

Long Term TDY Travel Authorization

Objectives:

- Create TA for a long term TDY

Notes:

For Long Term TDY travel authorizations, it is a good idea to make sure you have all expenses and any other trips included in it.

If during a Long Term TDY, you are planning to rent a place, any “extra costs” such as cable, electric, etc) must be included in the lodging totals and not as a separate/miscellaneous expense. Justification for these extra expenses must be entered on the comments, otherwise Finance may disallow (FTR 301-11.15)

Instructions: Execute the following steps:

You have been sent on a 3 month detail to Norfolk, VA. You leave March 1st and will not return until May 29th. Your POV costs will include a person taking you to the airport and picking you up. Your authorization will need to include the following costs:

Estimated Expenses

\$423.00 = Round-trip air fare

\$24.60 = TMC Fee

25 miles one way to airport using private vehicle (POV)

\$1700 for Rental Car

\$450 for Rental Car Gas

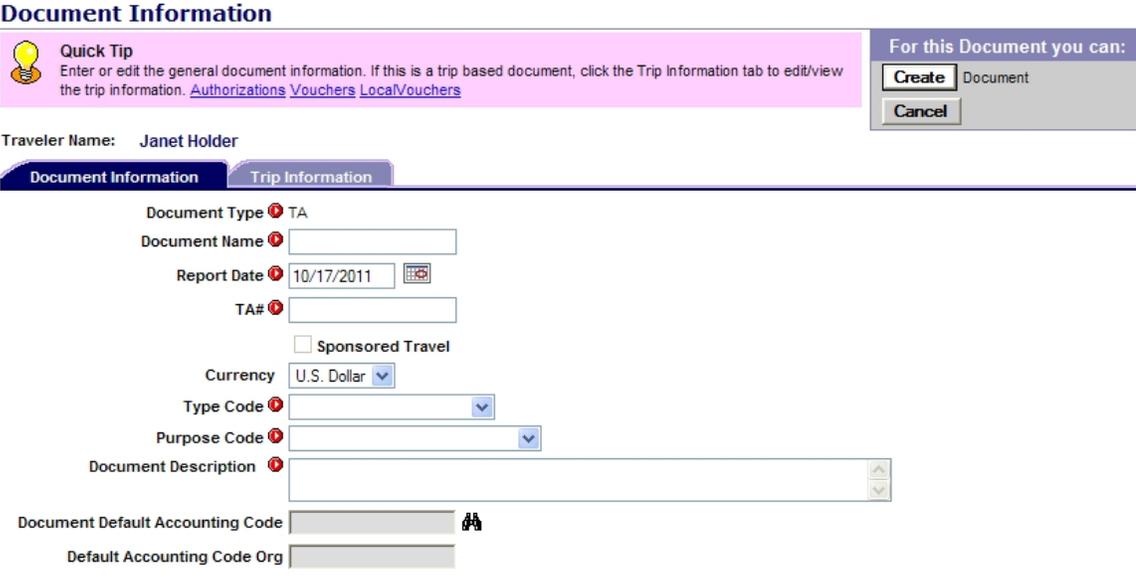
\$1350 for Parking

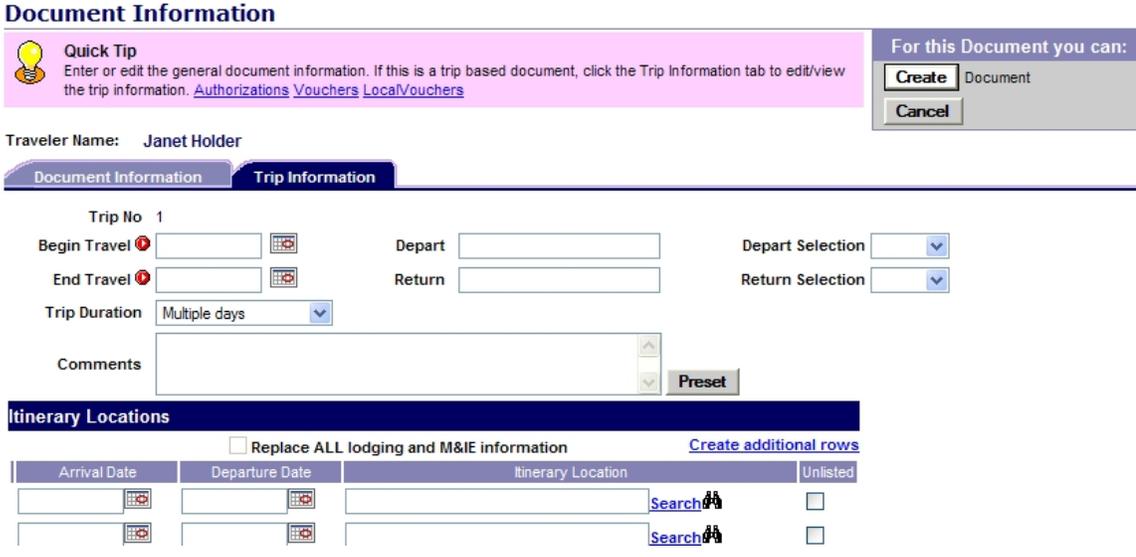
\$1800 for Hotel Tax

Step	Action
1	From the <i>Home</i> screen: ➤ Click Create New Document from the <i>Document Toolbar</i>

Step	Action
2	<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>

Step	Action																																																																																																																																																																								
2a	<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="289 386 1300 499"> <p>Enter Search Criteria</p> <p>VNum <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Cancel"/></p> </div> <div data-bbox="289 508 1300 1121"> <p>Search Results Click on an entry to select it</p> <p>Search Results Prev 20 Next 20</p> <table border="1"> <thead> <tr> <th>VNum</th> <th>Last Name</th> <th>First Name</th> <th>MI</th> </tr> </thead> <tbody> <tr><td>0006-00001</td><td>Rubis</td><td>Therese</td><td>A</td></tr> <tr><td>0006-00002</td><td>Davis</td><td>Karen</td><td>B</td></tr> <tr><td>0006-00003</td><td>Wenther</td><td>Scott</td><td>C</td></tr> <tr><td>0006-00004</td><td>Doran</td><td>Chris</td><td>D</td></tr> <tr><td>0006-00005</td><td>Holder</td><td>Janet</td><td>E</td></tr> <tr><td>0006-00006</td><td>Mathis</td><td>Jeff</td><td>F</td></tr> <tr><td>0006-00007</td><td>Kallsan</td><td>Pat</td><td>G</td></tr> <tr><td>0006-00008</td><td>Cropp</td><td>Tim</td><td>H</td></tr> <tr><td>0006-00009</td><td>Thorton</td><td>Charlene</td><td>I</td></tr> <tr><td>0006-00010</td><td>Bak</td><td>Darren</td><td>J</td></tr> <tr><td>0006-00011</td><td>Garcia</td><td>Pauline</td><td>K</td></tr> <tr><td>0006-00013</td><td>Papadakis</td><td>Mike</td><td>M</td></tr> <tr><td>0006-00019</td><td>Goldstein</td><td>Laura</td><td>S</td></tr> <tr><td>0006-00021</td><td>Jensen</td><td>Dan</td><td>U</td></tr> <tr><td>0006-00022</td><td>Snyder</td><td>Russ</td><td>V</td></tr> <tr><td>0006-00023</td><td>Higgins</td><td>Arlene</td><td>W</td></tr> <tr><td>0006-00024</td><td>Schmitz</td><td>Margaret</td><td>X</td></tr> <tr><td>0006-00025</td><td>Nielsen</td><td>Brad</td><td>Z</td></tr> <tr><td>0006-00030</td><td>Stokes</td><td>Laura</td><td>E</td></tr> <tr><td>0006-00037</td><td>Brown</td><td>Parke</td><td>L</td></tr> </tbody> </table> </div> <p data-bbox="282 1167 1395 1239">If you chose Traveler Name, you will get a list of travelers you have access to showing in alphabetical order.</p> <div data-bbox="289 1276 1300 1898"> <p>Search Results Click on an entry to select it</p> <p>Search Results Prev 20 Next 20</p> <table border="1"> <thead> <tr> <th>Last Name</th> <th>First Name</th> <th>MI</th> <th>VNum</th> </tr> </thead> <tbody> <tr><td>Bak</td><td>Darren</td><td>J</td><td>0006-00010</td></tr> <tr><td>Brown</td><td>Parke</td><td>L</td><td>0006-00037</td></tr> <tr><td>Cropp</td><td>Tim</td><td>H</td><td>0006-00008</td></tr> <tr><td>Davis</td><td>Karen</td><td>B</td><td>0006-00002</td></tr> <tr><td>Doran</td><td>Chris</td><td>D</td><td>0006-00004</td></tr> <tr><td>Garcia</td><td>Pauline</td><td>K</td><td>0006-00011</td></tr> <tr><td>Goldstein</td><td>Laura</td><td>S</td><td>0006-00019</td></tr> <tr><td>Higgins</td><td>Arlene</td><td>W</td><td>0006-00023</td></tr> <tr><td>Holder</td><td>Janet</td><td>E</td><td>0006-00005</td></tr> <tr><td>Jensen</td><td>Deborah</td><td>G</td><td>0006-00051</td></tr> <tr><td>Jensen</td><td>Dan</td><td>U</td><td>0006-00021</td></tr> <tr><td>Kallsan</td><td>Pat</td><td>G</td><td>0006-00007</td></tr> <tr><td>Lafin</td><td>Geri</td><td>N</td><td>0006-00039</td></tr> <tr><td>Martin</td><td>Bridget</td><td>M</td><td>0006-00038</td></tr> <tr><td>Mathis</td><td>Jeff</td><td>F</td><td>0006-00006</td></tr> <tr><td>Nielsen</td><td>Brad</td><td>Z</td><td>0006-00025</td></tr> <tr><td>Papadakis</td><td>Mike</td><td>M</td><td>0006-00013</td></tr> <tr><td>Rubis</td><td>Therese</td><td>A</td><td>0006-00001</td></tr> <tr><td>Schmitz</td><td>Margaret</td><td>X</td><td>0006-00024</td></tr> <tr><td>Snyder</td><td>Russ</td><td>V</td><td>0006-00022</td></tr> </tbody> </table> </div>	VNum	Last Name	First Name	MI	0006-00001	Rubis	Therese	A	0006-00002	Davis	Karen	B	0006-00003	Wenther	Scott	C	0006-00004	Doran	Chris	D	0006-00005	Holder	Janet	E	0006-00006	Mathis	Jeff	F	0006-00007	Kallsan	Pat	G	0006-00008	Cropp	Tim	H	0006-00009	Thorton	Charlene	I	0006-00010	Bak	Darren	J	0006-00011	Garcia	Pauline	K	0006-00013	Papadakis	Mike	M	0006-00019	Goldstein	Laura	S	0006-00021	Jensen	Dan	U	0006-00022	Snyder	Russ	V	0006-00023	Higgins	Arlene	W	0006-00024	Schmitz	Margaret	X	0006-00025	Nielsen	Brad	Z	0006-00030	Stokes	Laura	E	0006-00037	Brown	Parke	L	Last Name	First Name	MI	VNum	Bak	Darren	J	0006-00010	Brown	Parke	L	0006-00037	Cropp	Tim	H	0006-00008	Davis	Karen	B	0006-00002	Doran	Chris	D	0006-00004	Garcia	Pauline	K	0006-00011	Goldstein	Laura	S	0006-00019	Higgins	Arlene	W	0006-00023	Holder	Janet	E	0006-00005	Jensen	Deborah	G	0006-00051	Jensen	Dan	U	0006-00021	Kallsan	Pat	G	0006-00007	Lafin	Geri	N	0006-00039	Martin	Bridget	M	0006-00038	Mathis	Jeff	F	0006-00006	Nielsen	Brad	Z	0006-00025	Papadakis	Mike	M	0006-00013	Rubis	Therese	A	0006-00001	Schmitz	Margaret	X	0006-00024	Snyder	Russ	V	0006-00022
VNum	Last Name	First Name	MI																																																																																																																																																																						
0006-00001	Rubis	Therese	A																																																																																																																																																																						
0006-00002	Davis	Karen	B																																																																																																																																																																						
0006-00003	Wenther	Scott	C																																																																																																																																																																						
0006-00004	Doran	Chris	D																																																																																																																																																																						
0006-00005	Holder	Janet	E																																																																																																																																																																						
0006-00006	Mathis	Jeff	F																																																																																																																																																																						
0006-00007	Kallsan	Pat	G																																																																																																																																																																						
0006-00008	Cropp	Tim	H																																																																																																																																																																						
0006-00009	Thorton	Charlene	I																																																																																																																																																																						
0006-00010	Bak	Darren	J																																																																																																																																																																						
0006-00011	Garcia	Pauline	K																																																																																																																																																																						
0006-00013	Papadakis	Mike	M																																																																																																																																																																						
0006-00019	Goldstein	Laura	S																																																																																																																																																																						
0006-00021	Jensen	Dan	U																																																																																																																																																																						
0006-00022	Snyder	Russ	V																																																																																																																																																																						
0006-00023	Higgins	Arlene	W																																																																																																																																																																						
0006-00024	Schmitz	Margaret	X																																																																																																																																																																						
0006-00025	Nielsen	Brad	Z																																																																																																																																																																						
0006-00030	Stokes	Laura	E																																																																																																																																																																						
0006-00037	Brown	Parke	L																																																																																																																																																																						
Last Name	First Name	MI	VNum																																																																																																																																																																						
Bak	Darren	J	0006-00010																																																																																																																																																																						
Brown	Parke	L	0006-00037																																																																																																																																																																						
Cropp	Tim	H	0006-00008																																																																																																																																																																						
Davis	Karen	B	0006-00002																																																																																																																																																																						
Doran	Chris	D	0006-00004																																																																																																																																																																						
Garcia	Pauline	K	0006-00011																																																																																																																																																																						
Goldstein	Laura	S	0006-00019																																																																																																																																																																						
Higgins	Arlene	W	0006-00023																																																																																																																																																																						
Holder	Janet	E	0006-00005																																																																																																																																																																						
Jensen	Deborah	G	0006-00051																																																																																																																																																																						
Jensen	Dan	U	0006-00021																																																																																																																																																																						
Kallsan	Pat	G	0006-00007																																																																																																																																																																						
Lafin	Geri	N	0006-00039																																																																																																																																																																						
Martin	Bridget	M	0006-00038																																																																																																																																																																						
Mathis	Jeff	F	0006-00006																																																																																																																																																																						
Nielsen	Brad	Z	0006-00025																																																																																																																																																																						
Papadakis	Mike	M	0006-00013																																																																																																																																																																						
Rubis	Therese	A	0006-00001																																																																																																																																																																						
Schmitz	Margaret	X	0006-00024																																																																																																																																																																						
Snyder	Russ	V	0006-00022																																																																																																																																																																						

Step	Action
2b	<p>The <i>New Document</i> screen appears with your traveler’s name and vendor number filled in.</p>  <p>New Document</p> <p>Quick Tip To select a traveler, click on the VNum or Traveler Name lookup button. more</p> <p>VNum: 0006-00005</p> <p>Traveler Name: Holder, Janet E</p> <p>Document Type: [Dropdown]</p> <p>For this Document you can: <input type="button" value="Create"/> this Document <input type="button" value="Add Traveler"/> to Travel Manager</p> <ul style="list-style-type: none"> ➤ Click on the Document Type drop-down listing and select TA ➤ Click the <input type="button" value="Create"/> (<i>this Document</i>) button
3	<p>The <i>Document Information</i> screen appears with the <i>Document Information</i> tab highlighted and fields displaying.</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: <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>Document Type: TA</p> <p>Document Name: [Field]</p> <p>Report Date: 10/17/2011</p> <p>TA#: [Field]</p> <p><input type="checkbox"/> Sponsored Travel</p> <p>Currency: U.S. Dollar</p> <p>Type Code: [Dropdown]</p> <p>Purpose Code: [Dropdown]</p> <p>Document Description: [Text Area]</p> <p>Document Default Accounting Code: [Field]</p> <p>Default Accounting Code Org: [Field]</p> <p>Enter the following information:</p> <ul style="list-style-type: none"> ➤ Document Name = <i>Same as TA#</i> ➤ TA# = <i>Use the next available one listed on your sheet</i> ➤ Type Code = <i>1-SINGLE-DOMESTIC</i> ➤ Purpose Code = <i>9-OTHER (See below)</i> ➤ Document Description = <i>90 day TDY Detail to Norfolk, VA</i>

Step	Action
4a	<p>Click on the Trip Information tab. If you click the Create button prior to clicking the tab you will receive an error message, click OK and it will take you to this tab.</p>  <p>Enter the following information in the top part of the screen:</p> <ul style="list-style-type: none"> ➤ Begin Travel = 03/01/## ➤ Depart = RES ➤ End Travel = 05/29/## ➤ Return = RES
4b	<p>The values selected in the Begin & End Travel dates will automatically populate in the Itinerary Location area. These dates must be filled in prior to filing in the Itinerary Location field.</p> <ul style="list-style-type: none"> ➤ Lookup or Enter the location (i.e. Norfolk, VA) ➤ Click the Create (<i>Document</i>) button <p>The Document Information screen still appears but the Document Toolbar now has different options available. It will also show your Document Name & TA#.</p> <ul style="list-style-type: none"> ➤ Click on Expenses in the Document Toolbar to bring up the Edit/Enter Expenses screen.

Step	Action														
5	<p>Enter the following information on the <i>Edit/Enter Expenses</i> screen:</p> <table data-bbox="282 352 925 609"> <tr> <td>Airline Flight</td> <td>\$423.00 (Class = Y)</td> </tr> <tr> <td>TMC Transaction Fee</td> <td>\$24.60</td> </tr> <tr> <td>Rental Car</td> <td>\$1700.00</td> </tr> <tr> <td>Gas-Rental/Govt Car</td> <td>\$450.00</td> </tr> <tr> <td>Parking Fees</td> <td>\$1350.00</td> </tr> <tr> <td>Hotel Tax</td> <td>\$1800.00</td> </tr> <tr> <td>IPOC-Private Vhcle</td> <td>25x4 = total mileage</td> </tr> </table> <p>➤ Click the Save (<i>Expense Changes</i>) button when completed</p>	Airline Flight	\$423.00 (Class = Y)	TMC Transaction Fee	\$24.60	Rental Car	\$1700.00	Gas-Rental/Govt Car	\$450.00	Parking Fees	\$1350.00	Hotel Tax	\$1800.00	IPOC-Private Vhcle	25x4 = total mileage
Airline Flight	\$423.00 (Class = Y)														
TMC Transaction Fee	\$24.60														
Rental Car	\$1700.00														
Gas-Rental/Govt Car	\$450.00														
Parking Fees	\$1350.00														
Hotel Tax	\$1800.00														
IPOC-Private Vhcle	25x4 = total mileage														
6	<p>Click on Accounting in the <i>Document Toolbar</i> to open up the <i>Available Accounting Code</i> screen.</p> <p>➤ Verify there is current FY accounting code ➤ If there is not, click on one from your master list</p>														
7	<p>➤ Check the totals ➤ Preview the document ➤ Do Pre-Audit Results ➤ Stamp the document SIGNED</p> <p>The <i>Pre-Audit Results for Document #</i> screen appears.</p> <p>➤ Verify the document status is PASS ➤ Click the Continue (<i>Stamping the Document</i>) button</p> <p>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”.</p>														