TRAVEL MANAGER PREPARER'S GUIDE

Travel Authorization

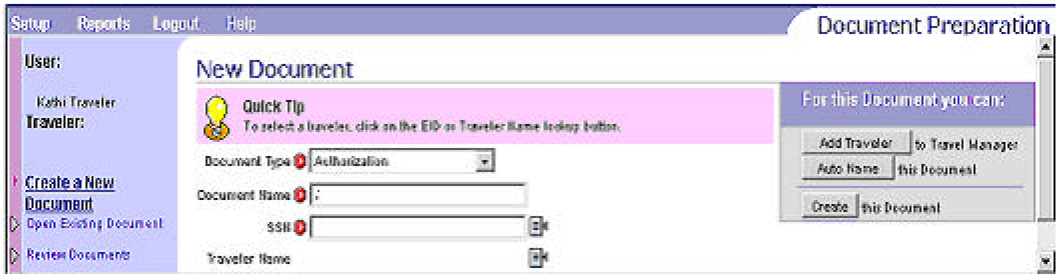
This section describes the process required to create a travel authorization after logging into Travel Manager.

TRAVEL AUTHORIZATION

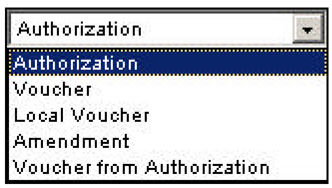
TABLE OF CONTENTS

A. <u>CREATE THE AUTHORIZATION</u>

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



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



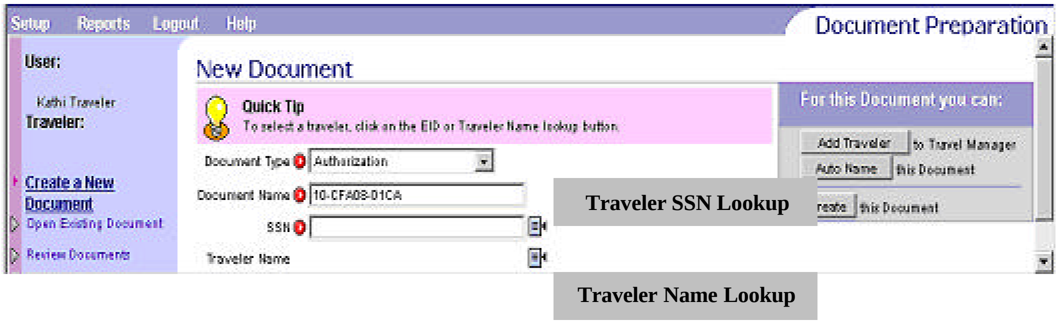
3. Click in the **Document Name** field and enter the document name: **This standard naming format MUST be used!**

   <u>Example of document naming sequence</u>:

   10-CFA07-16AL

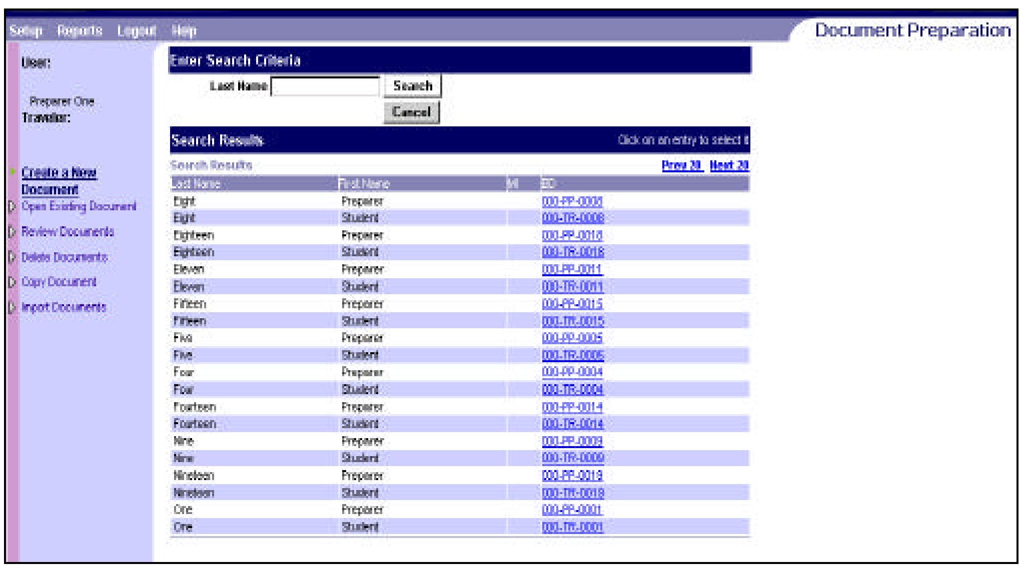
   - Center ID (always the number 10 for NASA HQ)
   - Hyphen (-)
   - Org Code (Organizations must use 3-letters. Example: **CFA.** Single and two letter code organizations should add the letters A or AA to the Org Code)
   - Date of departure (Example: 07-16 (MM-DD) use a hyphen - to separate the month and day rather than a slash '/')
   - State or Country traveling to (Example: AL for Alabama).

   Up to 15 characters can be entered.



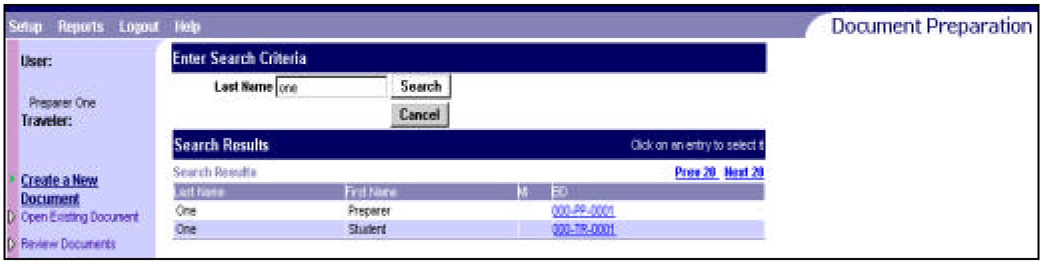
4. The **SSN Lookup** or **Traveler Name Lookup** icon can be clicked to retrieve the SSN of the desired traveler. If known, the Traveler's Social Security Number can be entered into the **SSN** field.

5. Click the **Traveler Name Lookup** icon if you do not know the traveler's SSN. The Enter Search Criteria page will be displayed. Enter part or the entire traveler's last name.

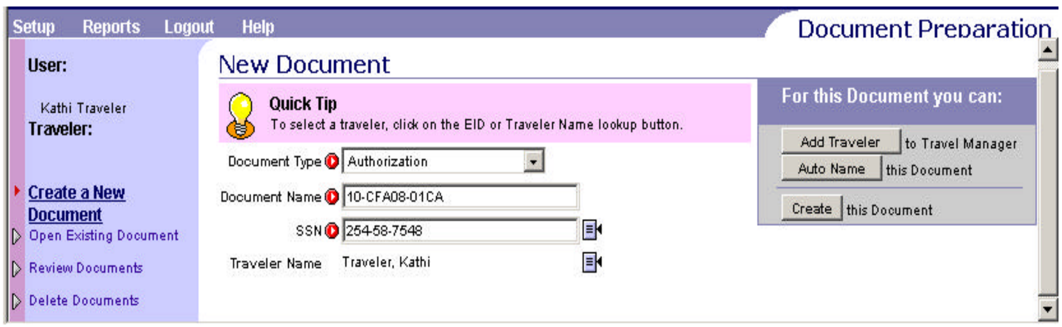


6. Click the Search button to the right of the **Last Name** field. All traveler names beginning with the letters entered that are available to the Preparer will be displayed.

7. Click the **Next 20** and/or **Prev 20** links in the Search Results area on the right to scroll through the list of names.



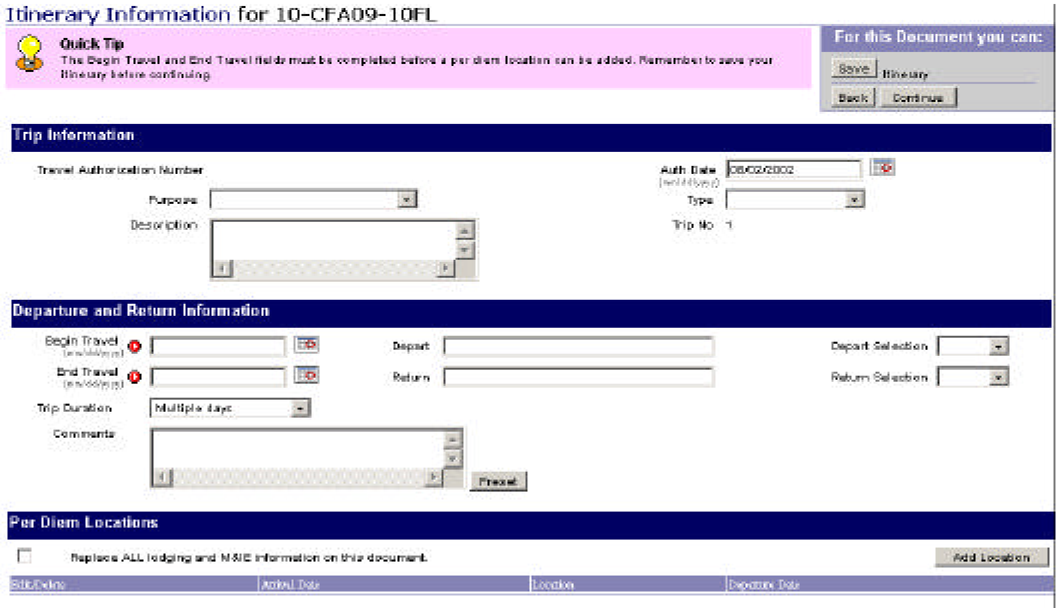
8. Click the **SSN** link to the right of the desired traveler's name. The New Document page will be refreshed and displayed with the selected traveler's **SSN** and **Traveler Name** fields filled.



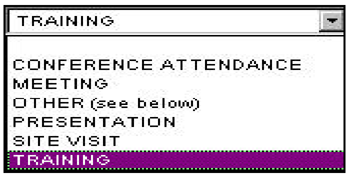
9. Click the Create **this Document** button in the **For this Document You Can:** area in the top right. The Itinerary Information page will be displayed.

B. ITINERARY

This section describes the process for completing the traveler's itinerary. The red buttons denote ***required*** fields.

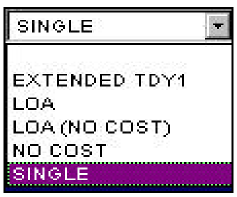


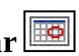
1. Select a purpose for travel from the **Purpose** pull down list.



2. Provide a description in the **Description** box about the trip's purpose.

3. Select the trip **Type** from the pull down list.



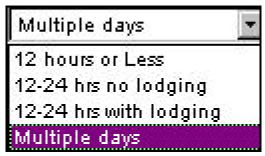
4. Enter the **Begin Travel** and **End Travel** dates by clicking the **Calendar**  icon to select the appropriate dates. Click on the desired date in the calendar and the field will automatically be populated with the selected date.

5. Select the **Depart Selection** and **Return Selection** locations listed in the pull down lists.

NOTE

If the traveler is departing or returning to locations other than what is in the drop down list you can type the location in the Depart and Return fields provided after the Begin and End travel date fields.

6. From the **Trip Duration** drop down list select the trip duration. Multiple Days will default for any trip greater than 2 days.

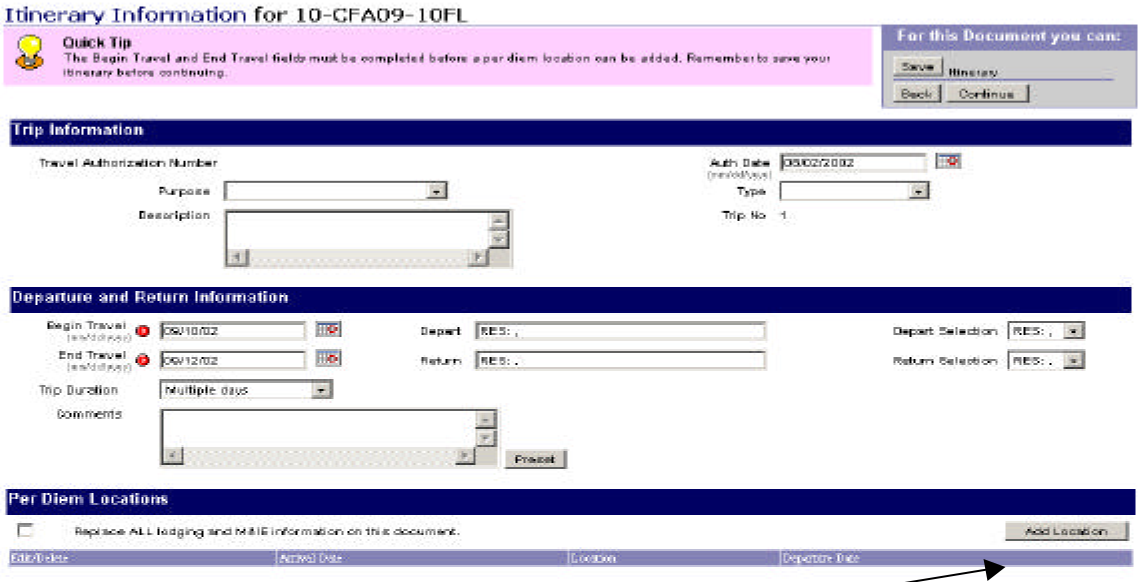


7. Click the Preset  button to the right of the **Comments** field. The default comments will be displayed in the Comments field.

NOTE

Click the Preset  *button to the right of the Comments box <u>before</u> typing other comments. If you enter Comments and then click the*  *button, your comments will be erased and replaced.*

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



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

C. ADD PER DIEM LOCATION TO AUTHORIZATION DOCUMENT

After creating the trip itinerary, the per diem information is required. This section provides the steps necessary for adding the per diem location to the travel request.

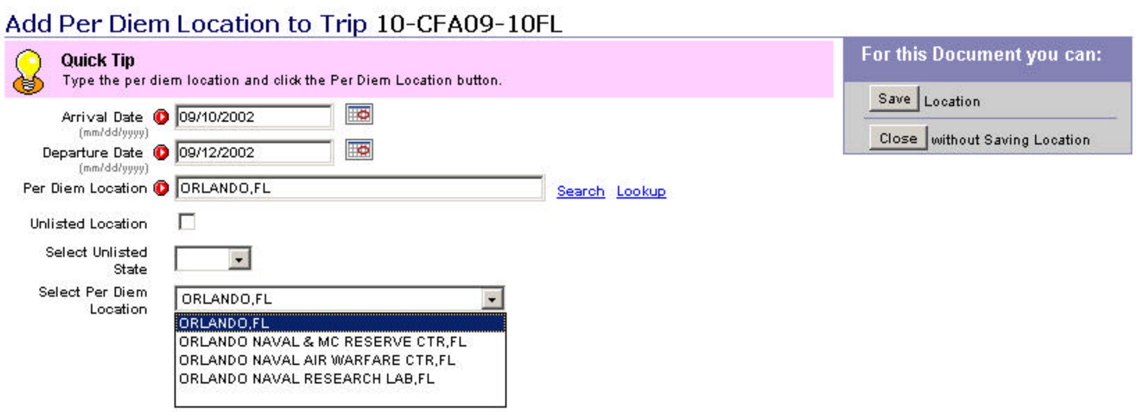
1. Check the **Arrival Date** and **Departure Date** fields to make sure that they are correct. To change the date field click into the field and type the correction or click the **calendar** icon and select the correct date.

2. Click in the **Per Diem Location** field and type the first few characters of the temporary duty location. Enter only the City name. Do not enter the State. (For example: orl for Orlando, FL.)

NOTE

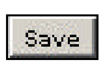
When entering a city name in the Per Diem Location field you can type part of the city name or the whole city name to retrieve a location. Do not enter the State.

3. Click the **Search** link beside the Per Diem field. The Per Diem Location and Select Per Diem Location fields will be populated.

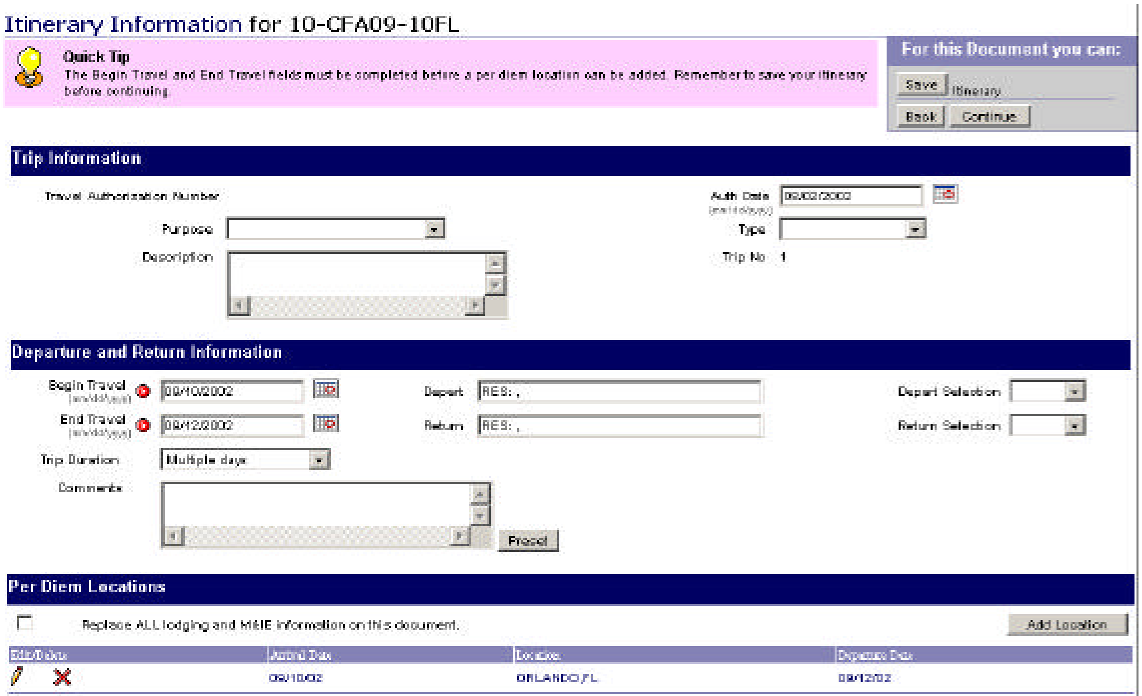


4. If your search produced other locations, click on the **Select Per Diem Location** pull down list to be sure to select the location from the correct State or Country. The location name entered may be in more than one state or country or more than one location may begin with the same value.

5. Click the desired travel location in the drop down box.

6. Click the 

Location button in the **For this Document you can:** area in the top right. The Itinerary Information page will be refreshed and re-displayed showing the selected location. The selected location will appear in the Per Diem Locations area at the bottom of the page.



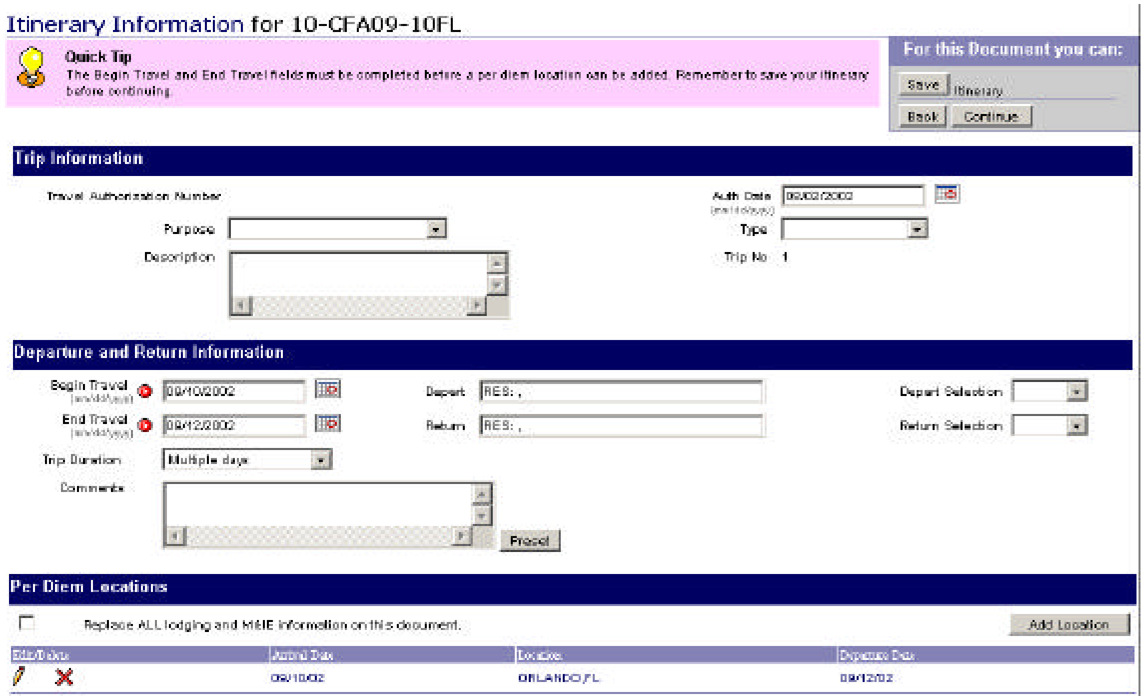
7. If additional locations are required for the trip, repeat the above steps. Be sure to change the departure dates for each location as it is added on the Add Per Diem Location Page.

NOTE

The Lookup link next to the Per Diem Location field on the Add Per Diem Location page can be used to search by state or country.

8. Click the 

Itinerary button in the **For this Document you can:** area in the top right. This will save the document to the database. The Itinerary page will be re-displayed.



9. Click the **Traveler** link on the Document Toolbar on the left side of the page. The Update Traveler Information page will be displayed.

D. <u>TRAVELER INFORMATION</u>

The traveler's personal data is listed on the Update Traveler Information page. This page is segmented into five data information areas. Highlighted in dark blue are the Traveler's Personal Data, Duty Station, Account Information, Travel Preferences and Agency Defined Miscellaneous Data.

Update Traveler Information for 10-AA03-02OH

Quick Tip
To apply traveler information changes to all documents, select Apply Changes Globally.

For this Document you can:

- [ ] Apply Changes Globally
- **Save** Profile Changes
- **Close** without Saving Profile Changes

1

Traveler's Personal Data

Office Location | Account Information | Travel Preferences | Miscellaneous Data

Personal Information

SSN	100-99-0002
Sponsor SSN	
Name	
Last Name	
First Name	
Middle Initial	
Gender	N/A

Duty Station

Present Station	NASA
Organization	10 (Set Org)
Printed Org	10
Title/Rank	
Charge Card	CARD HOLDER
Routing List	(None)

Mailing Address

Street Address	
City	Residence
State	US
Zip	12345
Phone	
City of Residence	Residence
State	US
E-Mail	

Emergency Contact

Name	
Phone	

2

Duty Station

Top of page | Account Information | Travel Preferences | Miscellaneous Data

Office Details

Present Station	NASA
Agency	
Unit	

Time Info

No. of Work Hours	8
Time Zone	6

Office Mailing Address

Street Address	
	CFA00
City	
State	
Zip	

Contact Data

Phone	
Fax	
Mail Code	
Clearance	

Authorizing Officials

	Name	Title
Voucher		
Authorization		
Additional #1		
Additional #2		

3

Account Information

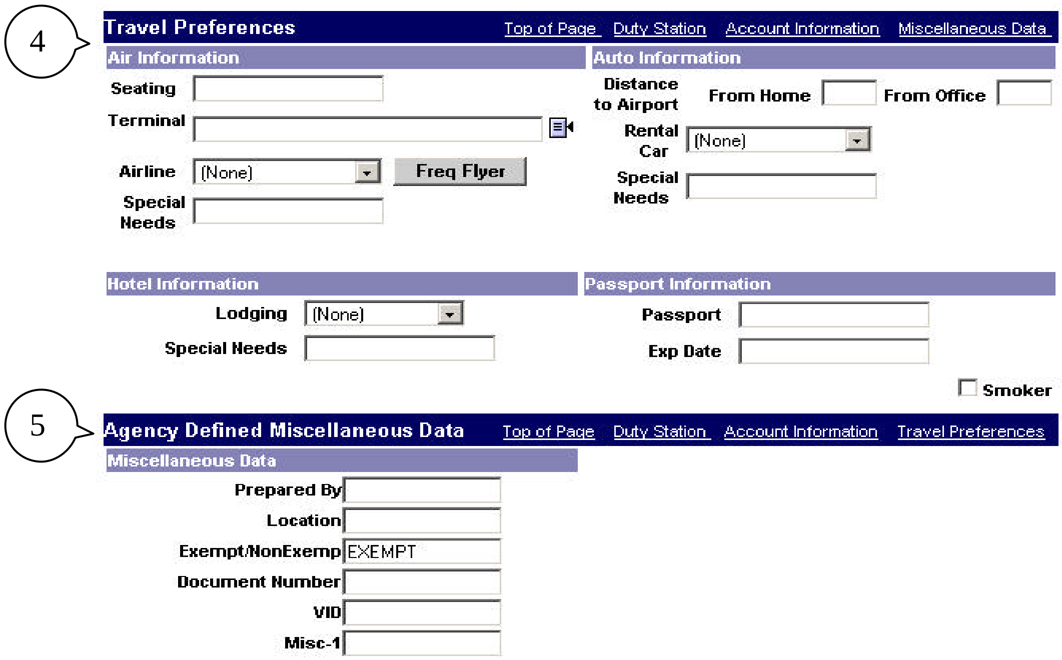
Top of Page | Duty Station | Travel Preferences | Miscellaneous Data

Traveler Account Details

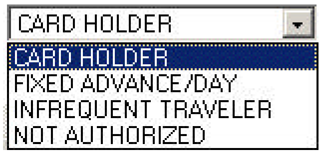
Default Accounting Code	
Rep ID	
Maximum Authorized Amount	0.00
Authorization Analysis Period	Monthly
Account Status	Active

EFT Accounts

Acct Type	Account Number	Routing Number	Exp Date



1. Traveler's Personal Data – This area has four sub areas indicated by the light color purple band. They are Personal Information, Duty Station, Mailing Address and Emergency Contact.
   a. Personal Information shows the Traveler's personal data.
      i. SSN lists the last four digits of the Traveler's social security number
      ii. Sponsor SSN field indicates the NASA employee sponsoring an Invitational Traveler if applicable.
      iii. Name fields for Last Name, First Name and Middle Initial
      iv. Gender
   b. Duty Station
      i. Present Station field indicates the Traveler's current work location (TDY)
      ii. Organization
      iii. Printed Org information
      iv. Title/Rank – this field may remain blank.
      v. The Charge Card field must display the charge card status of CARD HOLDER if the traveler possesses a government travel card. If the traveler does not possess a government travel card INFREQUENT TRAVELER should be selected. For an Invitational Traveler the charge card field must display NOT AUTHORIZED.



vi. Routing List indicate the authorities that will approve the travel document. Each traveler must have a Routing List applied to the document so that it will electronically route to the appropriate managers, the Regional Finance Office (RFO) Travel Office and other appropriate offices for approval. A Traveler who may travel using another Organization's funds can route the travel document to that Code for approval.

To change a Routing List:

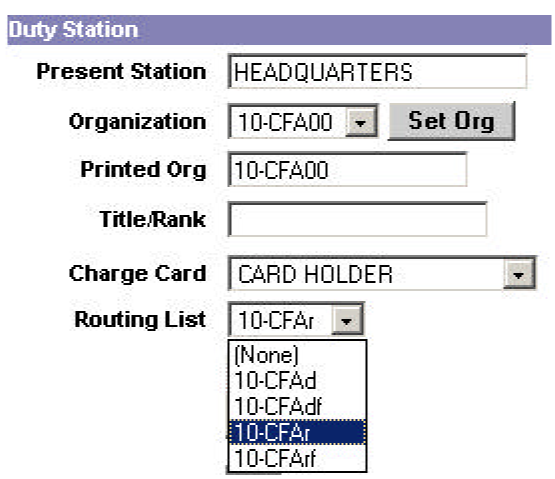
(a). Click the **Traveler** link on the purple panel on the left side of the page.

(b). Click the downward arrow next to the routing list in the Duty Station section located below the Traveler's Personal Data section.

(c). Highlight the routing list to be used. Note that the routing list names that end with a lower case letter 'r' are routine routing list and the most frequently used. Routing list names ending in the lower case letter 'd' indicate division director routing list. Foreign routing lists end in the lower case letter 'f'.

NOTE

The Preparer can only change the routing list prior to the document being stamped SIGNED. If the document has been stamped, the document must be closed and the BASO Resource Center (202-358-IFMP (4367)) should be contacted to make the change to the routing list.



c. Mailing Address - this area is self-explanatory.

d. Emergency Contact – this area is self-explanatory.

2. Duty Station – This area has five sub areas: Office Details, Time Info, Office Mailing Address, Contact Data and Authorizing Officials.

   a. Office Details

      i. Present Station field is populated with the current TDY station

      ii. Agency – this field is self-explanatory.

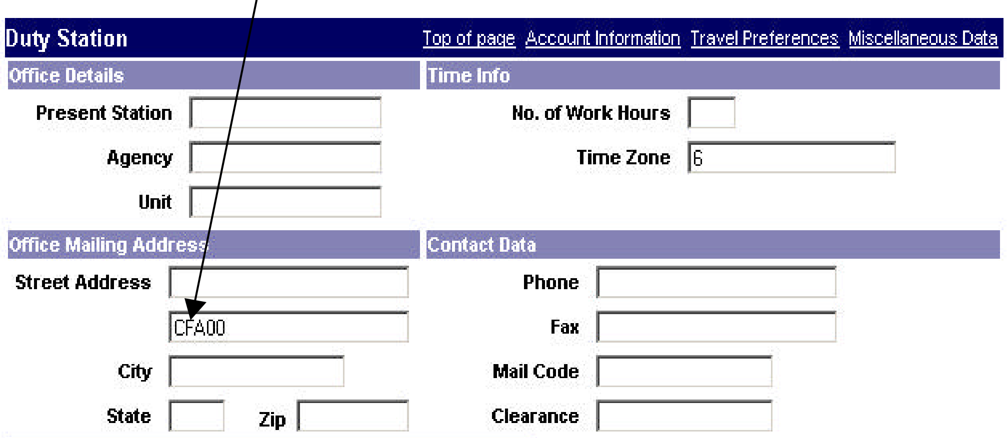
      iii. Unit – this field is blank.

   b. Time Info

   c. Office Mailing Address – In addition to the Street Address data, the accounting cost code is required.

      i. The cost center code **must** be listed on the second line field of the Street Address of the Office Mailing Address section, which is listed under Duty Station highlighted in dark blue. (Example: CFA00)

IMPORTANT NOTE
Do not remove the cost center code.



   d. Contact Data – This area includes the Traveler's phone number, Fax number, Mail Code and any clearances.

   e. Authorizing Officials – The fields in this section are not populated.

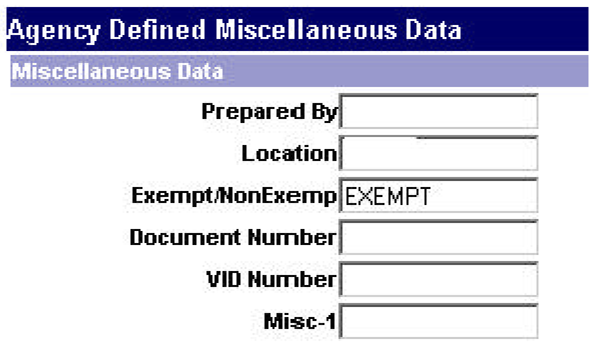
3. Account Information – This area should not be altered.

    a. Traveler Account Details

    b. EFT Accounts

4. Travel Preferences has four sub areas: Air Information, Auto Information, Hotel Information and Passport Information. The Passport Information area is the only area used. When traveling on foreign travel the passport number and expiration date must be entered.

5. Agency Defined Miscellaneous Data lists one sub area, which is Miscellaneous Data.



    a. Miscellaneous Data

        (1) Enter the name and phone number of the person preparing the authorization in the **Prepared By** field.

        (2) The **Location** field should remain blank.

        (3) The **Exempt/NonExempt** field is pre-filled with the Traveler's exemption status loaded from the NASA Personnel Payroll System (NPPS) if appropriate. This field should not be altered.

        (4) The **Document Number** field should remain blank.

        (5) The Vendor Identification (**VID Number**) field should be blank.

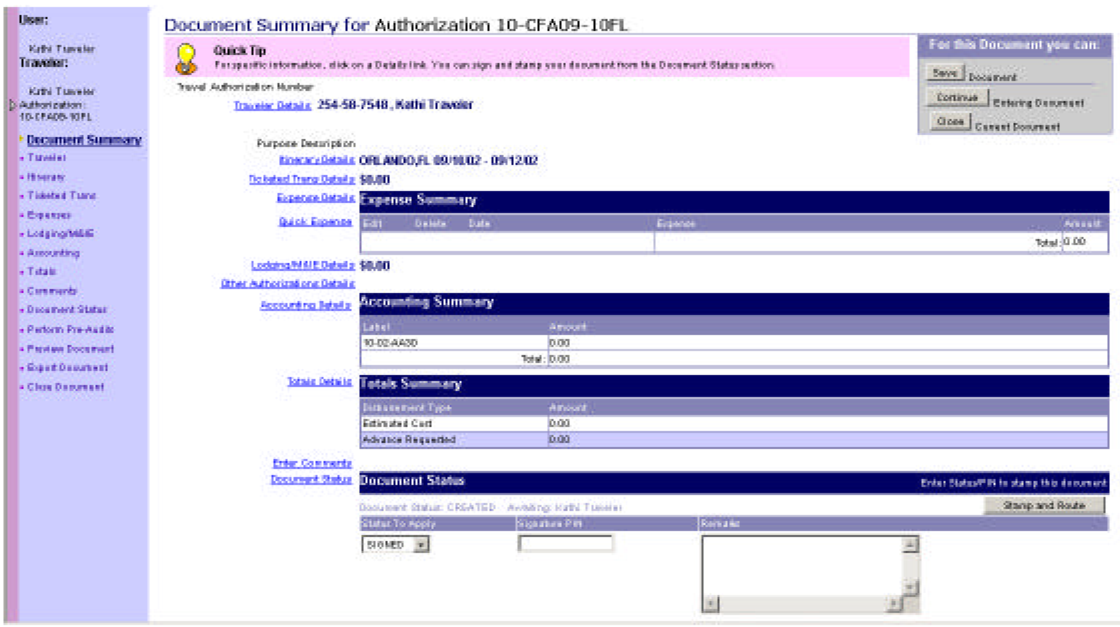
        (6) The **Misc-1** field is not used.

6. Scroll to the top of the page. Click the 

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

IMPORTANT NOTE

Do not check the Apply Changes Globally checkbox in the For This Document You Can: area. If checked, the changes will be permanently applied to the Traveler's record. If permanent changes are required call the BASO Resource Center at 202-358-IFMP (4367).

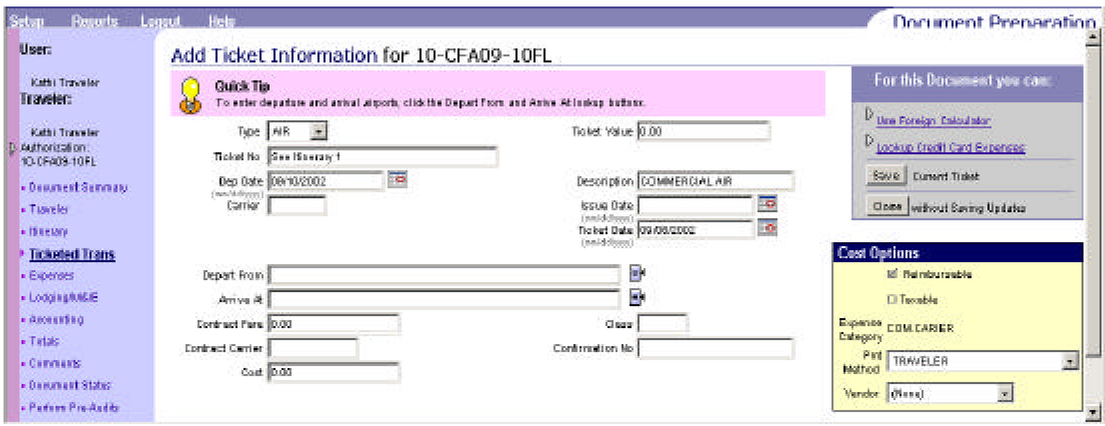


E. <u>TICKETED TRANSPORTATION</u>

This section identifies the process to add ticket information to the Authorization. If a traveler is driving to the destination, the process for Privately Owned Vehicle (POV) is addressed on the Expenses page.

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

2. Click on the Add **Ticket** button in the **For this Document you can:** area in the top right. The Add Ticket Information page will be displayed.



3. Select the mode of transportation from the **Type** pull down list. AIR is the default. If a traveler is driving to the destination the process for POV is addressed on the Expense page.

4. Press **[Tab]** to move to the Ticket Value field. Enter the estimated cost of the mode of transportation.

NOTE

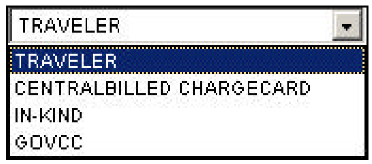
<u>Do not</u> *use a dollar sign ($) when entering costs in any of the Travel Manager's cost field. If you enter a dollar sign, the system will* ***<u>not</u>*** *accept the character, and you cannot move on.*

5. Press **[Tab]**. The system will automatically copy the Ticket Value to the Cost field. The Ticket No: field is automatically filled with “See Itinerary 1.

6. Review the **Cost Options** on the right. Note the following.

   a. The Reimbursable check box is checked by default.

   b. TRAVELER is the default reimbursable PMT Method. If any other payment type is selected, the expense cost will not be reimbursed to the traveler.



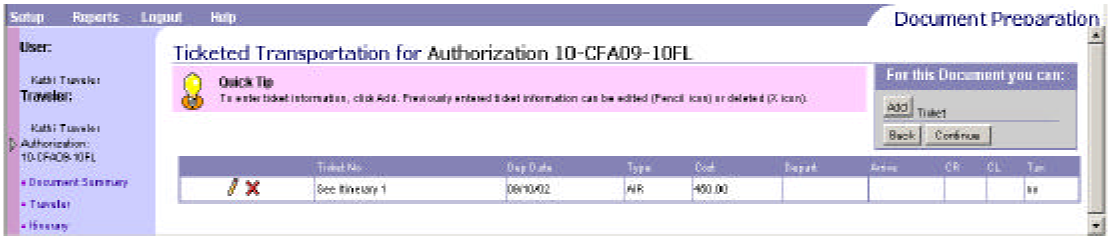
PAYMENT METHOD	REIMBURSABLE CHECKED	EXPLANATION
Traveler	Yes	Reimbursable to Traveler.
Central billed Charge card (CBA)	No	Not Reimbursable to Traveler. Paid by Government.
In-Kind	No	Not Reimbursable to Traveler. Provided at No Cost to Government.
GOVCC	Yes	*NASA is not currently using this feature.* Allows for electronic funds transfer to charge card vendor on behalf of the traveler.

NOTE

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

7. Click the 

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



8. If additional ticket records are required, click the 

Ticket button in the **For the Document you can:** area in the top right, and repeat the Ticketed Transportation process.

   a. Click the **Update** icon  to edit Ticketed Transportation records for necessary changes.

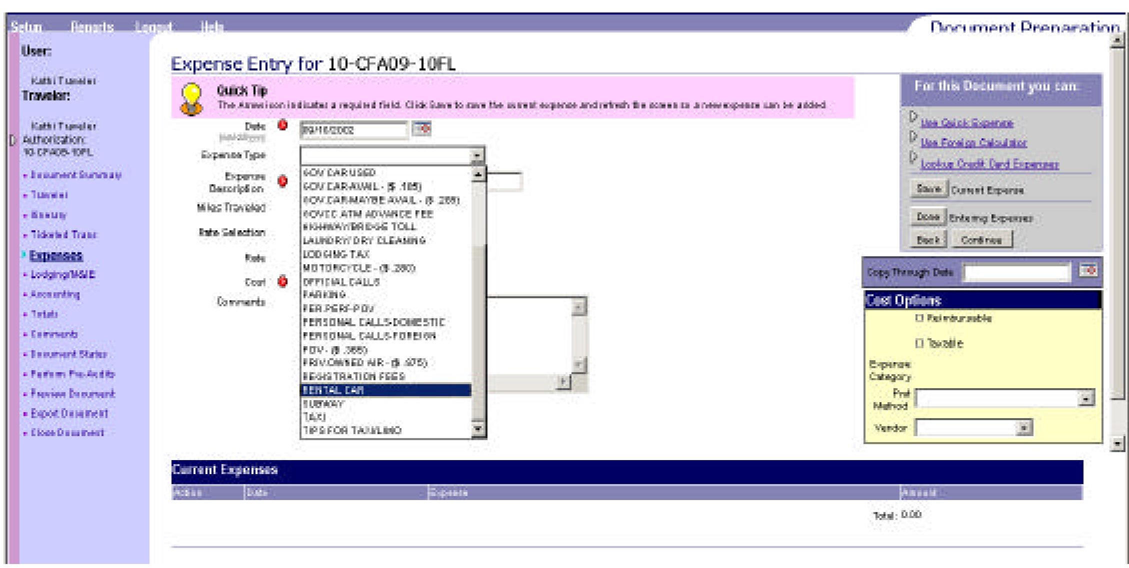
   b. Click the **Delete** icon  to delete Ticketed Transportation records.

10. Click the 

button in the **For This Document You Can:** area in the top right. The Expense Entry page will be displayed.

F. <u>EXPENSES</u>

This section discusses the process to add estimated travel expenses to the travel authorization.



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

1. Add expenses on the Expense Entry page.

    a. Leave or update the **Date** field by clicking on the **calendar** icon and selecting a date.

    b. Select the expense from the **Expense** type pull down list.

    c. Click anywhere on the page to refresh the page.

    d. Enter a cost in the **Cost** field.

    e. For an expense that is the same amount over multiple days use the **Copy Through Date** field located on the right side of the page. (Example: phone calls that cost $.85 on consecutive days). Enter the last date the amount should appear.

    f. For quick entry of expenses, click the **Use Quick Expense** link in the **For this Document you can:** area.

2. Add Privately Owned Vehicle (POV) costs.

    a. Verify the date is correct in the **Date** field.

    b. Select the expense, **POV**, from the **Expense Type** drop down list.

    c. Click anywhere on the page. The page will be refreshed. The expense will appear in the **Expense Description** field.

    d. Enter the estimated miles (either one way or round trip) in the **Miles Traveled** field.

    e. Verify the rate in the **Rate Selection** field.

    f. Click anywhere on the page. The amount will be automatically calculated and entered in the **Cost** field.

3. Click the 

Current Expense in the **For This Document You Can**: area in the top right.

4. The expense record is saved and displayed in the **Current Expenses** area at the bottom of the page.

    a. Click the **Update** icon  to edit an expense record.

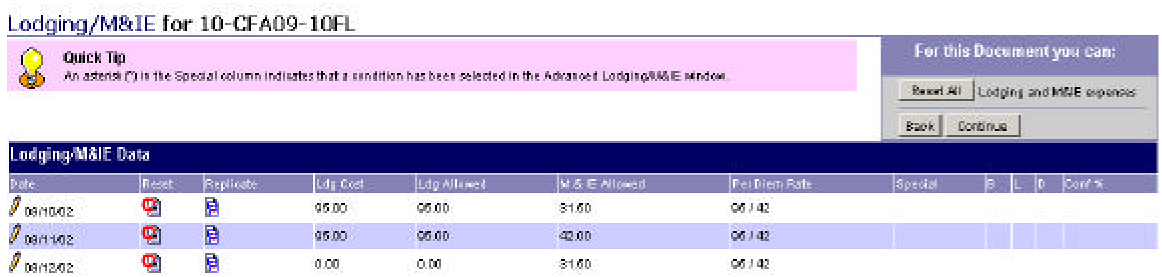
    b. Click the **Delete** icon  to delete an expense record.

5. The Expense Entry page will be refreshed and re-display with empty fields to allow entry of another expense.

6. Click the Continue button in the **For This Document You Can:** area in the top right. The **Lodging/M&IE** page will be displayed.

G. Lodging and M&IE

Lodging, and meal and incidental costs are automatically filled in according to the per diem location rate when the Itinerary is saved. Costs for M&IE are automatically adjusted for the first and last days of a trip. This section discusses the process to make adjustments to Lodging and M/IE expenses.



NOTE

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

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

The available functions on the Lodging/M&IE page

***Update** icon used to update the lodging, meal and incidental costs.*

- Click on the **Update** icon of the first Lodging/M&IE record to be edited/modified. The Update Lodging and M&IE Expenses page will be displayed.

***Reset** icon used to reset the original per diem rates.*

- Click the **Reset** icon of the desired record to reset a specific Lodging/M&IE record to the original per diem rates.

***Replicate** icon used to copy lodging expenses.*

- Only use the **Replicate** icon to copy the lodging expense if the amount for lodging is *<u>less than</u>* the Travel Manager calculated lodging rate.

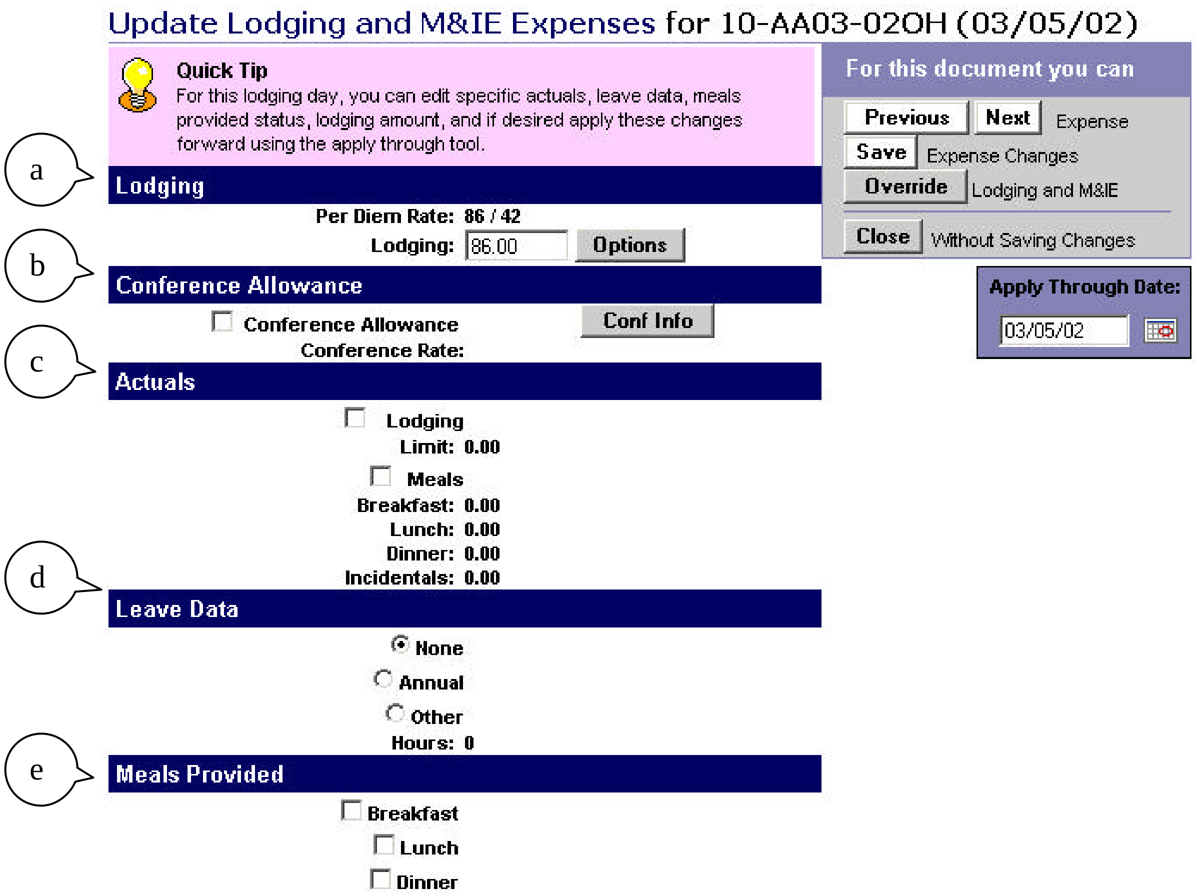
***Reset All** button used to return all rates to per diem amounts.*

- Click the **Lodging and M&IE expenses** button in the **For This Document You Can:** area in the top right to return all rates to the per diem amounts.

***Back** button used to return to the previous page.*

- Click the button in the **For this Document you can:** area in the top right of the page to return to the Expenses Entry page.
- Use the button in the **For this Document you can:** area in the top right to continue to the Other Authorizations page.

1. Click the **Update** icon next to the date of the Lodging/M&IE cost to be changed. The Update Lodging and M&IE Expenses page will be displayed.



2. The Update Lodging and M&IE Expense page is divided into 5 sections: Lodging, Conference Allowance, Actuals, Leave Data and Meals Provided.

The available functions on the Update Lodging/M&IE page

- Use the Next **Expense** button in the **For this Document you can:** area in the top right to go forward to the next day's costs.

- Use the Previous **Expense** button in the **For this Document you can:** area in the top right, if available, to go back to the previous day's costs.

- Use the Override **Lodging and M&IE** button in the **For this Document you can:** area in the top right to modify the meal cost.

  - Click the Override **Lodging and M&IE** button in the **For this Document you can:** area. The Overrides for page will be displayed.

  - Enter the new amount in the M&IE Amount field.

- Click Save **Overrides.** The Update Lodging & M/IE page will be re-displayed.

a. *Indicate Lodging Cost:*

   (1) Click in the Lodging field and enter in the hotel cost.

b. *Indicate Conference Allowance:*

   (1). Place a check in the checkbox for Conference Allowance in the Conference Allowance area**.** ***Note:*** *the conference allowable rate is 125% of the lodging cost.*

   (2). Click **Conf Info** button. The Conference page will be displayed.

   (3). Enter 125 in the **Rate** field and enter the sponsoring Agency in the **Agency** field.

   (4). Click Save **Conf Allowance.** The Update Lodging/M&IE Expenses screen will be re-displayed. The conference rate has been calculated and the amount appears in the Conference Allowance area, Conference Rate.

   (5). Enter the conference rate amount into the **Lodging** field in the Lodging area.

c. *Indicate actual cost for Lodging or M&IE:*

   (1) Place a check in the checkbox for ☑ Lodging or ☑ Meals in the Actuals area. The page will be refreshed and indicate the maximum per diem amount allowed for Lodging.

   (2) Enter the lodging cost in the Lodging field of the Lodging area at the top of the page. For claiming actual meals, enter the specific amount for the meal and/or incidental in the appropriate field.

d. Indicate personal leave:

(1) Click the radio button in the Leave Data area to indicate Annual or Other. When Annual is selected eight hours is the default. If more than 4 hours of leave is taken, the meals and lodging costs will be deducted from that day's expenses. Indicating leave on Travel Manager will not be recorded on the Time & Attendance record.

(e) Indicate Meals Provided:

(1). Click the checkbox next to the type of meal(s) provided.

3. Click 

Expense Changes button in the **For this Document you can:** area. The Lodging/M&IE page will be re-displayed with the changes.

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

4. Click the 

button in the **For this Document you can:** area in the top right. The Other Authorizations page will be displayed.

H. <u>OTHER AUTHORIZATIONS</u>

The Other Authorizations window is used to display and print remarks on travel documents. You must indicate special circumstances -- for example, annual leave, in the M&IE window to have your document calculation reflect them.

There are only two ways to access the Other Authorizations page. There is no direct link on the Document Toolbar on the left side of the page.

To access the Other Authorizations page:

- Click the 

button in the **For this Document you can:** area on the Lodging/M&IE page in the top right.

  OR

- Click the **Other Authorizations Details** link located in the middle of the Document Summary page.

The following is a sample list of available Other Authorizations. Browse the list to determine if and/or what approvals are necessary for the document.

Master List of Other Authorizations
1ST CLASS MODE **
Aboard US Vessel **
Actual Lodging **
Actual M&IE **
AIRCRAFT: CONTRACTOR OWNED **
AIRCRAFT: SEE REMARKS **
BUSINESS CLASS MODE **
Conference Allowance - Non NASA
Contract Hotel **
COTR APPROVAL **
Driver or Pilot - ID passengers **
Excess Baggage **
Extended Foreign/Non-Foreign % **
Extended TDY
FOREIGN TRAVEL AUTHORIZED
Gov't Vehicle Authorized
INVITATIONAL TRAVEL **
LABOR MANAGEMENT MEETING
Leave or personal days taken **
LOA COST/LOA NO COST **
Lowest Price Contract Carrier Not Used**
Military Personnel Lodging **
Military Personnel Meals **
Military Personnel Traveler **
Other 1 (additional area for comments)
Other 2 (additional area for comments)
Passenger - Identify Driver/Pilot **
PERMISSIVE TRAVEL
Pers'l Pref: Commercial Transp.
Pers'l Pref: Privately Owned
Pers'l Pref: Rental Acquired
POV Advantageous **
PRE-EMPLOYMENT INTERVIEW
PROGRAMMATIC TRAVEL **
Registration Fee Entitlement **
Rental Car: Non-Economy **
RUSSIAN TRAVEL AUTHORIZED
SOS Medvac **
Special Needs for Traveler/Attendant **
SPONSORED IN-KIND TRAVEL **
SPONSORED REIMBURSABLE TRAVEL **
Taxi at TDY Authorized
Variations Authorized **
Vicinity Mileage Authorized

Other Authorizations on Current Authorization

NOTE

An Other Authorization with double asterisks indicates additional information is required. Enter justifications in the comments textbox on the Comments page.

*An Other Authorization that is in UPPER CASE may bring conditional Reviewers into the routing for the document. For example, if 1st CLASS MODE** is selected, a conditional reviewer who handles first class approval may be added to the routing list when the authorization is stamped and signed. The double asterisks indicate additional information must be entered to justify the first class seating.*

Select an Other Authorization:

1. Click on the name of the Other Authorization in the Master List of Other Authorizations. The other authorization type will be removed from the Master List and will be placed at the bottom of the page in the Other Authorizations for Current Document area. This will allow entry of any additional information required for approvals or may cause the document to be routed to a specific Reviewer/Approver.

2. Enter justification comments in the comments textbox on the Comments page. *Refer to the section on Comments* for instructions on adding comments to the document.

3. Click the [Continue] button in the **For this Document you can:** area in the top right. The Available Accounting Codes page will be displayed.

I. ACCOUNTING

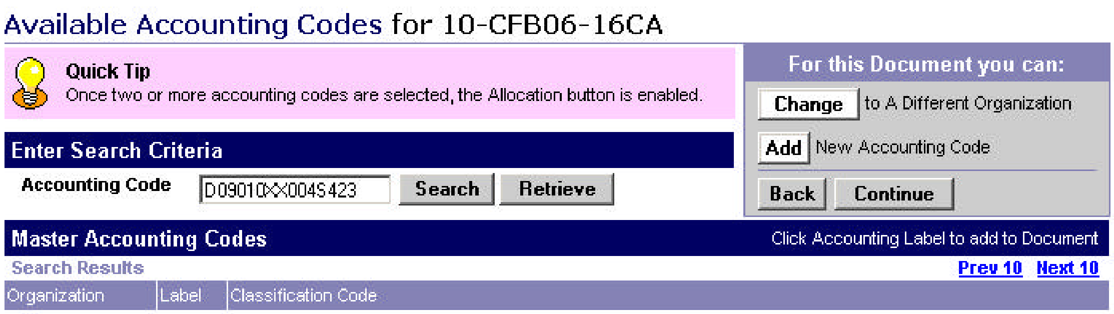
This section describes the process for selecting and entering the accounting code labels. The Travel Manager Account Code table will be populated with valid combinations of the Financial Classification Structure (FCS) elements, which are uniquely identified by the Account Code Label and the Organization. (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 Information** link.

Selecting and Entering FCS Elements in Travel Manager

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



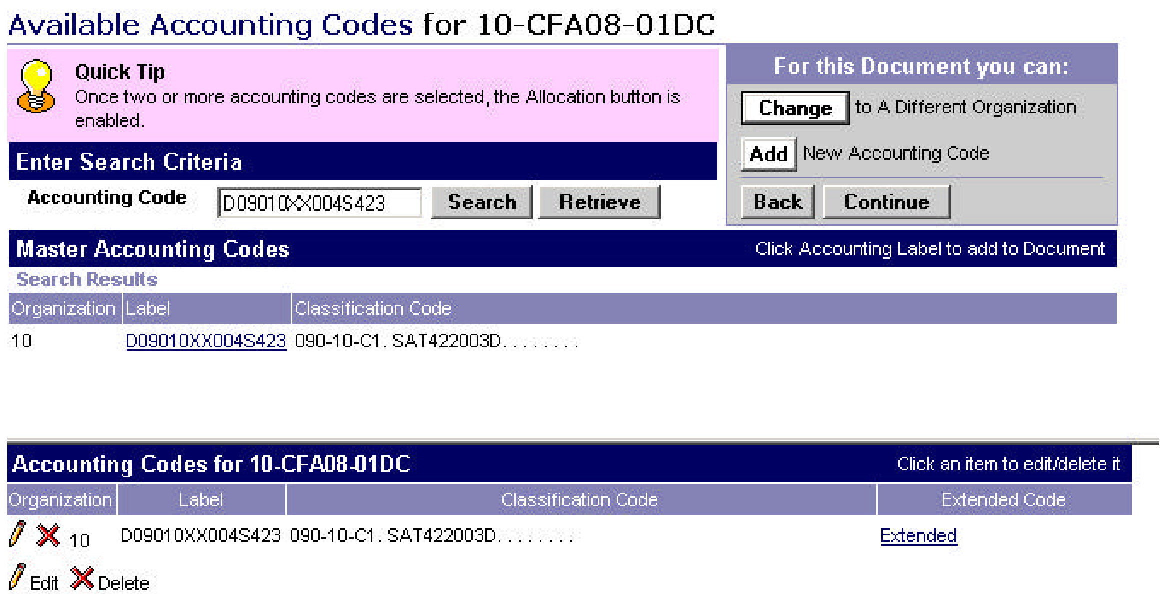
2 Click the 

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 Information** link.

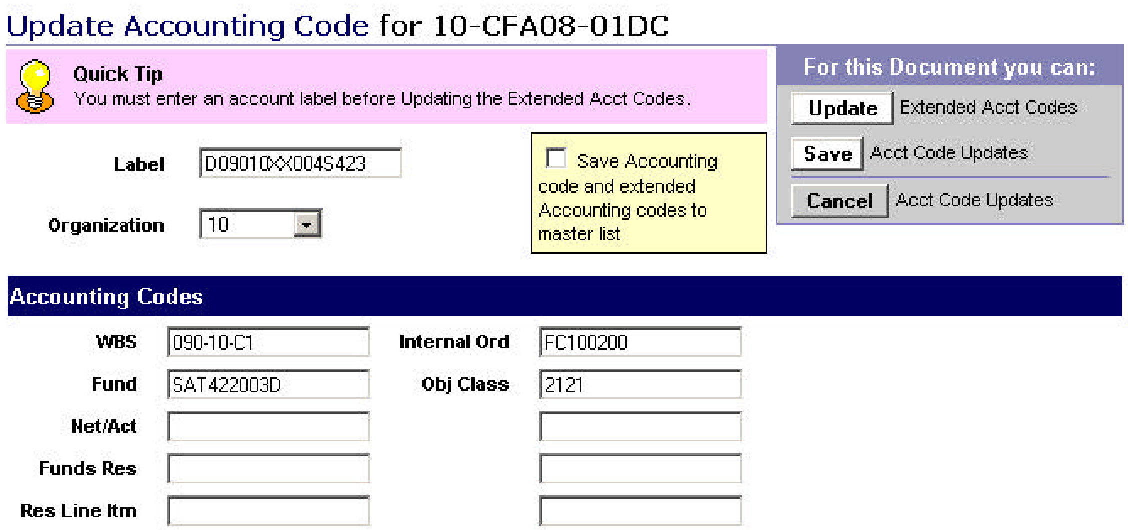
NOTE
Always select the account code with Organization 10.



4. 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.*



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 Information** link.

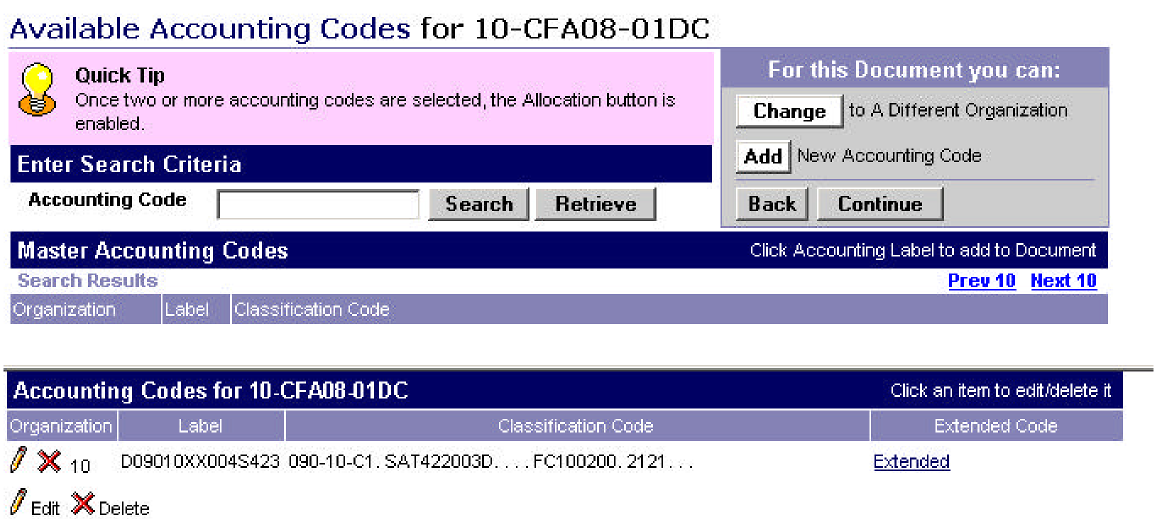
NOTE

*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.*

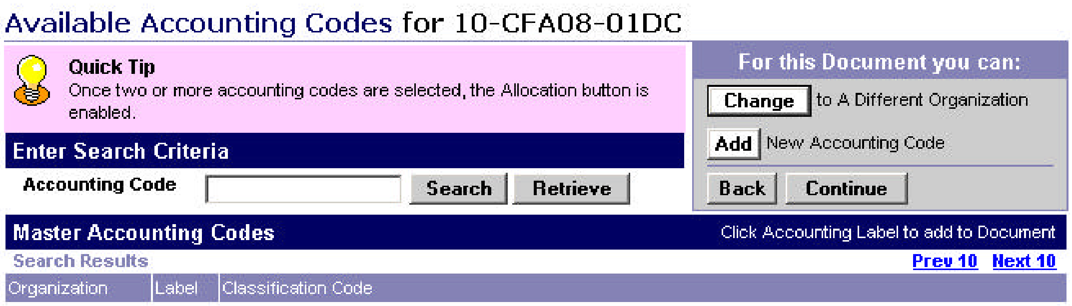
The Object Class Codes can be found in the Financial Management Manual (FMM) or on the NASA HQ Travel web page located at http://travel.hq.nasa.gov/.

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.



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

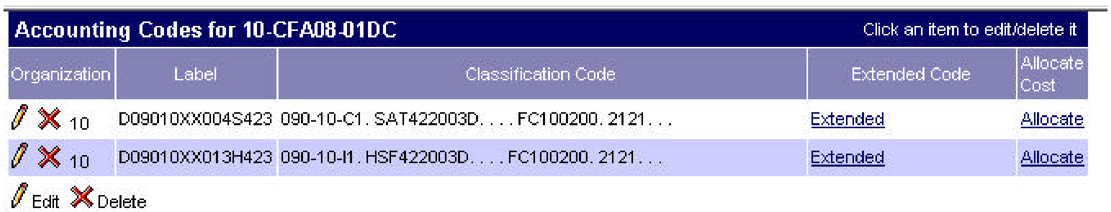
Quick Tip
Once two or more accounting codes are selected, the Allocation button is enabled.

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

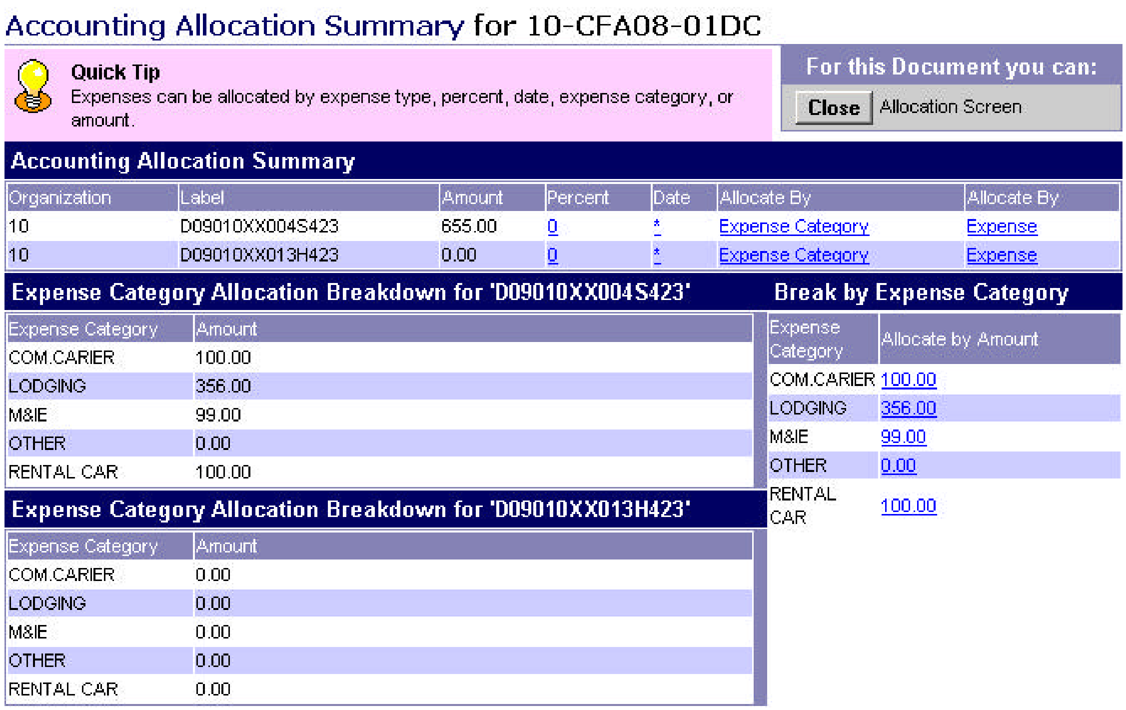
Organization	Label	Classification Code



Accounting Codes for 10-CFA08-01DC Click an item to edit/delete it

Organization	Label	Classification Code	Extended Code	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:
Close 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.CARIER	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.CARIER	0.00
LODGING	0.00
M&IE	0.00
OTHER	0.00
RENTAL CAR	0.00

Break by Expense Category

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

9. 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 Save **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 Close **Allocation Screen** button to return to the Available Accounting Codes page.
   (4) Click Continue 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 Save **Date Changes** button. The Accounting Allocation Summary page is displayed again.

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

   (5) Click Continue 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 Save **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 Save **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 Close **Allocation Screen** to return to the Available Accounting Codes page.

(6) Click Continue 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 Save **Amount Changes** in the **For this Document you can:** area in the top right.

(4) Continue for each expense category listed.

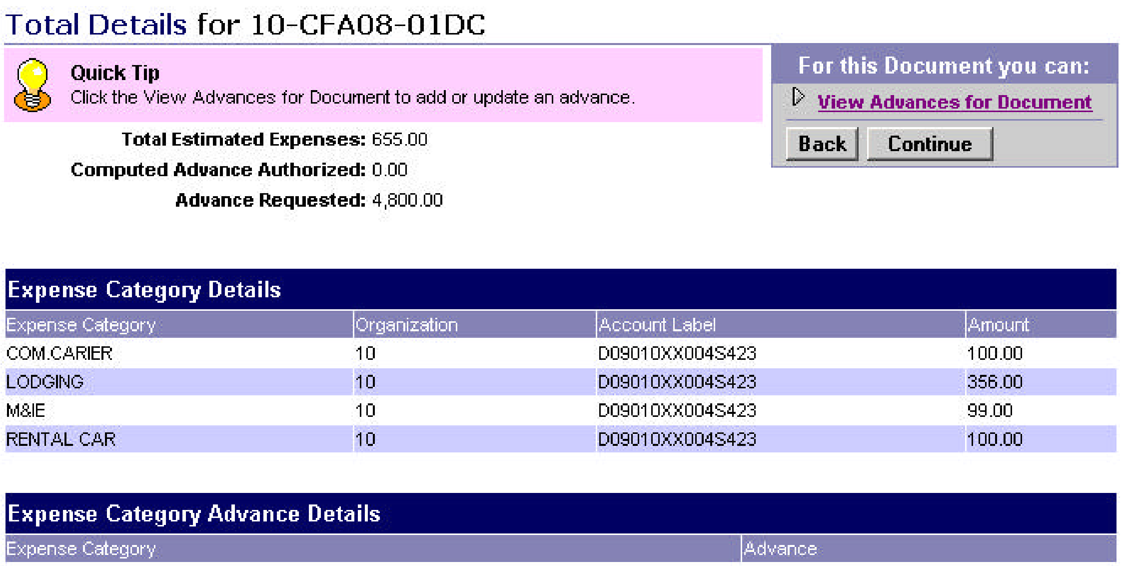
(5) When finished click **Done Save & Exit Allocations** in the **For this Document you can:** area in the top right. The Accounting Allocation Summary page will be re-displayed.

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

(7) Click the Continue button to continue processing the document.

J. TOTALS

The Totals page summarizes the details of the expenses by expense category, organization, and account label and amount. Cash advances are requested from the Totals page. If a cash advance has been requested, it will be noted in the Advance Requested field.


Total Details for 10-CFA08-01DC

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: 655.00
Computed Advance Authorized: 0.00
Advance Requested: 4,800.00

Expense Category Details

Expense Category	Organization	Account Label	Amount
COM.CARIER	10	D09010XX004S423	100.00
LODGING	10	D09010XX004S423	356.00
M&IE	10	D09010XX004S423	99.00
RENTAL CAR	10	D09010XX004S423	100.00

Expense Category Advance Details

Expense Category	Advance

The Expense Category Details area, in the middle of the page, shows the allocations of funds by expense category. An account label in the Expense Category Advance Details area shows if an advance has been requested.

Request an Advance:

1. Click the **View Advances for Document** link in the **For this Document you can:** area in the top right. The Advances for page will be displayed.

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

3. Enter the account code label in the Account Code field.

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

5. 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 **Advance Accounting Codes for** Current Document area.

6. Click the **Update** icon. The Update Cash Advance page will be displayed.

7. Click the arrow next to the Type field.

8. Select EFT or Check as payment type.

9. Enter the amount in the Amount field.

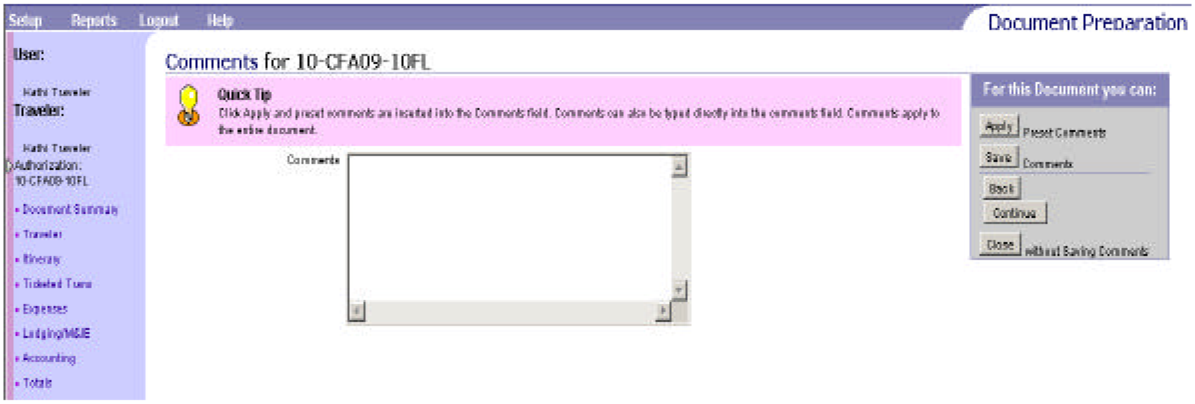
10. Click the Save **Advances Updates** button in the **For this Document you can:** area in the top right. The Advances for page will be re-displayed.

11. Click the Close **Advances Screen** page in the **For this Document you can:** area in the top right. The Total Details for page will be re-displayed.

12. Click the Continue button in the **For this Document you can:** area in the top right. The Comments page will be displayed.

K. <u>COMMENTS</u>

The Comments page displays the preset comments that were entered on the Itinerary page. Additional comments may be added at this time to justify any deviation from normal methods of travel or for special requests. Any justifications for special requests are entered into the Comments textbox.



1. If "Voucher due 5 days after completion of your trip" is not in the comments box, click the Apply **Preset Comments** button in the **For this Document you can:** area in the top right. Enter any other necessary comments after the preset comments.

NOTE

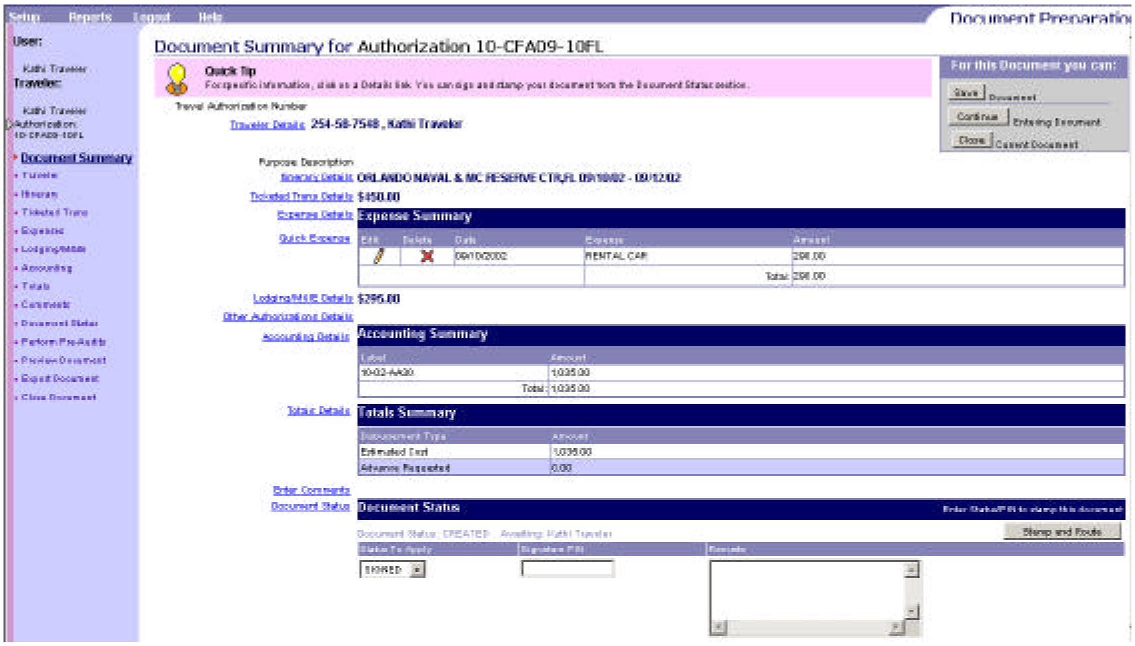
Click the Preset *button to the right of the Comments box* *before typing* *additional comments. If you enter comments and then click the* Preset *button, your comments will be erased and replaced.*

This comment box will be a vehicle to communicate with the approvers, reviewers, and travel office. Please provide information regarding any special requests that have been made on the documents such as: actuals, meals provided, annual leave, air travel by NASA plane or larger rental car requested and why.

2. If comments are entered, click the Save **Comments** button in the **For this Document you can:** area in the top right. The Document Summary page will be displayed.

L. DOCUMENT SUMMARY

On the Document Summary page you can view the summarized travel information. Any item on the document can be selected from this page for further review prior to stamping and routing the document.



Once the document has been reviewed, it can be signed, stamped, and routed.

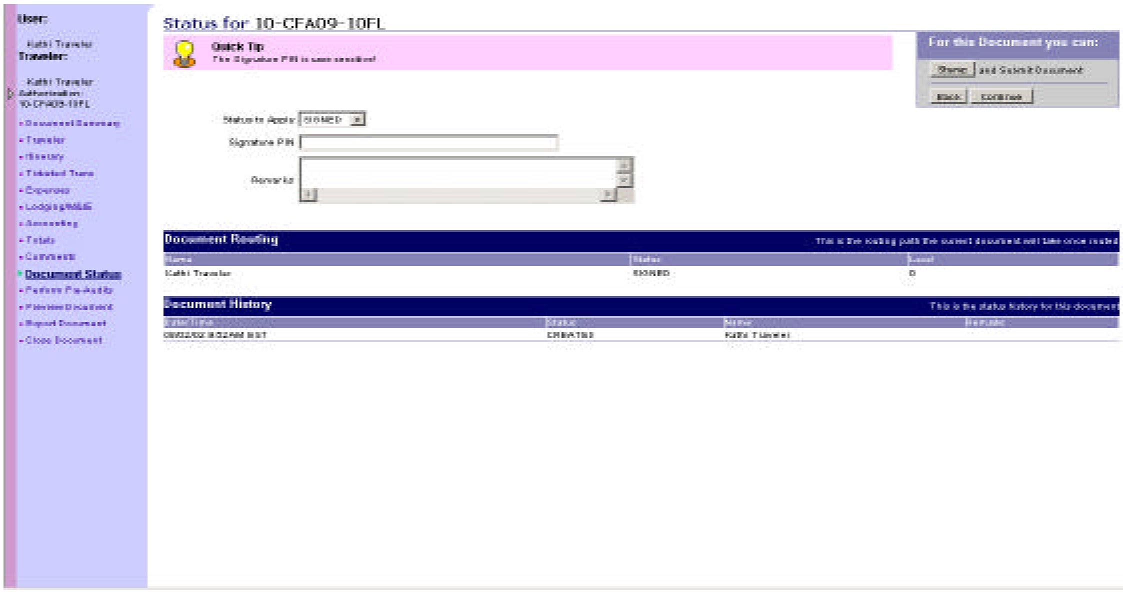
1. Click the **Document Status** link on the Document Toolbar on the left side of the page

   or

2. Click the **Document Status** link on the Document Summary page. The Status page will be displayed.

M. DOCUMENT STATUS

In this step, the document is electronically signed and stamped to route. Once the document is stamped SIGNED, the routing process will begin.



NOTE *The Status to Apply value is set to SIGNED.* ***DO NOT CHANGE IT.***

1. Click in the **Signature PIN** field and enter your established Signature PIN.

NOTE *The Remarks field is to be used by Reviewers and/or Approvers to note approval or disapproval of the document.* ***The Preparer or Traveler's comments should be entered on the Comments page.*** *IMPORTANT: Before signing the document be sure the correct routing list has been assigned to the document. Click the Traveler link on the Document Toolbar on the left side of the page to verify the routing list.* *The Preparer can only change the routing list prior to the document being signed. If the document has been signed, the document must be closed and the BASO Resource Center (202-358-IFMP (4367)) should be contacted to make the change to the routing list.*

2. Click the 

and Submit Document button in the **For this Document you can:** area in the top right. The Pre-Audit Results page will be displayed.

N. PERFORM PRE-AUDITS

Travel Manager will automatically review the document for predetermined “flags”. These items are indicated by a “PASS” or “FAIL” status.

Pre-Audit Results for 10-CFA08-01DC

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: 10-CFA08-01DC
Type: Authorization
Traveler: BIRCH, BARBARA
Status: FAIL

Pre-Audit Results

Audit Process	Status	Comments
ACTUALS EXIST	PASS	
APPROVED BY TRAVELR1	PASS	
APPROVED BY TRAVELR2	PASS	
APPROVED BY TRAVELR3	PASS	
CASH ADVANCES EXIST	FAIL	CASH ADVANCES EXIST
CONFERENCE ALLOWANCE	PASS	
COST LESS COM. CARR	PASS	
DAILY EXPENSE THRESH	PASS	
EXP CATEGORY USED	PASS	
EXP CATEGORY USED1	PASS	
EXP CATEGORY USED2	PASS	
EXPENSE CATEGORIES	PASS	
LAUNDRY/DRY CLEANING	PASS	
LEAVE EXISTS	PASS	
MILITARY PERSONNEL	PASS	
NON CONTRACT AIRFARE	PASS	
OTHER AUTHORIZATIONS	FAIL	INVALID: TRAVEL CASH ADVANCE
OTHER EXPENSES	PASS	
OVERRIDE	PASS	

(3.) Review the Pre-Audits Results that Travel Manager processes for the document.

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.

NOTE

If changes are necessary prior to signing, click the 

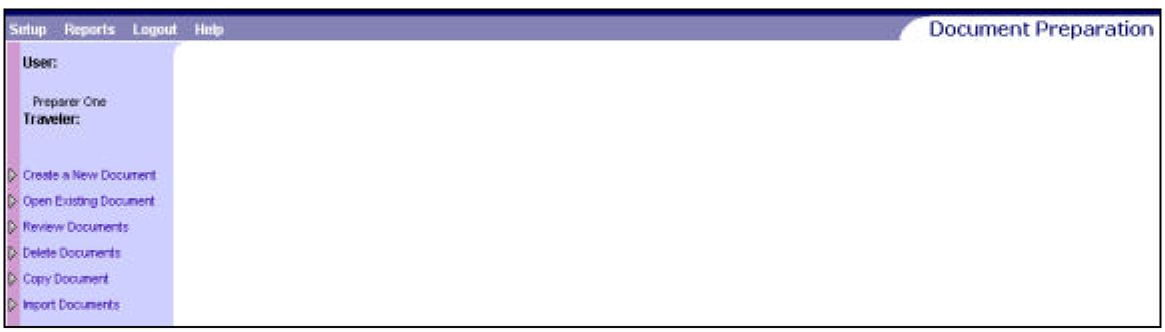
***Pre-Audit Results** button in the **For This Document You Can:** area in the top right,. The document will not be stamped signed and will not be routed. The Open Existing Document link, on the Document Toolbar on the left side of the page, can be used to reopen the document to update.*

Describe in the Comments text block on the Comments page any audit fails that need further explanation such as actual lodging.

You will need to reenter your Signature PIN.

3. Click the 

Stamping the Document button in the **For this Document you can:** area in the top right. The document will be stamped, signed and routed. The Travel Manager main page will be displayed. No other message is indicated.



4. An e-mail notification will be sent to the next person in the routing list to review and stamp the document with the appropriate Status to Apply stamp.

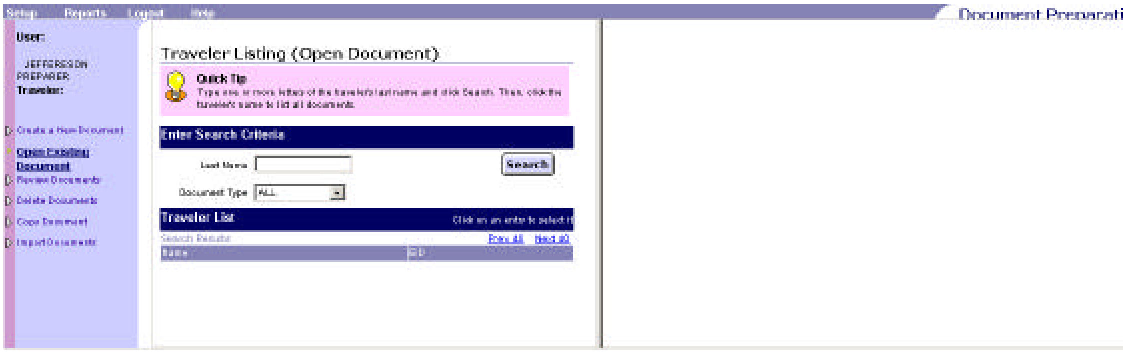
NOTE

An e-mail notification is sent to the Traveler when the document is stamped Returned, Canceled or A Travel Agent (CI Travel).

O. OPEN EXISTING DOCUMENT (VIEW/UPDATE)

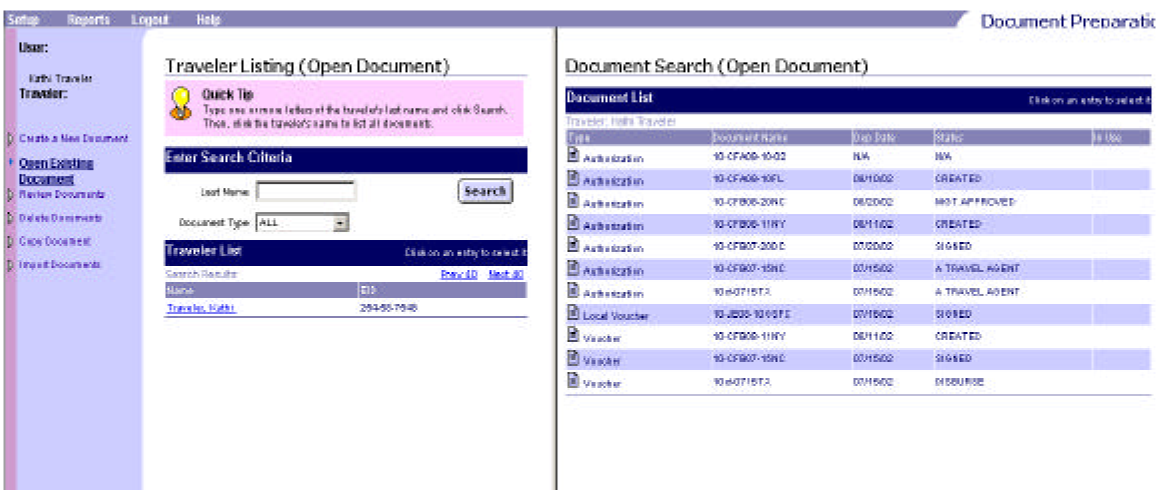
An existing document can be opened and modified or it can be viewed in a read-only mode.

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 **Search** button located to the right of the **Last Name** field. A list of Traveler names will appear under the Traveler List if you prepare documents for more that one traveler.

3. Click on the name of the desired traveler from the Traveler List area. All documents created for that traveler will be displayed in the area on the right.

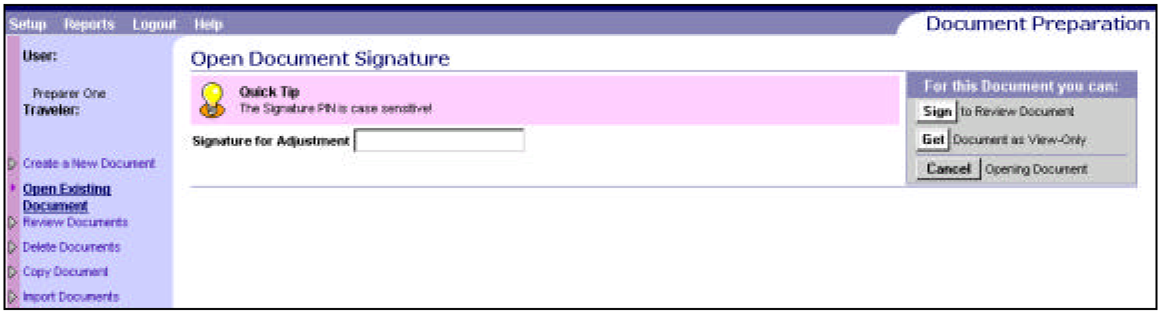


a. Documents that have been created but not routed will have CREATED in the Status column.

b. Documents that have been created <u>and</u> routed will have various status stamps indicated in the Status column, some of which may be SIGNED, ADJUSTED, REVIEWED, APPROVED, MGT REVIEWED, MGT APPROVED, A TRAVEL AGENT, RETURNED, CANCELLED, or DISBURSED.

c. If a document has the status of APPROVED, DISBURSED, DATALINK in the Status column, the document has been locked and an amendment will be required to add additional expenses to the travel document.

4. Click the **Open Document** icon next to the document to be viewed. The Open Document Signature page will be displayed. *Note: If the Preparer has not stamped the document SIGNED, the Open Document Signature page will **not** display, and the document will open to the Document Summary page.*



   a. *Adjust or modify the document:*

      (1) Enter the signature pin in the Signature for Adjustment field.

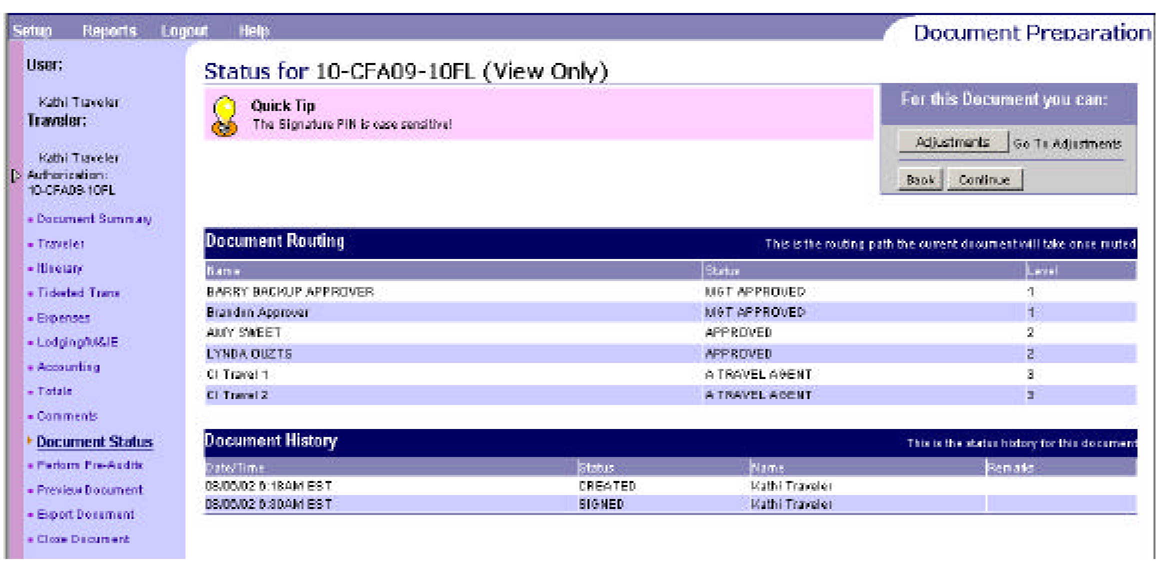
      (2) Click the Sign **to Review Document** button in the **For this Document you can:** area in the top right. The Document Summary page will be displayed. The document can now be adjusted or corrected. After the corrections are completed, the document will need to be stamped signed and re-routed for the appropriate approvals.

   b. *Open the document in read-only mode:*

      (1) Click the Get **Document as View-Only** button in the **For this Document you can:** area in the top right. The Document Summary page will be displayed. *Note: View Only will be indicated on the document title line.*

5. Check the status of a document:

   a. Click the **Document Status** link on the Document Summary page or click the **Document Status** link on the Document Toolbar on the left side of the page. The Status page will be displayed.



(1) ***Document Routing*** area indicates the next person to review the document.

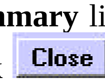
(2) ***Document History*** area indicates actions taken on the document. The Document History shows the person who stamped the document, the Status stamped used and the date and time the action was taken.

6. Print the document

   a. Click the **Preview Document** link on the Document toolbar on the left side of the page. The Adobe Acrobat page will be displayed.

   b. Click the printer icon on the menu bar. The document will begin to print.

   c. Click the **X** in the right corner when the document has completed printing. The document will be re-displayed.

7. Click the **Close Document** link on the Document Toolbar on the left side of the page to close the document or click the **Document Summary** link on the Document Toolbar on the left side of the page and click 

Current Document on the **For this Document you can:** area on the top right.

8. By closing the document in this manner you will prevent an Edit Lock being placed on your document. An Edit Lock would prevent any modifications to be made to the document.