

Split Disbursement

To have DFAS pay Bank of America directly for expenses paid by gov't travel card, click **Options...** after entering lodging costs or expenses, then in the **Payment Option** field, select **CHARGE CARD**. Click **OK**. Each expense so selected will be

paid to BofA. For additional gov't travel card charges, click **Totals** icon, then enter the total of any other charges in the **Add'l Gov't Charge Card Payment** field. The total of all charges entered in **Options...** fields and this field will be shown in the **Pay to Gov't Charge Card** field. The remainder shown in the **Pay to Traveler** field will be reimbursed to the traveler's EFT account.

NOTE: Split disbursement is required for military travelers and strongly recommended for civilian travelers.

Reviewing your Travel Voucher (after TAD is complete)

From **File** Menu, select **Print Preview**. This opens a copy of the voucher in Adobe Acrobat. Review the voucher to ensure all information is correct. If items are missing or incorrect, repeat above voucher preparation steps in the specific area to make necessary corrections. Click **File | Exit** to close the print preview.

Signing your Voucher

When you are finished, from **File** menu, click **Save**. In the **Save As** screen, enter **ssss/mmddyy/tt(t)**, where ssss is last four of traveler's SSN, mmddyy is start date of travel, and tt(t) is a 2 or 3 letter abbreviation for the destination. Example: 3456/061403/DC.

Click  **Document Status** icon to sign your voucher. Confirm **SIGNED** is in the **Status** block, enter any supporting **Remarks**, if needed, then enter your password in the **Signature PIN** block. Click **OK**. Click **Yes** to save and route voucher. The voucher **must be signed by the traveler** in order for it to be routed.

NOTE: It is illegal for anyone to sign a voucher in Travel Manager other than the traveler.

NOTE: Vouchers must be submitted within five working days of return from travel.

Procedures for Authorizing Officials (Authorizations & Vouchers)

Double-click on  Travel Manager **DocPrep** icon. Enter Userid (same as email userid) and password (case sensitive). Click **OK**. The DocPrep screen opens. Click on the **Modules** Menu, then click **Route & Review**. You will see a list of trip records that require your **APPROVED** (or **RETURNED**) stamp.

If the list of trip records is long, you can select the order of documents by clicking on sorting Category (**Awaiting Status, Dep Date, Doc Type, Traveler, or Doc Name**.) Select the **Authorization/Voucher** to be reviewed. Select the **File** Menu, then click on **Details**. This provides a summary of trip information. When done, select **Close**. To review the entire document, select **File|Adjust**. Neither of these are substitutes for using **Print Preview** (see below) to look at the entire trip record before stamping it **APPROVE** or **RETURNED**.

The **Details** window shows travel dates, per diem location(s), current trip record **Status**, and total (Estimated for authorizations) cost.

Reviewing the Authorization/Voucher

Highlight the document to be reviewed. From **File** Menu, select **Print Preview**. This opens a copy of the document in Adobe Acrobat. Review the authorization/voucher to ensure all information is correct. Click **File | Exit** to close the print preview. **Appendix O requires the AO to review receipts for lodging and others of \$75 or more before approving voucher.**

Signature

Highlight **Authorization/Voucher** & click  **Signature** icon. The **Sign Document(s)** window appears. Select **Status**, select **APPROVED** (if correct) or **RETURNED** (if being sent back for additional info or corrections), type **Remarks** to justify approval if desired, or to clarify changes required before it can be approved. Enter **Signature PIN**, click **OK**. Click **OK** again to **Save & Route** document. Click **No** if no adjustments or **Yes** if adjustments were made. Click **Exit** to return to **Route & Review** screen. Repeat process for additional **Authorizations** or **Vouchers**.

Click **File | Exit** to close **Route & Review** screen. Click **File | Exit** to close **Doc Prep** screen and Travel Manager. Click **OK** to save **User Preferences**.

Delegating Authority

In **Route & Review**, select **Setup**, then **Delegate Authority**. Click **Edit**, then **Find**. Type First and Last name, click **OK**. Click **Select**. Enter signature PIN, then click **OK**.

Revoking Authority

To revoke, select **Setup**, then **Delegate Authority**. **Authority Delegated To:** field will show person with your signature authority. To revoke, click **Delete**, then **Yes**. Authority is revoked. Click **File|Exit**.

Travel Manager

Step-by-Step Guide For Travelers & AO's



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831.656.2041/3637

24 June 2003

Traveler Log-in

Double-click on  Travel Manager DocPrep icon. Enter Userid (same as email userid) and password (case sensitive.) Click **OK**. The DocPrep screen opens.

Completing a Travel Authorization.

From **File** menu, select **New** & click on **Authorization**. Press **F/10**, then click **Find**. Enter user's last name, select appropriate name, click **OK**.

Click  **Traveler Information** icon to confirm/correct traveler information for this authorization. Make any necessary corrections. Make sure your email address is correct. Make sure the right routing list is being used. Click **OK**. Click **No** to make changes permanent. Permanent changes to the Traveler Information Table should be made by your ASA.

Click  **Itinerary** icon. Select trip **Purpose & Type** from each . Type supporting comments in **Description** field. Type **Begin** and **End** dates (mm/dd/yy) or right-click mouse on field for **Calendar**, then double-click on day. Select **Departing** and **Return** locations by clicking each . Confirm **Trip Duration**. Click **Add** to select **Per Diem Location** (location of hotel.) Confirm **Arrival & Departure** dates for each location, enter **Per Diem** city or double-click in **Per Diem** field, type first letter of state/country & click on . Scroll & highlight state. Scroll & highlight city. Click **Select**. Click **OK**. To enter additional locations, click **Add** & repeat steps. Click **OK** when finished.

Making Reservations

Click  **Reservations** icon to view **Air, Lodging** and **Rental Car** Reservations screen.



For Air transportation

Select **Air** button for reservation. Click **Add**, confirm **Departure/Arrival** dates (mm/dd/yy) & enter **Departure/Arrival** times (24 hr. clock.) Enter **Departure & Arrival** Airport Codes. If code is not known, click , click **Find**, enter **city**, click **OK**, scroll and highlight **airport**, click **Select**. Click **OK**. Click **Yes** to enter your return segment, or click **No**, then click **Add** to enter additional segments and repeat above steps. Be sure to change departure date & location. Click **OK** for Reservations screen.

For Lodging

Select **Lodging** radio button at top of reservation screen. Click **Add**, confirm Check In & Check Out **Dates & Times**. Enter **Name, Address** of hotel if desired. Confirm that **City** is correct. In **Comments**, enter credit card number and

expiration date. If **BOQ**, also enter **Base** where BOQ located, **Command** visiting, and **Rank/Grade**. Enter other **Comments** if desired, such as Non-smoking. Click **OK** for Reservations screen. Click **Add** to enter additional locations & repeat above steps.

For Rental Cars

Select **Rental** radio button at top of reservation screen. Click **Add**, confirm Pick Up & Drop Off **Dates & Times**. Enter **Name** of rental car company if desired. Enter **Comments** if desired, such as Non-smoking. Click **OK** for Reservations screen. Click **Add** to enter additional locations & repeat above steps.

For Special Lodging & Per Diem Related Conditions

Click  **Lodging/M&IE** icon. Select initial date, click **Update**, enter daily lodging costs (**If approved to exceed above Per Diem rate, place in Actual Lodging box.**) Select any applicable duty conditions, select correct meal category & select number of govt meals available or provided (if applicable.) **Note: Military per diem locations will default to quarters available.** Enter the **Values Apply Through** date if the values for this date will be consistent on one or more days in a row. Repeat for each Date, if needed. Click **OK** to exit **Update Lodging/M&IE** screen. Click **Close** to return to Authorization screen.

Reimbursable Expenses

Click  **Expenses** icon. If **Rental Car** was selected, confirm that **Commercial Auto** cost shows as \$0.00. Click **Add** to enter additional expenses (**POV, Taxi, Hotel tax, etc.**) Enter **Date** of expense, select **Expense** from  or type in expense item not listed. Click **Save**. Repeat steps for additional expenses. Once all expenses have been entered, click **Done**. Click **Close**.

Justifying Special Authorized Items, if required

Click  **Other Authorizations** icon to enter special authorized items. Scroll down other authorizations list & highlight special **Authorization**. Click **Select**, enter **Remarks (will be printed on travel orders)** and click **OK**. Repeat this step as needed. Click **Close**. This is the area to enter the justification for Actual Lodging or upgraded rental cars, and dates when Antiterrorist Training was completed for overseas trips.

Entering Account Codes

Click  **Accounting** icon. Highlight the correct **accounting code (Label, or Job Order number)** from the **Master Accounting Codes** at the top of the **Accounting Codes**

screen that your AO directed you to use for this authorization. Click **Select**. This enters the **Line of Accounting (LOA)** in the lower part of the screen. Click **Close**. If you are using a code from another organization, first get permission from the PI, then click **Retrieve**, enter the **Label** on the **Retrieve Accounting Code** screen, then click **Retrieve** on that screen. Click **Close**. You may only select **one** LOA for each travel order. For trips using multiple LOAs on different dates, create one travel authorization for each LOA.

Special Mission Requirements and Comments

Click  **Comments** icon. Place comments here as desired. **Reviewing your Authorization**

From **File** Menu, select **Print Preview**. This opens a copy of the travel orders in Adobe Acrobat. Review the authorization to ensure all information is correct. If items are missing or incorrect, repeat above steps in the specific area to make necessary corrections. Click **File | Exit** to close the print preview.

Saving and Signing your Authorization

When you are finished, from **File** menu, click **Save**. In the **Save As** screen, enter **ssss/mmdyy/tt(t)**, where ssss is last four of traveler's SSN, mmdyy is start date of travel, and tt(t) is a 2 or 3 letter abbreviation for the destination. Example: 3456/061403/DC.

Click  **Document Status** icon to sign your authorization. Confirm **SIGNED** is in the **Status** block, enter any supporting **Remarks**, if needed, then enter your password in the **Signature PIN** block. Click **OK**. Click **Yes** to save and route authorization.

If you have requested reservations, the authorization will go to SATO for booking. Follow the authorization in Travel Manager to see the latest status.

Completing a Travel Voucher

Double-click on  Travel Manager **DocPrep** icon. Enter Userid (same as email userid) and password (case sensitive.) Click **OK**. The DocPrep screen opens.

From **File** Menu, select **New** and **Voucher from Authorization**. Select **Traveler** and **Travel Authorization** document & click **OK**. Review & update any expenses or itinerary items on your voucher that varied from the original authorization. Ensure you have entered all travel-related expenses incurred during your TAD. Reservation information is not relevant to vouchers.