

Blanket Travel Authorizations

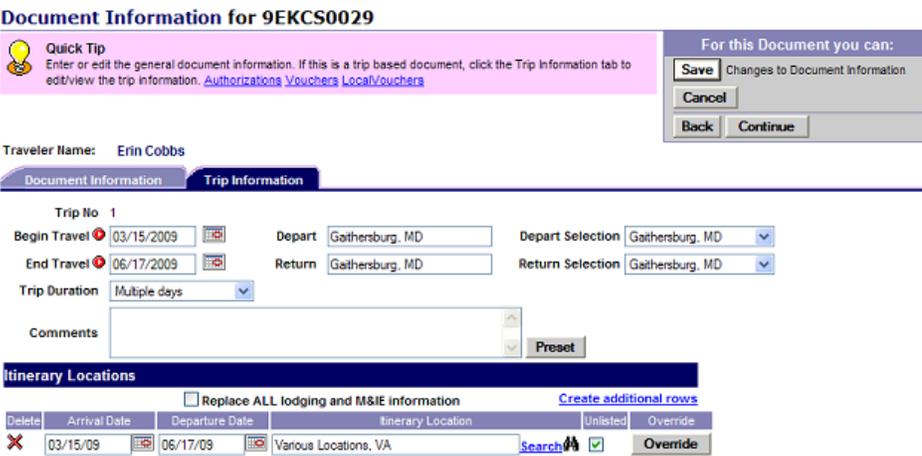
According to the NOAA Travel Regulations, section 301-2.1(l), a blanket travel authorization is issued to pre-approve multiple trips which cannot be scheduled in advance. Blanket travel authorizations should be limited to repetitive operational travel; should include a specific purpose that would apply to all trips made under the blanket travel authorization; should be limited as to duration and places to be visited; and cannot be used for conferences, meetings, seminars, etc.

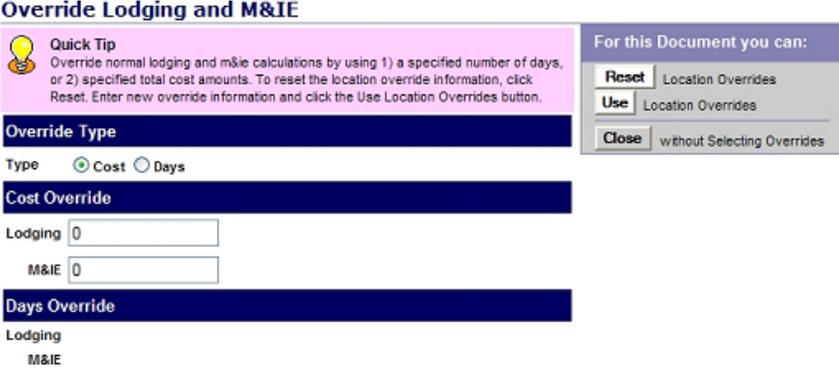
The NOAA Travel Regulations, section 301-2.5(e) requires a higher level of authorization for blanket travel authorizations.

The NOAA Travel Regulations, section 301-2.1(n) & (o) states blanket authorizations are not used for obligating travel funds. Therefore, all blanket travel authorizations are for zero (\$0) dollar amounts only. ITM edits will prevent users from vouchering against a blanket authorization.

Individual trip travel authorizations are used to estimate the cost of each trip taken under a blanket authorization. The TA number format for the individual trip authorizations will also follow the same guidelines as the blank authorization. Vouchers are then prepared against the individual trip authorizations.

Step	Action
1	<p>From the <i>Document Information</i> page under the <i>Document Information</i> tab enter the following information when doing BLANKET TAs:</p> <p>Document Name should equal the TA number. The TA number should contain a “B” in it – based on the regulation requirements.</p> <p>The Type Code should be <i>1-BLANKET-DOMESTIC</i></p> <p>The Purpose Code should be <i>9-OTHER (See Below)</i></p> <p>The Document Description should contain the remarks – Blanket Authorization to various locations in...(list the state and the time frames)</p> <p>Note: NOAA Travel Regulations (NTR), sections 301-2.1(n), (p) and (q) explains the required structure of travel authorization numbers.</p>

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1a	<p>Click on the <i>Document Information</i> tab</p> <ul style="list-style-type: none"> ➤ Enter the Begin/End Travel dates ➤ Enter the Depart/Return Selection ➤ Enter any Comments <p>The Arrival/Departure dates should automatically populate based on the Begin/End Travel dates.</p> <ul style="list-style-type: none"> ➤ Enter Various Locations, (state) ➤ Click the Unlisted checkbox  <p>Document Information for 9EKCS0029</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: Erin Cobbs</p> <p>Document Information Trip Information</p> <p>Trip No 1</p> <p>Begin Travel 03/15/2009 Depart Gathersburg, MD Depart Selection Gathersburg, MD End Travel 06/17/2009 Return Gathersburg, MD Return Selection Gathersburg, MD</p> <p>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&E 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>Unlisted</th> <th>Override</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>03/15/09</td> <td>06/17/09</td> <td>Various Locations, VA</td> <td><input checked="" type="checkbox"/></td> <td><input type="button" value="Override"/></td> </tr> </tbody> </table> <ul style="list-style-type: none"> ➤ Click <input type="button" value="Override"/> 	Delete	Arrival Date	Departure Date	Itinerary Location	Unlisted	Override	<input checked="" type="checkbox"/>	03/15/09	06/17/09	Various Locations, VA	<input checked="" type="checkbox"/>	<input type="button" value="Override"/>
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1b	<p>The Override Lodging and M&IE screen appears.</p> <p>Under the <i>Cost Override</i> section:</p> <ul style="list-style-type: none"> ➤ Enter 0 in the Lodging field ➤ Enter 0 in the M&IE field  <ul style="list-style-type: none"> ➤ Click the Use (<i>Location Overrides</i>) ➤ Click the Create (<i>Document</i>) 																																																																
2	<p>If you click on Expenses in the Document Toolbar the Expense screen will open and it will appear that there are costs in the lodging and M&IE costs. The override you did does not change this screen, but if you look at the totals, you will see there are no costs associated to the document.</p>  <p>Edit/Enter Expenses for Travel Authorization: 9EKCS0029</p> <p>Expense Category: (All Expenses) Search</p> <p>Start Date: End Date:</p> <p>Current Allocation Method: By Expense Category / Payment Method Currency: U.S. Dollar</p> <table border="1"> <thead> <tr> <th colspan="2">Expense Entry</th> <th>Customize Display</th> <th colspan="2"></th> <th>Add Rows</th> <th>Prev 25</th> <th>Next 25</th> </tr> <tr> <th>Delete</th> <th>Copy</th> <th>Itemize</th> <th>Date</th> <th>Expense Description</th> <th>Expense Category</th> <th>Cost</th> <th>Payment Method</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>03/15/2009</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>35.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>03/15/2009</td> <td>M&IE</td> <td>M&IE-PerDiem</td> <td>20.00</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>03/16/2009</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>35.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>03/16/2009</td> <td>M&IE</td> <td>M&IE-PerDiem</td> <td>20.00</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>03/17/2009</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>35.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>03/17/2009</td> <td>M&IE</td> <td>M&IE-PerDiem</td> <td>20.00</td> <td>OTHER</td> </tr> </tbody> </table>	Expense Entry		Customize Display			Add Rows	Prev 25	Next 25	Delete	Copy	Itemize	Date	Expense Description	Expense Category	Cost	Payment Method	<input type="checkbox"/>			03/15/2009	Lodging	Lodging-PerDiem	35.00	GOVCC	<input type="checkbox"/>			03/15/2009	M&IE	M&IE-PerDiem	20.00	OTHER	<input type="checkbox"/>			03/16/2009	Lodging	Lodging-PerDiem	35.00	GOVCC	<input type="checkbox"/>			03/16/2009	M&IE	M&IE-PerDiem	20.00	OTHER	<input type="checkbox"/>			03/17/2009	Lodging	Lodging-PerDiem	35.00	GOVCC	<input type="checkbox"/>			03/17/2009	M&IE	M&IE-PerDiem	20.00	OTHER
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3	<p>If you click on Totals in the <i>Document Toolbar</i> you will see the following:</p>  <p>Total Details for 9EKCS0029</p> <p>Quick Tip Click the View Advances for Document link to add or update an advance. more</p> <p>Currency: U.S. Dollar Total Estimated Expenses: 0.00 Computed Advance Authorized: 0.00 Advance Requested: 0.00</p> <p>For this Document you can: View Advances for Document Back Continue</p> <p>Expense Category Details</p> <table border="1"> <thead> <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> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p>Expense Category Advance Details</p> <table border="1"> <thead> <tr> <th>Expense Category</th> <th>Advance</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Expense Category	Payment Method	Organization	Accounting Code Label	Amount						Expense Category	Advance		
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4	<p>Follow the rest of the steps that you would when completing an authorization, such as totals, accounting, previewing the document, doing pre-audits and stamping it.</p>														