

Travel Voucher Beginning & Ending “In Travel Status”

- Objectives:**
- Create the next Travel Voucher from Authorization for a long term TDY
 - Understand how to file multiple-vouchers

Notes:

Trips greater than 30 days will result in a dollar based obligation.



This allows multiple vouchers to be submitted against the travel authorization.

It also allows a preparer to amend the Travel Authorizations after voucher(s) have been submitted, as long as the obligation is not being reduced below what has already been paid.

Instructions: Execute the following steps:

The next 30 days of your trip have passed, but you are still on your TDY. Per FTR 301-52.7, if on continuous travel status, vouchers need to be filed every 30 days. Each voucher can not claim the same expenses that were previously claimed. For example, if on the first voucher you claimed the cost of the airline ticket and transaction fee, those costs can not be claimed on any other vouchers. Your costs included the following:

- Hotel - \$92.00/night
- Hotel Tax - \$15.26/night (x30 = \$457.80)
- Parking - \$12/night (x30 = \$360.00)
- Gas – 4/30 - \$55.21

Step	Action
1	From the Home screen: ➤ Click Create New Document from the Document Toolbar
2a	➤ Click on the Lookup icon  by either the VNum or Traveler Name field ➤ Click on the VNum to select your traveler. ➤ Click on the Document Type drop-down listing and select TV from TA ➤ Click the Create (<i>this Document</i>) button
2b	The screen will split and at the bottom all DATALINKED authorizations will appear to select from. ➤ Click the Open  icon of the authorization going to create the voucher

Step	Action
3	<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: Janet Holder</p> <p>Document Information Trip Information</p> <p>Document Type TV Document Name 1JAHS0001 Report Date 10/17/2011 TA# 1JAHS0001 <input type="checkbox"/> Sponsored Travel Currency U.S. Dollar Type Code 1-SINGLE-DOMESTIC Purpose Code 9-OTHER (see below) Document Description 90 day IDY Detail to Norfolk, VA Document Default Accounting Code General Travel FY11 Default Accounting Code Org H-20-01</p> <ul style="list-style-type: none"> ➤ Add (-1) at the end of the Document Name ➤ Change Document Description to <i>2nd travel voucher for 90 day detail</i> ➤ Verify all information is correct and make changes where necessary ➤ Click the Trip Information tab <p>Note: The Document Name field can not contain the same information as a previous travel document type. Because the first voucher we filed, used the same name, this document name must have a -1 added at the end of the name to represent another voucher for that authorization otherwise an error message will appear when trying to create the voucher.</p>

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3a	<div data-bbox="289 279 1425 798"> <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: <input type="button" value="Create"/> Document <input type="button" value="Cancel"/></p> <p>Traveler Name: Janet Holder</p> <p>Document Information Trip Information</p> <p>Trip No 1</p> <p>Begin Travel <input type="text" value="03/01/2011"/> <input type="button" value="Calendar"/> Depart RES: <input type="text"/> Depart Selection RES: <input type="button" value="v"/> End Travel <input type="text" value="05/29/2011"/> <input type="button" value="Calendar"/> Return RES: <input type="text"/> Return Selection RES: <input type="button" value="v"/> Trip Duration <input type="button" value="v"/> Multiple days Comments <input type="text" value="PREPARED BY: therese.rubis@noaa.gov"/> <input type="button" value="v"/> AUTHORIZED BUSINESS CALLS <input type="button" value="Preset"/></p> <p>Itinerary Locations</p> <p><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><input type="text" value="03/01/11"/> <input type="button" value="Calendar"/></td> <td><input type="text" value="05/29/11"/> <input type="button" value="Calendar"/></td> <td>NORFOLK,VA <input type="button" value="Search"/> <input type="button" value="AA"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> </div> <p>Because this is the first of several vouchers there are a few areas that need to be updated:</p> <ul style="list-style-type: none"> • Begin Travel Date = should be the begin date of the next 30 days (i.e. 4/01) • Depart Selection = should be changed from RES to IN TRAVEL STATUS • End Travel Date = should be the end date of when filing the voucher (i.e. 4/30) • Return Selection = should be changed from RES to IN TRAVEL STATUS • Arrival Date = should be the begin date of the next 30 days (i.e. 4/01) • Departure Date = should be the end date of when filing the voucher (i.e. 4/30) <p><i>Note: By making the depart & return selection "IN TRAVEL STATUS", the traveler will receive full lodging and M&IE costs. Since the traveler is still in a temporary duty status, they are entitled to lodging and full M&IE on the first & last dates as shown on the voucher.</i></p>	Arrival Date	Departure Date	Itinerary Location	Unlisted	<input type="text" value="03/01/11"/> <input type="button" value="Calendar"/>	<input type="text" value="05/29/11"/> <input type="button" value="Calendar"/>	NORFOLK,VA <input type="button" value="Search"/> <input type="button" value="AA"/>	<input type="checkbox"/>
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3a1	<div data-bbox="289 1297 1425 1816"> <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: <input type="button" value="Create"/> Document <input type="button" value="Cancel"/></p> <p>Traveler Name: Janet Holder</p> <p>Document Information Trip Information</p> <p>Trip No 1</p> <p>Begin Travel <input type="text" value="04/01/11"/> <input type="button" value="Calendar"/> Depart IN TRAVEL STATUS Depart Selection IN TRAVEL STATUS <input type="button" value="v"/> End Travel <input type="text" value="04/30/11"/> <input type="button" value="Calendar"/> Return IN TRAVEL STATUS Return Selection IN TRAVEL STATUS <input type="button" value="v"/> Trip Duration <input type="button" value="v"/> Multiple days Comments <input type="text" value="CBA OBLIGATION #:00191674 Organization"/> <input type="button" value="v"/> ID:142002 TRAVELER PO#:00191673 <input type="button" value="v"/> PREPARED BY: therese.rubis@noaa.gov <input type="button" value="Preset"/></p> <p>Itinerary Locations</p> <p><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><input type="text" value="04/01/11"/> <input type="button" value="Calendar"/></td> <td><input type="text" value="04/30/11"/> <input type="button" value="Calendar"/></td> <td>NORFOLK,VA <input type="button" value="Search"/> <input type="button" value="AA"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> </div> <p>When finished click the <input type="button" value="Create"/> button</p>	Arrival Date	Departure Date	Itinerary Location	Unlisted	<input type="text" value="04/01/11"/> <input type="button" value="Calendar"/>	<input type="text" value="04/30/11"/> <input type="button" value="Calendar"/>	NORFOLK,VA <input type="button" value="Search"/> <input type="button" value="AA"/>	<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</p> <p>Edit/Enter Expenses for Travel Voucher: 1JAHS0001-1</p> <div data-bbox="289 531 1425 1165" style="border: 1px solid black; padding: 5px;"> <div style="background-color: #e0e0e0; padding: 2px;"> <p>Quick Tip Enter or edit expenses. Each line below displays a different expense. To edit expense details not displayed below, click the Details icon next to the expense description. To delete an expense, use the check box. Enter all expenses and changes and click Save. more</p> </div> <div style="background-color: #e0e0e0; padding: 2px; float: right; width: 200px;"> <p>For this Page you can:</p> <p>Display Express Expense Screen</p> <p>Save Expense Changes</p> <p>Reset All Lodging</p> <p>Clear Changes</p> <p>Back Continue</p> </div> <div style="background-color: #000080; color: white; padding: 2px; margin-top: 5px;"> <p>Search Criteria</p> </div> <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" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #000080; color: white;"> <th colspan="2">Expense Entry</th> <th>Customize Display</th> <th colspan="2"></th> <th>Add Rows</th> <th>Prev 25</th> <th>Next 25</th> </tr> <tr> <th>Delete</th> <th>Copy</th> <th>Itemize</th> <th>Date</th> <th>Expense Description</th> <th>Expense Category</th> <th>Cost</th> <th>Payment Me</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>03/01/2011</td> <td>Airline Flight</td> <td>COM. CARRIER</td> <td>423.00</td> <td>AGENCY CAF</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>03/01/2011</td> <td>Hotel Tax</td> <td>LODGING TAX</td> <td>1800.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>03/01/2011</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>03/01/2011</td> <td>Parking Fees</td> <td>OTHER TRAVEL</td> <td>1350.00</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>03/01/2011</td> <td>Rental Car</td> <td>RENTAL CAR</td> <td>1700.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>03/01/2011</td> <td>TMC Transaction Fees</td> <td>TRANSACTION FEES</td> <td>24.60</td> <td>AGENCY CAF</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>03/01/2011</td> <td>Gas-Rental/Govt Car</td> <td>TRANSPORT</td> <td>450.00</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>04/01/2011</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>04/01/2011</td> <td>M&IE</td> <td>M&IE-PerDiem</td> <td>61.00</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>04/02/2011</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>0.00</td> <td>GOVCC</td> </tr> </tbody> </table> </div> <p>Due to the information entered on the Document Information screen, only the system generated expenses (Lodging/M&IE) will be affected by showing only that date range.</p>	Expense Entry		Customize Display			Add Rows	Prev 25	Next 25	Delete	Copy	Itemize	Date	Expense Description	Expense Category	Cost	Payment Me	<input type="checkbox"/>			03/01/2011	Airline Flight	COM. CARRIER	423.00	AGENCY CAF	<input type="checkbox"/>			03/01/2011	Hotel Tax	LODGING TAX	1800.00	GOVCC	<input type="checkbox"/>			03/01/2011	1POC-Private Vhcle	MILEAGE	100.00	OTHER	<input type="checkbox"/>			03/01/2011	Parking Fees	OTHER TRAVEL	1350.00	OTHER	<input type="checkbox"/>			03/01/2011	Rental Car	RENTAL CAR	1700.00	GOVCC	<input type="checkbox"/>			03/01/2011	TMC Transaction Fees	TRANSACTION FEES	24.60	AGENCY CAF	<input type="checkbox"/>			03/01/2011	Gas-Rental/Govt Car	TRANSPORT	450.00	OTHER	<input type="checkbox"/>			04/01/2011	Lodging	Lodging-PerDiem	0.00	GOVCC	<input type="checkbox"/>			04/01/2011	M&IE	M&IE-PerDiem	61.00	OTHER	<input type="checkbox"/>			04/02/2011	Lodging	Lodging-PerDiem	0.00	GOVCC
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4a	<p>Enter/Modify the following expenses on the Expense screen.</p> <p>Hotel - \$92.00/night Hotel Tax - \$15.26/night (x30 = \$457.80) Parking - \$12/night (x30 = \$360.00) Gas – 4/30 - \$55.21</p> <p>Delete any expenses no longer needed or already claimed.</p> <p>➤ Click the Save (<i>Expense Changes</i>) button when completed</p>																																																																																																

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	<p><i>Notes: If you look at the first and last day of expenses you'll notice the traveler got full lodging and M&IE costs.</i></p> <p><i>You will have to delete any costs that are not applicable to the voucher being created.</i></p> <p><i>Make sure to change the start date of the expenses that are not system generated (i.e. parking)</i></p>
5	Click on Accounting in the Document Toolbar to open up the Available Accounting Code screen. Make any necessary changes to the accounting code.
6	Click on Totals in the Document Toolbar to open up the Total Details screen.
7	Click on Preview Document in the Document Toolbar to have a new window open with the print preview of your travel document.
8	Click on Perform Pre-Audits in the Document Toolbar to open up the Pre-Audit Results screen.
9	<p>Click on Document Status in the Document Toolbar to open up the Status screen.</p> <ul style="list-style-type: none"> ➤ Enter your Signature PIN ➤ Enter your Remarks if any ➤ Click the Stamp (and Submit Document) button <p><i>Note: Reminder Group Administrators are not allowed to stamp the voucher SIGNED. The Traveler has to be the one stamping the voucher SIGNED to initiate the electronic routing.</i></p>
10	<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 (Stamping the Document) button <p>The Signature screen appears with a statement that should be read.</p> <ul style="list-style-type: none"> ➤ Click the Accept (Signature Text) button <p>The document will then be routed to the first level of the electronic approval process and you will be taken back to the Home screen where you will have a message that tells you the email(s) of the person/people that a message was sent.</p>