

Exercise #2a: Travel Authorization (Traveler Information & Adhoc Expenses)

- Objectives:**
- Create a new travel authorization
 - Edit traveler information
 - Add an ad-hoc expense

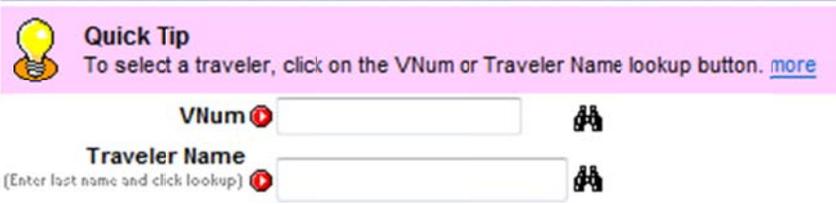
Notes: *This exercise covers how to create a basic travel authorization to a single location. It also covers editing the traveler information within the document.*

Instructions: Execute the following steps:

You have been instructed to attend a training class in Chicago, IL. The class dates are the June 26th and 27th. 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:

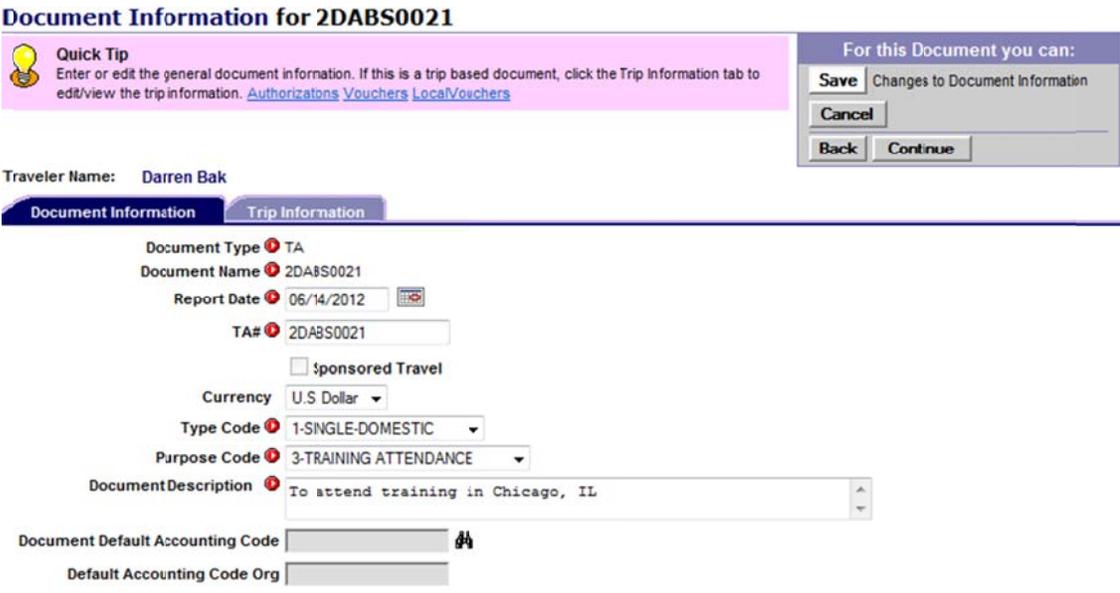
Estimated Expenses

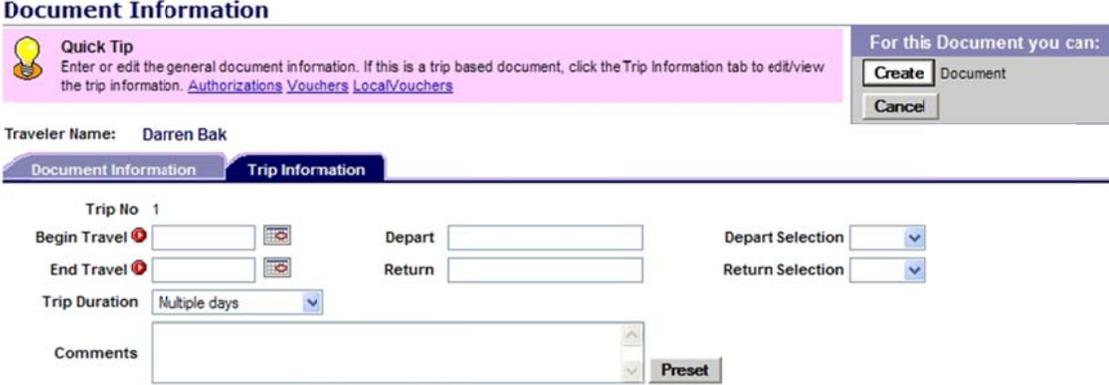
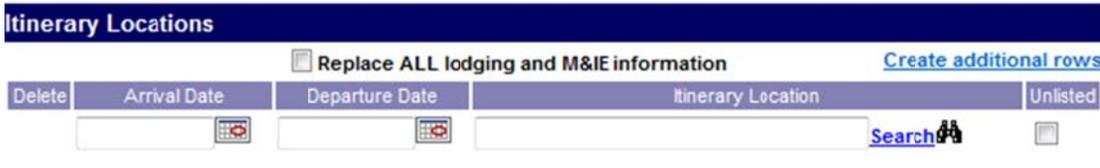
- \$255.00 = Round-trip air fare
- \$25.43 = Transaction Fee
- 50 miles one way to airport using private vehicle (POV)
- \$350 for Rental Car
- \$65 for Rental Car Gas
- \$30 for Parking at the hotel
- \$50 for Hotel Tax
- \$50 for Internet Fees

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

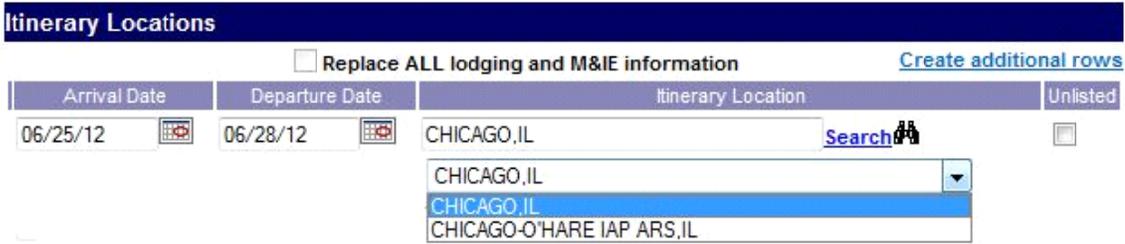
Step	Action																																																																																																																								
2a	<p data-bbox="282 279 1333 348">If you chose VNum lookup icon, you will get a list of travelers you have access to showing in vendor number order.</p> <div data-bbox="305 380 1398 1003"> <p data-bbox="305 380 1398 422">Enter Search Criteria</p> <p data-bbox="435 428 841 506">VNum <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Cancel"/></p> <p data-bbox="305 512 1398 554">Search Results Click on an entry to select it</p> <p data-bbox="305 560 1398 588">Search Results Prev 20 Next 20</p> <table border="1" data-bbox="305 590 1398 1003"> <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> </tbody> </table> </div> <p data-bbox="282 1035 1398 1104">If you chose Traveler Name, you will get a list of travelers you have access to showing in alphabetical order.</p> <div data-bbox="305 1136 1398 1766"> <p data-bbox="305 1136 1398 1178">Enter Search Criteria</p> <p data-bbox="386 1184 841 1262">Last Name <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Cancel"/></p> <p data-bbox="305 1268 1398 1310">Search Results Click on an entry to select it</p> <p data-bbox="305 1316 1398 1344">Search Results Prev 20 Next 20</p> <table border="1" data-bbox="305 1346 1398 1766"> <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>Gerri</td><td>N</td><td>0006-00039</td></tr> <tr><td>Martin</td><td>Bridget</td><td>M</td><td>0006-00038</td></tr> </tbody> </table> </div> <p data-bbox="282 1808 1005 1841">In either case, click on the VNum to select your traveler.</p>	VNum	Last Name	First Name	MI	0006-00001	Rubis	Therese	A	0006-00002	Davis	Karen	B	0006-00003	Wenther	Scott	C	0006-00004	Doran	Chris	D	0006-00005	Holder	Janet	E	0006-00006	Mathis	Jeff	F	0006-00007	Kallsan	Pat	G	0006-00008	Cropp	Tim	H	0006-00009	Thorton	Charlene	I	0006-00010	Bak	Darren	J	0006-00011	Garcia	Pauline	K	0006-00013	Papadakis	Mike	M	0006-00019	Goldstein	Laura	S	0006-00021	Jensen	Dan	U	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	Gerri	N	0006-00039	Martin	Bridget	M	0006-00038
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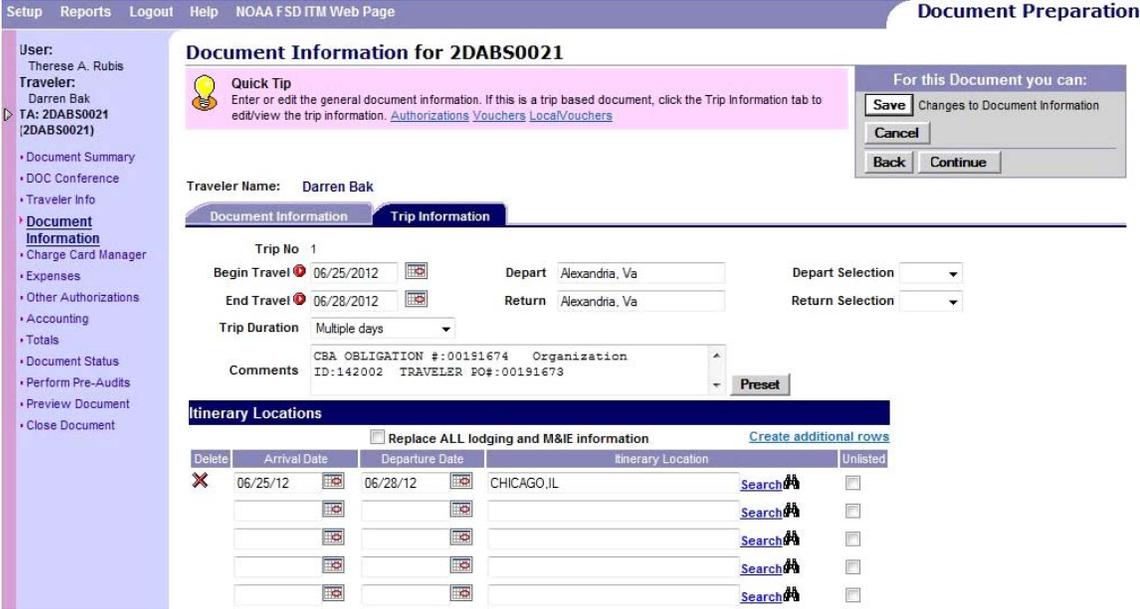
Step	Action
	<p>Note: You can do searches on either vendor numbers or last names by typing them in the fields provided and clicking SEARCH.</p>
<p>2b</p>	<p>The New Document screen appears with your traveler’s name and vendor number filled in.</p> <div data-bbox="284 478 1414 745" style="border: 1px solid black; padding: 5px;"> <p>New Document</p> <div style="display: flex; justify-content: space-between;"> <div style="background-color: #f0f8ff; 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> <div style="background-color: #d9e1f2; padding: 5px; border: 1px solid #ccc;"> <p>For this Document you can:</p> <p>Create this Document</p> <hr/> <p>Add Traveler to Travel Manager</p> </div> </div> <p>VNum  0006-00010 </p> <p>Traveler Name <small>(Enter last name and click lookup)</small>  Bak, Darren J </p> <p>Document Type  ▼</p> </div> <ul style="list-style-type: none"> ➤ Click on the Document Type drop-down listing and select TA ➤ Click the  (<i>this Document</i>) button

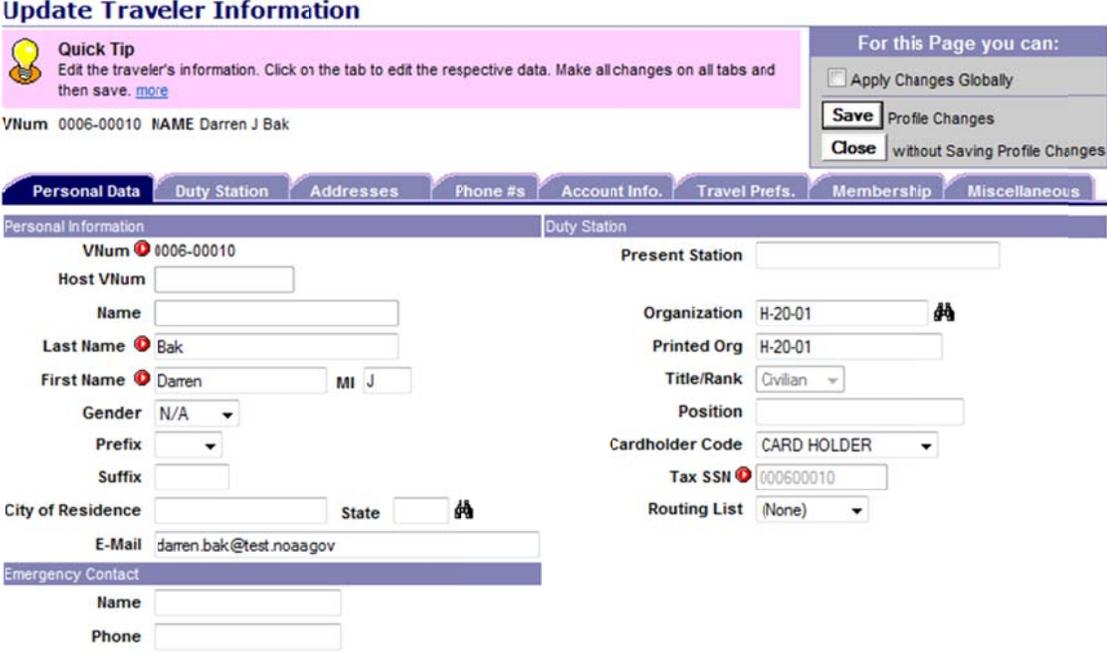
Step	Action
3a	<p>The Document Information screen appears with the Document Information tab highlighted and fields displaying. Any field with the red arrow icon next to it is a mandatory field and must be filled in.</p>  <p>Enter the following information:</p> <ul style="list-style-type: none"> ➤ Document Name = <i>Same as TA#</i> ➤ TA# = <i>Use the first one listed on your domestic log</i> ➤ Type Code = <i>1-SINGLE-DOMESTIC</i> ➤ Purpose Code = <i>3-TRAINING ATTENDANCE</i> ➤ Document Description = <i>To attend training in Chicago, IL</i> <p><i>**Report Date automatically populates with current system date**</i></p> <p>Note: NOAA Travel Regulations (NTR), sections 301-2.1 (p), (q), and (r) explain about the requirements for the production travel authorization numbers.</p> <p><i>This was updated by a travel advisory in September 2012. The first character of the TA will now reflect the project code to identify the Fiscal Year. For 2013, this would be "L" instead of "3".</i></p>

Step	Action
<p>3b</p>	<p>Click on the Trip Information tab. If you click the Create button prior to clicking the tab you will receive an error message. Clicking the OK button 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 = 06/25/## ➤ Depart = RES ➤ End Travel = 06/28/## ➤ Return = RES ➤ Comments = CBA OBLIGATION #:00191674 Organization ID:142002 TRAVELER PO#:00191673 <p><i>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.</i></p> <p><i>These fields will not be populated until some traveler information is added and saved to the traveler's profile.</i></p> <p><i>Entering the CBA Obligation information here is only for <u>training purposes</u>, in production the system will do that step upon approval/datalinking the TA.</i></p>
<p>3c</p>	<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>  <p><i>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.</i></p> <p><i>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.</i></p>

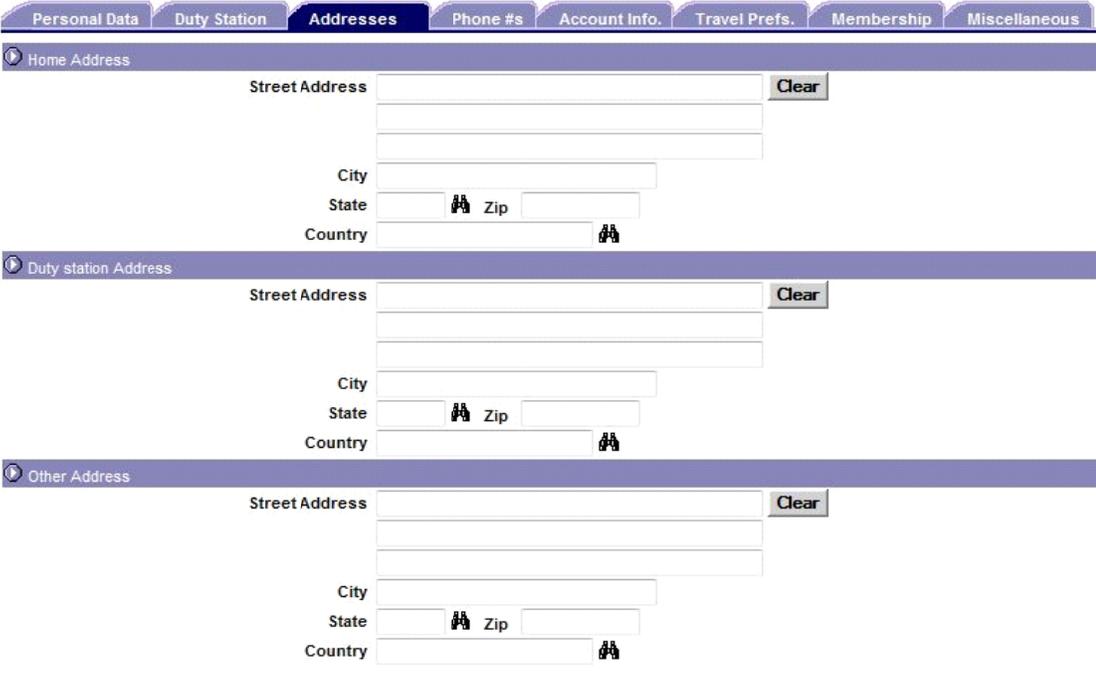
Step	Action								
3c1	<p>There are two different way in order to look up a location. The first is to:</p> <ul style="list-style-type: none"> ➤ Click the Lookup  icon <p>This will open a new window that allows to search by country or state.</p> <p>Itinerary Location Lookup for</p> <div data-bbox="300 535 1404 682"> <p>Quick Tip  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</p> <p>For this Page you can: <input type="button" value="Use"/> Location <input type="button" value="Close"/> Without Selecting Location</p> </div> <p>Select Itinerary Location</p> <p>State/Country <input type="text"/> Location <input type="text"/></p> <p>Once a State/County has been selected, the Location field will populate with only the active records to choose from.</p> <div data-bbox="284 919 885 1381"> <p>Location</p> <ul style="list-style-type: none"> AURORA BOLINGBROOK BOND COUNTY CALHOUN COUNTY CAPITAL APT AGS CHARLES MELVIN PRICE SPT CTR CHICAGO CHICAGO-O'HARE IAP ARS CLINTON COUNTY COLLINSVILLE COOK COUNTY DANVILLE NAVAL & MC RESERVE CTR DECATUR NAVAL RESERVE CTR DU PAGE COUNTY ELGIN </div> <ul style="list-style-type: none"> ➤ Select the one you want (Chicago, IL) ➤ Click the <input type="button" value="Use"/> (<i>Location</i>) button <p>The field will then be populated with the selection:</p> <div data-bbox="292 1606 1409 1753"> <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>06/25/12 </td> <td>06/28/12 </td> <td>CHICAGO,IL <input type="text"/> <input type="button" value="Search"/> </td> <td><input type="checkbox"/></td> </tr> </tbody> </table> </div> <ul style="list-style-type: none"> ➤ Click the <input type="button" value="Create"/> (<i>Document</i>) button 	Arrival Date	Departure Date	Itinerary Location	Unlisted	06/25/12 	06/28/12 	CHICAGO,IL <input type="text"/> <input type="button" value="Search"/> 	<input type="checkbox"/>
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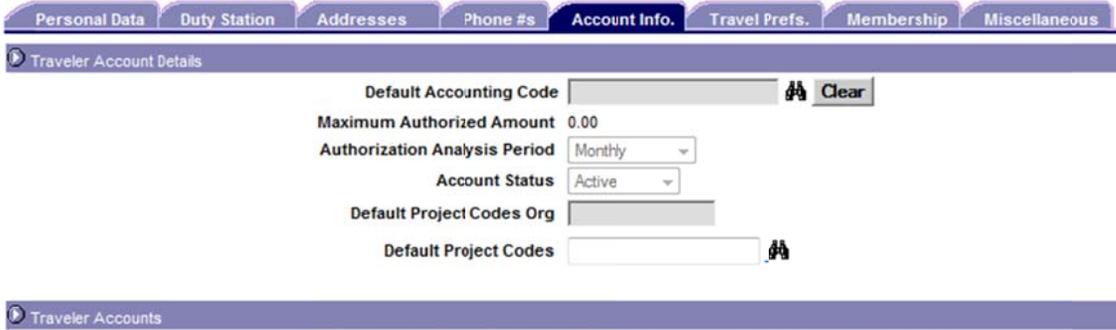
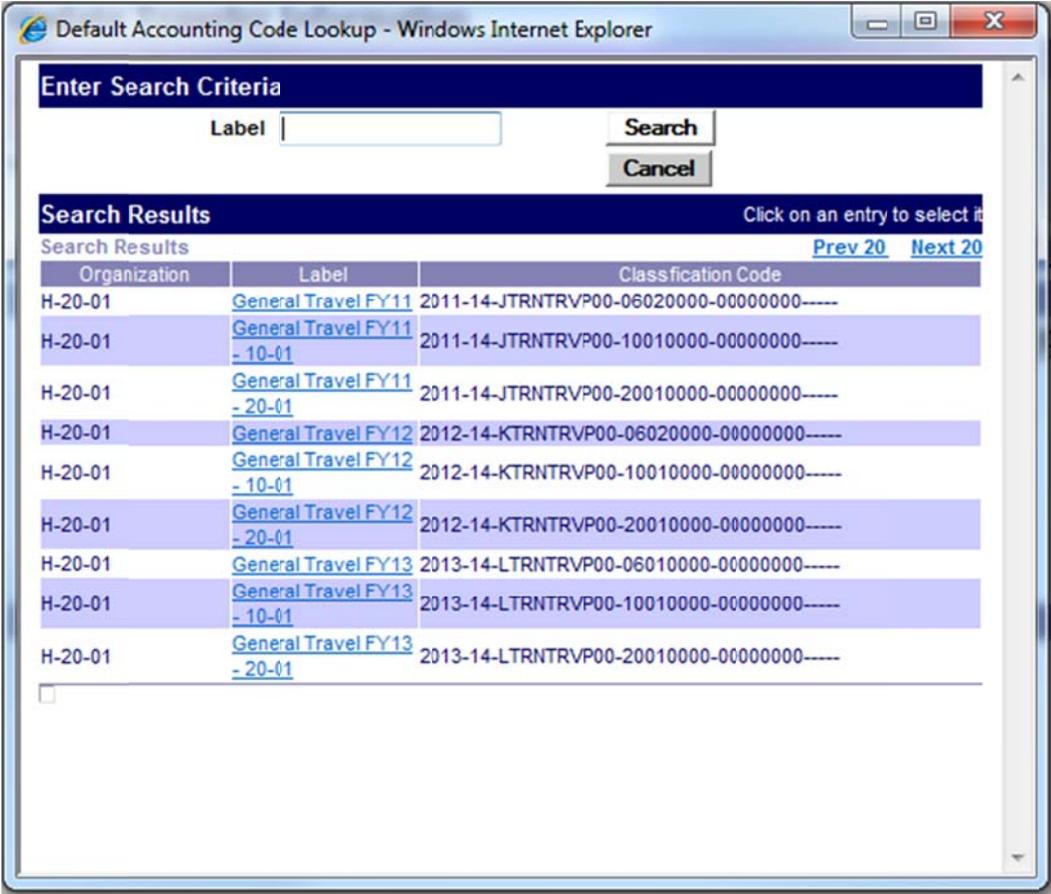
Step	Action
3c2	<p>The second way is to enter the location in the <i>Itinerary Location</i> field:</p> <ul style="list-style-type: none"> ➤ Type in the field, the name or partial name and click Search  <p>The screenshot shows the 'Itinerary Locations' form with the following fields: Arrival Date (06/25/12), Departure Date (06/28/12), Itinerary Location (Chi), and Unlisted. A 'Search' button is visible next to the location field. Above the form, there is a checkbox for 'Replace ALL lodging and M&IE information' and a link for 'Create additional rows'.</p> <p>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.</p>  <p>The screenshot shows the 'Itinerary Locations' form with the following fields: Arrival Date (06/25/12), Departure Date (06/28/12), Itinerary Location (CHICAGO,IL), and Unlisted. A dropdown menu is open below the location field, showing three options: CHICAGO,IL (selected), CHICAGO,IL, and CHICAGO-O'HARE IAP ARS,IL. A 'Search' button is visible next to the location field.</p> <p>If this is the only location, it will automatically fill in the location area.</p>  <p>The screenshot shows the 'Itinerary Locations' form with the following fields: Arrival Date (06/25/12), Departure Date (06/28/12), Itinerary Location (BOSTON,MA), and Unlisted. A 'Search' button is visible next to the location field.</p> <p>Notes: <i>It is better to do a search on a partial name rather than the whole name, as the system is looking for an actual location and the name must be typed exactly the way it is in the system.</i></p> <p><i>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.</i></p>

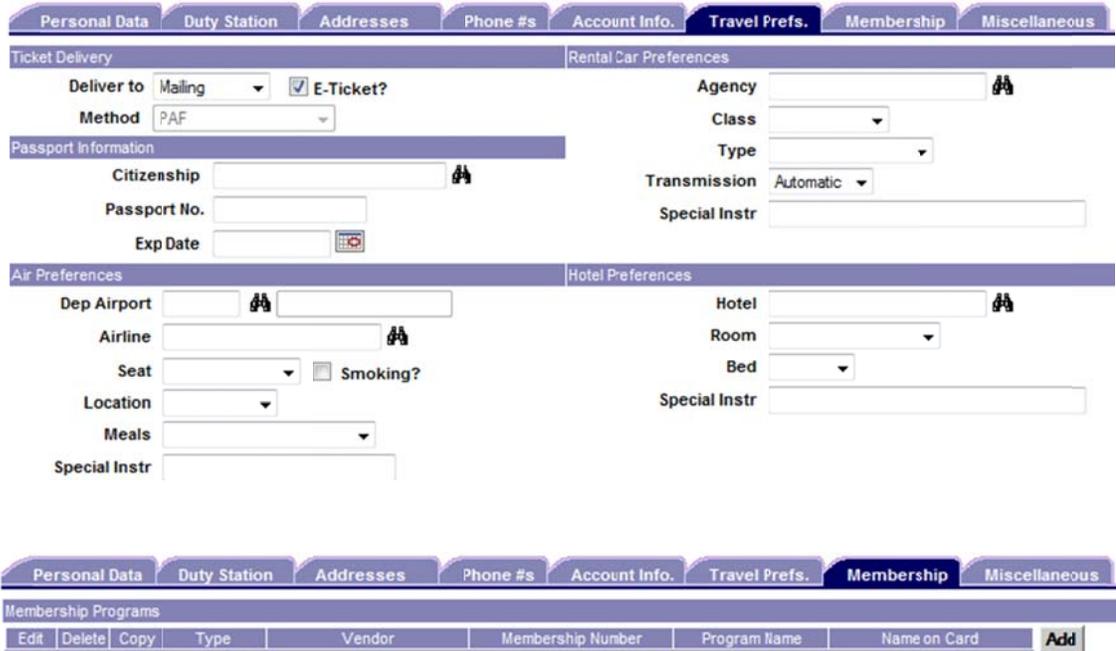
Step	Action
4	<p>The Document Information screen still appears but the Document Toolbar now has different options available. It will also show your Document Name & TA#. The top of the screen will show the Document Name and the Create button is now Save.</p>  <p>To edit the traveler information click on Traveler Info in the Document Toolbar</p> <p>Notes: The Traveler Information can only be accessed and/or changed by a traveler or Group Administrator after a document has been created.</p> <p>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.</p>

Step	Action
5	<p>The <i>Update Traveler Information</i> screen appears with limited data entered.</p> 
5a	<p>On the <i>Personal Data</i> tab enter the following information, if not filled in:</p> <ul style="list-style-type: none"> ➤ City of Residence ➤ State ➤ Present Station (Duty Station) – For Employees ONLY <p><i>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.</i></p> <p>Verify the following information:</p> <ul style="list-style-type: none"> ➤ 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. <p>Make any changes to the traveler’s personal information as necessary.</p> <p>Note: Certain fields (i.e. Organization) can not be changed by the traveler or preparer.</p>

Step	Action															
5b	<p>Click on the <i>Duty Station</i> tab and enter the following information:</p> <ul style="list-style-type: none"> ➤ Present Station (if done on the previous tab will automatically fill in here) ➤ Voucher Name and Title ➤ Authorization Name and Title ➤ (optional) Additional #1 Name and Title <p>Verify the following information:</p> <ul style="list-style-type: none"> ➤ Number of Work Hours (should be 8) ➤ Time Zone (should be 6=ET, 7=CT, 8=MT, 9=PT) <div data-bbox="298 709 1403 1333" style="border: 1px solid black; padding: 5px;"> <p>Update Traveler Information</p> <div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc;"> <p> Quick 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</p> </div> <div style="float: right; border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>For this Page you can:</p> <p><input type="checkbox"/> Apply Changes Globally</p> <p>Save Profile Changes</p> <p>Close without Saving Profile Changes</p> </div> <p>VNum 0006-00010 NAME Darren J Bak</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p style="text-align: center; border-bottom: 1px solid #ccc;"> Personal Data Duty Station Addresses Phone #s Account Info. Travel Prefs. Membership Miscellaneous </p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Office Details</p> <p>Present Station <input type="text"/></p> <p>Agency <input type="text"/></p> <p>Unit <input type="text"/></p> </div> <div style="width: 45%;"> <p>Time Info</p> <p>No. of Work Hours <input type="text" value="8"/></p> <p>Time Zone <input type="text" value="6"/></p> </div> </div> <div style="border-top: 1px solid #ccc; padding-top: 5px;"> <p>Contact Data</p> <p>Mail Code <input type="text"/></p> <p>Clearance <input type="text"/></p> </div> <div style="border-top: 1px solid #ccc; padding-top: 5px;"> <p>Authorizing Officials</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 35%;">Name</th> <th style="width: 35%;">Title</th> </tr> </thead> <tbody> <tr> <td>Voucher</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Authorization</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Additional #1</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Additional #2</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> </div> </div> </div>		Name	Title	Voucher	<input type="text"/>	<input type="text"/>	Authorization	<input type="text"/>	<input type="text"/>	Additional #1	<input type="text"/>	<input type="text"/>	Additional #2	<input type="text"/>	<input type="text"/>
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5c	<p>Click on the <i>Address</i> tab and enter the following information:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"><u>Home Address</u></th> <th style="width: 50%;"><u>Duty Station Address</u></th> </tr> </thead> <tbody> <tr> <td>Street Address</td> <td>Street Address</td> </tr> <tr> <td>City</td> <td>City</td> </tr> <tr> <td>State</td> <td>State</td> </tr> <tr> <td>Zip</td> <td>Zip</td> </tr> </tbody> </table>	<u>Home Address</u>	<u>Duty Station Address</u>	Street Address	Street Address	City	City	State	State	Zip	Zip					
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Street Address	Street Address															
City	City															
State	State															
Zip	Zip															

Step	Action
	 <p><i>Note: The address that prints out on the hard copy will be the one entered on the Home Address section.</i></p>
5d	<p>Click on the Phone #s tab and enter the following information:</p> <ul style="list-style-type: none"> ➤ Home Number ➤ Duty Station Number ➤ Duty Station FAX Number 

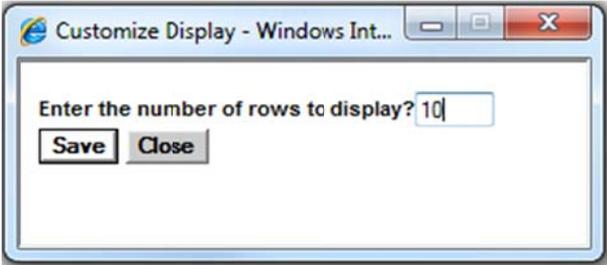
Step	Action
5e	<p>Click on the <i>Account Info.</i> Tab and do the following:</p> <ul style="list-style-type: none"> ➤ Click on the Lookup  icon  <p>A new window appears listing all ACCS codes that the traveler has available to them based off their organization.</p>  <ul style="list-style-type: none"> ➤ Search for the label name or click on the Label to select that ACCS code to be the default for the traveler.

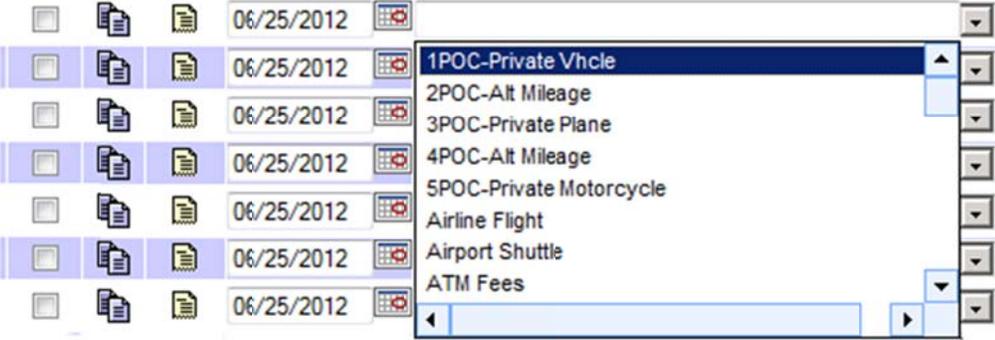
Step	Action
	<p><i>Notes: Users may search on a full or partial label name. They may not search using the classification code information.</i></p> <p><i>Only the first 20 accounting codes will appear in alphabetical order by label name.</i></p> <p><i>A default accounting should only be added to the traveler 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.</i></p>
<p>5f</p>	<p>The Travel Prefs. & Membership 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.</p>  <p><i>Note: These tabs are for information only. They do not transfer to the Travel Management Center.</i></p>
<p>5g</p>	<p>The Miscellaneous tab fields are entered by the Help Desk. This information pertains to what Field Finance Branch and Bureau the traveler belongs to.</p> 

Step	Action
5h	<p>To save the changes:</p> <ul style="list-style-type: none"> ➤ 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) <div data-bbox="284 535 706 735" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p style="text-align: center; background-color: #4a5568; color: white; padding: 2px;">For this Page you can:</p> <div style="border: 1px solid gray; padding: 2px;"> <input type="checkbox"/> Apply Changes Globally </div> <div style="border: 1px solid gray; padding: 2px; margin-top: 2px;"> Save Profile Changes </div> <div style="border: 1px solid gray; padding: 2px; margin-top: 2px;"> Close without Saving Profile Changes </div> </div> <p>The screen will save the information and the <i>Document Summary</i> screen will appear.</p> <p>For training purposes --- Do NOT click the checkbox --- only click SAVE.</p> <div style="background-color: yellow; padding: 5px; border: 1px solid black;"> <p>Note: <i>Traveler Information as well as Master List Accounting information can be added by Group Administrators, logging into the Administration Module of Travel Manager.</i></p> </div>

Step	Action																																																																																																																																																												
6	<p>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.</p> <div data-bbox="293 369 1406 1749"> <p>Document Summary for Travel Authorization 2DABS0021</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Quick Tip For specific information, click on a Details link. You can sign and stamp your document from the Document Status section. more</p> </div> <div style="border: 1px solid #ccc; padding: 5px; float: right; width: 200px;"> <p>For this Document you can:</p> <p>▶ Print ▶ Settings</p> <p>▶ Sign this document</p> <p>Save Document</p> <p>Continue Entering Document</p> <p>Close Current Document</p> </div> <hr/> <p>Document Status Current Status: CREATED Awaiting: Therese A. 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padding: 5px;"> <p>Enter Comments Expand section to view or edit comments</p> <p>CBA OBLIGATION #:00191674 Organization ID:142002 TRAVELER PO#:00191673</p> <p>PREPARED BY: Theresa Rubis</p> <p>AUTHORIZED BUSINESS CALLS</p> <div style="text-align: right;"> <p>▶</p> <p>≡</p> <p>▼ Preset</p> </div> </div> <p style="text-align: right;">Top of page</p> </div>	Status To Apply	Signature PIN	Remarks	SIGNED	<input type="text"/>	<div style="border: 1px solid #ccc; height: 40px;"></div>	Traveler Details				Traveler ID:	000600010	Traveler Name:	Darren Bak	Organization:	H-20-01			Document Information					TA#:	2DABS0021	Currency:	U.S. Dollar	Type:					1-SINGLE-DOMESTIC	Purpose	Location	From	To	Per Diem Rates	3-TRAINING ATTENDANCE	CHICAGO,IL	06/25/12	06/28/12	171.00 / 71.00 (04/01/12-06/30/12)	Reservation Details						No Reservations						Reservation Type	Vendor/Carrier	Cost	Lodging Location	Ticket #/Res. #	Traveler	Expense Details									Expense Total:	761.50	Date	Expense Category	Expense Description	Cost	Payment Method		06/25/2012	Lodging-PerDiem	Lodging	171.00	GOVCC		06/25/2012	M&IE-PerDiem	M&IE	53.25	OTHER		06/26/2012	Lodging-PerDiem	Lodging	171.00	GOVCC		06/26/2012	M&IE-PerDiem	M&IE	71.00	OTHER		06/27/2012	Lodging-PerDiem	Lodging	171.00	GOVCC		06/27/2012	M&IE-PerDiem	M&IE	71.00	OTHER		06/28/2012	Lodging-PerDiem	Lodging	0.00	GOVCC		06/28/2012	M&IE-PerDiem	M&IE	53.25	OTHER		Other Authorizations Details		No Special Authorizations		Accounting Details		Accounting Total:	0.00	Organization	Label	Amount		Sponsor Details		Sponsor Expense Total:	0.00	Organization	Sponsor	Amount		Totals Details		Total Reimbursable:	761.50	Disbursement Type	Amount	Estimated Cost	761.50	Advance Requested	0.00
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6a	<p>Each of the Section Names, such as <i>Document Status or Expense Details</i>, is clickable and will take you to that screen. If there is data already entered in that area, the information will show up below the Section Name.</p> <p>To the left of the Section Names is an arrow  that is clickable and will either expand or shrink the section.</p> <div data-bbox="289 533 1425 848" style="border: 1px solid black; padding: 5px;"> <p>Expense Details Expense Total: 761.50</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Date</th> <th>Expense Category</th> <th>Expense Description</th> <th>Cost</th> <th>Payment Method</th> </tr> </thead> <tbody> <tr> <td>06/25/2012</td> <td>Lodging-PerDiem</td> <td>Lodging</td> <td>171.00</td> <td>GOVCC</td> </tr> <tr> <td>06/25/2012</td> <td>M&E-PerDiem</td> <td>M&E</td> <td>53.25</td> <td>OTHER</td> </tr> <tr> <td>06/26/2012</td> <td>Lodging-PerDiem</td> <td>Lodging</td> <td>171.00</td> <td>GOVCC</td> </tr> <tr> <td>06/26/2012</td> <td>M&E-PerDiem</td> <td>M&E</td> <td>71.00</td> <td>OTHER</td> </tr> <tr> <td>06/27/2012</td> <td>Lodging-PerDiem</td> <td>Lodging</td> <td>171.00</td> <td>GOVCC</td> </tr> <tr> <td>06/27/2012</td> <td>M&E-PerDiem</td> <td>M&E</td> <td>71.00</td> <td>OTHER</td> </tr> <tr> <td>06/28/2012</td> <td>Lodging-PerDiem</td> <td>Lodging</td> <td>0.00</td> <td>GOVCC</td> </tr> <tr> <td>06/28/2012</td> <td>M&E-PerDiem</td> <td>M&E</td> <td>53.25</td> <td>OTHER</td> </tr> </tbody> </table> <p>Expense Details Expense Total: 761.50</p> </div>	Date	Expense Category	Expense Description	Cost	Payment Method	06/25/2012	Lodging-PerDiem	Lodging	171.00	GOVCC	06/25/2012	M&E-PerDiem	M&E	53.25	OTHER	06/26/2012	Lodging-PerDiem	Lodging	171.00	GOVCC	06/26/2012	M&E-PerDiem	M&E	71.00	OTHER	06/27/2012	Lodging-PerDiem	Lodging	171.00	GOVCC	06/27/2012	M&E-PerDiem	M&E	71.00	OTHER	06/28/2012	Lodging-PerDiem	Lodging	0.00	GOVCC	06/28/2012	M&E-PerDiem	M&E	53.25	OTHER																																																							
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7	<p>Click on Expenses in the <i>Document Toolbar</i> to bring up the <i>Edit/Enter Expenses</i> screen with M&IE and Lodging costs already filled in based upon what was entered on the itinerary.</p> <div data-bbox="289 1157 1425 1772" style="border: 1px solid black; padding: 5px;"> <p>Edit/Enter Expenses for Travel Authorization: 2DABS0021</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <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" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Expense Entry</th> <th colspan="2">Customize Display</th> <th colspan="2">AddRows</th> <th colspan="2">Prev 25</th> <th colspan="2">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 Method</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/25/2012</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>171.00</td> <td>GOVCC</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/25/2012</td> <td>M&E</td> <td>M&E-PerDiem</td> <td>53.25</td> <td>OTHER</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/26/2012</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>171.00</td> <td>GOVCC</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/26/2012</td> <td>M&E</td> <td>M&E-PerDiem</td> <td>71.00</td> <td>OTHER</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/27/2012</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>171.00</td> <td>GOVCC</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/27/2012</td> <td>M&E</td> <td>M&E-PerDiem</td> <td>71.00</td> <td>OTHER</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/28/2012</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>0.00</td> <td>GOVCC</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/28/2012</td> <td>M&E</td> <td>M&E-PerDiem</td> <td>53.25</td> <td>OTHER</td> <td></td> <td></td> </tr> </tbody> </table> </div> <div style="width: 35%; border: 1px solid gray; padding: 5px;"> <p>For this Page you can:</p> <p><input type="button" value="Display"/> Display Expense Screen</p> <p><input type="button" value="Save"/> Expense Changes</p> <p><input type="button" value="Reset"/> All Lodging</p> <p><input type="button" value="Clear"/> Changes</p> <p><input type="button" value="Back"/> <input type="button" value="Continue"/></p> </div> </div> </div>	Expense Entry		Customize Display		AddRows		Prev 25		Next 25		Delete	Copy	Itemize	Date	Expense Description	Expense Category	Cost	Payment Method			<input type="checkbox"/>			06/25/2012	Lodging	Lodging-PerDiem	171.00	GOVCC			<input type="checkbox"/>			06/25/2012	M&E	M&E-PerDiem	53.25	OTHER			<input type="checkbox"/>			06/26/2012	Lodging	Lodging-PerDiem	171.00	GOVCC			<input type="checkbox"/>			06/26/2012	M&E	M&E-PerDiem	71.00	OTHER			<input type="checkbox"/>			06/27/2012	Lodging	Lodging-PerDiem	171.00	GOVCC			<input type="checkbox"/>			06/27/2012	M&E	M&E-PerDiem	71.00	OTHER			<input type="checkbox"/>			06/28/2012	Lodging	Lodging-PerDiem	0.00	GOVCC			<input type="checkbox"/>			06/28/2012	M&E	M&E-PerDiem	53.25	OTHER		
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<input type="checkbox"/>			06/25/2012	M&E	M&E-PerDiem	53.25	OTHER																																																																																														
<input type="checkbox"/>			06/26/2012	Lodging	Lodging-PerDiem	171.00	GOVCC																																																																																														
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Step	Action
7a	<p>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.</p>  <p>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.</p>  <p>The screen will refresh now displaying the number of lines you selected.</p> <p><i>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.</i></p> <p><i>This change is for the person creating the document. It is not associated to the traveler.</i></p>
7b	<p>The other links in that middle section will do the following:</p> <p>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)</p> <p><i>If you made a change to the number of rows to display the Previous & Next links will show the number that was selected.</i></p>
7c	<p>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.</p> 

Step	Action
7d	<p>The actual expenses can be entered either by clicking the drop-down arrow to select from the list of values:</p>  <p>OR</p> <p>Type in a value, which could have an option in the list of values or could not be part of the list of values.</p> 
	<p>Notes: If an “ad-hoc” value is entered into the field, the expense category will need to be chosen from a list of values.</p> <p>If the value is chosen from the list, the expense category and payment method will automatically be populated.</p> <p>A payment method should never be changed, EXCEPT for when an airline charge is actually reimbursable to the traveler.</p>

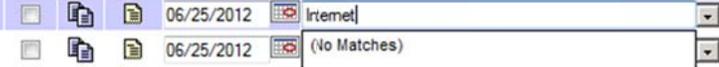
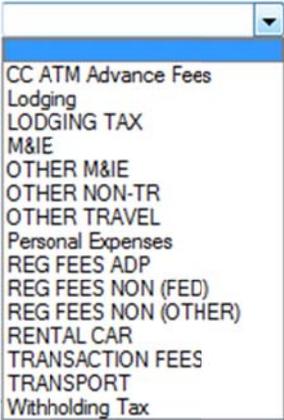
Step	Action
7e	<p>In most expenses, the amount of the expense can be entered directly into the <i>Cost</i> field. There are some exceptions. To get into the details of the expense, click on the <i>Expense Detail</i>  icon, which can be found to the left of the <i>Cost</i> field.</p> 
7f	<p>There are three costs that the detail area will need to be filled out:</p> <ul style="list-style-type: none"> ➤ Mileage ➤ Airline Flight ➤ Lodging (for M&IE costs)

Step	Action
7f1	<p>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 General Details tab. Mileage must be calculated this way or the system will see it as an error.</p> <div data-bbox="282 457 1406 903"> <p>Expense Details for MILEAGE 06/25/2012</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: 06/25/2012 Payment Method: OTHER Expense Cost: [] USD <input checked="" type="checkbox"/> Reimbursable <input type="checkbox"/> Taxable Quantity: [] Rate: 0.510 Vendor: [] Expense Category: MILEAGE Accounting Code: [] Expense Description: 1POC-Private Vhce Comments: []</p> </div> <p>The Mileage Details 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.</p> <div data-bbox="282 1050 1406 1302"> <p>Expense Details for MILEAGE 06/25/2012</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>From Location: [] To Location: []</p> </div> <p>Once you have the information entered, you will need to click Use (Expense Detail Updates) button to take the information back to the Expenses screen.</p>

Step	Action
7f2	<p>The Airline Flight details, will allow the preparer to enter specific information pertaining to the airline, such as cost and class.</p> <div data-bbox="289 380 1409 827"> <p>Expense Details for COM. CARRIER 06/25/2012</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>Expense Date: 06/25/2012 Payment Method: AGENCY CARD Expense Cost: [] USD <input type="checkbox"/> Reimbursable <input type="checkbox"/> Taxable Quantity: [] Rate: [] Vendor: [] Expense Category: COM. CARRIER Accounting Code: [] Expense Description: Airline Flight Comments: []</p> </div> <p>The cost should be entered on the <i>General Details</i> tab in the <i>Expense Cost</i> field. You would then click on the <i>Ticketed Transportation Details</i> tab, where the class needs to be entered.</p> <div data-bbox="289 1010 1409 1436"> <p>Expense Details for COM. CARRIER 06/25/2012</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: [] Dep Date: [] Arrive At: [] Issue Date: [] Ticket Date: 06/22/2012 Confirmation No: [] Class: [] Ticket Value: 0.00 Carrier: [] Contract Fare: 0.00 Contract Carrier: []</p> </div> <p>The <i>Ticket No</i> field will be automatically filled in with “See Attached Ticket 1”. The other fields can be entered, but the <i>Class</i> field must be entered otherwise you will receive a pre-audit failure.</p> <p>Once you have the information entered, you will need to click <i>Use (Expense Detail Updates)</i> button to take the information back to the <i>Expenses screen</i>.</p> <div data-bbox="277 1703 1414 1822" style="background-color: yellow;"> <p>Notes: First Class tickets are authorized for travelers with flight times of 14+ hours, however, a CD-334 must be filled out, approved, and sent along with the TA to the NOAA Travel Office prior to ticketing. NTR 301-1.28 & 301-10.126-132.</p> </div>

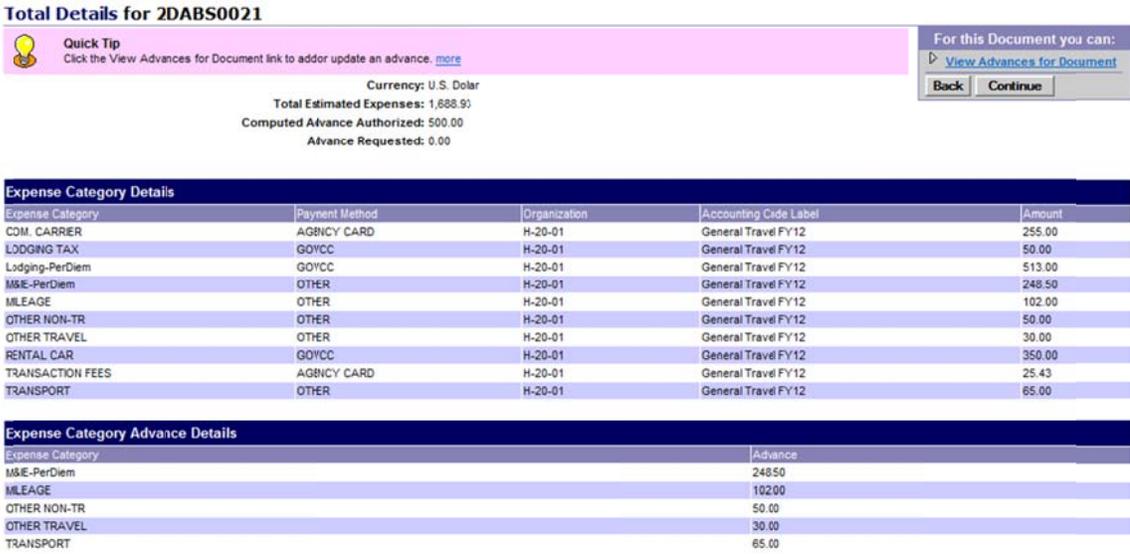
Step	Action
7f3	<p>Anything concerning the Lodging or M&IE costs will need to be changed on the details from the Lodging line.</p> <p>The General Details tab allows the preparer to make changes to the lodging cost and change it to an actual cost, by entering the cost in the <i>Expense Cost</i> field and using the drop-down for the <i>Expense Category</i> to select Lodging - Actuals.</p> <div data-bbox="297 527 1406 968"> <p>Expense Details for Lodging-PerDiem 06/25/2012</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 Lodging Details</p> <p>Expense Date: 06/25/2012 Payment Method: GOVCC Expense Cost: 171.00 USD Allowed: 171.00 <input checked="" type="checkbox"/> Reimbursable <input type="checkbox"/> Taxable Quantity: 0 Rate: 0 Vendor: Accounting Code: Expense Category: Lodging-PerDiem Expense Description: Lodging Comments: </p> </div> <p>The Lodging Details 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.</p> <div data-bbox="297 1184 1406 1692"> <p>Expense Details for Lodging-PerDiem 06/25/2012</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 Lodging Details</p> <p><input type="checkbox"/> Conference Allowance Conference %: Conference Rate: 0.00 Conference Description: Sponsoring Agency: </p> <p>Leave Data <input checked="" type="radio"/> None Hours: 0.00 <input type="radio"/> Annual <input type="radio"/> Other</p> <p>Meals Provided <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner</p> <p>M&IE Override Quarters: M&IE Amount: </p> </div> <p>Once you have the information entered, you will need to click <i>Use (Expense Detail Updates)</i> button to take the information back to the Expenses screen.</p>

Step	Action														
7g	Any additions not saved will not be saved if your screen refreshes – like clicking next or changing your display. There is not an automatic save to this screen.														
7h	<p>Enter the following information on the <i>Edit/Enter Expenses</i> screen:</p> <table data-bbox="280 457 925 709"> <tr> <td>Airline Flight</td> <td>\$255.00 (Class = Y)</td> </tr> <tr> <td>TMC Transaction Fee</td> <td>\$25.43</td> </tr> <tr> <td>Rental Car</td> <td>\$350.00</td> </tr> <tr> <td>Gas-Rental/Govt Car</td> <td>\$65.00</td> </tr> <tr> <td>Parking Fees</td> <td>\$30.00</td> </tr> <tr> <td>Hotel Tax</td> <td>\$50.00</td> </tr> <tr> <td>1POC-Private Vhcle</td> <td>50x4 = total mileage</td> </tr> </table> <p>➤ Click the <input type="button" value="Save"/> (<i>Expense Changes</i>) button when completed</p> <p><i>Notes: If a transaction fee is reimbursable to the traveler, the Expense Category “Other” must be chosen.</i></p> <p><i>It is better to over estimate than under estimate. If you under estimate to much, an amendment may have to be done and approved prior to submitting the voucher.</i></p>	Airline Flight	\$255.00 (Class = Y)	TMC Transaction Fee	\$25.43	Rental Car	\$350.00	Gas-Rental/Govt Car	\$65.00	Parking Fees	\$30.00	Hotel Tax	\$50.00	1POC-Private Vhcle	50x4 = total mileage
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Step	Action
7i	<p>You find out the hotel doesn't have free internet. So in order to cover the costs, you need to add it to your expenses. To do that enter Internet in a blank field:</p>  <p>You'll then need to tab out of that field</p> <p>Because this expense is not in the drop-down listing (i.e. ad-hoc), you will need to select the category for this expense. Click on the drop-down arrow:</p>  <p>This expense is like a Miscellaneous one, which the category for is Other Non-Travel (Other Non-TR). So select that one. This will then populate the <i>Payment</i> field. Now enter the amount (\$50.00) in the <i>Cost</i> field.</p>  <p>➤ Click the Save (<i>Expense Changes</i>) button when completed</p>

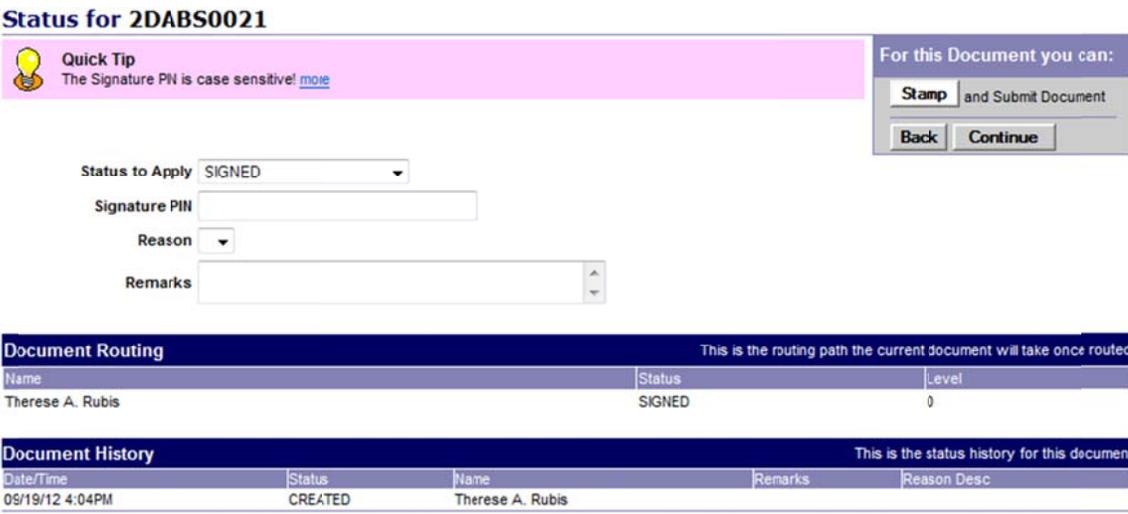
Step	Action
8	<p>Click on Other Authorizations in the <i>Document Toolbar</i> to open up the <i>Other Authorizations</i> screen.</p>  <p>Other Authorizations for 2DABS0021</p> <p>Quick Tip Select an Other Authorization from the Master List below to add to the Authorization. more</p> <p>For this Document you can: <input type="button" value="Back"/> <input type="button" value="Continue"/></p> <p>Master List of Other Authorizations</p> <ul style="list-style-type: none"> ACTUAL EXPENSE ANNUAL LEAVE OR NON-DUTY DAYS ATTENDANT TRAVELING WITH EMPLOYEE AUTHORIZED ATM ADVANCE NTE AUTHORIZED BUSINESS CALLS AUTHORIZED COM. CARR PURCH W/ FY12 FUNDS AUTHORIZED EXCESS BAGGAGE CONFERENCE ALLOWANCE ENDORSEMENT EXCESS BAGGAGE EXTRA AIR OR RAIL FARE GOVT-OWNED VEHICLE AVAILABLE GROUP AUTHORIZATION INTERNATIONAL CLEARANCE JUSTIFICATION FOR RENTAL CAR MEALS PROVIDED NOT LOWEST PRICE CONTRACT CARRIER OPERATIONAL FLIGHT OTHER (See remarks below) OTHER AUTHORIZATION PAID BY FOREIGN GOVERNMENT PAID BY NON-FEDERAL SOURCE PER DIEM LOCATION FOOTNOTES PERSONAL DEVIATION-ITINERARY/TRANS MODE POV USE NOT ADVANTAGEOUS TO GOVERNMENT PRE-PAID EXPENSES AUTHORIZED PROFICIENCY FLIGHT RENTAL CAR EXCEPTION AUTHORIZED TEMPORARY SEA TEMPORARY SHORE TRAVEL CASH ADVANCE <p>Other Authorizations</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> OTHER PRIVATELY-OWNED VEHICLE <p>It gives the preparer the ability to put some specific authorization information to the document by clicking on the other authorization link (i.e. authorized business calls) to add it to the document and then click on the link under the Other Authorizations to add remarks to it. The other authorization on the hard copy will be under #5 and the remarks will be under #8. Some of these authorizations get automatically added based upon the expenses that were added (i.e. POV).</p> <p>For this exercise, just verify that POV has been added as an “Other Authorization”</p>

Step	Action
9	<p>Click on Accounting in the <i>Document Toolbar</i> to open up the <i>Available Accounting Code</i> screen.</p>  <p>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.</p>
9a	<p>The <i>Available Accounting Code</i> screen is divided into the following sections:</p> <ul style="list-style-type: none"> ➤ Enter Search Criteria ➤ Master Accounting Code ➤ Accounting Code for Document Name <p>It also has the ability for a preparer to Add a new accounting code to their document and/or master list.</p>
9b	<p>The <i>Search Criteria</i> section allows a preparer to either:</p> <p>Search on a full or partial label name against their master list</p> <p>OR</p> <p>Retrieve a code by the full label name from another organization</p>

Step	Action																																																																										
9c	The Master Accounting Code section will list all accounting codes that had been added to the preparer’s organization.																																																																										
9d	<p>The Accounting Code for Document Name section 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.</p> <p><i>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.</i></p>																																																																										
9e	For this document, please find and select the label General Travel FY12																																																																										
10	<p>Click on Totals in the Document Toolbar to open up the Total Details screen.</p>  <p>Total Details for 2DABS0021</p> <p>Quick Tip: Click the View Advances for Document link to add or update an advance. more</p> <p>For this Document you can: View Advances for Document</p> <p>Currency: U.S. Dollar Total Estimated Expenses: 1,688.90 Computed Advance Authorized: 500.00 Advance Requested: 0.00</p> <table border="1"> <thead> <tr> <th colspan="5">Expense Category Details</th> </tr> <tr> <th>Expense Category</th> <th>Payment Method</th> <th>Organization</th> <th>Accounting Code Label</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>COM. CARRIER</td> <td>AGENCY CARD</td> <td>H-20-01</td> <td>General Travel FY12</td> <td>255.00</td> </tr> <tr> <td>LODGING TAX</td> <td>GOVCC</td> <td>H-20-01</td> <td>General Travel FY12</td> <td>50.00</td> </tr> <tr> <td>Lodging-PerDiem</td> <td>GOVCC</td> <td>H-20-01</td> <td>General Travel FY12</td> <td>513.00</td> </tr> <tr> <td>M&E-PerDiem</td> <td>OTHER</td> <td>H-20-01</td> <td>General Travel FY12</td> <td>248.50</td> </tr> <tr> <td>MILEAGE</td> <td>OTHER</td> <td>H-20-01</td> <td>General Travel FY12</td> <td>102.00</td> </tr> <tr> <td>OTHER NON-TR</td> <td>OTHER</td> <td>H-20-01</td> <td>General Travel FY12</td> <td>50.00</td> </tr> <tr> <td>OTHER TRAVEL</td> <td>OTHER</td> <td>H-20-01</td> <td>General Travel FY12</td> <td>30.00</td> </tr> <tr> <td>RENTAL CAR</td> <td>GOVCC</td> <td>H-20-01</td> <td>General Travel FY12</td> <td>350.00</td> </tr> <tr> <td>TRANSACTION FEES</td> <td>AGENCY CARD</td> <td>H-20-01</td> <td>General Travel FY12</td> <td>25.43</td> </tr> <tr> <td>TRANSPORT</td> <td>OTHER</td> <td>H-20-01</td> <td>General Travel FY12</td> <td>65.00</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">Expense Category Advance Details</th> </tr> <tr> <th>Expense Category</th> <th>Advance</th> </tr> </thead> <tbody> <tr> <td>M&E-PerDiem</td> <td>248.50</td> </tr> <tr> <td>MILEAGE</td> <td>102.00</td> </tr> <tr> <td>OTHER NON-TR</td> <td>50.00</td> </tr> <tr> <td>OTHER TRAVEL</td> <td>30.00</td> </tr> <tr> <td>TRANSPORT</td> <td>65.00</td> </tr> </tbody> </table>	Expense Category Details					Expense Category	Payment Method	Organization	Accounting Code Label	Amount	COM. CARRIER	AGENCY CARD	H-20-01	General Travel FY12	255.00	LODGING TAX	GOVCC	H-20-01	General Travel FY12	50.00	Lodging-PerDiem	GOVCC	H-20-01	General Travel FY12	513.00	M&E-PerDiem	OTHER	H-20-01	General Travel FY12	248.50	MILEAGE	OTHER	H-20-01	General Travel FY12	102.00	OTHER NON-TR	OTHER	H-20-01	General Travel FY12	50.00	OTHER TRAVEL	OTHER	H-20-01	General Travel FY12	30.00	RENTAL CAR	GOVCC	H-20-01	General Travel FY12	350.00	TRANSACTION FEES	AGENCY CARD	H-20-01	General Travel FY12	25.43	TRANSPORT	OTHER	H-20-01	General Travel FY12	65.00	Expense Category Advance Details		Expense Category	Advance	M&E-PerDiem	248.50	MILEAGE	102.00	OTHER NON-TR	50.00	OTHER TRAVEL	30.00	TRANSPORT	65.00
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10a	<p>This screen is broken out into the following sections:</p> <ul style="list-style-type: none"> ➤ Total Estimated Expenses & Advance Authorized ➤ Expense Category Details ➤ Expense Category Advance Details 																																																																										
10b	The Total Estimated Expense/Advance Authorized 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.																																																																										

Step	Action
10c	The <i>Expense Category Details</i> section gives the preparer the totals using a breakout by Expense Category, payment method and accounting.
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	<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> <div data-bbox="284 596 1417 1377" style="border: 1px solid black; padding: 10px;"> <pre> ===== 09/28/12 TA DOC NO: 2DABS0021 PAGE 1 ** Read Privacy Act On Last Page ** TRAVEL A 2DABS0021 ===== 1) NAME: Bak, Darren J. VNum: ****-*0010 ADDR: PHONE: , MAIL CD: ORG: H-20-01 DUTY: TZ: 6 TITLE: RES: , SEC CLR: HOURS: 8 CARD: CARD HOLDER PFB H BUREAU 14 ===== 2) TRAVEL A 2DABS0021 DATE: 06/14/2012 TYPE: 1-SINGLE-DOMESTIC ===== 3) TRAVEL PURPOSE: 3-TRAINING ATTENDANCE To attend training in Chicago, IL ===== 4) GENERAL ITINERARY DATE TIME DEPARTED/ARRIVED LOCATIONS PER DIEM RATE ----- 06/25/2012 D-Alexandria, Va 06/25/2012 A-CHICAGO, IL 171/71 06/28/2012 D-CHICAGO, IL 06/28/2012 A Alexandria, Va ===== 5) OTHER AUTHORIZATIONS 6) EST COST ADV AMT </pre> </div>
11a	<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> <p><i>Notes: 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.</i></p> <p><i>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.</i></p>

Step	Action																																																																		
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.																																																																		
12	<p>Click on Perform Pre-Audits in the <i>Document Toolbar</i> to open up the <i>Pre-Audit Results</i> screen.</p> <p>Pre-Audit Results for 2DABS0021</p> <div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="background-color: #fce4ec; 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 #ccc; padding: 2px;"> <p>For this Document you can: Close Pre-Audit Results</p> </div> </div> <p>Document Name: 2DABS0021 Type: TA 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: #d9e1f2;"> <th style="width: 60%;">Audit Process</th> <th style="width: 20%;">Status</th> <th style="width: 20%;">Comments</th> </tr> </thead> <tbody> <tr><td> ACCOUNT VALIDATION</td><td>PASS</td><td></td></tr> <tr><td> AMENDMENTS</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> DOC Amend to \$0</td><td>PASS</td><td></td></tr> <tr><td> DOC CONFERENCE VALIDATION</td><td>PASS</td><td></td></tr> <tr><td> DOC FY END PROCESSING</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 PRIOR YEAR PROCESSING</td><td>PASS</td><td></td></tr> <tr><td> DOC SAF Current Year to \$0</td><td>PASS</td><td></td></tr> <tr><td> DOC VERIFY AO LEVEL</td><td>PASS</td><td></td></tr> <tr><td> UNIQUE TA NUMBER</td><td>PASS</td><td></td></tr> <tr><td> VALIDATE VNUM</td><td>PASS</td><td></td></tr> </tbody> </table> </div> <p style="background-color: yellow; padding: 10px;">Notes: It is a good practice to verify there are no errors with your document prior to submitting it for review and approval.</p> <p style="background-color: yellow; padding: 10px;">You'll also see new pre-audits due to Post-as-approved (PAA).</p>	Pre-Audit Results			Audit Process	Status	Comments	 ACCOUNT VALIDATION	PASS		 AMENDMENTS	PASS		 AMOUNT PAID TO TRAVELER	PASS		 APPROVAL BY TRAVELER	PASS		 DOC Amend to \$0	PASS		 DOC CONFERENCE VALIDATION	PASS		 DOC FY END PROCESSING	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 PRIOR YEAR PROCESSING	PASS		 DOC SAF Current Year to \$0	PASS		 DOC VERIFY AO LEVEL	PASS		 UNIQUE TA NUMBER	PASS		 VALIDATE VNUM	PASS	
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12a	<p>The Pre-Audit Results 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>
13	<p>Click on Document Status in the Document Toolbar to open up the Status screen.</p> 
13a	<p>This screen is broken out into the following sections:</p> <ul style="list-style-type: none"> ➤ Status to Apply/Signature PIN ➤ Document Routing ➤ Document History
13b	<p>The Status to Apply/Signature PIN 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.</p> <p>Note: The Status to Apply would only have to be selected if making a change after the initial document had been submitted for routing.</p>

Step	Action
13c	<p>The Document Routing 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.</p>
13d	<p>The Document History section shows every status that the document has gone through. This includes any amendments or adjustments as well as the following statuses:</p> <p>CREATED SIGNED REVIEWED PROCESSED INK SIGNATURE REQD SELECTED FOR AUDIT APPROVED DATALINKED</p>
	<p><i>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.</i></p>

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13e	<ul style="list-style-type: none"> ➤ Enter your <i>Signature PIN</i> ➤ Enter your <i>Remarks</i> ➤ Click the  (<i>and Submit Document</i>) button <p>The <i>Pre-Audit Results for Document #</i> screen appears:</p> <div style="border: 1px solid black; padding: 5px;"> <p>Pre-Audit Results for 2DABS0021</p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 70%;"> <p> Quick Tip Click the Magnifying Glass icon to view detail comments for each audit process. more</p> <p>Document Name: 2DABS0021 Type: TA Traveler: Bak, Darren Status: PASS</p> </div> <div style="width: 25%; border: 1px solid gray; padding: 2px;"> <p style="text-align: center; margin: 0;">For this Document you can:</p> <p style="text-align: center; margin: 0;"><input type="button" value="Close"/> Pre-Audit Results</p> </div> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr style="background-color: #002060; color: white;"> <th colspan="3">Pre-Audit Results</th> </tr> <tr style="background-color: #4a69bd; color: white;"> <th style="width: 70%;">Audit Process</th> <th style="width: 15%;">Status</th> <th style="width: 15%;">Comments</th> </tr> </thead> <tbody> <tr><td> ACCOUNT VALIDATION</td><td>PASS</td><td></td></tr> <tr><td> AMENDMENTS</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> DOC Amend to \$0</td><td>PASS</td><td></td></tr> <tr><td> DOC CONFERENCE VALIDATION</td><td>PASS</td><td></td></tr> <tr><td> DOC FY END PROCESSING</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 PRIOR YEAR PROCESSING</td><td>PASS</td><td></td></tr> <tr><td> DOC SAF Current Year to \$0</td><td>PASS</td><td></td></tr> <tr><td> DOC VERIFY AO LEVEL</td><td>PASS</td><td></td></tr> <tr><td> UNIQUE TA NUMBER</td><td>PASS</td><td></td></tr> <tr><td> VALIDATE VNUM</td><td>PASS</td><td></td></tr> </tbody> </table> </div>	Pre-Audit Results			Audit Process	Status	Comments	 ACCOUNT VALIDATION	PASS		 AMENDMENTS	PASS		 AMOUNT PAID TO TRAVELER	PASS		 APPROVAL BY TRAVELER	PASS		 DOC Amend to \$0	PASS		 DOC CONFERENCE VALIDATION	PASS		 DOC FY END PROCESSING	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 PRIOR YEAR PROCESSING	PASS		 DOC SAF Current Year to \$0	PASS		 DOC VERIFY AO LEVEL	PASS		 UNIQUE TA NUMBER	PASS		 VALIDATE VNUM	PASS	
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13f	<p>➤ Verify the document status is PASS</p> <p>➤ 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 Home screen where a message will be displayed toward the bottom stating and email has been sent to “email address”—FOR EMPLOYEES ONLY</p> <p>Home</p> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f9f9f9;"> <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> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #2c3e50; color: white;"> <th colspan="5">Last Documents more</th> <th colspan="5">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> TA</td> <td>000400010</td> <td>9KYBS0021</td> <td>08/23/09</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>For EXCEPTED TRAVELERS – The <i>Home</i> screen will appear with the document appearing in the <i>Last Documents</i> area. The preparer will have to inform the Approving Official when the document is ready for approval in the system.</p> <p>Home</p> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f9f9f9;"> <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> <p> 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.</p> <p>REMINDER: TAs created using the procedures for "Emergency Travel and System Downtime" still require electronic approval in the system.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #2c3e50; color: white;"> <th colspan="5">Last Documents more</th> <th colspan="5">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> TA</td> <td>000600010</td> <td>2DABS0021</td> <td>06/25/12</td> <td></td> <td> TA</td> <td>000600007</td> <td>2SAFS0001</td> <td>09/24/12</td> <td></td> </tr> <tr> <td> TA</td> <td>000600004</td> <td>3SAFS0002</td> <td>10/12/12</td> <td>*</td> <td> TA</td> <td>000600006</td> <td>1AMS1004</td> <td>06/13/11</td> <td></td> </tr> </tbody> </table> </div>	Last Documents more					Documents to review more					Type	Traveler	Document Name	Dep Date	In Use	Type	Traveler	Document Name	Dep Date	In Use	 TA	000400010	9KYBS0021	08/23/09		 LV	000400010	9KYBL0001	02/09/09		 TA	000400010	9KYBS0002	08/03/09							Last Documents more					Documents to review more					Type	Traveler	Document Name	Dep Date	In Use	Type	Traveler	Document Name	Dep Date	In Use	 TA	000600010	2DABS0021	06/25/12		 TA	000600007	2SAFS0001	09/24/12		 TA	000600004	3SAFS0002	10/12/12	*	 TA	000600006	1AMS1004	06/13/11	
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	<p>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.</p> <p>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.</p>																																																																																

Demonstration – Manual Approval of Document