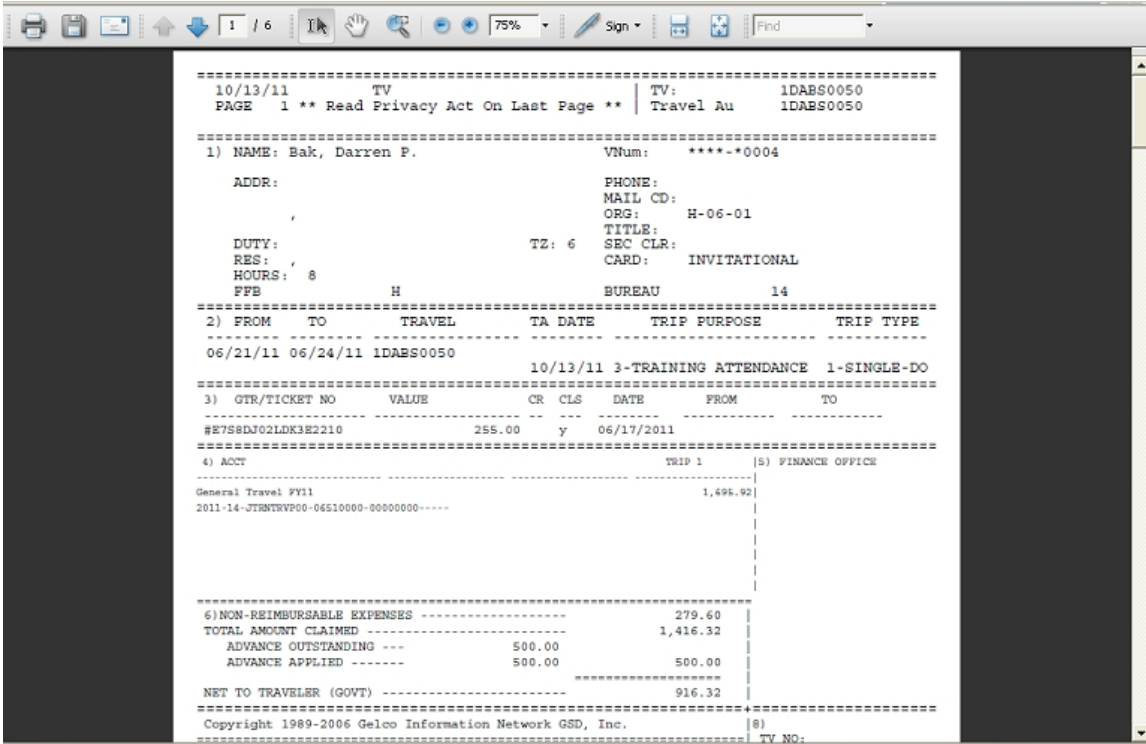


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7	<p>Click on Totals in the <i>Document Toolbar</i> to open up the <i>Total Details</i> page.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Total Details for 1DABS0050</p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="background-color: #e6e6fa; padding: 5px; border: 1px solid #ccc;"> Quick Tip If necessary, enter changes and click OK. more </div> <div style="border: 1px solid #ccc; padding: 5px; background-color: #d3d3d3;"> <p>For this Document you can:</p> <p>Edit Advances Applied</p> <p>Save & Calculate Totals</p> <p>Back Continue</p> </div> </div> <p style="text-align: center;">Currency: U.S. Dollar</p> <hr/> <p>Expense Summary</p> <hr/> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Total Expenses:</td> <td style="text-align: right;">1,695.92</td> </tr> <tr> <td>Total Non-reimbursable Expenses:</td> <td style="text-align: right;">279.60</td> </tr> <tr> <td>Total Reimbursable Expenses:</td> <td style="text-align: right; border-top: 1px solid black;">1,416.32</td> </tr> <tr> <td>Advance Outstanding:</td> <td style="text-align: right;"><input style="width: 80px;" 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;">1,416.32</td> </tr> </table> <p>Charge Card Reconciliation</p> <hr/> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"></th> <th style="text-align: center; width: 20%;">All Amounts</th> <th style="text-align: center; width: 20%;">Reimbursable Amounts</th> </tr> </thead> <tbody> <tr> <td>Reimbursable Charge Card Expenses:</td> <td style="text-align: right;">873.32</td> <td style="text-align: right;">873.32</td> </tr> <tr> <td>Non-Reimbursable Charge Card Expenses:</td> <td style="text-align: right;">279.60</td> <td></td> </tr> <tr> <td>Total Charge Card Expenses:</td> <td style="text-align: right; border-top: 1px solid black;">1,152.92</td> <td style="text-align: right; border-top: 1px solid black;">873.32</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;">1,152.92</td> <td style="text-align: right; border-top: 1px solid black;">873.32</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;">873.32</td> </tr> </tbody> </table> <p>Reimbursement Summary</p> <hr/> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Actual Charge Card Reimbursement:</td> <td style="text-align: right;">873.32</td> </tr> <tr> <td>Traveler Reimbursement: (Due From Traveler if negative)</td> <td style="text-align: right;">543.00</td> </tr> <tr> <td>Total Amount Reimbursed:</td> <td style="text-align: right; border-top: 1px solid black;">1,416.32</td> </tr> </table> <div style="background-color: #000080; color: white; padding: 2px;">Expense Category Details</div> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #cccccc;"> <th>Trip</th> <th>Expense Category</th> <th>Payment Method</th> <th>Organization</th> <th>Accounting Code Label</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>COM. 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Traveler Reimbursement: (Due From Traveler if negative)	543.00																																																																																																												
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1	COM. CARRIER	AGENCY CARD	H-06-01	General Travel FY11	255.00																																																																																																								
1	LODGING TAX	GOVCC	H-06-01	General Travel FY11	51.69																																																																																																								
1	Lodging-PerDiem	GOVCC	H-06-01	General Travel FY11	498.00																																																																																																								
1	M&IE-PerDiem	OTHER	H-06-01	General Travel FY11	248.50																																																																																																								
1	MILEAGE	OTHER	H-06-01	General Travel FY11	200.00																																																																																																								
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1	TRANSACTION FEES	AGENCY CARD	H-06-01	General Travel FY11	24.60																																																																																																								
1	TRANSPORT	OTHER	H-06-01	General Travel FY11	53.51																																																																																																								






























































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;">1,695.92</td> </tr> <tr> <td>Total Non-reimbursable Expenses:</td> <td></td> <td style="text-align: right;">279.60</td> </tr> <tr> <td colspan="2"></td> <td style="border-top: 1px solid black; text-align: right;">1,416.32</td> </tr> <tr> <td>Total Reimbursable Expenses:</td> <td></td> <td style="text-align: right;">1,416.32</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;">1,416.32</td> </tr> <tr> <td>Total Reimbursable Amount:</td> <td></td> <td style="text-align: right;">1,416.32</td> </tr> </table> <hr/>	Total Expenses:		1,695.92	Total Non-reimbursable Expenses:		279.60			1,416.32	Total Reimbursable Expenses:		1,416.32	Advance Outstanding:	<input style="width: 100px;" type="text" value="0.00"/>		Advance Applied:	0.00	0.00			1,416.32	Total Reimbursable Amount:		1,416.32
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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;">1,695.92</td> </tr> <tr> <td>Total Non-reimbursable Expenses:</td> <td style="text-align: right;">279.60</td> </tr> </table> <hr/> <p>Total Reimbursable Expenses: 1,416.32</p> <table border="0" style="width: 100%;"> <tr> <td>Advance Outstanding:</td> <td style="text-align: center;"><input type="text" value="500.00"/></td> <td></td> </tr> <tr> <td>Advance Applied:</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> </table> <hr/> <p>Total Reimbursable Amount: 1,416.32</p> <hr/> <ul style="list-style-type: none"> ➤ Click the Edit Advances (<i>Applied</i>) button <p>This will take you to the Advances for Document Name screen</p> <p>Advances for 1DABS0050</p> <div style="border: 1px solid #ccc; 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 #ccc; padding: 5px; background-color: #e0e0e0;"> <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: #003366; 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: #cccccc;"> <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> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <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:	1,695.92	Total Non-reimbursable Expenses:	279.60	Advance Outstanding:	<input type="text" value="500.00"/>		Advance Applied:	0.00	0.00	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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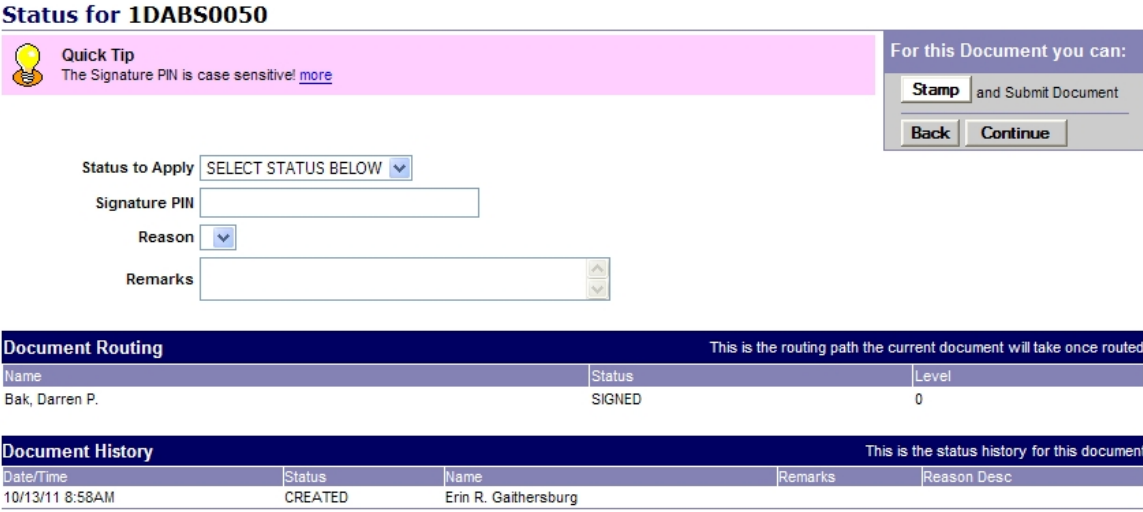
Step	Action																								
7b2	<p>➤ Click the Add (<i>Additional Advances</i>) button</p> <p>This will take you to the Available Accounting Code for Document Name screen.</p> <p>Available Accounting Code for 1DABS0050</p> <div style="border: 1px solid black; padding: 5px;"> <p>Quick Tip To select an account code, click the label link. To search by label, type some of the label in the field and click the Search button. To retrieve all account codes with the same label from all orgs, type the entire label and click the Retrieve button. more</p> <p>For this Document you can: <input type="button" value="Close"/> Advance <input type="button" value="Back"/> <input type="button" value="Continue"/></p> <p>Enter Search Criteria Accounting Code <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Retrieve"/></p> <p>Master Accounting Code Click Accounting Code Label to add to Document</p> <p>Search Results Prev 20 Next 20</p> <table border="1"> <thead> <tr> <th>Organization</th> <th>Label</th> <th>Classification Code</th> </tr> </thead> <tbody> <tr> <td>H-06-01</td> <td>General Travel FY11</td> <td>2011- 14- JTRNTRVP00- 06510000- 00000000- ----</td> </tr> <tr> <td>H-06-01</td> <td>General Travel FY11 - 10-01</td> <td>2011- 14- JTRNTRVP00- 10010000- 00000000- ----</td> </tr> <tr> <td>H-06-01</td> <td>General Travel FY11 - 20-01</td> <td>2011- 14- JTRNTRVP00- 20010000- 00000000- ----</td> </tr> </tbody> </table> <p>Advance Accounting Code Codes for Current Document Click an item to edit or delete it</p> <table border="1"> <thead> <tr> <th>Traveler</th> <th>Date</th> <th>Type</th> <th>Amount</th> <th>Organization</th> <th>Label</th> </tr> </thead> <tbody> <tr> <td> 1001-00004</td> <td>10/13/11</td> <td>BOTH</td> <td>500.00</td> <td>H-06-01</td> <td>General Travel FY11</td> </tr> </tbody> </table> </div>	Organization	Label	Classification Code	H-06-01	General Travel FY11	2011- 14- JTRNTRVP00- 06510000- 00000000- ----	H-06-01	General Travel FY11 - 10-01	2011- 14- JTRNTRVP00- 10010000- 00000000- ----	H-06-01	General Travel FY11 - 20-01	2011- 14- JTRNTRVP00- 20010000- 00000000- ----	Traveler	Date	Type	Amount	Organization	Label	1001-00004	10/13/11	BOTH	500.00	H-06-01	General Travel FY11
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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> <div style="border: 1px solid black; padding: 5px;"> <p>Advance Accounting Code Codes for Current Document Click an item to edit or delete it</p> <table border="1"> <thead> <tr> <th>Traveler</th> <th>Date</th> <th>Type</th> <th>Amount</th> <th>Organization</th> <th>Label</th> </tr> </thead> <tbody> <tr> <td> 1001-00004</td> <td>10/13/11</td> <td>BOTH</td> <td>500.00</td> <td>H-06-01</td> <td>General Travel FY11</td> </tr> </tbody> </table> <p>➤ Click the Close (<i>Advance</i>) button when finished selecting the accounting for the advance.</p> <p>Note: The system will allow you to select multiple accounting codes; however, it will only apply the advance to the first accounting that was added.</p> </div>	Traveler	Date	Type	Amount	Organization	Label	1001-00004	10/13/11	BOTH	500.00	H-06-01	General Travel FY11												
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1001-00004	10/13/11	BOTH	500.00	H-06-01	General Travel FY11																				


Step	Action
7b4	<p>This will take 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>
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> 
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>


















































Step	Action
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>
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>  <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>


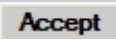










Step	Action																																																																		
8a	<p>The traveler must sign this paper copy.</p> <div style="border: 1px dashed black; padding: 10px; margin: 10px 0;"> <p>I certify that this TV is true and correct to the best of my knowledge and belief, and that payment 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>																																																																		
9	<p>Click on Perform Pre-Audits in the <i>Document Toolbar</i> to open up the <i>Pre-Audit Results</i> screen.</p> <div style="border: 1px solid black; padding: 10px;"> <p>Pre-Audit Results for 1DABS0050</p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="background-color: #f0f8ff; padding: 5px;"> <p> Quick Tip Click the Magnifying Glass icon to view detail comments for each audit process. more</p> </div> <div style="border: 1px solid gray; padding: 5px; background-color: #e0e0e0;"> <p>For this Document you can:</p> <p>Close Pre-Audit Results</p> </div> </div> <p>Document Name: 1DABS0050 Type: TV Traveler: Bak, Darren Status: PASS</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #002060; color: white;"> <th colspan="3">Pre-Audit Results</th> </tr> <tr style="background-color: #444488; color: white;"> <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 OC-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> 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> <p style="background-color: yellow; padding: 5px;">Note: Pre-Audit Processes are different between authorizations and vouchers.</p> </div>	Pre-Audit Results			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 OC-NON	PASS		 DOC PAA TICKET CLASS	PASS		 DOC PAA VOUCHER MISC. EXPENSE	PASS		 DOC Pre-Paid Vouchers	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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Step	Action
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 1DABS0050</p> <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 <input type="text" value="SIGNED"/></p> <p>Signature PIN <input type="text" value="●●●●●●●●"/></p> <p>Reason <input type="text"/></p> <p>Remarks <input type="text"/></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 P.</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>10/13/11 8:58AM</td> <td>CREATED</td> <td>Erin R. Gaithersburg</td> <td></td> <td></td> </tr> </tbody> </table> <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 P.	SIGNED	0	Date/Time	Status	Name	Remarks	Reason Desc	10/13/11 8:58AM	CREATED	Erin R. Gaithersburg		
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Bak, Darren P.	SIGNED	0															
Date/Time	Status	Name	Remarks	Reason Desc													
10/13/11 8:58AM	CREATED	Erin R. Gaithersburg															

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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 <div style="border: 1px solid black; padding: 5px;"> <p>Pre-Audit Results for 1DABS0050</p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 65%;"> <p> Quick Tip Click the Magnifying Glass icon to view detail comments for each audit process. more</p> <p>Document Name: 1DABS0050 Type: TV Traveler: Bak, Darren Status: PASS</p> </div> <div style="width: 30%; border: 1px solid gray; padding: 2px;"> <p style="text-align: center; margin: 0;">For this Document you can:</p> <p style="margin: 2px 0;"><input type="button" value="Continue"/> Stamping the Document</p> <p style="margin: 2px 0;"><input type="button" value="Cancel"/> Pre-Audit Results</p> </div> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #002060; color: white;"> <th colspan="3">Pre-Audit Results</th> </tr> <tr style="background-color: #4b4b9b; color: white;"> <th style="width: 65%;">Audit Process</th> <th style="width: 15%;">Status</th> <th style="width: 20%;">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 OC-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> EXPENSES OUTSIDE TRIP DATES</td><td>PASS</td><td></td></tr> </tbody> </table> </div>	Pre-Audit Results			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 OC-NON	PASS		 DOC PAA TICKET CLASS	PASS		 DOC PAA VOUCHER MISC. EXPENSE	PASS		 DOC Pre-Paid Vouchers	PASS		 EXPENSES OUTSIDE TRIP DATES	PASS	
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10d	<p>The <i>Signature</i> screen appears with a statement that should be read.</p> <div data-bbox="289 348 1425 961" style="border: 1px solid black; padding: 5px;"> <p>Signature for 1DABS0050</p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc;"> <p> Quick Tip If you agree with the statement, click Accept. more</p> </div> <div style="border: 1px solid #ccc; 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: 1px solid #ccc; 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 Preparer, 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 Employee's document will then be routed to the first level of the electronic approval process and you will be taken back to the <i>Home</i> screen where you will have a message that tells you the email(s) of the person/people that a message was sent.</p> <div data-bbox="289 1255 1218 1522" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Home</p> <div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc;"> <p> Quick Tip Welcome to Travel Manager. Click the "more" link in Last Documents to go to Open Document Page. Click the "more" link in Review Document to open Review Document Page. Click the Document icon to open the document. more</p> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th colspan="5" style="text-align: left; border-bottom: none;">Last Documents more</th> <th colspan="5" style="text-align: left; border-bottom: none;">Documents to review more</th> </tr> <tr> <th>Type</th> <th>Traveler</th> <th>Document Name</th> <th>Dep Date</th> <th>In Use</th> <th>Type</th> <th>Traveler</th> <th>Document Name</th> <th>Dep Date</th> <th>In Use</th> </tr> </thead> <tbody> <tr> <td> TV</td> <td>000400010</td> <td>9KYBS0021</td> <td>06/23/09</td> <td></td> <td> LV</td> <td>000400010</td> <td>9KYBL0001</td> <td>02/09/09</td> <td></td> </tr> <tr> <td> TA</td> <td>000400010</td> <td>9KYBS0002</td> <td>08/03/09</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Messages:</p> <ul style="list-style-type: none"> Email has been sent to:Jonathan.Wolf@noaa.gov </div> <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	Last Documents more					Documents to review more					Type	Traveler	Document Name	Dep Date	In Use	Type	Traveler	Document Name	Dep Date	In Use	 TV	000400010	9KYBS0021	06/23/09		 LV	000400010	9KYBL0001	02/09/09		 TA	000400010	9KYBS0002	08/03/09						
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AWAIT TRAINER TO APPROVE ALL DOCUMENTS BEFORE CONTINUING WITH THE NEXT EXERCISE.