
TRAVEL MANAGER APPROVER'S GUIDE

REVIEW /APPROVE A LOCAL VOUCHER

REVIEW/APPROVE A LOCAL VOUCHER

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REVIEW/APPROVE A LOCAL VOUCHER

This section addresses the steps required to review and/or approve a local voucher.

A. APPROVE A LOCAL VOUCHER- OPENING THE DOCUMENT

Routinely, the user will receive an e-mail notification that a document needs attention in the Travel Manager system unless the approver has requested that the email be rerouted or eliminated. The e-mail notification will contain the Travelers name and Document name.

1. Click the **Review Documents** link from the Document Toolbar. The Review page is displayed with a list of all documents requiring review.

Review Document

Type	Document Name	Dep Date	Traveler	# Days	Retain	In Use
Local Voucher	51-970 3-01 VA	03/01/02	Fifteen, Student			
Local Voucher	51-120 2-20 HQ	02/20/02	Eight, Student			
Local Voucher	51-100 2-18 HQ	02/18/01	One, Student			

2. The type of document to approve can be specified by selecting the appropriate selection from the Document Type box. Select Local Voucher for review and approval.
3. If an (*) appears in the IN USE column, this means that the document is either in use by another user, or, the document is “Edit Locked”. An Edit Locked document can only be opened in a View Only mode and cannot be adjusted or signed. Refer to Section VII to review “Edit Locked” documents and how they can be reset.

NOTE

All documents are listed in order by departure date. The departure dates are displayed in reverse chronological order.

- Click the  icon next to the document type to be reviewed/approved. If adjustment(s) have been made to the document, the Open Document Version screen seen below will be displayed. If no adjustments were made on the document, the Open Document Signature page shown in step 5 will appear. The most current version of the document is always denoted with an (**). Click  icon in front of the most recent version.

Open Document Version for 51-100 03-03MSFC

 **Alert**
 Adjustments have been made to this document.
 Note that only the current version, marked by **, may be further adjusted or routed.

For this Document you can:
 Opening Document

Document Version List					Click on an entry to select it
Document Type	Level	Date	Time	Adjustor	
 ADJUSTMENT **	2	12/04/01	1:46PM	TravelOffice Reviewer	
 ORIGINAL	1	12/04/01	9:05AM	Brian Miller	

- The Signature page will be displayed for the document selected.

Help
Document Preparation

Open Document Signature

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

Signature for Adjustment

For this Document you can:
 to Review Document
 Document as View-Only
 Opening Document

- The document can be opened for adjustment/signing by entering the signature of the user opening the document, or it can be viewed without adjustment by clicking the Get Document as View Only button from the “For This Document You Can” section. (No signature is required for view only.) Using the View only mode, no changes can be made to the document and it cannot be signed, only reviewed or printed. The Cancel Opening Document button will exit the Signature Adjustment page and return the user to the main Travel Manager page.
- Enter the Signature PIN.
- Click on the Sign to Review Document, from the For This Document You Can section to access the document. The Document Summary page is displayed for the selected document.

B. APPROVE A LOCAL VOUCHER WITHOUT ADJUSTMENT

This section provides an explanation on how to approve a local travel voucher that does not need adjusting. If the document requires adjusting or needs to be returned to the preparer so that the document can be properly adjusted, refer to section V, C.

1. The Document Summary page is displayed for the selected document.

Document Preparation

Document Summary for Adjustment to Local Voucher 51-100 2-18 HQ

User:
Approver One
Traveler:
Student One
Local Voucher: 51-100 2-18 HQ

For this Document you can:
 Document
 Adjustments
 Entering Document
 Current Document

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

Travel Authorization
Number
[Traveler Details](#) 000-TR-0001 , Student One
Trip Purpose TRAINING

Expense Summary

Edit	Delete	Date	Expense	Amount
		02/18/2002	1POC FROM: GSFC TO: HQ and returned	10.35
		02/18/2002	Parking	15.00
		02/19/2002	1POC FROM:GSFC TO: HQ and returned	10.35
		02/19/2002	Parking	15.00
				Total: 50.70

Accounting Code Summary

Label	Amount
51-2 LOCAL	50.70
Total: 50.70	

Totals Summary

Disbursement Type	Amount
Amount Claimed	50.70
Pay To Charge Card	0.00
Pay To Traveler	50.70

Enter Comments This is a reminder to include a PURPOSE for your local travel. 2 days of Travel Manager training at Headquarters

Document Status Enter Status/PIN to stamp this document
 Stamp Without Adj

Document Status: ADJUSTED Awaiting: Approver

Status To Apply	Signature PIN	Remarks
MGT APPROVED		

2. The Document Summary page summarizes the information on the local voucher. All of the data entered can be viewed from this page by selecting the appropriate link. To return to this page after viewing any other page, click on **Document Summary** link from the Document Toolbar.

- Click on the **Pre-Audit** link from the Document Toolbar. Pre-Audits are used to give the approver indication of what is in the document. If any audit fails, the word FAIL will be in the Status column. A comment describing the failure will appear in the Comments column. A Fail draws attention to a particular area of the document. Click the Close button to exit the pre-audit page. (For a description of each of the Pre-Audits, refer to the Appendix).

Pre-Audit Results for 51-100 2-18 HQ

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: 51-100 2-18 HQ
Type: Local Voucher
Traveler: One, Student
Status: FAIL

Pre-Audit Results		
Audit Process	Status	Comments
ACCT CODES EXIST	PASS	
APPROVAL BY TRAVELER	PASS	
COMMENTS	FAIL	CHECK COMMENTS ON TRIP 1 This is a reminder to review the comments contained in this document.
EXPENSE CATEGORIES	PASS	
PERSONAL INFO - KEY	PASS	
TRAVEL EXPENSES	PASS	

- Click on the **Document Status** link from the Document Toolbar. The Status page is displayed.

User:
Approver One

Traveler:
Student One
Local Voucher: 51-100 2-18 HQ

- Document Summary
- Traveler
- Expenses
- Accounting Code
- Totals
- Comments
- ▶ **Document Status**
- Perform Pre-Audits
- Preview Document
- Export Document
- Close Document

Status for 51-100 2-18 HQ

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

For this Document

Stamp and **Signatures**

Adjustments

Back **Continue**

Status to Apply Stamp Document Without Adjustment

Signature PIN

Remarks

Document Routing			This is the routing path the current document will take once routed
Name	Status	Level	
Approver	MGT APPROVED	1	
Approver One	MGT APPROVED	1	
TravelOffice Reviewer	PROCESSED	2	
TravelOffice Certifier	CERTIFIED	3	

Document History				This is the status history for this document
Date/Time	Status	Name	Remarks	
01/02/02 9:19AM EST	CREATED	Brian Miller		
01/02/02 12:31PM EST	SIGNED	Student One		
01/02/02 12:32PM EST	ADJUSTED	Approver One		

5. For those users who are both reviewers and approvers, that have multiple signing values, a default status value will be displayed in the Status to Apply field. Make sure the correct Status to Apply is displayed before entering the Signature PIN. The correct status can be determined by reviewing the document routing displayed on the bottom of the page. (For a description of the Status Stamps refer to Appendix)
6. Check any remarks entered in the document history on the Status page for prior reviewer's/approver's comments.

NOTE

All remarks from approvers, reviewers, Travel Office and CI Travel should be entered into the Remarks section found in the Document Status screen before it is stamped.

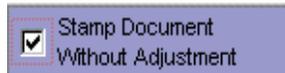
Travelers and Preparers will enter all comments in the Comments section found in the Document Summary screen.

7. If the document is correct, stamp the document with the correct status stamp.

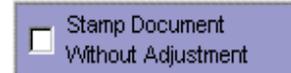
NOTE

You may change the Status to Apply to Return or Cancel if necessary..

8. If no adjustments have been made to the document, click on the Stamp Doc Without Adjustment check box to put a check in it. If adjustments were made to the document, leave the box unchecked and refer to the next section of this document for instructions.



No changes made to document



Changes made to the document

NOTE

If the Stamp Doc Without Adjustment box is not checked when the document is stamped, adjustments are assumed, regardless if any have been made.

If adjustments have been made to the document and the Stamp Doc without adjustment box is checked, all adjustments made will be erased when the document is stamped.

9. Enter the Signature PIN value.
10. Click the Stamp and Submit button from the “For This Document You Can” section. The Pre-Audit Results page will be displayed. These are all the audits that Travel Manager processes for the document. (For a description of each of the Pre-Audits, refer to the Appendix).
11. If any audit fails, the word FAIL will be in the Status column. A comment describing the failure will appear in the Comments column. A Fail only draws attention to a particular document item for the user to review.

NOTE

If changes are necessary to the document after reviewing the Pre-Audits, click on the Cancel button. The document will not be signed and will not route. The document can be modified without adjustment at this time.

12. Click the Continue, For This Document You Can section. The document is complete and has been routed.

13. If more documents reside in the queue for the user, click on the Review Documents link from the Document Toolbar and repeat the above steps.

C. APPROVE A LOCAL VOUCHER REQUIRING ADJUSTMENT

This section provides an explanation of each section of the local travel voucher. Within each of these sections, the user may make adjustments, or simply return the document to the Preparer for further adjustments.

1. The **Document Summary** page is displayed for the selected document.

[Home](#) [Reports](#) [Logout](#) [Help](#)
Document Preparation

Document Summary for Adjustment to Local Voucher 51-100 2-18 HQ

User:
 Approver One
Traveler:
 Student One
Local Voucher: 51-100 2-18 HQ

For this Document you can:
 Document
 Adjustments
 Entering Document
 Current Document

Travel Authorization
 Number
[Traveler Details](#) 000-TR-0001, Student One
 Trip Purpose

Expense Details **Expense Summary**

Edit	Delete	Date	Expense	Amount
		02/18/2002	1POC FROM: GSFC TO:HQ and returned	10.35
		02/18/2002	Parking	15.00
		02/19/2002	1POC FROM:GSFC TO: HQ and returned	10.35
		02/19/2002	Parking	15.00
Total:				50.70

Accounting Code Details **Accounting Code Summary**

Label	Amount	
51-2 LOCAL	50.70	
Total:		50.70

Totals Details **Totals Summary**

Disbursement Type	Amount
Amount Claimed	50.70
Pay To Charge Card	0.00
Pay To Traveler	50.70

Totals Details **Totals Summary**

Disbursement Type	Amount
Amount Claimed	50.70
Pay To Charge Card	0.00
Pay To Traveler	50.70

Enter Comments This is a reminder to include a PURPOSE for your local travel. 2 days of Travel Manager training at Headquarters

Document Status **Document Status** Enter Status/PIN to stamp this document

Stamp Without Adj

Document Status: ADJUSTED **Awaiting:** Approver

Status To Apply	Signature PIN	Remarks
<input type="text" value="MGT APPROVED"/>	<input type="text"/>	<input type="text"/>

- Click the Expense link to review expenses. The Expense Entry page is displayed. The Expense screen is divided into two sections. The top half of the screen is used for the entry of more expenses. The second half of the screen will list all expenses on the document to be reviewed or approved.

Home Reports Logout Help Document Preparation

User:
Approver One
Traveler:
Student One
Local Voucher: 51-100 2-18 HQ

- Document Summary
- Traveler
- **Expenses**
- Accounting Code
- Totals
- Comments
- Document Status
- Perform Pre-Audits
- Preview Document
- Export Document
- Close Document

Expense Entry for 51-100 2-18 HQ

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 02/18/2002
(mm/dd/yyyy)

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](#)

Current Expense

Entering Expenses

Copy Through Date

Cost Options

Reimbursable

Taxable

Expense

Current Expenses			
Action	Date	Expense	Amount
	02/18/2002	1POC FROM: GSFC TO:HQ and returned	10.35
	02/18/2002	Parking	15.00
	02/19/2002	1POC FROM:GSFC TO: HQ and returned	10.35
	02/19/2002	Parking	15.00
Total:			50.70

- Click on the Update icon to view the data for the desired expense item. The Update Expense page will be displayed. If dates have been adjusted on the itinerary be sure to review the dates for each Expense. If you make changes, be sure to select the Save Current Expense button to save changes to the document. To delete an expense from the document, click the Delete icon and the selected expense will be removed from the document.

NOTE

If changes are made to any portion of the document, remarks must be added to the document status screen detailing what was modified.

Home Reports Logout Help Document Preparation

User:
Approver One

Traveler:
Student One
Local Voucher: 51-100 2-18 HQ

- Document Summary
- Traveler
- **Expenses**
- Accounting Code
- Totals
- Comments
- Document Status
- Perform Pre-Audits
- Preview Document
- Export Document
- Close Document

Expense Entry for 51-100 2-18 HQ

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 * 02/18/2002

Expense Type

Expense Description * 1POC FROM: GSFC TO:HQ and returned

Miles Traveled

Rate Selection

Rate

Number of People

Cost * 10.35

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

Current Expenses			
Action	Date	Expense	Amount
	02/18/2002	1POC FROM: GSFC TO:HQ and returned	10.35
	02/18/2002	Parking	15.00
	02/19/2002	1POC FROM:GSFC TO: HQ and returned	10.35
	02/19/2002	Parking	15.00
Total:			50.70

4. When all expenses have been reviewed and/or adjusted, click the Done Entering Expenses button. The Document Summary page will be displayed.
5. Click on the **Accounting Code** link from the Document Toolbar. The Accounting Codes page will be displayed. Review all accounting codes to ensure proper funding.

Available Accounting Codes for 10-CFA08-01DC

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

For this Document you can:

Change to A Different Organization

Add New Accounting Code

Back **Continue**

Enter Search Criteria

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

Master Accounting Codes Click Accounting Label to add to Document

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

Organization	Label	Classification Code	
--------------	-------	---------------------	--

Accounting Codes for 10-CFA08-01DC				Click an item to edit/delete it
Organization	Label	Classification Code		Extended Code
10	D09010XX004S423	090-10-C1.SAT422003D....FC100200.2121...		Extended
Edit Delete				

6. When multiple account codes exist on the document, click the Allocate button found on the bottom half of the screen. Review the top two lines on the screen to ensure the appropriate allocation has occurred.
7. To exit the Allocation screen after reviewing, click the Close Allocation button. The Available Accounting Codes screen will be displayed.
8. Verify that the Internal Order (FC100200) and the Object Class, for example 2121 for General Administrative Travel (Domestic), are listed as part of the Classification code portion listed under the Accounting Codes for section. Example Classification Code: 090-10-C1.SAT422003D....***FC10200.2121***). These are ***required*** fields.
9. Check the Comments screen for the Purpose of the trip. Click the **Comments** link from the Document Toolbar to be review comments. The Comments page will be displayed.

Comments for 51-100 2-18 HQ

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
 This is a reminder to include a PURPOSE for your local travel. 2 days of Travel Manager training at Headquarters

For this Document you can:

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

10. Click Close after reviewing comments. Document Summary will be displayed.

11. Click on the **Totals** link to review total charges, itemized detail of expense categories, and any requested advance. The Totals page will be displayed.

User:
Approver One

Traveler:
Student One

Local Voucher: 51-100 2-18 HQ

- Document Summary
- Traveler
- Expenses
- Accounting Code
- ▶ **Totals**
- Comments
- Document Status
- Perform Pre-Audits
- Preview Document
- Export Document
- Close Document

Total Details for 51-100 2-18 HQ

Quick Tip
 If necessary, enter additional corporate charge card payment amounts and click Calculate.

For this Document you can:

Calculate New Totals for Document

Back **Continue**

Total Expenses: 50.70

Non-reimbursable Expenses: 0.00

Total Amount Claimed: 50.70

(Due Gov't if negative)

Expenses on Gov't Charge Card: 0.00

Add'l Gov't Charge Card Payment:

Total Gov't Charge Card Amount: 0.00

Pay to Gov't Charge Card: 0.00

Pay to Traveler: 50.70

Expense Category Details

Expense Category	Organization	Accounting Code	Amount
OTHER	51-100	51-2 LOCAL	20.70
PARKING	51-100	51-2 LOCAL	30.00

12. Review the detail of all expense categories charged.

13. Click on the **Document Status** link. The Status page is displayed.

Document Preparation

User:

Approver One
Traveler:
Student One
Local Voucher: 51-100
2-18 HQ

Document Summary
Traveler
Expenses
Accounting Code
Totals
Comments
Document Status
Perform Pre-Audits
Preview Document
Export Document
Close Document

Status for 51-100 2-18 HQ

Quick Tip
The Signature PIN is case sensitive!

For this Document You Can:
Stamp and Submit
Adjustments
Back Continue

Status to Apply: MGT APPROVED

Stamp Document Without Adjustment

Signature PIN

Remarks

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

Name	Status	Level
Approver	MGT APPROVED	1
Approver One	MGT APPROVED	1
TravelOffice Reviewer	PROCESSED	2
TravelOffice Certifier	CERTIFIED	3

Document History This is the status history for this document

Date/Time	Status	Name	Remarks
01/02/02 9:19AM EST	CREATED	Brian Miller	
01/02/02 12:31PM EST	SIGNED	Student One	
01/02/02 12:32PM EST	ADJUSTED	Approver One	

14. Enter any comments in the Remarks field. Remarks could include reasons for returning the document to the preparer; any modifications made to the travel document, and/or anything specific to the document that the approver wishes to alert others about.

15. If the document is valid, stamp the document with your default status stamp.

NOTE

RETURN A DOCUMENT: If the document is disapproved or needs adjustments that the initiator should make, click on the Status pull down list and select "RETURNED". Enter your Signature PIN. Click on the Stamp and Submit button from the "For This Document You Can:" box. The document will be returned to the preparer.

PROCESSED
COMMIT
DISBURSE
MGT APPROVED
OBLIGATION
PENDING
RETURNED
REVIEWED
SIGNED
TRAVEL PROCESSED
VOUCHER RETURNED
WAITING DOCUMENTS

NOTE

*If a user must logout of the document before signing, click the **Document Summary** link from the Document Toolbar. Click the Undo Adjustment button. This logs the user out of the document and returns to the main screen. The document will remain in the **Review Documents** area until it is stamped and routed. To open the document again, click the Review Documents link and repeat the above steps.*

16. Enter the Signature PIN value.

17. Click the Stamp button. The Pre-Audit Results page will be displayed. These are the audits that Travel manager processes for the document. (For a description of each of the Pre-Audits, refer to the Appendix.)

18. If any audit fails, the word FAIL will be in the Status column. A comment describing the failure will appear in the Comments column. A FAIL only draws attention to a particular area of the document.

NOTE

If changes are necessary to the document after reviewing the Pre-Audits, click on the Cancel button. The document will not be signed and will not route. The document can be modified without adjustment at this time.

19. Click the Continue button from the For this Document You Can: The document is complete and has been routed.

20. If more documents reside in the “queue” for the approver, click on the **Review Documents** link and repeat the above steps.