



**NATIONAL AERONAUTICS AND SPACE
ADMINISTRATION**

DRYDEN FLIGHT RESEARCH CENTER

**Integrated Financial Management (IFM)
Program**

Travel Manager Overview

Reviewers and Approvers

July 23 – August 1, 2002



Gelco's Travel Manager

- **Standardized, integrated travel management system that provides electronic routing, e-mail, and up-to-date travel information**
- **Developed as a COTS (Commercial Off The Shelf) product**
- **Determined to be the best product on the market matched to NASA requirements**
- **Used by other civilian government agencies**
- **Redefines Travel Orders (TO) as Travel Authorizations (TA)**



Roles and Primary Responsibilities

Preparers	Create travel authorizations and vouchers and assist travelers and approvers
Reviewers	Review for specific conditions to authorization
Approvers	Approve travel authorizations and vouchers
Travelers	Review and certify travel vouchers on return from travel
CI Travel Agents	Obtain tickets and reservations
Financial Accountants	Process financial data
Voucher Examiners	Process audit documents
Center Administrators	Maintain user data, routing lists, and other tables for their Center
Agency Administrators	Maintain shared data, Agency tables, and system utilities



TM Reviewer/Approver Benefits

- **Reviewers/Approvers review Travel Authorizations and Vouchers electronically**
- **Electronic signature of documents within the travel process**
- **E-mail notification sent to each Reviewer/Approver in sequence**
- **Reviewers/Approvers can run electronic pre-audits of travel documents**
- **Accurate per diem rates, loaded from GSA once a month**
- **System performs calculations according to regulations**



TM Preparer Benefits

- **Initiate and route Travel Authorizations electronically**
- **Query travel documents at any time**
- **Preparers create vouchers from the approved authorizations**
- **Copy documents for different travelers for the same trip, easily**
- **No more hand carrying documents**
- **Perform pre-audits of travel documents**
- **Traveler information is loaded from payroll every two weeks**
- **Accurate per diem rates, loaded from GSA once a month**
- **System performs calculations according to regulations**

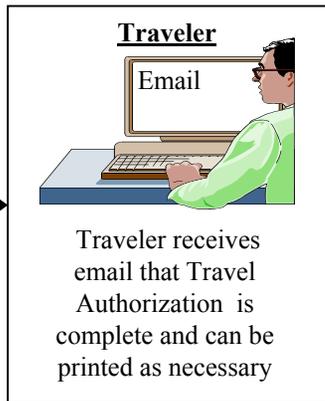
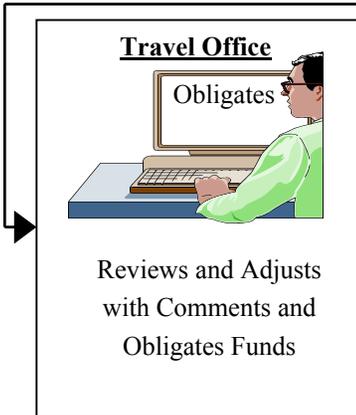
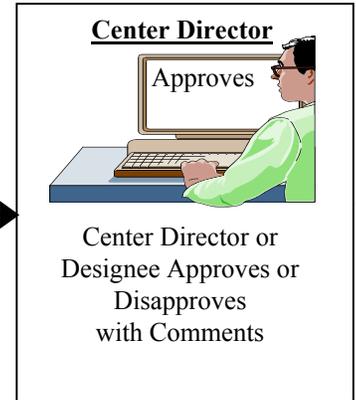
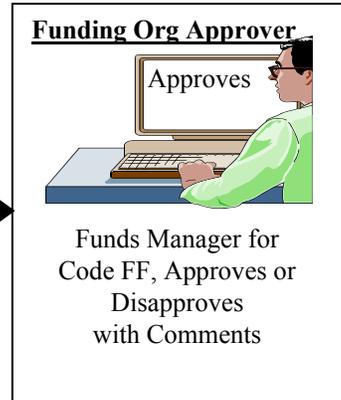
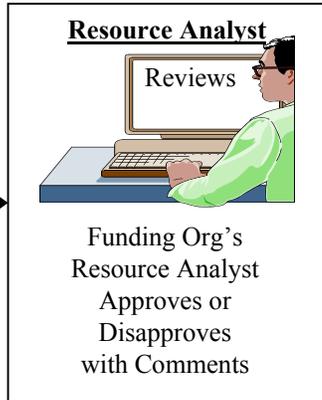
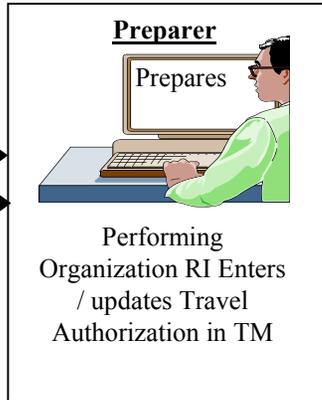


TM Travelers Benefits

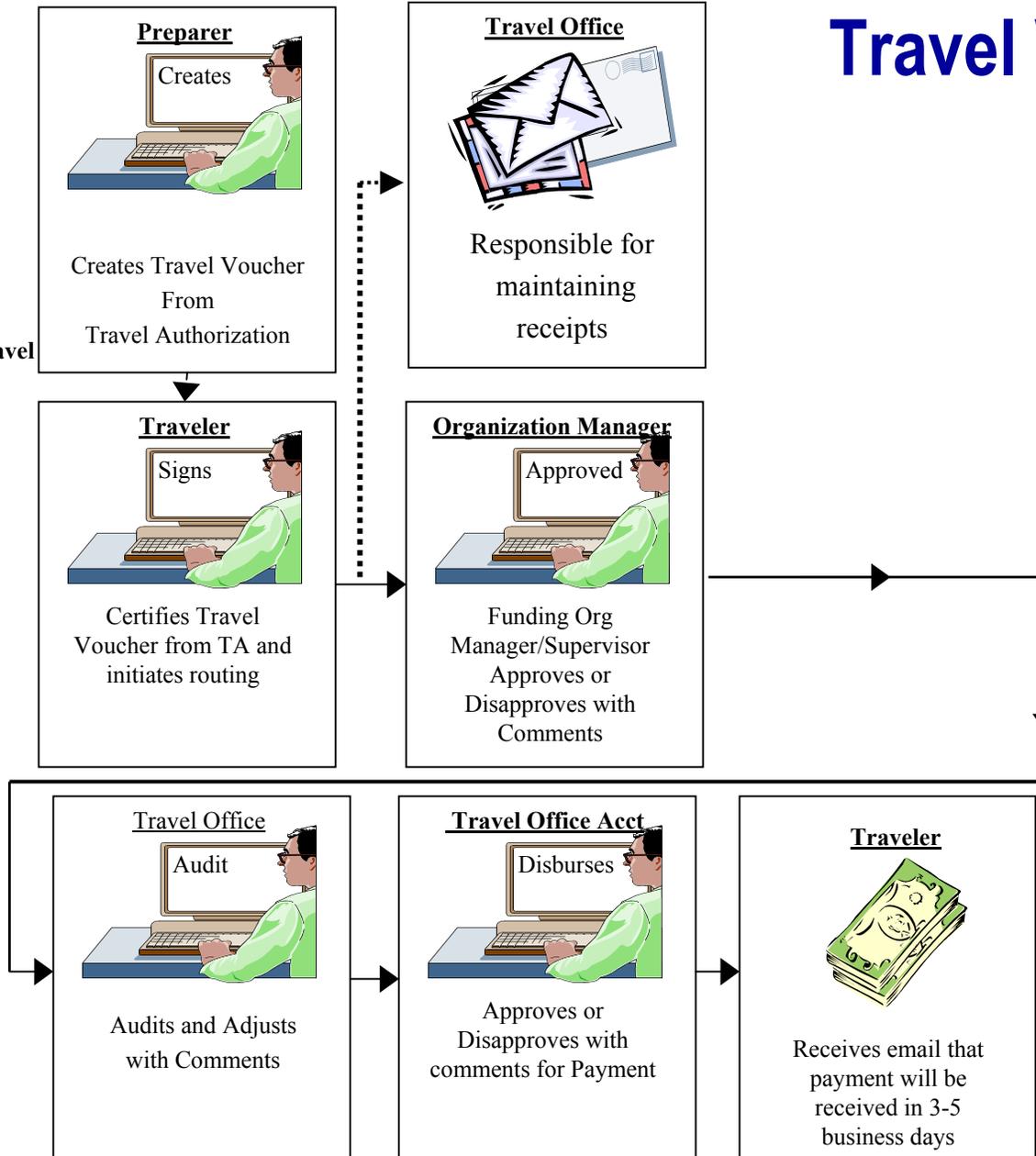
- **Certify and route Travel Vouchers for reimbursement electronically**
- **Query travel documents at any time**
- **Travelers can run electronic pre-audits on their travel documents**
- **No more hand carrying documents**
- **E-mail notification to the traveler when money is about to be disbursed**
- **Accurate per diem rates, loaded once a month**
- **System performs calculations according to regulations**

Travel Authorizations

Performing organization prepares the authorization based on verbal/e-mail approval from Branch Chief and Travel Manager will route to the funding organization.

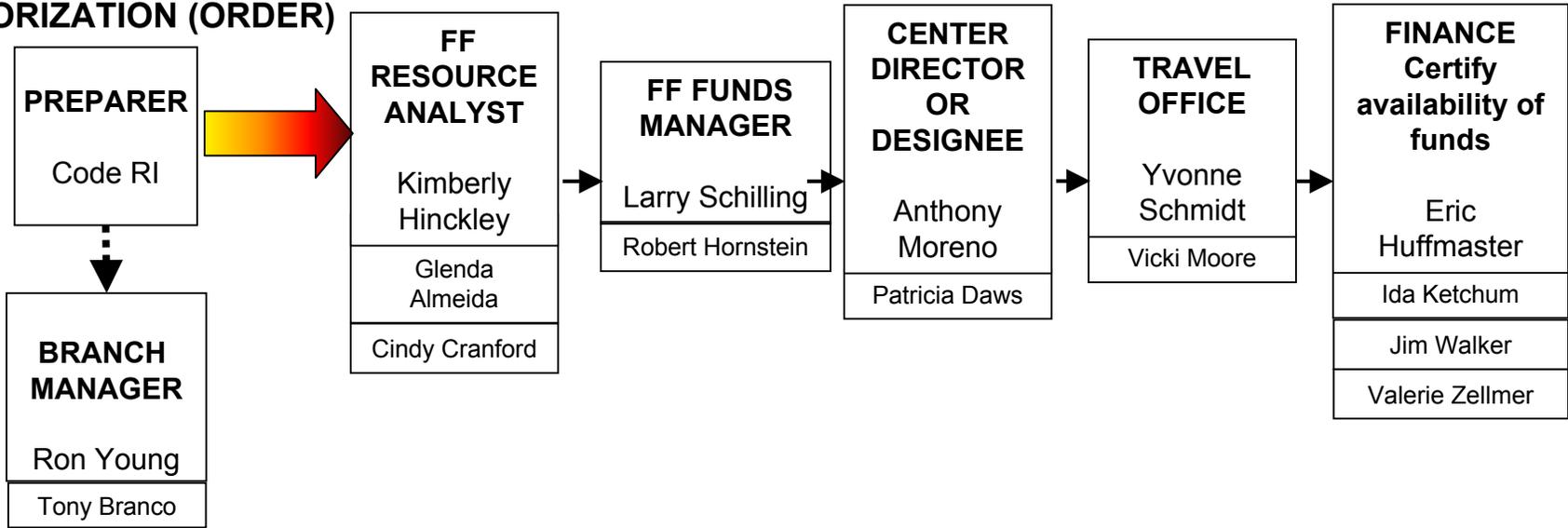


Travel Voucher

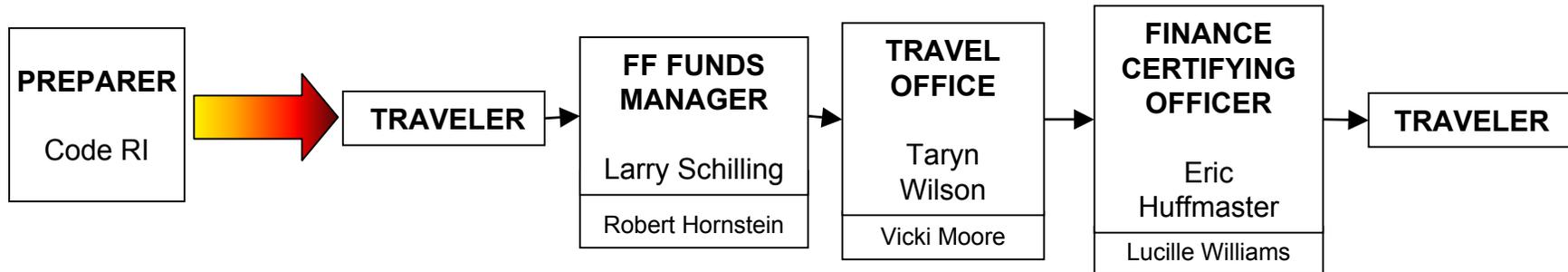


Funding Organization Different than Performing Organization

AUTHORIZATION (ORDER)



VOUCHER



- **Provide training classes for Travel Manager (July 22 – August 1)**
- **“Go Live” date is August 12th**
- **Conduct follow-up training classes after TM has gone live (e.g. additional training classes, brown bag sessions, etc.)**
- **Help Desk – X2477 (BISS – Business Information Systems Support)**

Reviewing and Approving Travel Documents

Launch a browser

NETSCAPE (4.75 or 4.76) or

Microsoft Internet Explorer (5.1) (MAC users)

Select the Travel Manager URL

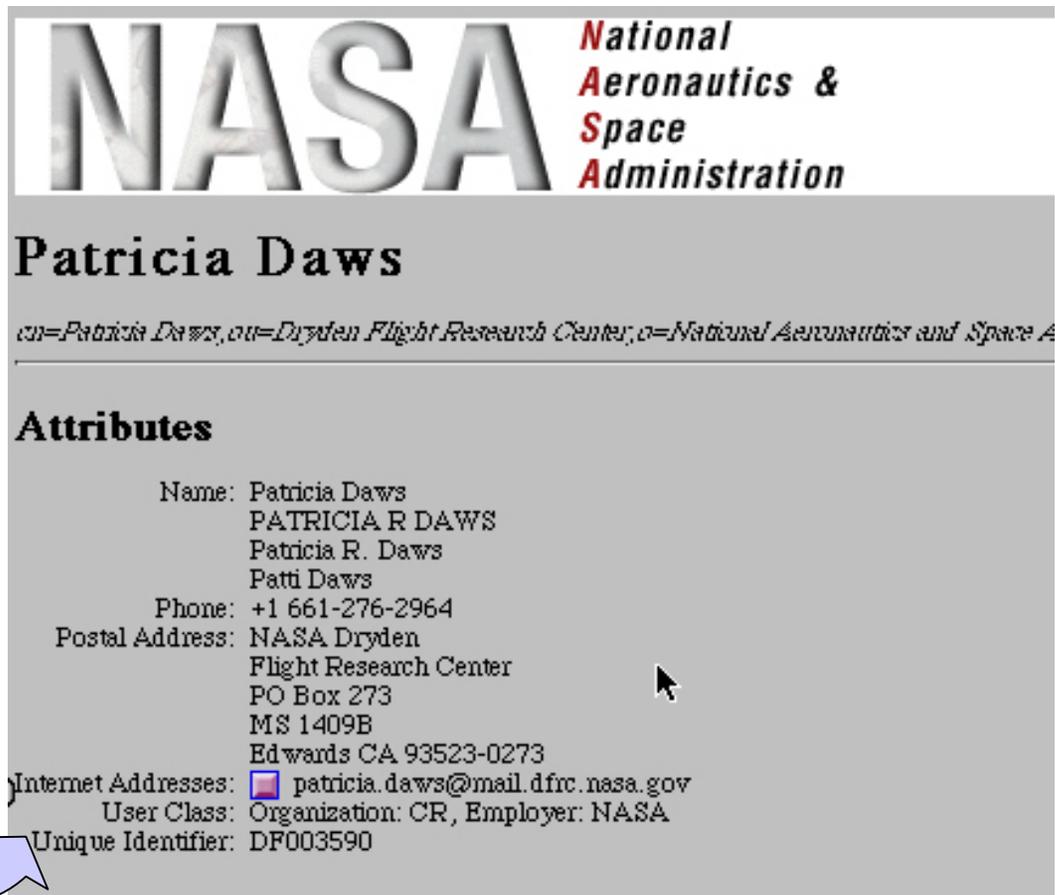
<http://travelmanager.dfrc.nasa.gov>

Select link for Login to Travel Manager

GELCO TM login screen will display

A screenshot of the Gelco Travel Manager 8.0 login screen. The left side features a graphic with a globe, a computer keyboard, and the text 'Gelco Travel Manager® 8.0'. The right side is a login form with fields for 'User Name' and 'Password', a 'Login' button, a 'Doc Prep' dropdown menu, and a 'Cancel' button. A small logo at the top right of the form reads 'powered by Gelco Information Network'. Below the form, there is a small disclaimer: 'Use Conditional on Acceptance of Privacy Act Notice below'. A large blue arrow on the right side of the screenshot points downwards.

Your User ID is your X500 unique identifier.



NASA National
Aeronautics &
Space
Administration

Patricia Daws

cn=Patricia Daws,ou=Dryden Flight Research Center,o=National Aeronautics and Space Administration

Attributes

Name: Patricia Daws
PATRICIA R DAWS
Patricia R. Daws
Patti Daws

Phone: +1 661-276-2964

Postal Address: NASA Dryden
Flight Research Center
PO Box 273
MS 1409B
Edwards CA 93523-0273

Internet Addresses: patricia.daws@mail.dfrc.nasa.gov

User Class: Organization: CR, Employer: NASA

Unique Identifier: DF003590



powered by
Gelco
Information Network

User Name

Password

Login

Doc Prep

Use Conditional on Acceptance
of Privacy Act Notice below

Cancel

Enter User Name

Enter Password

Verify "Doc Prep"

Click "Login" button

Then, MAC users only: Click in Password box and press "Enter"

Password and PIN Activation

First time users will be prompted for a new password upon initial login.

Set Password

 **Quick Tip**
Passwords are case sensitive!

Current Password 

New Password 

Verify Password 

For this page you can:

Password Change

without Saving

Users will also be prompted for a “Signature PIN”

Set Signature PIN

 **Quick Tip**
The Signature PIN is case sensitive!

New Signature PIN

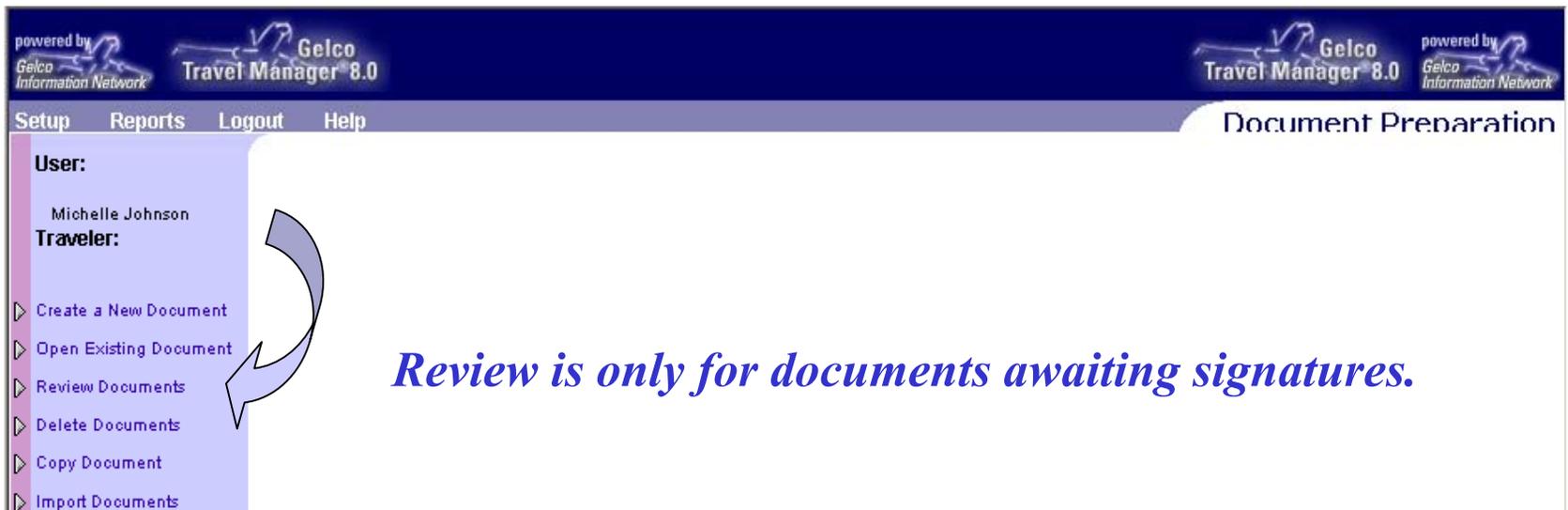
Verify Signature PIN

For this page you can:

Signature PIN Change

without Saving

On the first screen that displays upon login, select “Review Documents” to see a list of all documents awaiting review.

A screenshot of the Gelco Travel Manager 8.0 web interface. The top navigation bar includes 'powered by Gelco Information Network' and 'Gelco Travel Manager 8.0' on both sides. Below the navigation bar are links for 'Setup', 'Reports', 'Logout', and 'Help'. The main content area is titled 'Document Preparation'. On the left, a user profile is displayed with the name 'Michelle Johnson' and the role 'Traveler:'. Below this is a list of actions: 'Create a New Document', 'Open Existing Document', 'Review Documents', 'Delete Documents', 'Copy Document', and 'Import Documents'. A blue arrow points from the 'Review Documents' option to the right. To the right of the arrow, the text reads: *Review is only for documents awaiting signatures.*

Review Document

Travel Documents awaiting your approval will be shown in your queue.

List will display by document type and departure date, with most current documents listed first.

You will see your own vouchers, as well as documents for travelers for whom you have review or approval authority.

Review Document



Quick Tip

These are documents awaiting your action. Select your search criteria then select the document you want to review.

Enter Search Criteria

Document Type

Type	Document Name	Dep Date	Traveler	# Days	Retain	In Use
 Authorization	24-DD071502DT1	08/15/02	TRAVELER2, D1			
 Authorization	24-AA081002AT	08/10/02	TRAVELER, ANDY			
 Authorization	24-BD071502DT	07/15/02	TRAVELER2, D1			
 Authorization	24-XX071502DT	07/15/02	TRAVELER2, D1			
 Voucher	24-BC051302CT					



*To view, click
Document icon*

Process documents in order:

All Authorizations with departure in 1 week

All Vouchers and Local Vouchers

All Authorizations left in the review queue

Open Document Signature Page

The Open Document Signature page will display, requiring your Signature PIN to view the document.

Open Document Signature



Quick Tip

The Signature PIN is case sensitive!

Signature for Adjustment

For this Document you can:

to Review Document

Document as View-Only

Opening Document

*Enter your Signature
PIN*

*Then, Click
"Sign"*

The Document Summary page will display.

Document Summary

The Document Summary screen will display an overview of the Travel Document for your review.

Document Summary for Authorization 24-AA081002AT



Quick Tip

For specific information, click on a Details link. You can sign and stamp your document from the Document Status section.

For this Document you can:

Save Document

Continue Entering Document

Close Current Document

Travel Authorization Number

[Traveler Details](#) 240-00-0001 , ANDY TRAVELER

Purpose Description Meeting in San Diego

[Itinerary Details](#) SAN DIEGO,CA 08/10/02 - 08/15/02

[Ticketed Trans Details](#) \$0.00

[Expense Details](#)

[Quick Expense](#)

Expense Summary					
Edit	Delete	Date	Expense	Amount	
		08/10/2002	PARKING	6.00	
		08/10/2002	RENTAL CAR	75.00	
		08/11/2002	PARKING	6.00	
		08/11/2002	RENTAL CAR	75.00	
		08/12/2002	PARKING	6.00	
		08/12/2002	RENTAL CAR	75.00	
		08/13/2002	RENTAL CAR	75.00	
				Total:	318.00

[Lodging M&IE Details](#) \$748.00

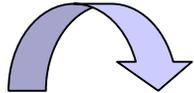
[Other Authorizations Details](#) Conference Allowance - Non NASA

[Accounting Details](#)

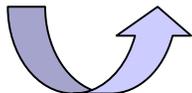
Accounting Summary	
Label	Amount
24-AA2-09200000	1,066.00
Total:	1,066.00

[Totals Details](#)

Totals Summary	
Disbursement Type	Amount
Estimated Cost	1,066.00



Click the links on the left for specific details



Accounting Details

Click on “Accounting Details” to display codes

Available Accounting Codes for 24-AA081002AT



Quick Tip
Once two or more accounting codes are selected, the Allocation button is enabled.

For this Document you can:

Add New Accounting Code

Back **Continue**

Enter Search Criteria

Accounting Code **Search** **Retrieve**

Master Accounting Codes Click Accounting Label to add to Document

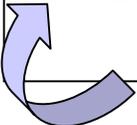
Search Results [Prev 10](#) [Next 10](#)

Organization	Label	Classification Code
24-AA	24-AA2-09200000	0920000. . . 24. 2. 8. 00. AA. 000
24-AA	24-AA2-09225TRN	0920025. 03. . . 24. 2. 7. 00. AA. TRN
24-AA	24-AA2-71035000	7103500. . . 24. 2. 8. 00. AA. 000

Accounting Codes for 24-AA081002AT Click an item to edit/delete

Organization	Label	Classification Code	Extended Code
  24-AA	24-AA2-09200000	0920000. 08. 2128. GH. 24. 2. 8. 00. AA. 000	Extended

 Edit  Delete



Click on Pencil icon to display Update Accounting Codes

Update Accounting Code

Review accounting code details and make any necessary adjustments.

Update Accounting Code for 24-AA081002AT

Quick Tip
You must enter an account label before Updating the Extended Acct Codes.

Label:

Organization:

For this Document you can:
 Extended Acct Codes
 Acct Code Updates
 Acct Code Updates

Accounting Codes

Program Code	<input type="text" value="0920000"/>	Program Year	<input type="text" value="2"/>
Function	<input type="text" value="08"/>	Fund Source	<input type="text" value="8"/>
Object Class	<input type="text" value="2128"/>	Meth of Auth	<input type="text" value="00"/>
Reimbrs Code	<input type="text" value="GH"/>	Org Code	<input type="text" value="AA"/>
Center ID	<input type="text" value="24"/>	Part 10	<input type="text" value="000"/>

Click "Save" or "Cancel" to return to Available Accounting Codes screen.

Then click "Continue" to go to Total Details screen.

Review of Specific Details

Setup Reports Logout Help Document Preparation

User:
Patricia Daws

Traveler:
ANDY TRAVELER

Authorization: 24-AA081002AT

- Document Summary
- Traveler
- Itinerary
- Ticketed Trans
- Expenses
- Lodging/M&IE
- Accounting
- ▶ **Totals**
- Comments
- Document Status
- Perform Pre-Audits
- Preview Document
- Export Document
- Close Document

Total Details for 24-AA081002AT


Quick Tip
 Click the View Advances for Document to add or update an advance.

Total Estimated Expenses: 1,066.00
Computed Advance Authorized: 0.00
Advance Requested: 0.00

For this Document you can:

▶ [View Advances for Document](#)

Expense Category Details			
Expense Category	Organization	Account Label	Amount
LODGING	24-AA	24-AA2-09200000	495.00
M&IE	24-AA	24-AA2-09200000	253.00
PARKING	24-AA	24-AA2-09200000	18.00
RENTAL CAR	24-AA	24-AA2-09200000	300.00

Expense Category Advance Details	
Expense Category	Advance

Click “Continue” to access the Document Status page.

Reviewer/Approver Signature

After reviewing the Travel Document, complete the approval process.

Status for 24-XX040702



Quick Tip

The Signature PIN is case sensitive!

*Validate Status
to Apply*

Status to Apply: MGT APPROVED

Signature PIN: _____

Remarks: _____

Enter your Signature PIN and remarks—approved or disapproved with notes

Stamp Document Without Adjustment

If no changes made, click here

For this Document you can:

Stamp and Submit Document

Adjustments Go To Adjustments

Back Continue

Then, Click “Stamp”. Review the displayed Pre-Audit page.



Status to Apply

Role	Status to Apply
Resource Analyst	Reviewed
Conditional Reviewers	Reviewed
Funds Managers	Management Reviewed
Center Director/Designees	Management Approved
Travel Office	Audit
Finance Office <u>Only</u>	Approve/Disburse

All have option to Return or Cancel

Careful! Applying incorrect status will prevent the document from routing.

The Pre Audit page will display.

Setup Reports Logout Help Document Preparation

User:
Andy Traveler
Traveler:
ANDY TRAVELER

Pre-Audit Results for 24-AA021102AT

Quick Tip
Click the Magnifying Glass icon to view detail comments for each audit process.

Document Name: 24-AA021102ATV
Type: Voucher
Traveler: TRAVELER, ANDY
Status: FAIL

For this Document you can:

Justify Pre-Audit Results
Continue Stamping the Document
Cancel Pre-Audit Results

Pre-Audit Results		
Audit Process	Status	Comments
ACCT CODES AUTHRZED	PASS	
ACTUAL MULTIPLIER	PASS	
ACTUALS EXIST	PASS	
APPLIED ADVANCE	PASS	
APPROVAL BY TRAVELR1	PASS	
APPROVED BY TRAVELR2	PASS	
APPROVED BY TRAVELR3	PASS	
AUTHORIZATION EXIST	PASS	
CONFERENCE ALLOWANCE	PASS	
COST COMPARISON	PASS	
COST LESS COM. CARR	FAIL	TOTAL COST LESS COM. CARRIER 3,110.00 IS GREATER THAN 2000
DAILY EXPENSE THRESH	PASS	
DFLT PMT METHOD USED	PASS	
EXP CAT % VARIANCE	PASS	
EXP CATEGORY USED	PASS	
EXP CATEGORY USED1	PASS	
EXP CATEGORY USED2	PASS	
EXPENSE CATEGORIES	PASS	
LAUNDRY.DRY CLEANING	PASS	
LEAVE AUTHORIZED	PASS	
LEAVE EXISTS	PASS	
MILITARY PERSONNEL	PASS	
OTHER EXPENSES	PASS	
OVERRIDE	PASS	
PER DIEM LOC AUTH	PASS	
PERSONAL REQ. KEY	PASS	

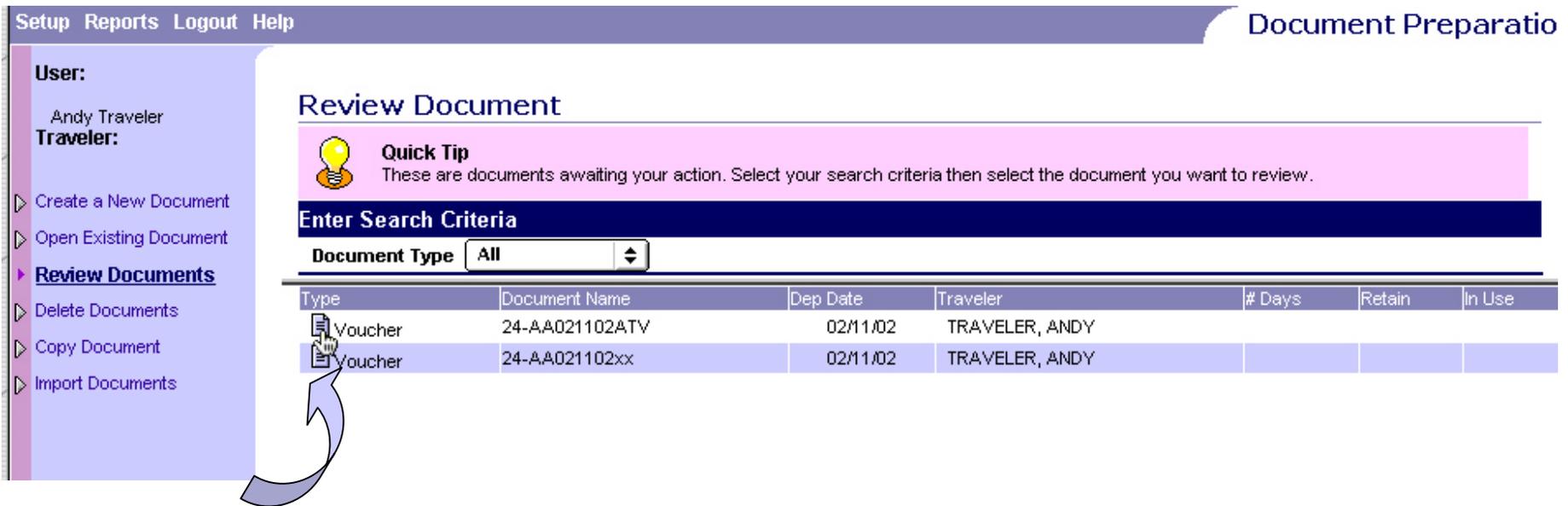
Review any items with a "Fail" Status and modify as necessary.

Click "Continue" to complete review/approval process

Certifying and Signing Your Travel Voucher

The Travel Manager Web page will display after login.

Select “Review Documents” to see a list of all documents awaiting review.



Setup Reports Logout Help Document Preparation

User:
Andy Traveler
Traveler:

- Create a New Document
- Open Existing Document
- Review Documents**
- Delete Documents
- Copy Document
- Import Documents

Review Document

Quick Tip
These are documents awaiting your action. Select your search criteria then select the document you want to review.

Enter Search Criteria

Document Type: All

Type	Document Name	Dep Date	Traveler	# Days	Retain	In Use
Voucher	24-AA021102ATV	02/11/02	TRAVELER, ANDY			
Voucher	24-AA021102xx	02/11/02	TRAVELER, ANDY			

*To view,
click
Document
icon*

*List will display by departure date, with most current
documents listed first.*

Document Summary

The Document Summary provides an overview of the Travel Voucher and the ability to see more details.

Document Summary for Voucher 24-AA021102AT



Quick Tip

For specific information, click on a Details link. You can sign and stamp your document from the Document Status section.

For this Document you can:

Save Document

Continue Entering Document

Close Current Document

[Trip Number](#) 1

Travel Authorization Number 24-AA200003

[Traveler Details](#) 240-00-0001, ANDY TRAVELER

Purpose Description TM presentation at JSFC

[Itinerary Details](#) JOHNSON SPACE CTR,TX 02/11/02 - 02/13/02

[Ticketed Trans Details](#) \$475.00

[Expense Details](#)

Expense Summary					
Quick Expense	Edit	Delete	Date	Expense	Amount
			02/11/2002	PERSONAL CALLS-DOMESTIC	5.00
			02/13/2002	RENTAL CAR	88.50
Total:					93.50

[Lodging,M&IE Details](#) \$105.00

[Accounting Details](#)

Accounting Summary	
Label	Amount
24-AA2-09200000	673.50
Total: 673.50	

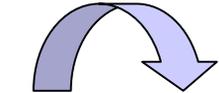
[Totals Details](#)

Totals Summary	
Disbursement Type	Amount
Amount Claimed	673.50
Non-Reimbursable Expenses	0.00
Advance Applied	0.00
Pay To Charge Card	0.00
Pay To Traveler	673.50

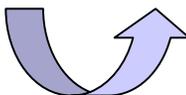
[Enter Comments](#) Voucher due 5 days after completion of your trip

[Document Status](#)

Document Status Enter Status/PIN to stamp this document



Click the links on the left for specific details



Review of Specific Details

Clicking the detail links will cause a screen to display with the requested details, such as the following Totals

Setup Reports Logout Help Document Preparation

User:
A PREPARER2
Traveler:
A1 TRAVELER2
Voucher: 24-AA021102AT-1

- Document Summary
- Trip Number
- Traveler
- Itinerary
- Ticketed Trans
- Expenses
- Lodging/M&IE
- Accounting
- ▶ **Totals**
- Comments
- Document Status
- Perform Pre-Audits
- Preview Document
- Export Document
- Close Document

Total Details for 24-AA021102AT-1

 **Quick Tip**
If necessary, enter changes and click OK.

For this Document you can:
 New Totals for Document

Total Expenses: 834.50

Non-reimbursable Expenses: 0.00

Total Amount Claimed: 834.50

Gov't Advance Outstanding: 0.00

Gov't Advance Applied: 0.00

Net to Traveler: 834.50
(Due Gov't if negative)

Expenses on Gov't Charge Card: 0.00

Add'l Gov't Charge Card Payment:

Total Gov't Charge Card Amount: 0.00

Pay to Gov't Charge Card: 0.00

Pay to Traveler: 834.50

Expense Category Details					
Trip	Expense Category	Organization	Account Label	Amount	
1	COM.CARRIER	24-BA	24-BA2-09200000	475.00	
1	LODGING	24-BA	24-BA2-09200000	146.00	
1	M&IE	24-BA	24-BA2-09200000	105.00	
1	PARKING	24-BA	24-BA2-09200000	15.00	
1	PERSON CALL	24-BA	24-BA2-09200000	5.00	
1	RENTAL CAR	24-BA	24-BA2-09200000	88.50	

Click the "Continue" to access the Document Status page

On the Document Status page,

Enter your PIN and press “Stamp” and Submit Document

Status for 24-AA051302AT



Quick Tip

The Signature PIN is case sensitive!

For this Document you can:

Stamp and Submit Document

Back **Continue**

Status to Apply

Signature PIN

Remarks

The Pre Audit page will display.

Setup Reports Logout Help Document Preparation

User: Andy Traveler
 Traveler: ANDY TRAVELER

Pre-Audit Results for 24-AA021102AT

Quick Tip
 Click the Magnifying Glass icon to view detail comments for each audit process.

Document Name: 24-AA021102ATV
Type: Voucher
Traveler: TRAVELER, ANDY
Status: FAIL

For this Document you can:
 Pre-Audit Results
 Stamping the Document
 Pre-Audit Results

Pre-Audit Results		
Audit Process	Status	Comments
<input type="checkbox"/> ACCT CODES AUTHRZED	PASS	
<input type="checkbox"/> ACTUAL MULTIPLIER	PASS	
<input type="checkbox"/> ACTUALS EXIST	PASS	
<input type="checkbox"/> APPLIED ADVANCE	PASS	
<input type="checkbox"/> APPROVAL BY TRAVELR1	PASS	
<input type="checkbox"/> APPROVED BY TRAVELR2	PASS	
<input type="checkbox"/> APPROVED BY TRAVELR3	PASS	
<input type="checkbox"/> AUTHORIZATION EXIST	PASS	
<input type="checkbox"/> CONFERENCE ALLOWANCE	PASS	
<input type="checkbox"/> COST COMPARISON	PASS	
<input type="checkbox"/> COST LESS COM. CARR	FAIL	TOTAL COST LESS COM. CARRIER 3,110.00 IS GREATER THAN 2000
<input type="checkbox"/> DAILY EXPENSE THRESH	PASS	
<input type="checkbox"/> DFLT PMT METHOD USED	PASS	
<input type="checkbox"/> EXP CAT % VARIANCE	PASS	
<input type="checkbox"/> EXP CATEGORY USED	PASS	
<input type="checkbox"/> EXP CATEGORY USED1	PASS	
<input type="checkbox"/> EXP CATEGORY USED2	PASS	
<input type="checkbox"/> EXPENSE CATEGORIES	PASS	
<input type="checkbox"/> LAUNDRY.DRY CLEANING	PASS	
<input type="checkbox"/> LEAVE AUTHORIZED	PASS	
<input type="checkbox"/> LEAVE EXISTS	PASS	
<input type="checkbox"/> MILITARY PERSONNEL	PASS	
<input type="checkbox"/> OTHER EXPENSES	PASS	
<input type="checkbox"/> OVERRIDE	PASS	
<input type="checkbox"/> PER DIEM LOC AUTH	PASS	
<input type="checkbox"/> PERSONAL REQ. KEY	PASS	

Review any items with a "Fail" Status and modify as necessary.

Click "Continue" for the Signature page.

Signature Page

Read the signature certification. If in agreement, click “Accept”.

The document will automatically route to the next approver.

Signature for 24-AA021102AT



Quick Tip

If you agree with the statement, click Accept.

For this Document you can:

Signature Text

Stamping

"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. When applicable, per diem claimed is based on the average cost of lodging incurred during the period covered by this voucher. Note: Falsification of an item in an expense account works a forfeiture of claim (28 U.S.C.2514) and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287;j.d. 1001)."

Your Travel Voucher will be routed for review and approval, and soon your reimbursement will be “winging its way” to your bank account.



Questions?
