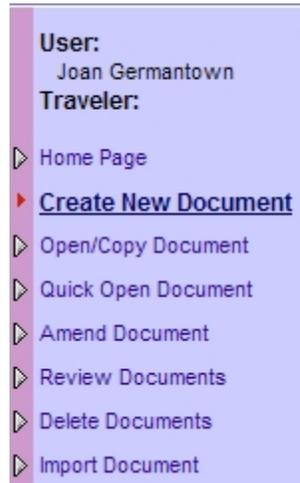


Creating a Basic Travel Authorization in ITM 9.0

Step	Action
1a	<ul style="list-style-type: none"> ➤ Open Internet Explorer ➤ Go to the following URL: https://itm-prod.rdc.noaa.gov/cgi-bin/90ipi/docprep/login.w
1b	<ul style="list-style-type: none"> ➤ Enter your <i>username</i> & <i>password</i> on the Login Page ➤ Click on Document Preparation <div style="text-align: right;">  </div> <div style="background-color: yellow; padding: 5px; margin-top: 10px;"> <p><i>Notes: If after entering your username and password you press ENTER, this will automatically take you to the Document Preparation screen</i></p> <p><i>If this is the first time logging into the system, you may be prompted to change your password and Signature Pin.</i></p> </div>
2	<p>From the Home page on the Document Toolbar</p> <ul style="list-style-type: none"> ➤ Click on Create New Document <div style="text-align: right;">  </div>

Creating a Basic Travel Authorization in ITM 9.0

Step	Action
3a	<p>For a general traveler the <i>VNum</i> and <i>Traveler Name</i> will automatically populate with your vendor number and name.</p> <p>New Document</p> <div style="border: 1px solid black; padding: 5px;">  Quick Tip To select a traveler, click on the EID or Traveler Name lookup button </div> <p style="text-align: center;"> VNum <input type="text" value="990000006"/>  </p> <p style="text-align: center;"> Traveler Name (Enter last name and click lookup) <input type="text" value="Germantown, Joan"/>  </p> <p style="text-align: center;"> Document Type <input type="text"/>  </p>

Creating a Basic Travel Authorization in ITM 9.0

Step	Action
4	<p>➤ Click the down arrow to select a Document Type</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Document Type </p> <div style="border: 1px solid gray; padding: 2px;"> <p style="background-color: #4F81BD; color: white; padding: 2px;">Govt Vch</p> <p>Govt Vch From Govt Auth</p> <p>LV</p> <p>TA</p> <p>TV From TA</p> </div> </div> <p>➤ Govt Vch = Voucher (for ITM 8.2 documents only)</p> <p>➤ Govt Vch From Govt Auth = Voucher from Authorization (for ITM 8.2 documents only)</p> <p>➤ LV = Local Voucher</p> <p>➤ TA = Travel Authorization</p> <p>➤ TV From TA = Travel Voucher from Travel Authorization</p> <p>➤ Click the Create button</p>
5	<p>On the <i>Document Information</i> tab enter the following information:</p> <ul style="list-style-type: none"> ➤ Document Name ➤ Report Date ➤ TA# ➤ Type Code ➤ Purpose Code ➤ Document Description <div style="margin-top: 20px;"> <p>Document Information</p> <div style="background-color: #F0F0F0; padding: 5px; border: 1px solid #ccc;"> <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> </div> <p>Traveler Name: Joan Germantown</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p style="background-color: #4F81BD; color: white; padding: 2px; margin: 0;">Document Information</p> <p style="background-color: #4F81BD; color: white; padding: 2px; margin: 0; text-align: center;">Trip Information</p> <hr style="border: 0.5px solid #4F81BD;"/> <p>Document Type TA</p> <p>Document Name <input type="text"/></p> <p>Report Date 05/28/2008 </p> <p>TA# <input type="text"/></p> <p><input type="checkbox"/> Sponsored Travel</p> <p>Currency <input type="text" value="U.S. Dollar"/></p> <p>Type Code <input type="text"/></p> <p>Purpose Code <input type="text"/></p> <p>Document Description <input type="text"/></p> <p>Document Default Accounting Code <input type="text"/> </p> <p>Default Accounting Code Org <input type="text"/></p> </div> </div>

Creating a Basic Travel Authorization in ITM 9.0

Step	Action
5a	<p>The Document Name and TA# should be the same and follow the format set up by NOAA Travel Regulations (NTR), section 301-2.8 through 301-2.19. Both of these numbers once used can not be used again.</p> <p><i>Note: The creator of the travel document used to be prompted when saving the information to enter the Document Name in ITM 8.2.</i></p>
5b	<p>The Report Date automatically fills in with the current system date. The calendar  icon may be used to select a different date or the date may be typed in the field. The date format should be MM/DD/YYYY.</p> <p><i>Note: The system will accept a value of MM/DD/YY if typed in the field. If the calendar function is used, the system will automatically put the date in the MM/DD/YYYY format.</i></p>
5c	<p>The Type Code represents the type of travel. This selection should match one of the following values:</p> <pre> 1-BLANKET-DOMESTIC 1-OVERRIDE-DOMESTIC 1-SINGLE-DOMESTIC 2-BLANKET-FOREIGN 2-OVERRIDE-FOREIGN 2-SINGLE-FOREIGN 6-BLANKET-OCONUS 6-OVERRIDE-OCONUS 6-SINGLE-OCONUS </pre>
5d	<p>The Purpose Code represents the reason for the travel. This selection should match one of the following values:</p> <pre> 1-SITE VISIT 10-AWARD CER EMP ONLY 11-AWARD CER W/ GUEST 2-INFORMATION MEETING 3-TRAINING ATTENDANCE 4-SPEECH OR PRESENTATION 5-REPORTABLE CONFERENCE 6-NON-REPORTABLE CONF. 7-ENTITLEMENT 8-SPECIAL MISSION 9-OTHER (see below) </pre> <p><i>Note: If either Reportable Conference or Non-Reportable Conf. is selected, the preparer of the travel document will then have to answer a series of questions which will allow the system to make sure the correct value is shown. If the incorrect selection is made, the system based off the answers will change the purpose type.</i></p>

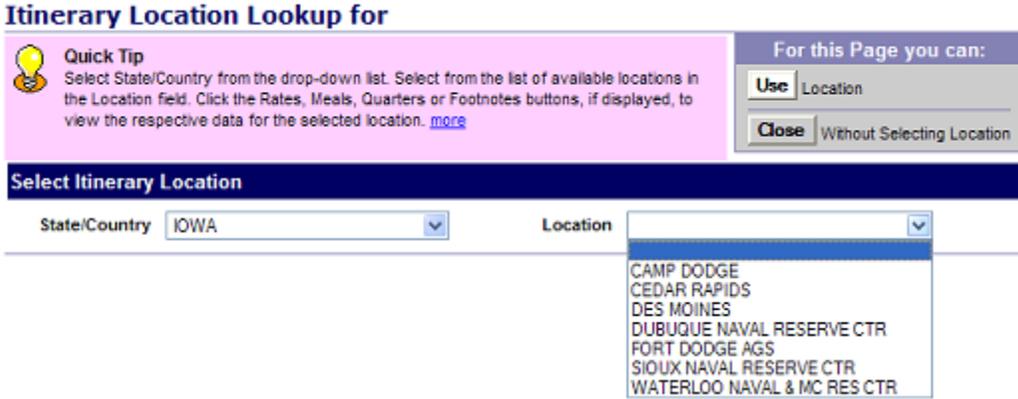
Creating a Basic Travel Authorization in ITM 9.0

Step	Action																								
5e	<p>The Document Description should be a brief explanation of the travel. Some things that could be included in this field are:</p> <ul style="list-style-type: none"> ➤ Purpose ➤ Dates ➤ Place(s) 																								
6	<p>Click on the Trip Information tab and enter the following information:</p> <ul style="list-style-type: none"> ➤ Begin Travel ➤ Depart ➤ End Travel ➤ Return ➤ Itinerary Location <div style="border: 1px solid black; padding: 10px;"> <p>Document Information</p> <div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc;"> <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> </div> <div style="text-align: right; margin-top: 5px;"> <p>For this []</p> <p><input type="button" value="Create"/></p> <p><input type="button" value="Cancel"/></p> </div> <p>Traveler Name: Joan Germantown</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; background-color: #4f81bd; color: white; padding: 2px;">Document Information Trip Information</p> </div> <p>Trip No 1</p> <p>Begin Travel <input type="text"/> Depart <input type="text"/> Depart Selection <input type="text"/></p> <p>End Travel <input type="text"/> Return <input type="text"/> Return Selection <input type="text"/></p> <p>Trip Duration <input type="text" value="Multiple days"/></p> <p>Comments <input type="text"/></p> <p style="text-align: right;"><input type="button" value="Preset"/></p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Itinerary Locations</p> <p style="text-align: center;"><input type="checkbox"/> Replace ALL lodging and M&IE information Create additional rows</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Arrival Date</th> <th style="width: 15%;">Departure Date</th> <th style="width: 50%;">Itinerary Location</th> <th style="width: 10%;">Unlisted</th> </tr> </thead> <tbody> <tr> <td><input type="text"/> </td> <td><input type="text"/> </td> <td><input type="text"/> Search </td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td><input type="text"/> </td> <td><input type="text"/> </td> <td><input type="text"/> Search </td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td><input type="text"/> </td> <td><input type="text"/> </td> <td><input type="text"/> Search </td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td><input type="text"/> </td> <td><input type="text"/> </td> <td><input type="text"/> Search </td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td><input type="text"/> </td> <td><input type="text"/> </td> <td><input type="text"/> Search </td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table> </div> </div>	Arrival Date	Departure Date	Itinerary Location	Unlisted	<input type="text"/>	<input type="text"/>	<input type="text"/> Search	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> Search	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> Search	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> Search	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> Search	<input type="checkbox"/>
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6a	<p>The Begin Travel field represents the date the travel starts. The calendar icon may be used to select a different date or the date may be typed in the field.</p> <div style="background-color: yellow; padding: 10px; border: 1px solid black;"> <p>Note: If typing the value in the field, the system will automatically shorten the format to MM/DD/YY. If using the calendar function, the system will keep the format as MM/DD/YYYY. Upon entering the value in the field the system will then place that same value in the first Arrival Date field. EXCEPT when making changes to the dates. Then the Arrival Date field will have to be changed as well.</p> </div>																								

Creating a Basic Travel Authorization in ITM 9.0

Step	Action
6b	<p>The Depart field is actually chosen using the drop down list found to the right of the field called Depart Selection.</p> <p><i>Note: Until a traveler fills out their traveler information, the only information showing on the drop-down list is RES – for residence.</i></p>
6c	<p>The End Travel field represents the date the travel starts. The calendar  icon may be used to select a different date or the date may be typed in the field.</p> <p><i>Note: If typing the value in the field, the system will automatically shorten the format to MM/DD/YY. If using the calendar function, the system will keep the format as MM/DD/YYYY. Upon entering the value in the field the system will then place that same value in the first Departure Date field. EXCEPT when making changes to the dates. Then the Departure Date field will have to be changed as well.</i></p>
6d	<p>The Return field is actually chosen using the drop down list found to the right of the field called Return Selection.</p> <p><i>Note: Until a traveler fills out their traveler information, the only information showing on the drop-down list is RES – for residence.</i></p>

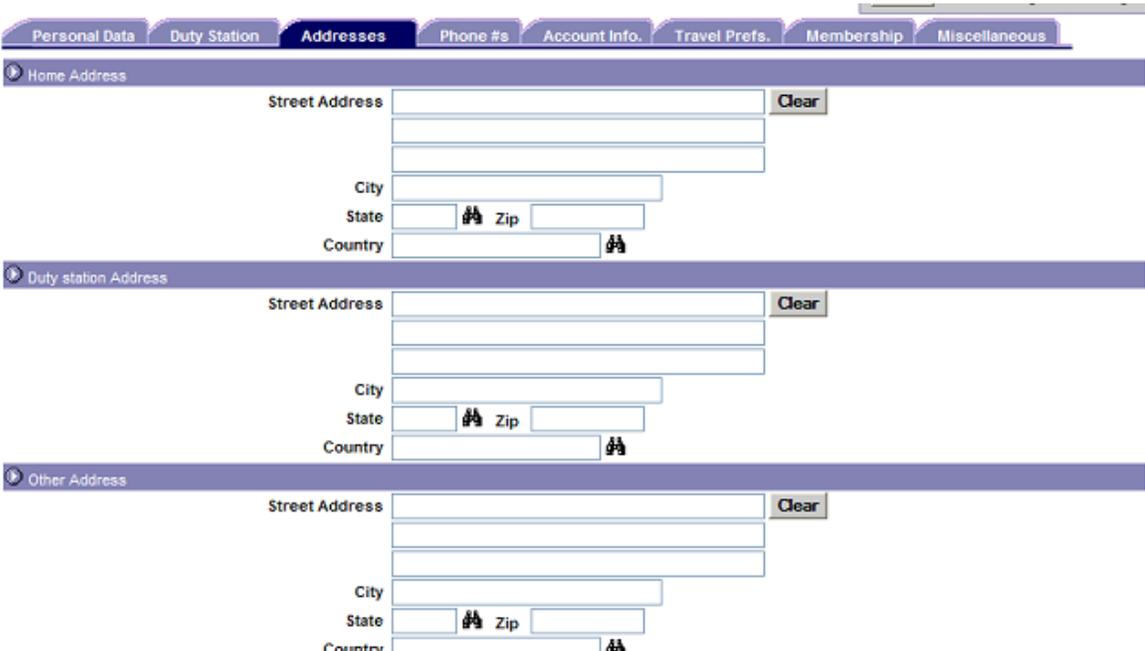
Creating a Basic Travel Authorization in ITM 9.0

Step	Action
6e	<p>The Itinerary Location field represents where the travel is taking place. Next to the field are a Search link and a Lookup  icon.</p> <p>The Search link is used when typing in the beginning value of your location. The system will then give you the location(s) that are closest to what was typed in a drop-down list below the field and filling in the field with the first or only location in the listing.</p>  <p>The Lookup icon will open up a new window:</p>  <p>Select the state or country and the location will automatically populate based on the previous choice. Select the location and click the Use button for it to populate the field and close this window.</p>
7	<p>Click the Create button to create your new travel authorization. The Document Toolbar will change to show new areas as well as show the document number & TA Number.</p>
8	<p>The first time logging into the system, you may have to validate or update your traveler information. To do this click on Traveler Info in the Document Toolbar.</p>

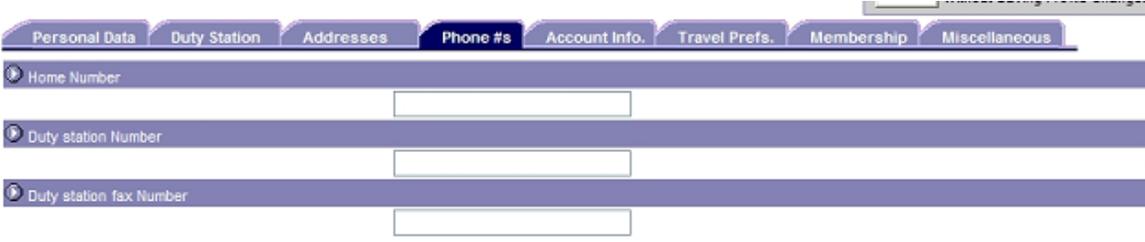
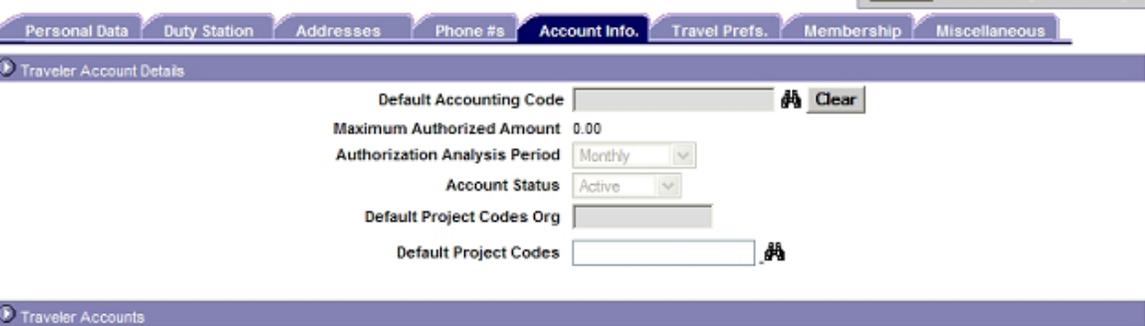
Creating a Basic Travel Authorization in ITM 9.0

Step	Action
9	<p>The Update Traveler Information page allows the creator of the document to update the traveler's information. Tabs contained on this page include:</p> <ul style="list-style-type: none"> ➤ Personal Data ➤ Duty Station ➤ Addresses ➤ Phone #s ➤ Account Info. ➤ Travel Prefs ➤ Membership ➤ Miscellaneous <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Update Traveler Information</p> <div style="display: flex; justify-content: space-between;"> <div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc;"> <p> Quick Tip Edit the traveler's information. Click on the tab to edit the respective data. Make all changes on all tabs and then save. more</p> </div> <div style="border: 1px solid #ccc; padding: 5px; background-color: #e0e0e0;"> <p>For this Page you can:</p> <p><input type="checkbox"/> Apply Changes Globally</p> <p>Save Profile Changes</p> <p>Close without Saving Profile Changes</p> </div> </div> <p>VNum 9900-00006 NAME Joan Germantown</p> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> Personal Data Duty Station Addresses Phone #s Account Info. Travel Prefs. Membership Miscellaneous </div> <div style="display: flex;"> <div style="flex: 1; border-right: 1px solid #ccc; padding-right: 5px;"> <p>Personal Information</p> <p>VNum ⊕ 9900-00006</p> <p>Host VNum <input type="text"/></p> <p>Name <input type="text"/></p> <p>Last Name ⊕ Germantown</p> <p>First Name ⊕ Joan MI <input type="text"/></p> <p>Gender <input type="text" value="N/A"/></p> <p>Prefix <input type="text"/></p> <p>Suffix <input type="text"/></p> <p>City of Residence <input type="text"/> State <input type="text"/></p> <p>E-Mail joan.germantown@noaa.gov</p> <p>Emergency Contact</p> <p>Name <input type="text"/></p> <p>Phone <input type="text"/></p> </div> <div style="flex: 1; padding-left: 5px;"> <p>Duty Station</p> <p>Present Station <input type="text"/></p> <p>Organization <input type="text" value="H-06-09"/> </p> <p>Printed Org <input type="text" value="H-06-09"/></p> <p>Title/Rank <input type="text" value="Civilian"/></p> <p>Position <input type="text"/></p> <p>Cardholder Code <input type="text" value="CARD HOLDER"/></p> <p>Tax SSN ⊕ 990000006</p> <p>Routing List <input type="text" value="OFA25s"/></p> </div> </div> </div> <p>Some of the information contained in this area was originally set up by a system administrator when the traveler requested access to the system or a group administrator indicated them as a traveler. Those areas, such as Organization, can not be changed except by a system administrator</p>
9a	<p>The Personal Data tab should be used to enter your City of Residence & State. This is the area that will, once saved, show up on the Trip Information tab in the drop down list for the Depart/Return Selection. The email address should also be verified as the system sends messages to this email address with electronic routing.</p>

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Step	Action
9b	<p>The Duty Station tab can be used to enter the office, agency and unit of whom the travel works. It can also be used to enter the name and title of the official who signs the paper authorization and/or voucher. The system will automatically default the number of work hours to 8 and to the traveler's time zone based of their organization.</p>  <p><i>Note: The time zones are numbered 1-24 going west, starting with Greenwich Mean time as 1. In the continental U.S., the time zones are Eastern=6, Central=7, Mountain=8, and Pacific=9.</i></p>
9c	<p>The Address tab is used to record the home, duty station and other address for the traveler.</p> 

Creating a Basic Travel Authorization in ITM 9.0

Step	Action																								
9d	<p>The Phone #s tab is used to record the home and duty station phone numbers. It also contains an area to record the duty station fax number.</p> 																								
9e	<p>The Account Info. Tab is used to select a default accounting code for the traveler.</p>  <p>Using the Lookup icon to search for an accounting code will bring up a new window with all accounting codes available to the traveler based on their organization.</p>  <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Organization</th> <th style="text-align: left;">Label</th> <th style="text-align: left;">Classification Code</th> </tr> </thead> <tbody> <tr> <td></td> <td>General Travel</td> <td>2007-14-E8K3N55P00-06020000-00000000-----</td> </tr> <tr> <td></td> <td>General Travel FY08</td> <td>2008-14-E8K3N55P00-06020000-00000000-----</td> </tr> <tr> <td></td> <td>Project Fish FY08</td> <td>2008-14-4BM1J10P00-06020000-00000000-----</td> </tr> <tr> <td></td> <td>Project Ocean FY08</td> <td>2008-14-89WGN40P00-06020000-00000000-----</td> </tr> <tr> <td></td> <td>Project Satellite FY08</td> <td>2008-14-8BP1ANAP00-06000000-00000000-----</td> </tr> <tr> <td></td> <td>Project Weather FY08</td> <td>2008-14-48M2L34P11-06020000-00000000-----</td> </tr> <tr> <td></td> <td>Sample Account FY08</td> <td>2008-14-E8K3N55PKA-06020000-00000000-----</td> </tr> </tbody> </table> <p>Click on the Label to select that accounting code. This will close out that window and put the label name into the Default Accounting Code field.</p>	Organization	Label	Classification Code		General Travel	2007-14-E8K3N55P00-06020000-00000000-----		General Travel FY08	2008-14-E8K3N55P00-06020000-00000000-----		Project Fish FY08	2008-14-4BM1J10P00-06020000-00000000-----		Project Ocean FY08	2008-14-89WGN40P00-06020000-00000000-----		Project Satellite FY08	2008-14-8BP1ANAP00-06000000-00000000-----		Project Weather FY08	2008-14-48M2L34P11-06020000-00000000-----		Sample Account FY08	2008-14-E8K3N55PKA-06020000-00000000-----
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Step	Action
9f	<p>The Travel Prefs. Tab is optional. This tab allows travel preference information to be stored for the traveler. Things such as Ticket Deliver, Passport Information, and Air, Hotel and Rental Car preferences. This information is used usually with reservation software.</p>
9g	<p>The Membership tab is optional. This tab allows for the storage of airline, car and hotel memberships. This travel information is used with reservation software; however it could be useful to aid the person making the travel arrangements.</p>

Creating a Basic Travel Authorization in ITM 9.0

Step	Action
9h	<p>The Miscellaneous tab contains information pertaining to the traveler's FFB and Bureau information.</p>  <p>The FFB field is optional. This represents the traveler's servicing Field Finance Branch. Valid values are:</p> <ul style="list-style-type: none"> ➤ H = Headquarters (Germantown, MD) ➤ C = Central (Kansas City, MO) ➤ E = Eastern (Norfolk, VA) ➤ M = Mountain (Boulder, CO) ➤ W = Western (Seattle, WA) <p>The Bureau field is required. This represents the traveler's bureau code. Valid values are:</p> <ul style="list-style-type: none"> ➤ 13 = BIS ➤ 14 = NOAA
9i	<p>If this information is to be saved for future use, the checkbox <i>Apply Changes Globally</i> must be checked prior to clicking the Save button. If the information is for this document only, just click the Save button.</p>

Creating a Basic Travel Authorization in ITM 9.0

Step	Action																				
10	<p>The system will after saving the traveler information take you back to the Document Summary page. This gives the creator of the document a quick look at the travel document. From this page the creator may either click the Continue button, click a specific area found in the Document Toolbar or click on one of the areas found on the Document Summary page.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>User: Erin Germantown Traveler: Erin Germantown TA: 8AAA S0000 (8AAA S0000)</p> <p>Document Status: Current Status: CREATED Awaiting: Joan Germantown for Status: SIGNED</p> <p>Document Information: TA#: 8TRVS0000 Currency: U.S. Dollar Type: 1-SINGLE-DOMESTIC</p> <p>Expenses:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Date</th> <th>Expense Category</th> <th>Expense Description</th> <th>Cost</th> <th>Payment Method</th> </tr> </thead> <tbody> <tr> <td>06/23/2008</td> <td>Lodging-PerDiem</td> <td>Lodging</td> <td>98.00</td> <td>GOVCC</td> </tr> <tr> <td>06/23/2008</td> <td>M&E-PerDiem</td> <td>M&E</td> <td>35.25</td> <td>OTHER</td> </tr> <tr> <td>06/24/2008</td> <td>Lodging-PerDiem</td> <td>Lodging</td> <td>98.00</td> <td>GOVCC</td> </tr> </tbody> </table> </div> <p>Click on one of the options to get to the Expenses page.</p>	Date	Expense Category	Expense Description	Cost	Payment Method	06/23/2008	Lodging-PerDiem	Lodging	98.00	GOVCC	06/23/2008	M&E-PerDiem	M&E	35.25	OTHER	06/24/2008	Lodging-PerDiem	Lodging	98.00	GOVCC
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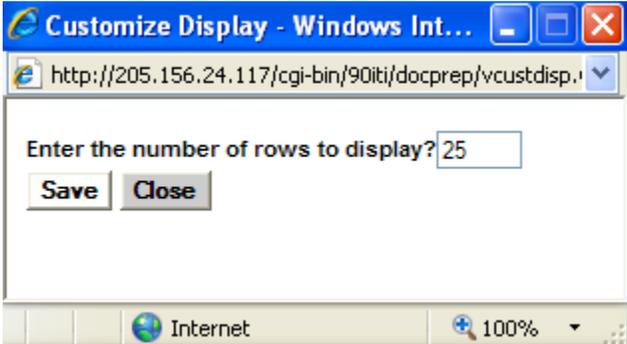
Creating a Basic Travel Authorization in ITM 9.0

Step	Action																																																																																								
11	<p>The Expenses page is now condensed so the creator of the travel document can enter all expenses, including airline costs and fees, in one area. Upon entering this page the Lodging and M&IE costs are automatically filled out for you based upon the information that was entered in the Itinerary.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Edit/Enter Expenses for Travel Authorization: 8TRVS0000</p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 65%;"> <p>Quick Tip Enter or edit expenses. Each line below displays a different expense. To edit expense details not displayed below, click the Details icon next to the expense description. To delete an expense, use the check box. Enter all expenses and changes and click Save. more</p> <p>Search Criteria</p> <p>Expense Category: (All Expenses) <input type="button" value="Search"/></p> <p>Start Date: <input type="text"/> <input type="button" value="Calendar"/></p> <p>End Date: <input type="text"/> <input type="button" value="Calendar"/></p> <p>Current Allocation Method: By Individual Expenses Currency: U.S. Dollar</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr style="background-color: #4a69bd; color: white;"> <th colspan="2">Expense Entry</th> <th>Customize Display</th> <th colspan="2"></th> <th>Add Rows</th> <th>Prev 10</th> <th>Next 10</th> </tr> <tr style="background-color: #4a69bd; color: white;"> <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>06/23/2008</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>98.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/23/2008</td> <td>M&IE</td> <td>M&IE-PerDiem</td> <td>35.25</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/24/2008</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>98.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/24/2008</td> <td>M&IE</td> <td>M&IE-PerDiem</td> <td>47.00</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/25/2008</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>98.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/25/2008</td> <td>M&IE</td> <td>M&IE-PerDiem</td> <td>47.00</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/26/2008</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>0.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/26/2008</td> <td>M&IE</td> <td>M&IE-PerDiem</td> <td>35.25</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/23/2008</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div> </div> <div style="width: 30%; border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>For this Page you can:</p> <p>Display Expense Screen</p> <p><input type="button" value="Save"/> Expense Changes</p> <p><input type="button" value="Reset"/> All Lodging</p> <p><input type="button" value="Clear"/> Changes</p> <p><input type="button" value="Back"/> <input type="button" value="Continue"/></p> </div> </div>	Expense Entry		Customize Display			Add Rows	Prev 10	Next 10	Delete	Copy	Itemize	Date	Expense Description	Expense Category	Cost	Payment Method	<input type="checkbox"/>			06/23/2008	Lodging	Lodging-PerDiem	98.00	GOVCC	<input type="checkbox"/>			06/23/2008	M&IE	M&IE-PerDiem	35.25	OTHER	<input type="checkbox"/>			06/24/2008	Lodging	Lodging-PerDiem	98.00	GOVCC	<input type="checkbox"/>			06/24/2008	M&IE	M&IE-PerDiem	47.00	OTHER	<input type="checkbox"/>			06/25/2008	Lodging	Lodging-PerDiem	98.00	GOVCC	<input type="checkbox"/>			06/25/2008	M&IE	M&IE-PerDiem	47.00	OTHER	<input type="checkbox"/>			06/26/2008	Lodging	Lodging-PerDiem	0.00	GOVCC	<input type="checkbox"/>			06/26/2008	M&IE	M&IE-PerDiem	35.25	OTHER	<input type="checkbox"/>			06/23/2008				
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11a	<p>The Expense Description field has a drop down menu to make a selection or a creator may type in a description if the option is not available on the drop-down listing.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; padding: 2px;"> <div style="border: 1px solid black; padding: 2px;"> <p>1POC-Private Vnicle</p> <p>2POC-Air Mileage</p> <p>3POC-Private Plane</p> <p>4POC-Air Mileage</p> <p>5POC-Private Motorcycle</p> <p>Airline Flight</p> <p>Airport Shuttle</p> <p>ATM Fees</p> </div> </td> <td style="width: 20%; padding: 2px; text-align: center;"> <input type="button" value="v"/> </td> </tr> </table> </div>	<div style="border: 1px solid black; padding: 2px;"> <p>1POC-Private Vnicle</p> <p>2POC-Air Mileage</p> <p>3POC-Private Plane</p> <p>4POC-Air Mileage</p> <p>5POC-Private Motorcycle</p> <p>Airline Flight</p> <p>Airport Shuttle</p> <p>ATM Fees</p> </div>	<input type="button" value="v"/>																																																																																						
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Step	Action
11b	<p>Depending upon which value selected from the <i>Expense Description</i> drop-down listing the Expense Category field will automatically fill in. However, if the value is typed and not found in the <i>Expense Description</i> drop-down listing a selection will need to be made for the Expense Category.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>CC ATM Advance Fees Lodging LODGING TAX M&IE OTHER NON-TR OTHER TRAVEL Personal Expenses REG FEES ADP REG FEES NON RENTAL CAR TRANSPORT Withholding Tax</p> </div> <p>Based upon this selection the Payment Method field will fill out automatically.</p>
11c	<p>If a calculation needs to be done like with Mileage, click the Expense Details  icon. This will bring up <i>Expense Details</i> page.</p> <div style="border: 1px solid black; padding: 10px;"> <p>Expense Details for MILEAGE 06/23/2008</p> <div style="display: flex; justify-content: space-between;"> <div style="background-color: #f0f0f0; 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;"> <p style="text-align: center;">For this page you can:</p> <p>Use Expense Detail Updates Close without Saving Expense Details</p> </div> </div> <div style="margin-top: 10px;"> <p>General Details Mileage Details</p> <p>Expense Date: 06/23/2008 Payment Method: OTHER</p> <p>Expense Cost: [] USD <input checked="" type="checkbox"/> Reimbursable <input type="checkbox"/> Taxable</p> <p>Quantity: [] Rate: 0.405 Vendor: []</p> <p>Expense Category: MILEAGE Accounting Code: []</p> <p>Expense Description: IPOC-Private Vhcle</p> <p>Comments: []</p> </div> </div> <p>Enter the <i>Quantity</i> and then tab out of the field for the Expense Cost to show you the calculation. Click the Use button for that calculation to appear back on the <i>Expenses</i> page.</p>

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Step	Action
11d	<p>If more rows are needed in order to add more expenses, click on the Add Rows found in the Expense Entry title bar to the right.</p>  <p>By clicking this it will add 5 new blank lines.</p> <p>If you want more rows to show on the screen click on Customize Display. This will bring up a new window that will allow you to change the number of rows to display on the screen. It is suggested you do not do more than 25 rows.</p>  <p>Note: Do NOT Customize the number of rows before saving any data entered; otherwise you will lose all data entered and it will have to be re-entered.</p>
11e	<p>When finished adding expenses, click the Save button. The system will briefly show a saving graphic and then return the screen back with all the expenses by date and alphabetically.</p> <p>Note: If ENTER is pressed while on this screen it will automatically save your expenses.</p>
12	<p>If the Continue button is pressed it will take you to the Other Authorizations page. This page will show other types of authorizations that can be added to the travel authorization.</p>
13	<p>Click on Accounting in the Document Toolbar or click the Continue button from the Other Authorizations page. This will bring up the Available Accounting Code page. On this page a new accounting code can be added or a selection made from the Master Accounting Code list.</p>

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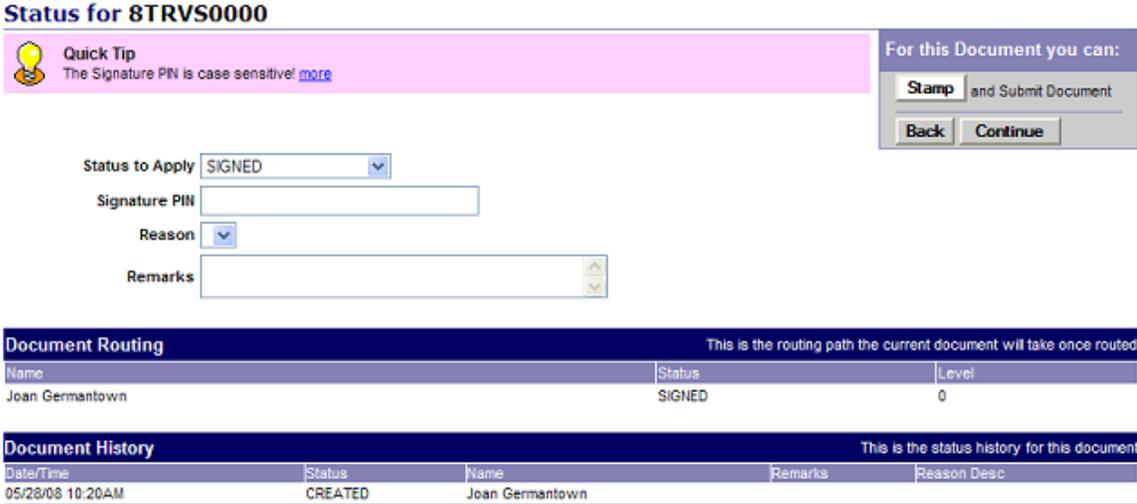
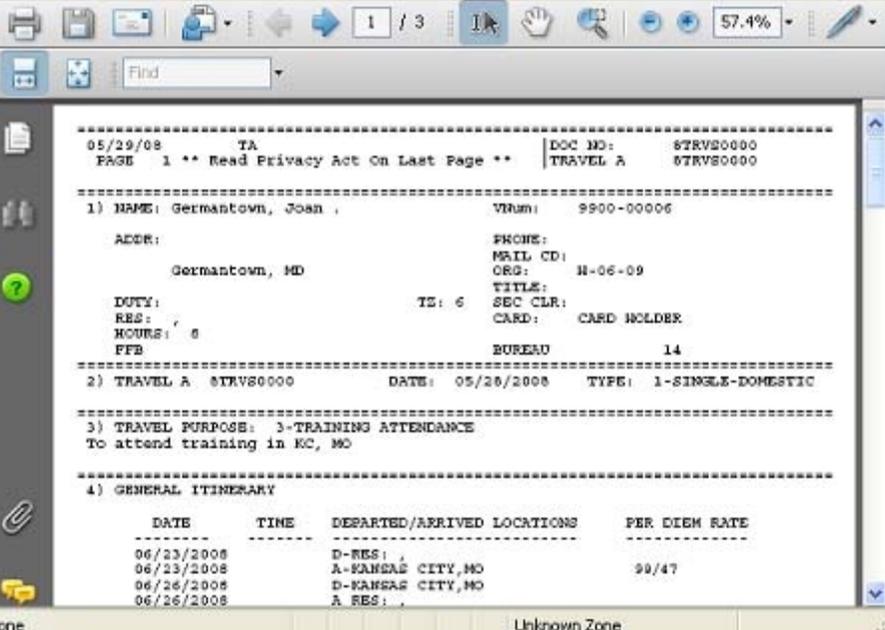
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13a	<p>To add a new accounting code, click the Add button. This will bring up the <i>Add Accounting Code</i> page.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Add Accounting Code for 8TRVS0000</p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 60%;"> <p> Quick Tip Add new or edit existing account code. You must enter an account label before updating the extended account codes. more</p> <p>Label <input style="width: 100%;" type="text"/></p> <p>Organization <input style="width: 100%;" type="text"/></p> </div> <div style="width: 35%; border: 1px solid black; padding: 5px; background-color: #ffffcc;"> <input type="checkbox"/> Save Accounting Code and extended Accounting Code to master list </div> </div> <div style="margin-top: 10px; border: 1px solid black; background-color: #002060; color: white; padding: 2px;"> <p style="margin: 0;">Accounting Code</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right; padding-right: 5px;">FY (4)</td> <td><input style="width: 100%;" type="text"/></td> <td style="text-align: right; padding-right: 5px;">Part 6</td> <td><input style="width: 100%;" type="text"/></td> </tr> <tr> <td style="text-align: right; padding-right: 5px;">BUREAU (2)</td> <td><input style="width: 100%;" type="text"/></td> <td style="text-align: right; padding-right: 5px;">Part 7</td> <td><input style="width: 100%;" type="text"/></td> </tr> <tr> <td style="text-align: right; padding-right: 5px;">PROJ/TSK(10)</td> <td><input style="width: 100%;" type="text"/></td> <td style="text-align: right; padding-right: 5px;">Part 8</td> <td><input style="width: 100%;" type="text"/></td> </tr> <tr> <td style="text-align: right; padding-right: 5px;">ORG 1 (8)</td> <td><input style="width: 100%;" type="text"/></td> <td style="text-align: right; padding-right: 5px;">Part 9</td> <td><input style="width: 100%;" type="text"/></td> </tr> <tr> <td style="text-align: right; padding-right: 5px;">ORG 2 (8)</td> <td><input style="width: 100%;" type="text"/></td> <td style="text-align: right; padding-right: 5px;">Part 10</td> <td><input style="width: 100%;" type="text"/></td> </tr> </table> </div> </div> <div style="margin-top: 10px; border: 1px solid black; background-color: #cccccc; padding: 5px;"> <p style="margin: 0;">For this Document you can:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; padding: 2px;">Update</td> <td style="padding: 2px;">Extended Acct</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">Save</td> <td style="padding: 2px;">Acct Updates</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">Cancel</td> <td style="padding: 2px;">Acct Updates</td> </tr> </table> </div>	FY (4)	<input style="width: 100%;" type="text"/>	Part 6	<input style="width: 100%;" type="text"/>	BUREAU (2)	<input style="width: 100%;" type="text"/>	Part 7	<input style="width: 100%;" type="text"/>	PROJ/TSK(10)	<input style="width: 100%;" type="text"/>	Part 8	<input style="width: 100%;" type="text"/>	ORG 1 (8)	<input style="width: 100%;" type="text"/>	Part 9	<input style="width: 100%;" type="text"/>	ORG 2 (8)	<input style="width: 100%;" type="text"/>	Part 10	<input style="width: 100%;" type="text"/>	Update	Extended Acct	Save	Acct Updates	Cancel	Acct Updates
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***Note:** The Label field can not contain any special characters. It needs to be alpha-numeric only. The organization drop-down list will only contain those organizations that you are able to access.*

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14	<p>Click the Continue button or on Totals in the Document Toolbar to get to the Total Details page. This page will display the total estimated expenses and show the expense Category details.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Total Details for 8TRVS0000</p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 60%;"> <p> Quick Tip Click the View Advances for Document link to add or update an advance. more</p> <p style="text-align: center;">Currency: U.S. Dollar</p> <p style="text-align: center;">Total Estimated Expenses: 1,610.75</p> <p style="text-align: center;">Computed Advance Authorized: 250.00</p> <p style="text-align: center;">Advance Requested: 0.00</p> </div> <div style="width: 35%; border: 1px solid #ccc; padding: 2px;"> <p style="text-align: center; font-weight: bold; font-size: small;">For this Document you can:</p> <p style="text-align: center; font-size: x-small;">▶ View Advances for Document</p> <p style="text-align: center; font-size: x-small;"> <input type="button" value="Back"/> <input type="button" value="Continue"/> </p> </div> </div> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #003366; color: white;"> <th colspan="5">Expense Category Details</th> </tr> <tr style="background-color: #cccccc;"> <th style="width: 30%;">Expense Category</th> <th style="width: 20%;">Payment Method</th> <th style="width: 20%;">Organization</th> <th style="width: 20%;">Accounting Code Label</th> <th style="width: 10%;">Amount</th> </tr> </thead> <tbody> <tr><td>COM. CARRIER</td><td>AGENCY CARD</td><td></td><td>General Travel FY08</td><td style="text-align: right;">500.00</td></tr> <tr><td>LODGING TAX</td><td>GOVCC</td><td></td><td>General Travel FY08</td><td style="text-align: right;">100.00</td></tr> <tr><td>Lodging-PerDiem</td><td>GOVCC</td><td></td><td>General Travel FY08</td><td style="text-align: right;">294.00</td></tr> <tr><td>M&E-PerDiem</td><td>OTHER</td><td></td><td>General Travel FY08</td><td style="text-align: right;">164.50</td></tr> <tr><td>OTHER TRAVEL</td><td>AGENCY CARD</td><td></td><td>General Travel FY08</td><td style="text-align: right;">22.25</td></tr> <tr><td>OTHER TRAVEL</td><td>OTHER</td><td></td><td>General Travel FY08</td><td style="text-align: right;">30.00</td></tr> <tr><td>REG FEES NON</td><td>GOVCC</td><td></td><td>General Travel FY08</td><td style="text-align: right;">250.00</td></tr> <tr><td>RENTAL CAR</td><td>GOVCC</td><td></td><td>General Travel FY08</td><td style="text-align: right;">200.00</td></tr> <tr><td>Transport</td><td>OTHER</td><td></td><td>General Travel FY08</td><td style="text-align: right;">50.00</td></tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #003366; color: white;"> <th colspan="2">Expense Category Advance Details</th> </tr> <tr style="background-color: #cccccc;"> <th style="width: 70%;">Expense Category</th> <th style="width: 30%;">Advance</th> </tr> </thead> <tbody> <tr><td>M&E-PerDiem</td><td style="text-align: right;">164.50</td></tr> <tr><td>OTHER TRAVEL</td><td style="text-align: right;">30.00</td></tr> <tr><td>Transport</td><td style="text-align: right;">50.00</td></tr> </tbody> </table> <div style="background-color: yellow; padding: 10px; margin-top: 10px;"> <p>Note: This screen displays the total cash/ATM advance allowed that the traveler can receive based on the traveler's charge card status and expenses entered, however, advances are not issued through Travel Manager. They are issued manually and are on an exception basis. Any advances taken should be included on the voucher.</p> </div>	Expense Category Details					Expense Category	Payment Method	Organization	Accounting Code Label	Amount	COM. CARRIER	AGENCY CARD		General Travel FY08	500.00	LODGING TAX	GOVCC		General Travel FY08	100.00	Lodging-PerDiem	GOVCC		General Travel FY08	294.00	M&E-PerDiem	OTHER		General Travel FY08	164.50	OTHER TRAVEL	AGENCY CARD		General Travel FY08	22.25	OTHER TRAVEL	OTHER		General Travel FY08	30.00	REG FEES NON	GOVCC		General Travel FY08	250.00	RENTAL CAR	GOVCC		General Travel FY08	200.00	Transport	OTHER		General Travel FY08	50.00	Expense Category Advance Details		Expense Category	Advance	M&E-PerDiem	164.50	OTHER TRAVEL	30.00	Transport	50.00
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15	<p>Click the Continue button or on <i>Document Status</i> on the <i>Document Toolbar</i> to get to the <i>Status</i> page. This is the page where the document gets the status of Signed and then to click the Stamp (<i>and Submit Document</i>) button to start the document along the electronic routing process.</p>  <p>Status for 8TRVS0000</p> <p>Quick Tip The Signature PIN is case sensitive! more</p> <p>For this Document you can: <input type="button" value="Stamp"/> and Submit Document <input type="button" value="Back"/> <input type="button" value="Continue"/></p> <p>Status to Apply: <input type="text" value="SIGNED"/></p> <p>Signature PIN: <input type="text"/></p> <p>Reason: <input type="text"/></p> <p>Remarks: <input type="text"/></p> <p>Document Routing This is the routing path the current document will take once routed</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Status</th> <th>Level</th> </tr> </thead> <tbody> <tr> <td>Joan Germantown</td> <td>SIGNED</td> <td>0</td> </tr> </tbody> </table> <p>Document History This is the status history for this document</p> <table border="1"> <thead> <tr> <th>Date/Time</th> <th>Status</th> <th>Name</th> <th>Remarks</th> <th>Reason Desc</th> </tr> </thead> <tbody> <tr> <td>05/28/08 10:20AM</td> <td>CREATED</td> <td>Joan Germantown</td> <td></td> <td></td> </tr> </tbody> </table>	Name	Status	Level	Joan Germantown	SIGNED	0	Date/Time	Status	Name	Remarks	Reason Desc	05/28/08 10:20AM	CREATED	Joan Germantown						
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Date/Time	Status	Name	Remarks	Reason Desc																	
05/28/08 10:20AM	CREATED	Joan Germantown																			
15a	<p>To view the travel documents prior to signing and submitting, click on <i>Preview Document</i> on the <i>Document Toolbar</i>. This will bring up a new window with the travel document in a PDF file.</p>  <p>05/29/08 TA DOC NO: 8TRVS0000 PAGE 1 ** Read Privacy Act On Last Page ** TRAVEL A 8TRVS0000</p> <p>1) NAME: Germantown, Joan , VNum: 9900-00006 ADDR: Germantown, MD PHONE: MAIL CD: N-06-09 DUTY: TS: 6 TITLE: SEC CLR: CARD: CARD HOLDER RES: HOURS: 6 BUREAU 14 PFB</p> <p>2) TRAVEL A 8TRVS0000 DATE: 05/29/2008 TYPE: 1-SINGLE-DOMESTIC</p> <p>3) TRAVEL PURPOSE: 3-TRAINING ATTENDANCE To attend training in KC, MO</p> <p>4) GENERAL ITINERARY</p> <table border="1"> <thead> <tr> <th>DATE</th> <th>TIME</th> <th>DEPARTED/ARRIVED LOCATIONS</th> <th>PER DIEM RATE</th> </tr> </thead> <tbody> <tr> <td>06/23/2008</td> <td></td> <td>D-RES: ,</td> <td></td> </tr> <tr> <td>06/23/2008</td> <td></td> <td>A-KANSAS CITY,MO</td> <td>99/47</td> </tr> <tr> <td>06/26/2008</td> <td></td> <td>D-KANSAS CITY,MO</td> <td></td> </tr> <tr> <td>06/26/2008</td> <td></td> <td>A RES: ,</td> <td></td> </tr> </tbody> </table> <p>Done Unknown Zone</p>	DATE	TIME	DEPARTED/ARRIVED LOCATIONS	PER DIEM RATE	06/23/2008		D-RES: ,		06/23/2008		A-KANSAS CITY,MO	99/47	06/26/2008		D-KANSAS CITY,MO		06/26/2008		A RES: ,	
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Creating a Basic Travel Authorization in ITM 9.0

Step	Action																														
15b	<p>If no changes are needed close out that window and do the following:</p> <ul style="list-style-type: none"> ➤ Verify the Status is set to <i>Signed</i> ➤ Enter the <i>Signature PIN</i> ➤ Enter the <i>Remarks</i> ➤ Click the Stamp (<i>and Submit Document</i>) button 																														
16	<p>The system will then go back to the <i>Home</i> page and the new document will be listed in the Last Document area.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Home</p> <div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc;">  Quick Tip Welcome to Travel Manager. Click the "more" link in Last Documents to go to Open Document Page. Click the "more" link in Review Document to open Review Document Page. Click the Document icon to open the document. more </div> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #003366; color: white;"> <th colspan="5">Last Documents more</th> <th colspan="5">Documents to review more</th> </tr> <tr style="background-color: #cccccc;"> <th>Type</th> <th>Traveler</th> <th>Document Name</th> <th>Dep Date</th> <th>In Use</th> <th>Type</th> <th>Traveler</th> <th>Document Name</th> <th>Dep Date</th> <th>In Use</th> </tr> </thead> <tbody> <tr> <td> TA</td> <td>990000008</td> <td>8TRVS0000</td> <td>08/23/08</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div>	Last Documents more					Documents to review more					Type	Traveler	Document Name	Dep Date	In Use	Type	Traveler	Document Name	Dep Date	In Use	 TA	990000008	8TRVS0000	08/23/08						
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