

TM-2 PREPARER COURSE
USING NASA'S TRAVEL MANAGER SYSTEM

Constructed Voucher

NOTE

All travel authorizations will be written with the preferred mode indicated. If a traveler's personal preference is different from the preferred mode, the preparer should add comments regarding the actual plans. Upon the traveler's return, the preparer will create a constructed voucher.

This document contains instructions for creating a constructed travel voucher.

If a traveler deviates from the authorized itinerary or transportation mode, the reimbursement amount is limited to the actual travel cost or the authorized original itinerary cost, whichever is less. To determine the travelers' compensation, both itineraries are to be entered into Travel Manager as a Constructed Travel Voucher, and Travel Manager will select the voucher with the lesser of the two amounts.

Trip 1 Information

1. Itinerary

A Traveler uses air transportation to Huntsville, AL, to attend training for Shuttle support.

2. Ticketed Transportation

Round trip airfare is \$350.00.

3. Other Expenses

Personnel vehicle mileage from residence to airport.

Rental car for in-town travel at Huntsville.

Personnel vehicle mileage from airport to residence.

Trip 2 Information

1. Itinerary

A Traveler uses Privately Owned Vehicle (POV) to drive to Huntsville, AL, to attend training for Shuttle support. (A fictional scenario for training purposes only)

2. Expenses

Mileage from residence to Huntsville, AL is 1954 miles.

TABLE OF CONTENTS

TRIP 1 4

A. CREATE A NEW DOCUMENT 4

B. ITINERARY 7

C. DOCUMENT SUMMARY 8

D. TICKETED TRANSPORTATION 9

E. EXPENSES..... 10

F. LODGING/M&IE..... 11

G. ACCOUNTING 13

H. TOTALS 15

I. COMMENTS..... 16

J. DOCUMENT STATUS..... 17

K. PERFORM PRE-AUDITS 18

L. DOCUMENT SUMMARY 19

TRIP 2..... 20

M. TRIP NUMBER..... 20

N. DOCUMENT SUMMARY 21

O. TICKETED TRANSPORTATION 22

P. EXPENSES..... 23

Q. QUICK EXPENSE ENTRY..... 24

R. LODGING/M&IE..... 26

S. ACCOUNTING 27

T. TOTALS 28

U. COMMENTS 29

V. PERFORM PRE-AUDITS 30

W. DOCUMENT SUMMARY 31

X. OPEN DOCUMENT (VIEW/UPDATE) 38

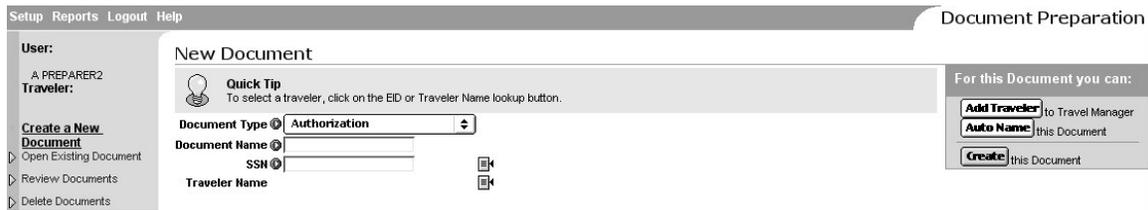
Portions of these materials are the copyrighted property of
Gelco Information Network GSD, Inc. This document may not be
distributed outside the National Aeronautics and Space Administration.

TRIP 1

One voucher will be created with two different trips. The first will use AIR transportation and appropriate expenses and the second will use POV and appropriate expenses. The first trip will be copied to a second trip, and the appropriate expenses will be changed. The less expensive of the two trips will be reimbursed to the traveler.

A. CREATE A NEW DOCUMENT

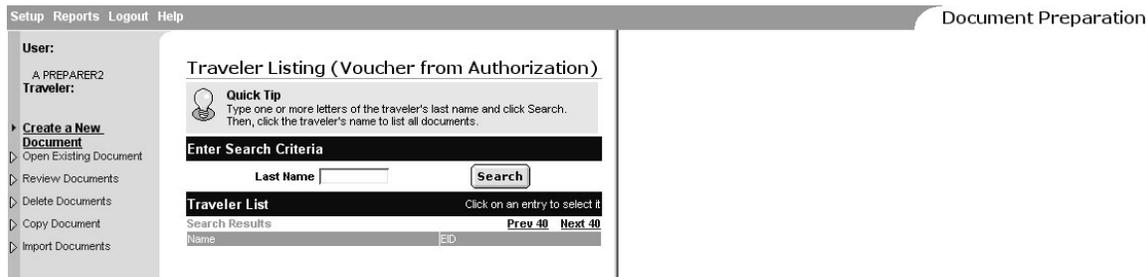
1. Click the **Create New Document** link on the Document Processing Toolbar on the left side of the page. The **New Document** page will be displayed.



2. Select Voucher from Authorization in the **Document Type** pull down list.

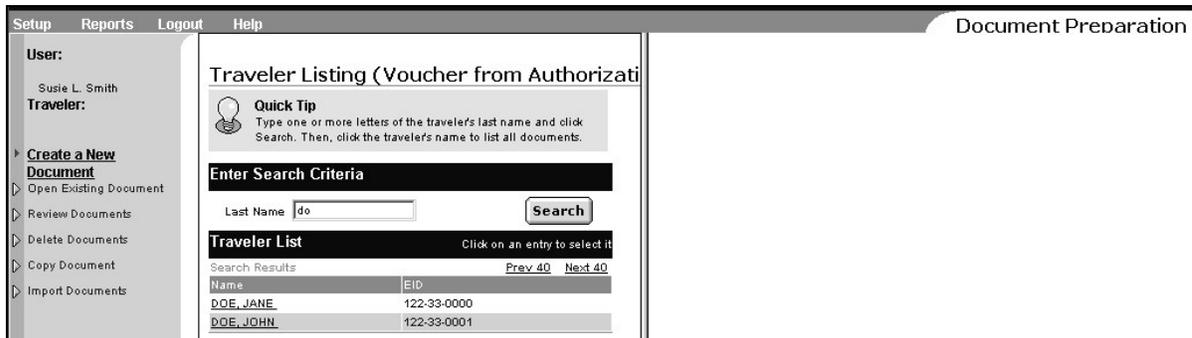


3. Click in the **Document Name** field.
4. The **Traveler Listing (Voucher from Authorization)** page will be displayed.

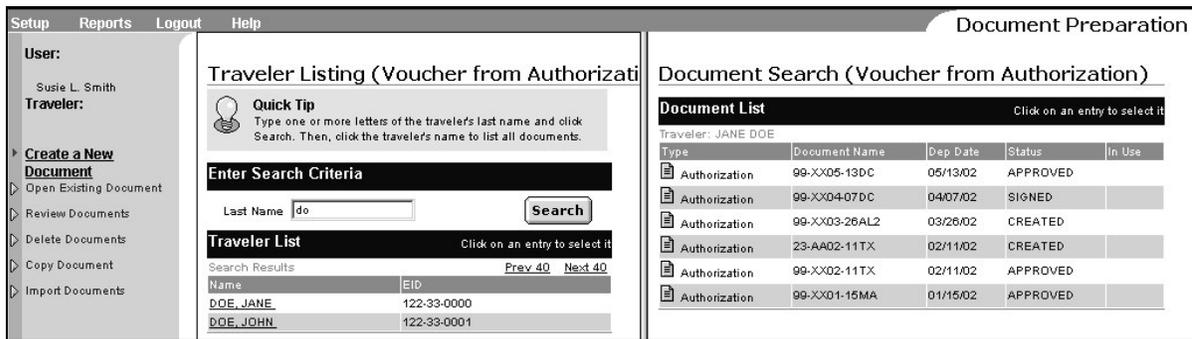


5. Click in the **Last Name** field under the **Enter Search Criteria** area and enter the last name of the traveler (or a portion of the name). Click the **Search** button, beside the **Last Name** field.

- The **Traveler Listing (Voucher from Authorization)** page will be displayed with a list of travelers. Use the **Prev 40** or the **Next 40** link, located in the **Traveler List** area, if necessary to scroll through the list of travelers.



- Click the **Name** link of the desired traveler in the **Traveler List** area on the left side of the page. A list of authorization documents will be displayed in the **Document List** in the **Document Search (Voucher from Authorization)** area on the right.



- Authorization documents created for that traveler will be displayed in the **Document Search (Voucher from Authorization)** area on the right with the current Status of the document.
 - Documents that have been created but not routed will have **CREATED** in the **Status** column.
 - Documents that have been created and routed will have various stamp values in the **Status** column, some of which may be **SIGNED, ADJUSTED, REVIEWED, APPROVED, MGT REVIEWED** or **MGT APPROVED**.
 - Documents that have completed processing will have **DATALINKED** in the **Status** column.
- Click the **Document** icon  next to the desired authorization from the list. The **New Voucher From Authorization** page will be displayed.

- Click the **Create this Document** button in the 'For this Document you can:' area in the top right. The **Itinerary Information** page will be displayed with the data that was entered on the authorization.

B. ITINERARY

Itinerary Information for 24-AL113003LT

Quick Tip
The Begin Travel and End Travel fields must be completed before a per diem location can be added. Remember to save your itinerary before continuing.

For this Document you can:

Trip Information

Travel Authorization Number:

Purpose: TRAINING

Description: Shuttle Support

Auth Date: 12/01/2003

Type: CONSTRUCTED

Trip No: 1

Departure and Return Information

Begin Travel: 11/30/2003

End Travel: 12/05/2003

Trip Duration: Multiple days

Comments: Voucher due 5 days after completion of your trip.

Depart: RES: Residence, US

Return: RES: Residence, US

Depart Selection: RES: Residence, US

Return Selection: RES: Residence, US

Per Diem Locations

Replace ALL lodging and M&IE information on this document.

Edit/Delete	Arrival Date	Location	Departure Date
	11/30/03	*NASA MARSHALL SPACE FLIGHT CENTER,AL	12/05/03

1. Select **CONSTRUCTED** from the **Type** pull down list in the **Trip Information** area to indicate this is a constructed voucher.
2. Click the button in the 'For this Document you can:' area in the top right.
3. Click the **Document Summary** link on the Document Processing Toolbar on the left side of the page. The **Document Summary** page will be displayed.

C. DOCUMENT SUMMARY

Document Summary for Voucher 24-AL113003LT

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

Trip Number 1

Travel Authorization Number

Traveler Details 240-00-0031, Leif Traveler

Purpose Description Shuttle Support

Itinerary Details NASA MARSHALL SPACE FLIGHT CENTER,AL 11/30/03 - 12/05/03

Ticketed Trans Details \$350.00

Expense Details

Expense Summary					
Quick Expense	Edit	Delete	Date	Expense	Amount
			11/30/2003	PERSONAL CALLS-DOMESTIC	2.00
			11/30/2003	POV	18.25
			11/30/2003	RENTAL CAR	30.00
			12/01/2003	PERSONAL CALLS-DOMESTIC	2.00
			12/01/2003	RENTAL CAR	30.00
			12/02/2003	PERSONAL CALLS-DOMESTIC	2.00
			12/02/2003	RENTAL CAR	30.00
			12/03/2003	PERSONAL CALLS-DOMESTIC	2.00
			12/03/2003	RENTAL CAR	30.00
			12/04/2003	PERSONAL CALLS-DOMESTIC	2.00
			12/04/2003	RENTAL CAR	30.00
			12/05/2003	POV	18.25
			12/05/2003	RENTAL CAR	30.00
Total:					226.50

For this Document you can:

Save Document

Continue Entering Document

Close Current Document

1. Click on each link on the Document Processing Toolbar on the left side of the page to review the information in the **Document Summary** page for **Trip Number 1**. All information from the Authorization was copied to this Voucher except for the Lodging expenses, which have been zeroed out.
2. Click the **Ticketed Trans** link on the Document Processing Toolbar on the left side of the page. The **Ticketed Transportation** page will be displayed.

D. TICKETED TRANSPORTATION

Ticketed Transportation for Voucher 24-AL113003LT

Quick Tip
 To enter ticket information, click Add. Previously entered ticket information can be edited (Pencil icon) or deleted (X icon).

For this Document you can:

Add Ticket

Back **Continue**

	Ticket No	Dep Date	Type	Cost	Depart	Arrive	CR	CL	Tax
 	See Itinerary 1	11/30/03	AIR	350.00					no

1. Review the ticket information. This information should remain for **Trip 1**.
2. Click the **Expenses** link on the Document Processing Toolbar on the left side of the page. The **Expense Entry** page will be displayed.

E. EXPENSES

Expense Entry for 24-AL113003LT

Quick Tip
The Arrow icon indicates a required field. Click Save to save the current expense and refresh the screen so a new expense can be added.

Date 11/30/2003

(mm/dd/yyyy)

Expense Type

Expense Description

Miles Traveled

Rate Selection

Rate

Cost

Comments

For this Document you can:

- [Use Quick Expense](#)
- [Use Foreign Calculator](#)
- [Lookup Credit Card Expenses](#)

Save Current Expense

Done Entering Expenses

Back **Continue**

Copy Through Date

Cost Options

Reimbursable

Taxable

Expense Category

Pmt Method

Vendor

Current Expenses			
Action	Date	Expense	Amount
	11/30/2003	PERSONAL CALLS-DOMESTIC	2.00
	11/30/2003	POV	18.25
	11/30/2003	RENTAL CAR	30.00
	12/01/2003	PERSONAL CALLS-DOMESTIC	2.00
	12/01/2003	RENTAL CAR	30.00
	12/02/2003	PERSONAL CALLS-DOMESTIC	2.00
	12/02/2003	RENTAL CAR	30.00

1. Review the expenses in the **Current Expenses** area. Taxi expenses should remain for **Trip 1**.
 - a. Click the **Pencil** icon to edit any **Current Expenses** records for modifications.
 - b. Click the **X** icon to delete any **Current Expenses** records.

2. Click the **Lodging/M&IE** link in the ‘For this Document you can:’ area in the top right. The **Lodging/M&IE** page will be displayed.

F. LODGING/M&IE

Lodging/M&IE for 24-AL113003LT

Quick Tip
An asterisk (*) in the Special column indicates that a condition has been selected in the Advanced Lodging/M&IE window.

For this Document you can:

Lodging and M&IE expenses

Lodging/M&IE Data											
Date	Delete	Replicate	Ldg Cost	Ldg Allowed	M & IE Allowed	Per Diem Rate	Special	B	L	D	Conf %
11/30/03			0.00	0.00	28.50	67 / 38					
12/01/03			0.00	0.00	38.00	67 / 38					
12/02/03			0.00	0.00	38.00	67 / 38					
12/03/03			0.00	0.00	38.00	67 / 38					
12/04/03			0.00	0.00	38.00	67 / 38					
12/05/03			0.00	0.00	28.50	67 / 38					

1. Lodging costs are zero on the voucher unless actuals or overrides were entered on the authorization. The **Lodging** expenses must be entered and will be the same for both trips.
2. Click the **Pencil icon** next to the first Lodging record. The **Update Lodging and M&IE Expenses** page will be displayed.

Update Lodging and M&IE Expenses for 24-AL113003LT (11/30/03)

Quick Tip
For this lodging day, you can edit specific actuals, leave data, meals provided status, lodging amount, and if desired apply these changes forward using the apply through tool.

For this document you can

Expense

Expense Changes

Lodging and M&IE

Without Saving Changes

Lodging

Per Diem Rate: 67 / 38

Lodging:

Conference Allowance

Conference Allowance

Conference Rate:

Actuals

Lodging
Limit: 0.00

Meals
Breakfast: 0.00
Lunch: 0.00
Dinner: 0.00
Incidentals: 0.00

Leave Data

None

Annual

Other
Hours: 0

Meals Provided

Breakfast

Lunch

Dinner

Apply Through Date:

3. Click in the **Lodging** field and type the lodging cost the traveler paid.
4. Click the **Calendar icon** in **Apply through Date** area to the right of the **Lodging** field and select the last day of travel.

- Click the  **Expense Changes** button in the 'For this Document you can:' area in the top right. The **Lodging/M&IE** page will be redisplayed with the lodging costs entered. Notice the last day has no lodging amount as this is the return day.

Lodging/M&IE for 24-AL113003LT

 **Quick Tip**
An asterisk (*) in the Special column indicates that a condition has been selected in the Advanced Lodging/M&IE window.

For this Document you can:

Lodging and M&IE expenses

Lodging/M&IE Data											
Date	Delete	Replicate	Ldg Cost	Ldg Allowed	M & IE Allowed	Per Diem Rate	Special	B	L	D	Conf %
 11/30/03			67.00	67.00	28.50	67 / 38					
 12/01/03			67.00	67.00	38.00	67 / 38					
 12/02/03			67.00	67.00	38.00	67 / 38					
 12/03/03			67.00	67.00	38.00	67 / 38					
 12/04/03			67.00	67.00	38.00	67 / 38					
 12/05/03			0.00	0.00	28.50	67 / 38					

- Click the **Accounting** link on the Document Processing Toolbar on the left side of the page. The **Available Accounting Codes** page will be displayed.

G. ACCOUNTING

Available Accounting Codes for 24-AL113003LT

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

For this Document you can:

Change to A Different Organization

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	D09020XX174AX24	090-20-05. SAEX22004D.
24	D09020XX185AX24	090-20-1T. SAEX22004D.
24	D09020XX200AX24	090-20-AA. SAEX22004D.
24	D09020XX201AX24	090-20-CC. SAEX22004D.
24	D09020XX205FX24	090-20-JJ. SFCX22004D.
24	D09020XX211AX24	090-20-RR. SAEX22004D.
24	D09040XX013AX24	090-40-1M. SAEX22004D.
24	D09050XX034AX24	090-50-1M. SAEX22004D.
24	D09070XX020FX24	090-70-2R. SFCX22004D.
24	D71055XX012AX24	710-55-PP. SAFX22004D.

Accounting Codes for 24-AL113003LT Click an item to edit/delete it

Organization	Label	Classification Code	Extended Code
24	D71061XX014AX24	710-61-76. SAEX22004D.	FC400000. 2123.

Edit Delete

1. Review and make any necessary changes to the accounting code information.
 - a. Click the **Pencil** icon to edit any Accounting Code records for modifications.
 - b. Click the **X** icon to delete any Accounting Code records.

2. To add another account code:

- a. Select **Change** to a Different Organization.

Change Organization for Accounting Codes

Quick Tip
To list all organizations, click Search.

For this Document you can:

Search An Organization's Name

Cancel This Window

Organization Name

- b. Type **24** in the **Organization Name** field that comes up. Click the **Search** button.

Quick Tip
To list all organizations, click Search.

For this Document you can:

Search An Organization's Name

Cancel This Window

Organization Name

Organization List Click on an item to select it

Search Results

Organization Name	Organization Code
24	NASA
24-A	A
24-A*	A*

- c. Select **24** under the **Organization Name**. The list of available accounting codes will now be visible. Select the appropriate accounting code label from the list.
3. Be sure to allocate the funds if more than one accounting code is selected. Use the **Allocate** link to the right of the accounting code.
4. Click the **Totals** link on the Document Processing Toolbar on the left side of the page. The **Total Details** page will be displayed.

H. TOTALS

Total Details for 24-AL113003LT



Quick Tip
If necessary, enter changes and click OK.

For this Document you can:

Calculate New Totals for Document

Back

Continue

Total Expenses: 1,120.50

Non-reimbursable Expenses: 0.00

Total Amount Claimed: 1,120.50

Gov't Advance Outstanding:

Gov't Advance Applied: 0.00

Net to Traveler: 1,120.50
(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: 1,120.50

(Totals are based on trip 1)

Expense Category Details				
Trip	Expense Category	Organization	Account Label	Amount
1*	COM.CARRIER	24	D71061XX014AX24	350.00
1*	LODGING	24	D71061XX014AX24	335.00
1*	M&IE	24	D71061XX014AX24	209.00
1*	MILEAGE	24	D71061XX014AX24	36.50
1*	PERSON CALL	24	D71061XX014AX24	10.00
1*	RENTAL CAR	24	D71061XX014AX24	180.00

* denotes lowest cost trip for constructed voucher

1. Review the **Total Details** for **Trip 1**. Note the expenses in the **Expense Category Details** area at the bottom of the page are for **Trip 1** and the net due the traveler.
2. Click the **Comments** link on the Document Processing Toolbar on the left side of the page. The **Comments** page will be displayed.

I. COMMENTS

Comments for 24-AL113003LT

 **Quick Tip**
Click Apply and preset comments are inserted into the Comments field. Comments can also be typed directly into the comments field. Comments apply to the entire document.

Comments

Voucher due 5 days after completion of your trip.

For this Document you can:

Preset Comments
 Comments

 without Saving Comments

1. Review and make any necessary changes to the comments. Identify any changes to the expenses that were authorized, not the regular expected expenses that are being added to the voucher.
2. The comments assist the approvers and auditors in processing the voucher.

NOTE

The  **Preset Comments** button, in the 'For this Document you can:' area in the top right, will clear any comments that are in the field.

3. Click the **Document Status** link on the Document Processing Toolbar on the left side of the page. The **Status** page will be displayed.

J. DOCUMENT STATUS

Status for 24-AL113003LT

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

Document Routing This is the routing path the current document will take once routed

Name	Status	Level
Traveler, Leif	SIGNED	0

Document History This is the status history for this document

Date/Time	Status	Name	Remarks
04/21/04 3:57PM EST	CREATED	AARON BLACK	

1. Review the status of the voucher. Notice the default **Status to Apply** is “**SIGNED**”.
2. Click the **Perform Pre-Audits** link on the Document Processing Toolbar on the left side of the page. The **Pre-Audit Results** page will be displayed.

K. PERFORM PRE-AUDITS

Pre-Audit Results for 24-AL113003LT

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

Document Name: 24-AL113003LT
Type: Voucher
Traveler: Traveler, Leif
Status: FAIL

For this Document you can:

Justify Pre-Audit Results

Close 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	PASS	
<input type="checkbox"/> DAILY EXPENSE THRESH	PASS	
<input type="checkbox"/> DFLT PMT METHDD USED	PASS	
<input type="checkbox"/> DUPLICATE TA NUMBER	PASS	
<input type="checkbox"/> EXP CAT % VARIANCE	PASS	
<input type="checkbox"/> EXP CATEGORRY 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 INFO - KEY	PASS	
<input type="checkbox"/> PMT METH AUTHORIZED	PASS	
<input type="checkbox"/> TRAVEL DATE OVERLAP	PASS	
<input type="checkbox"/> TRAVEL MODES	PASS	
<input type="checkbox"/> TRAVEL MODES AUTHRZD	PASS	
<input type="checkbox"/> TRIP DATES & LOCS	PASS	
<input type="checkbox"/> TRIP DURATION	PASS	
<input type="checkbox"/> TRIP DURATION1	PASS	
<input type="checkbox"/> TRIP PURPOSES	PASS	
<input type="checkbox"/> TRIP TYPES	PASS	

1. Review the **Pre-Audit Results** for **Trip 1**. Because all the expenses had been approved on the Authorization, the Status is 'PASS'.
2. Click the **Document Summary** link on the Document Processing Toolbar on the left side of the page. The **Document Summary** page will be displayed.

L. DOCUMENT SUMMARY

Document Summary for Voucher 24-AL113003LT

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

Traveler Details 240-00-0031 , Leif Traveler

Purpose Description Shuttle Support

Itinerary Details NASA MARSHALL SPACE FLIGHT CENTER,AL 11/30/03 - 12/05/03

Ticketed Trans Details \$350.00

Expense Details Expense Summary

Quick Expense	Edit	Delete	Date	Expense	Amount
			11/30/2003	PERSONAL CALLS-DOMESTIC	2.00
			11/30/2003	POV	18.25
			11/30/2003	RENTAL CAR	30.00
			12/01/2003	PERSONAL CALLS-DOMESTIC	2.00
			12/01/2003	RENTAL CAR	30.00
			12/02/2003	PERSONAL CALLS-DOMESTIC	2.00
			12/02/2003	RENTAL CAR	30.00
			12/03/2003	PERSONAL CALLS-DOMESTIC	2.00
			12/03/2003	RENTAL CAR	30.00
			12/04/2003	PERSONAL CALLS-DOMESTIC	2.00
			12/04/2003	RENTAL CAR	30.00
			12/05/2003	POV	18.25
			12/05/2003	RENTAL CAR	30.00
Total:					226.50

Lodging/M&IE Details \$544.00

Accounting Details Accounting Summary

Label	Amount
D71061XX014AX24	1,120.50
Total: 1,120.50	

Totals Details Totals Summary

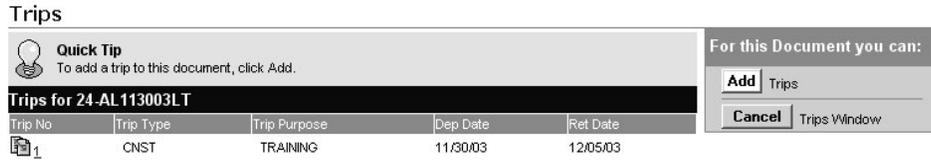
Disbursement Type	Amount
Amount Claimed	1,120.50
Non-Reimbursable Expenses	0.00
Advance Applied	0.00

1. Review the information in the **Document Summary** page for **Trip 1**.
2. Click the **Trip Number** link on the Document Processing Toolbar on the left side of the page. The **Trips** page will be displayed.

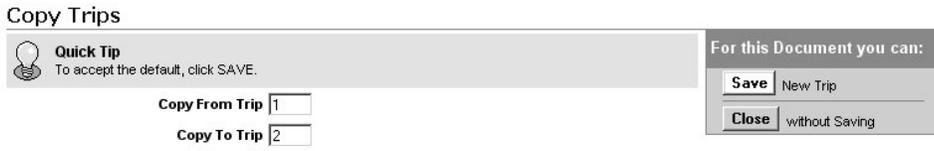
TRIP 2

Trip 1 will be copied to **Trip 2** and the appropriate expenses changed in **Trip 2** to reflect the use of the traveler’s Privately Owned Vehicle (POV).

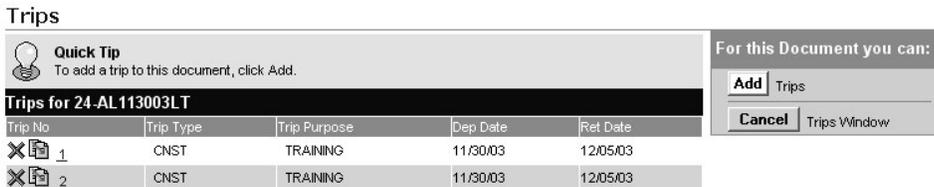
M. TRIP NUMBER



1. Click the **Copy Trip**  button next to the **Trip No 1** link. The **Copy Trips** page will be displayed.



2. Click the **Save** **New Trip** button, in the ‘From this Document you can:’ area, to save the new trip. The **Trips** page will be redisplayed. Notice that trip1 has been copied to trip 2. Both trips will be identical until changes are made to **Trip 2**.



3. Click on the **2** link in the **Trip No** area. The **Document Summary** page of **Trip 2** will be displayed. All of the data entered can be viewed from this page. Click any link within the document to view details and to make changes.

NOTE

*To switch between trips, click the Trip Number link, on the Document Processing Toolbar on the left side of the page, and click the desired trip number in the **Trips** page.*

N. DOCUMENT SUMMARY

Document Summary for Voucher 24-AL113003LT

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 2

Travel Authorization Number

Traveler Details 240-00-0031 , Leif Traveler

Purpose Description Shuttle Support

Itinerary Details NASA MARSHALL SPACE FLIGHT CENTER,AL 11/30/03 - 12/05/03

Ticketed Trans Details \$350.00

Expense Details

Expense Summary					
Quick Expense	Edit	Delete	Date	Expense	Amount
			11/30/2003	PERSONAL CALLS-DOMESTIC	2.00
			11/30/2003	POV	18.25
			11/30/2003	RENTAL CAR	30.00
			12/01/2003	PERSONAL CALLS-DOMESTIC	2.00
			12/01/2003	RENTAL CAR	30.00
			12/02/2003	PERSONAL CALLS-DOMESTIC	2.00
			12/02/2003	RENTAL CAR	30.00
			12/03/2003	PERSONAL CALLS-DOMESTIC	2.00
			12/03/2003	RENTAL CAR	30.00
			12/04/2003	PERSONAL CALLS-DOMESTIC	2.00
			12/04/2003	RENTAL CAR	30.00
			12/05/2003	POV	18.25
			12/05/2003	RENTAL CAR	30.00
Total:					226.50

Lodging/M&IE Details \$544.00

Accounting Details

Accounting Summary	
Label	Amount
D71061XX014AX24	1,120.50
Total: 1,120.50	

Totals Details

Totals Summary	
Disbursement Type	Amount
Amount Claimed	1,120.50
Non-Reimbursable Expenses	0.00
Advance Applied	0.00
Pay To Charge Card	0.00
Pay To Voucher	4,400.00

1. Review the information on the **Trip Number 2** Document Summary page. Notice all the information from **Trip 1** has been copied to **Trip 2**.
2. Click on the **Itinerary Details** link in the Document Summary page. Note the **Type** for **Trip 2** is CNST.

Auth Date

(mm/dd/yyyy)

Type

Trip No 2

3. Click the **Ticked Trans** link on the Document Processing Toolbar on the left side of the page. The **Ticketed Transportation** page will be displayed.

O. TICKETED TRANSPORTATION

Ticketed Transportation for Voucher 24-AL113003LT

Quick Tip
To enter ticket information, click Add. Previously entered ticket information can be edited (Pencil icon) or deleted (X icon).

For this Document you can:

Add Ticket

Back **Continue**

	Ticket No	Dep Date	Type	Cost	Depart	Arrive	CR	CL	Tax
✎ ✕	See Itinerary 1	11/30/03	AIR	350.00					no

1. Click the X icon  to delete the ticket information.
2. Click the  button in the pop-up confirmation message window to agree to delete the ticket information.
3. Click the **Expenses** link on the Document Processing Toolbar on the left side of the page. The **Expense Entry** page will be displayed.

P. EXPENSES

Expense Entry for 24-AL113003LT

Quick Tip
The Arrow icon indicates a required field. Click Save to save the current expense and refresh the screen so a new expense can be added.

Date 11/30/2003

Expense Type

Expense Description

Miles

Traveled

Rate Selection

Rate

Cost

Comments

For this Document you can:

- [Use Quick Expense](#)
- [Use Foreign Calculator](#)
- [Lookup Credit Card Expenses](#)

Save Current Expense

Done Entering Expenses

Back Continue

Copy Through Date

Cost Options

Reimbursable

Taxable

Expense Category

Pmt Method

Vendor

Current Expenses			
Action	Date	Expense	Amount
	11/30/2003	PERSONAL CALLS-DOMESTIC	2.00
	11/30/2003	POV	18.25
	11/30/2003	RENTAL CAR	30.00
	12/01/2003	PERSONAL CALLS-DOMESTIC	2.00
	12/01/2003	RENTAL CAR	30.00
	12/02/2003	PERSONAL CALLS-DOMESTIC	2.00
	12/02/2003	RENTAL CAR	30.00
	12/03/2003	PERSONAL CALLS-DOMESTIC	2.00
	12/03/2003	RENTAL CAR	30.00

1. The expenses for **Trip 2** must be changed to reflect the mileage for the Traveler’s POV instead of the ones for the air transportation.
 - a. Click the **X** icon next to each taxi or rental car expense and the button in the pop-up confirmation message window to agree to delete the expense information.
2. Click the **Use Quick Expense** link on the Document Processing Toolbar on the left side of the page. The **Quick Expense Entry** page will be displayed.

Q. QUICK EXPENSE ENTRY

Quick Expense Entry					
#	Date	Expense Type	Miles	Rate	Cost
1	11/30/03	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	11/30/03	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	11/30/03	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	11/30/03	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	11/30/03	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	11/30/03	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	11/30/03	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	11/30/03	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9	11/30/03	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10	11/30/03	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Current Expenses			
Action	Date	Expense	Amount
	11/30/2003	PERSONAL CALLS-DOMESTIC	2.00
	12/01/2003	PERSONAL CALLS-DOMESTIC	2.00
	12/02/2003	PERSONAL CALLS-DOMESTIC	2.00
	12/03/2003	PERSONAL CALLS-DOMESTIC	2.00
	12/04/2003	PERSONAL CALLS-DOMESTIC	2.00
Total:			10.00

NOTE
 Use Quick Expense to ADD expenses. Do not use to modify expenses.

1. The page is divided in half. Each half is scrollable.
2. The top half contains 10 rows for quick expense entry. The bottom half displays a list of current expenses that are on the document.
3. On row 1, review the date to be sure it is the appropriate date during the travel.
 - a. Select **POV – (\$.365)** from the **Expense Type** drop down list.
 - b. Enter the mileage to the destination in the Miles column for the expense.
 - c. On row 1, click the **Copy Expense** icon to copy the expense from row 1 to row 2.
4. On row 2, click the **Calendar** icon next to the **Date** field and select the day the expense was incurred. The date can also be modified in the **Date** field.
5. Click the **Save Expenses** button in the ‘For this Document you can:’ area in the top right. The **Quick Expense Entry** page will be displayed with the expenses listed in the **Current Expenses** area at the bottom of the page.

Quick Expense Entry for 24-AL113003LT

Quick Tip
Enter up to 10 expenses at once. Previously entered expenses can be edited (Pencil icon) or deleted (X icon).

For this Document you can:

Expenses

Entering Expenses

Quick Expense Entry						
#	Date	Expense Type	Miles	Rate	Cost	
1	12/05/03					
2	12/05/03					
3	12/05/03					
4	12/05/03					
5	12/05/03					
6	12/05/03					
7	12/05/03					
8	12/05/03					
9	12/05/03					
10	12/05/03					

Current Expenses			
Action	Date	Expense	Amount
	11/30/2003	PERSONAL CALLS-DOMESTIC	2.00
	11/30/2003	POV	713.21
	12/01/2003	PERSONAL CALLS-DOMESTIC	2.00
	12/02/2003	PERSONAL CALLS-DOMESTIC	2.00
	12/03/2003	PERSONAL CALLS-DOMESTIC	2.00
	12/04/2003	PERSONAL CALLS-DOMESTIC	2.00
	12/05/2003	POV	713.21
			Total: 1,436.42

- Click the **Entering Expenses** button in the 'For this Document you can:' area in the top right. The following message window will be displayed.



- Click the button in the pop-up message window. The **Document Summary** page will be displayed.
- Click the **Lodging/M&IE** link on the Document Processing Toolbar on the left side of the page on the **Document Summary** page.

R. LODGING/M&IE

Lodging/M&IE for 24-AL113003LT

Quick Tip
 An asterisk (*) in the Special column indicates that a condition has been selected in the Advanced Lodging/M&IE window.

For this Document you can:

Lodging and M&IE expenses

Lodging/M&IE Data											
Date	Delete	Replicate	Ldg Cost	Ldg Allowed	M & IE Allowed	Per Diem Rate	Special	B	L	D	Conf %
11/30/03			67.00	67.00	28.50	67 / 38					
12/01/03			67.00	67.00	38.00	67 / 38					
12/02/03			67.00	67.00	38.00	67 / 38					
12/03/03			67.00	67.00	38.00	67 / 38					
12/04/03			67.00	67.00	38.00	67 / 38					
12/05/03			0.00	0.00	28.50	67 / 38					

1. Review the information on the **Lodging/M&IE** page. The information for **Trip 2** should be the same as for **Trip 1**.
2. Click the **Accounting** link on the Document Processing Toolbar on the left side of the page. The **Available Accounting Codes** page will be displayed.

S. ACCOUNTING

Available Accounting Codes for 24-AL113003LT

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

Enter Search Criteria

Accounting Code

For this Document you can:

to A Different Organization

New Accounting Code

Master Accounting Codes Click Accounting Label to add to Document

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

Organization	Label	Classification Code
24	D09020XX174AX24	090-20-05. SAEX22004D.
24	D09020XX185AX24	090-20-1T. SAEX22004D.
24	D09020XX200AX24	090-20-AA. SAEX22004D.
24	D09020XX201AX24	090-20-CC. SAEX22004D.
24	D09020XX205FX24	090-20-JJ. SFCX22004D.
24	D09020XX211AX24	090-20-RR. SAEX22004D.
24	D09040XX013AX24	090-40-1M. SAEX22004D.
24	D09050XX034AX24	090-50-1M. SAEX22004D.
24	D09070XX020FX24	090-70-2R. SFCX22004D.
24	D71055XX012AX24	710-55-PP. SAEX22004D.

Accounting Codes for 24-AL113003LT Click an item to edit/delete it

Organization	Label	Classification Code	Extended Code
24	D71061XX014AX24	710-61-76. SAEX22004D. ... FC400000. 2123. ...	Extended

Edit Delete

1. Review the accounting codes. The information for **Trip 2** should be the same as for **Trip 1**.
2. Click the **Totals** link on the Document Processing Toolbar on the left side of the page. The **Total Details** page will be displayed.

T. TOTALS

Total Details for 24-AL113003LT

Quick Tip
If necessary, enter changes and click OK.

For this Document you can:

New Totals for Document

Total Expenses: 1,120.50
Non-reimbursable Expenses: 0.00

Total Amount Claimed: 1,120.50

Gov't Advance Outstanding:

Gov't Advance Applied: 0.00

Net to Traveler: 1,120.50
 (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: 1,120.50
 (Totals are based on trip 1)

Expense Category Details				
Trip	Expense Category	Organization	Account Label	Amount
1*	COM.CARRIER	24	D71061XX014AX24	350.00
1*	LODGING	24	D71061XX014AX24	335.00
1*	M&IE	24	D71061XX014AX24	209.00
1*	MILEAGE	24	D71061XX014AX24	36.50
1*	PERSON CALL	24	D71061XX014AX24	10.00
1*	RENTAL CAR	24	D71061XX014AX24	180.00
2	LODGING	24	D71061XX014AX24	335.00
2	M&IE	24	D71061XX014AX24	209.00
2	MILEAGE	24	D71061XX014AX24	1,426.42
2	PERSON CALL	24	D71061XX014AX24	10.00

* denotes lowest cost trip for constructed voucher

1. Note the statement ‘**(Totals are based on trip #)**’ in the middle of the page and that the **Expense Category Details** list shows expenses for both trips. Asterisks ‘*’ appear beside the expenses for the lowest cost trip.
2. Note also that in the fictional trip to Marshall, AL in the screenshots, the traveler will only get paid for the least expensive trip denoted by the *’s. They will only be reimbursed for \$1,120.50, not the more expensive Trip #2 cost.
3. Click the **Comments** link on the Document Processing Toolbar on the left side of the page. The **Comments** page will be displayed.

U. COMMENTS

Comments for 24-AL113003LT

 **Quick Tip**
Click Apply and preset comments are inserted into the Comments field. Comments can also be typed directly into the comments field. Comments apply to the entire document.

Comments

Voucher due 5 days after completion of your trip. Deleted airfare and taxi/tip expenses to replace with POV mileage for Trip 2.

For this Document you can:

Apply Preset Comments
Save Comments
Back **Continue**
Close without Saving Comments

1. Identify any changes to what was already authorized. Type the following below the existing statement, '**Deleted airfare and taxi/tip expenses to replace with POV mileage for Trip 2**'.
2. Click the **Perform Pre-Audits** link on the Document Processing Toolbar on the left side of the page. The **Pre-Audit Results** page will be displayed.

V. PERFORM PRE-AUDITS

Pre-Audit Results for 24-AL113003LT

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

Document Name: 24-AL113003LT
Type: Voucher
Traveler: Traveler, Leif
Status: FAIL

For this Document you can:

Justify Pre-Audit Results
Close Pre-Audit Results

Pre-Audit Results		
Audit Process	Status	Comments
ACCT CODES AUTHORIZED	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 CDM. CARR	PASS	
DAILY EXPENSE THRESH	PASS	
DFLT PMT METHOD USED	PASS	
DUPLICATE TA NUMBER	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	
VERRIDE	PASS	
PER DIEM LOC AUTH	PASS	
PERSONAL INFO - KEY	PASS	
PMT METH AUTHORIZED	PASS	
TRAVEL DATE OVERLAP	PASS	
TRAVEL MODES	PASS	
TRAVEL MODES AUTHRZD	FAIL	MODE NOT AUTHORIZED: 1POC
TRAVEL MODES AUTHRZD	FAIL	MODE NOT AUTHORIZED: 1POC
TRAVEL MODES AUTHRZD	FAIL	MODE NOT AUTHORIZED: 1POC
TRAVEL MODES AUTHRZD	FAIL	MODE NOT AUTHORIZED: 1POC
TRIP DATES & LOCS	PASS	
TRIP DURATION	PASS	

1. If any audit fails, the word “FAIL” will be in the **Status** column. A comment describing the failure will appear in the **Comments** column as shown above. A fail may actually be a warning to draw attention to a particular process to ensure the preparer or signer has entered/reviewed the data correctly.

NOTE

Adding expenses to the voucher that were not previously authorized on the authorization may cause an audit failure, which will bring the expenses to the attention of the Approvers and/or Reviewers.

2. Click the **Document Summary** link on the Document Processing Toolbar on the left side of the page. The **Document Summary** page will be displayed.

W. DOCUMENT SUMMARY

1. Review the Document Summary. Click any links to view details.
2. To print the voucher:
 - a. Click on the **Preview Document** link on the Document Processing Toolbar on the left side of the page.
 - b. The browser will launch a new window over the existing window. The travel document may be reviewed on the screen or printed. Use the scroll bar to see the additional pages.

```

=====
04/21/04      VOUCHER      Voucher:      24-AL113003LT
PAGE 1 ** Read Privacy Act On Last Page ** | TA Num:
=====
1) NAME: Traveler, Leif .      SSN:      *****0031
   ADDR:
      Residence, US 12345      PHONE:
                                MAIL CD:
                                ORG:      24-AL
                                TITLE:
      DUTY: NASA      TZ: 6      SEC CLR:
      RES: Residence, US      CARD:      CARD HOLDER
      HOURS: 8
      Prepared By      Mary 4-1234      Location      99
=====
2) FROM      TO      TA NUMBER      TA DATE      TRIP PURPOSE      TRIP TYPE
-----
11/30/2003
      12/05/2003
                                12/01/2003
                                TRAINING      CNST
=====
3) GTR/TICKET NO      VALUE      CR      CLS      DATE      FROM      TO
-----
See Itinerary 1      350.00
=====
4) ACCOUNTING CLASS CODE      TRIP 3      TRIP 2      1-CNSTRCT | 5) FINANCE OFFICE
-----
D71061XX014AX24      1980.42      1120.50
710-61-76.SAEX22004D...FC400000.2123...
=====
6) NON-REIMBURSABLE EXPENSES -----
TOTAL AMOUNT CLAIMED ----- 1120.50
  ADVANCE OUTSTANDING ----- 0.00
  ADVANCE APPLIED ----- 0.00
NET TO TRAVELER (GOVT) ----- 1120.50
=====
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 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).
=====
7) TRAVELER SIGNATURE      DATE      DATE:
-----
This Voucher is approved. Long distance telephone calls, if any, are certified as necessary in the interest of the Government. (Note: If long distance telephone calls are included, the approving official must have been authorized in writing by the head of the department or agency to so certify (31 U.S.C. 680a)).
=====
9) APPROVED,      DATE
=====
8) VOUCHER NO:
SCHEDULE NO:
CERTIFIED BY:
10) CASH RECEIPT DATE
AMOUNT $
SIGNATURE
=====

```

```

=====
04/21/04          VOUCHER          Voucher:      24-AL113003LT
PAGE  2  ** Read Privacy Act On Last Page **  Traveler      *****0031
=====
    
```

(11) ITINERARY AND TRANSPORTATION EXPENSES - TRIP NO 1

DATE	TIME	DEPARTED/ARRIVED	LOCATIONS	MODE	COST	DESCRIPTION
11/30/2003		D-RES:	Residence, US			
11/30/2003		A-*	NASA MARSHALL SPACE FLI			
11/30/2003				AIR	350.00	COMMERCIAL AIR
11/30/2003				LPOC	18.25	POV Mileage: 50 Rate: .365
11/30/2003				RC	30.00	RENTAL CAR
12/01/2003				RC	30.00	RENTAL CAR
12/02/2003				RC	30.00	RENTAL CAR
12/03/2003				RC	30.00	RENTAL CAR
12/04/2003				RC	30.00	RENTAL CAR
12/05/2003		D-*	NASA MARSHALL SPACE FLI			
12/05/2003		A RES:	Residence, US			
12/05/2003				RC	30.00	RENTAL CAR
12/05/2003				LPOC	18.25	POV Mileage: 50 Rate: .365
TOTAL TRANSPORTATION EXPENSES					566.50	

(12) SUBSISTENCE AND OTHER REIMBURSABLE EXPENSES

DATE	ACTUAL LODGING	MEALS ALLOWED	M&IE B L D	P-DIEM RATE	OTHER EXPENSES	AMOUNT
11/30	67.00	67.00		28.50 67/38		0.00
11/30					PERSONAL CALLS-DOMEST	2.00
12/01	67.00	67.00		38.00 67/38		0.00
12/01					PERSONAL CALLS-DOMEST	2.00
12/02	67.00	67.00		38.00 67/38		0.00
12/02					PERSONAL CALLS-DOMEST	2.00
12/03	67.00	67.00		38.00 67/38		0.00
12/03					PERSONAL CALLS-DOMEST	2.00
12/04	67.00	67.00		38.00 67/38		0.00
12/04					PERSONAL CALLS-DOMEST	2.00
12/05	0.00	0.00		28.50 67/38		0.00

335.00						10.00
209.00						

===(13) COMMENTS:=====

Voucher due 5 days after completion of your trip.

```

=====
04/21/04          VOUCHER          Voucher:      24-AL113003LT
PAGE  2  ** Read Privacy Act On Last Page **  Traveler      *****0031
=====
    
```

=====
 04/21/04 VOUCHER Voucher: 24-AL113003LT
 PAGE 4 ** Read Privacy Act On Last Page ** Traveler *****0031
 =====

(11) ITINERARY AND TRANSPORTATION EXPENSES - TRIP NO 2

DATE	TIME	DEPARTED/ARRIVED	LOCATIONS	MODE	COST	DESCRIPTION
11/30/2003		D-RES:	Residence, US			
11/30/2003		A-*	NASA MARSHALL SPACE FLI			
11/30/2003				1POC	713.21	POV Mileage: 1954 Rate: .365
12/05/2003		D-*	NASA MARSHALL SPACE FLI			
12/05/2003				1POC	713.21	POV Mileage: 1954 Rate: .365
12/05/2003		A RES:	Residence, US			
TOTAL TRANSPORTATION EXPENSES					1426.42	

(12) SUBSISTENCE AND OTHER REIMBURSABLE EXPENSES

DATE	ACTUAL LODGING	MEALS B L D	M&IR ALLOW	P-DIEM RATE	OTHER EXPENSES	AMOUNT
11/30	67.00	67.00	28.50	67/38		0.00
11/30					PERSONAL CALLS-DOMEST	2.00
12/01	67.00	67.00	38.00	67/38		0.00
12/01					PERSONAL CALLS-DOMEST	2.00
12/02	67.00	67.00	38.00	67/38		0.00
12/02					PERSONAL CALLS-DOMEST	2.00
12/03	67.00	67.00	38.00	67/38		0.00
12/03					PERSONAL CALLS-DOMEST	2.00
12/04	67.00	67.00	38.00	67/38		0.00
12/04					PERSONAL CALLS-DOMEST	2.00
12/05	0.00	0.00	28.50	67/38		0.00

			335.00	209.00		10.00

=====(13) COMMENTS:=====
 Voucher due 5 days after completion of your trip.

VERCIV=RATE TBL DATE=11/01/02=Copyright 1998 Gelco Information Network GSD, Inc.

=====
 Exception to SF 1012

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).

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information on this form is authorized by 5 U.S.C. Chap. 57 as implemented by the Federal Travel Regulations (41 CFR 301-304), E.O. 11609 of July 22, 1971, E.O. 11012 of March 27, 1962, E.O. 9397 of Nov. 22, 1943 and 26 U.S.C. 6011(b) and 6109. The primary purpose of the requested information is to determine payment or reimbursement to eligible individuals for allowable travel and/or relocation expenses incurred under appropriate administrative authorization and to record and maintain costs of such reimbursements to the Government. The information will be used by officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, local, or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee, the issuance of a security clearance, or investigations of the performance of official duty while in Government service. Your Social Security Account Number (SSN) is solicited under the authority of the Internal Revenue Code (26 U.S.C 6011(b) and 6109) and E.O. 9397, Nov. 22, 1943, for use as a tax payer and/or employee identification number; disclosure is MANDATORY on vouchers claiming travel, and/or relocation allowance expense reimbursement which is, or may be, taxable income. Disclosure of your SSN and other requested information is voluntary in all other instances; however, failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.

Page 4 of a Voucher

04/21/04 ACCOUNTING DETAIL | Doc No: 24-AL113003LT
 Copyright 1998 Gelco Information Network, Inc. | Traveler, Leif *****0031
 =====

ACCOUNTING CLASS CODE	TRIP 2	1-CNSTRCT
COM. CARRIER-		350.00
LODGING-	335.00	335.00
M&IB-	209.00	209.00
MILEAGE-	1,426.42	36.50
PERSON CALL-DOMESTIC	10.00	10.00
RENTAL CAR-		180.00
D71061XX014AX24	0.00	1,980.42
		1,120.50

Organization: 24
 710-61-76.SAEK22004D....FC400000.2123...

SPLIT PAY DISBURSEMENTS:

TOTAL EXPENSES -----	1,120.50
NON-REIMBURSABLE EXPENSES -----	0.00
TOTAL AMOUNT CLAIMED -----	1,120.50
GOV'T ADVANCE OUTSTANDING --	0.00
GOV'T ADVANCE APPLIED -----	0.00
	0.00
NET TO TRAVELER (GOVT) -----	1,120.50
GOV'T CHARGE CARD EXPENSES -	0.00
GOV'T CHARGE CARD ATM ADV --	0.00
ADD'L GOV'T CHARGE CARD PYMT	0.00
TOTAL GOV'T CHARGE CARD AMT -----	0.00
PAY TO GOV'T CHARGE CARD-----	0.00
PAY TO TRAVELER -----	1,120.50

STATUS	DATE	TIME	SIGNATURE NAME
CREATED	04/21/2004	3:57PM	AARON BLACK

I certify that the electronic signatures listed above are valid and on file.

 SIGNED DATE

- c. Use the browser and/or reader **Print** button to print a copy of the travel document if desired.
- d. Close the Preview Document window by closing the browser and/or reader window. The **Document Summary** page will be displayed.

Document Summary for Voucher 24-AL113003LT



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:

Document
 Entering Document
 Current Document

Trip Number 2

Travel Authorization Number

Traveler Details 240-00-0031, Leif Traveler

Purpose Description Shuttle Support

Itinerary Details NASA MARSHALL SPACE FLIGHT CENTER,AL 11/30/03 - 12/05/03

Ticketed Trans Details \$0.00

Expense Details

Expense Summary

Quick Expense

Edit	Delete	Date	Expense	Amount
		11/30/2003	PERSONAL CALLS-DOMESTIC	2.00
		11/30/2003	POV	713.21
		12/01/2003	PERSONAL CALLS-DOMESTIC	2.00
		12/02/2003	PERSONAL CALLS-DOMESTIC	2.00
		12/03/2003	PERSONAL CALLS-DOMESTIC	2.00
		12/04/2003	PERSONAL CALLS-DOMESTIC	2.00
		12/05/2003	POV	713.21
Total:				1,436.42

Lodging/M&IE Details \$544.00

Accounting Details

Accounting Summary

Label	Amount
D71061XX014AX24	1,980.42
Total: 1,980.42	

Totals Details

Totals Summary

Disbursement Type	Amount
Amount Claimed	1,120.50
Non-Reimbursable Expenses	0.00
Advance Applied	0.00
Pay To Charge Card	0.00
Pay To Traveler	1,120.50

Enter Comments Voucher due 5 days after completion of your trip.

Document Status

Document Status: CREATED Awaiting: Traveler, Leif Enter Status/PIN to stamp this document

Status To Apply	Signature PIN	Remarks
A TRAVEL AGENT	<input type="text"/>	<input type="text"/>

3. In the **Document Status** area, at the bottom of the **Document Summary** page, perform the following to stamp and route the document:
 - a. Change the **Status to Apply** value to “**VOUCHER PREPARED BY**”.
 - b. Click in the **Signature PIN** field and enter the appropriate **PIN**.
 - c. Click in the **Remarks** field and enter ‘**Prepared for the Traveler**’.
 - d. Click the button, on the right of the **Document Status** area at the bottom of the page, to sign/stamp and route the document.
4. The **Pre-Audit Results** page will be displayed.

NOTE

If changes are necessary to the document, click on the **Pre-Audit Results** button in the ‘For this Document you can.’ area in the top right. The document will not be signed and will not route. The document can be modified.

- Click the **Stamping the Document** button in the ‘For this Document you can:’ area in the top right. The **Signature** certification page will be displayed.

Signature for 24-AL113003LT

 Quick Tip If you agree with the statement, click Accept. If you do not agree, click Cancel.	For this Document you can:	
	<input type="button" value="Accept"/>	Signature Text
	<input type="button" value="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)."

- If in agreement with the signature certification statement, click the **Signature Text** button in the ‘For this Document you can:’ area in the top right. The document will be routed.

NOTE

*If not in agreement, click the **Stamping** button in the ‘For this Document you can:’ area in the top right. The document will not be stamped and will not route.*

- Travel Manager displays the **Travel Manager Main Web** window.
- Remember, the Traveler must login to Travel Manger and sign and certify the voucher to route the document.

NOTE

All Lodging receipt(s), Registration receipt(s) and any one (1) expense over \$75.00 claimed, including any backup documentation, must be sent to travel office for retention and audit purposes.

When the document has been reviewed/approved by the Travel Office and interfaced with the financial system, an e-mail message will be sent to the Traveler indicating that funds will be available within 5 days if paid by Electronic Funds Transfer (EFT).

X. OPEN DOCUMENT (VIEW/UPDATE)

1. Click the **Open Existing Document** link, on the Document Processing Toolbar on the left side of the page. The **Traveler Listing (Open Document)** page will be displayed.
2. Enter one or more characters of the last name of the traveler and click the **Search** button, located to the right of the last name field.
3. Click on the name of the desired traveler from the **Traveler Listing (Open Document)** area.

Traveler Listing (Open Document)

Quick Tip
Type one or more letters of the traveler's last name and click Search. Then, click the traveler's name to list all documents.

Enter Search Criteria

Last Name **Search**

Document Type

Traveler List Click on an entry to select it

Search Results Prev 40 Next 40

Name	EID
Traveler, Anthony	240-00-0071
Traveler, Bart	240-00-0072
Traveler, Chuck	240-00-0073
Traveler, Dylan	240-00-0074
Traveler, Erin	240-00-0075
Traveler, Faith	240-00-0076
Traveler, Garrett	240-00-0077
Traveler, Hillary	240-00-0078
Traveler, Isaiah	240-00-0079
Traveler, Julia	240-00-0080
Traveler, Kimberly	240-00-0081
Traveler, Lauren	240-00-0082
Traveler, Leif	240-00-0031
Traveler, Lester	240-00-0034
Traveler, Linda	240-00-0033
Traveler, Louise	240-00-0032
Traveler, Morgan	240-00-0083
Traveler, Nora	240-00-0084
Traveler, Octavia	240-00-0085
Traveler, Peggy	240-00-0086
TRAVELER2_A1	240-00-0101

Document Search (Open Document)

Document List Click on an entry to select it

Traveler: Leif Traveler

Type	Document Name	Dep Date	Status	In Use
	Authorization test	05/05/04	CREATED	
	Authorization 24-AL113003LT	11/30/03	SIGNED	
	Authorization 24-XX032602JD	03/26/02	CREATED	*
	Voucher 24-AL113003LT	11/30/03	VOUCHER PREPARED BY	

4. All documents created for that traveler will be displayed in the **Document Search (Open Document)** area on the right.
 - a. Documents that have been created but not routed will have **CREATED** in the **Status** column.
 - b. Documents that have been created and routed will have various stamp values in the **Status** column, some of which may be **SIGNED**, **ADJUSTED**, **REVIEWED**, **APPROVED**, **MGT REVIEWED** or **MGT APPROVED**.
 - c. Documents that have been processed in the Travel Office and have completed processing will have **DATALINKED** in the **Status** column.

5. Click the document icon  for the document created in the previous exercise. The **Open Document Signature** page will be displayed if the traveler has signed the document.

Open Document Signature

 Quick Tip The Signature PIN is case sensitive!	For this Document you can: <input type="button" value="Sign"/> to Review Document <input type="button" value="Get"/> Document as View-Only <input type="button" value="Cancel"/> Opening Document
Signature for Adjustment <input type="text"/>	

6. The document can be opened one of two ways:
 - a. Enter the appropriate signature PIN and click the **to Review Document** button, in the ‘For this Document you can:’ area in the top right, to adjust the document.
OR
 - b. Click the **Document as View-Only** button to open it as view only.
7. If the traveler has signed the document, click the **Document as View-Only** button, in the ‘For this Document you can:’ area in the top right, to open the document as view only. The **Document Summary** page will be displayed.
8. If the traveler has not signed the document, the **Document Summary** page will be displayed. Use the scroll bar on the right of the **Document Summary** page to view the bottom of the page.

Document Summary for Voucher 24-AL113003LT

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

Trip Number **1**

Travel Authorization Number

Traveler Details 240-00-0031 , Leif Traveler

Purpose Description Shuttle Support

Itinerary Details NASA MARSHALL SPACE FLIGHT CENTER,AL 11/30/03 - 12/05/03

Ticketed Trans Details \$350.00

Expense Details

Expense Summary					
Quick Expense	Edit	Delete	Date	Expense	Amount
<input type="checkbox"/>			11/30/2003	PERSONAL CALLS-DOMESTIC	2.00
<input type="checkbox"/>			11/30/2003	POV	18.25
<input type="checkbox"/>			11/30/2003	RENTAL CAR	30.00
<input type="checkbox"/>			12/01/2003	PERSONAL CALLS-DOMESTIC	2.00
<input type="checkbox"/>			12/01/2003	RENTAL CAR	30.00
<input type="checkbox"/>			12/02/2003	PERSONAL CALLS-DOMESTIC	2.00
<input type="checkbox"/>			12/02/2003	RENTAL CAR	30.00
<input type="checkbox"/>			12/03/2003	PERSONAL CALLS-DOMESTIC	2.00
<input type="checkbox"/>			12/03/2003	RENTAL CAR	30.00
<input type="checkbox"/>			12/04/2003	PERSONAL CALLS-DOMESTIC	2.00
<input type="checkbox"/>			12/04/2003	RENTAL CAR	30.00
<input type="checkbox"/>			12/05/2003	POV	18.25
<input type="checkbox"/>			12/05/2003	RENTAL CAR	30.00
Total:					226.50

Lodging/M&IE Details \$544.00

Accounting Details

Accounting Summary	
Label	Amount
D71061XX014AX24	1,120.50
Total: 1,120.50	

Totals Details

Totals Summary	
Disbursement Type	Amount
Amount Claimed	1,120.50
Non-Reimbursable Expenses	0.00
Advance Applied	0.00

For this Document you can:

Save Document

Continue Entering Document

Close Current Document

- Click the **Document Status** link, on the Document Summary page, or on the Document Processing Toolbar on the left side of the page to view the **Status** page for the routing list. The Document History indicates the preparer has signed the voucher. The **Document Routing** indicates the traveler needs to sign the voucher.

Status for 24-AL113003LT

Quick Tip
The Signature PIN is case sensitive!

Status to Apply

Signature PIN

Remarks

For this Document you can:

Stamp and Submit Document

Back **Continue**

Document Routing			This is the routing path the current document will take once routed	
Name	Status	Level		
Traveler, Leif	SIGNED	0		

Document History				This is the status history for this document	
Date/Time	Status	Name	Remarks		
04/21/04 3:57PM EST	CREATED	AARON BLACK			
04/21/04 5:05PM EST	VOUCHER PREPARED BY	AARON BLACK	Prepared for the traveler		

- Click the Close **Document** link, on the Document Processing Toolbar on the left side of the page, to close the document.