

Constructed Travel Voucher

Objectives: • Create a constructed travel voucher

Notes:

If at all possible, a Cost Comparison should be done in advance of preparing the authorization thus a constructed voucher would not be needed. The form can be found at:

<http://www.corporateservices.noaa.gov/~finance/SI.costcomp.PDF>

This exercise covers how to create a constructed (cost comparison) voucher when a traveler deviates from the authorized itinerary and/or transportation mode because of personal preference.

FTR, section 301-10.4 through 301-10.8, explains that agencies must select the method of transportation most advantageous to the Government considering the total cost to the Government including cost of per diem, lost work time, and actual transportation costs. If a traveler deviates from the authorized method of transportation, the traveler is responsible for any additional costs incurred.

When a traveler deviates from the preferred method of transportation, a cost comparison must be performed. Two versions of the voucher are prepared - one to determine the cost of the trip as it was authorized, and the other to determine the cost of the trip as it occurred using the traveler's preferred itinerary and/or mode of travel. The traveler will then be reimbursed for the lesser of the two vouchers.

Note: FTR, section 301-10.309 explains what the traveler will be reimbursed when the traveler uses POV instead of Common Carrier. Section 301-10.310 explains what the traveler will be reimbursed when the traveler uses POV instead of a Government automobile.

Travel regulations indicate that when doing a cost comparison you can not use any local travel or other miscellaneous expenses incurred while at your Temporary Duty location. In order to claim these expenses when doing a cost comparison in ITM, we recommend that you enter any local travel and other miscellaneous expenses on both the voucher for the trip as it was authorized and on the voucher for the trip as it occurred. This way the costs for local travel and miscellaneous expenses offset each other during the comparison and are reimbursed regardless of which trip is selected for payment.

Instructions: Execute the following steps:

Part 1 - Create a voucher from the original authorization. This voucher (Trip 1) will reflect the trip as it was authorized. In this case, the traveler was authorized to fly to Buckhannon, WV.

Part 2 - Use the add feature to create a second voucher. This voucher (Trip 2) will be added to reflect the trip as it occurred. In this case, the traveler elected to drive to Buckhannon, WV using their personal vehicle.

Part 1

You have just returned from a site visit for Buckhannon, WV (Upshur County). You left your residence on 8/23/08 and you returned on 8/29/08.

Ticket/Fee Information

Ticket #89510 issued 8/15/08 for \$535.56

TMC Transaction Fee - \$22.25

Actual Expenses

8/23 – 46 miles POV from residence to airport and back

8/23 – \$60 hotel

8/23 – \$18.54 hotel tax

8/24 – \$60 hotel

8/24 – \$18.54 hotel tax

8/25 – \$60 hotel

8/25 – \$18.54 hotel tax

8/26 – \$60 hotel

8/26 – \$18.54 hotel tax

8/27 – \$60 hotel

8/27 – \$18.54 hotel tax

8/28 – \$60 hotel

8/28 – \$18.54 hotel tax

8/29 – 46 miles POV from residence to airport and back

8/29 – \$238.64 Rental Car

8/29 – \$45.12 Gas

In order for the traveler to be reimbursed for the local travel expenses, the traveler must claim the following local travel expenses for the trip as it occurred:

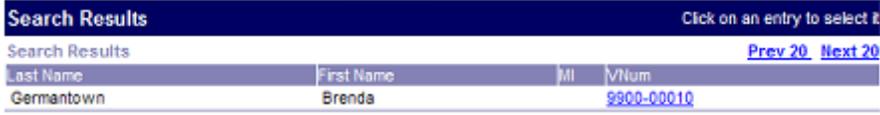
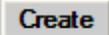
8/24 – 13 miles POV

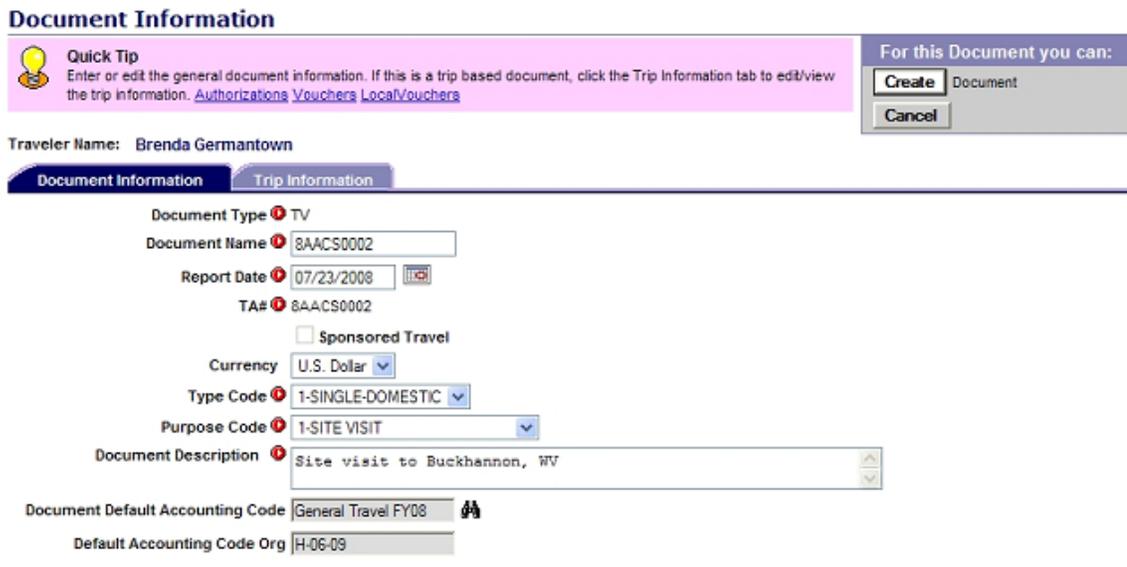
8/25 – 13 miles POV

8/26 – 13 miles POV

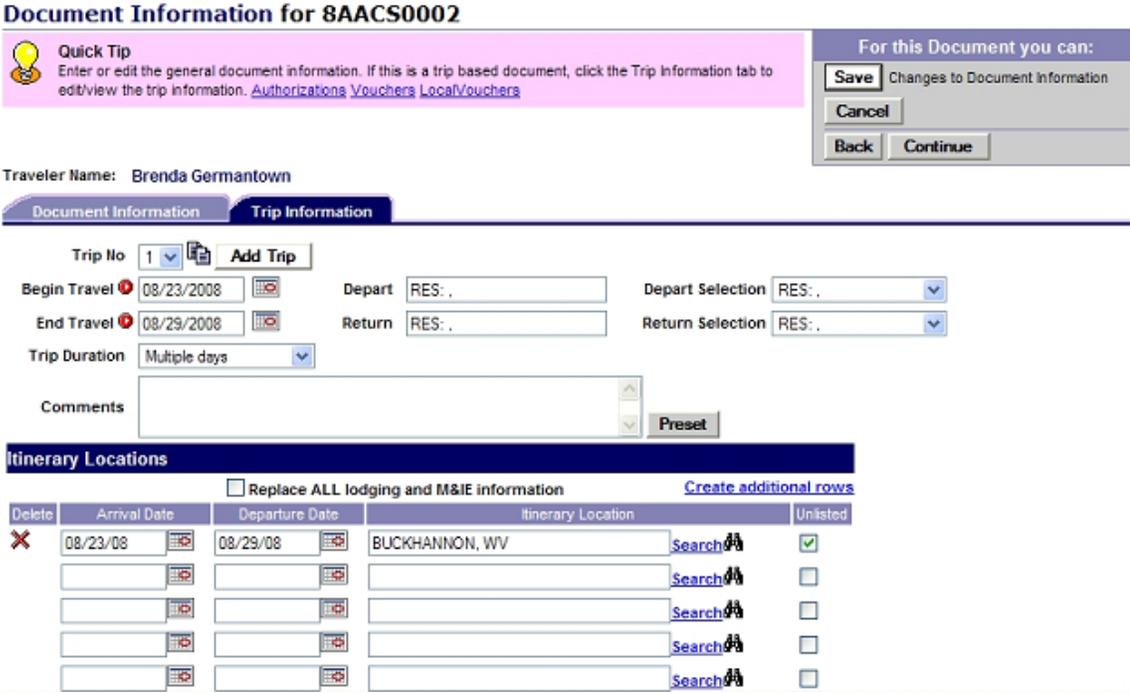
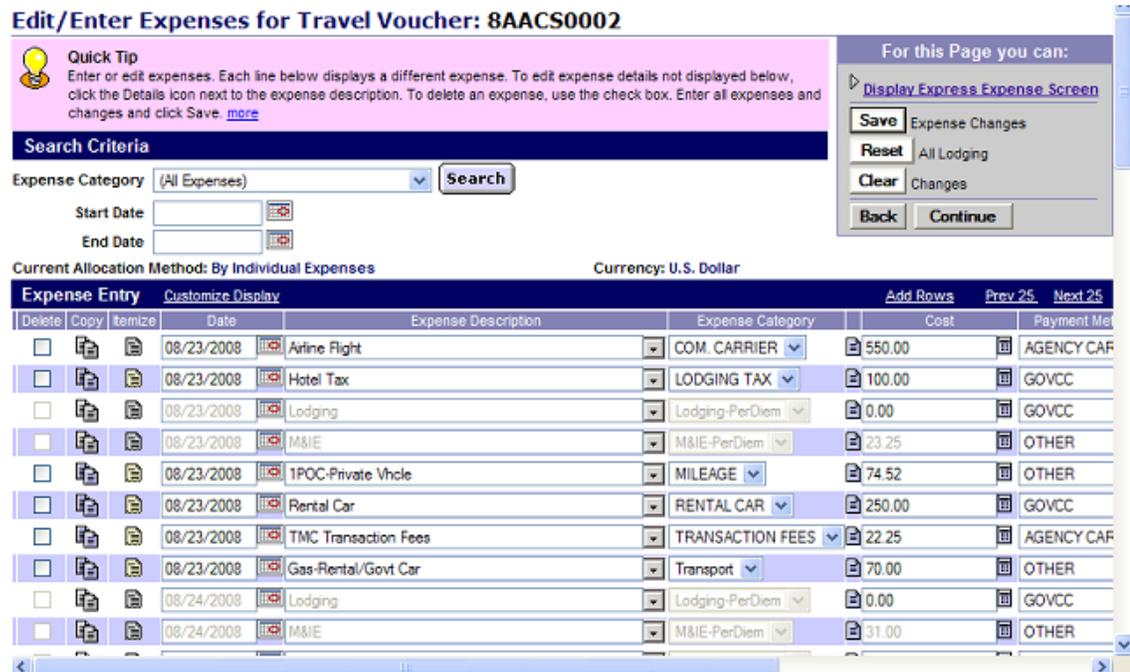
8/27 – 13 miles POV

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

Step	Action																				
2a	<p>The <i>New Document Page</i> appears. For a traveler, the information for the Vendor Number and Traveler name will automatically fill in.</p> <ul style="list-style-type: none"> ➤ Click on the Document Type drop-down listing and select <i>TV from TA</i> ➤ Click the  (<i>this Document</i>) button 																				
2b	<p>The <i>New Document Page</i> appears again with a security message that reads:</p> <p> Security is set up such that you have access to your own documents only.</p> <p>The Vnum and Traveler Name fields are blank.</p> <ul style="list-style-type: none"> ➤ Enter either the <i>Vendor Number</i> or <i>Traveler Name</i> ➤ Click the Lookup  icon <p>The search results screen appears</p>  <p>The screenshot shows a table with the following data:</p> <table border="1" data-bbox="289 909 1169 1024"> <thead> <tr> <th colspan="4">Search Results</th> <th>Click on an entry to select it</th> </tr> <tr> <th colspan="4">Search Results</th> <th>Prev 20 Next 20</th> </tr> <tr> <th>Last Name</th> <th>First Name</th> <th>MI</th> <th>VNum</th> <th></th> </tr> </thead> <tbody> <tr> <td>Germantown</td> <td>Brenda</td> <td></td> <td>9900-00010</td> <td></td> </tr> </tbody> </table> <ul style="list-style-type: none"> ➤ Click the VNum 	Search Results				Click on an entry to select it	Search Results				Prev 20 Next 20	Last Name	First Name	MI	VNum		Germantown	Brenda		9900-00010	
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2c	<p>The <i>New Document Page</i> appears. The information for the Vendor Number and Traveler name are now filled in.</p> <ul style="list-style-type: none"> ➤ Click on the Document Type drop-down listing and select <i>TV from TA</i> ➤ Click the  (<i>this Document</i>) button 																				

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<p>2d</p>	<p>The <i>New Document</i> page splits and shows toward the bottom of the screen <i>Document Search (TA from TV)</i></p>  <p>New Document</p> <p>Quick Tip To select a traveler, click on the EID or Traveler Name lookup button. more</p> <p>VNum: 9900-00010</p> <p>Traveler Name: Germantown, Brenda</p> <p>Document Type: TV From TA</p> <p>For this Document you can: <input type="button" value="Create"/> this Document <input type="button" value="Add Traveler"/> to Travel Manager</p> <hr/> <p>Document Search (TV From TA)</p> <p>Document List Click on an entry to select #</p> <p>Traveler: Brenda Germantown</p> <table border="1"> <thead> <tr> <th>Type</th> <th>Document Name</th> <th>Dep Date</th> <th>Status</th> <th>In Use</th> </tr> </thead> <tbody> <tr> <td>TA</td> <td>8AACS0002</td> <td>08/23/08</td> <td>COMPLETED</td> <td></td> </tr> <tr> <td>TA</td> <td>8AACS0001</td> <td>07/23/08</td> <td>COMPLETED</td> <td></td> </tr> <tr> <td>TA</td> <td>8AABS0000</td> <td>06/23/08</td> <td>COMPLETED</td> <td></td> </tr> </tbody> </table> <p>➤ Click the Document  icon for <i>YFMLS0002</i></p>	Type	Document Name	Dep Date	Status	In Use	TA	8AACS0002	08/23/08	COMPLETED		TA	8AACS0001	07/23/08	COMPLETED		TA	8AABS0000	06/23/08	COMPLETED	
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<p>3a</p>	<p>The <i>Document Information</i> page appears with the <i>Document Information</i> tab highlighted and fields displaying the information contained in the TA.</p>  <p>Document Information</p> <p>Quick Tip Enter or edit the general document information. If this is a trip based document, click the Trip Information tab to edit/view the trip information. Authorizations Vouchers Local Vouchers</p> <p>For this Document you can: <input type="button" value="Create"/> Document <input type="button" value="Cancel"/></p> <p>Traveler Name: Brenda Germantown</p> <p>Document Information Trip Information</p> <p>Document Type: TV</p> <p>Document Name: 8AACS0002</p> <p>Report Date: 07/23/2008</p> <p>TA#: 8AACS0002</p> <p><input type="checkbox"/> Sponsored Travel</p> <p>Currency: U.S. Dollar</p> <p>Type Code: 1-SINGLE-DOMESTIC</p> <p>Purpose Code: 1-SITE VISIT</p> <p>Document Description: Site visit to Buckhannon, WV</p> <p>Document Default Accounting Code: General Travel FY08</p> <p>Default Accounting Code Org: H-06-09</p> <p>➤ Verify all information is correct and make changes where necessary</p> <p>➤ Click the <i>Trip Information</i> tab</p>																				

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3b	<p>Document Information</p> <p> Quick Tip Enter or edit the general document information. If this is a trip based document, click the Trip Information tab to edit/view the trip information. Authorizations Vouchers LocalVouchers</p> <p>For this Document you can: <input type="button" value="Create"/> Document <input type="button" value="Cancel"/></p> <p>Traveler Name: Brenda Germantown</p> <p>Document Information Trip Information</p> <p>Trip No: 1</p> <p>Begin Travel: 06/23/2008 Depart: RES. Depart Selection: RES. End Travel: 06/26/2008 Return: RES. Return Selection: RES. Trip Duration: Multiple days</p> <p>Comments: <input type="text"/> <input type="button" value="Preset"/></p> <p>Itinerary Locations</p> <p><input type="checkbox"/> Replace ALL lodging and M&IE information Create additional rows</p> <table border="1"> <thead> <tr> <th>Arrival Date</th> <th>Departure Date</th> <th>Itinerary Location</th> <th>Unlisted</th> </tr> </thead> <tbody> <tr> <td>06/23/08</td> <td>06/26/08</td> <td>KANSAS CITY,MO</td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>➤ Verify all information is correct and make changes where necessary</p> <p>➤ Click the <input type="button" value="Create"/> button</p>	Arrival Date	Departure Date	Itinerary Location	Unlisted	06/23/08	06/26/08	KANSAS CITY,MO	<input type="checkbox"/>				<input type="checkbox"/>												
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5	<p>Click on Expenses in the <i>Document Toolbar</i> to bring up the <i>Edit/Enter Expenses</i> page</p>  <p>Edit/Enter Expenses for Travel Voucher: 8AACS0002</p> <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>For this Page you can: <input type="button" value="Display Express Expense Screen"/> <input type="button" value="Save"/> Expense Changes <input type="button" value="Reset"/> All Lodging <input type="button" value="Clear"/> Changes <input type="button" value="Back"/> <input type="button" value="Continue"/></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"> <thead> <tr> <th>Expense Entry</th> <th>Customize Display</th> <th>Add Rows</th> <th>Prev 25</th> <th>Next 25</th> </tr> <tr> <th>Delete</th> <th>Copy</th> <th>Itemize</th> <th>Date</th> <th>Expense Description</th> <th>Expense Category</th> <th>Cost</th> <th>Payment Met</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><input type="button" value="Copy"/></td> <td><input type="button" value="Itemize"/></td> <td>08/23/2008</td> <td>Airline Flight</td> <td>COM. 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5a	Enter the following information:		
	Date	Expense Description	Cost
	8/23/08	1POC-Private Vhcle	See 5b
	8/23/08	Airline Flight	See 5c
	8/23/08	TMC Transaction Fee	\$22.25
	8/23/08	Lodging	\$60
	8/23/08	Hotel Tax	\$18.54
	8/24/08	Lodging	\$60
	8/24/08	Hotel Tax	\$18.54
	8/24/08	1POC-Private Vhcle	See 5d
	8/25/08	Lodging	\$60
	8/25/08	Hotel Tax	\$18.54
	8/25/08	1POC-Private Vhcle	See 5d
	8/26/08	Lodging	\$60
	8/26/08	Hotel Tax	\$18.54
	8/26/08	1POC-Private Vhcle	See 5d
	8/27/08	Lodging	\$60
	8/27/08	Hotel Tax	\$18.54
	8/27/08	1POC-Private Vhcle	See 5d
	8/28/08	Lodging	\$60
	8/28/08	Hotel Tax	\$18.54
	8/29/08	1POC-Private Vhcle	See 5b
	8/29/08	Rental Car	\$238.64
	8/29/08	Gas – Rental Car	\$45.12

Step	Action
5b	<p>To have the system calculate the mileage, click on the Show Expense Details  icon. This will bring up a new window.</p> <div data-bbox="293 394 1414 842"> <p>Expense Details for MILEAGE 08/23/2008</p> <div data-bbox="300 436 1089 537"> <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> </div> <div data-bbox="1096 436 1408 537"> <p>For this page you can:</p> <p>Use Expense Detail Updates Close without Saving Expense Details</p> </div> <p>General Details Mileage Details</p> <p>Expense Date: 08/23/2008 Payment Method: OTHER</p> <p>Expense Cost: 74.52 USD Reimbursable: <input checked="" type="checkbox"/> Taxable: <input type="checkbox"/></p> <p>Quantity: 184 Rate: .405 Vendor: Accounting Code: H-06-09/General Travel FY08</p> <p>Expense Category: MILEAGE Expense Description: 1POC-Private Vhcle</p> <p>Comments: <input type="text"/></p> </div> <ul style="list-style-type: none"> ➤ Change 184 to 92 in the <i>Quantity</i> field ➤ Click in another field or press TAB <p>The <i>Expense Cost</i> field will automatically fill in with the calculated cost.</p> <ul style="list-style-type: none"> ➤ Click the Use (<i>Expense Detail Updates</i>) button to close this window and populate the <i>Cost</i> field ➤ Click the Copy  icon on that expense line ➤ On the new line at the bottom change the date from 8/23/08 to 8/29/08 ➤ Click the Save (<i>Expense Changes</i>) button when completed

Step	Action
5c	<p>To enter the cost and ticket information for the Airline Flight, click on the Show Expense Details  icon. This will bring up a new window.</p> <div data-bbox="289 401 1414 850"> <p>Expense Details for COM. CARRIER 08/23/2008</p> <div style="border: 1px solid black; padding: 5px;"> <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> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>For this page you can:</p> <p>Use Expense Detail Updates Close without Saving Expense Details</p> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>General Details Ticketed Transportation Details</p> <p>Expense Date: 08/23/2008 Payment Method: AGENCY CARD</p> <p>Expense Cost: 550.00 USD <input type="checkbox"/> Reimbursable <input type="checkbox"/> Taxable</p> <p>Quantity: 0 Rate: 0 Vendor: Accounting Code: H-06-09/General Travel FY08</p> <p>Expense Category: COM. CARRIER Expense Description: Airline Flight</p> <p>Comments: <input type="text"/></p> </div> </div> <p>➤ Click on the Ticketed Transportation Details tab</p> <div data-bbox="289 1003 1414 1276"> <div style="border: 1px solid black; padding: 5px;"> <p>General Details Ticketed Transportation Details</p> <p>Ticket No: See Attached Ticket 1 Depart From: Arrive At: </p> <p>Dep Date: 08/23/2008 Issue Date: Ticket Date: 08/21/2008 Confirmation No: </p> <p>Class: YCA Ticket Value: 550.00 Carrier: </p> <p>Contract Fare: 0.00 Contract Carrier: </p> </div> </div> <p>➤ Enter 89510 in the Ticket No field</p> <p>➤ Enter 8/15/08 in the Issue Date field</p> <p>➤ Enter 535.56 in the Ticket Value field</p> <p>➤ Click Use (<i>Expense Detail Updates</i>)</p> <p>➤ Click the Save (<i>Expense Changes</i>) button when completed</p>

Step	Action
5d	<p>To have the system calculate the mileage, click on the Show Expense Details  icon. This will bring up a new window.</p> <div data-bbox="295 405 1419 850"> <p>Expense Details for MILEAGE 08/23/2008</p> <div style="border: 1px solid #ccc; padding: 5px;"> <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> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>For this page you can:</p> <p>Use Expense Detail Updates Close without Saving Expense Details</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>General Details Mileage Details</p> <p>Expense Date: 08/24/2008 Payment Method: OTHER</p> <p>Expense Cost: 5.27 USD <input checked="" type="checkbox"/> Reimbursable <input type="checkbox"/> Taxable</p> <p>Quantity: 13 Rate: 0.405 Vendor: [icon]</p> <p>Expense Category: MILEAGE Accounting Code: H-06-09/General Travel FY08</p> <p>Expense Description: 1POC-Private Vhcle</p> <p>Comments: [text area]</p> </div> <ul style="list-style-type: none"> ➤ Enter 13 in the <i>Quantity</i> field ➤ Click in another field or press TAB <p>The <i>Expense Cost</i> field will automatically fill in with the calculated cost.</p> <ul style="list-style-type: none"> ➤ Click the Use (<i>Expense Detail Updates</i>) button to close this window and populate the <i>Cost</i> field ➤ Scroll to the right for that expense line ➤ Enter 8/27/08 in the Copy Through field <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>[dropdown] MILEAGE [dropdown] 5.27 [dropdown] OTHER [dropdown] 8/27/08 [dropdown] H-06-09/General Travel FY08</p> </div> <ul style="list-style-type: none"> ➤ Click the Save (<i>Expense Changes</i>) button when completed </div>
6	<p>Click on Accounting in the <i>Document Toolbar</i> to open up the <i>Available Accounting Code</i> page. Make any necessary changes to the accounting code.</p>

Step	Action																																																																																						
7	<p>Click on Totals in the <i>Document Toolbar</i> to open up the <i>Total Details</i> page.</p>  <p>Total Details for BAACS0002</p> <p>Quick Tip: If necessary, enter changes and click OK. OK</p> <p>For this Document you can: Edit Advances Applied Save & Calculate Totals Back Continue</p> <p>Currency: U.S. Dollar</p> <p>Expense Summary</p> <table border="1"> <tr> <td>Total Expenses:</td> <td></td> <td>1,029.81</td> </tr> <tr> <td>Total Non-reimbursable Expenses:</td> <td></td> <td>557.81</td> </tr> <tr> <td>Total Reimbursable Expenses:</td> <td></td> <td>1,052.10</td> </tr> <tr> <td>Advance Outstanding:</td> <td>0.00</td> <td></td> </tr> <tr> <td>Advance Applied:</td> <td>8.80</td> <td>8.80</td> </tr> <tr> <td>Total Reimbursable Amount:</td> <td></td> <td>1,052.10</td> </tr> </table> <p>Charge Card Reconciliation</p> <table border="1"> <tr> <td>Total Charge Card Expenses:</td> <td>1,156.45</td> <td>596.64</td> </tr> <tr> <td>Charge Card ATM Advance Total:</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>Total Amount On Charge Card:</td> <td>1,156.45</td> <td>596.64</td> </tr> <tr> <td>Additional Payment to Charge Card:</td> <td></td> <td>0.00</td> </tr> <tr> <td>Maximum Charge Card Reimbursement:</td> <td></td> <td>596.64</td> </tr> </table> <p><small>(Actual reimbursement may be different)</small></p> <p>Reimbursement Summary</p> <table border="1"> <tr> <td>Actual Charge Card Reimbursement:</td> <td>596.64</td> </tr> <tr> <td>Traveler Reimbursement:</td> <td>453.48</td> </tr> <tr> <td>(Due From Traveler if negative)</td> <td></td> </tr> <tr> <td>Total Amount Reimbursed:</td> <td>1,052.10</td> </tr> </table> <p>Expense Category Details</p> <table border="1"> <thead> <tr> <th>Expense Category</th> <th>Agency/Account</th> <th>Transaction</th> <th>Accounting System</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1 COM. CHARGE</td> <td>AGENCY LEAD</td> <td>H-08-09</td> <td>General Travel FY08</td> <td>626.58</td> </tr> <tr> <td>1 LODGING TAX</td> <td>GOVCC</td> <td>H-06-09</td> <td>General Travel FY08</td> <td>111.24</td> </tr> <tr> <td>1 Lodging-PerDiem</td> <td>GOVCC</td> <td>H-06-09</td> <td>General Travel FY08</td> <td>260.00</td> </tr> <tr> <td>1 MILE-PerGale</td> <td>OTHER</td> <td>H-06-09</td> <td>General Travel FY08</td> <td>201.50</td> </tr> <tr> <td>1 MILEAGE</td> <td>OTHER</td> <td>H-06-09</td> <td>General Travel FY08</td> <td>95.80</td> </tr> <tr> <td>1 RENTAL CAR</td> <td>GOVCC</td> <td>H-08-09</td> <td>General Travel FY08</td> <td>239.64</td> </tr> <tr> <td>1 TRANSACTION FEES</td> <td>AGENCY LEAD</td> <td>H-06-09</td> <td>General Travel FY08</td> <td>22.25</td> </tr> <tr> <td>1 Transport</td> <td>OTHER</td> <td>H-06-09</td> <td>General Travel FY08</td> <td>46.13</td> </tr> </tbody> </table> <p>Note: In the far left column at the bottom of the total page it shows the trip number. This will be important when you have more than one trip.</p>	Total Expenses:		1,029.81	Total Non-reimbursable Expenses:		557.81	Total Reimbursable Expenses:		1,052.10	Advance Outstanding:	0.00		Advance Applied:	8.80	8.80	Total Reimbursable Amount:		1,052.10	Total Charge Card Expenses:	1,156.45	596.64	Charge Card ATM Advance Total:	0.00	0.00	Total Amount On Charge Card:	1,156.45	596.64	Additional Payment to Charge Card:		0.00	Maximum Charge Card Reimbursement:		596.64	Actual Charge Card Reimbursement:	596.64	Traveler Reimbursement:	453.48	(Due From Traveler if negative)		Total Amount Reimbursed:	1,052.10	Expense Category	Agency/Account	Transaction	Accounting System	Amount	1 COM. CHARGE	AGENCY LEAD	H-08-09	General Travel FY08	626.58	1 LODGING TAX	GOVCC	H-06-09	General Travel FY08	111.24	1 Lodging-PerDiem	GOVCC	H-06-09	General Travel FY08	260.00	1 MILE-PerGale	OTHER	H-06-09	General Travel FY08	201.50	1 MILEAGE	OTHER	H-06-09	General Travel FY08	95.80	1 RENTAL CAR	GOVCC	H-08-09	General Travel FY08	239.64	1 TRANSACTION FEES	AGENCY LEAD	H-06-09	General Travel FY08	22.25	1 Transport	OTHER	H-06-09	General Travel FY08	46.13
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Part 2

Use the ADD feature to create a second voucher. This voucher (Trip 2) will be added to reflect the trip as it occurred. In this case, the traveler elected to drive to Buckhannon, WV using their personal vehicle.

You have just returned from a site visit for Buckhannon, WV (Upshur County). You left your residence by driving your personal vehicle on 8/22/08 and you returned on 8/30/08.

Actual Expenses

8/22 – 300 miles POV from residence to site

8/22 - \$60 hotel

8/22 - \$18.54 hotel tax

8/23 – \$60 hotel

8/23 – \$18.54 hotel tax

8/24 – \$60 hotel

8/24 – \$18.54 hotel tax

8/24 – 13 miles POV

8/25 – \$60 hotel

8/25 – \$18.54 hotel tax

8/25 – 13 miles POV

8/26 – \$60 hotel

8/26 – \$18.54 hotel tax

8/26 – 13 miles POV

8/27 – \$60 hotel

8/27 – \$18.54 hotel tax

8/27 – 13 miles POV

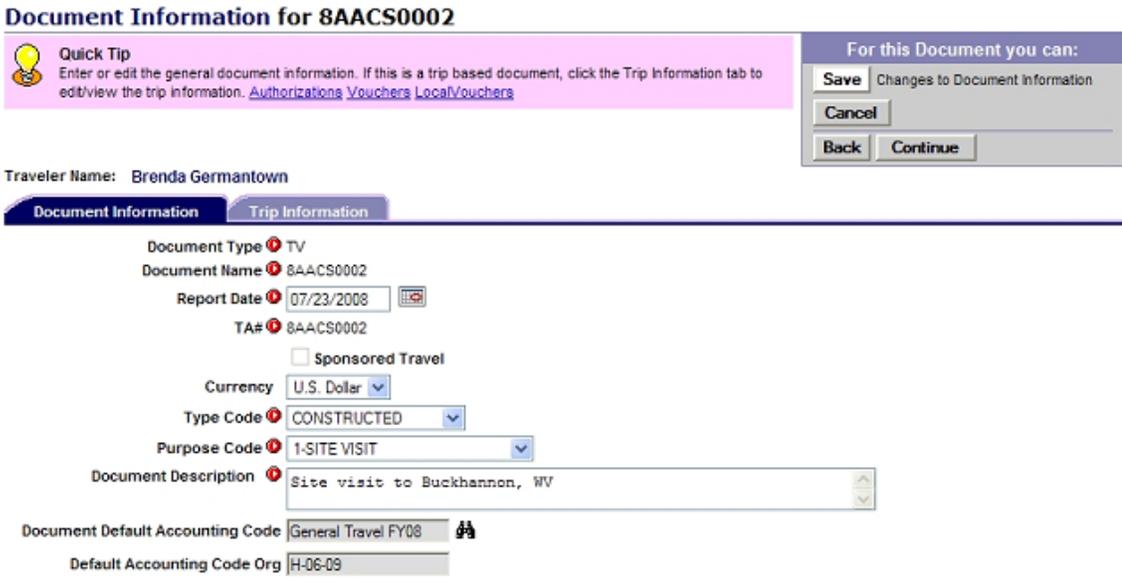
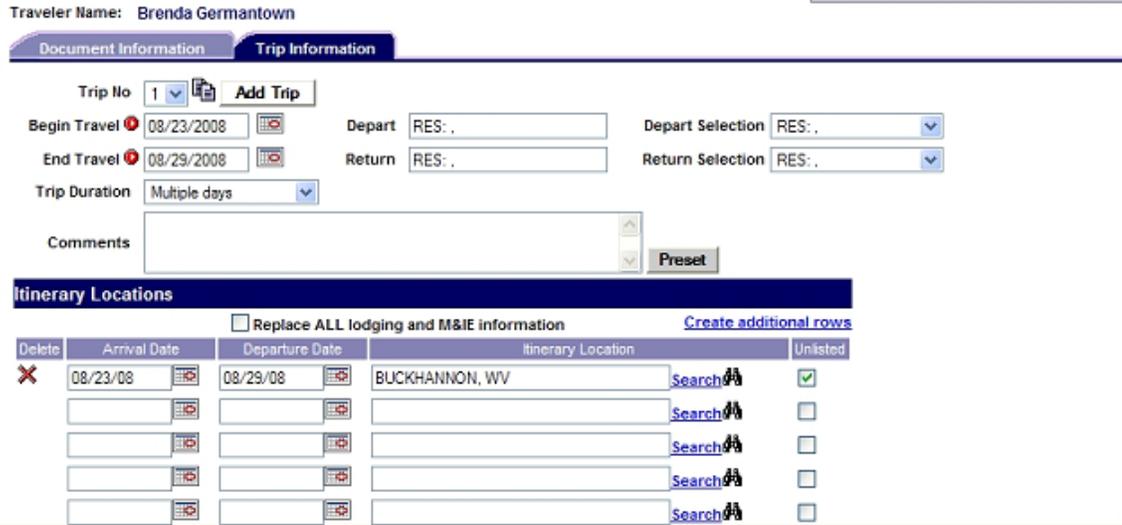
8/28 – \$60 hotel

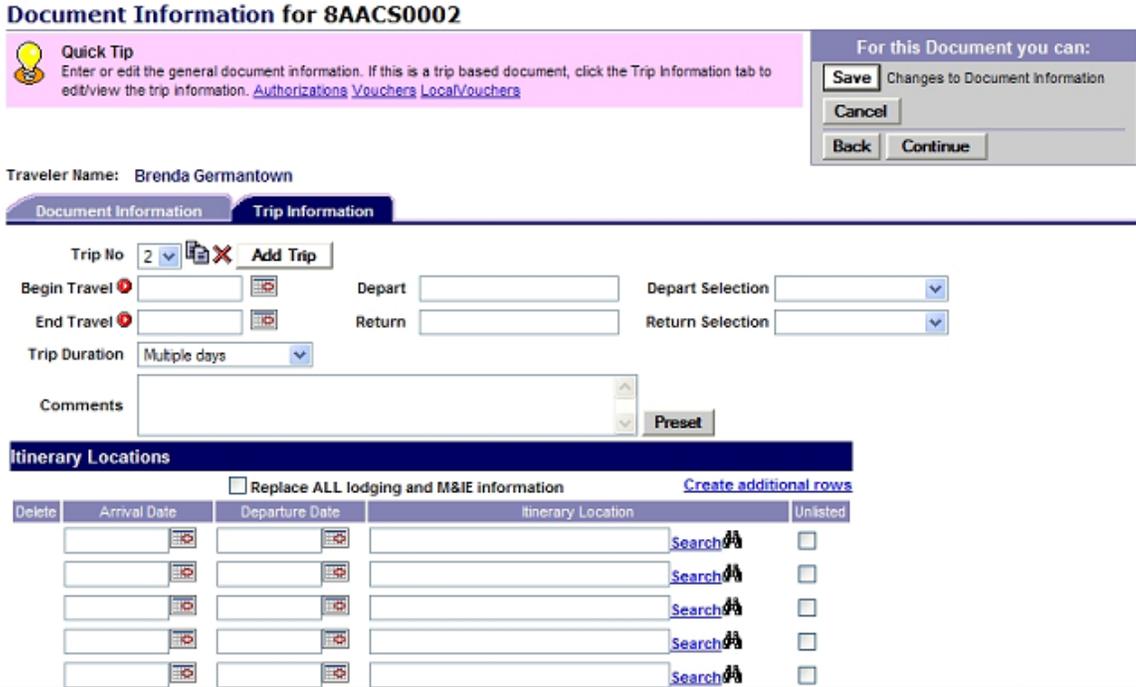
8/28 – \$18.54 hotel tax

8/29 - \$60 hotel

8/29 - \$18.54 hotel tax

8/30 – 300 miles POV from site to residence

Step	Action																														
1	<p>Click on Document Information from the <i>Document Toolbar</i> to bring up the <i>Document Information</i> page.</p>  <p>Document Information for 8AACS0002</p> <p>Quick Tip Enter or edit the general document information. If this is a trip based document, click the Trip Information tab to edit/view the trip information. Authorizations Vouchers LocalVouchers</p> <p>For this Document you can: <input type="button" value="Save"/> Changes to Document Information <input type="button" value="Cancel"/> <input type="button" value="Back"/> <input type="button" value="Continue"/></p> <p>Traveler Name: Brenda Germantown</p> <p>Document Information Trip Information</p> <p>Document Type TV Document Name 8AACS0002 Report Date 07/23/2008 TA# 8AACS0002 <input type="checkbox"/> Sponsored Travel Currency U.S. Dollar Type Code CONSTRUCTED Purpose Code 1-SITE VISIT Document Description Site visit to Buckhannon, WV </p> <p>Document Default Accounting Code General Travel FY08 Default Accounting Code Org H-06-09</p>																														
1a	<p>➤ Click on the <i>Trip Information</i> tab</p>  <p>Traveler Name: Brenda Germantown</p> <p>Document Information Trip Information</p> <p>Trip No 1 <input type="button" value="Add Trip"/></p> <p>Begin Travel 08/23/2008 Depart RES: <input type="text"/> Depart Selection RES: </p> <p>End Travel 08/29/2008 Return RES: <input type="text"/> Return Selection RES: </p> <p>Trip Duration Multiple days</p> <p>Comments <input type="button" value="Preset"/></p> <p>Itinerary Locations <input type="checkbox"/> Replace ALL lodging and M&IE information Create additional rows</p> <table border="1"> <thead> <tr> <th>Delete</th> <th>Arrival Date</th> <th>Departure Date</th> <th>Itinerary Location</th> <th>Unisted</th> </tr> </thead> <tbody> <tr> <td></td> <td>08/23/08 </td> <td>08/29/08 </td> <td>BUCKHANNON, WV </td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>➤ Click on the Add Trip button</p>	Delete	Arrival Date	Departure Date	Itinerary Location	Unisted		08/23/08	08/29/08	BUCKHANNON, WV	<input checked="" type="checkbox"/>					<input type="checkbox"/>															
Delete	Arrival Date	Departure Date	Itinerary Location	Unisted																											
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				<input type="checkbox"/>																											
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Step	Action									
1b	<p>A blank <i>Document Information</i> page / <i>Trip Information</i> tab appears</p>  <p>Enter the following information:</p> <ul style="list-style-type: none"> ➤ Begin Travel = 8/23/08 ➤ Depart = RES ➤ End Travel = 08/29/08 ➤ Return = RES ➤ Itinerary Location = <i>Buckhannon, WV</i> ➤ Check the Unlisted checkbox ➤ Click Save (<i>Changes to Document Information</i>) 									
2	Click on Expenses in the <i>Document Toolbar</i> to bring up the <i>Edit/Enter Expenses</i> page									
2a	<p>Enter the following information:</p> <table border="1" data-bbox="272 1640 1425 1841"> <thead> <tr> <th data-bbox="272 1640 500 1707">Date</th> <th data-bbox="500 1640 1045 1707">Expense Description</th> <th data-bbox="1045 1640 1425 1707">Cost</th> </tr> </thead> <tbody> <tr> <td data-bbox="272 1707 500 1774">8/23/08</td> <td data-bbox="500 1707 1045 1774">1POC-Private Vhcle</td> <td data-bbox="1045 1707 1425 1774">See 2b</td> </tr> <tr> <td data-bbox="272 1774 500 1841">8/23/08</td> <td data-bbox="500 1774 1045 1841">Lodging</td> <td data-bbox="1045 1774 1425 1841">\$60</td> </tr> </tbody> </table>	Date	Expense Description	Cost	8/23/08	1POC-Private Vhcle	See 2b	8/23/08	Lodging	\$60
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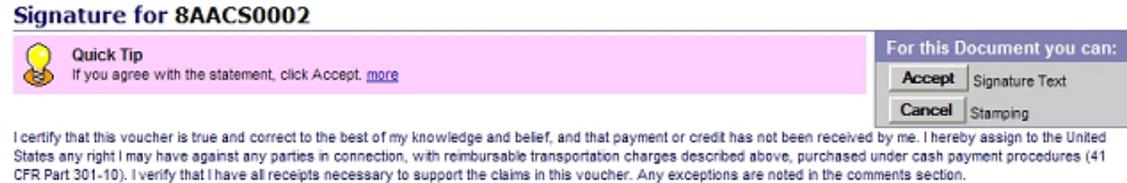
Step	Action		
2a	Date	Expense Description	Cost
	8/23/08	Hotel Tax	\$18.54
	8/24/08	Lodging	\$60
	8/24/08	Hotel Tax	\$18.54
	8/24/08	1POC-Private Vhcle	See 2c
	8/25/08	Lodging	\$60
	8/25/08	Hotel Tax	\$18.54
	8/25/08	1POC-Private Vhcle	See 2c
	8/26/08	Lodging	\$60
	8/26/08	Hotel Tax	\$18.54
	8/26/08	1POC-Private Vhcle	See 2c
	8/27/08	Lodging	\$60
	8/27/08	Hotel Tax	\$18.54
	8/27/08	1POC-Private Vhcle	See 2c
	8/28/08	Lodging	\$60
	8/28/08	Hotel Tax	\$18.54
	8/29/08	Lodging	\$60
	8/29/08	Hotel Tax	\$18.54
	8/30/08	1POC-Private Vhcle	See 2b
Click the <input type="button" value="Save"/> (<i>Expense Changes</i>) button when completed			

Step	Action
2b	<p>To have the system calculate the mileage, click on the Show Expense Details  icon. This will bring up a new window.</p> <div data-bbox="289 394 1414 842"> <p>Expense Details for MILEAGE 08/22/2008</p> <div style="border: 1px solid black; padding: 5px;"> <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> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>For this page you can:</p> <p>Use Expense Detail Updates Close without Saving Expense Details</p> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>General Details Mileage Details</p> <p>Expense Date: 08/22/2008 Expense Cost: [] USD Payment Method: OTHER Reimbursable: <input checked="" type="checkbox"/> Taxable: <input type="checkbox"/> Quantity: [] Rate: 0.405 Vendor: [] Accounting Code: H-06-09/General Travel FY08 Expense Category: MILEAGE Expense Description: TPOC-Private Vhcle Comments: []</p> </div> </div> <p>➤ Enter 300 in the <i>Quantity</i> field</p> <p>➤ Click in another field or press TAB</p> <p>The <i>Expense Cost</i> field will automatically fill in with the calculated cost.</p> <p>➤ Click the Use (<i>Expense Detail Updates</i>) button to close this window and populate the <i>Cost</i> field</p> <p>➤ Click the Copy  icon on that expense line</p> <p>➤ On the new line at the bottom change the date from 8/22/08 to 8/30/08</p> <p>➤ Click the Save (<i>Expense Changes</i>) button when completed</p>

Step	Action
2c	<p>To have the system calculate the mileage, click on the Show Expense Details  icon. This will bring up a new window.</p> <div data-bbox="295 405 1416 850"> <p>Expense Details for MILEAGE 08/23/2008</p> <div data-bbox="295 443 1091 546"> <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> </div> <div data-bbox="1091 443 1416 546"> <p>For this page you can: <input type="button" value="Use"/> Expense Detail Updates <input type="button" value="Close"/> without Saving Expense Details</p> </div> <div data-bbox="295 556 1416 850"> <p>General Details Mileage Details</p> <p>Expense Date: 08/24/2008 Payment Method: OTHER</p> <p>Expense Cost: 5.27 USD <input checked="" type="checkbox"/> Reimbursable <input type="checkbox"/> Taxable</p> <p>Quantity: 13 Rate: 0.405 Vendor: [icon]</p> <p>Expense Category: MILEAGE Accounting Code: H-06-09/General Travel FY08</p> <p>Expense Description: 1POC-Private Vhcle</p> <p>Comments: [text area]</p> </div> </div> <ul style="list-style-type: none"> ➤ Enter 13 in the <i>Quantity</i> field ➤ Click in another field or press TAB <p>The <i>Expense Cost</i> field will automatically fill in with the calculated cost.</p> <ul style="list-style-type: none"> ➤ Click the Use (<i>Expense Detail Updates</i>) button to close this window and populate the <i>Cost</i> field ➤ Scroll to the right for that expense line ➤ Enter 8/27/08 in the Copy Through field <div data-bbox="295 1260 1416 1291"> <p>[dropdown] MILEAGE [dropdown] 5.27 [dropdown] OTHER [dropdown] 8/27/08 [dropdown] H-06-09/General Travel FY08</p> </div> <ul style="list-style-type: none"> ➤ Click the Save (<i>Expense Changes</i>) button when completed

Step	Action																																																																																				
3	<p>Click on Totals in the <i>Document Toolbar</i> to open up the <i>Total Details</i> page. Scroll to the bottom of the page to view the <i>Expense Category Details</i></p> <p style="text-align: right;">Total Amount Reimbursed: 1,166.44</p> <p style="text-align: center;">(Totals are based on trip 2)</p> <table border="1" data-bbox="293 516 1419 848"> <thead> <tr> <th colspan="6">Expense Category Details</th> </tr> <tr> <th>Trip</th> <th>Expense Category</th> <th>Payment Method</th> <th>Organization</th> <th>Accounting Code Label</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>COM. CARRIER</td> <td>AGENCY CARD</td> <td>H-06-09</td> <td>General Travel FY08</td> <td>535.56</td> </tr> <tr> <td>1</td> <td>LODGING TAX</td> <td>GOVCC</td> <td>H-06-09</td> <td>General Travel FY08</td> <td>111.24</td> </tr> <tr> <td>1</td> <td>Lodging-PerDiem</td> <td>GOVCC</td> <td>H-06-09</td> <td>General Travel FY08</td> <td>360.00</td> </tr> <tr> <td>1</td> <td>M&E-PerDiem</td> <td>OTHER</td> <td>H-06-09</td> <td>General Travel FY08</td> <td>201.50</td> </tr> <tr> <td>1</td> <td>MILEAGE</td> <td>OTHER</td> <td>H-06-09</td> <td>General Travel FY08</td> <td>95.60</td> </tr> <tr> <td>1</td> <td>RENTAL CAR</td> <td>GOVCC</td> <td>H-06-09</td> <td>General Travel FY08</td> <td>238.64</td> </tr> <tr> <td>1</td> <td>TRANSACTION FEES</td> <td>AGENCY CARD</td> <td>H-06-09</td> <td>General Travel FY08</td> <td>22.25</td> </tr> <tr> <td>1</td> <td>Transport</td> <td>OTHER</td> <td>H-06-09</td> <td>General Travel FY08</td> <td>45.12</td> </tr> <tr> <td>2*</td> <td>LODGING TAX</td> <td>GOVCC</td> <td>H-06-09</td> <td>General Travel FY08</td> <td>148.32</td> </tr> <tr> <td>2*</td> <td>Lodging-PerDiem</td> <td>GOVCC</td> <td>H-06-09</td> <td>General Travel FY08</td> <td>480.00</td> </tr> <tr> <td>2*</td> <td>M&E-PerDiem</td> <td>OTHER</td> <td>H-06-09</td> <td>General Travel FY08</td> <td>263.50</td> </tr> <tr> <td>2*</td> <td>MILEAGE</td> <td>OTHER</td> <td>H-06-09</td> <td>General Travel FY08</td> <td>274.62</td> </tr> </tbody> </table> <p>* denotes lowest cost trip for constructed voucher</p>	Expense Category Details						Trip	Expense Category	Payment Method	Organization	Accounting Code Label	Amount	1	COM. CARRIER	AGENCY CARD	H-06-09	General Travel FY08	535.56	1	LODGING TAX	GOVCC	H-06-09	General Travel FY08	111.24	1	Lodging-PerDiem	GOVCC	H-06-09	General Travel FY08	360.00	1	M&E-PerDiem	OTHER	H-06-09	General Travel FY08	201.50	1	MILEAGE	OTHER	H-06-09	General Travel FY08	95.60	1	RENTAL CAR	GOVCC	H-06-09	General Travel FY08	238.64	1	TRANSACTION FEES	AGENCY CARD	H-06-09	General Travel FY08	22.25	1	Transport	OTHER	H-06-09	General Travel FY08	45.12	2*	LODGING TAX	GOVCC	H-06-09	General Travel FY08	148.32	2*	Lodging-PerDiem	GOVCC	H-06-09	General Travel FY08	480.00	2*	M&E-PerDiem	OTHER	H-06-09	General Travel FY08	263.50	2*	MILEAGE	OTHER	H-06-09	General Travel FY08	274.62
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	<p>Note: There is a note found at the bottom - *denotes lowest cost trip for constructed voucher. This shows which trip is most advantageous to the Government. Had the personal vehicle been more, the traveler would have been responsible for any additional costs incurred.</p>																																																																																				

Step	Action
4	<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> <pre> ===== 07/26/08 TV PAGE 1 ** Read Privacy Act On Last Page ** TV: 8AACS0002 Travel Au 8AACS0002 ===== 1) NAME: Germantown, Brenda . VNum: ****-*0010 ADDR: 123 Main Street PHONE: 301-123-1212 Germantown, MD 20876 MAIL CD: ORG: H-06-09 DUTY: Gaithersburg TZ: 6 TITLE: RES: , SEC CLR: HOURS: 8 CARD: CARD HOLDER FPB H BUREAU 14 ===== 2) FROM TO TRAVEL TA DATE TRIP PURPOSE TRIP TYPE ----- 08/22/08 08/30/08 8AACS0002 07/26/08 1-SITE VISIT CONSTRUCTED ===== 3) GTR/TICKET NO VALUE CR CLS DATE FROM TO ----- 4) ACCT 2-CNSTRC TRIP 2 5) FINANCE OFFICE ----- General Travel FY09 1,166.44 2009-14-ESHKNEEP00-06020000-00000000----- ----- 6) NON-REIMBURSABLE EXPENSES ----- TOTAL AMOUNT CLAIMED ----- 1,166.44 ADVANCE OUTSTANDING --- 0.00 ADVANCE APPLIED ----- 0.00 ----- NET TO TRAVELER (GOVT) ----- 1,166.44 ===== </pre>

Step	Action
5	<p>Click on Document Status in the <i>Document Toolbar</i> to open up the <i>Status</i> page. The page will default with <i>Signed</i> in the Status to Apply field.</p>  <p>➤ Enter your <i>Signature PIN</i></p> <p>➤ Enter your <i>Remarks</i></p> <p>➤ Click the Stamp (<i>and Submit Document</i>) button</p>
6	<p>The <i>Signature</i> page appears with a statement that should be read.</p>  <p>➤ Click the Accept (<i>Signature Text</i>) button</p> <p>The document will then be routed to the first level of the electronic approval process and you will be taken back to the <i>Home</i> page.</p>

Long Term TDY Travel Authorization

Objectives:

- Create TA for a long term TDY

Notes:

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

Instructions: Execute the following steps:

You have been sent on a 3 month detail to Norfolk, VA. You leave March 15th and will not return until June 15th. Your POV costs will include a person taking you to the airport and picking you up. Your authorization will need to include the following costs:

Estimated Expenses

\$423.00 = Round-trip air fare

\$23.01 = Transaction Fee

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

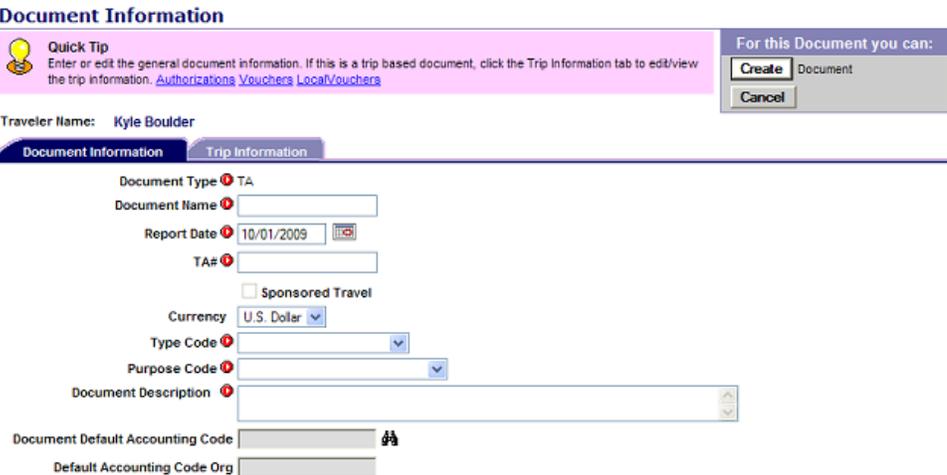
\$1700 for Rental Car

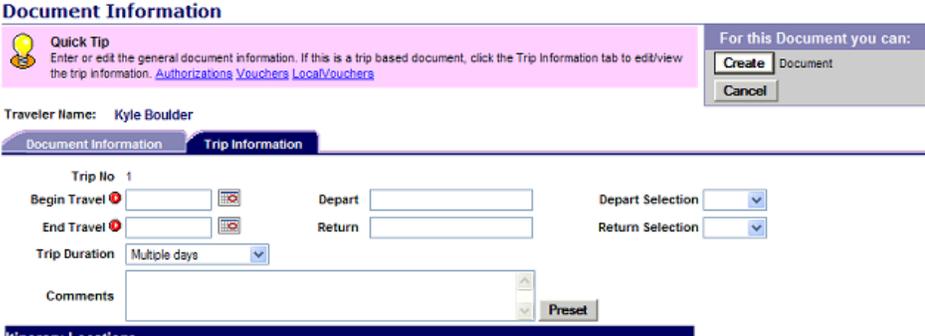
\$450 for Rental Car Gas

\$1350 for Parking

\$1800 for Hotel Tax

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

Step	Action
2	<p>The <i>New Document</i> screen appears.</p> <p>For a Traveler, the information for the Vendor Number and Traveler name will automatically fill in.</p>  <p>➤ Click on the Document Type drop-down listing and select TA</p> <p>➤ Click the Create (<i>this Document</i>) button</p>
3	<p>The <i>Document Information</i> screen appears with the <i>Document Information</i> tab highlighted and fields displaying.</p>  <p>Enter the following information:</p> <p>➤ Document Name = <i>Same as TA#</i></p> <p>➤ TA# = <i>Use the next available one listed on your sheet</i></p> <p>➤ Type Code = <i>1-SINGLE-DOMESTIC</i></p> <p>➤ Purpose Code = <i>9-OTHER (See below)</i></p> <p>➤ Document Description = <i>90 day TDY Detail to Norfolk, VA</i></p>

Step	Action
4a	<p>Click on the <i>Trip Information</i> tab. If you click the <i>Create</i> button prior to clicking the tab you will receive an error message, click OK and it will take you to this tab.</p>  <p>Enter the following information in the top part of the screen:</p> <ul style="list-style-type: none"> ➤ Begin Travel = 03/15/## ➤ Depart = RES ➤ End Travel = 06/15/## ➤ Return = RES
4b	<p>The values selected in the Begin & End Travel dates will automatically populate in the <i>Itinerary Location</i> area. These dates must be filled in prior to filing in the <i>Itinerary Location</i> field.</p> <ul style="list-style-type: none"> ➤ Lookup or Enter the location (i.e. Norfolk, VA) ➤ Click the Create (<i>Document</i>) button <p>The <i>Document Information</i> screen still appears but the <i>Document Toolbar</i> now has different options available. It will also show your Document Name & TA#.</p> <ul style="list-style-type: none"> ➤ Click on Expenses in the <i>Document Toolbar</i> to bring up the <i>Edit/Enter Expenses</i> screen.

Step	Action														
5	<p>Enter the following information on the <i>Edit/Enter Expenses</i> screen:</p> <table data-bbox="280 352 925 609"> <tr> <td>Airline Flight</td> <td>\$423.00 (Class = Y)</td> </tr> <tr> <td>TMC Transaction Fee</td> <td>\$23.01</td> </tr> <tr> <td>Rental Car</td> <td>\$1500.00</td> </tr> <tr> <td>Gas-Rental/Govt Car</td> <td>\$450.00</td> </tr> <tr> <td>Parking Fees</td> <td>\$1350.00</td> </tr> <tr> <td>Hotel Tax</td> <td>\$1800.00</td> </tr> <tr> <td>IPOC-Private Vhcle</td> <td>25x4 = total mileage</td> </tr> </table> <p>➤ Click the Save (<i>Expense Changes</i>) button when completed</p>	Airline Flight	\$423.00 (Class = Y)	TMC Transaction Fee	\$23.01	Rental Car	\$1500.00	Gas-Rental/Govt Car	\$450.00	Parking Fees	\$1350.00	Hotel Tax	\$1800.00	IPOC-Private Vhcle	25x4 = total mileage
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6	<p>Click on Accounting in the <i>Document Toolbar</i> to open up the <i>Available Accounting Code</i> screen.</p> <p>➤ Verify there is current FY accounting code ➤ If there is not, click on one from your master list</p>														
7	<p>➤ Check the totals ➤ Preview the document ➤ Do Pre-Audit Results ➤ Stamp the document SIGNED</p> <p>The <i>Pre-Audit Results for Document #</i> screen appears.</p> <p>➤ Verify the document status is PASS ➤ Click the Continue (<i>Stamping the Document</i>) button</p> <p>The document will then be routed to the first level of the electronic approval process and you will be taken back to the <i>Home</i> screen where a message toward the bottom stating and email has been sent to “email address”.</p>														