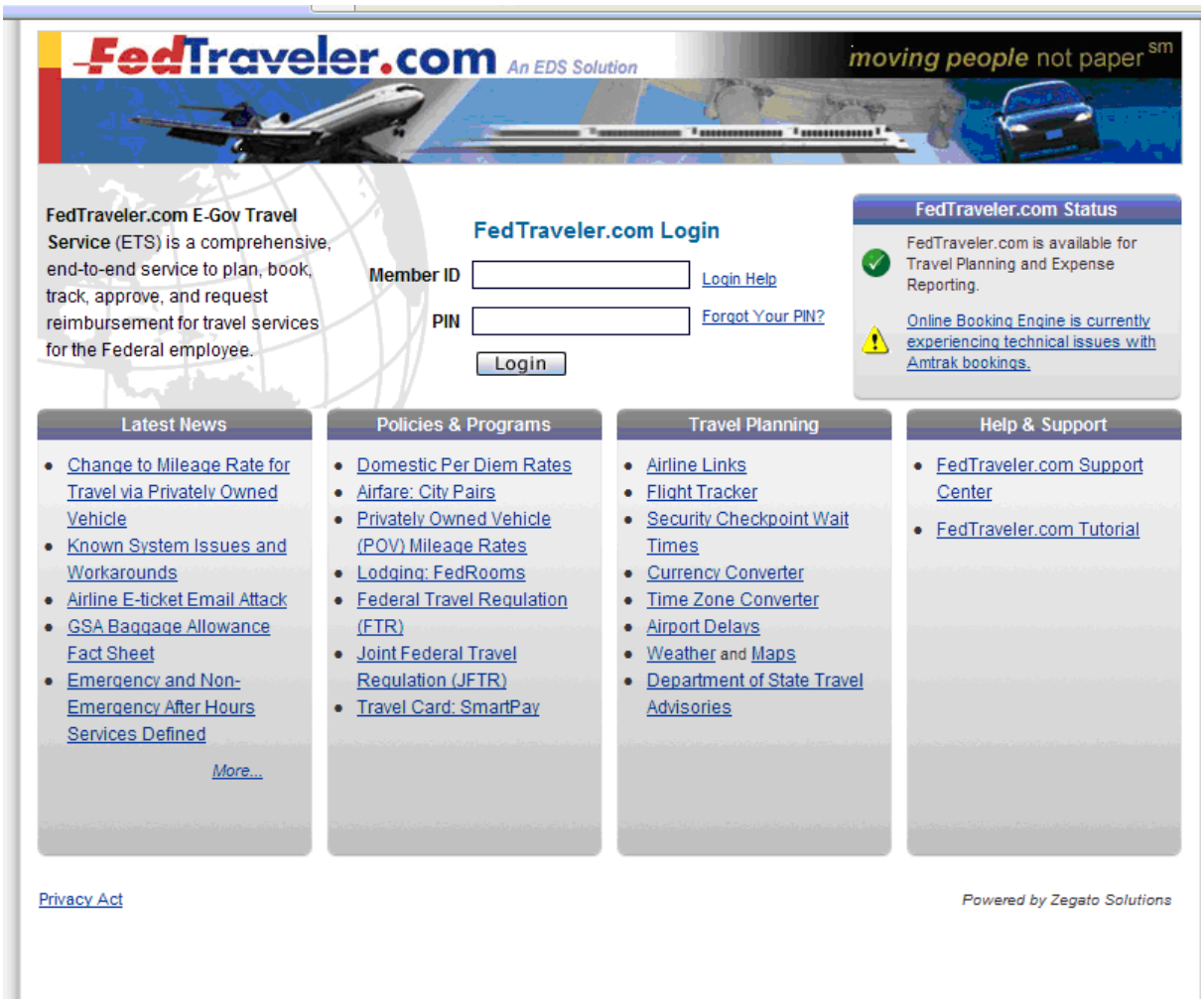
FedTraveler.com

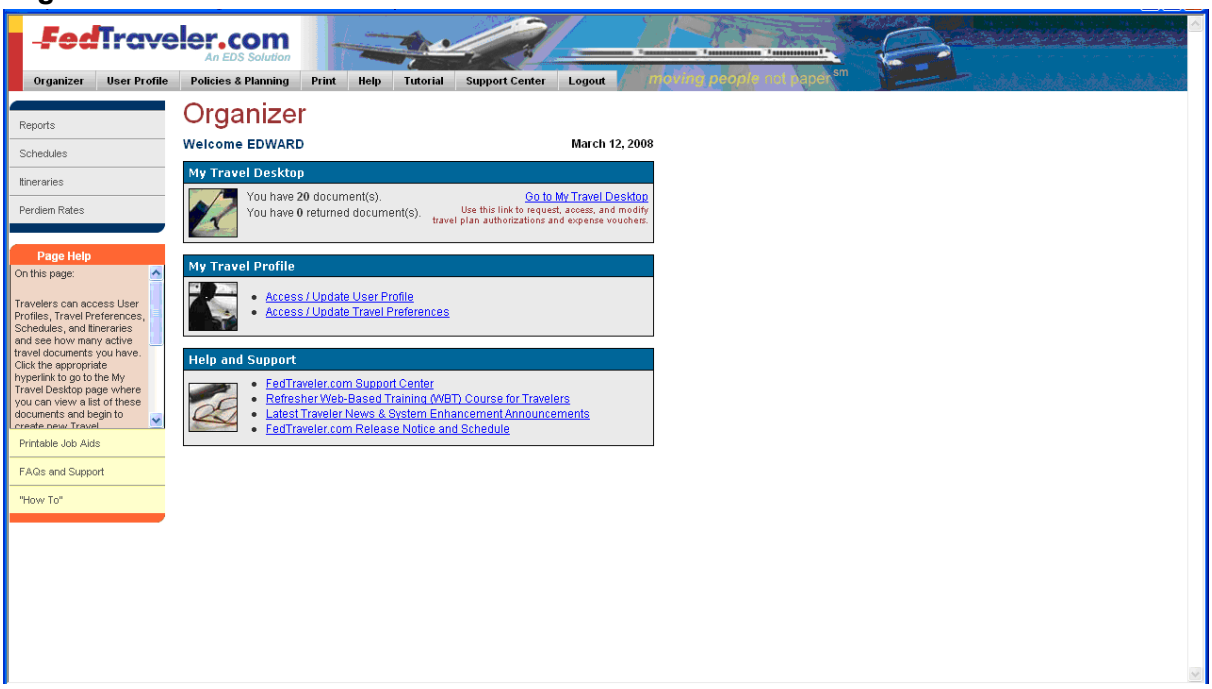


1. Log into FedTraveler.com using your valid Member ID and PIN.

FedTraveler.com

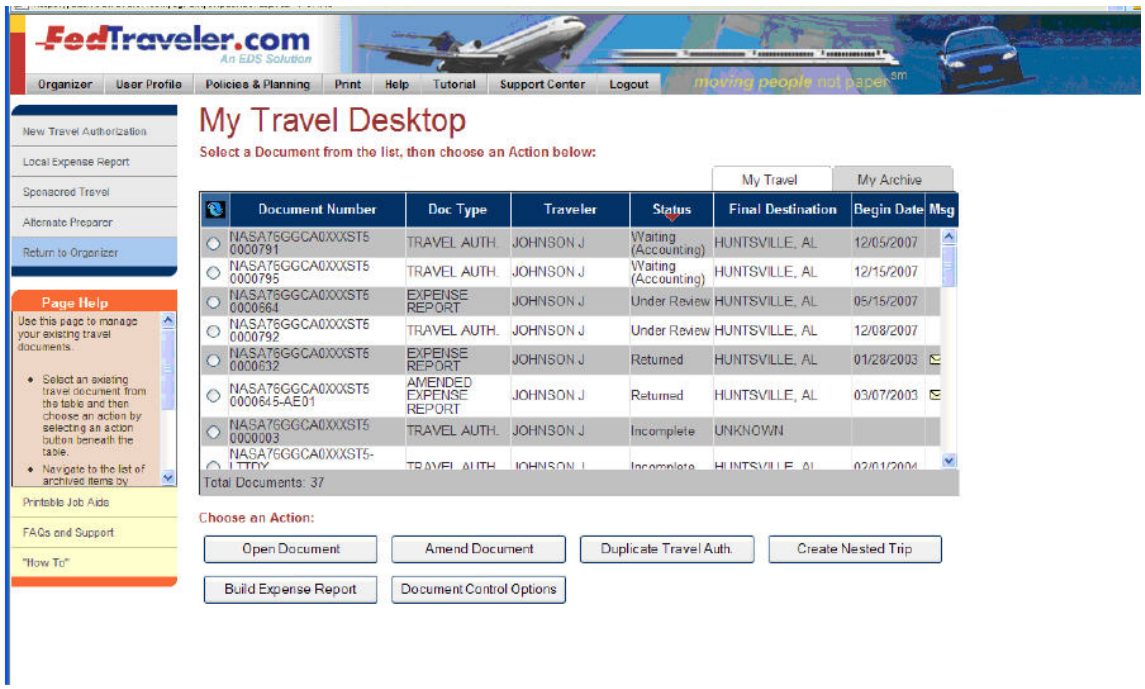
2. Screen will refresh to **Organizer** page

Organizer



3. On the **Organizer** Page, click the Go to My Travel Desktop link under the **My Travel Desktop** box.

My Travel Desktop



4. Click the radio button next to the appropriate document. (Example:

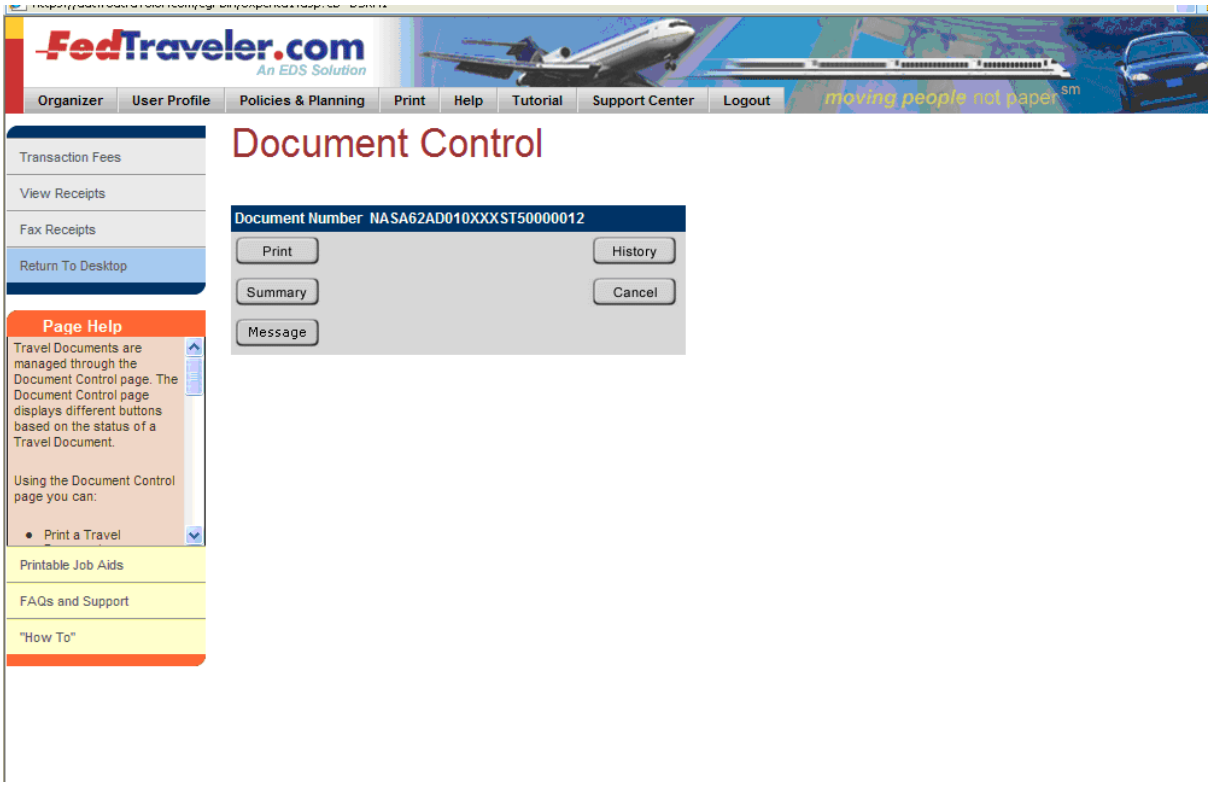
.

5. Click

at the bottom of the page to review the existing **Expense Report**.

6. The D**ocument Control** page will be displayed.

Document Control



7. Click

to review the **Expese Report** details.

The D**ocument Summary** will be displayed.

Document Summary

Return

Doc. Number: NASA62AD010XXXST50000012
Auth. Number: 400441838

Print

Travel Authorization Daily Summary

Date	M&IE Est./Max	Lodging Est./Max	Rental Car Mileage	Tickets	Excluded Day	Rail Cost	Rail #
Tuesday 11/17/2009	$48.00 / $48.00	$209.00 / $209.00	$0.00 No Miles	$0.00	NO	$0.00	-
Wednesday 11/18/2009	$64.00 / $64.00	$209.00 / $209.00	$0.00 No Miles	$0.00	NO	$0.00	-, -
Thursday 11/19/2009	$48.00 / $48.00	$0.00 / $0.00	$0.00 No Miles	$0.00	NO	$0.00	-

* Denotes a non-working day

Travel Authorization Itinerary

Depart	Arrive	Segment Type	Travel Mode	Payment Method
HUNTSVILLE, AL USA 11/17/2009	WASHINGTON, DC USA 11/17/2009	Include Meals & Lodging	Contract Flight	Govt Centrally Billed
WASHINGTON, DC USA 11/18/2009	GREENBELT, MD USA 11/18/2009	Include Meals & Lodging	Rental Car	Govt Centrally Billed
GREENBELT, MD USA 11/18/2009	WASHINGTON, DC USA 11/18/2009	Include Meals & Lodging	Rental Car	Govt Centrally Billed
WASHINGTON, DC USA 11/19/2009	HUNTSVILLE, AL USA 11/19/2009	End Trip	Rental Car	Govt Centrally Billed

Financial Information

Accounting String	Expense Category	Allocation
62_136905.08.04.01.08.01_ESAX22008D^62AD01^2111^FC000000	Lodging	$209.00
62_136905.08.04.01.08.01_ESAX22008D^62AD01^2111^FC000000	Meals	$80.00
62_136905.08.04.01.08.01_ESAX22008D^62AD01^2111^FC000000	Other	$31.35
62_136905.08.04.01.08.01_ESAX22008D^62AD01^2111^FC000000	Transaction Fee	$10.32
62_401769.06.03.03.02.07_EXCX22008D^62AD01^2111^FC000000	Lodging	$209.00
62_401769.06.03.03.02.07_EXCX22008D^62AD01^2111^FC000000	Meals	$80.00
62_401769.06.03.03.02.07_EXCX22008D^62AD01^2111^FC000000	Other	$31.35
62_401769.06.03.03.02.07_EXCX22008D^62AD01^2111^FC000000	Transaction Fee	$10.35
	Estimated Cost	$661.37
	Requested Advance	$0.00
	Total Advance	$0.00

Travel Authorization Other Expenses

Date	Description	Amount
11/17/2009	MILEAGE	Amount: $5.85 Rate: $0.585 Miles: 10
11/19/2009	MILEAGE	Amount: $5.85 Rate: $0.585 Miles: 10
11/19/2009	PARKING	$21.00
11/19/2009	HOTEL TAXES	$30.00
11/17/2009	TRANSACTION FEE	$20.67

Hotel Information

Name	Address	Phone	Confirmation Nbr.
NO HOTEL INFORMATION			

Car Rental Information

Name	Address	Phone	Size	Confirmation Nbr.	Daily Rate
NO CAR RENTAL INFORMATION					

Ticket Information

Carrier	Flight Number	Seat	Travel Mode	Payment Method	Ticket Number
NO TICKET INFORMATION					

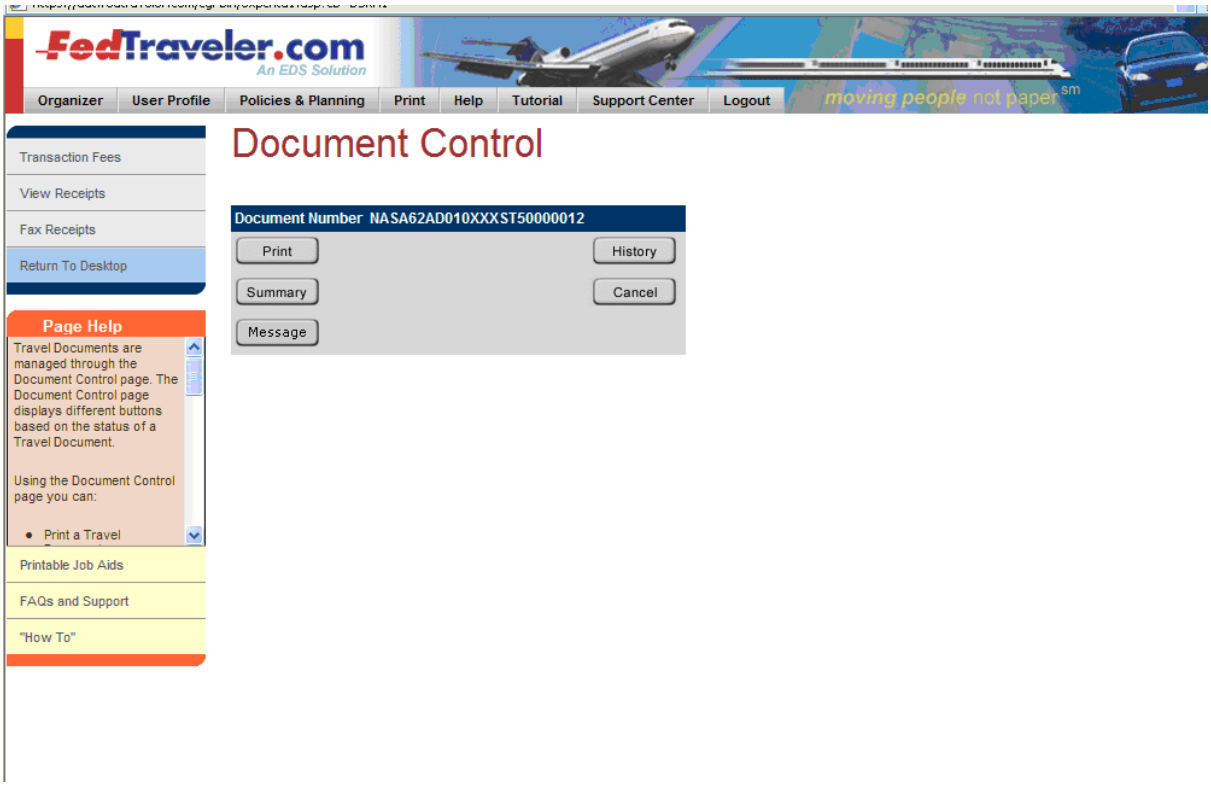
Justification

Name	Description

8. Click Return once the review of the **Expense Report** is complete.

The D**ocument Control** page will be displayed.

Document Control

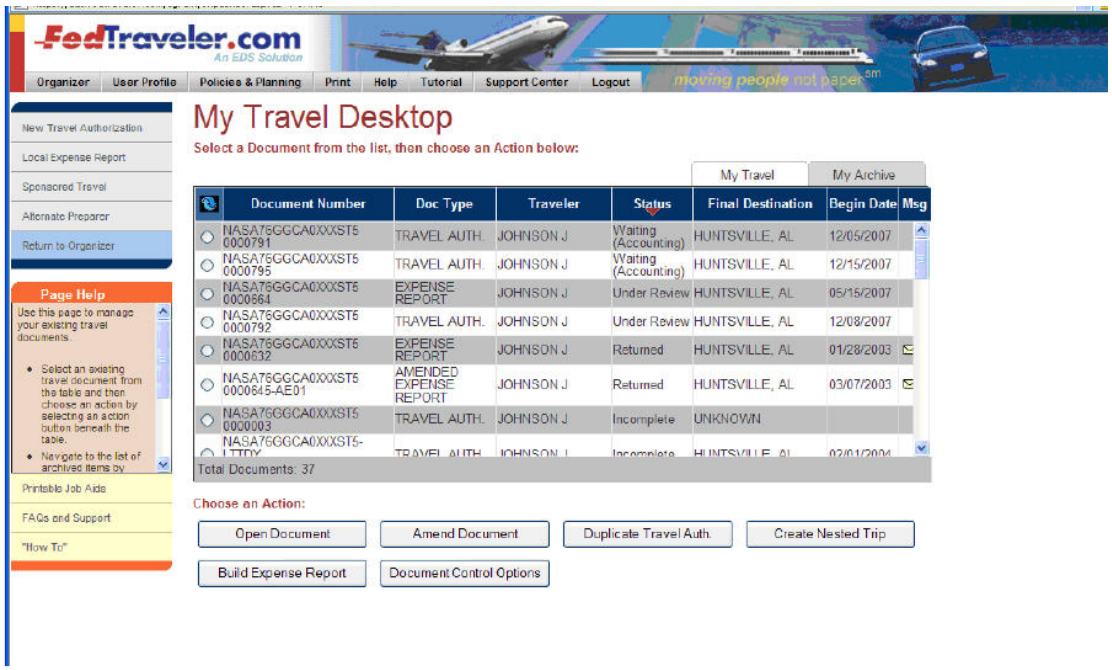


9. Click

on the left hand side of the page.

My Travel Desktop page will be displayed.

My Travel Desktop



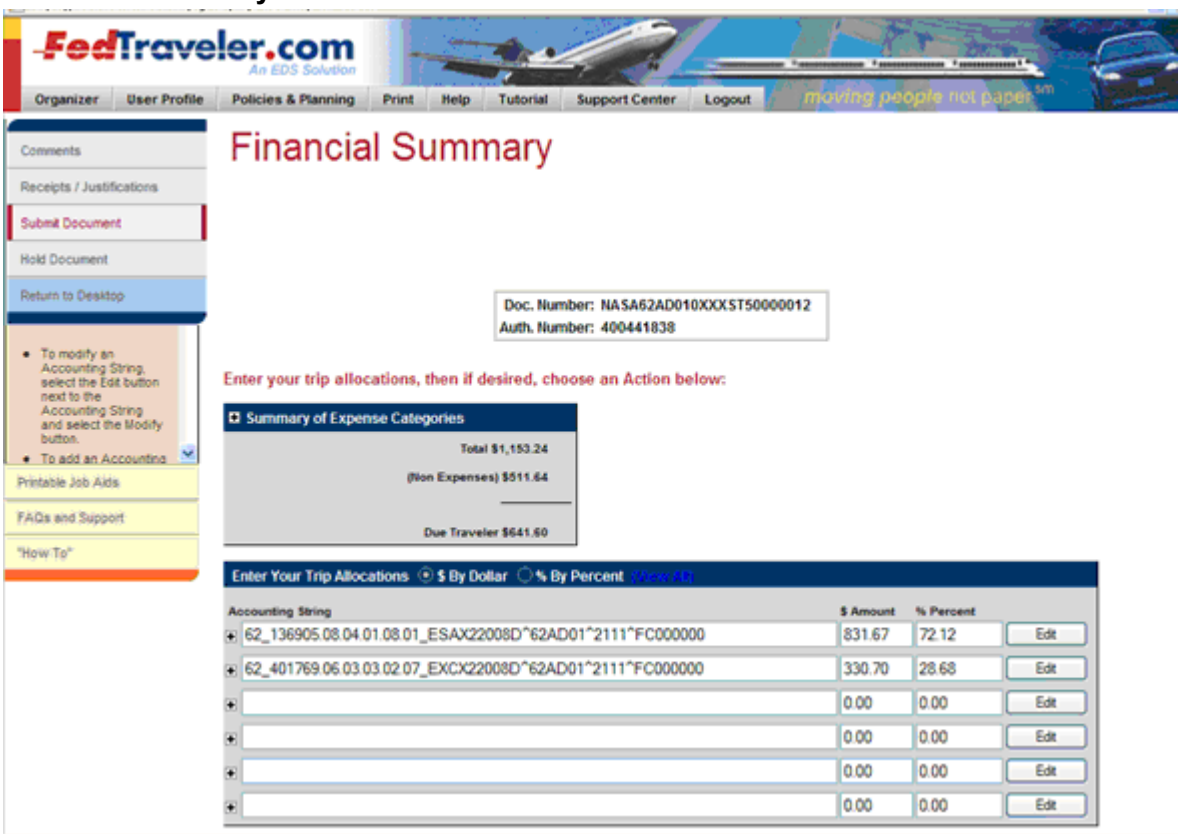
10. Click the radio button next to the document to review the **Expense Report**.

11. Click the Open Document button.

Expense Report

12. Click

Financial Summary

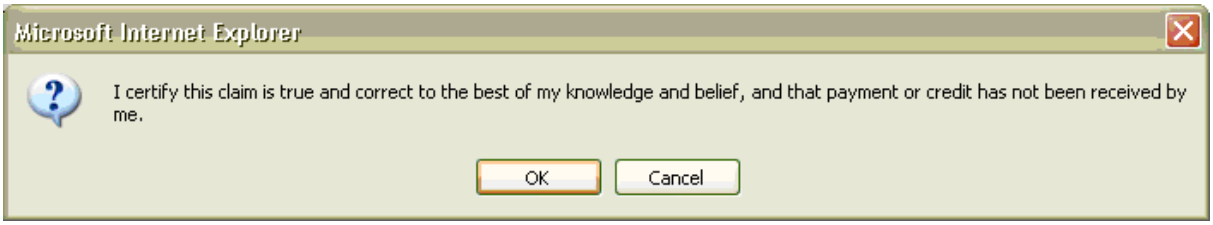


13. Notice the financial information is already on the page. The accounting string was copied from the **Travel Authorization**. (No changes need to be made in this example.)

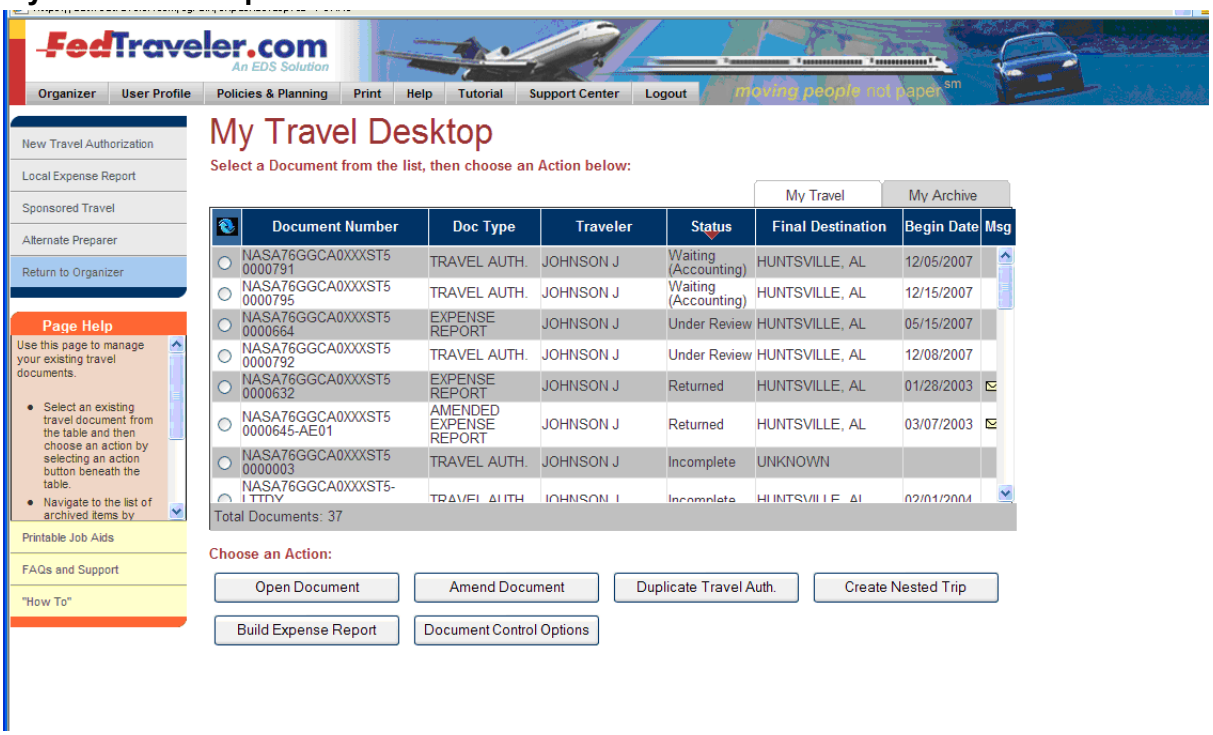
14. Click

A Confirmation Alert box will be displayed.

Confirmation Statement Alert Box



15. Click OK as appropriate to indicate your electronic signature.

16. **My Travel Desktop** will be displayed.

My Travel Desktop