
TRAVEL MANAGER PREPARER'S GUIDE

CONSTRUCTED VOUCHER

When a traveler deviates from the authorized mode of transportation a constructed voucher will need to be prepared to compare the deviation in cost. The traveler will be reimbursed the lesser of the two voucher amounts. To determine the travelers' compensation, both itineraries are entered into Travel Manager as a Constructed Travel Voucher. Travel Manager will select the voucher with the lesser of the two amounts.

This section contains instructions for creating a constructed travel voucher.

CONSTRUCTED VOUCHER

TABLE OF CONTENTS

A. Create A New Document	1
B. Itinerary.....	3
C. Document Summary	4
D. Ticketed Transportation.....	4
E. Expenses.....	5
F. Lodging/M&IE.....	6
G. Accounting.....	7
H. Totals.....	14
I. Comments	15
J. Document Status	15
K. Perform Pre-Audits	16
L. Document Summary	17
M. Trip Number.....	18
N. Document Summary	19
O. Ticketed Transportation.....	20
P. Expenses.....	20
Q. Quick Expense Entry	21
R. Lodging/M&IE.....	23
S. Accounting.....	23
T. Totals.....	30
U. Comments	31
V. Perform Pre-Audits	31
W. Document Summary	32
X. Open Document (View/Update)	40

CONSTRUCTED VOUCHER

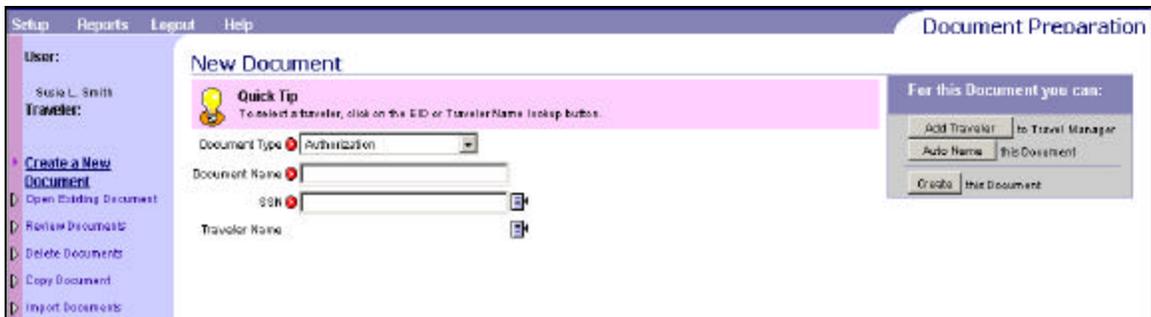
The Constructed voucher compares the costs of different travel modes to determine the reimbursable amount to the traveler.

TRIP 1

One voucher is created with two different trips. The first trip will be copied to a second trip, and modify the appropriate expenses. The less expensive of the two trips will be reimbursed to the traveler.

A. CREATE A NEW DOCUMENT

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



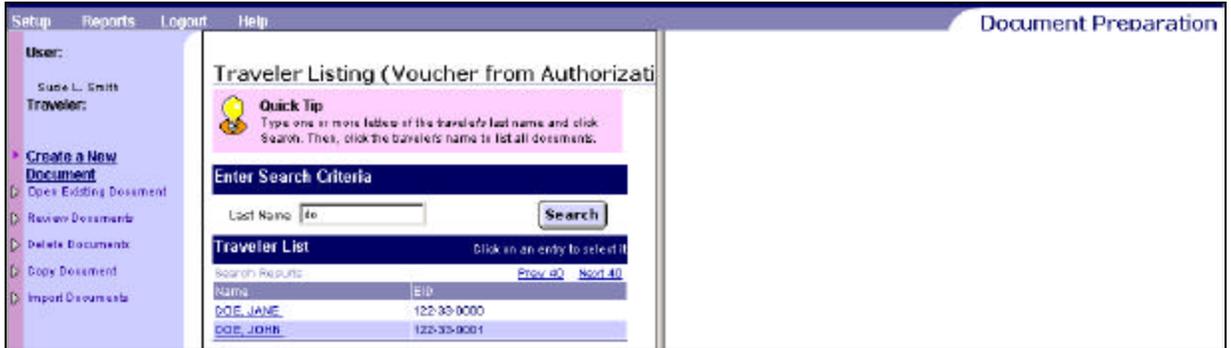
2. Select **Voucher from Authorization** in the Document Type pull down list.



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



5. Click in the **Last Name** field under the Enter Search Criteria area and enter the last name of the traveler (or a portion of the name). Click the **Search** button, beside the Last Name field.
6. The Traveler Listing (Voucher from Authorization) page will be displayed.



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



8. Authorization documents created for that traveler will be displayed in the Document Search (Voucher from Authorization) area on the right with the current Status of the document.
 - a. Documents that have been created but not routed will have CREATED in the Status column.
 - b. Documents that have been created and routed will have various stamp values in the Status column, some of which may be SIGNED, ADJUSTED, REVIEWED, APPROVED, MGT REVIEWED, MGT APPROVED, A TRAVEL AGENT, CANCELED, RETURNED or DISBURSED.
 - c. The Travel Office has locked documents that have DISBURSED, DATALINK in the Status column. An amendment will be required to add additional expenses to a travel document. If the amount on the voucher

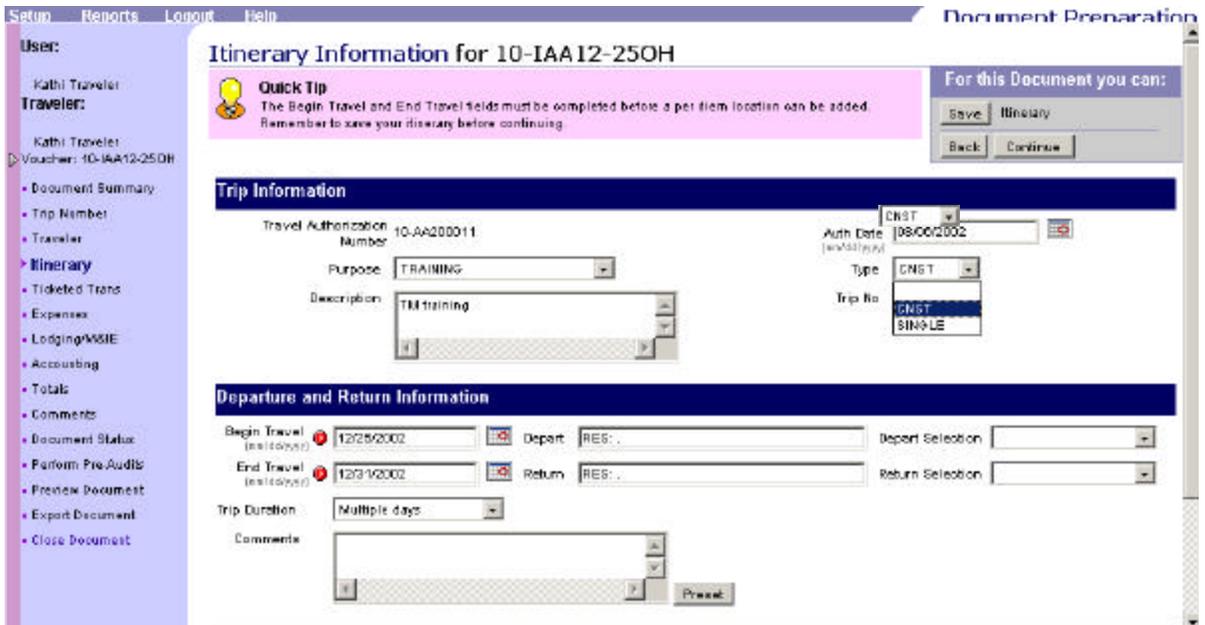
exceeds the authorization amount by 125% or more an amendment will be required for the authorization.

9. Click the **Document** icon  next to the desired authorization from the list. The New Voucher From Authorization page will be displayed.



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

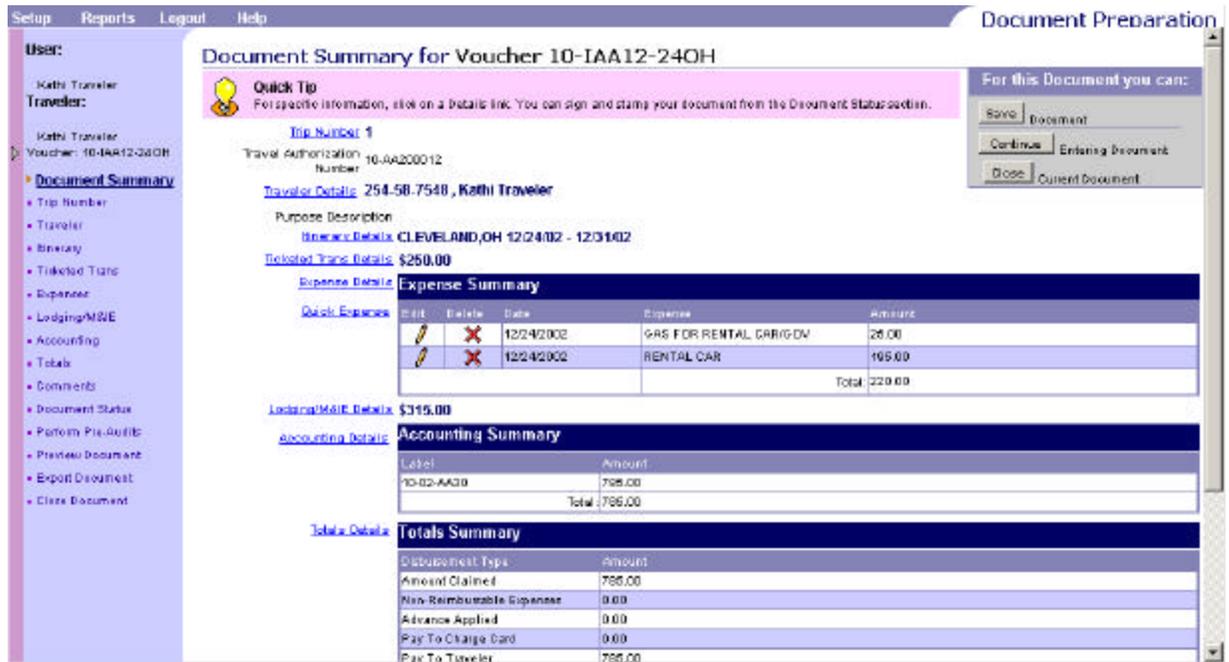
B. ITINERARY



1. Select **CNST** from the Type pull down list in the Trip Information area to indicate this is a constructed voucher.

2. Click the  **Itinerary** button in the **For this Document you can:** area in the top right.
3. Click the **Document Summary** link on the Document toolbar on the left side of the page. The Document Summary page will be displayed.

C. DOCUMENT SUMMARY



Document Summary for Voucher 10-IAA12-24OH

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

Expense Summary

Print	Delete	Date	Expense	Amount
		12/24/2002	GAS FOR RENTAL CAR/GDV	26.00
		12/24/2002	RENTAL CAR	165.00
				Total: 220.00

Accounting Summary

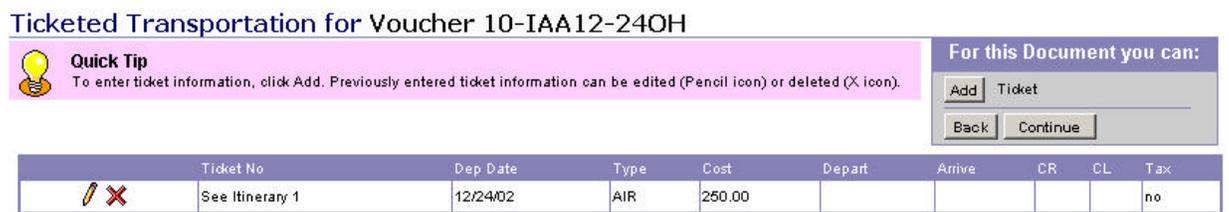
Label	Amount
10-02-IAA00	786.00
Total	786.00

Totals Summary

Disbursement Type	Amount
Amount Claimed	786.00
Non-Reimbursable Expenses	0.00
Advance Applied	0.00
Pay To Charge Card	0.00
Pay To Traveler	786.00

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

D. TICKETED TRANSPORTATION



Ticketed Transportation for Voucher 10-IAA12-24OH

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

	Ticket No	Dep Date	Type	Cost	Depart	Arrive	CR	CL	Tax
	See Itinerary 1	12/24/02	AIR	250.00					no

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

E. EXPENSES

Expense Entry for 10-IAA12-24OH

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.

For this Document you can:

- Use Quick Expense
- Use Expense Calculator
- View Credit Card Expenses

Save Current Expense
Done Entering Expenses
Back Continue

Copy Through Date

Cost Options

- Reimbursable
- Travel

Expense Category

Current Expenses			
Action	Date	Expense	Amount
	12/24/2002	GAS FOR RENTAL CAR/ROV	25.00
	12/24/2002	RENTAL CAR	195.00
			Total: 220.00

1. Review the expenses in the Current Expenses area.
 - a. Click the Update icon to edit any Current Expenses records for modifications.
 - b. Click the Delete icon to delete any Current Expenses records.
2. Click the **Lodging/M&IE** link in the **For this Document you can:** area in the top right. The Lodging/M&IE page will be displayed.

F. LODGING/M&IE

Lodging/M&IE for 10-IAA12-240H

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

Lodging/M&IE Data

Date	Delete	Reprint	Ldg Cost	Ldg Allowed	M & IE Allowed	Per Diem Rate	Special	F	L	D	Conf S
12/24/02			0.00	0.00	31.80	85 / 42					
12/25/02			0.00	0.00	42.00	85 / 42					
12/26/02			0.00	0.00	42.00	85 / 42					
12/27/02			0.00	0.00	42.00	85 / 42					
12/28/02			0.00	0.00	42.00	85 / 42					
12/29/02			0.00	0.00	42.00	85 / 42					
12/30/02			0.00	0.00	42.00	85 / 42					
12/31/02			0.00	0.00	31.80	85 / 42					

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

Update Lodging and M&IE Expenses for 10-IAA12-240H (12/24/02)

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: 85 / 42
Lodging: 0.00 Options

Conference Allowance
 Conference Allowance Conf Info

Conference Rate:

Actuals
 Lodging Limit: 0.00
 Meals
Breakfast: 0.00
Lunch: 0.00
Dinner: 0.00
Incidental: 0.00

Leave Data
 None
 Annual
 Other
Hours: 0

Meals Provided
 Breakfast
 Lunch

3. Click in the **Lodging** field and type the amount.

- Click the **Calendar** icon  in Apply through Date area to the right of the Lodging field and select the last day of travel.
- Click the **Save Expense Changes** button in the **For this Document you can:** area in the top right. The Lodging/M&IE page is re-displayed with the lodging costs entered.



Lodging/M&IE Data

Date	Log Cost	Log Allowed	M&IE Allowed	Per Diem Rate	Special	B	L	P	Com %
12/24/02	88.00	88.00	31.50	85 / 42					
12/25/02	88.00	88.00	42.00	85 / 42					
12/26/02	88.00	88.00	42.00	85 / 42					
12/27/02	88.00	88.00	42.00	85 / 42					
12/28/02	88.00	88.00	42.00	85 / 42					
12/29/02	88.00	88.00	42.00	85 / 42					
12/30/02	88.00	88.00	42.00	85 / 42					
12/31/02	0.00	0.00	31.50	80 / 42					

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

G. ACCOUNTING

This section describes the process for selecting and entering the accounting code labels. The Travel Manager Account Code table will be populated with valid combinations of the Financial Classification Structure (FCS) elements, which are uniquely identified by the Account Code Label and the Organization. (There are two FCS elements that ***MUST*** be entered manually into Travel Manager. They are the *Internal Order* NASA Function Code prefix “FC” and the *Object Class* used to derive the General Ledger account.)

A crosswalk of the Account Code Label/Organization and a listing of the travel object classes can be found on the HQ Travel Manager website, <http://travel.hq.nasa.gov>. Click the **Accounting Info** link.

Selecting and Entering FCS Elements in Travel Manager

- Enter the Account Code Label on the Available Accounting Codes page.

Available Accounting Codes for 10-CFB06-16CA

 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 <input type="text" value="D0901QXX004S423"/> Search Retrieve		
Master Accounting Codes Click Accounting Label to add to Document		
Search Results Prev 10 Next 10		
Organization	Label	Classification Code

2. Click the **Retrieve** button. The account code label will be displayed in the Master Accounting Codes area.

NOTE

***DO NOT** click on the Add New Accounting Code. If the “Add” button is used, the accounting information will not be pulled into the document and it will not route for the account review.*

3. Click on the Label under the Master Accounting Codes area and the account code will be added to the bottom half of the page in the **Accounting Codes for Current Document** area. Review the Classification Code to make sure it is the correct code for the organization funding the trip. An organizational account code crosswalk is posted on the Travel Manager website, <http://travel.hq.nasa.gov>. Click the **Accounting Info** link.

NOTE

Always select the account code with Organization 10.

Available Accounting Codes for 10-CFA08-01DC

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

Enter Search Criteria

Accounting Code:

Master Accounting Codes Click Accounting Label to add to Document

Search Results

Organization	Label	Classification Code
10	D09010XX004S423	090-10-C1. SAT422003D.

For this Document you can:

to A Different Organization

New Accounting Code

Accounting Codes for 10-CFA08-01DC

Organization	Label	Classification Code	Extended Code
10	D09010XX004S423	090-10-C1. SAT422003D.	Extended

Edit Delete

Click an item to edit/delete it

- Click the **Update** icon next to the desired label in the lower portion of the screen to edit the Accounting Code information. The Update Accounting Code page will be displayed. (Note: click the **Delete** icon to delete an account code record from the travel document if you will no longer be allocating expenses to the account.)

NOTE

*The Organization field defaults to "10". **DO NOT** change it for any reason.*

Update Accounting Code for 10-CFA08-01DC

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

Label:

Organization:

Save Accounting code and extended Accounting codes to master list

For this Document you can:

Extended Acct Codes

Acct Code Updates

Acct Code Updates

Accounting Codes

WBS	<input type="text" value="090-10-C1"/>	Internal Ord	<input type="text" value="FC100200"/>
Fund	<input type="text" value="SAT422003D"/>	Obj Class	<input type="text" value="2121"/>
Net/Act	<input type="text"/>		<input type="text"/>
Funds Res	<input type="text"/>		<input type="text"/>
Res Line Itm	<input type="text"/>		<input type="text"/>

5. Enter FC100200 in the **Internal Ord** field. This is the assigned Internal Order number for Headquarters. This is a **required** field.
6. Enter the **Object Class Code**. For example 2121 for General Administrative Travel (Domestic). The Object Class code is used to derive the appropriate General Ledger account for financial postings. This is a **required** field. A listing of travel object classes is available on the NASA HQ Travel Manager website, <http://travel.hq.nasa.gov>. Click the **Accounting Info** link.

NOTE

*The Object Class Code and the Internal Order are **required** on all travel documents. The SAP accounting system will reject all documents without the Internal Order and Object Class Code included.*

The Object Class Codes can be found in the Financial Management Manual (FMM) or on the NASA HQ Travel web page located at <http://travel.hq.nasa.gov/>.

7. Click the  **Acct Code Updates** button in the **For this Document you can:** area in the top right. The Available Accounting Codes page will be re- displayed.

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	
10	D09010XX004S423	090-10-C1 . SAT422003D. . . . FC100200. 2121. . .	Extended

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			

8. If a second account code is added, an **Allocate** link is displayed to the right of the Extended Code column. Click on **Allocate** to add expenses to different account codes. The Accounting Allocation Summary page will be displayed.

Available Accounting Codes for 10-CFA08-01DC

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

Enter Search Criteria

Accounting Code

For this Document you can:

to A Different Organization

New Accounting Code

Master Accounting Codes Click Accounting Label to add to Document

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

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

Accounting Codes for 10-CFA08-01DC					Click an item to edit/delete it
Organization	Label	Classification Code	Extended Code	Allocate Cost	
10	D09010XX004S423	090-10-C1. SAT422003D. . . . FC100200. 2121. . .	Extended	Allocate	
10	D09010XX013H423	090-10-I1. HSF422003D. . . . FC100200. 2121. . .	Extended	Allocate	

Edit Delete

Accounting Allocation Summary for 10-CFA08-01DC

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

For this Document you can:

Allocation Screen

Accounting Allocation Summary

Organization	Label	Amount	Percent	Date	Allocate By	Allocate By
10	D09010XX004S423	655.00	0	^	Expense Category	Expense
10	D09010XX013H423	0.00	0	^	Expense Category	Expense

Expense Category Allocation Breakdown for 'D09010XX004S423'

Expense Category	Amount
COM.CARRIER	100.00
LODGING	356.00
M&IE	99.00
OTHER	0.00
RENTAL CAR	100.00

Break by Expense Category

Expense Category	Allocate by Amount
COM.CARRIER	100.00
LODGING	356.00
M&IE	99.00
OTHER	0.00
RENTAL CAR	100.00

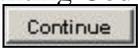
Expense Category Allocation Breakdown for 'D09010XX013H423'

Expense Category	Amount
COM.CARRIER	0.00
LODGING	0.00
M&IE	0.00
OTHER	0.00
RENTAL CAR	0.00

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

- a. **Percent** indicates the percentage of total costs to each accounting code (e.g., one accounting code pays 70% and the other pays 30%).

To allocate funds using this method:

- (1) Click on the zero in the Percent column. The Allocate by Percent page will be displayed. Indicate in the percent field the allocation of funds between the account codes.
- (2) Click the  **Percent Changes** button in the **For this Document you can:** area in the top right. The Accounting Allocation Summary page is displayed again.
- (3) Click the  **Allocation Screen** button to return to the Available Accounting Codes page.
- (4) Click  button to continue processing the document.

- b. **Date** allows allocation according to when the expense occurred (e.g., one accounting code pays for the first two days of travel, and the other pays for the remaining days).

To allocate funds using this method:

- (1) Click on the asterisk (*) in the Date column. The Allocate by Date page will be displayed.
- (2) Type in the begin date in the Begin Date (*mm/dd/yy*) field.
- (3) Click  **Date Changes** button. The Accounting Allocation Summary page is displayed again.
- (4) Click the  **Allocation Screen** button to return to the Available Accounting Codes page.
- (5) Click  to continue processing the document.

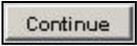
- c. **Expense Category** indicates which expense category is assigned to an accounting code (e.g., one accounting code pays for lodging and the other accounting code pays for all other expenses)

To allocate funds using this method:

- (1) Click on the **Expense Category** link displayed in the Allocate By column. The Allocate by Expense Category page will be displayed.
- (2) Select the appropriate accounting code label for the expense.

- (3) Click the  **Allocation Changes** button in the **For this Document you can:** area in the upper right corner.
- d. **Expense** indicates which specific expense is assigned to which accounting code (e.g., one accounting code pays for M&IE and another pays the other expenses).

To allocate funds using this method:

- (1) Click the **Expense** link in the Allocate By column. The Allocate by Expense page will be displayed.
 - (2) Click the arrow on the drop down list in the Organization/Label column to select the account code to be charge for the expense.
 - (3) Click  **Expense Allocations** in the **For this Document you can:** area in the top right area.
 - (4) When all expenses have been allocated to the appropriate account code click the **Done Save & Exit Allocations** button in the **For this Document you can:** area in the top right. The Accounting Allocation Summary page will be re-displayed.
 - (5) Click  **Allocation Screen** to return to the Available Accounting Codes page.
 - (6) Click  to continue processing the document.
- e. **Amount** indicates the amount of each expense item to allocate to an accounting code.

To allocate funds using this method:

- (1) Click on the **Amount** link in the Allocate By Amount column listed under the Break by Expense Category. The Allocate By Expense Category Amount page will be displayed.
- (2) Enter the dollar amount to be allocated for the expense category in the amount column.
- (3) Click  **Amount Changes** in the **For this Document you can:** area in the top right.
- (4) Continue for each expense category listed.

(5) When finished click **Done Save & Exit Allocations** in the **For this Document you can:** area in the top right. The Accounting Allocation Summary page will be re-displayed.

(6) Click **Close Allocation Screen** to return to the Available Accounting Codes page.

10. Click the **Continue** button to continue processing the document.

H. TOTALS

The screenshot shows the 'Total Details for 10-IAA12-240H' page in the IFM Travel Manager software. The page includes a navigation menu on the left, a 'Quick Tip' banner, and a summary of expenses. The 'Expense Category Details' table is as follows:

Trip	Expense Category	Quantity	Account Label	Amount
1*	COM.CARRIER	10	1002.AA90	250.00
1*	GAS	10	1002.AA90	25.00
1*	LODGING	10	1002.AA90	602.00
1*	MISC	10	1002.AA90	215.00
1*	RENTAL CAR	10	1002.AA90	105.00

* denotes lowest cost bid for conducted voucher

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

I. COMMENTS

Comments for 10-IAA12-240H

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:
 Preset Comments
 Comments

 without Saving Comments

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

NOTE

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

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

J. DOCUMENT STATUS

Quick Tip
 The Signature PIN is case sensitive!

Status to Apply:

Signature PIN:

Remarks:

Document Routing		
Name	Status	Level
Traveler, Katti	SIGNED	0

Document History			
Date/Time	Status	Name	Role
08/00/02 12:21PM EST	CREATED	Katti Traveler	

1. Review the status of the voucher. The Status to Apply is set at the default value SIGNED. DO NOT CHANGE IT.

2. Click the **Perform Pre-Audits** link on the Document toolbar on the left side of the page. The Pre-Audit Results page will be displayed.

K. PERFORM PRE-AUDITS

Pre-Audit Results for 99-XX04-07DC

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: 99-XX04-07DC
Type: Voucher
Traveler: DOE, JANE
Status: PASS

Pre-Audit Results	Audit Process	Status	Comments
<input type="checkbox"/> ADD CODES AUTHZED		PASS	
<input type="checkbox"/> ACTUAL MULTIPLIER		PASS	
<input type="checkbox"/> ACTUALS EXIST		PASS	
<input type="checkbox"/> APPLIED ADVANCE		PASS	
<input type="checkbox"/> APPROVAL BY TRAVELER		PASS	
<input type="checkbox"/> APPROVED BY TRAVELER		PASS	
<input type="checkbox"/> APPROVED BY TRAVELER		PASS	
<input type="checkbox"/> AUTHORIZATION EXIST		PASS	
<input type="checkbox"/> CONFERENCE ALLOWANCE		PASS	
<input type="checkbox"/> COST COMPARISON		PASS	
<input type="checkbox"/> COST LESS COM. CARR		PASS	
<input type="checkbox"/> DAILY EXPENSE THRESH		PASS	
<input type="checkbox"/> DFLT PMT METHOD USED		PASS	
<input type="checkbox"/> DUPLICATE TRAVELER		PASS	
<input type="checkbox"/> EXP CAT % VARIANCE		PASS	
<input type="checkbox"/> EXP CATEGORY USED		PASS	
<input type="checkbox"/> EXP CATEGORY USED1		PASS	
<input type="checkbox"/> EXP CATEGORY USED2		PASS	
<input type="checkbox"/> EXPENSE CATEGORIES		PASS	
<input type="checkbox"/> LAUNDRY/CLEANING		PASS	
<input type="checkbox"/> LEAVE AUTHORIZED		PASS	
<input type="checkbox"/> LEAVE EXISTS		PASS	
<input type="checkbox"/> MILITARY PERSONNEL		PASS	
<input type="checkbox"/> OTHER EXPENSES		PASS	
<input type="checkbox"/> OVERRIDE		PASS	
<input type="checkbox"/> PER DIEM LOC AUTH		PASS	
<input type="checkbox"/> PERSONAL INFO - KEY		PASS	
<input type="checkbox"/> PMT METH AUTHORIZED		PASS	
<input type="checkbox"/> TRAVEL DATE OVERLAP		PASS	
<input type="checkbox"/> TRAVEL MODES		PASS	
<input type="checkbox"/> TRAVEL MODES AUTHZED		PASS	
<input type="checkbox"/> TRIP DATES & LOGS		PASS	
<input type="checkbox"/> TRIP DURATION		PASS	
<input type="checkbox"/> TRIP DURATION1		PASS	
<input type="checkbox"/> TRIP PURPOSES		PASS	
<input type="checkbox"/> TRIP TYPES		PASS	

1. Review the Pre-Audit Results for Trip 1.
2. If any item needs attention, the word 'FAIL' will be in the Status column. A comment describing the failure will appear in the Comments column as shown above. A 'FAIL' is a flag to draw attention to a particular process to ensure the

Preparer has entered/reviewed the data correctly. A FAIL status will not prevent the document from routing.

3. Click the **Document Summary** link on the Document toolbar on the left side of the page. The Document Summary page will be displayed.

L. DOCUMENT SUMMARY

Document Summary for Voucher 10-IAA12-240H

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: 10-IAA200012

Traveler Details: 254-58-7548, Kathi Traveler

Purpose Description:
Business Details: CLEVELAND, OH 12/24/02 - 12/31/02

Requested Trip Details: \$250.00

Expense Details:

Expense Summary				
Edit	Delete	Date	Expense	Amount
		12/24/02	GAS FOR RENTAL CAR/GOV	25.00
		12/24/02	RENTAL CAR	106.00
				Total: 220.00

Lodging/M&IE Details: \$195.00

Accounting Details:

Label	Amount
10-02-AA00	205.00
Total: 205.00	

Totals Details:

Disbursement Type	Amount
Amount Claimed	205.00
Non-Reimbursable Expense	0.00
Advance Applied	0.00
Pay To Charge Card	0.00
Pay To Traveler	205.00

Document Preparation

For this Document you can:

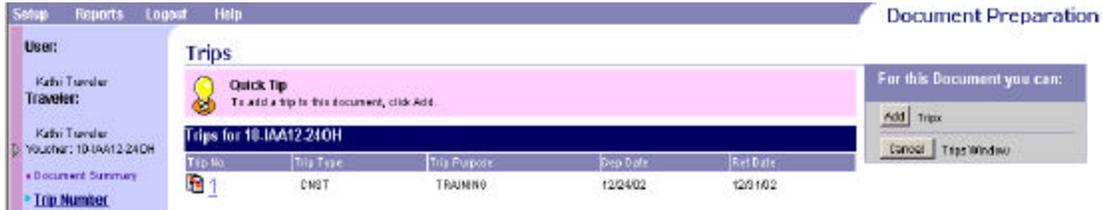
Save Document
Continue Entering Document
Close Current Document

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

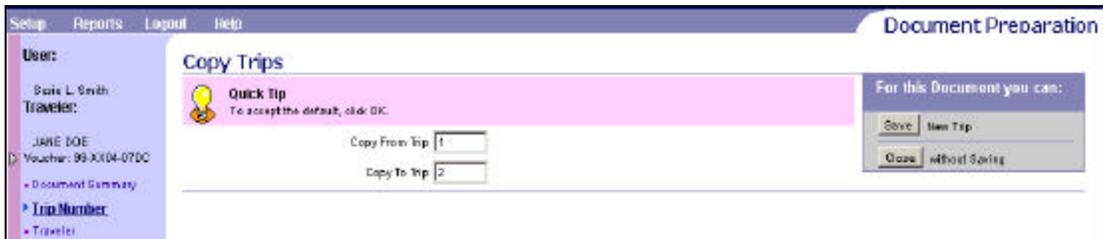
TRIP 2

Trip 1 will be copied to **Trip 2** and the appropriate expenses changed in **Trip 2** to reflect the any changes to travel.

M. TRIP NUMBER



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



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



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

NOTE

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

N. DOCUMENT SUMMARY

Setup Reports Logout Help Document Preparation

User: Kathi Traveler
 Traveler: Kathi Traveler
 Voucher: 10-IAA12-240H

Document Summary

- Trip Number
- Traveler
- Itinerary
- Ticketed Trans
- Expenses
- Lodging/MILE
- Accounting
- Totals
- Comments
- Document Status
- Perform Pre-Audit
- Preview Document
- Export Document
- Close Document

Document Summary for Voucher 10-IAA12-240H

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

Trip Number 2
 Travel Authorization Number: 10-AA20012

Traveler Details: 254.58.7548, Kathi Traveler

Purpose Description: <No Purpose Description Entered>
Itinerary Details: CLEVELAND,OH 12/24/02 - 12/31/02

Ticketed Trans Details: \$250.00

Expenses Details: Expense Summary

Cost	Trails	Date	Expense	Amount
	X	12/24/2002	GAS FOR RENTAL CAR/GOV	26.00
	X	12/24/2002	RENTAL CAR	185.00
Total				211.00

Lodging/MILE Details: \$917.00

Accounting Details: Accounting Summary

Label	Amount
10-02-AR80	1,387.00
Total: 1,387.00	

Totals Details: Totals Summary

Reimbursement Type	Amount
Amount Claimed	1,387.00
Max. Reimbursable Expense	0.00
Advisory Applied	0.00
Pay To Change Cost	0.00
Pay To Traveler	1,387.00

Enter Comments: <No Comments Entered>

Document Status: Document Status: CREATED | Working: Traveler, Kathi

Status To Apply: Signature PIN: Remarks:

SIGNED

Enter Status/PIN to stamp this document
Stamp and Route

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

Auth Date: 

(mm/dd/yyyy)

Type:

Trip No. 2

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

O. TICKETED TRANSPORTATION

Ticketed Transportation for Voucher 10-IAA12-240H

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

For this Document you can:

Add Ticket

Back Continue

	Ticket No	Dep Date	Type	Cost	Depart	Arrive	CR	CL	Tax
✕	See Itinerary 1	12/24/02	AIR	250.00					no

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

P. EXPENSES

Setup Reports Logout Help
Document Preparation

User:
Kathi Traveler

Traveler:
Kathi Traveler

Voucher: 10-IAA12-240H

- Document Summary
- Trip Number
- Transfer
- Itinerary
- Ticketed Trans
- **Expenses**
- Lodging/M&IE
- Accounting
- Totals
- Comments
- Document Status
- Perform Pre-Audit
- Preview Document
- Export Document
- Close Document

Expense Entry for 10-IAA12-240H

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

Date  12/24/2002

Expense Type:

Expense Description:

Miles Traveled:

Rate Selection:

Rate:

Cost:

Comments:

For this Document you can:

Use Quick Expenses

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
✕	12/24/2002	GAS FOR RENTAL CAR-0V	25.00
✕	12/24/2002	RENTAL CAR	195.00
			Total: 220.00

1. The expenses for Trip 2 must be changed to reflect the changes.

2. Click the **Use Quick Expense** link on the Document toolbar on the left side of the page. The Quick Expense Entry page will be displayed.

Q. QUICK EXPENSE ENTRY

Quick Expense Entry for 10-IAA12-240H

Quick Tip
Enter up to 10 expenses at once. Previously entered expenses can be edited (F5 edit icon) or deleted (X icon).

For this Document you can:

#	Date	Expense Type	Miles	Rate	Cost
1	12/24/02				
2	12/24/02				
3	12/24/02				
4	12/24/02				
5	12/24/02				
6	12/24/02				
7	12/24/02				
8	12/24/02				
9	12/24/02				
10	12/24/02				

Action	Date	Expense	Amount
	12/24/2002	GAS FOR RENTAL CAR/ROV	25.00
	12/24/2002	RENTAL CAR	195.00

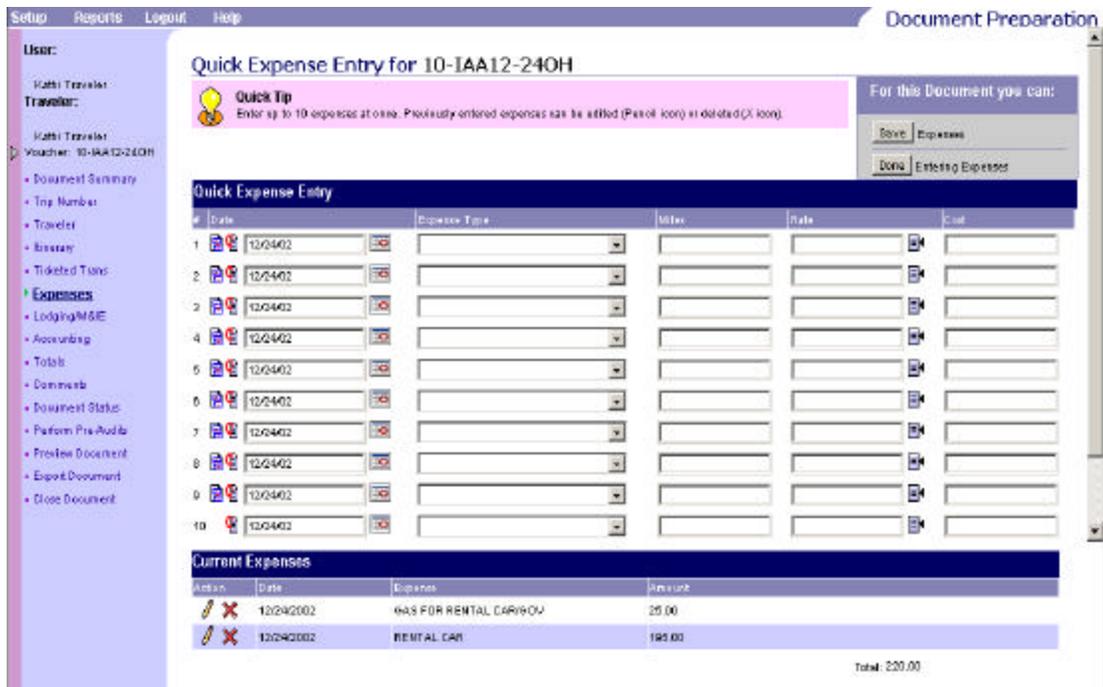
Total: 220.00

NOTE

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

The page is divided in half. Each half is scrollable.

1. The top half contains 10 rows for quick expense entry. The bottom half displays a list of current expenses that are on the document.
2. On row 1, review the date. Make sure it is the correct date for the trip. On row 2, click the **Calendar** icon  next to the **Date** field and select the day the expense was incurred. The date can also be modified in the Date field.
3. Click the **Expenses** button in the **For this Document you can:** area in the top right. The Quick Expense Entry page will be displayed with the expenses listed in the Current Expenses area at the bottom of the page.



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



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

R. LODGING/M&IE

Lodging/M&IE for 10-IAA12-240H

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 separate
Book | Continue

Date	Quota	Reports	Lod Cost	Lod Allowed	M & IE Allowed	Per Diem Rate	Special	L	D	Conf
12/24/02	45	15	95.00	95.00	-21.00	95.742				
12/25/02	45	15	98.00	98.00	-42.00	98.742				
12/26/02	45	15	98.00	98.00	-42.00	98.742				
12/27/02	45	15	95.00	95.00	-42.00	95.742				
12/28/02	45	15	98.00	98.00	-42.00	98.742				
12/29/02	45	15	98.00	98.00	-42.00	98.742				
12/30/02	45	15	95.00	95.00	-42.00	95.742				
12/31/02	45	15	0.00	0.00	-21.00	98.742				

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

S. ACCOUNTING

This section describes the process for selecting and entering the accounting code labels. The Travel Manager Account Code table will be populated with valid combinations of the Financial Classification Structure (FCS) elements, which are uniquely identified by the Account Code Label and the Organization. (There are two FCS elements that ***MUST*** be entered manually into Travel Manager. They are the *Internal Order* NASA Function Code prefix “FC” and the *Object Class* used to derive the General Ledger account.)

A crosswalk of the Account Code Label/Organization and a listing of the travel object classes can be found on the HQ Travel Manager website, <http://travel.hq.nasa.gov>. Click the **Accounting Info** link.

Selecting and Entering FCS Elements in Travel Manager

1. Enter the Account Code Label on the Available Accounting Codes page.

Available Accounting Codes for 10-CFB06-16CA

 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 <input type="text" value="D09010XX004S423"/> Search Retrieve				
Master Accounting Codes Click Accounting Label to add to Document				
Search Results Prev 10 Next 10				
<table border="1"><thead><tr><th>Organization</th><th>Label</th><th>Classification Code</th></tr></thead><tbody></tbody></table>	Organization	Label	Classification Code	
Organization	Label	Classification Code		

2. Click the **Retrieve** button. The account code label will be displayed in the Master Accounting Codes area.

NOTE

***DO NOT** click on the Add New Accounting Code. If the "Add" button is used, the accounting information will not be pulled into the document and it will not route for the account review.*

3. Click on the Label under the Master Accounting Codes area and the account code will be added to the bottom half of the page in the **Accounting Codes for Current Document** area. Review the Classification Code to make sure it is the correct code for the organization funding the trip. An organizational account code crosswalk is posted on the Travel Manager website, <http://travel.hq.nasa.gov>. Click the **Accounting Info** link.

NOTE

Always select the account code with Organization 10.

Available Accounting Codes for 10-CFA08-01DC


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

Enter Search Criteria

Accounting Code

Master Accounting Codes
Click Accounting Label to add to Document

Search Results

Organization	Label	Classification Code
10	D09010XX004S423	090-10-C1. SAT422003D.....

For this Document you can:
 to A Different Organization
 New Accounting 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.....	Extended

✎ Edit ✖ Delete

- Click the **Update** icon  next to the desired label in the lower portion of the screen to edit the Accounting Code information. The Update Accounting Code page will be displayed. (Note: click the **Delete** icon  to delete an account code record from the travel document if you will no longer be allocating expenses to the account.)

NOTE

*The Organization field defaults to "10". **DO NOT** change it for any reason.*

Update Accounting Code for 10-CFA08-01DC


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

Label

Organization

Save Accounting code and extended Accounting codes to master list

For this Document you can:
 Extended Acct Codes
 Acct Code Updates
 Acct Code Updates

Accounting Codes

WBS	<input type="text" value="090-10-C1"/>	Internal Ord	<input type="text" value="FC100200"/>
Fund	<input type="text" value="SAT422003D"/>	Obj Class	<input type="text" value="2121"/>
Net/Act	<input type="text"/>		<input type="text"/>
Funds Res	<input type="text"/>		<input type="text"/>
Res Line Itm	<input type="text"/>		<input type="text"/>

5. Enter FC100200 in the **Internal Ord** field. This is the assigned Internal Order number for Headquarters. This is a **required** field.
6. Enter the **Object Class Code**. For example 2121 for General Administrative Travel (Domestic). The Object Class code is used to derive the appropriate General Ledger account for financial postings. This is a **required** field. A listing of travel object classes is available on the NASA HQ Travel Manager website, <http://travel.hq.nasa.gov>. Click the **Accounting Info** link.

NOTE

*The Object Class Code and the Internal Order are **required** on all travel documents. The SAP accounting system will reject all documents without the Internal Order and Object Class Code included.*

The Object Class Codes can be found in the Financial Management Manual (FMM) or on the NASA HQ Travel web page located at <http://travel.hq.nasa.gov/>.

7. Click the  **Acct Code Updates** button in the **For this Document you can:** area in the top right. The Available Accounting Codes page will be re- displayed.

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	
10	D09010XX004S423	090-10-C1 . SAT422003D. . . . FC100200. 2121. . .	Extended

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			

8. If a second account code is added, an **Allocate** link is displayed to the right of the Extended Code column. Click on **Allocate** to add expenses to different account codes. The Accounting Allocation Summary page will be displayed.

Available Accounting Codes for 10-CFA08-01DC

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

Enter Search Criteria

Accounting Code

For this Document you can:

to A Different Organization

New Accounting Code

Master Accounting Codes Click Accounting Label to add to Document

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

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

Accounting Codes for 10-CFA08-01DC					Click an item to edit/delete it
Organization	Label	Classification Code	Extended Code	Allocate Cost	
10	D09010XX004S423	090-10-C1.SAT422003D...FC100200.2121...	Extended	Allocate	
10	D09010XX013H423	090-10-I1.HSF422003D...FC100200.2121...	Extended	Allocate	

Edit Delete

Accounting Allocation Summary for 10-CFA08-01DC

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

For this Document you can:

Allocation Screen

Accounting Allocation Summary

Organization	Label	Amount	Percent	Date	Allocate By	Allocate By
10	D09010XX004S423	655.00	0	^	Expense Category	Expense
10	D09010XX013H423	0.00	0	^	Expense Category	Expense

Expense Category Allocation Breakdown for 'D09010XX004S423'

Expense Category	Amount
COM.CARRIER	100.00
LODGING	356.00
M&IE	99.00
OTHER	0.00
RENTAL CAR	100.00

Break by Expense Category

Expense Category	Allocate by Amount
COM.CARRIER	100.00
LODGING	356.00
M&IE	99.00
OTHER	0.00
RENTAL CAR	100.00

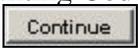
Expense Category Allocation Breakdown for 'D09010XX013H423'

Expense Category	Amount
COM.CARRIER	0.00
LODGING	0.00
M&IE	0.00
OTHER	0.00
RENTAL CAR	0.00

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

- a. **Percent** indicates the percentage of total costs to each accounting code (e.g., one accounting code pays 70% and the other pays 30%).

To allocate funds using this method:

- (1) Click on the zero in the Percent column. The Allocate by Percent page will be displayed. Indicate in the percent field the allocation of funds between the account codes.
- (2) Click the  **Percent Changes** button in the **For this Document you can:** area in the top right. The Accounting Allocation Summary page is displayed again.
- (3) Click the  **Allocation Screen** button to return to the Available Accounting Codes page.
- (4) Click  button to continue processing the document.

- b. **Date** allows allocation according to when the expense occurred (e.g., one accounting code pays for the first two days of travel, and the other pays for the remaining days).

To allocate funds using this method:

- (1) Click on the asterisk (*) in the Date column. The Allocate by Date page will be displayed.
- (2) Type in the begin date in the Begin Date (*mm/dd/yy*) field.
- (3) Click  **Date Changes** button. The Accounting Allocation Summary page is displayed again.
- (4) Click the  **Allocation Screen** button to return to the Available Accounting Codes page.
- (5) Click  to continue processing the document.

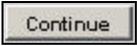
- c. **Expense Category** indicates which expense category is assigned to an accounting code (e.g., one accounting code pays for lodging and the other accounting code pays for all other expenses)

To allocate funds using this method:

- (1) Click on the **Expense Category** link displayed in the Allocate By column. The Allocate by Expense Category page will be displayed.
- (2) Select the appropriate accounting code label for the expense.

- (3) Click the  **Allocation Changes** button in the **For this Document you can:** area in the upper right corner.
- d. **Expense** indicates which specific expense is assigned to which accounting code (e.g., one accounting code pays for M&IE and another pays the other expenses).

To allocate funds using this method:

- (1) Click the **Expense** link in the Allocate By column. The Allocate by Expense page will be displayed.
 - (2) Click the arrow on the drop down list in the Organization/Label column to select the account code to be charge for the expense.
 - (3) Click  **Expense Allocations** in the **For this Document you can:** area in the top right area.
 - (4) When all expenses have been allocated to the appropriate account code click the **Done Save & Exit Allocations** button in the **For this Document you can:** area in the top right. The Accounting Allocation Summary page will be re-displayed.
 - (5) Click  **Allocation Screen** to return to the Available Accounting Codes page.
 - (6) Click  to continue processing the document.
- e. **Amount** indicates the amount of each expense item to allocate to an accounting code.

To allocate funds using this method:

- (1) Click on the **Amount** link in the Allocate By Amount column listed under the Break by Expense Category. The Allocate By Expense Category Amount page will be displayed.
- (2) Enter the dollar amount to be allocated for the expense category in the amount column.
- (3) Click  **Amount Changes** in the **For this Document you can:** area in the top right.
- (4) Continue for each expense category listed.

(5) When finished click **Done Save & Exit Allocations** in the **For this Document you can:** area in the top right. The Accounting Allocation Summary page will be re-displayed.

(6) Click **Close Allocation Screen** to return to the Available Accounting Codes page.

10. Click the **Continue** button to continue processing the document.

T. TOTALS

Total Details for 10-IAA12-240H

Quick Tip
If necessary, enter changes and click OK.

For this Document you can:
Calculate New Totals for Document
Back Continue

Total Expenses: 1,137.00
Non-reimbursable Expenses: 0.00

Total Amount Claimed: 1,137.00

Gov't Advance Outstanding: 0.00
Gov't Advance Applied: 0.00

Net to Traveler: 1,137.00
(Due Gov't if negative)

Expense on Gov't Charge Card: 0.00
Ack'd Gov't Charge Card Payment: 0.00

Total Gov't Charge Card Amount: 0.00

Pay to Gov't Charge Card: 0.00
Pay to Traveler: 1,137.00
(Totals are based on trip 2)

Trip	Expense Category	Organization	Account Label	Amount
1	EDM CARSER	10	1002-ARGO	250.00
1	GAS	10	1002-ARGO	25.00
1	LODGING	10	1002-ARGO	602.00
1	MEAL	10	1002-ARGO	215.00
1	RENTAL CAR	10	1002-ARGO	195.00
2*	GAS	10	1002-ARGO	25.00
2*	LODGING	10	1002-ARGO	602.00
2*	MEAL	10	1002-ARGO	315.00

- Note the statement '(Totals are based on Trip 2)' in the middle of the page and that the Expense Category Details list shows expenses for both trips. Asterisks '*' appear beside the expenses for the lowest cost trip.
- Click the **Comments** link on the Document toolbar on the left side of the page. The Comments page will be displayed.

U. COMMENTS

Comments for 10-IAA12-240H

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

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

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

1. Identify current changes and enter comments.
2. Click the **Perform Pre-Audits** link on the Document toolbar on the left side of the page. The Pre-Audit Results page will be displayed.

V. PERFORM PRE-AUDITS

Pre-Audit Results for 10-IAA12-240H

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

Document Name: 10-IAA12-240H
Type: Authorization
Traveler: Traveler, Kathi
Status: PASS

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

1. If any item needs attention, the word 'FAIL' will be in the Status column. A comment describing the failure will appear in the Comments column as shown above. A 'FAIL' is a flag to draw attention to a particular process to ensure the Preparer has entered/reviewed the data correctly. A FAIL status will not prevent the document from routing.

NOTE

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

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

W. DOCUMENT SUMMARY

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

03/07/02		VOUCHER		Voucher: 99-XX04-07DC	
PAGE 1 ** Read Privacy Act On Last Page **				TA Num: 99-XX200015	
1) NAME: DOE, JANE .		SSN: 122-33-0000			
ADDR:		PHONE:			
Residence, USA		MAIL CD:			
		ORG: 99-XX			
DUTY: Residence, USA		TZ: 6		TITLE:	
RES: Residence, USA		SEC CLR:			
HOURS: 8		CARD: CARD HOLDER			
Prepared By S Smith 1234		Dest Code		99	
2) FROM	TO	TA NUMBER	TA DATE	TRIP PURPOSE	TRIP TYPE
04/07/2002	04/10/2002	99-XX200015	03/05/2002	TRAINING	CNST
3) GTR/TICKET NO	VALUE	CR	CLS	DATE	FROM TO
4) ACCOUNTING CLASS CODE	TRIP 3	2-CNSTRCT		TRIP 1	5) FINANCE OFFICE
99-XX12345			664.00	964.00	
11111112345..1234..99.02.42.00.XX.ABC					
6) NON-REIMBURSABLE EXPENSES -----					
TOTAL AMOUNT CLAIMED -----				664.00	
ADVANCE OUTSTANDING -----				0.00	
ADVANCE APPLIED -----				0.00	
NET TO TRAVELER (GOVT) -----				664.00	
Copyright 1998 Gelco Information Network GSD, Inc. -----					
I certify that this Voucher is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me. I hereby assign the United States any right I may have against any parties in connection, with reimbursable transportation charges described above, purchased under cash payment procedures (41 CFR Part 301-10).				8) VOUCHER NO:	
7) TRAVELER SIGNATURE				DATE:	
This Voucher is approved. Long distance telephone calls, if any, are certified as necessary in the interest of the Government. (Note: If long distance telephone calls are included, the approving official must have been authorized in writing by the head of the department or agency to so certify (31 U.S.C. 680a)).				10) CASH RECEIPT DATE	
9) APPROVED,				DATE	
				AMOUNT \$	
				SIGNATURE	

Page 1 of a Voucher

03/07/02 VOUCHER Voucher: 99-XX04-07DC
 PAGE 2 ** Read Privacy Act On Last Page ** DOE 122-33-0000

(11) ITINERARY AND TRANSPORTATION EXPENSES - TRIP NO 1

DATE	TIME	DEPARTED/ARRIVED LOCATIONS	MODE	COST	DESCRIPTION
04/07/2002		D-RES: Residence, USA			
04/07/2002		A-WASHINGTON, DC			
04/07/2002			AIR	400.00	COMMERCIAL AIR
04/07/2002			TAXI	20.00	TAXI
04/10/2002		D-WASHINGTON, DC			
04/10/2002		A RES: Residence, USA			
04/10/2002			TAXI	20.00	TAXI
TOTAL TRANSPORTATION EXPENSES				440.00	

(12) SUBSISTENCE AND OTHER REIMBURSABLE EXPENSES

DATE	ACTUAL LODGING	MEALS ALLOWED	M&IE B L D	P-DIEM ALLOW RATE	OTHER EXPENSES	AMOUNT
04/07	119.00	119.00		34.50	119/46	0.00
04/07					TIPS FOR TAXI/LIMO	3.00
04/08	119.00	119.00		46.00	119/46	0.00
04/09	119.00	119.00		46.00	119/46	0.00
04/10	0.00	0.00		34.50	119/46	0.00
04/10					TIPS FOR TAXI/LIMO	3.00
		357.00		161.00		6.00

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

03/07/02		VOUCHER		Voucher:	99-XX04-07DC
PAGE	3	** Read Privacy Act On Last Page **		DOE	122-33-0000

(11) ITINERARY AND TRANSPORTATION EXPENSES - TRIP NO 2

DATE	TIME	DEPARTED/ARRIVED	LOCATIONS	MODE	COST	DESCRIPTION
04/07/2002		D-RES:	Residence, USA			
04/07/2002		A-WASHINGTON,	DC			
04/07/2002				1POC	73.00	POV Mileage, 200 Rate, .265
04/10/2002		D-WASHINGTON,	DC			
04/10/2002				1POC	73.00	POV Mileage, 200 Rate, .265
04/10/2002		A RES:	Residence, USA			
TOTAL TRANSPORTATION EXPENSES					146.00	

(12) SUBSISTENCE AND OTHER REIMBURSABLE EXPENSES

DATE	ACTUAL LODGING	MEALS ALLOWED	M&IE B L D	P-DIEM ALLOW RATE	OTHER EXPENSES	AMOUNT
04/07	119.00	119.00		34.50 119/46		0.00
04/08	119.00	119.00		46.00 119/46		0.00
04/09	119.00	119.00		46.00 119/46		0.00
04/10	0.00	0.00		34.50 119/46		0.00
357.00					161.00	0.00

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

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

Exception to SF 1012

NOTE: Falsification of an item in an expense account works a forfeiture of claim (28 U.S.C. 2514) and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287; i.d. 1001).

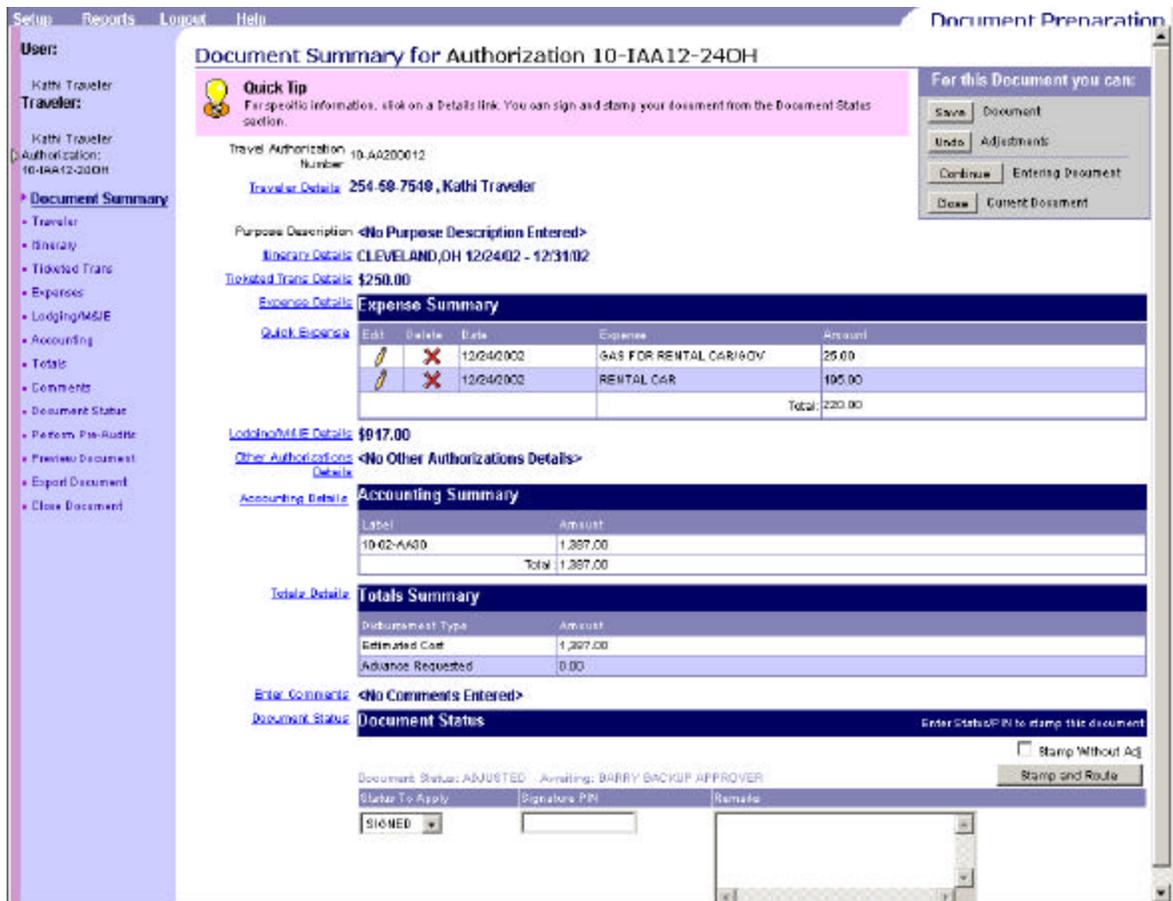
In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information on this form is authorized by 5 U.S.C. Chap. 57 as implemented by the Federal Travel Regulations (41 CFR 301-304), E.O. 11609 of July 22, 1971, E.O. 11012 of March 27, 1962, E.O. 9397 of Nov. 22, 1943 and 26 U.S.C. 6011(b) and 6109. The primary purpose of the requested information is to determine payment or reimbursement to eligible individuals

for allowable travel and/or relocation expenses incurred under appropriate administrative authorization and to record and maintain costs of such reimbursements to the Government. The information will be used by officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, local, or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee, the issuance of a security clearance, or investigations of the performance of official duty while in Government service. Your Social Security Account Number (SSN) is solicited under the authority of the Internal Revenue Code (26 U.S.C 6011(b) and 6109) and E.O. 9397, Nov. 22, 1943, for use as a tax payer and/or employee identification number; disclosure is MANDATORY on vouchers claiming travel, and/or relocation allowance expense reimbursement which is, or may be, taxable income. Disclosure of your SSN and other requested information is voluntary in all other instances; however, failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.

03/07/02 ACCOUNTING DETAIL		Doc No:	99-XX04-07DC
Copyright 1998 Gelco Information Network, Inc.		DOE, JANE	122-33-0000
ACCOUNTING CLASS CODE		2-CNSTRCT	TRIP 1
COM.CARRIER-			400.00
LODGING-		357.00	357.00
M&IE-		161.00	161.00
MILEAGE-		146.00	
TAXI/TIPS-TAXI			46.00
99-XX12345	0.00	664.00	964.00
Organization: 99 11111112345..1234..99.02.42.00.XX.ABC			
SPLIT PAY DISBURSEMENTS:			
TOTAL EXPENSES -----		664.00	
NON-REIMBURSABLE EXPENSES -----		0.00	
TOTAL AMOUNT CLAIMED -----		664.00	
GOV'T ADVANCE OUTSTANDING --	0.00		
GOV'T ADVANCE APPLIED -----	0.00		
		0.00	
NET TO TRAVELER (GOVT) -----		664.00	
GOV'T CHARGE CARD EXPENSES -	0.00		
GOV'T CHARGE CARD ATM ADV --	0.00		
ADD'L GOV'T CHARGE CARD PYMT	0.00		
TOTAL GOV'T CHARGE CARD AMT -----	0.00		
PAY TO GOV'T CHARGE CARD-----		0.00	
PAY TO TRAVELER -----		664.00	

Page 5 of a Voucher

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

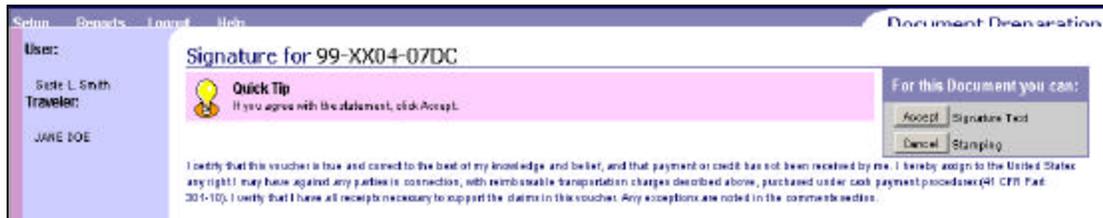


3. In the Document Status area, at the bottom of the Document Summary page, perform the following to stamp and route the document:
 - a. Status to Apply is at the default value. DO NOT CHANGE IT.
 - b. Click in the Signature PIN field and enter the appropriate PIN.
 - c. Click the Stamp and Route button on the right of the Document Status area at the bottom of the page to sign/stamp and route the document.
4. The Pre-Audit Results page will be displayed.

NOTE

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

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



6. If in agreement with the signature certification statement, click the **Signature Text** button in the **For this Document you can:** area in the top right. The document is routed.

NOTE

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

7. Travel Manager displays the Travel Manager Main Web window. No other notice is given by Travel Manager to let you know your document has been routed.
8. Remember, the Traveler ***must*** log into Travel Manager and sign and certify the voucher to route the document.

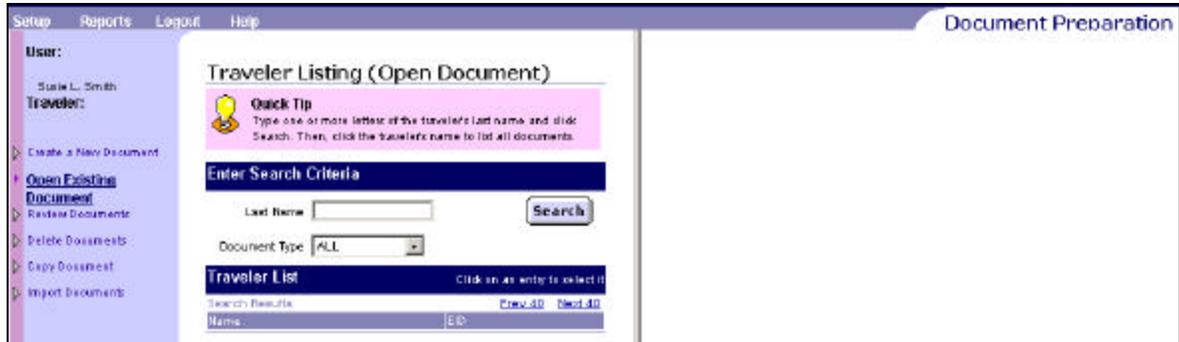
NOTE

All Lodging receipt(s), Registration receipt(s) and any one (1) expense over \$75.00 claimed, including any backup documentation, must be retained by the Traveler for 6 years and 3 months for audit purposes.

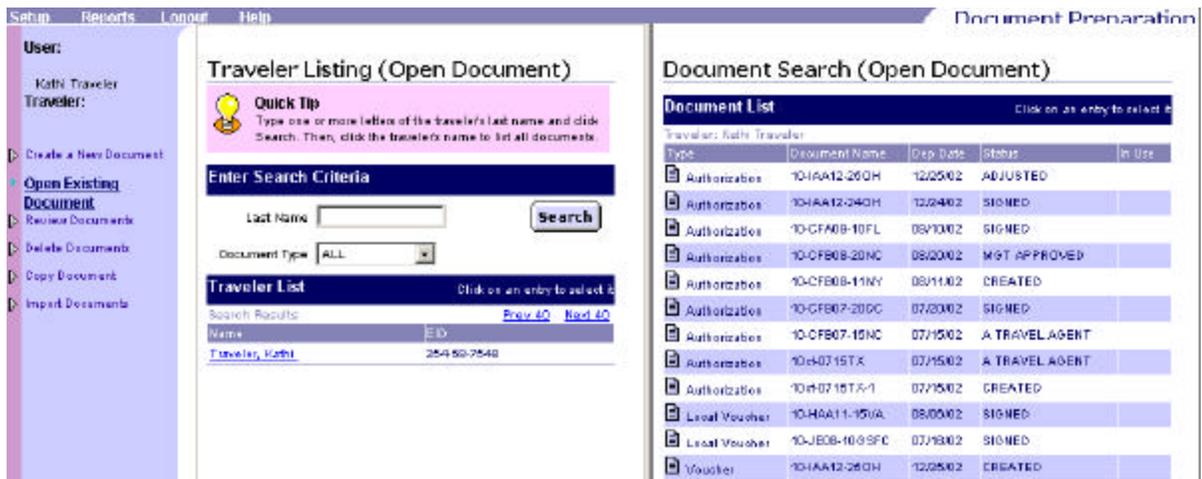
When the document has been reviewed/approved by the Travel Office and interfaced with the financial system, an e-mail message is sent to the Traveler indicating that funds will be available within 5 days if paid by Electronic Funds Transfer (EFT). Payment by check should be received within 10 days.

X. OPEN DOCUMENT (VIEW/UPDATE)

1. Click the **Open Existing Document** link, on the Document toolbar on the left side of the page. The Traveler Listing (Open Document) page will be displayed.



2. Enter one or more characters of the last name of the traveler and click the  button, located to the right of the last name field.
3. Click on the name of the desired traveler from the Traveler Listing (Open Document) area.



4. All documents created for that traveler will be displayed in the Document Search (Open Document) area on the right.
 - a. Documents that have been created but not routed will have **CREATED** in the Status column.
 - b. Documents that have been created and routed will have various stamp values in the Status column, some of which may be **SIGNED**, **ADJUSTED**, **REVIEWED**, **APPROVED**, **MGT REVIEWED**, **MGT APPROVED**, **A TRAVEL AGENT**, **RETURNED**, **CANCELED** or **DISBURSED**.

- c. The Travel Office has locked documents that have APPROVED, DISBURSED, or DATALINK in the Status column. An amendment will be required to add additional expenses to a travel document. If the amount on the voucher exceeds the authorization amount by 125% or more an amendment is required for the authorization.
5. Click the **Document** icon  for the document created in the previous exercise. The Open Document Signature page will be displayed if the traveler has signed the document.



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

Setup Reports Logout Help Document Preparation

User: Kathi Traveler
 Traveler: Kathi Traveler
 Authorization: 10-IAA12-240H

Document Summary

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

Document Summary for Adjustment to Authorization 10-IAA12-240H (View Only)

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: 10-AA200012
 Traveler Details: 254-58-7518 , Kathi Traveler
 Purpose Description: <No Purpose Description Entered>
 Itinerary Details: CLEVELAND,OH 12/24/02 - 12/31/02
 Ticketed Trans Details: \$250.00
 Expense Details: **Expense Summary**

Edit	Delete	Date	Expenses	Amount
		12/24/0002	GAS FOR RENTAL CAR/ROV	28.00
		12/24/0002	RENTAL CAR	105.00
Total:				220.00

Lodging/M&IE Details: \$917.00
 Other Authorizations Details: <No Other Authorizations Details>
 Accounting Details: **Accounting Summary**

Label	Amount
10-02-AA30	1,387.00
Total: 1,387.00	

Totals Details: **Totals Summary**

Disbursement Type	Amount
Estimated Cost	1,387.00
Advance Requested	0.00

Enter Comments: <No Comments Entered>
 Document Status: **Document Status** Enter Status PIN to stamp this document

Document Status: SIGNED - Awaiting: BARRY BACKUP APPROVER
 Status To Apply: Signature PIN: Remarks:

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

Setup Reports Logout Help Document Preparation

User: Kathi Traveler
 Traveler: Kathi Traveler
 Authorization: 10-IAA12-240H

Document Status

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

Status for 10-IAA12-240H (View Only)

Quick Tip
 The Signature PIN is case sensitive!

For this Document you can: Back Continue

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

Name	Status	Level
BARRY BACKUP APPROVER	MGT APPROVED	1
Standard Approver	MGT APPROVED	1
AMY SWEET	APPROVED	2
LYNDA QUETS	APPROVED	2
CI Travel 1	A TRAVEL AGENT	3
CI Travel 2	A TRAVEL AGENT	3

Document History This is the status history for this document

Date/Time	Status	Name	Comment
08/06/02 12:15PM EST	CREATED	Kathi Traveler	
08/06/02 12:20PM EST	SIGNED	Kathi Traveler	
08/06/02 1:44PM EST	SIGNED	Kathi Traveler	

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