

Exercise #6: Create Travel Authorization – Award Ceremony with Guest**Objectives:**

- Create a Travel Authorization for an Award Ceremony
- Include Traveler and Guest on Travel Authorization

Notes:

The Department of Commerce Travel Handbook, section C301-88 states that travel and per diem (Lodging plus Meals and Incidental Expenses (M&IE)) expenses may be provided to a Departmental award recipient for attendance at a major award ceremony (e.g., Presidential award ceremony, the Department's annual award ceremony, or a prestigious honorary award ceremony sponsored by a non-Federal organization). In addition, bureaus may provide reimbursement of travel and per diem expenses for one individual traveler of the award recipient's choosing. This person can be a family member or another person whose close association with the employee is the equivalent of a family relationship.

This section goes on to state that one travel authorization (order) shall be issued that covers both the employee and the additional traveler and that the employee will be responsible for submitting a travel voucher to obtain reimbursement for the travel costs of themselves and the additional person.

However, if the employee wishes to take another traveler that is an employee, both employees will do individual authorizations, the guest stating they are a guest of an award recipient.

In addition, the NOAA Travel Regulations, section 301-2.5(j) gives the titles of the officials able to approve award ceremony travel.

Instructions: Execute the following steps:

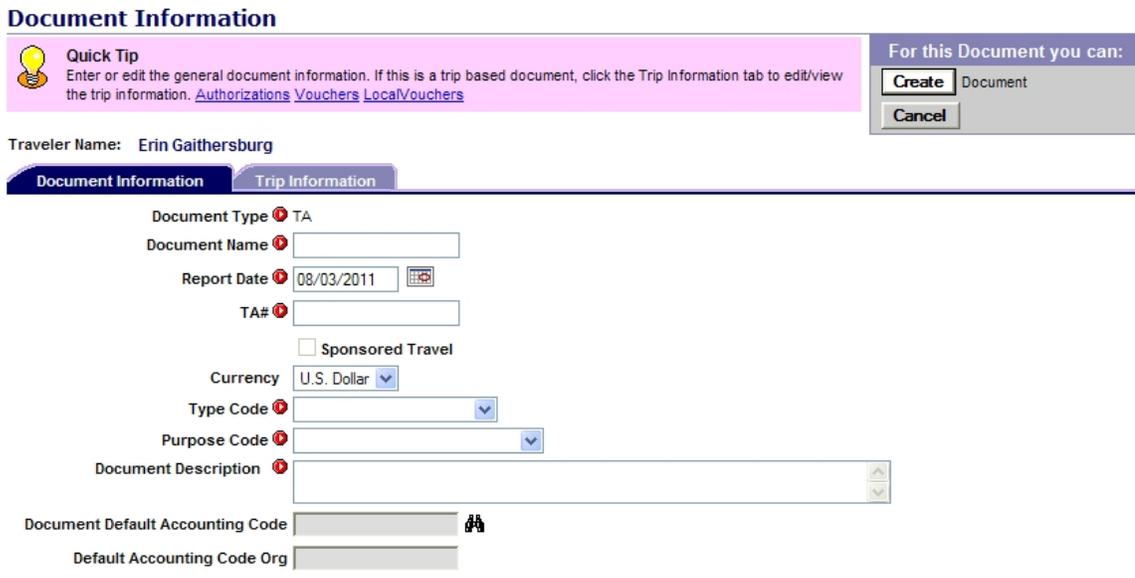
You are a departmental award recipient. You and a guest have been invited to attend the Department's annual award ceremony in Washington, DC on August 24th. You are coming from your Duty Station of Charleston, SC and your guest (Mother) is coming from Atlanta, GA and will have separate hotel rooms.

Estimated Expenses

\$315.00 = Round-trip air fare (Traveler)
\$385.00 = Round-trip air fare (Guest)
\$24.60 = TMC Transaction Fee per person
\$50.00 = Hotel Tax per person
\$75.00 = Taxi Fare per person
\$50.00 = Airport Shuttle per person

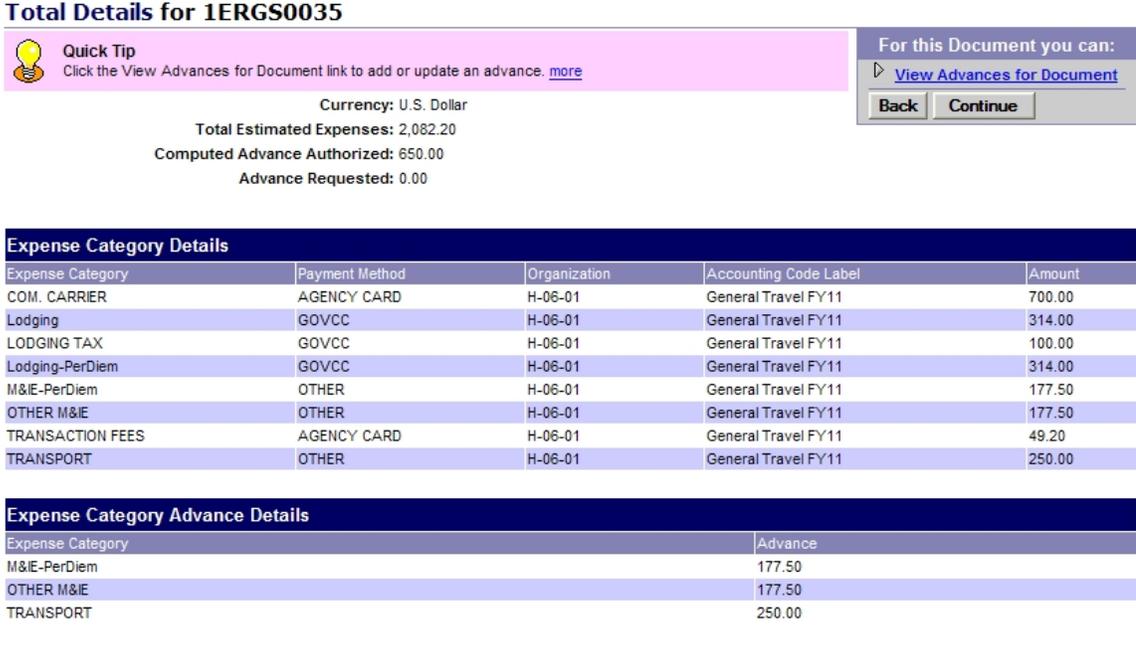
Step	Action
1	<p>From the <i>Home</i> screen:</p> <p>➤ Click Create New Document from the <i>Document Toolbar</i></p>
2	<p>For a Group Administrator, you will need to select a traveler by clicking on the Lookup icon  by either the VNum or Traveler Name field.</p> <div data-bbox="298 625 948 821" style="border: 1px solid #ccc; padding: 5px;"> <p>New Document</p> <div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 5px;"> <p> Quick Tip To select a traveler, click on the VNum or Traveler Name lookup button. more</p> </div> <p>VNum  <input type="text"/></p> <p>Traveler Name  <small>(Enter last name and click lookup)</small></p> </div>

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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="282 386 1024 926">  <p data-bbox="282 386 1024 472">Enter Search Criteria</p> <p data-bbox="282 472 1024 506">VNum <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Cancel"/></p> <p data-bbox="282 506 1024 539">Search Results Click on an entry to select it</p> <p data-bbox="282 539 1024 573">Search Results Prev 20 Next 20</p> <table border="1" data-bbox="282 573 1024 926"> <thead> <tr> <th>VNum</th> <th>Last Name</th> <th>First Name</th> <th>MI</th> </tr> </thead> <tbody> <tr><td>0001-00001</td><td>Gaithersburg</td><td>Erin</td><td>R</td></tr> <tr><td>0001-00002</td><td>Gaithersburg</td><td>Jackie</td><td>A</td></tr> <tr><td>0001-00003</td><td>Gaithersburg</td><td>Joan</td><td>O</td></tr> <tr><td>0001-00004</td><td>Gaithersburg</td><td>Michael</td><td>I</td></tr> 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2b	<p>The <i>New Document</i> screen appears with your traveler’s name and vendor number filled in.</p>  <p>New Document</p> <p>Quick Tip To select a traveler, click on the VNum or Traveler Name lookup button. more</p> <p>VNum 0001-00001</p> <p>Traveler Name Gaithersburg, Erin R</p> <p>Document Type 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> <ul style="list-style-type: none"> ➤ Click on the Document Type drop-down listing and select TA ➤ Click the <input type="button" value="Create"/> (<i>this Document</i>) button
3	<p>The <i>Document Information</i> screen appears with the <i>Document Information</i> tab highlighted and fields displaying.</p>  <p>Document Information</p> <p>Quick Tip Enter or edit the general document information. If this is a trip based document, click the Trip Information tab to edit/view the trip information. Authorizations Vouchers LocalVouchers</p> <p>For this Document you can: <input type="button" value="Create"/> Document <input type="button" value="Cancel"/></p> <p>Traveler Name: Erin Gaithersburg</p> <p>Document Information Trip Information</p> <p>Document Type TA</p> <p>Document Name</p> <p>Report Date 08/03/2011</p> <p>TA#</p> <p><input type="checkbox"/> Sponsored Travel</p> <p>Currency U.S. Dollar</p> <p>Type Code</p> <p>Purpose Code</p> <p>Document Description</p> <p>Document Default Accounting Code</p> <p>Default Accounting Code Org</p> <p>Enter the following information:</p> <ul style="list-style-type: none"> ➤ Document Name = <i>Same as TA#</i> ➤ TA# = <i>Use the next available one listed on your sheet</i> ➤ Type Code = <i>1-SINGLE-DOMESTIC</i> ➤ Purpose Code = <i>11-AWARD CER W/ GUEST</i> ➤ Document Description = <i>To attend Department’s annual awards ceremony in Washington DC. Invited Guest (Mother).</i>

Step	Action
4a	<p>Click on the Trip Information tab. If you click the Create button prior to clicking the tab you will receive an error message, click OK and it will take you to this tab.</p> <p>Enter the following information in the top part of the screen:</p> <ul style="list-style-type: none"> ➤ Begin Travel = 8/23/## ➤ Depart = RES ➤ End Travel = 8/25/## ➤ Return = RES
4b	<p>The values selected in the Begin & End Travel dates will automatically populate in the Itinerary Location area. These dates must be filled in prior to filing in the Itinerary Location field.</p> <ul style="list-style-type: none"> ➤ Lookup or Enter the location (i.e. Washington, DC) ➤ Click the Create (Document) button <p>The Document Information screen still appears but the Document Toolbar now has different options available. It will also show your Document Name & TA#.</p> <ul style="list-style-type: none"> ➤ Click on Expenses in the Document Toolbar to bring up the Edit/Enter Expenses screen.
5a	<p>If the guest is not staying in the room with you, you will need to give them lodging as well. To do this, use the drop-down arrow on a blank line and select: Award Cer w/Guest Lodging</p> <div data-bbox="289 1255 1380 1297" style="border: 1px solid gray; padding: 2px;"> 08/23/2011 Award Cer w/ Guest Lodging ▼ Lodging ▼ </div> <p>You will then have to enter the same amount as your lodging costs. Do this for the second night of lodging.</p>
5b	<p>The guest is also entitled to the same amount of M&IE as the traveler. Use the drop-down arrow on a blank line and select: Award Cer w/Guest M&IE</p> <div data-bbox="289 1549 1364 1591" style="border: 1px solid gray; padding: 2px;"> 08/23/2011 Award Cer w/ Guest M&IE ▼ OTHER M&IE ▼ </div> <p>You will then enter the same dates/costs as the traveler's M&IE costs. Save when finished.</p>

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5c	<p>When finished, it should look something like this:</p> <table border="1" data-bbox="289 352 1425 808"> <thead> <tr> <th colspan="6">Expense Entry</th> <th>Customize Display</th> <th>Add Rows</th> <th>Prev 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></th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>08/23/2011</td> <td>Award Cer w/ Guest Lodging</td> <td>Lodging</td> <td></td> <td>157.00</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>08/23/2011</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td></td> <td>157.00</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>08/23/2011</td> <td>M&E</td> <td>M&E-PerDiem</td> <td></td> <td>53.25</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>08/23/2011</td> <td>Award Cer w/ Guest M&E</td> <td>OTHER M&E</td> <td></td> <td>53.25</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>08/24/2011</td> <td>Award Cer w/ Guest Lodging</td> <td>Lodging</td> <td></td> <td>157.00</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>08/24/2011</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td></td> <td>157.00</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>08/24/2011</td> <td>M&E</td> <td>M&E-PerDiem</td> <td></td> <td>71.00</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>08/24/2011</td> <td>Award Cer w/ Guest M&E</td> <td>OTHER M&E</td> <td></td> <td>71.00</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>08/25/2011</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td></td> <td>0.00</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>08/25/2011</td> <td>M&E</td> <td>M&E-PerDiem</td> <td></td> <td>53.25</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>08/25/2011</td> <td>Award Cer w/ Guest M&E</td> <td>OTHER M&E</td> <td></td> <td>53.25</td> </tr> </tbody> </table>	Expense Entry						Customize Display	Add Rows	Prev 25	Delete	Copy	Itemize	Date	Expense Description	Expense Category		Cost	<input type="checkbox"/>			08/23/2011	Award Cer w/ Guest Lodging	Lodging		157.00	<input type="checkbox"/>			08/23/2011	Lodging	Lodging-PerDiem		157.00	<input type="checkbox"/>			08/23/2011	M&E	M&E-PerDiem		53.25	<input type="checkbox"/>			08/23/2011	Award Cer w/ Guest M&E	OTHER M&E		53.25	<input type="checkbox"/>			08/24/2011	Award Cer w/ Guest Lodging	Lodging		157.00	<input type="checkbox"/>			08/24/2011	Lodging	Lodging-PerDiem		157.00	<input type="checkbox"/>			08/24/2011	M&E	M&E-PerDiem		71.00	<input type="checkbox"/>			08/24/2011	Award Cer w/ Guest M&E	OTHER M&E		71.00	<input type="checkbox"/>			08/25/2011	Lodging	Lodging-PerDiem		0.00	<input type="checkbox"/>			08/25/2011	M&E	M&E-PerDiem		53.25	<input type="checkbox"/>			08/25/2011	Award Cer w/ Guest M&E	OTHER M&E		53.25
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5d	<p>Enter the rest of the following information on the <i>Edit/Enter Expenses</i> screen:</p> <p>Airline Flight Traveler \$315.00 (Class = Y) TMC Transaction Fee \$24.60 Airline Flight Guest (G) \$385.00 (Class = Y) TMC Transaction Fee (G) \$24.60 Hotel Tax \$100.00 (\$50/person) Taxi \$150.00 (\$75/person) Airport Shuttle \$100.00 (\$50/person)</p> <p>➤ Click the Save (<i>Expense Changes</i>) button when completed</p>																																																																																																									
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>																																																																																																									

Step	Action																																																												
7	<p>Click on Totals in the <i>Document Toolbar</i> to open up the <i>Total Details</i> screen.</p>  <p>Total Details for 1ERGS0035</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: 2,082.20 Computed Advance Authorized: 650.00 Advance Requested: 0.00</p> <p>For this Document you can: View Advances for Document Back Continue</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-06-01</td> <td>General Travel FY11</td> <td>700.00</td> </tr> <tr> <td>Lodging</td> <td>GOVCC</td> <td>H-06-01</td> <td>General Travel FY11</td> <td>314.00</td> </tr> <tr> <td>LODGING TAX</td> <td>GOVCC</td> <td>H-06-01</td> <td>General Travel FY11</td> <td>100.00</td> </tr> <tr> <td>Lodging-PerDiem</td> <td>GOVCC</td> <td>H-06-01</td> <td>General Travel FY11</td> <td>314.00</td> </tr> <tr> <td>M&IE-PerDiem</td> <td>OTHER</td> <td>H-06-01</td> <td>General Travel FY11</td> <td>177.50</td> </tr> <tr> <td>OTHER M&IE</td> <td>OTHER</td> <td>H-06-01</td> <td>General Travel FY11</td> <td>177.50</td> </tr> <tr> <td>TRANSACTION FEES</td> <td>AGENCY CARD</td> <td>H-06-01</td> <td>General Travel FY11</td> <td>49.20</td> </tr> <tr> <td>TRANSPORT</td> <td>OTHER</td> <td>H-06-01</td> <td>General Travel FY11</td> <td>250.00</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&IE-PerDiem</td> <td>177.50</td> </tr> <tr> <td>OTHER M&IE</td> <td>177.50</td> </tr> <tr> <td>TRANSPORT</td> <td>250.00</td> </tr> </tbody> </table> <p>The Lodging and M&IE expense categories costs should be the same for the traveler and the guest.</p>	Expense Category Details					Expense Category	Payment Method	Organization	Accounting Code Label	Amount	COM. CARRIER	AGENCY CARD	H-06-01	General Travel FY11	700.00	Lodging	GOVCC	H-06-01	General Travel FY11	314.00	LODGING TAX	GOVCC	H-06-01	General Travel FY11	100.00	Lodging-PerDiem	GOVCC	H-06-01	General Travel FY11	314.00	M&IE-PerDiem	OTHER	H-06-01	General Travel FY11	177.50	OTHER M&IE	OTHER	H-06-01	General Travel FY11	177.50	TRANSACTION FEES	AGENCY CARD	H-06-01	General Travel FY11	49.20	TRANSPORT	OTHER	H-06-01	General Travel FY11	250.00	Expense Category Advance Details		Expense Category	Advance	M&IE-PerDiem	177.50	OTHER M&IE	177.50	TRANSPORT	250.00
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8	<p>Finish the process with your TA:</p> <ul style="list-style-type: none"> ➤ Preview the document ➤ Review Pre-Audits ➤ Stamp Document Signed ➤ Click Continue on Pre-Audit screen <p>FOR EMPLOYEES TRAVLERS – 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> <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>																																																												

NOTE ON TA from TV: For certain expenses like “Taxi”, if the costs were occurred on the same day; those expenses could be grouped together. If the preference is to keep them separate, make sure to enter “Guest” in front of the expense description. Just as a reminder, any ad-hoc expense must have the expense category selected.