Naval Postgraduate School

Travel Manager 7.1

User Guide

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Starting Out

Travel Manager Requirements

Travel Manager requirements for PC and Macintosh users are listed below.

PC Users

PC users require:

- An account on the NPGS network or access to the Internet.
- Travel Manager userid, password, and certified signature PIN.
- Windows 95/98/Me/XP or Windows NT/2000.
- Netscape Navigator or MS Internet Explorer for Internet access.

Mac Users

Mac users require:

- Access to the Internet.
- Travel Manager userid, password, and certified signature PIN.
- Netscape Navigator or MS Internet Explorer.

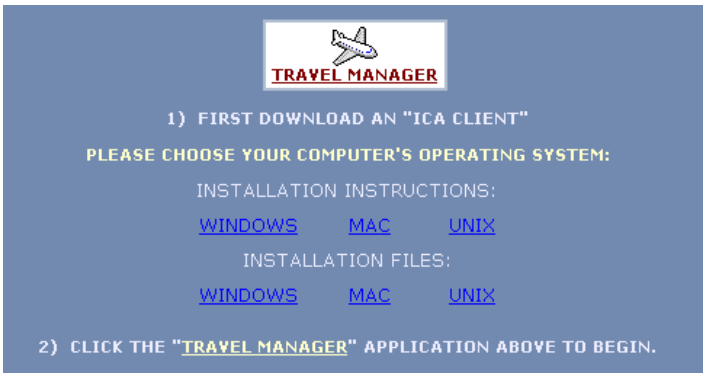
Starting Travel Manager

If Travel Manager is installed on your computer, start Travel Manager as follows:

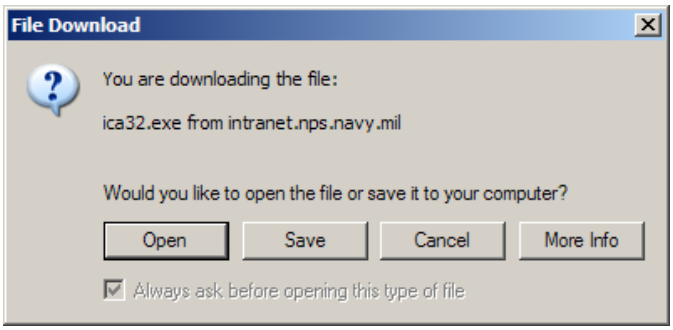
- Double-click on the Travel Manager **Doc Prep** icon in Windows, or click **Start|Programs|Travel Manager V7.1C|TM V7.1C Doc Prep**.

If Travel Manager is not installed on your computer, you can access it through Citrix as follows:

- Open a web browser, then go to the Travel Web Site at http://www.nps.navy.mil/travel, then click on **TRAVEL MANAGER**. **This site is accessible worldwide**. If the Citrix ICA Client is installed on your computer, click on the **Travel Manager** link, then go to the logon screen on page 6.

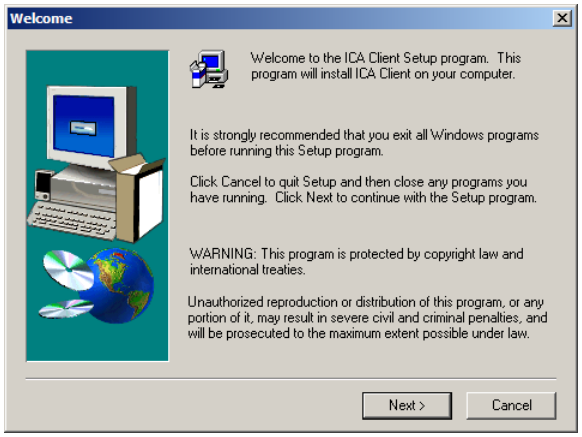


- If a Citrix ICA Client is not installed on your computer, click your computer's operating system. For Windows, the following screen will appear:

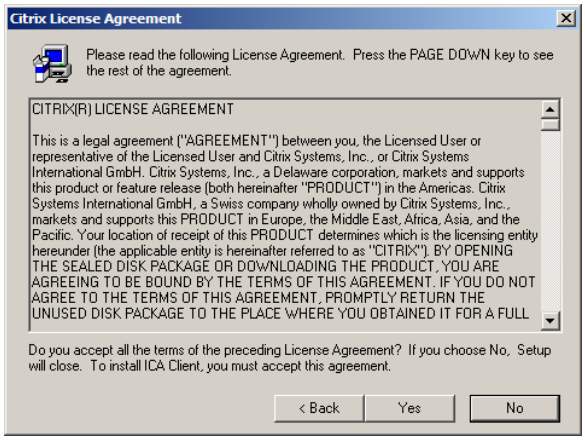


Click **Open**.

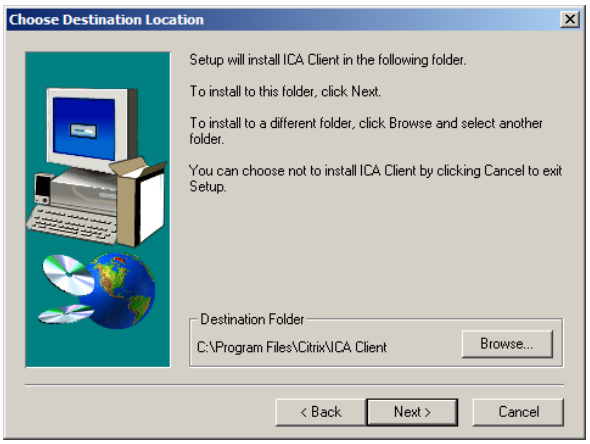
Click **Next**.



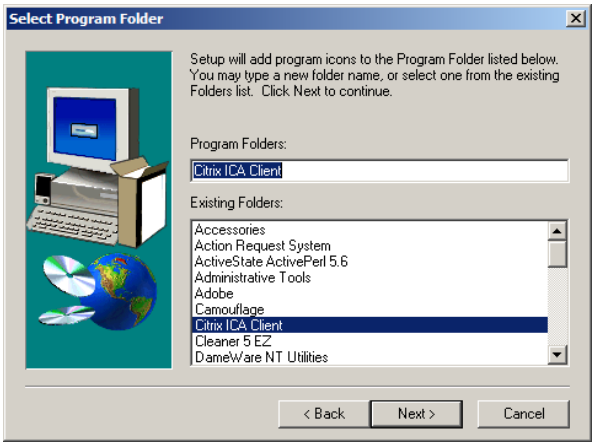
Click **Next**.



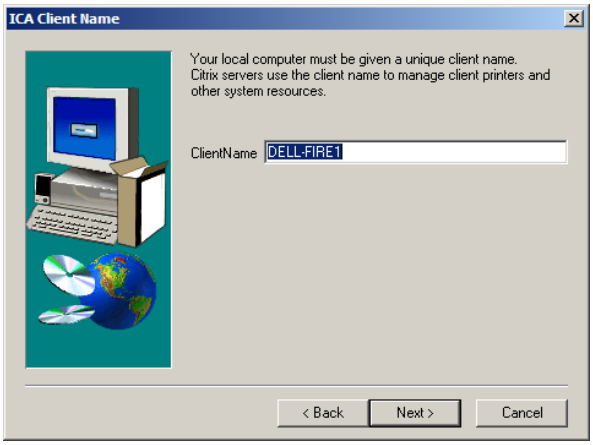
Click **Yes**.



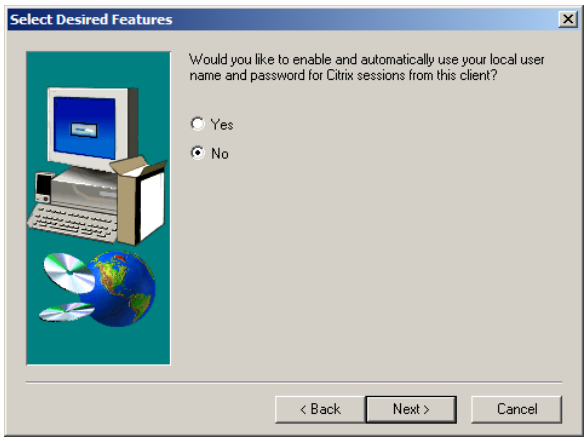
Click **Next**.



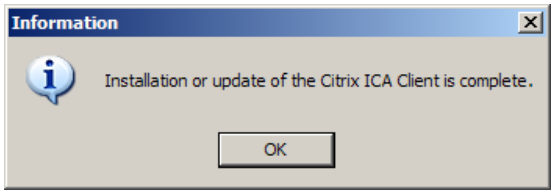
Click **Next**.



Click **Next**.

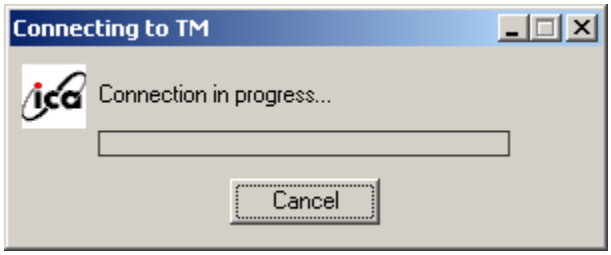


Select **No**, and then click **Next**.



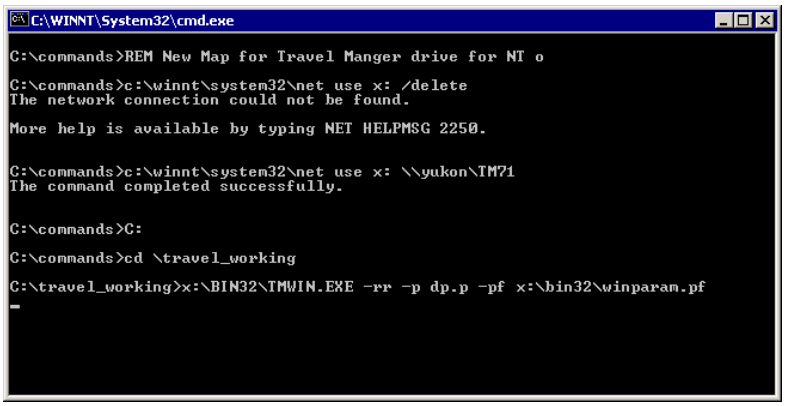
- Click **OK**.

- Click **Travel Manager** on the web page. The following two screens appear in succession.



- Enter your **Network User name** and **Password**, and then click **OK**.

- This screen appears, then the following **cmd.exe** screen.



- Once the **Travel Manager** logon screen below appears, close the **cmd.exe** screen.

- Enter your **Travel Manager** userid and password, and then click on **OK**.

Instructions for First-time Users

You will need to have your Defense Travel Administrator (DTA) present during your first login. The DTA must certify your Signature PIN.

- At the Travel Manager Login prompt, type your userid in the Userid field, type the first-time user password '**newtrav1**' (newtrav followed by the numeral one) in the password field, and click **OK**.

Note**: Your Travel Manager userid is the same as your e-mail userid.**

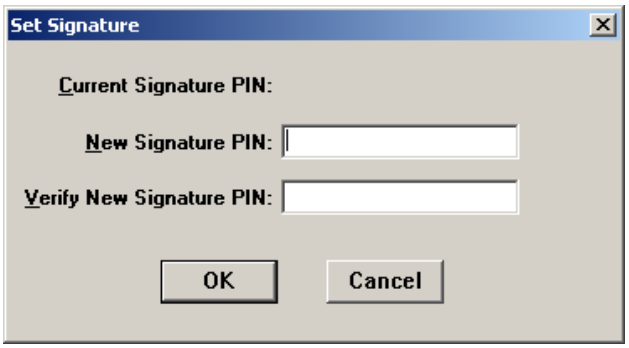
- You are asked to enter a new password. Click on **OK**.

- Type the password.

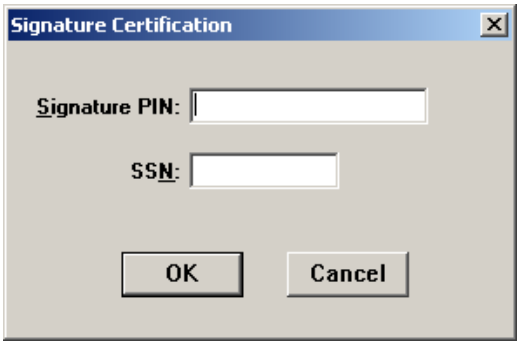
PASSWORDS
1) must be at least 8 characters long, but not more than 16 characters
2) must contain at least one numeric character other than 0 and 9
3) are case-sensitive.

- Travel Manager prompts you to type your password again for verification. Type the password and click **OK**.

- Click **OK**.
- Travel Manager prompts you for a new signature PIN. The PIN is used to sign and approve Travel Manager trip records (Travel Authorization or Travel Voucher). We suggest that you set your PIN to be the same as your password.



- Enter your Signature PIN twice, then click **OK**. The **Signature Certification** screen.



- Your DTA must certify your signature PIN by entering his/her **Signature PIN** and **SSN**. This ensures that you are the person entering the signature.
- You are now logged into Travel Manager.

Entering Dates in Travel Manager 7.1

To enter dates in Travel Manager:

- Enter all dates using the *mmdd* format.
- Enter months and days as two-digit numbers (01, 02, 03, … 31, etc.).
- Press TAB after typing the month and day—the year will appear automatically.
- It is not necessary to type the slashes (/).

To select dates from a calendar:

- Click on the right mouse button on any date field; a calendar is displayed.
- Use the << and >> buttons to select the desired month.
- Double-click on the date to select.

Entering Times in Travel Manager 7.1

To enter times in Travel Manager:

- Enter all times using the *hh:mm* 24-hour format.
- Enter hours and minutes as two-digit numbers (01, 02, 03, … 59, etc.).
- The time will be automatically converted to AM or PM.

Travel Manager Use Restrictions

Travel Manager 7.1 may **not** be used for the following:

- long-term (180 days) TDY
- reservist travel
- invitational travel (ITO)
- fund cites
- orders which require a travel advance
- patient travel
- travel for escorts and attendants, or
- PCS travel

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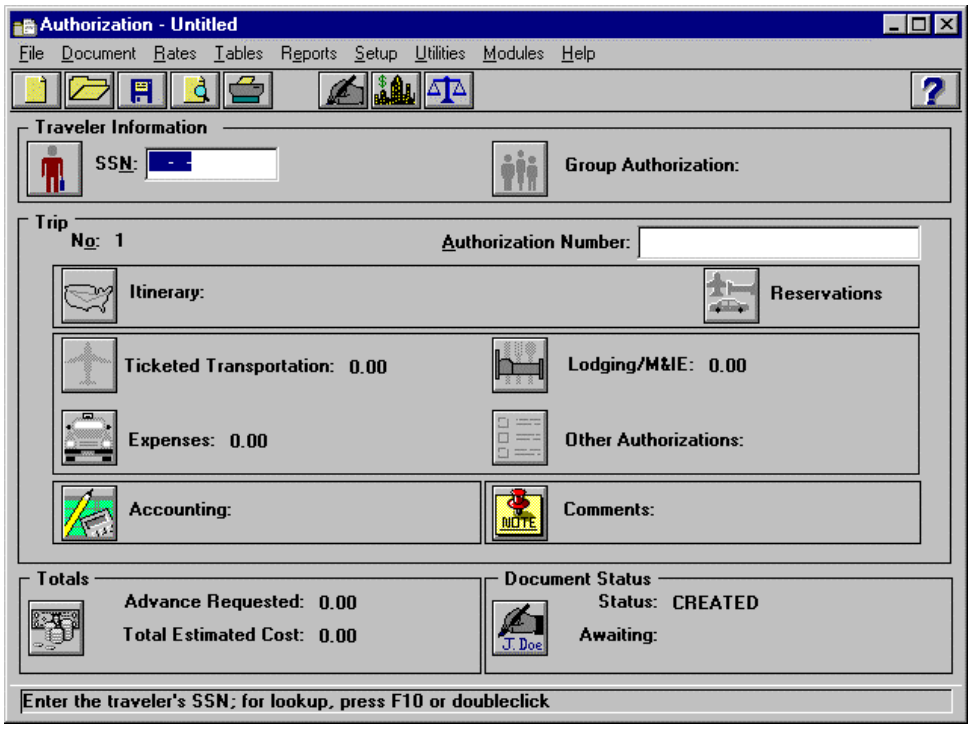
Creating a Travel Authorization

Step 1. Use the File Menu to Create a New Authorization

To create a new Travel Authorization:

- Double-click on the **Doc Prep** icon to start Travel Manager.
- Enter Userid and password, and then click **OK**.
- From the **File** menu, select **New**.
- From the submenu, select **Authorization**.

The following Travel Authorization window will be displayed:



Travel Authorization Window

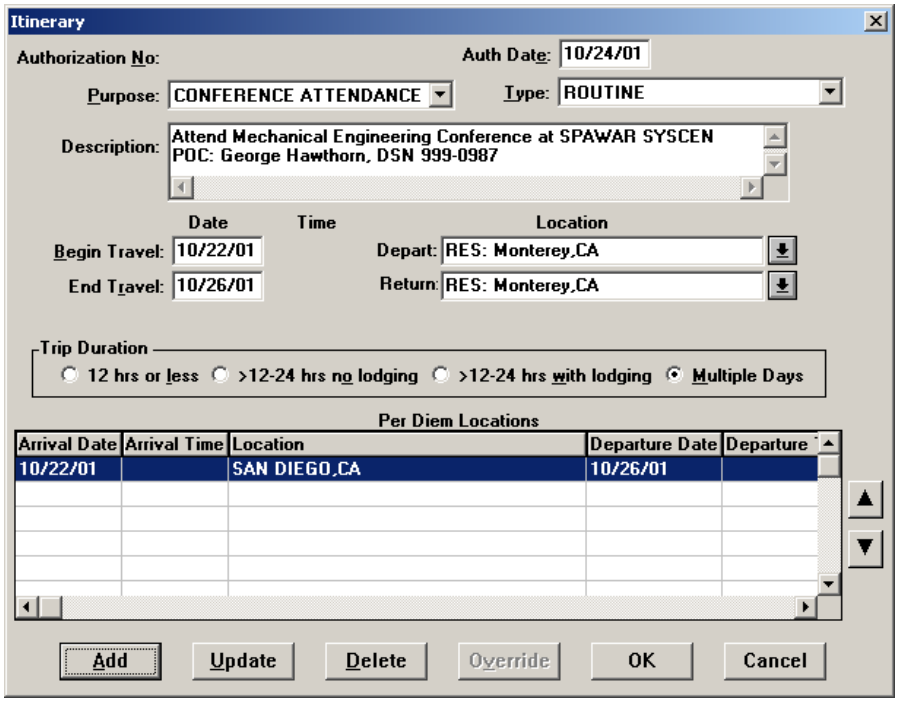
Step 2. Complete the Authorization Information

In the Travel Authorization window, enter the travel authorization information in the following fields as directed. You may use the TAB key or the mouse to navigate through the fields.

FIELD NAME	FIELD DATA
Social Security No.	To view a list of travelers, double-click in the SSN field or press **F/10**. Typing the SSN is error-prone. To search, click on **Find**, type in the traveler's last name, and click **OK**. Click **Select** to choose the highlighted traveler. Users with no group access will have their SSN automatically loaded into this field.
Group Authorization Icon	Not currently used.
Authorization No.	This field is inaccessible. When the Authorization is **SIGNED**, it goes to **FASTDATA** in the comptroller's office, which (1) verifies the line of accounting (LOA), (2) commits (similar to obligate) the funds for Lodging, M&IE and Expenses, and (3) assigns the Authorization Number to the document.

Itinerary

To access the Itinerary window, select the **Itinerary** icon on the main Authorization window.



Itinerary Window

Enter the itinerary information in the following fields as directed:

FIELD	FIELD DATA
Authorization No.	This field is inaccessible. When the Authorization is **SIGNED**, it goes to **FASTDATA** in the comptroller's office, which (1) verifies the line of accounting (LOA), (2) commits (similar to obligate) the funds for Lodging, M&IE and Expenses, and (3) assigns the Authorization Number to the document.
Authorization Date	Defaulted to the date the Authorization is created.
Purpose	Select the purpose of the trip from the drop-down list. Travel Manager provides the standard GSA travel purpose categories in the Trip Purpose table.
Description	Indicate purpose of trip, activity visited or supported, and the city in which the activity is located. POC information is optional.

Type	Select the trip type from the drop-down list. Travel Manager automatically calculates the allowances for M&IE and lodging according to the trip type selected. • **NOCOST** - Trip type used for authorizations that will be at no cost to the government. • **ROUTINE** - Authorization: This includes all travel from the time the traveler leaves home and/or present duty location until return. It may include travel to several temporary duty locations, but the traveler may only return home or to the present duty location once. M&IE is automatically calculated based on the number of days at each duty location.
Begin Travel	Enter the date the traveler will begin the trip (*you don't need to enter the year if it is the same year; pressing TAB enters the year in the date field).* **Note**: *FTR changes as of 12/27/96 eliminate the need to enter arrival and departure times. The Time field will be displayed until the Begin Travel date is entered.*
End Travel	Enter the date and location where the traveler will end the trip (*you don't need to enter the year if it is the same year; pressing TAB enters the year in the date field)*.
Depart and Return Location	Select the location for the start and return Location from the drop-down list. The choices in the drop-down list are derived from the traveler's Traveler Information table. **This should either be the place of residence or work.** **NOTE: If this is the first of a series of travel authorizations covering the same trip, then type "IN TRAVEL STATUS" in the Return Location field. This will give you full per diem on the last day of the first portion of the trip. For follow-on travel authorizations for the same trip, type "IN TRAVEL STATUS" in the Depart Location field.**

Trip Duration	After the Begin Travel and End Travel fields are complete, Travel Manager automatically sets Trip Duration to Multiple Days if travel is more than two calendar days. Choose the appropriate condition if the default selection is incorrect: • **Less than 12 hours** • **12-24 hrs. no lodging** - Travel Manager defaults to the 12-24 hour trip with lodging; therefore, this button must be selected manually. • **12-24 hrs. with lodging**
Per Diem Locations	Contains the arrival/departure date(s) and TDY location(s) for the trip. To enter a new TDY location: • Select the **Add** button; the Add Per Diem Location to Trip window is displayed. Arrival and Departure dates are filled based on the dates entered in the Itinerary window. • To select a TDY location, click in the Per Diem Location field and press F10 or double-click in the Per Diem Location field; the Per Diem Lookup window is displayed. • In the State/Country list, click on the down arrow to the right of the State/Country field to display the State/Country list. Use the mouse to scroll or type in the first letter of the desired location. When the desired state or country is highlighted, click on it (or press ENTER) to select it and display the County/City list. • In the County/City list, use the mouse to scroll to the desired location; click on it to select it. Click on the **Select** button to display the desired TDY location in the Add Per Diem Location to Trip window. Click on **OK** to display the selected per diem location in the Per Diem Locations section of the Itinerary window. To select an unlisted location: • Click the **Unlisted** button in the Per Diem Lookup window.

	• In the Unlisted Per Diem Location window, choose the correct state or country (click on the Lookup button (+) to select from a list), type in the location, and click **OK**; the new location is displayed in the Per Diem Locations field. • Edit the date fields if necessary, and click **OK**; the dates and location are displayed in the Per Diem Locations section of the Itinerary window. • If the traveler is embarked in a U.S. vessel, then no per diem location is listed. Vessel embarkation is considered transportation. The date of embarkation is listed as the date of departure from the port of embarkation. Likewise with the date of arrival at the port of debarkation.
▲ / ▼ **Up/Down Buttons**	The itinerary re-order buttons allow you to re-sort your itinerary in chronological order. To move the highlighted per diem selection, click the ▲ / ▼ buttons.

Select **OK** to save additions or changes to the itinerary and exit the Itinerary window, or select **Cancel** to exit without saving changes.

Editing the Itinerary

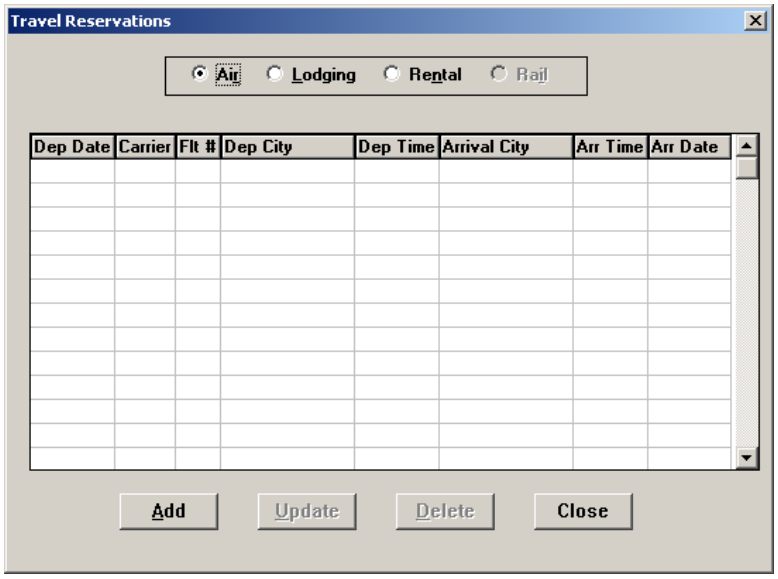
To edit the itinerary:

- On the main Authorization window, select the **Itinerary** icon to display the Itinerary window.
- Highlight the appropriate TDY location in the Per Diem Locations section.
- Select:
  - the **Update** button to edit a per diem location
  - the **Delete** button to delete a per diem location.
- Select **OK** to save the changes and exit the Itinerary window, or select **Cancel** to exit without saving the changes.

Note**:** **At the prompt, select** Yes **if you wish to update lodging and M&IE costs based on changes in your itinerary.**

Reservations

Select the **Reservations** icon on the main Authorization window to enter or change air, lodging, or rental car information. The Travel Reservations window will be displayed:



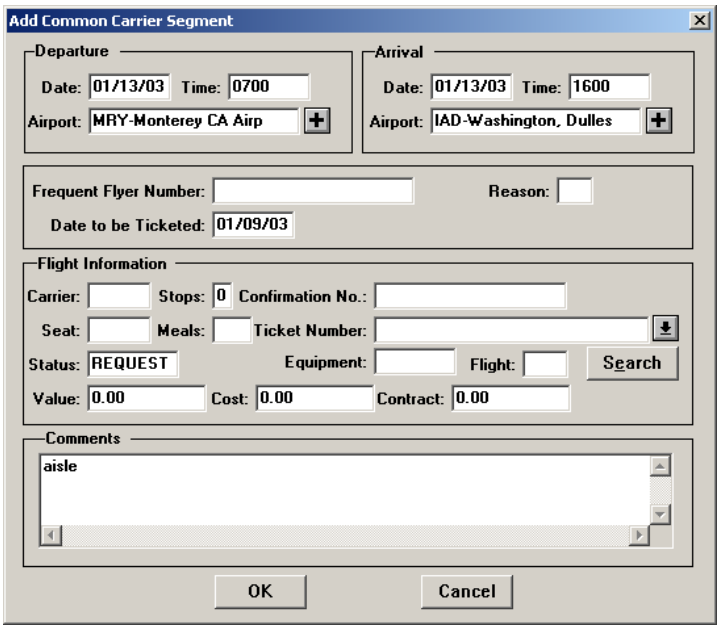
Travel Reservations Window

- To add new reservation information, select **Air**, **Lodging**, or **Rental** and click on the **Add** button.
- To edit or change reservation information, select **Air**, **Lodging**, or **Rental**. Highlight the appropriate reservation segment in the display window and select the **Update** button.
- To delete reservation information, select **Air**, **Lodging**, or **Rental**. Highlight the appropriate reservation segment in the display window and select the **Delete** button.

The following sections describe the procedures for adding/updating reservations for Air, Lodging, and Rental.

Air Reservations

The Add/Update Common Carrier Segment window is displayed when you select **Air** and the **Add** or **Update** button in the Travel Reservations window.



Add/Update Common Carrier Segment Window

Complete the following fields:

FIELD	FIELD DATA
Departure Date	The traveler's preferred departure date. By default, this field displays the date entered in the itinerary.
Departure Time	The traveler's preferred departure time.
Departure Airport	Click on the Lookup button (+) to see a list of airport names. Click on **Find** to search by airport code or airport name.
Arrival Date	The traveler's latest possible arrival date. By default, this field displays the date entered in the itinerary if one has been completed.
Arrival Time	The traveler's preferred possible arrival time.

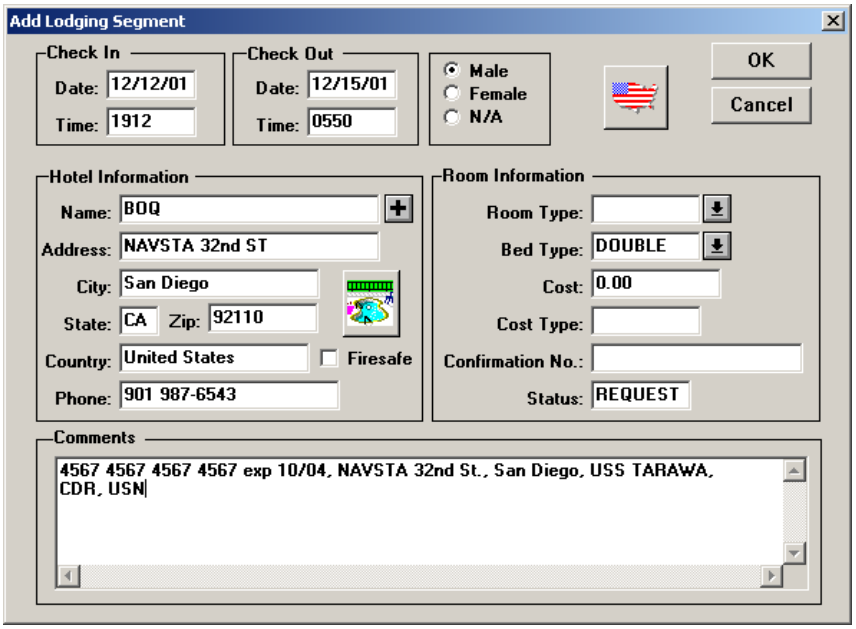
Arrival Airport	This is the airport at the **ultimate destination**. Click on the Lookup button (+) to see a list of airport names. Click on **Find** to search by airport code or airport name.
Frequent Flyer Number	Leave blank.
Reason	Leave blank.
Date to be Ticketed	Leave default date as is.
Flight Information Section	The information in this field will be filled by SATO. *(This section includes the Confirmation No., Seat, Meals, Ticket No., Status, Equipment, Cost, and Contract Fare fields).*
Search	The **Search** function is inactive.
Comments	Enter any special remarks or instructions such as seating preferences or extra baggage considerations. Note: SATO only receives the first five text lines from comments.

Select **OK** to save air reservation information and exit the Add/Update Common Carrier Segment window, or select **Cancel** to exit without saving the information.

NOTE: **Per Appendix O, it is** mandatory **that travelers arrange commercial transportation through SATO.**

Lodging Reservations

To display the Add/Update Lodging Segment window, select **Lodging** and the **Add** or **Update** button in the Travel Reservations window.



Add/Update Lodging Segment Window

Complete the following fields:

FIELD	FIELD DATA
Check In Date	The date that the traveler plans to arrive at the hotel/motel. By default, this field displays the date entered in the itinerary.
Check In Time	The approximate time the traveler plans to arrive at the hotel/motel. This field must be filled. It defaults to 0800 or one hour after the flight arrival time entered in the Add/Update Common Carrier Segment window (if this window was completed).
Check Out Date	The date the traveler plans to leave the hotel/motel.

Check Out Time	The approximate time the traveler plans to depart the hotel/motel. This field must be filled. It defaults to 1800 or one hour before the flight departure time entered in the Add/Update Common Carrier Segment window (if this window was completed).
Male/Female/ NA	Leave default at N/A.
Map Icon	Not currently used.
Hotel Information Fields	Enter the name and location of the desired hotel/motel (optional). The Hotel/Motel information button function is not available.
Room Information Fields	Information in these fields will be filled by SATO. **Note**: *You may choose Room Type and Bed Type preferences in the fields provided (optional).*
Comments	Enter any special remarks or instructions. Include the traveler's (1) **government or other charge card number** and (2) **expiration date** in this field. (If the credit card number is included in the profile in the Traveler Information Table, this will appear automatically. See p. 97-98.) SATO must have this number to confirm a room. For **BOQ** reservations, also include the name of the (3) **command** and the (4) **base** where it is located, and the (5) **rank or grade** of the traveler. Include alternate hotels in this field in case the first choice is unavailable. **Note:** SATO only receives the first five text lines from comments.

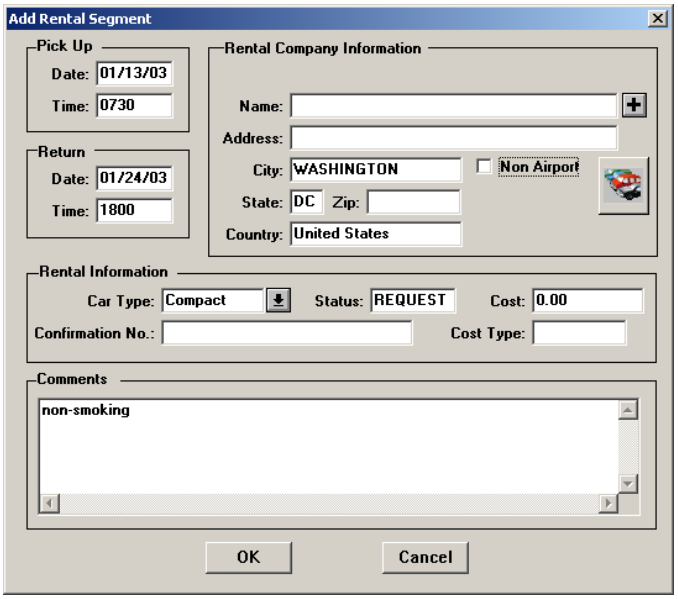
Select **OK** to save the changes and exit the Add/Update Lodging Segment window, or select **Cancel** to exit without saving the changes.

NOTE: Travelers are required to make lodging reservations through SATO unless there is a justifiable reason for not doing so. Travelers must make their own reservations at conference hotels, since a hotel will normally not give a reservation to SATO.

NOTE: Some hotels will exempt you from hotel tax. A fillable Acrobat Reader Hotel Tax Exempt Form for this purpose is available on the travel web site (see p. 101) under **SOPs|Documents|Forms.**

Rental Car Reservations

The Add/Update Rental Segment window is displayed when you select **Rental** and the **Add** or **Update** button in the Travel Reservations window.



Add/Update Rental Segment Window

Complete the following fields:

FIELD	FIELD DATA
Pick Up Date	The date the traveler plans to pick up the rental car. By default, this field displays the date entered in the itinerary.
Pick Up Time	The time the traveler plans to pick up the rental car. This field must be filled. It defaults to 0800 or one hour after the flight arrival time entered in the Add/Update Common Carrier Segment window.
Return Date	The date the traveler plans to return the rental car. By default, this field displays the date entered in the itinerary.
Return Time	The time the traveler plans to return the rental car. This field must be filled. The time defaults to 1800 or one hour before the flight departure time in the Add/Update Common Carrier Segment window.

Rental Company Information	SATO will complete all the fields in this section. If desired, a company name preference may be indicated. If the rental car is the mode of transportation from the Permanent Duty Station (PDS), click the Non Airport box to clear the default Rental City Information, and then type in the desired pickup location. The lookup button and Rental car icon button functions are not available.
Rental Information	SATO will complete the fields in this segment. **Note**: *You may select the preferred Car Type from the drop-down list; the default reservation is Compact.* ***Do not enter a cost in the cost field****.*
Comments	Enter any remarks or instructions such as special needs or conditions, car preference, etc. Note: SATO only receives the first five text lines from comments.

Select **OK** to save the changes and exit the Add/Update Rental Segment window, or select **Cancel** to exit without saving the changes.

Select **Close** on the Travel Reservations window to close the window and return to the main Authorization window.

NOTE: **Per Appendix O, it is** mandatory **that travelers arrange commercial rental cars through SATO.**

Editing the Reservations

To edit the reservation request:

- On the main Authorization window, select the **Reservations** icon to display the Travel Reservations window.
- Select the **Air**, **Lodging** or **Rental** button.
- Select the **Add** button to add a reservation segment, the **Update** button to edit a reservation segment, or the **Delete** button to delete a reservation segment.

Note: **For detailed information on changing Reservation requests, see** Adjusting a Travel Authorization **on pages 45-54.**

- Select **OK** to save individual segment requests.
- Select **Close** to Exit the Travel Reservations window.

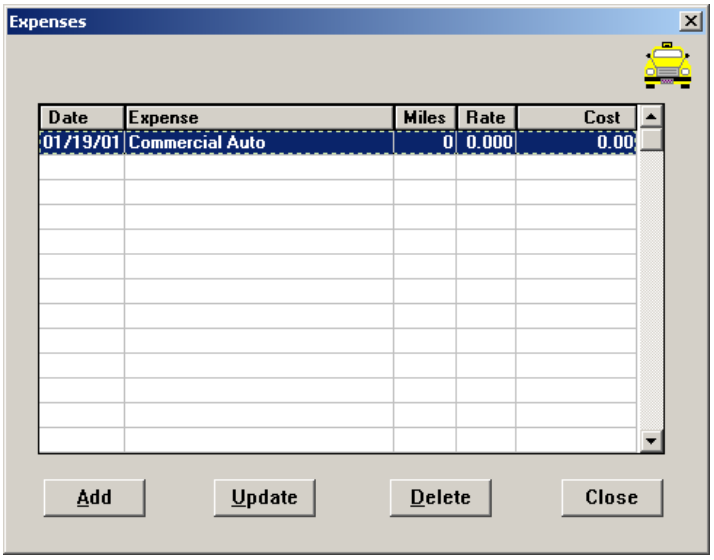
Ticketed Transportation

The Ticketed Transportation fields are filled out by SATO. **Do not add any information into these fields.**

Expenses

The Expenses window contains the date, type, and cost of any Travel Authorization expense except per diem and ticketed transportation.

To access the Expenses window, select the **Expenses** icon on the main Authorization window.



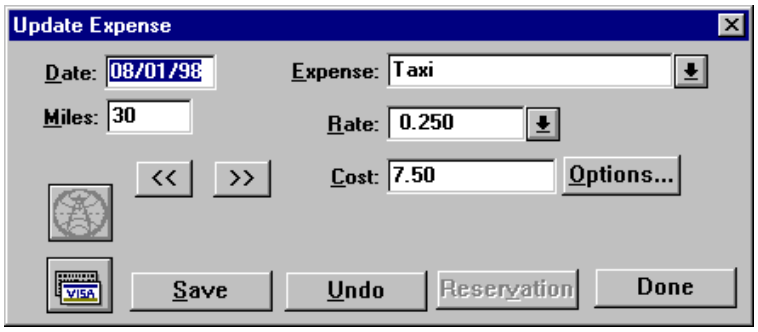
Expenses Window

A **Commercial Auto** (CA) expense of $0.00 will appear in the **Expenses** window for every **Rental Segment** request in the **Reservations** window. Do not delete a CA expense as it will also delete the **Rental Segment** request. Leave the cost at $0.00; SATO will add the CA cost estimate when the CA reservation is confirmed.

- To add a new expense, select the **Add** button.

- To edit or change an expense, select the **Update** button.
- To delete an expense, select the **Delete** button.

The Add/Update Expense window is displayed when you select **Add** or **Update** in the Expenses window. The following section describes in detail how to add or update an expense.



Add/Update Expense Window

Complete the following fields:

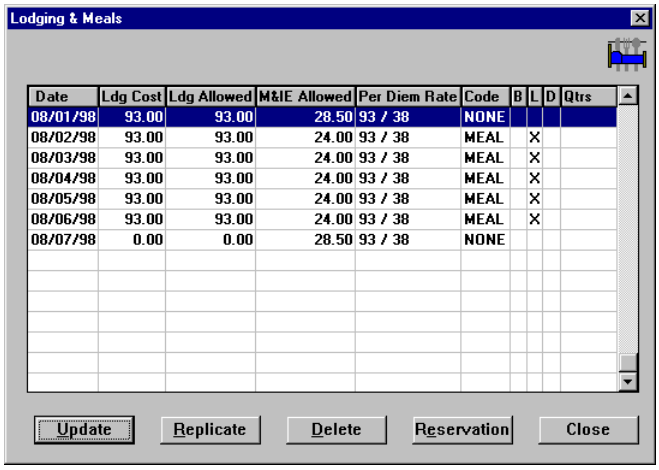
FIELD	FIELD DATA
Date	Enter the date the expense will be incurred. This date must be within the Begin Travel and End Travel dates of the itinerary.
Expense	Select the type of expense incurred from the drop-down list. The available selections are taken from the Expenses List. If the expense is not shown in the drop-down list, you may type the expense in the text field (limited to 40 characters). Note: The Expenses List is based on Appendix O. Typing expenses should be the exception and not the rule.
Miles	If you select a mileage type of expense in the Expense field, you are prompted to enter the number of miles in the Miles field.
Rate	If you select a type of mileage expense in the Expense field and enter the number of miles in the Miles field, Travel Manager automatically selects the mileage rate associated with that expense and calculates the cost in the Cost field.
Cost	The cost of the expense.

Options	The Payment Method: box is used to designate which lodging expenses on a voucher are to be paid directly to the government charge card company. It is not used for Authorizations. To use the Foreign Calculator, enter the expense amount in the Foreign Currency field and enter the foreign units per U.S. dollar in the Exchange rate field. Click **OK** to save and exit or **Cancel** to exit without saving.
<< Previous / >> Next Buttons	You may have several different expense entries for a trip. Select << to view or update the previous expense or select >> to view or update the next expense.
Save	**Save** only functions when adding expenses. It adds the expense and resets the field for additional expenses.
Undo	Removes any expense information you enter in the Add/Update Expense window before you save the entry. If you save the entry then want to delete it, you must highlight the entry in the Expenses window and select the **Delete** button.
Reservation Button	Not currently used.
Done	When you are finished entering the expenses, select **Done** to close the Add/Update Expense window.

Select the **Close** button on the Expenses window to close the window and return to the main Authorization window.

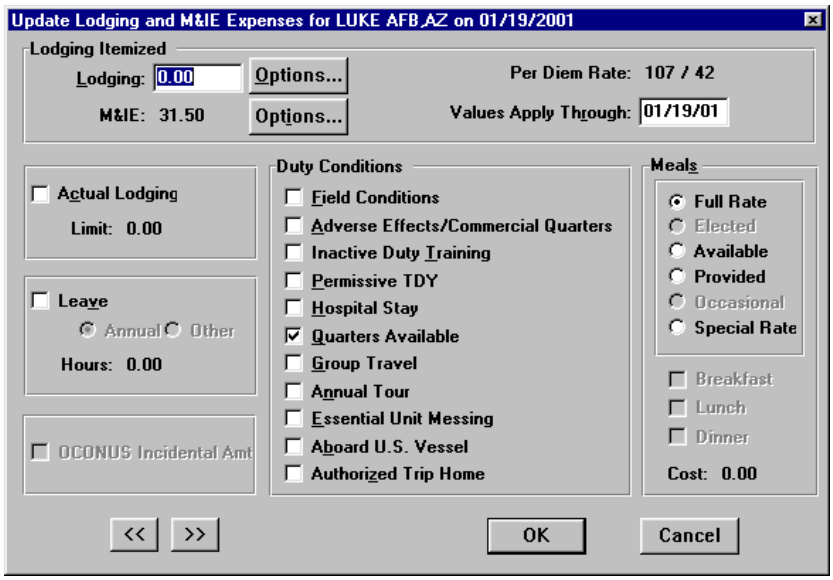
Lodging/M&IE

To access the Lodging & Meals window, select the **Lodging/M&IE** icon on the main Authorization window. The Lodging & Meals window contains daily expense information for lodging costs, lodging allowed, M&IE allowed, and per diem rates.



Lodging & Meals Window

- The **Replicate** button allows you to duplicate only the lodging amount for each remaining night.
- Do not use the **Delete** button. Lodging/M&IE dates must match Itinerary trip dates.
- The **Reservation** button is not currently used.
- To edit or change lodging or meal information, highlight the desired row and select the **Update** button. The Update Lodging and M&IE Expenses window will be displayed:



Update Lodging and M&IE Expenses Window

The Update Lodging and M&IE Expenses window is divided into six sections: Lodging Itemized, Actual Lodging, Leave, OCONUS Incidental Amt, Duty Conditions, and Meals.

Complete the data in the fields of the Lodging Itemized section:

LODGING ITEMIZED

Values Apply Through	Enter the date through which rates for lodging costs, meals provided, duty conditions, and special meals are to be replicated.
Lodging	The amount paid each night for lodging. **Do not** include the room tax for travel in CONUS, Hawaii, Alaska, Puerto Rico or U.S territories.
Options	The Payment Method: box is used to designate which Expenses on a voucher are to be paid directly to the government charge card company. It is not used for Authorizations. To use the Foreign Calculator, enter the expense amount in the Foreign Currency field, and enter the Foreign units per US dollar in the Exchange Rate field. Click **OK** to save and exit or **Cancel** to exit without saving.

Complete the data in the fields of the Actual Lodging section. This section is used when actual lodging expenses will be incurred (these expenses must be approved by an Authorizing Official):

ACTUAL LODGING

Lodging	Actual lodging expenses are claimed when the lodging field is checked. The Limit field displays the maximum claimable actual lodging amount.

Complete the fields in the Leave section:

LEAVE

Leave	**Uniformed members:** The traveler has taken more than half of a workday as annual leave; no per diem is calculated for that day. **Civilians:** An additional field will be displayed which allows the user to choose Annual or Other (i.e., weekend or holiday) and enter the hours taken; per diem is calculated accordingly.

Complete the field in the OCONUS Incidental Amt section:

OCONUS Incidental Amt

OCONUS Incidental Amount	The AO may determine that the basic $3.50 OCONUS Incidental Expenses rate is sufficient. Click this block to reduce the IE rate to $3.50.

Complete the data in the fields of the Duty Conditions section:

DUTY CONDITIONS

Field Conditions	No lodging expenses are allowed and only Occasional meals may be claimed.
Adverse Effects/ Commercial Quarters	Indicates the traveler is unable to take advantage of meals and/or quarters availability on base. When applied to a given day, Travel Manager ignores meals and quarters availability information and triggers the standard per diem calculation for that day.
Inactive Duty Training	Travel is authorized for uniformed members, but not at the expense of the government. No expenses are allowed.
Permissive TDY	Travel is authorized for uniformed members, but not at the expense of the government. No expenses are allowed. (See page 35.)
Hospital Stay	No expenses are allowed.
Quarters Available	Travel Manager automatically determines whether meals and quarters are available by referencing meals and quarters availability information associated with the selected TDY location. The traveler is reimbursed the full cost of staying in those quarters.
Group Travel	This duty condition is not used.
Annual Tour	For uniformed members, this indicates government meals and quarters are available. No M&IE is allowed.
Essential Unit Messing	Indicates that meals and quarters are available. Travel Manager calculates M&IE as the incidental rate.

Aboard U.S. Vessel	Indicates the traveler is on a U.S. flag vessel. M&IE entitlement is zero, **except for days of embark and debark when it is the standard M&IE rate for that per diem location. TM calculates embark and debark days as zero, so do not show Aboard U.S. Vessel for those two days.** If you pay for meals aboard the vessel, the amount you paid may be entered as an expense on your voucher.

Complete the data in the fields of the Meals section:

MEALS

Full Rate	Default M&IE rate for that per diem location.
Available	Government messing is available; M&IE is calculated at the proportional meal rate.
Provided	Meals were provided. Indicate which meals were provided in the Breakfast, Lunch and Dinner fields. Note that if one or two are provided, M&IE entitlement is the proportional rate. If all three are provided, entitlement is the incidental expense rate only.
Occasional	While under Field Conditions, not all meals were provided. Enter the actual cost of meals for that day.
Special Rate	The AO has determined that the Standard M&IE rate does not apply. Enter the appropriate rate in the cost field.

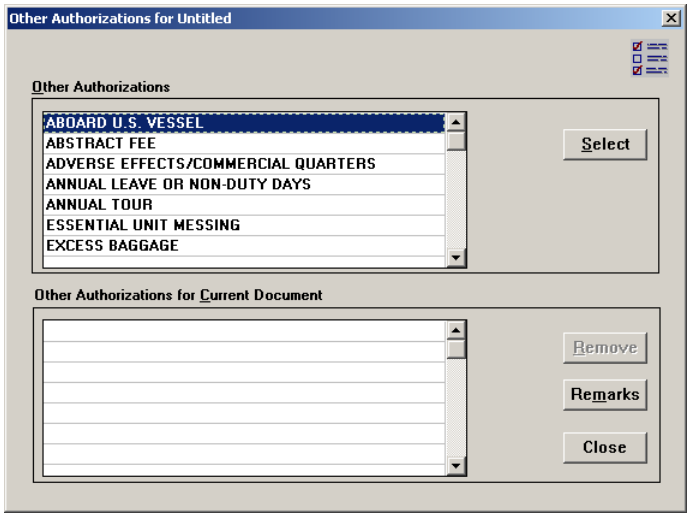
Select **<<** to access the previous day's Lodging and M&IE entry; select **>>** to access the next day's Lodging and M&IE entry.

Select **OK** to save the changes and exit the Update Lodging and M&IE Expenses window, or select **Cancel** to exit without saving the changes.

Select the **Close** button on the Lodging & Meals window to return to the main Voucher window.

Other Authorizations

To access the Other Authorizations window, select the **Other Authorizations** icon on the main Authorization window.



Other Authorizations Window

The Other Authorizations window contains two lists:

- **Other Authorizations**
  - Displays a list of available authorization codes. To select a code either double-click on the desired code, or highlight the code and choose the **Select** button. Type necessary remarks in the Remarks field and click **OK**.
- **Other Authorizations for Current Document**
  - Displays a list of the codes chosen for this trip. To remove a code either double-click on the desired code, or highlight the code and select the **Remove** button.
  - Select the **Remarks** button to view or edit remarks for already selected authorizations.

The following is a more detailed explanation of Other Authorizations. Note that if the correct actual expense, duty condition, etc. is chosen in the Add/Update Lodging and M&IE Expenses window, the correct Authorization Code will be displayed automatically in the Other Authorizations window.

- Select **ABOARD U.S. VESSEL** for authorization of travel aboard a U.S. vessel. This statement will be chosen *automatically* when **ABOARD U.S. VESSEL** is chosen as a **Duty Condition** for the appropriate day(s) in the **Update Lodging and M&IE Expenses** table in the **Lodging/M&IE** window.
- Choose **ACTUAL LODGING EXPENSE JUSTIFICATION** if you have selected Actual Lodging for one or more days in **Lodging/M&IE**. In the Remarks section, enter the reason for actual lodging expenses. The normal reasons are Conference Hotel for a conference or no hotel available at the government rate.
- If BOQ use will have an adverse impact on the mission, choose **ADVERSE EFFECTS/COMMERCIAL QUARTERS**. This statement will be chosen *automatically* when Adverse Effects is chosen as a **Duty Condition** for the appropriate day(s) in **Update Lodging and M&IE Expenses** table in the **Lodging/M&IE** window.
- When TDY is in conjunction with Annual Leave or includes non-duty days, choose **ANNUAL LEAVE OR NON-DUTY DAYS**. This statement will be chosen *automatically* when leave is chosen as a **Duty Condition** for the appropriate day(s) in the **Update Lodging and M&IE Expenses** table in the **Lodging/M&IE** window.
- Choose **ANTI-TERRIORIST TRAINING COMPLETED** if the traveler is going overseas. When you select this entry, a **Remarks:** box will open with the entry **Date:**. Enter the date the training was completed.
- Choose **BUSINESS CLASS AUTHORIZED** in the unlikely event that business class must be used, then include the justification for using it in the **Remarks:** box. See pages 76-77 for a discussion of its limitations. Business class may not be used for the return trip to the permanent duty station.
- Choose **EXCESS BAGGAGE** if the traveler will be carrying extra government equipment or materials.
- Choose **NON-COMPACT CAR AUTHORIZED** if the traveler requires a different size vehicle than the standard Compact. When you select this entry, a **Remarks:** box will open with the entry **Size:**. Enter the size required, then enter the reason for selecting this size vehicle.

- To include any non-preset authorizations, or miscellaneous text, choose **OTHER (See remarks below**) and type in the desired text.
- Choose **MEALS PROVIDED** if the government purchases any meals via registration or conference fee. Remember to show this duty condition in the Meals section of the **Update Lodging and M&IE Expenses** table in the **Lodging/M&IE** window.
- If lodging reservations are not made through SATO, choose **NON-USE OF CTO FOR LODGING**. The Remarks state, **"Traveler did not use contracted Commercial Travel Office SATO as required for lodging arrangements. Reason:"** Enter the reason for not using SATO.
- **PERMISSIVE TDY** is military travel that occurs at no cost to the government. This statement will be chosen *automatically* when Permissive TDY is chosen as a **Duty Condition** for the appropriate day(s) in **Update Lodging and M&IE Expenses** table in the **Lodging/M&IE** window. **NOTE: When choosing PERMISSIVE TDY, you must enter the reason for doing so in the main Comments section. (See page 31.) If the reason is not stated, PSD will not issue tickets.**
- If **POV USE NOT ADVANTAGEOUS TO GOVERNMENT** is selected by the AO, then the traveler is only allowed mileage not to exceed the amount of air fare to the destination, not the actual mileage allowance.
- **PROMOTIONAL FARE** is an excursion or other fare that has an administrative service charge or a cancellation or penalty fee. NPS has requested that SATO consider these fares where they are lower than the contract fare. When choosing this Authorization, it places the following required statement in the Travel Authorization: "Promotional fare requested and, if levied, cancellation/ penalty fee authorized by this command."

- When booking a flight, SATO's will enter one of the following in Comments:

  1. **"THIS IS THE CONTRACT CARRIER,"**
  2. **"THIS IS NOT THE CONTRACT CARRIER, CONTRACT CARRIER IS _____,"** or
  3. **"NO CONTRACT CARRIER EXISTS FOR THIS CITY PAIR."**

  If the authorization contains remark no. 2 above, then from Other Authorizations choose **USE OF NON-CONTRACT CARRIER AUTHORIZED--IAW JTR Appendix O T4060 B.1.b.** In the **Remarks** section of this entry, after **Reason** enter one of the six permissible reasons listed below and in the referenced paragraph of Appendix O, which states: "AOs may authorize the CTO (SATO) to make other arrangements if:

  1. Seating space or the scheduled contract flight is not available in time to accomplish the mission, or use of the contract flight would increase the overall cost of the trip;
  2. The contract carrier's flight schedule does not operate during normal working hours;
  3. A fare, that is available to the general public, is less than the contract fare and would result in lower cost to the Government;
  4. Rail service is available, cost effective, and consistent with mission requirements;
  5. Smoking is permitted on the contract carrier flight and the non-smoking section of the aircraft or the contract flight is not acceptable to the traveler; or
  6. The AO determines that a restricted fare (e.g., excursion fare, special fare) is cheaper and is worth the restriction/eligibility risks if travel plans change.

  Appendix O also states, "the AO records the rationale for not using contract flights on the Trip Record."

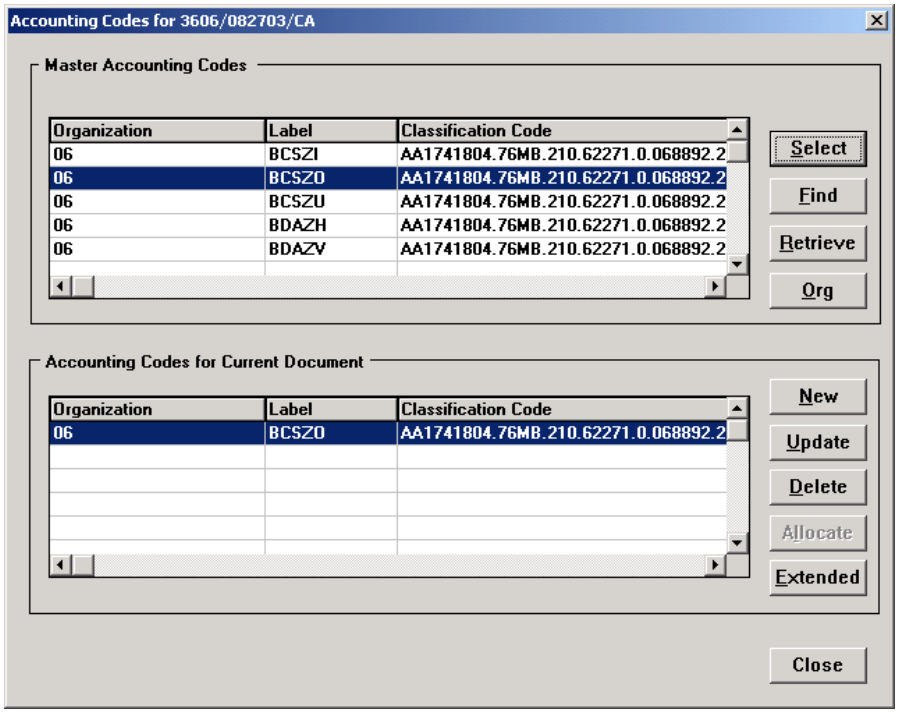
  NOTE: **PSD will not issue tickets for non-contract flights unless this statement together with the reason is in the travel authorization and approved by the AO.**

Select the **Close** button to exit from the Other Authorizations window.

Accounting

To access the Accounting Codes window, select the **Accounting** icon on the main Authorization window. The Accounting Codes window contains two lists:

- **Master Accounting Codes**
  - Displays the accounting codes setup for your organization.
- **Accounting Codes for Current Document**
- Holds the accounting codes selected from the Master Accounting Codes list.



Accounting Codes Window

Note**: You may only select <u>one</u> accounting code for each Travel Authorization. Travel to be charged to more than one job order must be prepared on separate Travel Authorizations.**

The buttons in the Master Accounting Codes section allow you to select or search for an accounting code for the current Authorization:

MASTER ACCOUNTING CODES

BUTTON	FUNCTION
Select	Allows you to select an accounting code and add it to the Accounting Codes for Current Document field.
Find	Allows you to search for a specific accounting code listed. In the Label field, enter enough characters of the accounting code label name to identify it as a unique code.
Retrieve	Allows you to select another Organization's Line of Accounting (LOA) for your document. To add the LOA, click **Retrieve** and type the LOA label in the Label field. To confirm a match, <Tab> or click the Results field down arrow. Click **Retrieve** to select the LOA or click **Cancel** to exit without adding the LOA. For **NO COST** orders, **Retrieve** LOA labeled **NOCOST**.
Org	Only available to people belonging to Organization (all).

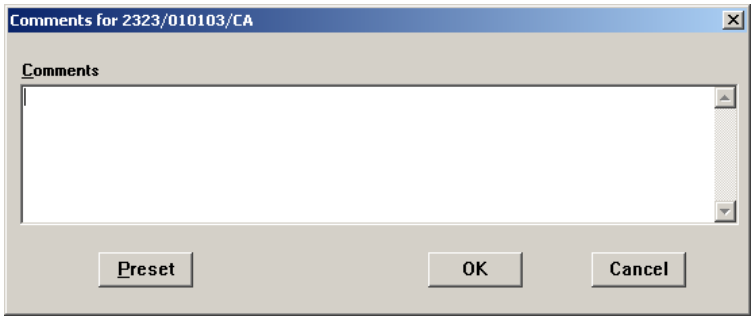
The buttons in the Accounting Codes for Current Document section allow you to add, update, or remove an accounting code for the current Authorization:

ACCOUNTING CODES FOR CURRENT DOCUMENT

BUTTON	FUNCTION
New	Not used.
Update	Not used.
Delete	Allows you to remove an already selected accounting code.
Allocate	**Not used. Travel to be charged to multiple job orders must be prepared on separate travel authorizations.**
Extended	The combination of a standard accounting code and an extension, used to support more detailed/ complex accounting structures. Useful only with custom programs.

When you have chosen the accounting code for your Authorization, select the **Close** button to exit from the Accounting Codes window.

Comments



Comments Window

If you have any additional remarks for SATO or other items to be made part of the trip record, you may include them here.

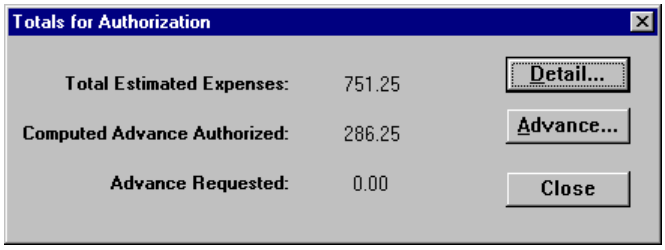
- Choose **OK** to save **Comments** text.

Note that SATO uses the bottom of this field for remarks regarding the reservations that have been made. These remarks can be scrolled down to and viewed after the document has been stamped **CTO BOOKED**.

Totals

Select the **Totals** icon on the main Authorization window to view the total expenses estimated on the Authorization. The Computed Advance Authorized is the authorized dollar amount that may be withdrawn from an ATM using the government charge card.

The following is an example of the Totals for Authorization window:



Totals for Authorization Window

The Totals for Authorization window allows you to access detailed information.

OPTION	FUNCTION
Detail… Button	Select the **Detail** button to display expense categories, expense category costs, and the LOAs for each expense category.
Advance… Button	Not used.

Select the **Close** button to exit from the Totals for Authorization window.

Step 3. Save the Authorization

Always save the Travel Authorization before signing it:

- Click on the **File** menu and select **Save**.
- Type in the name of the Authorization. The Travel Authorization name must be in the following format:
  - **ssss/mmddyy/tt**
    - **ssss** = the last four digits of the traveler's social security number
    - **mmddyy** = the month, day, and year of departure (e.g., 070801 for July 8, 2001)
    - **tt** = an abbreviation for the TDY location; two-letter state code or three-letter country code
    - Example: 3467/041501/DC
- Click **OK**.

To open a previously saved Travel Authorization,

- Open Travel Manager, click **File|Open**, enter the traveler's last name in the **Travelers:** field and press **Enter**.
- Select the appropriate document from the **Document Name** list, and then click **OK**.

Step 4. Print Preview the Authorization

To preview the Authorization:

- Click on the **File** menu and select **Print Preview**.
- Use the scroll bar and navigation buttons to double-check the Authorization.
- Click **Close** to return to the main Authorization window.

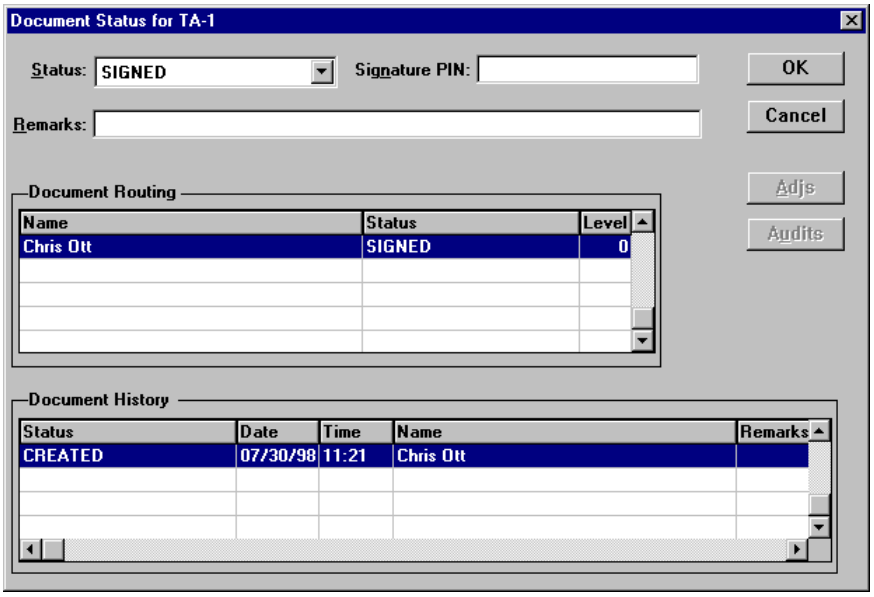
Step 5. Stamp the Authorization SIGNED

In order to initiate electronic routing and assign a tango number to the Travel Authorization, the Authorization must be stamped **SIGNED** in the Document Status window. If the Authorization was not saved in Step 3 above, then a **Save As** window will open. Enter the Document Name in the same format as in Step 3.

Document Status

The Document Status window is used with electronic processing of trip records and allows you to track the processing flow of a trip record. The history shows where a trip record has been, and the routing shows where a trip record needs to go. For more information on tracking a trip record, see "Tracking a Trip Record" on page 67.

To access the Document Status window, select the **Document Status** icon on the main Authorization window.



Document Status Window

Complete the following fields:

FIELD	FIELD DATA
Status	From the drop-down list, select **SIGNED**.
Signature PIN	To stamp the Authorization with the status code, type your signature PIN in this field. Click on **OK** to save and route.
Remarks	Enter any explanations/comments about the Authorization. Remarks will be shown in the Document History section of the Document Status window.
Document Routing	Displays a list of the remaining status codes that must be applied to the Authorization. Until the document is stamped **SIGNED**, the field will only display the pending **SIGNED** stamp.
Document History	Displays the status codes and signatures with times and dates that have already been applied to the Authorization.
Adjs	Only available if the original Authorization has been adjusted. To view adjustments, highlight the desired adjustment; any comments will be displayed in the Reason text block.
Audits	Only available if the Authorization has been audited and did not pass all of the audit tests.

Select **OK** to save and route the Authorization and exit the Document Status window, or select **Cancel** to exit without saving the stamp.

Step 6. Print the Authorization

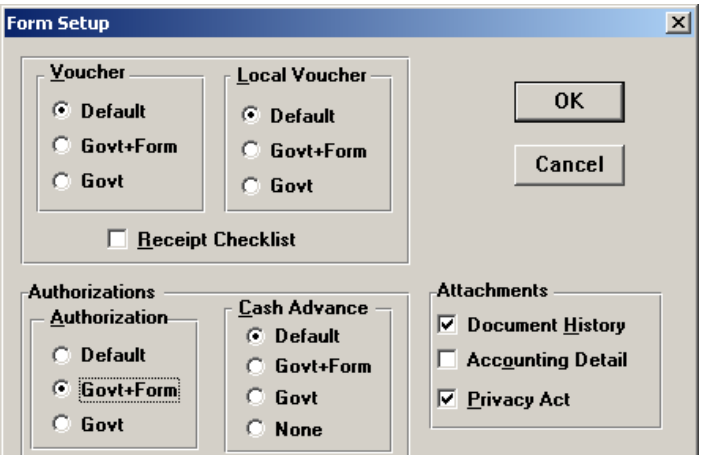
To print the Travel Authorization:

- From the **File** menu, select **Print**, OR
- Select **Print Preview** from the submenu list to display the Print Preview window and view the Authorization. When you are ready to print the Authorization, select **Print** from the options at the bottom of the Print Preview window.

NOTE: Some airports in CONUS have requested to see a copy of government orders. Travel Manager orders may be printed on a DD Form 1610 by following the procedure below.

To print the Travel Authorization on a DD Form 1610:

- From the **File** menu, select **Form Setup…**



Form Setup Window

- Under **Authorizations**, select **Govt+Form** rather than **Default**, and then click **OK**.
- From the **File** menu, select **Print**, OR
- Select **Print Preview** from the submenu list to display the Print Preview window and view the Authorization. When you are ready to print the Authorization, select **Print** from the options at the bottom of the Print Preview window.

Canceling a Travel Authorization

If a trip is cancelled, the Travel Authorization and the traveler's reservations must be cancelled. To cancel an authorization:

- If an Authorization has been stamped **SIGNED** but has not been obligated and locked, stamp the Authorization **PLEASE_CANCEL**. It will stay in this condition until the Travel Office takes action to route the cancellation to the Comptroller to cancel the funds commitment.
- If SATO has made reservations, these reservations must be cancelled. Call the SATO at 655-1205 to cancel them.
- If an Authorization has been obligated and locked, you will not be able to stamp it. In this case:
  - Return any paper tickets that have been issued to PSD, or notify PSD (1922/3) to submit e-tickets for refund
  - Call SATO (655-1205) to cancel reservations
  - Send email to G2SS@nps.navy.mil, stating:
    - the traveler's name
    - the Document Name
    - if tickets had been issued, state that tickets have been returned to PSD or that they have been notified to get an e-ticket refund.

Adjusting a Travel Authorization

When to Use

Under the Extended Budget Module System (EBMS) interface between Travel Manager and **FASTDATA**, travel authorizations are not obligated until about three working days before travel. Until it is obligated and locked, any changes to an authorization are made by an adjustment. An Authorization is not locked and may be adjusted if the words, "(View Only)" **do not** appear after the Document Name in the blue title bar, as shown here.

Unlocked Document Title Bar

Note: **Once a document is obligated and locked, see "Changing an Obligated Travel Authorization" on page 53.**

The table on the next page shows the conditions under which an Authorization may or may not be edited, and any additional actions that need to be taken after the edit.

ADJUSTMENTS to TRAVEL AUTHORIZATIONS

STATUS	REQUIRED ACTIONS
CREATED	Changes may be made as required. After all edits, the Authorization must be stamped **SIGNED** to initiate routing.
SIGNED	Changes may be made as required. After all edits, click **File|Save** to save the Authorization, answer **Yes** to adjustments, and enter a brief remark to identify the changes. After you have saved it, re-stamp the Authorization **SIGNED**, say **No** to "Have you made any adjustments?" to re-initiate routing.
CTO SUBMIT	**DO NOT make changes to the Authorization at this time.** This status means that SATO is booking reservations. If you make changes, you could overwrite the reservation information.
CTO BOOKED	Changes to estimated Expenses, Other Authorizations and Per diem Locations may be made and saved as adjustments at this time. There is no need to re-stamp the Authorization **SIGNED** to re-initiate routing. Changes to Reservations may be made and saved at this time, but the Authorization must be re-stamped **SIGNED** to re-initiate routing. Include comments that describe the changes in Reservations for SATO's information. **Important:** See "Reservations" on page 47.
REVIEW, APPROVE, PLEASE TICKET	Changes may be made to the Authorization, but the document must be re-stamped **SIGNED** for rerouting. Include comments that describe the changes in Reservations or Accounting for SATO's information. See page 48.
OBLIGATE	**DO NOT** make changes to the Authorization at this time.
CTO TICKET, DATA LINK, COMPLETED	The document is locked. Since Amendments have been eliminated, changes must be shown on the Travel Voucher. **If a change involves a destination change or a cost change of over $600, you must cancel the current travel authorization and create a new one.**

RETURNED	The Authorization must be adjusted. To see the reason it was returned, open the authorization, click on the Document Status icon, locate the word RETURNED in the Status column, and scroll to the right to see Remarks. See the Document Status Window on page 51. After all edits, the Authorization must be re-stamped **SIGNED** to re-initiate routing.

Step 1. Update the Fields

Click on the icon for the fields that you wish to update in the Adjustment window. Change or add any new information to the Itinerary, Lodging/M&IE, Expenses, Other Authorizations and Comments fields that is not indicated on the Travel Authorization.

You may use the TAB key or the mouse to navigate through the fields.

Itinerary

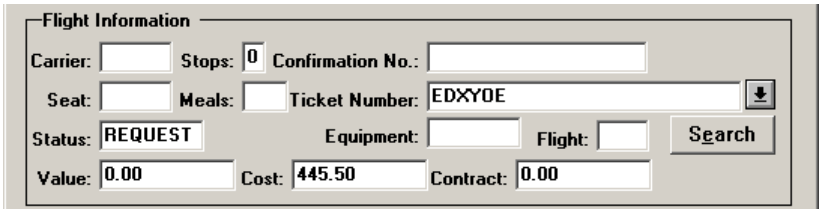
- Click on the **Itinerary** icon to update itinerary information.
- Update the information as necessary (see Itinerary under "Step 2. Complete the Authorization Information" on page 14).
- **If you are changing Per Diem Location dates, you must change Itinerary (Begin Travel: and/or End Travel:) dates first.**
- Click **OK** to exit.

Reservations

To Add, Update (change) and/or Delete flight, lodging and rental car reservations that SATO has already booked, perform the following steps:

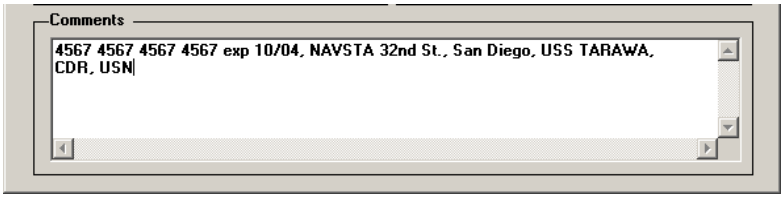
- **If you are changing Reservation dates, you must change Per Diem Location and Itinerary (Begin Travel: and/or End Travel:) dates first.**
- **For modifications to any airline, lodging, or rental car reservations**, highlight **only** the **first airline segment** and then click **Update**. In the **Flight Information** section, as shown below, change the **Status:** field from **BOOKED** to **REQUEST**. This causes SATO to see the change request.

No other changes are required in the Reservation Segment screens.



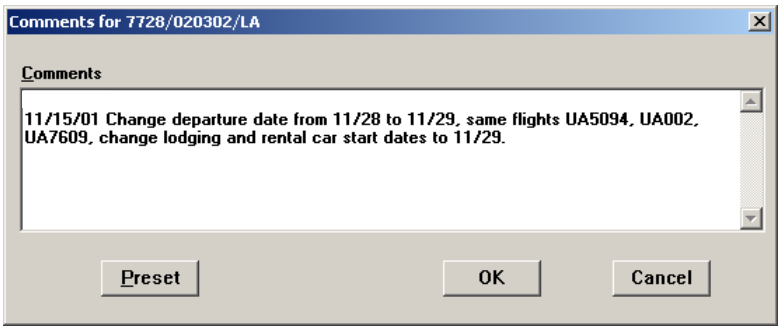
Flight Information section of Update Common Carrier Segment

- **For modifications to a lodging or rental car reservation <u>when there are no airline reservations</u>, Add an airline segment, put in times but no airports, and state in the Comments at the bottom that this is a "Dummy segment."** The airline segment must be there for SATO to see the request.
- If you are <u>adding a new hotel reservation request</u>, you must add a new lodging segment that includes all the details. Put the **<u>credit card number and expiration date</u>** in the Comments: section at the bottom of the Lodging request. If this is a request for a **BOQ reservation**, also put the **<u>base</u>** and the **<u>command</u>** on that base the traveler is visiting, and the traveler's **<u>rank</u>**. Limit Comments to 1½ lines.



Comments section of Add/Update Lodging Segment Window

- As shown below, describe the changes you are requesting in the <u>main</u> Comments field of the travel authorization. Start the request with the <u>current date</u> and the word, "<u>Change</u>, <u>Add</u>, or <u>Cancel</u>."



Main Comments: Window

Ticket Information

Do not edit the ticket information fields. Information will be defaulted to data provided by SATO on the Travel Authorization. Updates to the itinerary will be shown in the Itinerary window.

Lodging/M&IE

- Click on the Lodging/M&IE icon to update Lodging/M&IE information
- Update the information as necessary. See "Creating a Travel Authorization, Step 2 "Lodging/M&IE" on page 28.
- Click **Close** to exit.

Expense Information

- Click on the **Expenses** icon to edit expense information.
- Select the **Add**, **Update**, or **Delete** button to change expenses. See "Expenses" on page 26.
- Select **Done** to close the Add/Update Expenses window.
- Select **Close** to exit the Expenses window.

Accounting Codes Information

- Once a Travel Authorization has been signed, you cannot change the Line of Accounting (LOA), because the LOA is used to create the Authorization Number and the Tango Number. If the LOA must be changed, you have to cancel the authorization and create a new one. To cancel an Authorization that is not locked, click on the **Document Status** icon, stamp the document **PLEASE CANCEL**, then save it.

Comments

- If you are adjusting the Authorization in response to a request from SATO, then remove SATO's request from the comments.
- See the **Reservations** paragraph on page 47-48 for information on putting requested reservation changes in **Comments:**.

Step 2. Preview the Adjustment

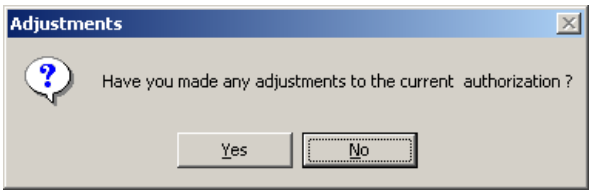
To preview the Adjustment before printing:

- Click on the **File** menu.
- Select **Print Preview** from the submenu list.
- Use the scroll bar and navigation buttons to preview the Adjusted Authorization.

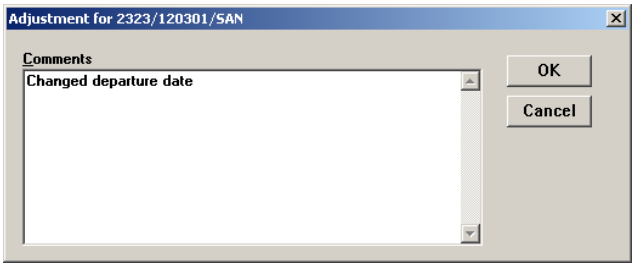
Step 3. Save the Adjustment

You must save the Adjustment BEFORE signing it. It should also be saved if it does not require a signature (see table on p.45-46). To save the adjustment:

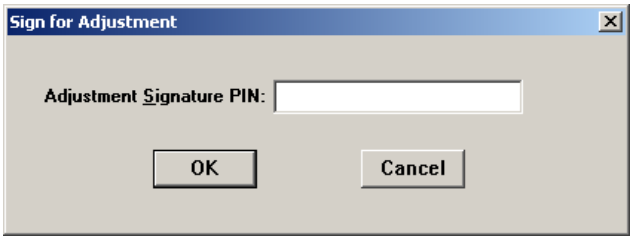
- Click on the **File** menu on the Adjustment window.
- Select **Save** from the submenu list.
- The **Adjustments** window appears, as shown below.



- Click **Yes**. The **Adjustment for ssss/mmddyy/DST** window appears, as shown below.



- Enter **Comments** to show the reason for the adjustment, and then click **OK**. The **Sign for Adjustment** window appears.



- Enter your **Signature PIN**, and then click **OK**.

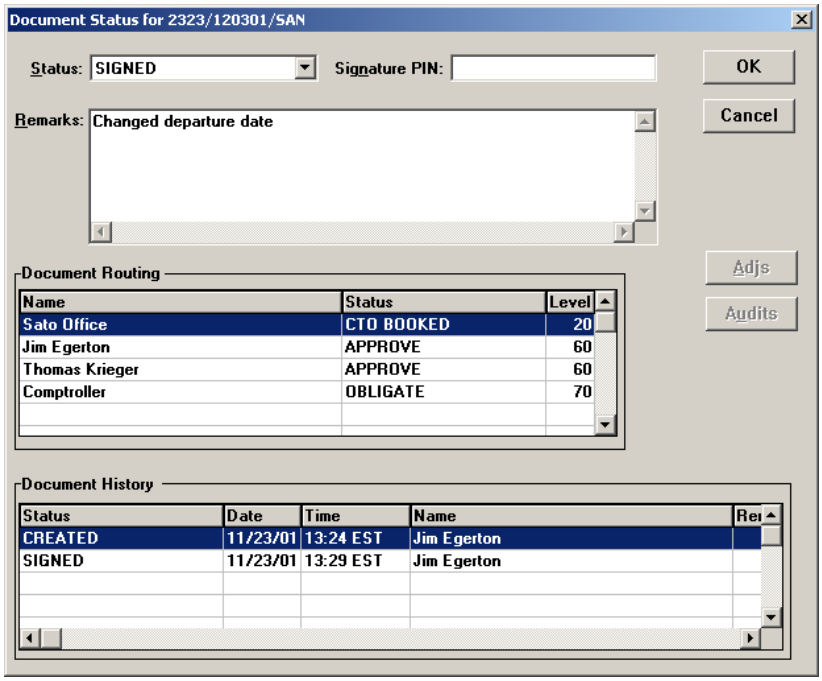
Step 4. Stamp the Adjustment SIGNED

In order to restart electronic routing, the Adjustment must be stamped **SIGNED** in the Document Status window. Ensure that any adjustments have been saved before stamping the document **SIGNED**.

Document Status

The Document Status window is used with electronic processing of trip records and allows you to track the processing flow of a trip record. The history shows where a trip record has been, and the routing shows where a trip record needs to go. For more information on tracking a trip record, see "Tracking a Trip Record" on page 69.

To access the Document Status window, select the **Document Status** icon on the main Adjustment window.



Document Status Window

Complete the following fields:

FIELD	FIELD DATA
Status	From the drop-down list, select **SIGNED**.
Signature PIN	To stamp the Adjustment with the status code, type your signature PIN in this field. Click on **OK** to save and route.
Remarks	Enter any explanations/comments about the Adjustment. Remarks will be shown in the Document History section of the Document Status window.
Document Routing	Displays a list of the remaining status codes that must be applied to the Adjustment. Until the document is stamped **SIGNED**, the field will only display the pending **SIGNED** stamp.
Document History	Displays the status codes and signatures with times and dates that have already been applied to the Adjustment.
Adjs	Only available if the original Authorization has been adjusted. To view adjustments, highlight the desired adjustment; any comments will be displayed in the Reason text block.
Audits	Only available if the Adjustment has been audited and did not pass all of the audit tests.

Select **OK** to save and route the Adjustment and exit the Document Status window, or select **Cancel** to exit without saving the stamp.

Step 6. Print the Adjustment

To print the Adjustment:

- Click on the **File** menu on the Adjustment window.
- Select **Print** from the submenu list.

Commitments and Obligations

Background

On 30 April 2003, the Extended Budget Module System (EBMS), a new interface between Travel Manager and FASTDATA was instituted. EBMS automatically places a commitment in FASTDATA for the funds for a travel authorization (TA). This commitment is similar to an obligation, and, as far as the travelers are concerned, it is the same. In other words, a commitment sets aside the necessary funds for the trip and will not let them be used for other purposes.

The commitment is first made when the TA is signed. The initial commitment commits the estimated cost of the TA, which at this point consists of Lodging, MI&E, and Expenses (not including rental car). A significant change here is that the authorization number is assigned to the TA by FASTDATA when the first commitment is made, not by Travel Manager as before.

After the TA is approved by the AO, this commitment is updated in FASTDATA to the total estimated cost of the trip, which includes the above plus rental car and airline ticket costs. The TA is then stamped PLEASE TICKET where it stays until ticketing about three working days before travel. During this time the TA is not locked, so it may be adjusted to accommodate changes in the traveler's schedule and needs. This gives a much longer period during which adjustments are allowed.

At about the time the TA is ticketed, it will be obligated, stamped DATA LINK and then locked. No amendments are allowed under EBMS.

Changing an Obligated Travel Authorization

An Authorization is locked when the blue title bar shows, “(View Only)” after the Document Name.

Locked (View Only) Document Title Bar

To change a locked document:

- Determine if the change involves a cost increase of $600 or more. To do this, call the G2 Software Systems contractors at 619 222-8025, ext 130, to find out the cost change.
- If the change is less than $600, and the change does not involve an airport change, then
    - Make itinerary changes on the voucher after travel is completed.
    - Send any reservation changes to SATO by fax at 831 655-4485. (A fillable Acrobat Reader FAX form is available on the travel web site (see p. 97) under SOPs|Documents|Forms.) Hotel reservation requests require the traveler's credit card number. BOQ reservation requests also require the name of the base, the name of the command on that base to be visited, and the traveler's rank or grade.
    - **IMPORTANT: Notify the Principal Investigator (PI), the Sponsored Programs Financial Analyst (SPFA) and the Authorizing Official (AO) of the cost change.**
- If the change involves a cost increase of $600 or more, or if a change airports (destination, return or intermediate) is involved, then cancel the current travel authorization and submit a new one. See "Canceling a Travel Authorization" on page 44.

Creating a Travel Voucher

Before You Start

The purpose of this guide is to help travelers or users create an accurate Travel Voucher that will reimburse the traveler for official expenses related to TDY.

To complete the Voucher, fill in any trip details that were unavailable in the Authorization, such as lodging cost (if the Authorization was left at per diem rate, the actual cost of lodging must be entered in the Voucher), miscellaneous expenses, and special duty conditions.

Split Disbursement. Charges on the traveler's government charge card for transportation, lodging and rental car can be earmarked on the voucher to be paid by DFAS directly to Bank of America. Each travel card charge can be so designated, or the traveler may elect to specify an exact total amount to be forwarded to BofA. If the amount paid to BofA is the exact amount charged on the trip, then the traveler will receive a credit card statement with a zero balance. **Military travelers who possess a government travel card are required to use split disbursement.** These Split Disbursement procedures will be explained in this section.

Ask yourself the following questions prior to creating the Voucher:
• Do I have my lodging receipt and other miscellaneous receipts for $75 or more?
• Were any meals provided? (Meals on board airplanes and continental breakfasts are not considered meals provided.)
• Did I have annual leave/non-duty leave in conjunction with TDY?
• If using **Split Disbursement**, do I have a record of which charges were paid by government credit card?

Step 1. Use the File Menu to Create a New Voucher

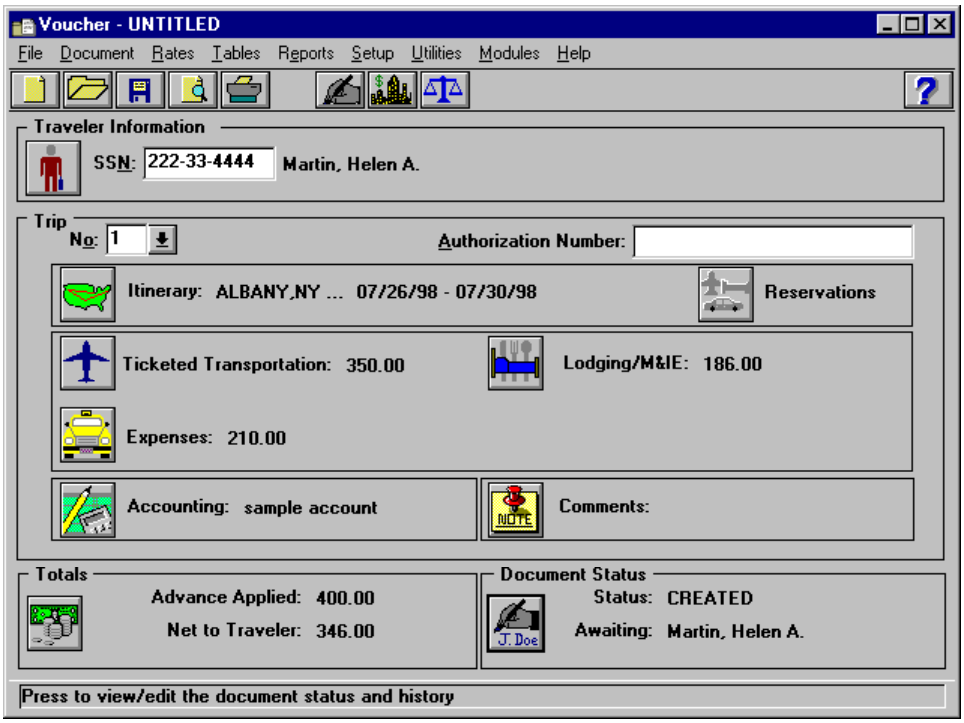
Note: Travel vouchers must be submitted within five working days of return from travel.

To create a new Travel Voucher:

- Click on the **File** menu, then select **New** from the submenu.
- Select **Voucher from Authorization**.

Select the traveler and the Authorization; this will transfer as much data as possible from the existing Authorization to the Voucher.

A Travel Voucher window similar to the following will be displayed:



Travel Voucher Window

Note**: You will be changing the trip record from a "should-cost" estimate to an actual expense report.**

Step 2. Update the Fields

Click on the icon for the fields that you wish to update in the Travel Voucher window. Change or add any new information to the Itinerary, Lodging/M&IE, Expenses, and Comments fields that is not indicated on the Travel Authorization.

You may use the TAB key or the mouse to navigate through the fields.

Itinerary

- Click on the **Itinerary** icon to update itinerary information.
- Update the information as necessary (see Itinerary under "Step 2. Complete the Authorization Information" on page 14-18).
- If this is the first of a series of travel vouchers covering the same trip, then select "IN TRAVEL STATUS" in the Return Location field. This will give you full per diem on the last day of the first portion of the trip. For follow-on travel vouchers for the same trip, select "IN TRAVEL STATUS" in the Depart Location field.
- Click **OK** to exit.

Ticket Information

Do not edit the ticket information fields. Information will be defaulted to data provided by SATO on the Travel Authorization. Updates to the itinerary will be shown in the Itinerary window.

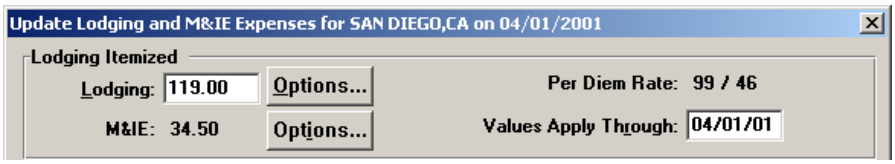
Lodging/M&IE

The Lodging/M&IE fields must be filled in when the Voucher is generated. If actual expenses, leave, meals provided, or U.S. vessel travel need to be shown on the Voucher, it can be edited. See Creating a Travel Authorization, Step 2, "Lodging/M&IE" on page 28.

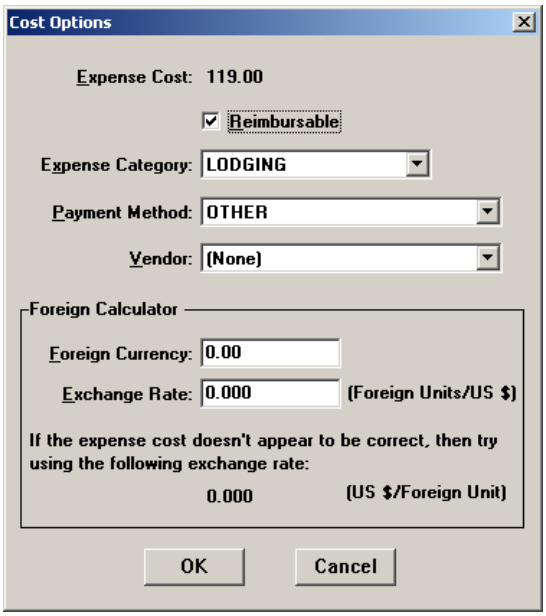
- Click on the Lodging/M&IE icon to update Lodging/M&IE information
- Update the information as necessary.

If the lodging costs were charged to your government credit card, and if, as a civilian traveler, you desire to have DFAS pay this amount directly to the Bank of America, then follow the Split Disbursement procedure below. Military travelers are required to use Split Disbursement if they possess a government travel card.

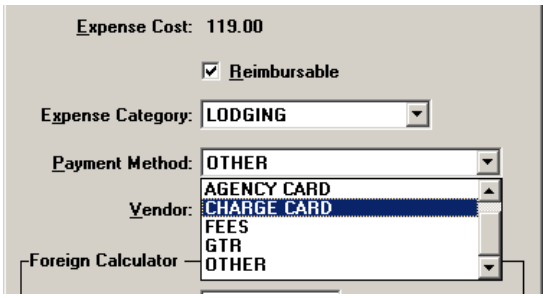
- After entering the exact lodging cost for a day in the **Lodging:** field, click on the **Options…** button next to the **Lodging:** entry.



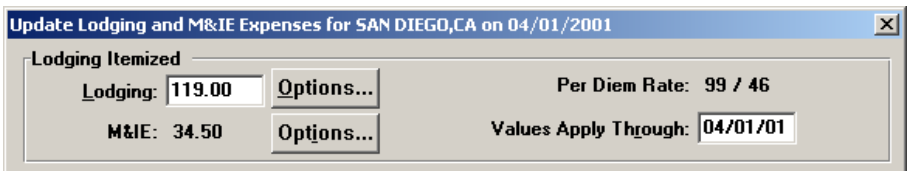
This brings up the **Cost Options** window.



Click on the down-arrow at the right side of the **Payment Method:** box. The choices shown below will appear.



Select **CHARGE CARD**, and then click **OK**.



Change the date in the **Values Apply Through:** window to the last day that this cost applies, and then click **OK**. This **optional** procedure

will cause DFAS to pay this amount directly to the Bank of America without billing the traveler.

Repeat for other days at different rate, if any.

- Click **Close** to exit.

Expense Information

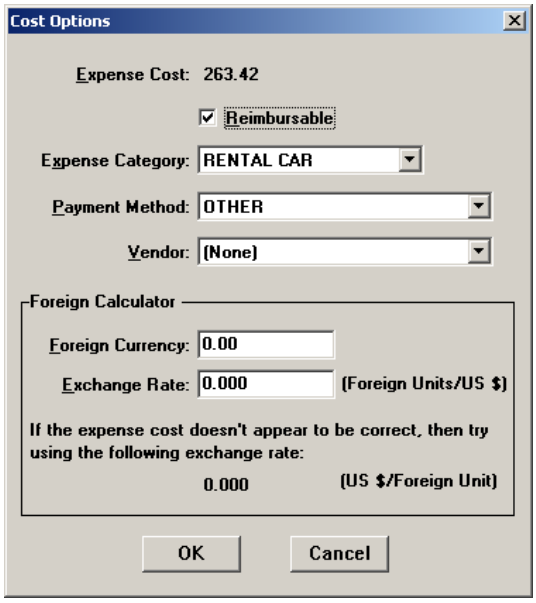
Click on the **Expenses** icon to edit expense information.

Select the **Add**, **Update**, or **Delete** button to change expenses. See "Expenses" on page 26.

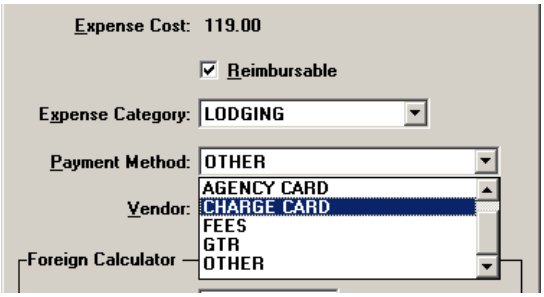
Note**: For IN CONUS travel and travel to AK, HI and US territories, room tax must be added as a separate expense.**

When entering expenses, transportation and rental car expenses which have been charged to your **government charge card**, **and which are to be paid directly to the Bank of America,** must be designated for **Split Disbursement**.

After entering an expense that was charged to the government charge card, click on the **Options…** button next to the **Cost:** box. This brings up the **Cost Options** window.



Click on the down-arrow at the right side of the **Payment Method:** box. The choices shown below will appear.



Select **CHARGE CARD**, and then click **OK**.

Repeat for all other expenses that were charged to the government charge card. If all charges are designated for direct payment to Visa, the traveler will not receive a credit card bill.

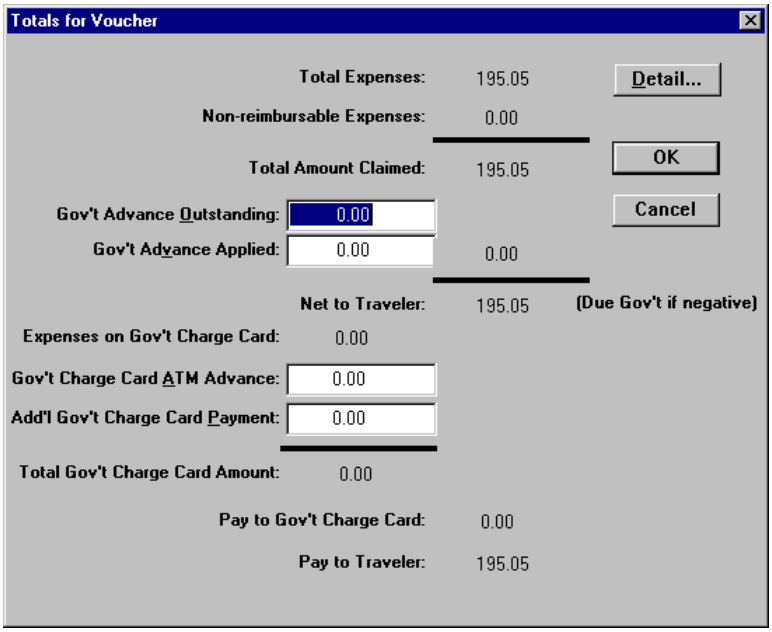
Select **Done** to close the Add/Update Expenses window. Select **Close** to exit the Expenses window.

Accounting Codes Information

Accounting codes cannot be changed on Travel Vouchers. Contact your accounting office for information on charging TDY costs to different accounts.

Review Calculated Expenses

Click on the **Totals** icon in the Travel Voucher window to review the calculated expenses, **and to designate any additional amount to be paid by DFAS to the credit card company.** The Totals for Voucher window will be displayed:



Totals for Voucher Window

Complete the following fields as needed:

FIELD	FIELD DATA
Total Expenses	The total estimated amount charged against the LOA on the Voucher (lodging, M&IE, ticketed transportation, and expenses).
Non-reimbursable Expenses	The estimated airfare downloaded from the Travel Authorization.
Total Amount Claimed	The actual amount of all reimbursable expenses claimed on the Voucher.
Gov't Advance Outstanding	Always zero, unless a Supplemental Voucher is being created.
Gov't Advance Applied	Always zero, unless a Supplemental Voucher is being created.
Net to Traveler	The total amount claimed, less the amount entered in the Gov't Advance Applied field.
Expenses on Gov't Charge Card	Not currently used.
Gov't Charge Card ATM Advance	Enter the ATM cash advanced using the government charge card. Travel Manager calculates the charge card fees and includes the expense in the Expenses window.
Add'l Gov't Charge Card Payment	If desired, enter the total amount charged to the government charge card, **minus any amounts** which were designated for charge card payments in the **Options…** window of the **Lodging/M&IE** or the **Expenses** icons. If you cover all charge card expenses in **Options…** and in this field, then you will not receive a bill from the credit card company.
Total Gov't Charge Card Amount	This reflects the total amount you have designated as having been charged to the government charge card.
Pay to Gov't Charge Card	This reflects the total amount that DFAS will pay to the BofA. If this includes everything you charged, you will get a zero balance statement from BofA.
Pay to Traveler	The total amount due the traveler.
Detail Button	Select the **Detail** button to display detailed accounting information for the Voucher.

Select **OK** to save and exit the Totals for Voucher window, or select **Cancel** to exit without saving.

Step 3. Save the Voucher

You must save the Voucher BEFORE signing it.

To save the Travel Voucher:

- Click on the **File** menu on the Travel Voucher window.
- Select **Save** from the submenu list.
- Enter the name of the Voucher in the format:

  ssss/mmddyy/tt

  ssss = the last four digits of the traveler's SSN

  mmddyy = the month, day, and year of departure (e.g., 070800 for July 8, 2001)

  tt = an abbreviation for the TDY location; two-letter state code or three-letter country code

  Example: 3467/041501/DC

Note**: An Authorization and a Voucher must have the same name.**

- Select **OK**.

Step 4. Preview the Voucher

To preview the Travel Voucher before printing:

- Click on the **File** menu on the Travel Voucher window.
- Select **Print Preview** from the submenu list.
- Use the scroll bar and navigation buttons to preview the Voucher.

Step 5. Print the Voucher

To print the Travel Voucher:

- Click on the **File** menu on the Travel Voucher window.
- Select **Print** from the submenu list.

Step 6. Sign the Voucher

Note**: The traveler should print save and preview the Voucher before stamping it** SIGNED**. See "Step 3 Save the Voucher" and "Step 4. Preview the Voucher" on page 62.**

The traveler (not necessarily the originator) must stamp the Voucher **SIGNED** to initiate electronic routing.

To sign the voucher electronically:

- Click on the **File** menu.
- Select **Review** from the submenu list.
- Highlight the desired Voucher and click on **OK**.
- Click on the **Document Status** icon in the Travel Voucher window.
- In the Status field, select **SIGNED** from the drop-down list.
- Enter your signature PIN in the Signature PIN field.
- Enter any remarks in the Remarks field.
- Select **OK** to complete the procedure.

The traveler must show the Authorizing Official the required receipts for review. After approval, the traveler must keep the receipts for six years and three months for post payment audits. Required receipts are all lodging receipts and all receipts for expenses of $75.00 or more.

Adjusting Travel Vouchers

If a Travel Voucher needs to be adjusted, the original Voucher may be edited en-route, and re-routed if necessary.

Below are the conditions under which a Voucher may or may not be edited, and any additional actions that need to be taken after the edit.

ADJUSTMENTS to TRAVEL VOUCHERS

STATUS	REQUIRED ACTIONS
CREATED	Changes may be made as required. After all edits, save the Voucher with adjustments and then stamp it **SIGNED** to initiate routing.
SIGNED	Changes may be made as required. After all edits, save the Voucher with adjustments and then re-stamp it **SIGNED** to re-initiate routing.
APPROVED	Changes may be made, but they must be made shortly after the **APPROVED** stamp. After all edits, save the Voucher with adjustments and then re-stamp it **SIGNED** to re-initiate routing.
PENDING	If changes must be made, contact the Travel Office so that they may interrupt the audit process and stamp the Voucher **RETURNED**. After all edits, save the Voucher with adjustments and then re-stamp it **SIGNED** to re-initiate routing.
ADSTFR **DATA LINK**	The Travel Voucher is locked; changes may not be made to the Voucher. Create a Supplemental Voucher to claim additional expenses.

Creating a Supplemental Voucher

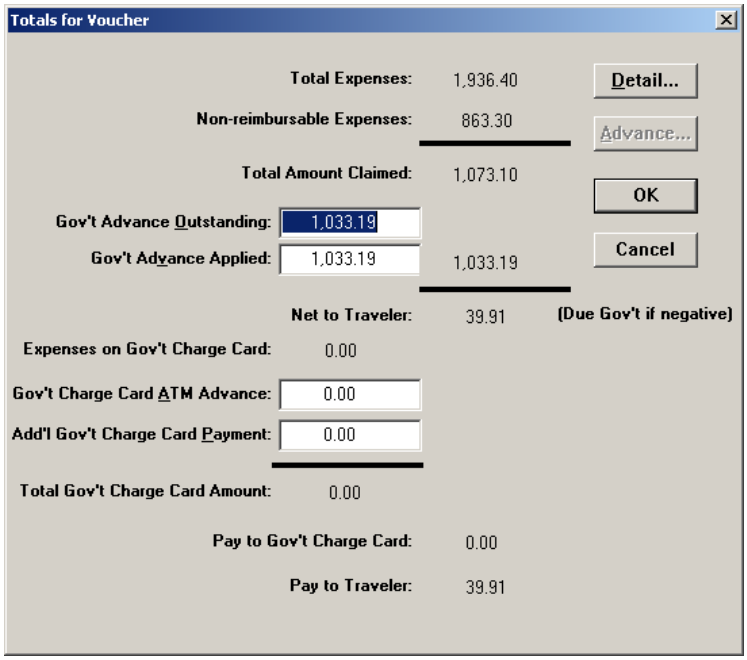
Supplemental Vouchers are submitted for reimbursement of expenses not included in the original Voucher.

To create a Supplemental Voucher:

- From the **File** menu, select **New**.
- From the submenu, select **Voucher from Authorization**.
- In the Voucher from Authorization window, select the traveler and the Authorization for which you would like to create a Supplemental Voucher and click **OK**.
- Edit the Lodging/M&IE and Expenses windows to **include all expenses claimed on the original Voucher <u>and</u> all new expenses being claimed**. The Itinerary fields should also be edited for any date and/or per diem location

corrections. See the procedure for editing a Voucher in "Step 2. Update the Fields" on page 63.

- Click on the **Totals** icon and **enter the amount of money reimbursed on the original Voucher in the Gov't Advance Outstanding and the Gov't Advance Applied blocks**, and then click **OK**. See example below.
- In this example, the original voucher was for $1,033.19. The supplemental has an added expense of $39.91. **Ensure that the bottom amount, "Pay to Traveler:", is only the amount of the additional payment due, not the total amount to be reimbursed for the trip.**



- Save the Voucher with "-S" after the original file name (example: 5555/031501/DC-S). The Supplemental Voucher may now be previewed and routed like a regular Travel Voucher.
- **Note: Do not edit the Authorization Number field.**

Travel Process Flowchart

Tracking a Trip Record

Opening Document Status

To find out exactly where a trip record (Travel Authorization or Travel Voucher) is in the routing process:

- Click on the **File** menu.
- Select **Open** from the submenu list.
- If you have access to more than one traveler, select the traveler by name.
  - Highlight the name that is displayed in the Traveler's field.
  - Type the last name of the traveler whose trip records you want to track and press TAB.
- Select the desired trip record (Travel Authorization or Travel Voucher) in the left-hand column and click **Details**.
- Document highlights will be displayed. Click **Status**.

See the Status Codes tables on the following pages.

The **Document Routing** block shows actions to be taken to complete the trip record.

The **Document History** block shows times and dates of actions that have already been taken.

To view any Adjustment comments or any Audits, click on the **Adjs.** or **Audits** buttons.

To exit Travel Manager after checking the trip record status:

- Select **Close** to exit the Document Status window.
- Select **Close** to exit the Document Details window.
- Select **Cancel** to exit the Open function.

Status Codes and Routing for a Travel Authorization

STATUS CODES for a TRAVEL AUTHORIZATION

STATUS CODES	WHO APPLIES THE STATUS CODE	MEANING OF THE STATUS CODE
CREATED	Travel Manager 7.1 sets the Status field to CREATED on new Travel Authorizations.	The Travel Authorization information is in the process of being input. Changes may be made to the Authorization without adjustments.
SIGNED	The individual who creates the Travel Authorization.	The Authorization has been submitted for routing. From this point, changes must be saved as adjustments. The Travel Authorization is sent to FASTDATA to check for correct LOA format, availability of funding in the account, and to receive an authorization number.
CHECK FNDS AVAIL	FASTDATA.	FASTDATA has checked the LOA to make sure that the LOA format is correct and that funding is available in that job order. If so, FASTDATA assigns the document an authorization number.
CTO SUBMIT	SATO	SATO is in the process of booking reservations based on the requests in the itinerary.
CTO BOOKED	SATO	SATO has input bookings (air, lodging, car) into the Travel Authorization itinerary.
REVIEW	PI/PM or SPFA.	The Principal Investigator/ Project Manager or Financial Analyst has approved the use of funds from the job order in the travel authorization.

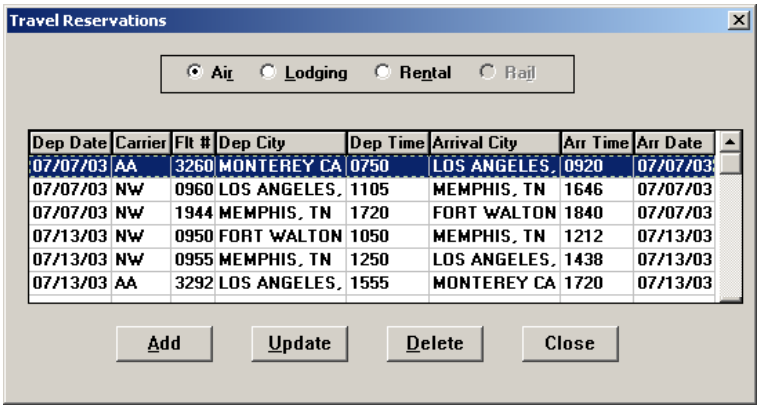
APPROVED	Authorizing Official	The Authorizing Official has approved the Travel Authorization.
INFO TAKE NO ACTION	No one applies this stamp.	This is a placeholder stamp for individuals **who look at but do not stamp documents**.
PLEASE TICKET	Travel, **as soon as the TA is approved by the AO**.	FASTDATA has COMMITTED the funds for the Travel Authorization, and it is ready for ticketing, which is normally done three working days prior to travel.
OBLIGATE	Travel**, about three working days before travel**.	FASTDATA has been notified to obligate funds for the travel.
DATA LINK	Travel	Funds have been obligated, and the Travel Authorization has been locked and queued for ticketing.
CTO TICKET	PSD/SATO	The tickets have been issued.
COMPLETED	Administrator	Manual stamp applied to lock documents and complete routing when no further action is required in Travel Manager.
RETURNED	FASTDATA, individual in the routing list, or Administrator.	The Travel Authorization must be corrected and re-stamped **SIGNED** to re-initiate electronic routing. Check the Document History Remarks field or Adjustment Reason field for details.

Travel Reservations in SATO Virtually There Website

The Virtually There web site allows you to verify and print out a travel itinerary once SATO has made reservations, and to print out an e-ticket receipt once the flights are ticketed.

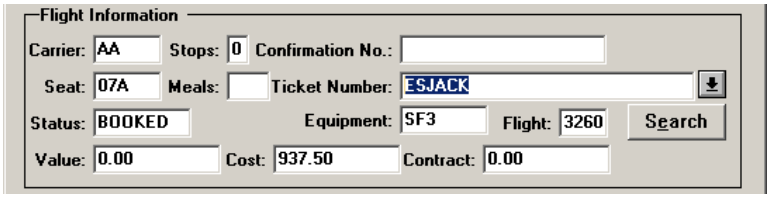
Open the travel authorization in Travel Manager. Click on the Reservations icon. The air reservations are shown on the **Travel Reservations** screen.

Highlight the **first** airline segment and click **Update**.



Dep Date	Carrier	Flt #	Dep City	Dep Time	Arrival City	Arr Time	Arr Date
07/07/03	AA	3260	MONTEREY CA	0750	LOS ANGELES,	0920	07/07/03
07/07/03	NW	0960	LOS ANGELES,	1105	MEMPHIS, TN	1646	07/07/03
07/07/03	NW	1944	MEMPHIS, TN	1720	FORT WALTON	1840	07/07/03
07/13/03	NW	0950	FORT WALTON	1050	MEMPHIS, TN	1212	07/13/03
07/13/03	NW	0955	MEMPHIS, TN	1250	LOS ANGELES,	1438	07/13/03
07/13/03	AA	3292	LOS ANGELES,	1555	MONTEREY CA	1720	07/13/03

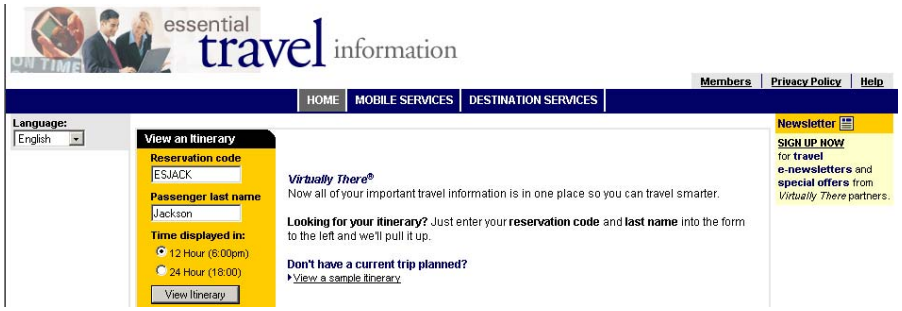
This opens the **Update Common Carrier Segment** screen for the first airline segment.



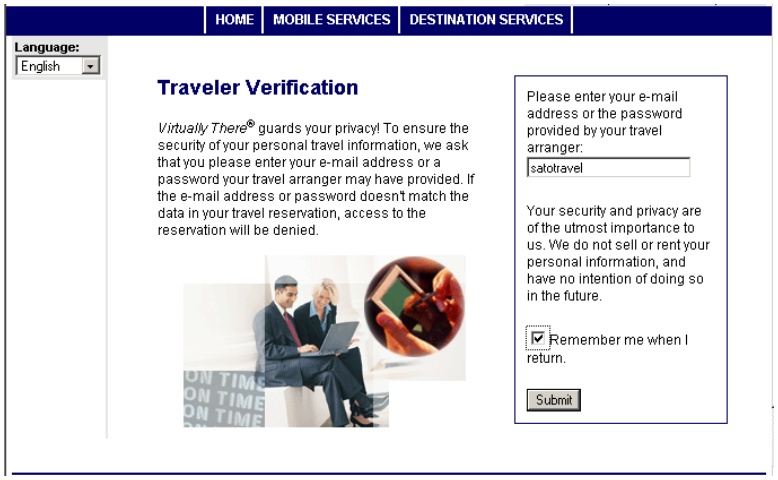
In the middle of this screen, highlight the six-letter entry in **Ticket Number:** and press **Ctrl/C** to copy it to the clipboard.

Click **Cancel** to close the **Update Common Carrier Segment** window. Close the **Travel Reservations** window and the travel authorization. Do not save the authorization.

Open the **www.virtuallythere.com** web site in your web browser. This is the Sabre site that gives you access to your reservation information.

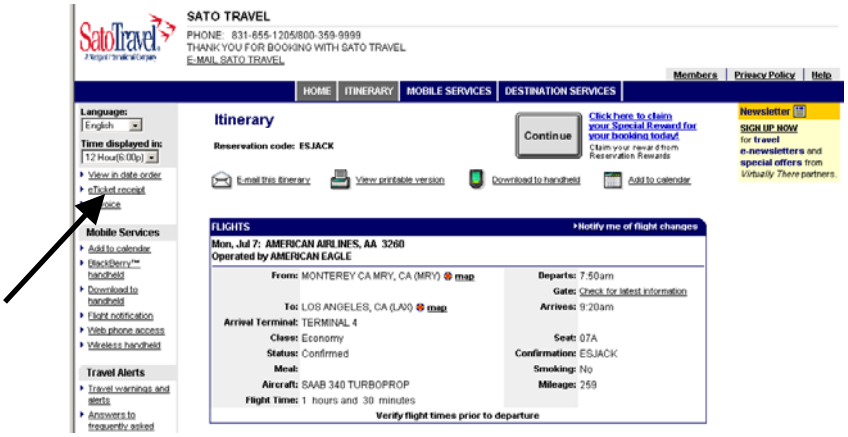


Paste the **Ticket Locator** that you copied from the travel authorization into the box labeled **Reservation Code**. Type the traveler's last name in the box labeled **Passenger last name**. Click the **View Itinerary** button.



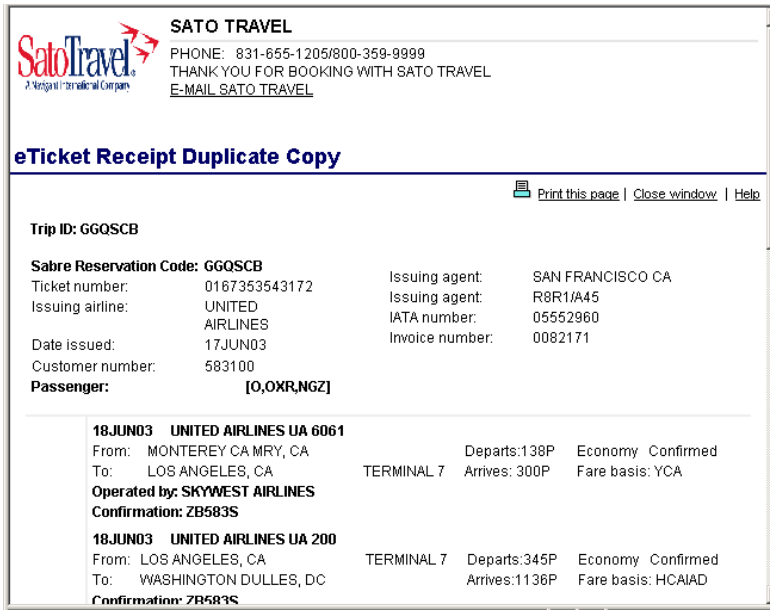
If the**Traveler Verification** screen opens, enter **satotravel** as the password. Click the box to **Remember me when I return** so you will not have to enter it in the future. Click **Submit**.

This opens the traveler's reservation screen, which shows airline, hotel and rental car reservations along with other useful information.



To print this screen, click **View printable version** at the top, then click the **Print** icon or click **File|Print** to print the information.

Tickets are normally purchased by PSD Monterey three working days before travel. Near the top left of the screen is a link called **eTicket receipt** (arrow above.) Once the reservations are ticketed, this will open the receipt screen. If the tickets have not been purchased, the next screen will so inform you.


SATO TRAVEL
PHONE: 831-655-1205/800-359-9999
THANK YOU FOR BOOKING WITH SATO TRAVEL
E-MAIL SATO TRAVEL

eTicket Receipt Duplicate Copy

Print this page | Close window | Help

Trip ID: GGQSCB

Sabre Reservation Code: GGQSCB
Ticket number: 0167353543172
Issuing airline: UNITED AIRLINES
Date issued: 17JUN03
Customer number: 583100
Passenger: [O,OXR,NGZ]

Issuing agent: SAN FRANCISCO CA
Issuing agent: R8R1/A45
IATA number: 05552960
Invoice number: 0082171

18JUN03 UNITED AIRLINES UA 6061
From: MONTEREY CA MRY, CA Departs:138P Economy Confirmed
To: LOS ANGELES, CA TERMINAL 7 Arrives: 300P Fare basis: YCA
Operated by: SKYWEST AIRLINES
Confirmation: ZB583S

18JUN03 UNITED AIRLINES UA 200
From: LOS ANGELES, CA TERMINAL 7 Departs:345P Economy Confirmed
To: WASHINGTON DULLES, DC Arrives:1136P Fare basis: HCAIAD
Confirmation: ZB583S

If a receipt appears, click on **Print this page** to print the eTicket receipt. This is the receipt that should be taken to the airport to allow passage through security.

Status Codes and Routing for a Travel Voucher

STATUS CODES	WHO APPLIES THE STATUS CODE	MEANING OF THE STATUS CODE
CREATED	Travel Manager sets the Status field to CREATED on all new Travel Vouchers.	The Travel Voucher information is in the process of being input. Changes may be made to the Voucher without adjustments.

SIGNED	Traveler	The Voucher has been checked for accuracy by the traveler and has been submitted for electronic routing. From now on, changes must be saved as adjustments.
APPROVED	Authorizing Official	The Authorizing Official has checked receipts and has approved all expenses for reimbursement.
ADSTFR	Travel Office	The expenses claimed are in compliance with JTR Appendix O and the Travel Voucher is ready to be sent to DFAS Cleveland for payment.
DATA LINK	Travel Office	Payment information has been sent to DFAS. DFAS will send the payment to the traveler's bank account via EFT. The Travel Voucher is locked and cannot be altered.
INFO TAKE NO ACTION	No one applies this stamp.	This is a placeholder stamp for individuals who look at but do not stamp documents. Travel Vouchers are routed for information to PI/PMs and SPFAs.
RETURNED	Travel Office or Authorizing Official	The Travel Voucher must be corrected and re-stamped **SIGNED** to re-initiate electronic routing. Check the Document History Remarks field or Adjustment Reason field for details.

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Authorizing Official (AO) Guide

Who is an Authorizing Official?

The Authorizing Official (AO) is an individual designated (in writing by the command) within an organization who has the authority to approve temporary duty (TDY/TAD) travel authorizations and travel vouchers.

What are the responsibilities of the AO?

The AO is responsible for authorizing business and training TDY and the attendant expenses, within the latitude provided by the revised Joint Travel Regulations (JTR)/Joint Federal Travel Regulations (JFTR) Appendix O (Simplified Entitlements).

What can an AO approve?

1. Transportation

- AO may direct any travel mode other than POV or rental vehicle.
- Contract flights shall be used. AO may approve non-contract flights (with reason recorded in the trip record) if:
  - Seating space or the scheduled contract flight is not available in time to accomplish the mission, or use of the contract flight would increase the overall cost of the trip;
  - The contract carrier's flight schedule does not operate during normal working hours;

- A fare, available to the general public, is less than the contract fare and would result in lower total cost to the Government;
- Rail service is available, cost effective, and consistent with mission requirements;
- Smoking is permitted on the contract carrier flight and the non-smoking section of the contract flight is not acceptable;
- The AO determines that a promotional fare (e.g., excursion fare, special fare) is cheaper and is worth the restriction/eligibility risks.

When one of these conditions exists, "the AO records the rationale for not using contract flights on the Trip Record." This is done with the Other Authorization: USE OF NON-CONTRACT CARRIER AUTHORIZED. **If this statement is not in the travel authorization, PSD will not approve the issuance of tickets.**

- AOs may authorize premium (but less than first) class travel accommodations (with reason recorded in the trip record) if:
  - Available coach class accommodations shall not allow timely mission completion
  - A traveler's documented medical condition requires use of premium class accommodations;
  - Security or exceptional circumstances make use essential to accomplish the mission;
  - Coach-class accommodations on foreign carriers (when authorized for use) do not provide adequate sanitation or health standards;
  - An overall savings is realized based on economic considerations,
  - The origin or destination is OCONUS, the scheduled flight time (including stopovers) exceeds 14 hours, and the mission requires duty performance soon after arrival without a rest period. (If premium class is authorized for this reason, a rest stop is not authorized.) **However, Appendix O states that "when scheduling flights of 14 or more hours, the first choice is always to fly the member in economy class and have the member arrive the day before the TDY is to begin to allow for appropriate rest…The last option, and clearly the most expensive option which should be avoided**

whenever possible, is to permit the member to travel in Government-funded business accommodations with arrival on the day the TDY starts."

- **The 14-hour rule only applies en route to the TDY site. On a return flight to the PDS, a business-class transportation authorization should not be provided.**

- AOs must contact their Service headquarters, through command channels, for permission to use first-class accommodations.
- Available U.S. flag air carriers shall be used for all commercial foreign air transportation.
- Rest stops en route or a rest period before reporting may be approved when travel occurs during normal sleeping hours, or scheduled flight (including stopover) exceeds 14 hours.

Note**: Rest Stop will not exceed 24 hours.**

- Rental car standard size is compact. Car sizes larger than compact must be specified on the trip record.
- POV reimbursement is authorized at the standard rate per mile for the vehicle type and distance between locations. If POV is used but not authorized, reimbursement is limited to the standard rate not to exceed the should-cost of AO approved transportation.

2. Lodging

- AO may authorize actual cost up to per diem rate maximum.
- Room taxes are included in OCONUS lodging cost; but are separate expenses in CONUS (incl. AK, HI & US territories.)
- AO may direct use of BOQ only if TDY is to that installation.
- If the only lodging that can be found costs more that the maximum rate, the AO may authorized the higher amount not too exceed 300% of the published rate.

3. M&IE

- M&IE entitlement rate is 75% on the first and last travel days.

- If Government lodging is available and messing is available, the AO may authorize:
  - The Government Mess Rate if all meals are available, or
  - The Proportional Meal Rate (PMR) if at least one meal a day is available.
- If the Government purchases one or two meals on a given day, the PMR is authorized. If all three meals are purchased, the IE rate is authorized
- IE rate in CONUS is $2.00. The IE rate OCONUS varies by locality or is $3.50 when the AO determines that this amount is adequate.
- IE includes laundry costs except for civilians in CONUS when TDY involves at least 4 consecutive lodging nights, or military for at least 7 consecutive nights.

4. Other Expenses

- Other travel expenses are authorized such as travel from transportation terminal to lodging and back, one round trip per day from lodging to place of duty, trips to eat, and travel between duty locations.
- Other miscellaneous travel expenses necessary to completion of the mission may be authorized. These include:
  - Room taxes (in CONUS, AK, HI and US territories)
  - Dual lodging costs
  - Costs of travelers checks
  - ATM fees to cover cash advance obtained with government travel card or personal charge card for those exempt from the requirement to use a government card
  - Photos, passport and visa fees when a regular passport fee is required
  - Official phone calls
  - Currency conversion fees
  - Airport taxes
  - Authorized excess government baggage costs
  - Taxi and limo tips

- Boarding fees
- Conference registration fees
- Laundry/dry cleaning (civilians: TDY 4 or more days, military: TDY 7 or more days, average $2/day max)
- Customary personal baggage tips at transportation terminals (military only)
- Baggage tips for government property handling at terminals and hotels

- Phone calls home may be authorized to:
  - To advise of traveler's safe arrival
  - To inform or inquire of medical condition
  - To report a change in itinerary

Note**: AO should set a dollar limit for personal calls.**

- The AO may also authorize reimbursement for other necessary travel-related (vice mission-related) expenses when they are clearly in the government's interest.

5. TDY with Annual Leave

- The AO may approve official travel with leave or personal travel.
  - The official portion is arranged by SATO.
  - Transportation reimbursement is for the cost of official trip portions only.
  - No excess costs for travel or M&IE will be borne by the Government.
  - If the traveler takes leave on Friday and Monday, then the traveler is not entitled to lodging/M&IE on Saturday and Sunday.
  - **Do not permit a TDY trip that is an excuse for personal travel.**
  - The AO may direct someone on leave to perform TDY **if the need for the TDY is unknown prior to the leave**.

6. Changes

Changes in TDY locations prior to travel commencement require AO approval. The AO has authority to approve additional expenses not stated in the original authorization subject to Appendix O.

7. Voucher

The traveler completes an electronic voucher and it is routed to the AO for review and approval. After the AO has reviewed all the lodging receipts and all other receipts for $75.00 or more and is satisfied that the claim is valid, he or she will sign the voucher and electronically mark it APPROVED, making it ready for payment.

Note**: This is a guide only. The AO should see Appendix O for further details.**

Stamping a Trip Record (APPROVED or RETURNED)

Log on to TM 7.1 and select **Route & Review** from the **Modules** menu. You will see a list of trip records that require your **APPROVED** (or **RETURNED**) stamp for electronic processing.

If the list of trip records is long, you may wish to re-sort the trip records by clicking in the category fields shown above the list (**Awaiting Status**, **Dep Date**, **Doc Type**, **Traveler**, **Doc Name**).

To stamp a trip record, click on the desired trip record to highlight and follow the steps below.

Step 1. Trip Record Details

The Details window displays a summary of trip record information. Note that this step is <u>not</u> a substitute for using **Print Preview** to look at the entire trip record before stamping the trip record **APPROVED** or **RETURNED**.

- Select the **File** menu and choose **Details**.
- The Details window displays travel dates, per diem location(s), current trip record Status, and Total Estimated Cost. For more information select the appropriate bold text button:

BUTTON	FUNCTION
Status	Shows Document Routing and Document History information.
Totals	Itemizes estimated costs and LOA information.
Comments	Shows any text entered in the Comments field.
Other Auth	Shows Authorization Codes chosen by the originator.

Select **Close** when you are finished viewing **Details**.

Step 2. Print Preview the Trip Record

The Print Preview function allows you to review the entire Trip Record including the Itinerary, Reservations, Total Costs, Itemized Expenses, the Accounting information and any non-standard authorizations and Duty Conditions such as Actual Expenses, Leave, etc.

- Select the **File** menu and choose **Print Preview**.
- The Print Preview screen will come up in Adobe Acrobat. Navigate through the document as requried to view pertinent information.
- Close Adobe Acrobat when finished Print Previewing the document.

Step 3. Adjust the Trip Record (Optional)

If, as an Authorizing Official, you feel the need to make changes to the trip record, you may do so by using the **Adjust** function.

- Select the **File** menu and click the **Adjust** function
- Make required changes (See "Step 2. Complete the Authorization Information" on page 14 for specific instructions on the different fields.)
- Select the **File** menu and click **Close**. If adjustments were made, answer, "**Yes**" to the **Save** prompt, include adjustment remarks and enter your Signature PIN. If no adjustments were made, answer, "**No**" to the **Save** prompt.

Step 4. Pre-Audit the Trip Record

You may use the **Pre-Audit** tool for an alert of high costs, non-standard expenses and authorizations, and expenses and authorizations on expense reports that were not shown on the initial should-cost trip record. This alert will show as a **FAIL** status in the **Audit Results** for each relevant Authorization and expense. As Authorizing Official, you may approve these Authorizations and expenses if they are mission essential and are in accordance with JTR Appendix O (Simplified Entitlements). If they are not mission essential and in accordance with Appendix O, you may stamp the trip record **RETURNED** for adjustments, or make the adjustments yourself and stamp the trip record **APPROVED**. Note that this step is not a substitute for using **Print Preview** to look at the entire trip record before stamping the trip record **APPROVED** or **RETURNED**.

- Select the **File** menu and choose **Pre-Audit**.
- View the Audit Process, Status, and Comments fields in the Pre-Audit Results window to note any failures.

When you are finished viewing the results, select **Close**.

Step 5. Stamp the Trip Record

- Select the **File** menu and choose **Sign**.
- **APPROVED** is the default pending status. To change it to **RETURNED**, click the status field down arrow and highlight **RETURNED**.
- Type any remarks in the **Remarks** field, and enter your signature PIN in the Signature PIN field.
- Click **Yes** to save the trip record.
- *Answer **NO** to the adjustments question if stamping the trip record was the only action taken. Most of the time you will answer NO.*
- *Answer **YES** if you made changes to the Authorization (JO number, authorization statements, etc.). If you answer YES to adjustments, Travel Manager will pop-up an additional block to be signed and a comments block.*
- Click **OK** to accept the displayed trip record name.

Step 6. Exit from Travel Manager 7.1

- Click on the **File** menu, then select **Exit**.

Delegating Authority

Delegating Signature Authority

To delegate your signature authority:

- In the **Route & Review** module, select the **Setup** menu, then select **Delegate Authority** to display the Delegate Authority window.
- To find the name of the person you want to delegate signature authority to, click the **Edit** menu and then select **Find** from the submenu list.
- Type in the name (first name, last name) as it appears in Travel Manager 7.1 and click **OK**.
- When the correct name is highlighted, choose **Select**.
- Enter your Signature PIN.
- Click **OK** to exit the Signature window.
- Verify that the **Authority Delegated To**: field has the name of the person you selected.
- Select **Close** to exit the Delegate Authority window.

Revoking Signature Authority

To revoke signature authority:

- In the **Route & Review** module, select the **Setup** menu, then select **Delegate Authority** to display the Delegate Authority window. The **Authority Delegated To**: field will display the name of the person who has your signature authority.
- Click **Delete** to remove delegation of authority.
- Answer **Yes** to the Revoke prompt.
- The **Delegate Authority** window will automatically close.
- Click on the **File** menu, then **Exit**.

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Funds Reviewer Guide

Who is a Reviewer?

A Reviewer is a Principal Investigator/Project Manager (PI/PM) or a Sponsored Program Financial Analyst (SPFA) or other financial analyst who is designated within an organization and who has the authority to approve the expenditure of funds for temporary duty (TDY/TAD) travel authorizations.

The Review Process

Reviewer names are attached to accounts in Travel Manager by the comptroller department. All SPFA names are marked for autoroute. This means that if neither the PI nor the SPFA stamp the travel authorization within 24 hours, the travel authorization will be stamped REVIEW automatically and will move on to the Authorizing Official (AO) for approval.

A SPFA cannot be an AO, since this would allow automatic stamping of travel authorizations as APPROVED. This is not permitted.

If no names are entered in the signature field of the line of accounting, then the travel authorization moves directly to the AO for approval.

Stamping a Trip Record (REVIEW or RETURNED)

When a travel authorization is created and signed using funds from a job order for which you are the designated Reviewer, you will receive email telling you that you have a travel document that requires your attention.

When you receive this email, log on to Travel Manager and select **Route & Review** from the **Modules** menu. You will see a list of trip

records that require your **REVIEW** (or **RETURNED**) stamp for electronic processing.

If the list of trip records is long, you may wish to re-sort the trip records by clicking in the category fields shown above the list (**Awaiting Status**, **Dep Date**, **Doc Type**, **Traveler**, **Doc Name**).

To stamp a trip record, click on the desired trip record to highlight and follow the steps below.

NOTE: If the record you expect to see does not appear, then the other Reviewer has probably already stamped it REVIEW. Once a document is stamped, it disappears from Route & Review.

Step 1. Trip Record Details

The Details window displays a summary of trip record information. Note that this step is not a substitute for using **File|Adjust** or **Print Preview** to look at the entire trip record before stamping the trip record **REVIEW** or **RETURNED**.

- Select the **File** menu and choose **Details**.
- The Details window displays travel dates, per diem location(s), current trip record Status, and Total Estimated Cost. For more information select the appropriate bold text button:

BUTTON	FUNCTION
Status	Shows Document Routing and Document History information.
Totals	Itemizes estimated costs and LOA information.
Comments	Shows any text entered in the Comments field.
Other Auth	Shows Authorization Codes chosen by the originator.

Select **Close** when you are finished viewing **Details**.

Step 2. Print Preview the Trip Record

The Print Preview function allows you to review the entire Trip Record including the Itinerary, Reservations, Total Costs, Itemized Expenses, the Accounting information and any non-standard

authorizations and Duty Conditions such as Actual Expenses, Leave, etc.

- Select the **File** menu and choose **Print Preview**.
- The Print Preview screen will come up in Adobe Acrobat. Navigate through the document as required to view pertinent information.
- Close Adobe Acrobat when finished Print Previewing the document.

Step 3. Save the Trip Record

If you have made any changes to the Travel Authorization, you must save them before stamping it.

- Click on the **File** menu and select **Save**.
- Enter your **Signature PIN** and then click **OK**.

Step 4. Stamp the Trip Record

- Select the **File** menu and choose **Sign**.
- **REVIEW** is the default pending status. To change it to **RETURNED**, click the status field down arrow and highlight **RETURNED**.
- Type any remarks in the **Remarks** field, and enter your signature PIN in the Signature PIN field.
- Click **Yes** to save the trip record.
- *Answer **NO** to the adjustments question if stamping the trip record was the only action taken. Most of the time you will answer NO.*
- Click **OK** to accept the displayed trip record name.

Step 5. Exit from Travel Manager 7.1

- Click on the **File** menu, then select **Exit**.

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Adding New Accounting Codes and Funds Approvers

Instructions

The Funds Receipt section of the Comptroller's office adds Accounting Codes, or Lines of Accounting (LOAs) to the TM database. If you need LOAs added to the system, you must contact them, as only they have access to the functions below.

To Add an Accounting Code:

- Click on the **Modules** menu in Travel Manager 7.1.
- Select **Doc Prep Admin**.
- Click on the **Setup** menu.
- Select **Accounting**; from the submenu select **Codes**.
- In the Accounting Codes window, click on **Add** to display the Add Accounting Codes window.

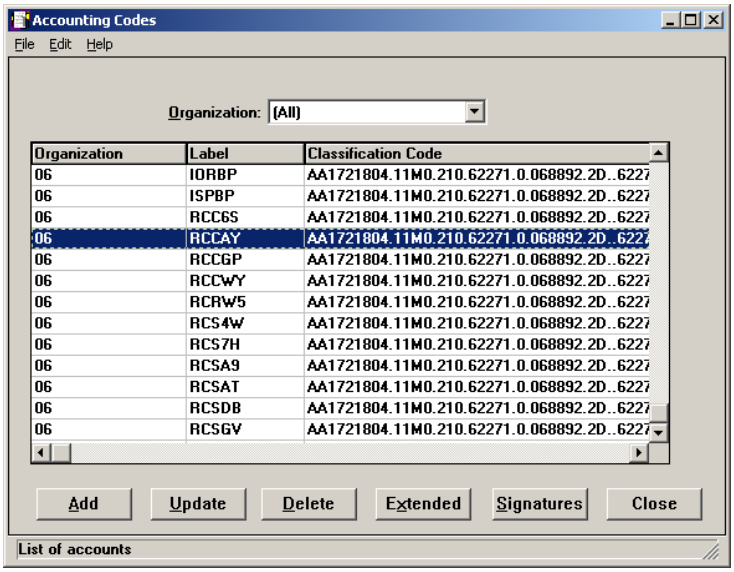
- Enter the LOA data into the appropriate fields; note the specific conditions for fields listed below.

FIELD	FIELD DATA
Organization	Select an Organization from the drop-down list
Label	Enter the 5 digit JON.
Appro/Sub H	Entry should begin with AA.
Tango No	Leave blank.

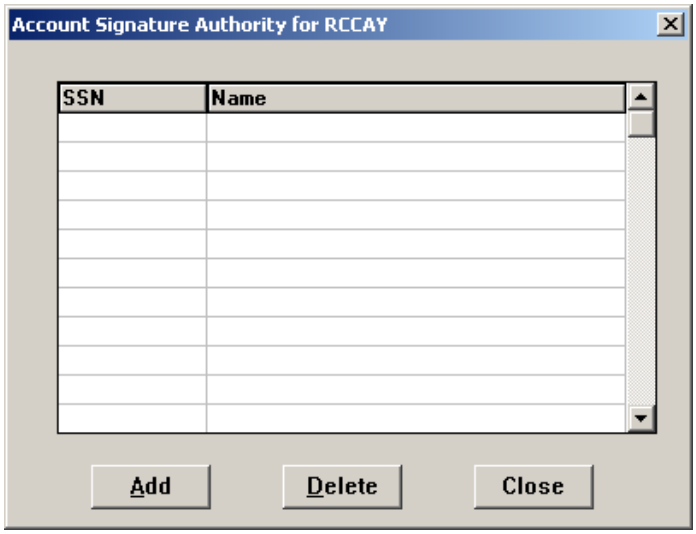
Click **OK** to save, or select **Cancel** to exit the Add Accounting Codes window without saving.

- To Update an Accounting Code, highlight the desired code and click **Update**.
- To Delete an Accounting Code, highlight the desired code and click **Delete**.

Once the LOA has been added to the Accounting Codes table, the Signature names for the PI and SPFA must be added to the LOA. To Add the Signatures:

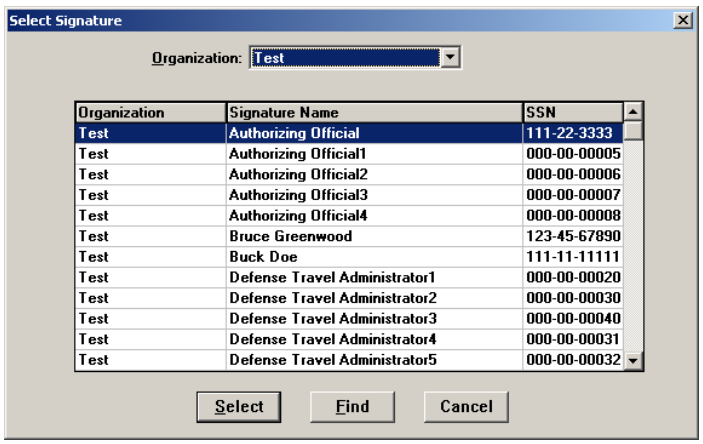


- Highlight the LOA that was added.
- Click **Signatures**.
- The **Account Signature Authority for (LOA Label)** window will appear.

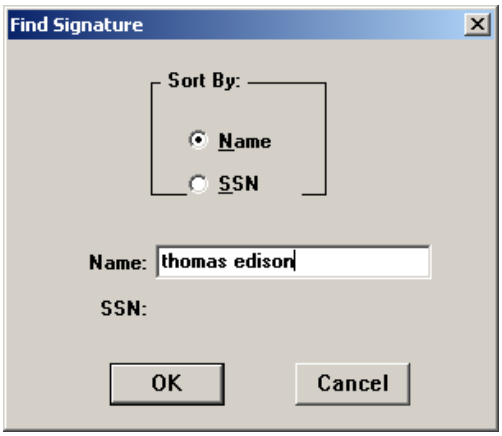


- Click **Add**.

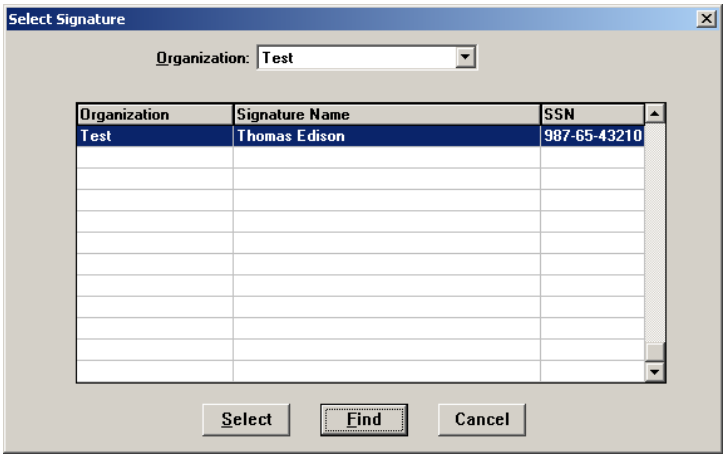
- Type the SSN of the PI or SPFA in the **SSN** field of the **Add Account Authority** window, **<Tab>**, and click **OK**, or, if you don't know the SSN,
- Click the lookup button (+) (the **Select** Signature window appears),



- select **Find**, and type the Signature name of the PI or SPFA.



- Click **OK**,



- and if the name is correct, click **Select**.

- Click **OK**.

- The Signature name of the PI or SPFA will now be attached to this LOA. Repeat the above steps starting at **Add** for this LOA until all Signature names have been added. Click **Close**.

Select **Close** to exit the Accounting Codes window.

Once you have added the correct Signature names for an Accounting Code, you must enable Auto Routing for the Signature name of the SPFA only, not the PI. To enable Auto routing:

- Select the **Setup** menu | **Security** | **Signatures**.
- In the **Signatures** window, select **Edit** menu | **Find**.
- In the **Find Signature** window, type the Signature name or SSN of the SPFA. If the correct search criterion was used, the Signature name will be highlighted in the **Signatures** window.
- Select **Update**.
- Click the box next to **Automatic Routing**.
- Click **OK**.
- Repeat the above steps until the appropriate Signature names have had Automatic Routing enabled.
- Click **Close**.

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Adding New Travelers in Travel Manager 7.1

Instructions

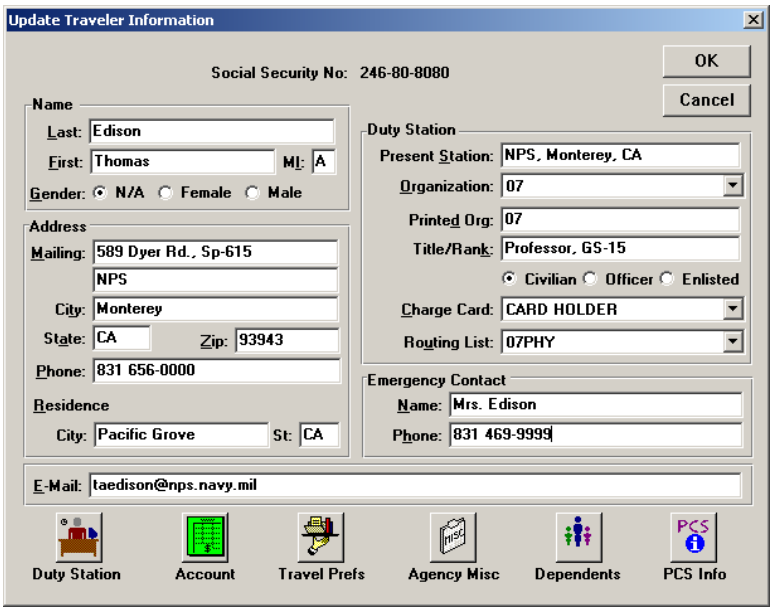
The DTA may add new travelers and edit traveler information. The following instructions describe the procedures to add a new traveler and update traveler information in the Personal Information table.

Adding a New Traveler

To add a new traveler:

- Click on the **Modules** menu in Travel Manager 7.1.
- Select **Doc Prep Admin**.
- Click on the **Tables** menu.
- Select **Traveler Information** from the submenu list; the Traveler Information window is displayed.
- Select the **Add** button at the bottom of the Traveler Information window; the Add Traveler window is displayed.

The following is an example of a completed Add Traveler window.



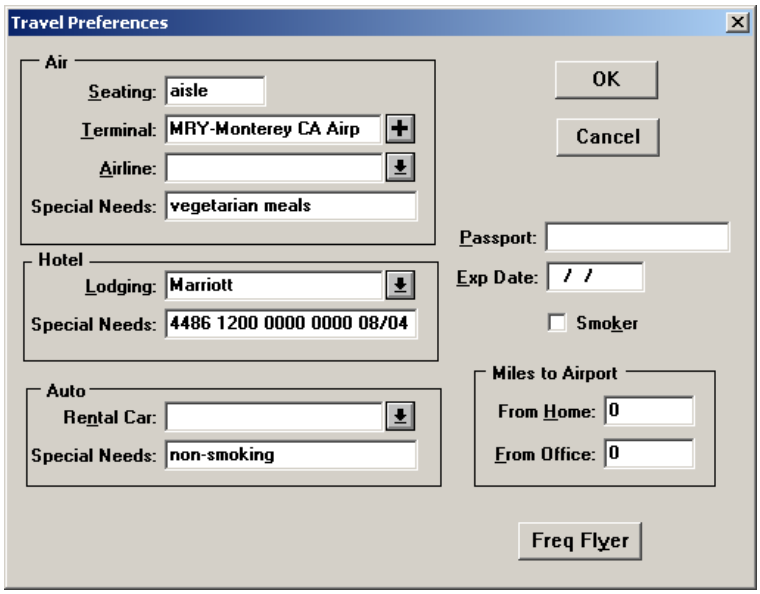
Completed Add Traveler Window

Complete the following fields in the Add Traveler window. **Do not use all upper case letters (see example above.)**

FIELD	FIELD DATA
Social Security Number	Enter the traveler's social security number. Double check this number, because once the information screen is saved it **cannot be changed**. If someone's number is incorrect, the Travel Services Office must be contacted ASAP to correct the entry.
Name	Enter the traveler's name (last name, first name, and middle initial). **NOTE: Do not include dashes, spaces, Jr., III, apostrophes or other marks. These confuse the SABRE computer at SATO.**
Gender	Not currently used.
Mailing Address	Enter the traveler's official (work) mailing address. Include street address, city, state, zip code, and phone number.
Residence City	Type the residence city if different than the Mailing Address city.
Present Duty Station	Enter the traveler's present duty station as **NPS, Monterey, CA**.
Organization	From the drop-down list, choose the appropriate organization code for the traveler.

Printed Org.	Defaulted to the correct organization.
Title/Rank	The civilian title or military rank.
Civilian/Officer/ Enlisted	Select the appropriate button to indicate if the traveler is a Civilian, Officer, or Enlisted.
Charge Card	Choose **CARD HOLDER** or **NON-CARD HOLDER** from the drop-down list.
Routing List	From the drop-down list, select the proper routing list used for this traveler.
Emergency Contact	Optional.
E-Mail	Include userid and domain.

- Select the **Duty Station** icon at the bottom of the **Add Traveler** window. In the **Time Zone:** field, enter **9**.
- Select the **Account,** and/or **Travel Prefs** icons at the bottom of the Add Traveler window to enter additional traveler information. (The **Agency Misc**, **Dependents** and **PCS Info** icons are not currently used.)

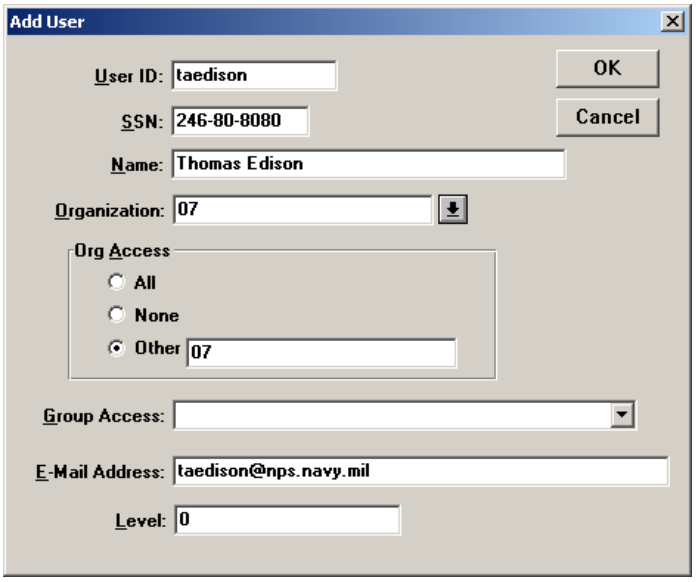


Travel Preferences screen

- For **Travel Prefs**, enter preferences for airplanes, including normal departure **Terminal**; hotel room and rental cars. Select a preferred hotel chain if desired, but do not enter a preference for **Airline** or **Rental Car** company; these choices are determined by SATO. Enter the traveler's

government (if the traveler has one) or other credit card number in the **Special Needs:** field under **Hotel**. All of these preferences will appear automatically in each Travel Authorization for the traveler. In the case of the credit card number, it will disappear from the lodging segment Comments field when SATO books the hotel reservations. Click **OK** when you have finished entering preferences.

- Click **OK** when you are finished entering traveler information.
- At the Add to User ID List prompt, select **Yes**; the Add User window is displayed.

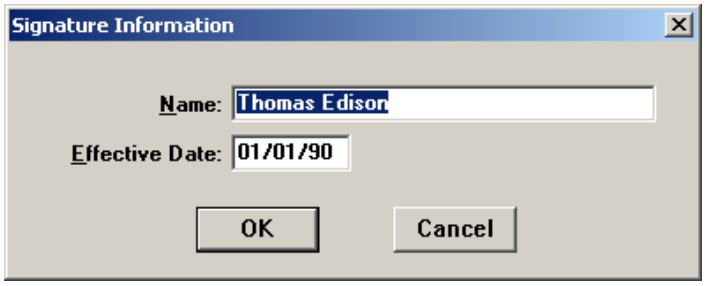


Add User screen

FIELD	FIELD DATA
User ID	**<u>Change the default User ID to the user's email userID.</u>**
Organization	Defaulted.
Org. Access	Defaulted.
Group Access	Only Authorizing Officials and Defense Travel Administrators should be given group access. Select the Group Access from the drop-down list.
E-Mail	Defaulted (derived from Traveler Information Table)

Level	Leave the default at 0 for travelers and Administrative Assistants. For Authorizing Officials, edit to 0,1. For Defense Travel Administrators, edit to 0,5.

- Click **OK** to add to the User ID List.
- If you have access to one group, a prompt will appear asking if you want to add the user to that group. Click **Yes**. **NOTE: If you have access to (All) groups, this prompt will not appear. After you finish the Signature step below, you must manually click on Setup | Security | Groups, select your group, then click Add, and add that person's name to the group.**
- At the Add User to Signature List prompt, select **Yes**; the Signature Information window is displayed.



Signature Information screen

- Leave the **Effective Date** as **01/01/90**. Click **OK** in the Signature Information window to add the user to the signature list.
- Select **Close** to exit the Traveler Information window.

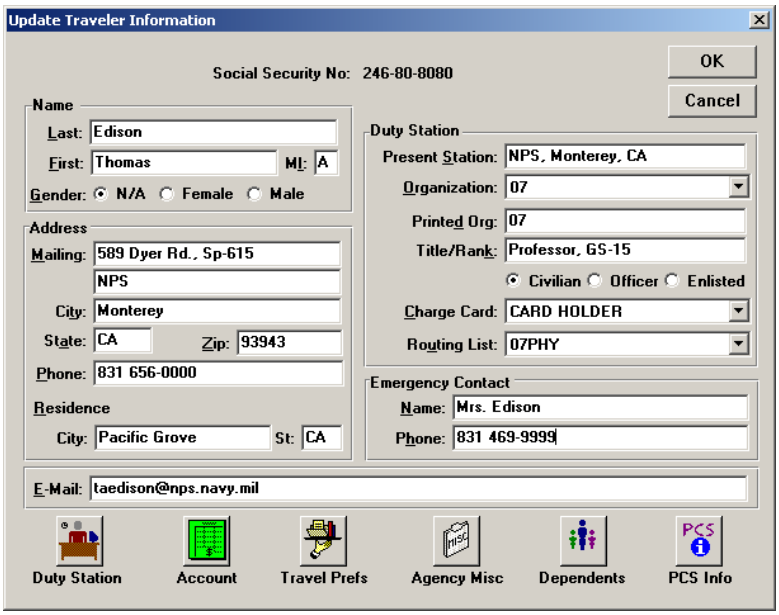
Submitting Electronic Funds Transfer (EFT) Form

Immediately upon completion of entering a new traveler, have the traveler fill out an EFT Information Sheet, PSDMTRY Form 7200/6 (Rev 1/00) and submit or fax (7632) it to the Travel Office. Until this is done, travel vouchers cannot be paid.

Updating Traveler Information

To update traveler information:

- Click on the **Modules** menu in Travel Manager 7.1.
- Select **Doc Prep Admin**.
- Click on the **Tables** menu.
- Select **Traveler Information** from the submenu list; the Traveler Information window is displayed.
- In the Traveler Information window, search for the traveler by name or by SSN.
- Highlight the desired traveler name or SSN.
- Select the **Update** button on the Traveler Information window to edit the highlighted traveler's information; the Update Traveler Information window is displayed with the selected traveler's information.



Update Traveler Information Window

- Change the traveler's information in the fields as required.
- Select the **Duty Station**, **Account**, and/or **Travel Prefs** icons at the bottom of the Update Traveler Information window to enter additional traveler information or edit existing information. (The **Agency Misc** icon is not currently used.)
- Click **OK** to save changes when you are finished updating the traveler's information, or select **Cancel** to exit without saving changes.

Webography

Travel-related Web Sites

The following web sites provide detailed information regarding government travel policies, regulations, and frequently asked questions as well as links to other helpful sites.

http://www.nps.navy.mil/travel

The Naval Postgraduate School Travel Site includes training information, POC Information, rates, regulations, and links to other travel-related information.

http://www.dtic.mil/perdiem/jtr/jtr-ao.txt

The online revised JTR/JFTR. Regulation applicable to TDY for travel re-engineering pilot sites, such as NPS.

http://www.virtuallythere.com

Sabre website that gives information on current reservations. Enter the traveler's Reservation Code (ticket number) from the reservation segment in Travel Manager and last name, then click **SUBMIT**. When it asks for an email address, enter "**satotravel**".

http://www.fedtravel.com/gsa/Flights.asp?flights=&cars=&hotels=&trains=&PDA=&Home=Y

This site lists all government contract flights between cities where contracts exist.

http://www.travelersnet.com/Airport%20Codes/

This site lists the names and airport codes for all airports worldwide.

Defense Travel System
A New Era of Government Travel

http://www.defensetravel.osd.mil/dts/site

NPS is a pilot test site for the Defense Travel System (DTS.) The Northrop-Grumman-hosted Defense Travel System site includes Pilot Site information, implementation/training schedules, FAQs, news, software demos, and other information on the DoD version of the system that NPS is using.

Glossary of Terms

Accounting Class

The field where an accounting code (line of accounting) for a trip record is selected. The Comptroller determines the available selections from the Accounting Codes table in Accounting Setup.

AO

Authorizing Official

Authorization Information

Information entered in the Travel Authorization window that gives the specifics of the trip (predicted expenses, TDY destinations, rental and lodging needs, etc.).

Authorization Name

Entered in the ssss/mmddyy/tt format. This stands for the last four digits of the traveler's SSN, the month, day, and year of travel, and the two-letter state code (or three-letter country code) for the TDY destination.

CA

Commercial Auto

CNA

Certification of Non-Availability number. This number is issued by SATO if a BOQ room cannot be booked.

Common Carrier

Commercial plane, bus, rail, or vessel

CTO

The Commercial Travel Office, or the government contracted travel agency.

DFAS

Defense Finance and Accounting Service

DTA

Defense Travel Administrator

EBMS

Extended Budget Module System, the automatic interface between Travel Manager and FASTDATA.

EFT

Electronic Funds Transfer

FASTDATA

The accounting software used by the comptroller to control travel (and other) funding.

FTR

Federal Travel Regulations

JTR/JFTR

Joint Travel Regulations / Joint Federal Travel Regulations

LOA

Line of Accounting

PCS

Permanent Change of Station

PIN

Personal Identification Number

POV

Privately Owned Vehicle

Routing List

The electronic path a Travel Authorization takes for approval and tickets or the electronic path a Travel Voucher takes for settlement. The profile is assigned to a trip record when it is stamped **SIGNED**.

SATO

Scheduled Airline Ticketing Office

SSN

Social Security Number

STARS

Standard Accounting and Reporting System

TAD

Temporary Active Duty

TDY

Temporary Duty

Travel Authorization

A document that authorizes temporary duty travel (also known as a travel order). Travel Manager uses the information entered to estimate the cost of travel.

Travel Voucher

A temporary duty travel reimbursement document. Completed when travel has concluded, a Voucher is used to claim reimbursement for all authorized travel expenses.

Trip Record

A Travel Authorization or a Travel Voucher

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