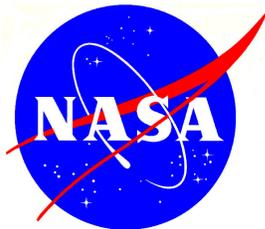P R O G R A M

Integrated Financial Management Program

Travel Manager Agency Standard Procedures Guide

April 24, 2003

v2.0

National Aeronautics and
Space Administration

Langley Research Center
Hampton, VA

Document Change Record
For
Travel Manager Agency Standard Procedures Guide

A change log is used to provide an audit trail of all approved changes made to this document after initial approval. Changes will be reviewed and approved prior to incorporating into the document using established configuration management procedures. Updated revisions of this document will be made as approved changes impact the page numbers or content. A Change Information Page will be developed showing the pages changed. This information will also be logged in the change control log. For columns not applicable, enter "N/A".

Table 1 is used to register all changes made to this document.

Published Date	Status (Baseline, Revision, Cancelled)	Document Version Number	CCR No.	Section(s) Affected	Description of Revision (Include Reason for change)	Author
04/15/02	Baseline	v1.0				M.Johnson
06/24/02	Revision	v1.1		3.8.2	Added section for instructions on procedures to follow after the stat sampling report is run.	M.Johnson
				4.2	Added section for renaming copied documents.	
				7.3 & 7.4	Added comment concerning authorized advances.	
09/06/02	Revision	v1.2		3.6.3	Added section for changing the name on a routing list globally	K Watkins
				7.2	Added detailed instruction for creating a Constructive Voucher	
				7.3	Updated section to include per diem for both work and training is calculated at 65% for 31-120 days	
				8.2	Added section for EFT Advances	
				14	Changed section 14 to discuss Routing	
				14.1	Added section on changing a routing list on a signed authorization	
12/12/02	Revision	v1.3		7.2	Changed heading from Constructive to Constructed	M.Johnson
				7.2.1	Added section for instructions for the Travel Office when approving constructed vouchers	
				16.1	Added entry of Traveler's home organization in the Duty Station mailing address field. Also added entry of company name for invitational	
12/17/02	Revision	v1.4		16.1	Changes from revision v1.3 were not correct as were approved by the CCB	M.Johnson
02/24/03	Revision	V2.0			Because new sections were added, many of the original sections have been renumbered. Any references were updated based on renumbering	M.Johnson/ K.Watkins
				1.1	Added a note for MAC users in the purpose	

					3.6.4	Moved Change a Routing list on a Signed Authorization from Section 16.1 to Routing Section (3.6.4)	
					3.8 & 3.8.2	Changed the Finance Office stamp from 'Travel Office' to 'Audit'; and updated to say that the total cost excludes the airfare	
					4	Added section for Advances	
					4.1	Moved ATM Advance Fee/Surcharge from the Expenses section (8.1) to Advances section (4.1)	
					4.2	Moved EFT Advance from the Expenses section (8.2) to Advances section (4.2)	
					4.3	Added Processing Advances on Vouchers for Extended Travel	
					7 & 7.1	Removed or updated Notes regarding the issues in Delegate Authority since fixed	
					8.3	Lumped all Extended trip types under this heading	
					8.3.3	Added Leave Taken While on Extended Travel	
					8.3.4	Added Leave Taken While on Travel, Causes Trip To Become Extended	
					8.3.5	Added Vouchering for Extended Travel.	
					11.1	Added Dual Lodging	
					11.1.1	Added Fixed Costs for Dual Lodging on Extended Travel	
					14 14.1	Added instructions for print settings for MAC users	
					Appendix A	Added the Travel Authorization Process Flow	
					Appendix B	Added the Travel Voucher Process Flow	

TABLE 1: CHANGE LOG

TABLE OF CONTENTS

1   INTRODUCTION

1.1   PURPOSE

The purpose of this document is to set standard Agency procedures for document preparation for the Agency. Some of these procedures are basic preparation techniques and others are defined as "workarounds" because Travel Manager does not always function as needed for the NASA configuration or because the system does not work as expected with the Commercial-Off-The-Shelf (COTS) product and may be corrected at a later date.

The Administrative Functions in section 3 are to be performed by those users with a permission level of 5 or greater; i.e., Admin/Help Desk, Finance/Travel Office, Center Administrator. The Traveler/Preparer can perform all other functions within the document as long as proper training has been received and the appropriate permission level is given.

The lowest permission level needed to perform each function within this document will be noted if a higher level than the traveler (0) is required or suggested. The following table shows the permission level of each user type within Travel Manager.

Permission Level	User Type
0	Traveler
1	Preparer
2	Reviewer
3	Mgt Reviewer / Approver
4	Route & Review access
5	Admin / Help Desk
6	Finance / Travel Office
7	CI Travel
8	Center Administrator
9	Agency Administrator

1.2   USER TYPE SUGGESTED TO PERFORM EACH FUNCTION

1.2.1   TRAVELER

Section   Topic

4.1   ATM Advance Fee / Surcharge

5   Copy Documents

6   Date Changes on a Voucher

1.2.2 <u>PREPARER</u>

1.2.3   REVIEWER/APPROVER

1.2.4   ADMIN / HELP DESK

1.2.5   FINANCE / TRAVEL OFFICE

1.2.6 CENTER ADMINISTRATOR

2   ACCOUNTING

2.1   TRAVELING FOR ANOTHER ORGANIZATION

(Permission level 1 needed - Preparer)

If travel is funded by an organization other than the Traveler's, routing may need to be changed for the Traveler so the document will route to the appropriate user within the funding organization. An administrative/help desk user, with a permission level of 5, will need to ensure that the correct routing list is used by contacting the funding organization to obtain the routing list name, the accounting label and any additional information needed for adding to the accounting data.

The funding organization will need to check routing lists for that organization which will meet Center policies for review and/or approval. If additional reviewer/approver(s) are necessary, the funding organization's standard routing list will need to be copied and changed accordingly. *See Section 3.6.1 Copy a Routing List and 3.6.2 Modify a Routing List for more information, if necessary.*

The Preparer will need to attach the appropriate funding organization and routing list to the Traveler's profile when the document is created to ensure correct routing.

a. Logon to the Web environment and after creating a document, click the **Traveler Details** link on the **Document Summary** page of the specific document. The **Update Traveler Information** page will be displayed.

b. Select the funding organization from the **Organization** pull down list.

c. Click the ⬚ Set Org ⬚ button. The selected organization will be attached to the Traveler's record and all routing lists, for that organization, will be available to select in the Routing List field.

NOTE

Do NOT change the Printed Org field. It should remain as the default value for the Traveler, as the organization assigned to or for Invitation travelers, the organization traveling for. It should only be changed if a permanent change to the organization is required or the Invitational traveler is traveling for another organization.

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d. Select the appropriate routing list, for the funding organization, from the **Routing List** pull down list.

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

NOTE

This change should be made to the document only and not globally to the Traveler's profile. Do NOT click in the Apply Changes Globally box.

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f. *See Section 8.8 Programmatic Travel for more information necessary to complete this document type.*

NOTE

On the Voucher: the Traveler or Traveler Details links MUST NOT be clicked or the Preparer will need to be notified to reselect the appropriate funding organization and routing list prior to signing the Voucher. If not, the document will not be routed.

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3   ADMINISTRATIVE FUNCTIONS

The Administrative Functions are to be performed by those users with a permission level of 5 or greater; i.e., Admin/Help Desk, Finance/Travel Office, Center Administrator.

These users will have access to administrative functions within the Doc Prep Admin and the EP Admin modules to support in system processing and document preparation in Travel Manager.

3.1   ELECTRONIC PROCESSING

(Permission level 6 needed – Finance / Travel Office)

Electronic Processing is performed by the Agency by a nightly batch process. All completed documents will be processed and locked, if datalinked.

3.1.1   AUDIT FAILURES

Documents that do not "pass" all audits when processed, will be stamped "Audit Fail" and will not be datalinked. The Audit Failure report will need to be run, daily by each Center, to display all documents that have failed the audit process and will need to be modified and reprocessed through EP.

3.1.2   DATALINK

Documents that "pass" all audits when processed, will be stamped "Datalink" and will be locked. A file is created that contains all of the information necessary to link the documents with the Center's financial accounting system. A report should be run daily for documents that have been stamped "Datalink" for the previous day to show those Traveler's approved to travel in case the system is not available.

Centers will be able to retrieve accounting data from the nightly Electronic Processing that the IPO will run. This data will be handled accordingly for each Center depending on automatic or manual financial accounting interfaces.

3.2   GROUP ACCESS

(Permission level 5 needed – Admin / Help Desk)

Travelers must belong to at least one main group, which is the Center's ID group. Group Access is allocated in the User table. The Traveler may be put into many groups although, as a user, access will only be given to the organization/group that is in the user's record.

Groups are used in Travel Manager as a means of restricting users from viewing other user's documents. Administrative/help desk users can create a group that will include

only those Travelers that will travel for the organization selected within the group instead of viewing everyone within the Center's group, if Center policy allows.

3.3   MULTIPLE INSTALLATIONS WITHIN A CENTER

(Permission level 8 needed – Center Administrator)

A Center with multiple installations will need to decide whether to load all Travelers with their respective installation number as a group within the Center ID number (which will be a new ID number and will include all Travelers) or whether all Travelers are to be loaded together within the same Center ID number (chosen from one of the installation numbers).

If separate installations are going to be used within one Center, the appropriate Center ID will need to be identified. Each installation will be added in the system as a separate group. Access for organization and groups can be separated as necessary.

3.4   PER DIEM LOCATIONS

(Permission level 8 needed – Center Administrator)

If a per diem location is not found after both a search and a look-up has been performed, it may be added to the system by the Center Administrator. An email should be sent to the Center Administrator with the necessary information concerning the per diem location to be added. The Center Administrator will have to verify the correct per diem rate by searching for the County (if CONUS) for the location and ensure what the rate is by checking the GSA Per Diem monthly table. *See section 13 Per Diem Location (Search) for more information on verifying per diem locations prior to adding.*

3.4.1   ADD A NEW CUSTOM PER DIEM LOCATION

a. Select **Rates/Per Diem Locations** from the menu selection toolbar in the **Doc Prep Admin** module. The **Locations** page will be displayed.

b. Select the State or Country from the **State/Country** pull down list.

c. Click the [Add] button. The **Add Location** page will be displayed.

d. Enter the Location and the associated county for the previously selected state or country. New locations are usually linked to a location that already exists.

e. The **Time Zone**, **Effective Date**, and **Expiration Date** will automatically pre-fill.

f. Click the "**Custom**" radio button.

g. Enter any **Comments**, if necessary.

h. Click the [Rates] button. The **Rates** page will be displayed.

i. Click the [Add] button. The **Add Rate** page will be displayed.

j. Click in the **Lodging** field and enter the appropriate amount for the location.

k. Click in the **M&IE** field and enter the appropriate amount for the location.

l. The message "Unable to find the distribution for this M&IE rate" will be displayed.

m. Click the [OK] button. The **Add Rate** page will be displayed again showing the per diem record added.

n. Click the [Close] button. The **Add Location** page will be displayed again.

o. Click the [OK] button. The **Locations** page will be displayed again showing the location record added.

NOTE

Custom per diem locations are displayed with an asterisk (*) to indicate that the rate is not a standard rate.

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p. Click the [Close] button.

3.4.2 DOCUMENTING THE NEW LOCATION

a. The Center Administrator will document any new locations added to the Per Diem Locations table by using the form supplied below.

   ➤ Identify the Center that is making the change.

   ➤ Identify the date of the change.

   ➤ Identify the location, county, and state/country linked to.

b. The Center Administrator will fax the form to MSFC Agency Administrator ASAP in order to keep Per Diem Locations current. The Agency Administrator will ensure that the new per diem location will remain up-to-date.

****

Copy the form below and save it with another name. Open the newly created document, lock it using the Forms toolbar and save it. To open the Forms toolbar, click View on the menu toolbar, highlight Toolbars, and select Forms. Click on the lock icon. This form should be used as a template for submitting new per diem locations to the Agency Administrator. After new location data is entered into the form it should be saved with a different name so the template will remain unchanged.

TRAVEL MANAGER
CUSTOM PER DIEM LOCATION
FORM

TO: **Travel Manager Agency Administrator**
              MARSHALL SPACE FLIGHT CENTER

RE: **New PER DIEM Location**

PER DIEM LOCATION CENTER:	**DATE:**
[Click **here** and type name]	11/3/2003
PER DIEM LOCATION NAME:	**PER DIEM LINK LOCATION**:
[Click **here** and type name]	[Click **here** and type name]
PER DIEM LOCATION COUNTY:	**PER DIEM RATE:**
[Click **here** and type name]	[Click **here** and type name]
CENTER SYS ADMINISTRATOR NAME:	**CENTER SYS ADMINISTATOR PHONE NUMBER**:
[Click **here** and type name]	[Click **here** and type name]

NOTES/COMMENTS:

After each new rate load, please verify that this custom per diem location has the correct rates attached. If the link location to this per diem location is linked to another location, please verify that the rates are correct based on this location.

3.5 **RESET PASSWORDS / SIGNATURES**

(Permission level 5 needed – Admin / Help Desk)

Each user has the ability to reset their own password and signature. *See Section 15 Reset Passwords/Signatures for more information on user's resetting their own passwords and signatures.* The following instructions are to be followed to reset another user's password and/or signature pin.

3.5.1 **RESET LOGIN PASSWORD**

Login to the Travel Manager Citrix environment.

a. Click on the **Users** button in the **Doc Prep Admin** module. The **Users** window will be displayed.

b. Users will be listed in the **Users** window by Organization and then by first name within their Organization. Select the organization of the user from the **Organization** drop down list near the top of the window.

c. A list of users in the selected Organization will appear. Select the name of the user for which the password is to be reset.

d. Click Edit on the Menu Toolbar at the top of the window. Select **Reset Password**. The message "Are you sure you want to reset the user's password?" will be displayed.

e. Click the button and the password is reset.

> ### *NOTE*
> *The Password will be reset. Inform the user what the new password is. Passwords are case sensitive.*

f. The next time the user logs onto Travel Manager the new password will need to be entered. The user will be prompted to change the password prior to logging onto the system. This will now become the user's new password.

3.5.2 **RESET SIGNATURE PIN**

Login to the Travel Manager Citrix environment.

a. Click on the **Signature Pin** button in the **Doc Prep Admin** module. The **Signatures** window will be displayed.

b. Users will be listed in the **Signatures** window by Organization and then by first name within their Organization. Select the organization of the user from the **Organization** drop down list.

c. A list of users in the selected Organization will be displayed. Select the name of the user for which the signature pin is to be reset.

d. Click Edit on the Menu Toolbar at the top of the window. Select **Reset Signature** from the menu selection toolbar. The message "Are you sure you want to reset the user's signature to blank?" will be displayed.

e. Click the [Yes] button and the signature PIN is reset to blank.

f. The next time that user logs on to Travel Manager they will be prompted to assign a new signature PIN prior to logging onto the system.

NOTE

The password and signature pin must be at least 8 characters long and contain at least 1 numeric character and follow all other necessary security guidelines for the NASA Center. Passwords are case sensitive.

3.6 ROUTING

(Permission level 5 needed – Admin / Help Desk)

Routing lists may be created, copied or modified as necessary. Those users with access to the EP Admin module will be able to accomplish these processes.

3.6.1 COPY A ROUTING LIST

(Permission level 5 needed – Admin / Help Desk)

a. Login to the Travel Manager Citrix environment.

b. Select **Modules** on the Menu Toolbar at the top of the window. Select **EP Administration** from the pull down list. The **EP Administration** window will be displayed.

c. Click **Routing** on the Menu Toolbar at the top of the window. Select **Routing Lists** from the pull down list. The Routing Lists page will be displayed.

d. Select the desired organization, for which the routing list is to be copied, from the **Organization** pull down list.

e. Select the routing list to be copied.

f. Select **Edit** on the Menu Toolbar at the top of the window**.** Select **Copy** from the menu selection toolbar. The **Copy Routing List** page will be displayed.

g. Click in the **New Name** field and enter the appropriate name; starting with the Center ID, hyphen (-), the organization copying to (in upper case) and an identifier (in lower case). Example: 99-XXzzz.

h. Click the [OK] button. The **Signatures in Routing List** page will be displayed.

i. Make any necessary changes to the routing list. *See Section 3.6.2 Modify a Routing List for more information.*
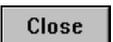
j. Click the [Close] button. The **Routing Lists** page will be displayed again.

k. Select the copied routing list. The Organization for the copied routing list may need to be changed if the copied routing list is not from the same organization.

NOTE

The routing list will be located under the organization selected. In order for that routing list to be attached to the Traveler, the organization value in the Traveler's profile record will have to be that of the selected organization.

To assign the routing list to a different organization:

a. Login to the Travel Manager Citrix environment.

b. Select **Modules** on the Menu Toolbar at the top of the window and select **EP Administration** from the pull down list, if not already in the module. The **EP Administration** window will be displayed.

c. Click **Routing** on the Menu Toolbar at the top of the window. Select **Routing Lists** from the pull down list. The Routing Lists page will be displayed.

d. Select the desired organization, for which the routing list is to be copied, from the **Organization** pull down list.

e. Select the routing list to be copied.

f. Select **Edit** on the Menu Toolbar at the top of the window**.** Select **Update Name** from the menu selection toolbar.

g. Select the appropriate organization the routing list is to be saved to, from the **Organization** pull down list.

h. The name may be changed, if necessary.

i. Click the **OK** button. The **Routing List** page will be displayed again.

j.   Select the organization the routing list was copied to, from the **Organization** pull down list, if changes to the list are necessary. *See Section 3.6.2 Modify a Routing List for more information.*

l. Click the **Close** button.

3.6.2 MODIFY A ROUTING LIST

(Permission level 5 needed – Admin / Help Desk)

a. Login to the Travel Manager Citrix environment.

b. Select **Modules** on the Menu Toolbar at the top of the window and select **EP Administration** from the pull down list, if not already in the module. The **EP Administration** window will be displayed.

c. Click **Routing** on the Menu Toolbar at the top of the window. Select **Routing Lists** from the pull down list. The Routing Lists page will be displayed.

d. Select the desired organization the routing list is to be changed, from the **Organization** pull down list.

e. Select the routing list to be modified. Double click the selected record or click the **Detail** button. The **Signatures in Routing List** page will be displayed.

f. Click the **Add** button to add an additional line to include a reviewer/approver. The **Add Signature to Routing List** page will be displayed.

g. Select any record and double click it or click the **Update** button to make changes to an existing record, if necessary. The **Update Signature for Routing List** page will be displayed.

h. Click the appropriate **Document Type** radio button; this will create/update the record for the selected type: Authorization, Voucher or local Voucher.

i. Select the appropriate status from the **Status** pull down list. This will be the default stamp given to the user that is attached via the Signature Name field.

j. Click the plus sign **+** to the right of the Signature Name field. The Select Signature Name page will be displayed.

k. Select the appropriate organization from the **Organization** pull down list. All available signature names within the selected organizations will be displayed.

l. Select the name of the desired reviewer/approver and double click it or click the **Select** button. The **Update Signature for Routing List** page will be displayed again with the selected signature in the Signature Name field.

m. Click in the **Level** field and enter the appropriate number, used by Travel Manager to route the documents in a specific order. It is important to assign the appropriate level number to each record according to the desired routing path.

NOTE

Routing levels identify the routing sequence of the document. An individual assigned a level one, means that the document will route to this individual first.

The same level can be assigned to multiple individuals to receive a document at the same time during the routing process. Once the document has been stamped by a Reviewer/Approver, the document will automatically remove itself from the other individual's review queue.

Reviewers or Approvers selected for the routing list must have an additional permission level of 2-Reviewer or 2,3-Approver or 2,3-Mgt Reviewer or 2,3-Mgt Approver.

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n. Click the **OK** button. The **Signatures in Routing List** page will be displayed again.

o. Click the **Close** button. The routing list will be saved.

3.6.3 NAME CHANGES TO ROUTING LISTS

(Permission level 5 needed – Admin / Help Desk)

NOTE

Even though it is stated that a permission level of 5 is needed, it is strongly suggested that the action/authority to change the name on a routing list be given to a person that has a permission level of 8.

Global name changes can be made to one or more routing lists without having to open up each list and make the change. This is a very powerful tool and should be used with caution. **ALL** instances of the signature name selected as the previous will be changed to the signature name entered as the new on **ALL** routing lists selected.

To change a name in a routing list(s), the following steps must be performed by a user with a permission of 5 or higher.

Login to the Travel Manager Citrix environment.

a. Select **Routing / Routing Lists** from the menu selection toolbar in the **EP Admin** module. The **Routing Lists** page will be displayed.

b. Select **Edit / Replace Signature** from the menu selection toolbar. The **Replace Signature Name** page will be displayed.

c. Click in the **SSN** field in the **Previous Signature Name** section and enter the SSN of the user or click the ➕ button and select the appropriate user to replace from the list.

NOTE

When selecting the user from the list, select the user's organization from the pull down list to narrow the search.

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d. Click in the **SSN** field in the **New Signature Name** section and enter the SSN of the new user or click the ➕ button and select the appropriate user from the list.

NOTE

ALL routing lists for the Agency are displayed on the right side of the page. It is very important to highlight (select) only those routing lists that are to be changed for the Center.

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e. Scroll down the list of Organizations on the right until the appropriate Center ID is displayed.

NOTE

All signature names will be changed if they appear more than once in a routing list. Authorization, voucher and local voucher signatures will be changed.

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f. Highlight (select) all routing lists for the Center that requires a signature change.

1) To select all routing lists for the Center, highlight (select) the first record, hold down the **Shift** key, scroll down to the last record and highlight (select) it. All selected routing lists will be highlighted and will be updated anywhere the previous signature resides with the new signature value.

2) To select only some of the routing lists for the Center, highlight (select) the first record, hold down the **Ctrl** key, scroll down the list and highlight (select) only the desired records. All selected routing lists will remain highlighted and will be updated anywhere the previous signature resides with the new signature value.

g. Click the ⬚ OK ⬚ button. The **Routing List** page is displayed again.

h. Verify that the signature name changes to the routing lists were made correctly.
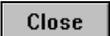
i. Click the ⬚ Close ⬚ button. The **EP Admin** page is displayed again.

3.6.4 CHANGE A ROUTING LIST ON A SIGNED AUTHORIZATION

(Permission level 5 needed – Admin / Help Desk)

A routing list cannot be changed on a signed authorization in the Web. In order to change the routing of an authorization after it has been signed, a user with a permission of 5 must make the routing change in Citrix and save the document. The authorization can then be stamped again and the correct routing will be attached to it.

If the authorization has been routed incorrectly, the document should be returned to the person who signed the document, along with remarks stating that it was returned for a routing change. The Preparer will need to contact a user with a permission of 5 and the following steps will need to be performed in order to correct the routing of the document.

a. Logon to the Travel Manager, Citrix environment.

b. Click the **Open Document** 📁 button or select **File** and **Open** on the menu selection toolbar in the **Doc Prep** module. The **Open** page will be displayed.

c. Highlight (select) the desired traveler in the Travelers column on the right. All documents for the traveler selected will be displayed in the Document Name column on the left.

d. Highlight (select) the authorization name to change the routing list for.

e. Double click the selected record to open it. The Adjustment to Authorization page will be displayed.

f. Click the **Traveler Information** 🧍 button. The **Update Traveler Information** page will be displayed.

g. Click in the **Routing List** field and select the correct routing list from the pull down list.

NOTE

If the routing list belongs to another organization, click in the Organization field and select the appropriate organization from the pull down list. After the organization is selected the appropriate routing list must be selected from the Routing List pull down list.

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h. Click the ⬛ OK ⬛ button. A **Question** box will be displayed with '*Save changes to permanent traveler information? If NO the changes will be made to the document only.*'

i. Click the ⬛ No ⬛ button (for changes to be made to the document only). The **Adjustment to Authorization** page will be displayed again.

j. Select **File** from the menu selection toolbar and then **Close**. The Save window will be displayed with '*Save current authorization?*'.

k. Click the ⬛ Yes ⬛ button. An **Adjustments** box will be displayed with '*Have you made any adjustments to the current document?*'

l. Click the ⬛ Yes ⬛ button (to note the changes made to the traveler information section of the authorization). The **Adjustments** window will be displayed.

m. Enter the appropriate **Comments** describing the change(s) made to the document.

n. Click the ⬛ OK ⬛ button. The **Sign for Adjustment** window will be displayed.

o. Enter the appropriate signature PIN in the **Adjustment Signature PIN** field. The authorization will be saved and closed.

p. Contact the preparer. Have them open the authorization and ensure that the correct routing list has been entered in the Traveler Information section of the document. The Preparer will need to stamp the Authorization 'SIGNED' again. This will initiate the correct routing. The authorization will be routed using the new routing list and will replace all previous routing on the document.

NOTE

If the Preparer is not available, the user making the routing list change can sign and initiate the routing of the authorization, if necessary.

3.7 ROUTING LIST **ACCOUNT VALUE

(Permission level 8 needed – Center Administrator)

The ****Account** in all routing lists enables a reviewer/approver to be included in the routing list when a specific accounting code label is used on the document in the Travel Manager system. Anytime a travel Authorization is created and that particular accounting code label is selected on the document, it will automatically route to the specified reviewer/approver. The **Account only needs to be included once in the routing list although it can be used for more than one accounting code signature. To enable an individual to approve all Authorizations for a particular project, the

individual's name (according to the Center's policy for level of authority) can be attached to an accounting code label that is used for all travel in a project.

Login to the Travel Manager Citrix environment.

a.   Select **Setup** on the Menu Toolbar at the top of the window. Select **Accounting** from the pull down list. The **Accounting** window will be displayed.

b.   Select **Acct.** from the menu selection toolbar in the **Doc Prep Admin** module.

c.   Scroll through the Accounting Codes listing. Select the appropriate accounting label for which to attach a signature.

d.   Click the **Signatures** button. The **Acct Signature Authority** page will be displayed for the account code selected.

e.   Click the [Add] **Signature** button. The **Add Account Authority** page will be displayed.

f.   Enter the **SSN** of the desired user or click on the plus sign, to the right of the SSN field. All users at the Center will be displayed.

g.   Select the desired user from the list.

h.   Click the [Select] button. The SSN of the selected user will be displayed in the **SSN** field on the **Add Account Authority** page.

i.   Click the [OK] button.

j.   Click the [Close] button. The signature selected will be attached to the account code selected. The user selected as the signature record will be included in the routing list, at the **Account level, whenever a document is created that includes that account code.

3.8   STATISTICAL SAMPLING

(Permission level 6 needed – Finance / Travel Office)

Statistical Sampling is maintained by the Agency and allows statistical sampling of documents created in Travel Manager. When a Voucher is processed through Electronic Processing (EP), it is stamped with "Stat Sampling" and "Datalink" at the same time. For all Vouchers processed in EP, statistics will be run and a portion of those documents will be selected for audit.

Information is gathered by running the Statistical Sampling report, in the Electronic Processing module, for a specified number of days. The sampling size set by the Agency is determined from the total number of documents created for that period. Once the total number is calculated, the sampling interval determination table is searched for the total number or the next higher number in the table to get the appropriate population value and the interval is retrieved. For example, for 525

documents created, every seventh document will be selected for audit; meaning 86 out of 600 documents will be stamped 'RANDOM AUDIT'.

Any Voucher that has a total cost of $2500.01 or more (excluding airfare) will also be selected for audit in addition to the random audits described above.

3.8.1 STATISTICAL SAMPLING REPORT

(Permission level 6 needed – Finance / Travel Office)

Users, with a permission level of 6, can run the Statistical Sampling report. The report is used to display a list of those documents that will be stamped 'RANDOM AUDIT' by the statistical sampling process. These documents are to be audited. An email will be sent to the Traveler to alert them that the travel document is being audited. The Traveler or Preparer will forward the receipts for the document to the Travel Office or the CTO for foreign travel.

a. Select **Reports/Statistical Sampling…** from the menu selection toolbar in the **Electronic Processing** module. The **Statistical Sampling Report** page will be displayed.

b. Select the organization to run the sample on from the **Organization** pull down list.

c. Click in the **No of Days to Include in Sample** field and enter the number of days that the sample is to be run.

d. Click the [**Print**] button. A separate window will be opened and the document will be displayed.

Two reports may be displayed: the first displays all documents selected for random audit for the time period entered and the second displays all documents that have a total cost of $2,500.01 or more (excluding airfare) and will be audited.

3.8.2 STATISTICAL SAMPLING PROCEDURES AFTER THE REPORT IS RUN

(Permission level 6 needed – Finance / Travel Office)

When a Voucher is stamped "Disbursed" or "NASA CTO Approved", it is a complete document. It is then stamped "Stat Sampling" and "Datalinked" after going through EP. When Finance runs the Stat Sampling Report, and if it falls into the random selection for audit, they show up in "DPA", utilities, complete documents and have the status stamp of "Random Audit". The document will be in "View Only", but for the Finance Office with a permission of "7", can stamp the document to show it has been audited, with the status of "Audit", which identifies that the document has been audited and is correct and no adjustments needs to occur.

If an error has occurred on the document, the document should be amended. If the Traveler needs to do the amendment, Finance will need to e-mail the traveler, documenting the reason for the amendment.

The Finance Office will state the problem with the voucher also at "Approver's Remarks" in the document and the Status, will be "Return" and Finance will sign. This will become an audit trail for the Random Audit, but will not allow the traveler to re-stamp this document. Problem no e-mail is sent (Finance will do a copy of reason documented in Approver's Remarks for Return, and paste into an e-mail to traveler). The traveler will correct document by doing an amendment. The Center Administrator will verify that all "Random Audits" have been audited in Reset Complete Documents and Reset Locked Documents, since the status stamp, if audit is completed by Finance, would be "Travel Office". The status of "Return" would show that the document was audited and it had a problem and was returned/identified to the traveler.

If it was a Finance mistake, will amend document and justify reason in "Approver's Remarks" the need for amendment. When a Finance Mistake, the Finance Office should do the Amendment and Super Approve to final status and stamp "Disbursed" or for foreign to "Mgt Reviewed or "Mgt Approved" according to center's routing and to be forwarded to CTO to stamp "NASA CTO Reviewed" and "NASA CTO Approved".

3.9 UNLOCK "EDIT-LOCKED" DOCUMENTS FOR ANOTHER USER

(Permission level 5 needed – Admin / Help Desk)

When a document is open for modification or is improperly closed from the editor it is edit-locked. The system assumes an adjustment has been or is being made to the document and it causes the document to be locked. No other user is able to edit the document until the edit-lock has been removed. The user that caused the edit-lock and administrative/help desk users, with a permission level of 5, are the only users that have the ability to remove the edit-lock from the document. Any document that is being edited or has been edit locked will display with an asterisk (*) in the In Use column of the Document Listing page.

CAUTION: Because documents that are open for adjustment appear as edit locked documents, users should NEVER remove edit-locks from ALL documents in the list at one time. Only documents that are identified as truly being "locked" from adjustments should be unlocked. If a document that is open for adjustment is unlocked, it will become editable to another user at the same time.

Login to the **Doc Prep Admin** module of the Travel Manager Citrix environment.

a. Select **Utilities** on the Menu Toolbar at the top of the window.

b. Select **Remove Edit-Locks**. The **Remove edit-locks from documents** window will be displayed with all "in use" documents listed. This includes documents that are edit-locked as well as those open for adjustment.

c. Select the document to be unlocked and click the [Clear Locks] button.

NOTE

Be cautious when unlocking documents to avoid unlocking a document that is being edited by another user rather than edit-locked.

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e. Unlocked documents will be available to open for adjustment.

f. Click the [Close] button.

4   ADVANCES

4.1   ATM ADVANCE FEE / SURCHARGE

The Government Charge Card ATM Advance Fee expense and ATM Surcharge Fee expense can be added when creating a travel Voucher.

a. Click the **Expense** link in the document to display the **Update Expense** page.

b. Select the **GOVCC ATM ADVANCE FEE** expense from the **Expense Type** drop down list.

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

d. *Calculate 1.9% of the total advance amount plus any ATM surcharge fee* and enter the result in the **Cost** field. (Ex. $200 advance + $2 surcharge = $202. $202 times 1.9% = $3.84 would be cost entered).

e. Click the Save **Expense** button, in the 'For this Document you can:' area, in the top right.

f. If an ATM Surcharge fee was charged, select the **ATM Surcharge Fees** expense from the **Expense Type** drop down list.

g. Click anywhere on the page to initiate the page refresh.

h. Enter the cost of the surcharge fee in the **Cost** field.

i. Click the Save **Expense** button, in the 'For this Document you can:' area, in the top right.

j. Continue processing the document as necessary.

4.2   EFT ADVANCE

(Permission level 1 needed – Preparer)

EFT advances are not automatically calculated unless the payment method on the traveler record is "Infrequent Traveler". If an EFT advance is authorized for a government credit card holder, the payment method on the traveler record can be changed to "Infrequent Traveler" on the authorization but not as a permanent change to the traveler's profile record.

The advance is calculated as 80% of the lodging and M&IE and 100% of a registration fee expense. The advance amount authorized is calculated but must be manually added to the document on the Totals page. An advance may be added to the authorization regardless if an amount is automatically calculated or not. The accounting code for the advance must be retrieved when the advance is added to the authorization.

The following will describe how to add an automatically calculated EFT advance to a document.

a. Click the **Traveler Details** link on the Document Summary. The **Update Traveler Information** page will be displayed.

b. Select **Infrequent Traveler** from the **Charge Card** drop down list.

NOTE

Do NOT click in the Apply Changes Globally box, in the 'For this Document you can:' area, in the top right if this change is not to be made permanently to the traveler's profile record.

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c. Click $\boxed{\text{Save}}$ **Profile Changes** button, in the 'For this Document you can:' area, in the top right. The **Document Summary** page will be displayed again.

d. Click the **Totals Details** link. The **Total Details** page will be displayed.

e. The amount authorized which is 80% of the Lodging, M&IE and/or Registration Fee expenses will be displayed as the **Computed Advance Authorized**.

f. To add the advance, click the **View Advances For Document** link in the 'For this Document you can:' area, in the top right. The **Advances** page will be displayed.

g. Click the $\boxed{\text{Add}}$ **Additional Advances** button, in the 'For this Document you can:' area, in the top right. The **Available Accounting Codes** page will be displayed.

h. Select or retrieve the desired accounting code onto the document for funding the advance.

i. Click on the **Pencil** icon $\boxed{\mathscr{\diagup}}$ of the advance record. The **Update Cash Advance** page will be displayed.

j. Select the advance type from the **Type** drop down list.

k. Click in the **Amount** field and change the advance requested amount, if necessary.

l. Click in the **Remarks** field and enter any necessary information pertaining to the advance.

m. Click the $\boxed{\text{Save}}$ **Advance Updates** button, in the 'For this Document you can:' area, in the top right. The **Advances** page will be displayed again.

n. Click the $\boxed{\text{Close}}$ **Advances Screen** button, in the 'For this Document you can:' area, in the top right. The **Totals** page will be displayed again with the amount of the advance in the **Advance Requested** field.

o. Continue processing the document as necessary.

4.3   <u>PROCESSING ADVANCES ON VOUCHERS FOR EXTENDED TRAVEL</u>

(Permission level 6 needed – Travel Office)

When an advance exists on an authorization the advance is deducted from the Net to Traveler amount of the completed voucher.

When the trip is for more than 30 days, the reimbursement of the advance must be handled in a way as to liquidate and spread the payment of the advance over the length of the trip, deducting a portion of the advance on each voucher until the total has been paid. This special handling must be done by the Travel Office to ensure that the proper deductions are made prior to disbursement of the voucher.

The Travel Office will need to determine how many vouchers there will be for the complete trip (voucher every 30 days). The total amount of the advance is divided into the number of vouchers that will be submitted, excluding the first voucher. This amount will be entered as the advance amount on the second and all subsequent vouchers when they arrive in the Travel Office. When this amount is entered on the voucher it will be automatically deducted from the Net to Traveler amount of the reimbursement.

NOTE

The Travel Office will have to keep track of all travelers on extended travel, that have received an advance, to ensure that the advance amount is properly deducted from the traveler's reimbursement.

Generally, the advance amount is removed from the first voucher unless it is determined that the advance amount will exceed the Net to Traveler amount on the subsequent voucher(s).

The Travel Office will need to enter Comments and/or Remarks when processing the voucher(s) to keep a running dialog of the changes/additions necessary to the voucher for any advance deductions. This will also keep information flowing on the voucher(s) as to the amount of the advance to deduct and from which voucher(s).

The traveler must give instructions to the Travel Office in the Comment field of the voucher if the advance is to be taken from a specific voucher(s) and not spread equally between the second and subsequent vouchers.

5   COPY DOCUMENTS

5.1   OTHER AUTHORIZATIONS ON A COPIED AUTHORIZATION

When an Authorization is copied, the Other Authorizations, selected on the original document, are not carried over to the copied Authorization. All necessary Other Authorizations will have to be reselected on the copied document.

a. Copy the document in the Web environment using the **Copy Document** link. Once copied, open the copied document in the **Doc Prep** module of the Web environment using the **Open Existing Document** link.

b. Click the **Other Authorizations Details** link on the **Document Summary** page. Select the necessary Other Authorizations to attach them to the document.

c. Click on any selected **Other Authorizations** in the **Other Authorizations on Current Authorization** area that have double asterisks (**) in the name and enter the appropriate remarks needed for justification. *See Section 12 Other Authorizations for more information.*

d. Continue processing the document as necessary.

5.2   RENAMING COPIED DOCUMENTS

When documents are copied, the name must be changed to ensure that there is not more than one document with the same name even if the traveler is different. Electronic Processing will not process and datalink documents if there is more than one document with the same name. To identify each document with a different name, add a letter of the alphabet to the end of the name for each copied document.

Example:	original document name	99-ABC06-24DC
	first copied document name	99-ABC06-24DCa
	second copied document name	99-ABC06-24DCb
	third copied document name	99-ABC06-24DCc

6   DATE CHANGES ON A VOUCHER

6.1   ACTUAL TRIP DATES DIFFER FROM THOSE AUTHORIZED

If the travel dates for a trip changed after the Authorization was approved the Traveler will need to modify the dates on the Voucher from Authorization when it is created. Deleting the per diem location record(s) is not recommended although it may be necessary sometimes. See the note at the bottom of this section for important information prior to making any per diem deletions.

Logon to the Web environment.

a. Click the **Create a New Document** link on the left side of the page.

b. Select "Voucher from Authorization" from the **Document Type** drop down list.

c. Click anywhere on the page. The **Traveler Listing** page will be displayed.

d. All documents available to voucher from for the traveler will be displayed on the right. Click on the Authorization to create the Voucher from Authorization. The **Itinerary** page of the document will be displayed.

NOTE

Per Diem Location record dates cannot fall outside the Begin and End Travel dates. Date changes must be coordinated between all date fields including Begin Travel, End Travel, and Per Diem Location dates.

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g. If the actual begin date is prior to the authorized begin date and the end date is the same, complete the following steps:

h. Click in the **Begin Travel** date field and make the necessary date change.

i. Click the pencil icon 🖉 of the location record(s) to make the necessary date changes. The **Update Trip Per Diem Location** page will be displayed.

j. Change the **Arrival** and/or **Departure** dates as necessary. If more than one location record exists, ensure that the dates are entered correctly for each leg of the trip.

k. Click the ⬚Save⬚ **Location** button, in the 'For this Document you can:' area, in the top right after each record is changed.

l. If the actual begin date is the same but the end date is prior to the authorized end date, complete the following steps:

m. Click the pencil icon 🖉 of the location record(s) to edit for necessary date changes. The **Update Trip Per Diem Location** page will be displayed.

n. Change the **Arrival** and/or **Departure** dates as necessary. If more than one location record exists, ensure that the dates are entered correctly for each leg of the trip.

o. Click the ⬚Save⬚ **Location** button, in the 'For this Document you can:' area in the top right, after each record is changed.

p. Click in the **End Travel** date field and make the necessary date change.

q. If the actual end date is the same but the begin date is after the authorized begin date, complete the following steps:

r. Click the pencil icon [pencil icon] of the location record(s) to make the necessary date changes. The **Update Trip Per Diem Location** page will be displayed.

s. Change the **Arrival** and/or **Departure** dates as necessary. If more than one location record exists, ensure that the dates are entered correctly for each leg of the trip.

t. Click the [Save] **Location** button, in the 'For this Document you can:' area in the top right, after each record is changed.

u. Click in the **Begin Travel** date field and make the necessary date change.

v. If the actual begin date is the same but the end date is after the authorized begin date, complete the following steps:

w. Click in the **End Travel** date field and make the necessary date change.

x. Click the pencil icon [pencil icon] of the location record(s) to make the necessary date changes. The **Update Trip Per Diem Location** page will be displayed.

y. Change the **Arrival** and/or **Departure** dates as necessary. If more than one location record exists, ensure that the dates are entered correctly for each leg of the trip.

z. Click the [Save] **Location** button, in the 'For this Document you can:' area in the top right, after each record is changed.

aa. Click the [Save] **Itinerary** button, in the 'For this Document you can:' area, in the top right.

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

cc. Check all links within the document to ensure that all necessary date changes are made to those expenses that were authorized.

dd. Click the **Comments** link and add a comment to alert the reviewer/approver(s) of all changes that were made to the voucher from authorization.

ee. Continue processing the document as necessary, ensuring that the appropriate dates are assigned to any added expenses.

NOTE

A combination of these steps may be necessary when both the actual begin and end dates differ from those authorized.

If the per diem location record(s) must be reset or deleted and re-added, click on the Lodging/M&IE link to review the details prior to resetting or deleting. Check for actuals or any special conditions such as meals provided, leave taken, conference allowance, etc. that were previously authorized. They must be noted in order to reenter them correctly when the per diem record(s) are added back on the document.

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7   DELEGATE AUTHORITY

Signature authority can be delegated to another user in Travel Manager. All documents, after delegation, will be routed to the original user as well as the delegated user. Any documents already in the original user's queue will not be accessible to the delegated user. Once delegation has occurred, that user will be able to stamp and route any new documents for the original user. Since the delegated user is "signing for" the original user, the permission level of the delegated user must be the same as the original user in order to have the same stamping privileges. Currently, if the permission levels are different, the delegated user will only have access to their default stamps and not the stamps of the original user. All status stamps needed to process a document will not be available to the delegated user if the delegated user has a lower permission level. If a necessary status stamp is not available to the delegated user, they can enter remarks when stamping the document to alert the next reviewer/approver to stamp the document as necessary. Or the delegated user can email the appropriate office to fix the concern or problem.

7.1   DELEGATING SIGNATURE AUTHORITY TO ANOTHER INDIVIDUAL

(Permission level 2 needed – Reviewer)

a.   Logon to the Web environment.

> ### *NOTE*
>
> *Currently, to search for all possible delegates, Internet Explorer must be used. Because all users within the Agency are retrieved, Netscape locks up and is not able to retrieve the amount of data requested.*

b.   Select **Setup** from the menu selection toolbar at the top of the page. A separate browser window will be displayed.

c.   Select **Admin** from the menu selection toolbar of the new browser window.

d.   Click the **Delegate Authority** link on the left side of the page.

e.   Enter the first name, or a portion of the name, of the user to delegate authority to and click the [Search] button. A list of all users with first names that start with the value entered will be displayed.

> ### *NOTE*
>
> *The first and last name may be entered to retrieve a specific user although the name must match exactly.*

f.   Select the individual to delegate the authority to and click the [Select] button.

> ### *NOTE*

Can differentiate between duplicate names by verifying the org that is associated with each individual.

g. A message will display to confirm the delegation of authority. Click the ⬚ OK ⬚ button.

h. The name of the individual the authority has been delegated to will be displayed at the top of the page.

7.2   REMOVE DELEGATED SIGNATURE AUTHORITY

(Permission level 2 needed – Reviewer)

a. Logon to the Web environment.

b. Select **Setup** from the menu selection toolbar at the top of the page. A separate browser window will be displayed.

c. Select **Setup** from the menu selection toolbar of the **Doc Prep** module. A separate browser window will be displayed.

d. Select **Admin** from the menu selection toolbar of the new browser window.

e. Click the **Delegate Authority** link on the left side of the page.

f. Click the ⬚ List Current ⬚ **Authority** button in the 'For this page you can:' area in the top right, to display the name.

g. Click the **Delete** icon ❌ in the **Current Authority** column next to the name to which delegation authority was given. A confirmation box will be displayed asking, "Are you sure you want to revoke this delegation of signature authority?" Click ⬚ OK ⬚ button.
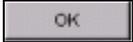
h. Select **Close** from the menu selection toolbar at the top of the page.

8   DOCUMENT TYPES

8.1   AMEND A VOUCHER (SUPPLEMENTAL)

> ***NOTE***
>
> *If additional Authorizations are necessary after the original voucher has been created, the voucher will need to be amended. The Preparer will need to attach the appropriate routing list, if conditional Reviewer/Approver(s) are necessary, before the document is signed.*

a.   Logon to the Web environment.

b.   Click the **Create a New Document** link on the left side of the page.

c.   Select "**Amendment**" from the **Document Type** drop down list.

d.   Click anywhere on the page. The **Traveler Listing** page will be displayed.

e.   All documents for the Traveler, that are available to amend, will be displayed on the right. Click on the Voucher that is to be amended. The **Amendment** page will be displayed.

> ***NOTE***
>
> *Notice that the name of the document is the same as the original except a '-1' is attached at the end. Each time the document is amended, the number will be increased by one. If the name of the document takes up all 16 characters, the last two characters will be replaced with the '-#'.*

f.   Click in the **Comments** field and enter the reason for amending the Voucher.

g.   Click the ⬜ Create **New Amendment** button, in the 'For this Document you can:' area, in the top right. The Voucher **Document Summary** page will be displayed.

h.   Make all necessary changes or additions to the Voucher.

> ***NOTE***
>
> *Although the document displays totals for all expenses previously Vouchered, the amount reimbursed to the Traveler will be calculated from the additions or changes made in the amendment only.*

i.   To see the total amount to be reimbursed to the Traveler, click the **Preview Document** link on the left side of the page. A separate window will be opened and the document will be displayed as a form in Adobe Acrobat Reader.

j.   All amendment expenses or changes will be displayed in block 13 of the form. This will be the total amount reimbursed to the Traveler.

k.   Continue processing the document as necessary.

8.2   CONSTRUCTED VOUCHER

(Permission level 1 suggested – Preparer)

A Constructed Voucher is created when a Traveler is Vouchering from an Authorization but did not use the mode(s) that was authorized for transportation. The Authorization should always reflect the preferred mode of "Air" with Other Authorizations selected as stated in the sections below accordingly. The Traveler's Voucher is compared to a Voucher created from the Authorization. The Traveler will be reimbursed the lesser amount between the two Vouchers.

   a.   Logon to the Web environment.

   b.   Create a Voucher from Authorization, selecting the original authorization to voucher from.

   c.   Click the Save **Itinerary** button, in the 'For this Document you can:' area, in the top right, to save the document to the database.

   d.   Click on the **Trip Number** link on the left side of the page. The **Trips** page will be displayed.

   e.   Click the **Copy Trip** icon to the left of the "1" to copy the original voucher from authorization or press the **Add Trips** button, in the 'For this Document you can:' area, in the top right, to add a second voucher from authorization. If the original voucher from authorization is added, all original data for the document will need to be added onto the new voucher from authorization including the itinerary data.

   ┌───┐
   │   *NOTE*   │
   │ *The first voucher from authorization will be created using the preferred mode(s)* │
   │ *of transportation. The second voucher from authorization is used to enter the* │
   │ *actual mode(s) of transportation.*   │
   └───┘

   f.   If copying the original voucher from authorization, the **Copy Trips** page will be displayed.

   g.   Enter **1** in the Copy From Trip field and **2** in the Copy To Trip field.

   h.   Click the Save **New Trip** button, in the 'For this Document you can:' area, in the top right. The **Trips** page will be displayed again showing both trip numbers.

   i.   Click the number **2** link. The **Document Summary** page will be displayed for the second voucher.

j. Click the **Itinerary Details** link. The **Itinerary Information** page will be displayed.

k. Select **Constructed** from the Trip Type pull down list.

l. Click the [Save] **Itinerary** button, in the 'For this Document you can:' area, in the top right.

m. Click on any of the links to make the necessary expense changes to the mode(s) of transportation to reflect those actually taken for the trip.

n. Click the **Preview Document** link to display the vouchers and the amount to be disbursed to the traveler. The amount will be the lesser total of the two vouchers.

o. Continue processing the document as necessary.

NOTE

See Section 12.22.6 Personal Preference (Commercial Transport) or Section 12.22.7 Personal Preference (Privately Owned) or Section 12.22.8 Personal Preference (Rental Acquired) for information on creating these types of documents.

8.2.1   CONSTRUCTED VOUCHER APPROVAL – SAP INTERFACE (TRAVEL OFFICE)

(Permission level 6 required – Travel Office)

The following instructions are only for those Centers that are integrated with SAP. No special processing instructions are necessary for all the other Centers.

At this time, SAP cannot handle a voucher that contains more than one trip.   Since a constructed voucher has two (2) trips, one for the trip as authorized and the other for the actual mode(s) taken, one of the trips must be removed prior to the voucher being stamped either "Disburse" or "NASA CTO Disburse" and interfacing with SAP.

The Travel Office must print a copy of the voucher prior to making any adjustments to maintain a record of all of the history of the document.

The Travel Office will need to remove the trip that contains the greater of the reimbursement amount so that only the lesser of the 2 trips will be approved and interface with SAP. If trip 2 has the lesser reimbursement amount, trip one must be deleted and trip two must be renumbered as trip one.

NOTE

Extended Constructed Vouchers will need to be handled differently. The Travel Office must maintain the total cost for the lesser of the trips and manually deduct the monthly costs as they are submitted. Once the total has been reduced to zero, no more money will be reimbursed to the traveler, regardless of the Pay to Traveler amount on the voucher(s) submitted.

---

a. Logon to the Web environment and open the constructed voucher. The **Document Summary** page will be displayed.

b. Click the **Preview Document** link on the left side of the page. A separate browser window will be displayed showing the document as a printable form.

c. Click the **Print** button of the browser to print a copy of the voucher prior to any modifications to maintain a record of all of the history for audit and/or amendment purposes.

d. Check the costs for each of the trips within section 4 of the form and determine which trip costs the least. The lesser amount will also be displayed in the **Net to Traveler** amount within section 6 of the form. The trip with the lesser cost will be kept and the other deleted.

e. Close the second browser window. The document will be displayed again within the **Document Summary** page of the first browser window.

NOTE

*The **Pay to Traveler** amount, displayed in the **Totals Details** area of the Document Summary page, will contain the lesser value of the two trips, regardless of which trip is displayed on the Document Summary page.*

---

f. Click the **Trip Number** link on the Document Summary page. The **Trips** page will be displayed.

g. Click the ☒ icon to the left of the trip number to be deleted; the higher cost trip.

h. A message will be displayed confirming the deletion of the trip. Click the ⬛ OK button. The trip will be deleted, leaving only 1 trip, the lesser cost trip, to interface with SAP.

i. Continue processing the document as necessary.

8.3   **EXTENDED TRAVEL**

Extended travel is any travel more than 30 days. Travel more than 30 days and less than 121 days is considered 'short term' extended. Travel over 120 days is considered 'long term' extended. Lodging and M&IE are automatically calculated at a lower percentage than the authorized per diem amount(s) for the location selected on the authorization.

If the traveler is sent to another TDY, while on extended travel, dual lodging may occur. *See 11.1 Dual Lodging – Fixed Costs for more information.*

8.3.1 SHORT TERM EXTENDED TRAVEL

(Permission level 1 suggested – Preparer)

> ***NOTE***
>
> *If an advance has been authorized, the Travel Office will need to be notified to adjust the applied advance amount according to regulations when any vouchers are created. The advance amount is automatically deducted from the voucher and must be overridden by the Travel Office to adjust the net amount disbursed to the traveler.*

When travel is more than 30 days but less than 121 days, it is considered extended, short-term travel. All lodging and M&IE is calculated at 65% by default for both training and work assignment travel.

> ***NOTE***
>
> *If actuals are requested the document must be approved by Headquarters. Headquarters is not currently in the Agency Standard Routing and currently requires a paper created document outside of Travel Manager.*

a. Logon to the Web environment.

b. Create the travel Authorization with start and end dates in the Itinerary that result in a trip for more than 30 days but less than 121.

c. Select "**Extended TDY1**" from the **Trip Type** drop down list.

d. Enter all other required information on the Itinerary and click the Save **Itinerary** button, in the 'For this Document you can:' area, in the top right.

e. *See Section 12.4.2 Extended TDY for additional information necessary to complete the document.*

f. Continue processing the document as necessary.

> ***NOTE***
>
> *If more than one Voucher is required, the **Depart Selection** field will need to be "In Travel Status" for all Vouchers except the first. The **Return Selection** field will need to be "In Travel Status" for all Vouchers except the last.*
>
> *The first voucher should select the appropriate departure value from the Depart Selection field. The last voucher should select the appropriate return value from the Return Selection field.*
>
> *A comment will need to be added to the document for the last Voucher to alert the appropriate individual(s) that no more Vouchers will be prepared for the Authorization therefore allowing for reconciliation of the funds and to ensure any Finance Advance(s) has been deducted from payment.*

8.3.2 <u>LONG TERM EXTENDED TRAVEL</u>

(Permission level 1 suggested – Preparer)

> ### <u>NOTE</u>
>
> *If an advance has been authorized, the Travel Office will need to be notified to adjust the applied advance amount according to regulations when any vouchers are created. The advance amount is automatically deducted from the voucher and must be overridden by the Travel Office to adjust the net amount disbursed to the traveler.*

When travel is more than 120 days, it is considered extended, long-term travel. All lodging and M&IE is calculated at 55% by default. If the travel is longer than 365 days, taxes will need to be applied to the document. *See Section 8.9 Travel More Than 365 Days for more information.*

> ### <u>NOTE</u>
>
> *If actuals are requested the document must be approved by Headquarters. This will require a paper created document outside of Travel Manager.*

a. Logon to the Web environment.

b. Create the travel Authorization with start and end dates in the Itinerary that result in a trip for more than 120 days but less than 366.

c. Select "**Extended TDY1**" from the **Trip Type** drop down list.

d. Enter all other required information on the Itinerary and click the [Save] **Itinerary** button, in the 'For this Document you can:' area, in the top right.

e. *See Section 12 .4.2 Extended TDY for additional information necessary to complete the document.*

> ### <u>NOTE</u>
>
> *If more than one Voucher is required, the **Depart Selection** field will need to be "In Travel Status" for all Vouchers except the first. The **Return Selection** field will need to be "In Travel Status" for all Vouchers except the last.*
>
> *The first voucher should select the appropriate departure value from the Depart Selection field. The last voucher should select the appropriate return value from the Return Selection field.*
>
> *A comment will need to be added to the document for the last Voucher to alert the appropriate individual(s) that no more Vouchers will be prepared for the Authorization therefore allowing for reconciliation of the funds.*

8.3.3 LEAVE TAKEN WHILE ON EXTENDED TRAVEL

(Permission level 1 suggested – Preparer)

While on extended travel if the traveler takes 4 hours or more of leave 'fixed costs' for lodging may be claimed while on leave. Since the traveler does not "check out" of the lodging facility while on leave, the daily 'fixed costs' of keeping the extended lodging can be claimed. *See FMM regulation 301-11.216 for more information on "fixed costs".*

Travel Manager will not allow entry of any Lodging or M&IE if the leave radio button has been selected and more than 4 hours has been entered. Because of this, the radio button for leave must be de-selected in order to enter 'fixed costs' for the lodging. The 'fixed costs' are entered in the Lodging field and the M&IE must be reset to zero. The Other Authorization "Leave or personal days taken" must be selected onto the document and remarks must be entered to document the leave taken. A comment must also be entered to alert the reviewer/approvers as to the reason for the lodging cost reimbursement while on leave.

Perform the following steps to enter 'fixed costs' for lodging when 4 or more hours of leave have been requested on an extended travel document.

a. Click on the **Lodging/M&IE** link on the left side of the page or the **Lodging/M&IE Details** link on the Document Summary page of the extended travel document. The **Lodging/M&IE** page will be displayed.

b. Click on **Pencil** icon ✎ of the first date in which leave was taken. The **Update Lodging/M&IE Expenses** page will be displayed.

c. Click the **None** radio button, within the **Leave Data** area, to de-select any leave entered. This must be done to allow entry of 'fixed costs' for lodging, otherwise all reimbursement costs will remain zero.

d. Click in the **Lodging** field and replace the default lodging per diem with the 'fixed costs' for lodging for the day.

e. Click [Override] **Lodging and M&IE** button. The **Overrides** page will be displayed.

f. Click in the **M&IE** field and enter **0.00**.

g. Click the [Save] **Lodging and M&IE Overrides** button, in the 'For this Document you can:' area, in the top right. The **Update Lodging/M&IE Expenses** page will be displayed again.

h. If more than one consecutive day of leave was taken, click in the **Apply Date Through** field and enter the date of the last day that leave was taken.

i. Click the [Save] **Expense Changes** button, in the 'For this Document you can:' area, in the top right. The **Lodging/M&IE** page will be displayed again showing the changes made. The lodging costs will reflect the amount entered and the M&IE costs will be zero.

j. The above steps will need to be repeated for each day that the leave is to be taken if the **Apply Through Date** is not used for additional days.

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

l. Click on the **Other Authorizations Details** link on the Document Summary page. The **Other Authorizations** page will be displayed.

m. Click the Other Authorization **"Leave or personal days taken"** in the **Master List of Other Authorizations** section to select it onto the document. It will be entered in the **Other Authorizations on Current Document** section at the bottom of the page.

n. Click the Other Authorization **"Leave or personal days taken"** in the **Other Authorizations on Current Document** section at the bottom of the page. The **Other Authorization Remarks** page will be displayed.

o. Enter the appropriate remarks to document the type of leave taken.

p. Click the [Save] **Remarks** button, in the 'For this Document you can:' area, in the top right. The **Other Authorizations** page will be displayed again.

q. Continue processing the document as necessary.

8.3.4 LEAVE TAKEN WHILE ON TRAVEL, CAUSES TRIP TO BECOME EXTENDED

(Permission level 1 suggested – Preparer)

Because the begin and end dates for a trip include any leave taken while on the trip, it is possible for the trip to exceed 30 days even though it is not actually an extended trip.

If this happens, TM will automatically calculate the trip as short term extended. Lodging and M&IE will be calculated at 65%. Since the trip is not actually extended, the Lodging and M&IE will have to be overridden and entered as it should be. Any changes made must also be documented in the Comments field to alert any reviewer/approvers as to the reason for the changes. The Other Authorization "Leave or personal days taken" must be selected onto the document and remarks entered to document the type of leave taken.

Because TM will not pay lodging costs that are above the lodging costs allowed, the lodging costs will have to be added to the M&IE costs and entered in the Override M&IE field. Lodging costs will be reset to zero.

a. **Calculate the total of 100% of Lodging and M&E for a day.** This total will be entered as the override value for each day, after the first day and prior to the last day.

b. Click the **Lodging/M&IE** link in the document to display the Lodging and M&IE details.

> ### *NOTE*
> *The following scenario assumes that the leave taken is sometime after the second day of the trip. If the leave is to be taken at the beginning or end of the trip, adjust instructions c - s accordingly.*

c. Click on the **Pencil** icon ![pencil] of the second day of the trip to select it for editing. The **Update Lodging/M&IE Expenses** page will be displayed.

d. Click the [Override] **Lodging and M&IE** button, in the 'For this Document you can:' area, in the top right. The **Overrides** page will be displayed.

e. Click in the **M&IE Amount** field and enter the amount previously calculated as the total of Lodging and M&IE allowed for each day.

f. Click the [Save] **Lodging and M&IE Overrides** button, in the 'For this Document you can:' area, in the top right. The **Update Lodging/M&IE** page will be displayed again.

g. Click in the **Lodging** field and reset the lodging cost to zero (0.00).

h. Click in the **Apply Through Date** field and enter the date of the day prior to the last day of the trip.

i. Click the [Save] **Expense Changes** button, in the 'For this Document you can:' area, in the top right. The **Lodging/M&IE** page will be displayed again showing the changes made. All lodging costs, except the first day, should be zero (0.00). 100% for Lodging and M&IE should be displayed in the M&IE field for all but the first and last records.

j. Note the amount displayed for ¾ M&IE in the first record. This will be the amount entered for the last record as well.

k. Click on the **Pencil** icon ![pencil] of the first day for which leave is to be taken to select it for editing. The **Update Lodging/M&IE Expenses** page will be displayed again.

l. Click the type of leave to be taken in the **Leave** area. The number of hours will default to 8. Click in the **Hours** field and change the number of hours, if necessary. If exactly 4 hours is to be entered, it must be entered as 4.01 because

Travel Manager has not been changed to reflect the new regulation that determines 4 hours or more is not reimbursable.

m. If more than one contiguous day of leave is to be taken, click in the **Apply Through Date** field and enter the date of the last day for the leave.

n. Click the ⬚ **Save** **Expense Changes** button, in the 'For this Document you can:' area, in the top right. The **Lodging/M&IE** page will be displayed again showing the changes. There should be no Lodging or M&IE for any day in which at least 4.01 hours or more of leave is taken.

o. Click on the **Pencil** icon ⬚ of the last day of the trip to select it for editing. The **Update Lodging/M&IE Expenses** page will be displayed again.

p. Click the ⬚ **Override** **Lodging and M&IE** button, in the 'For this Document you can:' area, in the top right. The **Overrides** page will be displayed again.

q. Click in the **M&IE Amount** field and enter the amount for ¾ M&IE, as noted from the first record.

r. Click the ⬚ **Save** **Lodging and M&IE Overrides** button, in the 'For this Document you can:' area, in the top right. The **Update Lodging/M&IE** page will be displayed again.

s. Click the ⬚ **Save** **Expense Changes** button, in the 'For this Document you can:' area, in the top right. The **Lodging/M&IE** page will be displayed again showing the changes made to the last record.

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

u. Click on the **Other Authorizations Details** link on the Document Summary page. The **Other Authorizations** page will be displayed.

v. Click the Other Authorization **"Leave or personal days taken"** in the **Master List of Other Authorizations** section to select it onto the document. It will be entered in the **Other Authorizations on Current Document** section at the bottom of the page.

w. Click the Other Authorization **"Leave or personal days taken"** in the **Other Authorizations on Current Document** section at the bottom of the page. The **Other Authorization Remarks** page will be displayed.

x. Enter the appropriate remarks to document the type of leave taken.

y. Click the ⬚ **Save** **Remarks** button, in the 'For this Document you can:' area, in the top right. The **Other Authorizations** page will be displayed again.

z. Continue processing the document as necessary.

8.3.5 <u>**VOUCHERING FOR EXTENDED TRAVEL**</u>

(Permission level 1 suggested – Preparer)

While on extended travel, the traveler will voucher for reimbursement on a monthly basis. A voucher from authorization is created for the first month and then it is amended for all subsequent vouchers for the trip. All expenses claimed on the previous month(s) are left alone and expenses for the month vouchering for are added.

<u>Create the Voucher from Authorization for the First Month of the Extended Trip</u>

a. Logon to the Web environment.

b. Create a Voucher from Authorization, selecting the authorization for the extended trip, to voucher from.

c. Select 'Single' from the **Trip Type** pull down list.

d. Select "In Travel Status" from the **Return Selection** pull down list.

> *NOTE*
>
> *The voucher from authorization for the first month will begin the trip as authorized for the begin selection but will be 'In Travel Status' for the return selection because the trip has not ended.*

e. Click the [Save] **Itinerary** button, in the 'For this Document you can:' area, in the top right.

f. Click the **Expenses** link on the left side of the page. The **Expense Entry** page will be displayed.

g. Make the necessary expense changes/additions to reflect those for the first month of the trip.

h. Click the [Continue] button or click on the **Lodging and M&IE** link on the left side of the page. The **Lodging and M&IE** page will be displayed.

i. Reset all lodging and M&IE costs for all dates that do not apply for the first month. Click on the **Pencil** icon [✎] of the first day in which to reset the lodging and M&IE amounts. The **Update Lodging/M&IE Expenses** page will be displayed.

j. Click [Override] **Lodging and M&IE** button. The **Overrides** page will be displayed.

k. Click in the **M&IE** field and enter **0.00**.

l. Click the [Save] **Lodging and M&IE Overrides** button, in the 'For this Document you can:' area, in the top right. The **Update Lodging/M&IE Expenses** page will be displayed again.

m. Click in the **Lodging** field and reset the lodging amount to **0.00**.

n. Click in the **Apply Date Through** field and enter the date of the last day of the trip.

o. Click the [Save] **Expense Changes** button, in the 'For this Document you can:' area, in the top right. The **Lodging/M&IE** page will be displayed again showing the changes made. The lodging and M&IE costs after the first month of the trip are zero.

p. Make any other changes necessary to voucher for the month only and continue processing the document as necessary.

Amend the Voucher from the First Month for Each Subsequent Month of the Extended Trip

a. Logon to the Web environment.

b. Create an Amendment, selecting the original voucher to amend.

c. If this is NOT the first or last voucher for the trip, ensure that both the **Depart Selection** and **Return Selection** fields are "In Travel Status".

d. If this is the last voucher for the trip, ensure that the **Depart Selection** field contains "In Travel Status" and the **Return Selection** field contains the authorized return selection value.

NOTE

Except for the first and last vouchers, the Depart and Return fields will remain 'In Travel Status' until the last voucher is created for the trip. The authorized return selection value is selected on the last voucher, ending the trip.

*Only the **Depart Selection** field will contain "In Travel Status" for the last voucher.*

---

e. Click the [Save] **Itinerary** button, in the 'For this Document you can:' area, in the top right.

f. Click the **Expenses** link on the left side of the page. The **Expense Entry** page will be displayed.

g. Add the necessary expenses to include those for this month of the trip with those previously vouchered for.

NOTE

DO NOT *make any changes to the existing expenses unless a mistake was made on the previous voucher. All additions/changes will be reflected in the Net to Traveler total on the amendment.*

---

h. Click the [Continue] button or click on the **Lodging and M&IE** link on the left side of the page. The **Lodging and M&IE** page will be displayed.

i. Update all lodging and M&IE costs for all dates that apply for the month vouchering for. Click on the **Pencil** icon [icon] of the first day in which to update the lodging and M&IE amounts. The **Update Lodging/M&IE Expenses** page will be displayed.

NOTE

The default 55% or 65% rate for M&IE is displayed with the default, lodging rate in the Lodging area of the Update Lodging/M&IE Expenses page. All trips over 30 days but less than 121 days will default to 65%. All trips over 120 days will default to 55%.

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j. Click [Override] **Lodging and M&IE** button. The **Overrides** page will be displayed.

k. Click in the **M&IE** field and enter the default amount of the M&IE (55% or 65%) as previously displayed in the **Lodging** field of the **Update Lodging/M&IE Expenses** page.

l. Click the [Save] **Lodging and M&IE Overrides** button, in the 'For this Document you can:' area, in the top right. The **Update Lodging/M&IE Expenses** page will be displayed again.

m. Click in the **Lodging** field and enter the default, lodging amount (55% or 65%) as displayed above the Lodging field.

n. Click in the **Apply Date Through** field and enter the date of the month that is the last day vouchering for.

o. Click the [Save] **Expense Changes** button, in the 'For this Document you can:' area, in the top right. The **Lodging/M&IE** page will be displayed again showing the changes made. The lodging and M&IE costs for the month vouchering for are included with those previously vouchered.

NOTE

DO NOT *make any changes to the existing Lodging and M&IE records unless a mistake was made on the previous voucher. All changes will be reflected in the Net to Traveler total on the amendment.*

---

p. Make any other changes necessary to voucher for the month only and continue processing the document as necessary.

8.4   FOREIGN TRAVEL

(Permission level 1 needed – Preparer)

See Section 12 .5 Foreign for information on creating these types of documents.

8.5   LIMITED OPEN AUTHORIZATION (LOA)

(Permission level 1 suggested – Preparer)

NOTE
It may be more efficient to create individual Authorizations for several trips unless the trips are no cost.

A LOA is an Authorization for a specified period of time in which several trips will occur for the same purpose, to the same location, within the same Fiscal Year. A separate Voucher from Authorization will be created for each trip.

See Section 12.9 LOA for information on creating these types of documents.

NOTE
If the Center processes travel for contractors, ensure that the Contracting Officer's Technical Representative (COTR) is identified in the attached routing list and the appropriate Other Authorization(s) has been selected.

8.6   LOCAL VOUCHER (TRIP PURPOSE)

The Trip Purpose field allows selection of the purpose of the local travel from a list. When a value is selected on the document, it does not always remain selected on the document. To correct this problem, follow the procedures below when creating a local Voucher.

a. In the web environment, when the local Voucher has been created select the purpose of the trip from the **Trip Purpose** drop down list.

b. Click the `Save` button, in the 'For this Document you can:' area, in the top right.

c. Continue processing the document as necessary. The trip purpose will remain on the document after it is saved.

NOTE
The purpose of the trip should be further described in the Preset Comments field of the document.

8.7   NO COST DOCUMENTS

8.7.1   CREATE NO COST AUTHORIZATION

(Permission level 1 suggested – Preparer)

A no cost Authorization can only be created for specific reasons; reference travel regulations. An example of a no cost Authorization may be when an invitational Traveler will be a passenger in a government car with no expense.

If a no cost Authorization is created, no Voucher is needed. If the Traveler incurs a cost(s) while on travel, a cost Voucher may be created from the Authorization.

a.   In the web environment, click the **Itinerary** link of the no cost Authorization in the **Doc Prep** module on the left side of the page.

b.   Select "**No Cost**" from the **Trip Type** drop down list.

c.   Enter the appropriate **Begin** and **End Dates** and all other required information for the trip.

d.   Click in the **Comments** field and enter the reason the Authorization is being prepared.

e.   Click the [Save] **Itinerary** button, in the 'For this Document you can:' area, in the top right.

f.   Click the **Lodging/M&IE** link in the document to display the Lodging and M&IE details.

g.   Click on the **Pencil** icon [✎] of the first day of the trip to select it for editing. The **Update Lodging/M&IE Expenses** page will be displayed.

NOTE

See Section 11.4 Reset Lodging Costs to Zero for more information on resetting lodging costs due to system problems.

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h.   Click [Override] **Lodging and M&IE** button. The **Overrides** page will be displayed.

i.   Click in the **M&IE** field and enter **0.00**.

j.   Click the [Save] **Lodging and M&IE Overrides** button, in the 'For this Document you can:' area, in the top right. The **Update Lodging/M&IE Expenses** page will be displayed again.

k.   Click in the **Lodging** field and reset the lodging amount to **0.00**.

l.   Click in the **Apply Date Through** field and enter the date of the last day of the trip.

m. Click the ⬚Save⬚ **Expense Changes** button, in the 'For this Document you can:' area, in the top right. The **Lodging/M&IE** page will be displayed again showing the changes made. The lodging and M&IE costs for the entire trip are zero.

n. Click the ⬚Save⬚ **Expense Changes** button, in the 'For this Document you can:' area, in the top right. The **Lodging/M&IE** page will be displayed again showing the changes made.

o. Continue processing the document as necessary.

NOTE

If the Traveler is a contractor, the Center may need to ensure that the Contracting Officer's Technical Representative (COTR) is identified in the attached routing list and the appropriate Other Authorization(s) has been selected.

8.7.2   VOUCHER FROM NO COST AUTHORIZATION

(Permission level 1 suggested – Preparer)

a. In the web environment, click the **Create a New Document** link in the **Doc Prep** module on the left side of the page.

b. Select "Voucher from Authorization" from the Document Type drop down list.

c. Click anywhere on the page. The **Traveler Listing** page will be displayed.

d. All documents created for the Traveler will be displayed on the right. Click on the "no cost" Authorization. The **Create this Document** page will be displayed.

e. Click the ⬚Create⬚ **this Document** button, in the 'For this Document you can:' area, in the top right. The Voucher **Document Summary** page will be displayed.

f. Click the **Itinerary** link on the left side of the page. The **Itinerary** page will be displayed. A message will be displayed alerting the Preparer/Traveler that the trip type has been reset.

g. Select "**Single**" from the **Trip Type** pull down list.

h. Click in the **Comments** field and enter the reason for the cost(s) on the Voucher from "no cost" Authorization.

i. Click the ⬚Save⬚ **Itinerary** button, in the 'For this Document you can:' area, in the top right.

j. Add the necessary expenses to the document.

k.   Continue processing the document as necessary.

8.8   PROGRAMMATIC TRAVEL

(Permission level 1 needed – Preparer)

When travel is to be paid partially or in total by another organization at the Center, additional approval is needed in the routing list. The Preparer, creating the document, will call the "funding organization" who will identify the correct routing list and accounting data to be used. The Center administrator/or administrative/help desk user, with a permission level of 5, will need to be alerted to enter the appropriate individual(s) for the funding organization(s) into the routing list before the Authorization is signed if the routing list has not already been created. The Preparer will select the funding organization value of the travel and then select the routing list identified. The accounting data from the funding organization will also need to be selected onto the document to ensure the appropriate funds are used.

The **Account value may be used in the routing list according to the Center's policy. *See Section 3.7 Routing List **Account Value for more information.*

See Section 12.17 Programmatic Travel for information on further processing that is necessary.

8.9   TRAVEL MORE THAN 365 DAYS

(Permission level 1 suggested – Preparer)

Travel more than 365 days is not allowed in the Travel Manager system. An error occurs. Until this error is corrected, travel that spans more than 365 days must be entered as two Travel Authorization documents. The first will be for 365 days, and the other for the remaining days in the trip.

NOTE

If travel spans more than 1 year, it should be reviewed to determine if the travel should be considered a temporary or permanent Personnel Change of Station (TPCS / PCS). TPCS / PCS documents are not currently entered into Travel Manager.

Create the first Authorization for the trip.

In the web environment, create an Authorization with start and end dates in the Itinerary that result in a trip for 365 days. *See section 16 Travel Spanning Two Fiscal Years for more information, if necessary.*

a.   Select "**Extended TDY1**" from the **Trip Type** drop down list.

b.   Enter all other required information on the Itinerary and click the [Save] **Itinerary** button, in the 'For this Document you can:' area, in the top right.

c. Click the **Lodging/M&IE** link. The Lodging/M&IE page will be displayed.

d. Click the **Pencil** icon 🖊 of the last Lodging and M&IE record in the document to open it for adjustment. The **Update Lodging/M&IE** page will be displayed.

e. Click in the **Lodging** field and enter the allowed lodging amount (55%).

f. Click the ⬜ Override **Lodging and M&IE** button, in the 'For this Document you can:' area, in the top right. The **Overrides** page will be displayed.

g. Click in the **M&IE** field and enter the allowed M&IE amount (55%).

h. Click the ⬜ Save **Override Lodging and M&IE** button, in the 'For this Document you can:' area, in the top right. The **Update Lodging/M&IE** page will be displayed again.

i. Click the ⬜ Save **Expense Changes** button, in the 'For this Document you can:' area, in the top right. The **Lodging/M&IE** page will be displayed again.

j. Continue processing the document as necessary.

Create the second Authorization for the trip

a. In the web environment, create an Authorization with start and end dates in the Itinerary that will complete the trip greater than 365 days. The start date should be the day after the first Authorization ends and the end date should be the last day of the trip.

NOTE

If this Authorization is less than 31 days, the lodging and M&IE will have to be modified to the 55% allowed.

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b. Select "**Extended TDY1**" from the **Trip Type** drop down list.

c. Click in the **Comments** field and enter the **Travel Authorization Number** from the first Authorization of the trip and the total number of days to ensure that the two documents are connected. Enter a comment to alert the reviewer/approver(s) that the document is the second part of a trip greater than 365 days and explain if the lodging and M&IE were adjusted accordingly.

d. Enter all other required information on the Itinerary and click the ⬜ Save **Itinerary** button, in the 'For this Document you can:' area, in the top right.

e. If the number of days is less than 31, click the **Lodging/M&IE** link. The Lodging/M&IE page will be displayed.

    1) Click the **Pencil** icon 🖊 of the first Lodging and M&IE record in the document to open it for adjustment. The **Update Lodging/M&IE** page will be displayed.

2) Click in the **Lodging** field and enter the allowed lodging amount (55%).

3) Click the ⬚ Override **Lodging and M&IE** button, in the 'For this Document you can:' area, in the top right. The **Overrides** page will be displayed.

4) Click in the **M&IE** field and enter the allowed M&IE amount (55%).

5) Click the ⬚ Save **Override Lodging and M&IE** button, in the 'For this Document you can:' area, in the top right. The **Update Lodging/M&IE** page will be displayed again.

6) Click in the **Apply Date Through** field and enter the date for the last day of the trip.

7) Click the ⬚ Save **Expense Changes** button, in the 'For this Document you can:' area, in the top right. The **Lodging/M&IE** page will be displayed again.

f. If the number of days is greater than 30, click the **Lodging/M&IE** link. The Lodging/M&IE page will be displayed.

   1) Click the **Pencil** icon ⬚ of the first Lodging and M&IE record in the document to open it for adjustment. The **Update Lodging/M&IE** page will be displayed.

   2) Click in the **Lodging** field and enter the allowed lodging amount (65%).

   3) Click the ⬚ Override **Lodging and M&IE** button, in the 'For this Document you can:' area, in the top right. The **Overrides** page will be displayed.

   4) Click in the **M&IE** field and enter the allowed M&IE amount (65%).

   5) Click the ⬚ Save **Override Lodging and M&IE** button, in the 'For this Document you can:' area, in the top right. The **Update Lodging/M&IE** page will be displayed again.

   6) Click the ⬚ Save **Expense Changes** button, in the 'For this Document you can:' area, in the top right. The **Lodging/M&IE** page will be displayed again.

g. Continue processing the document as necessary.

NOTE

*The first Authorization will need to be opened again to update the **Comments** field with the **Travel Authorization Number** from the second Authorization of the trip and the total number of days to ensure that the two documents are connected. Enter a comment to alert the reviewer/approver(s) that the document is the first part of a trip greater than 365 days.*

Taxes will need to be deducted from the reimbursement amount when both of the Vouchers are created for each Authorization

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<u>*NOTE*</u>

*If more than one Voucher is required, the **Depart Selection** field will need to be "In Travel Status" for all Vouchers except the first. The **Return Selection** field will need to be "In Travel Status" for all Vouchers except the last.*

The first voucher should select the appropriate departure value from the Depart Selection field. The last voucher should select the appropriate return value from the Return Selection field.

A comment will need to be added to the document for the last Voucher to alert the appropriate individual(s) that no more Vouchers will be prepared for the Authorization therefore allowing for reconciliation of the funds.

9   EXPENSES

9.1   ZERO COST EXPENSES

Because expenses cannot have a cost of zero in Travel Manager, there may be a time when an expense will have to be deleted or cannot be entered on the document because the cost is zero. Two such conditions are described below.

Delete Registration Fee Expense

As a Preparer, the Registration Fee expense must be added to the Authorization regardless of who is paying for the fee. This will cause the document to conditionally route to the appropriate reviewer/approver for the Registration Fee expense. The reviewer/approver will need to delete the registration fee expense from the Authorization if the expense is not to be paid by the Finance office. In that case, when the appropriate user, approving/reviewing the Authorization for the registration fee expense, opens the document for review, the expense must be deleted from the document prior to stamping and routing it. A comment should be added in the Other Authorization for Registration Fee stating that there is a registration fee, the amount and who is paying for it. All other information needed on the Other Authorization should have been previously entered. *See Section 12.18 Registration Fee Entitlements for more information.*

Gov't Vehicle used

If a government vehicle is used, it cannot be entered as an expense if the cost is zero. A statement must be entered in the Comment field to alert the appropriate reviewer/approver(s) that the travel mode used was a government vehicle and the cost was zero.

10   FOREIGN FOOTNOTES

10.1   VERIFY FOREIGN FOOTNOTES

The GSA monthly load does not include Foreign footnotes in the Footnotes table. Any existing footnotes for specific locations can be viewed using the current GSA Rates WEB Page:

http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/travel.shtml.

The Preparer must check to see if any foreign footnotes apply to the per diem location for the trip. If foreign footnotes are listed for the per diem location, ensure the appropriate rates are entered on the document.

11   LODGING AND M&IE

11.1   DUAL LODGING

(Permission level 1 suggested – Preparer)

If a traveler is required to travel to a second location while already on travel (less than 30 days) the traveler must 'check out' of the first locations lodging site prior to leaving for the second location. Lodging reservations usually must be cancelled 24-48 hours in advance. If the traveler is not given enough time for the cancellation, the lodging costs for that night will be applied to the traveler's lodging expenses. In this situation, dual lodging will occur since the traveler will also be charged lodging for the first night at the second location.

The lodging cost for the first location is entered as a 'Dual Lodging' expense for that day. The lodging and M&IE record for the same day will reflect the amounts of the per diem for the second location. A comment must be entered to justify the added expense(s) for the reviewer/approvers.

11.1.1   FIXED COSTS FOR DUAL LODGING ON EXTENDED TRAVEL

If a traveler is required to travel to a second location while on Extended TDY at the first location, duel lodging may occur. The fixed costs for the first location may be applied to the document along with the per diem costs for the second location.

Since the traveler does not 'check out' of the lodging facility while on TDY to another location, the daily cost of keeping the extended lodging can be claimed. These costs are entered as a 'Dual Lodging' expense for each day while on travel to the second location. A comment must be entered to justify the added expense(s) for the reviewer/approvers.

See FMM regulation 301-11.216 for information on 'fixed costs'.

11.2   ENTERING LODGING EXPENSES ON VOUCHER FROM AUTHORIZATION

Lodging costs are not copied to the Voucher from the Authorization unless actuals or modified lodging costs have been entered on the Authorization. All actual lodging costs will have to be entered on the Voucher from Authorization when it is created.

a.   Click the **Lodging/M&IE** link in the document to display the Lodging and M&IE details.

b.   Click on the **Pencil** icon 🖉 of the first day of the trip to select it for editing. The **Update Lodging/M&IE Expenses** page will be displayed.

c.   Click in the **Lodging** field and enter the appropriate lodging cost not including taxes. The default lodging and M&IE costs are displayed above the **Lodging** field on the **Update Lodging/M&IE** page.

> ### *NOTE*
>
> *Ensure that the lodging taxes are included as an expense. Taxes must be based on the per diem rate allowed and not actual cost.*

d. If the same cost is correct for the entire trip, click in the **Apply Date Through** field and enter the date of the last day of the trip.

e. Click the ⬚ Save **Expense Changes** button, in the 'For this Document you can:' area, in the top right. The **Lodging/M&IE** page will be displayed again showing the changes made.

f. If more changes are necessary, click the **Pencil** icon ▱ of the desired record(s) and make the appropriate changes.

11.3   4 OR MORE HOURS OF ANNUAL OR OTHER LEAVE ON FIRST DAY OF TRAVEL

On the Authorization, if four (4) hours or more of annual or other leave is to be charged at the beginning of the trip, the lodging and M&IE will need to be modified accordingly. The system does not calculate the costs properly in this case. (If sick leave is charged on the Voucher from Authorization, see regulations).

a. Click the **Lodging/M&IE** link in the document to display the Lodging and M&IE details.

b. Click on the **Pencil** icon ▱ of the first day of the trip to select it for editing. The **Update Lodging/M&IE Expenses** page will be displayed.

c. Click the radio button next to **Annual/Other** in the **Leave Data** area. The number of hours defaults to 8. Click in the **Hours** field and change the number of hours, if necessary. If exactly 4 hours is to be entered, it must be entered as 4.01 because Travel Manager has not been changed to reflect the new regulation that determines 4 hours or more is not reimbursable.

d. Click the ⬚ Save **Expense Changes** button, in the 'For this Document you can:' area, in the top right. The **Lodging/M&IE** page will be displayed again showing the changes made. The lodging and M&IE costs for the first day will be changed to zero (0) if 4.01 or more hours of leave is entered.

e. Steps b-d will need to be repeated for each day that the leave is to be taken. The **Apply Through Date** can also be used to repeat the selected leave data for additional days while in the first record.

f. Click on the **Pencil** icon ▱ of the second or appropriate day of the trip to select it for editing. The **Update Lodging/M&IE Expenses** page will be displayed again.

g. Click ⬚ Override **Lodging and M&IE** button. The **Overrides** page will be displayed.

h. Click in the **Quarters** field and enter 3, which means ¾. (values are 1 = ¼ or 25%, 2 = ½ or 50%, 3 = ¾ or 75%, and 4 = 100%).

i. Click the [Save] **Lodging and M&IE Overrides** button, in the 'For this Document you can:' area, in the top right. The **Update Lodging/M&IE Expenses** page will be displayed again.

j. Click the [Save] **Expense Changes** button, in the 'For this Document you can:' area, in the top right. The **Lodging/M&IE** page will be displayed again showing the changes made. The M&IE cost for the second or appropriate day will be changed to 75% of the original cost for the first authorized day of travel.

k. Continue processing the document as necessary.

11.4   RESET LODGING COSTS TO ZERO

There is a problem with the update of lodging costs when resetting them to zero. The first time the update is performed no changes are made. The process has to be repeated. Until this problem is corrected, if this function is necessary, follow the steps below.

a. Click the **Lodging/M&IE** link in the document to display the Lodging and M&IE details.

b. Click the **Pencil** icon [✎] of the day in which to edit the record for resetting the lodging costs to zero. The **Update Lodging/M&IE Expenses** page will be displayed.

c. Do not make any changes.

d. Click the [Save] **Expense Changes** button, in the 'For this Document you can:' area, in the top right. The **Lodging/M&IE** page will be displayed again.

e. Click the **Pencil** icon [✎] of the same day in the prior step. The **Update Lodging/M&IE Expenses** page will be displayed again.

f. Click in the **Lodging** field and change the amount to **0.00**.

g. If the lodging is to be reset for more than one consecutive day, click in the **Applies Through Date** field and change the date to the last day for which the lodging is to be reset to zero.

h. Click the [Save] **Expense Changes** button, in the 'For this Document you can:' area, in the top right. The **Lodging/M&IE** page will be displayed again. The record(s) will display with the lodging reset to 0.00.

i. Continue processing the document as necessary.

12   OTHER AUTHORIZATIONS

(Permission level 1 suggested – Preparer)

The following instructions will provide travel Preparers with a guide for creating travel documents that require specific Authorizations and/or specific requirements. Because Travel Manager is not written to include specific NASA regulations, Authorizations have been included in the "Other Authorizations" portion of Travel Manager and can be selected, when necessary, as the document is created. Justification and/or special routing may be required for these Authorizations.

When a travel document is created it may require specific Authorizations for the Traveler prior to the trip departure date. The "Other Authorizations" link is clicked and any of the listed Authorizations can be selected for the document, depending on the circumstances of travel being taken.

❖ Those Other Authorizations in the list that have a double asterisk at the end of the name will require additional remarks or justification to be entered when selected on the travel document. These remarks or justification will be reviewed/approved or disapproved when the document is routed.

❖ The Other Authorizations that are displayed in upper case letters will cause conditional routing to occur when selected on the travel document if the other Authorization process name has been included in the routing list. Conditional routing includes reviewer's/approver's that are not usually activated in the routing list by default. Selecting these other Authorizations may require a routing list change. Some of these Authorizations also have the double asterisk at the end of the name, meaning that remarks or justification is required as well as causing the conditional routing to occur.

❖ All remaining Other Authorizations in the list, displayed in sentence case, may need to be selected for review/approval but do not require justification or cause any conditional routing to occur.

Each of the specific Other Authorization types is described in this document along with all of the necessary steps for creating a travel document with the necessary Authorization including any steps that may be required outside of the Travel Manager system.

NOTE

There are a few expenses that, when selected on a document, will automatically assign a default Other Authorization to the document. These Other Authorizations are not listed in the Master List of Other Authorizations in Travel Manager. They will not affect the document in any way and will not cause conditional routing although they are displayed in all upper case letters. Excess Baggage and any expense that has mileage associated with it will attach these Other Authorizations to the document. No processing is necessary for these Other Authorizations. They will appear on the Doc Prep pre-audit as a 'fail'. These failures should be ignored.

12.1 AIRCRAFT

12.1.1 ALL AIRCRAFT (EXCEPT COMMERCIAL AIR, PRIVATELY OWNED, OR ADMINISTRATIVE)

Selection	Instruction
Traveler	Check the default conditional routing list to ensure the appropriate reviewer/approver(s) is in the routing list. If the necessary routing list is not in the Traveler's profile, contact the Help Desk.
	➢ When making a change to the Traveler's profile via the web, do not check the **Apply Changes Globally** check box, in the 'For this Document you can:' area in the top right. Checking this box will save the changes to the Traveler's permanent record instead of to the document only.
Ticketed Trans	Click the ⬚Add **Ticket** button, in the 'For this Document you can:' area, in the top right.
	Select **GAIR** (Government Aircraft) from the **Type** pull down list on the **Add Ticket Information** page.
	The **Ticket Value** and **Cost** should be $0.00.
	Click the ⬚Save **Current Ticket** button, in the 'For this Document you can:' area, in the top right.
Other Authorizations	Click the **AIRCRAFT: SEE REMARKS **** link, in the Master list of Other Authorizations, to select it onto the document. This will invoke conditional routing if this other Authorization process name exists in the routing list selected on the Traveler's profile record.
	Other Authorizations on Current Authorization
	Click the **AIRCRAFT: SEE REMARKS **** link in the **Other Authorizations on Current Authorization** area at the bottom of the page.
	➢ **Preset Remarks** Read the instructions in the Remarks area and enter the requested information. Please reference Center Procedures to determine what information Center management requires.
	Click the ⬚Save **Remarks** button, in the 'For this Document you can:' area, in the top right.

**** Outside of Travel Manager ****

The Traveler may be required to have a boarding pass for certain aircraft according to Center Procedures. If a boarding pass is required, please contact the appropriate office for detailed instructions.

12.1.2 CONTRACTOR OWNED AIRCRAFT

Selection	Instruction
Traveler	Check the default conditional routing list to ensure the appropriate reviewer/approver(s) is in the routing list. If the necessary routing list is not in the Traveler's profile, contact the Help Desk.
	➢ When making a change to the Traveler's profile via the web, do not check the **Apply Changes Globally** check box, in the 'For this Document you can:' area in the top right. Checking this box will save the changes to the Traveler's permanent record instead of to the document only.
Other Authorizations	If a specific reviewer/approver is needed for approval, click the **AIRCRAFT: CONTRACTOR OWNED **** link, in the **Master list of Other Authorizations**, to select it onto the document. This will invoke conditional routing if this other Authorization process name exists in the routing list selected on the Traveler's profile record.
	Other Authorizations on Current Authorization
	Click the **AIRCRAFT: CONTRACTOR OWNED **** link in the **Other Authorizations on Current Authorization** area at the bottom of the page.
	➢ **Preset Remarks** Please review Agency and Center guidelines and approvals. Must provide all required information in this box, including identifying aircraft.
	Click the ⎣ Save ⎦ **Remarks** button, in the 'For this Document you can:' area, in the top right.
Comments	Identify the mode of transportation as "Contractor Owned Aircraft" as well as any necessary information pertaining to that mode that is required by the Center.

12.2   BAGGAGE

12.2.1   EXCESS BAGGAGE

Selection	**Instruction**
Expenses	Select **Excess Baggage** from the **Expense List** pull down list.
	Enter the amount of the expense in the **Cost** field.
	Change the **Date**, if necessary, to coincide with the date the expense will be incurred.
	Click the Save **Current Expenses** button, in the 'For this Document you can:' area, in the top right.
Other Authorizations	Click the **Excess Baggage **** link, in the **Master list of Other Authorizations**, to select it onto the document.
	Other Authorizations on Current Authorization
	Click the **Excess Baggage**** link in the **Other Authorizations on Current Authorization** area at the bottom of the page.
	➤ **Preset Remarks** Read the instructions in the **Remarks** area and enter the requested information.
	Click the Save **Remarks** button, in the 'For this Document you can:' area, in the top right.

NOTE

*EXCESS BAGGAGE will automatically be entered into the **Other Authorizations on Current Authorization** area at the bottom of the page. This is a Travel Manager default Other Authorization. It will not affect the document. This Other Authorization will not initiate Conditional routing. It will appear on the Doc Prep pre-audit as a 'fail'. This failure should be ignored.*

12.3 CONFERENCE

12.3.1 NASA SPONSORED LODGING INCREASE

Selection	Instruction
Traveler	Check the default conditional routing list to ensure the appropriate reviewer/approver(s) is in the routing list. If the necessary routing list is not in the Traveler's profile, contact the Help Desk.

> When making a change to the Traveler's profile via the web, do not check the **Apply Changes Globally** check box, in the 'For this Document you can:' area in the top right. Checking this box will save the changes to the Traveler's permanent record instead of to the document only.

Lodging/M&IE

Click on the **Pencil** icon to edit the record for the *Date* in which the conference allowance is to start.

Click in the **Conference Allowance** check box.

Click on the `Conf Info` button in the **Conference Allowance** area.

> Enter the lodging percentage rate in the **Rate** field.

** The lodging conference allowance is automatically calculated by multiplying the rate by the normal lodging allowance.

> Enter **NASA "Center" Sponsored** in the **Agency** field. (Center should be replaced with the appropriate Center's acronym, ie 'LaRC', 'GRC', 'GSFC', 'JSC', etc.)

> Click the `Save` **Conf. Allowance** button.

Fill in **Lodging Costs**. If the costs apply to more than one day, change the **Apply Through Date**.

> Conference Allowance and Actuals cannot both be claimed for Lodging on a document. Either one will require an additional approver.

> Both Actuals for Meals and Conference Allowance can be claimed but will require additional approval.

Other Authorizations	Click the **CONF LODGING ALLOWANCE – NASA SPONSORED** link, in the **Master list of Other Authorizations**, to select it onto the document. This will invoke conditional routing if this other Authorization process name exists in the routing list selected on the Traveler's profile record.

NOTE:

Conf Lodging Allowance – NASA Sponsored needs to be selected and routed to the conditional reviewer/approver if lodging is more than the per diem rate.

12.3.2 NON NASA SPONSORED

Selection   **Instruction**

Lodging/M&IE   Click on the **Pencil** icon ⬚ to edit the record for the **Date** in which the conference allowance is to start.

Click in the **Conference Allowance** check box in the **Conference Allowance** area.

Click on the   Conf Info   button in the **Conference Allowance** area.

➢ Enter the lodging percentage rate in the **Rate** field.

** The lodging conference allowance will be calculated by multiplying the Rate by the normal Lodging allowance. The amount cannot exceed 125% of the maximum per diem.

➢ Enter **the name of who is sponsoring** in the **Agency** field.

➢ Click the   Save   **Conf. Allowance** button.

Fill in **Lodging Costs**. If the costs apply to more than that day, change the Apply Through Date.

➢ Conference Allowance and Actuals cannot both be claimed for Lodging. Actuals will require additional approval and justification.

➢ Both Actuals for Meals and Conference Allowance can be claimed but will require additional approval.

Other Authorizations   Click the **Conference Allowance – Non NASA Sponsored **** link, in the **Master list of Other Authorizations**, to select it onto the document.

12.3.3 COTR APPROVAL

Selection	Instruction

Selection

Instruction

Traveler

Check the default conditional routing list to ensure the appropriate COTR reviewer/approver is in the routing list. If the necessary routing list is not in the Traveler's profile, contact the Help Desk.

> ➢ When making a change to the Traveler's profile via the web, do not check the **Apply Changes Globally** check box, in the 'For this Document you can:' area in the top right. Checking this box will save the changes to the Traveler's permanent record instead of to the document only.

Other Authorizations

Click the **COTR APPROVAL **** link, in the **Master list of Other Authorizations**, to select it onto the document. This will invoke conditional routing if this other Authorization process name exists in the routing list selected on the Traveler's profile record.

Other Authorizations on Current Authorization

Click the **COTR APPROVAL **** link in the **Other Authorization on Current Travel Authorizations** area at the bottom of the page. This will ensure approval by the contract monitor for a contractor to travel on NASA orders and not already covered under the contract.

> ➢ **Preset Remarks**
> Read the instructions in the **Remarks** area and enter the requested information.
>
> Click the ⬚ Save ⬚ **Remarks** button, in the 'For this Document you can:' area, in the top right.

12.4   EXTENDED

See Section 8.3 Extended Travel for more information that may be necessary to complete the document.

12.4.1   EXTENDED FOREIGN / NON FOREIGN

Selection	Instruction
Itinerary	Select **Extended TDY1** from the **Type** pull down list.
Lodging/M&IE	Verify that the lodging and meals calculations are correct including (Flat & Fixed Cost – see regulations for fixed costs), Personal/leave days, Arrival and Departure dates. The per diem will be based on the percent authorized and should be recalculated to agree, if necessary. (Remember to not include the 1st and last days as the 1st is always entitled up to the per diem rate for lodging and 3/4 M&IE and the last day is entitled to 3/4 M&IE. Also, allow for necessary changes when the International Date Line is crossed.)
	Click the ⬚ Override **Lodging M&IE** button, in the 'For this Document you can:' area, in the top right, and enter the amount calculated for **M&IE** and lodging, if necessary. If meals are furnished, they should be deducted at the percent authorized, times the M&IE distribution rate authorized, and will have to be adjusted accordingly for each day or use the through date.
Other Authorizations	Click the **Extended Foreign/Non-Foreign % **** link, in the **Master list of Other Authorizations**, to select it onto the document.
	Other Authorizations on Current Authorization
	Click the **Extended Foreign/Non-Foreign % **** link in the **Other Authorizations on Current Authorization** area at the bottom of the page.
	➢ **Preset Remarks** Read the instructions in the **Remarks** area and enter the requested information.
	Click the ⬚ Save **Remarks** button, in the 'For this Document you can:' area, in the top right.
Comments	Identify if the travel is a "Work Assignment Extended" or "Training Assignment Extended".

Identify the "%" of the Per Diem that is approved for Foreign/Non-Foreign Extended Trip.

The Travel or appropriate office should be notified to review the document prior to signing.

12.4.2 **EXTENDED TDY**

Selection	**Instruction**
Itinerary	Select **Extended TDY1** from the **Trip Type** pull down list.
	Note: Reduced per diem costs will be calculated when dates > thirty days are entered. The per diem for Short Term Extended, which is more the 30 days but less then 121 days, is automatically calculated at 65% for both training and work assignment travel. Per Diem for Long Term (more than 120 days) is calculated at 55% by default.
Lodging/M&IE	Verify that the lodging and meals calculations are correct including (Flat & Fixed Cost – see regulations for fixed costs), Personal/leave days, Arrival and Departure dates. *See Section 8.3 Extended Travel for further processing that is necessary.*
	Click the `Override` **Lodging M&IE** button, in the 'For this Document you can:' area, in the top right, and enter the amount calculated for M&IE and lodging. If meals are furnished, they should be deducted at the percent authorized, times the M&IE distribution rate authorized, and will have to be adjusted accordingly for each day or use the through date.
Other Authorizations	Click the **Extended TDY **** link, in the **Master list of Other Authorizations**, to select it onto the document.
	Other Authorizations on Current Authorization
	Click the **Extended TDY** link in the **Other Authorizations on Current Authorization** area at the bottom of the page.
	➢ **Preset Remarks** Read the instructions in the **Remarks** area and enter the requested information.
	Click the `Save` **Remarks** button, in the 'For this Document you can:' area, in the top right.

Comments   Identify if the travel is a "Work Assignment Extended" or "Training Assignment Extended".

Also, if due more than Travel Manager allowance of 55%, the overrides should be noted. "Claiming 65% on a Work Assignment for Extended for up to 120 days".

NOTE

The appropriate office should be notified to review the document prior to signing.

12.5   FOREIGN

NOTE

For foreign trips, ensure that any foreign footnotes for that location have been verified. See Section 10.1 Verify Foreign Footnotes for more information.

12.5.1   FOREIGN TRAVEL AUTHORIZED

Selection	Instruction
Traveler	Select the foreign routing list in Traveler's profile to ensure the appropriate reviewer/approvers are in the routing list including the Centralized Travel Office (CTO). If the necessary routing list is not in the Traveler's profile, contact the Help Desk.
	➢ When making a change to the Traveler's profile via the web, do not check the **Apply Changes Globally** check box, in the 'For this Document you can:' area in the top right. Checking this box will save the changes to the Traveler's permanent record instead of to the document only.
Other Authorizations	Click the **FOREIGN TRAVEL AUTHORIZED** link, in the **Master list of Other Authorizations**, to select it onto the document. This will invoke conditional routing if this other Authorization process name exists in the routing list selected on the Traveler's profile record.

12.5.2   RUSSIAN TRAVEL AUTHORIZED

NOTE

Use the same instructions for Russian travel as for any foreign, extended foreign or non-foreign travel except the following Other Authorization must also be selected.

Selection	Instruction
Other Authorizations	Click the **RUSSIAN TRAVEL AUTHORIZED** link, in the **Master list of Other Authorizations,** to select it onto the document. This will invoke conditional routing if this other Authorization process name exists in the routing list selected on the Traveler's profile record.
Comments	If form 1167 is required for this travel, click in the Comments field and enter "Form 1167 has been prepared".

12.6   INVITATIONAL

Selection	**Instruction**
Traveler	Contact the Center Administrator to verify whether the Traveler exists in the system, prior to adding. Add or Update the Traveler record to include the proper Organization, Routing list, electronic file transfer (EFT or Check) as the reimbursable type in Accounting and the complete address for payment, if unable to furnish EFT information. Include a lowercase "i" at the end of the Traveler's SSN. Select the desired routing list, in the **Routing List** pull down list to ensure routing to the appropriate reviewer/approver(s).

The new Traveler must be added to the Center's group (by Center Administrator or administrative/help desk user, with a permission level of 5) before documents can be created for the Traveler.

➢ The Center Administrator will enter the Traveler's reimbursement information into the Accounting system and will forward this information to the appropriate Office.

➢ To ensure EFT payments, Finance must have valid banking information (bank account number, routing number). For check payments, ensure that the address is valid in the Traveler table.

➢ Verify that the e-Mail address is a Center address and add it to the User ID Table. Any e-mail addresses, other than Center addresses, will be rejected (i.e., @Yahoo.com, @AOL.com, etc) due to the firewall.

➢ The secretary must send a hard copy of the document to the Traveler, if not on base, upon its completion (stamped APPROVED for an Authorization and DISBURSED for a Voucher). The Center Administrator will update the User ID table with the e-mail address of the invitational Traveler, if the Traveler is on Center. If the Traveler is off Center, update with the secretary's e-mail address or enter the secretary as a sponsor for the Traveler or using a 'Super Approver' to sign for the Traveler whichever is correct for the Center's policy.

Other Authorizations

Click the **INVITATIONAL TRAVEL **** link, in the **Master list of Other Authorizations**, to select it onto the document. This will invoke conditional routing if this other Authorization process name exists in the routing list selected on the Traveler's profile record.

Other Authorizations on Current Authorization

Click the **INVITATIONAL TRAVEL **** link in the **Other Authorizations on Current Authorization** area at the bottom of the page.

➢ **Preset Remarks**
Read the instructions in the **Remarks** area and enter the requested information.

Click the Save **Remarks** button, in the 'For this Document you can:' area, in the top right.

12.7   LABOR MANAGEMENT MEETING

Selection	**Instruction**
Traveler	Check the default conditional routing list to ensure the appropriate reviewer/approver(s) is in the routing list. If the necessary routing list is not in the Traveler's profile, contact the Help Desk.

> ➢ When making a change to the Traveler's profile via the web, do not check the **Apply Changes Globally** check box, in the 'For this Document you can:' area in the top right. Checking this box will save the changes to the Traveler's permanent record instead of to the document only.

Other Authorizations	Click the **LABOR MANAGEMENT MEETING** link, in the **Master list of Other Authorizations**, to select it onto the document. This will invoke conditional routing if this other Authorization process name exists in the routing list selected on the Traveler's profile record.

12.8   LEAVE OR PERSONAL DAYS

Selection	Instruction
Lodging/M&IE	Click on the **Pencil** icon to edit the record for the **Date** in which leave is requested.
	Select the appropriate type of leave from the **Leave Data** area.
	Enter the number of hours of leave to be taken for the selected date. Less than 4 hours will not affect the lodging & M&IE.

> ### *NOTE*
> *If 4 hours of leave is taken, enter 4.1 in Travel Manager. The system does not deduct per diem when exactly 4 hours is entered.*

Selection	Instruction
	Click the **Save** **Expense Changes** button, in the 'For this Document you can:' area, in the top right.
Other Authorizations	Click the **Leave or Personal days taken **** link, in the **Master list of Other Authorizations** to select it onto the document.
	Other Authorizations on Current Authorization
	Click the **Leave or Personal days taken **** link in the **Other Authorizations on Current Authorization** area at the bottom of the window.
	➤ **Preset Remarks** Read the instructions in the **Remarks** area and enter the requested information.
	Click the **Save** **Remarks** button, in the 'For this Document you can:' area, in the top right.

> ### *NOTE*
> *See Section 11.2 More than 4 hours of annual or other leave on first day of travel for more information that may be necessary to complete the document.*

12.9   LIMITED OPEN AUTHORIZATION (LOA)

An LOA is an Authorization for a specified period of time, in which several trips will occur, for the same purpose, to the same location, within the same Fiscal Year. A separate Voucher from Authorization will be created for each trip unless it is a "No Cost".

12.9.1   LOA COST

Selection	Instruction
Itinerary	Select **LOA** from the **Type** pull down list.
	Click the Override button. The **Override for Location** page will be displayed.
	Either the total cost for the lodging and M&IE can be calculated and entered or the number of nights lodging and the number of days for M&IE can be entered. The total costs will be calculated from the number of days/nights entered for the location selected.
	If lodging and M&IE overrides are not entered, an error will occur.
Lodging/M&IE	The amount will be entered as a lump sum and cannot be edited. It must be overridden on the Itinerary page.
Other Authorizations	Click the **LOA Cost/LOA No Cost **** link, in the **Master list of Other Authorizations**, to select it onto the document.
	Other Authorizations on Current Authorization
	Click the **LOA Cost/LOA No Cost **** link in the **Other Authorizations on Current Authorization** area at the bottom of the window.

> **Preset Remarks**
> Read the instructions in the **Remarks** area and enter the requested information.
>
> Click the Save **Remarks** button, in the 'For this Document you can:' area, in the top right.

+---+
| *NOTE* |
| |
| *"In Travel Status" is selected for the Depart Selection* |
| *field of all documents except the first and for the Return*|
| *Selection field of all documents except the last.* |
+---+

12.9.2   LOA NO COST

Selection	Instruction
Itinerary	Select **LOA (no cost)** from the **Type** pull down list.
	Click the [Override] button. The **Override for Location** page will be displayed.
	Enter all costs as zero for both lodging and M&IE.
	If lodging and M&IE overrides are not entered, an error will occur.
Lodging/M&IE	The amount will be entered as a lump sum and cannot be edited. It must be overridden on the Itinerary page.
Other Authorizations	Click the **LOA Cost/LOA No Cost **** link, in the **Master list of Other Authorizations**, to select it onto the document.
	Other Authorizations on Current Authorization
	Click the **LOA Cost/LOA No Cost **** link in the **Other Authorizations on Current Authorization** area at the bottom of the window.
	➢ **Preset Remarks** Read the instructions in the **Remarks** area and enter the requested information.
	Click the [Save] **Remarks** button, in the 'For this Document you can:' area, in the top right.

12.10 LODGING

12.10.1 ACTUALS

Selection	Instruction
Lodging/M&IE	Click on the **Pencil** icon 🖉 to edit the record for the desired **Date** to apply actuals to.

Check the **Actuals Lodging** box in the **Actuals** area.

Change the **Apply Through Date,** as necessary, to adjust for each date that actuals apply.

Enter the actual lodging **Cost** less any taxes.

> *NOTE*
>
> *Ensure that the lodging taxes are included as an expense. Taxes must be based on the per diem rate allowed and not actual cost.*

Click the Save **Expense Change** button, in the 'For this Document you can:' area, in the top right.

Other Authorizations   Click the **Actuals Lodging **** link, in the **Master list of Other Authorizations**, to select it onto the document.

Other Authorizations on Current Authorization

Click the **Actuals Lodging **** link in the **Other Authorizations on Current Authorization** area at the bottom of the page.

> ➤ **Preset Remarks**
> Read the instructions in the **Remarks** area and enter the requested information.
>
> Click the Save **Remarks** button, in the 'For this Document you can:' area, in the top right.

12.10.2 CONTRACT HOTEL

Selection	Instruction
Lodging/M&IE	Click on the **Pencil** icon 🖉 to edit the record for the desired **Date** to change.

Adjust Lodging **Cost** to **$0.00** for each date that the contract hotel is used (each date may be selected and changed or use the **Apply Through Date**– see below).

S*ee 11.4 Reset Lodging Costs to Zero for more information*.

Change the **Apply Through Date** as necessary to adjust the cost for each date that the contract hotel is used.

Click the [Save] **Expense Changes** button, in the 'For this Document you can:' area, in the top right.

Other Authorizations

Click the **Contract Hotel **** link, in the **Master list of Other Authorizations**, to select it onto the document..

Other Authorizations on Current Authorization

Click the **Contract Hotel **** link in the **Other Authorizations on Current Authorization** area at the bottom of the page.

> ➢ **Preset Remarks**
> Read the instructions in the **Remarks** area and enter the requested information.
>
> Click [Save] **Remarks** button, in the 'For this Document you can:' area, in the top right.

12.11 M&IE

12.11.1 ACTUALS

Selection	Instruction
Lodging/M&IE	Click on the **Pencil** icon to edit the record for the desired **Date**.
	Check the **Actuals Meal** box in the **Actuals** area.
	Change the **Apply Through Date** as necessary to adjust the cost for each date that the adjustment applies.
	Enter the actual **Cost** for meals, if known. If not known, the Authorization may need to be amended, or according to the Center's policy, when the actual costs are known.
	Click the **Save Expense Changes** button, in the 'For this Document you can:' area, in the top right.
Other Authorizations	Click the **Actuals M&IE **** link, in the **Master list of Other Authorizations**, to select it onto the document.
	Other Authorizations on Current Authorization
	Click the **Actuals M&IE **** link in the **Other Authorizations on Current Authorization** area at the bottom of the page.
	➢ **Preset Remarks** Read the instructions in the **Remarks** area and enter the requested information to justify costs.
	Click the **Save Remarks** button, in the 'For this Document you can:' area, in the top right.

12.12   MILITARY PERSONNEL

┌───┐
│   ***NOTE***   │
│   *The Traveler will be paid in accordance with the JTR, Vol 1.* │
└───┘

12.12.1   LODGING

Selection	Instruction
Traveler	Check the Traveler's profile for "Rank/Title".
Lodging/M&IE	The Preparer must find out prior to creating the Authorization, if lodging is provided or is at a reduced rate for a military Traveler going to a government installation. If not available but installation has lodging, information must be appropriated, outside of Travel Manager, with a "Non-Availability" form from the installation, if required by the JTR, Vol 1.
Other Authorizations	Click the **Military Personnel Lodging **** link, in the **Master list of Other Authorizations**, to select it onto the document.
	Other Authorizations on Current Authorization
	Click the **Military Personnel Lodging **** link in the **Other Authorizations on Current Authorization** area at the bottom of the page.
	➢ **Preset Remarks** Read the instructions in the **Remarks** area and enter the requested information.
	Click the ⬚ Save **Remarks** button, in the 'For this Document you can:' area, in the top right.

12.12.2   MEALS

Selection	Instruction
Traveler	Check the Traveler's profile for "Rank/Title".
Lodging/M&IE	The Preparer must find out prior to creating the Authorization, if meals are provided or are at a reduced rate for a military Traveler going to a government installation. If not available but installation has lodging, information must be appropriated, outside of Travel Manager, with a "Non-Availability" form from the installation, if required by the JTR, Vol 1.

Other Authorizations	Click the **Military Personnel Meals **** link, in the **Master list of Other Authorizations**, to select it onto the document.
	Other Authorizations on Current Authorization
	Click the **Military Personnel Meals **** link in the **Other Authorizations on Current Authorization** area at the bottom of the page.
	➢ **Preset Remarks** Read the instructions in the **Remarks** area and enter the requested information.
	Click the ⬚ Save **Remarks** button, in the 'For this Document you can:' area, in the top right.

12.12.3 TRAVELER (MILITARY)

Selection	**Instruction**
Traveler	If the Traveler does not exist in the system they will need to be added as an invitational Traveler. *See Section 17.1 Add a New or Invitational Traveler for more information.*
	Enter the Traveler's **Title/Rank** in the **Duty Station** area of the profile.
	Ensure that Finance has the banking information under **Account Information** for an EFT reimbursement or the Traveler's address to mail a check.
Other Authorizations	Click the **Military Personnel Traveler **** link, in the **Master list of Other Authorizations**, to select it onto the document.
	Other Authorizations on Current Authorization
	Click the **Military Personnel Traveler **** link in the **Other Authorizations on Current Authorization** area at the bottom of the page.
	➢ **Preset Remarks** Read the instructions in the **Remarks** area and enter the requested information.
	Click the ⬚ Save **Remarks** button, in the 'For this Document you can:' area, in the top right.
Comments	After the preset comment type: **"Military - Rank _____"**

12.13 OTHER

12.13.1 ADDITIONAL COMMENTS

Selection	Instruction
Other Authorizations	Click the **Other 1 (additional area for comments) **** link, in the **Master list of Other Authorizations**, to select it onto the document.
	Other Authorizations on Current Authorization
	Click the **Other 1 (additional area for comments) **** link in the **Other Authorizations on Current Authorization** area at the bottom of the page.

➢ **Preset Remarks**
None – this field is used to enter any additional remarks/comments necessary for the document that did not fit anywhere else.

Click the ⬚ Save **Remarks** button, in the 'For this Document you can:' area, in the top right.

12.13.2 ADDITIONAL COMMENTS

Selection	Instruction
Other Authorizations:	Click the **Other 2 (additional area for comments) **** link, in the **Master list of Other Authorizations**, to select it onto the document.
	Other Authorizations on Current Authorization
	Click the **Other2 (additional area for comments) **** link, in the **Other Authorizations on Current Authorization** area at the bottom of the page.

➢ **Preset Remarks**
None – this field is used to enter any additional remarks/comments necessary for the document that did not fit anywhere else.

Click the ⬚ Save **Remarks** button, in the 'For this Document you can:' area, in the top right.

12.14 PASSENGERS

12.14.1 ID DRIVER OR PILOT

Selection	**Instruction**
Other Authorizations	Click the **Passenger – Identify Driver/Pilot **** link, in the **Master list of Other Authorizations**, to select it onto the document.
	Other Authorizations on Current Authorization
	Click the **Passenger – Identify Driver/Pilot **** link in the **Other Authorizations on Current Authorization** area at the bottom of the page.
	➢ **Preset Remarks** Read the instructions in the **Remarks** area and enter the requested information. Click the ⬚ **Save** **Remarks** button, in the 'For this Document you can:' area, in the top right.
Comments	After the preset comment type: **"Driver or Pilot in _____"** if not already in the remarks area of the Other Authorization.

12.14.2 ID PASSENGERS

Identify, by name, all passengers authorized to travel with the vehicle Driver or aircraft Pilot.

Selection	**Instruction**
Other Authorizations	Click the **Driver or Pilot – ID Passengers **** link, in the **Master list of Other Authorizations**, to select it onto the document.
	Other Authorizations on Current Authorization
	Click the **Driver or Pilot – ID Passengers **** link in the **Other Authorizations on Current Authorization** area at the bottom of the page.
	➢ **Preset Remarks** Read the instructions in the **Remarks** area and enter the requested information. Click the ⬚ **Save** **Remarks** button, in the 'For this Document you can:' area, in the top right.

Comments	After the preset comment type: **"Passenger in _____"** if not already in the remarks area of the Other Authorization.

12.15 PERMISSIVE TRAVEL

Selection	**Instruction**
Traveler	Check the default conditional routing list to ensure the appropriate reviewer/approver(s) is in the routing list. If the necessary routing list is not in the Traveler's profile, contact the Help Desk.
	➢ When making a change to the Traveler's profile via the web, do not check the **Apply Changes Globally** check box, in the 'For this Document you can:' area in the top right. Checking this box will save the changes to the Traveler's permanent record instead of to the document only.
Itinerary	Select **Other** from the **Trip Purpose** pull down list.
	Type the appropriate label (**Graduate Study or Dissertation**) in the **Description** field.
	Select **No Cost** from the **Trip Type** pull down list, if applicable.
Ticketed Trans	Enter **$0.00** in the **Ticket Value** and **Cost** fields for the appropriate mode or specify other, if applicable.
Lodging/M&IE	Click on the **Pencil** icon to edit the record for the desired **Date**.
	Adjust lodging and meals to zero, if applicable.
	Enter the lodging amount and override M&IE if the cost is $0.00. *See Section11.4 Reset Lodging Costs to Zero for more information.*
	Change the **Apply Through Date**, as necessary, to include the changes made for all dates through the date entered.
	Click the **Save** **Expense Changes** button.
Other Authorizations	Click the **PERMISSIVE TRAVEL** link, in the **Master list of Other Authorizations**, to select it onto the document. This will invoke conditional routing if this process exists in the routing list selected on the Traveler's profile record.

12.16 **PRE-EMPLOYMENT INTERVIEW**

Selection	Instruction
Other Authorizations	Click the **PRE-EMPLOYMENT INTERVIEW** link, in the **Master list of Other Authorizations**, to select it onto the document. This will invoke conditional routing if this other Authorization process name exists in the routing list selected on the Traveler's profile record.

> ### *NOTE*
> *Expenses may be limited; See regulations.*

12.17   PROGRAMMATIC TRAVEL

This **Other Authorization** is used when travel is to be paid partially or in total by another organization at the Center. (If more than one organization is funding the travel, the Traveler's profile organization will determine which organizations' travel Authorization number will be assigned to the document).

Personnel, with a permission level of 5, will need to be alerted to enter the appropriate individual(s) for the funding organization into the routing list, if not already in the basic routing list, before the Authorization is signed. If there is more than one funding organization for the same trip, a separate routing list should be created with all of the necessary reviewer/approver(s). *See Section 2.1 Traveling for Another Organization for more information necessary to process this document type.*

NOTE

Routing for Programmatic Travel will be based on Center policy.

Selection	**Instruction**
Other Authorizations	Click the **PROGRAMMATIC TRAVEL **** link, in the **Master list of Other Authorizations**, to select it onto the document. This will invoke conditional routing if this other Authorization process name exists in the routing list selected on the Traveler's profile record.

Other Authorizations on Current Authorization

Click the **PROGRAMMATIC TRAVEL **** link in the **Other Authorizations on Current Authorization** area.

> ➤ **Preset Remarks**
>   Read the instructions in the **Remarks** area and enter the requested information.
>
>   Click the Save **Remarks** button, in the 'For this Document you can:' area, in the top right.

NOTE

On the Voucher: the Traveler or Traveler Details links MUST NOT be clicked or the Preparer will need to be notified to re-select the appropriate funding organization and routing list prior to signing the Voucher. If not, the document will not be routed.

12.18 REGISTRATION FEE ENTITLEMENTS

The following is a guideline for procedures to include a registration fee on an Authorization. This process may vary according to the Center's policies.

Selection	Instruction
Expenses	Select **Registration Fees** from the **Expense List** pull down list.
	Enter the cost of the registration fee in the **Cost** field. This will invoke conditional routing if required by the Center.
	Click the ⬚ Save **Current Expense** button, in the 'For this Document you can:' area, in the top right.
Lodging/M&IE	Click on the **Pencil** icon ✐ to edit the record of the **Date** for any records where meals and/or lodging are being furnished within with the registration fee amount.
	Click in all of the **Meals Provided** check boxes that are being furnished within the fee amount. This will deduct the amount from M&IE for the meals selected.
	If lodging costs are to be reset to zero (0.00), *See Section11.4 Reset Lodging Costs to Zero for more information*.
	Change in the **Apply Through Date** field, as necessary, for each date that the meals are provided through.
Accounting	Click the **Retrieve** button.
	➢ Enter the **Accounting Code Label** for registration fee into the **Account** field.
	➢ Click the **Retrieve** button.
	➢ Click on the accounting code **Label** within the Master Accounting Code area.
	Click the **Label** within the Current Accounting Codes for the selected Accounting Code area.
	➢ Enter the appropriate **Object Class** if it applies for the Center.
	➢ Enter the appropriate values for any additional fields such as **Part 10**, if required.
	➢ Click the ⬚ Save Acct Code Updates button.

> ## *NOTE*
>
> *If more than one Accounting Code Label is selected for funding on a document, allocation of the funds must be done prior to signing the document or the wrong Accounting Code Label may be charged for an expense.*

Other Authorizations   Click the **Registration Fee Entitlement **** link, in the **Master list of Other Authorizations**, to select it onto the document.

Other Authorizations on Current Authorization

Click the **Registration Fee Entitlement **** link in the **Other Authorizations on Current Authorization** area at the bottom of the page.

> ➢ **Preset Remarks**
> Read the instructions in the **Remarks** area and enter the requested information. Lodging and/or meals included will need to be identified.
>
> Click the ⃞ Save **Remarks** button, in the 'For this Document you can:' area, in the top right.

> ## *NOTE*
>
> *Copies of the registration fee information, including dollar amount and all charges included in the fee are required to be sent to the appropriate office(s).*
>
> *If any meals or lodging that are provided by any other means other than registration fee, approved sponsored in-kind or approved sponsored reimbursable, a comment will need to be entered to identify who is providing.*

12.19 <u>SOS Medvac</u>

<u>Selection</u>	<u>Instruction</u>
Other Authorizations	Click the **SOS Medvac **** link, in the **Master list of Other Authorizations** link, in the **Master list of Other Authorizations**, to select it onto the document.

<u>Other Authorizations on Current Authorization</u>

Click the **SOS Medvac **** link in the **Other Authorizations on Current Authorization** area at the bottom of the page.

> ➢ **Preset Remarks**
> Read the instructions in the **Remarks** area and enter the requested information.
>
> Click the [Save] **Remarks** button, in the 'For this Document you can:' area, in the top right.

12.20 SPECIAL NEEDS

These are special needs for Traveler/attendant.

Selection	**Instruction**
Other Authorizations	Click the **Special Needs Attendant **** link, in the **Master list of Other Authorizations**, to select it onto the document.

Other Authorizations on Current Authorization

Click the **Special Needs Attendant **** link in the **Other Authorizations on Current Authorization** area at the bottom of the page.

➢ **Preset Remarks**
Read the instructions in the **Remarks** area and enter the requested information.

Click the ⬚ Save ⬚ **Remarks** button, in the 'For this Document you can:' area, in the top right.

12.21   SPONSORED TRAVEL (IN-KIND / REIMBURSABLE)

12.21.1   IN-KIND

A separate form for Domestic or Foreign travel may need to be completed and sent to Finance, according to the Center's policy (outside of Travel Manager). Sponsored In-kind travel will need to be approved as stated and received in Finance before the Authorization can be processed and included in conditional routing.

Selection	Instruction
Other Authorizations	Click the **Sponsored In-Kind Travel ** link, in the **Master list of Other Authorizations**, to select it onto the document.
	Other Authorizations on Current Authorization
	Click the **Sponsored In-Kind Travel ** link in the **Other Authorizations on Current Authorization** area at the bottom of the page.
	➢ **Preset Remarks** Read the instructions in the **Remarks** area and enter the requested information.
	Click the Save **Remarks** button, in the 'For this Document you can:' area, in the top right.
Comments	After the preset Comment type: **"Completed Form _____ (if it applies) has been processed".**

12.21.2   REIMBURSABLE

A form for Domestic or Foreign travel may need to be completed and sent to Finance, according to the Center's policy (outside of Travel Manager). Sponsored Reimbursable travel will need to be approved as stated and received in Finance before the Authorization can be processed and included in conditional routing.

Selection	Instruction
Other Authorizations	Click the **Sponsored Reimbursable Travel ** link, in the **Master list of Other Authorizations** to select it onto the document.
	Other Authorizations on Current Authorization
	Click the **Sponsored Reimbursable Travel ** link in the **Other Authorizations on Current Authorization** area at the bottom of the page.

> ➢ **Preset Remarks**
> Read the instructions in the **Remarks** area and enter the requested information.
>
> Click the **Save** **Remarks** button, in the 'For this Document you can:' area, in the top right.

Comments   After the preset Comment type: **"Completed Form _____ (if it applies) has been processed".**

12.22 **TRANSPORTATION**

12.22.1 **FIRST CLASS**

Selection	Instruction
Traveler	Check the default conditional routing list to ensure the appropriate reviewer/approver(s) is in the routing list. If the necessary routing list is not in the Traveler's profile, contact the Help Desk.
	➢ When making a change to the Traveler's profile via the web, do not check the **Apply Changes Globally** check box, in the 'For this Document you can:' area in the top right. Checking this box will save the changes to the Traveler's permanent record instead of to the document only.
Ticketed Trans	Click on the **Pencil** icon to edit the desired transportation record.
	Enter **"1st"** in the **Class** field.
	Click the Save **Current Ticket** button, in the 'For this Document you can:' area, in the top right.
Other Authorizations	Click the **1ST CLASS MODE **** link, in the **Master list of Other Authorizations**, to select it onto the document. This will invoke conditional routing if this other Authorization process name exists in the routing list selected on the Traveler's profile record.
	Other Authorizations on Current Authorization
	Click the **1ST CLASS MODE **** link, in the **Other Authorizations on Current Authorization** area at the bottom of the page.
	➢ **Preset Remarks** Read the instructions in the **Remarks** area and enter the requested information for justification.
	Click the Save **Remarks** button, in the 'For this Document you can:' area, in the top right.

12.22.2 BUSINESS CLASS

Selection	Instruction
Traveler	Check the default conditional routing list to ensure the appropriate reviewer/approver(s) is in the routing list. If the necessary routing list is not in the Traveler's profile, contact the Help Desk.
	➢ When making a change to the Traveler's profile via the web, do not check the **Apply Changes Globally** check box, in the 'For this Document you can:' area in the top right. Checking this box will save the changes to the Traveler's permanent record instead of to the document only.
Ticketed Trans	Click on the **Pencil** icon 🖉 to edit the desired transportation record.
	Enter **"Bus"** (**Business)** in the **Class** field.
	Click the ☐ Save **Current Ticket** button, in the 'For this Document you can:' area, in the top right.
Other Authorizations	Click the **BUSINESS CLASS MODE **** link, in the **Master list of Other Authorizations**, to select it onto the document. This will invoke conditional routing if this other Authorization process name exists in the routing list selected on the Traveler's profile record.
	Other Authorizations on Current Authorization
	Click the **BUSINESS CLASS MODE **** link in the **Other Authorizations on Current Authorization** area at the bottom of the page.
	➢ **Preset Remarks** Read the instructions in the **Remarks** area and enter the requested information for justification.
	Click the ☐ Save **Remarks** button, in the 'For this Document you can:' area, in the top right.

12.22.3 GOVERNMENT VEHICLE

Selection	Instruction
Expenses	The Web will not allow an expense with no cost. If using the Web, be sure to identify the authorized mode in the **Comments** field and the actual mode to be used.

> ### *NOTE*
>
> *When the Voucher is prepared:*
>
> *If the Traveler was authorized a government owned vehicle (GOV) but chose to use a privately owned vehicle (POV) because the government owned vehicle was not available, justification must be provided and the Voucher will become **POV Advantageous**.*
>
> *or*
>
> *If the GOV was available or was not verified available (at the motor pool) and the Traveler chose to use a POV the Traveler must select **"GOV CAR MAY BE AVAIL."** expense and the appropriate mileage rate will be applied.*
>
> *or*
>
> *If a GOV is assigned to the Org and is definitely available but the Traveler chose to use a POV, the Traveler must select **"GOV CAR AVAIL."** Expense and the appropriate mileage rate will be applied.*

Other Authorizations   Click the **Gov't Vehicle Authorized** link, in the **Master list of Other Authorizations**, to select it onto the document.

> ### *NOTE*
>
> *GOV is authorized as the default mode of transportation unless otherwise stated.*

Comments   After the preset comment type: **"GOV AUTHORIZED"**, if a government car is definitely available at the organization or may be available.

> ### *NOTE*
>
> *If a government car is not available, the trip mode changes to POV Advantageous.*

12.22.4 LOWEST PRICE AIR NOT USED

Selection   **Instruction**

Ticketed Trans   Select **AIR** from the **Type** pull down list.

Enter the cost of the airfare in the **Cost** field.

Click the ⬚ Save **Current Ticket** button, in the 'For this Document you can:' area, in the top right.

Other Authorizations	Click the **Lowest Price Contract Carrier Not Used **** link, in the **Master list of Other Authorizations**, to select it onto the document.
	Other Authorizations on Current Authorization
	Click the **Lowest Price Contract Carrier Not Used** link, in the **Other Authorizations on Current Authorization** area at the bottom of the page.
	➢ **Preset Remarks** Read the instructions in the **Remarks** area and enter the requested information to justify the cost.
	Click the ⬛Save⬛ **Remarks** button, in the 'For this Document you can:' area, in the top right.

12.22.5 <u>NON CONTRACT AIR</u>

Selection	**Instruction**
Ticketed Trans	Select **NCA** from the **Type** pull down list.
	Enter the cost of the airfare in the **Cost** field, <u>not</u> the **Contract Fare** field.
	Click the ⬛Save⬛ **Current Ticket** button, in the 'For this Document you can:' area, in the top right.
Other Authorizations	Click the **Non-Contract Airfare **** link, in the **Master list of Other Authorizations**, to select it onto the document.
	Other Authorizations on Current Authorization
	Click the **Non-Contract Airfare **** link in the **Other Authorizations on Current Authorization** area at the bottom of the page.
	➢ **Preset Remarks** Read the instructions in the **Remarks** area and enter the requested information to justify the cost.
	Click the ⬛Save⬛ **Remarks** button, in the 'For this Document you can:' area, in the top right.

12.22.6   PERSONAL PREFERENCE (COMMERCIAL TRANSPORTATION)

Selection	**Instruction**

Include the following on the Authorization:

Ticketed Trans	Click the [Add] **Ticket** button, in the 'For this Document you can:' area, in the top right.
	Select the authorized mode from the **Type** pull down list.
	Enter the **Cost** for the mode authorized.
	Click the [Save] **Current Ticket** button, in the 'For this Document you can:' area, in the top right.
Other Authorizations	Click the **Pers'l Pref: Commercial Transp** link, in the **Master list of Other Authorizations**, to select it onto the document.
Comments	After the preset comment type: **"Personal Preference - actual mode (ex: Train)"**.
Additional Instructions	The following instructions should be followed when a Voucher is submitted for the Personal Preference Authorization created above.

NOTE

A Constructed Voucher will need to be created. Trip 1 is always the mode and cost of the preferred travel, which normally is air, Per Diem and expenses that would be authorized if traveling by air.

When the Traveler returns and completes the Voucher, trip 2 will be the actual cost of trip. The actual mode taken will be entered on the Voucher.

Create the Voucher from Authorization:

➢ Change the trip **Type** to *"Constructed"* in the Itinerary.
➢ Click the [Save] **Itinerary** button, in the 'For this Document you can:' area, in the top right.
➢ Click on the **Trip** icon ("*Suit Case*").
➢ Copy document 1 to 2.
➢ Click on document 2 and submit the expenses as they occurred during the travel.

NOTE

Copy 2 of the Voucher will be compared to copy 1. Whichever is cheaper will be used for reimbursement to the Traveler. If copy 1 has a rental car or POV at the TDY, the Travel Office will review the Voucher to ensure that the cost does not interfere with the correct payment, since rental car and actual cost in-around TDY cannot be a determining factor for reimbursement.

12.22.7 **PERSONAL PREFERENCE (PRIVATELY OWNED)**

Selection	**Instruction**

Include the following on the Authorization:

Ticketed Trans	Click the [Add] **Ticket** button, in the 'For this Document you can:' area, in the top right.
	Select the authorized preferred mode from the **Type** pull down list.
	Enter the **Cost** for the mode authorized.
	Click the [Save] **Current Ticket** button, in the 'For this Document you can:' area, in the top right.
Other Authorizations	Click the **Pers'l Pref: Privately Owned** link, in the **Master list of Other Authorizations**, to select it onto the document.
Comments	After the preset Comment type: **"Personal Preference - actual mode (ex. POV or POA)"**.
Additional Instructions	The following instructions should be followed when a Voucher is submitted for the Personal Preference Authorization created above.

NOTE

A Constructed Voucher will need to be created. Trip 1 is always the mode and cost of the preferred travel, which normally is air, per diem and expenses that would be authorized if traveling by air.

When the Traveler returns and completes the Voucher, trip 2 will be the actual cost of trip. The actual mode taken will be entered on the Voucher.

Create the Voucher from Authorization:

➢ Change the trip **Type** to *"Constructed"* in the Itinerary.
➢ Click [Save] **Itinerary** button, in the 'For this Document you can:' area, in the top right.
➢ Click on the **Trip** icon ("*Suit Case*").

➢ Copy document 1 to 2.
➢ Click on document 2 and submit the expenses as they occurred during the travel.

NOTE

Copy 2 of the Voucher will be compared to copy 1. Whichever is cheaper will be used for reimbursement to the Traveler. If copy 1 has a rental car or POV at the TDY, the Travel Office will review the Voucher to ensure that the cost does not interfere with the correct payment, since rental car and actual cost in-around TDY cannot be a determining factor for reimbursement.

12.22.8   PERSONAL PREFERENCE (RENTAL ACQUIRED)

Selection   **Instruction**

Include the following on the Authorization:

Ticketed Trans	Click the Add **Ticket** button, in the 'For this Document you can:' area, in the top right.
	Select the authorized preferred mode from the **Type** pull down list.
	Enter the **Cost** for the mode authorized.
	Click the Save **Ticket** button, in the 'For this Document you can:' area, in the top right.
Other Authorizations	Click the **Pers'l Pref: Rental Acquired** link, in the **Master list of Other Authorizations**, to select it onto the document.
Comments	After the preset comment type: "**Personal Preference - actual mode (ex. Aircraft rented)**".
Additional Instructions	The following instructions should be followed when a Voucher is submitted for the Personal Preference Authorization created above.

NOTE

A Constructed Voucher will need to be created. Trip 1 is always the mode and cost of the preferred travel, which normally is air, per diem and expenses that would be authorized if traveling by air.

When the Traveler returns and completes the Voucher, trip 2 will be the actual cost of trip. The actual mode of travel will be selected on the Voucher.

Create the Voucher from Authorization:

➢ Change the trip **Type** to *"Constructed"* in the Itinerary.

➢ Click [Save] **Itinerary** button, in the 'For this Document you can:' area, in the top right..
➢ Click on the **Trip** icon ("*Suit Case*").
➢ Copy document 1 to 2.
➢ Click on document 2 and submit the expenses as they occurred during the travel.

NOTE

Copy 2 of the Voucher will be compared to Copy 1. Whichever is cheaper will be used for reimbursement to the Traveler. If Copy 1 has a Rental Car or POV at the TDY, the Travel Office will review the Voucher to ensure that the cost does not interfere with the correct payment, since Rental Car and actual cost in-around TDY cannot be a determining factor for reimbursement.

12.22.9   PRIVATELY OWNED VEHICLE (POV) ADVANTAGEOUS

Selection	Instruction
Expenses	Select **POV** from the **Expense Type** pull down list.
	Enter the number of miles to be driven in the **Miles** field.
	Press **[TAB]**. The **Cost** will automatically be calculated from the POV default rate times the miles entered.
	Click the [Save] **Current Expense** button, in the 'For this Document you can:' area, in the top right.
Other Authorizations	Click the **POV Advantageous ** link, in the **Master list of Other Authorizations**, to select it onto the document.
	Other Authorizations on Current Authorization
	Click the **POV Advantageous ** link in the **Other Authorizations on Current Authorization** area at the bottom of the page.
	➢ **Preset Remarks** Read the instructions in the **Remarks** area and enter the requested information to justify the expense.
	Click the [Save] **Remarks** button, in the 'For this Document you can:' area, in the top right.

12.22.10 <u>RENTAL CAR (NON-ECONOMY)</u>

<u>Selection</u>	<u>Instruction</u>
Expenses	Select **Rental Car** from the **Expense Type** pull down list.
	Enter the **Cost**.
	Click the [Save] **Current Expense** button, in the 'For this Document you can:' area, in the top right.
Other Authorizations	Click the **Rental Car: Non-Economy **** link, in the **Master list of Other Authorizations**, to select it onto the document
	<u>Other Authorizations on Current Authorization</u>
	Click the **Rental Car: Non-Economy **** link in the **Other Authorizations on Current Authorization** area at the bottom of the page.
	➢ **Preset Remarks** Read the instructions in the **Remarks** area and enter the requested information to justify the need for a larger car. (If any personal miles are included, it should be stated on the Voucher and deducted from the cost.)
	Click the [Save] **Remarks** button, in the 'For this Document you can:' area, in the top right.

12.22.11 <u>TAXI AT TDY</u>

A taxi must be authorized prior to travel if used in and around TDY. Authorization for a taxi used to and from the airport, both local and at TDY, is not required.

<u>Selection</u>	<u>Instruction</u>
Expenses	Select **Taxi** from the **Expense List** pull down list.
	Enter the **Cost**.
	Click the [Save] **Current Expense** button, in the 'For this Document you can:' area, in the top right.
Other Authorizations	Click the **Taxi at TDY Authorized** link, in the **Master list of Other Authorizations**, to select it onto the document.

12.22.12 <u>VESSEL (SHIP)</u>

<u>Selection</u>	<u>Instruction</u>
Other Authorizations	Click the **Aboard US Vessel **** link, in the **Master list of Other Authorizations**, to select it onto the document**.**
	<u>Other Authorizations on Current Authorization</u>
	Click the **Aboard US Vessel **** link in the **Other Authorizations on Current Authorization** area at the bottom of the page.

> ➢ **Preset Remarks:**
> Read the instructions in the **Remarks** area and enter the requested information.
>
> Click the [Save] **Remarks** button, in the 'For this Document you can:' area, in the top right.

12.22.13 <u>VICINITY MILEAGE</u>

This selection is usually less expensive than a taxi. If authorized up front, check whether this approach or the taxi is the least expensive.

<u>Selection</u>	<u>Instruction</u>
Expenses	Select **POV** from the **Expense Type** pull down list.
	Enter the number of miles driven in the **Miles** field.
	Press **[TAB]**. The **Cost** will automatically be calculated from the POV default rate times the miles entered.
Other Authorizations	Click the **Vicinity Mileage Authorized** link, in the **Master list of Other Authorizations**, to select it onto the document.

12.23 <u>VARIATIONS</u>

<u>Selection</u>	<u>Instruction</u>
Other Authorizations	Click the **Variations Authorized** link, in the **Master list of Other Authorizations**, to select it onto the document

<u>Other Authorizations on Current Authorization</u>

Click the **Variations Authorized **** link in the **Other Authorizations on Current Authorization** area at the bottom of the page.

> ➢ **Preset Remarks**
> Read the instructions in the **Remarks** area and enter the requested information.
>
> Click the ⬚ Save **Remarks** button, in the 'For this Document you can:' area, in the top right

13   PER DIEM LOCATIONS (SEARCH)

Before a new Per Diem Location record can be added, the system must be searched to ensure that it does not already exist and cannot be retrieved. If the location is the basic CONUS per diem rate it will not have to be added; see below for more information.

13.1   SEARCH PER DIEM LOCATION

a.   Click the [Add Location] button on the **Itinerary** page of the document in the **Doc Prep** module. The **Add Per Diem Location** page will be displayed.

b.   Click in the **Per Diem Location** field and enter a few of the starting characters of the location desired.

> ### *NOTE*
>
> *It is better to enter fewer characters for a search to ensure that the system will retrieve all possible locations. More characters entered will lessen the chance for possible retrieval.*

c.   Click the **Search** link. All locations that begin with the characters entered will be retrieved into the **Select Per Diem Location** pull down list. The first location in the list will be displayed in the **Per Diem Location** field.

d.   If this is not the location desired, view the **Select Per Diem Location** pull down list.

e.   If the desired location is not listed, click the **Lookup** link. The **Per Diem Lookup** page will be displayed.

f.   Select the desired **State/Country** from the pull down list.

g.   Click anywhere on the screen and it will refresh with the selected state or country displayed in the **State/Country** field.

h.   All locations for the state or country selected will be displayed in the **Location** pull down list. If the location desired is not displayed in the **Location** pull down list it must be added as a custom per diem location unless the user can verify that the location is within the basic CONUS per diem rate (currently $55 – lodging and $30 – M&IE). This must be verified with the county in which the location resides.

i.   If checking for county per diem rates, select the appropriate county from the **Location** pull down list.

j.   Click anywhere on the screen and it will refresh displaying a [Rate] button.

k.   To select the displayed location, click the [Select] **Per Diem Location** button in the 'For this Document you can:' area at the top right. The **Add Trip Per Diem Location** page will be displayed again with the selected location. Otherwise, continue with the following steps.

l. To check the location rates, click the [Rate] button. The **Location Rate Detail** page will be displayed.

m. Check the lodging and M&IE rates. If the per diem rate for the location is the CONUS basic rate, as displayed above:

1) Click the [Close] button. The **Per Diem Lookup** page will be displayed again.

2) To close without saving the location, click the [Close] **without Saving Location** button or to select the location displayed, click the [Select] **Per Diem Location** button in the 'For this Document you can:' area at the top right. The **Add Per Diem Location** page will be displayed again.

3) Click in the **Per Diem Location** field and enter the unlisted per diem location. The full name of the location must be entered (without the state).

4) Click in the **Unlisted Location** check box to check it. (This cannot be selected for any rate that is more than the CONUS basic per diem rate).

5) Select the **Unlisted State** or **Country** from the pull down list. The State/Country selected will be attached to the location entered in the **Per Diem Location** field.

6) Click the [Save] **Location** button in the 'For this Document you can:' area at the top right. The **Itinerary** page will be displayed again.

n. If the rates are not the basic amounts, as displayed above, the location cannot be used and a custom location must be added.

o. If a custom location must be added, email the Center Administrator with the appropriate information necessary for the location to be added.

14   PRINT SETTINGS FOR MACS

** MAC Users Only **. The following are instructions for setting the print settings in the Internet Explorer (5.0 or greater) browser to ensure proper printing from Travel Manager when using a MAC.

14.1   SET BROWSER PRINT SETTINGS

a. Open Internet Explorer.

b. Click on **Preferences** under the **Edit** drop down menu from the toolbar at the top of the browser window. The **Internet Explorer Preferences** page is displayed.

c. Click on **File Helpers** on the left side of the page.

d. If 'Adobe Acrobat Reader' is displayed in the File Helpers list on the right side of the Internet Explorer Preferences page, click the [Add...] button. The **Edit File Helper** window will be displayed.

e. Click the [Browse...] button. A window will be displayed showing the applications that are available to select from.

f. Find 'Acrobat Reader 5.0' in the list of applications.

g. Click the [Open] button. The **Edit File Helper** window will be displayed again with the default settings for Acrobat Reader.

h. Click in the **Description** field and enter '*Acrobat Forms Print Format*'.

i. Click in the **Extension** field and enter '*.pdf*'.

j. Click in the **MIME type** field and enter '*application/vnd.pdf*'.

k. Select '*PDF*' from the **File type** drop down list in the **File Type** section in the middle of the page.

l. Select '*Post-Process with Application*' from the **How to handle** drop down list in the **Handling** section at the bottom of the page.

m. Click the [OK] button. The **Internet Explorer Preferences** page will be displayed again with 'Acrobat Reader' listed as an application under **File Helpers**.

n. Click the [OK] button. Internet Explorer is now configured to print from Travel Manager.

15   RESET PASSWORDS / SIGNATURES

Each user has access to reset/change their own login password and/or signature PIN in Travel Manager. The current password or PIN must be known by the user in order to reset or change it. Personnel with a permission level access of 5 can reset passwords and signature PINs for all users. *See Section 3 Administrative Functions for more information*. Since the signature certification is not used in the NASA configuration, it is not necessary to have any signature changes certified by another user.

15.1   RESET LOGIN PASSWORD

    a.   Select **Setup** from the menu selection toolbar in the **Doc Prep** module. A separate Setup browser window will be displayed.

    b.   Select **Admin** from the menu selection toolbar.

    c.   Click the **Set Password** link. The Set Password page will be displayed.

    d.   Click in the **Current Password** field and enter the current password.

    e.   Click in the **New Password** field and enter the new password.

NOTE

The password must be at least 8 characters long, must contain at least 1 numeric character and follow security guidelines at each Center. Passwords are case sensitive.

---

    f.   Click in the **Verify Password** field and enter the new password again.

    g.   Click the `Save` **Password Change** button, in the 'For this Document you can:' area, in the top right.

    h.   Click the **Close** link on the menu selection toolbar of the Setup browser window. Processing will return to the Doc Prep module browser window.

15.2   RESET SIGNATURE PIN

    a.   Select **Setup** from the menu selection toolbar in the **Doc Prep** module. A separate browser window will be displayed.

    b.   Select **Admin** from the menu selection toolbar.

    c.   Click the **Set Signature** link. The Set Signature page will be displayed.

    d.   Click in the **Current Signature PIN** field and enter the new signature PIN.

    e.   Click in the **New Signature PIN** field and enter the new signature PIN.

NOTE

The Signature PIN must be at least 8 characters long, must contain at least 1 numeric character and follow security guidelines at each Center.

---

    f.   Click in the **Verify Signature PIN** field and enter the new signature PIN again.

g. Click the **Save** **Signature PIN Change** button, in the 'For this Document you can:' area, in the top right.

h. Click the **Close** link on the menu selection toolbar of the Setup browser window. Processing will return to the Doc Prep module browser window.

16   **TRAVEL SPANNING TWO FISCAL YEARS**

(Permission level 1 suggested – Preparer)

Split year documents will be entered as two documents for dates within each fiscal year. Create two Authorizations: one for the end of the first fiscal year and the other for the beginning of the second fiscal year. All appropriate expenses will need to be entered for each document by the date in which the expense is going to be incurred. Identify each Authorization number and the total number of days in the Comments field of both documents to ensure that the two documents are linked. Other changes necessary for both documents are described below.

The current FY Authorization can be obligated. The next FY Authorization can be obligated when the funds become available in the Center's Financial Accounting System.

16.1   **CREATE FIRST AUTHORIZATION FOR CURRENT FY**

a.   Enter the Start and End dates for the trip into the Itinerary. The End date will be 09/30/yyyy (last day of current fiscal year).

> ### *NOTE*
>
> *Because the first Authorization is not really ending on September 30th, the lodging and M&IE amounts for the last day must be updated to the full amount allowed.*

b.   Click the **Lodging/M&IE** link for the first Authorization to display the Lodging and M&IE details.

c.   Click the **Pencil** icon ✏ of the last lodging and M&IE record in the document to open it for adjustment. The **Update Lodging/M&IE** page will be displayed.

d.   Click in the **Lodging** field and enter the allowed lodging amount.

e.   Click the [Override] **Lodging and M&IE** button, in the 'For this Document you can:' area, in the top right. The **Overrides** page will be displayed.

f.   Click in the **Quarters** field and enter 4. This will change the amount allowed for M&IE to 100%. (1 = ¼ or 25%, 2 = ½ or 50%, 3 = ¾ or 75% and 4 = 100%).

g.   Click the [Save] **Override Lodging and M&IE** button, in the 'For this Document you can:' area, in the top right. The **Update Lodging/M&IE** page will be displayed again.

h.   Click the [Save] **Expense Changes** button, in the 'For this Document you can:' area, in the top right. The **Lodging/M&IE** page will be displayed again. The last day of lodging and M&IE should be the same as all other days except for the first day. (This may not be true if more than one rate applies, depending on the per diem location chosen and the travel dates selected.)

i.   Continue processing the document as necessary.

16.2   CREATE SECOND AUTHORIZATION FOR NEXT FY

Enter the Start and End dates for the trip into the Itinerary. The Start date will be 10/01/yyyy (first day of new fiscal year).

NOTE

Because the second Authorization is not really beginning on October 1ˢᵗ, the lodging and M&IE amounts for the first day must be updated to the full amount allowed.

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a.   Click the **Lodging/M&IE** link for the second Authorization to display the Lodging and M&IE details.

b.   Click the **Pencil** icon [pencil icon] of the first Lodging and M&IE record in the document to open it for adjustment. The **Update Lodging/M&IE** page will be displayed.

c.   Click in the **Lodging** field and enter the allowed lodging amount.

d.   Click the [Override] **Lodging and M&IE** button, in the 'For this Document you can:' area, in the top right. The **Overrides** page will be displayed.

e.   Click in the **Quarters** field and enter 4. This will change the amount allowed for M&IE to 100%. (1 = ¼ or 25%, 2 = ½ or 50%, 3 = ¾ or 75% and 4 = 100%).

f.   Click the [Save] **Override Lodging and M&IE** button, in the 'For this Document you can:' area, in the top right. The **Update Lodging/M&IE** page will be displayed again.

g.   Click the [Save] **Expense Changes** button, in the 'For this Document you can:' area, in the top right. The **Lodging/M&IE** page will be displayed again. The last day of lodging and M&IE should be the same as all other days except for the last day. (This may not be true if more than one rate applies, depending on the per diem location chosen and the travel dates selected.)

h.   Continue processing the document as necessary.

17   TRAVELER INFORMATION

(Permission level 1 needed – Preparer)

Traveler information is initially loaded from NASA Personnel Payroll System (NPPS) and then updated on a biweekly basis. The NPPS user name is matched to that on the X500 file. Currently, if no match is found the record will not be loaded and will have to be entered manually until a resolution is created.

17.1   ADD A NEW OR INVITATIONAL TRAVELER

If a new employee is going on travel and the biweekly NPPS upload has not been run since hired, that employee will have to be manually entered into Travel Manager. An invitational Traveler will also need to be manually entered. Enter the invitational traveler information by inputting the invitational Traveler's SSN with a lower case "i" in the 10th position (to identify as invitational). Enter the new employee's information by inputting the employee's SSN with a blank space as the 10th position of the SSN (the blank space is necessary because the system demands a 10 position SSN be entered; it accepts a blank). Administrative personnel (those with a permission level of 5) can add the Traveler using the Doc Prep Admin module or a Preparer can add the Traveler using the Doc Prep module on the Web. When entering a new traveler through the web, the Traveler cannot be linked to a group. Until the Traveler is added the Center ID group, documents cannot be created for that Traveler. When the Traveler is added from the Web, the Center Administrator must be contacted to add the Traveler to the appropriate group, add electronic funds transfer (EFT) information (EFT or check). Ensure the required account and/or address information has been received and add the Traveler to the User and Signatures tables, if necessary.

Also, because the Organization field may need to be modified for routing purposes, the Traveler's home organization value (or the organization traveling for if the traveler is invitational) <u>MUST</u> be entered in the second line of the Duty Station office mailing address field to ensure that the performing organization is available for the SAP interface.

NOTE

The Organization value must be entered without the Center ID attached.
Example: Do NOT enter '99-A'; enter 'A'.

Adding a Traveler in the Web environment

a. Click the **Create a New Document** link in the Doc Prep module. The **New Document** page will be displayed.

b. Click in the **SSN** field and enter the SSN of the new employee or invitational Traveler. If the Traveler is invitational, enter a, lower case, 'i' in the 10th position. If the Traveler is a new employee at the Center, hit the space bar to enter a blank character in the 10th position of the SSN.

c. Click the [Add Traveler] **to Travel Manager** button, in the 'For this Document you can:' area, in the top right. The **Add Traveler Information** page will be displayed.

d. The **Last** and **First** names of the Traveler must be entered.

e. If the traveler is Invitational, click in the **Present Station** field of the **Duty Station** area and enter the name of the company or organization the traveler works for. If the traveler is retired, enter 'Retired'.

f. Select the appropriate organization from the **Organization** pull down list.

NOTE

If there are multiple Installations within one Center ID, access to each will depend on the group and organization access of the user adding the Traveler. Be sure to have the Traveler added to the appropriate group within the Center ID.

---

g. Click the [Set Org] button. The selected organization will be attached to the Traveler's record and all routing lists, for that organization, will be available to select from the Routing List field.

h. Click in the **Printed Org** field and type the organization. This will be the organization that displays on the printed Authorization. This is the organization that the traveler is assigned to or if Invitational, is traveling for.

i. Select the appropriate routing list for the Traveler from the **Routing List** pull down list.

j. Click in the second line of the **Street Address** field in the **Office Mailing Address** area with **Duty Station** area and enter the Traveler's home Organization value or the Organization traveling for, if the traveler is invitational.

NOTE

*This value will be loaded for NASA employees from the NASA Personnel/Payroll System (NPPS). If the NASA traveler is traveling for another organization or another organization is funding the travel, the Organization field in the **Duty Station** section within the **Traveler's Personal Data** area can be modified on the document, as necessary. The Organization value in the Address field of the Duty Station section must remain the traveler's assigned organization as within NPPS.*

---

k. Enter all other appropriate information.

l. Click in the **Apply Changes Globally** check box to 'check it' so the Traveler record will be added to the database. Otherwise, it will be added to the document only.

m. Click the [Save] **Profile Changes** button, in the 'For this Document you can:' area, in the top right. The **New Document** page will be displayed again with the SSN and Name of the Traveler added.

> ***NOTE***
>
> *No documents for the Traveler can be created until the Traveler has been added to a group at the Center. Administrative personnel must be notified to add the Traveler to the correct group, add electronic funds transfer (EFT) / check information and add a User and Signature record, if necessary.*

Adding a Traveler in Citrix environment (administrative personnel only)

a. Click the **Traveler** icon in the **Doc Prep Admin** module. The **Traveler Information** page will be displayed.

b. Click the button. The **Add Traveler** page will be displayed.

c. Click in the **SSN** field and enter the SSN of the new employee or invitational Traveler. If the Traveler is invitational, enter a, lower case, 'i' in the 10th position. If the Traveler is a new employee at the Center, hit the space bar to enter a blank character in the 10th position of the SSN.

d. Enter the **Last** and **First Names** and **Middle Initial** of the Traveler.

e. If the traveler is Invitational, click in the **Present Station** field of the **Duty Station** area and enter the name of the company or organization the traveler works for. If the traveler is retired, enter 'Retired'.

f. Select the appropriate organization from the **Organization** pull down list. The selected organization will be attached to the Traveler's record and all routing lists, for that organization, will be available to select from the Routing List field.

g. The **Printed Org** field will be automatically populated with the selected organization. This will be the organization that displays on the printed Authorization. This is the organization that the traveler is assigned to or if Invitational, is traveling for.

h. Select the appropriate routing list for the Traveler from the **Routing List** pull down list.

i. Enter all other appropriate information including the electronic funds transfer (EFT) / check account information. EFT routing information must be obtained prior to selecting the reimbursement account type. If the reimbursable account type is 'Check' the Traveler's correct mailing address must be obtained.

j. Click on the **Duty Station** icon at the bottom of the **Traveler Information** page. The **Duty Station Information** page will be displayed.

k. Click in the second line of the **Street Address** field in the **Office Mailing Address** area with **Duty Station** area and enter the Traveler's home Organization value or the Organization traveling for, if the traveler is invitational.

NOTE

*This value will be loaded for NASA employees from the NASA Personnel/Payroll System (NPPS). If the NASA traveler is traveling for another organization or another organization is funding the travel, the Organization field in the **Duty Station** section within the **Traveler's Personal Data** area can be modified on the document, as necessary. The Organization value in the Address field of the Duty Station section must remain the traveler's assigned organization as within NPPS.*

---

l. Click the [OK] button. The **Traveler Information** page will be displayed again.

m. Click the [OK] button. The message "Add Traveler to the User list?" will be displayed.

n. Click the [Yes] button if the Traveler will need access to Travel Manager. (Some invitational Travelers will not have access and will not require a login userid). The **Add User** page will be displayed.

o. A userid will automatically be generated from the first character of the first name and the last name. If the userid created is the same as another user, a number will be attached to the userid, starting from 1, to make the userid unique.

p. Select the appropriate group access from the **Group Access** pull down list, if the Traveler is a NASA employee and will have an access/permission level that requires it. Otherwise it should remain blank.

q. Click in the **Email Address** field and enter the email address of the Traveler. If the Traveler is invitational and does not have email access within the NASA firewall, the Preparer's email address should be entered.

NOTE

There are three processes in which to handle Travelers that do not have access to Travel Manager. Each Center will need to decide which process(s) to use.

First, if the Traveler is local to the Center and their Authorization was done in Travel Manager, the Voucher will be entered by the Preparer, printed, signed by the Traveler and forwarded to the appropriate office for a Super Approver (Approver Override) to override in Travel Manager. The Super Approver will sign and initiate the routing. The signed, paper copy will be filed.

Second, if the Traveler is not local, the appropriate NASA travel form will need to be initiated, signed and forwarded to the Preparer who will enter the Voucher into Travel Manager. A Super Approver (Approver Override) will override the document in Travel Manager upon receiving the original, signed Voucher. The Super Approver will sign and initiate the routing. The signed, paper copy will be filed.

> **NOTE cont.**
>
> *Third, a sponsor can be assigned to the Authorization, within the Traveler's profile record, which will give that sponsored user the authority to sign and route the Voucher for the Traveler. The Traveler's documents will default to the organization and routing of the sponsor. The required documentation (signature of Traveler) will still be required and will need to be maintained for audit purposes. See Section 17.3 Add a Sponsor to a Traveler's Record for more information to complete the Traveler add process.*

r. Click the $\boxed{\text{OK}}$ button. The message "Add Traveler to the Signature list?" will be displayed.

s. Click the $\boxed{\text{Yes}}$ button. The message "Add Traveler to the Group __ within Organization __?" will be displayed.

t. Click the $\boxed{\text{Yes}}$ button. The **Traveler Information** page will be displayed again.

u. Click the $\boxed{\text{Close}}$ button. The Traveler has been added to the system and documents can be created for them.

17.2   ADDING A TRAVELER FROM ANOTHER CENTER

If a NASA employee is traveling for another Center, the paying Center will need to add the Traveler to their Centers system. The Traveler record is not affected at the original Center; only added to the Center traveling for. The Traveler is added as a new Traveler to the funding Center although the 10th character of the SSN field will be a letter (lower case) representing the Center sponsoring the travel (see the table below). This will not affect reimbursements since only the first nine characters of the SSN field is used for making payments. These Travelers will be treated the same as an invitational Traveler. The name of the employee's permanent Center will need to be entered. Electronic funds transfer (EFT) information will need to be entered as well.

Adding a Traveler from another Center is done exactly like a new employee or an invitational Traveler except for the difference in the 10th character as described above. *See Section 17.1 Add a New or Invitational Traveler for the steps necessary to add a Traveler.*

(Example: 123-45-6789a)

CENTER	LETTER TO BE USED IN 10TH POSITION OF SSN
Ames Research Center	a
Dryden Flight Research Center	d
Glenn Research Center	r
Goddard Space Flight Center	g
Goddard Institute for Space Studies	

CENTER	LETTER TO BE USED IN 10ᵀᴴ POSITION OF SSN
Headquarters	h
Johnson Space Center	j
JSC White Sands Test Facility	j
Kennedy Space Center	k
KSC VLS Resident Office	k
Langley Research Center	l
Marshall Space Flight Center	m
Stennis Space Center	s
Wallops Flight Facility (Goddard)	g

17.3   ATTACH A SPONSOR TO A TRAVELER'S RECORD

Each Center must determine if they will use this feature. If an invitational Traveler does not have access to Travel Manager a sponsor may be assigned to the Traveler and that user can sign for them. The sponsor's SSN is entered in the Sponsor field of the Traveler's information record within the Authorization. Once the sponsor is identified on the document it cannot be changed after the document is signed. The organization and default routing list of the sponsor is assigned to the invitational Traveler's record. If the traveler is at the Center, the sponsor will need to print a hardcopy of the document and sign the document in Travel Manager for the Traveler. The Traveler will also sign the printed document and forward it to the appropriate office, according to Center policy. If the Traveler is not at the Center, a paper Voucher is given to the Traveler for completion and signature. When the Traveler completes the trip the paper document is completed, signed and sent to the appropriate sponsor. The Voucher will then be created using the paper document and signed by the sponsor in Travel Manager. The signed paper Voucher will be sent to the appropriate office to file for auditing purposes.

To add an invitational Traveler to Travel Manager, *See Section 17.1 Add a New or Invitational Traveler* above. The following information is to aid in adding a sponsor to a Traveler's record, not to add the Traveler's record itself.

Adding a sponsor to an invitational Traveler's record in the Web environment

a. Click the Search icon [icon] on the **Add Traveler Information** page, to the right of the **Sponsor** field. The Search Results page will be displayed with the results of the sponsor lookup.

b. Click the **SSN** link of the user that will sponsor the Traveler. The **Add Traveler Information** page will be displayed again with the selected user's SSN showing in the **Sponsor** field.

NOTE

*Notice that the **Organization** and **Routing List** fields are no longer accessible and default to the Sponsor's organization and default routing list values.*

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c. Click in the **Apply Changes Globally** check box to 'check it' so the change will be added to the Traveler's permanent record.

d. Click the ⬚Save⬚ **Profile Changes** button, in the 'For this Document you can:' area, in the top right. All documents created for the Traveler will be routed to and can be signed by the sponsor.

Adding a sponsor to an invitational Traveler's record in the Citrix environment (administrative personnel only with permission level 5)

a. Click the ➕ button on the **Add** or **Update Traveler Information** page, to the right of the **Sponsor SSN** field. The **Sponsor Lookup** page will be displayed.

b. Click in the **Sponsors** field and enter the name, or a portion of the name, for the desired sponsor.

c. Click the ⬚Search⬚ button or press the **<Enter>** key. All users that match the name entered will be displayed.

d. Select the name of the desired sponsor. Double click on the record or click the ⬚Select⬚ button. The **Add** or **Update Traveler Information** page will be displayed again with the SSN of the selected sponsor in the **Sponsor SSN** field.

e. Click ⬚OK⬚ button. The **Traveler Information** page will be displayed again.

f. Click the ⬚Close⬚ button. The sponsor has been added to the Traveler's profile record and documents can be signed for them.

18   U**NLOCK "E**DIT-**LOCKED" D**OCUMENTS

When a document is open for modification or is improperly closed from the editor it is edit locked. The system assumes an adjustment has been or is being made to the document and it causes the document to be locked. No other user is able to edit the document until the edit-lock has been removed. The user that caused the edit-lock and administrative/help desk users, with a permission level of 5, are the only users that have the ability to remove the edit-lock from the document. Any document that is being edited or has been edit locked will display with an asterisk (*) in the In Use column of the Document Listing page.

When a document is locked the date the lock occurs can be viewed on the Remove Edit Locks page. See Caution below, although, as a rule of thumb, it should be safe to remove the edit lock if the date locked is prior to the current date.

CAUTION: Because documents that are open for adjustment appear as edit locked documents, users should NEVER remove edit-locks from ALL documents in the list at one time. Only documents that are identified as truly being "locked" from adjustments should be unlocked. If a document that is open for adjustment is unlocked, it will become editable to another user at the same time.

    a. Logon to the Web environment and click the **Setup** link at the top of the page, on the left. A separate browser window will be displayed.

    b. Click the **Admin** link at the top of the Setup browser page.

    c. Click the **Remove Edit Locks** link on the left side of the page. The **Edit Locks** page will be displayed.

    d. Click the **Document Name** link of the document for which to remove the edit lock. The **Remove Edit Locks** page will be displayed with the message "Document lock has been removed."

> ### *NOTE*
>
> *If the desired document is not displayed in the list of edit locked documents, it is either being edited or has been edit locked by another user. Contact Admin/Help Desk personnel for assistance.*

    g. Click the Close **Remove Edit Locks** button. The **Edit Locks** page will be displayed again.

    h. Repeat the above steps to remove edit locks from all listed documents, if necessary.

    i. Click the Close **Edit Locks** button, in the 'For this Document you can:' area, in the top right.

j.   Click the **Close** link at the top of the page. The **Setup** browser window will be closed and access will return to the original browser window.

k.   Unlocked documents will be available to open for adjustment.
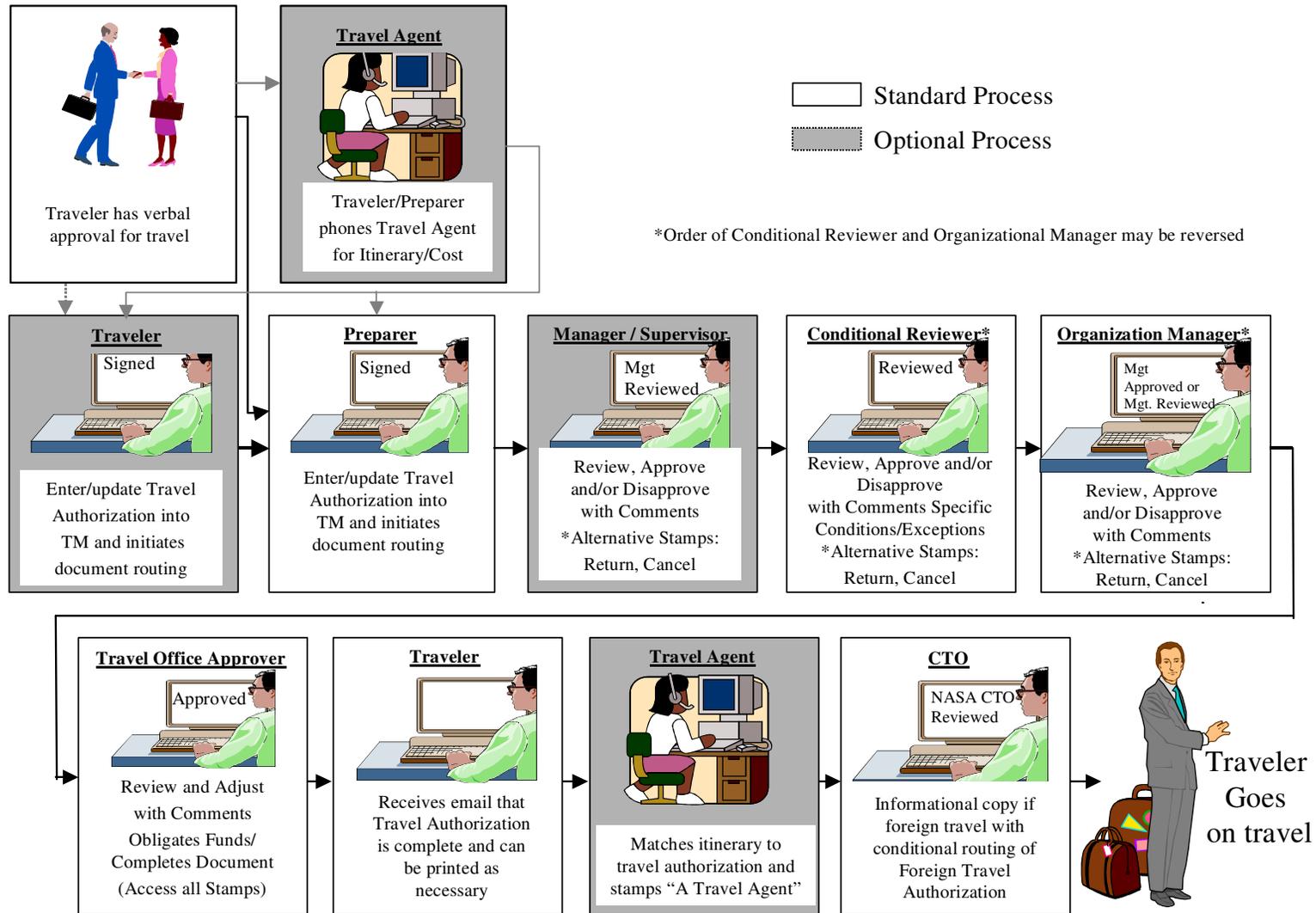
19 **VISUAL ASSISTANCE**

The Set User Preferences area in Setup/Admin has several functions including Web Preferences. The Web Preferences area allows the ability to allow/disallow displaying Tips in the Web. It also allows/disallows Visual Assistance within the Web. The default Style Sheets control the format of the Web pages (fonts, color, background, logos, etc). Nothing should be changed in any areas except Web Preferences for the Visual Assistance check box, if desired.

NOTE

If Visual Assistance is selected, a message box will be displayed every time the screen is refreshed. This is done in several areas of Travel Manager but the most common is when an expense is selected. The user must click **OK** *and the screen is refreshed with the expense category name and any other pertinent data such as rate information. The message box can be removed by clicking in the Visual Assistance check box. Visual assistance will be deactivated but the screen refresh will still happen although it will be done automatically after the user clicks anywhere on the page.*
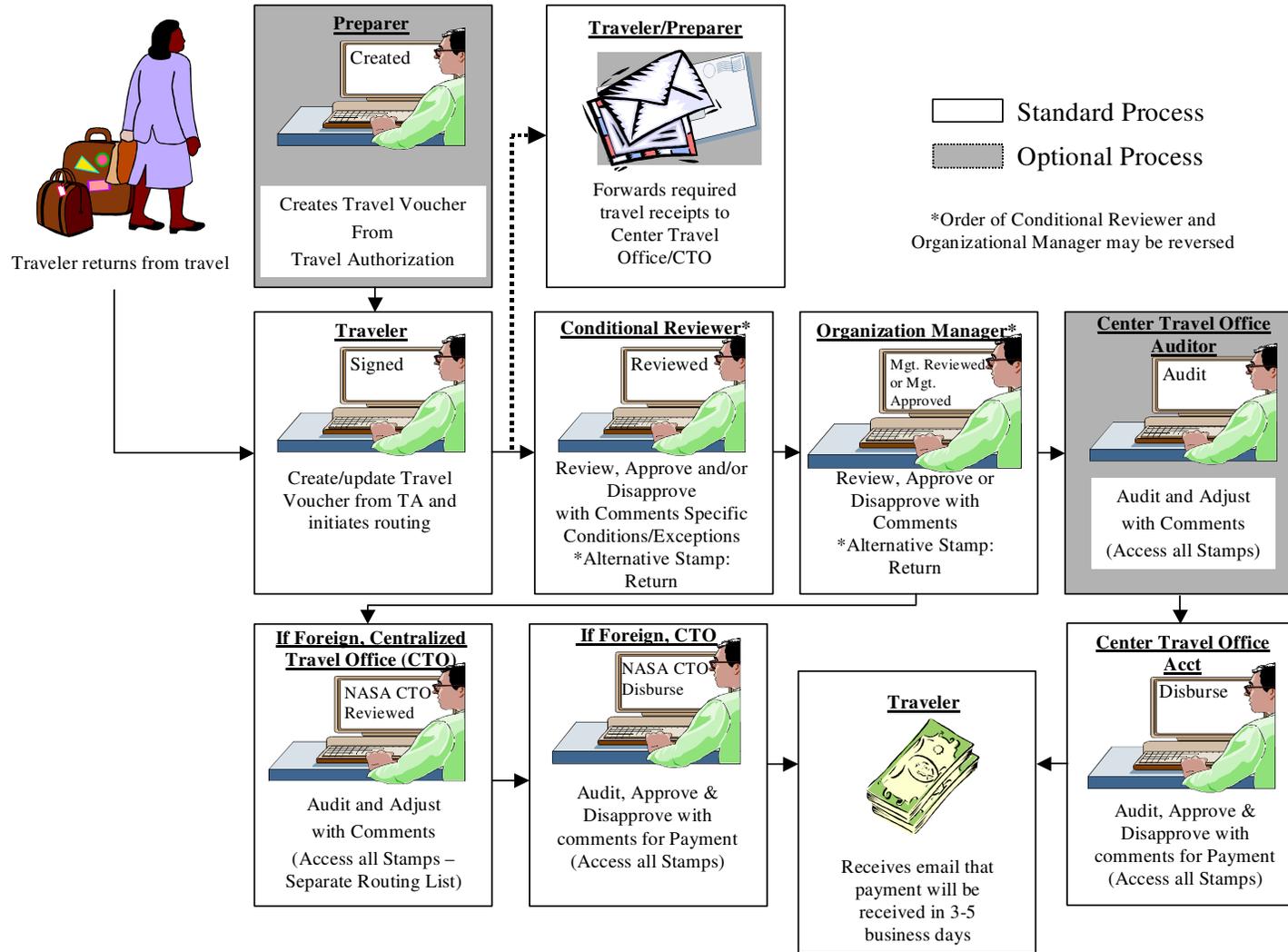

APPENDIX A: TRAVEL AUTHORIZATION PROCESS FLOW

Standard Process

Optional Process

*Order of Conditional Reviewer and Organizational Manager may be reversed

Traveler has verbal approval for travel

Travel Agent
Traveler/Preparer phones Travel Agent for Itinerary/Cost

Traveler
Signed
Enter/update Travel Authorization into TM and initiates document routing

Preparer
Signed
Enter/update Travel Authorization into TM and initiates document routing

Manager / Supervisor
Mgt Reviewed
Review, Approve and/or Disapprove with Comments
*Alternative Stamps: Return, Cancel

Conditional Reviewer*
Reviewed
Review, Approve and/or Disapprove with Comments Specific Conditions/Exceptions
*Alternative Stamps: Return, Cancel

Organization Manager*
Mgt Approved or Mgt. Reviewed
Review, Approve and/or Disapprove with Comments
*Alternative Stamps: Return, Cancel

Travel Office Approver
Approved
Review and Adjust with Comments Obligates Funds/ Completes Document (Access all Stamps)

Traveler
Receives email that Travel Authorization is complete and can be printed as necessary

Travel Agent
Matches itinerary to travel authorization and stamps "A Travel Agent"

CTO
NASA CTO Reviewed
Informational copy if foreign travel with conditional routing of Foreign Travel Authorization

Traveler Goes on travel

APPENDIX B: TRAVEL VOUCHER PROCESS FLOW

Traveler returns from travel

Preparer

Created

Creates Travel Voucher From Travel Authorization

Traveler/Preparer

Forwards required travel receipts to Center Travel Office/CTO

Standard Process

Optional Process

*Order of Conditional Reviewer and Organizational Manager may be reversed

Traveler

Signed

Create/update Travel Voucher from TA and initiates routing

Conditional Reviewer*

Reviewed

Review, Approve and/or Disapprove with Comments Specific Conditions/Exceptions
*Alternative Stamp: Return

Organization Manager*

Mgt. Reviewed or Mgt. Approved

Review, Approve or Disapprove with Comments
*Alternative Stamp: Return

Center Travel Office Auditor

Audit

Audit and Adjust with Comments
(Access all Stamps)

If Foreign, Centralized Travel Office (CTO)

NASA CTO Reviewed

Audit and Adjust with Comments
(Access all Stamps – Separate Routing List)

If Foreign, CTO

NASA CTO Disburse

Audit, Approve & Disapprove with comments for Payment
(Access all Stamps)

Traveler

Receives email that payment will be received in 3-5 business days

Center Travel Office Acct

Disburse

Audit, Approve & Disapprove with comments for Payment
(Access all Stamps)

INDEX

J

K

L

M

N

O

P

Q

R

S

T

U

V

W

X

Z