Document Preparation Training Manual Version 8.1

CAMS

A System For Now
And the Future

NOAA Specific Travel Training Program for Travel Manager Users

December 2003

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Table of Contents

Unit 1: Getting Started 1
- Types of Users 1
- Routing vs. Non-routing 1
- NOAA CAMS Accounting Codes 2
- Logging into Travel Manager 4
- Form Setup 7
- Travel Manager Windows Conventions 8
- Quick Guide to Doc Prep Module Toolbar 9
- Quick Guide to Doc Prep Module Buttons 10

Unit 2: Authorizations 15
- Overview—Creating an Authorization 15
- Basic Authorization (Editing Traveler Info and Adding a New ACCS Code) 20
- Two Travel Locations (Foreign Travel) 32
- Select a Duty Location Not in the Per Diem Table 40
- Indicate Lodging And Meals Provided (Updating an ACCS Code) 48
- Indicate Annual Leave While On Travel 57
- Request an Actual Lodging Expense 65
- Allocate Expenses to Multiple Accounting Codes (Changing the Reimbursability of an Expense) 74
  - Part 1—Allocate Expenses to Multiple Accounting Codes by Percent 82
  - Part 2—Allocate Expenses to Multiple Accounting Codes by Expense Category 84
  - Part 3—Allocate Expenses to Multiple Accounting Codes by Date 87
  - Part 4—Allocate Expenses to Multiple Accounting Codes by Expense 89
  - Part 5—Allocate Expenses to Multiple Accounting Codes by Amount 93
- International Date Line (IDL) Travel 97
- Blanket Travel Authorization 105
- Trip Authorization Against a Blanket Authorization 110
- Copying an Authorization 117
- Conference Lodging Allowance 123
- Award Ceremony Attendance 132

Unit 3: Adjustments, Amendments, and Cancellations 139
- Background 139
- Adjustment to an Authorization 141
- Authorization Amendment (Demonstration Only) 147
- Cancelling an Authorization (Demonstration Only) 152

Unit 4: Vouchers 155
- Overview—Creating a Voucher 155
- Voucher from an Existing Authorization (Applying Cash/Check Advances) 158
- Voucher Ending ‘In Travel Status’ 165
- Voucher Beginning ‘In Travel Status’ 171
- Allocating Expenses to Multiple Accounting Codes 177
  - Part 1—Allocate Expenses to Multiple Accounting Codes by Percent 182
  - Part 2—Allocate Expenses to Multiple Accounting Codes by Expense Category 184
  - Part 3—Allocate Expenses to Multiple Accounting Codes by Date 187
  - Part 4—Allocate Expenses to Multiple Accounting Codes by Expense 189
  - Part 5—Allocate Expenses to Multiple Accounting Codes by Amount 193
- Constructed Travel Voucher 195
- Conference Lodging Allowance 209
- Award Ceremony Attendance 214

Unit 5: Adjusting Vouchers and Reclaim Vouchers 223
Background 223
Reclaim Voucher Exercise (Overriding the M&IE Calculations) 224
Unit 6: Local Voucher 229
Background 229
Overview—Creating a Local Voucher 230
Local Voucher 232
Unit 7: Electronically Stamp (Sign, Review, and Approve) and Route Documents 237
Document Stamping & Routing Process 237
How to Electronically Sign and Adjust a Document from File>Review 239
Appendix A: Reference Guide 243
Appendix B: Actions and Status Codes (Stamps) 271
Appendix C: Index of System Messages 275
Appendix D: Removing Edit-Locks 299
How to Remove an Edit-Lock on a Document 299

Unit 1: Getting Started

This unit describes the following:

- each type of user;
- the difference between non-routing and routing;
- the NOAA CAMS accounting codes;
- how to log into Travel Manager and access the Doc Prep module;
- how to move around in Travel Manager; and
- the different module buttons and toolbars located in the Doc Prep module.

Types of Users

A Travel Manager user is a person that has access to the Travel Manager software. There are two types of Travel Manager users:

- **Basic User**—A person who can create, edit, view, and print travel authorizations, vouchers, and local vouchers for themselves only.
- **Group Administrator**—A person who can create, edit, view, and print travel authorizations, vouchers, and local vouchers for a specified group of travelers as well as for themselves.

Routing vs. Non-routing

NOAA has chosen to implement Travel Manager using two different approaches.

Routing

This approach utilizes the software to prepare travel documents as well as use the full electronic benefits of the software which include:

- Routing travel documents to the traveler's Reviewing and Approving Officials for their electronic approval. When a document is signed (i.e., an electronic signature is entered), Travel Manager generates a routing list and routes the document to the next person on the list. This routing information is carried with the document, making it possible for routing to continue automatically.
- E-mail messages are automatically sent to reviewing/approving officials notifying them that there are travel documents awaiting approval.

Non-routing

This approach utilizes the software to prepare travel documents only. Documents are not electronically routed to reviewing and approving officials.

NOAA CAMS Accounting Codes

The CAMS Home Page contains an online utility that validates CAMS ACCS codes.

To access this validation utility from the CAMS Home Page, open your web browser and enter the following address in lower case:

http://www.rdc.noaa.gov/~cams/

and click on the CAMS ACCS Validation Screen

or

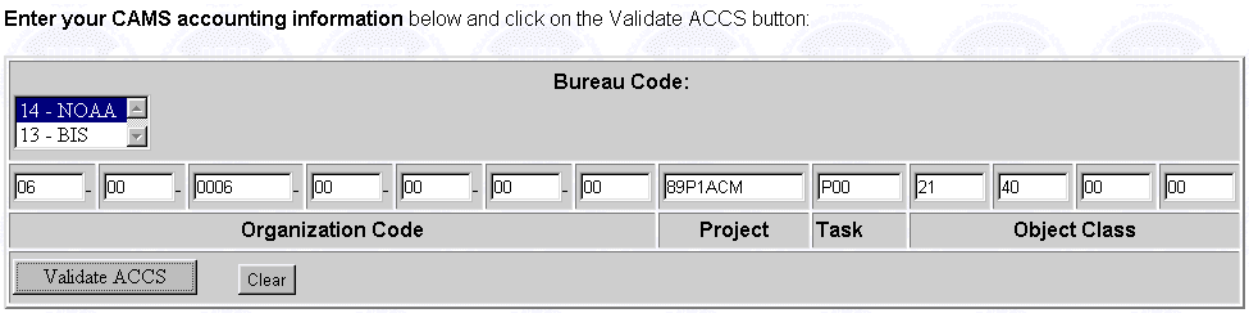
You can also access this validation utility directly. Open your web browser and type the following address as it appears below:

http://titan.rdc.noaa.gov/~cams/validateCAMSaccs2.html

✍ The web addresses are case sensitive and must be entered as indicated above otherwise they will not work.

The graphic illustrates the CAMS values that are required to validate an ACCS. You will need to enter the required data in the **Organization Code**, **Project**, and **Task** fields.

Once you have completed the required fields, click on the **Validate ACCS** button.



CAMS Validation Data Entry Screen

The following graphic illustrates the validation results.

CAMS ACCS Validation Results

Bureau:	14
Project:	89P1ACM
Project Title:	COMMERCE ACCOUNTING MANAGEMENT SYSTEM (C
Proj Begin Date:	01-OCT-94
Proj End Date:	30-SEP-03
Proj Active?:	Y
Task:	P00
Task Title:	COMMERCE ACCOUNTING MANAGEMENT SYSTEM (C
Task Begin Date:	01-OCT-94
Task End Date:	30-SEP-03
Task Active?:	Y
Org:	06-00-0006-00-00-00-00
Org Title:	ABOLISHED CAMS PROGRAM OFFICE
Fund:	02
Program:	06-01-01-000
Obj Class:	21-40-00-00
Object Descr:	EXPENSES-DOMESTIC TRAVEL-PD TO TRAVELER
Object Active?:	Y

CAMS ACCS Validation Results Window

Travel Manager requires the following NOAA CAMS ACCS components:

- The 4 character fiscal year (2004)
- The 2 character bureau code (14)
- The 7 character project code (89PIACM)
- The 3 character task code (P00)
- The 16 character organization code (06-00-0006-00-00-00-00)

Logging into Travel Manager

To access Travel Manager, all users require a user ID and password. All users also require an electronic signature in order to electronically stamp and/or route travel documents.

User IDs

The user ID consists of the first three characters of the last name and the last four numbers of the Social Security Number. For example, Fred Traveler (111-11-1111) is entered as ***tra1111***.

User Passwords

Passwords must be at least eight characters long and include at least one numeric value. When logging into Travel Manager for the first time, the Travel Manager default password must be used. Contact your servicing Finance Office for the default password.

Electronic Signatures

Electronic signatures must be at least eight characters long and include at least one numeric value.

✍ Passwords and electronic signatures are **case sensitive**.

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1. To access the software, double-click on the **TM81.ICA** icon. A warning message informing you that you are accessing a Department of Commerce computer system will appear on the screen. To acknowledge the message, click **OK**.
2. In the **User ID** field, type the user ID provided for you and press [**Tab**].
3. In the **Password** field, type the default password and click **OK**.

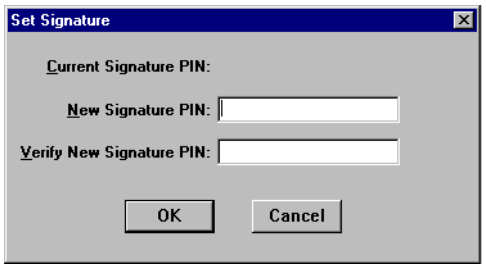
Login Window

4. If prompted, “New User - please enter a password now”, click OK.

5. In the **New Password** field, type your password and press [**Tab**].
   A. In the **Verify Password** field, type your password again.
   B. Click **OK**.

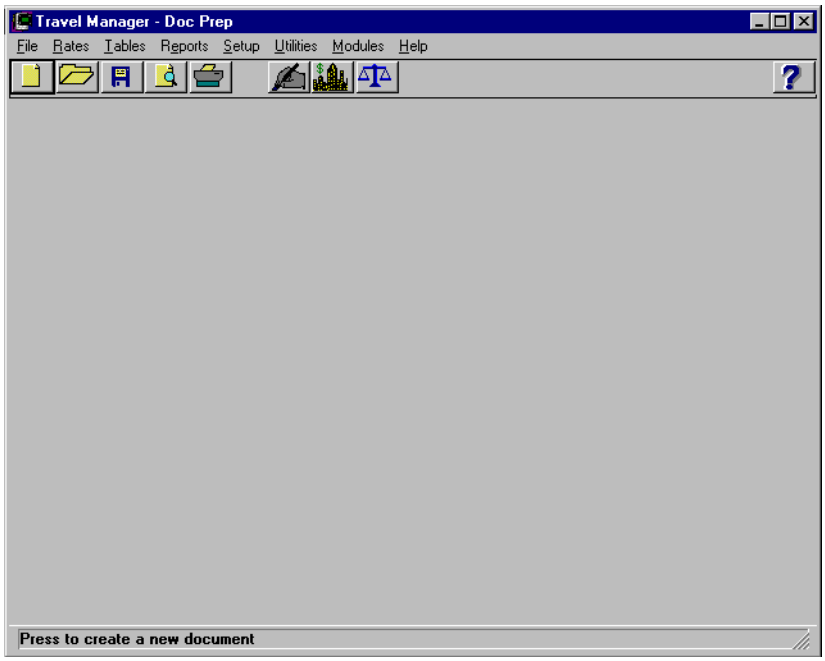
Set Password Window

6. You will see a message welcoming you to the Travel Manager system. Please read and note any information. We may use this to communicate key information to users. To acknowledge the welcoming message(s), click **OK**.
7. At the prompt, "Your electronic signature is currently blank. Please enter a new electronic signature.", click **OK**.
8. In the **New Signature PIN** field, type your electronic signature and press [**Tab**].
   A. In the **Verify New Signature PIN** field, type your electronic signature again.
   B. Click **OK**.



Set Signature Window

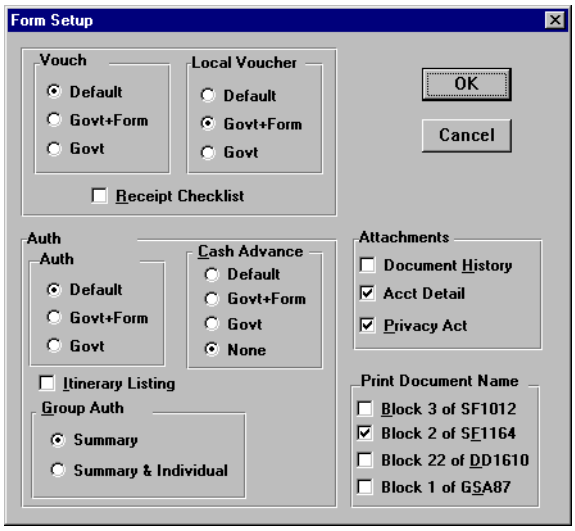
9. If prompted, "You have documents waiting your review and approval. Choose 'Review' from the File menu.", click **OK**.
10. The Doc Prep module window is displayed.



Doc Prep Module Window

Form Setup

1. Select **File>Form Setup** to verify that a user's form setup is correct as displayed below.

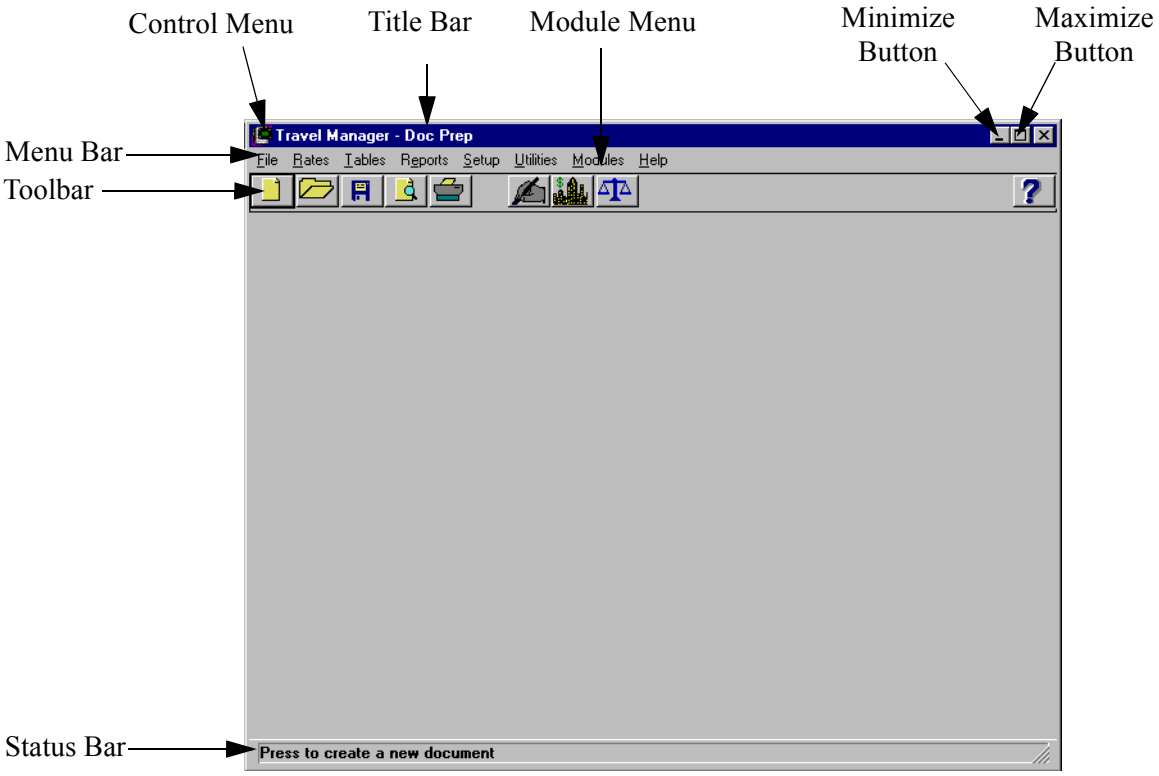


Form Setup Window

2. To exit the Form Setup window, click **OK**.

Travel Manager Windows Conventions

Travel Manager uses standard MS Windows, Windows 95/98, and Windows NT conventions for its menu, dialog boxes, and windows. If you are new to the Windows operating environment, please refer to the Microsoft Windows User Guide associated with your operating system to familiarize yourself with the appropriate Windows conventions.



Doc Prep Module Window

Title Bar—Displays the name of the application, module, or document that is currently open.

Menu Bar—Displays available menu choices. To perform functions, select items from a menu or use the toolbar buttons. Use your mouse or keyboard to access menu items, click toolbar buttons, and type travel data.

Control Menu—Displays a drop-down menu containing various functions for the window.

Maximize/Minimize Buttons—Enlarges or reduces the size of the window.

✍ Do not use the **X** button to exit the system. Select **File>Exit**.

Modules Menu—Allows you to access different modules. For example, to access the Route & Review module, select **Modules>Route & Review**. The Route & Review module is displayed.

Toolbar—Provides quick access to commonly used functions.

Status Bar—Displays instructions for each field or window found in Travel Manager.

Vertical/Horizontal Scroll Bars—Scrolls through the contents of a window that is not entirely visible on the screen.

Quick Guide to Doc Prep Module Toolbar

Table 1: Doc Prep Module Toolbar

Button Name	Button Description
New Document	Click the **New Document** button to create an authorization, voucher, voucher from authorization, local voucher, or amendment.
Open Document	Click the **Open Document** button to display existing authorizations, amendments, vouchers, or local vouchers.
Save Document	Click the **Save Document** button to save a document. A document must be opened for this function to operate.
Preview Document	Click the **Preview Document** button to preview a document. A document must be opened for this function to operate.
Print Document	Click the **Print Document** button to print a document. A document must be opened for this function to operate.
Document Status	Click the **Document Status** button to stamp a document or review the document history. A document must be opened for this function to operate.
Per Diem Locations	Click the **Per Diem Locations** button to review per diem locations and rates.
Travel Ledger Report	Click the **Travel Ledger Report** button to enter criteria for the travel ledger report.
USA Map	*Currently not used by NOAA*. Click the **USA Map** button to display detailed maps. A document must be opened for this button to appear. Used only in the Reservations Module.
Help	Click the **Help** button to open Gelco's online Travel Manager documentation. This documentation is not NOAA specific.

Quick Guide to Doc Prep Module Buttons

Table 2: Buttons Displayed in the Authorization and Voucher Main Window

Button Name	Description
Traveler Information	Click the **Traveler Information** button to update personal information such as name, address, and phone number or to set defaults for charge card status, etc. From the Traveler Information window, you can access the following: Click the **Duty Station** button to update the duty station location, address, phone number, time zone, number of work hours (for example, 8 hours per day), and the approving official's name to be displayed on the printed forms for authorizations and vouchers. Click the **Account** button to update default accounting codes (the accounting code will automatically be displayed on the document). To select a default accounting code, the ACCS must exist in the Master Acct Code Table. *Optional field.* Click the **Travel Prefs** button to update preferences for airline (frequent flyer information), hotel, and rental car. Click the **Agency Misc** button to update Bureau and ASC information. *Currently not used by NOAA.* Click the **Dependents** button to update dependent information used for relocation purposes. Dependent data determines the traveler's reimbursement amount when the voucher is submitted for en route travel, temporary quarters (TQSE), and miscellaneous expense allowance (MEA). *Currently not used by NOAA.* Click the **PCS Info** button to update traveler and spouse tax information for employees who are relocating.
Group Authorization	*Currently not used by NOAA.* Click the **Group Authorization** button to create a group authorization (one travel document for multiple travelers). After the trip has been taken, travelers can create individual vouchers from the group authorization. The Group Authorization button is only available in the Authorizations window.
Itinerary	Click the **Itinerary** button to add or update the trip purpose, trip type, begin and end travel dates, and the TDY locations. After the itinerary information is entered and the Itinerary window is closed, the Lodging and Meals window will display the lodging and M&IE costs based on date and TDY location.
Reservations	*Currently not used by NOAA.* Click the **Reservations** button to add or update information for air travel, lodging, or rental car reservations.

Table 2: Buttons Displayed in the Authorization and Voucher Main Window

Button Name	Description
Ticketed Transportation	Click the **Ticketed Transportation** button to add or update ticket information for common carrier modes of travel (for example, air, bus, and rail) and add Travel Management Center (TMC) transaction fees.
Expenses	Click the **Expenses** button to add or update the expense date, type, and cost. This includes all expenses except per diem and ticketed transportation. All expenses must be selected from the drop-down list.
Lodging/M&IE	Click the **Lodging/M&IE** button to update/view daily expense information for lodging costs, lodging allowed, M&IE allowed, and per diem rates.
Other Authorizations	Click the **Other Authorizations** button to display and print special remarks on forms for authorizations. ✍ The **Other Authorizations** button is only available in the Authorizations window
Acct	Click the **Acct** button to add a new accounting code, update an existing accounting code, or to select an accounting code on a document. The Acct Codes window contains two blocks: • The Master Acct Codes block displays on the top half of the window the accounting code(s) setup for your organization. • The Acct Codes for Current Document block displays on the bottom half of the window the accounting code(s) selected from the Master Acct Codes block or newly established code for this document.
Comments	Click the **Comments** button to enter any additional text or comments that have not already been entered elsewhere in the document. You can also select preset comments from this window. To avoid overwriting the additional comments that are added, preset comments must be applied first.
Totals	Click the **Totals** button to: **Authorizations**—View the Total Estimated Cost for the authorization. Click the **Detail** button to view detailed accounting information such as expense categories, accounting code for each expense category, the amount applied to each category, and the advance amount for each expense category. **Vouchers**—View the Total Expenses, Net to Traveler, and/or to add any Gov't Advance Outstanding and Gov't Advance Applied. Click the **Detail** button to view detailed accounting information such as expense categories, accounting code for each expense category, and the amount applied to each category. ✍ ATM advances do not apply.
Document Status	Click the **Document Status** button to sign and route the document. The Document Status window is used with electronic processing of travel documents. The Document Status window also provides a document history including the following information: • Who created the document. • The status stamp(s) applied to the document (signed, reviewed, approved, processed, data link, etc.). • The date and time that the document was stamped (including the time zone).

Table 3: Buttons Displayed on the Local Voucher Main Window

Button Name	Description
Traveler Information	Click the **Traveler Information** button to update personal information such as name, address, and phone number or to set defaults for charge card status, etc. From the Traveler Information window, you can access the following: Click the **Duty Station** button to update the duty station location, address, phone number, time zone, number of work hours (for example, 8 hours per day), and the approving official's name to be displayed on the printed forms for authorizations and vouchers. Click the **Account** button to update default accounting codes (the accounting code will automatically be displayed on the document). To select a default accounting code, the ACCS must exist in the Master Acct Code Table. *Optional field.* Click the **Travel Prefs** button to update preferences for airline (frequent flyer information), hotel, and rental car. Click the **Agency Misc** button to update Bureau and ASC information. *Currently not used by NOAA.* Click the **Dependents** button to update dependent information used for relocation purposes. Dependent data determines the traveler's reimbursement amount when the voucher is submitted for en route travel or temporary quarters (TQSE). *Currently not used by NOAA.* Click the **PCS Info** button to update traveler and spouse tax information for employees who are relocating.
Expenses	Click the **Expenses** button to add or update the expense date, type, and cost. All expenses must be selected from the drop-down list.
Acct	Click the **Acct** button to add a new accounting code, update an existing accounting code, or to select an accounting code on a document. The Accounting Codes window contains two blocks: • The Master Acct Codes block displays on the top half of the window the accounting code(s) setup for your organization. • The Acct Codes for Current Document block displays on the bottom half of the window the accounting code(s) selected from the Master Acct Codes block or newly established code for this document.

Table 3: Buttons Displayed on the Local Voucher Main Window

Button Name	Description
Comments	Click the **Comments** button to enter any additional text or comments that have not already been entered elsewhere in the document. You can also select preset comments from this window. To avoid overwriting the additional comments that are added, preset comments must be applied first.
Totals	Click the **Totals** button to view the Total Expenses, Total Amount Claimed, and Net to Traveler. Click the **Detail** button to view detailed accounting information such as expense categories, accounting code for each expense category, and the amount applied to each category.
Document Status	Click the **Document Status** button to sign and route the document. The Document Status window is used with electronic processing of travel documents. The Document Status window also provides a document history including the following information: • Who created the document. • The status stamp(s) applied to the document (signed, reviewed, approved, processed, data link, etc.). • The date and time that the document was stamped (including the time zone).

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Unit 2: Authorizations

This unit provides:

- an overview describing the process of preparing a basic travel authorization and explaining some field values; and
- exercises for various types of authorizations covering specific travel scenarios. Each exercise contains a problem statement and a description of the steps needed to produce the desired results. The data used in the exercises and the screen captures may not reflect the latest per diem rates.

Overview—Creating an Authorization

1. To access the software, double-click on the **TM81.ICA** icon. A warning message informing you that you are accessing a Department of Commerce computer system will appear on the screen. To acknowledge the message, click **OK**.
2. Log into Travel Manager using your user id and password, click **OK**.
3. You will see a message welcoming you to the Travel Manager system. Please read and note any information. We may use this to communicate key information to users. To acknowledge the welcoming message(s), click **OK**.
4. If prompted, "You have documents waiting your review and approval. Choose 'Review' from the File menu.", click **OK**.
5. Select **File>New>Authorization A**.
6. In the **SSN** field, press [**F10**], highlight the traveler, and click **Select**.

✂ *You can also type the traveler's social security number and press [**Tab**].*

✍ Unless you are a Group Administrator, you will only have access to your own social security number.

7. Type the authorization number in the **TA Num** field. Note the NOAA Travel Regulations (NTR), section 301-2.8 through 301-2.19 mandates the following format:

   Y = Last digit of the Fiscal Year (position 1)

   XXX = Three characters of the organization code or foreign code (position 2-4)

   S, **F**, **B**, or **K** = The type of travel (position 5)

   S-Single Domestic

   F-Single Foreign

   B-Blanket Domestic

   K-Blanket Foreign

   0000 = Four digit sequential number (position 6-9)

   For example: YXXXS0000 or YXXXB0100

✍ The authorization number must be unique, nine alphanumeric characters, and include no special characters.

For the purposes of this class only the following format will apply: YFMLS0000, YFMLB0100 (blanket authorization), YFMLB0101 (trip authorization) etc.

Y = Last digit of the Fiscal Year (position 1)

FML = Organization code represented by the initials of your first, middle, and last name (position 2-4)

S, **F**, **B**, or **K** = The type of travel (position 5)

S-Single Domestic
F-Single Foreign
B-Blanket Domestic
K-Blanket Foreign

0000 = Four digit sequential number provided in the exercise (position 6-9)

8. Click the **Itinerary** button and enter the itinerary information. Note that the authorization number entered on the Authorization Main window is displayed in the **TA Num** field and the current date is displayed in the **Auth Date** field. Other fields displayed in the itinerary window include:

   Purpose—Select the purpose of the trip from the drop-down list. NOAA uses the following standard GSA travel purpose categories:

   1-SITE VISIT
   2-INFORMATION MEETING
   3-TRAINING ATTENDANCE
   4-SPEECH OR PRESENTATION
   5-CONFERENCE ATTENDANCE
   7-ENTITLEMENT
   8-SPECIAL MISSION
   9-OTHER (see below)

   Description—Describe the purpose of the trip.

   Trip Type—Select the trip type from the drop-down list. NOAA uses the following trip types for authorizations:

   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

Begin Travel—Type the date and select the location where the traveler begins the trip. Select the **Depart Location** from the drop-down list. The choices in the drop-down list are derived from the traveler's information record.

✍ Federal Travel Regulation (FTR) changes as of 12/27/96 eliminate the need to type arrival and departure times. The **Time** field is displayed until the **Begin Travel** date is entered.

End Travel—Type the date and select the location where the traveler ends the trip. Select the **Return Location** from the drop-down list. The choices in the drop-down list are derived from the traveler's information record.

Trip Duration—After the **Begin Travel** and **End Travel** fields are complete, **Trip Duration** is automatically set to one of the following:

12 hours or less—A trip that lasts less than 12 hours.

12-24 hrs no lodging—A trip that lasts between 12 and 24 hours but does not incur lodging costs.

12-24 hrs with lodging—A trip that lasts between 12 and 24 hours and includes lodging costs.

Multiple Days—A trip that lasts more than 24 hours or is a multiple day trip.

✍ You must select Multiple Days on trips 12-24 hours that cross dates (i.e., 1/26-1/27) in order for the system to calculate M&IE for both dates.

Per Diem Locations—Add the TDY Per Diem Location(s) to the authorization. The **Per Diem Locations** block contains the arrival/departure date(s) and TDY location(s) for the trip.

▲ Up button or ▼ Down button—Sometimes, adding and deleting per diem locations causes the itinerary to become out of chronological order. When you click OK to exit the Itinerary window, the following prompt may display, "Itinerary dates are not in chronological order, please edit." The itinerary re-order buttons allow you to re-sort your itinerary.

9. To enter ticket information and TMC transaction fee, click the **Ticketed Transportation** button.

✍ The **Type**, **Cost**, and **Class** fields are required on authorizations. All other fields are optional.

10. To enter expenses, click the **Expenses** button.

✍ Expenses must be selected from the drop-down list.

11. To review the rates allowed for Lodging and M&IE, to enter any known differences to lodging rates, or to enter any special duty conditions such as annual leave or actuals, click the **Lodging/M&IE** button.
12. To record special circumstances, click the **Other Authorizations** button. This field is used to display or print information only.

✍ For NOAA Corps Officers, Endorsement must be selected along with the type of duty being performed (operational flight, proficiency flight, temporary sea, temporary shore).

13. To enter the accounting code(s) (unless the traveler information specifies a default account code), click the **Acct** button.

✍ When exiting this window, accounting codes are validated against a nightly download from CFS.

✍ Only five accounting codes can be used per document and all accounting codes must be for the same bureau.

14. To add any comments, click the **Comments** button. To avoid overwriting the additional comments that are entered in this window, preset comments must be applied first. Then type the preparer's name and phone number, and record any additional comments.
15. To review the total amount on the travel document, click the **Totals** button.

✍ Cash advances are on an exception basis and are issued manually.

16. Select **File>Save**. At the Save As window, the document name will default to the travel authorization number. To accept the default, click **OK**.
17. Select **File>Print Preview**, this will initiate the Adobe Acrobat Reader software and display your travel authorization on the screen.
    A. Review the travel authorization on-line.
    B. Select **File>Exit** from the Adobe Acrobat Reader menu bar to close the Adobe Acrobat Reader window and return to the travel authorization.
18. To apply the SIGNED status and your electronic signature, click the **Document Status** button.
    A. Note the status defaults to SIGNED. In the **Signature PIN** field, type your electronic signature and click **OK**.
    B. At the prompt, "You must save the document before stamping with SIGNED status code. Would you like to save the document? (Note: Select YES to save the document now. Select NO to cancel stamping.)", click **Yes**.
    C. At the prompt, "Funds Check in Progress", click **OK**.
    D. *For routing only:* At the prompt, "Email is being sent to XXX@noaa.gov", click **OK**. (Note: XXX represents the name of the person to be notified.)
19. Select **File>Open** to open the travel authorization.
    A. To search by the traveler's social security number, click the **SSN** radio button.
    B. In the **Travelers** search field, type in the social security number of the traveler and press [**Tab**].
    C. In the Document Name List block, highlight the travel authorization number and click **OK**.
20. Select **File>Print**, this will initiate the Adobe Acrobat Reader software and display your travel authorization on the screen.
    A. Review the travel authorization on-line.
    B. Select **File>Print** from the Adobe Acrobat Reader menu bar, this will display the Print window and allow you to verify the destination printer or to select an alternate printer.
    C. To print the authorization, click **OK**.
    D. Select **File>Exit** from the Adobe Acrobat Reader menu bar to close the Adobe Acrobat Reader window and return to the travel authorization.
21. Select **File>Close** to close the travel authorization.
    A. At the prompt, "Save current authorization?", click **No**.
22. Forward the hard copy travel authorization to the Requesting/Authorizing Officials for signature.
23. *For routing only:* Electronic documents will be routed to the Reviewing/Approving Officials. For more detailed information, see *Unit 7: Electronically Stamp (Sign, Review, and Approve) and Route Documents on page 237.*
24. *For non-routing:* Once you have received the approved hard copy travel authorization, you need to electronically stamp the travel authorization APPROVED.

A. Select **File>Open** to open the travel authorization.
B. To search by the traveler's social security number, click the **SSN** radio button.
C. In the **Travelers** search field, type in the social security number of the traveler and press [**Tab**].
D. In the Document Name List block, highlight the travel authorization number and click **OK**.
E. Click the **Document Status** button.
F. In the **Status** field, select APPROVED from the status drop-down list.
G. In the **Signature PIN** field, type your electronic signature and click **OK**.
H. At the prompt, "You must save the document before stamping with APPROVED status code. Would you like to save the document? (Note: Select YES to save the document now. Select NO to cancel stamping.)", click **Yes**.
I. At the prompt, "Have you made any adjustments to the current document?", click **No**.
J. At the prompt, "Funds Check in Progress," click **OK**.

25. To exit Travel Manager, select **File>Exit**. Do not use the X button to exit the system.

Exercise 1 Basic Authorization (Editing Traveler Info and Adding a New ACCS Code)

This exercise covers how to create a basic authorization to a single location. It also includes editing traveler information and adding a new accounting code.

Itinerary

The traveler leaves their residence on October 8th to attend a training class in San Francisco, CA.

The traveler returns to their residence on October 11th.

Ticketed Transportation

Round-trip air fare is $350.

TMC transaction fee is $28.

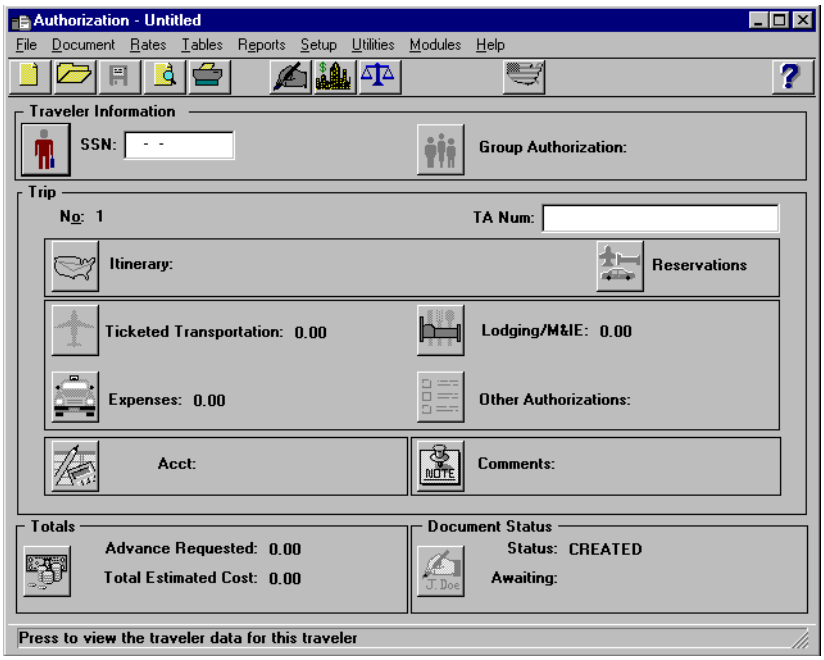
Expenses

The estimated expenses for this trip are as follows:

80 mile round-trip drive to/from the airport using their private vehicle
$500 for a registration fee
$150 for a rental car
$25 for gas for rental car
$25 for parking

---

1. To access the software, double-click on the **TM81.ICA** icon. A warning message informing you that you are accessing a Department of Commerce computer system will appear on the screen. To acknowledge the message, click **OK**.
2. Log into Travel Manager using your user id and password, click **OK**.
3. You will see a message welcoming you to the Travel Manager system. Please read and note any information. We may use this to communicate key information to users. To acknowledge the welcoming message(s), click **OK**.
4. If prompted, “You have documents waiting your review and approval. Choose ‘Review’ from the File menu.”, click **OK**.
5. Select **File>New>Authorization A**.



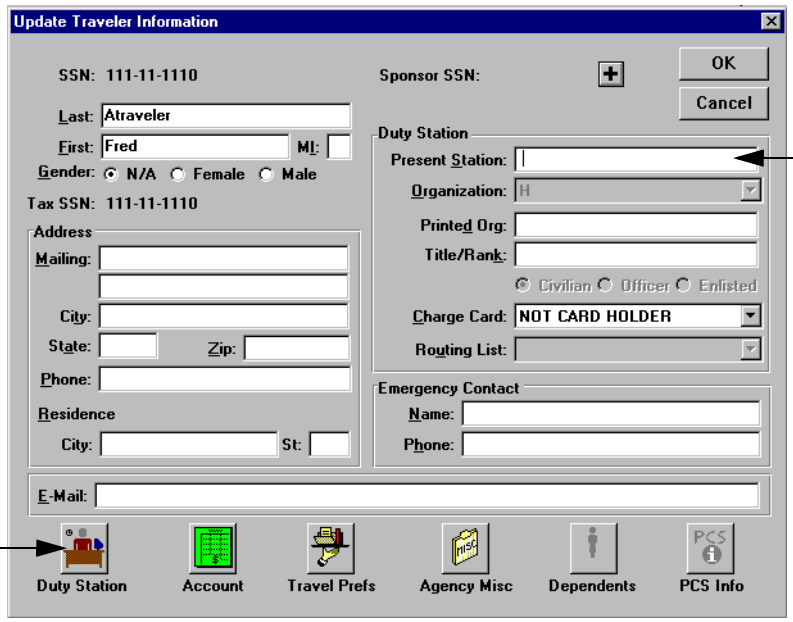
Authorization Main Window

6. In the **SSN** field, press [**F10**], highlight the traveler, and click **Select**.

✂ *You can also type the traveler's social security number and press [**Tab**].*

✍ Unless you are a Group Administrator, you will only have access to your own social security number.

7. Click the Traveler Information button to edit the traveler's information.



Update Traveler Information Window

A. In the Name block:
   1) In the **Last** field, verify the traveler's last name.
   2) In the **First** field, verify the traveler's first name.
   3) In the **MI** field, verify the traveler's middle initial (if applicable).
   4) The **Gender** field is optional.

B. In the Address block:
   1) In the **Mailing** field, type the traveler's street address.
   2) In the **City**, **State**, and **Zip** fields, type the traveler's city, state, and zip code information.
   3) In the **Phone** field, type the traveler's phone number.
   4) Notice that the traveler's mailing address (City and State) is the default for the **Residence City** and **State**.

C. In the Duty Station block:
   1) In the **Present Station** field, type the traveler's Duty Station City and State.
   2) The **Organization** field is a required field for Finance Office use only. If this field is blank, contact your servicing Finance Office.
   3) In the **Printed Organization** field, type the traveler's organization.
   4) In the **Charge Card** field, note that CARDHOLDER is set as the default. This value is used to determine the rules to apply when calculating the estimated cash advance allowed. Select the appropriate value from the drop-down list. NOAA uses the following:

CHARGE CARD	DESCRIPTION
CARD HOLDER	Select this option if the traveler has a Government travel card.
EXEMPT	Select this option if the traveler has been granted an explicit exemption from the mandatory use of the Government travel card.
INVITATIONAL	Select this option if the traveler is an invitational traveler.
NEW EMPLOYEE	Select this option if the traveler is a new employee who has to travel with less than 24 hours notice and has not had an opportunity to obtain a Government travel card.
NOT CARD HOLDER	Select this option if none of the above apply.

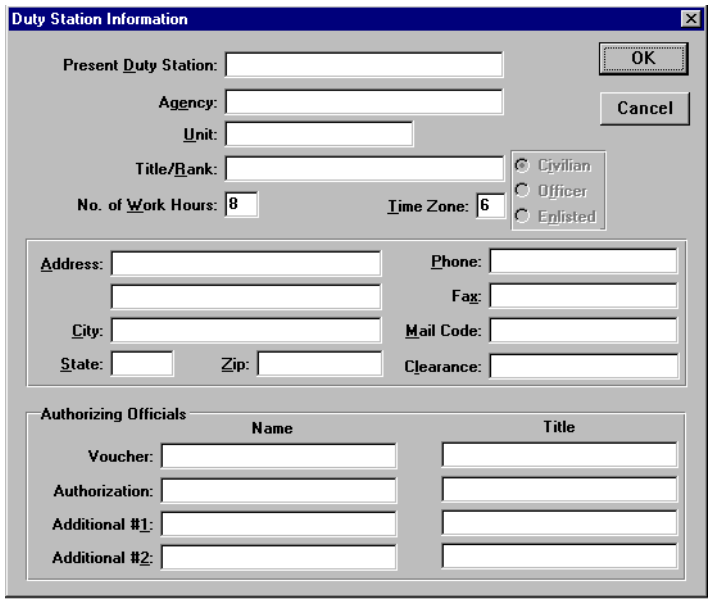
✍ Cash advances are on an exception basis and issued manually.

   5) *For routing only*: The routing list field is a required field for routing users only. Selections from the drop-down list can only be made by your servicing Finance Office. For changes to your routing, you must submit an updated routing form to your servicing Finance Office.

D. In the Emergency Contact block:
   1) In the **Name** field, type the name of the emergency contact.
   2) In the **Phone** field, type the phone number of the emergency contact.

E. In the E-mail block:
   1) Required for Finance Office use only when establishing routing offices.

8. To enter additional duty station information, click the **Duty Station** button.



Duty Station Information Window

A. Note that the **Time Zone** field defaults to 0. Enter the appropriate time zone for the traveler. This is a required field. Note that the time zone field is used for determining Lodging and M&IE calculations when crossing the International Date Line (IDL). 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, Pacific-9.

B. In the **Phone** field, type the traveler's duty station phone number.

C. In the Approving Officials block, enter the following:

   1) In the **Voucher Name** field, type the name of the traveler's approving official. In the **Voucher Title** field, type the approving official's title. This field is used for the names of the approving officials on TDY/local vouchers.

   2) In the **Authorization Name** field, type the name of the traveler's requesting official. In the **Authorization Title** field, type the requesting official's title. This field is used for the names of the requesting officials on authorizations.

   3) *Currently not used by NOAA.* The **Additional #1 Name and Title** fields can be used for a second approving official on TDY/local vouchers.

   4) In the **Additional # 2 Name** field, type the name of the traveler's authorizing official. In the **Additional #2 Title** field, type the authorizing official's title. This field is used for the names of the authorizing officials on authorizations.

D. To exit the Duty Station Information window, click **OK**.

9. To enter a default accounting code, click the **Account** button.

   A. In the Default Accounting Code field, click the **Lookup** button. Highlight "***General Travel***" from the Select Default Acct for Traveler window and click **Select**.

✍ To select a default accounting code, the ACCS must exist in the Master Acct Code Table.

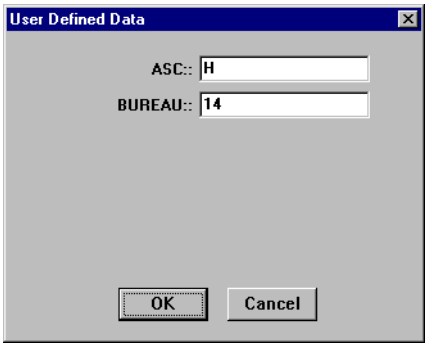
B. To exit the Account Information window, click **Close**.

10. To enter the traveler's servicing Finance Office and Bureau code, click the **Agency Misc.** button.
    A. The **ASC** field is represented by the first character of the traveler's servicing Finance Office. In the **ASC** field, type in the code that represents the traveler's servicing Finance Office.

       H—Headquarters (Germantown, MD)
       C—CASC (Kansas City, MO)
       E—EASC (Norfolk, VA)
       M—MASC (Boulder, CO)
       W—WASC (Seattle, WA)

    B. The **Bureau** field is represented by a two digit code. In the **Bureau** field, type in the code that represents the traveler's bureau.

       13-BIS
       14-NOAA



    C. To exit the User Defined Data window, click **OK**.
    D. To exit the Update Traveler Information window, click **OK**.
    E. At the prompt, "Save changes to permanent traveler information? If NO, the changes will be made to this document only.", click **Yes**.

11. In the **TA Num** field, type ***YFMLS0001***.
12. Click the **Itinerary** button and enter the basic itinerary information.
    A. Note that the authorization number entered on the Auth Main window is displayed in the **TA Num** field and the current date is displayed in the **Auth Date** field.
    B. In the **Purpose** field, select 3-TRAINING ATTENDANCE from the drop-down list and press [**Tab**].
    C. In the **Description** field, type ***To attend training in San Francisco, CA*** and press [**Tab**].
    D. In the **Type** field, select 1-SINGLE-DOMESTIC from the drop-down list and press [**Tab**].
    E. In the **Begin Travel** field, type ***100802*** and press [**Tab**].

✍ If the year is not entered, the system will default to the current year.

✂ *Click the right mouse button on any date field to display a calendar. Use the << and >> buttons to select the desired month. To select, double-click on the date.*

    F. In the **Depart Location** field, select the residence location (e.g., RES: Fairfax, VA) from the drop-down list.

G. In the **End Travel** field, type ***101102*** and press [**Tab**].

H. Note that residence location (e.g., RES: Fairfax, VA) is displayed in the **Return** Location field and **Multiple Days** is selected in the **Trip Duration** area.

I. To enter the per diem location, click **Add**. Note that October 8th is displayed in the **Arrival Date** field and October 11th is displayed in the **Departure Date** field.

1) [**Tab**] to the **Per Diem Location** field.

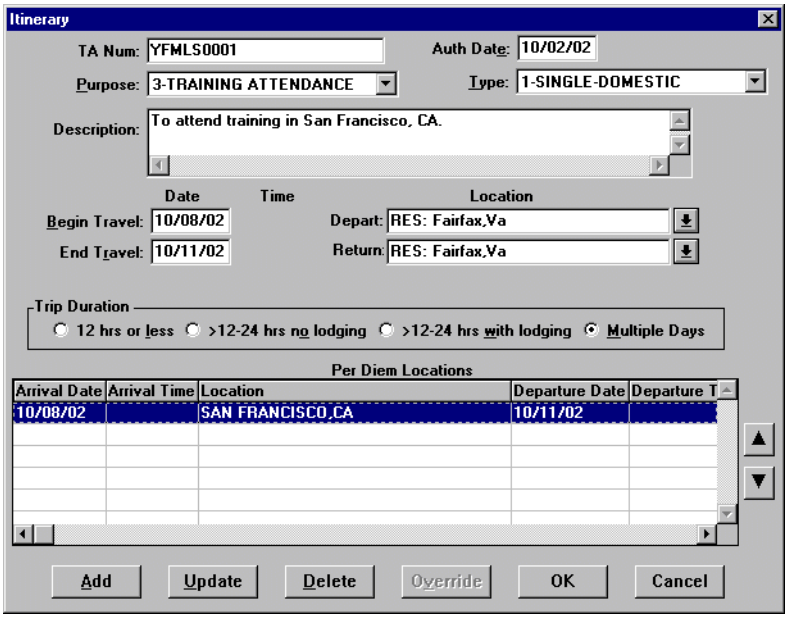
2) To select a per diem location, press [**F10**] or double-click.

*Type the first few characters of the per diem location and press [**Tab**]. If more than one location with the same name exists, click the down arrow. Select the correct location from the drop-down list and double-click*

3) In the **State/Country** field, select CALIFORNIA from the drop-down list.

4) Scroll down the list and highlight SAN FRANCISCO, click **Select**.

5) To exit the Add Per Diem Location to Trip window, click **OK.**



Itinerary Window

J. To exit the Itinerary window, click **OK**.

13. Click the **Ticketed Transportation** button to enter the basic ticketed transportation information.

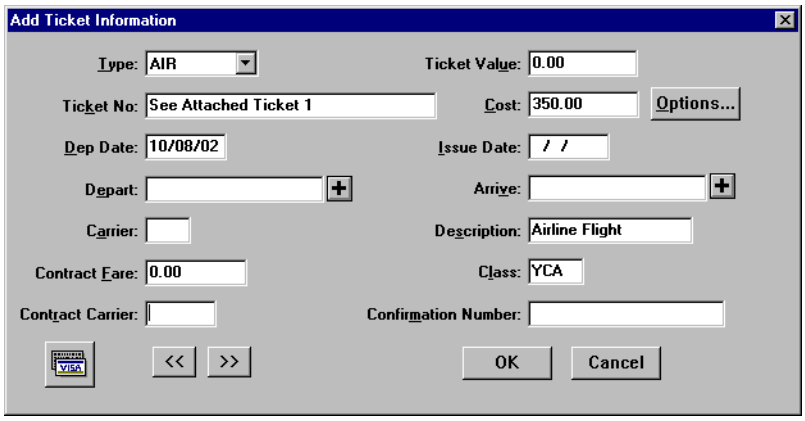
A. To add the ticket information, click **Add**. Note that the **Type** field defaults to AIR.

B. In the **Cost** field, type ***350***. Note that the **Description** field displays Airline Flight and the **Dep Date** field defaults to the begin travel date.

The system defaults this cost as a non-reimbursable expense. If this needs to be changed, click **Options**, click on the **Reimbursable** box to enable it, and click **OK**.

C. In the **Class** field, type ***YCA***.

The **Type**, **Cost**, and **Class** fields are required for authorizations. All other fields are optional.

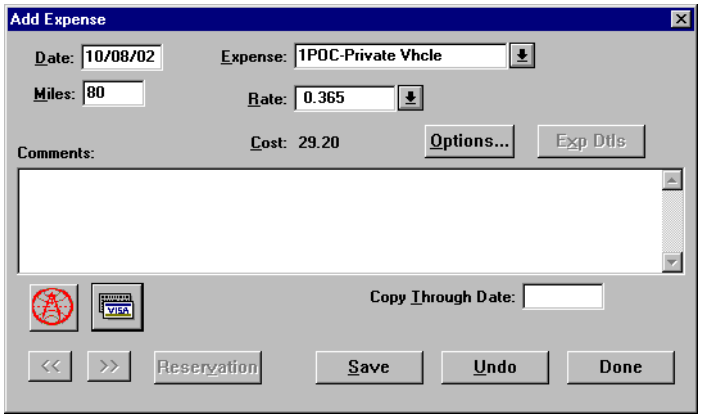


Add Ticket Information Window

D. To exit the Add Ticket Information window, click **OK**.
E. To add a ticketed transportation transaction fee, click **Add**.
F. In the **Ticket No.** field, type ***Transaction Fee***.
G. In the **Cost** field, type ***28***.
H. In the **Class** field, type ***YCA***.
I. To exit the Add Ticket Information window, click **OK**.
J. To exit the Ticket Information window, click **Close**.

14. Click the **Expenses** button.
    A. Click **Add**. Note that October 8th appears in the **Date** field.
    B. In the **Expense** field, select **1POC-Private Vhcle** from the expense drop-down list.
    C. In the **Miles** field, type ***80*** and press [**Tab**]. Note the cost is calculated and displayed in the **Cost** field.

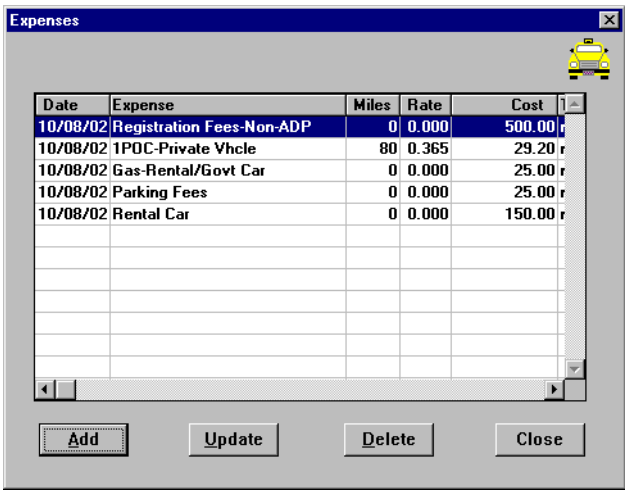
✍ Comments entered in the Add/Update Expense window appear only on the on-line document and do not print on the hard copy document.



Add Expense Window

✍ The **Copy Through Date** field copies all conditions pertaining to the expense being copied through the date you specify. If an expense being copied has a rate associated with it and the rate changes after the begin date of the trip, the rate change will not reflect on the document. You must manually update the expense to have the system pull in the new rate.

D. Click **Save**. Note that a new Add Expense window is displayed and October 8th appears in the **Date** field.
E. In the **Expense** field, select **Registration Fees-Non ADP** from the expense drop-down list.
F. In the **Cost** field, type ***500***.
G. Click **Save**. Note that a new Add Expense window is displayed and October 8th appears in the **Date** field.
H. In the **Expense** field, select **Rental Car** from the expense drop-down list.
I. In the **Cost** field, type ***150***.
J. Click **Save**. Note that a new Add Expense window is displayed and October 8th appears in the **Date** field.
K. In the **Expense** field, select **Gas-Rental/Govt Car** from the expense drop-down list.
L. In the **Cost** field, type ***25***.
M. Click **Save**. Note that a new Add Expense window is displayed and October 8th appears in the **Date** field.
N. In the **Expense** field, select **Parking Fees** from the expense drop-down list.
O. In the **Cost** field, type ***25***.
P. To exit the Add Expense window, click **Done**.

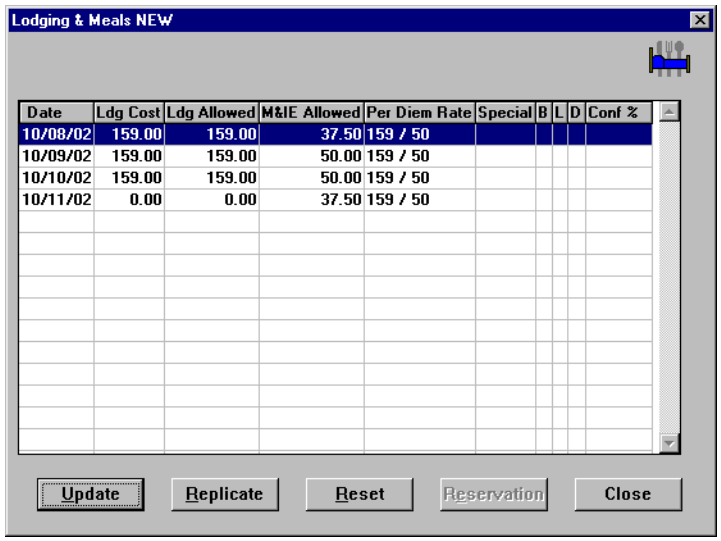


Expenses Window

✍ When **1POC-Private Vhcle** is selected, it is automatically annotated in the Other Authorizations window and will be printed on the authorization.

Q. To exit the Expenses window, click **Close**.

15. Click on the **Lodging/M&IE** button.



Lodging & Meals Window

A. Note the following:

- The **Date** column displays the dates entered in the Itinerary window.
- The per diem amount is displayed in the **Ldg Allowed** and **M&IE Allowed** columns.
- M&IE per diem is 3/4 of the allowable rate for the first and last day of the trip.
- The last day of the trip displays $0 cost for lodging.

B. To exit the Lodging & Meals window, click **Close**.

16. Click the **Other Authorizations** button.

A. Note that by selecting 1POC-Private Vhcle in the Expenses window, Other Privately-Owned Vehicle is displayed in the Other Authorizations for Current Document window.

B. Select all that apply from the list.

✍ For NOAA Corps Officers, Endorsement must be selected along with the type of duty being performed (operational flight, proficiency flight, temporary sea, temporary shore).

C. To exit the Other Authorizations for document window, click **Close**.

17. Click the **Acct** button.

A. Highlight the traveler's default accounting code *(General Travel)* from the Acct Codes for Current Document block and click **Delete**.

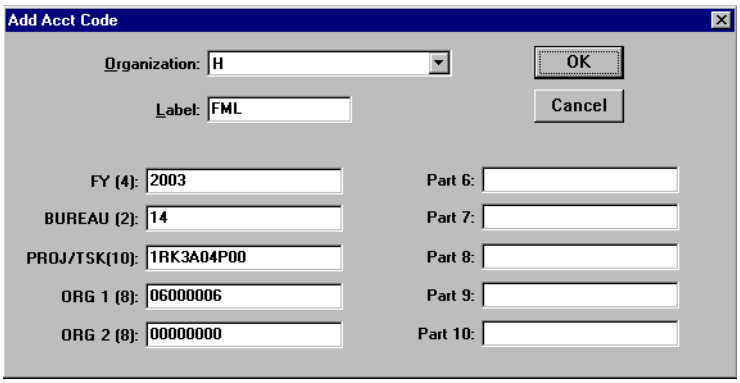
B. At the prompt, "Are you sure you want to delete this record?", click **Yes**.

C. To add a new accounting code, click **New**.

✍ When entering an accounting classification code do not enter any hyphens, spaces, slashes, or other special characters.

1) In the **Label** field, type your initials.
2) In the **FY (4)** field, type ***2003***.

3) In the **BUREAU (2)** field, type ***14***.
4) In the **PROJ/TSK (10)** field, type ***1RK3A04P00***.
5) In the **ORG 1 (8)** field, type ***06000006***.
6) In the **ORG 2 (8)** field, type ***00000000***.



Add Acct Code Window

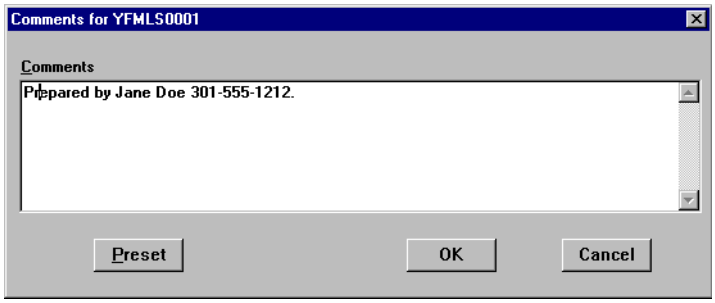
7) To exit the Add Acct Code window, click **OK**.
8) At the prompt, "Do you want to save this Acct code and its extended Acct codes to the master list of Acct classifications?", click **Yes**.

D. To exit the Acct Codes for document window, click **Close**.

E. At the prompt, "Performing ACCS Code Validation...", click **OK**.

18. Click the **Comments** button.

A. To avoid overwriting the additional comments that are entered in this window, preset comments must be applied first. Then type the preparer's name and phone number, and record any additional comments pertaining to the authorization. Type ***Prepared by Jane Doe 301-555-1212.***



Comments Window

B. To exit the Comments for document window, click **OK**.

19. Click the **Totals** button.

A. View the following:

- Total Estimated Expenses displays the total amount of expenses entered for the authorization (lodging, M&IE, transportation, and expenses).

- Computed Advance Authorized displays the total cash/ATM advance allowed that the traveler can receive based on the expenses entered.
- *Currently not used by NOAA*. Advance Requested displays the advance amount requested through Travel Manager.

✍ Cash advances are on an exception basis and are issued manually.

B. To exit the Totals for Authorization window, click **Close**.

20. Select **File>Save**. At the Save As window, the document name will default to the travel authorization number. To accept the default, click **OK**.
21. Select **File>Print Preview**, this will initiate the Adobe Acrobat Reader software and display your travel authorization on the screen.
    A. Review the travel authorization on-line.
    B. Select **File>Exit** from the Adobe Acrobat Reader menu bar to close the Adobe Acrobat Reader window and return to the travel authorization.
22. To apply the SIGNED status and your electronic signature, click the **Document Status** button.
    A. Note the status defaults to SIGNED. In the **Signature PIN** field, type your electronic signature and click **OK**.
    B. At the prompt, "You must save the document before stamping with SIGNED status code. Would you like to save the document? (Note: Select YES to save the document now. Select NO to cancel stamping.)", click **Yes**.
    C. At the prompt, "Funds Check in Progress", click **OK**.
    D. *For routing only:* At the prompt, "Email is being sent to XXX@noaa.gov", click **OK**. (Note: XXX represents the name of the person to be notified.)
23. Select **File>Open** to open the travel authorization.
    A. To search by the traveler's social security number, click the **SSN** radio button.
    B. In the **Travelers** search field, type in the social security number of the traveler and press [**Tab**].
    C. In the Document Name List block, highlight the travel authorization number and click **OK**.
24. Select **File>Print**, this will initiate the Adobe Acrobat Reader software and display your travel authorization on the screen.
    A. Review the travel authorization on-line.
    B. Select **File>Print** from the Adobe Acrobat Reader menu bar, this will display the Print window and allow you to verify the destination printer or to select an alternate printer.
    C. To print the authorization, click **OK**.
    D. Select **File>Exit** from the Adobe Acrobat Reader menu bar to close the Adobe Acrobat Reader window and return to the travel authorization.
25. Select **File>Close** to close the travel authorization.
    A. At the prompt, "Save current authorization?", click **No**.
26. Forward the hard copy travel authorization to the Requesting/Authorizing Officials for signature.
27. *For routing only:* Electronic documents will be routed to the Reviewing/Approving Officials. For more detailed information, see *Unit 7: Electronically Stamp (Sign, Review, and Approve) and Route Documents on page 237.*

28. *For non-routing:* Once you have received the approved hard copy travel authorization, you need to electronically stamp the travel authorization APPROVED.
    A. Select **File>Open** to open the travel authorization.
    B. To search by the traveler's social security number, click the **SSN** radio button.
    C. In the **Travelers** search field, type in the social security number of the traveler and press [**Tab**].
    D. In the Document Name List block, highlight the travel authorization number and click **OK**.
    E. Click the **Document Status** button.
    F. In the **Status** field, select APPROVED from the status drop-down list.
    G. In the **Signature PIN** field, type your electronic signature and click **OK**.
    H. At the prompt, "You must save the document before stamping with APPROVED status code. Would you like to save the document? (Note: Select YES to save the document now. Select NO to cancel stamping.)", click **Yes**.
    I. At the prompt, "Have you made any adjustments to the current document?", click **No**.
    J. At the prompt, "Funds Check in Progress," click **OK**.
29. To exit Travel Manager, select **File>Exit**. Do not use the X button to exit the system.

Exercise 2 Two Travel Locations (Foreign Travel)

This exercise covers how to create a basic authorization with two travel locations (including a foreign location) and editing traveler information.

Itinerary

The traveler leaves their residence on November 4th for a site visit in Chicago, IL.

On November 6th, the traveler leaves Chicago, IL for a site visit in Toronto, Canada.

The traveler returns to their residence on November 8th.

Ticketed Transportation

Round-trip air fare is $350.

TMC transaction fee is $28.

Expenses

The estimated expenses for this trip are as follows:

160 mile round-trip drive to/from the airport using their private vehicle
$150 for taxi fares for local transportation in Chicago and Toronto, Canada

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1. To access the software, double-click on the **TM81.ICA** icon. A warning message informing you that you are accessing a Department of Commerce computer system will appear on the screen. To acknowledge the message, click **OK**.
2. Log into Travel Manager using your user id and password, click **OK**.
3. You will see a message welcoming you to the Travel Manager system. Please read and note any information. We may use this to communicate key information to users. To acknowledge the welcoming message(s), click **OK**.
4. If prompted, "You have documents waiting your review and approval. Choose 'Review' from the File menu.", click **OK**.
5. Select **File>New>Authorization A**.
6. In the **SSN** field, press [**F10**], highlight the traveler, and click **Select**.

✂ *You can also type the traveler's social security number and press [**Tab**].*

✍ Unless you are a Group Administrator, you will only have access to your own social security number.

7. Click the Traveler Information button to edit the traveler's information. The NOAA Travel Handbook, section 301-2.5(l), mandates Foreign travel requires a higher level of authorization. Therefore, for this type of authorization only, you will need to modify the Authorizing Officials block in the Traveler Information window.
   A. Click on the **Duty Station** button.
   B. In the Authorizing Officials block, enter the following:
      1) In the **Authorization Name** field, type the name of the traveler's Requesting Official. In the **Authorization Title** field, type the Requesting Official's title. This field is used for the names of the Requesting Officials on authorizations.

2) In the **Additional # 2 Name** field, type the name of the traveler's Authorizing Official. In the **Additional #2 Title** field, type the Authorizing Official's title. This field is used for the names of the Authorizing Officials on authorizations.
3) To exit the Duty Station Information window, click **OK.**
4) To exit the Update Traveler Information, click **OK**.
5) At the prompt, "Save changes to permanent traveler information? If NO, the changes will be made to this document only.", click **No**.
6) If prompted, "Do you want to change the account codes to the defaults for the new traveler?", click **No**.

8. In the **TA Num** field, type ***YFMLF0002***.
9. Click the **Itinerary** button and enter the basic itinerary information.
   A. Note that the authorization number entered on the Authorization Main window is displayed in the **TA Num** field and the current date is displayed in the **Auth Date** field.
   B. In the **Purpose** field, select 1-SITE VISIT from the drop-down list and press [**Tab**].
   C. In the **Description** field, type ***Site visits in Chicago, IL and Toronto, Canada*** and press [**Tab**].
   D. In the **Type** field, select 2-SINGLE-FOREIGN from the drop-down list and press [**Tab**].
   E. In the **Begin Travel Date** field, type ***110402*** and press [**Tab**].

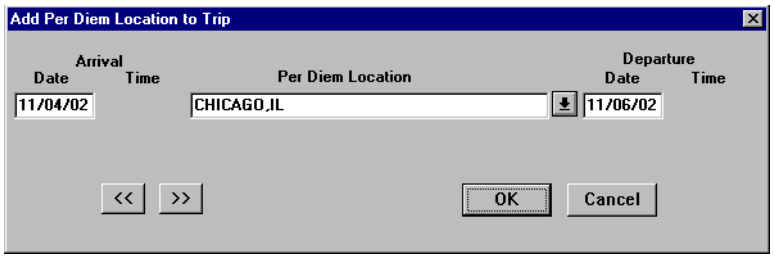
✍ If the year is not entered, the system will default to the current year.

✂ *Click the right mouse button on any date field to display a calendar. Use the << and >> buttons to select the desired month. To select, double-click on the date.*

   F. In the **Depart Location** field, select the residence location (e.g., RES: Fairfax, VA) from the drop-down list.
   G. In the **End Travel Date** field, type ***110802*** and press [**Tab**].
   H. Note that residence location (e.g., RES: Fairfax, VA) is displayed in the **Return** Location field and **Multiple Days** is selected in the **Trip Duration** area.
   I. To enter the per diem location, click **Add**. Note that November 4th is displayed in the **Arrival Date** field and November 8th is displayed in the **Departure Date** field.
      1) [**Tab**] to the **Per Diem Location** field.
      2) To select a per diem location, press [**F10**] or double-click.

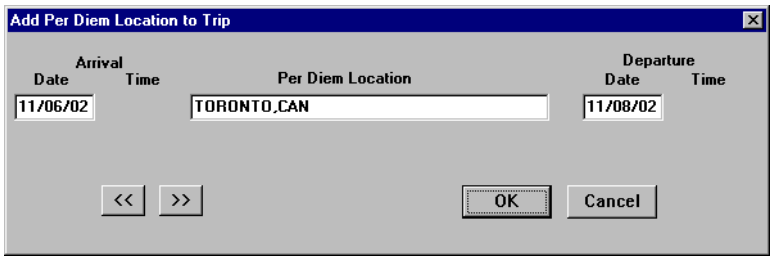
✂ *Type the first few characters of the per diem location and press [**Tab**]. If more than one location with the same name exists, click the down arrow. Select the correct location from the drop-down list and double-click*

      3) In the **State/Country** field, select ILLINOIS from the drop-down list.
      4) Scroll down the list and highlight CHICAGO, click **Select**.
      5) In the **Departure Date** field, type ***110602***.



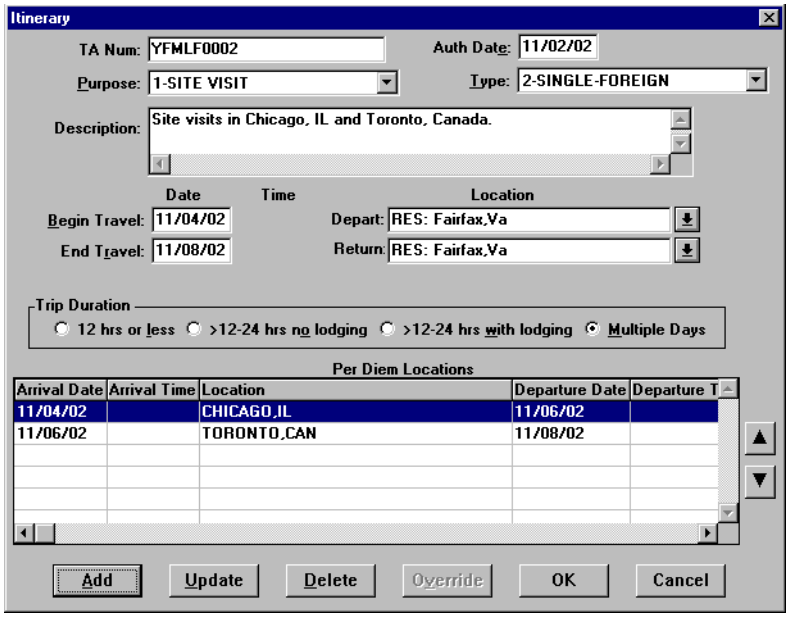
Add Per Diem Location to Trip Window

6) To exit the Add Per Diem Location to Trip window, click **OK**.
7) To add the next Temporary Duty Location, click **Add**. Note that November 6th is displayed in the **Arrival Date** field and November 8th is displayed in the **Departure Date** field.
8) In the **Per Diem Location** field, type ***TORONTO*** and press [**Tab**].



Add Per Diem Location to Trip Window

9) To exit the Add Per Diem Location to Trip window, click **OK**.



Itinerary Window

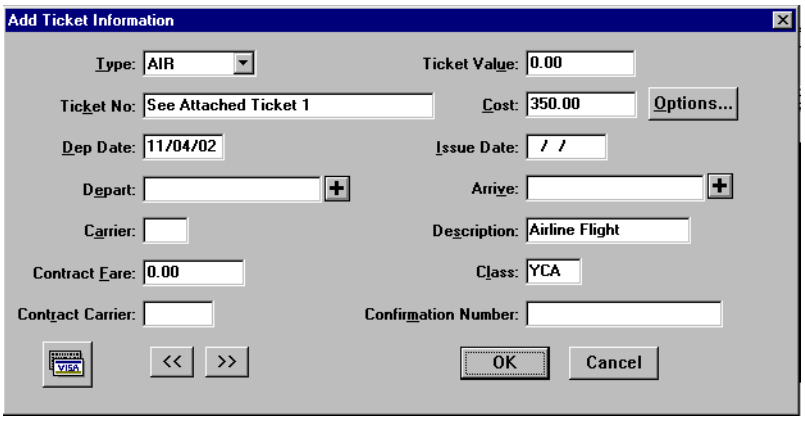
J. To exit the Itinerary window, click **OK**.

10. Click the **Ticketed Transportation** button to enter the basic ticketed transportation information.
    A. To add the ticket information, click **Add**. Note that the **Type** field defaults to AIR.
    B. In the **Cost** field, type ***350***. Note that the **Description** field displays Airline Flight and the **Dep Date** field defaults to the begin travel date.

✍ The system defaults this cost as a non-reimbursable expense. If this needs to be changed, click **Options**, click on the **Reimbursable** box to enable it, and click **OK**.

C. In the **Class** field, type ***YCA***.

✍ The **Type**, **Cost**, and **Class** fields are required for authorizations. All other fields are optional.

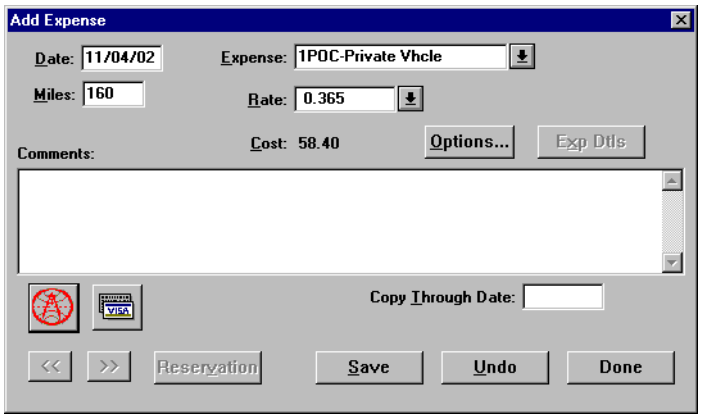


Add Ticket Information

D. To exit the Add Ticket Information window, click **OK**.
E. To add a ticketed transportation transaction fee, click **Add**.
F. In the **Ticket No.** field, type ***Transaction Fee***.
G. In the **Cost** field, type ***28***.
H. In the **Class** field, type ***YCA***.
I. To exit the Add Ticket Information window, click **OK**.
J. To exit the Ticket Information window, click **Close**.

11. Click the **Expenses** button.
    A. Click **Add**. Note that November 4th appears in the **Date** field.
    B. In the **Expense** field, select **1POC-Private Vhcle** from the expense drop-down list.
    C. In the **Miles** field, type ***160*** and press [**Tab**]. Note the cost is calculated and displayed in the **Cost** field.

✍ Comments entered in the Add/Update Expense window appear only on the on-line document and do not print on the hard copy document.



Add Expense Window

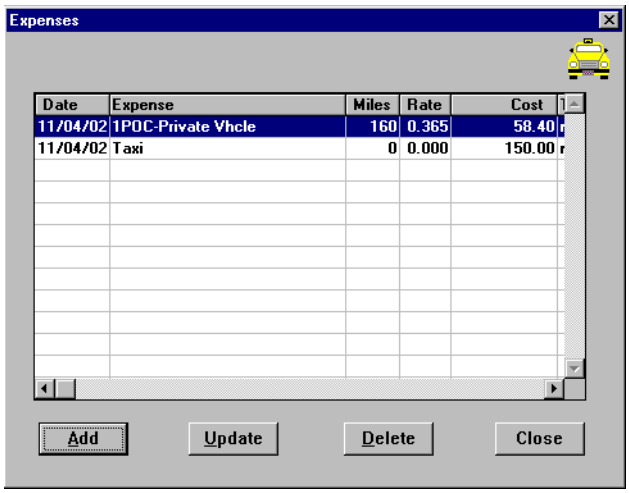
The **Copy Through Date** field copies all conditions pertaining to the expense being copied through the date you specify. If an expense being copied has a rate associated with it and the rate changes after the begin date of the trip, the rate change will not reflect on the document. You must manually update the expense to have the system pull in the new rate.

D. Click **Save**. Note that a new Add Expense window is displayed and November 4th appears in the **Date** field.

E. In the **Expense** field, select **Taxi** from the expense drop-down list.

F. In the **Cost** field, type ***150***.

G. To exit the Add Expense window, click **Done**.

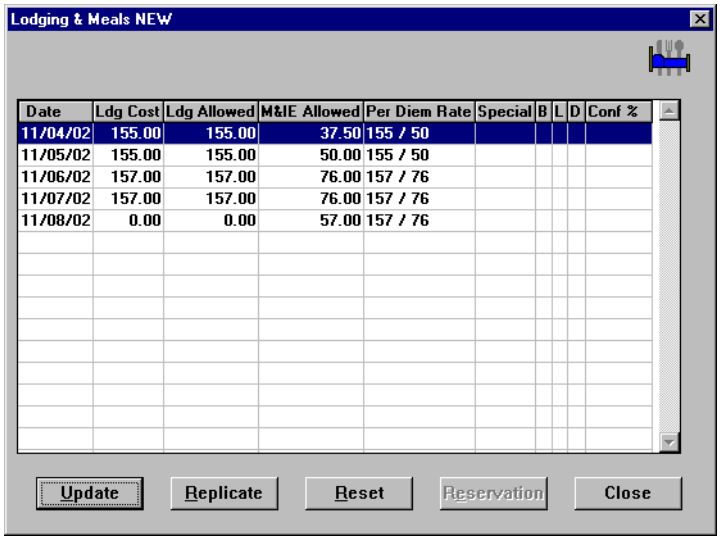


Expenses Window

When **1POC-Private Vhcle** is selected, it is automatically annotated in the Other Authorizations window and will be printed on the authorization.

H. To exit the Expenses window, click **Close**.

12. Click on the **Lodging/M&IE** button.



Lodging & Meals Window

A. Note the following:

- The **Date** column displays the dates entered in the Itinerary window.
- The per diem amount is displayed in the **Ldg Allowed** and **M&IE Allowed** columns.
- The per diem rate changes to the Toronto rate on 11/06/02.
- M&IE per diem is 3/4 of the allowable rate for the first and last day of the trip.
- The last day of the trip displays $0 cost for lodging.

B. To exit the Lodging & Meals window, click **Close**.

13. Click the **Other Authorizations** button.

A. Note that by selecting 1POC-Private Vhcle in the Expenses window, Other Privately-Owned Vehicle is displayed in the Other Authorizations for Current Document window.

B. Select all that apply from the list.

For NOAA Corps Officers, Endorsement must be selected along with the type of duty being performed (operational flight, proficiency flight, temporary sea, temporary shore).

C. To exit the Other Authorizations for document window, click **Close**.

14. Click the **Acct** button.

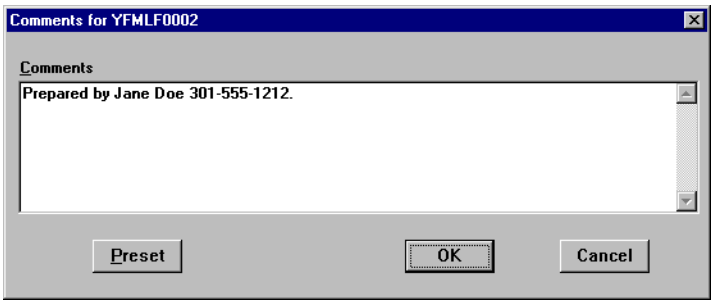
A. Note that the default accounting code is displayed.

If necessary, you can select a different accounting code from the Master Acct Code table, add a new accounting code, or update an existing accounting code. Refer to Table 13, on page 263 for information on how to Retrieve or Find an accounting code that may already exist in the Master Acct Code table.

B. To exit the Acct Codes for document window, click **Close**.

C. At the prompt, “Performing ACCS Code Validation...”, click **OK**.

15. Click the **Comments** button.
    A. To avoid overwriting the additional comments that are entered in this window, preset comments must be applied first. Then type the preparer's name and phone number, and record any additional comments pertaining to the authorization. Type ***Prepared by Jane Doe 301-555-1212.***



Comments Window

    B. To exit the Comments for document window, click **OK**.
16. Click the **Totals** button.
    A. View the following:
    - Total Estimated Expenses displays the total amount of expenses entered for the authorization (lodging, M&IE, transportation, and expenses).
    - Computed Advance Authorized displays the total cash/ATM advance allowed that the traveler can receive based on the expenses entered.
    - *Currently not used by NOAA*. Advance Requested displays the advance amount requested through Travel Manager.

✍ Cash advances are on an exception basis and are issued manually.

    B. To exit the Totals for Authorization window, click **Close**.
17. Select **File>Save**. At the Save As window, the document name will default to the travel authorization number. To accept the default, click **OK**.
18. Select **File>Print Preview**, this will initiate the Adobe Acrobat Reader software and display your travel authorization on the screen.
    A. Review the travel authorization on-line.
    B. Select **File>Exit** from the Adobe Acrobat Reader menu bar to close the Adobe Acrobat Reader window and return to the travel authorization.
19. To apply the SIGNED status and your electronic signature, click the **Document Status** button.
    A. Note the status defaults to SIGNED. In the **Signature PIN** field, type your electronic signature and click **OK**.
    B. At the prompt, "You must save the document before stamping with SIGNED status code. Would you like to save the document? (Note: Select YES to save the document now. Select NO to cancel stamping.)", click **Yes**.
    C. At the prompt, "Funds Check in Progress", click **OK**.
    D. *For routing only:* At the prompt, "Email is being sent to XXX@noaa.gov", click **OK**. (Note: XXX represents the name of the person to be notified.)

20. Select **File>Open** to open the travel authorization.
    A. To search by the traveler's social security number, click the **SSN** radio button.
    B. In the **Travelers** search field, type in the social security number of the traveler and press [**Tab**].
    C. In the Document Name List block, highlight the travel authorization number and click **OK**.
21. Select **File>Print**, this will initiate the Adobe Acrobat Reader software and display your travel authorization on the screen.
    A. Review the travel authorization on-line.
    B. Select **File>Print** from the Adobe Acrobat Reader menu bar, this will display the Print window and allow you to verify the destination printer or to select an alternate printer.
    C. To print the authorization, click **OK**.
    D. Select **File>Exit** from the Adobe Acrobat Reader menu bar to close the Adobe Acrobat Reader window and return to the travel authorization.
22. Select **File>Close** to close the travel authorization.
    A. At the prompt, "Save current authorization?", click **No**.
23. Forward the hard copy travel authorization to the Requesting/Authorizing Officials for signature.
24. *For routing only:* Electronic documents will be routed to the Reviewing/Approving Officials. For more detailed information, see *Unit 7: Electronically Stamp (Sign, Review, and Approve) and Route Documents on page 237.*
25. *For non-routing:* Once you have received the approved hard copy travel authorization, you need to electronically stamp the travel authorization APPROVED.
    A. Select **File>Open** to open the travel authorization.
    B. To search by the traveler's social security number, click the **SSN** radio button.
    C. In the **Travelers** search field, type in the social security number of the traveler and press [**Tab**].
    D. In the Document Name List block, highlight the travel authorization number and click **OK**.
    E. Click the **Document Status** button.
    F. In the **Status** field, select APPROVED from the status drop-down list.
    G. In the **Signature PIN** field, type your electronic signature and click **OK**.
    H. At the prompt, "You must save the document before stamping with APPROVED status code. Would you like to save the document? (Note: Select YES to save the document now. Select NO to cancel stamping.)", click **Yes**.
    I. At the prompt, "Have you made any adjustments to the current document?", click **No**.
    J. At the prompt, "Funds Check in Progress," click **OK**.
26. To exit Travel Manager, select **File>Exit**. Do not use the X button to exit the system.

Exercise 3 Select a Duty Location Not in the Per Diem Table

This exercise covers how to create an authorization to an unlisted per diem location.

Whether you use the General Services Administration (GSA) Office of Governmentwide Policy (OGP) homepage or use Travel Manager to determine a per diem rate, the guidelines remain the same.

For domestic locations inside of the continental United States (CONUS):

1. Check to see if your TDY location(s) is listed by GSA as a key city;
2. If it is not listed as a key city, check to see if the county for your TDY location(s) is listed;
3. If neither the city or county are listed, you would use the standard per diem rate.

For foreign locations or U.S. locations outside of the continental United States (OCONUS), i.e., Alaska, Hawaii, Northern Mariana Islands, etc.:

1. Check to see if the TDY location is listed by the Department of State (Foreign) or the Department of Defense (OCONUS);
2. If the TDY location is not listed, you would use the "Other" per diem rate assigned to that state or country.

How can you determine if a TDY location is listed in Travel Manager?

1. Click on **Rates** on the upper menu bar. Select **Per Diem Locations**.
2. In the **State/Country** field, select the traveler's TDY State or Country. Example: Select West Virginia.
3. Click in the **Specified Period** radio button located in the Time Period block on the Location window.
4. Type the trip dates in the **From** and **To** fields. This will exclude any expired dates from the selection list. Example: In the **From** field, type ***103002*** and in the **To** field, type ***110302***.
5. Check to see if the TDY location is listed in the Location column. If the TDY location appears on the list then it is a listed rate. Example: Check to see if Buckhannon, WV is listed as a location.
6. FOR DOMESTIC TRAVEL ONLY: If the TDY location is not listed, then check to see if the County where the TDY location is located is listed in the County column. If the County appears on the list along side another TDY location, then this TDY location is used when preparing the travel document. The actual location can be entered in the **Comments** field. Example: Buckhannon, WV is located in Randolph County. Check to see if another TDY location is located in Randolph County.
7. If the TDY location is not listed, then follow the steps shown in this exercise for entering an unlisted location.

What rate will the system use if a TDY location is not listed?

Domestic Travel-If the unlisted TDY location is within the 48 continental United States, the system will allow the standard CONUS rate.

OCONUS or Foreign-If the unlisted TDY location is located outside of the 48 continental United States (i.e., Alaska, Hawaii, Puerto Rico, or other U.S. possessions) or is a foreign location, the traveler is entitled to the "Other" OCONUS or foreign rate provided for that state, possession, or country.

Itinerary

The traveler leaves their residence on October 28th for a site visit in Buckhannon, WV (Upshur County).

The traveler returns to their residence on November 2nd.

Ticketed Transportation

Round-trip airfare is $262.

TMC transaction fee is $28.

Expenses

The estimated expenses for this trip are as follows:

$84 for round-trip taxi from the residence to the airport
$48 for round-trip airport shuttle from the airport to the hotel

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1. To access the software, double-click on the **TM81.ICA** icon. A warning message informing you that you are accessing a Department of Commerce computer system will appear on the screen. To acknowledge the message, click **OK**.
2. Log into Travel Manager using your user id and password, click **OK**.
3. You will see a message welcoming you to the Travel Manager system. Please read and note any information. We may use this to communicate key information to users. To acknowledge the welcoming message(s), click **OK**.
4. If prompted, "You have documents waiting your review and approval. Choose 'Review' from the File menu.", click **OK**.
5. Select **File>New>Authorization A**.
6. In the **SSN** field, press [**F10**], highlight the traveler, and click **Select**.

✂ *You can also type the traveler's social security number and press [**Tab**].*

✍ Unless you are a Group Administrator, you will only have access to your own social security number.

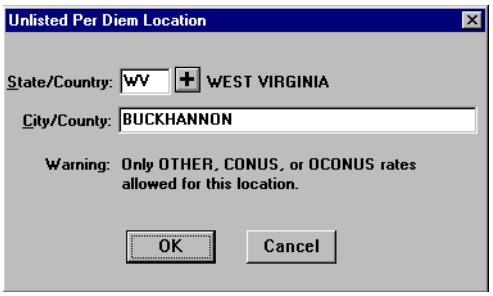
7. In the **TA Num** field, type ***YFMLS0003***.
8. Click the **Itinerary** button and enter the basic itinerary information.
   A. Note that the authorization number entered on the Authorization Main window is displayed in the **TA Num** field and the current date is displayed in the **Auth Date** field.
   B. In the **Purpose** field, select 1-SITE VISIT from the drop-down list and press [**Tab**].
   C. In the **Description** field, type ***Site visit to Buckhannon, WV*** and press [**Tab**].
   D. In the **Type** field, select 1-SINGLE-DOMESTIC from the drop-down list and press [**Tab**].
   E. In the **Begin Travel** field, type ***102802*** and press [**Tab**].

✍ If the year is not entered, the system will default to the current year.

✂ *Click the right mouse button on any date field to display a calendar. Use the << and >> buttons to select the desired month. To select, double-click on the date.*

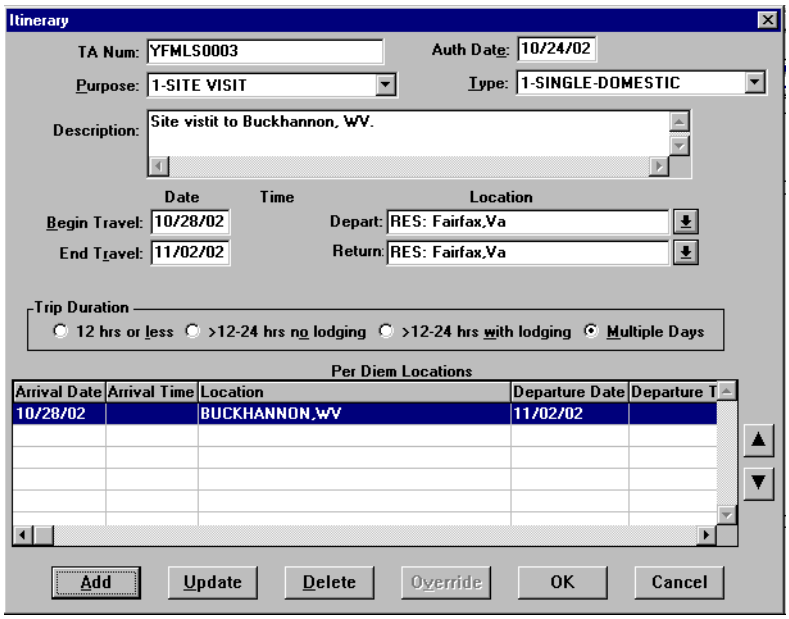
   F. In the **Depart Location** field, select the residence location (e.g., RES: Fairfax, VA) from the drop-down list.
   G. In the **End Travel** field, type ***110202*** and press [**Tab**].
   H. Note that residence location (e.g., RES: Fairfax, VA) is displayed in the **Return** Location field and **Multiple Days** is selected in the **Trip Duration** area.
   I. To enter the per diem location, click **Add**. Note that October 28th is displayed in the **Arrival Date** field and November 2nd is displayed in the **Departure Date** field.

1) [**Tab**] to the **Per Diem Location** field.
2) To select a per diem location, press [**F10**] or double-click.
3) Click **Unlisted**.
4) In the Unlisted Per Diem Location window, type ***WV*** in the **State/Country** field and press [**Tab**].
5) In the **City/County** field, type ***Buckhannon*** and press [**Tab**].



Unlisted Per Diem Location Window

6) To exit the Unlisted Per Diem Location window, click **OK**.
7) To exit the Add Per Diem Location to Trip window, click **OK**.



Itinerary Window

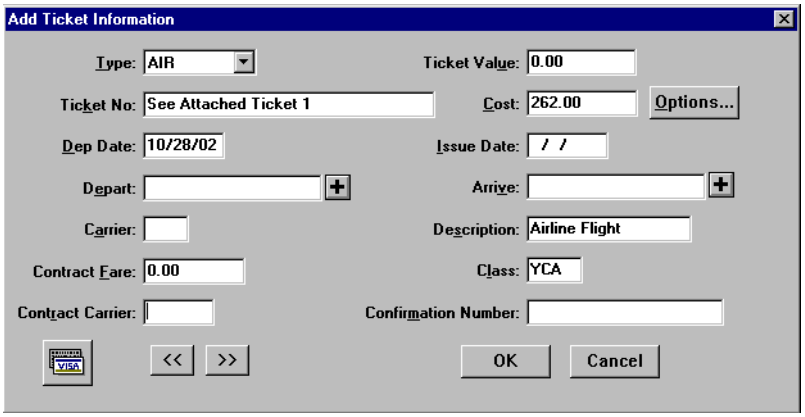
J. To exit the Itinerary window, click **OK**.

9. Click the **Ticketed Transportation** button to enter the basic ticketed transportation information.
   A. To add the ticket information, click **Add**. Note that the **Type** field defaults to AIR.
   B. In the **Cost** field, type ***262***. Note that the **Description** field displays Airline Flight and the **Dep Date** field defaults to the begin travel date.

✍ The system defaults this cost as a non-reimbursable expense. If this needs to be changed, click **Options**, click on the **Reimbursable** box to enable it, and click **OK**.

C. In the **Class** field, type ***YCA***.

✍ The **Type**, **Cost**, and **Class** fields are required for authorizations. All other fields are optional.

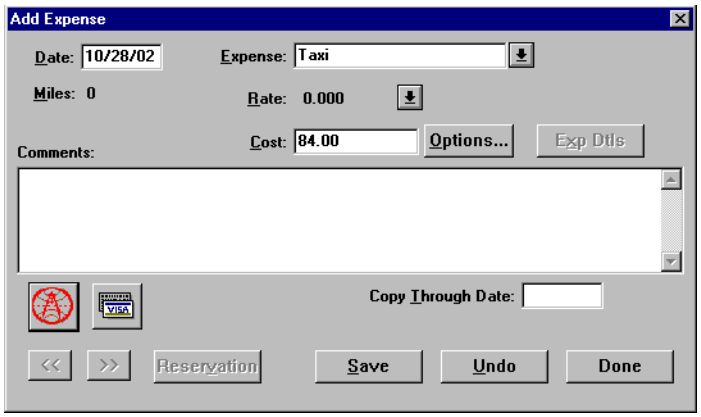


Add Ticket Information Window

D. To exit the Add Ticket Information window, click **OK**.
E. To add a ticketed transportation transaction fee, click **Add**.
F. In the **Ticket No.** field, type ***Transaction Fee***.
G. In the **Cost** field, type ***28***.
H. In the **Class** field, type ***YCA***.
I. To exit the Add Ticket Information window, click **OK**.
J. To exit the Ticket Information window, click **Close**.

10. Click the **Expenses** button.
    A. Click **Add**. Note that October 28th appears in the **Date** field.
    B. In the **Expense** field, select **Taxi** from the expense drop-down list.
    C. In the **Cost** field, type ***84***.

✍ Comments entered in the Add/Update Expense window appear only on the on-line document and do not print on the hard copy document.



Add Expense Window

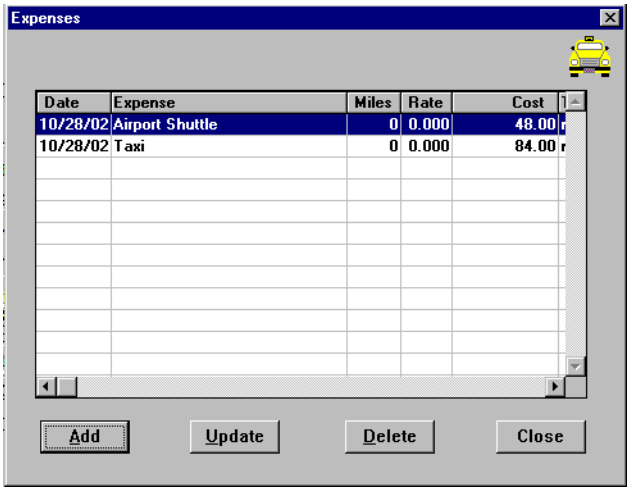
✍ The **Copy Through Date** field copies all conditions pertaining to the expense being copied through the date you specify. If an expense being copied has a rate associated with it and the rate changes after the begin date of the trip, the rate change will not reflect on the document. You must manually update the expense to have the system pull in the new rate.

D. Click **Save**. Note that a new Add Expense window is displayed and October 28th appears in the **Date** field.

E. In the **Expense** field, select **Airport Shuttle** from the expense drop-down list.

F. In the **Cost** field, type ***48.***

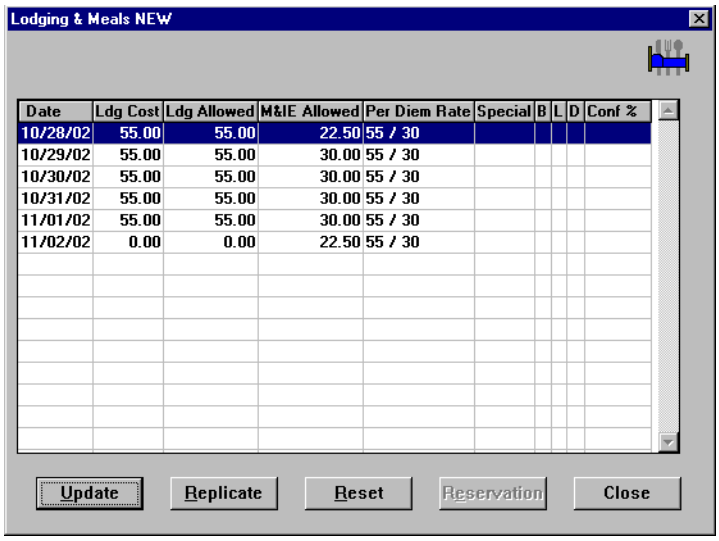
G. To exit the Add Expense window, click **Done**.



Expenses Window

H. To exit the Expenses window, click **Close**.

11. Click on the **Lodging/M&IE** button.



Lodging & Meals Window

A. Note the following:

- The **Date** column displays the dates entered in the Itinerary window.
- The per diem amount is displayed in the **Ldg Allowed** and **M&IE Allowed** columns.
- M&IE per diem is 3/4 of the allowable rate for the first and last day of the trip.
- The last day of the trip displays $0 cost for lodging.

B. To exit the Lodging & Meals window, click **Close**.

12. Click the **Other Authorizations** button.

A. Select all that apply from the list.

For NOAA Corps Officers, Endorsement must be selected along with the type of duty being performed (operational flight, proficiency flight, temporary sea, temporary shore).

B. To exit the Other Authorizations for document window, click **Close**.

13. Click the **Acct** button.

A. Note that the default accounting code is displayed.

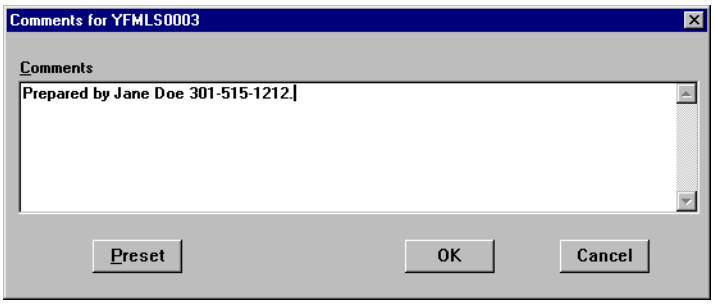
If necessary, you can select a different accounting code from the Master Acct Code table, add a new accounting code, or update an existing accounting code. Refer to Table 13, on page 263 for information on how to Retrieve or Find an accounting code that may already exist in the Master Acct Code table.

B. To exit the Acct Codes for document window, click **Close**.

C. At the prompt, “Performing ACCS Code Validation...”, click **OK**.

14. Click the **Comments** button.

A. To avoid overwriting the additional comments that are entered in this window, preset comments must be applied first. Then type the preparer’s name and phone number, and record any additional comments pertaining to the authorization. Type ***Prepared by Jane Doe 301-555-1212.***



Comments Window

B. To exit the Comments for document window, click **OK**.

15. Click the **Totals** button.
    A. View the following:
    - Total Estimated Expenses displays the total amount of expenses entered for the authorization (lodging, M&IE, transportation, and expenses).
    - Computed Advance Authorized displays the total cash/ATM advance allowed that the traveler can receive based on the expenses entered.
    - *Currently not used by NOAA*. Advance Requested displays the advance amount requested through Travel Manager.

✍ Cash advances are on an exception basis and are issued manually.

    B. To exit the Totals for Authorization window, click **Close**.
16. Select **File>Save**. At the Save As window, the document name will default to the travel authorization number. To accept the default, click **OK**.
17. Select **File>Print Preview**, this will initiate the Adobe Acrobat Reader software and display your travel authorization on the screen.
    A. Review the travel authorization on-line.
    B. Select **File>Exit** from the Adobe Acrobat Reader menu bar to close the Adobe Acrobat Reader window and return to the travel authorization.
18. To apply the SIGNED status and your electronic signature, click the **Document Status** button.
    A. Note the status defaults to SIGNED. In the **Signature PIN** field, type your electronic signature and click **OK**.
    B. At the prompt, "You must save the document before stamping with SIGNED status code. Would you like to save the document? (Note: Select YES to save the document now. Select NO to cancel stamping.)", click **Yes**.
    C. At the prompt, "Funds Check in Progress", click **OK**.
    D. *For routing only:* At the prompt, "Email is being sent to XXX@noaa.gov", click **OK**. (Note: XXX represents the name of the person to be notified.)
19. Select **File>Open** to open the travel authorization.
    A. To search by the traveler's social security number, click the **SSN** radio button.
    B. In the **Travelers** search field, type in the social security number of the traveler and press [**Tab**].

   C. In the Document Name List block, highlight the travel authorization number and click **OK**.

20. Select **File>Print**, this will initiate the Adobe Acrobat Reader software and display your travel authorization on the screen.
    A. Review the travel authorization on-line.
    B. Select **File>Print** from the Adobe Acrobat Reader menu bar, this will display the Print window and allow you to verify the destination printer or to select an alternate printer.
    C. To print the authorization, click **OK**.
    D. Select **File>Exit** from the Adobe Acrobat Reader menu bar to close the Adobe Acrobat Reader window and return to the travel authorization.
21. Select **File>Close** to close the travel authorization.
    A. At the prompt, "Save current authorization?", click **No**.
22. Forward the hard copy travel authorization to the Requesting/Authorizing Officials for signature.
23. *For routing only:* Electronic documents will be routed to the Reviewing/Approving Officials. For more detailed information, see *Unit 7: Electronically Stamp (Sign, Review, and Approve) and Route Documents on page 237.*
24. *For non-routing:* Once you have received the approved hard copy travel authorization, you need to electronically stamp the travel authorization APPROVED.
    A. Select **File>Open** to open the travel authorization.
    B. To search by the traveler's social security number, click the **SSN** radio button.
    C. In the **Travelers** search field, type in the social security number of the traveler and press [**Tab**].
    D. In the Document Name List block, highlight the travel authorization number and click **OK**.
    E. Click the **Document Status** button.
    F. In the **Status** field, select APPROVED from the status drop-down list.
    G. In the **Signature PIN** field, type your electronic signature and click **OK**.
    H. At the prompt, "You must save the document before stamping with APPROVED status code. Would you like to save the document? (Note: Select YES to save the document now. Select NO to cancel stamping.)", click **Yes**.
    I. At the prompt, "Have you made any adjustments to the current document?", click **No**.
    J. At the prompt, "Funds Check in Progress," click **OK**.
25. To exit Travel Manager, select **File>Exit**. Do not use the X button to exit the system.

Exercise 4 Indicate Lodging And Meals Provided (Updating an ACCS Code)

This exercise covers how to create an authorization when lodging and/or meals are prepaid or provided as part of a registration or seminar fee.

The lodging estimate must be reduced by the amount of prepaid lodging costs and/or the M&IE estimate must be reduced by the amount for meals provided.

Itinerary

The traveler leaves their residence on September 4th to attend a conference in Boston, MA.

The traveler returns to their residence on September 6th.

Ticketed Transportation

Round-trip air fare is $190.

TMC transaction fee is $28.

Expenses

The estimated expenses for this trip are as follows:

$550 for a registration fee which includes lodging costs, two lunches, and the seminar fee
$40 for round-trip airport shuttle from the airport to the hotel

---

1. To access the software, double-click on the **TM81.ICA** icon. A warning message informing you that you are accessing a Department of Commerce computer system will appear on the screen. To acknowledge the message, click **OK**.
2. Log into Travel Manager using your user id and password, click **OK**.
3. You will see a message welcoming you to the Travel Manager system. Please read and note any information. We may use this to communicate key information to users. To acknowledge the welcoming message(s), click **OK**.
4. If prompted, "You have documents waiting your review and approval. Choose 'Review' from the File menu.", click **OK**.
5. Select **File>New>Authorization A**.
6. In the **SSN** field, press [**F10**], highlight the traveler, and click **Select**.

✂ *You can also type the social security number and press [**Tab**].*

✍ Unless you are a Group Administrator, you will only have access to your own social security number.

7. In the **TA Num** field, type ***YFMLS0004***.
8. Click the **Itinerary** button and enter the basic itinerary information.
   A. Note that the authorization number entered on the Authorization Main window is displayed in the **TA Num** field and the current date is displayed in the **Auth Date** field.
   B. In the **Purpose** field, select 5-CONFERENCE ATTENDANCE from the drop-down list and press [**Tab**].
   C. In the **Description** field, type ***To attend a conference in Boston, MA*** and press [**Tab**].
   D. In the **Type** field, select 1-SINGLE-DOMESTIC from the drop-down list and press [**Tab**].
   E. In the **Begin Travel** field, type ***090402*** and press [**Tab**].

✍ If the year is not entered, the system will default to the current year.

✂ *Click the right mouse button on any date field to display a calendar. Use the << and >> buttons to select the desired month. To select, double-click on the date.*

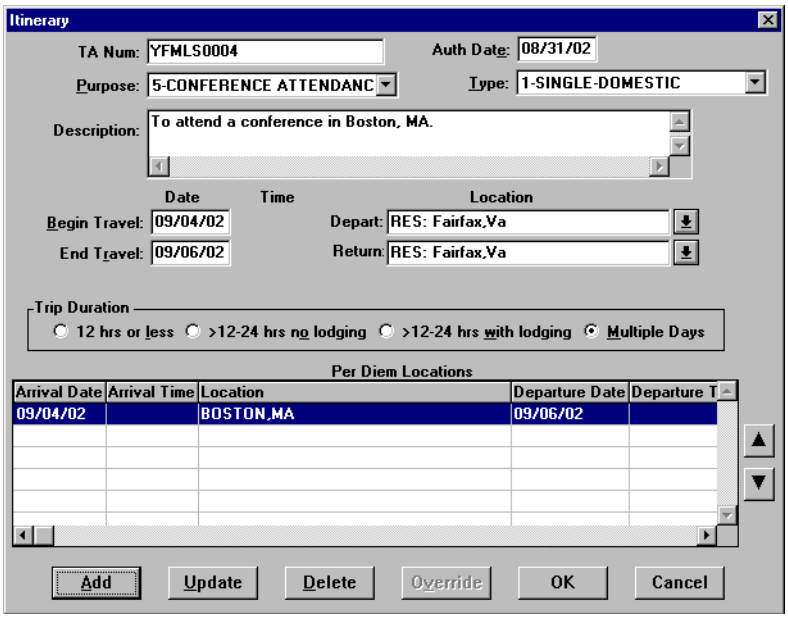
F. In the **Depart Location** field, select the residence location (e.g., RES: Fairfax, VA) from the drop-down list.

G. In the **End Travel** field, type ***090602*** and press [**Tab**].

H. Note that residence location (e.g., RES: Fairfax, VA) is displayed in the **Return** Location field and **Multiple Days** is selected in the **Trip Duration** area.

I. To enter the per diem location, click **Add**. Note that September 4th is displayed in the **Arrival Date** field and September 6th is displayed in the **Departure Date** field.

1) [**Tab**] to the **Per Diem Location** field.
2) Type the first few characters **(BOS)** of the per diem location and press [**Tab**].
3) If more than one location with the same name exists, click the down arrow. Select Boston, MA from the drop-down list and double-click.
4) To exit the Add Per Diem Location to Trip window, click **OK**.



Itinerary Window

J. To exit the Itinerary window, click **OK**.

9. Click the **Ticketed Transportation** button to enter the basic ticketed transportation information.

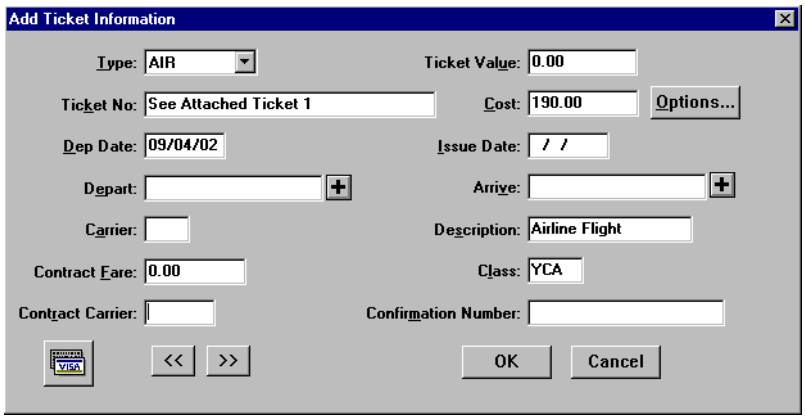
A. To add the ticket information, click **Add**. Note that the **Type** field defaults to AIR.

B. In the **Cost** field, type ***190***. Note that the **Description** field displays Airline Flight and the **Dep Date** field defaults to the begin travel date.

✍ The system defaults this cost as a non-reimbursable expense. If this needs to be changed, click **Options**, click on the **Reimbursable** box to enable it, and click **OK**.

C. In the **Class** field, type ***YCA***.

✍ The **Type**, **Cost**, and **Class** fields are required for authorizations. All other fields are optional.

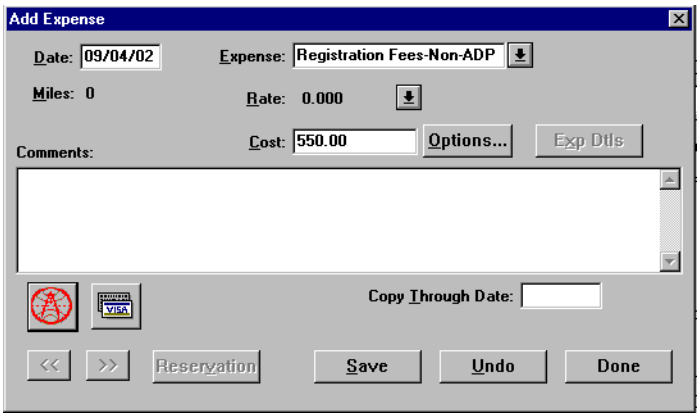


Add Ticket Information Window

D. To exit the Add Ticket Information window, click **OK**.
E. To add a ticketed transportation transaction fee, click **Add**.
F. In the **Ticket No.** field, type ***Transaction Fee***.
G. In the **Cost** field, type ***28***.
H. In the **Class** field, type ***YCA***.
I. To exit the Add Ticket Information window, click **OK**.
J. To exit the Ticket Information window, click **Close**.

10. Click the **Expenses** button.
    A. Click **Add**. Note that September 4th appears in the **Date** field.
    B. In the **Expense** field, select **Registration Fees-Non-ADP** from the expense drop-down list.
    C. In the **Cost** field, type ***550***.

✍ Comments entered in the Add/Update Expense window appear only on the on-line document and do not print on the hard copy document.



Add Expense Window

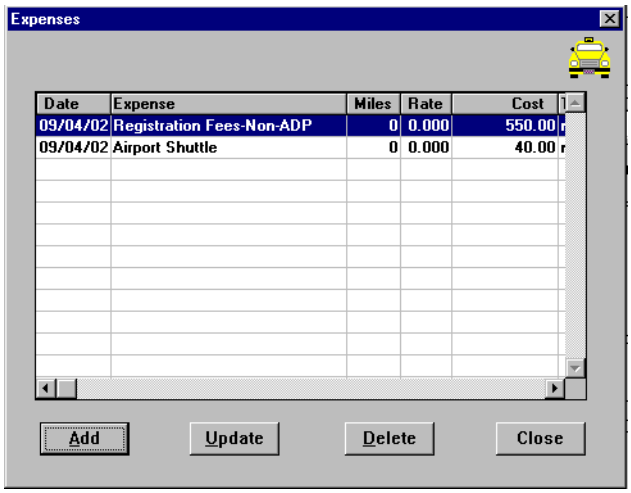
✍ The **Copy Through Date** field copies all conditions pertaining to the expense being copied through the date you specify. If an expense being copied has a rate associated with it and the rate changes after the begin date of the trip, the rate change will not reflect on the document. You must manually update the expense to have the system pull in the new rate.

D. Click **Save**. Note that a new Add Expense window is displayed and September 4th appears in the **Date** field.

E. In the **Expense** field, select **Airport Shuttle** from the expense drop-down list.

F. In the **Cost** field, type ***40***.

G. To exit the Add Expense window, click **Done**.



Expenses Window

H. To exit the Expenses window, click **Close**.

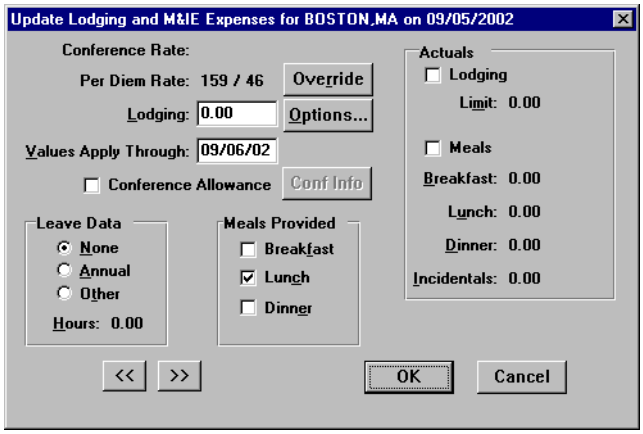
11. Click the **Lodging/M&IE** button.

A. To indicate the lodging and meals provided, highlight September 4th and click **Update**.

1) In the **Lodging** field, type ***0*** (because the lodging is covered by the registration fee).
2) To exit the Update Lodging and M&IE Expenses window, click **OK**.
3) To copy your lodging costs, click **Replicate**.

B. Highlight the Lodging and M&IE entry for September 5th and click **Update**.

1) In the **Meals Provided** box, select **Lunch**.
2) In **Values Apply Through** field, type ***090602***.

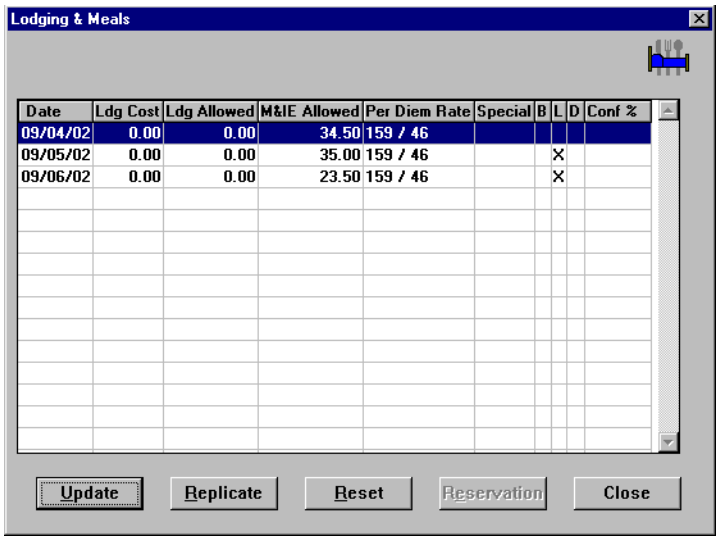


Update Lodging and M&IE Expenses Window

✍ When **Meals Provided** is checked, it is automatically annotated in the Other Authorizations window and will be printed on the authorization.

3) To exit the Update Lodging and M&IE Expenses window, click **OK**.

✍ Replicate and Values Apply Through perform similar functions, but with a crucial difference. Replicate only copies Lodging Cost in the Lodging/M&IE window. Values Apply Through copies all special conditions (Actuals, Meals Provided, etc.) in the Lodging/M&IE window through the date you specify.



Lodging & Meals Window

C. Note the following:

- The **Date** column displays the dates entered in the Itinerary window.
- The per diem amount displays $0 in the **Ldg Allowed** and the reduced **M&IE Allowed**.
- M&IE allowance is reduced by the lunch meal deduction as indicated by the "X" in the L field.
- M&IE per diem is 3/4 of the allowable rate for the first day of the trip.
- M&IE per diem is 3/4 of the allowable rate minus the lunch meal provided on the last day of the trip.
- The last day of the trip displays $0 cost for lodging.

D. To exit the Lodging & Meals window, click **Close**.

12. Click the **Other Authorizations** button.

A. Note that by selecting Meals Provided in the Update Lodging and M&IE Expenses window, Meals Provided is displayed in the Other Authorizations for Current Document window.

B. Select all that apply from the list.

✍ For NOAA Corps Officers, Endorsement must be selected along with the type of duty being performed (operational flight, proficiency flight, temporary sea, temporary shore).

C. To exit the Other Authorizations for document window, click **Close**.

13. Click the **Acct** button.

A. Note that the default accounting code displayed is for fiscal year 2003 and the actual trip occurred in fiscal year 2002. Therefore, you must update the accounting code to reflect the correct fiscal year.

✍ If necessary, you can select a different accounting code from the Master Acct Code table, add a new accounting code, or update an existing accounting code. Refer to Table 13, on page 263 for information on how to Retrieve or Find an accounting code that may already exist in the Master Acct Code table.

B. In the Acct Codes for Current Document block, highlight the traveler's default accounting code *(General Travel)* and click **Update**.

C. In the Update Acct Code window, type in the **Label** field ***FML-FY02***.

D. In the **FY (4)** field, type in ***2002***.

E. To exit the Update Acct Code window, click **OK**.

F. At the prompt, "Do you want to save this Acct code and it's extended Acct codes to the master list of Acct classifications?", click **Yes**.

G. In the Acct Codes for Current Document block, highlight the traveler's default accounting code *(General Travel),* click **Delete**.

H. At the prompt, "Are you sure you want to delete this record?", click **Yes**.

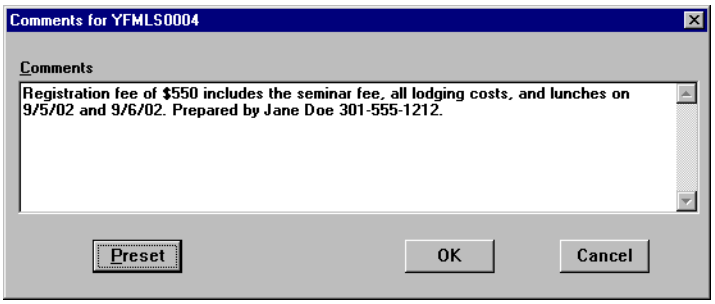
I. At the prompt, "The account selected for delete action has cost allocated. Do you still want to continue?", click **Yes**.

J. To exit the Acct Codes for document window, click **Close**.

K. At the prompt, "Performing ACCS Code Validation...", click **OK**.

14. Click the **Comments** button.

A. To avoid overwriting the additional comments that are entered in this window, preset comments must be applied first. Then type the preparer's name and phone number, and record any additional comments pertaining to the authorization. Type ***Registration fee of $550 includes the seminar fee, all lodging costs, and lunches on 9/5/02 and 9/6/02. Prepared by: Jane Doe 301-555-1212.***



Comments Window

B. To exit the Comments for document window, click **OK**.

15. Click the **Totals** button.

A. View the following:

- Total Estimated Expenses displays the total amount of expenses entered for the authorization (lodging, M&IE, transportation, and expenses).
- Computed Advance Authorized displays the total cash/ATM advance allowed that the traveler can receive based on the expenses entered.
- *Currently not used by NOAA*. Advance Requested displays the advance amount requested through Travel Manager.

✍ Cash advances are on an exception basis and are issued manually.

B. To exit the Totals for Authorization window, click **Close**.

16. Select **File>Save**. At the Save As window, the document name will default to the travel authorization number. To accept the default, click **OK**.

17. Select **File>Print Preview**, this will initiate the Adobe Acrobat Reader software and display your travel authorization on the screen.
    A. Review the travel authorization on-line.
    B. Select **File>Exit** from the Adobe Acrobat Reader menu bar to close the Adobe Acrobat Reader window and return to the travel authorization.
18. To apply the SIGNED status and your electronic signature, click the **Document Status** button.
    A. Note the status defaults to SIGNED. In the **Signature PIN** field, type your electronic signature and click **OK**.
    B. At the prompt, "You must save the document before stamping with SIGNED status code. Would you like to save the document? (Note: Select YES to save the document now. Select NO to cancel stamping.)", click **Yes**.
    C. At the prompt, "Funds Check in Progress", click **OK**.
    D. *For routing only:* At the prompt, "Email is being sent to XXX@noaa.gov", click **OK**. (Note: XXX represents the name of the person to be notified.)
19. Select **File>Open** to open the travel authorization.
    A. To search by the traveler's social security number, click the **SSN** radio button.
    B. In the **Travelers** search field, type in the social security number of the traveler and press [**Tab**].
    C. In the Document Name List block, highlight the travel authorization number and click **OK**.
20. Select **File>Print**, this will initiate the Adobe Acrobat Reader software and display your travel authorization on the screen.
    A. Review the travel authorization on-line.
    B. Select **File>Print** from the Adobe Acrobat Reader menu bar, this will display the Print window and allow you to verify the destination printer or to select an alternate printer.
    C. To print the authorization, click **OK**.
    D. Select **File>Exit** from the Adobe Acrobat Reader menu bar to close the Adobe Acrobat Reader window and return to the travel authorization.
21. Select **File>Close** to close the travel authorization.
    A. At the prompt, "Save current authorization?", click **No**.
22. Forward the hard copy travel authorization to the Requesting/Authorizing Officials for signature.
23. *For routing only:* Electronic documents will be routed to the Reviewing/Approving Officials. For more detailed information, see *Unit 7: Electronically Stamp (Sign, Review, and Approve) and Route Documents on page 237.*
24. *For non-routing:* Once you have received the approved hard copy travel authorization, you need to electronically stamp the travel authorization APPROVED.
    A. Select **File>Open** to open the travel authorization.
    B. To search by the traveler's social security number, click the **SSN** radio button.
    C. In the **Travelers** search field, type in the social security number of the traveler and press [**Tab**].
    D. In the Document Name List block, highlight the travel authorization number and click **OK**.
    E. Click the **Document Status** button.
    F. In the **Status** field, select APPROVED from the status drop-down list.
    G. In the **Signature PIN** field, type your electronic signature and click **OK**.

H. At the prompt, “You must save the document before stamping with APPROVED status code. Would you like to save the document? (Note: Select YES to save the document now. Select NO to cancel stamping.)”, click **Yes**.

I. At the prompt, “Have you made any adjustments to the current document?”, click **No**.

J. At the prompt, “Funds Check in Progress,” click **OK**.

25. To exit Travel Manager, select **File>Exit**. Do not use the X button to exit the system.

Exercise 5 Indicate Annual Leave While On Travel

This exercise covers how to create an authorization when annual leave or non-duty days are taken in conjunction with official travel. No lodging and M&IE allowances are paid on days when annual and/or non-duty leave exceeds 4 hours. When creating an authorization that involves annual leave or non-duty days at the beginning or ending of a trip, it is recommended that the 3/4 allowance for the first and last day of the trip be reflected on the dates that the traveler would have actually traveled if the annual leave or non-duty days had not been taken.

✍ NOAA Corps members are not entitled to per diem on any day classified as leave or proceed time, see JFTR Volume 1, U4102-B.

This exercise demonstrates how to indicate annual leave or non-duty days when preparing an authorization.

Itinerary

The traveler leaves their residence on October 11th to attend training on October 14-17 in Kansas City, MO.

The traveler takes 8 hours annual leave on October 11th.

October 12th is a non-duty day.

October 13th would have been the travel day.

The traveler returns to their residence on October 18th.

Ticketed Transportation

Round-trip air fare is $225.

TMC transaction fee is $28.

Expenses

The estimated expenses for this trip are as follows:
$54 for round-trip taxi from the residence to the airport
$32 for round-trip airport shuttle from the airport to the hotel

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1. To access the software, double-click on the **TM81.ICA** icon. A warning message informing you that you are accessing a Department of Commerce computer system will appear on the screen. To acknowledge the message, click **OK**.
2. Log into Travel Manager using your user id and password, click **OK**.
3. You will see a message welcoming you to the Travel Manager system. Please read and note any information. We may use this to communicate key information to users. To acknowledge the welcoming message(s), click **OK**.
4. If prompted, "You have documents waiting your review and approval. Choose 'Review' from the File menu.", click **OK**.
5. Select **File>New>Authorization A**.
6. In the **SSN** field, press [**F10**], highlight the traveler, and click **Select**.

✂ *You can also type the traveler's social security number and press [**Tab**].*

✍ Unless you are a Group Administrator, you will only have access to your own social security number.

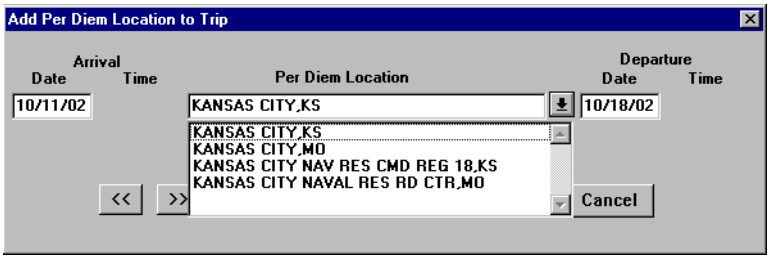
7. In the **TA Num** field, type ***YFMLS0005***.

8. Click the **Itinerary** button and enter the basic itinerary information.
   A. Note that the authorization number entered on the Authorization Main window is displayed in the **TA Num** field and the current date is displayed in the **Auth Date** field.
   B. In the **Purpose** field, select 3-TRAINING ATTENDANCE from the drop-down list and press [**Tab**].
   C. In the **Description** field, type ***To attend training in Kansas City, MO*** and press [**Tab**].
   D. In the **Type** field, select 1-SINGLE-DOMESTIC from the drop-down list and press [**Tab**].
   E. In the **Begin Travel** field, type ***101102*** and press [**Tab**].

✍ If the year is not entered, the system will default to the current year.

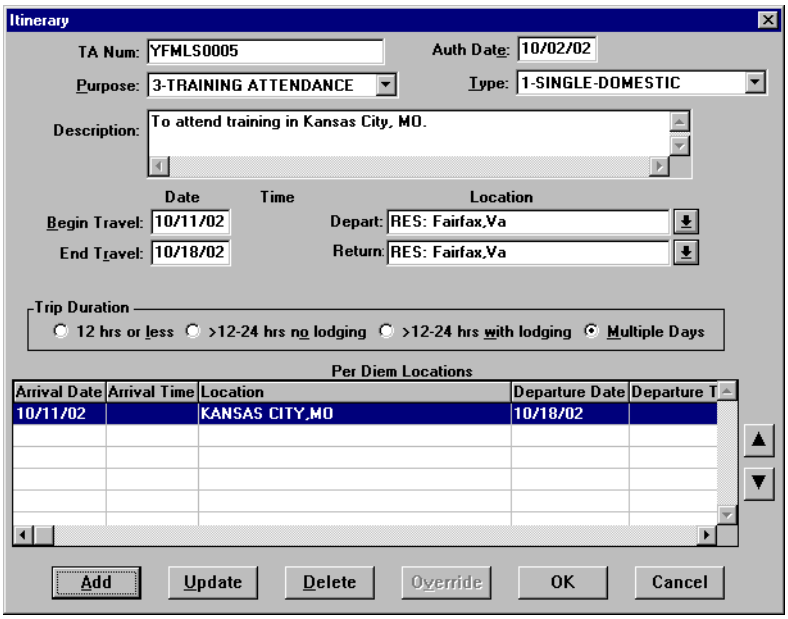
✂ *Click the right mouse button on any date field to display a calendar. Use the << and >> buttons to select the desired month. To select, double-click on the date.*

   F. In the **Depart Location** field, select the residence location (e.g., RES: Fairfax, VA) from the drop-down list.
   G. In the **End Travel** field, type ***101802*** and press [**Tab**].
   H. Note that residence location (e.g., RES: Fairfax, VA) is displayed in the **Return** Location field and **Multiple Days** is selected in the **Trip Duration** area.
   I. To enter the per diem location, click **Add**. Note that October 11th is displayed in the **Arrival Date** field and October 18th is displayed in the **Departure Date** field.
      1) [**Tab**] to the **Per Diem Location** field.
      2) Type the first few characters **(KANS)** of the per diem location and press [**Tab**].
      3) If more than one location with the same name exists, click the down arrow. Select Kansas City, MO from the drop-down list and double-click.



Add Per Diem Location to Trip Window

      4) To exit the Add Per Diem Location to Trip window, click **OK**.



Itinerary Window

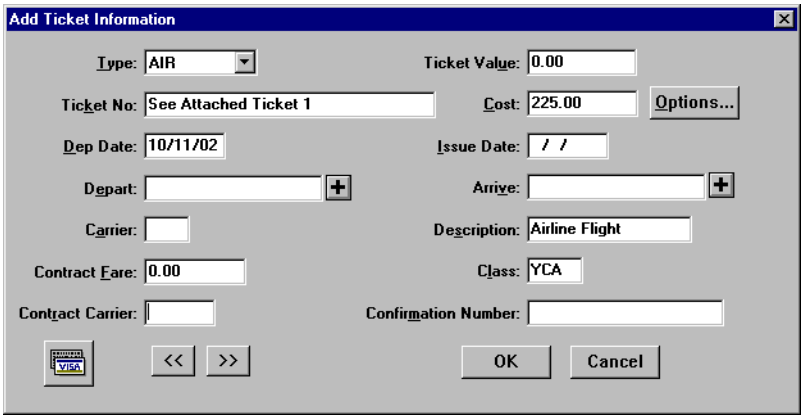
J. To exit the Itinerary window, click **OK**.

9. Click the **Ticketed Transportation** button to enter the basic ticketed transportation information.
   A. To add the ticket information, click **Add**. Note that the **Type** field defaults to AIR.
   B. In the **Cost** field, type ***225***. Note that the **Description** field displays Airline Flight and the **Dep Date** field defaults to the begin travel date.

✍ The system defaults this cost as a non-reimbursable expense. If this needs to be changed, click **Options**, click on the **Reimbursable** box to enable it, and click **OK**.

   C. In the **Class** field, type ***YCA***.

✍ The **Type**, **Cost**, and **Class** fields are required for authorizations. All other fields are optional.



Add Ticket Information Window

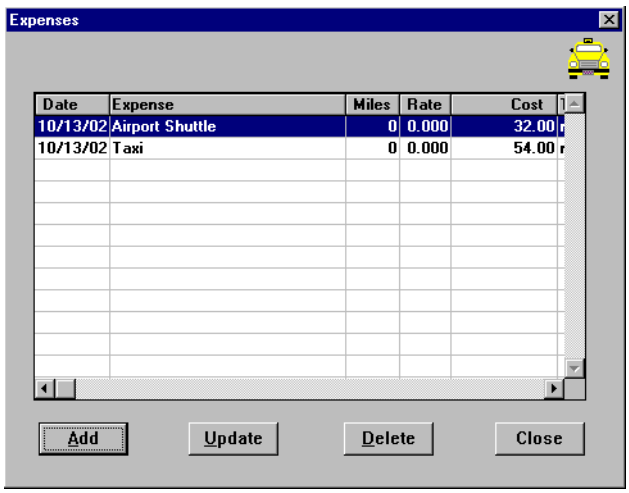
D. To exit the Add Ticket Information window, click **OK**.
E. To add a ticketed transportation transaction fee, click **Add**.
F. In the **Ticket No.** field, type ***Transaction Fee***.
G. In the **Cost** field, type ***28***.
H. In the **Class** field, type ***YCA***.
I. To exit the Add Ticket Information window, click **OK**.
J. To exit the Ticket Information window, click **Close**.

10. Click the **Expenses** button.
    A. Click **Add**. Note that October 11th appears in the **Date** field.
    B. In the **Date** field, type ***101302***.
    C. In the **Expense** field, select **Taxi** from the expense drop-down list.
    D. In the **Cost** field, type ***54***.

Comments entered in the Add/Update Expense window appear only on the on-line document and do not print on the hard copy document.

The **Copy Through Date** field copies all conditions pertaining to the expense being copied through the date you specify. If an expense being copied has a rate associated with it and the rate changes after the begin date of the trip, the rate change will not reflect on the document. You must manually update the expense to have the system pull in the new rate.

    E. Click **Save**. Note that a new Add Expense window is displayed and October 13th appears in the **Date** field.
    F. In the **Expense** field, select **Airport Shuttle** from the expense drop-down list.
    G. In the **Cost** field, type ***32***.
    H. To exit the Add Expense window, click **Done**.

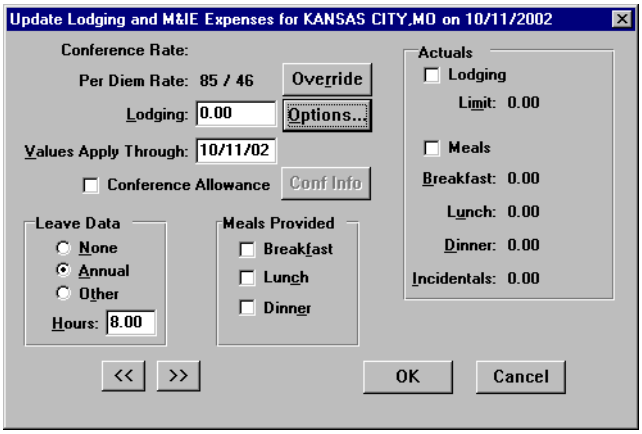


Expenses Window

    I. To exit the Expenses window, click **Close**.

11. Click the **Lodging/M&IE** button.

A. To indicate that leave will be taken, highlight October 11th and click **Update**.
B. In the **Leave Data** block, select **Annual**.



Update Lodging and M&IE Expenses Window

C. If **Leave** is taken, the **Hours** field defaults to 8. If other than 8, enter the correct number of hours taken.

Leave taken on the first or last day of the trip will not reduce per diem, therefore you must override the 3/4 per diem calculation.

D. In the **Lodging** field, type ***0***.
E. To override the M&IE Expenses, click **Override**.
F. In the **Quarters** field, type ***0***.
G. To exit the Overrides window, click **OK**.

Leave taken for more than 4 hours will effect per diem calculations.

H. To exit the Update Lodging and M&IE Expenses window, click **OK**.
I. To indicate that a non-duty day will be taken, highlight October 12th and click **Update**.
J. In the **Leave Data** block, select **Other**. Note that the **Hours** field defaults to 8, if other than 8, enter the correct number of hours taken.

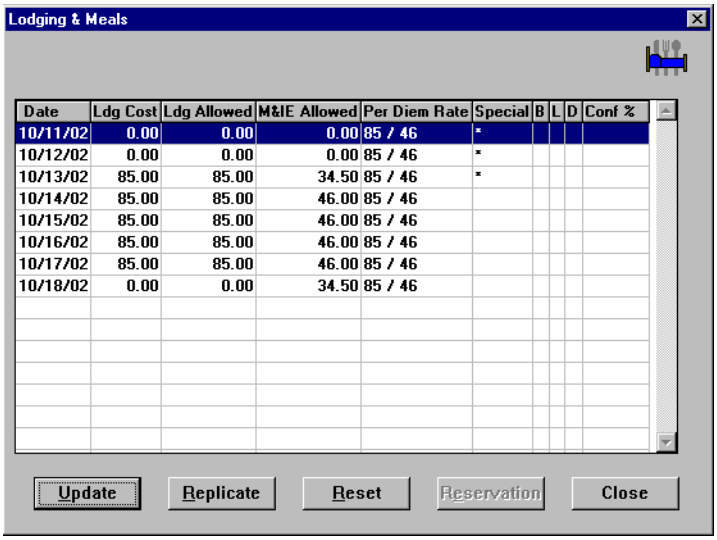
When **Other** leave is checked the **Lodging** field defaults to 0.

K. To exit the Update Lodging and M&IE Expenses window, click **OK**.

When **Annual** or **Other** leave is checked, it is automatically annotated in the Other Authorizations window and will be printed on the authorization. The date leave is taken will be annotated in the General Itinerary on the printed authorization.

L. To indicate the beginning of the official trip and to provide the traveler with the appropriate M&IE calculation, highlight October 13th and click **Update**.
M. To override the M&IE Expenses, click **Override**.
N. In the **Quarters** field, type ***3***.
O. To exit the Overrides window, click **OK**.

P. To exit the Update Lodging and M&IE Expenses window, click **OK**.



Date	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Special	B	L	D	Conf %
10/11/02	0.00	0.00	0.00	85 / 46	*				
10/12/02	0.00	0.00	0.00	85 / 46	*				
10/13/02	85.00	85.00	34.50	85 / 46	*				
10/14/02	85.00	85.00	46.00	85 / 46					
10/15/02	85.00	85.00	46.00	85 / 46					
10/16/02	85.00	85.00	46.00	85 / 46					
10/17/02	85.00	85.00	46.00	85 / 46					
10/18/02	0.00	0.00	34.50	85 / 46					

Lodging & Meals Window

Q. Note the following:

- The **Date** column displays the dates entered in the Itinerary window.
- The per diem amount is displayed in the **Ldg Allowed** and **M&IE Allowed** columns.
- The * in the **Special** column notes that a change has been made to the standard per diem calculation.
- Annual leave was selected on 10/11/02, therefore no per diem is allowed.
- Other leave was selected on 10/12/02, therefore no per diem is allowed.
- M&IE per diem is 3/4 of the allowable rate for the day the traveler would have traveled if annual leave had not been taken.
- M&IE per diem is 3/4 of the allowable rate for the last day of the trip.
- The last day of the trip displays $0 cost for lodging.

R. To exit the Lodging & Meals window, click **Close**.

12. Click the **Other Authorizations** button.

A. Note that by selecting Annual Leave in the Update Lodging and M&IE Expenses window, Annual Leave is displayed in the Other Authorizations for Current Document window.

B. Select all other that apply from the list.

For NOAA Corps Officers, Endorsement must be selected along with the type of duty being performed (operational flight, proficiency flight, temporary sea, temporary shore).

C. To exit the Other Authorizations for document window, click **Close**.

13. Click the **Acct** button.

A. Note that the default accounting code is displayed.

If necessary, you can select a different accounting code from the Master Acct Code table, add a new accounting code, or update an existing accounting code. Refer to Table 13, on page 263 for information on how to Retrieve

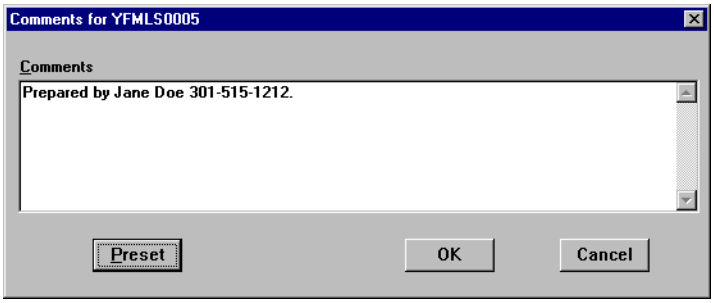
or Find an accounting code that may already exist in the Master Acct Code table.

B. To exit the Acct Codes for document window, click **Close**.

C. At the prompt, "Performing ACCS Code Validation...", click **OK**.

14. Click the **Comments** button.

A. To avoid overwriting the additional comments that are entered in this window, preset comments must be applied first. Then type the preparer's name and phone number, and record any additional comments pertaining to the authorization. Type ***Prepared by Jane Doe 301-555-1212.***



Comments Window

B. To exit the Comments for document window, click **OK**.

15. Click the **Totals** button.

A. View the following:

- Total Estimated Expenses displays the total amount of expenses entered for the authorization (lodging, M&IE, transportation, and expenses).
- Computed Advance Authorized displays the total cash/ATM advance allowed that the traveler can receive based on the expenses entered.
- *Currently not used by NOAA*. Advance Requested displays the advance amount requested through Travel Manager.

✍ Cash advances are on an exception basis and are issued manually.

B. To exit the Totals for Authorization window, click **Close**.

16. Select **File>Save**. At the Save As window, the document name will default to the travel authorization number. To accept the default, click **OK**.

17. Select **File>Print Preview**, this will initiate the Adobe Acrobat Reader software and display your travel authorization on the screen.

A. Review the travel authorization on-line.

B. Select **File>Exit** from the Adobe Acrobat Reader menu bar to close the Adobe Acrobat Reader window and return to the travel authorization.

18. To apply the SIGNED status and your electronic signature, click the **Document Status** button.

A. Note the status defaults to SIGNED. In the **Signature PIN** field, type your electronic signature and click **OK**.

B. At the prompt, "You must save the document before stamping with SIGNED status code. Would you like to save the document? (Note: Select YES to save the document now. Select NO to cancel stamping.)", click **Yes**.

C. At the prompt, "Funds Check in Progress", click **OK**.

D. *For routing only:* At the prompt, "Email is being sent to XXX@noaa.gov", click **OK**. (Note: XXX represents the name of the person to be notified.)

19. Select **File>Open** to open the travel authorization.
    A. To search by the traveler's social security number, click the **SSN** radio button.
    B. In the **Travelers** search field, type in the social security number of the traveler and press [**Tab**].
    C. In the Document Name List block, highlight the travel authorization number and click **OK**.
20. Select **File>Print**, this will initiate the Adobe Acrobat Reader software and display your travel authorization on the screen.
    A. Review the travel authorization on-line.
    B. Select **File>Print** from the Adobe Acrobat Reader menu bar, this will display the Print window and allow you to verify the destination printer or to select an alternate printer.
    C. To print the authorization, click **OK**.
    D. Select **File>Exit** from the Adobe Acrobat Reader menu bar to close the Adobe Acrobat Reader window and return to the travel authorization.
21. Select **File>Close** to close the travel authorization.
    A. At the prompt, "Save current authorization?", click **No**.
22. Forward the hard copy travel authorization to the Requesting/Authorizing Officials for signature.
23. *For routing only:* Electronic documents will be routed to the Reviewing/Approving Officials. For more detailed information, see *Unit 7: Electronically Stamp (Sign, Review, and Approve) and Route Documents on page 237.*
24. *For non-routing:* Once you have received the approved hard copy travel authorization, you need to electronically stamp the travel authorization APPROVED.
    A. Select **File>Open** to open the travel authorization.
    B. To search by the traveler's social security number, click the **SSN** radio button.
    C. In the **Travelers** search field, type in the social security number of the traveler and press [**Tab**].
    D. In the Document Name List block, highlight the travel authorization number and click **OK**.
    E. Click the **Document Status** button.
    F. In the **Status** field, select APPROVED from the status drop-down list.
    G. In the **Signature PIN** field, type your electronic signature and click **OK**.
    H. At the prompt, "You must save the document before stamping with APPROVED status code. Would you like to save the document? (Note: Select YES to save the document now. Select NO to cancel stamping.)", click **Yes**.
    I. At the prompt, "Have you made any adjustments to the current document?", click **No**.
    J. At the prompt, "Funds Check in Progress," click **OK**.
25. To exit Travel Manager, select **File>Exit**. Do not use the X button to exit the system.

Exercise 6 Request an Actual Lodging Expense

This exercise covers how to create an authorization where the traveler can exceed the standard lodging allowance. Travel Manager will allow up to 300% for actual expenses (lodging & M&IE). However an Authorizing Official can authorize a lesser percentage. The percentage authorized must be entered in the Comments field.

Where possible, actual lodging and/or M&IE should be authorized on the travel authorization. However, the post authorization of actuals is allowed on the voucher when justified in the Comments field.

The NOAA Travel Handbook, section 301-11.307 through 301-11.311 provides guidance on how to manually calculate per diem when actual lodging and/or M&IE are authorized.

This exercise shows how to indicate in an authorization that actual lodging expenses have been authorized. NOAA uses the standard 300% calculation of the standard lodging allowance.

Itinerary

The traveler leaves their residence on October 1st to attend a conference in Boston, MA.

The traveler returns to their residence on October 4th.

Ticketed Transportation

Round-trip air fare is $175.

TMC transaction fee is $28.

Expenses

The estimated expenses for this trip are as follows:

$75 for round-trip taxi fare from the residence to the airport
$142 for a rental car

Lodging Expenses

The traveler has been authorized for actual lodging expense of $371 for each night of their trip not to exceed 175%.

---

1. To access the software, double-click on the **TM81.ICA** icon. A warning message informing you that you are accessing a Department of Commerce computer system will appear on the screen. To acknowledge the message, click **OK**.
2. Log into Travel Manager using your user id and password, click **OK**.
3. You will see a message welcoming you to the Travel Manager system. Please read and note any information. We may use this to communicate key information to users. To acknowledge the welcoming message(s), click **OK**.
4. If prompted, “You have documents waiting your review and approval. Choose ‘Review’ from the File menu.”, click **OK**.
5. Select **File>New>Authorization A**.
6. In the **SSN** field, press [**F10**], highlight the traveler, and click **Select**.

✂ *You can also type the traveler’s social security number and press [**Tab**].*

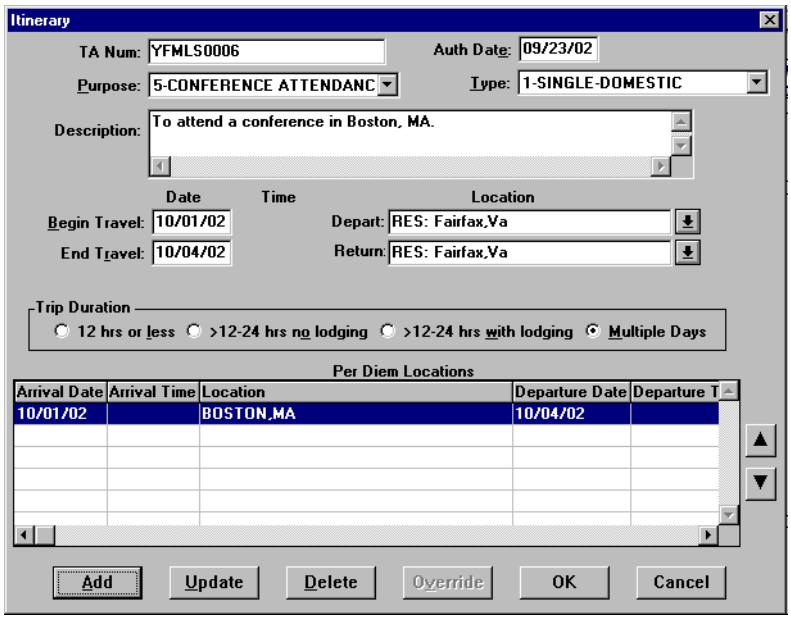
✍ Unless you are a Group Administrator, you will only have access to your own social security number.

7. In the **TA Num** field, type ***YFMLS0006***.
8. Click the **Itinerary** button and enter the basic itinerary information.
   A. Note that the authorization number entered on the Authorization Main window is displayed in the **TA Num** field and the current date is displayed in the **Auth Date** field.
   B. In the **Purpose** field, select 5-CONFERENCE ATTENDANCE from the drop-down list and press [**Tab**].
   C. In the **Description** field, type ***To attend a conference in Boston, MA*** and press [**Tab**].
   D. In the **Type** field, select 1-SINGLE-DOMESTIC from the drop-down list and press [**Tab**].
   E. In the **Begin Travel** field, type ***100102*** and press [**Tab**].

✍ If the year is not entered, the system will default to the current year.

✂ *Click the right mouse button on any date field to display a calendar. Use the << and >> buttons to select the desired month. To select, double-click on the date.*

   F. In the **Depart Location** field, select the residence location (e.g., RES: Fairfax, VA) from the drop-down list.
   G. In the **End Travel** field, type ***100402*** and press [**Tab**].
   H. Note that residence location (e.g., RES: Fairfax, VA) is displayed in the **Return** Location field and **Multiple Days** is selected in the **Trip Duration** area.
   I. To enter the per diem location, click **Add**. Note that October 1st is displayed in the **Arrival Date** field and October 4th is displayed in the **Departure Date** field.
      1) [**Tab**] to the **Per Diem Location** field.
      2) Type the first few characters **(BOS)** of the per diem location and press [**Tab**].
      3) If more than one location with the same name exists, click the down arrow. Select Boston, MA from the drop-down list and double-click.
      4) To exit the Add Per Diem Location to Trip window, click **OK**.



Itinerary Window

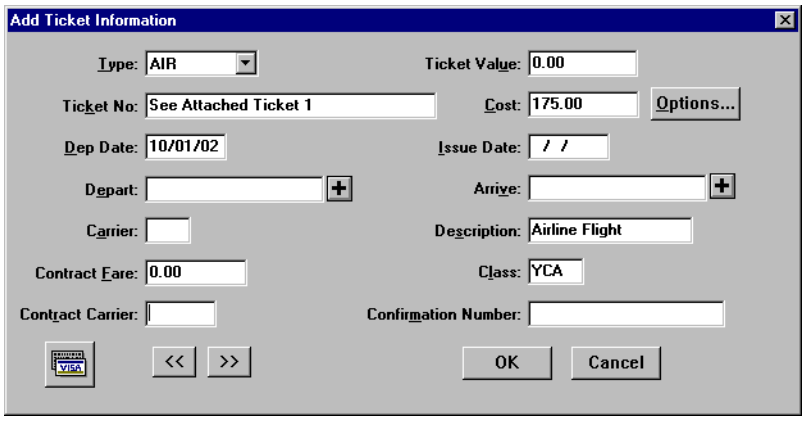
J. To exit the Itinerary window, click **OK**.

9. Click the **Ticketed Transportation** button to enter the basic ticketed transportation information.
   A. To add the ticket information, click **Add**. Note that the **Type** field defaults to AIR.
   B. In the **Cost** field, type ***175***. Note that the **Description** field displays Airline Flight and the **Dep Date** field defaults to the begin travel date.

✍ The system defaults this cost as a non-reimbursable expense. If this needs to be changed, click **Options**, click on the **Reimbursable** box to enable it, and click **OK**.

   C. In the **Class** field, type ***YCA***.

✍ The **Type**, **Cost**, and **Class** fields are required for authorizations. All other fields are optional.

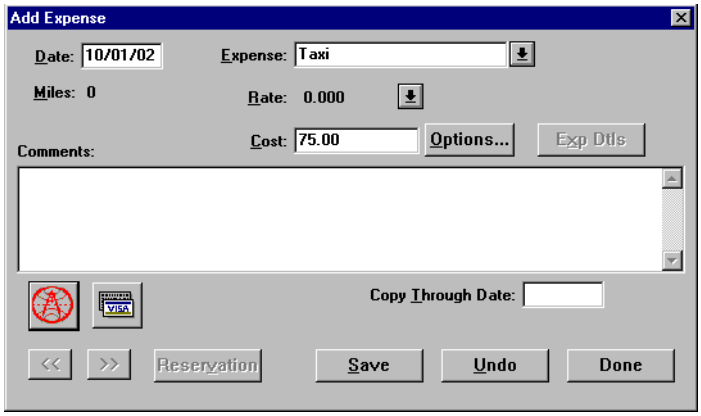


Add Ticket Information Window

D. To exit the Add Ticket Information window, click **OK**.
E. To add a ticketed transportation transaction fee, click **Add**.
F. In the **Ticket No.** field, type ***Transaction Fee***.
G. In the **Cost** field, type ***28***.
H. In the **Class** field, type ***YCA***.
I. To exit the Add Ticket Information window, click **OK**.
J. To exit the Ticket Information window, click **Close**.

10. Click the **Expenses** button.
    A. Click **Add**. Note that October 1st appears in the **Date** field.
    B. In the **Expense** field, select **Taxi** from the expense drop-down list**.**
    C. In the **Cost** field, type ***75***.

✍ Comments entered in the Add/Update Expense window appear only on the on-line document and do not print on the hard copy document.



Add Expense Window

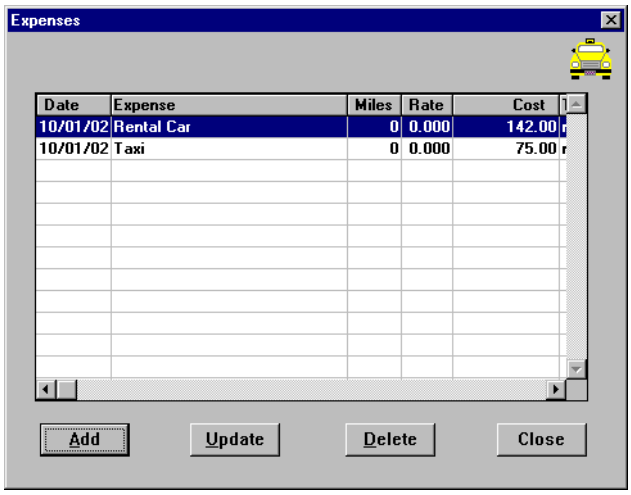
✍ The **Copy Through Date** field copies all conditions pertaining to the expense being copied through the date you specify. If an expense being copied has a rate associated with it and the rate changes after the begin date of the trip, the rate change will not reflect on the document. You must manually update the expense to have the system pull in the new rate.

D. Click **Save**. Note that a new Add Expense window is displayed and October 1st appears in the **Date** field.

E. In the **Expense** field, select **Rental Car** from the expense drop-down list.

F. In the **Cost** field, type ***142***.

G. To exit the Add Expense window, click **Done**.



Expenses Window

H. To exit the Expenses window, click **Close**.

11. Click the **Lodging/M&IE** button.

A. To indicate actual lodging expenses, highlight October 1st and click **Update**.

B. In the **Actuals** block, click **Lodging**.

✍ FTR, section 301-11.303 states that "the maximum amount that you may be reimbursed under actual expense is limited to 300% (rounded to the next higher dollar) of the applicable maximum per diem rate. However, subject to your agency's policy, a lesser may be authorized". Travel Manager edits will not allow actual lodging to exceed the maximum actual lodging limit. When a lesser percentage or amount is authorized, you must indicate this in the Comments window.

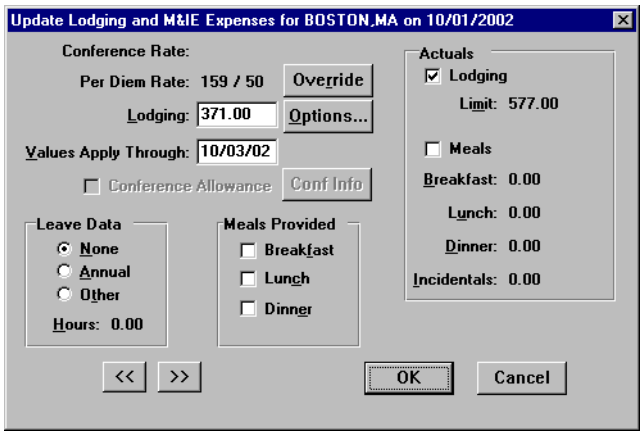
C. In the **Lodging** field, type ***371***.

✍ When less than 300% actual lodging is authorized, refer to NOAA Travel Handbook, section 301-11 for guidance on how to calculate the amount to be entered in the **Lodging** field.

D. In the **Values Apply Through** field, type ***100302*** to indicate that the actual lodging cost applies through October 3rd.

✍ Replicate and Values Apply Through perform similar functions, but with a crucial difference. Replicate only copies Lodging Cost in the Lodging/M&IE window. Values Apply Through copies all special conditions

(Actuals, Meals Provided, etc.) in the Lodging/M&IE window through the date you specify.

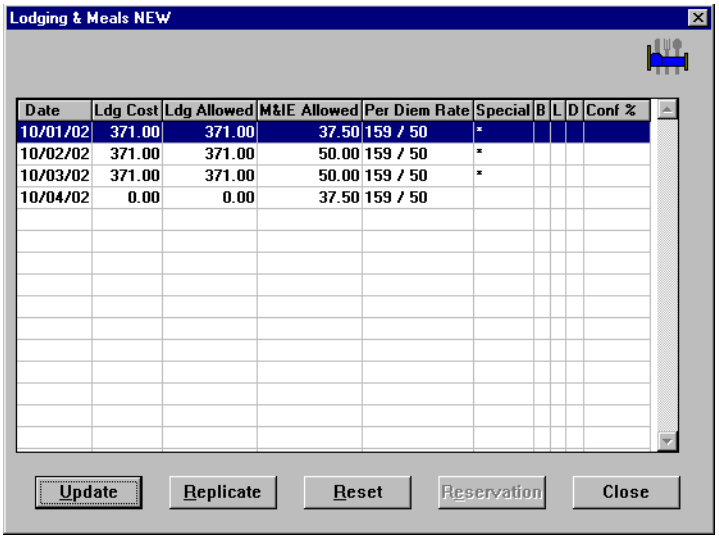


Update Lodging and M&IE Expenses Window

✍ The **Limit** field displays the maximum actual lodging amount ((300% of the lodging plus M&IE) minus M&IE).

E. To exit the Update Lodging and M&IE Expenses window, click **OK**.

✍ When **Actuals** is checked, it is automatically annotated in the Other Authorizations window and will be printed on the authorization.



Lodging & Meals Window

F. Note the following:

- The **Date** column displays the dates entered in the Itinerary window.
- The per diem amount displays $371 in the **Ldg Allowed** which reflects the 175% actual lodging authorized.

- The * in the **Special** column notes that a change has been made to the standard per diem calculation.
- M&IE per diem is 3/4 of the allowable rate for the first and last day of the trip.
- The last day of the trip displays $0 cost for lodging.

G. To exit the Lodging & Meals window, click **Close**.

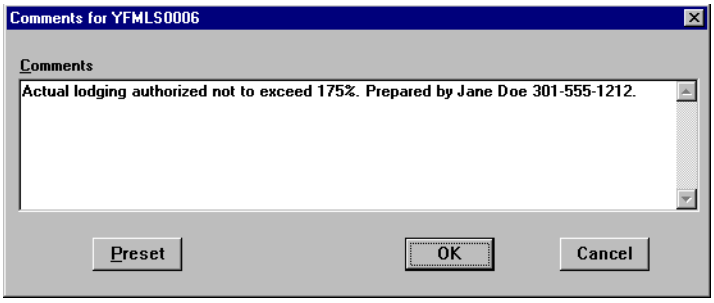
12. Click the **Other Authorizations** button.
    A. Note that by selecting Actuals in the Update Lodging and M&IE Expenses window, Actual Expense is displayed in the Other Authorizations for Current Document window.
    B. Select all that apply from the list.

✍ For NOAA Corps Officers, Endorsement must be selected along with the type of duty being performed (operational flight, proficiency flight, temporary sea, temporary shore).

    C. To exit the Other Authorizations for document window, click **Close**.
13. Click the **Acct** button.
    A. Note that the default accounting code is displayed.

✍ If necessary, you can select a different accounting code from the Master Acct Code table, add a new accounting code, or update an existing accounting code. Refer to Table 13, on page 263 for information on how to Retrieve or Find an accounting code that may already exist in the Master Acct Code table.

    B. To exit the Acct Codes for document window, click **Close**.
    C. At the prompt, "Performing ACCS Code Validation...", click **OK**.
14. Click the **Comments** button.
    A. To avoid overwriting the additional comments that are entered in this window, preset comments must be applied first. Then type the preparer's name and phone number, and record any additional comments pertaining to the authorization. Type ***Actual lodging authorized not to exceed 175%. Prepared by Jane Doe 301-555-1212.***



Comments Window

    B. To exit the Comments for document window, click **OK**.
15. Click the **Totals** button.
    A. View the following:
    - Total Estimated Expenses displays the total amount of expenses entered for the authorization (lodging, M&IE, transportation, and expenses).
    - Computed Advance Authorized displays the total cash/ATM advance allowed that the traveler can

receive based on the expenses entered.

- *Currently not used by NOAA*. Advance Requested displays the advance amount requested through Travel Manager.

✍ Cash advances are on an exception basis and are issued manually.

B. To exit the Totals for Authorization window, click **Close**.

16. Select **File>Save**. At the Save As window, the document name will default to the travel authorization number. To accept the default, click **OK**.
17. Select **File>Print Preview**, this will initiate the Adobe Acrobat Reader software and display your travel authorization on the screen.
    A. Review the travel authorization on-line.
    B. Select **File>Exit** from the Adobe Acrobat Reader menu bar to close the Adobe Acrobat Reader window and return to the travel authorization.
18. To apply the SIGNED status and your electronic signature, click the **Document Status** button.
    A. Note the status defaults to SIGNED. In the **Signature PIN** field, type your electronic signature and click **OK**.
    B. At the prompt, "You must save the document before stamping with SIGNED status code. Would you like to save the document? (Note: Select YES to save the document now. Select NO to cancel stamping.)", click **Yes**.
    C. At the prompt, "Funds Check in Progress", click **OK**.
    D. *For routing only:* At the prompt, "Email is being sent to XXX@noaa.gov", click **OK**. (Note: XXX represents the name of the person to be notified.)
19. Select **File>Open** to open the travel authorization.
    A. To search by the traveler's social security number, click the **SSN** radio button.
    B. In the **Travelers** search field, type in the social security number of the traveler and press [**Tab**].
    C. In the Document Name List block, highlight the travel authorization number and click **OK**.
20. Select **File>Print**, this will initiate the Adobe Acrobat Reader software and display your travel authorization on the screen.
    A. Review the travel authorization on-line.
    B. Select **File>Print** from the Adobe Acrobat Reader menu bar, this will display the Print window and allow you to verify the destination printer or to select an alternate printer.
    C. To print the authorization, click **OK**.
    D. Select **File>Exit** from the Adobe Acrobat Reader menu bar to close the Adobe Acrobat Reader window and return to the travel authorization.
21. Select **File>Close** to close the travel authorization.
    A. At the prompt, "Save current authorization?", click **No**.
22. Forward the hard copy travel authorization to the Reviewing/Approving Officials for signature.
23. *For routing only:* Electronic documents will be routed to the Requesting/Authorizing Officials. For more detailed information, see *Unit 7: Electronically Stamp (Sign, Review, and Approve) and Route Documents on page 237.*
24. *For non-routing:* Once you have received the approved hard copy travel authorization, you need to electronically stamp the travel authorization APPROVED.

A. Select **File>Open** to open the travel authorization.
B. To search by the traveler's social security number, click the **SSN** radio button.
C. In the **Travelers** search field, type in the social security number of the traveler and press [**Tab**].
D. In the Document Name List block, highlight the travel authorization number and click **OK**.
E. Click the **Document Status** button.
F. In the **Status** field, select APPROVED from the status drop-down list.
G. In the **Signature PIN** field, type your electronic signature and click **OK**.
H. At the prompt, "You must save the document before stamping with APPROVED status code. Would you like to save the document? (Note: Select YES to save the document now. Select NO to cancel stamping.)", click **Yes**.
I. At the prompt, "Have you made any adjustments to the current document?", click **No**.
J. At the prompt, "Funds Check in Progress," click **OK**.

25. To exit Travel Manager, select **File>Exit**. Do not use the X button to exit the system.

Exercise 7 Allocate Expenses to Multiple Accounting Codes (Changing the Reimbursability of an Expense)

This exercise covers how to create an authorization and select multiple accounting codes. The traveler is using their personal Government Travel Card to purchase their ticket through the Travel Management Center. Travel Manager allows up to five accounting codes on one authorization and provides the ability to allocate travel expenses by percent, expense category, date, expenses, or amount.

Create an authorization and experiment with allocating expenses to multiple accounting codes.

Part 1—Allocate expenses to multiple accounting codes by percent

Part 2—Allocate expenses to multiple accounting codes by expense category

Part 3—Allocate expenses to multiple accounting codes by date

Part 4—Allocate expenses to multiple accounting codes by expenses

Part 5—Allocate expenses to multiple accounting codes by amount

Itinerary

The traveler leaves their residence on November 11th to attend a training class in Denver, CO.

On November 13th, the traveler leaves Denver, CO to attend another training class in Sacramento, CA.

The traveler returns to their residence on November 15th.

Ticketed Transportation

Round-trip air fare is $350.

TMC transaction fee is $28.

The ticket was purchased with the traveler's personal Government travel card, therefore the ticket cost and the transaction fee are reimbursable to the traveler.

Expenses

To illustrate all aspects of allocation, you must enter the following estimated dates and expenses:

November 11th - $25 for taxi fare
November 11th - $250 for a registration fee
November 12th - $10 for taxi fare
November 12th - $5 for business calls
November 13th - $15 for taxi fare
November 13th - $300 for a registration fee
November 14th - $20 for taxi fare
November 14th - $12 for metro expenses
November 15th - $25 for taxi fare
November 15th - $5 for business calls

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1. To access the software, double-click on the **TM81.ICA** icon. A warning message informing you that you are accessing a Department of Commerce computer system will appear on the screen. To acknowledge the message, click **OK**.
2. Log into Travel Manager using your user id and password, click **OK**.

3. You will see a message welcoming you to the Travel Manager system. Please read and note any information. We may use this to communicate key information to users. To acknowledge the welcoming message(s), click **OK**.
4. If prompted, "You have documents waiting your review and approval. Choose 'Review' from the File menu.", click **OK**.
5. Select **File>New>Authorization A**.
6. In the **SSN** field, press [**F10**], highlight the traveler, and click **Select**.

✂ *You could also type the social security number and press [**Tab**].*

✍ Unless you are a Group Administrator, you will only have access to your own social security number.

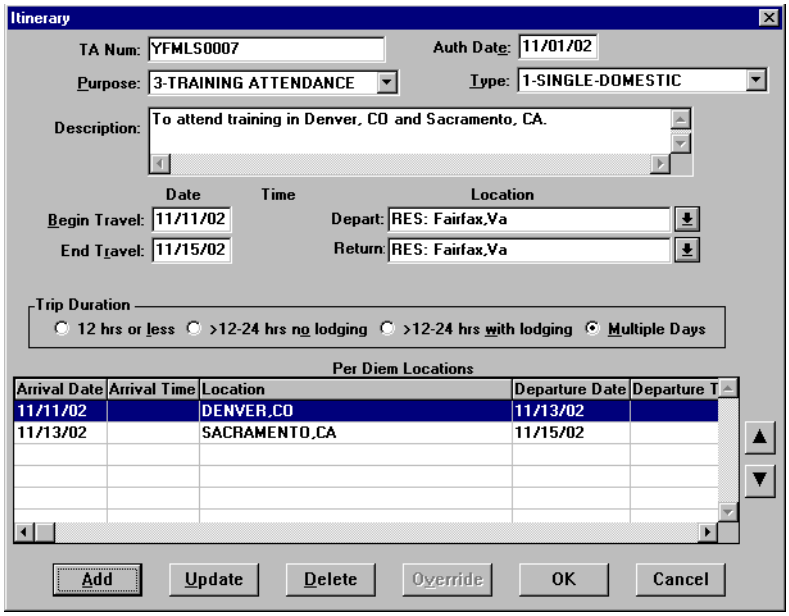
7. In the **TA Num** field, type ***YFMLS0007***.
8. Click the **Itinerary** button and enter the basic itinerary information.
   A. Note that the authorization number entered on the Authorization Main window is displayed in the **TA Num** field and the current date is displayed in the **Auth Date** field.
   B. In the **Purpose** field, select 3-TRAINING ATTENDANCE from the drop-down list and press [**Tab**].
   C. In the **Description** field, type ***To attend training in Denver, CO and Sacramento, CA*** and press [**Tab**].
   D. In the **Type** field, select 1-SINGLE-DOMESTIC from the drop-down list and press [**Tab**].
   E. In the **Begin Travel** field, type ***111102*** and press [**Tab**].

✍ If the year is not entered, the system will default to the current year.

✂ *Click the right mouse button on any date field to display a calendar. Use the << and >> buttons to select the desired month. To select, double-click on the date.*

   F. In the **Depart Location** field, select the residence location (e.g., RES: Fairfax, VA) from the drop-down list.
   G. In the **End Travel** field, type ***111502*** and press [**Tab**].
   H. Note that residence location (e.g., RES: Fairfax, VA) is displayed in the **Return** Location field and **Multiple Days** is selected in the **Trip Duration** area.
   I. To enter the per diem location, click **Add**. Note that November 11th is displayed in the **Arrival Date** field and November 15th is displayed in the **Departure Date** field.
      1) [**Tab**] to the **Per Diem Location** field.
      2) Type the first few characters **(DEN)** of the per diem location and press [**Tab**].
      3) If more than one location with the same name exists, click the down arrow. Select Denver, CO from the drop-down list and double-click.
      4) In the **Departure Date** field, type ***111302***.
      5) To exit the Add Per Diem Location to Trip window, click **OK**.
   J. To enter the second per diem location, click **Add**. Note that November 13th is displayed in the **Arrival Date** field and November 15th is displayed in the **Departure Date** field.
      1) [**Tab**] to the **Per Diem Location** field.
      2) Type the first few characters **(SAC)** of the per diem location and press [**Tab**].
      3) If more than one location with the same name exists, click the down arrow. Select Sacramento, CA from the drop-down list and double-click.

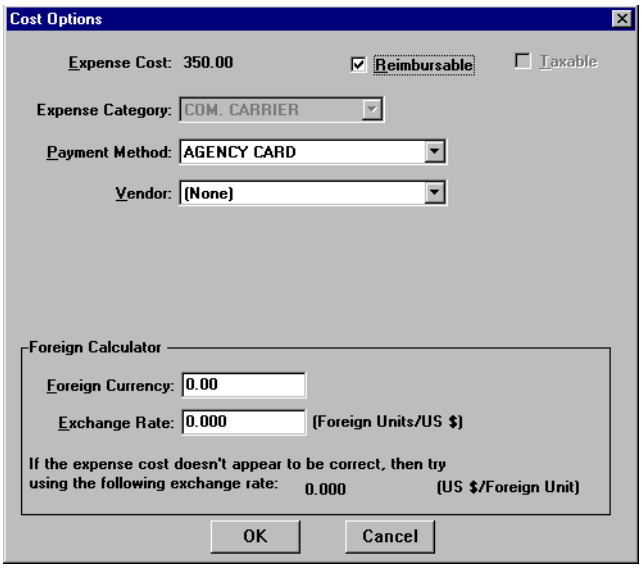
4) To exit the Add Per Diem Location to Trip window, click **OK**.



Itinerary Window

K. To exit the Itinerary window, click **OK**.

9. Click the **Ticketed Transportation** button to enter the basic ticketed transportation information.
   A. To add the ticket information, click **Add**. Note that the **Type** field defaults to AIR.
   B. In the **Cost** field, type ***350***. Note that the **Description** field displays Airline Flight and the **Dep Date** field defaults to the begin travel date.
   C. Note that the system defaults this cost as a non-reimbursable expense. To change the ticket to a reimbursable expense, click **Options**.
   D. Click on the **Reimbursable** box to enable.

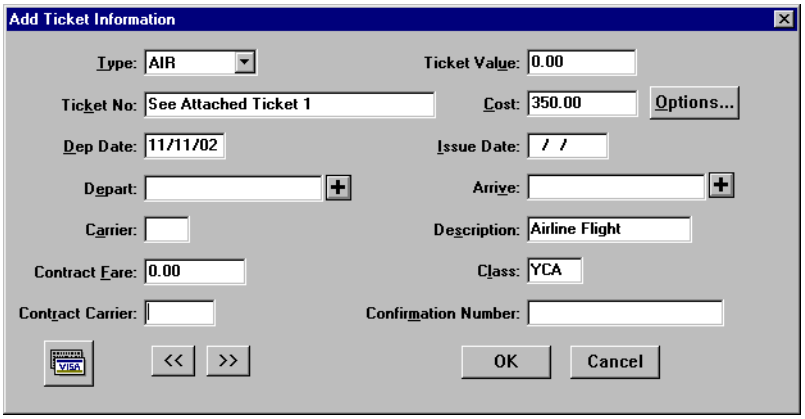


Cost Options

E. To exit the Cost Options window, click **OK**.

F. In the **Class** field, type ***YCA***.

✍ The **Type**, **Cost**, and **Class** fields are required for authorizations. All other fields are optional.



Add Ticket Information Window

G. To exit the Add Ticket Information window, click **OK**.

H. To add a ticketed transportation transaction fee, click **Add**. Note that the **Type** field defaults to AIR.

I. In the **Ticket No.** field, type ***Transaction Fee***.

J. In the **Cost** field, type ***28***.

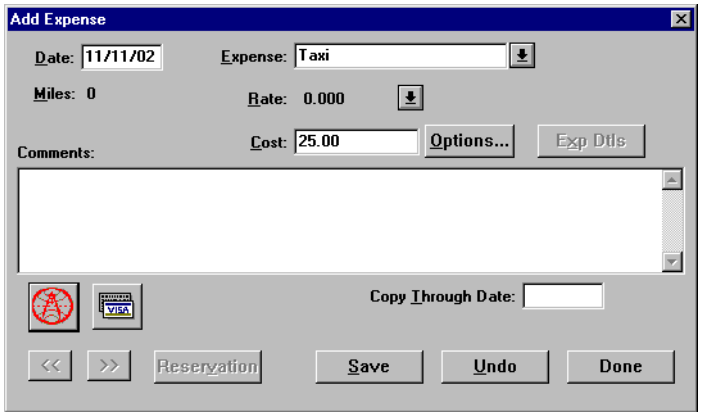
K. Note that the system defaults this cost as a non-reimbursable expense. To change the ticket to a reimbursable expense, click **Options**.

L. Click on the **Reimbursable** box to enable.

M. To exit the Cost Options window, click **OK**.
N. In the **Class** field, type ***YCA***.
O. To exit the Add Ticket Information window, click **OK**.
P. To exit the Ticket Information window, click **Close**.

10. Click the **Expenses** button.
    A. Click **Add**. Note that November 11th is displayed in the **Date** field.
    B. In the **Expense** field, select **Taxi** from the expense drop-down list.
    C. In the **Cost** field, type ***25***.

✍ Comments entered in the Add/Update Expense window appear only on the on-line document and do not print on the hard copy document.



Add Expense Window

✍ The **Copy Through Date** field copies all conditions pertaining to the expense being copied through the date you specify. If an expense being copied has a rate associated with it and the rate changes after the begin date of the trip, the rate change will not reflect on the document. You must manually update the expense to have the system pull in the new rate.

D. Click **Save**. Note that a new Add Expense window is displayed and November 11th appears in the **Date** field.
E. In the **Expense** field, select **Registration Fees-Non-ADP** from the expense drop-down list.
F. In the **Cost** field, type ***250***.
G. Click **Save**. Note that a new Add Expense window is displayed and November 11th appears in the **Date** field.
H. In the **Date** field, type ***111202*** and press [**Tab**].
I. In the **Expense** field, select **Taxi** from the expense drop-down list.
J. In the **Cost** field, type ***10***.
K. Click **Save**. Note that a new Add Expense window is displayed and November 12th appears in the **Date** field.
L. In the **Expense** field, select **Business Calls** from the expense drop-down list.
M. In the **Cost** field, type ***5***.

N. Click **Save**. Note that a new Add Expense window is displayed and November 12th appears in the **Date** field.

O. In the **Date** field, type ***111302*** and press [**Tab**].

P. In the **Expense** field, select **Taxi** from the expense drop-down list.

Q. In the **Cost** field, type ***15***.

R. Click **Save**. Note that a new Add Expense window is displayed and November 13th appears in the **Date** field.

S. In the **Expense** field, select **Registration Fees-Non-ADP** from the expense drop-down list.

T. In the **Cost** field, type ***300***.

U. Click **Save**. Note that a new Add Expense window is displayed and November 13th appears in the **Date** field.

V. In the **Date** field, type ***111402*** and press [**Tab**].

W. In the **Expense** field, select **Taxi** from the expense drop-down list.

X. In the **Cost** field, type ***20***.

Y. Click **Save**. Note that a new Add Expense window is displayed and November 14th appears in the **Date** field.

Z. In the **Expense** field, select **Metro** from the expense drop-down list.

AA. In the **Cost** field, type ***12***.

AB. Click **Save**. Note that a new Add Expense window is displayed and November 14th appears in the **Date** field.

AC. In the **Date** field, type ***111502*** and press [**Tab**].

AD. In the **Expense** field, select **Taxi** from the expense drop-down list.

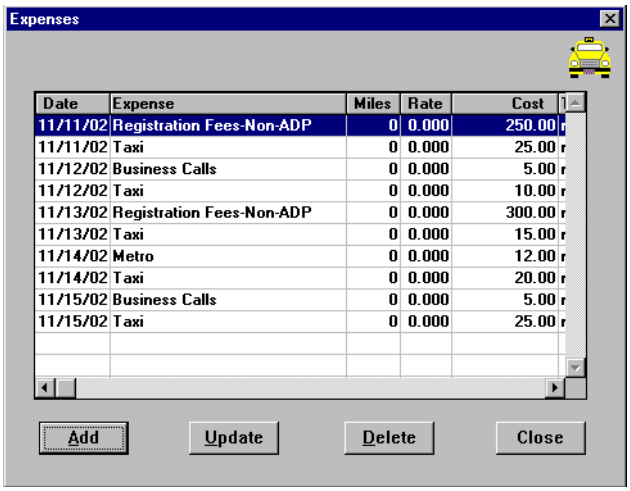
AE. In the **Cost** field, type ***25***.

AF. Click **Save**. Note that a new Add Expense window is displayed and November 15th appears in the **Date** field.

AG. In the **Expense** field, select **Business Calls** from the expense drop-down list.

AH. In the **Cost** field, type ***5***.

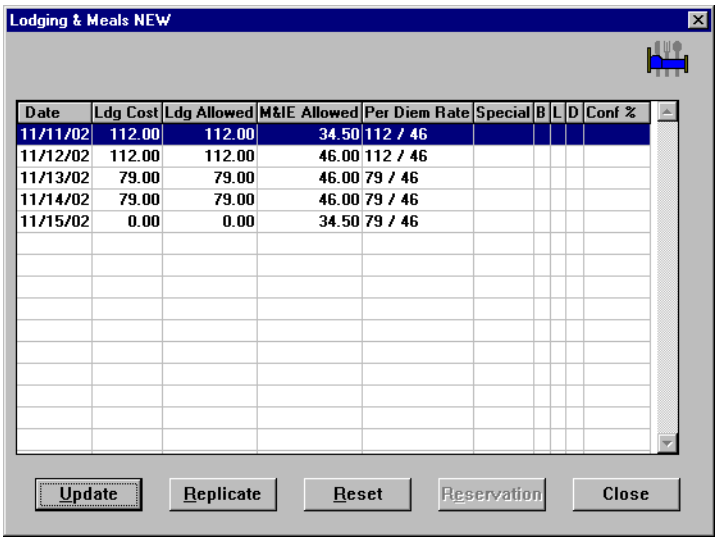
AI. To exit the Add Expense window, click **Done**.



Expenses Window

AJ. To exit the Expenses window, click **Close**.

11. Click on the **Lodging/M&IE** button.



Lodging & Meals Window

A. Note the following:

- The **Date** column displays the dates entered in the Itinerary window.
- The per diem amount is displayed in the **Ldg Allowed** and **M&IE Allowed** columns.
- M&IE per diem is 3/4 of the allowable rate for the first and last day of the trip.
- The last day of the trip displays $0 cost for lodging.

B. To exit the Lodging & Meals window, click **Close**.

12. Click the **Other Authorizations** button.

A. Select all that apply from the list.

✍ For NOAA Corps Officers, Endorsement must be selected along with the type of duty being performed (operational flight, proficiency flight, temporary sea, temporary shore).

B. To exit the Other Authorizations for document window, click **Close**.

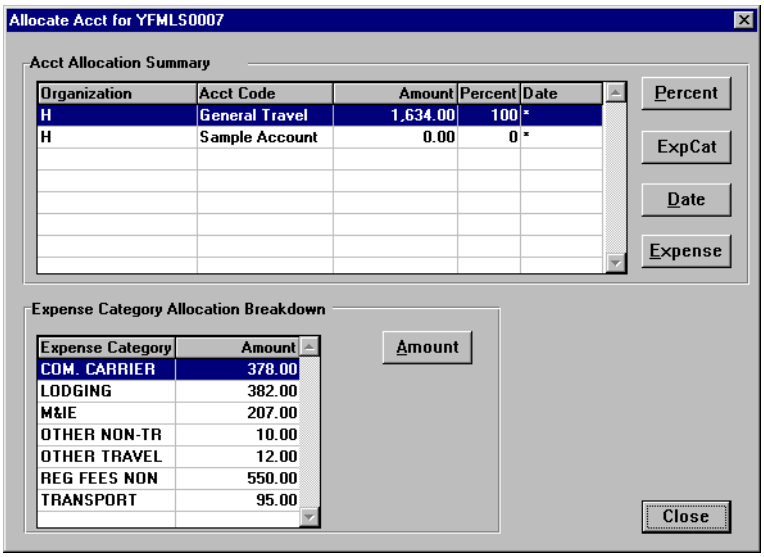
13. Click the **Acct** button.
    A. Note that the default accounting code *(General Travel)* is displayed.
    B. In the Master Acct Codes block, highlight *Sample Account* and click **Select**.
    C. Click **Allocate**. The Allocate Acct window is displayed. Complete Part 1 - Part 5 to view each type of allocation.

Part 1—Allocate Expenses to Multiple Accounting Codes by Percent

Split the cost of the trip 50/50 between the *General Travel* and *Sample Account* accounting codes.

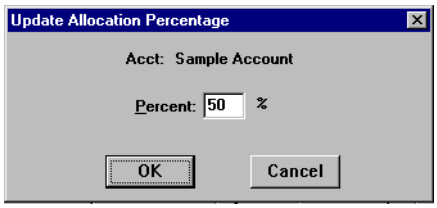
---

1. Note that the *General Travel* accounting code displays the total amount of the expenses and the *Sample Account* displays no expenses.



Allocate Acct Window

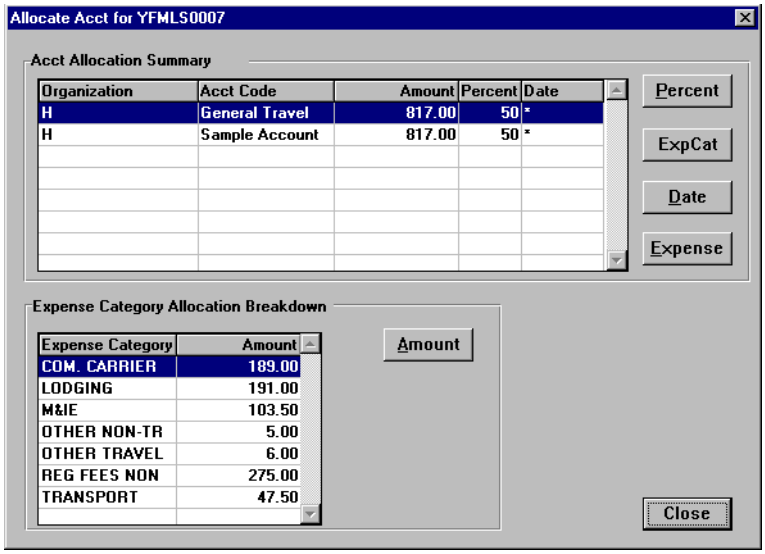
2. From the Acct Allocation Summary block, highlight *Sample Account* and click **Percent**.
3. In the **Percent** field, type ***50***.



Update Allocation Percentage Window

4. To exit the Update Allocation Percentage window, click **OK**.

5. Note that the expenses are split 50/50 between the *General Travel* and *Sample Account* accounting codes.



Allocate Accounts Window

For the purpose of this class only. Change the Allocate Acct back to the default setting.

A. Highlight *General Travel* and click **Percent**.

B. In the **Percent** field, type ***100***.

C. Click **OK**.

Part 2—Allocate Expenses to Multiple Accounting Codes by Expense Category

The following expense categories represent the expenses entered into the document:

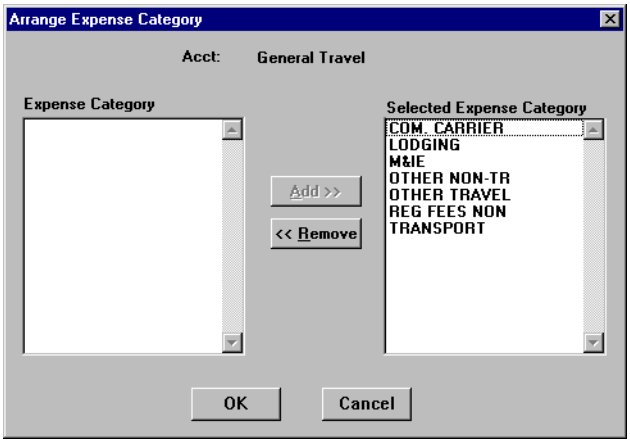
COM CARRIER—Airline ticket expense
LODGING—Lodging expense
M&IE—M&IE expense
OTHER NON-TR—Business calls
OTHER TRAVEL—Metro expenses
REG FEES NON—Registration fees
TRANSPORT—Taxi expense

Assign the COM CARRIER, LODGING, M&IE, and REG FEES NON expense categories to *General Travel*.

Assign the TRANSPORT, OTHER NON-TR, and OTHER TRAVEL expense categories to *Sample Account*.

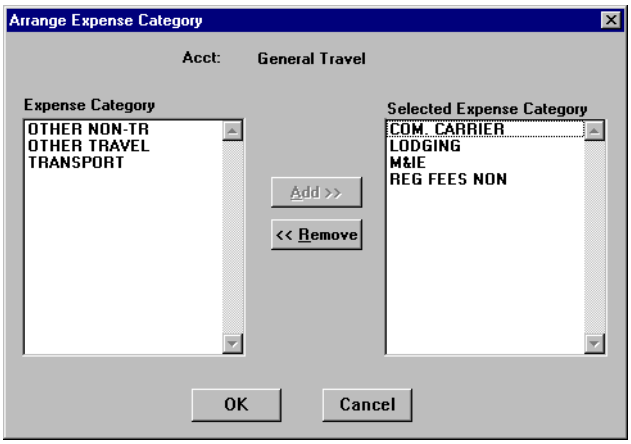
---

1. Note that the *General Travel* accounting code displays the total amount of the expenses and the *Sample Account* displays no expenses.
2. From the Acct Allocation Summary block, highlight *General Travel* and click **Exp Cat**.



Arrange Expense Category Window

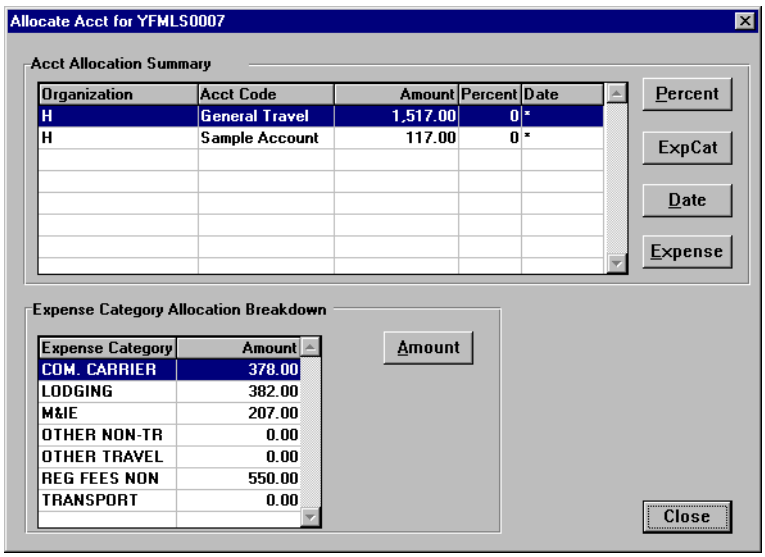
A. Highlight OTHER NON-TR and click **Remove**.
B. Highlight OTHER TRAVEL and click **Remove**.
C. Highlight TRANSPORT and click **Remove**.



Arrange Expense Category Window

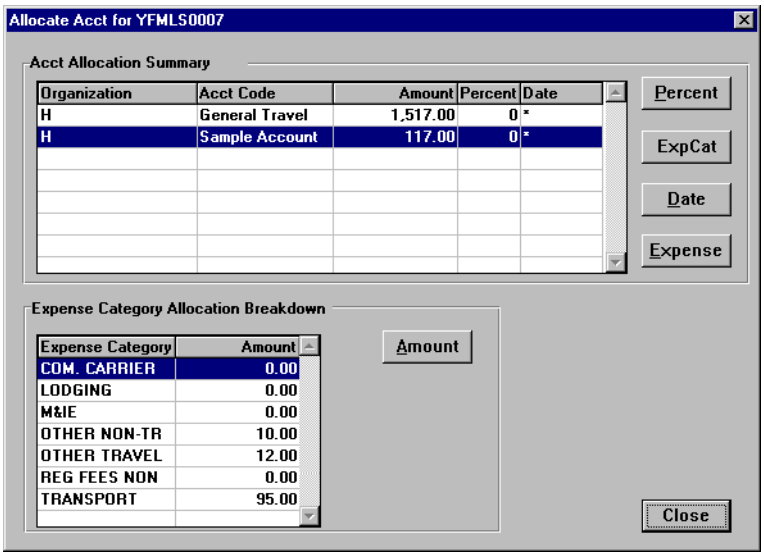
D. To exit the Arrange Expense Categories window, click **OK**.

3. Note that for *General Travel*, only the COM CARRIER, LODGING, M&IE, and REG FEES NON expense categories display amounts in the Expense Category Allocation Breakdown block.



Allocate Acct Window

4. Highlight *Sample Account* and note that only the OTHER NON-TR, OTHER TRAVEL, and TRANSPORT expense categories display amounts in the Expense Category Allocation Breakdown block.



Allocate Acct Window

For the purpose of this class only. Change the Allocate Acct back to the default setting.

A. Highlight *General Travel* and click **Percent**.

B. In the **Percent** field, type ***100***.

C. Click **OK**.

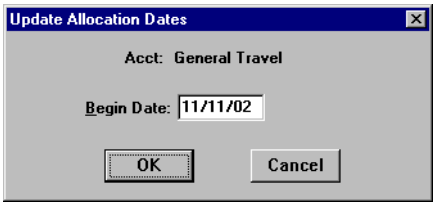
Part 3—Allocate Expenses to Multiple Accounting Codes by Date

Assign the *General Travel* accounting code with expenses from 11/11/02 - 11/12/02.

Assign the *Sample Account* accounting code with expenses on 11/13/02 - 11/15/02.

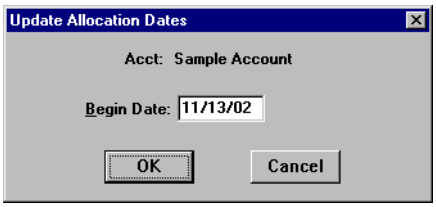
---

1. Note that the *General Travel* accounting code displays the total amount of the expenses and the *Sample Account* displays no expenses.
2. From the Acct Allocation Summary block, highlight *General Travel* and click **Date**.
3. In the **Begin Date** field, type ***111102***.



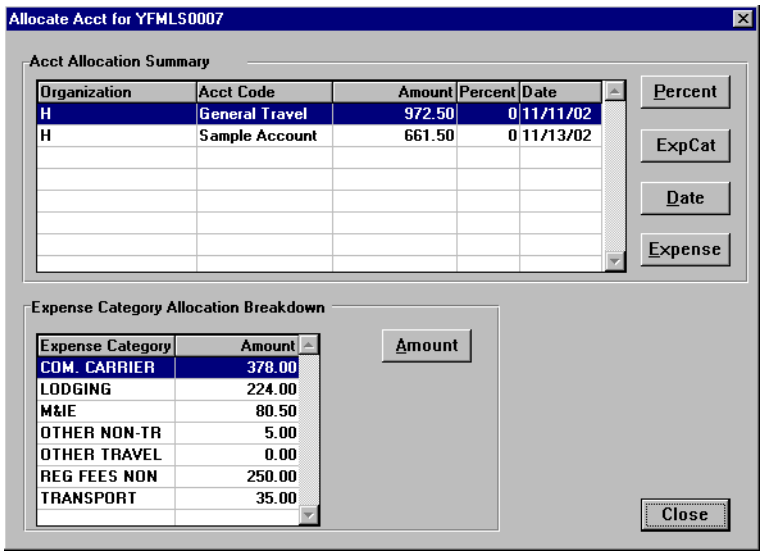
Update Allocation Dates Window

4. To exit the Update Allocation Dates window, click **OK**.
5. From the Acct Allocation Summary block, highlight *Sample Account* and click **Date**.
6. In the **Begin Date** field, type ***111302***.



Update Allocation Dates Window

7. To exit the Update Allocation Dates window, click **OK**.
8. Note that General Travel displays the expense totals for 11/11 and 11/12.



Allocate Acct Window

9. Highlight *Sample Account*. Note that Sample Account displays expense totals for 11/13, 11/14, and 11/15.

For the purpose of this class only. Change the Allocate Acct back to the default setting.

A. Highlight *General Travel* and click **Percent**.

B. In the **Percent** field, type ***100***.

C. Click **OK**.

Part 4—Allocate Expenses to Multiple Accounting Codes by Expense

Allocate the following expenses to *General Travel*:

11/11 - Airline Flights, Registration Fees-Non-ADP, and Taxi

11/12 - Business Calls and Taxi

11/13 - Registration Fees-Non-ADP and Taxi

11/14 - Metro and Taxi

11/15 - Business Calls and Taxi

Allocate the following expenses to *Sample Account*:

11/11 - Lodging and M&IE

11/12 - Lodging and M&IE

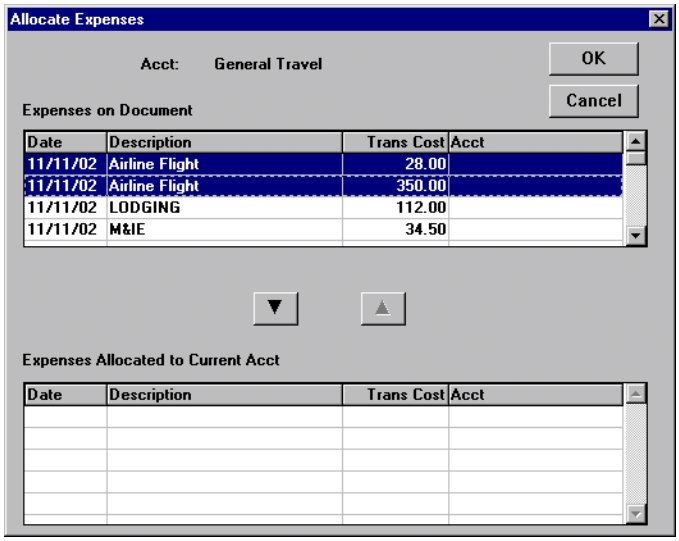
11/13 - Lodging and M&IE

11/14 - Lodging and M&IE

11/15 - M&IE

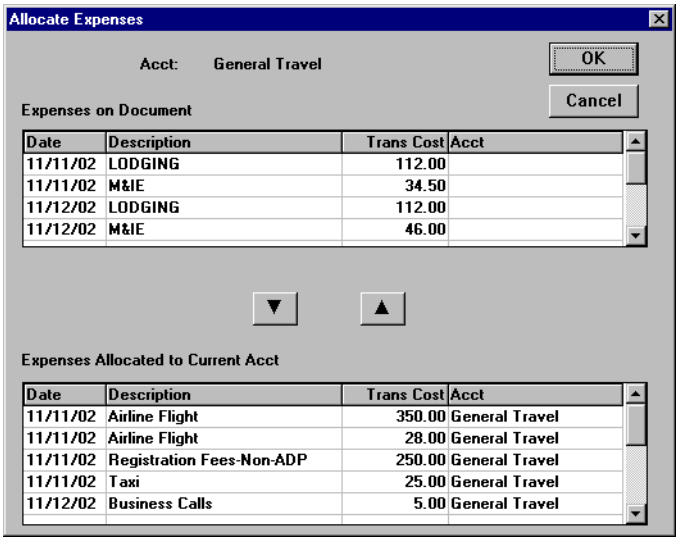
---

1. Note that the *General Travel* accounting code displays the total amount of the expenses and the *Sample Account* displays no expenses.
2. From the Acct Allocation Summary block, highlight *General Travel* and click **Expense**.
3. Highlight each of these expenses and click the ▼ button.
   A. On 11/11 highlight Airline Flights, Registration Fees-Non-ADP, and Taxi.
   B. On 11/12 highlight Business Calls and Taxi.
   C. On 11/13 highlight Registration Fees-Non-ADP and Taxi
   D. On 11/14 highlight Metro and Taxi
   E. On 11/15 highlight Business Calls and Taxi



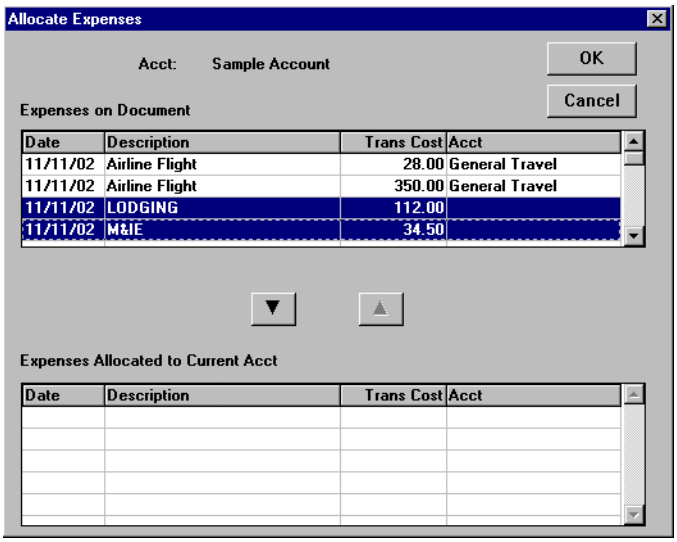
Allocate Expenses Window

4. The selected expenses are displayed in the Expenses Allocated to Current Acct block.



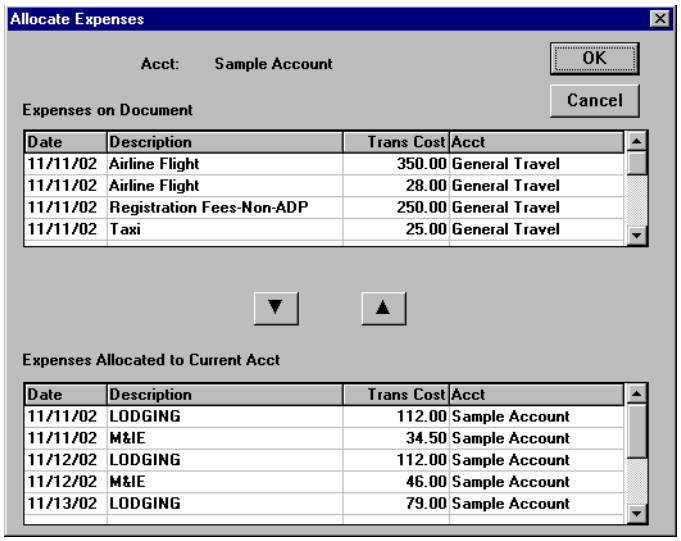
Allocate Expenses Window

5. To exit the Allocate Expenses window, click **OK**.
6. From the Acct Allocation Summary block, highlight *Sample Account* and click **Expense**.
7. Highlight each of the Lodging and M&IE expenses on 11/11, 11/12, 11/13, 11/14, and M&IE on 11/15 and click the ▼ button.



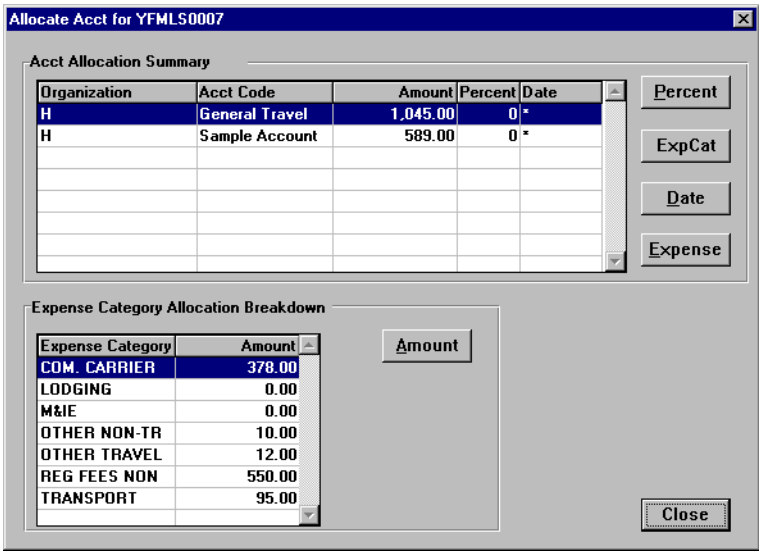
Allocate Expenses Window

8. The selected expenses are displayed in the Expenses Allocated to Current Acct block.



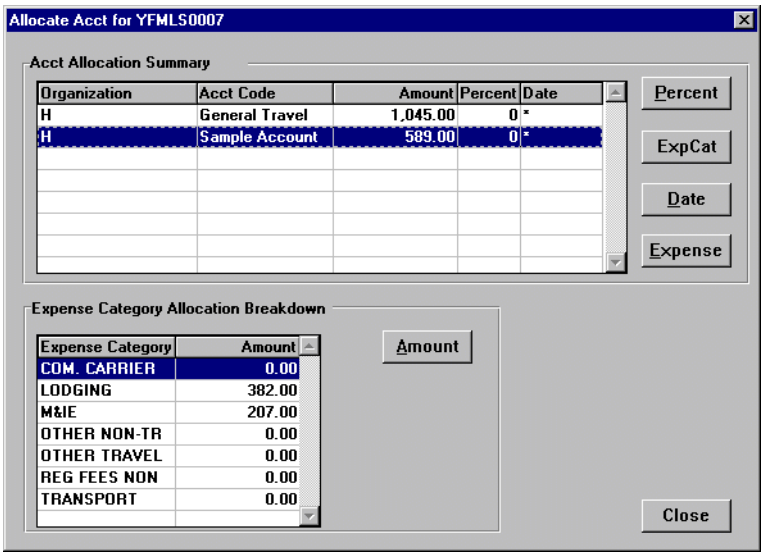
Allocate Expenses Window

9. To exit the Allocate Expenses window, click **OK**.
10. Highlight *General Travel* and note that only the COMMON CARRIER, OTHER NON-TRAVEL, OTHER TRAVEL, REG FEES NON, and TRANSPORT expense categories display amounts in the Expense Category Allocation Breakdown block.



Allocate Acct Window

11. Highlight *Sample Account* and note that only the LODGING and M&IE expense categories display amounts in the Expense Category Allocation Breakdown block.



Allocate Acct Window

For the purpose of this class only. Change the Allocate Acct back to the default setting.

A. Highlight *General Travel* and click **Percent**.

B. In the **Percent** field, type ***100***.

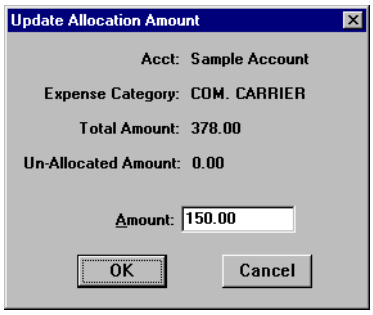
C. Click **OK**.

Part 5—Allocate Expenses to Multiple Accounting Codes by Amount

For this exercise, allocate a portion of the COM CARRIER and TRANSPORT expense amounts to the *Sample Account*.

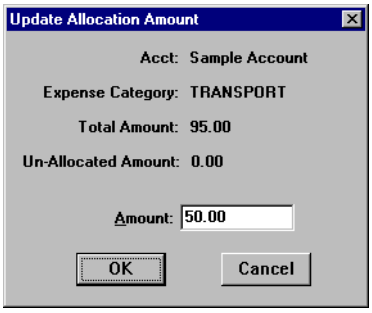
---

1. Note that the *General Travel* accounting code displays the total amount of the expenses and the *Sample Account* displays no expenses.
2. From the Acct Allocation Summary block, highlight *Sample Account.*
   A. From the Expense Category Allocation Breakdown block, highlight COM CARRIER, click **Amount**.
   B. In the **Amount** field, type ***150***.



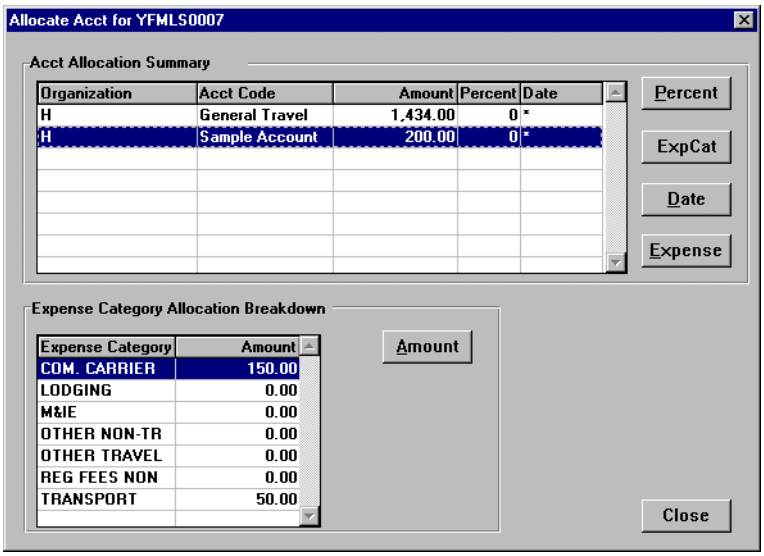
Update Allocation Amount Window

   C. To exit the Update Allocation Amount window, click **OK**.
3. From the Acct Allocation Summary block, highlight *Sample Account*.
   A. From the Expense Category Allocation Breakdown block, highlight TRANSPORT, click **Amount**.
   B. In the **Amount** field, type ***50***.



Update Allocation Amount Window

   C. To exit the Update Allocation Amount window, click **OK**.
4. Highlight the *Sample Account*. Note that the Expense Category Breakdown block displays the amounts entered for COM CARRIER and TRANSPORT only.



Allocate Acct Window

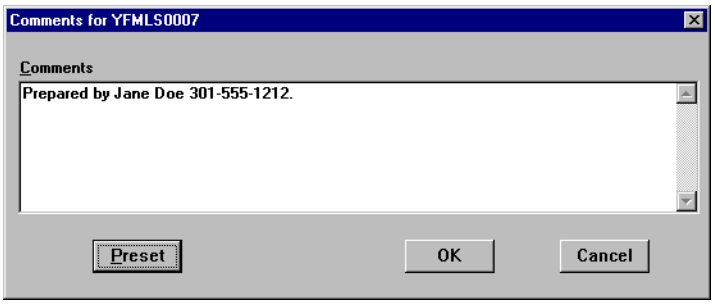
For the purpose of this class only. Change the Allocate Acct back to the default setting.

A. Highlight *General Travel* and click **Percent**.

B. In the **Percent** field, type ***50***.

C. Click **OK**.

5. To exit the Allocate Acct window, click **Close**.
6. To exit the Acct Codes window, click **Close**.
7. At the prompt, "You've selected multiple Acct codes for this document. Have you allocated costs appropriately?", click **Yes**.
8. At the prompt, "Performing ACCS Code Validation...", click **OK**.
9. Click the **Comments** button.
   A. To avoid overwriting the additional comments that are entered in this window, preset comments must be applied first. Then type the preparer's name and phone number, and record any additional comments pertaining to the authorization. Type ***Prepared by Jane Doe 301-555-1212.***



Comments Window

B. To exit the Comments for document window, click **OK**.

10. Click the **Totals** button.
    A. View the following:
    - Total Estimated Expenses displays the total amount of expenses entered for the authorization (lodging, M&IE, transportation, and expenses).
    - Computed Advance Authorized displays the total cash/ATM advance allowed that the traveler can receive based on the expenses entered.
    - *Currently not used by NOAA*. Advance Requested displays the advance amount requested through Travel Manager.

✍ Cash advances are on an exception basis and are issued manually.

    B. To exit the Totals for Authorization window, click **Close**.
11. Select **File>Save**. At the Save As window, the document name will default to the travel authorization number. To accept the default, click **OK**.
12. Select **File>Print Preview**, this will initiate the Adobe Acrobat Reader software and display your travel authorization on the screen.
    A. Review the travel authorization on-line.
    B. Select **File>Exit** from the Adobe Acrobat Reader menu bar to close the Adobe Acrobat Reader window and return to the travel authorization.
13. To apply the SIGNED status and your electronic signature, click the **Document Status** button.
    A. Note the status defaults to SIGNED. In the **Signature PIN** field, type your electronic signature and click **OK**.
    B. At the prompt, "You must save the document before stamping with SIGNED status code. Would you like to save the document? (Note: Select YES to save the document now. Select NO to cancel stamping.)", click **Yes**.
    C. At the prompt, "Funds Check in Progress", click **OK**.
    D. *For routing only:* At the prompt, "Email is being sent to XXX@noaa.gov", click **OK**. (Note: XXX represents the name of the person to be notified.)
14. Select **File>Open** to open the travel authorization.
    A. To search by the traveler's social security number, click the **SSN** radio button.
    B. In the **Travelers** search field, type in the social security number of the traveler and press [**Tab**].
    C. In the Document Name List block, highlight the travel authorization number and click **OK**.
15. Select **File>Print**, this will initiate the Adobe Acrobat Reader software and display your travel authorization on the screen.
    A. Review the travel authorization on-line.
    B. Select **File>Print** from the Adobe Acrobat Reader menu bar, this will display the Print window and allow you to verify the destination printer or to select an alternate printer.
    C. To print the authorization, click **OK**.
    D. Select **File>Exit** from the Adobe Acrobat Reader menu bar to close the Adobe Acrobat Reader window and return to the travel authorization.
16. Select **File>Close** to close the travel authorization.
    A. At the prompt, "Save current authorization?", click **No**.

17. Forward the hard copy travel authorization to the Requesting/Authorizing Officials for signature.
18. *For routing only:* Electronic documents will be routed to the Reviewing/Approving Officials. For more detailed information, see *Unit 7: Electronically Stamp (Sign, Review, and Approve) and Route Documents on page 237.*
19. *For non-routing:* Once you have received the approved hard copy travel authorization, you need to electronically stamp the travel authorization APPROVED.
    A. Select **File>Open** to open the travel authorization.
    B. To search by the traveler's social security number, click the **SSN** radio button.
    C. In the **Travelers** search field, type in the social security number of the traveler and press [**Tab**].
    D. In the Document Name List block, highlight the travel authorization number and click **OK**.
    E. Click the **Document Status** button.
    F. In the **Status** field, select APPROVED from the status drop-down list.
    G. In the **Signature PIN** field, type your electronic signature and click **OK**.
    H. At the prompt, "You must save the document before stamping with APPROVED status code. Would you like to save the document? (Note: Select YES to save the document now. Select NO to cancel stamping.)", click **Yes**.
    I. At the prompt, "Have you made any adjustments to the current document?", click **No**.
    J. At the prompt, "Funds Check in Progress," click **OK**.
20. To exit Travel Manager, select **File>Exit**. Do not use the X button to exit the system.

Exercise 8 International Date Line (IDL) Travel

This exercise covers how to create an authorization when crossing the IDL during travel. The traveler gains or loses a full per diem day depending on the direction of travel. When you travel west from the United States to Japan, Thailand, Korea or Australia, for example, you lose a per diem day. On the return trip east to the United States, you gain a per diem day.

Travel Manager uses the time zone of the departure and arrival locations to determine if travel crosses the IDL and whether a calendar day was lost or gained. There is no difference between the itinerary entry of IDL travel and that of any other type of trip. The difference in creating this authorization is how the system calculates the lodging and M&IE expenses for IDL travel.

In this example the traveler will cross the IDL going to a conference in Tokyo City, Japan from October 20th through October 25th. The traveler loses a day when crossing the IDL after leaving the United States and gains a day on the return trip.

No M&IE is calculated for October 21st. On October 25th, the traveler crosses the IDL and gains back the lost per diem day; in essence, this traveler has two calendar days dated October 25th. Travel Manager detects the gained per diem day and calculates M&IE for October 25th as if it were a day consisting of seven quarters - 3/4 for the last day of the trip plus 4/4 for the day you gain back (total of 7/4 for M&IE on the last day of the trip).

NOTE: Currently Travel Manager will only perform a partial calculation of IDL travel for trips originating west and crossing eastward over the IDL. For example, the traveler leaves their residence in Auckland, New Zealand to attend a conference in Banff, Canada from November 4th through November 9th. The traveler crosses the IDL on November 4th thereby gaining a day and upon their departure from Canada, they will lose a day. Travel Manager will detect that the traveler crossed the IDL, gaining a day at the beginning of the trip and will calculate the seven quarters-3/4 for the first day of trip plus 4/4 for the day that is gained (total of 7/4 for M&IE on the first day of the trip). However, Travel Manager will not deduct for the day the traveler loses when returning to their residence, you must manually override the lodging and M&IE to calculate zero on the second to last day of the trip.

Itinerary

The traveler leaves their residence on October 20th to attend a conference in Tokyo City, Japan.

The traveler returns to their residence on October 25th.

Ticketed Transportation

Round-trip air fare is $1450.

TMC transaction fee is $28.

Expenses

The estimated expenses are $150 for taxi fares.

---

1. To access the software, double-click on the **TM81.ICA** icon. A warning message informing you that you are accessing a Department of Commerce computer system will appear on the screen. To acknowledge the message, click **OK**.
2. Log into Travel Manager using your user id and password, click **OK**.
3. You will see a message welcoming you to the Travel Manager system. Please read and note any information. We may use this to communicate key information to users. To acknowledge the welcoming message(s), click **OK**.

4. If prompted, "You have documents waiting your review and approval. Choose 'Review' from the File menu.", click **OK**.
5. Select **File>New>Authorization A**.
6. In the **SSN** field, press [**F10**], highlight the traveler, and click **Select**.

✂ *You can also type the traveler's social security number and press [**Tab**].*

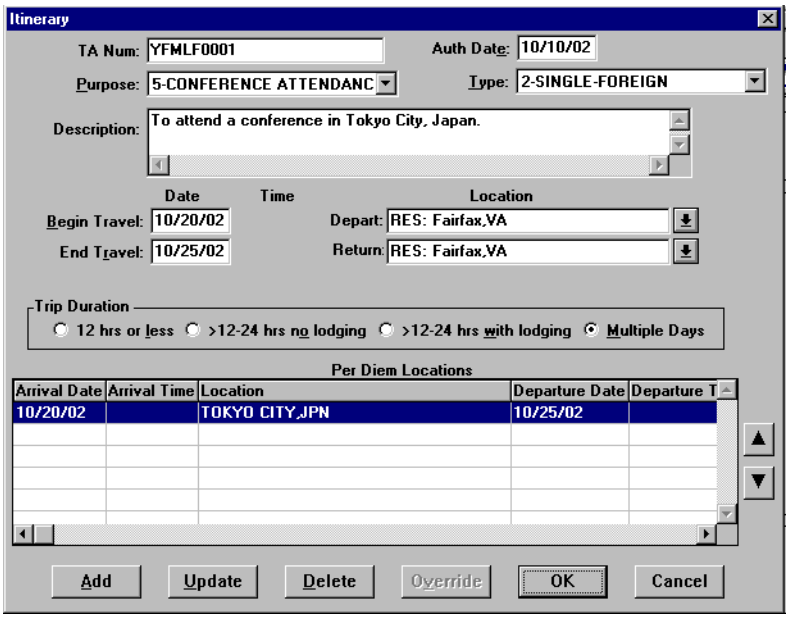
✍ Unless you are a Group Administrator, you will only have access to your own social security number.

7. In the **TA Num** field, type ***YFMLF0001***.
8. Click the **Itinerary** button and enter the basic itinerary information.
   A. Note that the authorization number entered on the Authorization Main window is displayed in the **TA Num** field and the current date is displayed in the **Auth Date** field.
   B. In the **Purpose** field, select 5-CONFERENCE ATTENDANCE from the drop-down list and press [**Tab**].
   C. In the **Description** field, type ***To attend a conference in Tokyo City, Japan*** and press [**Tab**].
   D. In the **Type** field, select 2-SINGLE-FOREIGN from the drop-down list and press [**Tab**].
   E. In the **Begin Travel** field, type ***102002*** and press [**Tab**].

✍ If the year is not entered, the system will default to the current year.

✂ *Click the right mouse button on any date field to display a calendar. Use the << and >> buttons to select the desired month. To select, double-click on the date.*

   F. In the **Depart Location** field, select the residence location (e.g., RES: Fairfax, VA) from the drop-down list.
   G. In the **End Travel** field, type ***102502*** and press [**Tab**].
   H. Note that residence location (e.g., RES: Fairfax, VA) is displayed in the **Return** Location field and **Multiple Days** is selected in the **Trip Duration** area.
   I. To enter the per diem location, click **Add**. Note that October 20th is displayed in the **Arrival Date** field and October 25th is displayed in the **Departure Date** field.
      1) [**Tab**] to the **Per Diem Location** field.
      2) Type the first few characters **(TOK)** of the per diem location and press [**Tab**].
      3) If more than one location with the same name exists, click the down arrow. Select Tokyo City, JPN from the drop-down list and double-click.
      4) To exit the Add Per Diem Location to Trip window, click **OK**.



Itinerary Window

J. To exit the Itinerary window, click **OK**.

9. Click the **Ticketed Transportation** button to enter the basic ticketed transportation information.

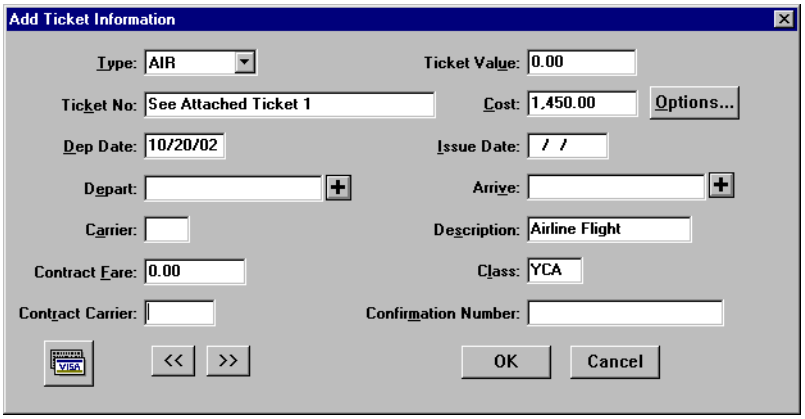
   A. To add the ticket information, click **Add**. Note that the **Type** field defaults to AIR.

   B. In the **Cost** field, type ***1450***. Note that the **Description** field displays Airline Flight and the **Dep Date** field defaults to the begin travel date.

✍ The system defaults this cost as a non-reimbursable expense. If this needs to be changed, click **Options**, click on the **Reimbursable** box to enable it, and click **OK**.

   C. In the **Class** field, type ***YCA***.

✍ The **Type**, **Cost**, and **Class** fields are required for authorizations. All other fields are optional.

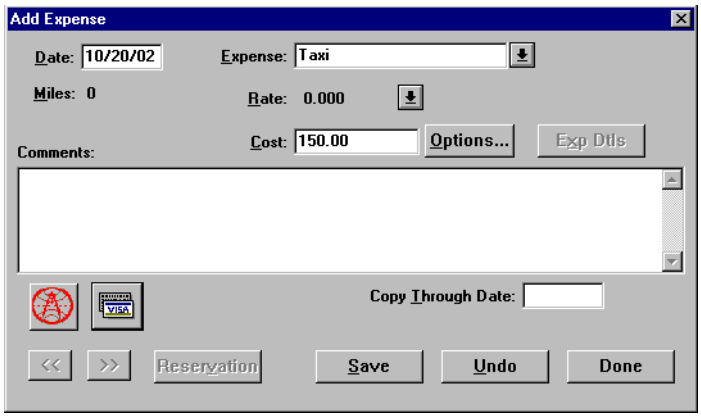


Add Ticket Information Window

D. To exit the Add Ticket Information window, click **OK**.
E. To add a ticketed transportation transaction fee, click **Add**.
F. In the **Ticket No.** field, type ***Transaction Fee***.
G. In the **Cost** field, type ***28***.
H. In the **Class** field, type ***YCA***.
I. To exit the Add Ticket Information window, click **OK**.
J. To exit the Ticket Information window, click **Close**.

10. Click the **Expenses** button.
    A. Click **Add**. Note that October 20th appears in the **Date** field.
    B. In the **Expense** field, select **Taxi** from the expense drop-down list.
    C. In the **Cost** field, type ***150***.

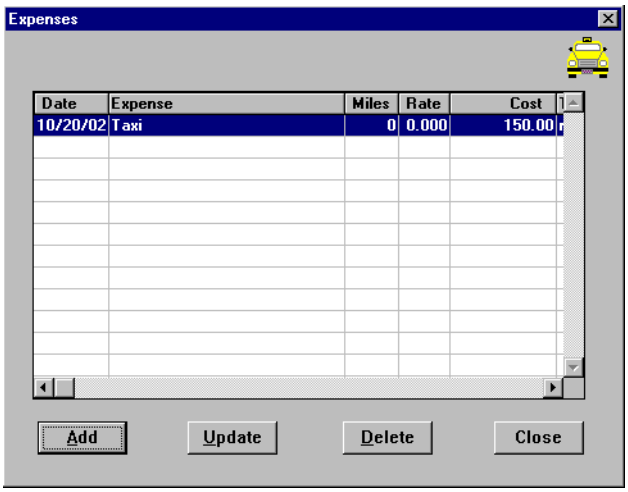
✍ Comments entered in the Add/Update Expense window appear only on the on-line document and do not print on the hard copy document.



Add Expense Window

✍ The **Copy Through Date** field copies all conditions pertaining to the expense being copied through the date you specify. If an expense being copied has a rate associated with it and the rate changes after the begin date of the trip, the rate change will not reflect on the document. You must manually update the expense to have the system pull in the new rate.

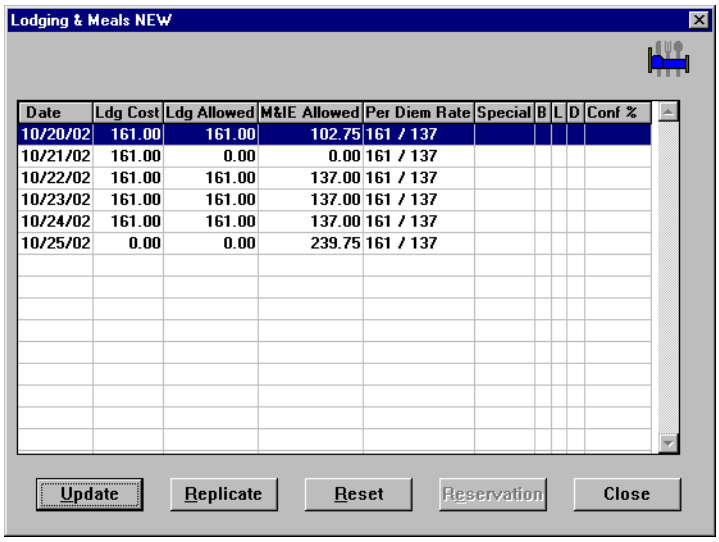
D. To exit the Add Expense window, click **Done**.



Expenses Window

E. To exit the Expenses window, click **Close**.

11. Click on the **Lodging/M&IE** button.



Lodging & Meals Window

A. Note the following:

- The **Date** column displays the dates entered in the Itinerary window.
- The per diem amount is displayed in the **Ldg Allowed** and **M&IE Allowed** columns.
- M&IE per diem is 3/4 of the allowable rate for the first day of the trip.
- The first night's lodging is shown in the **Ldg Allowed** column on the first day of trip.
- M&IE per diem is $0 for the second day of the trip.
- M&IE per diem is 3/4 of the allowable rate for the last day of the trip plus 4/4 for the day you gain back.

- The last day of the trip displays $0 cost for lodging.

B. To exit the Lodging & Meals window, click **Close**.

12. Click the **Other Authorizations** button.

A. Select all that apply from the list.

For NOAA Corps Officers, Endorsement must be selected along with the type of duty being performed (operational flight, proficiency flight, temporary sea, temporary shore).

B. To exit the Other Authorizations for document window, click **Close**.

13. Click the **Acct** button.

A. Note that the default accounting code is displayed.

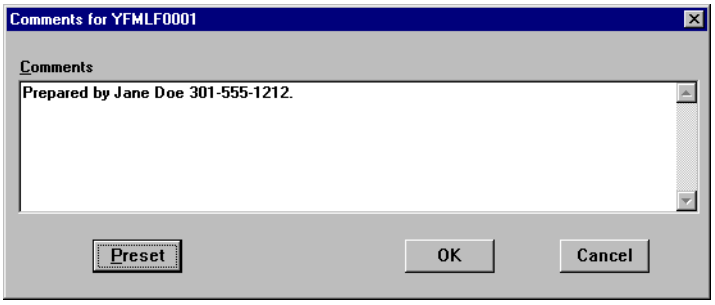
If necessary, you can select a different accounting code from the Master Acct Code table, add a new accounting code, or update an existing accounting code. Refer to Table 13, on page 263 for information on how to Retrieve or Find an accounting code that may already exist in the Master Acct Code table.

B. To exit the Acct Codes for document window, click **Close**.

C. At the prompt, "Performing ACCS Code Validation...", click **OK**.

14. Click the **Comments** button.

A. To avoid overwriting the additional comments that are entered in this window, preset comments must be applied first. Then type the preparer's name and phone number, and record any additional comments pertaining to the authorization. Type ***Prepared by Jane Doe 301-555-1212.***



Comments Window

B. To exit the Comments for document window, click **OK**.

15. Click the **Totals** button.

A. View the following:

- Total Estimated Expenses displays the total amount of expenses entered for the authorization (lodging, M&IE, transportation, and expenses).
- Computed Advance Authorized displays the total cash/ATM advance allowed that the traveler can receive based on the expenses entered.
- *Currently not used by NOAA*. Advance Requested displays the advance amount requested through Travel Manager.

Cash advances are on an exception basis and are issued manually.

   B. To exit the Totals for Authorization window, click **Close**.
16. Select **File>Save**. At the Save As window, the document name will default to the travel authorization number. To accept the default, click **OK**.
17. Select **File>Print Preview**, this will initiate the Adobe Acrobat Reader software and display your travel authorization on the screen.
   A. Review the travel authorization on-line.
   B. Select **File>Exit** from the Adobe Acrobat Reader menu bar to close the Adobe Acrobat Reader window and return to the travel authorization.
18. To apply the SIGNED status and your electronic signature, click the **Document Status** button.
   A. Note the status defaults to SIGNED. In the **Signature PIN** field, type your electronic signature and click **OK**.
   B. At the prompt, "You must save the document before stamping with SIGNED status code. Would you like to save the document? (Note: Select YES to save the document now. Select NO to cancel stamping.)", click **Yes**.
   C. At the prompt, "Funds Check in Progress", click **OK**.
   D. *For routing only:* At the prompt, "Email is being sent to XXX@noaa.gov", click **OK**. (Note: XXX represents the name of the person to be notified.)
19. Select **File>Open** to open the travel authorization.
   A. To search by the traveler's social security number, click the **SSN** radio button.
   B. In the **Travelers** search field, type in the social security number of the traveler and press [**Tab**].
   C. In the Document Name List block, highlight the travel authorization number and click **OK**.
20. Select **File>Print**, this will initiate the Adobe Acrobat Reader software and display your travel authorization on the screen.
   A. Review the travel authorization on-line.
   B. Select **File>Print** from the Adobe Acrobat Reader menu bar, this will display the Print window and allow you to verify the destination printer or to select an alternate printer.
   C. To print the authorization, click **OK**.
   D. Select **File>Exit** from the Adobe Acrobat Reader menu bar to close the Adobe Acrobat Reader window and return to the travel authorization.
21. Select **File>Close** to close the travel authorization.
   A. At the prompt, "Save current authorization?", click **No**.
22. Forward the hard copy travel authorization to the Requesting/Authorizing Officials for signature.
23. *For routing only:* Electronic documents will be routed to the Reviewing/Approving Officials. For more detailed information, see *Unit 7: Electronically Stamp (Sign, Review, and Approve) and Route Documents on page 237.*
24. *For non-routing:* Once you have received the approved hard copy travel authorization, you need to electronically stamp the travel authorization APPROVED.
   A. Select **File>Open** to open the travel authorization.
   B. To search by the traveler's social security number, click the **SSN** radio button.
   C. In the **Travelers** search field, type in the social security number of the traveler and press [**Tab**].
   D. In the Document Name List block, highlight the travel authorization number and click **OK**.
   E. Click the **Document Status** button.

F. In the **Status** field, select APPROVED from the status drop-down list.
G. In the **Signature PIN** field, type your electronic signature and click **OK**.
H. At the prompt, “You must save the document before stamping with APPROVED status code. Would you like to save the document? (Note: Select YES to save the document now. Select NO to cancel stamping.)”, click **Yes**.
I. At the prompt, “Have you made any adjustments to the current document?”, click **No**.
J. At the prompt, “Funds Check in Progress,” click **OK**.

25. To exit Travel Manager, select **File>Exit**. Do not use the X button to exit the system.

Exercise 9 Blanket Travel Authorization

This exercise covers how to create a blanket authorization for one quarter.

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

The NOAA Travel Handbook, section 301-2.5 requires a higher level of authorization for blanket travel authorizations.

The NOAA Travel Handbook, section 301-2.16 states blanket authorizations are not used for obligating travel funds. Therefore all blanket travel authorizations are for zero ($0) dollar amounts only. Integrated Travel Manager edits will prevent users from vouchering against a blanket authorization.

Trip authorizations are used to estimate the cost of each trip taken under a blanket authorization. Vouchers are prepared against the trip authorizations.

Itinerary

The traveler is authorized to travel throughout Virginia for the first quarter of the Fiscal Year '03 (October 1-December 31).

---

1. To access the software, double-click on the **TM81.ICA** icon. A warning message informing you that you are accessing a Department of Commerce computer system will appear on the screen. To acknowledge the message, click **OK**.
2. Log into Travel Manager using your user id and password, click **OK**.
3. You will see a message welcoming you to the Travel Manager system. Please read and note any information. We may use this to communicate key information to users. To acknowledge the welcoming message(s), click **OK**.
4. If prompted, "You have documents waiting your review and approval. Choose 'Review' from the File menu.", click **OK**.
5. Select **File>New>Authorization A**.
6. In the **SSN** field, press [**F10**], highlight the traveler, and click **Select**.

✂ *You can also type the traveler's social security number and press [**Tab**].*

✍ Unless you are a Group Administrator, you will only have access to your own social security number.

7. In the **TA Num** field, type ***YFMLB0100***.
8. Click the **Itinerary** button and enter the basic itinerary information.
   A. Note that the authorization number entered on the Authorization Main window is displayed in the **TA Num** field and the current date is displayed in the **Auth Date** field.
   B. In the **Purpose** field, select 9-OTHER (see below) from the drop-down list and press [**Tab**].
   C. In the **Description** field, type ***Blanket travel authorization to various locations in Virginia 10/1/02 - 12/31/02*** and press [**Tab**].
   D. In the **Type** field, select 1-BLANKET-DOMESTIC from the drop-down list and press [**Tab**].

E. In the **Begin Travel** field, type ***100102*** and press [**Tab**].

✍ If the year is not entered, the system will default to the current year.

✂ *Click the right mouse button on any date field to display a calendar. Use the << and >> buttons to select the desired month. To select, double-click on the date.*

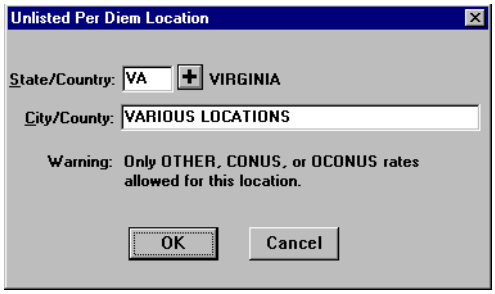
F. In the **Depart Location** field, select the residence location (e.g., RES: Fairfax, VA) from the drop-down list.

G. In the **End Travel** field, type ***123102*** and press [**Tab**].

H. Note that residence location (e.g., RES: Fairfax, VA) is displayed in the **Return** Location field and **Multiple Days** is selected in the **Trip Duration** area.

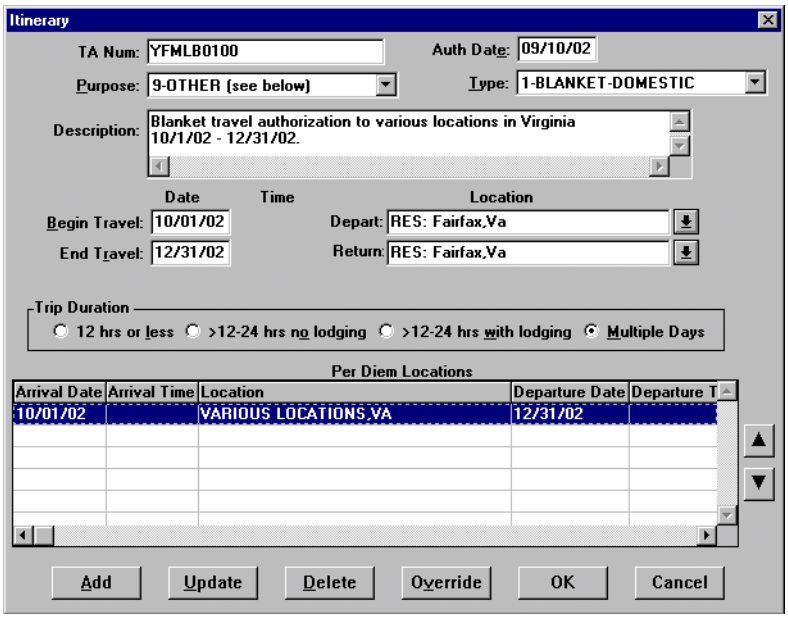
I. To enter the per diem location, click **Add**. Note that October 1st is displayed in the **Arrival Date** field and December 31st is displayed in the **Departure Date** field.

1) [**Tab**] to the **Per Diem Location** field.
2) To select a per diem location, press [**F10**] or double-click.
3) Click **Unlisted**.
4) In the Unlisted Per Diem Location window, type ***VA*** in the **State/Country** field and press [**Tab**].
5) In the **City/County** field, type ***Various Locations*** and press [**Tab**].



Unlisted Per Diem Location Window

6) To exit the Unlisted Per Diem Location window, click **OK**.
7) To exit the Add Per Diem Location to Trip window, click **OK**.



Itinerary Window

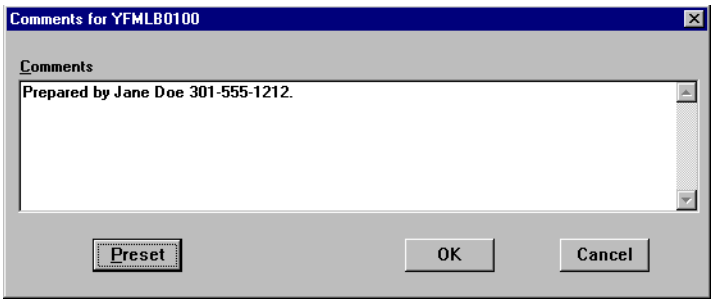
J. To exit the Itinerary window, click **OK**.

✍ Blanket Travel Authorizations are issued for zero ($0) dollar amounts only. Therefore Ticketed Transportation, Expenses, Lodging/M&IE, and Other Authorizations fields are not entered.

9. Click the **Acct** button.
   A. Note that the default accounting code is displayed.

✍ If necessary, you can select a different accounting code from the Master Acct Code table, add a new accounting code, or update an existing accounting code. Refer to Table 13, on page 263 for information on how to Retrieve or Find an accounting code that may already exist in the Master Acct Code table.

   B. To exit the Acct Codes for document window, click **Close**.
   C. At the prompt, “Performing ACCS Code Validation...”, click **OK**.
10. Click the **Comments** button.
   A. To avoid overwriting the additional comments that are entered in this window, preset comments must be applied first. Then type the preparer’s name and phone number, and record any additional comments pertaining to the authorization. Type ***Prepared by Jane Doe 301-555-1212.***



Comments Window

B. To exit the Comments for document window, click **OK**.

11. Click the **Totals** button.
    A. View the following:
    - Total Estimated Expenses displays the total amount of expenses entered for the authorization (lodging, M&IE, transportation, and expenses).
    - Computed Advance Authorized displays the total cash/ATM advance allowed that the traveler can receive based on the expenses entered.
    - *Currently not used by NOAA*. Advance Requested displays the advance amount requested through Travel Manager.

✍ Cash advances are on an exception basis and are issued manually.

    B. To exit the Totals for Authorization window, click **Close**.
12. Select **File>Save**. At the Save As window, the document name will default to the travel authorization number. To accept the default, click **OK**.
13. Select **File>Print Preview**, this will initiate the Adobe Acrobat Reader software and display your travel authorization on the screen.
    A. Review the travel authorization on-line.
    B. Select **File>Exit** from the Adobe Acrobat Reader menu bar to close the Adobe Acrobat Reader window and return to the travel authorization.
14. To apply the SIGNED status and your electronic signature, click the **Document Status** button.
    A. Note the status defaults to SIGNED. In the **Signature PIN** field, type your electronic signature and click **OK**.
    B. At the prompt, "You must save the document before stamping with SIGNED status code. Would you like to save the document? (Note: Select YES to save the document now. Select NO to cancel stamping.)", click **Yes**.
    C. At the prompt, "Funds Check in Progress", click **OK**.
    D. At the prompt, "Authorization YFMLB0100 for Fred Atraveler: Document is for $0, not executing CFUND action.", click **OK**.
    E. *For routing only:* At the prompt, "Email is being sent to XXX@noaa.gov", click **OK**. (Note: XXX represents the name of the person to be notified.)
15. Select **File>Open** to open the travel authorization.
    A. To search by the traveler's social security number, click the **SSN** radio button.

   B. In the **Travelers** search field, type in the social security number of the traveler and press [**Tab**].
   C. In the Document Name List block, highlight the travel authorization number and click **OK**.
16. Select **File>Print**, this will initiate the Adobe Acrobat Reader software and display your travel authorization on the screen.
   A. Review the travel authorization on-line.
   B. Select **File>Print** from the Adobe Acrobat Reader menu bar, this will display the Print window and allow you to verify the destination printer or to select an alternate printer.
   C. To print the authorization, click **OK**.
   D. Select **File>Exit** from the Adobe Acrobat Reader menu bar to close the Adobe Acrobat Reader window and return to the travel authorization.
17. Select **File>Close** to close the travel authorization.
   A. At the prompt, "Save current authorization?", click **No**.
18. Forward the hard copy travel authorization to the Requesting/Authorizing Officials for signature.
19. *For routing only:* Electronic documents will be routed to the Reviewing/Approving Officials. For more detailed information, see *Unit 7: Electronically Stamp (Sign, Review, and Approve) and Route Documents on page 237.*
20. *For non-routing:* Once you have received the approved hard copy travel authorization, you need to electronically stamp the travel authorization APPROVED.
   A. Select **File>Open** to open the travel authorization.
   B. To search by the traveler's social security number, click the **SSN** radio button.
   C. In the **Travelers** search field, type in the social security number of the traveler and press [**Tab**].
   D. In the Document Name List block, highlight the travel authorization number and click **OK**.
   E. Click the **Document Status** button.
   F. In the **Status** field, select APPROVED from the status drop-down list.
   G. In the **Signature PIN** field, type your electronic signature and click **OK**.
   H. At the prompt, "You must save the document before stamping with APPROVED status code. Would you like to save the document? (Note: Select YES to save the document now. Select NO to cancel stamping.)", click **Yes**.
   I. At the prompt, "Have you made any adjustments to the current document?", click **No**.
   J. At the prompt, "Funds Check in Progress," click **OK**.
   K. At the prompt, "Authorization YFMLB0100 for Fred Atraveler: Document is for $0, not executing CFUND action.", click **OK**.
21. To exit Travel Manager, select **File>Exit**. Do not use the X button to exit the system.

Exercise 10 Trip Authorization Against a Blanket Authorization

This exercise covers how to create an individual trip authorization for each trip taken under a blanket authorization. The NOAA Travel Handbook, section 301-2.16 states that individual trip authorizations are used for obligating travel funds.

In this example use the blanket authorization YFMLB0100 (*Exercise 9: Blanket Travel Authorization on page 105)*.

Itinerary

The traveler leaves their residence on October 1st for a site visit in Wallops Island, VA.
The traveler returns to their residence on October 27th.

Ticketed Transportation

Round-trip airfare is $250.

TMC transaction fee is $28.

Expenses

The estimated expenses are $60 for taxi fares.

---

1. To access the software, double-click on the **TM81.ICA** icon. A warning message informing you that you are accessing a Department of Commerce computer system will appear on the screen. To acknowledge the message, click **OK**.
2. Log into Travel Manager using your user id and password, click **OK**.
3. You will see a message welcoming you to the Travel Manager system. Please read and note any information. We may use this to communicate key information to users. To acknowledge the welcoming message(s), click **OK**.
4. If prompted, "You have documents waiting your review and approval. Choose 'Review' from the File menu.", click **OK**.
5. Select **File>New>Authorization A**.
6. In the **SSN** field, press [**F10**], highlight the traveler, and click **Select**.

✂ *You can also type the traveler's social security number and press [**Tab**].*

✍ Unless you are a Group Administrator, you will only have access to your own social security number.

7. In the **TA Num** field, type ***YFMLB0101***.
8. Click the **Itinerary** button and enter the basic itinerary information.
   A. Note that the authorization number entered on the Authorization Main window is displayed in the **TA Num** field and the current date is displayed in the **Auth Date** field.
   B. In the **Purpose** field, select 1-SITE VISIT from the drop-down list and press [**Tab**].
   C. In the **Description** field, type ***First trip authorization against the blanket authorization YFMLB0100 for a site visit in Wallops Island, VA*** and press [**Tab**].
   D. In the **Type** field, select 1-SINGLE-DOMESTIC from the drop-down list and press [**Tab**].
   E. In the **Begin Travel** field, type ***100102*** and press [**Tab**].

✍ If the year is not entered, the system will default to the current year.

✂ *Click the right mouse button on any date field to display a calendar. Use the << and >> buttons to select the desired month. To select, double-click on the date.*

F. In the **Depart Location** field, select the residence location (e.g., RES: Fairfax, VA) from the drop-down list.

G. In the **End Travel** field, type ***102702*** and press [**Tab**].

H. Note that residence location (e.g., RES: Fairfax, VA) is displayed in the **Return** Location field and **Multiple Days** is selected in the **Trip Duration** area.

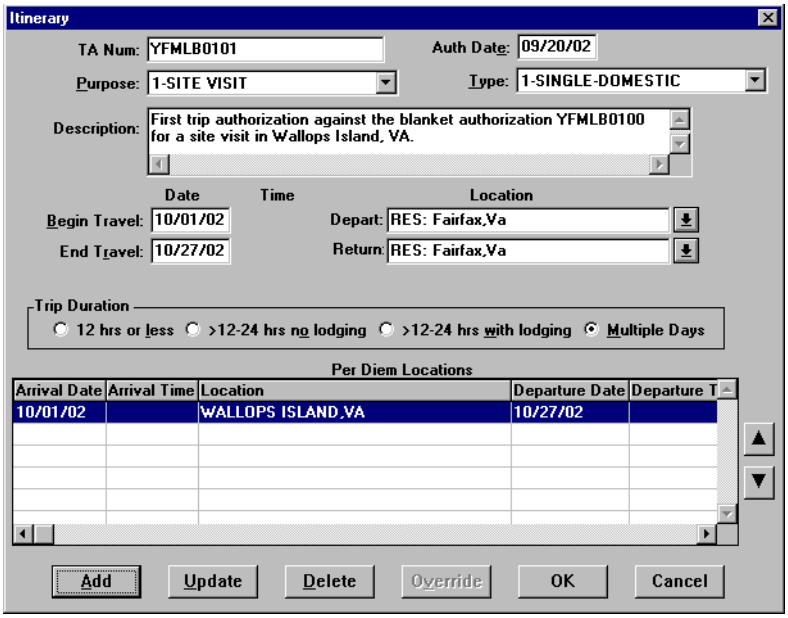
I. To enter the per diem location, click **Add**. Note that October 1st is displayed in the **Arrival Date** field and October 27th is displayed in the **Departure Date** field.

1) [**Tab**] to the **Per Diem Location** field.

2) Type the first few characters **(WAL)** of the per diem location and press [**Tab**].

3) If more than one location with the same name exists, click the down arrow. Select Wallops Island, VA from the drop-down list and double-click.

4) To exit the Add Per Diem Location to Trip window, click **OK**.



Itinerary Window

J. To exit the Itinerary window, click **OK**.

9. Click the **Ticketed Transportation** button to enter the basic ticketed transportation information.

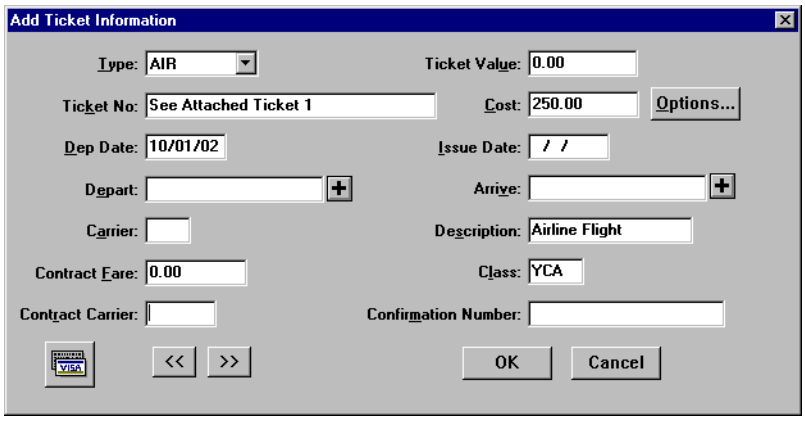
A. To add the ticket information, click **Add**. Note that the **Type** field defaults to AIR.

B. In the **Cost** field, type ***250***. Note that the **Description** field displays Airline Flight and the **Dep Date** field defaults to the begin travel date.

✍ The system defaults this cost as a non-reimbursable expense. If this needs to be changed, click **Options**, click on the **Reimbursable** box to enable it, and click **OK**.

C. In the **Class** field, type ***YCA***.

✍ The **Type**, **Cost**, and **Class** fields are required for authorizations. All other fields are optional.

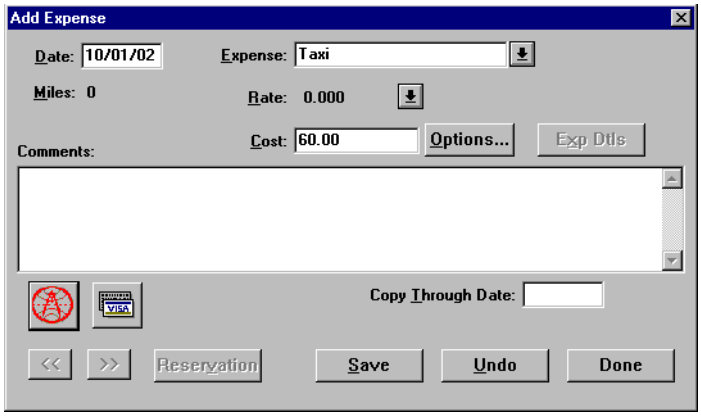


Add Ticket Information Window

D. To exit the Add Ticket Information window, click **OK**.
E. To add a ticketed transportation transaction fee, click **Add**.
F. In the **Ticket No.** field, type ***Transaction Fee***.
G. In the **Cost** field, type ***28***.
H. In the **Class** field, type ***YCA***.
I. To exit the Add Ticket Information window, click **OK**.
J. To exit the Ticket Information window, click **Close**.

10. Click the **Expenses** button.
    A. Click **Add**. Note that October 1st appears in the **Date** field.
    B. In the **Expense** field, select **Taxi** from the expense drop-down list and press [**Tab**].
    C. In the **Cost** field, type ***60***.

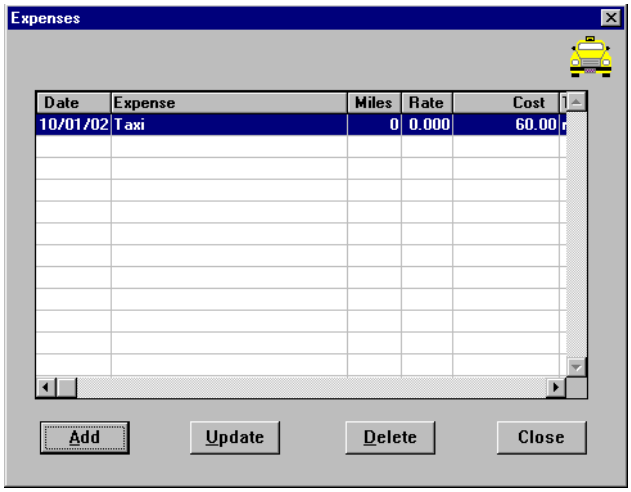
✍ Comments entered in the Add/Update Expense window appear only on the on-line document and do not print on the hard copy document.



Add Expense Window

The **Copy Through Date** field copies all conditions pertaining to the expense being copied through the date you specify. If an expense being copied has a rate associated with it and the rate changes after the begin date of the trip, the rate change will not reflect on the document. You must manually update the expense to have the system pull in the new rate.

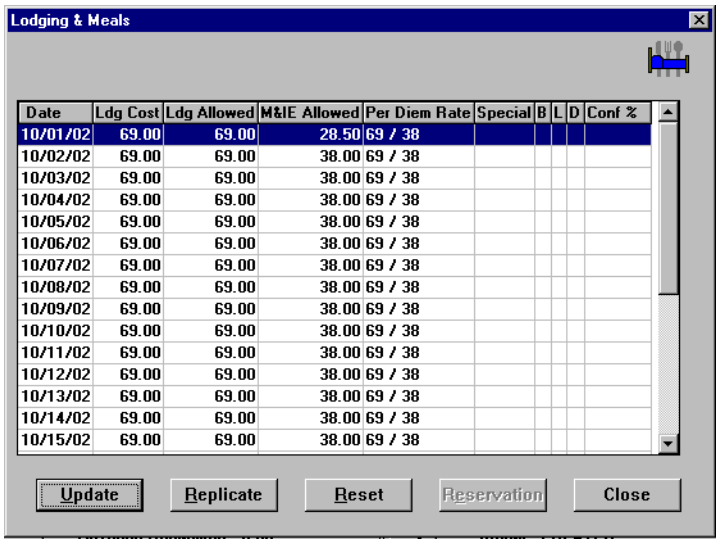
D. To exit the Add Expense window, click **Done**.



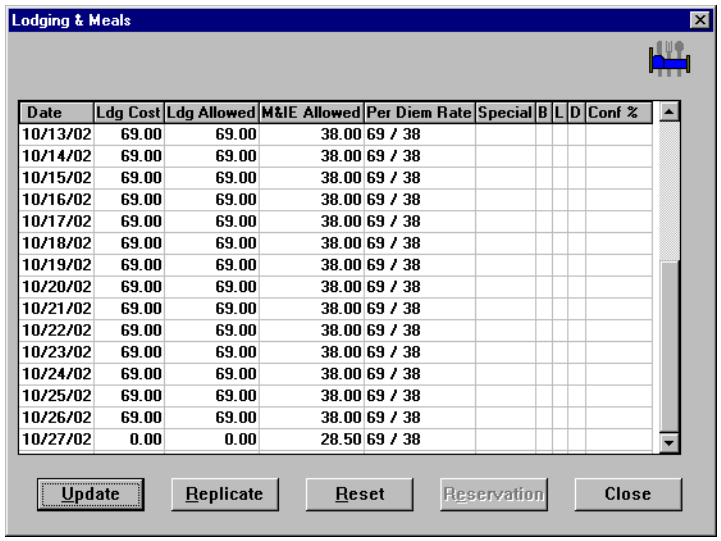
Expenses Window

E. To exit the Expenses window, click **Close**.

11. Click on the **Lodging/M&IE** button.



Lodging & Meals Window



Date	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Special	B	L	D	Conf %
10/13/02	69.00	69.00	38.00	69 / 38					
10/14/02	69.00	69.00	38.00	69 / 38					
10/15/02	69.00	69.00	38.00	69 / 38					
10/16/02	69.00	69.00	38.00	69 / 38					
10/17/02	69.00	69.00	38.00	69 / 38					
10/18/02	69.00	69.00	38.00	69 / 38					
10/19/02	69.00	69.00	38.00	69 / 38					
10/20/02	69.00	69.00	38.00	69 / 38					
10/21/02	69.00	69.00	38.00	69 / 38					
10/22/02	69.00	69.00	38.00	69 / 38					
10/23/02	69.00	69.00	38.00	69 / 38					
10/24/02	69.00	69.00	38.00	69 / 38					
10/25/02	69.00	69.00	38.00	69 / 38					
10/26/02	69.00	69.00	38.00	69 / 38					
10/27/02	0.00	0.00	28.50	69 / 38					

Lodging & Meals Window

A. Note the following:

- The **Date** column displays the dates entered in the Itinerary window.
- The per diem amount is displayed in the **Ldg Allowed** and **M&IE Allowed** columns.
- M&IE per diem is 3/4 of the allowable rate for the first and last day of the trip.
- The last day of the trip displays $0 cost for lodging.

B. To exit the Lodging & Meals window, click **Close**.

12. Click the **Other Authorizations** button.

A. Select all that apply from the list.

✍ For NOAA Corps Officers, Endorsement must be selected along with the type of duty being performed (operational flight, proficiency flight, temporary sea, temporary shore).

B. To exit the Other Authorizations for document window, click **Close**.

13. Click the **Acct** button.

A. Note that the default accounting code is displayed.

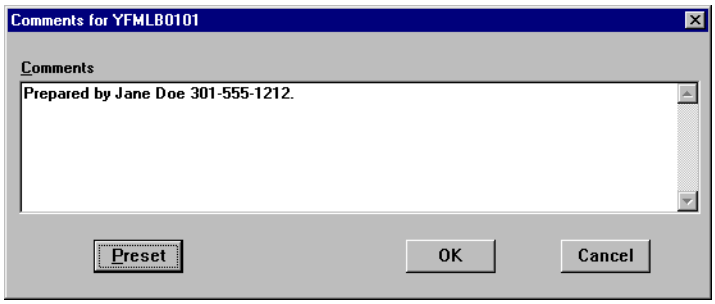
✍ If necessary, you can select a different accounting code from the Master Acct Code table, add a new accounting code, or update an existing accounting code. Refer to Table 13, on page 263 for information on how to Retrieve or Find an accounting code that may already exist in the Master Acct Code table.

B. To exit the Acct Codes for document window, click **Close**.

C. At the prompt, “Performing ACCS Code Validation...”, click **OK**.

14. Click the **Comments** button.

A. To avoid overwriting the additional comments that are entered in this window, preset comments must be applied first. Then type the preparer’s name and phone number, and record any additional comments pertaining to the authorization. Type ***Prepared by Jane Doe 301-555-1212.***



Comments Window

B. To exit the Comments for document window, click **OK**.

15. Click the **Totals** button.
    A. View the following:
    - Total Estimated Expenses displays the total amount of expenses entered for the authorization (lodging, M&IE, transportation, and expenses).
    - Computed Advance Authorized displays the total cash/ATM advance allowed that the traveler can receive based on the expenses entered.
    - *Currently not used by NOAA*. Advance Requested displays the advance amount requested through Travel Manager.

✍ Cash advances are on an exception basis and are issued manually.

    B. To exit the Totals for Authorization window, click **Close**.
16. Select **File>Save**. At the Save As window, the document name will default to the travel authorization number. To accept the default, click **OK**.
17. Select **File>Print Preview**, this will initiate the Adobe Acrobat Reader software and display your travel authorization on the screen.
    A. Review the travel authorization on-line.
    B. Select **File>Exit** from the Adobe Acrobat Reader menu bar to close the Adobe Acrobat Reader window and return to the travel authorization.
18. To apply the SIGNED status and your electronic signature, click the **Document Status** button.
    A. Note the status defaults to SIGNED. In the **Signature PIN** field, type your electronic signature and click **OK**.
    B. At the prompt, "You must save the document before stamping with SIGNED status code. Would you like to save the document? (Note: Select YES to save the document now. Select NO to cancel stamping.)", click **Yes**.
    C. At the prompt, "Funds Check in Progress", click **OK**.
    D. *For routing only:* At the prompt, "Email is being sent to XXX@noaa.gov", click **OK**. (Note: XXX represents the name of the person to be notified.)
19. Select **File>Open** to open the travel authorization.
    A. To search by the traveler's social security number, click the **SSN** radio button.
    B. In the **Travelers** search field, type in the social security number of the traveler and press [**Tab**].

   C. In the Document Name List block, highlight the travel authorization number and click **OK**.
20. Select **File>Print**, this will initiate the Adobe Acrobat Reader software and display your travel authorization on the screen.
   A. Review the travel authorization on-line.
   B. Select **File>Print** from the Adobe Acrobat Reader menu bar, this will display the Print window and allow you to verify the destination printer or to select an alternate printer.
   C. To print the authorization, click **OK**.
   D. Select **File>Exit** from the Adobe Acrobat Reader menu bar to close the Adobe Acrobat Reader window and return to the travel authorization.
21. Select **File>Close** to close the travel authorization.
   A. At the prompt, "Save current authorization?", click **No**.
22. Forward the hard copy travel authorization to the Requesting/Authorizing Officials for signature.
23. *For routing only:* Electronic documents will be routed to the Reviewing/Approving Officials. For more detailed information, see *Unit 7: Electronically Stamp (Sign, Review, and Approve) and Route Documents on page 237.*
24. *For non-routing:* Once you have received the approved hard copy travel authorization, you need to electronically stamp the travel authorization APPROVED.
   A. Select **File>Open** to open the travel authorization.
   B. To search by the traveler's social security number, click the **SSN** radio button.
   C. In the **Travelers** search field, type in the social security number of the traveler and press [**Tab**].
   D. In the Document Name List block, highlight the travel authorization number and click **OK**.
   E. Click the **Document Status** button.
   F. In the **Status** field, select APPROVED from the status drop-down list.
   G. In the **Signature PIN** field, type your electronic signature and click **OK**.
   H. At the prompt, "You must save the document before stamping with APPROVED status code. Would you like to save the document? (Note: Select YES to save the document now. Select NO to cancel stamping.)", click **Yes**.
   I. At the prompt, "Have you made any adjustments to the current document?", click **No**.
   J. At the prompt, "Funds Check in Progress," click **OK**.
25. To exit Travel Manager, select **File>Exit**. Do not use the X button to exit the system.

Exercise 11 Copying an Authorization

This exercise covers how to copy an authorization with similar information from one authorization to another, thereby eliminating repetitive document entry steps. You may also use this process when you have multiple travelers who are going to the same travel location. Rather than creating a new document for each traveler, create the authorization for one traveler and save it. Open the authorization, replace the social security number, assign a new travel authorization number, make any necessary changes, and save the document with a new name.

In this example you will copy the trip authorization for the same traveler who is traveling to the same per diem location incurring the same travel expenses but for a different period of time. Copy the authorization YFMLB0101 *(Exercise 10: Trip Authorization Against a Blanket Authorization on page 110)*.

✍ To copy a document to another traveler, you must have Group Administrator access.

Itinerary

The traveler leaves their residence on November 4th for a site visit in Wallops Island, VA.

The traveler returns to their residence on November 6th.

Ticketed Transportation

Round-trip airfare is $250.

TMC transaction fee is $28.

Expenses

The estimated expenses are $60 for taxi fares.

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1. To access the software, double-click on the **TM81.ICA** icon. A warning message informing you that you are accessing a Department of Commerce computer system will appear on the screen. To acknowledge the message, click **OK**.
2. Log into Travel Manager using your user id and password, click **OK**.
3. You will see a message welcoming you to the Travel Manager system. Please read and note any information. We may use this to communicate key information to users. To acknowledge the welcoming message(s), click **OK**.
4. If prompted, "You have documents waiting your review and approval. Choose 'Review' from the File menu.", click **OK**.
5. In order to copy a document, you must open up the document you wish to copy the information from.
   A. Select **File>Open**.
   B. To search by the traveler's social security number, click the **SSN** radio button.
   C. In the **Travelers** search field, type in the social security number of the traveler and press [**Tab**].
   D. In the Document Name List block, highlight authorization *YFMLB0101* and click **OK**.
6. In the **SSN** field, press [**F10**], highlight the traveler, and click **Select**.

✂ *You can also type the traveler's social security number and press [**Tab**].*

✍ Unless you are a Group Administrator, you will only have access to your own social security number.

7. If prompted, "This traveler is already selected on this document. Do you want to replace the traveler information on the document with the permanent traveler information?", click **Yes**.

8. If prompted, "Do you want to change the account codes to the defaults for the new traveler?", click **Yes** or **No**.

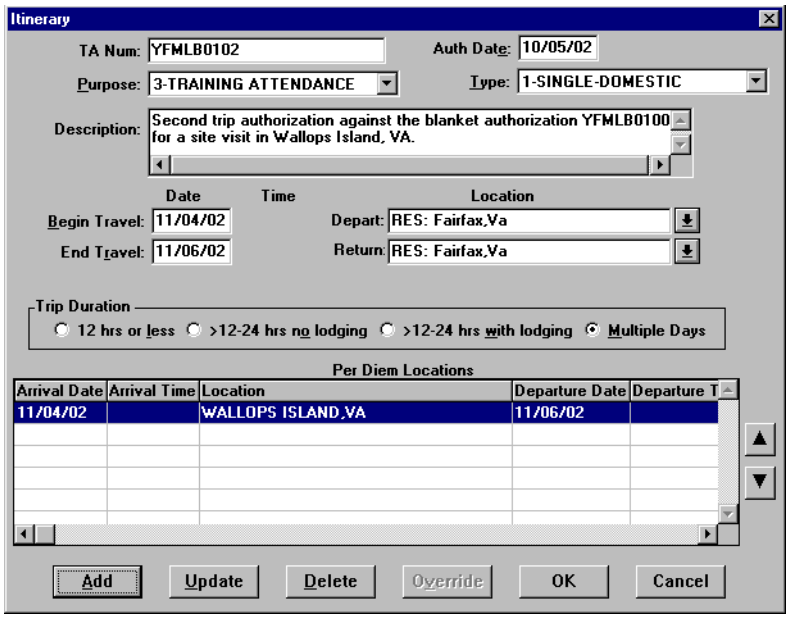
✍ Selecting **Yes** will delete the current ACCS code from the newly created document and apply the traveler's default accounting code to the document.

9. Note the Adjustment to Authorization window displayed contains data from the authorization YFMLB0101. Verify the accuracy of the data and make any necessary changes based on the authorized trip.
10. In the **TA Num** field, type ***YFMLB0102***.
11. Click the **Itinerary** button and enter the basic itinerary information.
    A. Note that the authorization number entered on the Auth Main window is displayed in the **TA Num** field and the date was copied from the original authorization. In the **Auth Date** field, you should enter the current date. For this exercise, type ***100502***.
    B. Note that 1-SITE VISIT is displayed in the **Purpose** field.
    C. In the **Description** field, highlight the existing comment and delete. Type ***Second trip authorization against the blanket authorization YFMLB0100 for a site visit in Wallops Island, VA*** and press [**Tab**].
    D. Note that the 1-SINGLE-DOMESTIC is displayed in the **Type** field
    E. In the **Begin Travel** field, type ***110402*** and press [**Tab**].

✍ If the year is not entered, the system will default to the current year.

✂ *Click the right mouse button on any date field to display a calendar. Use the << and >> buttons to select the desired month. To select, double-click on the date.*

    F. Note that residence location (e.g., RES: Fairfax, VA) is displayed in the **Depart** Location field and press [**Tab**].
    G. In the **End Travel** field, type ***110602*** and press [**Tab**].
    H. Note that residence location (e.g., RES: Fairfax, VA) is displayed in the **Return** Location field and **Multiple Days** is selected in the **Trip Duration** area.
    I. Highlight the per diem location for Wallops Island, VA and click **Update**. Note that October 1st is displayed in the **Arrival Date** field and October 27th is displayed in the **Departure Date** field.
        1) In the **Arrival Date** field, type ***110402***.
        2) In the **Departure Date** field, type ***110602***.
        3) To exit the Update Trip Per Diem Location window, click **OK**.



Itinerary Window

J. To exit the Itinerary window, click **OK**.

K. At the prompt, "You have changed the trip dates, please review expenses to make sure they are still accurate.", click **OK**.

L. At the prompt, "An expense dated 10/01/02 has been updated to 11/04/02", click **OK**.

✍ When changing the Begin Date in the Itinerary window of a document, Travel Manager will automatically update all expenses entered in the Expenses window to reflect the new Begin Date of the trip.

M. At the prompt, "You have changed the trip or itinerary on this document. Would you like to replace ALL lodging and M&IE information on this document? If you answer NO, your lodging and M&IE selections will not be changed.", click **Yes**.

12. Click the **Ticketed Transportation** button.

A. Verify the accuracy of the ticketed transportation information.

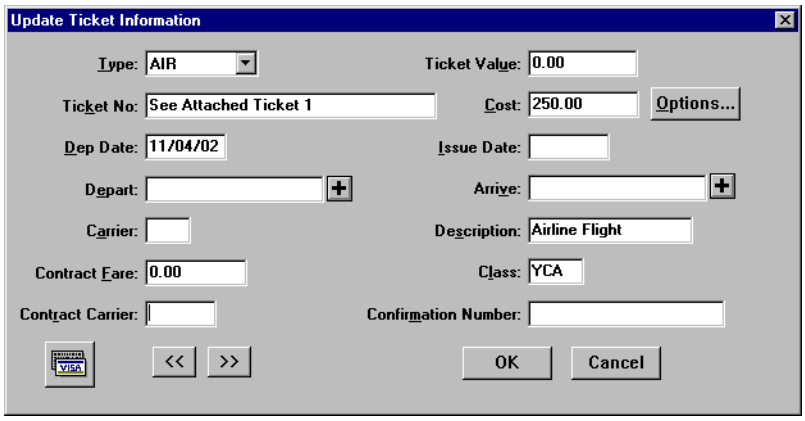
B. Highlight the ticket information for the $250 cost and click **Update**.

C. In the **Dep Date** field, type ***110402***.

D. To exit the Update Ticket Information window, click **OK**.

E. Highlight the ticket information for the $28 cost and click **Update**.

F. In the **Dep Date** field, type ***110402***.



Update Ticket Information Window

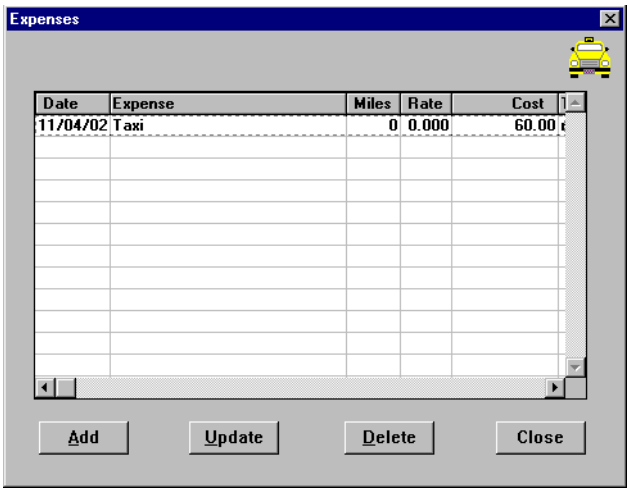
G. To exit the Update Ticket Information window, click **OK**.

H. To exit the Ticket Information window, click **Close**.

13. Click the **Expenses** button.

A. Verify the accuracy of the expenses.

✍ Comments entered in the Add/Update Expense window appear only on the on-line document and do not print on the hard copy document.



Expenses Window

✍ The **Copy Through Date** field copies all conditions pertaining to the expense being copied through the date you specify. If an expense being copied has a rate associated with it and the rate changes after the begin date of the trip, the rate change will not reflect on the document. You must manually update the expense to have the system pull in the new rate.

B. To exit the Expenses window, click **Close**.

14. Click the **Lodging/M&IE** button.
    A. Verify the accuracy of the Lodging and Meals allowances.
    B. To exit the Lodging & Meals window, click **Close**.
15. Click the **Other Authorizations** button.
    A. Verify the accuracy of the other authorizations selected.

✍ For NOAA Corps Officers, Endorsement must be selected along with the type of duty being performed (operational flight, proficiency flight, temporary sea, temporary shore).

    B. To exit the Other Authorizations for document window, click **Close**.
16. Click the **Acct** button.
    A. Verify the accuracy of the accounting code displayed.

✍ If necessary, you can select a different accounting code from the Master Acct Code table, add a new accounting code, or update an existing accounting code. Refer to Table 13, on page 263 for information on how to Retrieve or Find an accounting code that may already exist in the Master Acct Code table.

    B. To exit the Acct Codes for document window, click **Close**.
    C. At the prompt, "Performing ACCS Code Validation...", click **OK**.
17. Click the **Comments** button.
    A. Verify the accuracy of the comments displayed.
    B. To exit the Comments for document window, click **OK**.
18. Click the **Totals** button.
    A. View the following:
        - Total Estimated Expenses displays the total amount of expenses entered for the authorization (lodging, M&IE, transportation, and expenses).
        - Computed Advance Authorized displays the total cash/ATM advance allowed that the traveler can receive based on the expenses entered.
        - *Currently not used by NOAA*. Advance Requested displays the advance amount requested through Travel Manager.

✍ Cash advances are on an exception basis and are issued manually.

    B. To exit the Totals for Authorization window, click **Close**.
19. To avoid overwriting the existing authorization, select **File>Save As**. At the Save As window, the document name will default to the authorization number. Type in the new authorization number ***YFMLB0102***, click **OK**.
20. Select **File>Print Preview**, this will initiate the Adobe Acrobat Reader software and display your travel authorization on the screen.
    A. Review the travel authorization on-line.
    B. Select **File>Exit** from the Adobe Acrobat Reader menu bar to close the Adobe Acrobat Reader window and return to the travel authorization.
21. To apply the SIGNED status and your electronic signature, click the **Document Status** button.
    A. Note the status defaults to SIGNED. In the **Signature PIN** field, type your electronic signature and click **OK**.

B. At the prompt, "You must save the document before stamping with SIGNED status code. Would you like to save the document? (Note: Select YES to save the document now. Select NO to cancel stamping.)", click **Yes**.

C. At the prompt, "Funds Check in Progress", click **OK**.

D. *For routing only:* At the prompt, "Email is being sent to XXX@noaa.gov", click **OK**. (Note: XXX represents the name of the person to be notified.)

22. Select **File>Open** to open the travel authorization.
    A. To search by the traveler's social security number, click the **SSN** radio button.
    B. In the **Travelers** search field, type in the social security number of the traveler and press [**Tab**].
    C. In the Document Name List block, highlight the travel authorization number and click **OK**.
23. Select **File>Print**, this will initiate the Adobe Acrobat Reader software and display your travel authorization on the screen.
    A. Review the travel authorization on-line.
    B. Select **File>Print** from the Adobe Acrobat Reader menu bar, this will display the Print window and allow you to verify the destination printer or to select an alternate printer.
    C. To print the authorization, click **OK**.
    D. Select **File>Exit** from the Adobe Acrobat Reader menu bar to close the Adobe Acrobat Reader window and return to the travel authorization.
24. Select **File>Close** to close the travel authorization.
    A. At the prompt, "Save current authorization?", click **No**.
25. Forward the hard copy travel authorization to the Requesting/Authorizing Officials for signature.
26. *For routing only:* Electronic documents will be routed to the Reviewing/Approving Officials. For more detailed information, see *Unit 7: Electronically Stamp (Sign, Review, and Approve) and Route Documents on page 237.*
27. *For non-routing:* Once you have received the approved hard copy travel authorization, you need to electronically stamp the travel authorization APPROVED.
    A. Select **File>Open** to open the travel authorization.
    B. To search by the traveler's social security number, click the **SSN** radio button.
    C. In the **Travelers** search field, type in the social security number of the traveler and press [**Tab**].
    D. In the Document Name List block, highlight the travel authorization number and click **OK**.
    E. Click the **Document Status** button.
    F. In the **Status** field, select APPROVED from the status drop-down list.
    G. In the **Signature PIN** field, type your electronic signature and click **OK**.
    H. At the prompt, "You must save the document before stamping with APPROVED status code. Would you like to save the document? (Note: Select YES to save the document now. Select NO to cancel stamping.)", click **Yes**.
    I. At the prompt, "Have you made any adjustments to the current document?", click **No**.
    J. At the prompt, "Funds Check in Progress," click **OK**.
28. To exit Travel Manager, select **File>Exit**. Do not use the X button to exit the system.

Exercise 12 Conference Lodging Allowance

This exercise covers how to create an authorization for a government sponsored conference using the conference lodging allowance.

Itineray

The traveler leaves their residence on November 18th to attend a government sponsored conference in Hilton Head, SC.

The traveler returns to their residence on November 21st.

Ticketed Transportation

Round-trip air fare is $250.

TMC transaction fee is $28.

Expenses

The estimated expenses for this trip are as follows:
$400 for a registration fee which includes three lunches and the seminar fee.
$40 for round-trip taxi from the residence to the airport.
$60 for round-trip airport shuttle from the airport to the hotel

Lodging Expenses

The estimated lodging for each night of the conference is $85, not to exceed 115% of the maximum lodging rate for Hilton Head, SC as designated by the traveler's agency.

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1. To access the software, double-click on the **TM81.ICA** icon. A warning message informing you that you are accessing a Department of Commerce computer system will appear on the screen. To acknowledge the message, click **OK**.
2. Log into Travel Manager using your user id and password, click **OK**.
3. You will see a message welcoming you to the Travel Manager system. Please read and note any information. We may use this to communicate key information to users. To acknowledge the welcoming message(s), click **OK**.
4. If prompted, "You have documents waiting your review and approval. Choose 'Review' from the File menu.", click **OK**.
5. Select **File>New>Authorization A**.
6. In the **SSN** field, press [**F10**], highlight the traveler, and click **Select**.

✂ *You can also type the social security number and press [**Tab**].*

✍ Unless you are a Group Administrator, you will only have access to your own social security number.

7. In the **TA Num** field, type ***YFMLS0008***.
8. Click the **Itinerary** button and enter the basic itinerary information.
   A. Note that the authorization number entered on the Authorization Main window is displayed in the **TA Num** field and the current date is displayed in the **Auth Date** field.
   B. In the **Purpose** field, select 5-CONFERENCE ATTENDANCE from the drop-down list and press [**Tab**].

C. In the **Description** field, type ***To attend a government sponsored conference in Hilton Head, SC*** and press [**Tab**].

D. In the **Type** field, select 1-SINGLE-DOMESTIC from the drop-down list and press [**Tab**].

E. In the **Begin Travel** field, type ***111802*** and press [**Tab**].

✍ If the year is not entered, the system will default to the current year.

✂ *Click the right mouse button on any date field to display a calendar. Use the << and >> buttons to select the desired month. To select, double-click on the date.*

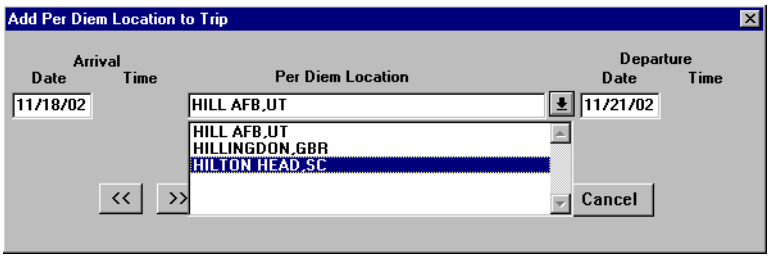
F. In the **Depart Location** field, select the residence location (e.g., RES: Fairfax, VA) from the drop-down list.

G. In the **End Travel** field, type ***112102*** and press [**Tab**].

H. Note that residence location (e.g., RES: Fairfax, VA) is displayed in the **Return** Location field and **Multiple Days** is selected in the **Trip Duration** area.

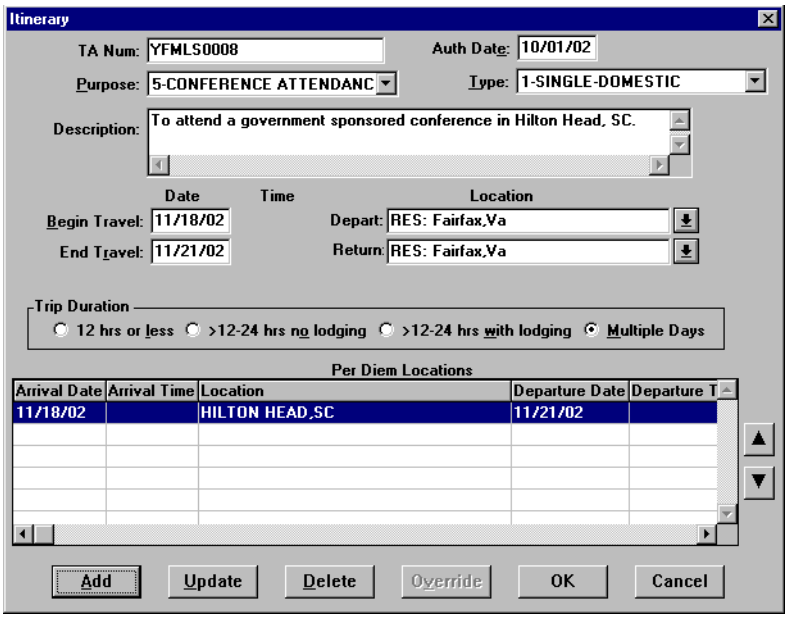
I. To enter the per diem location, click **Add**. Note that November 18th is displayed in the **Arrival Date** field and November 21st is displayed in the **Departure Date** field.

   1) [**Tab**] to the **Per Diem Location** field.
   2) Type the first few characters **(HIL)** of the per diem location and press [**Tab**].
   3) If more than one location with the same name exists, click the down arrow. Select Hilton Head, SC from the drop-down list and double-click.



Add Per Diem Location to Trip Window

   4) To exit the Add Per Diem Location to Trip window, click **OK**.



Itinerary Window

J. To exit the Itinerary window, click **OK**.

9. Click the **Ticketed Transportation** button to enter the basic ticketed transportation information.

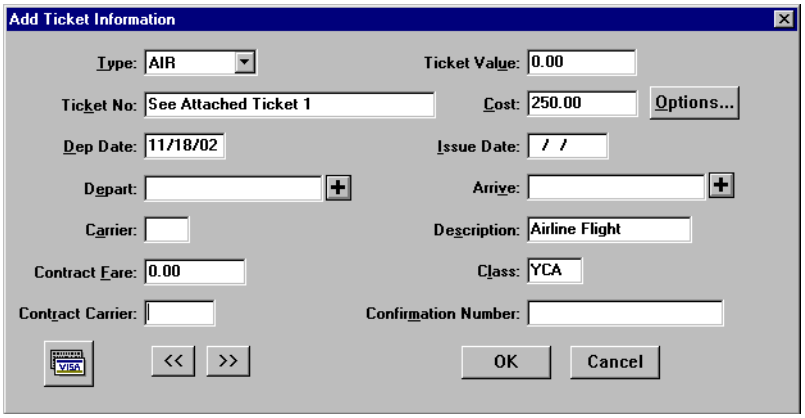
   A. To add the ticket information, click **Add**. Note that the **Type** field defaults to AIR.

   B. In the **Cost** field, type ***250***. Note that the **Description** field displays Airline Flight and the **Dep Date** field defaults to the begin travel date.

✍ The system defaults this cost as a non-reimbursable expense. If this needs to be changed, click **Options**, click on the **Reimbursable** box to enable it, and click **OK**.

   C. In the **Class** field, type ***YCA***.

✍ The **Type**, **Cost**, and **Class** fields are required for authorizations. All other fields are optional.

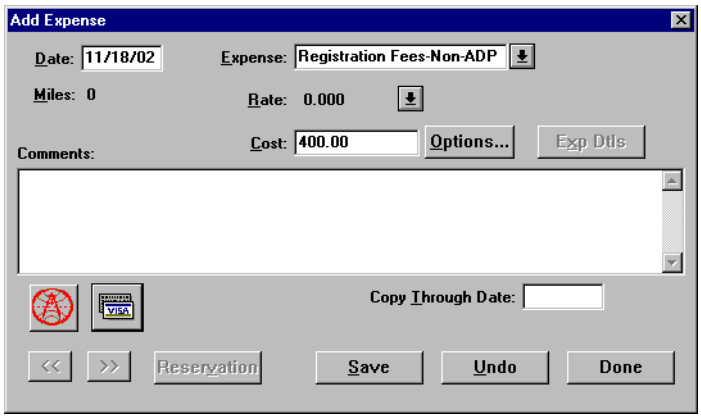


Add Ticket Information Window

D. To exit the Add Ticket Information window, click **OK**.
E. To add a ticketed transportation transaction fee, click **Add**.
F. In the **Ticket No.** field, type ***Transaction Fee***.
G. In the **Cost** field, type ***28***.
H. In the **Class** field, type ***YCA***.
I. To exit the Add Ticket Information window, click **OK**.
J. To exit the Ticket Information window, click **Close**.

10. Click the **Expenses** button.
    A. Click **Add**. Note that November 18th appears in the **Date** field.
    B. In the **Expense** field, select **Registration Fees-Non-ADP** from the expense drop-down list.
    C. In the **Cost** field, type ***400***.

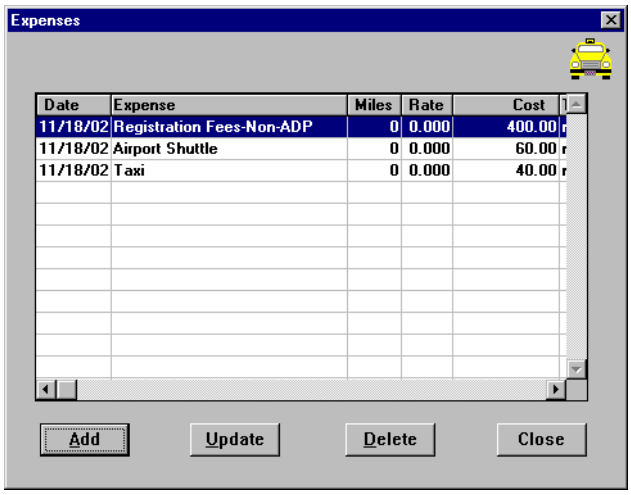
✍ Comments entered in the Add/Update Expense window appear only on the on-line document and do not print on the hard copy document.



Add Expense Window

✍ The **Copy Through Date** field copies all conditions pertaining to the expense being copied through the date you specify. If an expense being copied has a rate associated with it and the rate changes after the begin date of the trip, the rate change will not reflect on the document. You must manually update the expense to have the system pull in the new rate.

D. Click **Save**. Note that a new Add Expense window is displayed and November 18th appears in the **Date** field.
E. In the **Expense** field, select **Taxi** from the expense drop-down list.
F. In the **Cost** field, type ***40***.
G. Click **Save**. Note that a new Add Expense window is displayed and November 18th appears in the **Date** field.
H. In the **Expense** field, select **Airport Shuttle** from the expense drop-down list.
I. In the **Cost** field, type ***60***.
J. To exit the Add Expense window, click **Done**.



Expenses Window

K. To exit the Expenses window, click **Close**.

11. Click the **Lodging/M&IE** button.

A. To indicate the lodging and meals provided, highlight November 18th and click **Update**.

1) Click on the **Conference Allowance** box to enable it.

✍ The **Actual Lodging** field is not available when the **Conference Allowance** box is selected.

2) Click on the **Conf Info** button to open the Update Conference Information window.

3) In the **Rate** field, type ***115*** (to represent 115%).

✍ Integrated Travel Manager (ITM) will display an error message when entering a rate less than 100% or greater than 125%.

4) In the **Description** field, type the conference name.

5) In the **Agency** field, type in the name or acronym of the sponsoring agency.

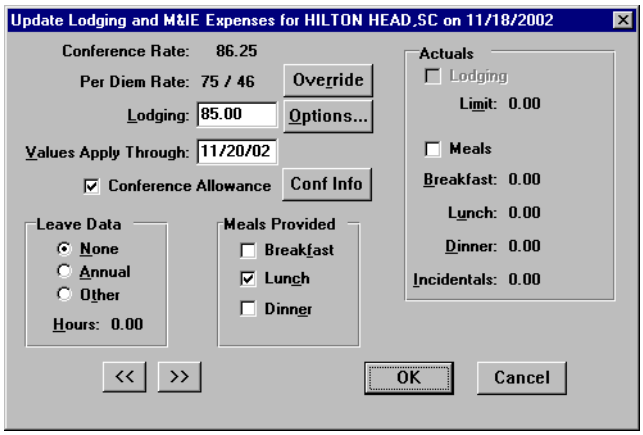
6) To exit the Update Conference Information window, click **OK**.

7) In the **Lodging** field, type ***85***.

8) In **Values Apply Through** field, type ***112002***.

9) In the **Meals Provided** box, select **Lunch**.

✍ The **Conference Rate** field displays the maximum lodging amount (not to exceed 125% of the maximum lodging rate of the per diem location) allowed for the conference.

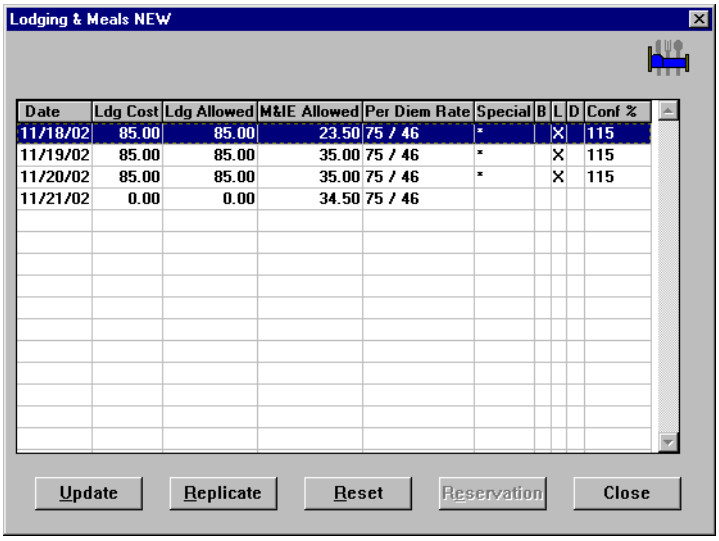


Update Lodging and M&IE Expenses Window

When **Conference Allowance** and/or **Meals Provided** is checked, it is automatically annotated in the Other Authorizations window and will be printed on the authorization.

10) To exit the Update Lodging and M&IE Expenses window, click **OK**.

Replicate and Values Apply Through perform similar functions, but with a crucial difference. Replicate only copies Lodging Cost in the Lodging/M&IE window. Values Apply Through copies all special conditions (Actuals, Meals Provided, etc.) in the Lodging/M&IE window through the date you specify.



Lodging & Meals Window

B. Note the following:

- The **Date** column displays the dates entered in the Itinerary window.
- The per diem amount displays $85 in the **Ldg Allowed**.

- M&IE per diem is 3/4 of the allowable rate minus the lunch meal provided on the first day of the trip.
- M&IE allowance for 11/18, 11/19, and 11/20 are reduced by the lunch meal deductions as indicated by the "X" in the L field.
- M&IE per diem is 3/4 of the allowable rate for the last day of the trip.
- The **Conf%** displays the maximum allowable percentage rate for this conference.
- The last day of the trip displays $0 cost for lodging.

C. To exit the Lodging & Meals window, click **Close**.

12. Click the **Other Authorizations** button.
    A. Note that by selecting Conference Allowance and Meals Provided in the Update Lodging and M&IE Expenses window, Conference Allowance and Meals Provided are displayed in the Other Authorizations for current document window.
    B. Select all that apply from the list.

✍ For NOAA Corps Officers, Endorsement must be selected along with the type of duty being performed (operational flight, proficiency flight, temporary sea, temporary shore).

C. To exit the Other Authorizations for document window, click **Close**.

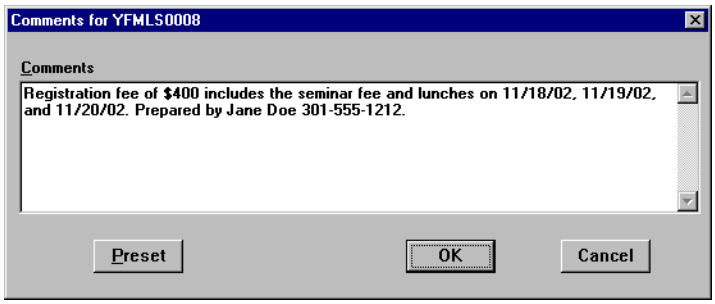
13. Click the **Acct** button.
    A. Verify the accuracy of the accounting code displayed.

✍ If necessary, you can select a different accounting code from the Master Acct Code table, add a new accounting code, or update an existing accounting code. Refer to Table 13, on page 263 for information on how to Retrieve or Find an accounting code that may already exist in the Master Acct Code table.

B. To exit the Acct Codes for document window, click **Close**.

C. At the prompt, "Performing ACCS Code Validation...", click **OK**.

14. Click the **Comments** button.
    A. To avoid overwriting the additional comments that are entered in this window, preset comments must be applied first. Then type the preparer's name and phone number, and record any additional comments pertaining to the authorization. Type ***Registration fee of $400 includes the seminar fee and lunches on 11/18/02, 11/19/02, and 11/20/02. Prepared by Jane Doe 301-555-1212.***



Comments Window

B. To exit the Comments for document window, click **OK**.

15. Click the **Totals** button.
    A. View the following:

- Total Estimated Expenses displays the total amount of expenses entered for the authorization (lodging, M&IE, transportation, and expenses).
- Computed Advance Authorized displays the total cash/ATM advance allowed that the traveler can receive based on the expenses entered.
- *Currently not used by NOAA*. Advance Requested displays the advance amount requested through Travel Manager.

✍ Cash advances are on an exception basis and are issued manually.

B. To exit the Totals for Authorization window, click **Close**.

16. Select **File>Save**. At the Save As window, the document name will default to the travel authorization number. To accept the default, click **OK**.
17. Select **File>Print Preview**, this will initiate the Adobe Acrobat Reader software and display your travel authorization on the screen.
    A. Review the travel authorization on-line.
    B. Select **File>Exit** from the Adobe Acrobat Reader menu bar to close the Adobe Acrobat Reader window and return to the travel authorization.
18. To apply the SIGNED status and your electronic signature, click the **Document Status** button.
    A. Note the status defaults to SIGNED. In the **Signature PIN** field, type your electronic signature and click **OK**.
    B. At the prompt, "You must save the document before stamping with SIGNED status code. Would you like to save the document? (Note: Select YES to save the document now. Select NO to cancel stamping.)", click **Yes**.
    C. At the prompt, "Funds Check in Progress", click **OK**.
    D. *For routing only:* At the prompt, "Email is being sent to XXX@noaa.gov", click **OK**. (Note: XXX represents the name of the person to be notified.)
19. Select **File>Open** to open the travel authorization.
    A. To search by the traveler's social security number, click the **SSN** radio button.
    B. In the **Travelers** search field, type in the social security number of the traveler and press [**Tab**].
    C. In the Document Name List block, highlight the travel authorization number and click **OK**.
20. Select **File>Print**, this will initiate the Adobe Acrobat Reader software and display your travel authorization on the screen.
    A. Review the travel authorization on-line.
    B. Select **File>Print** from the Adobe Acrobat Reader menu bar, this will display the Print window and allow you to verify the destination printer or to select an alternate printer.
    C. To print the authorization, click **OK**.
    D. Select **File>Exit** from the Adobe Acrobat Reader menu bar to close the Adobe Acrobat Reader window and return to the travel authorization.
21. Select **File>Close** to close the travel authorization.
    A. At the prompt, "Save current authorization?", click **No**.
22. Forward the hard copy travel authorization to the Requesting/Authorizing Officials for signature.
23. *For routing only:* Electronic documents will be routed to the Reviewing/Approving Officials. For more detailed information, see *Unit 7: Electronically Stamp (Sign, Review, and Approve) and Route Documents on page 237.*

24. *For non-routing:* Once you have received the approved hard copy travel authorization, you need to electronically stamp the travel authorization APPROVED.
    A. Select **File>Open** to open the travel authorization.
    B. To search by the traveler's social security number, click the **SSN** radio button.
    C. In the **Travelers** search field, type in the social security number of the traveler and press [**Tab**].
    D. In the Document Name List block, highlight the travel authorization number and click **OK**.
    E. Click the **Document Status** button.
    F. In the **Status** field, select APPROVED from the status drop-down list.
    G. In the **Signature PIN** field, type your electronic signature and click **OK**.
    H. At the prompt, "You must save the document before stamping with APPROVED status code. Would you like to save the document? (Note: Select YES to save the document now. Select NO to cancel stamping.)", click **Yes**.
    I. At the prompt, "Have you made any adjustments to the current document?", click **No**.
    J. At the prompt, "Funds Check in Progress," click **OK**.
25. To exit Travel Manager, select **File>Exit**. Do not use the X button to exit the system.

Exercise 13 Award Ceremony Attendance

This exercise covers how to create an authorization for the traveler (award recipient) and an individual of the traveler's choice to attend an awards ceremony.

The Department of Commerce Travel Handbook, section 301-1.102(b)(8) 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.

In addition, the NOAA Travel Handbook, section 301-2.5(s) states that the only officials with authority to approve travel to an award ceremony are the Under Secretary and Administrator, Assistant Secretary and Deputy Administrator, and the Deputy Under Secretary.

In Travel Manager, you must first find the per diem rate authorized for the award ceremony location and manually calculate the per diem amount for both travelers. Both the employee and guest are entitled to the full daily Lodging amount for each day of the trip with the exception of the last day where they are entitled to none. On the first and last day of the trip both the employee and guest are only entitled to 75% of the M&IE amount and all days in between they are entitled to the full M&IE amount.

Itinerary

The traveler and guest leaves their residence on December 3rd to attend the Department's annual award ceremony in Orlando, FL.

The traveler and guest return to their residence on December 5th.

Ticketed Transportation

Round-trip air fare per person is $295.

TMC transaction fee is $28 per ticket.

Expenses

The estimated expenses for this trip are as follows:

75 mile round-trip drive to/from the airport using their private vehicle
$35 for parking
$65 for round-trip taxi from the airport to the hotel

Lodging Expenses

$380 for both the traveler and guest

M&IE Expenses

$210 for both the traveler and guest

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1. To access the software, double-click on the **TM81.ICA** icon. A warning message informing you that you are accessing a Department of Commerce computer system will appear on the screen. To acknowledge the message, click **OK**.
2. Log into Travel Manager using your user id and password, click **OK**.

3. You will see a message welcoming you to the Travel Manager system. Please read and note any information. We may use this to communicate key information to users. To acknowledge the welcoming message(s), click **OK**.
4. If prompted, "You have documents waiting your review and approval. Choose 'Review' from the File menu.", click **OK**.
5. Select **File>New>Authorization A**.
6. In the **SSN** field, press [**F10**], highlight the traveler, and click **Select**.

✂ *You can also type the social security number and press [**Tab**].*

✍ Unless you are a Group Administrator, you will only have access to your own social security number.

7. In the **TA Num** field, type ***YFMLS0009***.
8. Click the **Itinerary** button and enter the basic itinerary information.
   A. Note that the authorization number entered on the Authorization Main window is displayed in the **TA Num** field and the current date is displayed in the **Auth Date** field.
   B. In the **Purpose** field, select 9-OTHER from the drop-down list and press [**Tab**].
   C. In the **Description** field, type ***To attend the Department's annual awards ceremony in Orlando, FL. Invited guest is Hazel Atraveler (mother)*** and press [**Tab**].
   D. In the **Type** field, select 1-OVERRIDE-DOMESTIC from the drop-down list and press [**Tab**].

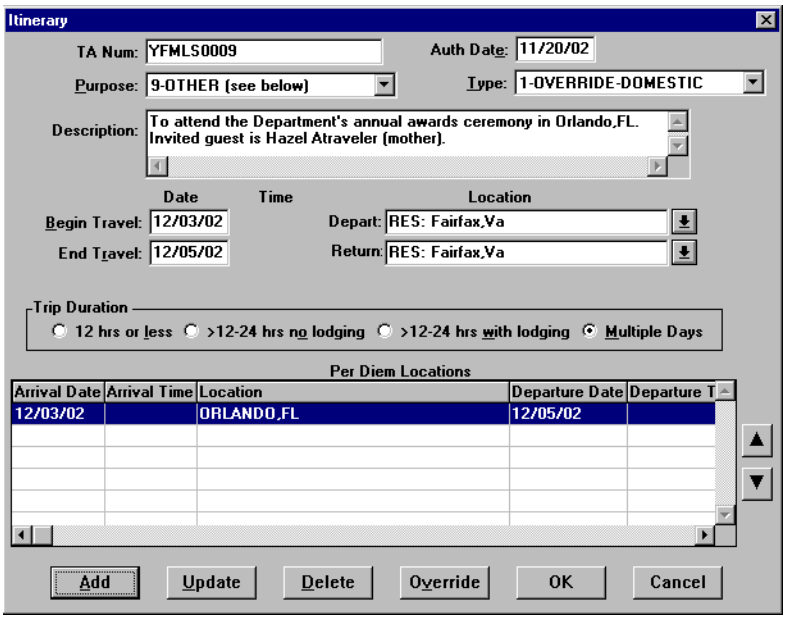
✍ Selecting the trip type of 1-OVERRIDE-DOMESTIC will prevent Travel Manager from automatically calculating Lodging and M&IE and will prevent the user from accessing the Lodging/M&IE window from the Authorization Main window.

   E. In the **Begin Travel** field, type ***120302*** and press [**Tab**].

✍ If the year is not entered, the system will default to the current year.

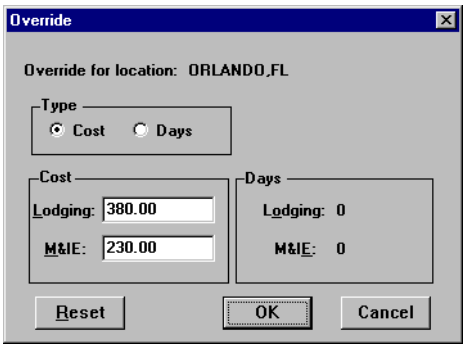
✂ *Click the right mouse button on any date field to display a calendar. Use the << and >> buttons to select the desired month. To select, double-click on the date.*

   F. In the **Depart Location** field, select the residence location (e.g., RES: Fairfax, VA) from the drop-down list.
   G. In the **End Travel** field, type ***120502*** and press [**Tab**].
   H. Note that residence location (e.g., RES: Fairfax, VA) is displayed in the **Return** Location field and **Multiple Days** is selected in the **Trip Duration** area.
   I. To enter the per diem location, click **Add**. Note that December 3rd is displayed in the **Arrival Date** field and December 5th is displayed in the **Departure Date** field.
      1) [**Tab**] to the **Per Diem Location** field.
      2) Type the first few characters **(ORL)** of the per diem location and press [**Tab**].
      3) If more than one location with the same name exists, click the down arrow. Select Orlando, FL from the drop-down list and double-click.
      4) To exit the Add Per Diem Location to Trip window, click **OK**.



Itinerary Window

J. To enter the Lodging and M&IE amounts, click the **Override** button.
   1) In the Type block, select **Cost**.
   2) In the Cost block:
   3) In the **Lodging** field, type ***380***.
   4) In the **M&IE** field, type ***230***.



Override Window

   5) To exit the Override window, click **OK**.

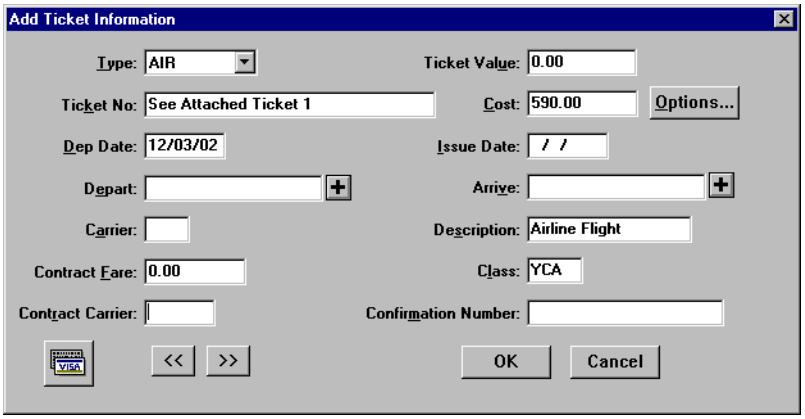
K. To exit the Itinerary window, click **OK**.

9. Click the **Ticketed Transportation** button to enter the basic ticketed transportation information.
   A. To add the ticket information, click **Add**. Note that the **Type** field defaults to AIR.
   B. In the **Cost** field, type ***590***. Note that the **Description** field displays Airline Flight and the **Dep Date** field defaults to the begin travel date.

The system defaults this cost as a non-reimbursable expense. If this needs to be changed, click **Options**, click on the **Reimbursable** box to enable it, and click **OK**.

C. In the **Class** field, type ***YCA***.

The **Type**, **Cost**, and **Class** fields are required for authorizations. All other fields are optional.



Add Ticket Information Window

D. To exit the Add Ticket Information window, click **OK**.
E. To add a ticketed transportation transaction fee, click **Add**.
F. In the **Ticket No.** field, type ***Transaction Fee***.
G. In the **Cost** field, type ***56***.
H. In the **Class** field, type ***YCA***.
I. To exit the Add Ticket Information window, click **OK**.
J. To exit the Ticket Information window, click **Close**.

10. Click the **Expenses** button.
    A. Click **Add**. Note that December 3rd appears in the **Date** field.
    B. In the **Expense** field, select **1POC-Private Vhcle** from the expense drop-down list.
    C. In the **Miles** field, type ***75*** and press [**Tab**]. Note the cost is calculated and displayed in the **Cost** field.

Comments entered in the Add/Update Expense window appear only on the on-line document and do not print on the hard copy document.

The **Copy Through Date** field copies all conditions pertaining to the expense being copied through the date you specify. If an expense being copied has a rate associated with it and the rate changes after the begin date of the trip, the rate change will not reflect on the document. You must manually update the expense to have the system pull in the new rate.

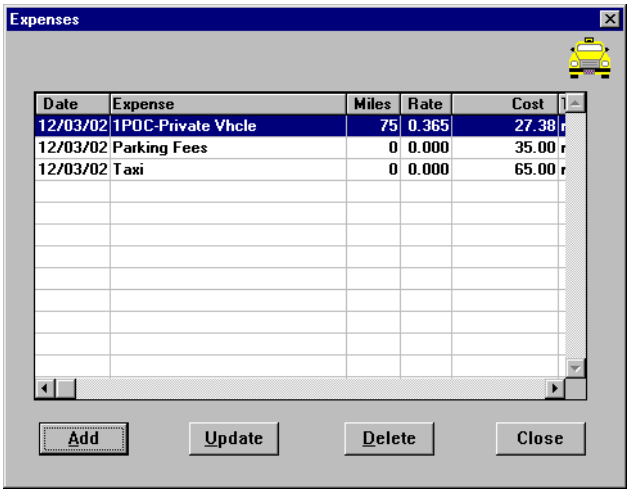
D. Click **Save**. Note that a new Add Expense window is displayed and December 3rd appears in the **Date** field.
E. In the **Expense** field, select **Parking Fees** from the expense drop-down list.
F. In the **Cost** field, type ***35***.

G. Click **Save**. Note that a new Add Expense window is displayed and December 3rd appears in the **Date** field.

H. In the **Expense** field, select **Taxi** from the expense drop-down list.

I. In the **Cost** field, type ***65***.

J. To exit the Add Expense window, click **Done**.



Expenses Window

✍ When **1POC-Private Vhcle** is selected, it is automatically annotated in the Other Authorizations window and will be printed on the authorization.

K. To exit the Expenses window, click **Close**.

11. Click the **Other Authorizations** button.

A. Note that by selecting 1POC-Private Vhcle in the Expenses window, Other Privately-Owned Vehicle is displayed in the Other Authorizations for current document window.

B. Select all that apply from the list.

✍ For NOAA Corps Officers, Endorsement must be selected along with the type of duty being performed (operational flight, proficiency flight, temporary sea, temporary shore).

C. To exit the Other Authorizations for document window, click **Close**.

12. Click the **Acct** button.

A. Verify the accuracy of the accounting code displayed.

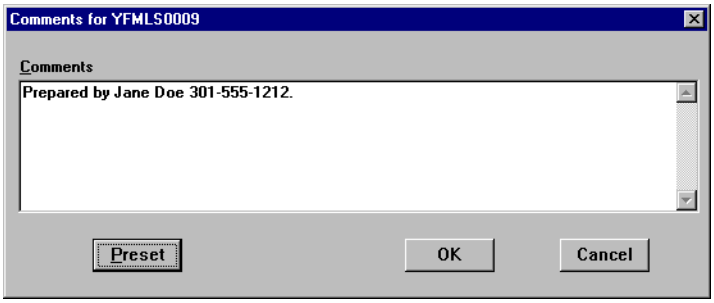
✍ If necessary, you can select a different accounting code from the Master Acct Code table, add a new accounting code, or update an existing accounting code. Refer to Table 13, on page 263 for information on how to Retrieve or Find an accounting code that may already exist in the Master Acct Code table.

B. To exit the Acct Codes for document window, click **Close**.

C. At the prompt, “Performing ACCS Code Validation...”, click **OK**.

13. Click the **Comments** button.

A. To avoid overwriting the additional comments that are entered in this window, preset comments must be applied first. Then type the preparer's name and phone number, and record any additional comments pertaining to the authorization. Type ***Prepared by Jane Doe 301-555-1212.***



Comments Window

B. To exit the Comments for document window, click **OK**.

14. Click the **Totals** button.
    A. View the following:
    - Total Estimated Expenses displays the total amount of expenses entered for the authorization (lodging, M&IE, transportation, and expenses).
    - Computed Advance Authorized displays the total cash/ATM advance allowed that the traveler can receive based on the expenses entered.
    - *Currently not used by NOAA*. Advance Requested displays the advance amount requested through Travel Manager.

✍ Cash advances are on an exception basis and are issued manually.

    B. To exit the Totals for Authorization window, click **Close**.
15. Select **File>Save**. At the Save As window, the document name will default to the travel authorization number. To accept the default, click **OK**.
16. Select **File>Print Preview**, this will initiate the Adobe Acrobat Reader software and display your travel authorization on the screen.
    A. Review the travel authorization on-line.
    B. Select **File>Exit** from the Adobe Acrobat Reader menu bar to close the Adobe Acrobat Reader window and return to the travel authorization.
17. To apply the SIGNED status and your electronic signature, click the **Document Status** button.
    A. Note the status defaults to SIGNED. In the **Signature PIN** field, type your electronic signature and click **OK**.
    B. At the prompt, "You must save the document before stamping with SIGNED status code. Would you like to save the document? (Note: Select YES to save the document now. Select NO to cancel stamping.)", click **Yes**.
    C. At the prompt, "Funds Check in Progress", click **OK**.
    D. *For routing only:* At the prompt, "Email is being sent to XXX@noaa.gov", click **OK**. (Note: XXX represents the name of the person to be notified.)
18. Select **File>Open** to open the travel authorization.

   A. To search by the traveler's social security number, click the **SSN** radio button.
   B. In the **Travelers** search field, type in the social security number of the traveler and press [**Tab**].
   C. In the Document Name List block, highlight the travel authorization number and click **OK**.
19. Select **File>Print**, this will initiate the Adobe Acrobat Reader software and display your travel authorization on the screen.
   A. Review the travel authorization on-line.
   B. Select **File>Print** from the Adobe Acrobat Reader menu bar, this will display the Print window and allow you to verify the destination printer or to select an alternate printer.
   C. To print the authorization, click **OK**.
   D. Select **File>Exit** from the Adobe Acrobat Reader menu bar to close the Adobe Acrobat Reader window and return to the travel authorization.
20. Select **File>Close** to close the travel authorization.
   A. At the prompt, "Save current authorization?", click **No**.
21. Forward the hard copy travel authorization to the Requesting/Authorizing Officials for signature.
22. *For routing only:* Electronic documents will be routed to the Reviewing/Approving Officials. For more detailed information, see *Unit 7: Electronically Stamp (Sign, Review, and Approve) and Route Documents on page 237.*
23. *For non-routing:* Once you have received the approved hard copy travel authorization, you need to electronically stamp the travel authorization APPROVED.
   A. Select **File>Open** to open the travel authorization.
   B. To search by the traveler's social security number, click the **SSN** radio button.
   C. In the **Travelers** search field, type in the social security number of the traveler and press [**Tab**].
   D. In the Document Name List block, highlight the travel authorization number and click **OK**.
   E. Click the **Document Status** button.
   F. In the **Status** field, select APPROVED from the status drop-down list.
   G. In the **Signature PIN** field, type your electronic signature and click **OK**.
   H. At the prompt, "You must save the document before stamping with APPROVED status code. Would you like to save the document? (Note: Select YES to save the document now. Select NO to cancel stamping.)", click **Yes**.
   I. At the prompt, "Have you made any adjustments to the current document?", click **No**.
   J. At the prompt, "Funds Check in Progress," click **OK**.
24. To exit Travel Manager, select **File>Exit**. Do not use the X button to exit the system.

Unit 3: Adjustments, Amendments, and Cancellations

This unit provides:

- background information describing how to adjust, amend, or cancel an authorization; and
- exercises on how to adjust, amend, or cancel an authorization. Each exercise contains a problem statement and a description of the steps needed to produce the desired results. The data used in the exercises and the screen captures may not reflect the latest per diem rates.

Background

Authorizations can be modified at any time **prior to performance of the travel**. Once the travel has occurred any changes to the trip should be post authorized on the voucher.

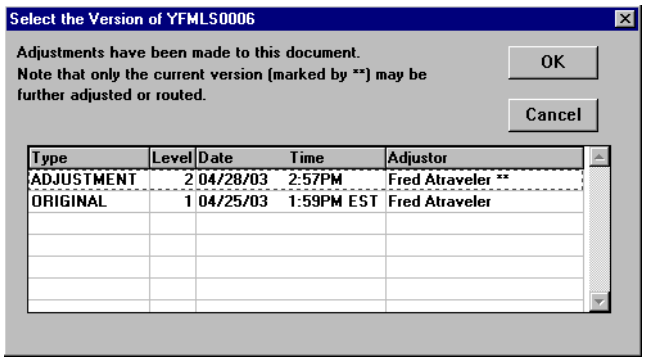
In Travel Manager determining whether to adjust or amend a document will depend on the status of the document at the time.

✍ Once you have created a voucher against an authorization, you can no longer adjust, amend, or cancel an authorization.

An authorization with a CREATED status can be opened, modified, and saved numerous times while the status remains CREATED.

Adjusting an Authorization-Once the Document History on an Authorization indicates that it has been stamped SIGNED, changes to an authorization are called adjustments. After the changes have been made to the authorization, the system will prompt you to stamp the document ADJUSTED before these changes can be saved. An authorization can be changed and stamped ADJUSTED multiple times.

✍ When opening an authorization that has been adjusted, the system will display all versions of the authorization. However, only the most current version of the document (marked with **) can be further adjusted.



Document Version Window

Amending an Authorization-Once an authorization has been stamped DATA LINK, it becomes locked and can **no longer** be adjusted. At this point, the authorization must be amended. Amendment documents are complete replacement documents. Multiple amendments can be processed for an authorization as long as no voucher has been created against that authorization.

Cancelling an Authorization-Amendments are also used to cancel authorizations that have been stamped DATA LINK. When a trip is cancelled after the authorization has been created then the authorization should be either:

- adjusted to reduce the total to reflect any expenses that may have been incurred,
- amended to reduce the total to reflect any expenses that may have been incurred,
- deleted from Travel Manager, or
- cancelled

✍ Documents with the status CANCELLED **cannot** be amended.

The following table will help you to determine the appropriate action that needs to be taken:

Status of DATA LINK?	Transaction Fee?	Action
No	Yes	Adjust the authorization to reduce the document down to the Transaction Fee. Then electronically sign and approve the authorization.
Yes	Yes	Create an amendment to reduce the authorization down to the Transaction Fee. Then electronically sign and approve the amendment.
No	No	Delete the original authorization from ITM, or if your office wants to keep a record of all authorizations regardless of whether the trip was taken or not, then electronically sign and approve the document. Once the authorization has been stamped “DATA LINK”, create an amendment to cancel the authorization.
Yes	No	Create an amendment to cancel the authorization.

Exercise 14 Adjustment to an Authorization

This exercise covers how to adjust an authorization. Adjustments are used on authorizations before the authorization has been stamped DATA LINK.

In this exercise, use authorization YFMLS0006 (*Exercise 6: Request an Actual Lodging Expense on page 65*) to indicate that the traveler will remain in Boston, MA for an additional day.

Itinerary

The traveler leaves their residence on October 1st to attend a conference in Boston, MA.

The traveler returns to their residence on October 5th.

---

1. To access the software, double-click on the **TM81.ICA** icon. A warning message informing you that you are accessing a Department of Commerce computer system will appear on the screen. To acknowledge the message, click **OK**.
2. Log into Travel Manager using your user id and password, click **OK**.
3. You will see a message welcoming you to the Travel Manager system. Please read and note any information. We may use this to communicate key information to users. To acknowledge the welcoming message(s), click **OK**.
4. If prompted, "You have documents waiting your review and approval. Choose 'Review' from the File menu.", click **OK**.
5. In order to adjust a document, you must first open the document.
   A. Select **File>Open**.
   B. To search by the traveler's social security number, click the **SSN** radio button.
   C. In the **Travelers** search field, type in the social security number of the traveler and press [**Tab**].

✍ Unless you are a Group Administrator, you will only have access to your own social security number.

   D. In the Document Name List block, highlight authorization *YFMLS0006* and click **OK**.
6. Click the **Itinerary** button to update the basic itinerary information.
   A. Note that the authorization number entered on the Authorization Main window is displayed in the **TA Num** field and the **Auth Date** field displays the date the authorization was created.
   B. In the **End Travel** field, type ***100502***.
   C. Click **Update**.
   D. In the **Departure** field, type ***100502***.
   E. To exit the Update Trip Per Diem Location window, click **OK**.
   F. To exit the Itinerary window, click **OK**.
   G. At the prompt, "You have changed the trip dates, please review expenses to make sure they are still accurate", click **OK**.
   H. At the prompt, "You have changed the trip or itinerary on this document. Would you like to replace ALL lodging and M&IE information on this document? If you answer NO, your lodging and M&IE selections will not be changed", click **Yes**.
7. Click the **Ticketed Transportation** button.
   A. Verify the accuracy of the ticketed transportation information.

B. To exit the Ticket Information window, click **Close**.

8. Click the **Expenses** button.
   A. Verify the accuracy of the expenses.
   B. To exit the Expenses window, click **Close**.
9. Click the **Lodging/M&IE** button.
   A. To indicate actual lodging expenses, highlight October 1st and click **Update**.
   B. In the **Actuals** block, click **Lodging**.

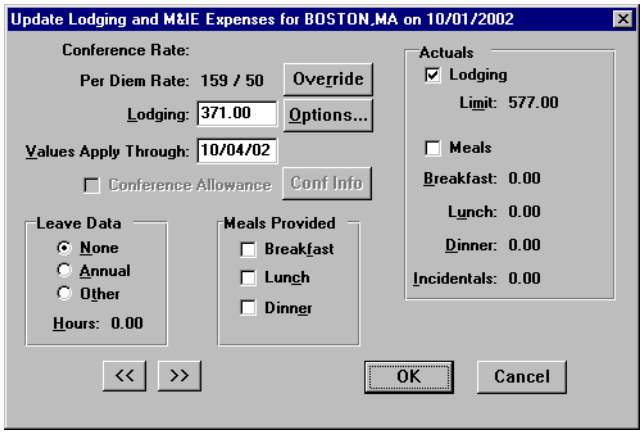
✍ FTR, section 301-11.303 states that "the maximum amount that you may be reimbursed under actual expense is limited to 300% (rounded to the next higher dollar) of the applicable maximum per diem rate. However, subject to your agency's policy, a lesser may be authorized". Travel Manager edits will not allow actual lodging to exceed the maximum actual lodging limit. When a lesser percentage or amount is authorized, you must indicate this in the Comments window.

C. In the **Lodging** field, type ***371***.

✍ When less than 300% actual lodging is authorized, refer to NOAA Travel Handbook, section 301-11 for guidance on how to calculate the amount to be entered in the **Lodging** field.

D. In the **Values Apply Through** field, type ***100402*** to indicate that the actual lodging cost applies through October 4th.

✍ Replicate and Values Apply Through perform similar functions, but with a crucial difference. Replicate only copies Lodging Cost in the Lodging/M&IE window. Values Apply Through copies all special conditions (Actuals, Meals Provided, etc.) in the Lodging/M&IE window through the date you specify.

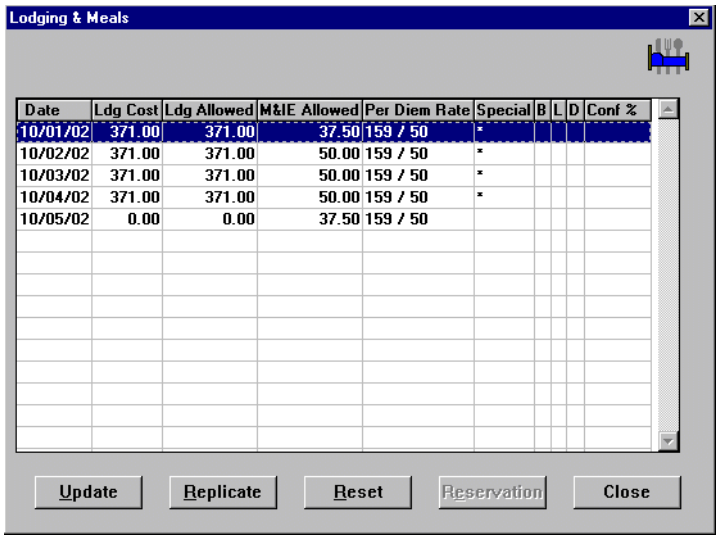


Update Lodging and M&IE Expenses Window

✍ The **Limit** field displays the maximum actual lodging amount ((300% of the lodging plus M&IE) minus M&IE).

E. To exit the Update Lodging and M&IE Expenses window, click **OK**.

✍ When **Actuals** is checked, it is automatically annotated in the Other Authorizations window and will be printed on the authorization.



Lodging & Meals Window

F. Note the following:

- The **Date** column displays the dates entered in the Itinerary window.
- The per diem amount displays $371 in the **Ldg Allowed** which reflects the 175% actual lodging authorized.
- The * in the **Special** column notes that a change has been made to the standard per diem calculation.
- M&IE per diem is 3/4 of the allowable rate for the first and last day of the trip.
- The last day of the trip displays $0 cost for lodging.

G. To exit the Lodging & Meals window, click **Close**.

10. Click the **Other Authorizations** button.

A. Note that by selecting Actuals in the Update Lodging and M&IE Expenses window, Actual Expense is displayed in the Other Authorizations for Current Document window.

B. Verify the accuracy of the other authorizations selected.

✍ For NOAA Corps Officers, Endorsement must be selected along with the type of duty being performed (operational flight, proficiency flight, temporary sea, temporary shore).

C. To exit the Other Authorizations for document window, click **Close**.

11. Click the **Acct** button.

A. Verify the accuracy of the accounting code displayed.

✍ If necessary, you can select a different accounting code from the Master Accounting Code table, add a new accounting code, or update an existing accounting code. Refer to Table 13, on page 263 for information on how to Retrieve or Find an accounting code that may already exist in the Master Acct Code table.

B. To exit the Acct Codes for document window, click **Close**.

C. At the prompt, “Performing ACCS Code Validation...”, click **OK**.

12. Click the **Comments** button.

A. Verify the accuracy of the comments displayed.

B. To exit the Comments for document window, click **OK**.

13. Click the **Totals** button.

    A. View the following:

    - Total Estimated Expenses displays the total amount of expenses entered for the authorization (lodging, M&IE, transportation, and expenses).
    - Computed Advance Authorized displays the total cash/ATM advance allowed that the traveler can receive based on the expenses entered.
    - *Currently not used by NOAA*. Advance Requested displays the advance amount requested through Travel Manager.

✍ Cash advances are on an exception basis and are issued manually.

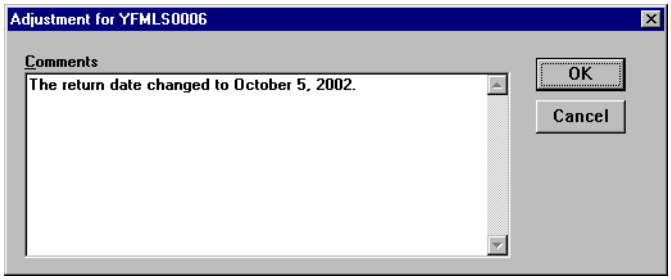
    B. To exit the Totals for Authorization window, click **Close**.

14. To save the adjustments made to the authorization, select **File>Save**.

    A. At the prompt, "Have you made any adjustments to the current authorization?", click **Yes**.

✍ Selecting **No** will not save the adjustments made to the authorization.

    B. At the Adjustment for YFMLS0006 Comments window, type the following comment: ***The return date changed to October 5, 2002***.



Adjustment Comments Window

✍ These comments do not print on the document. If comments need to appear on the printed document, you must also enter them in the Comments field.

    C. To exit the Adjustments for YFMLS0006 window, click **OK**.

    D. At the Sign for Adjustment window, apply your electronic signature, and click **OK**.

15. Select **File>Print Preview**, this will initiate the Adobe Acrobat Reader software and display your travel authorization on the screen.

    A. Review the travel authorization on-line.

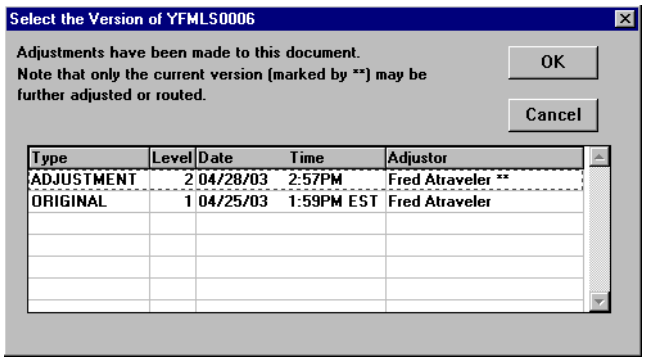
    B. Select **File>Exit** from the Adobe Acrobat Reader menu bar to close the Adobe Acrobat Reader window and return to the travel authorization.

16. To apply the SIGNED status and your electronic signature, click the **Document Status** button.

    A. To view the Adjustment comments, click **Adjs**. Adjustment comments do not appear on the printed travel authorization.

B. To exit the Adjustments for YFMLS0006 window, click **Close**.
C. Note the status field is blank. Select SIGNED from the status drop-down list.
D. In the **Signature PIN** field, type your electronic signature and click **OK**.
E. At the prompt, "You must save the document before stamping with SIGNED status code. Would you like to save the document? (Note: Select YES to save the document now. Select NO to cancel stamping.)", click **Yes**.
F. At the prompt, "Have you made any adjustments to the current authorization?", click **No**.
G. At the prompt, "Funds Check in Progress", click **OK**.
H. *For routing only:* At the prompt, "Email is being sent to XXX@noaa.gov", click **OK**. (Note: XXX represents the name of the person to be notified.)

17. Select **File>Open** to open the travel authorization.
    A. To search by the traveler's social security number, click the **SSN** radio button.
    B. In the **Travelers** search field, type in the social security number of the traveler and press [**Tab**].
    C. In the Document Name List block, highlight the travel authorization number and click **OK**.
18. Select **File>Print**, this will initiate the Adobe Acrobat Reader software and display your travel authorization on the screen.
    A. Review the travel authorization on-line.
    B. Select **File>Print** from the Adobe Acrobat Reader menu bar, this will display the Print window and allow you to verify the destination printer or to select an alternate printer.
    C. To print the authorization, click **OK**.
    D. Select **File>Exit** from the Adobe Acrobat Reader menu bar to close the Adobe Acrobat Reader window and return to the travel authorization.
19. Select **File>Close** to close the travel authorization.
    A. At the prompt, "Save current authorization?", click **No**.
20. Forward the hard copy travel authorization to the Requesting/Authorizing Officials for signature.
21. *For routing only:* Electronic documents will be routed to the Reviewing/Approving Officials. For more detailed information, see *Unit 7: Electronically Stamp (Sign, Review, and Approve) and Route Documents on page 237.*
22. *For non-routing:* Once you have received the approved hard copy travel authorization, you need to electronically stamp the travel authorization APPROVED.
    A. Select **File>Open** to open the travel authorization.
    B. To search by the traveler's social security number, click the **SSN** radio button.
    C. In the **Travelers** search field, type in the social security number of the traveler and press [**Tab**].
    D. In the Document Name List block, highlight authorization *YFMLS0006* and click **OK**.



Document Version Window

E. Select the most current version of *YFMLS0006* and click **OK**. Note you can view either the original document or the adjusted version.

F. Click the **Document Status** button.

G. In the **Status** field, select APPROVED from the status drop-down list.

H. In the **Signature PIN** field, type your electronic signature and click **OK**.

I. At the prompt, "You must save the document before stamping with APPROVED status code. Would you like to save the document? (Note: Select YES to save the document now. Select NO to cancel stamping.)", click **Yes**.

J. At the prompt, "Have you made any adjustments to the current authorization?", click **No**.

K. At the prompt, "Funds Check in Progress," click **OK**.

23. To exit Travel Manager, select **File>Exit**. Do not use the X button to exit the system.

Exercise 15 Authorization Amendment (Demonstration Only)

This exercise covers how to amend an authorization. Amendments can only be created for authorizations with a status code of DATA LINK. Amendment documents are complete replacement documents. Remember, you cannot process amendments to authorizations that have been previously vouchered.

In this exercise, use authorization YFMLF0002 *(Exercise 2: Two Travel Locations (Foreign Travel) on page 32)* to indicate that the traveler will remain in Toronto, Canada for an additional two days.

Itinerary

The itinerary dates in the original authorization were November 4-8. Change the return date to November 10th.

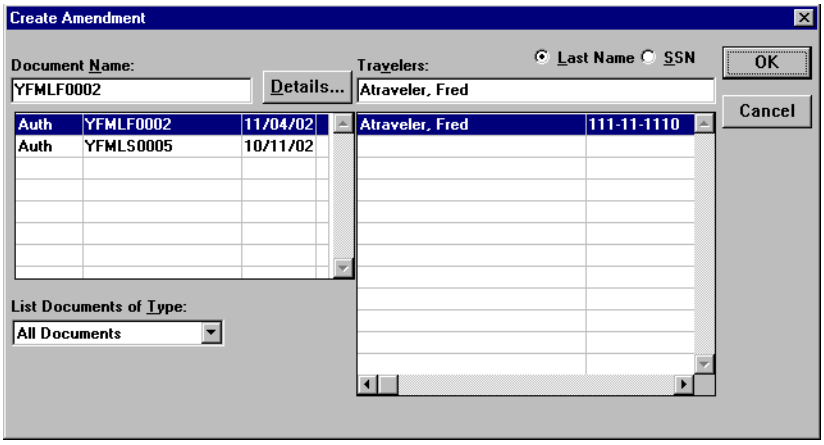
1. To access the software, double-click on the **TM81.ICA** icon. A warning message informing you that you are accessing a Department of Commerce computer system will appear on the screen. To acknowledge the message, click **OK**.
2. Log into Travel Manager using your user id and password, click **OK**.
3. You will see a message welcoming you to the Travel Manager system. Please read and note any information. We may use this to communicate key information to users. To acknowledge the welcoming message(s), click **OK**.
4. If prompted, "You have documents waiting your review and approval. Choose 'Review' from the File menu.", click **OK**.
5. Select **File>New>Amendment M**.
   A. To search by the traveler's social security number, click the **SSN** radio button.
   B. In the **Travelers** search field, type in the social security number of the traveler and press [**Tab**].

✍ Unless you are a Group Administrator, you will only have access to your own social security number.

   C. In the Document Name List block, highlight authorization *YFMLF0002* and click **OK**.

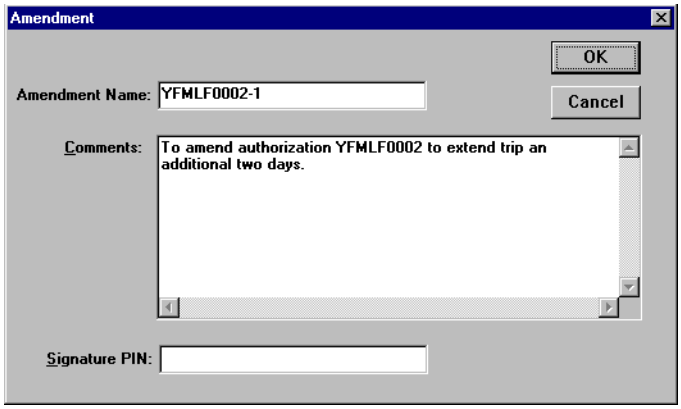
✍ This block only displays authorizations that have been stamped with the status code DATA LINK. This generally means that the document has been entered into an accounting system.

.



Create Amendment Window

6. Enter the following information in the Amendment window:
   A. In the **Comments** field, type ***To amend authorization YFMLF0002 to extend trip an additional two days.***



Amendment Window

These comments do not print on the document. If comments need to appear on the printed document, you must also enter them in the Comments field.

   B. In the **Signature PIN** field, type your electronic signature.
   C. To exit the Amendment window, click **OK**.
   D. Note the document window is now titled - Adjustment to Authorization YFMLF0002-1.

Amendment naming appends the original document with a -1, -2, -3 etc.

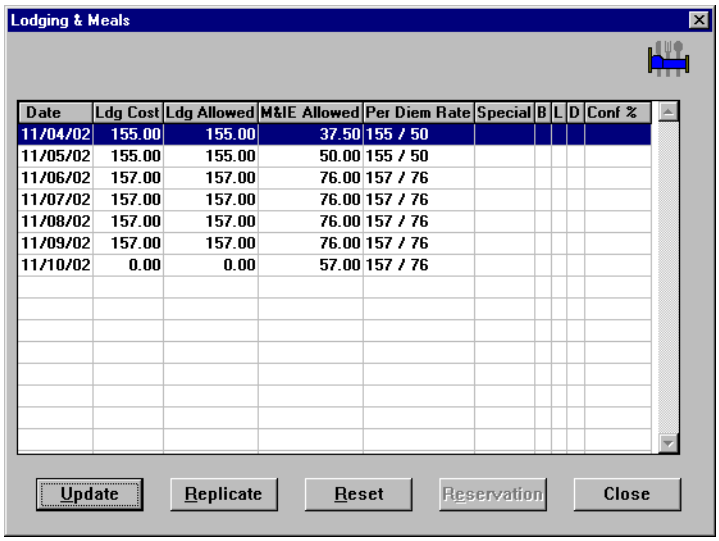
7. Click the **Itinerary** button to update the basic itinerary information.
   A. Note that the authorization number entered on the Authorization Main window is displayed in the **TA Num** field and the **Auth Date** field displays the date the authorization was created.
   B. In the **End Travel** field, type ***111002***.
   C. Highlight the Toronto, Canada per diem location and click **Update**.
   D. In the **Departure** field, type ***111002***.
   E. To exit the Update Per Diem Location window, click **OK**.
   F. To exit the Itinerary window, click **OK**.
   G. At the prompt, "You have changed the trip dates, please review expenses to make sure they are still accurate", click **OK**.
   H. At the prompt, "You have changed the trip or itinerary on this document. Would you like to replace ALL lodging and M&IE information on this document? If you answer NO, your lodging and M&IE selections will not be changed", click **Yes**.
8. Click the **Ticketed Transportation** button.
   A. Verify the accuracy of the ticketed transportation information.
   B. To exit the Ticket Information window, click **Close**.
9. Click the **Expenses** button.

A. Verify the accuracy of the expenses.

B. To exit the Expenses window, click **Close**.

10. Click the **Lodging/M&IE** button.

A. Verify the accuracy of the Lodging and Meals allowances.



Date	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Special	B	L	D	Conf %
11/04/02	155.00	155.00	37.50	155 / 50					
11/05/02	155.00	155.00	50.00	155 / 50					
11/06/02	157.00	157.00	76.00	157 / 76					
11/07/02	157.00	157.00	76.00	157 / 76					
11/08/02	157.00	157.00	76.00	157 / 76					
11/09/02	157.00	157.00	76.00	157 / 76					
11/10/02	0.00	0.00	57.00	157 / 76					

Lodging & Meals Window

B. Note the following:

- The **Date** column displays the dates entered in the Itinerary window including the amended dates.
- The per diem amount is displayed in the **Ldg Allowed** and **M&IE Allowed** columns.
- M&IE per diem is 3/4 of the allowable rate for the first and last day of the trip.
- The last day of the trip displays $0 cost for lodging.

C. To exit the Lodging and Meals window, click **Close**.

11. Click the **Other Authorizations** button.

A. Verify the accuracy of the other authorizations selected.

For NOAA Corps Officers, Endorsement must be selected along with the type of duty being performed (operational flight, proficiency flight, temporary sea, temporary shore).

B. To exit the Other Authorizations for document window, click **Close**.

12. Click the **Acct** button.

A. Verify the accuracy of the accounting code displayed.

If necessary, you can select a different accounting code from the Master Accounting Code table, add a new accounting code, or update an existing accounting code. Refer to Table 13, on page 263 for information on how to Retrieve or Find an accounting code that may already exist in the Master Acct Code table.

B. To exit the Acct Codes for document window, click **Close**.

C. At the prompt, “Performing ACCS Code Validation...”, click **OK**.

13. Click the **Comments** button.

A. Verify the accuracy of the comments displayed.
B. To exit the Comments for document window, click **Close**.

14. Click the **Totals** button.
    A. View the following:
    - Total Estimated Expenses displays the total amount of expenses entered for the authorization (lodging, M&IE, transportation, and expenses).
    - Computed Advance Authorized displays the total cash/ATM advance allowed that the traveler can receive based on the expenses entered.
    - *Currently not used by NOAA*. Advance Requested displays the advance amount requested through Travel Manager.

✍ Cash advances are on an exception basis and are issued manually.

    B. To exit the Totals for Authorization window, click **Close**.
15. Select **File>Save**.
16. Select **File>Print Preview**, this will initiate the Adobe Acrobat Reader software and display your travel authorization on the screen.
    A. Review the travel authorization on-line.
    B. Select **File>Exit** from the Adobe Acrobat Reader menu bar to close the Adobe Acrobat Reader window and return to the travel authorization.
17. To apply the SIGNED status and your electronic signature, click the **Document Status** button.
    A. To view the Amendment comments, click **Adjs**. Amendment comments do not appear on the printed travel authorization.

✍ When applying the SIGNED status, Travel Manager will automatically generate in the Remarks section of the printed travel authorization ***AMENDMENT***

    B. To exit the Adjustments for YFMLF0002-1 window, click **Close**.
    C. Note the status field is blank. Select SIGNED from the status drop-down list.
    D. In the **Signature PIN** field, type your electronic signature and click **OK**.
    E. At the prompt, "You must save the document before stamping with SIGNED status code. Would you like to save the document? (Note: Select YES to save the document now. Select NO to cancel stamping).", click **Yes**.
    F. At the prompt, "Have you made any adjustments to the current authorization?", click **No**.
    G. At the prompt, "Funds Check in Progress", click **OK**.
    H. *For routing only:* At the prompt, "Email is being sent to XXX@noaa.gov", click **OK**. (Note: XXX represents the name of the person to be notified.)
18. Select **File>Open** to open the travel authorization.
    A. To search by the traveler's social security number, click the **SSN** radio button.
    B. In the **Travelers** search field, type in the social security number of the traveler and press [**Tab**].
    C. In the Document Name List block, highlight authorization *YFMLF0002-1* and click **OK**.
    D. Select the most current version of *YFMLF0002-1* and click **OK**. Note you can view either the original document or the amended version.

19. Select **File>Print**, this will initiate the Adobe Acrobat Reader software and display your travel authorization on the screen.
    A. Review the travel authorization on-line.
    B. Select **File>Print** from the Adobe Acrobat Reader menu bar, this will display the Print window and allow you to verify the destination printer or to select an alternate printer.
    C. To print the authorization, click **OK**.
    D. Select **File>Exit** from the Adobe Acrobat Reader menu bar to close the Adobe Acrobat Reader window and return to the travel authorization.
20. Select **File>Close** to close the travel authorization.
    A. At the prompt, "Save current authorization?", click **No**.
21. Forward the hard copy travel authorization to the Requesting/Authorizing Officials for signature.
22. *For routing only:* Electronic documents will be routed to the Reviewing/Approving Officials. For more detailed information, see *Unit 7: Electronically Stamp (Sign, Review, and Approve) and Route Documents on page 237.*
23. *For non-routing:* Once you have received the approved hard copy travel authorization, you need to electronically stamp the travel authorization APPROVED.
    A. Select **File>Open** to open the travel authorization.
    B. To search by the traveler's social security number, click the **SSN** radio button.
    C. In the **Travelers** search field, type in the social security number of the traveler and press [**Tab**].
    D. In the Document Name List block, highlight authorization *YFMLF0002-1* and click **OK**.
    E. Select the most current version of *YFMLF0002-1* and click **OK**. Note you can view either the original document or the amended version.
    F. Click the **Document Status** button.
    G. In the **Status** field, select APPROVED from the status drop-down list.
    H. In the **Signature PIN** field, type your electronic signature and click **OK**.
    I. At the prompt, "You must save the document before stamping with APPROVED status code. Would you like to save the document? (Note: Select YES to save the document now. Select NO to cancel stamping.)", click **Yes**.
    J. At the prompt, "Have you made any adjustments to the current authorization?", click **No**.
    K. At the prompt, "Funds Check in Progress," click **OK**.
24. To exit Travel Manager, select **File>Exit**. Do not use the X button to exit the system.

Exercise 16 Cancelling an Authorization (Demonstration Only)

This exercise covers how to cancel an authorization. An amendment is used to cancel an authorization only when it has a status code of DATA LINK and when no expenses have been incurred. Once an authorization has been cancelled, it is "locked" and cannot be changed. The authorization number cannot be reused. Before cancelling an authorization, refer to the table on page 140 to determine if the authorization meets the specified criteria.

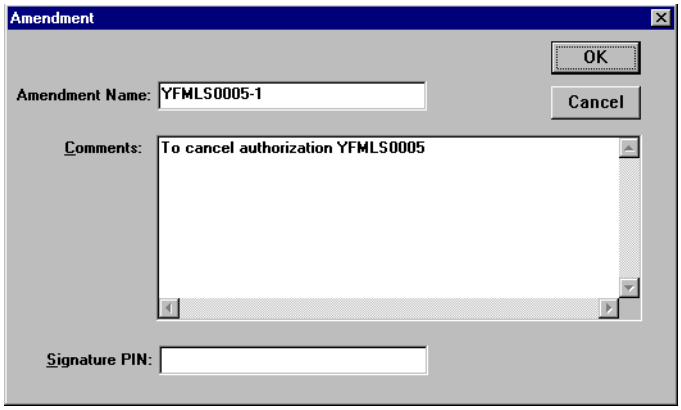
In this exercise, cancel authorization YFMLS0005 *(Exercise 5: Indicate Annual Leave While On Travel on page 57)*.

1. To access the software, double-click on the **TM81.ICA** icon. A warning message informing you that you are accessing a Department of Commerce computer system will appear on the screen. To acknowledge the message, click **OK**.
2. Log into Travel Manager using your user id and password, click **OK**.
3. You will see a message welcoming you to the Travel Manager system. Please read and note any information. We may use this to communicate key information to users. To acknowledge the welcoming message(s), click **OK**.
4. If prompted, "You have documents waiting your review and approval. Choose 'Review' from the File menu.", click **OK**.
5. Select **File>New>Amendment M**.
   A. To search by the traveler's social security number, click the **SSN** radio button.
   B. In the **Travelers** search field, type in the social security number of the traveler and press [**Tab**].

✍ Unless you are a Group Administrator, you will only have access to your own social security number.

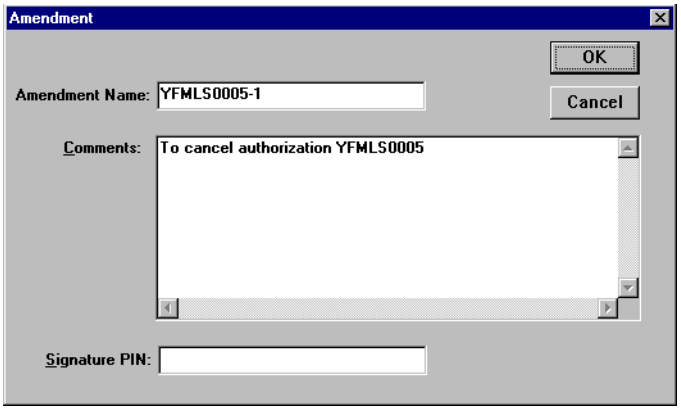
   C. In the Document Name List block, highlight authorization *YFMLS0005* and click **OK**.

✍ This block only displays authorizations that have been stamped with the status code DATA LINK. This generally means that the document has been entered into an accounting system.



Create Amendment Window

6. Enter the following information in the Amendment window:
   A. In the **Comments** field, type ***To cancel authorization YFMLS0005.***



Amendment Window

These comments do not print on the document. If comments need to appear on the printed document, you must also enter them in the Comments field.

   B. In the **Signature PIN** field, type your electronic signature.
   C. To exit the Amendment window, click **OK**.
7. Note the document window is now titled - Adjustment to Authorization YFMLS0005-1.

Amendment naming appends the original document with a -1, -2, -3 etc.

8. To apply the CANCELLED status and your electronic signature, click the **Document Status** button.
   A. To view the Amendment comments, click **Adjs**. Amendment comments do not appear on the printed authorization.

Travel Manager will automatically generate in the Remarks section of the printed authorization
AMENDMENTTRIP CANCELLED***

   B. To exit the Adjustments for YFMLS0005-1 window, click **Close**.
   C. Note that the status defaults to SIGNED. Select CANCELLED from the status drop-down list.
   D. In the **Signature PIN** field, type your electronic signature and click **OK**.
   E. At the prompt, "WARNING: You should not cancel an authorization if you will be submitting a claim for reimbursement of cancellation charges or any other claim in conjunction with this authorization. Reminder: You must return all tickets and advances issued in conjunction with this authorization. Press OK to proceed with cancellation, or CANCEL to abort.", click **OK**.
   F. At the prompt, "Save and Route current authorization", click **Yes**.
9. Select **File>Open** to open the travel authorization.
   A. To search by the traveler's social security number, click the **SSN** radio button.
   B. In the **Travelers** search field, type in the social security number of the traveler and press [**Tab**].
   C. In the Document Name List block, highlight authorization *YFMLS0005-1* and click **OK**.

   D. Select the most current version of *YFMLS0005-1* and click **OK**. Note you can view either the original document or the amended version.

10. Select **File>Print**, this will initiate the Adobe Acrobat Reader software and display your travel authorization on the screen.
    A. Review the travel authorization on-line.
    B. Select **File>Print** from the Adobe Acrobat Reader menu bar, this will display the Print window and allow you to verify the destination printer or to select an alternate printer.
    C. To print the authorization, click **OK**.
    D. Select **File>Exit** from the Adobe Acrobat Reader menu bar to close the Adobe Acrobat Reader window and return to the travel authorization.
11. Select **File>Close** to close the travel authorization.
    A. At the prompt, “Save current authorization?”, click **No**.
12. To exit Travel Manager, select **File>Exit**. Do not use the X button to exit the system.

Unit 4: Vouchers

This unit provides:

- an overview describing the process of preparing a basic travel voucher from an authorization and explaining some field values; and
- exercises for various types of vouchers covering specific travel scenarios. Each exercise contains a problem statement and a description of the steps needed to produce the desired results. The data used in the exercises and the screen captures may not reflect the latest per diem rates.

Overview—Creating a Voucher

1. To access the software, double-click on the **TM81.ICA** icon. A warning message informing you that you are accessing a Department of Commerce computer system will appear on the screen. To acknowledge the message, click **OK**.
2. Log into Travel Manager using your user id and password, click **OK**.
3. You will see a message welcoming you to the Travel Manager system. Please read and note any information. We may use this to communicate key information to users. To acknowledge the welcoming message(s), click **OK**.
4. At the prompt, "You have documents waiting your review and approval. Choose 'Review' from the File menu.", click **OK**.
5. All travel vouchers must be created from an approved travel authorization. Verify that the travel authorization has been electronically stamped APPROVED or DATA LINK prior to preparing the travel voucher.
   A. Select **File>Open** to locate the travel authorization.
   B. To search by the traveler's social security number, click the **SSN** radio button.
   C. In the **Travelers** search field, type in the social security number of the traveler and press [**Tab**].

✍ Unless you are a Group Administrator, you will only have access to your own social security number.

   D. In the Document Name List block, highlight the authorization number and click the **Details** button.
   E. In the Travelers Document Details window, the **Current Status** field should indicate the APPROVED or DATA LINK status. If it does not have the status of APPROVED or DATA LINK, then the travel authorization must be stamped APPROVED prior to preparing the travel voucher. For more detailed information, see *Unit 7: Electronically Stamp (Sign, Review, and Approve) and Route Documents on page 237*.
   F. To exit the Travelers Document Details window, click **Close**.
   G. To exit the Open Document window, click **Cancel**.
6. Select **File>New>Voucher from Authorization F**.
   A. To search by the traveler's social security number, click the **SSN** radio button.
   B. In the **Travelers** search field, type in the social security number of the traveler and press [**Tab**].

✍ Unless you are a Group Administrator, you will only have access to your own social security number.

   C. In the Document Name List block, highlight the authorization number and click **OK**.

✍ The voucher window displayed contains data (for example, the itinerary information) from the original authorization.

7. To verify the accuracy of itinerary information, to enter additional itinerary information, or to make any necessary changes based on the actual trip, click the **Itinerary** button.

   Trip Type—Select the trip type from the drop-down list. NOAA uses the following trip types for vouchers:

   1-SINGLE-DOMESTIC

   2-SINGLE-FOREIGN

   6-SINGLE-OCONUS

   CONSTRUCTED

   RECLAIM

   Note: If the trip type 1-OVERRIDE-DOMESTIC was selected in the authorization, you will receive the following message: "Trip type 1-OVERRIDE-DOMESTIC is not a valid trip type for vouchers. Trip type is being reset, please select a valid trip type in the Itinerary Window.", click **OK**.

8. To verify the accuracy of ticket information, to enter additional ticket information, or to make any necessary changes based on the actual trip, click the **Ticketed Transportation** button.

✍ The **Type, Ticket No, Cost**, **Issue Date**, and **Class** fields are required on vouchers. All other fields are optional.

9. To verify the accuracy of expenses, to enter additional expenses, or to make any necessary changes based on the actual trip, click the **Expenses** button.

✍ Expenses must be selected from the expense drop-down list.

10. To verify the per diem rate, to enter any known differences to meals and lodging costs, or to enter any special duty conditions such as annual leave or actuals, click the **Lodging/M&IE** button.
11. To verify the accuracy of the accounting code(s), to enter additional accounting codes, or to make any necessary changes, click the **Acct** button.

✍ When exiting this window, accounting codes are validated against a nightly download from CFS.

✍ Only five accounting codes can be used per document and all accounting codes must be for the same bureau.

12. To verify the accuracy of the comments, to enter additional comments, or to make any necessary changes, click the **Comments** button.
13. To record any outstanding travel advance amounts the traveler received for the current trip and to view how the Net to Traveler was calculated, click the **Totals** button.
14. Select **File>Save**. At the Save As window, the document name will default to the authorization number. To accept the default, click **OK**.
15. Select **File>Print Preview**, this will initiate the Adobe Acrobat Reader software and display your travel voucher on the screen.
    A. Review the travel voucher on-line.
    B. Select **File>Print** from the Adobe Acrobat Reader menu bar, this will display the Print window and allow you to verify the destination printer or to select an alternate printer.
    C. To print the travel voucher, click **OK**.

D. Select **File>Exit** from the Adobe Acrobat Reader menu bar to close the Adobe Acrobat Reader window and return to the travel voucher.

16. Forward the hard copy travel voucher to the Traveler for signature.
17. *For routing only:* Notify the traveler to electronically stamp the document SIGNED in order to initiate the electronic routing of the document to the Reviewing/Approving officials. For more detailed information, see *Unit 7: Electronically Stamp (Sign, Review, and Approve) and Route Documents on page 237.*
18. To exit Travel Manager, select **File>Exit**. Do not use the X button to exit the system.

Exercise 17 Voucher from an Existing Authorization (Applying Cash/Check Advances)

This exercise covers how to create a travel voucher using trip and expense information from an existing authorization. When you create a voucher from an authorization, Travel Manager automatically fills in as much voucher information as possible from the authorization.

To complete the voucher, fill in any trip details that were unavailable in the authorization such as ticket information, miscellaneous expenses, and lodging cost (if different than the per diem rate).

In this exercise, use authorization YFMLS0001 (*Exercise 1: Basic Authorization (Editing Traveler Info and Adding a New ACCS Code) on page 20).*

Itinerary

The traveler leaves their residence on October 8th to attend a training class in San Francisco, CA.

The traveler returns to their residence on October 11th.

Ticketed Transportation

Ticket 888888 was issued on October 1st for $350.

TMC transaction fee was $28.

Expenses

The traveler claims the following expenses for this trip:

October 8th - 50 miles for private vehicle
October 8th - $500 for a registration fee
October 11th - 50 miles for private vehicle
October 11th - $25 for parking
October 11th - $165 for rental car
October 11th - $17 for gas
October 11th - $40 for hotel tax

Lodging Expenses

Lodging in San Francisco, CA was $120 per night.

Totals

Cash/check advance $200 (Does not apply to ATM advances).

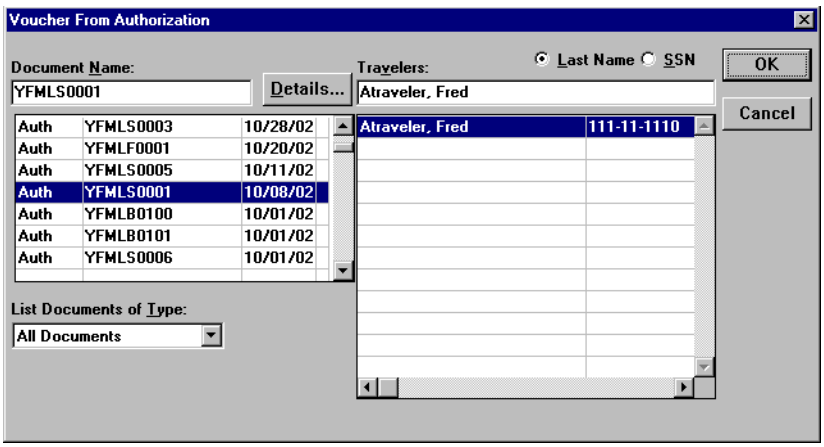
---

1. To access the software, double-click on the **TM81.ICA** icon. A warning message informing you that you are accessing a Department of Commerce computer system will appear on the screen. To acknowledge the message, click **OK**.
2. Log into Travel Manager using your user id and password, click **OK**.
3. You will see a message welcoming you to the Travel Manager system. Please read and note any information. We may use this to communicate key information to users. To acknowledge the welcoming message(s), click **OK**.
4. At the prompt, “You have documents waiting your review and approval. Choose ‘Review’ from the File menu.”, click **OK**.
5. Verify that the travel authorization has been electronically stamped APPROVED or DATA LINK prior to preparing the travel voucher. If it does not have the status of APPROVED or DATA LINK, then the travel authorization must be stamped APPROVED prior to preparing the travel voucher. For more detailed

information, see *Unit 7: Electronically Stamp (Sign, Review, and Approve) and Route Documents on page 237.*

6. Select **File>New>Voucher from Authorization F**.
   A. To search by the traveler's social security number, click the **SSN** radio button.
   B. In the **Travelers** search field, type in the social security number of the traveler and press [**Tab**].

✍ Unless you are a Group Administrator, you will only have access to your own social security number.



Voucher from Authorization Window

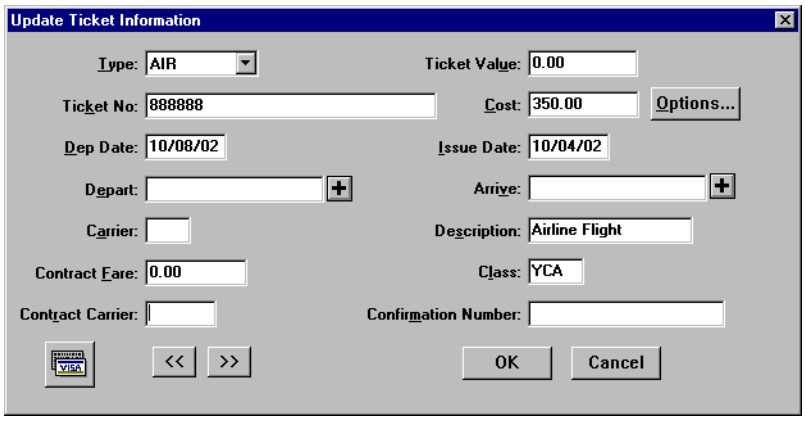
   C. In the Document Name List block, highlight authorization *YFMLS0001* and click **OK**.

✍ The voucher window displayed contains data (for example, the itinerary information) from the original authorization.

7. To verify the accuracy of the itinerary information, to enter additional itinerary information, or to make any necessary changes based on the actual trip, click the **Itinerary** button.
   A. Note that the **TA Num**, **Auth Date, Purpose**, **Description**, **Type**, **Begin/End Travel Dates**, and **Per Diem Locations** have been pulled over from the authorization.
   B. To exit the Itinerary window, click **OK**.
8. To verify the accuracy of ticket information, to enter additional ticket information, or to make any necessary changes based on the actual trip, click the **Ticketed Transportation** button.

✍ The **Type, Ticket No, Cost**, **Issue Date**, and **Class** fields are required for vouchers. All other fields are optional.

   A. Note that all of the ticket information has been pulled over from the authorization.
   B. Highlight the ticket information for $350 and click **Update**.
   C. In the **Ticket No** field, highlight **See Attached Ticket 1** and type ***888888***.
   D. In the **Issue Date** field, type ***100402***.



Update Ticket Information Window

E. To exit the Update Ticket Information window, click **OK**.
F. Highlight the Transaction Fee for $28 and click **Update**.
G. In the **Issue Date** field, type ***100402***.
H. To exit the Update Ticket Information window, click **OK**.
I. To exit the Ticket Information window, click **Close**.

9. To verify the accuracy of expenses, to enter additional expenses, or to make any necessary changes based on the actual trip, click the **Expenses** button.
   A. Note that all expenses have been pulled over from the authorization.
   B. Highlight the **1POC-Private Vhcle** expense and click **Update**.
   C. In the **Miles** field, type ***50*** and press [**Tab**]. Note that the **Cost** field is calculated.
   D. Click **Done**.
   E. Highlight the **Gas-Rental/Govt Ca**r expense and click **Update**. Note that October 8th is displayed.
   F. In the **Date** field, type ***101102***.
   G. In the **Cost** field, type ***17***.
   H. Click **Done**.
   I. Highlight the **Rental Ca**r expense and click **Update**. Note that October 8th is displayed.
   J. In the **Date** field, type ***101102***.
   K. In the **Cost** field, type ***165***.
   L. Click **Done**.
   M. Highlight the **Parking Fees** expense and click **Update**. Note that October 8th is displayed.
   N. In the **Date** field, type ***101102***.
   O. Click **Done**.
   P. Click **Add**. Note that October 8th displays in the **Date** field.
   Q. In the **Date** field, type ***101102***.
   R. In the **Expense** field, select **Hotel Tax** from the expense drop-down list.
   S. In the **Cost** field, type ***40***.
   T. Click **Save**. Note that a new expense window is displayed and October 11th appears in the **Date** field.

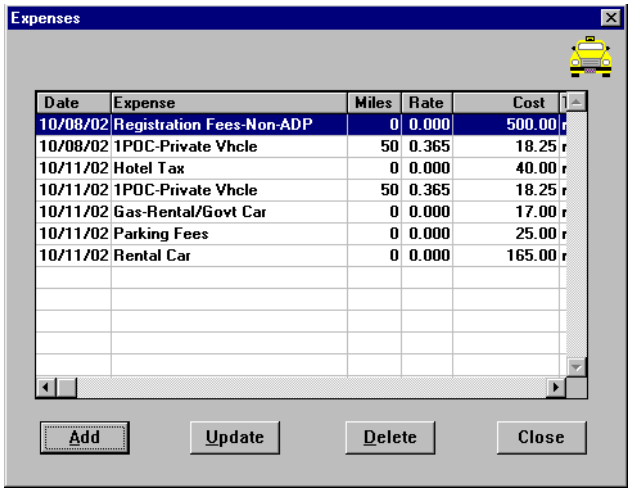
U. In the **Expense** field, select **1POC-Private Vhcle** from the expense drop-down list.

V. In the **Miles** field, type ***50*** and press [**Tab**]. Note that the **Cost** field is calculated.

W. To exit the Add Expense window, click **Done**.

Comments entered in the Add/Update Expense window appear only on the on-line document and do not print on the hard copy document.

The **Copy Through Date** field copies all conditions pertaining to the expense being copied through the date you specify. If an expense being copied has a rate associated with it and the rate changes after the begin date of the trip, the rate change will not reflect on the document. You must manually update the expense to have the system pull in the new rate.



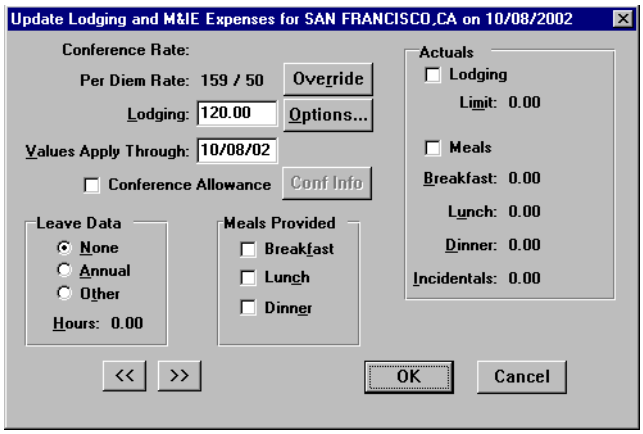
Expenses Window

X. To exit the Expenses window, click **Close**.

10. To verify the accuracy of the rates allowed for Lodging and M&IE, to enter any known differences to lodging costs, or to enter any special duty conditions such as annual leave or actuals, click the **Lodging/ M&IE** button.

A. Note that October 8th is highlighted, click **Update**.

B. In the **Lodging** field, type ***120***.

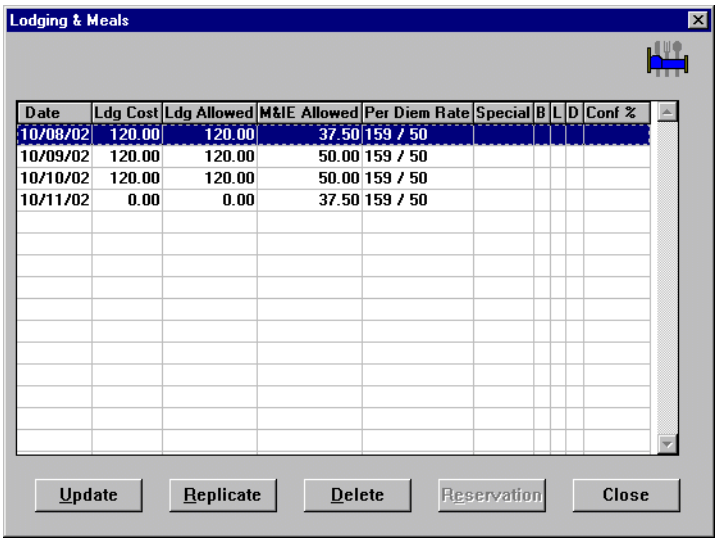


Update Lodging and M&IE Expenses

C. To exit the Update Lodging and M&IE Expenses window, click **OK**.

D. Click **Replicate**.

✍ Replicate and Values Apply Through perform similar functions, but with a crucial difference. Replicate only copies Lodging Cost in the Lodging/M&IE window. Values Apply Through copies all special conditions (Actuals, Meals Provided, etc.) in the Lodging/M&IE window through the date you specify.



Lodging & Meals Window

E. Note the following:

- The **Date** column displays the dates entered in the Itinerary window.
- The per diem amount is displayed in the **Ldg Allowed** and **M&IE Allowed** columns.
- M&IE per diem is 3/4 of the allowable rate for the first and last day of the trip.
- The last day of the trip displays $0 cost for lodging.

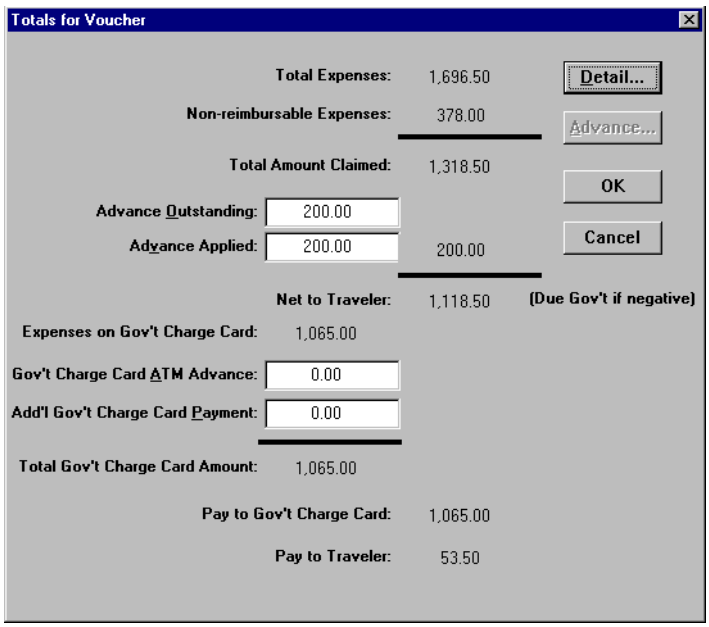
F. To exit the Lodging & Meals window, click **Close**.

11. To verify the accuracy of the accounting code(s), to enter additional accounting codes, or to make any necessary changes, click the **Acct** button.
    A. Note that the Accounting Code(s) have been pulled over from the authorization.

✍ Only five accounting codes can be used per document and all accounting codes must be for the same bureau.

    B. To exit the Acct Codes for document window, click **Close**.
    C. At the prompt, "Performing ACCS Code Validation...", click **OK**.
12. To verify the accuracy of the comments, to enter additional comments, or to make any necessary changes, click the **Comments** button.
    A. Note that all of the comments have been pulled over from the authorization.
    B. To exit the Comments for document window, click **OK**.
13. To record any outstanding travel advance amounts the traveler received for the current trip and to view how the Net to Traveler was calculated, click on the **Totals** button. The Total Expenses less Non-reimbursable Expenses results in the Total Amount Claimed by the traveler.

    The Net to Traveler is determined by subtracting any cash or check advance received (does not apply to ATM advances) from the Total Amount Claimed.
    A. To record an advance in the **Gov't Advance Outstanding** field, type ***200*** and press [**Tab**].
    B. The system will copy the amount entered in the **Gov't Advance Outstanding** field into the **Gov't Advance Applied** field.



Totals for Voucher Window

    C. To exit the Totals for Voucher window, click **OK**.
14. Select **File>Save**. At the Save As window, the document name will default to the authorization number. To accept the default, click **OK**.

15. Select **File>Print Preview**, this will initiate the Adobe Acrobat Reader software and display your travel voucher on the screen.
    A. Review the travel voucher on-line.
    B. Select **File>Print** from the Adobe Acrobat Reader menu bar, this will display the Print window and allow you to verify the destination printer or to select an alternate printer.
    C. To print the travel voucher, click **OK**.
    D. Select **File>Exit** from the Adobe Acrobat Reader menu bar to close the Adobe Acrobat Reader window and return to the travel voucher.
16. Forward the hard copy travel voucher to the Traveler for signature.
17. *For routing only:* Notify the traveler to electronically stamp the document SIGNED in order to initiate the electronic routing of the document to the Reviewing/Approving officials. For more detailed information, see *Unit 7: Electronically Stamp (Sign, Review, and Approve) and Route Documents on page 237.*
18. To exit Travel Manager, select **File>Exit**. Do not use the X button to exit the system.

Exercise 18 Voucher Ending 'In Travel Status'

This exercise covers how to create a travel voucher when a traveler submits a voucher before the completion of the travel assignment, the voucher ends with the traveler still 'In Travel Status.' Since the traveler is still in a temporary duty status, they are entitled to lodging and full M&IE on the last date shown on the voucher.

FTR, section 301-52.7, states "Unless your agency administratively requires you to submit your travel claim within a shorter time frame, you must submit your travel claim as follows: (a) Within 5 working days after you complete your trip or period of travel; or (b) Every 30 days if you are on continuous travel status."

In this exercise, use authorization YFMLB0101 (*Exercise 10: Trip Authorization Against a Blanket Authorization on page 110*).

Itinerary

The traveler leaves their residence on October 1st for a site visit in Wallops Island, VA.

Although the traveler is in Wallops Island, VA for the entire month, the traveler chose to complete a voucher for the period October 1st-October 15th.

Note: The **Return Location** field will indicate the traveler ending 'In Travel Status' and not their residence.

Ticketed Transportation

Ticket 555777 was issued on September 30th for $250.

TMC transaction fee was $28.

Expenses

The traveler claims the following expenses for this trip:
October 1st - $30 for taxi fare
October 15th - $150 for hotel tax

Lodging Expenses

Lodging in Wallops Island, VA was $50 per night.

---

1. To access the software, double-click on the **TM81.ICA** icon. A warning message informing you that you are accessing a Department of Commerce computer system will appear on the screen. To acknowledge the message, click **OK**.
2. Log into Travel Manager using your user id and password, click **OK**.
3. You will see a message welcoming you to the Travel Manager system. Please read and note any information. We may use this to communicate key information to users. To acknowledge the welcoming message(s), click **OK**.
4. At the prompt, "You have documents waiting your review and approval. Choose 'Review' from the File menu.", click **OK**.
5. Verify that the travel authorization has been electronically stamped APPROVED or DATA LINK prior to preparing the travel voucher. If it does not have the status of APPROVED or DATA LINK, then the travel authorization must be stamped APPROVED prior to preparing the travel voucher. For more detailed information, see *Unit 7: Electronically Stamp (Sign, Review, and Approve) and Route Documents on page 237.*
6. Select **File>New>Voucher from Authorization F**.
   A. To search by the traveler's social security number, click the **SSN** radio button.

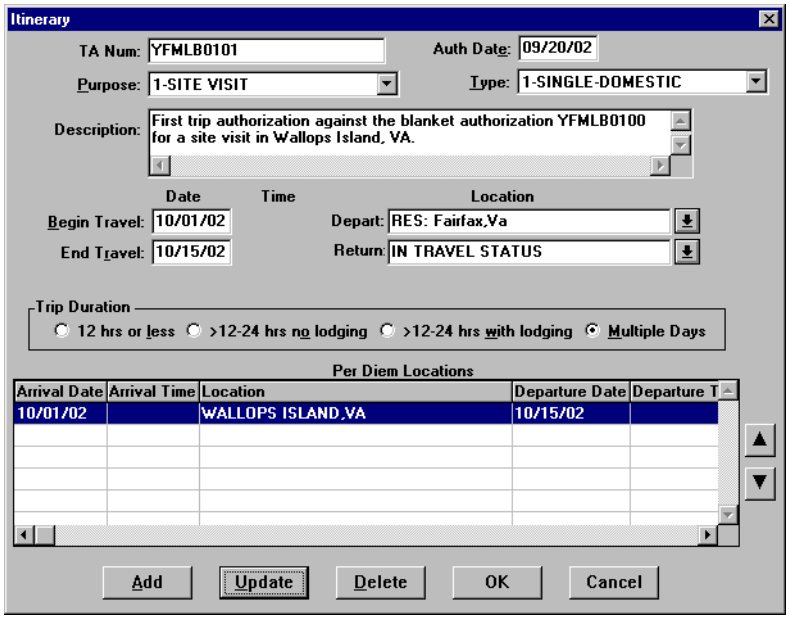
B. In the **Travelers** search field, type in the social security number of the traveler and press [**Tab**].

✍ Unless you are a Group Administrator, you will only have access to your own social security number.

C. In the Document Name List block, highlight authorization *YFMLB0101* and click **OK**.

✍ The voucher window displayed contains data (for example, the itinerary information) from the original authorization.

7. To verify the accuracy of the itinerary information, to enter additional itinerary information, or to make any necessary changes based on the actual trip, click the **Itinerary** button. Change the dates of the trip.
   A. Note that the **TA Num**, **Auth Date, Purpose**, **Description**, **Type**, **Begin/End Travel Dates**, and **Per Diem Locations** have been pulled over from the authorization.
   B. In the **End Travel** Date field, type ***101502***.
   C. In the **Return** Location field, select IN TRAVEL STATUS.
   D. To Update the Per Diem Location departure date, click **Update**.
      1) In the **Departure Date** field, type ***101502***.
      2) To exit the Update Trip Per Diem Location window, click **OK**.



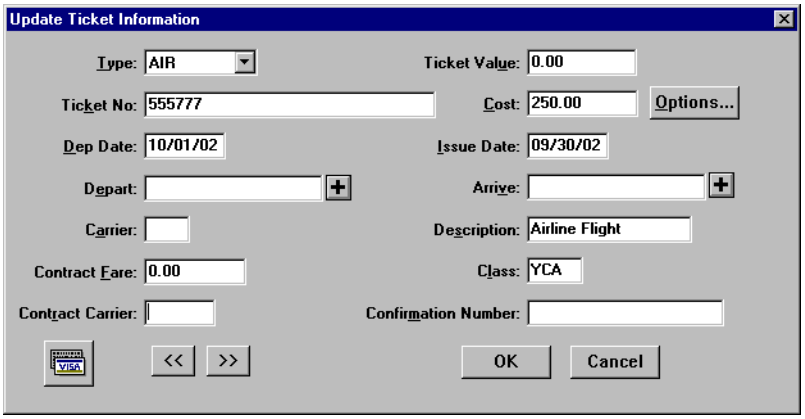
Itinerary Window

   E. To exit the Itinerary window, click **OK**.
   F. At the prompt, "You have changed the trip dates, please review expenses to make sure they are still accurate.", click **OK**.
   G. At the prompt, "You have changed the trip or itinerary on this document. Would you like to replace ALL lodging and M&IE information on this document? If you answer NO, your lodging and M&IE selections will not be changed.", click **Yes**.

8. To verify the accuracy of ticket information, to enter additional ticket information, or to make any necessary changes based on the actual trip, click the **Ticketed Transportation** button.

✍ The **Type, Ticket No, Cost**, **Issue Date**, and **Class** fields are required for vouchers. All other fields are optional.

   A. Note that all of the ticket information has been pulled over from the authorization.
   B. Highlight the ticket information for $250 and click **Update**.
   C. In the **Ticket No** field, highlight **See Attached Ticket 1** and type ***555777***.
   D. In the **Issue Date** field, type ***093002***.



Update Ticket Information Window

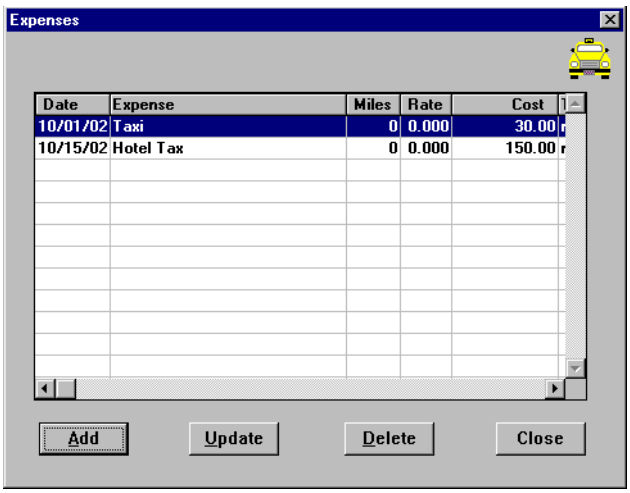
   E. To exit the Update Ticket Information window, click **OK**.
   F. Highlight the Transaction Fee for $28 and click **Update**.
   G. In the **Issue Date** field, type ***093002***.
   H. To exit the Update Ticket Information window, click **OK**.
   I. To exit the Ticket Information window, click **Close**.

9. To verify the accuracy of expenses, to enter additional expenses, or to make any necessary changes based on the actual trip, click the **Expenses** button.
   A. Note that all expenses have been pulled over from the authorization.
   B. Highlight the **Taxi** expense and click **Update**.
   C. In the **Cost** field, type ***30***.
   D. Click **Done**.
   E. Click **Add**. Note that October 1st appears in the **Date** field.
   F. In the **Date** field, type ***101502*** and press [**Tab**].
   G. In the **Expense** field, select **Hotel Tax** from the expense drop-down list.
   H. In the **Cost** field, type ***150***.
   I. To exit the Add Expense window, click **Done**.

✍ Comments entered in the Add/Update Expense window appear only on the on-line document and do not print on the hard copy document.

✍ The **Copy Through Date** field copies all conditions pertaining to the expense being copied through the date

you specify. If an expense being copied has a rate associated with it and the rate changes after the begin date of the trip, the rate change will not reflect on the document. You must manually update the expense to have the system pull in the new rate.



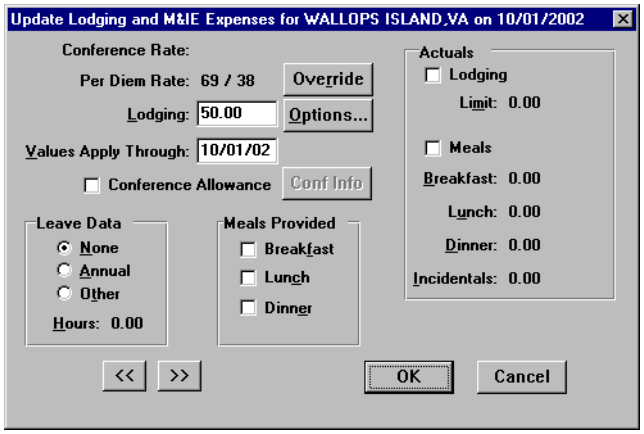
Expenses Window

J. To exit the Expenses window, click **Close**.

10. To verify the accuracy of the rates allowed for Lodging and M&IE, to enter any known differences to lodging costs, or to enter any special duty conditions such as annual leave or actuals, click the **Lodging/ M&IE** button.

A. Note that October 1st is highlighted, click **Update**.

B. In the **Lodging** field, type ***50***.



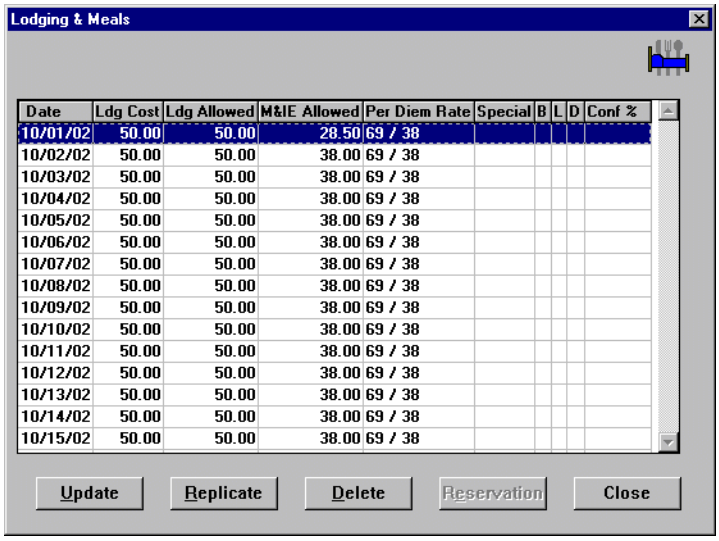
Update Lodging and M&IE Expenses Window

C. To exit the Update Lodging and M&IE Expenses window, click **OK**.

D. Click **Replicate**.

✍ Replicate and Values Apply Through perform similar functions, but with a crucial difference. Replicate only

copies Lodging Cost in the Lodging/M&IE window. Values Apply Through copies all special conditions (Actuals, Meals Provided, etc.) in the Lodging/M&IE window through the date you specify.



Date	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Special	B	L	D	Conf %
10/01/02	50.00	50.00	28.50	69 / 38					
10/02/02	50.00	50.00	38.00	69 / 38					
10/03/02	50.00	50.00	38.00	69 / 38					
10/04/02	50.00	50.00	38.00	69 / 38					
10/05/02	50.00	50.00	38.00	69 / 38					
10/06/02	50.00	50.00	38.00	69 / 38					
10/07/02	50.00	50.00	38.00	69 / 38					
10/08/02	50.00	50.00	38.00	69 / 38					
10/09/02	50.00	50.00	38.00	69 / 38					
10/10/02	50.00	50.00	38.00	69 / 38					
10/11/02	50.00	50.00	38.00	69 / 38					
10/12/02	50.00	50.00	38.00	69 / 38					
10/13/02	50.00	50.00	38.00	69 / 38					
10/14/02	50.00	50.00	38.00	69 / 38					
10/15/02	50.00	50.00	38.00	69 / 38					

Lodging & Meals Window

E. Note the following:

- The **Date** column displays the dates entered in the Itinerary window.
- The per diem amount is displayed in the **Ldg Allowed** and **M&IE Allowed** columns.
- M&IE per diem is 3/4 of the allowable rate for the first day of the trip.
- Lodging and M&IE on October 15th displays full lodging and M&IE rates.

✍ Usually, the last day of a trip displays no lodging and 3/4 of the allowable rate for M&IE. 'In Travel Status' calculates October 15th to indicate that the traveler is still on their trip (not a last day calculation).

F. To exit the Lodging & Meals window, click **Close**.

11. To verify the accuracy of the accounting code(s), to enter additional accounting codes, or to make any necessary changes, click the **Acct** button.
    A. Note that the Accounting Code(s) have been pulled over from the authorization.

✍ Only five accounting codes can be used per document and all accounting codes must be for the same bureau.

    B. To exit the Acct Codes for document window, click **Close**.
    C. At the prompt, "Performing ACCS Code Validation...", click **OK**.
12. To verify the accuracy of the comments, to enter additional comments, or to make any necessary changes, click the **Comments** button.
    A. Note that all of the comments have been pulled over from the authorization.
    B. To exit the Comments for document window, click **OK**.
13. To record any outstanding travel advance amounts the traveler received for the current trip and to view how the Net to Traveler was calculated, click on the **Totals** button. The Total Expenses less Non-reimbursable Expenses results in the Total Amount Claimed by the traveler.

The Net to Traveler is determined by subtracting any cash or check advance received (does not apply to ATM advances) from the Total Amount Claimed.

A. To record an advance in the **Gov't Advance Outstanding** field, type in the advance amount and press [**Tab**].
B. The system will copy the amount entered in the **Gov't Advance Outstanding** field into the **Gov't Advance Applied** field.
C. To exit the Totals for Voucher window, click **OK**.

14. Select **File>Save**. At the Save As window, the document name will default to the authorization number. To accept the default, click **OK**.
15. Select **File>Print Preview**, this will initiate the Adobe Acrobat Reader software and display your travel voucher on the screen.
    A. Review the travel voucher on-line.
    B. Select **File>Print** from the Adobe Acrobat Reader menu bar, this will display the Print window and allow you to verify the destination printer or to select an alternate printer.
    C. To print the travel voucher, click **OK**.
    D. Select **File>Exit** from the Adobe Acrobat Reader menu bar to close the Adobe Acrobat Reader window and return to the travel voucher.
16. Forward the hard copy travel voucher to the Traveler for signature.
17. *For routing only:* Notify the traveler to electronically stamp the document SIGNED in order to initiate the electronic routing of the document to the Reviewing/Approving officials. For more detailed information, see *Unit 7: Electronically Stamp (Sign, Review, and Approve) and Route Documents on page 237*.
18. To exit Travel Manager, select **File>Exit**. Do not use the X button to exit the system.

Exercise 19 Voucher Beginning 'In Travel Status'

This exercise covers how to create an interim travel voucher when a traveler is in a travel status for an extended period. When a traveler submits a voucher during the extended TDY assignment, the voucher may begin with the traveler still 'In Travel Status.' Since the traveler is still in a temporary duty status, they are entitled to lodging and full M&IE on the first date shown on the voucher.

FTR, section 301-52.7, states "Unless your agency administratively requires you to submit your travel claim within a shorter time frame, you must submit your travel claim as follows: (a) Within 5 working days after you complete your trip or period of travel; or (b) Every 30 days if you are on continuous travel status."

In this exercise, use authorization YFMLB0101 (*Exercise 10: Trip Authorization Against a Blanket Authorization on page 110*).

Itinerary

The traveler is now submitting a voucher for the remainder of the trip, October 16th-October 27th.

The traveler returns to their residence on October 27th.

A voucher for October 1st through October 15th was already created (*Exercise 18*: *Voucher Ending 'In Travel Status' on page 165*).

Note: The **Depart Location** field will indicate 'In Travel Status' and the **Return Location** field will indicate the traveler's residence.

Ticketed Transportation

$0 (Round-trip airfare and TMC transaction fee were claimed on the first voucher for this trip authorization).

Expenses

The traveler claims the following expenses for this trip:
October 27th - $120 for hotel tax
October 27th - $30 for taxi fare

Lodging Expenses

Lodging in Wallops Island, VA was $50 per night.

---

1. To access the software, double-click on the **TM81.ICA** icon. A warning message informing you that you are accessing a Department of Commerce computer system will appear on the screen. To acknowledge the message, click **OK**.
2. Log into Travel Manager using your user id and password, click **OK**.
3. You will see a message welcoming you to the Travel Manager system. Please read and note any information. We may use this to communicate key information to users. To acknowledge the welcoming message(s), click **OK**.
4. At the prompt, "You have documents waiting your review and approval. Choose 'Review' from the File menu.", click **OK**.
5. Verify that the travel authorization has been electronically stamped APPROVED or DATA LINK prior to preparing the travel voucher. If it does not have the status of APPROVED or DATA LINK, then the travel authorization must be stamped APPROVED prior to preparing the travel voucher. For more detailed information, see *Unit 7: Electronically Stamp (Sign, Review, and Approve) and Route Documents on page 237*.

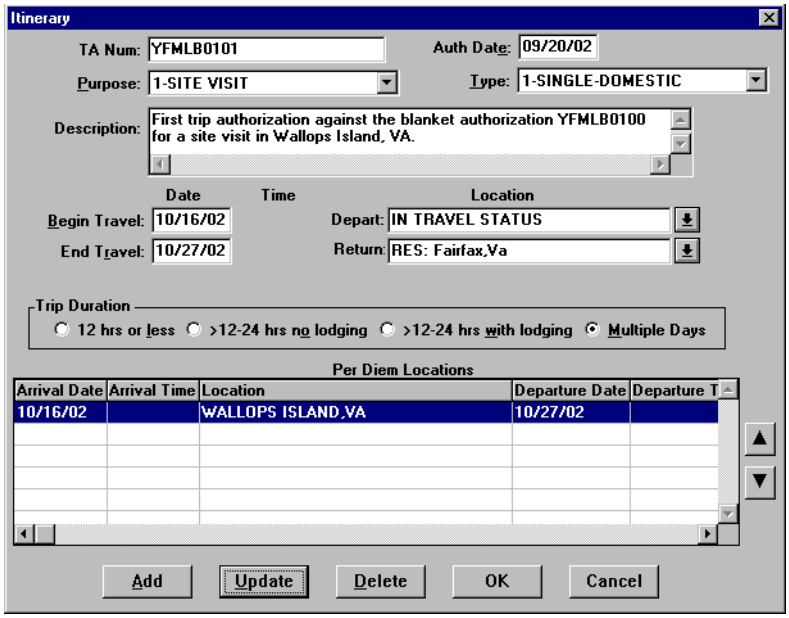
6. Select **File>New>Voucher from Authorization F**.
   A. To search by the traveler's social security number, click the **SSN** radio button.
   B. In the **Travelers** search field, type in the social security number of the traveler and press [**Tab**].

✍ Unless you are a Group Administrator, you will only have access to your own social security number.

   C. In the Document Name List block, highlight authorization *YFMLB0101* and click **OK**.

✍ The voucher window displayed contains data (for example, the itinerary information) from the original authorization.

7. To verify the accuracy of the itinerary information, to enter additional itinerary information, or to make any necessary changes based on the actual trip, click the **Itinerary** button. Change the dates of the trip.
   A. Note that the **TA Num**, **Auth Date, Purpose**, **Description**, **Type**, **Begin/End Travel Dates**, and **Per Diem Locations** have been pulled over from the authorization.
   B. In the **Begin Travel** Date field, type ***101602***.
   C. In the **Depart** Location field, select IN TRAVEL STATUS.
   D. To Update the Per Diem Location arrival date, click **Update**.
      1) In the **Arrival Date** field, type ***101602*** and press [**Tab**].
      2) To exit the Update Trip Per Diem Location window, click **OK**.



Itinerary Window (Begin In Travel Status)

   E. To exit the Itinerary window, click **OK**.
   F. At the prompt, "You have changed the trip dates, please review expenses to make sure they are still accurate", click **OK**.
   G. At the prompt, "An expense date 10/01/02 has been updated to 10/16/02", click **OK**.

✍ When changing the Begin Date in the Itinerary window of a document, Travel Manager will automatically update all expenses entered in the Expenses window to reflect the new Begin Date of the trip.

H. At the prompt, "You have changed the trip or itinerary on this document. Would you like to replace ALL lodging and M&IE information on this document? If you answer NO, your lodging and M&IE selections will not be changed", click **Yes**.

8. To verify the accuracy of ticket information, to enter additional ticket information, or to make any necessary changes based on the actual trip, click the **Ticketed Transportation** button.

✍ The **Type, Ticket No, Cost**, **Issue Date**, and **Class** fields are required for vouchers. All other fields are optional.

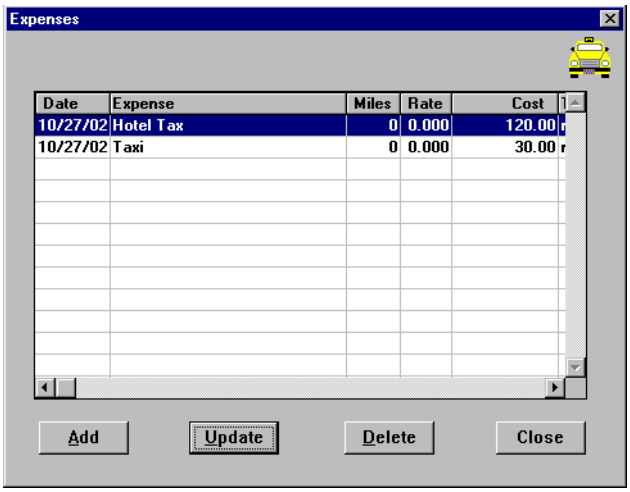
A. Note that all of the ticket information has been pulled over from the authorization.
B. Highlight the ticket information for $250 and click **Delete**.
C. At the prompt, "Are you sure you want to delete this record?", click **Yes**.
D. Highlight the Transaction Fee for $28 and click **Delete**.
E. At the prompt, "Are you sure you want to delete this record?", click **Yes**.
F. To exit the Ticket Information window, click **Close**.

9. To verify the accuracy of expenses, to enter additional expenses, or to make any necessary changes based on the actual trip, click the **Expenses** button.

A. Note that all expenses have been pulled over from the authorization.
B. Highlight the **Taxi** expense and click **Update**.
C. In the **Date** field, type ***102702*** and press [**Tab**].
D. In the **Cost** field, type ***30***.
E. Click **Done**.
F. Click **Add**. Note that October 27th appears in the **Date** field.
G. In the **Expense** field, select **Hotel Tax** from the expense drop-down list.
H. In the **Cost** field, type ***120***.
I. To exit the Add Expense window, click **Done**.

✍ Comments entered in the Add/Update Expense window appear only on the on-line document and do not print on the hard copy document.

✍ The **Copy Through Date** field copies all conditions pertaining to the expense being copied through the date you specify. If an expense being copied has a rate associated with it and the rate changes after the begin date of the trip, the rate change will not reflect on the document. You must manually update the expense to have the system pull in the new rate.



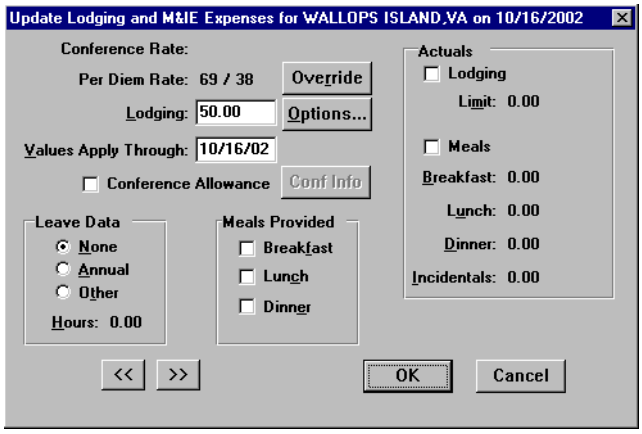
Expenses Window

J. To exit the Expenses window, click **Close**.

10. To verify the accuracy of the rates allowed for Lodging and M&IE, to enter any known differences to lodging costs, or to enter any special duty conditions such as annual leave or actuals, click the **Lodging/ M&IE** button.

A. Note that October 16th is highlighted, click **Update**.

B. In the **Lodging** field, type ***50***.

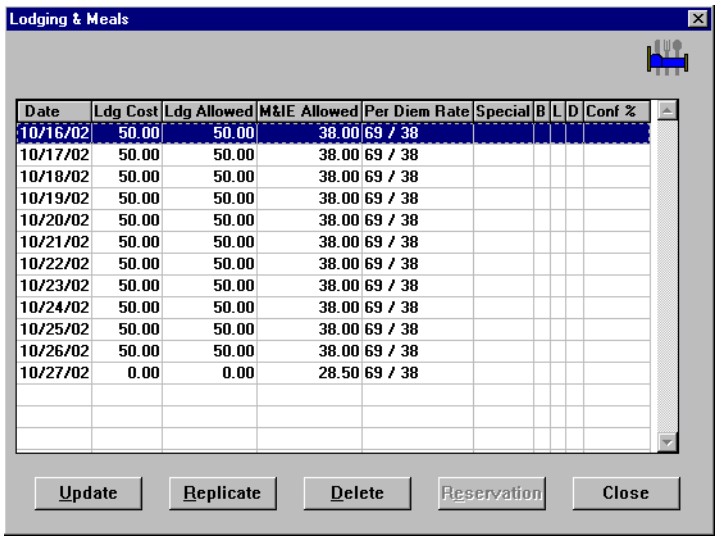


Update Lodging and M&IE Expenses Window

C. To exit the Update Lodging and M&IE Expenses window, click OK

D. Click **Replicate**.

✍ Replicate and Values Apply Through perform similar functions, but with a crucial difference. Replicate only copies Lodging Cost in the Lodging/M&IE window. Values Apply Through copies all special conditions (Actuals, Meals Provided, etc.) in the Lodging/M&IE window through the date you specify.



Lodging & Meals Window

E. Note the following:

- The **Date** column displays the dates entered in the Itinerary window.
- The per diem amount is displayed in the **Ldg Allowed** and **M&IE Allowed** columns.
- M&IE per diem is the full rate on the first day of the trip.
- M&IE per diem is 3/4 of the allowable rate on the last day of the trip.
- The last day of the trip displays $0 costs for lodging.

✍ Usually, the first day of a trip displays 3/4 of the allowable rate for M&IE. 'In Travel Status' calculates October 16th to indicate that the traveler is in the middle of their trip.

F. To exit the Lodging & Meals window, click **Close**.

11. To verify the accuracy of the accounting code(s), to enter additional accounting codes, or to make any necessary changes, click the **Acct** button.
    A. Note that the Accounting Code(s) have been pulled over from the authorization.

✍ Only five accounting codes can be used per document and all accounting codes must be for the same bureau.

    B. To exit the Acct Codes for document window, click **Close**.
    C. At the prompt, "Performing ACCS Code Validation...", click **OK**.
12. To verify the accuracy of the comments, to enter additional comments, or to make any necessary changes, click the **Comments** button.
    A. Note that all of the comments have been pulled over from the authorization.
    B. To exit the Comments for document window, click **OK**.
13. To record any outstanding travel advance amounts the traveler received for the current trip and to view how the Net to Traveler was calculated, click on the **Totals** button. The Total Expenses less Non-reimbursable Expenses results in the Total Amount Claimed by the traveler.

The Net to Traveler is determined by subtracting any cash or check advance received (does not apply to ATM advances) from the Total Amount Claimed.

A. To record an advance in the **Gov't Advance Outstanding** field, type in the advance amount and press [**Tab**].

B. The system will copy the amount entered in the **Gov't Advance Outstanding** field into the **Gov't Advance Applied** field.

C. To exit the Totals for Voucher window, click **OK**.

14. To avoid overwriting the existing voucher, select **File>Save As**. At the Save As window, the document name will default to the authorization number. Type in ***-1*** at the end of the default document name, click **OK**.

✍ To avoid overwriting the original voucher you must change the Document Name by adding an extension (e.g., -1, -2, -3...) to the document name.

15. Select **File>Print Preview**, this will initiate the Adobe Acrobat Reader software and display your travel voucher on the screen.

    A. Review the travel voucher on-line.

    B. Select **File>Print** from the Adobe Acrobat Reader menu bar, this will display the Print window and allow you to verify the destination printer or to select an alternate printer.

    C. To print the travel voucher, click **OK**.

    D. Select **File>Exit** from the Adobe Acrobat Reader menu bar to close the Adobe Acrobat Reader window and return to the travel voucher.

16. Forward the hard copy travel voucher to the Traveler for signature.

17. *For routing only:* Notify the traveler to electronically stamp the document SIGNED in order to initiate the electronic routing of the document to the Reviewing/Approving officials. For more detailed information, see *Unit 7: Electronically Stamp (Sign, Review, and Approve) and Route Documents on page 237*.

18. To exit Travel Manager, select **File>Exit**. Do not use the X button to exit the system.

Exercise 20 Allocating Expenses to Multiple Accounting Codes

This exercise covers how to create a voucher when multiple accounting codes are selected. The traveler is using their personal Government Travel Card to purchase their ticket through the Travel Management Center. Travel Manager allows up to five accounting codes on one voucher and provides the ability to allocate travel expenses by percent, expense category, date, expenses, or amount.

In this exercise, use authorization YFMLS0007 (*Exercise 7: Allocate Expenses to Multiple Accounting Codes (Changing the Reimbursability of an Expense) on page 74*).

Then, experiment with allocating expenses to multiple accounting codes.

Part 1—Allocate expenses to multiple accounting codes by percent

Part 2—Allocate expenses to multiple accounting codes by expense category

Part 3—Allocate expenses to multiple accounting codes by date

Part 4—Allocate expenses to multiple accounting codes by expenses

Part 5—Allocate expenses to multiple accounting codes by amount

Itinerary

The traveler leaves their residence on November 11th to attend a training class in Denver, CO.

On November 13th, the traveler leaves Denver, CO to attend another training class in Sacramento, CA.

The traveler returns to their residence on November 15th.

Ticketed Transportation

Ticket 456123 was issued on November 1st for $350.

TMC transaction fee was $28.

The ticket was purchased with the traveler's personal Government travel card, therefore the ticket cost and transaction fee are reimbursable to the traveler.

Expenses

The traveler claims the following expenses for this trip:

November 11th - $25 for taxi fare
November 11th - $250 for a registration fee
November 12th - $10 for taxi fare
November 12th - $5 for business calls
November 13th - $15 for taxi fare
November 13th - $300 for a registration fee
November 14th - $20 for taxi fare
November 14th - $12 for metro expenses
November 15th - $25 for taxi fare
November 15th - $5 for business calls

Lodging Expenses

Lodging in Denver, CO was $84.50 per night.

Lodging in Sacramento, CA was $77 per night.

1. To access the software, double-click on the **TM81.ICA** icon. A warning message informing you that you are accessing a Department of Commerce computer system will appear on the screen. To acknowledge the message, click **OK**.
2. Log into Travel Manager using your user id and password, click **OK**.
3. You will see a message welcoming you to the Travel Manager system. Please read and note any information. We may use this to communicate key information to users. To acknowledge the welcoming message(s), click **OK**.
4. At the prompt, "You have documents waiting your review and approval. Choose 'Review' from the File menu.", click **OK**.
5. Verify that the travel authorization has been electronically stamped APPROVED or DATA LINK prior to preparing the travel voucher. If it does not have the status of APPROVED or DATA LINK, then the travel authorization must be stamped APPROVED prior to preparing the travel voucher. For more detailed information, see *Unit 7: Electronically Stamp (Sign, Review, and Approve) and Route Documents on page 237*.
6. Select **File>New>Voucher from Authorization F**.
   A. To search by the traveler's social security number, click the **SSN** radio button.
   B. In the **Travelers** search field, type in the social security number of the traveler and press [**Tab**].

✍ Unless you are a Group Administrator, you will only have access to your own social security number.

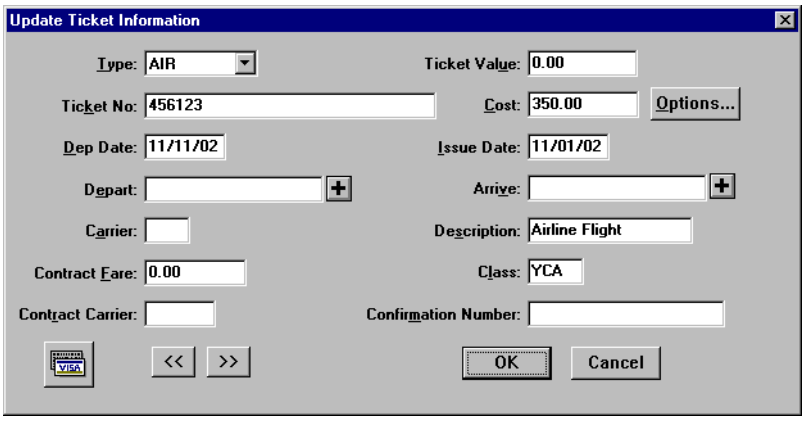
   C. In the Document Name List block, highlight authorization *YFMLS0007* and click **OK**.

✍ The voucher window displayed contains data (for example, the itinerary information) from the original authorization.

7. To verify the accuracy of the itinerary information, to enter additional itinerary information, or to make any necessary changes based on the actual trip, click the **Itinerary** button.
   A. Note that the **TA Num**, **Auth Date, Purpose**, **Description**, **Type**, **Begin/End Travel Dates**, and **Per Diem Locations** have been pulled over from the authorization.
   B. To exit the Itinerary window, click **OK**
8. To verify the accuracy of ticket information, to enter additional ticket information, or to make any necessary changes based on the actual trip, click the **Ticketed Transportation** button.

✍ The **Type, Ticket No, Cost**, **Issue Date**, and **Class** fields are required for vouchers. All other fields are optional.

   A. Note that all of the ticket information has been pulled over from the authorization.
   B. Highlight the ticket information for the $350 cost and click **Update**.
   C. In the **Ticket No** field, highlight **See Attached Ticket 1** and type ***456123***.
   D. In the **Issue Date** field, type ***110102***.



Update Ticket Information Window

E. To exit the Update Ticket Information window, click **OK**.

F. Highlight the Transaction Fee for $28 and click **Update**.

G. In the **Issue Date** field, type ***110102***.

H. To exit the Update Ticket Information window, click **OK**.

I. To exit the Ticket Information window, click **Close**.

9. To verify the accuracy of expenses, to enter additional expenses, or to make any necessary changes based on the actual trip, click the **Expenses** button.

   A. Note that all expenses have been pulled over from the authorization.

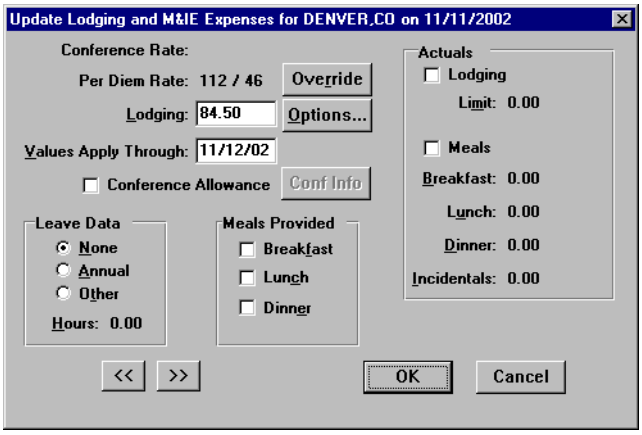
   B. To exit the Expenses window, click **Close**.

10. To verify the accuracy of the rates allowed for Lodging and M&IE, to enter any known differences to lodging costs, or to enter any special duty conditions such as annual leave or actuals, click the **Lodging/ M&IE** button.

    A. Note that November 11th is highlighted, click **Update**.

    B. In the **Lodging** field, type ***84.50***

    C. In the **Values Apply Through** field, type ***111202*** to indicate the lodging costs for Denver, CO.



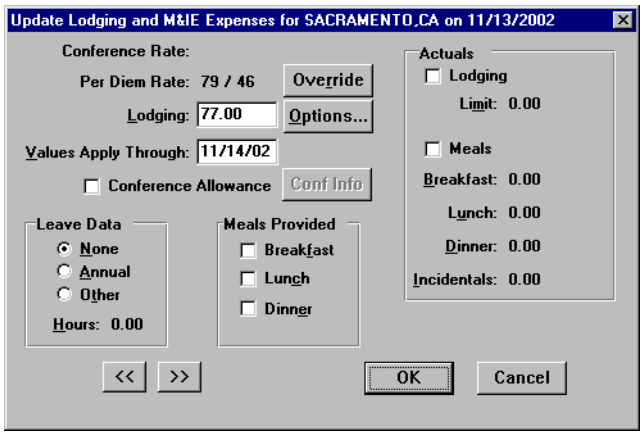
Update Lodging and M&IE Expenses Window

D. To exit the Update Lodging and M&IE Expenses window, click **OK**.

E. Highlight November 13th and click **Update**.

F. In the **Lodging** field, type *77*.

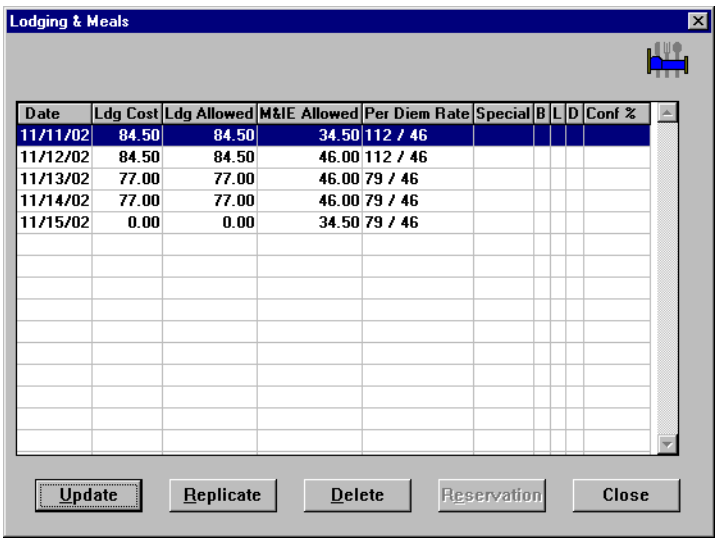
G. In the **Values Apply Through** field, type ***111402*** to indicate the lodging costs for Sacramento, CA.



Update Lodging and M&IE Expenses Window

H. To exit the Update Lodging and M&IE Expenses window, click **OK**.

✍ Replicate and Values Apply Through perform similar functions, but with a crucial difference. Replicate only copies Lodging Cost in the Lodging/M&IE window. Values Apply Through copies all special conditions (Actuals, Meals Provided, etc.) in the Lodging/M&IE window through the date you specify.



Date	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Special	B	L	D	Conf %
11/11/02	84.50	84.50	34.50	112 / 46					
11/12/02	84.50	84.50	46.00	112 / 46					
11/13/02	77.00	77.00	46.00	79 / 46					
11/14/02	77.00	77.00	46.00	79 / 46					
11/15/02	0.00	0.00	34.50	79 / 46					

Lodging & Meals Window

I. Note the following:

- The **Date** column displays the dates entered in the Itinerary window.
- The per diem amount is displayed in the **Ldg Allowed** and **M&IE Allowed** columns.
- M&IE per diem is 3/4 of the allowable rate on the first and last day of the trip.
- The last day of the trip displays $0 costs for lodging.

J. To exit the Lodging & Meals window, click **Close**.

11. To verify the accuracy of the accounting code(s), to enter additional accounting codes, or to make any necessary changes, click the **Acct** button.
    A. Note that the Accounting Code(s) have been pulled over from the authorization.

✍ Only five accounting codes can be used per document and all accounting codes must be for the same bureau.

    B. Click **Allocate**.
    C. The Allocate Acct window is displayed. Complete Part 1 - Part 5 to view each type of allocation.

Part 1—Allocate Expenses to Multiple Accounting Codes by Percent

Split the cost of the trip 60/40 between the *General Travel* and *Sample Account* accounting codes.

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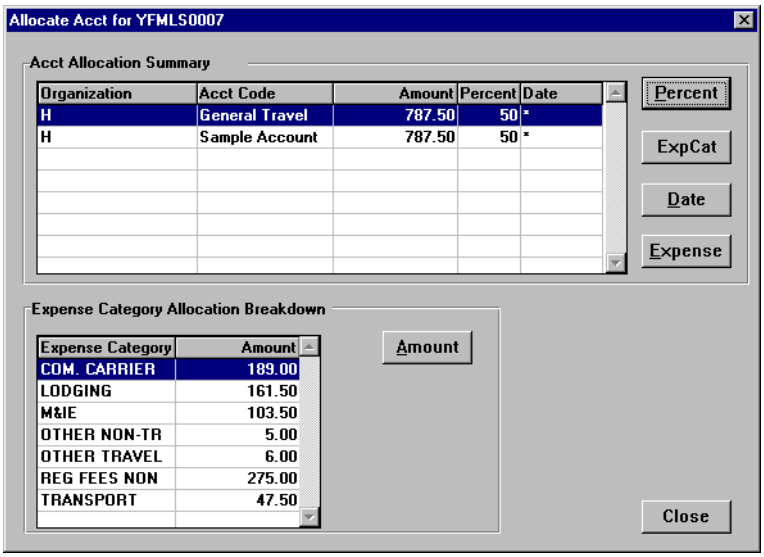
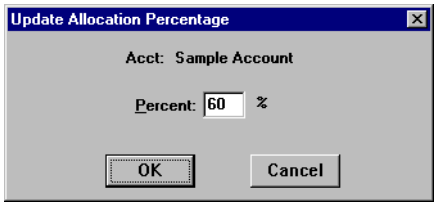
1. Note that the *General Travel* accounting code displays 50% of the total amount of the expenses and the *Sample Account* displays 50% of the total amount.



Allocate Acct Window

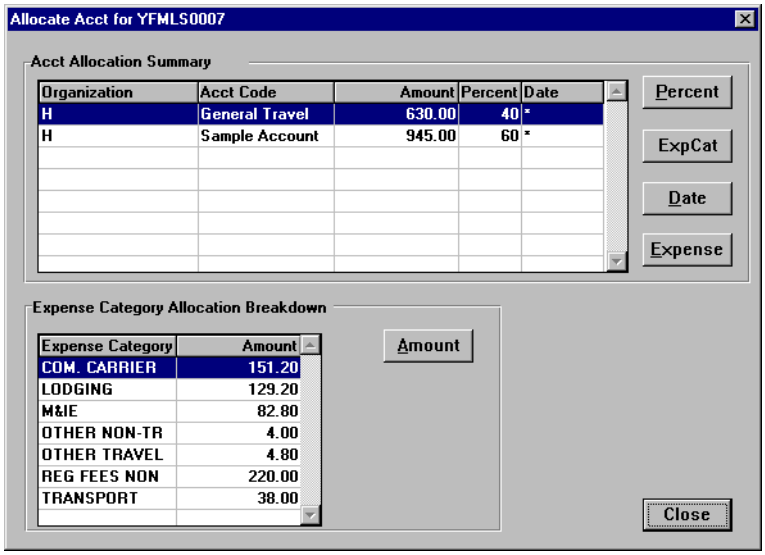
2. From the Acct Allocation Summary block, highlight *Sample Account* and click **Percent**.
3. In the **Percent** field, type ***60***.



Allocation Percentage Window

4. To exit the Update Allocation Percentage window, click **OK**.

5. Note that the expenses are split 60/40 between the *General Travel* and *Sample Account* accounting codes.



Allocate Acct Window

For the purpose of this class only. Change the Allocate Acct back to the default setting.

A. Highlight *General Travel* and click **Percent**.

B. In the **Percent** field, type ***100***.

C. Click **OK**.

Part 2—Allocate Expenses to Multiple Accounting Codes by Expense Category

The following expense categories represent the expenses entered in the document

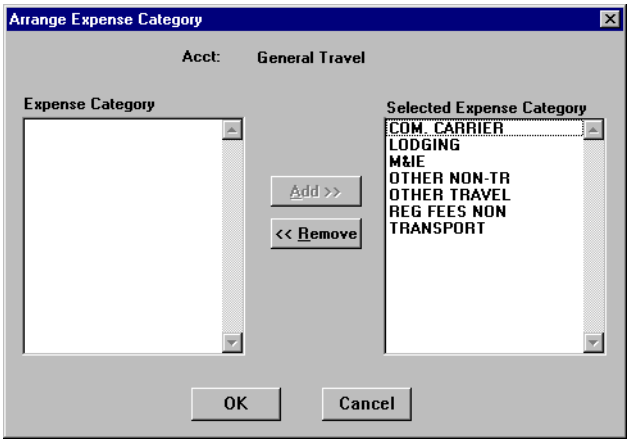
COM CARRIER—Airline ticket expense
LODGING—Lodging expense
M&IE—M&IE expense
OTHER NON-TR—Business calls
OTHER TRAVEL—Metro expenses
REG FEES NON—Registration fees
TRANSPORT—Taxi expense

Assign the COM CARRIER, LODGING, M&IE, and REG FEES NON expense categories to *Sample Account*.

Assign the OTHER NON-TR, OTHER TRAVEL, and TRANSPORT expense categories to *General Travel*.

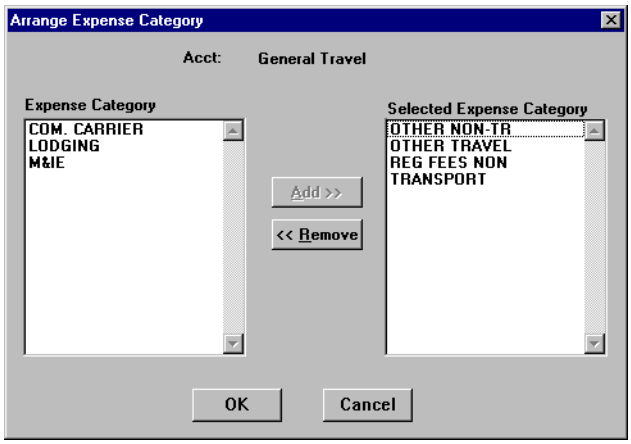
---

1. Note that the *General Travel* accounting code displays the total amount of the expenses and the *Sample Account* displays no expenses.
2. From the Acct Allocation Summary block, highlight *General Travel* and click **Exp Cat**.



Arrange Expense Category Window

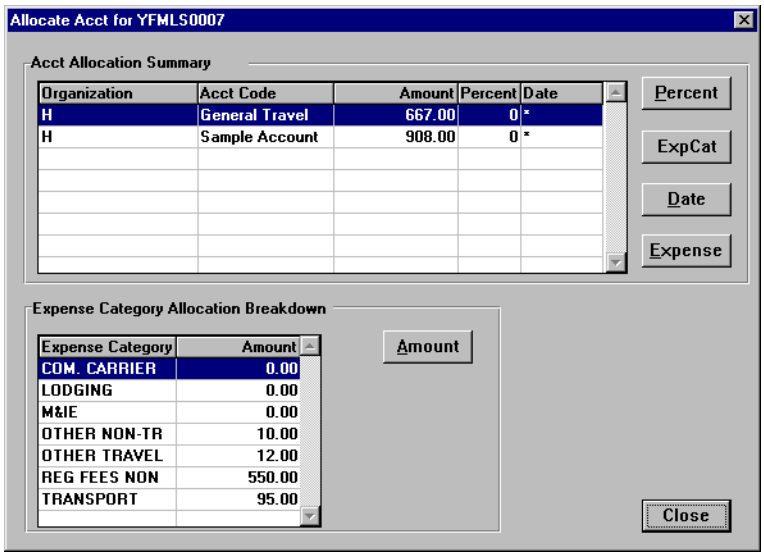
A. Highlight COM CARRIER and click **Remove**.
B. Highlight LODGING and click **Remove**.
C. Highlight M&IE and click **Remove**.



Arrange Expense Category Window

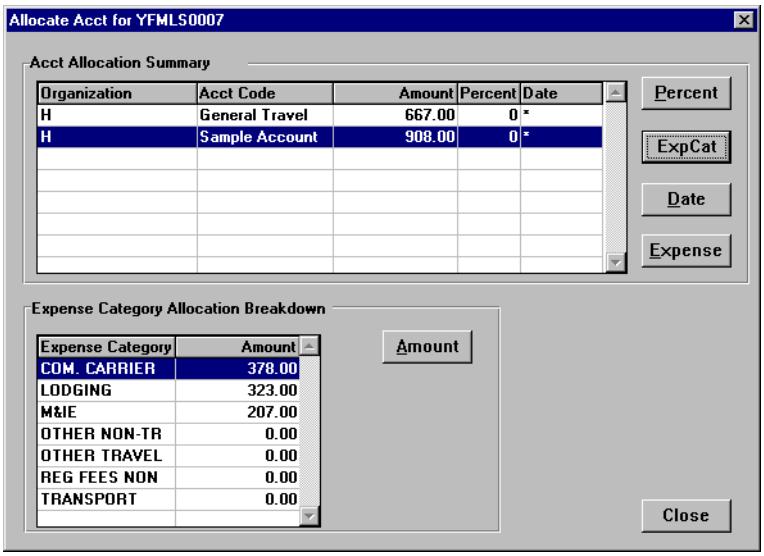
D. To exit the Arrange Expense Categories window, click **OK**.

3. Note that for *General Travel*, only the OTHER NON-TR, OTHER TRAVEL, REG FEES NON, and TRANSPORT expense categories display amounts in the Expense Category Allocation Breakdown block.



Allocate Acct Window

4. Highlight *Sample Account* and note that only the COM CARRIER, LODGING, and M&IE expense categories display amounts in the Expense Category Allocation Breakdown block.



Allocate Acct Window

For the purpose of this class only. Change the Allocate Acct back to the default setting.

A. Highlight *General Travel* and click **Percent**.

B. In the **Percent** field, type ***100***.

C. Click **OK**.

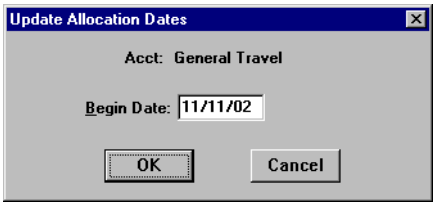
Part 3—Allocate Expenses to Multiple Accounting Codes by Date

Assign the *General Travel* accounting code with expenses from 11/11/02 - 11/13/02.

Assign the *Sample Account* accounting code with expenses on 11/14/02 - 11/15/02.

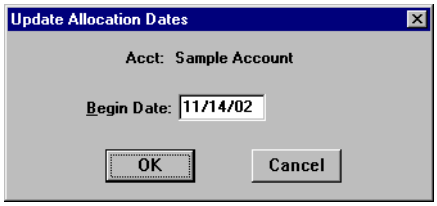
---

1. Note that the *General Travel* accounting code displays the total amount of the expenses and the *Sample Account* displays no expenses.
2. From the Acct Allocation Summary block, highlight *General Travel* and click **Date**.
3. In the **Begin Date** field, type ***111102***.



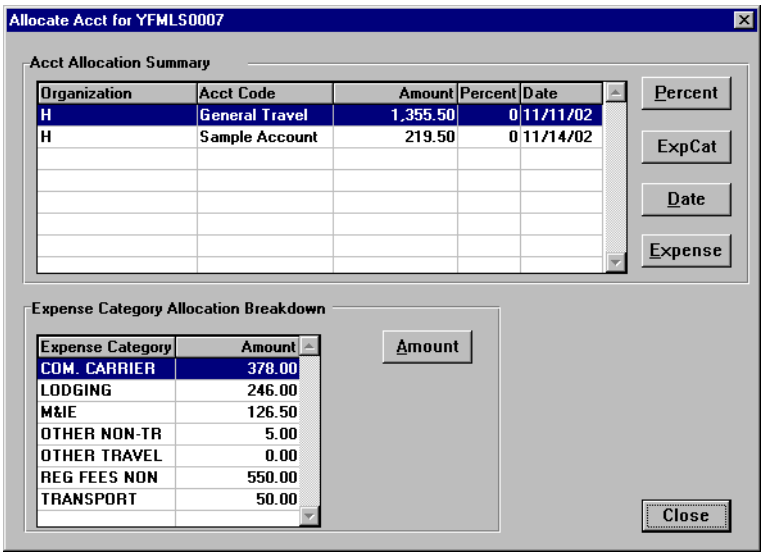
Update Allocation Dates Window

4. To exit the Update Allocation Dates window, click **OK**.
5. From the Acct Allocation Summary block, highlight *Sample Account* and click **Date**.
6. In the **Begin Date** field, type ***111402***.



Update Allocation Dates Window

7. To exit the Update Allocation Dates window, click **OK**.



Allocate Acct Window

8. Note that *General Travel* displays the expense totals for 11/11, 11/12, and 11/13.
9. Highlight *Sample Account*. Note that *Sample Account* displays expense totals for 11/14 and 11/15.

For the purpose of this class only. Change the Allocate Acct back to the default setting.

A. Highlight *General Travel* and click **Percent**.

B. In the **Percent** field, type ***100***.

C. Click **OK**.

Part 4—Allocate Expenses to Multiple Accounting Codes by Expense

Allocate the following expenses to *General Travel*:

11/11 - Airline Flights, Registration Fees, and Taxi

11/12 - Business Calls and Taxi

11/13 - Registration Fees and Taxi

11/14 - Metro and Taxi

11/15 - Business Calls and Taxi

Allocate the following expenses to *Sample Account*:

11/11 - Lodging and M&IE

11/12 - Lodging and M&IE

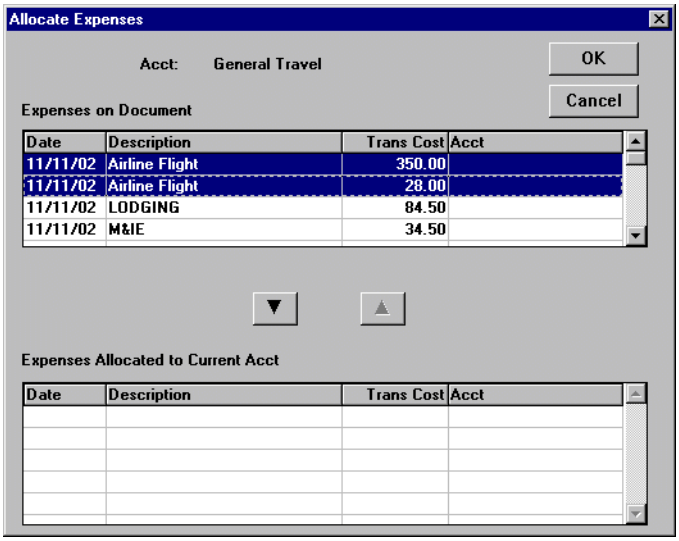
11/13 - Lodging and M&IE

11/14 - Lodging and M&IE

11/15 - M&IE

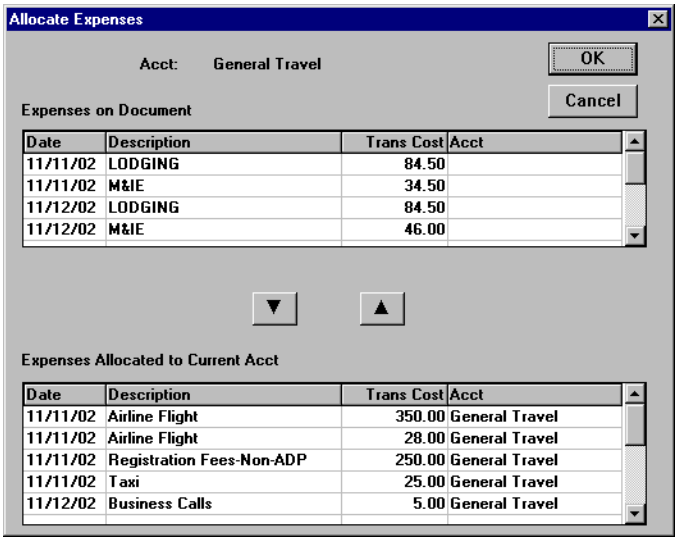
---

1. Note that the *General Travel* accounting code displays the total amount of the expenses and the *Sample Account* displays no expenses.
2. From the Acct Allocation Summary block, highlight *General Travel* and click **Expense**.
3. Highlight each of the expenses and click the ▼ button.
   A. On 11/11 highlight Airline Flights, Registration Fees, and Taxi.
   B. On 11/12 highlight Business Calls and Taxi.
   C. On 11/13 highlight Registration Fees and Taxi.
   D. On 11/14 highlight Metro and Taxi.
   E. On 11/15 highlight Business Calls and Taxi.



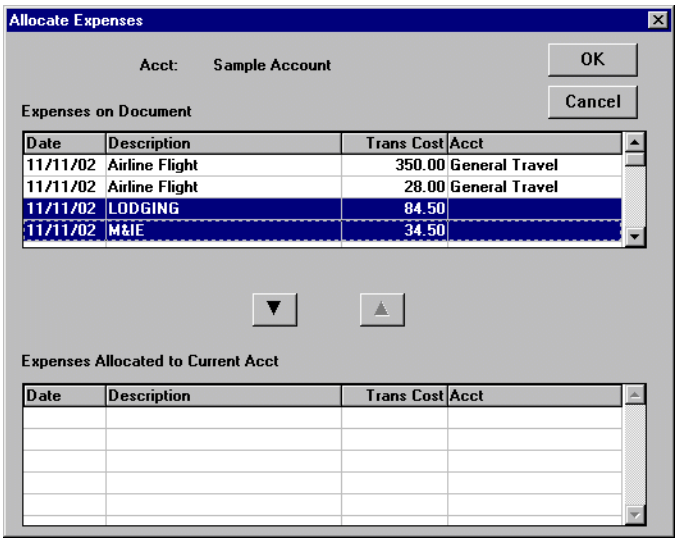
Allocate Expenses Window

4. The selected expenses are displayed in the Expenses Allocated to Current Acct block.



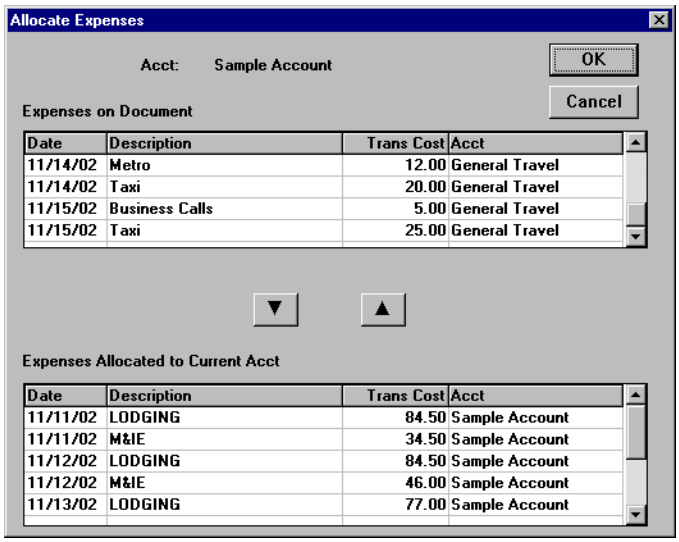
Allocate Expenses Window

5. To exit the Allocate Expenses window, click **OK**.
6. From the Acct Allocation Summary block, highlight *Sample Account* and click **Expense**.
7. Highlight Lodging and M&IE expenses on 11/11, 11/12, 11/13, 11/14; and highlight M&IE on 11/15 and click the ▼ button.



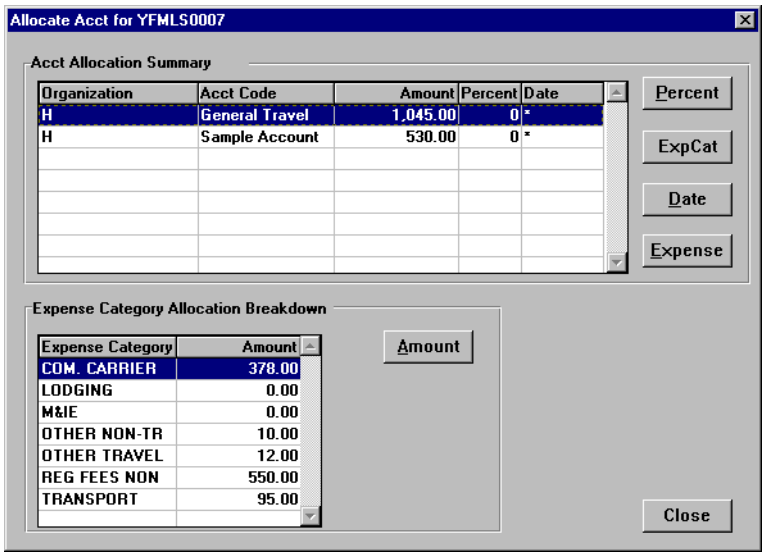
Allocate Expenses Window

8. The selected expenses are displayed in the Expenses Allocated to Current Acct block.



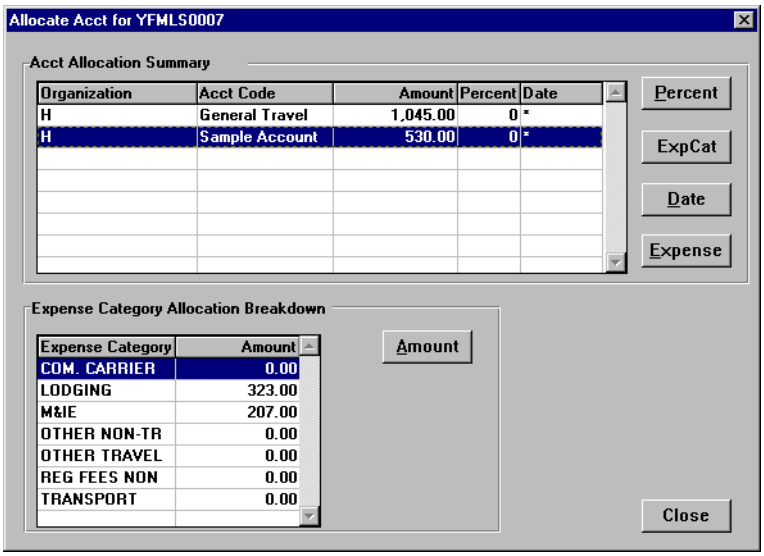
Allocate Expenses Window

9. To exit the Allocate Expenses window, click **OK.**
10. Highlight *General Travel* and note that only the COMMON CARRIER, OTHER NON-TRAVEL, OTHER TRAVEL, REG FEES NON, and TRANSPORT expense categories display amounts in the Expense Category Allocation Breakdown block.



Allocate Acct Window

11. Highlight *Sample Account* and note that only the LODGING and M&IE expense categories display amounts in the Expense Category Allocation Breakdown block.



Allocate Acct Window

For the purpose of this class only. Change the Allocate Acct back to the default setting.

A. Highlight *General Travel* and click **Percent**.

B. In the **Percent** field, type ***100***.

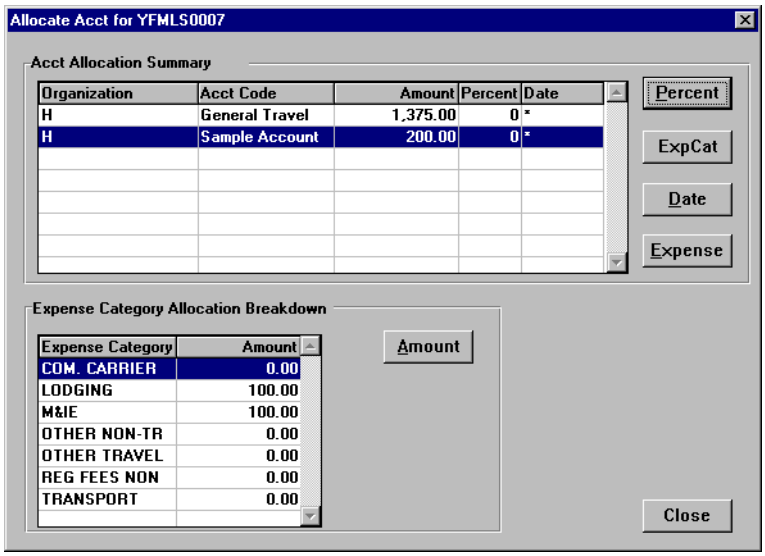
C. Click **OK**.

Part 5—Allocate Expenses to Multiple Accounting Codes by Amount

For this exercise, allocate a portion of the LODGING and M&IE expense amounts to the *Sample Account*.

---

1. Note that the *General Travel* accounting code displays the total amount of the expenses and the *Sample Account* displays no expenses.
2. From the Acct Allocation Summary block, highlight *Sample Account.*
   A. From the Expense Category Allocation Breakdown block, highlight LODGING, click **Amount**.
   B. In the **Amount** field, type ***100***.
   C. To exit the Update Allocation Amount window, click **OK**.
   D. In the Acct Allocation Summary block, highlight *Sample Account*.
   E. From the Expense Category Allocation Breakdown block, highlight M&IE, click **Amount**.
   F. In the **Amount** field, type ***100***.
   G. To exit the Update Allocation Amount window, click **OK**.
3. Highlight the *Sample Account*. Note that the Expense Category Allocation Breakdown block displays the amounts entered for LODGING and M&IE only.



Allocate Acct Window

4. To exit the Allocate Acct window, click **Close**.
5. To exit the Acct Codes for document window, click **Close**.
6. At the prompt, "You've selected multiple Acct codes for this document. Have you allocated costs appropriately?", click **Yes**.
7. At the prompt, "Performing ACCS Code Validation...", click **OK**.
8. To verify the accuracy of the comments, to enter additional comments, or to make any necessary changes, click the **Comments** button.
   A. Note that all of the comments have been pulled over from the authorization.
   B. To exit the Comments for document window, click **OK**.

9. To record any outstanding travel advance amounts the traveler received for the current trip and to view how the Net to Traveler was calculated, click on the **Totals** button. The Total Expenses less Non-reimbursable Expenses results in the Total Amount Claimed by the traveler.

   The Net to Traveler is determined by subtracting any cash or check advance received (does not apply to ATM advances) from the Total Amount Claimed.

   A. To record an advance in the **Gov't Advance Outstanding** field, type in the advance amount and press [**Tab**].
   B. The system will copy the amount entered in the **Gov't Advance Outstanding** field into the **Gov't Advance Applied** field.
   C. To exit the Totals for Voucher window, click **OK**.
10. Select **File>Save**. At the Save As window, the document name will default to the authorization number. To accept the default, click **OK**.
11. Select **File>Print Preview**, this will initiate the Adobe Acrobat Reader software and display your travel voucher on the screen.
    A. Review the travel voucher on-line.
    B. Select **File>Print** from the Adobe Acrobat Reader menu bar, this will display the Print window and allow you to verify the destination printer or to select an alternate printer.
    C. To print the travel voucher, click **OK**.
    D. Select **File>Exit** from the Adobe Acrobat Reader menu bar to close the Adobe Acrobat Reader window and return to the travel voucher.
12. Forward the hard copy voucher to the Traveler for signature.
13. *For routing only:* Notify the traveler to electronically stamp the document SIGNED in order to initiate the electronic routing of the document to the Reviewing/Approving officials. For more detailed information, see *Unit 7: Electronically Stamp (Sign, Review, and Approve) and Route Documents on page 237*.
14. To exit Travel Manager, select **File>Exit**. Do not use the X button to exit the system.

Exercise 21 Constructed Travel Voucher

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

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

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

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

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

In this exercise, you will:

Part 1 - Create a voucher from an authorization using YFMLS0003 (*Exercise 3: Select a Duty Location Not in the Per Diem Table on page 40*). This voucher (Trip 1) will reflect the trip as it was authorized. In this case, the traveler was authorized to fly to Buckhannon, WV.

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

Part 1- Create a Voucher for the Authorized Trip

Trip 1 reflects the travel as it was authorized on the authorization.

Itinerary as Authorized

The traveler leaves their residence on October 28th for a site visit in Buckhannon, WV (Upshur County).

The traveler returns to their residence on November 2nd.

Ticketed Transportation as Authorized

Round-trip airfare is for $262.

TMC transaction fee for $28.

Expenses

The traveler claims the following expenses for the authorized trip:

October 28th - $42 for taxi fare from residence to airport
October 28th - $24 for airport shuttle from airport to hotel
November 2nd - $6 for hotel tax
November 2nd - $24 for airport shuttle from hotel to airport
November 2nd - $42 for taxi fare from airport to residence
November 2nd - $12.50 for business calls

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

November 3rd - 13 miles local travel for their private vehicle

Lodging Expenses as Authorized

Lodging in Buckhannon, WV was $55 per night.

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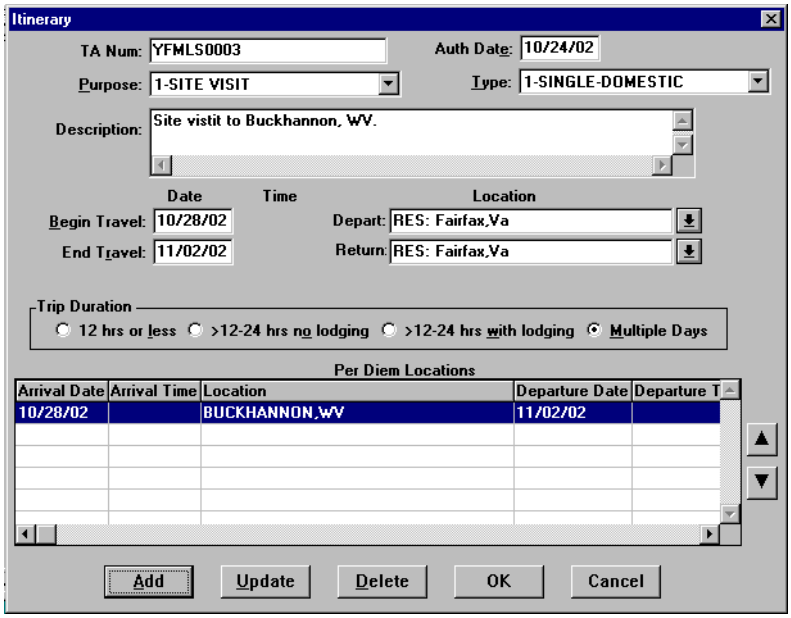
1. To access the software, double-click on the **TM81.ICA** icon. A warning message informing you that you are accessing a Department of Commerce computer system will appear on the screen. To acknowledge the message, click **OK**.
2. Log into Travel Manager using your user id and password, click **OK**.
3. You will see a message welcoming you to the Travel Manager system. Please read and note any information. We may use this to communicate key information to users. To acknowledge the welcoming message(s), click **OK**.
4. If prompted, “You have documents waiting your review and approval. Choose ‘Review’ from the File menu.”, click **OK**.
5. Verify that the travel authorization has been electronically stamped APPROVED or DATA LINK prior to preparing the travel voucher. If it does not have the status of APPROVED or DATA LINK, then the travel authorization must be stamped APPROVED prior to preparing the travel voucher. For more detailed information, see *Unit 7: Electronically Stamp (Sign, Review, and Approve) and Route Documents on page 237.*
6. Select **File>New>Voucher from Authorization F**.
   A. To search by the traveler’s social security number, click the **SSN** radio button.
   B. In the **Travelers** search field, type in the social security number of the traveler and press [**Tab**].

✍ Unless you are a Group Administrator, you will only have access to your own social security number.

C. In the Document Name List block, highlight authorization *YFMLS0003* and click **OK**.

✍ The voucher window displayed contains data (for example, the itinerary information) from the original authorization.

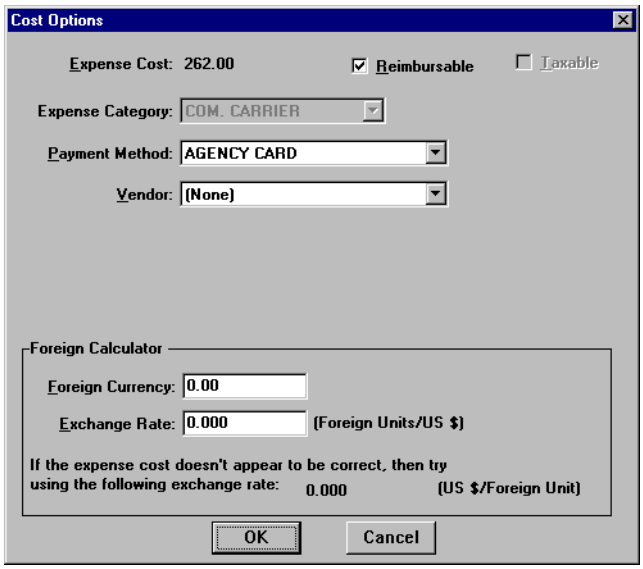
7. To verify the accuracy of the itinerary information, to enter additional itinerary information, or to make any necessary changes based on the actual trip, click the **Itinerary** button.
   A. Note that the **TA Num**, **Auth Date, Purpose**, **Description**, **Type**, **Begin/End Travel Dates**, and **Per Diem Locations** have been pulled over from the authorization.



Itinerary Window

   B. To exit the Itinerary window, click **OK**.

8. To verify the accuracy of ticket information, to enter additional ticket information, or to make any necessary changes based on the actual trip, click the **Ticketed Transportation** button.
   A. Note that all of the ticket information has been pulled over from the authorization.
   B. Highlight the ticket information for $262 and click **Update**.
   C. In the **Ticket No** field, highlight **See Attached Ticket 1** and type **Cost Comparison Ticket**.
   D. Note that the system defaults this cost as a non-reimbursable expense. To change the ticket to a reimbursable expense, click **Options**.
   E. Click on the **Reimbursable** box to enable.



Cost Options Window

F. To exit the Cost Options window, click **OK**.
G. To exit the Update Ticket Information window, click **OK**.
H. Highlight the Transaction Fee for $28 and click **Update**.
I. Note that the system defaults this cost as a non-reimbursable expense. To change the ticket to a reimbursable expense, click **Options**.
J. Click on the **Reimbursable** box to enable.
K. To exit the Cost Options window, click **OK**.
L. To exit the Update Ticket Information window, click **OK**.
M. To exit the Ticket Information window, click **Close**.

9. To verify the accuracy of expenses, to enter additional expenses, or to make any necessary changes based on the actual trip, click the **Expenses** button.
   A. Note that all expenses have been pulled over from the authorization.
   B. Highlight the **Airport Shuttle** expense and click **Update**.
   C. In the **Cost** field, type ***24***.
   D. Click **Done**.
   E. Highlight the **Taxi** expense and click **Update**.
   F. In the **Cost** field, type ***42***.
   G. Click **Done**.
   H. Click **Add**. Note that October 28th appears in the **Date** field.
   I. In the **Date** field, type ***110202*** and press [**Tab**].
   J. In the **Expense** field, select **Hotel Tax** from the expense drop-down list.
   K. In the **Cost** field, type ***6***.
   L. Click **Save**. Note that a new Add Expense window is displayed and November 2nd appears in the **Date** field.

M. In the **Expense** field, select **Airport Shuttle** from the expense drop-down list.

N. In the **Cost** field, type ***24***.

O. Click **Save**. Note that a new Add Expense window is displayed and November 2nd appears in the **Date** field.

P. In the **Expense** field, select **Taxi** from the expense drop-down list.

Q. In the **Cost** field, type ***42***.

R. Click **Save**. Note that a new Add Expense window is displayed and November 2nd appears in the **Date** field.

S. In the **Expense** field, select **Business Calls** from the expense drop-down list.

T. In the **Cost** field, type ***12.50***.

U. Click **Save**. Note that a new Add Expense window is displayed and November 2nd appears in the **Date** field.

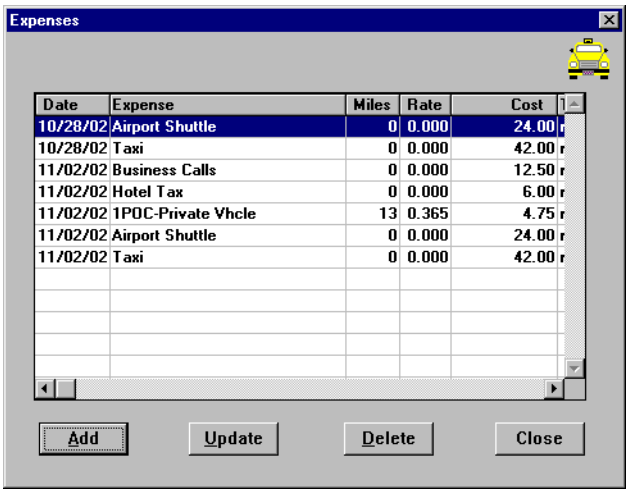
V. In the **Expense** field, select **1POC-Private Vhcle** from the expense drop-down list.

W. In the **Miles** field, type ***13*** and press [**Tab**]. Note that the **Cost** field is calculated.

X. Click **Done**.

✍ Comments entered in the Add/Update Expense window appear only on the on-line document and do not print on the hard copy document.

✍ The **Copy Through Date** field copies all conditions pertaining to the expense being copied through the date you specify. If an expense being copied has a rate associated with it and the rate changes after the begin date of the trip, the rate change will not reflect on the document. You must manually update the expense to have the system pull in the new rate.



Expenses Window

Y. To exit the Expenses window, click **Close**.

10. To verify the accuracy of the rates allowed for Lodging and M&IE, to enter any known differences to lodging costs, or to enter any special duty conditions such as annual leave or actuals, click the **Lodging/ M&IE** button.

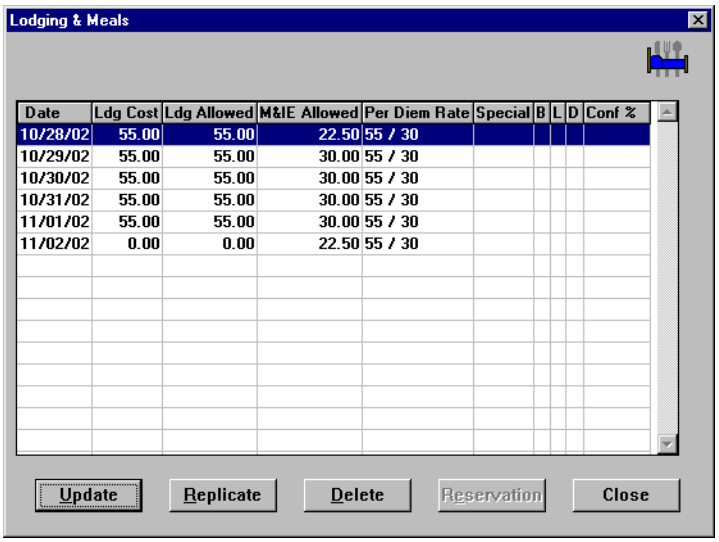
A. Note that October 28th is highlighted, click **Update**.

B. In the **Lodging** field, type ***55***.

C. To exit the Update Lodging and M&IE Expenses window, click **OK**.

D. Click **Replicate**.

✍ Replicate and Values Apply Through perform similar functions, but with a crucial difference. Replicate only copies Lodging Cost in the Lodging/M&IE window. Values Apply Through copies all special conditions (Actuals, Meals Provided, etc.) in the Lodging/M&IE window through the date you specify.



Date	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Special	B	L	D	Conf %
10/28/02	55.00	55.00	22.50	55 / 30					
10/29/02	55.00	55.00	30.00	55 / 30					
10/30/02	55.00	55.00	30.00	55 / 30					
10/31/02	55.00	55.00	30.00	55 / 30					
11/01/02	55.00	55.00	30.00	55 / 30					
11/02/02	0.00	0.00	22.50	55 / 30					

Lodging & Meals Window

A. Note the following:

- The **Date** column displays the dates entered in the Itinerary window.
- The per diem amount is displayed in the **Ldg Allowed** and **M&IE Allowed** columns.
- M&IE per diem is 3/4 of the allowable rate for the first and last day of the trip.
- The last day of the trip displays $0 cost for lodging.

B. To exit the Lodging & Meals window, click **Close**.

11. To verify the accuracy of the accounting code(s), to enter additional accounting codes, or to make any necessary changes, click the **Acct** button.

A. Note that the Accounting Code(s) have been pulled over from the authorization.

✍ Only five accounting codes can be used per document and all accounting codes must be for the same bureau.

B. To exit the Acct Codes for document window, click **Close**.

C. At the prompt, “Performing ACCS Code Validation...”, click **OK**.

12. To verify the accuracy of the comments, to enter additional comments, or to make any necessary changes, click the **Comments** button.

A. Note that all of the comments have been pulled over from the authorization.

B. To exit the Comments for document window, click **OK**.

13. To record any outstanding travel advance amounts the traveler received for the current trip and to view how the Net to Traveler was calculated, click on the **Totals** button. The Total Expenses less Non-reimbursable Expenses results in the Total Amount Claimed by the traveler.

    The Net to Traveler is determined by subtracting any cash or check advance received (does not apply to ATM advances) from the Total Amount Claimed.

    A. To record an advance in the **Gov't Advance Outstanding** field, type in the advance amount and press [**Tab**].
    B. The system will copy the amount entered in the **Gov't Advance Outstanding** field into the **Gov't Advance Applied** field.
    C. To exit the Totals for Voucher window, click **OK**.
14. Select **File>Save**. At the Save As window, the document name will default to the authorization number. To accept the default, click **OK**.

Part 2 - Create a Constructed Voucher for the Trip as it Occurred

Trip 2 reflects the travel as it actually occurred.

Itinerary as it Occurred

The traveler leaves their residence on October 27th for a site visit in Buckhannon, WV (Upshur County).

The traveler returns to their residence on November 3rd.

Expenses

The traveler claims the following expenses from the trip as it occurred:

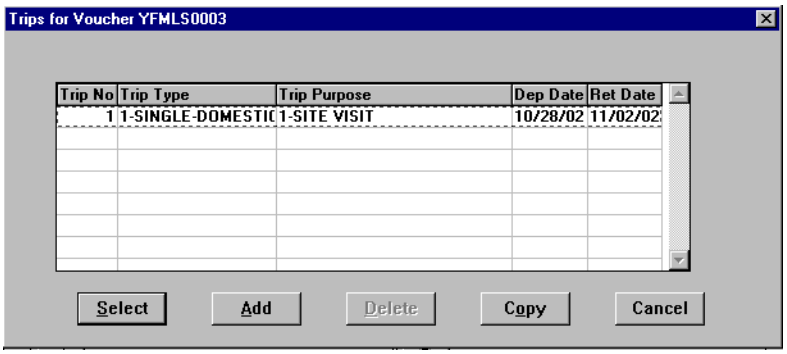
October 27th - 300 miles for their private vehicle
November 3rd - 13 miles local travel for their private vehicle
November 3rd - $6 for hotel tax
November 3rd - $12.50 for business calls
November 3rd - $7 for hotel parking
November 3rd - $2.50 for highway/bridge tolls
November 3rd - 300 miles for their private vehicle

Lodging Expenses

Lodging in Buckhannon, WV was $55 per night.

---

1. From the menu bar, select **Document>Trip**.



Trips for Voucher Window

2. To create the voucher for the trip as it occurred, click **Add**. Note that a new Voucher Main window is displayed and Trip 2 is displayed in the **Trip No** field.

✍ To review or modify trip 1, in the **Trip No** field, select 1 from drop-down list and double-click.

3. In the **TA Num** field, type ***YFMLS0003***.
4. Click the **Itinerary** button and enter the basic itinerary information.
   A. Note that the authorization number entered on the Authorization Main window is displayed in the **TA Num** field and the current date is displayed in the **Auth Date** field.
   B. In the **Purpose** field, select 1-SITE VISIT from the drop-down list and press [**Tab**].
   C. In the **Description** field, type ***Site visit to Buckhannon, WV*** and press [**Tab**].
   D. In the **Type** field, select CONSTRUCTED from the drop-down list and press [**Tab**].

E. In the **Begin Travel** field, type ***102702*** and press [**Tab**].

✍ If the year is not entered, the system will default to the current year.

✂ *Click the right mouse button on any date field to display a calendar. Use the << and >> buttons to select the desired month. To select, double-click on the date.*

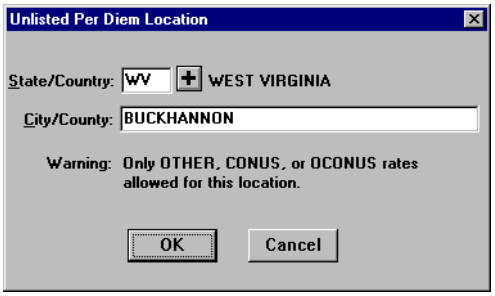
F. In the **Depart Location** field, select the residence location (e.g., RES: Fairfax, VA) from the drop-down list.

G. In the **End Travel** field, type ***110302*** and press [**Tab**].

H. Note that residence location (e.g., RES: Fairfax, VA) is displayed in the **Return** Location field and **Multiple Days** is selected in the **Trip Duration** area.

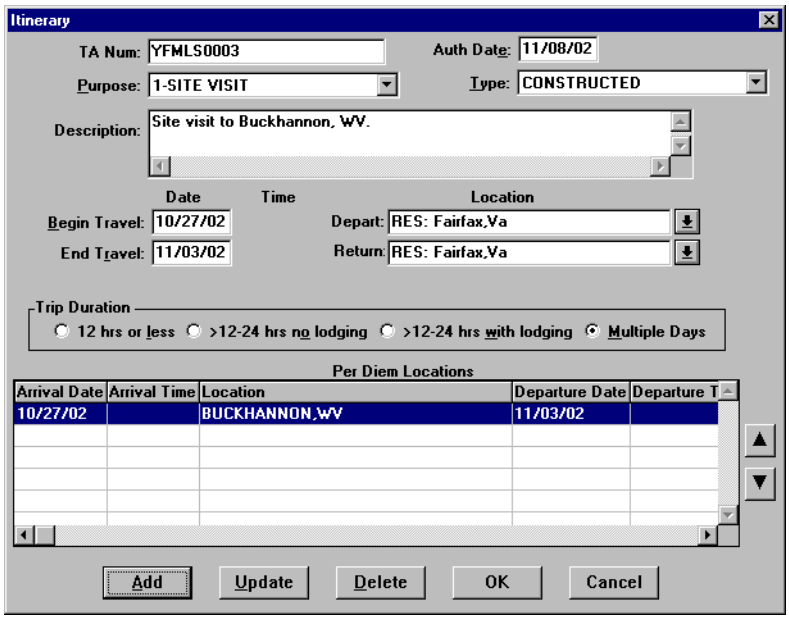
I. To enter the per diem location, click **Add**. Note that October 27th is displayed in the **Arrival Date** field and November 3rd is displayed in the **Departure Date** field.

1) [**Tab**] to the **Per Diem Location** field.
2) To select a per diem location, press [**F10**] or double-click.
3) Click **Unlisted**.
4) In the Unlisted Per Diem Location window, type ***WV*** in the **State/Country** field and press [**Tab**].
5) In the **City/County** field, type ***Buckhannon*** and press [**Tab**].



Unlisted Per Diem Location Window

6) To exit the Unlisted Per Diem Location window, click **OK**.
7) To exit the Add Per Diem Location to Trip window, click **OK**.



Itinerary Window

J. To exit the Itinerary window, click **OK**.

5. Click the **Expenses** button.
   A. Click **Add**. Note that October 27th appears in the **Date** field.
   B. In the **Expense** field, select **1POC-Private Vhcle** from the expense drop-down list.
   C. In the **Miles** field, type ***300*** and press [**Tab**]. Note that the **Cost** field is calculated.
   D. Click **Save**. Note that a new Add Expense window is displayed and October 27th appears in the date field.
   E. In the **Date** field, type ***110302*** and press [**Tab**].
   F. In the **Expense** field, select **1POC-Private Vhcle** from the expense drop-down list.
   G. In the **Miles** field, type ***13*** and press [**Tab**]. Note that the **Cost** field is calculated.
   H. Click **Save**. Note that a new Add Expense window is displayed and November 3rd appears in the date field.
   I. In the **Expense** field, select **Hotel Tax** from the expense drop-down list.
   J. In the **Cost** field, type ***6***.
   K. Click **Save**. Note that a new Add Expense window is displayed and November 3rd appears in the date field.
   L. In the **Expense** field, select **Business Calls** from the expense drop-down list.
   M. In the **Cost** field, type ***12.50***.
   N. Click **Save**. Note that a new Add Expense window is displayed and November 3rd appears in the date field.
   O. In the **Expense** field, select **Parking Fees** from the expense drop-down list.
   P. In the **Cost** field, type *7*.

Q. Click **Save**. Note that a new Add Expense window is displayed and November 3rd appears in the date field.

R. In the **Expense** field, select **Highway/Bridge Tolls** from the expense drop-down list.

S. In the **Cost** field, type ***2.50***.

T. Click **Save**. Note that a new Add Expense window is displayed and November 3rd appears in the date field.

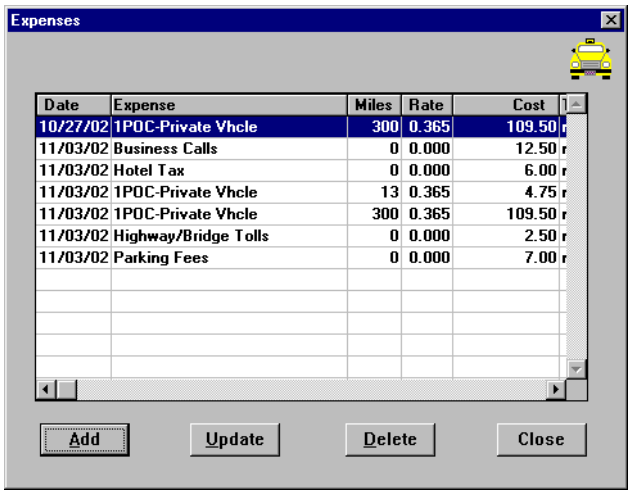
U. In the **Expense** field, select **1POC-Private Vhcle** from the expense drop-down list.

V. In the **Miles** field, type ***300*** and press [**Tab**]. Note that the **Cost** field is calculated.

W. To exit the Add Expense window, click **Done**.

✍ Comments entered in the Add/Update Expense window appear only on the on-line document and do not print on the hard copy document.

✍ The **Copy Through Date** field copies all conditions pertaining to the expense being copied through the date you specify. If an expense being copied has a rate associated with it and the rate changes after the begin date of the trip, the rate change will not reflect on the document. You must manually update the expense to have the system pull in the new rate.



Expenses Window

X. To exit the Expenses window, click **Close**.

6. To enter the Lodging and M&IE, or to enter any special duty conditions such as annual leave or actuals, click the **Lodging/M&IE** button.

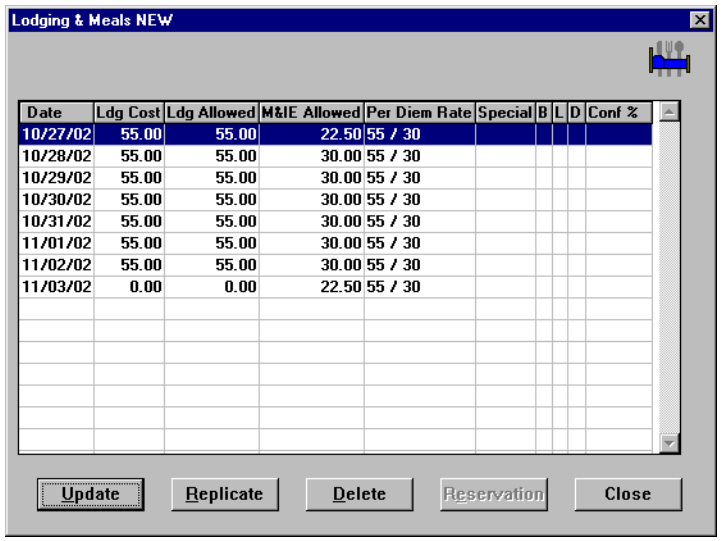
A. Note that October 27th is highlighted, click **Update**.

B. In the **Lodging** field, type ***55***.

C. To exit the Update Lodging and M&IE Expenses window, click OK

D. Click **Replicate**.

✍ Replicate and Values Apply Through perform similar functions, but with a crucial difference. Replicate only copies Lodging Cost in the Lodging/M&IE window. Values Apply Through copies all special conditions (Actuals, Meals Provided, etc.) in the Lodging/M&IE window through the date you specify.



Date	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Special	B	L	D	Conf %
10/27/02	55.00	55.00	22.50	55 / 30					
10/28/02	55.00	55.00	30.00	55 / 30					
10/29/02	55.00	55.00	30.00	55 / 30					
10/30/02	55.00	55.00	30.00	55 / 30					
10/31/02	55.00	55.00	30.00	55 / 30					
11/01/02	55.00	55.00	30.00	55 / 30					
11/02/02	55.00	55.00	30.00	55 / 30					
11/03/02	0.00	0.00	22.50	55 / 30					

Lodging & Meals Window

E. Note the following:

- The **Date** column displays the dates entered in the Itinerary window.
- The per diem amount is displayed in the **Ldg Allowed** and **M&IE Allowed** columns.
- M&IE per diem is 3/4 of the allowable rate for the first and last day of the trip.
- The last day of the trip displays $0 cost for lodging.

F. To exit the Lodging & Meals window, click **Close**.

7. To enter an accounting code(s), click the **Acct** button.
   A. From the Master Acct Codes block, highlight *General Travel* and click **Select**.

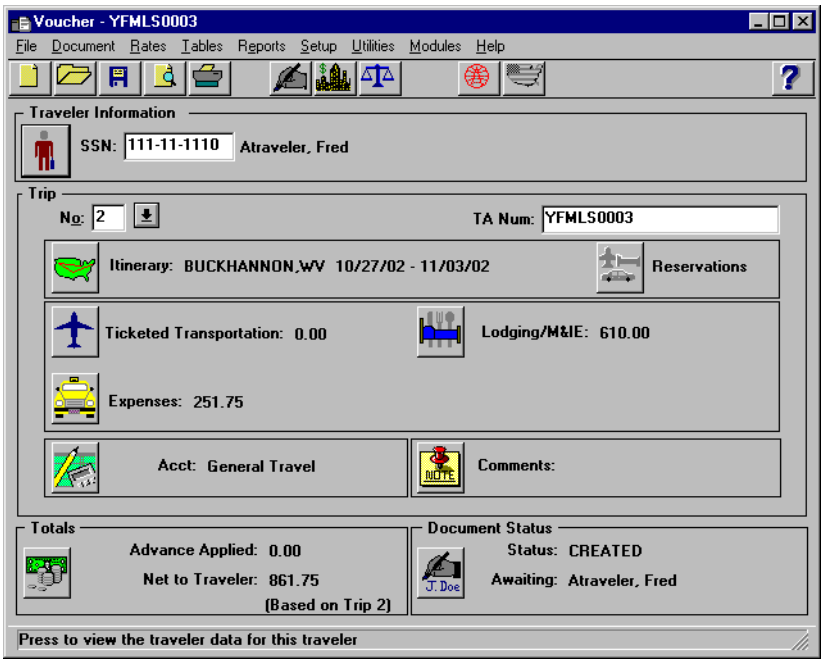
✍ Only five accounting codes can be used per document and all accounting codes must be for the same bureau.

   B. To exit the Acct Codes for document window, click **Close**.
   C. At the prompt, “Performing ACCS Code Validation...”, click **OK**.
8. To enter comments, click the **Comments** button.
   A. To exit the Comments for document window, click **OK**.
9. To record any outstanding travel advance amounts the traveler received for the current trip and to view how the Net to Traveler was calculated, click on the **Totals** button. The Total Expenses less Non-reimbursable Expenses results in the Total Amount Claimed by the traveler.

   The Net to Traveler is determined by subtracting any cash or check advance received (does not apply to ATM advances) from the Total Amount Claimed.

   A. To record an advance in the **Gov’t Advance Outstanding** field, type in the advance amount and press [**Tab**].
   B. The system will copy the amount entered in the **Gov’t Advance Outstanding** field into the **Gov’t Advance Applied** field.
   C. To exit the Totals for Voucher window, click **OK**.

10. Note that the Net to Traveler Amt will only display information pertaining to the trip that was most advantageous to the Government, no matter which trip (1 or 2) is being viewed.



Voucher Main Window (Net to Traveler)

11. Select **File>Save**.
12. Select **File>Print Preview**, this will initiate the Adobe Acrobat Reader software and display your travel voucher on the screen.
    A. Review the travel voucher on-line.
    B. Select **File>Print** from the Adobe Acrobat Reader menu bar, this will display the Print window and allow you to verify the destination printer or to select an alternate printer.
    C. To print the travel voucher, click **OK**.
    D. Select **File>Exit** from the Adobe Acrobat Reader menu bar to close the Adobe Acrobat Reader window and return to the travel voucher.

```
==============================================================================
 07/28/03          VOUCHER                          | Voucher:      YFMLS0003
 PAGE   1 ** Read Privacy Act On Last Page ** | TA Num:       YFMLS0003
==============================================================================
 1) NAME: Atraveler, Fred .                    SSN:    111-11-1110

    ADDR:                                     PHONE:
                                              MAIL CD:
          Fairfax, VA                         ORG:
                                              TITLE:
    DUTY: Fairfax, VA                TZ: 6    SEC CLR:
    RES:  Fairfax, VA                         CARD:    NOT CARD HOLDER
    HOURS:  8
    ASC:             H                        BUREAU:           14
==============================================================================
 2) FROM    TO        TA NUMBER     TA DATE      TRIP PURPOSE        TRIP TYPE
 -------- -------- ---------------- -------- ---------------------- -----------
 10/27/2002
          11/03/2002
                   YFMLS0003        07/18/2003
                                                1-SITE VISIT          CONSTRUCTED
==============================================================================
 3)  GTR/TICKET NO          VALUE    CR  CLS    DATE        FROM         TO
 ---------------------  ----------- --  ---  --------  ----------- ----------
==============================================================================
 4) ACCT CLASS CODE           TRIP 3   2-CNSTRCT     TRIP 1   |5) FINANCE OFFICE
 --------------------------  ---------  ---------  -----------|
 General Travel                          861.75       885.25|
 2002-14-89P1ACMP00-06000006-00000000-----                     |
                                                               |
                                                               |
                                                               |
                                                               |
                                                               |
==============================================================|
 6)NON-REIMBURSABLE EXPENSES -------------------               |
 TOTAL AMOUNT CLAIMED -------------------------       861.75|
    ADVANCE OUTSTANDING -----          0.00                    |
    ADVANCE APPLIED ---------          0.00              0.00|
                                                     ==========|
 NET TO TRAVELER (GOVT) ------------------------      861.75|
```

Print Preview Window (Block 4 & Block 6)

✍ Block 4 reflects the totals for both trips, however, Block 6 shows that the constructed trip was reimbursed.

13. Forward the hard copy travel voucher to the Traveler for signature.
14. *For routing only:* Notify the traveler to electronically stamp the document SIGNED in order to initiate the electronic routing of the document to the Reviewing/Approving officials. For more detailed information, see *Unit 7: Electronically Stamp (Sign, Review, and Approve) and Route Documents on page 237*.
15. To exit Travel Manager, select **File>Exit**. Do not use the X button to exit the system.

Exercise 22 Conference Lodging Allowance

This exercise covers how to create a travel voucher for a government sponsored conference using trip and expense information from an existing authorization.

To complete the voucher, fill in any trip details that were unavailable in the authorization such as ticket information, miscellaneous expenses, and lodging cost (if different than the conference lodging allowance rate).

In this exercise, use authorization YFMLS0008 (*Exercise 12: Conference Lodging Allowance on page 123*).

Itinerary

The traveler leaves their residence on November 18th to attend a government sponsored conference in Hilton Head, SC.

The traveler returns to their residence on November 21st.

Ticketed Transportation

Ticket 769432 was issued on November 10th for $250.

TMC transaction fee was $28.

Expenses

The traveler claims the following expenses for this trip:
November 18th - $400 for a registration fee which included three lunches
November 21st - $45 for taxi fare
November 21st - $60 for airport shuttle
November 21st - $40 for hotel tax

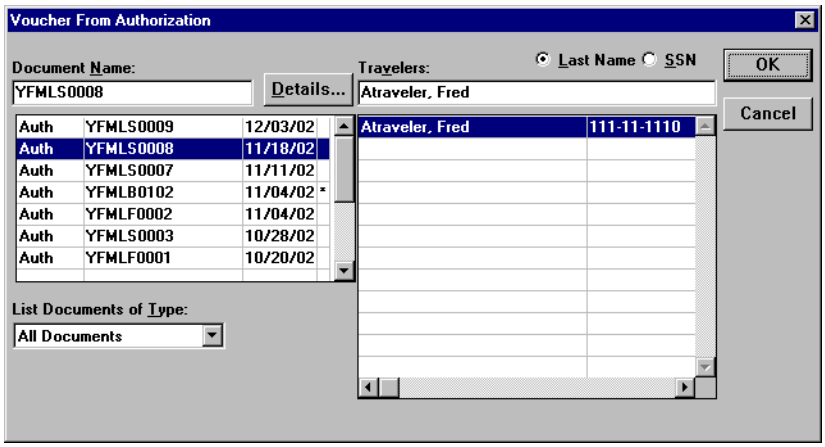
Lodging Expenses

Conference lodging allowance rate in Hilton Head, SC was $85 per night, not to exceed 115% of the maximum lodging rate for Hilton Head, SC as designated by the traveler's agency.

---

1. To access the software, double-click on the **TM81.ICA** icon. A warning message informing you that you are accessing a Department of Commerce computer system will appear on the screen. To acknowledge the message, click **OK**.
2. Log into Travel Manager using your user id and password, click **OK**.
3. You will see a message welcoming you to the Travel Manager system. Please read and note any information. We may use this to communicate key information to users. To acknowledge the welcoming message(s), click **OK**.
4. At the prompt, "You have documents waiting your review and approval. Choose 'Review' from the File menu.", click **OK**.
5. Verify that the travel authorization has been electronically stamped APPROVED or DATA LINK prior to preparing the travel voucher. If it does not have the status of APPROVED or DATA LINK, then the travel authorization must be stamped APPROVED prior to preparing the travel voucher. For more detailed information, see *Unit 7: Electronically Stamp (Sign, Review, and Approve) and Route Documents on page 237.*
6. Select **File>New>Voucher from Authorization F**.
   A. To search by the traveler's social security number, click the **SSN** radio button.
   B. In the **Travelers** search field, type in the social security number of the traveler and press [**Tab**].

✍ Unless you are a Group Administrator, you will only have access to your own social security number.



Voucher from Authorization Window

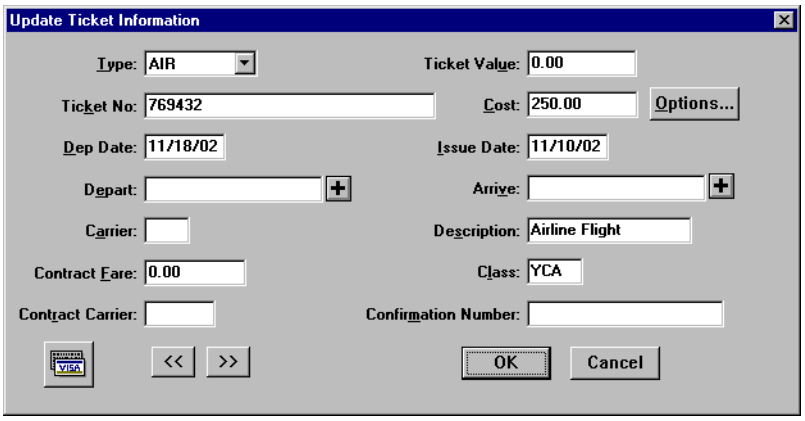
C. In the Document Name List block, highlight authorization *YFMLS0008* and click **OK**.

✍ The voucher window displayed contains data (for example, the itinerary information) from the original authorization.

7. To verify the accuracy of the itinerary information, to enter additional itinerary information, or to make any necessary changes based on the actual trip, click the **Itinerary** button.
   A. Note that the **TA Num**, **Auth Date, Purpose**, **Description**, **Type**, **Begin/End Travel Dates**, and **Per Diem Locations** have been pulled over from the authorization.
   B. To exit the Itinerary window, click **OK**.
8. To verify the accuracy of ticket information, to enter additional ticket information, or to make any necessary changes based on the actual trip, click the **Ticketed Transportation** button.

✍ The **Type, Ticket No, Cost**, **Issue Date**, and **Class** fields are required for vouchers. All other fields are optional.

   A. Note that all of the ticket information has been pulled over from the authorization.
   B. Highlight the ticket information for $250 and click **Update**.
   C. In the **Ticket No** field, highlight **See Attached Ticket 1** and type ***769432***.
   D. In the **Issue Date** field, type ***111002***.



Update Ticket Information Window

E. To exit the Update Ticket Information window, click **OK**.

F. Highlight the Transaction Fee for $28 and click **Update**.

G. In the **Issue Date** field, type ***111002***.

H. To exit the Update Ticket Information window, click **OK**.

I. To exit the Ticket Information window, click **Close**.

9. To verify the accuracy of expenses, to enter additional expenses, or to make any necessary changes based on the actual trip, click the **Expenses** button.

   A. Note that all expenses have been pulled over from the authorization.

   B. Highlight the **Airport Shuttle** expense and click **Update**. Note that November 18th is displayed.

   C. In the **Date** field, type ***112102***.

   D. Click **Done**.

   E. Highlight the **Taxi** expense and click **Update**. Note that November 18th is displayed.

   F. In the **Date** field, type ***112102***.

   G. In the **Cost** field, type ***45***.

   H. Click **Done**.

   I. Click **Add**. Note that November 18th displays in the **Date** field.

   J. In the **Date** field, type ***112102***.

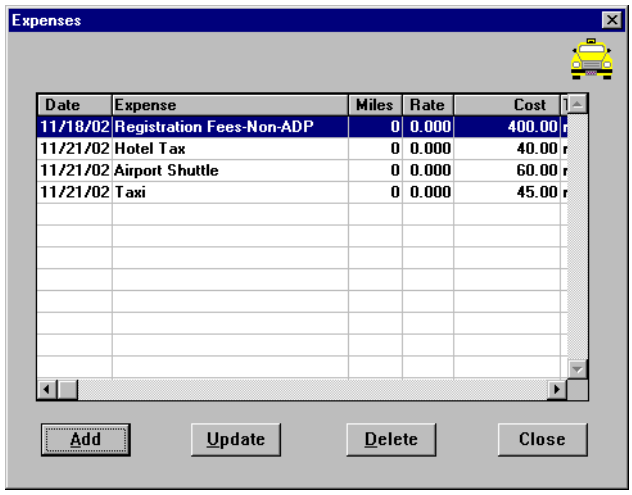
   K. In the **Expense** field, select **Hotel Tax** from the expense drop-down list.

   L. In the **Cost** field, type ***40***.

   M. To exit the Add Expense window, click **Done**.

✍ Comments entered in the Add/Update Expense window appear only on the on-line document and do not print on the hard copy document.

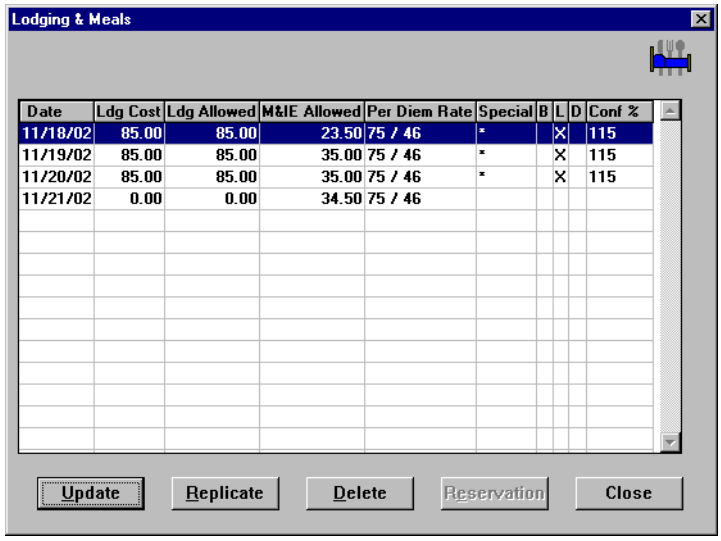
✍ The **Copy Through Date** field copies all conditions pertaining to the expense being copied through the date you specify. If an expense being copied has a rate associated with it and the rate changes after the begin date of the trip, the rate change will not reflect on the document. You must manually update the expense to have the system pull in the new rate.



Expenses Window

N. To exit the Expenses window, click **Close**.

10. To verify the accuracy of the rates allowed for Lodging and M&IE, to enter any known differences to lodging costs, or to enter any special duty conditions such as annual leave or actuals, click the **Lodging/ M&IE** button.



Lodging & Meals Window

A. Note the following:

- The **Date** column displays the dates entered in the Itinerary window.
- The per diem amount displays $85 in the **Ldg Allowed**.
- M&IE per diem is 3/4 of the allowable rate minus the lunch meal provided on the first day of the trip.
- M&IE allowance for 11/18, 11/19, and 11/20 are reduced by the lunch meal deductions as indicated by the “X” in the L field.

- M&IE per diem is 3/4 of the allowable rate for the last day of the trip.
- The **Conf%** displays the maximum allowable percentage rate for this conference.
- The last day of the trip displays $0 cost for lodging.

B. To exit the Lodging & Meals window, click **Close**.

11. To verify the accuracy of the accounting code(s), to enter additional accounting codes, or to make any necessary changes, click the **Acct** button.
    A. Note that the Accounting Code(s) have been pulled over from the authorization.

✍ Only five accounting codes can be used per document and all accounting codes must be for the same bureau.

    B. To exit the Acct Codes for document window, click **Close**.
    C. At the prompt, "Performing ACCS Code Validation...", click **OK**.
12. To verify the accuracy of the comments, to enter additional comments, or to make any necessary changes, click the **Comments** button.
    A. Note that all of the comments have been pulled over from the authorization.
    B. To exit the Comments for document window, click **OK**.
13. To record any outstanding travel advance amounts the traveler received for the current trip and to view how the Net to Traveler was calculated, click on the **Totals** button. The Total Expenses less Non-reimbursable Expenses results in the Total Amount Claimed by the traveler.

    The Net to Traveler is determined by subtracting any cash or check advance received (does not apply to ATM advances) from the Total Amount Claimed.
    A. To record an advance in the **Gov't Advance Outstanding** field, type in the advance amount and press [**Tab**].
    B. The system will copy the amount entered in the **Gov't Advance Outstanding** field into the **Gov't Advance Applied** field.
    C. To exit the Totals for Voucher window, click **OK**.
14. Select **File>Save**. At the Save As window, the document name will default to the authorization number. To accept the default, click **OK**.
15. Select **File>Print Preview**, this will initiate the Adobe Acrobat Reader software and display your travel voucher on the screen.
    A. Review the travel voucher on-line.
    B. Select **File>Print** from the Adobe Acrobat Reader menu bar, this will display the Print window and allow you to verify the destination printer or to select an alternate printer.
    C. To print the travel voucher, click **OK**.
    D. Select **File>Exit** from the Adobe Acrobat Reader menu bar to close the Adobe Acrobat Reader window and return to the travel voucher.
16. Forward the hard copy travel voucher to the Traveler for signature.
17. *For routing only:* Notify the traveler to electronically stamp the document SIGNED in order to initiate the electronic routing of the document to the Reviewing/Approving officials. For more detailed information, see *Unit 7: Electronically Stamp (Sign, Review, and Approve) and Route Documents on page 237.*
18. To exit Travel Manager, select **File>Exit**. Do not use the X button to exit the system.

Exercise 23 Award Ceremony Attendance

This exercise covers how to create a travel voucher for the traveler (award recipient) and their guest upon their return from an awards ceremony.

To complete the voucher, fill in any trip details that were unavailable in the authorization such as ticket information, miscellaneous expenses, and lodging cost (if different than the conference lodging allowance rate).

In this exercise, use authorization YFMLS0009 (*Exercise 13: Award Ceremony Attendance on page 132).*

Itinerary

The traveler and guest leave their residence on December 3rd to attend the Department's annual award ceremony in Orlando, FL.

The traveler and guest return to their residence on December 5th.

Ticketed Transportation

Ticket 987234 was issued on November 27th for $295.

Ticket 987235 was issued on November 27th for $295.

TMC transaction fee was $28 per ticket.

Expenses

The traveler claims the following expenses for this trip:

December 3rd - 37 miles for their private vehicle
December 3rd - $32 for taxi fare from airport to hotel
December 5th - $32 for taxi fare from hotel to airport
December 5th - $40 hotel tax
December 5th - $35 parking
December 5th - 37 miles for their private vehicle

Lodging Expenses

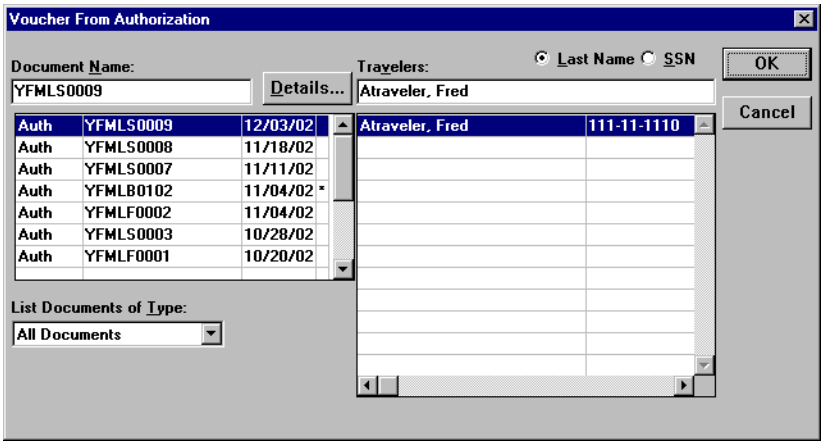
Lodging in Orlando, FL was $95 per night per person.

---

1. To access the software, double-click on the **TM81.ICA** icon. A warning message informing you that you are accessing a Department of Commerce computer system will appear on the screen. To acknowledge the message, click **OK**.
2. Log into Travel Manager using your user id and password, click **OK**.
3. You will see a message welcoming you to the Travel Manager system. Please read and note any information. We may use this to communicate key information to users. To acknowledge the welcoming message(s), click **OK**.
4. At the prompt, "You have documents waiting your review and approval. Choose 'Review' from the File menu.", click **OK**.
5. Verify that the travel authorization has been electronically stamped APPROVED or DATA LINK prior to preparing the travel voucher. If it does not have the status of APPROVED or DATA LINK, then the travel authorization must be stamped APPROVED prior to preparing the travel voucher. For more detailed information, see *Unit 7: Electronically Stamp (Sign, Review, and Approve) and Route Documents on page 237.*
6. Select **File>New>Voucher from Authorization F**.

A. To search by the traveler's social security number, click the **SSN** radio button.
B. In the **Travelers** search field, type in the social security number of the traveler and press [**Tab**].

✍ Unless you are a Group Administrator, you will only have access to your own social security number.

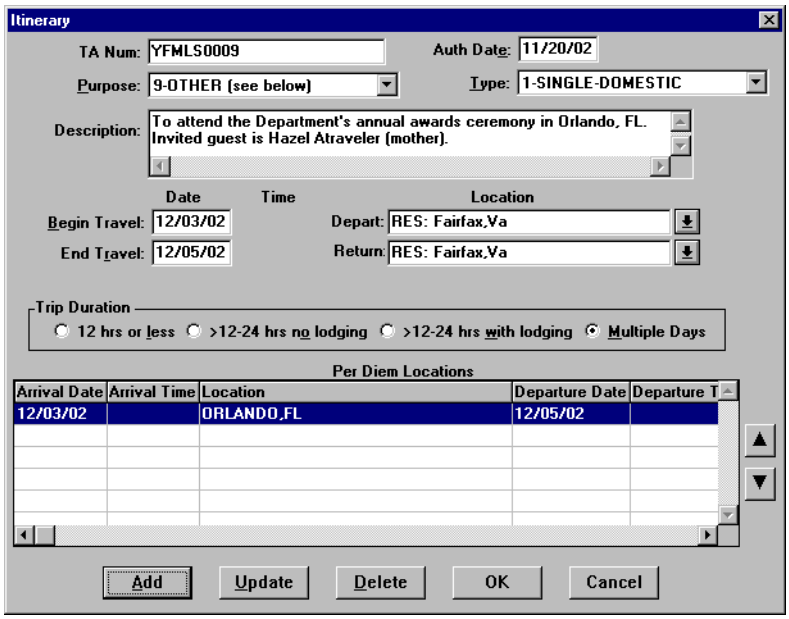


Voucher from Authorization Window

C. In the Document Name List block, highlight authorization *YFMLS0009* and click **OK**.

✍ The voucher window displayed contains data (for example, the itinerary information) from the original authorization.

7. At the prompt, "Trip type 1-OVERRIDE-DOMESTIC is not a valid trip type for Voucher. Trip type is being reset, please select a valid trip type in the Itinerary Window.", click **OK**.
8. To verify the accuracy of the itinerary information, to enter additional itinerary information, or to make any necessary changes based on the actual trip, click the **Itinerary** button.
   A. Note that the **TA Num**, **Auth Date, Purpose**, **Description**, **Begin/End Travel Dates**, and **Per Diem Locations** have been pulled over from the authorization.
   B. In the **Type** field, select 1-SINGLE-DOMESTIC from the drop-down list.



Itinerary Window

C. To exit the Itinerary window, click **OK**.

9. To verify the accuracy of ticket information, to enter additional ticket information, or to make any necessary changes based on the actual trip, click the **Ticketed Transportation** button.

✍ The **Type, Ticket No, Cost**, **Issue Date**, and **Class** fields are required for vouchers. All other fields are optional.

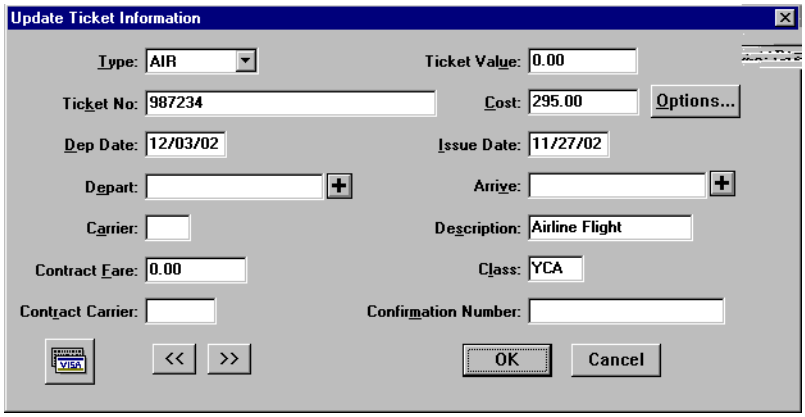
A. Note that all of the ticket information has been pulled over from the authorization.

B. Highlight the ticket information for $590 and click **Update**.

C. In the **Ticket No** field, highlight **See Attached Ticket 1** and type ***987234***.

D. In the **Cost** field, type ***295***.

E. In the **Issue Date** field, type ***112702***.



Update Ticket Information Window

F. To exit the Update Ticket Information window, click **OK**.
G. Highlight the Transaction Fee for $56 and click **Update**.
H. In the **Cost** field, type ***28***.
I. In the **Issue Date** field, type ***112702***.
J. To exit the Update Ticket Information window, click **OK**.
K. To add the ticket information, click **Add**. Note that the **Type** field defaults to AIR.
L. In the **Ticket No.** field, type ***987235***.
M. In the **Cost** field, type ***295***. Note that the **Description** field displays Airline Flight and the **Dep Date** field defaults to the begin travel date.
N. In the **Issue Date** field, type ***112702***.
O. In the **Class** field, type ***YCA***.
P. To exit the Add Ticket Information window, click **OK**.
Q. To add a ticketed transportation fee, click **Add**.
R. In the **Ticket No.** field, type ***Transaction Fee 2***.
S. In the **Cost** field, type ***28***.
T. In the **Issue Date** field, type ***112702***.
U. In the **Class** field, type ***YCA***.
V. To exit the Add Ticket Information window, click **OK**.
W. To exit the Ticket Information window, click **Close**.

10. To verify the accuracy of expenses, to enter additional expenses, or to make any necessary changes based on the actual trip, click the **Expenses** button.
    A. Note that all expenses have been pulled over from the authorization.
    B. Highlight the **1POC-Private Vhcle** expense and click **Update**.
    C. In the **Miles** field, type ***37*** and press [**Tab**]. Note that the **Cost** field is calculated.
    D. Click **Done**.
    E. Highlight the **Taxi** expense and click **Update**.
    F. In the **Cost** field, type ***32***.
    G. Click **Done**.
    H. Highlight the **Parking Fees** expense and click **Update**. Note that December 3rd is displayed.
    I. In the **Date** field, type ***120502***.
    J. Click **Done**.
    K. Click **Add**. Note that December 3rd displays in the **Date** field.
    L. In the **Date** field, type ***120502***.
    M. In the **Expense** field, select **Taxi** from the expense drop-down list.
    N. In the **Cost** field, type ***32***.
    O. Click **Save**. Note that a new Add Expense window is displayed and December 5th appears in the **Date** field.
    P. In the **Expense** field, select **Hotel Tax** from the expense drop-down list.
    Q. In the **Cost** field, type ***40***.

R. Click **Save**. Note that a new Add Expense window is displayed and December 5th appears in the **Date** field.

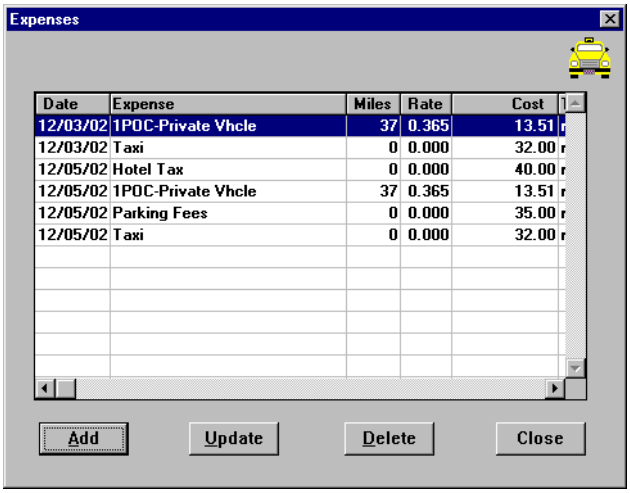
S. In the **Expense** field, select **1POC-Private Vhcle** from the expense drop-down list.

T. In the **Miles** field, type ***37*** and press [**Tab**]. Note that the **Cost** field is calculated.

U. To exit the Add Expense window, click **Done**.

Comments entered in the Add/Update Expense window appear only on the on-line document and do not print on the hard copy document.

The **Copy Through Date** field copies all conditions pertaining to the expense being copied through the date you specify. If an expense being copied has a rate associated with it and the rate changes after the begin date of the trip, the rate change will not reflect on the document. You must manually update the expense to have the system pull in the new rate.



Expenses Window

V. To exit the Expenses window, click **Close**.

11. To enter the Lodging and M&IE for both the traveler and their guest, click the **Lodging/M&IE** button.

A. To indicate actual lodging expenses, highlight December 3rd and click **Update**.

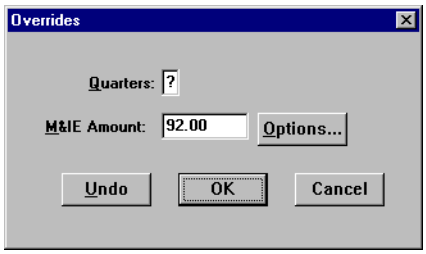
B. In the **Actuals** block, click **Lodging**.

C. In the **Lodging** field, type ***190***.

The amount entered in the **Lodging** field will be the lodging cost for both the traveler and their guest.

D. To indicate the M&IE amount, click **Override**.

E. In the **M&IE Amount** field, type ***92***.



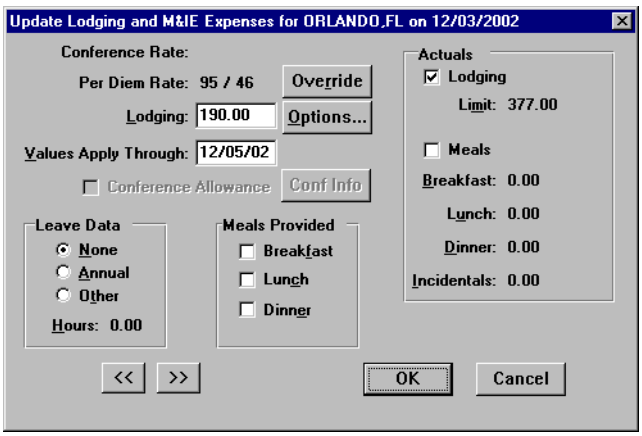
M&IE Overrides Window

F. To exit the Overrides window, click **OK**.

✍ The amount entered in the M&IE Amount field will be the M&IE allowed for both the traveler and their guest.

G. In the **Values Apply Through** field, type ***120502***.

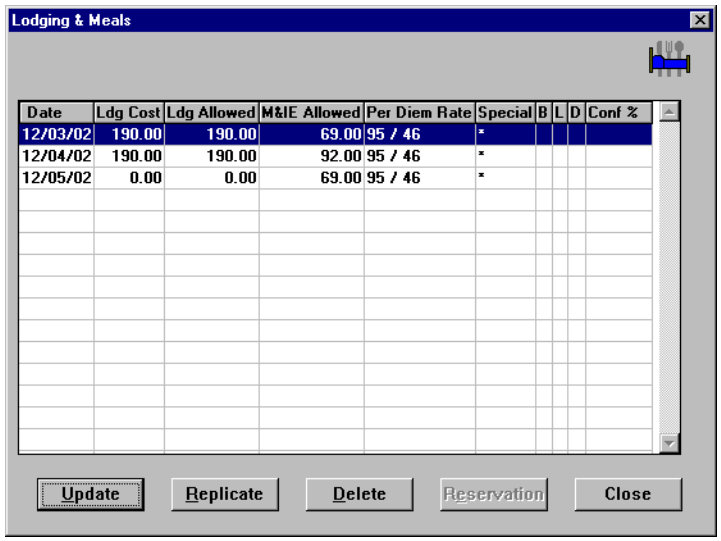
✍ Replicate and Values Apply Through perform similar functions, but with a crucial difference. Replicate only copies Lodging Cost in the Lodging/M&IE window. Values Apply Through copies all special conditions (Actuals, Meals Provided, etc.) in the Lodging/M&IE window through the date you specify.



Update Lodging and M&IE Window

✍ The **Limit** field displays the maximum actual lodging amount ((300% of the lodging plus M&IE) minus M&IE).

H. To exit the Update Lodging and M&IE Expenses window, click **OK**.



Lodging & Meals Window

I. Note the following:

- The **Date** column displays the dates entered in the Itinerary window.
- The per diem amount displays $190 in the **Lodging Allowed** for both the traveler and their guest.
- M&IE per diem is 3/4 of the allowable rate entered in the M&IE Overrides for the first and last day of the trip for both the traveler and their guest.
- M&IE per diem for 12/4/02 is the allowable rate entered in the M&IE Overrides for both the traveler and their guest.
- The last day of the trip displays $0 cost for lodging.

J. To exit the Lodging & Meals window, click **Close**.

12. To verify the accuracy of the accounting code(s), to enter additional accounting codes, or to make any necessary changes, click the **Acct** button.

    A. Note that the Accounting Code(s) have been pulled over from the authorization.

✍ Only five accounting codes can be used per document and all accounting codes must be for the same bureau.

    B. To exit the Acct Codes for document window, click **Close**.

    C. At the prompt, "Performing ACCS Code Validation...", click **OK**.

13. To verify the accuracy of the comments, to enter additional comments, or to make any necessary changes, click the **Comments** button.

    A. Note that all of the comments have been pulled over from the authorization.

    B. To exit the Comments for document window, click **OK**.

14. To record any outstanding travel advance amounts the traveler received for the current trip and to view how the Net to Traveler was calculated, click on the **Totals** button. The Total Expenses less Non-reimbursable Expenses results in the Total Amount Claimed by the traveler.

    The Net to Traveler is determined by subtracting any cash or check advance received (does not apply to ATM advances) from the Total Amount Claimed.

A. To record an advance in the **Gov't Advance Outstanding** field, type in the advance amount and press [**Tab**].
B. The system will copy the amount entered in the **Gov't Advance Outstanding** field into the **Gov't Advance Applied** field.
C. To exit the Totals for Voucher window, click **OK**.

15. Select **File>Save**. At the Save As window, the document name will default to the authorization number. To accept the default, click **OK**.
16. Select **File>Print Preview**, this will initiate the Adobe Acrobat Reader software and display your travel voucher on the screen.
    A. Review the travel voucher on-line.
    B. Select **File>Print** from the Adobe Acrobat Reader menu bar, this will display the Print window and allow you to verify the destination printer or to select an alternate printer.
    C. To print the travel voucher, click **OK**.
    D. Select **File>Exit** from the Adobe Acrobat Reader menu bar to close the Adobe Acrobat Reader window and return to the travel voucher.
17. Forward the hard copy travel voucher to the Traveler for signature.
18. *For routing only:* Notify the traveler to electronically stamp the document SIGNED in order to initiate the electronic routing of the document to the Reviewing/Approving officials. For more detailed information, see *Unit 7: Electronically Stamp (Sign, Review, and Approve) and Route Documents on page 237.*
19. To exit Travel Manager, select **File>Exit**. Do not use the X button to exit the system.

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Unit 5: Adjusting Vouchers and Reclaim Vouchers

This unit provides:

- background information describing how to adjust an existing voucher and how to prepare a reclaim voucher; and
- exercises on how to adjust a voucher and how to prepare a reclaim voucher. Each exercise contains a problem statement and a description of the steps needed to produce the desired results. The data used in the exercises and the screen captures may not reflect the latest per diem rates.

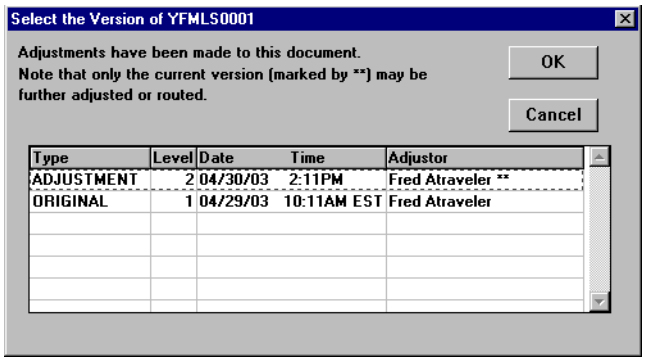
Background

A voucher with a CREATED status can be opened, modified, and saved numerous times while the status remains CREATED.

✍ Do not make any changes to a voucher after the approved hard copy has been sent to the Finance Office.

Once the Document History on a voucher indicates that it has been stamped SIGNED by the traveler, changes to a voucher are called adjustments. After the changes have been made to the voucher, the system will prompt you to stamp the document ADJUSTED before these changes can be saved. A voucher can be changed and stamped ADJUSTED multiple times.

✍ When opening a voucher that has been adjusted, the system will display all versions of the voucher. However, only the most current version of the document (marked with **) can be further adjusted.



Document Version Window

Once a voucher has been stamped DATA LINK, it becomes locked and can **no longer** be adjusted. A reclaim voucher is used to claim any additional travel expenses left off the original voucher or to reclaim and justify an expense that was claimed on the original voucher and then denied by the Finance Office. Multiple reclaims can be processed against a voucher.

Exercise 24 Reclaim Voucher Exercise (Overriding the M&IE Calculations)

In this exercise, create a reclaim voucher for authorization YFMLS0001 *(Exercise 1: Basic Authorization (Editing Traveler Info and Adding a New ACCS Code) on page 20)* to show an additional expense that was excluded from voucher YFMLS0001 *(Exercise 17: Voucher from an Existing Authorization (Applying Cash/ Check Advances) on page 158)*.

The traveler forgot to enter a $12.75 highway/bridge toll charge. Use the trip type RECLAIM and show only the unclaimed amount. The amount for this voucher should only reflect the unclaimed toll charge expense, therefore all expenses claimed on the original voucher must be deleted.

Expense

The traveler claims $12.75 for highway/bridge tolls on October 11th.

✍ Cost comparisons are not used on reclaim vouchers.

---

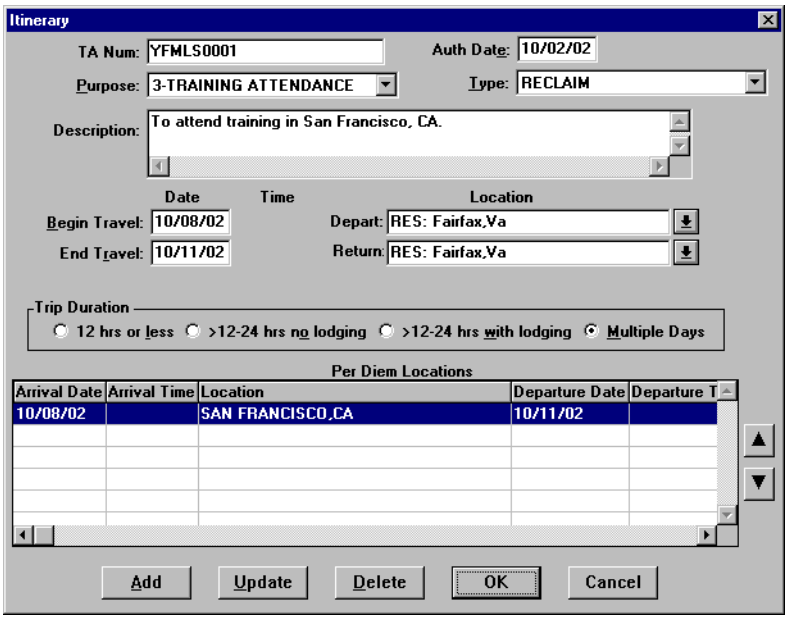
1. To access the software, double-click on the **TM81.ICA** icon. A warning message informing you that you are accessing a Department of Commerce computer system will appear on the screen. To acknowledge the message, click **OK**.
2. Log into Travel Manager using your user id and password, click **OK**.
3. You will see a message welcoming you to the Travel Manager system. Please read and note any information. We may use this to communicate key information to users. To acknowledge the welcoming message(s), click **OK**.
4. At the prompt, "You have documents waiting your review and approval. Choose 'Review' from the File menu.", click **OK**.
5. Select **File>New>Voucher from Authorization F**.
   A. To search by the traveler's social security number, click the **SSN** radio button.
   B. In the **Travelers** search field, type in the social security number of the traveler and press [**Tab**].

✍ Unless you are a Group Administrator, you will only have access to your own social security number.

   C. In the Document Name List block, highlight authorization *YFMLS0001* and click **OK**.

✍ The voucher window is displayed and it contains data (for example, the itinerary information) from the original authorization.

6. To verify the accuracy of the itinerary information, to enter additional itinerary information, or to make any necessary changes based on the actual trip, click the **Itinerary** button. Change the dates and travel location.
   A. Note that the **TA Num**, **Auth Date, Purpose**, **Description**, **Type**, **Begin/End Travel Dates**, and **Per Diem Locations** have been pulled over from the authorization.
   B. In the **Type** field, select RECLAIM from the drop-down list.

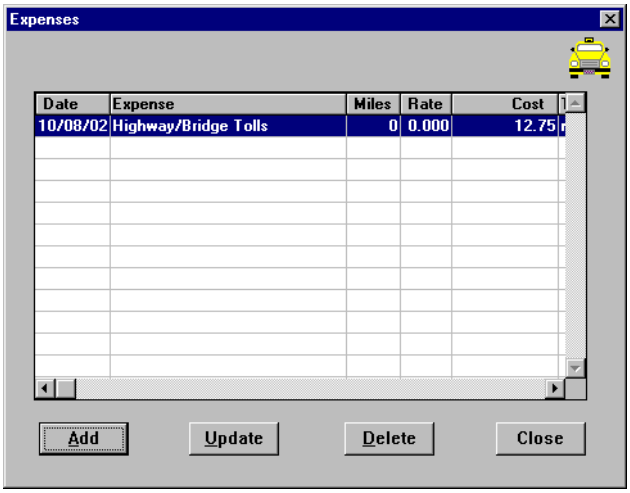


Itinerary Window (Reclaim Voucher)

C. To exit the Itinerary window, click **OK**.

7. To verify the accuracy of ticket information, to enter additional ticket information, or to make any necessary changes based on the actual trip, click the **Ticketed Transportation** button.
   A. Note that all of the ticket information has been pulled over from the authorization. You will need to remove the ticket information claimed on the original voucher.
   B. Highlight the ticket information for $350 and click **Delete**.
   C. At the prompt, “Are you sure you want to delete this record?”, click **Yes**.
   D. Highlight the ticket information for $28 and click **Delete**.
   E. At the prompt, “Are you sure you want to delete this record?”, click **Yes**.
   F. To exit the Ticket Information window, click **Close**.
8. To verify the accuracy of expenses, to enter additional expenses, or to make any necessary changes based on the actual trip, click the **Expenses** button.
   A. Note that all expenses have been pulled over from the authorization. You will need to remove the expenses claimed on the original voucher and add the additional Highway/Bridge Tolls expense.
   B. Highlight the **1POC-Private Vhcle** expense and click **Delete**.
   C. At the prompt, “Are you sure you want to delete this record?”, click **Yes**.
   D. Highlight the **Gas-Rental/Govt Car** expense and click **Delete**.
   E. At the prompt, “Are you sure you want to delete this record?”, click **Yes**.
   F. Highlight the **Parking Fees** expense and click **Delete**.
   G. At the prompt, “Are you sure you want to delete this record?”, click **Yes**.
   H. Highlight the **Registration Fees** expense and click **Delete**.
   I. At the prompt, “Are you sure you want to delete this record?”, click **Yes**.
   J. Highlight the **Rental Car** expense and click **Delete**.

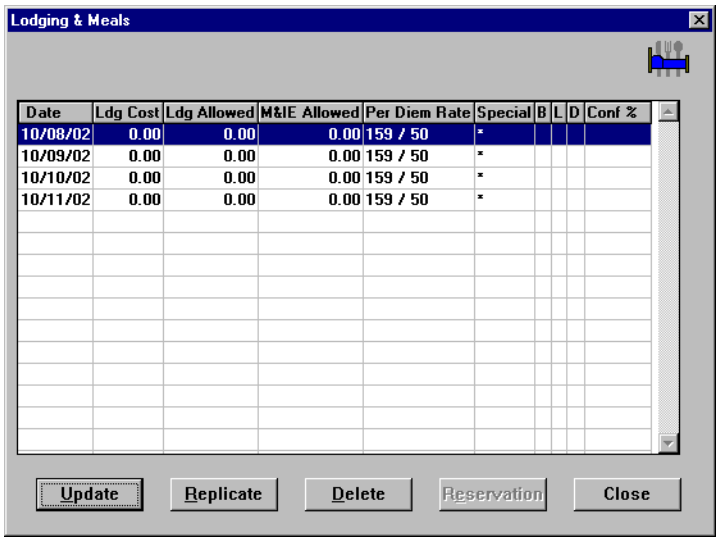
K. At the prompt, "Are you sure you want to delete this record?", click **Yes**.
L. Click **Add**. Note that October 8th appears in the **Date** field.
M. In the **Date** field, type ***101102***.
N. In the **Expense** field, select **Highway/Bridge Tolls** from the expense drop-down list.
O. In the **Cost** field, type ***12.75***.
P. To exit the Add Expense window, click **Done**.



Expenses Window (Reclaim)

Q. To exit the Expenses window, click **Close**.

9. To verify the accuracy of the rates allowed for Lodging and M&IE, to enter any known differences to lodging costs, or to enter any special duty conditions such as annual leave or actuals, click the **Lodging/ M&IE** button. You will need to remove the Lodging and M&IE costs claimed on the original voucher.
   A. Note that October 8th is highlighted, click **Update**.
   B. Click **Override**.
   C. In the **M&IE Amount** field, type ***0***.
   D. To exit the Overrides window, click **OK**.
   E. In the **Values Apply Through** field, highlight the date, type ***101102***.
   F. To Exit the Update Lodging and M&IE Expenses window, click **OK**.



Lodging & Meals (Override)

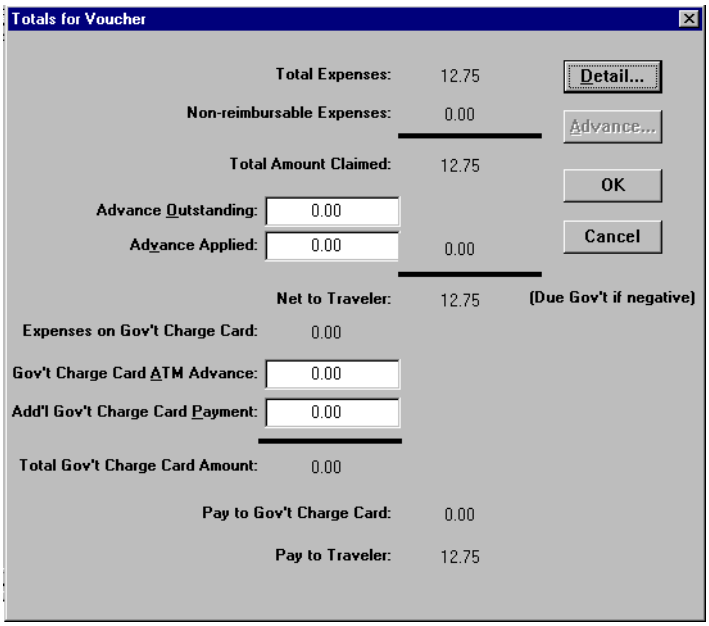
G. To Exit the Lodging & Meals window, click **Close**.

10. To verify the accuracy of the accounting code(s), to enter additional accounting codes, or to make any necessary changes, click the **Acct** button.
    A. Note that the Accounting Code(s) have been pulled over from the authorization.

✍ Only five accounting codes can be used per document and all accounting codes must be for the same bureau.

    B. To exit the Acct Codes for document window, click **Close**.
    C. At the prompt, "Performing ACCS Code Validation...", click **OK**.
11. To verify the accuracy of the comments, to enter additional comments, or to make any necessary changes, click the **Comments** button.
    A. Note that all of the comments have been pulled over from the authorization.
    B. Type the following additional comments: ***To claim toll charges not claimed on original voucher.***
    C. To exit the Comments for document window, click O**K**.
12. To record any outstanding travel advance amounts the traveler received for the current trip and to view how the Net to Traveler was calculated, click on the **Totals** button. The Total Expenses less Non-reimbursable Expenses results in the Total Amount Claimed by the traveler.

    The Net to Traveler is determined by subtracting any cash or check advance received (does not apply to ATM advances) from the Total Amount Claimed.
    A. To record an advance in the **Gov't Advance Outstanding** field, type in the advance amount and press [**Tab**].
    B. The system will copy the amount entered in the **Gov't Advance Outstanding** field into the **Gov't Advance Applied** field.



Totals for Vouch Window

✍ Note that the Net to Traveler reflects only the Highway/Bridge Toll charges.

C. To exit the Totals for Voucher window, click **OK**.

13. Select **File>Save As**.
14. At the prompt, "Are you sure you have entered your lodging costs?", click **Yes**.
15. At the Save As window, the document name will default to the authorization number. Type ***R1*** at the end of the default document name, click **OK**.

✍ To avoid overwriting the original voucher you must change the Document Name by adding an extension (e.g., R1, R2, R3...) to the document name.

16. Select **File>Print Preview** to view the travel voucher.
    A. At the prompt, "Are you sure you have entered your lodging costs?", click **Yes**.
    B. Review the travel voucher on-line.
    C. Click the **Print** button to print the travel voucher.
    D. Click the **Close** button to exit the Print Preview window.
17. Forward the hard copy document to the Traveler for signature.
18. *For routing only:* Notify the traveler to electronically stamp the document SIGNED in order to initiate the electronic routing of the document to the Reviewing/Approving officials. For more detailed information, see *Unit 7: Electronically Stamp (Sign, Review, and Approve) and Route Documents on page 237*.
19. To exit Travel Manager, select **File>Exit**. Do not use the X button to exit the system.

Unit 6: Local Voucher

This unit provides:

- background information describing how to adjust an existing local voucher;
- an overview describing the process of preparing a local voucher and explaining some field values; and
- exercises on how to prepare a local voucher. This exercise contains a problem statement and a description of the steps needed to produce the desired results. The data used in the exercises and the screen captures may not reflect the latest mileage rates.

Background

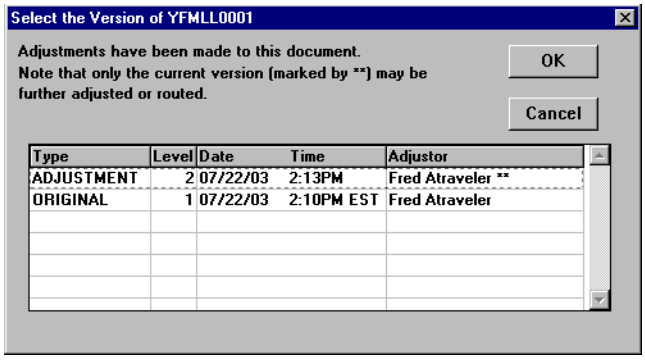
✍ Local vouchers prepared in Travel Manager are used to claim reimbursable travel expenses only and must not be used for procurement purposes.

A local voucher with a CREATED status can be opened, modified, and saved numerous times while the status remains CREATED.

✍ Do not make any changes to a local voucher after the approved hard copy has been sent to the Finance Office.

Once the Document History on a local voucher indicates that it has been stamped SIGNED by the traveler, changes to the local voucher are called adjustments. After the changes have been made to a local voucher, the system will prompt you to stamp the document ADJUSTED before these changes can be saved. A local voucher can be changed and stamped ADJUSTED multiple times.

✍ When opening a local voucher that has been adjusted, the system will display all versions of the local voucher. However, only the most current version of the document (marked with **) can be further adjusted.



Document Version Window

Once a local voucher has been stamped DATA LINK, it becomes locked and can **no longer** be adjusted.

Overview—Creating a Local Voucher

1. To access the software, double-click on the **TM81.ICA** icon. A warning message informing you that you are accessing a Department of Commerce computer system will appear on the screen. To acknowledge the message, click **OK**.
2. Log into Travel Manager using your user id and password, click **OK**.
3. You will see a message welcoming you to the Travel Manager system. Please read and note any information. We may use this to communicate key information to users. To acknowledge the welcoming message(s), click **OK**.
4. At the prompt, "You have documents waiting your review and approval. Choose 'Review' from the File menu.", click **OK**.
5. Select **File>New>Local Voucher L**.
6. In the **SSN** field, press [**F10**], highlight the traveler, and click **Select**.

✂ *You could also type the traveler's social security number and press [**Tab**].*

✍ Unless you are a Group Administrator, you will only have access to your own social security number.

7. To enter an authorization number, click in the **TA Num** field.

✍ Temporary Duty (TDY) authorization numbers are not to be used for local travel. It is up to each office to determine its own numbering scheme for Local Vouchers. Local Voucher authorization numbers must be unique and consist of nine alphanumeric characters with no special characters.

> For the purposes of this class only the following format will apply: YFMLL0000, YFMLL0001 etc.
>
> **Y** = Last digit of the Fiscal Year (position 1)
>
> **FML** = Organization code represented by the initials of your first, middle, and last name (position 2-4)
>
> **L** = The type of travel (position 5)
>
> L-Local
>
> **0000** = Four digit sequential number provided in the exercise (position 6-9)

8. To enter expenses, click the **Expenses** button.

✍ Expenses must be selected from the expense drop-down list.

9. To enter the accounting code(s) (unless the traveler information specifies a default account code), click the **Acct** button.

✍ If necessary, you can select a different accounting code from the Master Acct Code table, add a new accounting code, or update an existing accounting code. Refer to Table 13, on page 263 for information on how to Retrieve or Find an accounting code that may already exist in the Master Acct Code table. No more than two ACCS codes can be selected and the ACCS codes must be for the same bureau.

✍ Funds are not checked in CFS for local vouchers, although all ACCS codes are validated against the master table.

10. To add any comments, click the **Comments** button. Type the preparer's name and phone number, and record any additional comments.
11. To review the total amount on the local voucher, click the **Totals** button.
12. To exit the Totals for Local Voucher window, click **OK**.
13. Select **File>Save**. At the Save As window, the document name will default to the authorization number. To accept the default, click **OK**.
14. Select **File>Print Preview** to view the local voucher.
    A. Review the local voucher on-line.
    B. Click the **Print** button to print the local voucher.
    C. Click the **Close** button to exit from the Print Preview window.
15. Forward the hard copy travel voucher to the Traveler for signature.
16. *For routing only:* Notify the traveler to electronically stamp the document SIGNED in order to initiate the electronic routing of the document to the Reviewing/Approving officials. For more detailed information, see *Unit 7: Electronically Stamp (Sign, Review, and Approve) and Route Documents on page 237.*
17. To exit Travel Manager, select **File>Exit**. Do not use the X button to exit the system.

Exercise 25 Local Voucher

This exercise covers how to create a local voucher for a traveler.

Expenses

The traveler claims the following expenses:

December 4th - 35 miles round-trip drive from the traveler's office to the Pentagon
December 4th - $1 for highway/bridge tolls
December 4th - $2.50 for parking
December 6th - $7 for round-trip Metro fare
December 6th - $2.50 for parking at the Metro station
December 6th - 3 miles round-trip from the traveler's office to the Metro station

---

1. To access the software, double-click on the **TM81.ICA** icon. A warning message informing you that you are accessing a Department of Commerce computer system will appear on the screen. To acknowledge the message, click **OK**.
2. Log into Travel Manager using your user id and password, click **OK**.
3. You will see a message welcoming you to the Travel Manager system. Please read and note any information. We may use this to communicate key information to users. To acknowledge the welcoming message(s), click **OK**.
4. At the prompt, "You have documents waiting your review and approval. Choose 'Review' from the File menu.", click **OK**.
5. Select **File>New>Local Voucher L**.
6. In the **SSN** field, press [**F10**], highlight the traveler, and click **Select**.

✂ *You could also type the traveler's social security number and press [**Tab**].*

✍ Unless you are a Group Administrator, you will only have access to your own social security number.

7. In the **TA Num** field, type ***YFMLL0001***.

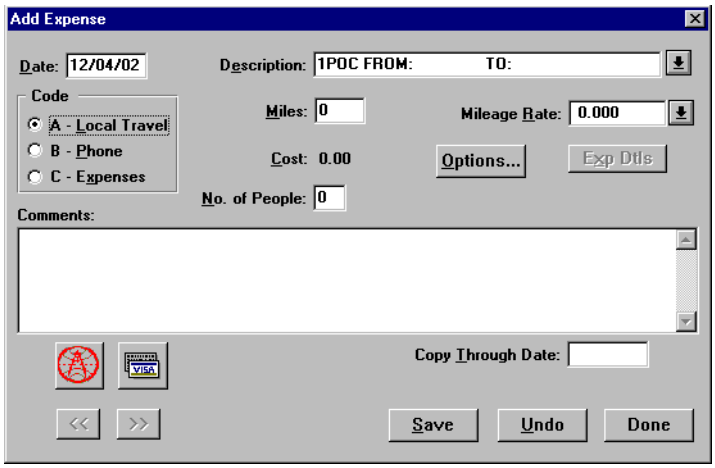
✍ Temporary Duty (TDY) authorization numbers are not to be used for local travel. It is up to each office to determine its own numbering scheme for Local Vouchers. Local Voucher authorization numbers must be unique and consist of nine alphanumeric characters with no special characters.

8. Click the **Expenses** button.
   A. Click **Add**. Note that the **Date** field defaults to the current date.
   B. In the **Date** field, type ***120402*** and press [**Tab**].

✂ *Shortcut - Click on the right mouse button on any date field to display a calendar. Use the << and >> buttons to select the desired month. To select, double-click on the date.*

✍ Expenses must be selected from the expense drop-down list.

   C. In the **Description** field, select **1POC:** from the expense drop-down list. Note **1POC FROM: TO:** is displayed in the **Description** field. After you select **1POC** from the drop-down list, you may modify the description as appropriate.

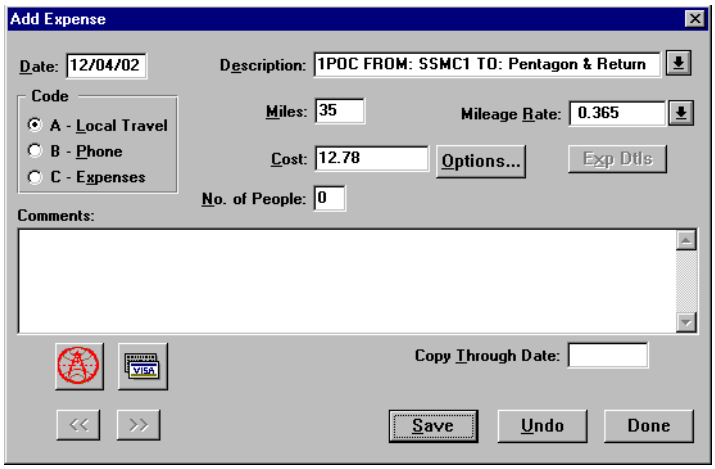


Add Expense (Local Voucher) Window

D. To modify the description, click in the **Description** field. After **1POC FROM:**, type ***SSMC1 TO: Pentagon & Return***.

✍ The **Code** field automatically defaults to the proper value based on the selections from the expense drop-down list.

E. In the **Miles** field, type ***35*** and press [**Tab**]. Note the cost is calculated and displayed in the **Cost** field.



Add Expense (Local Voucher) Window

F. Click **Save**. Note that a new Add Expense window is displayed and December 4th appears in the **Date** field.

G. In the **Description** field, select **Highway/Bridge Tolls** from the expense drop-down list and press [**Tab**].

H. In the **Cost** field, type ***1***.

I. Click **Save**. Note that a new Add Expense window is displayed and December 4th appears in the **Date** field.

J. In the **Description** field, select **Parking Fees** from the expense drop-down list.

K. In the **Cost** field, type ***2.50***.

L. Click **Save**. Note that a new Add Expense window is displayed and December 4th appears in the **Date** field.

M. In the **Date** field, type ***120602*** and press [**Tab**].

N. In the **Description** field, select **Metro Fare** from the expense drop-down list.

O. In the **Cost** field, type *7*.

P. Click **Save**. Note that a new Add Expense window is displayed and December 6th appears in the **Date** field.

Q. In the **Description** field, select **Parking Fees** from the expense drop-down list.

R. In the **Cost** field, type ***2.50***.

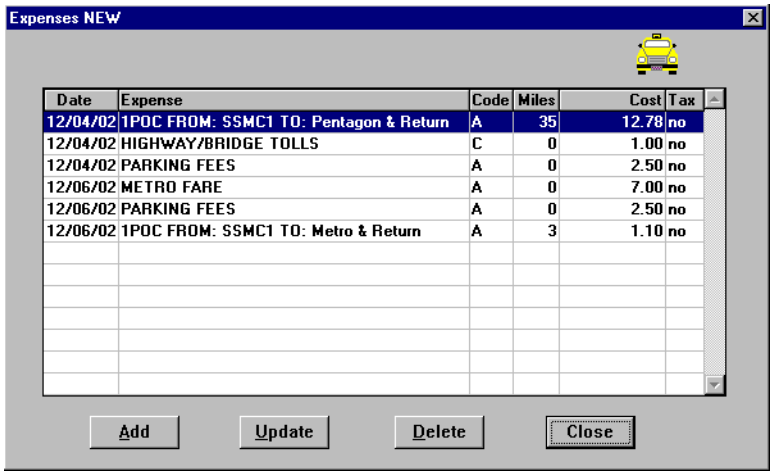
S. Click **Save**. Note that a new Add Expense window is displayed and December 6th appears in the **Date** field.

T. In the **Description** field, select **1POC:** from the expense drop-down list. Note **1POC FROM: TO:** is displayed in the **Description** field. After you select **1POC** from the drop-down list, you may modify the description as appropriate.

U. To modify the description, click in the **Description** field. After **1POC FROM:**, type ***SSMC1 TO: Metro & Return***.

V. In the **Miles** field, type ***3*** and press [**Tab**]. Note the cost is calculated and displayed in the **Cost** field.

W. To exit the Add Expense window, click **Done**.



Expense (Local Voucher) Window

X. To exit the Expenses window, click **Close**.

9. Click the **Acct** button.

   A. Note that the default accounting code is displayed.

✍ If necessary, you can select a different accounting code from the Master Acct Code table, add a new accounting

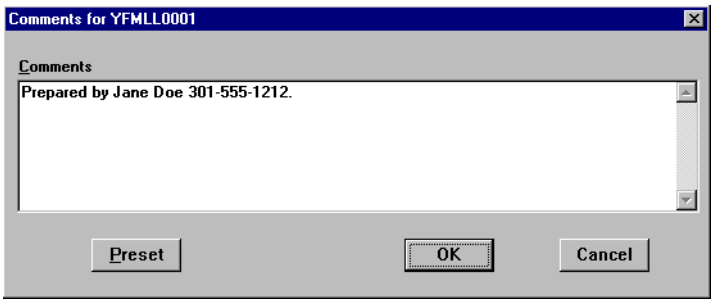
code, or update an existing accounting code. Refer to Table 13, on page 263 for information on how to Retrieve or Find an accounting code that may already exist in the Master Acct Code table. No more than two ACCS codes can be selected and the ACCS codes must be for the same bureau.

B. To exit the Acct Codes for document window, click **Close**.

C. At the prompt, "Performing ACCS Code Validation...", click **OK**.

✍ Funds are not checked in CFS for local vouchers, although all ACCS codes are validated against the master table.

10. Click the **Comments** button.
    A. Type the preparer's name and phone number, and record any additional comments. Type ***Prepared by Jane Doe 301-555-1212.***



Comments Window

    B. To exit the Comments for document window, click **OK**.
11. To review the total amount on the local voucher, click the **Totals** button.
    A. To exit the Totals for Local Voucher window, click **OK**.
12. Select **File>Save**. At the Save As window, the document name will default to the authorization number. To accept the default, click **OK**.
13. Select **File>Print Preview** to view the local voucher.
    A. Review the document on-line.
    B. Click the **Print** button to print the local voucher.
    C. Click the **Close** button to exit from the Print Preview window.
14. Forward the hard copy document to the Approving Official for signature.
15. *For routing only:* Notify the traveler to electronically stamp the document SIGNED in order to initiate the electronic routing of the document to the Reviewing/Approving officials. For more detailed information, see *Unit 7: Electronically Stamp (Sign, Review, and Approve) and Route Documents on page 237*.
16. To exit Travel Manager, select **File>Exit**. Do not use the X button to exit the system.

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Unit 7: Electronically Stamp (Sign, Review, and Approve) and Route Documents

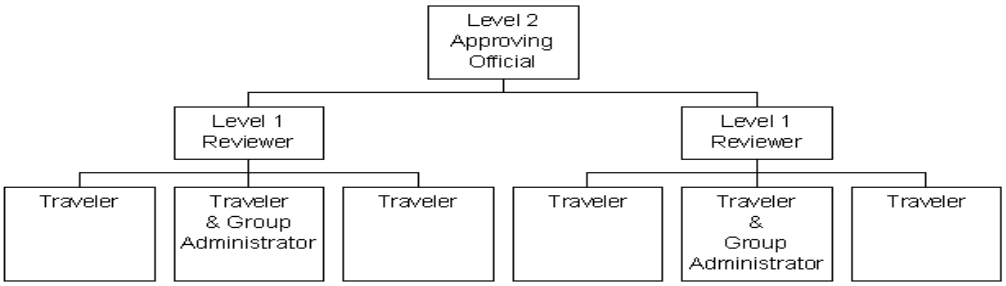
This unit describes:

- the stamping and routing process; and
- how to electronically sign and adjust a document from File>Review in the Doc Prep module.

Document Stamping & Routing Process

In order to electronically stamp and route a document in Travel Manager, the routing hierarchy for the office must be established in Travel Manager. This routing hierarchy identifies the name of the reviewing and approving officials and their level of authority. NOAA allows up to five levels of hierarchy in Travel Manager, however, it is strongly recommended that this hierarchy be kept to one or two levels.

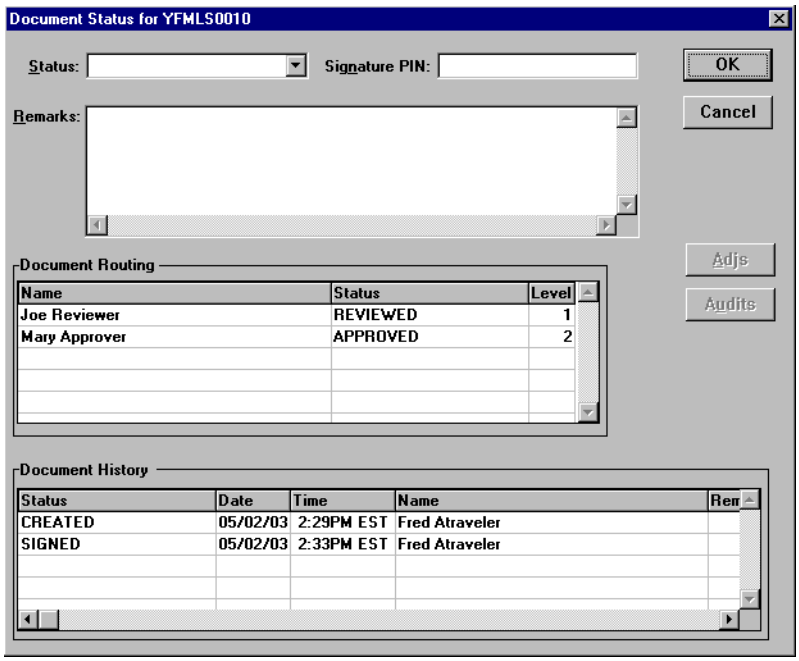
Two - Level Routing



✍ Non-Routing Users do not set up routing hierarchy. Since hierarchy is not established, travel documents will not electronically route through the system to the reviewers and approvers. In order to get the document to the next processing point Non-Routing users will electronically stamp SIGNED and APPROVED on authorizations only. Do not apply any electronic stamps on vouchers and local vouchers.

A document begins its routing once it has successfully been electronically stamped SIGNED. Authorizations must successfully be electronically stamped signed by the document creator before the document will begin routing. All Temporary Duty (TDY) vouchers and local vouchers must successfully be electronically stamped SIGNED by the traveler before the document will begin routing. Once a document has been stamped SIGNED, you can track the document throughout the routing process by opening the document and clicking on the **Document Status** button.

✂ *You can also check the status of a document by using the Details button on the Open Document window (Highlight the traveler's name and document number, click the **Details** button and then click on the **Status** button).*



Document Status Window

The Document Routing block displays the name and level of the Reviewing and Approving Officials that still need to sign the document and the stamp (SIGNED, REVIEWED, APPROVED) that must be applied in order for the document to continue its routing. However, other stamps may be applied, (i.e., CANCELLED, RETURNED).

✍ Non-Routing Users will not electronically stamp REVIEWED.

The Document History block displays the stamps that have been applied to the document, the date and time the stamp was applied, and the name of the person who applied the stamp.

Each time a document is electronically stamped SIGNED or APPROVED the document will go through a series of edits. These edits check on the size and format of the Authorization number, validate the Accounting Classification Code, and check on the availability of funds.

If a document fails one or more of the these edits, an error message (*see Appendix C: Index of System Messages on page 275*) will appear on the screen explaining the error and the document will **not** be electronically stamped SIGNED or APPROVED. These errors must be corrected before the document can be successfully signed and routed.

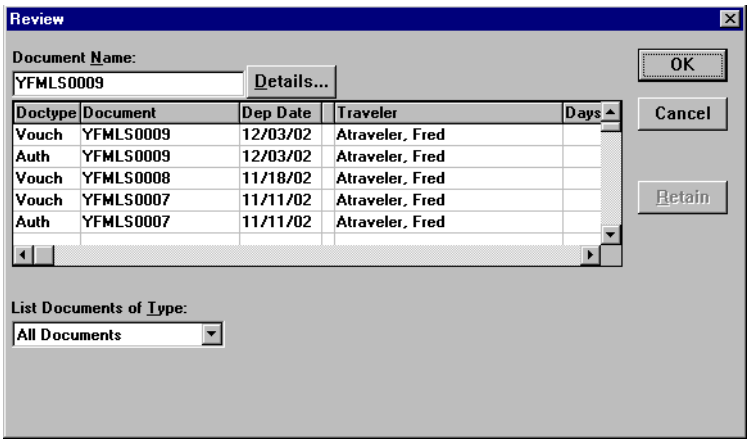
If the document passes these edits, the document will appear in the Review list of the next person required to stamp the document and an email will be sent to that person notifying them that there is a document waiting for their review.

The traveler, Reviewing and/or Approving Official, and creator of the document can use the Review List in the Doc Prep module to:

- review details about the document (e.g., total costs of the trip);
- adjust the document before applying an electronic signature and stamp; and
- apply electronic signature and stamp(s).

How to Electronically Sign and Adjust a Document from File>Review

1. Select **File>Review**.



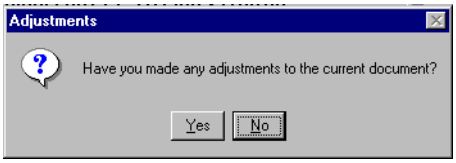
Review List Window

The Review window lists all of the document(s) waiting for some action to be taken by you. This list would include any documents you have created and not signed or documents waiting for your review or approval.

2. Highlight the document to be electronically stamped and click **OK**. Note that the document will appear on the screen in the Doc Prep module.
3. Review all data entered on the document.

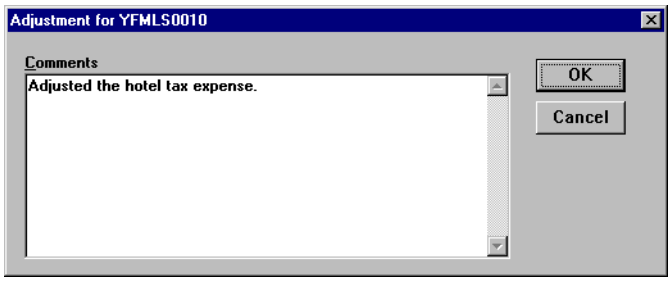
A Reviewing and Approving Official can make adjustments to the document before electronically stamping the document. It is the Approving Officials responsibility to insure travel policy is followed, travel expenses are appropriate, receipts exist where required, travel expenses are charged to the correct accounting code, unapproved documents are returned to the traveler/creator, and that approved and signed hard copy vouchers with receipts are forwarded to their servicing Finance Office.

4. If during the review process you determine that the document needs to be adjusted:
   A. Make the necessary adjustments.
   B. Select **File>Save**.
   C. At the prompt, “Have you made any adjustments to the current document?”, click **Yes**



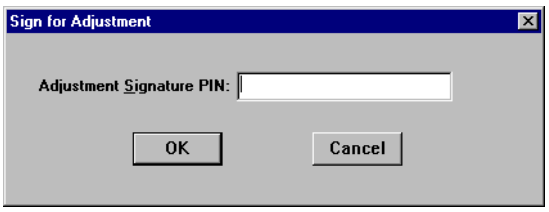
Adjustments Prompt

   D. At the Adjustment for Document window, type in comments about the adjustment made to the document and click **OK**.



Adjustment Comments Window

E. At the Sign for Adjustment window, apply your electronic signature and click **OK.**



Sign for Adjustment Window

5. Click on the **Document Status** button to apply the SIGNED, REVIEWED, or APPROVED stamp.
   A. Verify that your name appears in the Document Routing block as the next electronic signature required.
   B. Type any remarks about the document in the **Remarks** field.
   C. Click in the **Status** field and select the appropriate stamp (SIGNED, REVIEWED, APPROVED) from the drop-down list.
6. In the **Signature PIN** field type your electronic signature and click **OK**.
   A. If applying the SIGNED electronic stamp on an **authorization**:
      1) At the prompt, "You must save the document before stamping with SIGNED status code. Would you like to save the document? (Note: Select YES to save the document now. Select NO to cancel stamping.)", click **Yes**.
      2) At the prompt, "Funds Check in Progress", click **OK**.
      3) *For routing only*: At the prompt, "Email has been sent to XXX@noaa.gov", click **OK**. (Note: XXX represents the name of the person to be notified.)
   B. If applying the REVIEWED electronic stamp on an **authorization**:
      1) At the prompt, "Save and route current authorization?", click **Yes**.
      2) At the prompt, "Have you made any adjustments to the current document?", click **No**.
      3) *For routing only:* At the prompt, "Email has been sent to XXX@noaa.gov", click **OK**. (Note: XXX represents the name of the person to be notified.)
   C. If applying the APPROVED electronic stamp on an **authorization**:
      1) At the prompt, "You must save the document before stamping with APPROVED status code. Would you like to save the document? (Note: Select YES to save the document now. Select NO to cancel stamping.)", click **Yes**.

2) At the prompt, "Have you made any adjustments to the current document?", click **No**.
3) At the prompt, "Funds Check in Progress", click **OK**.

D. If applying the SIGNED electronic stamp on a **voucher**:
1) At the prompt, "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.", click **OK**.
2) At the prompt, "Funds Check in Progress", click **OK**.
3) At the prompt, "Save and route current voucher?", click **Yes**.
4) *For routing only:* At the prompt, "Email has been sent to XXX@noaa.gov", click **OK**. (Note: XXX represents the name of the person to be notified.)

E. If applying the REVIEWED electronic stamp on a **voucher**:
1) At the prompt, "Save and route current voucher?", click **Yes**.
2) At the prompt, "Have you made any adjustments to the current document?", click **No**.
3) *For routing only:* At the prompt, "Email has been sent to XXX@noaa.gov", click **OK**. (Note: XXX represents the name of the person to be notified.)

F. If applying the APPROVED electronic stamp on a **voucher**:
1) At the prompt, "Funds Check in Progress", click **OK**.
2) At the prompt, "I certify that I have reviewed the itinerary and the expenses of this Travel Voucher and have deemed them appropriate, reasonable and in support of mission requirements.", click **OK**.
3) At the prompt, "Save and route current voucher?", click **Yes**.
4) At the prompt, "Have you made any adjustments to the current document?", click **No**.

G. If applying the SIGNED electronic stamp on a **local voucher**:
1) At the prompt, "Save and route current local voucher?", click **Yes**.
2) *For routing only:* At the prompt, "Email has been sent to XXX@noaa.gov", click **OK**. (Note: XXX represents the name of the person to be notified.)

H. If applying the REVIEWED electronic stamp on a **local voucher**:
1) At the prompt, "Save and route current local voucher?", click **Yes**.
2) At the prompt, "Have you made any adjustments to the current document?", click **No**.
3) *For routing only:* At the prompt, "Email has been sent to XXX@noaa.gov", click **OK**. (Note: XXX represents the name of the person to be notified.)

I. If applying the APPROVED electronic stamp on a **local voucher**:
1) At the prompt, "Save and route current local voucher?", click **Yes**.
2) At the prompt, "Have you made any adjustments to the current document?", click **No**.

7. Note that you will return to the Doc Prep module window.

✍ Funds are not checked in CFS for local vouchers, although all ACCS codes are validated against the master table.

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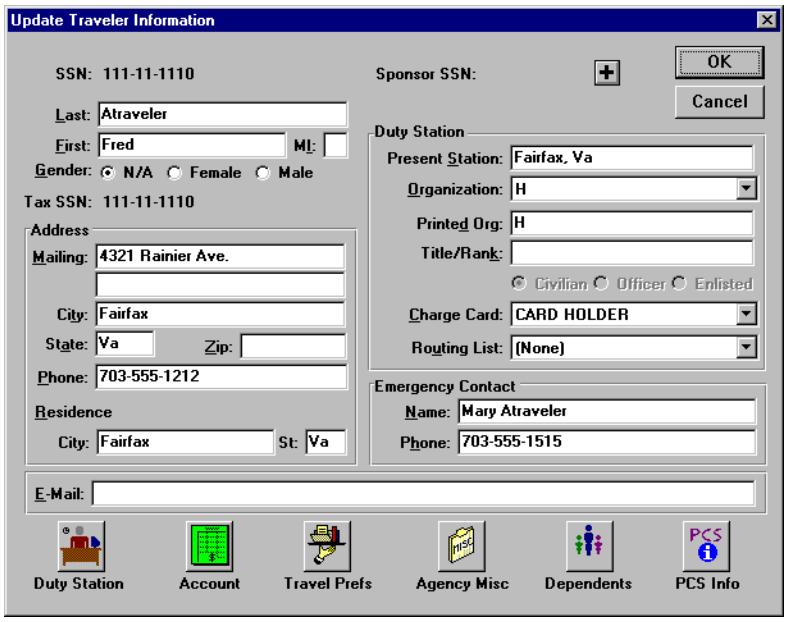
Appendix A: Reference Guide

This appendix provides additional information about the Traveler Information, Itinerary, Ticketed Transportation, Expenses, Accounting, Totals, and Document Status windows.

Traveler Information

Traveler information records pertain to all types of travel documents. To display the Update Traveler Information window for the social security number entered, click the **Traveler Information** button.



Update Traveler Information Window

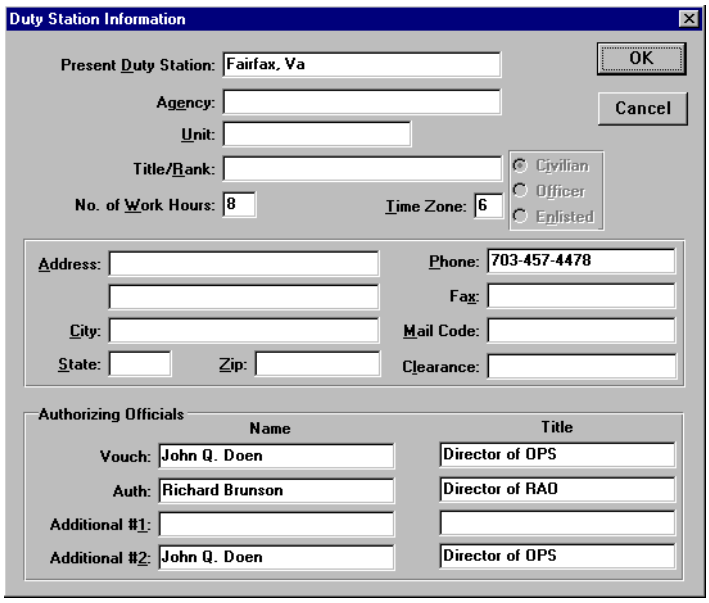
The Update Traveler Information window contains basic personal information about the traveler. Most of the information requested in the Traveler Information window is self-explanatory except for the fields described in Table 4.

Table 4: Add/Update Traveler Information Fields

Field	Field Description
Sponsor SSN	*Currently not used by NOAA.* The social security number of a sponsor. A non-employee traveler (for example, an interview candidate) must have a sponsor in order to create a travel document. The non-employee does not have access to the Travel Manager software or may not even be available to create a travel document so a sponsor is needed to create a document to pay the traveler's expenses. The sponsor can create, sign, and route documents for the non-employee. The SSN or employee identification number of the sponsor is required for this field. When the Sponsor SSN is completed, the Organization and Routing List fields are disabled because Travel Manager uses organization and routing data based on the sponsor's Traveler Information Table record.
Tax SSN	*Currently not used by NOAA.* A traveler's Social Security Number is needed for tax purposes. If Travel Manager is set-up to use an employee identification number in the SSN field, then it is necessary to enter the traveler's SSN in the Tax SSN field.
Organization	*Required field.* A code used to identify the servicing Finance Office to which the traveler is assigned. Valid values are C-CASC, E-EASC, H-Headquarters, M-MASC, and W-WASC.
Printed Org	*Optional field.* The name of the organization to be printed on the Travel Manager default form.
Title/Rank	*Optional field.* The title or rank of the traveler.
Charge Card	*Required field.* A code indicating whether the traveler is a government charge card holder. This value determines the rules Travel Manager should apply when calculating the authorized cash/ATM advance. The following items are valid selections for this required field: **Card Holder**—Select this option if the traveler has a Government Citibank travel card. **Exempt**—Select this option if the traveler has been granted an explicit exemption from the mandatory use if the Government Citibank travel card. **Invitational**—Select this option if the traveler is an invitational. **New Employee**—Select this option if the traveler is a new employee who has to travel with less than 24-hour notice and has not had an opportunity to obtain a Government Citibank travel card. **Not Card Holder**—Select this option if none of the above apply.
Routing List	*Required field for Finance Office use only when establishing routing offices.* A code used to identify the electronic path a travel document will take in order to obtain the appropriate Reviewing and/or Approving Official's electronic signatures on the document.
E-Mail	*Required field for Finance Office use only when establishing routing offices.* The e-mail address for the traveler. This field is used in conjunction with signatures and routing for automatic e-mail notification to Reviewing and/or Approving Officials. The internet address must be entered in this field and cannot exceed 30 characters.

Duty Station

To access the traveler's duty station information, click the **Duty Station** button in the Traveler Information window. Most of the information requested in the Duty Station Information window is self-explanatory except the fields described in Table 5.



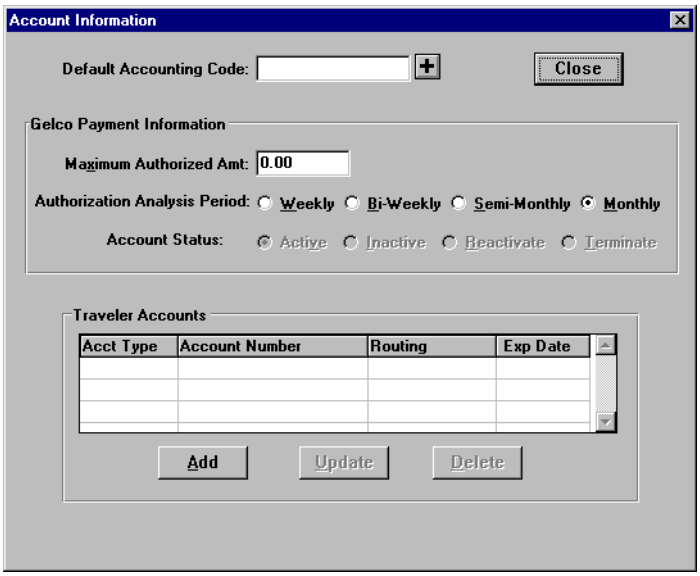
Duty Station Information Window

Table 5: Duty Station Information Window Fields

Field	Field Description
No. of Work Hours	*Required field.* The standard length of the traveler's regular work day (not how long the traveler actually worked). The **No. of Work Hours** value is only used to calculate when travelers are entitled to lodging and M&IE when annual leave is taken. NOAA's policy is the traveler defaults to a regular eight hour day while in travel status.
Time Zone	*Required field.* A numeric value that represents the time zone of the traveler's permanent duty location. This value is used to determine whether the traveler has crossed the International Date Line (IDL). Travel Manager assumes that the traveler starts and ends the trip in this time zone. 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, Pacific-9.
Clearance	*Currently not used by NOAA.* The security clearance level of the traveler. If a security clearance does not apply to the traveler, leave this field blank.
Voucher	*Required field.* The name and title of the approving official on the traveler's TDY/local vouchers. This value is printed on the voucher. The name and title are not used for electronic signatures and routing.
Authorization	*Required field.* The name and title of the Requesting Official on the traveler's authorizations. This value is printed on the authorization. They are not used for electronic signatures and routing.
Additional #1	*Currently not used by NOAA.* The name and title of a second Approving Official that appears on the TDY/local voucher.
Additional #2	*Required field.* The name and title of the Authorizing Official that appears on the authorization.

Account

To access the traveler's account information, click the **Account** button in the Traveler Information window. Table 6 describes the fields of the Account Information window.



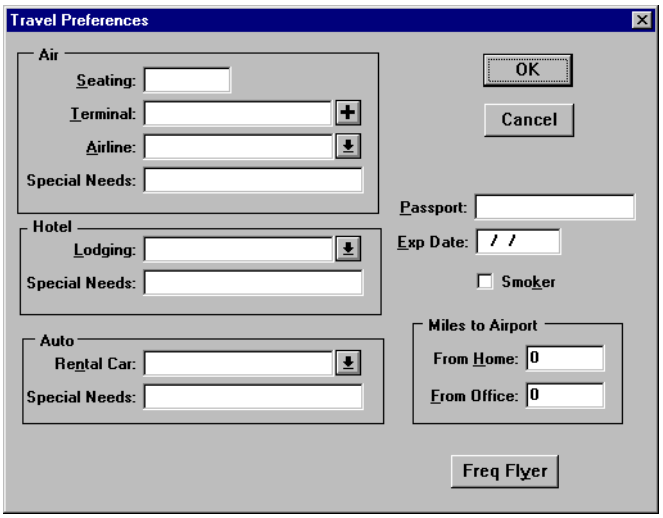
Account Information Window

Table 6: Account Information Window Fields

Field	Field Description
Default Accounting Code	*Optional field.* The Traveler's default accounting code. During document preparation, the **Acct Code for the Current Document** field is automatically loaded with this default (the default accounting code can be deleted and a new code added). To select a default accounting code, click the **lookup** button.
Maximum Authorized Amt	*Currently not used by NOAA*. This information is useful only with a custom Data Link (a customized accounting system interface purchased through Gelco).
Authorization Analysis Period	*Currently not used by NOAA*. This information is useful only in conjunction with Gelco's Payment module.
Account Status	*Currently not used by NOAA*. This information is useful only in conjunction with Gelco's Payment module.
Travelers Accounts	*Currently not used by NOAA*. This information is useful only in conjunction with Gelco's Payment module.

Travel Prefs

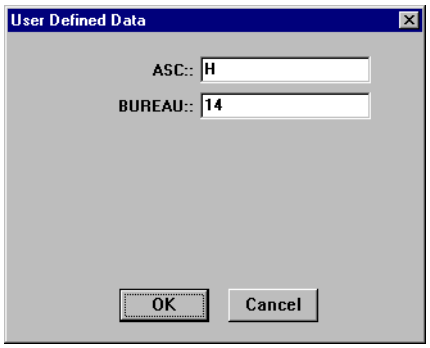
Optional field. To access the traveler's preference information, click the **Travel Prefs** button in the Traveler Information window. To store the traveler's frequent flyer information, click the **Freq Flyer** button. Most of the information requested in the Travel Preferences and Frequent Flyer Information windows are self-explanatory. The information is used in conjunction with the Reservations software. However, some offices may want to enter this information to aid the person making the travel arrangements.



Travel Preferences Window

Agency Misc

To access the traveler's ASC and Bureau information, click the **Agency Misc** button in the Traveler Information window. Table 7 describes the fields of the Agency Misc. window.



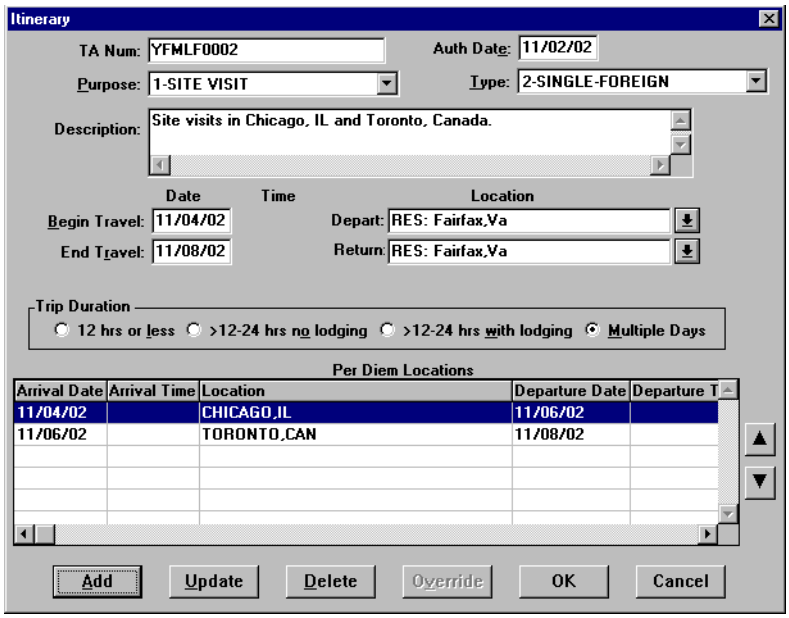
User Defined Data Window

Table 7: Agency Misc. Buttons

Field	Field Description
ASC	*Optional field.* The traveler's servicing Finance Office. Valid values are: H—Headquarters (Germantown, MD) C—CASC (Kansas City, MO) E—EASC (Norfolk, VA) M—MASC (Boulder, CO) W—WASC (Seattle, WA)
Bureau	*Required field.* The traveler's bureau code. Valid values are: 13—BIS 14—NOAA

Itinerary

To access the Itinerary window which contains the information about the authorization number, date the authorization was produced, purpose of the trip, type of trip, begin and end dates of travel, and TDY locations, click the **Itinerary** button from the Authorization or Voucher main window.



Itinerary Window

- To add Per Diem locations, click **Add**.
- To edit or change Per Diem locations, click **Update**.
- To delete Per Diem locations, click **Delete**.
- To override the system's automatic calculation of per diem (only valid when blanket or override is selected as the trip type), click **Override**.

Table 8 describes the fields of the Itinerary window.

Table 8: Itinerary Window Fields

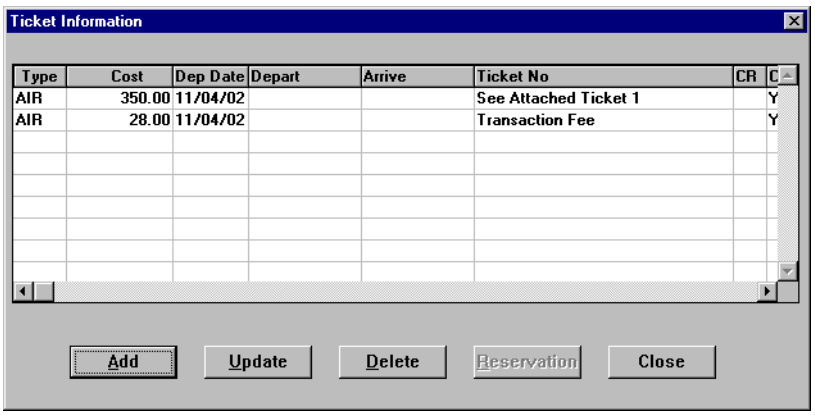
Field	Field Description
TA Num	*Required field.* Displays the authorization number typed in the main document window. Refer to the NOAA Travel Handbook: 301-2.8-301-2.18.
Auth Date	The date when the authorization was created.
Purpose	*Required field.* Select the purpose of the trip from the drop-down list. NOAA uses the following travel purposes: 1—SITE VISIT 2—INFORMATION MEETING 3—TRAINING ATTENDANCE 4—SPEECH OR PRESENTATION 5—CONFERENCE ATTENDANCE 7—ENTITLEMENT 8—SPECIAL MISSION 9—OTHER (SEE BELOW)
Type	*Required Field.* Select the trip type from the drop-down list. The trip type determines how Travel Manager calculates allowances for M&IE and lodging. The trip types listed below are standard types available in the Trip Type table. **Single Trip**—Includes all travel from the time the traveler leaves home and/or present duty location until the traveler returns. It may include travel to several temporary duty locations, but the traveler can only return home or to the present duty location once. M&IE is automatically calculated based on the number of days at each duty location. **Blanket**—A blanket travel authorization is issued to travelers who perform repetitive operational type travel to specific geographic areas with a Fiscal Year. A blanket is used to get a higher level of approval. Within NOAA and BXA, blanket authorizations are issued for zero ($0) dollar amounts only. Travel Manager will not allow users to voucher against a blanket authorization. **Override**—Valid on authorizations only. An override authorization is used when you want to bypass the system's automatic calculation of per diem. When preparing the authorization the user will need to manually calculate the Lodging and M&IE amount due to the traveler and enter the amount into the system. The amount is entered by clicking the **Override** button located in the Itinerary window. **Constructed**—Valid on vouchers only. If a traveler's personal preference itinerary happens to cost less, then the traveler is reimbursed the lesser of the two costs. **Reclaim**—Valid on vouchers only. If a traveler needs to claim an additional expense, this trip type must be selected.
Begin Travel Date	*Required field.* Type the date the traveler begins the trip.
Begin Travel Time	The **Time** field is displayed until the **Begin Travel** date is entered. FTR changes as of 12/27/96 eliminate the need to type arrival and departure times.

Table 8: Itinerary Window Fields (Continued)

Field	Field Description
Depart Location	*Required field.* The location where the traveler begins the trip. Select the **Depart Location** from the drop-down list. The choices in the drop-down list are the residence, duty station or 'In Travel Status'.
End Travel Date	*Required field.* Type the date the traveler ends the trip.
End Travel Time	The **Time** field is displayed until the **End Travel** date is entered. FTR changes as of 12/27/96 eliminate the need to type arrival and departure times.
Return Location	*Required field.* The location where the traveler ends the trip. Select the **Return Location** from the drop-down list. The choices in the drop-down list are the residence, duty station or 'In Travel Status'.
Trip Duration	*Required field.* After the **Begin Travel** and **End Travel** fields are complete, **Trip Duration** is automatically set to one of the following: **Less than 12 hours**—A trip that lasts less than 12 hours. **12-24 hrs no lodging**—A trip that lasts between 12 and 24 hours but does not incur lodging costs. Travel Manager defaults to the 12-24 hour trip with lodging. This type of trip duration must be chosen manually. **12-24 hrs with lodging**—A trip that lasts between 12 and 24 hours and includes lodging costs. **Multiple day**—A trip that lasts more than 24 hours or is a multiple day trip.
Per Diem Locations	*Required field.* Contains the arrival/departure date(s) and TDY location(s) for the trip. To enter a new TDY location, click **Add**. To edit or change a TDY location, click **Update**. To delete a TDY location, click **Delete**. To override the system's automatic calculation of per diem (only valid when blanket or override is selected as the trip type), click **Override**.
▲ **Up button** ▼ **Down button**	Sometimes, adding and deleting per diem locations causes the itinerary to become out of chronological order. When you click **OK** to exit the Itinerary window, the following prompt may display, "Itinerary dates are not in chronological order, please edit." The itinerary re-order buttons allow you to re-sort your itinerary. To move the highlighted per diem selection, click the ▲ or ▼ buttons.

Ticketed Transportation

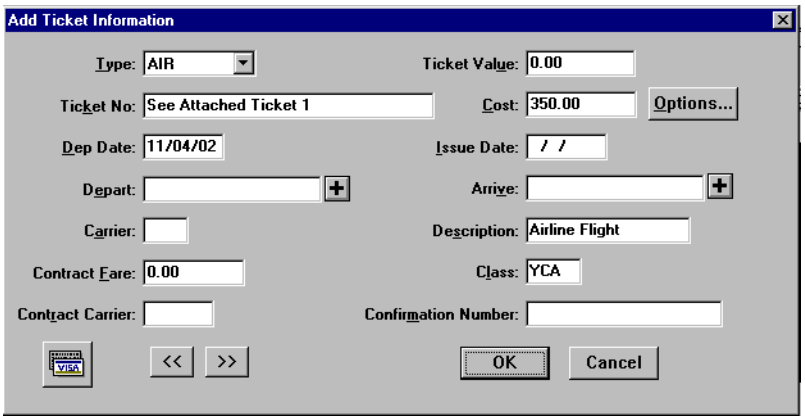
To access the ticketed information for common carrier modes of travel (for example, air, bus, and rail), click the **Ticketed Transportation** button from the Authorization or Voucher Main window.



Ticket Information Window

- To add new ticketed transportation information, click **Add**.
- To edit or change ticketed transportation information, click **Update**.
- To delete ticketed transportation information, click **Delete**.

✍ The **Reservation** button is unavailable since NOAA currently does not use the Reservations module.



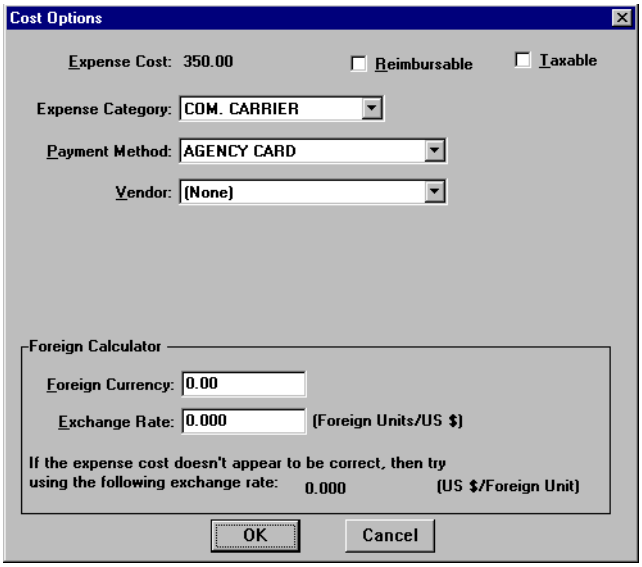
Add Ticket Information Window

Table 9 describes the fields in the Add/Update Ticket Information window.

Table 9: Add/Update Ticket Information Window Fields

Field	Field Description
Type	*Required field.* The type of transportation mode used for the trip. Valid values are air, bus, rail, and ship.
Ticket Value	*Currently not used by NOAA*. The Point of Sale discount for the airline ticket.
Ticket No	The GTR/GTA ticket number. You must type a valid value to continue. Valid values include the ticket number, See Attached Ticket, electronic ticket, and Transaction Fee.
Cost	*Required field.* The cost of the transportation mode.
Options	Click the **Options** button (located to the right of the **Cost** field) to open the Cost Options window to view or change the attributes of the cost. *See Table 10, "Cost Options Fields," on page 255.*
Dep Date	*System derived.* The date that the traveler departs for the trip based on the itinerary.
Issue Date	*Required field for a voucher.* The date that the transportation ticket is issued.
Depart	*Optional field*. The departure location. Type the three-character code, select an airport by clicking ✚, or you may type in any text in the field (up to 40 characters). Clicking **Find** allows you to set the sort order by airport code or airport name. This defines whether or not you enter a three-character airport code or airport name in the **Depart** field.
Arrive	*Optional field*. The arrival location. Type the three-character code, select an airport with by clicking ✚, or you may type in any text in the field (you are limited to 40 characters). Clicking **Find** allows you to set the sort order by airport code or airport name. This defines whether or not you type a three-character airport code or airport name in the **Arrive** field.
Carrier	*Optional field*. The carrier code for the ticketed transportation.
Description	*Optional field*. A description for the travel mode/ticket type. If you choose a selection from the drop-down list in the **Type** field, a description is entered for you automatically. You can override the automatic description by typing over the text in the field.
Contract Fare	*Currently not used by NOAA*. This field is filled automatically by the travel agency if your agency utilizes Travel Manager's Reservations software.
Class	*Required field.* The class code for the ticketed transportation. For example: YCA.
Contract Carrier	*Currently not used by NOAA*. This field is filled automatically by the travel agency if your agency utilizes Travel Manager's Reservations software.
Confirmation Number	*Currently not used by NOAA*. This field is filled automatically by the travel agency if your agency utilizes Travel Manager's Reservations software.
<< **Previous button**	To view or update the information for the previous ticket.
>> **Next button**	To view or update the information for the next ticket.

From the Add/Update Ticketed Transportation, Expenses, or Lodging windows, click **Options**. The Cost Options window is displayed.



Cost Options Window

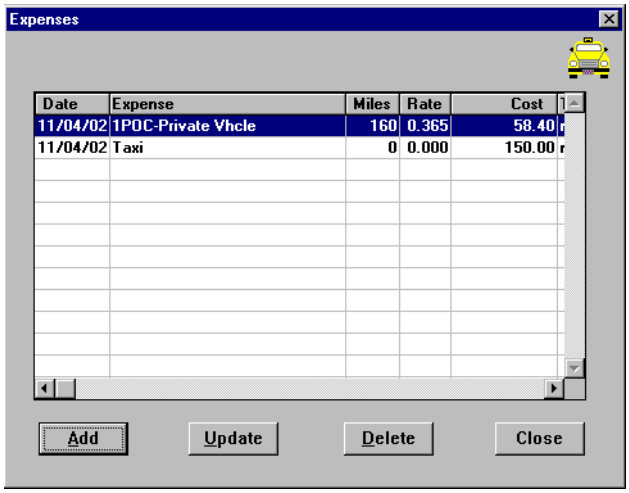
Table 10 describes each field in the Cost Options window.

Table 10: Cost Options Fields

Field	Field Description
Expense Cost	Shows the cost of the current expense.
Reimbursable	Check the **Reimbursable** check box to mark the cost as a reimbursable expense. If no checkmark is in the **Reimbursable** check box, the cost is not reimbursable to the traveler.
Taxable	*Currently not used by NOAA.* When the cost is entered for an expense, a withholding expense is automatically calculated at a percentage of the taxable expense. The percentage amount of the withholding expense is set by the Travel Manager Application Administrator.
Expense Category	The category in which expenses are subtotaled.
Payment Method	The payment method used for the expense.
Vendor	*Currently not used by NOAA.* The vendor used for the expense.
Foreign Currency	Type the foreign currency amount if the expense needs to be converted from foreign currency to U.S. dollars.
Exchange Rate	Type the exchange rate in effect at the time the expense was incurred.

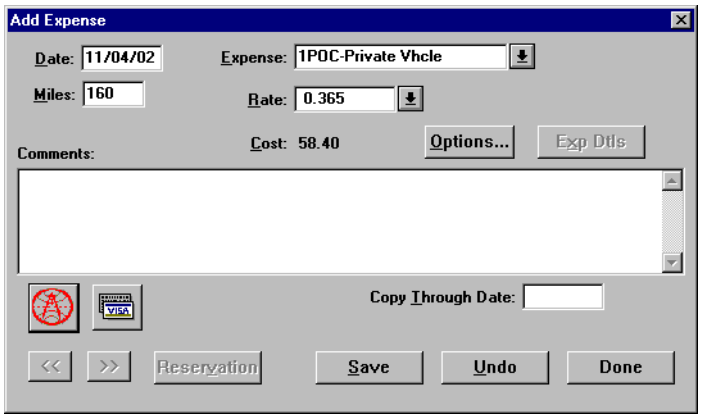
Expenses

To access the Expenses window, click the **Expenses** button from the Authorization or Voucher Main window. The Expenses window contains the date, type, and cost of any expense except per diem and ticketed transportation.



Expenses Window

- To add a new expense, click **Add**.
- To edit or change an expense, click **Update**.
- To delete an expense, click **Delete**.



Add Expense Window

Table 11 describes the fields in the Add/Update Expense window.

Table 11: Add/Update Expense Window Fields

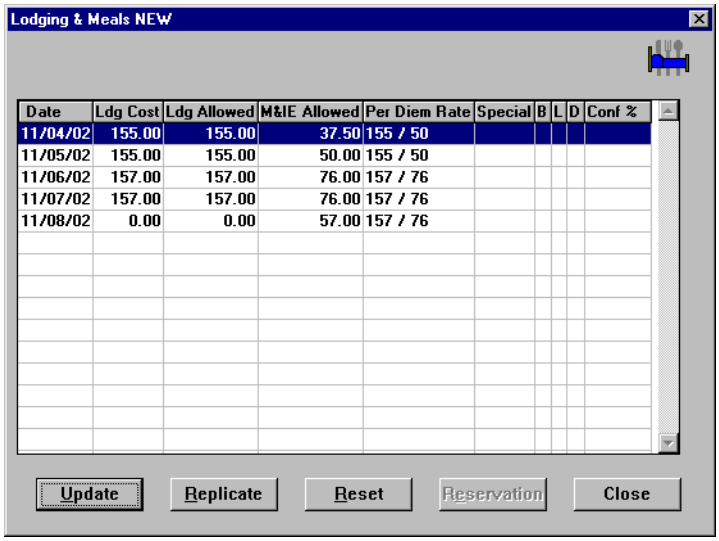
Field	Field Description
Date	The date the expense incurs. This date must be within the Begin Travel and End Travel dates of the itinerary.
Expense	The type of expense incurred. You must select expenses from the drop-down list. If the expense incurred is not listed, select **Miscellaneous** and enter a brief description of the expense in the Comments window.
Miles	If you select a mileage expense from the expense drop-down list, you are prompted to type the number of miles in the **Miles** field. The five types of mileage expenses in Travel Manager are: 1 POC—Private Vhcle 2 POC—At Mileage 3 POC—Private Plane 4 POC—Alt Mileage 5 POC—Private Motorcycle
Rate	If you select a type of mileage expense from the expense drop-down list and type the number of miles in the **Miles** field, Travel Manager automatically selects the mileage rate associated with that expense and calculates the cost in the **Cost** field.
<< **Previous button**	To view or update the information for the previous expense.
>> **Next button**	To view or update the information for the next expense.
Cost	The cost of the expense.
Options	To view or change the attributes of the cost. *See Table 10, "Cost Options Fields," on page 255.*
Comments	The Comments field allows you to type a brief explanation or comment about the expense. ✍ Comments entered in the Add/Update Expense window appear only on the on-line document and do not print on the hard copy document.
Copy Through Date	Copy all conditions pertaining to the expense being copied through the date entered in this field. If an expense being copied has a rate associated with it and the rate changes after the begin date of the trip, the rate change will not reflect on the document. You must manually update the expense to have the system pull in the new rate.
Mileage Guide Button	*Currently not used by NOAA.* Displays the Rand McNally Mileage Guide™ which allows you to choose mileage between 1474 key point cities.
Credit Card Expenses Button	*Currently not used by NOAA.* To view your charge card expenses.
Save	Saves the current expense you have entered and allows you to enter another expense without exiting the Add/Update Expense window.

Table 11: Add/Update Expense Window Fields(Continued)

Field	Field Description
Undo	Removes the information that you entered in **Expense**, **Miles**, **Rate**, and **Cost** fields.
Reservation	*Currently not used by NOAA.* The **Reservation** button is unavailable if your agency does not use a Reservation software.
Done	To close the Add/Update Expense window.

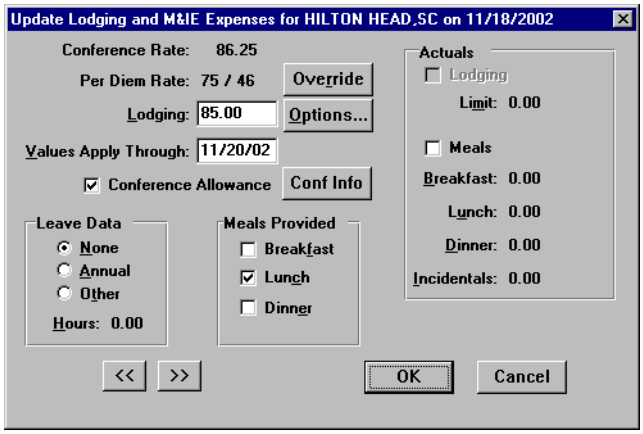
Lodging/M&IE

To access the Lodging/M&IE window, click the **Lodging/Meals** button from the Authorization or Voucher Main window. The Lodging & Meals window contains daily expense information for lodging costs, lodging allowed, M&IE allowed, and per diem rates.



Lodging & Meals Window

- To edit lodging and M&IE expenses, click **Update**.
- To copy lodging expenses, click **Replicate**.
- To reset lodging costs to $0 and to remove any special conditions, click **Delete**.



Update Lodging and M&IE Expenses Window

Table 12 describes the fields of the Update Lodging and M&IE window.

Table 12: Update Lodging and M&IE Window Areas

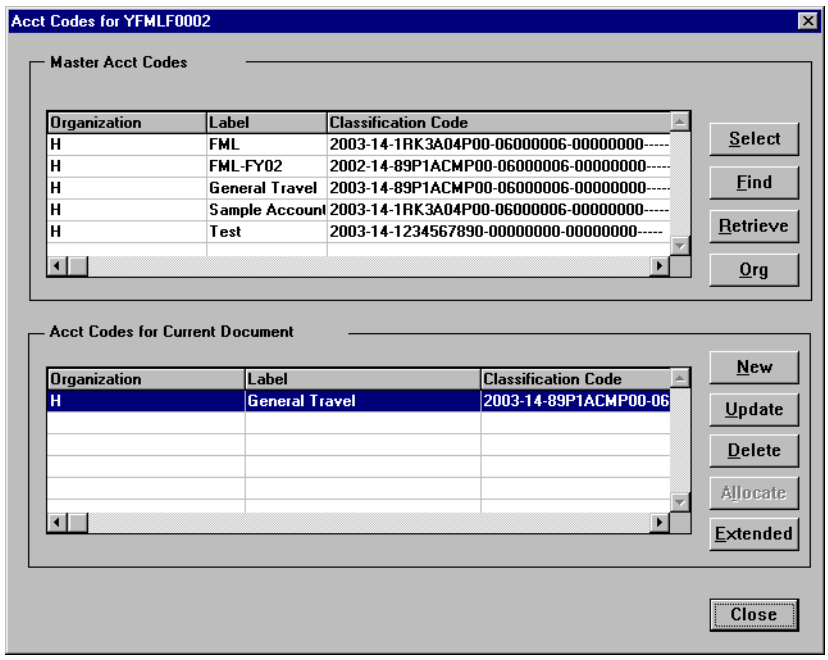
Area	Area Description
Per Diem Rate	The per diem rate allowed for lodging, meals, and incidental expenses. This information is view-only.
Override	Overrides the daily dollar amount or quarters allowed for M&IE.
Lodging	The amount expected for lodging.
Options	To view or change the attributes of the cost. *See Table 10, "Cost Options Fields," on page 255.*
Values Apply Through	Replicate rates for lodging, meals, actuals, meals provided, and leave data through the date entered in this field.
Conference Allowance	Select **Conference Allowance** to indicate that the lodging amount is subject to the Conference Allowance rate.
Conf Info	Click **Conf Info** to enter the Conference Rate, description, and sponsoring agency. ✍ The **Conference Rate** field displays the maximum lodging amount (not to exceed 125% of the maximum lodging rate of the per diem location) allowed for the conference.
Leave Data	Indicates when a traveler is using annual or non-duty leave while on TDY. The default for the leave field is always set to **None**. Choose **Annual** if the traveler is using annual leave on this day while on TDY. Choose **Other** if the traveler is using some other (e.g., non-duty) leave on this day while on TDY. Type the number of annual or other leave hours taken in the **Hours** field (the default value is 8).
Meals Provided	If a meal is provided to the traveler, no M&IE allowance should be expected for that meal. The Lodging & Meals window displays an 'X' in the B, L, or D columns indicating which meal is provided. The three choices available under the **Meals Provided** area are described below: **Breakfast**—Select **Breakfast** to indicate that breakfast is provided to the traveler at no cost. The traveler's M&IE allowance is reduced according to established meal deduction amounts. **Lunch**—Select **Lunch** to indicate that lunch is provided to the traveler at no cost. The traveler's M&IE allowance is reduced according to established meal deduction amounts. **Dinner**—Select **Dinner** to indicate that dinner is provided to the traveler at no cost. The traveler's M&IE allowance is reduced according to established meal deduction amounts.
Actuals	When actual lodging and meal expenses are expected, these expenses must be approved by an authorizing official within the agency. **Lodging**—When **Lodging** is checked, actual lodging expenses are expected. The **Limit** field displays the maximum actual lodging amount authorized. **Meals**—When **Meals** is checked, actual meal expenses are expected. When **Meals** is checked, type the amount expected to be claimed for each field: Breakfast, Lunch, Dinner, or Incidentals.

Table 12: Update Lodging and M&IE Window Areas(Continued)

Area	Area Description
<< **Previous button**	To view or update lodging and M&IE information for the previous day.
>> **Next button**	To view or update lodging and M&IE information for the next day.

Accounting

To access the Acct Codes window, click the **Acct** button from the Authorization or Voucher Main window. The Acct Codes window contains two blocks:



Acct Codes Window

- The Master Acct Codes block displays the accounting codes setup for your organization.
- The Acct Codes for Current Document block displays the accounting code(s) selected from the Master Acct Codes block or newly established code for this document.

Table 13 describes the buttons available in the Acct Codes window.

Table 13: Acct Codes Window Buttons

Button	Button Description
Select	Click **Select** to choose the highlighted accounting code from the Master Acct Codes block and add it to the Acct Codes for Current Document block.
Find	Click **Find** to search for a specific accounting code listed in the Master Acct Codes block within the traveler's organization. In the **Label** field, type enough characters of the accounting code label to identify it as a unique code.
Retrieve	Click **Retrieve** to search for a specific accounting code for all organizations. In the **Label** field, type the complete accounting code label and press [**Tab**] to find a match for that code. The same accounting code label name may exist for multiple organizations. For example, an accounting code label named *training* may exist for ***H*** org and ***W*** org. The **Results** field displays all the organizations that have an accounting code label named *training*. Use the drop-down arrow to view a list of results. Click **Retrieve** to select the highlighted accounting code and add it to the Accounting Code for Current Document block. If the accounting code label name entered into the **Label** field does not exist for multiple organizations, then the organization and accounting code are displayed in the **Results** field. Click **Retrieve** to add the accounting code to the Acct Code for Current Document block.
Org	Permission levels may exclude users from accessing this field. Click **Org** to change the organization or to select from a different list of accounting codes. In the Organization field, select an organization from the drop-down list. Valid values are C-CASC, E-EASC, H-Headquarters, M-MASC, and W-WASC.
New	Click **New** to add a new accounting classification code while you are creating a document. Clicking **New** displays the Add Acct Code window. The NOAA CAMS ACCS consists of the following fields: FY (4 characters) BUREAU (2 characters) PROJ/TSK (10 characters) ORG 1 (8 characters) ORG 2 (8 characters) ✍ The CAMS organization code is broken down into two fields.
Update	Click **Update** to edit or change the selected accounting code (including the extended accounting code) in the Acct Codes for Current Document block. Accounting code elements must have 32 characters.
Delete	Click **Delete** to delete the selected accounting code from the Acct Codes for Current Document block.

Table 13: Acct Codes Window Buttons (Continued)

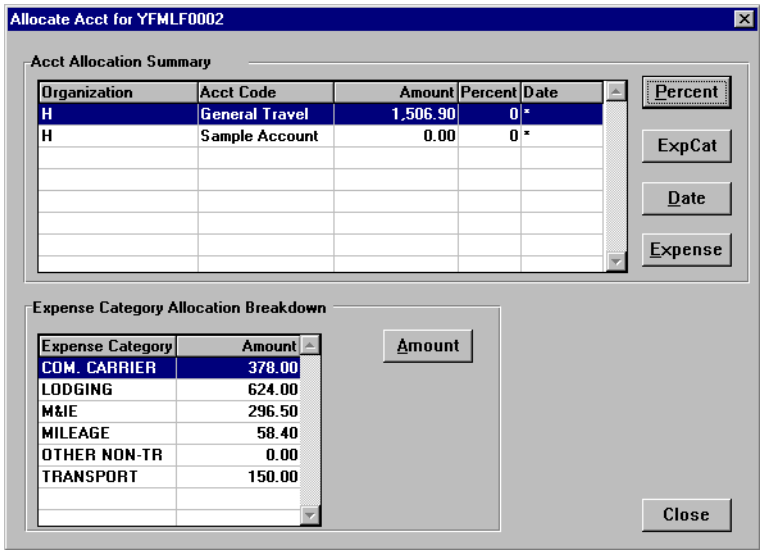
Button	Button Description
Allocate	Click **Allocate** to assign expenses to different accounting codes. This selection is available only when two or more accounting codes have been selected for the document. Clicking **Allocate** displays the Allocate Acct window.
Extended	*Currently not used by NOAA.* Each standard accounting code may have one or more five-part extensions. The combination of a standard accounting code and an extension is referred to as an extended accounting code. Accounting code elements can have up to 20 characters.

Allocating Expenses

Travel Manager displays account information in two levels of detail in the Allocate Accounts window:

Acct Allocation Summary—Displays the accounting code, amount allocated to the code, the percentage of total costs allocated to the accounting code, and the date the accounting code should begin to accumulate.

Expense Category Allocation Breakdown—Displays the amount of each expense item allocated to each accounting code (for example, one accounting code pays for lodging and another accounting code pays for all other expenses).



Allocate Acct Window

Table 14 describes the five methods by which you can allocate expenses across multiple accounting codes:

Table 14: Allocating Buttons

Button	Button Description
Percent	Highlighting an accounting code in the **Acct Allocation Summary** block and clicking **Percent** allows you to enter a percentage of the total cost to be allocated to the selected accounting code. (For example, one accounting code pays 30% and the second accounting code pays 70%.) *Exercise 7: Part 1—Allocate Expenses to Multiple Accounting Codes by Percent on page 82.*

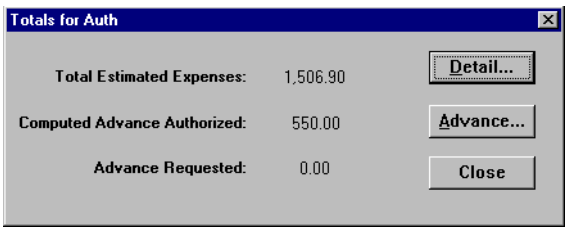
Table 14: Allocating Buttons (Continued)

Button	Button Description
Exp Cat	Highlighting an accounting code in the **Acct Allocation Summary** block and clicking **Exp Cat** allows you to indicate what expense categories are to be assigned to the selected accounting code. (For example, one accounting code pays for common carrier costs and another accounting code pays for M&IE costs.) *Exercise 7: Part 2—Allocate Expenses to Multiple Accounting Codes by Expense Category on page 84.*
Date	Highlighting an accounting code in the **Acct Allocation Summary** block and clicking **Date** allows you to indicate the date when expenses for the accounting code should begin to accumulate. (For example, one accounting code pays for the first two days of travel and another accounting code pays for the remaining three days of travel.) *Exercise 7: Part 3—Allocate Expenses to Multiple Accounting Codes by Date on page 87.*
Expense	Highlighting an accounting code in the **Acct Allocation Summary** block and clicking **Expense** allows you to allocate individual expenses to multiple accounting codes. Every expense in the document is listed by date, description, and cost. (For example, one accounting code pays for registration fees on two non-consecutive days.) *Exercise 7: Part 4—Allocate Expenses to Multiple Accounting Codes by Expense on page 89.*
Amount	Highlighting an accounting code in the **Expense Category Allocation Breakdown** block and clicking **Amount** allows you to indicate the amount of each expense item to allocate to the accounting code. (For example, one accounting code pays $150 of the trip's common carrier expense, the other code pays the remaining $200.) *Exercise 7: Part 5—Allocate Expenses to Multiple Accounting Codes by Amount on page 93.*

✍ If you add or update an additional expense, that expense is automatically allocated to the first accounting code in the Acct Codes for Current Document block. You can re-allocate the expense if necessary.

Totals for Authorization

To access the Totals for Authorization window and view the total expenses claimed on the document, click the **Totals** button.



Totals for Auth Window

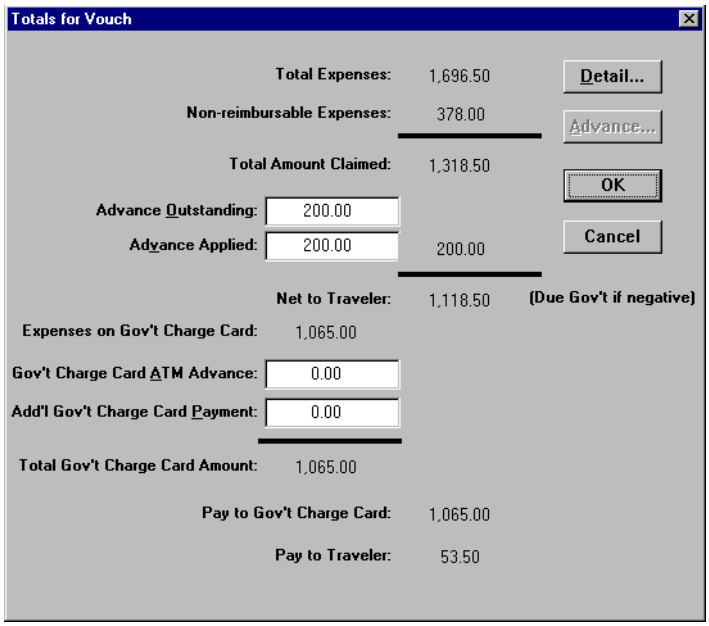
Table 15 describes the fields of the Totals for Authorization window.

Table 15: Totals for Authorization Window Areas

Area	Area Description
Total Estimated Expenses	Displays the total amount of expenses entered for the authorization (lodging, M&IE, transportation, and expenses).
Computed Advance Authorized	Displays the total cash/ATM advance allowed that the traveler can receive based on the traveler's charge card status and the expenses entered.
Advance Requested	*Currently not used by NOAA*. Advance Requested displays the advance amount requested through Travel Manager.
Detail	Detailed accounting information for the document, such as expense categories, organization, accounting code label for each expense category, the amount applied to each category, and the advance amount for each expense category.
Advance	*Currently not used by NOAA*. Cash Advances are on an exception basis and issued manually.

Totals for Voucher

To access the Totals for Voucher window and view the total expenses claimed on the document, click the **Totals** button.



Totals for Vouch Window

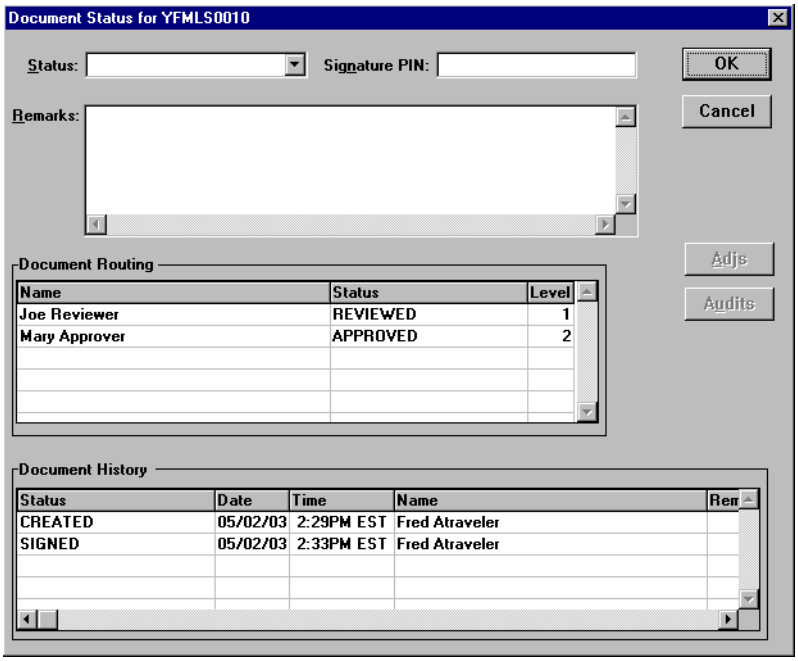
Table 16 describes the fields in the Totals for Voucher window.

Table 16: Totals for Voucher Window Areas

Area	Area Description
Total Expenses	The total amount claimed on the document (lodging, M&IE, ticketed transportation, and expenses).
Non-reimbursable Expenses	The total amount of all non-reimbursable expenses claimed on the document.
Total Amount Claimed	The total amount of all expenses, less any non-reimbursable expenses claimed on the document.
Gov't Advance Outstanding	This field defaults to $0.00. You may override the default by typing the received cash advance amount in this field.
Gov't Advance Applied	You may enter the amount of the cash advance to apply against this voucher. By default, the amount displayed in the **Gov't Advance Outstanding** field is automatically entered in this field. You may override the default by typing any amount in this field.
Net to Traveler	The total amount claimed, less the amount entered in the **Gov't Advance Applied** field. If a negative amount is displayed, the traveler owes the government.
Expenses on Gov't Charge Card	*Currently not used by NOAA.* All reimbursable expenses with a payment method of GOVCC or CHARGE CARD.
Gov't Charge Card ATM Advance	*Currently not used by NOAA.* Travel Manager supports the allocation of payments between the traveler's bank and government charge card accounts. This payment data can be used with Gelco's Payment module.
Add'l Gov't Charge Card Payment	*Currently not used by NOAA.* Travel Manager supports the allocation of payments between the traveler's bank and government charge card accounts. This payment data can be used with Gelco's Payment module.
Total Gov't Charge Card Amount	*Currently not used by NOAA.* The total amount to be paid to the traveler's government credit card account (the sum of the **Expenses on Gov't Charge Card**, **Gov't Charge Card ATM Advance**, and **Add'l Gov't Charge Card Payment** fields).
Pay to Gov't Charge Card	*Currently not used by NOAA.* Travel Manager supports the allocation of payments between the traveler's bank and government charge card accounts. This payment data can be used with Gelco's Payment module.
Pay to Traveler	*Currently not used by NOAA.* The total amount due the traveler (the total displayed in **Net to Traveler** field less the amount displayed in **Pay to Gov't Charge Card** field).
Detail	Detailed accounting information for the document, such as trip number, expense categories, organization, accounting code label, and the amount applied to each category.

Document Status

To access the Document Status window, click the **Document Status** button. The Document Status window is used with electronic stamping of travel documents. The document history block makes it possible to track the flow of a document (i.e., SIGNED, REVIEWED, APPROVED, etc.).



Document Status Window

Table 17 describes the fields of the Document Status window.

Table 17: Document Status Window Fields

Field	Field Description
Status	Select the status code to be applied to the current authorization, voucher, or local voucher.
Remarks	The Remarks field allows you to type a brief explanation or comment about the document. The comments are saved with the history of the document and can be viewed in the Document History window.
Signature PIN	The electronic signature pin of the person applying the status code stamp to the document.
Document Routing	The Document Routing window displays a list of the remaining electronic signatures and appropriate stamps that must be applied to the document.
Document History	The Document History window displays the status code stamps and electronic signatures that have already been applied to the document.
Adjs	The **Adjs** button is available only if the original document has been stamped adjusted. To see a list detailing the level, date, time, adjustor, and any associated remarks for the adjustment, click **Adjs**. You may highlight the desired level of adjustment in the top block, and any associated comments (if the adjustor entered comments) are displayed in the **Reason** block.
Audits	*Currently not used by NOAA*. The **Audits** button is only available if the document has been audited and did not pass all of the audit tests.

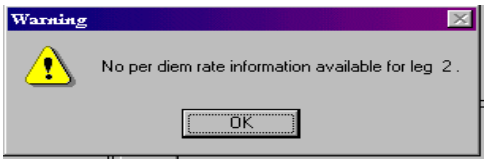
Appendix C: Index of System Messages

This section defines some of the more common warning and error system messages that Travel Manager displays. If you get any of the following warning or error messages, try to clear the message using the suggested solution.

Authorizations

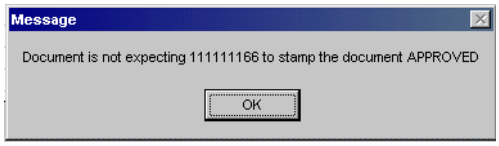
The following messages can occur in travel authorizations.

1. This message displays when updating or adding a per diem location(s) into the Itinerary window of a document that has previously been saved and exited.



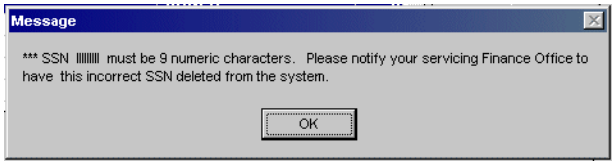
Solution: Read and acknowledge this message. To correct this error, all per diem locations listed in the Per Diem Locations block in the Itinerary window must be deleted. Once they have been deleted, add the per diem location(s) back onto the itinerary as appropriate.

2. This message displays during the electronic stamping process when someone other than an authorized Approving Official is applying the APPROVED stamp.



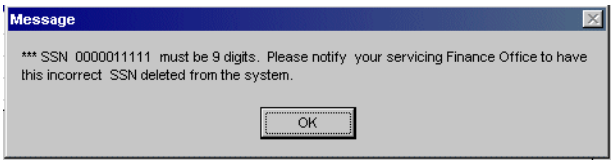
Solution: Read and acknowledge this message. Check the Document Routing block in the Document Routing window to ensure that the names of the Reviewing and/or Approving Officials appearing are correct. If the names of the Reviewing or Approving Officials are incorrect, contact your servicing Finance Office for assistance.

3. This message displays during the electronic stamping process. The SSN (social security number) cannot contain non numeric characters.



Solution: Read and acknowledge this message. 1) To correct this error, either copy the document containing the incorrect SSN to the correct SSN and delete the document with the incorrect SSN, or delete the document with the incorrect SSN and reenter the document using the correct SSN. 2) Electronically stamp the document with the correct SSN. 3) Contact your servicing Finance Office to have the incorrect SSN deleted from the system.

4. This message displays during the electronic stamping process. The SSN (social security number) cannot exceed nine digits.



Solution: Read and acknowledge this message. 1) To correct this error, either copy the document containing the incorrect SSN to the correct SSN and delete the document with the incorrect SSN, or delete the document with the incorrect SSN and reenter the document using the correct SSN. 2) Electronically stamp the document with the correct SSN. 3) Contact your servicing Finance Office to have the incorrect SSN deleted from the system.

5. This message displays during the electronic stamping process. The travel authorization number cannot contain any special characters.

Solution: Read and acknowledge this message. Ensure that the travel authorization number is unique and contains only nine alphanumeric characters in the **TA Num** field in the Auth Main window and in the **TA Num** field in the Itinerary window. Then electronically stamp the travel authorization again.

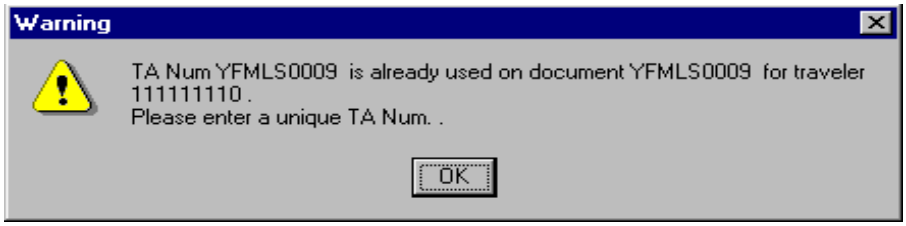
6. This message displays during the electronic document stamping process. The travel authorization number cannot exceed nine alphanumeric characters.

Solution: Read and acknowledge this message. Ensure that the travel authorization number consists of only nine alphanumeric characters in the **TA Num** field in the Auth Main window and in the **TA Num** field in the Itinerary window. Then electronically stamp the travel authorization.

7. This message displays during the electronic document stamping process. The travel authorization number cannot be blank on a travel authorization.

Solution: Read and acknowledge this message. Enter a valid nine alphanumeric travel authorization number in the **TA Num** field in the Auth Main window and in the **TA Num** field in the Itinerary window. Then electronically stamp the travel authorization.

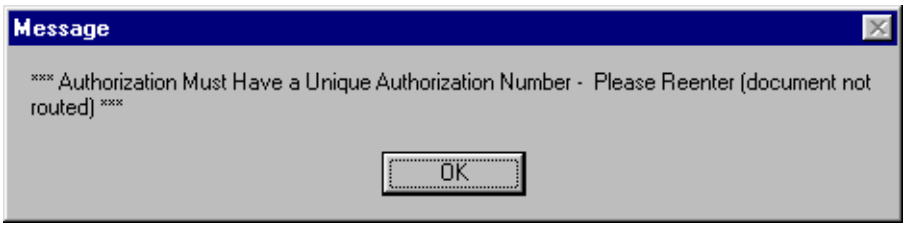
8. This message displays when exiting the TA Num field in the Auth Main window. The travel authorization number has already been used on another travel authorization.



Solution: Read and acknowledge this message. Ensure that the travel authorization number has been entered correctly in the **TA Num** field in the Auth Main window and in the **TA Num** field in the Itinerary window. 1) If the authorization number was entered incorrectly, then make the necessary correction to both **TA Num** fields. 2) If the authorization number was entered correctly, check to see if another travel authorization exists using this authorization number in Travel Manager. If you cannot identify another travel authorization with this authorization number, you will need to contact your servicing Finance Office for assistance in finding the travel document. Once you have found the travel document causing the conflict, determine which travel document has the incorrect authorization number. To correct the error either: a) correct the authorization number on the travel authorization using the incorrect authorization number; or b) have the office assign a new authorization number and make the necessary changes to the **TA Num** fields on the appropriate travel authorization.

✍ You cannot make any changes to a travel document if it has already been stamped DATA LINK.

9. This message displays during the electronic document stamping process. The travel authorization number has already been used on another travel authorization.

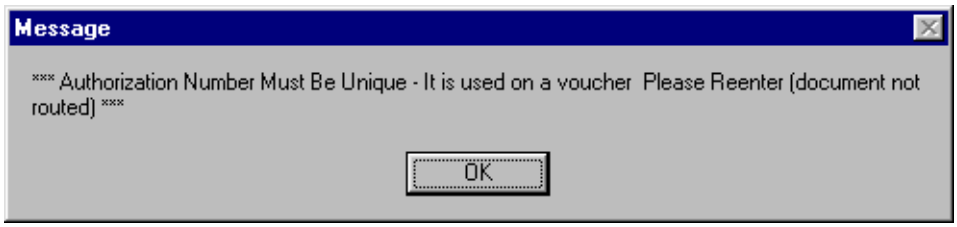


Solution: Read and acknowledge this message. Ensure that the travel authorization number has been entered correctly in the **TA Num** field in the Auth Main window and in the **TA Num** field in the Itinerary

window. 1) If the authorization number was entered incorrectly, then make the necessary correction to both **TA Num** fields and electronically stamp the travel authorization again. 2) If the authorization number was entered correctly, check to see if another travel document exists using this authorization number in Travel Manager. If you cannot identify another travel document with this authorization number, you will need to contact your servicing Finance Office for assistance in finding the travel document. Once you have found the travel document causing the conflict, determine which travel document has the incorrect authorization number. To correct the error either: a) correct the authorization number on the travel authorization using the incorrect authorization number and then electronically stamp the travel authorization; or b) have the office assign a new authorization number and make the necessary changes to the **TA Num** fields on the appropriate travel authorization and then electronically stamp the travel authorization.

✍ You cannot make any changes to or delete a travel document if it has already been stamped DATA LINK.

10. This message displays during the electronic document stamping process. The travel authorization number already exists on a travel voucher for you or another traveler. If the travel voucher was created prior to applying the electronic document stamping process on the travel authorization, ITM will not allow you to complete the electronic document stamping process on the travel authorization.



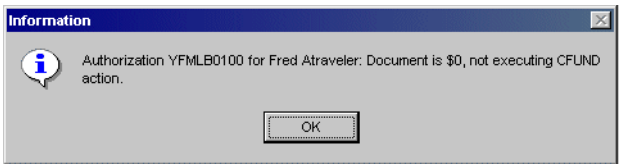
Solution: Read and acknowledge this message. Ensure that the travel authorization number has been entered correctly in the **TA Num** field in the Auth Main window and in the **TA Num** field in the Itinerary window. 1) If the authorization number was entered incorrectly, then make the necessary correction to both **TA Num** fields and electronically stamp the travel authorization again. 2) If the authorization number was entered correctly, check to see if another travel voucher exists for you or another traveler using this authorization number in Travel Manager. If you cannot identify another travel voucher with this authorization number, you will need to contact your servicing Finance Office for assistance in finding the travel voucher. Once you have found the travel document causing the conflict, determine which travel document has the incorrect authorization number. To correct the error either: a) correct the authorization number on the appropriate travel voucher and then electronically stamp the travel authorization again; b) delete the voucher causing the problem, electronically stamp the authorization and then enter the voucher back into the system; or c) have the office assign a new authorization number and make the necessary changes to the **TA Num** fields on the appropriate document and then electronically stamp the travel authorization.

✍ You cannot make any changes to or delete a travel document if it has already been stamped DATA LINK.

11. This message displays during the electronic document stamping process. Funds cannot be obligated on Blanket travel authorizations.

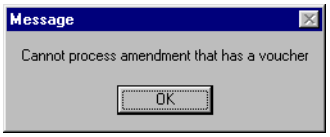
Solution: Read and acknowledge this message. 1) Determine if the travel authorization should have a blanket authorization number. 2) If it is blanket authorization, ensure that the travel authorization number has been entered correctly in the **TA Num** field in the Auth Main window and in the **TA Num** field in the Itinerary window. Note: See the NOAA Travel Handbook, section 301-2.8 through 301-2.18, for the proper travel authorization numbering criteria. To correct the error, delete all expenses entered on the blanket travel authorization and then electronically stamp the blanket travel authorization. 3) If it is not a blanket authorization, assign a new travel authorization number that can be used for a single trip and then electronically stamp the travel authorization.

12. This message displays during the electronic document stamping process. It is an information message informing you that the CFUND action is not executing.



Solution: Read and acknowledge this message. Blanket travel authorizations are for $0 amounts so no CFUND action is required.

13. This message displays during the electronic document stamping process. The system will not allow you to electronically stamp an amendment travel authorization if a voucher has already been created against the original travel authorization.



Solution: Read and acknowledge this message. To correct the error, delete the amendment travel authorization and either a) if the voucher has <u>not</u> been electronically stamped DATA LINK, enter the expense on the voucher and post authorize that expense in the Comments window; or b) if the voucher has been electronically stamped DATA LINK, enter the expense on a Reclaim voucher and post authorize the expense in the Comments window.

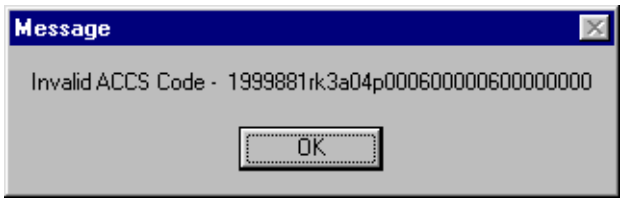
14. This message displays during the electronic document stamping process when the system cannot identify an original travel authorization. This usually occurs when the user changes the travel authorization number on the amendment prior to electronically stamping.

Solution: Read and acknowledge this message. The authorization number in the **TA Num** field in the Auth Main window and in the **TA Num** field in the Itinerary window on the amendment must reflect the same authorization number shown on the original travel authorization. To correct this error either: a) correct both **TA Num** fields to reflect the original travel authorization number and electronically stamp the travel authorization; or b) delete the amendment.

15. This message displays during the electronic document stamping process.

Solution: Read and acknowledge this message. A travel authorization cannot be cancelled if it has already been vouchered against.

16. This message displays when closing the Accounting Code window or during the electronic document stamping process. The travel authorization contains an invalid accounting code.



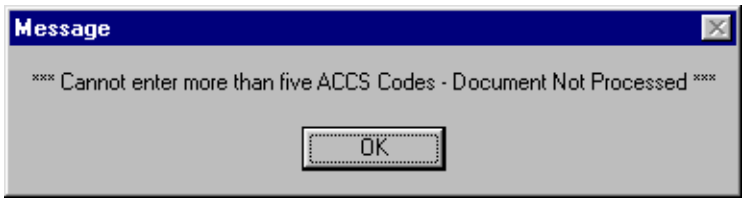
Solution: Read and acknowledge this message. Ensure that the accounting code has been entered in the ITM correctly. 1) If entered <u>incorrectly</u>, make the appropriate change to the accounting code and electronically stamp the travel authorization. 2) If entered correctly, contact the Budget Office to ensure that the accounting code has been established in CFS correctly. Once the Budget Office has made the appropriate correction, electronically stamp the travel authorization.

✍ Ensure that all letter O's have been entered as alphas and all numeric zeros (0) have been entered as numerics and all numeric ones (1) have been entered as numerics.

17. This message displays when closing the Accounting Code window. The accounting codes on a travel authorization cannot contain more than one Bureau Code.

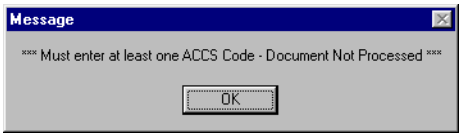
Solution: Read and acknowledge this message. Ensure that all accounting codes used on the travel authorization contain the same Bureau Code.

18. This message displays during the electronic document stamping process. Travel authorizations cannot contain more than five accounting codes.



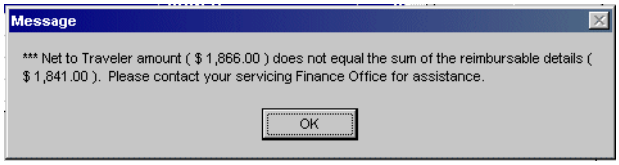
Solution: Read and acknowledge this message. Delete any additional accounting codes causing the travel authorization to exceed the five accounting code limit and reallocate the expenses as necessary and electronically stamp the travel authorization.

19. This message displays during the electronic document stamping process. The travel authorization does not contain any accounting code(s).



Solution: Read and acknowledge this message. Ensure that at least one accounting code has been entered on the travel authorization. Travel authorizations can contain up to five accounting codes and they must all be for the same Bureau Code. After making the appropriate correction, electronically stamp the travel authorization.

20. This message displays during the electronic document stamping process. The system detects a calculation error occurred when a non-reimbursable expense is changed to a reimbursable expense on a document when allocating the expenses to more than one accounting classification code.



Solution: Read and acknowledge this message. Contact your servicing Finance Office for assistance and provide the error message encountered.

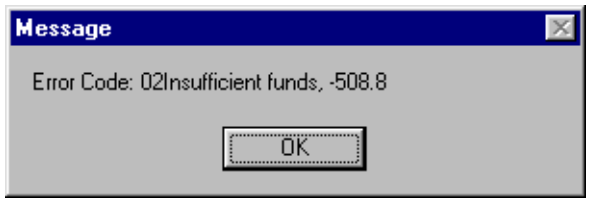
21. This message displays during the electronic document stamping process. The travel authorization could not be saved due to an error. Another message will precede/follow identifying the error.

Solution: Read and acknowledge this message.

22. This message displays during the electronic document stamping process. There is a problem associated with the displayed accounting code. Another message will precede/follow identifying the error.

Solution: Read and acknowledge this message.

23. This message displays during the electronic document stamping process. There is a budget problem associated with an accounting code appearing on the travel authorization. Another message will precede/follow identifying the accounting code causing the error.



Solution: Read and acknowledge this message. Ensure that the accounting code has been entered in the ITM correctly. 1) If entered incorrectly, make the necessary correction to the accounting code and electronically

stamp the travel authorization; 2) If entered correctly, contact the Budget Office to ensure that the accounting code has been established in CFS correctly. Once you are notified that there is an established budget for this accounting code then electronically stamp the travel authorization.

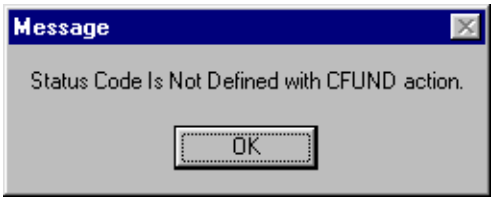
24. This message displays during the electronic document stamping process. There is a budget problem associated with an accounting code appearing on the travel authorization.

Solution: Read and acknowledge this message.

25. This message displays during the electronic document stamping process. The system detects that a negative dollar amount was entered in the Expenses window.

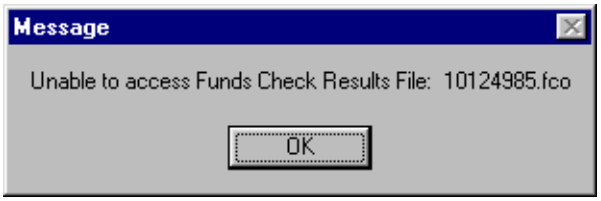
Solution: Read and acknowledge this message. To correct this error, ensure that all expenses entered in the Expenses window are for positive dollar amounts only.

26. This message displays if the funds check routine is called by a document status that is not flagged to check funds during the electronic document stamping process.



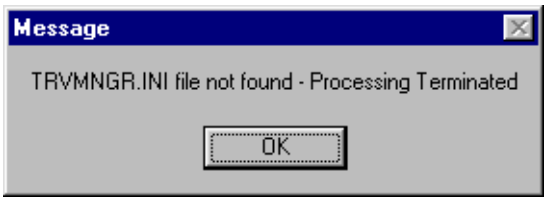
Solution: Read and acknowledge this message. Contact your servicing Finance Office for assistance and provide the error message encountered.

27. This message displays if the CFS funds check routine returns and the interface file is not accessible.



Solution: Read and acknowledge this message. Contact your servicing Finance Office for assistance and provide the error message encountered.

28. This message displays if the initialization file is not accessible.



Solution: Read and acknowledge this message. Contact your servicing Finance Office for assistance and provide the error message encountered.

29. This message displays if a system configuration error has occurred.

Solution: Read and acknowledge this message. Contact your servicing Finance Office for assistance and provide the error message encountered.

30. This message displays if a system configuration error has occurred.

Solution: Read and acknowledge this message. Contact your servicing Finance Office for assistance and provide the error message encountered.

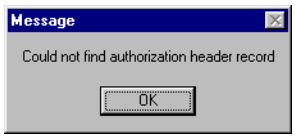
31. This message displays if the interface file does not contain the expected number of records.

Solution: Read and acknowledge this message. Contact your servicing Finance Office for assistance and provide the error message encountered.

32. This message displays if any serious system errors are encountered (such as the CFS database not being accessible).

Solution: Read and acknowledge this message. Contact your servicing Finance Office for assistance and provide the error message encountered.

33. This message displays when there is a missing record in the system.



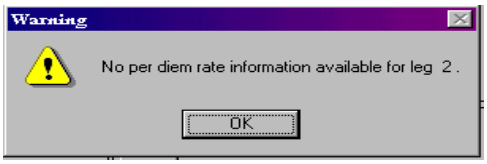
Solution: Read and acknowledge this message. Contact your servicing Finance Office for assistance and provide the error message encountered.

Vouchers

The following messages can occur in travel vouchers.

If you receive any of the following error messages when creating constructed travel vouchers, remember to check for the error on both trips.

1. This message displays when updating or adding a per diem location(s) into the Itinerary window of a document that has previously been saved and exited.

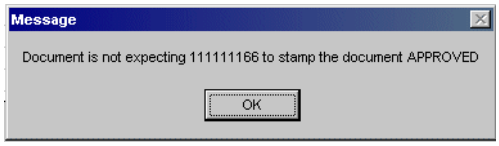


Solution: Read and acknowledge this message. To correct this error, all per diem locations listed in the Per Diem Locations block in the Itinerary window must be deleted. Once they have been deleted, add the per diem location(s) back onto the itinerary as appropriate.

2. This message displays during the electronic stamping process when a traveler is trying to apply the APPROVED stamp to their own travel voucher.

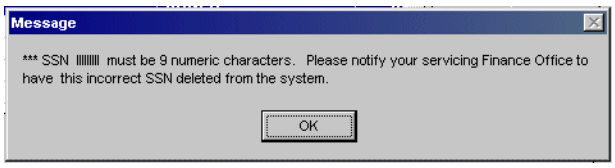
Solution: Read and acknowledge this message. Absolutely no traveler is allowed to approve their own travel voucher. *For Non-routing Users:* The Finance Office will electronically approve all travel vouchers upon receipt of the hard copy travel voucher. *For Routing Users:* Only authorized Approving Officials are permitted to electronically approve the traveler's documents. However, the traveler must electronically stamp their travel voucher SIGNED in order to begin the electronic routing process. Ensure that the SIGNED stamp has been applied to the travel voucher by the traveler.

3. This message displays during the electronic stamping process when someone other than an authorized Approving Official is applying the APPROVED stamp.



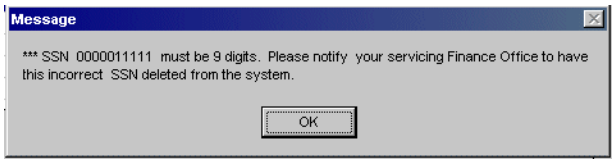
Solution: Read and acknowledge this message. Check the Document Routing block in the Document Routing window to ensure that the names of the Reviewing and/or Approving Officials appearing are correct. If the names of the Reviewing or Approving Officials are incorrect, contact your servicing Finance Office for assistance.

4. This message displays during the electronic stamping process. The SSN (social security number) cannot contain non numeric characters.



Solution: Read and acknowledge this message. 1) To correct this error, either copy the document containing the incorrect SSN to the correct SSN and delete the document with the incorrect SSN, or delete the document with the incorrect SSN and reenter the document using the correct SSN. 2) Electronically stamp the document with the correct SSN. 3) Contact your servicing Finance Office to have the incorrect SSN deleted from the system.

5. This message displays during the electronic stamping process. The SSN (social security number) cannot exceed nine digits.



Solution: Read and acknowledge this message. 1) To correct this error, either copy the document containing the incorrect SSN to the correct SSN and delete the document with the incorrect SSN, or delete the document with the incorrect SSN and reenter the document using the correct SSN. 2) Electronically stamp the document with the correct SSN. 3) Contact your servicing Finance Office to have the incorrect SSN deleted from the system.

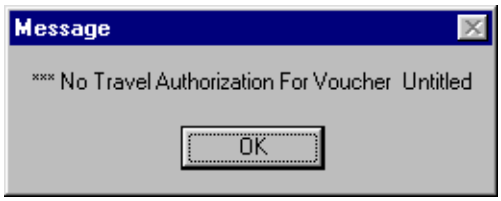
6. This message displays during the electronic stamping process. The travel authorization number cannot contain any special characters (hyphens, spaces, etc.).

Solution: Read and acknowledge this message. Ensure that the travel authorization number is unique and contains only nine alphanumeric characters in the **TA Num** field in the Voucher Main window and in the **TA Num** field in the Itinerary window and electronically stamp the travel voucher.

7. This message displays during the electronic document stamping process. The travel authorization number cannot exceed nine alphanumeric characters.

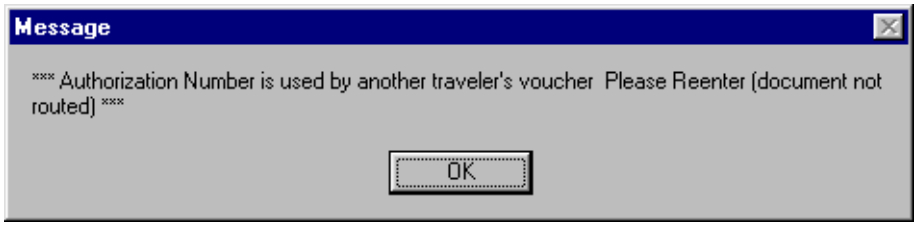
Solution: Read and acknowledge this message. Ensure that the travel authorization number consists of only nine alphanumeric characters in the **TA Num** field in the Voucher Main window and in the **TA Num** field in the Itinerary window and electronically stamp the travel voucher.

8. This message displays during the electronic document stamping process. The travel authorization number cannot be blank on the travel voucher.



Solution: Read and acknowledge this message. Enter a valid nine alphanumeric travel authorization number in the **TA Num** field in the Voucher Main window and in the **TA Num** field in the Itinerary window and electronically stamp the travel voucher.

9. This message displays during the electronic document stamping process. The travel authorization number has already been used on another traveler's voucher.

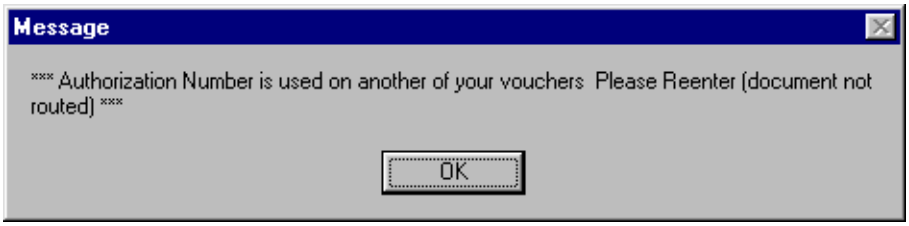


Solution: Read and acknowledge this message. Ensure that the travel authorization number has been entered correctly in the **TA Num** field in the Voucher Main window and in the **TA Num** field in the Itinerary window. 1) If the authorization number was entered incorrectly, then make the necessary correction to both **TA Num** fields and electronically stamp the travel voucher again. 2) If the authorization number was entered correctly, check to see if another travel voucher exists using this authorization number in Travel Manager. If you cannot identify another travel document with this authorization number, you will need to contact your servicing Finance Office for assistance in finding the travel document. Once you have found the travel document causing the conflict, determine which travel document has the incorrect authorization number. To correct the error either: a) correct the authorization number on the appropriate travel voucher and then electronically stamp the travel voucher; or b) have the office assign a new authorization number

and make the necessary changes to the **TA Num** fields on the appropriate travel voucher and electronically stamp the travel voucher.

✍ You cannot make any changes to a travel document if it has already been stamped DATA LINK.

10. This message displays during the electronic document stamping process. The travel authorization number has already been used on another of your travel vouchers.



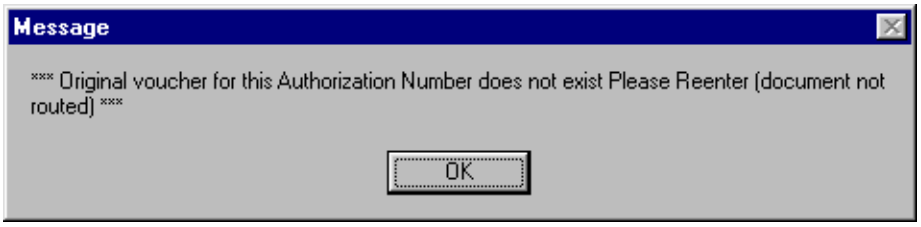
Solution: Read and acknowledge this message. Ensure that the travel authorization number has been entered correctly in the **TA Num** field in the Voucher Main window and in the **TA Num** field in the Itinerary window. 1) If the authorization number was entered incorrectly, then make the necessary correction to both **TA Num** fields and electronically stamp the travel document again. 2) If the authorization number was entered correctly, check to see if another travel voucher exists using this authorization number in Travel Manager. If you cannot find the travel voucher with this authorization number, you will need to contact your servicing Finance Office for assistance in finding the travel document. Once you have found the travel voucher causing the conflict, determine which travel voucher has the incorrect authorization number. To correct the error either: a) correct the authorization number on the appropriate travel voucher and then electronically stamp the travel voucher; b) delete one of the vouchers causing the conflict and then electronically stamp the travel voucher; c) change the **Trip Type** in the Itinerary window to RECLAIM a nd then electronically stamp the travel voucher; or d) change the **Begin Travel Location** or the **End Travel Location** to IN TRAVEL STATUS and then electronically stamp the travel voucher.

✍ You cannot make any changes to or delete a travel document if it has already been stamped DATA LINK.

11. This message displays during the electronic document stamping process. The travel authorization number has already been used on another traveler's authorization.

Solution: Read and acknowledge this message. Ensure that the travel authorization number has been entered correctly in the **TA Num** field in the Voucher Main window and in the **TA Num** field in the Itinerary window and electronically stamp the travel voucher.

12. This message displays during the electronic document stamping process when the system cannot locate the original travel authorization. When submitting a reclaim travel voucher an original voucher must exist.

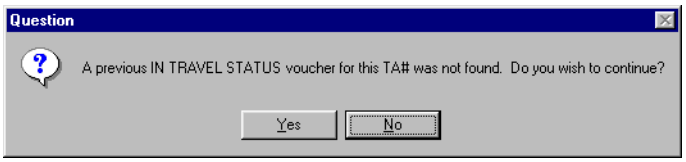


Solution: Read and acknowledge this message. Ensure that the travel authorization number has been entered correctly in the **TA Num** field in the Voucher Main window and in the **TA Num** field in the Itinerary window on the reclaim voucher. If submitting a true reclaim voucher, ensure that an original voucher exist in the system and electronically stamp the travel voucher. Otherwise, contact your servicing Finance Office for assistance.

13. This message displays during the electronic document stamping process. You cannot submit a voucher against a blanket travel authorization number. Funds are obligated on the individual trip authorization number only; therefore, you must voucher against the individual trip authorization number.

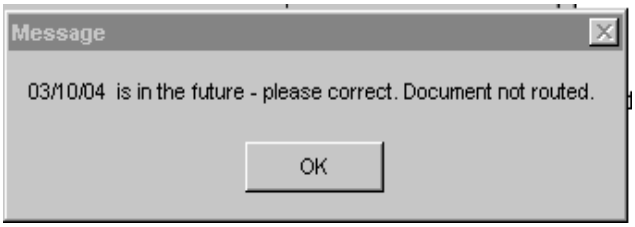
Solution: Read and acknowledge this message. Delete the voucher created against the blanket travel authorization number and create the voucher from the individual trip authorization number. Verify that the trip authorization number has been entered correctly in the **TA Num** field in the Voucher Main window and in the **TA Num** field in the Itinerary window. Note: See the NOAA Travel Handbook, section 301-2.8 through 301-2.18, for the proper travel authorization numbering criteria.

14. This message displays during the electronic document stamping process. This warning appears when you prepare a travel voucher for a trip that begins “IN TRAVEL STATUS” (which indicates that this is the second or subsequent travel voucher for the extended travel) and the system cannot find a previous travel voucher for this travel authorization number. Answering Yes will allow the document to continue, answering No will cause the document to remain on your screen without being routed.



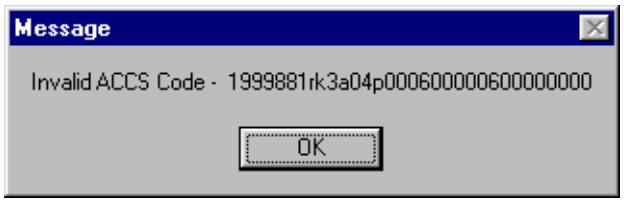
Solution: Read and acknowledge this message. If the previous voucher was not created in Travel Manager, click Yes. If the previous voucher was created in the system, click No and verify that the trip authorization number has been entered correctly in the **TA Num** field in the Voucher Main window and in the **TA Num** field in the Itinerary window and electronically stamp the travel voucher. Otherwise, contact your servicing Finance Office for assistance.

15. This message displays during the electronic document stamping process. Travel vouchers cannot be submitted for a trip that has not occurred.



Solution: Read and acknowledge this message. Ensure that the trip dates have been entered correctly. If entered incorrectly, correct the dates and electronically stamp the travel voucher. Otherwise, contact your servicing Finance Office for assistance.

16. This message displays when closing the Accounting Code window or during the electronic document stamping process. The travel voucher contains an invalid accounting code.



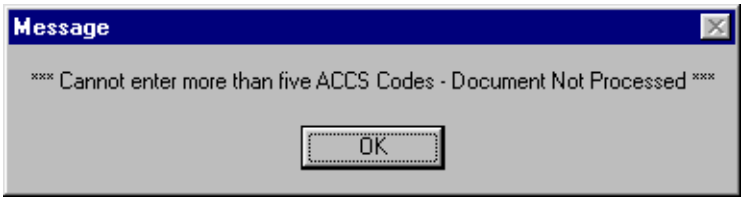
Solution: Read and acknowledge this message. Ensure that the accounting code has been entered in the ITM correctly. 1) If entered incorrectly, make the appropriate change to the accounting code and electronically stamp the travel voucher. 2) If entered correctly, contact the Budget Office to ensure that the accounting code has been established in CFS correctly. Once the Budget Office has made the appropriate correction, electronically stamp the travel voucher.

✍ Ensure that all letter O's have been entered as alphas and all numeric zeros (0) have been entered as numerics and all numeric ones (1) have been entered as numerics.

17. This message displays when closing the Accounting Code window. The accounting codes on a travel voucher cannot contain more than one Bureau Code.

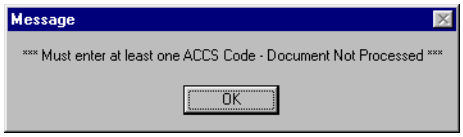
Solution: Read and acknowledge this message. Ensure that all accounting codes used on the travel voucher contain the same Bureau Code.

18. This message displays during the electronic document stamping process. Travel vouchers cannot contain more than five accounting codes.



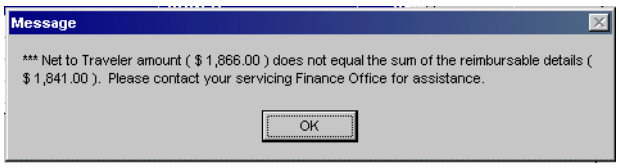
Solution: Read and acknowledge this message. Delete any additional accounting codes causing the travel voucher to exceed the five accounting code limit and reallocate the expenses as necessary and electronically stamp the travel voucher.

19. This message displays during the electronic document stamping process. The travel voucher does not contain any accounting code(s).



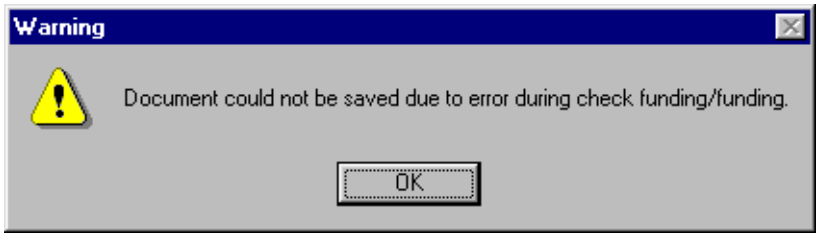
Solution: Read and acknowledge this message. Ensure that at least one accounting code has been entered on the travel voucher. Travel vouchers can contain up to five accounting codes and they must all be for the same Bureau Code. After making the appropriate correction, electronically stamp the travel voucher.

20. This message displays during the electronic document stamping process. The system detects a calculation error occurred when a non-reimbursable expense is changed to a reimbursable expense on a document when allocating the expenses to more than one accounting classification code.



Solution: Read and acknowledge this message. Contact your servicing Finance Office for assistance and provide the error message encountered.

21. This message displays during the electronic document stamping process. The travel voucher could not be saved due to an error. Another message will precede/follow identifying the error.

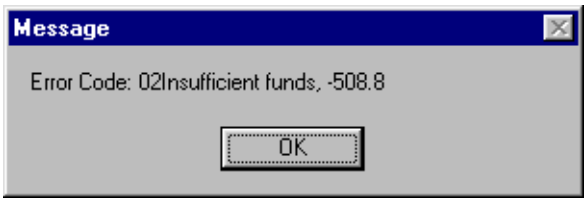


Solution: Read and acknowledge the message.

22. This message displays during the electronic document stamping process. There is a problem associated with the displayed accounting code. Another message will precede/follow identifying the error.

Solution: Read and acknowledge the message.

23. This message displays during the electronic document stamping process. There is a budget problem associated with an accounting code appearing on the travel voucher. Another message will precede/follow identifying the accounting code causing the error.



Solution: Read and acknowledge this message. Ensure that the accounting code has been entered in the ITM correctly. 1) If entered incorrectly, make the necessary correction to the accounting code and electronically stamp the travel voucher; 2) If entered correctly, contact the Budget Office to ensure that the accounting code has been established in CFS correctly. Once you are notified that there is an established budget for this accounting code then electronically stamp the travel voucher.

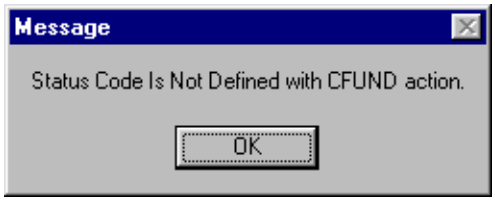
24. This message displays during the electronic document stamping process. There is a budget problem associated with an accounting code appearing on the travel voucher.

Solution: Read and acknowledge the message.

25. This message displays during the electronic document stamping process. The system detects that a negative dollar amount was entered in the Expenses window.

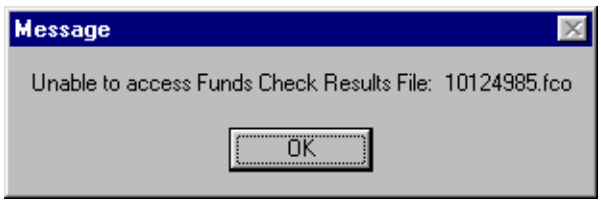
Solution: Read and acknowledge this message. To correct this error, ensure that all expenses entered in the Expenses window are for positive dollar amounts only.

26. This message displays if the CFS funds check routine is called by a status that is not flagged to check funds during the electronic document stamping process.



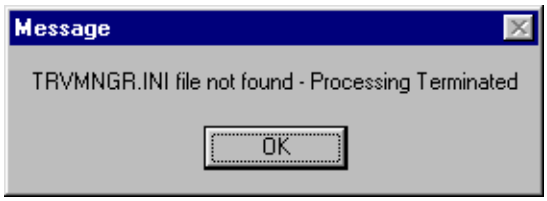
Solution: Read and acknowledge this message. Contact your servicing Finance Office for assistance and provide the error message encountered.

27. This message displays if the CFS funds check routine returns and the interface file is not accessible.



Solution: Read and acknowledge this message. Contact your servicing Finance Office for assistance and provide the error message encountered.

28. This message displays if the initialization file is not accessible.



Solution: Read and acknowledge this message. Contact your servicing Finance Office for assistance and provide the error message encountered.

29. This message displays if a system configuration error has occurred.

Solution: Read and acknowledge this message. Contact your servicing Finance Office for assistance and provide the error message encountered.

30. This message displays if a system configuration error has occurred.

Solution: Read and acknowledge this message. Contact your servicing Finance Office for assistance and provide the error message encountered.

31. This message displays if the interface file does not contain the expected number of records.

Solution: Read and acknowledge this message. Contact your servicing Finance Office for assistance and provide the error message encountered.

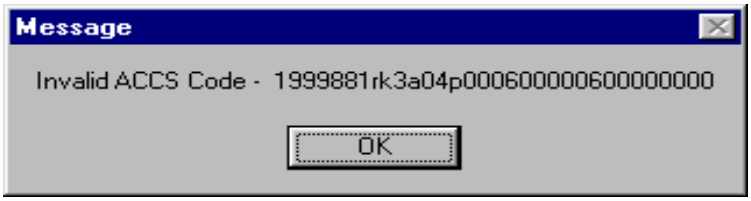
32. This message displays if any serious system errors are encountered (such as the CFS database not being accessible).

Solution: Read and acknowledge this message. Contact your servicing Finance Office for assistance and provide the error message encountered.

Local Vouchers

The following messages can occur in local vouchers.

1. This message displays when closing the Accounting Code window or during the electronic document stamping process. The local travel voucher contains an invalid accounting code.



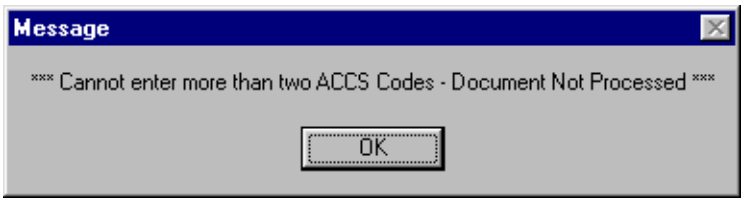
Solution: Read and acknowledge this message. Ensure that the accounting code has been entered in the ITM correctly. 1) If entered incorrectly, make the appropriate change to the accounting code and electronically stamp the local voucher. 2) If entered correctly, contact the Budget Office to ensure that the accounting code has been established in CFS correctly. Once the Budget Office has made the appropriate correction, electronically stamp the local voucher.

✍ Ensure that all letter O's have been entered as alphas and all numeric zeros (0) have been entered as numerics and all numeric ones (1) have been entered as numerics.

2. This message displays when closing the Accounting Code window. The accounting codes on a local travel voucher cannot contain more than one Bureau Code.

Solution: Read and acknowledge this message. Ensure that all accounting codes used on the local travel voucher contain the same Bureau Code.

3. This message displays when closing the Accounting Code window. Local travel vouchers cannot contain more than two accounting codes.



Solution: Read and acknowledge this message. Delete any additional accounting codes causing the local travel voucher to exceed the two accounting code limit and reallocate the expenses as necessary and electronically stamp the local voucher.

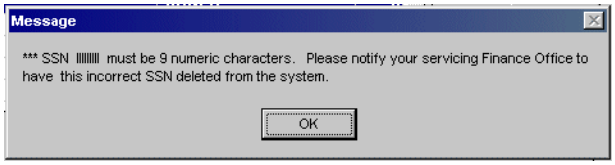
4. This message displays during the electronic stamping process when a traveler is trying to apply the APPROVED stamp to their own local travel voucher.

Solution: Read and acknowledge this message. Absolutely no traveler is allowed to approve their own local travel voucher. *For Non-routing Users:* The Finance Office will electronically approve all local travel vouchers upon receipt of the hard copy local travel voucher. *For Routing Users:* Only authorized Approving Officials are permitted to electronically approve the traveler's documents. However, the traveler must electronically stamp their local travel voucher SIGNED in order to begin the electronic routing process. Ensure that the SIGNED stamp has been applied to the local travel voucher by the traveler.

5. This message displays during the electronic stamping process when someone other than an authorized Approving Official is applying the APPROVED stamp.

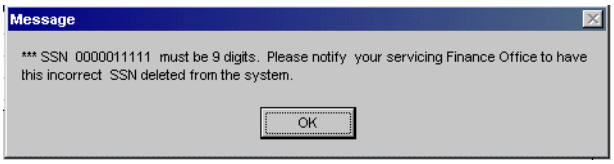
Solution: Read and acknowledge this message. Check the Document Routing block in the Document Routing window to ensure that the names of the Reviewing and/or Approving Officials appearing are correct. If the names of the Reviewing or Approving Officials are incorrect, contact your servicing Finance Office for assistance.

6. This message displays during the electronic stamping process. The SSN (social security number) cannot contain non numeric characters.



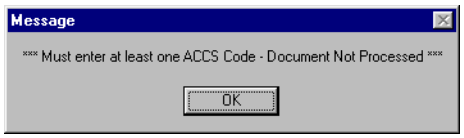
Solution: Read and acknowledge this message. 1) To correct this error, either copy the document containing the incorrect SSN to the correct SSN and delete the document with the incorrect SSN, or delete the document with the incorrect SSN and reenter the document using the correct SSN. 2) Electronically stamp the document with the correct SSN. 3) Contact your servicing Finance Office to have the incorrect SSN deleted from the system.

7. This message displays during the electronic stamping process. The SSN (social security number) cannot exceed nine digits.



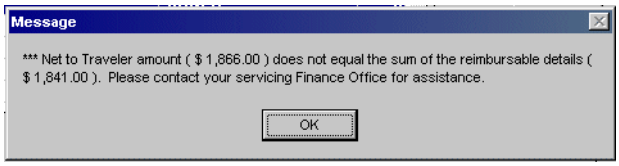
Solution: Read and acknowledge this message. 1) To correct this error, either copy the document containing the incorrect SSN to the correct SSN and delete the document with the incorrect SSN, or delete the document with the incorrect SSN and reenter the document using the correct SSN. 2) Electronically stamp the document with the correct SSN. 3) Contact your servicing Finance Office to have the incorrect SSN deleted from the system.

8. This message displays during the electronic document stamping process. The local travel voucher does not contain any accounting code(s).



Solution: Read and acknowledge this message. Ensure that at least one accounting code has been entered on the local travel voucher. Local travel vouchers can contain up to two accounting codes and they must all be for the same Bureau Code and electronically stamp the local voucher.

9. This message displays during the electronic document stamping process. The system detects a calculation error occurred when a non-reimbursable expense is changed to a reimbursable expense on a document when allocating the expenses to more than one accounting classification code.



Solution: Read and acknowledge this message. Contact your servicing Finance Office for assistance and provide the error message encountered.

Appendix B: Actions and Status Codes (Stamps)

Each time a document is signed, a status code is stamped on the document (status stamp). While applying a stamp, the system can perform one or more actions as part of the stamping process. An action causes the system to perform a specific function. Actions are assigned to status stamps and are not apparent to the user. An action causes Travel Manager to perform a specific function. More than one action can be assigned to a status code (stamp).

For example, the action ***CFUND*** is assigned to the status stamp SIGNED and APPROVED. When the document is signed and stamped APPROVED, the ***CFUND*** action will be performed. ***CFUND*** checks the document total against the CFS database to determine if enough funds exist to cover the total cost of the document.

The table below refers to the status stamp applied to a document after signing, the action assigned to the status stamp, and the function that Travel Manager performs when the action is applied. Status stamps can have multiple actions assigned to them (e.g., the status stamp APPROVED has the action ***CFUND*** and ***ASIG*** action applied to it.

Table 18: Status Stamps and Actions

Status Code (Stamp)	Travel Manager Action Applied	Action Description
APPROVED	***CFUND***	The action CFUND checks the document total against the CFS database to determine if enough funds exist to cover the total costs of the document. This applies to authorizations and vouchers, but not to local vouchers.
APPROVED	***ASIG*** **(Vouchers Only)**	This action code (ASIG) causes the following certification statement to display when the approving official stamps a voucher: “I certify that I have reviewed the itinerary and the expenses of this voucher and have deemed them appropriate, reasonable and in support of mission requirements”.
CANCELLED	***Complete***	The action COMPLETE is used to indicate that a document has been fully routed and entered into the external accounting system. This prevents the document from being re-funded.
COMPLETED	***Complete***	The action COMPLETE is used to indicate that a document is in a view only mode.
CFS ADJUSTMENT	***Complete***	*This stamp is for Finance Office Use Only.* The action COMPLETE is used to indicate that a document has been entered in to the CFS and is in a view only mode. After the document has been stamped DATA LINK and successfully uploaded in the CFS accounting system, the document should be unlocked, adjusted, and stamped CFS ADJUSTMENT.
DATA LINK	***Complete***	The action Complete is used to indicate that a document has been entered into the CFS and is in a view only mode.

Table 18: Status Stamps and Actions

Status Code (Stamp)	Travel Manager Action Applied	Action Description
RETURNED	***RETURN***	The action RETURN is used to route a document back to the traveler or creator. When a document is stamped with a status code associated with an action of RETURN, Travel Manager generates a new routing list that returns the document to whomever stamped the document "signed". This function is designed to return a document for lack of information or some other problem. Any necessary changes can be made and re-submitted by re-signing the document (see the action SIGN for more information).
SIGNED	***Sign***	The action SIGN initiates document routing. When the document is "signed," Travel Manager looks up the electronic routing list for the traveler and attaches it to the document. Each time a document is stamped with a status code associated with Sign, Travel Manager regenerates the entire routing list. This permits a traveler who has already signed a document to make changes and re-sign a document even after it has already been routed for approval. This applies to authorizations, vouchers, and local vouchers.
SIGNED	***CFUND***	The action CFUND checks the document total against the CFS database to determine if enough funds exist to cover the total costs of the document. This applies to authorizations and vouchers, but not to local vouchers.
SIGNED	***ASIG* (Vouchers Only)**	This action code (ASIG) causes the following certification statement to display when the approving official stamps a voucher: "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."

Status codes can be used without assigning an action to them. For example, by default, the status code REVIEWED has no action applied to it. An office may want to indicate that documents have been reviewed, but not necessarily perform a certain function.

Table 19: Status Stamps Without Actions

Status Code (Stamp) Name	Status Stamp Description
CREATED	This status code is automatically stamped on all documents when the document is created.
PROCESSED	Some line offices require foreign travel to be conditionally routed to their Foreign Travel Office to assure that all documentation has been completed. This status is stamped on the document to indicate the Foreign Travel Office concurrence.

Table 19: Status Stamps Without Actions

Status Code (Stamp) Name	Status Stamp Description
RETRANSMIT	*This stamp is for Finance Office use only.* After a document has been stamped DATA LINK, (extracted from Travel Manager) should it be necessary to resend the document to CFS, the application administrator can stamp the document with a status of RETRANSMIT and the document will be data linked again. Upon successful extraction, the document gets a status of DATA LINK.
REVIEWED	This status stamp is optional for organizations who require additional levels of review.

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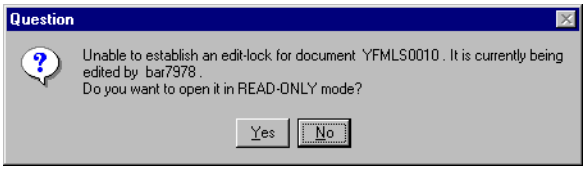
Appendix D: Removing Edit-Locks

This unit describes:

- background information on what causes a document to become edit-locked and;
- how to remove edit-locks from documents.

Background

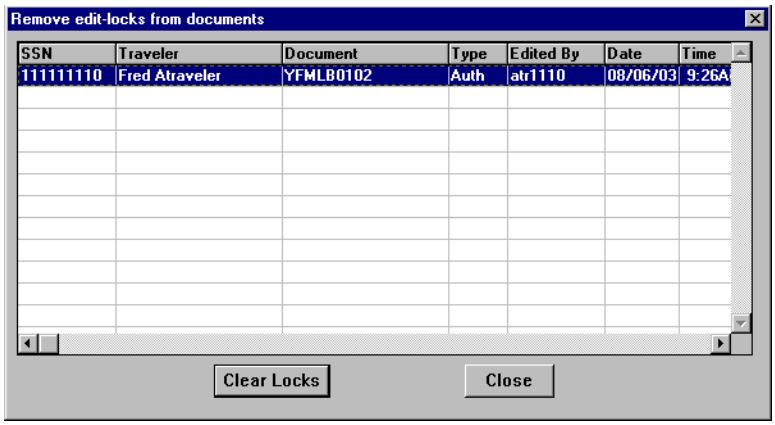
When the system crashes or when exiting the system abnormally, any saved document in progress will becomed edit-locked. Edit-locks place a document in a read only status. Edit locked documensts can be viewed; however, no changes can be made to the document and the document cannot be electronically stamped or routed. The system will display the following messsage when you attempt to open an edit-locked document:



Responding Yes at this prompt will allow you to open the document; however, the document will be in a read-only status. Users who impose an edit-lock on a document have the ability to remove the edit-lock from that document. If you are unable to remove an edit-lock, contact your servicing Finance Office.

How to Remove an Edit-Lock on a Document

1. Select **Utilities>Remove Edit-Locks**.
2. Highlight the document that you need to remove the edit-lock from.



Remove edit-locks from documents Window

3. Click **Clear Locks**.
4. To exit the Remove edit-locks from documents window, click **Close**.

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