

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

This document covers the steps to create an authorization.

Trip Information

1. Itinerary

An infrequent traveler leaves to attend Travel Manager training in Montgomery, Alabama, from March 26 to March 30, 2002.

2. Ticketed Transportation

Round trip airfare is \$350.00.

3. Other Authorizations

Taxi at TDY Authorized.

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A. CREATE A NEW DOCUMENT

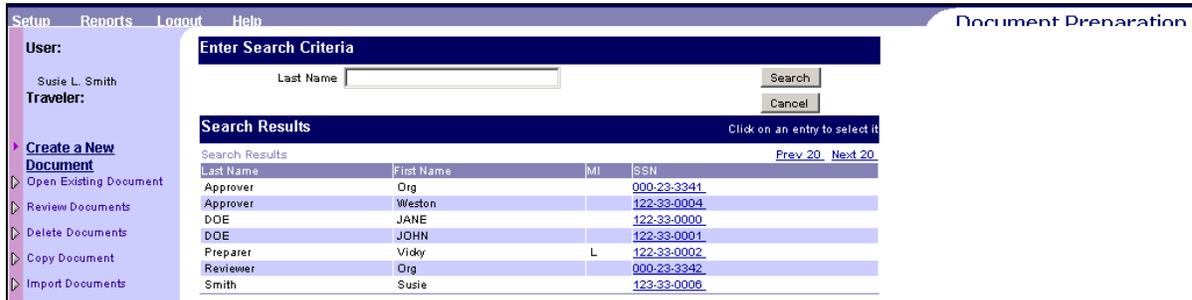
1. Click the **Create a New Document** link on the Document Processing Toolbar on the left side of the page. The **New Document** page will be displayed, as shown below.

2. Select **Authorization** from the **Document Type** drop down list.

3. Click in the **Document Name** field and enter a name consisting of the **Center ID** (example: **24**), hyphen(-), **Org Code** (example: **XX** (2 characters)), **Date** of departure (example: **032602** (MM-DD-YY)), and the traveler's initials (example: **XXX** (2-3 initials)) Up to 14 characters can be entered. Example: **24-XX032602JD**.

4. If known, the Traveler's Social Security Number can be entered into the **SSN** field. The **SSN Lookup** or **Traveler Name Lookup** icon  can be clicked to retrieve the desired traveler.

5. Click the **Traveler Name Lookup** icon . The **Enter Search Criteria** page will be displayed.



Setup Reports Logout Help Document Preparation

User: Susie L. Smith
Traveler:

Enter Search Criteria

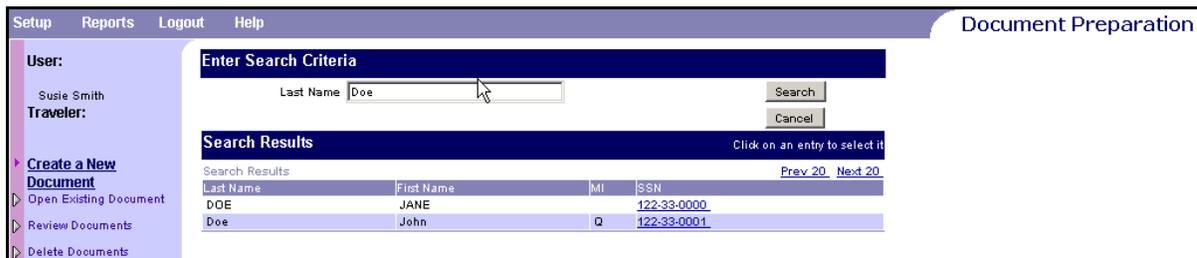
Last Name Search Cancel

Search Results Click on an entry to select it

Search Results [Prev 20](#) [Next 20](#)

Last Name	First Name	MI	SSN
Approver	Org		000-23-3341
Approver	Weston		122-33-0004
DOE	JANE		122-33-0000
DOE	JOHN		122-33-0001
Preparer	Vicky	L	122-33-0002
Reviewer	Org		000-23-3342
Smith	Susie		123-33-0006

6. Click in the **Last Name** field and type the traveler's last name or a portion of it; for example: **do** for "Doe".
7. Click the **Search** button to the right of the **Last Name** field. All traveler names beginning with the letters entered that are available to the preparer will be displayed.
8. Click the **Next 20** and/or **Prev 20** links, in the **Search Results** area on the right, to scroll through the list of names if necessary.



Setup Reports Logout Help Document Preparation

User: Susie Smith
Traveler:

Enter Search Criteria

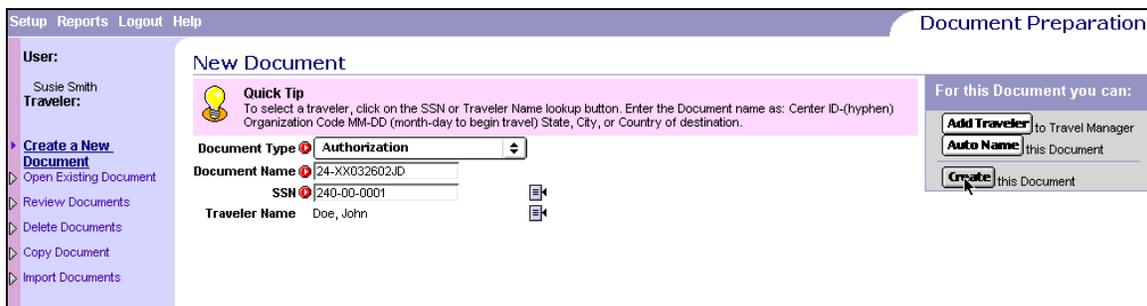
Last Name Search Cancel

Search Results Click on an entry to select it

Search Results [Prev 20](#) [Next 20](#)

Last Name	First Name	MI	SSN
DOE	JANE		122-33-0000
Doe	John	D	122-33-0001

9. Click the **SSN** link to the right of the desired traveler. The **New Document** page will be displayed again with the selected traveler's **SSN** and **Traveler Name** fields filled.



Setup Reports Logout Help Document Preparation

User: Susie Smith
Traveler:

New Document

Quick Tip
To select a traveler, click on the SSN or Traveler Name lookup button. Enter the Document name as: Center ID-(hyphen) Organization Code MM-DD (month-day to begin travel) State, City, or Country of destination.

Document Type

Document Name

SSN 

Traveler Name 

For this Document you can:

to Travel Manager
 this Document
 this Document

10. 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.

B. ITINERARY

Setup Reports Logout Help Document Preparation

User:
Susie L. Smith
Traveler:
John Doe
Authorization: 24-XX032602JD

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

Itinerary Information for 24-XX032602JD

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:
Save Itinerary
Back Continue

Trip Information

Travel Authorization Number: _____
 Purpose: TRAINING
 Description: 5 days TM training at Montgomery, AL
 Auth Date: 03/26/2002
 Type: SINGLE
 Trip No: 1

Departure and Return Information

Begin Travel: 03/26/2002
 End Travel: 03/30/2002
 Depart: RES: Residence, US
 Return: RES: Residence, US
 Depart Selection: RES: Residence, US
 Return Selection: RES: Residence, US
 Trip Duration: Multiple days
 Comments: Voucher due 5 days after completion of your trip. Preset

Per Diem Locations

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

Edit/Delete	Arrival Date	Location	Departure Date
	03/26/02	MONTGOMERY,AL	03/30/02

1. Select **Training** from the **Purpose** pull down list.

TRAINING
 CONFERENCE ATTENDANCE
 MEETING
 OTHER (see below)
 PRESENTATION
 SITE VISIT
TRAINING

2. In the **Description** free form text box enter **5 days TM training in Montgomery, AL**. It is important to enter a description because it is used for reporting purposes.
3. Select **Single** from the trip **Type** pull down list.

SINGLE
 EXTENDED TDY1
 LOA
 LOA (NO COST)
 NO COST
SINGLE

4. Enter the **Begin Travel** and **End Travel** dates: **03/26/02–3/30/02**. Click the **Calendar** icon to select the appropriate dates. Click on the desired date in the calendar and the field will automatically be filled with the selected date.

NOTE

Travel dates must reflect actual begin and end dates including annual and/or personal leave days.

Annual leave days cannot exceed the number of business days at TDY site without written permission from the Center Director.

5. Select **Res: Residence, USA** from the **Depart** and **Return Selection** pull down lists.

Depart Selection	RES: Residence, USA
Return Selection	RES: Residence, USA NASA

6. **Multiple Days** has been automatically selected in the **Trip Duration** pull down list. Multiple Days will default for any trip greater than 2 days.

Multiple days
12 hours or Less
12-24 hrs no lodging
12-24 hrs with lodging
Multiple days

7. Click the **Preset** button to the right of the **Comments** field. The default comment “Voucher due 5 days after completion of your trip” will display in the **Comments** field.

NOTE

Click the **Preset** button, to the right of the Comments box, before typing other comments. All comments will be erased and replaced with the preset comments when the **Preset** button is clicked.

8. Enter any additional comments necessary after the preset comment to alert reviewers or approvers of any special conditions that may require approval or justification.

Setup Reports Logout Help Document Preparation

User:
Susie Smith
Traveler:
John Doe
Authorization: 24-XX032602JD

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

Itinerary Information for 24-XX032602JD

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:
Save Itinerary
Back **Continue**

Trip Information

Travel Authorization Number: _____ Auth Date: 06/29/2002
Purpose: TRAINING Type: SINGLE
Description: 5 days TM training in Montgomery, AL Trip No: 1

Departure and Return Information

Begin Travel: 03/26/2002 Depart: RES: Rosamond, CA Depart Selection: RES: Rosamond, CA
End Travel: 03/30/2002 Return: RES: Rosamond, CA Return Selection: RES: Rosamond, CA
Trip Duration: Multiple days
Comments: Voucher due 5 days after completion of your trip **Preset**

Per Diem Locations

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

Edit/Delete	Arrival Date	Location	Departure Date
-------------	--------------	----------	----------------

9. Click the **Add Location** button, in the **Per Diem Locations** area at the bottom of the page, to add a location. The **Add Per Diem Location to Trip** page will be displayed.

C. ADD PER DIEM LOCATION TO TRIP

1. Click in the **Per Diem Location** field and type **mont** (for Montgomery, AL).
2. Click the **Search** link beside the **Per Diem** field. The **Per Diem Location** and **Select Per Diem Location** fields will be filled. Montgomery, AL, will be displayed in both fields.

3. Check the **Select Per Diem Location** pull down list to be sure to select the location from the correct State or Country. The location name entered may be in more than one state or country or more than one location may begin with the same value.
4. Select **Montgomery, AL**, from the **Select Per Diem Location** pull down list.
5. Click the **Save Location** button in the 'For this Document you can:' area in the top right. The **Itinerary Information** page will be displayed again showing Montgomery, AL, as the one entry in the **Per Diem Locations** area at the bottom of the page.

Setup Reports Logout Help Document Preparation

User:
Susie L. Smith
Traveler:
John Doe
Authorization: 24-XX032602JD

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

Itinerary Information for 24-XX032602JD

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: _____ Auth Date (mm/dd/yyyy): 03/26/2002
 Purpose: TRAINING Type: SINGLE
 Description: 5 days TM training at Montgomery, AL Trip No: 1

Departure and Return Information

Begin Travel (mm/dd/yyyy): 03/26/2002 Depart: RES: Residence, US Depart Selection: RES: Residence, US
 End Travel (mm/dd/yyyy): 03/30/2002 Return: RES: Residence, US Return Selection: RES: Residence, US
 Trip Duration: Multiple days
 Comments: Voucher due 5 days after completion of your trip.

Per Diem Locations

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

Edit/Delete	Arrival Date	Location	Departure Date
	03/26/02	MONTGOMERY,AL	03/30/02

6. If additional locations are required for the trip, repeat above steps. Be sure to change the departure dates for each location as it is added.

NOTE

*The **Lookup** link can be used to search by state or country.*

7. Click the button in the 'For this Document you can:' area in the top right. This will save the document to the database. The **Itinerary** page will be redisplayed.

NOTE

*Once the travel document is saved, the **Open Existing Document** link, on the Document Processing Toolbar on the left side of the page, can be used to reenter the document to make changes or to view the document.*

D. UNLISTED LOCATION EXAMPLE

1. The following is an example of adding an unlisted location that is not on the per diem table. For this document, the unlisted location will not be added.

- a. Click the **Add Location** button, in the **Per Diem Locations** area on the **Itinerary** page, to add another location. The **Add Per Diem Location to Trip** page will be displayed.

- b. Enter the name of the city, town, or country in the **Per Diem Location Field**. For this example type **Lanexa**.
- c. Click the **Unlisted Location** checkbox to place a '√' in the box.
- d. Click the **Select Unlisted State** pull down list to select **VA**.

- e. This location should not be saved during class. This is an example.

- f. Click the  **without Saving Location** button, in the 'For this Document you can:' area in the top right.
- g. The **Itinerary Information** page will be re-displayed.

NOTE

*If the location were saved, the default rate for **Lodging/M&IE** expenses for an unlisted location would be shown on the **Lodging/M&IE** page.*

*The current default values are \$55.00 for **Lodging** and \$30.00 for **M&IE**.*

****END OF EXAMPLE OF AN UNLISTED LOCATION****

2. Click the  **Itinerary** button in the 'For this Document you can:' area in the top right.
3. Click the **Traveler** link on the Document Processing Toolbar on the left side of the page. The **Update Traveler Information** page will be displayed.

E. TRAVELER
NOTE

There are five (5) Traveler data areas on this page. Only the Traveler's Personal Data and the Agency Defined Miscellaneous Data areas are covered here.

The Traveler's organization affects the routing for this document. If a different organization is funding the trip, the organization value must be changed on the document when it is created. The Traveler cannot change routing.

Select the correct routing or contact the Travel Office if a new routing must be created.

All Travel Authorizations (TA) will be routed for approval to the organization that is paying for a designated trip.

Preparer must contact Help Desk to establish appropriate routing list when multiple organizations are funding the trip or project funded invitational travel authorizations are being created.

1. To change the Traveler's organization.
 - a. Select the desired value from the **Organization** pull down list.
 - b. Click the **Set Org** button to the right of the **Organization** field.
 - c. Do not change the **Printed Org** value.
 - d. Select the correct routing list from the **Routing List** pull down list. Only the routing lists of the organization selected are available.

- The **Charge Card** field must display the charge card status of the Traveler.

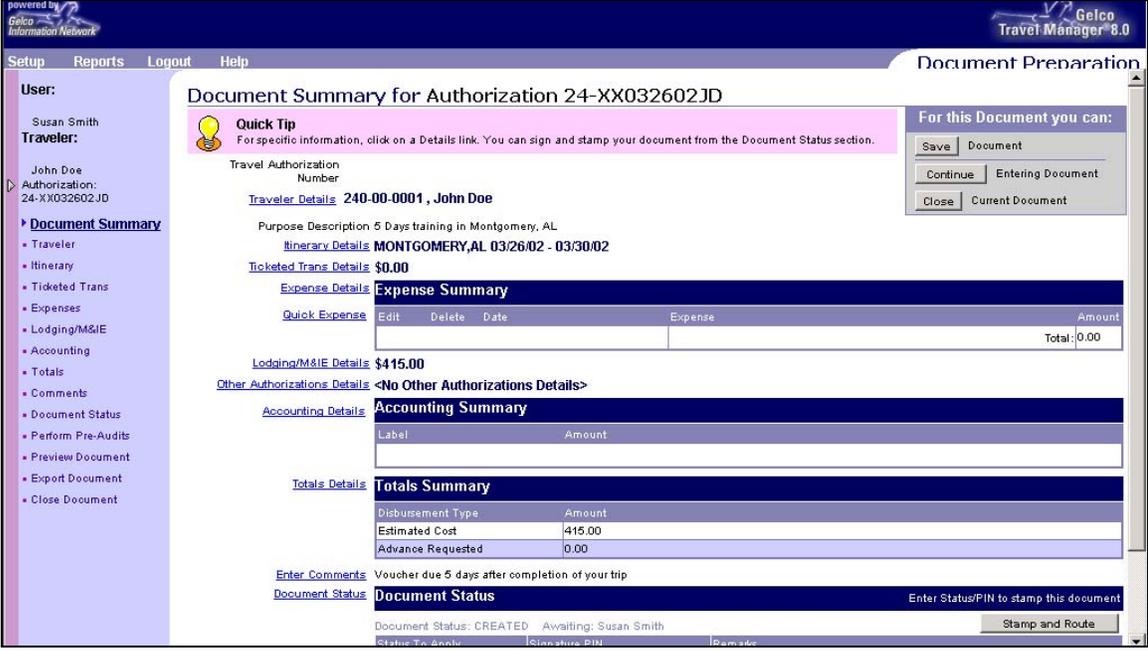
- Scroll to the bottom of the page to the **Agency Defined Miscellaneous Data** area.

- Enter the name and phone number of the person preparing the authorization in the **Prepared By** field.
- The **Exempt/NonExempt** field is pre-filled with the Traveler's exemption status loaded from the NASA Personnel Payroll System (NPPS).
- The **Vender Identification VID** field is used by the Centralized Travel Office (CTO).
- The **Misc-1** field will be used by HR to indicate training log #'s.
- Scroll to the top of the page.

NOTE

*If the **Apply Changes Globally** check box is checked in the 'For this Document you can:' area, the changes will be applied to the primary Traveler record. If left unchecked, the Traveler changes will be applied to the Traveler's information only for this document.*

9. Click the  **Profile Changes** button in the 'For this Document you can:' area in the top right. The **Document Summary** page will be displayed.



The screenshot displays the 'Document Summary' page for authorization 24-XX032602JD. The page is titled 'Document Summary for Authorization 24-XX032602JD' and includes a 'Quick Tip' section. The main content area is divided into several sections: 'Traveler Details' (240-00-0001, John Doe), 'Purpose Description' (5 Days training in Montgomery, AL), 'Itinerary Details' (MONTGOMERY,AL 03/26/02 - 03/30/02), 'Ticketed Trans Details' (\$0.00), 'Expense Summary' (Total: 0.00), 'Lodging/M&IE Details' (\$415.00), 'Other Authorizations Details' (<No Other Authorizations Details>), 'Accounting Summary', and 'Totals Summary' (Estimated Cost: 415.00, Advance Requested: 0.00). A 'Document Status' section at the bottom indicates the document is 'CREATED' and 'Awaiting: Susan Smith'. The top right corner features a 'For this Document you can:' toolbar with buttons for 'Save Document', 'Continue Entering Document', 'Close Current Document', and 'Stamp and Route'.

10. Click on the **Ticketed Trans Details** link on the Document Summary page or the **Ticketed Trans** link on the Document Processing toolbar on the left side of the page. The **Ticketed Transportation** page will be displayed.

F. TICKETED TRANSPORTATION

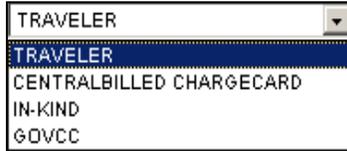
1. Click on the  **Add Ticket** button, in the 'For this Document you can:' area in the top right, to enter ticket information. The **Add Ticket Information** page will be displayed.

2. Select **AIR** from the **Type** pull down list. **AIR** is the default. The **Description** field to the right will pre-fill according to the ticket type selected.



3. Press **[Tab]** to move to the **Ticket Value** field. Enter **350**.
4. Press **[Tab]**. The system will automatically copy the **Ticket Value** to the **Cost** field after pressing **[Tab]**.
5. The **Ticket No:** field is automatically filled with "**See Itinerary 1**" if **AIR** is selected. It is a note to the traveler to refer to the detailed itinerary from the travel agent. The ticket number may be entered. Each ticket number must be unique if there is more than one ticket on the authorization.

6. Review the **Cost Options** on the right. Note the following.
 - a. The **Reimbursable** check box is checked.
 - b. **TRAVELER** is the default reimbursable payment method in the **Pmt Method** pull down list. If any other payment type is selected, the expense cost will not be reimbursed to the traveler.

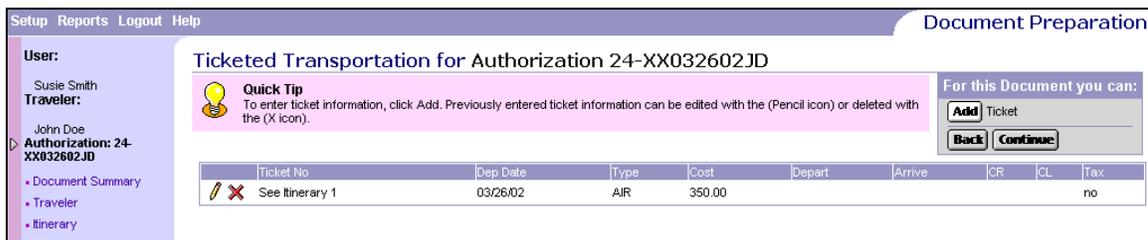


PAYMENT METHOD	REIMBURSABLE CHECKED	EXPLANATION
Traveler	Yes	Reimbursable to Traveler.
Central billed Charge card (CBA)	No	Not Reimbursable to Traveler. Paid by Government.
In-Kind	No	Not Reimbursable to Traveler. Provided at No Cost to Government.
GOVCC	Yes	Not Reimbursable to Traveler. Reimbursable directly to Traveler's Government Credit Card Account.

NOTE

*All remaining fields on the **Add Ticket Information** page are optional with the exception of the **Class** field if the Traveler is using a First Class or Business ticket.*

7. Click the  **Current Ticket** button in the 'For this Document you can:' area in the top right. The **Ticketed Transportation** page will be displayed showing the added record.



8. If additional ticket records are required, click the  **Ticket** button, in the ‘For this Document you can:’ area in the top right, and repeat the Ticketed Transportation process.
 - a. Click the **Pencil** icon  to edit **Ticketed Transportation** records for necessary changes.
 - b. Click the **X** icon  to delete **Ticketed Transportation** records.
9. Click the  button in the ‘For this Document you can:’ area in the top right. The **Expense Entry** page will be displayed.

G. EXPENSES

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Document Preparation

Setup Reports Logout Help

User: Susan Smith
Traveler: John Doe
Authorization: 24-XX032602JD

Expense Entry for 24-XX032602JD

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: 03/26/2002

Expense Type: TAXI

Expense Description: TAXI

Miles Traveled:

Rate Selection:

Rate:

Cost:

Comments: TAXI to airport

Current Expenses

Action	Date	Amount
	TAXI	
	TIPS FOR TAXI/LIMO	

Total: 0.00

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

NOTE

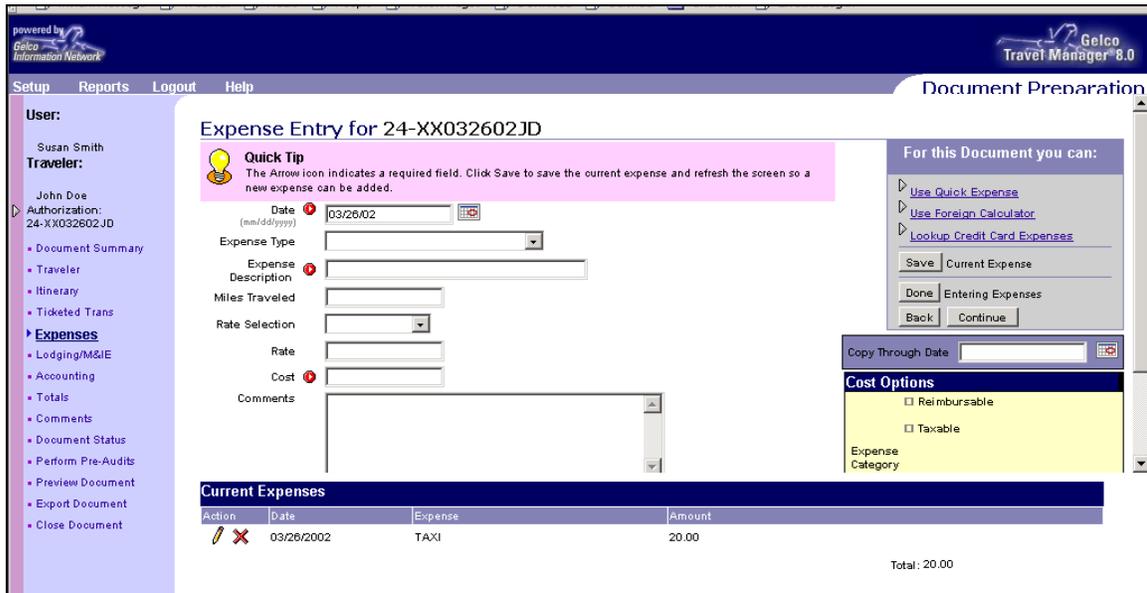
The **Date** field will default to the begin date of travel. Change it accordingly when adding each expense.

1. Add the following expense on the **Expense Entry** page.
 - a. Leave the **Date** field at **03/26/02**.
 - b. Select **TAXI** from the **Expense** pull down list.
 - c. Click in the **Cost** field or anywhere on the page. The page will refresh.
 - d. Enter **20** in the **Cost** field.
 - e. Click in the **Comments** field and enter **Taxi to airport**.

NOTE

Use the "TAXI" EXPENSE TYPE to account for airport shuttle services.

2. Click the  **Current Expense** in the 'For this Document you can:' area in the top right.



Expense Entry for 24-XX032602JD

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: 03/26/02
Expense Type: [Dropdown]
Expense Description: [Text Field]
Miles Traveled: [Text Field]
Rate Selection: [Dropdown]
Rate: [Text Field]
Cost: [Text Field]
Comments: [Text Area]

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: [Text Field]

Cost Options

- Reimbursable
- Taxable

Expense Category: [Dropdown]

Current Expenses

Action	Date	Expense	Amount
 	03/26/2002	TAXI	20.00

Total: 20.00

3. The **Expense Entry** page will display again with clear fields to allow entry of another expense.
4. The expense record is saved and will be displayed in the **Current Expenses** area at the bottom of the page.
- Click the **Pencil** icon  to edit **Expense** records for necessary changes.
 - Click the **X** icon  to delete **Expense** records.
5. Click the  button in the 'For this Document you can:' area in the top right. The **Lodging/M&IE** page will be displayed.

H. LODGING/M&IE

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Document Preparation

Setup Reports Logout Help

User: Susan Smith
 Traveler: John Doe
 Authorization: 24-XX032602JD

Lodging/M&IE for 24-XX032602JD

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:
 Reset All Lodging and M&IE expenses
 Back Continue

Date	Reset	Replicate	Ldg Cost	Ldg Allowed	M & IE Allowed	Per Diem Rate	Special	B	L	D	Conf %
03/26/02			61.00	61.00	28.50	61 / 38					
03/27/02			61.00	61.00	38.00	61 / 38					
03/28/02			61.00	61.00	38.00	61 / 38					
03/29/02			61.00	61.00	38.00	61 / 38					
03/30/02			0.00	0.00	28.50	61 / 38					

- Lodging costs are automatically filled in according to the per diem location rate when the **Itinerary** is saved. Costs of **Lodging** and **M&IE** are automatically adjusted for the first and last days of a trip.

NOTE

The following per diem rates are automatically filled by the system:

- 100% **Lodging** for all but the last day
- 100% **M&IE** for all other days – for trips less than 31 days
- 75% **M&IE** for first and last days

The available functions on this page are:

- Use the **Pencil** icon to update the lodging costs. Click on the **Pencil** icon of the first **Lodging/M&IE** record to be edited/modified. The **Update Lodging and M&IE Expenses** page will be displayed.
- Use the **Reset** icon to reset the original per diem rates. To reset a specific **Lodging/M&IE** record, click the **Reset** icon of the desired record. The record will be reset to the original per diem rates.
- Use the **Replicate** icon to copy the lodging expense and any modifications to the rows below. Click the **Replicate** icon to copy the lodging expense and any modifications to the rows below.
- Click the **Reset All** **Lodging and M&IE expenses** button, in the 'For this Document you can:' area in the top right, if actuals or overrides were entered but are unwanted, to return all rates to the per diem amounts.
- Click the **Back** button, in the 'For this Document you can:' area in the top right of the page, to return to the **Expenses Entry** page.

- f. Use the  button, in the 'For this Document you can:' area in the top right, to continue to the **Other Authorizations** page.
2. Although no changes are necessary for this trip, click on the **Pencil icon**  next to the first date to view details that may be changed. The **Update Lodging and M&IE Expenses** page will be displayed.

3. All changes made to the **Update Lodging and M&IE Expenses** record will be made on this page.
4. Changes can be applied to any or all records from the date displayed by changing the **Apply Through Date** value under the 'For this Document you can:' area in the top right. The changes made on the displayed record will be made to all records through the date entered.
 - a. To override any Lodging and/or M&IE costs, click the  **Lodging and M&IE** button, in the 'For this Document you can:' area in the top right. This is used for extended travel that is greater than 30 days. *See the Travel Manager 8.0 DFRC Standard Procedures Guide.*
 - b. Enter Actuals by clicking in the **Lodging** and/or **Meals** check boxes in the **Actuals** area. Enter specific values for meals and incidentals. Enter lodging actual amounts in the **Lodging** field of the **Lodging** area.

NOTE

Use of contract hotels in Washington, D.C. is mandatory. Zero out allowed lodging costs. Any residential training course (e.g., Wallops) overrides both lodging and M&IE Expenses to allow only \$2.00 per day incidentals.

- c. If leave is taken during the travel, it can be indicated in the **Leave Data** area. The number of leave hours will default to what has been set for the traveler. If 4 hours or more of leave is taken, the meals and lodging costs will be deducted from that day's expenses. (** If exactly 4 hours are taken, enter 4.01 in the leave data hours field. Regulations have changed, and this must be done for Travel Manager to calculate properly. Otherwise enter the amount of hours taken.**)
- d. If the traveler does not pay for a meal, the appropriate box should be marked to indicate the meal that was provided in the **Meals Provided** area.
- e. Use the **Expense** button, in the 'For this Document you can:' area in the top right, to go forward to the next day's costs.
- f. Use the **Expense** button, in the 'For this Document you can:' area in the top right, if available, to go back to the previous day's costs.

NOTE

An '' will appear in the Special column for each day that actuals or leave data is entered. An 'X' will appear in the B, L, or D column indicating the meal is being provided that day.*

5. Click the **Without Saving Changes** button in the 'For this Document you can:' area in the top right. The **Lodging/M&IE** page will be displayed again showing the summary of all **Lodging** and **M&IE** charges.
6. Click the button in the 'For this Document you can:' area in the top right. The **Other Authorizations** page will be displayed.

I. OTHER AUTHORIZATIONS

1. There are only two ways to display the **Other Authorizations** page. There is no direct link on the Document Processing Toolbar on the left side of the page, as there is for all other pages within the authorization document.
 - a. Click the  button, in the 'For this Document you can:' area in the top right on the **Lodging/M&IE** page, to go to the **Other Authorizations** page.

OR
 - b. Click the **Other Authorizations Details** link, located in the middle of the **Document Summary** page, to go to the **Other Authorizations** page.
2. The following is a sample list of available **Other Authorizations**. Browse the list to determine if and/or what approvals are necessary for the document. To select a specific other authorization for the document, click on the name of the **Other Authorization** in the **Master List of Other Authorizations**. The other authorization will be removed from the list and will be placed at the bottom of the page in the **Other Authorizations for Current Document** area. This will allow entry of any additional information required for approvals or will cause the document to be routed to a specific reviewer/approver. See the *Travel Manager 8.0 DFRC Standard Procedures Guide* for more information.

NOTE

*An **Other Authorization** with double asterisks indicates additional information is required. After selection, the other authorization must be opened to enter the justification.*

*An **Other Authorization** that is in UPPER CASE may bring conditional Reviewers into the routing for the document.*

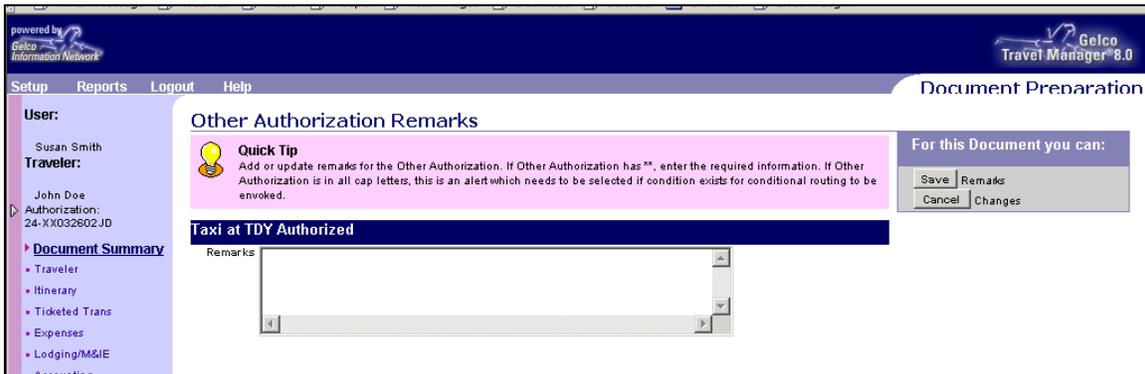
For example, if PERMISSIVE TRAVEL (Cost Sharing) is selected, the conditional reviewer who handles Permissive Travel approval will be added to the routing list when the authorization is stamped and signed.



- Click on **Taxi at TDY Authorized** in the **Master List of Other Authorizations** to select it from the list. Notice it moves to the **Other Authorizations on Current Travel Authorizations** at the bottom of the page.



- Click on the **Taxi at TDY Authorized** link in the **Other Authorizations on Current Travel Authorizations** area. The **Other Authorization Remarks** page will be displayed.



- a. Since **Taxi at TDY Authorized** does not have double asterisks (**) next to it no additional information is required to be entered in the remarks. **Taxi at TDY Authorized** also will not initiate any conditional routing because it is not in upper case.
- b. This **Other Authorization** is selected in order to receive authorization to use a taxi at TDY prior to beginning travel. The reviewer and/or approver will determine if it is allowed or not allowed. If not allowed, the other authorization will be removed from the document, and no reimbursement to the traveler will be made if the voucher includes **Taxi at TDY** as an expense.

NOTE

Use "Taxi at TDY Authorized" for airport shuttle services.

5. Click the  **Changes** button in the 'For this Document you can:' area in the top right. No remarks are being saved in this exercise. The **Other Authorizations** page will be displayed again.
 - a. Click on the X icon  in the **Other Authorizations on Current Travel Authorizations** area to delete any **Other Authorizations** for the current document that are not correct for the authorization.
6. Click the  button in the 'For this Document you can:' area in the top right. The **Available Accounting Codes** page will be displayed.

J. ACCOUNTING

Setup Reports Logout Help Document Preparation

User:
Susie Smith
Traveler:
John Doe
Authorization: 24-XX032602JD

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

Available Accounting Codes for 24-XX032602JD

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	24-FR2-32996000	3299600... 24. 2. 6. 93. FR. 000
24	24-RR2-09200000	0920000... 24. 2. 8. 00. RR. 000

Accounting Codes for 24-XX032602JD Click an item to edit/delete it

Organization	Label	Classification Code	Extended Code

Edit Delete

1. Click the appropriate Accounting Code label to select the Accounting Code in the **Master Accounting Codes** area at the top of the page. Notice it will be listed in the bottom half of the page in the **Accounting Codes for Current Document** area.

Setup Reports Logout Help Document Preparation

User:
Susie Smith
Traveler:
John Doe
Authorization: 24-XX032602JD

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

Available Accounting Codes for 24-XX032602JD

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	24-FR2-32996000	3299600... 24. 2. 6. 93. FR. 000
24	24-RR2-09200000	0920000... 24. 2. 8. 00. RR. 000

Accounting Codes for 24-XX032602JD Click an item to edit/delete it

Organization	Label	Classification Code	Extended Code
	24	24-FR2-32996000	3299600... 24. 2. 6. 93. FR. 000
			Extended

Edit Delete

2. Click the **Pencil** icon next to the label at the bottom to edit the Accounting Code information. The **Update Accounting Code** page will be displayed.
 - a. Click the **Pencil** icon to edit accounting code records for necessary changes.
 - b. Click the **X** icon to delete accounting code records.

Update Accounting Code for 24-XX032602JD

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

Label: 24-FR2-32996000
Organization: 24

Save Accounting code and extended Accounting codes to master list

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

Accounting Codes

Program Code	3299600	Program Year	2
Function		Fund Source	6
Object Class		Meth of Auth	93
Reimbrs Code		Org Code	FR
Center ID	24	Part 10	000

3. Enter the appropriate digits in the **Function** field.
4. Enter the appropriate numbers (type **2128** for this exercise) in the **Object Class** field. Accounting codes may have different values for the Object Class.
5. Enter the appropriate digits in the **Reimbursable Code** field.

NOTE

If Registration Fee is included on travel authorization, a training account code must be selected.

6. The **Part 10** field will be populated with the 3 digit subrad.
7. Click the **Save** **Acct Code Updates** button in the ‘For this Document you can:’ area in the top right. The **Available Accounting Codes** page will be displayed again.

Available Accounting Codes for 24-XX032602JD

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

Enter Search Criteria
Accounting Code: [] Search Retrieve

Master Accounting Codes Click Accounting Label to add to Document

Organization	Label	Classification Code
24	24-FR2-32996000	3299600...24.2.6.93.FR.000
24	24-FR2-09200000	0920000...24.2.8.00.RR.000
24	24-XX2-09200ABC	0920000...2121..24.2.8.00.XX.ABC

Accounting Codes for 24-XX032602JD Click an item to edit/delete it

Organization	Label	Classification Code	Extended Code
24	24-XX2-09200ABC	0920000...2121..24.2.8.00.XX.ABC	Extended

NOTE

*When multiple accounting codes are used and the **Allocate** link is displayed to the right of the Extended Code column, the funds must be allocated appropriately.*

Preparer must contact Help Desk to establish appropriate routing list when multiple organizations are funding the trip.

8. Click the  button in the 'For this Document you can:' area in the top right. The **Total Details** page will be displayed.

K. TOTALS

Total Details for 24-XX032602JD

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

Total Estimated Expenses: 785.00
Computed Advance Authorized: 0.00
Advance Requested: 0.00

Expense Category Details

Expense Category	Organization	Account Label	Amount
COM.CARRIER	24	24-XX2-09200ABC	350.00
LODGING	24	24-XX2-09200ABC	244.00
M&IE	24	24-XX2-09200ABC	171.00
TAX/TIPS	24	24-XX2-09200ABC	20.00

Expense Category Advance Details

Expense Category	Advance
LODGING	195.20
M&IE	136.80

1. The **Total Details** page displays a summary of the costs and the accounting codes that will fund the travel.
2. If an amount exists in the **Computed Advance Authorized** area, it is because this document is for a traveler without a charge card. Travel Manager calculated the advance. This is a cash advance from the Travel Office and will be deducted from the voucher if the advance is requested and indicted on the document. This is NOT an ATM advance.
3. Click on the **View Advances for Document** link, in the ‘For this Document you can:’ area in the top right, to enter an authorized advance request. The **Advances** page will be displayed.

Total Details for 24-XX032602JD

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

Total Estimated Expenses: 785.00
Computed Advance Authorized: 332.00
Advance Requested: 0.00

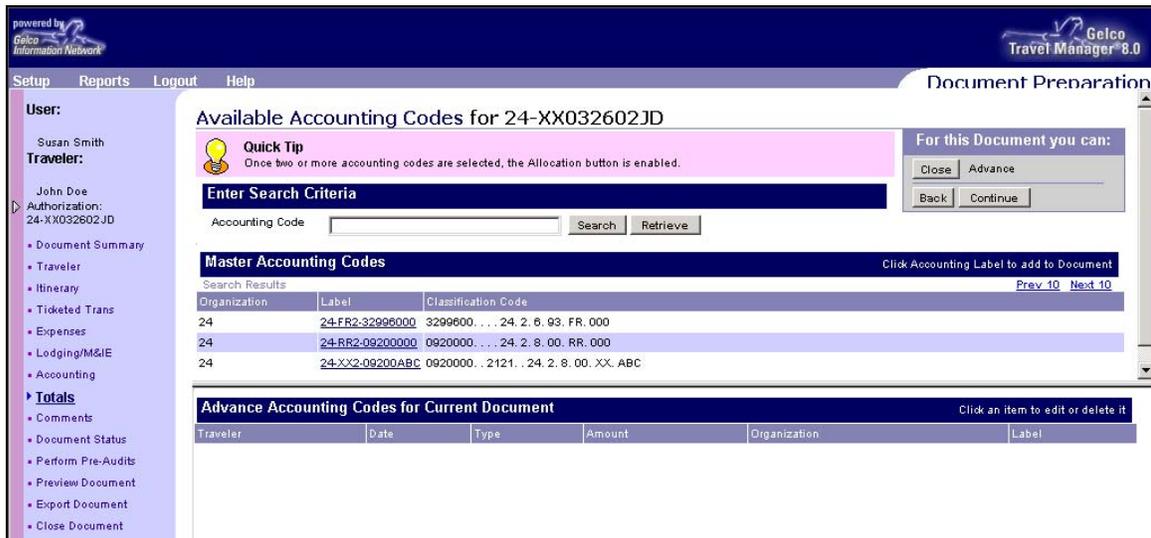
Expense Category Details

Expense Category	Organization	Account Label	Amount
COM.CARRIER	24	24-XX2-09200ABC	350.00
LODGING	24	24-XX2-09200ABC	244.00
M&IE	24	24-XX2-09200ABC	171.00
TAX/TIPS	24	24-XX2-09200ABC	20.00

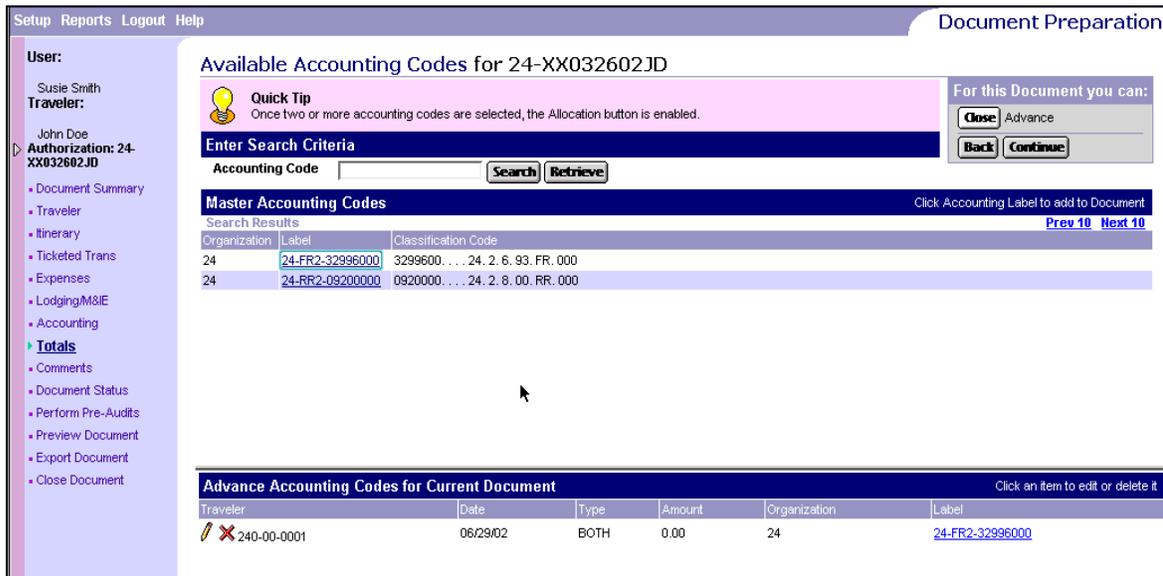
Expense Category Advance Details

Expense Category	Advance
LODGING	195.20
M&IE	136.80

- Click the **Add** **Additional Advances** button in the 'For this Document you can:' area in the top right. The **Available Accounting Codes** page will be displayed.



- Click the account code **Label** link to select it from the **Master Accounting Codes** area and put it in the **Advance Accounting Codes for Current Document** area.



- Click the account code **Label** link, on the right side of the page under the **Advance Accounting Codes for Current Document** area, to update the accounting information.

The screenshot shows the 'Available Accounting Codes for 24-XX032602JD' page. The left sidebar contains a navigation menu with options like 'Document Summary', 'Traveler', 'Itinerary', 'Ticketed Trans', 'Expenses', 'Lodging/M&IE', 'Accounting', 'Totals', 'Comments', 'Document Status', 'Perform Pre-Audits', 'Preview Document', 'Export Document', and 'Close Document'. The main content area features a 'Quick Tip' box, an 'Enter Search Criteria' section with an 'Accounting Code' input field and 'Search'/'Retrieve' buttons, and two tables. The 'Master Accounting Codes' table lists search results with columns for Organization, Label, and Classification Code. The 'Advance Accounting Codes for Current Document' table shows a single entry for traveler 240-00-0001 on 07/16/02 with a type of BOTH and an amount of 332.00.

Organization	Label	Classification Code
24	24-FR2-32996000	3299600... 24. 2. 6. 93. FR. 000
24	24-FR2-09200000	0920000... 24. 2. 8. 00. RR. 000
24	24-XX2-09200ABC	0920000... 2121... 24. 2. 8. 00. XX. ABC

Traveler	Date	Type	Amount	Organization	Label
✎ ✕ 240-00-0001	07/16/02	BOTH	332.00	24	24-XX2-09200ABC

8. Enter the appropriate digits in the **Function** field.
9. Enter the appropriate numbers in the **Object Class** field. Accounting codes may have different values for the Object Class.
10. Enter the appropriate digits in the **Reimbursable Code** field.

NOTE

If Registration Fee is included on travel authorization, a training account code must be selected.

11. The **Part 10** field will be populated with the 3 digit subrad.
12. Click the **Save** **Acct Code Updates** button in the 'For this Document you can:' area in the top right. The **Available Accounting Codes** page will be redisplayed.

- Click the **Pencil icon**  in the **Advance Accounting Codes for Current Document** area to edit the advance information. The **Update Cash Advance** page will be displayed.

- Select **EFT** from the **Type** pull down list.
- Enter “**Advance for expenses**” in the **Remarks** text box.
- Click the **Save** **Advance Updates** button in the ‘For this Document you can:’ area in the top right. The **Available Accounting Codes** will be displayed.
- Click the **Pencil icon**  in the **Advance Accounting Codes for Current Document** area to view the advance information that was just saved.
- To print the **Advance Form** for the traveler to sign before getting an advance, click the **Preview** **Advance** button, in the ‘For this Document you can:’ area in the top right, to

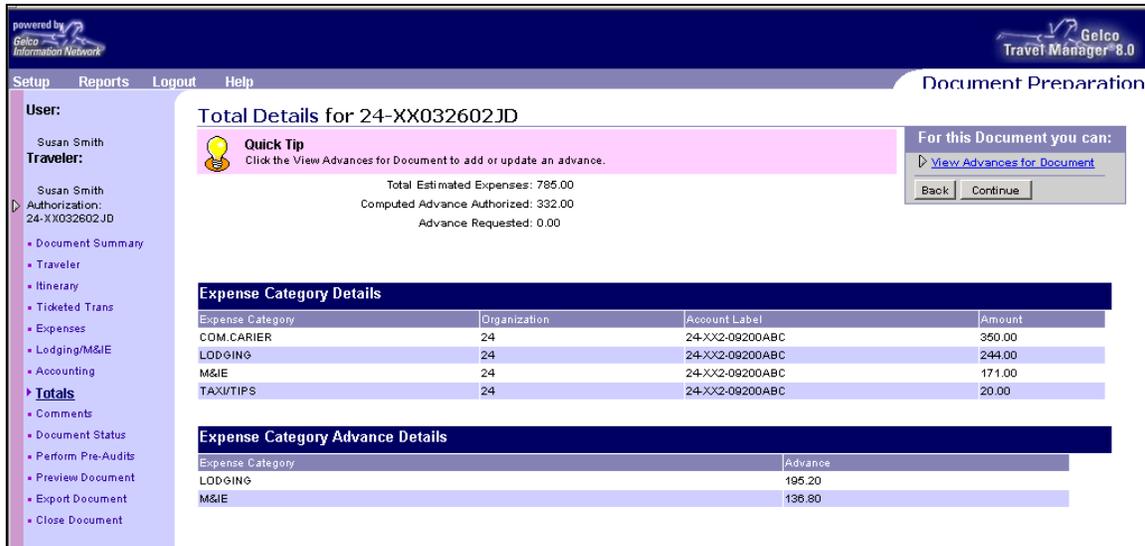
display the **Advance of Funds Application and Acct** form. A separate browser window will open to display the form, as shown below.

07/16/02 ADVANCE OF FUNDS APPLICATION AND ACCT		Doe, John ADVANCE TYPE: BOTH
1) NAME: Doe, John		SSN: 240-00-0001
ADDR: Rosamond, CA	PHONE: MAIL CD: ORG: 24-X	TITLE: SEC CLR: CARD: INFREQUENT TRAVELER
DUTY: DFRG RES: Rosamond, CA HOURS: 8	TZ: 9	Location
Prepared By S Smith XXX-XXXX		
2) TA NUM:		DATE: 07/13/2002 TYPE: SINGLE
TRAVEL PERIOD FROM: 03/26/02 TO: 03/30/02		TRAVEL TYPE: Temporary
3) APPROPRIATION CHARGED: 24-XX2-09200ABC - 0920000..2121..24.2.8.00.XX.ABC		4) BALANCE DUE: ADV REQUEST 332.00
5) REMARKS:		TOTAL
An advance of funds is hereby requested for travel and other expenses to be incurred by me.		7) CASH PAYMENT RECEIVED
6) APPLICANT SIGNATURE	DATE	DATE
8) AUTHORIZED BY	TITLE	DATE

18. Click the **Print** button in the form window to print the **Advance of Funds** form.
19. Close the browser window. The **Update Cash Advance** page will still be displayed in the original window.
20. The Travel Authorization Number is assigned when the document is signed and routed. After the number is assigned, type the **Authorization Name and Number** in the **2) TA NUM:** field on the printed form.
21. The traveler must sign the printed form in the **6) APPLICANT SIGNATURE** field and forward it to the Travel Office.
22. Click the **Close** **without Saving Updates** button, in the 'For this Document you can:' area in the top right, on the **Update Cash Advance** page.
23. The **Advances** page will be displayed again showing the advance record added to the **Advances for Current Document** area.
 - a. Click on the **Pencil** icon  to edit Advance records for necessary changes.
 - b. Click the **X** icon  to delete Advance records.



24. Click the **Close** **Advances Screen** button in the ‘For this Document you can:’ area in the top right. The **Total Details** page will be displayed again. The amount of the advance displays in the **Advance Requested** field.



NOTE

*Travel Manager automatically adds this **Other Authorization** to the document for “TRAVEL CASH ADVANCE”.*

- Click the **Accounting Code** link, on the Document Processing Toolbar on the left side of the page, to display the **Available Accounting Codes** page. Note the accounting code for the advance is selected for the authorization as well as the original accounting code. The funds must be allocated to the correct accounting code. Notice the **Allocate** link at the bottom of the page on the right.

The screenshot shows the 'Available Accounting Codes for 24-XX032602JD' page. It includes a search bar, a table of 'Master Accounting Codes', and a table of 'Accounting Codes for 24-XX032602JD'. The second row in the second table has an 'Allocate' link.

Organization	Label	Classification Code	Extended Code	Allocate Cost
24	24-RR2-09200000	0920000...24.2.8.00.RR.000	Extended	Allocate
24	24-XX2-09200ABC	0920000...2121..24.2.8.00.XX.ABC	Extended	Allocate

- Click the **Allocate** link on the same row as the **second** accounting code. The **Accounting Allocation Summary** page will be displayed.

The screenshot shows the 'Accounting Allocation Summary for 24-AA032602AT' page. It features a table for 'Accounting Allocation Summary' and two 'Expense Category Allocation Breakdown' tables. The first breakdown is for '24-AA2-09200000' and the second is for '24-AA2-71035000'.

Organization	Label	Amount	Percent	Date	Allocate By	Allocate By
24-AA	24-AA2-09200000	785.00	0	*	Expense Category	Expense
24-AA	24-AA2-71035000	0.00	0	*	Expense Category	Expense

Expense Category	Amount	Expense Category	Allocate by Amount
COM.CARRIER	350.00	COM.CARRIER	350.00
LODGING	244.00	LODGING	244.00
M&IE	171.00	M&IE	171.00
OTHER	0.00	OTHER	0.00
TAXI/TIPS	20.00	TAXI/TIPS	20.00

Expense Category	Amount
COM.CARRIER	0.00
LODGING	0.00
M&IE	0.00
OTHER	0.00
TAXI/TIPS	0.00

When there is more than one accounting code on a document, all the money is assigned to the first accounting code by default. The expenses may be allocated across multiple accounting codes using the five methods that are available in the **Accounting Code Allocation Summary** area of the **Accounting Allocation Summary** page.

- a. **Percent** indicates the percentage of total costs to each accounting code (i.e., one accounting code pays 70%, and the other pays 30%).
- b. **Date** allows allocation according to when the expense occurred (i.e., one accounting code pays for the first two days of travel, and the other pays the remaining days).
- c. **Expense Category** indicates which expense category is assigned to an accounting code (i.e., one accounting code pays for registration fees, and the other accounting code pays for all other expenses).
- d. **Expense** indicates which specific expense is assigned to which accounting code (i.e., one accounting code pays for M&IE and another pays the other expenses).
- e. **Amount** indicates the amount of each expense item to allocate to an accounting code (i.e., one accounting code pays \$100 of the registration fees expense and the other pays the remainder).

27. Allocate by Expense Category.

- a. Click the **Expense Category** link in the second row under the **Allocate By** column. The **Allocate By Expense Category** page will be displayed.

Setup Reports Logout Help Document Preparation

User: Alice Preparer
Traveler: ANDY TRAVELER
Authorization: 24-AA032602AT

Allocate By Expense Category for 24-AA032602AT

Quick Tip
For each expense category, divide the total amount among the selected Account labels. Cycle through the expense categories using the links below. All entries must balance before saving; cancel at any time without saving.

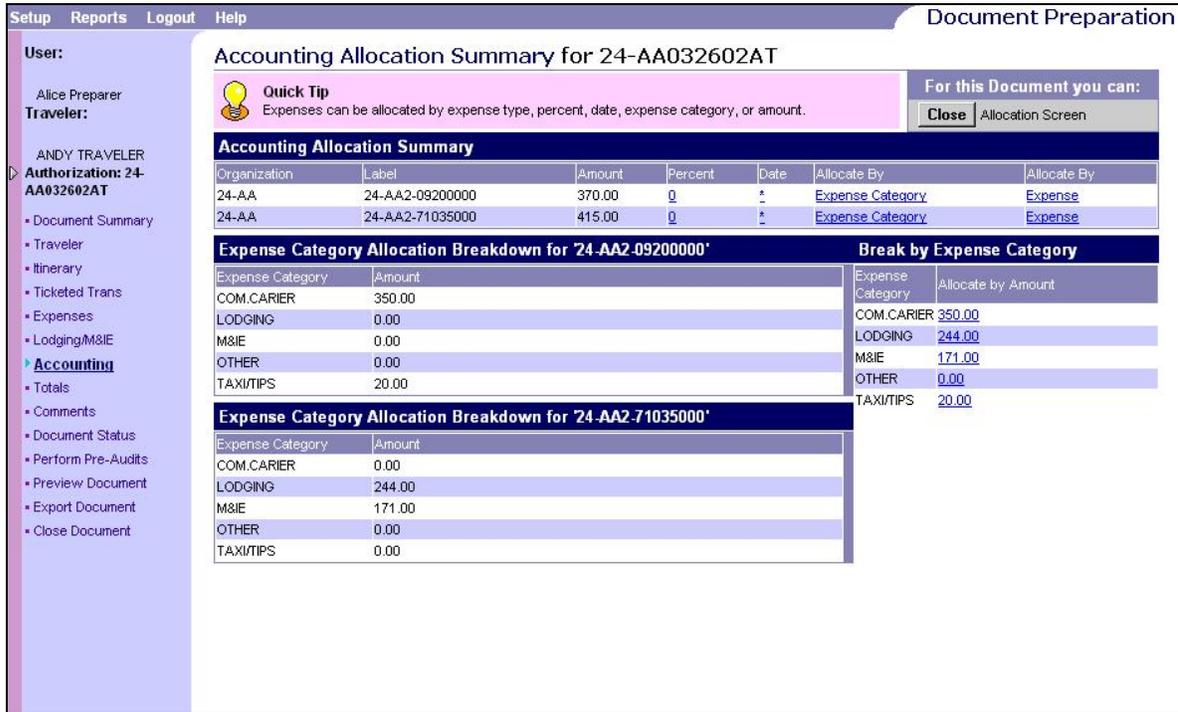
For this Document you can:
Save Allocation Changes
Cancel Allocation Changes

Expense Category	Organization Label
COM.CARRIER	24-AA/24-AA2-09200000
LODGING	24-AA/24-AA2-71035000
M&IE	24-AA/24-AA2-71035000
OTHER	24-AA/24-AA2-71035000
TAXI/TIPS	24-AA/24-AA2-09200000 24-AA/24-AA2-71035000

Accounting
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Close Document

- b. Click the **LODGING** pull down list and select the second code.
- c. Click the **M&IE** pull down list and select the second code.

- d. Click the  **Allocation Changes** button in the ‘For this Document you can:’ area in the top right. The **Accounting Code Allocation Summary** page will be displayed.



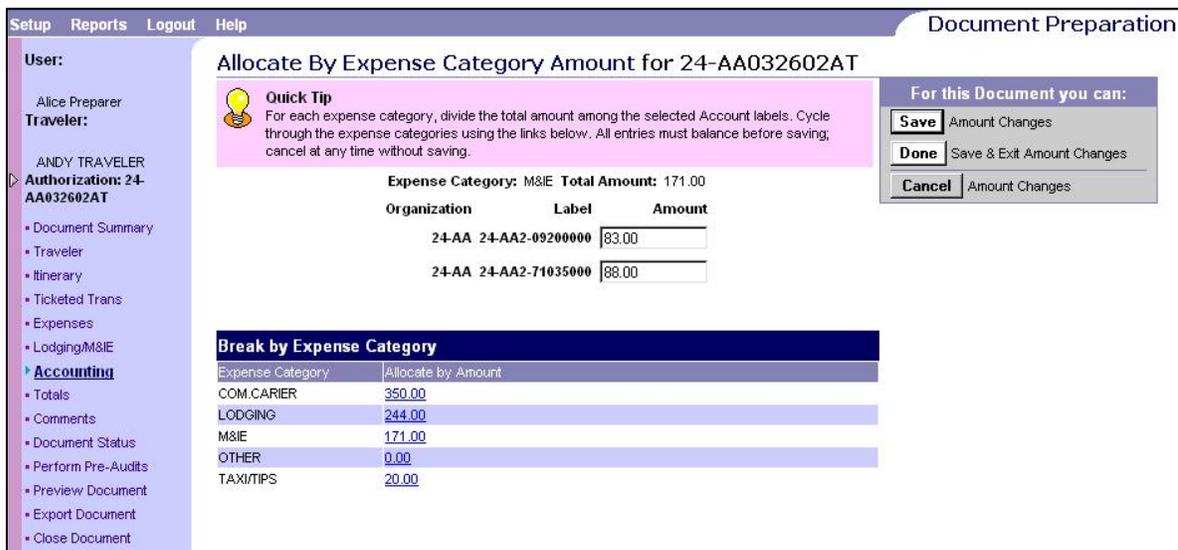
The screenshot shows the 'Accounting Allocation Summary' page. It includes a sidebar with navigation options like 'Document Summary', 'Traveler', 'Itinerary', 'Expenses', 'Accounting', and 'Totals'. The main content area displays a table with columns for Organization, Label, Amount, Percent, Date, and Allocate By. Below this, there are two 'Expense Category Allocation Breakdown' tables for different accounting codes: '24-AA2-09200000' and '24-AA2-71035000'. The second breakdown shows a total amount of 415.00, with M&IE being 171.00.

Organization	Label	Amount	Percent	Date	Allocate By	Allocate By
24-AA	24-AA2-09200000	370.00	0	▲	Expense Category	Expense
24-AA	24-AA2-71035000	415.00	0	▲	Expense Category	Expense

Expense Category	Amount	Expense Category	Allocate by	Amount
COM.CARRIER	350.00	COM.CARRIER	350.00	
LODGING	0.00	LODGING	244.00	
M&IE	0.00	M&IE	171.00	
OTHER	0.00	OTHER	0.00	
TAXI/TIPS	20.00	TAXI/TIPS	20.00	

- e. Notice the amount for the second Accounting Code is **415.00**. The advance request is for **332.00**; therefore, **83.00** must be reduced from the accounting code amount. Allocate by Amount.

- f. Click on the **M&IE** in the **Expense Category Allocate by Amount** link (**171.00**).



The screenshot shows the 'Allocate By Expense Category Amount' page. It features a 'Quick Tip' and a table for allocating the M&IE amount. The table has columns for Organization, Label, and Amount. The M&IE total is 171.00, and it is being allocated to two accounting codes: 24-AA 24-AA2-09200000 (83.00) and 24-AA 24-AA2-71035000 (88.00). Below the table is a 'Break by Expense Category' table.

Expense Category	Amount
COM.CARRIER	350.00
LODGING	244.00
M&IE	171.00
OTHER	0.00
TAXI/TIPS	20.00

Organization	Label	Amount
24-AA	24-AA2-09200000	83.00
24-AA	24-AA2-71035000	88.00

- g. Click in the **Amount** field for the second label and change the amount from **171.00** to **88.00**. The amount for the first accounting code label will be calculated as **83.00**.
- h. Click the **Save** **Amount Changes** button, in the 'For this Document you can:' area in the top right, and the page will be re-displayed.
- i. Click the **Done** **Save and Exit Amount Changes** button, in the 'For this Document you can:' area in the top right, and the **Accounting Allocation Summary** page will be displayed with the amount for the second Accounting Code as **332.00**.

Setup Reports Logout Help Document Preparation

User: Alice Preparer
 Traveler: ANDY TRAVELER
 Authorization: 24-AA032602AT

Accounting Allocation Summary for 24-AA032602AT

Quick Tip
 Expenses can be allocated by expense type, percent, date, expense category, or amount.

For this Document you can: **Close** Allocation Screen

Organization	Label	Amount	Percent	Date	Allocate By	Allocate By
24-AA	24-AA2-09200000	453.00	0		Expense Category	Expense
24-AA	24-AA2-71035000	332.00	0		Expense Category	Expense

Expense Category Allocation Breakdown for '24-AA2-09200000'		Break by Expense Category	
Expense Category	Amount	Expense Category	Allocate by Amount
COM.CARRIER	350.00	COM.CARRIER	350.00
LODGING	0.00	LODGING	244.00
M&IE	83.00	M&IE	171.00
OTHER	0.00	OTHER	0.00
TAXI/TIPS	20.00	TAXI/TIPS	20.00

Expense Category Allocation Breakdown for '24-AA2-71035000'	
Expense Category	Amount
COM.CARRIER	0.00
LODGING	244.00
M&IE	88.00
OTHER	0.00
TAXI/TIPS	0.00

Document Summary
 Traveler
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 Lodging/M&IE
Accounting
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 Document Status
 Perform Pre-Audits
 Preview Document
 Export Document
 Close Document

- j. Notice the **M&IE** expenses are allocated to both accounting codes, and the **Lodging** is allocated to just the second accounting code.
- k. Click the **Close** **Allocation Screen** button, in the 'For this Document you can:' area in the top right, to return to the **Available Accounting Codes** page.
28. Click the **Continue** button in the 'For this Document you can:' area in the top right. The following message displays.



29. Click the  button in the pop-up message window. The **Total Details** page will be displayed.

Expense Category Details

Expense Category	Organization	Account Label	Amount
COM.CARRIER	24	24-XX2-09200ABC	350.00
LODGING	24	24-XX2-09200ABC	244.00
M&IE	24	24-XX2-09200ABC	171.00
TAXI/TIPS	24	24-XX2-09200ABC	20.00

Expense Category Advance Details

Expense Category	Advance
LODGING	195.20
M&IE	136.80

30. Click the  button, in the 'For this Document you can:' area in the top right, to display the **Comments** page.

L. COMMENTS**NOTE**

All Travel Authorizations will be routed for approval to the funding organization only. In order to ensure document supervisory approves of the travel, prior to signing and routing the Authorization, the Preparer must print out a copy of the order and obtain the traveler's branch manager/supervisor's signature on the hard copy. The Preparer will keep the signed copy on file.

The Preparer will add a comment on the Travel Manager document indicating supervisory approval (name and date) so subsequent approvers are informed all required coordination has taken place.



1. The **Comments** page displays the preset comments that were entered on the **Itinerary** page. If 'Voucher due 5 days after completion of your trip' is not in the comments box, click the **Preset Comments** button, in the 'For this Document you can:' area in the top right. Enter any other necessary comments after the preset comments.

NOTE

Click the button, to the right of the Comments box, before typing additional comments. All comments will be erased and replaced with the preset comments when the button is clicked.

2. If comments are entered, click the **Comments** button in the 'For this Document you can:' area in the top right. The **Document Summary** page will display to review the document before going to **Document Status**.
3. Click the button, in the 'For this Document you can:' area in the top right, to go to the **Document Summary** page to review the document prior to stamping.

M. DOCUMENT SUMMARY

powered by Gelco Information Network

Document Preparation

User: Susan Smith
 Traveler: Susan Smith
 Authorization: 24-XX032602JD

Document Summary

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

Document Summary for Authorization 24-XX032602JD

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
 240-00-0009, Susan Smith

Purpose Description 5 Days training in Montgomery, AL

Itinerary Details MONTGOMERY,AL 03/26/02 - 03/30/02

Ticketed Trans Details \$350.00

Expense Details

Edit	Delete	Date	Expense	Amount
		03/26/2002	TAXI	20.00
				Total: 20.00

Lodging/M&IE Details \$415.00

Other Authorizations Details TRAVEL CASH ADVANCE

Accounting Details

Label	Amount
24-RR2-09200000	0.00
24-XX2-09200ABC	785.00
Total: 785.00	

Totals Details

Disbursement Type	Amount
Estimated Cost	785.00
Advance Requested	332.00

Enter Comments Voucher due 5 days after completion of your trip

Document Status

Document Status: CREATED Awaiting: Susan Smith

Enter Status/PIN to stamp this document

Stamp and Route

Status To Apply SIGNED Signature PIN Remarks

1. Click the appropriate link, on the Document Processing Toolbar on the left side of the page, to review any area of the document prior to stamping and routing.
2. When the document has been viewed, it can be signed, stamped, and routed.
3. If more than one accounting code is funding the travel, click the **Accounting Details** link, beside the **Accounting Summary** area, and review allocation of expenses to ensure proper distribution of funds to the correct account code prior to signing the document.
4. Click the **Document Status** link, on the Document Processing Toolbar on the left side of the page, to display the **Status** page.

N. DOCUMENT STATUS

powered by Gelco Information Network

Travel Manager 8.0

Setup Reports Logout Help

User: Susan Smith
Traveler: Susan Smith
Authorization: 24-XX032602JD

Document Name: 24-XX032602JD
Type: Authorization
Traveler: Smith, Susan
Status: FAIL

For this Document you can:
Justify Pre-Audit Results
Close Pre-Audit Results

Pre-Audit Results

Audit Process	Status	Comments
ACTUALS EXIST	PASS	
APPROVED BY TRAVELR1	PASS	
APPROVED BY TRAVELR2	PASS	
APPROVED BY TRAVELR3	PASS	
CASH ADVANCES EXIST	FAIL	CASH ADVANCES EXIST
CONFERENCE ALLOWANCE	PASS	
DAILY EXPENSE THRESH	PASS	
EXP CATEGORY USED	PASS	
EXP CATEGORY USED1	PASS	
EXP CATEGORY USED2	PASS	
EXPENSE CATEGORIES	PASS	

1. Note the **Status to Apply** value. It should be **SIGNED** for this document.
2. Click in the **Signature PIN** field and enter the appropriate PIN.

NOTE

*The Remarks field is to be used by Reviewers and/or Approvers to note approval or disapproval. Comments should be entered on the **Comments** page.*

The routing cannot be changed after the document is routed.

Be sure the correct routing is assigned to the document in use. Click the Traveler link, on the Document Processing Toolbar on the left side of the page, to verify the routing.

3. Click the  and **Submit Document** button in the 'For this Document you can:' area in the top right.

NOTE

*The steps to sign and stamp can also be performed in the **Document Summary** page.*

4. The **Pre-Audit Results** page will be displayed.

O. PERFORM PRE-AUDITS

Setup Reports Logout Help Document Preparation

User: Susie Smith
Traveler: John Doe

Pre-Audit Results for 24-XX032602JD

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

Document Name: 24-XX032602JD
Type: Authorization
Traveler: Doe, John
Status: FAIL

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

Audit Process	Status	Comments
ACTUALS EXIST	FAIL	ACTUALS EXIST
APPROVED BY TRAVELR1	PASS	
APPROVED BY TRAVELR2	PASS	
APPROVED BY TRAVELR3	PASS	
CASH ADVANCES EXIST	PASS	
CONFERENCE ALLOWANCE	PASS	
DAILY EXPENSE THRESH	PASS	
EXP CATEGORY USED	PASS	
EXP CATEGORY USED1	PASS	
EXP CATEGORY USED2	PASS	
EXPENSE CATEGORIES	PASS	
LAUNDRY/DRY CLEANING	PASS	
LEAVE EXISTS	FAIL	LEAVE TAKEN
MILITARY PERSONNEL	PASS	
NON CONTRACT AIRFARE	PASS	
OTHER AUTHORIZATIONS	PASS	
OTHER EXPENSES	PASS	
OVERRIDE	PASS	
PERSONAL INFO - KEY	PASS	
TRAVEL MODES	PASS	
TRIP DURATION	PASS	
TRIP DURATION1	PASS	
TRIP PURPOSES	PASS	
TRIP TYPES	PASS	

1. Review the **Pre-Audits Results** that Travel Manager processes for the Authorization.
2. If any item needs attention, 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 be a warning to draw attention to a particular process to ensure the preparer has entered/reviewed the data correctly.

NOTE

Click the button, in the 'For this Document you can:' area in the top right, if changes are necessary prior to signing. The document will not be signed and will not be routed. The **Open Existing Document** link, on the Document Processing Toolbar on the left side of the page, can be used to open the document for update.

Click the Pre-Audit Results button, in the 'For this Document you can:' area in the top right, to describe any audits that fail and need further explanation.

3. Click the **Stamping the Document** button in the 'For this Document you can:' area in the top right. The document is signed and routed. The Travel Manager main page will be displayed.



4. An e-mail message will be sent to the first person in the routing list.

NOTE

The authorization is approved when the final person in the routing list has stamped the document.

An e-mail is sent to the Traveler to confirm the document has been processed.

The Traveler can print the authorization any time after the document has been stamped by the final person in the routing list.

P. OPEN EXISTING 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. 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**, **REVIEWED**, **APPROVED**, **MGT REVIEWED** or **MGT APPROVED**.
 - c. Documents that have completed processing will have **DATALINKED** in the **Status** column.

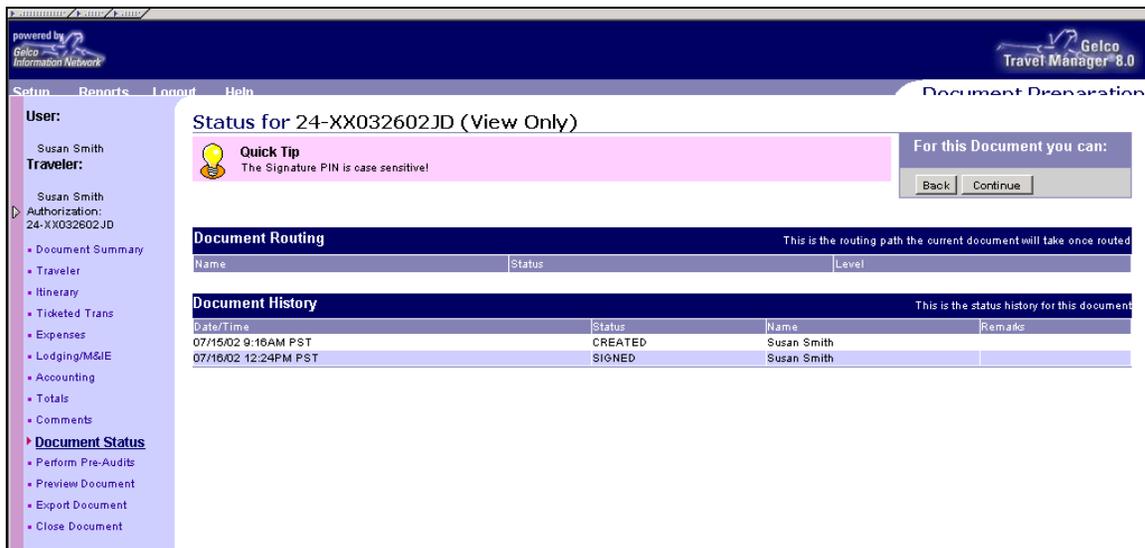
4. Click the **Document** icon  next to the document created in the previous exercise. The **Open Document Signature** page will be displayed. If the preparer has not signed the document, the **Open Document Signature** page will not display, and the document will open.



5. The document can be opened one of two ways.
 - a. Enter the appropriate signature PIN and click the **Sign**  **to Review Document** button, in the 'For this Document you can:' area in the top right, to adjust the document.
OR
 - b. Click the **Get**  **Document as View-Only** button to open it as view only.
6. Click the **Get**  **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.



- 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 with the routing list.



- The **Document Routing** area shows the routing path the document will take. The **Document History** area shows what has happened to the document.
- Click the **Close Document** link, on the Document Processing Toolbar on the left side of the page, to close the document.

10. If the document was opened in an update mode and adjustments were made, sign and stamp the document, and the document will be rerouted using the initial list of approvers with the new changes.

NOTE

*The routing cannot be changed after the document is initially routed.
If routing is incorrect, the document will have to be deleted and a new document will have to be created.*