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

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparers</td>
<td>Create travel authorizations and vouchers and assist travelers and approvers</td>
</tr>
<tr>
<td>Reviewers</td>
<td>Review for specific conditions to authorization</td>
</tr>
<tr>
<td>Approvers</td>
<td>Approve travel authorizations and vouchers</td>
</tr>
<tr>
<td>Travelers</td>
<td>Review and certify travel vouchers on return from travel</td>
</tr>
<tr>
<td>CI Travel Agents</td>
<td>Obtain tickets and reservations</td>
</tr>
<tr>
<td>Financial Accountants</td>
<td>Process financial data</td>
</tr>
<tr>
<td>Voucher Examiners</td>
<td>Process audit documents</td>
</tr>
<tr>
<td>Center Administrators</td>
<td>Maintain user data, routing lists, and other tables for their Center</td>
</tr>
<tr>
<td>Agency Administrators</td>
<td>Maintain shared data, Agency tables, and system utilities</td>
</tr>
</tbody>
</table>
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 Authorization workflow:

1. **Traveler from Code RI** will request verbal/email approval from Code RI and FF.

2. **Preparer** prepares the authorization.
   - Performing Organization RI Enters/updates Travel Authorization in TM.

3. **Resource Analyst** reviews the authorization.
   - Funding Org’s Resource Analyst Approves or Disapproves with Comments.

4. **Funding Org Approver** approves or disapproves with comments.
   - Funds Manager for Code FF, Approves or Disapproves with Comments.

5. **Center Director** approves or designee approves or disapproves with comments.

6. **Travel Office** obligates funds.
   - Reviews and Adjusts with Comments and Obligates Funds.

7. **Traveler** receives updates and email that Travel Authorization is complete and can be printed as necessary.

8. **Traveler** goes on travel.

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

Preparer
Creates
Creates Travel Voucher
From Travel Authorization

Travel Office
Responsible for maintaining receipts

Traveler
Signs
Certifies Travel Voucher from TA and initiates routing

Organization Manager
Approved
Funding Org Manager/Supervisor Approves or Disapproves with Comments

Travel Office
Audit
Audits and Adjusts with Comments

Travel Office Acct
Disburses
Approves or Disapproves with comments for Payment

Traveler
Receives email that payment will be received in 3-5 business days

Travel Voucher
Funding Organization Different than Performing Organization

AUTHORIZATION (ORDER)

PREPARER
Code RI

FF RESOURCE ANALYST
Kimberly Hinckley
Glenda Almeida
Cindy Cranford

FF FUNDS MANAGER
Larry Schilling
Robert Hornstein

CENTER DIRECTOR OR DESIGNEE
Anthony Moreno
Patricia Daws

TRAVEL OFFICE
Yvonne Schmidt
Vicki Moore

FINANCE
Certify availability of funds
Eric Huffmaster
Ida Ketchum
Jim Walker
Valerie Zellmer

BRANCH MANAGER
Ron Young
Tony Branco

VOUCHER

PREPARER
Code RI

TRAVELER

FF FUNDS MANAGER
Larry Schilling
Robert Hornstein

TRAVEL OFFICE
Taryn Wilson
Vicki Moore

FINANCE CERTIFYING OFFICER
Eric Huffmaster
Lucille Williams

TRAVELER
Next Steps

- 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
Your User ID is your X500 unique identifier.
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:

Save Password Change

Close 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:

Save Signature PIN Change

Close without Saving
On the first screen that displays upon login, select “Review Documents” to see a list of all documents awaiting review.

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.*

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

Enter your Signature PIN

Then, Click “Sign”

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

Document Summary for Authorization 24-AA081002AT

For this Document you can:
- Save Document
- Continue Entering Document
- Close Current Document

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

Travel Authorization Number: 24-00-00001, ANDY TRAVELER

Purpose Description: Meeting in San Diego

Ticketed Transp Details: $50.00

Expense Details:

<table>
<thead>
<tr>
<th>Expense Summary</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/10/2002</td>
<td>FEE</td>
<td>PARKING</td>
<td>6.00</td>
</tr>
<tr>
<td>08/10/2002</td>
<td>FEE</td>
<td>RENTAL CAR</td>
<td>75.00</td>
</tr>
<tr>
<td>08/11/2002</td>
<td>FEE</td>
<td>PARKING</td>
<td>6.00</td>
</tr>
<tr>
<td>08/11/2002</td>
<td>FEE</td>
<td>RENTAL CAR</td>
<td>75.00</td>
</tr>
<tr>
<td>08/12/2002</td>
<td>FEE</td>
<td>PARKING</td>
<td>6.00</td>
</tr>
<tr>
<td>08/12/2002</td>
<td>FEE</td>
<td>RENTAL CAR</td>
<td>75.00</td>
</tr>
<tr>
<td>08/13/2002</td>
<td>FEE</td>
<td>RENTAL CAR</td>
<td>75.00</td>
</tr>
</tbody>
</table>

Total: 310.00

Lodging/M&F Details: $740.00

Other Authorizations Details: Conference Allowance - Non NASA

Accounting Details:

<table>
<thead>
<tr>
<th>Accounting Summary</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>24-AA02-0000000000</td>
<td>1,006.00</td>
</tr>
</tbody>
</table>

Total: 1,006.00

Totals Details:

<table>
<thead>
<tr>
<th>Totals Summary</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disbursement Type</td>
<td>1,006.00</td>
</tr>
</tbody>
</table>
Click on “Accounting Details” to display codes

Available Accounting Codes for 24-AA081002AT

<table>
<thead>
<tr>
<th>Organization</th>
<th>Label</th>
<th>Classification Code</th>
<th>For this Document you can:</th>
</tr>
</thead>
<tbody>
<tr>
<td>24-AA</td>
<td>24-AA2-0820000</td>
<td>0920000. 24. 2. 8. 00. AA. 000</td>
<td>Add New Accounting Code</td>
</tr>
<tr>
<td>24-AA</td>
<td>24-AA2-09225TRN</td>
<td>0920025. 03. 24. 2. 7. 00. AA. TRN</td>
<td></td>
</tr>
<tr>
<td>24-AA</td>
<td>24-AA2-71035000</td>
<td>7103500. 24. 2. 8. 00. AA. 000</td>
<td></td>
</tr>
</tbody>
</table>

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**: 24-AA2-08200000
- **Organization**: 24-AA

### Accounting Codes

<table>
<thead>
<tr>
<th>Program Code</th>
<th>Program Year</th>
<th>Fund Source</th>
<th>Meth of Auth</th>
<th>Org Code</th>
<th>Part 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>08200000</td>
<td>2</td>
<td>8</td>
<td>00</td>
<td>A,A</td>
<td>000</td>
</tr>
<tr>
<td>08</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2128</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GH</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For this Document you can:
- [Update] Extended Acct Codes
- [Save] Acct Code Updates
- [Cancel] Acct Code Updates

Click “Save” or “Cancel” to return to Available Accounting Codes screen.

Then click “Continue” to go to Total Details screen.
Review of Specific Details

Total Details for 24-AA081002AT

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

Expense Category Details

<table>
<thead>
<tr>
<th>Expense Category</th>
<th>Organization</th>
<th>Account Label</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>LODGINGS</td>
<td>24-AA</td>
<td>24-AA2-0920800000</td>
<td>495.00</td>
</tr>
<tr>
<td>MEALS</td>
<td>24-AA</td>
<td>24-AA2-0920800000</td>
<td>253.00</td>
</tr>
<tr>
<td>PARKING</td>
<td>24-AA</td>
<td>24-AA2-0920800000</td>
<td>18.00</td>
</tr>
<tr>
<td>RENTAL CAR</td>
<td>24-AA</td>
<td>24-AA2-0920800000</td>
<td>300.00</td>
</tr>
</tbody>
</table>

Expense Category Advance Details

<table>
<thead>
<tr>
<th>Expense Category</th>
<th>Advance</th>
</tr>
</thead>
</table>

Click “Continue” to access the Document Status page.
After reviewing the Travel Document, complete the approval process.

1. Validate Status to Apply
2. Enter your Signature PIN and remarks—approved or disapproved with notes
3. If no changes made, click here
4. Then, Click “Stamp”. Review the displayed Pre-Audit page.
<table>
<thead>
<tr>
<th>Role</th>
<th>Status to Apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resource Analyst</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Conditional Reviewers</td>
<td>Reviewed</td>
</tr>
<tr>
<td>Funds Managers</td>
<td>Management Reviewed</td>
</tr>
<tr>
<td>Center Director/Designees</td>
<td>Management Approved</td>
</tr>
<tr>
<td>Travel Office</td>
<td>Audit</td>
</tr>
<tr>
<td>Finance Office Only</td>
<td>Approve/Disburse</td>
</tr>
</tbody>
</table>

All have option to Return or Cancel

**Careful! Applying incorrect status will prevent the document from routing.**
The Pre Audit page will display.

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.

<table>
<thead>
<tr>
<th>Type</th>
<th>Document Name</th>
<th>Dep Date</th>
<th>Traveler</th>
<th># Days</th>
<th>Retain</th>
<th>In Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voucher</td>
<td>24-AA021102ATV</td>
<td>02/11/02</td>
<td>TRAVELER, ANDY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Voucher</td>
<td>24-AA021102cx</td>
<td>02/11/02</td>
<td>TRAVELER, ANDY</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

List will display by departure date, with most current documents listed first.
The Document Summary provides an overview of the Travel Voucher and the ability to see more details.

Document Summary for Voucher 24-AA021102AT

- **Trip Number**: 24-AA021102AT
- **Travel Authorization Number**: 24-AA021102AT, ANDY TRAVELER
- **Purpose Description**: Presentation at JSFC
- **Itinerary Details**: JOHNSON SPACE CTR, TX 02/11/02 - 02/13/02
- **Ticketed Trans**: $175.00

### Expense Details

<table>
<thead>
<tr>
<th>Date</th>
<th>Expense Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/11/02</td>
<td>PERSONAL CALLS-DOMESTIC</td>
<td>$5.00</td>
</tr>
<tr>
<td>02/13/02</td>
<td>RENTAL CAR</td>
<td>88.50</td>
</tr>
</tbody>
</table>

### Lodging & Mileage Details

- **$105.00**

### Total Details

#### Totals Summary

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distribution Type</td>
<td></td>
</tr>
<tr>
<td>Amount Claimed</td>
<td>$675.50</td>
</tr>
<tr>
<td>Non-Refundable Expenses</td>
<td>0.00</td>
</tr>
<tr>
<td>Advance Applied</td>
<td>0.00</td>
</tr>
<tr>
<td>Pay to Charge Card</td>
<td>0.00</td>
</tr>
<tr>
<td>Pay To Traveler</td>
<td>$675.50</td>
</tr>
</tbody>
</table>

**Document Status**: Enter Status/ID to stamp this document

**Document Due**: 5 days after completion of your trip

**Quick Tip**: For specific information, click on a Details link. You can sign and stamp your document from the Document Status section.
Review of Specific Details

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

---

**Total Details** for 24-AA021102AT-1

**Quick Tip**

If necessary, enter changes and click OK.

---

**Total Expenses**: $34.50
**Non-reimbursable Expenses**: $0.00

**Government Advance Outstanding**: 0.00
**Government Advance Applied**: 0.00

**Total Amount Claimed**: $34.50

**Expenses on Gov't Charge Card**: 0.00
**Add'nl Gov't Charge Card Payment**: 0.00
**Total Gov't Charge Card Amount**: 0.00
**Pay to Gov't Charge Card**: 0.00
**Pay to Traveler**: $34.50

---

**Expense Category Details**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Organization</th>
<th>Dr/Cr</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>COMMERCIAL</td>
<td>24-42A</td>
<td>24-BA2 95200000</td>
<td>475.00</td>
</tr>
<tr>
<td>1</td>
<td>LODGING</td>
<td>24-43A</td>
<td>24-BA2 95300000</td>
<td>146.00</td>
</tr>
<tr>
<td>1</td>
<td>MEAL</td>
<td>24-44A</td>
<td>24-BA2 95400000</td>
<td>105.00</td>
</tr>
<tr>
<td>1</td>
<td>PARKING</td>
<td>24-45A</td>
<td>24-BA2 95500000</td>
<td>16.00</td>
</tr>
<tr>
<td>1</td>
<td>PERSON CALL</td>
<td>24-46A</td>
<td>24-BA2 95600000</td>
<td>5.00</td>
</tr>
<tr>
<td>1</td>
<td>RENTAL CAR</td>
<td>24-47A</td>
<td>24-BA2 95700000</td>
<td>855.00</td>
</tr>
</tbody>
</table>

---

*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!
Pre Audit

The Pre Audit page will display.

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

Click “Continue” for the 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:
Accept  Signature Text
Cancel  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;i.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?