

UNITED STATES DEPARTMENT OF ENERGY

TM 8.0 Web Version Document Preparation Training Manual



DRAFT 2

May 2002



Office of Management, Budget and Evaluation

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COURSE DESCRIPTION

This course is designed to teach the features and functionality of TM 8.0 Version 8.0 (TM 8.0), Document Preparation on the Web. It presents how to create and process Travel Authorizations, Vouchers, Vouchers From Authorizations, Local Vouchers, and Amendments including cancellations and reclaim documents.

COURSE PREREQUISITES

- Familiarity with travel authorizations and travel voucher preparation.
- Familiarity with travel regulations.

GOALS AND OBJECTIVES

The goal of this course is to train users in the step-by-step activities required to process travel documents using TM 8.0, Document Preparation on the Web.

Whenever possible, applicable travel regulations are incorporated into the exercises but regulation expertise is not the final goal of this training.

By the end of this class, students will be able to perform the following:

- Log into TM 8.0
- Use the various toolbars
- Understand Edit Locks
- Search for Per Diem Rates

- Prepare various types of travel authorizations
- Prepare travel vouchers
- Create amendments/adjustments to travel authorizations and vouchers
- Cancel and delete travel authorizations

WHERE TO FIND HELP

On-Line Help

For basic instructions for using the software.

TM 8.0 On-Line Help

For the status of travel documents.

Visit the Customer Service Information Self Service (CISS) website at <http://hp1.hqtrs.doe.gov>

For guidance on travel policy, foreign conversion rates, and mileage information

Visit the Office of Management, Budget, and Evaluation, Capital Accounting Center, Travel Branch website at <http://www.hr.doe.gov/cfo/cac.html>

Live Help

For requests for user IDs, updates to approval routing, and user maintenance including password assistance.

TM 8.0 Administrator. A list can be found at www.travel.doe.gov and clicking on the CONTACT US button.

For questions regarding the status of a travel voucher, travel policy, or per diem rates.

Office of Management, Budget, and Evaluation, Capital Accounting Center, Systems Operations/ Customer Service Team on 301-903-4340 or 1-800-597-7720.

For questions on document preparation, other TM Administrative functions, web/system access, system errors, printing problems, and/or audit failed documents.

Infrastructure Support Center (ISC) on 301-903-2500, option 1

TM 8.0 is browser-based and accessible via the Department's Intranet. It allows users to prepare and electronically approve their documents.

WHAT'S NEW WITH VERSION 8.0?

While the web-based TM 8.0 has a new look and feel, much of the travel authorization and voucher processes will remain unchanged. The areas where changes are occurring are presented below:

- End-users will note that the software performs enhanced data entry pre-audits (when document is submitted/approved). This feature will greatly reduce the probability that a travel document will be returned for correction.
- End-users will have a greater flexibility to scroll through large TM reference tables.
- Via the required use of the Adobe Acrobat (5.0+) software, the end-user will be able to preview the document before printing the document.
- While the passwords for existing users will be converted automatically to allow access to the TM 8.0, a temporary default password will be established for new users.
- Enhanced system security will require that passwords are changed after 180 days and users will be denied access to the system after three unsuccessful attempts.
- The TM 8.0 application will close if the user has the application open longer than 45 minutes without making any entries.

TM 8.0 TERMINOLOGY

The following are some terms commonly used within the TM 8.0 System.

- AUTHORIZATION – Used to request or obtain permission to travel (pre-travel).
- LEG – A portion of a trip denoting the departure from the originating location to the arrival at the destination location.
- LOCAL TRAVEL VOUCHER – A record of travel expenses related to non-overnight travel (post-travel).
- M&IE RATES: CONUS – Miscellaneous and incidental expenses within the Continental United States, updated yearly.
- M&IE RATES: OCONUS – Miscellaneous and incidental expenses outside of the Continental United States, updated monthly.
- TDY – A temporary duty destination.
- TRIP – A record of all travel from when you leave your home or present duty location until you return to your home or present duty station.
- VOUCHER – A post travel request for reimbursement of travel expenses.
- DATA LINK STATUS – A document that has updated the accounting system.

ICON LEGEND



Pencil icon – Allows user's to edit information entered on a travel document.



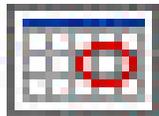
X icon – Allows user's to delete information entered on a travel document.



Quick Tip icon – Provides information pertaining to the window currently open on the users computer. This feature can be found at the top of a browser's window.



Mandatory Field icon - This icon identifies fields as being mandatory fields.



Calendar icon – This icon allows user's to view the current yearly calendar. Double-click on a day and the field associated with the icon will automatically update with your selection.

SECURITY AND PASSWORDS

TM 8.0 provides controlled access to the system through a user ID and password. Users can access their own travel documents. Users designated as a preparer for a group are able to access their own documents as well as those travel documents for their assigned group members. TM 8.0 allows three consecutive attempts to login to the system. After the third invalid attempt, you must contact your TM administrator for access to the system.

In addition to the user ID and password needed to gain access to the TM system, users also need a signature PIN.

Current Users of TM

TM passwords and signature PINs used in TM 7.0b will be converted to TM 8.0. Therefore, when logging into TM 8.0, use your existing TM password and signature PIN.

If you wish to change your password or signature PIN, see Appendix C. If you have forgotten your password or signature PIN, you must contact your TM administrator to have them reset.

First Time Users of TM

All first time users of TM must contact their TM administrator to obtain a TM user ID and password and to establish a signature PIN. See Appendix B.

LOGGING ON TO TM 8.0

1. Double click the TM 8.0 icon located on your desktop.

OR

2. Open your Internet browser and enter www.travel.doe.gov. Click on the appropriate link to your organization. The login screen is displayed.

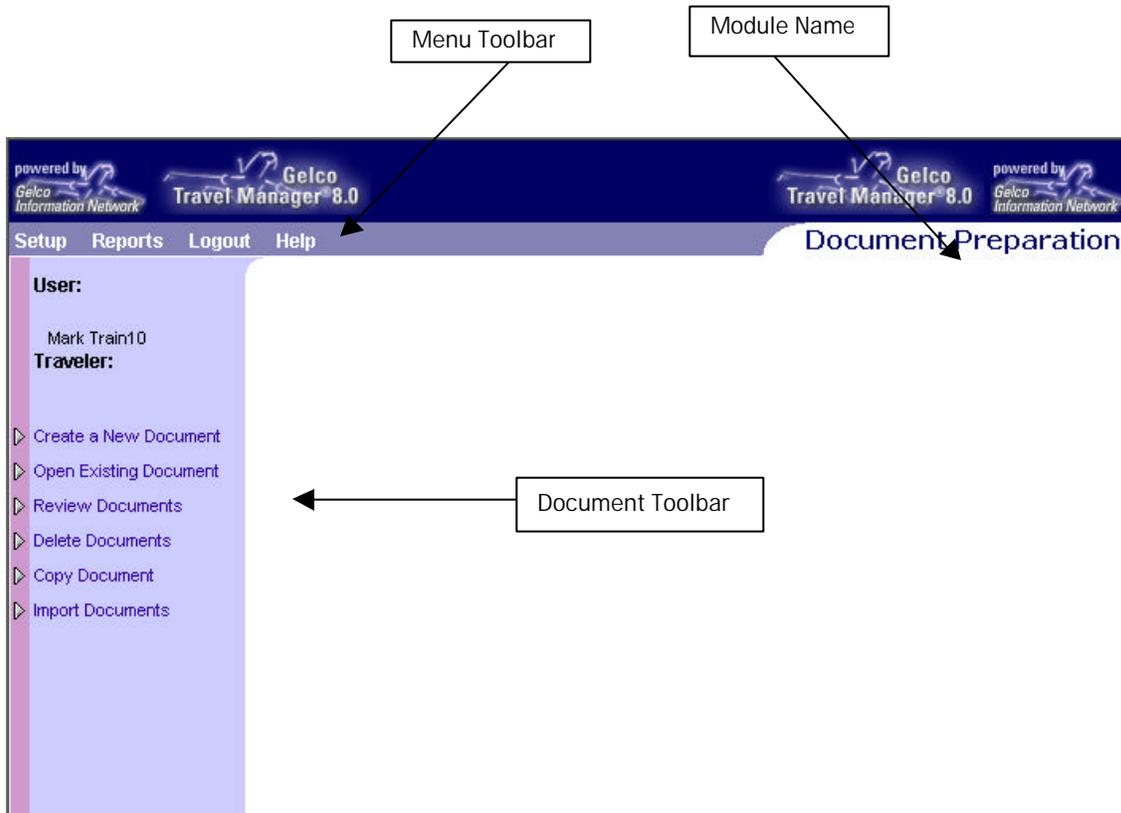


TM 8.0 Login Window

3. In the User Name field, type your user ID and press [Tab].
4. In the Password field type the password.
5. In the drop-down menu select Doc Prep.
6. Click on the Login Button.

TM 8.0 MAIN WINDOW

The Main window contains the Menu toolbar on the top and Document toolbar on the left hand side.



Main Window

THE MENU TOOLBAR

The Menu toolbar is located on the upper left side of the browser. This toolbar allows you to perform Setup, Reports, Logout, and Help functions. The Reports module is not currently used.



Menu Toolbar

To select a function, click the desired function. You may also press [Tab] to navigate through different elements on a page (fields, buttons and checkboxes) and then press [Enter] to select the highlighted element.

When one of the menu items is selected, its corresponding sub-menu items are displayed on the left side of the browser window.

Accessing Help

Clicking **Help** displays the Gelco TM 8.0 online Help system. The Help feature is supplied to the user by the vendor of the software. It provides basic instructions for using the software. Access the main topics in the Contents frame to view each item's subtopics. Click the topic that most closely matches the information you are looking for.

Contents Frame

- [Welcome](#)
- [The Menu Toolbar](#)
- [The Document Toolbar](#)**
- [Authorizations](#)
- [Vouchers](#)
- [Local Vouchers](#)
- [Amendments](#)
- [Admin Setup](#)
- [Budget Module](#)

Welcome to Gelco Travel Manager® (GTM) 8.0

Congratulations on your purchase of GTM 8.0 Internet version, the system of choice for improving, re-engineering, and automating business travel.

This chapter includes:

- information about logging into GTM 8.0
- instructions for resizing various windows within GTM 8.0

All screen captures in this guide were captured using Netscape Navigator 4.07 and Internet Explorer 5.0. If you use a different web browser, the windows displayed on your monitor may be different than what is shown in this guide. Depending on the resolution of your monitor, the size of the GTM 8.0 windows may differ from what is shown in this guide (800 x 600 pixels).

[General Information](#)

THE DOCUMENT TOOLBAR

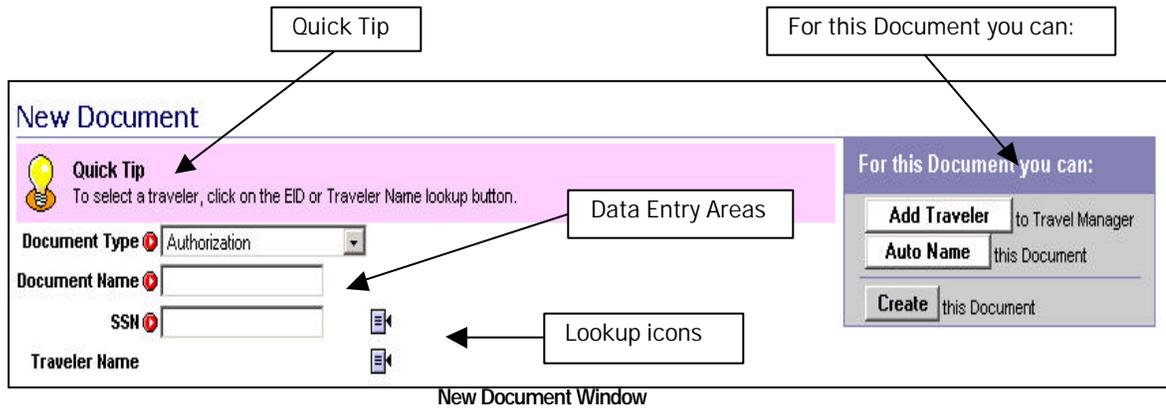
The Document toolbar is located at the left of the browser window. This toolbar allows you to perform menu functions specifically designed for building and updating documents. These functions include creating, opening, reviewing, deleting, copying, and importing traveler documents.



Document Toolbar

WINDOW LAYOUT

Descriptions for a typical document window are shown below:



Quick Tip – The Quick Tip area displays tips relevant to the window you are viewing.

For this Document you can: - This section located on the right side of the browser, gives you options you can perform in that specific window that is displayed. This area changes from window to window.

Data Entry Areas – This area is where you will type or click the Lookup icons to search for information.

The following describes each menu choice on the Document toolbar:

CREATE A NEW DOCUMENT

From the Document toolbar, click Create a New Document. The New Document window is displayed.

New Document

Quick Tip
To select a traveler, click on the EID or Traveler Name lookup button.

For this Document you can:
 Add Traveler to Travel Manager
 Create this Document
 Cancel this Document

Document Type: Authorization

Document Name:

SSN:

Traveler Name:

SSN Lookup icons

Traveler Lookup icons

New Document Window

The following describes each object on the screen.

- Document Type – A drop-down field used to select a document type (Authorization, Voucher, Local Voucher, Amendment and Voucher from Authorization).
- Document Name – This field is where you type a unique name for the document.
- SSN – This field is where you can enter type the traveler’s SSN or click the Lookup icon to search by name.

Note: Users who create travel documents for other travelers generally use the SSN/Traveler Lookup icon.

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
Chapman	Janelle		111-11-1112
Train1	John		222-22-2221
Train2	Jill		222-22-2223
Train3	Sue		222-22-2224
Train4	Tim		222-22-2225
Train5	Kisha		222-22-2226
Train6	George		222-22-2227
Train7	Janet		222-22-2228
Traveler	Fred		111-11-1111

Traveler Name Lookup Window

OPEN EXISTING DOCUMENT

From the Document toolbar, click Open Existing Document to retrieve an existing document from TM 8.0.

The screenshot shows a window titled "Traveler Listing and Document Search Window" divided into two panes. The left pane, "Traveler Listing (Open Document)", contains a "Quick Tip" about searching by last name, a search criteria section with a "Last Name" field and a "Document Type" dropdown set to "ALL", and a "Traveler List" table. The right pane, "Document Search (Open Document)", shows a "Document List" for "Traveler: John Train1" with columns for Type, Document Name, Dep Date, Status, and In Use.

Type	Document Name	Dep Date	Status	In Use
Authorization	TX Site Visit	08/19/02	SUBMITTED	
Authorization	Training in NY	04/01/02	SUBMITTED	
Authorization	Travel Trip 1	03/01/02	SUBMITTED	
Local Voucher	StatusMtg4-2	04/01/02	SUBMITTED	
Local Voucher	Training327	03/28/02	SUBMITTED	
Local Voucher	Train1-lvch0319	03/19/02	CREATED	
Voucher	voucher1	N/A	N/A	
Voucher	TX Site Visit	08/19/02	SUBMITTED	
Voucher	Training in NY	04/01/02	CREATED	

Traveler Listing and Document Search Window

To select a document, click the Document icon.

The left browser of the Open Document window displays the current user or a list of travelers alphabetically by last name. Each traveler's SSN is displayed next to the traveler's names.

Note: To search for a traveler, type the traveler's last name in the Last Name field and click Search. TM will display all of the names that closely match the name entered in the Last Name field.

The right browser of the Open Document window displays the current user or the selected traveler's documents. The summary will also include the document type, document name, the departure date entered on the itinerary, status of the document, and whether the document is in use.

Click the Document icon next to the document type to view the Document Summary window.

REVIEW DOCUMENTS

From the Document toolbar, click Review Documents to review the document that has been routed.

Click the Document icon to view the document.

Review Document

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

Enter Search Criteria

Document Type:

Type	Document Name	Dep Date	Traveler	# Docs	Print	In Use
 Authorization	TX Site Visit	08/18/02	Train1, John			
 Authorization	Training in NY	04/01/02	Train1, John			
 Authorization	Travel Trip 1	03/01/02	Train1, John			
 Local Voucher	StatusMtg-2	04/01/02	Train1, John			
 Local Voucher	Training327	03/28/02	Train1, John			
 Voucher	TX Site Visit	08/18/02	Train1, John			

Review Document Window

The following describes each object on the screen.

- Type – Lists the types of documents awaiting your review. Click the Document icon next to the Type to view the document.
- Document Name – Displays the name of each document listed in the Review Document window.
- Dep Date – Displays the Departure Date of the document listed.
- Traveler – Displays the traveler's name.
- In Use – Will have an * in the field if someone else is viewing / editing the document.

DELETE DOCUMENTS

From the Document toolbar, click **Delete Documents**. The Traveler Listing window is displayed.

Click the X icon beside the document you want to delete.

Document Search (Delete Document)

Document List					
Click on an entry to select it					
Traveler: John Train1					
Delete	Type	Document Name	Dep Date	Status	In Use
✗	Authorization	Training in N-1	04/01/02	ADJUSTED	
✗	Authorization	Travel Trip 1-2	03/01/02	CREATED	
✗	Authorization	TX Site Visit2	10/19/02	CREATED	
✗	Local Voucher	StatusMtg4-2	04/01/02	SUBMITTED	
✗	Local Voucher	Training327	03/28/02	ADJUSTED	
✗	Voucher	Training in NY	04/01/02	CREATED	
✗	Voucher	TX Site Visit2	08/19/02	CREATED	
✗	Voucher	voucher1	N/A	CREATED	

Document Search (Delete Document) Window

The following describes each object on the screen.

- **Delete** – This field lists the X icon next to each document that can be deleted. Click the X icon on the document you want deleted.
- **Type** – Lists the type of each document.
- **Document Name** – Displays the name of each document listed.
- **Dep Date** – Displays the Departure Date of the document listed.
- **Status** – Displays the status of each document listed.
- **In Use** – Will have an * in the field if someone else is viewing / editing the document.

COPY DOCUMENT

From the Document toolbar, click **Copy Document** to copy an existing document entered into TM.

Document Search (Copy Document)				
Document List Click on an entry to select it				
Traveler: John Train1				
Type	Document Name	Dep Date	Status	In Use
 Authorization	TX Site Visit2	10/19/02	CREATED	
 Authorization	TX Site Visit	08/19/02	SUBMITTED	
 Authorization	San Fran	05/06/02	APPROVED	
 Authorization	Training in N-1	04/01/02	ADJUSTED	
 Authorization	Training in NY	04/01/02	APPROVED	
 Authorization	Travel Trip 1	03/01/02	APPROVED	
 Authorization	Travel Trip 1-2	03/01/02	CREATED	
 Local Voucher	Arlington3-17	N/A	N/A	
 Local Voucher	StatusMtg4-2	04/01/02	SUBMITTED	
 Local Voucher	Training327	03/28/02	ADJUSTED	
 Local Voucher	Train1Lvch0319	03/19/02	CREATED	

Document Search (Copy Document) Windows

The following describes each object on the screen.

- **Type** – Lists the types of documents you have entered into TM. Click the Document icon next to the Type to copy the document.
- **Document Name** – Displays the name of each document listed in the Review Document window.
- **Dep Date** – Displays the Departure Date of the document listed.
- **Status** – Displays the status of each document listed.
- **In Use** – Will have an * in the field if someone else is viewing / editing the document.

Copy Document Travel Trip 1	
 Quick Tip Type a document name in the Copy to Document Name field.	For this Document you can: <input type="checkbox"/> Overwrite Existing <input type="button" value="Save"/> Document <input type="button" value="Close"/> without Saving
Copy Document	
SSN <input type="text" value="222-22-2221"/>	
Traveler Name <input type="text" value="Train1, John"/>	
Copy to Document Name <input type="text" value="Travel Trip 1-2"/>	

Copy Document Travel Window

- **Copy to Document Name** – In this field type a unique name for the duplicate version of the document being copied.

This chapter provides instructions on:

- Viewing Per Diem Rates

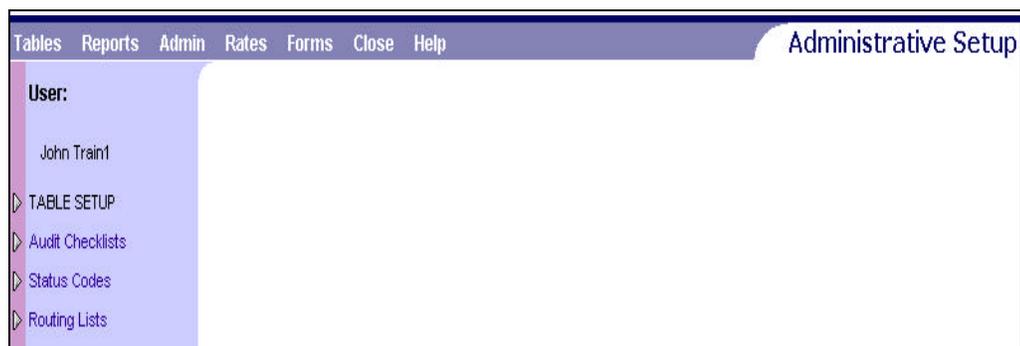
RATES

In the Document Preparation module, the Rates menu is used to view and search for the per diem rates. The per diem rates table displays all rates for the TDY locations for a specified state or country. The rates in this table are the official CONUS (Continental United States) and OCONUS (Outside Continental United States) rates that are determined by GSA and the State Department.

VIEWING PER DIEM RATES

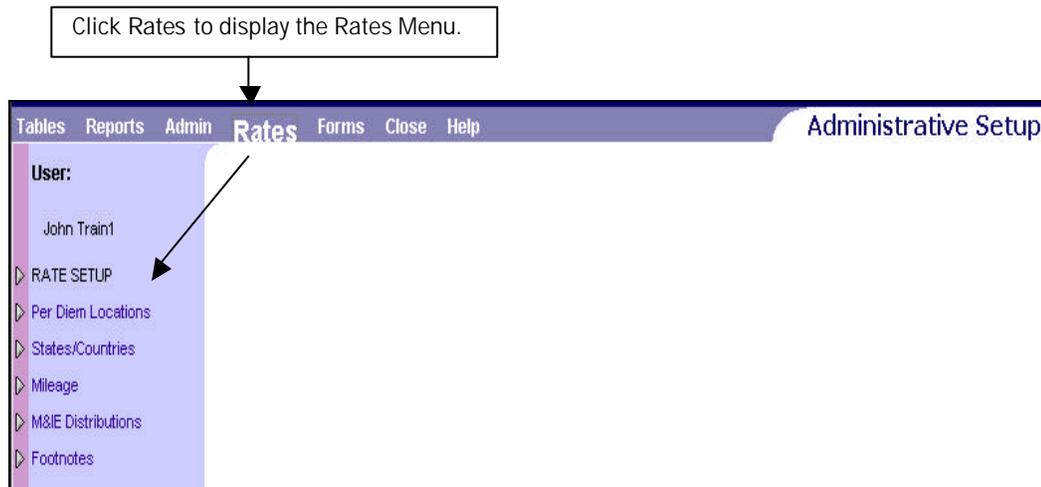
To view per diem rate information:

1. Click Setup from the TM 8.0 main window. The Administrative Setup window is displayed.



Administrative Setup Window

2. Click Rates from the menu toolbar. The Rates menu is displayed.



Rates Window

3. Click Per Diem Locations. The default time period for per diem rate locations is "Entire History" (all rates stored in the TM 8.0 database). From the drop down menu for the time period, the following options can be selected.
 - Effective Now – Displays rates effective during the time period selected.
 - Specific Period – Displays rates effective during a specific time period. To specify a time period, enter a start date in the From field and an end date in the To field.
 - Changes Only – Displays rates that have changed during a specific time period. To specify the changes only time period, enter a start date

Press [Tab] to refresh if you have changed from the default of Entire History.

4. Select the location from the State/Country selection list by clicking the drop down arrow next to the State/Country field box. The default is CONUS.
 - a. If you wish to view an OCONUS per diem rate, click the drop down arrow next to the Type field box and select OCONUS/FOREIGN.
 - b. Press [Tab] and [Enter]
 - c. Then select the Country from the State/Country selection list.

Per Diem Locations

Quick Tip
Click the Pencil icon beside the location to view rates. Click the location name to view per diem details for that location.

For this Page you can:
Close Location

Time Period
Entire History
From
To

Locations
State/Country: CONUS
Type: CONUS

Rates	Location	County	Linked	Comments
	ALL PLACES NOT LIST	(FOR ALASKA & HAWAII SEE APP B)	No	

State/Country drop down arrow

Per Diem Locations Window

- Press [Tab] and [Enter].
- The Locations browser displays each city and/or county within the state or country selected.

Note: Custom rates are marked with an asterisk (). Custom rates are special rates entered by the TM 8.0 administrator.*

Per Diem Locations

Quick Tip
Click the Pencil icon beside the location to view rates. Click the location name to view per diem details for that location.

For this Page you can:
Close Location

Time Period
Entire History
From
To

Locations
State/Country: CALIFORNIA
Type: CONUS

Rates	Location	County	Linked	Comments
	* ALAMEDA	ALAMEDA	Yes	--
	ALAMEDA CG ISC	ALAMEDA	Yes	--
	ALAMEDA NAS	ALAMEDA	Yes	--
	* ANAHEIM	ORANGE	Yes	--
	* BAKERSFIELD	KERN	Yes	--
	BAKERSFIELD NAVAL & MC RES CTR	KERN	Yes	--
	BARSTOW	SAN BERNARDINO	Yes	--

Per Diem Locations Window

- Click on the Pencil icon in the Rates column to see the detailed rate for that particular location.

Per Diem Locations

Quick Tip
Click the Pencil icon beside the location to view rates. Click the location name to view per diem details for that location.

For this Page you can:
Close Location

Time Period:
Entire History
From: [] To: []

Locations
State/Country: CALIFORNIA
Type: DOMUS

Rate	Location	County	Linked	Comments
	*ALAMEDA	ALAMEDA	Yes	--
	ALAMEDA CO. E.C.	ALAMEDA	Yes	--
	ALAMEDA N.B.C.	ALAMEDA	Yes	--
	*ANAHEIM	ORANGE	Yes	--
	*BAKERSFIELD	KERN	Yes	--

Rates for ANAHEIM, CALIFORNIA

Lodging	M & IE	Eff Date	Exp Date	Snl St	Snl End	Comment
\$ 99.00	\$ 46.00	01/01/00	12/31/99	01/01	12/31	--
\$ 95.00	\$ 46.00	01/01/99	12/31/99	01/01	12/31	--
\$109.00	\$ 42.00	01/01/00	12/31/00	01/01	12/31	--
\$ 97.00	\$ 42.00	01/01/07	12/31/07	01/01	12/31	--
\$ 97.00	\$ 38.00	04/01/06	12/31/06	01/01	12/31	--

Per Diem Location and Rates Window

Multiple lines of rates might be displayed for the same location. The multiple lines result from one of the following conditions:

Each line for the same location has a different effective date (Eff Date). When selecting a per diem for an arrival location in an itinerary, you do not see the effective date because TM 8.0 only displays rates in effect for the arrival date.

OR

The location specified has seasonal rates (Snl St and Snl End). A seasonal rate exists in locations that are sensitive to the tourist industry. A higher per diem rate is in effect during the prime tourist season and a lower per diem rate is in effect at other times.

Click the Pencil icon in the Lodging column to view location rate detail.

Location Rate Detail for ANAHEIM, CALIFORNIA(Linked to LOS ANGELES, CA)

Quick Tip
These are the current Per Diem rates for the selected Location.

For this Document you can:
Close

Dates	Rate Amounts
Effective 01/01/00	Lodging \$99.00
Expiration 12/31/99	M & IE \$46.00

Seasonal Rate	M & IE Breakouts
Start 01/01	Breakfast \$9.00
End 12/31	Lunch \$11.00
Name N/A	Dinner \$24.00
	Incidental \$2.00

Comments
None

Location Rate Detail Window

The Dates area displays the Effective date or first date this rate can be used and the Expiration date or the last date this rate can be used.

The Rate Amounts area displays the Lodging and M&IE rate allowances for this location.

The M&IE Breakout area displays the amount for Breakfast, Lunch, Dinner, and Incidentals. When you indicate meals have been provided, TM 8.0 automatically calculates a deduction for that meal.

- The Seasonal Rate area displays the season Start and End dates. May also display a seasonal Name for this location.
-

This chapter provides instructions on creating and processing travel documents.

OVERVIEW OF DOCUMENT TYPES

The Document Preparation module allows users to create and electronically process travel documents. Travel documents that can be created are:

- **Authorizations** A temporary duty travel authorization or request used to authorize travel.
- **Vouchers** A voucher is used to submit a claim from a temporary duty travel.
- **Voucher from Authorizations** A voucher created from an existing travel authorization.
- **Local Vouchers** A voucher used to submit a claim for local travel. Usually submitted after the expense incurred.
- **Amendments** A document that is used to (a) submit a change to an authorization or (b) cancel a trip that has already been processed by the accounting system.
- **Reclaims** A document used to claim expenses not claimed on the original Travel Voucher.
- **Constructed Voucher** A voucher created with alternate transportation, lodging, or expenses should the traveler choose to alter the trip (used to calculate amount reimbursed to traveler).

AUTHORIZATION

An Authorization is used to authorize trips over 50 miles from the traveler's duty station. After you contact your Travel Management Center (TMC) and request transportation and lodging estimates and reservations, enter the basic personal and travel information into TM 8.0.

The following steps are used to create an Authorization.

1. Click Create a New Document from the Document toolbar.
 - a. Note that Authorization is displayed in the Document Type field.

New Document Window

- b. Type a unique document name the Document Name field.
TM 8.0 will allow up to 16 characters for the document name.
 - c. Click the SSN Lookup icon.
 - d. Click the SSN of the person for which you will be creating a document.
 - e. Click Create to display the Itinerary window.
2. Enter the basic trip information:
 - a. Leave the Travel Authorization number field blank.
 - b. In the Purpose field, select a trip purpose from the drop-down list.
 - c. In the Type field, select SINGLE TRIP from the drop-down list.
 - d. In the Description field type, a description.
 - e. Auth date and trip number will be filled out automatically.

Itinerary (Trip Information) Window

3. Enter the basic departure and return information:
 - a. In the Begin Travel field, type the date you are leaving in MMDDYY format and press [Tab], or click the Show Calendar for Trip Start Date icon next to the Begin Travel date field and click on the date desired.
 - b. In the Depart Selection field, select the location you are departing from.
 - c. In the End Travel field, type your return date in MMDDYY format and press [Tab] or use the Show Calendar for Trip End Date icon.
 - d. In the Return Selection field, select the location you are returning to.

Note that Multiple Days will be selected in the Trip Duration area if you chose more than one day of travel. If travel is less than one day, you must select the trip duration that pertains to your trip.

Itinerary (Departure and Return Information) Window

4. Enter the temporary duty location:
 - a. Click the Add Location button.

Note that the Arrival Date field and the Departure Date field are already pre-filled with the dates selected in begin and end travel date.

- b. If you are going to a single location, you may leave the departure date as it is. If you are going to multiple locations change the departure date for the first location to the last day you will be in that location

Add Per Diem Location to Trip

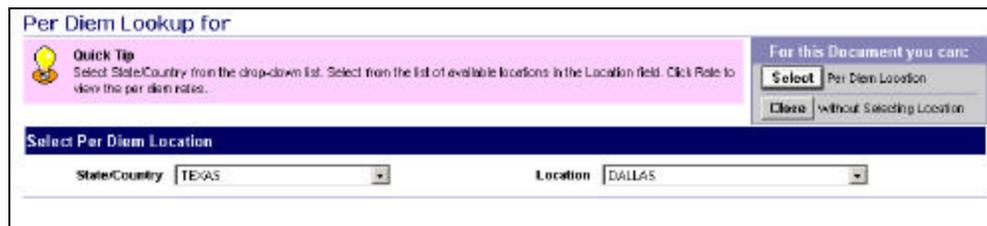


Add Per Diem Location to Trip Window

- c. To select a location click Lookup.
- d. In the State/Country field, select the state or country you will be traveling to from the drop-down list and press [Tab].

Note: You can type the first letter of the state or country to advance quickly to those states/countries that begin with that letter and then scroll to the desired selection.

- e. In the Location field, scroll down the list and highlight the per-diem location you are traveling to, and press [TAB].



Per Diem Lookup Window

- f. Click Select.

Add Per Diem Location to Trip Window

- g. Save the Per Diem Location window.

Edit/Delete	Arrival Date	Location	Departure Date
	08/19/02	DALLAS, TX	08/23/02

Itinerary (Per Diem Locations) Window

- h. If you are traveling to another city click the Add Location button again to add a second Per Diem Location. Multiple locations may be added in the same manner if you are visiting more than 2 locations. Otherwise skip ahead to Ticketed Transportation.

Note that the last day you are in the previous location is displayed in the Arrival Date field and the last day of the trip is displayed in the Departure Date field.

Add Per Diem Location to Trip

Add Per Diem Location to Trip Window

- i. Click Lookup.
- j. In the State/Country field, select the second state/country from the drop-down list and press [Tab].

- k. In the Location field, scroll down the list and highlight the second per-diem location, and press [**TAB**].

The screenshot shows a window titled "Per Diem Lookup for". It includes a "Quick Tip" box with a lightbulb icon and text: "Select State/Country from the drop-down list. Select from the list of available locations in the Location field. Click Rate to view the per diem rates." To the right, a box says "For this Document you can:" with buttons for "Select Per Diem Location" and "Close Without Selecting Location". Below, a "Select Per Diem Location" section has a "State/Country" dropdown set to "TEXAS" and a "Location" dropdown set to "HOUSTON".

Per Diem Lookup Window

- l. Click Select.

The screenshot shows a window titled "Add Per Diem Location to Trip". It includes a "Quick Tip" box with a lightbulb icon and text: "Type the per diem location and click the Per Diem Location button." To the right, a box says "For this Document you can:" with buttons for "Save Location" and "Close Without Saving Location". Below, there are fields for "Arrival Date" (08/21/2002) and "Departure Date" (08/23/2002), both with calendar icons. A "Per Diem Location" field contains "HOUSTON, TX" and a "Search Lookup" button. There are also checkboxes for "Unlisted Location" and dropdowns for "Select Unlisted State" and "Select Per Diem Location".

Add Per Diem Location to Trip Window

- m. Save the Per Diem Location window.

Edit/Delete	Arrival Date	Location	Departure Date
	08/19/02	DALLAS, TX	08/21/02
	08/21/02	HOUSTON, TX	08/23/02

inerary (Per Diem Locations) Window

- 5. Click Continue to advance to the Ticket Transportation window or click Ticketed Trans from the Document toolbar.

The screenshot shows a window titled "Ticketed Transportation for Authorization TX Site Visit". It includes a "Quick Tip" box with a lightbulb icon and text: "To enter ticket information, click Add. Previously entered ticket information can be edited (Pencil icon) or deleted (X icon)." To the right, a box says "For this Document you can:" with buttons for "Add Ticket", "Back", and "Continue". Below is a table with the following columns: Ticket No, Dep Date, Type, Cost, Depart, Arrive, CR, CL, Tax.

+ Ticketed Transportation Window

- a. Click Add Ticket.

Note: The Type field defaults to AIR, the Description displays Airline Flight and the date in Dep Date field is the begin travel date.

- b. To select a Depart From or Arrive At (airport location) select the icon to the right of those boxes. This will bring up the Airport Terminal Lookup screen.

- c. Type the city location name in the box provided. Click on Search to bring up a list of airports.
- d. Select the airport by clicking on the airport code to the left of the airport name.

Add Ticket Information Window

- e. In the Cost field, type the ticket cost. and press [Tab].
- f. To close the Add Ticket Information window, click Save.

- g. Click Add to add any additional tickets.
- h. Click Continue to advance to the Expense window or click Expenses from the Document toolbar.

Expense Entry for

Quick Tip
This 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

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

Print Method

Vendor

Current Expenses

Action	Date	Expense	Amount
			Total: 0.00

Expense Entry Window

6. Enter expense information:

Note: The first field is Date. This refers to the date on which the expense will be incurred. The first day of the trip will appear in the date field by default.

- a. In the Expense Type field, select an expense type from the drop-down list.
- b. Press [Tab]. The screen will refresh and the expense will be displayed in the Expense Description field.
- c. In the Cost field, type the cost for this expense.
- d. The comment field is for explanations or justifications of expenses. (See Appendix D)
- e. Click Save.

Note: the expense is now displayed in the bottom browser. It is very important to click on Save after every expense entry.

- f. Repeat this procedure for each expense.
- g. To enter a recurring expense select the expense description in the Expense Type field, on the first day you will incur the expense.
- h. Press [Tab]. The screen will refresh and the expense will be displayed in the Expense Description field.
- i. In the Cost field, type the daily cost of the expense
- j. In the Copy Through Date field enter the last day you will incur the expense in MMDDYY format
- k. Click Save.
- l. To enter POV mileage select the Private Vhcle in the Expense Type field.
- m. Type in the number of miles in the Miles Traveled field.
- n. Click [Tab] to calculate the cost.
- o. Click Save.
- p. When all of the expenses have been entered, click Continue to advance to the Lodging/M&IE window or click Lodging/M&IE from the Document toolbar.

Expense Entry for TX Site Visit

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: 08/19/02

Expense Type: [Dropdown]

Expense Description: [Text Field]

Miles Traveled: [Text Field]

Rate Selection: [Dropdown]

Rate: [Text Field]

Cost: [Text Field]

Comments: [Text Field]

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

Current Expenses

Action	Date	Expense	Amount
 	08/19/2002	Excess Baggage	80.00
 	08/19/2002	Miscellaneous	50.00
 	08/19/2002	Rental Car	120.00
 	08/19/2002	Taxi	30.00
 	08/21/2002	Authorized Cell Home	4.00
 	08/22/2002	Authorized Cell Home	4.00
			Totals: 208.00

Click the Pencil icon to correct an expense entry.

Click the X icon to delete an expense entry.

Expense Entry (Completed) Window

7. Review lodging and M&IE information:

- Each day of the trip is listed.
- The per diem amount (from the rates table) is displayed in the Ldg Allowed and M&IE Allowed fields.
- The M&IE per diem rate (from the rates table) is $\frac{3}{4}$ for the first and last day of the trip.

Note: You may modify the M&IE expenses by clicking on the pencil icon to the left of the date in question. This will bring up a screen where you may claim conference allowance, request actual expenses, note leave time during travel, and indicate meals provided. To replicate these changes select the replicate button on the date desired, and these rates will be replicated from the day selected to the end of the trip.

Lodging/M&IE for							
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	
Lodging/M&IE Data							
Date	Reset	Replicate	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Special
08/18/02			89.00	89.00	34.50	89.746	
08/20/02			89.00	89.00	46.00	89.746	
08/21/02			89.00	89.00	46.00	89.746	
08/22/02			89.00	89.00	46.00	89.746	
08/23/02			0.00	0.00	34.50	89.746	

Lodging/M&IE Window

8. Click Continue. The Other Authorizations window is displayed.
9. This window is provided to allow you to obtain authorization for expenses out of the ordinary. The Other Authorization Remarks window is for explanations regarding different types of authorizations that necessitate comments. Money is not obligated here, but this area allows for explanations of what is authorized. Examples include justifications for excess baggage, actual expenses and rental car. (See Appendix D)
10. To request other authorizations:
 - a. Click on the authorization you request

Note: the authorization selected is displayed in the Other Authorizations on Current Authorization area in the bottom browser

Other Authorizations Window

Other Authorizations on Current Authorization Window (Bottom Browser)

- b. Click on the other authorization in the Other Authorizations on Current Authorization browser. The Other Authorizations Remarks window is displayed.

Other Authorization Remarks Window

- c. Enter remarks justifying your need for the authorization and click Save
 - d. You may select additional authorizations at this time.
11. Click Continue to advance to the Available Accounting Codes window or click Accounting Code from the Document toolbar.
 - a. Select from the Master Accounting Codes by clicking on "label" to select the appropriate funding information. The screen will refresh and the accounting code will be displayed in the Accounting Code Codes browser.

Note: A default code may exist. If correct, no action is required. Otherwise, delete the code and add the correct one.

Available Accounting Code Codes for

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

For this Document you can:
Add New Accounting Code Code
Back Continue

Enter Search Criteria
Accounting Code Code: Search Retrieve

Master Accounting Code Codes Click Accounting Code Label to add to Document

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

Organization	Label	Classification Code
(None)	general travel	1805.409.8876.265.004.....
(None)	sample account	abodetg.504.123456.1234.54321.567.123456

Accounting Code Codes for TX Site Visit Click an item to edit/delete

Organization	Label	Classification Code	Entered Code
(None)	sample account	abodetg.504.123456.1234.54321.567.123456	Extended

Edit Delete

Available Accounting Code Codes Window

12. Click Continue to advance to the Total Details window or click Totals from the Document toolbar. No action is required in the Total Details window. Note the following:
 - *Total Estimated Expenses displays the total amount of expenses entered for the authorization (lodging, M&IE, transportation, and expenses); this includes reimbursable and non-reimbursable expenses.*

The Expense Category Details area displays information about each expense category; the expense category used in the document, the organization associated with the document, the accounting code used for each expense category, and the amount applied to each category.

Total Details for TX Site Visit

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

For this Document you can:
[View Advances for Document](#)
Back Continue

Total Estimated Expenses: 1,115.00
Computed Advance Authorized: 250.00
Advance Requested: 0.00

Expense Category Details

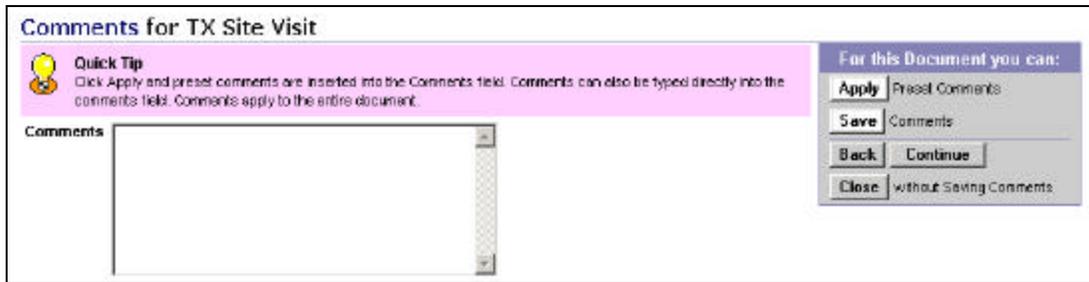
Expense Category	Organization	Account Label	Amount
COM. CARRIER		sample account	389.00
LODGING		sample account	356.00
M&IE		sample account	207.00
OTHER		sample account	43.00
RENTAL CAR		sample account	120.00

Expense Category Advance Details

Expense Category	Advance
M&IE	207.00

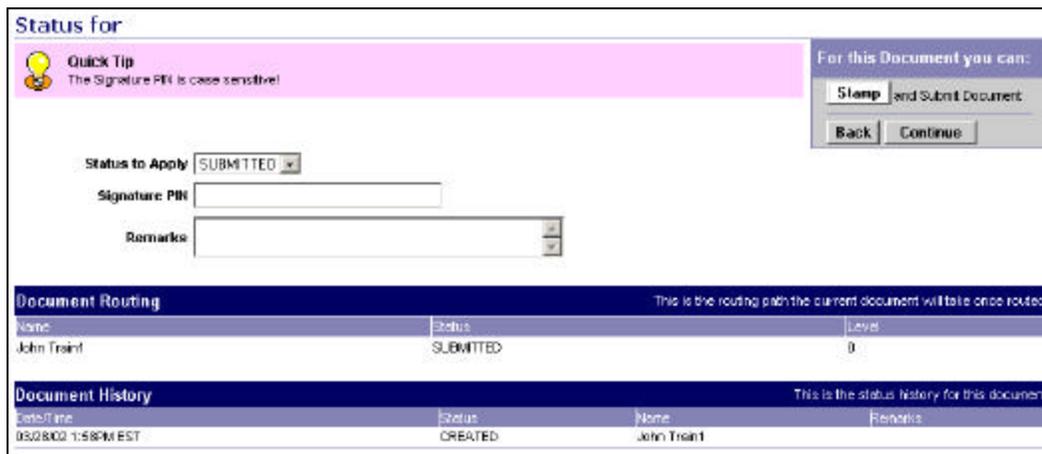
Total Details Window

13. Click Continue to advance to the Comments window or select Comments from the Document toolbar.



Comments Window

- a. Enter any necessary comments that pertain to your trip.
 - b. Click Save. The Document Summary window is displayed.
14. To Review the document prior to signing it, or to print the document, select Preview Document from the Document toolbar. This will bring up a copy of the document in Adobe Acrobat. You may then print the document in the normal manner.
 15. To sign, save, and route the document, click Document Status from the Document toolbar. Make sure Submitted is selected in the Status to Apply field.



Document Routing			This is the routing path the current document will take once routed		
Name	Status	Level			
John Train	SUBMITTED	0			

Document History				This is the status history for this document			
Date/Time	Status	Name	Remarks				
03/28/02 1:58PM EST	CREATED	John Train					

Status Window

- a. In the Signature PIN field, type your signature PIN and click Stamp.
- b. The Pre-Audit Results window is displayed.

Pre-Audit Results for TX Site Visit (View Only)

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

For this Document you can:
Close Pre-Audit Results

Document Name: TX Site Visit
Type: Authorization
Traveler: Train1, John
Status:

Pre-Audit Results

Audit Process	Status	Comments
 ACCT CODES EXIST	PASS	
 APPROVAL BY TRAVELER	PASS	
 LAUNDRY/DRY CLEANING	PASS	
 OTHER EXPENSES	PASS	
 PERDIEM RATES	PASS	

Pre-Audit Results Window

- c. If any of the Audit Processes have failed the pre-audit, go back and correct the problem area at this time. If you have any questions please refer to the “Where to Find Help” section in Chapter 1.
- d. Click Continue. The document is routed and TM 8.0 Main window is displayed.

VOUCHERS

A Voucher is completed *after* a traveler has completed the trip and returned home or to a temporary duty station. Specific dates, modes of transportation and expenses are entered in the travel voucher.

Typically a Voucher from Authorization will be created from a Travel Authorization.

The following steps are used to create a Voucher:

1. Click Create a New Document from the Document toolbar.
2. Select VOUCHER from the drop-down list and select [Tab].
3. Type a unique document name the Document Name field. TM 8.0 will allow up to 16 characters for the document name.
4. Click the SSN Lookup icon.
5. Click the SSN of the person for which you will be creating a document.
6. Click Create to display the Itinerary window.
7. The rest of the Voucher preparation is identical to Travel Authorization preparation. The only difference is you will be entering actual data instead of anticipated costs.
8. If the traveler is creating their own Voucher then they can sign the document and begin the routing process. Make sure Submitted is selected in the Status to Apply field.
9. If the processor is creating the Voucher for the traveler, they can only Save the document and inform the traveler that their voucher is ready for their review and signature.

VOUCHER FROM AUTHORIZATION

A Voucher From Authorization is completed **after** a traveler has completed the trip and returned home or to a temporary duty station. Specific dates, modes of transportation and expenses are entered in the travel voucher.

A Travel Authorization created in TM 8.0 must exist in order to create a Voucher from Authorization.

Note: If a Travel Authorization was not created in TM 8.0, a Voucher must be created.

The following steps are used to create a Voucher from Authorization.

1. Click Create a New Document from the Document toolbar.
 - a. Select VOUCHER FROM AUTHORIZATION from the drop-down list and select [Tab].
 - b. Click the Document icon for the document on the right side of the browser.

OR

To search for the traveler document, type traveler's last name in the Last Name field and click Search. Then, click the Document icon for the document on the right side of the browser window.

Traveler Listing (Voucher from Authorization)

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

Traveler List Click on an entry to select it

Search Results		Prev 40	Next 40
Name	EID		
Name, Your	111-11-1111		

Document Search (Voucher from Authorization)

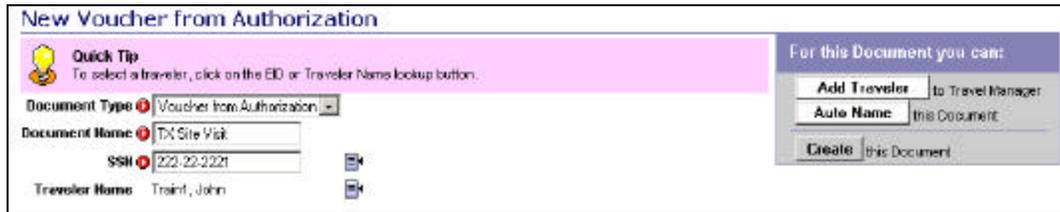
Document List Click on an entry to select it

Traveler: Your Name

Type	Document Name	Dep Date	Status	In Use
Authorization	interface	N/A	N/A	
Authorization	paris	N/A	N/A	*
Authorization	test2	N/A	N/A	

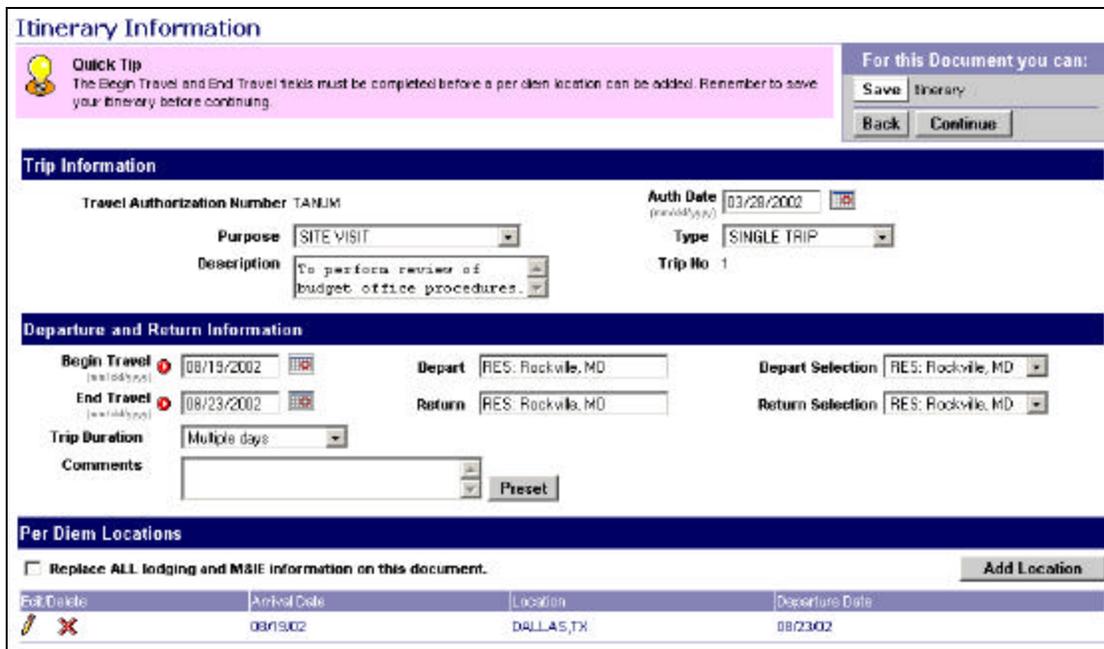
Traveler Listing and Document Search Window

- c. When the New Voucher from Authorization window is displayed, click Create.



New Voucher from Authorization Window

Note the Authorization Number and all other information was pulled from the authorization into the voucher.



Itinerary Information Window

2. Review the itinerary information. Since there are no changes to be made, click Continue.
3. To update the ticket information:
 - a. Click the Pencil icon on the See Attached ticket line item.

Ticketed Transportation for Voucher							
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: <input type="button" value="Add Ticket"/> <input type="button" value="Back"/> <input type="button" value="Continue"/>	
Ticket No	Dep Date	Type	Cost	Depart	Arrive	CR	CL
See Attached Ticket 1	08/19/02	AIR	388.00	BWI-Baltimore, MD (USA) (Intl. Intl. Apt)	DFW-Dallas / Ft. Worth, TX (USA) (Intl.		no

Ticketed Transportation Window

b. In the Ticket No field type the ticket number.

Update Ticket Information for TX Site Visit			
Quick Tip To enter departure and arrival airports, click the Depart From and Arrive At lookup buttons.			For this Document you can: <input type="button" value="Use Foreign Calculator"/> <input type="button" value="Lookup Credit Card Expenses"/> <input type="button" value="Save"/> Current Ticket <input type="button" value="Close"/> without Saving Updates
Type	AIR	Ticket Value	388.00
Ticket No	01619395442104	Description	Airline Flight
Dep Date <small>(mm/dd/yyyy)</small>	08/19/2002	Issue Date <small>(mm/dd/yyyy)</small>	
Carrier		Ticket Date <small>(mm/dd/yyyy)</small>	08/15/2002
Depart From	BWI-Baltimore, MD (USA) (Intl. Intl. Apt)	Class	
Arrive At	DFW-Dallas / Ft. Worth, TX (USA) (Intl.	Confirmation No	
Contract Fare	0.00		
Contract Carrier			
Cost	388.00		
Cost Options <input checked="" type="checkbox"/> Reimbursable <input type="checkbox"/> Taxable Expense Category: COM CARRIER Print Method: G0VCC Vendor: [None]			

Update Ticket Information Window

- c. Click Save.
4. To update the expenses, click Continue to advance to the Expenses window or click Expenses from the Document toolbar.

Expense Entry for TX Site Visit

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  08/19/02 

Expense Type 

Expense Description 

Miles Traveled

Rate Selection

Rate

Cost 

Comments

[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

Current Expenses

Action	Date	Expense	Amount
 	08/19/2002	Excess Baggage	80.00
 	08/19/2002	Miscellaneous	50.00
 	08/19/2002	Rental Car	120.00
 	08/19/2002	Taxi	30.00
 	08/21/2002	Authorized Call Home	4.00
 	08/22/2002	Authorized Call Home	4.00
Total:			288.00

Annotations:

- Add new expenses in this browser.
- Click the Pencil icon to update an expense.
- Click the X icon to delete an expense.
- To add multiple expenses quickly, click Copy Through Date.

Expense Entry Window

- Delete any expenses you did not incur by clicking the X icon to the left of the expense. At the prompt "Are you sure you want to delete this record?" click OK.
- Update expenses for which the price differs by clicking on the pencil icon to the left of the expense.
- Type the actual cost in the Cost field and click Save.
- Add any expenses not listed in the Authorization. All miscellaneous expenses must be itemized.
 - Type the date of the expense in the date field and press [Tab].
 - In the cost field, type the cost.
 - Click save.

5. Click Continue to advance to the Lodging/M&IE window or click Lodging/M&IE from the Document toolbar.

Note that the Lodging Cost column has recorded the maximum amount allowed. The actual amount spent must now be recorded.

To update a Lodging or M&IE expense, click the Pencil icon.

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:

Delete All Lodging and M&IE expenses

Back **Continue**

Lodging/M&IE Data										
Date	Delete	Replicate	Ldg Cost	Ldg Allowed	M & IE Allowed	Per. Dem Rate	Special	B	L	Cont %
08/19/02			0.00	0.00	34.50	89 / 46				
08/20/02			0.00	0.00	46.00	89 / 46				
08/21/02			0.00	0.00	46.00	89 / 46				
08/22/02			0.00	0.00	46.00	89 / 46				
08/23/02			0.00	0.00	34.50	89 / 46				

Lodging/M&IE Window

To duplicate the Lodging cost to subsequent dates, click the Replicate icon.

- a. Click the Pencil icon on the first day of the trip.
- b. Type the lodging rate (without taxes) in the Lodging field.

Update Lodging and M&IE Expenses for TX Site Visit (08/19/02)

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.

Lodging
Per Diem Rate: 89 / 46
Lodging: 115.00 **Options**

Conference Allowance
 Conference Allowance **Conf Info**
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

For this document you can
Next Expense
Save Expense Changes
Override Lodging and M&IE
Close Without Saving Changes
Apply Through Date: 08/19/02

Update Lodging and M&IE Expenses Window

- c. Click the Replicate icon on the line dated 08/19. Click Save. Review the amounts in the Lodging costs column.

Lodging/M&IE for TX Site Visit

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:
Delete All Lodging and M&IE expenses
Back **Continue**

Lodging/M&IE Data											
Date	Delete	Replicate	Ldg Cost	Ldg Allowed	M & IE Allowed	Per Diem Rate	Special	B	L	D	Conf %
08/19/02			115.00	89.00	34.50	89 / 46					
08/20/02			115.00	89.00	46.00	89 / 46					
08/21/02			115.00	89.00	46.00	89 / 46					
08/22/02			115.00	89.00	46.00	89 / 46					
08/23/02			0.00	0.00	34.50	89 / 46					

Lodging/M&IE (Updated) Window

- d. Click Continue to advance to the Available Accounting Codes window or select Accounting Code from the Document toolbar.
6. Note the accounting code was carried over from the authorization into the voucher.

Available Accounting Code Codes for TX Site Visit

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

For this Document you can:
Add New Accounting Code Codes
Back Continue

Enter Search Criteria
Accounting Code Code Search Retrieve

Master Accounting Code Codes Click Accounting Code Label to add to Document

Search Results Prev 10 Next 10

Organization	Label	Classification Code
(None)	general travel	1805, 40B, 8876, 285, 904,
(None)	sample account	abodefig, 504, 123456, 1234, 54321, .. 567, .. 123456.

Accounting Code Codes for TX Site Visit Click an item to edit/delete it

Organization	Label	Classification Code	Extended Code
(None)	sample account	abodefig, 504, 123456, 1234, 54321, .. 567, .. 123456.	Extended

Edit Delete

Available Accounting Code Codes Window

7. Click Continue to advance to the Total Details window or click Totals from the Document toolbar. No action is required in the Total Details window.
8. Click Continue to advance to the Comments window or click Comments from the Document toolbar.
9. Add the any comments to the document.

Comments for TX Site Visit

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.

For this Document you can:
Apply Preset Comments
Save Comments
Back Continue
Close Without Saving Comments

Comments
Trip was successful.

Comments Window

10. Click Save.
11. The Document Summary window is displayed.
12. To preview or print the document click on Preview Document from the Document toolbar. This will bring up a copy of the document in Adobe Acrobat. You may print or preview the document from this application.
13. Click Document Status from the Document Summary window or click Document Status from the Document toolbar.

- a. If the traveler is creating their own travel voucher then they can sign the document and begin the routing process. Make sure Submitted is selected in the Status to Apply field.
- b. If the processor is creating the voucher for the traveler, they can only Save the document and inform the traveler that their voucher is ready for their review and signature.

Note: The processor cannot initiate the routing of a travel voucher, only the traveler.

Status for TX Site Visit

Quick Tip
The Signature PIN is case sensitive

For this Document you can:

Status to Apply:

Signature PIN:

Remarks:

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

Name	Status	Level
Train, John	SUBMITTED	0

Document History This is the status history for this document.

Date/Time	Status	Name	Remarks
03/28/02 3:31PM EST	CREATED	John Train	

Document Status Window

14. Enter your Signature PIN and click Stamp. The Pre-Audit Results are displayed.

Pre-Audit Results for TX Site Visit

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

For this Document you can:

Document Name: TX Site Visit
 Type: Voucher
 Traveler: Train, George
 Status: FAIL

Pre-Audit Results

Audit Process	Status	Comments
ACTUAL MULTIPLIER	PASS	
ACTUALS AUTHORIZED	PASS	
APPLIED ADVANCE	PASS	
APPROVAL BY TRAVELER	PASS	
AUTHORIZATION EXIST	PASS	
CHECK MISC.	PASS	
CONFERENCE ALLOWANCE	PASS	
EXPENSE CATEGORIES	PASS	
OTHER EXPENSES	PASS	
PERIOD RATES	PASS	
TRAVEL MODES	PASS	
TRIP TYPES	PASS	

Pre-Audit Results Window

15. If any of the Audit Processes have failed the Pre-Audit, go back and correct the problem at this time. If you have any questions, please refer to the "Where to Find Help" section in Chapter 1.
 16. Click Continue. The document is routed.
 17. The TM 8.0 Main window is displayed.
-

LOCAL VOUCHER

A Local Voucher is created to report expenses when a traveler has traveled 50 miles or less from their duty station. Users complete this voucher after the expense was incurred.

The following steps are used to create a Local Voucher.

1. Click Create A New Document from the Document toolbar.

The screenshot shows the 'New Document' window. On the left, there is a 'Quick Tip' box with a lightbulb icon and the text: 'To select a traveler, click on the BD or Traveler Name lookup button.' Below this are four fields: 'Document Type' (dropdown menu), 'Document Name' (text box), 'SSN' (text box), and 'Traveler Name' (text box). The 'Document Type' dropdown menu is open, showing a list of options: 'Authorization', 'Voucher', 'Local Voucher' (highlighted in blue), 'Amendment', and 'Voucher from Authorization'. On the right side of the window, there is a section titled 'For this Document you can:' with three buttons: 'Add Traveler to Travel Manager', 'Auto Name this Document', and 'Create this Document'.

New Document Window

- a. In the Document Type field select *Local Voucher*.
- b. Type a unique document name in the Document Name field and press [Tab].
- c. Type the social security number of the person you are creating the voucher for in the SSN field.

OR

Click the SSN Lookup icon. Click the SSN for the traveler.

The screenshot shows the 'New Document' window after the previous steps. The 'Document Type' dropdown menu now shows 'Local Voucher' selected. The 'Document Name' field contains 'Training327', the 'SSN' field contains '222-22-2221', and the 'Traveler Name' field contains 'Train1, John'. The 'Quick Tip' box and the 'For this Document you can:' section with its buttons are still visible.

New Document Window

2. Click Create.
3. Leave the Travel Authorization Number field blank.
4. In the Trip Purpose field select a trip purpose from the drop-down list.

5. In the Trip Type field select SINGLE TRIP from the drop-down list.

Document Summary for Local Voucher Training327

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

Travel Authorization Number
Traveler Details 222-22-2221, John Train1
Trip Purpose TRAINING ATTENDANCE
Trip Type SINGLE TRIP

Expense Details
Expense Summary

Edit	Delete	Date	Expense	Amount
				Total: 0.00

Accounting Code Details
Accounting Code Summary

Label	Amount
sample account	0.00
Total: 0.00	

Totals Details
Totals Summary

Disbursement Type	Amount
Amount Claimed	0.00
Pay To Charge Card	0.00
Pay To Traveler	0.00

Enter Comments <No Comments Entered>

Document Status Enter Status/PIN to stamp this document

Document Status: CREATED **Awaiting:** Train1, John

Status To Apply	Signature PIN	Remarks
SUBMITTED		

Document Summary Window

6. Click Continue to advance to the Expense Window or click Expenses from the Document toolbar.
- The Date field will default to the day in which you creating the document. If necessary change the date to reflect when the expense was originally incurred.
 - In the Expense Type field select the appropriate item from the drop-down list and press [Tab].
 - The screen will refresh and your Expense Type will now be listed in the Expense Description field.
 - Continue entering expense information.

Expense Entry for Training 327

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

Expense Type

Expense Description

Miles Traveled

Rate Selection

Rate

Number of People

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 OTHER

Expense Entry Window

- e. Click Save and enter the next expense. Remember to click Save after adding each expense.

Expense Entry for Training 327

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

Expense Type

Expense Description

Miles Traveled

Rate Selection

Rate

Number of People

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

Current Expenses

Action	Date	Expense	Amount
	04/26/2002	EXPENSE	15.00
	04/26/2002	EXPENSE POV	10.95
Total:			25.95

Expense Entry and Current Expenses Window

- 7. Click Continue to advance to the Accounting Codes window or click Accounting Code from the Document toolbar.

Accounting Code Summary	
Label	Amount
sample account	25.95
Total: 25.95	

Totals Summary	
Disbursement Type	Amount
Amount Claimed	25.95
Pay To Charge Card	0.00
Pay To Traveler	25.95

Captions of the Accounting Code Summary and Totals Summary within the Document Summary Window

8. Select from the Master Accounting Codes by clicking on the account code "label" to select the appropriate funding information. The screen will refresh and the accounting code will be displayed in the Accounting Code Codes browser.

Note: A default code may exist. If correct, no action is required. Otherwise, delete the code and add the correct one

9. Click Continue to advance to the Total Details window or click Totals from the Document toolbar.
10. No action is required in the Total Details window.
11. Click Continue or click Comments from the Document toolbar.
 - a. Type in the justification for the local travel and any comments you have for this voucher.

Comments for Training327

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.

For this Document you can:

Apply Preset Comments

Save Comments

Back **Continue**

Close without Saving Comments

Comments

Training on the New DOE Travel Manager
8.0 Web Version.

Comments Window

- b. Click Save.
12. To preview or print the document click on Preview Document from the Document toolbar. This will bring up a copy of the document in Adobe Acrobat. You may print or preview the document from this application.
13. Click Document Status from the Document Summary window or click Document Status from the Document toolbar.

- a. If the traveler is creating their own voucher then they can sign the document and begin the routing process. Make sure Submitted is selected from the Status to Apply field.
- b. If the preparer is creating the Voucher for the traveler, they can only Save the document and inform the traveler that their voucher is ready for their review and signature.

Status for Training327

Quick Tip
The Signature PIN is case sensitive.

For this Document you can:
 and Submit Document

Status to Apply:

Signature PIN:

Remarks:

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

Name	Status	Level
Train1, John	SUBMITTED	0

Document History This is the status history for this document

Date/Time	Status	Name	Remarks
03/06/02 3:57PM EST	CREATED	John Train1	

Document Status Window

14. In the Signature PIN field, type your signature PIN and click Stamp .
15. The Pre-Audit Results window is displayed.
16. If any of the Audit processes have failed the Pre-Audit, go back and correct the problem at this time. If you have any questions, please refer to the "Where to Find Help" section in Chapter 1.
17. Click Continue. The document is routed and TM Version 8.0 Main window is displayed.

REVISING DOCUMENTS

ADJUSTING DOCUMENTS

Occasionally, a travel document needs revision. You may need to change the days of travel on your trip, add an additional destination, and/or increase the estimated dollar amount of an expense. The procedure to follow in revising the travel document is dependent on the DOCUMENT STATUS and DOCUMENT TYPE.

Travel Authorization – An adjustment can be made at any point before the document is stamped APPROVED. Once approved or data linked, an amendment must be created. See section on creating Amendments.

Local Voucher – An adjustment can be made at any point before the document is stamped APPROVED. Once approved, a reclaim must be created. See section on creating Reclaim Vouchers.

Vouchers – An adjustment can be made at any point before the document is stamped DATA LINK. Once data linked, a reclaim must be created. See section on creating Reclaim Vouchers.

Amendments/Cancellations

The following steps are used to create an Amendment.

1. Click Create a New Document.
 - a. Click Amendment from the Document Type drop-down list and press [Tab].
 - b. Click the Document icon for the document on the right side of the browser.

OR

Search for the document by typing the traveler's last name in the Last Name field and Click Search. Then click the Document icon.

Document Search (Amendment)				
Document List				Click on an entry to select it
Traveler: John Train1				
Type	Document Name	Dep Date	Status	In Use
 Authorization	San Fran	05/06/02	DATA LINK	
 Authorization	Training in NY	04/01/02	DATA LINK	

Document Search (Amendment) Window

Note: In the Amendment Name field that a -1 was added to the end of the document name.

2. In the Comments field type a reason for creating the amendment.
3. Apply your Signature PIN and click Create.
4. Enter your changes on the document. Don't forget to update the Type field by selecting Amendment from the drop-down list in the Itinerary window.
5. To preview or print the document, click on Preview Document from the Document toolbar. This will bring up a copy of the Document in Adobe Acrobat. You may print or preview the document from this application.
6. Click Document Status from the Document toolbar or from the Document Summary window to apply your electronic signature PIN. Make sure Submitted is selected from the Status to Apply field.
7. Enter your Signature PIN and click Stamp.
8. The Pre-Audit Results window is displayed.
9. If any of the Audit Processes have failed the Pre-Audit, go back and correct the problem at this time. If you have any questions, please refer to the "Where to Find Help" section of Chapter 1.
10. Click Continue. The document is routed and the TM 8.0 Main Window is displayed.

The following steps are used to Cancel a document.

1. Click Create a New Document.
 - a. Click Amendment from the Document Type drop-down list and press [Tab].
 - b. Click the Document icon for the document on the right side of the browser.

OR

Search for the document by typing the traveler's last name in the Last Name field and Click Search. Then click the Document icon.

Document Search (Amendment)				
Document List				Click on an entry to select it
Traveler: John Train1				
Type	Document Name	Dep Date	Status	In Use
 Authorization	San Fran	05/06/02	DATA LINK	
 Authorization	Training in NY	04/01/02	DATA LINK	

Document Search (Amendment) Window

Note: In the Amendment Name field that a -1 was added to the end of the document name.

2. In the Comments field type a reason for canceling the authorization.
3. Apply your Signature PIN and click Create.
4. Update the Type field by selecting Cancellation from the drop-down list in the Itinerary window.
5. To preview or print the document, click on Preview Document from the Document toolbar. This will bring up a copy of the Document in Adobe Acrobat. You may print or preview the document from this application.
6. Click Document Status from the Document toolbar or from the Document Summary window to apply your electronic signature PIN. Make sure Submitted is selected from the Status to Apply field.
7. Enter your Signature PIN and click Stamp
8. The Pre-Audit Results window is displayed.
9. If any of the Audit Processes have failed the Pre-Audit, go back and correct the problem at this time. If you have any questions, please refer to the "Where to Find Help" section of Chapter 1.
10. Click Continue. The document is routed and the TM 8.0 Main Window is displayed.

Creating a Reclaim Voucher

If a Voucher is in a data link status and an expense was not claimed on the original voucher, a reclaim voucher must be prepared. The general guidelines to creating a reclaim voucher are to:

Zero out all Ticketed Transportation costs

Zero out all Lodging and M&IE Costs

Zero out any Advances applied

The following are step-by-step instructions on how to create a reclaim voucher.

1. Click Create a New Document from the Document toolbar.
 - a. Click Voucher From Authorization from the Document Type drop-down list and press [Tab].
 - b. Click the Document icon for the document on the right side of the browser.

OR

Search for the document by typing the traveler's last name in the Last Name field and Click Search. Then click the Document icon.

Traveler Listing (Voucher from Authorization)

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

Traveler List Click on an entry to select it

Search Results [Prev 40](#) [Next 40](#)

Name	EID
Train7, Janet	222-22-2228

Document Search (Voucher from Authorization)

Document List Click on an entry to select it

Traveler: Janet Train7

Type	Document Name	Dep Date	Status	In Use
 Authorization	trip to Miami	04/10/02	APPROVED	

Click on the Document icon to select a document.

Traveler Listing and Document Search Window

2. The New Voucher from Authorization window is displayed.

Note that the Document Name was automatically uploaded from the authorization. Since there has already been a voucher created the name must be changed. We recommend adding a '1' after the name listed for easier referencing.

New Voucher from Authorization

 **Quick Tip**
To select a traveler, click on the EID or Traveler Name lookup button.

Document Type  Voucher from Authorization

Document Name  trip to Miami

SSN  222-22-2228 

Traveler Name Train7, Janet 

For this Document you can:

Add Traveler to Travel Manager

Auto Name this Document

Create this Document

New Voucher from Authorization Window

3. Click Create.
4. The Itinerary Information window is displayed. Since no changes need to be made to the Itinerary, click Save.
5. Click Ticketed Trans from the Document toolbar.
 - a. Click the Pencil icon on the See Attached ticket line item.
 - b. Change the Ticket Value field to *0.00* and click Save.
6. Click Expenses from the Document toolbar.
 - a. Click the X icon in the Action field under Current Expenses.
 - b. At the prompt *"Are you sure you want to delete this record?"* click OK.
 - c. Repeat steps a and b until all expenses have been deleted.
 - d. Now add the expense that was not previously included on the original voucher and click Save.
7. Click Lodging/M&IE from the Document toolbar.
 - a. Click the Pencil icon in the Date field under Lodging/M&IE Data.
 - b. Make sure the Lodging field reads *0.00*. Click Override.
 - c. In the M&IE Amount field type *0.00* and click Save.
 - d. In the Apply Through Date field type the last day of the trip and click Save.
8. Click Comments from the Document toolbar and type *Reclaim Voucher*.
9. Click Save.
10. To preview or print the document click on Preview Document from the Document toolbar. This will bring up a copy of the document in Adobe Acrobat. You may print or preview the document from this application.

11. Click Document Status from the Document Summary window or click Document Status from the Document toolbar.
 - a. If the traveler is creating their own travel voucher then they can sign the document and begin the routing process. Make sure Submitted is selected in the Status to Apply field.
 - b. If the processor is creating the voucher for the traveler, they can only Save the document and inform the traveler that their voucher is ready for their review and signature.

Note: *The processor cannot initiate the routing of a travel voucher, only the traveler.*
12. Enter your Signature PIN and click Stamp. The Pre-Audit Results are displayed.



13. If any of the Audit Processes have failed the Pre-Audit, go back and correct the problem at this time. If you have any questions, please refer to the "Where to Find Help" section in Chapter 1.
14. Click Continue. The document is routed.
15. The TM 8.0 Main window is displayed.

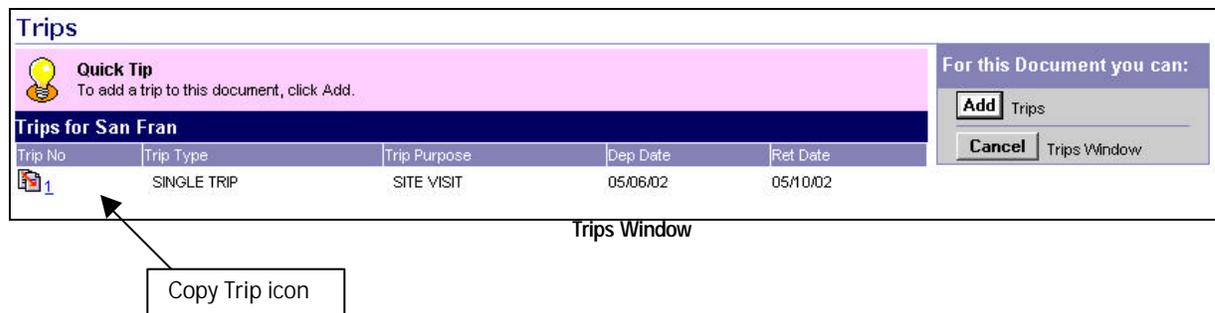
Constructed Voucher

When a traveler deviates from the itinerary or transportation method specified on their authorization, and the deviation was made because of personal preference, the voucher reimbursement is the lesser of the two amounts. When travelers deviate from the authorization, the traveler's actual expenses are compared to constructed costs for the authorized travel. In essence, you produce the calculations for both itineraries and compare them to see which is the lesser amount.

TM 8.0 can calculate both itineraries on one voucher and indicate that the lesser of the two is the amount to reimburse the traveler. Complete the voucher just as the travel events took place. A cost comparison (constructed voucher) is required to show evidence that the traveler's deviation from official travel does not exceed the cost of official travel.

CREATING A CONSTRUCTED VOUCHER

1. Click Create a New Document from the Document toolbar.
 - a. In the Document Type field select Voucher from Authorization and press [Tab].
 - b. Click the Document icon for the document you wish to voucher.
2. The New Voucher from Authorization window is displayed. Click Create.
3. Enter all information as the travel actually took place.
4. From the Document toolbar click Trip Number.
5. Trips window is displayed.
6. Click the Copy Trip icon.



7. Copy Trips window is displayed. Click Save.

Copy Trips

Quick Tip
To accept the default, click OK.

Copy From Trip

Copy To Trip

For this Document you can:

Save New Trip

Close without Saving

Copy Trips Window

8. Trips window is displayed again with both documents listed.

9. Click on Trip No 2.

Trips

Quick Tip
To add a trip to this document, click Add.

Trips for San Fran

Trip No	Trip Type	Trip Purpose	Dep Date	Ret Date
1	SINGLE TRIP	SITE VISIT	05/06/02	05/10/02
2	SINGLE TRIP	SITE VISIT	05/06/02	05/10/02

For this Document you can:

Add Trips

Cancel Trips Window

Trips (Updated) Window

10. Document Summary is displayed.

11. Click Itinerary Details.

- In the Type field select CONSTRUCTED from the drop-down list.
- Click Save.

Itinerary Information for San Fran

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 TANUM3

Auth Date (mm/dd/yyyy) 04/02/2002

Purpose

Description

Type

Trip No

Itinerary Information Window

12. Complete the voucher as the travel should have been performed.
13. To preview or print the voucher document click on Preview Document from the Document toolbar. This will bring up a copy of the document in Adobe Acrobat. You may print or preview the document from this application.
14. Click Document Status from the Document Summary window or click on Document Status from the Document toolbar.
 - a. If the traveler is creating their own travel voucher then they can sign the document and begin the routing process. Make sure Submitted is selected in the Status to Apply field.
 - b. If the processor is creating the voucher for the traveler, they can only Save the document and inform the traveler that their voucher is ready for their review and signature.

Note: The processor cannot initiate the routing of a travel voucher, only the traveler.
15. Type your signature PIN and click Stamp.
16. The Pre-Audit Results window is displayed.
17. If any of the Audit Processes have failed the Pre-Audit, go back and correct the problem at this time. If you have any questions, please refer to the "Where to Find Help" section in Chapter 1.
18. Click Continue. The document is routed.
19. The TM 8.0 Main window is displayed

Chapter

5

Exercises For Creating and Adjusting Travel Documents

This chapter provides practice exercises for:

- Creating an Authorization
- Creating a Voucher from Authorization
- Creating a Local Voucher
- Adjusting Documents
- Creating an Amendment / Cancellation

If you are a travel processor creating documents for other travelers, your Group Access will include all travelers for whom you prepare travel documents.

AUTHORIZATIONS AND VOUCHERS

Exercise 1: Creating an Authorization

Scenario

You have been authorized to perform a site visit to Dallas, Texas and Houston, Texas to review budget office procedures. Mr. Train1 will leave on August 19, 2002 and return on August 23, 2002. Authorized expenses include full per diem, ticketed transportation (\$389), taxi to/from airports (\$30), rental car (\$120), personal calls home (\$8), excess baggage (\$80) and miscellaneous expenses (\$50).

1. Click Create a New Document from the Document toolbar.
 - a. Note that Authorization is displayed in the Document Type field.

New Document Window

- b. Type *TX Site Visit* in the Document Name field.
TM 8.0 will allow up to 16 characters for the document name.
 - c. Click the SSN Lookup icon.
 - d. Click the SSN for the traveler you logged in as.
 - e. Click Create to display the Itinerary window.
2. Enter the basic trip information:
 - a. In the Purpose field, select SITE VISIT from the drop-down list.
 - b. In the Type field, select SINGLE TRIP from the drop-down list.
 - c. In the Description field type, *To perform review of budget office procedures.*

Itinerary (Trip Information) Window

3. Enter the basic departure and return information:
 - a. In the Begin Travel field, type *081902* and press [Tab], or click the Show Calendar for Trip Start Date icon next to the Begin Travel date field and click on the date desired.
 - b. In the Depart Selection field, select a residence or duty station from the drop-down list.
 - c. In the End Travel field, type *082302* and press [Tab] or use the Show Calendar for Trip End Date icon.

- d. In the Return Selection field select a residence or duty station from the drop-down list.

Note that Multiple Days is selected in the Trip Duration area.

Itinerary (Departure and Return Information) Window

4. Enter the temporary duty location:

- a. Click the Add Location button.

Note that August 19th is displayed in the Arrival Date field and August 23rd is displayed in the Departure Date field.

- b. Change the departure date for the first location to August 21st

Add Per Diem Location to Trip TX Site Visit

Add Per Diem Location to Trip Window

- c. Click Lookup.
- d. In the State/Country field, select TEXAS from the drop-down list and press [Tab].

Note: You can type the letter T to advance quickly to those states/countries that begin with the letter T and then scroll to select TEXAS.

- e. In the Location field, scroll down the list and highlight DALLAS, and press [TAB].



The screenshot shows the 'Per Diem Lookup for TX Site Visit' window. It features a 'Quick Tip' box with instructions to select State/Country and Location. Below this, there are two dropdown menus: 'State/Country' set to 'TEXAS' and 'Location' set to 'DALLAS'. On the right side, there are two buttons: 'Select Per Diem Location' and 'Close Without Selecting Location'.

Per Diem Lookup Window

- f. Click Select.



The screenshot shows the 'Add Per Diem Location to Trip TX Site Visit' window. It includes a 'Quick Tip' box, arrival and departure date fields (08/19/2002 and 08/23/2002), and a 'Per Diem Location' field set to 'DALLAS, TX'. There are also checkboxes for 'Unlisted Location', 'Select Unlisted State', and 'Select Per Diem Location'. On the right, there are 'Save Location' and 'Close Without Saving Location' buttons.

Add Per Diem Location to Trip Window

- g. Save the Per Diem Location window.



The screenshot shows the 'Per Diem Locations' window. It has a checkbox for 'Replace ALL lodging and MSIE information on this document.' and an 'Add Location' button. Below is a table with one row of data:

Edit/Delete	Arrival Date	Location	Departure Date
	08/19/02	DALLAS, TX	08/23/02

Itinerary (Per Diem Locations) Window

- h. Click the Add Location button again to add the second Per Diem Location.

Note that August 21st is displayed in the Arrival Date field and August 23rd is displayed in the Departure Date field.

Add Per Diem Location to Trip TX Site Visit

Quick Tip
Type the per diem location and click the Per Diem Location button.

For this Document you can:
 Location
 without Saving Location

Arrival Date (mm/dd/yyyy) 08/21/2002

Departure Date (mm/dd/yyyy) 08/23/2002

Per Diem Location [Search](#) [Lookup](#)

Unlisted Location

Select Unlisted State

Select Per Diem Location

Add Per Diem Location to Trip Window

- i. Click Lookup.
- j. In the State/Country field, select TEXAS from the drop-down list and press [Tab].

Note: You can type the letter T to advance quickly to those states/countries that begin with the letter T and then scroll to select TEXAS.

- k. In the Location field, scroll down the list and highlight HOUSTON, and press [TAB].

Per Diem Lookup for TX Site Visit

Quick Tip
Select State/Country from the drop-down list. Select from the list of available locations in the Location field. Click Role to view the per diem rates.

For this Document you can:
 Per Diem Location
 without Selecting Location

Select Per Diem Location

State/Country TEXAS Location HOUSTON

Per Diem Lookup Window

- l. Click Select.

Add Per Diem Location to Trip TX Site Visit

Quick Tip
Type the per diem location and click the Per Diem Location button.

For this Document you can:
 Location
 without Saving Location

Arrival Date (mm/dd/yyyy) 08/21/2002

Departure Date (mm/dd/yyyy) 08/23/2002

Per Diem Location HOUSTON, TX [Search](#) [Lookup](#)

Unlisted Location

Select Unlisted State

Select Per Diem Location

Add Per Diem Location to Trip Window

m. Save the Per Diem Location window.

Edit/Delete	Arrival Date	Location	Departure Date
 	08/19/02	DALLAS, TX	08/21/02
 	08/21/02	HOUSTON, TX	08/23/02

Itinerary (Per Diem Locations) Window

5. Click continue, or on Ticketed Trans from the document toolbar to add the ticketed transportation information.



Ticketed Transportation for Authorization TX Site Visit

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:

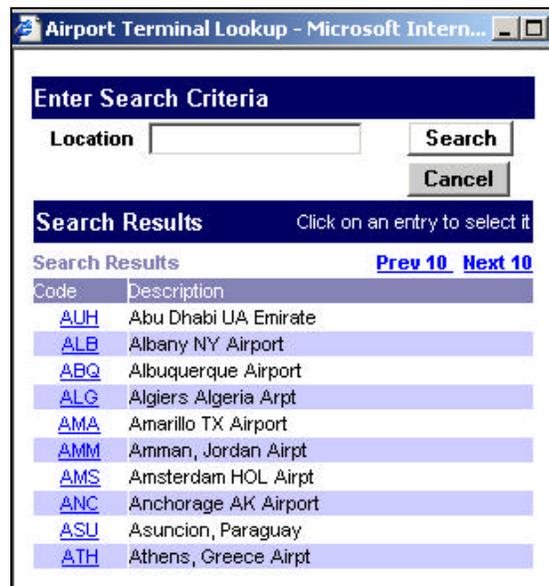
Ticket No	Dep Date	Type	Cost	Depart	Arrive	CR	CL	Tax

Ticketed Transportation Window

a. Click Add Ticket.

Note: The Type field defaults to AIR, the Description displays Airline Flight and the date in Dep Date field is the begin travel date.

b. To select a Depart From or Arrive At (airport location) select the icon to the right of those boxes. This will bring up the Airport Terminal Lookup screen.



Airport Terminal Lookup - Microsoft Internet Explorer

Enter Search Criteria

Location

Search Results Click on an entry to select it

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

Code	Description
AUH	Abu Dhabi UA Emirate
ALB	Albany NY Airport
ABQ	Albuquerque Airport
ALG	Algiers Algeria Arpt
AMA	Amarillo TX Airport
AMM	Amman, Jordan Airpt
AMS	Amsterdam HOL Airpt
ANC	Anchorage AK Airport
ASU	Asuncion, Paraguay
ATH	Athens, Greece Airpt

c. Type the city location name in the box provided. Click on Search to bring up a list of airports.

- d. Select the airport by clicking on the airport code to the left of the airport name.

Add Ticket Information Window

- e. In the Cost field, type 389.00. and press [Tab].
- f. To close the Add Ticket Information window, click Save.
- g. Click Continue to advance to the Expenses window or click Expenses from the Document toolbar.

Action	Date	Expense	Amount
			Total: 0.00

Expense Entry Window

6. Add the following expense information:

Note: The first field is Date. This refers to the date on which the expense will be incurred. The first day of the trip will appear in the date field by default.

- a. In the Expense Type field, select RENTAL CAR from the drop-down list.
- b. Press [Tab]. The screen will refresh and the expense will be displayed in the Expense Description field.

Note: When a selection from the drop-down list is made the Expense Type field, the Expense Description field is automatically populated.

- c. In the Cost field, type 120.00.
- d. The comment field is for explanations or justifications of expenses. (See Appendix D).
- e. Click Save.

Note the expense is now displayed in the bottom browser. It is very important to click on Save after every expense entry.

- f. In the Expense Type field, select TAXI from the drop-down list.
- g. Press [Tab]. The screen will refresh and the expense will be displayed in the Expense Description field.
- h. In the Cost field, type 30.00.
- i. Click Save.
- j. In the Date field, type 082102 and press [Tab].
- k. In the Expense Type field, select AUTHORIZED CALL HOME from the drop-down list.
- l. Press [Tab]. The screen will refresh and the expense will be displayed in the Expense Description field.

- m. In the Cost field, type 4.00.
- n. In the Copy Through Date field enter 082202.

Note: The Copy Through Date field allows you to enter an expense for multiple days during your trip

- o. Click Save

- p. Add two additional expenses (repeat steps f through m).
- Gov't Property Baggage (\$80)
 - Miscellaneous expenses (\$50)
- q. All of the expenses have been entered. Click Continue to advance to the Lodging/M&IE window or click Lodging/M&IE from the Document Toolbar.

Expense Entry for TX Site Visit

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: 08/19/02
Expense Type: [Dropdown]
Expense Description: [Text Field]
Miles Traveled: [Text Field]
Rate Selection: [Dropdown]
Rate: [Text Field]
Cost: [Text Field]
Comments: [Text Field]

For this Document you can:
Use Quick Expense
Use Foreign Calculator
Lookup Credit Card Expenses
Save Current Expense
Drop Existing Expense
Back Continue

Copy Through Date: [Text Field]

Cost Options
 Reimbursable
 Taxable

Current Expenses

Action	Date	Expense	Amount
	08/19/2002	Excess Baggage	80.00
	08/19/2002	Miscellaneous	50.00
	08/19/2002	Rental Car	120.00
	08/19/2002	Taxi	50.00
	08/21/2002	Authorized Cell Home	4.00
	08/22/2002	Authorized Cell Home	4.00
			Totals 288.00

Click the Pencil icon to correct an expense entry.

Click the X icon to delete an expense entry.

Expense Entry (Completed) Window

7. Review lodging and M&IE information:

- Each day of the trip is listed.
- The per diem amount (from the rates table) is displayed in the Ldg Allowed and M&IE Allowed fields.
- The M&IE per diem rate (from the rates table) is $\frac{3}{4}$ for the first and last day of the trip.

Lodging/M&IE for TX Site Visit

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

Lodging/M&IE Data

Date	Receipt	Receipt #	Log Cost	Log Allowed	M & IE Allowed	Per Diem Rate	Special	B	L	D	Cont %
08/18/02			89.00	89.00	24.50	89.146					
08/20/02			89.00	89.00	46.00	89.146					
08/21/02			89.00	89.00	46.00	89.146					
08/22/02			89.00	89.00	46.00	89.146					
08/23/02			0.00	0.00	54.50	89.146					

Lodging/M&IE Window

8. Click Continue. The Other Authorizations window is displayed.
9. Add the following other authorization information:
 - a. Click EXCESS BAGGAGE.

Note: Excess Baggage is displayed in the Other Authorizations on Current Authorization area in the bottom browser

Other Authorizations for TX Site Visit

Quick Tip
Select an Other Authorization from the Master List below to add to this Authorization.

For this Document you can:
Back Continue

Master List of Other Authorizations

- [ABOARD U.S. VESSEL](#)
- [ACTUAL EXPENSE](#)
- [ADVERSE EFFECTS/COMMERCIAL QUARTERS](#)
- [ANNUAL LEAVE OR NON-DUTY DAYS](#)
- [ANNUAL TOUR](#)
- [CONFERENCE ALLOWANCE](#)
- [DOE FORM 1512.1 ATTACHED](#)
- [ESSENTIAL UNIT MESSING](#)
- [EXCESS BAGGAGE](#)
- [EXTRA AIR OR RAIL FARE](#)
- [FIELD CONDITIONS](#)
- [GOVERNMENT VEHICLE AVAILABLE](#)

Other Authorizations Window

Other Authorizations on Current Authorization

[EXCESS BAGGAGE](#)

Other Authorizations on Current Authorization Window (Bottom Browser)

- b. Click EXCESS BAGGAGE in the Other Authorizations on Current Authorization browser. The Other Authorizations Remarks window is displayed.



Other Authorization Remarks Window

- c. Type Excess baggage is authorized because it is required for conference meeting materials (i.e. manuals, visual aids, etc.). Click Save

The Other Authorization Remarks window is for explanations regarding different types of authorizations that necessitate comments. Money is not obligated here, but this area allows for explanations of what is authorized. Examples include justifications for excess baggage, actual expenses and rental car. See Appendix D: Advance Approvals Required for Travel – Summary.

- d. Click Justification for Rental Car Authorized in the Other Authorizations on current authorization browser. The Other Authorizations remarks window is displayed.
- e. Type, "Rental car is needed for local travel".
- f. Click Save. Other Authorization window is displayed.
- g. Click Continue to advance to the Available Accounting Codes window or click Accounting Code from the Document toolbar.

10. Add the following accounting information:

- a. Select from the Master Accounting Codes by clicking on "label" to select the appropriate funding information. The screen will refresh and the accounting code will be displayed in the Accounting Code Codes browser. Use sample account for this exercise.

**Note: A default code may exist. If correct, no action is required. Otherwise, delete the code and add the correct one.*

Available Accounting Code Codes for TX Site Visit

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

For this Document you can:
Add New Accounting Code Code
Back Continue

Enter Search Criteria
Accounting Code Code Search Retrieve

Master Accounting Code Codes Click Accounting Code Labels to add to Document
Search Results [Prev 10](#) [Next 10](#)

Organization	Label	Classification Code
(None)	general travel	1805.408.8876.265.904.....
(None)	sample account	abcdefg.504.123456.1234.54321...657...123456.

Accounting Code Codes for TX Site Visit Click an item to edit/delete it

Organization	Label	Classification Code	Extended Code
(None)	sample account	abcdefg.504.123456.1234.54321...657...123456.	Extended

Edit Delete

Available Accounting Code Codes Window

11. Click Continue to advance to the Totals window or click Totals from the Document toolbar. No action is required in the Totals window. Note the following:

- *Total Estimated Expenses displays the total amount of expenses entered for the authorization (lodging, M&IE, transportation, and expenses); this includes reimbursable and non-reimbursable expenses.*

The Expense Category Details area displays information about each expense category; the expense category used in the document, the organization associated with the document, the accounting code used for each expense category, and the amount applied to each category.

Total Details for TX Site Visit

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

For this Document you can:
[View Advances for Document](#)
Back Continue

Total Estimated Expenses: 1,115.00
Computed Advance Authorized: 250.00
Advance Requested: 0.00

Expense Category Details

Expense Category	Organization	Account Label	Amount
COM. CARRIER		sample account	389.00
LODGING		sample account	356.00
M&IE		sample account	207.00
OTHER		sample account	168.00
RENTAL CAR		sample account	120.00

Expense Category Advance Details

Expense Category	Advance
M&IE	207.00

Total Details Window

12. Click Continue or select Comments from the Document toolbar



Comments for TX Site Visit

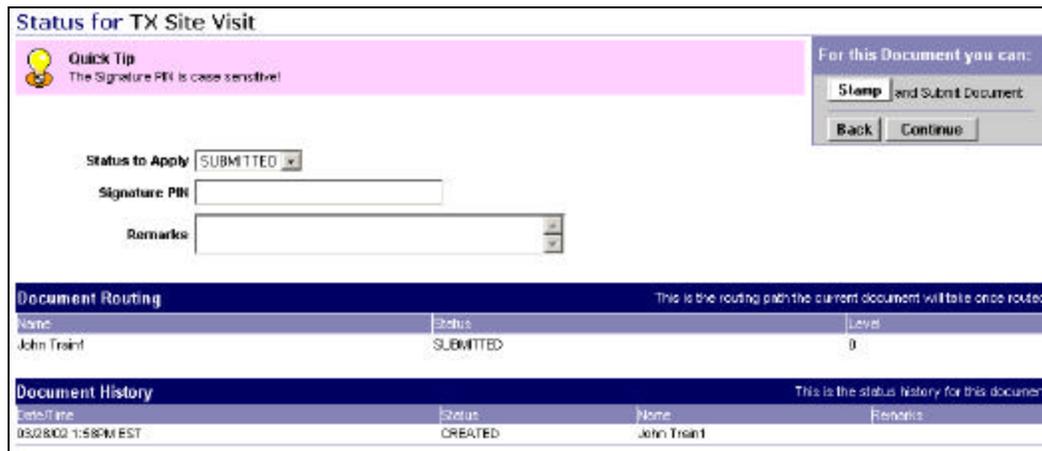
Quick Tip
Click Apply and preset comments are inserted into the Comments field. Comments can also be typed directly into the comments field. Comments apply to the entire document.

Comments

For this Document you can:
 Apply | Preset Comments
 Save | Comments
 Back | Continue
 Close | without Saving Comments

Comments Window

- a. Enter any necessary comments that pertain to your trip.
 - b. Click Save. The Document Summary window is displayed.
13. To Review the document prior to signing it, or to print the document, select Preview Document from the Document toolbar. This will bring up a copy of the document in Adobe Acrobat. You may then print the document in the normal manner.
14. To sign, save, and route the document, click Document Status from the Document toolbar.



Status for TX Site Visit

Quick Tip
The Signature PIN is case sensitive!

For this Document you can:
 Stamp and Submit Document
 Back | Continue

Status to Apply: SUBMITTED

Signature PIN:

Remarks:

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

Name	Status	Level
John Treant	SUBMITTED	0

Document History This is the status history for this document

Date/Time	Status	Name	Remarks
03/28/02 1:58PM EST	CREATED	John Treant	

Status Window

- a. Make sure Submitted is selected in the Status to Apply field.
- b. In the Signature PIN field, type your signature PIN and click Stamp.
- c. The Pre-Audit Results window is displayed.

Pre-Audit Results for TX Site Visit (View Only)



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

For this Document you can:

Close Pre-Audit Results

Document Name: TX Site Visit
Type: Authorization
Traveler: Train1, John
Status:

Pre-Audit Results		
Audit Process	Status	Comments
 ACCT CODES EXIST	PASS	
 APPROVAL BY TRAVELER	PASS	
 LAUNDRY/DRY CLEANING	PASS	
 OTHER EXPENSES	PASS	
 PERDIEM RATES	PASS	

Pre-Audit Results Window

- d. If any of the Audit Processes have failed the pre-audit, go back and correct the problem area at this time. If you have any questions please refer to the "Where to Find Help" section in Chapter 1.
- e. Click Continue. The document is routed and TM 8.0 Main window is displayed.

Exercise 2: Voucher from Authorization

Scenario

You have returned from your trip to Texas, and now wish to submit a voucher. Your receipts and expense list is as follows:

Lodging:	\$115 per night
Lodging Tax:	\$8.24 per night
Rental Car:	\$100.00
Taxi:	8/19 and 8/23 \$12.50 each day
Parking:	8/19 through 8/23 \$ 7.00
Authorized Call Home:	8/22 \$4.00

1. Click Create a New Document from the Document toolbar.
 - a. Select VOUCHER FROM AUTHORIZATION from the drop-down list and select [Tab].
 - b. Click the Document icon for the document on the right side of the browser.

OR

To search for the traveler document, type traveler's last name in the Last Name field and click Search. Then, click the Document icon for the document on the right side of the browser window.

Traveler Listing (Voucher from Authorization)

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

Traveler List Click on an entry to select it

Search Results [Prev 40](#) [Next 40](#)

Name	EID
Name, Your	111-11-1111

Document Search (Voucher from Authorization)

Document List Click on an entry to select it

Traveler: Your Name

Type	Document Name	Dep Date	Status	In Use
Authorization	interface	N/A	N/A	
Authorization	paris	N/A	N/A	*
Authorization	test2	N/A	N/A	
Authorization	emaitest2	09/10/02	CREATED	

Traveler Listing and Document Search Window

- c. When the New Voucher from Authorization window is displayed, click Create.

New Voucher from Authorization Window

Note the Authorization Number and all other information was pulled from the authorization into the voucher.

Edit/ Delete	Arrival Date	Location	Departure Date
	08/19/02	DALLAS, TX	08/23/02

Itinerary Information Window

2. Review the itinerary information. Since there are no changes to be made, click Continue.
3. To update the ticket information:
 - a. Click the Pencil icon on the See Attached ticket line item.

Ticketed Transportation for Voucher TX Site Visit

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:

Ticket No.	Dep. Date	Type	Cost	Depart	Arrive	CR	CL	Trav
See Attached Ticket 1	08/19/02	AIR	389.00	BWI-Baltimore, MD (USA) (Balt. Intl. Apt)	DFW-Dallas / Ft. Worth, TX (USA) (Intl.			no

Ticketed Transportation Window

- b. In the Ticket No field type the ticket number *016-1935544210-4*.

Update Ticket Information for TX Site Visit

Quick Tip
To enter departure and arrival airports, click the Depart From and Arrive At lookup buttons.

For this Document you can:

 Current Ticket
 without Saving Updates

Type: Ticket Value:

Ticket No:

Dep. Date:

Carrier:

Description:

Issue Date:

Ticket Date:

Depart From:

Arrive At:

Contract Fare: Class:

Contract Carrier: Confirmation No:

Cost:

Cost Options

Reimbursable
 Taxable

Expense Category:

Pmt Method:

Vendor:

Update Ticket Information Window

- c. Click Save.
4. To update the expenses, click Continue to advance to the Expenses window or click Expenses from the Document toolbar.

Expense Entry for TX Site Visit

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

Expense Type

Expense Description

Miles Traveled

Rate Selection

Rate

Cost

Comments

Buttons: 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

Current Expenses

Action	Date	Expense	Amount
	08/19/2002	Excess Baggage	80.00
	08/19/2002	Miscellaneous	50.00
	08/19/2002	Rental Car	120.00
	08/19/2002	Taxi	30.00
	08/21/2002	Authorized Call Home	4.00
	08/22/2002	Authorized Call Home	4.00
			Total: 288.00

Annotations:

- Add new expenses in this browser. (points to Expense Type field)
- Click the Pencil icon to update an expense. (points to pencil icon in table)
- Click the X icon to delete an expense. (points to X icon in table)
- To add multiple expenses quickly, click Copy Through Date. (points to Copy Through Date field)

Expense Entry Window

- Delete the AUTHORIZED CALL HOME expense for 8/21 by clicking the X icon. At the prompt "Are you sure you want to delete this record?" click OK.
- Delete the Govt. Property Baggage expense.
- Update the TAXI expense for 08/19/02 by clicking the Pencil icon.
- Type 12.50 in the Cost field and click Save.
- Add the 08/23/02 Taxi expense.
 - Type 082302 in the date field and press [Tab].
 - In the cost field, type 12.50.
 - Click save.
- Add lodging taxes using the Copy Through Date field.
- Type 081902 in the Date field and press [Tab].

- h. In the expense type field, select Lodging Tax (Domestic) from the drop down list and press [Tab]
 - i. Type 8.24 in the Cost field and press [Tab].
 - j. Type 082202 in the Copy Through Date field and click Save.
 - k. Repeat steps f-i for the PARKING expense. Cost is 7.00 for each day of the trip.
 - l. Update the rental car expense for 08/19/02 by clicking the pencil icon
 - m. Type \$100 in the Cost field and click Save.
5. Click Continue to advance to the Lodging/M&IE window or click Lodging/M&IE from the Document toolbar.

Note that the Lodging Cost column has recorded the maximum amount allowed. The actual amount spent must now be recorded.

Lodging/M&IE for TX Site Visit

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:
Delete All Lodging and M&IE expenses
Back Continue

Lodging/M&IE Data										
Date	Delete	Replicate	Ldg Cost	Ldg Allowed	M & IE Allowed	Per. Diem Rate	Special	B	L	Cont %
08/18/02			0.00	0.00	34.50	89 / 46				
08/20/02			0.00	0.00	46.00	89 / 46				
08/21/02			0.00	0.00	48.00	89 / 46				
08/22/02			0.00	0.00	46.00	89 / 46				
08/23/02			0.00	0.00	34.50	89 / 46				

Lodging/M&IE Window

To update a Lodging or M&IE expense, click the Pencil icon.

To duplicate the Lodging cost to subsequent dates, click the Replicate icon.

- a. Click the Pencil icon on the first day of the trip.
- b. Type 115.00 in the Lodging field.
- c. Click **Save**.

Update Lodging and M&IE Expenses for TX Site Visit (08/19/02)

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.

Lodging

Per Diem Rate: 89 / 46
Lodging: 115.00 Options

Conference Allowance

Conference Allowance Conf Info
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

For this document you can

Next Expense

Save Expense Changes

Override Lodging and M&IE

Close Without Saving Changes

Apply Through Date:
08/19/02

Update Lodging and M&IE Expenses Window

Lodging/M&IE for TX Site Visit

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:

Delete All Lodging and M&IE expenses

Back Continue

Lodging/M&IE Data											
Date	Delete	Replicate	Ldg Cost	Ldg Allowed	M & IE Allowed	Per Diem Rate	Special	B	L	D	Conf %
08/19/02			115.00	89.00	34.50	89 / 46					
08/20/02			115.00	89.00	46.00	89 / 46					
08/21/02			115.00	89.00	46.00	89 / 46					
08/22/02			115.00	89.00	46.00	89 / 46					
08/23/02			0.00	0.00	34.50	89 / 46					

Lodging/M&IE (Updated) Window

- d. Click the Replicate icon on the line dated 08/19. Click Continue. Review the amounts in the Lodging costs column.
 - e. Click Continue to advance to the Available Accounting Codes window or select Accounting Code from the Document toolbar.
6. **Note** the *Sample Account* accounting code was carried over from the authorization into the voucher.

Available Accounting Code Codes for TX Site Visit

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

For this Document you can:
Add New Accounting Code Code
Back Continue

Enter Search Criteria
Accounting Code Code Search Retrieve

Master Accounting Code Codes Click Accounting Code Label to add to Document
Search Results [Prev 10](#) [Next 10](#)

Organization	Label	Classification Code
(None)	general travel	1805, 408, 8876, 265, 904,
(None)	sample account	abodeitg, 504, 123456, 1234, 54321, .. 567, .. 123456.

Accounting Code Codes for TX Site Visit Click an item to edit/delete it

Organization	Label	Classification Code	Extended Code
(None)	sample account	abodeitg, 504, 123456, 1234, 54321, .. 567, .. 123456.	Extended

Edit Delete

Available Accounting Code Codes Window

- Click Continue to advance to the Totals window or click Totals from the Document toolbar. No action is required in the Totals window.
- Click Continue to advance to the Comments window or click Comments from the Document toolbar.
- Add the following comments to the document: *Trip was successful.*

Comments for TX Site Visit

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.

For this Document you can:
Apply Preset Comments
Save Comments
Back Continue
Close without Saving Comments

Comments

Comments Window

- Click Save.
- The Document Summary window is displayed.
- To preview or print the document click on Preview Document from the Document toolbar. This will bring up a copy of the document in Adobe Acrobat. You may print or preview the document from this application.

13. Click Document Status from the Document Summary window or click on Document Status from the Document toolbar.
 - a. If the traveler is creating their own travel voucher then they can sign the document and begin the routing process. Make sure Submitted is selected in the Status to Apply field.
 - b. If the processor is creating the voucher for the traveler, they can only SAVE the document and inform the traveler that their voucher is ready for their review and signature.

Note: *The processor cannot initiate the routing of a travel voucher, only the traveler.*

Status for TX Site Visit

Quick Tip
The Signature PIN is case sensitive

For this Document you can:

Status to Apply:

Signature PIN:

Remarks:

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

Name	Status	Level
Treint, John	SUBMITTED	0

Document History This is the status history for this document

Date/Time	Status	Name	Remarks
03/28/02 3:31PM EST	CREATED	John Treint	

Document Status Window

14. Enter your Signature PIN and click Stamp.

15. The Pre-Audit Results are displayed.

Pre-Audit Results for TX Site Visit

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

Document Name: TX Site Visit
 Type: Voucher
 Traveler: Treint, George
 Status: FAIL

For this Document you can:

Pre-Audit Results

Audit Process	Status	Comments
<input checked="" type="checkbox"/> ACTUAL MULTIPLIER	PASS	
<input checked="" type="checkbox"/> ACTUALS AUTHORIZED	PASS	
<input checked="" type="checkbox"/> APPLIED ADVANCE	PASS	
<input checked="" type="checkbox"/> APPROVAL BY TRAVELER	PASS	
<input checked="" type="checkbox"/> AUTHORIZATION EXIST	PASS	
<input checked="" type="checkbox"/> CHECK MISC	FAIL	Expense Description is Miscellaneous
<input checked="" type="checkbox"/> CONFERENCE ALLOWANCE	PASS	
<input checked="" type="checkbox"/> EXPENSE CATEGORIES	PASS	
<input checked="" type="checkbox"/> OTHER EXPENSES	PASS	
<input checked="" type="checkbox"/> PER DIEM RATES	PASS	
<input checked="" type="checkbox"/> TRAVEL MODES	PASS	
<input checked="" type="checkbox"/> TRIP TYPES	PASS	

Pre-Audit Results Window

16. If any of the Audit Processes have failed the Pre-Audit, go back and correct the problem at this time. If you have any questions, please refer to the "Where to Find Help" section in Chapter 1.
 17. In the example, miscellaneous expenses failed. Miscellaneous expenses must be specified and itemized on the Travel Voucher. Go back and delete the expense or itemize the expense. Stamp and Route the document again.
 18. Click Continue. The document is routed.
 19. The TM 8.0 Main window is displayed.
-

Exercise 3: Local Voucher

Scenario

You have been directed by your supervisor to attend a training session being held at the General Services Administration Building located in Washington, DC. Once he completes his duties outside of the office, it's time to submit a voucher for his expenses. Your expenses are as follows:

- Private vehicle transportation 30 miles round trip (excludes normal commuting costs)
- Parking expense \$15.00

1. Click Create A New Document from the Document toolbar.

New Document Window

- a. In the Document Type field select *Local Voucher*.
- b. Type *Training327* in the Document Name field and press [Tab].
- c. Type the Social Security number of the user you are logged in as into the SSN field.

OR

Click the SSN Lookup icon. Click the SSN for The user you are logged in as.

New Document Window

- d. Click Create.

- e. Leave the Travel Authorization Number field blank.
- f. In the Trip Purpose field select TRAINING ATTENDANCE from the drop-down list.
- g. In the Trip Type field select SINGLE TRIP from the drop-down list.

Document Summary for Local Voucher Training327

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

Travel Authorization Number
[Traveler Details](#) 222-22-2221, John Train1
Trip Purpose TRAINING ATTENDANCE
Trip Type SINGLE TRIP
[Expense Details](#)
[Quick Expense](#)
[Accounting Code Details](#)

For this Document you can:

Save Document

Continue Entering Document

Close Current Document

Expense Summary

Edit	Delete	Date	Expense	Amount
				Total: 0.00

Accounting Code Summary

Label	Amount
sample account	0.00
Total: 0.00	

Totals Summary

Disbursement Type	Amount
Amount Claimed	0.00
Pay To Charge Card	0.00
Pay To Traveler	0.00

[Enter Comments](#) <No Comments Entered>

Document Status Enter Status/PIN to stamp this document

Document Status: CREATED **Awaiting:** Train1, John **Stamp and Route**

Status To Apply	Signature PIN	Remarks
SUBMITTED	<input type="text"/>	<input type="text"/>

Document Summary Window

2. Click Continue to advance to the Expense Window or click Expenses from the Document toolbar.
 - a. The Date field will default to the day in which you creating the document. If necessary change the date to reflect when the expense was originally incurred.
 - b. In the Expense Type field select EXPENSE from the drop-down list and press [Tab].
 - c. The screen will refresh and your Expense Type will now be listed in the Expense Description field. Add POV to the description.
 - d. Type 30 in the Miles Traveled field and press [Tab].
 - e. Choose "1POC-0.365" from the Rate Selection field. This will automatically populate the Rate field with the mileage rate.

- f. TM Version 8.0 will automatically calculate the cost and enter it in the Cost field

Expense Entry for Training 327

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 (mm/dd/yyyy) 04/26/02

Expense Type

Expense Description EXPENSE POV

Miles Traveled 30

Rate Selection 1POC - 0.365

Rate 0.365

Number of People

Cost 10.95

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 OTHER

Expense Entry Window

- g. Click Save and enter the next expense.
- h. In the Expense Type field select EXPENSE from the drop-down list and press [Tab].
- i. The screen will refresh and your Expense Type will now be listed in the Expense Description field. Add Parking to the description.
- j. In the Cost field type 15.00 and click Save.

Expense Entry for Training 327

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 (mm/dd/yyyy) 04/26/02

Expense Type

Expense Description

Miles Traveled

Rate Selection

Rate

Number of People

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

Current Expenses

Action	Date	Expense	Amount
	04/26/2002	EXPENSE	15.00
	04/26/2002	EXPENSE POV	10.95
Total:			25.95

Expense Entry and Current Expenses Window

- k. Both expenses are listed in the bottom browser.
- l. Click Continue to advance to the Accounting Code Details window or click Accounting Code Details from the Document toolbar.

Accounting Code Summary	
Label	Amount
sample account	25.95
Total: 25.95	

Totals Summary	
Disbursement Type	Amount
Amount Claimed	25.95
Pay To Charge Card	0.00
Pay To Traveler	25.95

Captions of the Accounting Code Summary and Totals Summary within the Document Summary Window

- m. Select from the Master Accounting Codes by clicking on the account code "label" to select the appropriate funding information. The screen will refresh and the accounting code will be displayed in the Accounting Code Codes browser. Use sample account for this exercise.

Note: A default code may exist. If correct, no action is required. Otherwise, delete the code and add the correct one.

3. Click Continue to advance to the Totals window or click **Totals** from the Document toolbar.
4. No action is required in the Totals window.
5. Click Continue to advance to the Comments window or click Comments from the Document toolbar.
 - a. Type the following: *Training on the New DOE TM 8.0 Web Version.*

Comments for Training327	
 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.	For this Document you can: <input type="button" value="Apply"/> Preset Comments <input type="button" value="Save"/> Comments <input type="button" value="Back"/> <input type="button" value="Continue"/> <input type="button" value="Close"/> without Saving Comments
Comments Training on the New DOE Travel Manager 8.0 Web Version.	

Comments Window

- b. Click Save.
6. To preview or print the document click on Preview Document from the Document toolbar. This will bring up a copy of the document in Adobe Acrobat. You may print or preview the document from this application

7. Click Document Status from the Document Summary window or click Document Status from the Document toolbar.
 - a. If the traveler is creating their own local vouchers, then they can sign the document and begin the routing process. Make sure Submitted is selected in the Status to be Applied field.
 - b. If the processor is creating the voucher for the traveler, they can only Save the document and inform the traveler that their voucher is ready for their review and signature.

Status for Training327

Quick Tip
The Signature PIN is case sensitive.

For this Document you can:
 and Submit Document

Status to Apply:

Signature PIN:

Remarks:

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

Name	Status	Level
Train1, John	SUBMITTED	0

Document History This is the status history for this document.

Date/Time	Status	Name	Remarks
03/08/02 3:57PM EST	CREATED	John Train1	

Document Status Window

- c. In the Signature PIN field, type your signature PIN and click Stamp.
- d. The Pre-Audit Results window is displayed.
- e. If any of the Audit processes have failed the Pre-Audit, go back and correct the problem at this time. If you have any questions, please refer to the "Where to Find Help" section in Chapter 1.
- f. Click Continue. The document is routed and TM Version 8.0 Main window is displayed.

Exercise 4: Adjusting Documents

To adjust travel authorization/local voucher that is not stamped approved or a voucher that is not stamped data link, follow the steps outlined below.

Scenario - Adjustment

You have submitted your voucher and then realized that you should have deleted the miscellaneous expense item for 08/21/02.

1. Select Open Existing Document from the Document toolbar.

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

Document Type

Traveler List Click on an entry to select it

Search Results [Prev 40](#) [Next 40](#)

Name	EID
Train1, John	222-22-2221

Document Search (Open Document)

Document List Click on an entry to select it

Traveler: John Train1

Type	Document Name	Dep Date	Status	In Use
 Authorization	TX Site Visit	08/19/02	SUBMITTED	
 Authorization	Training in NY	04/01/02	SUBMITTED	
 Authorization	Travel Trip 1	03/01/02	AUTHORIZED	
 Local Voucher	StatusMtg4-2	04/01/02	SUBMITTED	
 Local Voucher	Training327	03/28/02	SUBMITTED	
 Local Voucher	Train1-lvch0319	03/19/02	CREATED	
 Voucher	voucher1	N/A	N/A	
 Voucher	TX Site Visit	08/19/02	SUBMITTED	
 Voucher	Training in NY	04/01/02	CREATED	

Traveler Listing and Document Search Window

2. Click the Document Icon for the document, on the right side of the browser window, you wish to adjust.

OR

Type the traveler's last name in the Last Name field and click Search and click the Document icon on the document you wish to adjust.

*NOTE: If previous adjustments have been made to this document you will need to select the current version of the document, marked by **.*

3. Type your Signature PIN in the Signature for Adjustment field and click Sign.

NOTE: Do not select GET as you will be in a "view" status and will not be able to make any changes in the document.

Open Document Signature

Quick Tip
The Signature PIN is case sensitive!

Signature for Adjustment:

For this Document you can:

Sign to Review Document
Get Document as View-Only
Cancel Opening Document

Open Document Signature Window

- In the Document Summary browser, click the X on the Miscellaneous expense item for 08/21/02 to delete the expense. At the prompt, "Are you sure you want to delete this record?" click OK.

Document Summary for Voucher TX Site Visit

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: 222-22-2227, George Train?
Purpose Description: To perform review of budget office procedures.
Itinerary Details: DALLAS, TX 08/19/02 - 08/21/02
 HOUSTON, TX 08/21/02 - 08/23/02
Ticketed Trans Details: \$309.00

Expense Details

Expense Summary	Fast	Delete	Date	Expense	Amount
			08/19/2002	Lodging Tax (Domestic)	8.24
			08/19/2002	Miscellaneous	50.00
			08/19/2002	Parking Fee	7.00
			08/19/2002	Rental Car	100.00
			08/19/2002	Taxi	12.50
			08/20/2002	Lodging Tax (Domestic)	8.24
			08/20/2002	Parking Fee	7.00
			08/21/2002	Lodging Tax (Domestic)	8.24
			08/21/2002	Parking Fee	7.00
			08/22/2002	Authorized Call Home	4.00

For this Document you can:

Save Document
Undo Adjustments
Continue Entering Document
Close Current Document

To update an expense, click the Pencil icon.

To delete an expense, click the X icon.

Document Summary Window

- To preview or print the document click on Preview Document from the Document toolbar. This will bring up a copy of the document in Adobe Acrobat. You may print or preview the document from this application.
- Click Document Status from the Document toolbar or the Document Summary window.

Status for Travel Trip 1

Quick Tip
The Signature PIN is case sensitive!

For this Document you can:

Stamp and Submit Document

Adjustments Go To Adjustments

Back **Continue**

Status to Apply: SUBMITTED

Signature PIN:

Remarks:

Stamp Document Without Adjustment

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

Name	Status	Level
Janelle Chapman	APPROVED	2

Document History This is the status history for this document

Date/Time	Status	Name	Remarks
03/18/02 4:17PM EST	CREATED	John Train1	
04/01/02 1:54PM EST	SUBMITTED	John Train1	

Document Status Window

- a. Make sure SUBMITTED is selected in the Status to Apply field.
- b. Indicate adjustment made in the remarks field.
- c. Type your Signature PIN in the Signature PIN field and click Stamp.

Pre-Audit Results for TX Site Visit

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

For this Document you can:

Justify Pre-Audit Results

Continue Stamping the Document

Cancel Pre-Audit Results

Document Name: TX Site Visit
 Type: Voucher
 Traveler: Train1, George
 Status: FAIL

Audit Process	Status	Comments
<input type="checkbox"/> ACTUAL MULTIPLIER	PASS	
<input type="checkbox"/> ACTUALS AUTHORIZED	PASS	
<input type="checkbox"/> APPLIED ADVANCE	PASS	
<input type="checkbox"/> APPROVAL BY TRAVELER	PASS	
<input type="checkbox"/> AUTHORIZATION EXIST	PASS	
<input type="checkbox"/> CHECK MISC	PASS	
<input type="checkbox"/> CONFERENCE ALLOWANCE	PASS	
<input type="checkbox"/> EXPENSE CATEGORIES	PASS	
<input type="checkbox"/> OTHER EXPENSES	PASS	
<input type="checkbox"/> PER DIEM RATES	PASS	
<input type="checkbox"/> TRAVEL MODES	PASS	
<input type="checkbox"/> TRIP TYPES	PASS	

Pre-Audit Results Window

- d. The Pre-Audit Results window is displayed.

- e. If any of the Audit processes have failed the Pre-Audit, go back and correct the problem at this time. If you have any questions, please refer to the “Where to Find Help” section in Chapter 1.
- f. Click Continue. The document is routed and TM 8.0 Main window is displayed.

Exercise 5: Amendments / Cancellations

To adjust a travel authorization that is stamped approved or data linked, an amendment must be created.

Scenario - Amendment

You have already created an authorization for travel to New York City, NY. The document has also been approved. You need to extend your travel for another 3 business days.

1. Click Create a New Document.
2. Click Amendment from the Document Type drop-down list and press [Tab].
3. Click the Document icon for the document on the right side of the browser

OR

Search for the travel document by typing the travelers last name in the Last Name field and click Search. Then click the Document icon.

<p>Traveler Listing (Amendment)</p> <p> 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.</p> <p>Enter Search Criteria</p> <p>Last Name <input type="text"/> <input type="button" value="Search"/></p> <p>Document Type <input type="text" value="ALL"/></p> <p>Traveler List Click on an entry to select it</p> <p>Search Results Prev 40 Next 40</p> <table border="1"> <thead> <tr> <th>Name</th> <th>EID</th> </tr> </thead> <tbody> <tr> <td>Train1, John</td> <td>222-22-2221</td> </tr> </tbody> </table>	Name	EID	Train1, John	222-22-2221	<p>Document Search (Amendment)</p> <p>Document List Click on an entry to select it</p> <p>Traveler: John Train1</p> <table border="1"> <thead> <tr> <th>Type</th> <th>Document Name</th> <th>Dep Date</th> <th>Status</th> <th>In Use</th> </tr> </thead> <tbody> <tr> <td> Authorization</td> <td>San Fran</td> <td>05/06/02</td> <td>DATA LINK</td> <td></td> </tr> <tr> <td> Authorization</td> <td>Training in NY</td> <td>04/01/02</td> <td>DATA LINK</td> <td></td> </tr> </tbody> </table>	Type	Document Name	Dep Date	Status	In Use	 Authorization	San Fran	05/06/02	DATA LINK		 Authorization	Training in NY	04/01/02	DATA LINK	
Name	EID																			
Train1, John	222-22-2221																			
Type	Document Name	Dep Date	Status	In Use																
 Authorization	San Fran	05/06/02	DATA LINK																	
 Authorization	Training in NY	04/01/02	DATA LINK																	

Traveler Listing and Document Search Window

Note in the Amendment Name field that a -1 was added to the end of the document name.

4. In the Comments field, type Trip extended 3 business days to attend additional meetings.
 - a. In the Signature PIN field, type your signature pin.

Amendment

 **Quick Tip**
The amendment name is system generated.

For this Document you can:
 New Amendment

Amendment Name Training in N-1

Comments Trip extended 3 business days to attend additional meetings.

Signature PIN [REDACTED]

Amendment Window

- b. Click Create.
5. Click Itinerary from the Document toolbar or click Itinerary Details in the Document Summary window.

Itinerary Information for Training in N-

 **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:
 Itinerary

Trip Information

Travel Authorization Number TANUM1

Purpose TRAINING ATTENDANCE

Description

Auth Date (mm/dd/yyyy) 03/28/2002

Type SINGLE TRIP

Trip No

- AMEND OPEN
- AMENDMENT
- CANCEL OPEN
- CANCELLATION
- INVIT AMEND
- INVIT CANCEL
- INVIT CONGRE
- INVITATIONAL
- OPEN AUTH
- SINGLE TRIP

Departure and Return Information

Begin Travel (mm/dd/yyyy) 04/01/2002

End Travel (mm/dd/yyyy) 04/07/2002

Trip Duration Multiple days

Comments Training at field office in New York City.

Depart RES: Rockville, MD

Return RES: Rockville, MD

Itinerary Information Window

- a. Update the Type field by selecting AMENDMENT from the drop-down list.
- b. In the End Travel date field, type a new end travel date.
- c. In the Per Diem Locations area, click the Pencil icon to update the departure date.
- d. In the Departure Date field type new departure date and click Save.
- e. Click Save to save the itinerary changes.
- f. To preview or print the document click on Preview Document from the Document toolbar. This will bring up a copy of the document in Adobe Acrobat. You may print or preview the document from this application.

6. Click Document Status from the Document toolbar or from the Document Summary window.
 - a. Make sure SUBMITTED is selected in the Status to Apply field.
 - b. Type your Signature PIN in the Signature PIN field and click Stamp.
 - c. The Pre-Audit window is displayed.
 - d. If any of the Audit processes have failed the Pre-Audit, go back and correct the problem at this time. If you have any questions, please refer to the "Where to Find Help" section in Chapter 1.
 - e. Click Continue. The document is routed and TM 8.0 Main window is displayed.

Scenario - Cancellation

You have already created an authorization for travel to New York City, NY. The document has also been approved. Unfortunately the trip has been cancelled. An amendment will have to be created to cancel the trip.

1. Click Create a New Document.
2. Click Amendment from the Document Type drop-down list and press [Tab].
3. Click the Document icon for the document on the right side of the browser

OR

Search for the travel document by typing the travelers last name in the Last Name field and click Search. Then click the Document icon.

<p>Traveler Listing (Amendment)</p> <p> 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.</p> <p>Enter Search Criteria</p> <p>Last Name <input type="text"/> <input type="button" value="Search"/></p> <p>Document Type <input type="text" value="ALL"/></p> <p>Traveler List Click on an entry to select it</p> <p>Search Results Prev 40 Next 40</p> <table border="1"> <thead> <tr> <th>Name</th> <th>EID</th> </tr> </thead> <tbody> <tr> <td>Train1, John</td> <td>222-22-2221</td> </tr> </tbody> </table>	Name	EID	Train1, John	222-22-2221	<p>Document Search (Amendment)</p> <p>Document List Click on an entry to select it</p> <p>Traveler: John Train1</p> <table border="1"> <thead> <tr> <th>Type</th> <th>Document Name</th> <th>Dep Date</th> <th>Status</th> <th>In Use</th> </tr> </thead> <tbody> <tr> <td> Authorization</td> <td>San Fran</td> <td>05/06/02</td> <td>DATA LINK</td> <td></td> </tr> <tr> <td> Authorization</td> <td>Training in NY</td> <td>04/01/02</td> <td>DATA LINK</td> <td></td> </tr> </tbody> </table>	Type	Document Name	Dep Date	Status	In Use	 Authorization	San Fran	05/06/02	DATA LINK		 Authorization	Training in NY	04/01/02	DATA LINK	
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Type	Document Name	Dep Date	Status	In Use																
 Authorization	San Fran	05/06/02	DATA LINK																	
 Authorization	Training in NY	04/01/02	DATA LINK																	

Traveler Listing and Document Search Window

Note in the Amendment Name field that a -1 was added to the end of the document name.

4. In the Comments field, type *Trip cancellation*.
5. In the Signature PIN field, type your signature pin.

Amendment		For this Document you can:
 Quick Tip The amendment name is system generated.		<input type="button" value="Create"/> New Amendment
Amendment Name	<input type="text" value="Training in N-1"/>	<input type="button" value="Cancel"/>
Comments	<input type="text" value="Trip extended 3 business days to attend additional meetings."/>	
Signature PIN	<input type="text" value="*****"/>	

Amendment Window

6. Click Create.
7. Click Itinerary from the Document toolbar or click Itinerary Details in the Document Summary window.
 - a. Update the Type field by selecting CANCELLATION from the drop-down list.

Itinerary Information for Training in N-

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:
 Itinerary

Trip Information

Travel Authorization Number TANUM1
 Purpose TRAINING ATTENDANCE
 Description
 Auth Date (mm/dd/yyyy) 03/28/2002
 Type SINGLE TRIP
 Trip No

Departure and Return Information

Begin Travel (mm/dd/yyyy) 04/01/2002
 End Travel (mm/dd/yyyy) 04/07/2002
 Trip Duration Multiple days
 Comments Training at field office in New York City.

Depart RES: Rockville, MD
 Return RES: Rockville, MD
 RES: Rockville, MD
 RES: Rockville, MD

AMEND OPEN
 AMENDMENT
 CANCEL OPEN
CANCELLATION
 INVIT AMEND
 INVIT CANCEL
 INVIT CONGRE
 INVITATIONAL
 OPEN AUTH
 SINGLE TRIP

Itinerary Information Window

- b. Click Save to save the itinerary changes.
 - c. To preview or print the document click on Preview Document from the Document toolbar. This will bring up a copy of the document in Adobe Acrobat. You may print or preview the document from this application.
8. Click Document Status from the Document toolbar or from the Document Summary window.
 - a. Make sure SUBMITTED is selected in the Status to Apply field.
 - b. Type your Signature PIN in the Signature PIN field and click Stamp.
 - c. The pre-audit window is displayed.
 - d. If any of the Audit processes have failed the Pre-Audit, go back and correct the problem at this time. If you have any questions, please refer to the "Where to Find Help" section in Chapter 1.
 - e. Click Continue. The document is routed and TM 8.0 Main window is displayed.

Authorizing And Approving Documents

This chapter provides instructions on:

Understanding the typical routing process for travel documents

Reviewing and approving travel documents

Returning travel documents to the traveler for adjustments

ROUTING PROCESS

The following is a summary of steps for the electronic routing process for authorizations, vouchers, and local vouchers.

Travel Authorization Process

STEPS	TRAVEL MANAGER STATUS CODE
Travel Authorization (TA) is prepared in TM	Created
Document creator electronically submits TA. This begins the document routing process.	Submitted
TA is reviewed, authorized and /or approved by individuals designated on TM routing lists. This will vary based on individual program office policy and type of travel. An approved status code is required.	Reviewed Authorized Disapproved/Approved
Once the TA is approved it is selected to interface with the accounting system on a daily basis.	
The TA updates the accounting system. The TA must be in a Datalink status before the voucher can be processed for payment.	Datalink
If the TA requires correction, the TA must be corrected and resubmitted through the approval process.	Audit Fail

Travel Voucher Process

Steps	Travel Manager Status Code
Traveler or Support Person creates travel voucher in TM.	Created
Traveler electronically signs document.	Submitted
Voucher is selected for interface with accounting system.	
The voucher is updated in the accounting system.	Data Link
If the voucher requires correction, the voucher must be corrected and resubmitted.	Audit Fail

Local Voucher Process

Steps	Travel Manager Status Code
Traveler or Support Person creates travel voucher in TM.	Created
Traveler electronically signs document.	Submitted
The local voucher is reviewed, authorized and / or approved by individuals designated on TM routing lists. An approved status code is required.	Reviewed Authorized Approved
Voucher is selected for interface with accounting system on a daily basis.	
The voucher updates the accounting system.	Data Link
If the voucher requires correction, the voucher must be corrected and resubmitted.	Audit Fail

REVIEW AND APPROVAL OF DOCUMENTS

The travel document was signed, stamped SUBMITTED and routed to the next person in the approval chain.

1. The approving official logs onto TM 8.0.
2. From the Document toolbar click Review Documents.
 - a) All document awaiting your review and approval will be listed in the Review window.
 - b) Click the Document icon in the Type column beside the document you want to review.

Review Document

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

Enter Search Criteria

Document Type

Type	Document Name	Dep Date	Traveler	# Days	Retain	In Use
 Authorization	TX Site Visit	08/19/02	Train1, John			
 Local Voucher	StatusMtg4-2	04/01/02	Train1, John			*
 Local Voucher	Training327	03/28/02	Train1, John			
 Voucher	TX Site Visit	08/19/02	Train1, John			
 Voucher	San Fran	05/06/02	Train1, John			
 Voucher	Trip to Hawaii	04/13/02	Train7, Janet			

Review Document Window

Click the Document icon to review the document.

3. Open Document Signature window is displayed.
4. Enter your signature PIN and click Sign.
5. Review the entire document to ensure completeness and accuracy.
6. Click on Document Status from the Document Summary screen or the Document toolbar.
7. The Status to Apply field is populated with the appropriate status code.
8. In the Signature PIN field type your signature PIN and click Stamp.
9. If any of the audit processes have failed the Pre-Audit, click Cancel, and follow the instructions to disapprove and return the document, otherwise click Continue.

DISAPPROVING AND RETURNING DOCUMENTS

The travel document was signed, stamped SUBMITTED and routed to the next person in the approval chain.

1. The approving official logs onto TM 8.0.
2. From the Document toolbar click Review Documents.
 - c) All document awaiting your review and approval will be listed in the Review window.
 - d) Click the Document icon in the Type column beside the document you want to review.

Review Document

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

Enter Search Criteria

Document Type:

Type	Document Name	Dep Date	Traveler	# Days	Retain	In Use
 Authorization	TX Site Visit	08/19/02	Train1, John			
 Local Voucher	StatusMtg4-2	04/01/02	Train1, John			*
 Local Voucher	Training327	03/28/02	Train1, John			
 Voucher	TX Site Visit	08/19/02	Train1, John			
 Voucher	San Fran	05/06/02	Train1, John			
 Voucher	Trip to Hawaii	04/13/02	Train7, Janet			

Review Document Window

Click the Document icon to review the document.

3. Open Document Signature window is displayed.
4. Enter your signature PIN and click Sign.
5. Review the entire document to ensure completeness and accuracy.
6. Click on Document Status from the Document Summary screen or the Document toolbar.
7. Select a status of Disapproved.
8. Enter the reason for disapproval in the remarks section.
9. In the Signature PIN field type your signature PIN and click Stamp and Continue.

Retention of Official File and Receipts

The program office and/or traveler retain a hard copy of the original travel documents as well as the receipts. In accordance with current records retention regulations, the time frame is six years and three months.

Post Payment Audit

The traveler is notified by e-mail when trips have been selected for audit. Travel vouchers are selected for audit in accordance with GAO Title 7 requirements. The following original documents must be submitted when requested.

- Travel authorization including the document history page
- Travel voucher including the document history page
- Receipts for lodging.
- Receipts for any other expense over \$75.00

The traveler or program office may wish to retain a copy of the original documents.

Conversion of Foreign Currency

All amounts claimed on the travel voucher must be shown in United States (US) dollars. TM 8.0 has a foreign calculator that can be used to convert the amount spent in a foreign country to US dollars. To use this feature:

- 1) Click on the Expense section.
- 2) Enter a date.
- 3) Select the Expense Type from the Expense Type drop down menu.
- 4) Tab
- 5) Click on the button for the foreign calculator.
- 6) Enter in the foreign currency block the amount spent in foreign currency.
- 7) Enter the exchange rate from the foreign currency to US dollars in the Exchange rate block. You may find this rate of exchange at www.oanda.com/converter/classic.
- 8) Tab
- 9) The amount that appears in the expense cost is your expense converted to US dollars.
- 10) Return to the Expense section and enter the expense cost in the cost block.

CHECKLISTS

TDY TRAVEL VOUCHER CHECKLIST

1. Before you submit your voucher make sure the *travel authorization* is placed in a "DATALINK" status to ensure that funds have been obligated.
2. Make sure the itinerary dates on your voucher are the same as the dates on your *travel authorization*.
3. Make sure the accounting code information is on your travel voucher.
4. Specify/Itemize any "miscellaneous" expenses.
5. If there are personal calls claimed on the voucher, the regulation states that "Authorized calls Home" is limited to \$4.00 per call. The maximum amount for each trip or for each five 7-day period of a single trip, is limited to \$12.00 for domestic travel.
6. If a rental car is claimed on the *voucher*, make sure to add the estimated cost as well as a justification why rental car is needed to the *travel authorization*. Try estimating \$40-45 for each day of travel.
7. If the lodging is above the per diem rate, make sure your *travel authorization* properly justifies the actual lodging in accordance with DOE travel policy 1500.2A. Be sure to update the lodging amounts to reflect the actual lodging cost. The regulation states that only Heads of Department Elements or one level below may authorize or approve actual expense reimbursement.
8. M&IE covers expenses such as meals, fees and tips for personal luggage, porters, maids, etc., so do not show these under expenses. The regulation states that the M&IE portion is intended to substantially cover the costs of meals and incidental expenses such as fees and tips for personal luggage, porters, maids, etc.
9. Common Carrier costs and Registration fees must be reflected on the travel authorization. Make sure to add the cost on the *travel authorization*.
10. The cost of expenses must be reflected on the travel authorization. There may be included expenses such as parking, business calls, taxi and lodging taxes. Make sure to add the costs on the *travel authorization!!!*
11. To claim laundry, dry-cleaning, and pressing expenses on the *voucher*, you must incur a minimum of four consecutive nights lodging on official travel to qualify for

reimbursement. You will be reimbursed up to \$5.00 for each night of official travel where lodging is claimed, up to a total of 30 calendar days for any TDY assignment.

12. If you are trying to claim expenses you forgot to claim in a *voucher* or have not been reimbursed for, please DELETE or ZERO OUT all expenses you have previously been reimbursed.

FOREIGN VOUCHER CHECKLIST

1. Before you submit your voucher, make sure that the *travel authorization* is placed in "DATALINK" status to ensure funds have been obligated .
2. Make sure the itinerary dates on your voucher are the same as the dates on your *travel authorization*.
3. Make sure the accounting code information is on your travel voucher.
4. Specify/Itemize any "miscellaneous" expenses.
5. If there are personal calls claimed on the *voucher*, the regulation states that "Authorized Calls Home" is limited to \$8.00 per call. The maximum amount for each trip or for each consecutive 7-day period of a single trip, is limited to \$16.00 for domestic travel.
6. If a rental car is claimed on the voucher, make sure to add the estimated cost as well as a justification why rental car is needed to the *travel authorization*. Try estimating \$50-55 for each day of travel.
7. If the lodging is above the per diem rate, make sure your *travel authorization* properly justifies the actual lodging in accordance with DOE travel policy 1500.2A. Be sure to update the lodging amounts to reflect the actual lodging cost. The regulation states that only Heads of Department Elements or one level below may authorize or approve actual expense reimbursement.
8. M&IE covers expenses such as meals, fees and tips for personal luggage, porters, maids, etc., so do not show these under expenses. The regulation states that the M&IE portion is intended to substantially cover the costs of meals and incidental expenses such as fees and tips for personal luggage, porters, maids, etc.
9. Common Carrier costs and Registration fees must be reflected on the *travel authorization*. Make sure to add the cost on the *travel authorization*.
10. Laundry/Dry Cleaning for Foreign Travel: The regulation states that laundry and dry cleaning expenses remain part of the incidental portion of the per diem rate for travel to foreign and non-foreign (outside CONUS) areas, and may not be claimed as a separate expenses. The M&IE portion is intended to substantially cover the cost of meals and incidental travel expenses such as laundry and dry cleaning.
11. Indicate the foreign conversion rate in the comments section.
12. The cost of expenses must be reflected on the *travel authorization*. There may be included expenses such as parking, business calls, taxi and lodging taxes. Make sure to add the costs on the *travel authorization!!!*

13. If you are trying to claim expenses you forgot to claim in a *voucher* or have not been reimbursed for, please DELETE or ZERO OUT all expenses you have been reimbursed already.

LOCAL VOUCHER CHECKLIST

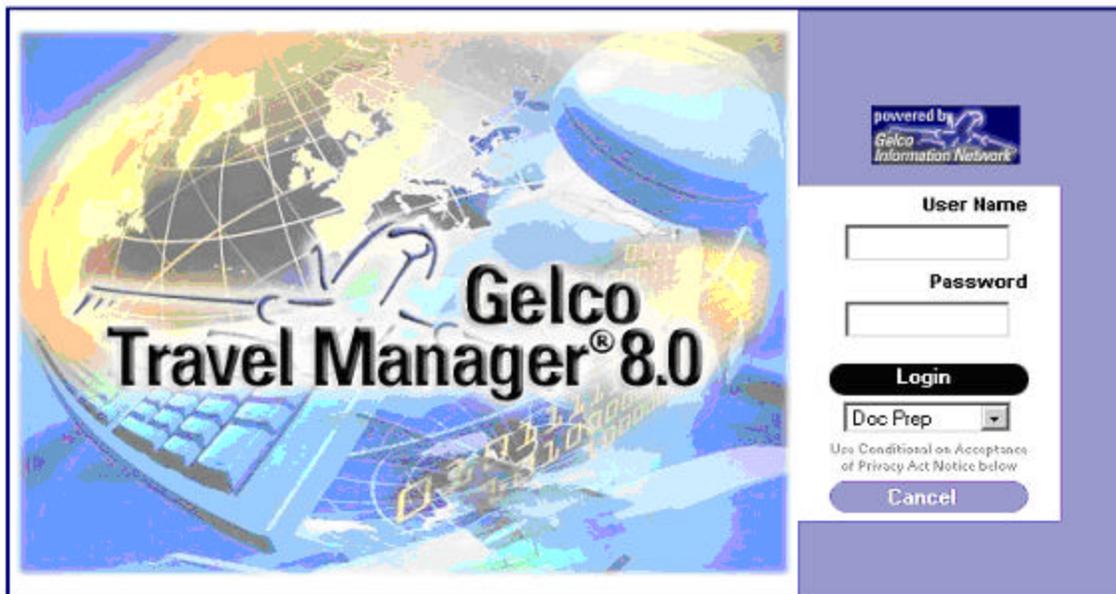
1. Make sure the accounting code information is on your *local voucher*.
2. Provide a reason/purpose for the travel.
3. Give a justification for any business calls made and state location within the local travel area.
4. Provide justification for the use of a privately owned vehicle in lieu of the DOE shuttle service for travel between the Forrestal building and the Germantown offices.
5. Provide justification for use of mileage claimed between the Forrestal building and the Germantown offices in excess of 30 miles one-way.
6. Provide computation of the deduction for the traveler's normal commuting costs when involving travel from their residence on a regular workday.
7. Provide justification for the use of a taxi within the local travel area in lieu of public transportation and a statement that the use of taxi is advantageous to the government.

LOGGING INTO TM 8.0 AS A NEW USER

- 1) Double click the TM 8.0 icon located on your desktop.

OR

- 2) Open your Internet browser and enter www.travel.doe.gov. Click on the appropriate link to your organization. The login screen is displayed.



TM 8.0 Login Window

- 3) In the User Name field, type your user ID and press [Tab].
- 4) In the Password field type the password in lower case "newtrav1"
- 5) In the drop-down menu select Doc Prep.

6) Place your pointer on the Login Button and press the left mouse button.

OR

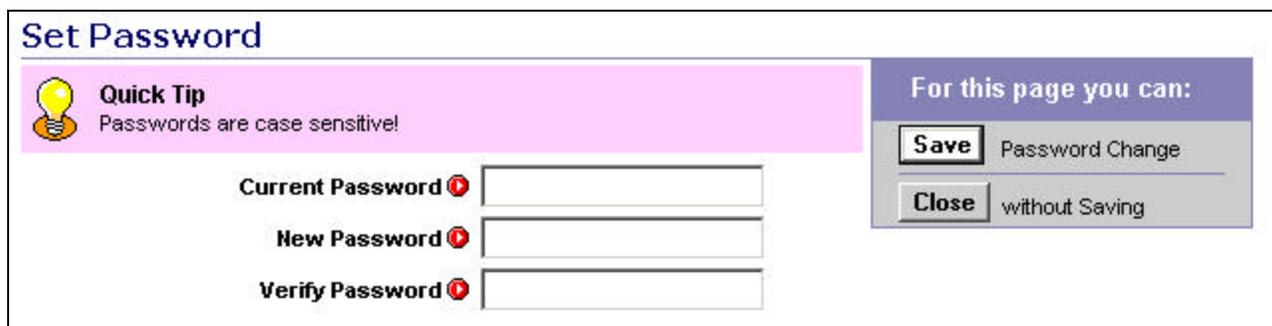
Press [Tab] and [Enter].

7) An information box will display: "New User-Please enter a password now".



8) Click OK.

9) Set Password window is displayed.

A screenshot of a "Set Password" window. The title is "Set Password". On the left, there is a "Quick Tip" section with a lightbulb icon and the text "Quick Tip Passwords are case sensitive!". Below this are three input fields: "Current Password", "New Password", and "Verify Password", each with a red arrow icon to its left. On the right, there is a section titled "For this page you can:" with two buttons: "Save" (with "Password Change" text to its right) and "Close" (with "without Saving" text to its right).

Set Password Window

10) In the Current Password field type newtrav1 and press [TAB].

11) In the New Password field, type a unique password and press [Tab].

Note: *Passwords are case sensitive and must be a minimum of eight characters with at least one number.*

12) In the Verify Password field, type the password again and click Save.

13) Set Signature PIN window is displayed.

Set Signature PIN

Quick Tip
The Signature PIN is case sensitive!

Current Signature PIN

New Signature PIN

Verify Signature PIN

For this page you can:

Save Signature PIN Change

Close without Saving

Set Signature Window

- 14) In the New Signature PIN field, enter a unique signature pin and press [Tab].

Note: Signature PINS are case sensitive and must be a minimum of eight characters with at least one number.

- 15) In the Verify New Signature field, type the signature pin again and click Save.
- 16) Signature Certification window is displayed.

Signature Certification

Quick Tip
Signature Certification. Enter signature verifier's PIN and ID.

Signature PIN

EID

For this page you can:

Save Signature PIN

Close without Saving

Set Signature Certification

- 17) At this time a TM administrator is required to verify the user's identity. Once the user's identity has been verified, the TM administrator will enter their Signature PIN and EID number (Social Security Number).
- 18) Click Save. TM 8.0 Document Preparation window is displayed.

If you forget your password and/or signature PIN, please see the "Where to Find Help" section in Chapter 1 of this document. Remember, once your signature PIN has been reset the TM administrator must be present to certify and sign off on your new signature PIN.

Selected TM Procedures

CLAIMING ACTUAL EXPENSES

Actual expenses must be authorized, and properly justified (See Appendix D), on a Travel Authorization before claiming them on the voucher.

AUTHORIZING ACTUAL EXPENSES

1. Click Lodging/M&IE from the Document toolbar.
 - a. Click the Pencil icon on the first date listed.
 - b. In the Lodging field box type the actual lodging rate.
 - c. In the Apply Through Date field box type the last date in which the actual rate would be in effect.
 - d. In the Actuals section click Lodging.

When Lodging is selected it displays the maximum actual lodging expense allowed.
 - e. Click Save.

Update Lodging and M&IE Expenses for San Fran (05/06/02)

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.

Lodging
Per Diem Rate: 159 / 46
Lodging: 175.00 Options

Conference Allowance
 Conference Allowance Conf Info
Conference Rate:

Actuals

Lodging Limit: 569.00
 Meals
Breakfast: 0.00
Lunch: 0.00
Dinner: 0.00
Incidentals: 0.00

Update Lodging and M&IE Expenses Window

For this document you can
Next Expense
Save Expense Changes
Override Lodging and M&IE
Close Without Saving Changes

Apply Through Date:
05/10/02

Make sure this box is checked when claiming Actual Lodging expenses.

Using The Apply Through Date field will automatically apply your changes to the date entered in this field.

2. The Lodging/M&IE field is displayed again noting that changes were made to the lodging rate.

Lodging/M&IE for San Fran

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	Reset	Replicate	Ldg Cost	Ldg Allowed	M & IE Allowed	Per Diem Rate	Special	B	L	D	Conf %
05/06/02			175.00	175.00	34.50	159 / 46	*				
05/07/02			175.00	175.00	46.00	159 / 46	*				
05/08/02			175.00	175.00	46.00	159 / 46	*				
05/09/02			175.00	175.00	46.00	159 / 46	*				
05/10/02			0.00	0.00	34.50	159 / 46	*				

Lodging/M&IE (Updated) Window

The Special field denotes that Actual Lodging rates have been entered on this travel authorization.

3. Click Continue.
4. The Other Authorizations window is displayed.
5. Click on Actual Expense on the Other Authorizations window.
(This can be found on the bottom of the Other Authorizations window.)

Other Authorizations on Current Authorization

✕
ACTUAL EXPENSE

Other Authorizations Window

- a. Other Authorization Remarks window is displayed. Type in the remarks field the justification for actual expenses.

Other Authorization Remarks

Quick Tip
Add or update remarks for the Other Authorization.

For this Document you can:

Remarks

Changes

ACTUAL EXPENSE

Remarks

Hotel did not have any available rooms under the government rate.

Other Authorization Remarks Window

- b. Click Save.

INDICATING MEALS PROVIDED

A deduction must be made from the per diem for meals provided to the traveler. To indicate that a meal was provided and reduce the per diem entitlement, perform the following steps on the travel authorization:

1. Click Lodging/M&IE from the Document toolbar.
2. Click the Pencil icon on the date the meal was provided.
3. In the Meals Provided field, click on the meal or meals that were provided.
4. Click Save.
5. Repeat the process for any other days where meals were provided.
6. From the Lodging M&IE window, click Continue to advance to the Other Authorizations window.
7. Click on Meals Provided on the Other Authorizations window (This can be found on the bottom of the window).
8. Annotate in the remarks field that a meal(s) (specify breakfast, lunch, and/or dinner) will be provided.

When completing the travel voucher, complete steps 1 through 5 if modifications are necessary and/or if information on meals provided were unknown at the time the travel authorization was prepared.

PRE-AUDITING A DOCUMENT

To pre-audit a document:

1. From the Document toolbar, click Perform Pre-Audits.
2. The document is pre-audited and the Pre-Audit Results window is displayed.

Pre-Audit Results for TX Site Visit (View Only)

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

For this Document you can:
Close Pre-Audit Results

Document Name: TX Site Visit
Type: Authorization
Traveler: Train1, John
Status:

Pre-Audit Results		
Audit Process	Status	Comments
 ACCT CODES EXIST	PASS	
 APPROVAL BY TRAVELER	PASS	
 LAUNDRY/DRY CLEANING	PASS	
 OTHER EXPENSES	PASS	
 PERDIEM RATES	PASS	

Pre-Audit Results Window

3. Follow the guidance provided in the comments field to resolve any failed audits. If you have any questions please refer to the "Where to Find Help" section in Chapter 1.

RESETTING PASSWORDS AND SIGNATURES

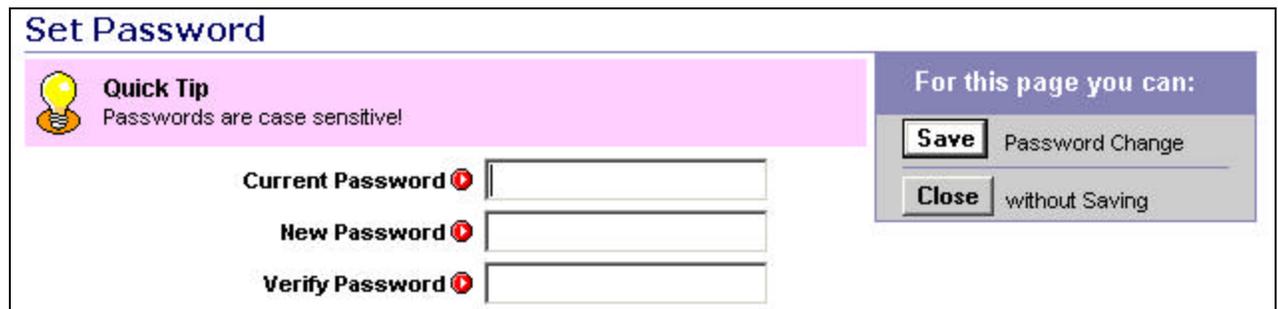
- Your password and signature PIN must be at least eight characters long (maximum sixteen) and must contain at least one numeric character.
- Your password and signature PIN are upper/lower case sensitive.

Resetting TM Passwords

You can reset your TM password anytime after you initially log in to TM 8.0. Passwords are maintained separately from the electronic signature PIN. Resetting your password does not affect your signature PIN.

To reset your Password, do the following:

1. In the Document Preparation module, click Setup from the Menu toolbar. The Administrative Setup module is displayed.
2. Click Admin from the Menu toolbar.
3. Click Set Password from the Menu toolbar.



Set Password Window

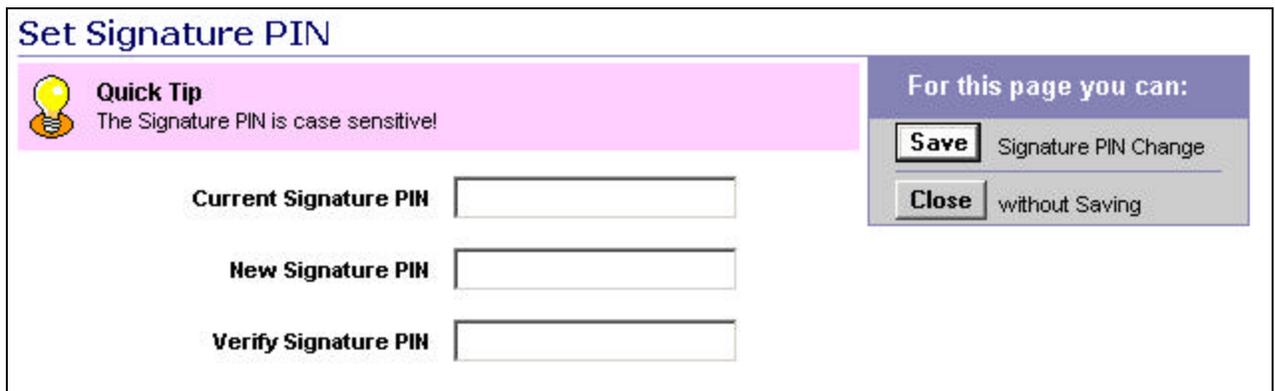
4. In the Current Password field, type your current password.
5. In the New Password field, type your new password.
6. Verify your new password by typing it in the Verify Password field.
7. To exit the Set Password window, click Save.

Resetting Signature PIN

You can reset your signature PIN anytime after you initially log in to TM 8.0. A TM Administrator must be present to certify your new signature PIN.

To reset your Signature PIN, do the following:

1. In the Document Preparation module, click Setup from the Menu toolbar. The Administrative Setup module is displayed.
2. Click Admin from the Menu toolbar.
3. Click Set Signature.



Set Signature PIN

Quick Tip
The Signature PIN is case sensitive!

Current Signature PIN

New Signature PIN

Verify Signature PIN

For this page you can:

Save Signature PIN Change

Close without Saving

Set Signature PIN Window

4. In the Current Signature PIN field, type your current signature PIN.
5. In the New Signature PIN field, type your new signature PIN.
6. Verify your new signature PIN by typing it in the Verify New Signature PIN field.
7. Click Save.

Signature Certification

**Quick Tip**
Signature Certification. Enter signature verifier's PIN and ID.

Signature PIN
EID

For this page you can:
Save Signature PIN
Close without Saving

Signature Certification Window

8. Have an approving official enter their Signature PIN and EID number (Social Security Number).
9. Click Save.

DELEGATE AUTHORITY

When a person with authority to authorize or approve travel documents is not available to sign, authority can be delegated. When signature authority is delegated, the document is routed to both the approving official and delegate. When either official signs the document, it is removed from both of their review lists. The delegation of authority is effective only for documents submitted after the delegation has taken place.

To delegate authority perform the following steps.

1. In the Document Preparation module, click Setup from the Menu toolbar. The Administrative Setup module is displayed.
2. Click Admin from the Menu toolbar.
3. Click Delegate Authority from the Document toolbar.
4. The Delegate Authority window is displayed.

Delegate Authority

Quick Tip
 To delegate signing authority, click on the person's name.

Search Criteria Enter Name

Name		Search
------	--	--------

Delegate Authority

Name	Current Authority
Ben Franklin	
CR Support	
Fred Traveler	
George Train6	
George Washington	
Janelle Chapman	
Janet Train7	
Jill Train2	
John Train1	
Kim Wandersee	
Kisha Train5	
Sue Train3	
Thomas Jefferson	
Tim Train4	

For this page you can:

Close	Delegate Authority
List All	Possible Delegates
List Current	Authority

Delegate Authority Window

- a. To view all possible delegates, click List All.
 - b. To delegate signing authority, click the person's name.
5. The Signature window is displayed.
 - a. To complete delegation of authority type your signature PIN and click Save.
 6. Authority Delegated window is displayed listing the person's name that was selected.



Authority Delegated to: Fred Traveler

Quick Tip
To delegate signing authority, click on the person's name.

Search Criteria Enter Name

Name Search

Delegate Authority

Name	Current Authority
------	-------------------

For this page you can:

Close Delegate Authority

List All Possible Delegates

List Current Authority

Authority Delegated to Window

7. Click Close to return to the Administrative Setup module.
8. Click Close to return to the Document Preparation module.

EDIT LOCKS

A document becomes edit-locked when a user has a document open and the computer or system shuts down. Edit-Locked documents are in View-Only mode and cannot be modified until the edit-lock status is removed.

Document Search (Open Document)				
Document List Click on an entry to select it				
Traveler: John Train1				
Type	Document Name	Dep Date	Status	In Use
Authorization	TX Site Visit2	10/19/02	CREATED	
Authorization	TX Site Visit	08/19/02	SUBMITTED	
Authorization	San Fran	05/06/02	APPROVED	
Authorization	Training in N-1	04/01/02	ADJUSTED	
Authorization	Training in NY	04/01/02	APPROVED	
Authorization	Travel Trip 1	03/01/02	APPROVED	
Authorization	Travel Trip 1-2	03/01/02	CREATED	*
Local Voucher	Arlington3-17	N/A	N/A	

An * in the In Use column indicates the document is locked and will be displayed in View-only mode.

Document Search (Open Document) Window

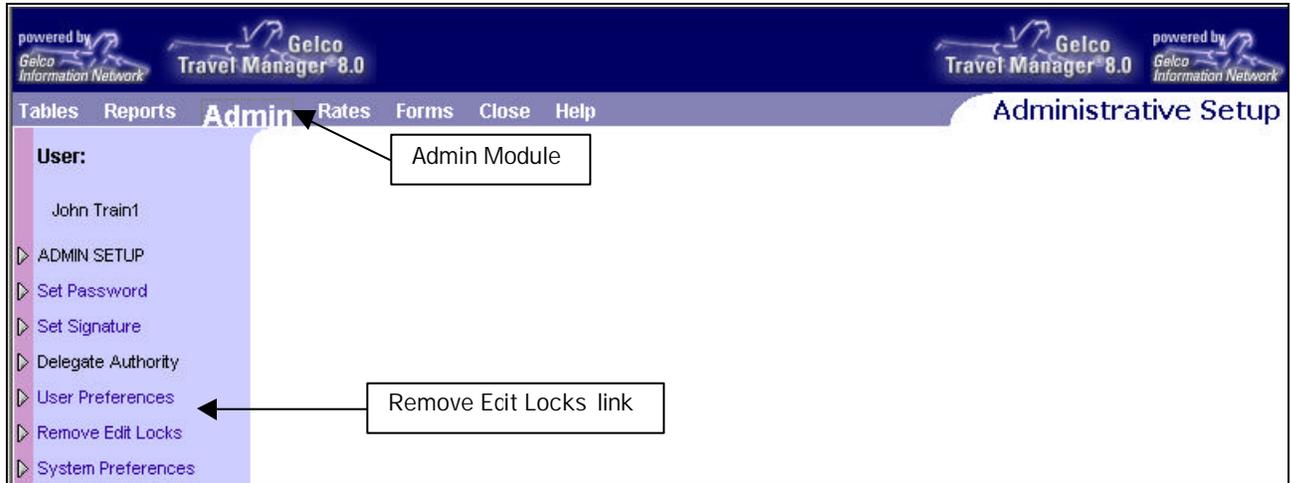
Users can only remove edit-locks that:

- they placed on the document
- are the user's travel documents

If a user is working with someone else's travel documents and the system shuts down, an edit-lock is created and can only be removed using the utility *Remove edit-locks*.

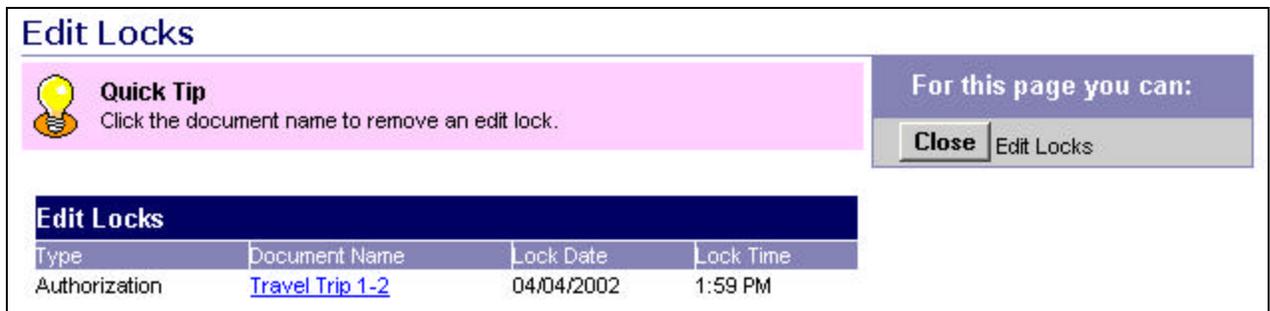
The following instructions will guide you through removing an edit-lock status from a travel document.

1. Click on the **Setup** menu. The Administrative Setup Module is displayed.



Administrative Setup Window

- From the Setup menu, click Admin. Click Remove Edit Locks from the Admin sub-menu.



Edit Locks Window

- The Edit Locks window is displayed. All documents in Edit-Lock status are listed. The TYPE of document, the Document Name, the Lock Date and Lock Time are displayed.
- Click the Document Name to remove the Edit Lock mode.
- The Remove Edit Locks window displays *"Document lock has been removed"*.
- Click Close to exit the Remove Edit Locks window.

Remove Edit Locks



Quick Tip

Click Close to return to the list of edit-locked documents.

For this page you can:

Close

Remove Edit Locks

Document lock has been removed

Remove Edit Locks

RESIZING WINDOWS

Several windows within TM 8.0 can be resized to display more information. To resize a window, click the mouse on the border of the frame in the window you want to resize. Click and drag the cursor to reposition the frame.

PRINTING INFORMATION

TM 8.0 uses Adobe Acrobat® Reader 5.0 to facilitate printing.

Print Setup

To select the proper form and attachments for printing follow the step-by-step instructions listed below. The proper form set up may be established

1. Click Setup on the Menu toolbar.



2. On the Administration Setup toolbar, click Forms.



3. In the Forms area, select the Govt + Form radio button for Voucher, Local Voucher, and Authorization; None for Cash Advance; Summary for Group Authorization; and Receipt Checklist.
4. In the Attachments area, select Document History, Accounting Code Detail and Privacy Act.

Form Setup

 **Quick Tip**
Select a form setup for each document type.

For this Document you can:

Save Forms Setup Updates

Cancel Forms Setup Updates

Forms

Voucher Default Govt + Form Govt

Local Voucher Default Govt + Form Govt

Authorization Default Govt + Form Govt

Cash Advance Default Govt + Form Govt None

Group Authorization Summary Summary & Individual

Receipt Checklist

Itinerary Listing

Attachments	Document Print Names
<input checked="" type="checkbox"/> Document History	<input type="checkbox"/> Block 3 of SF1012
<input checked="" type="checkbox"/> Accounting Code Detail	<input type="checkbox"/> Block 2 of SF1164
<input checked="" type="checkbox"/> Privacy Act	<input type="checkbox"/> Block 22 of DD1610
	<input type="checkbox"/> Block 1 of GSA87

Form Setup Window

5. Click Save to exit the Form Setup window.
6. Click Close to exit the Administrative Setup module.

Previewing and Printing Documents

1. Click Open Existing Document from the Document toolbar.
2. Click the Document icon for the document in which you want to preview/print in the Document Search browser.

OR

Type the last name of the traveler in the Last Name field and click Search.

3. Click the Document

Type	Document Name	Dep Date	Status	In Use
Authorization	TX Site Visit	08/19/02	SUBMITTED	
Authorization	Training in NY	04/01/02	CREATED	
Authorization	Travel Trip 1	03/01/02	CREATED	
Local Voucher	Train1-lvch0319	03/19/02	CREATED	
Voucher	voucher1	N/A	N/A	
Voucher	Training in NY	04/01/02	CREATED	

Traveler Listing and Document Search Window

4. To open the document in view-only mode, click Get.

Open Document Signature Window

5. From the Document toolbar, click Preview Document.

TM 8.0 launches Adobe Acrobat® 5.0. This opens another window that displays the print preview.

OFFICIAL TDY TRAVELER AUTHORIZATION
(Note: See Privacy Act Statement on reverse)

1. AUTHORIZATION NO. TANUM

2. TRAVELER (first name, middle initial, last name) John Trainl

3. TITLE Training

4. SOCIAL SECURITY NO. 222-22-2221

5. ADDRESS TO WHICH REIMBURSEMENT CHECK WILL BE MAILED
123 Sesame Street
Rockville, MD 20850

6A. OFFICE/SERVICE AND DIVISION
6B. CORR. SYMBOL

7. OFFICIAL DUTY STATION Germantown

8. OFFICE PHONE NO.

9. TYPE
 ORIGINAL AMENDMENT

10. CATEGORY
 SINGLE TRIP LOA COST NO COST

11. TRAVEL PURPOSE (check one)
 SITE VISIT INFORMATION MEETING TRAINING ATTENDANCE SPEECH OR PRESENTATION CONFERENCE ATTENDANCE ENTITLEMENT SPECIAL MISSION OTHER (SPECIFY)

12. SPECIFIC TRAVEL PURPOSE To perform review of budget office procedures.

13. AUTHORIZED OFFICIAL ITINERARY

NOTE: DO NOT include any personal sidetrips or modes of transportation that are for personal convenience and/or preference.

DATE (a)	WEEK-DAY (b)	ITINERARY POINT (c)		PER DIEM RATE			ACTUAL EXPENSE RATE (g)	MODE OF TRANS BETWEEN ITINERARY POINTS (h)	MODE OF LOCAL TRANSPORTATION (i)
		CITY	STATE	BASE RATE (d)	MAXIMUM LODGING (e)	TOTAL MAXIMUM (f)			
		FROM							
		RES: Rockville	MD						
08/19/2002	MON	TO DALLAS	TX	46	89	135		AIR	RENT
08/23/2002	FRI	DALLAS	TX	46	89	135			
-----	---	TO-----	---	---	---	---	---	---	---

Adobe Acrobat® 5.0 Print Preview Window

- a. Click the Print icon at the top of the window.
- b. Click X in the Adobe Acrobat® 5.0 window to exit.
- c. Click Close Document from the Document toolbar.

INVITATIONAL TRAVEL

Invitational travel is travel by a non-Federal employee who has been invited to travel on departmental business.

Creating a Travel Authorization:

1. The TM Administrator must add a routing list for the traveler in the Traveler Information table before the documents are electronically signed.
2. In the Itinerary Information field, select Invitational from the Type drop down listing.
3. In the Other Authorizations field, select the appropriate other authorization for invitational travel from the Master List. The Other Authorizations field populates after clicking Continue from the Lodging/M&IE field.
4. The creator of the document may mark the authorization "Submitted" in TM 8.0 and sign using their signature PIN. This will route the document to the approving official.

Creating a Travel Voucher from the Travel Authorization:

1. The traveler submits receipts and a signed hard-copy voucher to the program office.
2. The program office prepares voucher in TM 8.0.
3. The creator of the voucher may mark the voucher "Submitted" in TM 8.0 and sign using their signature PIN.

NON-REIMBURSABLE AIRLINE TICKET EXPENSE

All travel expenses are charged to individual traveler's Government issued charge cards. However, there may be an occasion when the airline ticket is charged to a Corporate Account. In addition, tickets for invitational travel are charged to the Corporate Account.

To avoid having the ticket amount reimbursed to the traveler, perform the following:

1. From the Ticketed Trans Document toolbar, click on the Pencil icon.
2. In the Cost Options box, remove the checkmark from **REIMBURSABLE**.
3. Click Save.



Advance Approvals Required for Travel – Summary

ADVANCE APPROVALS REQUIRED FOR TRAVEL

Required Advance Authorizations	Approval Required By	On TA, Select one of the Following Under Other Authorizations ICON	Include in Remarks
Payment of Actual Expenses	Head of Departmental Element or Designee One Level Below	Actual Expenses	Comment noting justification in accordance with Federal Travel Regulations 301-11.300
Use of a Rental Car	Approving Official	Rental Car	Comment noting justification for rental car
Purchase of tickets with form of payment other than government issued credit card	Director, Office of Finance and Accounting Policy, Office of Management Budget and Evaluation (OMBE)		Comment noting OMBE approval
Use of a non-contract carrier	Approving Official	Non-Contract Air Fare	Comment noting justification in accordance with Federal Travel Regulations 301-10.107
Use of premium-class service on common carrier transportation	Director, Office of Finance and Accounting Policy, Office of Management, Budget, and Evaluation (OMBE)		Comment noting OMBE approval
Acceptance of Payment from a non-Federal source for travel expenses	Office of General Counsel		Comment noting approval and identifying non-Federal source