

**Exercise #5a: Create TA – Duty Station not in Per Diem Table****Objectives:**

- Create a Travel Authorization
- Select a location that is not in the Per Diem Table

**Notes:**

*For domestic locations inside of the continental United States (CONUS):*

1. Check to see if your TDY location(s) is listed by GSA as a key city;
2. If it is not listed as a key city, check to see if the county for your TDY location(s) is listed;
3. If neither the city nor county are listed, you would use the standard per diem rate by entering the location manually and checking the Unlisted checkbox.

*To look up counties for domestic locations, use [www.naco.org](http://www.naco.org)  
[www.fedrooms.com](http://www.fedrooms.com) allows a government traveler to find hotel rooms that are at or below per diem rates. You will need to create an account in order to use this site.*

*For foreign locations or U.S. locations outside of the continental United States (CONUS), i.e., Alaska, Hawaii, Northern Mariana Islands, etc:*

1. Check to see if the TDY location is listed by the Department of State (Foreign) or the Department of Defense (OCONUS);
2. If the TDY location is not listed, you would use the “OTHER” per diem rate assigned to that state or country by entering the location manually and checking the Unlisted checkbox.

**Instructions:** Execute the following steps:

You have been asked to do a site visit to Long Beach and Crescent City (California). You leave on March 5<sup>th</sup> to go to Long Beach. You leave Long Beach on March 9<sup>th</sup> to go to Crescent City. You return home on March 9<sup>th</sup>. Your authorization will need to include the following costs:

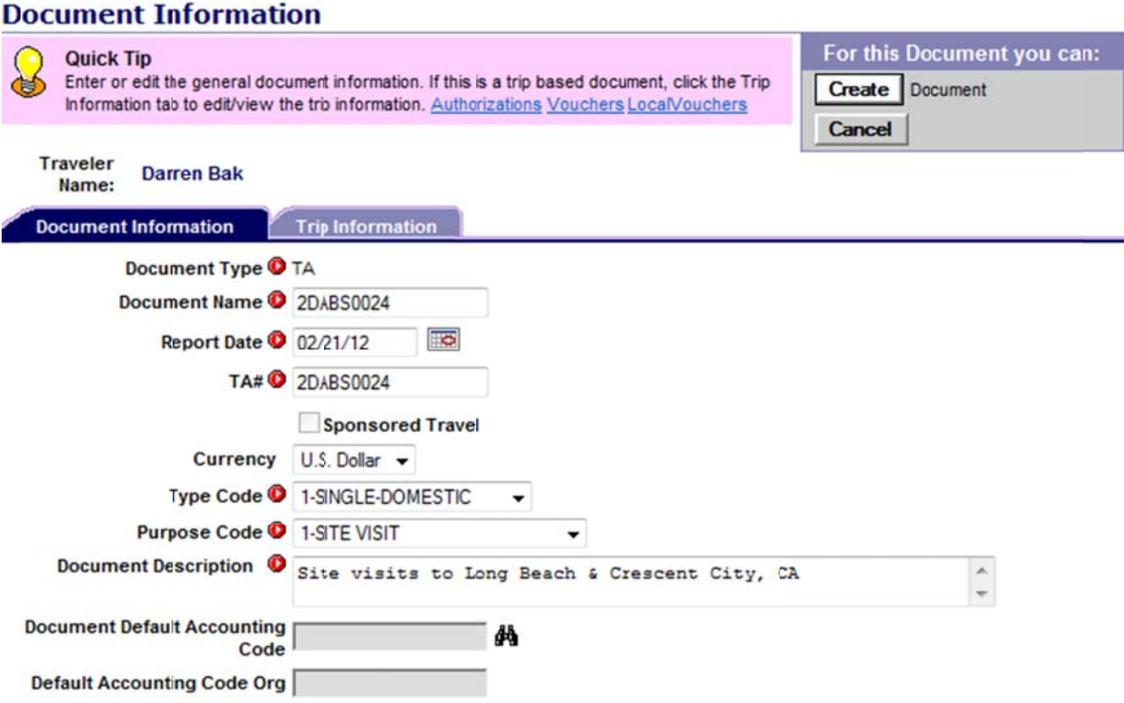
**Estimated Expenses**

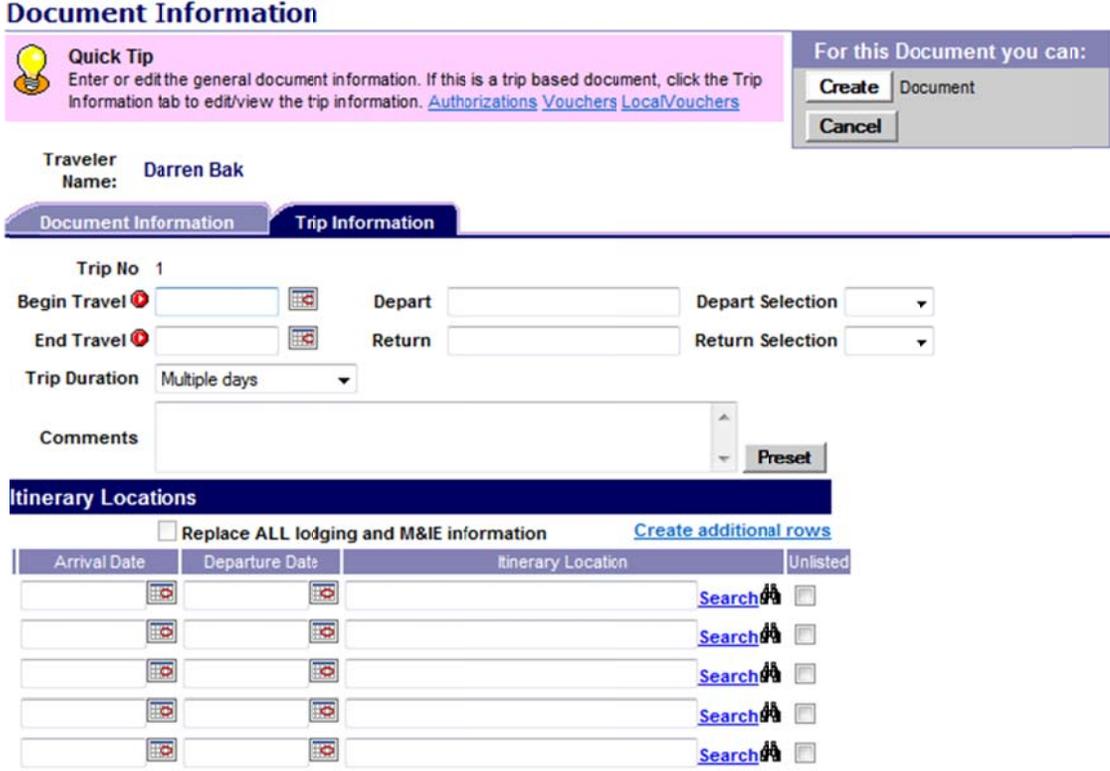
\$765.00 = Round-trip air fare  
 \$25.43 = Transaction Fee  
 \$600 for Rental Car  
 \$100 for Rental Car Gas  
 \$60 for Parking at hotel  
 \$100 for Hotel Tax  
 \$150 for Taxi  
 \$100 for Checked Baggage Fees

Step	Action
1	<p>From the <i>Home</i> screen:</p> <ul style="list-style-type: none"> <li>➤ Click <b>Create New Document</b> from the <i>Document Toolbar</i></li> </ul>
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> <p><b>New Document</b></p> <div data-bbox="284 682 1047 861"> <p> <b>Quick Tip</b> To select a traveler, click on the VNum or Traveler Name lookup button. <a href="#">more</a></p> <p>VNum  <input type="text"/></p> <p>Traveler Name (Enter last name and click lookup)  <input type="text"/></p> </div>

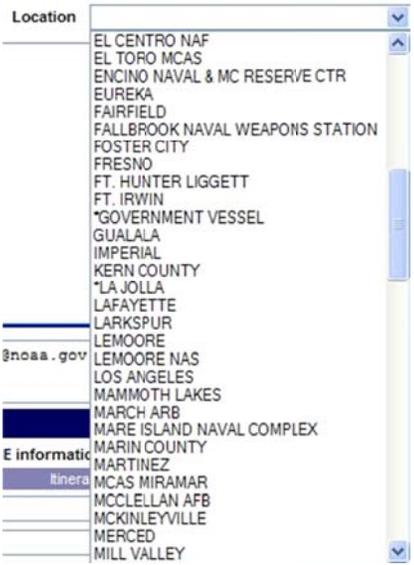
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2a	<p>If you chose VNum lookup icon, you will get a list of travelers you have access to showing in vendor number order.</p> <div data-bbox="285 373 1097 968"> <p><b>Enter Search Criteria</b></p> <p>VNum <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Cancel"/></p> <p><b>Search Results</b> <span style="float: right;">Click on an entry to select it</span></p> <p>Search Results <span style="float: right;"><a href="#">Prev 20</a> <a href="#">Next 20</a></span></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><a href="#">0006-00001</a></td><td>Rubis</td><td>Therese</td><td>A</td></tr> <tr><td><a href="#">0006-00002</a></td><td>Davis</td><td>Karen</td><td>B</td></tr> <tr><td><a href="#">0006-00003</a></td><td>Wenther</td><td>Scott</td><td>C</td></tr> <tr><td><a href="#">0006-00004</a></td><td>Doran</td><td>Chris</td><td>D</td></tr> <tr><td><a 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<p><b>Note:</b> You can do searches on either vendor numbers or last names by typing them in the fields provided and clicking SEARCH.</p>																																																																																																																																																																									

Step	Action
2b	<p>The <i>New Document</i> screen appears with your traveler’s name and vendor number filled in.</p>  <p><b>New Document</b></p> <p><b>Quick Tip</b> To select a traveler, click on the VNum or Traveler Name lookup button. <a href="#">more</a></p> <p>VNum 0006-00010</p> <p>Traveler Name (Enter last name and click lookup) Bak, Darren J</p> <p>Document Type</p> <p>For this Document you can:</p> <p>Create this Document</p> <p>Add Traveler to Travel Manager</p> <ul style="list-style-type: none"> <li>➤ Click on the <b>Document Type</b> drop-down listing and select <b>TA</b></li> <li>➤ Click the <b>Create</b> (<i>this Document</i>) button</li> </ul>

Step	Action
3	<p>The <b>Document Information</b> screen appears with the <b>Document Information</b> 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><b>Document Information</b></p> <p><b>Quick Tip</b> 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. <a href="#">Authorizations</a> <a href="#">Vouchers</a> <a href="#">LocalVouchers</a></p> <p><b>For this Document you can:</b> <b>Create</b> Document <b>Cancel</b></p> <p>Traveler Name: Darren Bak</p> <p><b>Document Information</b>   Trip Information</p> <p>Document Type TA Document Name 2DABS0024 Report Date 02/21/12 TA# 2DABS0024 <input type="checkbox"/> Sponsored Travel Currency U.S. Dollar Type Code 1-SINGLE-DOMESTIC Purpose Code 1-SITE VISIT Document Description Site visits to Long Beach &amp; Crescent City, CA Document Default Accounting Code Default Accounting Code Org</p> <p>Enter the following information:</p> <ul style="list-style-type: none"> <li>➤ Document Name = <i>Same as TA#</i></li> <li>➤ TA# = <i>Use the next one listed on your domestic log</i></li> <li>➤ Type Code = <i>1-SINGLE-DOMESTIC</i></li> <li>➤ Purpose Code = <i>1-SITE VISIT</i></li> <li>➤ Document Description = <i>Site visits to Long Beach &amp; Crescent City, CA</i></li> </ul> <p><i>**Report Date automatically populates with current system date**</i></p>

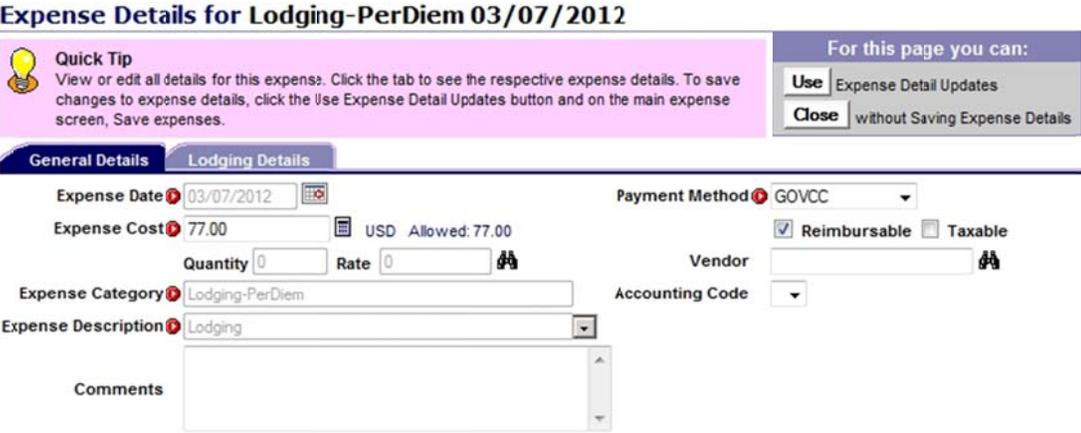
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4a	<p>Click on the <b>Trip Information</b> tab. If you click the <b>Create</b> button prior to clicking the tab you will receive an error message. Clicking the <b>OK</b> button will take you to this tab.</p>  <p><b>Document Information</b></p> <p><b>Quick Tip</b> 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. <a href="#">Authorizations</a> <a href="#">Vouchers</a> <a href="#">LocalVouchers</a></p> <p>For this Document you can: <b>Create</b> Document <b>Cancel</b></p> <p>Traveler Name: <b>Darren Bak</b></p> <p><b>Document Information</b>   <b>Trip Information</b></p> <p>Trip No 1</p> <p>Begin Travel <input type="text"/> <input type="button" value="Calendar"/> Depart <input type="text"/> Depart Selection <input type="button" value="v"/>          End Travel <input type="text"/> <input type="button" value="Calendar"/> Return <input type="text"/> Return Selection <input type="button" value="v"/>          Trip Duration Multiple days <input type="button" value="v"/>          Comments <input type="text"/> <input type="button" value="Preset"/></p> <p><b>Itinerary Locations</b></p> <p><input type="checkbox"/> Replace ALL lodging and M&amp;IE information <a href="#">Create additional rows</a></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"/> <input type="button" value="Calendar"/></td> <td><input type="text"/> <input type="button" value="Calendar"/></td> <td><input type="text"/></td> <td><a href="#">Search</a> <input type="button" value="AA"/> <input type="checkbox"/></td> </tr> <tr> <td><input type="text"/> <input type="button" value="Calendar"/></td> <td><input type="text"/> <input type="button" value="Calendar"/></td> <td><input type="text"/></td> <td><a href="#">Search</a> <input type="button" value="AA"/> <input type="checkbox"/></td> </tr> <tr> <td><input type="text"/> <input type="button" value="Calendar"/></td> <td><input type="text"/> <input type="button" value="Calendar"/></td> <td><input type="text"/></td> <td><a href="#">Search</a> <input type="button" value="AA"/> <input type="checkbox"/></td> </tr> <tr> <td><input type="text"/> <input type="button" value="Calendar"/></td> <td><input type="text"/> <input type="button" value="Calendar"/></td> <td><input type="text"/></td> <td><a href="#">Search</a> <input type="button" value="AA"/> <input type="checkbox"/></td> </tr> <tr> <td><input type="text"/> <input type="button" value="Calendar"/></td> <td><input type="text"/> <input type="button" value="Calendar"/></td> <td><input type="text"/></td> <td><a href="#">Search</a> <input type="button" value="AA"/> <input type="checkbox"/></td> </tr> </tbody> </table> <p>Enter the following information in the top part of the screen:</p> <ul style="list-style-type: none"> <li>➤ <b>Begin Travel</b> = <b>03/05/##</b></li> <li>➤ <b>Depart</b> = <b>RES</b></li> <li>➤ <b>End Travel</b> = <b>03/09/##</b></li> <li>➤ <b>Return</b> = <b>RES</b></li> </ul>	Arrival Date	Departure Date	Itinerary Location	Unlisted	<input type="text"/> <input type="button" value="Calendar"/>	<input type="text"/> <input type="button" value="Calendar"/>	<input type="text"/>	<a href="#">Search</a> <input type="button" value="AA"/> <input type="checkbox"/>	<input type="text"/> <input type="button" value="Calendar"/>	<input type="text"/> <input type="button" value="Calendar"/>	<input type="text"/>	<a href="#">Search</a> <input type="button" value="AA"/> <input type="checkbox"/>	<input type="text"/> <input type="button" value="Calendar"/>	<input type="text"/> <input type="button" value="Calendar"/>	<input type="text"/>	<a href="#">Search</a> <input type="button" value="AA"/> <input type="checkbox"/>	<input type="text"/> <input type="button" value="Calendar"/>	<input type="text"/> <input type="button" value="Calendar"/>	<input type="text"/>	<a href="#">Search</a> <input type="button" value="AA"/> <input type="checkbox"/>	<input type="text"/> <input type="button" value="Calendar"/>	<input type="text"/> <input type="button" value="Calendar"/>	<input type="text"/>	<a href="#">Search</a> <input type="button" value="AA"/> <input type="checkbox"/>
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Step	Action																								
4b	<p>The values selected in the Begin &amp; End Travel dates will automatically populate in the <b><i>Itinerary Location</i></b> area. These dates must be filled in prior to filing in the <i>Itinerary Location</i> field.</p> <div data-bbox="289 422 1414 621" style="border: 1px solid black; padding: 5px;"> <p><b>Itinerary Locations</b></p> <p><input type="checkbox"/> Replace ALL lodging and M&amp;IE information <a href="#">Create additional rows</a></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>03/07/12 </td> <td>03/11/12 </td> <td><input type="text"/> <a href="#">Search</a> </td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="text"/> </td> <td><input type="text"/> </td> <td><input type="text"/> <a href="#">Search</a> </td> <td><input type="checkbox"/></td> </tr> </tbody> </table> </div> <p>Change the first line for Departure Date from 3/5 to 3/3. You'll notice that a new line will appear that will automatically populated using the departure date as the arrival date on the next line as well as populating the departure date with the end date.</p> <div data-bbox="289 810 1414 1010" style="border: 1px solid black; padding: 5px;"> <p><b>Itinerary Locations</b></p> <p><input type="checkbox"/> Replace ALL lodging and M&amp;IE information <a href="#">Create additional rows</a></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>03/07/12 </td> <td>03/09/12 </td> <td><input type="text"/> <a href="#">Search</a> </td> <td><input type="checkbox"/></td> </tr> <tr> <td>03/09/12 </td> <td>03/11/12 </td> <td><input type="text"/> <a href="#">Search</a> </td> <td><input type="checkbox"/></td> </tr> </tbody> </table> </div>	Arrival Date	Departure Date	Itinerary Location	Unlisted	03/07/12	03/11/12	<input type="text"/> <a href="#">Search</a>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <a href="#">Search</a>	<input type="checkbox"/>	Arrival Date	Departure Date	Itinerary Location	Unlisted	03/07/12	03/09/12	<input type="text"/> <a href="#">Search</a>	<input type="checkbox"/>	03/09/12	03/11/12	<input type="text"/> <a href="#">Search</a>	<input type="checkbox"/>
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4c	<ul style="list-style-type: none"> <li>➤ Click the <b>Lookup</b>  icon</li> </ul> <p>This will open a new window that allows to search by country or state which will then based off that selection, populate another drop-down list for the cities for that selection.</p> <ul style="list-style-type: none"> <li>➤ Select <b>California</b> from the <b>State/Country</b> drop-down list</li> <li>➤ Click the <b>Location</b> drop-down list and search for <b>Long Beach</b> and <b>Crescent City</b></li> </ul>																								

Step	Action
	<div style="display: flex; justify-content: space-around;"> <div style="width: 45%;">  </div> <div style="width: 45%;">  </div> </div>
<p>4c1</p>	<p>Neither location is listed under California per diem rates. Click Cancel to close out the window.</p> <p>So the next thing to do is find out what county they fall under. You can do a search on the internet using the GSA or <a href="http://www.naco.org">www.naco.org</a>. If using <a href="http://www.naco.org">www.naco.org</a> you will need to do the following steps:</p> <ol style="list-style-type: none"> <li>1) Click on About Counties</li> <li>2) Click on the sub-option Find a County</li> <li>3) On the new page, click the link City-County Search</li> <li>4) Search for your cities, find the county they belong in</li> </ol> <p>Our locations belong to the following counties:</p> <p>Long Beach = Los Angeles County                  Crescent City = Del Norte County</p> <p>You can then try and find out what other cities fall under those counties and use that location if listed. If none of the locations listed in the same county are listed, you will be able to type the location in the field and check the UNLISTED checkbox.</p>

Step	Action												
4d	<p>Long Beach being under Los Angeles County has the location of Los Angeles in the per diem table. No other locations are listed for the county of Del Norte, so we will type that location in the field and check the unlisted checkbox. When typing in a location not in the per diem table, make sure that there are no spaces between the city, comma, and state abbreviation.</p> <div data-bbox="284 499 1367 653"> <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>03/05/12</td> <td>03/07/12</td> <td>LOS ANGELES, CA</td> <td><input type="checkbox"/></td> </tr> <tr> <td>03/07/12</td> <td>03/09/12</td> <td>Crescent City, CA</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table> </div> <p>Go up to the comments field and enter comments about Long Beach &amp; Crescent City not being in the per diem tables.</p> <div data-bbox="331 814 1367 919"> <p>Comments: Long Beach and Crescent City are not in per diem table. Long Beach is under LA County so using Los Angeles as location for per diem purposes</p> </div> <p>➤ Click the <b>Create</b> (<i>Document</i>) button</p>	Arrival Date	Departure Date	Itinerary Location	Unlisted	03/05/12	03/07/12	LOS ANGELES, CA	<input type="checkbox"/>	03/07/12	03/09/12	Crescent City, CA	<input checked="" type="checkbox"/>
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5	<p>The <b>Document Information</b> screen still appears but the <b>Document Toolbar</b> now has different options available. It will also show your Document Name &amp; TA#.</p> <p><b>Document Information for 2DABS0034</b></p> <p><b>Quick Tip</b> 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. <a href="#">Authorizations</a> <a href="#">Vouchers Local/Vouchers</a></p> <p>For this Document you can:  <input type="button" value="Save"/> Changes to Document Information  <input type="button" value="Cancel"/>  <input type="button" value="Back"/> <input type="button" value="Continue"/></p> <p>Traveler Name: Darren Bak</p> <p><b>Document Information</b>   <b>Trip Information</b></p> <p>Trip No 1                  Begin Travel: 03/05/2012 Depart RES. Depart Selection RES.:                  End Travel: 03/09/2012 Return RES. Return Selection RES.:                  Trip Duration: Multiple days                  Comments: Long Beach and Crescent City are not in per diem table. Long Beach is under LA County so using Los Angeles as location for per diem purposes. <input type="button" value="Preset"/></p> <p><b>Itinerary Locations</b>  <input type="checkbox"/> Replace ALL lodging and M&amp;IE information <a href="#">Create additional rows</a></p> <table border="1"> <thead> <tr> <th>Delete</th> <th>Arrival Date</th> <th>Departure Date</th> <th>Itinerary Location</th> <th>Unlisted</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>03/05/12</td> <td>03/07/12</td> <td>LOS ANGELES,CA <a href="#">Search</a></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>03/07/12</td> <td>03/09/12</td> <td>CRESCENT CITY,CA <a href="#">Search</a></td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table> <p>Click on <b>Expenses</b> in the <b>Document Toolbar</b> to bring up the <b>Edit/Enter Expenses</b> screen with M&amp;IE and Lodging costs already filled in based upon what was entered on the itinerary.</p> <table border="1"> <thead> <tr> <th colspan="2">Expense Entry</th> <th colspan="6">Customize Display</th> <th>Add Rows</th> </tr> <tr> <th>Delete</th> <th>Copy</th> <th>Resize</th> <th>Date</th> <th>Expense Description</th> <th>Expense Category</th> <th>Cost</th> <th>Payment Method</th> <th>Copy Through</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><input type="button" value="Copy"/></td> <td><input type="button" value="Resize"/></td> <td>03/05/2012</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>125.00</td> <td>GOVCC</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="button" value="Copy"/></td> <td><input type="button" value="Resize"/></td> <td>03/05/2012</td> <td>M&amp;IE</td> <td>M&amp;IE-PerDiem</td> <td>53.25</td> <td>OTHER</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="button" value="Copy"/></td> <td><input type="button" value="Resize"/></td> <td>03/06/2012</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>125.00</td> <td>GOVCC</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="button" value="Copy"/></td> <td><input type="button" value="Resize"/></td> <td>03/06/2012</td> <td>M&amp;IE</td> <td>M&amp;IE-PerDiem</td> <td>71.00</td> <td>OTHER</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="button" value="Copy"/></td> <td><input type="button" value="Resize"/></td> <td>03/07/2012</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>77.00</td> <td>GOVCC</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="button" value="Copy"/></td> <td><input type="button" value="Resize"/></td> <td>03/07/2012</td> <td>M&amp;IE</td> <td>M&amp;IE-PerDiem</td> <td>46.00</td> <td>OTHER</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="button" value="Copy"/></td> <td><input type="button" value="Resize"/></td> <td>03/08/2012</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>77.00</td> <td>GOVCC</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="button" value="Copy"/></td> <td><input type="button" value="Resize"/></td> <td>03/08/2012</td> <td>M&amp;IE</td> <td>M&amp;IE-PerDiem</td> <td>46.00</td> <td>OTHER</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="button" value="Copy"/></td> <td><input type="button" value="Resize"/></td> <td>03/09/2012</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>0.00</td> <td>GOVCC</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="button" value="Copy"/></td> <td><input type="button" value="Resize"/></td> <td>03/09/2012</td> <td>M&amp;IE</td> <td>M&amp;IE-PerDiem</td> <td>34.50</td> <td>OTHER</td> <td></td> </tr> </tbody> </table> <p><b>Note:</b> The current CONUS M&amp;IE costs in production are \$77 &amp; \$46.</p>	Delete	Arrival Date	Departure Date	Itinerary Location	Unlisted	<input checked="" type="checkbox"/>	03/05/12	03/07/12	LOS ANGELES,CA <a href="#">Search</a>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	03/07/12	03/09/12	CRESCENT CITY,CA <a href="#">Search</a>	<input checked="" type="checkbox"/>	Expense Entry		Customize Display						Add Rows	Delete	Copy	Resize	Date	Expense Description	Expense Category	Cost	Payment Method	Copy Through	<input type="checkbox"/>	<input type="button" value="Copy"/>	<input type="button" value="Resize"/>	03/05/2012	Lodging	Lodging-PerDiem	125.00	GOVCC		<input type="checkbox"/>	<input type="button" value="Copy"/>	<input type="button" value="Resize"/>	03/05/2012	M&IE	M&IE-PerDiem	53.25	OTHER		<input type="checkbox"/>	<input type="button" value="Copy"/>	<input type="button" value="Resize"/>	03/06/2012	Lodging	Lodging-PerDiem	125.00	GOVCC		<input type="checkbox"/>	<input type="button" value="Copy"/>	<input type="button" value="Resize"/>	03/06/2012	M&IE	M&IE-PerDiem	71.00	OTHER		<input type="checkbox"/>	<input type="button" value="Copy"/>	<input type="button" value="Resize"/>	03/07/2012	Lodging	Lodging-PerDiem	77.00	GOVCC		<input type="checkbox"/>	<input type="button" value="Copy"/>	<input type="button" value="Resize"/>	03/07/2012	M&IE	M&IE-PerDiem	46.00	OTHER		<input type="checkbox"/>	<input type="button" value="Copy"/>	<input type="button" value="Resize"/>	03/08/2012	Lodging	Lodging-PerDiem	77.00	GOVCC		<input type="checkbox"/>	<input type="button" value="Copy"/>	<input type="button" value="Resize"/>	03/08/2012	M&IE	M&IE-PerDiem	46.00	OTHER		<input type="checkbox"/>	<input type="button" value="Copy"/>	<input type="button" value="Resize"/>	03/09/2012	Lodging	Lodging-PerDiem	0.00	GOVCC		<input type="checkbox"/>	<input type="button" value="Copy"/>	<input type="button" value="Resize"/>	03/09/2012	M&IE	M&IE-PerDiem	34.50	OTHER	
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Step	Action
6a	<p>The hotel costs for Crescent City are \$85.00. This is more than CONUS rate of \$77. Your approving official has given verbal approval to do actual costs for the lodging. One way to enter an actual cost is by going into the details of the expense.</p> <p>➤ Click on the <i>Expense Detail</i>  icon</p>  <p>This will open up a new window:</p>  <p>➤ Enter the actual cost in the <i>Expense Cost</i> field (i.e. \$85.00)          ➤ Click the drop-down arrow for the <i>Expense Description</i> field          ➤ Select <b>Lodging – Actuals</b>          ➤ Click <b>Use</b></p>  <p>➤ Click the <b>Save</b> (<i>Expense Changes</i>) button when completed</p>

Step	Action																
6b	<p>The other way is to stay on the <b>Expense</b> screen and go to the Lodging Line that needs actual cost.</p> <ul style="list-style-type: none"> <li>➤ Click the drop-down arrow for <i>Expense Description</i> field</li> <li>➤ Select <b>Lodging – Actuals</b></li> <li>➤ Enter the actual cost in the <i>Expense Cost</i> field (i.e. \$85.00)</li> </ul>  <ul style="list-style-type: none"> <li>➤ Click the <b>Save</b> (<i>Expense Changes</i>) button when completed</li> </ul>																
6c	<p>Enter the rest of the information on the <i>Edit/Enter Expenses</i> screen:</p> <table border="0" data-bbox="284 840 925 1134"> <tr> <td>Airline Flight</td> <td>\$765.00 (Class = Y)</td> </tr> <tr> <td>TMC Transaction Fee</td> <td>\$25.43</td> </tr> <tr> <td>Rental Car</td> <td>\$600.00</td> </tr> <tr> <td>Gas-Rental/Govt Car</td> <td>\$100.00</td> </tr> <tr> <td>Parking Fees</td> <td>\$60.00</td> </tr> <tr> <td>Hotel Tax</td> <td>\$100.00</td> </tr> <tr> <td>Taxi</td> <td>\$150.00</td> </tr> <tr> <td>Check Baggage Fee</td> <td>\$100.00</td> </tr> </table> <ul style="list-style-type: none"> <li>➤ Click the <b>Save</b> (<i>Expense Changes</i>) button when completed</li> </ul>	Airline Flight	\$765.00 (Class = Y)	TMC Transaction Fee	\$25.43	Rental Car	\$600.00	Gas-Rental/Govt Car	\$100.00	Parking Fees	\$60.00	Hotel Tax	\$100.00	Taxi	\$150.00	Check Baggage Fee	\$100.00
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7	<p>Click on <b>Other Authorizations</b> in the <i>Document Toolbar</i> to open up the <i>Other Authorizations</i> screen.</p> <ul style="list-style-type: none"> <li>➤ Verify <i>Actual Expense</i> is listed at the bottom of the screen</li> <li>➤ Click on the name</li> </ul>																
7a	<p>The <i>Other Authorization Remarks</i> screen appears.</p>  <ul style="list-style-type: none"> <li>➤ Enter <b>Remarks</b> (i.e. per diem location not in table, hotel costs more than CONUS Rate)</li> <li>➤ Click <b>Save</b> (<i>Remarks</i>)</li> </ul>																

Step	Action
8	<p>Click on <b>Accounting</b> in the <i>Document Toolbar</i> to open up the <i>Available Accounting Code</i> screen.</p> <ul style="list-style-type: none"> <li>➤ Verify there is current FY accounting code</li> <li>➤ If there is not, click on one from your master list</li> </ul>
9	<p>Finish the process with your TA:</p> <ul style="list-style-type: none"> <li>➤ Check the totals</li> <li>➤ Preview the document</li> <li>➤ Review Pre-Audits</li> <li>➤ Stamp Document Signed</li> <li>➤ Click Continue on Pre-Audit screen</li> </ul> <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>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><b>AWAIT TRAINER TO APPROVE ALL DOCUMENTS BEFORE CONTINUING WITH THE NEXT EXERCISE.</b></p>	