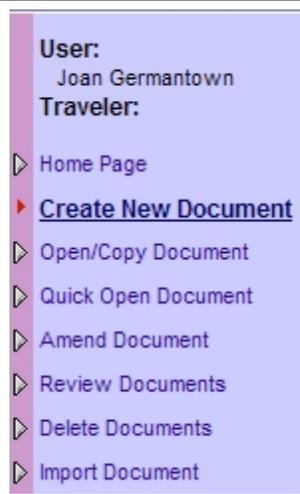


## Creating a Basic Travel Voucher in ITM 9.0

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

## Creating a Basic Travel Voucher 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> <div style="border: 1px solid black; padding: 5px;"> <p><b>New Document</b></p> <div style="background-color: #f0f0f0; padding: 2px; margin-bottom: 5px;"> <b>Quick Tip</b>                      To select a traveler, click on the VNum or Traveler Name lookup button. <a href="#">more</a> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>VNum <input type="text" value="999100001"/> </p> <p>Traveler Name  <small>(Enter last name and click lookup)</small> <input type="text" value="Washington, Dolly"/> </p> <p>Document Type <input type="text"/></p> </div> <div style="width: 35%; border: 1px solid black; padding: 2px;"> <p style="text-align: center; margin: 0;"><b>For this Document you can:</b></p> <p style="text-align: center; margin: 2px 0;"><input type="button" value="Create"/> this Document</p> <p style="text-align: center; margin: 2px 0;"><input type="button" value="Add Traveler"/> to Travel Manager</p> </div> </div> </div>																																																																																				
3b	<p>For a Group Administrator, the <i>VNum</i> and <i>Traveler Name</i> fields will be blank. You can search by traveler name or vendor number OR you can enter the information on the screen.</p> <ul style="list-style-type: none"> <li>➤ A search will need to be done by clicking on the <b>lookup</b>  icon.</li> <li>➤ On the new screen you can type the last name or vendor number and click the <b>Search</b> button OR you can select the user by clicking on the <i>Vendor Number</i> name.</li> </ul> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <div style="background-color: #003366; color: white; padding: 2px;"><b>Enter Search Criteria</b></div> <div style="padding: 5px;"> <p>Last Name <input type="text"/> <input type="button" value="Search"/></p> <p style="text-align: center;"><input type="button" value="Cancel"/></p> </div> <div style="background-color: #003366; color: white; padding: 2px; margin-top: 5px;"><b>Search Results</b> <span style="float: right; font-size: small;">Click on an entry to select it</span></div> <div style="padding: 5px;"> <p style="font-size: small;">Search Results <span style="float: right;"><a href="#">Prev 20</a> <a href="#">Next 20</a></span></p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr style="background-color: #e0e0e0;"> <th>Last Name</th> <th>First Name</th> <th>MI</th> <th>VNum</th> </tr> </thead> <tbody> <tr><td>Germantown</td><td>Allison</td><td></td><td><a href="#">9900-00030</a></td></tr> <tr><td>Germantown</td><td>Bill</td><td></td><td><a href="#">9900-00021</a></td></tr> <tr><td>Germantown</td><td>Bob</td><td></td><td><a href="#">9900-00005</a></td></tr> <tr><td>Germantown</td><td>Brenda</td><td></td><td><a href="#">9900-00010</a></td></tr> <tr><td>Germantown</td><td>Carolyn</td><td></td><td><a href="#">9900-00018</a></td></tr> <tr><td>Germantown</td><td>Chris</td><td></td><td><a href="#">9900-00013</a></td></tr> <tr><td>Germantown</td><td>Cindy</td><td></td><td><a href="#">9900-00024</a></td></tr> <tr><td>Germantown</td><td>Debra</td><td></td><td><a href="#">9900-00022</a></td></tr> <tr><td>Germantown</td><td>Eric</td><td></td><td><a href="#">9900-00019</a></td></tr> <tr><td>Germantown</td><td>Erin</td><td></td><td><a href="#">9900-00008</a></td></tr> <tr><td>Germantown</td><td>Fred</td><td></td><td><a href="#">9900-00029</a></td></tr> <tr><td>Germantown</td><td>Jackie</td><td></td><td><a href="#">9900-00001</a></td></tr> <tr><td>Germantown</td><td>Jill</td><td></td><td><a href="#">9900-00028</a></td></tr> <tr><td>Germantown</td><td>Joan</td><td></td><td><a href="#">9900-00006</a></td></tr> <tr><td>Germantown</td><td>Joe</td><td></td><td><a href="#">9900-00009</a></td></tr> <tr><td>Germantown</td><td>Jon</td><td></td><td><a href="#">9900-00004</a></td></tr> <tr><td>Germantown</td><td>Kathy</td><td></td><td><a href="#">9900-00026</a></td></tr> <tr><td>Germantown</td><td>Kelli</td><td></td><td><a href="#">9900-00016</a></td></tr> <tr><td>Germantown</td><td>Ken</td><td></td><td><a href="#">9900-00007</a></td></tr> <tr><td>Germantown</td><td>Liz</td><td></td><td><a href="#">9900-00012</a></td></tr> </tbody> </table> </div> </div>	Last Name	First Name	MI	VNum	Germantown	Allison		<a href="#">9900-00030</a>	Germantown	Bill		<a href="#">9900-00021</a>	Germantown	Bob		<a href="#">9900-00005</a>	Germantown	Brenda		<a href="#">9900-00010</a>	Germantown	Carolyn		<a href="#">9900-00018</a>	Germantown	Chris		<a href="#">9900-00013</a>	Germantown	Cindy		<a href="#">9900-00024</a>	Germantown	Debra		<a href="#">9900-00022</a>	Germantown	Eric		<a href="#">9900-00019</a>	Germantown	Erin		<a href="#">9900-00008</a>	Germantown	Fred		<a href="#">9900-00029</a>	Germantown	Jackie		<a href="#">9900-00001</a>	Germantown	Jill		<a href="#">9900-00028</a>	Germantown	Joan		<a href="#">9900-00006</a>	Germantown	Joe		<a href="#">9900-00009</a>	Germantown	Jon		<a href="#">9900-00004</a>	Germantown	Kathy		<a href="#">9900-00026</a>	Germantown	Kelli		<a href="#">9900-00016</a>	Germantown	Ken		<a href="#">9900-00007</a>	Germantown	Liz		<a href="#">9900-00012</a>
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## Creating a Basic Travel Voucher in ITM 9.0

Step	Action																				
4	<p>➤ Click the down arrow to select a <b>Document Type</b></p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Document Type </p> <ul style="list-style-type: none"> <li>Govt Vch</li> <li>Govt Vch From Govt Auth</li> <li>LV</li> <li>TA</li> <li>TV From TA</li> </ul> </div> <p>➤ <b>Govt Vch</b> = Voucher (<i>for ITM 8.2 documents only</i>)</p> <p>➤ <b>Govt Vch From Govt Auth</b> = Voucher from Authorization (<i>for ITM 8.2 documents only</i>)</p> <p>➤ <b>LV</b> = Local Voucher</p> <p>➤ <b>TA</b> = Travel Authorization</p> <p>➤ <b>TV From TA</b> = Travel Voucher from Travel Authorization</p> <p>➤ Click the <b>Create</b> button</p>																				
4a	<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 <b>Vnum</b> and <b>Traveler Name</b> fields are blank.</p> <p>➤ Enter either the <i>Vendor Number</i> or <i>Traveler Name</i></p> <p>➤ Click the <b>Lookup</b>  icon</p> <p>The search results screen appears</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #002060; color: white;"> <th colspan="4" style="text-align: left; padding: 2px;">Search Results</th> <th style="text-align: right; padding: 2px;">Click on an entry to select it</th> </tr> <tr style="background-color: #002060; color: white;"> <th colspan="4" style="text-align: left; padding: 2px;">Search Results</th> <th style="text-align: right; padding: 2px;"><a href="#">Prev 20</a> <a href="#">Next 20</a></th> </tr> <tr style="background-color: #002060; color: white;"> <th style="text-align: left; padding: 2px;">Last Name</th> <th style="text-align: left; padding: 2px;">First Name</th> <th style="text-align: left; padding: 2px;">MI</th> <th style="text-align: left; padding: 2px;">VNum</th> <th></th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">Washington</td> <td style="padding: 2px;">Dolly</td> <td style="padding: 2px;"></td> <td style="padding: 2px;"><a href="#">9991-00001</a></td> <td></td> </tr> </tbody> </table> </div> <p>➤ Click the <b>VNum</b></p>	Search Results				Click on an entry to select it	Search Results				<a href="#">Prev 20</a> <a href="#">Next 20</a>	Last Name	First Name	MI	VNum		Washington	Dolly		<a href="#">9991-00001</a>	
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Step	Action										
4b	<p>The <i>New Document Page</i> appears. The information for the Vendor Number and Traveler name are now filled in.</p> <div style="border: 1px solid black; padding: 10px;"> <h3 style="margin: 0;">New Document</h3> <div style="background-color: #f0e6ff; padding: 5px; margin-bottom: 10px;"> <b>Quick Tip</b>                      To select a traveler, click on the VNum or Traveler Name lookup button. <a href="#">more</a> </div> <p style="margin: 0;">VNum  9991-00001 </p> <p style="margin: 0;">Traveler Name  <small>(Enter last name and click lookup)</small>  Washington, Dolly </p> <p style="margin: 0;">Document Type  <input type="text" value=""/> </p> </div> <p>➤ Click on the <b>Document Type</b> drop-down listing and select <i>TV from TA</i></p> <p>➤ Click the <b>Create</b> (<i>this Document</i>) button</p>										
4c	<p>The <i>New Document</i> page splits and shows toward the bottom of the screen <i>Document Search (TA from TV)</i></p> <div style="border: 1px solid black; padding: 10px;"> <h3 style="margin: 0;">New Document</h3> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 60%;"> <div style="background-color: #f0e6ff; padding: 5px; margin-bottom: 10px;"> <b>Quick Tip</b>                      To select a traveler, click on the VNum or Traveler Name lookup button. <a href="#">more</a> </div> <p style="margin: 0;">VNum  9991-00001 </p> <p style="margin: 0;">Traveler Name  <small>(Enter last name and click lookup)</small>  Washington, Dolly </p> <p style="margin: 0;">Document Type  TV From TA </p> </div> <div style="width: 35%; background-color: #4a5568; color: white; padding: 5px; border-radius: 5px;"> <p style="margin: 0; font-size: small;">For this Document you can:</p> <p style="margin: 0; text-align: center;"> <input style="border: none; background: none; color: white; padding: 2px 5px;" type="button" value="Create"/> this Document  <input style="border: none; background: none; color: white; padding: 2px 5px;" type="button" value="Add Traveler"/> to Travel Manager                 </p> </div> </div> </div> <hr style="border: 1px solid #ccc; margin: 10px 0;"/> <div style="border: 1px solid #ccc; padding: 10px;"> <h3 style="margin: 0;">Document Search (TV From TA)</h3> <div style="background-color: #1a2b4a; color: white; padding: 5px; margin-bottom: 5px;"> <b>Document List</b> <span style="float: right; font-size: small;">Click on an entry to select it</span> </div> <p style="margin: 0; font-size: small;">Traveler: Dolly Washington</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #4a5568; color: white;"> <th style="width: 10%;">Type</th> <th style="width: 40%;">Document Name</th> <th style="width: 15%;">Dep Date</th> <th style="width: 20%;">Status</th> <th style="width: 15%;">In Use</th> </tr> </thead> <tbody> <tr> <td style="text-align: left;"> TA</td> <td>8DOWS0001</td> <td>06/02/08</td> <td>COMPLETED</td> <td></td> </tr> </tbody> </table> </div> <p>➤ Click the <b>Document</b>  icon of the authorization you wish to create a voucher</p>	Type	Document Name	Dep Date	Status	In Use	TA	8DOWS0001	06/02/08	COMPLETED	
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## Creating a Basic Travel Voucher in ITM 9.0

Step	Action												
5	<p>The <b>Document Information</b> page appears with the <b>Document Information</b> tab highlighted and fields displaying the information contained in the TA.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><b>Document Information</b></p> <div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 10px;"> <b>Quick Tip</b>            Enter or edit the general document information. If this is a trip based document, click the Trip Information tab to edit/view the trip information. <a href="#">Authorizations</a> <a href="#">Vouchers</a> <a href="#">LocalVouchers</a> </div> <div style="float: right; border: 1px solid gray; padding: 5px; background-color: #e0e0e0;"> <b>For this Document you can:</b>  <input type="button" value="Create"/> Document  <input type="button" value="Cancel"/> </div> <p>Traveler Name: Dolly Washington</p> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"> <span style="background-color: #4f81bd; color: white; padding: 2px 5px;">Document Information</span> <span style="background-color: #4f81bd; color: white; padding: 2px 5px; margin-left: 10px;">Trip Information</span> </div> <p>Document Type <input type="text" value="TV"/>            Document Name <input type="text" value="8DOWS0001"/>            Report Date <input type="text" value="05/15/2008"/> <input type="button" value="Calendar"/>            TA# <input type="text" value="8DOWS0001"/>  <input type="checkbox"/> Sponsored Travel            Currency <input type="text" value="U.S. Dollar"/>            Type Code <input type="text" value="1-SINGLE-DOMESTIC"/>            Purpose Code <input type="text" value="3-TRAINING ATTENDANCE"/>            Document Description <input type="text" value="To attend training in Miami FL"/>            Document Default Accounting Code <input type="text" value="General Travel FY08"/> <input type="button" value="Help"/>            Default Accounting Code Org <input type="text" value="H-06-51"/></p> <p>➤ Verify all information is correct and make changes where necessary            ➤ Click the <b>Trip Information</b> tab</p> </div>												
6	<div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><b>Document Information</b></p> <div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 10px;"> <b>Quick Tip</b>            Enter or edit the general document information. If this is a trip based document, click the Trip Information tab to edit/view the trip information. <a href="#">Authorizations</a> <a href="#">Vouchers</a> <a href="#">LocalVouchers</a> </div> <div style="float: right; border: 1px solid gray; padding: 5px; background-color: #e0e0e0;"> <b>For this Document you can:</b>  <input type="button" value="Create"/> Document  <input type="button" value="Cancel"/> </div> <p>Traveler Name: Dolly Washington</p> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"> <span style="background-color: #4f81bd; color: white; padding: 2px 5px;">Document Information</span> <span style="background-color: #4f81bd; color: white; padding: 2px 5px; margin-left: 10px;">Trip Information</span> </div> <p>Trip No 1</p> <p>Begin Travel <input type="text" value="06/02/2008"/> <input type="button" value="Calendar"/> Depart <input type="text" value="RES: Washington, DC"/> Depart Selection <input type="text" value="RES: Washington, DC"/>            End Travel <input type="text" value="06/05/2008"/> <input type="button" value="Calendar"/> Return <input type="text" value="RES: Washington, DC"/> Return Selection <input type="text" value="RES: Washington, DC"/>            Trip Duration <input type="text" value="Multiple days"/>            Comments <input type="text"/>  <input type="button" value="Preset"/></p> <p><b>Itinerary Locations</b></p> <p><input type="checkbox"/> Replace ALL lodging and M&amp;IE information <a href="#">Create additional rows</a></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr style="background-color: #4f81bd; color: white;"> <th style="width: 15%;">Arrival Date</th> <th style="width: 15%;">Departure Date</th> <th style="width: 50%;">Itinerary Location</th> <th style="width: 20%;">Unlisted</th> </tr> </thead> <tbody> <tr> <td><input type="text" value="06/02/08"/> <input type="button" value="Calendar"/></td> <td><input type="text" value="06/05/08"/> <input type="button" value="Calendar"/></td> <td><input type="text" value="MIAMI,FL"/> <input type="button" value="Search"/> <input type="button" value="Help"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td><input type="text" value=""/> <input type="button" value="Calendar"/></td> <td><input type="text" value=""/> <input type="button" value="Calendar"/></td> <td><input type="text" value=""/> <input type="button" value="Search"/> <input type="button" value="Help"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table> <p>➤ Verify all information is correct and make changes where necessary            ➤ Click the <b>Create</b> button</p> <p style="background-color: yellow; padding: 5px; margin-top: 10px;"><b>Note:</b> If either the Begin or End Travel Dates are changed, you will also have to make the same changes in the Arrival or Departure date fields.</p> </div>	Arrival Date	Departure Date	Itinerary Location	Unlisted	<input type="text" value="06/02/08"/> <input type="button" value="Calendar"/>	<input type="text" value="06/05/08"/> <input type="button" value="Calendar"/>	<input type="text" value="MIAMI,FL"/> <input type="button" value="Search"/> <input type="button" value="Help"/>	<input type="checkbox"/>	<input type="text" value=""/> <input type="button" value="Calendar"/>	<input type="text" value=""/> <input type="button" value="Calendar"/>	<input type="text" value=""/> <input type="button" value="Search"/> <input type="button" value="Help"/>	<input type="checkbox"/>
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## Creating a Basic Travel Voucher in ITM 9.0

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7	<p>Click on <b>Expenses</b> in the <i>Document Toolbar</i> to bring up the <i>Edit/Enter Expenses</i> page</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Edit/Enter Expenses for Travel Voucher: 8DOWS0001</b></p> <div style="background-color: #e6e6fa; padding: 5px; margin-bottom: 5px;"> <p><b>Quick Tip</b> 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. <a href="#">more</a></p> </div> <div style="background-color: #000080; color: white; padding: 2px; margin-bottom: 5px;"> <p><b>Search Criteria</b></p> </div> <div style="margin-bottom: 5px;"> <p>Expense Category: (All Expenses) <span style="float: right;">Search</span></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> </div> <p style="font-size: small;">Current Allocation Method: By Individual Expenses <span style="float: right;">Currency: U.S. Dollar</span></p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr style="background-color: #000080; 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> <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 Me</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/></td><td></td><td></td><td>06/02/2008</td><td>Airline Flight</td><td>COM. CARRIER</td><td>229.00</td><td>AGENCY CAF</td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td>06/02/2008</td><td>Hotel Tax</td><td>LODGING TAX</td><td>50.00</td><td>GOVCC</td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td>06/02/2008</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>06/02/2008</td><td>M&amp;IE</td><td>M&amp;IE-PerDiem</td><td>35.25</td><td>OTHER</td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td>06/02/2008</td><td>1POC-Private Vhcle</td><td>MILEAGE</td><td>16.20</td><td>OTHER</td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td>06/02/2008</td><td>TMC Transaction Fees</td><td>TRANSACTION FEES</td><td>22.25</td><td>AGENCY CAF</td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td>06/02/2008</td><td>Taxi</td><td>Transport</td><td>50.00</td><td>OTHER</td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td>06/03/2008</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>06/03/2008</td><td>M&amp;IE</td><td>M&amp;IE-PerDiem</td><td>47.00</td><td>OTHER</td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td>06/04/2008</td><td>Lodging</td><td>Lodging-PerDiem</td><td>0.00</td><td>GOVCC</td></tr> </tbody> </table> <div style="float: right; border: 1px solid black; padding: 5px; margin-top: 10px; font-size: x-small;"> <p><b>For this Page you can:</b></p> <p><input type="button" value="Display Express 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 Me	<input type="checkbox"/>			06/02/2008	Airline Flight	COM. CARRIER	229.00	AGENCY CAF	<input type="checkbox"/>			06/02/2008	Hotel Tax	LODGING TAX	50.00	GOVCC	<input type="checkbox"/>			06/02/2008	Lodging	Lodging-PerDiem	0.00	GOVCC	<input type="checkbox"/>			06/02/2008	M&IE	M&IE-PerDiem	35.25	OTHER	<input type="checkbox"/>			06/02/2008	1POC-Private Vhcle	MILEAGE	16.20	OTHER	<input type="checkbox"/>			06/02/2008	TMC Transaction Fees	TRANSACTION FEES	22.25	AGENCY CAF	<input type="checkbox"/>			06/02/2008	Taxi	Transport	50.00	OTHER	<input type="checkbox"/>			06/03/2008	Lodging	Lodging-PerDiem	0.00	GOVCC	<input type="checkbox"/>			06/03/2008	M&IE	M&IE-PerDiem	47.00	OTHER	<input type="checkbox"/>			06/04/2008	Lodging	Lodging-PerDiem	0.00	GOVCC
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7a	<ul style="list-style-type: none"> <li>➤ Update or add any information pertaining to the Expenses.</li> <li>➤ Click the <b>Save</b> button to save the changes</li> <li>➤ Click on the <b>Accounting</b> link in the <i>Document Toolbar</i></li> </ul> <div style="background-color: yellow; padding: 5px; margin-top: 5px;"> <p><b>Note:</b> Be sure to add the lodging costs as they do not fill in on the voucher.</p> </div>																																																																																																
8	If the <b>Continue</b> button is pressed it will take you to the <i>Other Authorizations</i> page. This page will show other types of authorizations that can be added to the travel authorization.																																																																																																
9	Click on <b>Accounting</b> in the <i>Document Toolbar</i> or click the <b>Continue</b> button from the <i>Other Authorizations</i> page. This will bring up the <i>Available Accounting Code</i> page. On this page a new accounting code can be added or another selection made from the <i>Master Accounting Code</i> list.																																																																																																
9b	<p>To select an accounting code from the <i>Master Accounting Code</i> list, click on the label name. This will then associate that accounting code to that document. If more than one account code is selected, the system will then allow for the allocation of costs.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Accounting Code for 8TRVS0000</b> <span style="float: right; font-size: x-small;">Click an item to edit/delete it</span></p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th>Organization</th> <th>Label</th> <th>Default</th> <th>Classification Code</th> <th>Extended Code</th> <th>Allocate Cost</th> </tr> </thead> <tbody> <tr> <td> </td> <td>(None) General Travel FY08</td> <td><input checked="" type="radio"/></td> <td>2008- 14- E8K3N55P00- 06020000- 00000000- ----</td> <td>Extended</td> <td>Allocate</td> </tr> <tr> <td> </td> <td>(None) Project Fish FY08</td> <td><input type="radio"/></td> <td>2008- 14- 4BM1J10P00- 06020000- 00000000- ----</td> <td>Extended</td> <td>Allocate</td> </tr> </tbody> </table> <p>  Delete</p> </div>	Organization	Label	Default	Classification Code	Extended Code	Allocate Cost		(None) General Travel FY08	<input checked="" type="radio"/>	2008- 14- E8K3N55P00- 06020000- 00000000- ----	Extended	Allocate		(None) Project Fish FY08	<input type="radio"/>	2008- 14- 4BM1J10P00- 06020000- 00000000- ----	Extended	Allocate																																																																														
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10	<p>Click the <b>Continue</b> button or on <b>Totals</b> in the <b>Document Toolbar</b> to get to the <b>Total Details</b> page. This page will display the total estimated expenses and show the expense Category details.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p><b>Total Details for 8DOWS0001</b></p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 65%;"> <p> <b>Quick Tip</b> If necessary, enter changes and click OK. <a href="#">more</a></p> </div> <div style="width: 30%; border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;"> <p><b>For this Document you can:</b></p> <p><input type="button" value="Edit Advances"/> Applied</p> <p><input type="button" value="Save &amp; Calculate"/> Totals</p> <p><input type="button" value="Back"/> <input type="button" value="Continue"/></p> </div> </div> <p style="text-align: center; margin-top: 10px;">Currency: U.S. Dollar</p> <hr/> <p><b>Expense Summary</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Total Expenses:</td> <td style="text-align: right;">527.91</td> </tr> <tr> <td>Total Non-reimbursable Expenses:</td> <td style="text-align: right;">251.25</td> </tr> <tr> <td colspan="2"><hr/></td> </tr> <tr> <td><b>Total Reimbursable Expenses:</b></td> <td style="text-align: right;"><b>276.66</b></td> </tr> <tr> <td>Advance Outstanding:</td> <td style="text-align: right;"><input type="text" value="0.00"/></td> </tr> <tr> <td>Advance Applied:</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td colspan="2"><hr/></td> </tr> <tr> <td><b>Total Reimbursable Amount:</b></td> <td style="text-align: right;"><b>276.66</b></td> </tr> </table> <hr/> <p><b>Charge Card Reconciliation</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="text-align: center;">All Amounts</th> <th style="text-align: center;">Reimbursable Amounts</th> </tr> </thead> <tbody> <tr> <td>Reimbursable Charge Card Expenses:</td> <td style="text-align: center;">0.00</td> <td style="text-align: center;">0.00</td> </tr> <tr> <td>Non-Reimbursable Charge Card Expenses:</td> <td style="text-align: center;">251.25</td> <td></td> </tr> </tbody> </table> </div>	Total Expenses:	527.91	Total Non-reimbursable Expenses:	251.25	<hr/>		<b>Total Reimbursable Expenses:</b>	<b>276.66</b>	Advance Outstanding:	<input type="text" value="0.00"/>	Advance Applied:	0.00	<hr/>		<b>Total Reimbursable Amount:</b>	<b>276.66</b>		All Amounts	Reimbursable Amounts	Reimbursable Charge Card Expenses:	0.00	0.00	Non-Reimbursable Charge Card Expenses:	251.25	
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11	<p>Click the <b>Continue</b> button or on <b>Document Status</b> on the <b>Document Toolbar</b> to get to the <b>Status</b> page. This is the page where the document gets the status of <b>Signed</b> and then to click the <b>Stamp (and Submit Document)</b> button to start the document along the electronic routing process.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p><b>Status for 8DOWS0001</b></p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 65%;"> <p> <b>Quick Tip</b> The Signature PIN is case sensitive! <a href="#">more</a></p> </div> <div style="width: 30%; border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;"> <p><b>For this Document you can:</b></p> <p><input type="button" value="Stamp"/> and Submit Document</p> <p><input type="button" value="Back"/> <input type="button" value="Continue"/></p> </div> </div> <div style="margin-top: 10px;"> <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> </div> <hr/> <p><b>Document Routing</b> <span style="float: right; font-size: small;">This is the routing path the current document will take once routed</span></p> <table style="width: 100%; border-collapse: collapse; border: 1px solid #ccc;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 60%;">Name</th> <th style="width: 20%;">Status</th> <th style="width: 20%;">Level</th> </tr> </thead> <tbody> <tr> <td>Washington, Dolly</td> <td style="text-align: center;">SIGNED</td> <td style="text-align: center;">0</td> </tr> </tbody> </table> <hr/> <p><b>Document History</b> <span style="float: right; font-size: small;">This is the status history for this document</span></p> <table style="width: 100%; border-collapse: collapse; border: 1px solid #ccc;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 20%;">Date/Time</th> <th style="width: 15%;">Status</th> <th style="width: 25%;">Name</th> <th style="width: 20%;">Remarks</th> <th style="width: 20%;">Reason Desc</th> </tr> </thead> <tbody> <tr> <td>08/01/08 7:07PM</td> <td style="text-align: center;">CREATED</td> <td>Dolly Washington</td> <td></td> <td></td> </tr> </tbody> </table> </div>	Name	Status	Level	Washington, Dolly	SIGNED	0	Date/Time	Status	Name	Remarks	Reason Desc	08/01/08 7:07PM	CREATED	Dolly Washington											
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11a	<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> <pre style="font-family: monospace; border: 1px solid black; padding: 5px;"> ===== 06/01/08      TV          TV:          8DOWS0001 PAGE  1 ** Read Privacy Act On Last Page **   Travel Au   8DOWS0001 ===== 1) NAME: Washington, Dolly .                VNum:      ****-*0001       ADDR:                                PHONE:       Washington, DC                       MAIL CD:       DUTY: Washington DC                   TZ: 6      TITLE:       RES: Washington, DC                  SEC CLR:       HOURS: 8                             CARD:     CARD HOLDER       FFB          H                       BUREAU     14 ===== 2) FROM      TO          TRAVEL      TA DATE      TRIP PURPOSE      TRIP TYPE ----- 06/02/08 06/05/08 8DOWS0001          06/06/08 3-TRAINING ATTENDANCE  1-SINGLE-DO ===== 3) GTR/TICKET NO      VALUE      CR  CLS  DATE      FROM      TO ----- 453920                229.00   YCA  05/23/2008 ===== 4) ACCT                                TRIP 1   5) FINANCE OFFICE ----- GENERAL TRAVEL FV08                                527.91  2008-14-FSP1800P00-06020000-00000000----- </pre>
11b	<p>If no changes are needed close out that window and do the following:</p> <ul style="list-style-type: none"> <li>➤ Verify the Status is set to <i>Signed</i></li> <li>➤ Enter the <i>Signature PIN</i></li> <li>➤ Enter the <i>Remarks</i></li> <li>➤ Click the <b>Stamp</b> (<i>and Submit Document</i>) button</li> </ul> <p style="background-color: yellow; padding: 5px;"><b>Note:</b> The signing of Travel Authorization should be done by the actual traveler if prepared by a group administrator.</p>

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12	<p>The <i>Pre-Audit Results</i> page will appear.</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Pre-Audit Results for 8DOWS0001</b></p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 60%;"> <p> <b>Quick Tip</b> Click the Magnifying Glass icon to view detail comments for each audit process. <a href="#">more</a></p> <p>Document Name: 8DOWS0001 Type: TV Traveler: Washington, Dolly Status: PASS</p> <table border="1" style="width: 100%; border-collapse: collapse; background-color: #e6e6fa;"> <thead> <tr style="background-color: #000080; color: white;"> <th colspan="3">Pre-Audit Results</th> </tr> <tr style="background-color: #cccccc;"> <th style="width: 60%;">Audit Process</th> <th style="width: 20%;">Status</th> <th style="width: 20%;">Comments</th> </tr> </thead> <tbody> <tr><td> ACCOUNT VALIDATION</td><td>PASS</td><td></td></tr> <tr><td> AMOUNT PAID TO TRAVELER</td><td>PASS</td><td></td></tr> <tr><td> APPROVAL BY TRAVELER</td><td>PASS</td><td></td></tr> <tr><td> BLANKET AUTHORIZATION</td><td>PASS</td><td></td></tr> <tr><td> DOC CONFERENCE VALIDATION</td><td>PASS</td><td></td></tr> <tr><td> EXPENSES OUTSIDE TRIP DATES</td><td>PASS</td><td></td></tr> <tr><td> FUTURE TRIP DATES-VCH</td><td>PASS</td><td></td></tr> <tr><td> IN TRAVEL STATUS</td><td>PASS</td><td></td></tr> <tr><td> RECLAIM DOCUMENTS</td><td>PASS</td><td></td></tr> <tr><td> VALIDATE VNUM</td><td>PASS</td><td></td></tr> </tbody> </table> </div> <div style="width: 35%; border: 1px solid #ccc; background-color: #e6e6e6; padding: 5px;"> <p style="font-size: small; margin: 0;">For this Document you can:</p> <div style="display: flex; justify-content: space-between; margin: 0;"> <div style="border: 1px solid #ccc; padding: 2px 5px; font-size: x-small;">Continue</div> <div style="font-size: x-small;">Stamping the Document</div> </div> <div style="display: flex; justify-content: space-between; margin: 0;"> <div style="border: 1px solid #ccc; padding: 2px 5px; font-size: x-small;">Cancel</div> <div style="font-size: x-small;">Pre-Audit Results</div> </div> </div> </div> </div> <p>If any statuses state FAIL, you will need to go back and fix those areas. If everything states PAA, click <b>Continue</b> (<i>Stamping the Document</i>) button.</p>	Pre-Audit Results			Audit Process	Status	Comments	ACCOUNT VALIDATION	PASS		AMOUNT PAID TO TRAVELER	PASS		APPROVAL BY TRAVELER	PASS		BLANKET AUTHORIZATION	PASS		DOC CONFERENCE VALIDATION	PASS		EXPENSES OUTSIDE TRIP DATES	PASS		FUTURE TRIP DATES-VCH	PASS		IN TRAVEL STATUS	PASS		RECLAIM DOCUMENTS	PASS		VALIDATE VNUM	PASS	
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13	<p>The <i>Signature</i> page appears</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Signature for 8DOWS0001</b></p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 60%;"> <p> <b>Quick Tip</b> If you agree with the statement, click Accept. <a href="#">more</a></p> <p style="font-size: x-small; margin-top: 10px;">I certify that this voucher is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me. I hereby assign to the United States any right I may have against any parties in connection, with reimbursable transportation charges described above, purchased under cash payment procedures (41 CFR Part 301-10). I verify that I have all receipts necessary to support the claims in this voucher. Any exceptions are noted in the comments section.</p> <ul style="list-style-type: none"> <li>➤ Read the statement</li> <li>➤ Click <b>Accept</b> (<i>Signature Text</i>)</li> </ul> </div> <div style="width: 35%; border: 1px solid #ccc; background-color: #e6e6e6; padding: 5px;"> <p style="font-size: small; margin: 0;">For this Document you can:</p> <div style="display: flex; justify-content: space-between; margin: 0;"> <div style="border: 1px solid #ccc; padding: 2px 5px; font-size: x-small;">Accept</div> <div style="font-size: x-small;">Signature Text</div> </div> <div style="display: flex; justify-content: space-between; margin: 0;"> <div style="border: 1px solid #ccc; padding: 2px 5px; font-size: x-small;">Cancel</div> <div style="font-size: x-small;">Stamping</div> </div> </div> </div> </div>																																				
16	<p>The system will then go back to the <i>Home</i> page and the new document will be listed in the <b>Last Document</b> area.</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Home</b></p> <div style="background-color: #e6e6ff; padding: 5px; margin-bottom: 5px;"> <p> <b>Quick Tip</b> 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. <a href="#">more</a></p> </div> <table border="1" style="width: 100%; border-collapse: collapse; background-color: #e6e6ff;"> <thead> <tr style="background-color: #000080; color: white;"> <th colspan="5">Last Documents <a href="#">more</a></th> <th colspan="5">Documents to review <a href="#">more</a></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> TV</td> <td>999100001</td> <td>8DOWS0001</td> <td>06/02/08</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div>	Last Documents <a href="#">more</a>					Documents to review <a href="#">more</a>					Type	Traveler	Document Name	Dep Date	In Use	Type	Traveler	Document Name	Dep Date	In Use	TV	999100001	8DOWS0001	06/02/08												
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