Exercise #2a:	Travel Authorization (Editing Trave	ler Information)
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Objectives: •

- Create a new travel authorization
- Edit traveler information

Notes: This exercise covers how to create a basic travel authorization to a single location. It also covers editing the traveler information within the document.

Instructions: Execute the following steps:

You have been instructed to attend a training class in Chicago, IL. The class dates are the June 22nd and 23rd. You will have travel days on either side of the training. Your POV costs will include a person taking you to the airport and picking you up. Since this is the first authorization you are completing, you will have to enter some basic traveler information. Your authorization will need to include the following costs:

Estimated Expenses

\$225.00 = Round-trip air fare
\$23.79 = Transaction Fee
50 miles one way to airport using private vehicle (POV)
\$350 for Rental Car
\$65 for Rental Car Gas
\$30 for Parking at the hotel
\$50 for Hotel Tax

Step	Action		
1	From the <i>Home</i> 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 <i>by</i> either the VNum or Traveler Name field.		
	New Document		
	Quick Tip To select a traveler, click on the VNum or Traveler Name lookup button. more		
	VNum 🕐 🔗		
	(Eater het name and click lookup)		

Enter Search Criteria	Carach			
VNum	Search			
	Cancel			
Search Results		Click on	an entry to select it	
Search Results			Prev 20 Next 20	
VNum	Last Name	First Name	MI	
0001-00001	Gaithersburg	Erin Jackie	R	
0001-00002	Gaithersburg Gaithersburg	Joan	0	
0001-00004	Gaithersburg	Michael		
0001-00005	Gathersburg	Robert	0	
0001-00006	Gaithersburg	Carolyn	A	
0001-00007	Gaithersburg	Liz	1	
0001-00008	Gaithersburg	Terrance	N	
0001-00009	Gaithersburg	Scott	c	
0001-00010	Gaithersburg	Mary	A	
0001-00011	Gathersburg	Ken Ted	E	
0001-00012 0001-00013	Gaithersburg Gaithersburg	Chris	H	
0001-00014	Gathersburg	Steve	Ť	
0001-00015	Gaithersburg	Sharon	Ĥ	
0001-00016	Gaithersburg	Sue	U	
0001-00017	Gaithersburg	Larry	A	
0001-00018	Gaithersburg	William	1	
0001-00019	Galthersburg	Fred	R	
0001-00020	Gaithersburg	Annette	N	

Last Name	Search				
	Cancel				
Search Results			Click	on an entry t	o selec
Search Results				Prev 20	Next
Last Name	First Name	MI	VNum		
Bak	Darren	P	1001-00004		
Blanchard	Tammy	W	1001-00010		
Coons	Brian	z	1001-00001		
Elliot	James	т	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	В	0001-00030		
Gaithersburg	Scott	C	0001-00009		
Gaithersburg	Andrew	D	0001-00027		
Galthersburg	Alex	E	0001-00026		
Gaithersburg	Benjamin	E	0001-00028		
Gaithersburg	Ken	E	0001-00011		
Gaithersburg	Ted	E	0001-00012		
Gaithersburg	Chris	н	0001-00013		
Gaithersburg	Sharon	н	0001-00015		
Gaithersburg	Bianca	1	0001-00029		
Gaithersburg	Liz	1	0001-00007		

In either case, click on the VNum to select your traveler.

Note: You can do searches on either vendor numbers or last names by typing them in the fields provided and clicking SEARCH.

Step	Action
2b	The <i>New Document</i> screen appears with your traveler's name and vendor number filled in.
	New Document Quick Tip To select a traveler, click on the VNum or Traveler Name lookup button. more VNum © 1001-00004 VNum © 1001-00004 Traveler Name (Every flort same and dick lookup) © Bak, Darren P Document Type ©
	 Click on the Document Type drop-down listing and select TA Click the Create (this Document) button
3a	The <i>Document Information</i> screen appears with the <i>Document Information</i> tab highlighted and fields displaying. Any field with the red arrow icon next to it is a mandatory field and must be filled in.
	Oucument Information 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 Local/Vouchers Traveler Name: Darren Bak
	Document Information Document Type ① TA Document Name ② Report Date ③ (09/27/2010) TA# ③
	Sponsored Travel Currency U.S. Dolar Type Code Purpose Code Document Description Document Default Accounting Code
	Enter the following information:
	 Document Name = Same as TA# TA# = Use the first one listed on your domestic log Type Code = 1-SINGLE-DOMESTIC Purpose Code = 3-TRAINING ATTENDANCE
	 Document Description = To attend training in Chicago, IL **Report Date automatically populates with current system date**

Step	Action			
	<i>Note:</i> NOAA Travel Regulations (NTR), sections 301-2.1 (p), (r), and (t) explain about the requirements for the production travel authorization numbers.			
3b	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. Clicking the OK button will take you to this tab.			
	Ouick Tip Enter or edit the general document information. If this is a trip based document, click the Trip Information tab to edit/view For this Document you can: Create Document Low in the trip information. Authorizations Vouchers Concel			
	Traveler Name: Darren Bak Document Information Trip Information			
	Trip No 1 Begin Travel Depart Depart Depart Selection Compart Selection Trip Duration Multiple days			
	Comments			
	Preset			
	Enter the following information in the top part of the screen:			
	 Begin Travel = 06/21/## Depart = RES End Travel = 06/24/## Return = RES Comments = CBA OBLIGATION #:00191674 Organization ID:142002 TRAVELER PO#:00191673 			
	Notes: The Depart & Return fields have a drop-down list to the right of them. Use a value contained in the drop-down list to populate the Depart & Return fields.			
	These fields will not be populated until some traveler information is added and saved to the traveler's profile.			
	Entering the CBA Obligation information here is only for training purposes, in production the system will do that step upon approval/datalinking the TA.			
3c	The values selected in the Begin & End Travel dates will automatically populate in the <i>Itinerary Location</i> area. These dates must be filled in prior to filing in the <i>Itinerary Location</i> field.			
	Itinerary Locations			
	Replace ALL lodging and M&IE information Create additional rows Arrival Date Departure Date Itinerary Location Unlisted			
	06/21/10 III 06/24/10 III Search			

Step	Action
	Notes: If a mistake is made under the Begin/End Travel fields, the same mistake will show on the Arrival/Departure Date fields. You will have to manually change each field.
	When attempting to correct the Arrival/Departure Date fields, another line will appear below with the correct dates, just ignore those dates, they will disappear when you finally create the document.
3c1	There are two different way in order to look up a location. The first is to:
	Click the Lookup A icon
	This will open a new window that allows to search by country or state. Itinerary Location Lookup for
	Quick Tip For this Page you can: Select State/Country from the drop-down list. Select from the list of available locations in the Location field. Click the Rates, Meals, Quarters or Footnotes buttons, if displayed, to view the respective data for the selected location. more Use Location Close Without Selecting Location
	Select Itinerary Location
	State/Country Location
	Once a State/County has been selected, the Location field will populate with only the active records to choose from.
	 Select the one you want (Chicago, IL) Click the Use (Location) button
	The field will then be populated with the selection.
	Replace ALL lodging and M&IE information Create additional rows
	Arrival Date Departure Date Itinerary Location Unlisted 06/21/10 Image: CHICAGO, IL Search Image: CHICAGO, IL Image: CHICAGO, IL
	Click the Create (Document) button

Step	Action
3c2	The second way is to enter the location in the <i>Itinerary Location</i> field:
	> Type in the field, the name or partial name and click Search
	Itinerary Locations
	Arrival Date Departure Date Itinerary Location Unlisted
	06/21/10 06/24/10 06/24/10 Search
	If there is more than one location with the same name, a drop-down listing of possible matches will appear below the field. Use the drop-down arrow to select the correct one.
	Replace ALL lodging and M&IE information Create additional rows
	Arrival Date Departure Date Itinerary Location Unlisted
	CHICAGO.IL
	CHICAGO IL CHICAGO-O'HARE IAP ARS,IL Search
	If this is the only location, it will automatically fill in the location area.
	Replace ALL lodging and M&IE information Create additional rows Arrival Date Departure Date Itinerary Location Unlisted
	06/21/10 06/24/10 06/24/10 BOSTON.MA Search
	Notes: It is better to do a search on a partial name rather than the whole name, as the system if looking for an actual location and the name must be typed exactly the way it is in the system. If you type a partial location and clicked search but nothing came up, take a look to see if what you typed is correct. If it is, you may want to use the lookup icon to see if it is an active location in the per diem location table.

Step	Action
4	The <i>Document Information</i> screen still appears but the <i>Document Toolbar</i> now has different options available. It will also show your Document Name & TA#. The top of the screen will show the Document Name and the Create button is now Save.
	User: Enn R. Gathersburg Traveler: Daren Bak Document Information for 0DJBS0001 • TA: 0DJBS0001 Outck Tip edtview the trip information. If this is a trip based document, click the Trip information tab to edtview the trip information. If this is a trip based document, click the Trip information tab to edtview the trip information. Authorizations Vouchers Local/Jouchers • Document Summary • Document Information Trip Information • Obter Authorizations • Authorizations • Other Authorizations • Operation • Preview Document • Multiple days • Preview Document • Preview Document • Preview Document • Preparation • Comments • Preparation • Preview Document • Preparation • Other Authorizations • Operation • Preview Document • Preparation • Preview Document • Preparation • Preview Document • Preparation • Preview Document • Operation • Operation • Preparation • Operation • Preparation • Operation • Preparation
	To edit the traveler information click on Traveler Info in the <i>Document Toolbar Notes: The Traveler Information can only be accessed and/or changed by a traveler or Group</i>
	Administrator after a document has been created. A new functionality was added to allow Group Administrators the ability to edit a traveler's record outside of a document, through the Administration Module. However, they will only have the ability to edit the travelers in their group.
5	The Update Traveler Information screen appears with limited data entered.
	Update Traveler Information Ouick Tip Edit the traveler's information. Click on the tab to edit the respective data. Make all changes on all tabs and then save. more Apply Changes Globally Save Profile Changes Ouick Tip Save Profile Changes Close without Saving Profile Changes Personal Data Duty Station Addresses Phone #s Account Info. Travel Prefs. Membership Miscellaneous
	Personal information Duty Station VNum © 1001-00004 Present Station Host VNum Organization Name Organization Last Name @ Bak Printed Org
	First Name Damen MI P Title/Rank Civilan Gender N/A Position Prefix Cardholder Code INVITATIONAL Suffix Tax SSN (0) 10010004 City of Residence State A
	E-Mail Emergency Contact Name Phone

Step	Action
5a	On the <i>Personal Data</i> tab enter the following information, if not filled in:
	 City of Residence State Present Station (Duty Station) – For Employees ONLY
	By entering this information on this tab, it will transfer to other tabs. These fields are also what will populate on the Document Information screen - Trip Information tab - Depart/Return Selection fields.
	Verify the following information:
	 First Name Last Name Middle Initial Email Address – For Invitational Travelers – may want to make sure it is the address of the preparer of the travel document.
	Make any changes to the traveler's personal information as necessary.
	Note: Certain fields (i.e. Organization) can not be changed by the traveler or preparer.

Step	Action		
5b	Click on the <i>Duty Station</i> tab and enter the following information:		
	 Present Station (if done on the previo Voucher Name and Title Authorization Name and Title (optional) Additional #1 Name and T 		ally fill in here)
	 Verify the following information: Number of Work Hours (should be 8) Time Zone (should be 6=ET, 7=CT, 8=MT, 9=PT) 		
	Update Traveler Information Quick Tip Edit the traveler's information. Click on the tab to edit the respective data. Ma	e all changes on all tabs and then save.	For this Page you can:
	VNum 1001-00004 NAME Darren P Bak		Save Profile Changes Oose without Saving Profile Changes
	Personal Data Duty Station Addresses Phone #s Ac Office Details Present Station	count Info. Travel Prefs. Memb Time Info No. of Work Hours	
	Agency	Time Zone Contact Data	6
	Authorizing Officiels Name Title Voucher	Mail Code Clearance	
	Notes: The Voucher & Authorization Name/Ti The Additional #1 & #2 Name Title fields are example foreign travel.		
5c	Click on the <i>Address</i> tab and enter the following information:		
	Home Address Street Address City State Zip	Duty Station Add Street Address City State Zip	<u>lress</u>

Step	Action		
 	Personal Data Y Duty Station Addresses Phone #s Account Info. Travel Prefs. Membership Miscellaneous		
	Home Address Street Address Clear		
	City State # zip Country #		
	Duty station Address Street Address Clear		
	City State da zip Country da		
	<i>Note:</i> The address that prints out on the hard copy will be the one entered on the Home Address section.		
5d	Click on the <i>Phone #s</i> tab and enter the following information:		
	 Home Number Duty Station Number Duty Station FAX Number 		
	Personal Data / Duty Station / Addresses / Phone #s / Account Info. / Travel Prefs. / Membership / Miscellaneous /		
	Duty station Number Duty station fax Number		

Step	Action
5e	Click on the <i>Account Info</i> . Tab and do the following:
	Click on the Lookup di icon
	Personal Data Duty Station Addresses Phone #s Account Info. Travel Prefs. Membership Miscellaneous
	Traveler Account Details
	Default Accounting Code A Clear Maximum Authorized Amount 0.00 Authorization Analysis Period Monthly Account Status Active
	Default Project Codes Org
	A new window appears listing all ACCS codes that the traveler has available to them based off their organization.
	C Default Accounting Code Lookup - Windows Internet Explorer
	Enter Search Criteria
	Label
	Cancel Search Results Click on an entry to select it
	Search Results Prev 20 Next 20
	Organization Label Classification Code H-10-01 18K6D90 2009-14-18K6D90P00-10010000-00000000
	H-10-01 38R1B2310 2010-14-38R1B23P00-10010000-00000000 H-10-01 48WRC88.09 2009-14-48WRC88P00-10010000-00000000
	H10-01 48WRC8510 2010-14-48WRC85P00-10010000-00000000
	H-10-01 58N3AT8.09 2009-14-58N3AT8P00-10010000-00000000
	H-10-01 58N3AT8 10 2010-14-58N3AT8P00-10010000-0000000 H-10-01 78P3A43 09 2009-14-78P3A43PHZ-10010000-0000000
	H-10-01 78P3A43 10 2010-14-78P3A43P1Z-1001000-0000000
	H-10-01 Coastal09 2009-14-18K3B01P00-10010000-00000000
	H-10-01 Coastal10 2010-14-18K3B01P00-10010000-00000000 H-10-01 General Travel FY09 2009-14-GTRNTRVP00-08510000-00000000
	H-10-01 General Travel FY09 - 2009-14-GTRNTRVP00-10010000-00000000
	General Travel FY09 - cost of CTEUTER P20 costocol costocol
	H-10-01 20-01 2009-14-GTRNTRVP00-20010000-00000000
	H-10-01 General Travel FY10 2010-14-HTRNTRVP00-06510000-00000000
	Search for the label name or click on the Label to select that ACCS code to be the default for the traveler.
	<i>Notes:</i> Users may search on a full or partial label name. They may not search using the classification code information.
	Only the first 20 accounting codes will appear in alphabetical order by label name.
	A default accounting should only be added to the traveler if they usually use that accounting for all trips. If the traveler uses multiple ones throughout the year, you may want to skip this step.

Step	Action
5f	The <i>Travel Prefs. & Membership</i> tabs are only used if a traveler or group administrator wishes to save information pertaining to their travel, such as aisle seating or hotel/car membership programs.
	Personal Data Duty Station Addresses Phone #s Account Info. Travel Prefs. Membership Miscellaneous Ticket Delivery Rental Car Preferences Deliver to Maing E-Ticket? Agency #a Method PAF Class Image: Class
	Air Preferences Hotel Preferences Dep Airport A Airline A Room Image: Constraint of the second
	Personal Data Duty Station Addresses Phone #s Account Info. Travel Prefs. Membership Miscellaneous Membership Programs Edt Delete Copy Type Vendor Membership Number Program Name Name on Card Add
	<i>Note: These tabs are for information only. They do not transfer to the Travel Management Center.</i>
5g	The <i>Miscellaneous</i> tab fields are entered by the Help Desk. This information pertains to what Field Finance Branch and Bureau the traveler belongs to.
	Personal Data Duty Station Addresses Phone #s Account Info. Travel Prefs. Membership Miscellaneous Miscellaneous Data FFB H BUREAU 14
5h	To save the changes:
	 Click the Apply Changes Globally checkbox (Done ONLY IF this is to be the saved as the default information for all future documents) Click the Save (<i>Profile Changes</i>) button (Done ONLY IF this information is to be changed for this document only without the checkbox being checked)
	For this Page you can: Apply Changes Globally Save Profile Changes Close without Saving Profile Changes
	The screen will save the information and the <i>Document Summary</i> screen will appear.
	For training purposes Do NOT click the checkbox only click SAVE.

			Acti	on			
The <i>Document Summary</i> screen is broken into different sections. You will have to use the scroll bar on the right to view the other sections.							
Document S	Summary for Tra	vel Authori	zation 0D	1BS0001			
Quick Tip	information, click on a Details				ment Status	For this Doc	ument you c
						Sign this de Save Docu Continue	
						Close Curr	ent Document
Ocument Sta				Current Status: CREA	ATED Awaiting:	Erin R. Gaithersburg	for Status: S
Status To Apply		ure PIN	F	Remarks			
SIGNED	<u>×</u>						
Reason							
Stamp and Re Traveler Details	bure	Traveler ID:	100100004	Traveler Name:	Darren Bak	Organization:	H-06-01
					Darren Dak	organization	1-SINGLE-
Purpose 3-TRAINING ATTEND	DANCE CHICA	TA#: lon lGO,IL	0DJBS0001 From 06/21		U.S. Dollar Per Dien 211.00 /	Type: m Rates / 71.00 (05/01/10-06/	DOMESTIC
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Purpose 3-TRANING ATTEND Description © <u>Reservation De</u> Reservation Type	etails	ion IGO,IL	From 06/21	To 1/10 06/24/10 odging Location	Per Dien 211.00 / Ticket #	n Rates 771.00 (05/01/10-06/ No Reservations	DOMESTIC (30/10)
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Step	Action
7a	In the middle section of the screen you will see four links. The first time entering a document, you will want to click on the <i>Customize Display</i> link.
	Expense Entry Customize Display Add Rows Prev 25 Next 25
	A new window will open allowing you to change the number of lines of expenses displayed on the screen. The default is 10. We suggest you change the 10 to 25 and click Save .
	https://itmv9-training.rdc.noaa Enter the number of rows to display? Save Close
	The screen will refresh now displaying the number of lines you selected.
	Notes: It is suggested not to do change it above 25 lines as it will affect how long it takes to make changes or save. It could possibly also put the system in a perpetual loop where nothing will be changed or saved.
	This change is for the person creating the document. It is not associated to the traveler.
7b	The other links in that middle section will do the following:
	Add Rows – Will add 5 more blank rows at the bottom of the screen Prev # - Will go to the previous # of records (default is 10) Next # - Will go to the next # of records (default is 10)
	If you made a change to the number of rows to display the Previous & Next links will show the number that was selected.
7c	The <i>Search Criteria</i> is something to be utilized more on the voucher side, as it "filters" what is shown on the screen based off the expense category or Start/End date entered and searched on.
	Search Criteria Expense Category (Al Expenses) V Search Start Date E

Step	Action
7d	The actual expenses can be entered either by clicking the drop-down arrow to select from the list of values:
	Image: Second system 06/21/2010 Image: Second system POC-Private Vhole Image: Second system 06/21/2010 Image: Second system POC-Private Vhole Image: Second system 06/21/2010 Image: Second system POC-Private Plane Image: Second system 06/21/2010 Image: Second system POC-Private Motorcycle Image: Second system 06/21/2010 Second system Airline Flight Image: Second system 06/21/2010 Airline Flight Airport Shuttle Image: Second system 06/21/2010 Image: Second system Image: Second system Image: Second system 06/21/2010 Image: Second system Image: Second system Image: Second system 06/21/2010 Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second system Image: Second sys
	OR Type in a value, which could have an option in the list of values or could not be part of the list of values.
	Image: Constraint of the set of the
	Notes: If an "ad-hoc" value is entered into the field, the expense category will need to be chosen from a list of values.If the value is chosen from the list, the expense category and payment method will automatically be populated.
	A payment method should never be changed, EXCEPT for when an airline charge is actually reimbursable to the traveler.
7e	In most expenses, the amount of the expense can be entered directly into the <i>Cost</i> field. There are some exceptions. To get into the details of the expense, click on the <i>Expense Detail</i> icon, which can be found to the left of the <i>Cost</i> field.
	□ □ 06/21/2010 □ 1POC-Private Vhole ■ MILEAGE ■ □
7f	There are three costs that the detail area will need to be filled out:
	 Mileage Airline Flight Lodging (for M&IE costs)

Step	Action
7f1	Mileage details, will allow the preparer to enter the miles and the system will calculate the total cost based upon the date (giving the correct mileage rate) and the number of miles entered. This can be done on the <i>General Details</i> tab. Mileage <u>must</u> be calculated this way or the system will see it as an error.
	Expense Details for MILEAGE 06/21/2010
	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. For this page you can: Use Expense Detail Updates Close without Saving Expense Details
	General Details Mileage Details
	Expense Date 🔮 06/21/2010 📧 Payment Method 🚱 OTHER
	Expense Cost O E USD C Reimbursable Taxable
	Expense Category MILEAGE Accounting Code
	Expense Description () 1POC-Private Vincle
	Comments
	The <i>Mileage Details</i> tab, allows the preparer to enter the details about the mileage – to and from locations. Not usually used for domestic trips – more for Local Vouchers. Expense Details for MILEAGE 06/21/2010
	Quick Tip For this page you can: 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. Use Expense Detail Updates Close without Saving Expense Details
	General Details Mileage Details
	From Location To Location
	Once you have the information entered, you will need to click <i>Use</i> (<i>Expense Detail Updates</i>) button to take the information back to the <i>Expenses screen</i> .

Step	Action
7f2	The Airline Flight details, will allow the preparer to enter specific information pertaining to the airline, such as cost and class.
	Expense Details for COM. CARRIER 06/21/2010 For this page you can: Use work of 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 expense. General Details Ticketed Transportation Details Expense Date 0 06/21/2010 Wernor Expense Cost 0 Quantity Reimbursable Accounting Code Expense Detail Opdates Out of the page you can: Use Expense Detail Updates Out of the page you can: Use Expense Date 0 06/21/2010 Expense Cost 0 Quantity Reimbursable Taxable Comments Comments Comments Comments Content of the General Details The cost can be entered on the General Details tab in the Expense Cost field or it can be
	entered on the <i>Ticketed Transportation Details</i> tab, where the class can also be entered. Expense Details for COM. CARRIER 06/21/2010 For this page you can:
	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.
	General Details Ticketed Transportation Details
	Ticket No O See Attached Ticket 1 Depart From Ma. Dep Date Image Arrive At Ma. Issue Date Image Image
	Ticket Date 09/27/2010 Confirmation No Class Ticket Value 0.00 Carrier
	Contract Fare 0.00 Contract Carrier If entering the cost, do it in the Ticket Value field. By entering it there, the cost will automatically fill in the Expense Cost field on the other tab. Ticket Number should be filled in, which is usually entered on the voucher.
	Once you have the information entered, you will need to click <i>Use</i> (<i>Expense Detail Updates</i>) button to take the information back to the <i>Expenses screen</i> .

Step	Action
7f3	Anything concerning the Lodging or M&IE costs will need to be changed on the details from the Lodging line.
	The <i>General Details</i> tab allows the preparer to make changes to the lodging cost and change it to an actual cost, by entering the cost in the <i>Expense Cost</i> field and using the drop-down for the <i>Expense Category</i> to select Lodging - Actuals.
	Expense Details for Lodging-PerDiem 06/21/2010
	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 Use Expense Detail Updates Close without Saving Expense Details
	General Details Lodging Details
	Expense Date () 06/21/2010 E Payment Method () GOVCC V
	Expense Cost () 211.00 USD Allowed: 211.00 Reimbursable Taxable
	Quantity 0 Rate 0 #a Vendor #a Expense Category Lodging-PerDiem Accounting Code Image: Code Code Code Code Code Code Code Code
	Expense Description O Lodging
	Comments
	The <i>Lodging Details</i> tab allows the preparer to enter conference allowance amounts which affect the lodging costs. It also allows the preparer to enter leave data, which will affect both lodging and M&IE costs. There's also a place if any meals are provided or if you need to override M&IE costs in general. Expense Details for Lodging-PerDiem 06/21/2010
	Quick Tip For this page you can:
	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.
	General Details Lodoing Details
	Conference Allowance Leave Data Conference % Image: Conference % Conference Rate 0.00 Image: Conference Description Conference Description Image: Conference % Sponsoring Agency Other
	Meals Provided M&IE Override Breakfast Quarters Lunch M&IE Amount Dinner M&IE Amount
	Once you have the information entered, you will need to click <i>Use</i> (<i>Expense Detail Updates</i>) button to take the information back to the <i>Expenses</i> screen.

Step		Action
7g	•	ill not be saved if your screen refreshes – like clicking next or are is not an automatic save to this screen.
7h	Enter the following inform	nation on the <i>Edit/Enter Expenses</i> screen:
	Notes: If a transaction fee is be chosen. It is better to over estimate th	<pre>\$225.00 (Class = Y) \$23.79 \$350.00 \$65.00 \$30.00 \$50.00 50x4 = total mileage ese Changes) button when completed reimbursable to the traveler, the Expense Category "Other" must an under estimate. If you under estimate to much, an amendment roved prior to submitting the voucher.</pre>

Click on Other Authorizations in the <i>Document Toolbar</i> to open up the <i>O</i>	thor
Authorizations screen	uner
Aumorizations screen.	
Other Authorizations for 0DJBS0001	
Quick Tip Select an Other Authorization from the Master List below to add to the Authorization. more	For this Document you ca
Master List of Other Authorizations	Back Continue
ACTUAL EXPENSE	
ANNUAL LEAVE OR NON-DUTY DAYS	
ATTENDANT TRAVELING WITH EMPLOYEE	
EXCESS BAGGAGE	
EXTRA AIR OR RAIL FARE	
GOVT-OWNED VEHICLE AVAILABLE	
GROUP AUTHORIZATION	
INTERNATIONAL CLEARANCE	
OPERATIONAL FLIGHT	
OTHER (See remarks below)	
OTHER AUTHORIZATION	
PAD BY FOREIGN GOVERNMENT	
PAD BY NON-FEDERAL SOURCE	
PER DEM LOCATION FOOTNOTES	
TEMPORARY SHORE	
TRAVEL CASH ADVANCE	
	Authorizations screen. Other Authorizations for ODJBS0001

For this exercise, just verify that POV has been added as an "Other Authorization"

Step	Action
9	Click on Accounting in the <i>Document Toolbar</i> to open up the <i>Available Accounting Code</i> screen.
	Available Accounting Code for 0DJBS0001 Quick Tip To select an account code, cick the label ink. To search by label, type some of the label in the field and cick the Search button. To retrieve all account codes with the same label from all orgs, type the entire label and click the
	Back Continue Enter Search Criteria Search Accounting Code Search
	Master Accounting Code Click Accounting Code Label to add to Document Search Results Prev 20 Next 20 Organization Label Classification Code H-06-01 General Travel FY10 2010-14- HTRNTRVP00- 06510000- 00000000
	H-06-01 General Travel FY10 - 10-01 2010- 14- HTRNTRVP00- 10010000- 00000000 H_06_01 General Travel 2010- 14- HTRNTRVP00- 20010000- 00000000 Click an item to edit/delete it Accounting Code for 0DJB S0001 Click an item to edit/delete it
	Organization Label Default Classification Code Extended Code / Edit X Delete Edit X Delete
	The first time going to the accounting for the traveler, even if you added a default accounting for them, will not show up on this document. The changes for the accounting you did on the traveler information will not take place until the next document.
9a	The <i>Available Accounting Code</i> screen is divided into the following sections:
	 Enter Search Criteria Master Accounting Code Accounting Code for Document Name
	It also has the ability for a preparer to Add a new accounting code to their document and/or master list.
9b	The <i>Search Criteria</i> section allows a preparer to either:
	Search on a full or partial label name against their master list
	OR
	Retrieve a code by the full label name from another organization
9c	The <i>Master Accounting Code</i> section will list all accounting codes that had been added to the preparer's organization.

Step			Action		
9d	The <i>Accounting Code for Document Name section</i> will list all accounting codes that have been associated to this document. If a traveler was set up with a default accounting prior to this document, that code will show at the bottom. If the traveler does not have a default accounting, one will need to be selected from the Master Accounting Code section or be added manually using the Add button.				
	Note: A preparer can add up to five different account codes to one document. With more than one account code associated to the document, the preparer will have to allocate the costs to the various codes.				
9e	For this document, please find and select the label General Travel FY10				
10	Click on Totals in the Document Toolbar to open up the Total Details screen.				
	Total Details for 0	DJBS0001			
	Quick Tip Click the View Advance	is for Document link to add or update an advance. mo	re	For this Document you can:	
		Currency: U.S. Dollar al Estimated Expenses: 1,725.29 ed Advance Authorized: 1,200.00 Advance Requested: 0.00		Back Continue	
	Expense Category Detail	s			
	Expense Category	Payment Method Organ	ization Accounting Code Lab	si Amount	
	COM. CARRER LODGING TAX	AGENCY CARD GOVCC	NO ACCT CODE NO ACCT CODE	225.00	
	Lodging-PerDiem	GOVCC	NO ACCT CODE	633.00	
	M&E-PerDiem	OTHER	NO ACCT CODE	248.50	
	MILEAGE	OTHER	NO ACCT CODE	100.00	
	OTHER TRAVEL RENTAL CAR	OTHER GOVCC	NO ACCT CODE NO ACCT CODE	30.00	
	TRANSACTION FEES	AGENCY CARD	NO ACCT CODE	23.79	
	TRANSPORT	OTHER	NO ACCT CODE	65.00	
	Expense Category Advar	nce Details			
	Expense Category		Advance		
	LODGING TAX		40.00		
	Lodging-PerDiem		506.40		
	M&IE-PerDiem MILEAGE		198.80 80.00		
10a	This screen is b	roken out into the follow	ving sections:		
	 Total Estimated Expenses & Advance Authorized Expense Category Details Expense Category Advance Details 				
10b	The <i>Total Estimated Expense/Advance Authorized</i> section is at the top. It will give the preparer a total estimated amount of the authorization as well as the computed advance amount that is authorized. This is all based off what had been entered for the travel expenses.				
10c	The <i>Expense Category Details</i> section gives the preparer the totals using a breakout by Expense Category, payment method and accounting.				

Step	Action		
10d	The <i>Expense Category Advance Details</i> section gives the preparer a breakout of what expense categories that were used to calculate the Advance Authorized total.		
11	Click on Preview Document in the Document Toolbar to have a new window open with the print preview of your travel document.		
	Lodging-P 633.00 506.40 Maile-PeriD 248.50 198.80 MileAge 100.00 80.00 OTHER TRA 30.00 24.00 EENTAL CA 350.00 280.00		
11a	The document opens up in an Adobe PDF file. This give the preparer the ability to Prin or Save the document using the icons found on the Adobe Toolbar. (
	<i>Notes:</i> Any system generated comments will not appear in section 8 of the document until after the approving official has approved the document. This includes the purchase order (PO) & CBA Obligation numbers.		
	You may print your document at this point, but you may have to reprint the document after the approving official has approved the document. This is due to the requirement for the Travel Management Center (i.e. AdTrav)to have the CBS Obligation number as well as Document History Page that shows the approval in order to get the tickets issued.		
11b	To close this preview, you may click the red "x" in the upper right hand corner. Just be careful that if you had maximized the screen, you only single click the "x" otherwise you may end your Travel Manager session prematurely.		

Step		Action			
12	Click on Perform Pre-Audits in the Document Toolbar to open up the Pre-Audit Results screen.				
	Pre-Audit Results for 0DJBS0001				
	Quick Tip		For this Document you can:		
	Click the Magnifying Glass icon to view detail comments for each audit proc	ess. more	Close Pre-Audit Results		
	Document Name: 0DJBS0001 Type: TA				
	Traveler: Bak, Darren				
	Status: PASS				
	Pre-Audit Results				
	Audit Process	Status	Comments		
	Account validation	PASS			
	A AMENDMENTS	PASS			
	AMOUNT PAID TO TRAVELER	PASS			
		PASS PASS			
	A DOC CONFERENCE VALDATION	PASS			
	A DOC PT END PROCESSING	PASS			
	C DOC PRIOR YEAR PROCESSING	PASS			
	LA UNIQUE TA NUMBER	PASS			
	A VALIDATE VNUM	PASS			
12a	 Note: It is a good practice to verify there are no errors with your document prior to submitting if for review and approval. 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: 				
	Blank or WARN = Warning FAIL = Failure PASS = Pass				
	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.				

Step	Action			
13	Click on Document Status in the Document Toolbar to open up the Status screen.			
	Status for 0DJBS0001 Quick Tip The Signature PN is case sensitivet more Stamp and Submit Document			
	Status to Apply SIGNED Signature PIN Reason Remarks			
	Document Routing This is the routing path the current document will take once routed Name Status Level Erin R. Gaithersburg SIGNED 0			
	Document History This is the status history for this document Date/Time Status Name Remarks Reason Desc 09/27/10 10:46AM CREATED Erin R. Gaithersburg Erin R. Gaithersburg			
13a	This screen is broken out into the following sections:			
	 Status to Apply/Signature PIN Document Routing Document History 			
13b	The <i>Status to Apply/Signature PIN</i> section will automatically select the proper status, which in this case should be signed. The preparer would then enter their signature PIN in that field and then click the Stamp button.			
	<i>Note:</i> The Status to Apply would only have to be selected if making a change after the initial document had been submitted for routing.			
13c	The <i>Document Routing</i> section shows the routing that needs to be accomplished. From the creation of the document, it will only show the name of the person who needs to sign the document, which will be the one who prepared it. Once the document has been stamped signed the routing list for reviewers/approvers will then show based upon the criteria set up in the routing lists.			
13d	The <i>Document History</i> section shows every status that the document has gone through. This includes any amendments or adjustments as well as the following statuses:			
	CREATED SIGNED REVIEWED PROCESSED APPROVED DATALINKED			

Action			
Note: All statuses are in the past tense, whether they have been done or not. If you do not see a status you think should be in the history, it may be because the status has not been stamped yet, so check the Document Routing section.			
 Enter your Signature PIN Enter your Remarks Click the Stamp (and Submit Document) button The Pre-Audit Results for Document # screen appears: Pre-Audit Results for ODJBS0001 Outick Tip Click the Magnifying Glass icon to view detail comments for each audit process. more Document Name: 00JBS0001 Type: TA Traveler: Bsk, Darren			
Status: PASS Pre-Audit Results			
Audit Process	Status Comments		
	PASS		
_	PASS		
	PASS		
	PASS		
B UNQUE TA NUMBER	PASS		
B VALIDATE VNUM	PASS		
	Note: All statuses are in the past tense, whether they is status you think should be in the history, it may be been so check the Document Routing section. > Enter your Signature PIN > Enter your Remarks > Click the Samp (and Submit Document) butter The Pre-Audit Results for Document # screen ap Pre-Audit Results for ODJBS0001 We Click the Magnifying Glass icon to view detail comments for each audt process.more Document Name: 0DJBS0001 Type: TA Traveler: Bak, Darren Status: PASS Pre-Audit Results Account VALIDATION AAMENDMENTS A ADDIT TAVELER Doc Conference value Traveler A APPROVAL BY TRAVELER Doc Conference value Traveler A APPROVAL BY TRAVELER B Doc CONFERENCE VALDATION B Doc CONFERENCE VALEDATION B Doc CONFERENCE VALEDATION B Doc MILEAGE VALDATION B Doc MILEAGE VALDATION B Doc CONFERENCE VALEATION B Doc MILEAGE VALDATION B Doc MILEAGE VALDATION B Doc MILEAGE VALDATION B Doc MILEAGE VALDATION		

Step	Action			
13f	 Verify the document status is PASS Click the Continue (Stamping the Document) button 			
	The 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 a message toward the bottom stating and email has been sent to "email address"—FOR EMPLOYEES ONLY			
	Home 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			
	Last Documents more Documents more Type Traveler Document Name Dep Date In Use Type Traveler Document Name Dep Date In Use TA 000400010 9KYBS0021 06/23/09 LV 000400010 9KYBL0001 02/05/09 TA 000400010 9KYBS0022 08/03/09 LV 000400010 9KYBL0001 02/05/09			
	Messages: • Email has been sent to:Jonathan.Wolf@noaa.gov			
	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.			
	Home Ouick 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			
	News Please contact your LO Budget Office for guidance on the appropriate accounting code to use for trips that begin or end in FY 2011.			
	Last Documents more Documents to review more Type Traveler Document Name Dep Date In Use Type Traveler Document Name Dep Date In Use Traveler 100100004 0DJBS0001 06/21/10 06/21/10 In Use Traveler Document Name Dep Date In Use			
	Notes: An email will be sent to the first level of review/approval set up in the routing. If there are 3 people that have been set up in the routing list, you will see all of their emails listed on this screen.			
	Until the document has been approved, a preparer may go back in and adjust the document. If that happens, the preparer will have to re-stamp the document signed for the changes to go through the routing process.			