NBS Travel System

Student Guide

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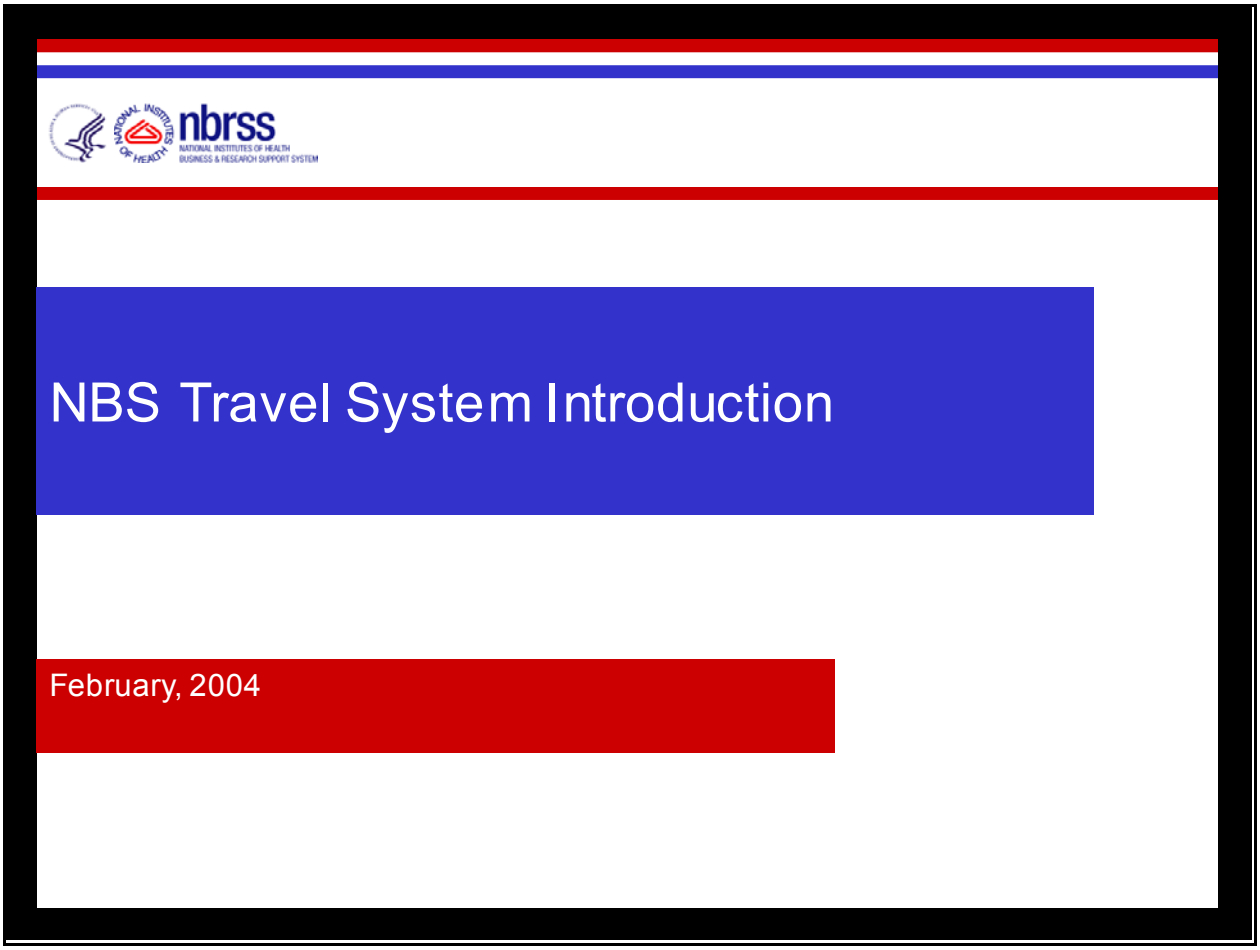
NBS Travel System Introduction

Chapter 1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NATIONAL INSTITUTES OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM
NBS Travel System Introduction
February, 2004

Introduction to the NBS

- The NBS includes modules that support activities in the following functional areas:
  - Financial Management
  - Travel
  - Property
  - Acquisitions and Supply
  - Research and Development (R&D) Contracting
  - Service and Supply Fund
- The expected results of the NBS include:
  - Replacement of multiple applications with one integrated system
  - Reduction of the cost and complexity of doing business, helping NIH remain competitive in conducting biomedical research
  - Better integration and sharing of information within the organization and among the function areas
  - Improvement of managerial control and access to key data

Page 2

After an extensive evaluation of its administrative processes and its current information technology support, NIH made the decision to implement an Enterprise Resource Planning (ERP) system to enhance administrative support to its biomedical research mission and to replace aging legacy computer support systems.

Introduction to the NBS Travel System

- NBS Travel System is the travel component of the NBS
- Design goals of the travel system:
  - Provide a system that gives NIH scientists and administrative staff the functionality they need for more timely and efficient processing of travel documents – from initial authorization to final reimbursement
  - User-friendly format that utilizes images, selection buttons and drop-down lists

Page 3

NBS Travel System Student Guide

- NBS Travel System student guide:
  - Introduces you to the NBS Travel System
  - Walks you through the NBS Travel System screens for creating travel documents
- Step-by-step instructions set in a business process context
  - Chapters mirror types of travel documents being created
- Includes hands-on practice sessions and exercises based on NIH-specific trip scenarios, after which students can model solutions to their own trip problems

Page 4

Support

Support

- Access to online training materials and procedures
  - http://nbs.nih.gov
  - Select the Travel Page link
  - On the Travel Page select either the Online Help or Student guide links
- For technical support for immediate assistance with the NBS Travel System, contact the NIH Help Desk:
  - Email: help@nih.gov
  - Phone: 301-496-HELP (301-496-4357)
- A practice environment to "test" your skills
  - NBS Travel Sandbox application available via the NIH Portal: http://my.nih.gov

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Scope and Limits of this student guide

Scope and Limits of this student guide

- Does not include rules and regulations
  - May attend training through the NIH Training Center for rules and regulations
- Changes to the processes and procedures may change
  - Updates will be made to the training materials and posted online (http://nbs.nih.gov) along with a notice to the travel community

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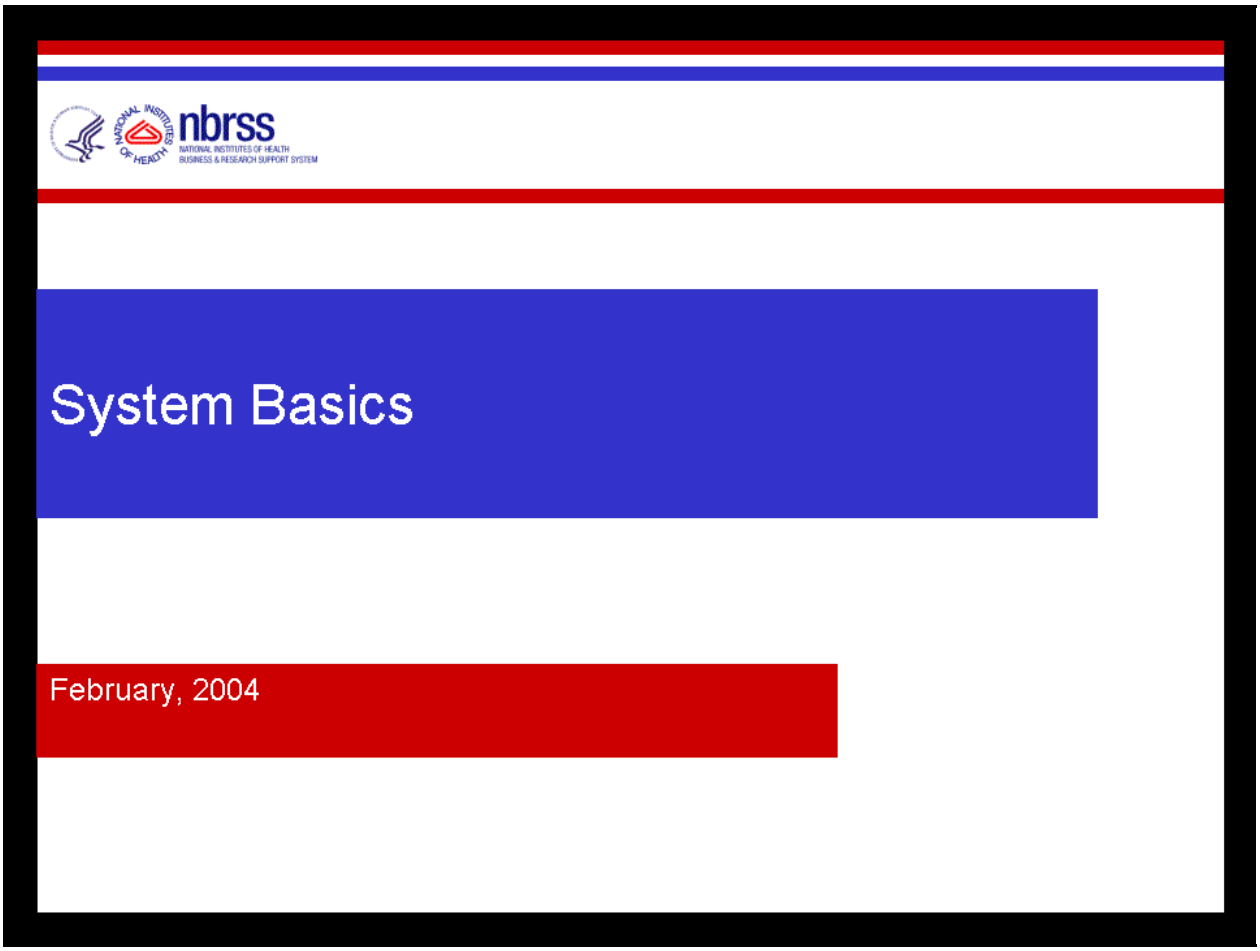
System Basics

Chapter 2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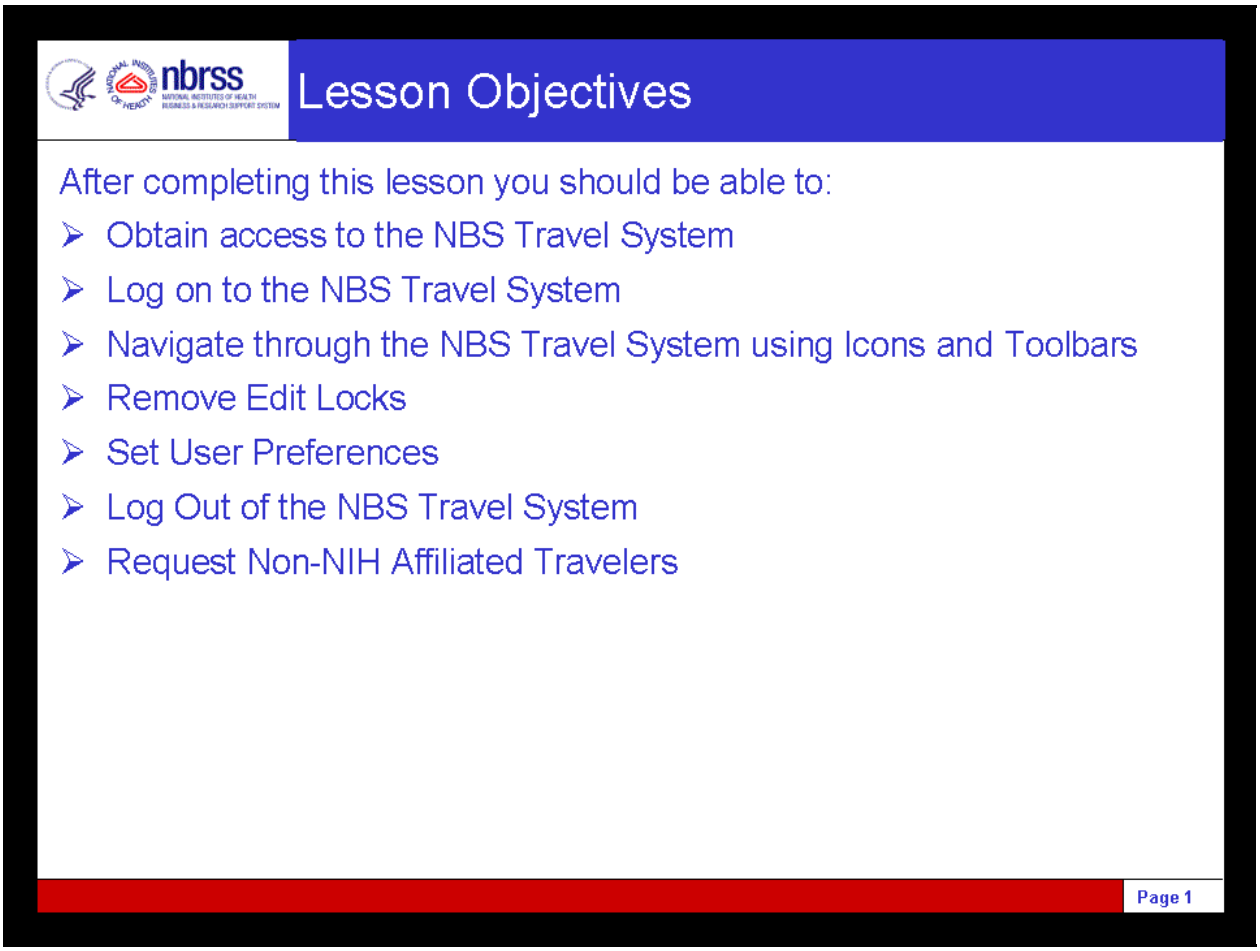
BUSINESS & RESEARCH SUPPORT SYSTEM
System Basics
February, 2004

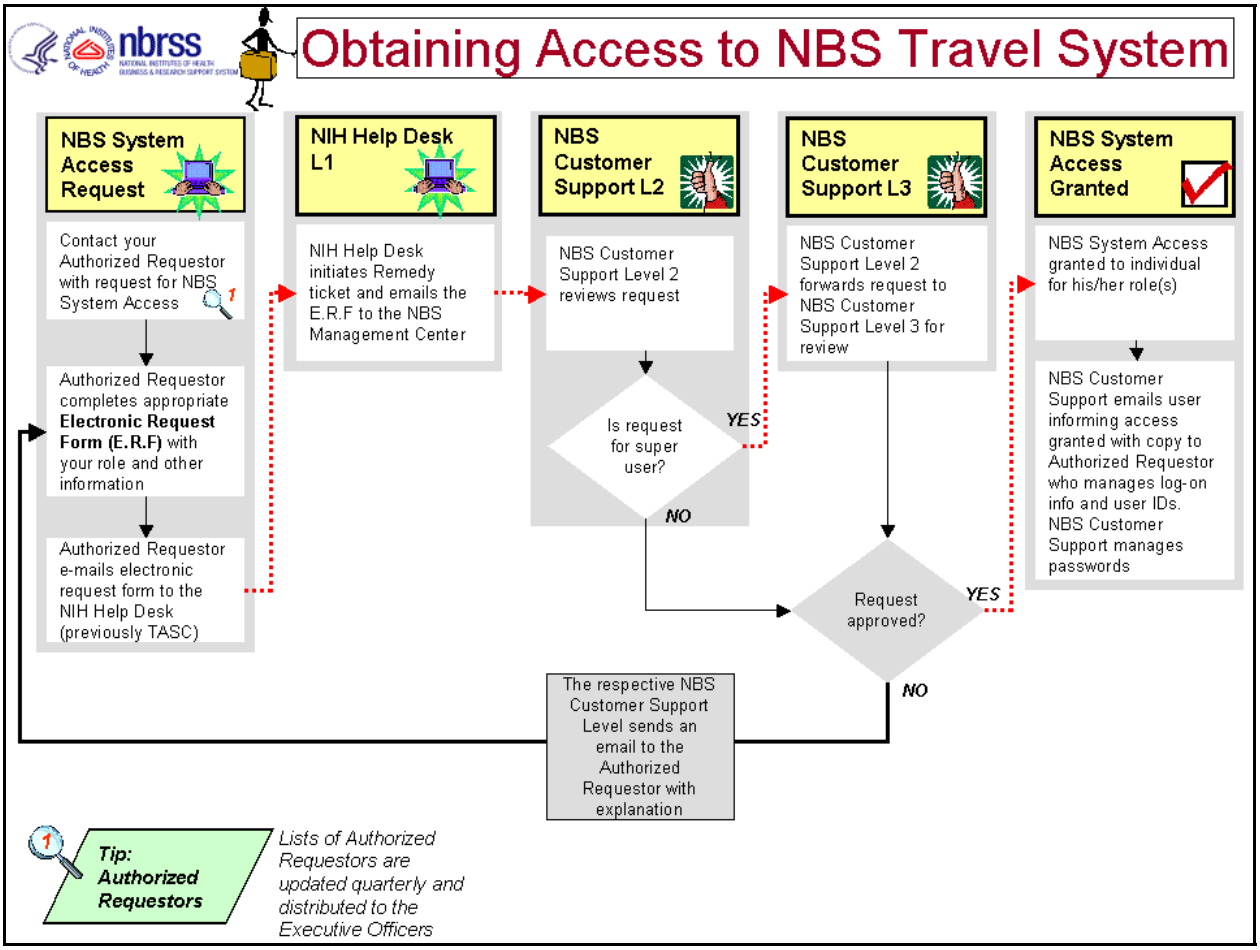
Lesson Objectives



Users of the NBS Travel System

- IC staff may view who has access to the NBS Travel System by using the Travel Personnel Listing link
  - Report contains the user name and their NBS Travel System Role (Travel Planner, Reviewer or Approver)
  - The report is under the Travel Planners/Approvers/Reviewers section of the NBRSS Travel Users Community page (lower left corner) on the NIH Portal
- If a person requires access to the NBS Travel System, complete the NBS Account Request Form - Travel/AP/AR/Cash Management
  - The form is located in the NBRSS User Access Procedures section of the NBRSS Travel Users Community page (lower right corner) on the NIH Portal

Page 1



The NBS Travel System is a web application and accessed through the NIH Portal. Each user must be approved by an Authorized Requestor at his/her IC.

Accessing the NBS Travel System

Accessing the NBS Travel System

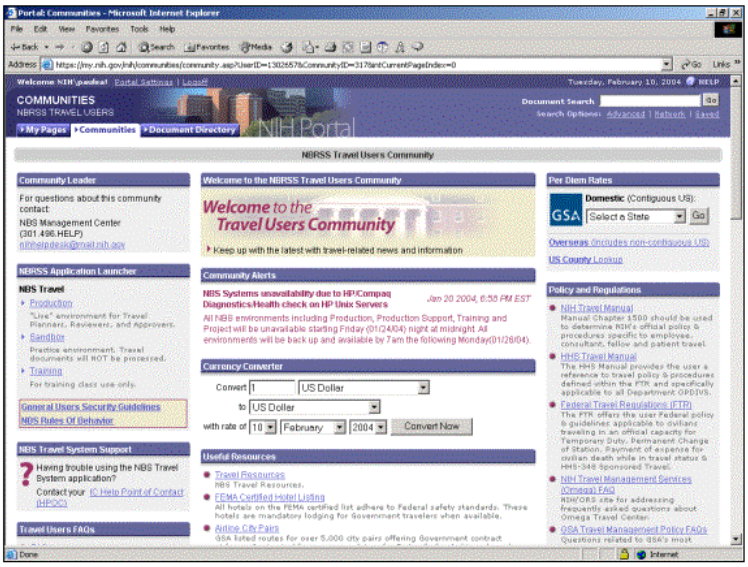
- NBS Travel System application is accessed via the NIH Portal: http://my.nih.gov
- To login, use your:
  - NIH Domain
  - User Name
  - Password
- Contact the NIH Help Desk for assistance with logging on to the NIH Portal:
  - Helpdesk@.nih.gov
  - 301-496-HELP (301-496-4357)
- Add the NBRSS Travel Users Community to your Portal Page

Page 1

The Travel Users Community

The Travel Users Community

The Travel Users Community on the NIH Portal provides links to travel-related information relevant to Travel Planners, Reviewers, Approvers and Travelers



Page 1

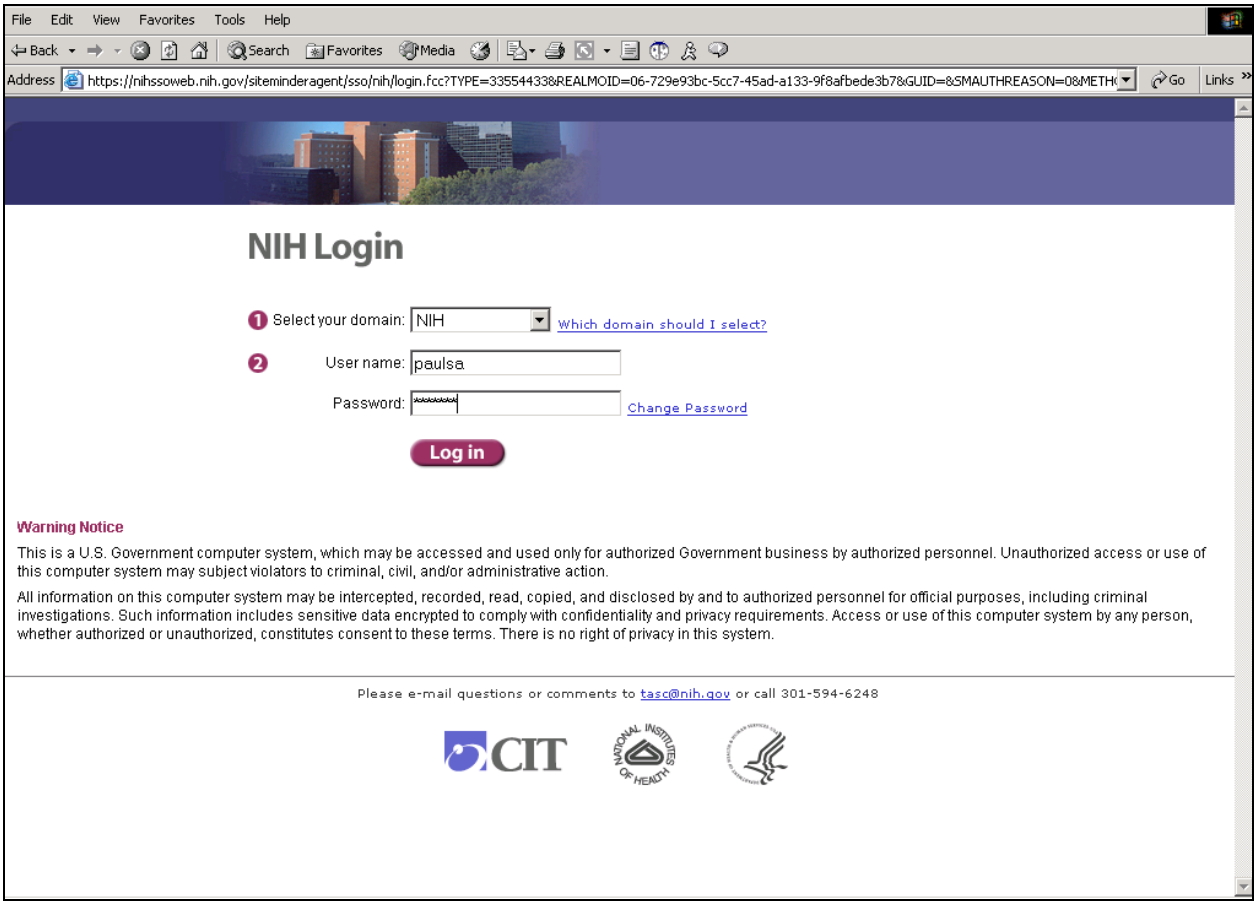
Users may add the NBRSS Travel Users Community to their NIH Portal view. The NBRSS Travel Users Community provides links to many travel-related items such as:

- The NBS Travel Application
- Travel Forms, including the Travel Request Form, Adding a Sponsor to Customer Database Form, and Premium Class Travel Form
- GSA Per Diem Rates
- Currency Converter
- Policy and Regulation, such as the NIH and HHS Travel Manuals
- International Travel, including a link to the Notification of Foreign Travel online form
- Training Materials and links to sign up for training
- Useful Resources

Accessing the NBS Travel System

NBS Travel System User
N> http://my.nih.gov
NIH Portal

1. Enter the NIH Portal using the web address of your Internet browser.



2. Complete the NIH Login Information:

   - Select your **Domain** from the drop down menu.
   - Enter your **User name**.
   - Enter your **Password**.
   - Select **Log in**.

   Note: Your domain, user name and password are the same information you use to log on to your computer workstations. If you need assistance logging in to the NIH Portal or do not know your domain, user name or password, contact TASC at 301.496-4357.

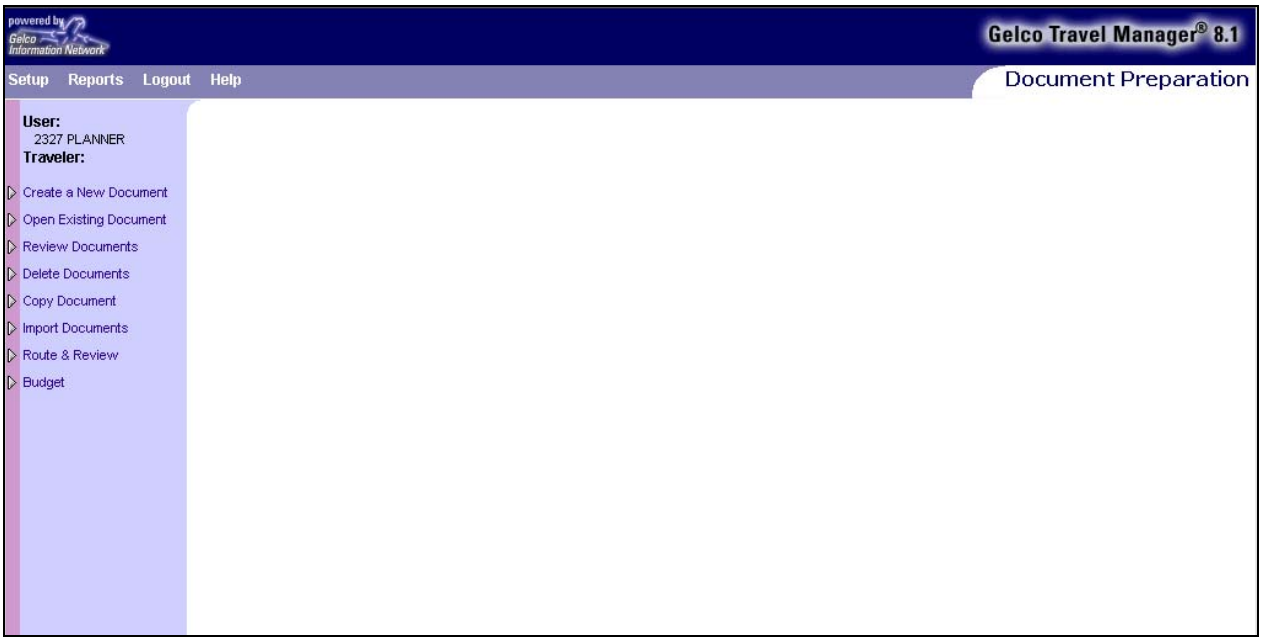
3. From the Communities pull down menu at the top of the page, select **NBRSS Travel Users**.

- To add the Travel Users Community:
  - Select the Communities tab.
  - Select Edit Your Memberships.
  - Select the NBRSS folder.
  - Select the checkbox for NBRSS Travel Users.
  - Select Add to my Memberships.
  - Click Finish.

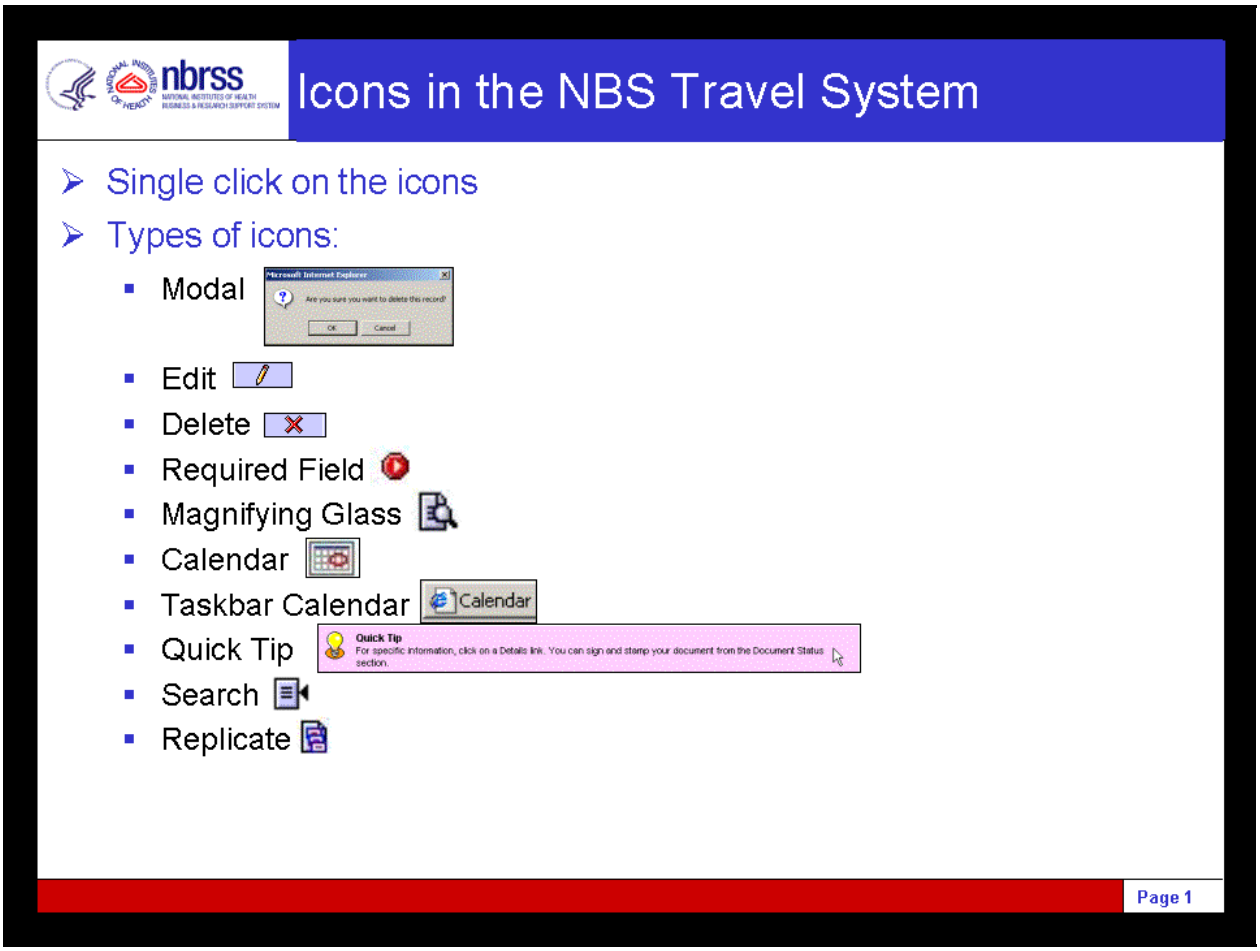
4. From the Travel Users Community, select the **NBS Travel Production** link in the NBRSS Application Launcher section in the top left corner.

   Result: The NBS Travel System main page appears as shown below.

End of activity.



Icons in the NBS Travel System



•**Modal:** a pop-up window triggered by an action in the NBS Travel System; Ok = Yes; Cancel = No

•**Edit:** represented by a pencil; allows the item or value to be changed

•**Delete:** represented by a red X and will delete the record or item associated with it; a modal will pop-up to confirm your desire to delete the item

•**Required Field:** represented by a red circle with an arrow; points at the field that is required and must be completed before moving on

•**Magnifying Glass:** allows the user to review more details associated with the record

•**Calendar:** allows the user to see a pop-up of a calendar and navigate between months to select the date

•**Taskbar Calendar:** indicates the calendar is already open; click on the taskbar to maximize it for use

•**Quick tip:** information-only field related to information on the screen

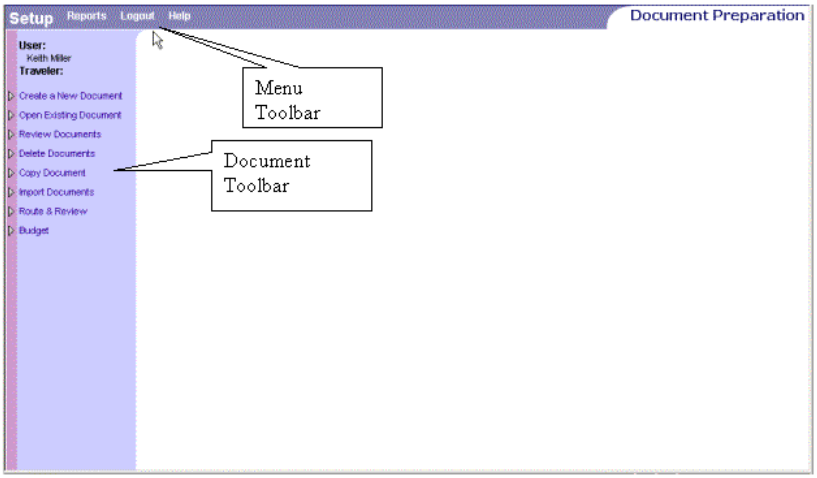
•**Search:** allows a user to search among pre-set criteria; if available, a user should always use this rather than type in a specific value

•**Replicate:** allows the data to be copied from one day to the next on the Lodging/M&IE screen

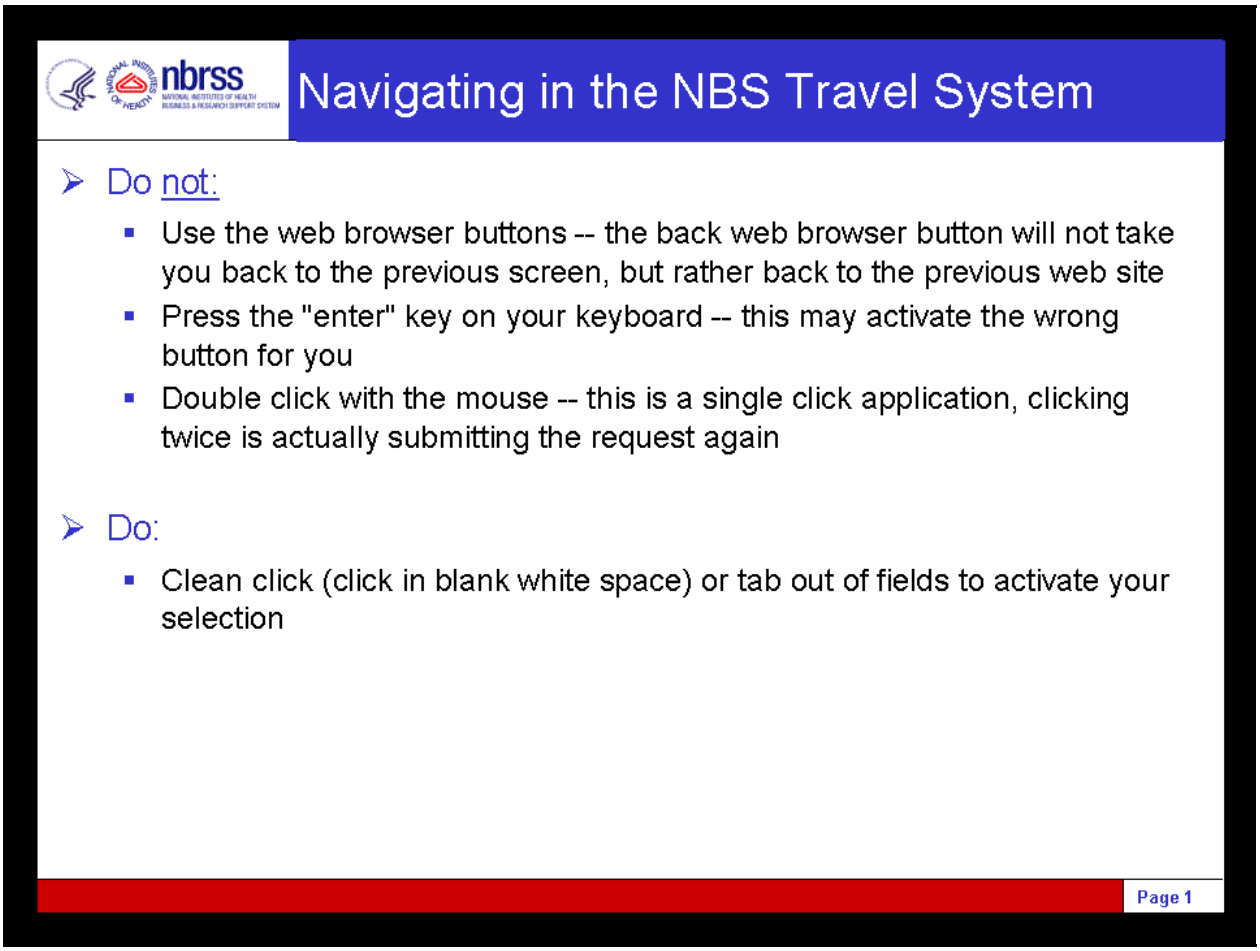
Toolbars

Toolbars

- Menu Toolbar: Located at the top of the window; allows you to perform overall tasks such as Setup, Reports, Logout, and access Gelco Help
- Document Toolbar: located on the left side of the window; allows you to perform functions directly related to the creation and editing of travel documents



Page 1


nbrss
Navigating in the NBS Travel System
Do not:
Use the web browser buttons -- the back web browser button will not take you back to the previous screen, but rather back to the previous web site
Press the "enter" key on your keyboard -- this may activate the wrong button for you
Double click with the mouse -- this is a single click application, clicking twice is actually submitting the request again
Do:
Clean click (click in blank white space) or tab out of fields to activate your selection
Page 1

Edit Locks

Edit Locks

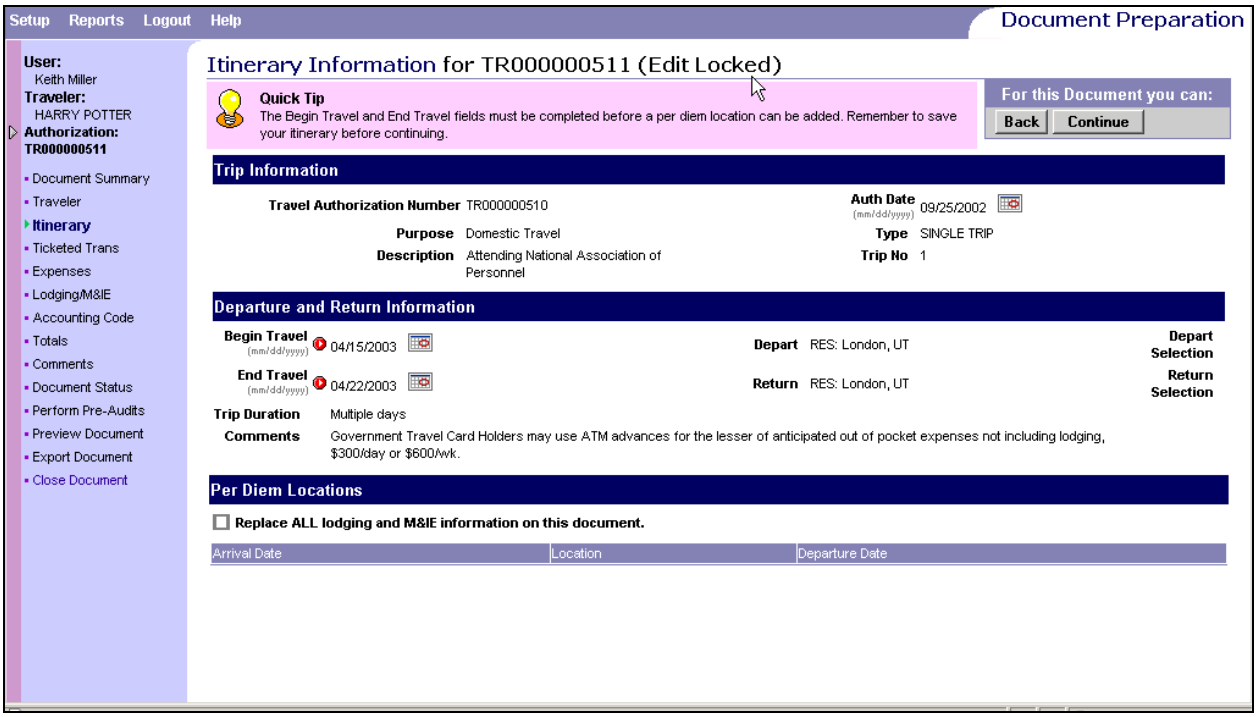
- Edit Locks protect a travel document from further editing
- Edit Locks are created when:
  - A travel document is not closed using the “close document” link
  - A user closes or logs out of the application with a document still open
  - The system locks and the user can only exit it
- Edit locks protect the travel document and any information entered is saved rather than lost
- The user who had the document open when it became edit locked is the only one who can unlock it in the NBS Travel System
  - If the user is unavailable, the Organization Administrator may also unlock it using the GTM 8.1 Admin Module

Page 1

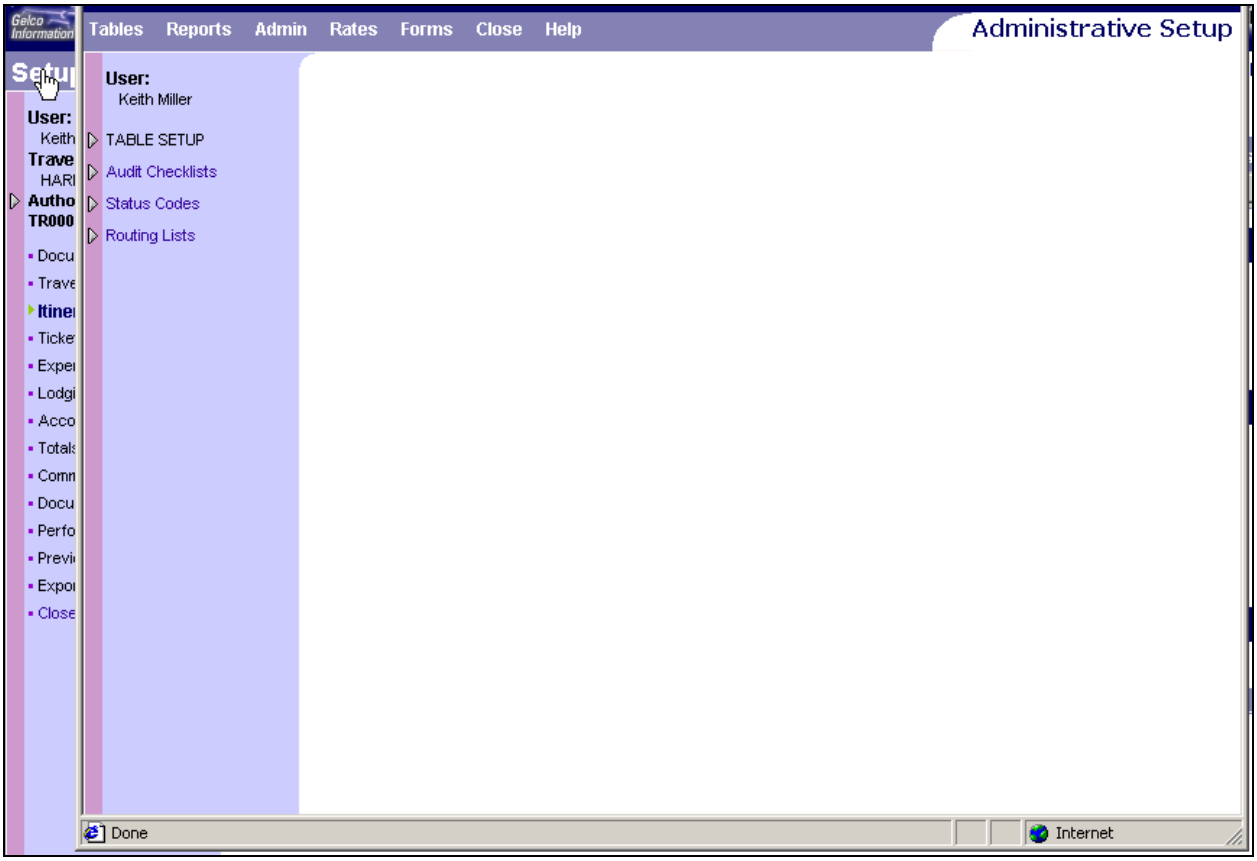
Removing Edit Locks

Before you Begin

In the NBS Travel System, if you exit a document without properly closing it, the NBS Travel System will Edit Lock the document. This is indicated by the parenthetical comment (Edit Locked) to the right of the document name, as shown in the screenshot below. Note that users can only remove edit-locks that occurred in their own documents. In order to unlock a document, it must be closed.

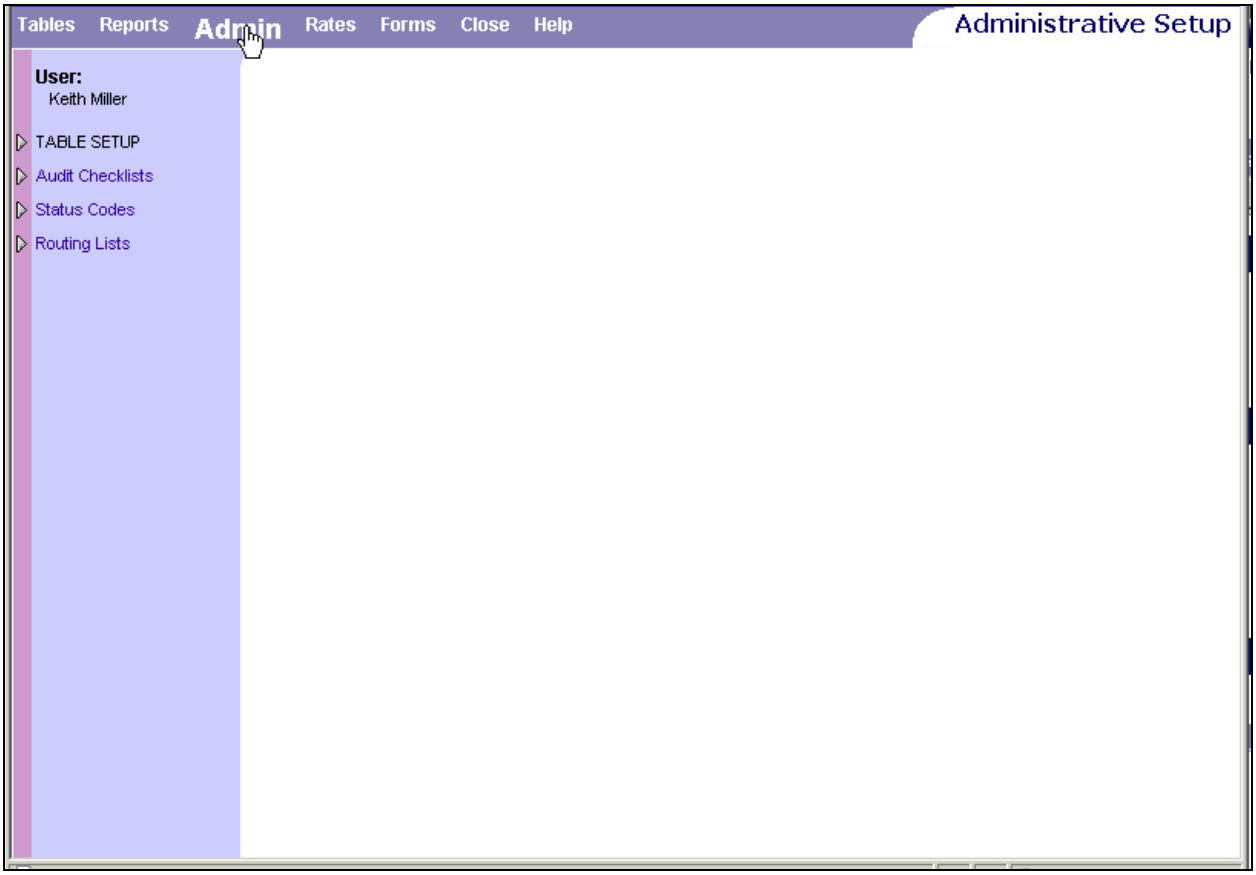


NBS Travel System User Document Toolbar > Setup Setup

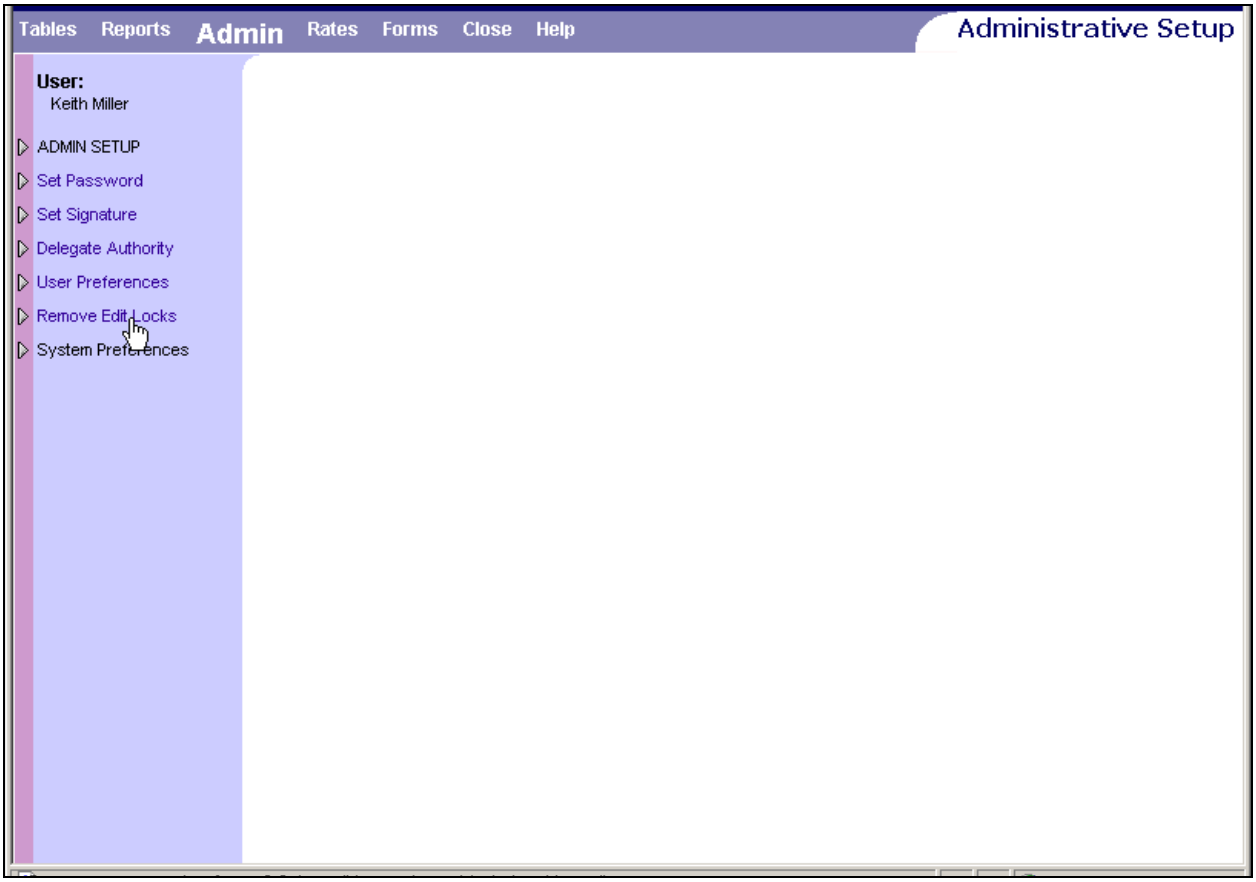


1. From the **Menu Toolbar**, select **Setup**.

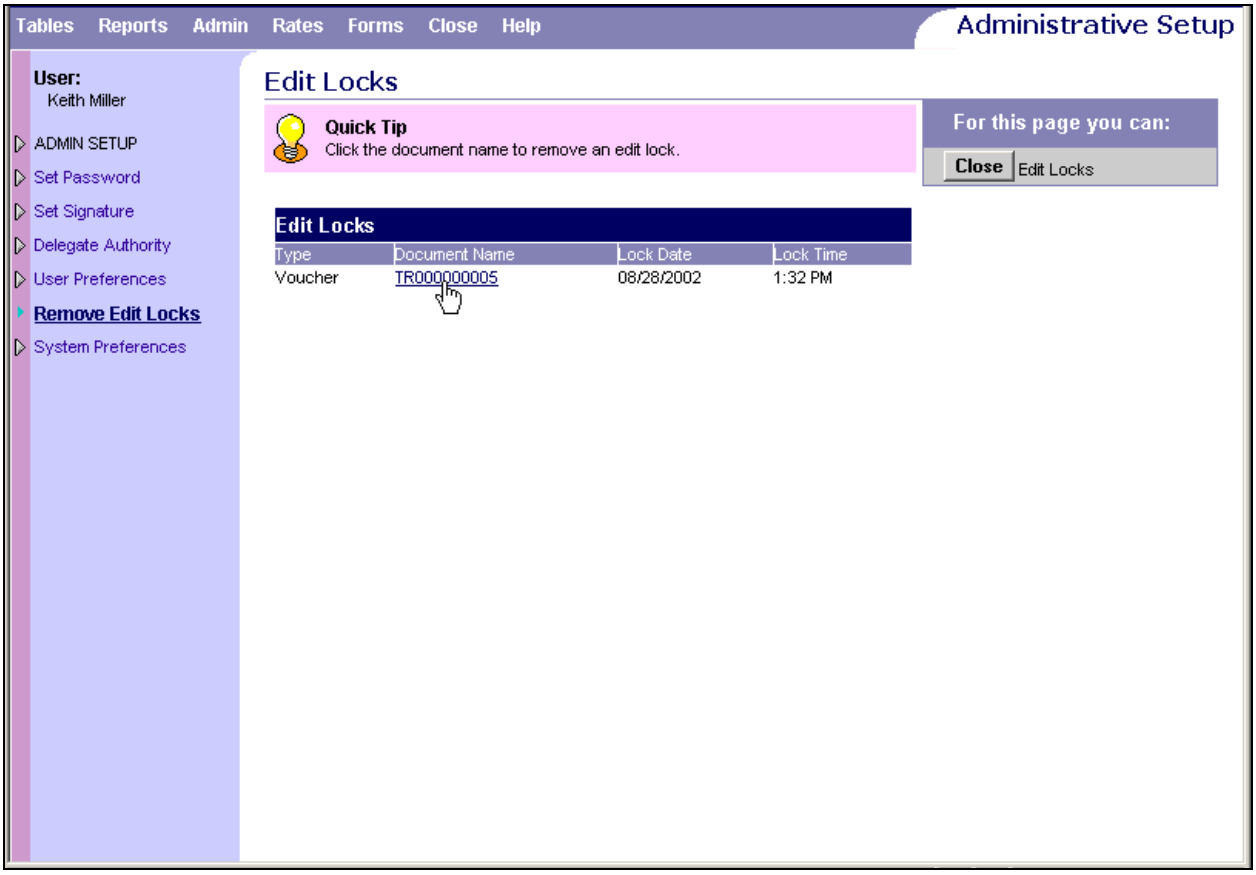
   Result: A separate Setup window will appear.



3. From this new window's **Menu Toolbar**, select **Admin**.

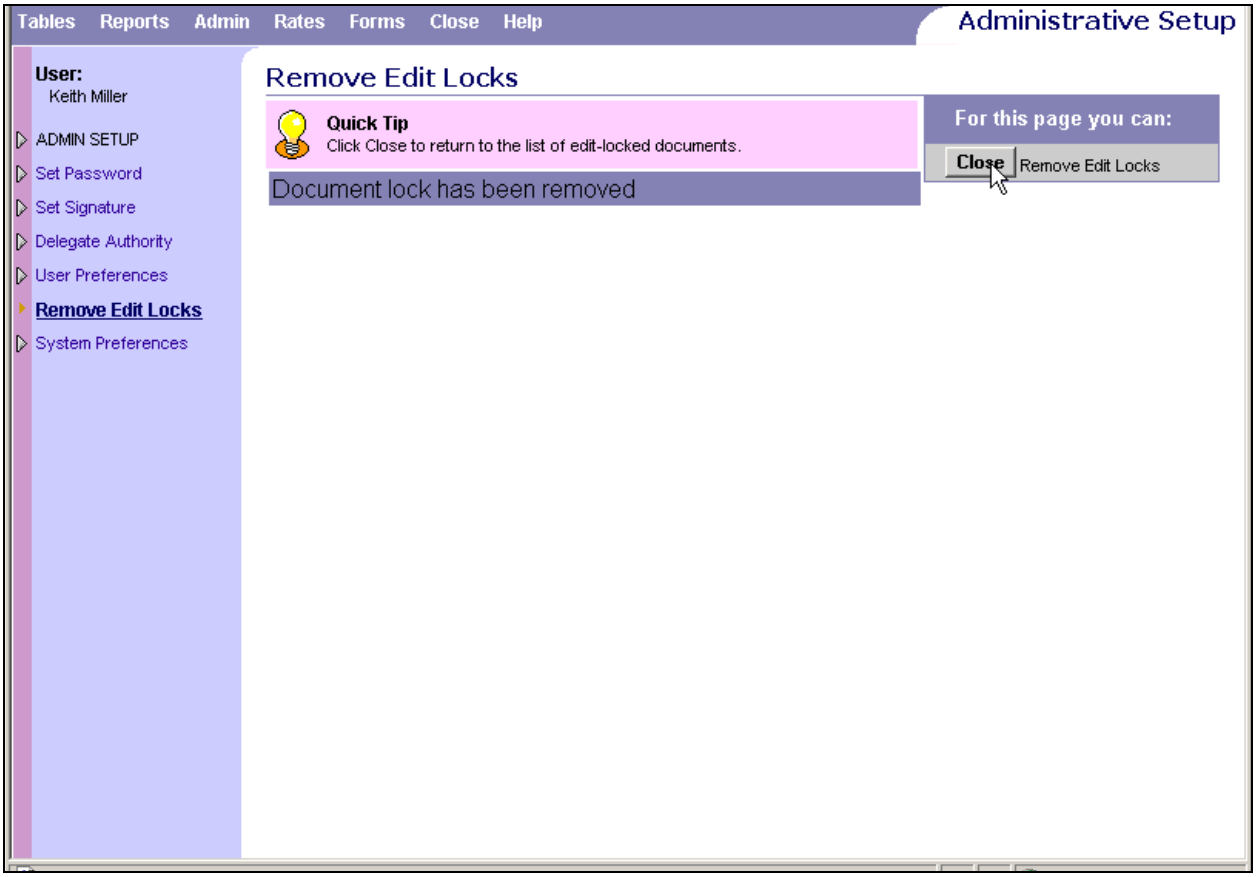


4. From the **Document Toolbar**, select **Remove Edit Locks**.

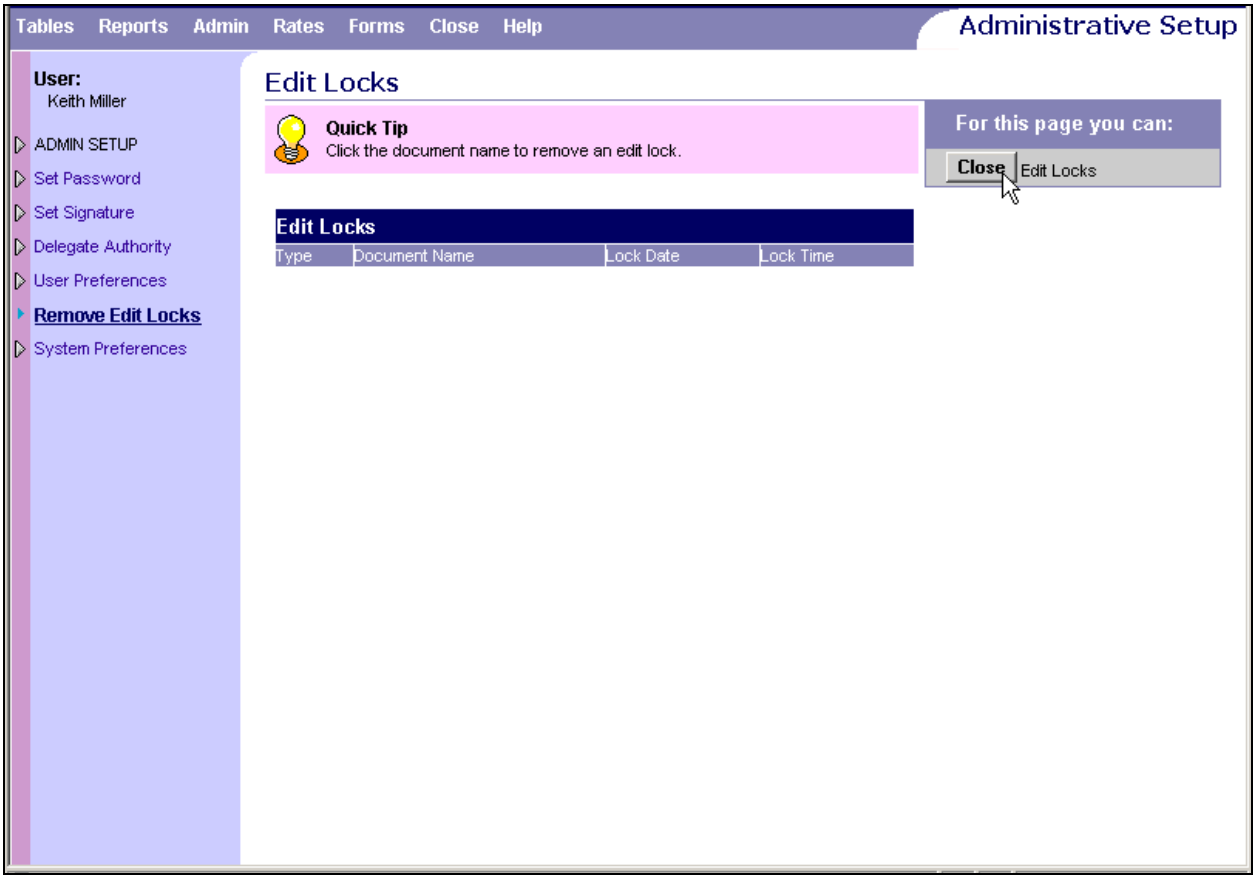


5. In the **Edit Locks** table, select the desired **Document Name**.

   Note: A message appears indicating successful removal of the document lock.



6. Click the **Close** Remove Edit Locks button.



7. In the **Edit Locks** window, click the **Close** Edit Locks button.

8. Close the **Admin Setup** window by clicking the **X** in the top right corner.

9. From the **Menu Toolbar**, select **Close** and then select **Open Existing Document**. The Edit Lock will be removed.

End of activity.

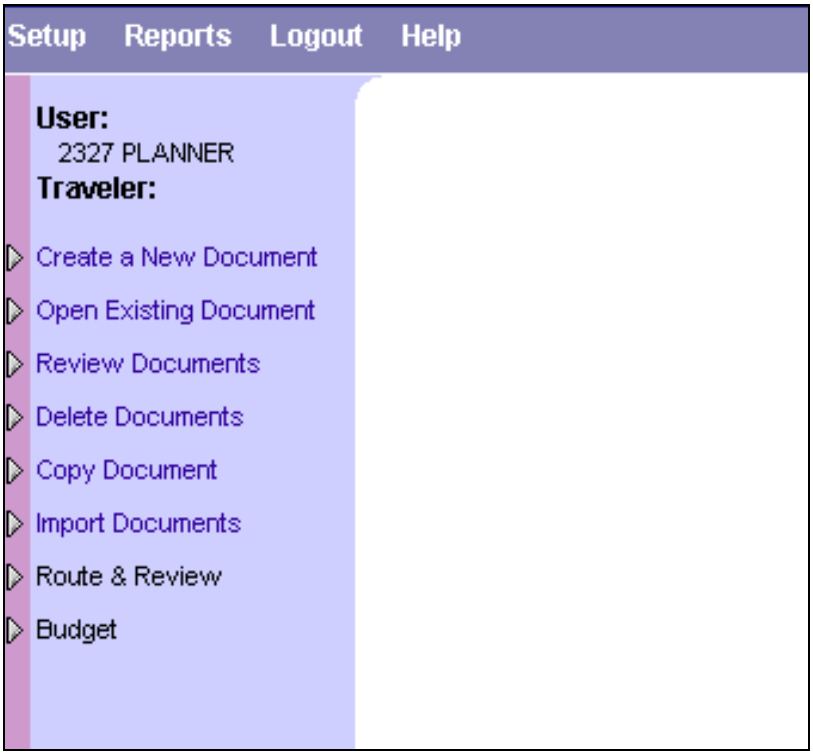
Setting User Preferences

- Pop-up windows can be activated can be activated which provide an alert when the page is being refreshed
- Pop-up window available when selecting the:
  - Per Diem location on the itinerary screens
  - Expense type on the expense screen

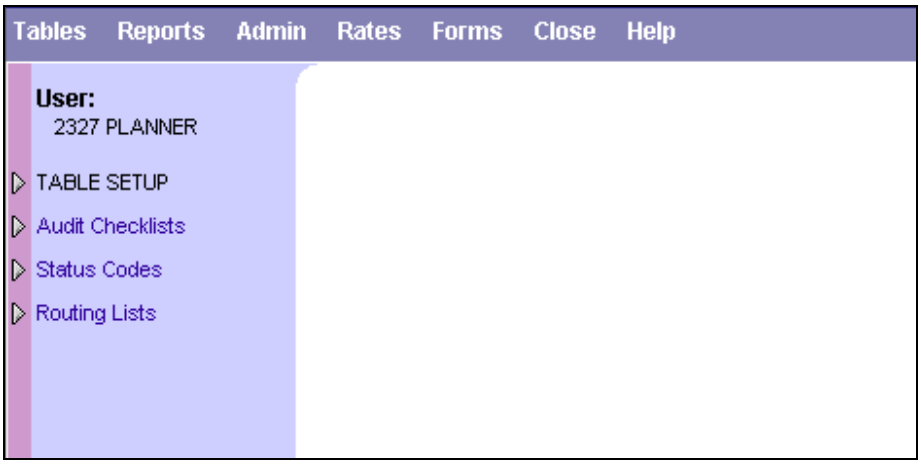
Page 1

Setting User Preferences

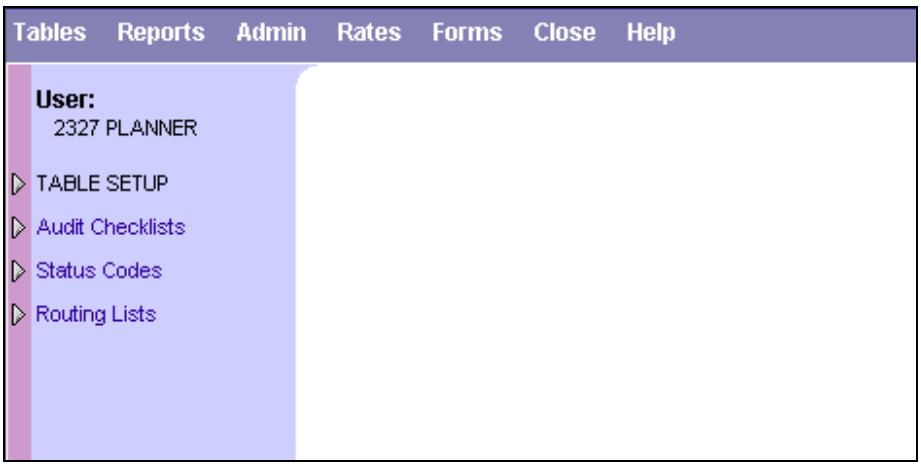
NBS Travel System
NBS Travel System>Setup>User Preferences
User Preferences



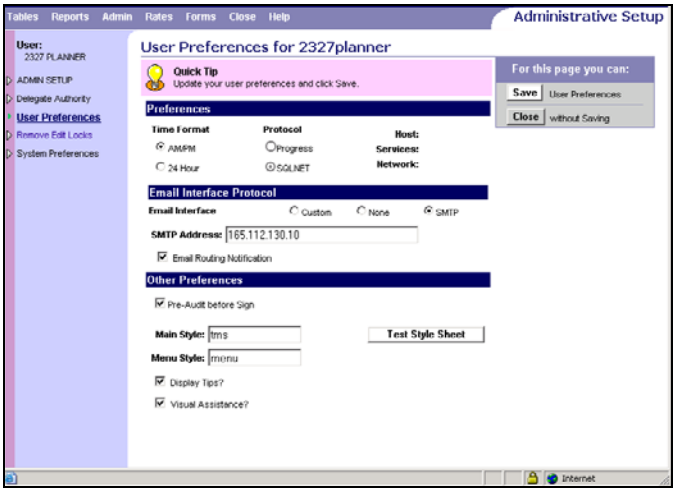
1. Select **Setup**.



2. Select **Admin** on the window that appears.



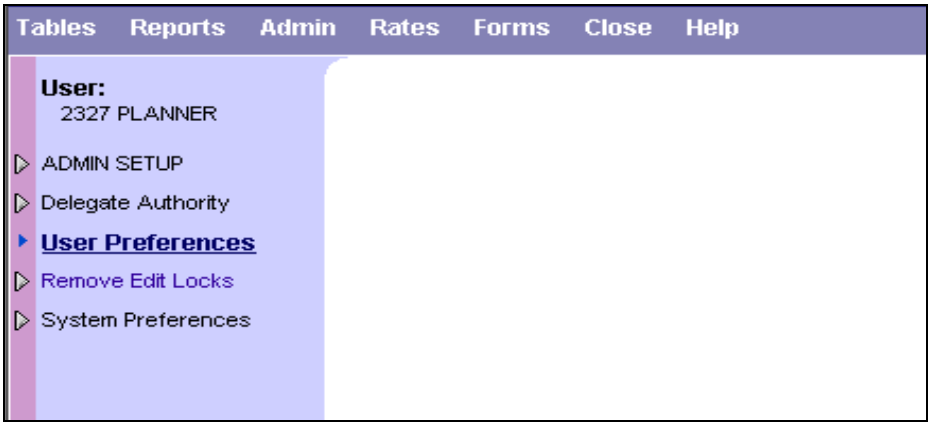
3. Select **User Preferences** on the left toolbar.



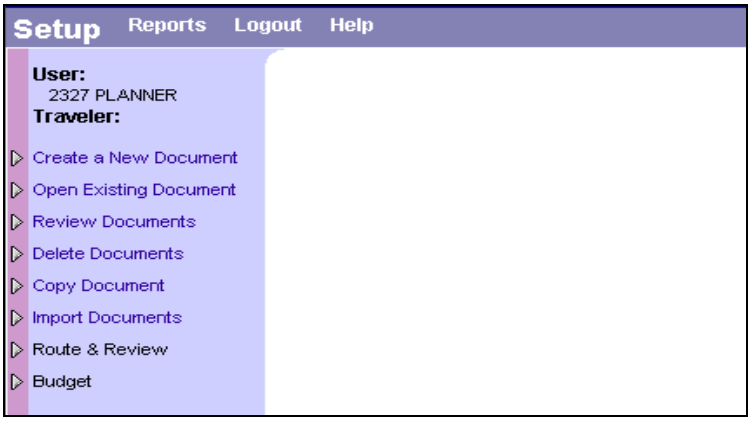
4. Check the **Visual Assistance** box to add the visual pop-ups.

   Note: Leave all other options **unchanged.**

5. Click the **Save User Preferences** button.



6. Select **Close** from the toolbar at the top.



7. Select **Logout**.

   Note: Users must logout for their preferences to be activated.

End of activity.

Log out of the NBS Travel System

Log out of the NBS Travel System

- Always log out of the NBS Travel System using the Log Out link on the menu toolbar
- To avoid edit locking your documents, always close any open travel documents before logging out

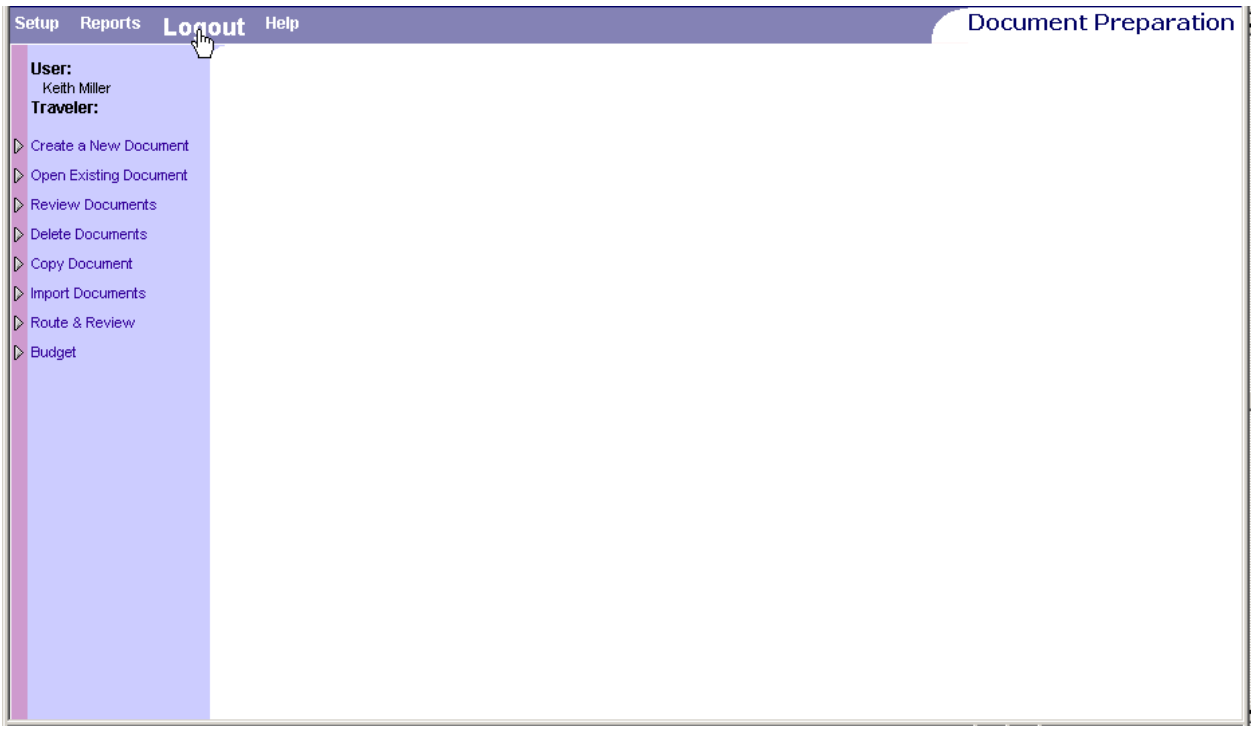
Page 1

Logging Out of NBS Travel System

Before you Begin

Before exiting Travel Manager, ensure all open documents are properly closed.

NBS Travel System User
Menu Toolbar > Logout
Logout



1. From the **Menu Toolbar**, click **Logout**.

   Note: The action occurs without any warning message (i.e., the system will not ask if your are sure you want to log out; it will simply log you out).

End of activity.

New Travelers in the NBS Travel System

- NIH Affiliated travelers
  - Added to the system via the HR download
  - Organization Administrator add the traveler to the correct group (IC) and routing lists
- Non NIH-Affiliated travelers
  - Travel Planners request a new traveler be added using the Non-NIH Affiliated Traveler Request Form on the NIH Portal
  - Organization Administrators submit formal request to OFM via the Oracle application
  - Once request is accepted, Organization Administrators add traveler to group (IC) and routing list
- Duplicate traveler name listed?
  - If a traveler is listed more than once in the Traveler listing, please contact your Organization Administrator. He/She should be able to direct you which traveler link to select and also remove the duplicate listing.

Page 1

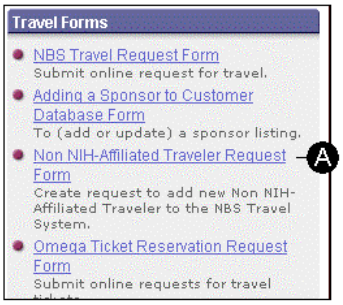
Submitting a Request to the Org Admin to Add a New Non NIH-Affiliated Traveler

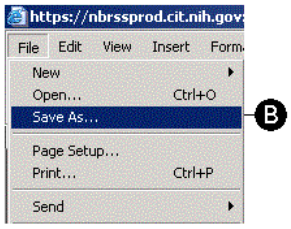
If a Non NIH-Affiliated Traveler does not exist in the NBS, you can submit a request to your Organization Administrator by using the Non NIH-Affiliate Traveler Request Form. This form is located in the NBRSS Travel Users Community on the NIH Portal, in the Travel Forms section.

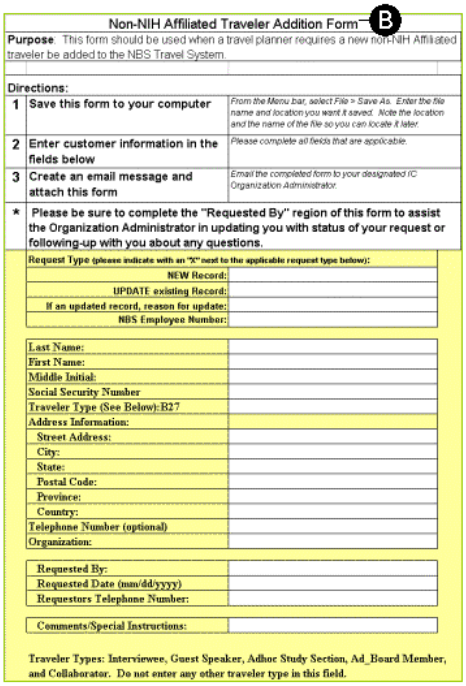
A From the Travel Forms section of the NBRSS Travel Users Community, click on the Non NIH-Affiliate Traveler Request Form link.

B Save the form to your computer following the instructions on the form and then complete ALL applicable fields on the form, verifying the information with the Traveler.

C Email the form to the your Organization Administrator or print a hard copy and provide it to the Org Admin manually.







Non-NIH Affiliated Traveler Addition Form **B**

Purpose: This form should be used when a travel planner requires a new non-NIH Affiliated traveler be added to the NBS Travel System.

Directions:

1	**Save this form to your computer**	*From the Menu bar, select File > Save As. Enter the file name and location you want it saved. Note the location and the name of the file so you can locate it later.*
2	**Enter customer information in the fields below**	*Please complete all fields that are applicable.*
3	**Create an email message and attach this form**	*Email the completed form to your designated IC Organization Administrator.*
*	**Please be sure to complete the "Requested By" region of this form to assist the Organization Administrator in updating you with status of your request or following-up with you about any questions.**	

Request Type (please indicate with an "X" next to the applicable request type below):	
NEW Record:	
UPDATE existing Record:	
If an updated record, reason for update:	
NBS Employee Number:	

Last Name:	
First Name:	
Middle Initial:	
Social Security Number	
Traveler Type (See Below):B27	
Address Information:	
Street Address:	
City:	
State:	
Postal Code:	
Province:	
Country:	
Telephone Number (optional)	
Organization:	

Requested By:	
Requested Date (mm/dd/yyyy)	
Requestors Telephone Number:	

Comments/Special Instructions:	

Traveler Types: Interviewee, Guest Speaker, Adhoc Study Section, Ad_Board Member, and Collaborator. Do not enter any other traveler type in this field.

Remember:

- All fields on the request form are required. If you do not complete each field, the Org Admin may not have all the information needed to complete the Non NIH-Affiliated Traveler record.

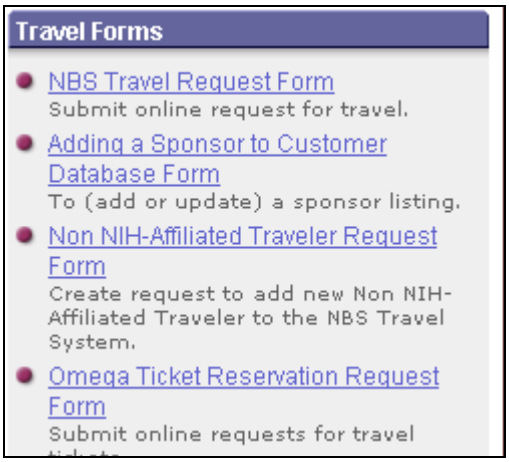
Submitting a Request for Non NIH Affiliate Traveler

NBS Travel System User
N> http://my.nih.gov
NBS

1. Log on to the **NIH Portal** and enter your:

    - Domain
    - User Name
    - Password

2. Navigate to the **NBRSS Travel Users Community** page.



3. Click on the **Non NIH-Affiliate Traveler Request Form** link from the Travel Forms section.

Non-NIH Affiliated Traveler Addition Form		
Purpose: This form should be used when a travel planner requires a new non-NIH Affiliated traveler be added to the NBS Travel System.		
Directions:		
1	Save this form to your computer	*From the Menu bar, select File > Save As. Enter the file name and location you want it saved. Note the location and the name of the file so you can locate it later.*
2	Enter customer information in the fields below	*Please complete all fields that are applicable.*
3	Create an email message and attach this form	*Email the completed form to your designated IC Organization Administrator.*
*	Please be sure to complete the "Requested By" region of this form to assist the Organization Administrator in updating you with status of your request or following-up with you about any questions.	

Request Type (please indicate with an "X" next to the applicable request type below):	
NEW Record:	
UPDATE existing Record:	
If an updated record, reason for update:	
NBS Employee Number:	

Last Name:	
First Name:	
Middle Initial:	
Social Security Number	
Traveler Type (See Below):B27	
Address Information:	
Street Address:	
City:	
State:	
Postal Code:	
Province:	
Country:	
Telephone Number (optional)	
Organization:	

Requested By:	
Requested Date (mm/dd/yyyy)	
Requestors Telephone Number:	

Comments/Special Instructions:	

Traveler Types: Interviewee, Guest Speaker, Adhoc Study Section, Ad_Board Member, and Collaborator. Do not enter any other traveler type in this field.

4. **Save** the form to your computer following the instructions on the form.

5. **Complete ALL applicable fields** on the form, verifying the information with the Traveler.

   Note1: All fields on the request form are required. If you do not complete each field, the Org Admin may not have all the information needed to complete the Non NIH-Affiliated Traveler record.

   Note2: Write the Non Affiliate Employee Identification Number (NN0) in the upper right hand corner of the ACH form. (This number is generated by the Oracle system when completing the Non NIH-Affiliate Form.)

6. **Email** the form to the your Organization Administrator or print a hard copy and provide it to the Org Admin manually.

End of activity.

Authorizations

Chapter 3

nbrss
NATIONAL INSTITUTES OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM
Creating Travel Authorizations
February, 2004

Lesson Objectives

Lesson Objectives

After this lesson you should be able to:

- Define Travel Authorization (TA)
- Identify Workflow of TA process
- Accurately complete the NBS Travel System Screens as they relate to TAs

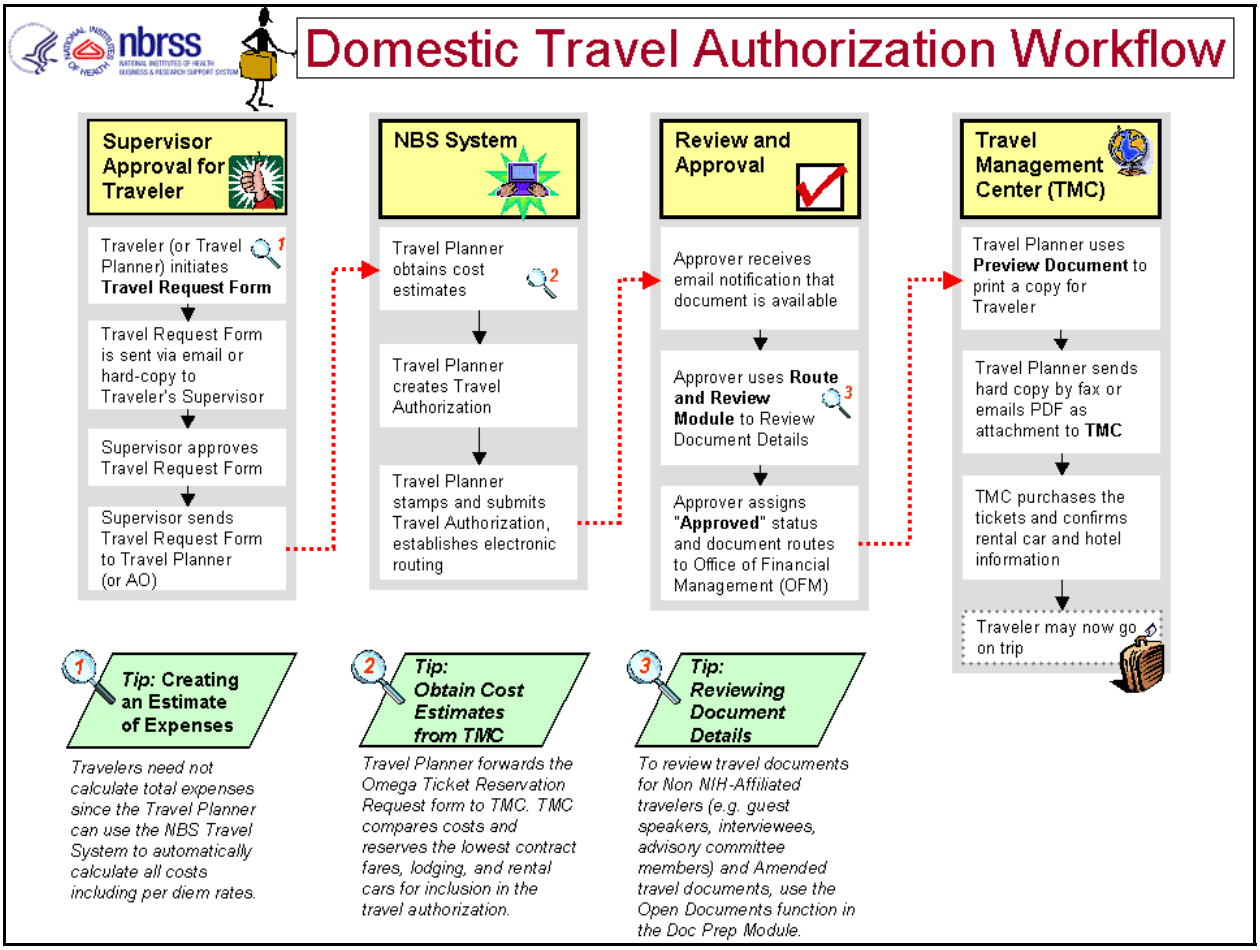
Page 1

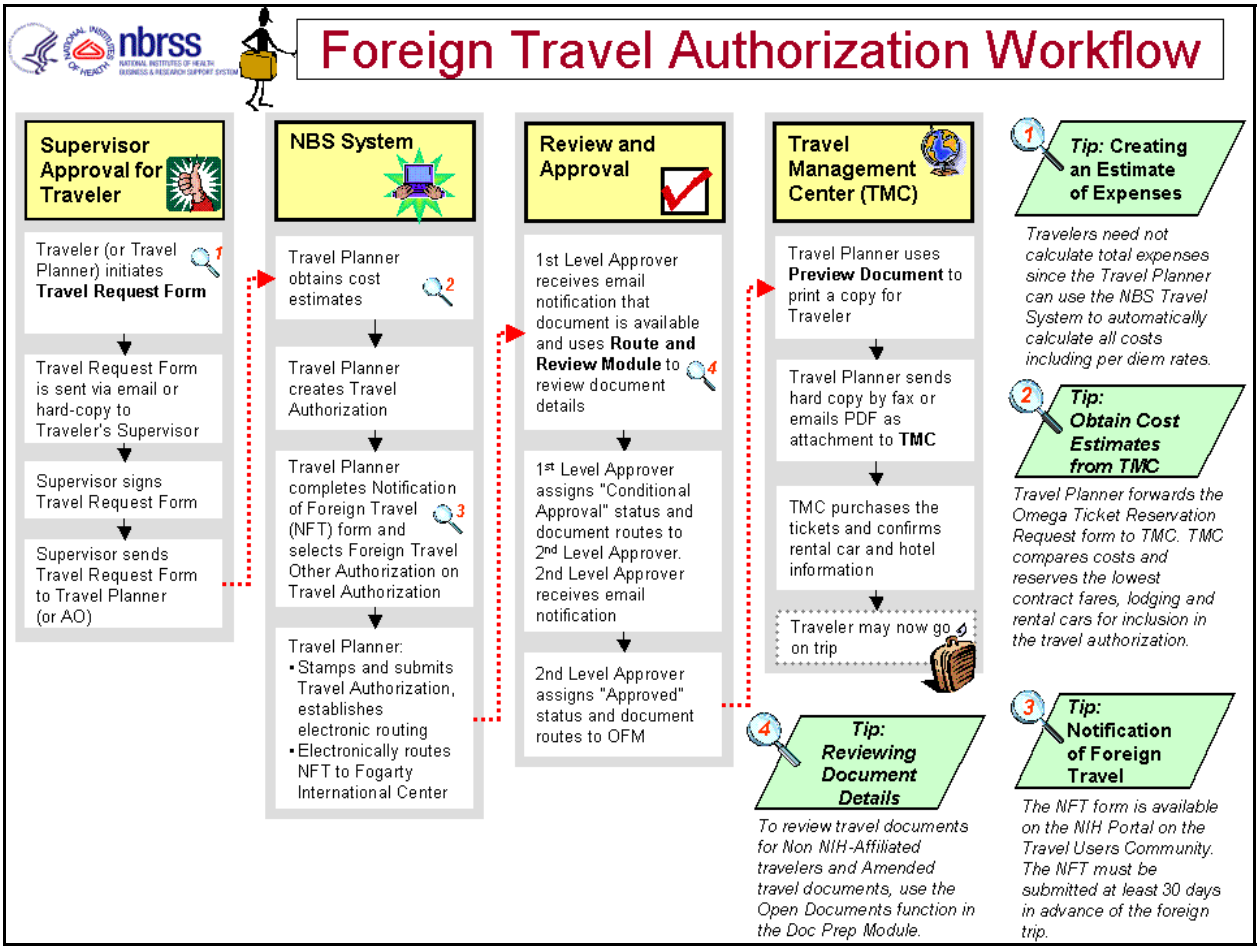
nbrss
Travel Authorizations
All travel except local government travel begins with a travel authorization (TA)
This lesson covers Domestic and Foreign Travel Authorizations
TA created by Travel Planner and routed for approval by Travel Approver
Page 1

Travel Authorizations

- Travel Authorization (TA) Purposes:
  - Documents purpose and destination of trip
  - Obligates and approves funds for the trip
  - Detailed components of the TA:
    - Traveler Name
    - Itinerary
    - Ticketed Transportation Information
    - Anticipated Expenses
    - Lodging/M&IE
    - Other Authorizations
    - Accounting Code
    - Totals
    - Document Status
  - Voucher is created from the approved TA (accuracy is important)

Page 1


nbrss
Domestic Travel Authorization Workflow
Supervisor Approval for Traveler
Traveler (or Travel Planner) initiates Travel Request Form
Travel Request Form is sent via email or hard-copy to Traveler's Supervisor
Supervisor approves Travel Request Form
Supervisor sends Travel Request Form to Travel Planner (or AO)
NBS System
Travel Planner obtains cost estimates
Travel Planner creates Travel Authorization
Travel Planner stamps and submits Travel Authorization, establishes electronic routing
Review and Approval
Approver receives email notification that document is available
Approver uses Route and Review Module to Review Document Details
Approver assigns "Approved" status and document routes to Office of Financial Management (OFM)
Travel Management Center (TMC)
Travel Planner uses Preview Document to print a copy for Traveler
Travel Planner sends hard copy by fax or emails PDF as attachment to TMC
TMC purchases the tickets and confirms rental car and hotel information
Traveler may now go on trip
Tip: Creating an Estimate of Expenses
Travelers need not calculate total expenses since the Travel Planner can use the NBS Travel System to automatically calculate all costs including per diem rates.
Tip: Obtain Cost Estimates from TMC
Travel Planner forwards the Omega Ticket Reservation Request form to TMC. TMC compares costs and reserves the lowest contract fares, lodging, and rental cars for inclusion in the travel authorization.
Tip: Reviewing Document Details
To review travel documents for Non NIH-Affiliated travelers (e.g. guest speakers, interviewees, advisory committee members) and Amended travel documents, use the Open Documents function in the Doc Prep Module.


nbrss
Foreign Travel Authorization Workflow
Supervisor Approval for Traveler
Traveler (or Travel Planner) initiates Travel Request Form
Travel Request Form is sent via email or hard-copy to Traveler's Supervisor
Supervisor signs Travel Request Form
Supervisor sends Travel Request Form to Travel Planner (or AO)
NBS System
Travel Planner obtains cost estimates
Travel Planner creates Travel Authorization
Travel Planner completes Notification of Foreign Travel (NFT) form and selects Foreign Travel Other Authorization on Travel Authorization
Travel Planner:
• Stamps and submits Travel Authorization, establishes electronic routing
• Electronically routes NFT to Fogarty International Center
Review and Approval
1st Level Approver receives email notification that document is available and uses Route and Review Module to review document details
1st Level Approver assigns "Conditional Approval" status and document routes to 2nd Level Approver. 2nd Level Approver receives email notification
2nd Level Approver assigns "Approved" status and document routes to OFM
Travel Management Center (TMC)
Travel Planner uses Preview Document to print a copy for Traveler
Travel Planner sends hard copy by fax or emails PDF as attachment to TMC
TMC purchases the tickets and confirms rental car and hotel information
Traveler may now go on trip
Tip: Creating an Estimate of Expenses
Travelers need not calculate total expenses since the Travel Planner can use the NBS Travel System to automatically calculate all costs including per diem rates.
Tip: Obtain Cost Estimates from TMC
Travel Planner forwards the Omega Ticket Reservation Request form to TMC. TMC compares costs and reserves the lowest contract fares, lodging and rental cars for inclusion in the travel authorization.
Tip: Reviewing Document Details
To review travel documents for Non NIH-Affiliated travelers and Amended travel documents, use the Open Documents function in the Doc Prep Module.
Tip: Notification of Foreign Travel
The NFT form is available on the NIH Portal on the Travel Users Community. The NFT must be submitted at least 30 days in advance of the foreign trip.

Travel Authorization Information

Travel Authorization Information

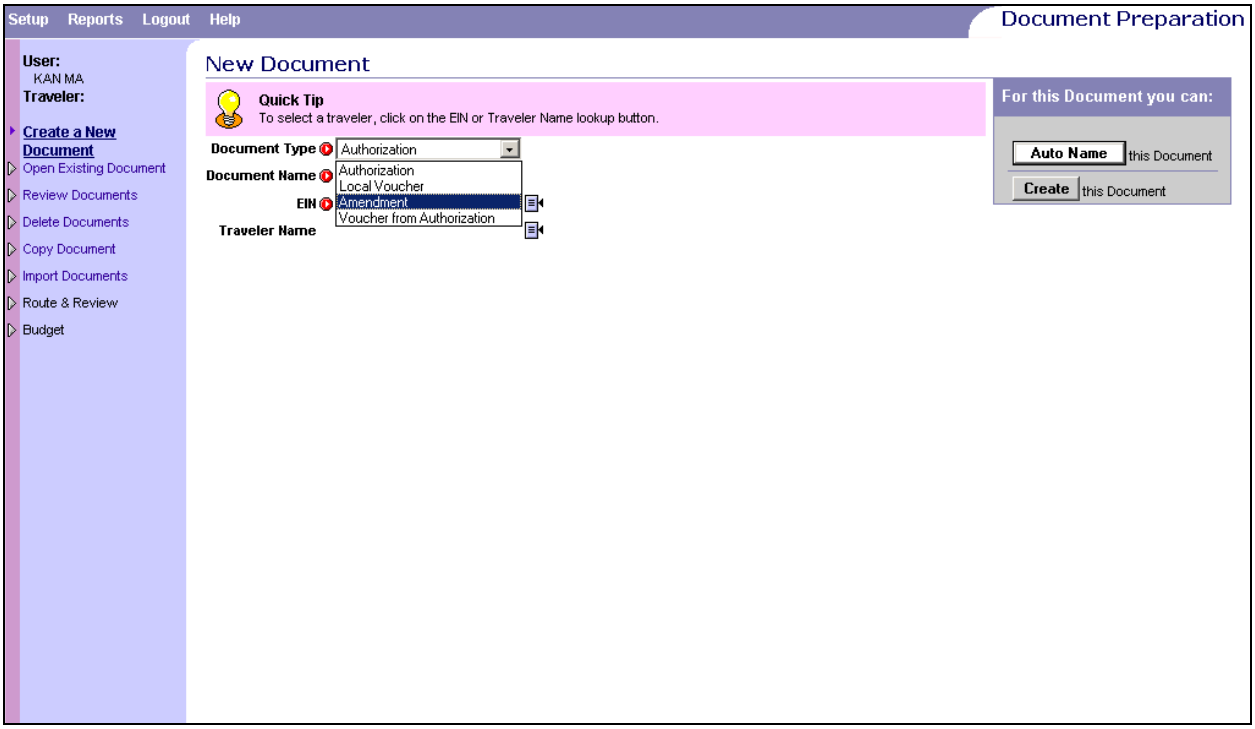
- The different screens to complete for TA information are:
  - Itinerary
  - Ticketed Transportation
  - Expenses
  - Lodging/M&IE
  - Other Authorizations
  - Accounting Code
  - Sponsor (if a sponsored trip)
  - Comments
  - Document Status & Routing
- Other functions to perform for TAs:
  - Perform Pre-Audit
  - Review Document Summary (optional)
  - Preview Document and Print (optional)

Page 1

Creating a New Document

This document explains how to create Travel Authorizations, Amendments, Local Vouchers, and Vouchers.

NBS Travel System User
N> Document Toolbar > Create a New Document
New Document



1. From the **Document Toolbar**, select **Create a New Document**.

If you are creating an Authorization, Local Non-Government Authorization or Local Voucher, goto task #2.

If you are creating an Amendment, goto task #8.

If you are creating a Voucher, goto task #16.

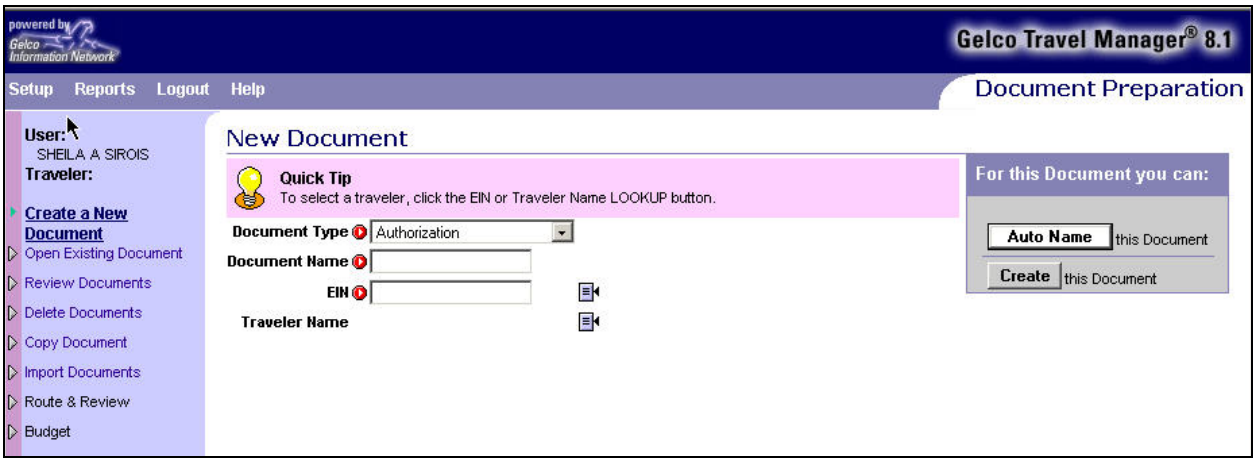
Authorizations, Local Non-Government Travel Authorizations and Local Vouchers

2. In the **Document Type** field, select **Authorization** or **Local Voucher** from the drop-down list.

   Note: For Local Non-Government travel select Authorization since prior approval is required.

3. Select the **Traveler Name** Search icon; a separate **Search** window will appear. Enter the Traveler's **Last Name** and/or **First Name** in the **Search** fields. (Alternatively, you may click the **EIN** search icon and enter the Traveler's **EIN**.)

   Note: You may use partial values in the **Search** fields.



4. Select the **Search** button.

5. Select the traveler's **EIN**.

   Note: The traveler's name should be listed next to it.

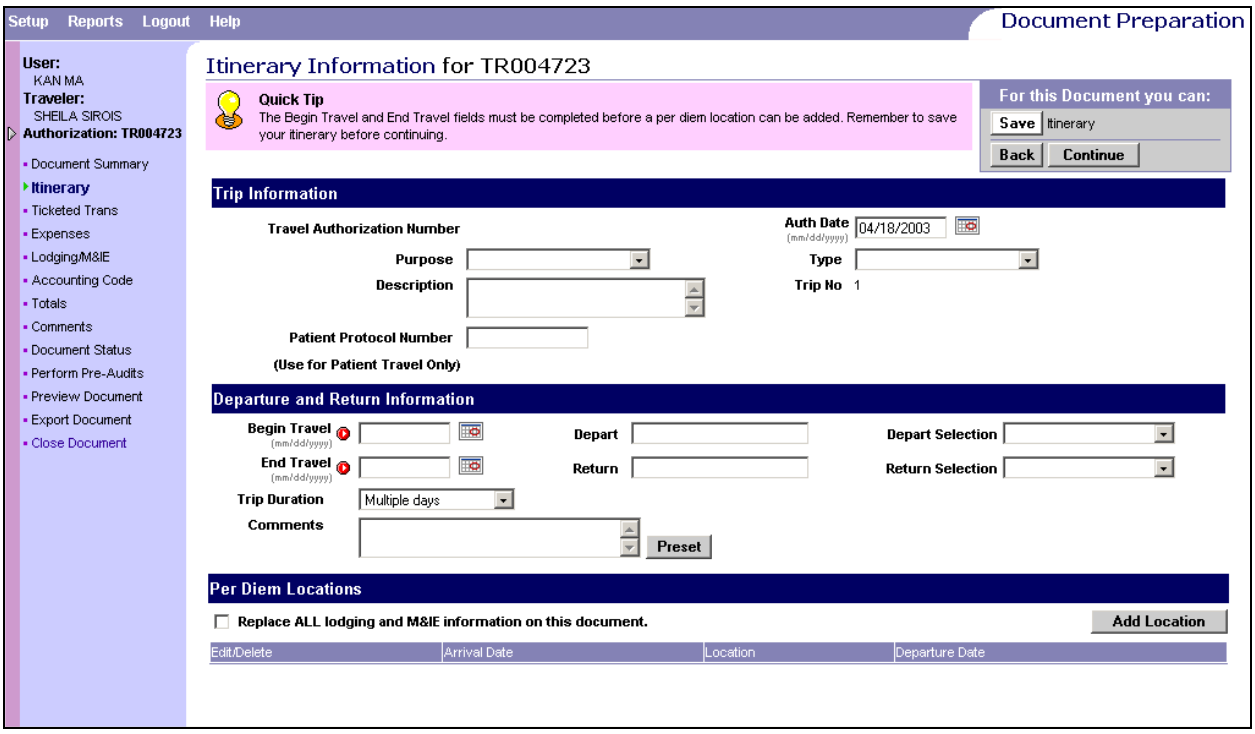
6. Select the **Auto Name** this Document button in the top right of the screen.

   Note: The **Auto Name** button automatically assigns a unique document name. This system-generated number will be assigned to the document when you create it. The number also automatically extends to tracking within the NBS financials software, Oracle financials.

7. Select the **Create** this Document button.

   Note: At the time the **Create Document** step is performed, the document number is assigned and **Saved**. You may close or open the document from this time forward without the number being deleted.

   Result: The **Itinerary Information** screen will appear.



End of activity.

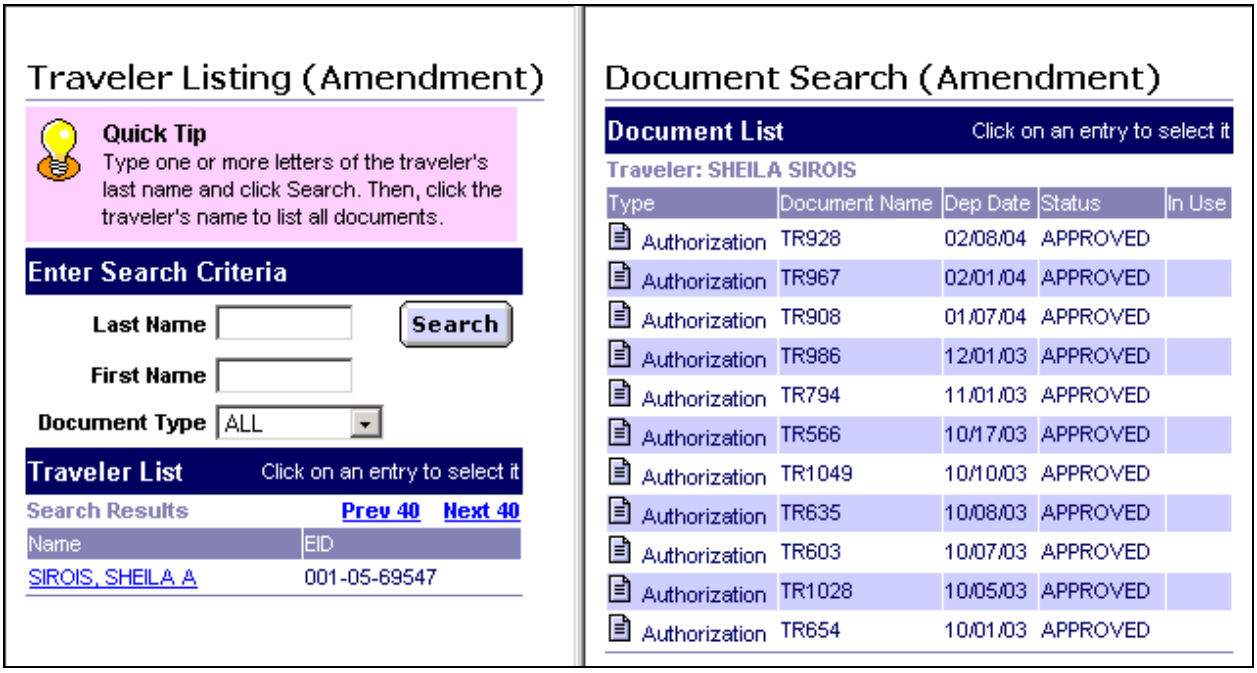
Amendments

Amendments are created after a document has been routed and approved. The amended document will also need to be routed and approved and then requires a change.

8. In the **Document Type** field, select **Amendment** from the drop-down list.

9. Activate the **Traveler Listing** screen by clicking in blank white space on the screen.

   Result: The **Traveler Listing** Screen will appear.



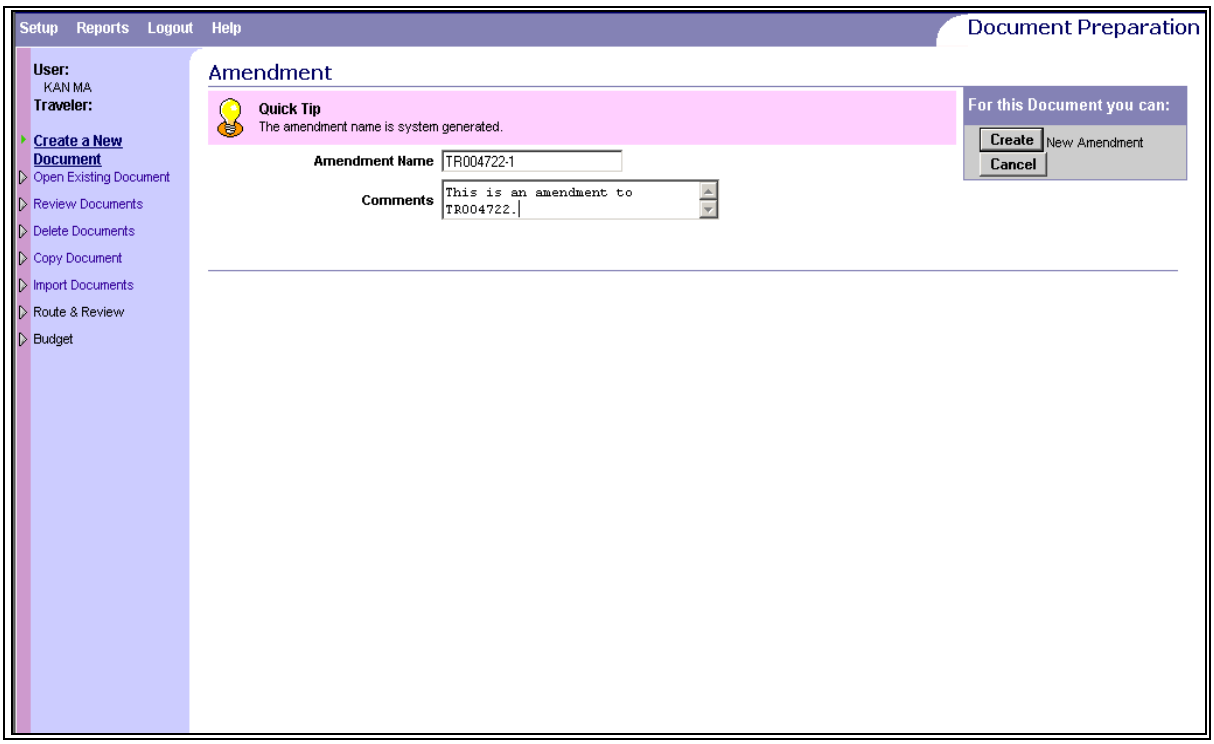
10. Choose the **Traveler** by searching on **Last Name** and/or **First Name**.

    Note: You may use partial values in the **Search** field.

    Note: Optionally refine your search by entering a **Document Type**.

11. Select the **Document** to amend by selecting the icon.

    Result: The **Amendment** screen will appear when the document is selected.

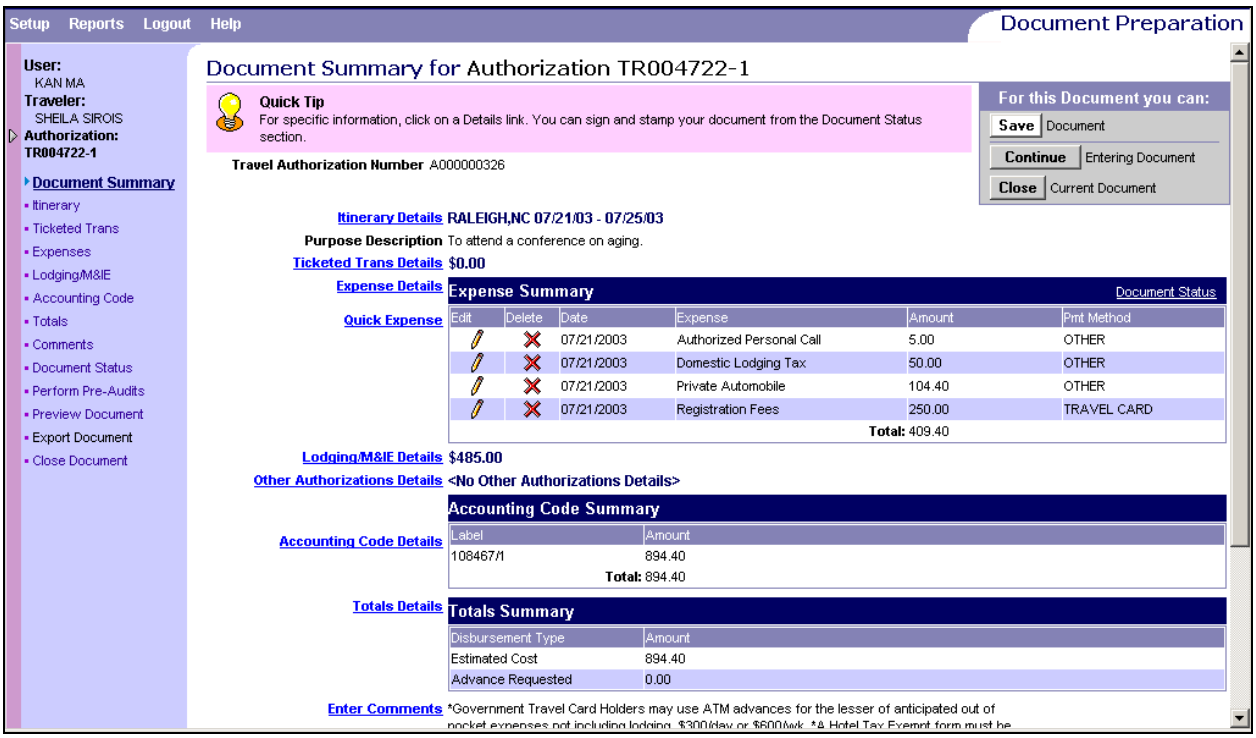


12. The **Amendment Name** will append the original document name with an amendment number (e.g. "-1").

13. In the **Comments** box, enter any pertinent comments.

14. Select the **Create** New Amendment button.

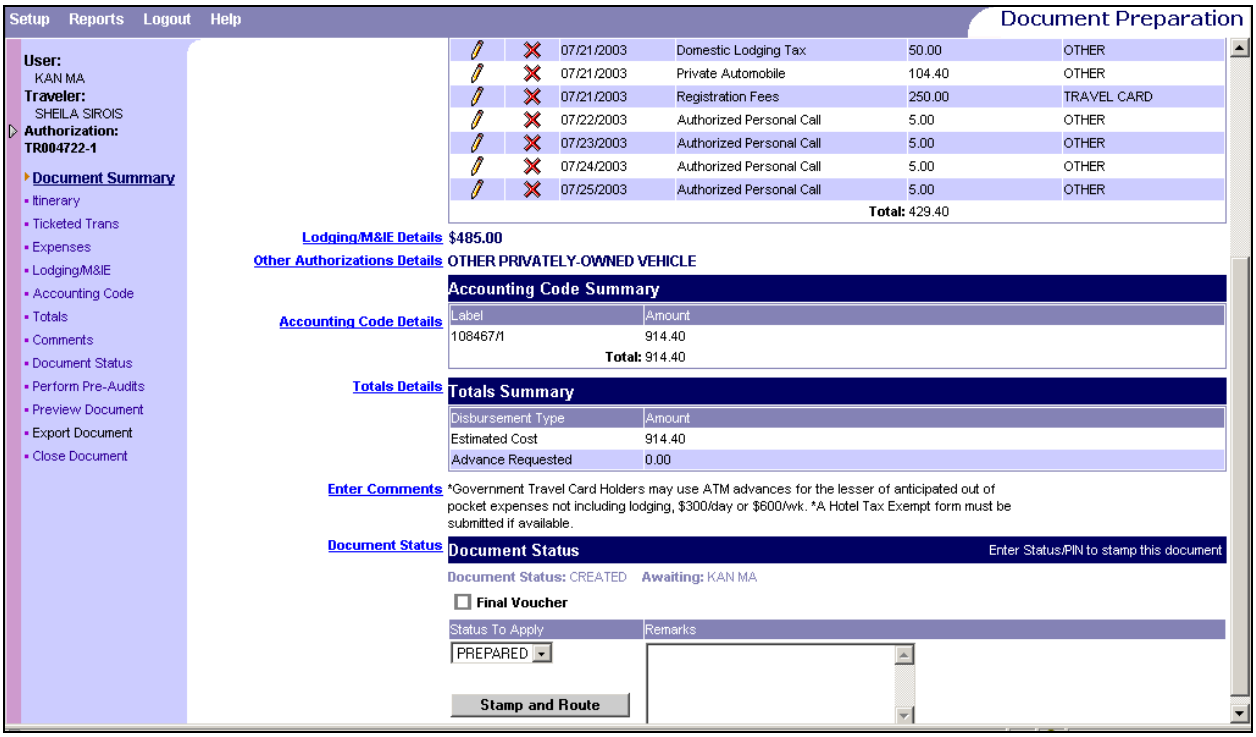
    Result: The Document Summary Screen appears.



15. From the **Document Summary** window, you can make any required changes by selecting the appropriate Pencil icon next to the expense detail.

    Note: Selecting **Continue** Entering Document button, will allow access to the Itinerary, Ticket screens, etc. Continue to work through the document making any necessary changes.

Your screen should look similar to the one below:



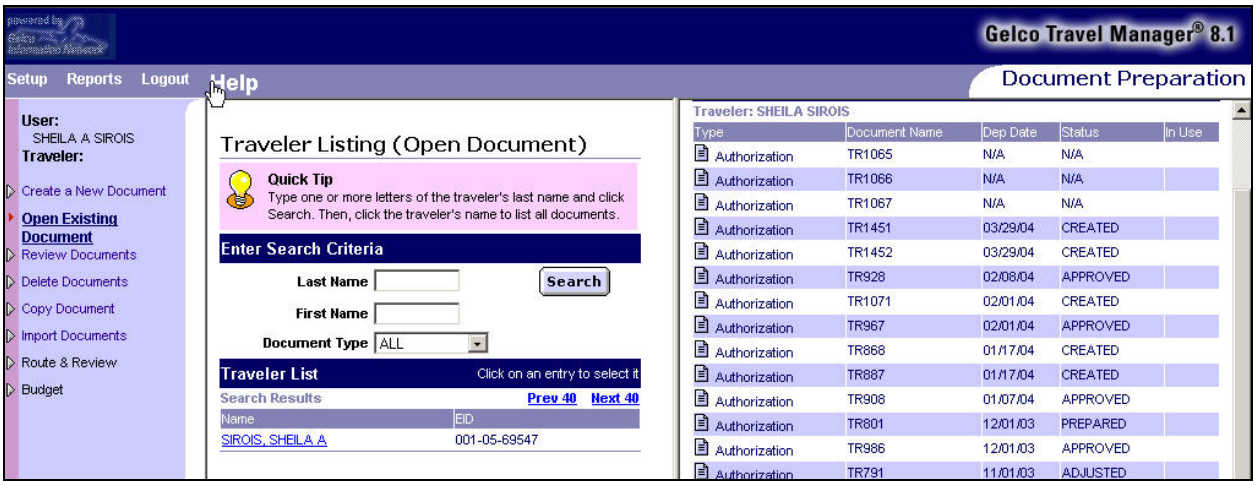
End of activity.

Vouchers

16. In the **Document Type** field, select **Voucher from Authorization** from the drop-down list.

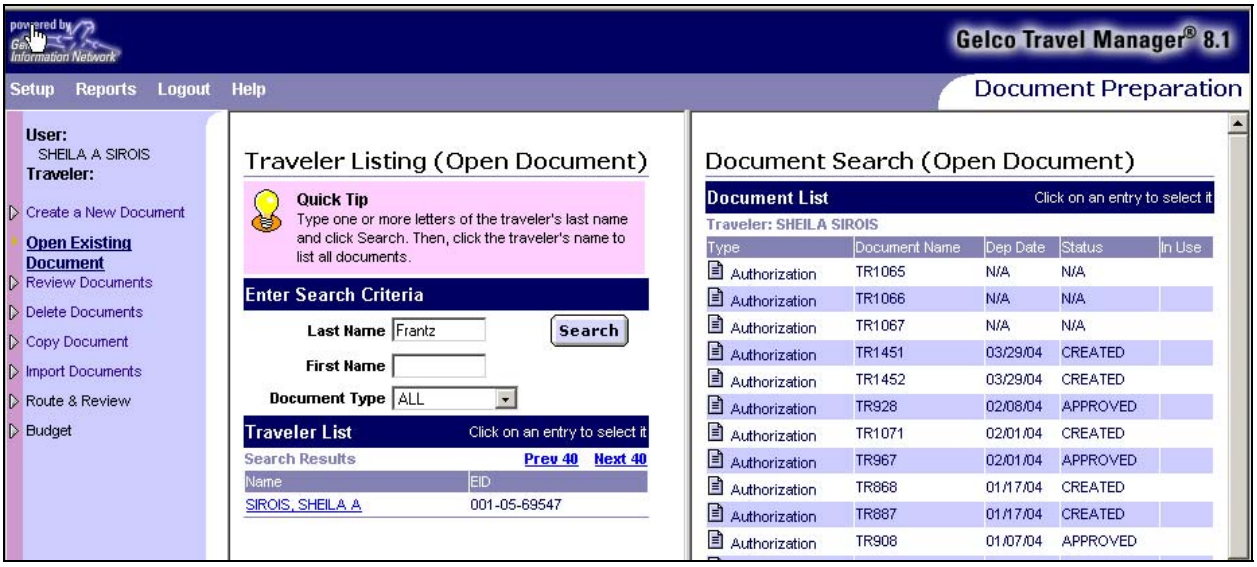
17. Select outside the **Document Type** field (or click [Tab]).

    Result: The **Traveler Listing** screen will appear.



18. From the **Traveler Listing** window, select the desired **Traveler**.

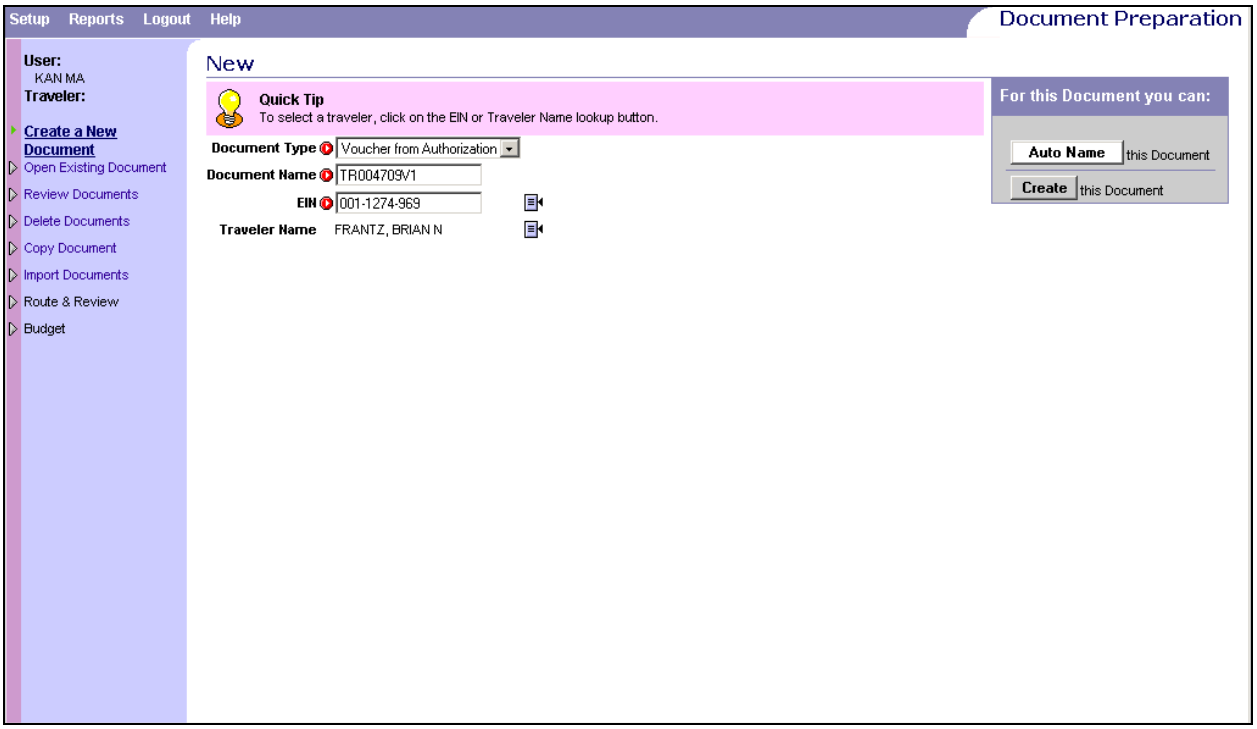
Note: You may need to type the Traveler's **Last Name** and/or **First Name** and click **Search** to find your traveler.



19. From the **Document List**, select the desired **Authorization**.

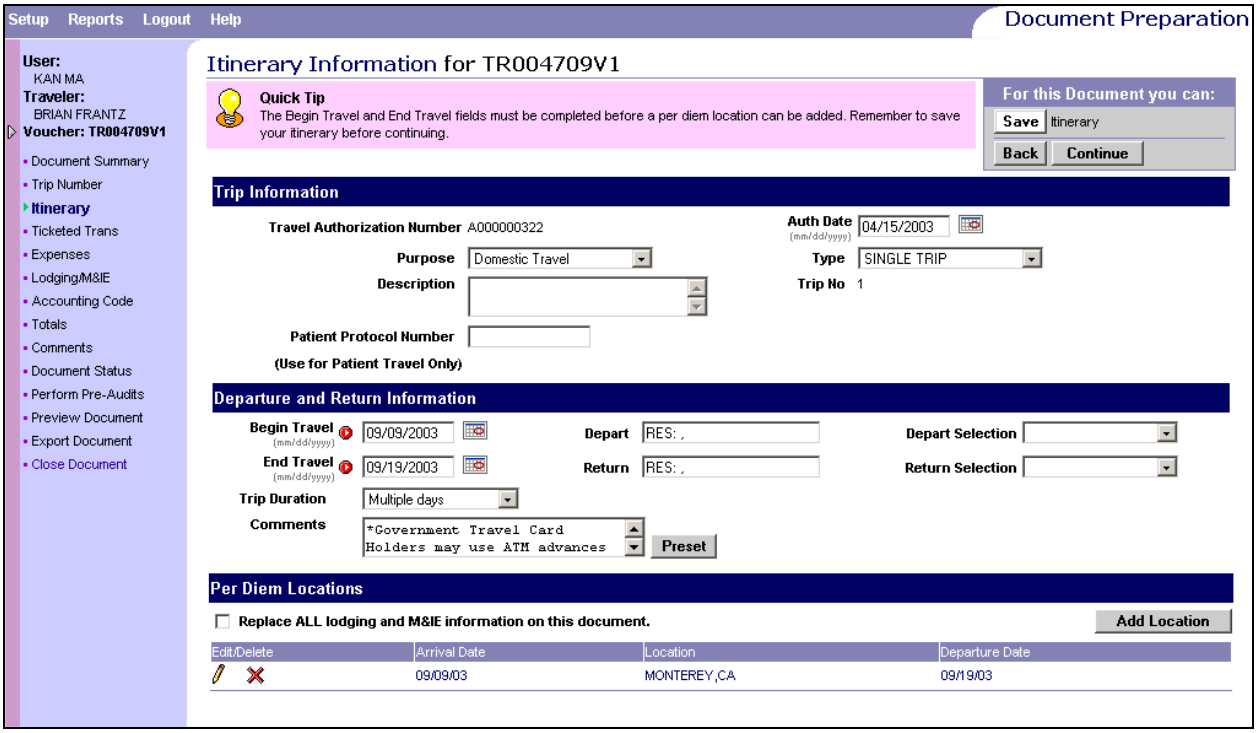
    Result: The **New** (Document) screen will return. Note the document name will end with "V#". The V indicates that it is a voucher and the # will indicate how many vouchers have been created against the TA.

    Note: The Authorization status must read **Approved** to create the Voucher.



20. Select the **Create** this Document button.

Result: The Itinerary screen appears with the information from the original approved Authorization.



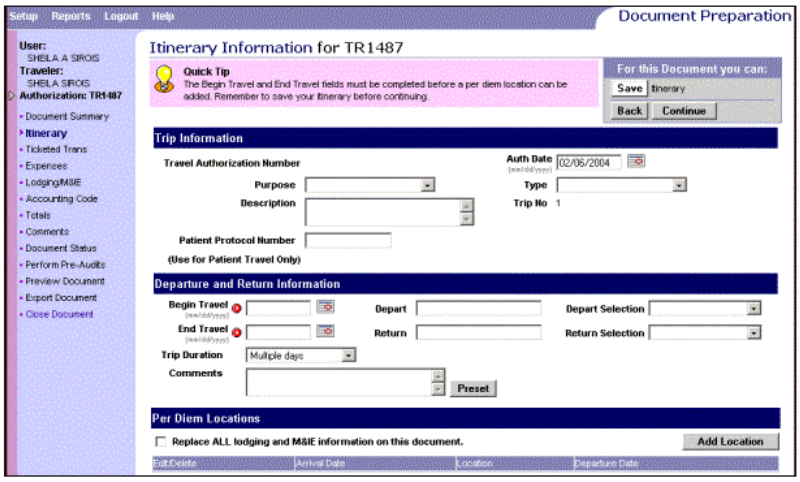
End of activity.

Itinerary

Itinerary

Itinerary Components:

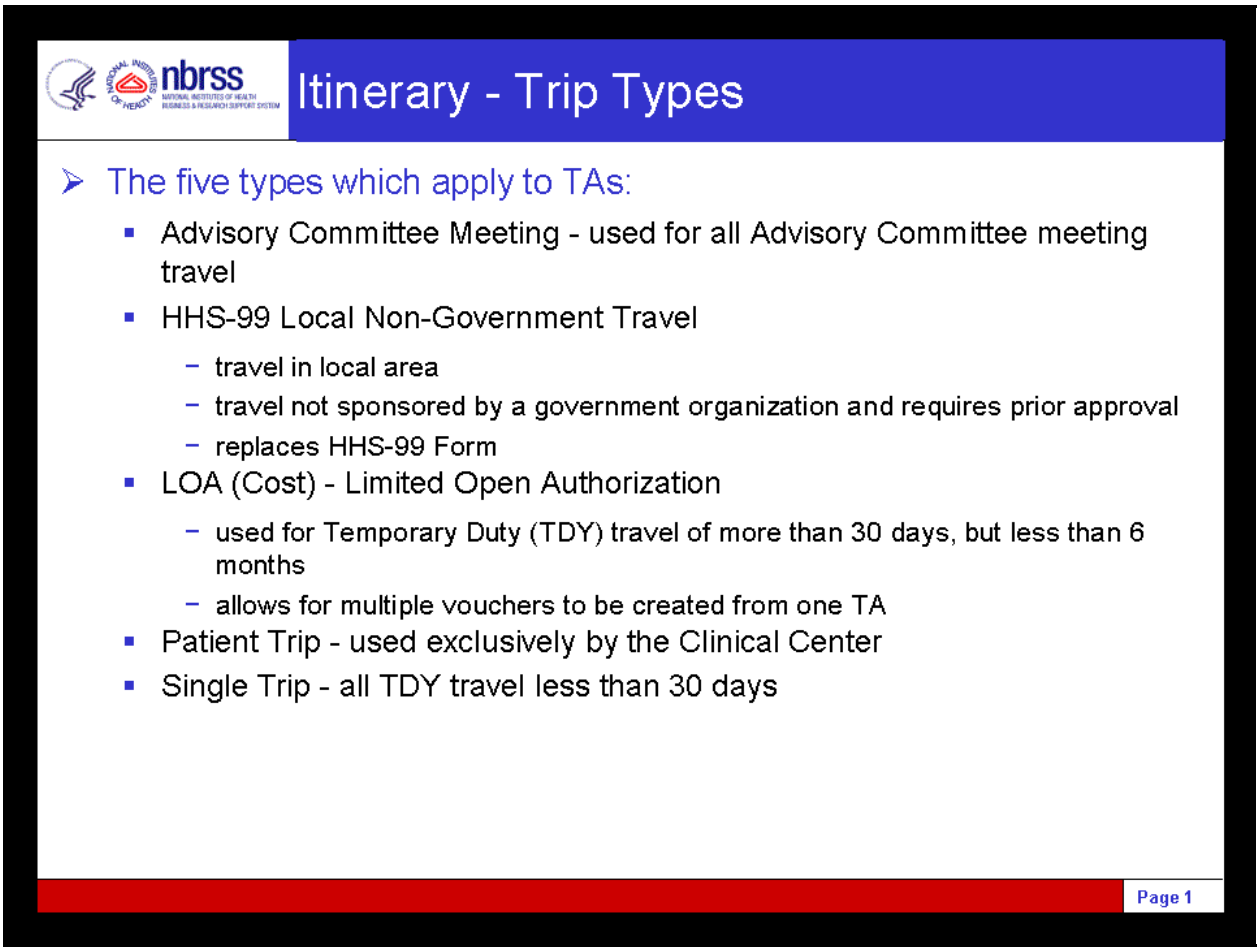
- Trip Information
- Departure and Return Information
- Per Diem Location



•**Trip Information** captures the trip purpose, description and type of trip. The patient protocol number is used exclusively by the Clinical Center for patient travel.

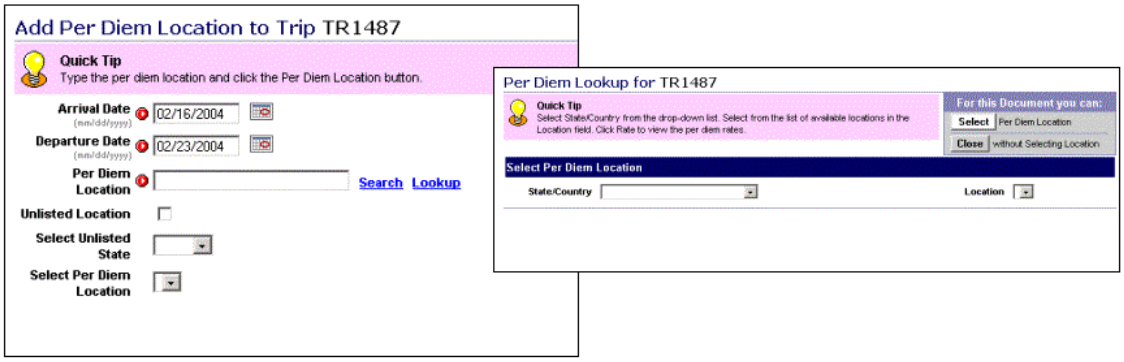
•**Departure and Return Information** captures the overall dates of the trip. The section also captures where a traveler leaves from and returns to.

•**Per Diem Location** identifies the destination(s) for the trip and dates the traveler is at each location. If the trip includes more than one location, the travel planner enters multiple locations here.


nbrss
Itinerary - Trip Types
The five types which apply to TAs:
Advisory Committee Meeting - used for all Advisory Committee meeting travel
HHS-99 Local Non-Government Travel
travel in local area
travel not sponsored by a government organization and requires prior approval
replaces HHS-99 Form
LOA (Cost) - Limited Open Authorization
used for Temporary Duty (TDY) travel of more than 30 days, but less than 6 months
allows for multiple vouchers to be created from one TA
Patient Trip - used exclusively by the Clinical Center
Single Trip - all TDY travel less than 30 days
Page 1

Itinerary - Per Diem Location(s)

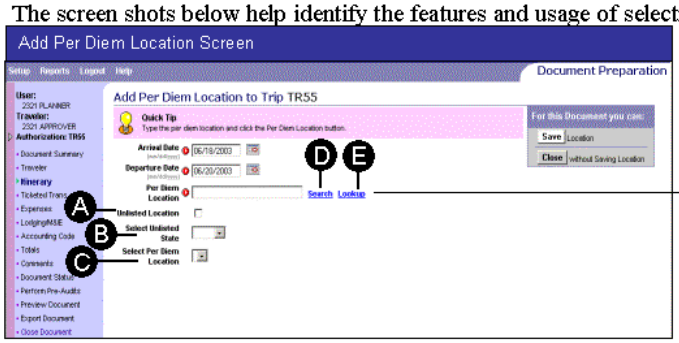
- Two screens for selecting Per Diem Location: Add Per Diem Location and Per Diem Lookup
- Determines pay rate by the day for Lodging, Meals and Incidental Expenses (M&IE)
- Different rates based upon location
- Rates derived by standard rate tables maintained by the Government that are updated regularly to reflect realistic costs for the area

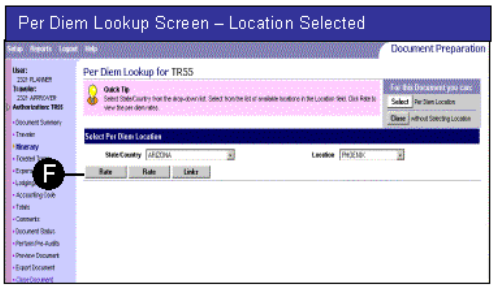


Page 1

Selecting the Per Diem Location

The screen shots below help identify the features and usage of selecting the Per Diem location in the NBS Travel System.





A–**Unlisted Location box**—Select the Unlisted Location box if no per diem rate exists*. If you check this box, you must then select the state or country of your Traveler's destination from the Select Unlisted State drop-down list.

B–**Select Unlisted State field**—If you checked the Unlisted Location box, you must select a country or state from this field.

C–**Select Per Diem Location field**—Field populates automatically with any matches found meeting the criteria entered in the Per Diem Location field.

D–**Search link**—For common locations, you can type the city into the Per Diem Location field and click the Search icon.

E–**Lookup link**—The Lookup link takes you to the Per Diem Lookup screen where you can search for your location by country or state, and then specific city.

F–**Rate Button(s)**—After you select you Per Diem State/Country and Location, the Rate button(s) provides the location's rate details. A per diem location with multiple Rate buttons indicates different rates for seasonal changes during the year. You may preview these rates by clicking the Rate button.

***Can't Find Your Traveler's Destination Listed?**

Domestic Destinations:

If your traveler's *domestic* location is not listed in the drop-down list in the Per Diem Lookup screen, you can select a city within the desired location's **county** for per diem purposes. To locate the county name, you can use the **US County Lookup** link on the NIH Portal (my.nih.gov) – Travel Users Community page (the link is in the upper right corner of the page).

If you cannot locate the **county** from the link or if it has no per diem rate, then use the **Unlisted Location box** on the **Add Per Diem Location screen**. This will assign the standard CONUS rate.

Foreign Destinations:

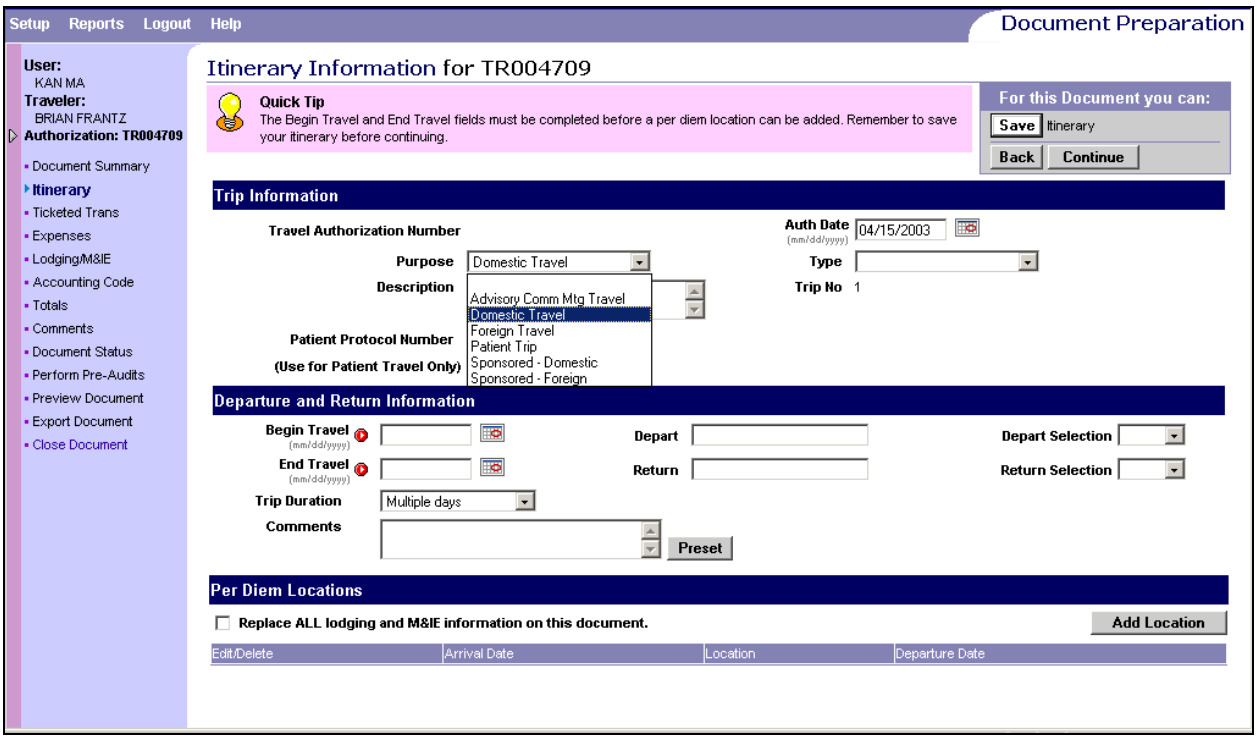
If your traveler's *foreign* location is not listed, select [OTHER] (at the bottom of the list).

If you are doing an LOA, then use the Unlisted Location box on the Add Per Diem Location screen

Itinerary – Completing the Trip and Date Information

Trip Information

NBS Travel System User
Document Toolbar > Itinerary > Purpose field
Purpose Field



1. Select **Itinerary** from the Document Toolbar.
2. Select the appropriate **purpose** from the drop-down list **Purpose** field.

Purpose field choices:	Definition:
Advisory Comm Mtg Travel	Used for all Advisory Committee meeting travel
Domestic Travel	Used for domestic travel
Foreign Travel	Used for foreign travel
Patient Trip	Used exclusively by the Clinical Center for Patient Travel

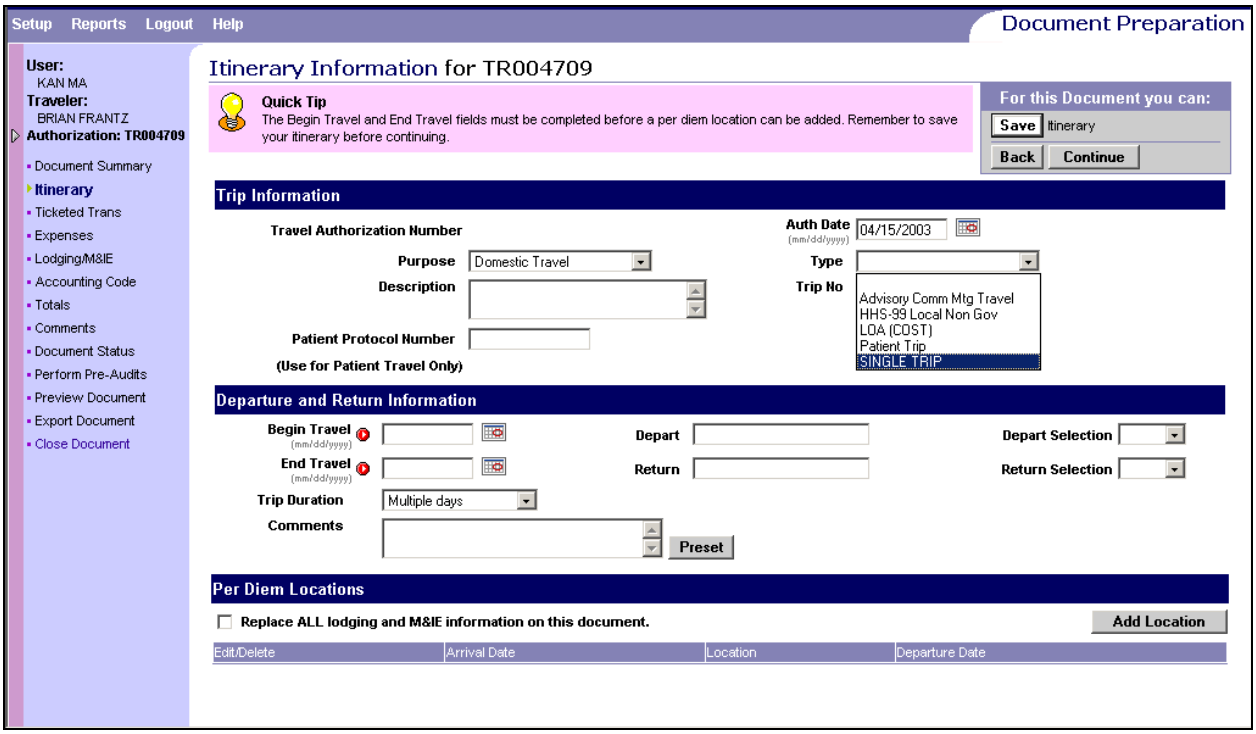
Sponsored-Domestic	Used for sponsored travel that is domestic; must select to get the sponsored travel options and screen
Sponsored-Foreign	Used for sponsored travel that is foreign; must select to get the sponsored travel options and screen

3. Enter a detailed description of the reason for the trip in the **Description** field.

If this is a patient trip, goto task #4. Otherwise, goto task #5.

4. Enter the **Patient Protocol Number** if this is a patient trip.

   Note: This field is used exclusively by the Clinical Center for Patient Travel.



5. Select the appropriate **trip type** from the drop-down list **Type**.

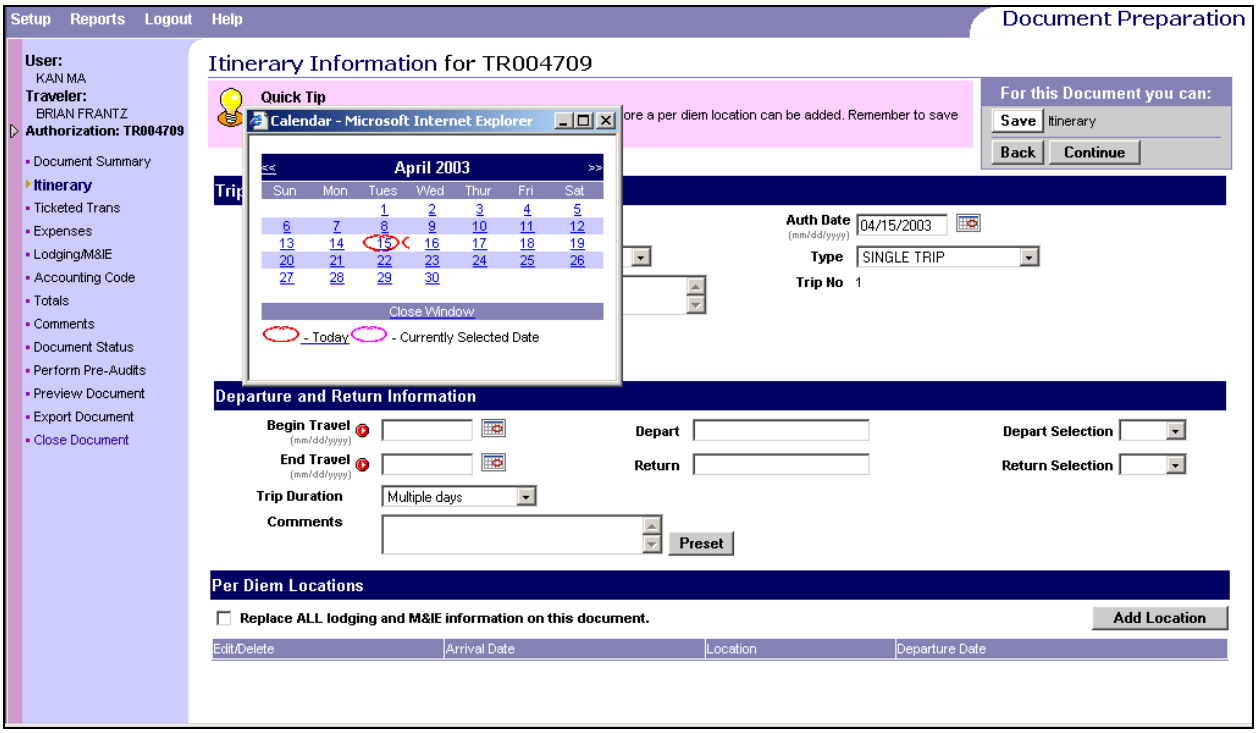
Trip Type choices:	**Definition:**
Advisory Comm Mtg Travel	Used for all Advisory Committee meeting travel
HHS-99 Local Non-Government Travel	Travel in local area Travel not sponsored by a government organization and requires prior approval Replaces HHS-99 Form

LOA (Cost) - Limited Open Authorization	Used for Temporary Duty (TDY) travel of more than 30 days, but less than 6 months Allows for multiple vouchers to be created from one TA
Patient Trip	Used exclusively by the Clinical Center
Single Trip	All TDY travel less than 30 days

Note: Per diem overrides may be applied if the user chooses any of the following trip types from the drop-down list: LOA (Cost) or Patient Trip (the latter is viewed by Patient Travel system users only).

Departure and Return Information

Document Toolbar > Itinerary



6. In the **Begin Travel** field, enter the **date** when the traveler will begin the trip.

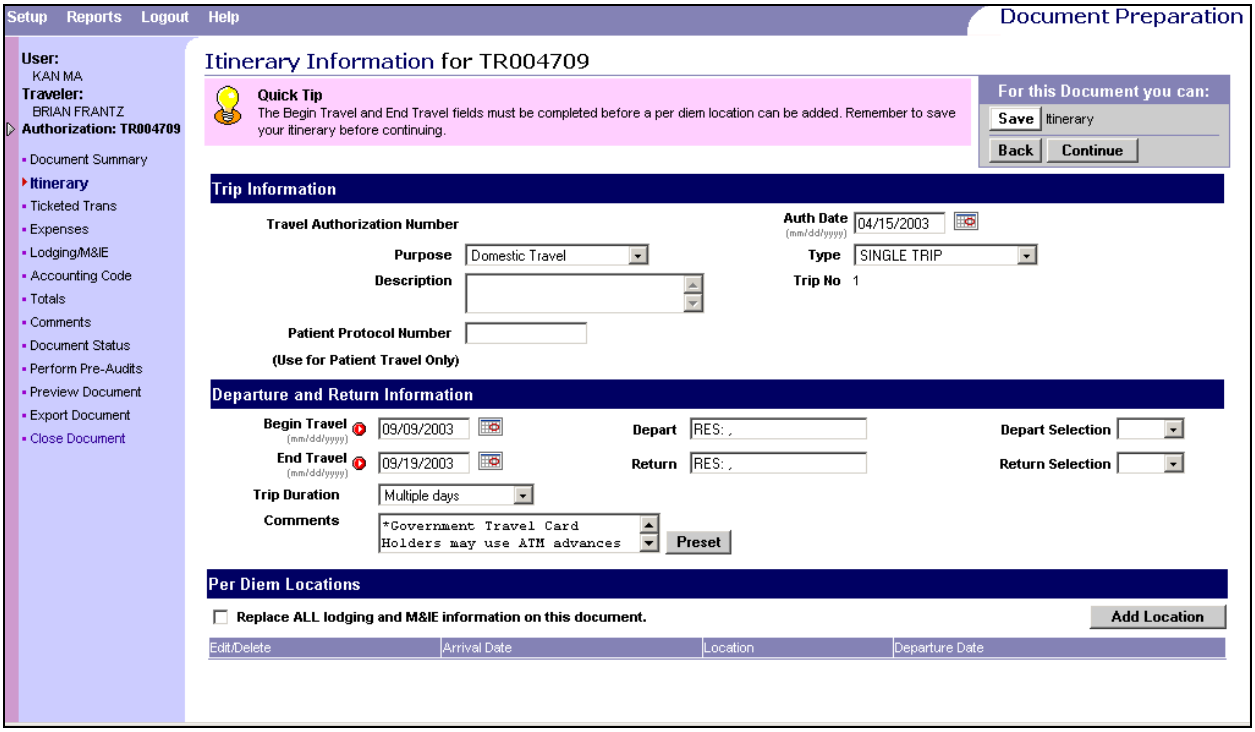
7. In the **End Travel** field, enter the **date** when the traveler will end the trip.

   Note: Date selection option: you may find it easier to click the calendar icon that is just to the right of the Begin/End Travel fields and select the departure/return date for the trip by clicking on the appropriate date.

8. In the **Depart Selection** field, make a selection from the drop down list.

9. In the **Return Selection** field, make a selection from the drop down list.

Result: The Depart/Return field automatically populates based on the selection from the drop down lists.



10. The Trip Duration field automatically populates based upon the travel Begin and End dates.

    Note: The remaining choices in the trip duration drop-down list of "12 hours or less", "12-24 hrs no lodging", and "12-24 hrs with lodging" will trigger automatic reductions in the per diem.

    Note2: A common issue is **"Travel Authorization did not calculate 2nd day of 2-day trip at ¾ per diem"** The solution is to select "**Multiple Days**" from Trip Duration drop down list.

11. You can apply Preset Comments if you desire. You may also take them out if you do not agree with them.

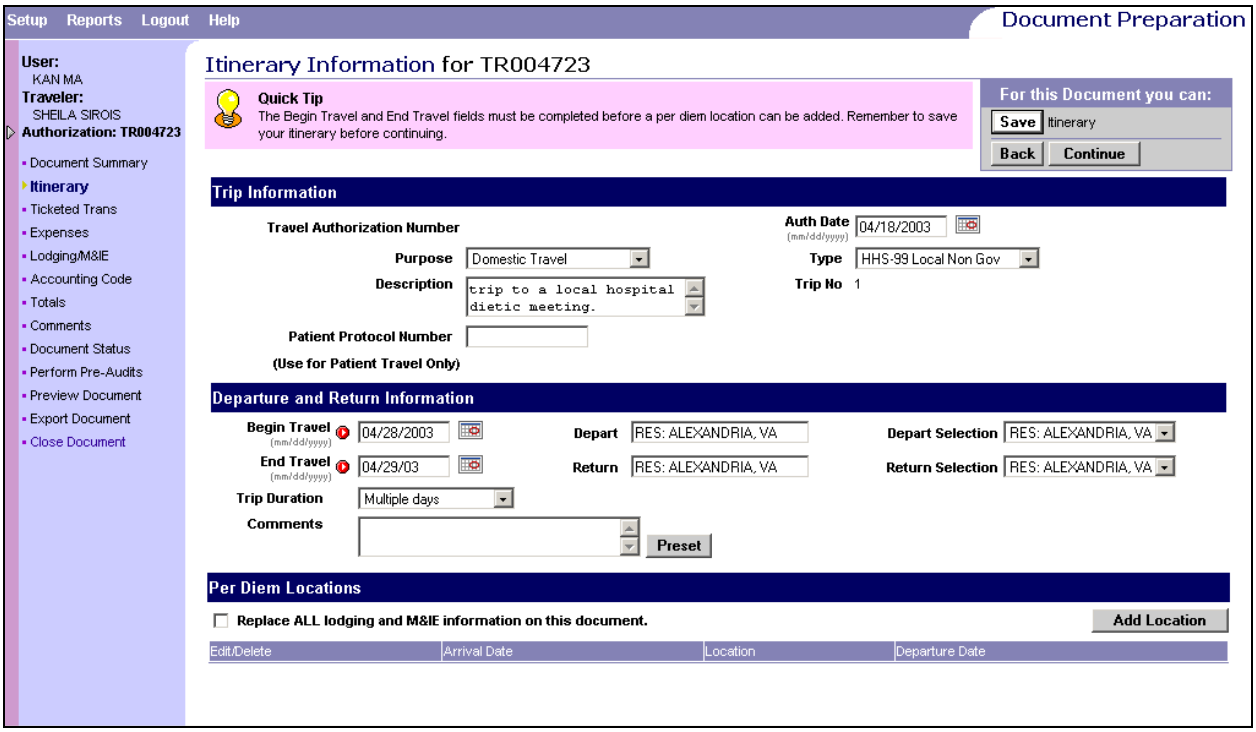
    Preset comments indicate the amount of money a traveler may withdraw using his/her ATM card. If the comments were added and no longer desired, simply highlight the comments and then use the delete key on your keyboard to remove them.

End of activity.

Itinerary – Adding the Per Diem Location

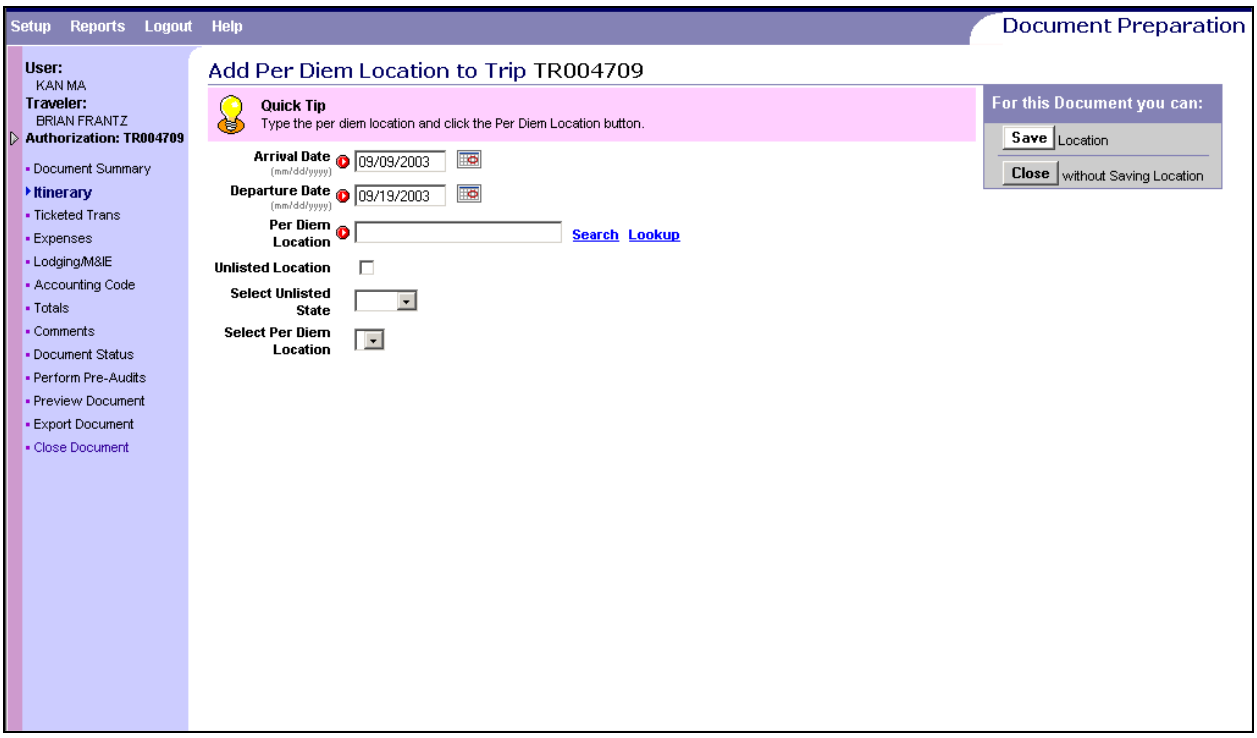
NBS Travel System User
N> Document Toolbar > Itinerary
Itinerary Information

1. From the **Document Toolbar**, select **Itinerary**.



2. In the section **Per Diem Locations**, click the **Add Location** button.

   Result: The **Add Per Diem Location** to Trip window appears.



3. Enter the **Arrival Date** for the location.
   - This is the date the traveler will arrive at the location.
   - It may be different from the first day of the trip if:
     - The traveler is flying overnight and won't arrive until the next day
     - The traveler is traveling to multiple locations

4. Enter the **Departure Date** for the location.
   - This may be different than the final day of the trip if the traveler is going to multiple locations.

5. Enter the **Per Diem** Location.

To use the Search link goto task #6.

To use the Lookup link goto task #7.

To select a location for local non-government travel goto task #11.

To enter a location not found using the Search or Lookup links goto task #12.

Using the Search Link

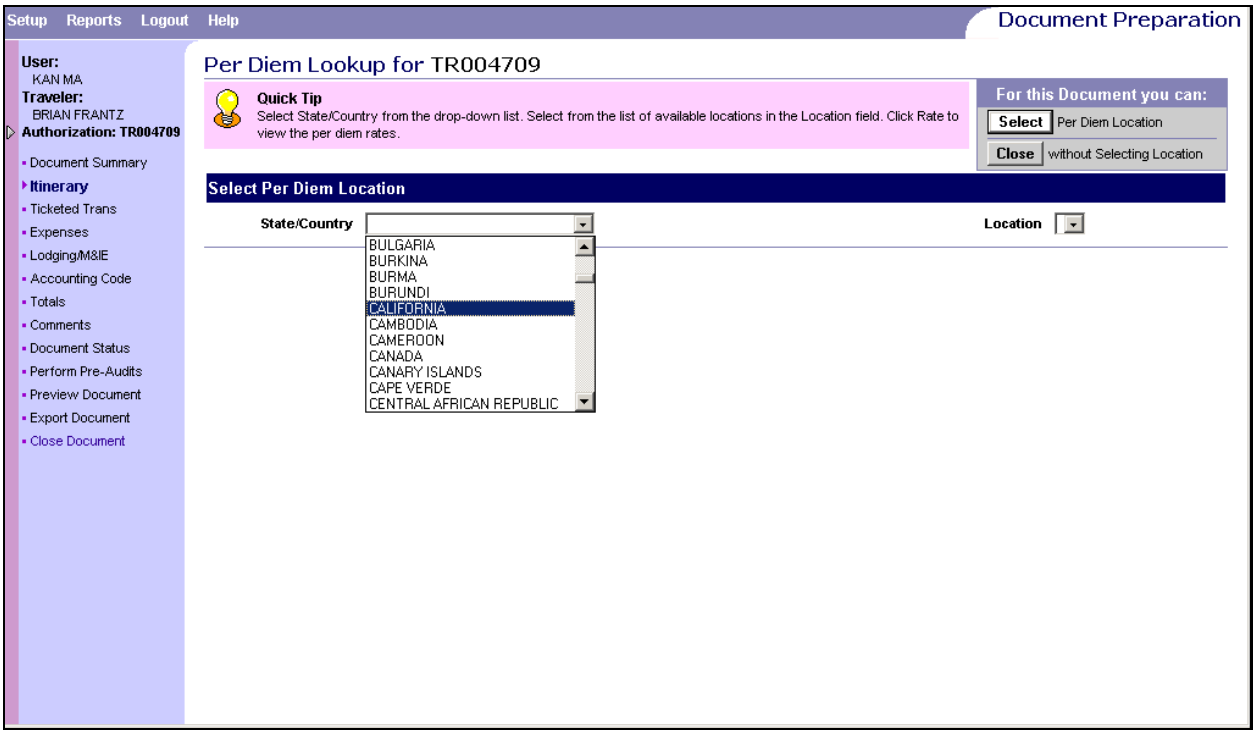
6. Type in the **City** name and click the **Search** link.
   - This works for common locations only.
   - Only one location will be returned so be sure to verify it is the correct location. If it is not correct, use the Lookup link and select the location from the Per Diem Lookup screen.

Goto task #14.

Using the Lookup Link

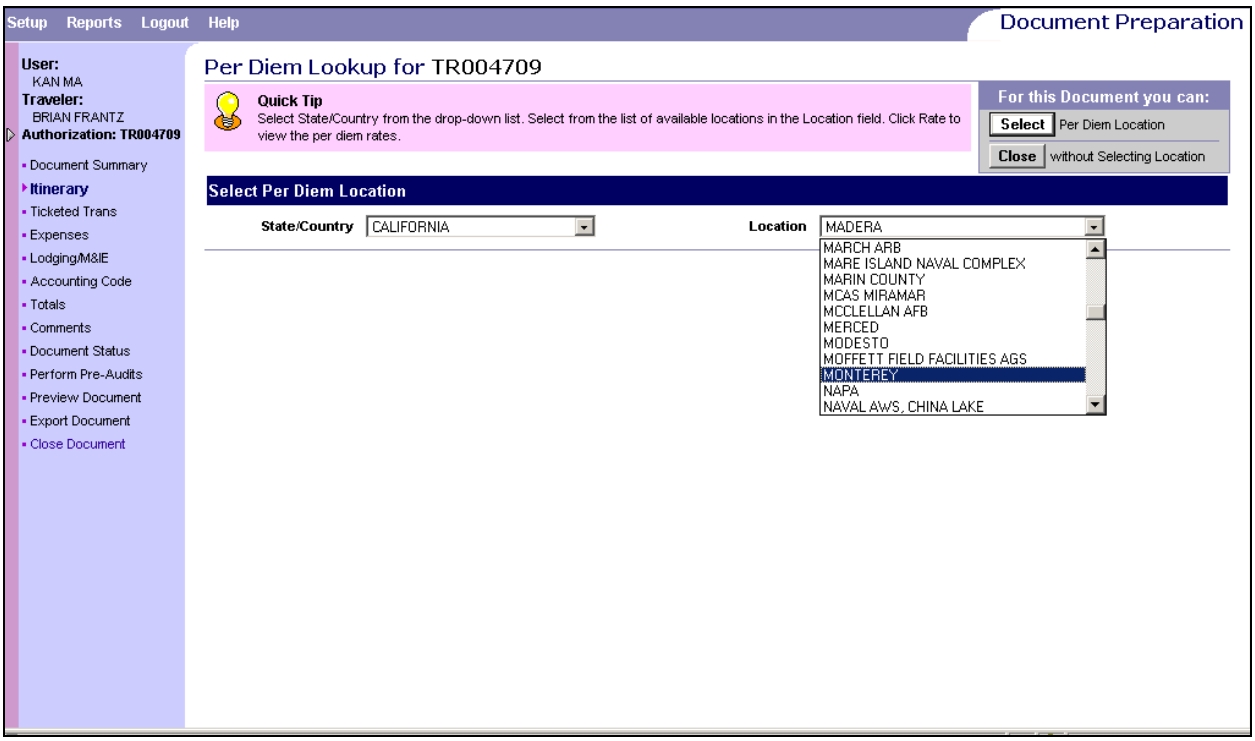
7. Click the **Lookup** link to the right of the **Per Diem Location** field.

   Result: The **Per Diem Lookup** screen will appear.



8. Select the trip's destination **State/Country** from the drop-down list. After the state/country has been selected the location drop down list becomes available.

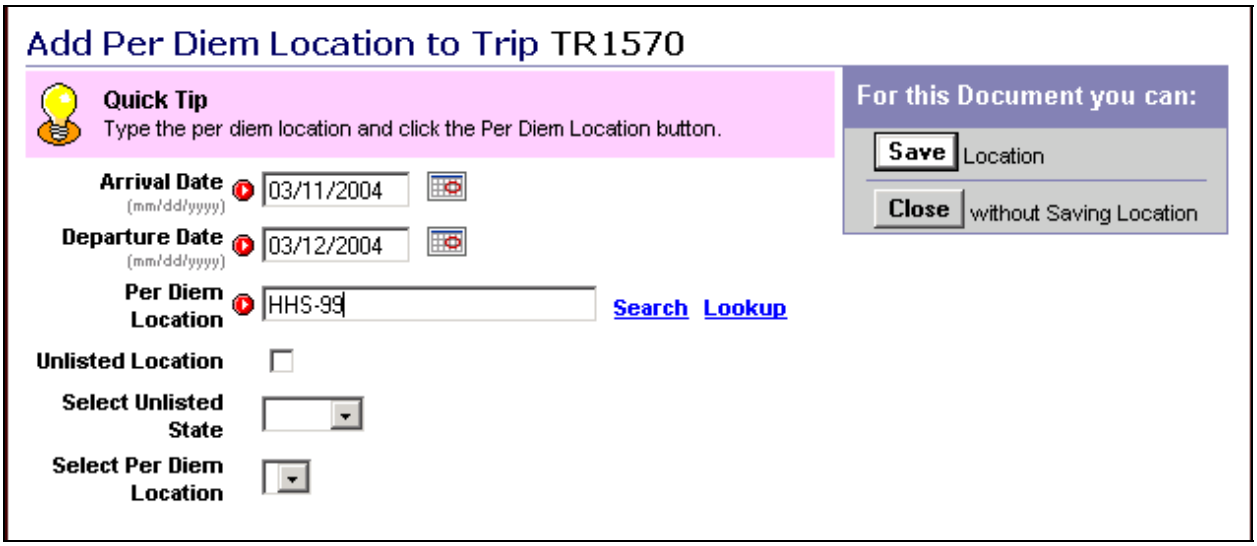
9. Select the trip destination's specific **Location** from the **Location** drop-down list.
   - If there are multiple rate buttons below the State/Country field, they indicate different rates for seasonal changes during the year. You may preview these rates by clicking the rate and button.
   - For domestic travel, when the traveler's destination location is not listed in the drop-down list, you can use a city within the desired location's county for per diem purposes.
   - For foreign travel when the traveler's destination location is not listed in the drop-down list, select 'Other.'



10. Click the **Select** Per Diem Location button to confirm your selection. You will be taken back to the **Add Per Diem Location** screen.

Goto task #14.

Local Non-Government Travel

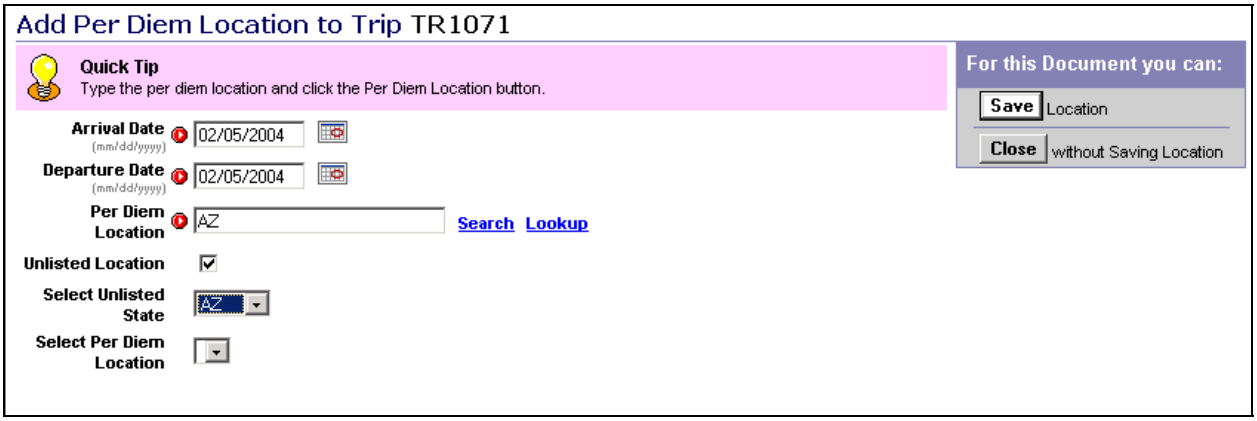


11. Type **HHS-99** in the Per Diem Location field and click search.

    Result: "HHS-99 Non-Gov Local Travel" will populate in the Per Diem Location field.

Goto task #14.

Searching for Unlisted Locations



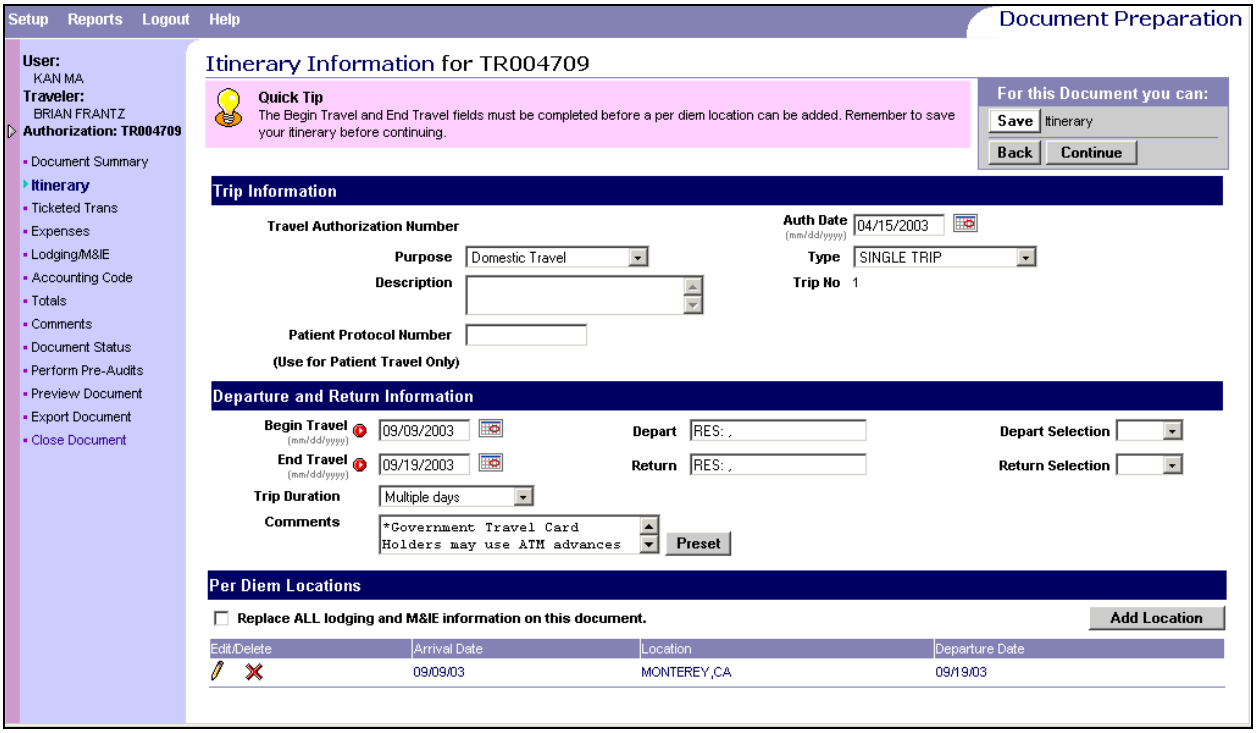
12. Check the **Unlisted Location** box.

13. Select the **State** from the **Select Unlisted State** box.
    - The state code will automatically appear in the Per Diem Location field.
    - Standard CONUS rates will be applied to the Lodging and M&IE.

Goto task #14.

14. On the **Add Per Diem Location** screen, click the **Save** Location button.

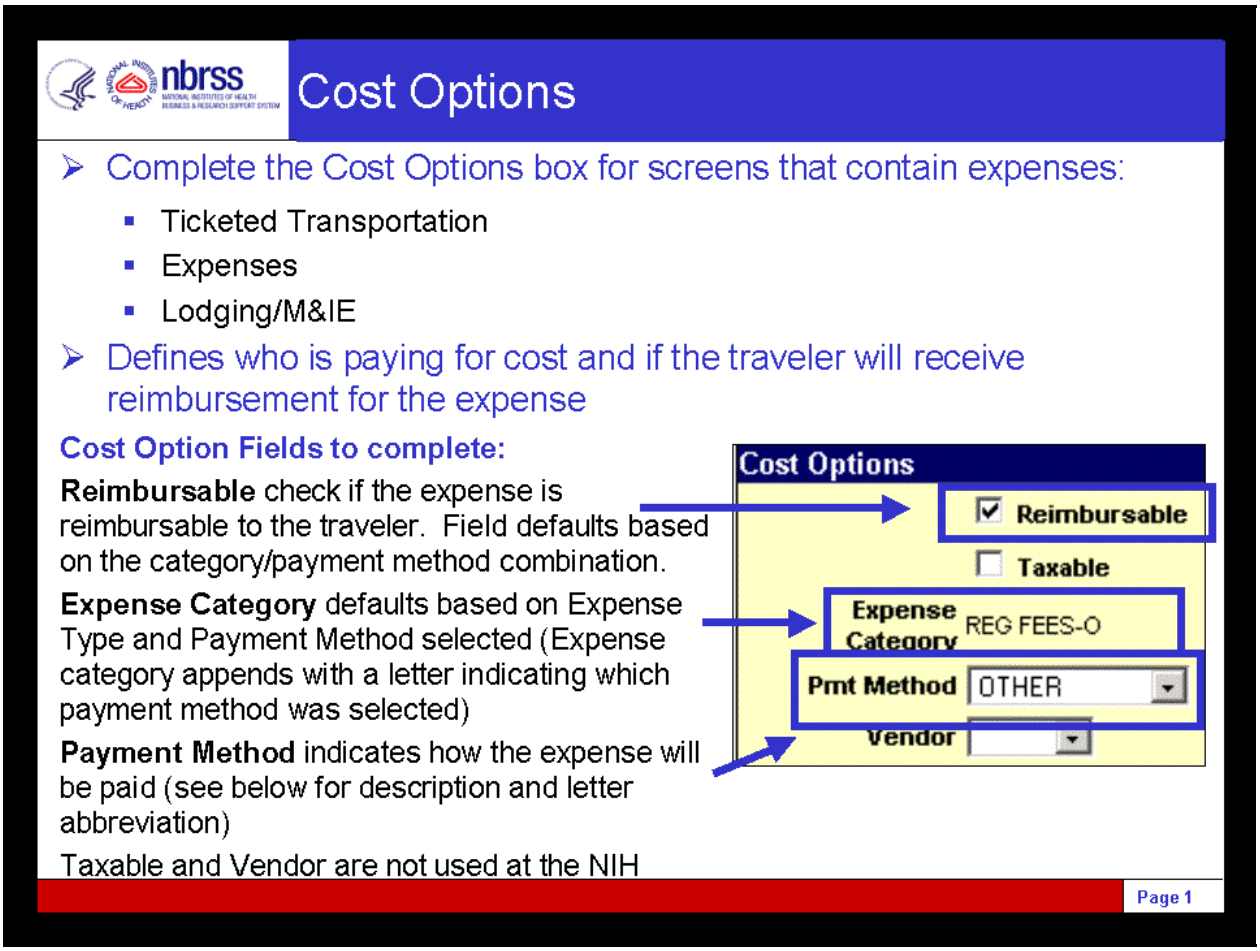
    Result: The Itinerary Information screen will return.



15. Click the **Save** Itinerary button before proceeding.

End of activity.

Cost Options



Payment Method definitions and letter abbreviations :

•**Other (O) -** cash; used when a traveler is expected to pay cash for the expense

•**Sponsored Reimbursable (S or R) -** indicates the sponsor will be reimbursing the IC for the expense incurred (only see "S" if used to pay for a ticket or TMC Fee)

•**Sponsored In-Kind (I) -** used when the expense will be paid for upfront by the Sponsor with no out-of-pocket cost on the part of the IC or traveler

•**GTA (G)-** Government Travel Agency; used when indicating an expense will be paid back to the GTA, not the traveler (only see if used to pay for a ticket or TMC Fee)

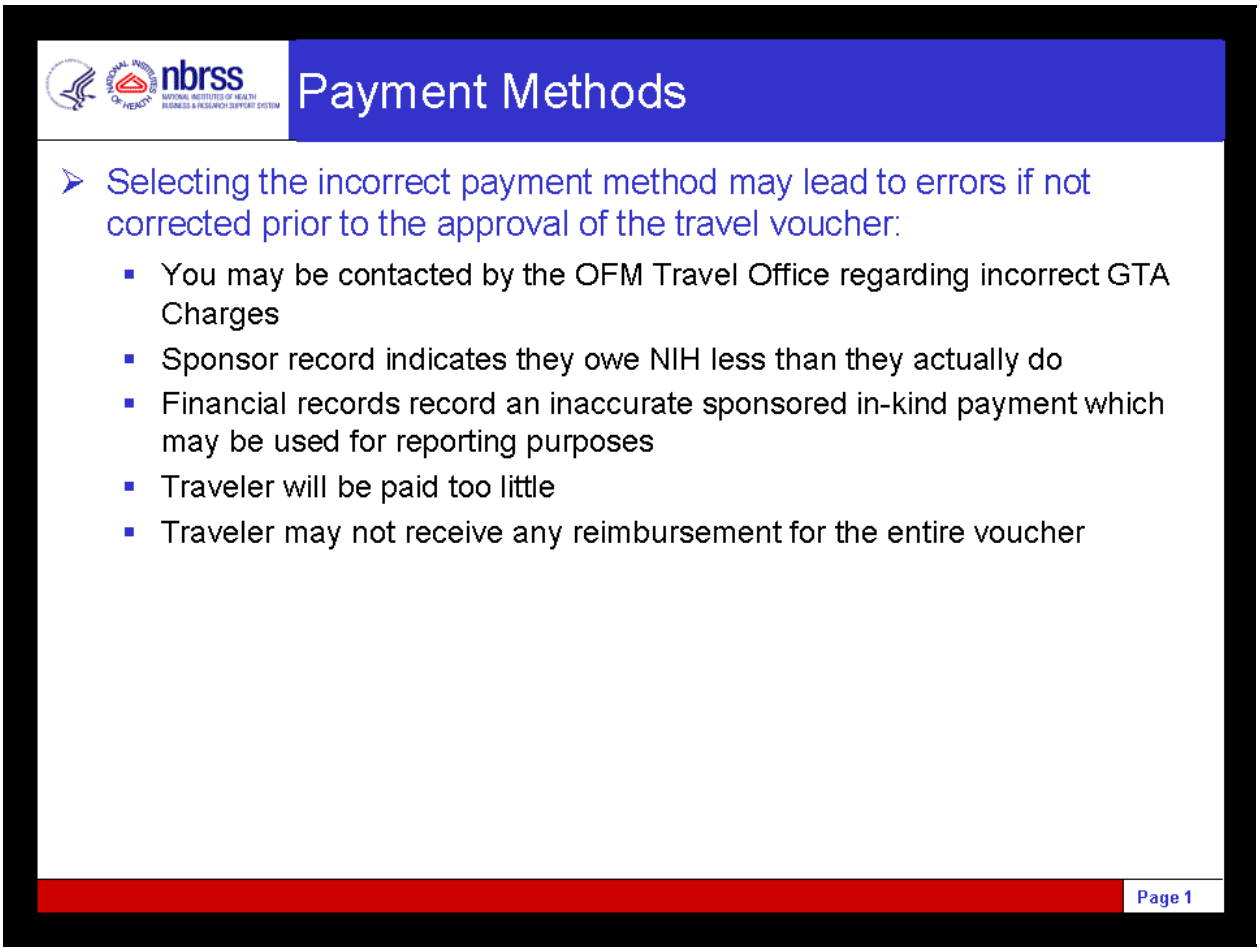
•**GTA Reimbursable (R) -** indicates a GTA expense (ticket or TMC service fee) for which the Sponsor will be paying the IC

•**Travel Card (T)** - Government issued travel card; used when the traveler is expected to pay for the expense using his/her travel card (only see if used to pay for a ticket or TMC Fee)

For all expenses other than Ticket and TMC Fees, users will only see the following payment methods appending to the expense category:

O = Other for expenses paid by traveler using either cash or travel card

R = for Sponsored Reimbursable expenses
I = In-kind expenses



What if I selected GTA Reimbursable, but the correct value is...?

- ***GTA***
  1. *The sponsor record will indicate that they owe the NIH for the cost that is actually being paid by the IC*
  2. *If a direct project was selected, the traveler may not receive any payment for the entire voucher*
- ***Sponsored In-Kind***
  1. *The sponsor record will indicate that they owe the NIH for a cost that was actually provided by the sponsor*
  2. *The OFM Travel Office may contact you about incorrect GTA charges*
  3. *Sponsored in-kind contribution will not be fully reflected in financial records for reporting purposes*
- ***Sponsored Reimbursable***
  1. *The traveler will be underpaid*
  2. *The OFM Travel Office may contact you about incorrect GTA charges*
- ***Other***

1. *The traveler will be underpaid*
2. *The OFM Travel Office may contact you about incorrect GTA charges*
3. *The sponsor record will indicate that they owe the NIH for the cost that is actually being paid by the IC*
4. *If a direct project was selected, the traveler may not receive any payment for the entire voucher.*

- ***Travel Card***
  1. *The traveler will be underpaid*
  2. *The OFM Travel Office may contact you about incorrect GTA charges*
  3. *The sponsor record will indicate that the sponsor owes the NIH for the cost that is actually being paid by the IC*
  4. *If a direct project was selected, the traveler may not receive any payment for the entire voucher.*

What if I selected GTA, but the correct value is...?

- ***GTA Reimbursable***
  1. *The sponsor record will indicate that the sponsor owes the NIH less than they actually do*
- ***Sponsored In-Kind***
  1. *The OFM Travel Office may contact you about incorrect GTA charges*
  2. *Sponsored in-kind contribution will not be fully reflected in financial records for reporting purposes*
- ***Sponsored Reimbursable***
  1. *The traveler will be underpaid*
  2. *The OFM Travel Office may contact you about incorrect GTA charges*
  3. *The sponsor record will indicate that the sponsor owes the NIH less than they actually do*
- ***Other***
  1. *The traveler will be underpaid*
  2. *The OFM Travel Office may contact you about incorrect GTA charges*
- ***Travel Card***
  1. *The traveler will be underpaid*
  2. *The OFM Travel Office may contact you about incorrect GTA charges*

What if I selected Sponsored In-Kind, but the correct value is...?

- ***GTA Reimbursable***
  1. *The OFM Travel Office will contact you about incorrect GTA charges*
  2. *The financial records will reflect a sponsored in-kind contribution which may be used for reporting purposes*
  3. *The sponsor record will indicate that the sponsor owes the NIH less than they actually do*

- ***GTA***
    1. *The financial records will reflect a sponsored in-kind contribution which may be used for reporting purposes*
    2. *The OFM Travel Office will contact you about incorrect GTA charges*
- ***Sponsored Reimbursable***
    1. *The traveler will be underpaid*
    2. *The sponsor record will indicate that the sponsor owes the NIH less than they actually do*
    3. *The financial records will reflect a sponsored in-kind contribution which may be used for reporting purposes*
- ***Other***
    1. *The traveler will be paid too little*
    2. *The financial records will reflect a sponsored in-kind contribution which may be used for reporting purposes*
- ***Travel Card***
    1. *The traveler will be paid too little*
    2. *The financial records will reflect a sponsored in-kind contribution which may be used for reporting purposes*

What if I selected Sponsored Reimbursable, but the correct value is...?

- ***GTA Reimbursable***
    1. *Traveler will be overpaid and must refund the amount to the NIH*
    2. *The OFM Travel Office will contact you about incorrect GTA charges*
- ***GTA***
    1. *Traveler will be overpaid and must refund the amount to the NIH*
    2. *The OFM Travel Office will contact you about incorrect GTA charges*
    3. *The sponsor record will indicate that the sponsor owes the NIH more than they actually do*
- ***Sponsored In-Kind***
    1. *Traveler will be overpaid and must refund the amount to the NIH*
    2. *Sponsored in-kind contribution will not be reflected in financial records for reporting purposes*
    3. *The sponsor record will indicate that the sponsor owes the NIH for the cost that has already been provided by the sponsor*
- ***Other***
    1. *The sponsor record will indicate that the sponsor owes the NIH for the cost that is actually being paid by the IC*
- ***Travel Card***
    1. *The sponsor record will indicate that the sponsor owes the NIH for the cost that is actually being paid by the IC*

What if I selected Other, but the correct value is...?

- ***GTA Reimbursable***
    1. *Traveler will be overpaid and must refund the amount to the NIH*
    2. *The OFM Travel Office will contact you about incorrect GTA charges*
    3. *The sponsor record will indicate that the sponsor owes the NIH less than they actually do*
- ***GTA***
    1. *Traveler will be overpaid and must refund the amount to the NIH*
    2. *The OFM Travel Office will contact you about incorrect GTA charges*
- ***Sponsored In-Kind***
    1. *Traveler will be overpaid and must refund the amount to the NIH*
    2. *Sponsored in-kind contribution will not be reflected in financial records for reporting purposes*
- ***Sponsored Reimbursable***
    1. *The sponsor record will indicate that the sponsor owes the NIH less than they actually do*
- ***Travel Card***

    No error

What if I selected Travel Card, but the correct value is...?

- ***GTA Reimbursable***
    1. *Traveler will be overpaid and must refund the amount to the NIH*
    2. *The OFM Travel Office will contact you about incorrect GTA charges*
    3. *The sponsor record will indicate that the sponsor owes the NIH less than they actually do*
- ***GTA***
    1. *Traveler will be overpaid and must refund the amount to the NIH*
    2. *The OFM Travel Office will contact you about incorrect GTA charges*
- ***Sponsored In-Kind***
    1. *Traveler will be overpaid and must refund the amount to the NIH*
    2. *Sponsored in-kind contribution will not be reflected in financial records for reporting purposes*
- ***Sponsored Reimbursable***
    1. *The sponsor record will indicate that the sponsor owes the NIH less than they actually do*
- ***Other***

    No error

Since I can't split a ticket with two different payment mechanisms prior to approval of the order and issuance of the ticket, ex. GTA and GTA reimbursable, which payment

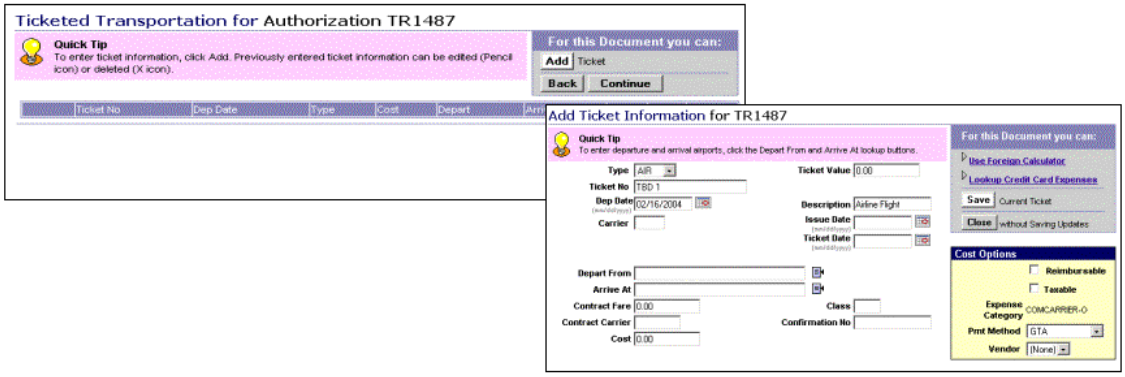
mechanism is the preferred one to be selected (either choice results in the 348 Form not being correct)?

You may select either payment mechanism though it is recommended that you choose the mechanism that reflects the greater cost.

Ticketed Transportation

Ticketed Transportation

- All transportation requiring a ticket is captured here
- May include several tickets and varying modes of transportation
  - If more than one ticket is entered, you will see separate line items for each ticket on the Ticketed Transportation, Accounting Code Allocation, and and the Totals screens
- Two screens to use to add and edit a ticket: Ticketed Transportation (select Add Ticket) and Add Ticket Information (enter ticket details)



Page 1

Ticketed Transportation – Adding a Ticket

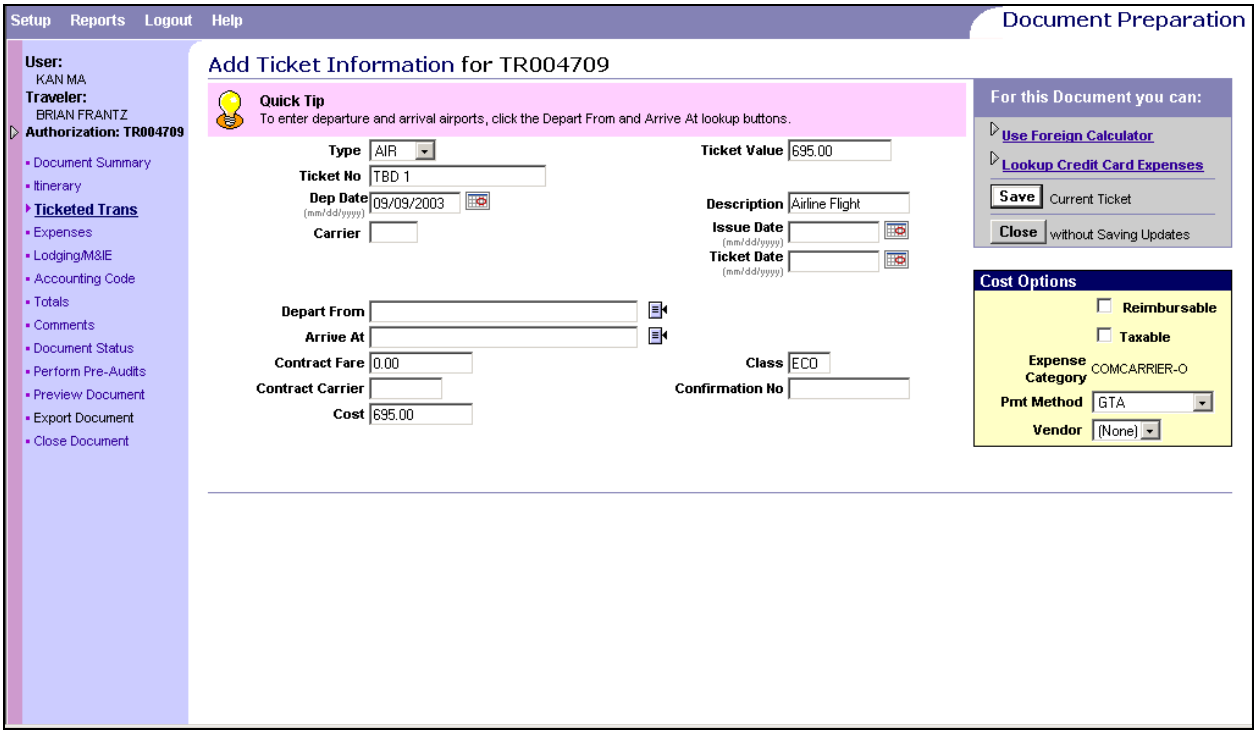
NBS Travel System User
Document Toolbar > Ticketed Trans
Ticketed Transportation

1. From the Document Toolbar, select **Ticketed Trans**.

2. Click the **ADD** Ticket button.

   Result: The Add Ticket Information screen appears.

   Note: Enter ticket information for the complete ticket once. If the ticket is a roundtrip ticket or a multi-leg segmented ticket, enter it only once capturing the total value. However, if individual tickets are purchased, each individual ticket will need to be entered separately.



3. Select the ticket type in the **Type** field. The information in this field automatically populates the **Description** field.

   - Select from:
     - **AIR** (this is the default value)
     - **BUS**
     - **GOVC** (government car)
     - **RAIL** (train)
     - **SHIP**

4. Enter **Ticket Value** of the ticket into the Ticket Value field and press the tab key, <Tab>, on your keyboard.

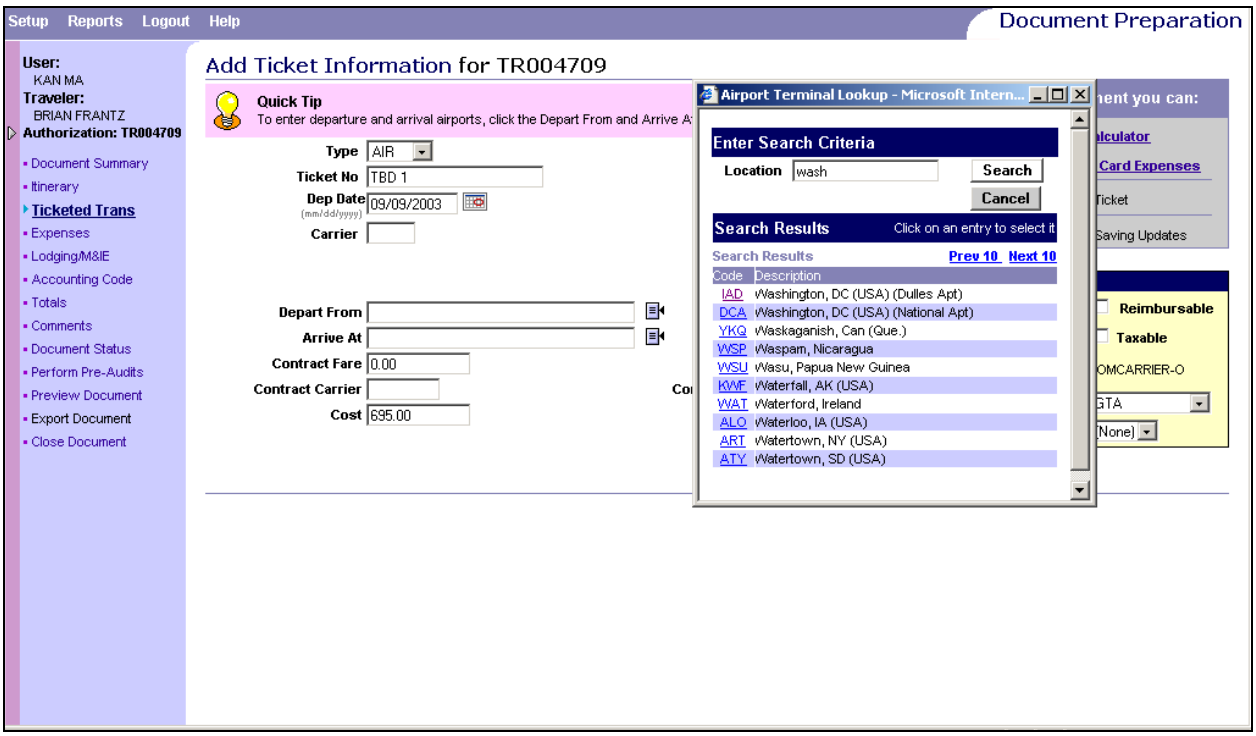
   Note: The Ticket Value is the gross cost of the ticket excluding the travel agent's fee. That fee is entered as a TMC Service Fee on the Expenses screen.

   Result: The cost field at the bottom of the screen is automatically populated.

5. In the **Ticket No** field, leave the default **TBD1**. This information can be entered on the voucher when the ticket receipt is available.

6. Enter the code letters or abbreviation of the common carrier issuing the ticket in the **Carrier field**, e.g., US or AA.

   Note: This is an optional field.



7. Click the **Search** icon to the right of the **Depart From** field. A separate Airport Terminal Lookup window will appear.

8. Enter the **city** in the **Location** field that is the location from which the traveler is departing.
   - You may search on the first few characters of the city name, rather than type it in fully. For example, enter "Wash" for Washington.
   - Note: You will NOT be able to enter the airport code (e.g. IAD for Dulles), you MUST enter the city location of departure.

9. Click the **SEARCH** button
   - If needed, click Prev 10 or Next 10 to complete search.

10. Select the appropriate **departure airport** from the search results.

11. Click the **Search** icon to the right of the **Arrive At** field.

12. Enter the **city** in the **Location** field that is the location from which the traveler is arriving.

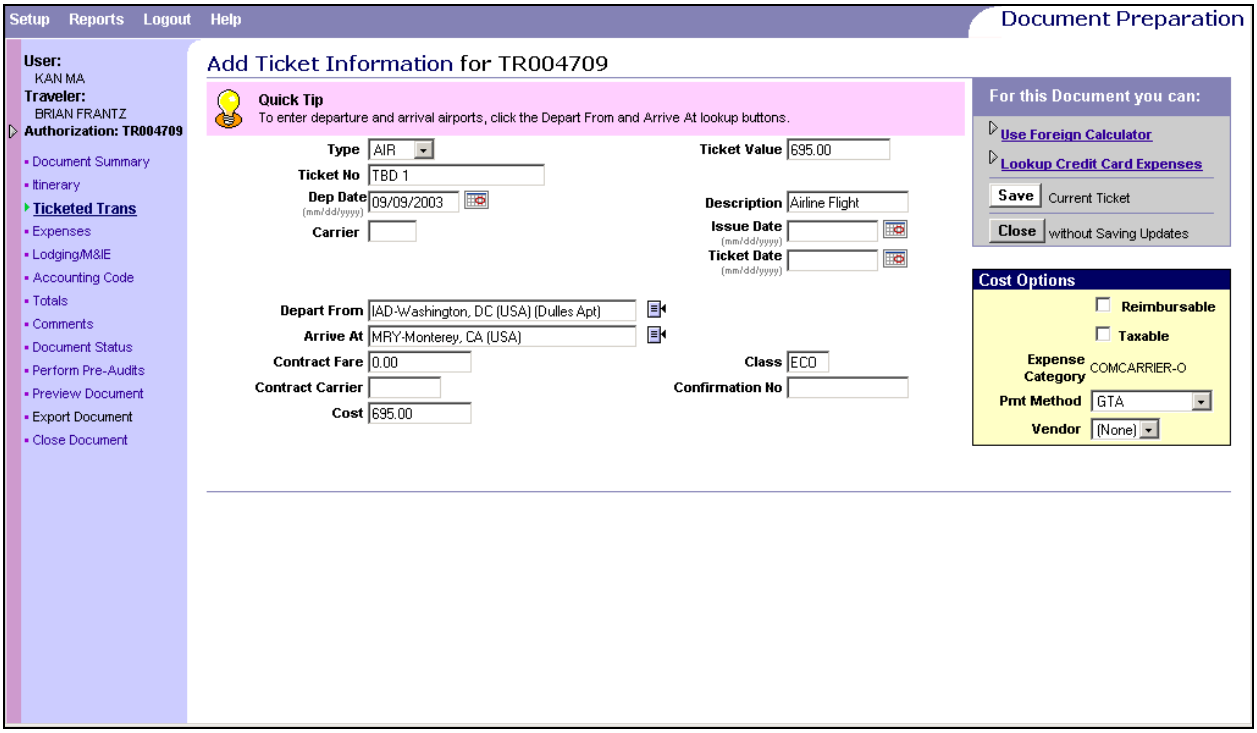
    Note1: You may search on the first few characters of the city name, rather than type it in fully. For example, enter "Wash" for Washington.

    Note2: You will NOT be able to enter the airport code (e.g. IAD for Dulles), you MUST enter the city location of arrival.

13. Click the **SEARCH** button.
    - Note: If needed, click Prev 10 or Next 10 to complete search.

14. Select the correct **arrival airport** from the search results.

    Note: The Depart From and Arrive At fields are optional and not intended to capture the round trip or multi-segment legs of the total ticket. Usually the first leg of the trip is captured using these fields.



15. In the **Contract Fare** field, enter the **Gov't contract amount** for the ticket, if known.

16. Verify the **Cost** field automatically populated based on the amount in the Ticket Value field.

17. Enter the **Issue Date** and **Ticket Date**, if known. These fields are optional.

    Note: These are usually the same date and will most likely be entered during the Voucher when the information is available from the ticket.

18. In the **Class** field, enter the **class code** for the ticket. (ECO for economy class/coach, BUS for business class or 1st for first class)

19. Edit the **Cost Options** box area.

    Descriptions of Selected Values

    Reimbursable – checking the reimbursable box indicates the traveler will be repaid for the expense.

    Taxable – not currently used at the NIH; leave unchecked.

    Expense Category – this automatically populates based on the Expense Type selected.

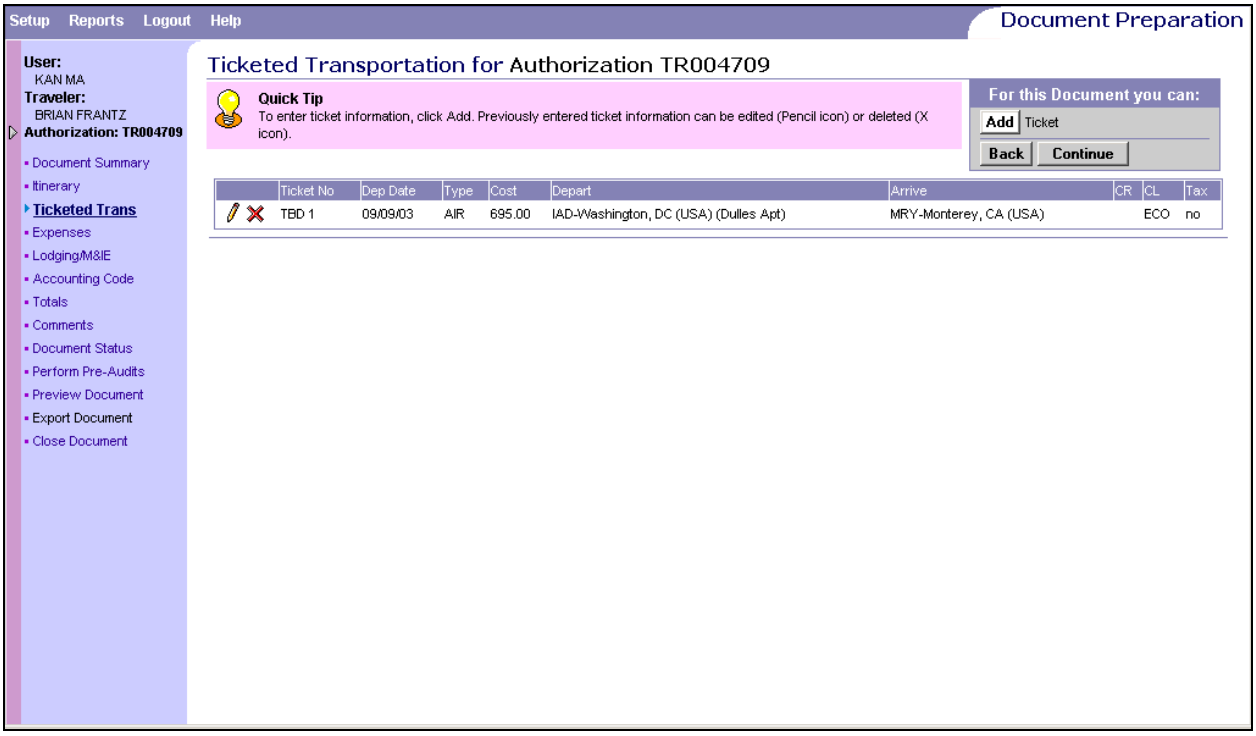
Payment Method – indicates who is paying for the expense.

Payment Method: Designations for Transportation Costs Only (Ticket and TMC fee)	
GTA (G)	Purchased through and paid back to the Government Travel Agency
Other (O)	Cash
Travel Card (T)	Government issued travel card
Sponsored Reimbursable (S)	Traveler or NIH paid for the cost upfront and the sponsor will repay the NIH
Sponsored In-Kind (I)	Expense covered upfront by the sponsor
GTA Reimbursable (R)	Sponsor requested the NIH purchased through the Government Travel Agency and the NIH will collect from the sponsor to repay the Government Travel Agency

Vendor – not currently used at the NIH; will display "None."

20. Click the **Save** Current Ticket button.

    Result: The Ticketed Transportation screen will return.



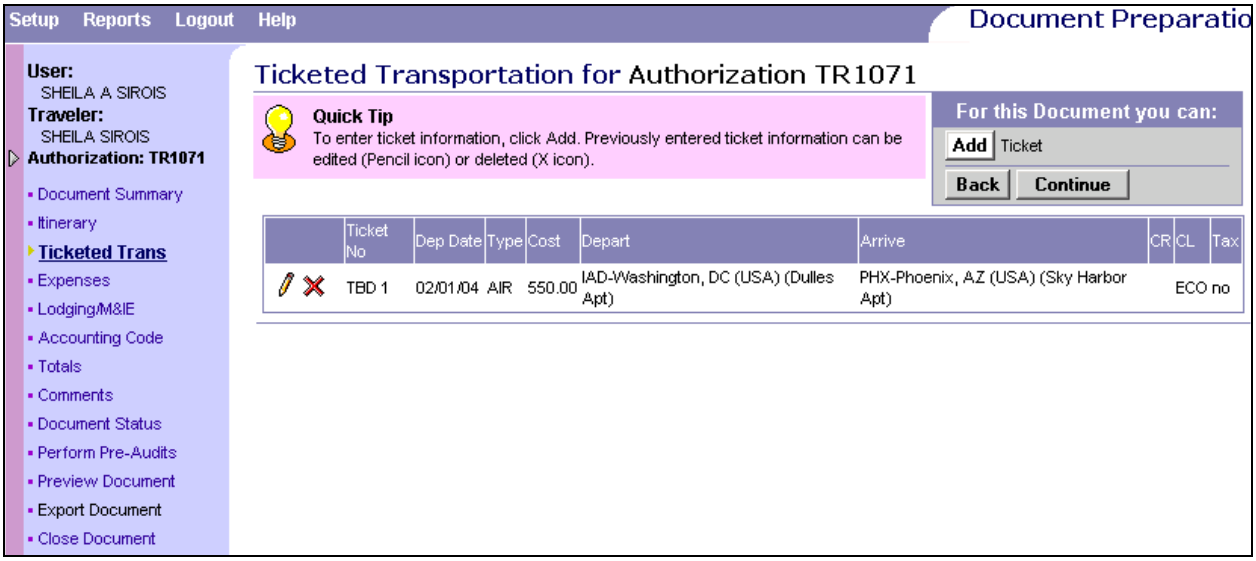
21. Repeat steps 2 through 20 to add additional tickets.

    Note: Remember: Individual tickets must be entered separately.

End of activity.

Ticketed Transportation - Editing and Deleting Tickets

NBS Travel System User
Document Toolbar > Ticketed Trans
Ticketed Transportation

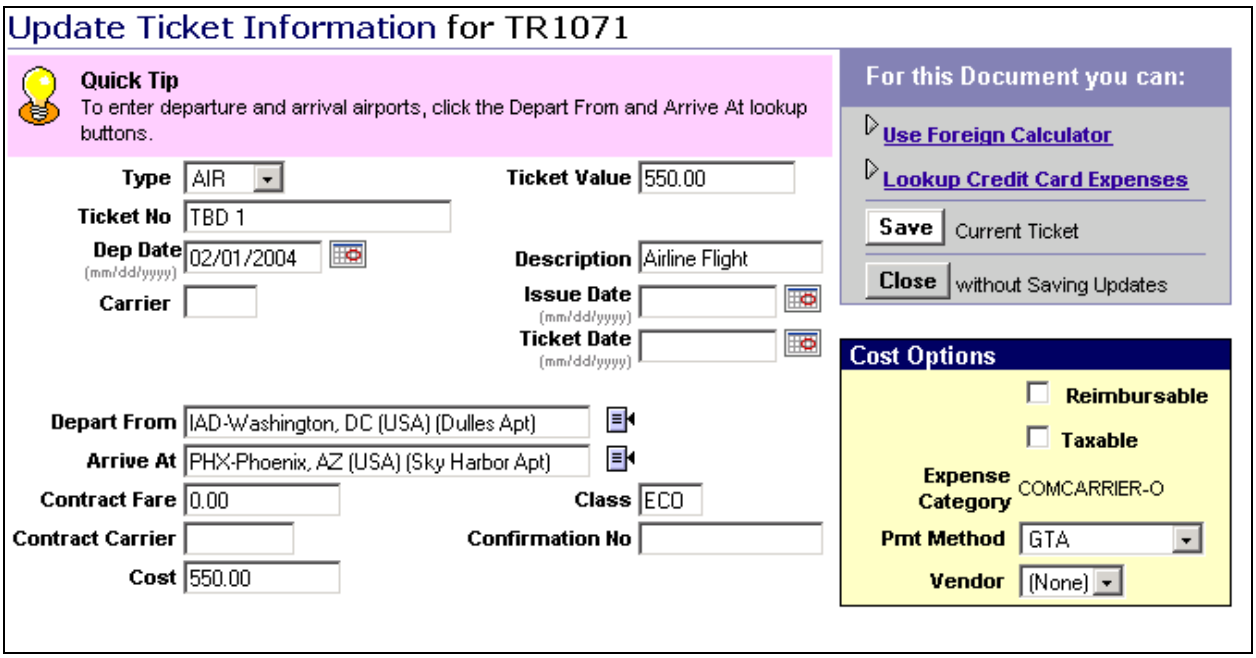


1. Select **Ticketed Trans** from the **Document Toolbar**.

If you are editing a ticket, goto task #2. Otherwise, goto task #5 to delete a ticket.

2. Click the **Edit** Icon (pencil) to review or edit any transportation entries.

   Result: The Update Ticket Information screen appears.



3. Update any fields that require updating on this screen.

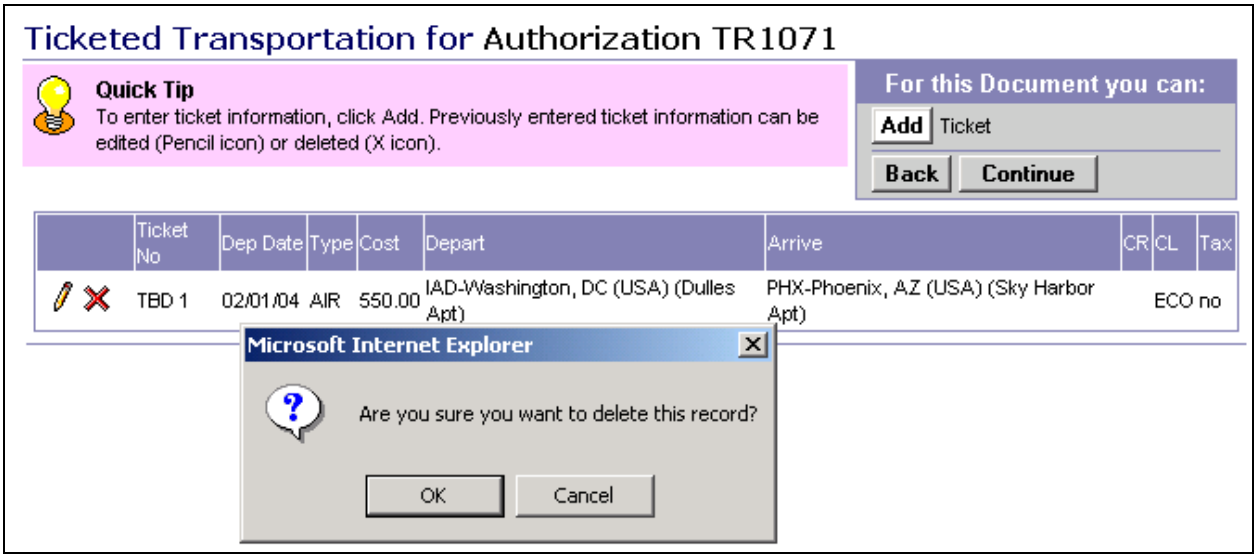
   - Click in the field and delete the entry.
   - Either type in the new value or select from the search icon values.
   - Update the **Cost Options** as necessary.

4. Click the **Save** Current Ticket button.

   Note1: The Ticketed Transportation screen appears.

   Note2: To exit without making changes select the CLOSE without Saving Updates button.

End of activity.



5. Click the **Delete** icon (red X) to delete a chosen transportation entry.

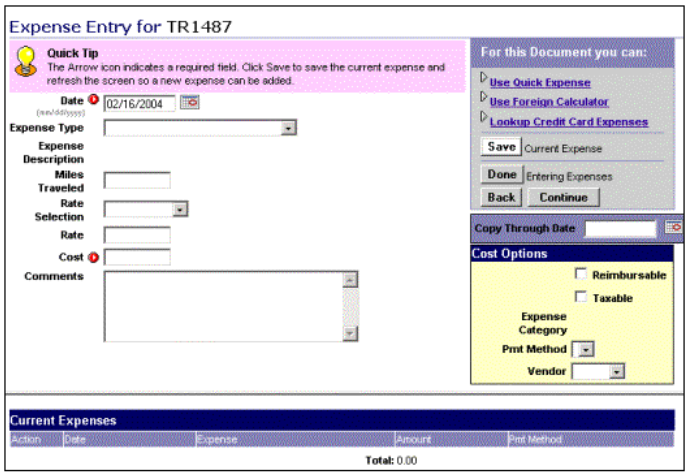
6. Click **OK** on the modal pop-up confirming you wish to delete the record.

End of activity.

Expenses

Expenses

- Enter all anticipated expenses that the traveler will incur not including tickets, or Lodging/M&IE
- Enter each expense individually
- Use the Copy Through Date field to copy the expense to multiple dates
- Save after each entry



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Required fields for the expenses screen include:

•Date of expense

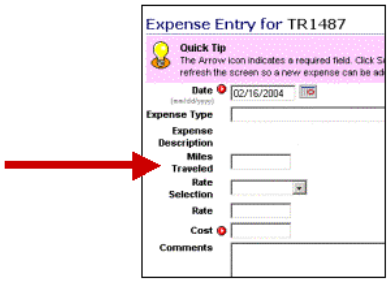
•Expense Type

•Miles Traveled, if entering a Mileage expense

•Cost

Expenses - Mileage

- When entering Mileage expenses, the NBS Travel System will calculate the cost for you based on:
  - Rate Selected
  - Miles Traveled
- Standard Mileage: use of privately owned conveyance (vehicle, motorcycle, etc.)
- Non-Standard Mileage: GSA vehicle available and required, but the traveler uses own vehicle
- Rates are updated in the NBS Travel System to reflect current reimbursable rates



Page 1

Expenses - TMC Service Fees

Expenses - TMC Service Fees

- Include the TMC Service fee as an Expense
- Enter the amount charged by Omega, Triple A or Semont for purchasing tickets through them
- This allows for better reconciliation in the financial system for TMC Service Fees

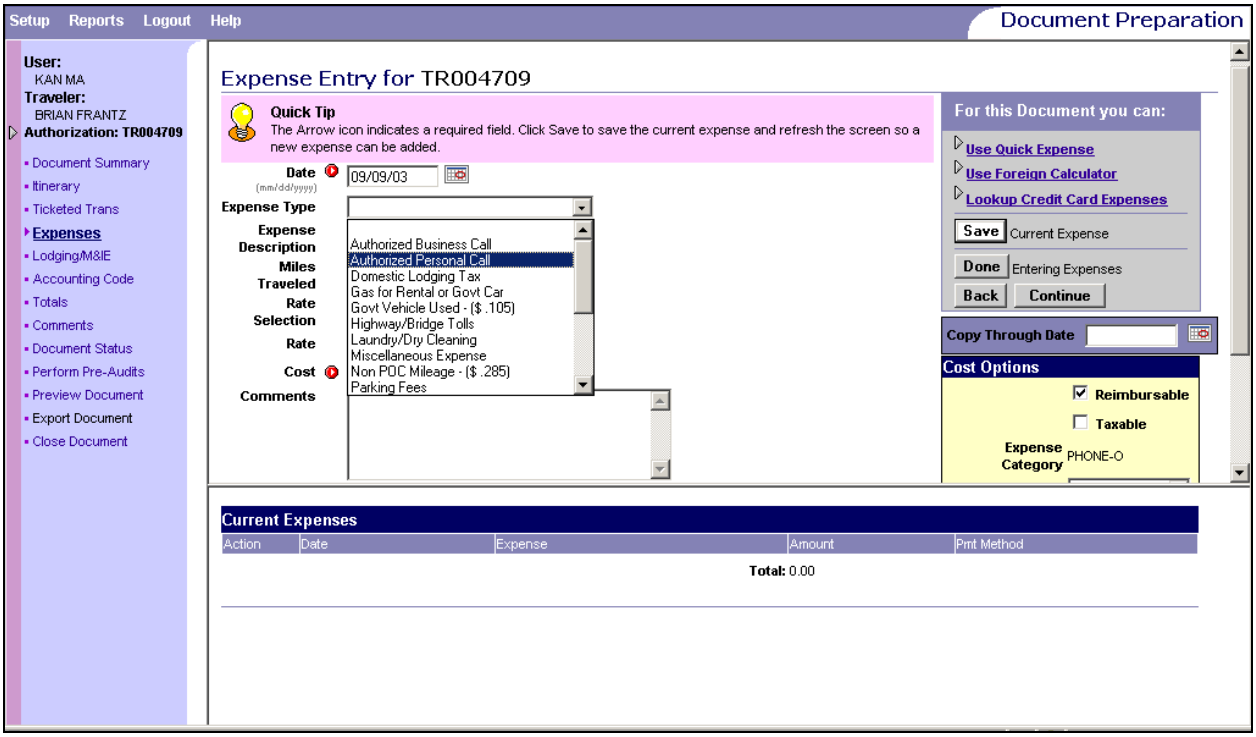
Page 1

Expenses - Adding

NBS Travel System User

Other Document Toolbar > Expenses

Expense Entry



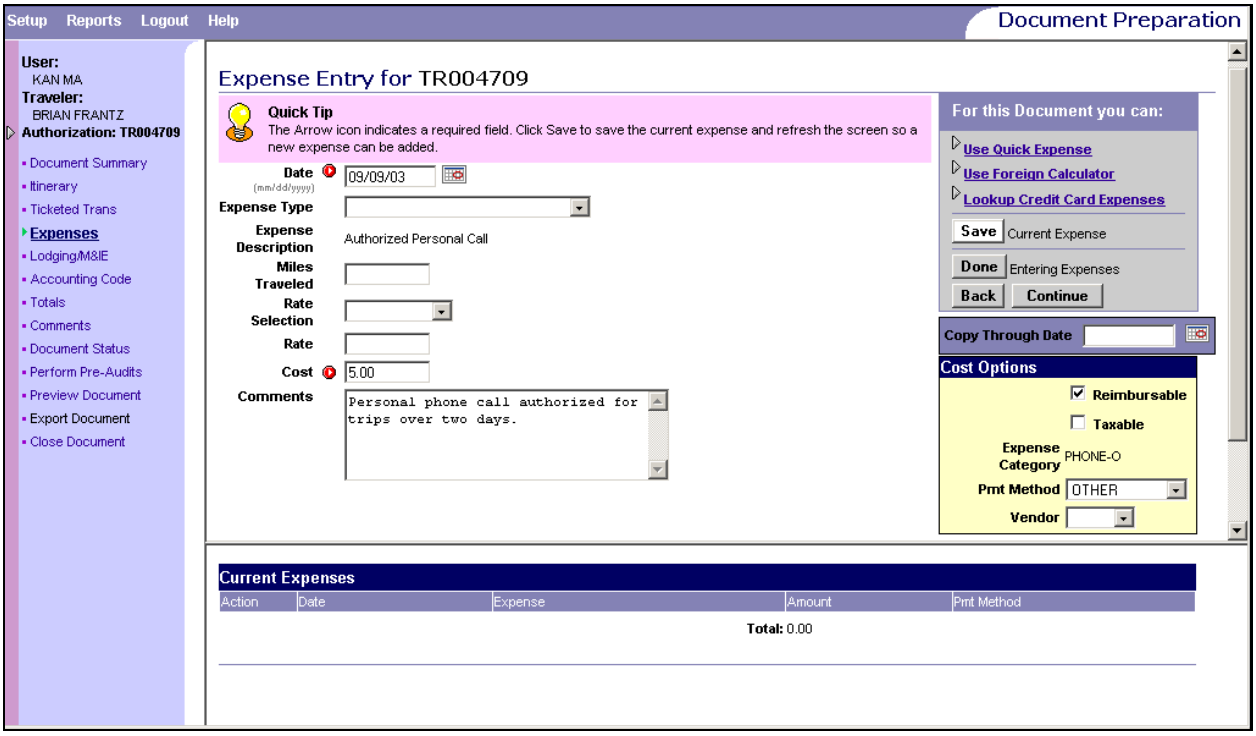
1. Select **Expenses** from the **Document Toolbar**.

2. Enter the date of the expense in the **Date** field.

3. Select the appropriate expense description from the drop-down list in the Expense Type field.

   Note: If you do not see a relevant description, select **Miscellaneous Expense**.

   Result: The **Expense Description** field automatically populates based on your selection in the Expense Type pull down.



If the expense is a mileage/POV expense, goto task #4. Otherwise, goto task #6.

4. Select the **Rate Selection** for the POV expense.

5. Enter the **Miles Traveled** for the POV expense.
   – The cost will automatically populate based on miles traveled and rate selected.

Goto task #7.

6. Enter the amount of the expense in the Cost field.

7. Enter pertinent information related to the need for the expense in the Comments box.

8. Complete the Cost Options box area as relevant to the expense.

<u>Descriptions of Selected Values</u>

Reimbursable – checking the reimbursable box indicates the traveler will be repaid for the expense.

Taxable – not currently used at the NIH; leave unchecked.

Expense Category – this automatically populates based on the Expense Type selected.

Payment Method – indicates who is paying for the expense.

Payment Method: Designations for all Expenses EXCEPT Tickets and TMC fees	
Other (O)	Includes expenses paid by traveler via Cash or Travel Card
Sponsored Reimbursable (R)	Includes expenses paid by NIH or traveler to be reimbursed by sponsor(s)
In-Kind (I)	Included expenses provided directly by the sponsor, not through NIH

Payment Method: Designations for Transportation Costs Only (Ticket and TMC fee)	
GTA (G)	Purchased through and paid back to the Government Travel Agency (only see "G" if used to pay for a ticket or TMC fee)
Other (O)	Cash
Travel Card (T)	Government issued travel card (only see "T" if used to pay for a ticket or TMC fee)
Sponsored Reimbursable (S or R)	Traveler or NIH paid for the cost upfront and the sponsor will repay the NIH (only see "S" if used to pay for a ticket or TMC fee)
Sponsored In-Kind (I)	Expense covered upfront by the sponsor
GTA Reimbursable (R)	Sponsor requested the NIH purchased through the Government Travel Agency and the NIH will collect from the sponsor to repay the Government Travel Agency (only see "R" if used to pay for a ticket or TMC fee)

Vendor – not currently used at the NIH; will display "None."

If the expense applies to multiple consecutive days, goto task #9. Otherwise, goto task #10.

9. Type the date the expense goes through in the **Copy Through Date** field.

   Note: You may also click on the **Calendar** icon and click the date rather than type it.

10. Click the **Save** Current Expense button on the right side of the screen before entering another expense.

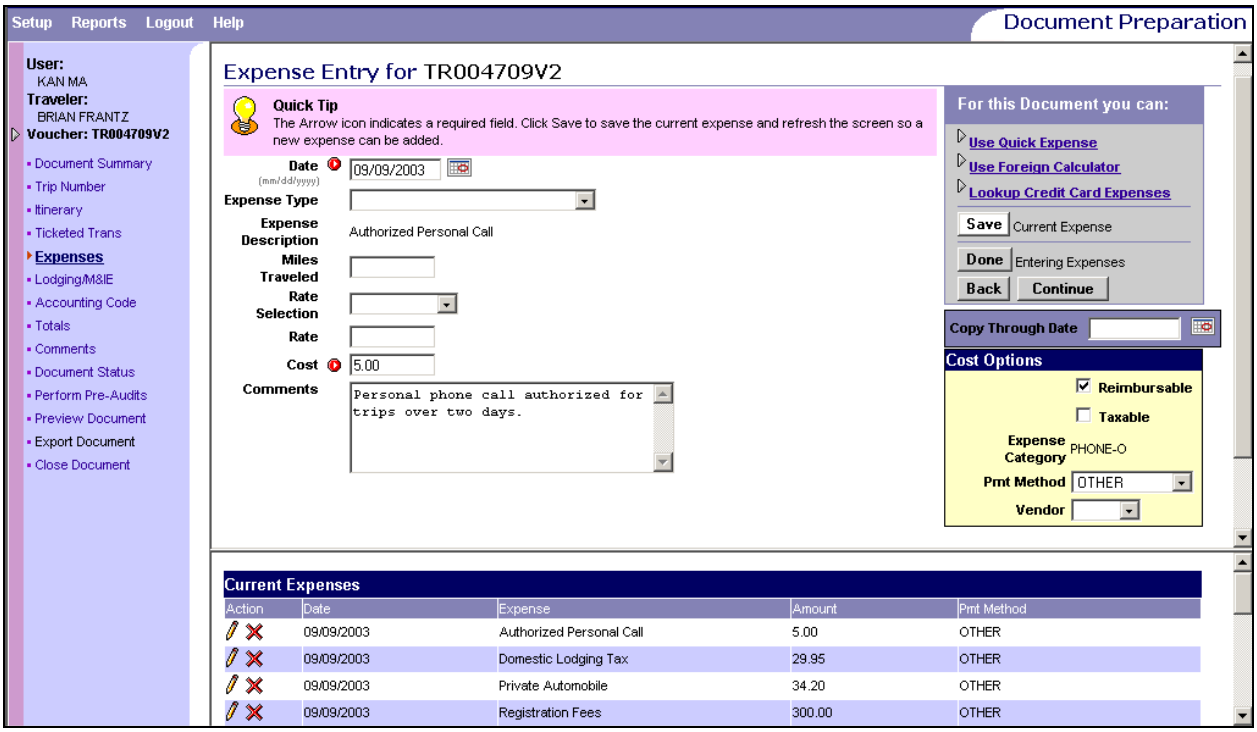
    Result: The expense will appear on the lower half of the screen.

End of activity.

Expenses - Editing and Deleting

1. NBS Travel System User
N> Document Toolbar> Expenses
Expense Entry

1. Select **Expenses** from the **Document Toolbar**.



If the expense needs editing, goto task #2. Otherwise, goto task #11 to delete the expense.

2. Click on the **pencil** next to the expense that requires updating.
   - The expense selected appears in the top portion of the screen for editing.

3. Verify the date of the expense in the **Date** field.

   - Type in a new date or click the calendar icon to change it.

If the expense is a mileage/POV expense, goto task #4. Otherwise, goto task #6.

4. Update the **Rate** Selection for the POV expense by clicking on the pull down menu and highlighting the correct rate.

5. Update the **Miles Traveled** for the POV expense.
   - The cost will automatically populate based on miles traveled and rate selected.

Goto task #7.

6. Enter the correct amount of the expense in the **Cost** field.

7. Enter pertinent information related to the need for the expense in the **Comments** box.

8. Make any changes to the **Cost Options** box area as needed.

   Descriptions of Selected Values

   Reimbursable – checking the reimbursable box indicates the traveler will be repaid for the expense.

   Taxable = not currently used at the NIH; leave unchecked.

   Expense Category – this automatically populates based on the Expense Type selected.

   Payment Method – indicates who is paying for the expense.

Payment Method: Designations for all Expenses EXCEPT Tickets and TMC fees	
Other (O)	Includes expenses paid by traveler via Cash or Travel Card
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Payment Method: Designations for Transportation Costs Only (Ticket and TMC fee)	
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Other (O)	Cash
Travel Card (T)	Government issued travel card (only see "T" if used to pay for a ticket or TMC fee)
Sponsored Reimbursable (S or R)	Traveler or NIH paid for the cost upfront and the sponsor will repay the NIH (only

	see “S” if used to pay for a ticket or TMC fee)
Sponsored In-Kind (I)	Expense covered upfront by the sponsor
GTA Reimbursable (R)	Sponsor requested the NIH purchased through the Government Travel Agency and the NIH will collect from the sponsor to repay the Government Travel Agency (only see “R” if used to pay for a ticket or TMC fee)

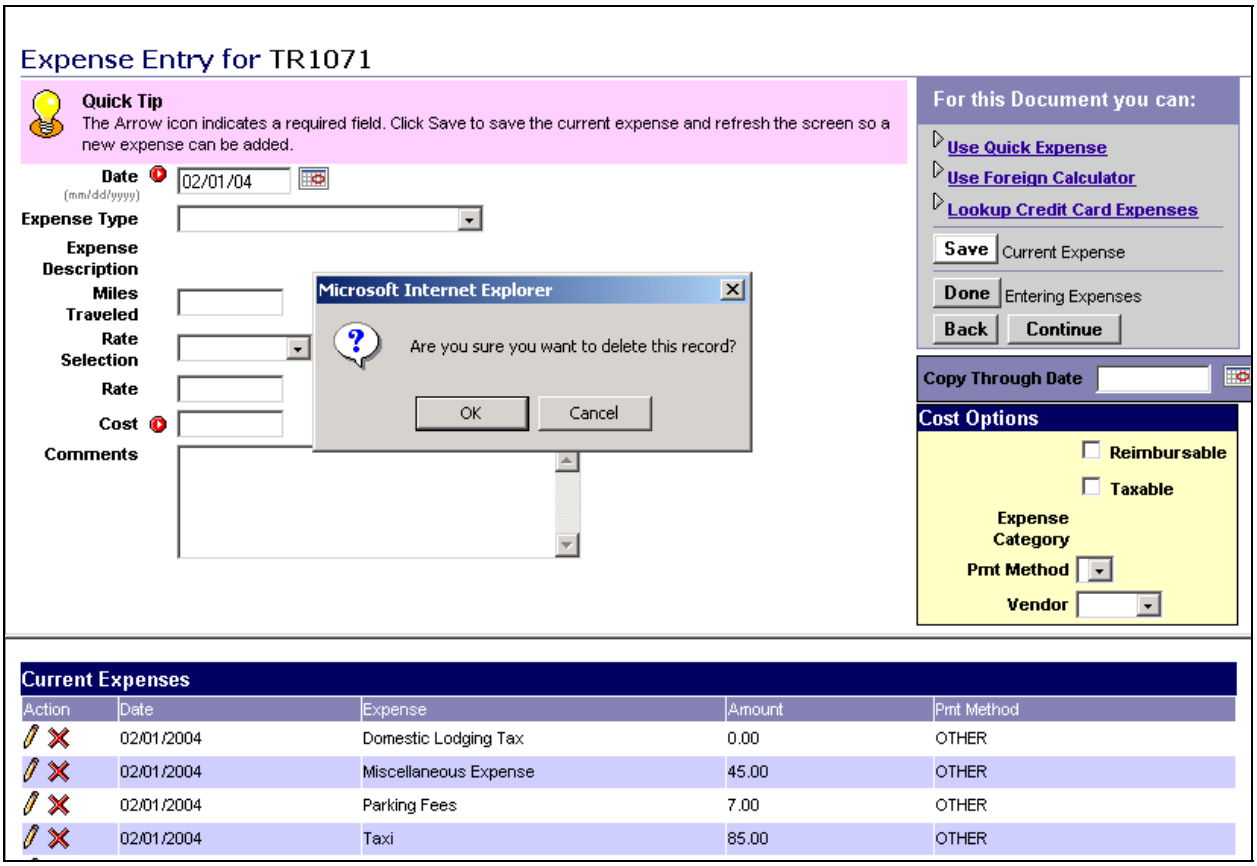
Vendor = not currently used at the NIH; will display “None.”

If the expense applies to multiple consecutive days, goto task #9. Otherwise, goto task #10.

9. Type the date the expense goes through in the **Copy Through Date** field.
   - You may also click on the Calendar icon and select the date rather than type it.

10. Click the **Save** Current Expense button on the right side of the screen before editing additional expenses.
    - The updated expense will appear on the lower half of the screen.

End of activity.



11. Click on the red **x** to delete any expense no longer needed.

12. Click **OK** on the pop-up modal that asks “Are you sure you want to delete this record?”

    Note1: Each expense that requires deletion has to be done one at a time.

    Note2: If a multiple day expense was updated, and copied through to all the days, you will need to delete the duplicate expenses (the system will not override those multiple days).

End of activity.

Lodging/M&IE

Lodging/M&IE

- Identifies GSA per diem rate based on location indicated on Itinerary screen
- Calculates 3/4 M&IE for first and last day of travel automatically

Lodging/M&IE for TR1487

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

For this Document you can:
Reset All | Lodging and M&IE expenses
Back | Continue

Lodging/M&IE Data

Date	Reset	Replicate	Ldg Cost	Ldg Allowed	M & IE Allowed	Per Diem Rate	Special	B	L	D	Conf %
02/16/04			107.00	107.00	35.25	107 / 47					
02/17/04			107.00	107.00	47.00	107 / 47					
02/18/04			107.00	107.00	47.00	107 / 47					
02/19/04			107.00	107.00	47.00	107 / 47					
02/20/04			107.00	107.00	47.00	107 / 47					
02/21/04			107.00	107.00	47.00	107 / 47					
02/22/04			107.00	107.00	47.00	107 / 47					
02/23/04			0.00	0.00	35.25	107 / 47					

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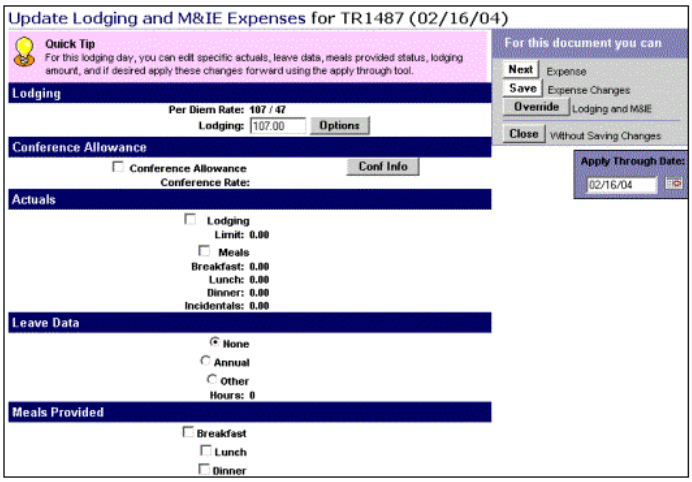
Lodging/M&IE - NBS Travel System Screens

Lodging/M&IE - NBS Travel System Screens

- Select the pencil icon to adjust Lodging and M&IE
- Update Lodging and M&IE Expenses screen is used to make any changes
- Apply Through Date copies changes to multiple days



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Adjust Lodging/M&IE for any of the following reasons:

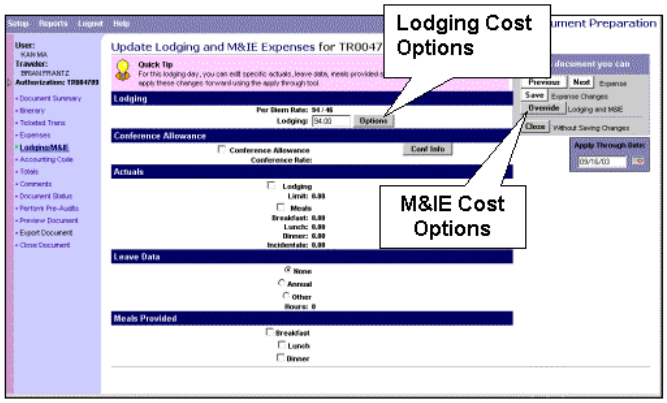
- **Conference Rate** - allows lodging to be adjusted within 25% of the government per diem rate
- **Actual Expense Authorization (AEA)** - with an approval memo, allows for reimbursement up to 300% of established room rate
- **Meals Provided** - when a registration fee provides for a meal, the amount for the specific meal is deducted from the M&IE reimbursed to the traveler
- **Fixed Conference Fee** - lodging and meal cost are provided by event arrangers and included in a one-time registration fee; government per diem is NOT allowed in these situations
- **Leave taken** (annual or other) - per diem is not allowed when leave greater than 4 hours is taken on a particular day while in travel status
- **Lower than Government Rate** - anytime the lodging cost is less than the government per diem rate
- **Cost Options:** Defaults to the Traveler being reimbursed for the Lodging and M&IE and using the Travel Card as the payment method. If you wish to change the default for the Lodging or M&IE you can do so, but each has a separate Cost

Options section. Use the Options button in the Lodging section for Lodging Cost Options; use the Override M&IE button for the M&IE Cost Options.

Cost Options for Lodging/M&IE

Cost Options for Lodging/M&IE

- Can only adjust the cost options for one expense category at a time
- Two expense categories:
  - Lodging
  - M&IE
- Click **Options** in the lodging section to change the cost options for the **Lodging**
- Click the **Override** button then **Options** on the next screen to change the cost options for the **M&IE**

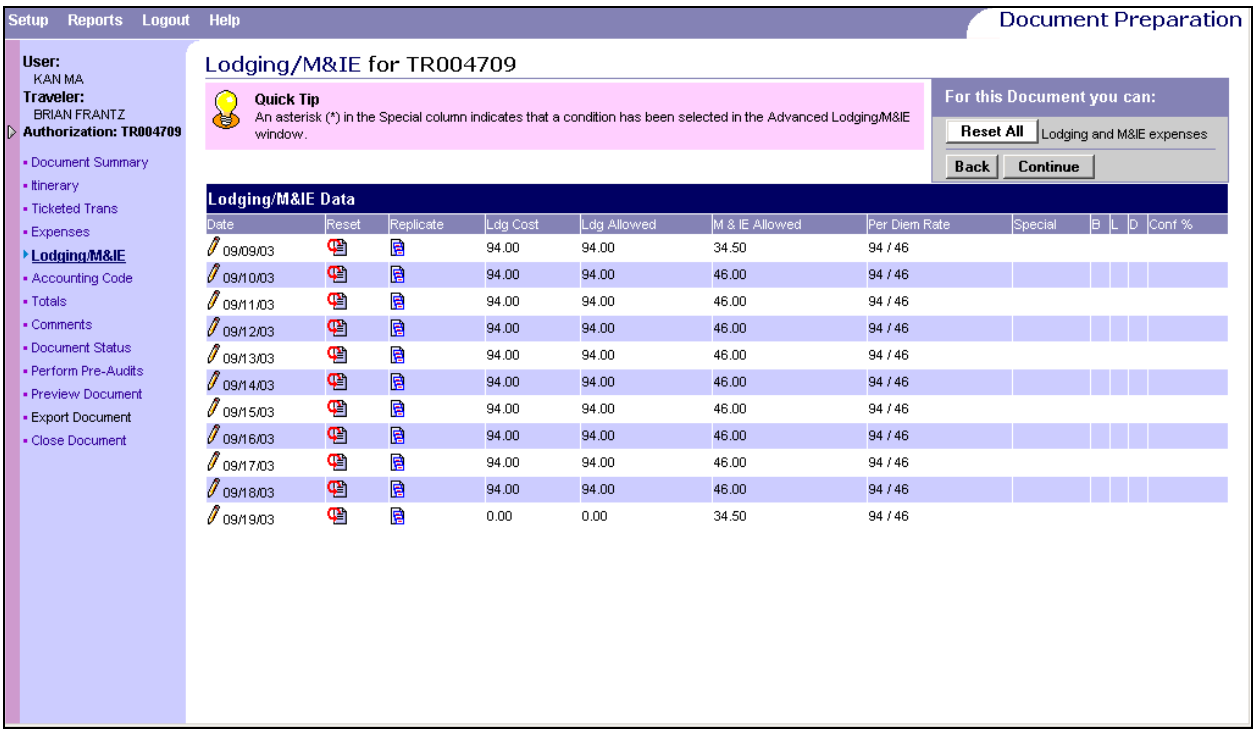


Page 1

Lodging/M&IE – Reviewing Government Per Diem

Government Rate

NBS Travel System User
Document Toolbar > Lodging/M&IE Screen
Lodging/M&IE



1. From the Document Toolbar, select **Lodging/M&IE**.

2. **Review** the Lodging/M&IE distribution table for each day of the trip.

   Note1: System assigns full lodging rate to all days of travel where lodging is required.

   Note2: ¾ M&IE assigned to first and last days of travel – full M&IE to each full day.

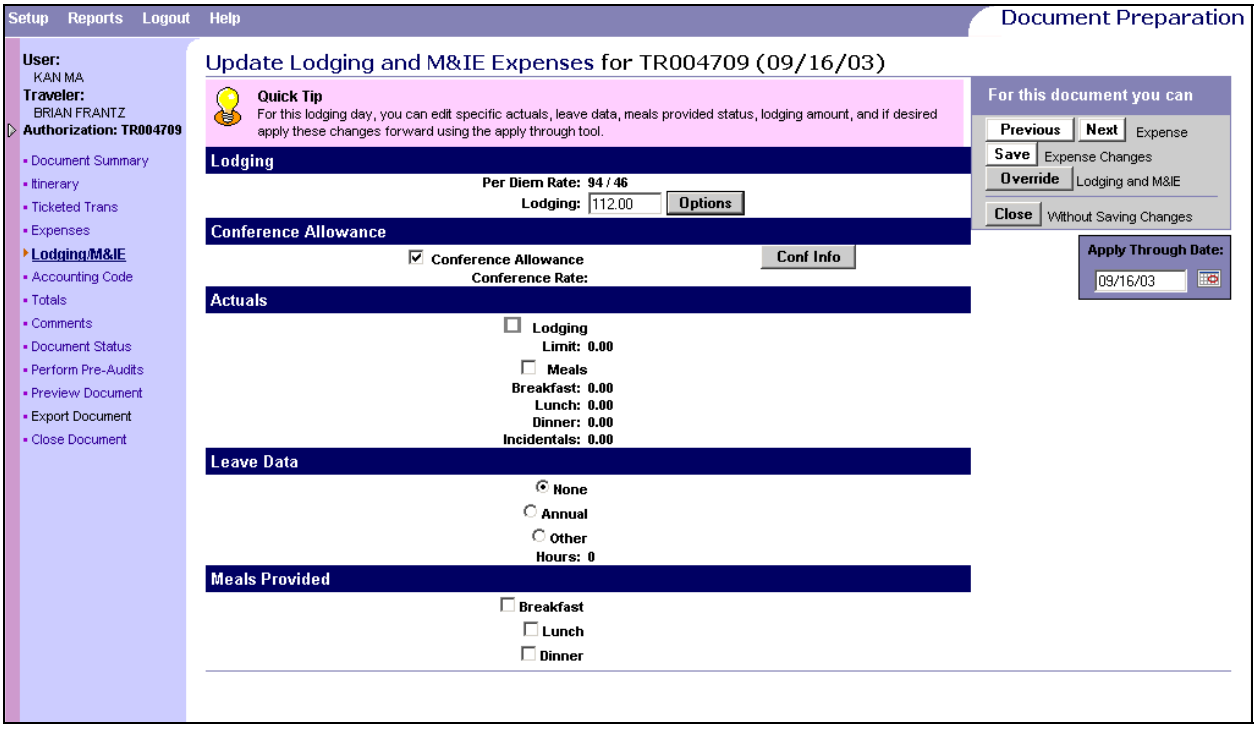
End of activity.

Lodging/M&IE - Conference Rate

NBS Travel System User

N> Lodging/M&IE Screen > Update Lodging and M&IE Expenses

Update Lodging and M&IE Expenses



1. From the Document toolbar, select **Lodging/M&IE**.

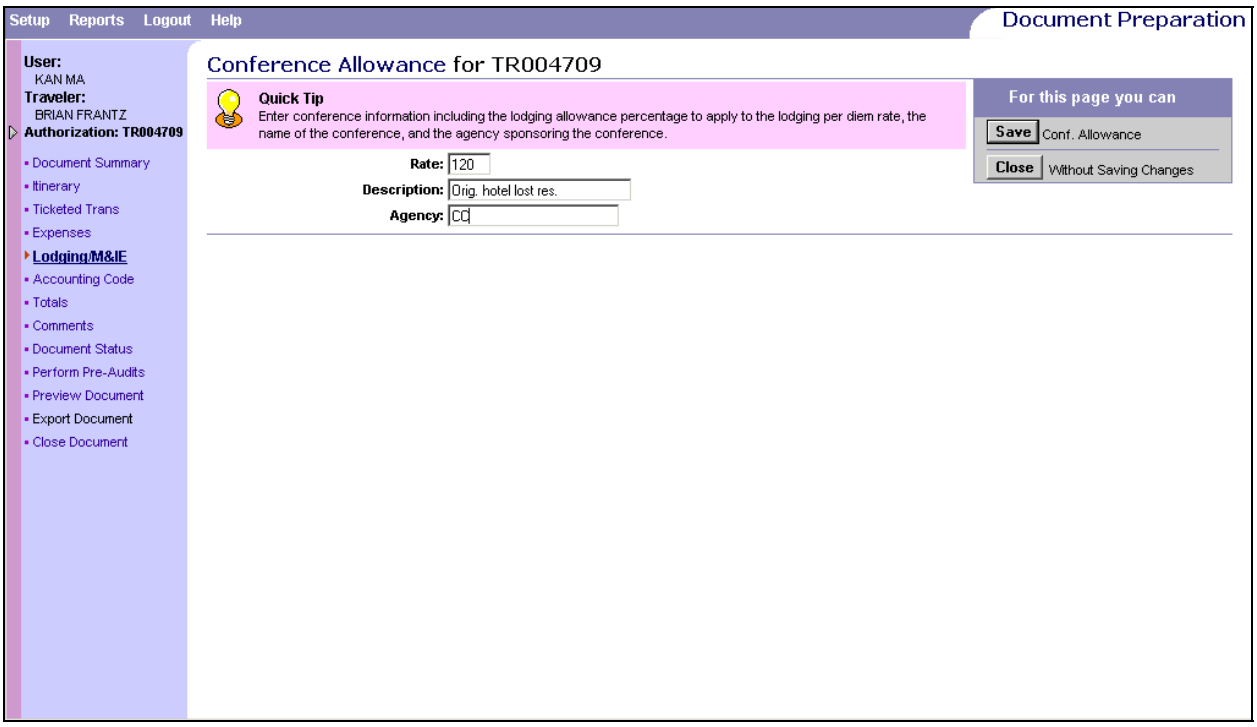
2. Select the **Pencil** icon to the left of the date to be adjusted.

   Result: The Update Lodging and M&IE Expenses screen will appear.

3. On the Update Lodging and M&IE screen, click in the **Lodging** field and enter the conference room rate.

4. Check the **Conference Allowance** box.

5. Select the **Conf Info** button.



6. On the Conference Allowance screen, enter the **percent amount**, (e.g., 120), in the **Rate** field.

7. In the **Description** field, enter an **explanation**.

8. In the **Agency** field, enter your **IC**.

9. Select the **SAVE** Conf. Allowance button.

   Result: The Update Lodging/M&IE Expenses screen will return.

If applying the conference rate to consecutive days using the Apply Through Date field, goto task #10. Otherwise, goto task #11.

10. Enter the **last date** needing the Conference Rate in the **Apply Through Date** field. (The Calendar icon can be used if desired.)

11. Select the **Save** Expense Changes button. The Lodging/M&IE distribution screen will return.

If applying the conference rate to consecutive days using the Replicate function, goto task #12. Otherwise, goto task #13.

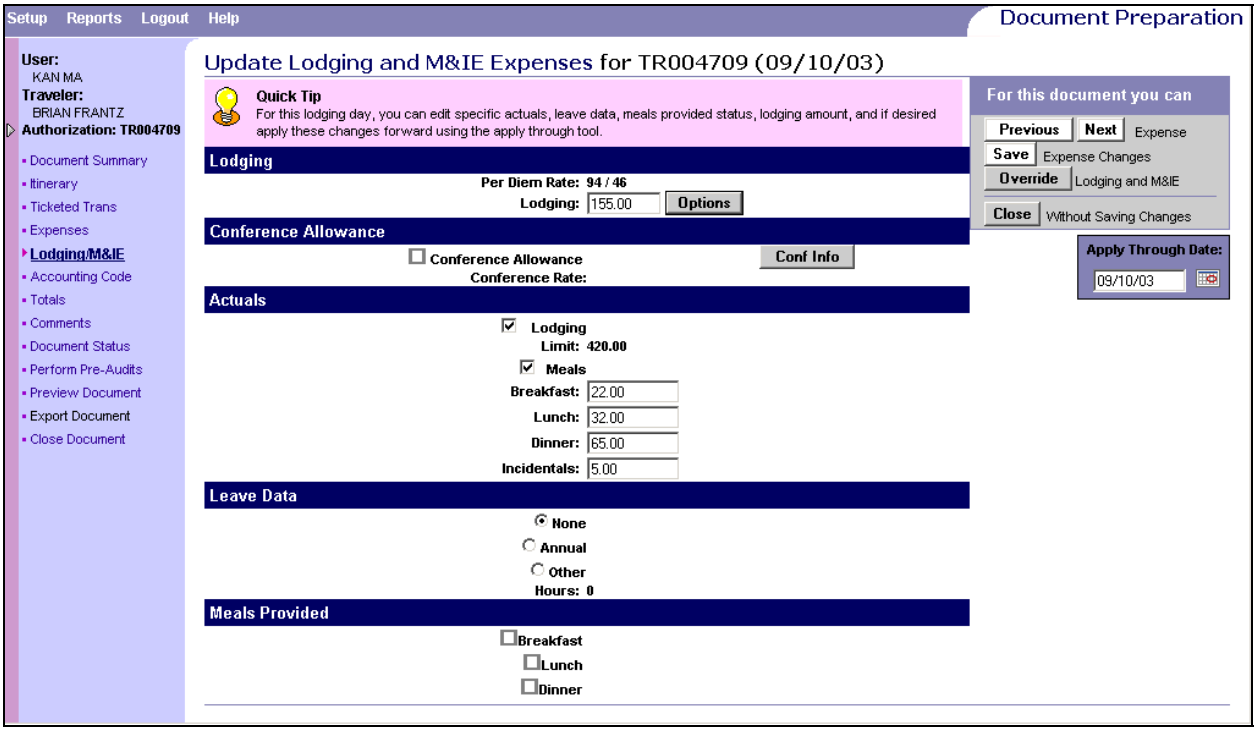
12. Select on the **Replicate** icon for the adjusted day to apply the rate for successive dates back on the Lodging/M&IE screen.

13. Review the Lodging/M&IE distribution on the main Lodging/M&IE screen for accuracy.

End of activity.

Lodging/M&IE - Actual Expense Allowance (AEA)

NBS Travel System User
Lodging/M&IE Screen > Update Lodging and M&IE Expenses
Update Lodging and M&IE Expenses



1. From the Document Toolbar, select **Lodging/M&IE.**

2. On the Lodging/M&IE screen, select the **Pencil** icon to the left of the first date to be adjusted.

   Note: The Update Lodging and M&IE screen appears.

If adjusting Lodging for AEA, goto task #3.

If adjusting M&IE for AEA, goto task #5.

Adjusting Lodging AEA Rate

3. Check the **Lodging** box under the **Actuals** section. (300% rate limit appears.)

4. Enter the actual **lodging amount** in the Lodging field in the Lodging section (up to the 300% rate that appears in the Actuals section).

If adjusting AEA for M&IE, goto task #5.

If applying changes to multiple days using the Apply Through Date, goto task #7. Otherwise, goto task #8.

Adjusting M&IE AEA Rate

5. To adjust meals, check the **Meals** box.

6. Enter the **M&IE amount** for each category: Breakfast, Lunch, Dinner and Incidentals.

If applying the AEA rate to consecutive days using the Apply Through Date field, goto task #7. Otherwise, goto task #8.

7. Enter the **last date** needing the Conference Rate in the **Apply Through Date** field. (The Calendar icon can be used if desired.)

8. Select the **SAVE** Expense Changes button. The Lodging/M&IE distribution screen will return.

If applying the rate using the replicate icon, goto task #9. Otherwise, goto task #10

9. Select the **Replicate** icon for the adjusted day to apply the rate for successive dates back on the Lodging/M&IE screen.

10. Review the Lodging/M&IE distribution on the main Lodging/M&IE screen for accuracy.

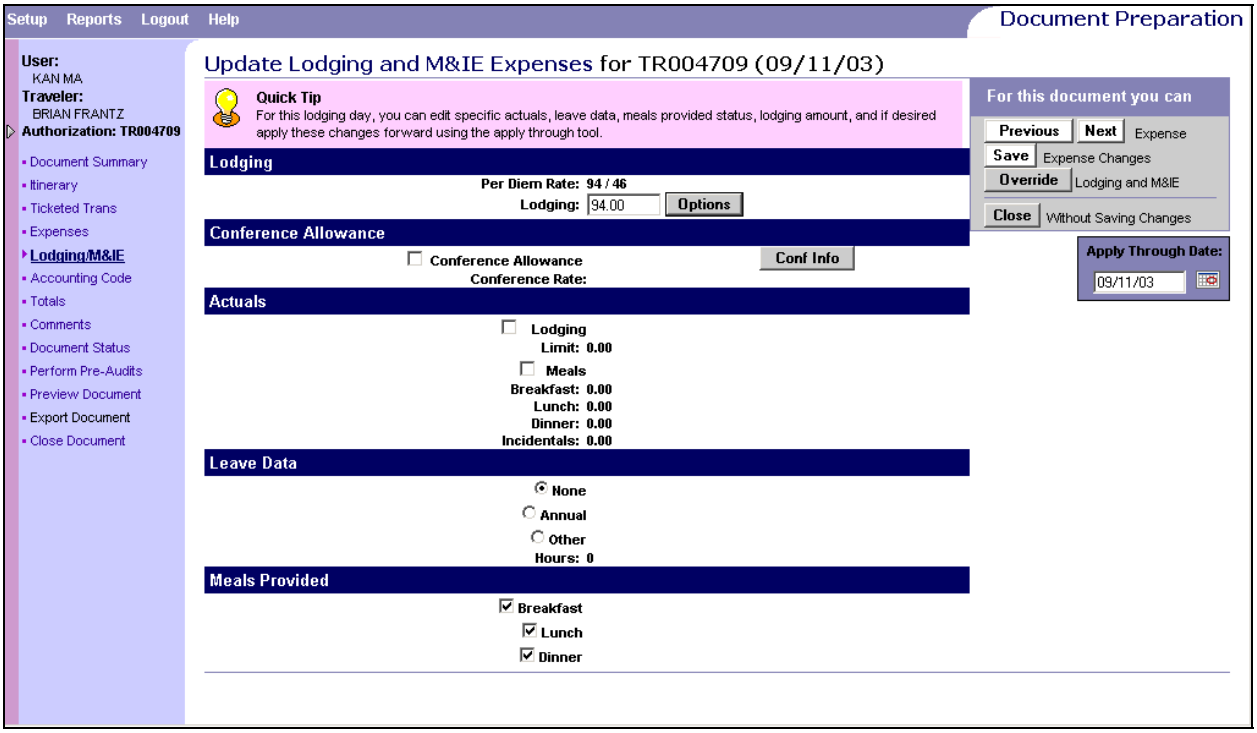
End of activity.

Lodging/M&IE - Fixed Conference Fee/M&IE Provided

NBS Travel System User

Lodging/M&IE Screen > Update Lodging and M&IE Expenses

Updating Lodging and M&IE Expenses



1. From the Document Toolbar, select **Lodging/M&IE**.

2. On Lodging/M&IE screen, click the **Pencil** icon to the left of the first day to be adjusted.

If adjusting the Lodging, goto task #3.

If adjusting for M&IE, goto task #4.

Adjusting Lodging for Fixed Conference Fee

3. Enter **$0** in the **Lodging** field.

If applying to consecutive days using the Apply Through Date function, goto task #5. Otherwise, goto task #6.

Adjusting M&IE for Meals Provided Situations

4. In Meals Provided Section, **check boxes** for the meals provided from the selection of Breakfast, Lunch and Dinner.

Note: This will deduct those selected charges from the M&IE, leaving just the amount for Incidental Expenses.

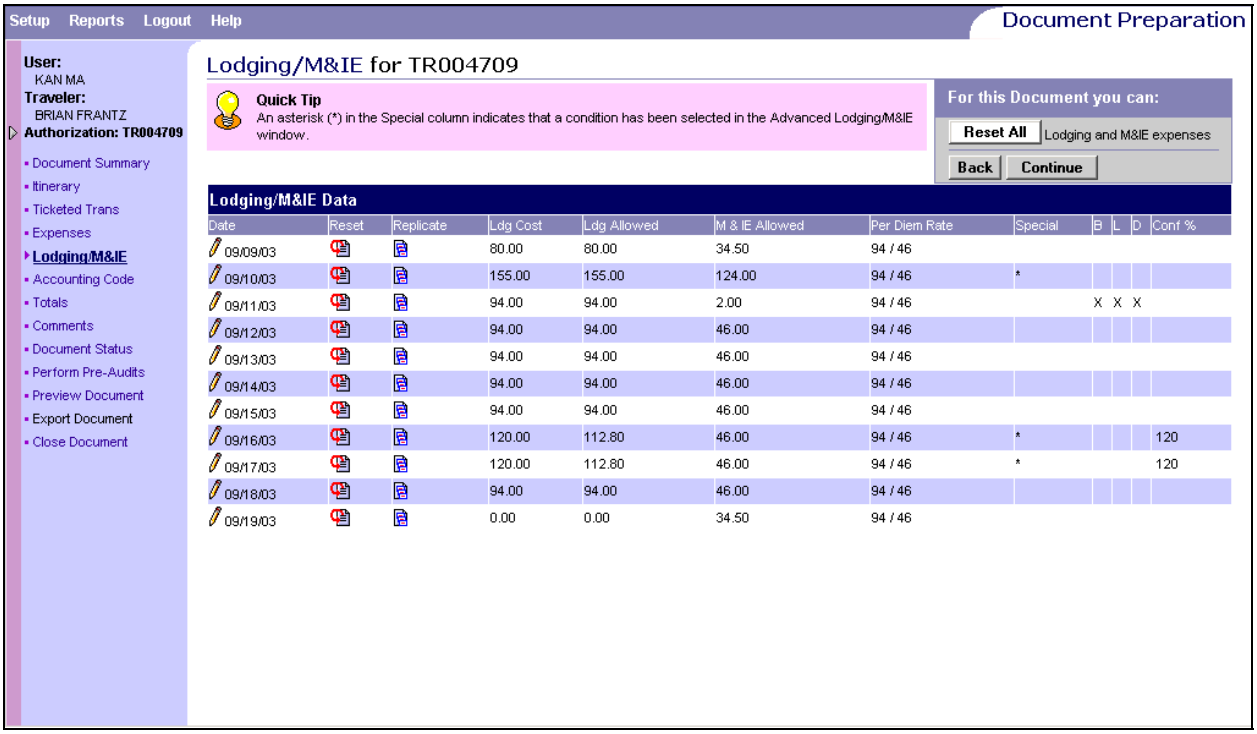
If applying to consecutive days using the Apply Through Date function, goto task #5. Otherwise, goto task #6.

5. Enter the **last consecutive date** to apply the changes using the **Apply Through Date** feature.

   Note: The Replicate icon on the main Lodging/M&IE screen is used to copy the Lodging only.

6. Click the **SAVE** Expense Changes button.

   Result: The Lodging/M&IE distribution screen reappears.



Date	Reset	Replicate	Ldg Cost	Ldg Allowed	M & IE Allowed	Per Diem Rate	Special	B	L	D	Conf %
09/09/03			80.00	80.00	34.50	94 / 46					
09/10/03			155.00	155.00	124.00	94 / 46	*				
09/11/03			94.00	94.00	2.00	94 / 46		X	X	X	
09/12/03			94.00	94.00	46.00	94 / 46					
09/13/03			94.00	94.00	46.00	94 / 46					
09/14/03			94.00	94.00	46.00	94 / 46					
09/15/03			94.00	94.00	46.00	94 / 46					
09/16/03			120.00	112.80	46.00	94 / 46	*				120
09/17/03			120.00	112.80	46.00	94 / 46	*				120
09/18/03			94.00	94.00	46.00	94 / 46					
09/19/03			0.00	0.00	34.50	94 / 46					

7. Review the Lodging/M&IE distribution for the changes that were made on the dates adjusted.

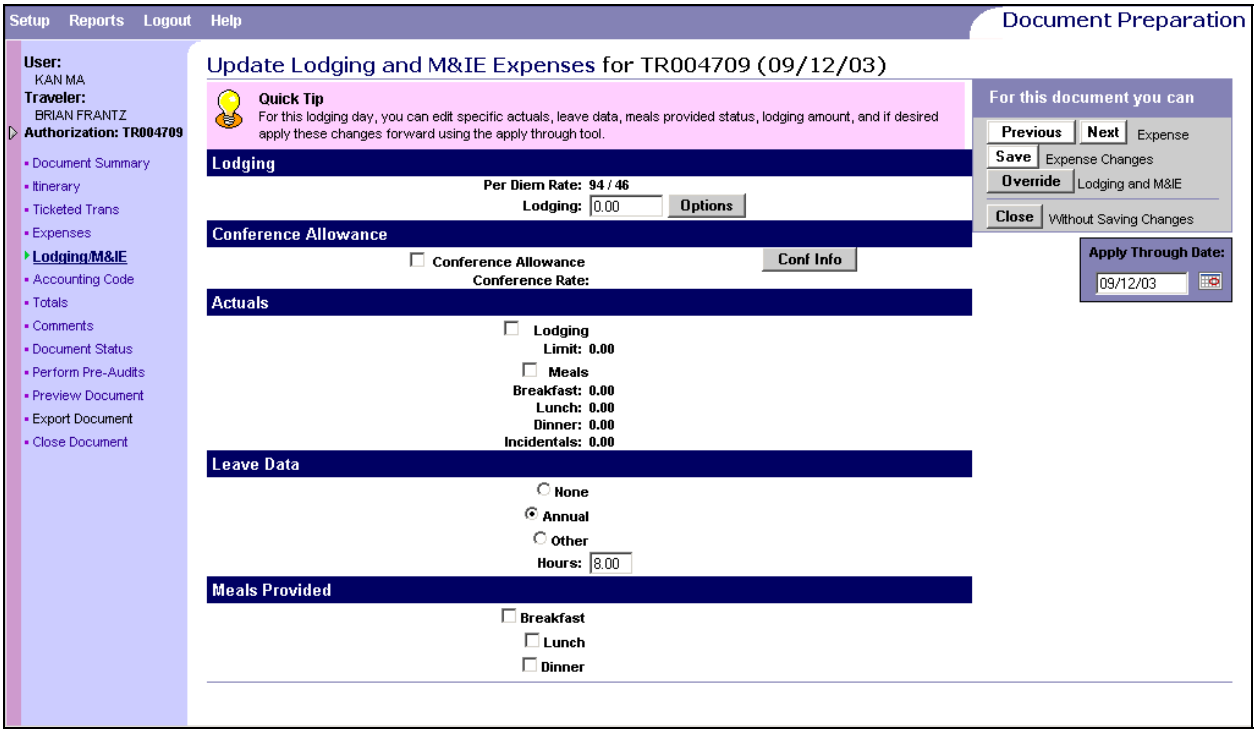
End of activity.

Lodging/M&IE - Annual Leave Applied

NBS Travel System User

Lodging/M&IE Screen > Update Lodging and M&IE Expenses

Update Lodging and M&IE Expenses



1. From the Document Toolbar, select **Lodging/M&IE**.

2. On Lodging/M&IE screen, click the **Pencil** icon to the left of the first day to be adjusted.

3. On the Update Lodging/M&IE Expenses screen, in the Leave Data section, select **Annual** or **Other** depending on the type of leave taken.

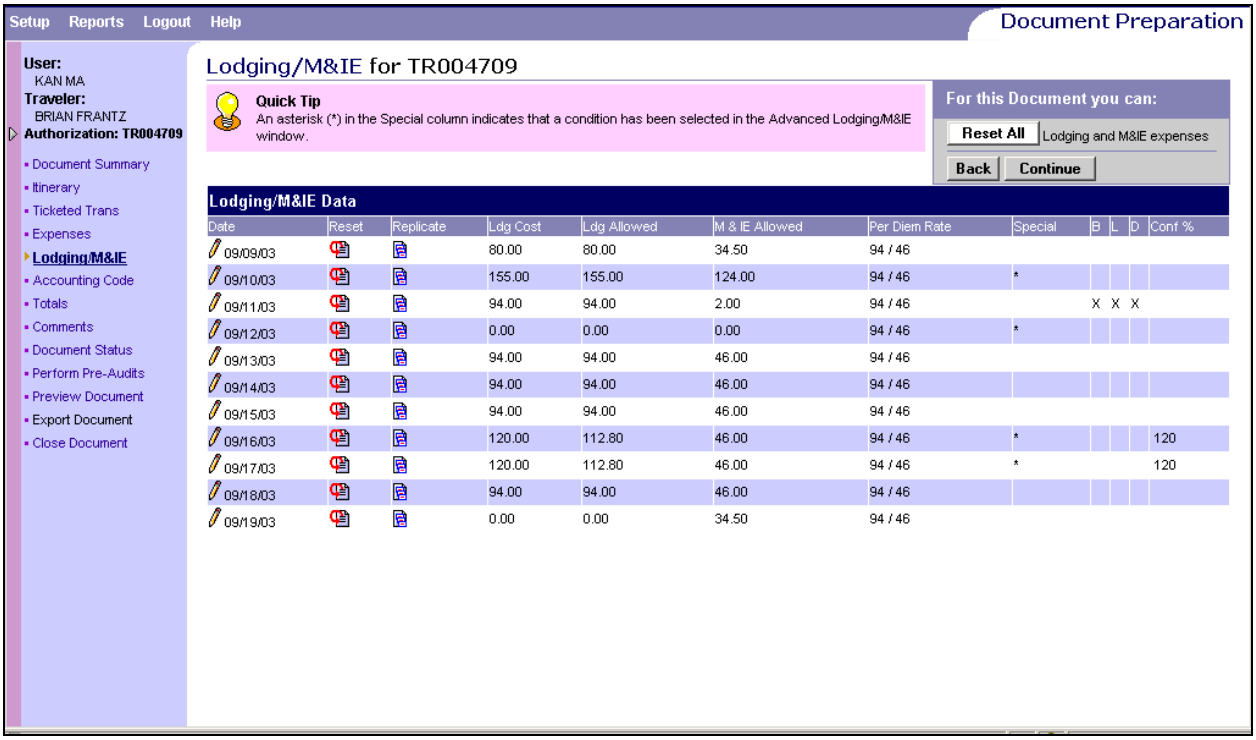
4. In the Hours field, enter the **total hours** of leave taken for the day.

   Note1: The system default is 8 hours.

   Note2: Per Diem will be deducted for the day if more than 4 hours of leave is taken.

5. Enter the **last consecutive date** to apply the changes using the **Apply Through Date** feature.

6. Click the **SAVE** Expense Changes button. The Lodging/M&IE distribution reappears.



7. Confirm that the applied Lodging/M&IE for the leave date is $0.

   Note: To properly cancel part of an annual leave documented in a travel authorization to ensure it does not show up on the PDF file when using Preview Document?"

   When the Authorization has NOT yet been APPROVED:

   - If the “From” and “To” Dates do not change, the planner can re-set the Per Diem screen and re-select the day or days of annual leave. If the “From” and “To” Dates change, the planner should delete Location and then re-select Location -- the Per Diem screen adjusts calculation to the new dates. Edits can then be done based on the new calculations. When 8 hours of annual leave is designated, per diem will display $0 for that day.

   When the Authorization has been APPROVED:

   - Create an AMENDMENT to change the dates, delete and re-select the Location and proceed with steps above.

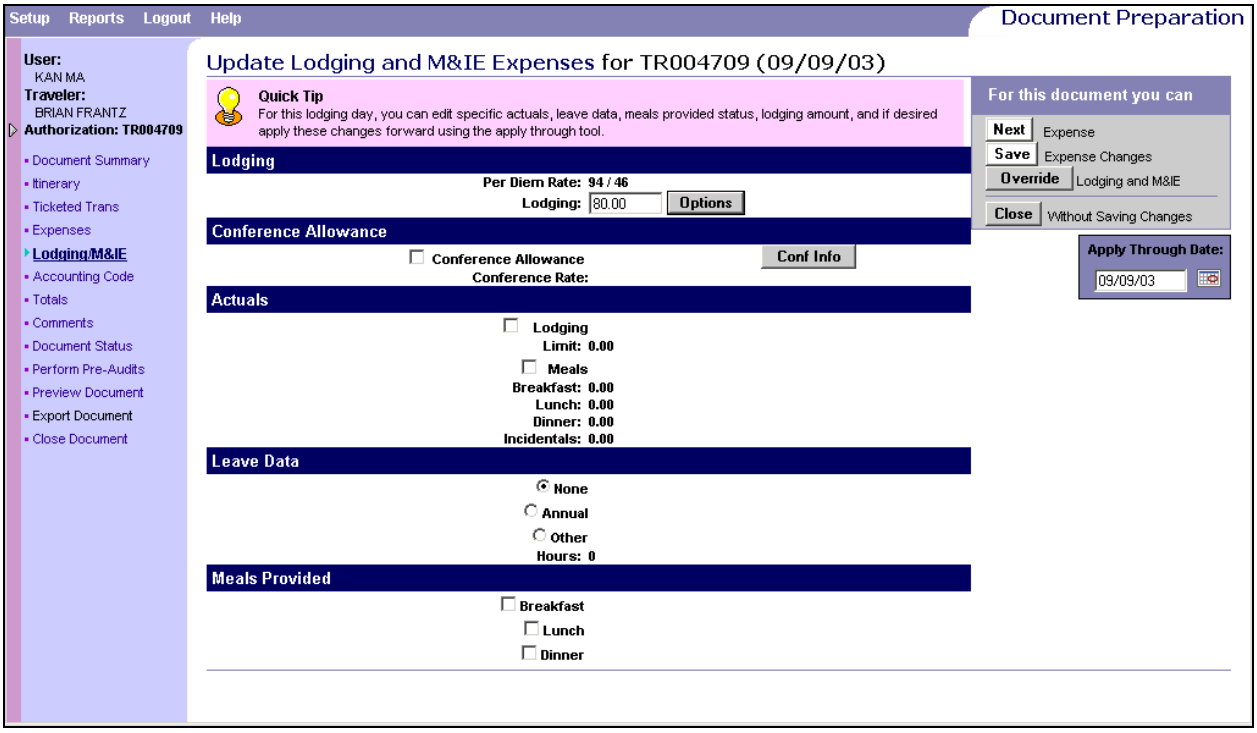
End of activity.

Lodging/M&IE - Lower than Government Per Diem Rate

NBS Travel System User

N> Lodging/M&IE Screen > Update Lodging and M&IE Expenses

Update Lodging and M&IE Expenses



1. From the Document Toolbar, select **Lodging/M&IE**

2. On the Lodging/M&IE distribution screen, click the **Pencil** icon to the left of the date to be adjusted.

   Result: The Update Lodging/M&IE Expenses screen appears.

3. Enter an **amount** that is less than the government per diem rate in the **Lodging** field.

   Note: The government per diem rate appears above the Lodging field.

4. Click the **Save** Expense Changes button.

If applying the lower than government per diem rate to consecutive days using the Apply Through Date field, goto task #5. Otherwise, goto task #8 to use the Replicate icon on the main Lodging/M&IE screen.

5. Enter the **last date** needing the Conference Rate in the **Apply Through Date** field. (The Calendar icon can be used if desired.)

6. Click the **SAVE** Expense Changes button.

   Result: The Lodging/M&IE distribution screen will return.

7. Review the Lodging/M&IE distribution on the main Lodging/M&IE screen for accuracy.

End of activity.

8. Click on the **Replicate** icon for the adjusted day to apply the rate for successive dates back on the Lodging/M&IE screen.

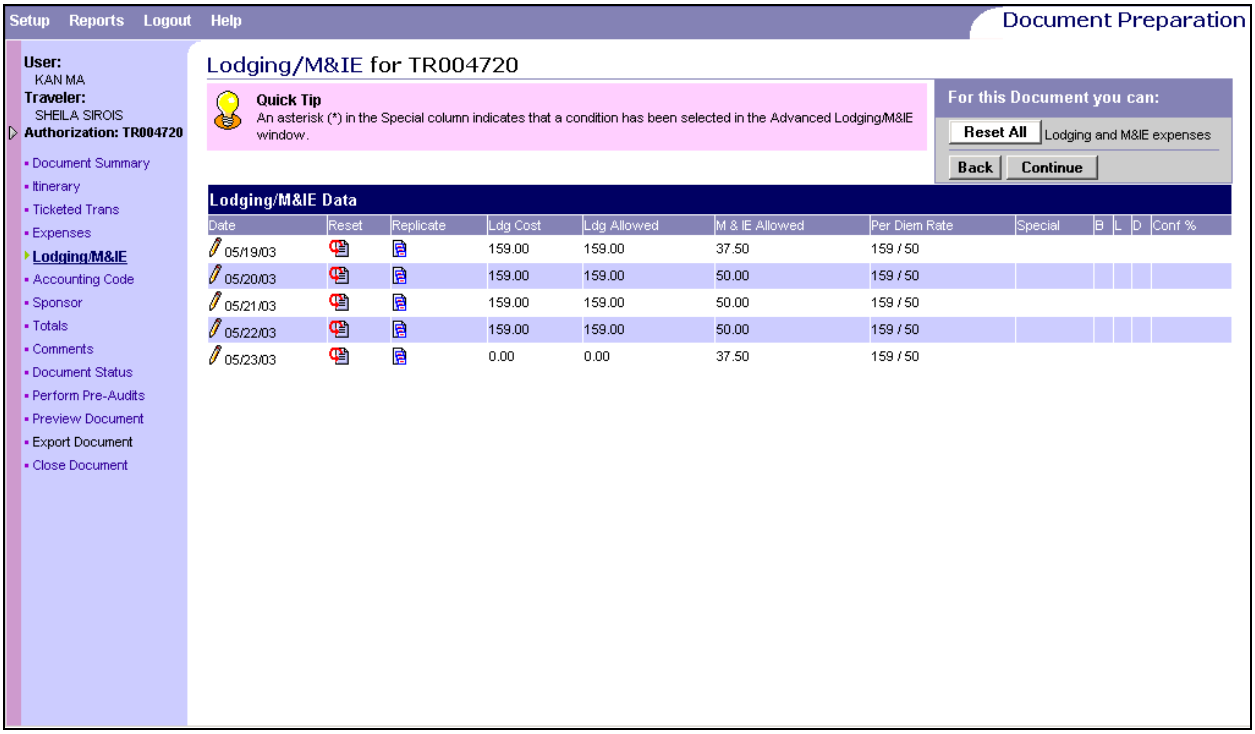
9. Review the Lodging/M&IE distribution on the main Lodging/M&IE screen for accuracy.

End of activity.

Lodging/M&IE - Overriding Cost Options

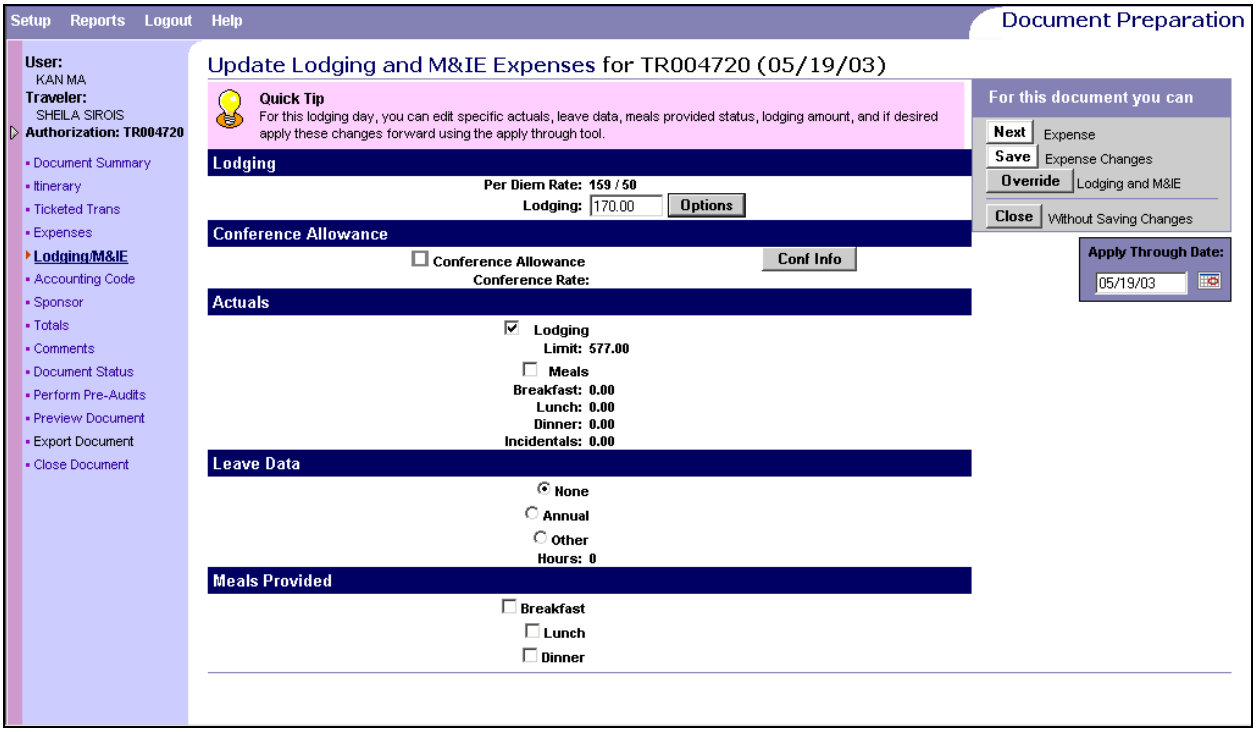
The default cost options for Lodging and M&IE are Reimbursable to the traveler and a payment method of Travel Card.

NBS Travel System User
N> Document Toolbar > Lodging/M&IE Screen
Lodging/M&IE Screen



1. From the Document Toolbar, select **Lodging/M&IE**.

2. On Lodging/M&IE screen, click the **Pencil** icon to the left of the first day to be adjusted.

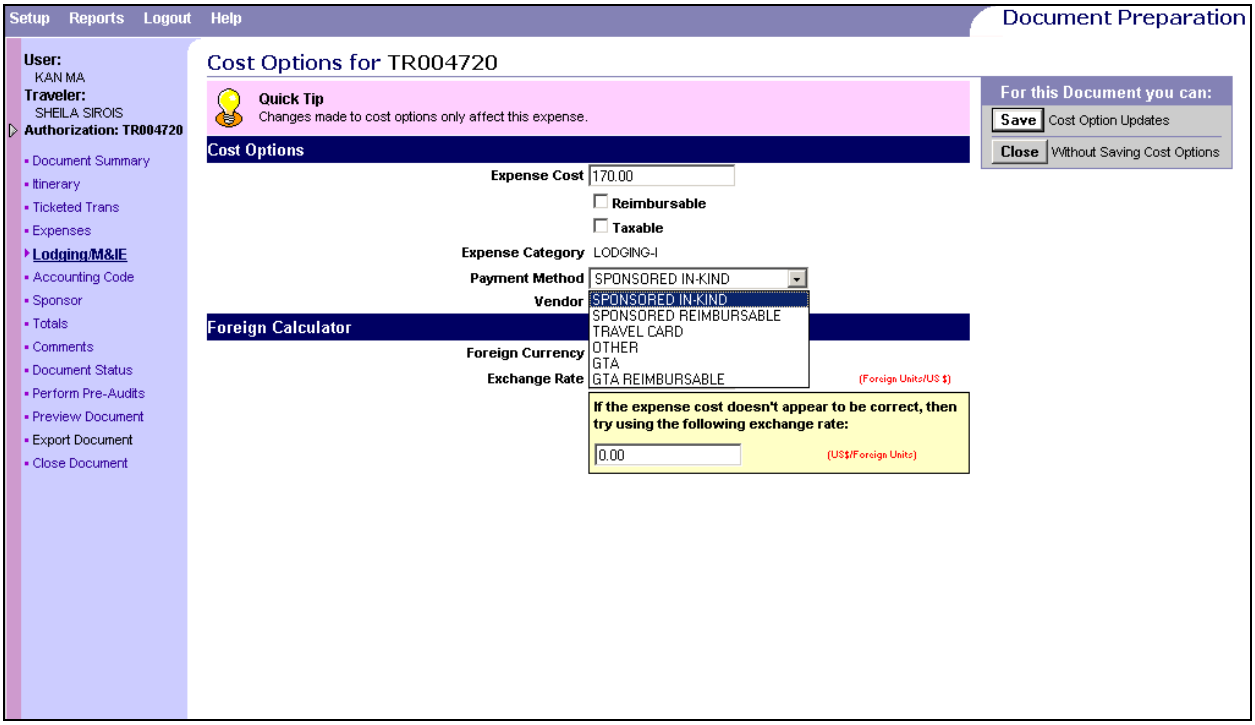


If adjusting the cost options for lodging, goto task #3. Otherwise, goto task #7.

Lodging Cost Options

3. In the **Lodging** section, enter a different dollar amount, if necessary.

4. Click the **Options** button in the **Lodging** section.



5. On the Cost Options screen, adjust any of the following:
   - **Reimbursable check box** – checking it indicates the traveler is repaid for the expense.
   - **Payment Method** – indicates how the expense is paid.

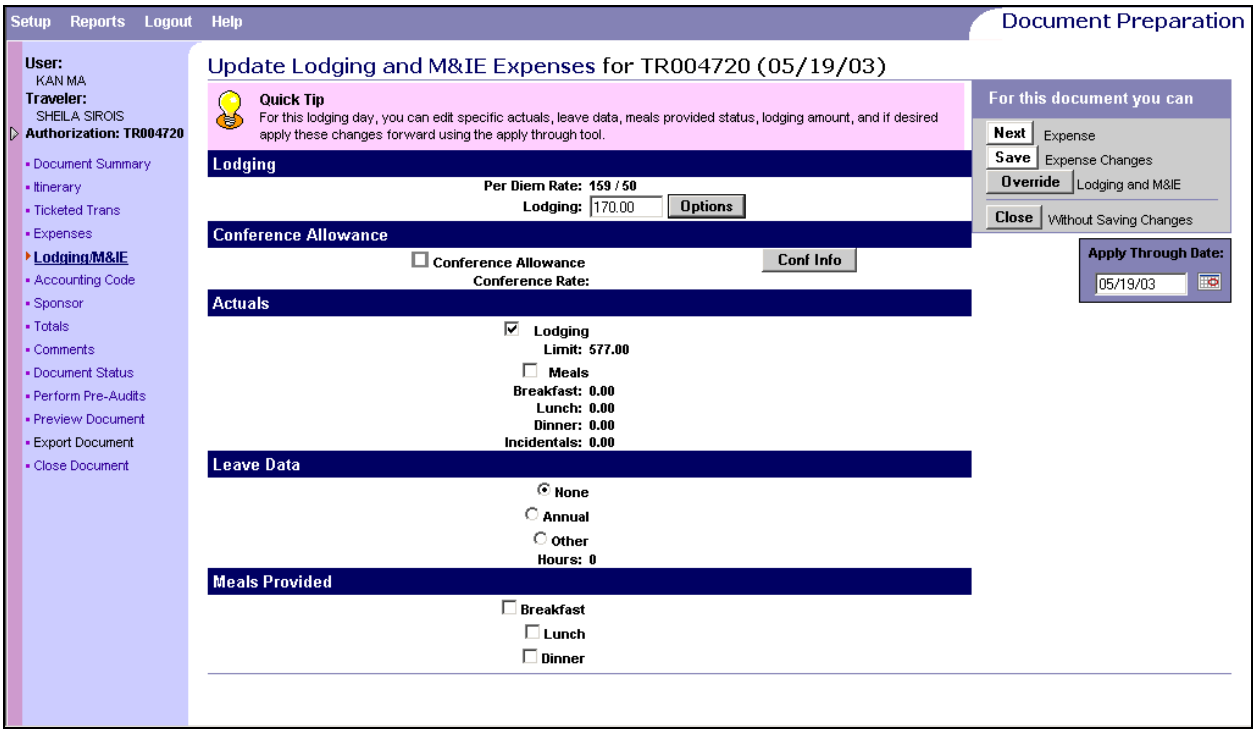
GTA (G)	Purchased through and paid back to the Government Travel Agency (only see if used to pay for a ticket or TMC fee)
Other (O)	Cash
Travel Card (T)	Government issued travel card (only see if used to pay for a ticket or TMC fee)
Sponsored Reimbursable (S or R)	Traveler or NIH paid for the cost upfront and the sponsor will repay the NIH (only see "S" if used to pay for a ticket or TMC fee)
Sponsored In-Kind (I)	Expense covered upfront by the sponsor
GTA Reimbursable (R)	Sponsor requested the NIH purchased through the Government Travel Agency and the NIH will collect from the sponsor to repay the Government Travel Agency (only see if used to pay for a ticket or TMC fee)

6. Click the **SAVE** Cost Option Updates button.

If adjusting the cost options for M&IE, goto task #7.

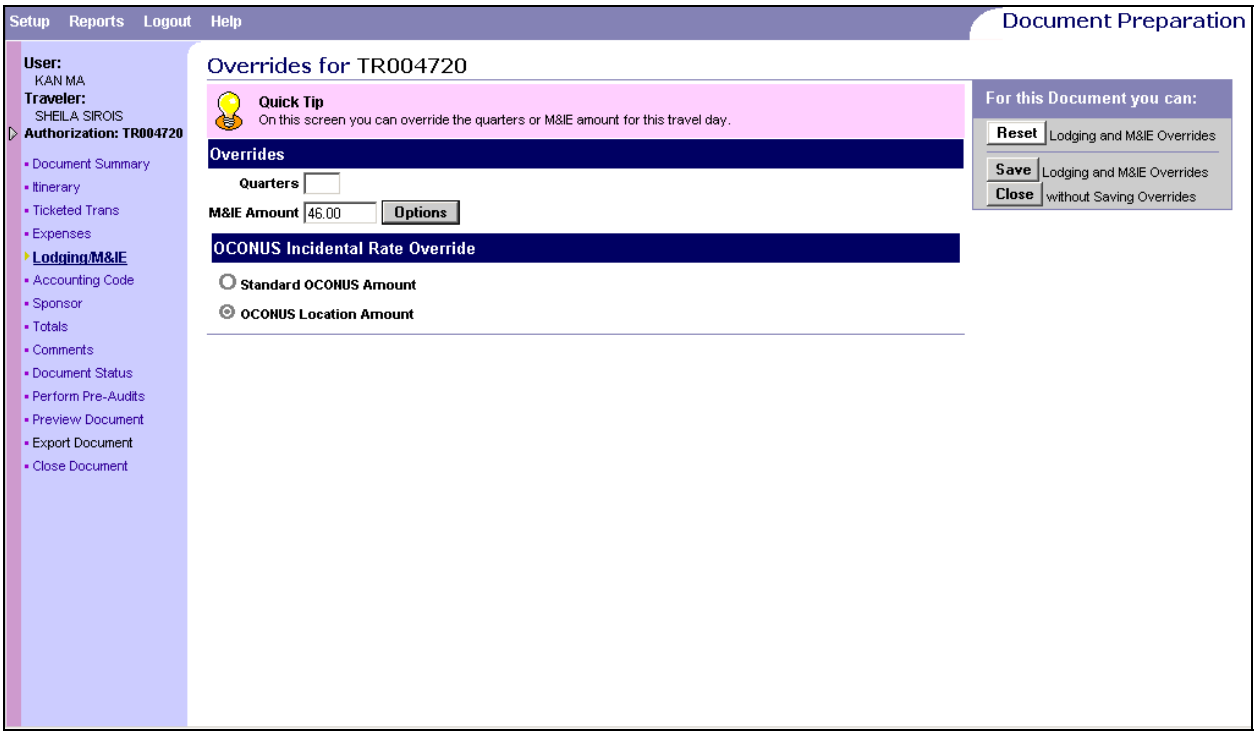
If applying the cost option changes to multiple days, goto task #13. Otherwise, goto task #14.

M&IE Cost Options



7. Click the **Override** Lodging and M&IE button.

<u>Result:</u> The Overrides Screen appears.

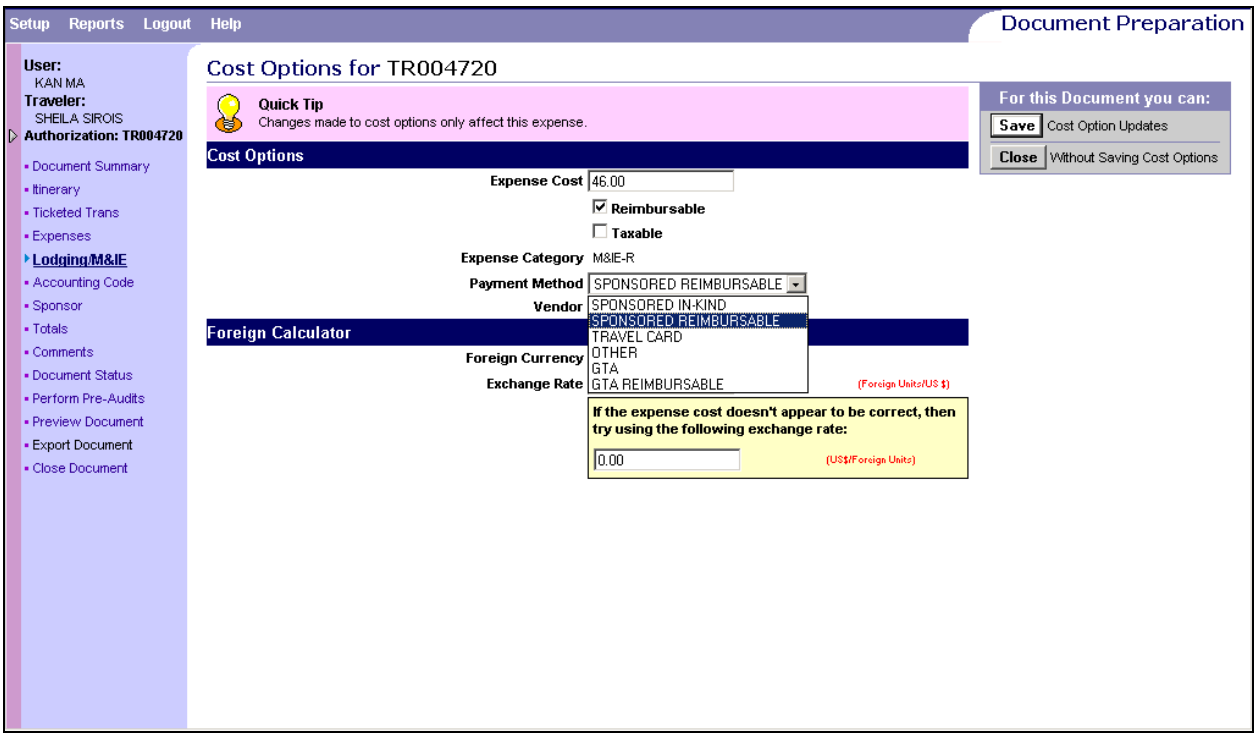


8. On the Overrides screen, in the M&IE Amount field, enter an **M&IE rate** if different from the government per diem rate.

   Note: If the M&IE Amount field is left blank the government per diem rate will default.

   If an exact dollar amount is entered in the M&IE field on the Override screen, the amount will be allotted for all full days of travel and ¾ of the amount will always be allotted on the first and the last days of the trip. Adjustments may have to be made to the full days to total the amount necessary for the trip. (Federal Regulations applied)

9. Click the **Options** button.



10. On the **Cost Options** screen, adjust any of the following:
    - **Reimbursable check box** – checking it indicates the traveler is repaid for the expense.
    - **Payment Method** – indicates how the expense is paid.

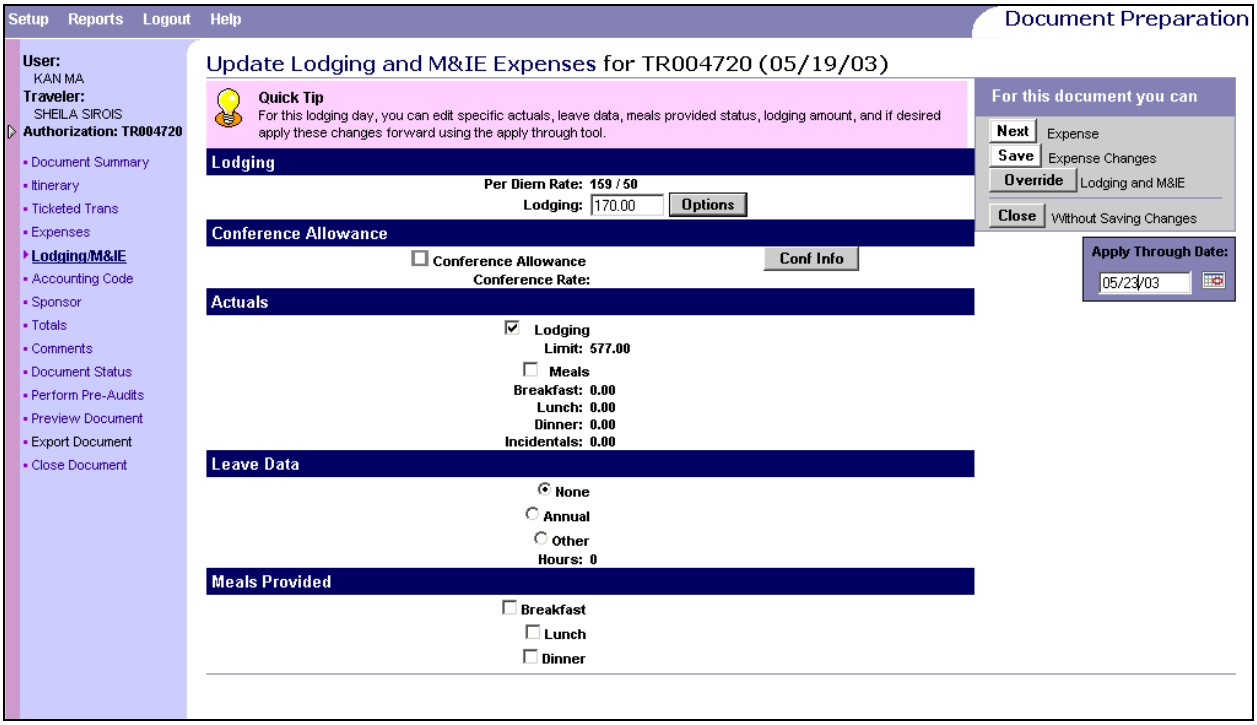
GTA (G)	Purchased through and paid back to the Government Travel Agency (only see if used to pay for a ticket or TMC fee)
Other (O)	Cash
Travel Card (T)	Government issued travel card (only see if used to pay for a ticket or TMC fee)
Sponsored Reimbursable (S or R)	Traveler or NIH paid for the cost upfront and the sponsor will repay the NIH (only see "S" if used to pay for a ticket or TMC fee)
Sponsored In-Kind (I)	Expense covered upfront by the sponsor
GTA Reimbursable (R)	Sponsor requested the NIH purchased through the Government Travel Agency and the NIH will collect from the sponsor to repay the Government Travel Agency (only see if used to pay for a ticket or TMC fee)

11. Click the **Save** Cost Options Updates button.

    Result: The Overrides screen returns.

12. Click the **Save** Lodging and M&IE Overrides button.

    Result: The Update Lodging and M&IE Expenses screen returns.



If applying the cost option changes to multiple days, goto task #13. Otherwise, goto task #14.

13. Enter the **last consecutive date** to apply the changes using the **Apply Through Date** feature.

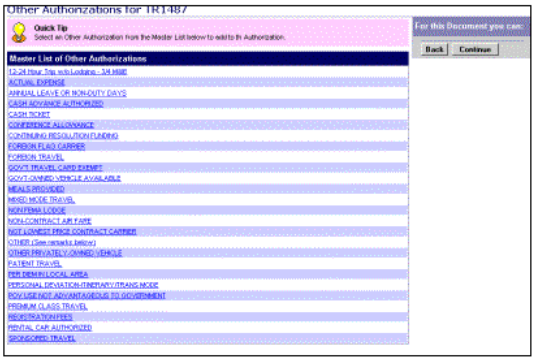
14. Click the **Save** Expense Changes button.

End of activity.

Other Authorizations

Other Authorizations

- Allows for remarks particular to the TA to be entered
- Indicates additional approval is needed for special circumstances that are included in this TA
- Contains a Master List to select from and a section where the ones applied to the TA are listed
- Some Other Authorizations are added automatically based on document details being entered by the Travel Planner
- Travel Planner must verify all Other Authorizations required are selected and add any that do not default



Page 1

Other Authorizations Defined:

12-24 Hour Trip w/o Lodging - 3/4 M&IE – If the trip duration and lodging requirements fit this description

ACTUAL EXPENSE – This other authorization fills in automatically if actuals exists in the document

ANNUAL LEAVE OR NON-DUTY DAYS – This other authorization fills in automatically if annual leave exists in the document

CASH ADVANCE AUTHORIZED - is for those that will have an advance deposited into their banks before the trip takes place - usually FELLOWS or INFREQUENT TRAVELERS

(employees who take 1 or less per year).

CASH TICKET – When a ticket has a payment method of Other (cash) in the document

CONFERENCE ALLOWANCE - This other authorization fills in automatically if conference allowance exists in the document

CONTINUING RESOLUTION FUNDING – For a FY travel that has no official Government funding yet

FOREIGN FLAG CARRIER – When the TMC requires clearance for traveler to use foreign flag carrier for part or all of the trip

FOREIGN TRAVEL – If trip is foreign travel (at least one per diem location is foreign)

GOV'T TRAVEL CARD EXEMPT - When a frequent traveler is exempted from having to use their Government Travel Card for a particular trip because special circumstances prevent them from doing so (e.g. foreign location does not have ATM accessibility).

GOVT-OWNED VEHICLE AVAILABLE – If traveler is using POV when a Government-owned vehicle is available or mandated

MEALS PROVIDED - This other authorization fills in automatically if a meals provided box was 'checked' in the Lodging/M&IE section

MIXED MODE TRAVEL – Using 2 or more carrier tickets of different modes (air and train, or train and boat, etc.)

NON FEMA LODGE – Incurring lodging that has not been approved by FEMA

NON-CONTRACT AIR FARE – When TMC issues a ticket when no contract fare is available OR contract carrier ticket at non-contract cost

NOT LOWEST PRICE CONTRACT CARRIER – If the ticket purchased is not the lowest price contract carrier

OTHER (See remarks below) – Anything that an IC wants to have an AO see and authorize (miscellaneous)

OTHER PRIVATELY-OWNED VEHICLE - This other authorization fills in automatically if POV exists in the document

PATIENT TRAVEL – Used by Clinical Center Patient travel entry staff only

PER DIEM IN LOCAL AREA – Do not use

PERSONAL DEVIATION-ITINERARY/TRANS MODE – If a side trip was taken while on official trip

POV USE NOT ADVANTAGEOUS TO GOVERNMENT – Used on "constructed trip" when airfare is less expensive than POV

PREMIUM CLASS TRAVEL – If ticket is purchased with class type not equal to economy class

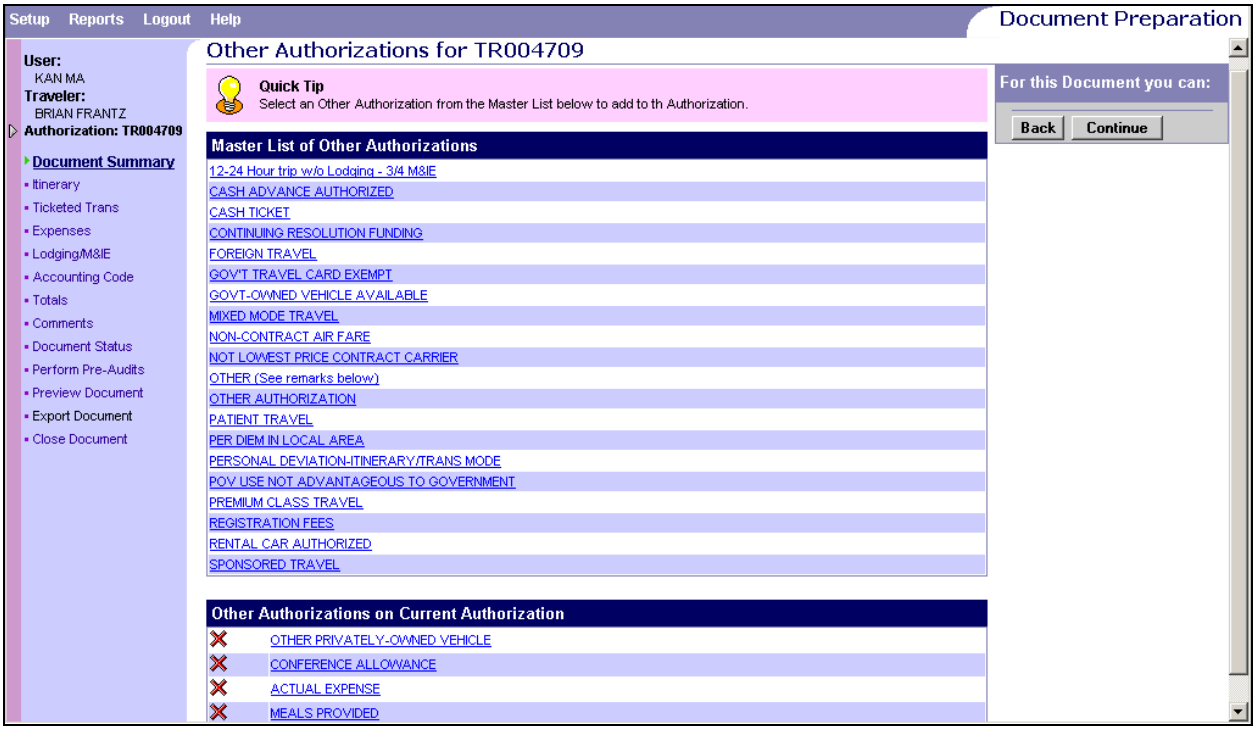
REGISTRATION FEES - This other authorization fills in automatically if registration fee expense type exists in the document

RENTAL CAR AUTHORIZED - This other authorization fills in automatically if rental car expense type exists in the document

SPONSORED TRAVEL – If trip is sponsored travel

Other Authorizations - Adding and Editing

NBS Travel System User
Document Summary > Other Authorizations or Lodging/M&IE > Continue
Other Authorizations



1. Select **Other Authorizations** from the Document Summary screen.
   - An alternate path is to select the Continue button from the Lodging/M&IE screen.

   Note: The Master List of Other Authorizations appears at the top of the screen. The lower portion of the screen displays Other Authorizations that are being applied to this specific Travel Authorization. Some of the Other Authorizations on the Current Authorization will populate automatically from the details selected in the Travel Authorization up to this point.

To add additional Other Authorizations

Goto task #2.

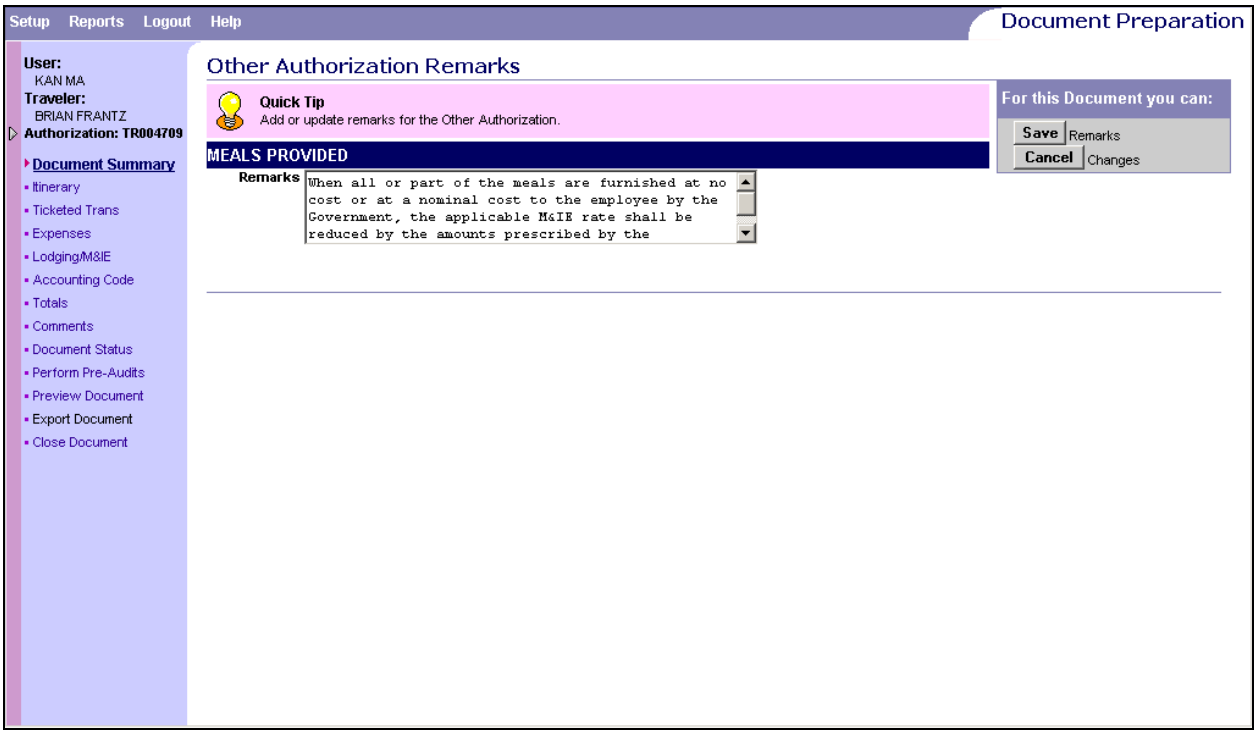
To view remarks associated with the selected Other Authorization

Goto task #3.

2. Select the **Other Authorization link** in the **Master List** portion to add it to the specific Travel Authorization. When a link is selected it moves from the Master List to the list of Other Authorizations on the Current Authorization.

- Other Authorizations may only be added on Travel Authorizations or Amendments; they may not be added on Vouchers.
- The Other Authorizations selected help determine the routing path for the document.

3. Select the **Other Authorization link** in the lower portion of the screen to view the remarks associated with the selected Authorization.



4. Review the **comments** in the Remarks box on the Other Authorization Remarks screen.

5. Select the **Remarks** box and type additional comments as needed.

6. Select the **Save** Remarks button to save updates. Otherwise, select **Cancel Changes** to return without making changes. The **Other Authorizations** screen will return.

If you wish to delete an Other Authorization, goto task #7. Otherwise, End of Activity.

7. Select the **delete icon** (red X) in the lower portion of the screen to remove an Other Authorization from the Travel Document.

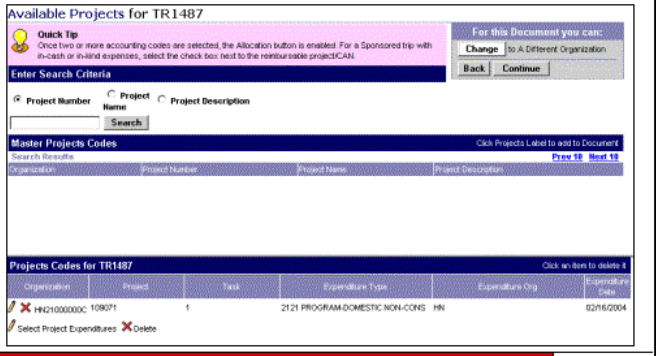
8. Select **OK** on the pop-up modal that appears confirming that you wish to delete the selected Other Authorization.

End of activity.

Accounting Code/Available Projects

Accounting Code/Available Projects

- Identifies which Project Number to charge for the trip
- Enter the following: Project Number, Task, Expenditure Type, Expenditure Org
- The same Project may be selected more than once with a different Expenditure Type assigned to each choice
  - For example, charge the trip expenses to a Project/Expenditure Type for travel combination, and the registration fee for a conference being paid by the TA to a Project/Expenditure Type for training (252W) combination
- Multiple Projects may be selected for a TA
- Allocate expenses across multiple Projects if more than one is selected
  - Some amount of money must be charged to all project numbers selected for the TA



Page 1

Some definitions to assist with the Accounting Code/Available Projects Screen:

Project Number/Project Name=CAN: equates to your current **CAN** (this is a one-to-one relationship; a CAN will never overlap multiple Projects); you have the ability to select from all Projects at the NIH in the NBS Travel System

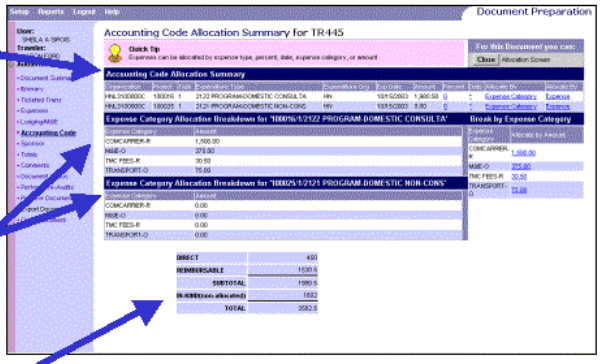
Task: Select Task 1

Expenditure Org: *use HN to indicate it is an HHS/NIH expense*

Expenditure Type=Object Class (OC): this is the Object Class (**OC**) code which represents the spending category for the travel expense

Allocating Expenses

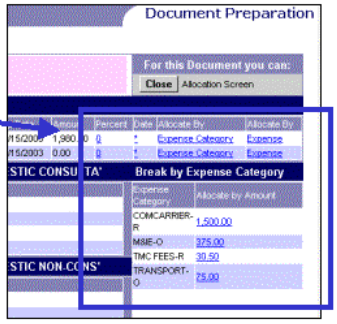
- Sections of the Accounting Code Allocation Summary screen:
  - **Accounting Code Allocation Summary**: Summarizes the totals for each project selected. Allows users to select links for various methods of allocating.
  - **Expense Category Allocation Breakdown**: Details by Expense Category the totals charged to each project selected.
  - **Totals**: Provides an overall total of Direct, Reimbursable, and In-Kind expenses on the Travel Authorization.



Page 1

Allocating Expenses

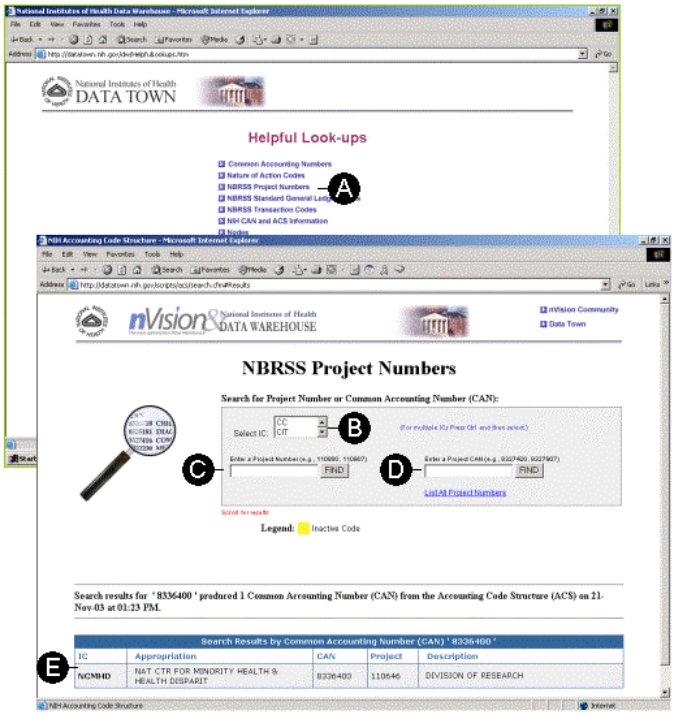
- Allocate across the Direct and Reimbursable project numbers
- Assign direct expenses to the direct project number
  - Direct expenses identified with a payment method indicator of -G, -O, and -T (remember, these appear at the end of the expense category)
- Assign reimbursable expenses to the reimbursable project number
  - Reimbursable expenses identified with a payment method indicator of -S, -I, and -R (remember, these appear at the end of the expense category)
- System will not allow documents to route for review/approval with direct expenses allocated to the reimbursable project number and vice versa
- Allocate by:
  - Percentage
  - Date
  - Expense Category
  - Expense (individual daily expenses)
  - Dollar Amount



Page 1

The NBRSS Project Number/CAN Lookup Guide

The **NIH Data Warehouse Helpful Lookups** page contains a query that enables users to search for a specific Project Number and/or its corresponding CAN. You can access this lookup from the NBRSS Travel Users Community page on the NIH Portal.



A From the Helpful Lookups page, click on the NBRSS Project Numbers link.

B On the NBRSS Project Numbers page, select your IC. If you want to search for all CANs relating to your IC, leave the rest of the fields blank, and click on either Find button.

C If you want to search on a specific Project Number, enter the NBS Project Number into the "Enter a Project Number" field and click the Find button.

D If you want to search on a specific CAN, enter the CAN into the "Enter a Project CAN" field and click the Find button.

E The Project Numbers/CANs matching your search criteria will appear in the Results section of the page.

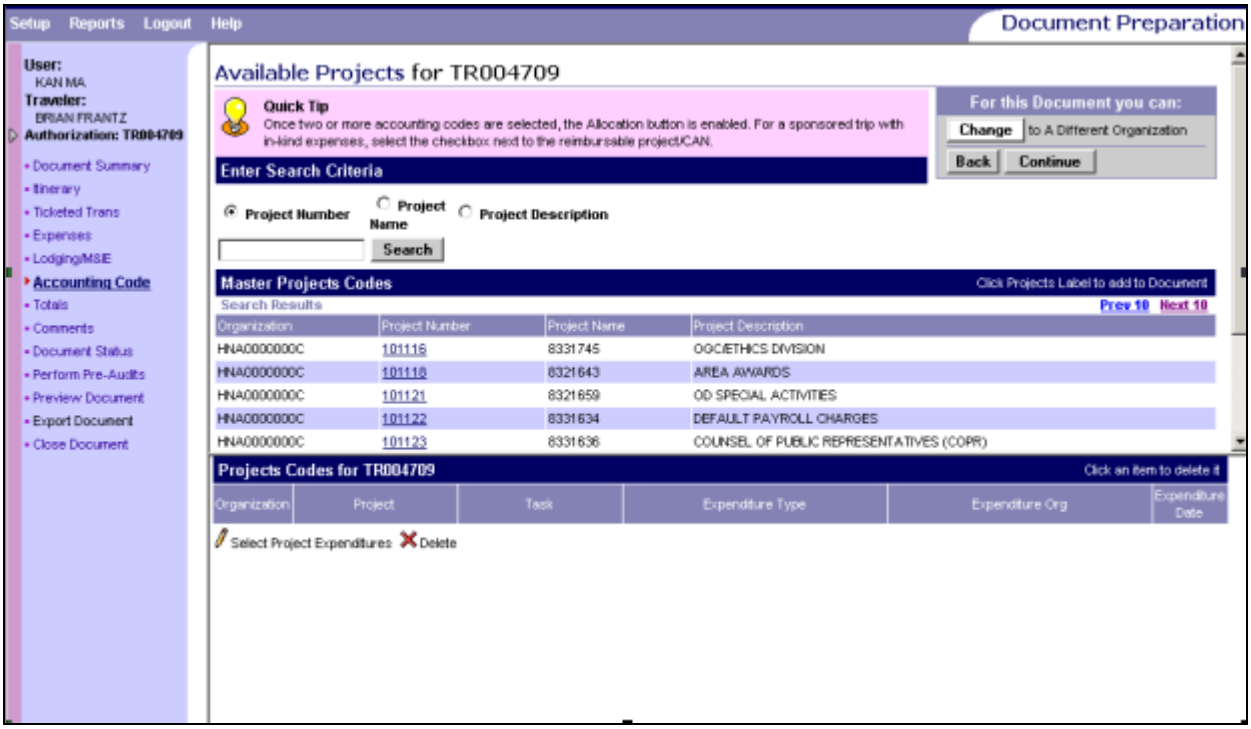
Remember:

- You do not have to be a registered user of the NIH Data Warehouse to use the Helpful Lookups

If you are not certain of which Project or Expenditure Org or Expenditure Type to select, you may verify this with your IC's budget office. You may also access the **nVision & Data Warehouse NBRSS Project Numbers** crosswalk to identify the correct Project Number.

Accounting Code - Selecting Projects

NBS Travel System User
Document Toolbar > Accounting Code
Accounting Code

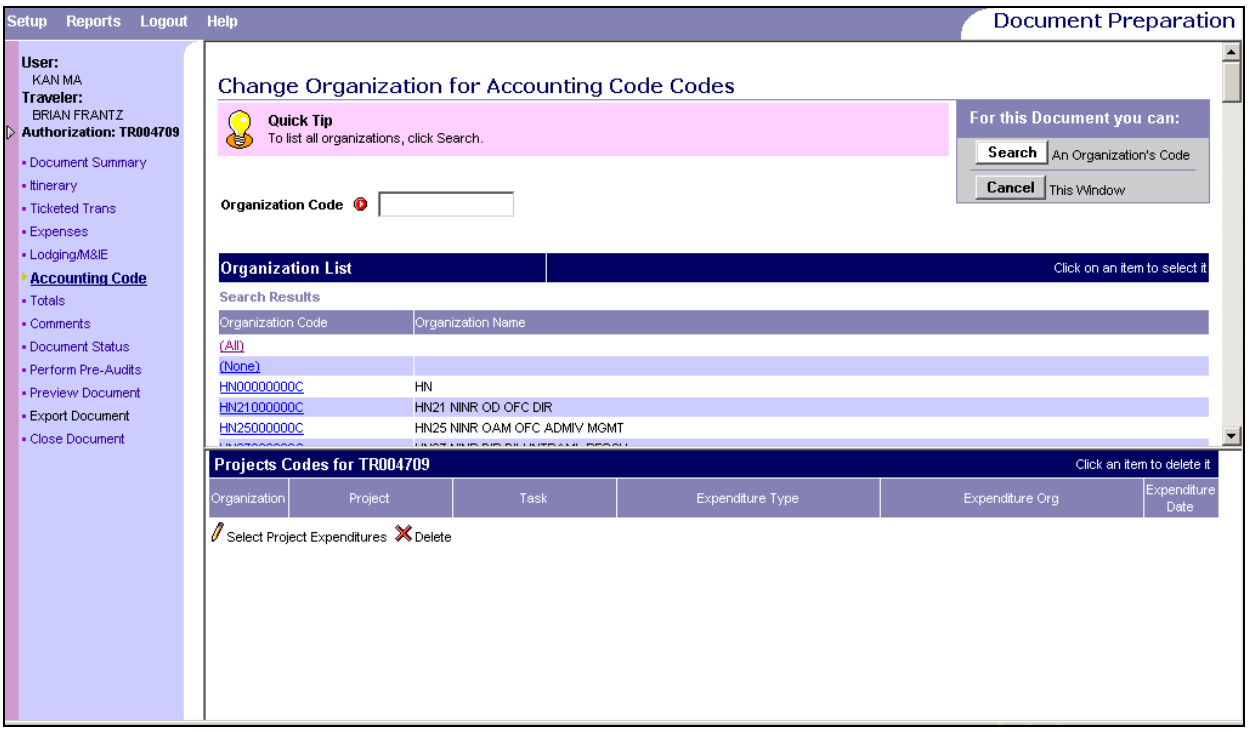


1. From the Document Toolbar, select **Accounting Code**.

   Note: The Available Projects screen is displayed.

2. On the Available Projects screen, select **Change** to a Different Organization.

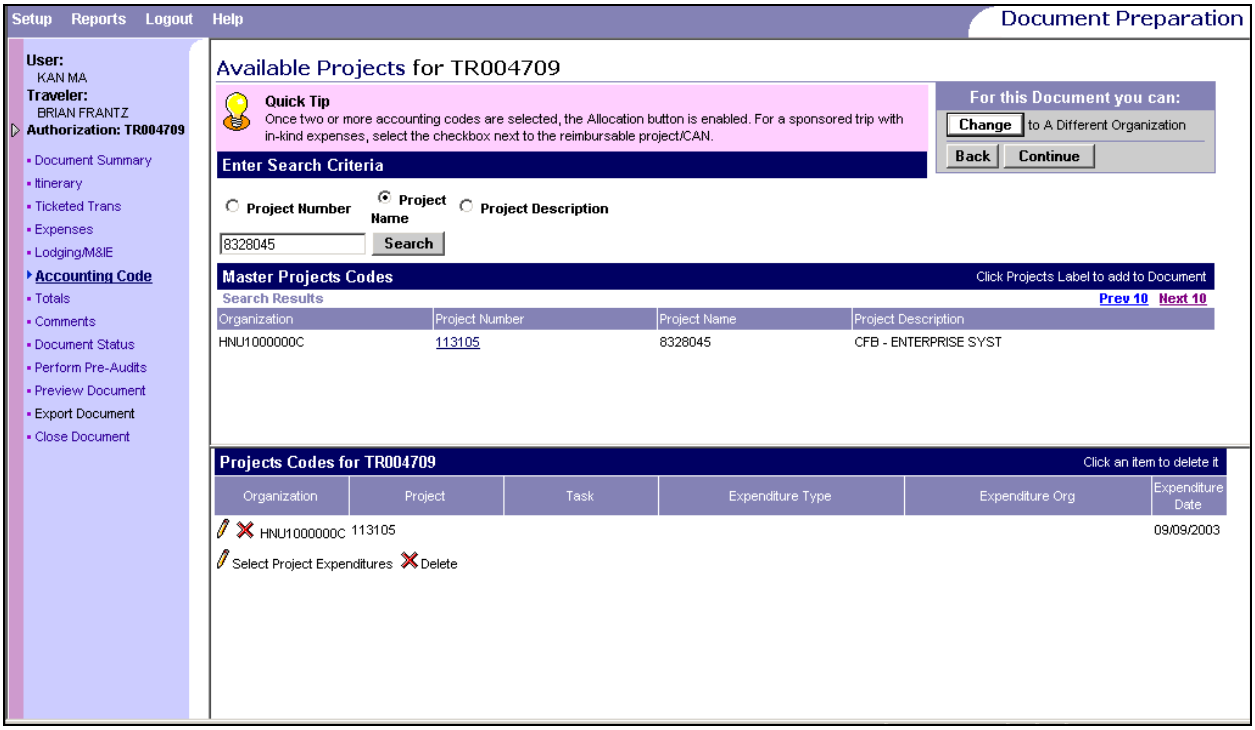
   Result: The Change Organization for Accounting Code Codes screen appears.



3. Select the **Search** An Organization's Code button.

   Result: The complete list of Organizations appears on the Change Organization for Accounting Code Codes screen.

4. Select **All** in the Organization Code column. The Available Projects screen returns.



5. Select the **Project Name** option under the Search Criteria section.

6. Type in the **Project Name** (CAN) in the search field and select **Search**.

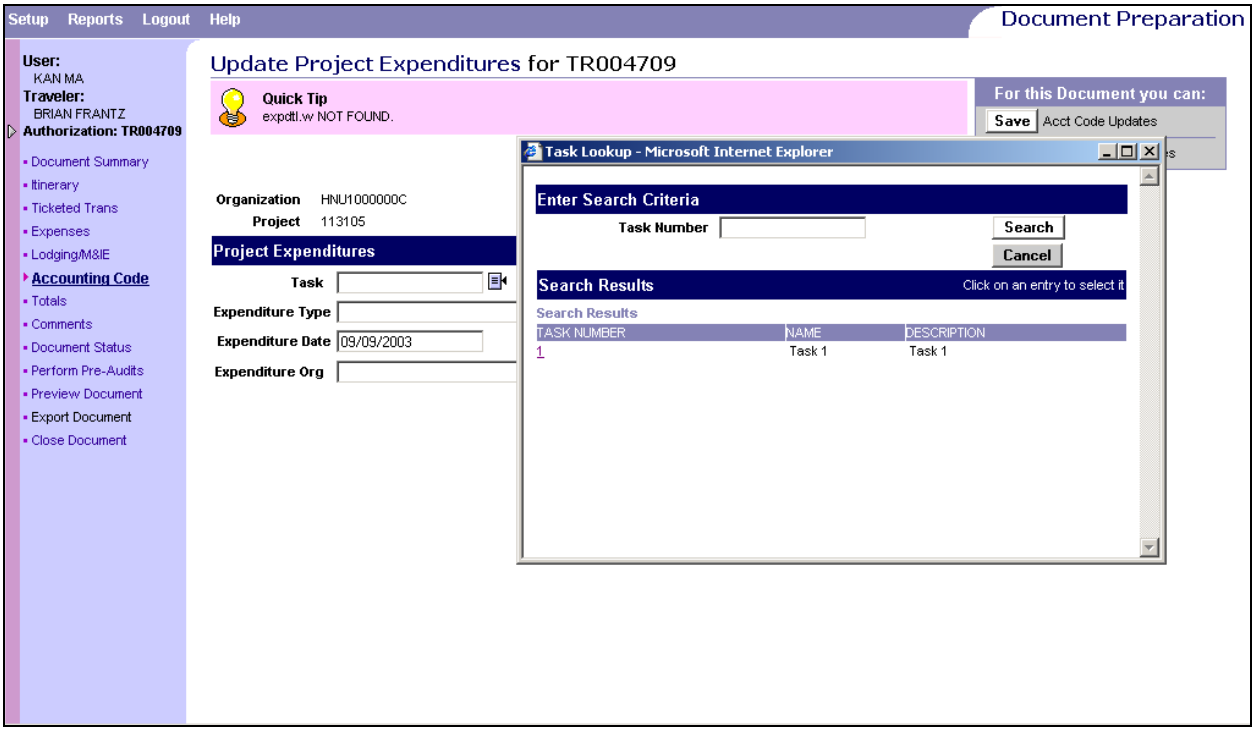
   - For IC direct expenses, select a Direct Project.

   - For reimbursable expenses, select a Reimbursable Project.

7. In the Master Project Codes section, select the desired **Project Number** and associated description.

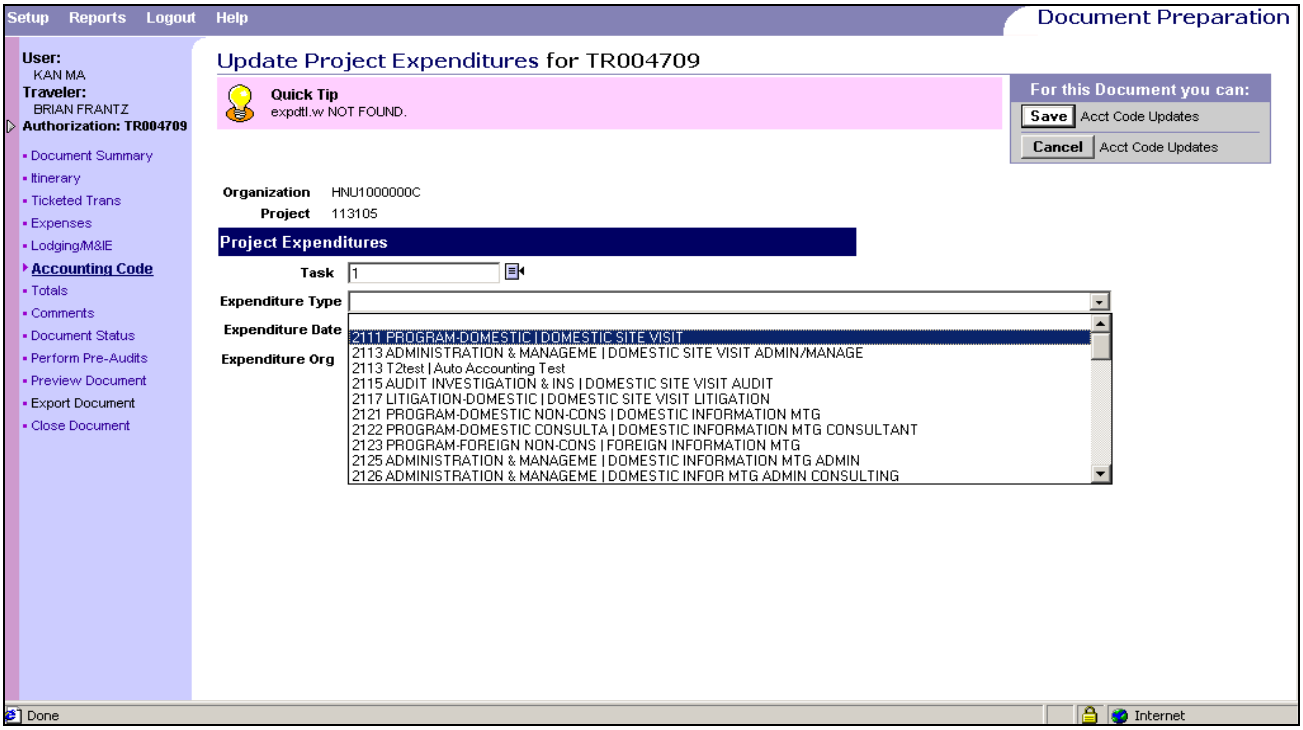
   Result: The selected project will be listed for your authorization in the Project Codes box below.

8. Click the **Pencil** icon next to the select Project line. The Update Expenditure screen appears.

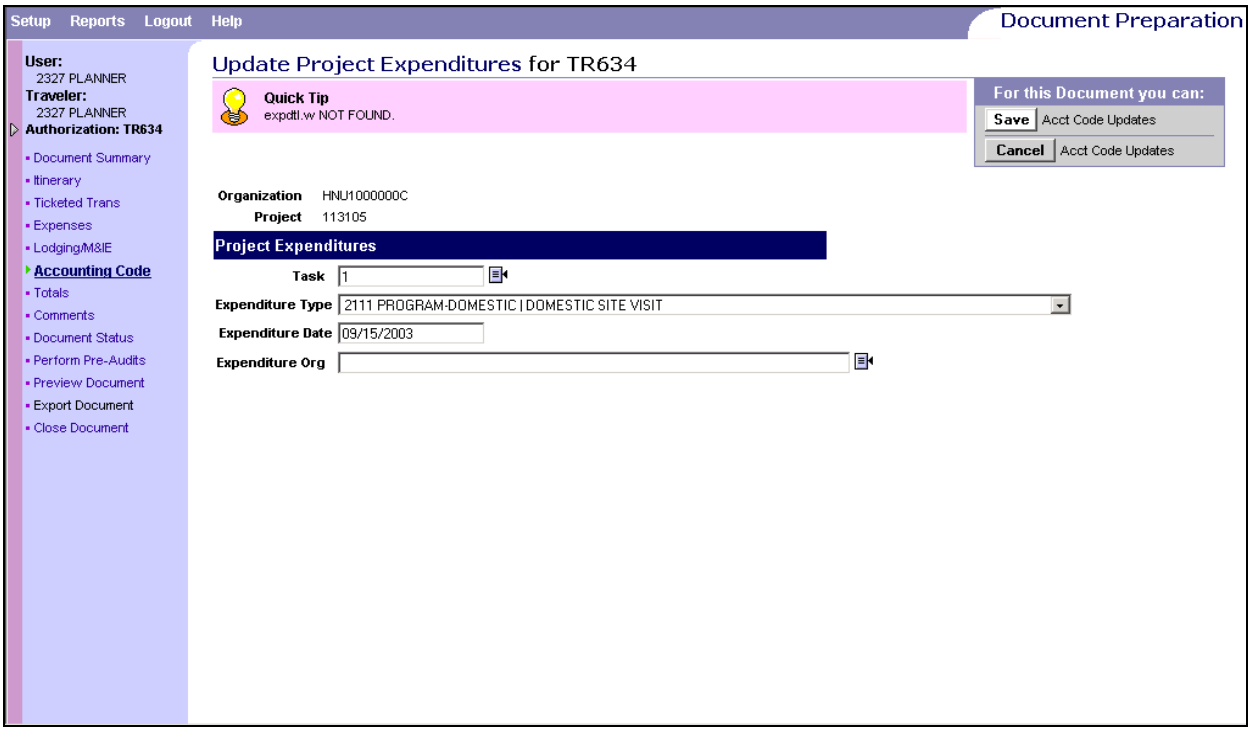


9. Click the **search** icon next to the **Task** field.

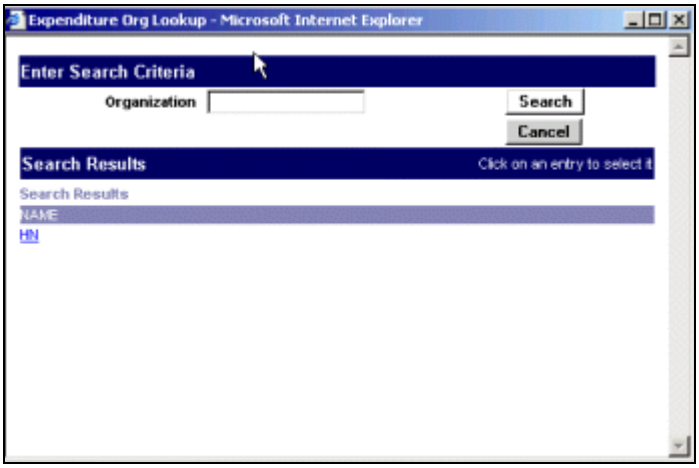
10. In the Task field, select the **Task Number** to which the costs should be charged.



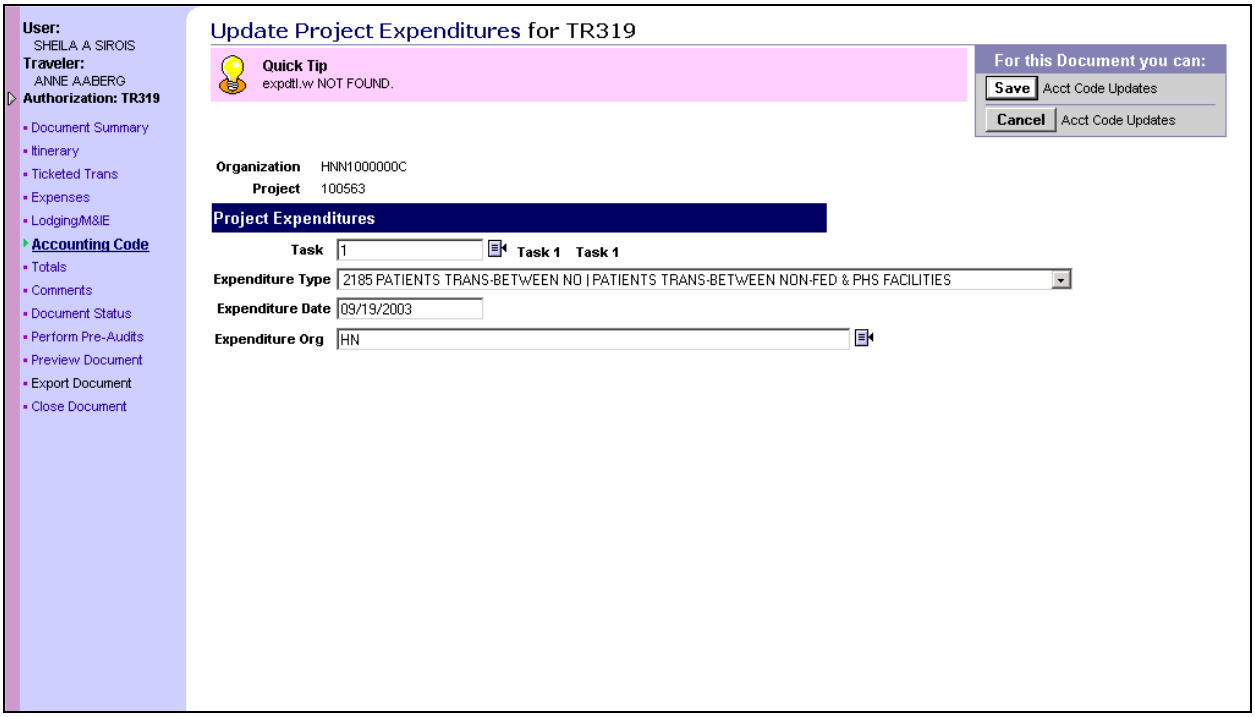
11. In the Expenditure Type field, select the appropriate **Expenditure Type** (OC Code) from the drop down list for the trip purpose.



12. Click the **search** icon next to the Expenditure Org field.

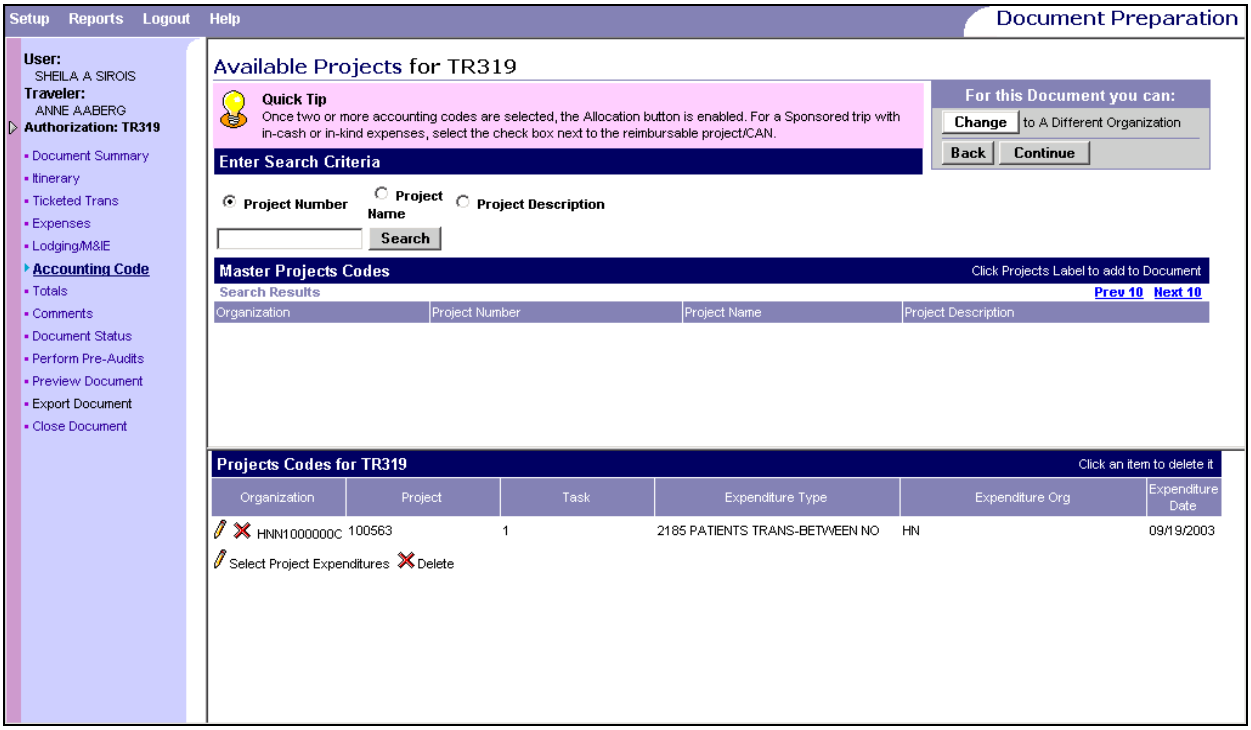


13. In the Expenditure Org field, select **HN**.



14. Click the **SAVE** Acct Code Updates button.

    Result: The Available Projects screen reappears with the Task, Expenditure Type and Org in place.

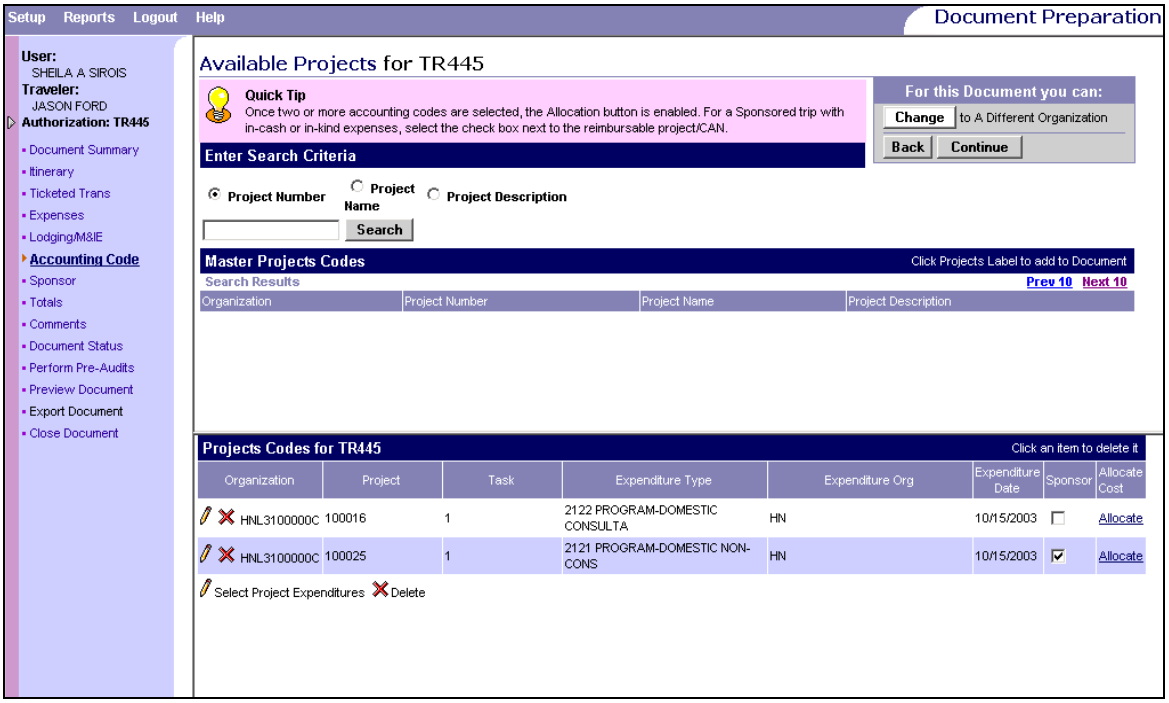


15. Repeat steps 2 through 14 to add additional project numbers.
    - The same Project may be selected more than once with a different Expenditure Type assigned to each choice
      - For example, charge the trip expenses to a Project/Expenditure Type for travel combination, and the registration fee for a conference being paid by the TA to Project/Expenditure Type for training (252W) combination

End of activity.

Accounting Code - Allocating to Multiple Projects

NBS Travel System User
N> Document Toolbar > Accounting Code
Available Projects



1. From the Document Toolbar, select **Accounting Code**.

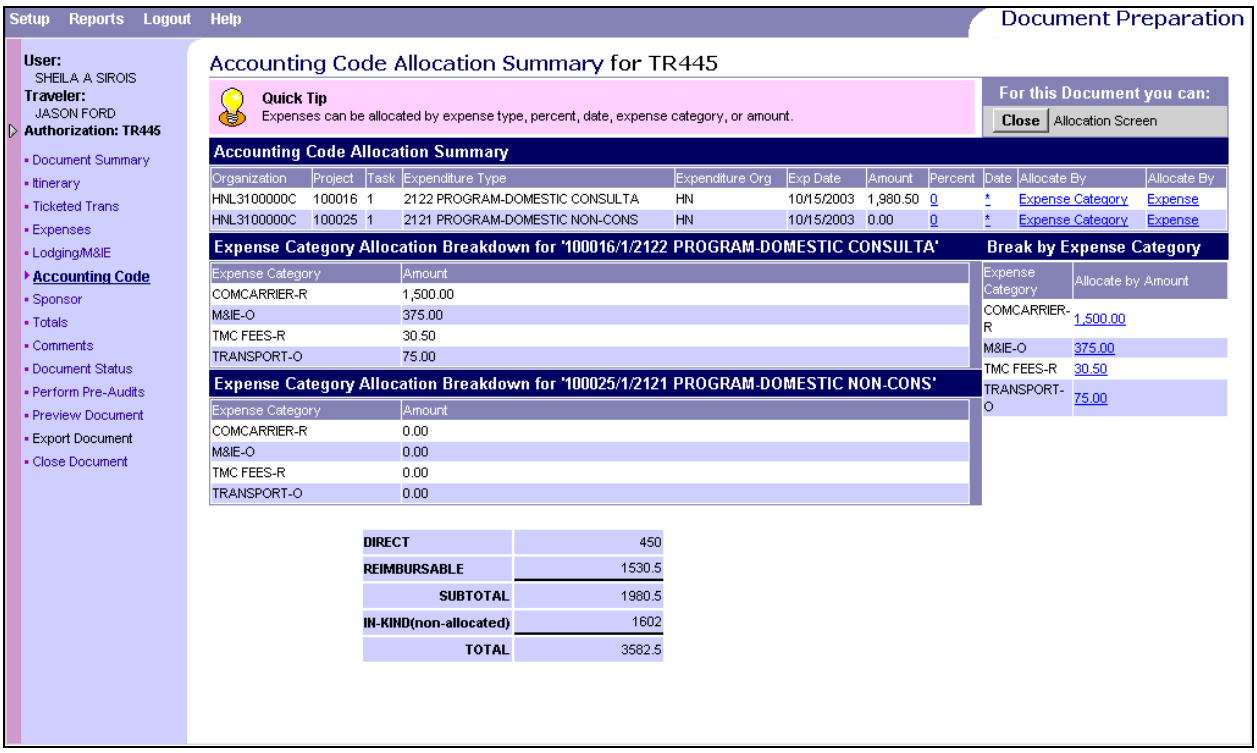
If the trip is sponsored, goto task #2. Otherwise, goto task #3.

2. Check the Sponsor box for the reimbursable project code task.

   Note: Be sure to only check the reimbursable project, otherwise the NBS Travel System will not allow you to route the document.

3. Select the **Allocate** link. The Accounting Code Allocation Summary screen appears.

   Note: Initially, all expenses are recorded under one Project/Task. The next steps illustrate how to reassign expenses to other Projects/Tasks.
   - You may allocate across the different project numbers by:
     - Percent
     - Date
     - Expense Category
     - Expense
     - Dollar Amount



If allocating by Expense Category, goto task #4.

If allocating by Expense, goto task #7.

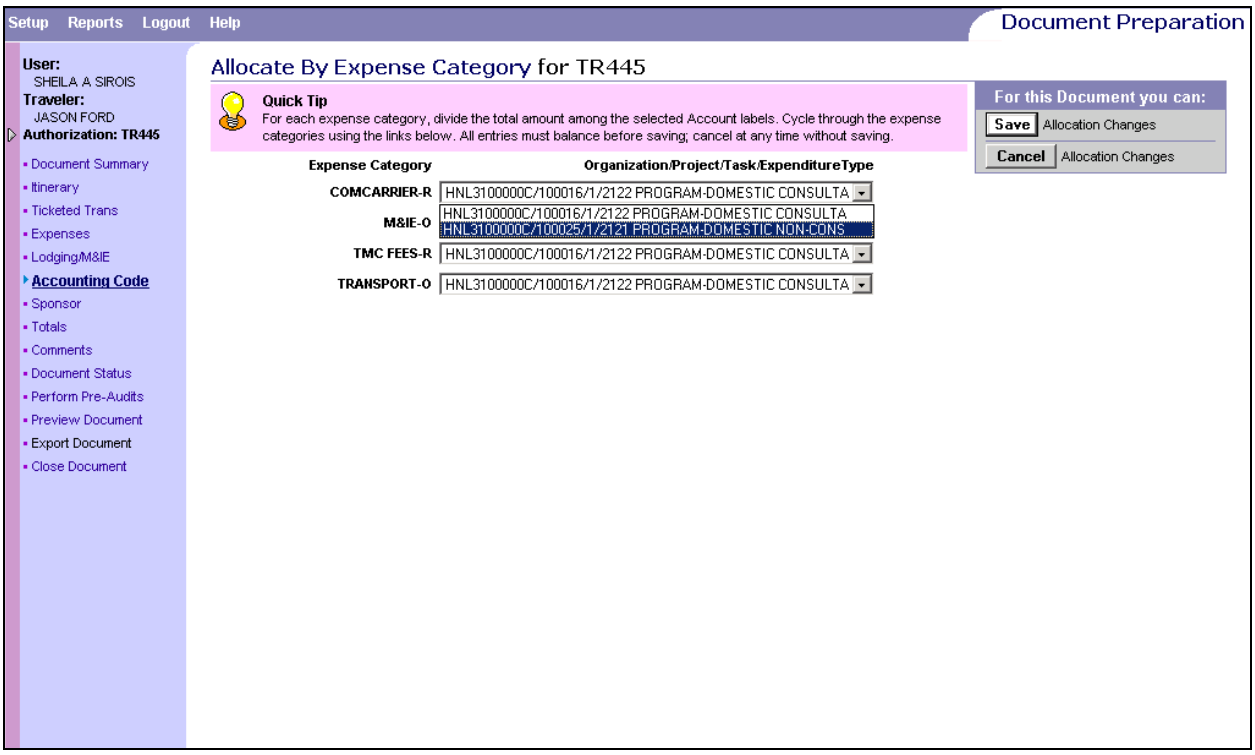
If allocating by Percent, goto task #10.

If allocating by Date, goto task #13.

If allocating by Dollar Amount, goto task #16.

Allocate by Expense Category

4. In Allocate By, click either of the Allocate by Expense Category links.

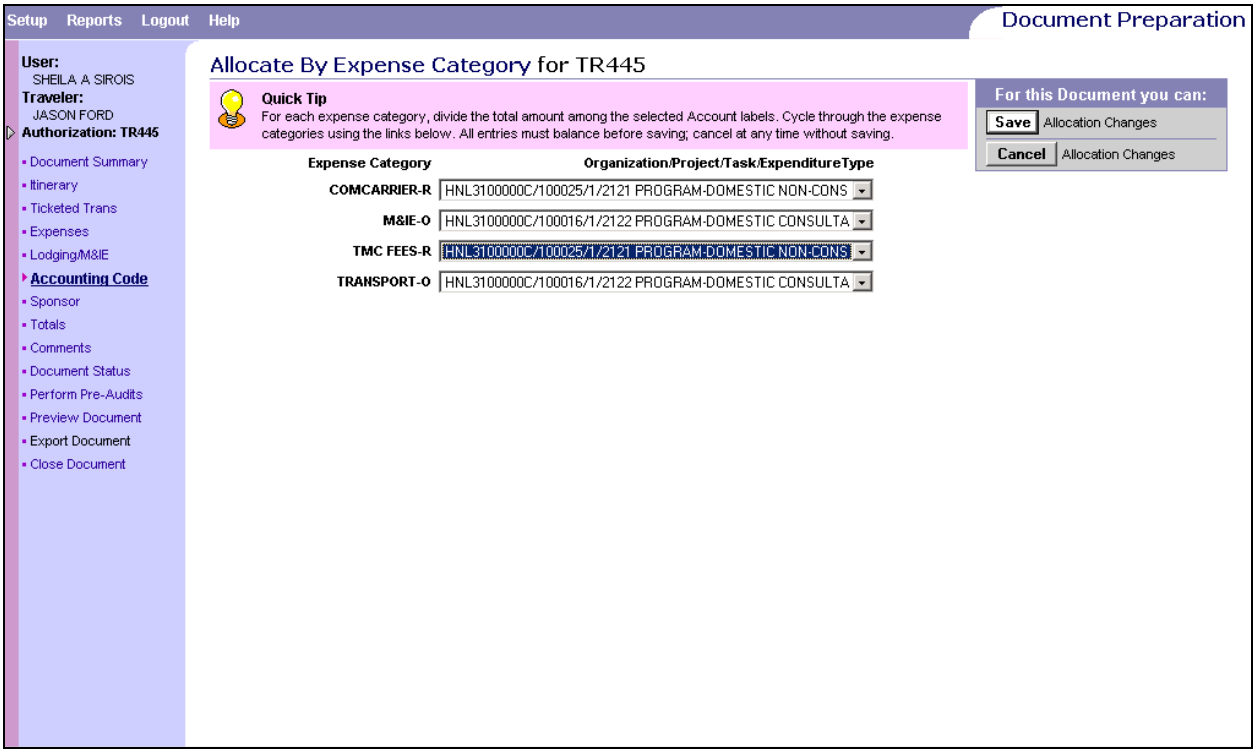


5. From the desired Expense Category field, select the **project number** from the drop-down list to assign the expenses. This moves the expense to the project number that will be paying for it.

   Note: Do not assign direct expenses to reimbursable projects or reimbursable expenses to direct projects. Doing so will stop the document from routing forward. Identify the correct type of expenses based upon the expense category's payment method (the letter appended to the expense category description). The payment method indicates who is paying the expense – NIH or the sponsor.

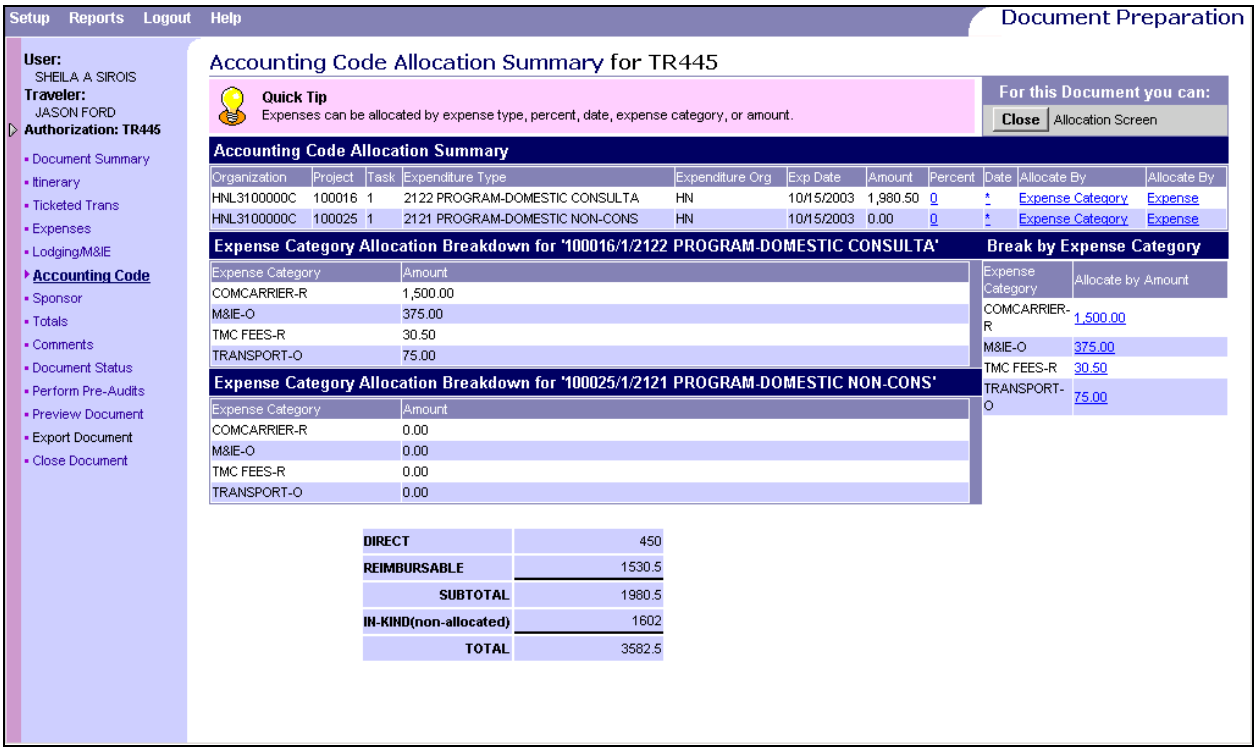
   If the payment method is incorrect, return to the appropriate expense screen and update the cost options box.

Direct Expenses Payment Methods (assign to Direct Project)	**Reimbursable Expenses Payment Methods** (assign to Reimbursable Project)
-G = GTA **-O** = Other (cash) **-T** = Travel Card	**-S** = Sponsored Reimbursable **-I** = Sponsored In-Kind **-R** = GTA Reimbursable



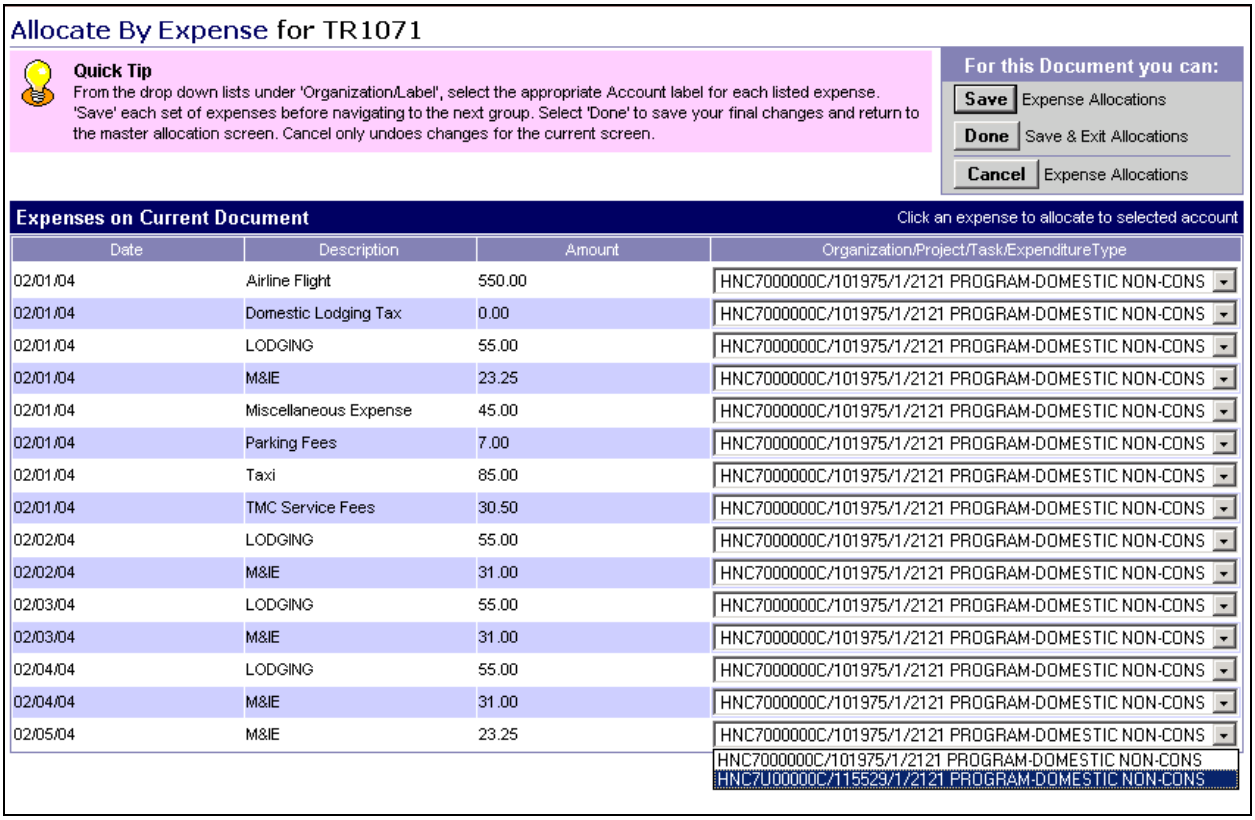
6. Select the **Save** Allocation Changes button.

Goto task #19.



Allocate by Expense

7. Select either of the **Expense** links.



8. From the desired Expense field, select the **project number** from the drop-down list to assign the expenses. This moves the expense to the project number that will be paying for it.

   Note: Do not assign direct expenses to reimbursable projects or reimbursable expenses to direct projects. Doing so will stop the document from routing forward. Identify the correct type of expenses based upon the expense category's payment method (the letter appended to the payment method description). The payment method indicates who is paying the expense – NIH or the sponsor.

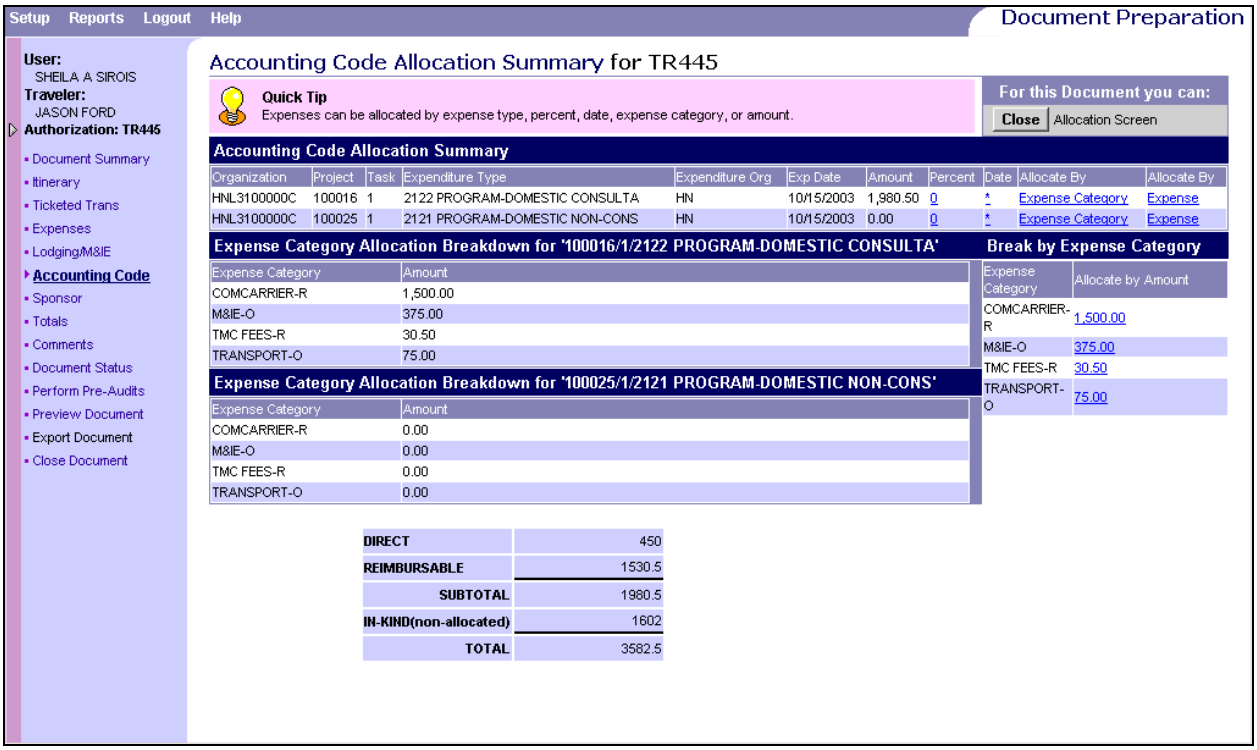
   If the payment method is incorrect, return to the appropriate expense screen and update the cost options box.

Direct Expenses Payment Methods (assign to Direct Project)	**Reimbursable Expenses Payment Methods** (assign to Reimbursable project)
-G = GTA **-O** = Other (cash) **-T** = Travel Card	**-S** = Sponsored Reimbursable **-I** = Sponsored In-Kind **-R** = GTA Reimbursable

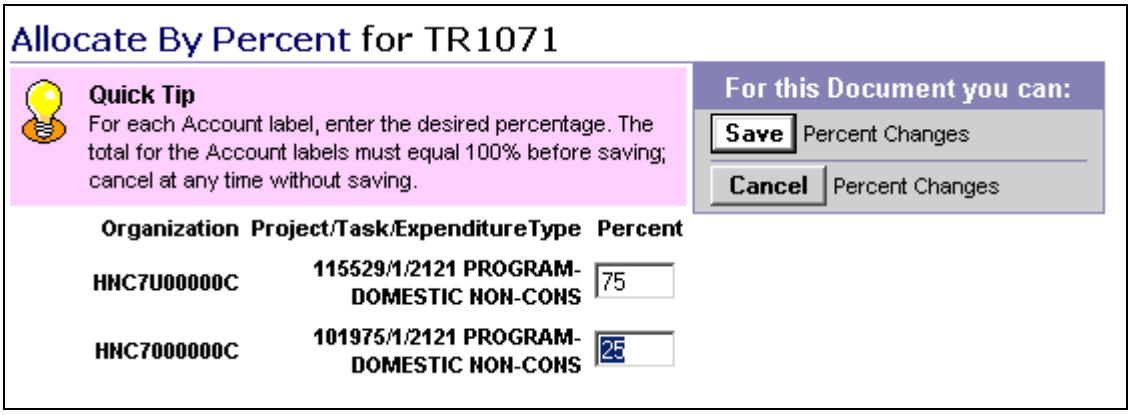
9. Select the **Save** Expense Allocations button.

Goto task #19.

Allocate by Percent



10. Select either of the **Percent** links.

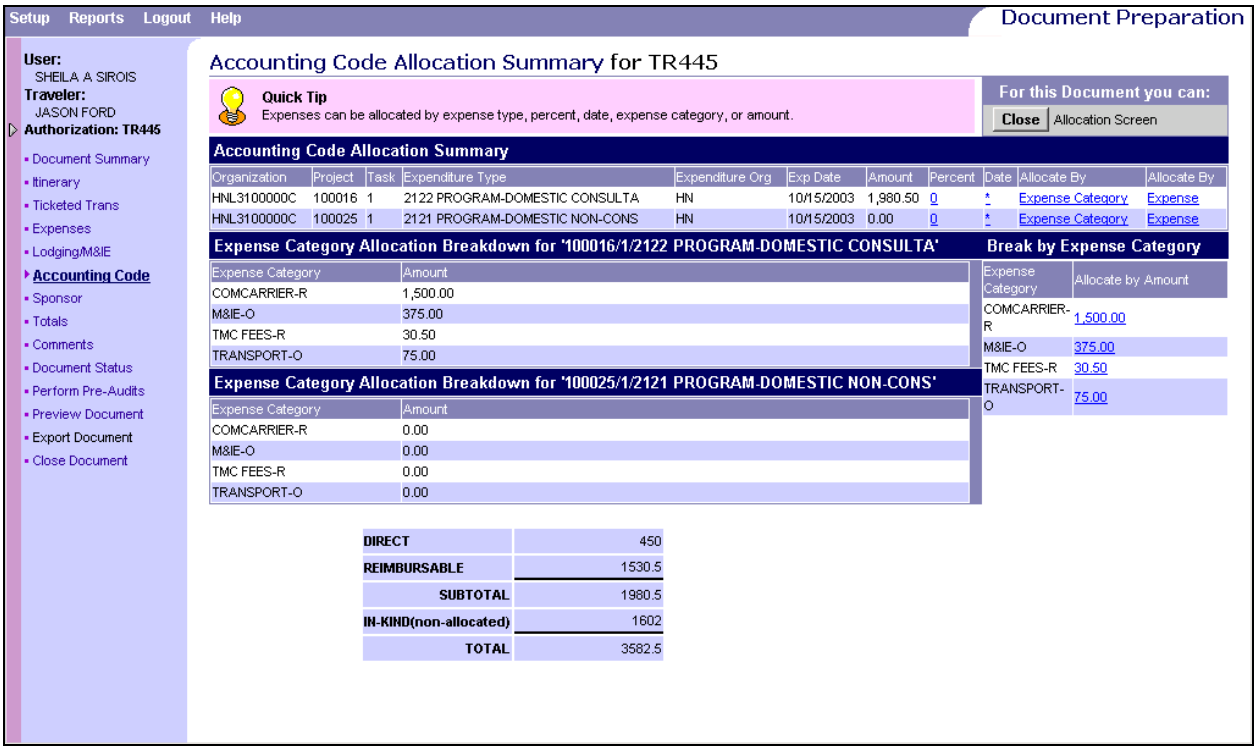


11. Enter the **percent** (out of 100) that each project number will pay of the total expenses for the trip.

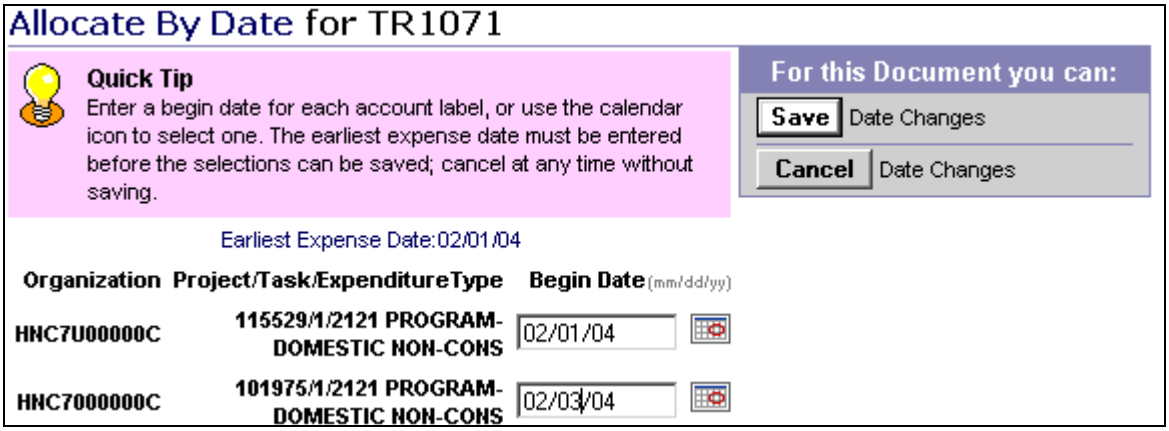
12. Select the **Save** Percent Changes button.

Goto task #19.

Allocate by Date



13. Select either of the **Date** links.

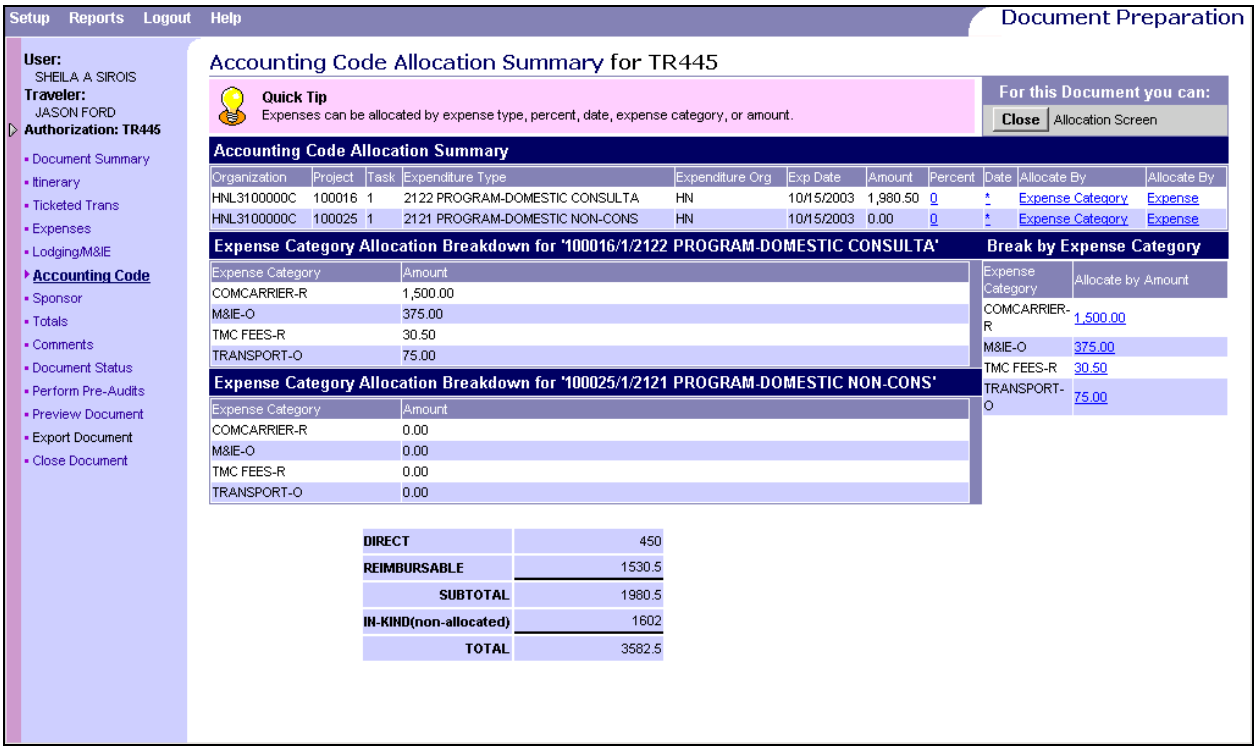


14. Enter the **date range** for which the project numbers will pay for the expenses.
    - The Earliest Expense Date is listed above the project numbers and is the first date an expense will be incurred for this trip.
    - The dates may not overlap. Therefore the project number can only pay for consecutive days.

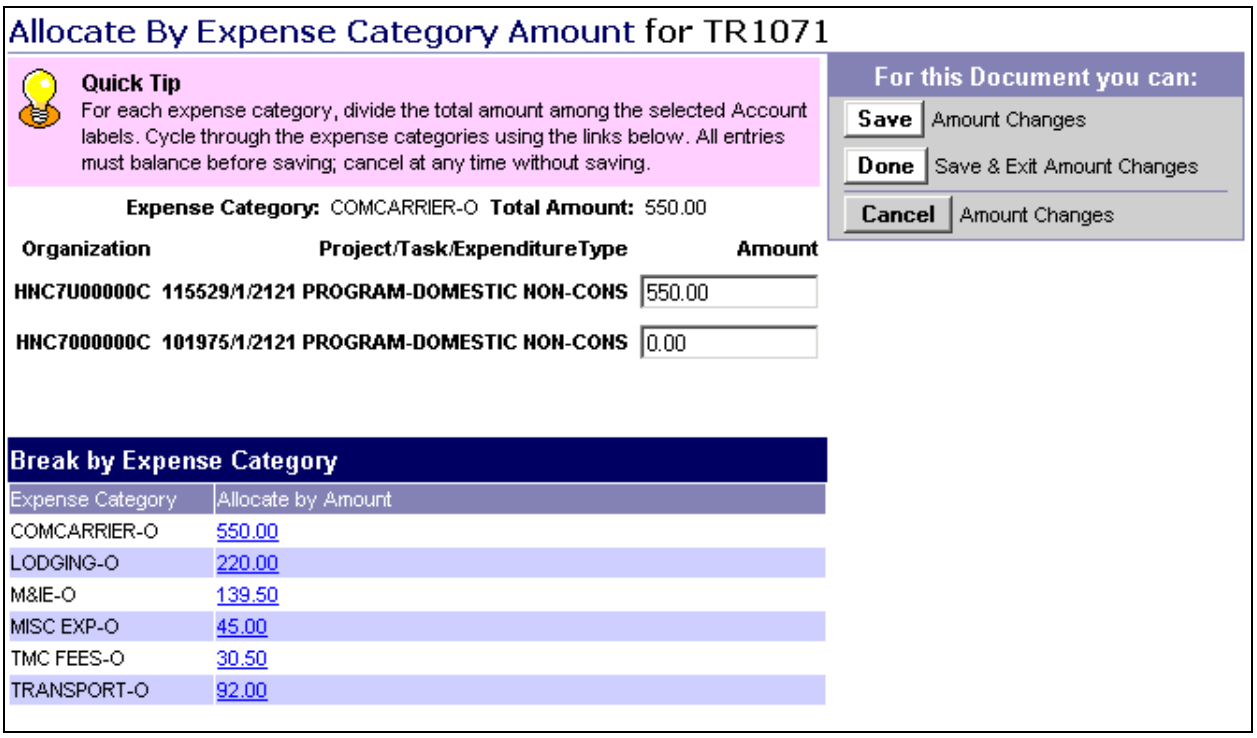
15. Select the **Save** Date Changes button.

Goto task #19.

Allocate by Dollar Amount



16. Select any of the **dollar amount** links.

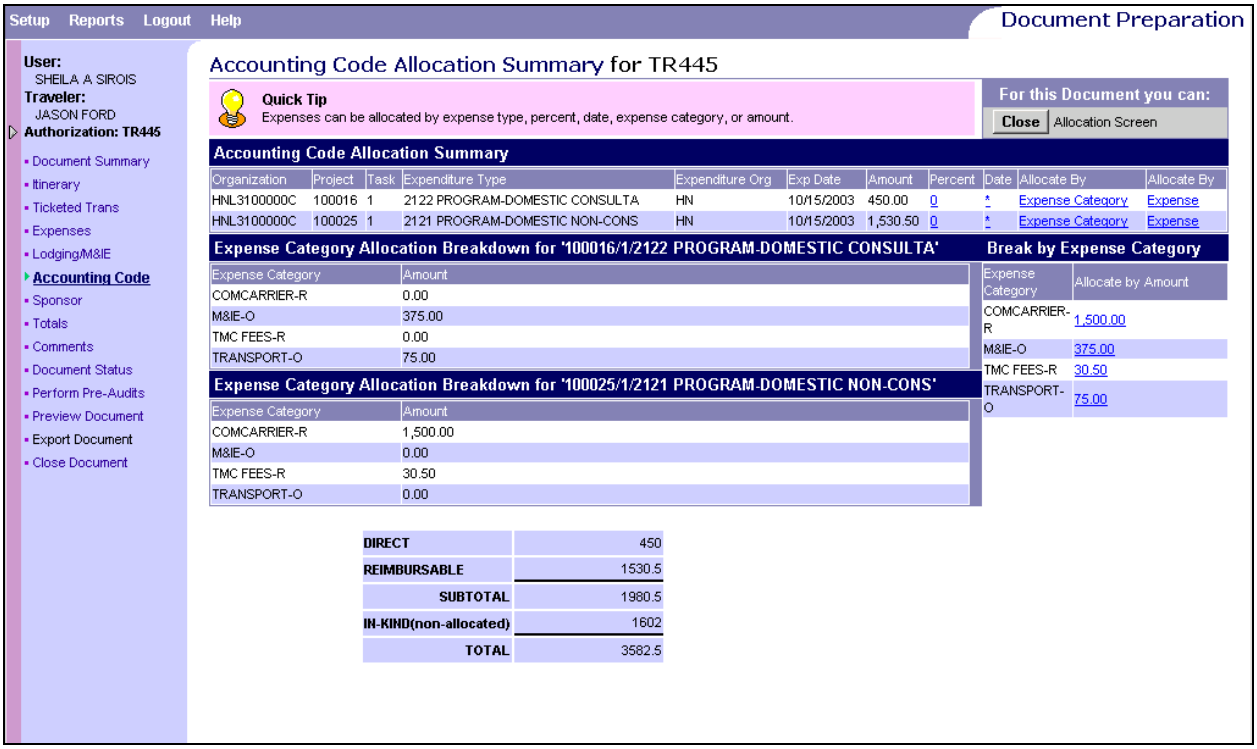


17. Enter the **amount** of the total expense for the expense category in each of the project numbers that each project number will pay for.

Note: Remember: the total cannot be higher or less than the total amount for the expense category.

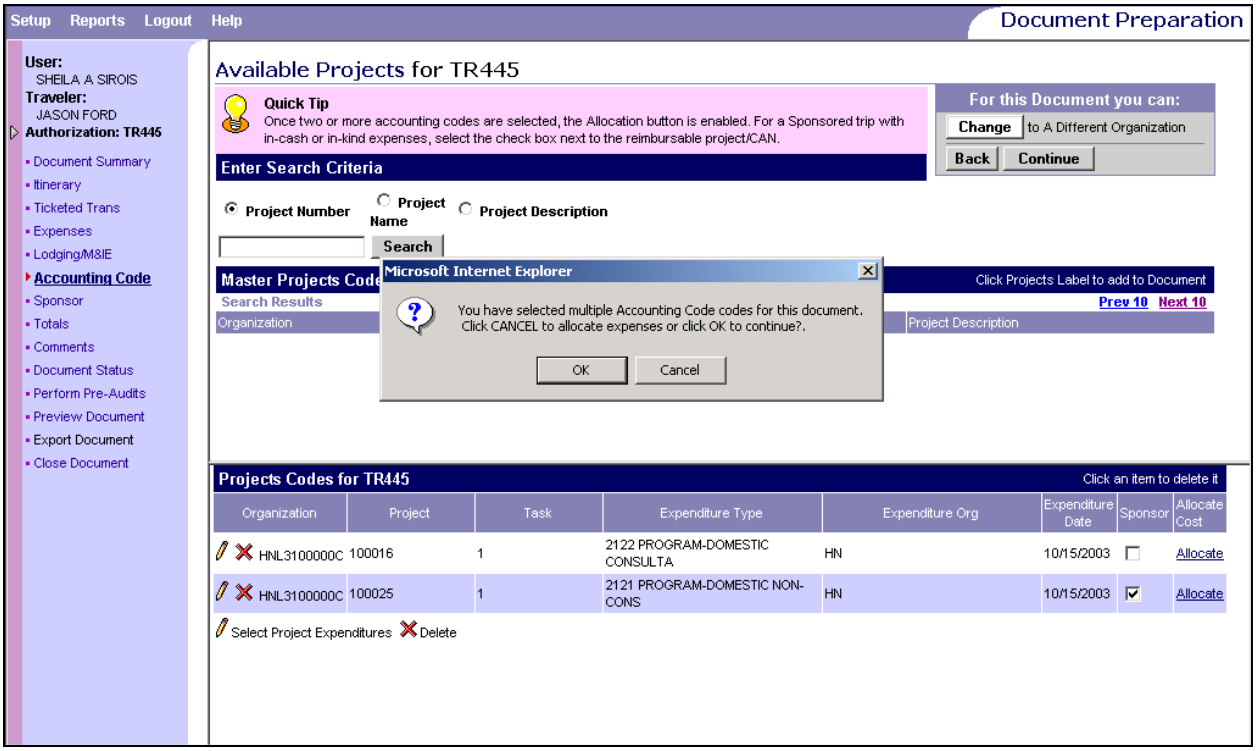
18. Select the **Save** Amount Changes button.

Goto task #19.



19. Select the **CLOSE** Allocation Screen.

Result: The Available Projects screen returns.



If you click the Continue button, goto task #20. Otherwise, End of Activity

20. Select the **Continue** button to advance to the next screen.

21. Select the **OK** button in the "...click OK to continue?" pop-up modal that appears to remind you to allocate expenses. OK indicates that you have allocated among the multiple project numbers.

    Note: Selecting the CANCEL button on the pop-up window will require you to reallocate your expenses again.

End of activity.

Totals

Totals

- Indicates the overall total for the trip
- Breaks out the total by expense category
- Request a travel advance for eligible travelers using the View Advances for Document link

Total Details for TR1487

Quick Tip
Click the View Advances for Document to add or update an advance.

For this Document you can:
View Advances for Document
Back | Continue

Total Estimated Expenses: 1,931.00
Computed Advance Authorized: 0.00
Advance Requested: 0.00

Expense Category Project Details

Expense Category	Organization	Project/Task/ExpenditureType	Amount
COMCARRIER-O	HN21000000C	109071/1/2121 PROGRAM-DOMESTIC NON-CONS	750.00
LODGING-O	HN21000000C	109071/1/2121 PROGRAM-DOMESTIC NON-CONS	749.00
M&IE-O	HN21000000C	109071/1/2121 PROGRAM-DOMESTIC NON-CONS	352.50
TMC FEES-O	HN21000000C	109071/1/2121 PROGRAM-DOMESTIC NON-CONS	23.50
TRANSPORT-O	HN21000000C	109071/1/2121 PROGRAM-DOMESTIC NON-CONS	56.00

Expense Category Sponsor Details

Expense Category	Sponsor No. / Sponsor Name	Reimbursable Amount	In Kind Amount

Expense Category Advance Details

Expense Category	Advance

Page 1

Advances:

•Only infrequent travelers may receive a travel advance

•Traveler profile indicates if the traveler is an infrequent traveler and will calculate the Advance Authorized

•Travel Planner <u>must</u> request all or a portion of advance amount authorized; the system will not automatically generate an advance payment

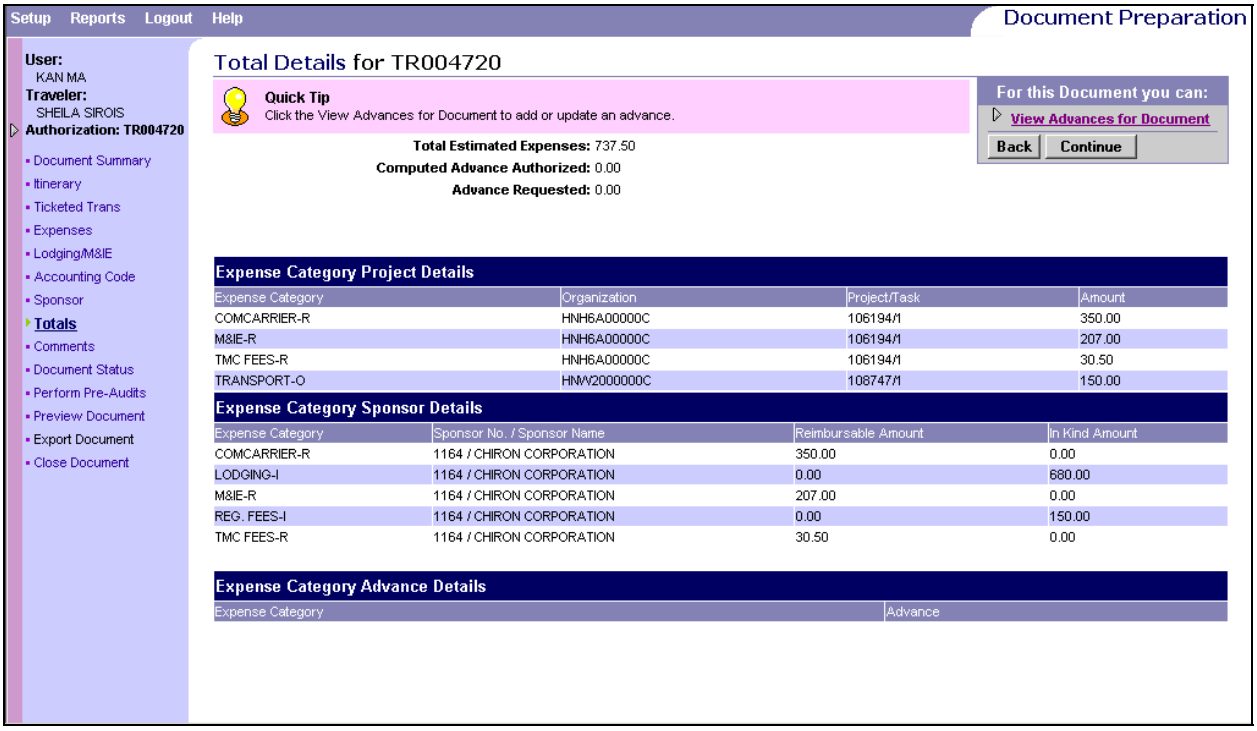
•Advances are sent to the traveler's bank no sooner than 10 business days before the start date of the trip

Totals Screen - Requesting an Advance

NBS Travel System User

N> Document Toolbar > Totals

Total Details



1. From the Document Toolbar, select **Totals**.

   Result: The Total Details screen is displayed.

Review the amounts for each expense category.

Note: The project number being charged is displayed. For sponsored trips, the amount each sponsor is paying for is also displayed.

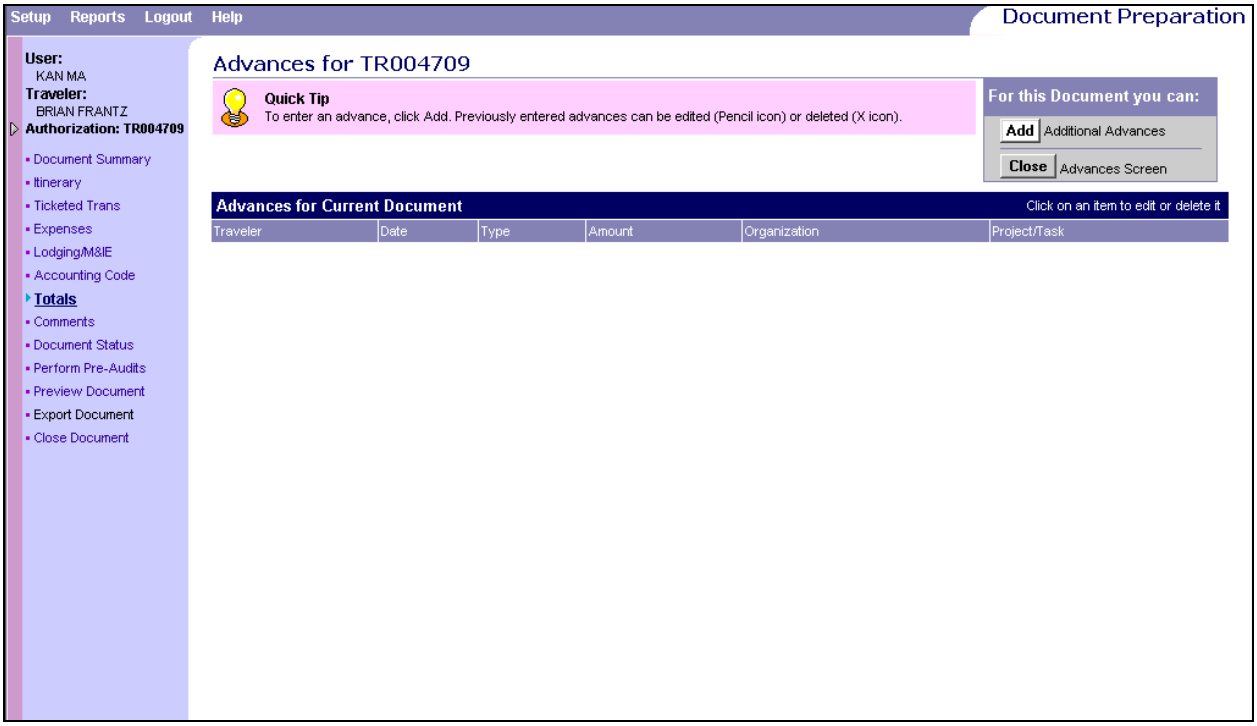
- The Computed Advanced Authorized calculates the maximum amount a traveler may receive as a cash advance.
- The Advance Requested Amount appears as $0.00 until the Travel Planner requests a specific dollar amount for the traveler to receive.

2. Click the **View Advances** for Document link in the upper right-hand corner to request an advance.

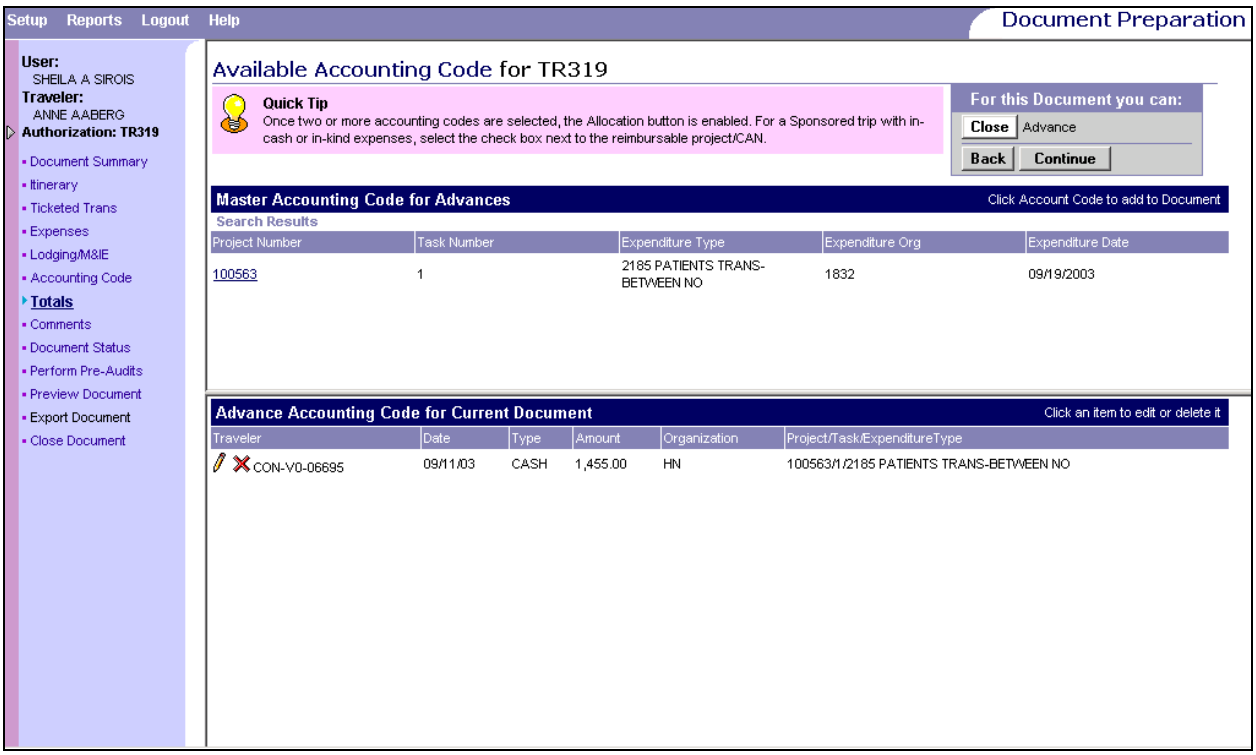
   Result: The Advances screen is displayed

   Note1: If the traveler is exempt from Travel Card regulations he/she may receive a cash advance by direct deposit.

Note2: Frequent travelers must take an ATM advance. The Advance Requested Amount remains $0.



3. Click the **Add** Additional Advances button.

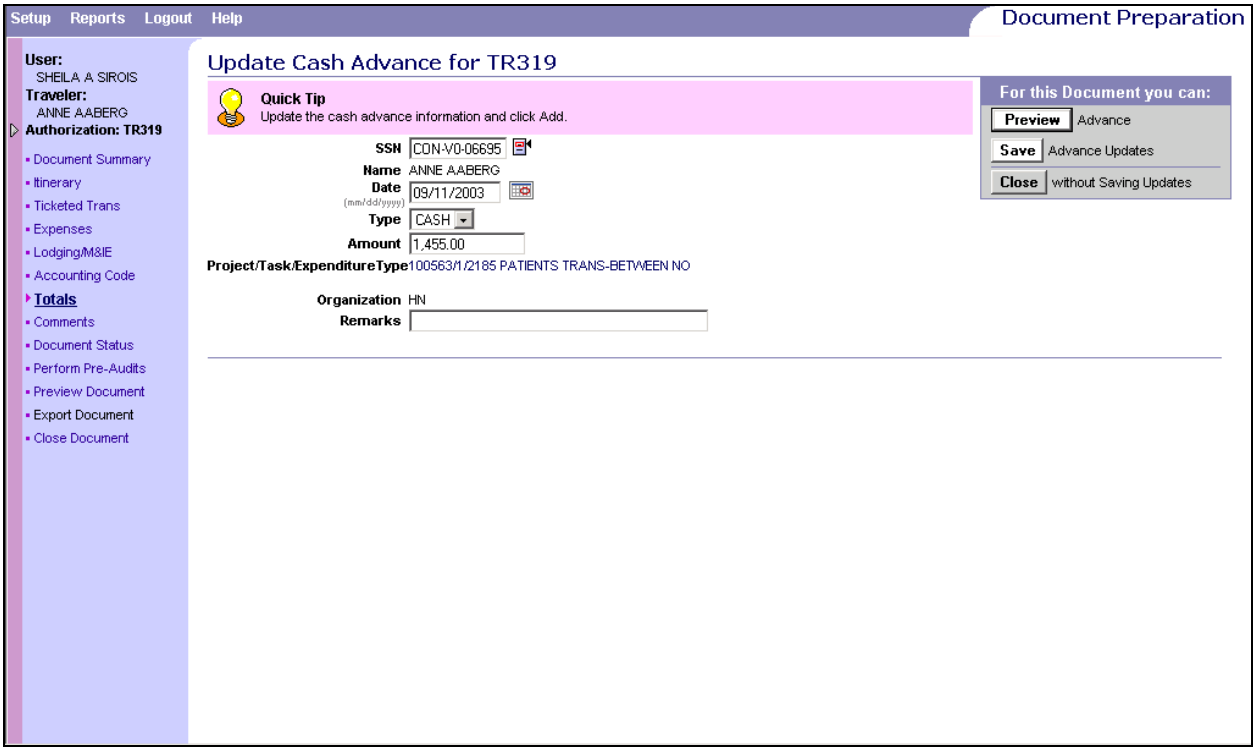


4. Click one of the **Project Number** links in the Master Accounting Code for Advances section of the Available Accounting Code screen.

Result: The selected project appears below under Advance Accounting Code for Current Document.

5. Click the **Pencil** icon on an Advance Accounting Code for Current Document entry.

   Result: The Update Cash Advance screen appears.



6. In the Amount field, enter an IC designated **advance amount**

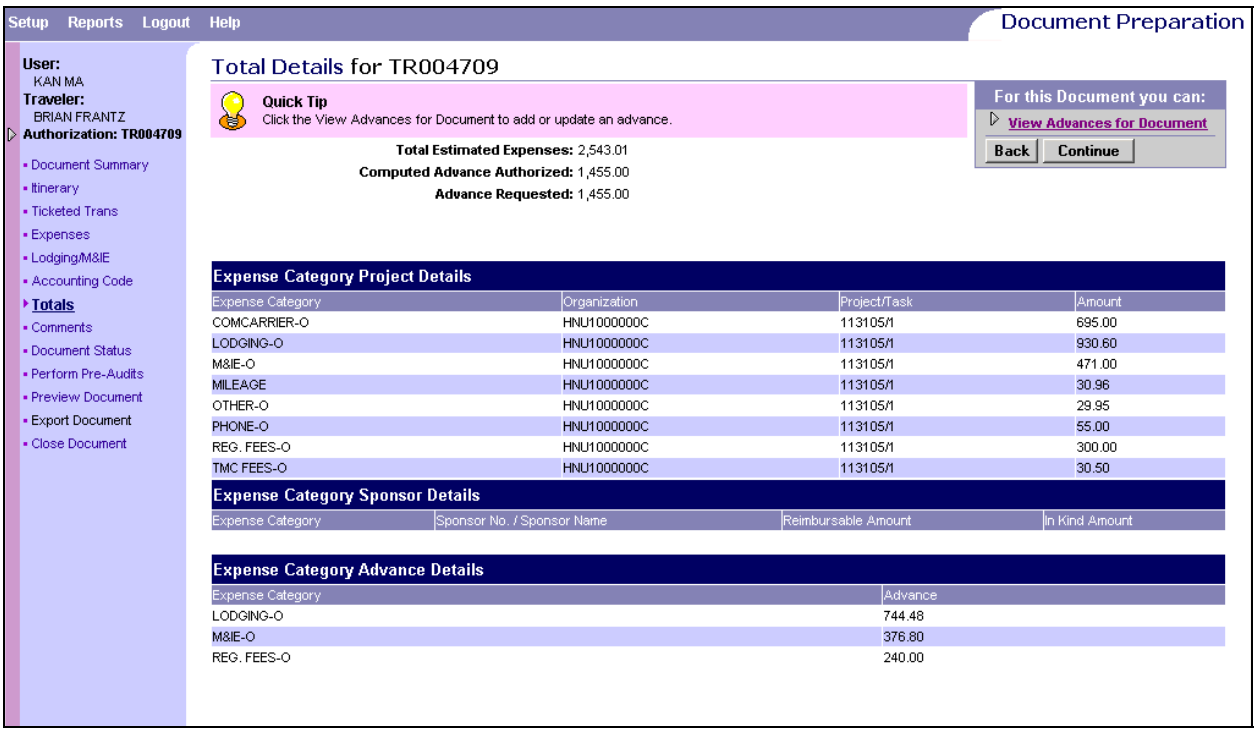
   Note: The maximum amount available to request is 80% of the total trip cost not including any GTA amounts.

7. In the Remarks field, enter an **appropriate remark**.

8. Click the **SAVE** Advance Updates button. The Advances screen returns.

9. Click the **CLOSE** button to exit the Advances screen.

   Result: The Total Details screen returns.
   - The amount requested now appears as the amount the travel planner entered.

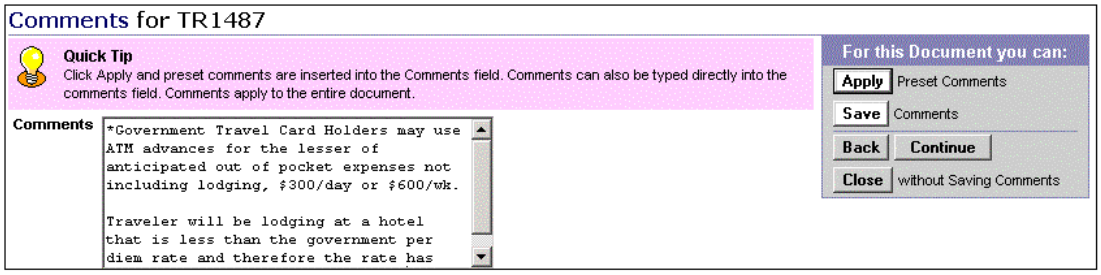


End of activity.

Comments

Comments

- Allows additional comments relevant to the trip to be entered
- Use the Apply present comments button prior to typing any comments
  - You must use the apply preset comments button prior to typing in any comments otherwise any typed comments will be deleted and replaced with the preset comments
- Use for entering memos/justifications required for approval of special circumstances



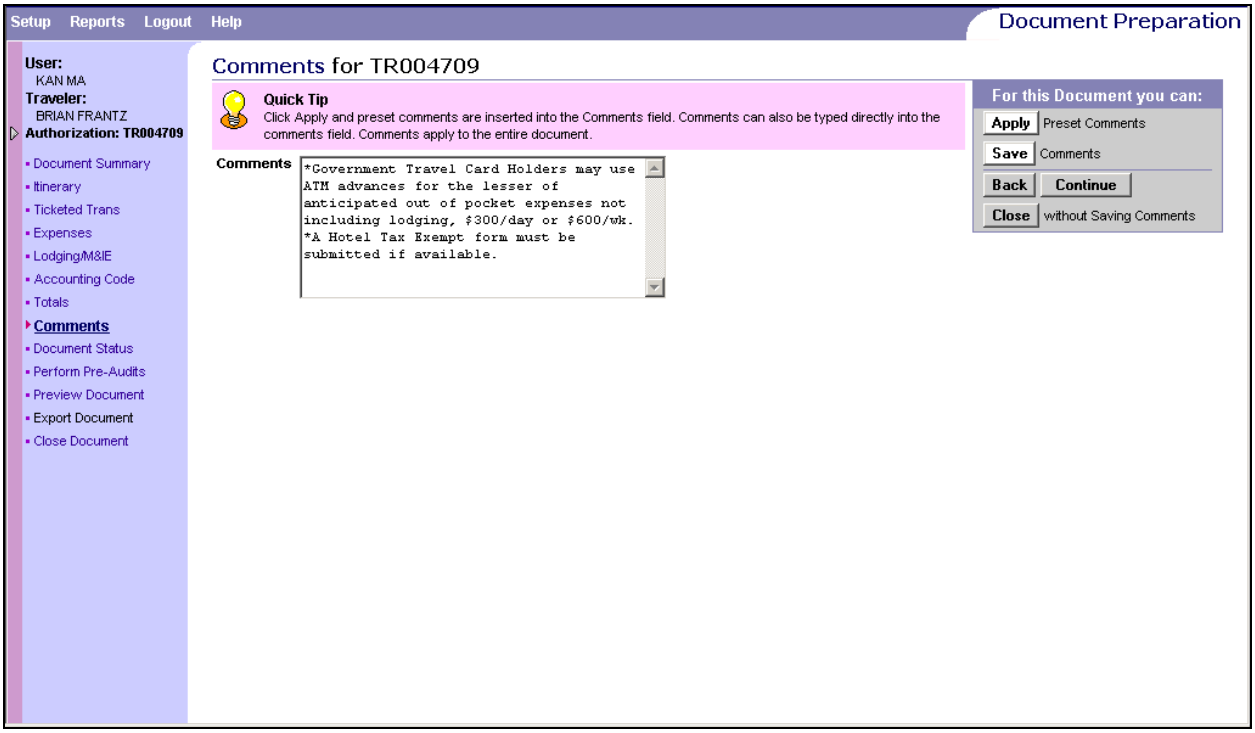
Page 1

Comments Screen - Editing Comments

NBS Travel System User

N> Document Toolbar > Comments

Comments



Justifications and remarks entered in this final Comments area will be displayed on the travel document and printed form. All important additional information should be included here.

1. From the Document Toolbar, select **Comments**.

If using the apply pre-set comments button, goto task #2. Otherwise, goto task #3.

2. Click the **Apply** Preset Comments button.
   - On a travel authorization this will insert the comment "*Government Travel Card Holders may use ATM advance for the lesser of anticipated out of pocket expenses not including lodging. $300/day or $600/week."
   - On a voucher this will insert the comment "*Mandatory receipts for hotel and claims in excess of $75.00 must be attached."

3. In the **Comments** box, enter additional pertinent information.

4. Click the **Save** Comments button.

End of activity.

Preview Document

Preview Document

- Using this link is optional, but highly recommended
- Pulls the entire document into an Adobe Acrobat PDF file
- Review all details and identify any potential errors for correction
- Print the TA
- You may also click on the disk icon to save and forward as an email attachment

```
==============================================================================
 02/06/04        AUTHORIZATION                    |DOC NO:      TR1487
  PAGE   1 ** Read Privacy Act On Last Page **    |TA NUM:
==============================================================================
 1) NAME: SIROIS, SHEILA A.                        EIN:    001-05-69547

    ADDR: 123 NIH STREET                          PHONE:
                                                  MAIL CD:
          BETHESDA, VA  20892                     ORG:     HNU8230000C
                                                  TITLE:
    DUTY: BETHESDA, VA              TZ: 0         SEC CLR:
    RES:  BETHESDA, VA                            CARD:    CARDHOLDER
    HOURS:  8
==============================================================================
 2) TA NUM:                         DATE: 02/06/2004     TYPE: SINGLE TRIP
==============================================================================
 3) TRAVEL PURPOSE:  Domestic Travel


==============================================================================
 4) GENERAL ITINERARY

       DATE       TIME    DEPARTED/ARRIVED LOCATIONS     PER DIEM RATE
     --------    -------  --------------------------     -------------
     02/16/2004           D-RES: BETHESDA, VA
     02/16/2004           A-PHOENIX,AZ                       107/47
     02/23/2004           D-PHOENIX,AZ
     02/23/2004           A RES: BETHESDA, VA
```

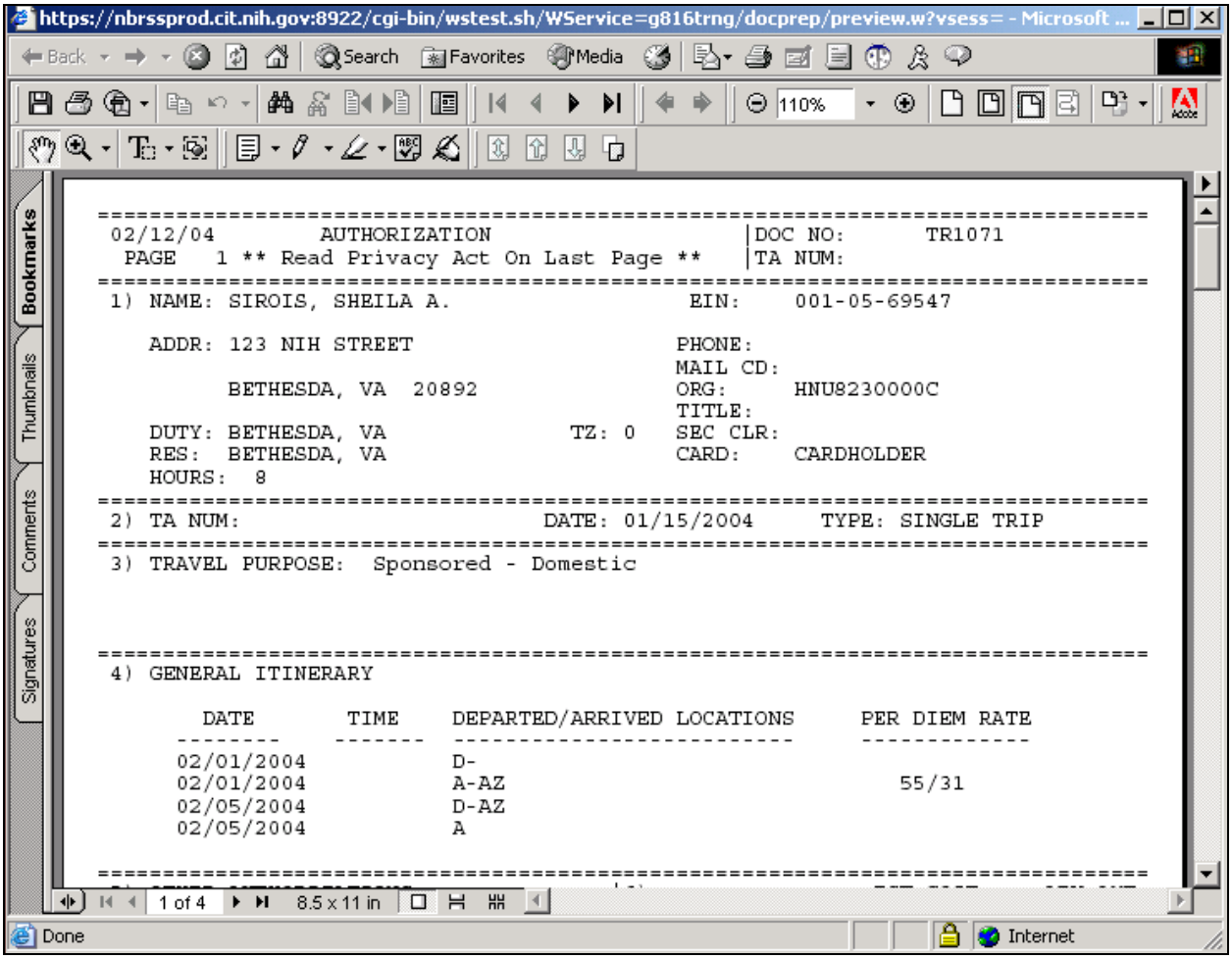
Page 1

Preview Document

NBS Travel System User

N> Document Toolbar > Preview Document

Preview Document

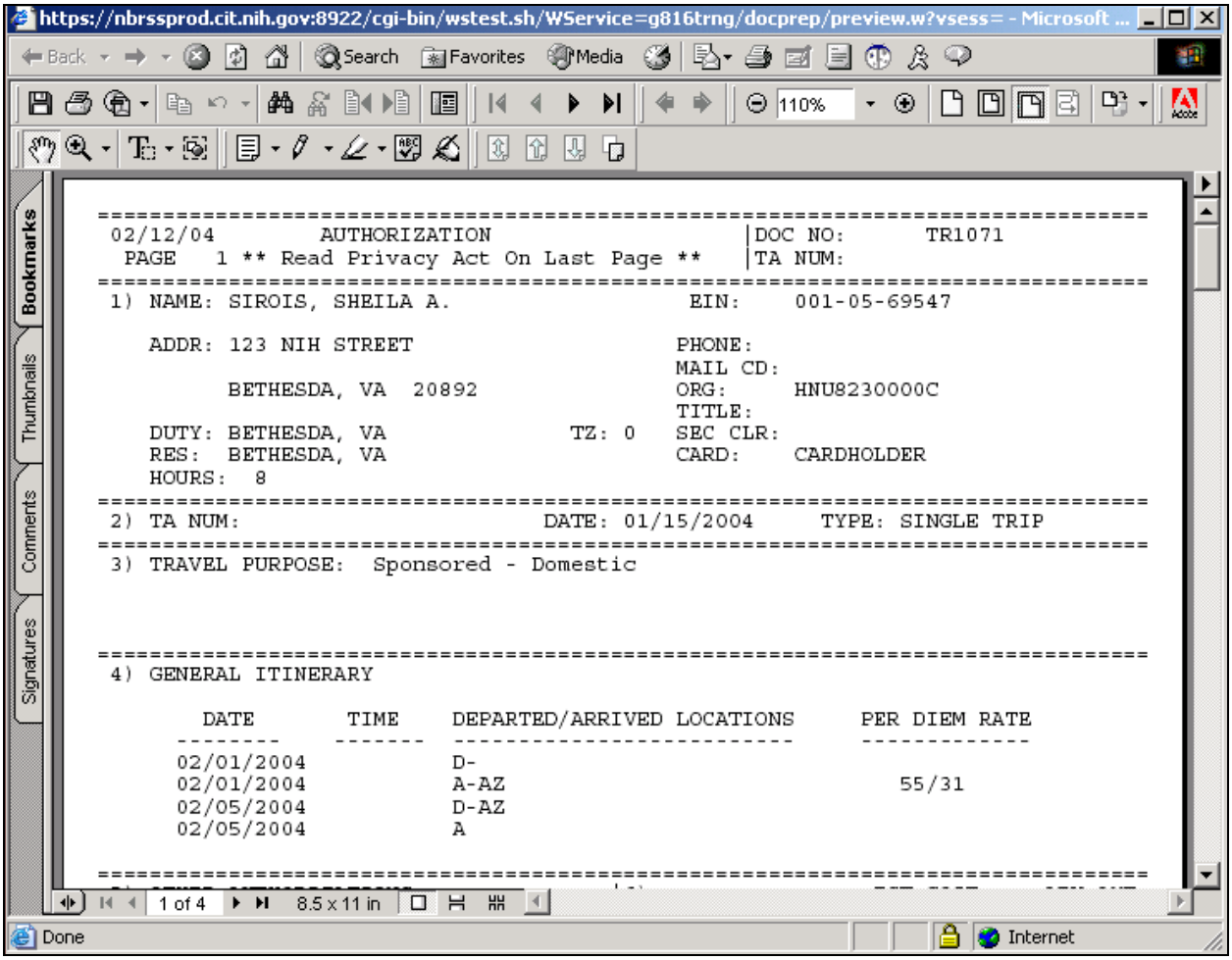


1. While in the document, from the Document Toolbar, select **Preview Document**.

   Note: Do this before starting the stamping process. The Document Toolbar does not display after the stamping process starts.

2. Review the travel document's details on the resulting Adobe Acrobat screen.

   Note: If you would like a hard copy of the document, use the Adobe Acrobat print icon to print a copy of the document.



```
02/12/04        AUTHORIZATION                    |DOC NO:      TR1071
 PAGE   1 ** Read Privacy Act On Last Page **    |TA NUM:
1) NAME: SIROIS, SHEILA A.                   EIN:    001-05-69547

   ADDR: 123 NIH STREET                     PHONE:
                                            MAIL CD:
         BETHESDA, VA  20892                ORG:     HNU8230000C
                                            TITLE:
   DUTY: BETHESDA, VA              TZ: 0    SEC CLR:
   RES:  BETHESDA, VA                       CARD:    CARDHOLDER
   HOURS:  8
2) TA NUM:                        DATE: 01/15/2004     TYPE: SINGLE TRIP
3) TRAVEL PURPOSE:  Sponsored - Domestic

4) GENERAL ITINERARY

       DATE       TIME    DEPARTED/ARRIVED LOCATIONS     PER DIEM RATE
    --------     -------  --------------------------     -------------
    02/01/2004            D-
    02/01/2004            A-AZ                              55/31
    02/05/2004            D-AZ
    02/05/2004            A
```

3. Click on the **close** box in the upper right hand corner to exit the Adobe screen.

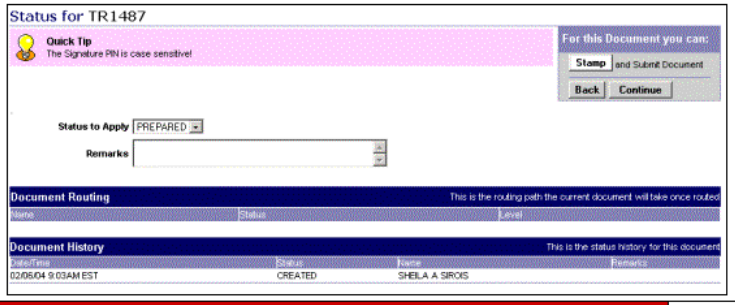
End of activity.

Document Status

Document Status

- Travel documents route electronically in the NBS Travel System, referred to as "Dynamic Routing"
- Stamp the document "prepared" to route it forward for others to sign and approve the travel
- Document History section identifies individual people who have accessed the document and any remarks* an individual may have entered when stamping the document
- Document Routing section identifies those individuals who will receive the routed document

*Remarks are entered when documents are stamped returned. The planner may review the reason why on the Document Status screen.



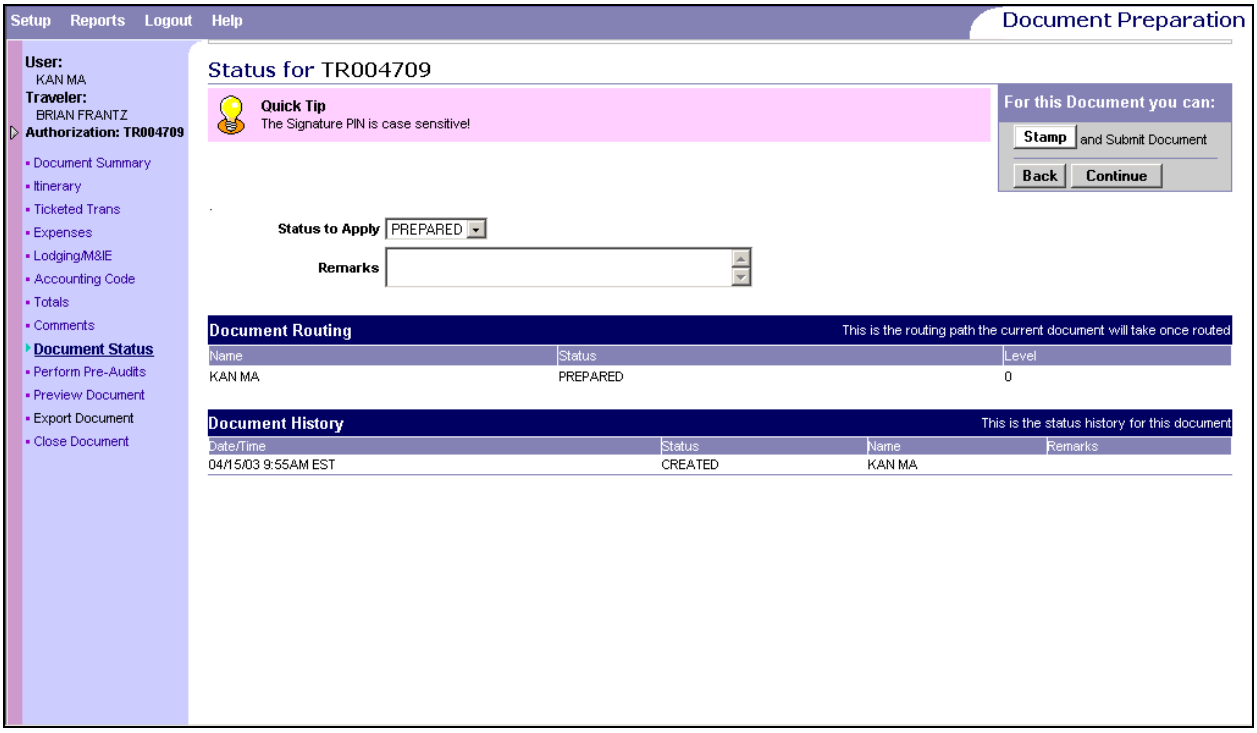
Page 1

Stamping Documents

NBS Travel System User

N> Document Toolbar > Document Status (Authorization/Amendment)

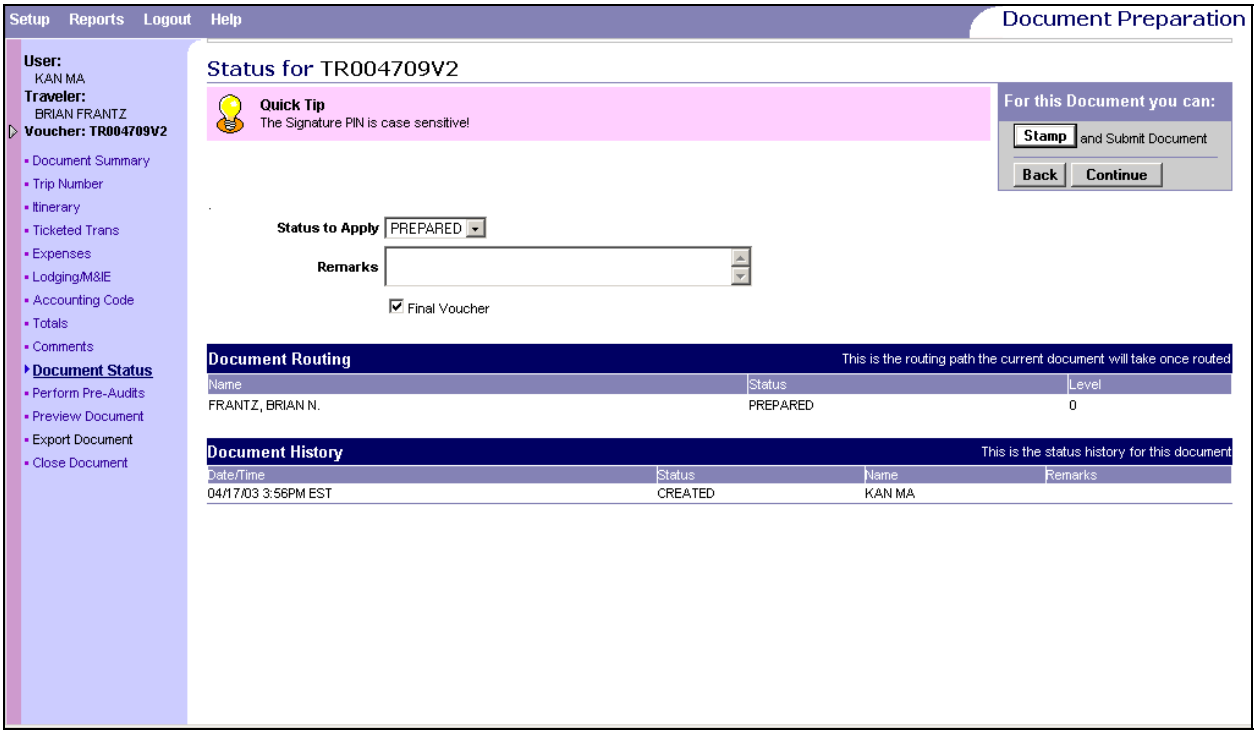
Document Status



1. From the Document Toolbar, select **Document Status**.

2. In the Status screen, select the appropriate **Status to Apply** from the pull down menu.
   - **Prepared** will route the document forward for review and approval
   - **Returned** returns the document to the planner for correction
   - **Conditional Approval** indicates the document is still routing forward for approval by the final approver
   - **Approved** indicates the document is approved, funds are obligated, and the traveler may travel

If stamping a voucher or local voucher, goto task #3. Otherwise, goto task #4.



3. Check the **Final Voucher** box if this is the final voucher for the trip.
   - Checking the final voucher box closes the travel authorization and de-obligates any remaining funds.
   - You will be forced to check the final voucher box if
     - The amount of the voucher is over the amount obligated on the travel authorization.
     - A payment method for an expense category differs from the travel authorization

4. Click the **STAMP** and Submit Document button.

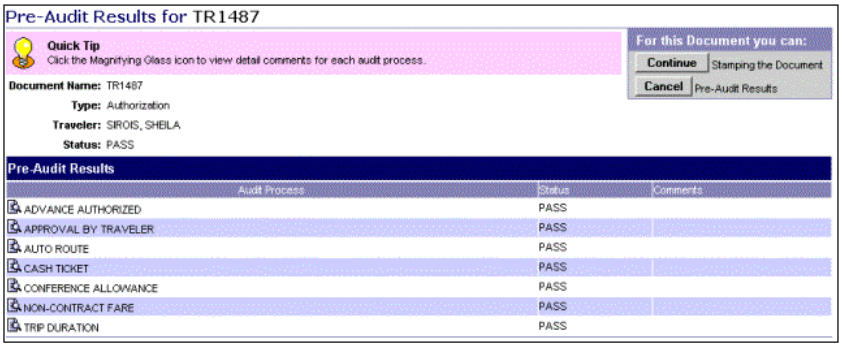
   Result: The Pre-Audit Results screen will appear.

End of activity.

Pre-Audit Results

Pre-Audit Results

- May be accessed via the link on the left or immediately following stamping the document "prepared"
- Analyzes a list of NIH selected statements to determine if the condition passes or fails pre-established criteria
- Fails do not indicate something was done incorrectly, but serve as an alert to the reviewers and approvers to pay close attention to specific details. It also serves as an alert to the Planner to verify every thing was entered correctly.



Page 1

Pre-Audit results:

•PASS indicates the circumstance has been successfully entered and satisfies the system embedded rules and regulations

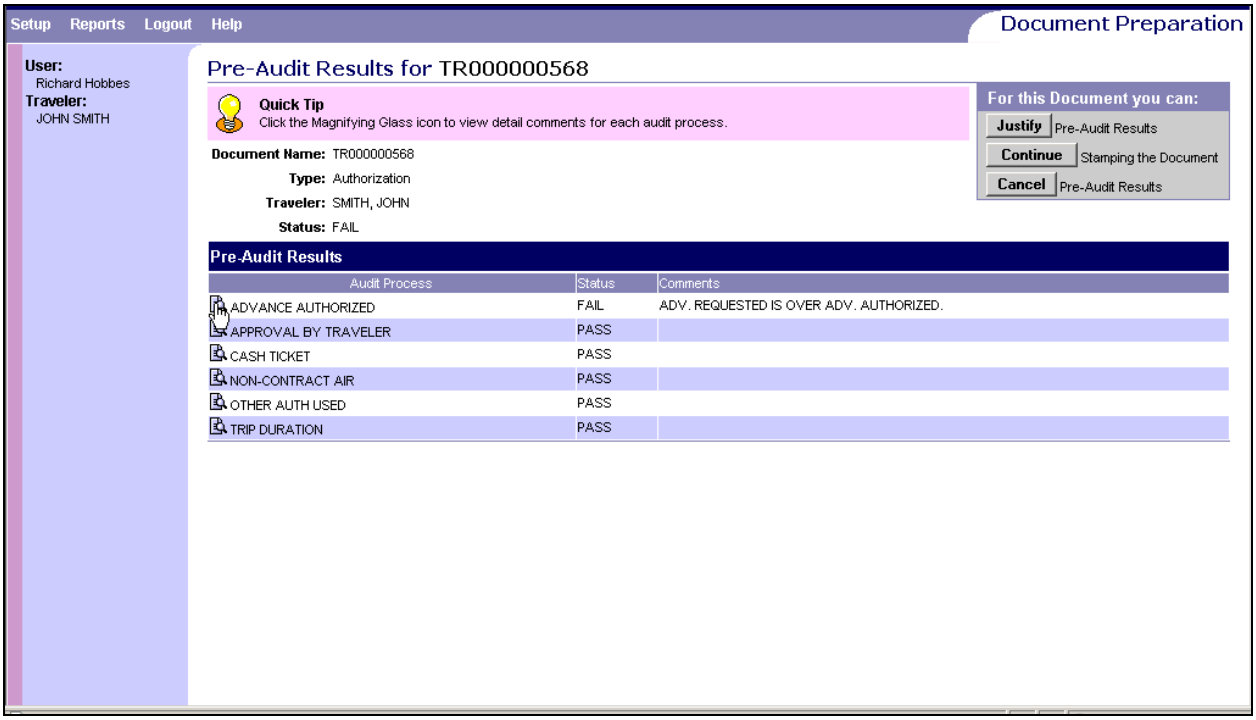
•FAIL ("Alert") status indicates a circumstance has been entered on the document that may need a written "justification" in the document Comments box or an authorized attached NIH form (e.g. a foreign carrier approval) to accompany the Travel System documents. A fail is only an alert for the reviewer/approver to pay close attention to the item while reviewing the document. The travel planner may still route a document that receives a fail on the pre-audit results.

Pre-Audit Screen - Reviewing Details

NBS Travel System User

N> Status > Pre-Audit Results or Document Toolbar > Perform Pre-Audits

Pre-Audit Results

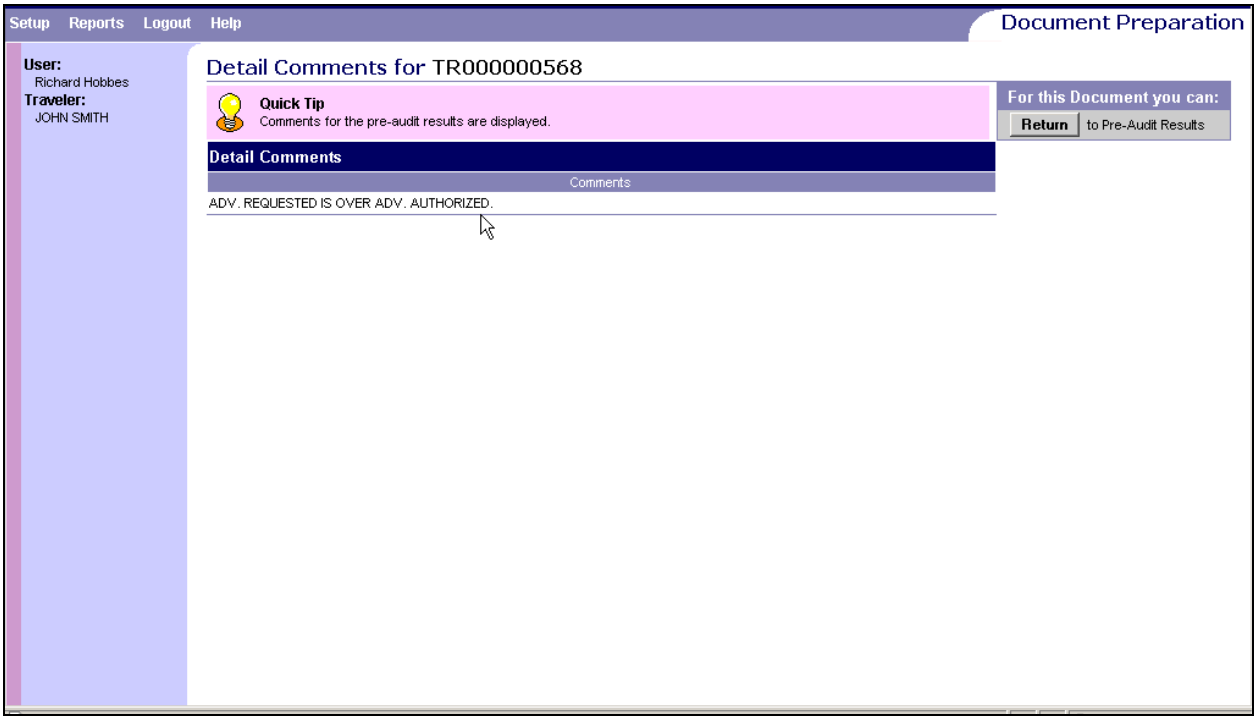


1. Click **Perform Pre-Audits** from the Document Toolbar

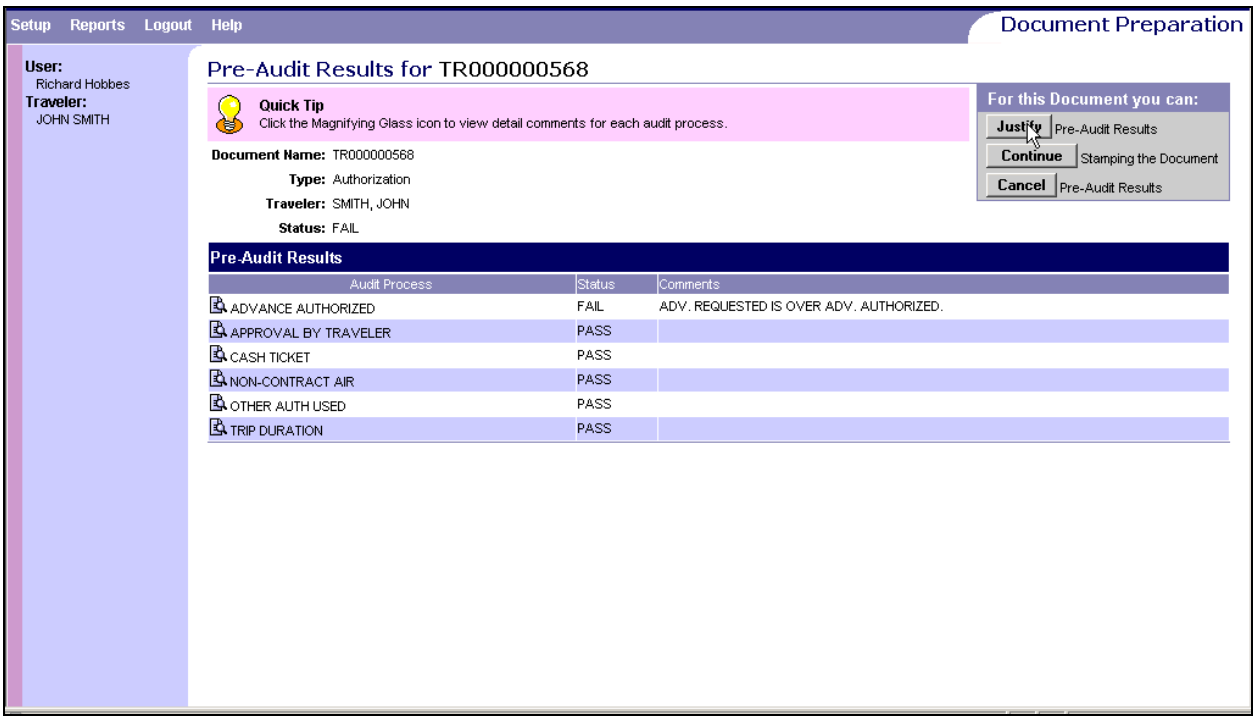
   Note: You may also click the **Continue** Stamping the Document button from the Document Status screen. Accessing the Pre-Audits this way is part of the routing process and the Document Toolbar is no longer available.

2. Review the Status of each item.
   - **Pass** indicates the circumstance has been successfully entered and satisfies the system embedded rules and regulations
   - **Fail** ("Alert") status indicates a circumstance has been entered on the document that may need a written "justification" in the document Comments box or an authorized attached NIH form (e.g. a foreign carrier approval) to accompany the Travel System documents

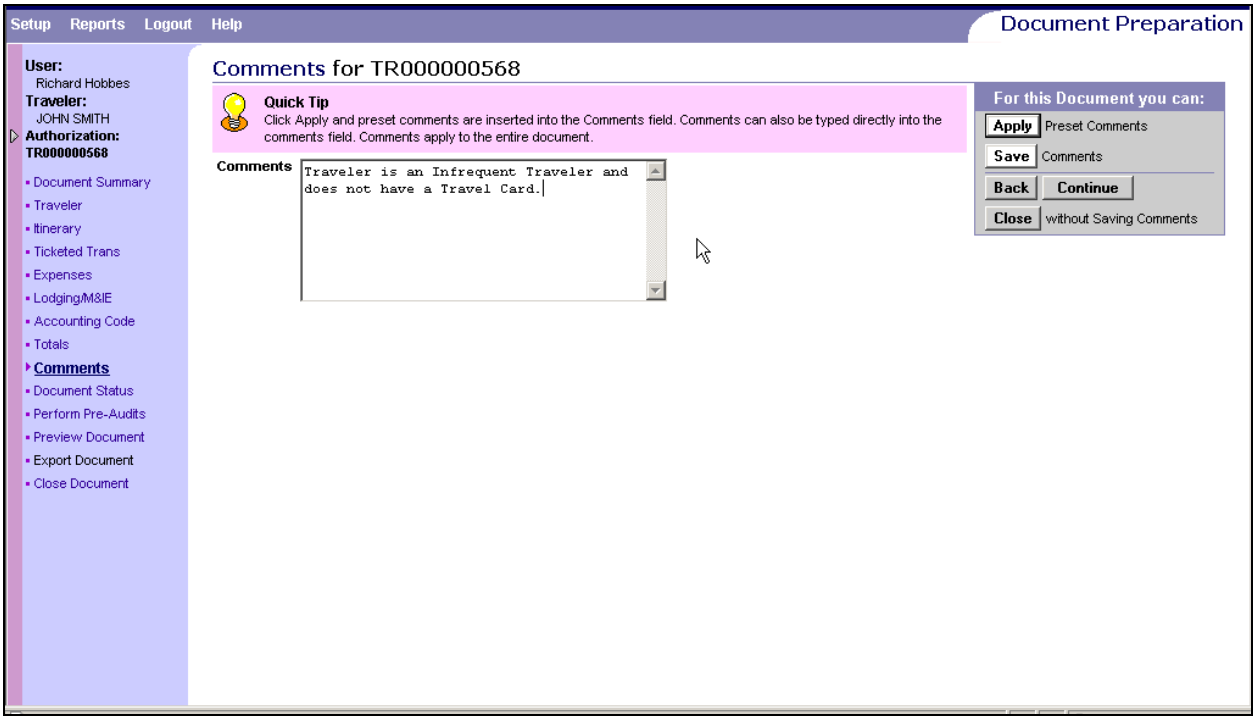
3. Click the **magnifying glass** icon to view Detail Comments.



4. Click the **Return** to Pre-Audit Results button when finished reviewing the comments.

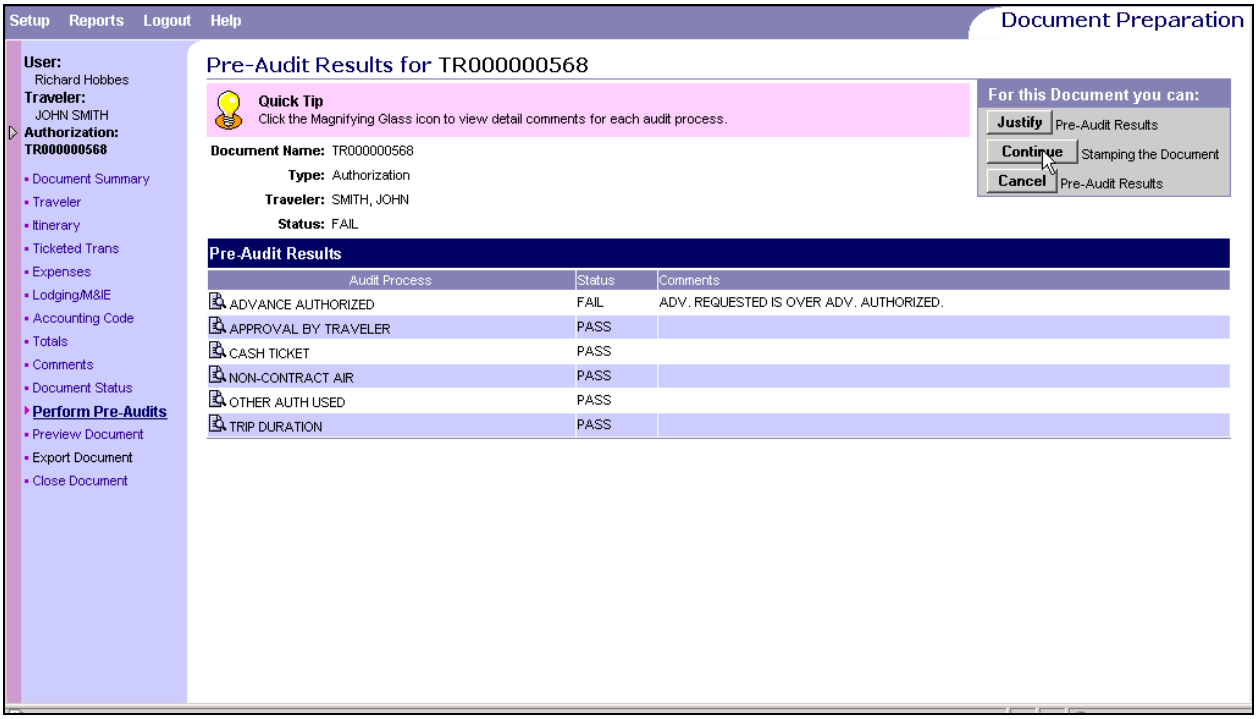


5. In the Pre-Audit Results screen, click the **Justify** Pre-Audit Results button to enter comments in the Comments screen.



6. Notice that in the Comments screen, the Document Toolbar reappears. In the Comments screen, enter any pertinent comments and click the **Save** Comments button.

   Result: The Pre-Audit Results screen will reappear, including the Document Toolbar.



If performing pre-audits during document routing, goto task #7. Otherwise, End of Activity.

7. Click the **Continue** Stamping the Document button when finished with the Pre-Audit Results screen.

   Result: The Dynamic Routing screen will appear.

End of activity.

Dynamic Routing

- To complete the routing process, the travel planner selects the recipients in the routing list to review the document
- Refer to the Dynamic Routing chapter for the steps on establishing the routing list and approving the TA

Page 1

Entering a Travel Order for $0 Trip

Entering a Travel Order for $0 Trip

- An IC may need to record a record of a trip in the system where no reimbursement of monies is involved.

Page 1

Itinerary: Entering a Travel Order for a $0 Trip

1. Create a Travel Authorization with the details of the trip.

2. Stamp and Route the Authorization ensure the last approver stamps it **Conditional Approval.**

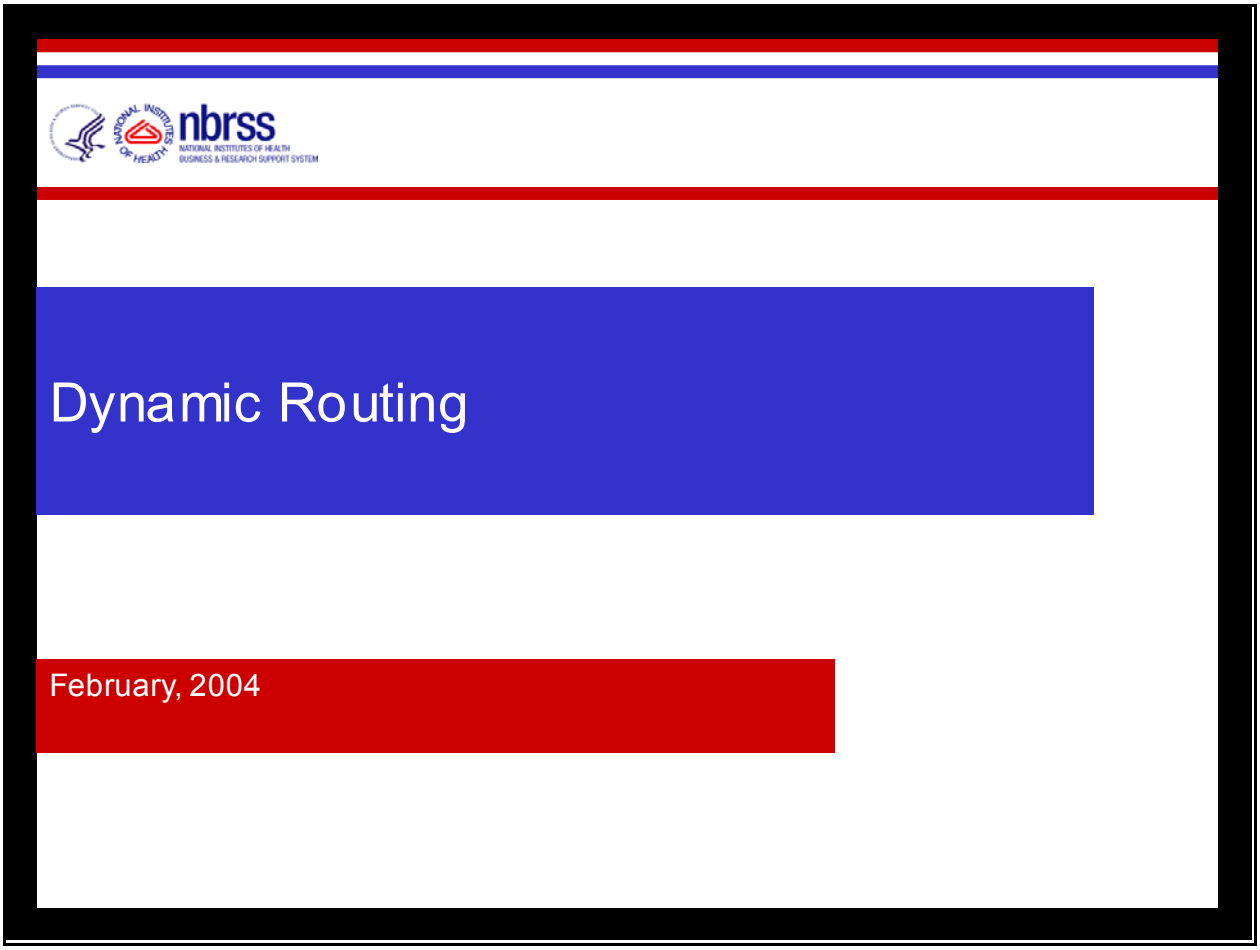
3. Do NOT **final approve** the document, and do NOT create a **Voucher.**

Note: If the Authorization is accidentally approved, have the IC HPOC send in a request to the NIH Helpdesk to cancel the original.

End of activity.

Dynamic Routing

Chapter 4


nbrss
NATIONAL INSTITUTES OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM
Dynamic Routing
February, 2004

Lesson Objectives

Lesson Objectives

After this lesson you should be able to:

- Route a document for approval
- Certify a travel document as a traveler

Page 2

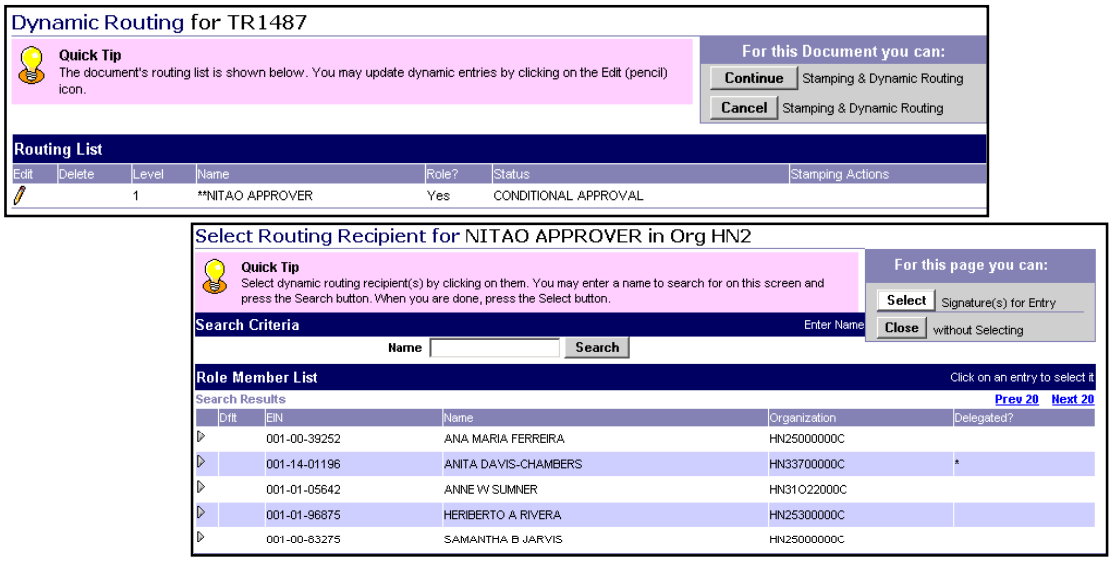
Dynamic Routing

- Travel documents route electronically in the NBS Travel System, referred to as "Dynamic Routing"
- Travel documents route according to the type of document
  - Domestic and Local TAs: Reviewer (optional) and Approver
  - Foreign TA: Reviewer (optional), 1st Level Approver, 2nd Level Approver
  - Sponsored TA: Traveler, Reviewer (optional), 1st Level Approver, 2nd Level Approver
  - All vouchers: Traveler, Reviewer (optional), and Approver
- Each IC has the ability to customize their routing
- Documents route to specific *Roles*
- Each Role has designated *Signatures*, or people who sign for that role
- The list is pre-populated for the document based upon the circumstances that exist on the document (Trip Type selection on the Itinerary screen, AEA requested on Lodging/M&IE screen, and Other Authorizations added)

Page 3

Dynamic Routing

- Lists the roles that need to review and approve the TA
- Select a signature for each reviewer/approver role listed by clicking on the pencil then the corresponding gray arrow



NBS Travel System - Routing Lists

•Dynamic Routing allows Travel Planners to select different reviewing or approving officials whose signatures are necessary to process a travel document.

•Routing lists conform to the type of trip being taken: Domestic Travel, Foreign Travel, Patient Trip, Sponsored Domestic, or Sponsored Foreign.

•The NBS Travel System routing list screens lists travelers, reviewers (where applicable), 1st-Level, and 2nd-Level approvers in the routing lists.

•How do new NIH employees get added to a routing list? – Contact your Organization Administrator to add members to routing list(s).

Using the Routing List Screen

•The Travel Planner establishes the entire routing list for the document after he/she assigns the 'Prepared' status.

•A maximum of 20 names are displayed on the Dynamic Routing screen. You may select the "Next 20" or "Prev 20" links to see additional listings.

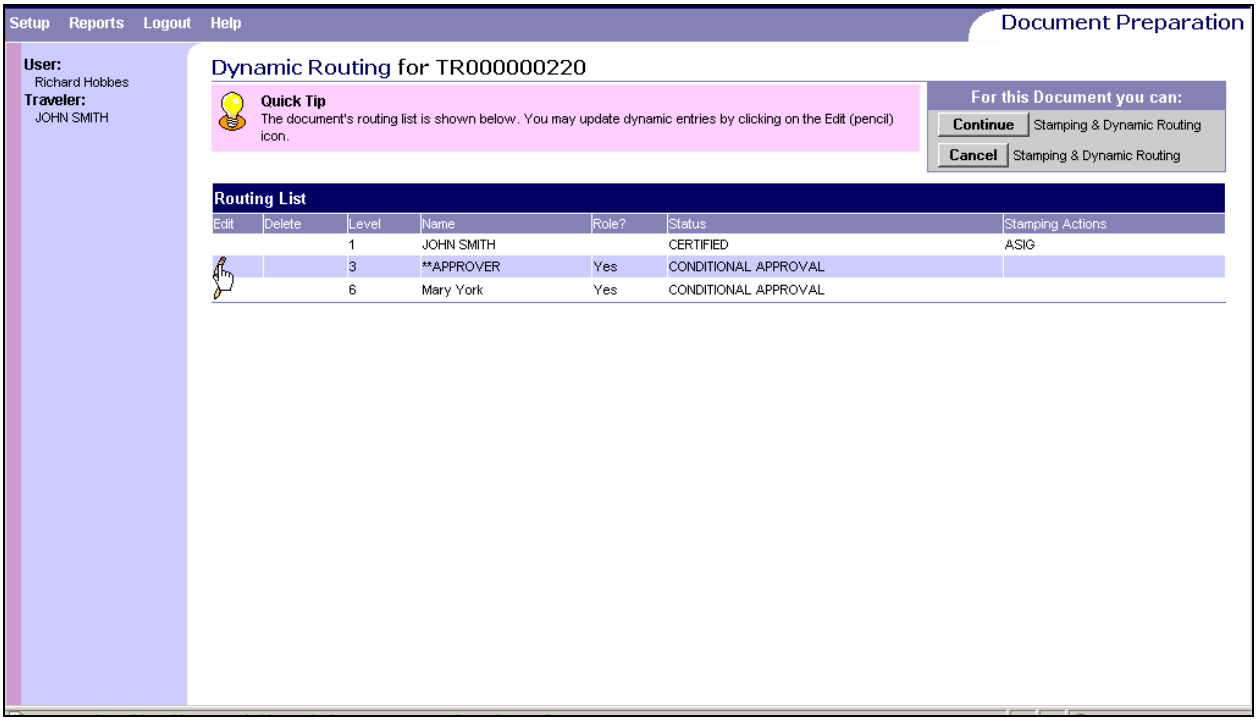
•To locate a specific person, you may enter a **first name** (or the first few known characters of a first name) into the Name field and press the SEARCH button. Leaving the Name field blank and pressing the SEARCH button will bring up the first set of names (20 max).

Dynamic Routing

NBS Travel System User

N> Pre-Audit Results > Dynamic Routing

Dynamic Routing



1. Select the **Continue** Stamping the Document button from the Pre-Audits screen.

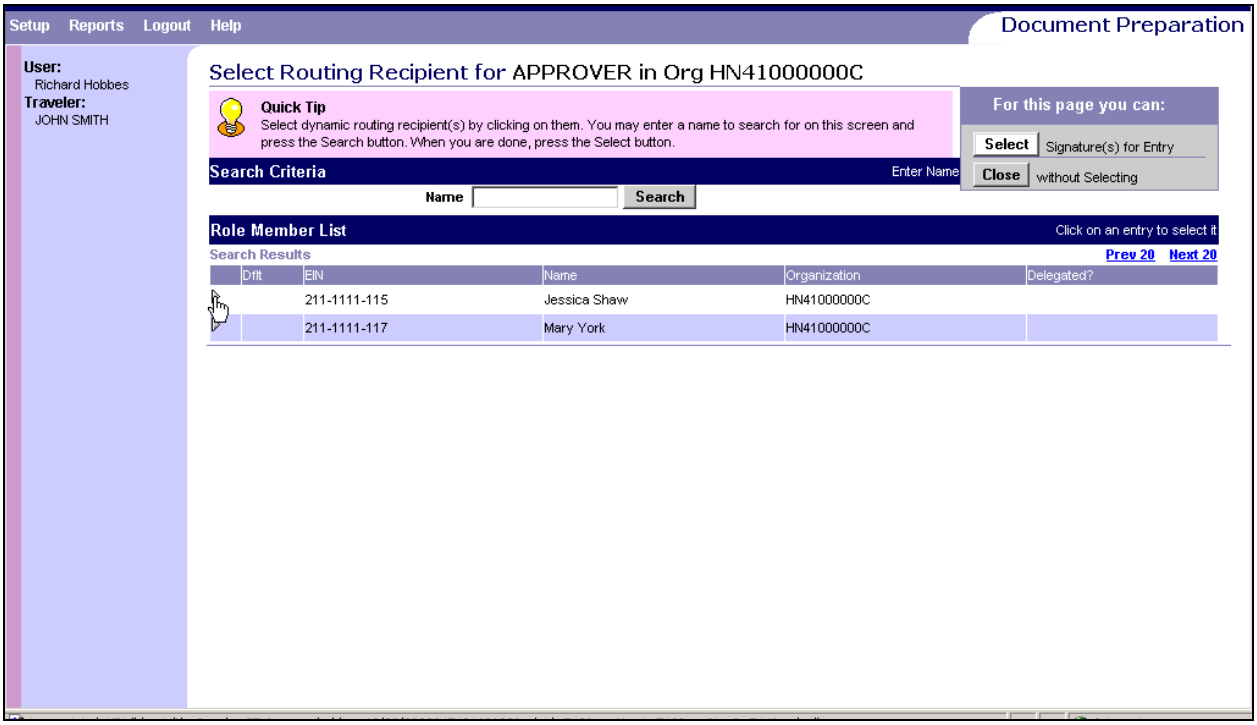
   Result: the Dynamic Routing screen appears.

   Note: When a traveler is required to sign a travel document, his/her name is displayed in first line of the routing list. This occurs when the traveler's signature is required on the HHS-348 Certification Checklist at the end of the Authorization process for Sponsored Travel. The traveler is also required to sign all Travel Vouchers as well as the HHS-348 form at the conclusion of the Voucher process for Sponsored Travel. This precedes any Reviewer and 1st-Level Approver activities.

   The Approver(s) appear on the next line(s) of the routing list. If more than one level of approval is needed, the selection is listed in the order of first-level then the second-level approvers. Travel Planners must select to which person the document is routed.

2. Select the **Pencil** icon on the first Reviewer or Approver line.

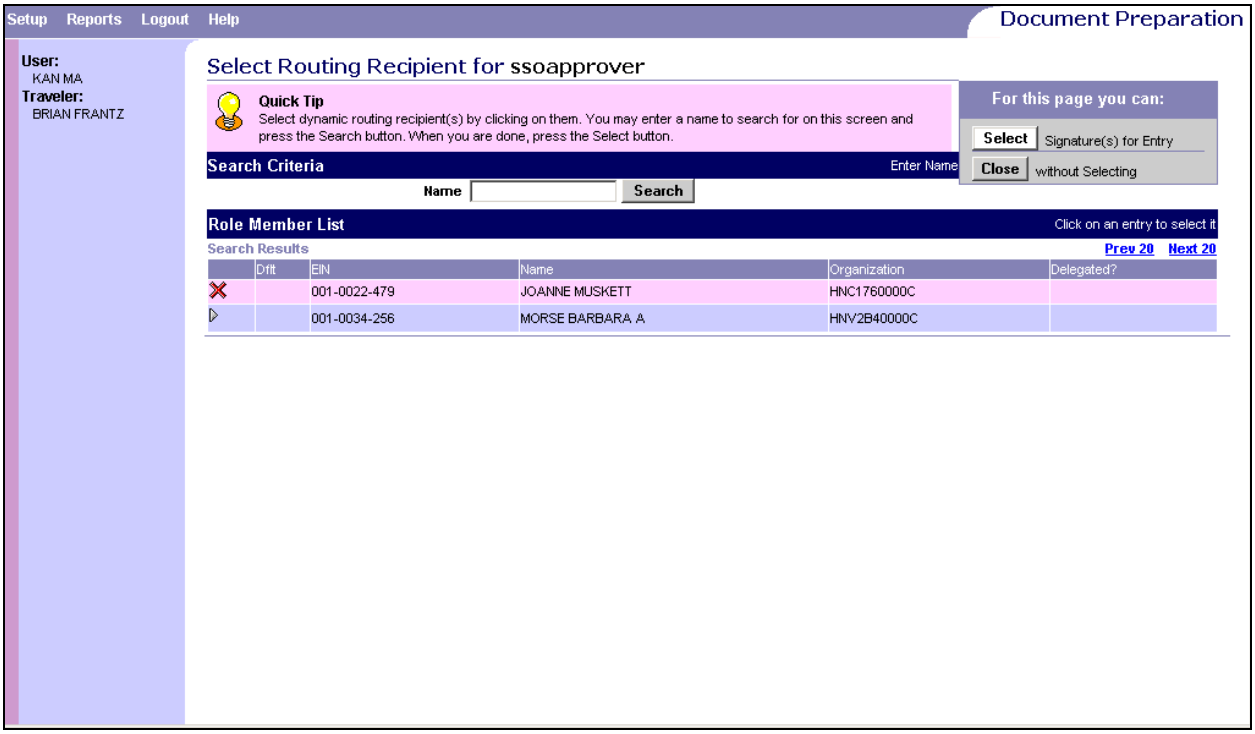
   Result: The Select Routing Recipient for Approver screen appears, listing all possible Reviewers or Approvers from which the planner selects.



3. Select the **arrow icon** next to the desired Approver's name.

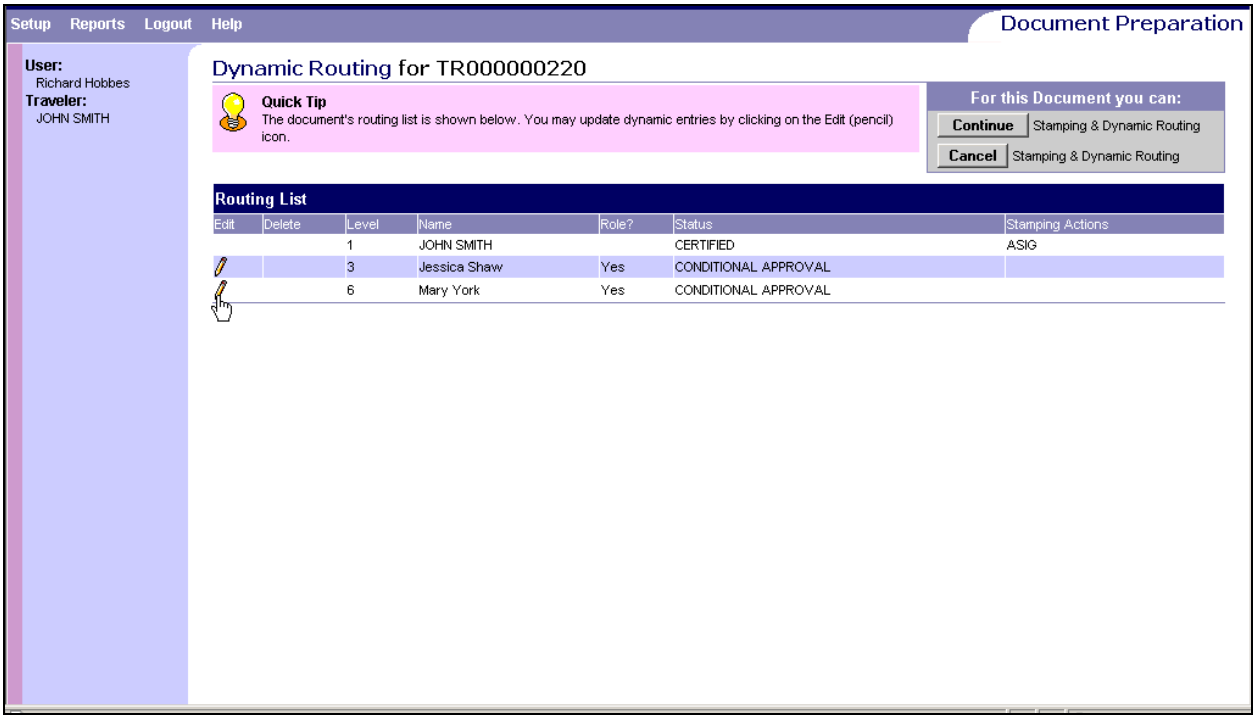
   Result: The selected Approver line will turn pink.

   Note: Select only one approver from the Role Member List.
   - The selected line now has a Delete icon in place of the Pencil icon. (This allows for a change of approver, if necessary.)



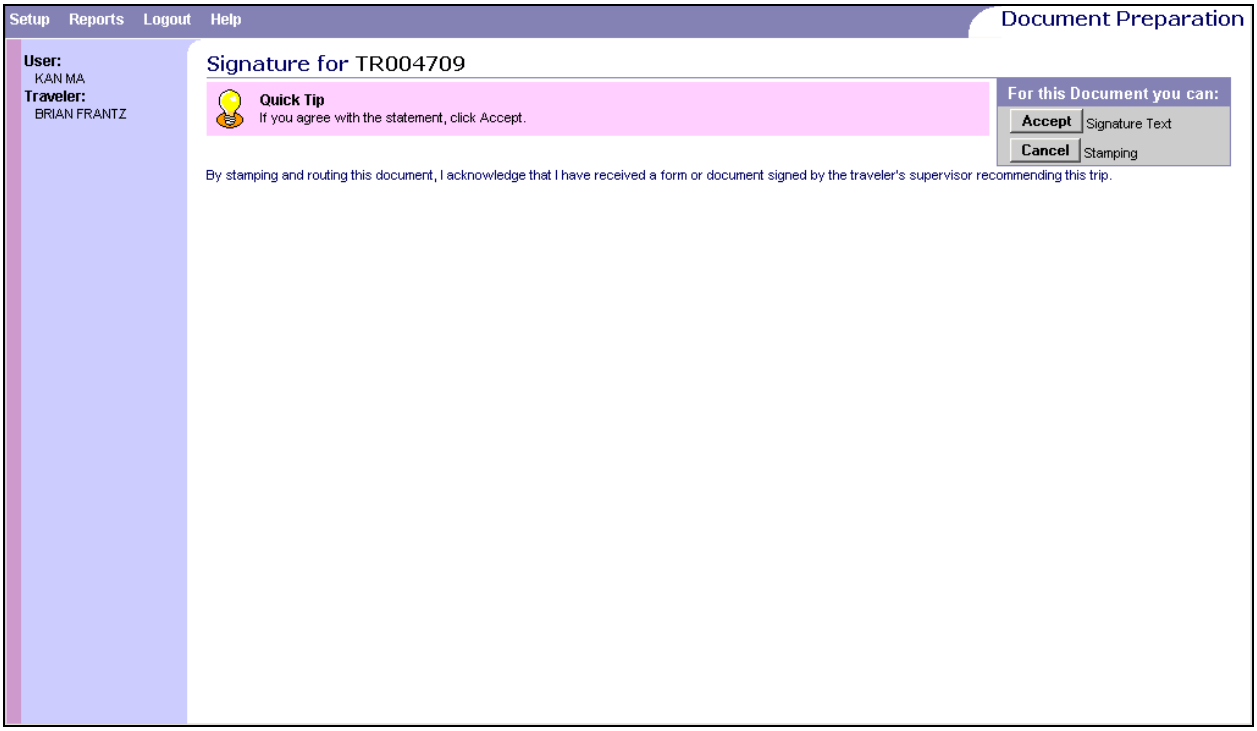
4. Select the **Select** Signature for Entry button. The next screen will display an Information Message and the document's routing list.

5. Repeat the above steps for each required level of review and approval.



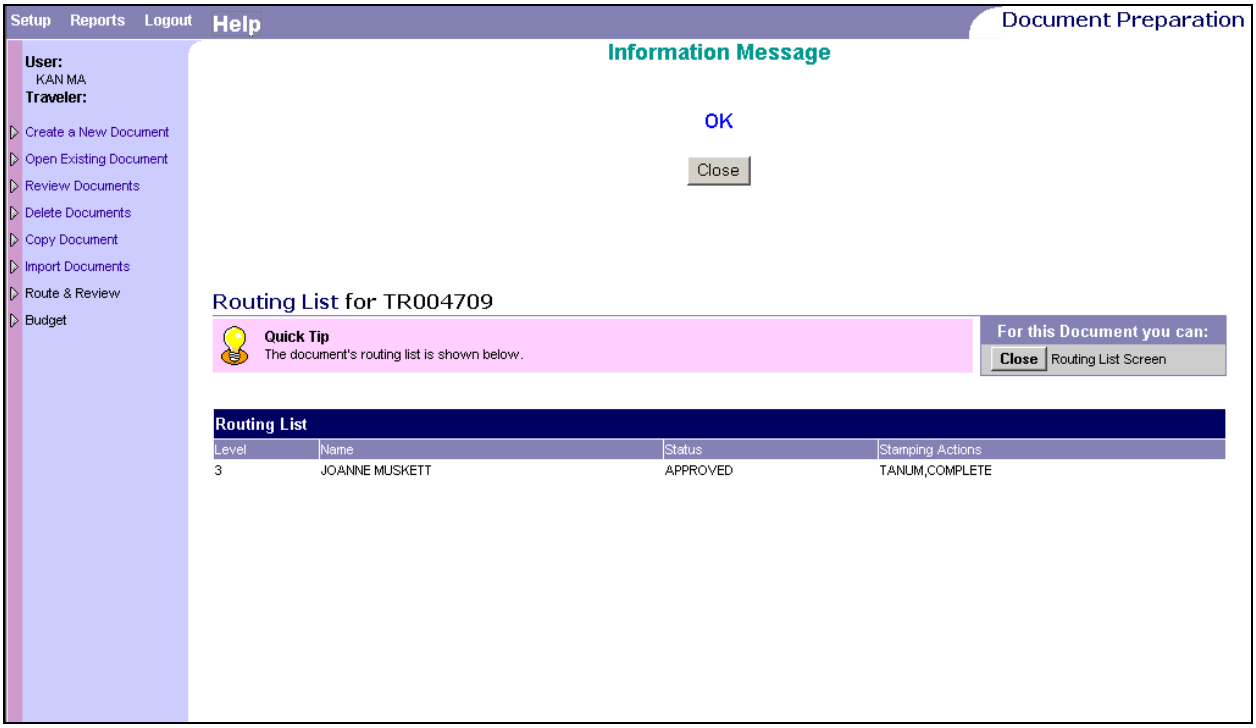
6. Review the Dynamic Routing and select the **Continue** Stamping & Dynamic Routing button.

   Result: The Signature screen appears.



7. Read the statement and select the **Accept** Signature Text button.

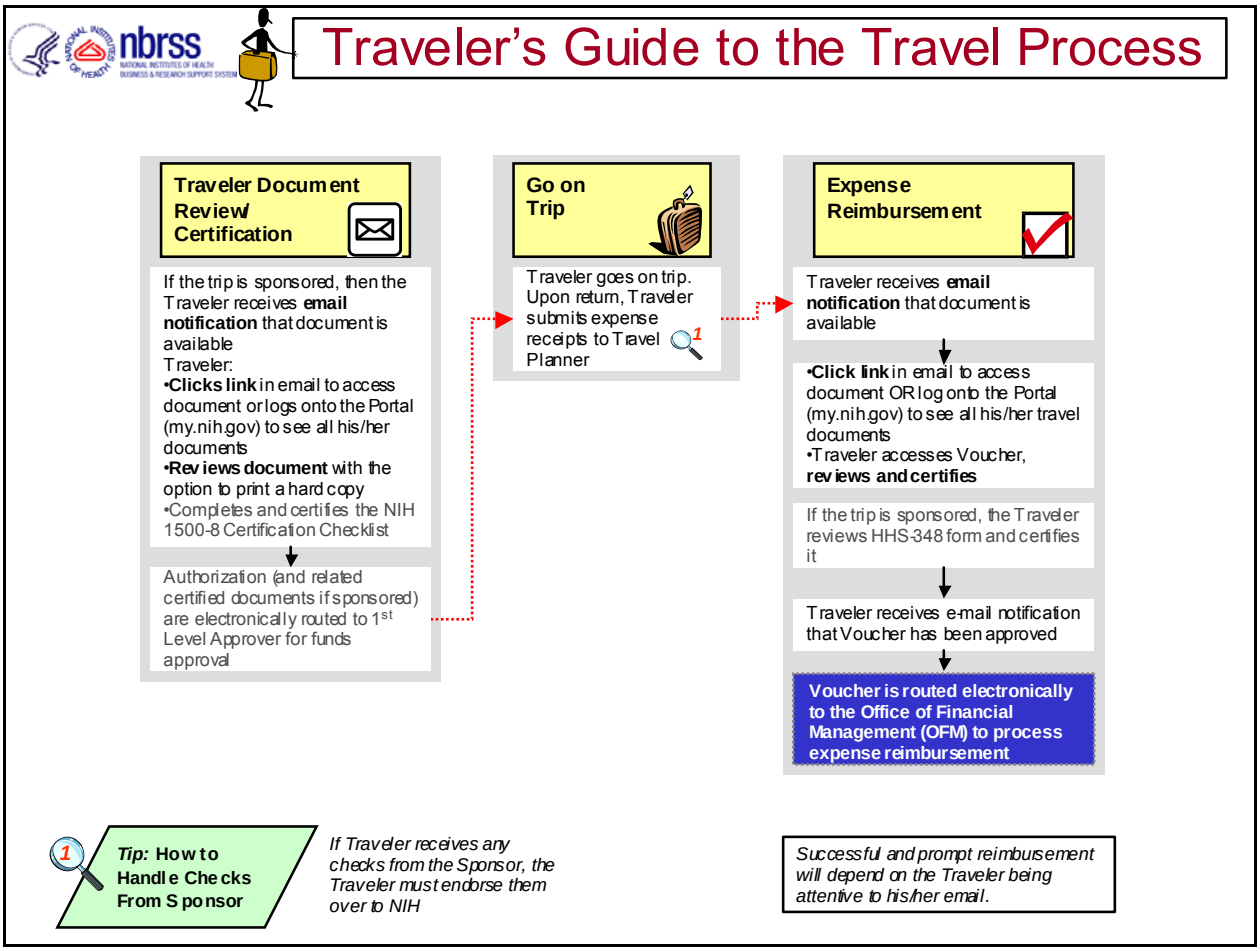
   Note: This action routes the document for approval.



8. Review the Information Message and select the **CLOSE** button.

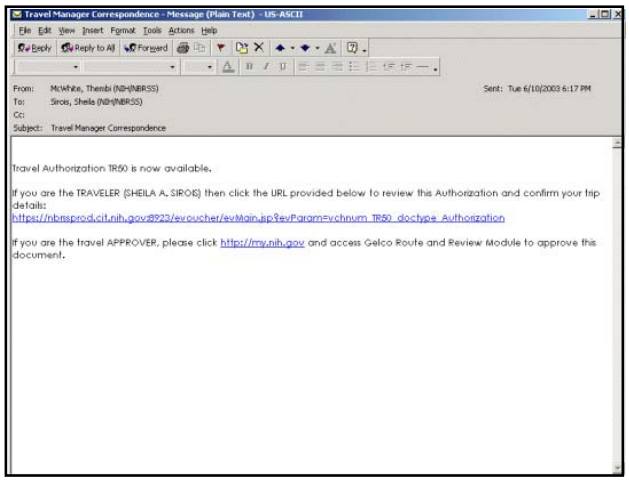
   Note: The desired message is "OK." This indicates the document has routed successfully.
   - If any other message is received, it may be necessary to re-open the document and make corrections before again attempting to route it for approval.

End of activity.


Traveler's Guide to the Travel Process
Traveler Document Review/ Certification
If the trip is sponsored, then the Traveler receives email notification that document is available
Traveler:
•Clicks link in email to access document or logs onto the Portal (my.nih.gov) to see all his/her documents
•Reviews document with the option to print a hard copy
•Completes and certifies the NIH 1500-8 Certification Checklist
Authorization (and related certified documents if sponsored) are electronically routed to 1st Level Approver for funds approval
Go on Trip
Traveler goes on trip. Upon return, Traveler submits expense receipts to Travel Planner
1
Expense Reimbursement
Traveler receives email notification that document is available
•Click link in email to access document OR log onto the Portal (my.nih.gov) to see all his/her travel documents
•Traveler accesses Voucher, reviews and certifies
If the trip is sponsored, the Traveler reviews HHS-348 form and certifies it
Traveler receives e-mail notification that Voucher has been approved
Voucher is routed electronically to the Office of Financial Management (OFM) to process expense reimbursement
1
Tip: How to Handle Checks From Sponsor
If Traveler receives any checks from the Sponsor, the Traveler must endorse them over to NIH
Successful and prompt reimbursement will depend on the Traveler being attentive to his/her email.

Notification

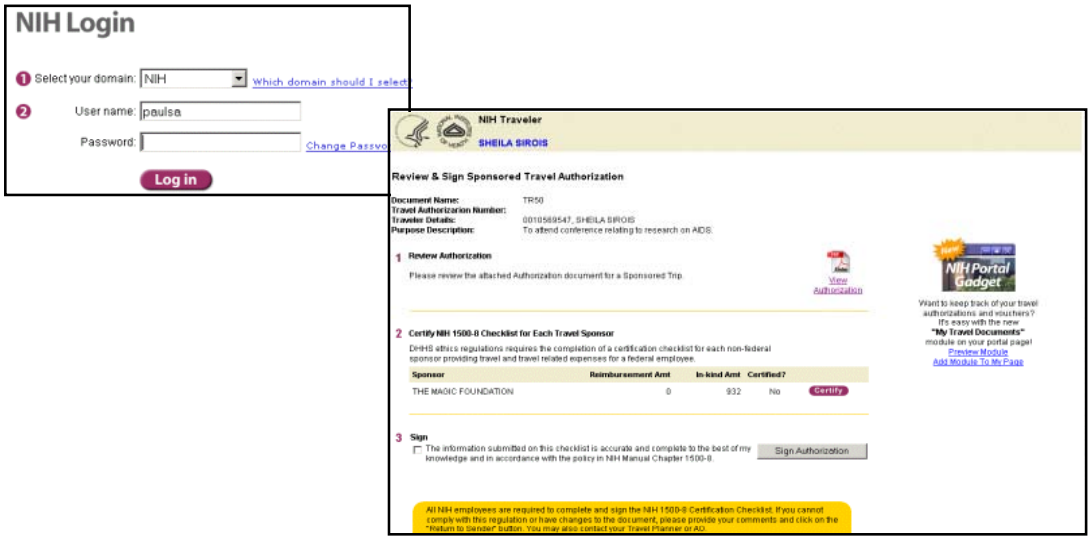
- Email is sent to the traveler indicating a document is awaiting their review and certification
  - If a traveler is a Non NIH-Affiliate, he/she will need to sign a hardcopy of the document
- Click the link designated by "If you are the Traveler…"



Log In to NIH Portal

Log In to NIH Portal

- Travelers receive the NIH Portal Login to authenticate their access
- The Travel document appears



Page 8

Traveler - Certifying Travel Document

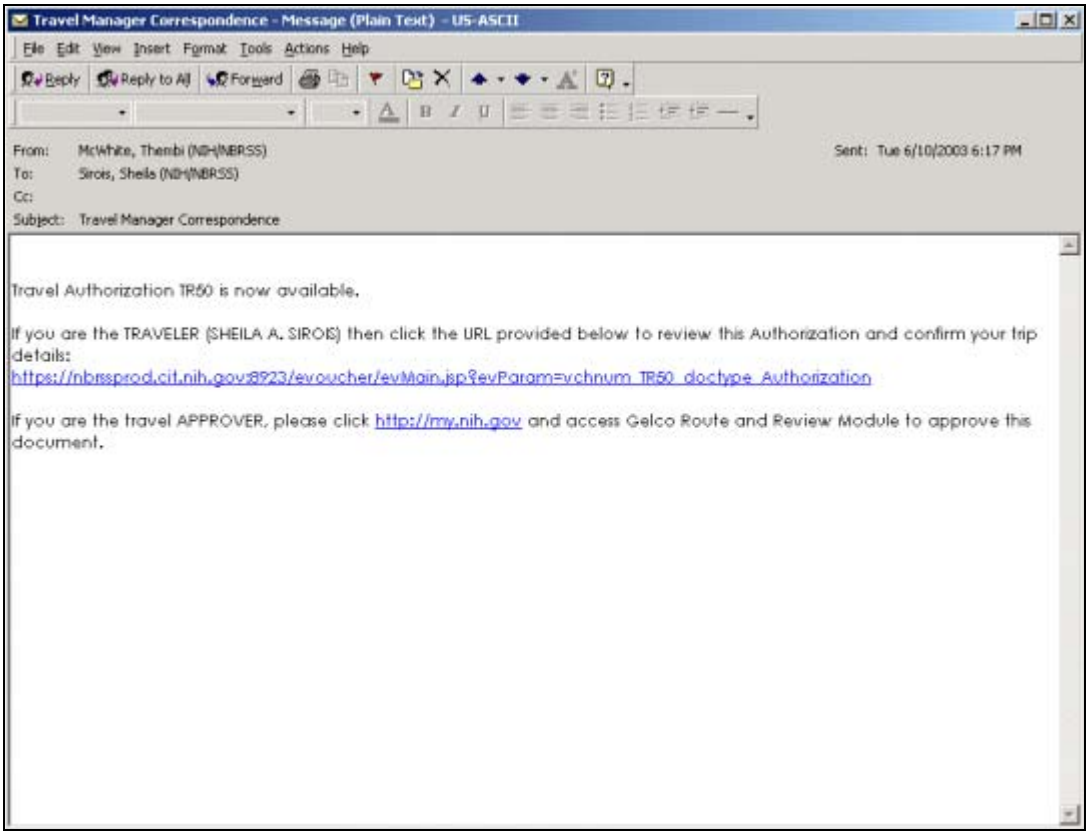
Traveler - Certifying Travel Document

- Travelers may:
  - Review Document details
  - Certify Sponsor checklist (for sponsored travel only)
  - Certify or Return the travel document
    - Certifying the document sends it forward for approval
    - Returning the document sends it to the Travel Planner for correction

Page 9

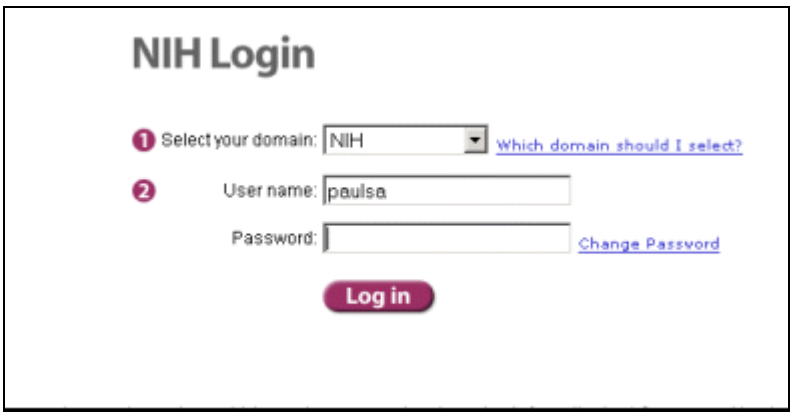
Certifying Travel Authorizations/Vouchers and NIH 1500-8 Checklists for Sponsored Travel

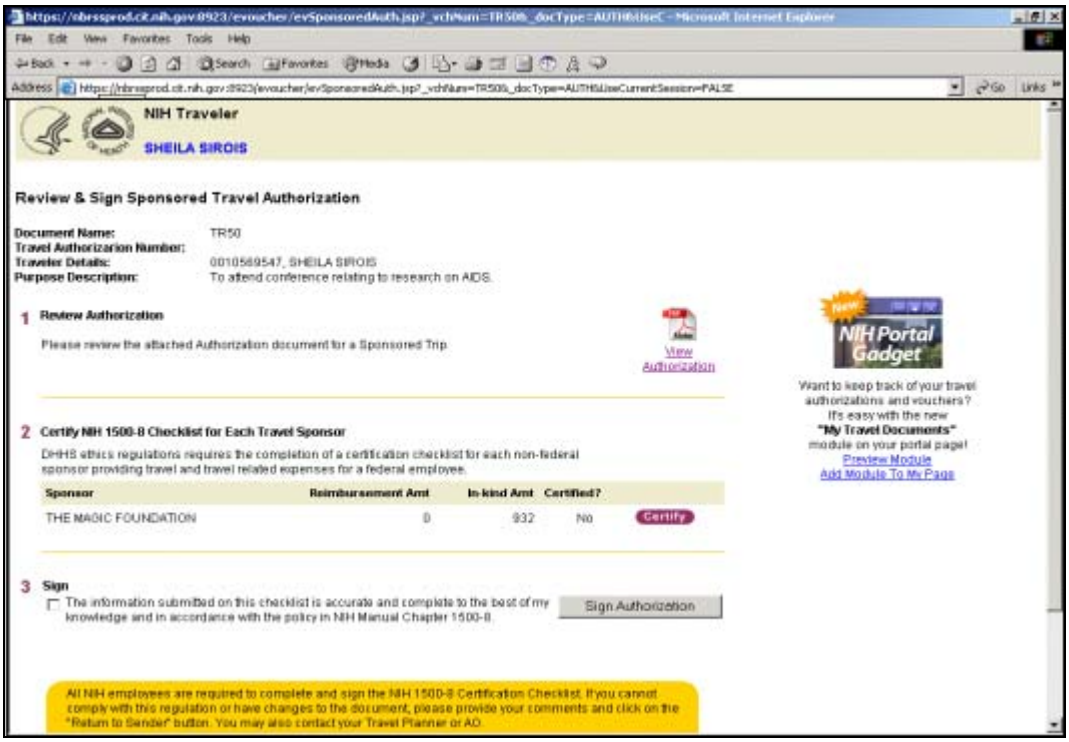
1. **Open the email** that arrives in your inbox.



2. Select the **Traveler URL** provided in the email to access the travel document.

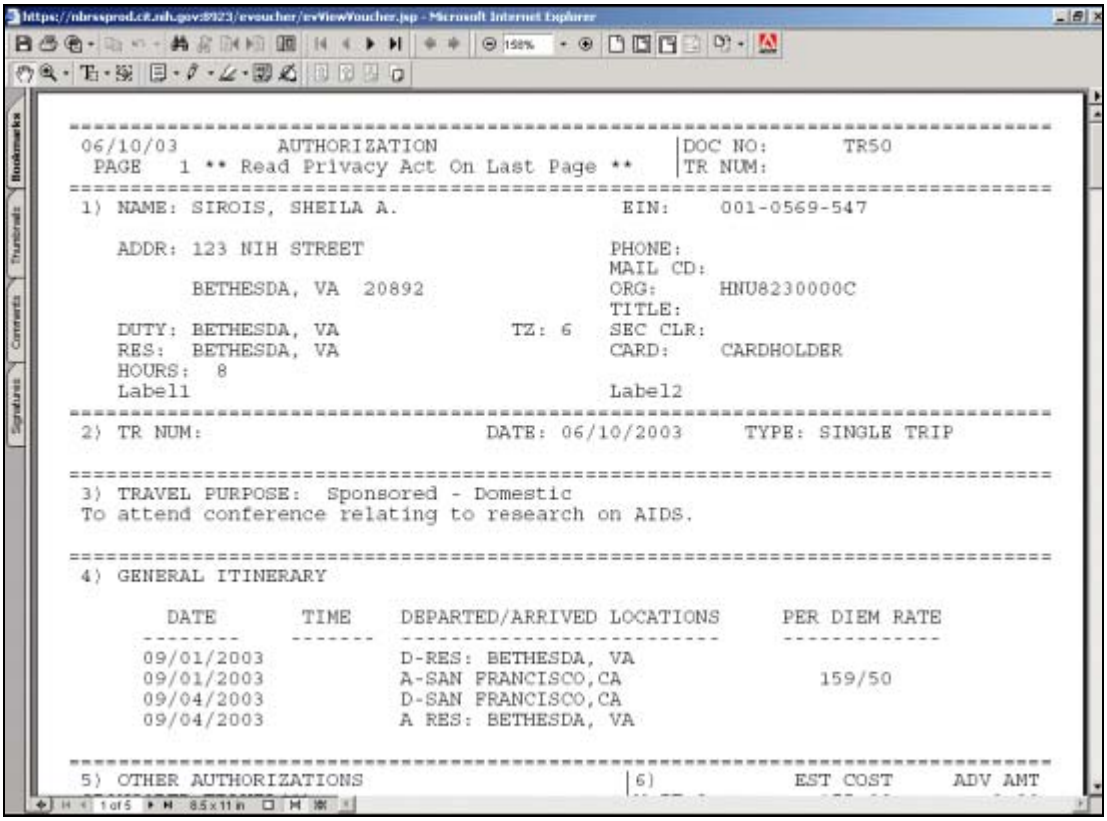
   Note: If you are not logged on to the Portal, you will be prompted to do so. To log on, use your **NIH Domain, User Name** and **Password** (see screen shot below). This is the same information you use to log on to your NIH workstation. For assistance, contact NIH Help Desk at 301.496-HELP.





3. To review the travel document, select the **View Authorization/Voucher** link.

   Result: An Adobe Acrobat PDF file will open which allows you to scroll through all the details of the trip.



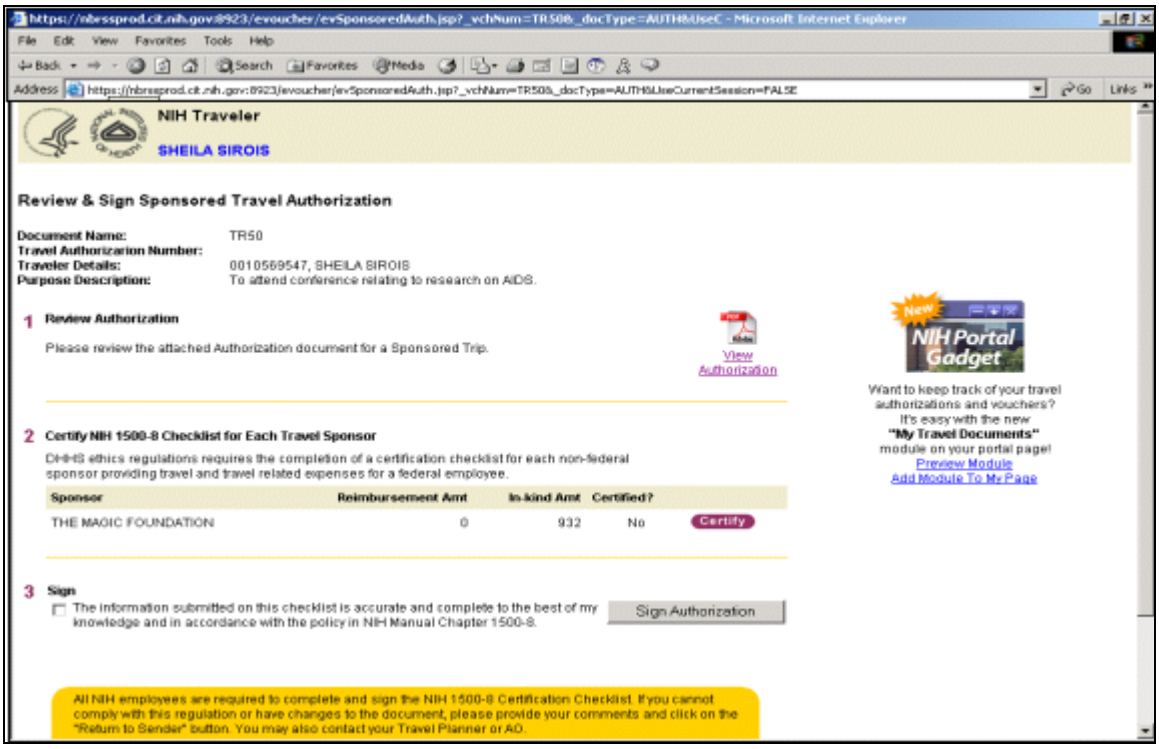
```
06/10/03        AUTHORIZATION                    |DOC NO:      TR50
 PAGE   1 ** Read Privacy Act On Last Page **    |TR NUM:
1) NAME: SIROIS, SHEILA A.                   EIN:    001-0569-547

   ADDR: 123 NIH STREET                     PHONE:
                                            MAIL CD:
         BETHESDA, VA  20892                ORG:    HNU8230000C
                                            TITLE:
   DUTY: BETHESDA, VA              TZ: 6    SEC CLR:
   RES:  BETHESDA, VA                       CARD:   CARDHOLDER
   HOURS:  8
   Label1                                   Label2
2) TR NUM:                        DATE: 06/10/2003     TYPE: SINGLE TRIP

3) TRAVEL PURPOSE:  Sponsored - Domestic
To attend conference relating to research on AIDS.

4) GENERAL ITINERARY

      DATE       TIME    DEPARTED/ARRIVED LOCATIONS     PER DIEM RATE
   --------     -------  --------------------------     -------------
   09/01/2003            D-RES: BETHESDA, VA
   09/01/2003            A-SAN FRANCISCO,CA                159/50
   09/04/2003            D-SAN FRANCISCO,CA
   09/04/2003            A RES: BETHESDA, VA

5) OTHER AUTHORIZATIONS                     |6)          EST COST     ADV AMT
```

4. Close the travel document using the **close box** ☒ in the upper right corner.

If the trip is Sponsored, goto task #5. Otherwise, goto task #9.

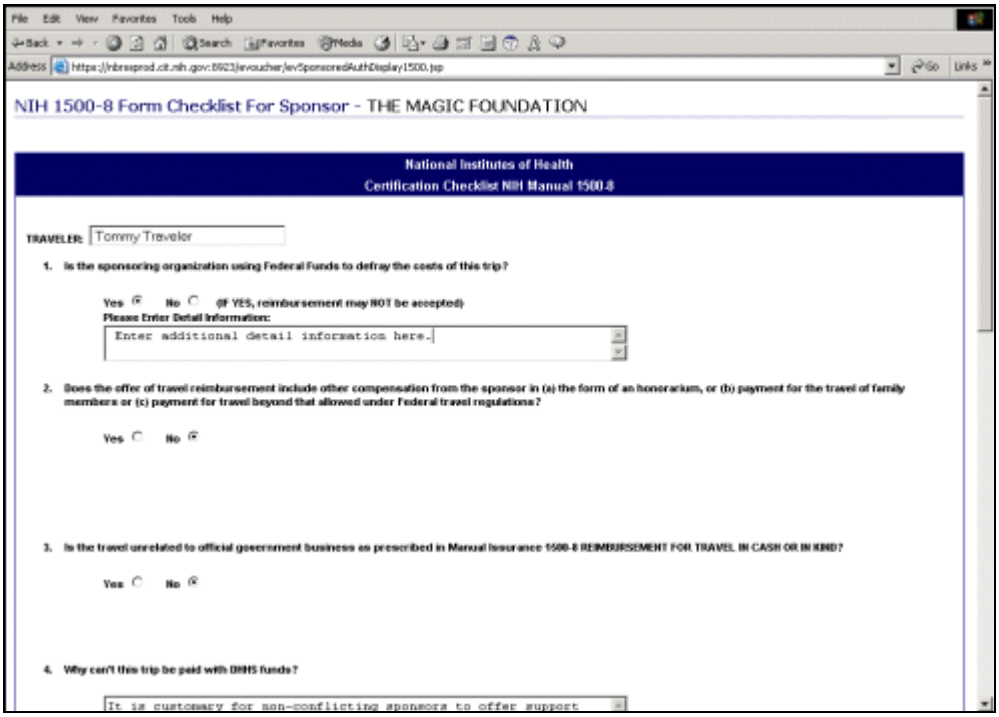
Note: The following steps are followed for both Travel Authorizations and Travel Vouchers for Sponsored trips.

Certifying the Sponsor Checklist



5. Select the **Certify** button to certify the NIH 1500-8 Checklist.

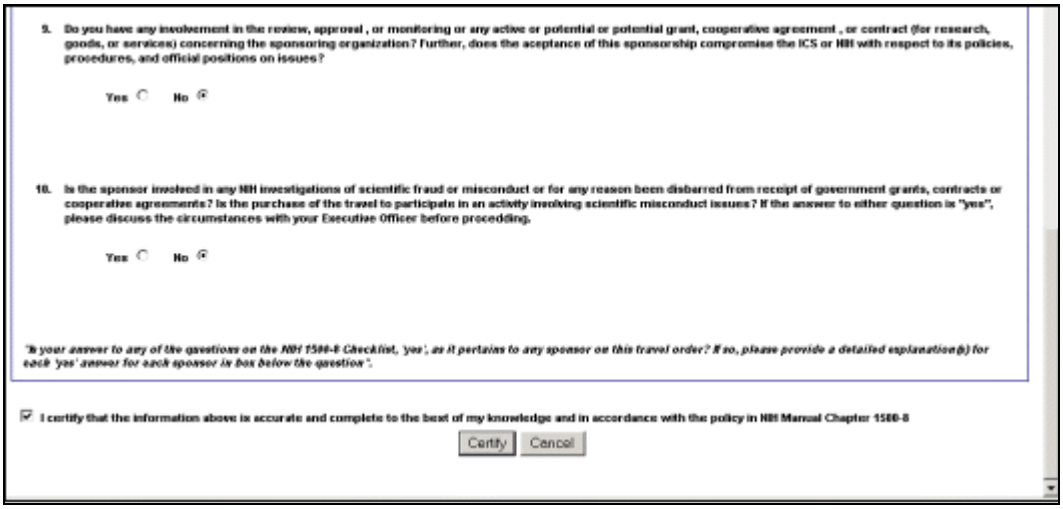
   Note: There will be a checklist for each sponsor and each checklist requires certification.



6. Type in the **Traveler name** on the checklist.

7. Answer each question.

   Note: If an answer is YES to any question, you will need to provide additional explanation.

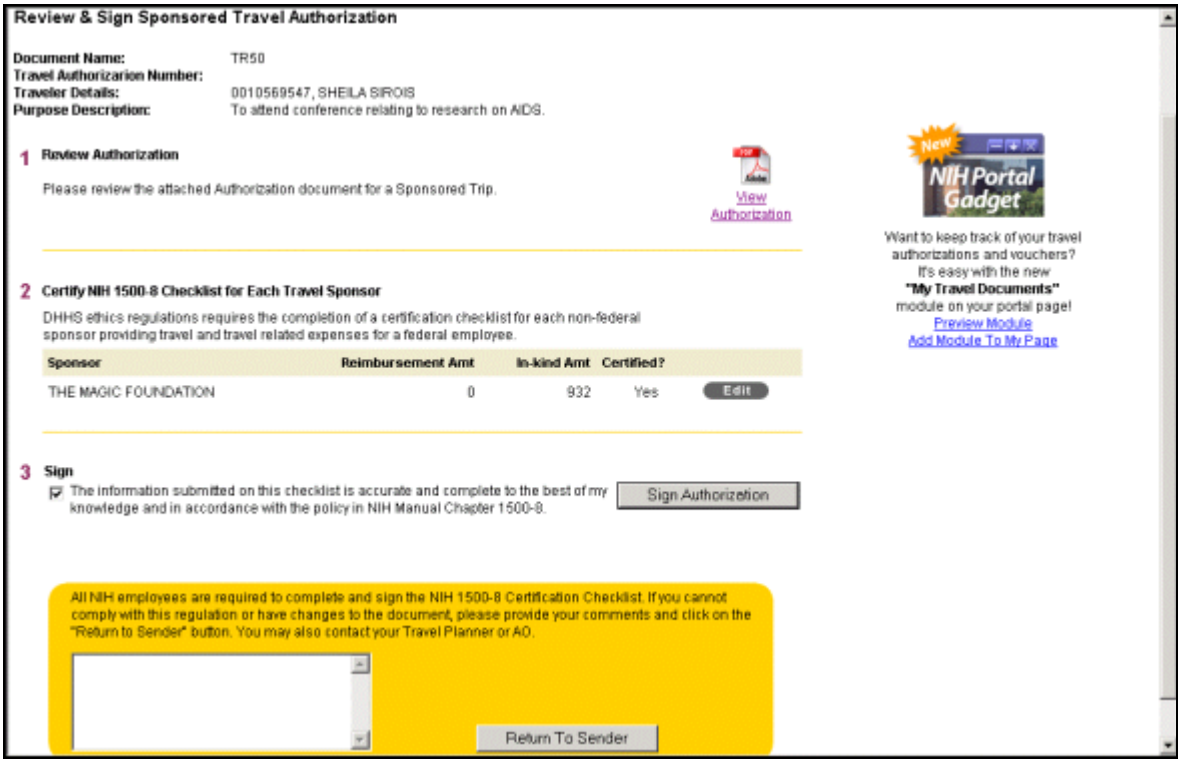


8. Check the **certify box** at the end of the form and select the **Certify button**. If you disagree, select the **Cancel** button.

9. Determine whether or not to sign the travel document.

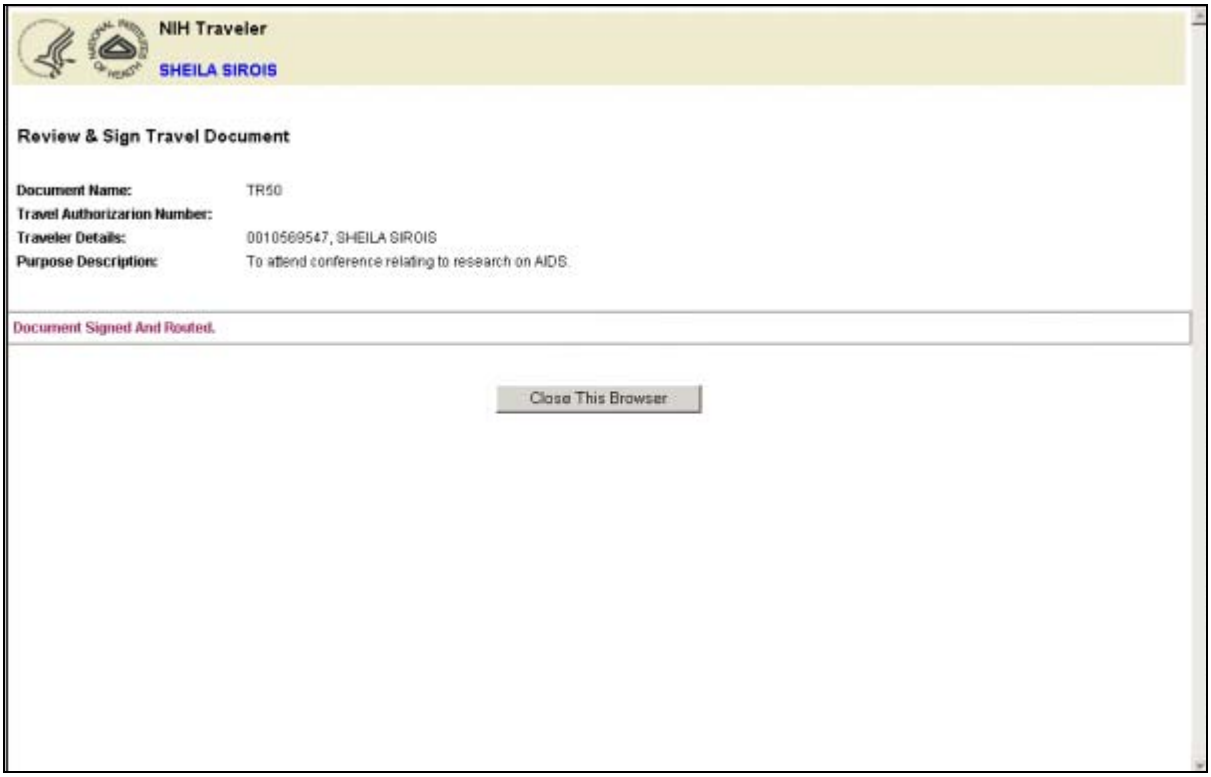
If you agree with the travel document, goto task #10. Otherwise, goto task #12.

Signing Travel Document



10. Select the **certify checkbox** and select the **Sign Authorization/Voucher** button.

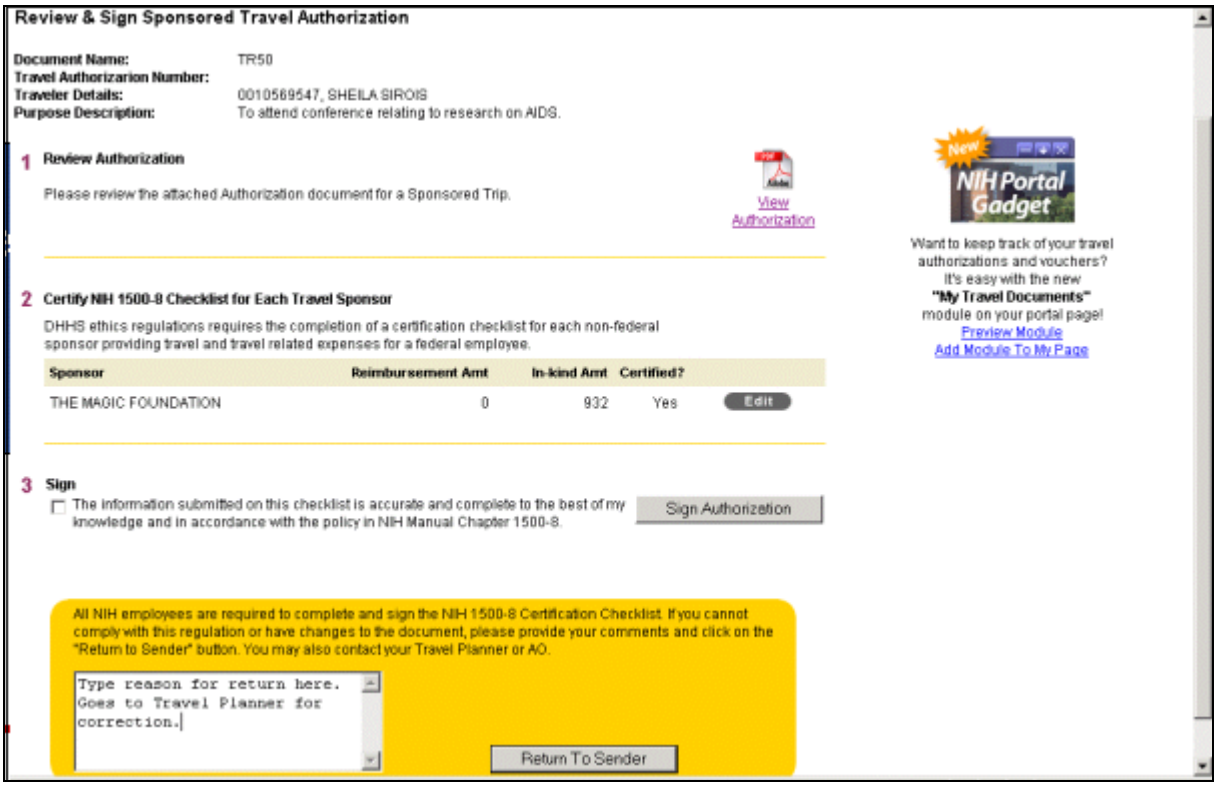
    Result: The travel document is forwarded to the approver electronically.



11. Select **Close This Browser** button to exit the Review & Sign Travel Document window.

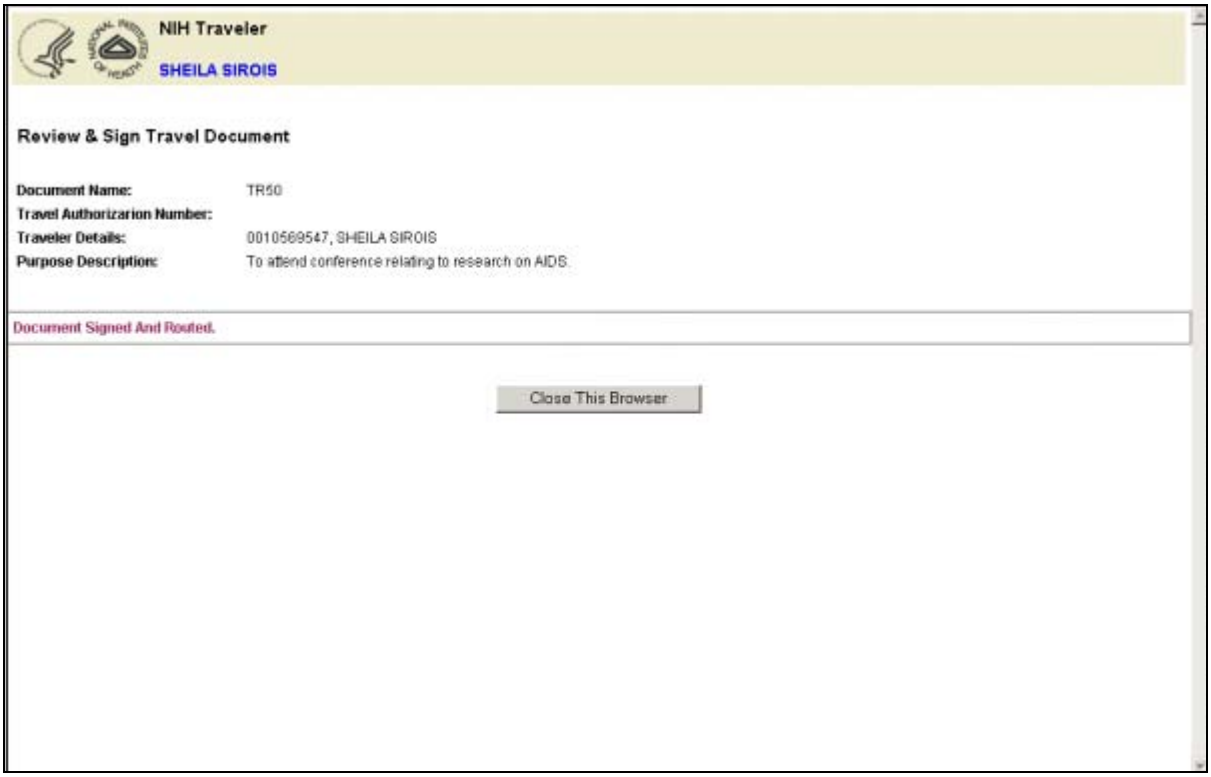
End of activity.

Returning Travel Document



12. Type your reasons for disagreeing in the comments box in the yellow area at the bottom of the screen and select the **Return to Sender** button.

    Result: The document is returned to the Travel Planner for correction.



13. Select **Close This Browser** button to exit the Review & Sign Travel Document window.

End of activity.

NIH Portal Gadget

- Travelers may add the NIH Portal Gadget to their NIH Portal "My Page"
  - Allows travelers to view all travel documents for trips planned and taken
  - Provides another means of certifying travel documents other than through email notice

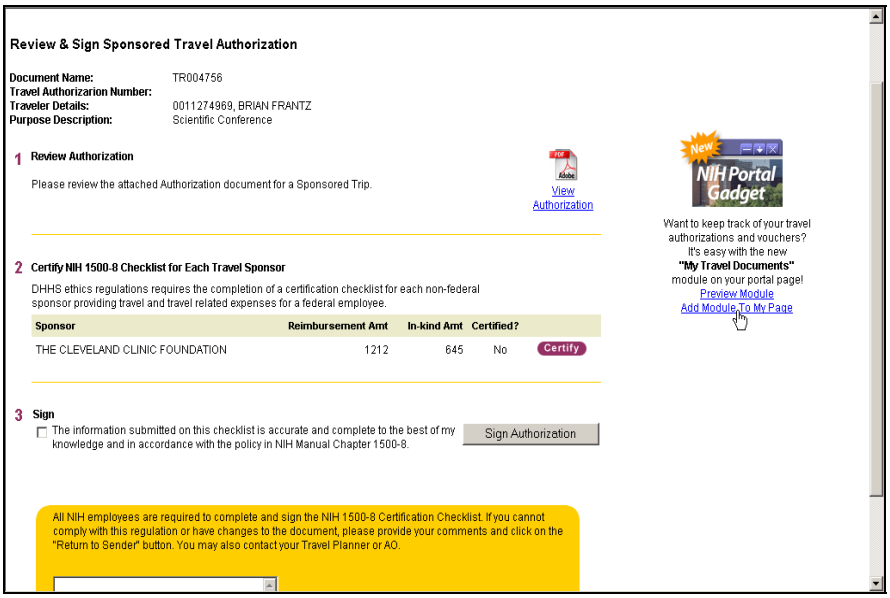
Page 10

Traveler - Adding the NIH Portal Gadget

To add the gadget via the document review goto task #1.

To access the Add Gadget icon manually goto task #2.

1. From your document review screen, select the **Add Module to My Page** link.

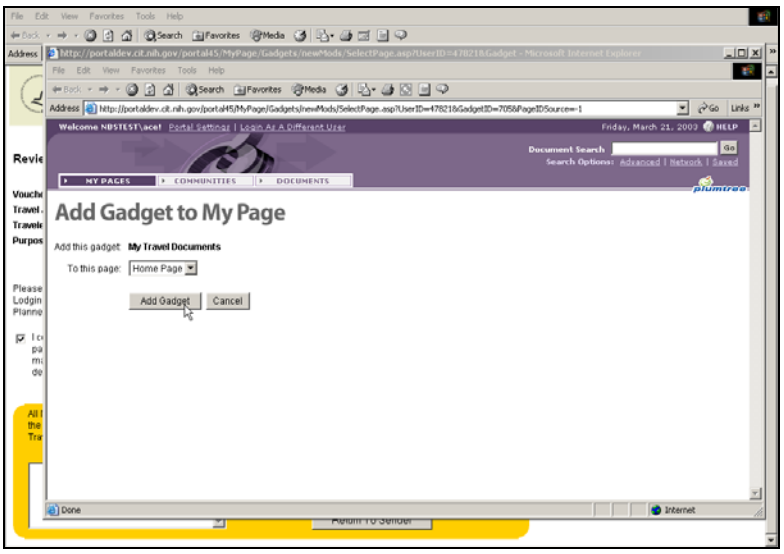


Goto task #4.

2. Log into the NIH Portal (http://my.nih.gov).

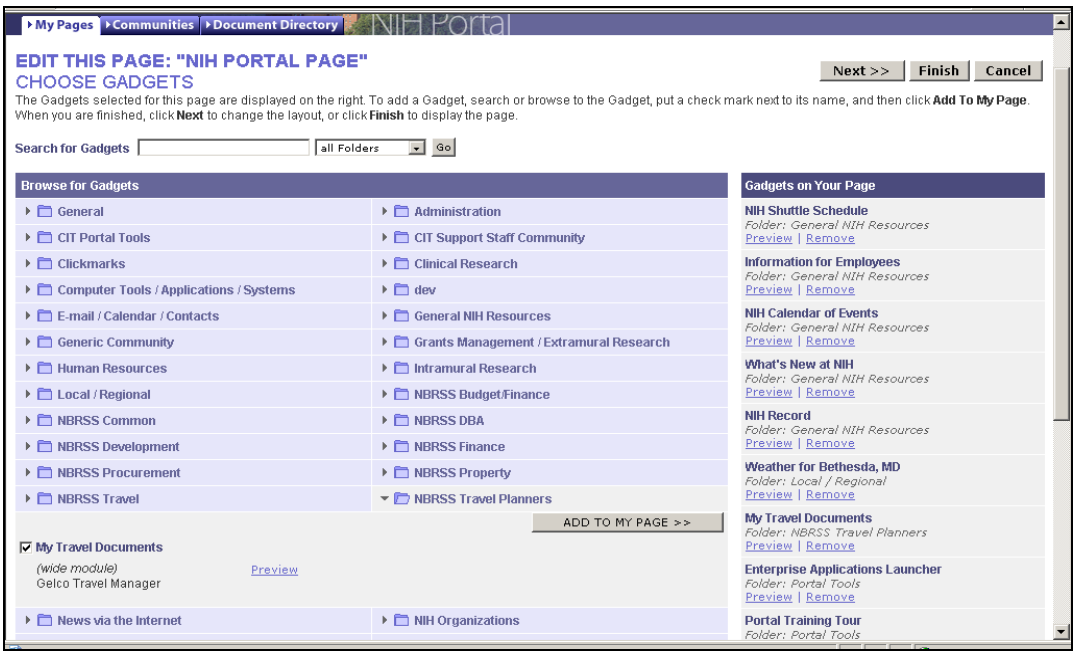
NBS Traveler System User
NIH Portal Login>NIH Portal>My Pages
My Pages

3. Select the **Choose Gadget** link from the top part of the screen of My Pages.



4. Verify the "Add this gadget" line reads **My Travel Documents**.

5. Select **Add Gadget**.

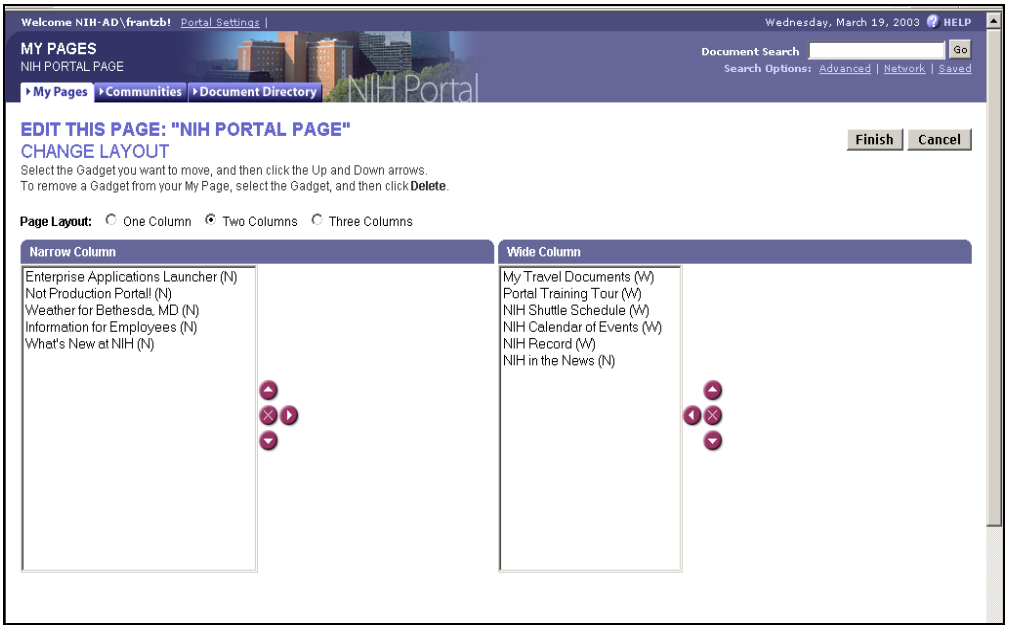


6. Select the **NBRSS Travel** folder.

7. Check the box for the **My Travel Documents** gadget.

8. Select the **Add to my Page** button.

9. Select the **Next** button.



If you want to Organize your "My Page", goto task #10. Otherwise, goto task #12.

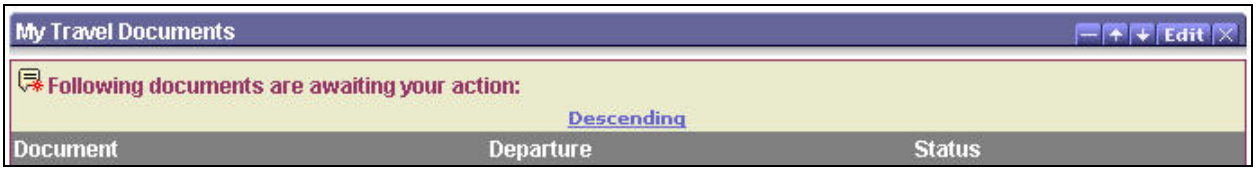
10. Locate the gadget you want to move (My Travel Documents) and select it.

    Note: The Gadget is added to the bottom of the page. For convenience it can be moved.

11. Use the **Up** and **Down** arrows associated with that column (or left and right to switch columns) to move the item's positioning on your NIH Portal My Pages.

12. Select the **Finish** button when you are finished with adding the gadget location.

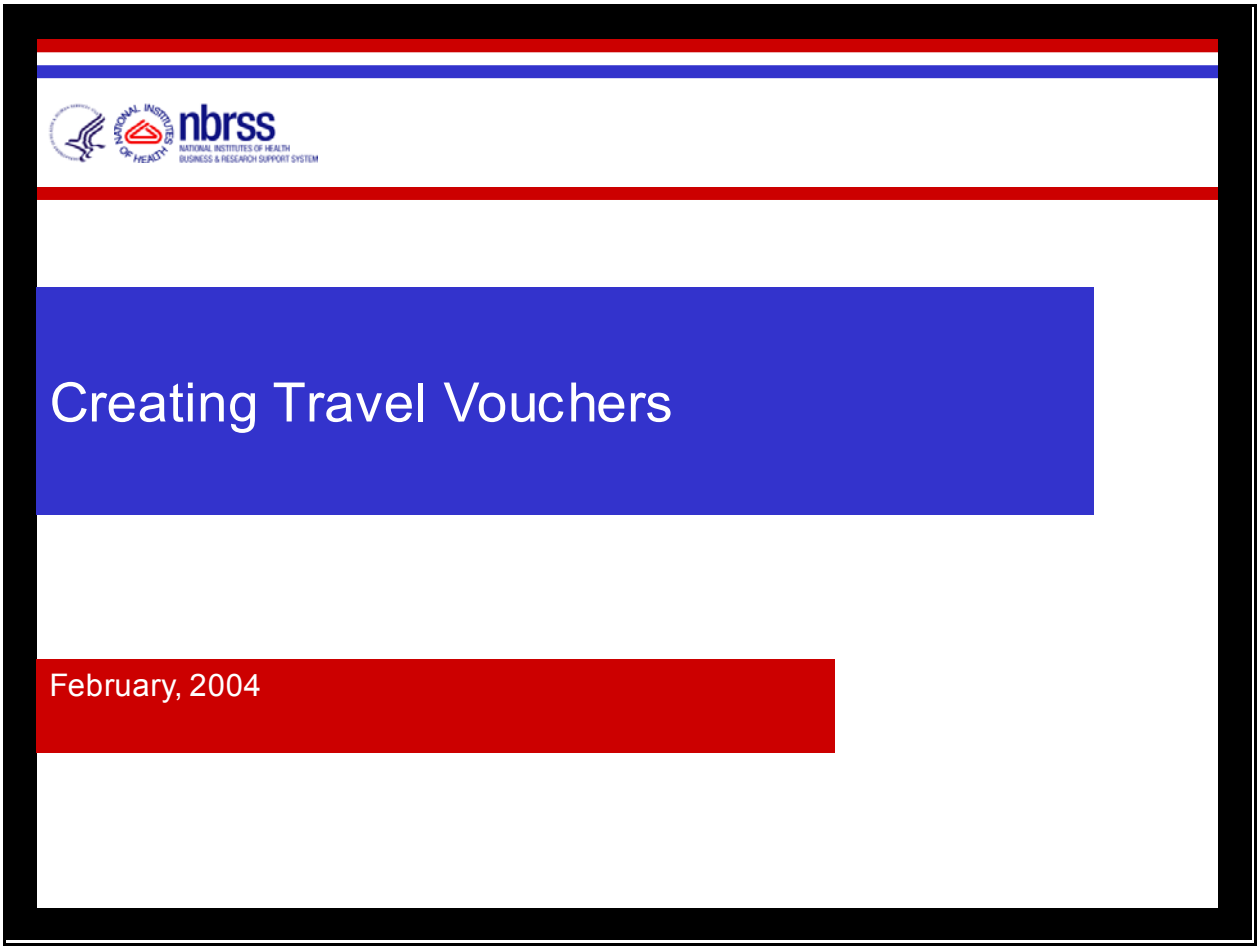
    Note: The listing for each traveler is organized by departure date in *descending* order. To change this to *ascending* order, select (click on) **Descending**.



End of activity.

Vouchers

Chapter 5


nbrss
NATIONAL INSTITUTES OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM
Creating Travel Vouchers
February, 2004

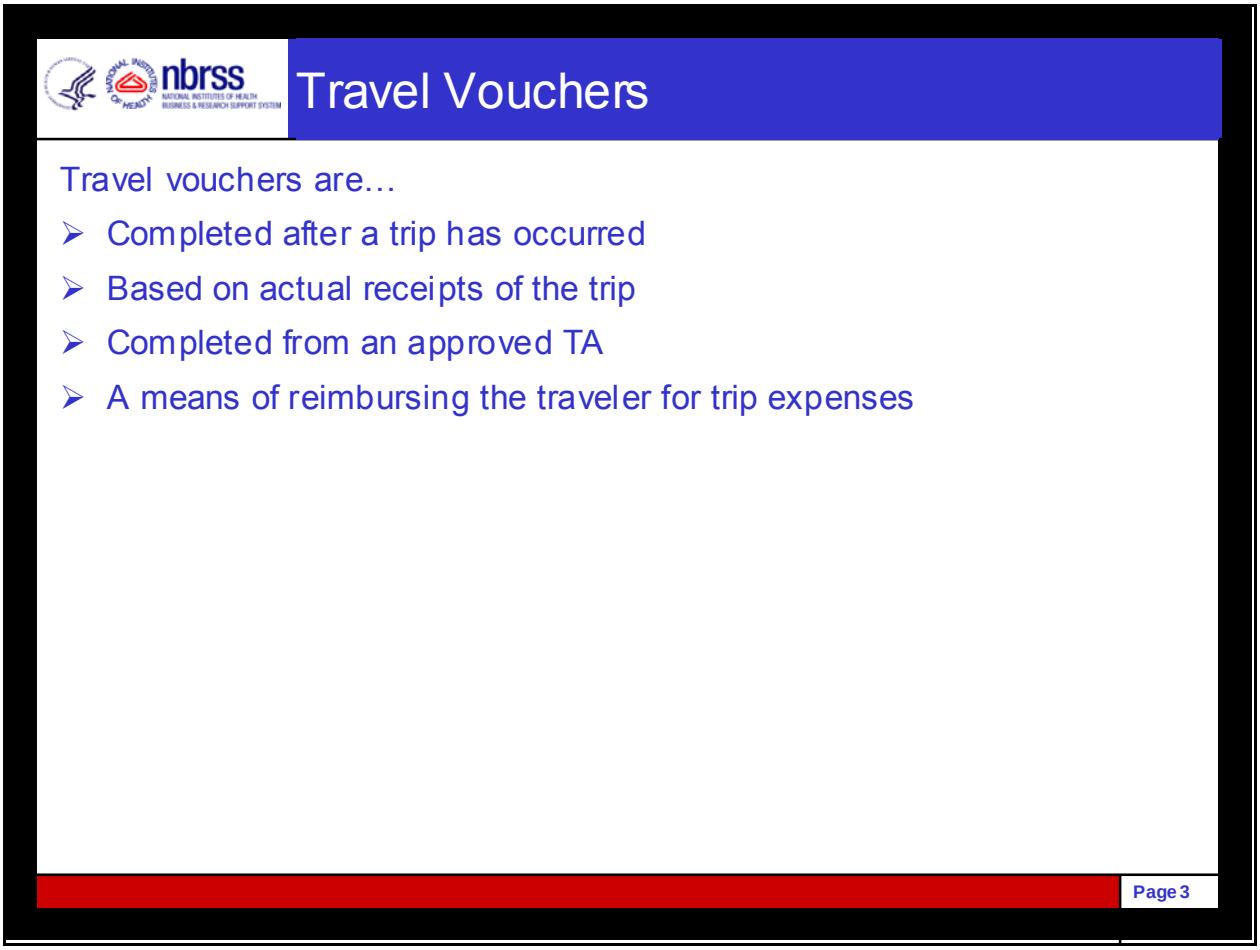
Lesson Objectives

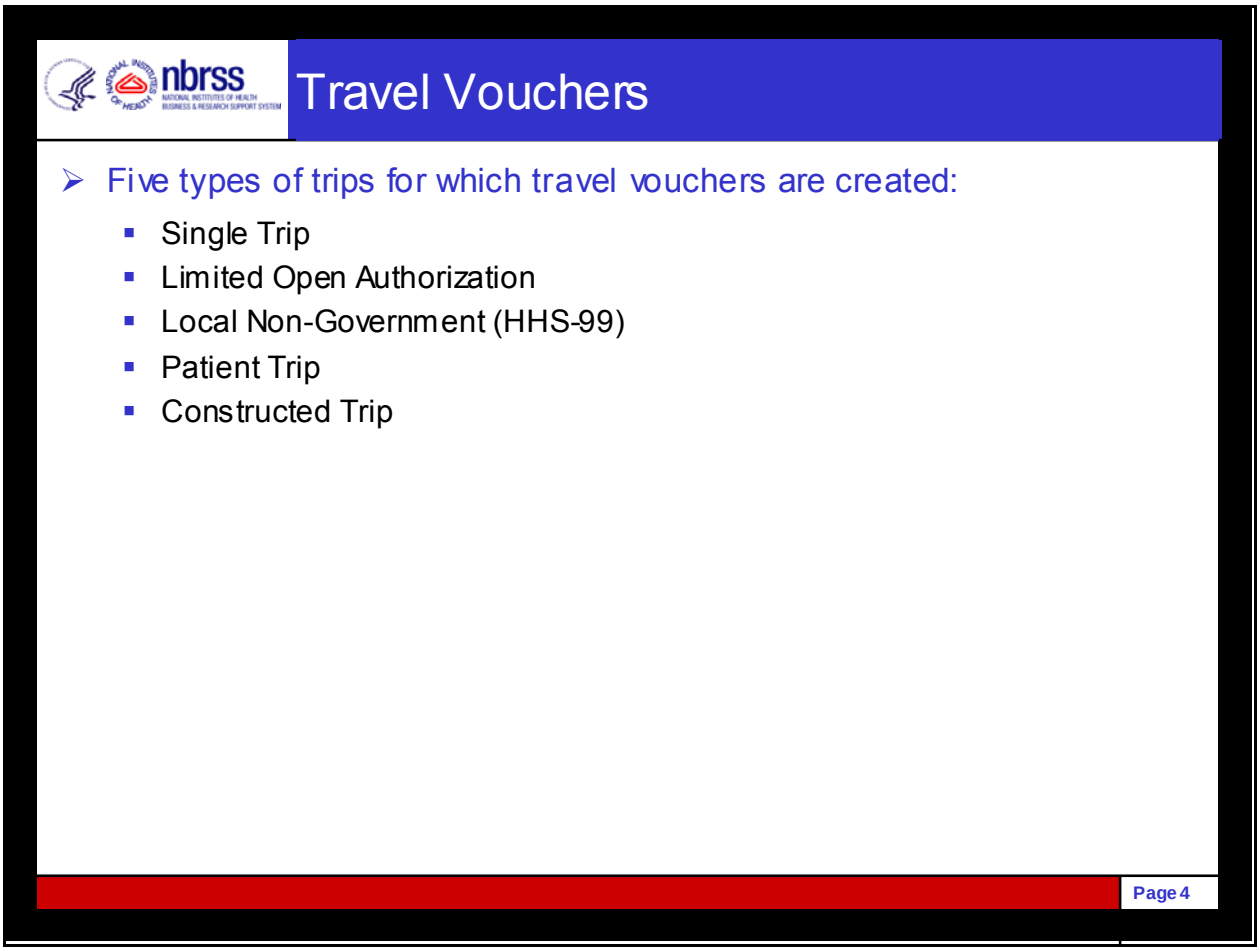
Lesson Objectives

After completing this lesson you should be able to:

- Define travel vouchers
- Describe the workflow of a travel voucher
- Complete a travel voucher based on a TA
- Complete a constructed travel voucher

Page 2


nbrss
NATIONAL INSTITUTES OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM
Travel Vouchers
Travel vouchers are…
Completed after a trip has occurred
Based on actual receipts of the trip
Completed from an approved TA
A means of reimbursing the traveler for trip expenses
Page 3



•**Single Trip:** Used for all TDY travel of 30 days or less.

•**Limited Open Authorization (LOA):** Used for TDY greater than 30 days, but less than 6 months. Multiple vouchers may be processed against a single obligation.

•**Local Non-Government (HHS-99):** When attending a conference in the local travel area that is not sponsored by a government agency.

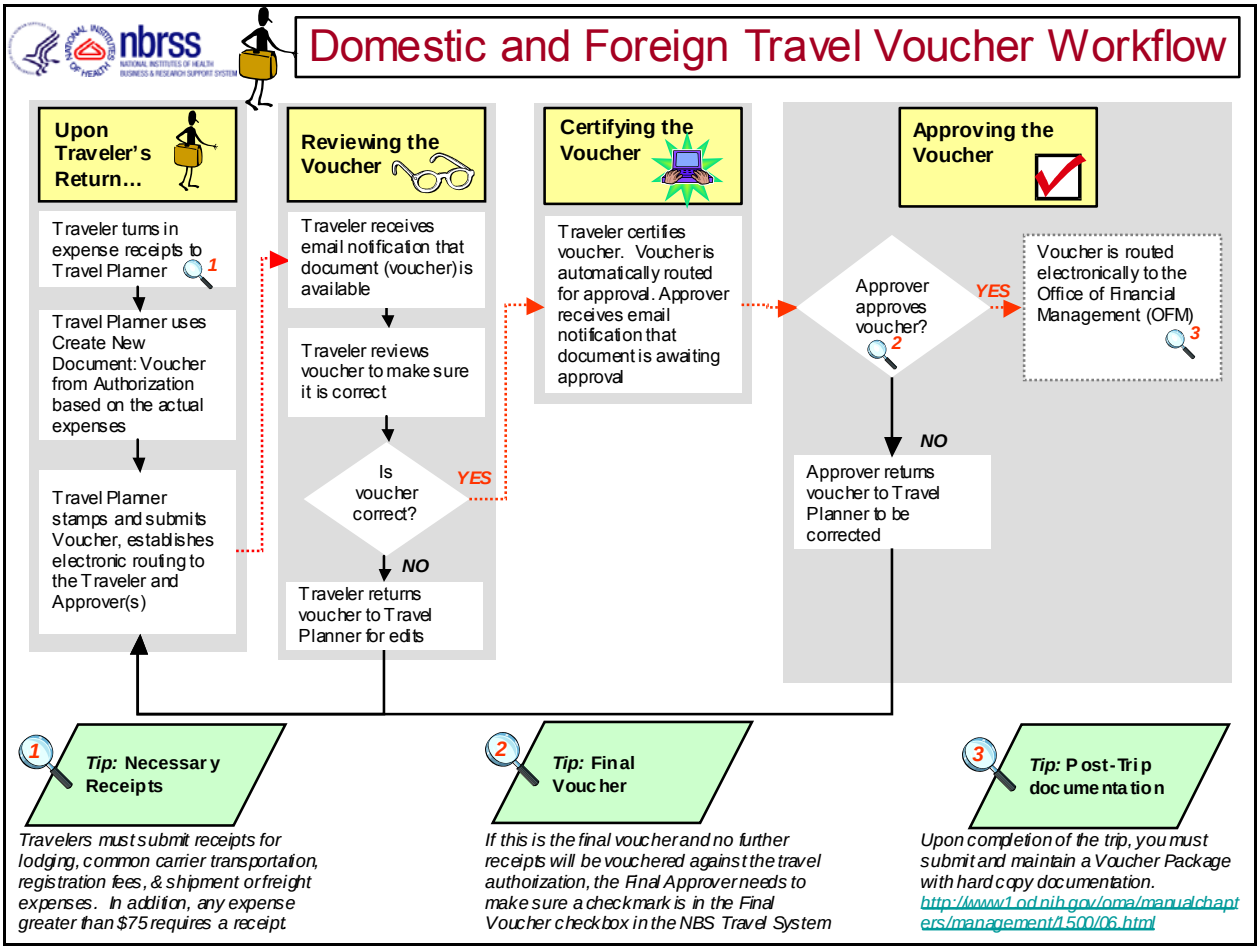
•**Patient Trip:** Used exclusively by the Clinical Center Patient Voucher office.

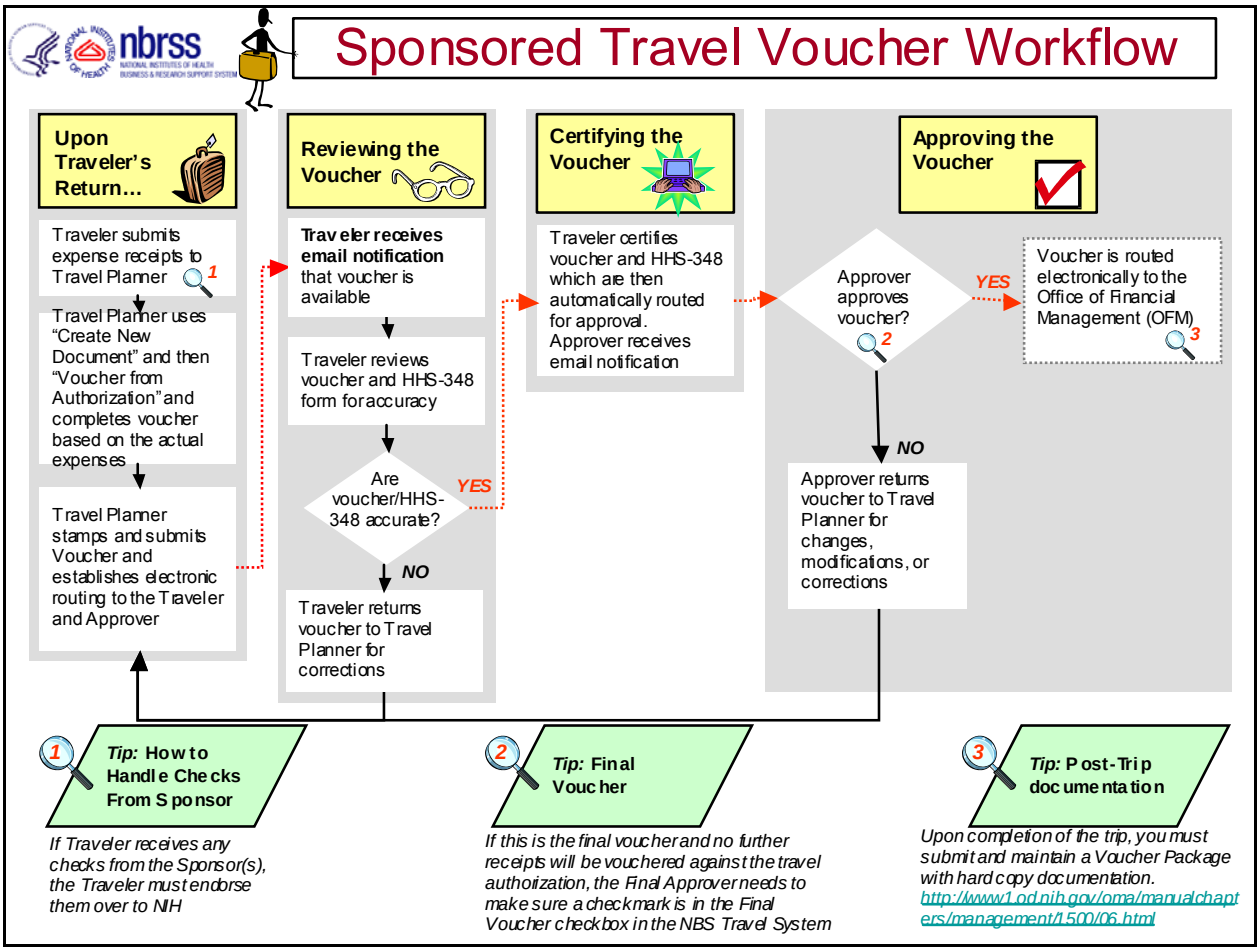
•**Constructed Trip:** Used to compare what actual expenses were to what "could have been". Typically used when a traveler uses his/her own vehicle for travel rather than a common carrier. Creates a comparison of costs within a single voucher. The lower cost trip will be reimbursed.

Travel Voucher Workflow

- Travel Planners create the travel voucher based upon receipts obtained from the traveler
- Travelers sign all travel vouchers to certify the details are correct
- Travel Reviewers (optional) review the details of the travel voucher
- Travel Approvers approve the travel voucher for payment
- If anyone in the routing is not satisfied with the travel voucher they may stamp the document 'Returned' to send it back to the Travel Planner for correction

Page 5


Domestic and Foreign Travel Voucher Workflow
Upon Traveler's Return...
Traveler turns in expense receipts to Travel Planner
1
Travel Planner uses Create New Document: Voucher from Authorization based on the actual expenses
Travel Planner stamps and submits Voucher, establishes electronic routing to the Traveler and Approver(s)
Reviewing the Voucher
Traveler receives email notification that document (voucher) is available
Traveler reviews voucher to make sure it is correct
Is voucher correct?
YES
NO
Traveler returns voucher to Travel Planner for edits
Certifying the Voucher
Traveler certifies voucher. Voucher is automatically routed for approval. Approver receives email notification that document is awaiting approval
Approving the Voucher
Approver approves voucher?
2
YES
Voucher is routed electronically to the Office of Financial Management (OFM)
3
NO
Approver returns voucher to Travel Planner to be corrected
1 Tip: Necessary Receipts
Travelers must submit receipts for lodging, common carrier transportation, registration fees, & shipment or freight expenses. In addition, any expense greater than $75 requires a receipt.
2 Tip: Final Voucher
If this is the final voucher and no further receipts will be vouchered against the travel authorization, the Final Approver needs to make sure a checkmark is in the Final Voucher checkbox in the NBS Travel System
3 Tip: Post-Trip documentation
Upon completion of the trip, you must submit and maintain a Voucher Package with hard copy documentation.
http://www1.od.nih.gov/oma/manualchapters/management/1500/06.html



The difference of a sponsored travel voucher is that the traveler must review the voucher and the HHS-348 Sponsor Checklist Form.

Creating a Travel Voucher

- Travel vouchers are completed based on the details already entered in the TA
- TA must be approved prior to creating a voucher for it
- If the TA has an amendment, create the voucher from the amendment
- Travel planners edit the existing details:
  - Click the edit icon (pencil) to update/change data
  - Click the delete icon (X) to delete information that is no longer needed
- Partial vouchers:
  - May complete a partial voucher in advance of the trip if a traveler must receive money for an expense upfront, e.g., a registration fee (see final voucher checkbox slide later in the chapter)
- If the accounting code information needs to be updated, the travel planner must create an amendment prior to creating a voucher
  - Project numbers may only be deleted on vouchers, not edited or added

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Creating a Travel Voucher

- To start a Travel Voucher:
  - Search for the traveler's name
  - Search for the approved TA or approved Amendment
  - Create the document

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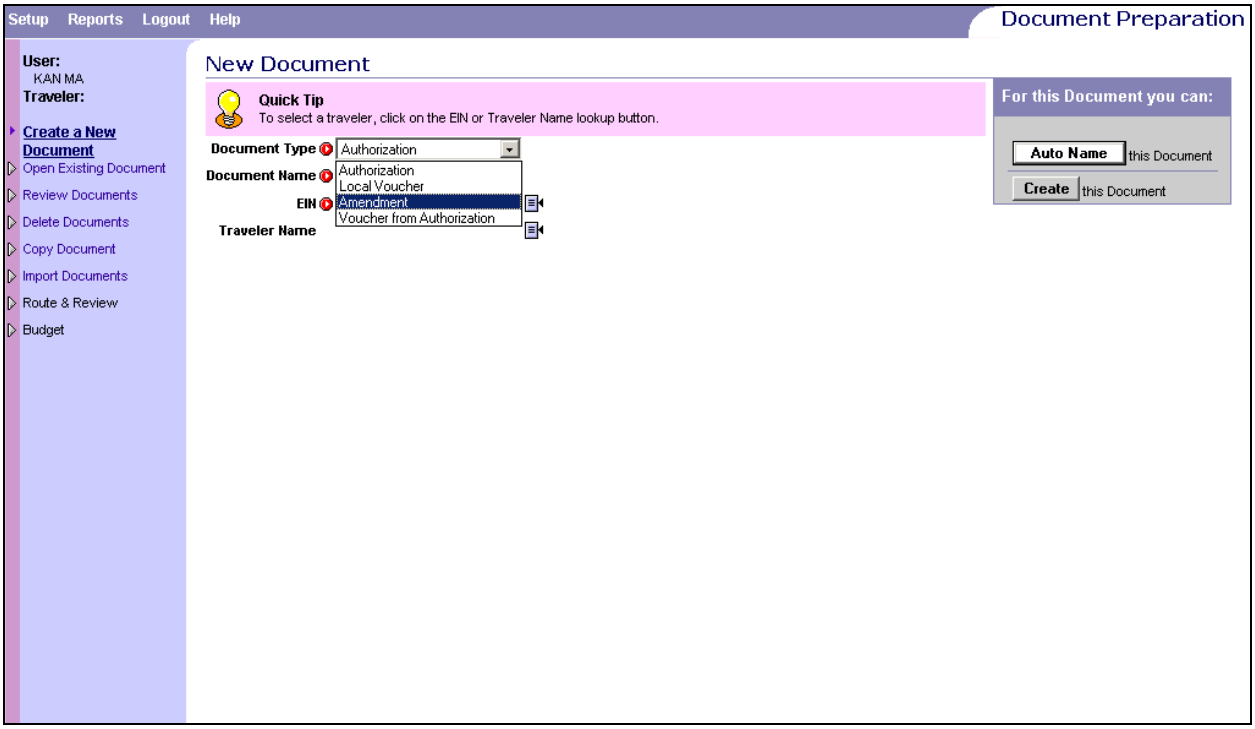
Creating a New Document

This document explains how to create Travel Authorizations, Amendments, Local Vouchers, and Vouchers.

NBS Travel System User
N> Document Toolbar > Create a New Document
New Document



1. From the **Document Toolbar**, select **Create a New Document**.

If you are creating an Authorization, Local Non-Government Authorization or Local Voucher, goto task #2.

If you are creating an Amendment, goto task #8.

If you are creating a Voucher, goto task #16.

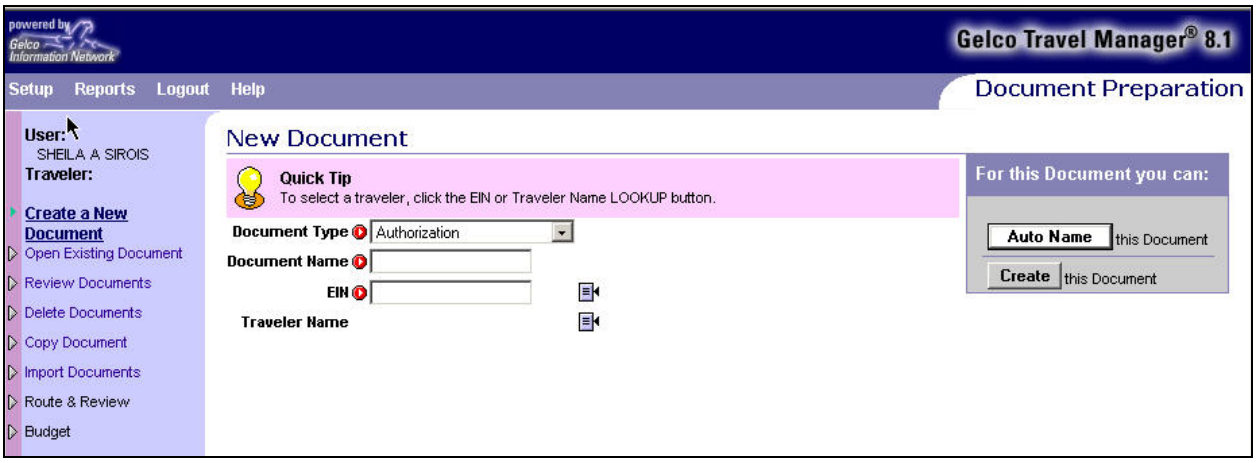
Authorizations, Local Non-Government Travel Authorizations and Local Vouchers

2. In the **Document Type** field, select **Authorization** or **Local Voucher** from the drop-down list.

   Note: For Local Non-Government travel select Authorization since prior approval is required.

3. Select the **Traveler Name** Search icon; a separate **Search** window will appear. Enter the Traveler's **Last Name** and/or **First Name** in the **Search** fields. (Alternatively, you may click the **EIN** search icon and enter the Traveler's **EIN**.)

   Note: You may use partial values in the **Search** fields.



4. Select the **Search** button.

5. Select the traveler's **EIN**.

   Note: The traveler's name should be listed next to it.

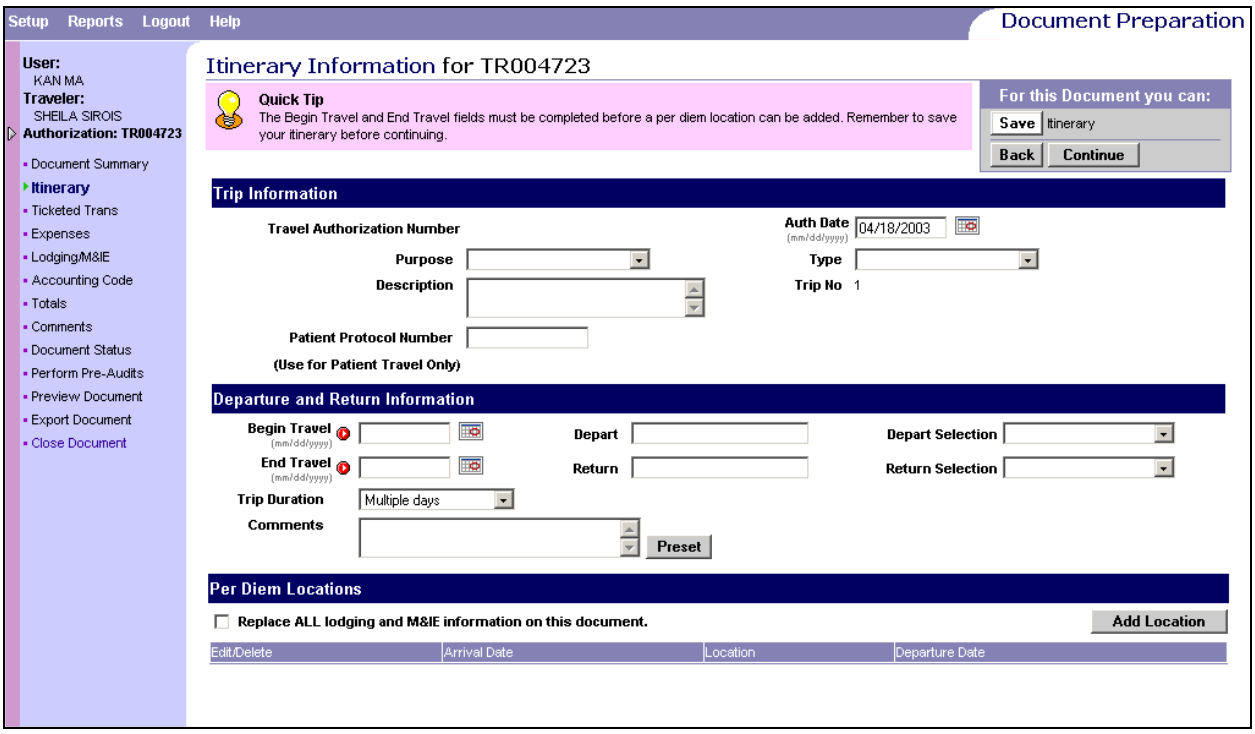
6. Select the **Auto Name** this Document button in the top right of the screen.

   Note: The **Auto Name** button automatically assigns a unique document name. This system-generated number will be assigned to the document when you create it. The number also automatically extends to tracking within the NBS financials software, Oracle financials.

7. Select the **Create** this Document button.

   Note: At the time the **Create Document** step is performed, the document number is assigned and **Saved**. You may close or open the document from this time forward without the number being deleted.

   Result: The **Itinerary Information** screen will appear.



End of activity.

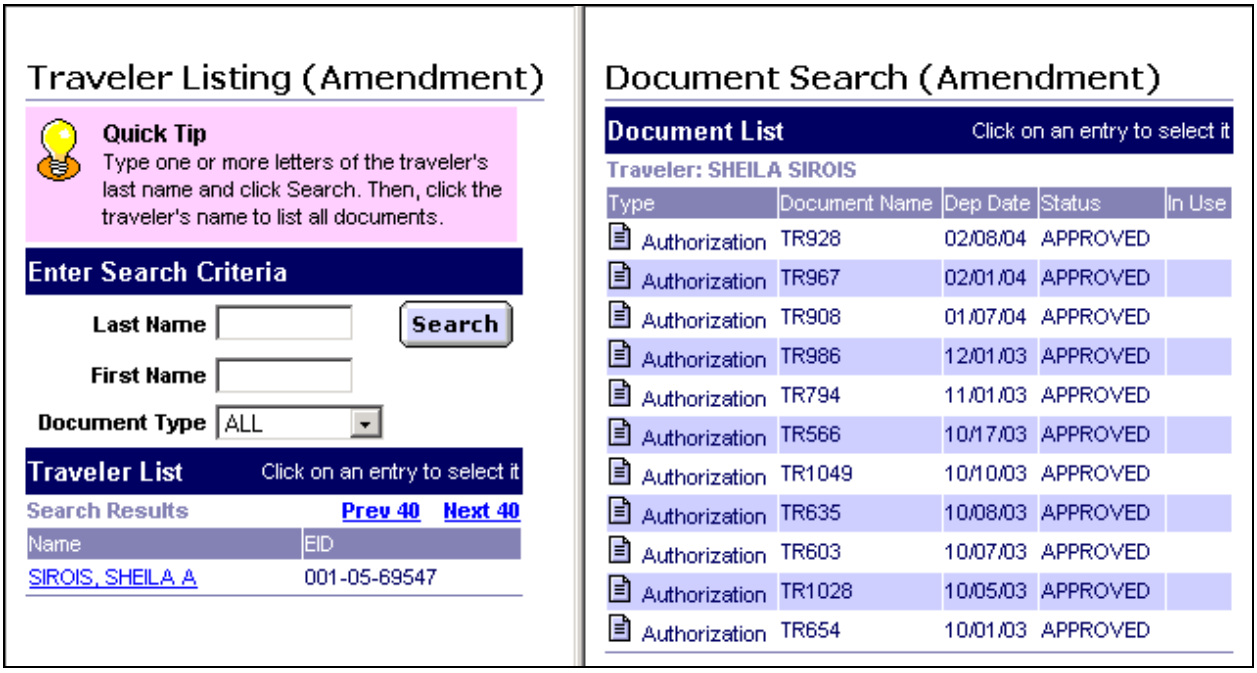
Amendments

Amendments are created after a document has been routed and approved. The amended document will also need to be routed and approved and then requires a change.

8. In the **Document Type** field, select **Amendment** from the drop-down list.

9. Activate the **Traveler Listing** screen by clicking in blank white space on the screen.

   Result: The **Traveler Listing** Screen will appear.



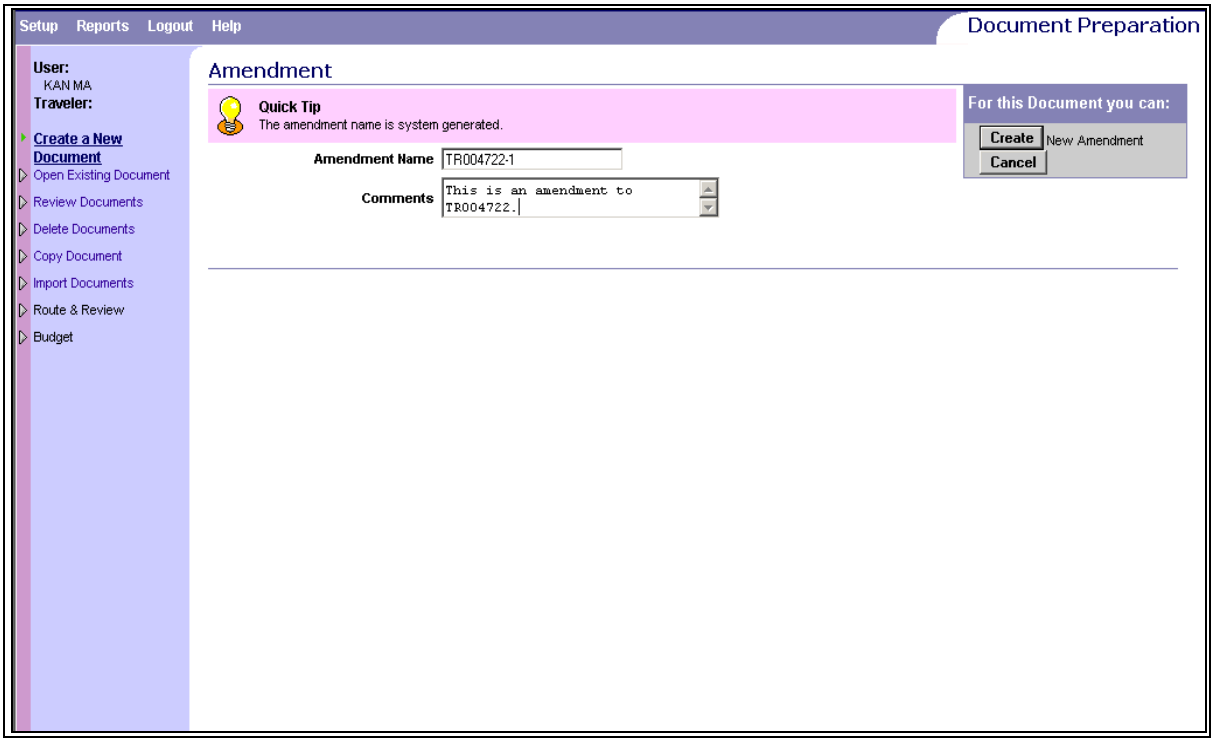
10. Choose the **Traveler** by searching on **Last Name** and/or **First Name**.

    Note: You may use partial values in the **Search** field.

    Note: Optionally refine your search by entering a **Document Type**.

11. Select the **Document** to amend by selecting the icon.

    Result: The **Amendment** screen will appear when the document is selected.

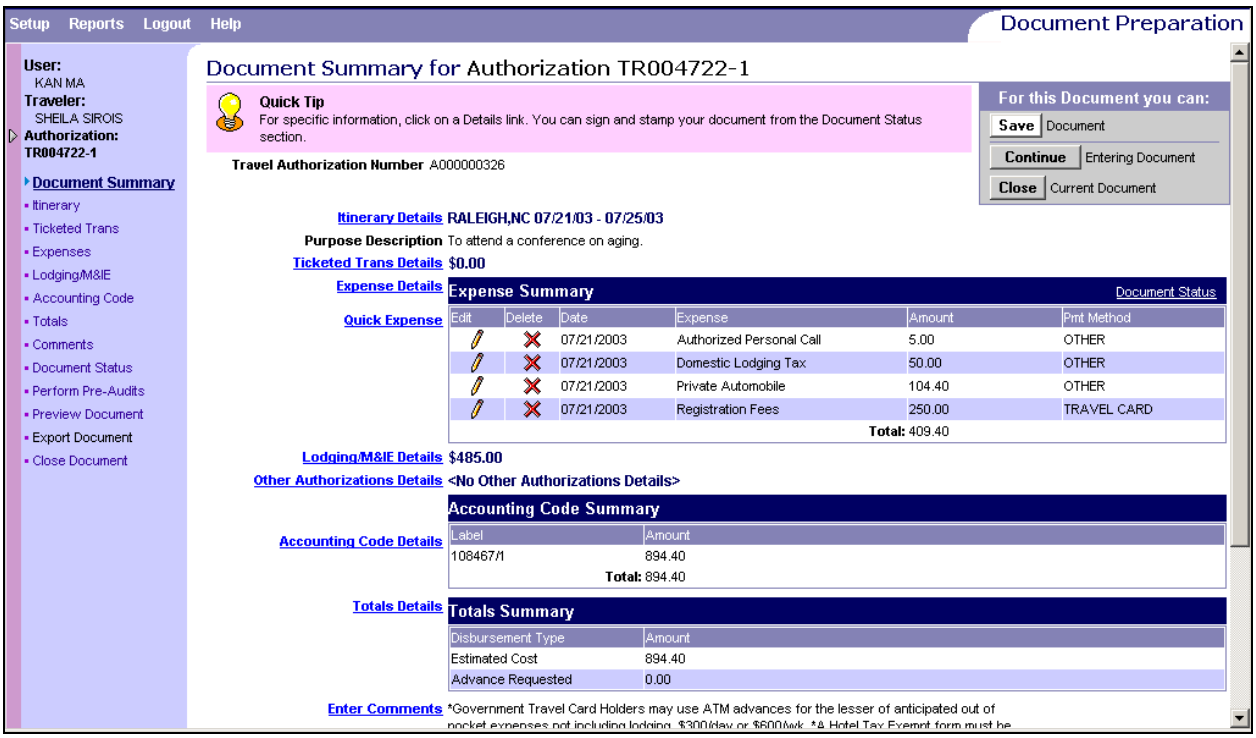


12. The **Amendment Name** will append the original document name with an amendment number (e.g. "-1").

13. In the **Comments** box, enter any pertinent comments.

14. Select the **Create** New Amendment button.

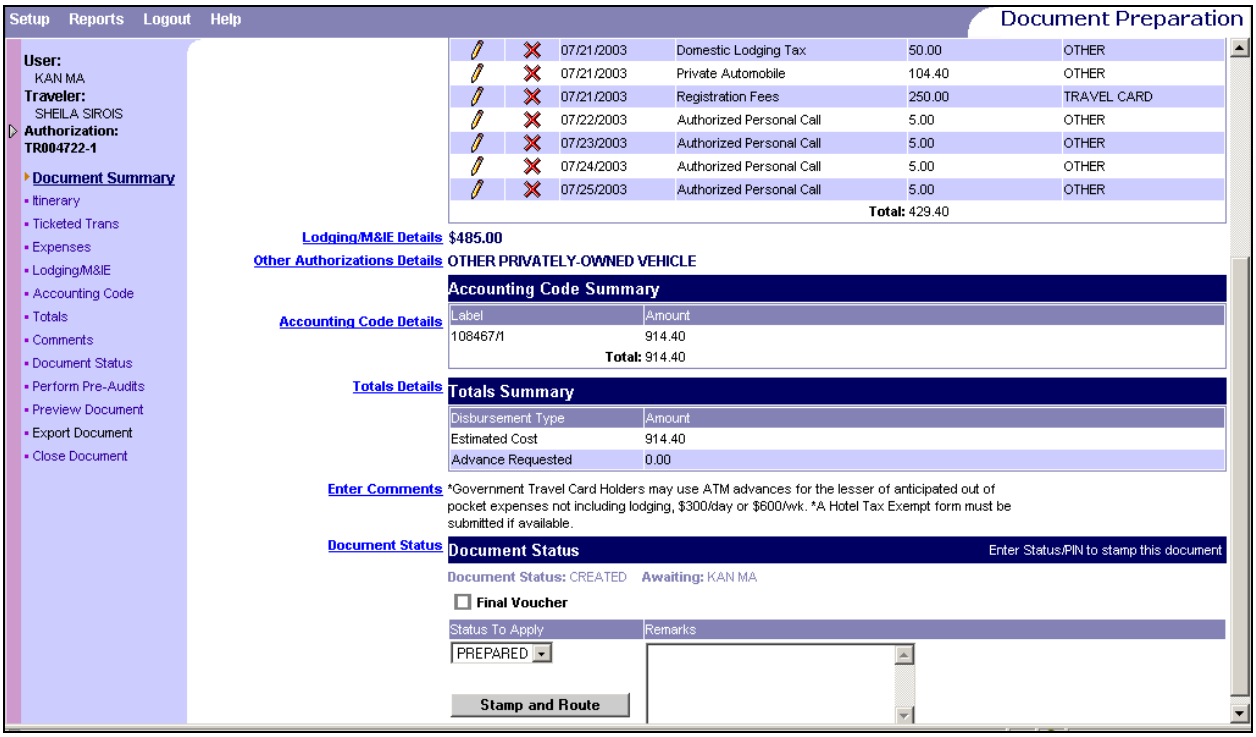
    Result: The Document Summary Screen appears.



15. From the **Document Summary** window, you can make any required changes by selecting the appropriate Pencil icon next to the expense detail.

    Note: Selecting **Continue** Entering Document button, will allow access to the Itinerary, Ticket screens, etc. Continue to work through the document making any necessary changes.

Your screen should look similar to the one below:



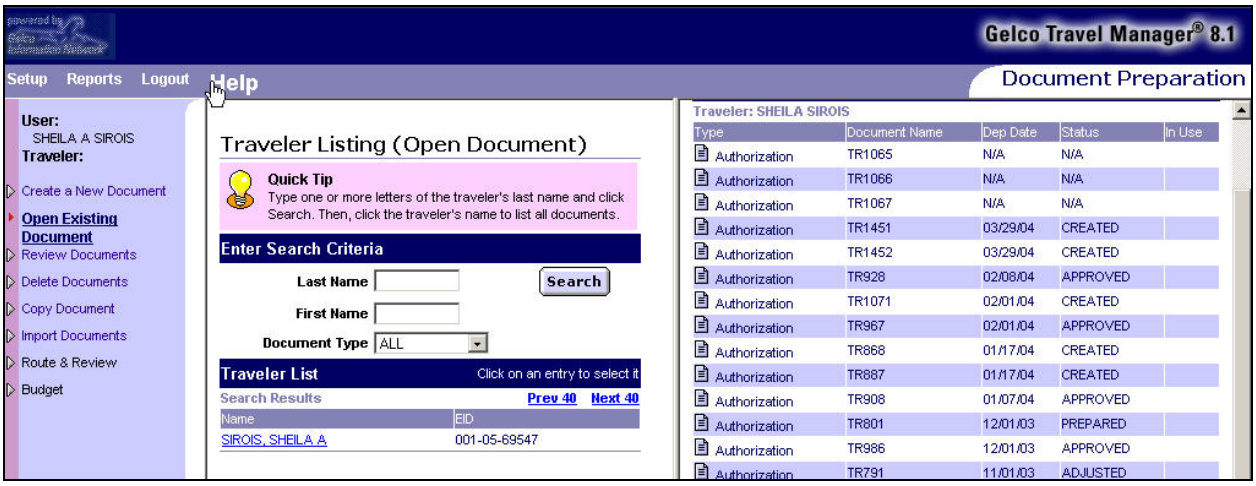
End of activity.

Vouchers

16. In the **Document Type** field, select **Voucher from Authorization** from the drop-down list.

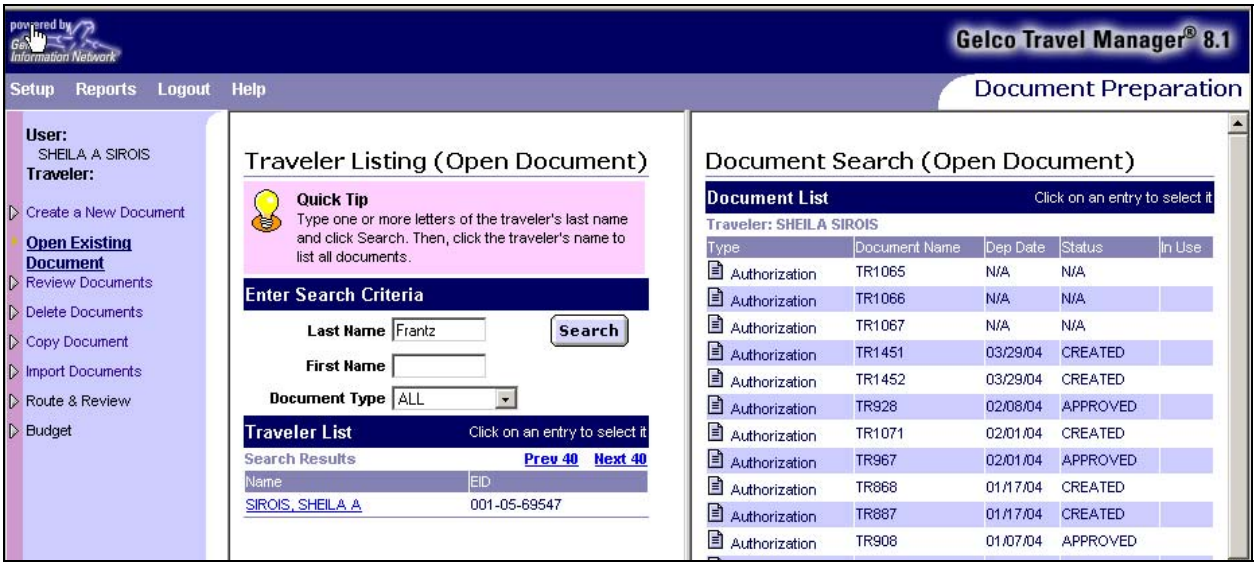
17. Select outside the **Document Type** field (or click [Tab]).

    Result: The **Traveler Listing** screen will appear.



18. From the **Traveler Listing** window, select the desired **Traveler**.

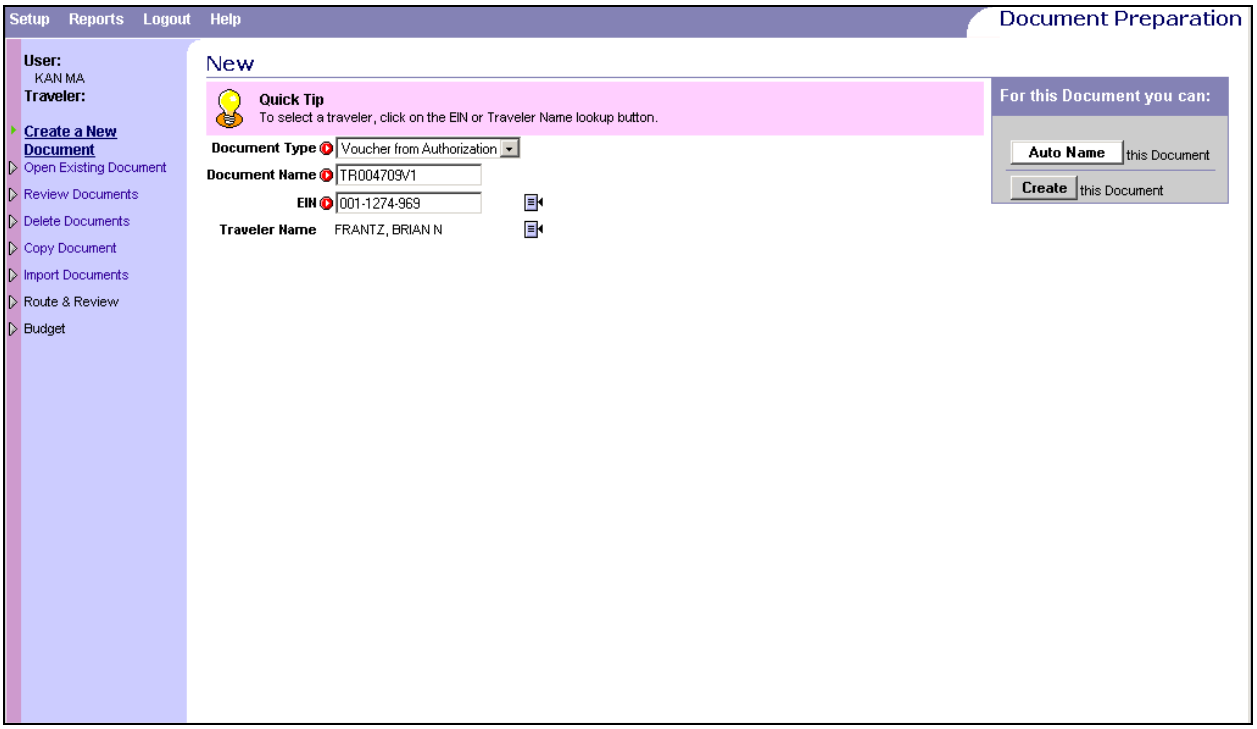
Note: You may need to type the Traveler's **Last Name** and/or **First Name** and click **Search** to find your traveler.



19. From the **Document List**, select the desired **Authorization**.

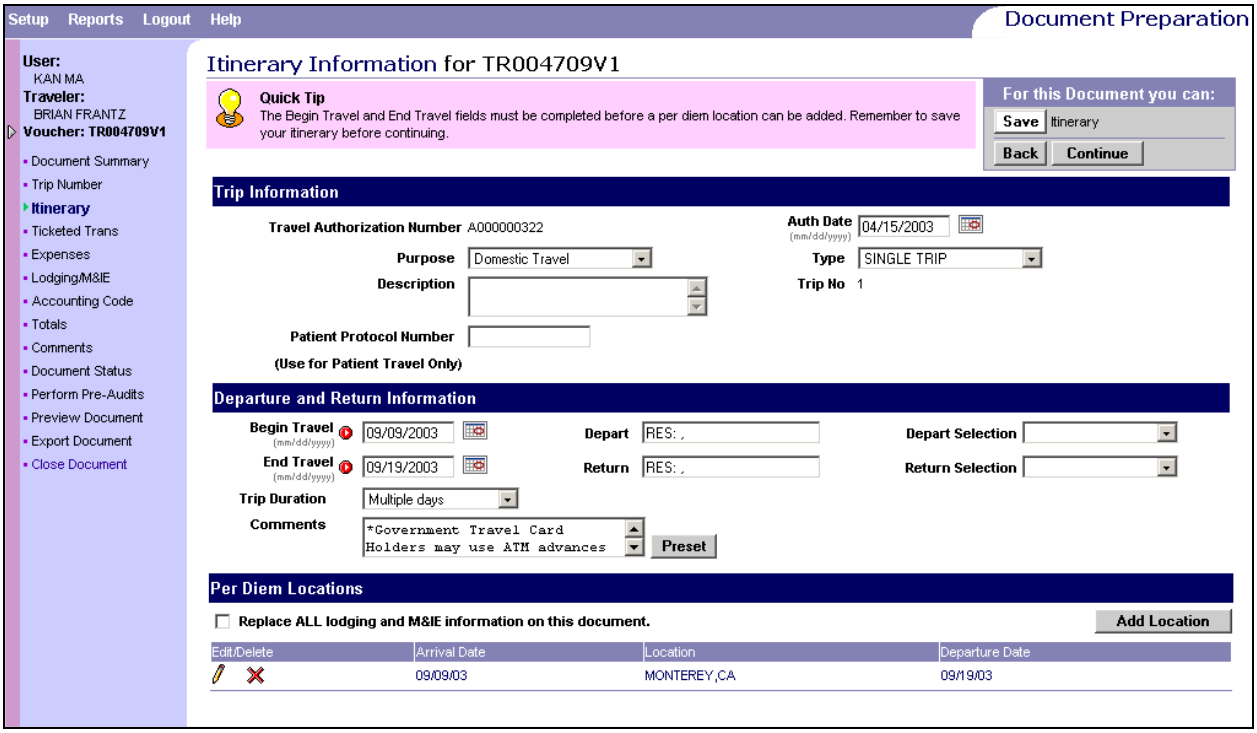
    Result: The **New** (Document) screen will return. Note the document name will end with "V#". The V indicates that it is a voucher and the # will indicate how many vouchers have been created against the TA.

    Note: The Authorization status must read **Approved** to create the Voucher.



20. Select the **Create** this Document button.

Result: The Itinerary screen appears with the information from the original approved Authorization.



End of activity.

Itinerary

Itinerary

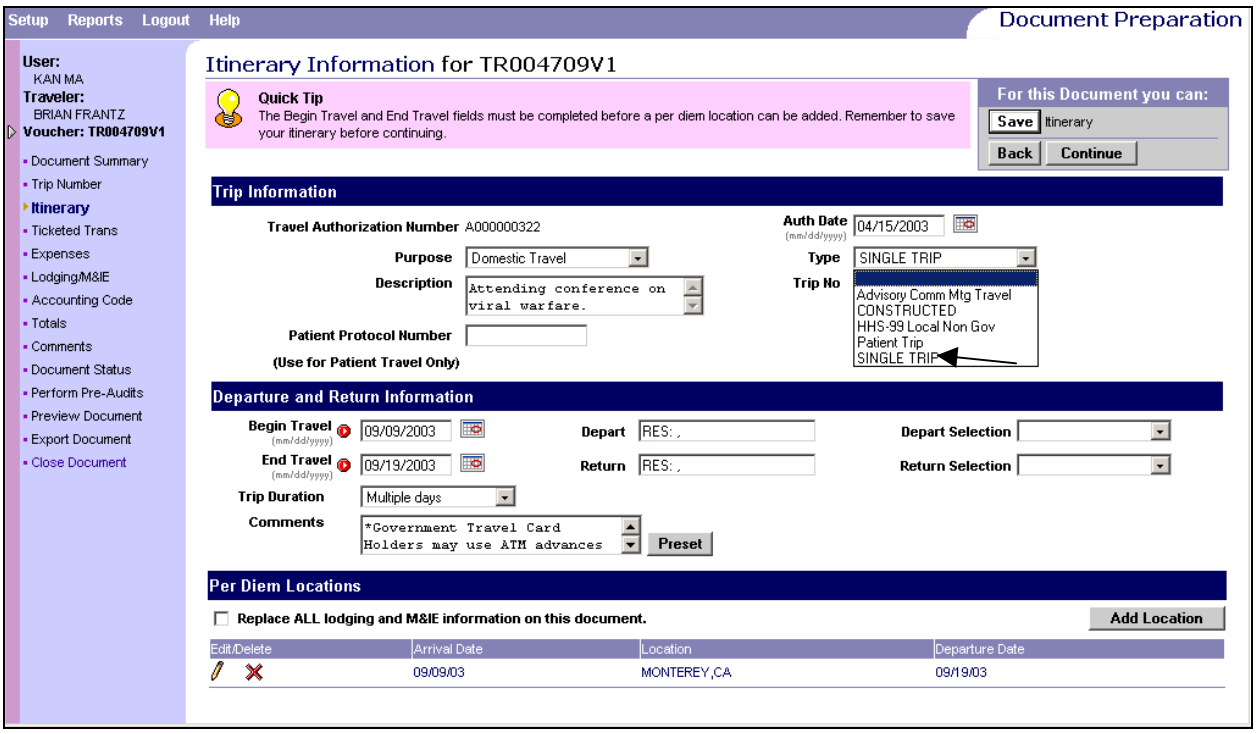
- Review the details of the itinerary screen
- Edit any details as necessary
- Save the changes before proceeding

Page 10

Itinerary - Editing

Single Trip - Voucher

NBS Travel System User
N> Document Toolbar > Itinerary
Itinerary Information



1. From the Document Toolbar, select **Itinerary**.

2. Review the details.

If editing the Trip Information section, goto task #3.

If editing the dates of the trip, goto task #6.

Editing Trip Information

3. Click on any of the pull down menus and make a different selection for the following fields:
   - Purpose
   - Type

4. Edit the **description** by typing directly in the field.

5. Enter the Patient Protocol Number if this is a patient trip.

If editing dates of the trip, goto task #6. Otherwise, goto task #12.

Editing Dates of the Trip

6. Delete the **Per Diem Location**(s) by clicking the delete icon (red X).

7. Click **OK** on the pop-up modal confirming you wish to delete the record.

8. Select a new **Begin Travel Date** from the calendar, or type the date directly in the field.

9. Select a new **End Travel Date** from the calendar, or type the date directly in the field.

   Note: A common issue is **"Travel Authorization did not calculate 2nd day of 2-day trip at ¾ per diem"** The solution is to select "**Multiple Days**" from Trip Duration drop down list.

10. Select **Add Location** and re-add the per diem location with the correct arrival and departure dates.

11. Click the **Save** Per Diem Location button.

12. Click the **Save** Itinerary button.

End of activity.

Ticketed Transportation

Ticketed Transportation

- Lists each ticket purchased for the trip
- Click the pencil icon to review and edit details
  - Add/update information based upon the ticket receipt
- Click the X icon to delete any transportation entry not needed

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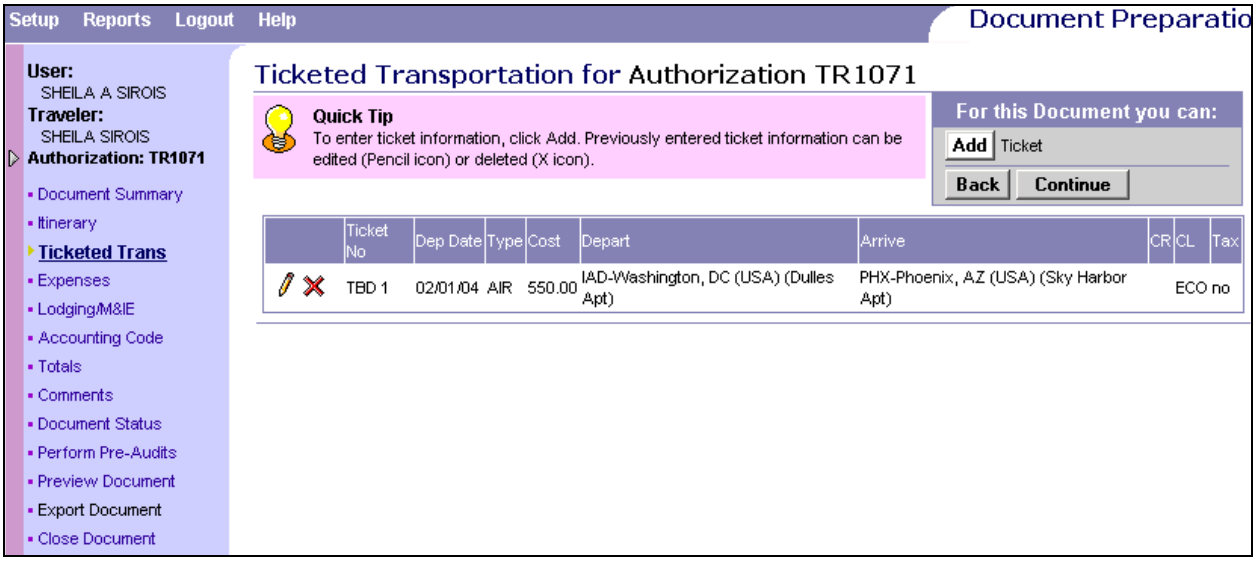
Ticketed Transportation - Editing and Deleting Tickets

NBS Travel System User
Document Toolbar > Ticketed Trans
Ticketed Transportation

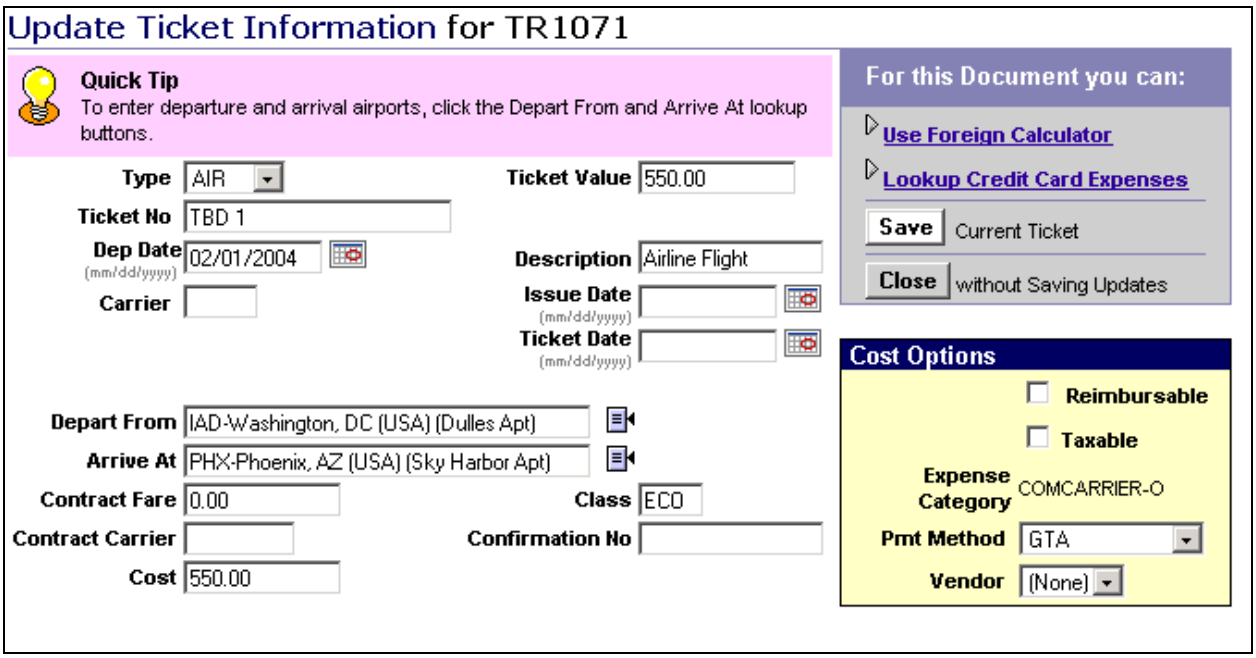


1. Select **Ticketed Trans** from the **Document Toolbar**.

If you are editing a ticket, goto task #2. Otherwise, goto task #5 to delete a ticket.

2. Click the **Edit** Icon (pencil) to review or edit any transportation entries.

   Result: The Update Ticket Information screen appears.



3. Update any fields that require updating on this screen.

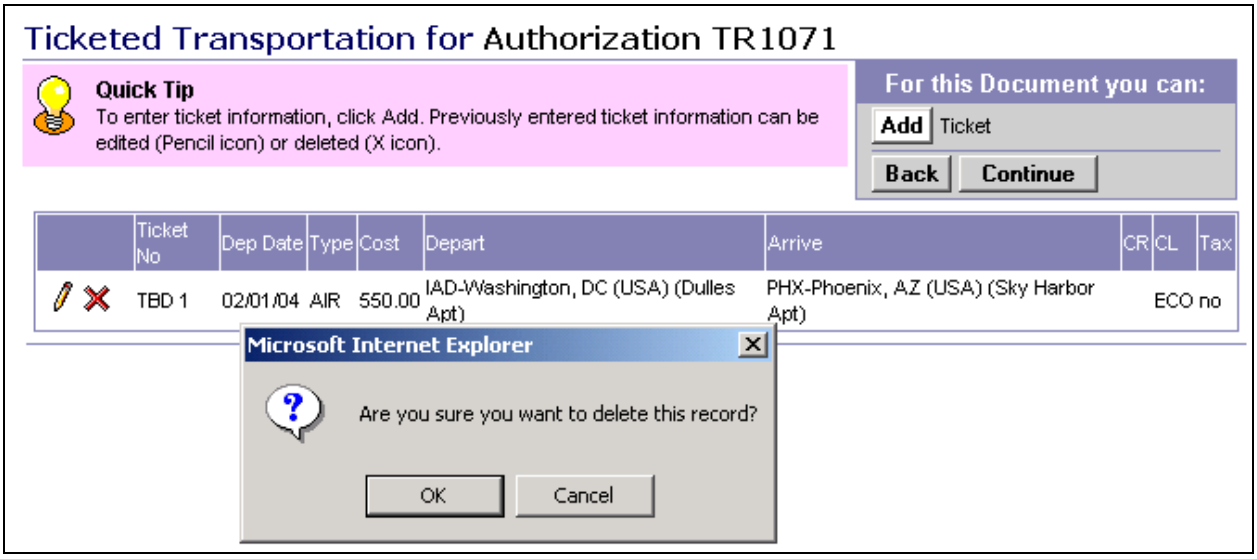
   - Click in the field and delete the entry.
   - Either type in the new value or select from the search icon values.
   - Update the **Cost Options** as necessary.

4. Click the **Save** Current Ticket button.

   Note1: The Ticketed Transportation screen appears.

   Note2: To exit without making changes select the CLOSE without Saving Updates button.

End of activity.



5. Click the **Delete** icon (red X) to delete a chosen transportation entry.

6. Click **OK** on the modal pop-up confirming you wish to delete the record.

End of activity.

Expenses

- Compare and edit existing expenses by clicking the pencil icon
- Add expenses as necessary by selecting an expense type and completing all details before saving
- Expenses over $75 require a receipt for reimbursement
- Cost Options for expenses:
  - Check the Reimbursable box only when the expense is to be repaid to the traveler
  - Payment methods may be changed as the actual payment method is now known, e.g., Other (cash) to Travel Card and vice versa
  - TMC Service fees have a payment method of GTA
- Save each expense after editing it

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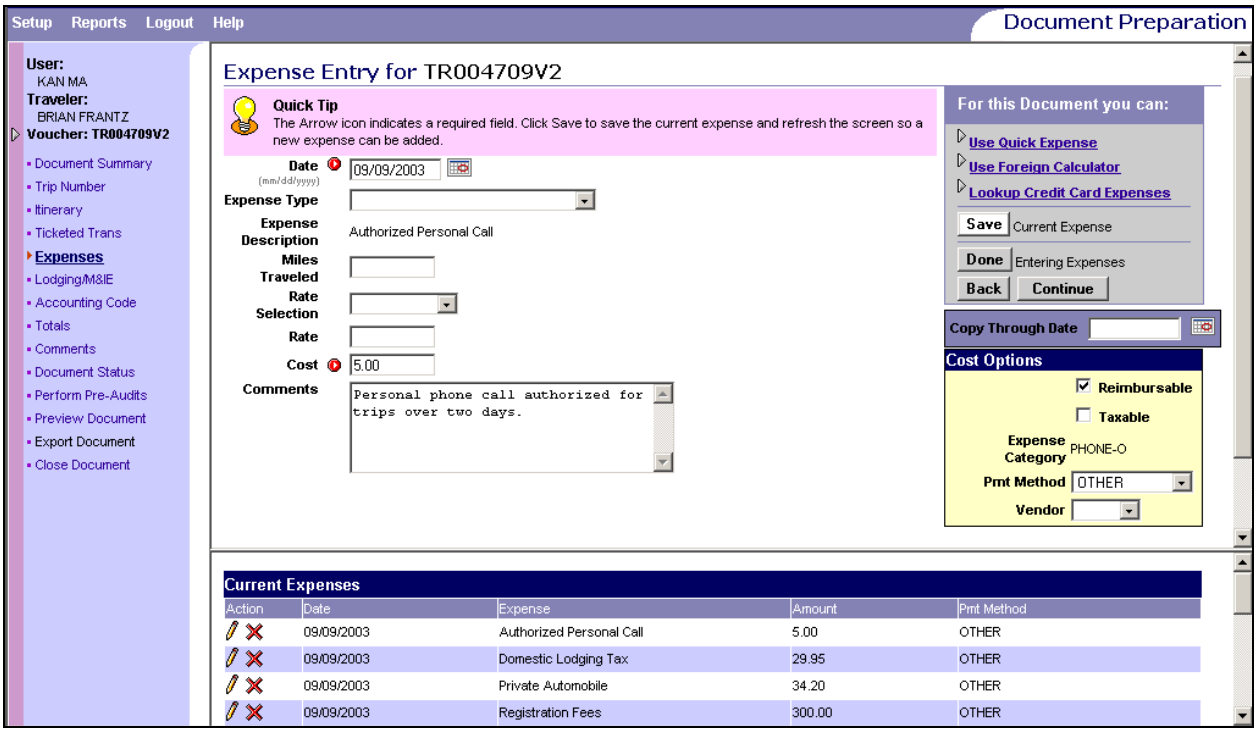
Expenses - Editing and Deleting

1. NBS Travel System User
N> Document Toolbar> Expenses
Expense Entry

1. Select **Expenses** from the **Document Toolbar**.



If the expense needs editing, goto task #2. Otherwise, goto task #11 to delete the expense.

2. Click on the **pencil** next to the expense that requires updating.
   - The expense selected appears in the top portion of the screen for editing.

3. Verify the date of the expense in the **Date** field.

   - Type in a new date or click the calendar icon to change it.

If the expense is a mileage/POV expense, goto task #4. Otherwise, goto task #6.

4. Update the **Rate** Selection for the POV expense by clicking on the pull down menu and highlighting the correct rate.

5. Update the **Miles Traveled** for the POV expense.
   - The cost will automatically populate based on miles traveled and rate selected.

Goto task #7.

6. Enter the correct amount of the expense in the **Cost** field.

7. Enter pertinent information related to the need for the expense in the **Comments** box.

8. Make any changes to the **Cost Options** box area as needed.

   Descriptions of Selected Values

   Reimbursable – checking the reimbursable box indicates the traveler will be repaid for the expense.

   Taxable = not currently used at the NIH; leave unchecked.

   Expense Category – this automatically populates based on the Expense Type selected.

   Payment Method – indicates who is paying for the expense.

Payment Method: Designations for all Expenses EXCEPT Tickets and TMC fees	
Other (O)	Includes expenses paid by traveler via Cash or Travel Card
Sponsored Reimbursable (R)	Includes expenses paid by NIH or traveler to be reimbursed by sponsor(s)
In-Kind (I)	Included expenses provided directly by the sponsor, not through NIH

Payment Method: Designations for Transportation Costs Only (Ticket and TMC fee)	
GTA (G)	Purchased through and paid back to the Government Travel Agency (only see "G" if used to pay for a ticket or TMC fee)
Other (O)	Cash
Travel Card (T)	Government issued travel card (only see "T" if used to pay for a ticket or TMC fee)
Sponsored Reimbursable (S or R)	Traveler or NIH paid for the cost upfront and the sponsor will repay the NIH (only

	see “S” if used to pay for a ticket or TMC fee)
Sponsored In-Kind (I)	Expense covered upfront by the sponsor
GTA Reimbursable (R)	Sponsor requested the NIH purchased through the Government Travel Agency and the NIH will collect from the sponsor to repay the Government Travel Agency (only see “R” if used to pay for a ticket or TMC fee)

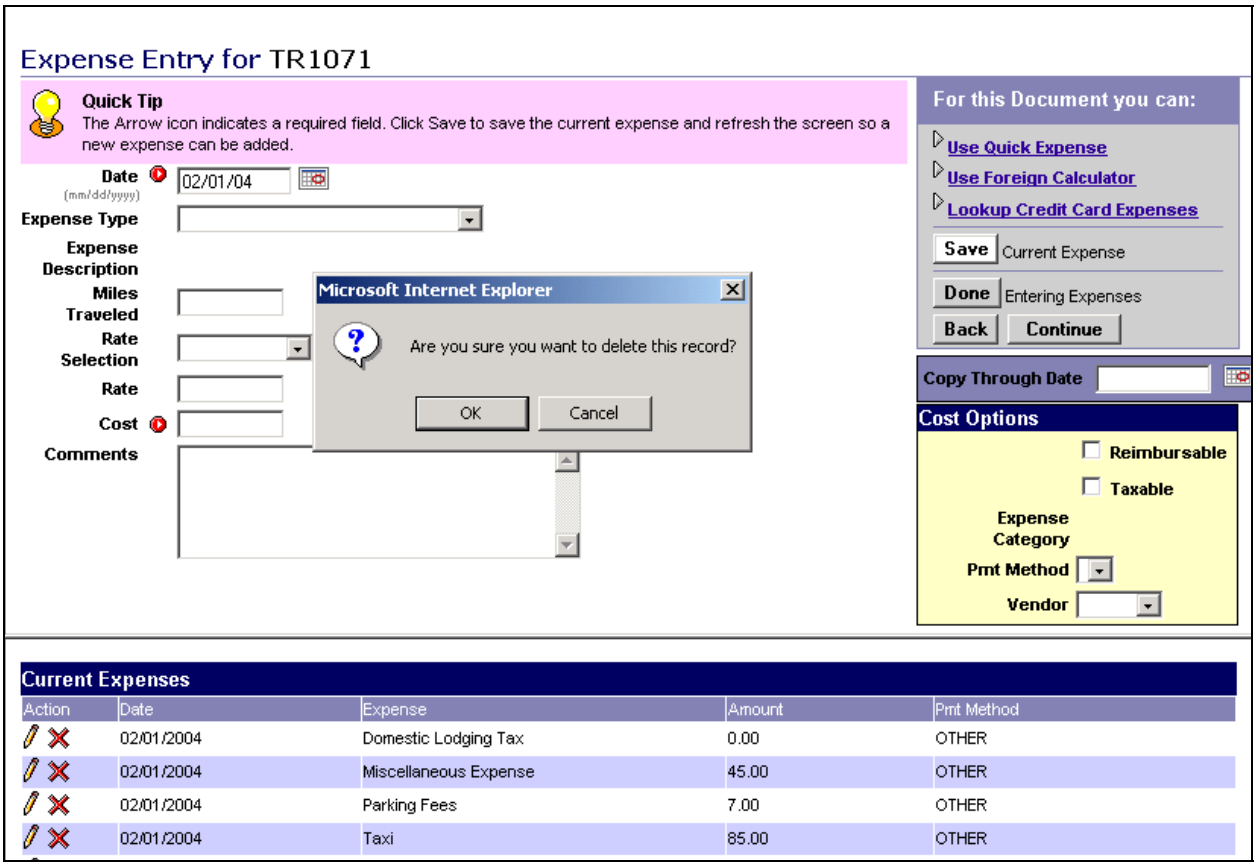
Vendor = not currently used at the NIH; will display “None.”

If the expense applies to multiple consecutive days, goto task #9. Otherwise, goto task #10.

9. Type the date the expense goes through in the **Copy Through Date** field.
   - You may also click on the Calendar icon and select the date rather than type it.

10. Click the **Save** Current Expense button on the right side of the screen before editing additional expenses.
    - The updated expense will appear on the lower half of the screen.

End of activity.



11. Click on the red **x** to delete any expense no longer needed.

12. Click **OK** on the pop-up modal that asks “Are you sure you want to delete this record?”

    Note1: Each expense that requires deletion has to be done one at a time.

    Note2: If a multiple day expense was updated, and copied through to all the days, you will need to delete the duplicate expenses (the system will not override those multiple days).

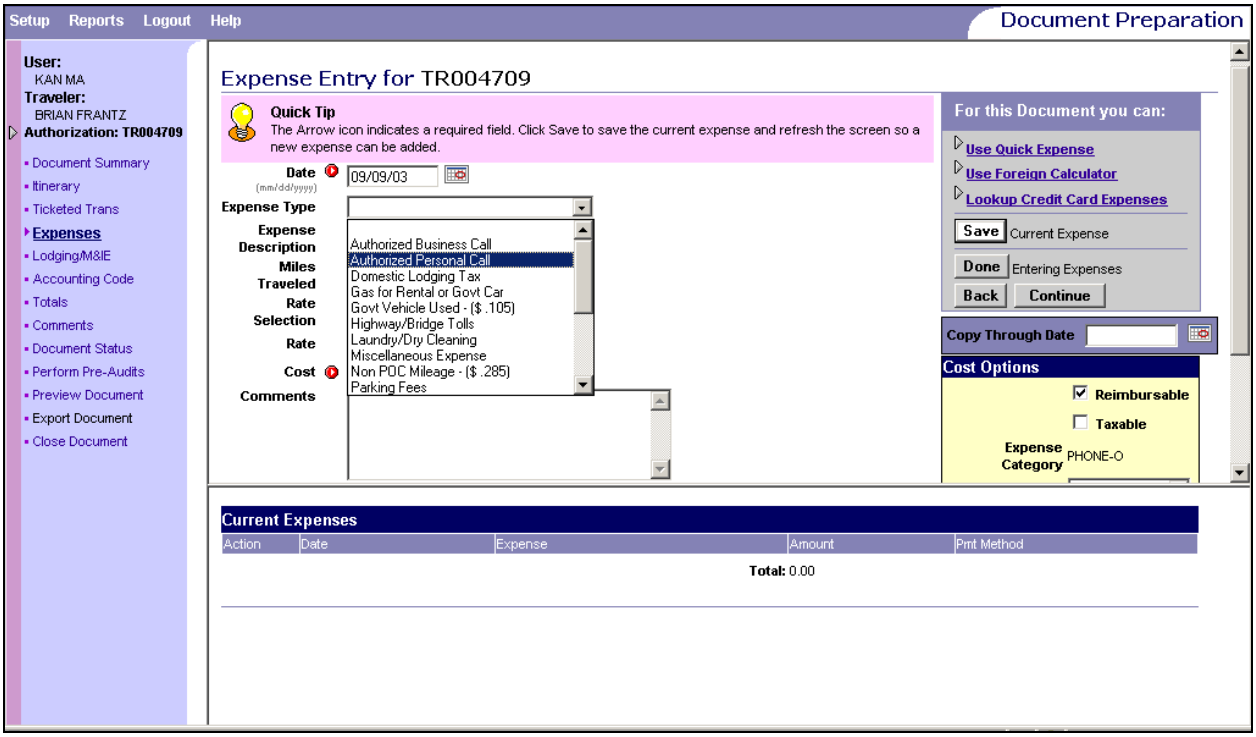
End of activity.

Expenses - Adding

NBS Travel System User

Other Document Toolbar > Expenses

Expense Entry



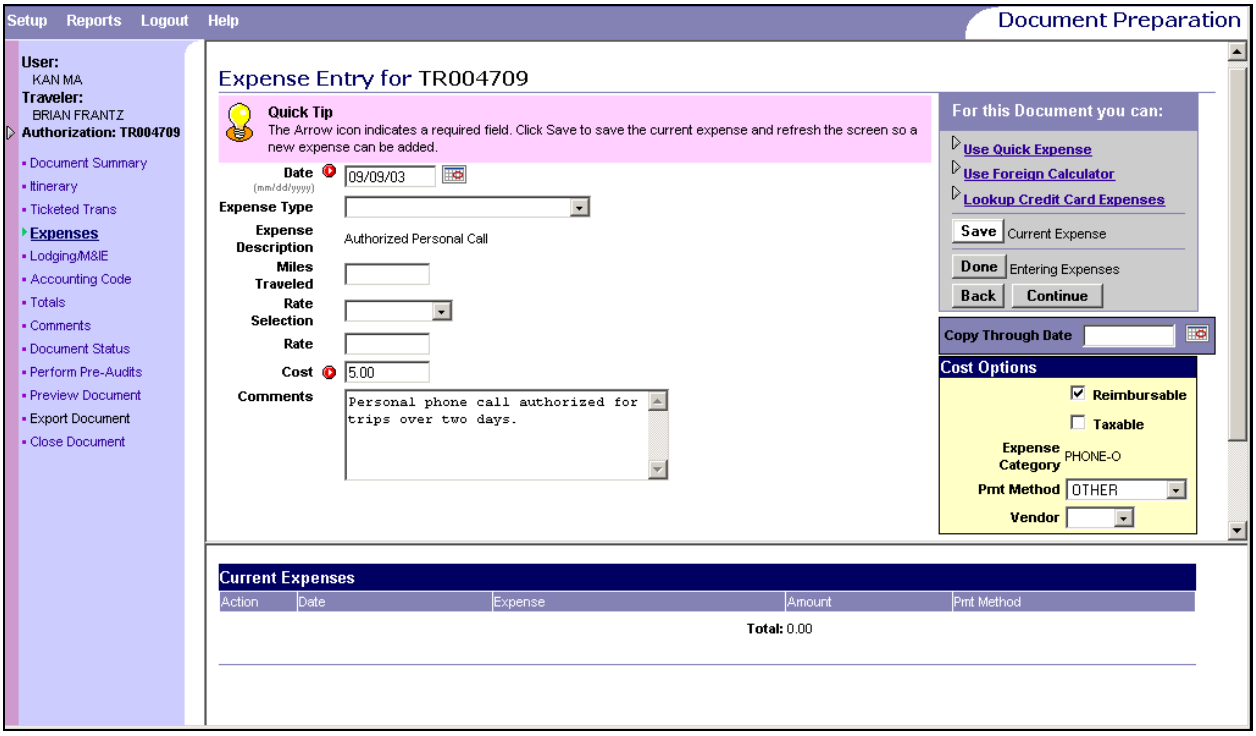
1. Select **Expenses** from the **Document Toolbar**.

2. Enter the date of the expense in the **Date** field.

3. Select the appropriate expense description from the drop-down list in the Expense Type field.

   Note: If you do not see a relevant description, select **Miscellaneous Expense**.

   Result: The **Expense Description** field automatically populates based on your selection in the Expense Type pull down.



If the expense is a mileage/POV expense, goto task #4. Otherwise, goto task #6.

4. Select the **Rate Selection** for the POV expense.

5. Enter the **Miles Traveled** for the POV expense.
   – The cost will automatically populate based on miles traveled and rate selected.

Goto task #7.

6. Enter the amount of the expense in the Cost field.

7. Enter pertinent information related to the need for the expense in the Comments box.

8. Complete the Cost Options box area as relevant to the expense.

<u>Descriptions of Selected Values</u>

Reimbursable – checking the reimbursable box indicates the traveler will be repaid for the expense.

Taxable – not currently used at the NIH; leave unchecked.

Expense Category – this automatically populates based on the Expense Type selected.

Payment Method – indicates who is paying for the expense.

Payment Method: Designations for all Expenses EXCEPT Tickets and TMC fees	
Other (O)	Includes expenses paid by traveler via Cash or Travel Card
Sponsored Reimbursable (R)	Includes expenses paid by NIH or traveler to be reimbursed by sponsor(s)
In-Kind (I)	Included expenses provided directly by the sponsor, not through NIH

Payment Method: Designations for Transportation Costs Only (Ticket and TMC fee)	
GTA (G)	Purchased through and paid back to the Government Travel Agency (only see "G" if used to pay for a ticket or TMC fee)
Other (O)	Cash
Travel Card (T)	Government issued travel card (only see "T" if used to pay for a ticket or TMC fee)
Sponsored Reimbursable (S or R)	Traveler or NIH paid for the cost upfront and the sponsor will repay the NIH (only see "S" if used to pay for a ticket or TMC fee)
Sponsored In-Kind (I)	Expense covered upfront by the sponsor
GTA Reimbursable (R)	Sponsor requested the NIH purchased through the Government Travel Agency and the NIH will collect from the sponsor to repay the Government Travel Agency (only see "R" if used to pay for a ticket or TMC fee)

Vendor – not currently used at the NIH; will display "None."

If the expense applies to multiple consecutive days, goto task #9. Otherwise, goto task #10.

9. Type the date the expense goes through in the **Copy Through Date** field.

   Note: You may also click on the **Calendar** icon and click the date rather than type it.

10. Click the **Save** Current Expense button on the right side of the screen before entering another expense.

    Result: The expense will appear on the lower half of the screen.

End of activity.

Lodging/M&IE

- All lodging amounts must be entered based on actual receipts
  - Lodging amount appears as $0.00 if the government per diem rate was not changed on the TA
- Select the pencil icon for each day that requires editing
- Apply changes to multiple days by using the Apply Through Date feature on the Update Lodging/M&IE screen

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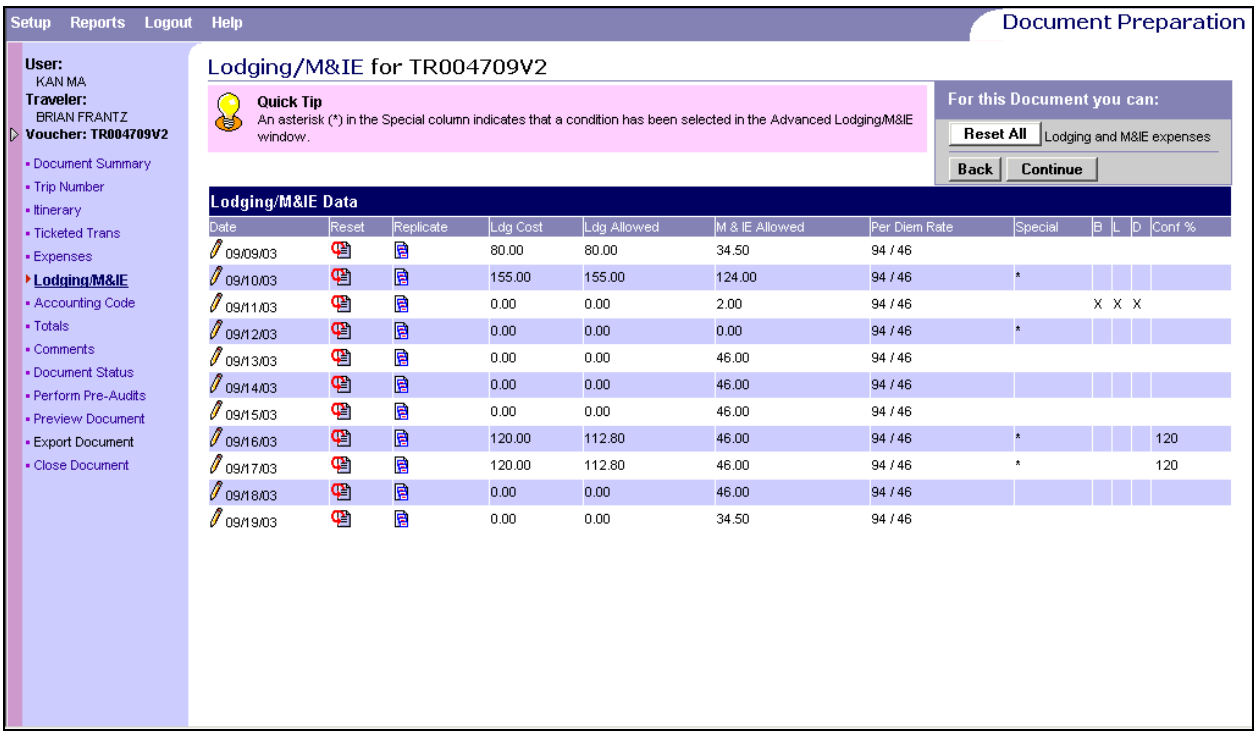
Lodging/M&IE - Editing Lodging Amounts on Vouchers

NBS Travel System User
Document Toolbar > Lodging/M&IE
Lodging/M&IE

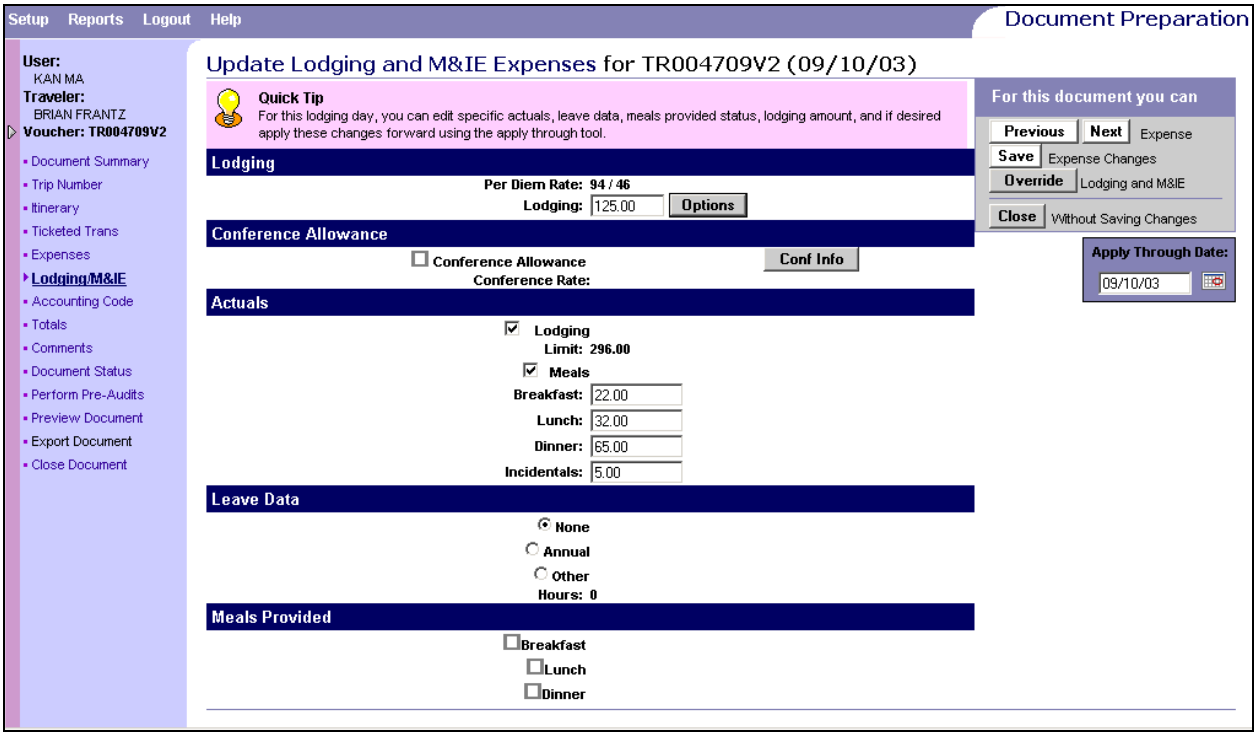


1. From the Document Toolbar, select **Lodging/M&IE**.

   Note: For travel authorizations that used the government per diem rates for lodging, the travel planner must enter the actual lodging amount based on the traveler's receipts.

2. Select the **Pencil** icon of the record that requires editing

   Result: The Update Lodging and M&IE screen will appear.



3. In the Lodging field, enter the **lodging room rate** (exclusive of taxes for domestic lodging, inclusive of taxes for foreign lodging).

   Note: If applicable, a conference room rate or AEA room rate may be authorized post-travel with attached comments/memo.

If applying the same rate to consecutive dates, goto task #4. Otherwise, goto task #5.

4. Enter the **last consecutive date** to apply the changes using the **Apply Through Date** feature.

5. Click the **SAVE** Expense Changes button.

End of activity.

Accounting Code

Accounting Code

- Review for accuracy
- Changes allowed on voucher:
  - Deleting Project Numbers
- Changes not allowed on voucher:
  - Adding additional or changing project numbers
  - Editing project data (task, expenditure type, expenditure org)
- If any new data needs to be added for the accounting code screen, the travel planner must create an amendment to the TA and have that approved prior to creating the voucher from the amendment

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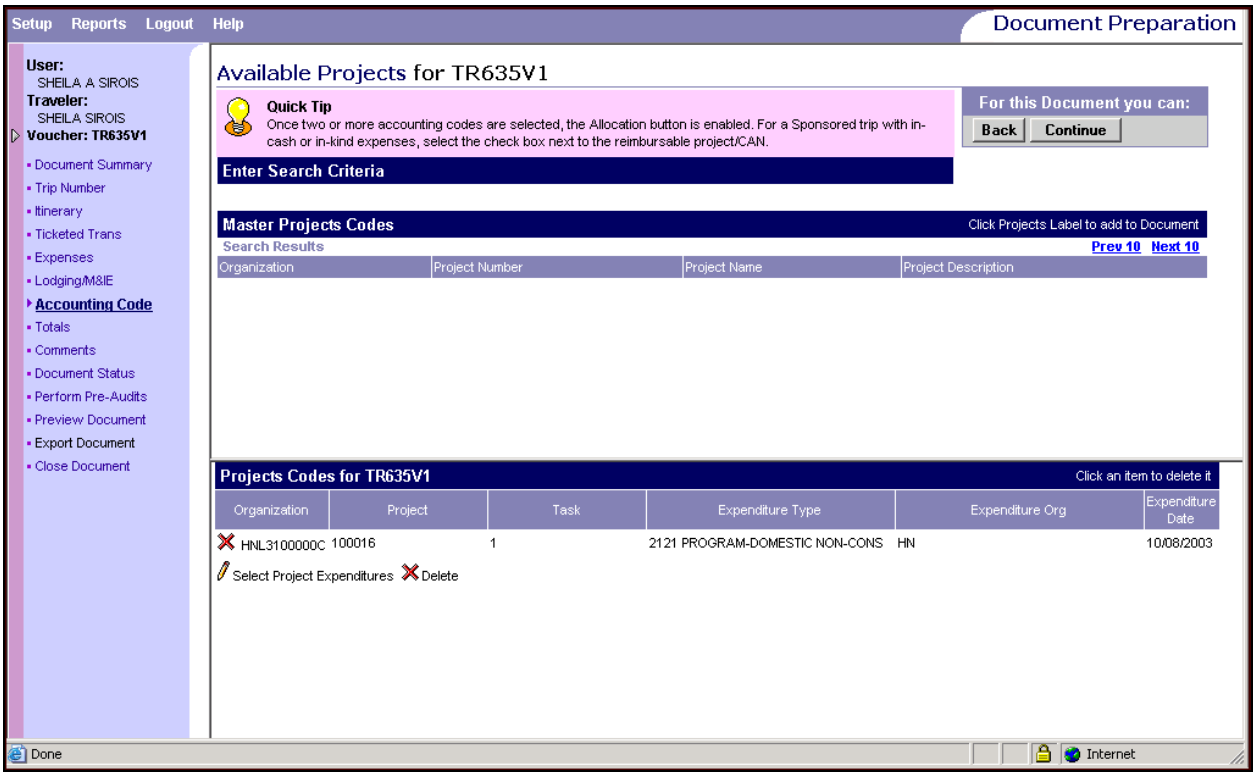
Accounting Code - Editing Accounting Code on the Voucher

Document Toolbar > Review Documents

NBS Travel System User
Update Lodging and M&IE Expenses
Available Projects



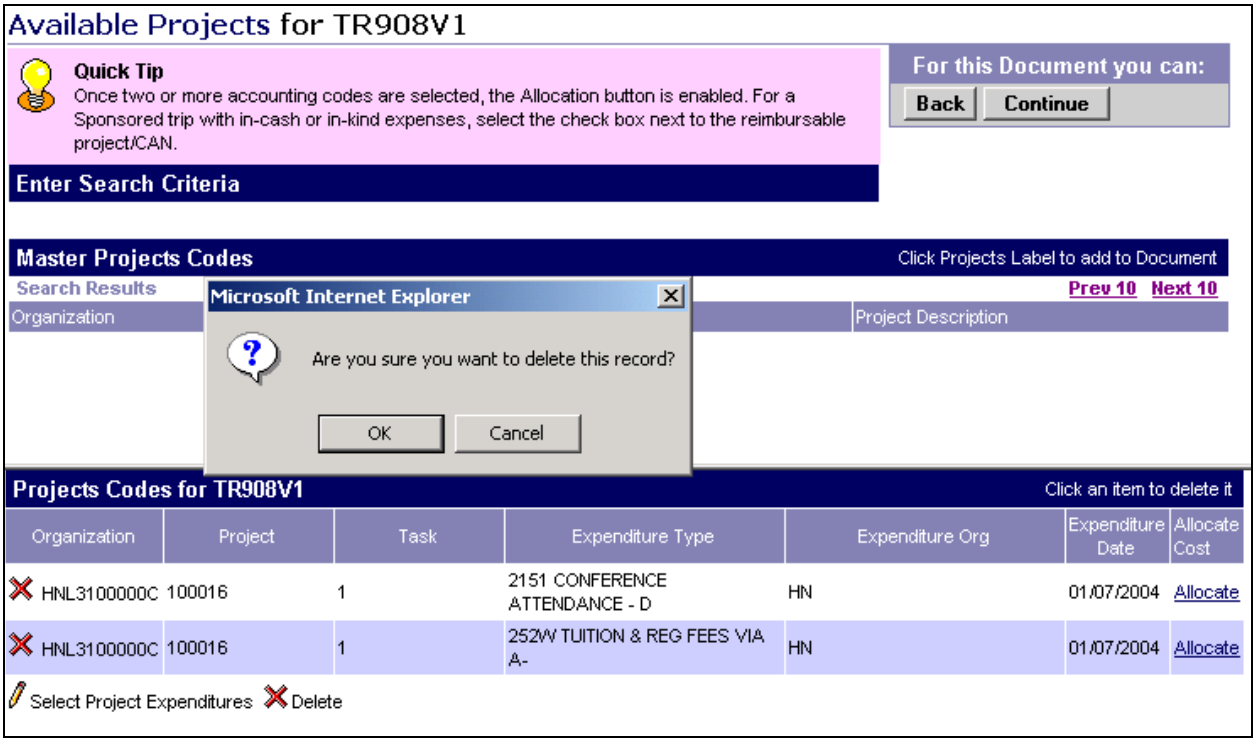
1. From Document Toolbar, select **Accounting Code**.

2. Review the project information.

   Note: The only change that may be done is to delete a project. No other edits may be made.

   If other edits are needed, create an Amendment to the Travel Authorization, have it routed and approved, then create the Travel Voucher from the Amendment.

If you want to delete a project number, goto task #3. Otherwise, End of Activity.



3. Select the **delete** icon (red x).

   Note: This will remove it from the travel voucher. Any money obligated to it will be removed and no expenses will be assigned to the project number.

4. Select **OK** on the pop-up modal that appears confirming you wish to delete the record.

5. Repeat steps above for each project number you wish to delete.

   Note: Remember to leave at least one project number which to charge the trip expenses. For sponsored trips with both direct and reimbursable charges, the voucher must have two project numbers – one which is a direct project number and one which is a reimbursable project number.

End of activity.

Totals

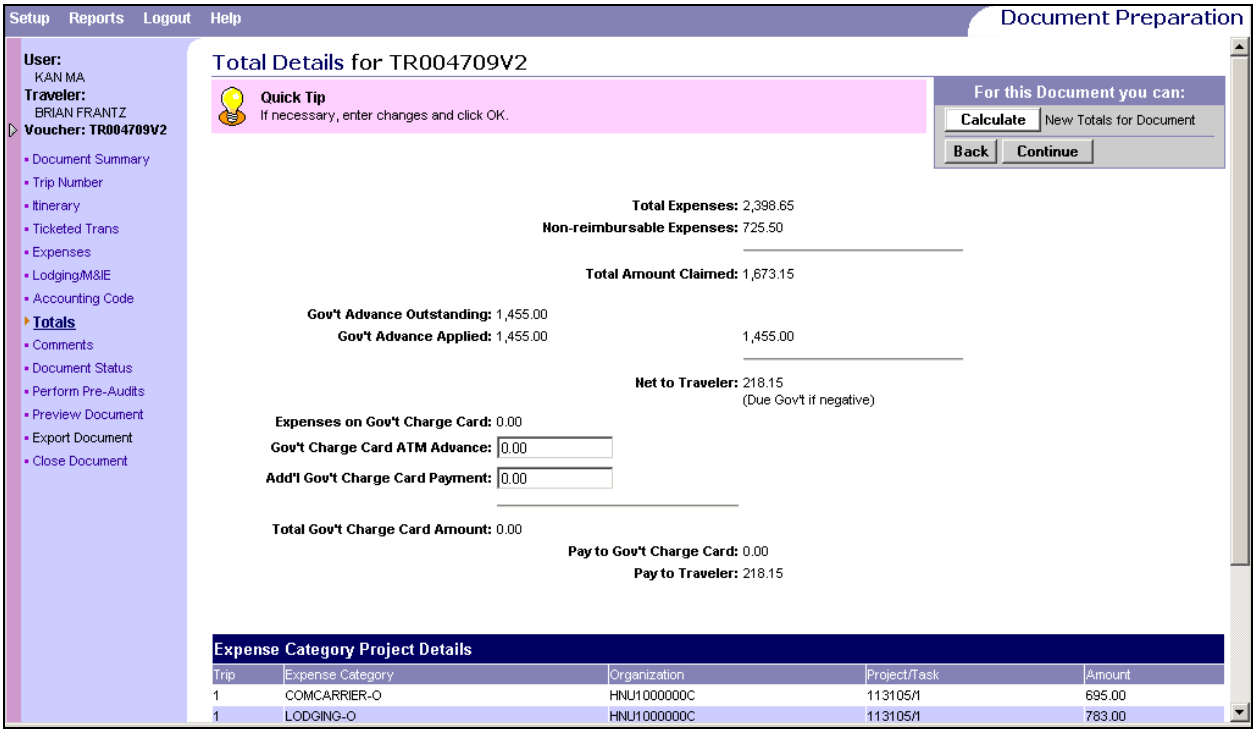
Totals

- Displays the totals for the trip
- Calculates the amount to pay to the traveler
- Will deduct for any advance received by the traveler prior to the trip
  - Do not change the advance amount; this may cause overpayment to the traveler

Page 15

Totals Screen - Voucher

NBS Travel System User
N> Document Toolbar > Totals
Total Details



1. From the Document Toolbar, select **Totals**.

2. Review the amount that appears as "Pay to Traveler."

   Note: This is the amount that will be reimbursed to the traveler for the trip.

3. If an advance was direct deposited prior to the trip, then the system will apply the full advance. Check to see that the Gov't Advance Outstanding and the Gov't Advance Applied contain the same amount.

   Note1: Do not change the amount of the advance to the traveler. Doing so may create an overpayment to the traveler.

   Note2: If an ATM advance was taken and no direct deposit occurred, then the Pay to Traveler amount should equal Total Amount Claimed.

Note3: A Debit Memo is used in Oracle Accounts Payable to enable a REFUND from the Traveler to be applied for Credit to a Project (CAN).

Automatic Debit Memos are created when:

(1) An Authorization is CANCELED and an Advance was deposited in the Traveler's Account (trip canceled).

(2) A pre-paid Advance is greater than the claimed expenses and the 'FINAL VOUCHER' box is marked.

Manual Debit Memos must be created

(1) The Traveler is reimbursing an overpayment (payment method error)

(2) The Traveler is reimbursing a GTA Airfare cost (payment method error)

(3) Trip reimbursement deposited twice (ECS certification error)

(4) A pre-deposited Advance is greater than claimed expenses and 'FINAL VOUCHER' was not marked.

Manual Debit Memos are initiated through a call to the NBS Help Desk where the following data will be collected:

- Name of Traveler
- TR#
- Project #
- OC Code
- Amount of Refund
- Fund Type (Direct or Reimbursable)

Comments

Comments

- Additional justifications/memos may be added to the comments section on the voucher, as needed
- Apply pre-set comments may be used but should be added before any comments are typed otherwise the typed comments will be overwritten

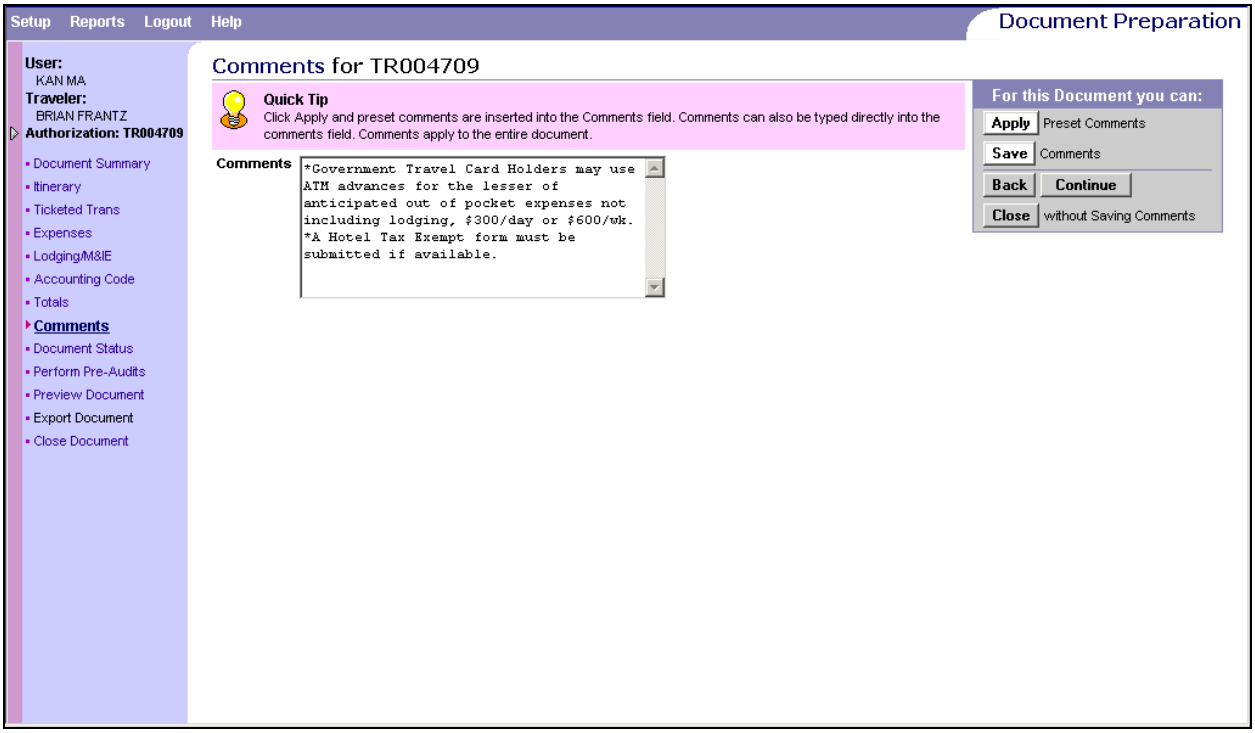
Page 16

Comments Screen - Editing Comments

NBS Travel System User

N> Document Toolbar > Comments

Comments



Justifications and remarks entered in this final Comments area will be displayed on the travel document and printed form. All important additional information should be included here.

1. From the Document Toolbar, select **Comments**.

If using the apply pre-set comments button, goto task #2. Otherwise, goto task #3.

2. Click the **Apply** Preset Comments button.
   - On a travel authorization this will insert the comment "*Government Travel Card Holders may use ATM advance for the lesser of anticipated out of pocket expenses not including lodging. $300/day or $600/week."
   - On a voucher this will insert the comment "*Mandatory receipts for hotel and claims in excess of $75.00 must be attached."

3. In the **Comments** box, enter additional pertinent information.

4. Click the **Save** Comments button.

End of activity.

Preview a Document

Preview a Document

- Review all details for the trip at once
- Identify any potential errors that require correction (and return to that section of the NBS Travel System to make changes)
- Print the document using the print icon

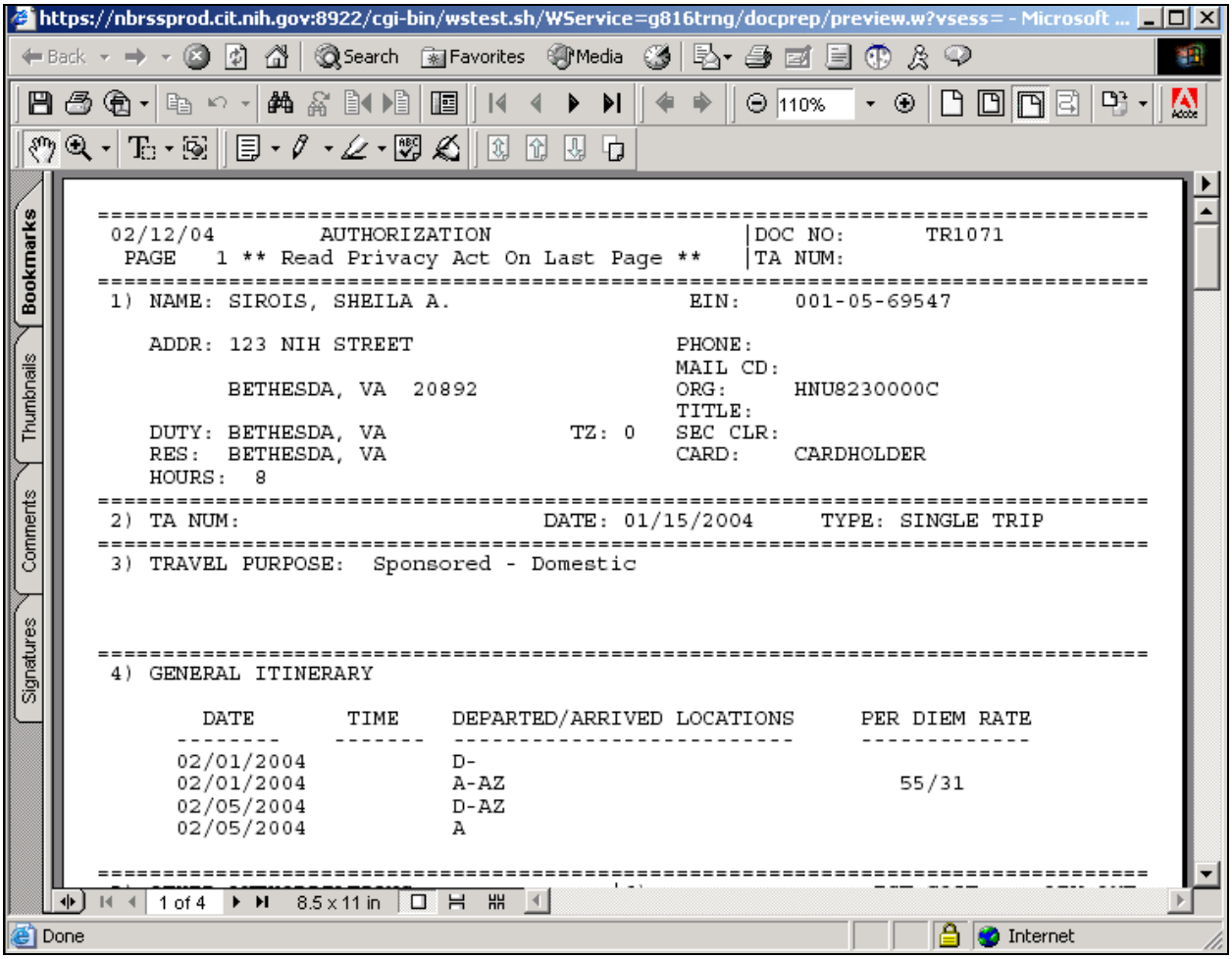
Page 17

Preview Document

NBS Travel System User

N> Document Toolbar > Preview Document

Preview Document

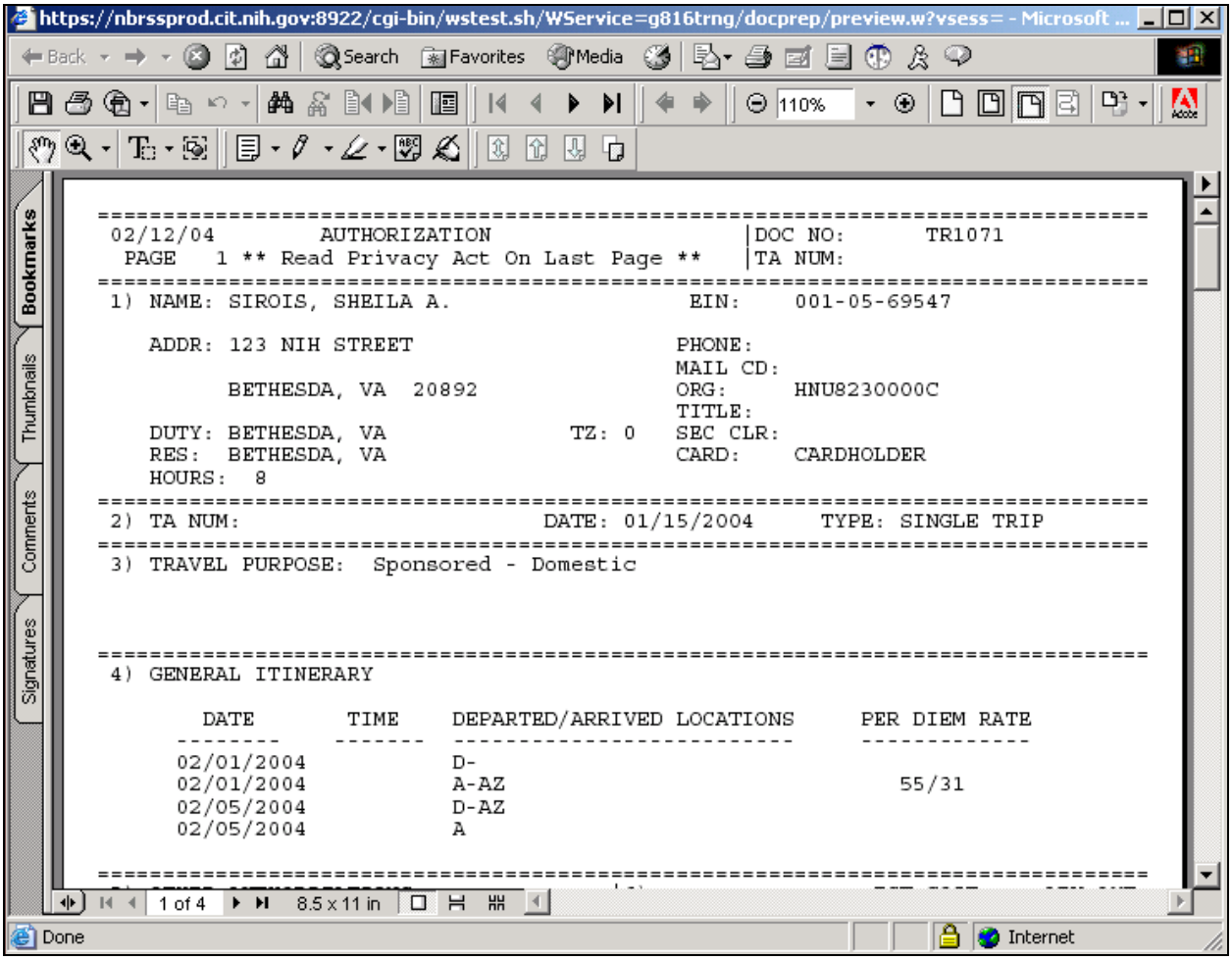


1. While in the document, from the Document Toolbar, select **Preview Document**.

   Note: Do this before starting the stamping process. The Document Toolbar does not display after the stamping process starts.

2. Review the travel document's details on the resulting Adobe Acrobat screen.

   Note: If you would like a hard copy of the document, use the Adobe Acrobat print icon to print a copy of the document.



```
02/12/04        AUTHORIZATION                    |DOC NO:      TR1071
 PAGE   1 ** Read Privacy Act On Last Page **    |TA NUM:
1) NAME: SIROIS, SHEILA A.                   EIN:    001-05-69547

   ADDR: 123 NIH STREET                     PHONE:
                                            MAIL CD:
         BETHESDA, VA  20892                ORG:     HNU8230000C
                                            TITLE:
   DUTY: BETHESDA, VA              TZ: 0    SEC CLR:
   RES:  BETHESDA, VA                       CARD:    CARDHOLDER
   HOURS:  8
2) TA NUM:                        DATE: 01/15/2004     TYPE: SINGLE TRIP
3) TRAVEL PURPOSE:  Sponsored - Domestic

4) GENERAL ITINERARY

       DATE       TIME    DEPARTED/ARRIVED LOCATIONS     PER DIEM RATE
    --------    -------  --------------------------     -------------
    02/01/2004           D-
    02/01/2004           A-AZ                              55/31
    02/05/2004           D-AZ
    02/05/2004           A
```

3. Click on the **close** box in the upper right hand corner to exit the Adobe screen.

End of activity.

Stamping and Routing the Travel Voucher

- Do not complete this step if a constructed voucher is required; prepare the constructed voucher before stamping and routing the voucher

- Begin at the Document Status screen to route the travel voucher for approval
- Select 'Prepared' to begin the dynamic routing process
- Complete the Final Voucher checkbox
- View the pre-audit results – justify any that have failed or return to correct the error
- Select the routing recipients; note that the traveler's name appears first on the list

Page 18

Final Voucher Checkbox

Final Voucher Checkbox

- Leave Unchecked if the traveler has additional receipts to submit at a later date
- Check the Final Voucher checkbox if the traveler has submitted all related travel receipts. This will de-obligate any outstanding funds and close the Travel Authorization.
- For Partial vouchers:
  - Create first Voucher, and make sure it only has the expenses that need early payment. DO NOT mark as 'Final Voucher'. Route for approval.
  - After trip, create second Voucher, and make sure it DOES NOT include the expenses from the first Voucher. Mark as 'Final Voucher' (if appropriate). Route for approval.
- The NBS Travel System requires the Travel Planner to check the final voucher checkbox when attempting to route the document under the following conditions:
  - the Travel Voucher amount is greater than the original Travel Authorization
  - there is a difference in payment method for an expense
  - there is a difference in expense types
  - To avoid these situations, if the Traveler still has outstanding receipts, create an amended Travel Authorization prior to creating the Travel Voucher, and leave the final voucher checkbox blank on the first voucher

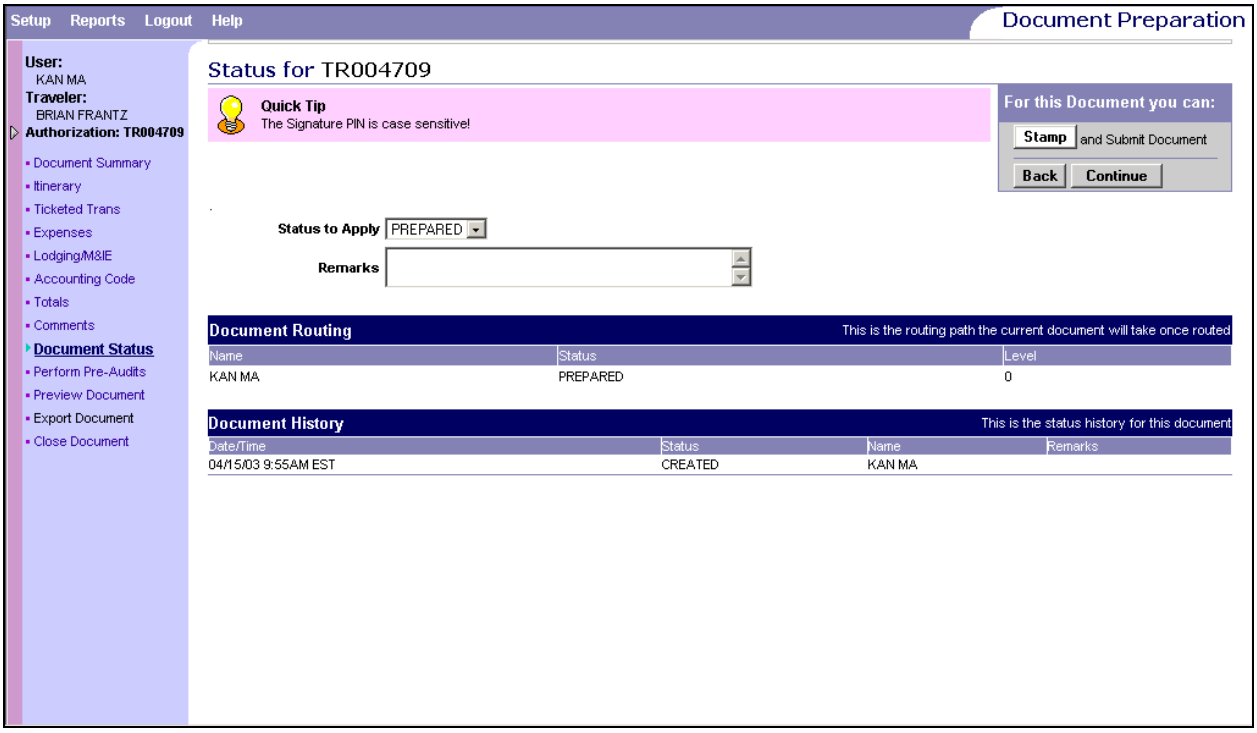
Page 19

Stamping Documents

NBS Travel System User

N> Document Toolbar > Document Status (Authorization/Amendment)

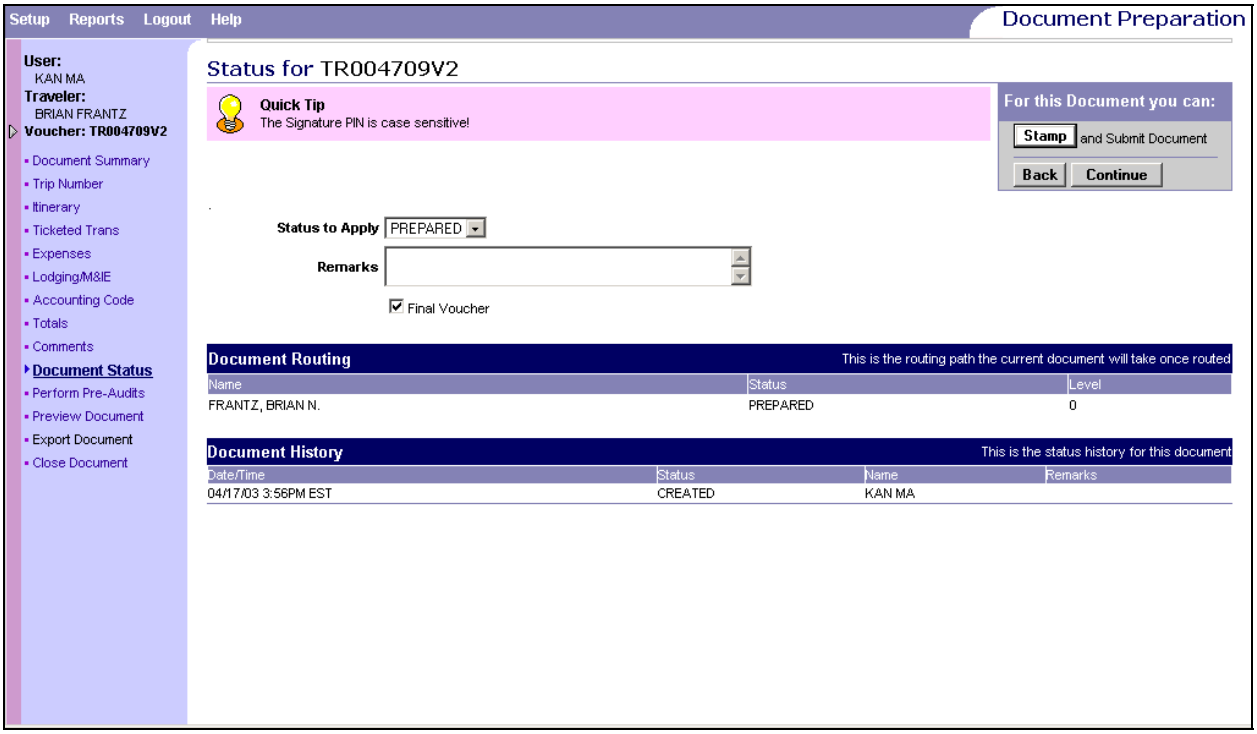
Document Status



1. From the Document Toolbar, select **Document Status**.

2. In the Status screen, select the appropriate **Status to Apply** from the pull down menu.
   - **Prepared** will route the document forward for review and approval
   - **Returned** returns the document to the planner for correction
   - **Conditional Approval** indicates the document is still routing forward for approval by the final approver
   - **Approved** indicates the document is approved, funds are obligated, and the traveler may travel

If stamping a voucher or local voucher, goto task #3. Otherwise, goto task #4.



3. Check the **Final Voucher** box if this is the final voucher for the trip.
   - Checking the final voucher box closes the travel authorization and de-obligates any remaining funds.
   - You will be forced to check the final voucher box if
     - The amount of the voucher is over the amount obligated on the travel authorization.
     - A payment method for an expense category differs from the travel authorization

4. Click the **STAMP** and Submit Document button.

   Result: The Pre-Audit Results screen will appear.

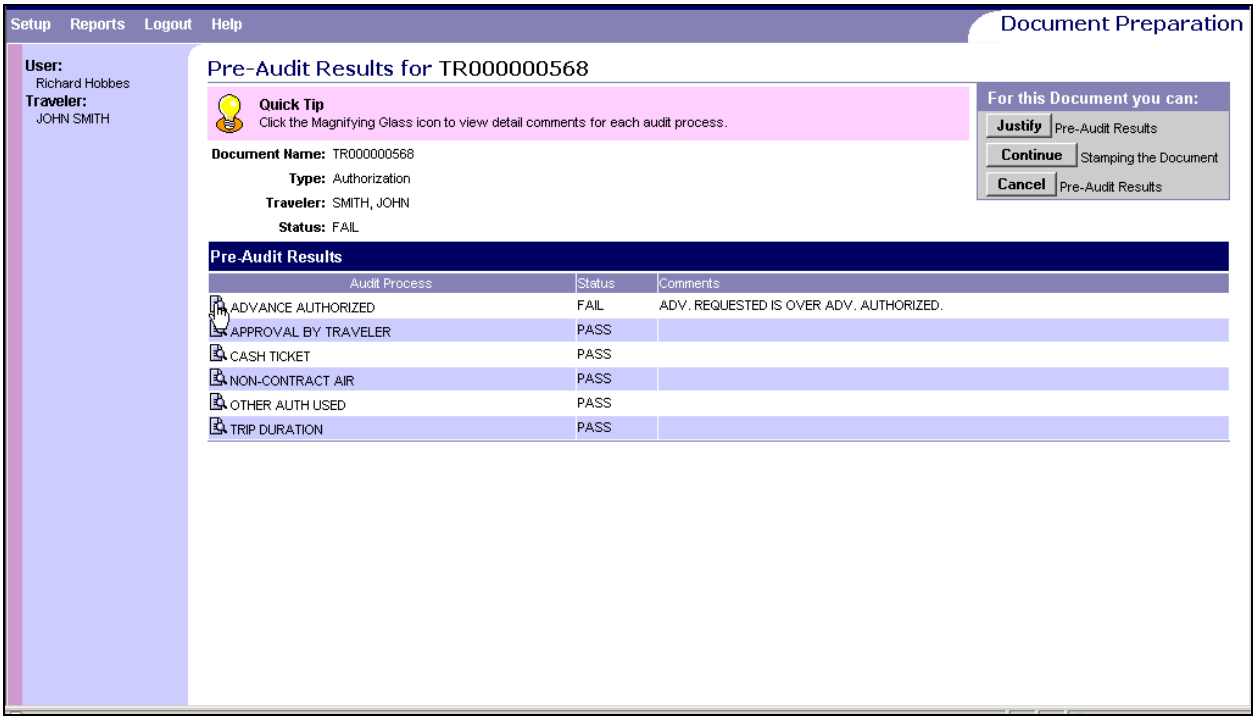
End of activity.

Pre-Audit Screen - Reviewing Details

NBS Travel System User

N> Status > Pre-Audit Results or Document Toolbar > Perform Pre-Audits

Pre-Audit Results

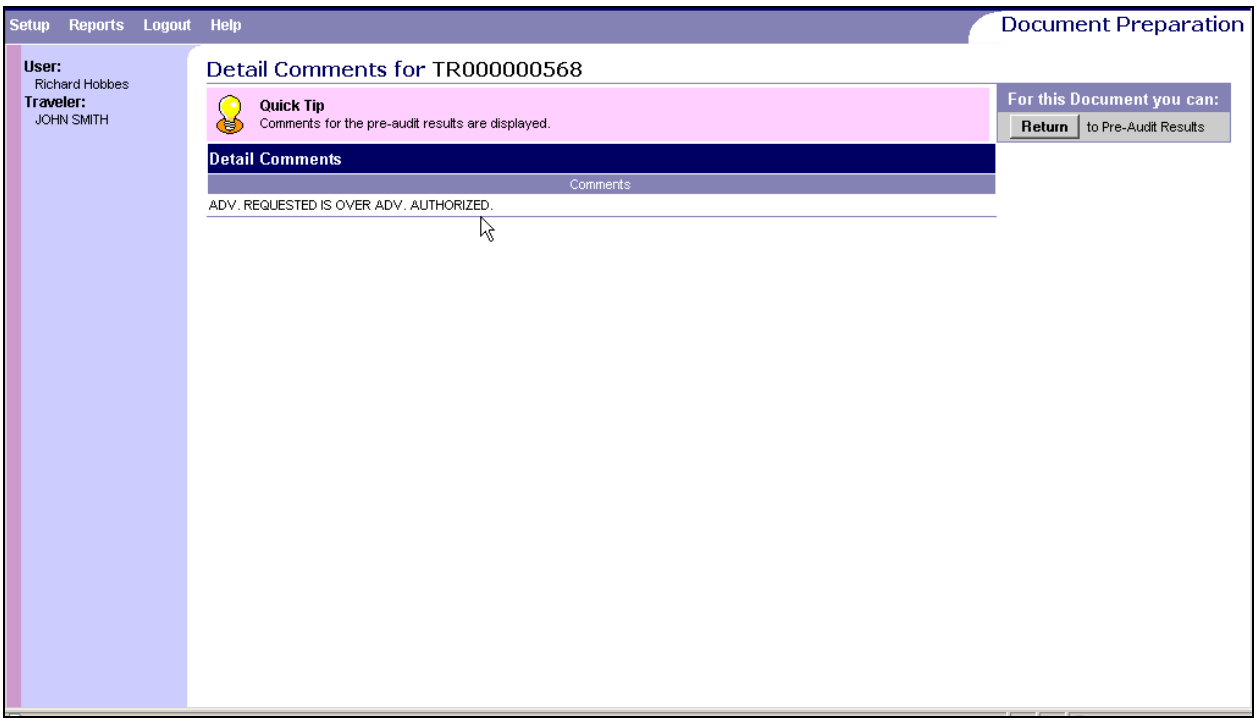


1. Click **Perform Pre-Audits** from the Document Toolbar

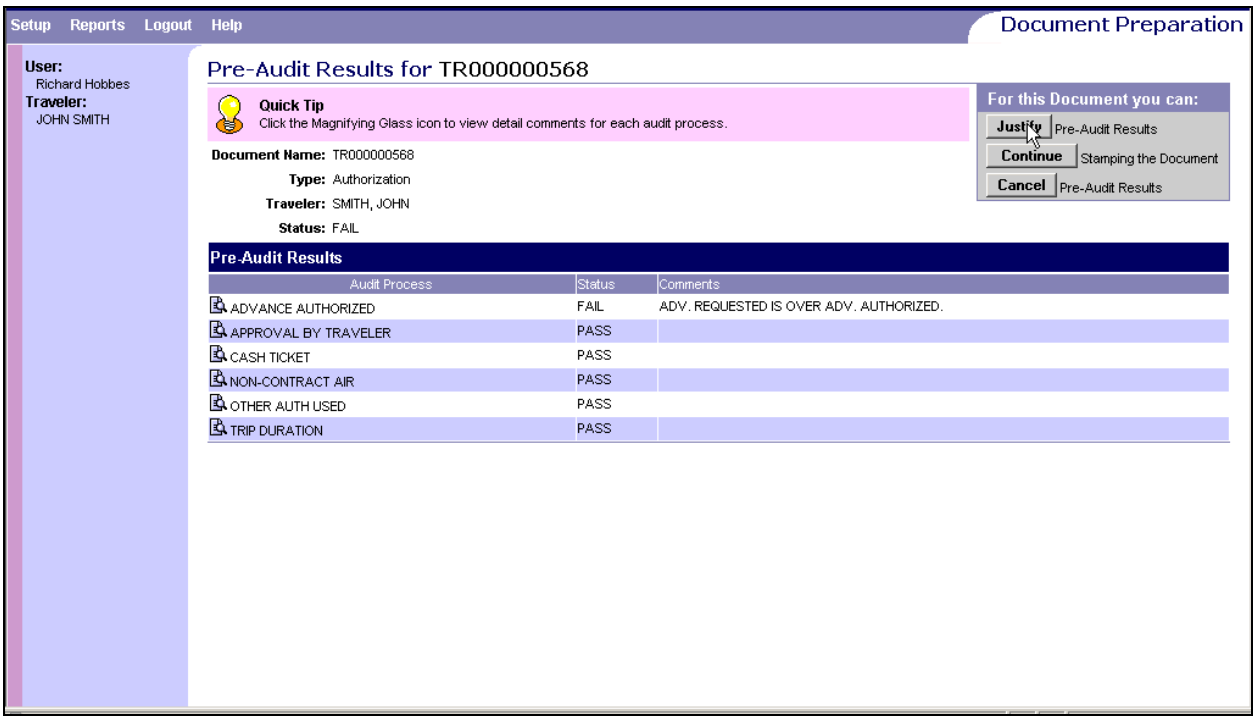
   Note: You may also click the **Continue** Stamping the Document button from the Document Status screen. Accessing the Pre-Audits this way is part of the routing process and the Document Toolbar is no longer available.

2. Review the Status of each item.
   - **Pass** indicates the circumstance has been successfully entered and satisfies the system embedded rules and regulations
   - **Fail** ("Alert") status indicates a circumstance has been entered on the document that may need a written "justification" in the document Comments box or an authorized attached NIH form (e.g. a foreign carrier approval) to accompany the Travel System documents

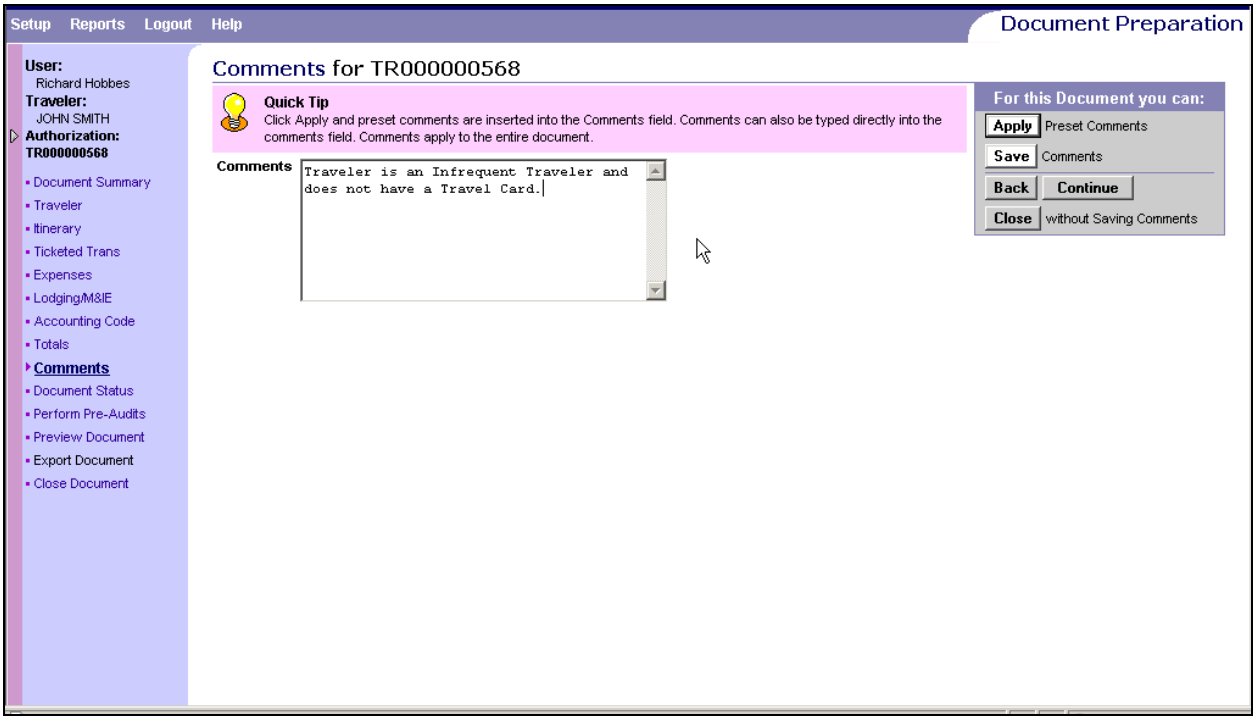
3. Click the **magnifying glass** icon to view Detail Comments.



4. Click the **Return** to Pre-Audit Results button when finished reviewing the comments.

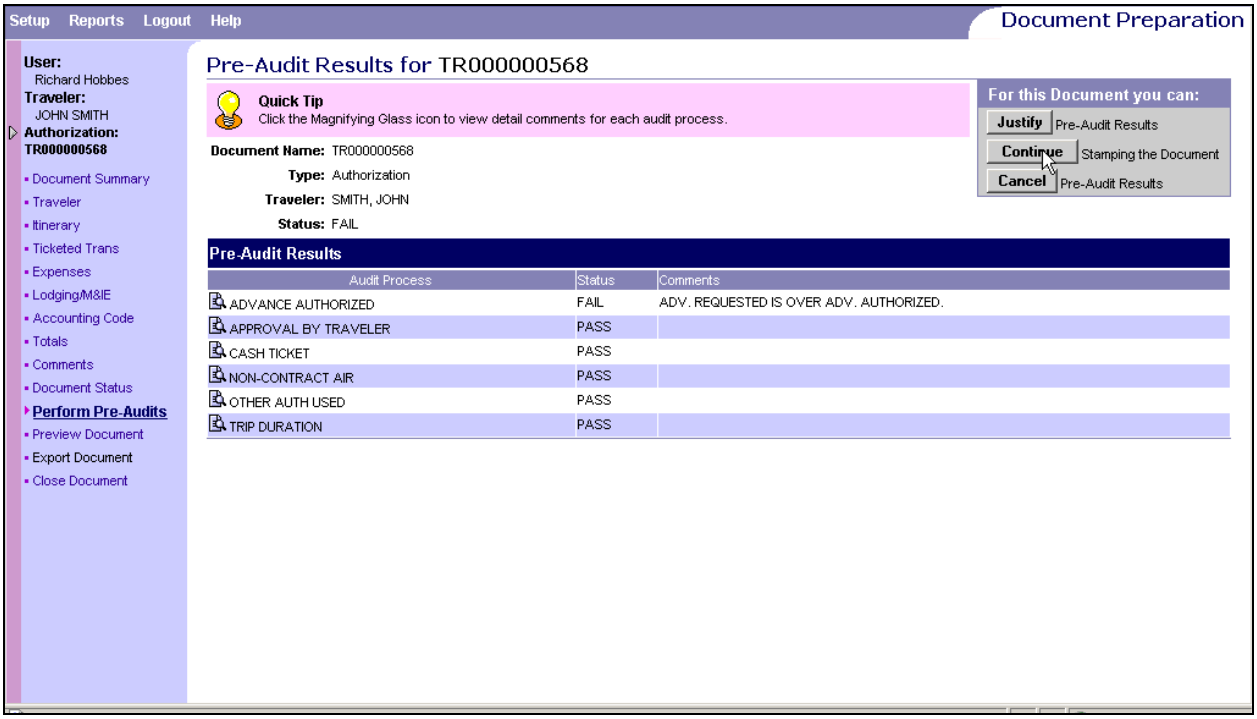


5. In the Pre-Audit Results screen, click the **Justify** Pre-Audit Results button to enter comments in the Comments screen.



6. Notice that in the Comments screen, the Document Toolbar reappears. In the Comments screen, enter any pertinent comments and click the **Save** Comments button.

   Result: The Pre-Audit Results screen will reappear, including the Document Toolbar.



If performing pre-audits during document routing, goto task #7. Otherwise, End of Activity.

7. Click the **Continue** Stamping the Document button when finished with the Pre-Audit Results screen.

   Result: The Dynamic Routing screen will appear.

End of activity.

Constructed Travel Vouchers

- Compares actual trip and receipts to what “could have been”
- First voucher created for actual trip
- Constructed trip copied from first trip on voucher and costs are compared
- System compares expenses and pays the lower of the two to the traveler
  - Will not pay above government common carrier fares for POV trips
  - Traveler may be out of pocket for some expenses
- Begin process at Document Summary screen prior to routing voucher

Page 20

Creating the Constructed Voucher

- Select Trip Number link from the top of the Document Summary Screen
- Copy the trip to a second trip
- Note they both state “single trip” type
  - Must change one to a “constructed trip” type
- Select the second trip number link
- Navigate to the Itinerary screen:
  - Change the trip type to “constructed” using the drop-down menu
- Continue working through each of the screens in the NBS Travel System
  - Add expenses that are relevant to what “could have” been
  - Delete expenses that are not relevant
- Ticketed Transportation:
  - If adding a "could have" ticket, be sure to select "Other" as the Payment Method so that the cost is compared to what is reimbursable to the traveler, not the TMC
- Totals screen:
  - Display totals for both trips
  - Trip with lowest cost is identified as being paid to the traveler
- Stamp and Route the document; the system will only pay lowest cost trip

Page 21

Constructed Trip - Creating

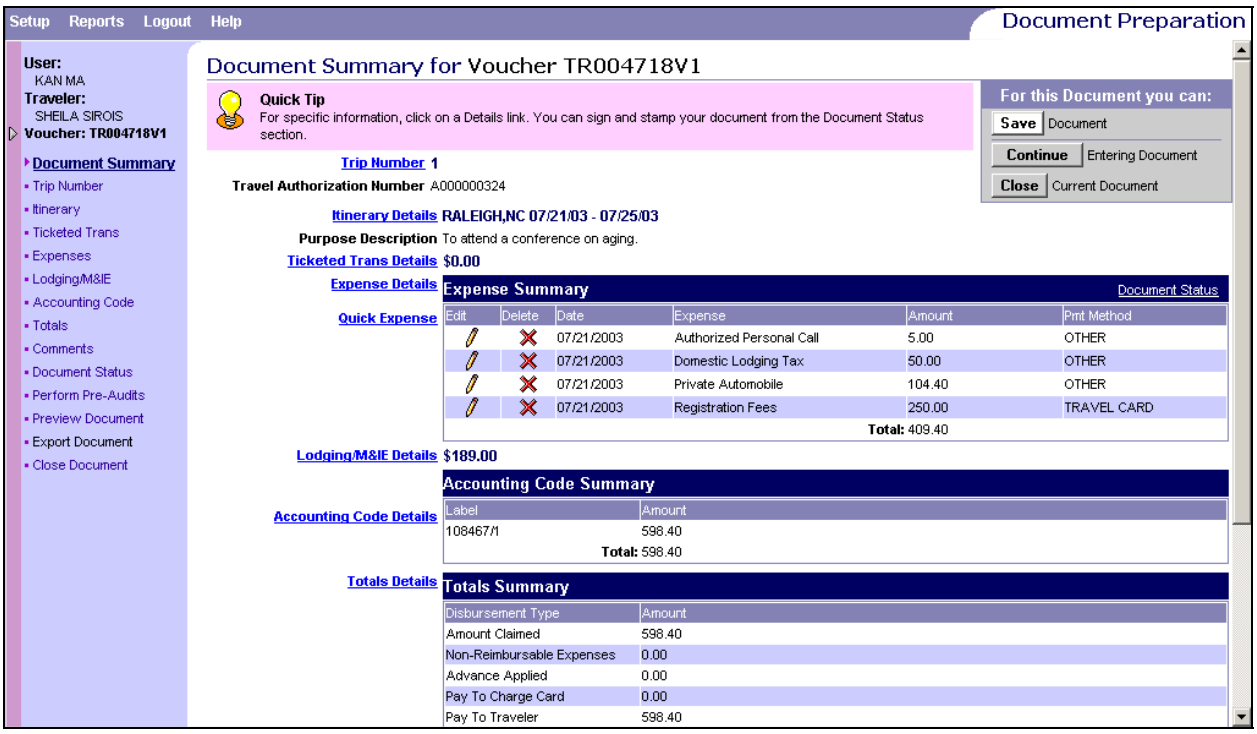
Before you Begin

To create a constructed trip voucher, an Authorization for a trip taken by POV must have been created and approved

NBS Travel System User
Document Toolbar > Document Summary
Document Summary

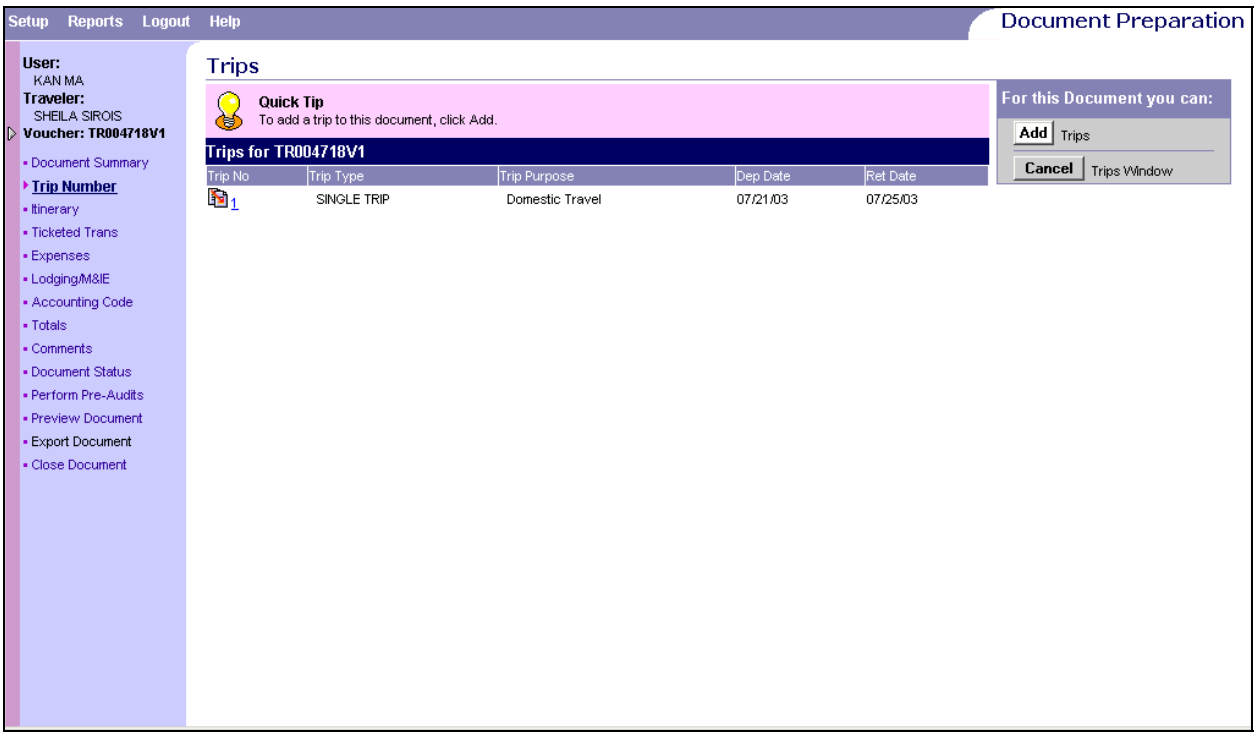
1. Select **Document Summary** from the Document Toolbar.

   Result: The Document Summary form will appear.



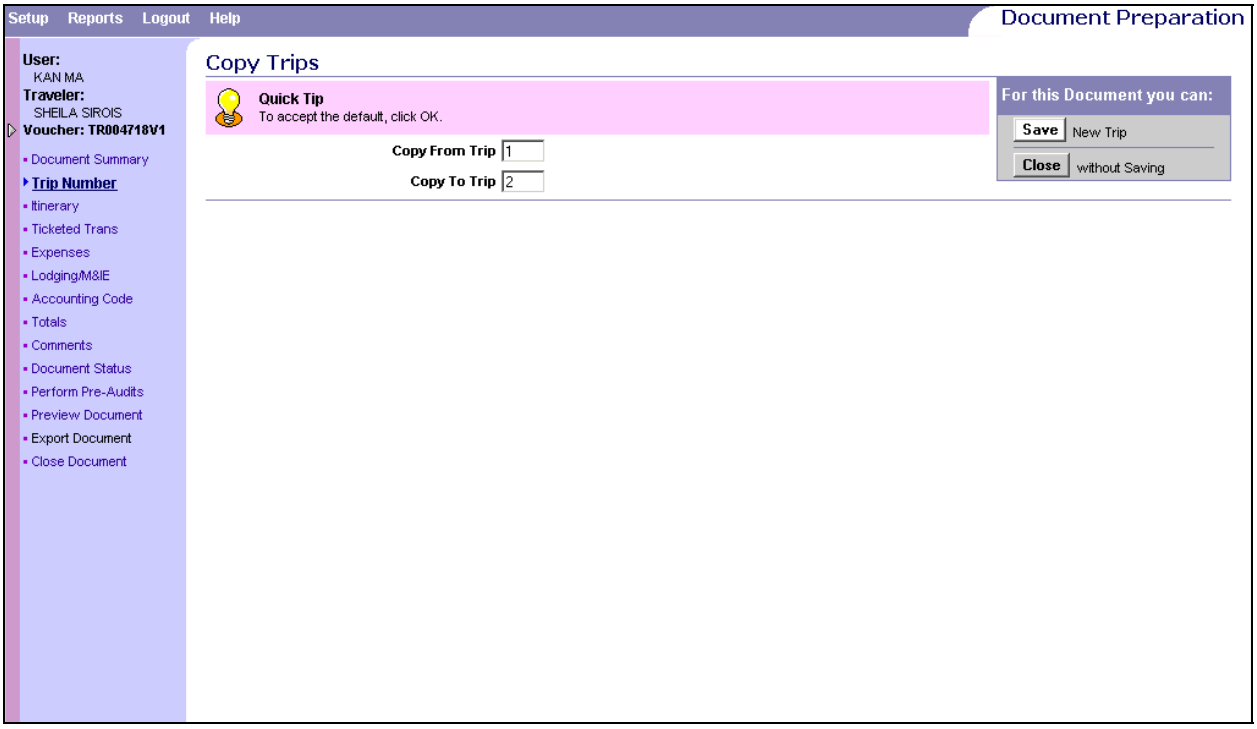
2. At the top of the **Document Summary for Voucher** screen, select the **Trip Number 1** link.

   Result: The **Trips** screen will appear.



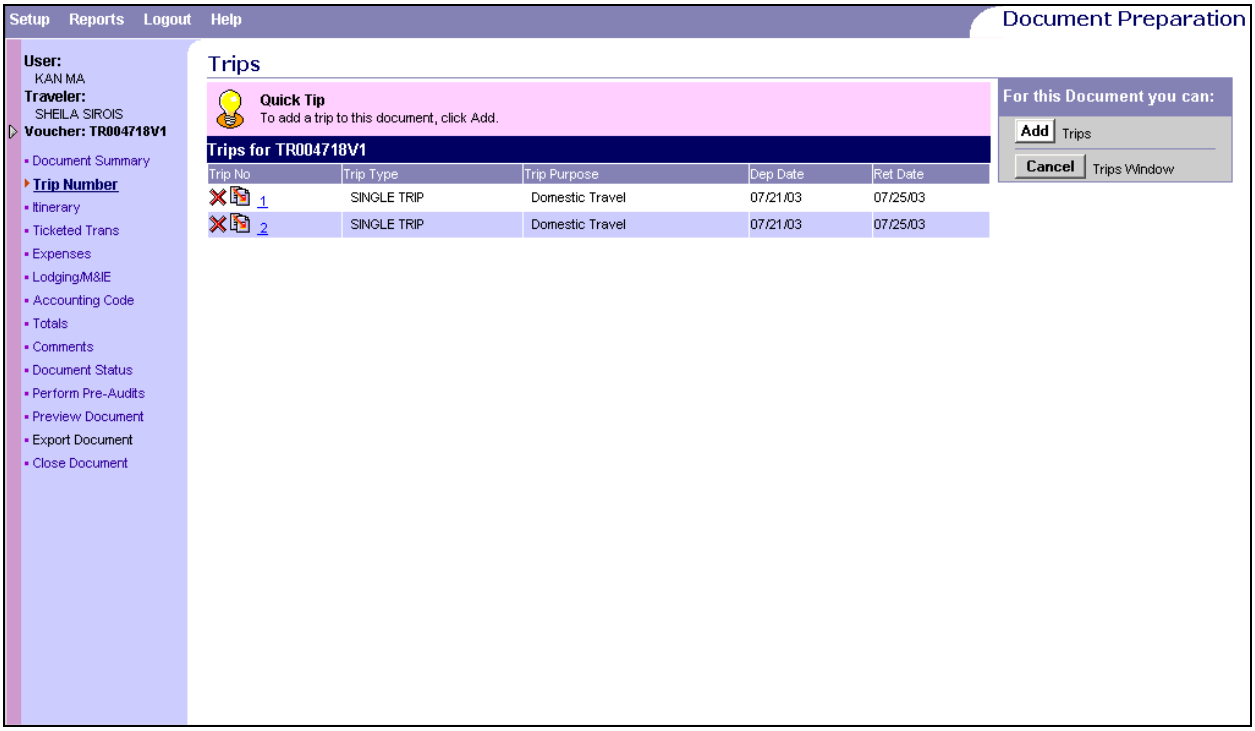
3. Select the **Copy** icon by Trip No. 1.

   Result: The **Copy Trips** screen appears.



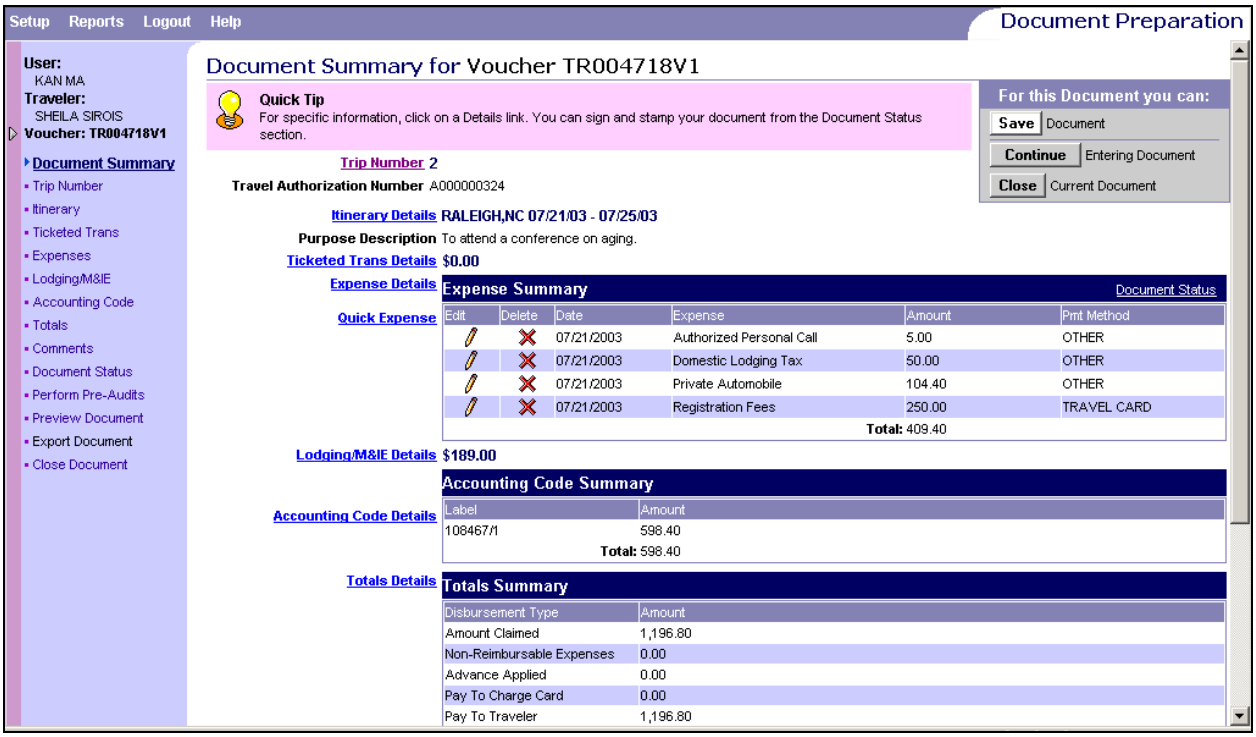
4. Accept the defaults on this screen and select the **Save** New Trip button.

Result: A Trip **2** is copied from Trip **1** and both appear in the Trips screen, which will reappear.

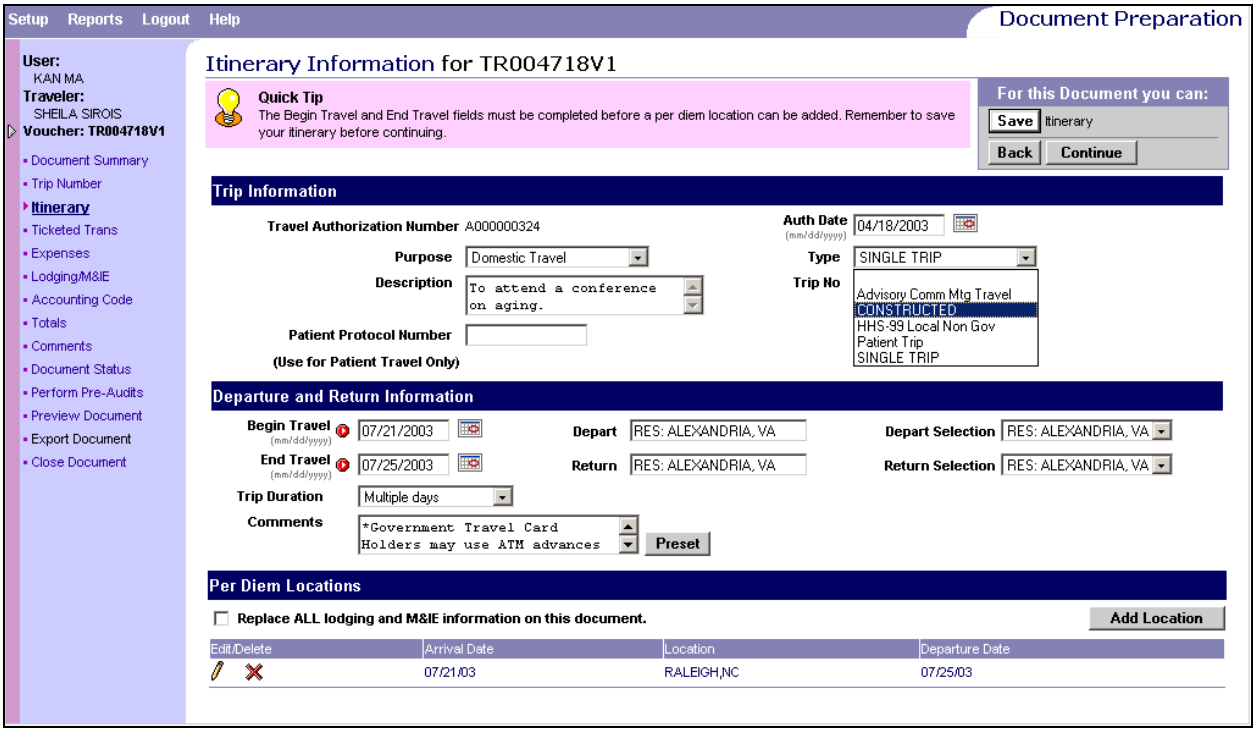


5. Select the Trip **2** link.

Result: The **Document Summary for Voucher** (Trip Number 2) appears.



6. From the **Document Summary**, select the **Itinerary Details** link.



7. From the **Itinerary Information** page, in the **Type** field, select **Constructed** from the drop-down list. Make other itinerary changes as necessary and select **Save** Itinerary.

Continue working through the screens editing and deleting expenses to reflect the "could have" circumstances.

Note: If adding a ticket cost, be sure to select "Other" as the payment method. This will compare the cost to the mileage and indicate it is reimbursable to the traveler and not the TMC if you leave the default payment method as "GTA."

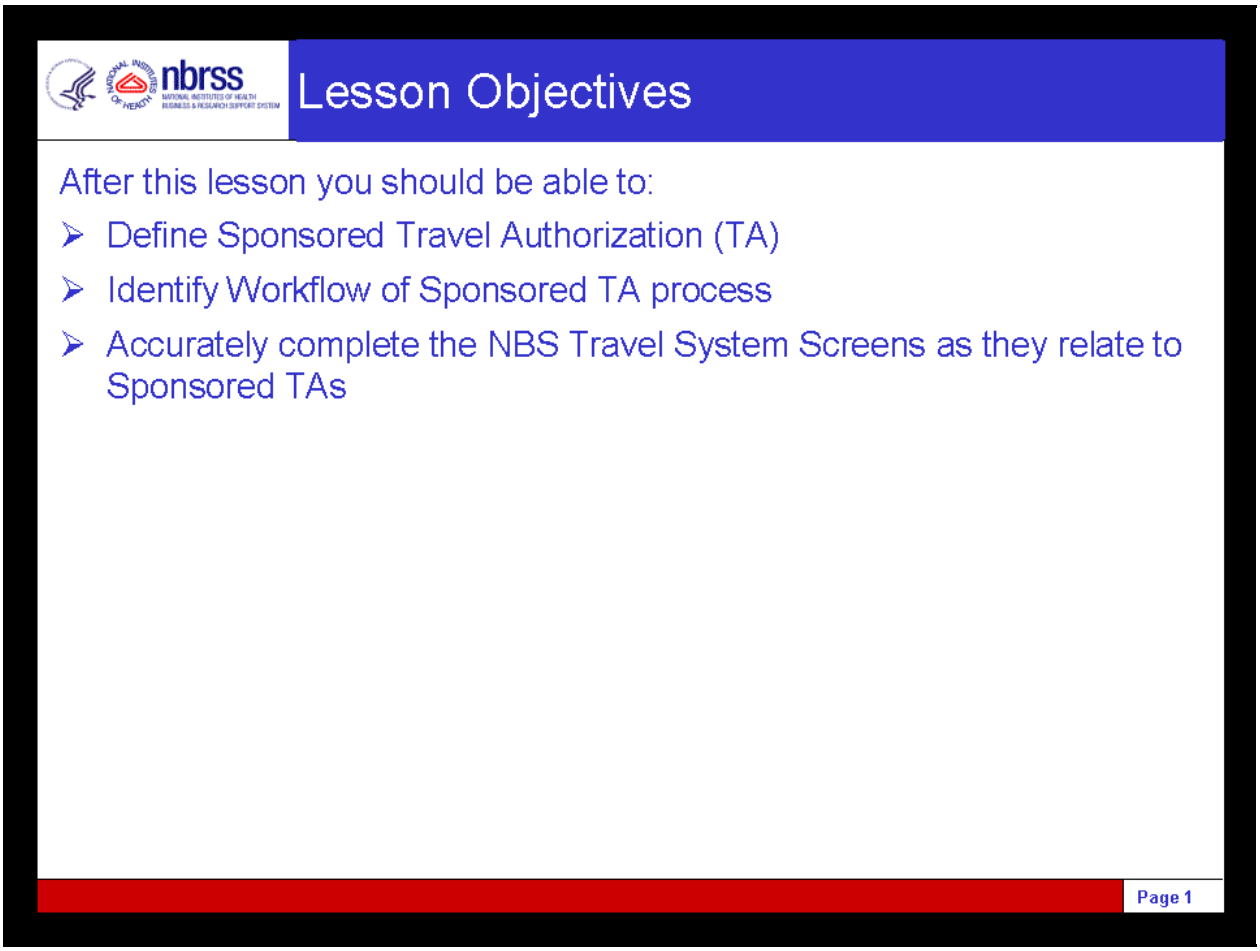
End of activity.

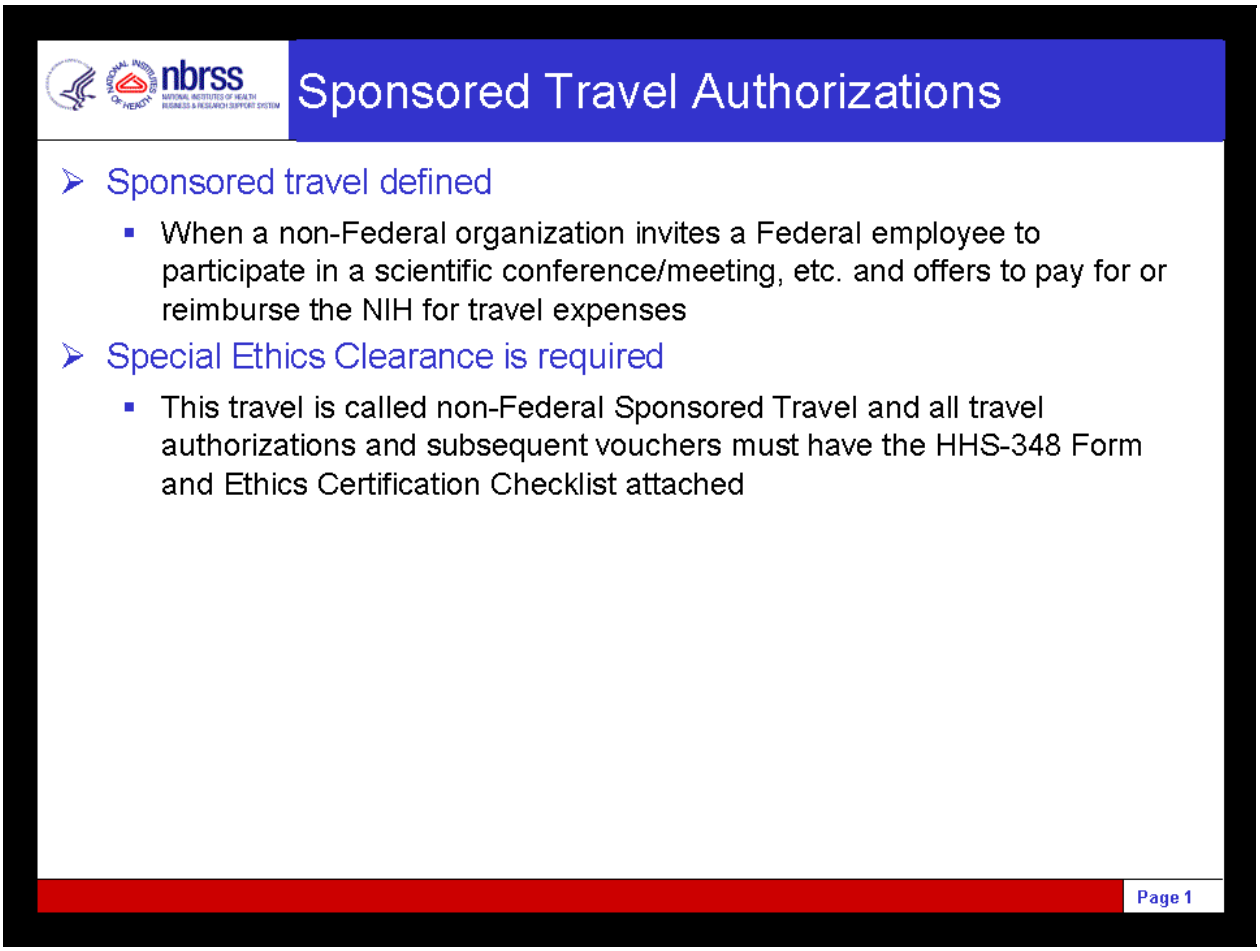
Sponsored Authorizations

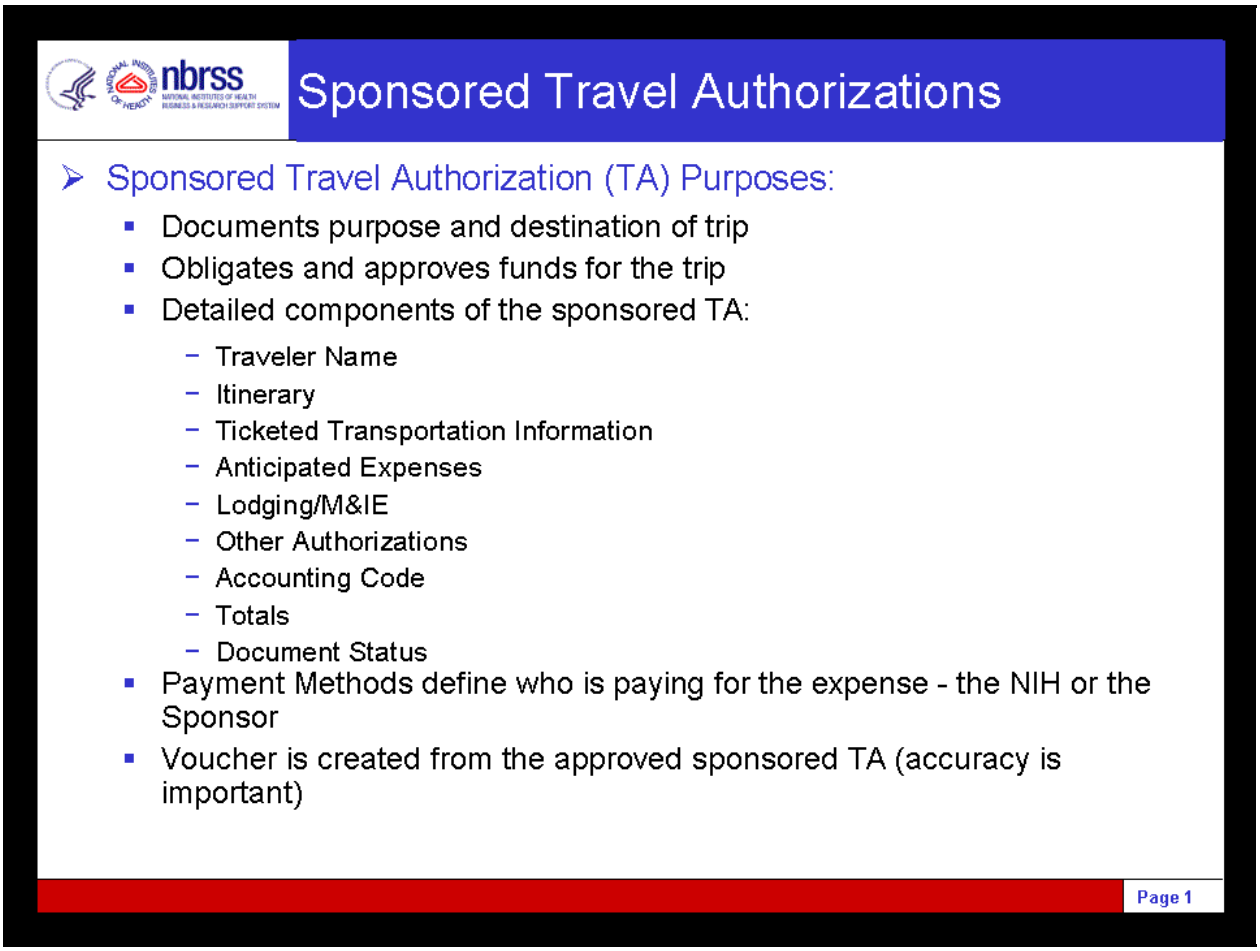
Chapter 6

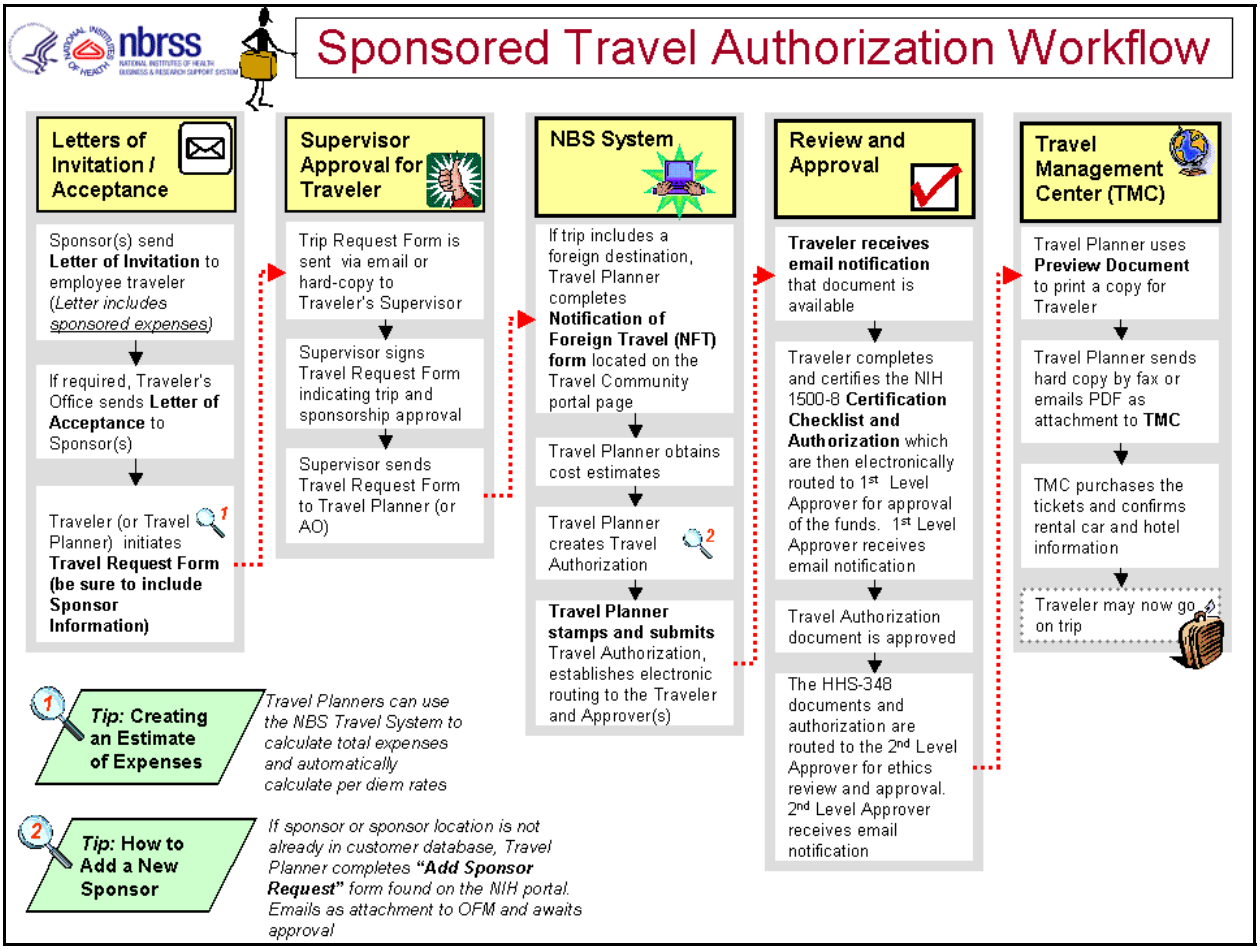
nbrss
NATIONAL INSTITUTES OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM
Creating Sponsored Travel Authorizations
February, 2004

Lesson Objectives




nbrss
Sponsored Travel Authorizations
Sponsored travel defined
When a non-Federal organization invites a Federal employee to participate in a scientific conference/meeting, etc. and offers to pay for or reimburse the NIH for travel expenses
Special Ethics Clearance is required
This travel is called non-Federal Sponsored Travel and all travel authorizations and subsequent vouchers must have the HHS-348 Form and Ethics Certification Checklist attached
Page 1


nbrss
Sponsored Travel Authorizations
Sponsored Travel Authorization (TA) Purposes:
Documents purpose and destination of trip
Obligates and approves funds for the trip
Detailed components of the sponsored TA:
Traveler Name
Itinerary
Ticketed Transportation Information
Anticipated Expenses
Lodging/M&IE
Other Authorizations
Accounting Code
Totals
Document Status
Payment Methods define who is paying for the expense - the NIH or the Sponsor
Voucher is created from the approved sponsored TA (accuracy is important)
Page 1



The sponsored TA workflow is similar to the basic TA process, with the exceptions:

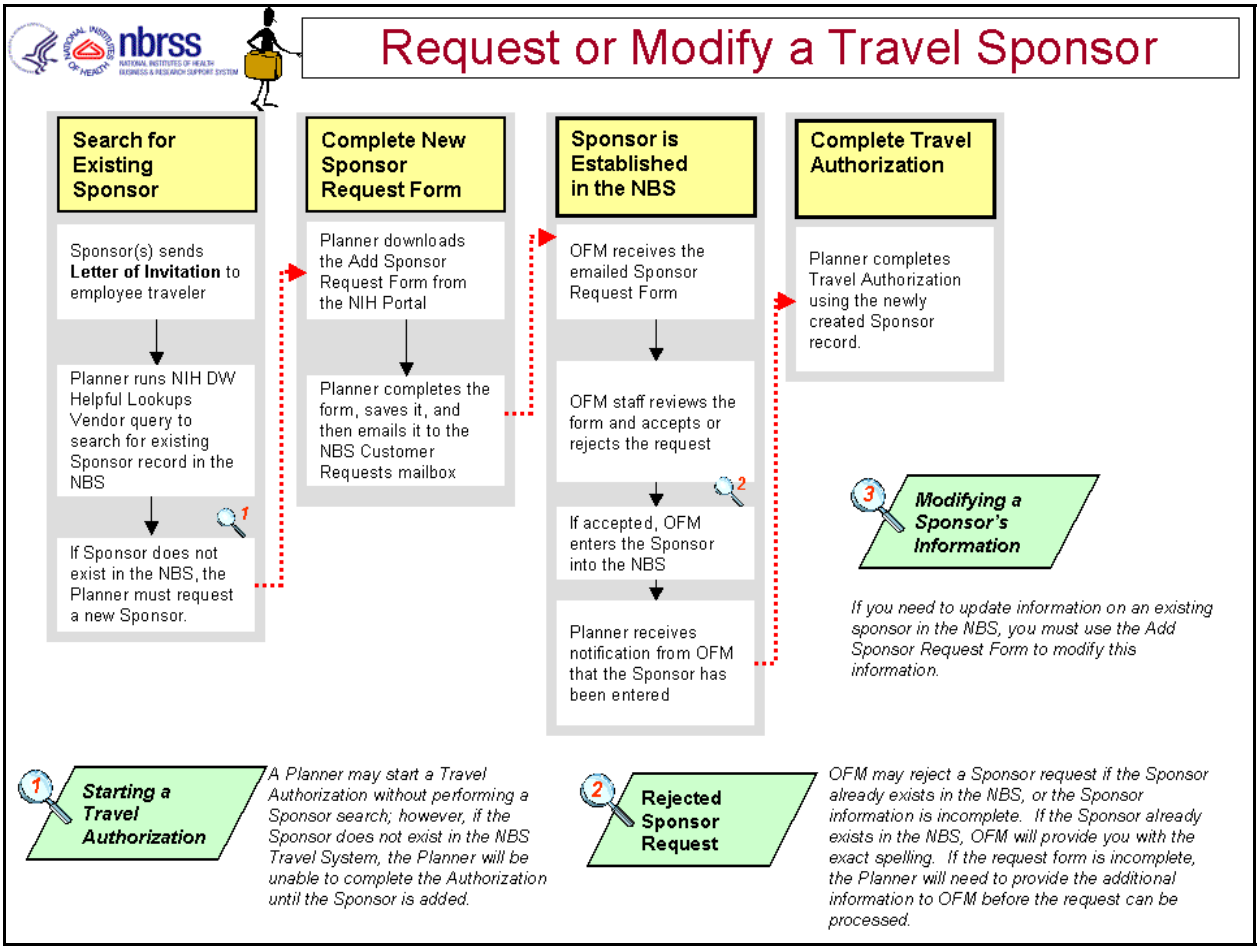
- Traveler must complete and certify the HHS-348 Certification Checklist
- TA must be approved by a 2nd Level Approver with the authority to approve a sponsored trip, usually an Executive Officer

Before you begin a Sponsored Travel Authorization

Before you begin a Sponsored Travel Authorization

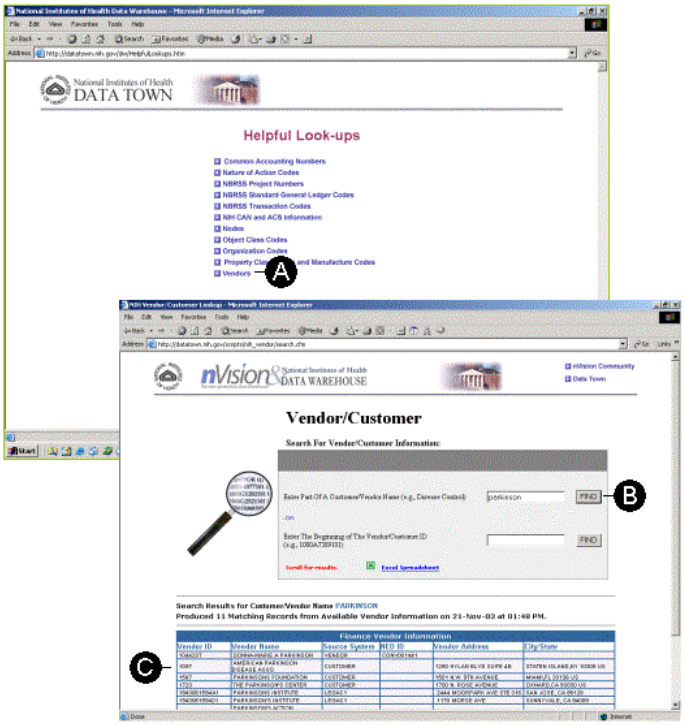
- Sponsored Travel Authorizations must include the sponsor(s)
- Sponsor(s) must be selected from a list of available sponsors
  - You may not free-form enter a sponsor
- Requesting (or modifying) a Sponsor is done through OFM
  - Adding a Sponsor to Customer Database form is on the Travel Users Community
- Search to verify Sponsor exist prior to starting a Sponsored Travel Authorization
  - Use the nVision & Data Warehouse Vendor Helpful Lookup
  - If you begin the travel authorization and the sponsor is not there, you will have to request the sponsor and OFM will have to add the sponsor before you can finish creating and routing your document. The form for completion is the "Add Sponsor Request Form" and is in the forms section of the NBRSS Travel Users Community page on the NIH Portal.

Page 1


nbrss
Request or Modify a Travel Sponsor
Search for Existing Sponsor
Sponsor(s) sends Letter of Invitation to employee traveler
Planner runs NIH DW Helpful Lookups Vendor query to search for existing Sponsor record in the NBS
If Sponsor does not exist in the NBS, the Planner must request a new Sponsor.
Complete New Sponsor Request Form
Planner downloads the Add Sponsor Request Form from the NIH Portal
Planner completes the form, saves it, and then emails it to the NBS Customer Requests mailbox
Sponsor is Established in the NBS
OFM receives the emailed Sponsor Request Form
OFM staff reviews the form and accepts or rejects the request
If accepted, OFM enters the Sponsor into the NBS
Planner receives notification from OFM that the Sponsor has been entered
Complete Travel Authorization
Planner completes Travel Authorization using the newly created Sponsor record.
Modifying a Sponsor's Information
If you need to update information on an existing sponsor in the NBS, you must use the Add Sponsor Request Form to modify this information.
Starting a Travel Authorization
A Planner may start a Travel Authorization without performing a Sponsor search; however, if the Sponsor does not exist in the NBS Travel System, the Planner will be unable to complete the Authorization until the Sponsor is added.
Rejected Sponsor Request
OFM may reject a Sponsor request if the Sponsor already exists in the NBS, or the Sponsor information is incomplete. If the Sponsor already exists in the NBS, OFM will provide you with the exact spelling. If the request form is incomplete, the Planner will need to provide the additional information to OFM before the request can be processed.

Search for Existing Sponsors in the NBS

The **NIH Data Warehouse Helpful Lookups** page contains a query that allows users to quickly determine if a Sponsor already exists in the NBS Travel System. You can access this web page from the NBRSS Travel Users Community on the NIH Portal. The Vendors query can be used to identify Sponsors that already exist in the NBS.



A From the Helpful Lookups page, click on the Vendors link.

B On the Vendor/Customer page, enter part of the Sponsors Name in the top field, and click on the Find button

C All Sponsors matching your search criteria will be listed in the search results section of the page. If the Source System is identified as "Customer" then the Sponsor exists in the NBS and can be included in a Travel Authorization. If the Source System is anything other than "Customer", you will need to complete the Adding a Sponsor to Customer Database form.

Remember:

- You do not have to be a registered user of the NIH Data Warehouse to use the Helpful Lookups
- If you do not locate your Sponsor on your initial query, you may need to expand your search criteria. For example, instead of typing the complete word "Parkinson" you could type "Park".
- If you cannot find your Sponsor after several tries, you will need to complete the Adding a Sponsor to Customer Database form.

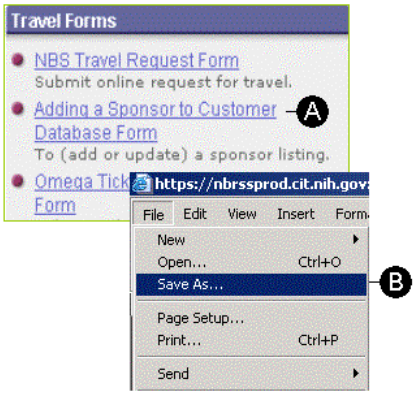
Requesting a New Sponsor

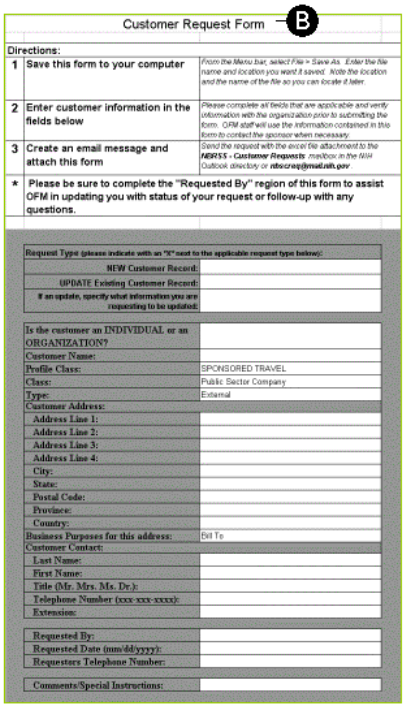
If a Sponsor does not exist in the NBS, you will need to submit a request for a new Sponsor to OFM by using the Adding a Sponsor to Customer Database Form. This form is located in the NBRSS Travel Users Community on the NIH Portal, in the Travel Forms section.

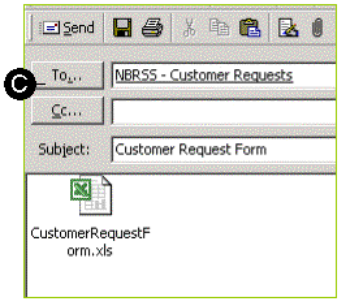
A – From the Travel Forms section of the NBRSS Travel Users Community, click on the Adding a Sponsor to Customer Database Form link.

B – Save the form to your computer following the instructions on the form and then complete ALL applicable fields on the form, verifying the information with the Sponsoring organization.

C – Email the form to the NBRSS Customer Request mailbox (nbscreq@mail.nih.gov), which can be selected from the Outlook Global address book.



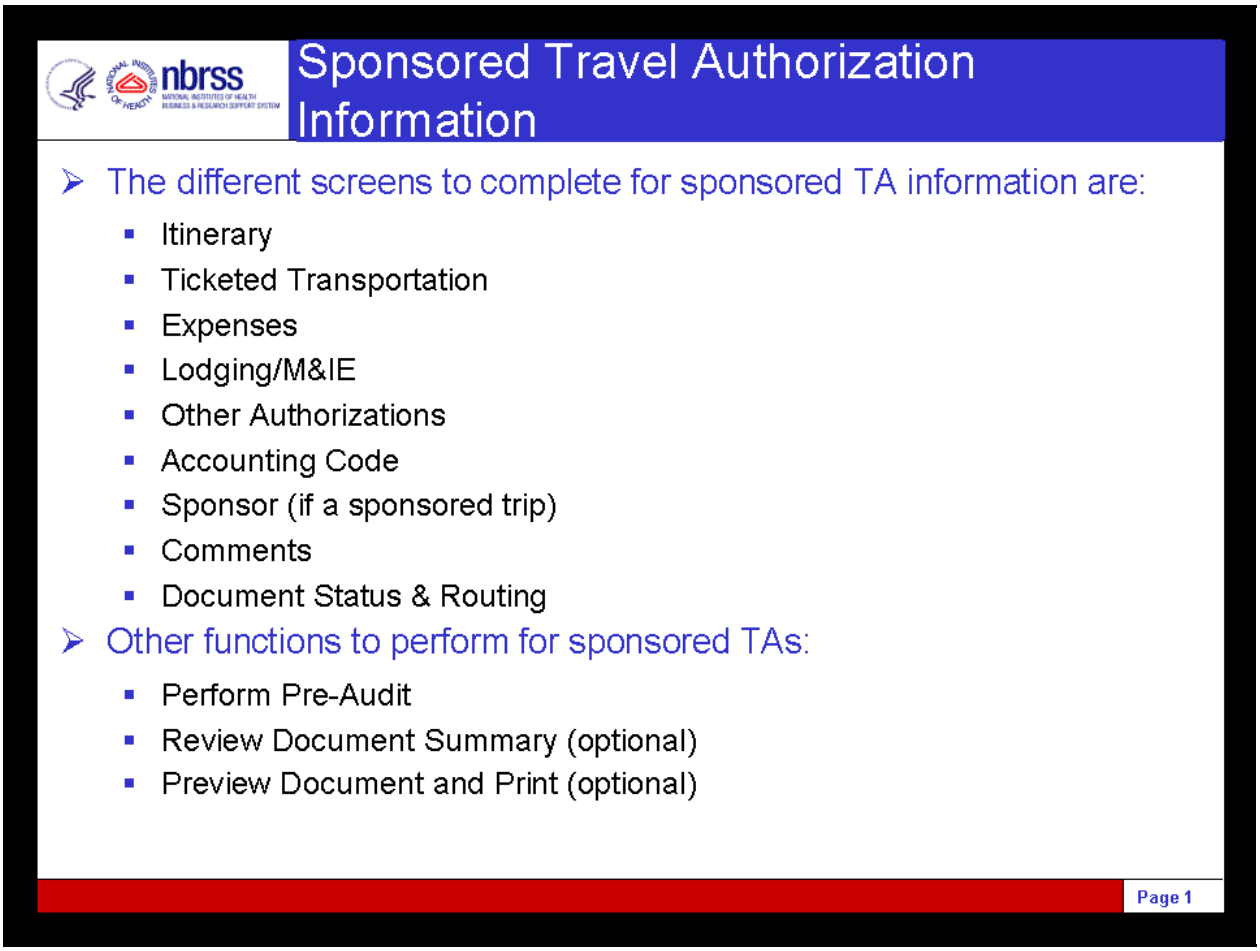




Remember:

- If a Sponsor does exist in the NBS, OFM will send the Requestor an email with the exact spelling of the Sponsor Name.
- If pertinent information is missing from the request form, OFM will contact the Requestor to obtain the information before the form can be processed.
- The Requestor will receive a confirmation email from OFM when the sponsor addition or update has been made.
- If any of the Sponsor's information needs to be changed, check Update Existing Customer Record on the form, and identify exactly which information needs to be changed.

Sponsored Travel Authorization Information

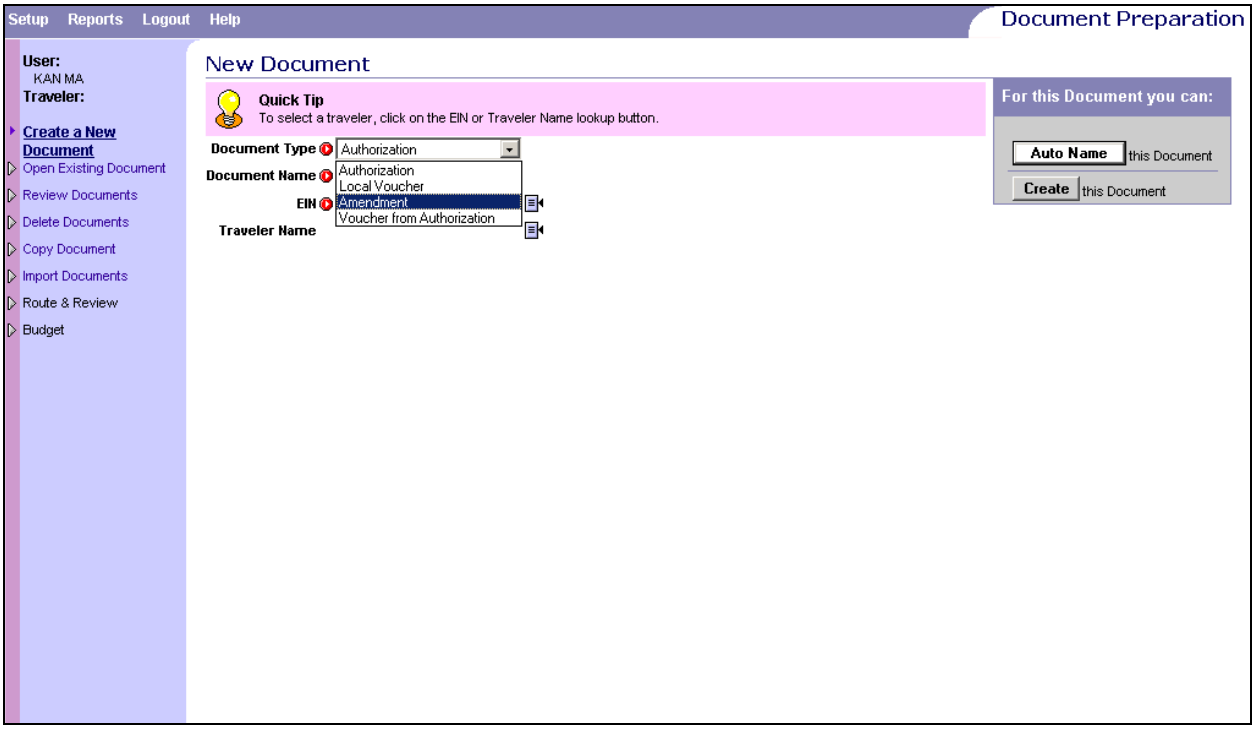


It is important to note that you will work through the same screens for completing a sponsored travel authorization as for a domestic or foreign travel authorization. The choices made on several screens identify if you are completing a sponsored trip or not.

Creating a New Document

This document explains how to create Travel Authorizations, Amendments, Local Vouchers, and Vouchers.

NBS Travel System User
N> Document Toolbar > Create a New Document
New Document



1. From the **Document Toolbar**, select **Create a New Document**.

If you are creating an Authorization, Local Non-Government Authorization or Local Voucher, goto task #2.

If you are creating an Amendment, goto task #8.

If you are creating a Voucher, goto task #16.

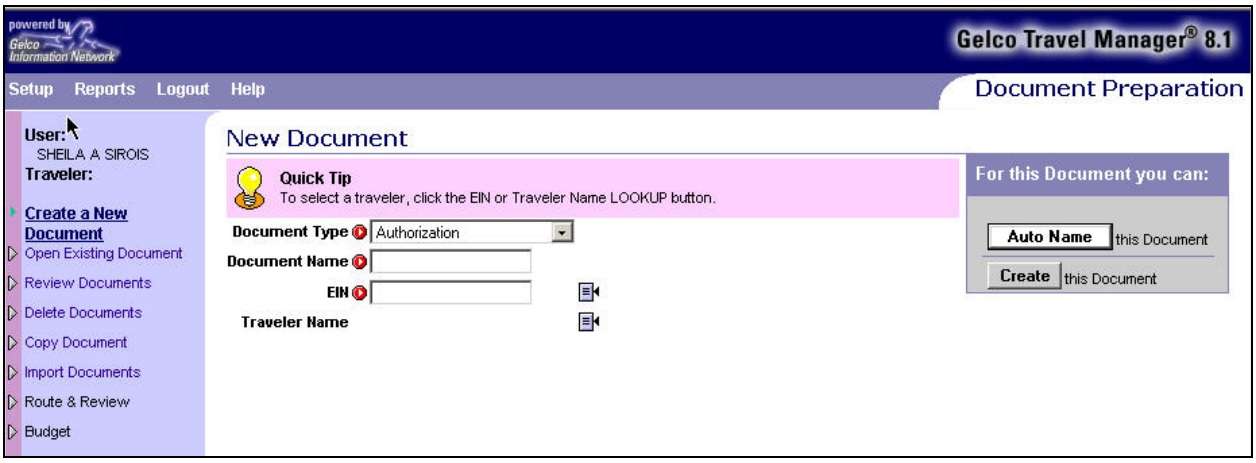
Authorizations, Local Non-Government Travel Authorizations and Local Vouchers

2. In the **Document Type** field, select **Authorization** or **Local Voucher** from the drop-down list.

   Note: For Local Non-Government travel select Authorization since prior approval is required.

3. Select the **Traveler Name** Search icon; a separate **Search** window will appear. Enter the Traveler's **Last Name** and/or **First Name** in the **Search** fields. (Alternatively, you may click the **EIN** search icon and enter the Traveler's **EIN**.)

   Note: You may use partial values in the **Search** fields.



4. Select the **Search** button.

5. Select the traveler's **EIN**.

   Note: The traveler's name should be listed next to it.

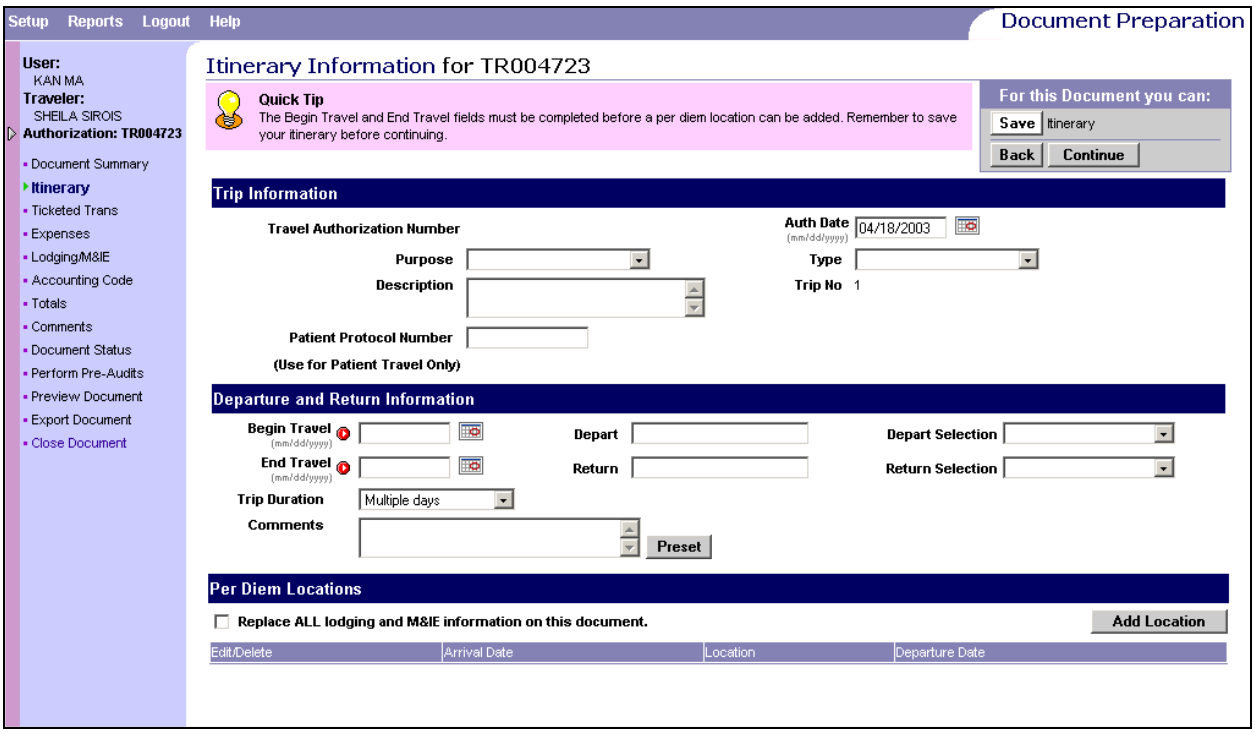
6. Select the **Auto Name** this Document button in the top right of the screen.

   Note: The **Auto Name** button automatically assigns a unique document name. This system-generated number will be assigned to the document when you create it. The number also automatically extends to tracking within the NBS financials software, Oracle financials.

7. Select the **Create** this Document button.

   Note: At the time the **Create Document** step is performed, the document number is assigned and **Saved**. You may close or open the document from this time forward without the number being deleted.

   Result: The **Itinerary Information** screen will appear.



End of activity.

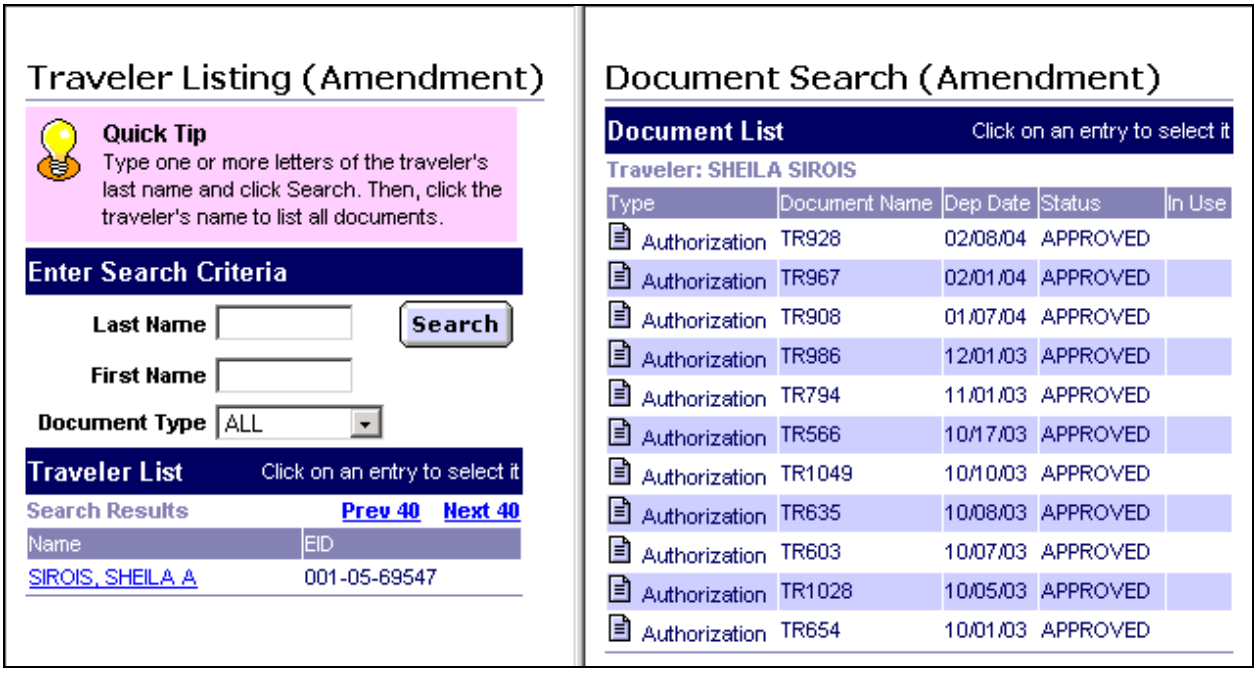
Amendments

Amendments are created after a document has been routed and approved. The amended document will also need to be routed and approved and then requires a change.

8. In the **Document Type** field, select **Amendment** from the drop-down list.

9. Activate the **Traveler Listing** screen by clicking in blank white space on the screen.

   Result: The **Traveler Listing** Screen will appear.



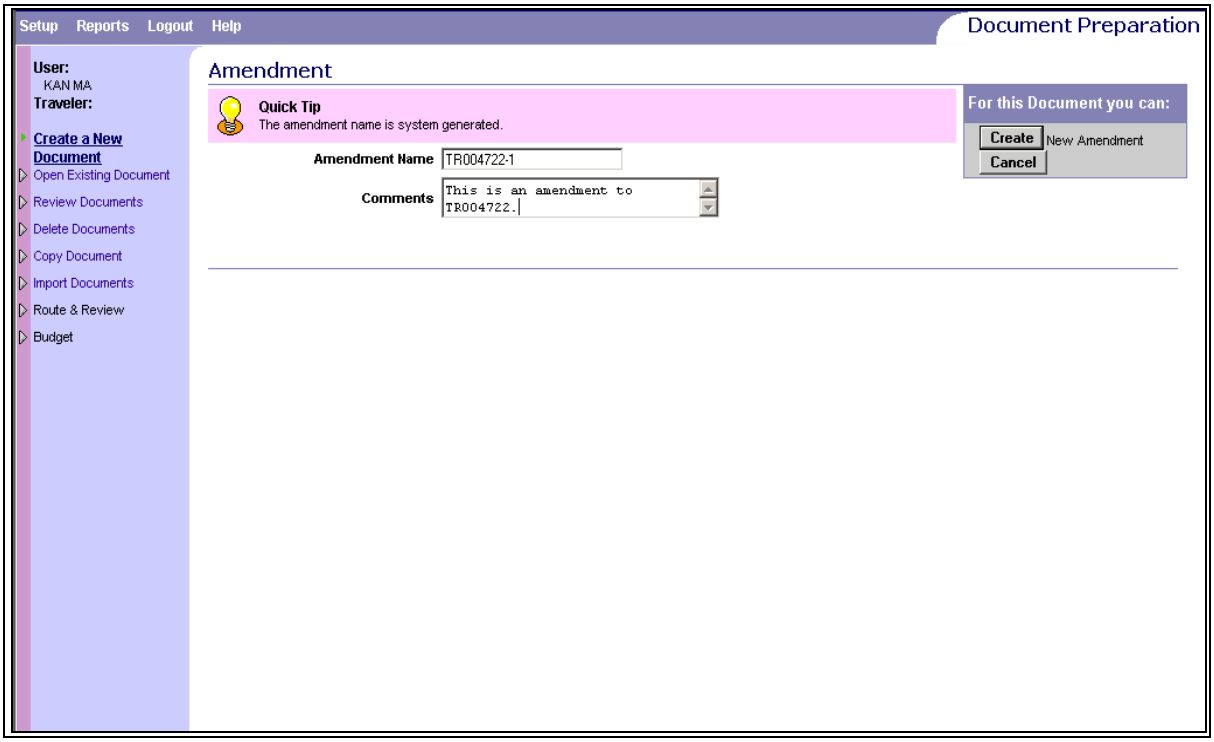
10. Choose the **Traveler** by searching on **Last Name** and/or **First Name**.

    Note: You may use partial values in the **Search** field.

    Note: Optionally refine your search by entering a **Document Type**.

11. Select the **Document** to amend by selecting the icon.

    Result: The **Amendment** screen will appear when the document is selected.

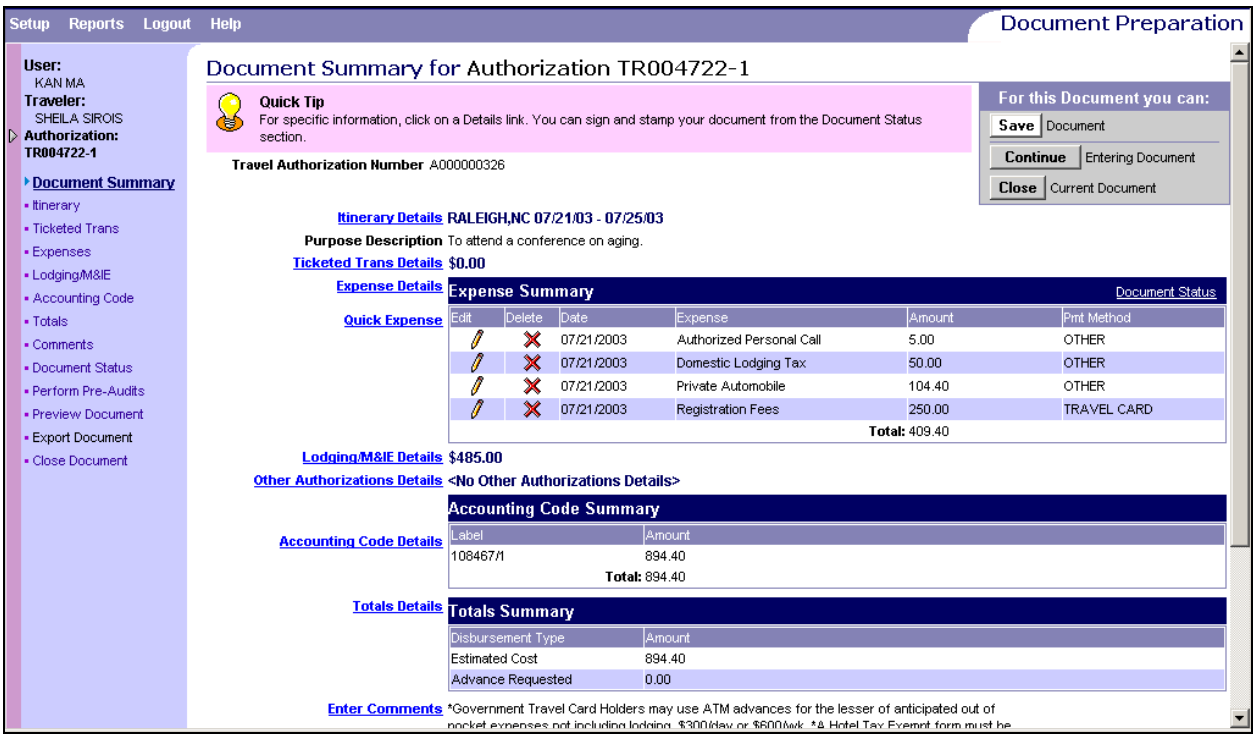


12. The **Amendment Name** will append the original document name with an amendment number (e.g. "-1").

13. In the **Comments** box, enter any pertinent comments.

14. Select the **Create** New Amendment button.

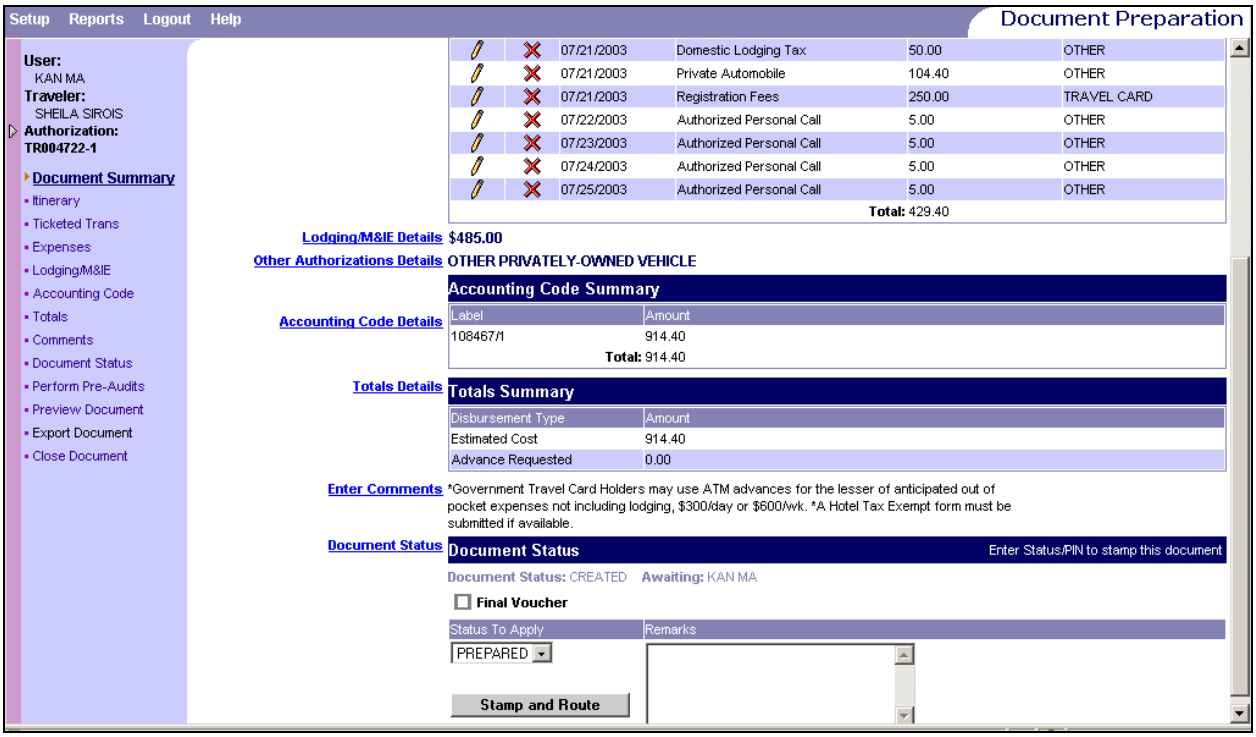
    Result: The Document Summary Screen appears.



15. From the **Document Summary** window, you can make any required changes by selecting the appropriate Pencil icon next to the expense detail.

    Note: Selecting **Continue** Entering Document button, will allow access to the Itinerary, Ticket screens, etc. Continue to work through the document making any necessary changes.

Your screen should look similar to the one below:



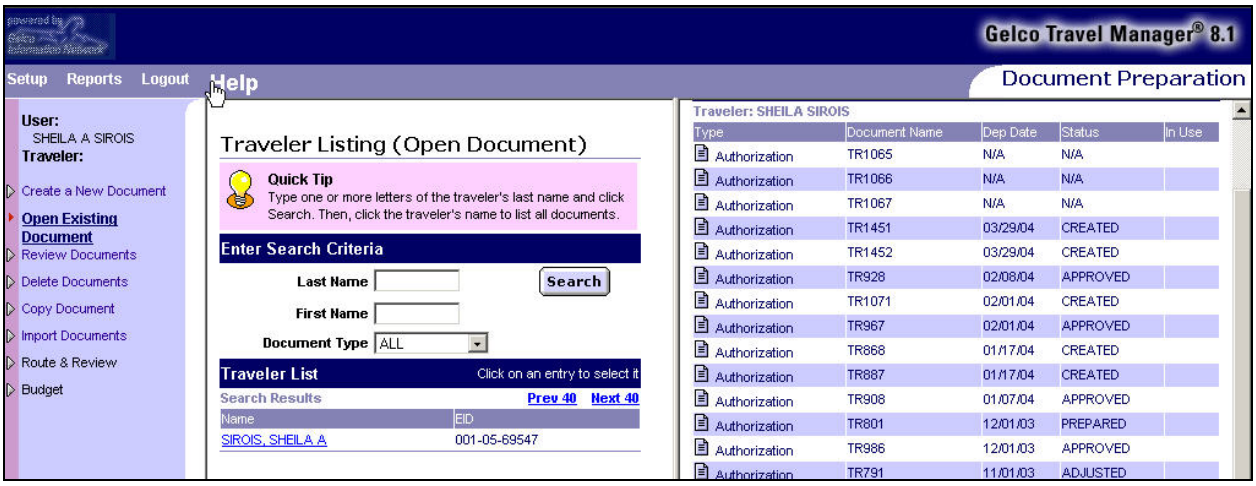
End of activity.

Vouchers

16. In the **Document Type** field, select **Voucher from Authorization** from the drop-down list.

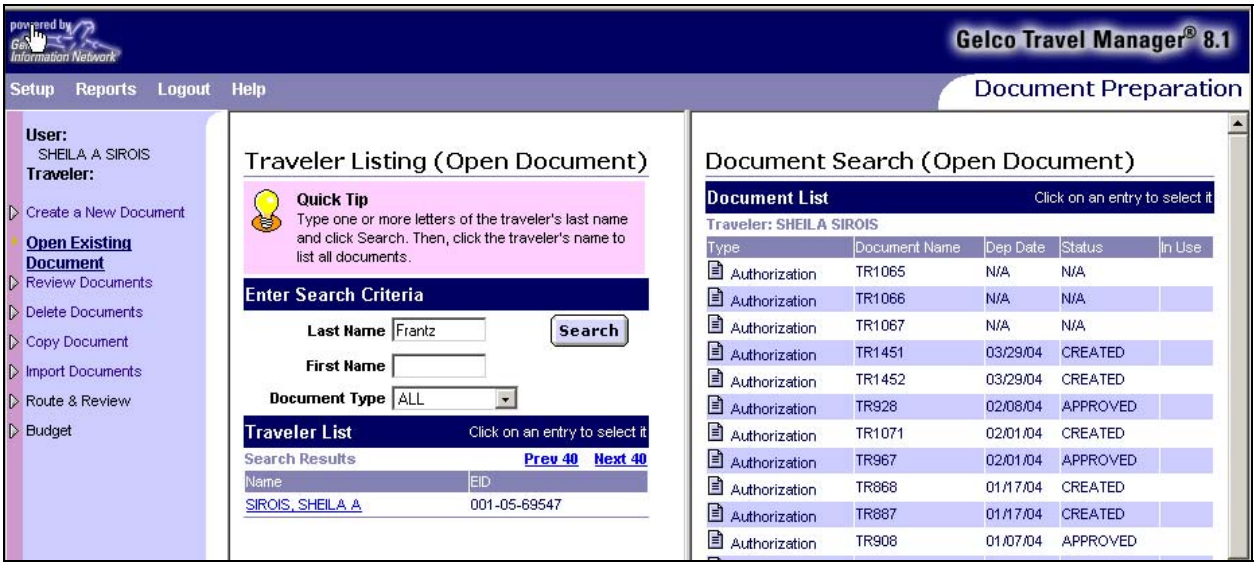
17. Select outside the **Document Type** field (or click [Tab]).

    Result: The **Traveler Listing** screen will appear.



18. From the **Traveler Listing** window, select the desired **Traveler**.

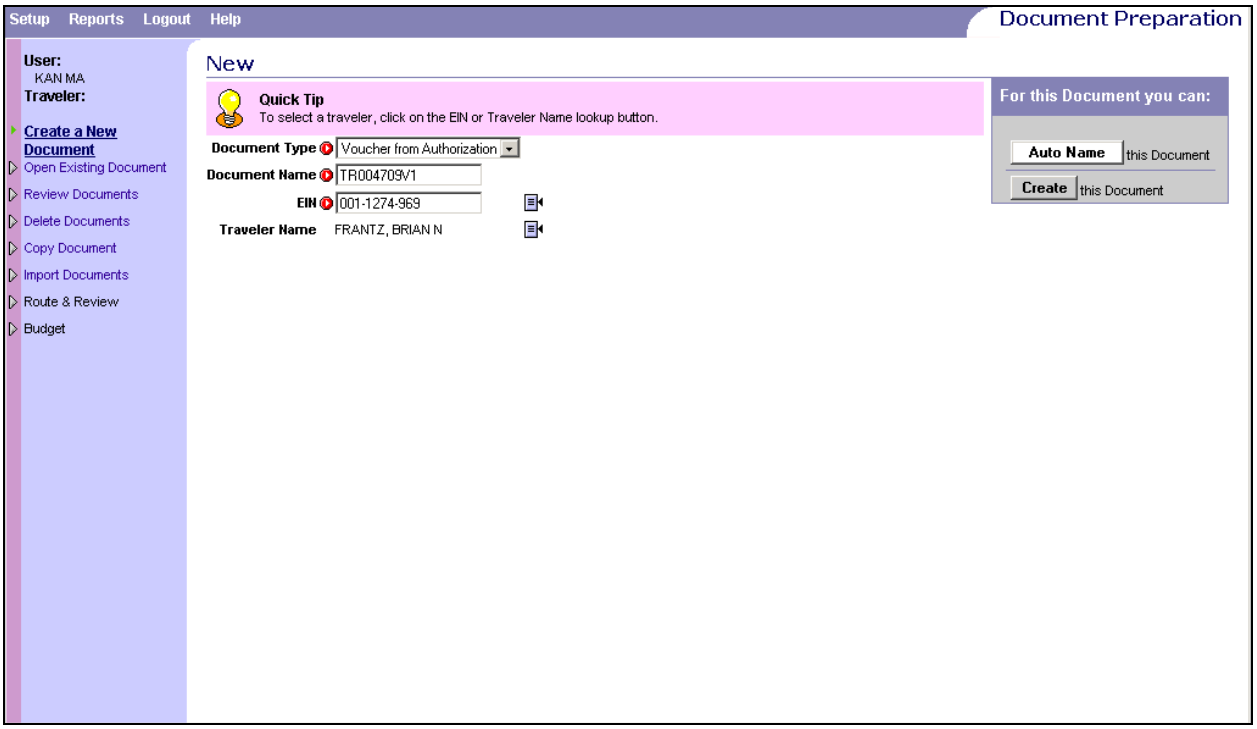
Note: You may need to type the Traveler's **Last Name** and/or **First Name** and click **Search** to find your traveler.



19. From the **Document List**, select the desired **Authorization**.

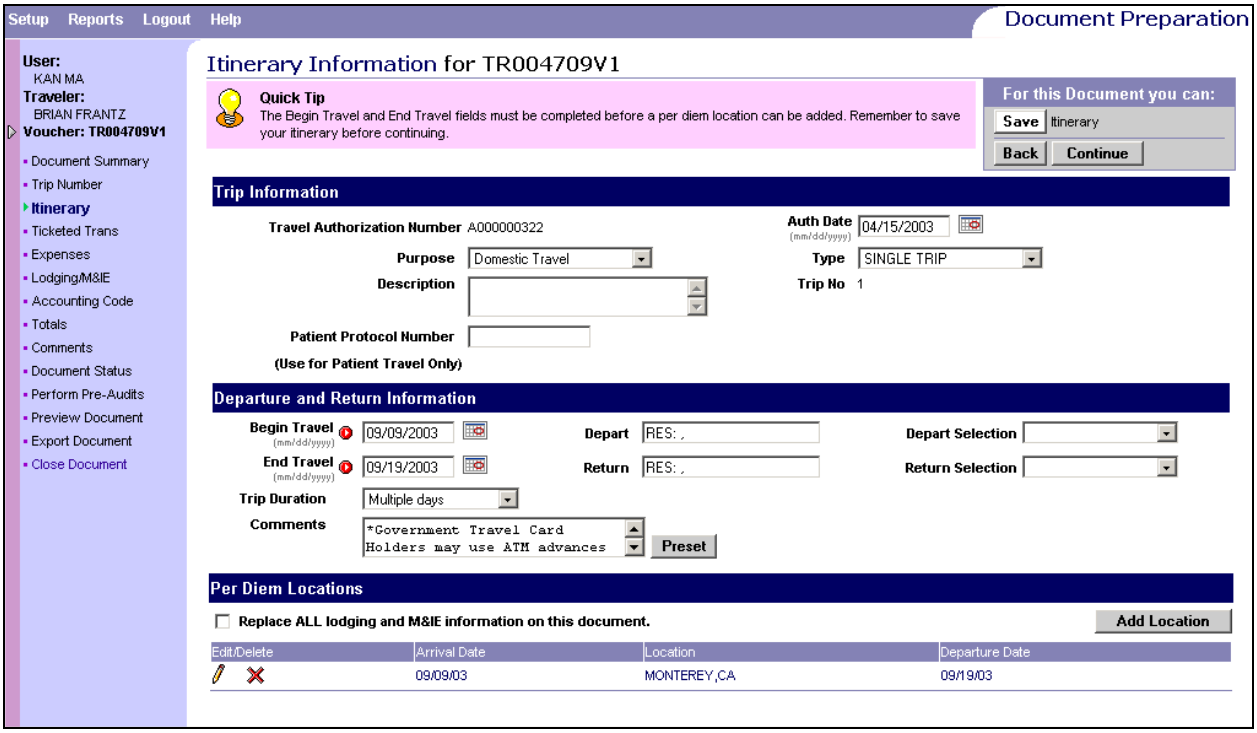
    Result: The **New** (Document) screen will return. Note the document name will end with "V#". The V indicates that it is a voucher and the # will indicate how many vouchers have been created against the TA.

    Note: The Authorization status must read **Approved** to create the Voucher.



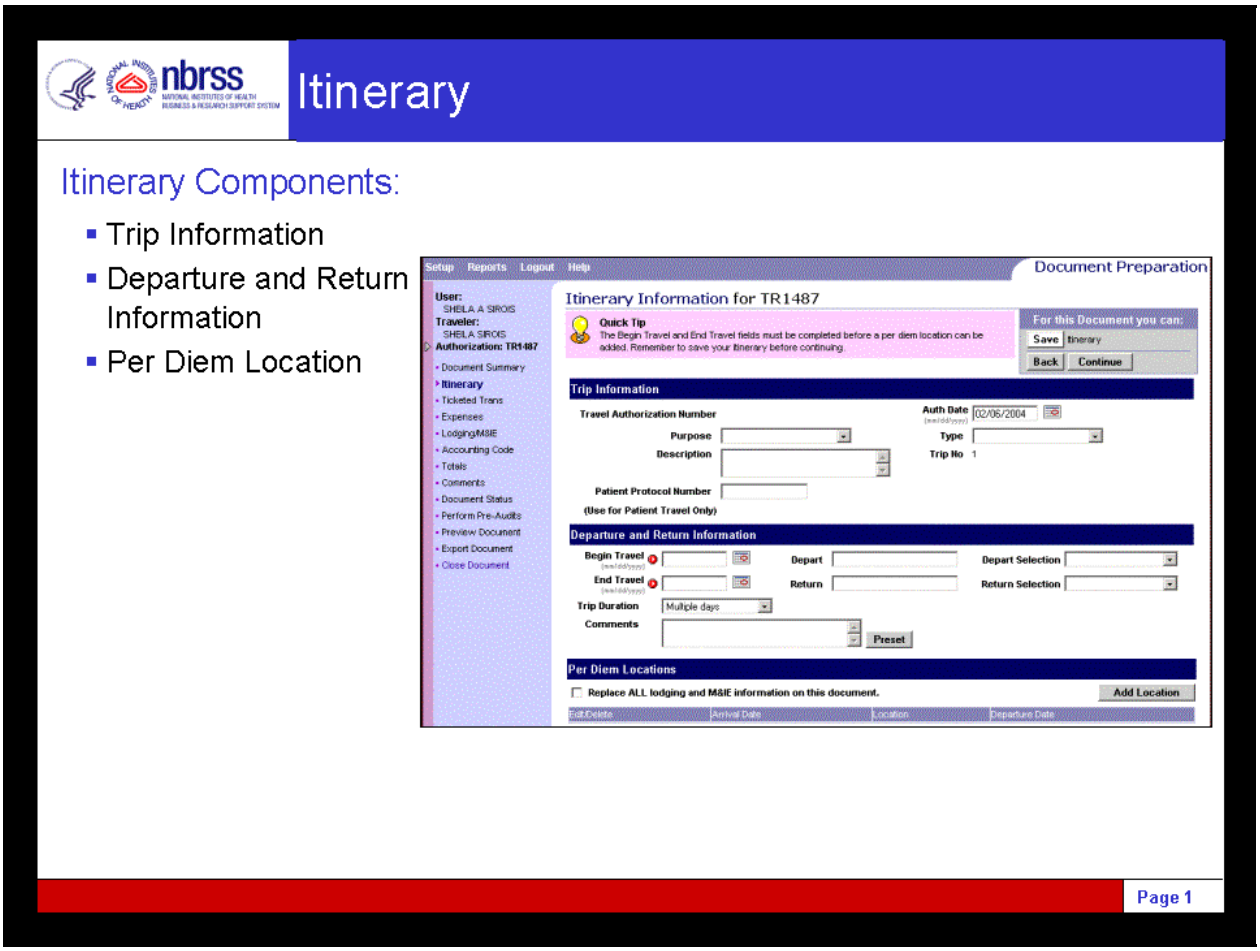
20. Select the **Create** this Document button.

Result: The Itinerary screen appears with the information from the original approved Authorization.



End of activity.

Itinerary



•**Trip Information** captures the trip purpose, description and type of trip. Be sure to select "Sponsored-Domestic" or "Sponsored-Foreign" if completing a sponsored TA. If you do not select a Sponsored trip type, the sponsor options will not be available as you work through the remainder of the document. **Departure and Return Information** captures the overall dates of the trip. The section also captures where a traveler leaves from and returns to.

•**Per Diem Location** identifies the location(s) of the trip and dates the traveler is at each location. If the trip includes more than one location, the travel planner enters multiple locations here.

How do you handle sponsored travel for a non-FTE?

•A regular Domestic Travel Authorization is created in the NBS System (not Sponsored Travel). The Non-FTE Sponsored Travel Acceptance Letter and Non-FTE Sponsored Travel Checklist (on Travel Portal page) must be completed, off-line, and the hard copy is routed to the Executive Officer for his/her signature. The travel document, however, should be: (1) "conditionally approved" by the AO; (2) routed in hard copy to the ethics officer; and (3) "final approved" in the system by the AO.

Itinerary - Trip Types

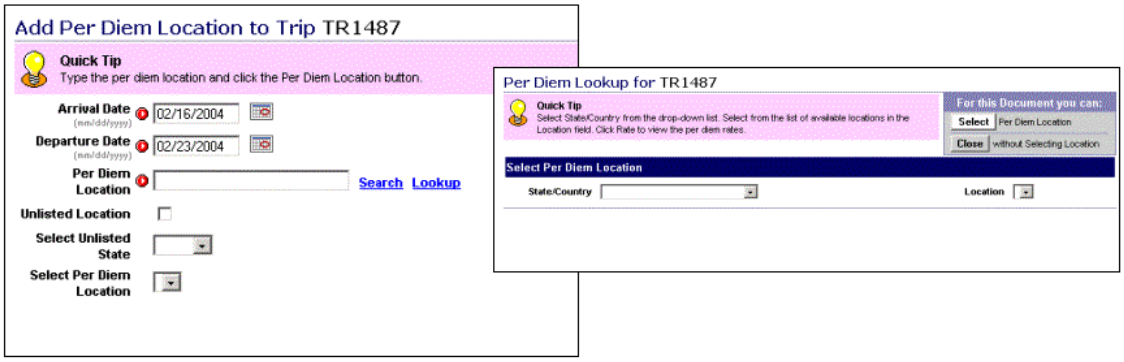
Itinerary - Trip Types

- The five types which apply to TAs:
  - Advisory Committee Meeting
  - HHS-99 Local Non-Government Travel
    - travel in local area
    - travel not sponsored by a government organization and requires prior approval
    - replaces HHS-99 Form
  - LOA (Cost) - Limited Open Authorization
    - used for Temporary Duty (TDY) travel of more than 30 days, but less than 6 months
    - allows for multiple vouchers to be created from one TA
  - Patient Trip - used exclusively by the Clinical Center
  - Single Trip - all TDY travel less than 30 days

Page 1

Itinerary - Per Diem Location(s)

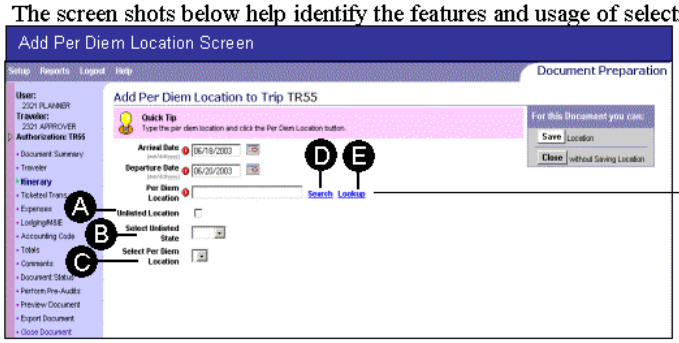
- Two screens for selecting Per Diem Location: Add Per Diem Location and Per Diem Lookup
- Determines pay rate by the day for Lodging, Meals, and Incidental Expenses (M&IE)
- Different rates based upon location
- Rates derived by standard rate tables maintained by the Government and are updated regularly to reflect realistic costs for the area

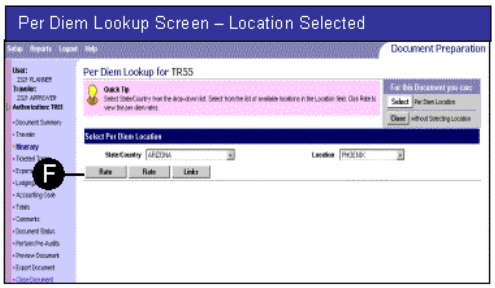


Page 1

Selecting the Per Diem Location

The screen shots below help identify the features and usage of selecting the Per Diem location in the NBS Travel System.





A–**Unlisted Location box**—Select the Unlisted Location box if no per diem rate exists*. If you check this box, you must then select the state or country of your Traveler's destination from the Select Unlisted State drop-down list.

B–**Select Unlisted State field**—If you checked the Unlisted Location box, you must select a country or state from this field.

C–**Select Per Diem Location field**—Field populates automatically with any matches found meeting the criteria entered in the Per Diem Location field.

D–**Search link**—For common locations, you can type the city into the Per Diem Location field and click the Search icon.

E–**Lookup link**—The Lookup link takes you to the Per Diem Lookup screen where you can search for your location by country or state, and then specific city.

F–**Rate Button(s)**—After you select you Per Diem State/Country and Location, the Rate button(s) provides the location's rate details. A per diem location with multiple Rate buttons indicates different rates for seasonal changes during the year. You may preview these rates by clicking the Rate button.

***Can't Find Your Traveler's Destination Listed?**

Domestic Destinations:

If your traveler's *domestic* location is not listed in the drop-down list in the Per Diem Lookup screen, you can select a city within the desired location's **county** for per diem purposes. To locate the county name, you can use the **US County Lookup** link on the NIH Portal (my.nih.gov) – Travel Users Community page (the link is in the upper right corner of the page).

If you cannot locate the **county** from the link or if it has no per diem rate, then use the **Unlisted Location box** on the **Add Per Diem Location screen**. This will assign the standard CONUS rate.

Foreign Destinations:

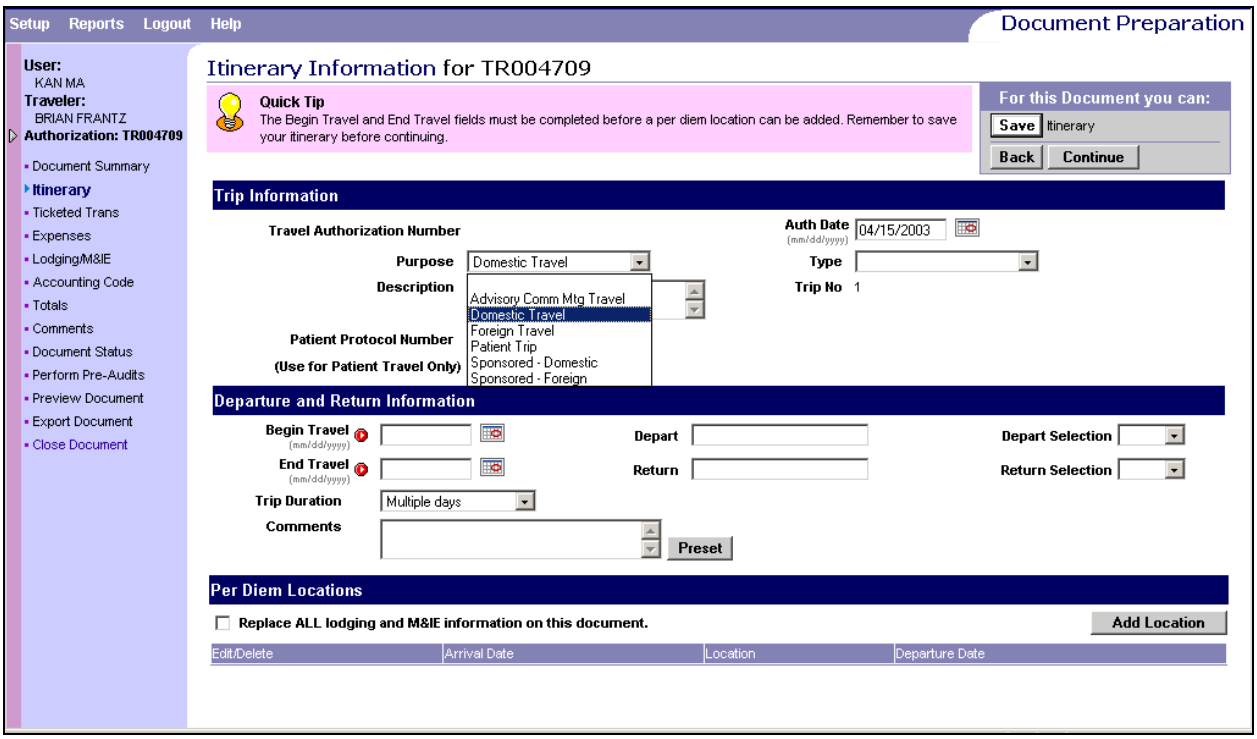
If your traveler's *foreign* location is not listed, select [OTHER] (at the bottom of the list).

If you are doing an LOA, then use the Unlisted Location box on the Add Per Diem Location screen

Itinerary – Completing the Trip and Date Information

Trip Information

NBS Travel System User
Document Toolbar > Itinerary > Purpose field
Purpose Field



1. Select **Itinerary** from the Document Toolbar.
2. Select the appropriate **purpose** from the drop-down list **Purpose** field.

Purpose field choices:	Definition:
Advisory Comm Mtg Travel	Used for all Advisory Committee meeting travel
Domestic Travel	Used for domestic travel
Foreign Travel	Used for foreign travel
Patient Trip	Used exclusively by the Clinical Center for Patient Travel

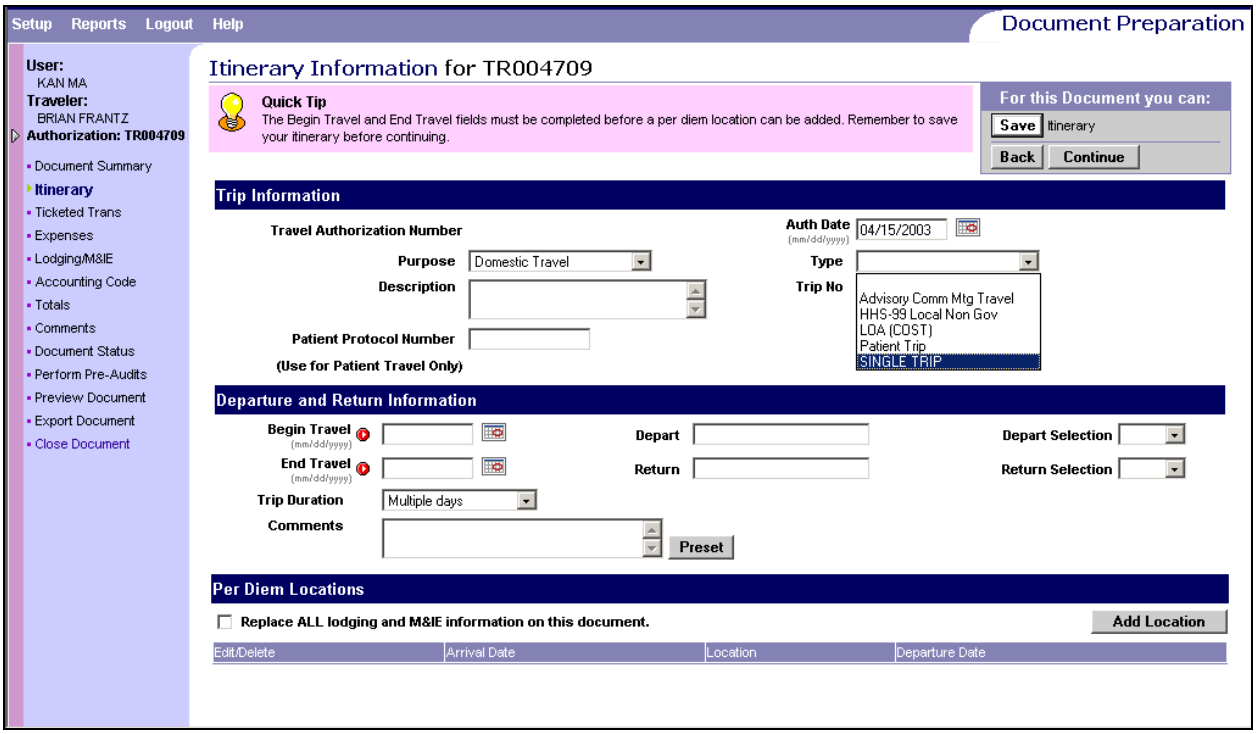
Sponsored-Domestic	Used for sponsored travel that is domestic; must select to get the sponsored travel options and screen
Sponsored-Foreign	Used for sponsored travel that is foreign; must select to get the sponsored travel options and screen

3. Enter a detailed description of the reason for the trip in the **Description** field.

If this is a patient trip, goto task #4. Otherwise, goto task #5.

4. Enter the **Patient Protocol Number** if this is a patient trip.

   Note: This field is used exclusively by the Clinical Center for Patient Travel.



5. Select the appropriate **trip type** from the drop-down list **Type**.

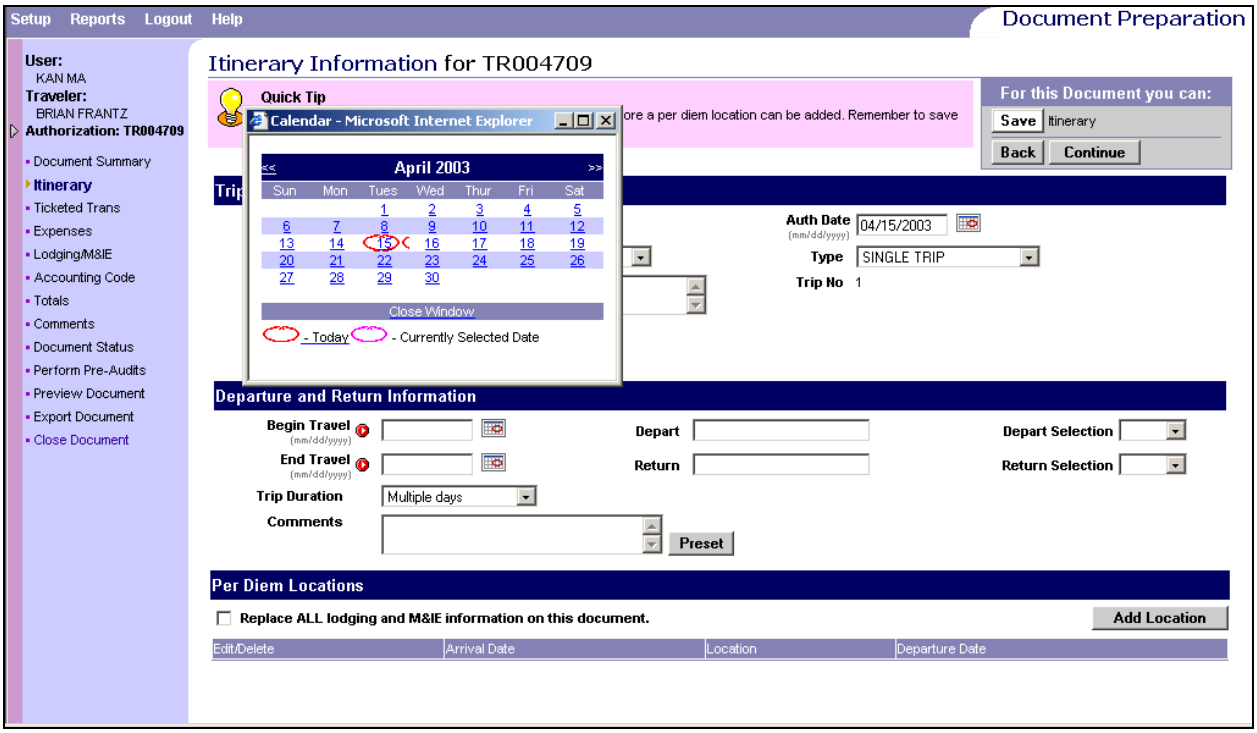
Trip Type choices:	**Definition:**
Advisory Comm Mtg Travel	Used for all Advisory Committee meeting travel
HHS-99 Local Non-Government Travel	Travel in local area Travel not sponsored by a government organization and requires prior approval Replaces HHS-99 Form

LOA (Cost) - Limited Open Authorization	Used for Temporary Duty (TDY) travel of more than 30 days, but less than 6 months Allows for multiple vouchers to be created from one TA
Patient Trip	Used exclusively by the Clinical Center
Single Trip	All TDY travel less than 30 days

Note: Per diem overrides may be applied if the user chooses any of the following trip types from the drop-down list: LOA (Cost) or Patient Trip (the latter is viewed by Patient Travel system users only).

Departure and Return Information

Document Toolbar > Itinerary



6. In the **Begin Travel** field, enter the **date** when the traveler will begin the trip.

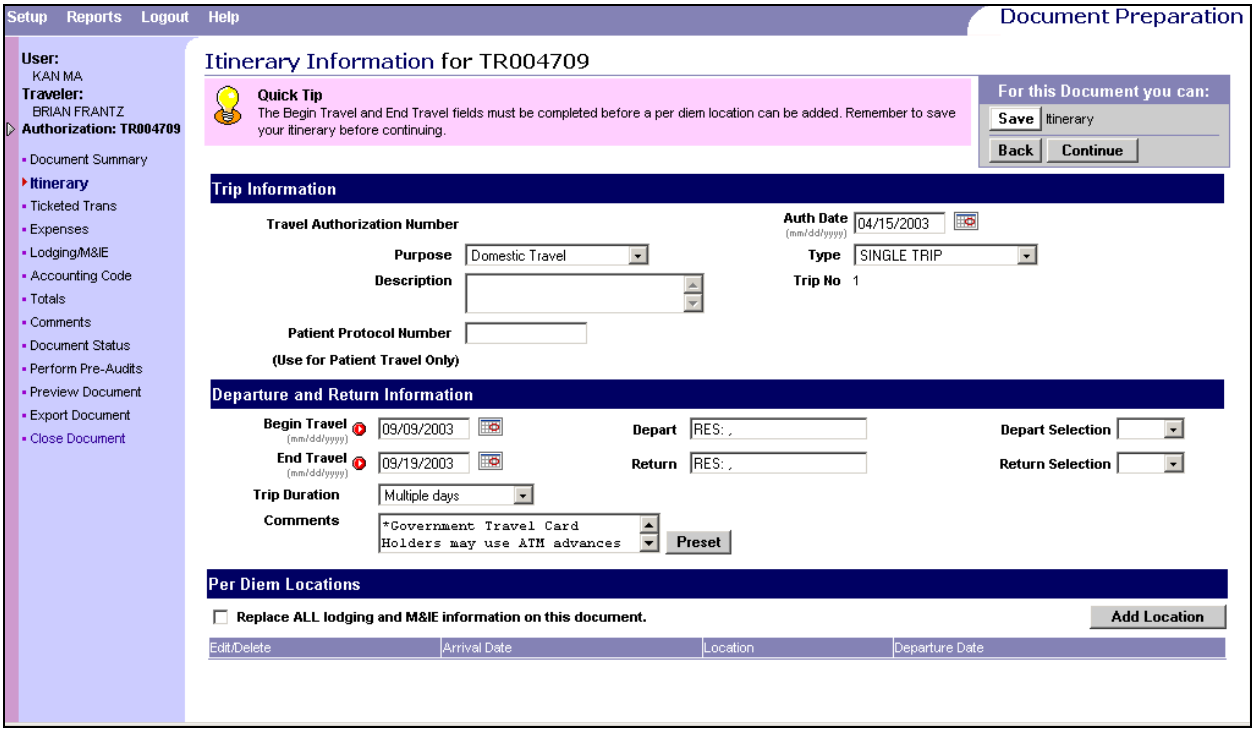
7. In the **End Travel** field, enter the **date** when the traveler will end the trip.

   Note: Date selection option: you may find it easier to click the calendar icon that is just to the right of the Begin/End Travel fields and select the departure/return date for the trip by clicking on the appropriate date.

8. In the **Depart Selection** field, make a selection from the drop down list.

9. In the **Return Selection** field, make a selection from the drop down list.

Result: The Depart/Return field automatically populates based on the selection from the drop down lists.



10. The Trip Duration field automatically populates based upon the travel Begin and End dates.

    Note: The remaining choices in the trip duration drop-down list of "12 hours or less", "12-24 hrs no lodging", and "12-24 hrs with lodging" will trigger automatic reductions in the per diem.

    Note2: A common issue is **"Travel Authorization did not calculate 2nd day of 2-day trip at ¾ per diem"** The solution is to select "**Multiple Days**" from Trip Duration drop down list.

11. You can apply Preset Comments if you desire. You may also take them out if you do not agree with them.

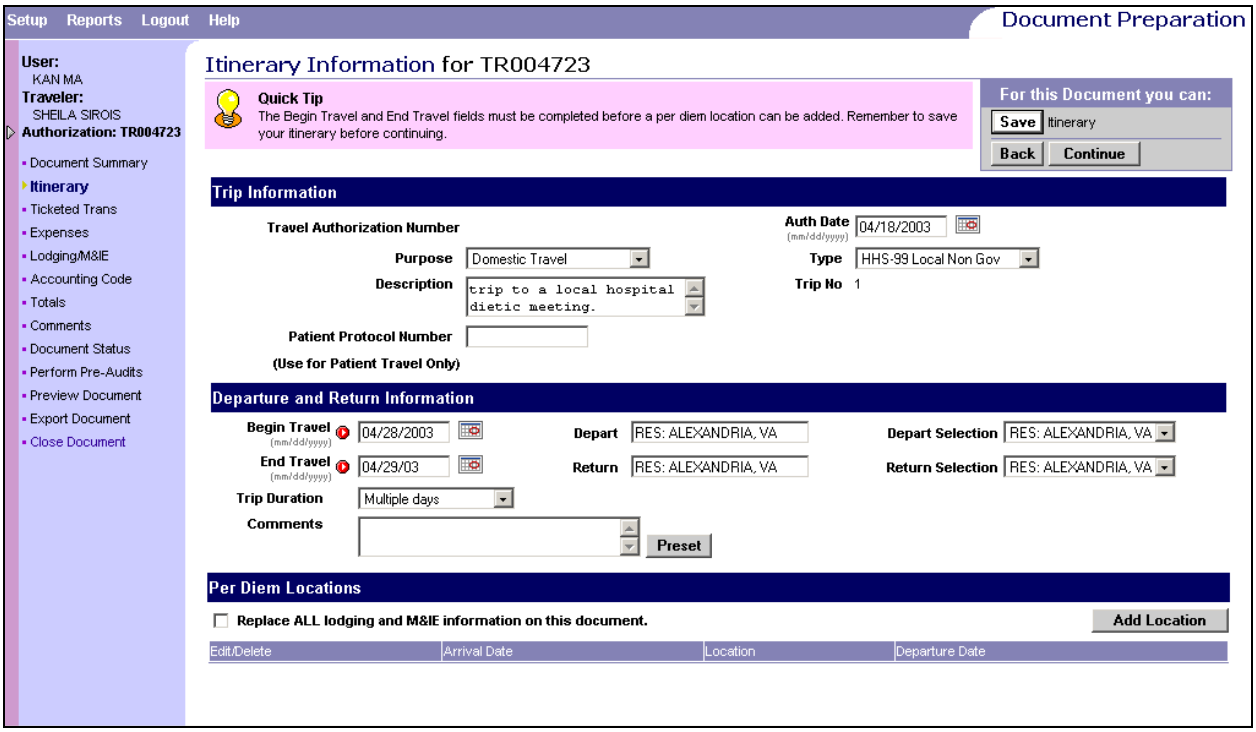
    Preset comments indicate the amount of money a traveler may withdraw using his/her ATM card. If the comments were added and no longer desired, simply highlight the comments and then use the delete key on your keyboard to remove them.

End of activity.

Itinerary – Adding the Per Diem Location

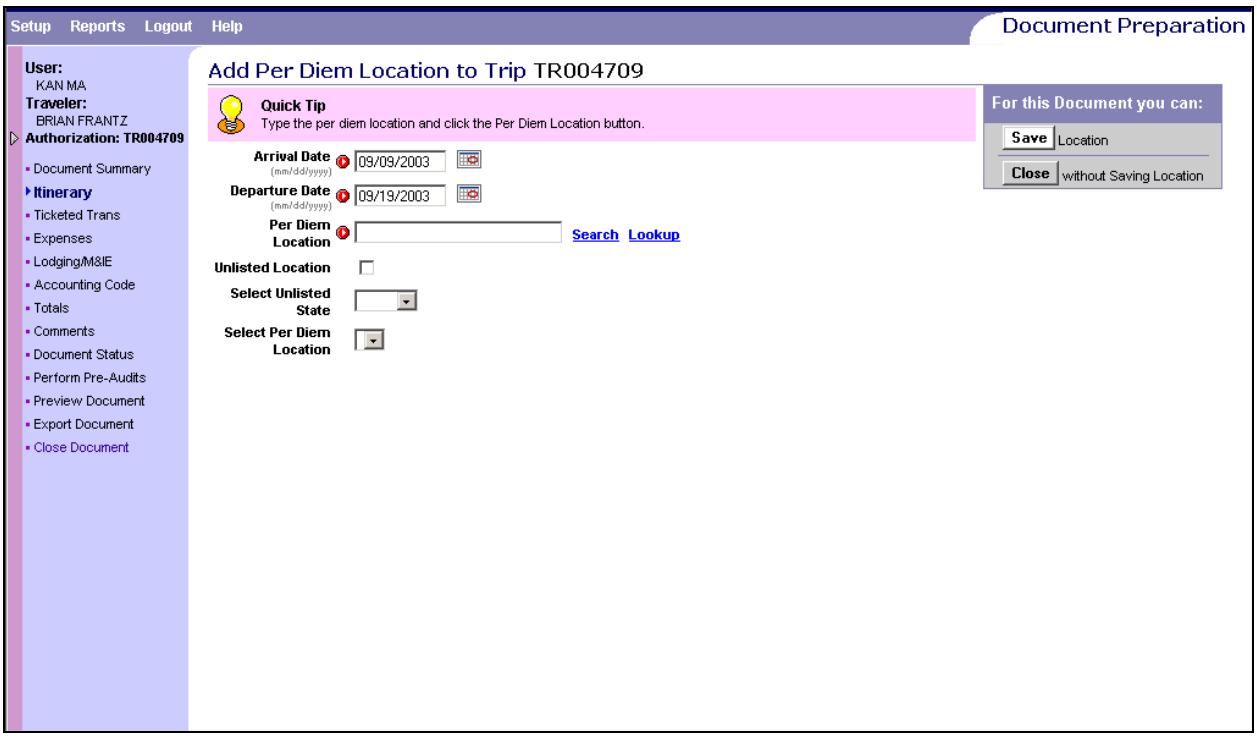
NBS Travel System User
N> Document Toolbar > Itinerary
Itinerary Information

1. From the **Document Toolbar**, select **Itinerary**.



2. In the section **Per Diem Locations**, click the **Add Location** button.

   Result: The **Add Per Diem Location** to Trip window appears.



3. Enter the **Arrival Date** for the location.
   - This is the date the traveler will arrive at the location.
   - It may be different from the first day of the trip if:
     - The traveler is flying overnight and won't arrive until the next day
     - The traveler is traveling to multiple locations

4. Enter the **Departure Date** for the location.
   - This may be different than the final day of the trip if the traveler is going to multiple locations.

5. Enter the **Per Diem** Location.

To use the Search link goto task #6.

To use the Lookup link goto task #7.

To select a location for local non-government travel goto task #11.

To enter a location not found using the Search or Lookup links goto task #12.

Using the Search Link

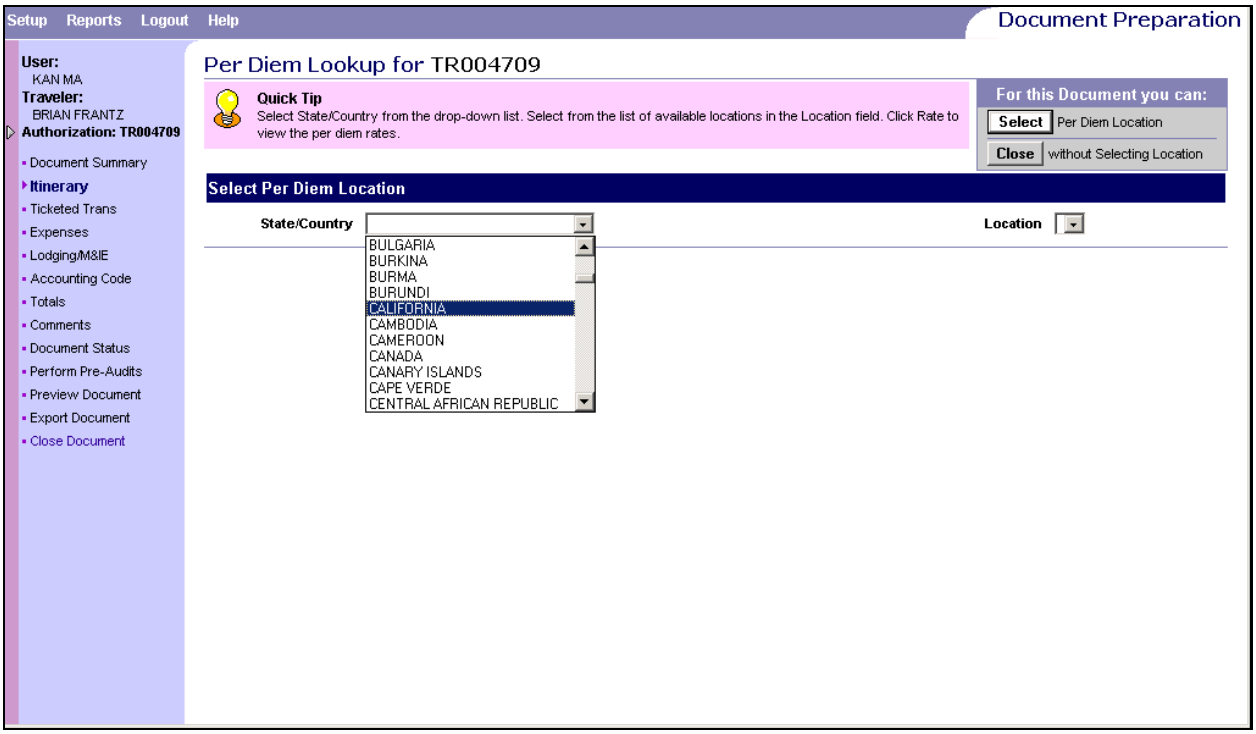
6. Type in the **City** name and click the **Search** link.
   - This works for common locations only.
   - Only one location will be returned so be sure to verify it is the correct location. If it is not correct, use the Lookup link and select the location from the Per Diem Lookup screen.

Goto task #14.

Using the Lookup Link

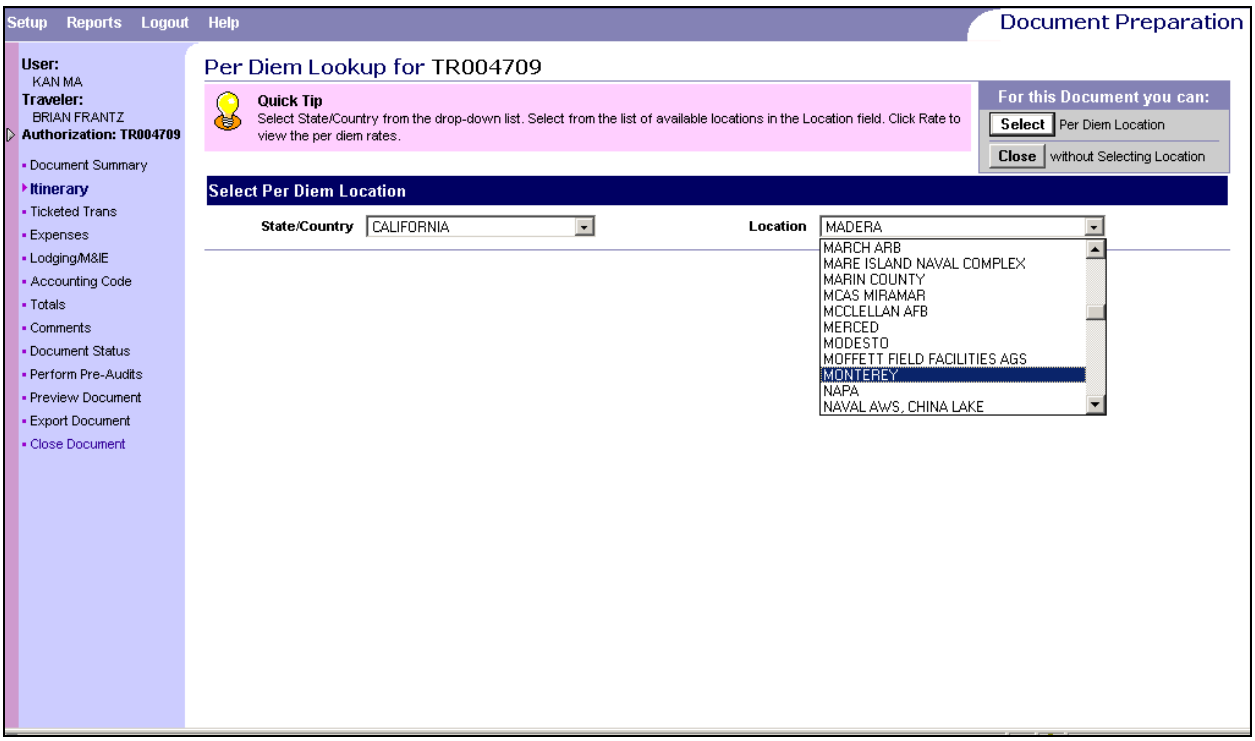
7. Click the **Lookup** link to the right of the **Per Diem Location** field.

   Result: The **Per Diem Lookup** screen will appear.



8. Select the trip's destination **State/Country** from the drop-down list. After the state/country has been selected the location drop down list becomes available.

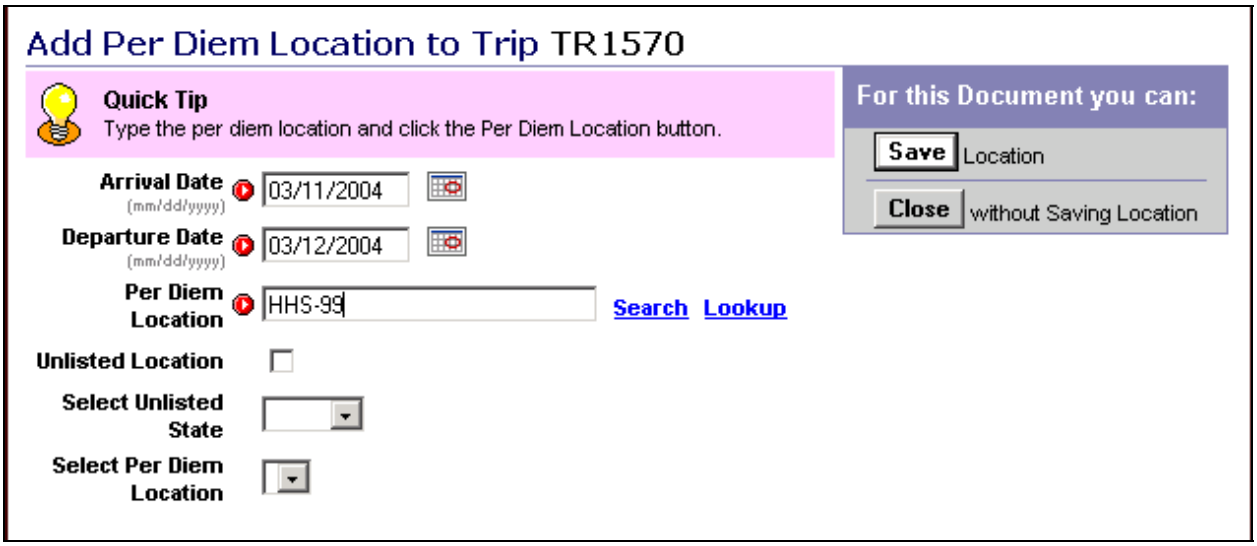
9. Select the trip destination's specific **Location** from the **Location** drop-down list.
   - If there are multiple rate buttons below the State/Country field, they indicate different rates for seasonal changes during the year. You may preview these rates by clicking the rate and button.
   - For domestic travel, when the traveler's destination location is not listed in the drop-down list, you can use a city within the desired location's county for per diem purposes.
   - For foreign travel when the traveler's destination location is not listed in the drop-down list, select 'Other.'



10. Click the **Select** Per Diem Location button to confirm your selection. You will be taken back to the **Add Per Diem Location** screen.

Goto task #14.

Local Non-Government Travel

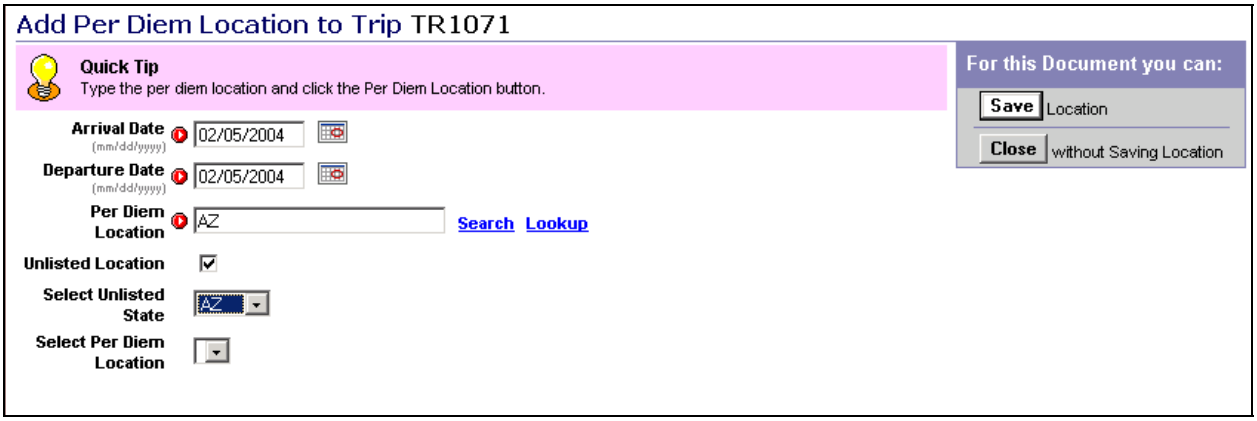


11. Type **HHS-99** in the Per Diem Location field and click search.

    Result: "HHS-99 Non-Gov Local Travel" will populate in the Per Diem Location field.

Goto task #14.

Searching for Unlisted Locations



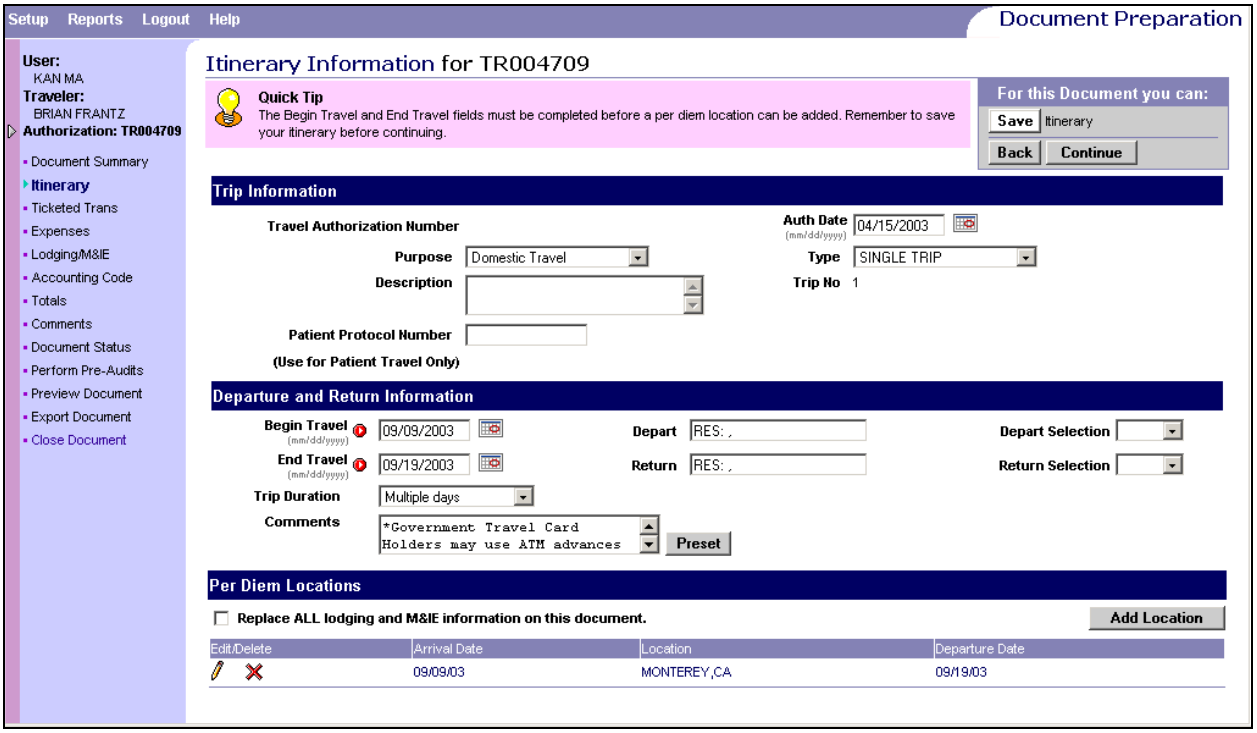
12. Check the **Unlisted Location** box.

13. Select the **State** from the **Select Unlisted State** box.
    - The state code will automatically appear in the Per Diem Location field.
    - Standard CONUS rates will be applied to the Lodging and M&IE.

Goto task #14.

14. On the **Add Per Diem Location** screen, click the **Save** Location button.

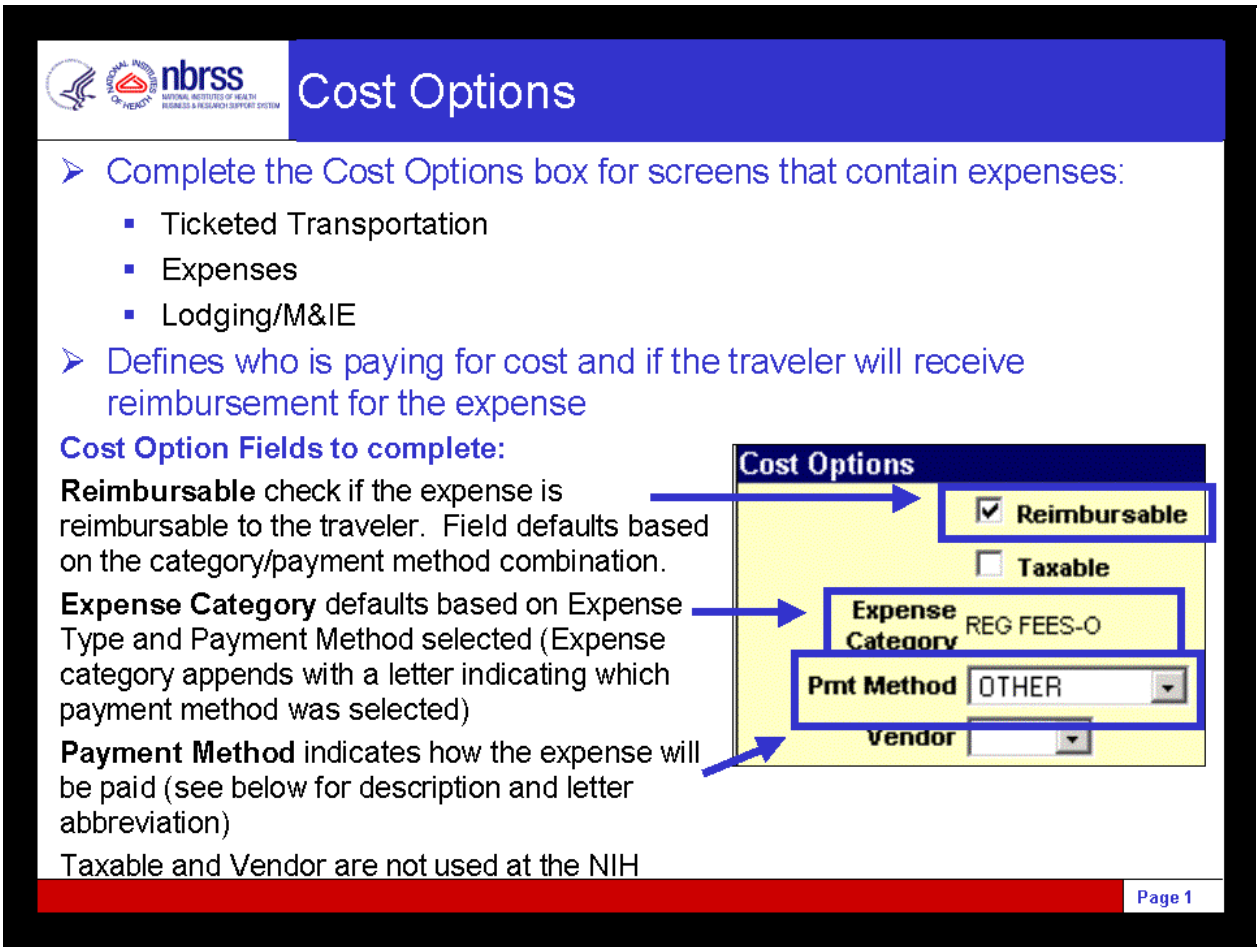
    Result: The Itinerary Information screen will return.



15. Click the **Save** Itinerary button before proceeding.

End of activity.

Cost Options



Payment Method definitions and letter abbreviations :

•**Other (O) -** cash; used when a traveler is expected to pay cash for the expense

•**Sponsored Reimbursable (S or R) -** indicates the sponsor will be reimbursing the IC for the expense incurred (only see "S" if used to pay for a ticket or TMC Fee)

•**Sponsored In-Kind (I) -** used when the expense will be paid for upfront by the Sponsor with no out-of-pocket cost on the part of the IC or traveler

•**GTA (G)-** Government Travel Agency; used when indicating an expense will be paid back to the GTA, not the traveler (only see if used to pay for a ticket or TMC Fee)

•**GTA Reimbursable (R) -** indicates a GTA expense (ticket or TMC service fee) for which the Sponsor will be paying the IC

•**Travel Card (T)** - Government issued travel card; used when the traveler is expected to pay for the expense using his/her travel card (only see if used to pay for a ticket or TMC Fee)

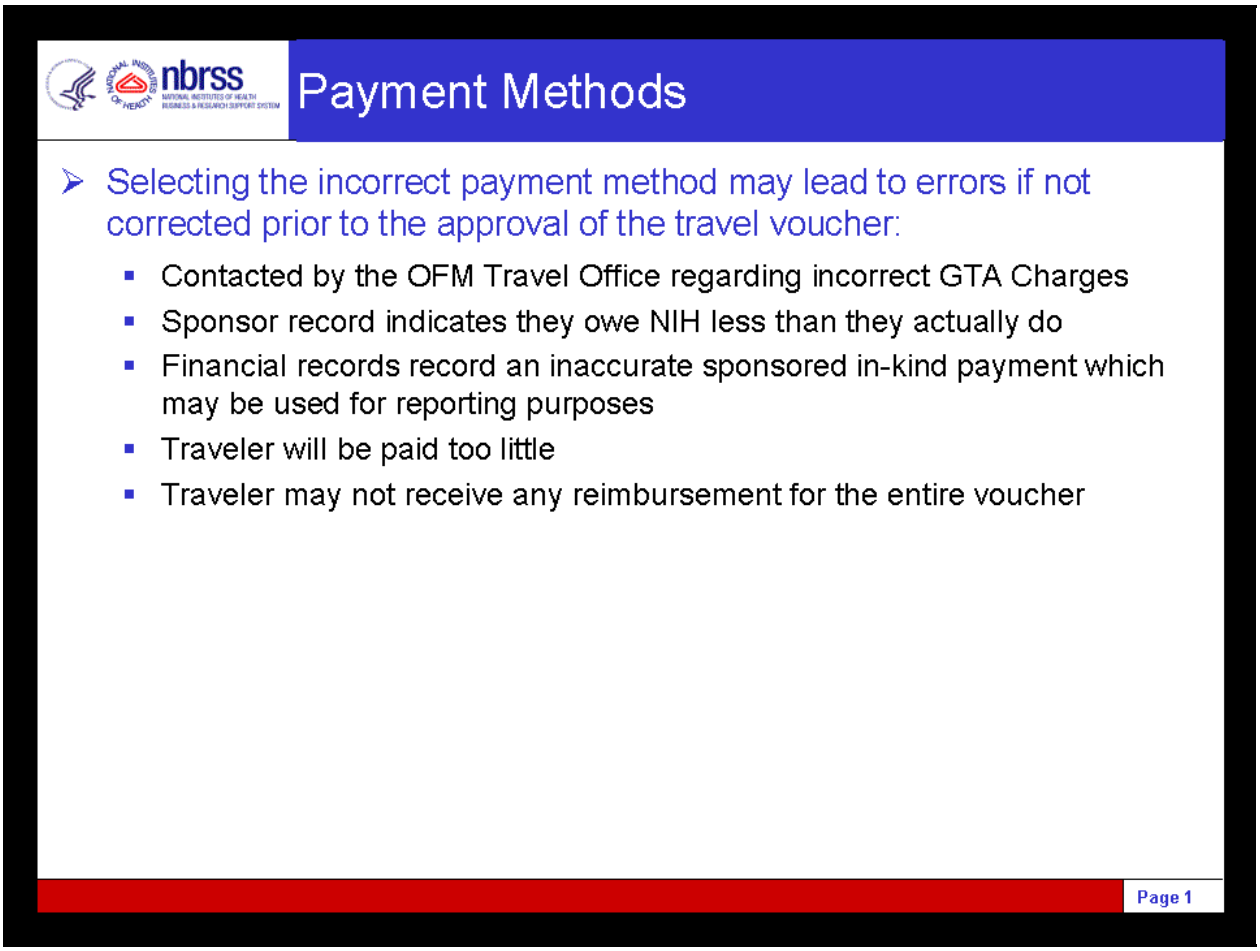
For all expenses other than Ticket and TMC Fees, users will only see the following payment methods appending to the expense category:

O = Other for expenses paid by traveler using either cash or travel card

R = for Sponsored Reimbursable expenses

I = In-kind expenses

Be sure to select the correct payment method if the sponsor is paying for the ticket. If the sponsor asked the NIH to purchase the ticket and agreed to pay back the money, select GTA Reimbursable. If the sponsor is providing the ticket to the traveler directly, select Sponsored In-Kind.



What if I selected GTA Reimbursable, but the correct value is...?

- ***GTA***
  1. *The sponsor record will indicate that they owe the NIH for the cost that is actually being paid by the IC*
  2. *If a direct project was selected, the traveler may not receive any payment for the entire voucher*
- ***Sponsored In-Kind***
  1. *The sponsor record will indicate that they owe the NIH for a cost that was actually provided by the sponsor*
  2. *The OFM Travel Office may contact you about incorrect GTA charges*
  3. *Sponsored in-kind contribution will not be fully reflected in financial records for reporting purposes*
- ***Sponsored Reimbursable***
  1. *The traveler will be underpaid*
  2. *The OFM Travel Office may contact you about incorrect GTA charges*
- ***Other***

1. *The traveler will be underpaid*
2. *The OFM Travel Office may contact you about incorrect GTA charges*
3. *The sponsor record will indicate that they owe the NIH for the cost that is actually being paid by the IC*
4. *If a direct project was selected, the traveler may not receive any payment for the entire voucher.*

- ***Travel Card***
  1. *The traveler will be underpaid*
  2. *The OFM Travel Office may contact you about incorrect GTA charges*
  3. *The sponsor record will indicate that the sponsor owes the NIH for the cost that is actually being paid by the IC*
  4. *If a direct project was selected, the traveler may not receive any payment for the entire voucher.*

What if I selected GTA, but the correct value is...?

- ***GTA Reimbursable***
  1. *The sponsor record will indicate that the sponsor owes the NIH less than they actually do*
- ***Sponsored In-Kind***
  1. *The OFM Travel Office may contact you about incorrect GTA charges*
  2. *Sponsored in-kind contribution will not be fully reflected in financial records for reporting purposes*
- ***Sponsored Reimbursable***
  1. *The traveler will be underpaid*
  2. *The OFM Travel Office may contact you about incorrect GTA charges*
  3. *The sponsor record will indicate that the sponsor owes the NIH less than they actually do*
- ***Other***
  1. *The traveler will be underpaid*
  2. *The OFM Travel Office may contact you about incorrect GTA charges*
- ***Travel Card***
  1. *The traveler will be underpaid*
  2. *The OFM Travel Office may contact you about incorrect GTA charges*

What if I selected Sponsored In-Kind, but the correct value is...?

- ***GTA Reimbursable***
  1. *The OFM Travel Office will contact you about incorrect GTA charges*
  2. *The financial records will reflect a sponsored in-kind contribution which may be used for reporting purposes*
  3. *The sponsor record will indicate that the sponsor owes the NIH less than they actually do*

- ***GTA***
    1. *The financial records will reflect a sponsored in-kind contribution which may be used for reporting purposes*
    2. *The OFM Travel Office will contact you about incorrect GTA charges*
- ***Sponsored Reimbursable***
    1. *The traveler will be underpaid*
    2. *The sponsor record will indicate that the sponsor owes the NIH less than they actually do*
    3. *The financial records will reflect a sponsored in-kind contribution which may be used for reporting purposes*
- ***Other***
    1. *The traveler will be paid too little*
    2. *The financial records will reflect a sponsored in-kind contribution which may be used for reporting purposes*
- ***Travel Card***
    1. *The traveler will be paid too little*
    2. *The financial records will reflect a sponsored in-kind contribution which may be used for reporting purposes*

What if I selected Sponsored Reimbursable, but the correct value is...?

- ***GTA Reimbursable***
    1. *Traveler will be overpaid and must refund the amount to the NIH*
    2. *The OFM Travel Office will contact you about incorrect GTA charges*
- ***GTA***
    1. *Traveler will be overpaid and must refund the amount to the NIH*
    2. *The OFM Travel Office will contact you about incorrect GTA charges*
    3. *The sponsor record will indicate that the sponsor owes the NIH more than they actually do*
- ***Sponsored In-Kind***
    1. *Traveler will be overpaid and must refund the amount to the NIH*
    2. *Sponsored in-kind contribution will not be reflected in financial records for reporting purposes*
    3. *The sponsor record will indicate that the sponsor owes the NIH for the cost that has already been provided by the sponsor*
- ***Other***
    1. *The sponsor record will indicate that the sponsor owes the NIH for the cost that is actually being paid by the IC*
- ***Travel Card***
    1. *The sponsor record will indicate that the sponsor owes the NIH for the cost that is actually being paid by the IC*

What if I selected Other, but the correct value is...?

- ***GTA Reimbursable***
    1. *Traveler will be overpaid and must refund the amount to the NIH*
    2. *The OFM Travel Office will contact you about incorrect GTA charges*
    3. *The sponsor record will indicate that the sponsor owes the NIH less than they actually do*
- ***GTA***
    1. *Traveler will be overpaid and must refund the amount to the NIH*
    2. *The OFM Travel Office will contact you about incorrect GTA charges*
- ***Sponsored In-Kind***
    1. *Traveler will be overpaid and must refund the amount to the NIH*
    2. *Sponsored in-kind contribution will not be reflected in financial records for reporting purposes*
- ***Sponsored Reimbursable***
    1. *The sponsor record will indicate that the sponsor owes the NIH less than they actually do*
- ***Travel Card***

    No error

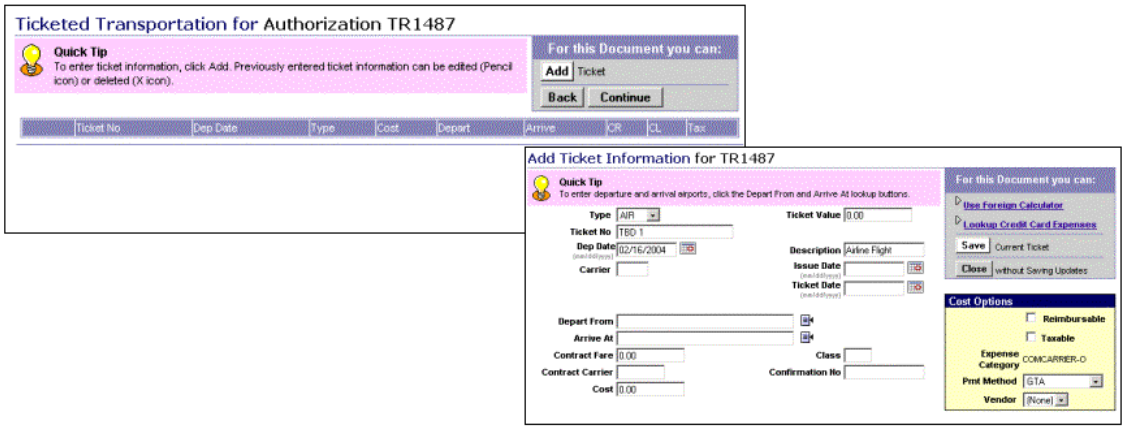
What if I selected Travel Card, but the correct value is...?

- ***GTA Reimbursable***
    1. *Traveler will be overpaid and must refund the amount to the NIH*
    2. *The OFM Travel Office will contact you about incorrect GTA charges*
    3. *The sponsor record will indicate that the sponsor owes the NIH less than they actually do*
- ***GTA***
    1. *Traveler will be overpaid and must refund the amount to the NIH*
    2. *The OFM Travel Office will contact you about incorrect GTA charges*
- ***Sponsored In-Kind***
    1. *Traveler will be overpaid and must refund the amount to the NIH*
    2. *Sponsored in-kind contribution will not be reflected in financial records for reporting purposes*
- ***Sponsored Reimbursable***
    1. *The sponsor record will indicate that the sponsor owes the NIH less than they actually do*
- ***Other***

    No error

Ticketed Transportation

- All transportation requiring a ticket is captured here
- May include several tickets and varying modes of transportation
  - If more than one ticket is entered, you will see separate line items for each ticket on the Accounting Code Allocation screen and the totals screen
- Two screens to use to add and edit a ticket: Ticketed Transportation (select Add Ticket) and Add Ticket Information (enter ticket details)



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Ticketed Transportation – Adding a Ticket

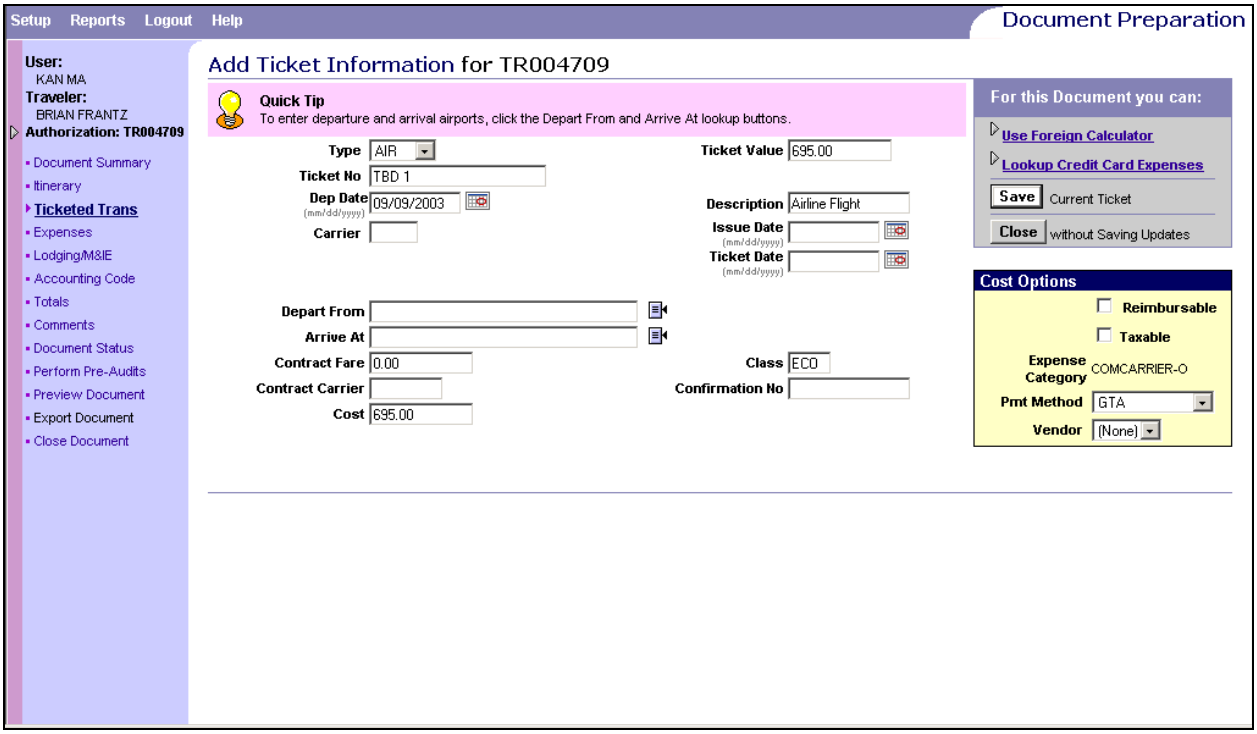
NBS Travel System User
Document Toolbar > Ticketed Trans
Ticketed Transportation

1. From the Document Toolbar, select **Ticketed Trans**.

2. Click the **ADD** Ticket button.

   Result: The Add Ticket Information screen appears.

   Note: Enter ticket information for the complete ticket once. If the ticket is a roundtrip ticket or a multi-leg segmented ticket, enter it only once capturing the total value. However, if individual tickets are purchased, each individual ticket will need to be entered separately.



3. Select the ticket type in the **Type** field. The information in this field automatically populates the **Description** field.

   - Select from:
     - **AIR** (this is the default value)
     - **BUS**
     - **GOVC** (government car)
     - **RAIL** (train)
     - **SHIP**

4. Enter **Ticket Value** of the ticket into the Ticket Value field and press the tab key, <Tab>, on your keyboard.

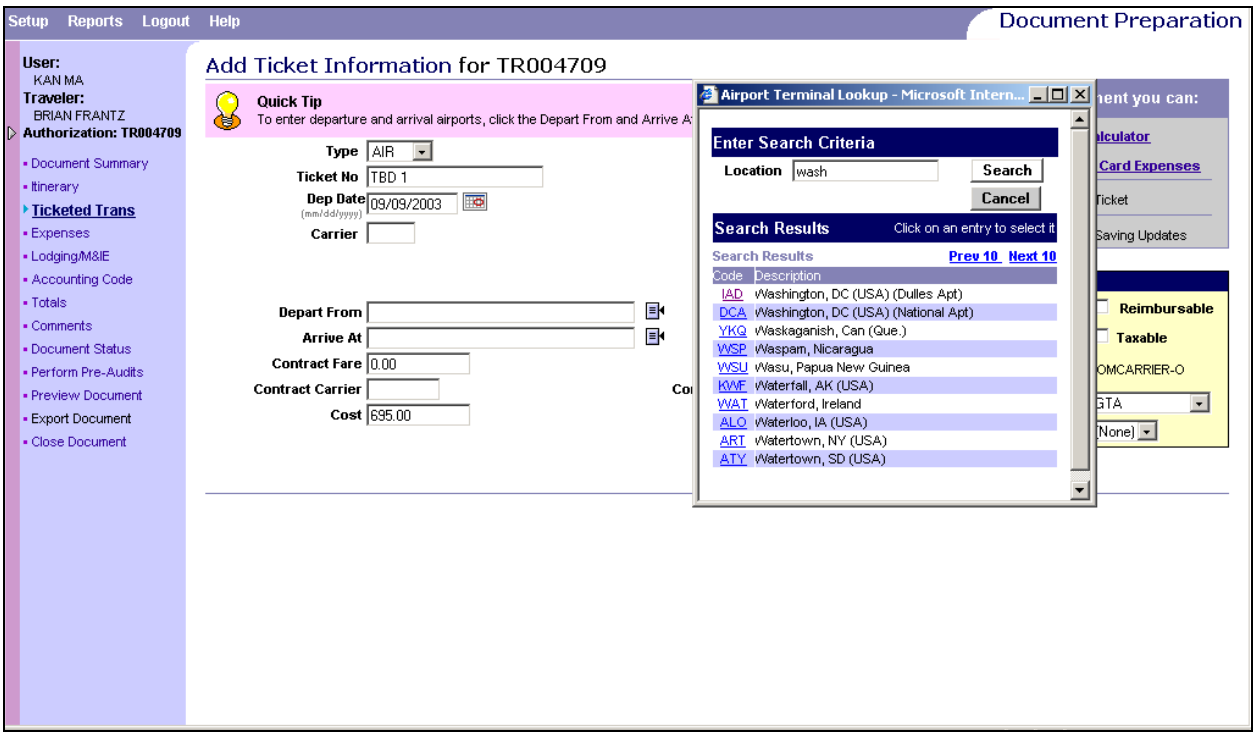
   Note: The Ticket Value is the gross cost of the ticket excluding the travel agent's fee. That fee is entered as a TMC Service Fee on the Expenses screen.

   Result: The cost field at the bottom of the screen is automatically populated.

5. In the **Ticket No** field, leave the default **TBD1**. This information can be entered on the voucher when the ticket receipt is available.

6. Enter the code letters or abbreviation of the common carrier issuing the ticket in the **Carrier field**, e.g., US or AA.

   Note: This is an optional field.



7. Click the **Search** icon to the right of the **Depart From** field. A separate Airport Terminal Lookup window will appear.

8. Enter the **city** in the **Location** field that is the location from which the traveler is departing.
   - You may search on the first few characters of the city name, rather than type it in fully. For example, enter "Wash" for Washington.
   - Note: You will NOT be able to enter the airport code (e.g. IAD for Dulles), you MUST enter the city location of departure.

9. Click the **SEARCH** button
   - If needed, click Prev 10 or Next 10 to complete search.

10. Select the appropriate **departure airport** from the search results.

11. Click the **Search** icon to the right of the **Arrive At** field.

12. Enter the **city** in the **Location** field that is the location from which the traveler is arriving.

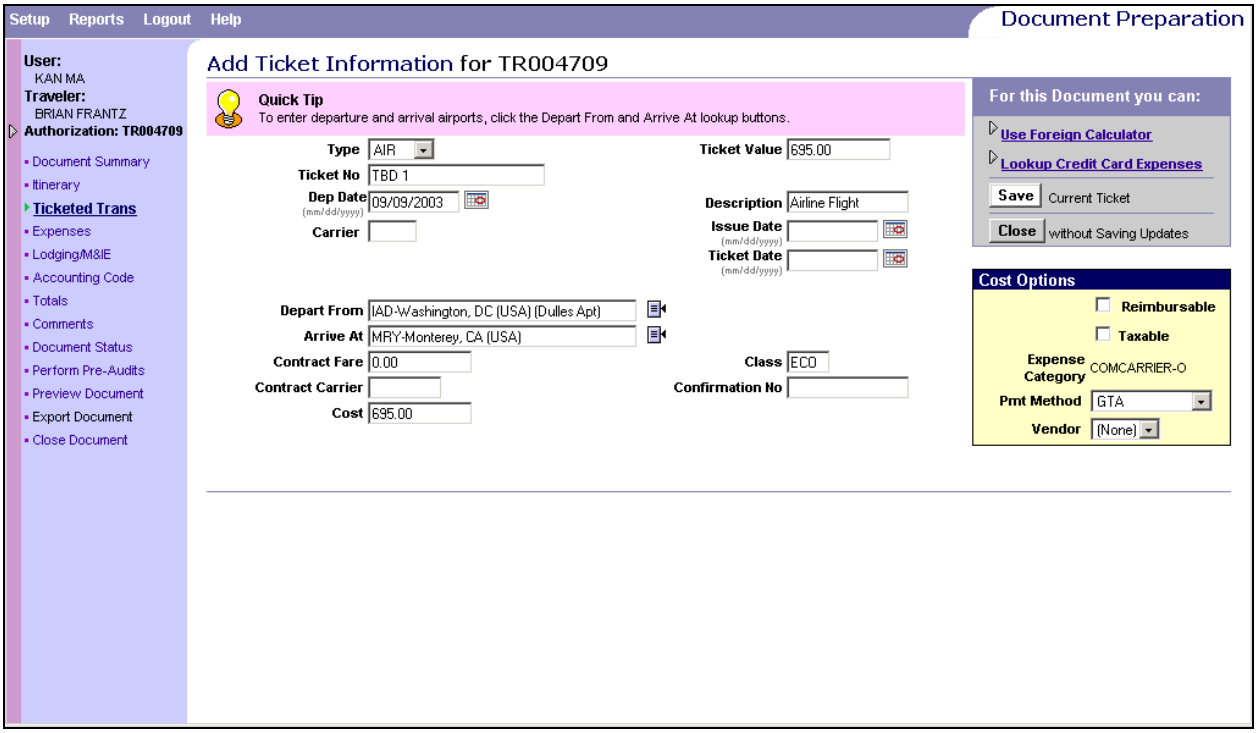
    Note1: You may search on the first few characters of the city name, rather than type it in fully. For example, enter "Wash" for Washington.

    Note2: You will NOT be able to enter the airport code (e.g. IAD for Dulles), you MUST enter the city location of arrival.

13. Click the **SEARCH** button.
    - Note: If needed, click Prev 10 or Next 10 to complete search.

14. Select the correct **arrival airport** from the search results.

    Note: The Depart From and Arrive At fields are optional and not intended to capture the round trip or multi-segment legs of the total ticket. Usually the first leg of the trip is captured using these fields.



15. In the **Contract Fare** field, enter the **Gov't contract amount** for the ticket, if known.

16. Verify the **Cost** field automatically populated based on the amount in the Ticket Value field.

17. Enter the **Issue Date** and **Ticket Date**, if known. These fields are optional.

    Note: These are usually the same date and will most likely be entered during the Voucher when the information is available from the ticket.

18. In the **Class** field, enter the **class code** for the ticket. (ECO for economy class/coach, BUS for business class or 1st for first class)

19. Edit the **Cost Options** box area.

    Descriptions of Selected Values

    Reimbursable – checking the reimbursable box indicates the traveler will be repaid for the expense.

    Taxable – not currently used at the NIH; leave unchecked.

    Expense Category – this automatically populates based on the Expense Type selected.

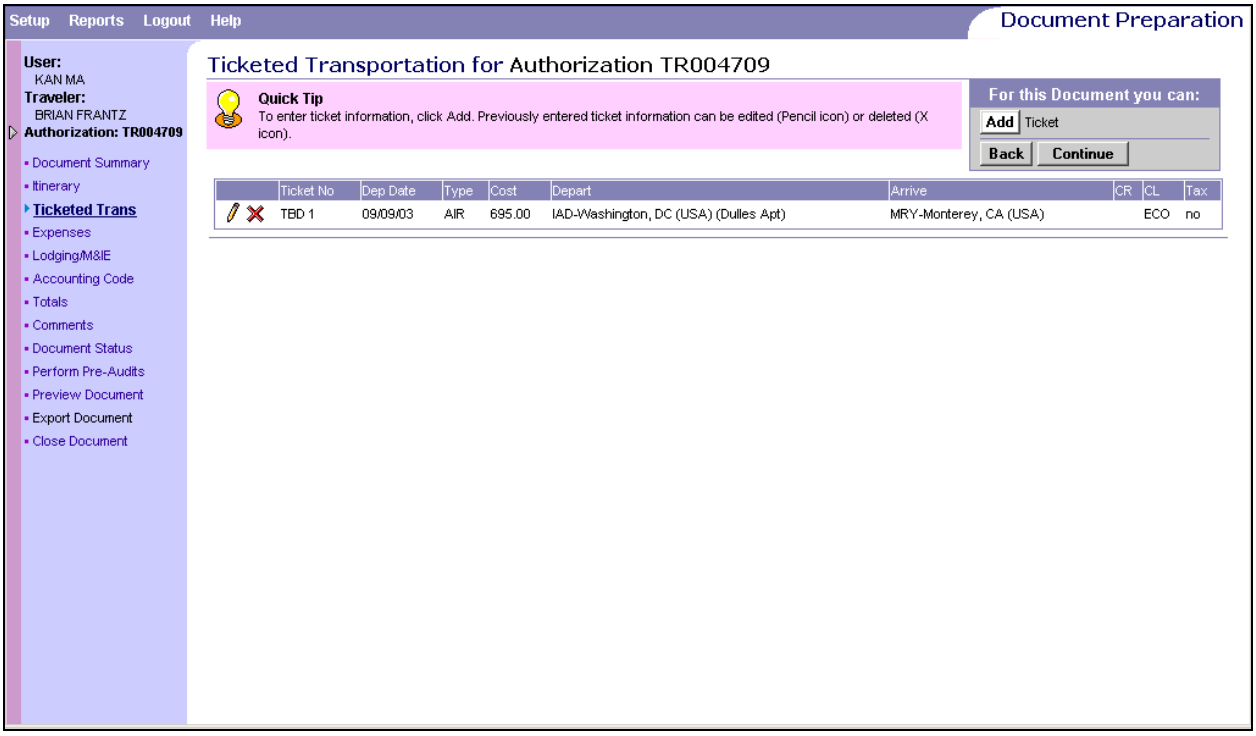
Payment Method – indicates who is paying for the expense.

Payment Method: Designations for Transportation Costs Only (Ticket and TMC fee)	
GTA (G)	Purchased through and paid back to the Government Travel Agency
Other (O)	Cash
Travel Card (T)	Government issued travel card
Sponsored Reimbursable (S)	Traveler or NIH paid for the cost upfront and the sponsor will repay the NIH
Sponsored In-Kind (I)	Expense covered upfront by the sponsor
GTA Reimbursable (R)	Sponsor requested the NIH purchased through the Government Travel Agency and the NIH will collect from the sponsor to repay the Government Travel Agency

Vendor – not currently used at the NIH; will display "None."

20. Click the **Save** Current Ticket button.

    Result: The Ticketed Transportation screen will return.



21. Repeat steps 2 through 20 to add additional tickets.

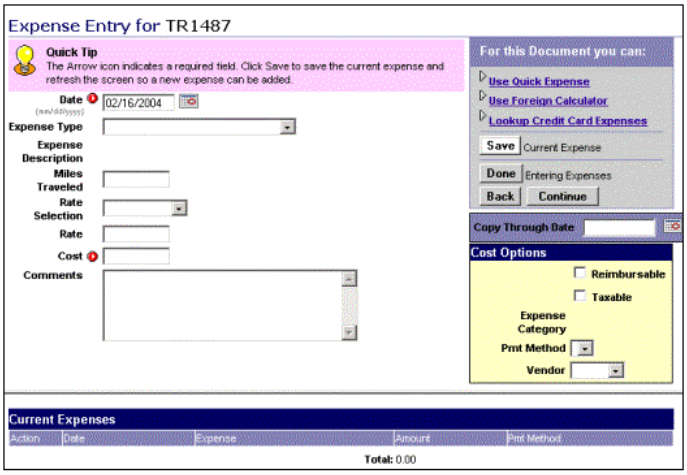
    Note: Remember: Individual tickets must be entered separately.

End of activity.

Expenses

Expenses

- Enter all anticipated expenses that the traveler will incur not including tickets, unless the traveler is purchasing them directly, or Lodging/M&IE
- Enter each expense individually
- Use the Copy Through Date field to copy the expense to multiple dates
- Save after each entry



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Required fields for the expenses screen include:

•Date of expense

•Expense Type

•Miles Traveled, if entering a Mileage expense

•Cost

Expenses - Mileage

Expenses - Mileage

- When entering Mileage expenses, the NBS Travel System will calculate the cost for you based on:
  - Rate Selected
  - Miles Traveled
- Standard Mileage: use of privately owned conveyance (vehicle, motorcycle, etc.)
- Non-Standard Mileage: GSA vehicle available and required, but the traveler uses own vehicle
- Rates are updated in the NBS Travel System to reflect current reimbursable rates

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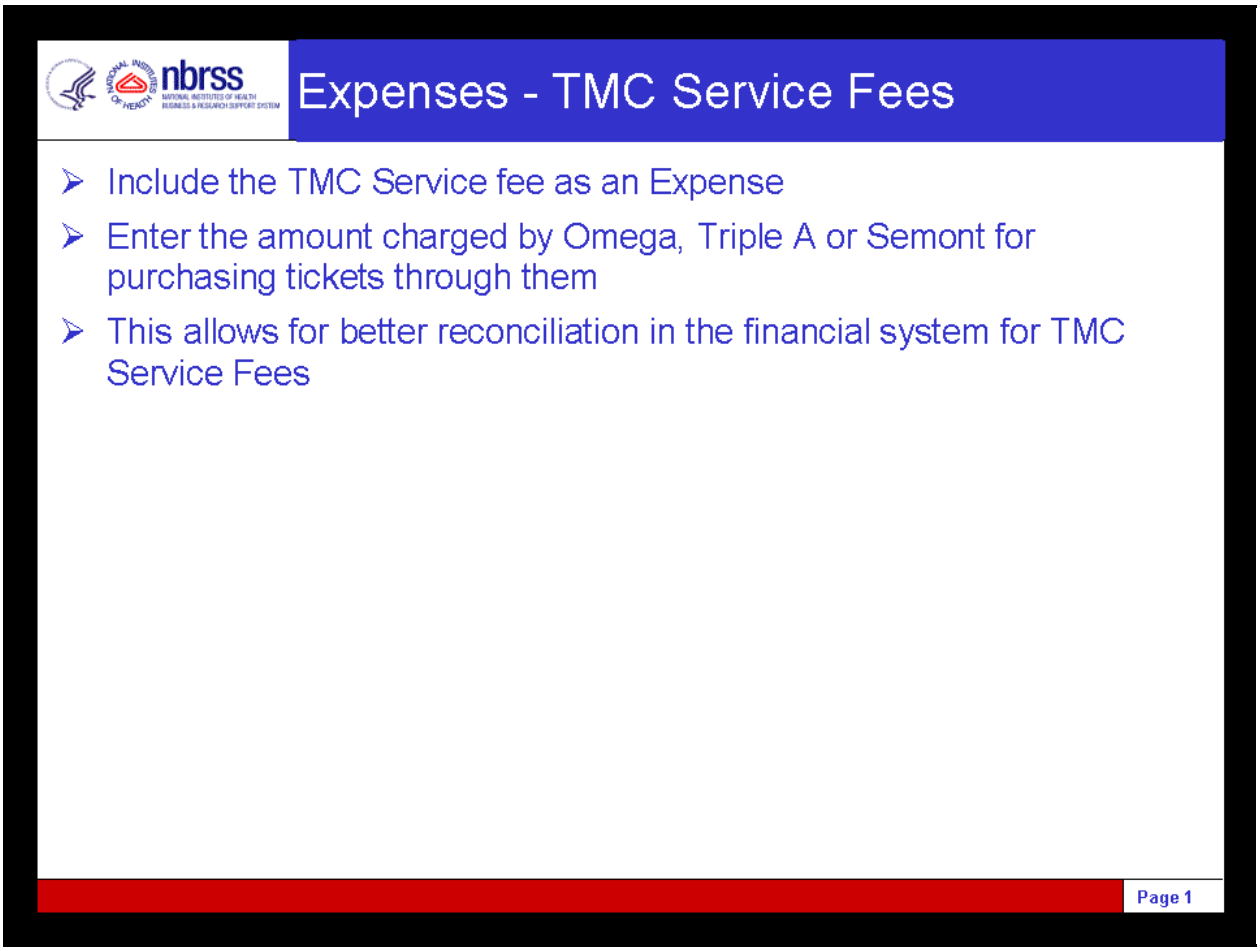
nbrss
Expenses - TMC Service Fees
Include the TMC Service fee as an Expense
Enter the amount charged by Omega, Triple A or Semont for purchasing tickets through them
This allows for better reconciliation in the financial system for TMC Service Fees
Page 1

Lodging/M&IE

Lodging/M&IE

- Identifies GSA per diem rate based on location indicated on Itinerary screen
- Calculates 3/4 M&IE for first and last day of travel automatically

Lodging/M&IE for TR1487

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

For this Document you can:
Reset All Lodging and M&IE expenses
Back Continue

Lodging/M&IE Data

Date	Reset	Replicate	Ldg Cost	Ldg Allowed	M & IE Allowed	Per Diem Rate	Special	B	L	D	Conf %
02/16/04			107.00	107.00	35.25	107 / 47					
02/17/04			107.00	107.00	47.00	107 / 47					
02/18/04			107.00	107.00	47.00	107 / 47					
02/19/04			107.00	107.00	47.00	107 / 47					
02/20/04			107.00	107.00	47.00	107 / 47					
02/21/04			107.00	107.00	47.00	107 / 47					
02/22/04			107.00	107.00	47.00	107 / 47					
02/23/04			0.00	0.00	35.25	107 / 47					

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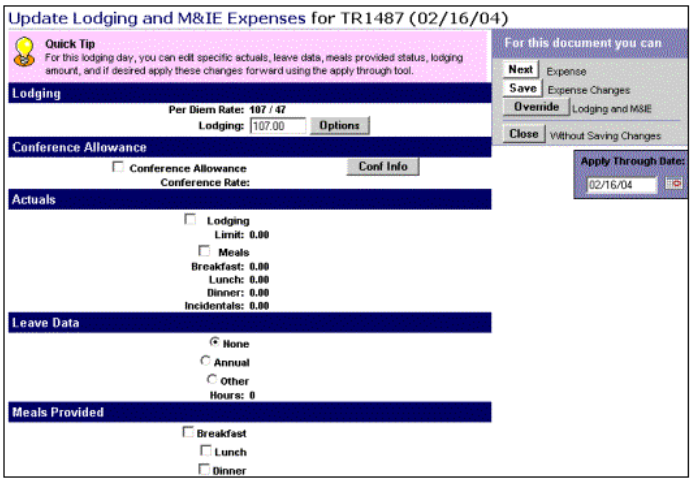
Lodging/M&IE - NBS Travel System Screens

Lodging/M&IE - NBS Travel System Screens

- Select the pencil icon to adjust Lodging and M&IE
- Update Lodging and M&IE Expenses screen is used to make any changes
- Apply Through Date copies changes to multiple days



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Adjust Lodging/M&IE for any of the following reasons:

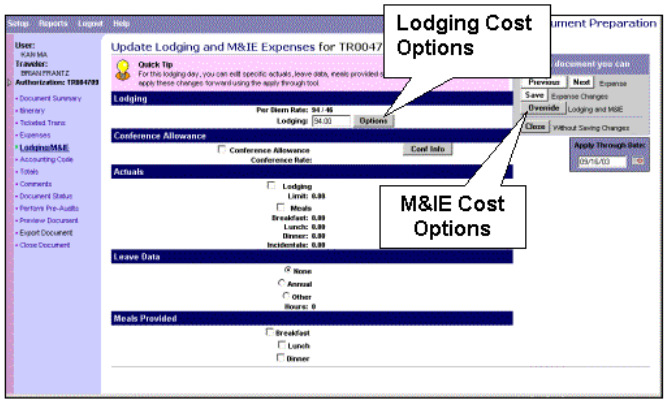
- **Conference Rate** - allows lodging to be adjusted within 25% of the government per diem rate
- **Actual Expense Authorization (AEA)** - with an approval memo, allows for reimbursement up to 300% of established room rate
- **Meals Provided** - when a registration fee provides for a meal, the amount for the specific meal is deducted from the M&IE reimbursed to the traveler
- **Fixed Conference Fee** - lodging and meal cost are provided by event arrangers and included in a one-time registration fee; government per diem is NOT allowed in these situations
- **Leave taken** (annual or other) - per diem is not allowed when leave greater than 4 hours is taken on a particular day while in travel status
- **Lower than Government Rate** - anytime the lodging cost is less than the government per diem rate
- **Cost Options:** Defaults to the Traveler being reimbursed for the Lodging and M&IE and using the Travel Card as the payment method. If you wish to change the default for the Lodging or M&IE you can do so, but each has a separate Cost

Options section. Use the Options button in the Lodging section for Lodging Cost Options; use the Override M&IE button for the M&IE Cost Options.

Cost Options for Lodging/M&IE

Cost Options for Lodging/M&IE

- Can only adjust the cost options for one expense category at a time
- Two expense categories:
  - Lodging
  - M&IE
- Click **Options** in the lodging section to change the cost options for the **Lodging**
- Click the **Override** button then **Options** on the next screen to change the cost options for the **M&IE**



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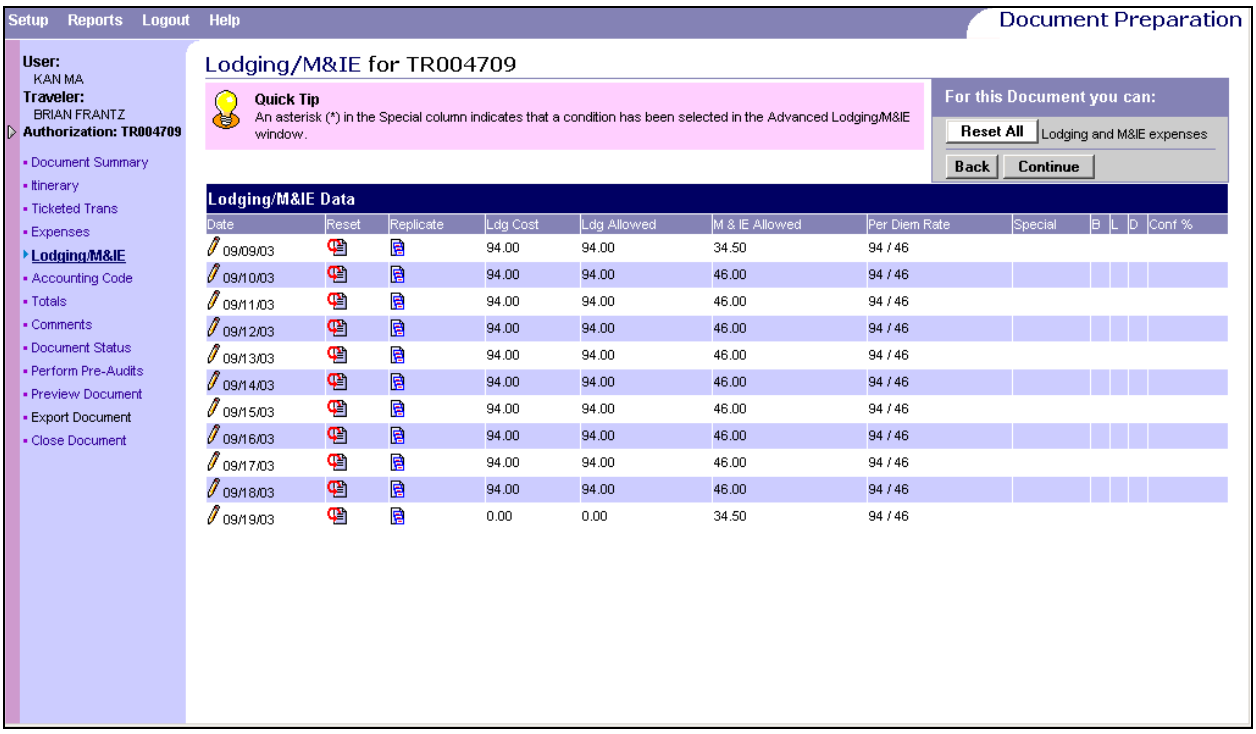
Lodging/M&IE – Reviewing Government Per Diem

Government Rate

NBS Travel System User
Document Toolbar > Lodging/M&IE Screen
Lodging/M&IE



1. From the Document Toolbar, select **Lodging/M&IE**.

2. **Review** the Lodging/M&IE distribution table for each day of the trip.

   Note1: System assigns full lodging rate to all days of travel where lodging is required.

   Note2: ¾ M&IE assigned to first and last days of travel – full M&IE to each full day.

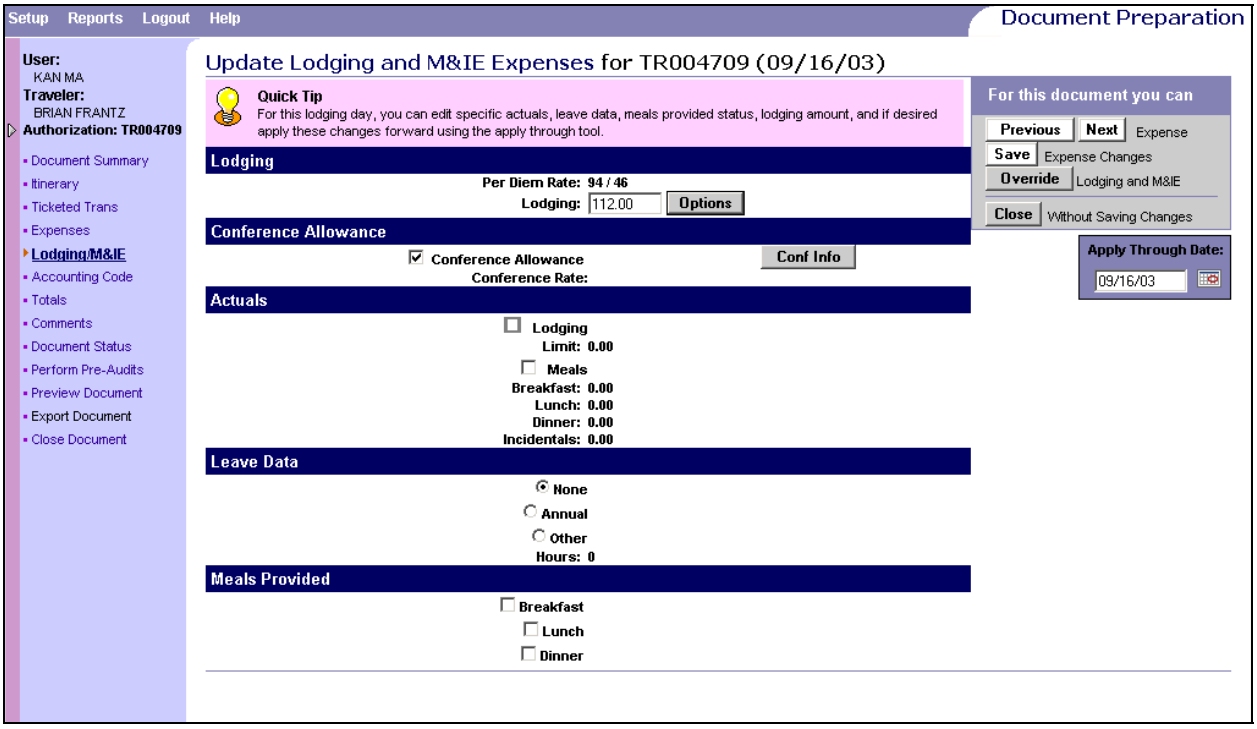
End of activity.

Lodging/M&IE - Conference Rate

NBS Travel System User

N> Lodging/M&IE Screen > Update Lodging and M&IE Expenses

Update Lodging and M&IE Expenses



1. From the Document toolbar, select **Lodging/M&IE**.

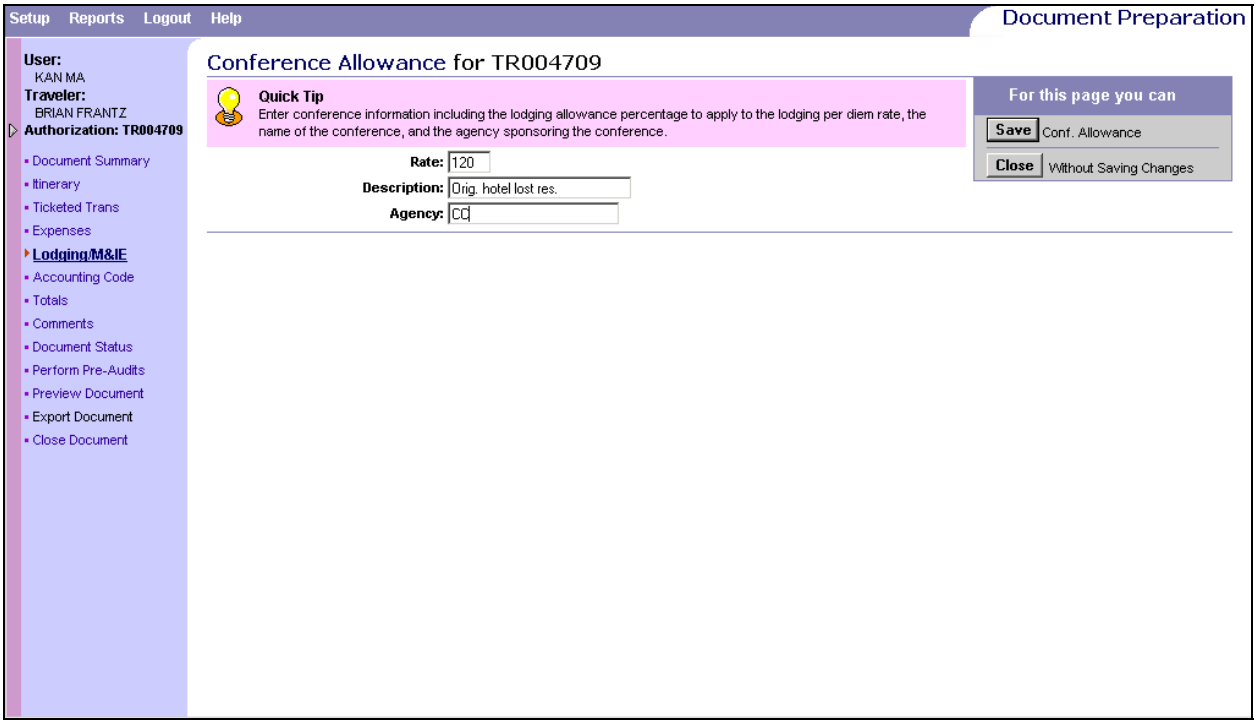
2. Select the **Pencil** icon to the left of the date to be adjusted.

   Result: The Update Lodging and M&IE Expenses screen will appear.

3. On the Update Lodging and M&IE screen, click in the **Lodging** field and enter the conference room rate.

4. Check the **Conference Allowance** box.

5. Select the **Conf Info** button.



6. On the Conference Allowance screen, enter the **percent amount**, (e.g., 120), in the **Rate** field.

7. In the **Description** field, enter an **explanation**.

8. In the **Agency** field, enter your **IC**.

9. Select the **SAVE** Conf. Allowance button.

   Result: The Update Lodging/M&IE Expenses screen will return.

If applying the conference rate to consecutive days using the Apply Through Date field, goto task #10. Otherwise, goto task #11.

10. Enter the **last date** needing the Conference Rate in the **Apply Through Date** field. (The Calendar icon can be used if desired.)

11. Select the **Save** Expense Changes button. The Lodging/M&IE distribution screen will return.

If applying the conference rate to consecutive days using the Replicate function, goto task #12. Otherwise, goto task #13.

12. Select on the **Replicate** icon for the adjusted day to apply the rate for successive dates back on the Lodging/M&IE screen.

13. Review the Lodging/M&IE distribution on the main Lodging/M&IE screen for accuracy.

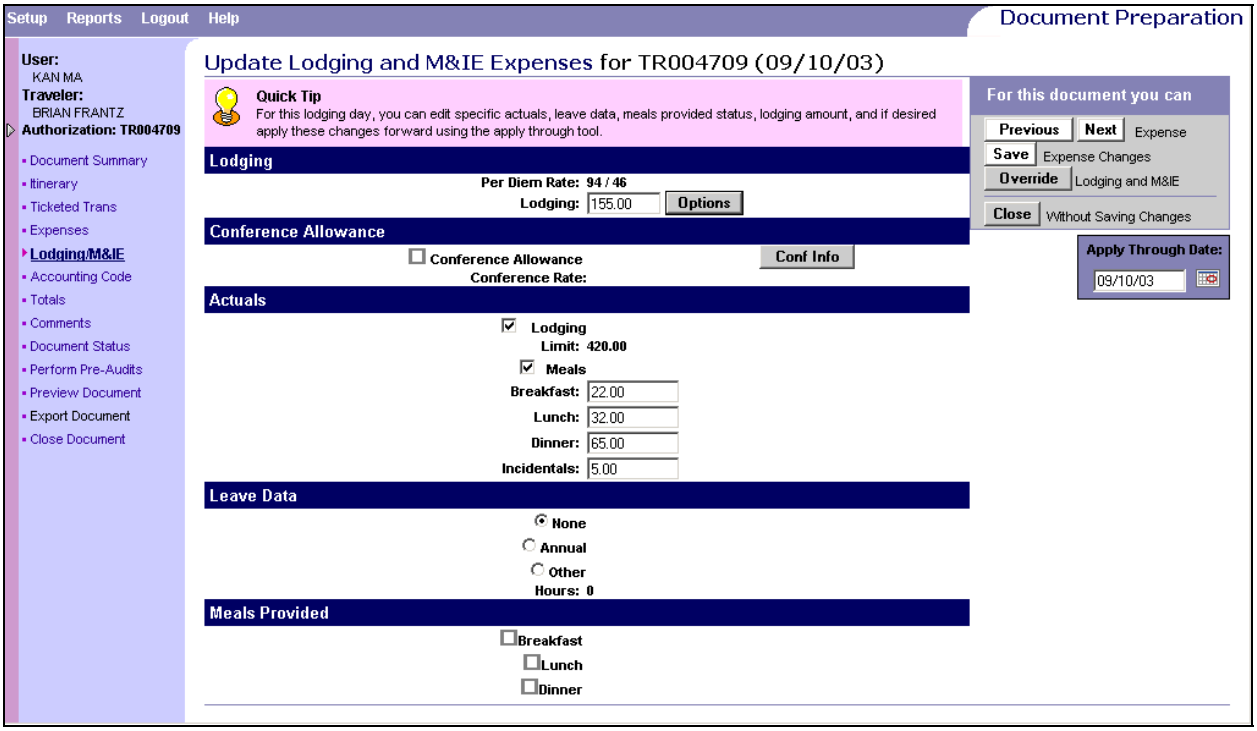
End of activity.

Lodging/M&IE - Actual Expense Allowance (AEA)

NBS Travel System User

Lodging/M&IE Screen > Update Lodging and M&IE Expenses

Update Lodging and M&IE Expenses



1. From the Document Toolbar, select **Lodging/M&IE.**

2. On the Lodging/M&IE screen, select the **Pencil** icon to the left of the first date to be adjusted.

   Note: The Update Lodging and M&IE screen appears.

If adjusting Lodging for AEA, goto task #3.

If adjusting M&IE for AEA, goto task #5.

Adjusting Lodging AEA Rate

3. Check the **Lodging** box under the **Actuals** section. (300% rate limit appears.)

4. Enter the actual **lodging amount** in the Lodging field in the Lodging section (up to the 300% rate that appears in the Actuals section).

If adjusting AEA for M&IE, goto task #5.

If applying changes to multiple days using the Apply Through Date, goto task #7. Otherwise, goto task #8.

Adjusting M&IE AEA Rate

5. To adjust meals, check the **Meals** box.

6. Enter the **M&IE amount** for each category: Breakfast, Lunch, Dinner and Incidentals.

If applying the AEA rate to consecutive days using the Apply Through Date field, goto task #7. Otherwise, goto task #8.

7. Enter the **last date** needing the Conference Rate in the **Apply Through Date** field. (The Calendar icon can be used if desired.)

8. Select the **SAVE** Expense Changes button. The Lodging/M&IE distribution screen will return.

If applying the rate using the replicate icon, goto task #9. Otherwise, goto task #10

9. Select the **Replicate** icon for the adjusted day to apply the rate for successive dates back on the Lodging/M&IE screen.

10. Review the Lodging/M&IE distribution on the main Lodging/M&IE screen for accuracy.

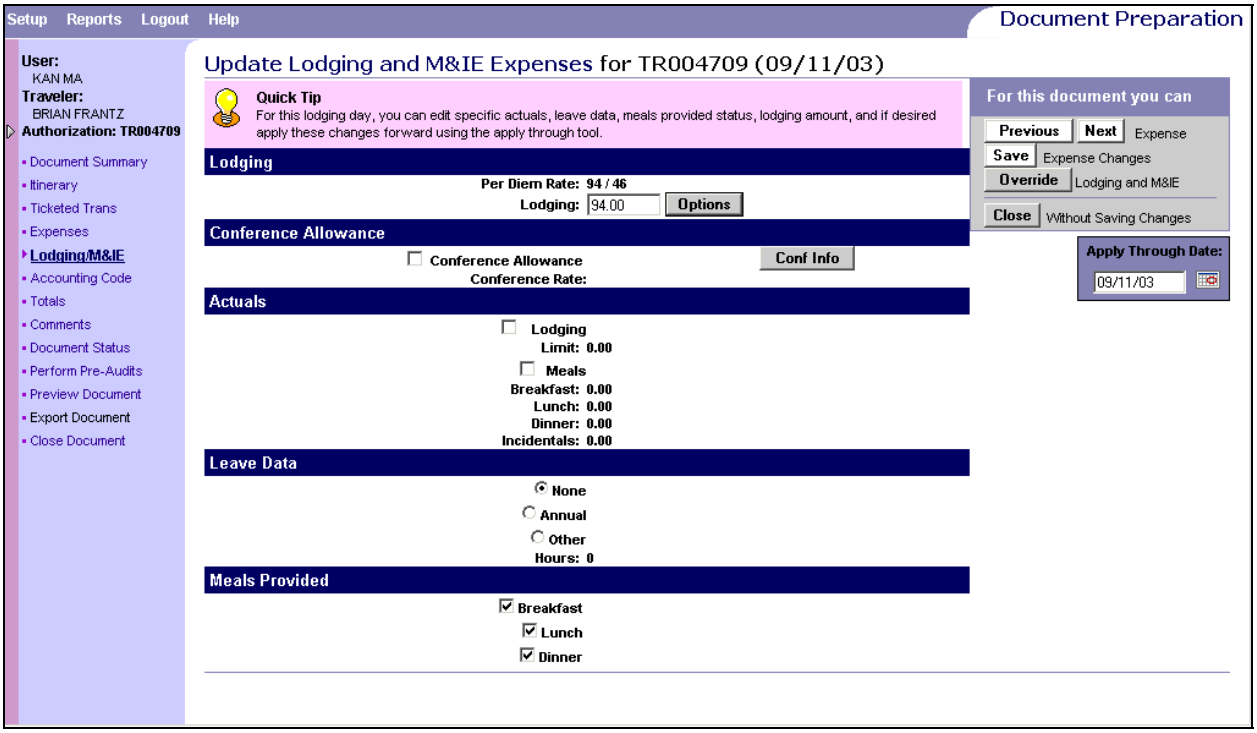
End of activity.

Lodging/M&IE - Fixed Conference Fee/M&IE Provided

NBS Travel System User

Lodging/M&IE Screen > Update Lodging and M&IE Expenses

Updating Lodging and M&IE Expenses



1. From the Document Toolbar, select **Lodging/M&IE**.

2. On Lodging/M&IE screen, click the **Pencil** icon to the left of the first day to be adjusted.

If adjusting the Lodging, goto task #3.

If adjusting for M&IE, goto task #4.

Adjusting Lodging for Fixed Conference Fee

3. Enter **$0** in the **Lodging** field.

If applying to consecutive days using the Apply Through Date function, goto task #5. Otherwise, goto task #6.

Adjusting M&IE for Meals Provided Situations

4. In Meals Provided Section, **check boxes** for the meals provided from the selection of Breakfast, Lunch and Dinner.

Note: This will deduct those selected charges from the M&IE, leaving just the amount for Incidental Expenses.

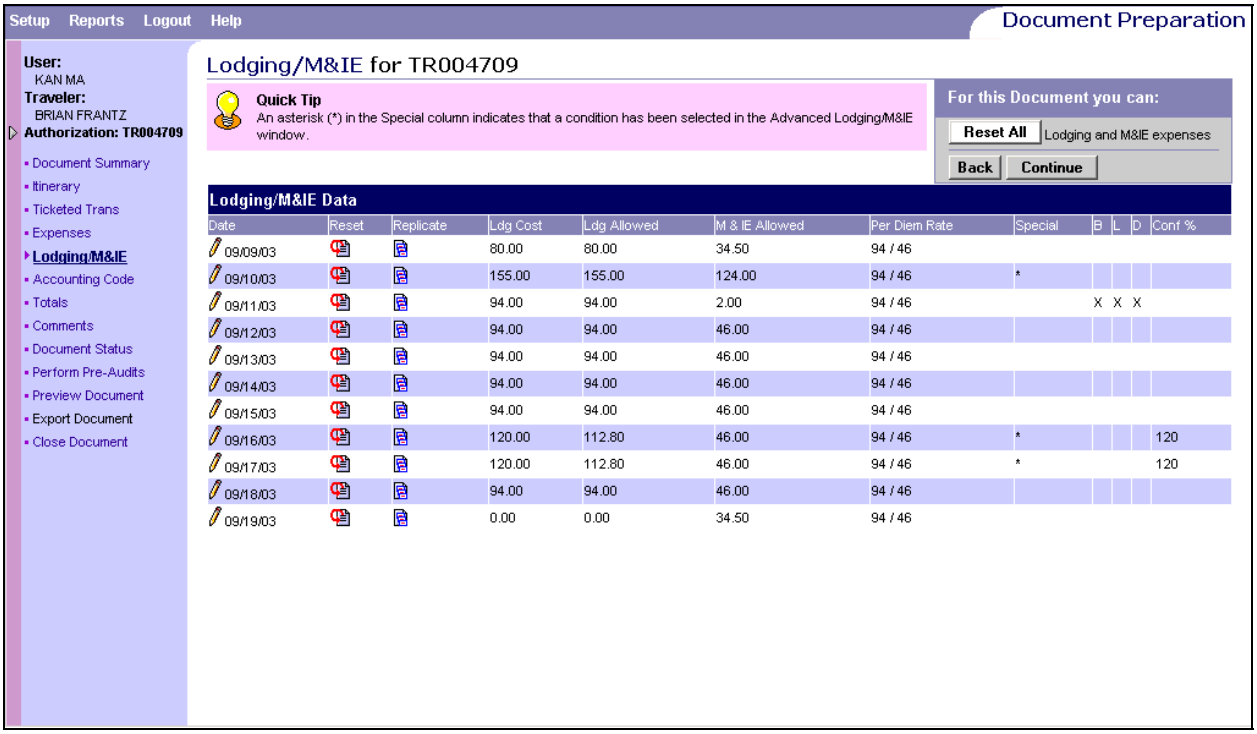
If applying to consecutive days using the Apply Through Date function, goto task #5. Otherwise, goto task #6.

5. Enter the **last consecutive date** to apply the changes using the **Apply Through Date** feature.

   Note: The Replicate icon on the main Lodging/M&IE screen is used to copy the Lodging only.

6. Click the **SAVE** Expense Changes button.

   Result: The Lodging/M&IE distribution screen reappears.



Date	Reset	Replicate	Ldg Cost	Ldg Allowed	M & IE Allowed	Per Diem Rate	Special	B	L	D	Conf %
09/09/03			80.00	80.00	34.50	94 / 46					
09/10/03			155.00	155.00	124.00	94 / 46	*				
09/11/03			94.00	94.00	2.00	94 / 46		X	X	X	
09/12/03			94.00	94.00	46.00	94 / 46					
09/13/03			94.00	94.00	46.00	94 / 46					
09/14/03			94.00	94.00	46.00	94 / 46					
09/15/03			94.00	94.00	46.00	94 / 46					
09/16/03			120.00	112.80	46.00	94 / 46	*				120
09/17/03			120.00	112.80	46.00	94 / 46	*				120
09/18/03			94.00	94.00	46.00	94 / 46					
09/19/03			0.00	0.00	34.50	94 / 46					

7. Review the Lodging/M&IE distribution for the changes that were made on the dates adjusted.

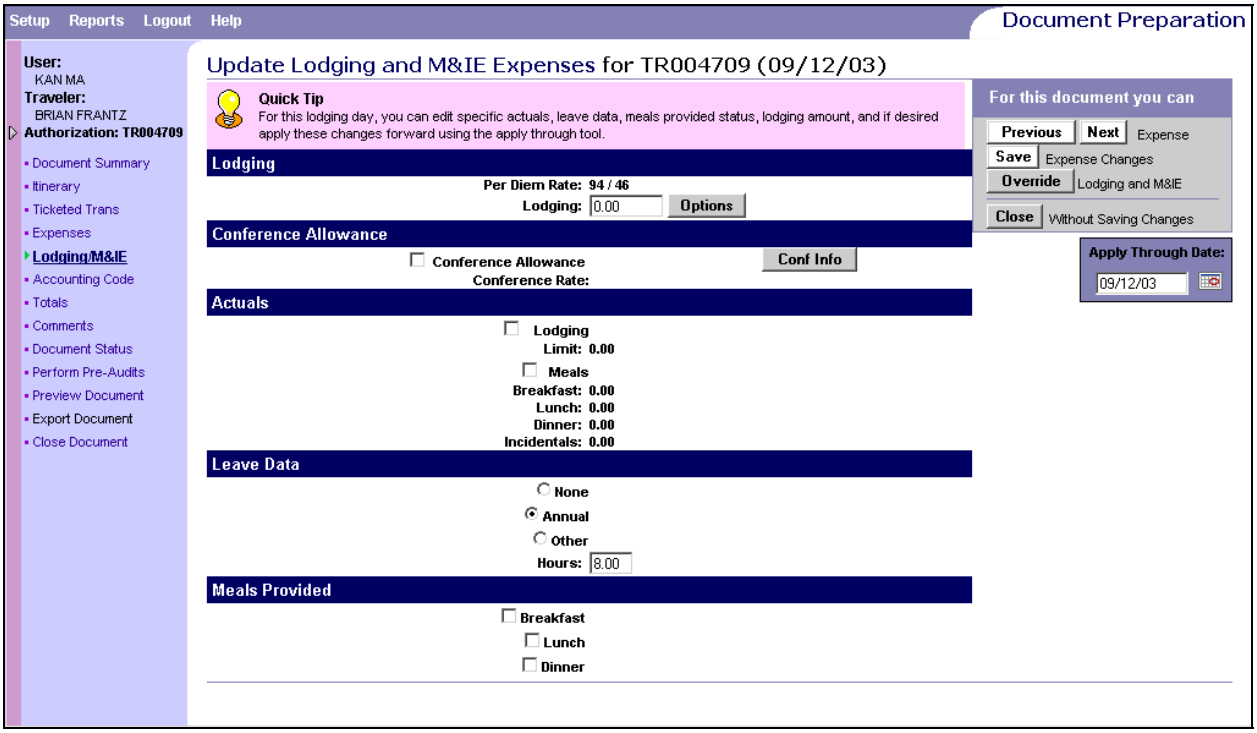
End of activity.

Lodging/M&IE - Annual Leave Applied

NBS Travel System User

Lodging/M&IE Screen > Update Lodging and M&IE Expenses

Update Lodging and M&IE Expenses



1. From the Document Toolbar, select **Lodging/M&IE**.

2. On Lodging/M&IE screen, click the **Pencil** icon to the left of the first day to be adjusted.

3. On the Update Lodging/M&IE Expenses screen, in the Leave Data section, select **Annual** or **Other** depending on the type of leave taken.

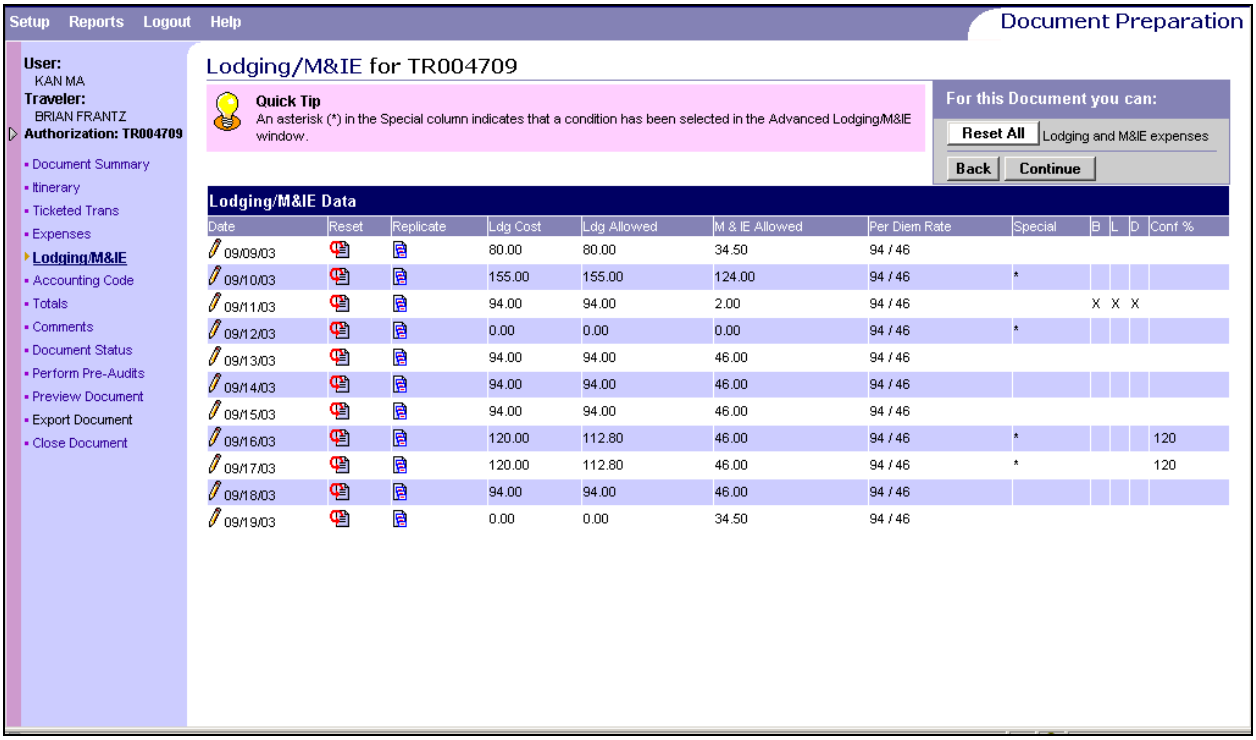
4. In the Hours field, enter the **total hours** of leave taken for the day.

   Note1: The system default is 8 hours.

   Note2: Per Diem will be deducted for the day if more than 4 hours of leave is taken.

5. Enter the **last consecutive date** to apply the changes using the **Apply Through Date** feature.

6. Click the **SAVE** Expense Changes button. The Lodging/M&IE distribution reappears.



Date	Reset	Replicate	Ldg Cost	Ldg Allowed	M & IE Allowed	Per Diem Rate	Special	B	L	D	Conf %
09/09/03			80.00	80.00	34.50	94 / 46					
09/10/03			155.00	155.00	124.00	94 / 46	*				
09/11/03			94.00	94.00	2.00	94 / 46		X	X	X	
09/12/03			0.00	0.00	0.00	94 / 46	*				
09/13/03			94.00	94.00	46.00	94 / 46					
09/14/03			94.00	94.00	46.00	94 / 46					
09/15/03			94.00	94.00	46.00	94 / 46					
09/16/03			120.00	112.80	46.00	94 / 46	*				120
09/17/03			120.00	112.80	46.00	94 / 46	*				120
09/18/03			94.00	94.00	46.00	94 / 46					
09/19/03			0.00	0.00	34.50	94 / 46					

7. Confirm that the applied Lodging/M&IE for the leave date is $0.

   Note: To properly cancel part of an annual leave documented in a travel authorization to ensure it does not show up on the PDF file when using Preview Document?"

   When the Authorization has NOT yet been APPROVED:

   - If the “From” and “To” Dates do not change, the planner can re-set the Per Diem screen and re-select the day or days of annual leave. If the “From” and “To” Dates change, the planner should delete Location and then re-select Location -- the Per Diem screen adjusts calculation to the new dates. Edits can then be done based on the new calculations. When 8 hours of annual leave is designated, per diem will display $0 for that day.

   When the Authorization has been APPROVED:

   - Create an AMENDMENT to change the dates, delete and re-select the Location and proceed with steps above.

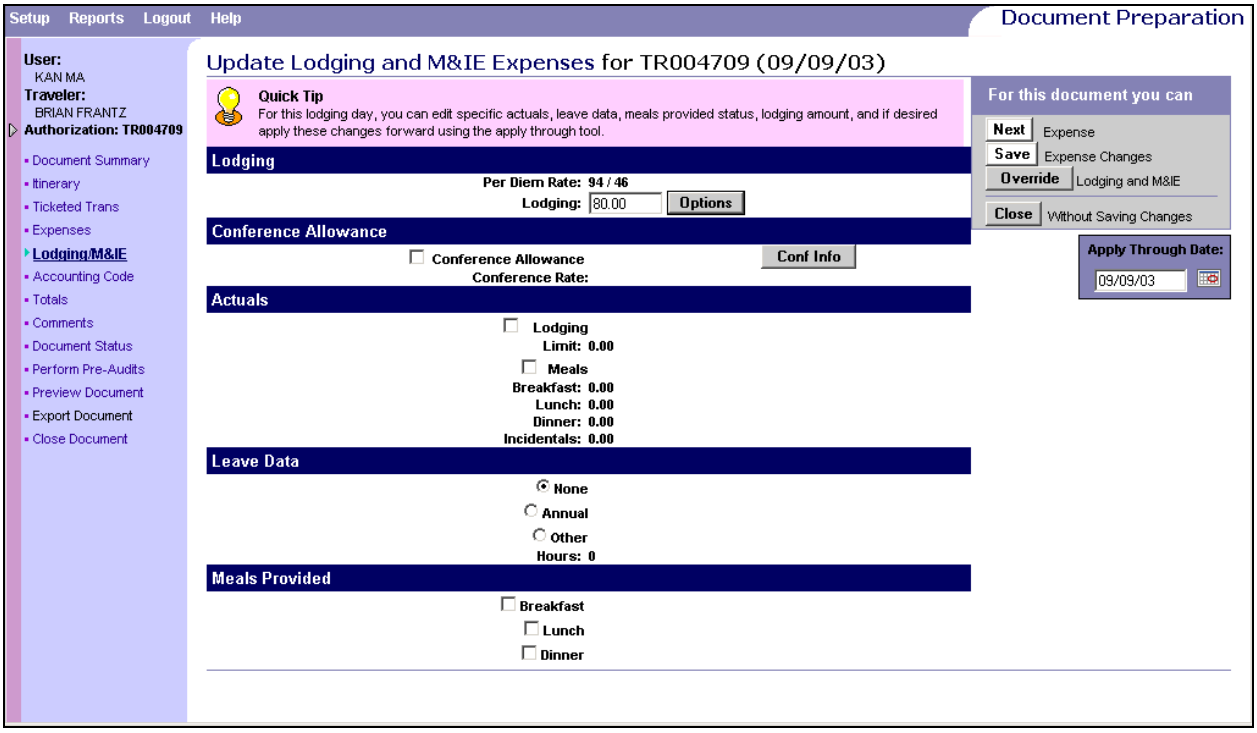
End of activity.

Lodging/M&IE - Lower than Government Per Diem Rate

NBS Travel System User

N> Lodging/M&IE Screen > Update Lodging and M&IE Expenses

Update Lodging and M&IE Expenses



1. From the Document Toolbar, select **Lodging/M&IE**

2. On the Lodging/M&IE distribution screen, click the **Pencil** icon to the left of the date to be adjusted.

   Result: The Update Lodging/M&IE Expenses screen appears.

3. Enter an **amount** that is less than the government per diem rate in the **Lodging** field.

   Note: The government per diem rate appears above the Lodging field.

4. Click the **Save** Expense Changes button.

If applying the lower than government per diem rate to consecutive days using the Apply Through Date field, goto task #5. Otherwise, goto task #8 to use the Replicate icon on the main Lodging/M&IE screen.

5. Enter the **last date** needing the Conference Rate in the **Apply Through Date** field. (The Calendar icon can be used if desired.)

6. Click the **SAVE** Expense Changes button.

   Result: The Lodging/M&IE distribution screen will return.

7. Review the Lodging/M&IE distribution on the main Lodging/M&IE screen for accuracy.

End of activity.

8. Click on the **Replicate** icon for the adjusted day to apply the rate for successive dates back on the Lodging/M&IE screen.

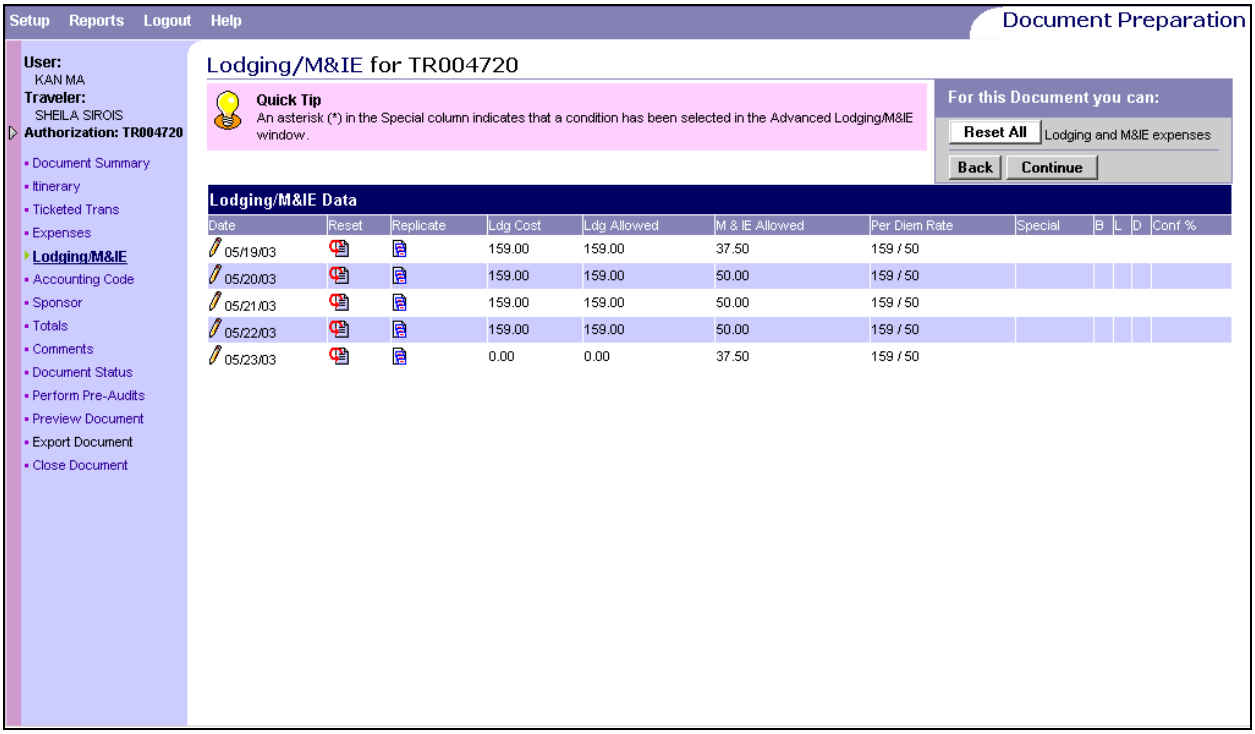
9. Review the Lodging/M&IE distribution on the main Lodging/M&IE screen for accuracy.

End of activity.

Lodging/M&IE - Overriding Cost Options

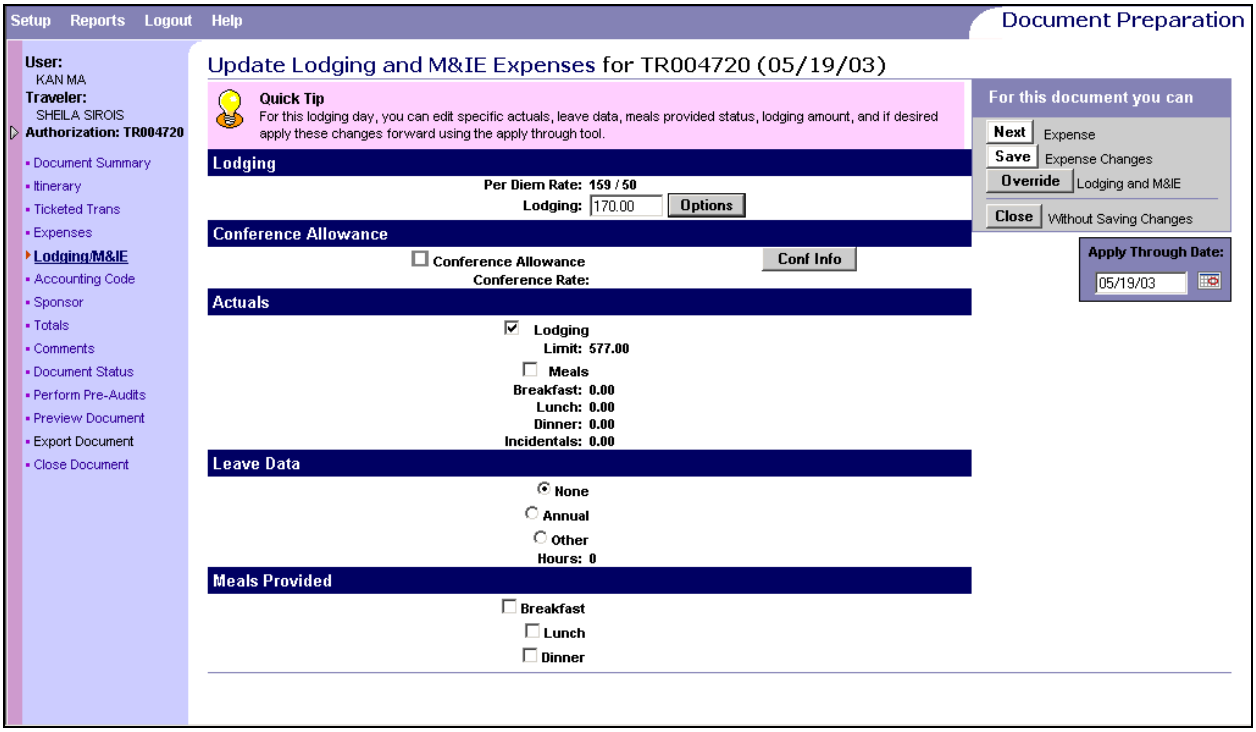
The default cost options for Lodging and M&IE are Reimbursable to the traveler and a payment method of Travel Card.

NBS Travel System User
N> Document Toolbar > Lodging/M&IE Screen
Lodging/M&IE Screen



1. From the Document Toolbar, select **Lodging/M&IE**.

2. On Lodging/M&IE screen, click the **Pencil** icon to the left of the first day to be adjusted.

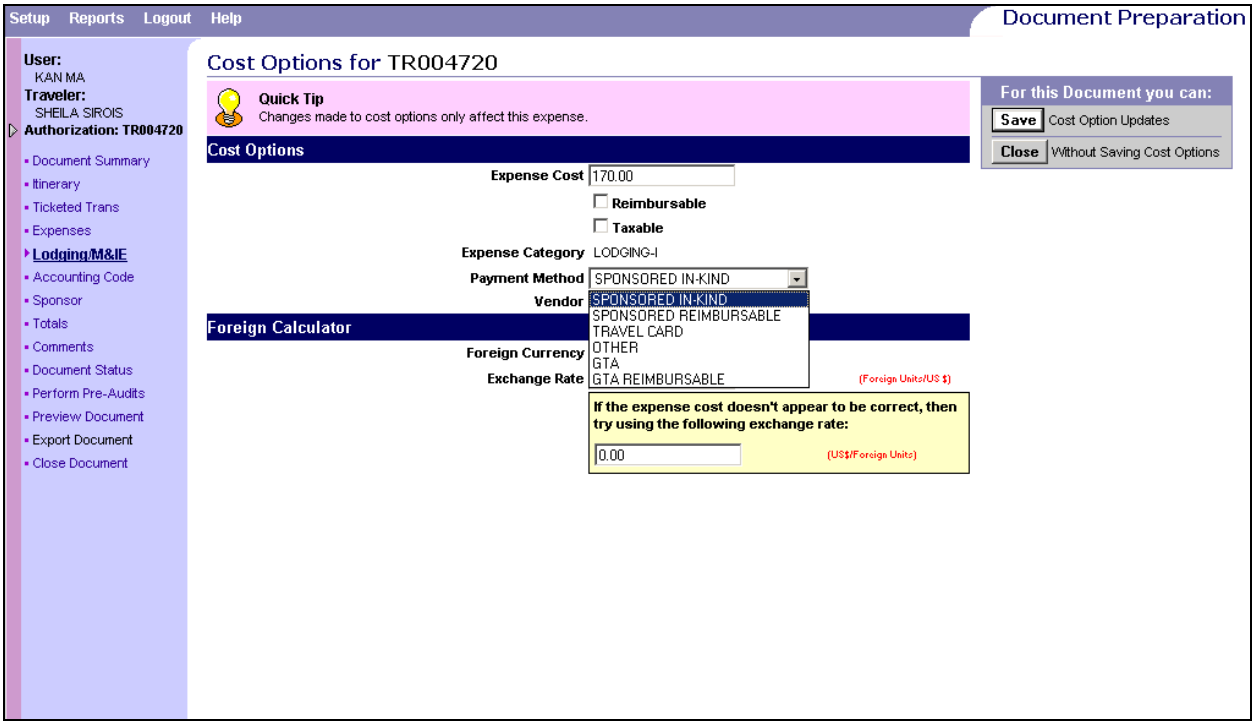


If adjusting the cost options for lodging, goto task #3. Otherwise, goto task #7.

Lodging Cost Options

3. In the **Lodging** section, enter a different dollar amount, if necessary.

4. Click the **Options** button in the **Lodging** section.



5. On the Cost Options screen, adjust any of the following:
   - **Reimbursable check box** – checking it indicates the traveler is repaid for the expense.
   - **Payment Method** – indicates how the expense is paid.

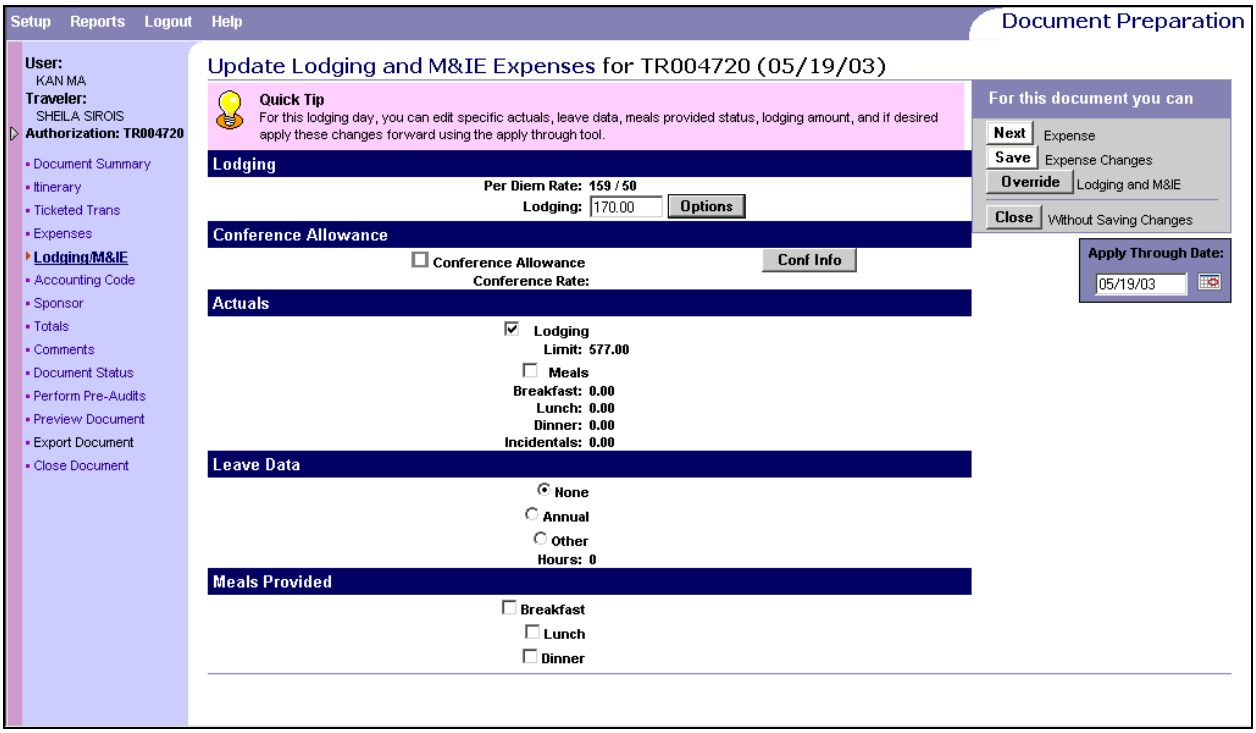
GTA (G)	Purchased through and paid back to the Government Travel Agency (only see if used to pay for a ticket or TMC fee)
Other (O)	Cash
Travel Card (T)	Government issued travel card (only see if used to pay for a ticket or TMC fee)
Sponsored Reimbursable (S or R)	Traveler or NIH paid for the cost upfront and the sponsor will repay the NIH (only see "S" if used to pay for a ticket or TMC fee)
Sponsored In-Kind (I)	Expense covered upfront by the sponsor
GTA Reimbursable (R)	Sponsor requested the NIH purchased through the Government Travel Agency and the NIH will collect from the sponsor to repay the Government Travel Agency (only see if used to pay for a ticket or TMC fee)

6. Click the **SAVE** Cost Option Updates button.

If adjusting the cost options for M&IE, goto task #7.

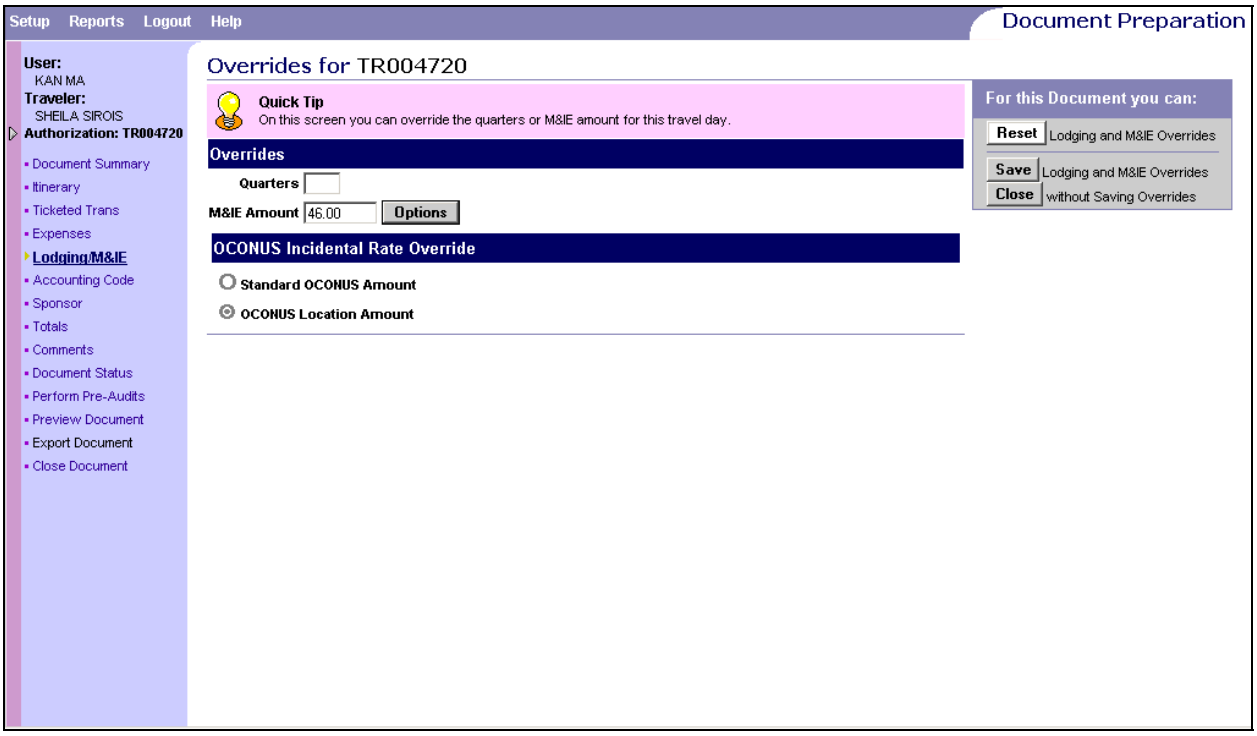
If applying the cost option changes to multiple days, goto task #13. Otherwise, goto task #14.

M&IE Cost Options



7. Click the **Override** Lodging and M&IE button.

<u>Result:</u> The Overrides Screen appears.

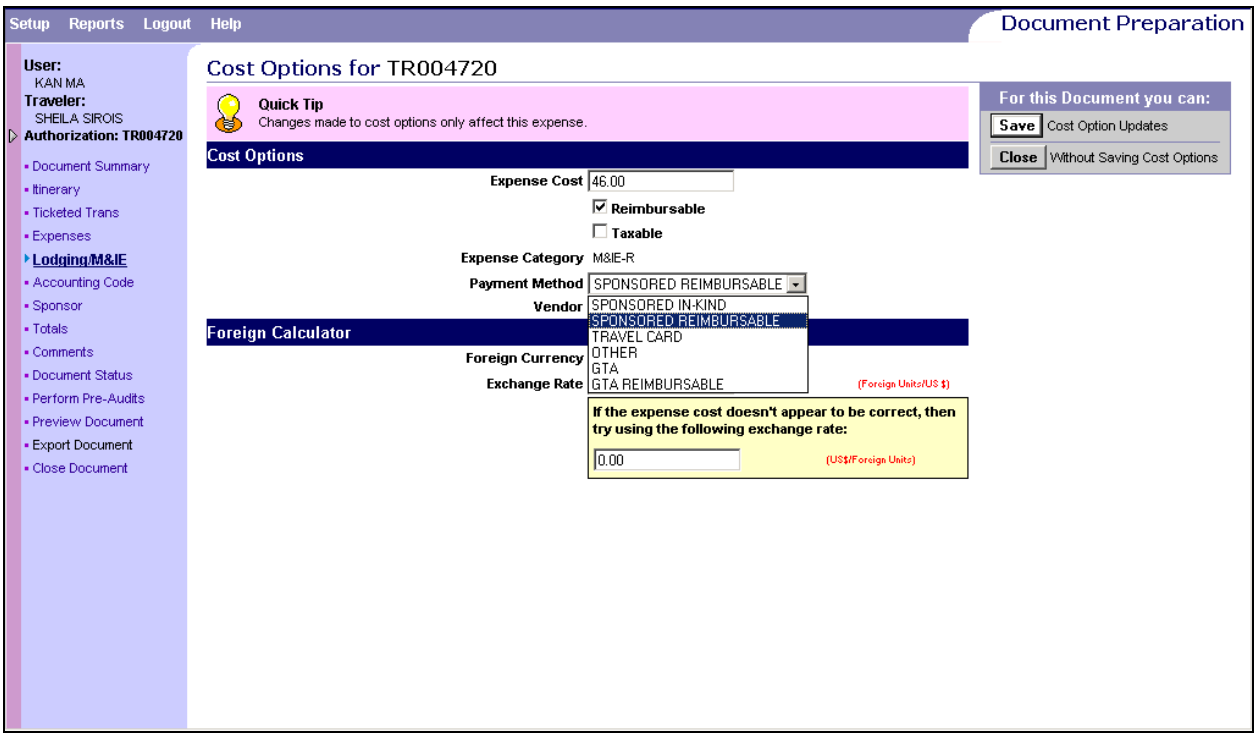


8. On the Overrides screen, in the M&IE Amount field, enter an **M&IE rate** if different from the government per diem rate.

   Note: If the M&IE Amount field is left blank the government per diem rate will default.

   If an exact dollar amount is entered in the M&IE field on the Override screen, the amount will be allotted for all full days of travel and ¾ of the amount will always be allotted on the first and the last days of the trip. Adjustments may have to be made to the full days to total the amount necessary for the trip. (Federal Regulations applied)

9. Click the **Options** button.



10. On the **Cost Options** screen, adjust any of the following:
    - **Reimbursable check box** – checking it indicates the traveler is repaid for the expense.
    - **Payment Method** – indicates how the expense is paid.

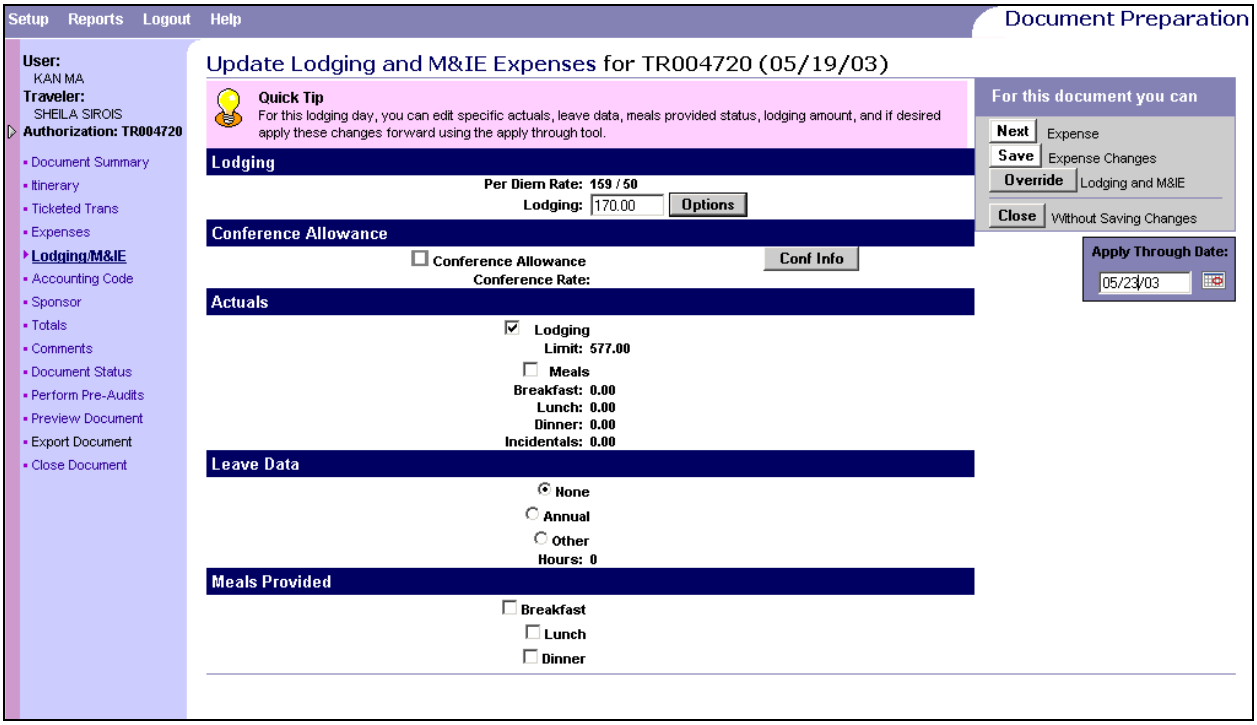
GTA (G)	Purchased through and paid back to the Government Travel Agency (only see if used to pay for a ticket or TMC fee)
Other (O)	Cash
Travel Card (T)	Government issued travel card (only see if used to pay for a ticket or TMC fee)
Sponsored Reimbursable (S or R)	Traveler or NIH paid for the cost upfront and the sponsor will repay the NIH (only see "S" if used to pay for a ticket or TMC fee)
Sponsored In-Kind (I)	Expense covered upfront by the sponsor
GTA Reimbursable (R)	Sponsor requested the NIH purchased through the Government Travel Agency and the NIH will collect from the sponsor to repay the Government Travel Agency (only see if used to pay for a ticket or TMC fee)

11. Click the **Save** Cost Options Updates button.

    Result: The Overrides screen returns.

12. Click the **Save** Lodging and M&IE Overrides button.

    Result: The Update Lodging and M&IE Expenses screen returns.



If applying the cost option changes to multiple days, goto task #13. Otherwise, goto task #14.

13. Enter the **last consecutive date** to apply the changes using the **Apply Through Date** feature.

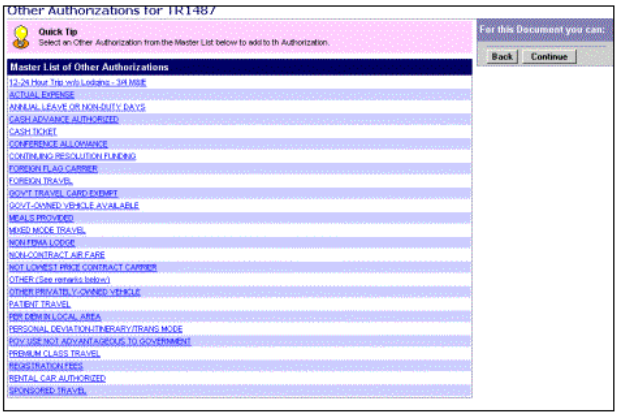
14. Click the **Save** Expense Changes button.

End of activity.

Other Authorizations

Other Authorizations

- Allows for remarks particular to the TA to be entered
- Indicates additional approval is needed for special circumstances that are included in this TA
- Contains a Master List to select from and a section where the ones applied to the TA are listed
- Defaults some Other Authorizations based on document
- Travel Planner must verify all Other Authorizations required are selected and add any that do not default

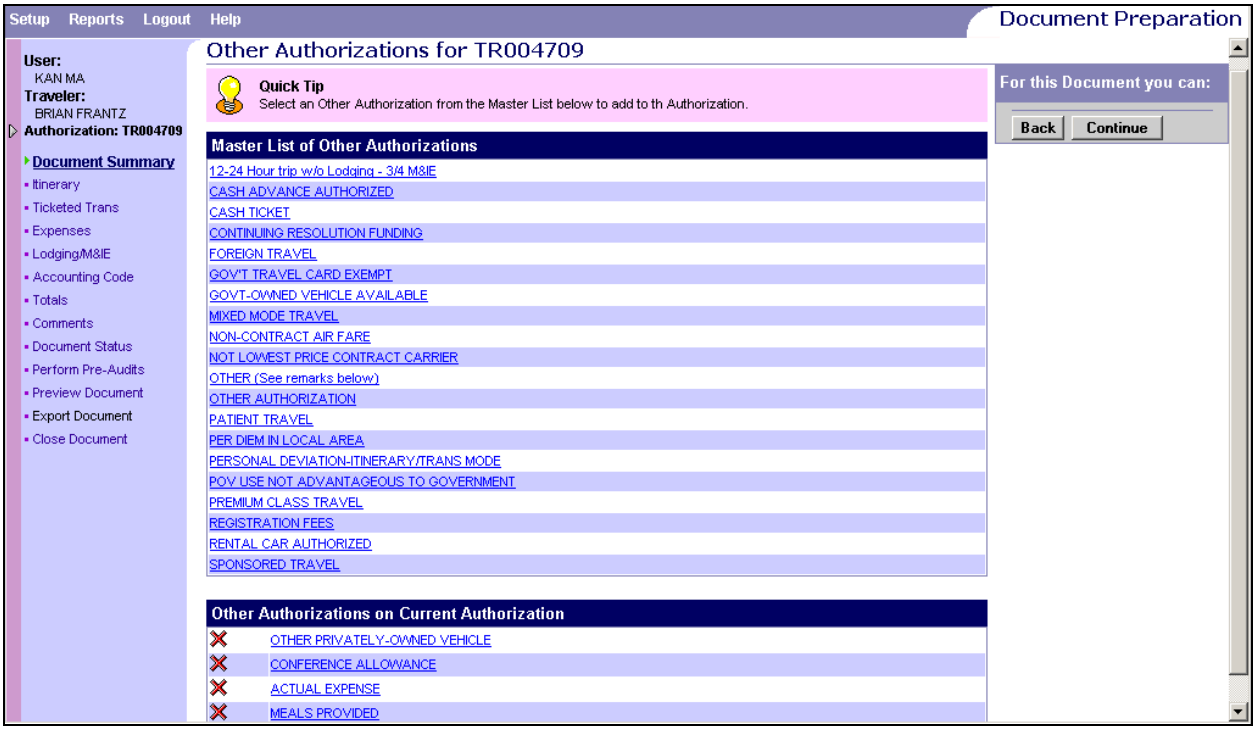


Page 1

For sponsored travel, be sure to select "**Sponsored Travel**".

Other Authorizations - Adding and Editing

NBS Travel System User
Document Summary > Other Authorizations or Lodging/M&IE > Continue
Other Authorizations



1. Select **Other Authorizations** from the Document Summary screen.
   - An alternate path is to select the Continue button from the Lodging/M&IE screen.

   Note: The Master List of Other Authorizations appears at the top of the screen. The lower portion of the screen displays Other Authorizations that are being applied to this specific Travel Authorization. Some of the Other Authorizations on the Current Authorization will populate automatically from the details selected in the Travel Authorization up to this point.

To add additional Other Authorizations

Goto task #2.

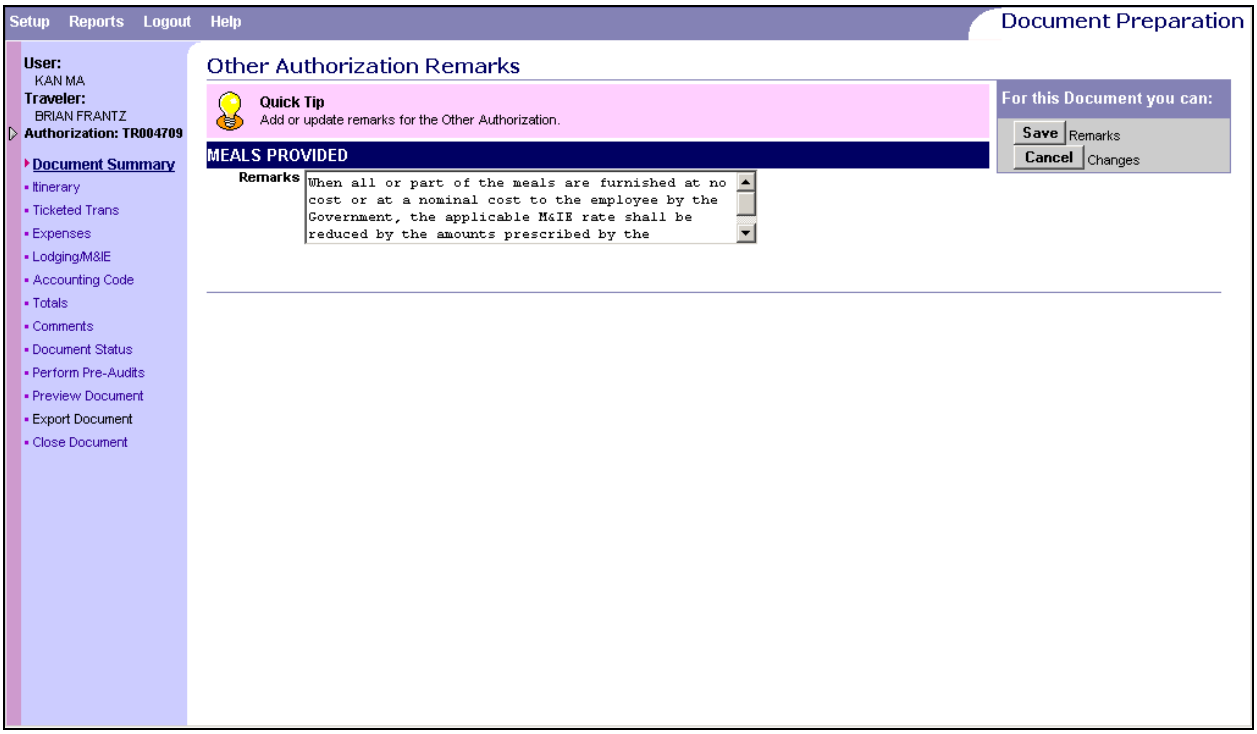
To view remarks associated with the selected Other Authorization

Goto task #3.

2. Select the **Other Authorization link** in the **Master List** portion to add it to the specific Travel Authorization. When a link is selected it moves from the Master List to the list of Other Authorizations on the Current Authorization.

- Other Authorizations may only be added on Travel Authorizations or Amendments; they may not be added on Vouchers.
- The Other Authorizations selected help determine the routing path for the document.

3. Select the **Other Authorization link** in the lower portion of the screen to view the remarks associated with the selected Authorization.



4. Review the **comments** in the Remarks box on the Other Authorization Remarks screen.

5. Select the **Remarks** box and type additional comments as needed.

6. Select the **Save** Remarks button to save updates. Otherwise, select **Cancel Changes** to return without making changes. The **Other Authorizations** screen will return.

If you wish to delete an Other Authorization, goto task #7. Otherwise, End of Activity.

7. Select the **delete icon** (red X) in the lower portion of the screen to remove an Other Authorization from the Travel Document.

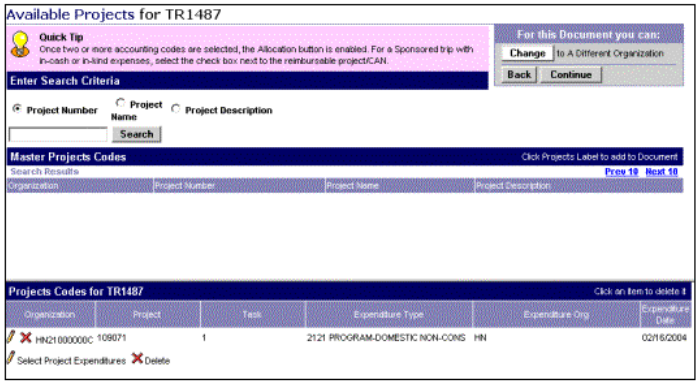
8. Select **OK** on the pop-up modal that appears confirming that you wish to delete the selected Other Authorization.

End of activity.

Accounting Code/Available Projects

Accounting Code/Available Projects

- Identifies which Project Number to charge for the trip
- Enter the following: Project Number, Task, Expenditure Type, Expenditure Org
- The same Project may be selected more than once with a different Expenditure Type assigned to each choice or multiple Projects may be selected for a TA
- For sponsored travel, users must select a Direct and a Reimbursable Project
- Allocate expenses across multiple Projects when selecting more than one
  - Some amount of money must be charged to all project numbers selected for the TA



Page 1

<u>Some definitions to assist with the Accounting Code/Available Projects Screen:</u>

Project Number/Project Name=CAN: equates to your current **CAN** (this is a one-to-one relationship; a CAN will never overlap multiple Projects); you have the ability to select from all Projects at the NIH in the NBS Travel System

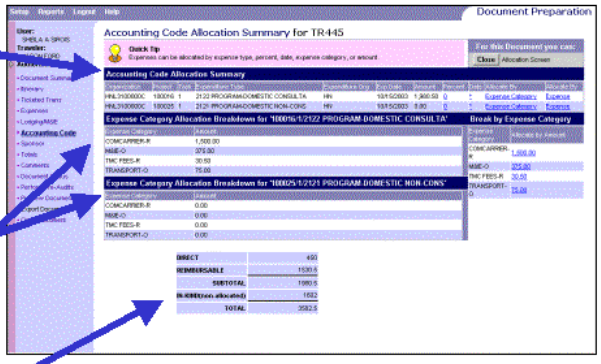
Task: Select Task 1

Expenditure Org: *use HN to indicate it is an HHS/NIH expense*

Expenditure Type=Object Class (OC): this is the Object Class (**OC**) code which represents the spending category for the travel expense

Allocating Expenses

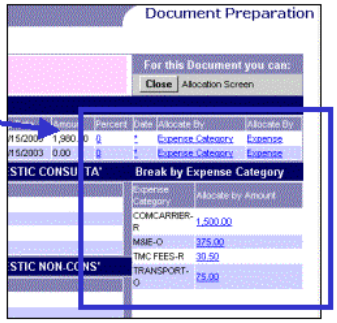
- Sections of the Accounting Code Allocation Summary screen:
  - **Accounting Code Allocation Summary**: Summarizes the totals for each project selected. Allows users to select links for various methods of allocating.
  - **Expense Category Allocation Breakdown**: Details by Expense Category the totals charged to each project selected.
  - **Totals**: Provides an overall total of Direct, Reimbursable, and In-Kind expenses on the Travel Authorization.



Page 1

Allocating Expenses

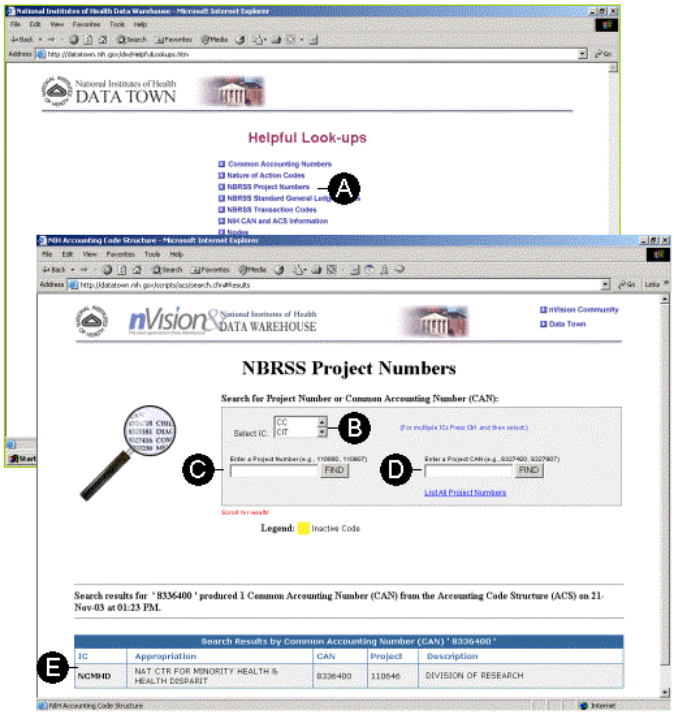
- Allocate across the Direct and Reimbursable project numbers
- Assign direct expenses to the direct project number
  - Direct expenses identified with a payment method indicator of -G, -O, and -T (remember, these appear at the end of the expense category)
- Assign reimbursable expenses to the reimbursable project number
  - Reimbursable expenses identified with a payment method indicator of -S, -I, and -R (remember, these appear at the end of the expense category)
- System will not allow documents to route for review/approval with direct expenses allocated to the reimbursable project number and vice versa
- Allocate by:
  - Percentage
  - Date
  - Expense Category
  - Expense (individual daily expenses)
  - Dollar Amount



Page 1

The NBRSS Project Number/CAN Lookup Guide

The **NIH Data Warehouse Helpful Lookups** page contains a query that enables users to search for a specific Project Number and/or its corresponding CAN. You can access this lookup from the NBRSS Travel Users Community page on the NIH Portal.



A From the Helpful Lookups page, click on the NBRSS Project Numbers link.

B On the NBRSS Project Numbers page, select your IC. If you want to search for all CANs relating to your IC, leave the rest of the fields blank, and click on either Find button.

C If you want to search on a specific Project Number, enter the NBS Project Number into the "Enter a Project Number" field and click the Find button.

D If you want to search on a specific CAN, enter the CAN into the "Enter a Project CAN" field and click the Find button.

E The Project Numbers/CANs matching your search criteria will appear in the Results section of the page.

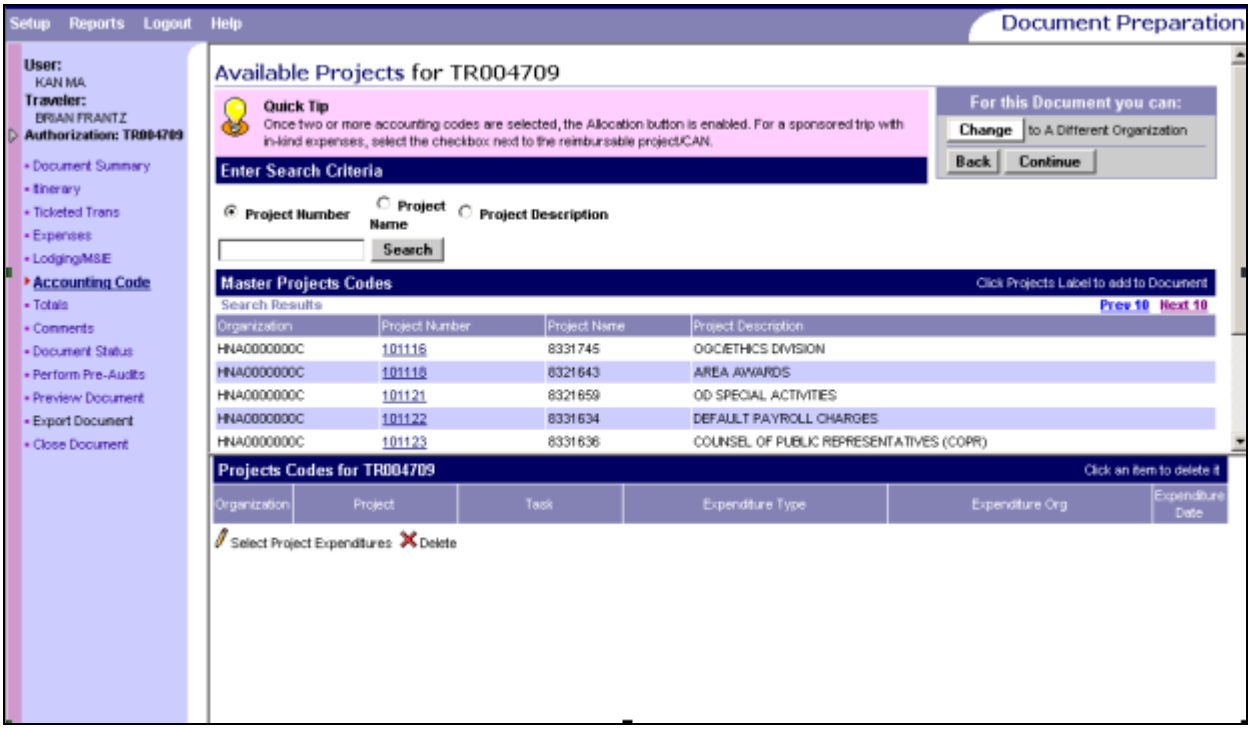
Remember:

- You do not have to be a registered user of the NIH Data Warehouse to use the Helpful Lookups

If you are not certain of which Project or Expenditure Org or Expenditure Type to select, you may verify this with your IC's budget office. You may also access the **nVision & Data Warehouse NBRSS Project Numbers** crosswalk to identify the correct Project Number.

Accounting Code - Selecting Projects

NBS Travel System User
Document Toolbar > Accounting Code
Accounting Code

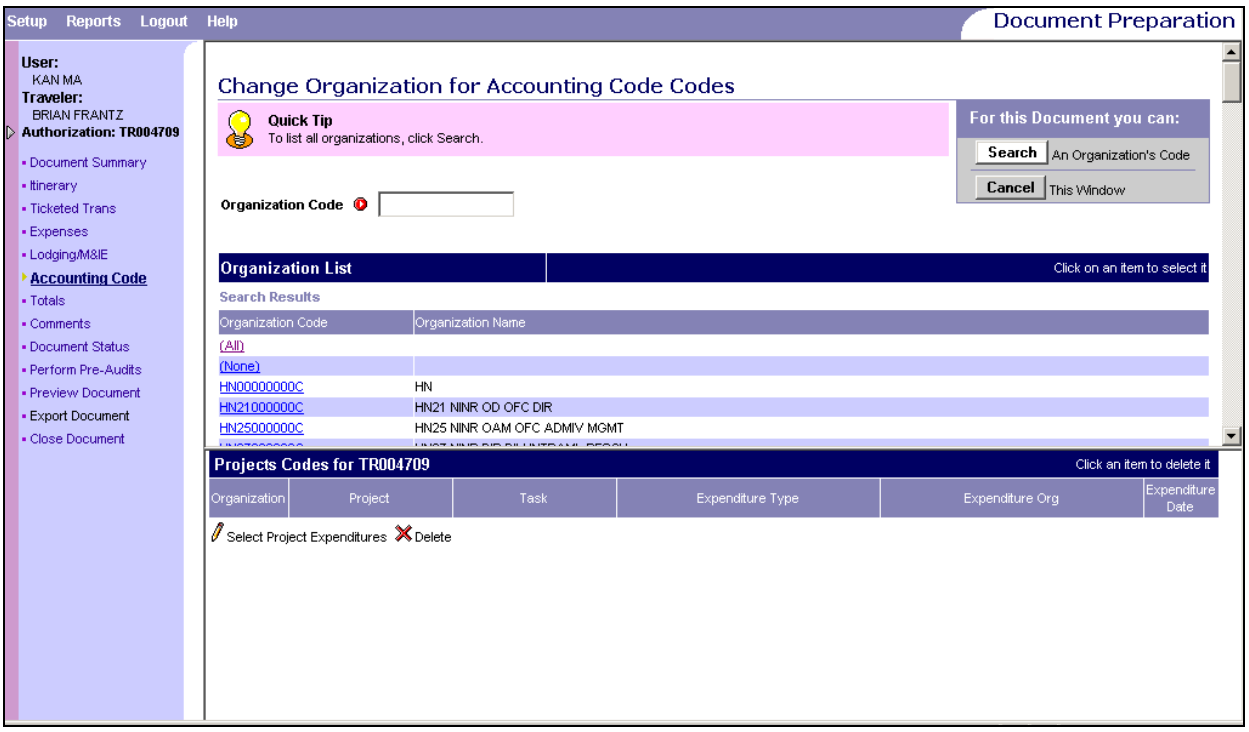


1. From the Document Toolbar, select **Accounting Code**.

   Note: The Available Projects screen is displayed.

2. On the Available Projects screen, select **Change** to a Different Organization.

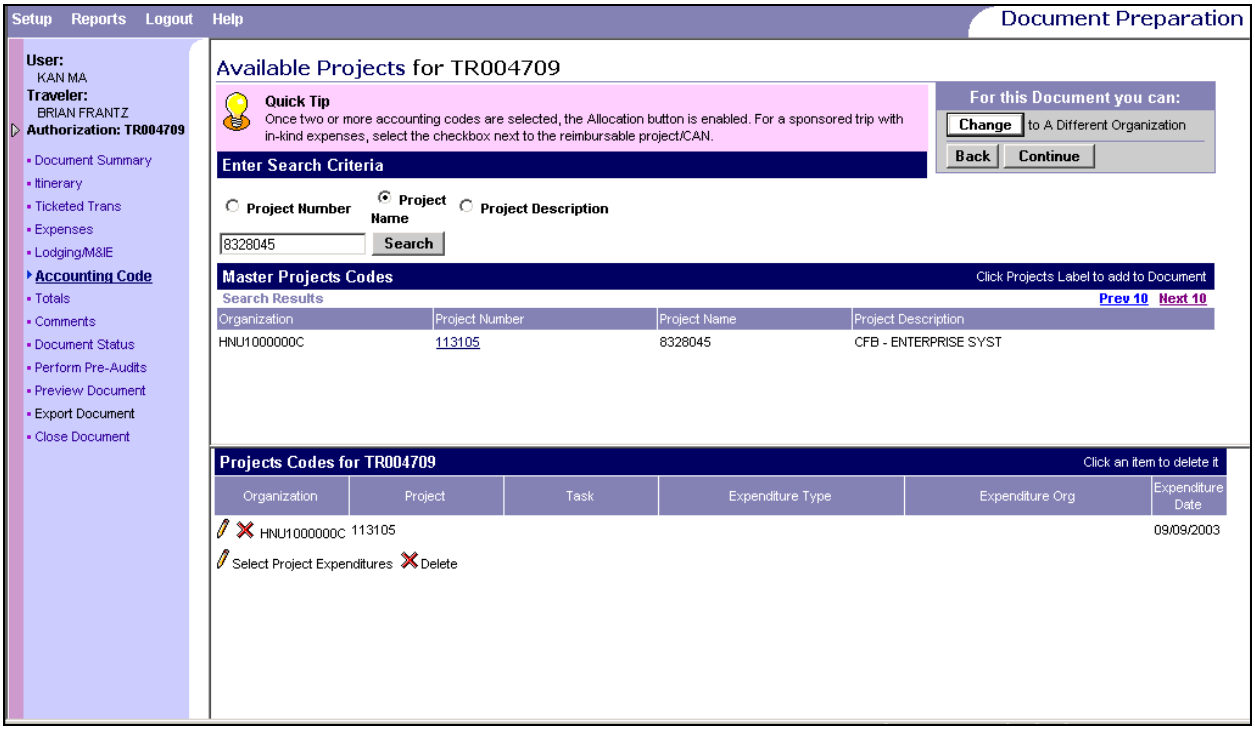
   Result: The Change Organization for Accounting Code Codes screen appears.



3. Select the **Search** An Organization's Code button.

   Result: The complete list of Organizations appears on the Change Organization for Accounting Code Codes screen.

4. Select **All** in the Organization Code column. The Available Projects screen returns.



5. Select the **Project Name** option under the Search Criteria section.

6. Type in the **Project Name** (CAN) in the search field and select **Search**.

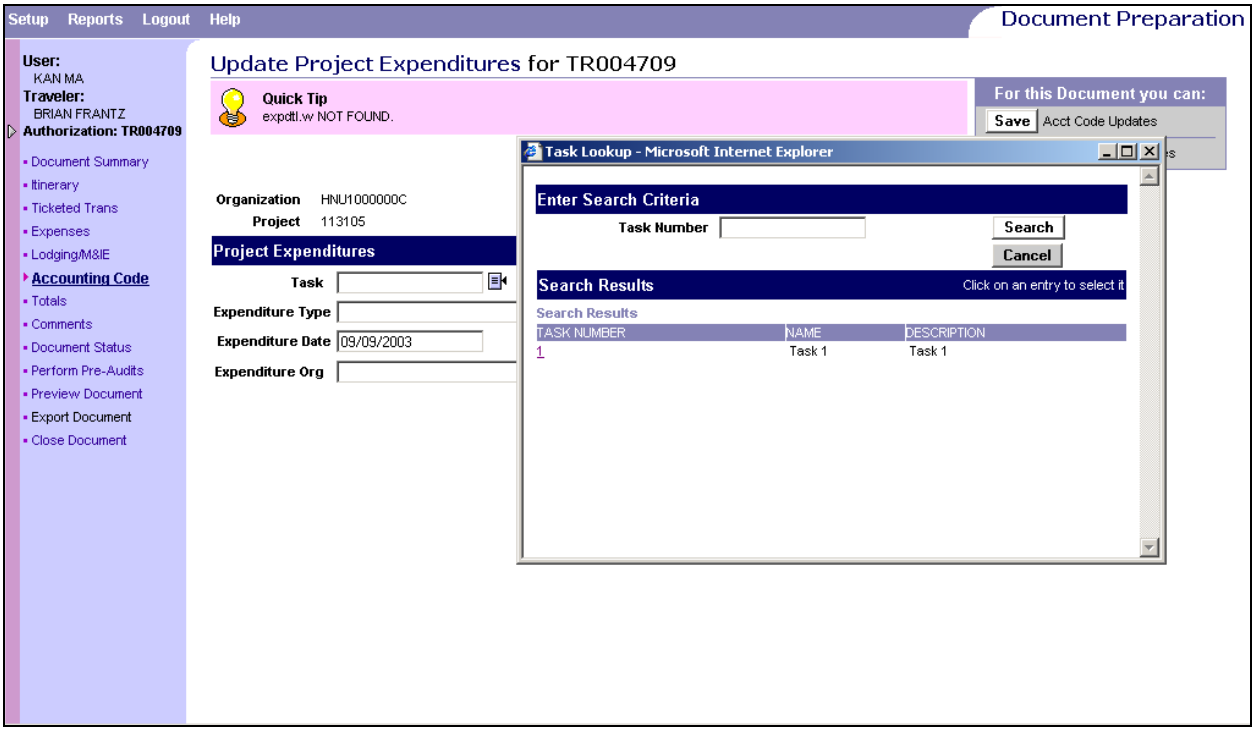
   - For IC direct expenses, select a Direct Project.

   - For reimbursable expenses, select a Reimbursable Project.

7. In the Master Project Codes section, select the desired **Project Number** and associated description.

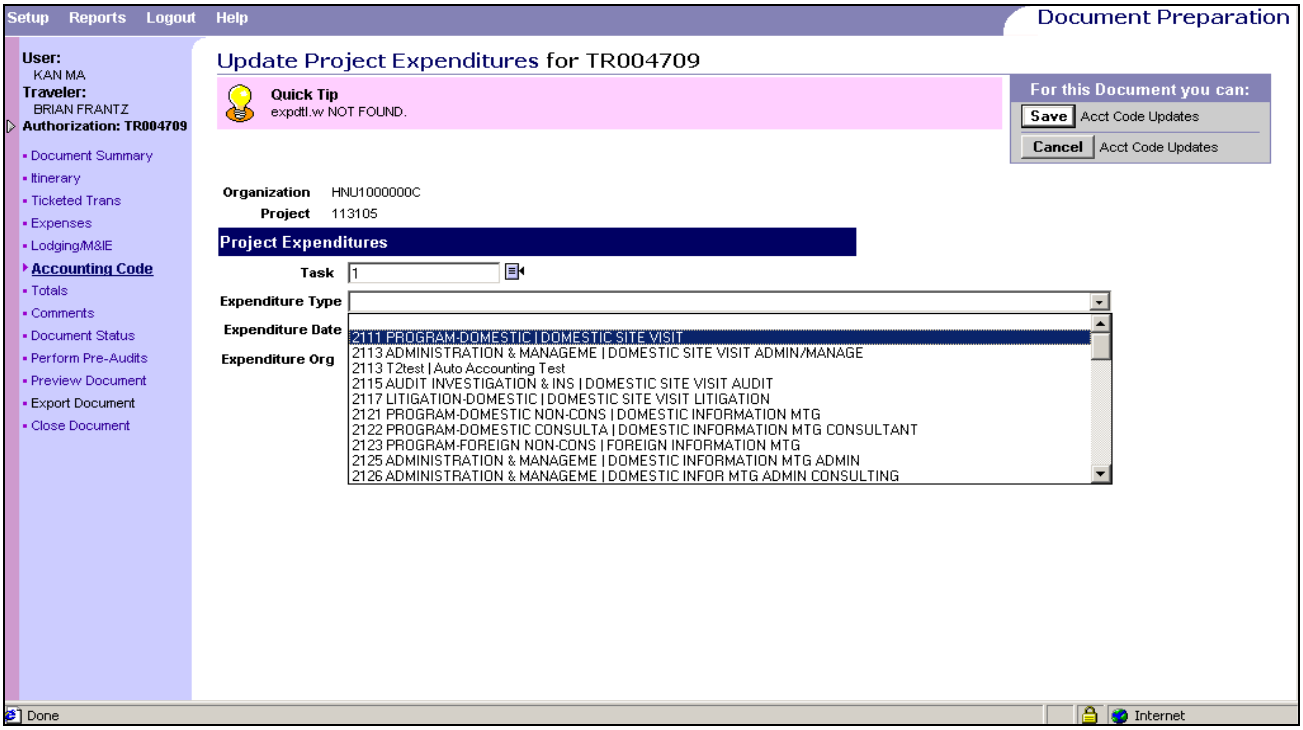
   Result: The selected project will be listed for your authorization in the Project Codes box below.

8. Click the **Pencil** icon next to the select Project line. The Update Expenditure screen appears.

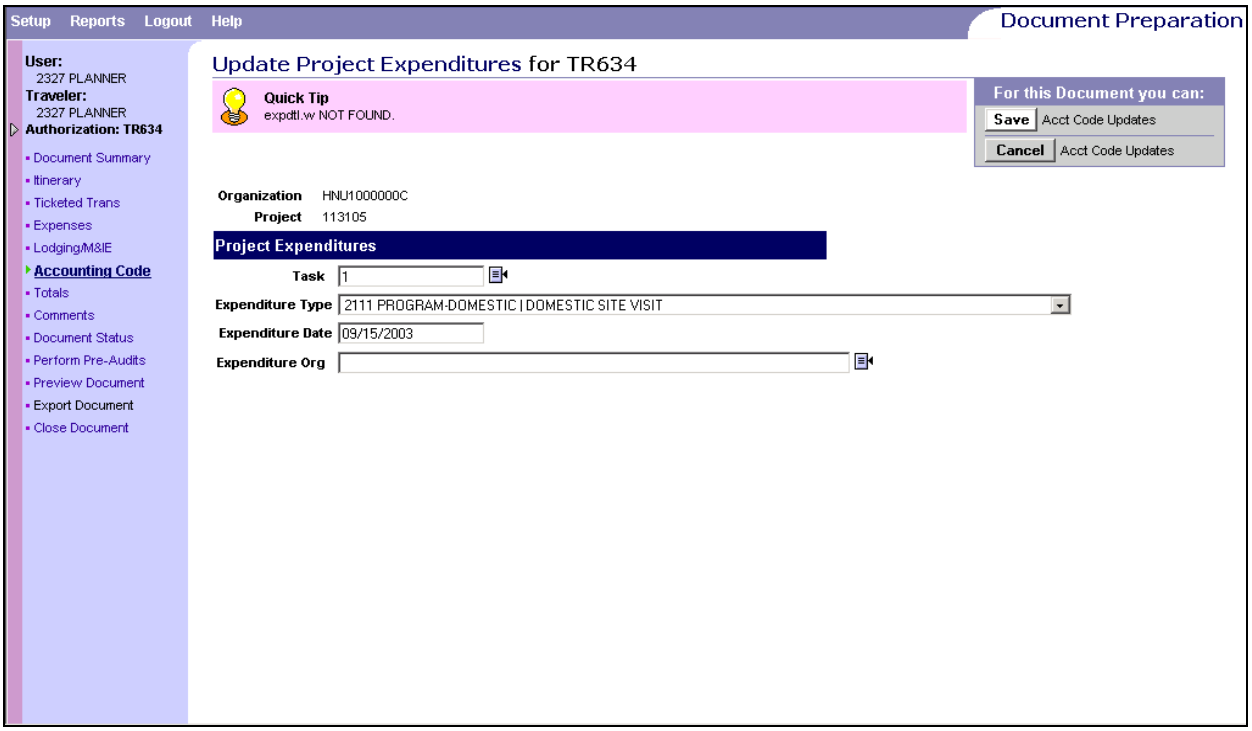


9. Click the **search** icon next to the **Task** field.

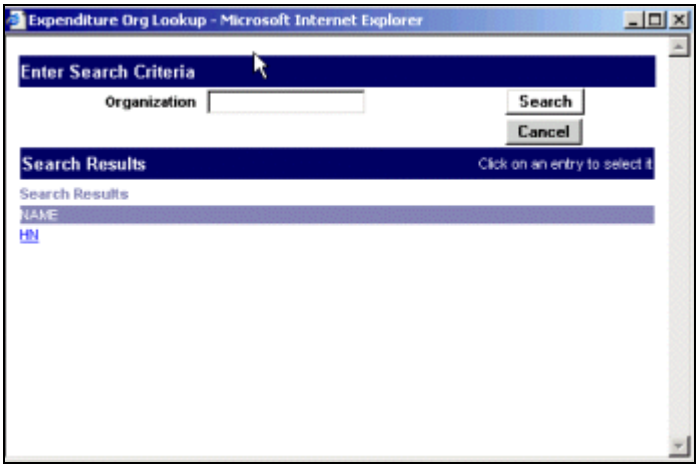
10. In the Task field, select the **Task Number** to which the costs should be charged.



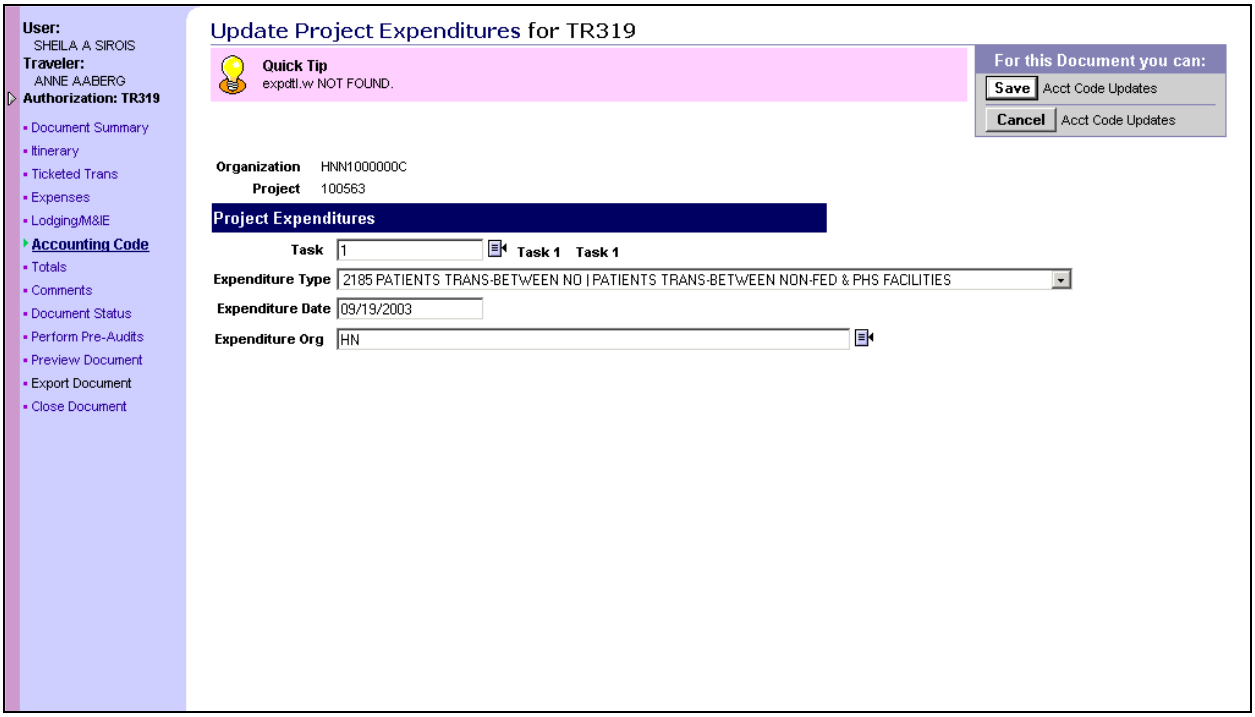
11. In the Expenditure Type field, select the appropriate **Expenditure Type** (OC Code) from the drop down list for the trip purpose.



12. Click the **search** icon next to the Expenditure Org field.

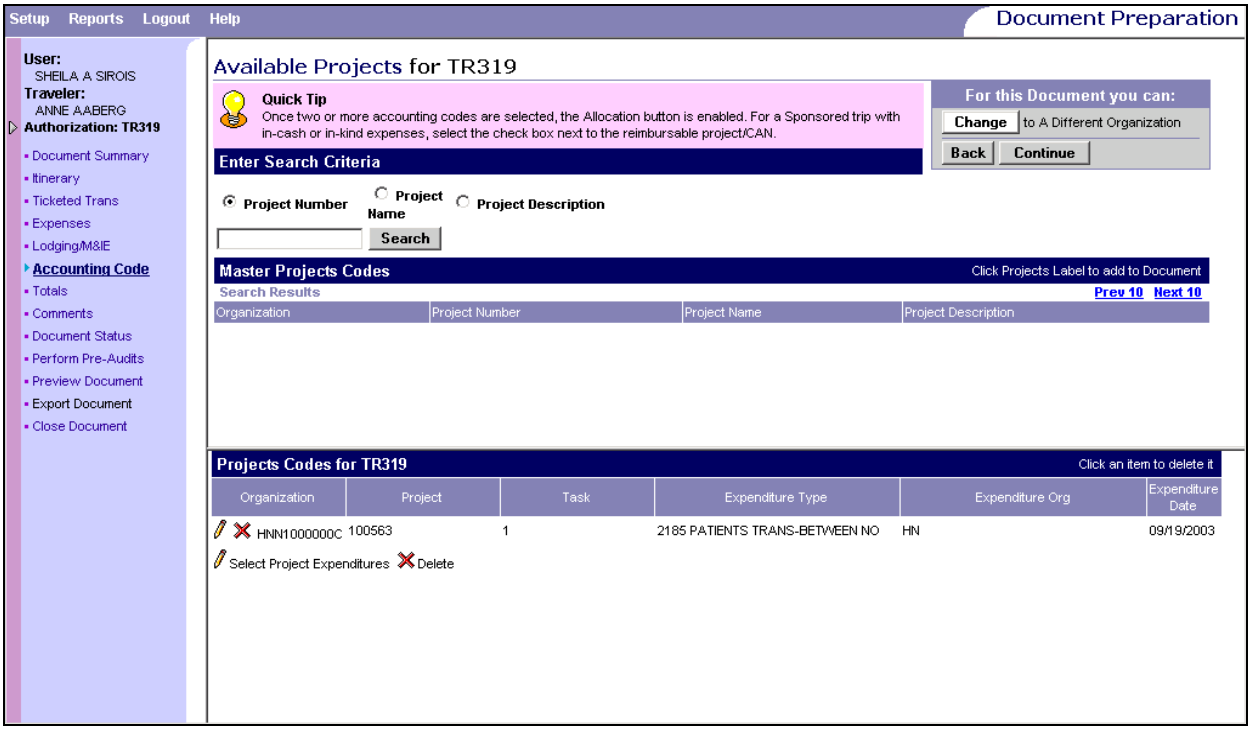


13. In the Expenditure Org field, select **HN**.



14. Click the **SAVE** Acct Code Updates button.

    Result: The Available Projects screen reappears with the Task, Expenditure Type and Org in place.



15. Repeat steps 2 through 14 to add additional project numbers.
    - The same Project may be selected more than once with a different Expenditure Type assigned to each choice
        - For example, charge the trip expenses to a Project/Expenditure Type for travel combination, and the registration fee for a conference being paid by the TA to Project/Expenditure Type for training (252W) combination

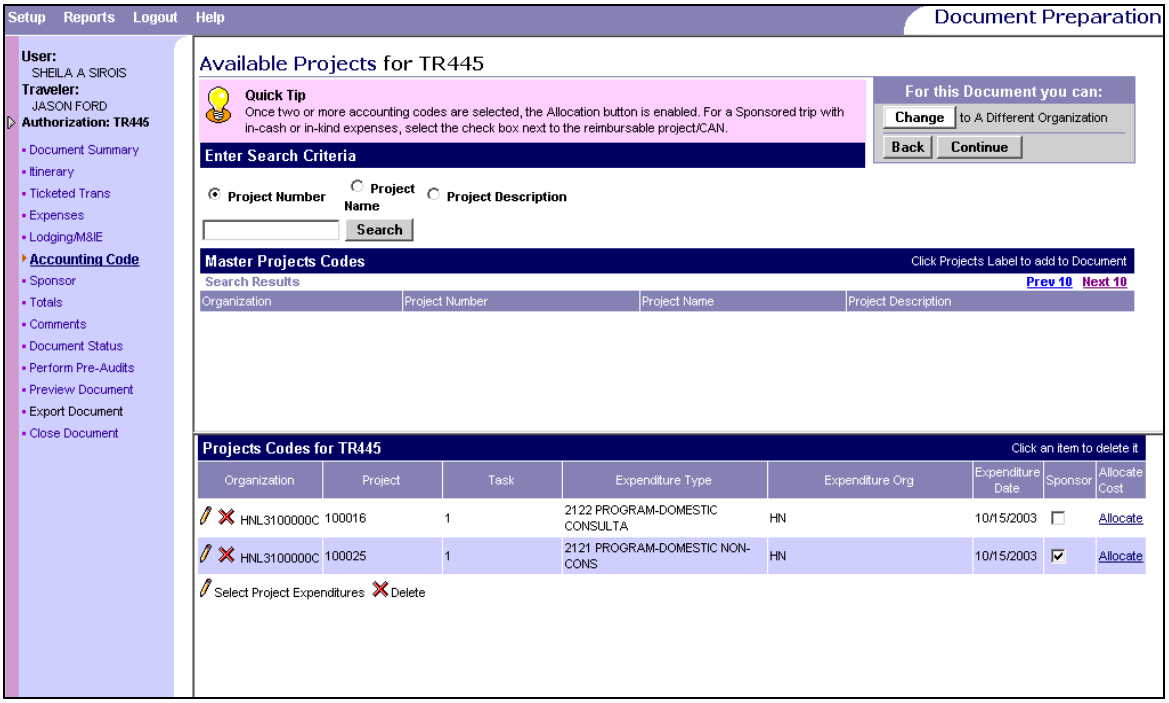
End of activity.

Accounting Code - Allocating to Multiple Projects

NBS Travel System User

N> Document Toolbar > Accounting Code

Available Projects



1. From the Document Toolbar, select **Accounting Code**.

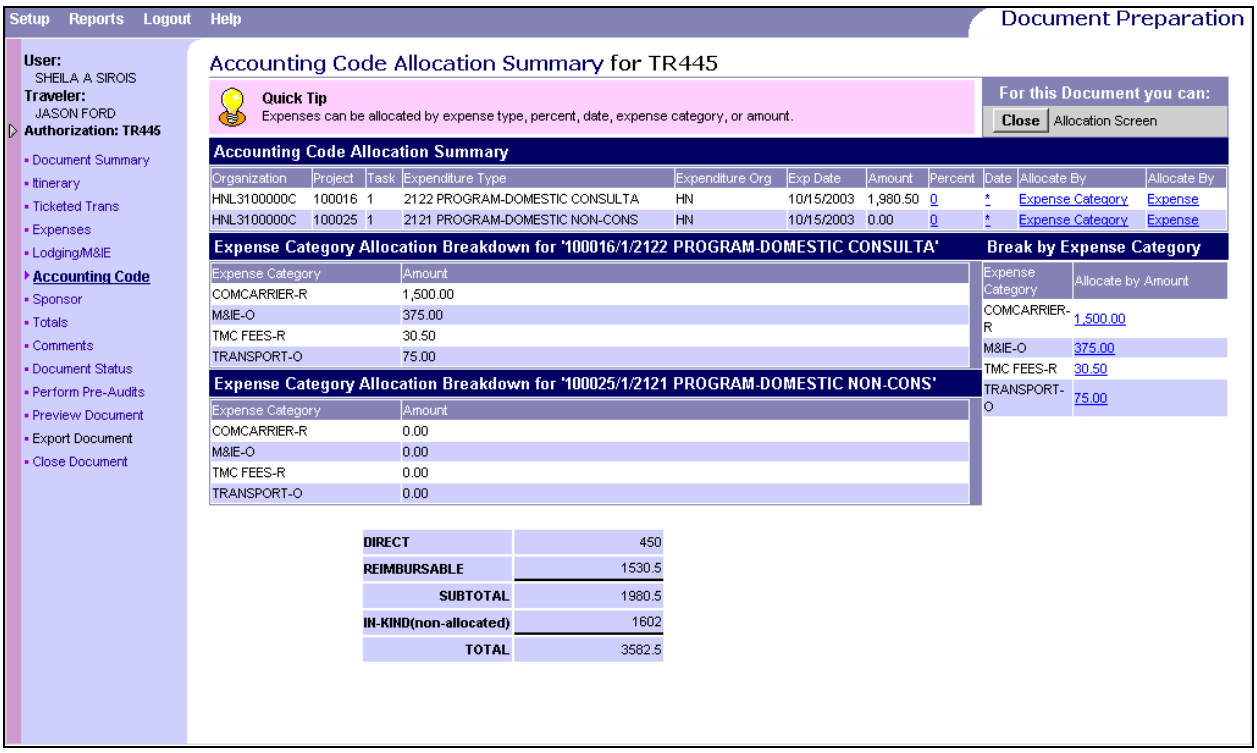
If the trip is sponsored, goto task #2. Otherwise, goto task #3.

2. Check the Sponsor box for the reimbursable project code task.

   Note: Be sure to only check the reimbursable project, otherwise the NBS Travel System will not allow you to route the document.

3. Select the **Allocate** link. The Accounting Code Allocation Summary screen appears.

   Note: Initially, all expenses are recorded under one Project/Task. The next steps illustrate how to reassign expenses to other Projects/Tasks.
   - You may allocate across the different project numbers by:
     - Percent
     - Date
     - Expense Category
     - Expense
     - Dollar Amount



If allocating by Expense Category, goto task #4.

If allocating by Expense, goto task #7.

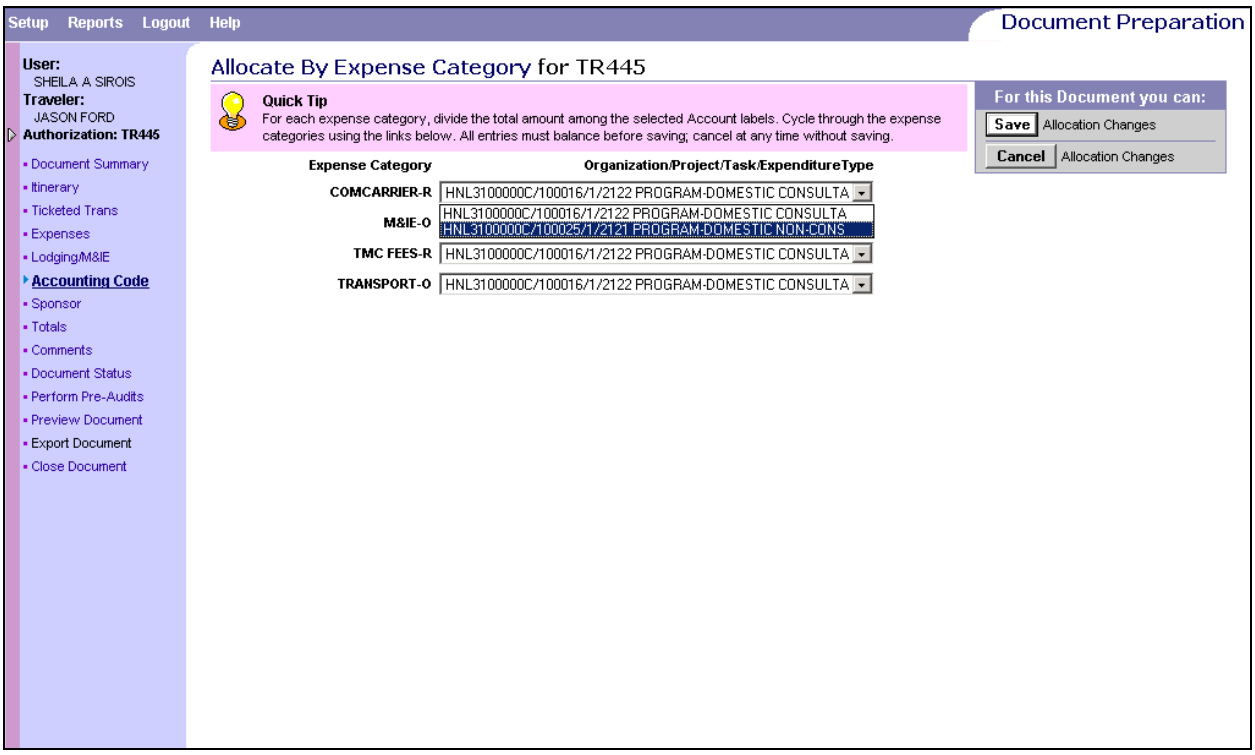
If allocating by Percent, goto task #10.

If allocating by Date, goto task #13.

If allocating by Dollar Amount, goto task #16.

Allocate by Expense Category

4. In Allocate By, click either of the Allocate by Expense Category links.

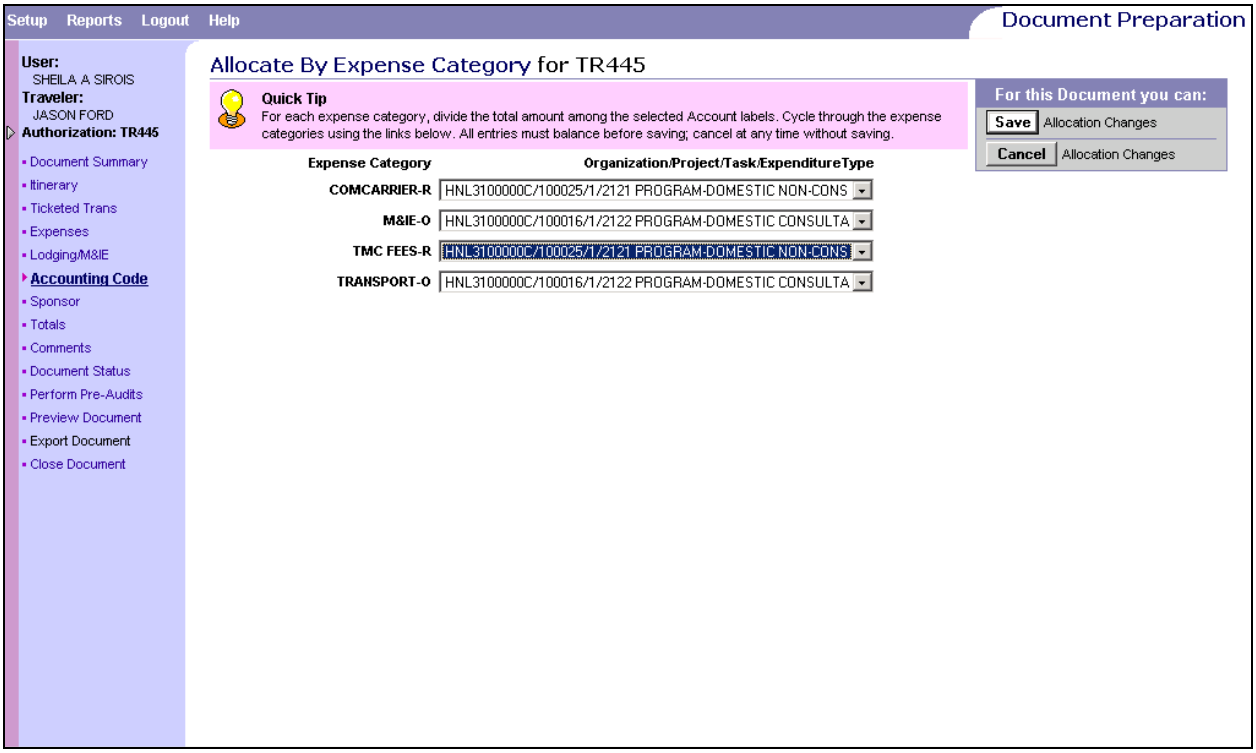


5. From the desired Expense Category field, select the **project number** from the drop-down list to assign the expenses. This moves the expense to the project number that will be paying for it.

   Note: Do not assign direct expenses to reimbursable projects or reimbursable expenses to direct projects. Doing so will stop the document from routing forward. Identify the correct type of expenses based upon the expense category's payment method (the letter appended to the expense category description). The payment method indicates who is paying the expense – NIH or the sponsor.

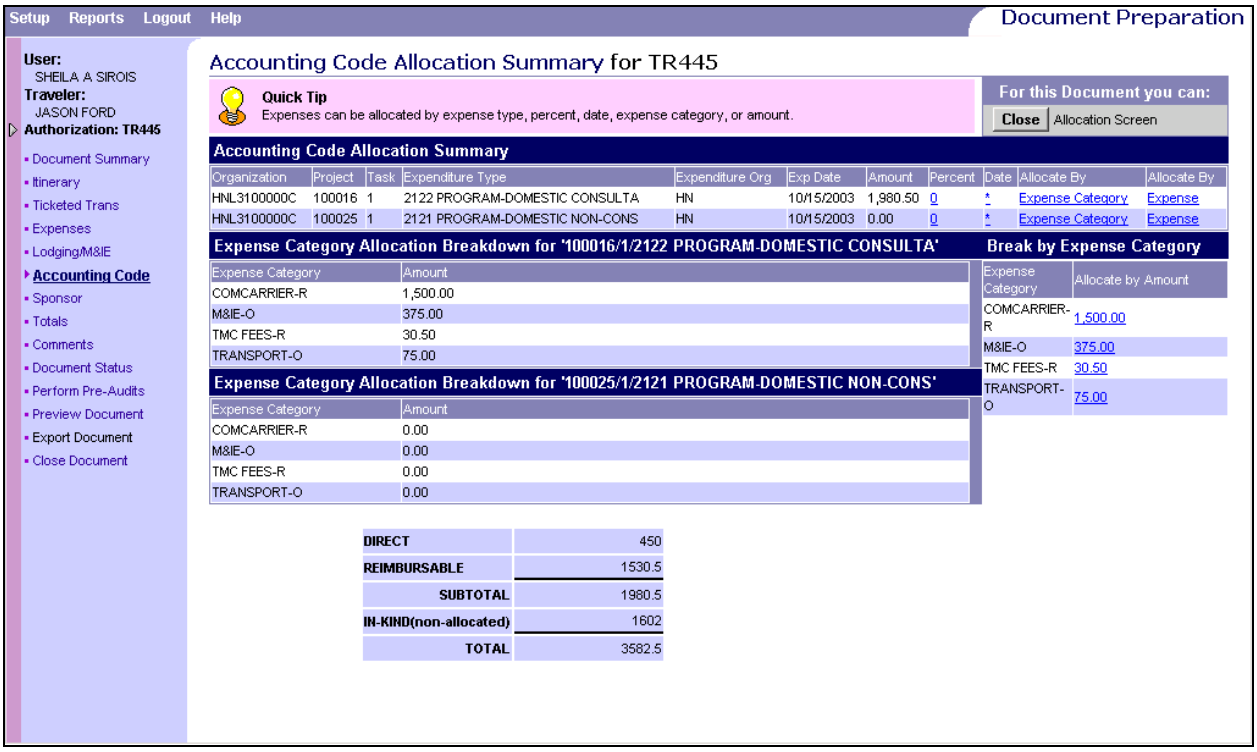
   If the payment method is incorrect, return to the appropriate expense screen and update the cost options box.

Direct Expenses Payment Methods (assign to Direct Project)	**Reimbursable Expenses Payment Methods** (assign to Reimbursable Project)
-G = GTA **-O** = Other (cash) **-T** = Travel Card	**-S** = Sponsored Reimbursable **-I** = Sponsored In-Kind **-R** = GTA Reimbursable



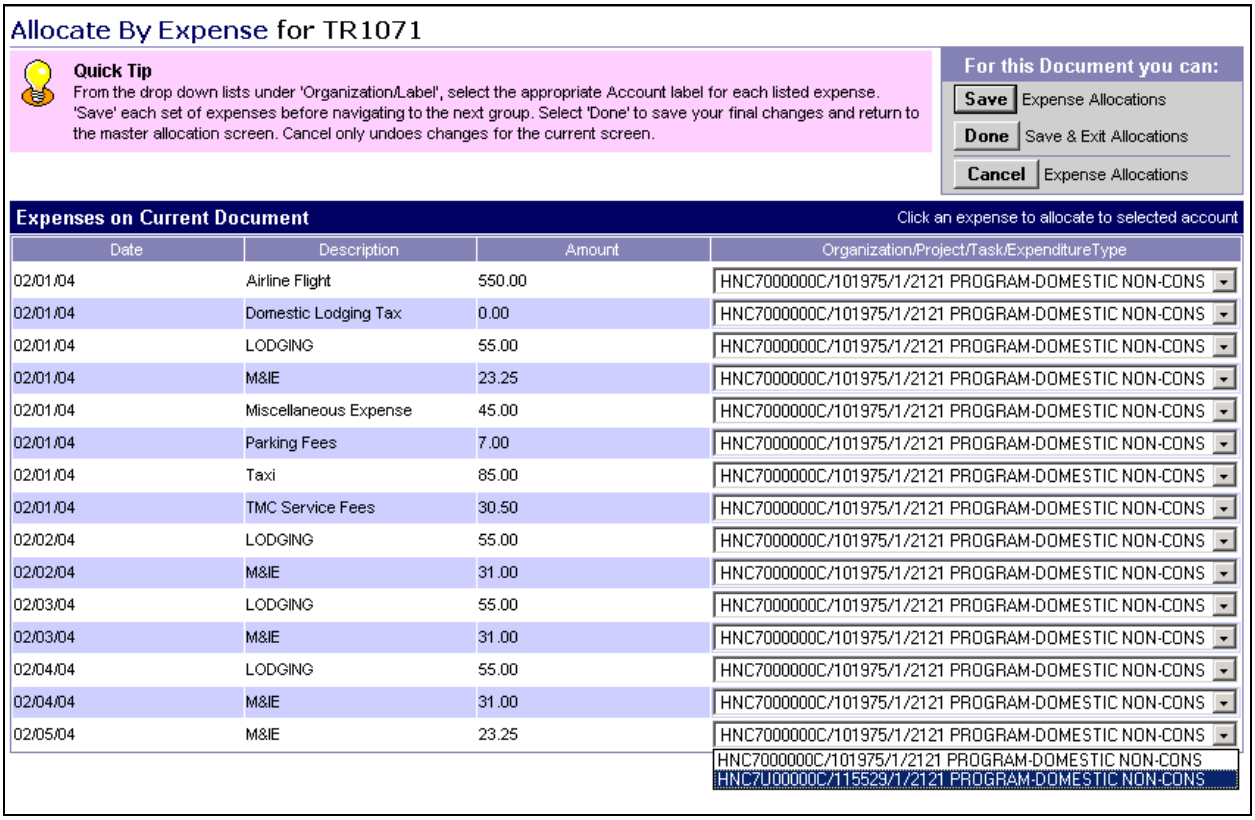
6. Select the **Save** Allocation Changes button.

Goto task #19.



Allocate by Expense

7. Select either of the **Expense** links.



8. From the desired Expense field, select the **project number** from the drop-down list to assign the expenses. This moves the expense to the project number that will be paying for it.

   Note: Do not assign direct expenses to reimbursable projects or reimbursable expenses to direct projects. Doing so will stop the document from routing forward. Identify the correct type of expenses based upon the expense category's payment method (the letter appended to the payment method description). The payment method indicates who is paying the expense – NIH or the sponsor.

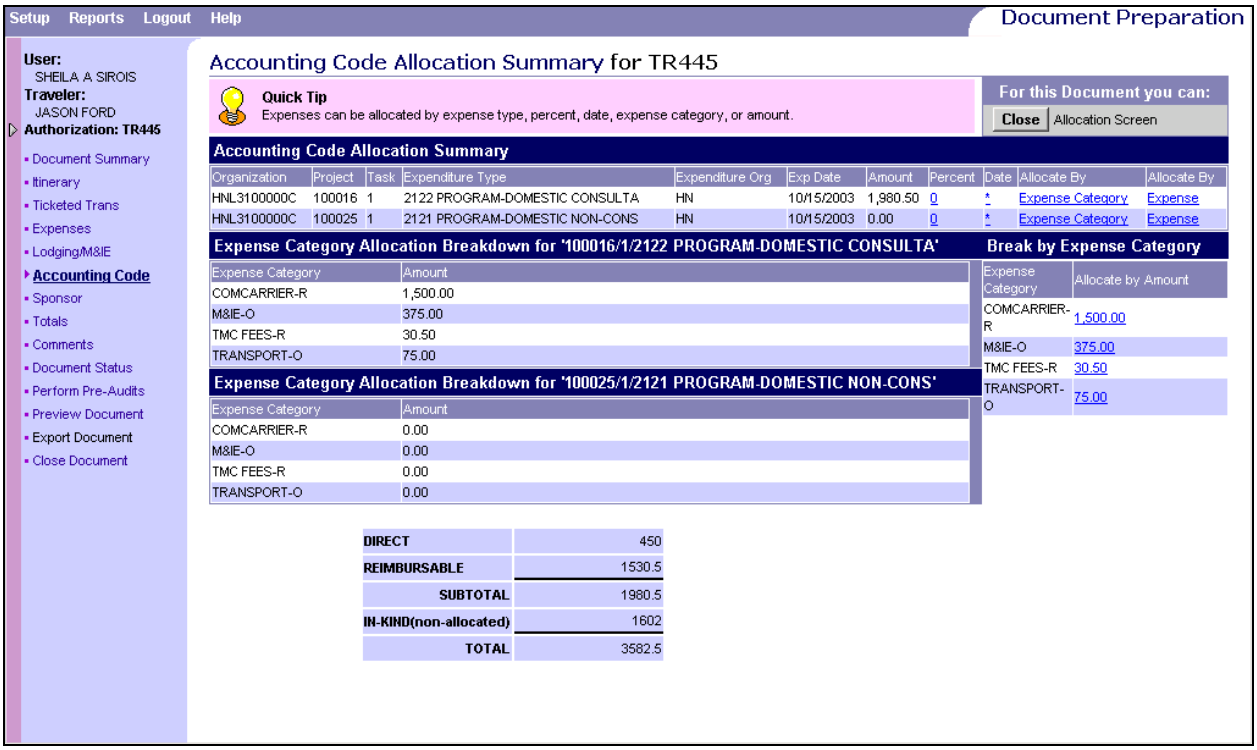
   If the payment method is incorrect, return to the appropriate expense screen and update the cost options box.

Direct Expenses Payment Methods (assign to Direct Project)	**Reimbursable Expenses Payment Methods** (assign to Reimbursable project)
-G = GTA **-O** = Other (cash) **-T** = Travel Card	**-S** = Sponsored Reimbursable **-I** = Sponsored In-Kind **-R** = GTA Reimbursable

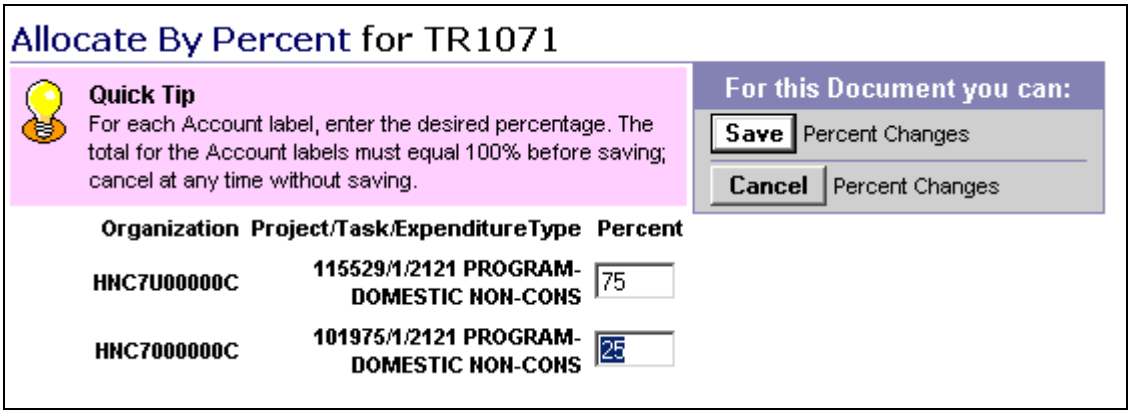
9. Select the **Save** Expense Allocations button.

Goto task #19.

Allocate by Percent



10. Select either of the **Percent** links.

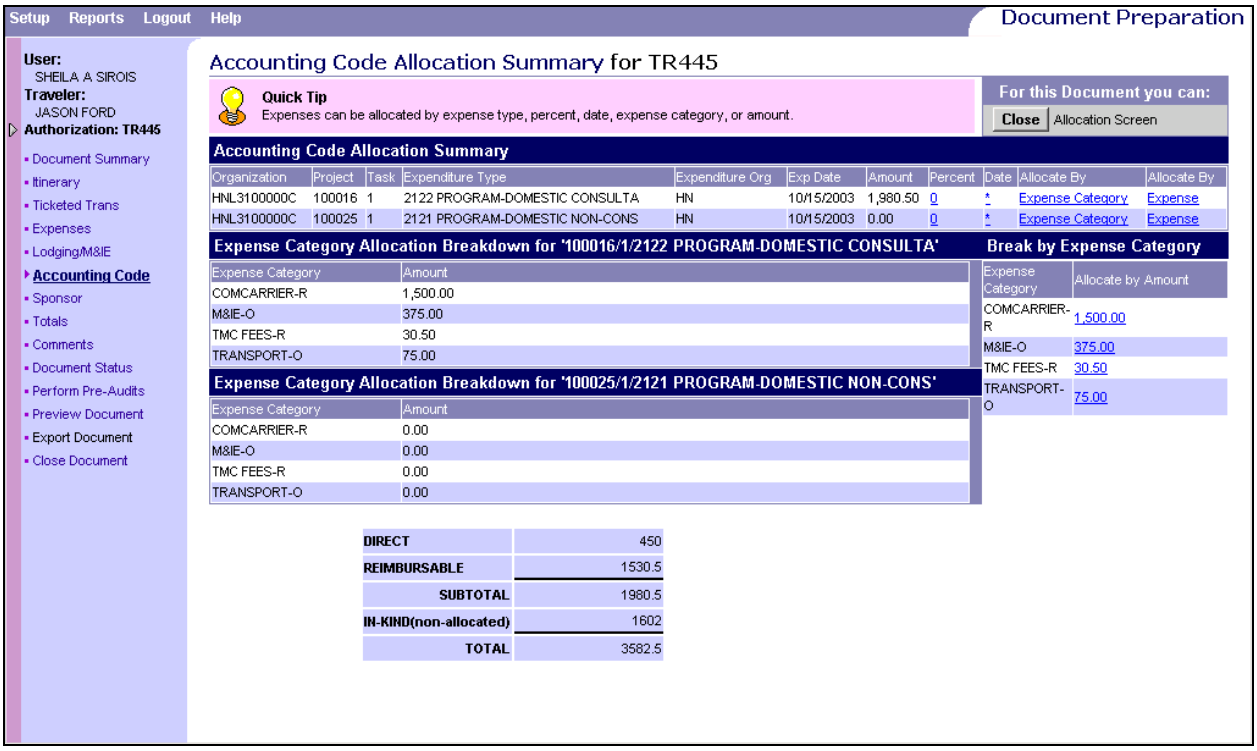


11. Enter the **percent** (out of 100) that each project number will pay of the total expenses for the trip.

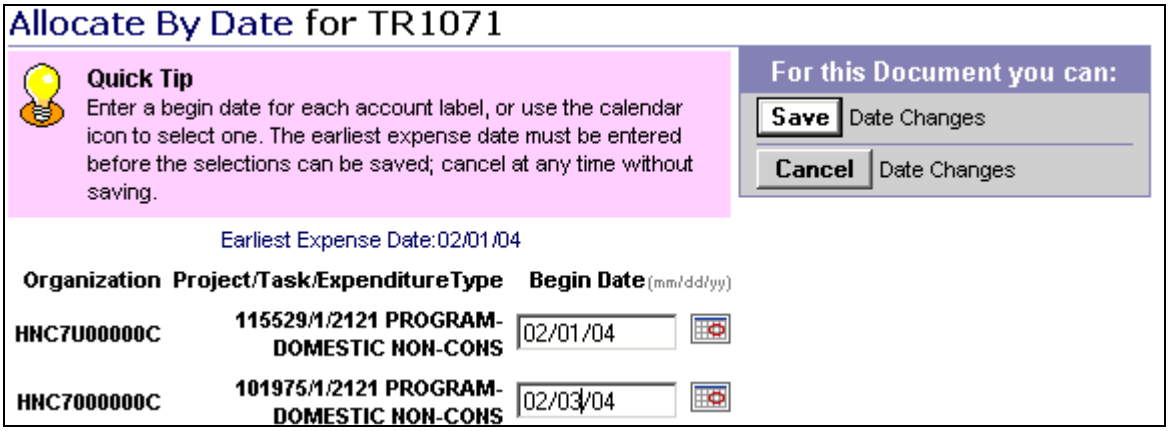
12. Select the **Save** Percent Changes button.

Goto task #19.

Allocate by Date



13. Select either of the **Date** links.

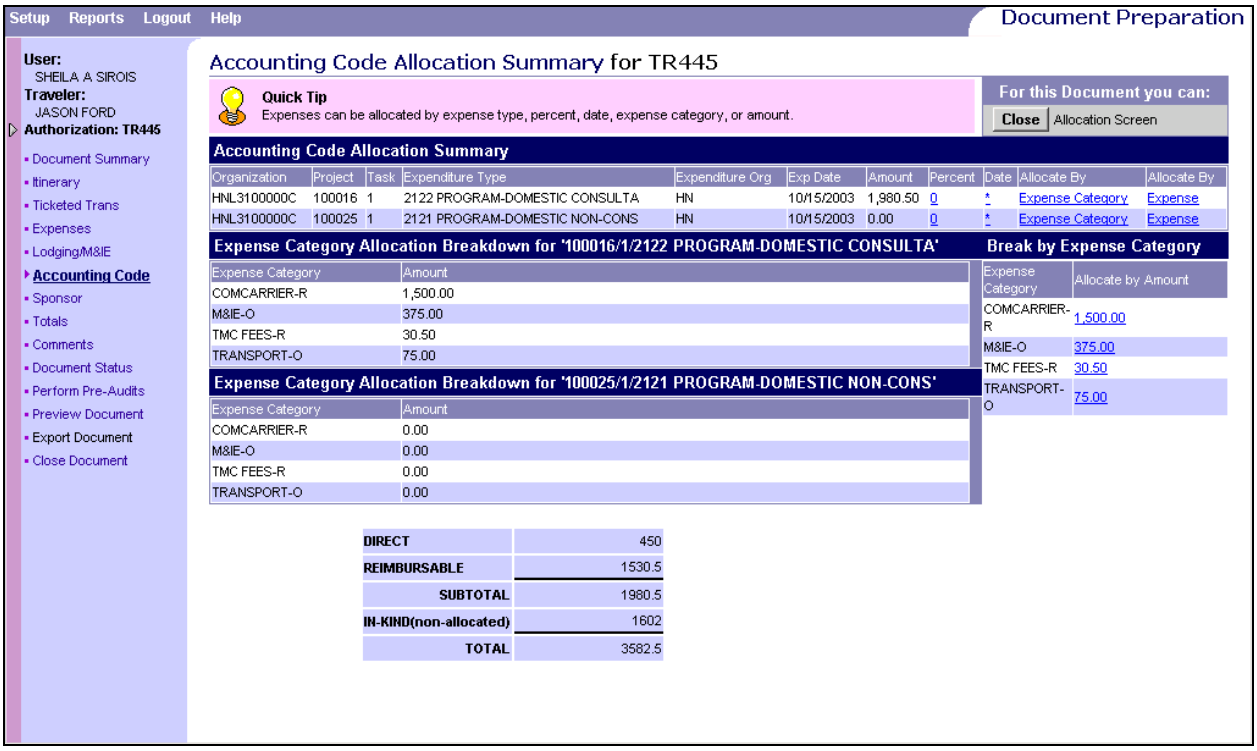


14. Enter the **date range** for which the project numbers will pay for the expenses.
    - The Earliest Expense Date is listed above the project numbers and is the first date an expense will be incurred for this trip.
    - The dates may not overlap. Therefore the project number can only pay for consecutive days.

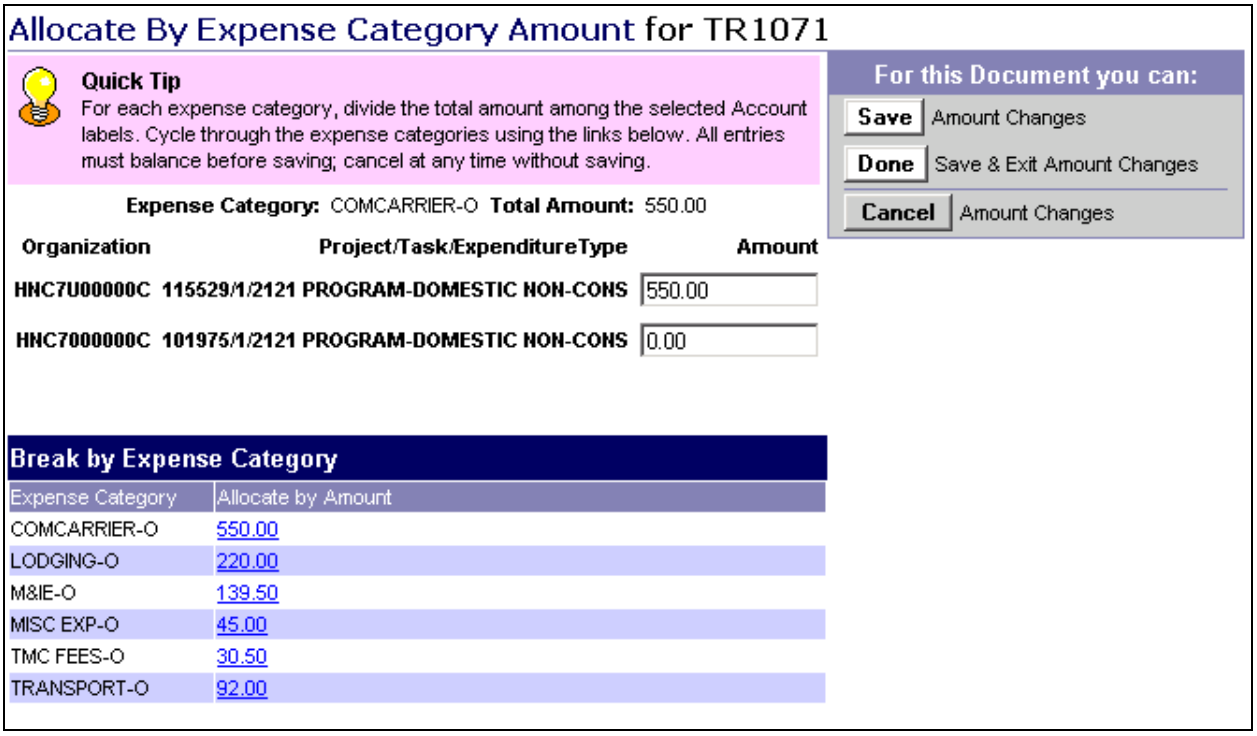
15. Select the **Save** Date Changes button.

Goto task #19.

Allocate by Dollar Amount



16. Select any of the **dollar amount** links.

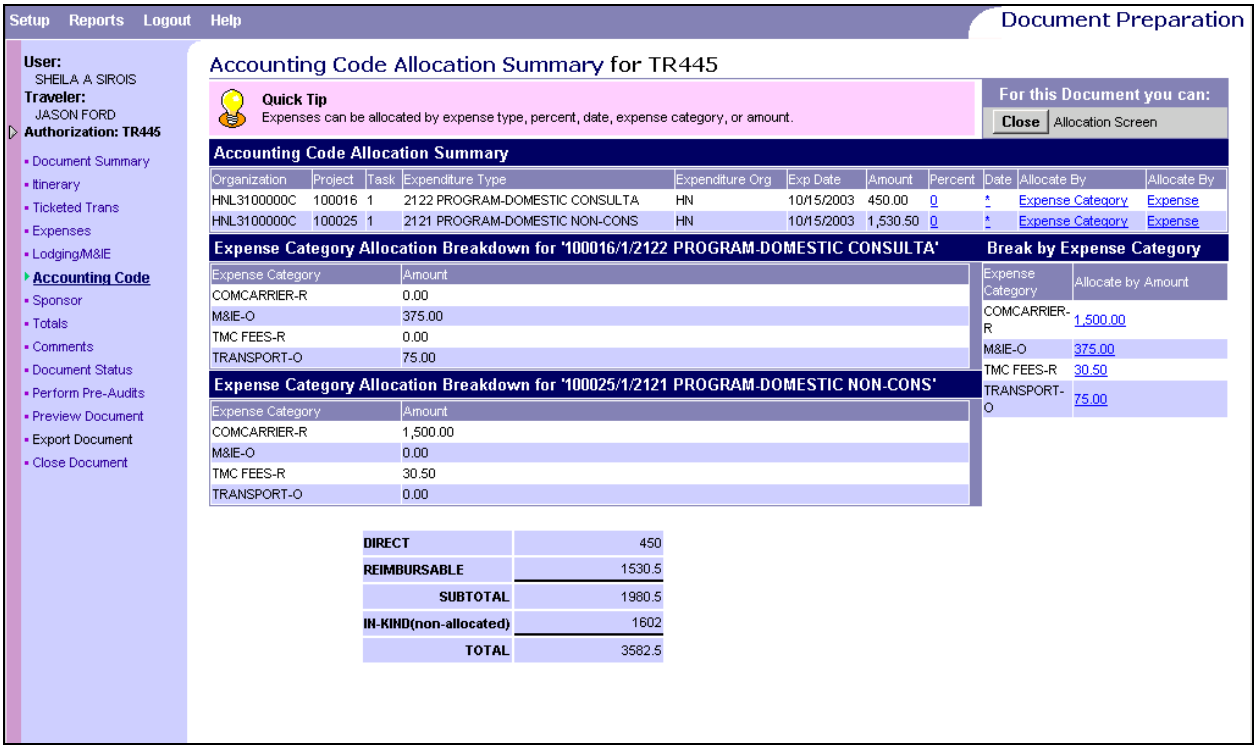


17. Enter the **amount** of the total expense for the expense category in each of the project numbers that each project number will pay for.

Note: Remember: the total cannot be higher or less than the total amount for the expense category.

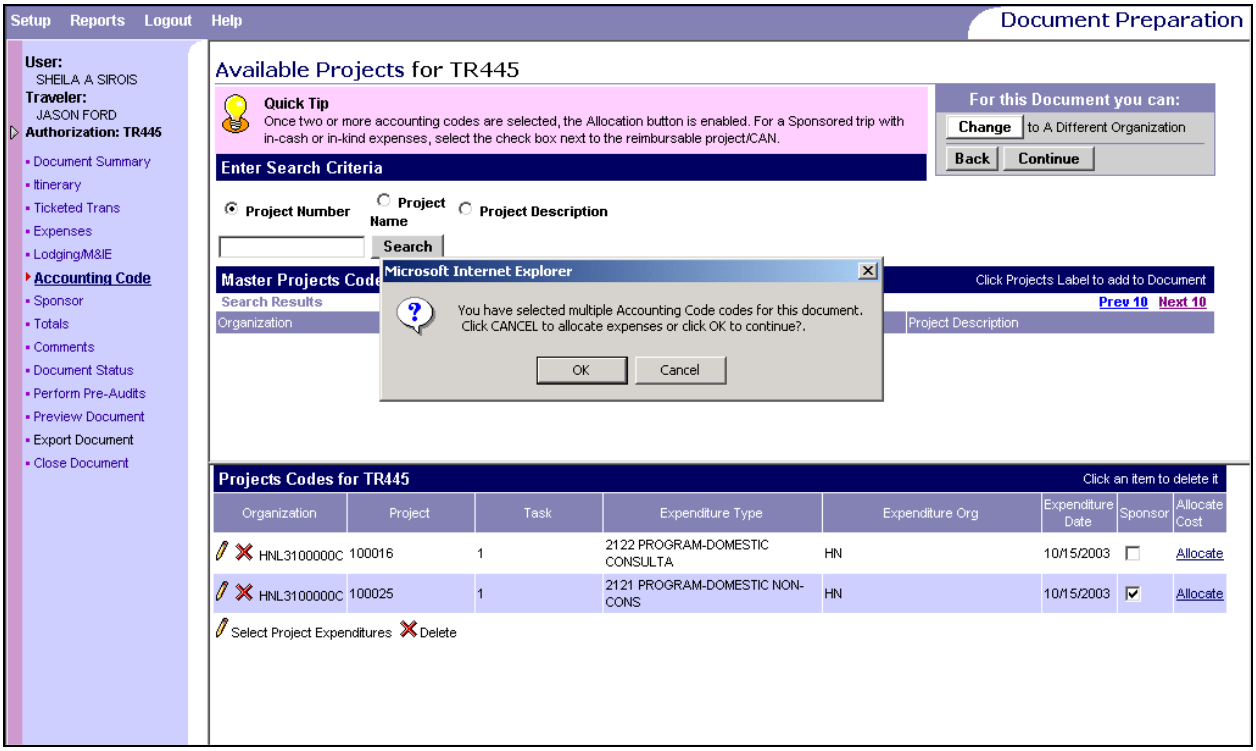
18. Select the **Save** Amount Changes button.

Goto task #19.



19. Select the **CLOSE** Allocation Screen.

Result: The Available Projects screen returns.



If you click the Continue button, goto task #20. Otherwise, End of Activity

20. Select the **Continue** button to advance to the next screen.

21. Select the **OK** button in the "...click OK to continue?" pop-up modal that appears to remind you to allocate expenses. OK indicates that you have allocated among the multiple project numbers.

    Note: Selecting the CANCEL button on the pop-up window will require you to reallocate your expenses again.

End of activity.

Sponsor Screen

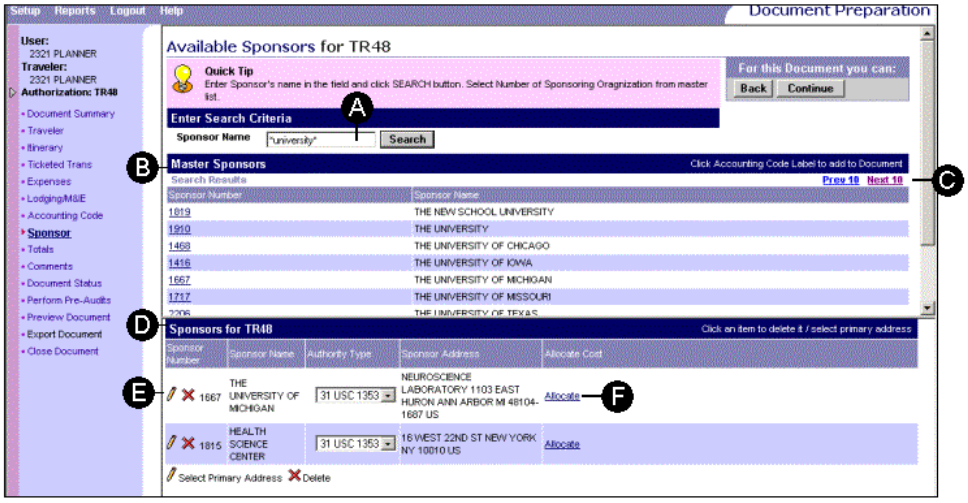
Sponsor Screen

- Users must identify the sponsor or sponsors paying for the trip
- Identify all the sponsors contributing to the cost of the trip
- Select from the sponsors available in the NBS Travel System
  - If sponsor is not in the NBS, you must have them added before finalizing and routing the travel authorization
  - Check to see if sponsor is available by searching for sponsors using the nVision & Data Warehouse "Vendor Helpful Lookup" before starting TA (link on the NBRSS Travel Users Community page on the NIH Portal)
- Search by typing in a portion of the sponsor's name in ALL CAPS using the wildcard (*) before and after your entry
  - E.g., typing *AMERICAN* would return all sponsors that had American in their title
- Allocate expenses between each sponsor selected to indicate which sponsor is being charged for which expense
- Request new sponsors via the "Adding a Sponsor to Customer Database Form" on the NBRSS Travel Users Community page under the Travel Forms section

Page 1

NBS Travel System – Sponsors

The information below identifies some of the features and usage of the Available Sponsors screen in the NBS Travel System for Sponsored Travel.



A **Sponsor Name Search Field**—Enter the name of the sponsor you are looking for. Type in ALL CAPS. *Hint*: If you do not know the exact name of your sponsor, you can conduct a search by typing an asterisk before and/or after a portion of the sponsor name (see example above).

B **Master Sponsors List**—Displays the available sponsors.

C **Prev 10/ Next 10 Links**—Use these links to display the previous 10 or Next 10 sponsors respectively. Note that sponsors are listed alphabetically.

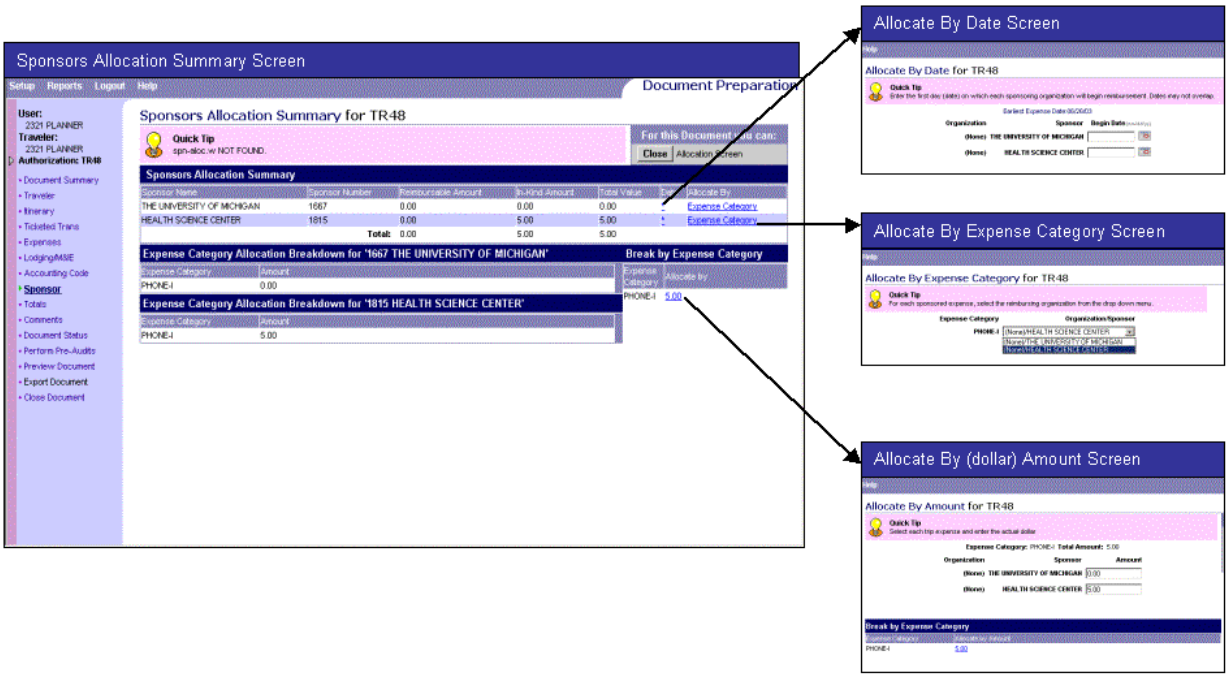
D **Sponsors For Area**—Displays the sponsors you have selected for this travel document.

E **Edit Icon**—Selecting this icon will take you to the Sponsor Primary Address screen. If more than one sponsor address appears, you can select the appropriate address for the sponsor that is sponsoring your trip.

F **Allocate Link**—Selecting this link will take you to the Sponsor Allocation Summary screen (see next page). From the Sponsor Allocation Summary screen, you can allocate expenses among multiple sponsors.

NBS Travel System – Sponsors

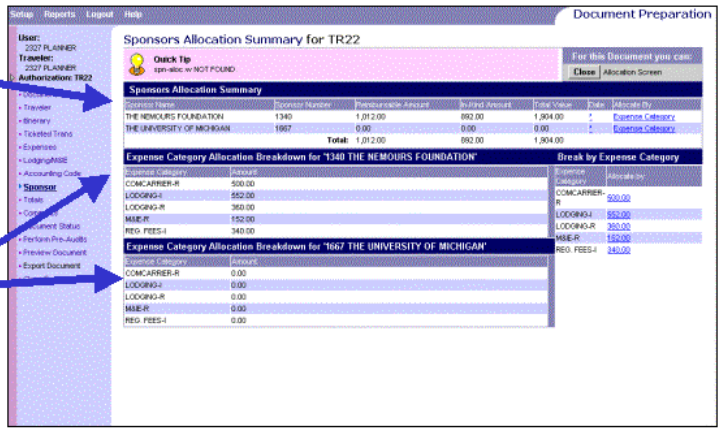
Within the Sponsors Allocation Summary screen, you can allocate expenses to one or more sponsor. There are three allocation methods: by Date, by Expense, or by Dollar Amount. See the screen shots below to view each of these allocation methods. The "Quick Tip" within each "Allocate By…" screen explains how to allocate within that screen.



Allocating Expenses to Sponsors

Sections of the Sponsors Allocation Summary screen:

- **Sponsors Allocation Summary**: Summarizes the totals for each project selected. Allows users to select links for various methods of allocating.
- **Expense Category Allocation Breakdown**: Details by Expense Category the totals charged to each project selected.



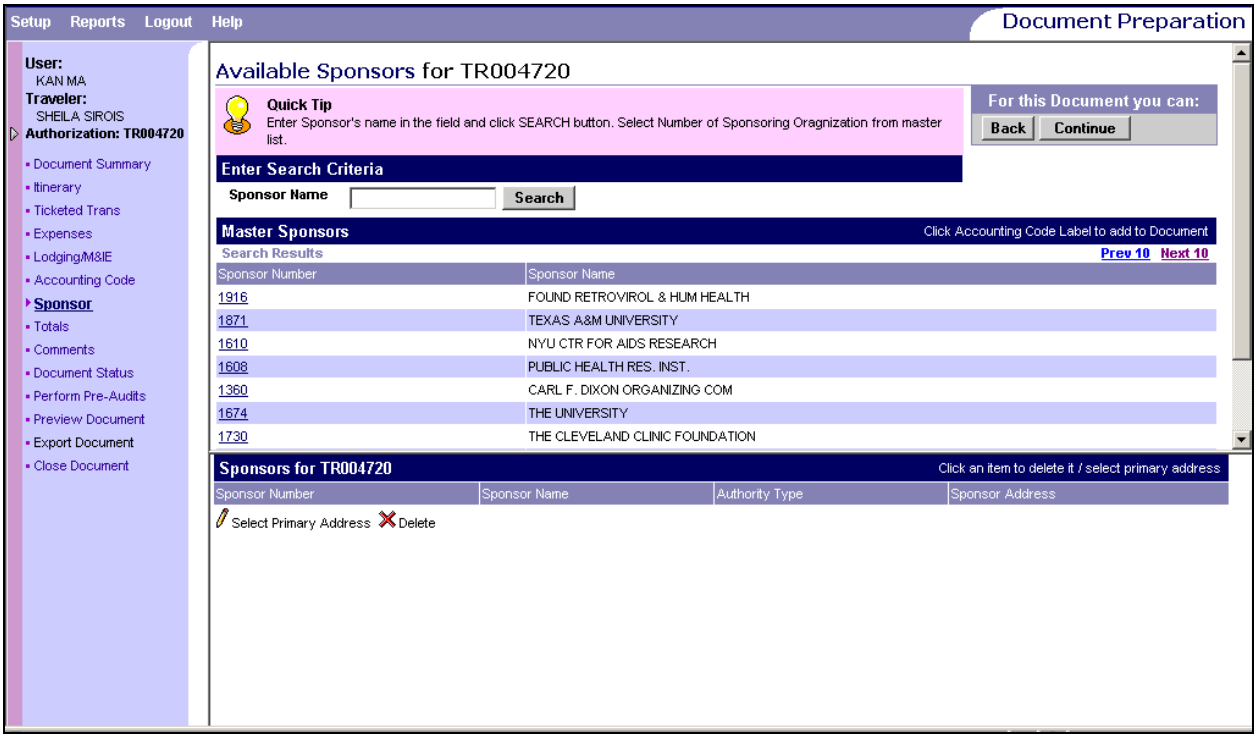
Page 1

Sponsor - Selecting Sponsors

NBS Travel System User

N> Document Toolbar > Document Summary > Sponsor

Available Sponsors



1. From the Document Toolbar, select **Sponsor**.

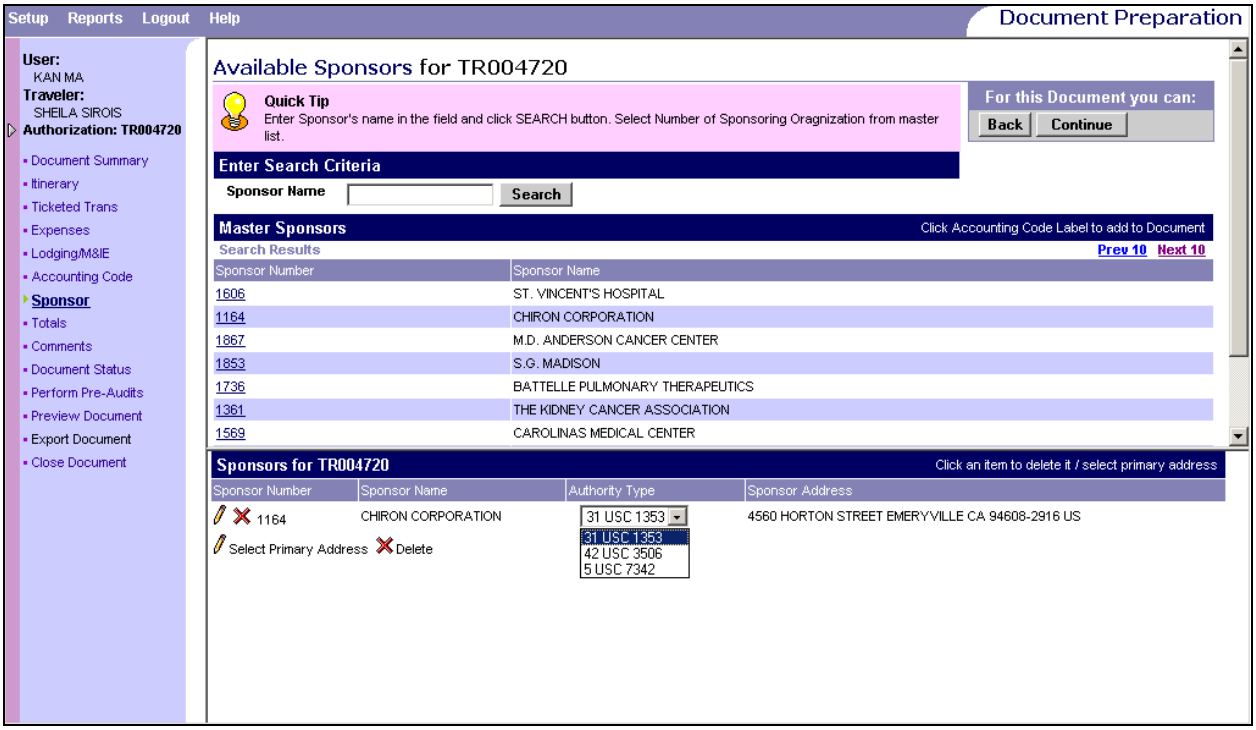
   Result: The Available Sponsors screen appears.

2. Search for the organization sponsoring the trip.

   - Type in UPPER CASE in a portion of the sponsor name with the asterisk surrounding the partial name. For example, to search for NYU School of Medicine, type *NYU* in the search field then click search.

     Result: All sponsors with NYU in their name will appear.

3. Click the appropriate Sponsor Number corresponding to the organization.



4. In the Sponsors area at the bottom of the screen, select the appropriate **Authority Type** from the drop down menu that applies to the trip purpose.

Authority Types	**Definitions**
31 USC 1353	Sponsor travel for meetings or similar functions. This is the system default
42 USC 3506	Sponsor travel for Advisory Services (highly restricted travel by the Justice Department).
5 USC 7342	Sponsor travel for travel expenses that incurred outside the US and paid by a foreign government or multi-national organization, such as the World Health Organization.

5. If no sponsor address is listed select the **Pencil** icon to select the appropriate address for the sponsor.

   Result: The Select Sponsor Primary Address screen will appear.

6. In Select Sponsor Primary Address screen, click on the link for the desired address.

   Result: The Available Sponsors screen returns.

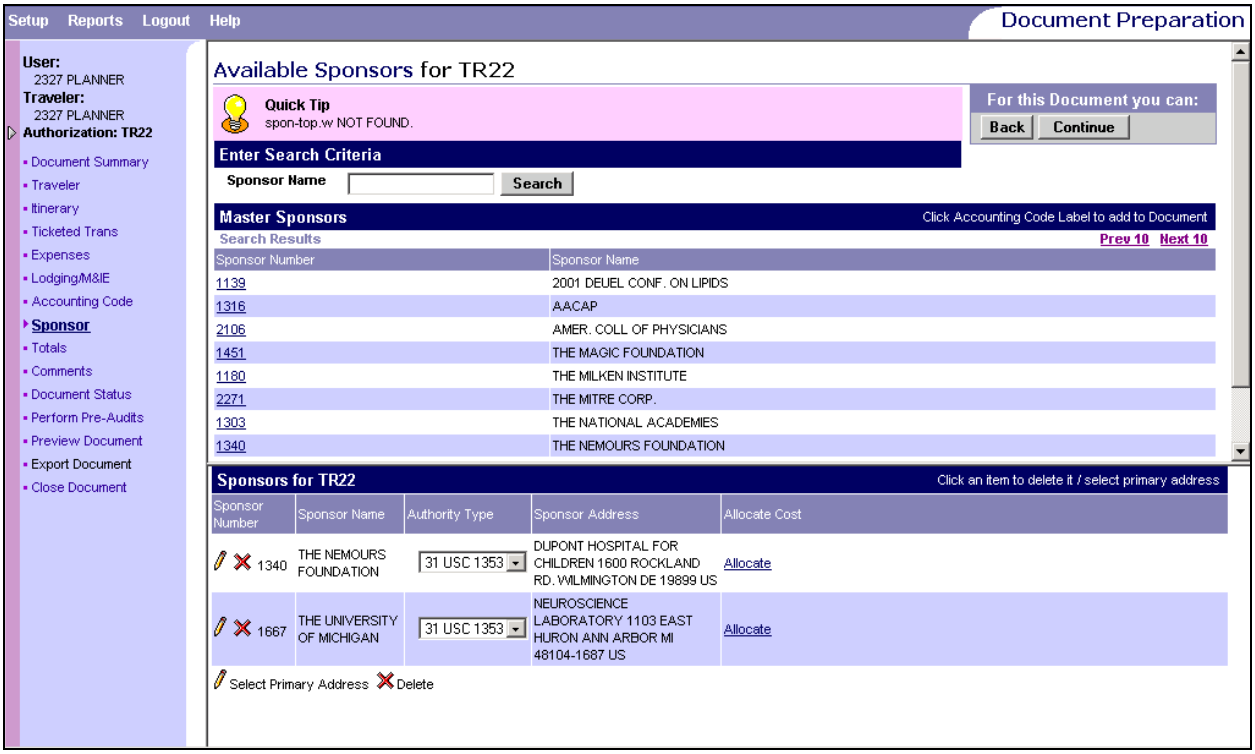
End of activity.

Sponsor - Allocating Among Multiple Sponsors

NBS Travel System User

N> Document Toolbar > Document Summary > Sponsor

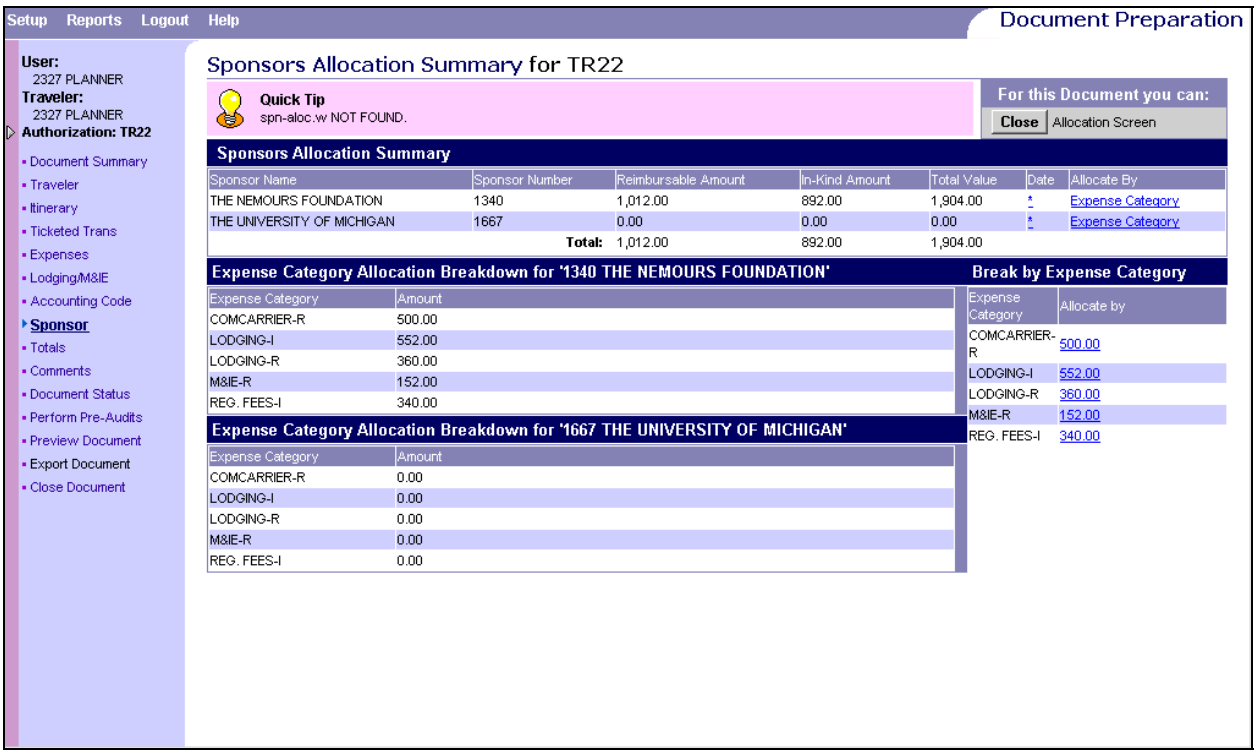
Available Sponsors



1. From the Document Toolbar, select **Sponsor**.

   Result: The Available Sponsors screen appears.

2. Click the either Allocate link at the bottom right of the window.



3. Click any of the following to allocate expenses across the different sponsors:
   - Date
   - Expense Category
   - Dollar Amount

If allocating by Date, goto task #4.

If allocating by Expense Category, goto task #7.

If allocating by Dollar Amount, goto task #10.

Allocate by Date

4. Click either of the **Date** links.

5. Enter the **date range** for which the sponsor will pay for the expenses.

   Note: The Earliest Expense Date is listed above the Sponsors and is the first date an expense will be incurred for this trip.

   The dates may not overlap. Therefore the Sponsor can only pay for consecutive days.

6. Click the **Save** Date Changes button.

Goto task #13.

Allocate by Expense Category

7. In **Allocate By**, click either of the Allocate by **Expense Category** links.

8. From the desired Expense Category field, select the **Sponsor** from the drop-down list to assign the expenses.

   Result: This moves the expense to the Sponsor that will be paying for it.

9. Click the **SAVE** Allocation Changes button.

Goto task #13.

Allocate by Dollar Amount

10. Click any of the **dollar amount** links.

11. Enter the **amount** of the total expense for the expense category in each of the project numbers that each project number will pay for.

    Note: Remember: the total cannot be higher or less than the total amount for the expense category.

12. Click the **Save** Amount Changes button.

Goto task #13.

13. Click **Close** Allocation Screen button.

End of activity.

Totals

Totals

- Indicates the overall total for the trip
- Breaks out the total by expense category and by sponsor
- Request a travel advance for travelers using the View Advances for Document link

Total Details for TR1487

Quick Tip
Click the View Advances for Document to add or update an advance.

For this Document you can:
View Advances for Document
Back | Continue

Total Estimated Expenses: 1,931.00
Computed Advance Authorized: 0.00
Advance Requested: 0.00

Expense Category Project Details

Expense Category	Organization	Project/Task/ExpenditureType	Amount
COMCARRIER-O	HN21000000C	109071/1/2121 PROGRAM-DOMESTIC NON-CONS	750.00
LODGING-O	HN21000000C	109071/1/2121 PROGRAM-DOMESTIC NON-CONS	749.00
M&IE-O	HN21000000C	109071/1/2121 PROGRAM-DOMESTIC NON-CONS	352.50
TMC FEES-O	HN21000000C	109071/1/2121 PROGRAM-DOMESTIC NON-CONS	23.50
TRANSPORT-O	HN21000000C	109071/1/2121 PROGRAM-DOMESTIC NON-CONS	56.00

Expense Category Sponsor Details

Expense Category	Sponsor No. / Sponsor Name	Reimbursable Amount	In Kind Amount

Expense Category Advance Details

Expense Category	Advance

Page 1

Advances:

•Only travelers traveling one or less times a year may receive a travel advance

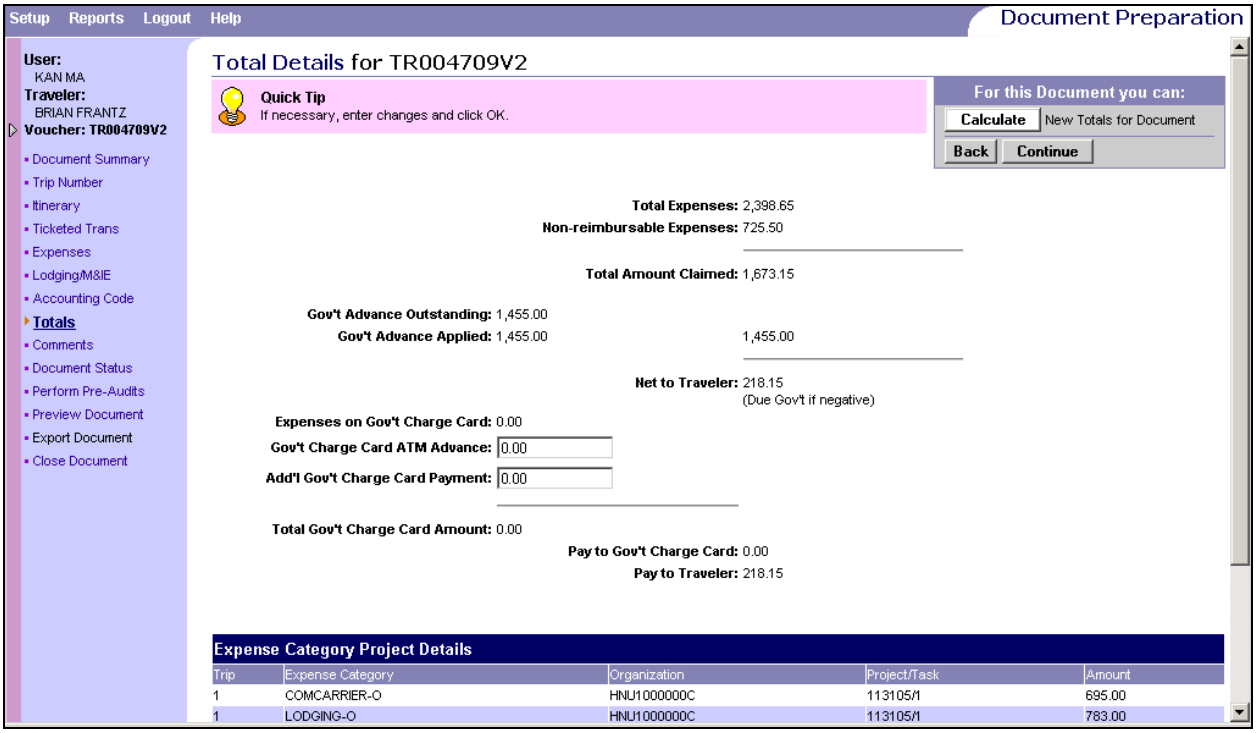
•Traveler profile indicates if the traveler is an infrequent traveler and will calculate the Advance Authorized

•Travel Planner <u>must</u> request all or a portion of advance amount authorized; the system will not automatically generate an advance payment

•Advances are sent to the traveler's bank no sooner than 10 business days before the start date of the trip

Totals Screen - Voucher

NBS Travel System User
N> Document Toolbar > Totals
Total Details



1. From the Document Toolbar, select **Totals**.

2. Review the amount that appears as “Pay to Traveler.”

   Note: This is the amount that will be reimbursed to the traveler for the trip.

3. If an advance was direct deposited prior to the trip, then the system will apply the full advance. Check to see that the Gov't Advance Outstanding and the Gov't Advance Applied contain the same amount.

   Note1: Do not change the amount of the advance to the traveler. Doing so may create an overpayment to the traveler.

   Note2: If an ATM advance was taken and no direct deposit occurred, then the Pay to Traveler amount should equal Total Amount Claimed.

Note3: A Debit Memo is used in Oracle Accounts Payable to enable a REFUND from the Traveler to be applied for Credit to a Project (CAN).

Automatic Debit Memos are created when:

(1) An Authorization is CANCELED and an Advance was deposited in the Traveler's Account (trip canceled).

(2) A pre-paid Advance is greater than the claimed expenses and the 'FINAL VOUCHER' box is marked.

Manual Debit Memos must be created

(1) The Traveler is reimbursing an overpayment (payment method error)

(2) The Traveler is reimbursing a GTA Airfare cost (payment method error)

(3) Trip reimbursement deposited twice (ECS certification error)

(4) A pre-deposited Advance is greater than claimed expenses and 'FINAL VOUCHER' was not marked.

Manual Debit Memos are initiated through a call to the NBS Help Desk where the following data will be collected:

- Name of Traveler
- TR#
- Project #
- OC Code
- Amount of Refund
- Fund Type (Direct or Reimbursable)

Comments

Comments

- Allows additional comments relevant to the trip to be entered
- Use the Apply present comments button prior to typing any comments
  - You must use the apply preset comments button prior to typing in any comments otherwise any typed comments will be deleted and replaced with the preset comments
- Use for entering memos/justifications required for approval of special circumstances

Comments for TR1487

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

Comments

```
*Government Travel Card Holders may use
ATM advances for the lesser of
anticipated out of pocket expenses not
including lodging, $300/day or $600/wk.

Traveler will be lodging at a hotel
that is less than the government per
diem rate and therefore the rate has
```

For this Document you can:

Apply Preset Comments
Save Comments
Back Continue
Close without Saving Comments

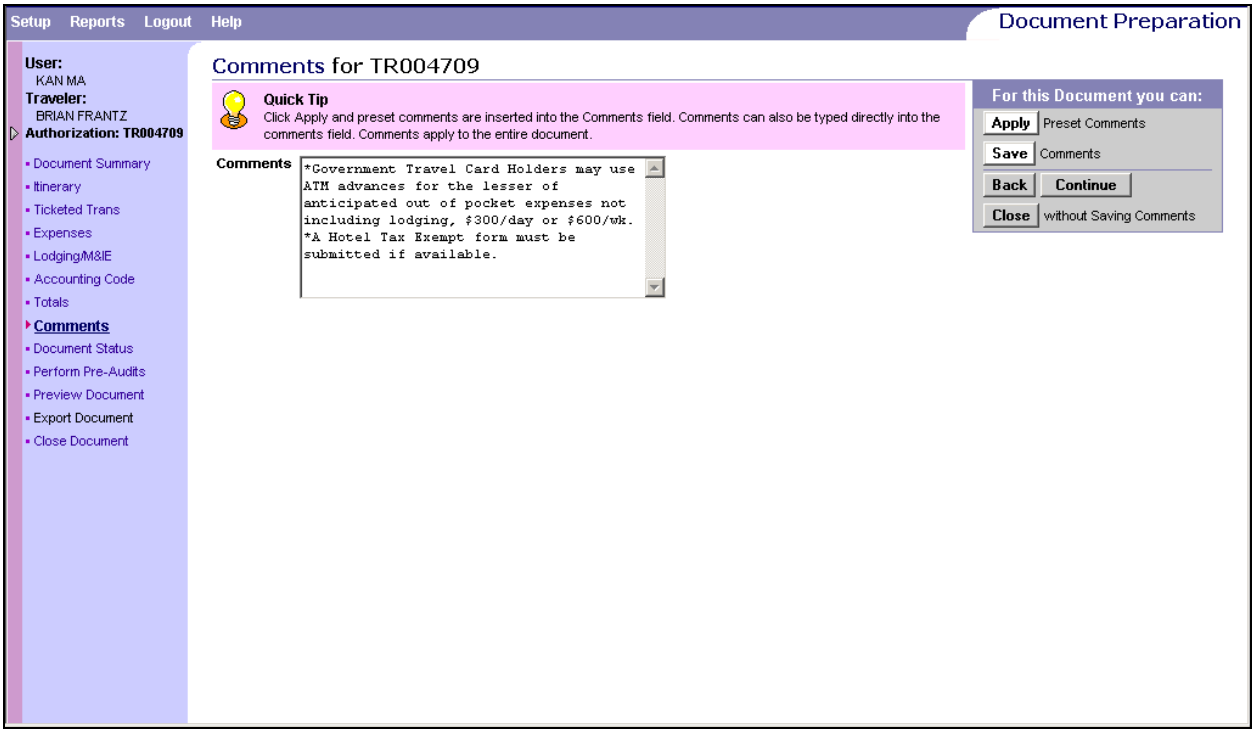
Page 1

Comments Screen - Editing Comments

NBS Travel System User

N> Document Toolbar > Comments

Comments



Justifications and remarks entered in this final Comments area will be displayed on the travel document and printed form. All important additional information should be included here.

1. From the Document Toolbar, select **Comments**.

If using the apply pre-set comments button, goto task #2. Otherwise, goto task #3.

2. Click the **Apply** Preset Comments button.
   - On a travel authorization this will insert the comment "*Government Travel Card Holders may use ATM advance for the lesser of anticipated out of pocket expenses not including lodging. $300/day or $600/week."
   - On a voucher this will insert the comment "*Mandatory receipts for hotel and claims in excess of $75.00 must be attached."

3. In the **Comments** box, enter additional pertinent information.

4. Click the **Save** Comments button.

End of activity.

Preview Document

Preview Document

- Using this link is optional, but highly recommended
- Pulls the entire document into an Adobe Acrobat PDF file
- Review all details and identify any potential errors for correction
- Print the TA
- You may also click on the disk icon to save and forward as an email attachment

```
==============================================================================
 02/06/04        AUTHORIZATION                    |DOC NO:      TR1487
  PAGE   1 ** Read Privacy Act On Last Page **    |TA NUM:
==============================================================================
 1) NAME: SIROIS, SHEILA A.                        EIN:    001-05-69547

    ADDR: 123 NIH STREET                          PHONE:
                                                  MAIL CD:
          BETHESDA, VA  20892                     ORG:     HNU8230000C
                                                  TITLE:
    DUTY: BETHESDA, VA              TZ: 0         SEC CLR:
    RES:  BETHESDA, VA                            CARD:    CARDHOLDER
    HOURS:  8
==============================================================================
 2) TA NUM:                         DATE: 02/06/2004     TYPE: SINGLE TRIP
==============================================================================
 3) TRAVEL PURPOSE:  Domestic Travel


==============================================================================
 4) GENERAL ITINERARY

       DATE       TIME    DEPARTED/ARRIVED LOCATIONS     PER DIEM RATE
    --------     -------  --------------------------     -------------
    02/16/2004            D-RES: BETHESDA, VA
    02/16/2004            A-PHOENIX,AZ                       107/47
    02/23/2004            D-PHOENIX,AZ
    02/23/2004            A RES: BETHESDA, VA
```

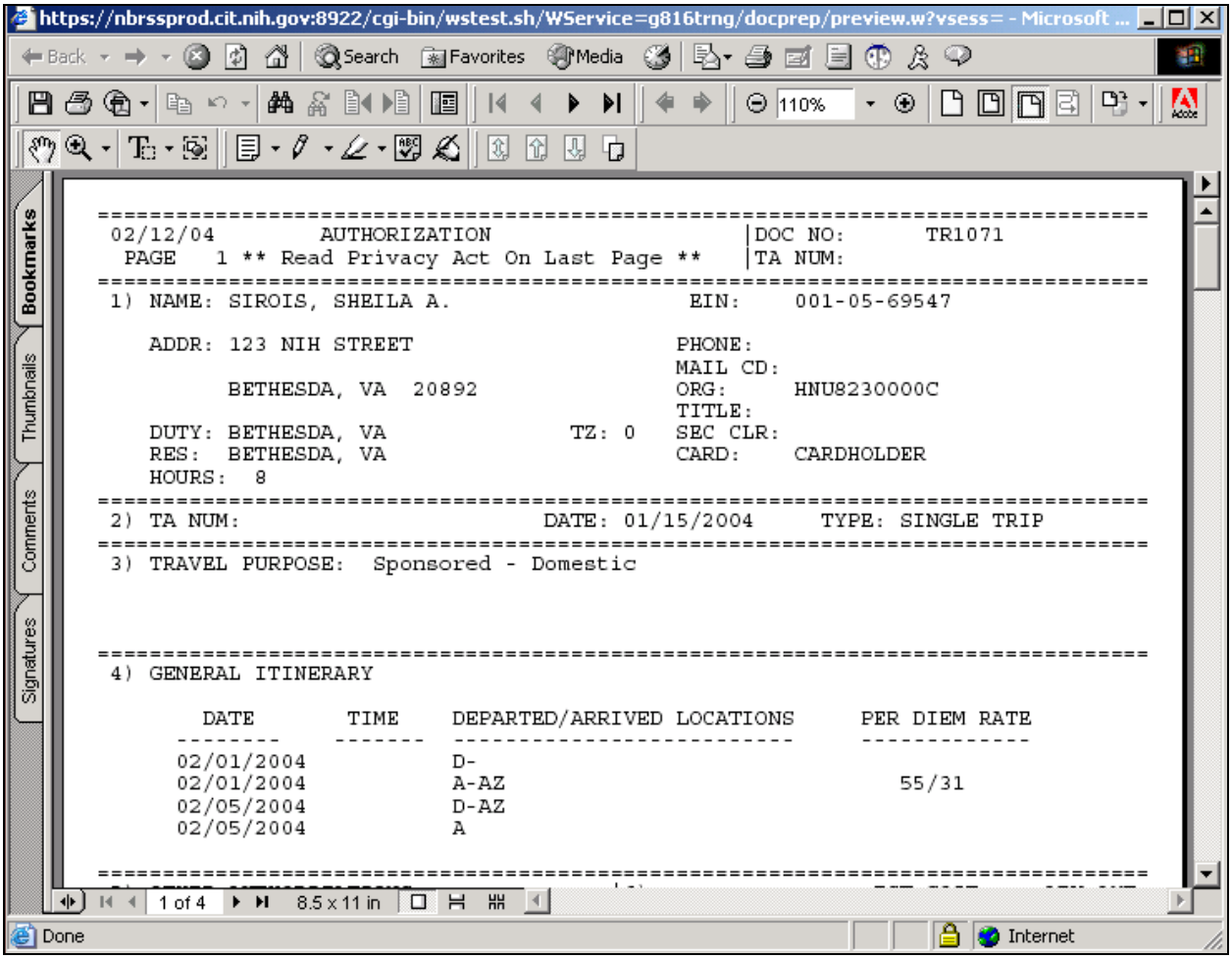
Page 1

Preview Document

NBS Travel System User

N> Document Toolbar > Preview Document

Preview Document

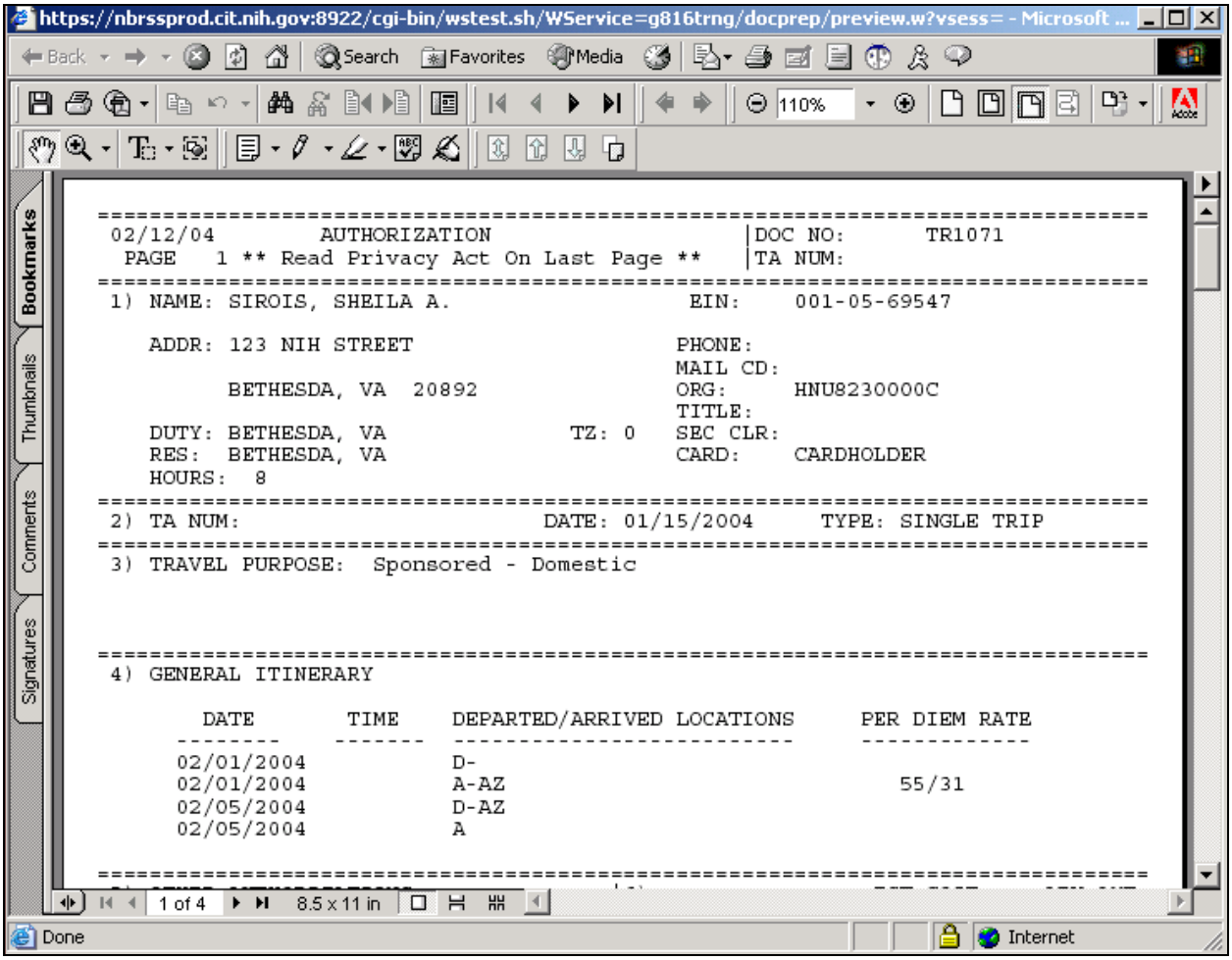


1. While in the document, from the Document Toolbar, select **Preview Document**.

   Note: Do this before starting the stamping process. The Document Toolbar does not display after the stamping process starts.

2. Review the travel document's details on the resulting Adobe Acrobat screen.

   Note: If you would like a hard copy of the document, use the Adobe Acrobat print icon to print a copy of the document.



```
02/12/04        AUTHORIZATION                    |DOC NO:      TR1071
 PAGE   1 ** Read Privacy Act On Last Page **    |TA NUM:
1) NAME: SIROIS, SHEILA A.                   EIN:    001-05-69547

   ADDR: 123 NIH STREET                     PHONE:
                                            MAIL CD:
         BETHESDA, VA  20892                ORG:     HNU8230000C
                                            TITLE:
   DUTY: BETHESDA, VA              TZ: 0    SEC CLR:
   RES:  BETHESDA, VA                       CARD:    CARDHOLDER
   HOURS:  8
2) TA NUM:                        DATE: 01/15/2004     TYPE: SINGLE TRIP
3) TRAVEL PURPOSE:  Sponsored - Domestic

4) GENERAL ITINERARY

       DATE       TIME    DEPARTED/ARRIVED LOCATIONS     PER DIEM RATE
    --------     -------  --------------------------     -------------
    02/01/2004            D-
    02/01/2004            A-AZ                              55/31
    02/05/2004            D-AZ
    02/05/2004            A
```

3. Click on the **close** box in the upper right hand corner to exit the Adobe screen.

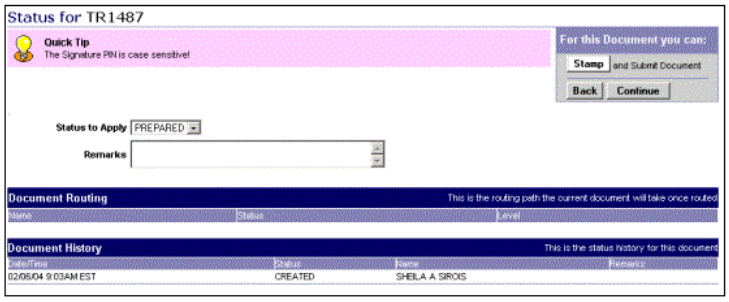
End of activity.

Document Status

Document Status

- Travel documents route electronically in the NBS Travel System, referred to as "Dynamic Routing"
- Stamp the document "prepared" to route it forward for others to sign and approve the travel
- Document History section identifies individual people who have accessed the document and any remarks* an individual may have entered when stamping the document
- Document Routing section identifies those individuals who will receive the routed document

*Remarks are entered when documents are stamped returned. The planner may review the reason why on the Document Status screen.



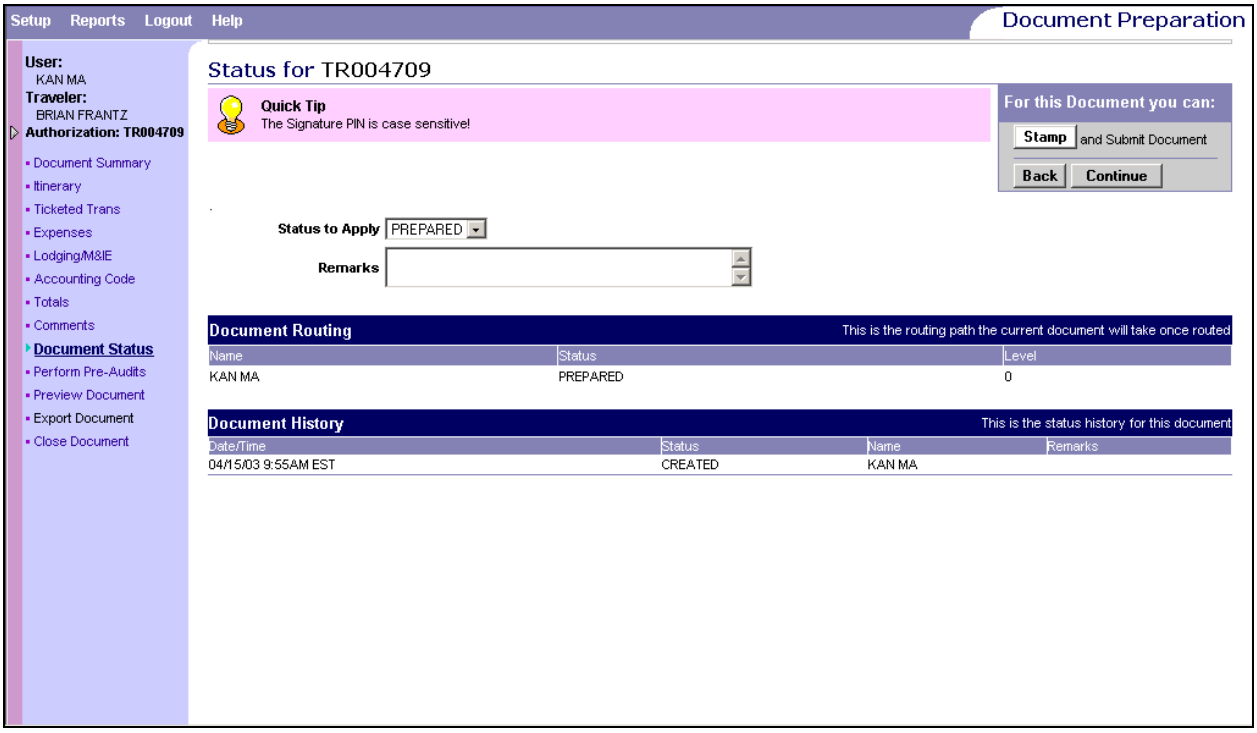
Page 1

Stamping Documents

NBS Travel System User

N> Document Toolbar > Document Status (Authorization/Amendment)

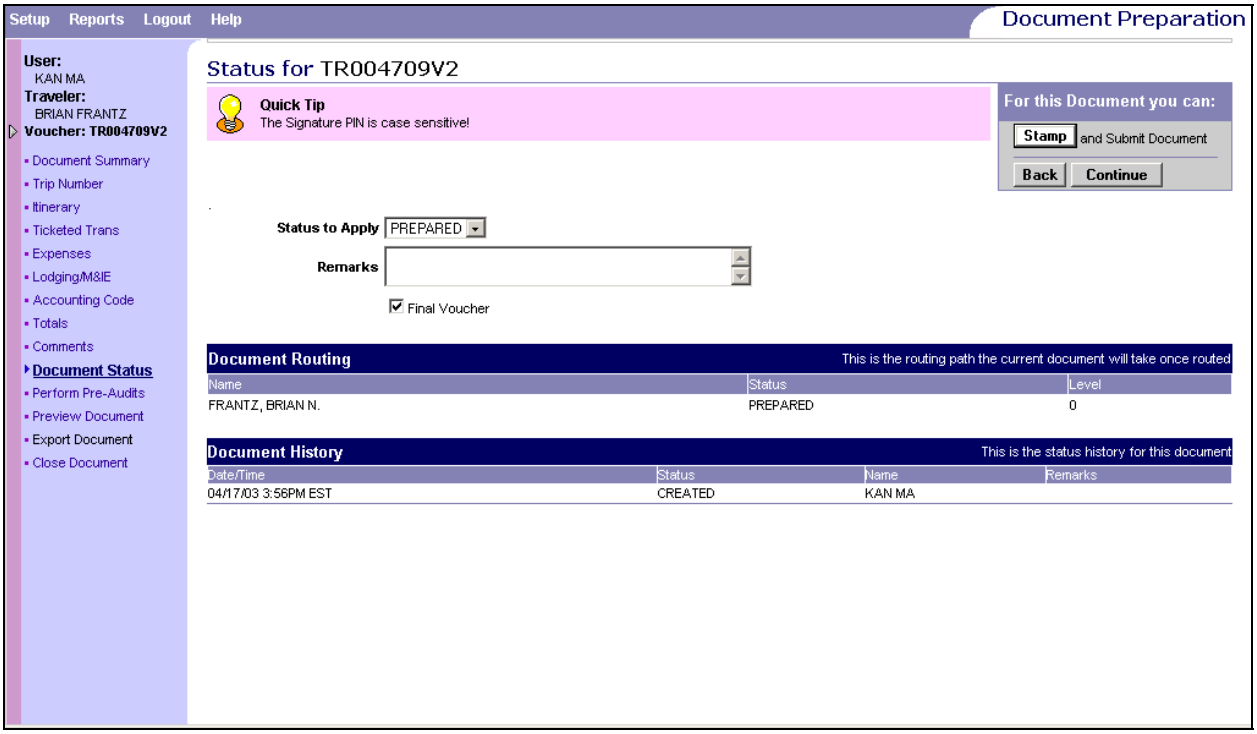
Document Status



1. From the Document Toolbar, select **Document Status**.

2. In the Status screen, select the appropriate **Status to Apply** from the pull down menu.
   - **Prepared** will route the document forward for review and approval
   - **Returned** returns the document to the planner for correction
   - **Conditional Approval** indicates the document is still routing forward for approval by the final approver
   - **Approved** indicates the document is approved, funds are obligated, and the traveler may travel

If stamping a voucher or local voucher, goto task #3. Otherwise, goto task #4.



3. Check the **Final Voucher** box if this is the final voucher for the trip.
   - Checking the final voucher box closes the travel authorization and de-obligates any remaining funds.
   - You will be forced to check the final voucher box if
     - The amount of the voucher is over the amount obligated on the travel authorization.
     - A payment method for an expense category differs from the travel authorization

4. Click the **STAMP** and Submit Document button.

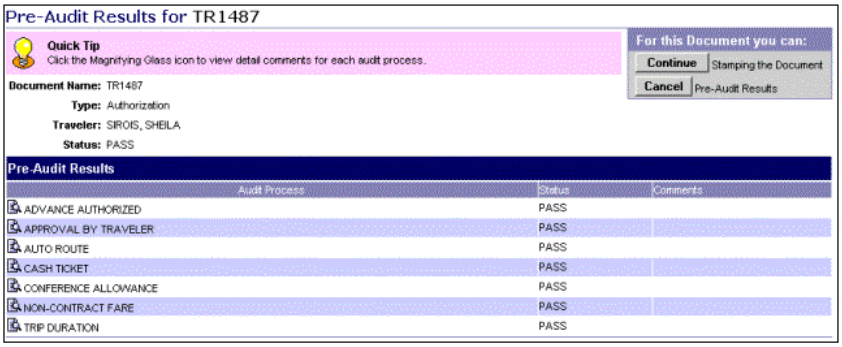
   Result: The Pre-Audit Results screen will appear.

End of activity.

Pre-Audit Results

Pre-Audit Results

- May be accessed via the link on the left or immediately following stamping the document "prepared"
- Analyzes a list of NIH selected statements to determine if the condition passes or fails pre-established criteria
- Fails do not indicate something was done incorrectly, but serve as an alert to the reviewers and approvers to pay close attention to specific details. It also serves as an alert to the Planner to verify every thing was entered correctly.



Page 1

Pre-Audit results:

•PASS indicates the circumstance has been successfully entered and satisfies the system embedded rules and regulations

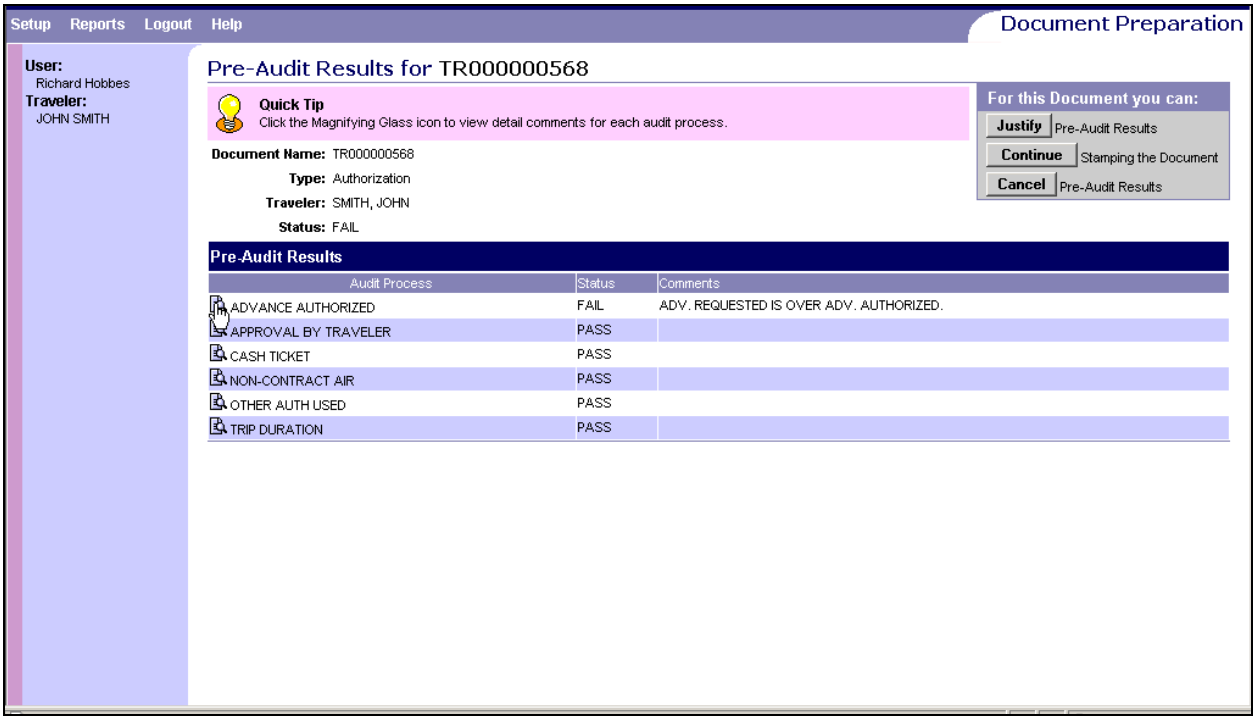
•FAIL ("Alert") status indicates a circumstance has been entered on the document that may need a written "justification" in the document Comments box or an authorized attached NIH form (e.g. a foreign carrier approval) to accompany the Travel System documents. A fail is only an alert for the reviewer/approver to pay close attention to the item while reviewing the document. The travel planner may still route a document that receives a fail on the pre-audit results.

Pre-Audit Screen - Reviewing Details

NBS Travel System User

N> Status > Pre-Audit Results or Document Toolbar > Perform Pre-Audits

Pre-Audit Results

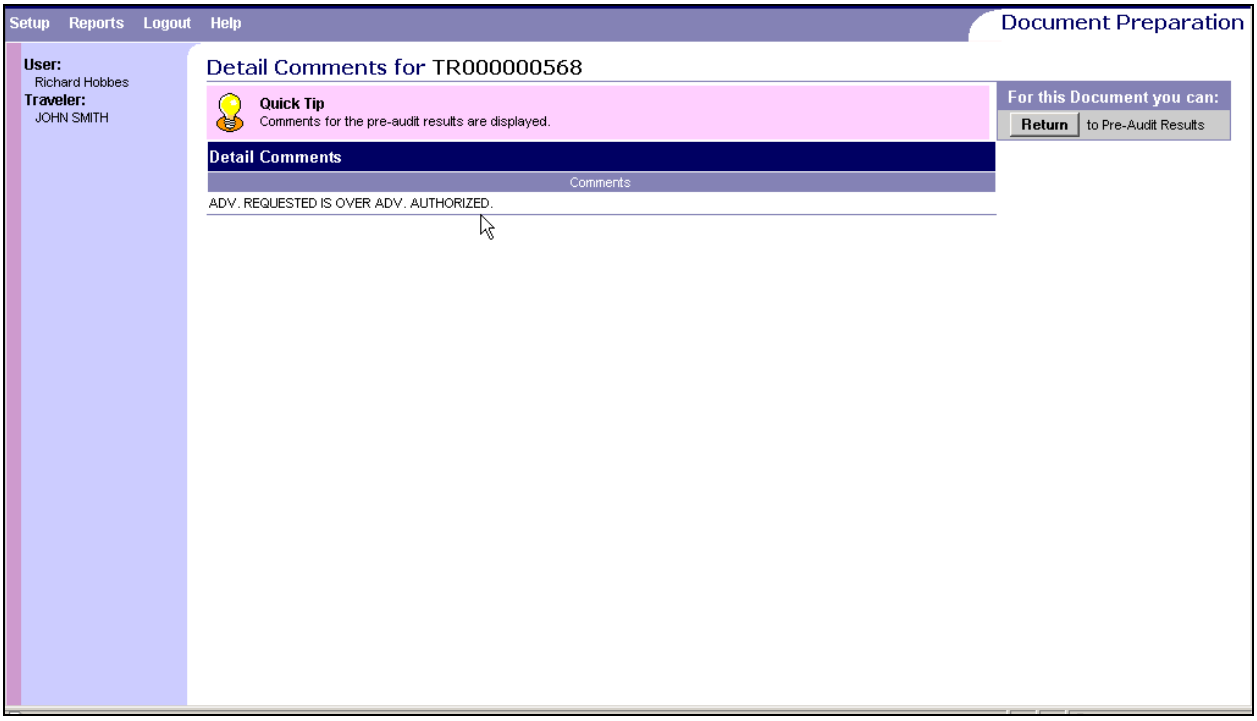


1. Click **Perform Pre-Audits** from the Document Toolbar

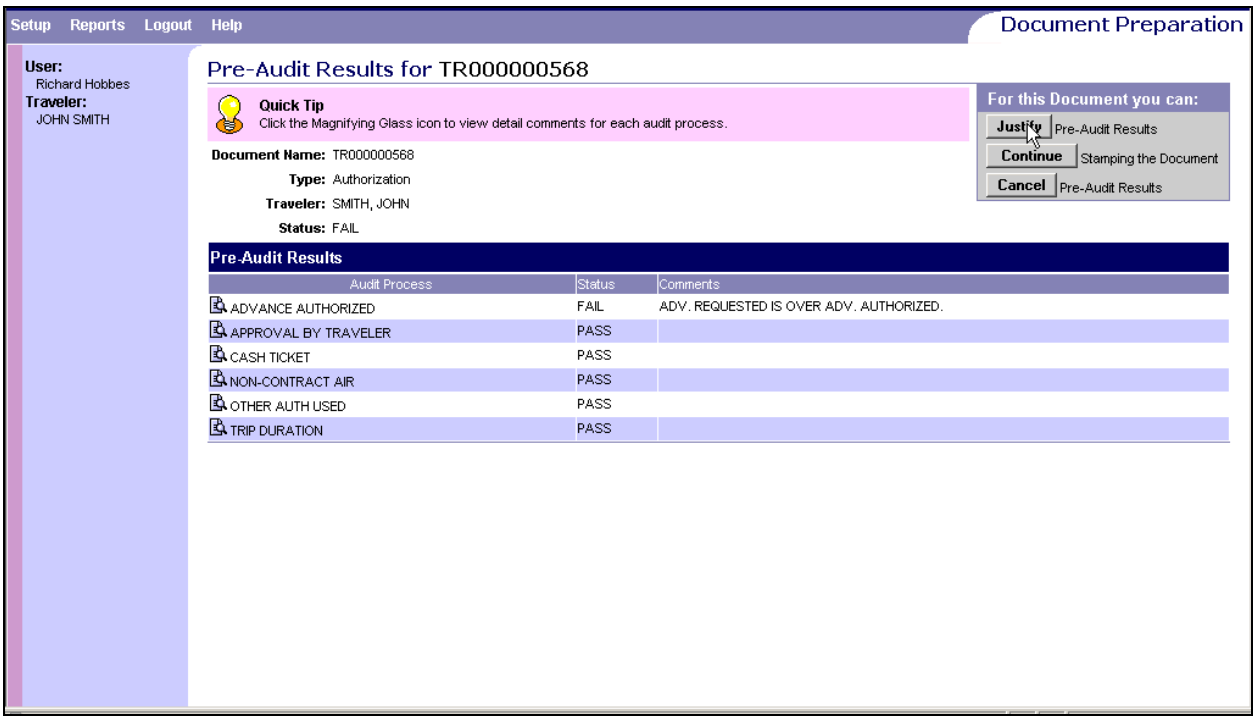
   Note: You may also click the **Continue** Stamping the Document button from the Document Status screen. Accessing the Pre-Audits this way is part of the routing process and the Document Toolbar is no longer available.

2. Review the Status of each item.
   - **Pass** indicates the circumstance has been successfully entered and satisfies the system embedded rules and regulations
   - **Fail** ("Alert") status indicates a circumstance has been entered on the document that may need a written "justification" in the document Comments box or an authorized attached NIH form (e.g. a foreign carrier approval) to accompany the Travel System documents

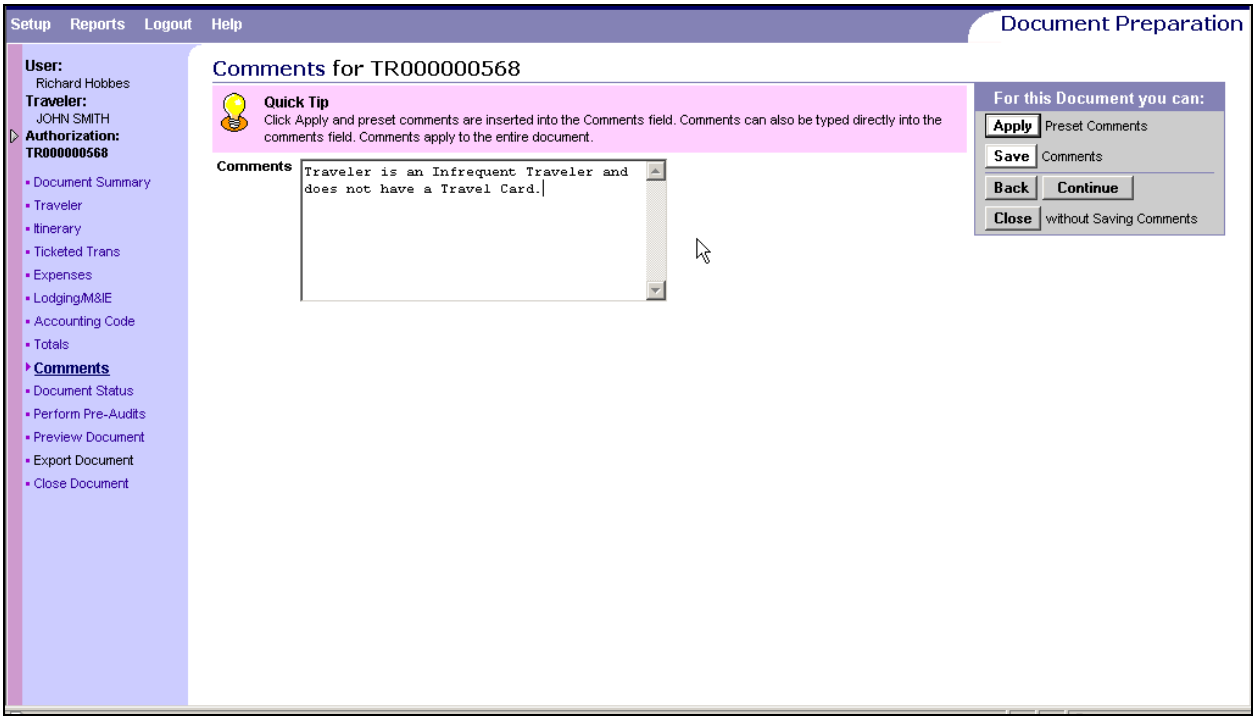
3. Click the **magnifying glass** icon to view Detail Comments.



4. Click the **Return** to Pre-Audit Results button when finished reviewing the comments.

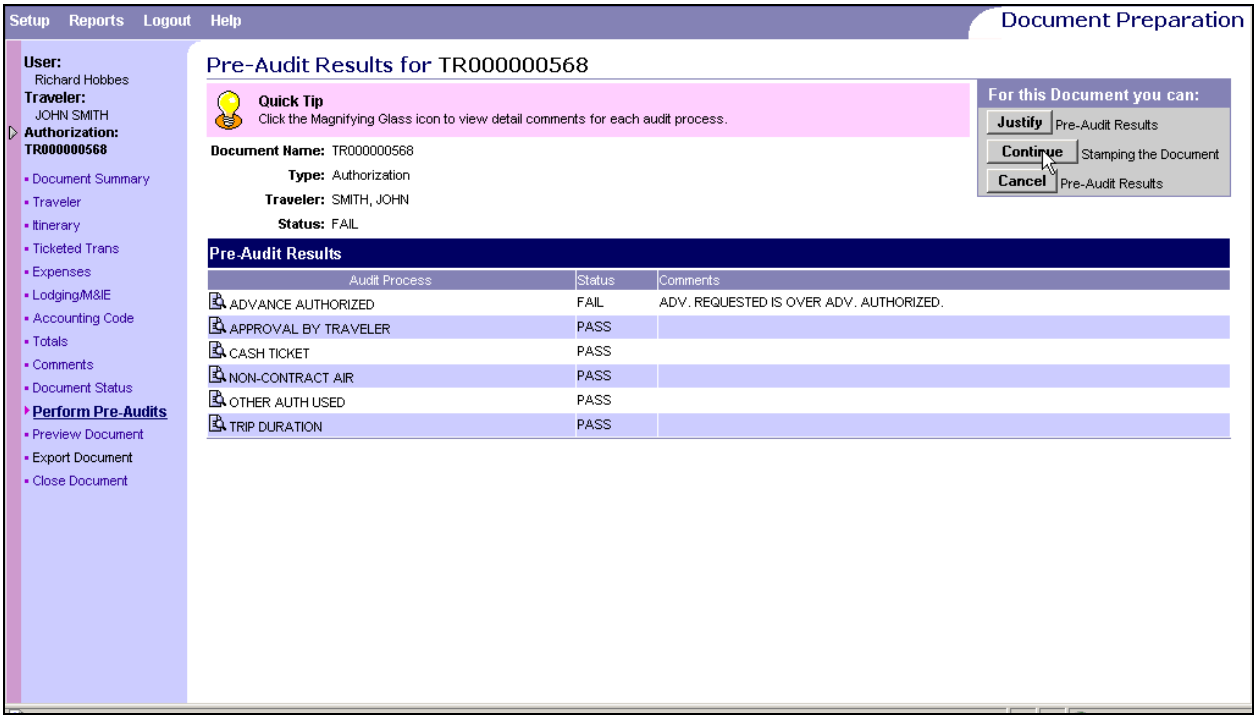


5. In the Pre-Audit Results screen, click the **Justify** Pre-Audit Results button to enter comments in the Comments screen.



6. Notice that in the Comments screen, the Document Toolbar reappears. In the Comments screen, enter any pertinent comments and click the **Save** Comments button.

   Result: The Pre-Audit Results screen will reappear, including the Document Toolbar.



If performing pre-audits during document routing, goto task #7. Otherwise, End of Activity.

7. Click the **Continue** Stamping the Document button when finished with the Pre-Audit Results screen.

   Result: The Dynamic Routing screen will appear.

End of activity.

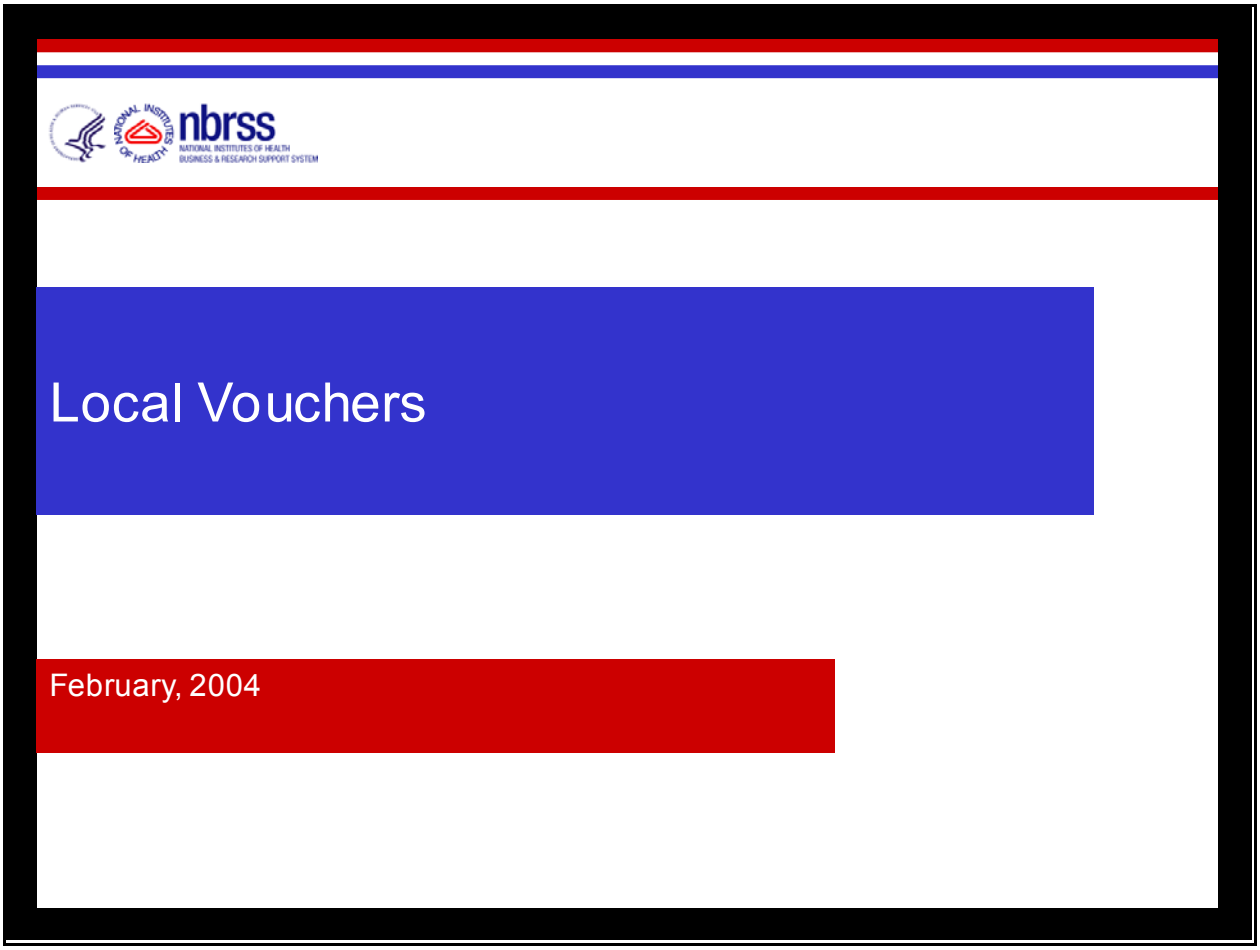
Dynamic Routing

- To complete the routing process, the travel planner selects the recipients in the routing list to review the document
- Travelers will appear first as they must complete and certify the HHS-348 checklist for sponsored travel
- Sponsored TAs require additional levels of approval by a member of the IC authorized to approve sponsored trips
- Refer to the Dynamic Routing chapter for the steps on establishing the routing list and approving the TA

Page 1

Local Vouchers

Chapter 7


nbrss
NATIONAL INSTITUTES OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM
Local Vouchers
February, 2004

Lesson Objectives

Lesson Objectives

After completing this lesson you should be able to:

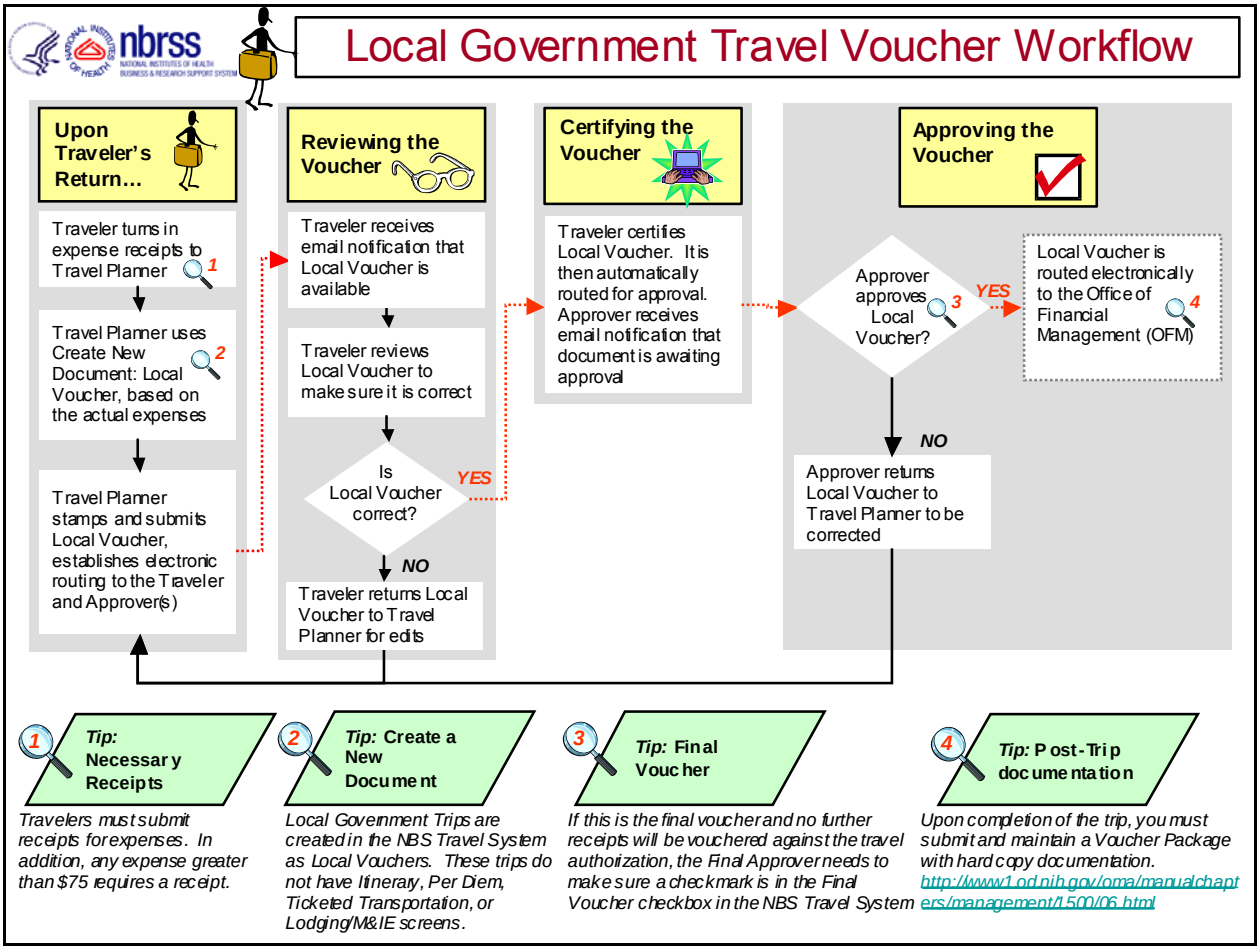
- Define Local Vouchers
- Create Local Vouchers

Page 2

Local Vouchers

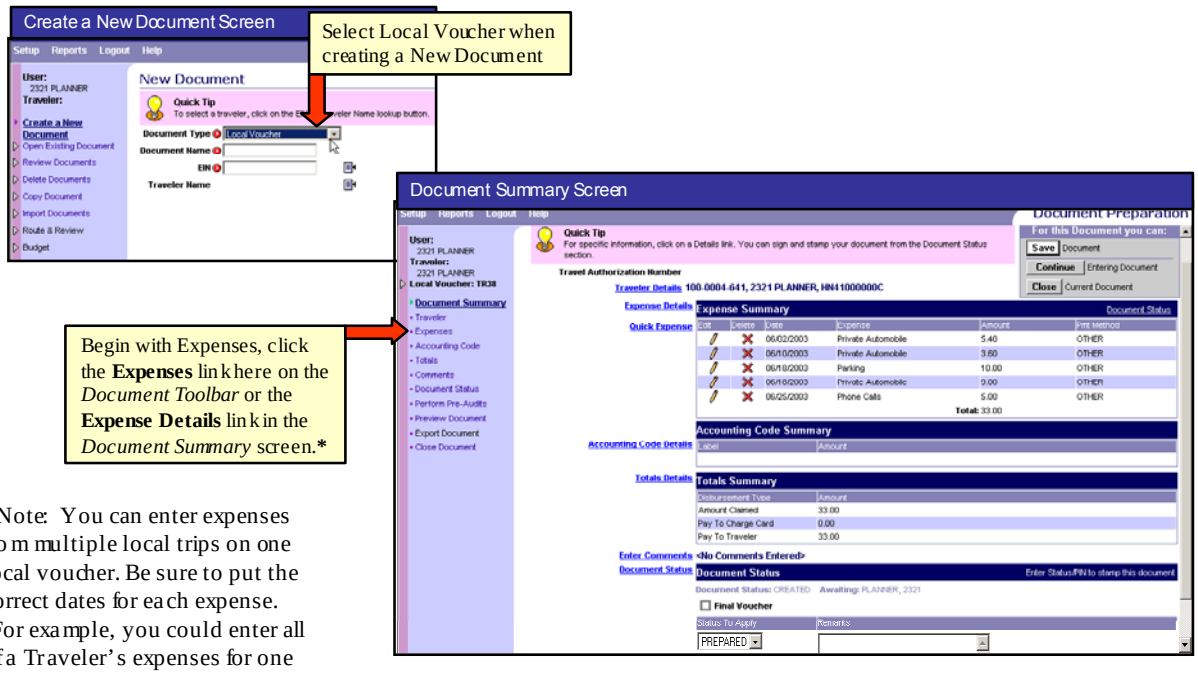
- Local travel:
  - Short in duration
  - Within the Local area
- Travel Authorization (pre-approval) not required
- Per diem is not allowed
  - NIH personnel in Bethesda not paid per diem for travel within the Washington Metro area
    - Not covered: District of Columbia, Fairfax County, Alexandria, Arlington County, Montgomery County, Prince Georges County, Loundon County, Prince William County
    - Also not covered by per diem: Baltimore City, Frederick, MD
  - Personnel in field offices:
    - Local travel area determined by appropriate HHS Regional Administrative Support Center (radius not more than 50 miles)
- Advances may not be issued for local travel
- Receipts for expenses greater than $75 must be retained for reimbursement

Page 3


Local Government Travel Voucher Workflow
Upon Traveler's Return...
Traveler turns in expense receipts to Travel Planner
1
Travel Planner uses Create New Document: Local Voucher, based on the actual expenses
2
Travel Planner stamps and submits Local Voucher, establishes electronic routing to the Traveler and Approver(s)
Reviewing the Voucher
Traveler receives email notification that Local Voucher is available
Traveler reviews Local Voucher to make sure it is correct
Is Local Voucher correct?
YES
NO
Traveler returns Local Voucher to Travel Planner for edits
Certifying the Voucher
Traveler certifies Local Voucher. It is then automatically routed for approval. Approver receives email notification that document is awaiting approval
Approving the Voucher
Approver approves Local Voucher?
3
YES
NO
Local Voucher is routed electronically to the Office of Financial Management (OFM)
4
Approver returns Local Voucher to Travel Planner to be corrected
Tip: Necessary Receipts
Travelers must submit receipts for expenses. In addition, any expense greater than $75 requires a receipt.
Tip: Create a New Document
Local Government Trips are created in the NBS Travel System as Local Vouchers. These trips do not have Itinerary, Per Diem, Ticketed Transportation, or Lodging/M&IE screens.
Tip: Final Voucher
If this is the final voucher and no further receipts will be vouchered against the travel authorization, the Final Approver needs to make sure a checkmark is in the Final Voucher checkbox in the NBS Travel System
Tip: Post-Trip documentation
Upon completion of the trip, you must submit and maintain a Voucher Package with hard copy documentation.
http://www1.od.nih.gov/oma/manualchapters/management/1500/06.html

Local Government Trips – Things to Remember

Local Government - used when an individual is attending an event in the local travel area (50 miles from duty station) that *IS* program-related or sponsored by a Government group. Local Government Trips are created in the NBS Travel System as **Local Vouchers**. These trips do not have Itinerary, Per Diem, Ticketed Transportation, or Lodging/M&IE screens. Once you create the Local Voucher using the Create a New Document screen, you are taken to the Document Summary screen.



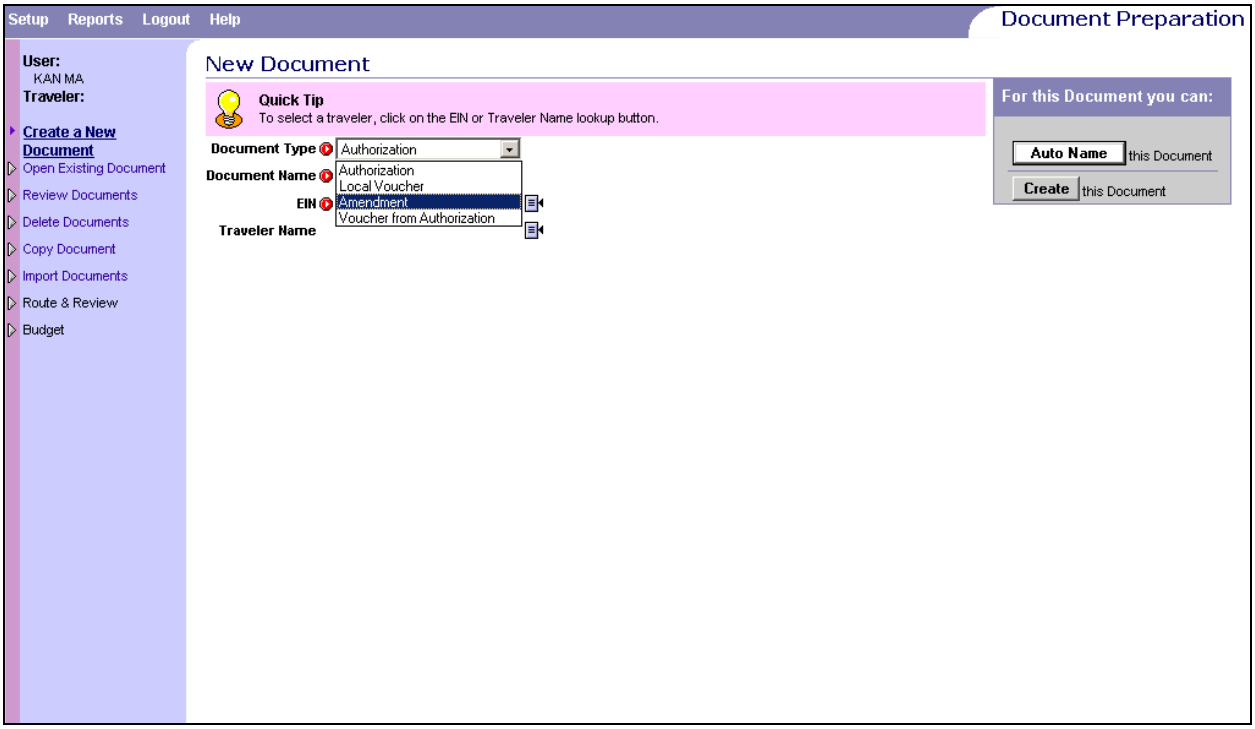
*Note: You can enter expenses from multiple local trips on one local voucher. Be sure to put the correct dates for each expense. (For example, you could enter all of a Traveler's expenses for one month on a single Local Voucher).

- Select "Local Voucher" from the Document Type pull down menu on the Create a New Document screen
- Work through the following screens:
  - Expenses – enter all expenses incurred; receipts required for anything over $75
  - Accounting Code – identify the project number, task, expenditure type and expenditure org to be charged for the expenses
  - Totals – verify the amount to be paid to the traveler
  - Preview the Document – review all the details and print the document
  - Document Status – stamp and route the document for approval

Creating a New Document

This document explains how to create Travel Authorizations, Amendments, Local Vouchers, and Vouchers.

NBS Travel System User
N> Document Toolbar > Create a New Document
New Document



1. From the **Document Toolbar**, select **Create a New Document**.

If you are creating an Authorization, Local Non-Government Authorization or Local Voucher, goto task #2.

If you are creating an Amendment, goto task #8.

If you are creating a Voucher, goto task #16.

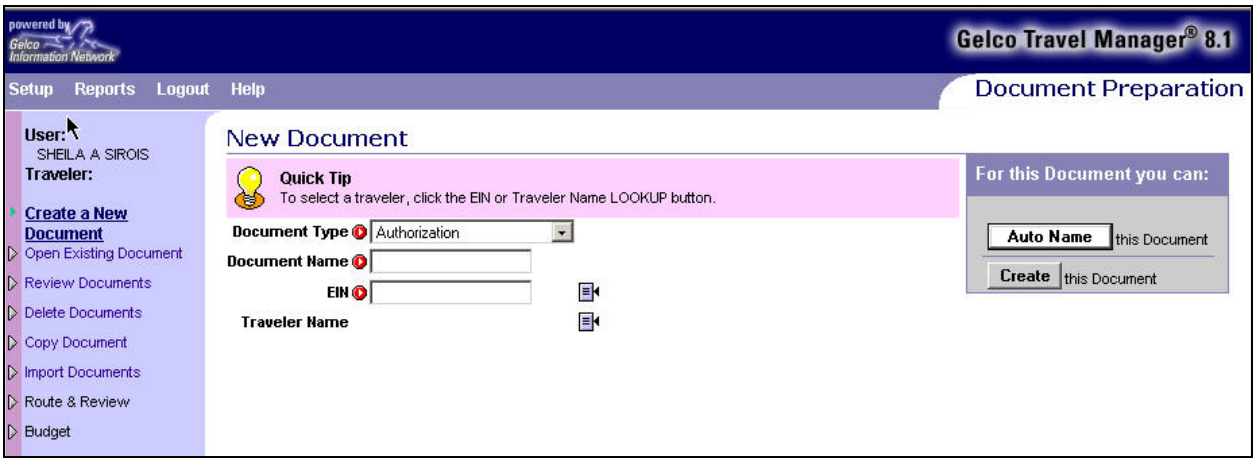
Authorizations, Local Non-Government Travel Authorizations and Local Vouchers

2. In the **Document Type** field, select **Authorization** or **Local Voucher** from the drop-down list.

   Note: For Local Non-Government travel select Authorization since prior approval is required.

3. Select the **Traveler Name** Search icon; a separate **Search** window will appear. Enter the Traveler's **Last Name** and/or **First Name** in the **Search** fields. (Alternatively, you may click the **EIN** search icon and enter the Traveler's **EIN**.)

   Note: You may use partial values in the **Search** fields.



4. Select the **Search** button.

5. Select the traveler's **EIN**.

   Note: The traveler's name should be listed next to it.

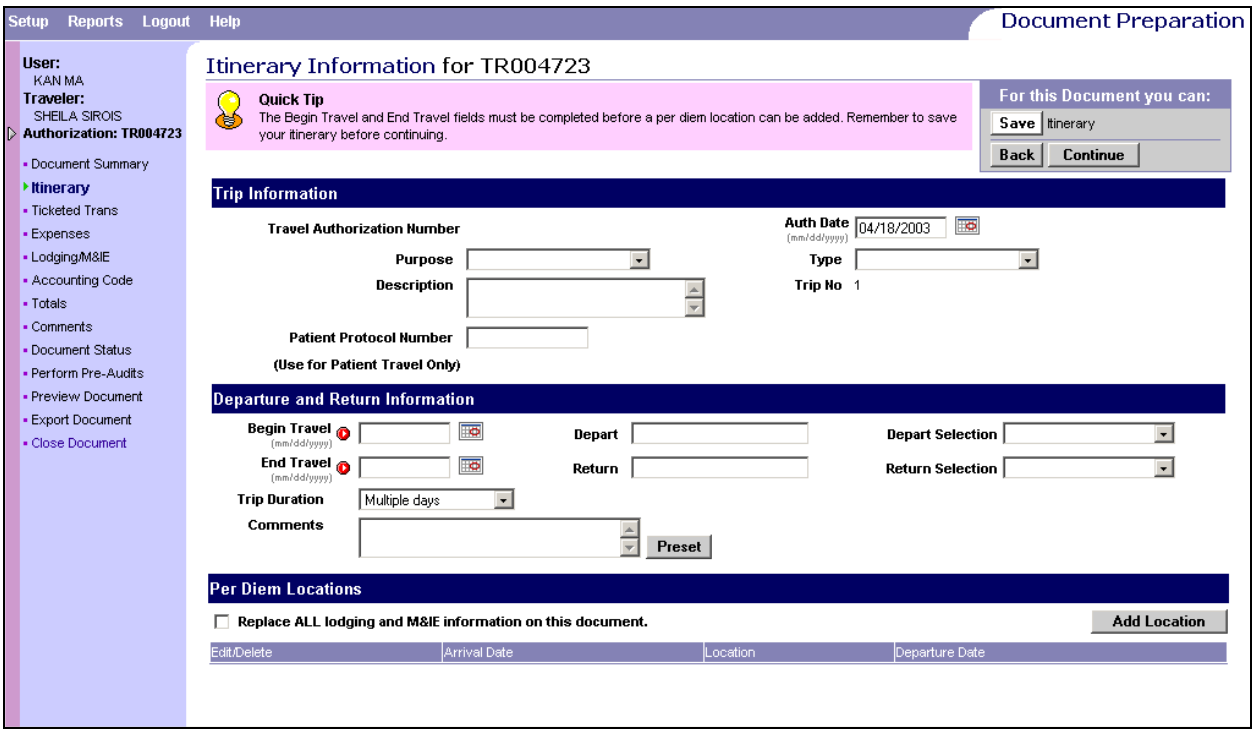
6. Select the **Auto Name** this Document button in the top right of the screen.

   Note: The **Auto Name** button automatically assigns a unique document name. This system-generated number will be assigned to the document when you create it. The number also automatically extends to tracking within the NBS financials software, Oracle financials.

7. Select the **Create** this Document button.

   Note: At the time the **Create Document** step is performed, the document number is assigned and **Saved**. You may close or open the document from this time forward without the number being deleted.

   Result: The **Itinerary Information** screen will appear.



End of activity.

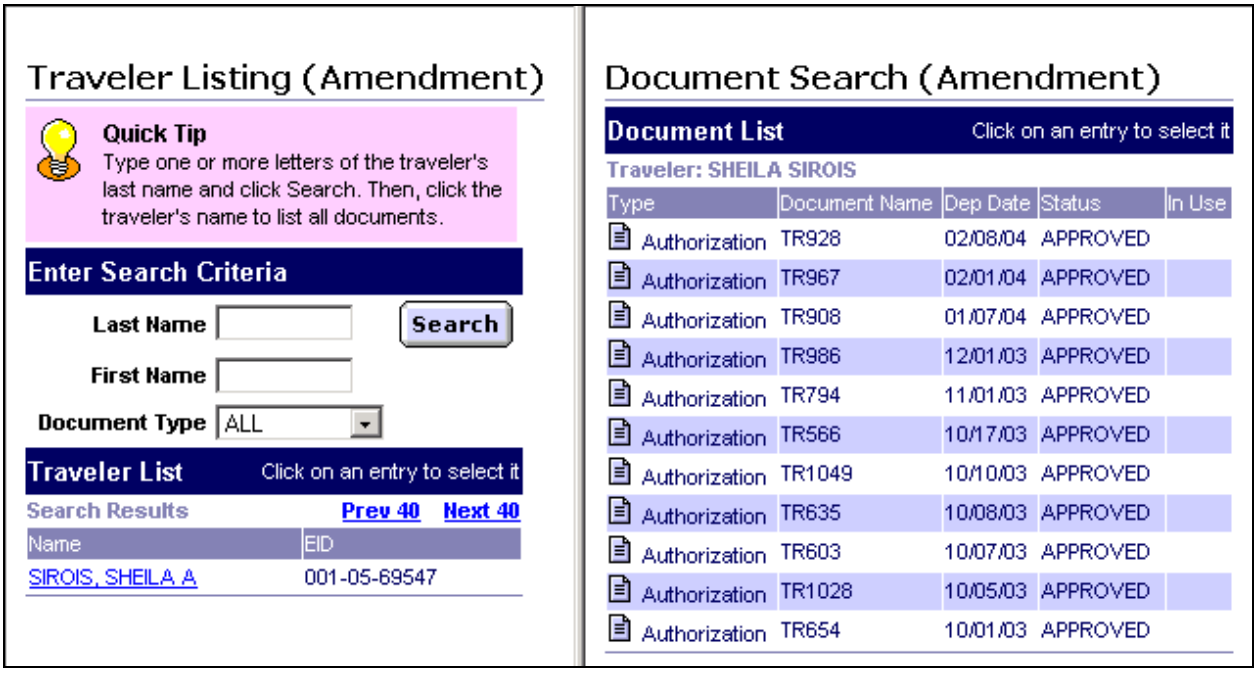
Amendments

Amendments are created after a document has been routed and approved. The amended document will also need to be routed and approved and then requires a change.

8. In the **Document Type** field, select **Amendment** from the drop-down list.

9. Activate the **Traveler Listing** screen by clicking in blank white space on the screen.

   Result: The **Traveler Listing** Screen will appear.



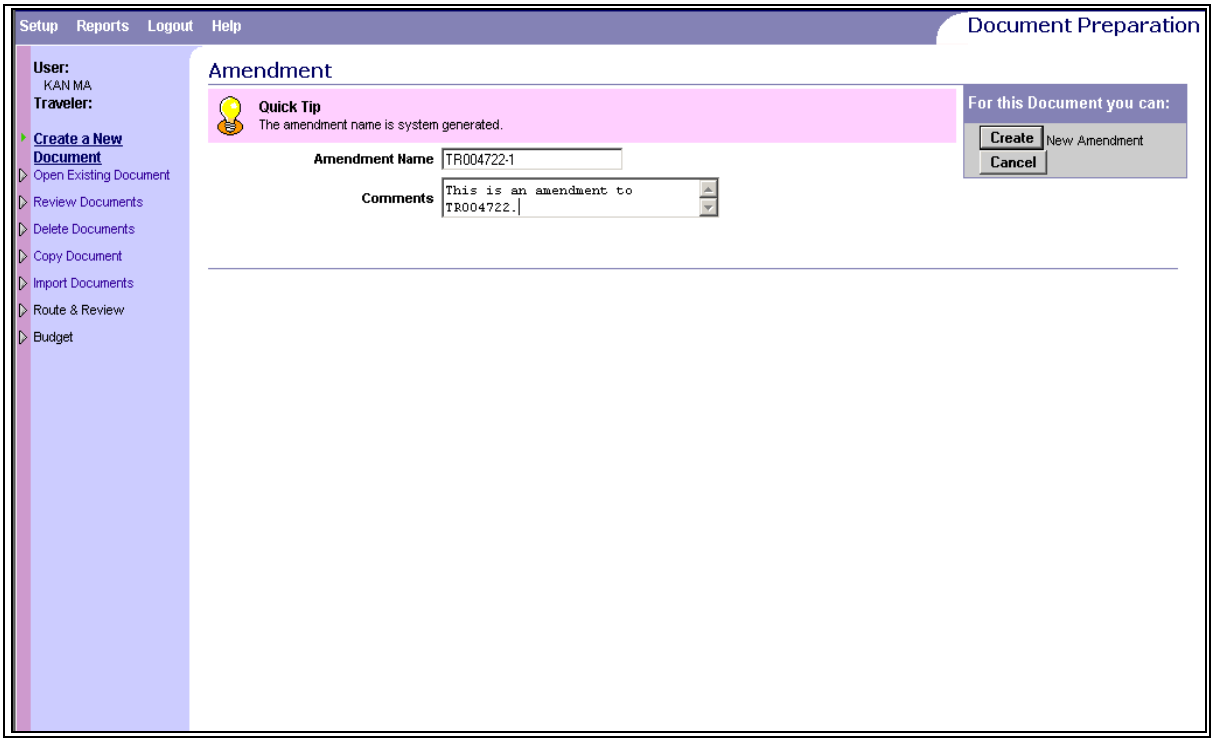
10. Choose the **Traveler** by searching on **Last Name** and/or **First Name**.

    Note: You may use partial values in the **Search** field.

    Note: Optionally refine your search by entering a **Document Type**.

11. Select the **Document** to amend by selecting the icon.

    Result: The **Amendment** screen will appear when the document is selected.

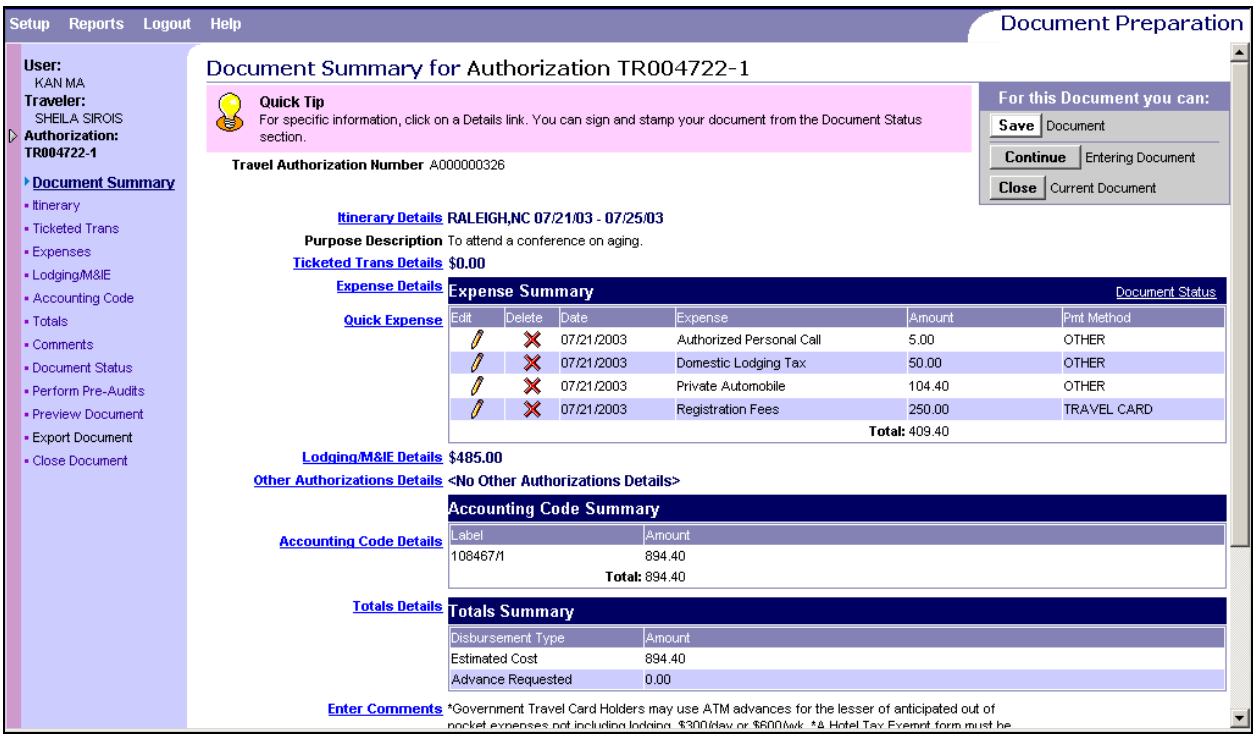


12. The **Amendment Name** will append the original document name with an amendment number (e.g. "-1").

13. In the **Comments** box, enter any pertinent comments.

14. Select the **Create** New Amendment button.

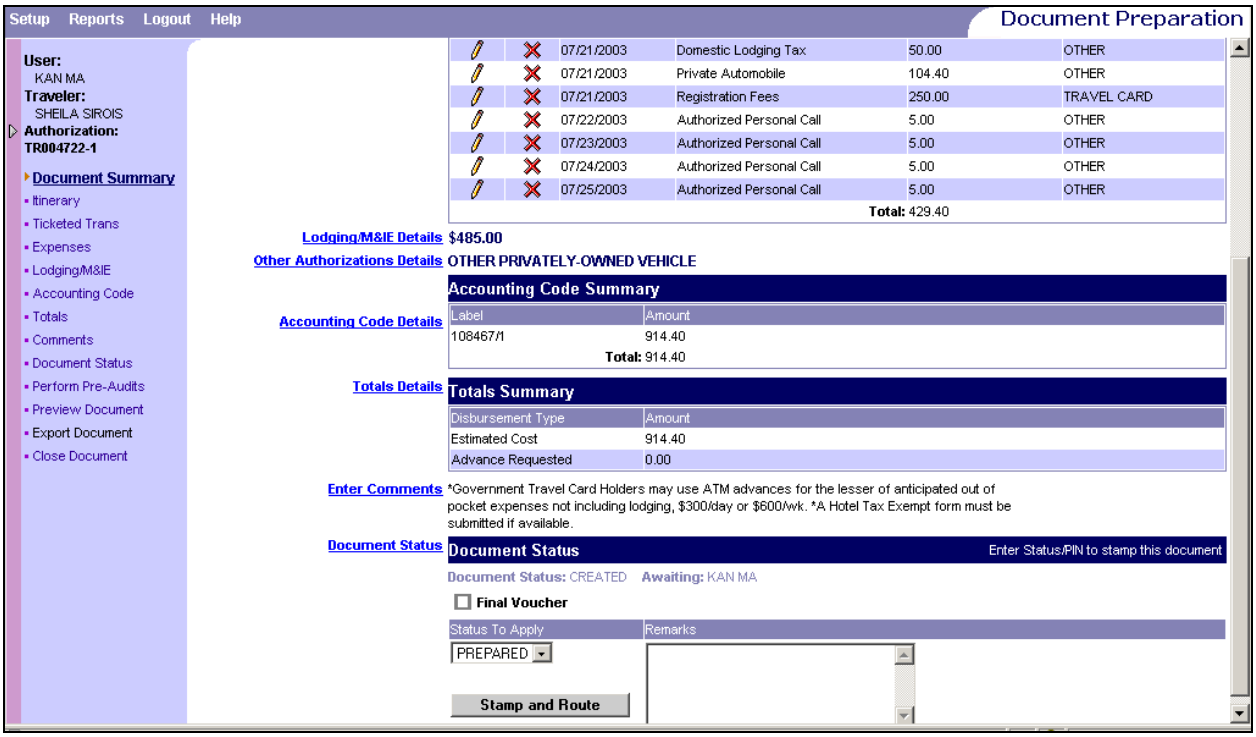
    Result: The Document Summary Screen appears.



15. From the **Document Summary** window, you can make any required changes by selecting the appropriate Pencil icon next to the expense detail.

    Note: Selecting **Continue** Entering Document button, will allow access to the Itinerary, Ticket screens, etc. Continue to work through the document making any necessary changes.

Your screen should look similar to the one below:



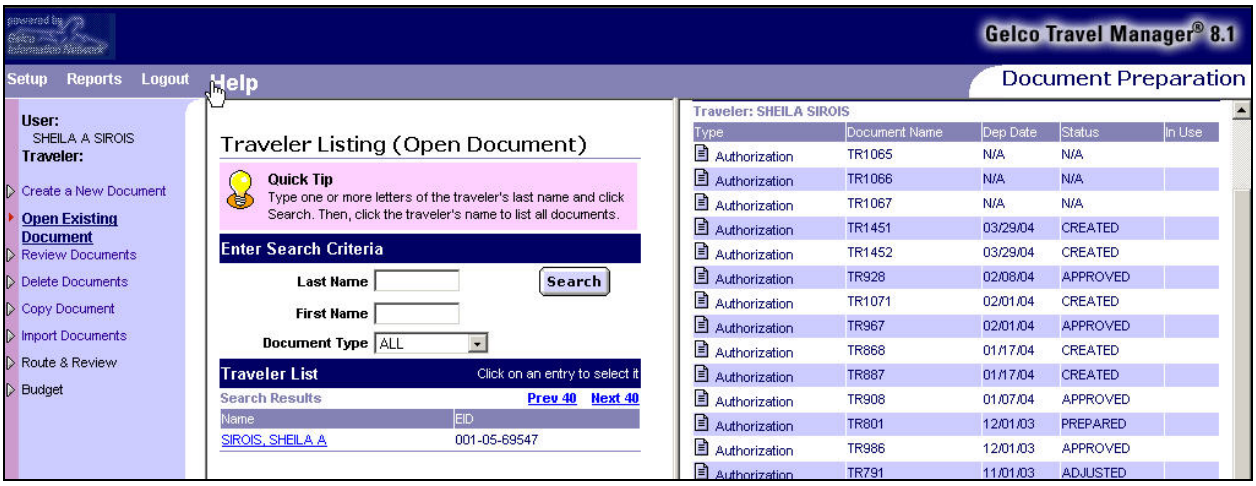
End of activity.

Vouchers

16. In the **Document Type** field, select **Voucher from Authorization** from the drop-down list.

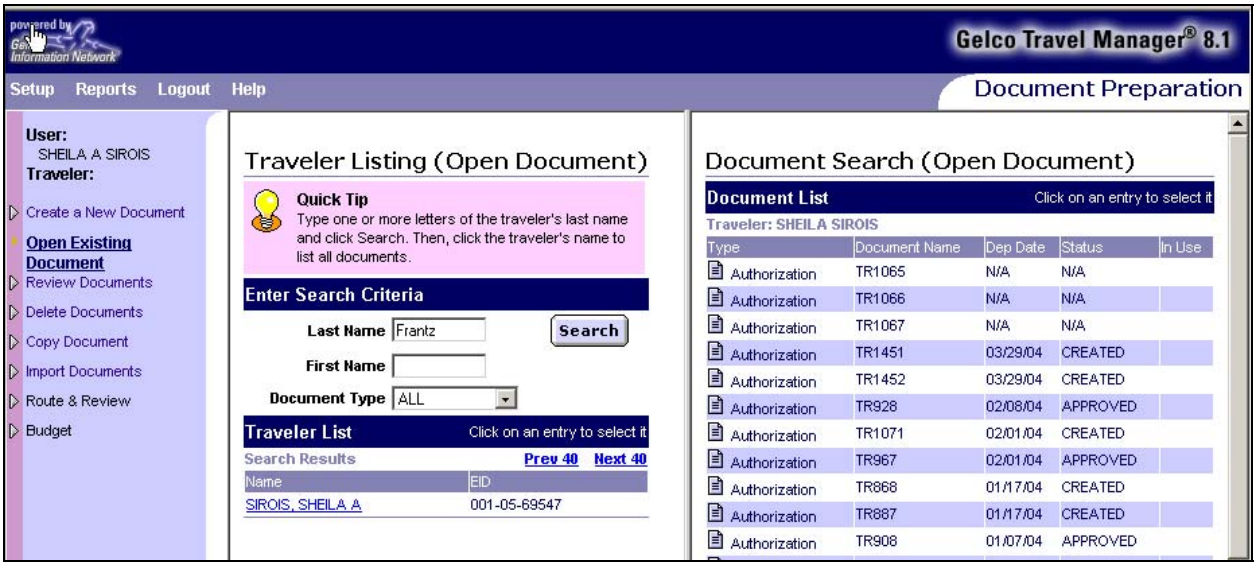
17. Select outside the **Document Type** field (or click [Tab]).

    Result: The **Traveler Listing** screen will appear.



18. From the **Traveler Listing** window, select the desired **Traveler**.

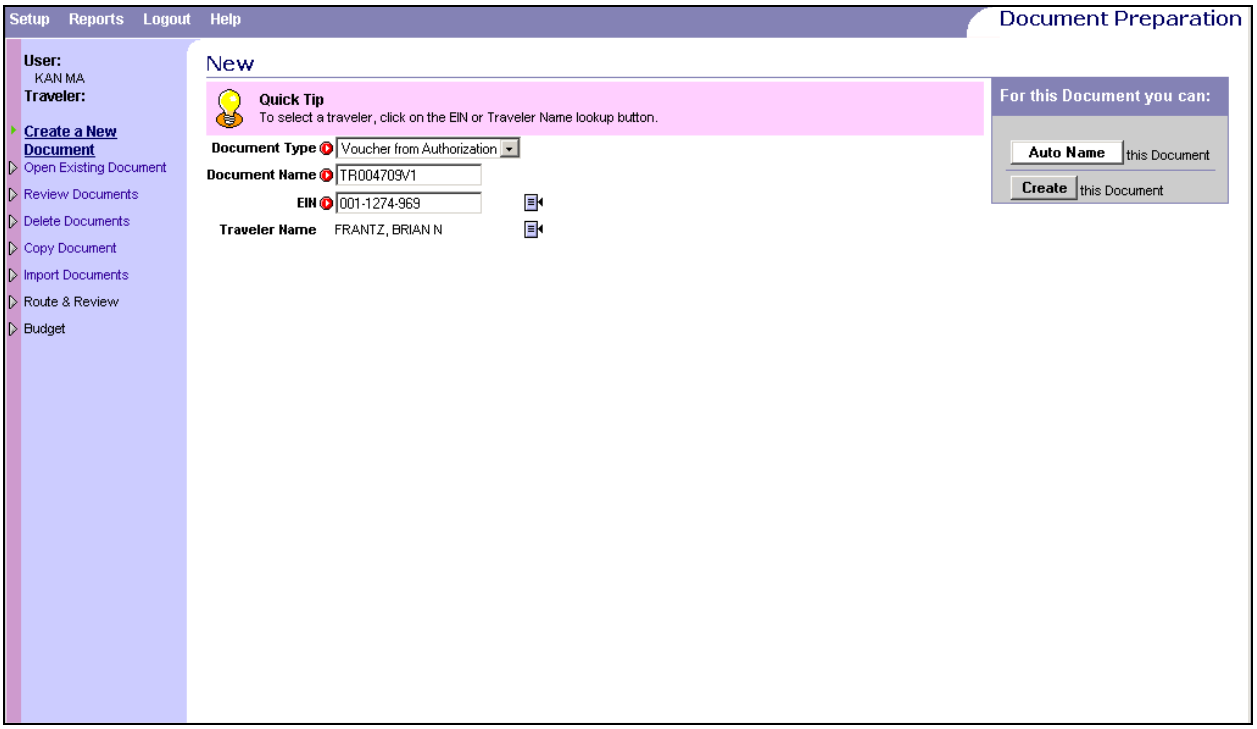
Note: You may need to type the Traveler's **Last Name** and/or **First Name** and click **Search** to find your traveler.



19. From the **Document List**, select the desired **Authorization**.

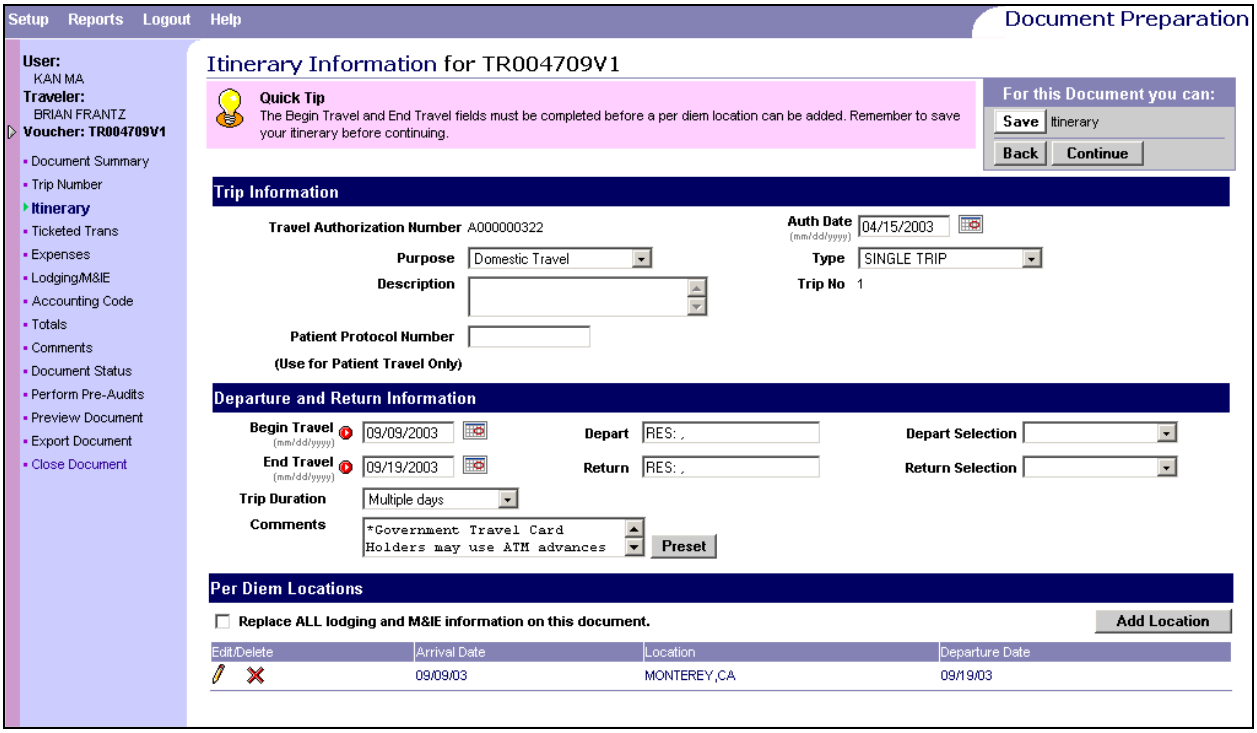
    Result: The **New** (Document) screen will return. Note the document name will end with "V#". The V indicates that it is a voucher and the # will indicate how many vouchers have been created against the TA.

    Note: The Authorization status must read **Approved** to create the Voucher.



20. Select the **Create** this Document button.

Result: The Itinerary screen appears with the information from the original approved Authorization.



End of activity.

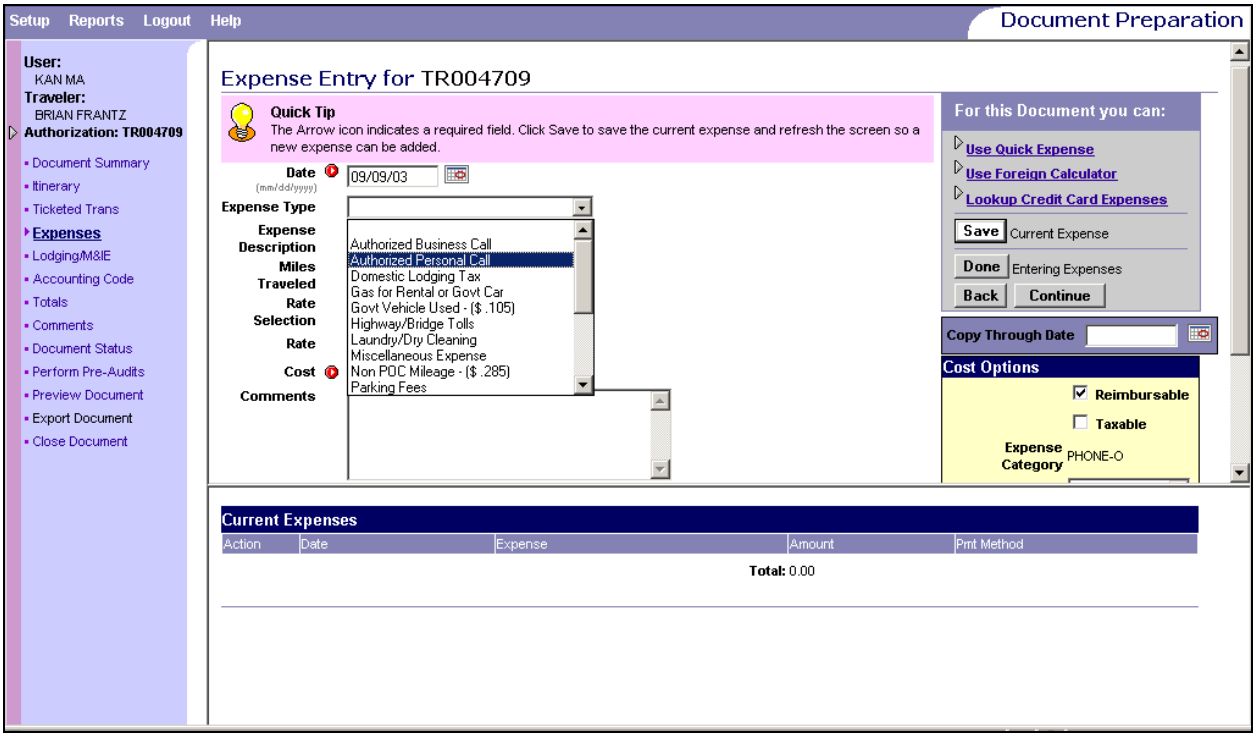
Screens to complete for Local Voucher

- Expenses - enter all expenses related to the local trip
- Accounting Code - Assign the Project Number, Task, Expenditure Type and Expenditure Org
- Totals - Verify the totals for the trip and amount reimbursable to the Traveler
- Preview the document for accuracy
- Stamp the document to begin the routing (the Dynamic Routing chapter demonstrates how to route the document for approval)

Page 6

Expenses - Adding

NBS Travel System User
Other Document Toolbar > Expenses
Expense Entry



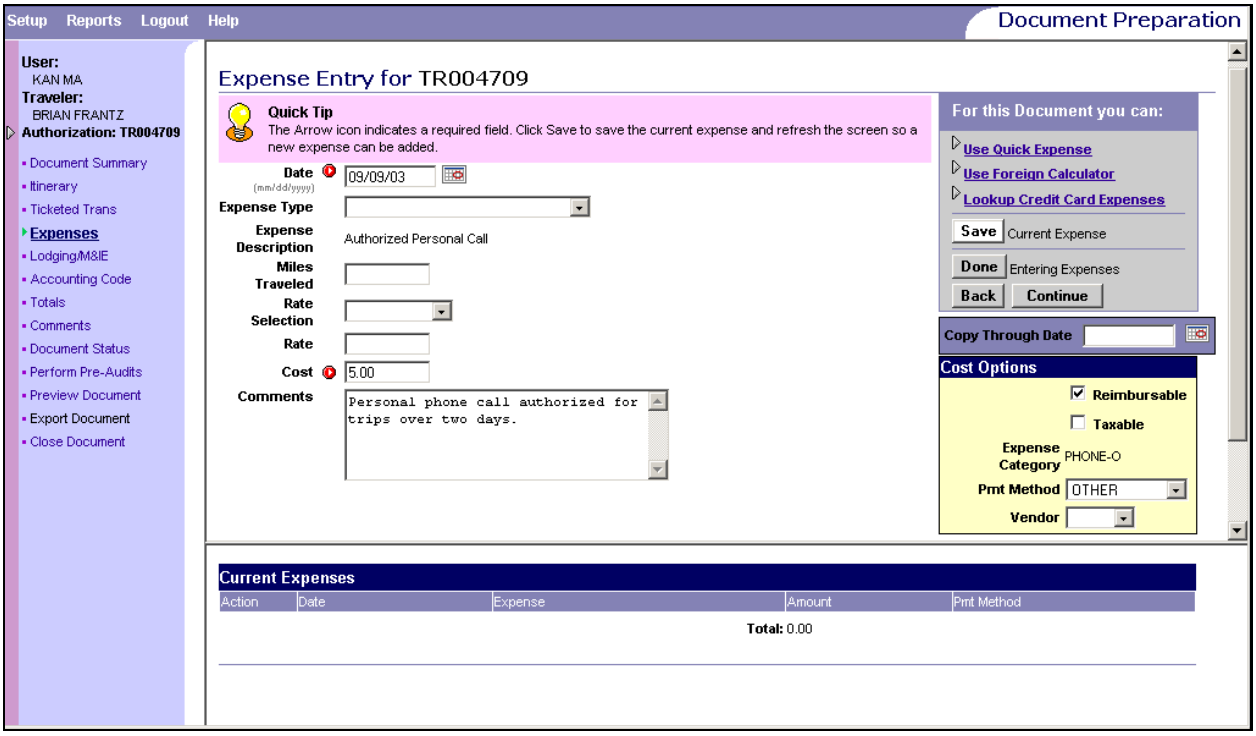
1. Select **Expenses** from the **Document Toolbar**.

2. Enter the date of the expense in the **Date** field.

3. Select the appropriate expense description from the drop-down list in the Expense Type field.

   Note: If you do not see a relevant description, select **Miscellaneous Expense**.

   Result: The **Expense Description** field automatically populates based on your selection in the Expense Type pull down.



If the expense is a mileage/POV expense, goto task #4. Otherwise, goto task #6.

4. Select the **Rate Selection** for the POV expense.

5. Enter the **Miles Traveled** for the POV expense.
   – The cost will automatically populate based on miles traveled and rate selected.

Goto task #7.

6. Enter the amount of the expense in the Cost field.

7. Enter pertinent information related to the need for the expense in the Comments box.

8. Complete the Cost Options box area as relevant to the expense.

<u>Descriptions of Selected Values</u>

Reimbursable – checking the reimbursable box indicates the traveler will be repaid for the expense.

Taxable – not currently used at the NIH; leave unchecked.

Expense Category – this automatically populates based on the Expense Type selected.

Payment Method – indicates who is paying for the expense.

Payment Method: Designations for all Expenses EXCEPT Tickets and TMC fees	
Other (O)	Includes expenses paid by traveler via Cash or Travel Card
Sponsored Reimbursable (R)	Includes expenses paid by NIH or traveler to be reimbursed by sponsor(s)
In-Kind (I)	Included expenses provided directly by the sponsor, not through NIH

Payment Method: Designations for Transportation Costs Only (Ticket and TMC fee)	
GTA (G)	Purchased through and paid back to the Government Travel Agency (only see "G" if used to pay for a ticket or TMC fee)
Other (O)	Cash
Travel Card (T)	Government issued travel card (only see "T" if used to pay for a ticket or TMC fee)
Sponsored Reimbursable (S or R)	Traveler or NIH paid for the cost upfront and the sponsor will repay the NIH (only see "S" if used to pay for a ticket or TMC fee)
Sponsored In-Kind (I)	Expense covered upfront by the sponsor
GTA Reimbursable (R)	Sponsor requested the NIH purchased through the Government Travel Agency and the NIH will collect from the sponsor to repay the Government Travel Agency (only see "R" if used to pay for a ticket or TMC fee)

Vendor – not currently used at the NIH; will display "None."

If the expense applies to multiple consecutive days, goto task #9. Otherwise, goto task #10.

9. Type the date the expense goes through in the **Copy Through Date** field.

   Note: You may also click on the **Calendar** icon and click the date rather than type it.

10. Click the **Save** Current Expense button on the right side of the screen before entering another expense.

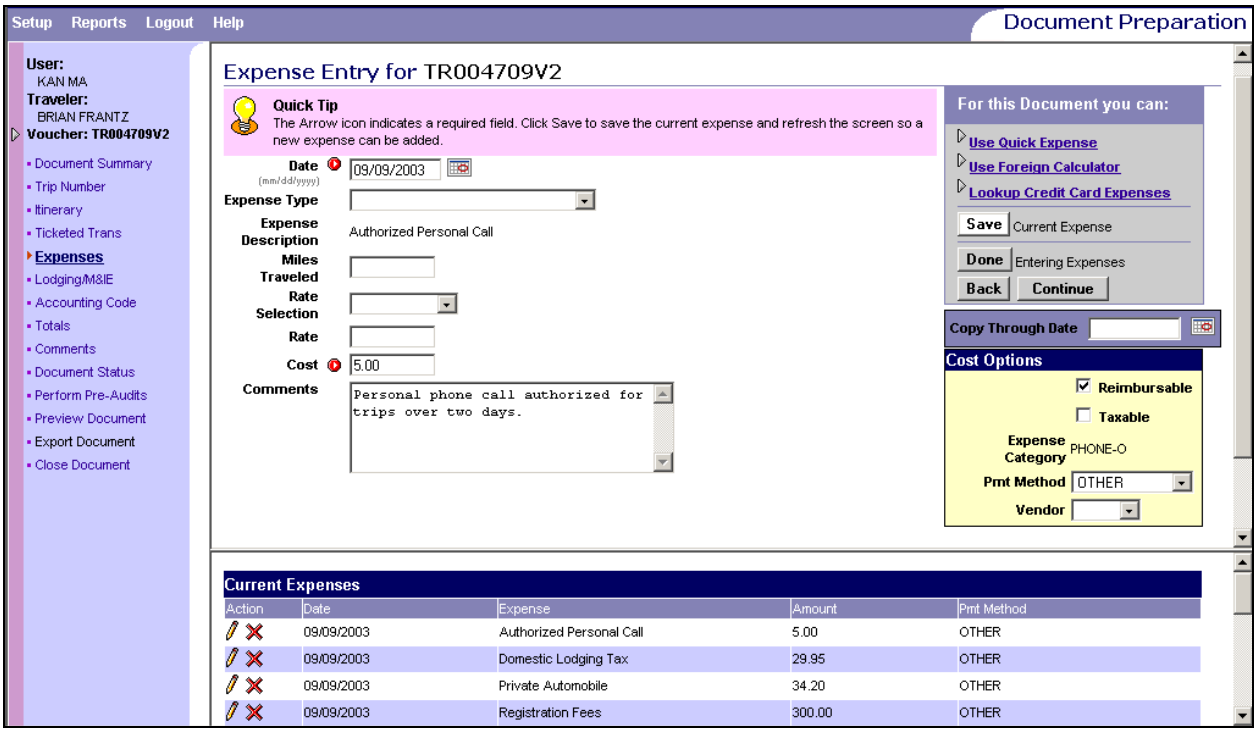
    Result: The expense will appear on the lower half of the screen.

End of activity.

Expenses - Editing and Deleting

1. NBS Travel System User
N> Document Toolbar> Expenses
Expense Entry

1. Select **Expenses** from the **Document Toolbar**.



If the expense needs editing, goto task #2. Otherwise, goto task #11 to delete the expense.

2. Click on the **pencil** next to the expense that requires updating.
   - The expense selected appears in the top portion of the screen for editing.

3. Verify the date of the expense in the **Date** field.

   - Type in a new date or click the calendar icon to change it.

If the expense is a mileage/POV expense, goto task #4. Otherwise, goto task #6.

4. Update the **Rate** Selection for the POV expense by clicking on the pull down menu and highlighting the correct rate.

5. Update the **Miles Traveled** for the POV expense.
   - The cost will automatically populate based on miles traveled and rate selected.

Goto task #7.

6. Enter the correct amount of the expense in the **Cost** field.

7. Enter pertinent information related to the need for the expense in the **Comments** box.

8. Make any changes to the **Cost Options** box area as needed.

   Descriptions of Selected Values

   Reimbursable – checking the reimbursable box indicates the traveler will be repaid for the expense.

   Taxable = not currently used at the NIH; leave unchecked.

   Expense Category – this automatically populates based on the Expense Type selected.

   Payment Method – indicates who is paying for the expense.

Payment Method: Designations for all Expenses EXCEPT Tickets and TMC fees	
Other (O)	Includes expenses paid by traveler via Cash or Travel Card
Sponsored Reimbursable (R)	Includes expenses paid by NIH or traveler to be reimbursed by sponsor(s)
In-Kind (I)	Included expenses provided directly by the sponsor, not through NIH

Payment Method: Designations for Transportation Costs Only (Ticket and TMC fee)	
GTA (G)	Purchased through and paid back to the Government Travel Agency (only see "G" if used to pay for a ticket or TMC fee)
Other (O)	Cash
Travel Card (T)	Government issued travel card (only see "T" if used to pay for a ticket or TMC fee)
Sponsored Reimbursable (S or R)	Traveler or NIH paid for the cost upfront and the sponsor will repay the NIH (only

	see “S” if used to pay for a ticket or TMC fee)
Sponsored In-Kind (I)	Expense covered upfront by the sponsor
GTA Reimbursable (R)	Sponsor requested the NIH purchased through the Government Travel Agency and the NIH will collect from the sponsor to repay the Government Travel Agency (only see “R” if used to pay for a ticket or TMC fee)

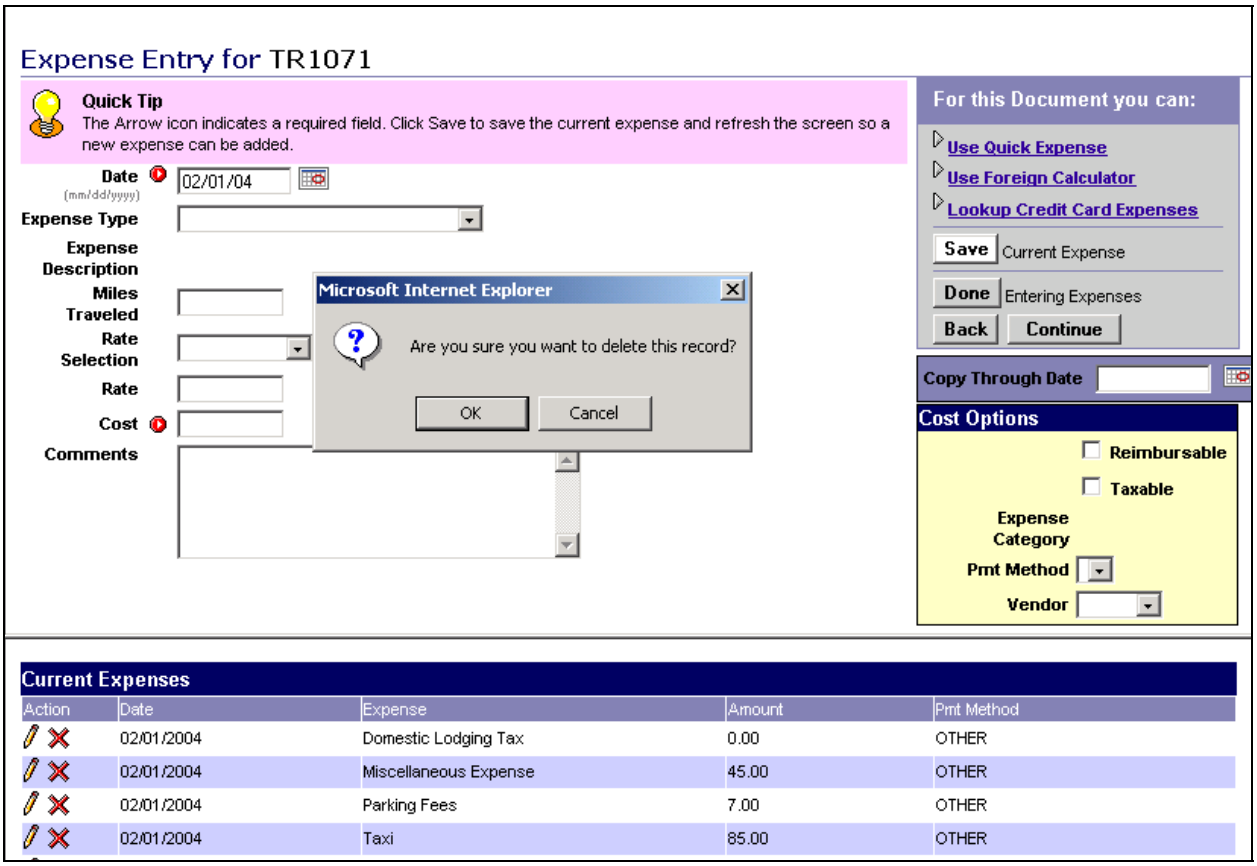
Vendor = not currently used at the NIH; will display “None.”

If the expense applies to multiple consecutive days, goto task #9. Otherwise, goto task #10.

9. Type the date the expense goes through in the **Copy Through Date** field.
   - You may also click on the Calendar icon and select the date rather than type it.

10. Click the **Save** Current Expense button on the right side of the screen before editing additional expenses.
    - The updated expense will appear on the lower half of the screen.

End of activity.



11. Click on the red **x** to delete any expense no longer needed.

12. Click **OK** on the pop-up modal that asks “Are you sure you want to delete this record?”

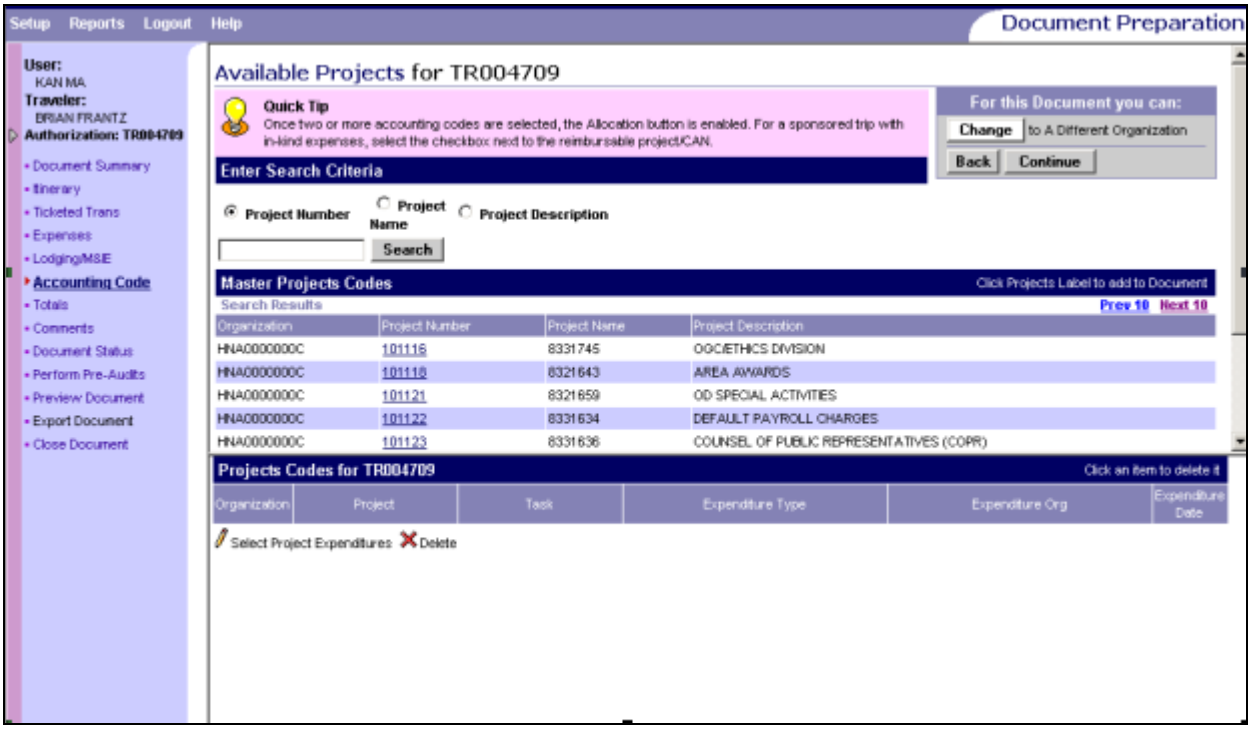
    Note1: Each expense that requires deletion has to be done one at a time.

    Note2: If a multiple day expense was updated, and copied through to all the days, you will need to delete the duplicate expenses (the system will not override those multiple days).

End of activity.

Accounting Code - Selecting Projects

NBS Travel System User
Document Toolbar > Accounting Code
Accounting Code

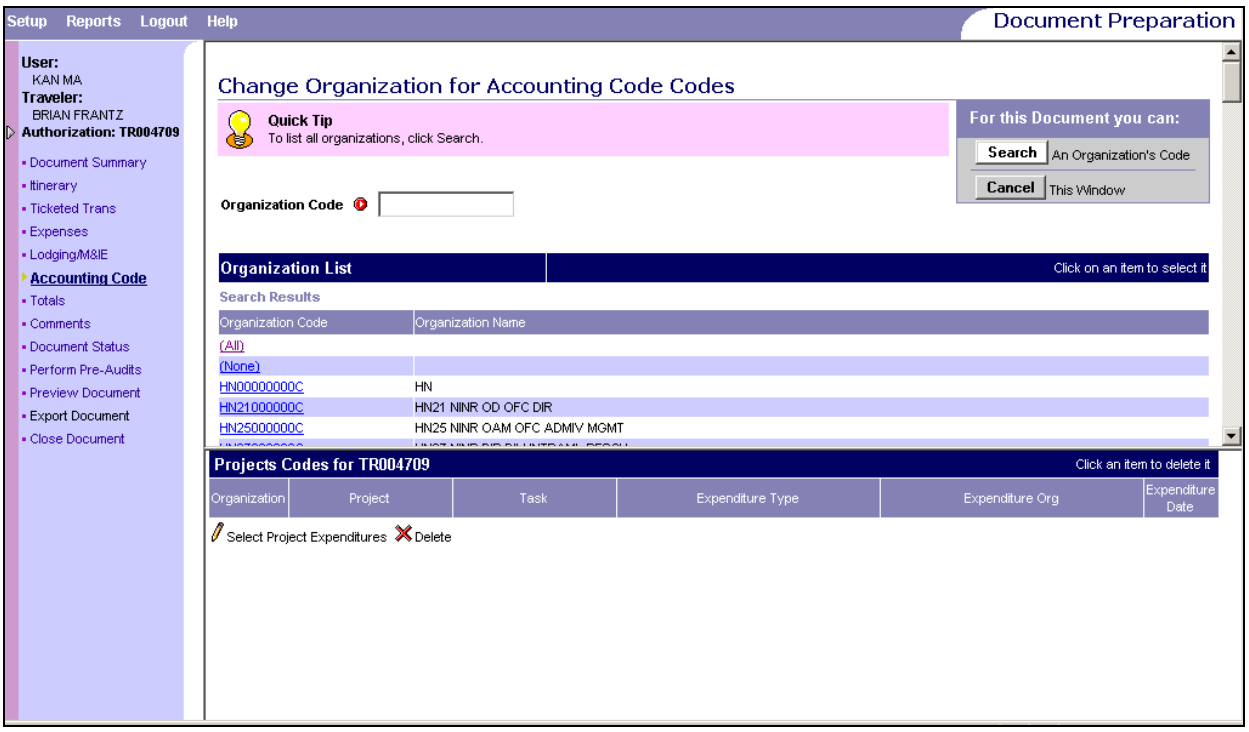


1. From the Document Toolbar, select **Accounting Code**.

   Note: The Available Projects screen is displayed.

2. On the Available Projects screen, select **Change** to a Different Organization.

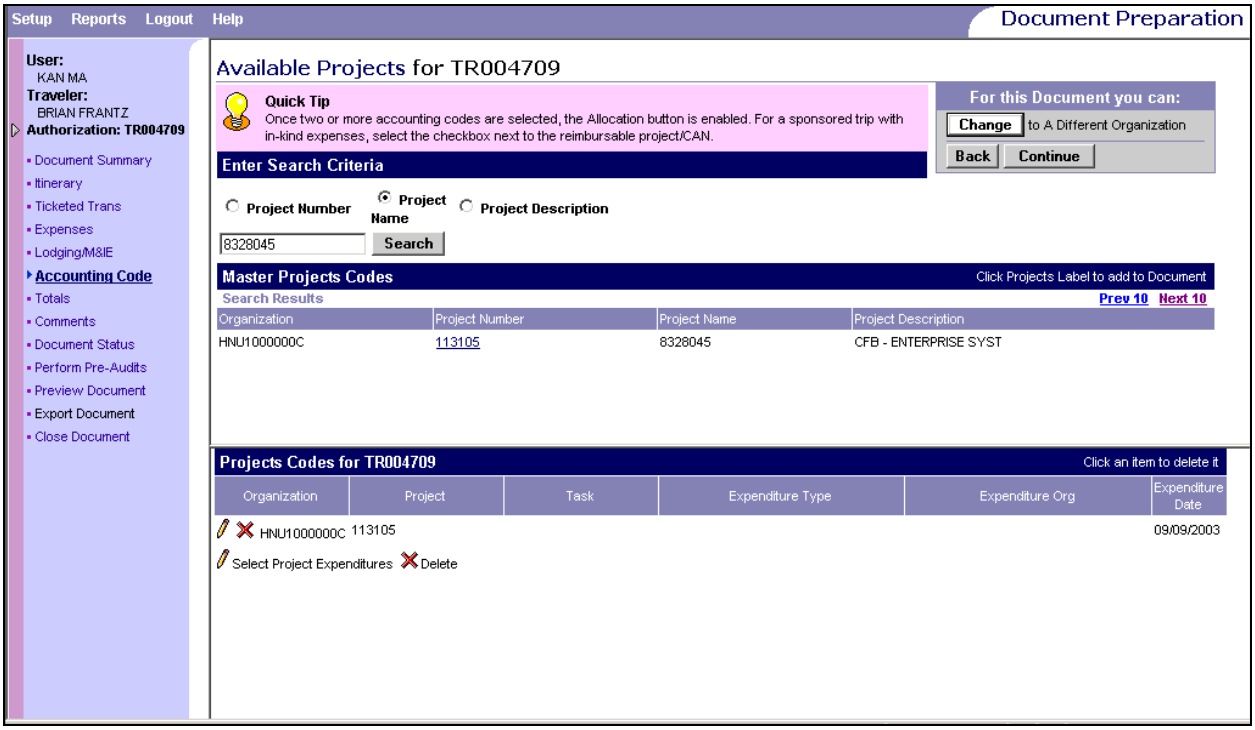
   Result: The Change Organization for Accounting Code Codes screen appears.



3. Select the **Search** An Organization's Code button.

   Result: The complete list of Organizations appears on the Change Organization for Accounting Code Codes screen.

4. Select **All** in the Organization Code column. The Available Projects screen returns.



5. Select the **Project Name** option under the Search Criteria section.

6. Type in the **Project Name** (CAN) in the search field and select **Search**.

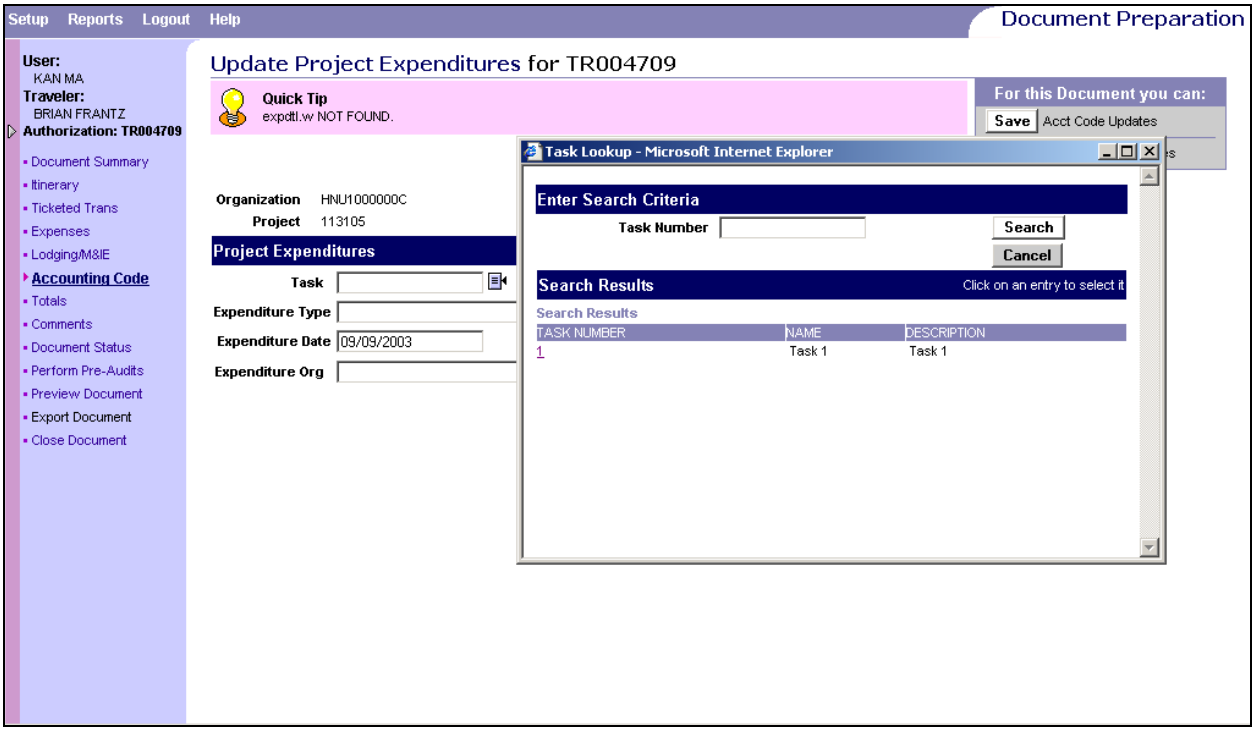
   - For IC direct expenses, select a Direct Project.

   - For reimbursable expenses, select a Reimbursable Project.

7. In the Master Project Codes section, select the desired **Project Number** and associated description.

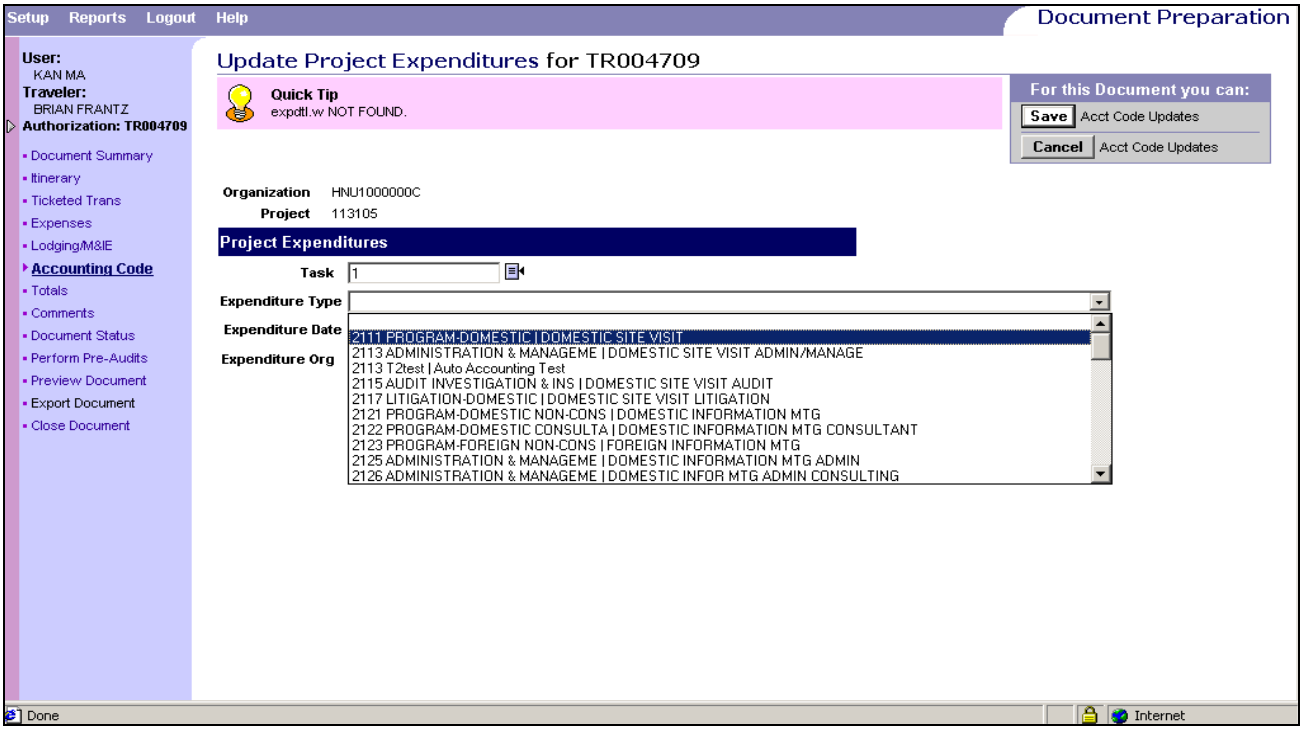
   Result: The selected project will be listed for your authorization in the Project Codes box below.

8. Click the **Pencil** icon next to the select Project line. The Update Expenditure screen appears.

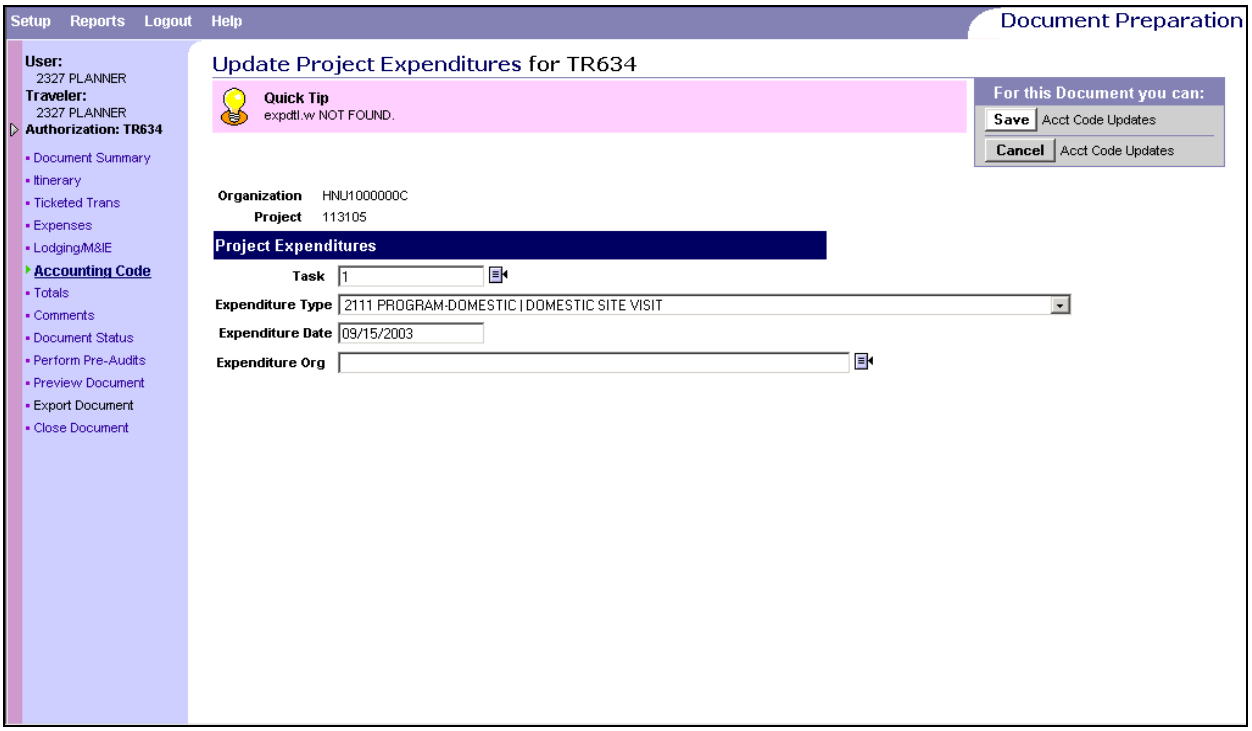


9. Click the **search** icon next to the **Task** field.

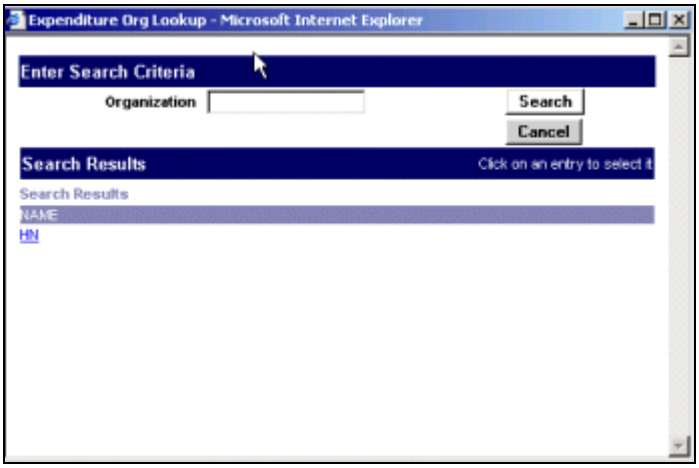
10. In the Task field, select the **Task Number** to which the costs should be charged.



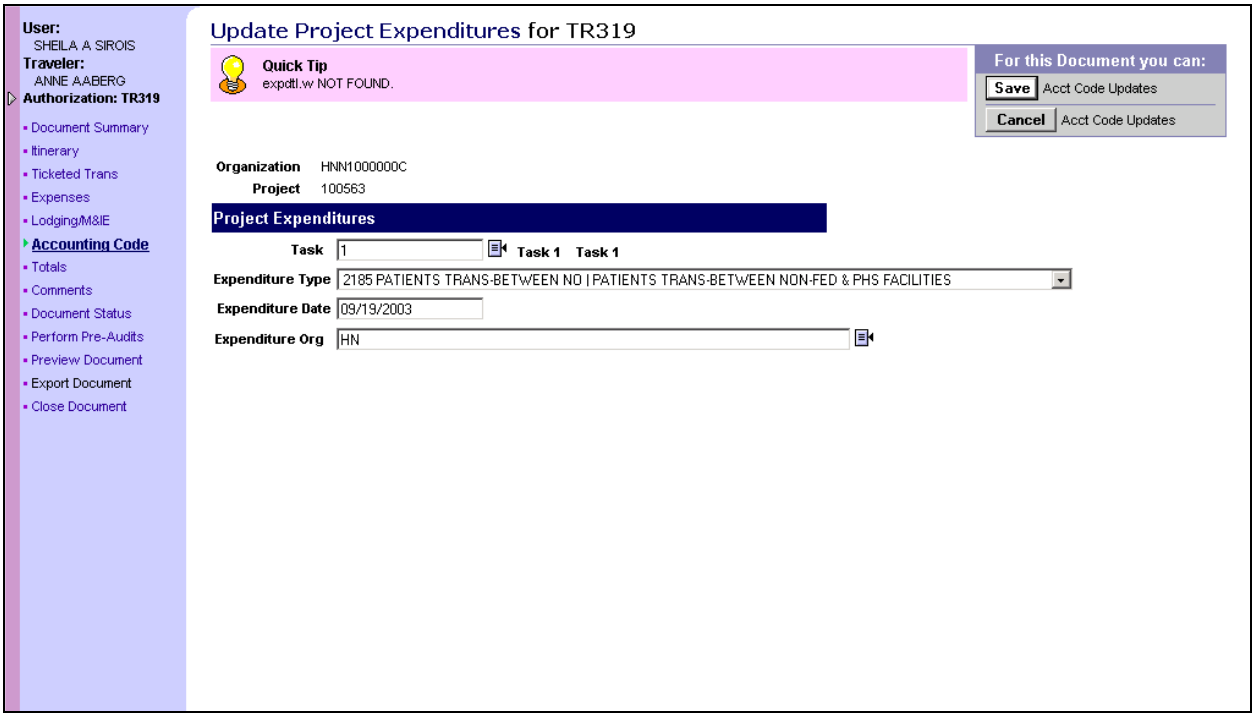
11. In the Expenditure Type field, select the appropriate **Expenditure Type** (OC Code) from the drop down list for the trip purpose.



12. Click the **search** icon next to the Expenditure Org field.

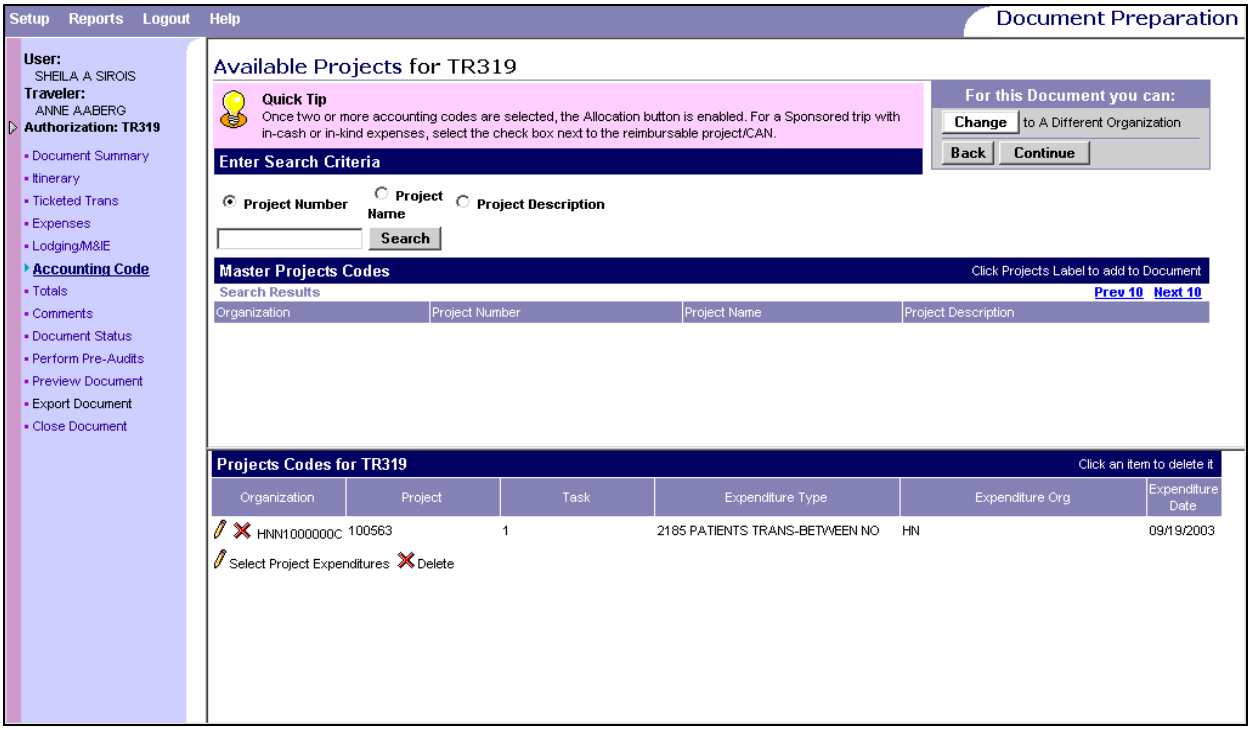


13. In the Expenditure Org field, select **HN**.



14. Click the **SAVE** Acct Code Updates button.

    Result: The Available Projects screen reappears with the Task, Expenditure Type and Org in place.



15. Repeat steps 2 through 14 to add additional project numbers.
    - The same Project may be selected more than once with a different Expenditure Type assigned to each choice
      - For example, charge the trip expenses to a Project/Expenditure Type for travel combination, and the registration fee for a conference being paid by the TA to Project/Expenditure Type for training (252W) combination

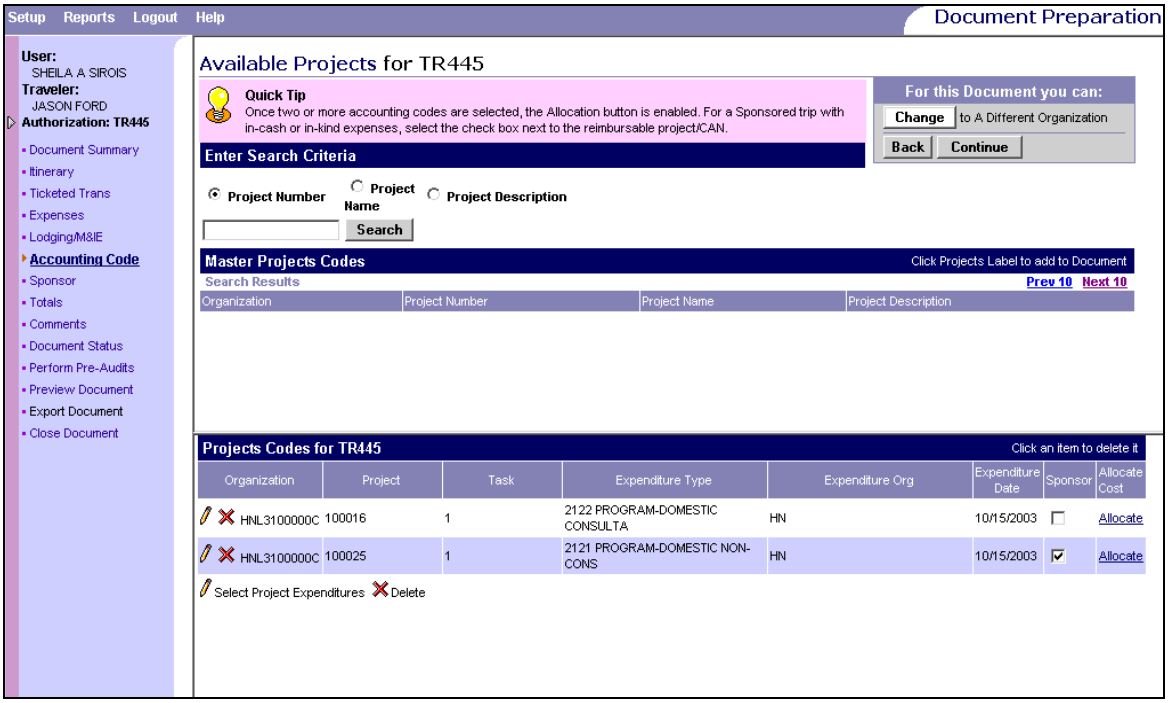
End of activity.

Accounting Code - Allocating to Multiple Projects

NBS Travel System User

N> Document Toolbar > Accounting Code

Available Projects



1. From the Document Toolbar, select **Accounting Code**.

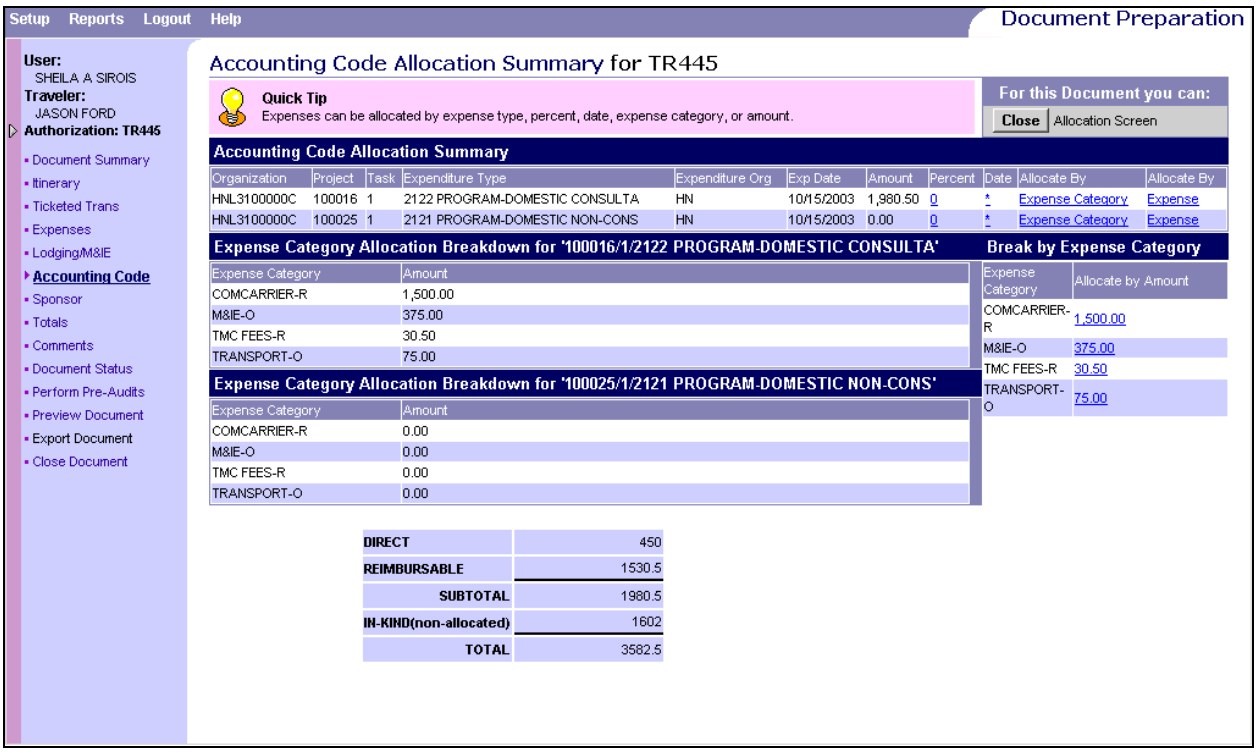
If the trip is sponsored, goto task #2. Otherwise, goto task #3.

2. Check the Sponsor box for the reimbursable project code task.

   Note: Be sure to only check the reimbursable project, otherwise the NBS Travel System will not allow you to route the document.

3. Select the **Allocate** link. The Accounting Code Allocation Summary screen appears.

   Note: Initially, all expenses are recorded under one Project/Task. The next steps illustrate how to reassign expenses to other Projects/Tasks.
   - You may allocate across the different project numbers by:
     - Percent
     - Date
     - Expense Category
     - Expense
     - Dollar Amount



If allocating by Expense Category, goto task #4.

If allocating by Expense, goto task #7.

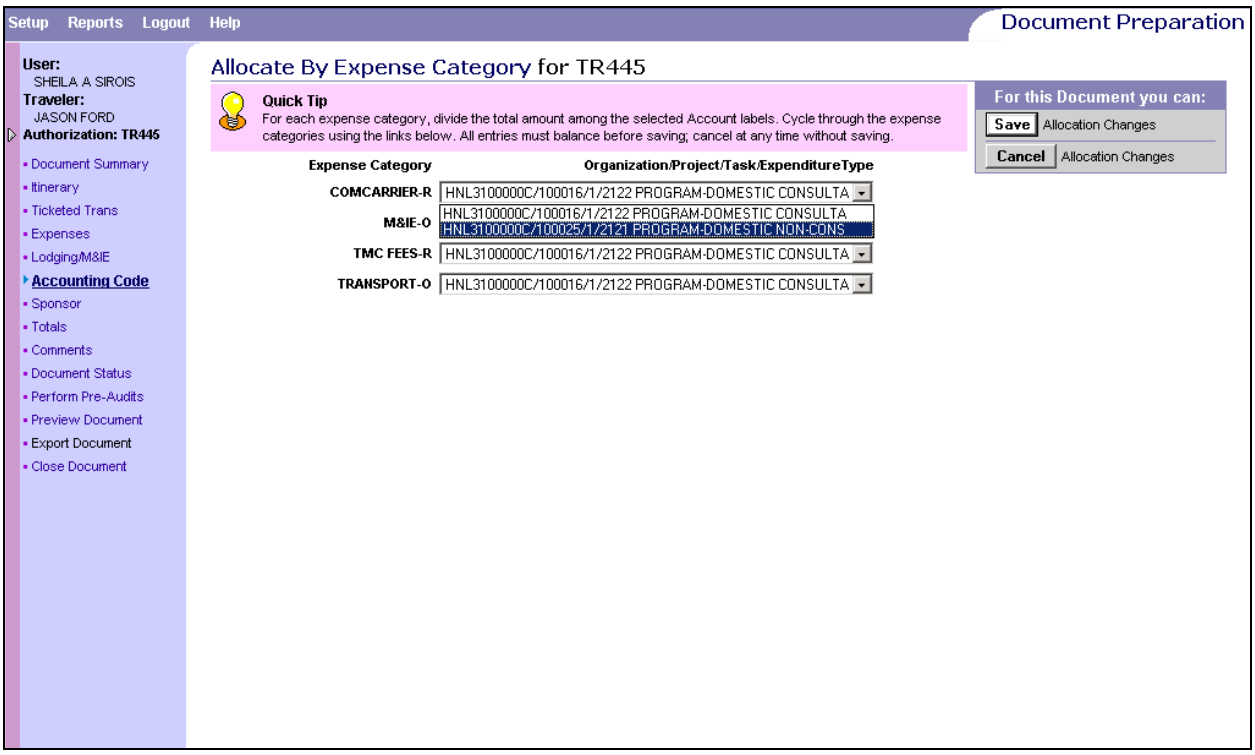
If allocating by Percent, goto task #10.

If allocating by Date, goto task #13.

If allocating by Dollar Amount, goto task #16.

Allocate by Expense Category

4. In Allocate By, click either of the Allocate by Expense Category links.

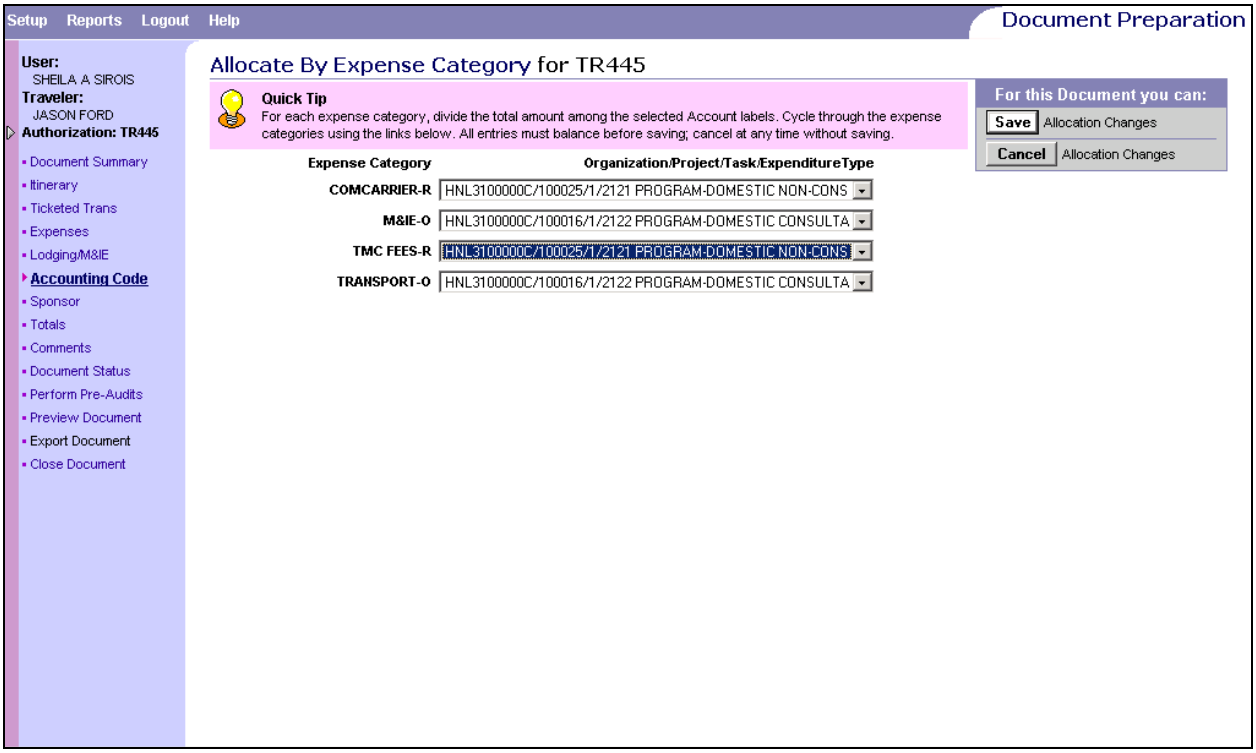


5. From the desired Expense Category field, select the **project number** from the drop-down list to assign the expenses. This moves the expense to the project number that will be paying for it.

   Note: Do not assign direct expenses to reimbursable projects or reimbursable expenses to direct projects. Doing so will stop the document from routing forward. Identify the correct type of expenses based upon the expense category's payment method (the letter appended to the expense category description). The payment method indicates who is paying the expense – NIH or the sponsor.

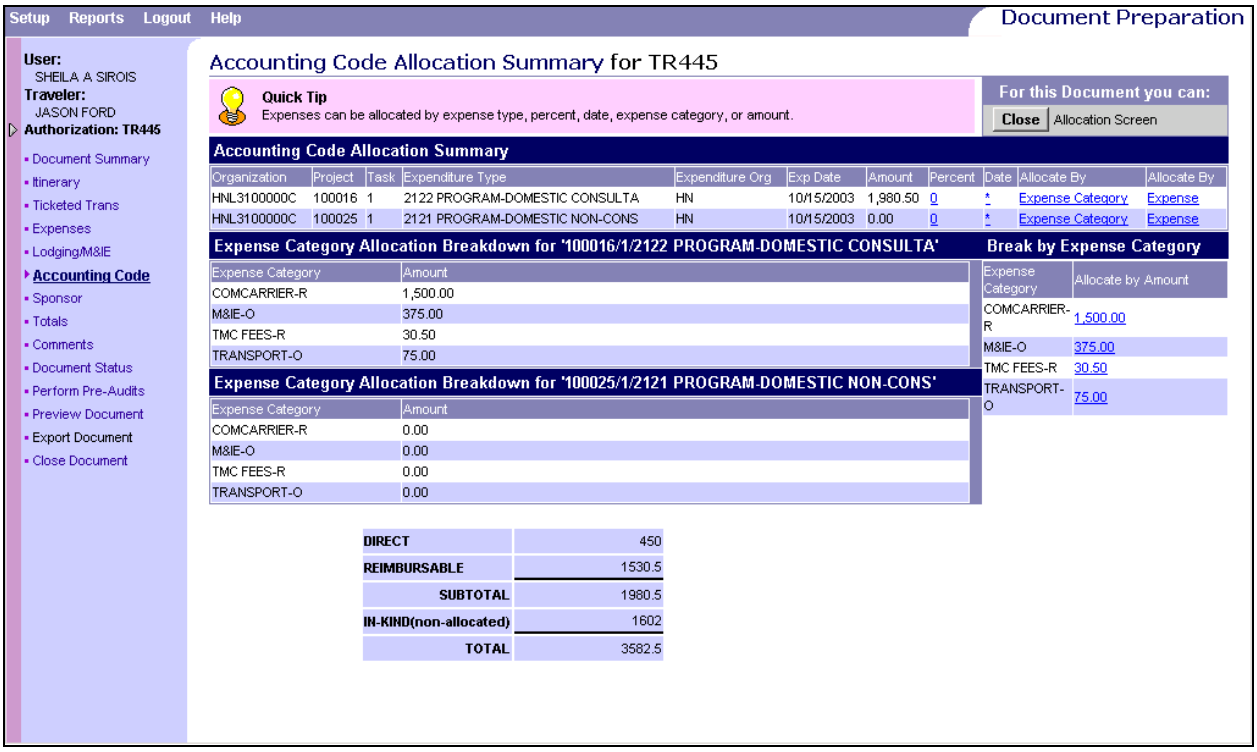
   If the payment method is incorrect, return to the appropriate expense screen and update the cost options box.

Direct Expenses Payment Methods (assign to Direct Project)	**Reimbursable Expenses Payment Methods** (assign to Reimbursable Project)
-G = GTA **-O** = Other (cash) **-T** = Travel Card	**-S** = Sponsored Reimbursable **-I** = Sponsored In-Kind **-R** = GTA Reimbursable



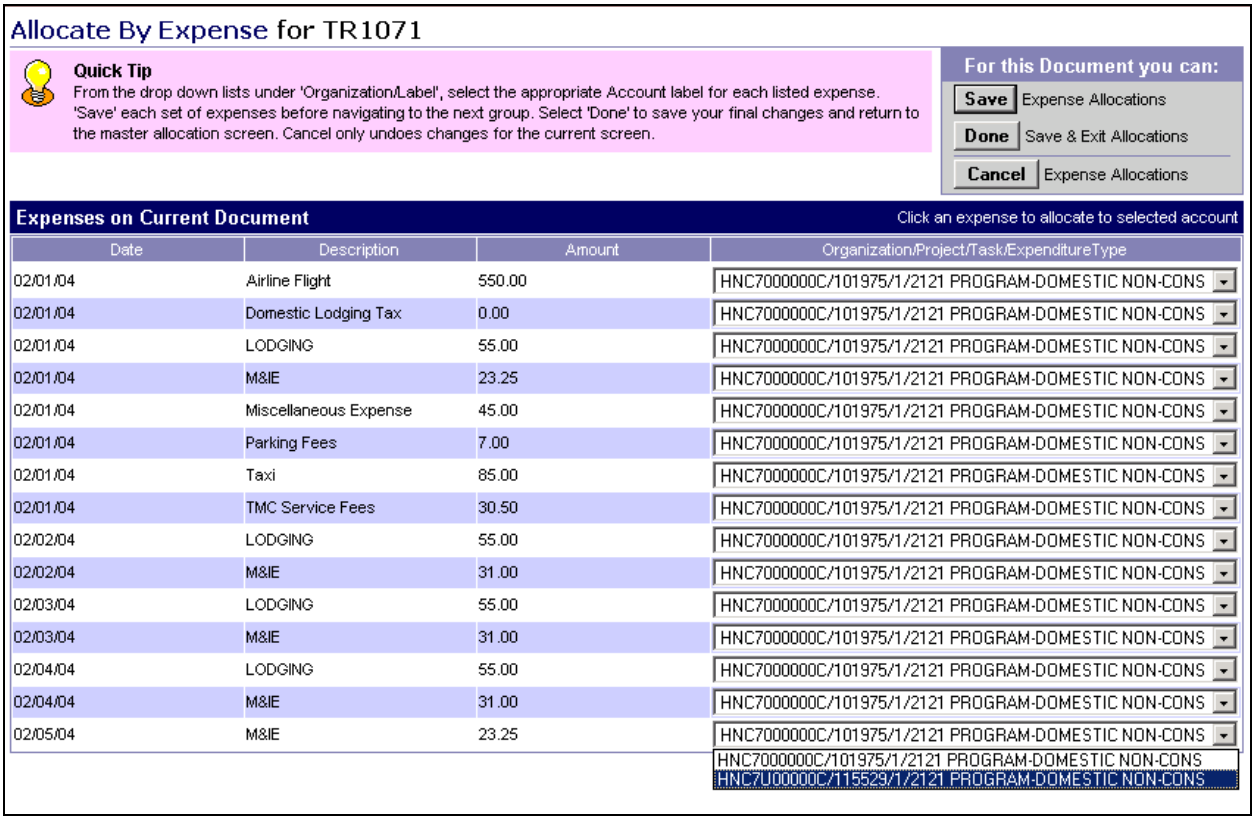
6. Select the **Save** Allocation Changes button.

Goto task #19.



Allocate by Expense

7. Select either of the **Expense** links.



8. From the desired Expense field, select the **project number** from the drop-down list to assign the expenses. This moves the expense to the project number that will be paying for it.

   Note: Do not assign direct expenses to reimbursable projects or reimbursable expenses to direct projects. Doing so will stop the document from routing forward. Identify the correct type of expenses based upon the expense category's payment method (the letter appended to the payment method description). The payment method indicates who is paying the expense – NIH or the sponsor.

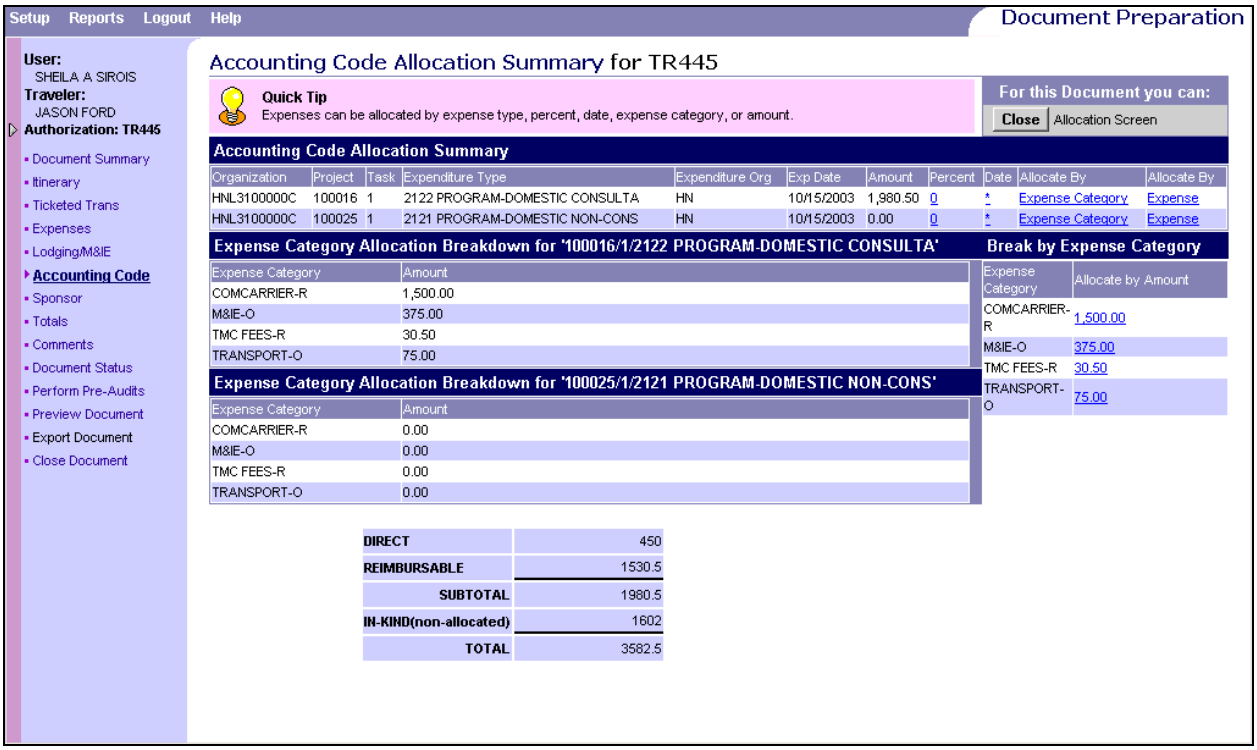
   If the payment method is incorrect, return to the appropriate expense screen and update the cost options box.

Direct Expenses Payment Methods (assign to Direct Project)	**Reimbursable Expenses Payment Methods** (assign to Reimbursable project)
-G = GTA **-O** = Other (cash) **-T** = Travel Card	**-S** = Sponsored Reimbursable **-I** = Sponsored In-Kind **-R** = GTA Reimbursable

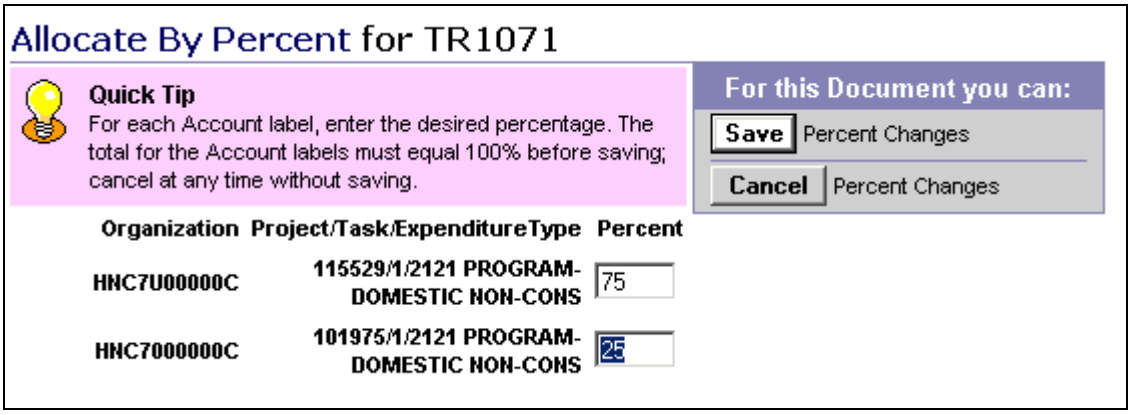
9. Select the **Save** Expense Allocations button.

Goto task #19.

Allocate by Percent



10. Select either of the **Percent** links.

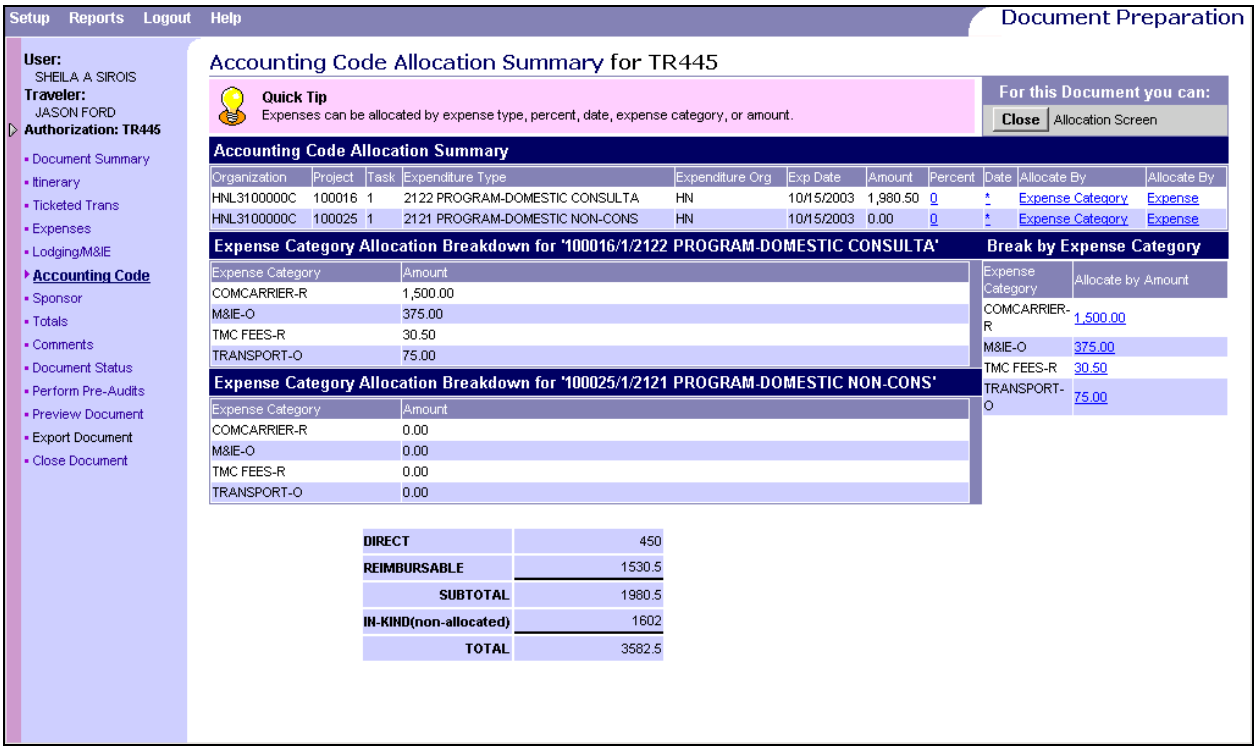


11. Enter the **percent** (out of 100) that each project number will pay of the total expenses for the trip.

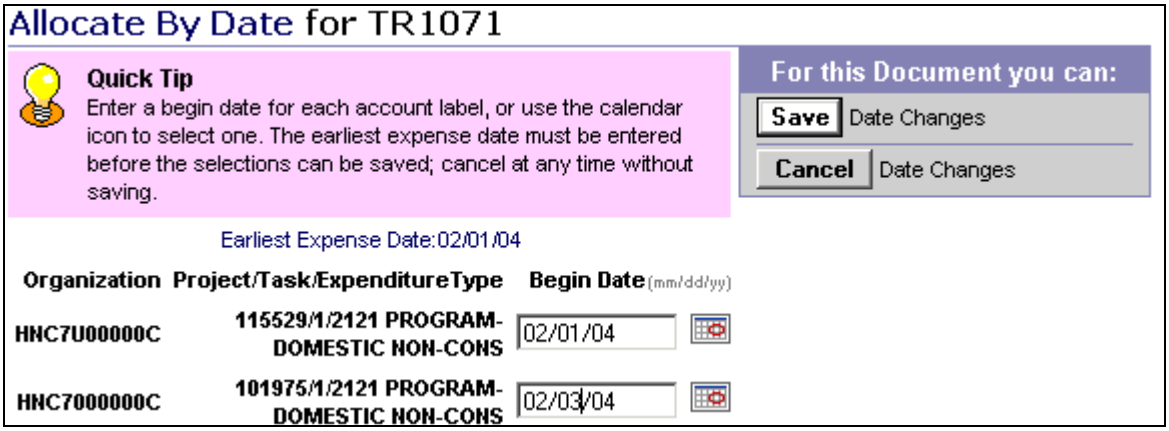
12. Select the **Save** Percent Changes button.

Goto task #19.

Allocate by Date



13. Select either of the **Date** links.

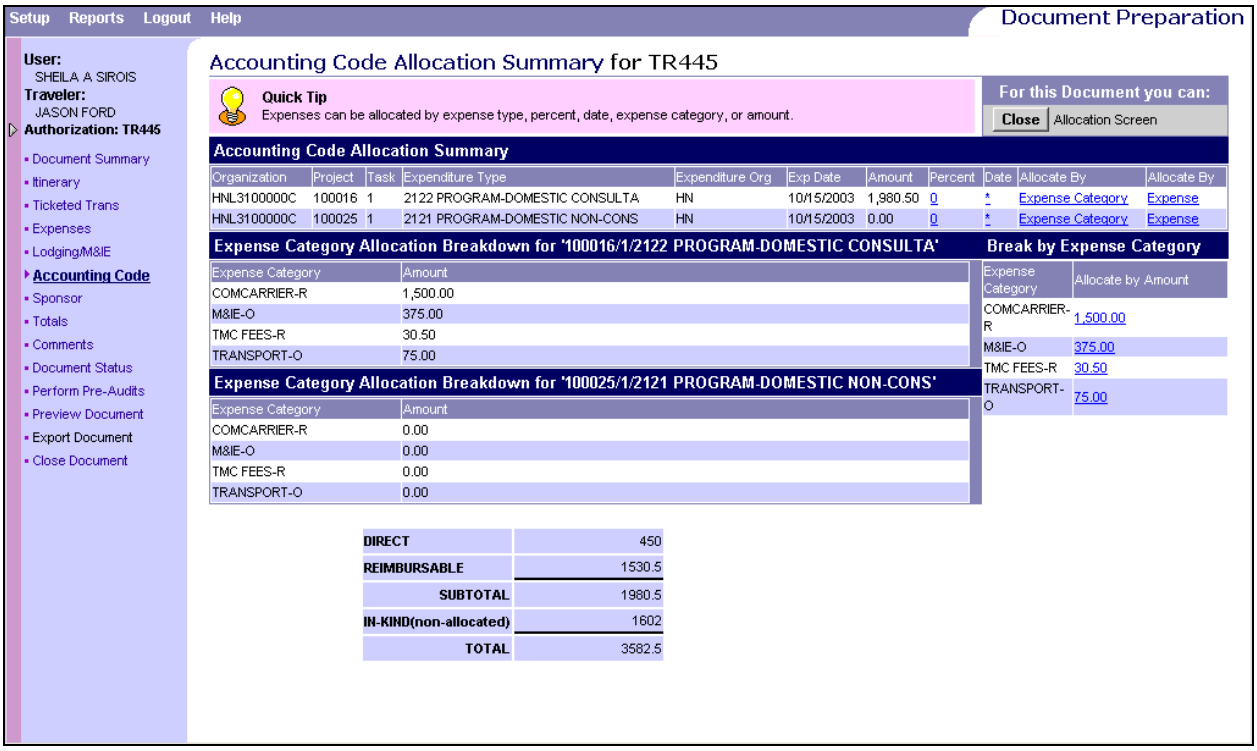


14. Enter the **date range** for which the project numbers will pay for the expenses.
    - The Earliest Expense Date is listed above the project numbers and is the first date an expense will be incurred for this trip.
    - The dates may not overlap. Therefore the project number can only pay for consecutive days.

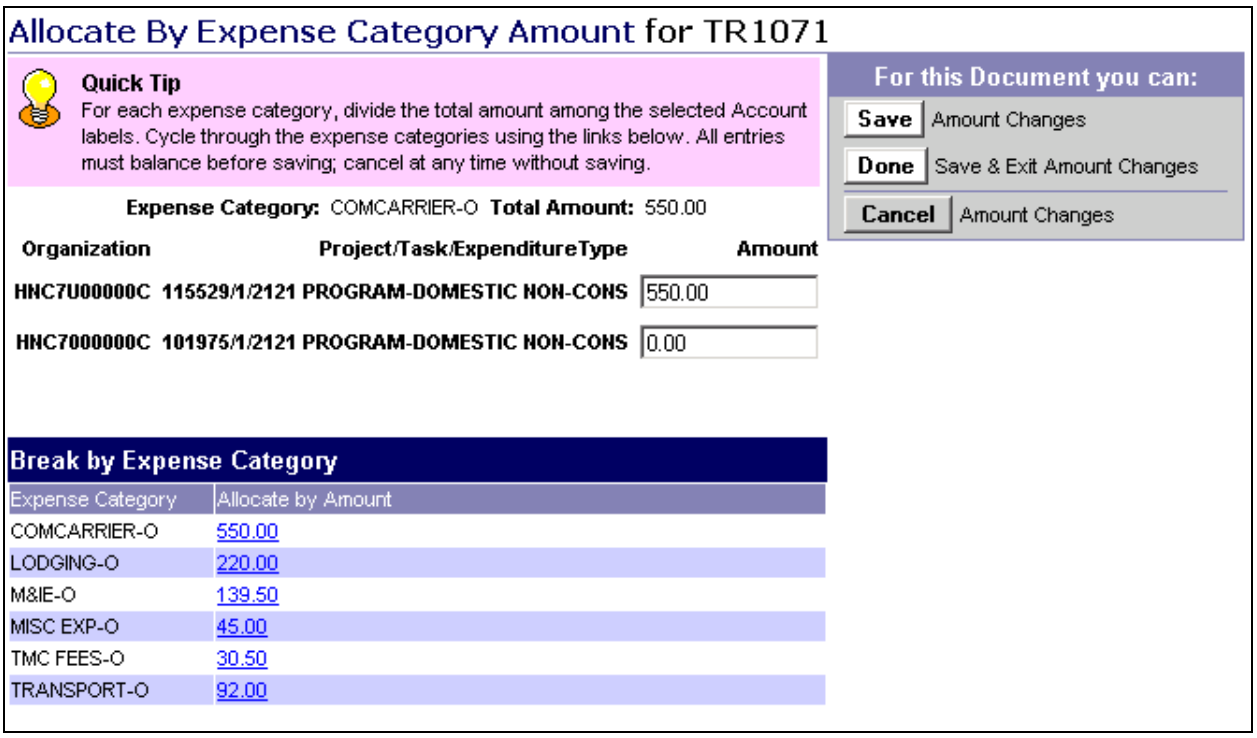
15. Select the **Save** Date Changes button.

Goto task #19.

Allocate by Dollar Amount



16. Select any of the **dollar amount** links.

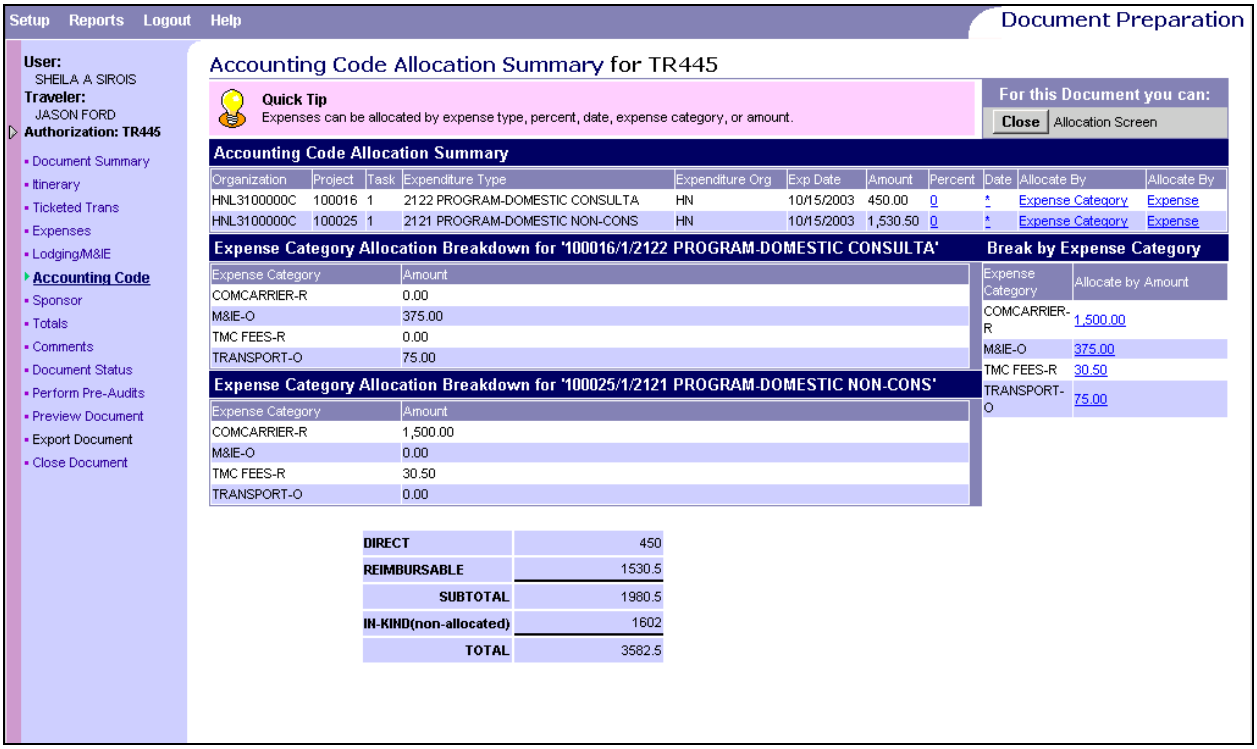


17. Enter the **amount** of the total expense for the expense category in each of the project numbers that each project number will pay for.

Note: Remember: the total cannot be higher or less than the total amount for the expense category.

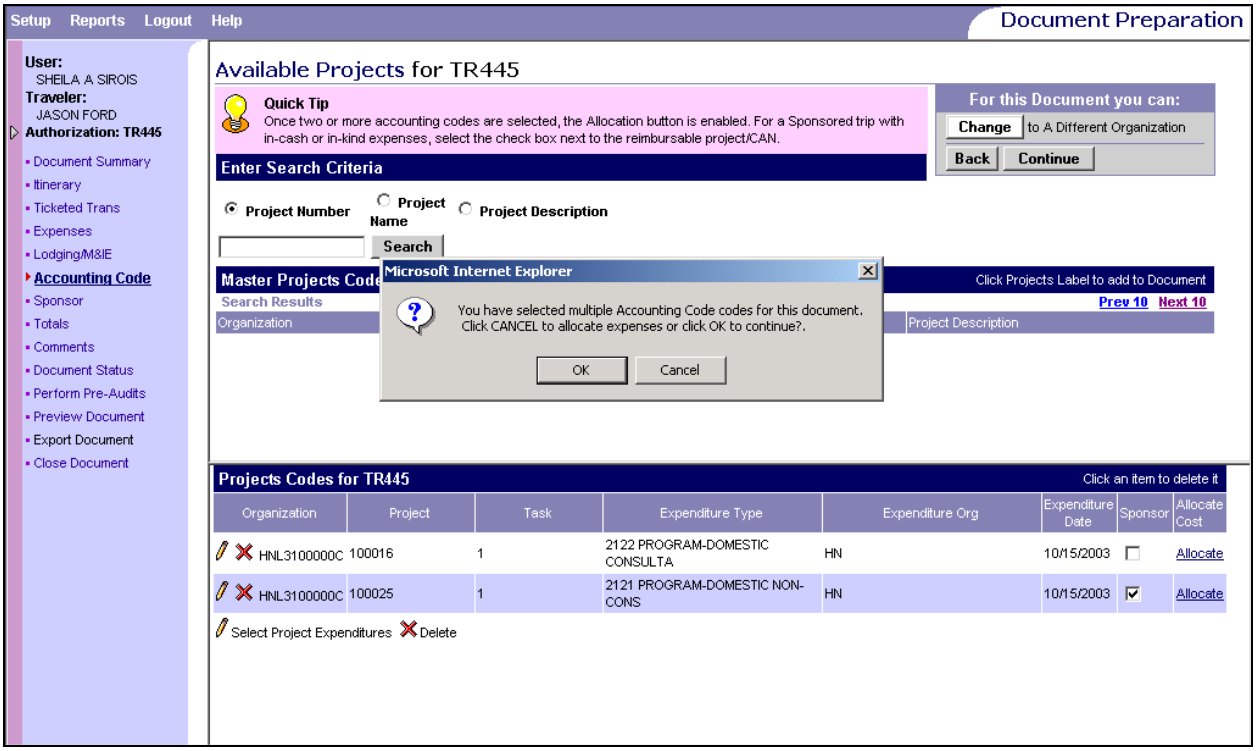
18. Select the **Save** Amount Changes button.

Goto task #19.



19. Select the **CLOSE** Allocation Screen.

Result: The Available Projects screen returns.



If you click the Continue button, goto task #20. Otherwise, End of Activity

20. Select the **Continue** button to advance to the next screen.

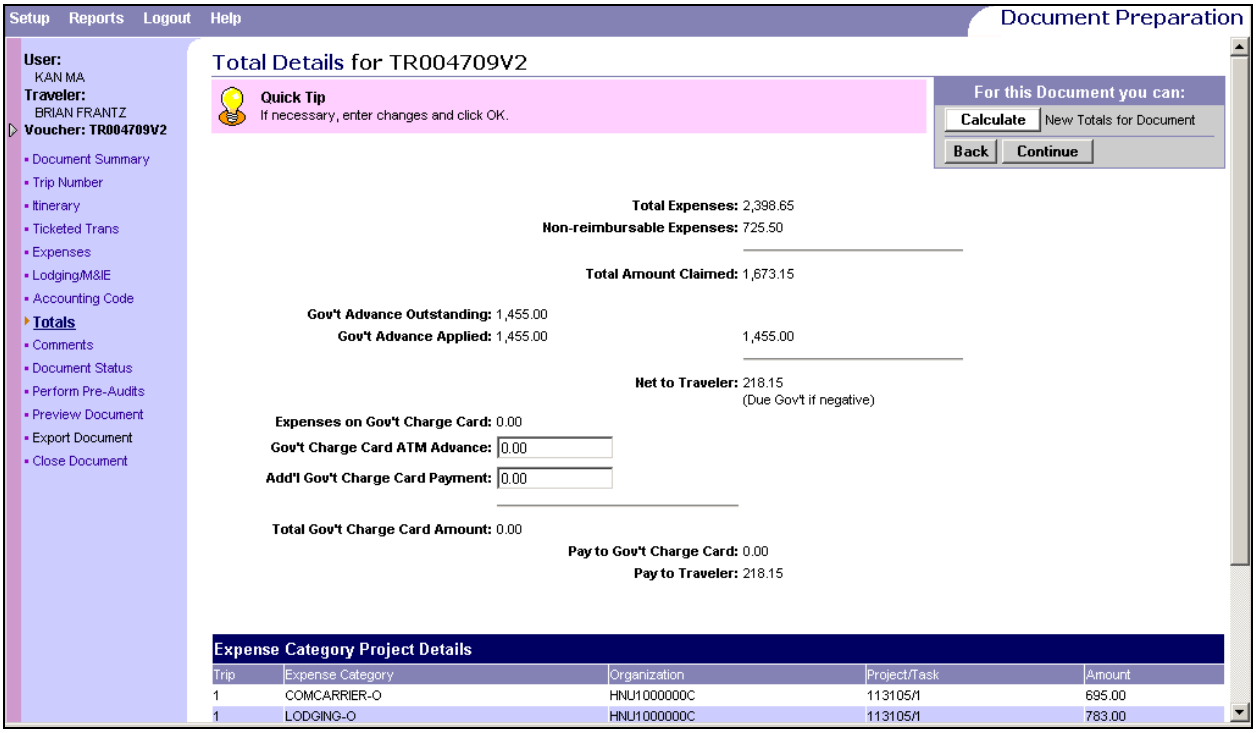
21. Select the **OK** button in the "...click OK to continue?" pop-up modal that appears to remind you to allocate expenses. OK indicates that you have allocated among the multiple project numbers.

    Note: Selecting the CANCEL button on the pop-up window will require you to reallocate your expenses again.

End of activity.

Totals Screen - Voucher

NBS Travel System User
N> Document Toolbar > Totals
Total Details



1. From the Document Toolbar, select **Totals**.

2. Review the amount that appears as "Pay to Traveler."

   Note: This is the amount that will be reimbursed to the traveler for the trip.

3. If an advance was direct deposited prior to the trip, then the system will apply the full advance. Check to see that the Gov't Advance Outstanding and the Gov't Advance Applied contain the same amount.

   Note1: Do not change the amount of the advance to the traveler. Doing so may create an overpayment to the traveler.

   Note2: If an ATM advance was taken and no direct deposit occurred, then the Pay to Traveler amount should equal Total Amount Claimed.

Note3: A Debit Memo is used in Oracle Accounts Payable to enable a REFUND from the Traveler to be applied for Credit to a Project (CAN).

Automatic Debit Memos are created when:

(1) An Authorization is CANCELED and an Advance was deposited in the Traveler's Account (trip canceled).

(2) A pre-paid Advance is greater than the claimed expenses and the 'FINAL VOUCHER' box is marked.

Manual Debit Memos must be created

(1) The Traveler is reimbursing an overpayment (payment method error)

(2) The Traveler is reimbursing a GTA Airfare cost (payment method error)

(3) Trip reimbursement deposited twice (ECS certification error)

(4) A pre-deposited Advance is greater than claimed expenses and 'FINAL VOUCHER' was not marked.

Manual Debit Memos are initiated through a call to the NBS Help Desk where the following data will be collected:

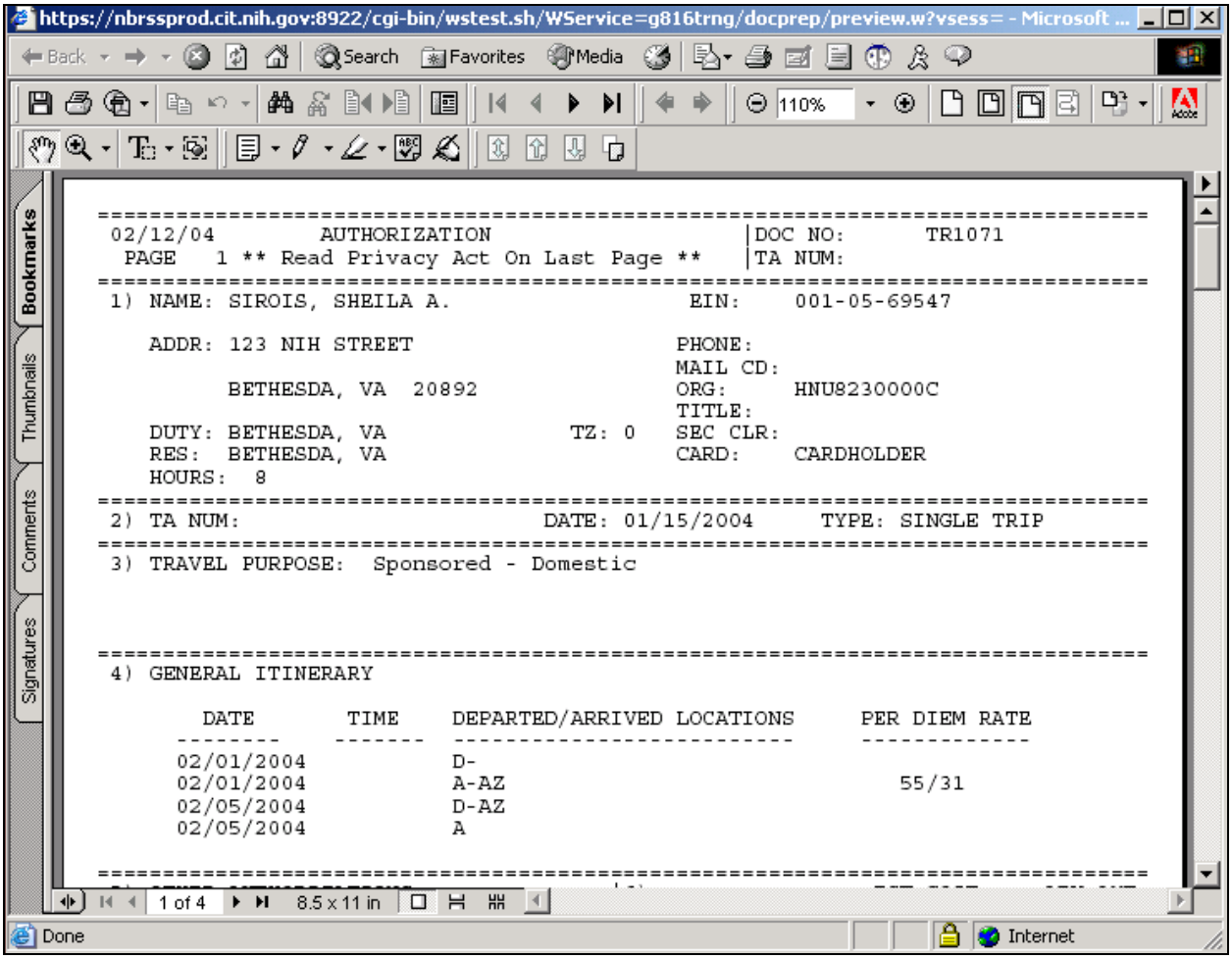
- Name of Traveler
- TR#
- Project #
- OC Code
- Amount of Refund
- Fund Type (Direct or Reimbursable)

Preview Document

NBS Travel System User

N> Document Toolbar > Preview Document

Preview Document

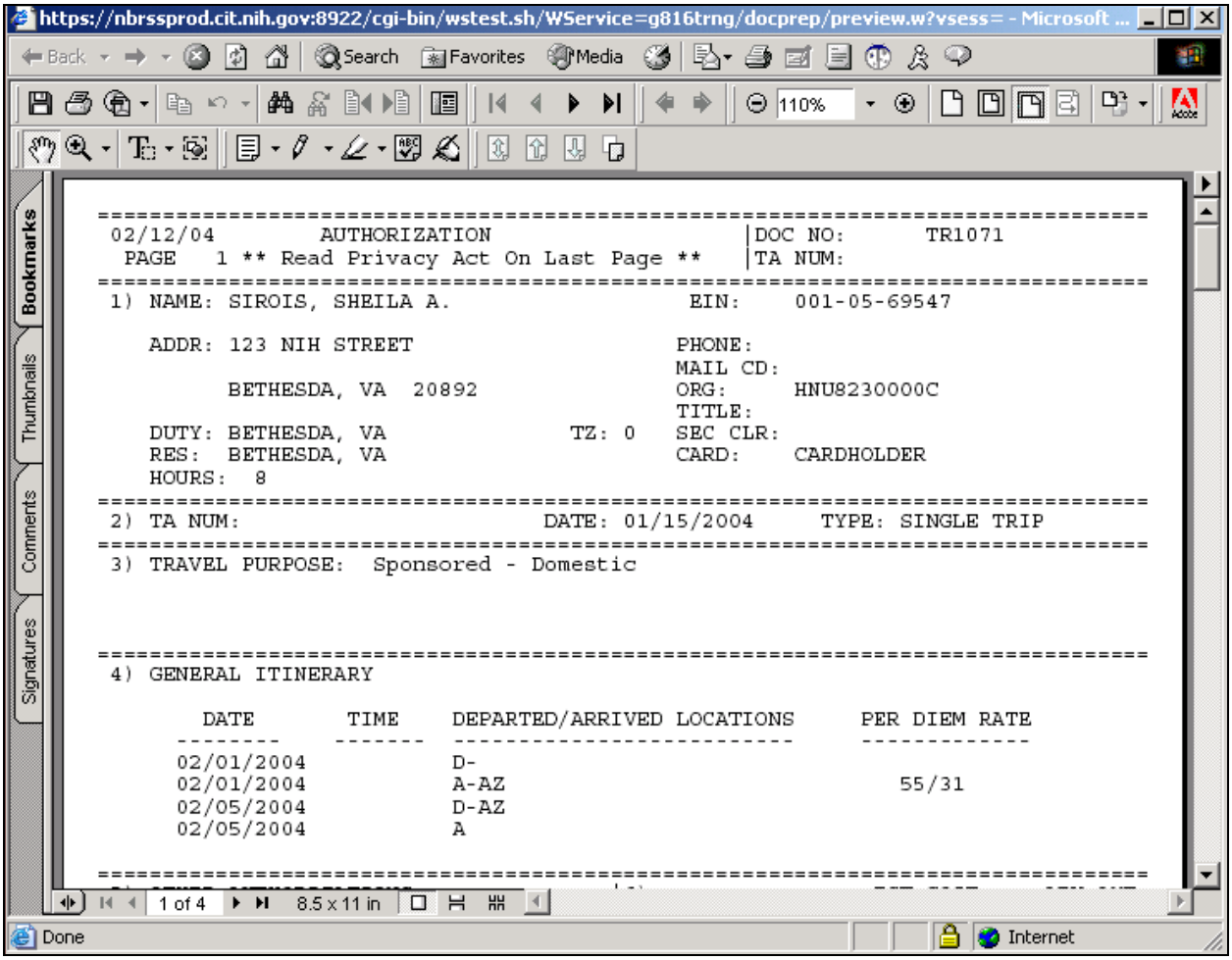


1. While in the document, from the Document Toolbar, select **Preview Document**.

   Note: Do this before starting the stamping process. The Document Toolbar does not display after the stamping process starts.

2. Review the travel document's details on the resulting Adobe Acrobat screen.

   Note: If you would like a hard copy of the document, use the Adobe Acrobat print icon to print a copy of the document.



```
02/12/04        AUTHORIZATION                    |DOC NO:      TR1071
 PAGE   1 ** Read Privacy Act On Last Page **    |TA NUM:
1) NAME: SIROIS, SHEILA A.                   EIN:    001-05-69547

   ADDR: 123 NIH STREET                     PHONE:
                                            MAIL CD:
         BETHESDA, VA  20892                ORG:     HNU8230000C
                                            TITLE:
   DUTY: BETHESDA, VA              TZ: 0    SEC CLR:
   RES:  BETHESDA, VA                       CARD:    CARDHOLDER
   HOURS:  8
2) TA NUM:                        DATE: 01/15/2004     TYPE: SINGLE TRIP
3) TRAVEL PURPOSE:  Sponsored - Domestic

4) GENERAL ITINERARY

       DATE       TIME    DEPARTED/ARRIVED LOCATIONS     PER DIEM RATE
    --------     -------  --------------------------     -------------
    02/01/2004            D-
    02/01/2004            A-AZ                              55/31
    02/05/2004            D-AZ
    02/05/2004            A
```

3. Click on the **close** box in the upper right hand corner to exit the Adobe screen.

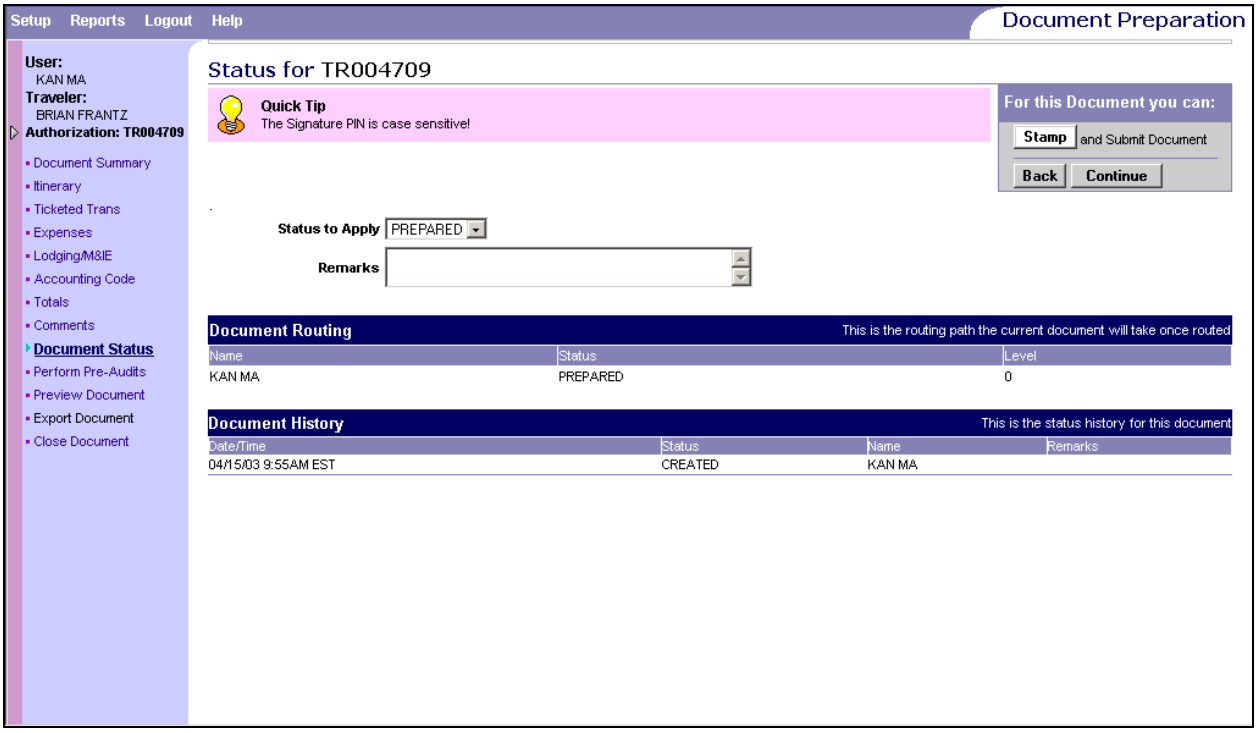
End of activity.

Stamping Documents

NBS Travel System User

N> Document Toolbar > Document Status (Authorization/Amendment)

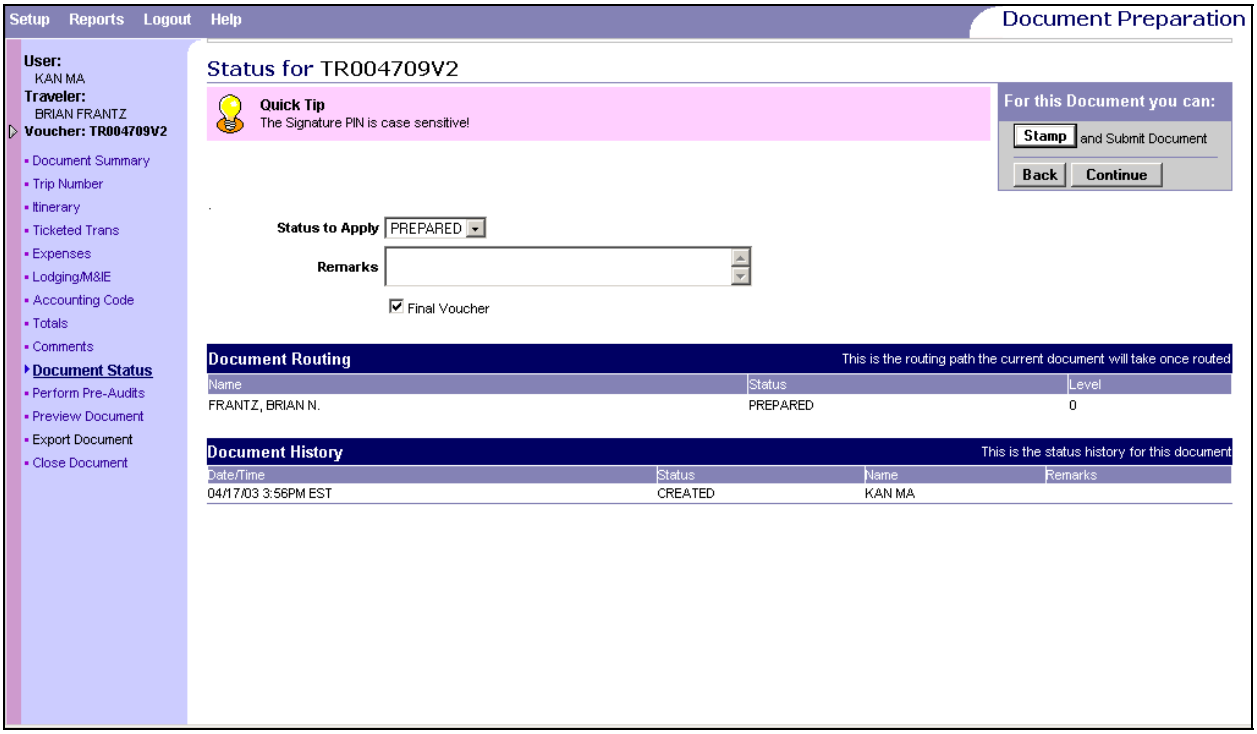
Document Status



1. From the Document Toolbar, select **Document Status**.

2. In the Status screen, select the appropriate **Status to Apply** from the pull down menu.
   - **Prepared** will route the document forward for review and approval
   - **Returned** returns the document to the planner for correction
   - **Conditional Approval** indicates the document is still routing forward for approval by the final approver
   - **Approved** indicates the document is approved, funds are obligated, and the traveler may travel

If stamping a voucher or local voucher, goto task #3. Otherwise, goto task #4.



3. Check the **Final Voucher** box if this is the final voucher for the trip.
   - Checking the final voucher box closes the travel authorization and de-obligates any remaining funds.
   - You will be forced to check the final voucher box if
     - The amount of the voucher is over the amount obligated on the travel authorization.
     - A payment method for an expense category differs from the travel authorization

4. Click the **STAMP** and Submit Document button.

   Result: The Pre-Audit Results screen will appear.

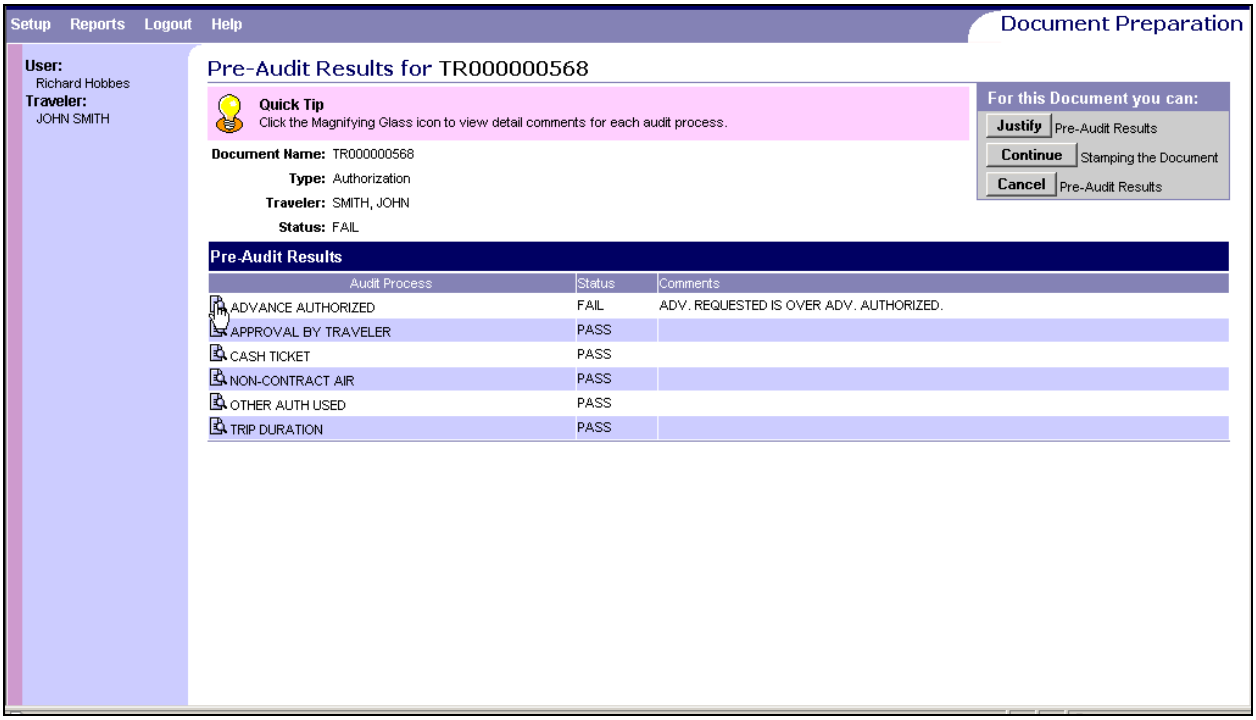
End of activity.

Pre-Audit Screen - Reviewing Details

NBS Travel System User

N> Status > Pre-Audit Results or Document Toolbar > Perform Pre-Audits

Pre-Audit Results

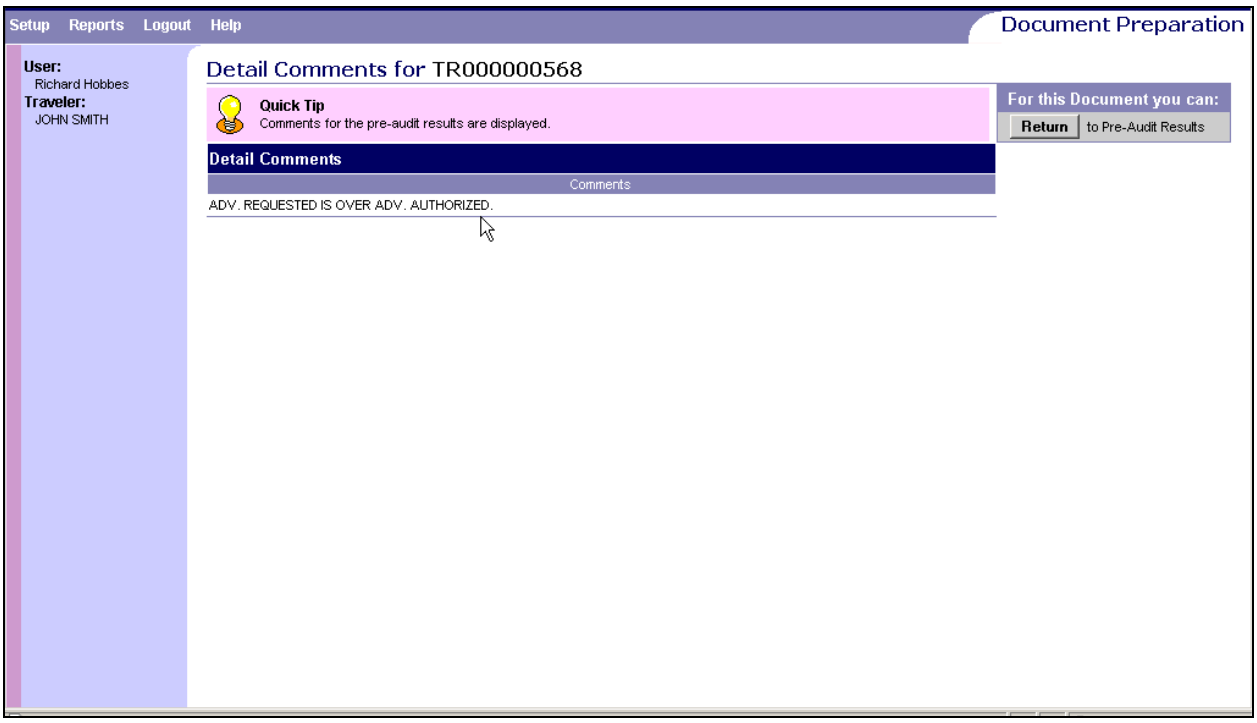


1. Click **Perform Pre-Audits** from the Document Toolbar

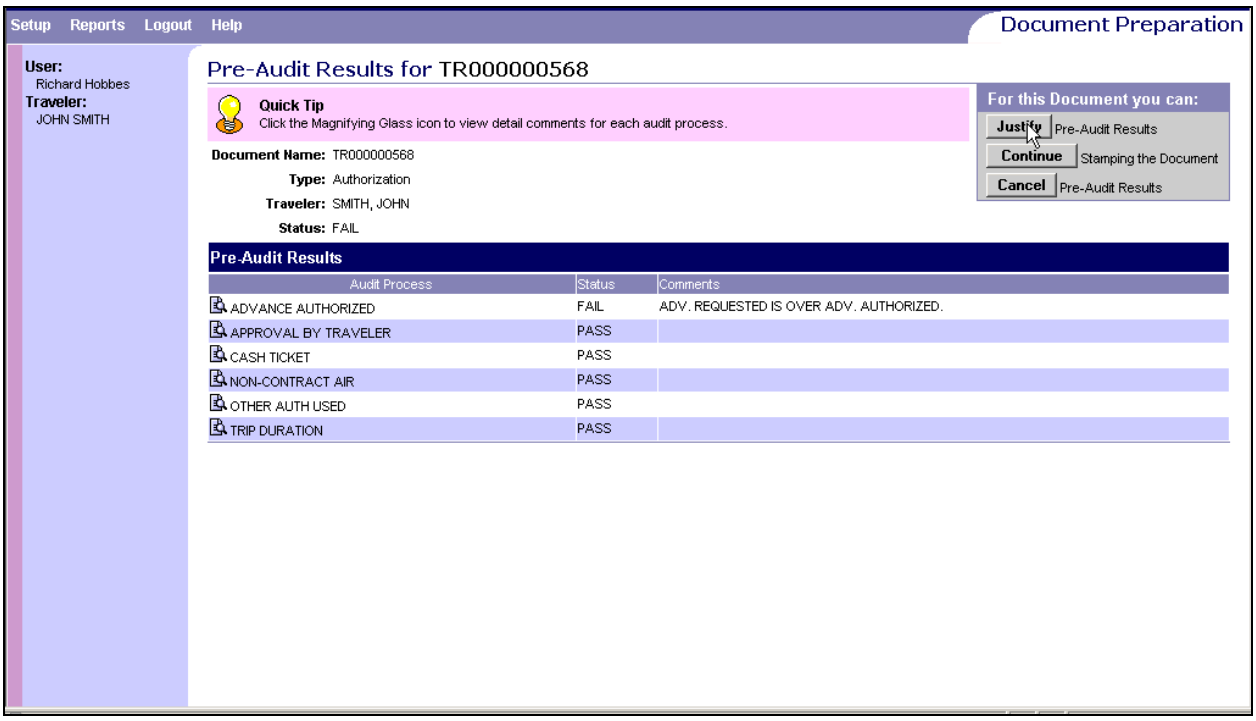
   Note: You may also click the **Continue** Stamping the Document button from the Document Status screen. Accessing the Pre-Audits this way is part of the routing process and the Document Toolbar is no longer available.

2. Review the Status of each item.
   - **Pass** indicates the circumstance has been successfully entered and satisfies the system embedded rules and regulations
   - **Fail** ("Alert") status indicates a circumstance has been entered on the document that may need a written "justification" in the document Comments box or an authorized attached NIH form (e.g. a foreign carrier approval) to accompany the Travel System documents

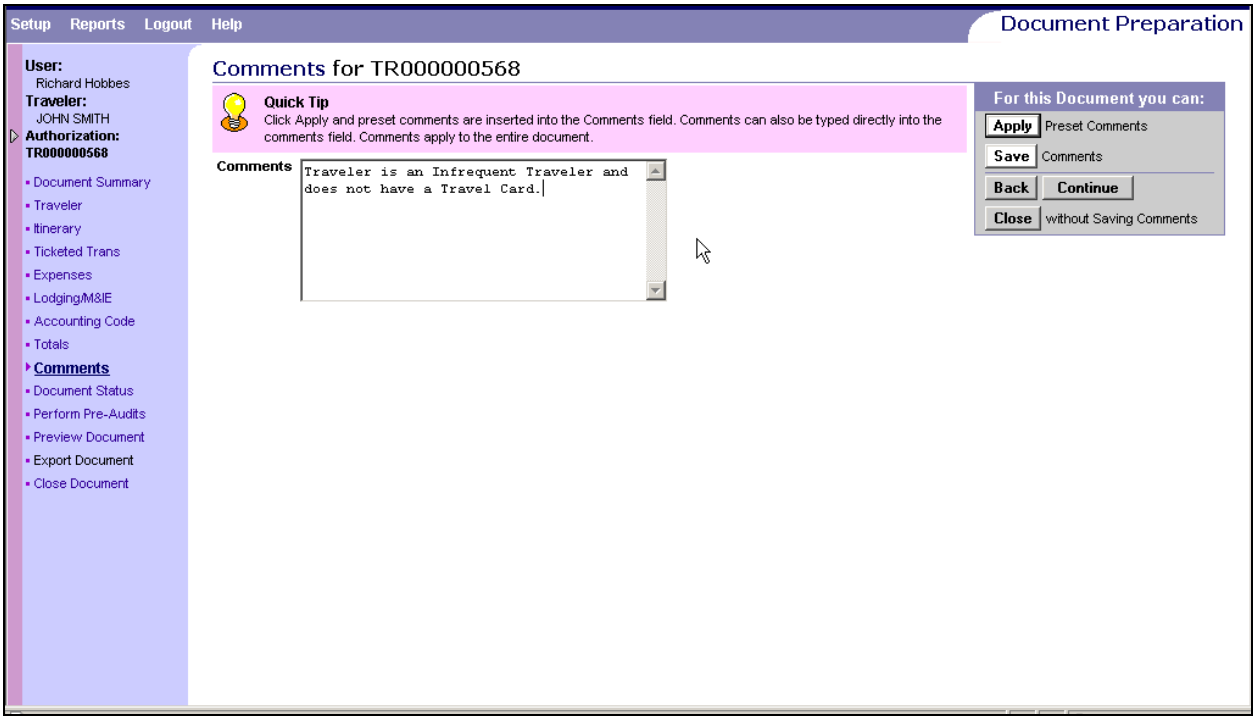
3. Click the **magnifying glass** icon to view Detail Comments.



4. Click the **Return** to Pre-Audit Results button when finished reviewing the comments.

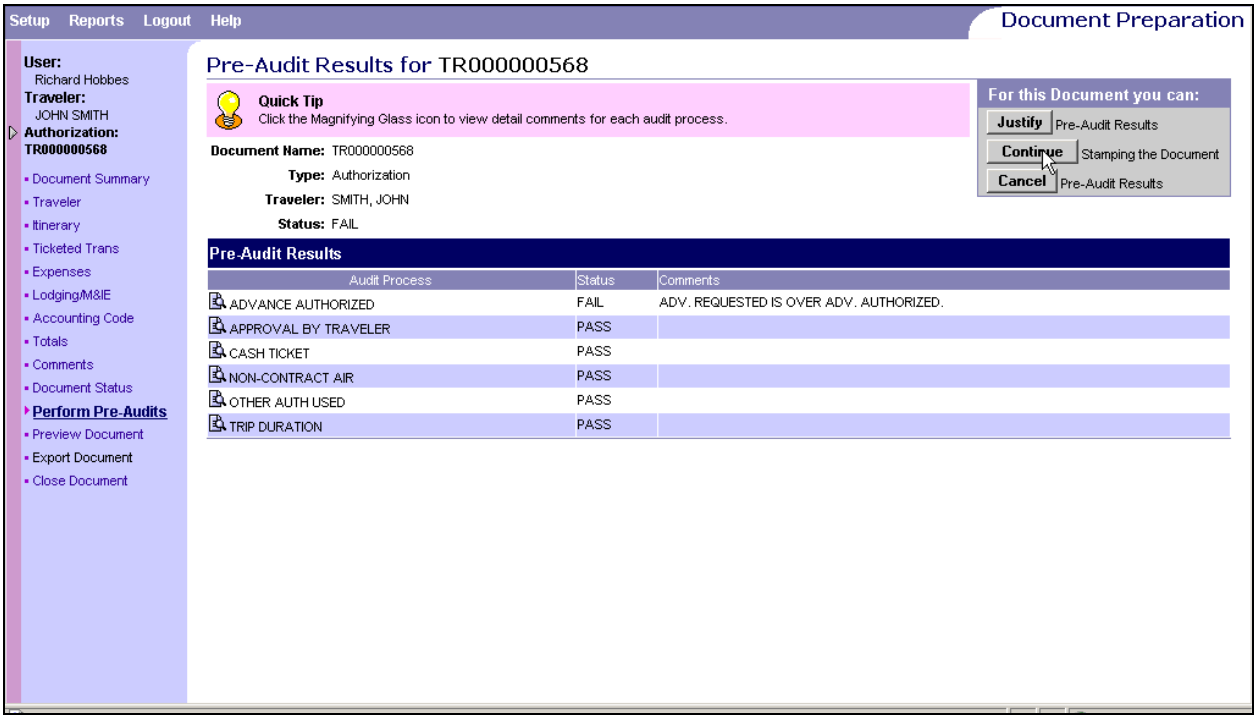


5. In the Pre-Audit Results screen, click the **Justify** Pre-Audit Results button to enter comments in the Comments screen.



6. Notice that in the Comments screen, the Document Toolbar reappears. In the Comments screen, enter any pertinent comments and click the **Save** Comments button.

   Result: The Pre-Audit Results screen will reappear, including the Document Toolbar.



If performing pre-audits during document routing, goto task #7. Otherwise, End of Activity.

7. Click the **Continue** Stamping the Document button when finished with the Pre-Audit Results screen.

   Result: The Dynamic Routing screen will appear.

End of activity.

Amendments

Chapter 8

nbrss
NATIONAL INSTITUTES OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM
Amendments
February, 2004

Lesson Objectives

Lesson Objectives

After completing this lesson you should be able to:

- Define Amendments
- Create an Amendment

Page 1

Changing details on a document

Changing details on a document

- Document not yet approved?
  - Access document using Open Existing Documents and make changes
  - This creates an adjustment, not an amendment
- Document approved?
  - Access Create New Document and create amendment to the Travel Authorization
- Amendments can only be created from Travel Authorizations
- If a change needs to be made after the trip occurred:
  - Create the amendment prior to starting the travel voucher
  - Route for approval
  - Create the travel voucher from the approved amendment
- Once an amendment is created, always use this for approval and creating vouchers. Do not use the original travel authorization.

Page 1

Create an Amendment

Create an Amendment

- Rectify errors
  - Correct the original Travel Authorization by creating an amendment; do NOT create a new travel authorization
- The following circumstances require an amendment to be created:
  - If the voucher exceeds 25% of the authorization.
  - If the authorization was not final approved AND final vouchered on or before 12/8/2003.
  - If the Project Number (CAN) has changed.
  - If the OC code has changed.
  - If there is any change to the sponsors information (e.g., billing address, but NOT the sponsor itself).
  - To split the cost of ticketed transportation.
  - If someone in the routing list "Approves" and is NOT the last person on the routing list.
- Amendments are not created for the following circumstances:
  - You are trying to add a Cash Advance to an Approved Authorization. This will require "Copying" the document and having the HPOC ask the NIH helpdesk to delete the original "Approved" authorization, provided Omega has NOT issued a ticket for it.
  - An authorization has been created, but you discover the routing is incorrect for the traveler. (Org Admin needs to fix the routing and this will require "Copying" the document.)

Page 1

Approving an Amendment

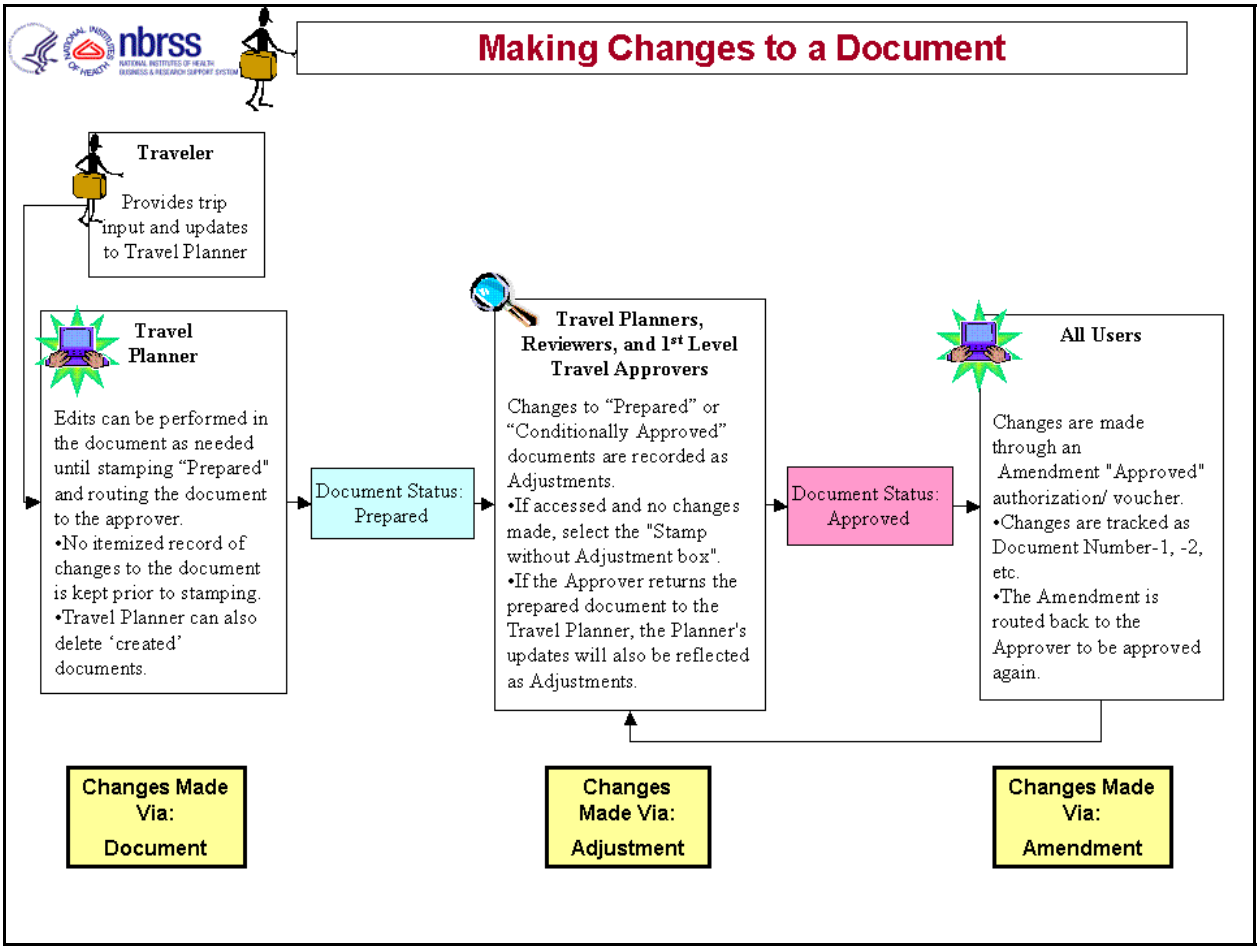
Approving an Amendment

- Amendments with a content change, must be routed in full for approval
- Amendments without a content change may be accessed and approved by a single approver (typically this only happens when contacted by the NBS to create an amendment)

Definition of Content Change:

- If **ANY** value has changed whatsoever
  - Dollar amounts
  - Addition/deletion of expenses
  - Accounting codes
  - Etc.
  - ANY change, even the addition of a period, constitutes a content change!! Take this very seriously!

Page 1



•If the document is still in "created" status, the travel planner may open the document and make any edits necessary before routing for approval.

•If the document is already stamped and routed, but not yet approved, opening the document for edits creates an "adjustment" and the document must be re-routed.

•If the document is approved, an amendment must be created in order to make changes and then routed for approval.

Creating Amendments

Creating Amendments

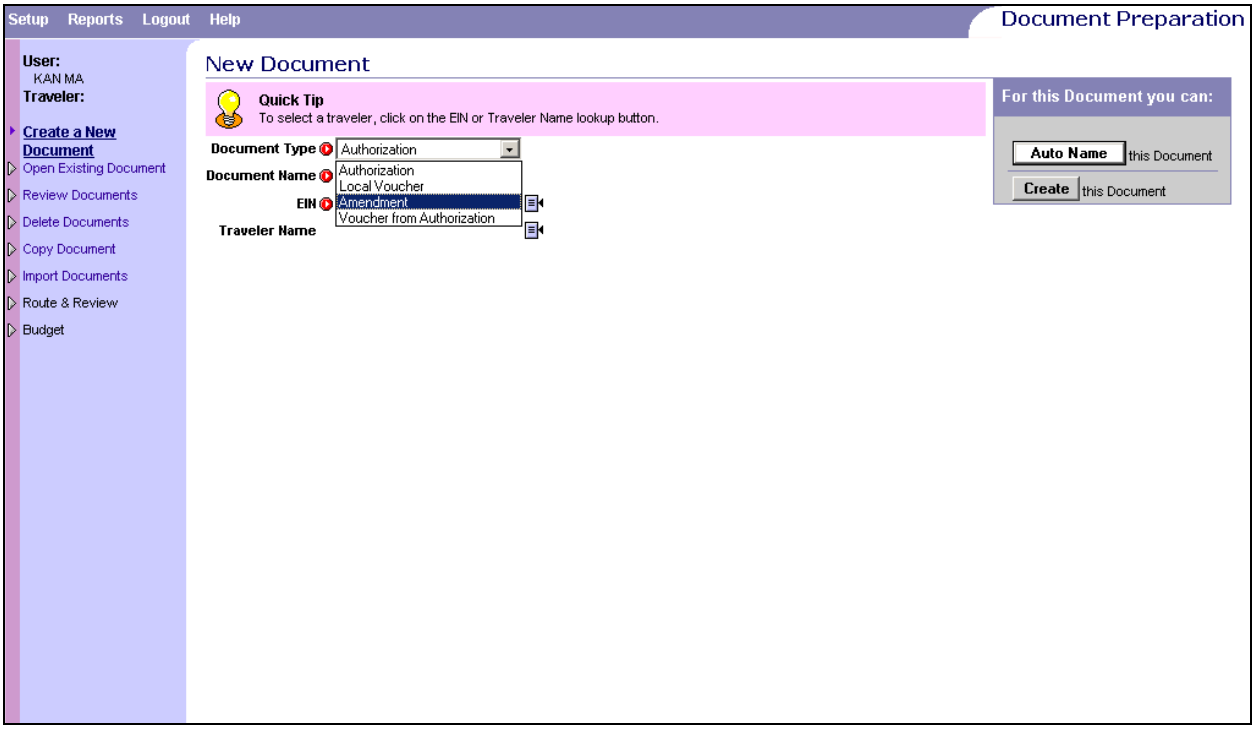
- Use the Create a New Document link and select Amendment from the pull down menu
- Search for the traveler
- Select the travel authorization to amend
- Enter comments to explain why an amendment is necessary
- Work through each of the screens to edit the data on the document (the Authorizations chapter provides detailed instruction for completing each screen)
  - Itinerary
  - Ticketed Transportation
  - Expenses
  - Lodging/M&IE
  - Other Authorizations
  - Accounting Code
  - Sponsor
  - Totals
  - Comments
- Route the document for approval

Page 1

Creating a New Document

This document explains how to create Travel Authorizations, Amendments, Local Vouchers, and Vouchers.

NBS Travel System User
N> Document Toolbar > Create a New Document
New Document



1. From the **Document Toolbar**, select **Create a New Document**.

If you are creating an Authorization, Local Non-Government Authorization or Local Voucher, goto task #2.

If you are creating an Amendment, goto task #8.

If you are creating a Voucher, goto task #16.

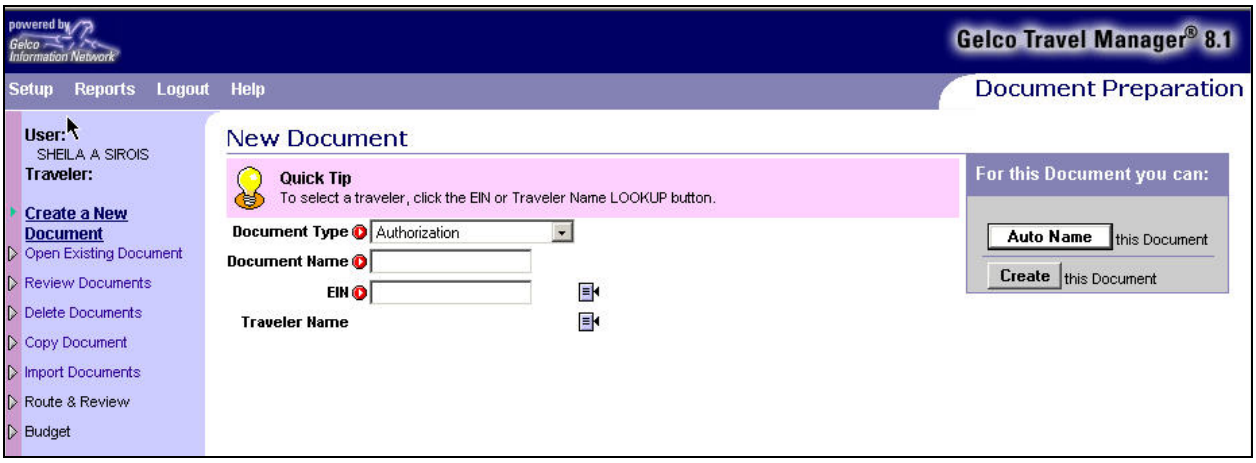
Authorizations, Local Non-Government Travel Authorizations and Local Vouchers

2. In the **Document Type** field, select **Authorization** or **Local Voucher** from the drop-down list.

   Note: For Local Non-Government travel select Authorization since prior approval is required.

3. Select the **Traveler Name** Search icon; a separate **Search** window will appear. Enter the Traveler's **Last Name** and/or **First Name** in the **Search** fields. (Alternatively, you may click the **EIN** search icon and enter the Traveler's **EIN**.)

   Note: You may use partial values in the **Search** fields.



4. Select the **Search** button.

5. Select the traveler's **EIN**.

   Note: The traveler's name should be listed next to it.

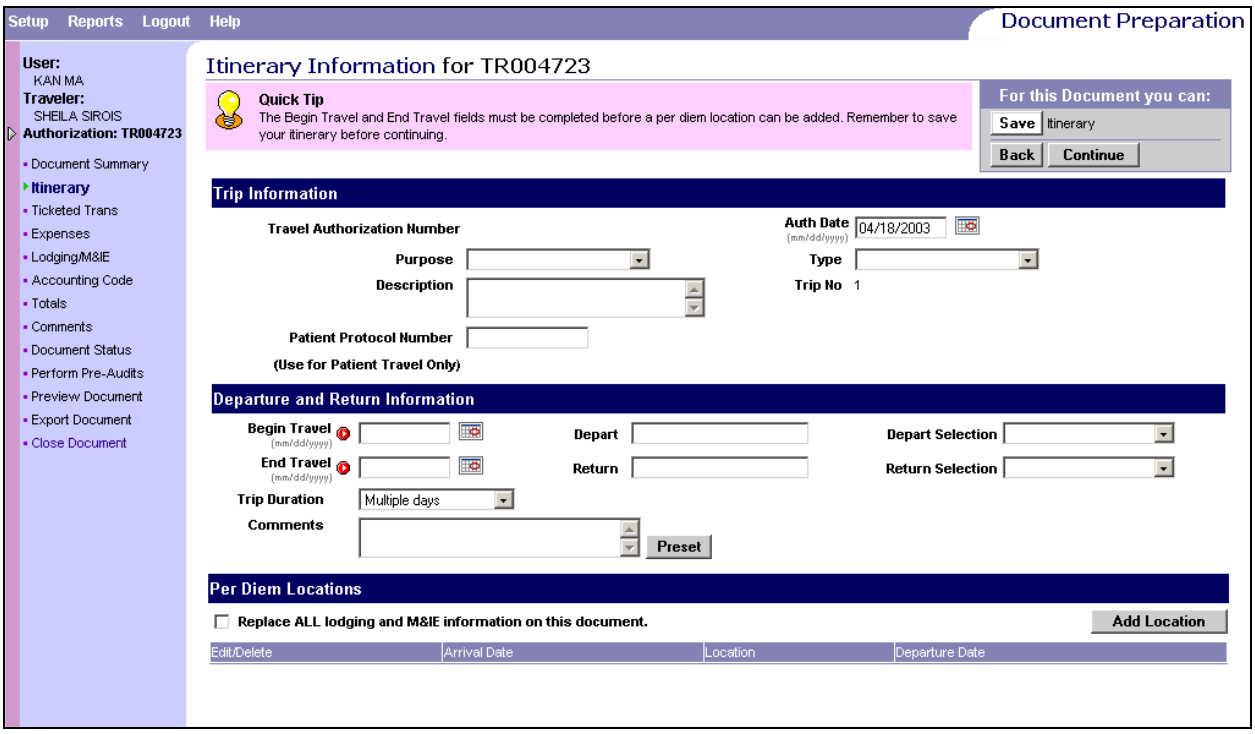
6. Select the **Auto Name** this Document button in the top right of the screen.

   Note: The **Auto Name** button automatically assigns a unique document name. This system-generated number will be assigned to the document when you create it. The number also automatically extends to tracking within the NBS financials software, Oracle financials.

7. Select the **Create** this Document button.

   Note: At the time the **Create Document** step is performed, the document number is assigned and **Saved**. You may close or open the document from this time forward without the number being deleted.

   Result: The **Itinerary Information** screen will appear.



End of activity.

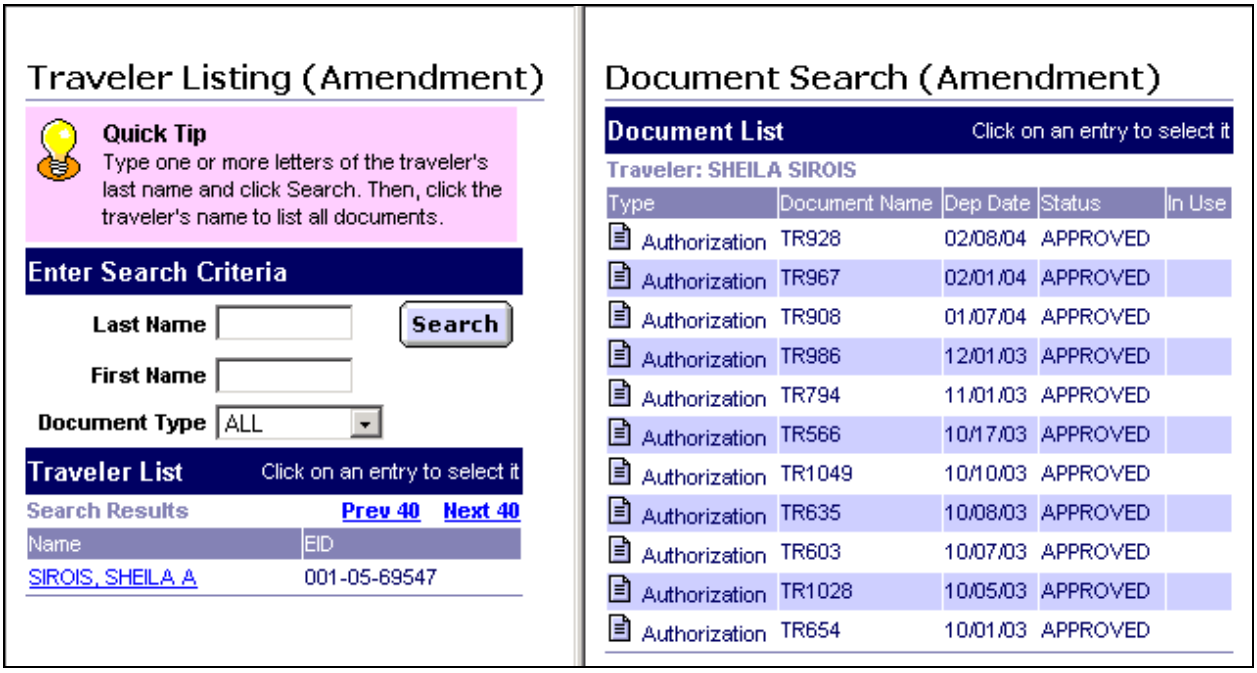
Amendments

Amendments are created after a document has been routed and approved. The amended document will also need to be routed and approved and then requires a change.

8. In the **Document Type** field, select **Amendment** from the drop-down list.

9. Activate the **Traveler Listing** screen by clicking in blank white space on the screen.

   Result: The **Traveler Listing** Screen will appear.



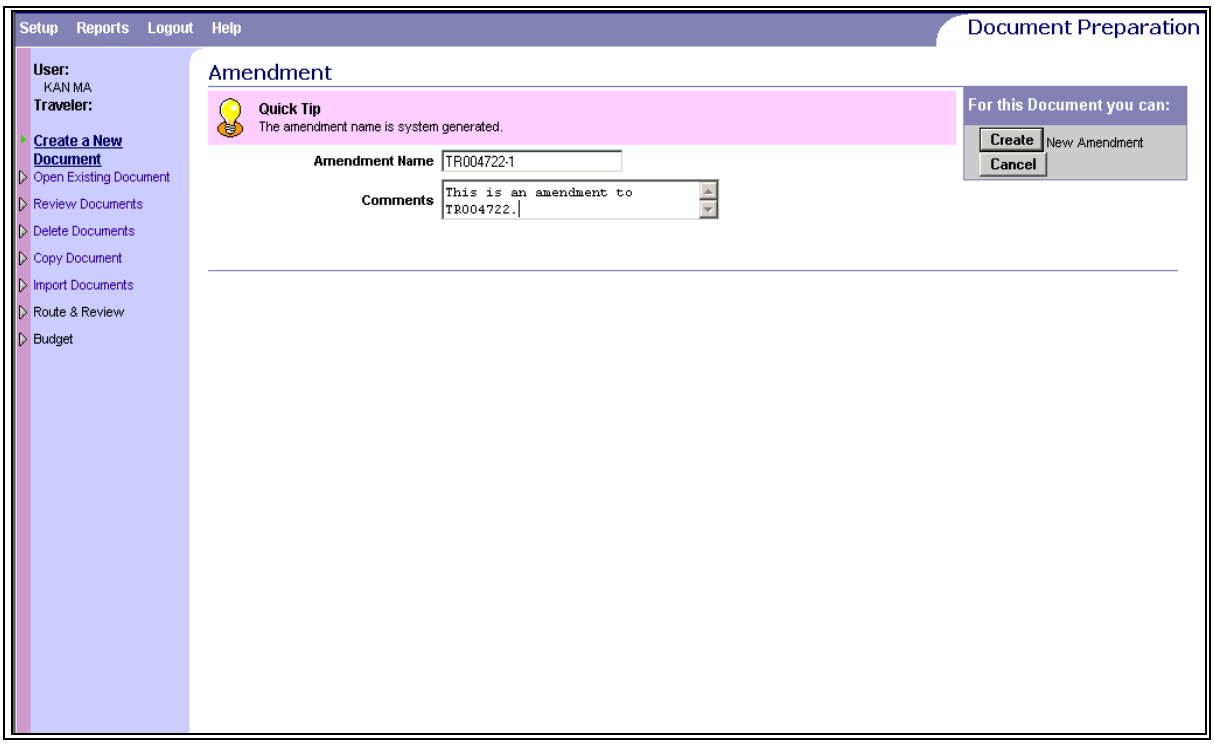
10. Choose the **Traveler** by searching on **Last Name** and/or **First Name**.

    Note: You may use partial values in the **Search** field.

    Note: Optionally refine your search by entering a **Document Type**.

11. Select the **Document** to amend by selecting the icon.

    Result: The **Amendment** screen will appear when the document is selected.

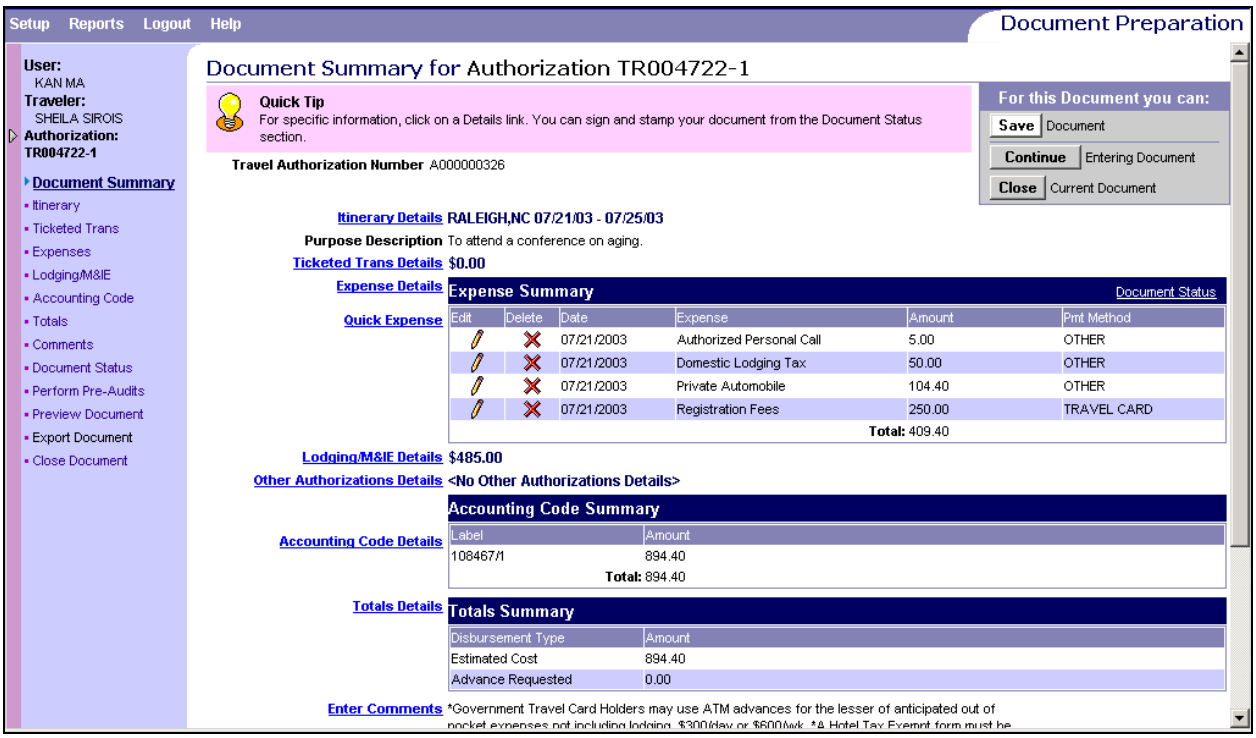


12. The **Amendment Name** will append the original document name with an amendment number (e.g. "-1").

13. In the **Comments** box, enter any pertinent comments.

14. Select the **Create** New Amendment button.

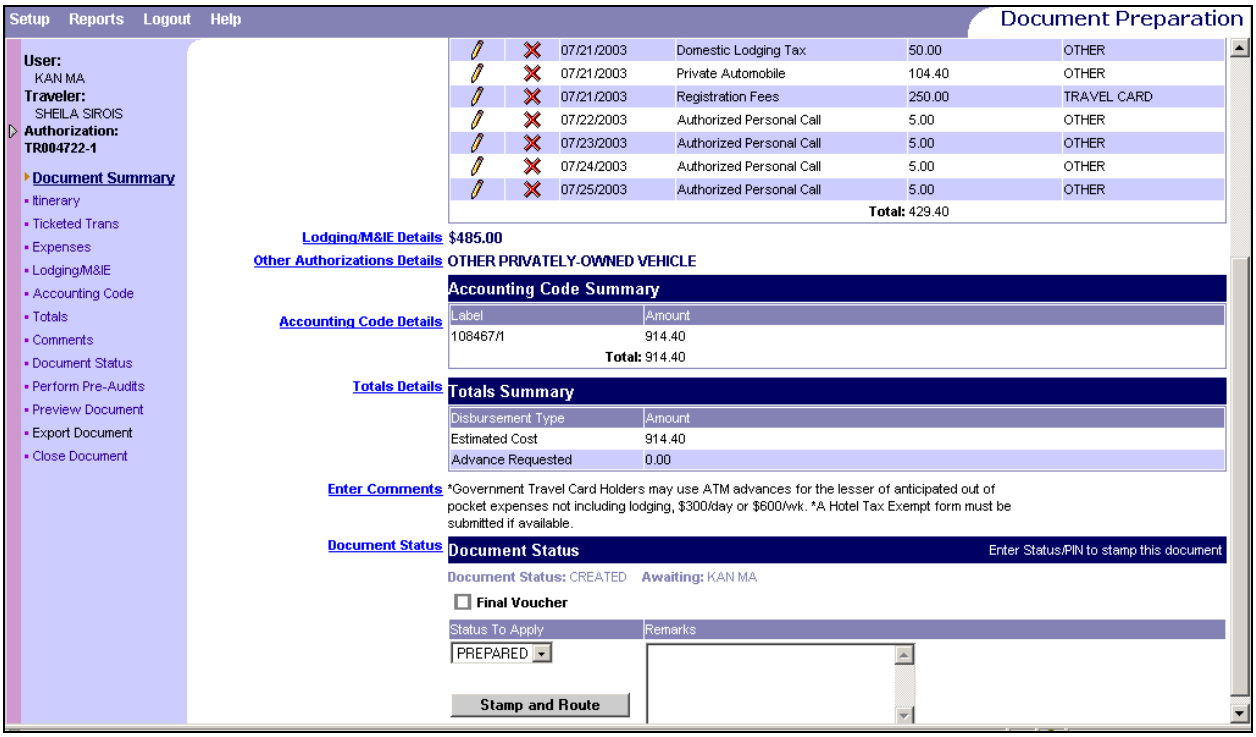
    Result: The Document Summary Screen appears.



15. From the **Document Summary** window, you can make any required changes by selecting the appropriate Pencil icon next to the expense detail.

    Note: Selecting **Continue** Entering Document button, will allow access to the Itinerary, Ticket screens, etc. Continue to work through the document making any necessary changes.

Your screen should look similar to the one below:



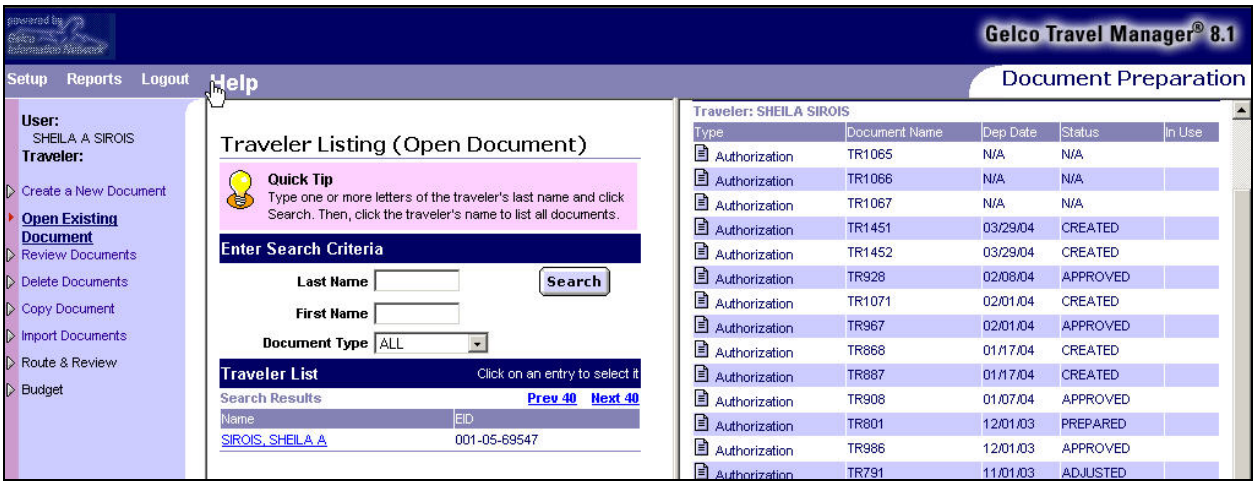
End of activity.

Vouchers

16. In the **Document Type** field, select **Voucher from Authorization** from the drop-down list.

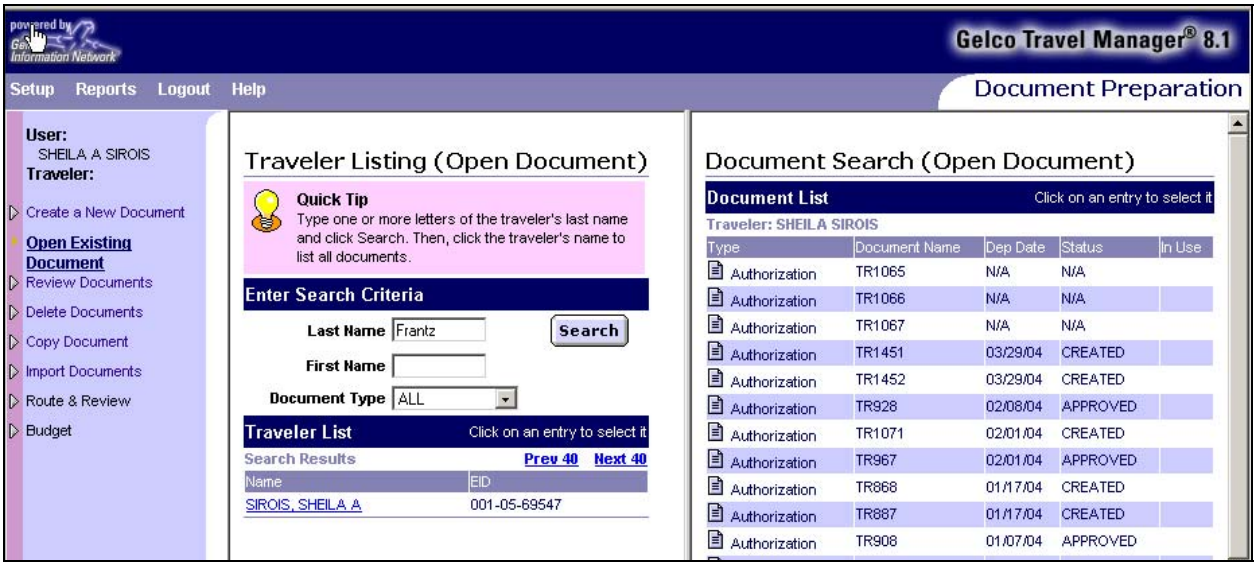
17. Select outside the **Document Type** field (or click [Tab]).

    Result: The **Traveler Listing** screen will appear.



18. From the **Traveler Listing** window, select the desired **Traveler**.

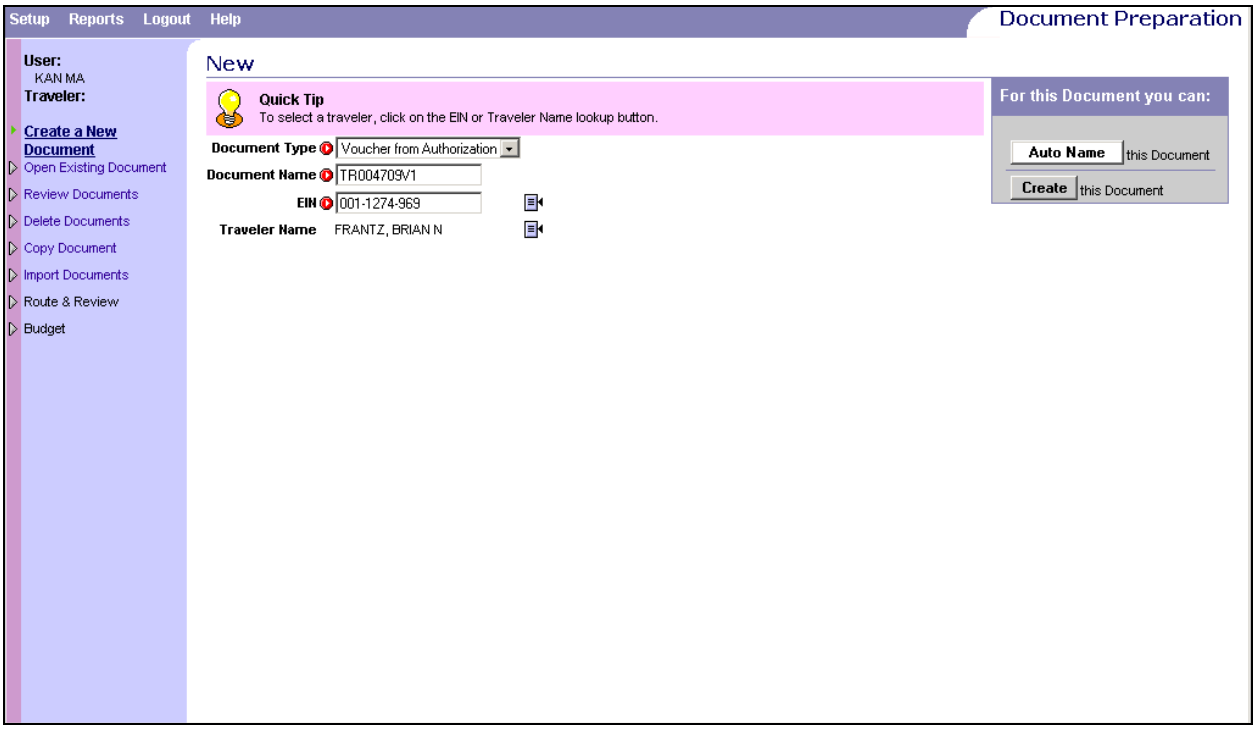
Note: You may need to type the Traveler's **Last Name** and/or **First Name** and click **Search** to find your traveler.



19. From the **Document List**, select the desired **Authorization**.

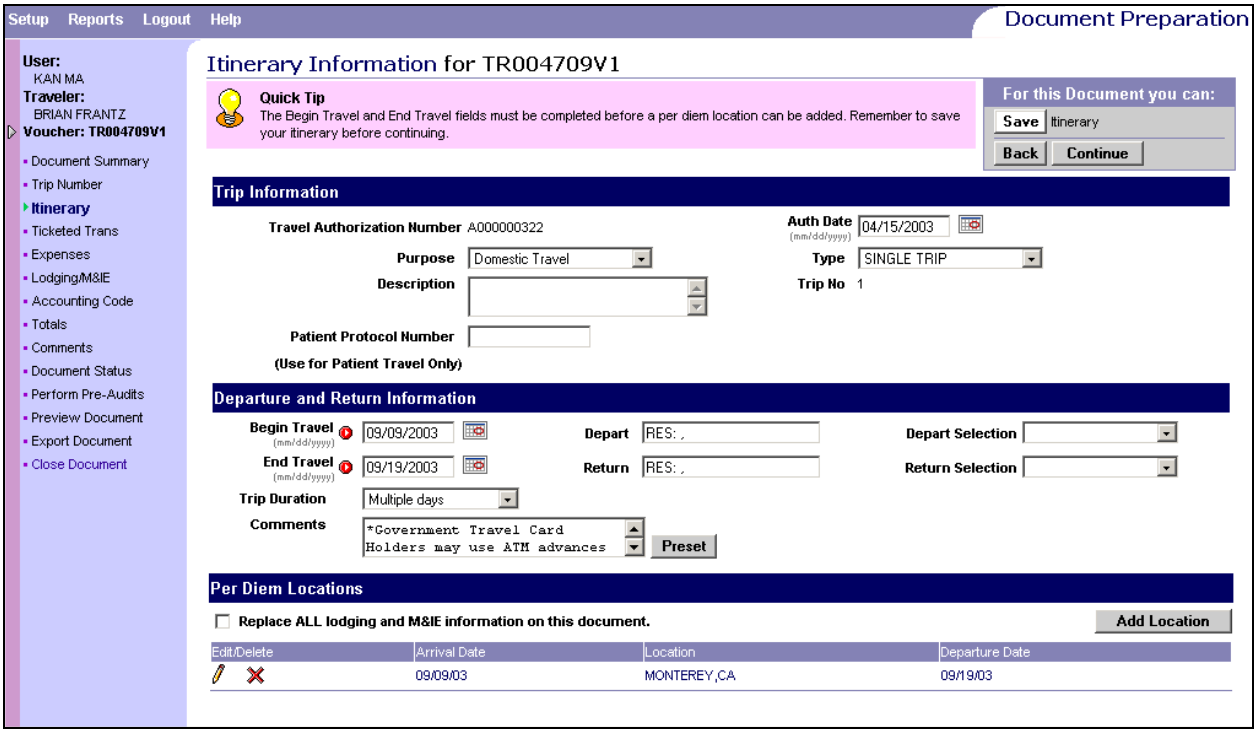
    Result: The **New** (Document) screen will return. Note the document name will end with "V#". The V indicates that it is a voucher and the # will indicate how many vouchers have been created against the TA.

    Note: The Authorization status must read **Approved** to create the Voucher.



20. Select the **Create** this Document button.

Result: The Itinerary screen appears with the information from the original approved Authorization.



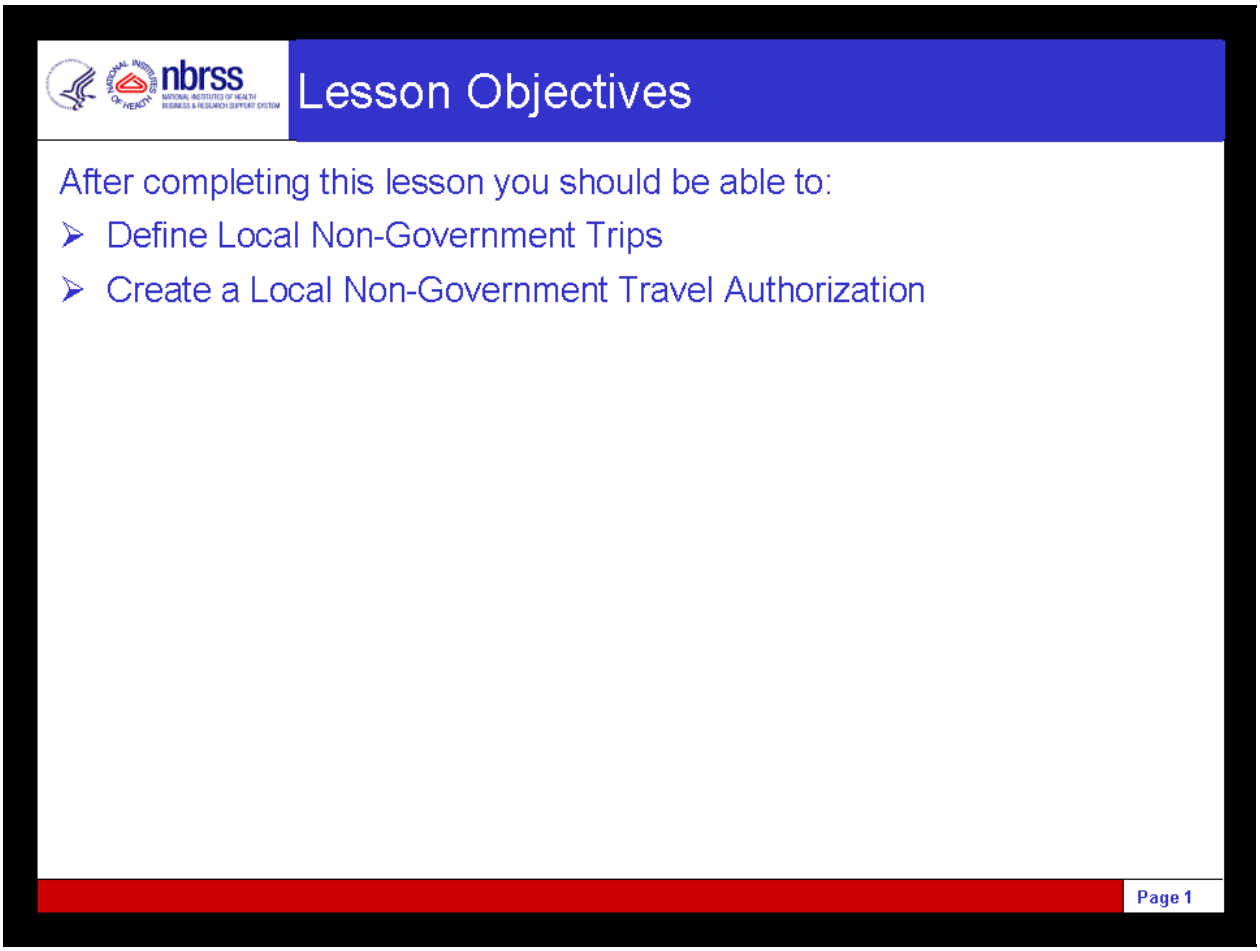
End of activity.

Local Non-Government Trip

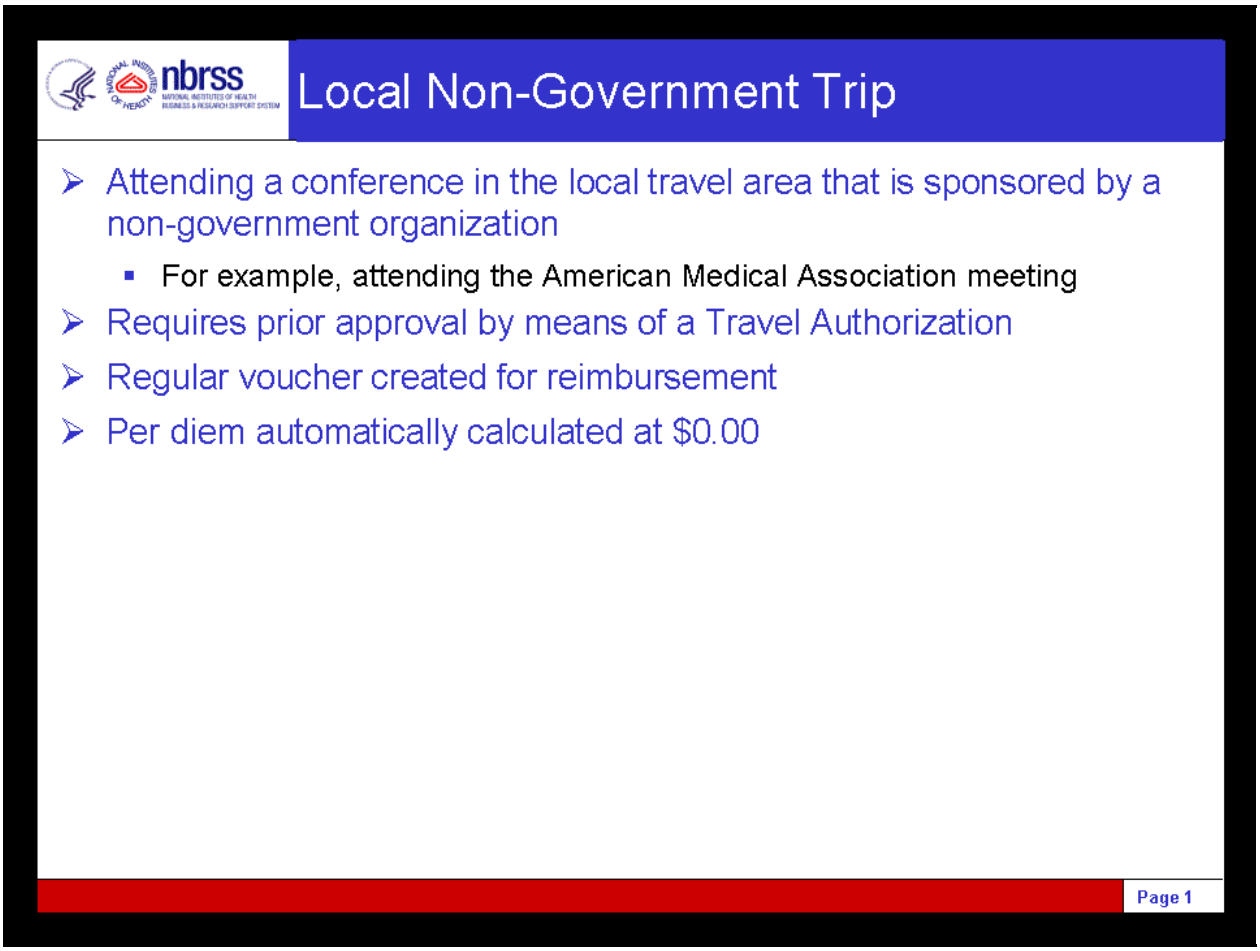
Chapter 9

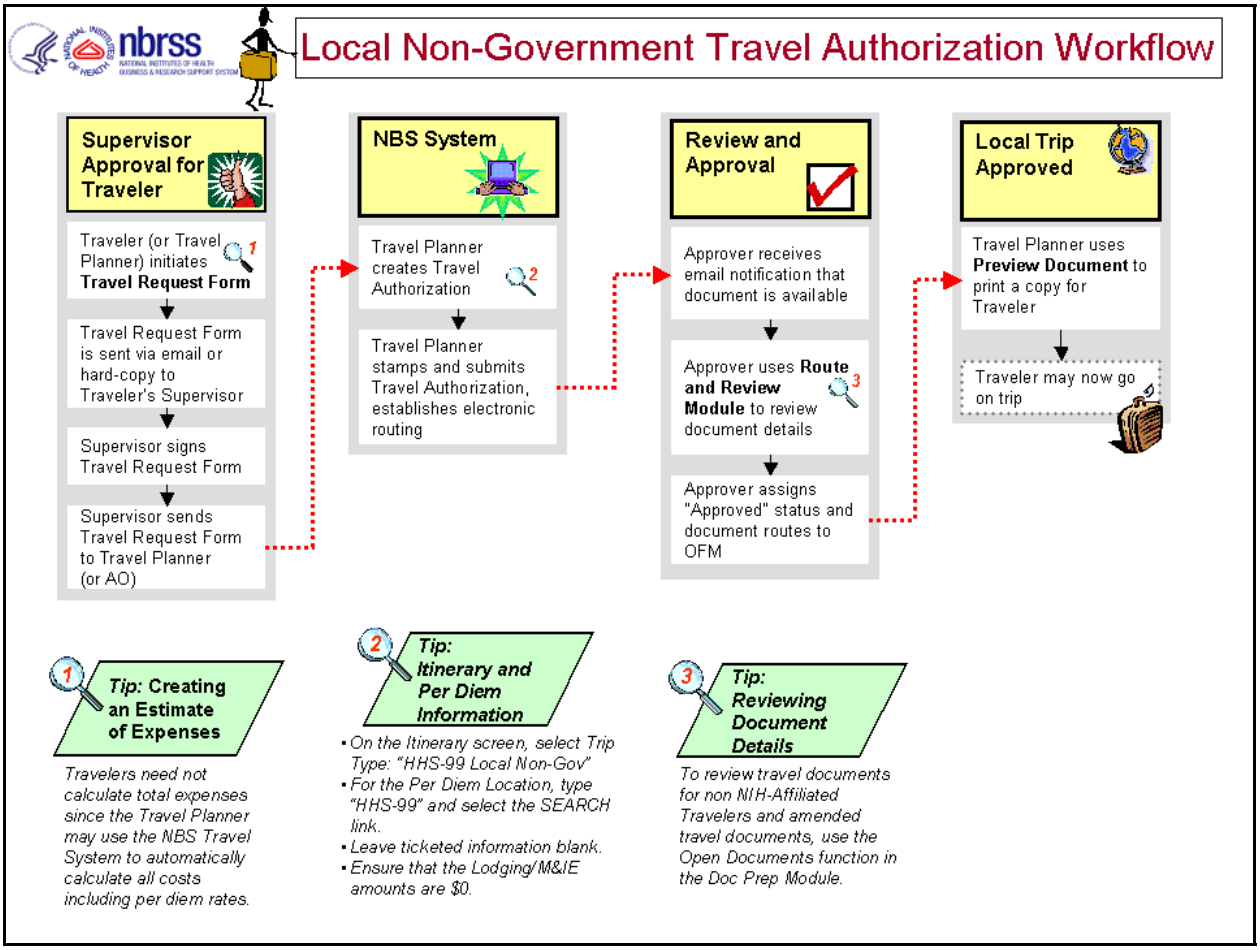
nbrss
NATIONAL INSTITUTES OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM
Local Non-Government Trip
February, 2004

Lesson Objectives



Local Non-Government Trip





There are several steps to complete on the Itinerary screen for Local Non-Government travel:

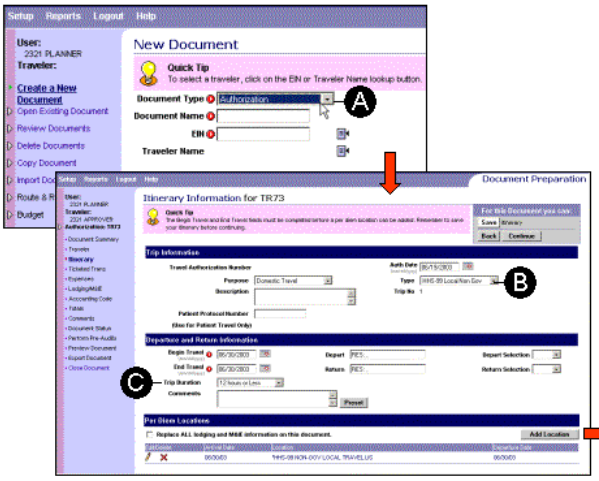
•Select "HHS-99 Local Non-Gov" as the trip type

•On the Add Per Diem location, type in "HHS-99" in the Per Diem Location field and select "Search" (do not use the Lookup link)

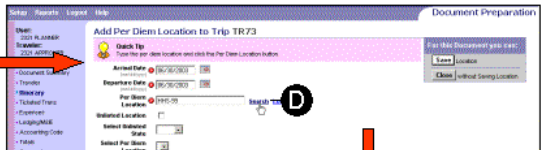
Also, do not enter any information into the ticketed transportation screen and verify the Lodging/M&IE amounts are zero.

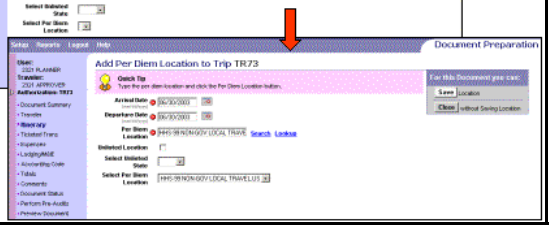
Local Non-Government Trips – Things to Remember

Local Non-Government - used when an individual is attending an event in the local travel area (50 miles from duty station) that is *NOT* program-related or sponsored by a Government group. Local Non-Government trips are created in the NBS Travel System as an **Authorization**. This Authorization replaces the current HHS-99 form, allowing this type of travel to be submitted electronically. A regular voucher is prepared for reimbursement of travel expenses and a registration fee, if applicable.



- **A** – Document Type is "Authorization" for Local Non-Government trips
- **B** – On the Itinerary screen, select Trip Type: "HHS-99 Local Non-Gov"
- **C** – The Trip Duration field automatically populates based upon the travel Begin and End dates, which trigger automatic reductions in the per diem. Choices in the trip duration drop-down list are: "12 hours or less", "12-24 hrs no lodging", and "12-24 hrs with lodging." It is important for you to validate the accuracy of this field for each trip.
- **D** – For the Per Diem Location, type "HHS-99" and select the SEARCH link.





Remember:
- Leave ticketed information blank.
- Ensure that the Lodging/M&IE amounts are $0.

Screens to Complete for Local Non-Government Travel Authorizations

Screens to Complete for Local Non-Government Travel Authorizations

Some screens in the NBS Travel System have specific instruction for Local Non-Government Travel while other screens and information may be completed as you would for a regular Travel Authorization. For the screen with specific instructions those steps are on the following pages; for the remaining screens, please refer to the Authorizations chapter for instruction.

- Itinerary (instructions follow)
- Expenses -- see Authorizations chapter for detailed instructions
- Lodging/M&IE - confirm no per diem is allowed (instructions follow)
- Other Authorizations -- see Authorizations chapter for detailed instructions
- Accounting Code -- see Authorizations chapter for detailed instructions
- Totals -- see Authorizations chapter for detailed instructions
- Preview the document -- see Authorizations chapter for detailed instructions
- Stamp to begin the routing process -- see Authorizations chapter for detailed instructions

Page 1

Establishing the Itinerary

- Select a trip type of “HHS-99 Local Non-Gov”
- On the Add Per Diem Location screen type “HHS-99” in the Per Diem Location field and click “search” (do not use the “lookup” link)

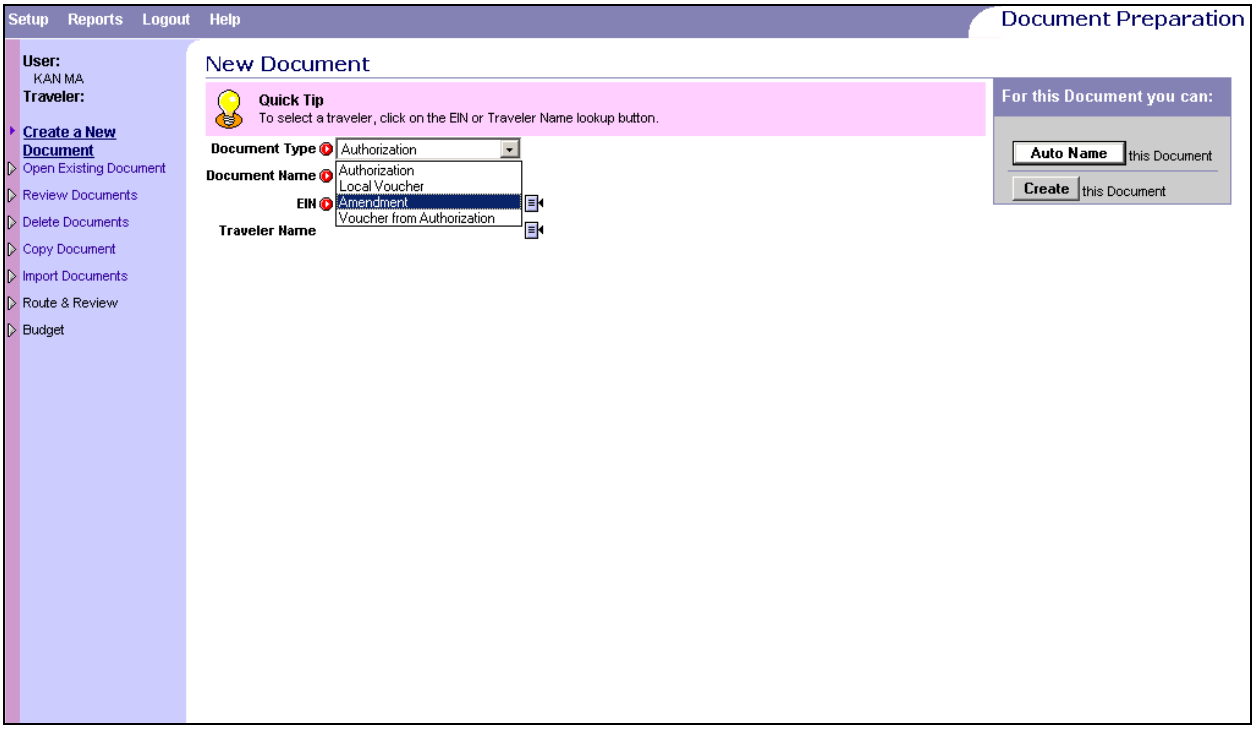
Lodging/M&IE

- Per Diem is not allowed for travel in the local area
- Remove any per diem rates that exist

Creating a New Document

This document explains how to create Travel Authorizations, Amendments, Local Vouchers, and Vouchers.

NBS Travel System User
N> Document Toolbar > Create a New Document
New Document



1. From the **Document Toolbar**, select **Create a New Document**.

If you are creating an Authorization, Local Non-Government Authorization or Local Voucher, goto task #2.

If you are creating an Amendment, goto task #8.

If you are creating a Voucher, goto task #16.

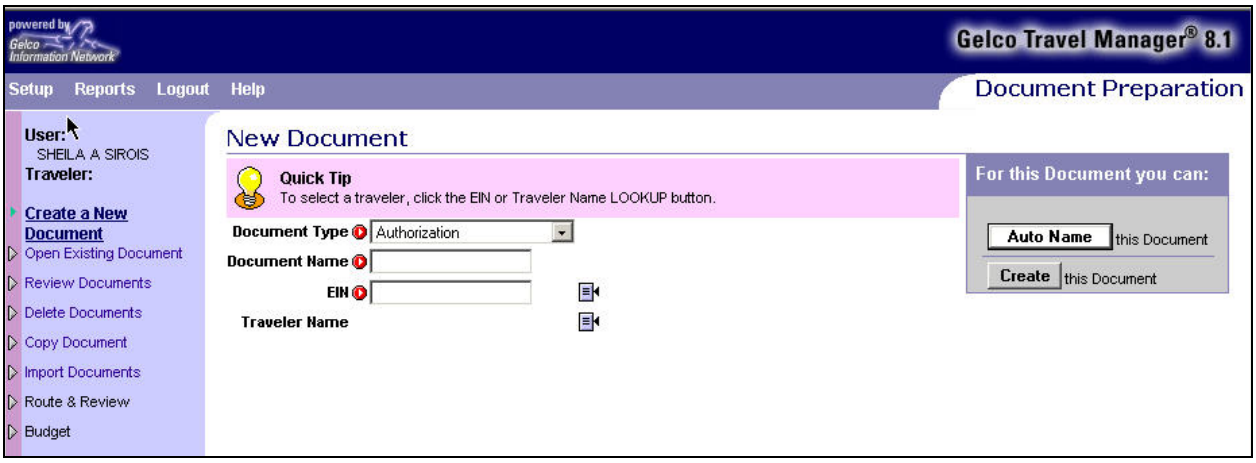
Authorizations, Local Non-Government Travel Authorizations and Local Vouchers

2. In the **Document Type** field, select **Authorization** or **Local Voucher** from the drop-down list.

   Note: For Local Non-Government travel select Authorization since prior approval is required.

3. Select the **Traveler Name** Search icon; a separate **Search** window will appear. Enter the Traveler's **Last Name** and/or **First Name** in the **Search** fields. (Alternatively, you may click the **EIN** search icon and enter the Traveler's **EIN**.)

   Note: You may use partial values in the **Search** fields.



4. Select the **Search** button.

5. Select the traveler's **EIN**.

   Note: The traveler's name should be listed next to it.

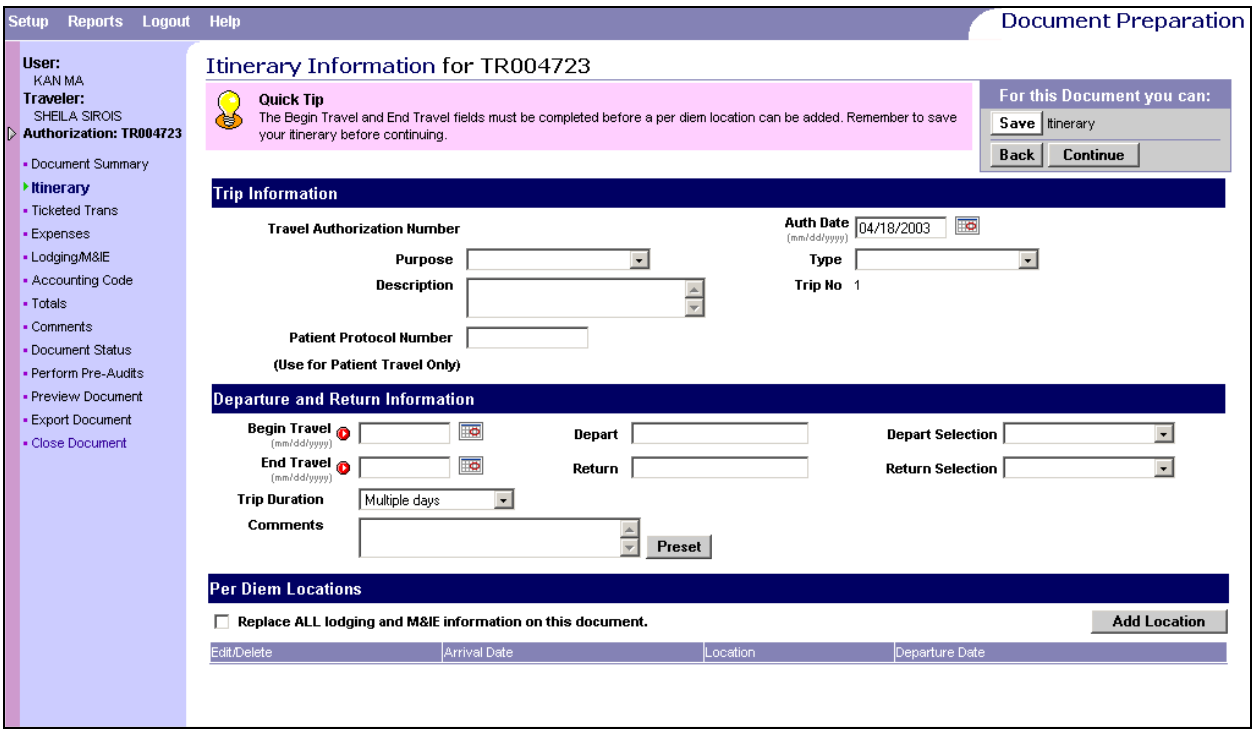
6. Select the **Auto Name** this Document button in the top right of the screen.

   Note: The **Auto Name** button automatically assigns a unique document name. This system-generated number will be assigned to the document when you create it. The number also automatically extends to tracking within the NBS financials software, Oracle financials.

7. Select the **Create** this Document button.

   Note: At the time the **Create Document** step is performed, the document number is assigned and **Saved**. You may close or open the document from this time forward without the number being deleted.

   Result: The **Itinerary Information** screen will appear.



End of activity.

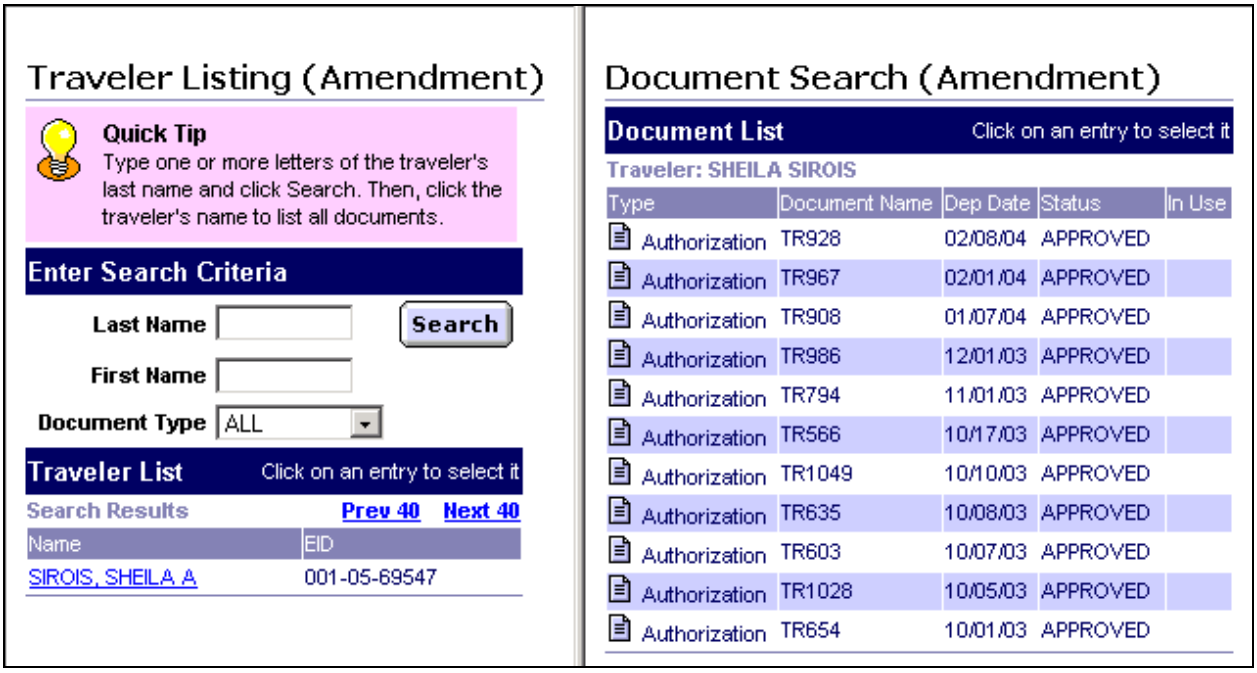
Amendments

Amendments are created after a document has been routed and approved. The amended document will also need to be routed and approved and then requires a change.

8. In the **Document Type** field, select **Amendment** from the drop-down list.

9. Activate the **Traveler Listing** screen by clicking in blank white space on the screen.

   Result: The **Traveler Listing** Screen will appear.



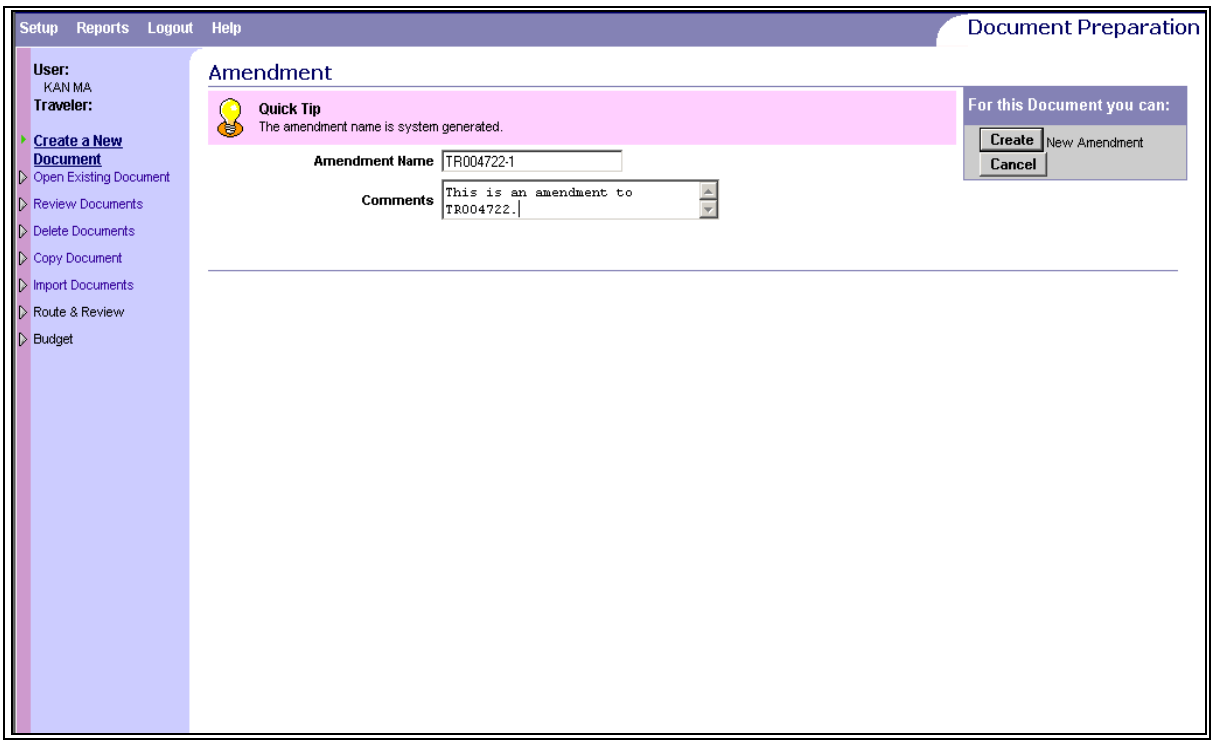
10. Choose the **Traveler** by searching on **Last Name** and/or **First Name**.

    Note: You may use partial values in the **Search** field.

    Note: Optionally refine your search by entering a **Document Type**.

11. Select the **Document** to amend by selecting the icon.

    Result: The **Amendment** screen will appear when the document is selected.

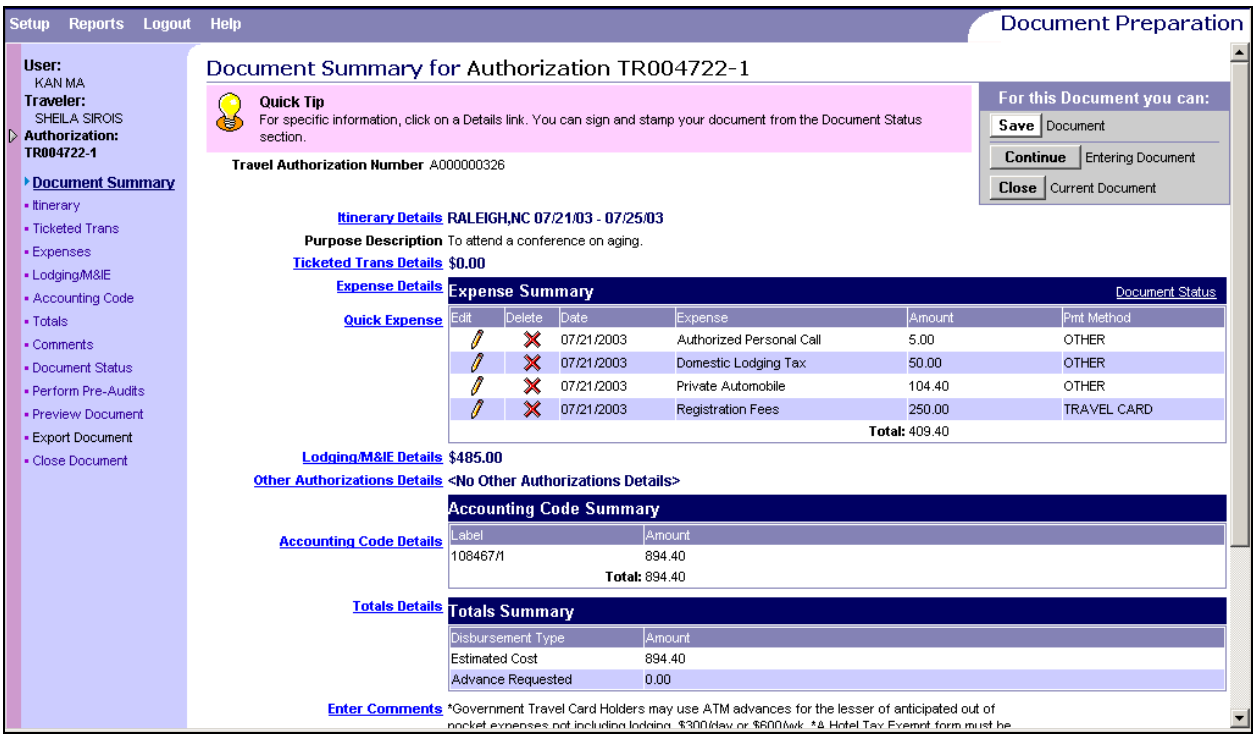


12. The **Amendment Name** will append the original document name with an amendment number (e.g. "-1").

13. In the **Comments** box, enter any pertinent comments.

14. Select the **Create** New Amendment button.

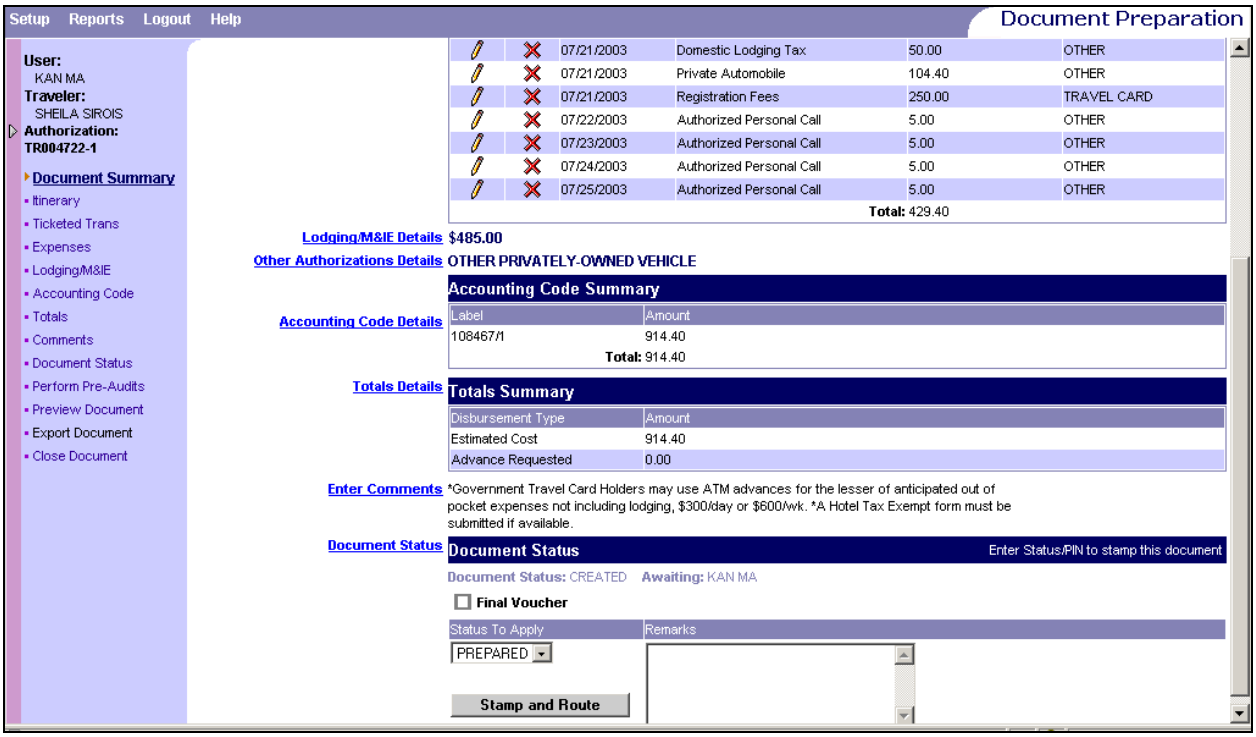
    Result: The Document Summary Screen appears.



15. From the **Document Summary** window, you can make any required changes by selecting the appropriate Pencil icon next to the expense detail.

    Note: Selecting **Continue** Entering Document button, will allow access to the Itinerary, Ticket screens, etc. Continue to work through the document making any necessary changes.

Your screen should look similar to the one below:



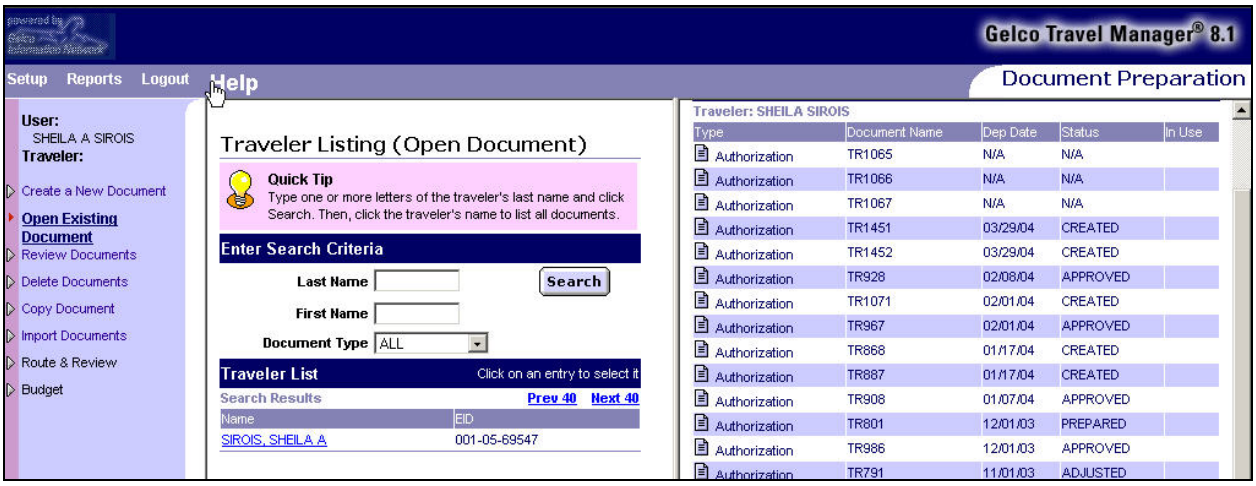
End of activity.

Vouchers

16. In the **Document Type** field, select **Voucher from Authorization** from the drop-down list.

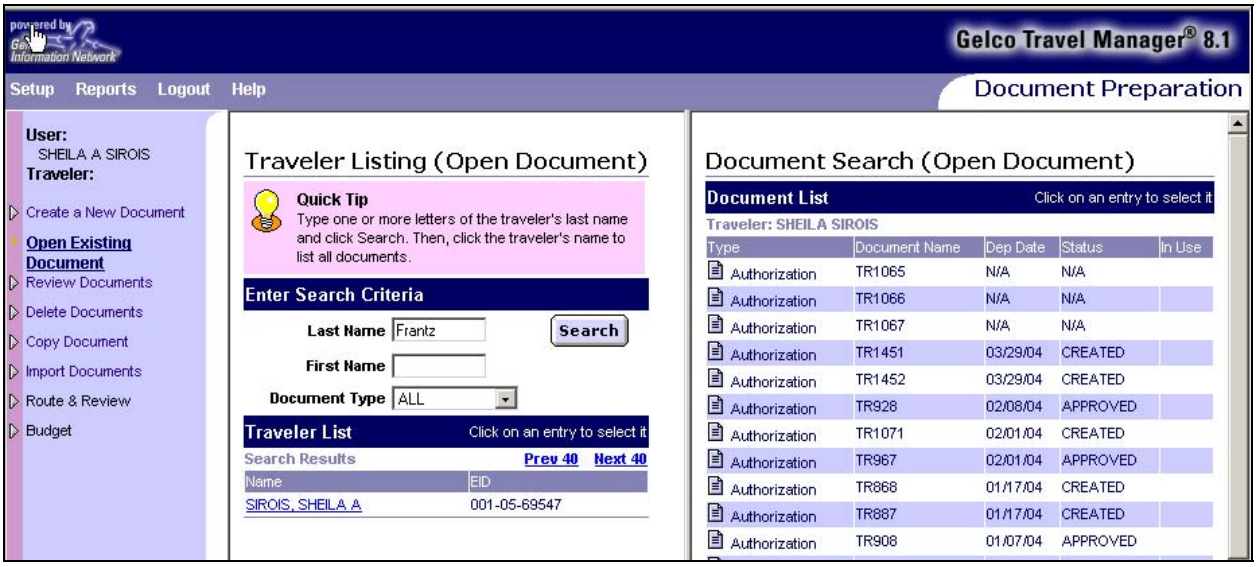
17. Select outside the **Document Type** field (or click [Tab]).

    Result: The **Traveler Listing** screen will appear.



18. From the **Traveler Listing** window, select the desired **Traveler**.

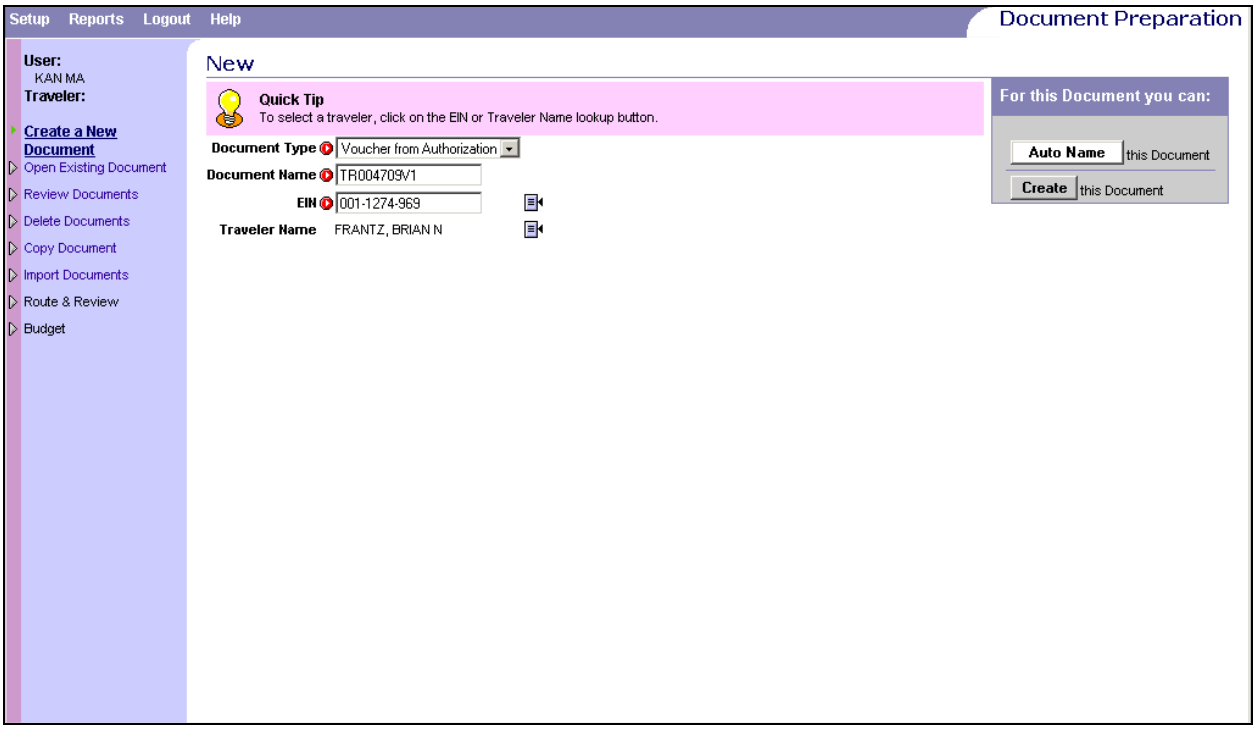
Note: You may need to type the Traveler's **Last Name** and/or **First Name** and click **Search** to find your traveler.



19. From the **Document List**, select the desired **Authorization**.

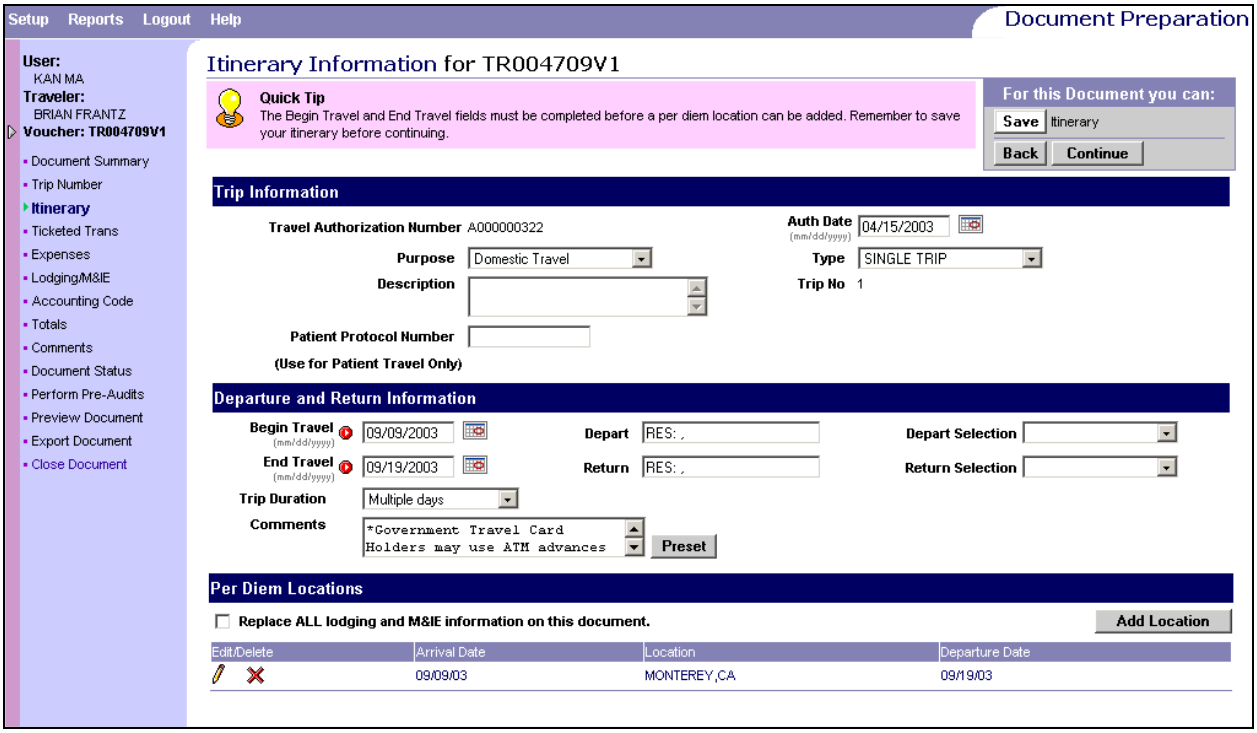
    Result: The **New** (Document) screen will return. Note the document name will end with "V#". The V indicates that it is a voucher and the # will indicate how many vouchers have been created against the TA.

    Note: The Authorization status must read **Approved** to create the Voucher.



20. Select the **Create** this Document button.

Result: The Itinerary screen appears with the information from the original approved Authorization.

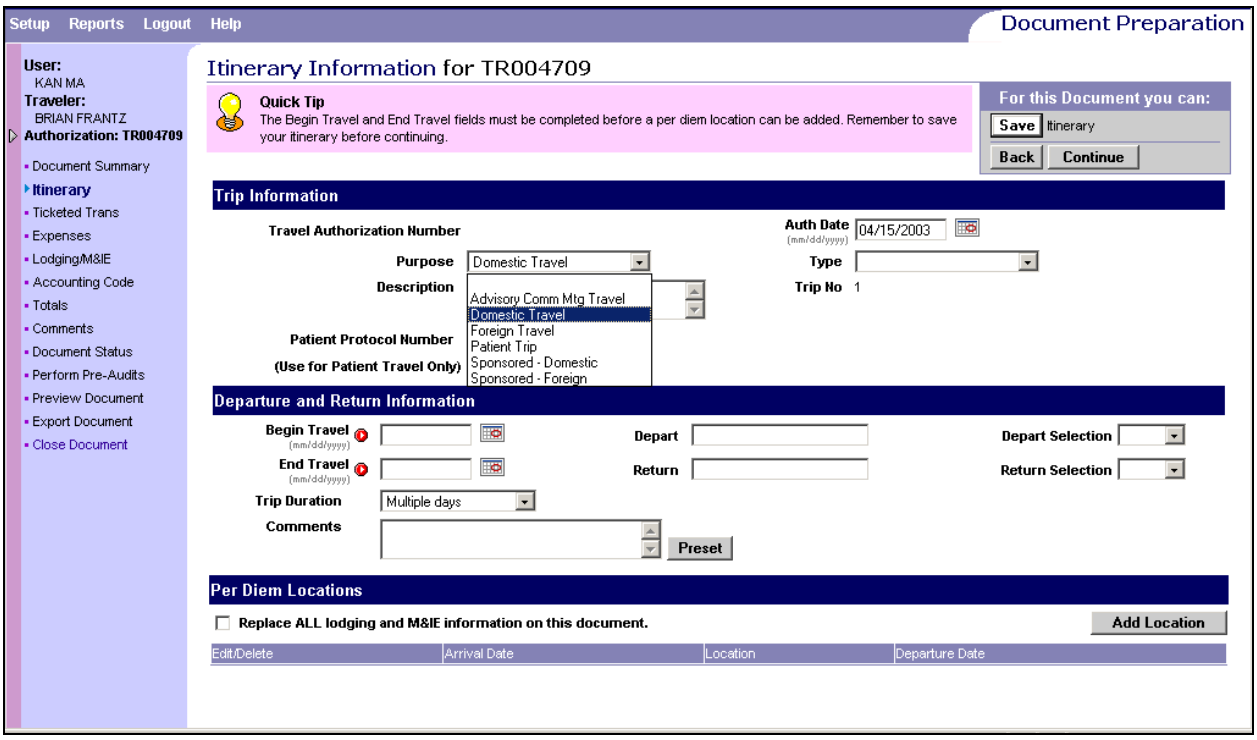


End of activity.

Itinerary – Completing the Trip and Date Information

Trip Information

NBS Travel System User
Document Toolbar > Itinerary > Purpose field
Purpose Field



1. Select **Itinerary** from the Document Toolbar.
2. Select the appropriate **purpose** from the drop-down list **Purpose** field.

Purpose field choices:	Definition:
Advisory Comm Mtg Travel	Used for all Advisory Committee meeting travel
Domestic Travel	Used for domestic travel
Foreign Travel	Used for foreign travel
Patient Trip	Used exclusively by the Clinical Center for Patient Travel

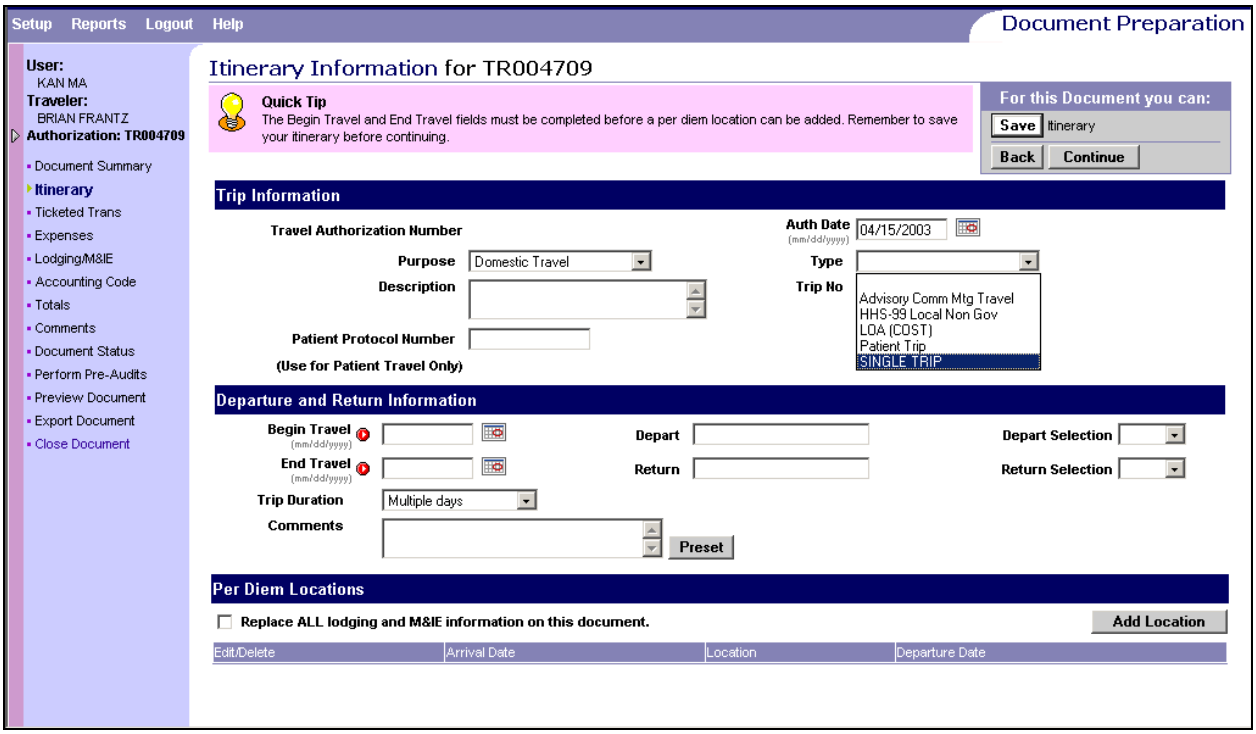
Sponsored-Domestic	Used for sponsored travel that is domestic; must select to get the sponsored travel options and screen
Sponsored-Foreign	Used for sponsored travel that is foreign; must select to get the sponsored travel options and screen

3. Enter a detailed description of the reason for the trip in the **Description** field.

If this is a patient trip, goto task #4. Otherwise, goto task #5.

4. Enter the **Patient Protocol Number** if this is a patient trip.

   Note: This field is used exclusively by the Clinical Center for Patient Travel.



5. Select the appropriate **trip type** from the drop-down list **Type**.

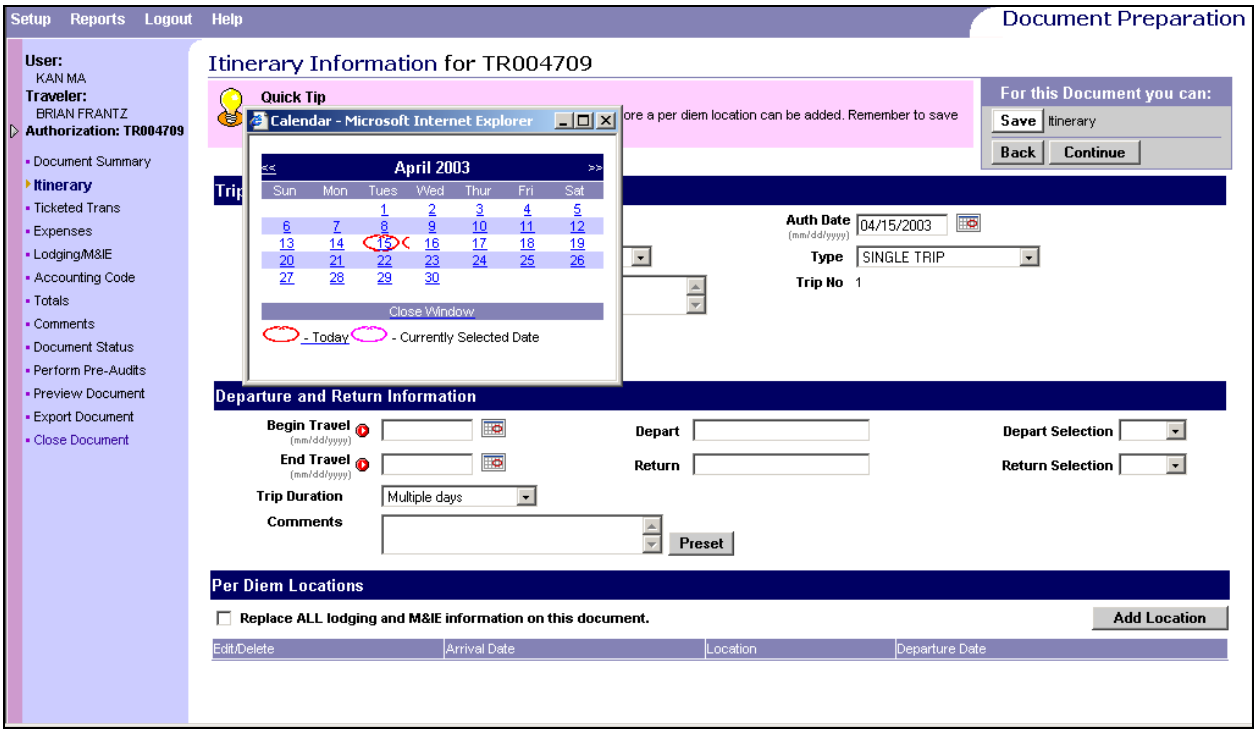
Trip Type choices:	**Definition:**
Advisory Comm Mtg Travel	Used for all Advisory Committee meeting travel
HHS-99 Local Non-Government Travel	Travel in local area Travel not sponsored by a government organization and requires prior approval Replaces HHS-99 Form

LOA (Cost) - Limited Open Authorization	Used for Temporary Duty (TDY) travel of more than 30 days, but less than 6 months Allows for multiple vouchers to be created from one TA
Patient Trip	Used exclusively by the Clinical Center
Single Trip	All TDY travel less than 30 days

Note: Per diem overrides may be applied if the user chooses any of the following trip types from the drop-down list: LOA (Cost) or Patient Trip (the latter is viewed by Patient Travel system users only).

Departure and Return Information

Document Toolbar > Itinerary



6. In the **Begin Travel** field, enter the **date** when the traveler will begin the trip.

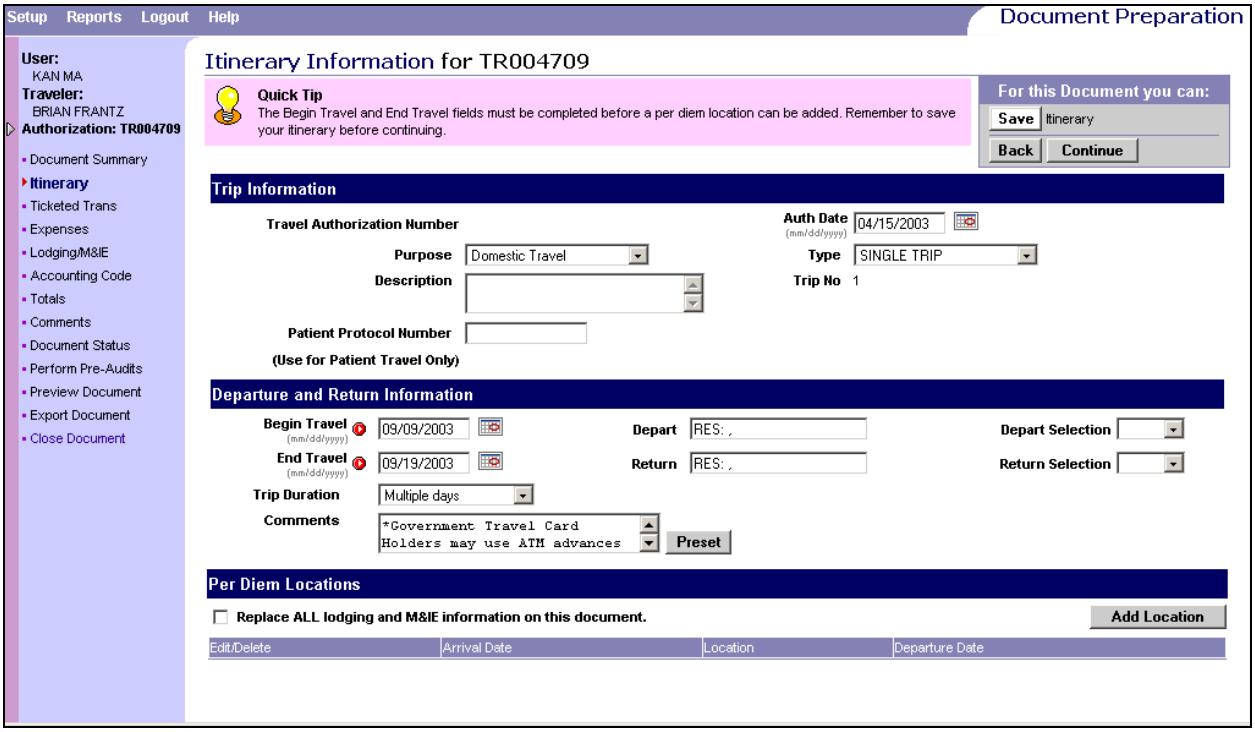
7. In the **End Travel** field, enter the **date** when the traveler will end the trip.

   Note: Date selection option: you may find it easier to click the calendar icon that is just to the right of the Begin/End Travel fields and select the departure/return date for the trip by clicking on the appropriate date.

8. In the **Depart Selection** field, make a selection from the drop down list.

9. In the **Return Selection** field, make a selection from the drop down list.

Result: The Depart/Return field automatically populates based on the selection from the drop down lists.



10. The Trip Duration field automatically populates based upon the travel Begin and End dates.

    Note: The remaining choices in the trip duration drop-down list of "12 hours or less", "12-24 hrs no lodging", and "12-24 hrs with lodging" will trigger automatic reductions in the per diem.

    Note2: A common issue is **"Travel Authorization did not calculate 2nd day of 2-day trip at ¾ per diem"** The solution is to select "**Multiple Days**" from Trip Duration drop down list.

11. You can apply Preset Comments if you desire. You may also take them out if you do not agree with them.

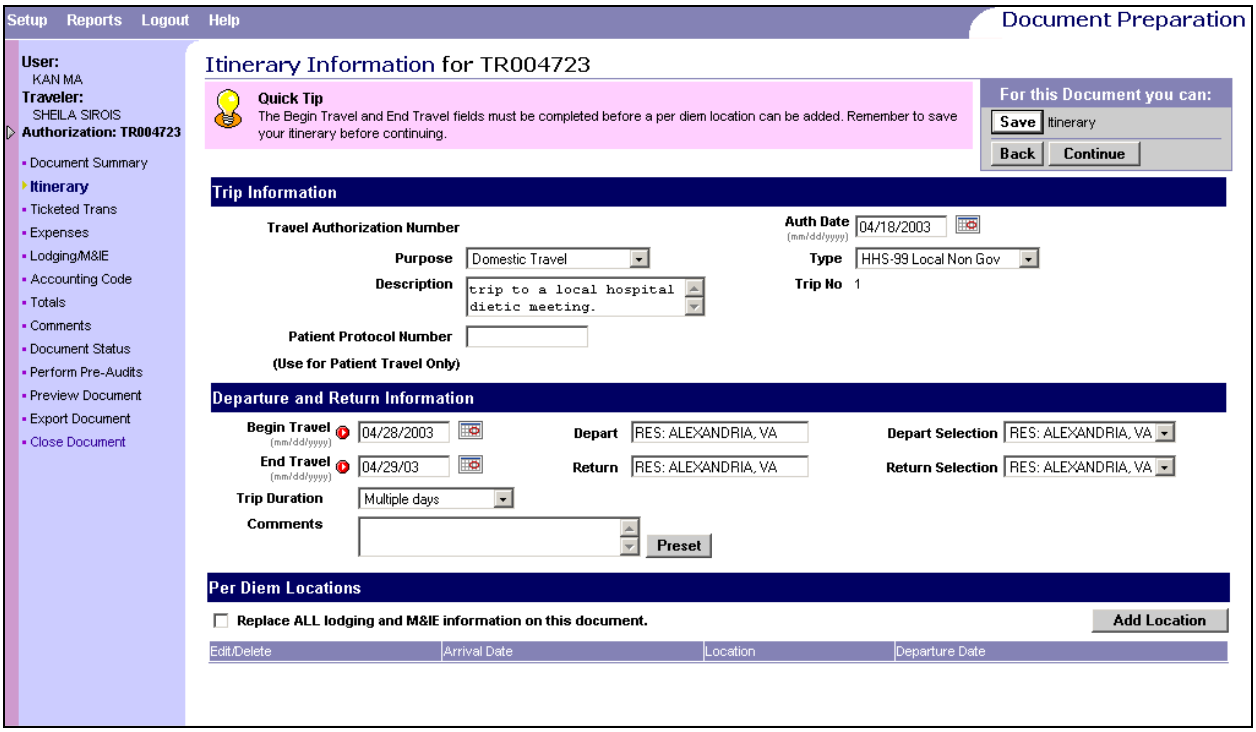
    Preset comments indicate the amount of money a traveler may withdraw using his/her ATM card. If the comments were added and no longer desired, simply highlight the comments and then use the delete key on your keyboard to remove them.

End of activity.

Itinerary – Adding the Per Diem Location

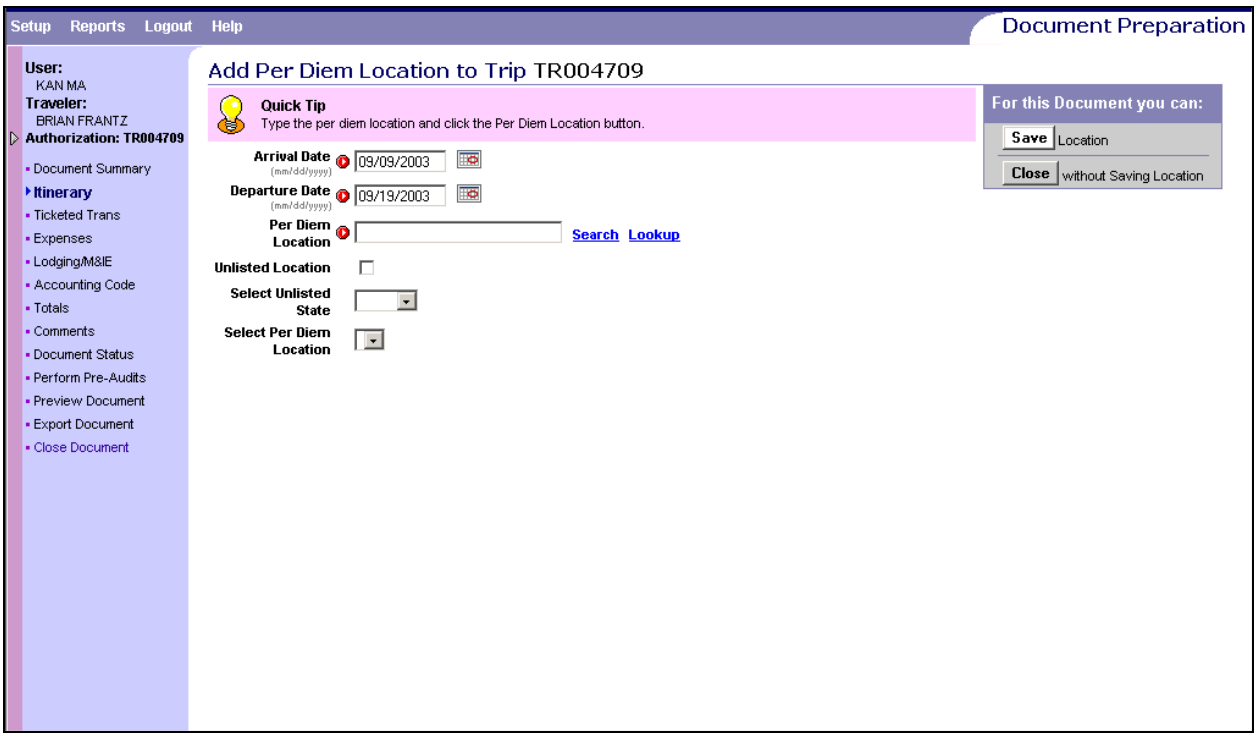
NBS Travel System User
N> Document Toolbar > Itinerary
Itinerary Information

1. From the **Document Toolbar**, select **Itinerary**.



2. In the section **Per Diem Locations**, click the **Add Location** button.

   Result: The **Add Per Diem Location** to Trip window appears.



3. Enter the **Arrival Date** for the location.
   - This is the date the traveler will arrive at the location.
   - It may be different from the first day of the trip if:
     - The traveler is flying overnight and won't arrive until the next day
     - The traveler is traveling to multiple locations

4. Enter the **Departure Date** for the location.
   - This may be different than the final day of the trip if the traveler is going to multiple locations.

5. Enter the **Per Diem** Location.

To use the Search link goto task #6.

To use the Lookup link goto task #7.

To select a location for local non-government travel goto task #11.

To enter a location not found using the Search or Lookup links goto task #12.

Using the Search Link

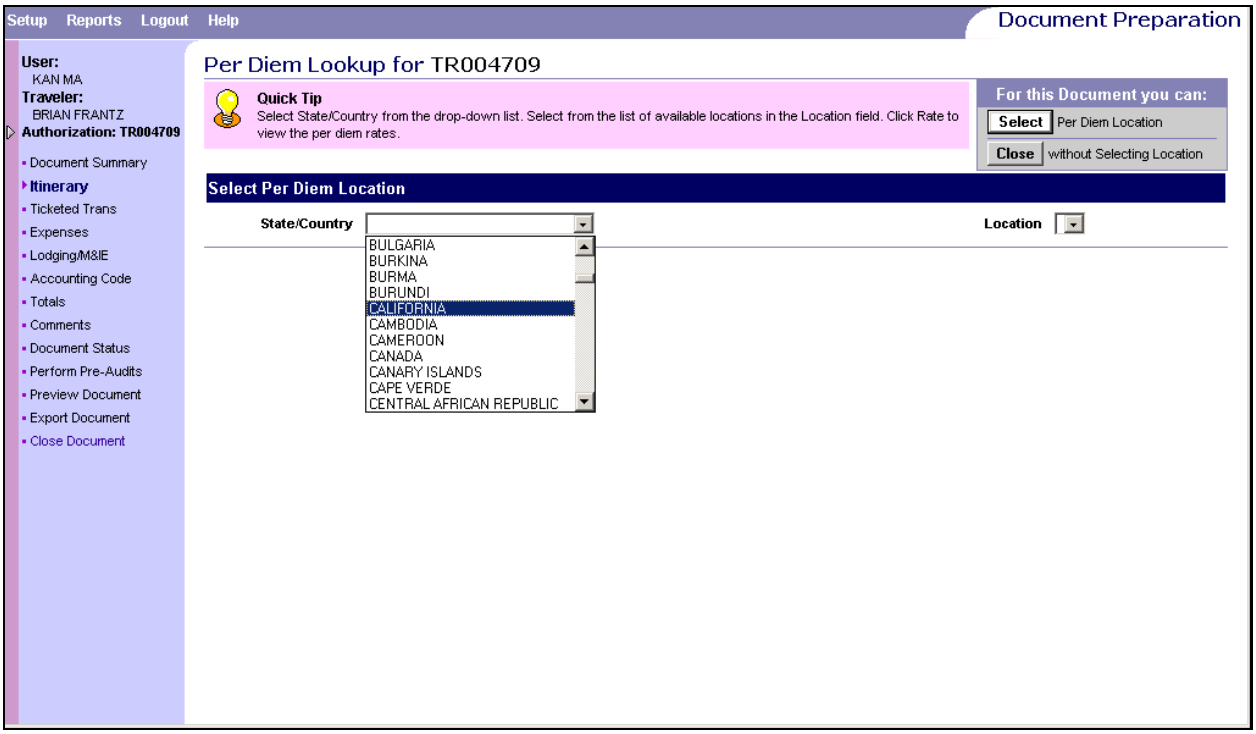
6. Type in the **City** name and click the **Search** link.
   - This works for common locations only.
   - Only one location will be returned so be sure to verify it is the correct location. If it is not correct, use the Lookup link and select the location from the Per Diem Lookup screen.

Goto task #14.

Using the Lookup Link

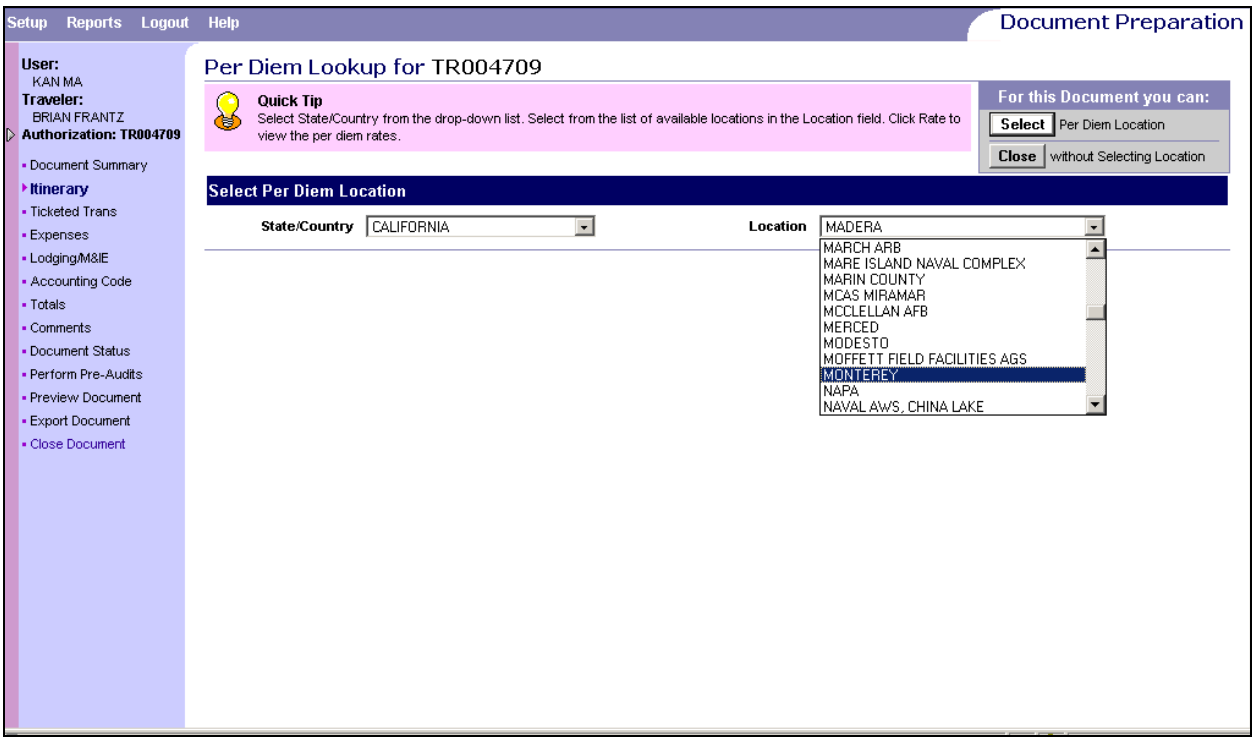
7. Click the **Lookup** link to the right of the **Per Diem Location** field.

   Result: The **Per Diem Lookup** screen will appear.



8. Select the trip's destination **State/Country** from the drop-down list. After the state/country has been selected the location drop down list becomes available.

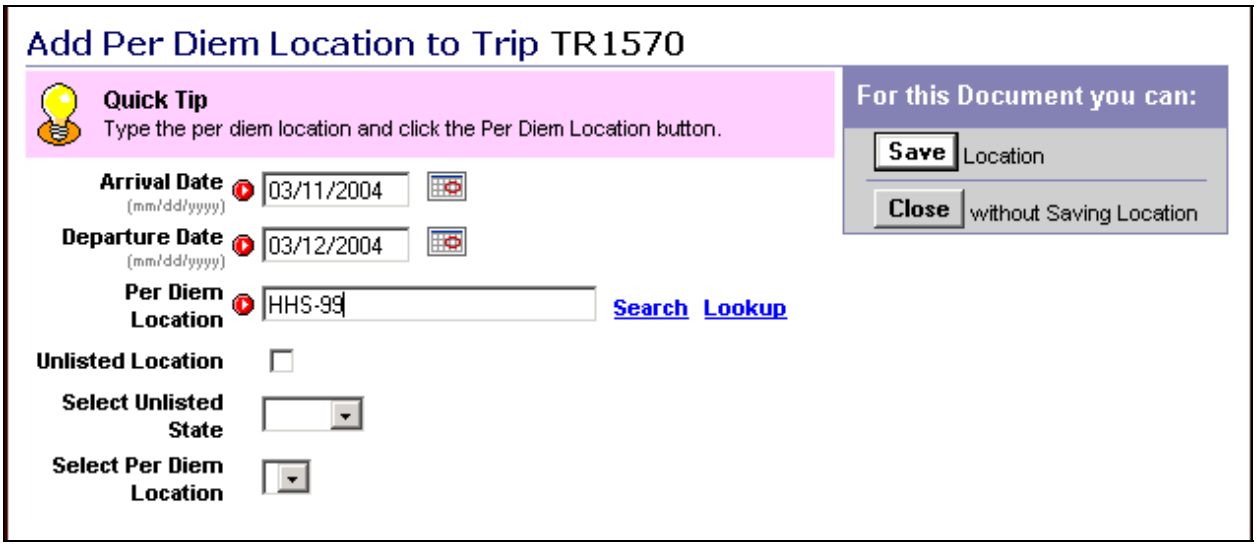
9. Select the trip destination's specific **Location** from the **Location** drop-down list.
   - If there are multiple rate buttons below the State/Country field, they indicate different rates for seasonal changes during the year. You may preview these rates by clicking the rate and button.
   - For domestic travel, when the traveler's destination location is not listed in the drop-down list, you can use a city within the desired location's county for per diem purposes.
   - For foreign travel when the traveler's destination location is not listed in the drop-down list, select 'Other.'



10. Click the **Select** Per Diem Location button to confirm your selection. You will be taken back to the **Add Per Diem Location** screen.

Goto task #14.

Local Non-Government Travel

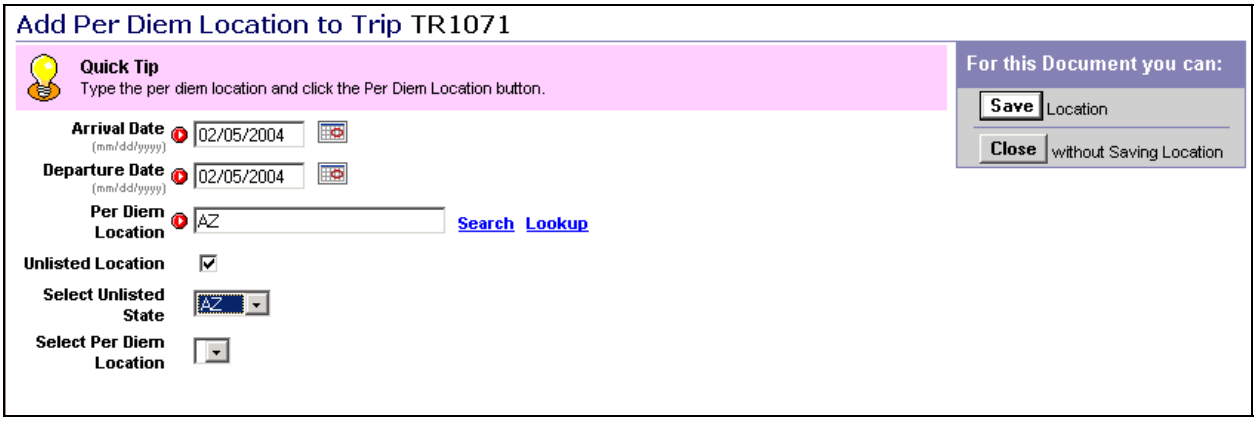


11. Type **HHS-99** in the Per Diem Location field and click search.

    Result: "HHS-99 Non-Gov Local Travel" will populate in the Per Diem Location field.

Goto task #14.

Searching for Unlisted Locations



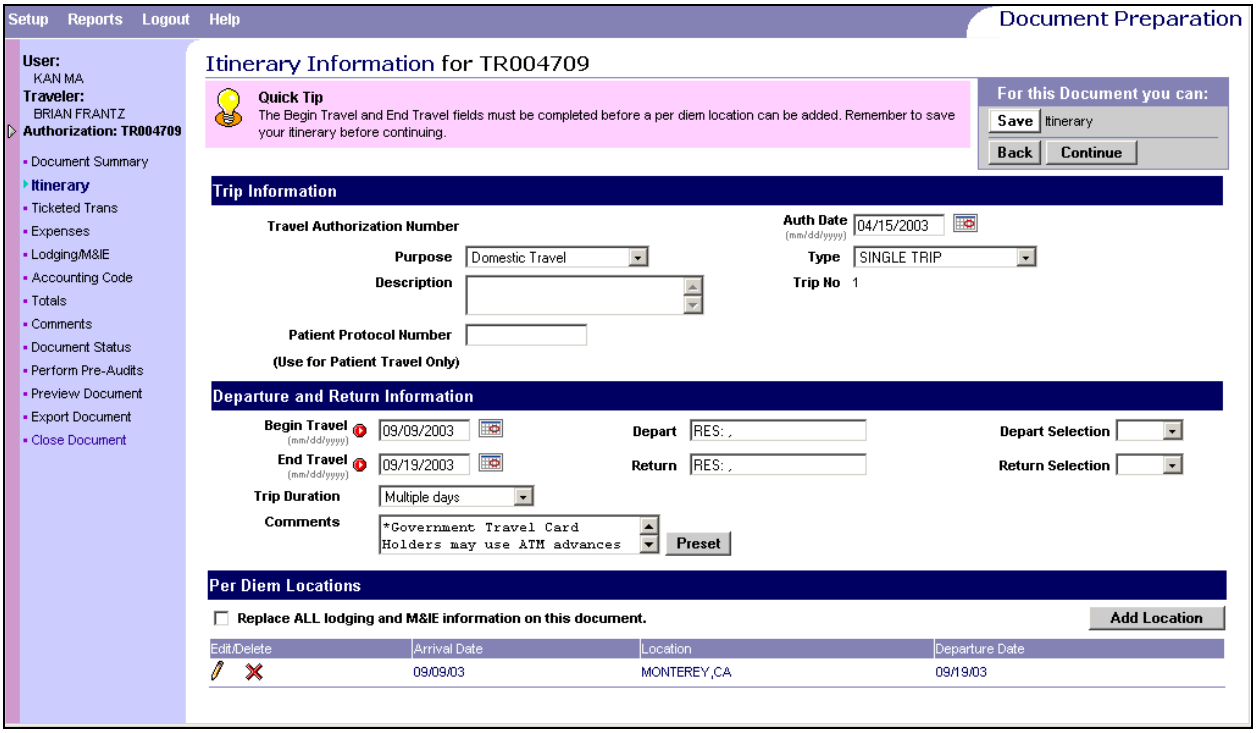
12. Check the **Unlisted Location** box.

13. Select the **State** from the **Select Unlisted State** box.
    - The state code will automatically appear in the Per Diem Location field.
    - Standard CONUS rates will be applied to the Lodging and M&IE.

Goto task #14.

14. On the **Add Per Diem Location** screen, click the **Save** Location button.

    Result: The Itinerary Information screen will return.

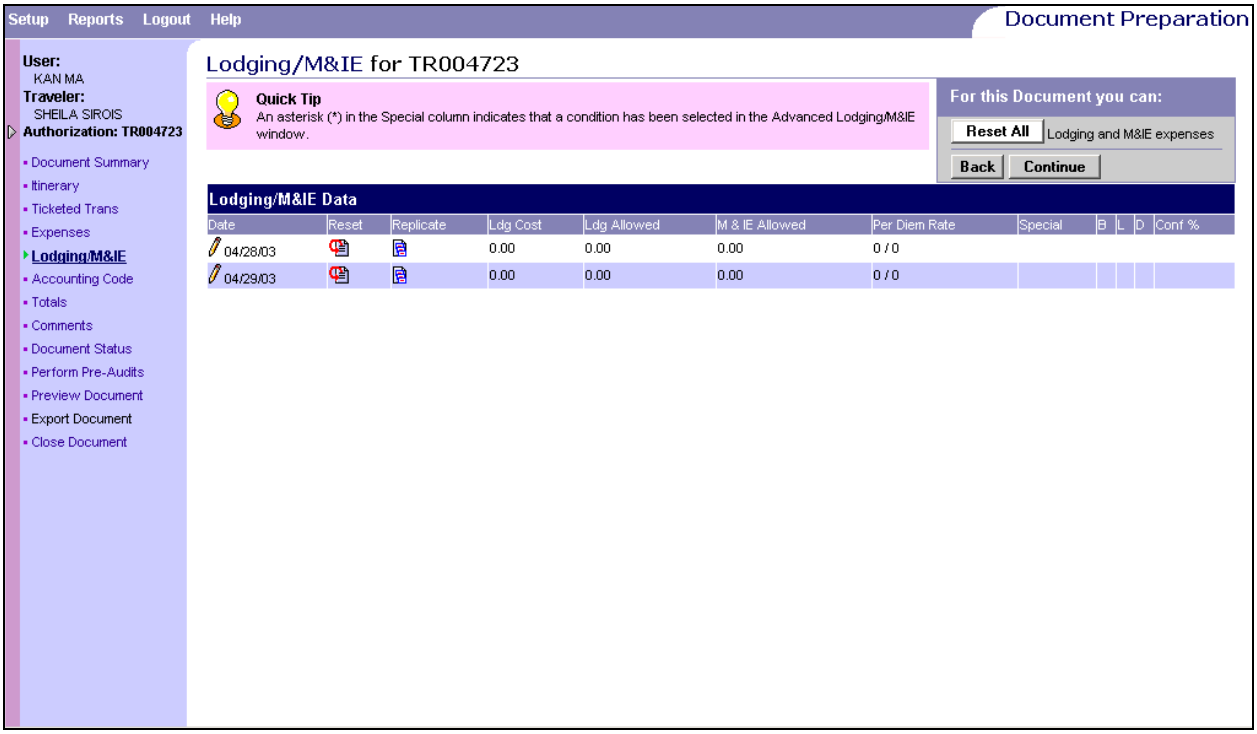


15. Click the **Save** Itinerary button before proceeding.

End of activity.

Lodging/M&IE - Editing for Local Non-Government Travel

NBS Travel System User
N> Document Toolbar > Lodging/M&IE
Lodging/M&IE



1. From the Document Toolbar, select **Lodging/M&IE**.

2. Confirm that no per diem was allowed for the date.

If per diem rates exist, goto task #3. Otherwise, End of Activity.

3. Select the **Pencil** icon of the record that requires editing.

   Result: The Update Lodging and M&IE screen will appear.

If Lodging per diem rates exist, goto task #4.

If M&IE per diem rates exist, goto task #5.

Editing Lodging Per Diem Rates

4. Enter **0.00** in the Lodging field.

If applying the change to multiple days, goto task #8. Otherwise, goto task #9.

Editing M&IE Per Diem Rates

5. Click the **Override Lodging and M&IE** button.

6. Enter 0.00 in the **M&IE Amount** field.

7. Click the **Save Lodging** and **M&IE Overrides** button.

If applying the change to multiple days, goto task #8. Otherwise, goto task #9.

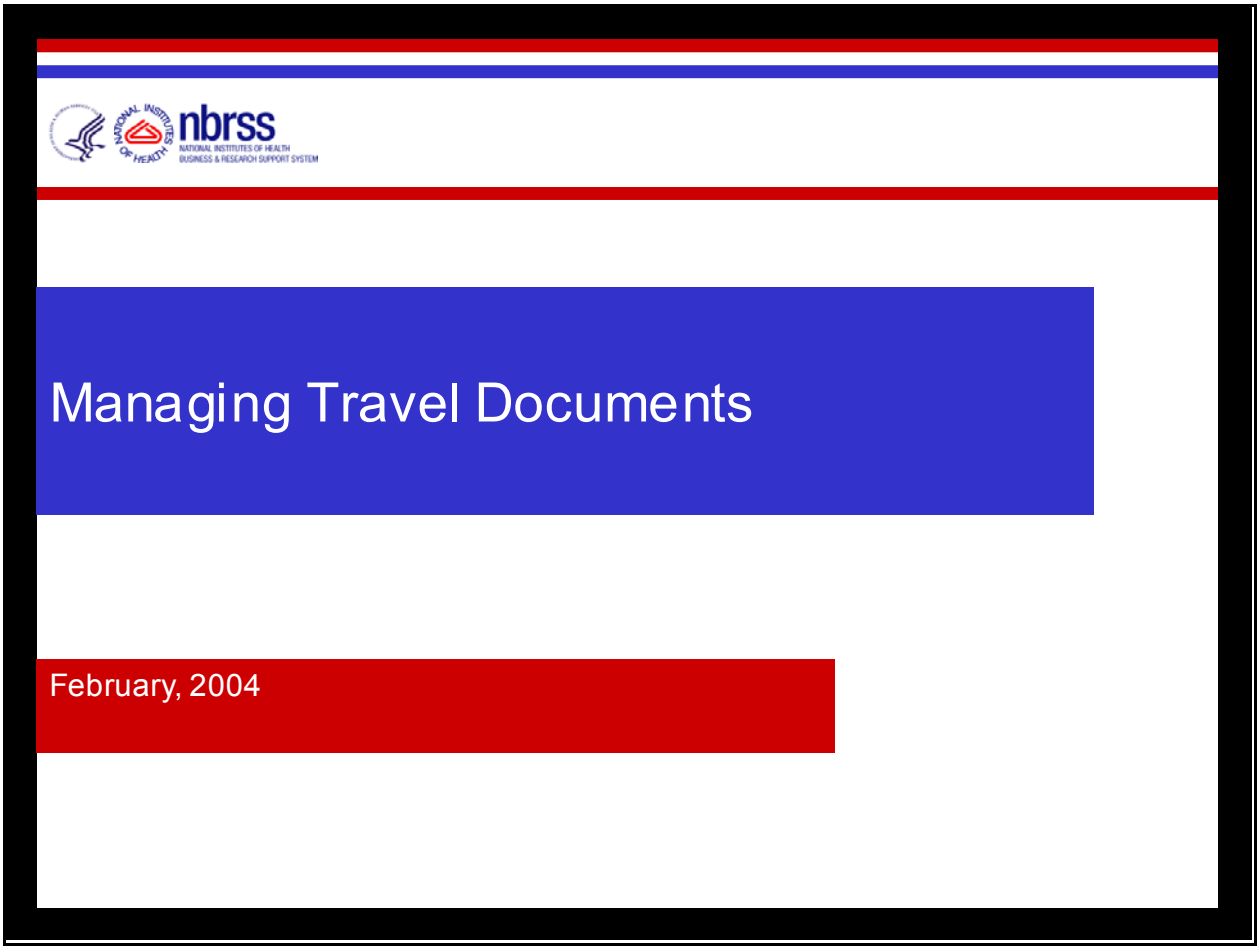
8. Enter the **last consecutive date** to apply the changes using the **Apply Through Date** feature.

9. Click the **Save** Expense Changes button.

End of activity.

Managing Travel Documents

Chapter 10


nbrss
NATIONAL INSTITUTES OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM
Managing Travel Documents
February, 2004

Lesson Objectives

Lesson Objectives

After completing this lesson you should be able to:

- Open Existing Documents
- Close Travel Documents
- Delete Travel Documents
- Copy Travel Documents
- Cancel Trips with tickets after TA is Approved
- Split Ticket costs among different projects and payment methods
- Create a partial voucher

Page 2

Opening Existing Documents

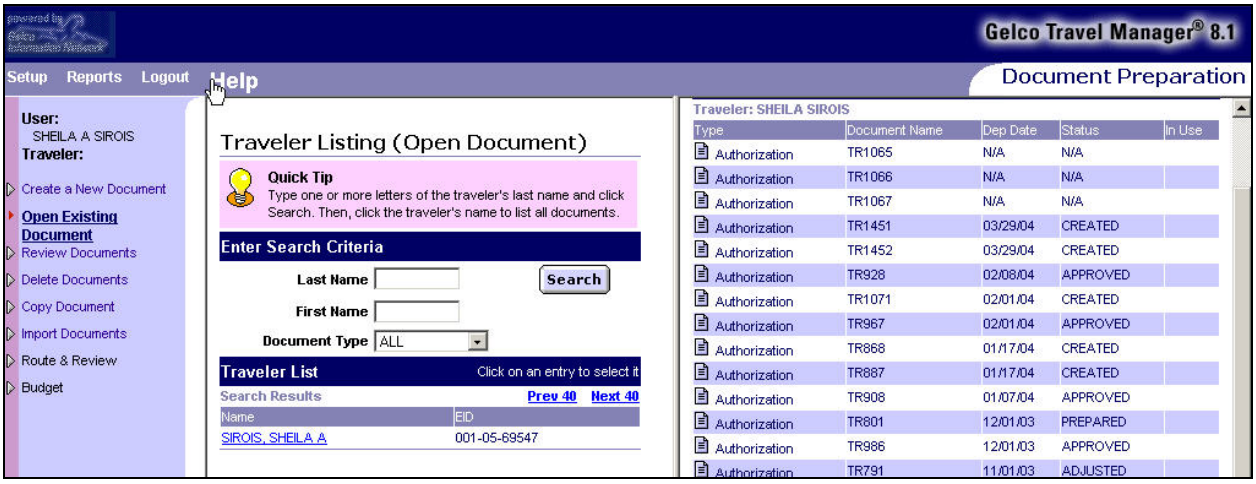
Opening Existing Documents

- Open saved documents at any time
  - Search for traveler's name then the document to open
  - Click the document icon to open the document
- Edit Mode:
  - Opening a document in edit mode will allow the user to make changes to the document
  - If the travel planner opens a document in edit mode after document was routed, this will take the document out of routing
- View only mode:
  - After a document has routed, a user may open the document in view-only to review details, open the PDF and print
  - Will not affect routing of the document
- Adjustments:
  - If the document has multiple adjustments (edited after routing), open only the most current document marked by the "**" in order to edit it further

Page 3

Opening an Existing Travel Document

NBS Travel System User
Document Toolbar > Open Existing Document
Traveler Listing (Open Document)



1. From the Document Toolbar, select Open Existing Document.

2. From the **Traveler List**, select the desired **Last Name** and/or **First Name** of the Traveler.

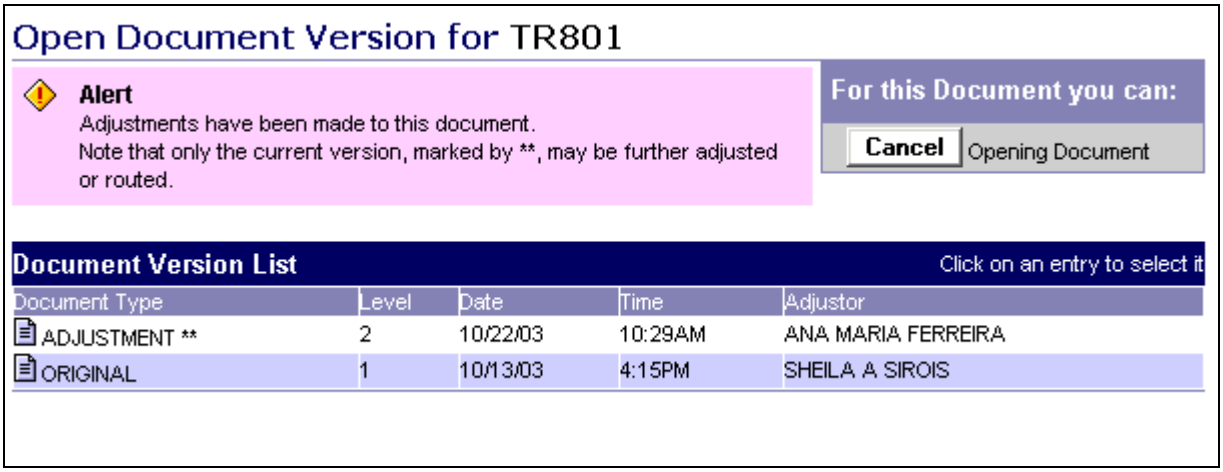
3. From the **Document Search**, select the desired Document Name by clicking the icon under **Document Type**.

   Note: Each traveler may have multiple documents from which to choose, so be certain you are selecting the desired document.

If screen appears with multiple adjusted documents to select from goto task #4.

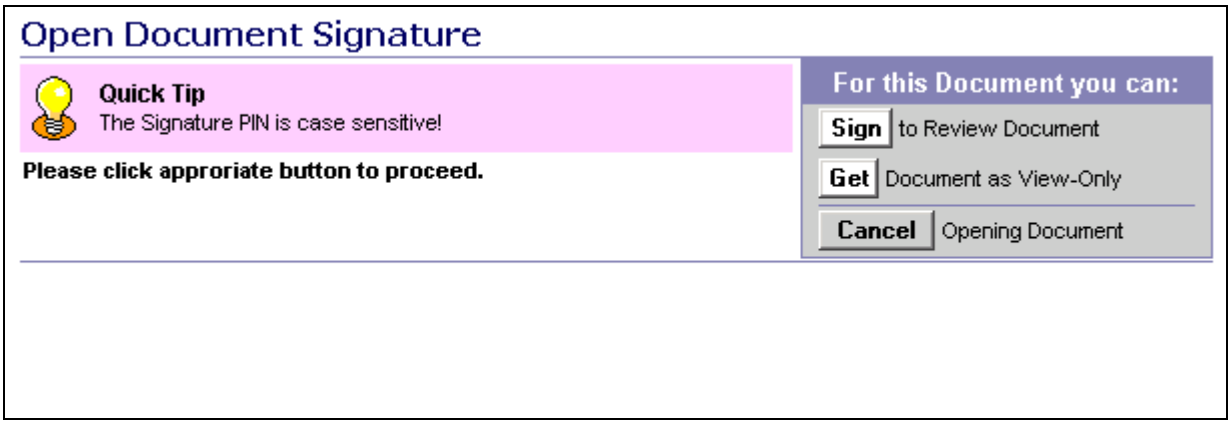
If prompted to select between "Get Document as View Only" or Sign to Review document" goto task #5.

If document opened, end of activity.



4. Select the most currently adjusted document.
   - Identified by the double asterisks (**).
   - May only edit and route most current document.

End of activity.



5. Select the appropriate choice between “Sign to Review Document” and “Get Document as View-Only.”

Sign to Review Document	Opens the document in an edit mode. If document was routed, this takes it out of the routing. Once edits are made the travel planner will have to stamp “prepared” again to re-route the document, or the approver must assign the appropriate status for the document to continue in its routing.
Get Document as View-Only	Opens the document in a view-only mode. May only review the details of the document; no edits can be made.

End of activity.

Closing a Travel Document

Closing a Travel Document

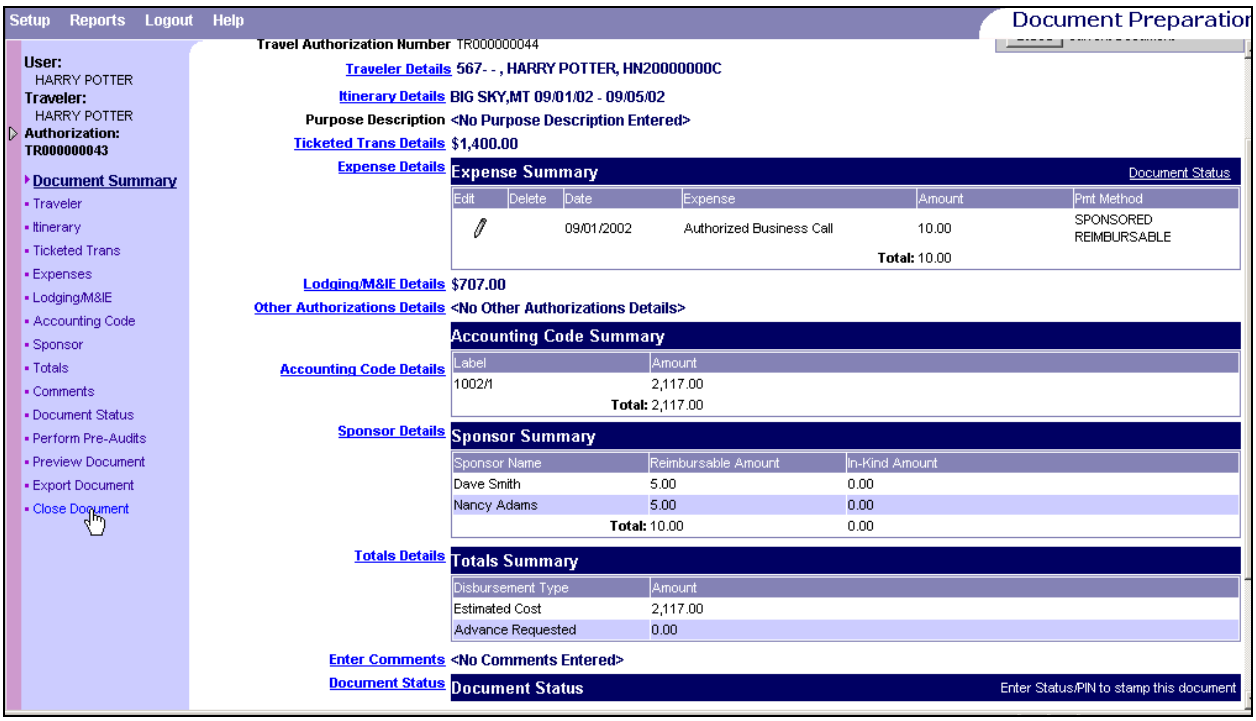
- Close documents to save work for editing at a later date
- If not closed properly, an edit lock will be created

Page 4

Closing a Travel Document

Close a Travel Document

NBS Travel System User
Document Toolbar > Close Document
Close Document



1. From anywhere in the document, select **Close Document** on the **Document Toolbar**.

   Result: The document will close and will not be Edit Locked.

End of activity.

Deleting Travel Documents

- Travel Planners and Travel Reviewers may **delete**:
  - Authorizations with a status of "created"
- Travel Approvers may **cancel** (using the *Open Existing Documents* feature and stamp the document CANCELLED):
  - TAs and Amendments with a status of Created, Prepared, Certified, Adjusted, Reviewed, Returned, or Conditionally Approved
- If assistance is required to delete an approved travel authorization, amendment, or voucher (with any status), contact the NIH Help Desk:
  - 301.496-HELP
  - Helpdesk@nih.gov

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Deleting a Travel Document

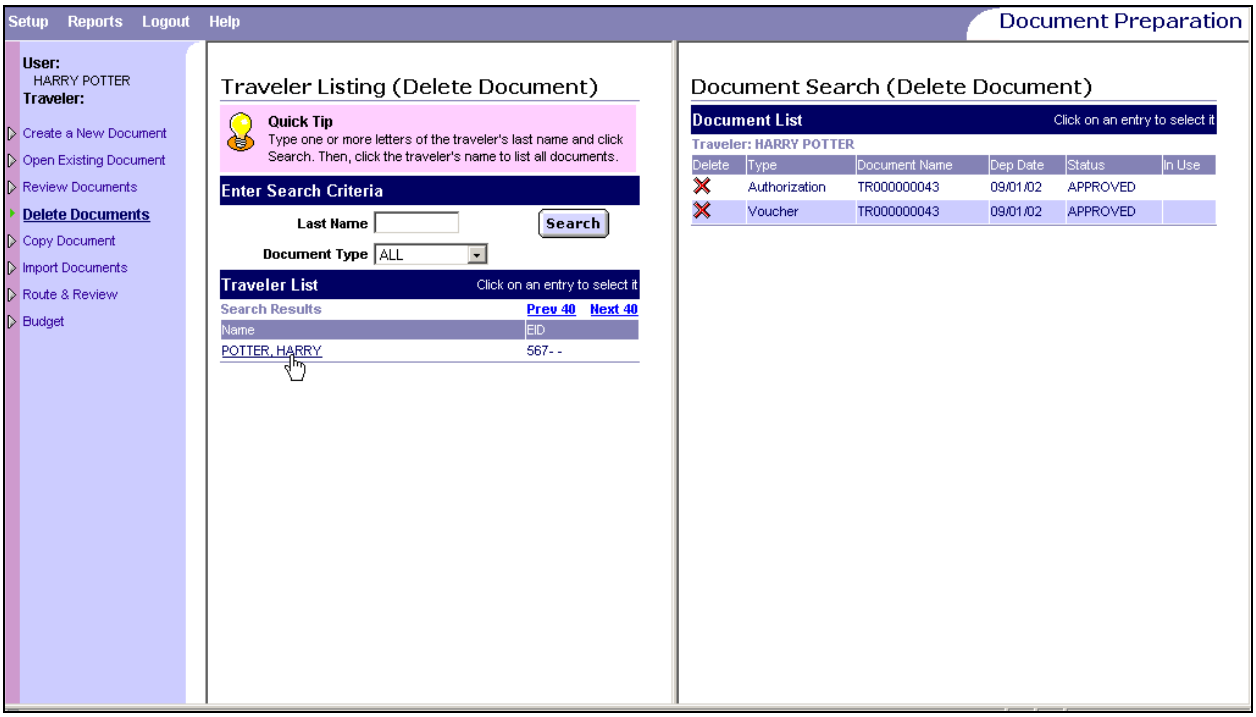
Before you Begin:

Travel Planners and Travel Reviewers may **delete**: travel authorizations with a status of "created"

Travel Approvers may **cancel** (using the *Open Existing Documents* feature and stamp the document CANCELLED) travel authorizations and amendments with a status of Created, Prepared, Certified, Adjusted, Reviewed, Returned, or Conditionally Approved

If assistance is required to delete an approved travel authorization or voucher (with any status), call the NIH Help Desk at 301-496-HELP.

NBS Travel System User
Document Toolbar > Delete Documents
Traveler Listing (Delete Document)



To delete a document, goto task #1.

To cancel a document, goto task #4.

1. From the **Document Toolbar**, select **Delete Documents**.

2. From the **Traveler Listing** window, select the desired **Name** of the Traveler.

3. From the **Document Search**, click the red **Delete Icon** to the left of the Document Name to be deleted.

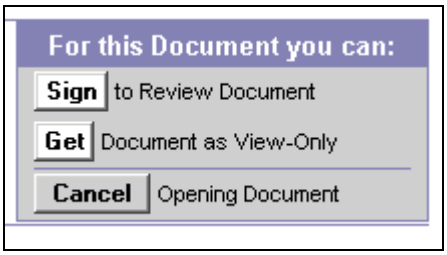
End of activity.

4. From the Document Toolbar, select **Open Existing Document**.

5. From the **Traveler List**, select the desired **Name** of the Traveler.

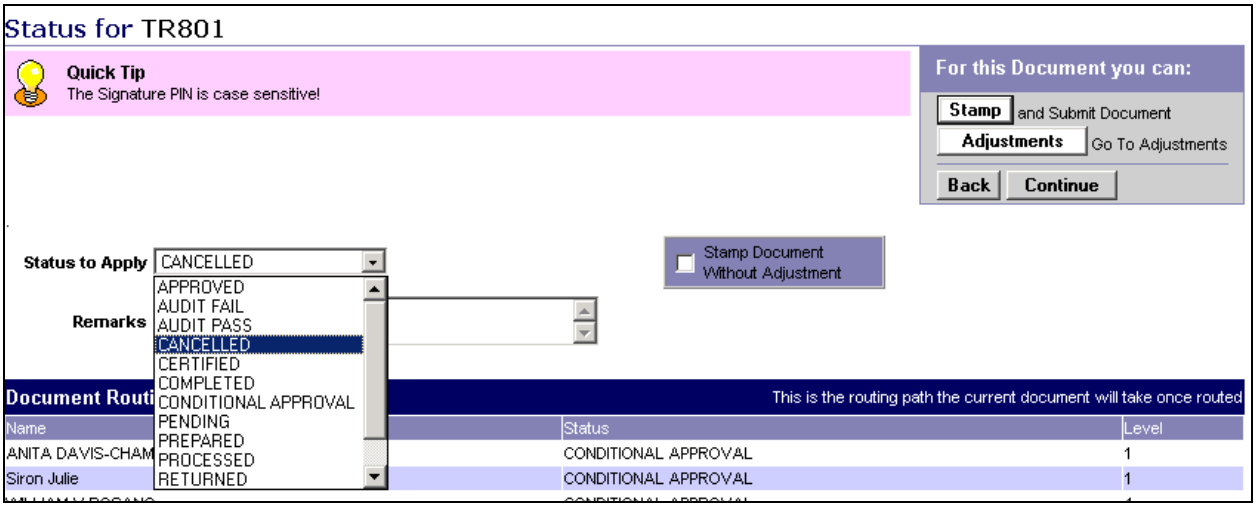
6. From the **Document Search**, select the desired Document Name by clicking the icon under **Document Type**.

   Note: Each traveler may have multiple documents from which to choose, so be certain you are selecting the desired document.



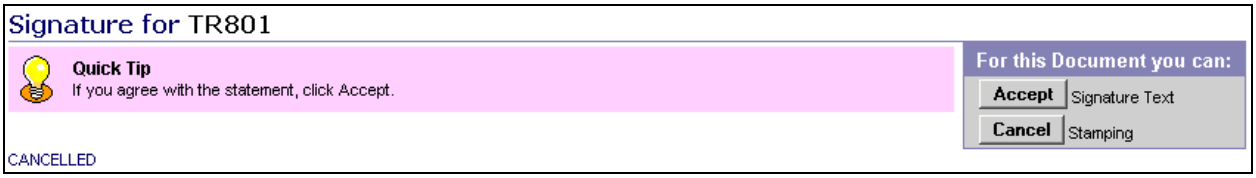
7. Select "**Sign to Review Document**" to open the document in an edit-mode.

8. Click **Document Status** on the document toolbar.



9. Select "**Canceled**" from the status to apply pull down menu.

10. Select the **Stamp** and submit document button.



11. Select **Accept** on the Signature screen.

End of activity.

Copying Travel Documents

- Copy documents allows the user to copy the details of another document
  - Multiple travelers attending the same conference? Copy and change the traveler name and specific details for each traveler
  - Traveler goes on the same trip each month? Copy the document and change the travel dates
- After a document is copied, the Travel Planner must open the document:
  - Verify all details
  - Re-select any relevant "Other Authorizations"
  - Route the document for approval
- Travel Vouchers may not be copied

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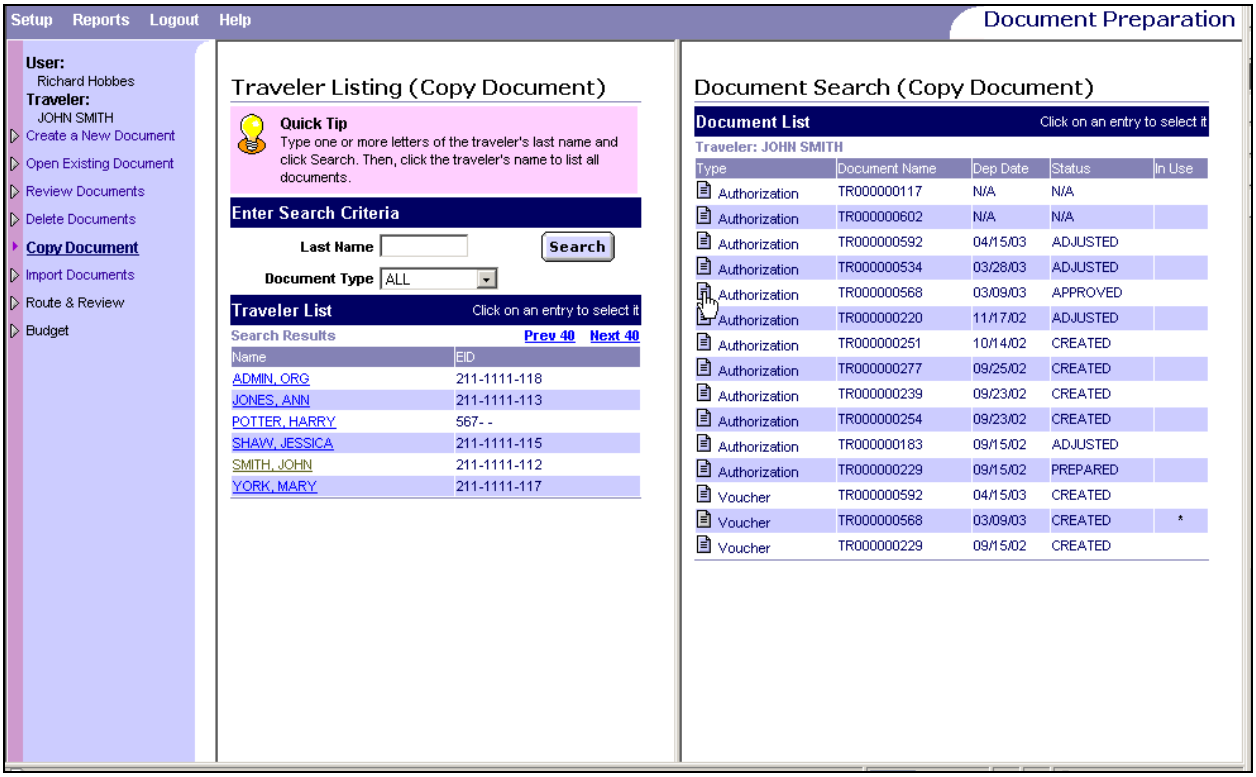
Copying a Travel Document

NBS Travel System User
Document Toolbar > Copy Document
Traveler Listing (Copy Document)



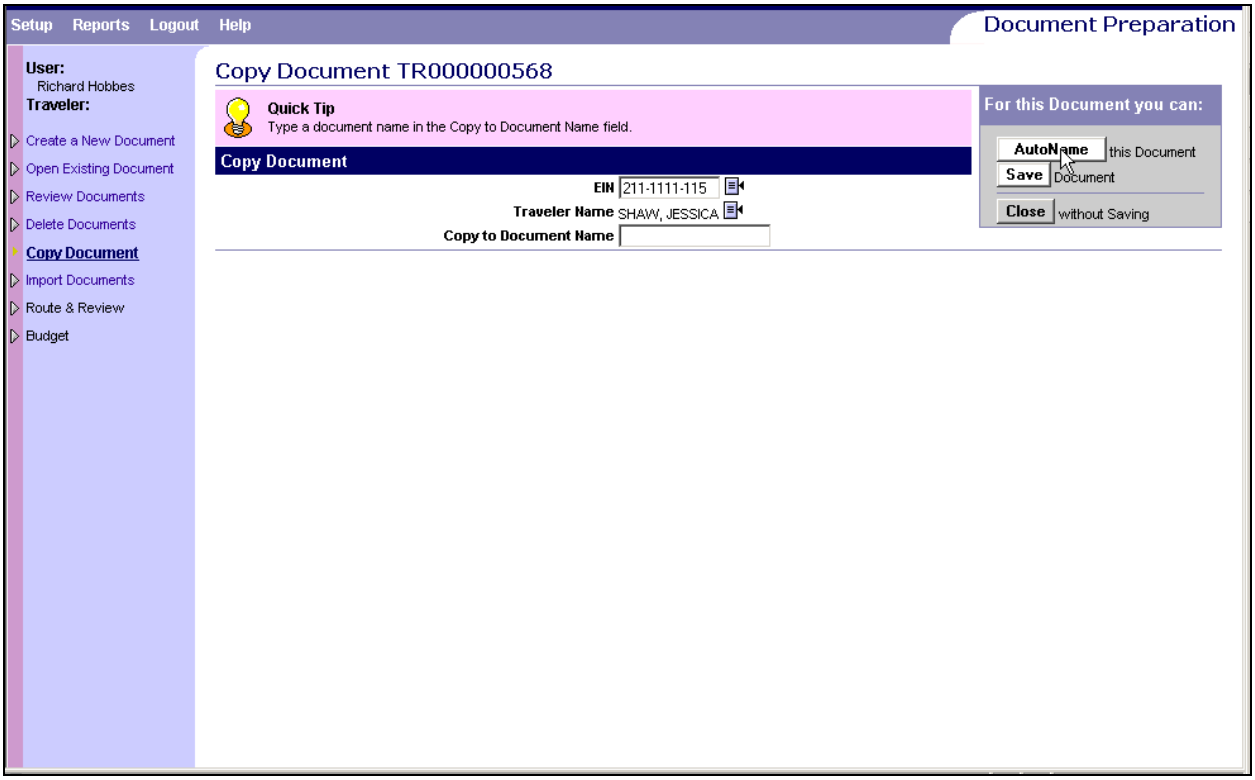
The following steps detail how to copy a document. Once a document is copied, you can assign a new EIN (Employee Identification Number) to the copied document. This feature facilitates the quick and efficient creation of similar travel documents.

1. From the **Document Toolbar**, select **Copy Document**.

2. From the **Traveler Listing** window, select the Traveler's **Name** whose completed document you would like to copy.

3. From the **Document Search** area, select the **Document Name** to copy by clicking the icon. This will take you to the **Copy Document** window.

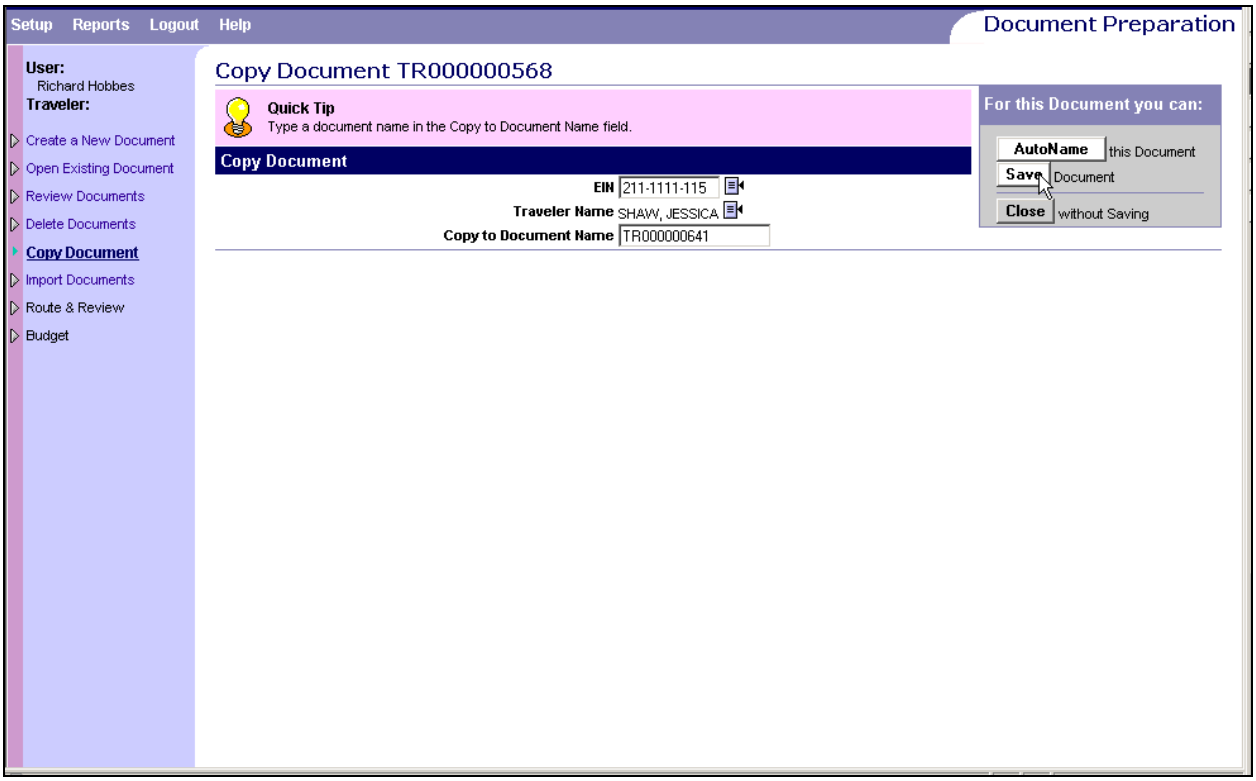
   Note: Travel Vouchers may not be copied.



4. In the **Copy Document** window, if the copy is for another traveler, click the search icon to the right of the original traveler's name and select the traveler you are making a copy for.

5. Next, click the **AutoName** this Document button.

   Note: Make a note of the Name created--you will need it to retrieve the newly copied document.

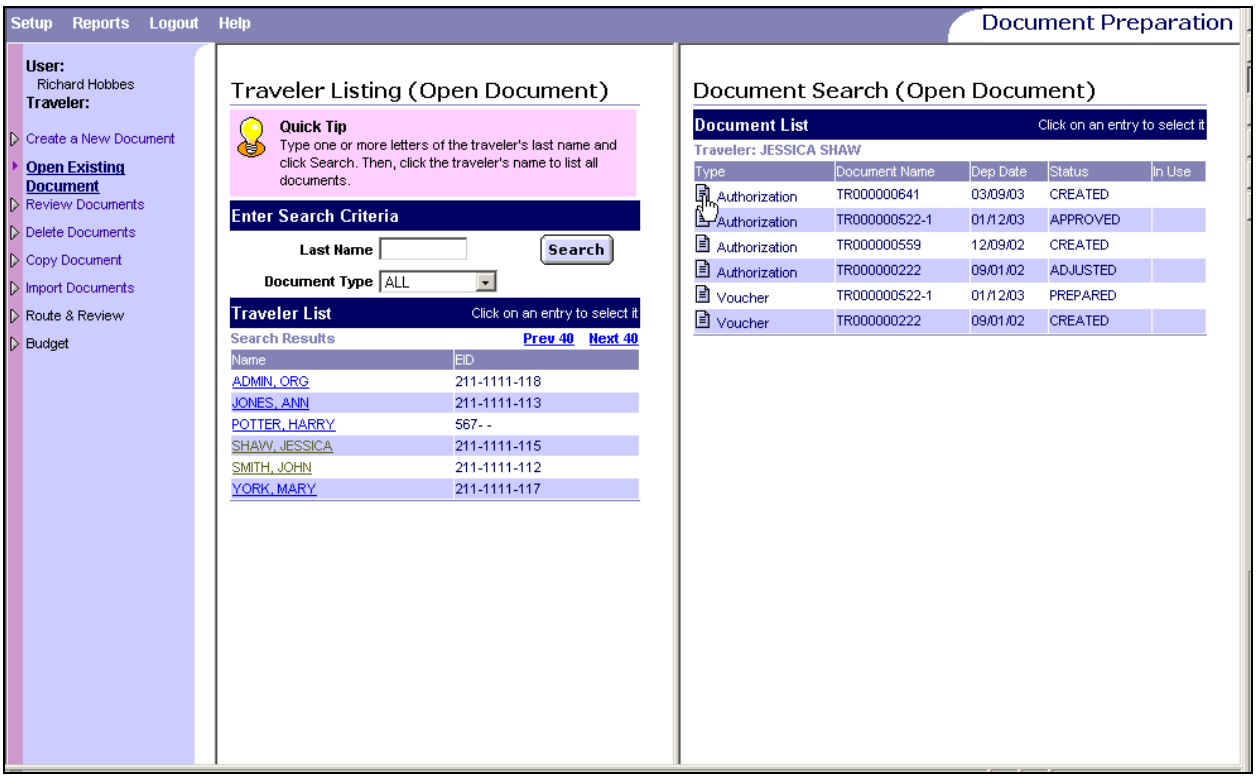


6. Click the **Save** Document button.

7. At the Information Message "Copy Document Completed" screen, click the **Close** button.

   Result: The document closes.

8. To retrieve your new authorization, go to the Document Toolbar and select Open Existing Document.



9. Search for the new traveler's **Name**.

10. From **Document Search (Open Document),** select the new document number.

    Note: You can make adjustments to any trip detail that is specific to the second traveler, e.g., different mileage, etc.

11. For additional travelers attending the same event, repeat the copy procedures for each and make specific adjustments to new documents as needed.

End of activity.

Canceling Trips with tickets after TA is Approved

Canceling Trips with tickets after TA is Approved

- For Non-Sponsored Trips with tickets issued:
  - Return tickets to TMC immediately
  - Voucher for ticket and TMC service fee amount **only** (delete all other expenses and mark this as "Final Voucher" before routing)
  - TMC will credit for the returned ticket on the next invoice and OFM will credit the appropriate Project/ CAN from the TA
- For Sponsored Trips with GTA Reimbursable tickets:
  - Return tickets to TMC immediately
  - Voucher for ticket and TMC service fee amount **only** (delete all other expenses and mark this as "Final Voucher" before routing)
  - If the ticket and/or TMC service fee were designated as GTA Reimbursable:
    - DELETE (X) the original Ticket entry line on the Transportation Summary Screen
    - Select the ADD TICKET button and re-enter the ticket with the new payment method of GTA
    - SAVE
- For Trips with no tickets issued:
  - Contact the NBS Management Center

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Splitting Ticket Cost among multiple Projects/CANs and Payment Methods

Splitting Ticket Cost among multiple Projects/CANs and Payment Methods

- During the creation of the TA, the Planner:
  - Adds one ticket
  - Enters total estimate cost
  - Charges only one project for ticket
  - Routes TA for approval
- After TA is approved and ticket received from TMC, the Planner:
  - Creates an Amendment
  - Deletes original ticket
  - Uses the Add Ticket function to split the ticket into as many unique payment methods as necessary for each dollar amount
  - Completes the cost option's payment methods
  - Uses the Accounting Code screen Allocation function to allocate the ticket cost among different Projects/CANs
  - Routes the Amended TA for approval
  - Creates Voucher from approved Amended TA after the trip

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Partial Vouchers

Partial Vouchers

- Partial vouchers are used to pay a traveler for a portion of the trip immediately, not using a cash advance (example: registration fee)

1. Create a TA with as much of the trip details as possible
2. Route for approval
3. Create voucher -- only include expenses to be paid immediately (delete all others). For example if a registration fee is to be paid delete all expenses on voucher except for the registration fee
4. If, and only if, your Authorization had a GTA ticket on it, then for the first voucher you must also have a GTA ticket for $0.00.
5. Do not check "final voucher"
6. Route for approval
7. Create a second voucher for remaining trip expenses after the trip (delete any expense that has already been paid)
8. Route for approval

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Reviewers and Approvers

Chapter 11

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Lesson Objectives

After this lesson you should be able to:

- Review and stamp Travel Documents
- Delegate and Revoke Authority for Stamping Documents

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Travel Requiring EO Approval

- The following types of travel will require a 2nd Level Approver to review and approve travel authorizations:
  - Foreign trips
  - Sponsored trips
  - Tickets purchased with personal funds over $100
  - Premium and 1st Class tickets purchased with government funds

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Stamping a Document

- Review the document routing list prior to stamping the document
  - Document Status>Document Routing displays the entire Routing List for the travel document
  - If another person is to review/approve the document after you, do **not** select Approved
- The "status to apply" determines the electronic path of the travel document:
  - Send the document forward to the next person on the routing list
  - Return the document back to the Travel Planner for correction
  - Forward the document to OFM for processing

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Reviewing/Approving Documents

- Having a Reviewer level is optional and decided individually by each IC
- Email notification is received when a document is ready for review/approval
- All documents must have at least one level of approval
- Documents requiring a second level of approval:
  - Foreign trips
  - Sponsored trips
  - Tickets purchased with personal funds over $100
  - Premium and 1st Class tickets purchased with government funds
- Two types of travelers - NIH Affiliated and Non NIH Affiliated
  - NIH Affiliated will route electronically
  - Non NIH Affiliated will not be routed electronically

Page 5

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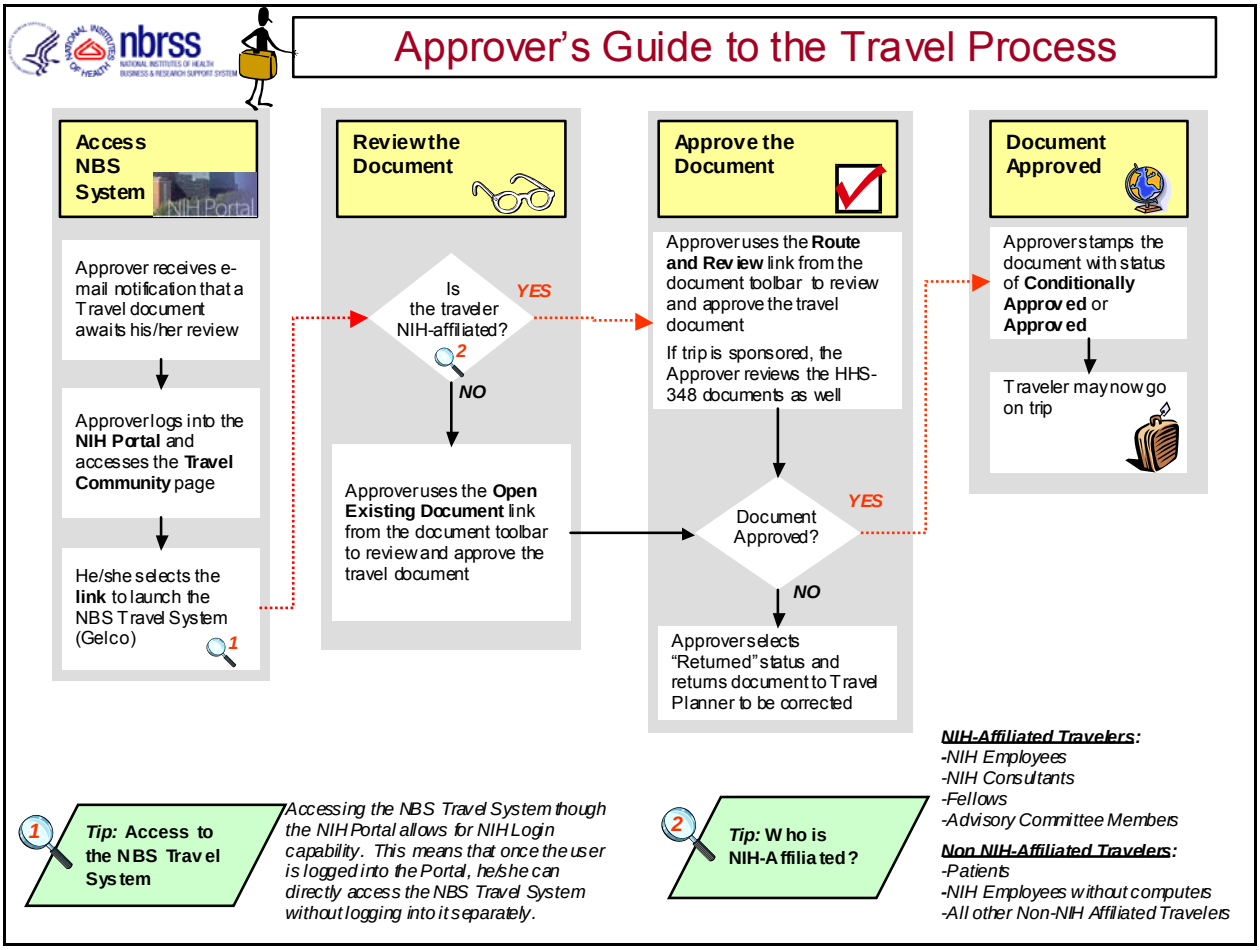

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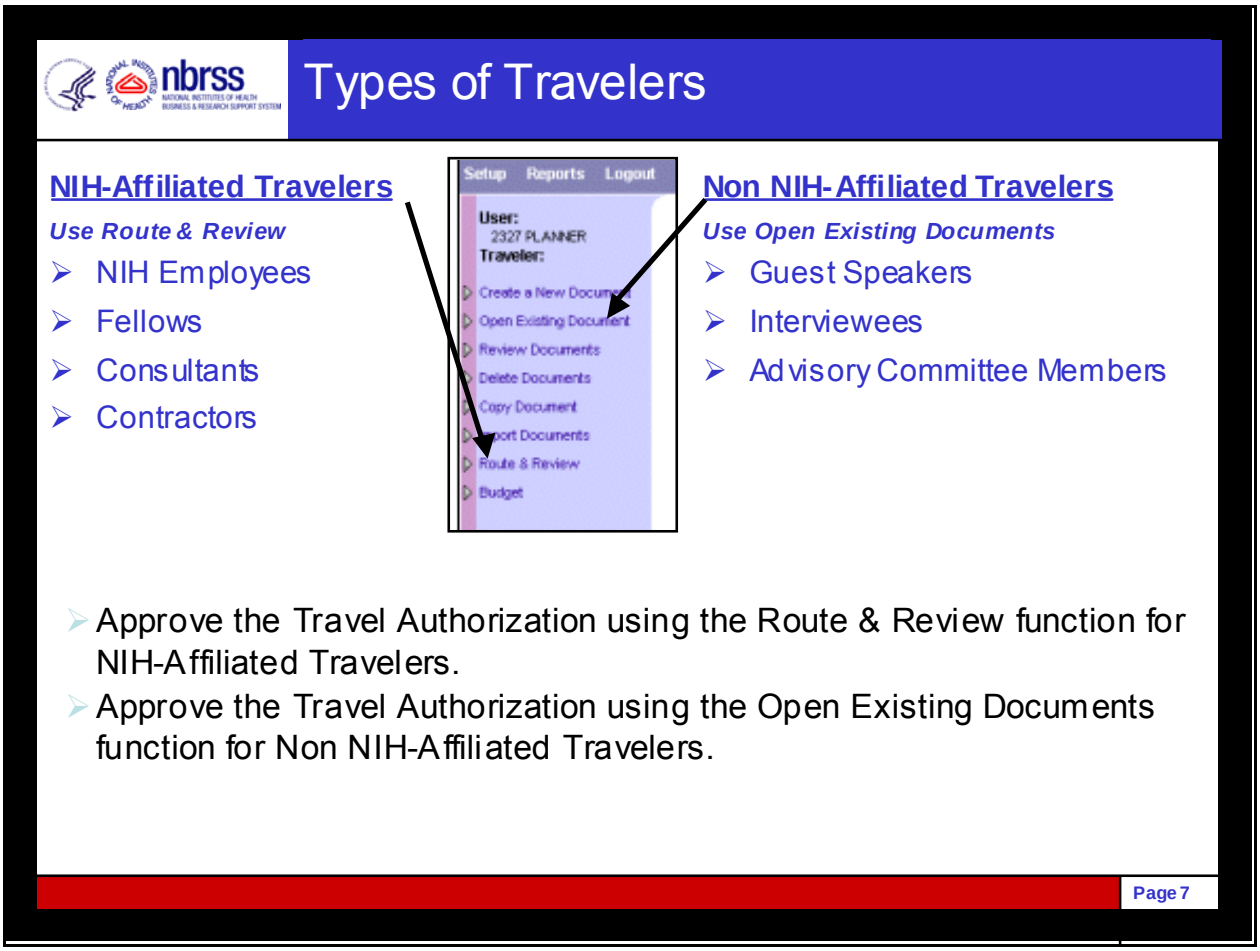
Types of Travelers



Using the **Route & Review** function to approve Travel Documents is used for NIH-Affiliated Travelers.

These travelers will have the capability to electronically review and sign documents which will put the travel document in the Review queue for Travel Approvers.

If the traveler is a Non NIH-Affiliated traveler, use the **Open Existing Document** function.

These travelers do not have the capability to electronically review and sign documents. After they have signed documents in hard copy, Travel Approvers use the Open Existing Document function to find the document since it is not in their Review queue.

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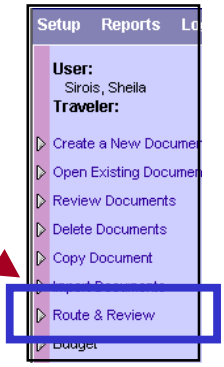
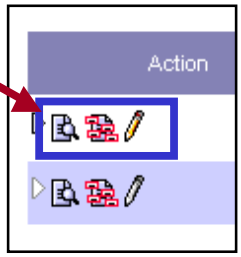
Items to Focus on when Approving Travel Documents

Items to Focus on when Approving Travel Documents

1. Use the Route & Review Module to Approve Documents
   - Use the PDF icon to view the document
   - Use the Review This Document's Details icon to verify Document Routing
   - Use the Edit icon to review more detailed information in the document





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nbrss

Items to Focus Documents

2. Using the PDF icon to view the document

- View the Other Authorizations Section to verify all necessary ones were selected.
- Verify Accounting Code information
  - Verify correct Project Numbers were selected
  - Verify a direct and reimbursable project were selected if a sponsored trip
  - Verify the reimbursable project was identified as a sponsored project (appears as "Inkind.Projects" in the description)
- Review all pages to verify all details of the trip

Issues if done incorrectly:
- Documents may not route properly if all Other Authorizations are not selected
- May charge expenses to incorrect Project (CAN)
- May not have a reimbursable Project (CAN) for sponsor repayment

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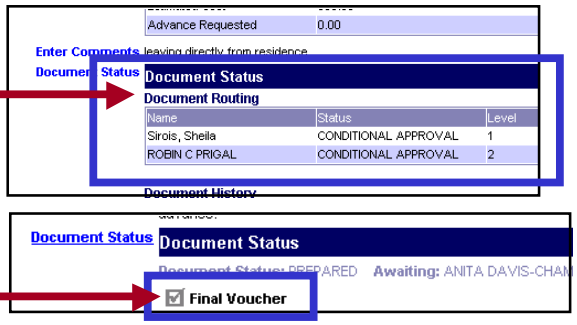
Items to Focus on when Approving Travel Documents

3. Using the Review This Document's Details icon

- Determine if another reviewer/approver appears after you in the routing
- Verify that an approver, not a reviewer, is the last person in the routing list
- Identify if "Final Voucher" was checked when reviewing/approving a voucher
  - Check only if no more receipts for trip are outstanding (Planners can use comment section to communicate why it is unchecked)
  - Requires a Check when:
    - Voucher amount is greater than Travel Authorization amount
    - An expense category or payment method is different on Voucher than Travel Authorization



Issues if done incorrectly:

- If last person is reviewer, document will not be approved or route to anyone who has authority to approve document
- Documents that should be final vouchers, continue to be "open" or documents that should not be final vouchered may be closed prematurely

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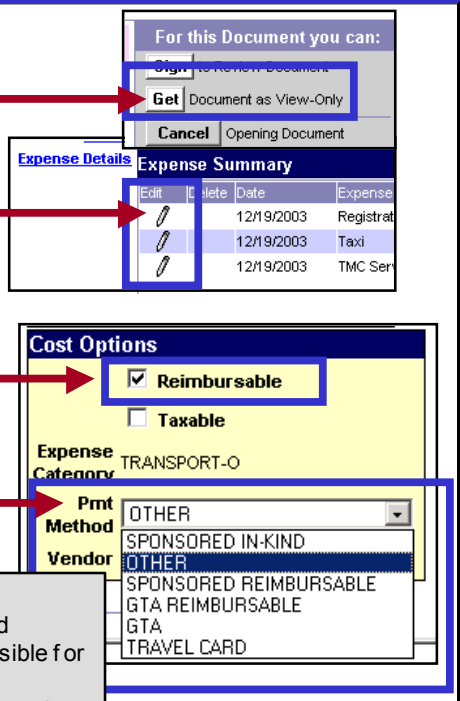
Items to Focus on when Approving Travel Documents

4. Using the Edit Document icon

- Go into the document in a View Only mode
- Click the pencils to view more detail on Ticketed Transportation, Expenses, and Lodging/M&IE:
  - Reimbursable box
    - Checked: Traveler will be paid for expense
    - Not Checked: Travel will not be paid for expense
  - Payment Methods
    - Indicates if the NIH is paying for expense (Other, Travel Card, GTA)
    - Indicates if the Sponsor is paying for expense (Sponsored In-kind, Sponsored Reimbursable, GTA Reimbursable)



Issues if done incorrectly:
- May overpay traveler if reimbursable box is improperly completed
- May not correctly identify which party (NIH or Sponsor) is responsible for the expense
- Records from Omega not matching a Travel Authorization if GTA or GTA Reimbursable was not selected

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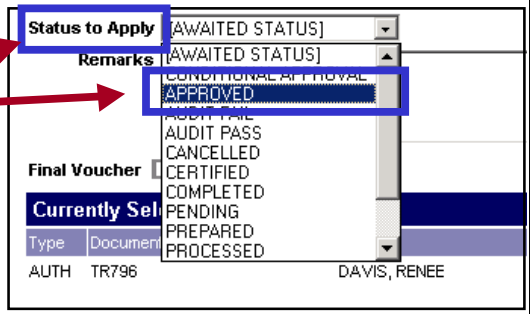
Items to Focus on when Approving Travel Documents

5. Status to Apply pull down selection

- Users <u>must</u> select the appropriate "Status to Apply "based on his/her role
- Click the pull-down menu to highlight choice
  - "Return" to send document back to the Travel Planner
  - "Reviewed" if you are the Reviewer
  - "Conditional Approval" if you are not the last person
  - "Approved" if you are the last person
- If stamping an Open document in an Edit Mode, be sure to check the "Stamp without Adjustment" box if you are not making edits to the document.



Issues if done incorrectly:
- May approve document without proper review/approval signatures
- May create multiple adjustments to a document that are not necessary

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Status to Apply

- When stamping a document, your choices are:
  - **Prepared:** Indicates the document has been fully created and is ready for review and approval. *Stamping "Prepared" is the only way to generate a routing list of recipients who will review and approve the document.*
  - **Reviewed:** The Reviewer will stamp the document reviewed if he/she agrees with the details. This forwards the document for approval.
  - **Conditional Approval:** Routes the the document on for additional approval by the next person on the routing list.
  - **Approved:** Final approval is granted for the trip and the traveler may not travel. Only the last approver listed in the routing list stamps it approved as money is now going to be obligated by OFM.
  - **Returned:** Returns the travel document to the planner for correction. Anyone in the routing list may select "returned."

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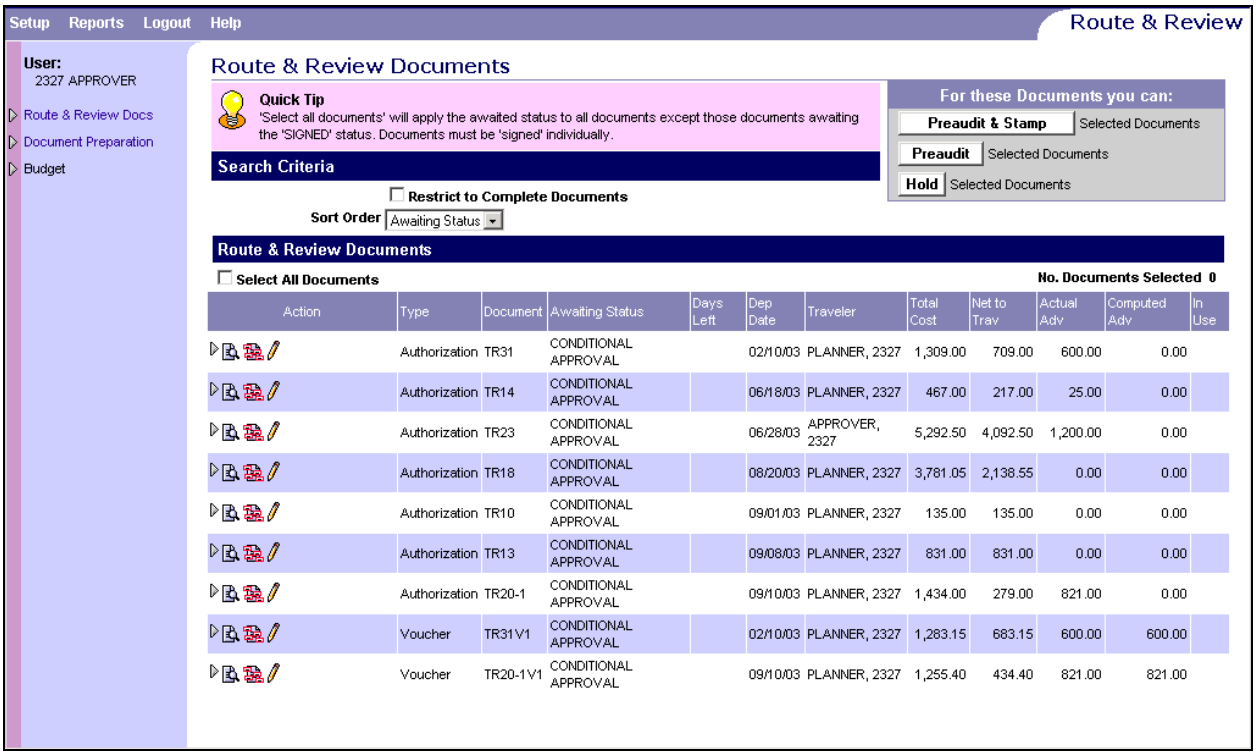
Reviewing & Approving Travel for NIH-Affiliated Travelers

NBS Travel System User
N> Main Menu> Route and Review Docs
Route & Review Documents

1. From the Main Menu, select **Route & Review** for reviewing and approving documents for NIH-Affiliated Travelers.

   Result: The **Route & Review** screen appears.



Action	Type	Document	Awaiting Status	Days Left	Dep Date	Traveler	Total Cost	Net to Trav	Actual Adv	Computed Adv	In Use
	Authorization	TR31	CONDITIONAL APPROVAL		02/10/03	PLANNER, 2327	1,309.00	709.00	600.00	0.00	
	Authorization	TR14	CONDITIONAL APPROVAL		06/18/03	PLANNER, 2327	467.00	217.00	25.00	0.00	
	Authorization	TR23	CONDITIONAL APPROVAL		06/28/03	APPROVER, 2327	5,292.50	4,092.50	1,200.00	0.00	
	Authorization	TR18	CONDITIONAL APPROVAL		08/20/03	PLANNER, 2327	3,781.05	2,138.55	0.00	0.00	
	Authorization	TR10	CONDITIONAL APPROVAL		09/01/03	PLANNER, 2327	135.00	135.00	0.00	0.00	
	Authorization	TR13	CONDITIONAL APPROVAL		09/08/03	PLANNER, 2327	831.00	831.00	0.00	0.00	
	Authorization	TR20-1	CONDITIONAL APPROVAL		09/10/03	PLANNER, 2327	1,434.00	279.00	821.00	0.00	
	Voucher	TR31V1	CONDITIONAL APPROVAL		02/10/03	PLANNER, 2327	1,283.15	683.15	600.00	600.00	
	Voucher	TR20-1V1	CONDITIONAL APPROVAL		09/10/03	PLANNER, 2327	1,255.40	434.40	821.00	821.00	

2. Scroll through the list to **find the travel document** for the traveler that you are reviewing and approving.

3. Select the **Preview This Document** icon to review the document.

   Result: An Adobe Acrobat PDF file opens that displays all document details.

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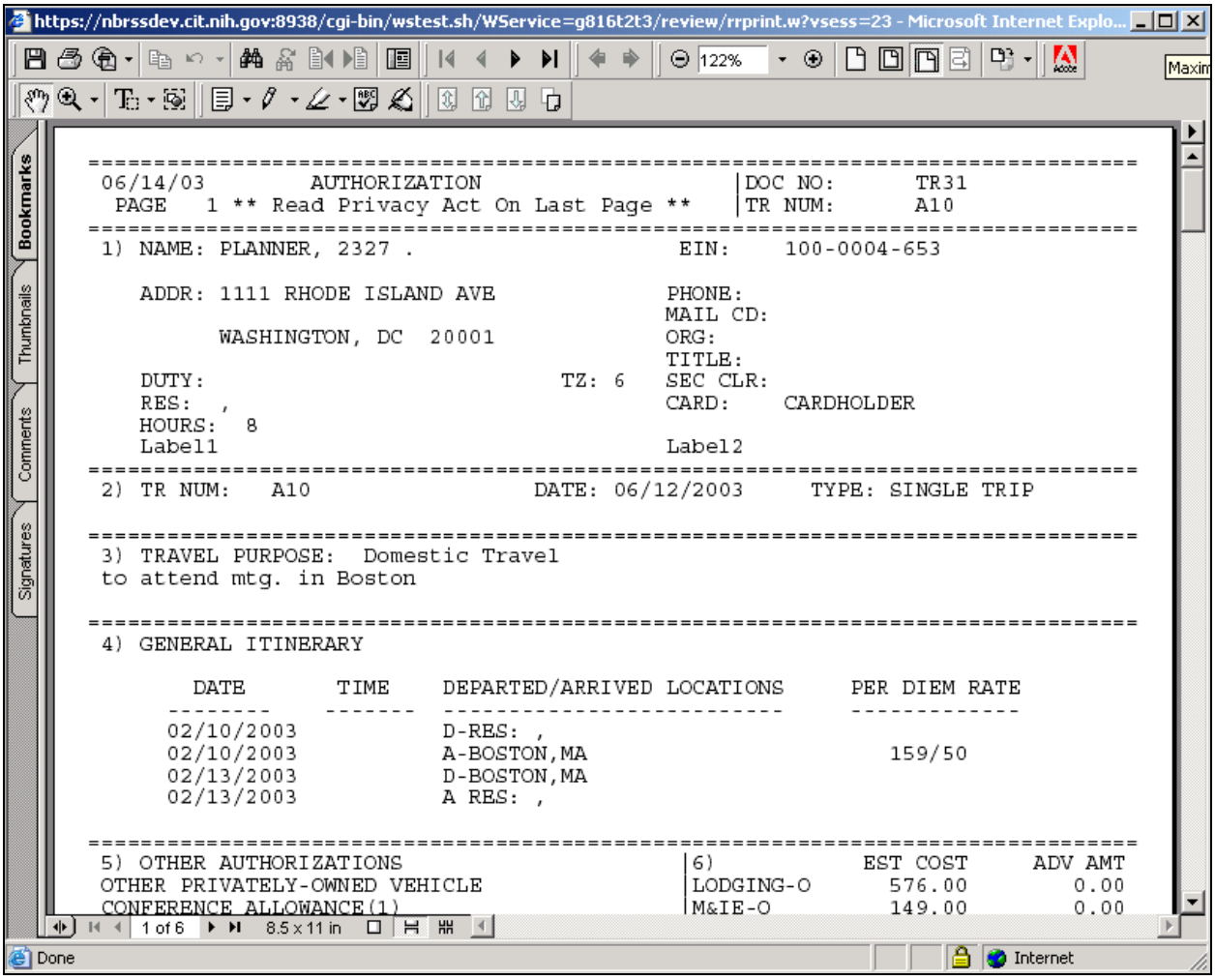

4. Scroll down using the scroll bar on the right side to **view all details**.

   Note: If the trip you are reviewing is a Sponsored Trip, scroll to the bottom to view the HHS 348, Request for Approval to Accept Payment of Travel Expenses From A Non Federal Source. The completed checklist certified by the traveler is also attached.

   Note: To print the travel document click the print icon on the Acrobat menu toolbar.

5. When finished reviewing, click the **close box** in the top right corner of the Adobe Acrobat screen.

   Result: The Route & Review Document screen appears.

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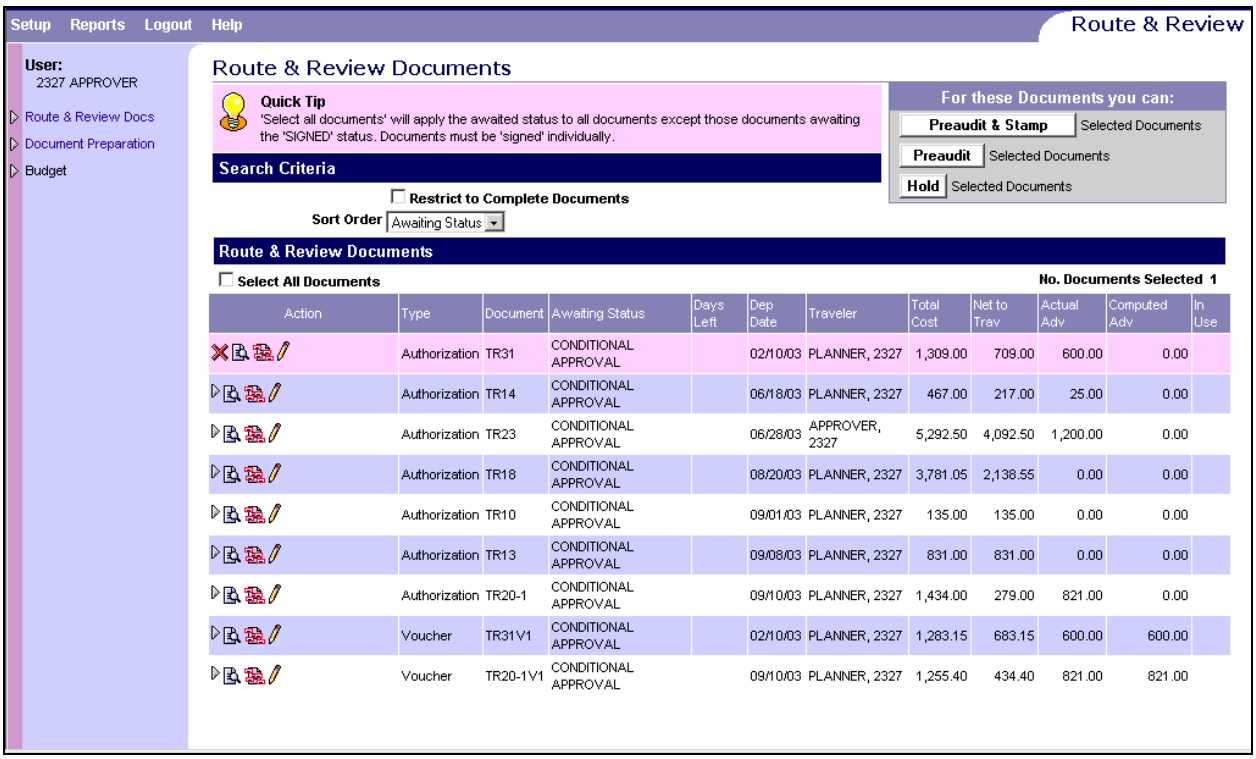

Action	Type	Document	Awaiting Status	Days Left	Dep Date	Traveler	Total Cost	Net to Trav	Actual Adv	Computed Adv	In Use
	Authorization	TR31	CONDITIONAL APPROVAL		02/10/03	PLANNER, 2327	1,309.00	709.00	600.00	0.00	
	Authorization	TR14	CONDITIONAL APPROVAL		06/18/03	PLANNER, 2327	467.00	217.00	25.00	0.00	
	Authorization	TR23	CONDITIONAL APPROVAL		06/28/03	APPROVER, 2327	5,292.50	4,092.50	1,200.00	0.00	
	Authorization	TR18	CONDITIONAL APPROVAL		08/20/03	PLANNER, 2327	3,781.05	2,138.55	0.00	0.00	
	Authorization	TR10	CONDITIONAL APPROVAL		09/01/03	PLANNER, 2327	135.00	135.00	0.00	0.00	
	Authorization	TR13	CONDITIONAL APPROVAL		09/08/03	PLANNER, 2327	831.00	831.00	0.00	0.00	
	Authorization	TR20-1	CONDITIONAL APPROVAL		09/10/03	PLANNER, 2327	1,434.00	279.00	821.00	0.00	
	Voucher	TR31V1	CONDITIONAL APPROVAL		02/10/03	PLANNER, 2327	1,283.15	683.15	600.00	600.00	
	Voucher	TR20-1V1	CONDITIONAL APPROVAL		09/10/03	PLANNER, 2327	1,255.40	434.40	821.00	821.00	

6. To approve the document select the **gray arrow** in the Action column.

7. Scroll to the top, if necessary, and select the **Preaudit & Stamp** Selected Documents button.

   Result: The Pre-Audit Results screen appears.

   Note: Your user preferences may be set up with the Preaudit and Stamp functions separated. If that is the case, selecting the Stamp Selected Documents button will skip the screen below and the associated steps (8 and 9).

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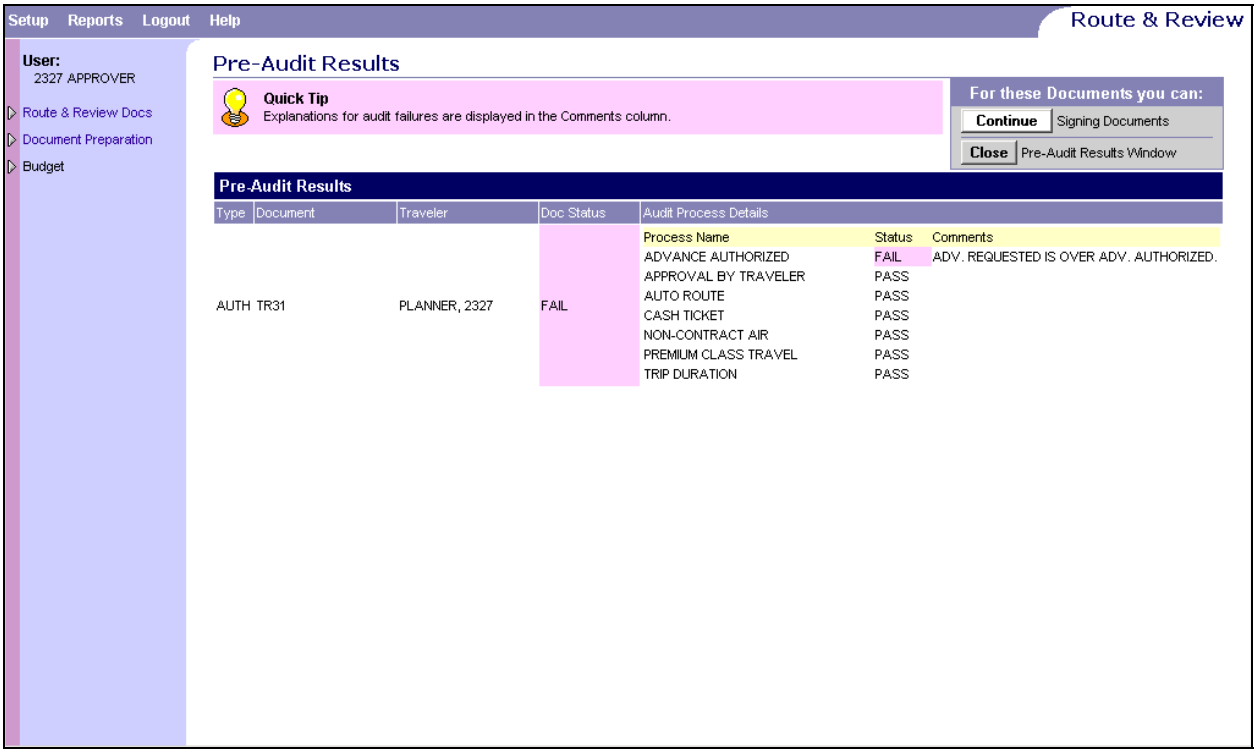

8. Review the Pre-Audit Results.

9. Select **Continue** Stamping Document if satisfied with the results.

   If you are not satisfied with the results, you may do one of two things:
   - Continue the stamping process and select the status 'returned' to return the document to the Planner for corrections (see the next step).
   - Select **Close Pre-Audit Results** Window to cancel stamping. Then from the **Route & Review** screen you may select the pencil icon to edit the document and correct the document prior to stamping it.

   Result: The Document Stamping screen appears.

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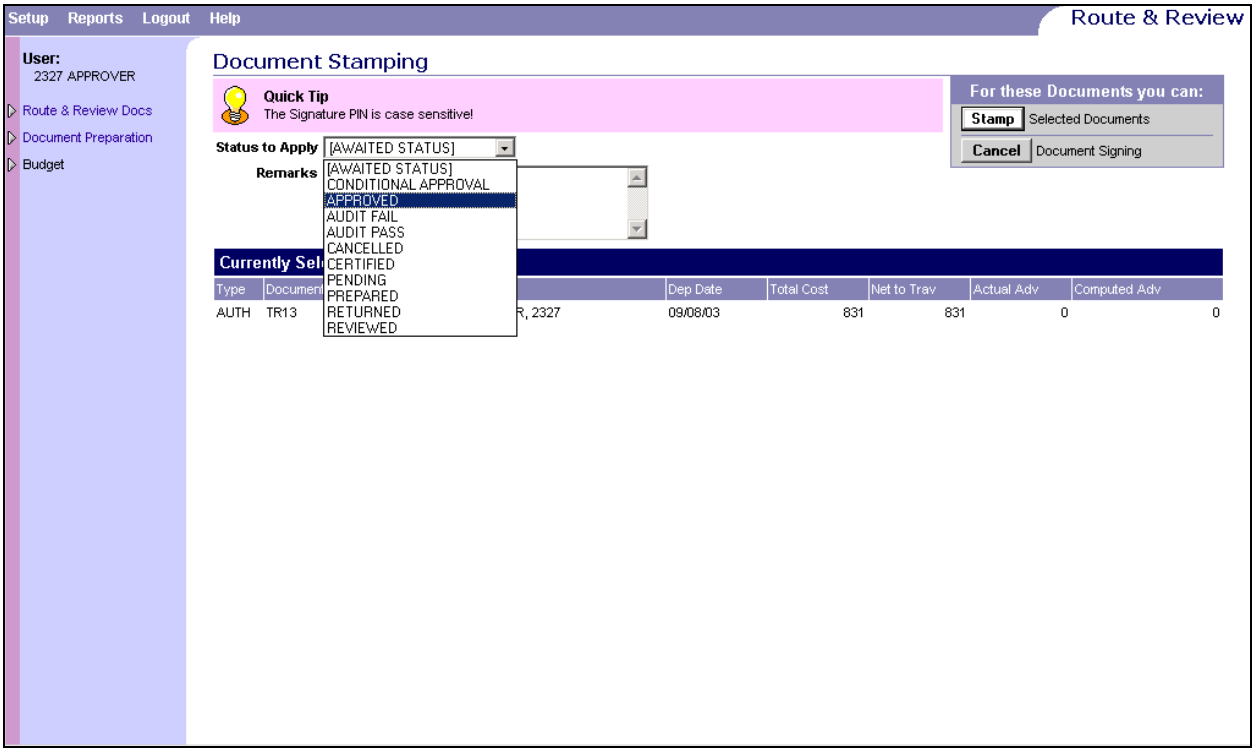

10. Select the **Status** to **Apply** from the pull-down menu.

    <u>Description of Selected Values</u>

    Approved – Approves the travel document and routes it to OFM. If other approvers are on the routing list after you, they will be skipped.

    Conditional Approval – Indicates you approve the document and routes it to the next person on the routing list.

    Reviewed – Indicates you have reviewed the document and agree with it. Will forward the document to the next person on the routing list.

    Returned – Sends the document back to the Planner for corrections.

    Cancelled – Cancels the document.

11. Select **Stamp** Selected Documents.

    <u>Result:</u> The **Document Stamping Log** appears with the document. The applied status displays below the Stamped Documents list.

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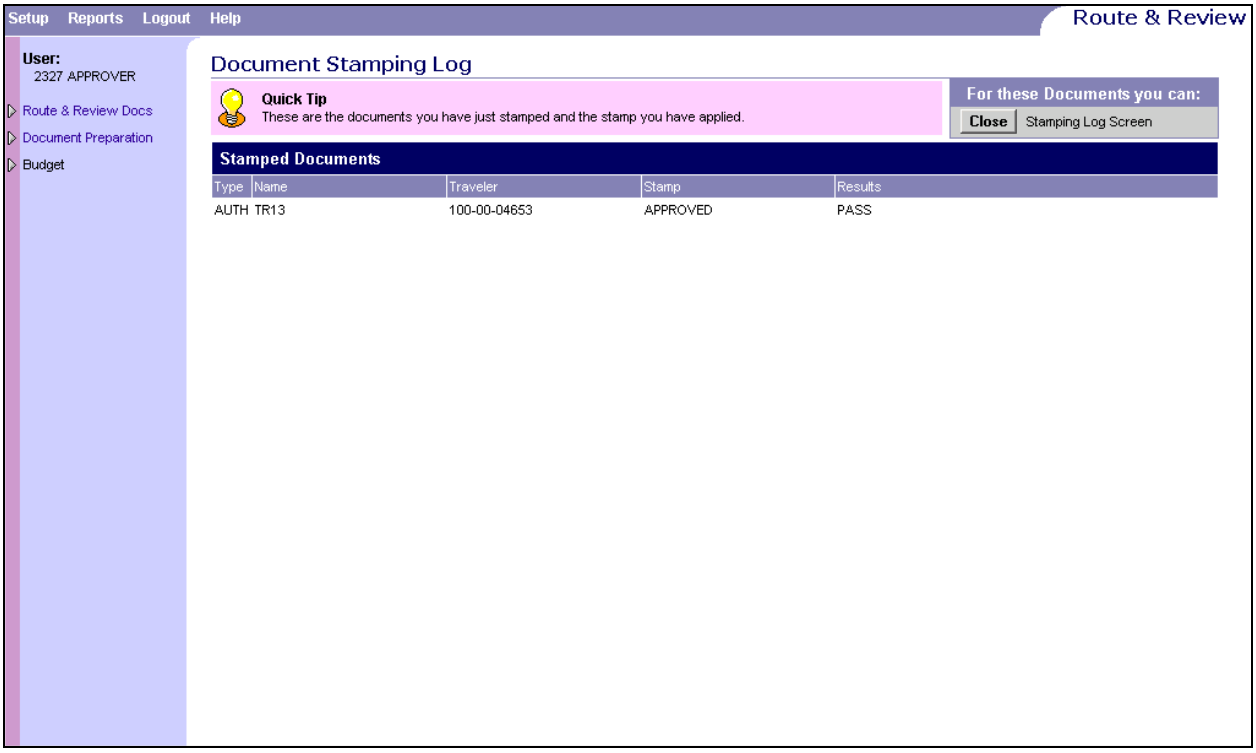

12. Select **Close** Stamping Log Screen.

13. Select **Log Out** to close the NBS Travel System application.

End of activity.

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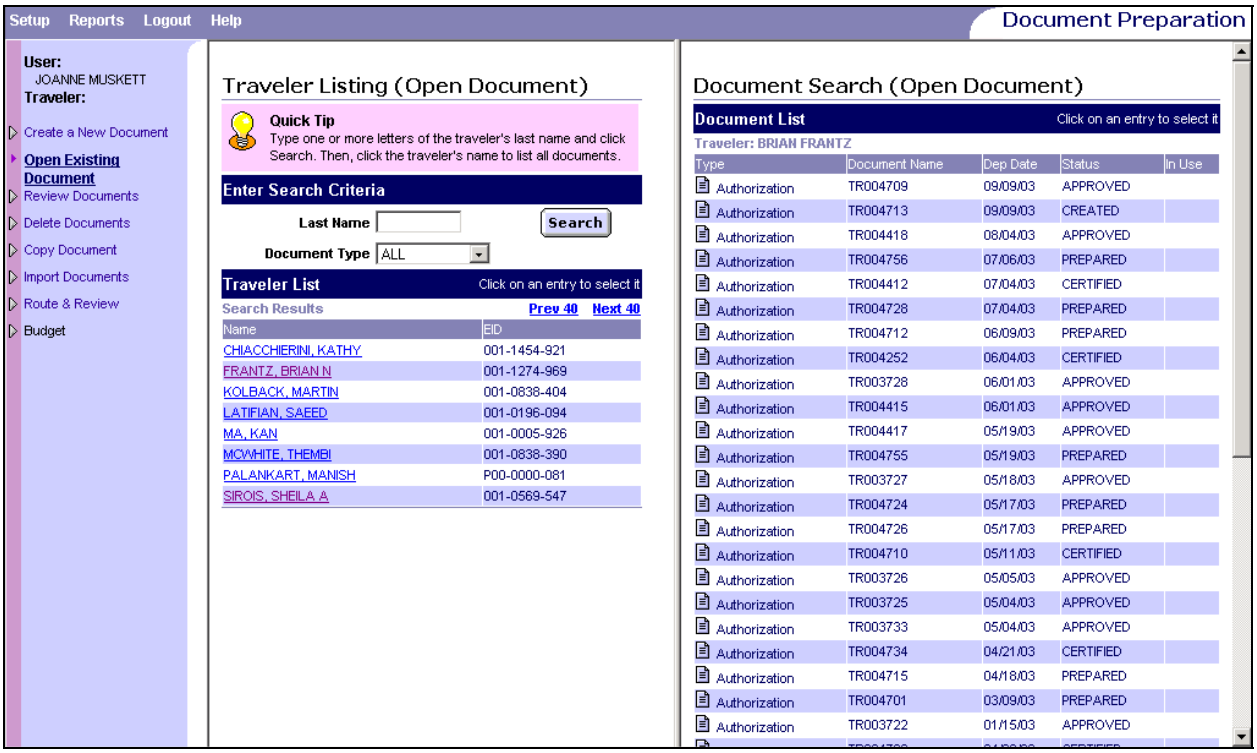
Reviewing & Approving Travel for Non NIH-Affiliated Travelers

NBS Travel System User
N> Document Navigator> Open Existing Documents
Traveler Listing (Open Document)

1. For Non NIH-Affiliated Travelers, select **Open Existing Documents**.

   Note: You will not receive an automatic email notification that a document is ready for your review or approval.



2. Select the **Search** button under **Traveler Listing** to see a complete list of travelers.

   Note: You may also search for a specific traveler by typing his/her last name in the **Last Name** field and then select the **Search** button.

3. Select the **traveler's name** from the **Traveler Listing** area to see the list of his/her travel documents on the right side.

4. Select the **Open document icon** for the document that you will review.

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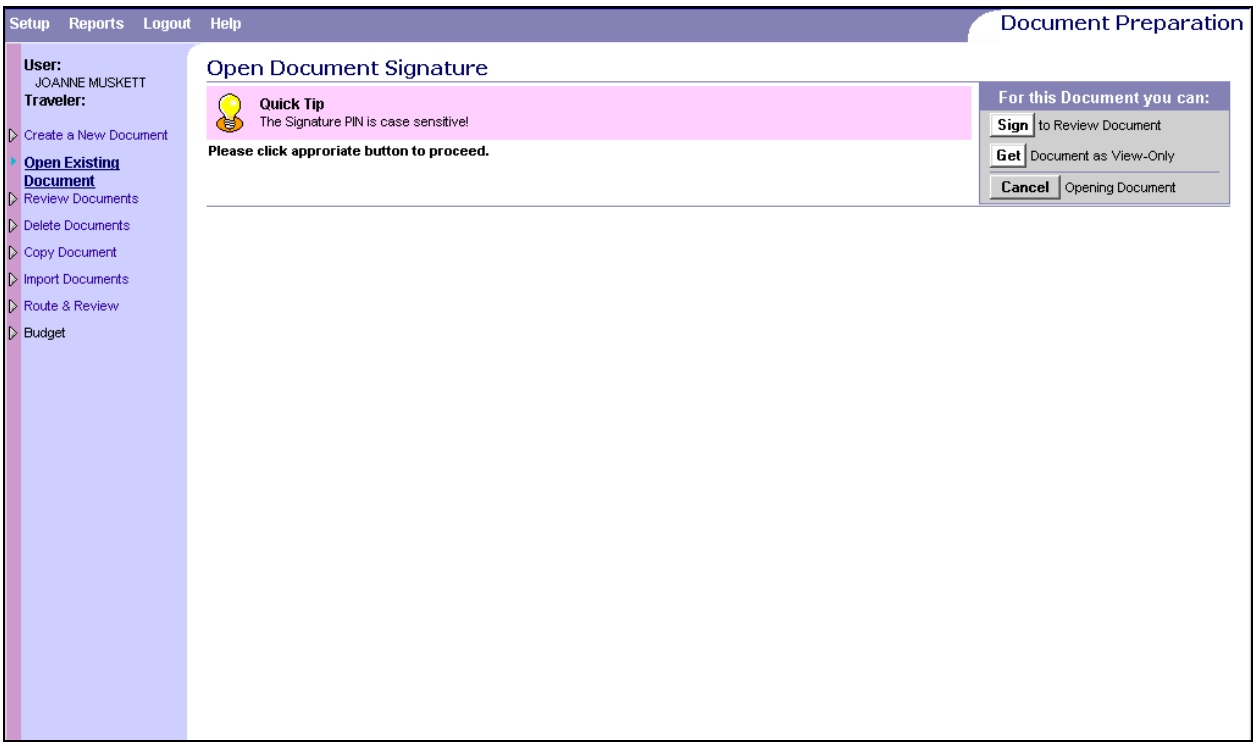
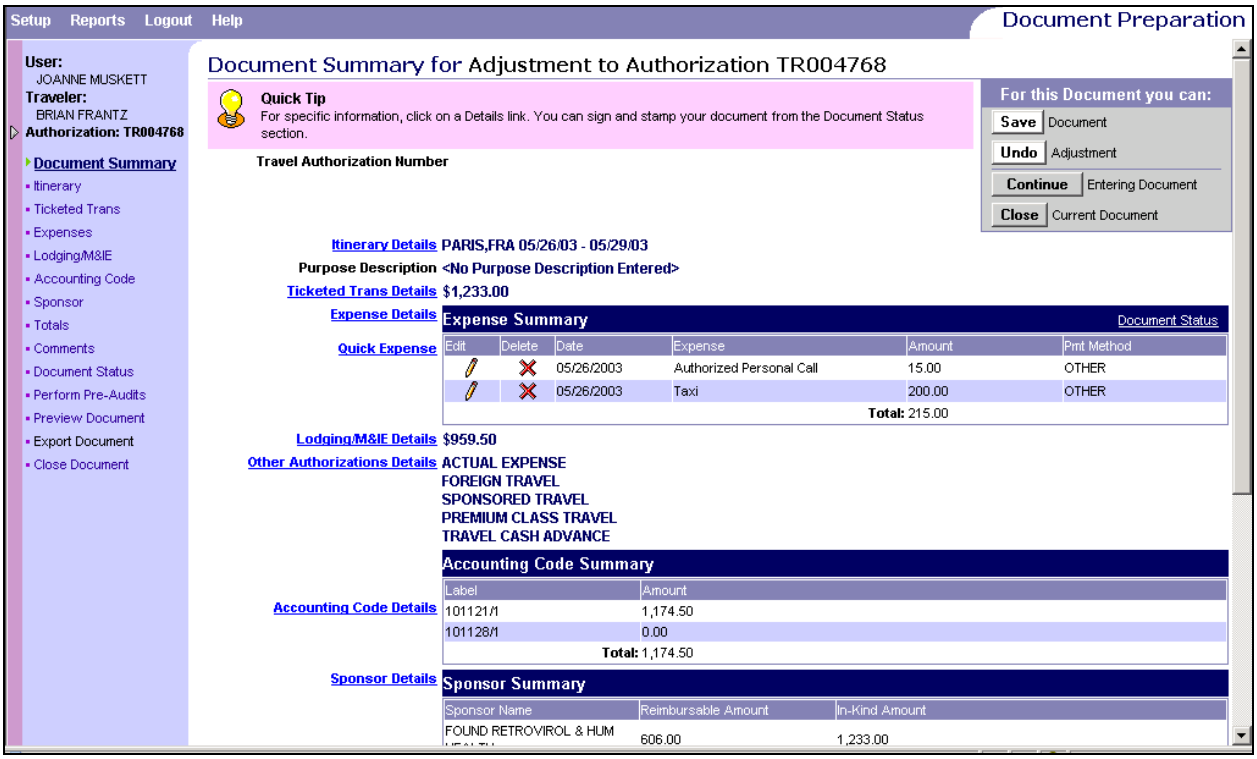


5. Select the **Sign** to Review Document button.

   Note: Selecting the Get Document as View-Only button will not allow you to approve the document.



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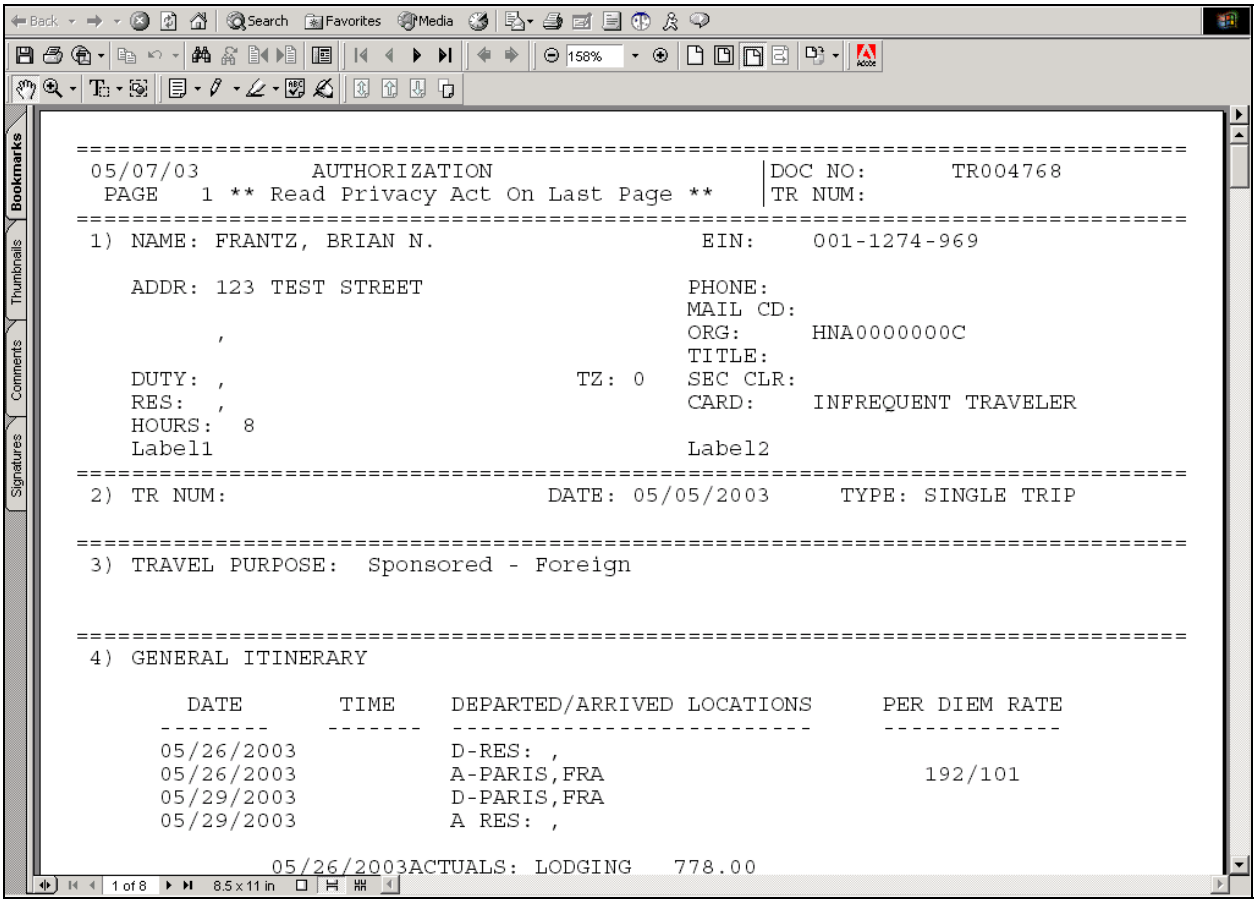
6. To review the document, select **Preview Document** from the menu on the left side.

   Result: An Adobe Acrobat PDF file opens that displays all document details.



```
==============================================================================
 05/07/03        AUTHORIZATION                    |DOC NO:      TR004768
  PAGE   1 ** Read Privacy Act On Last Page **    |TR NUM:
==============================================================================
 1) NAME: FRANTZ, BRIAN N.                        EIN:    001-1274-969

    ADDR: 123 TEST STREET                        PHONE:
                                                 MAIL CD:
          ,                                      ORG:     HNA0000000C
                                                 TITLE:
    DUTY: ,                            TZ: 0     SEC CLR:
    RES:  ,                                      CARD:    INFREQUENT TRAVELER
    HOURS:  8
    Label1                                       Label2
==============================================================================
 2) TR NUM:                          DATE: 05/05/2003     TYPE: SINGLE TRIP

==============================================================================
 3) TRAVEL PURPOSE:  Sponsored - Foreign


==============================================================================
 4) GENERAL ITINERARY

        DATE       TIME    DEPARTED/ARRIVED LOCATIONS     PER DIEM RATE
      --------    -------  --------------------------     -------------
      05/26/2003           D-RES: ,
      05/26/2003           A-PARIS,FRA                       192/101
      05/29/2003           D-PARIS,FRA
      05/29/2003           A RES: ,

              05/26/2003ACTUALS: LODGING   778.00
```

7. Move through the document using the scroll bar on the right side to **view all details**.

   - Scroll to the bottom to view the HHS 348, Request for Approval to Accept Payment of Travel Expenses From A Non Federal Source, for Sponsored trips. The completed checklist certified by the traveler is also attached.

     Note: To print the travel document click the Adobe Acrobat print icon.

8. When finished reviewing, click the **close box** in the top right corner of the Adobe Acrobat screen.

   Result: The Document Summary Screen appears.

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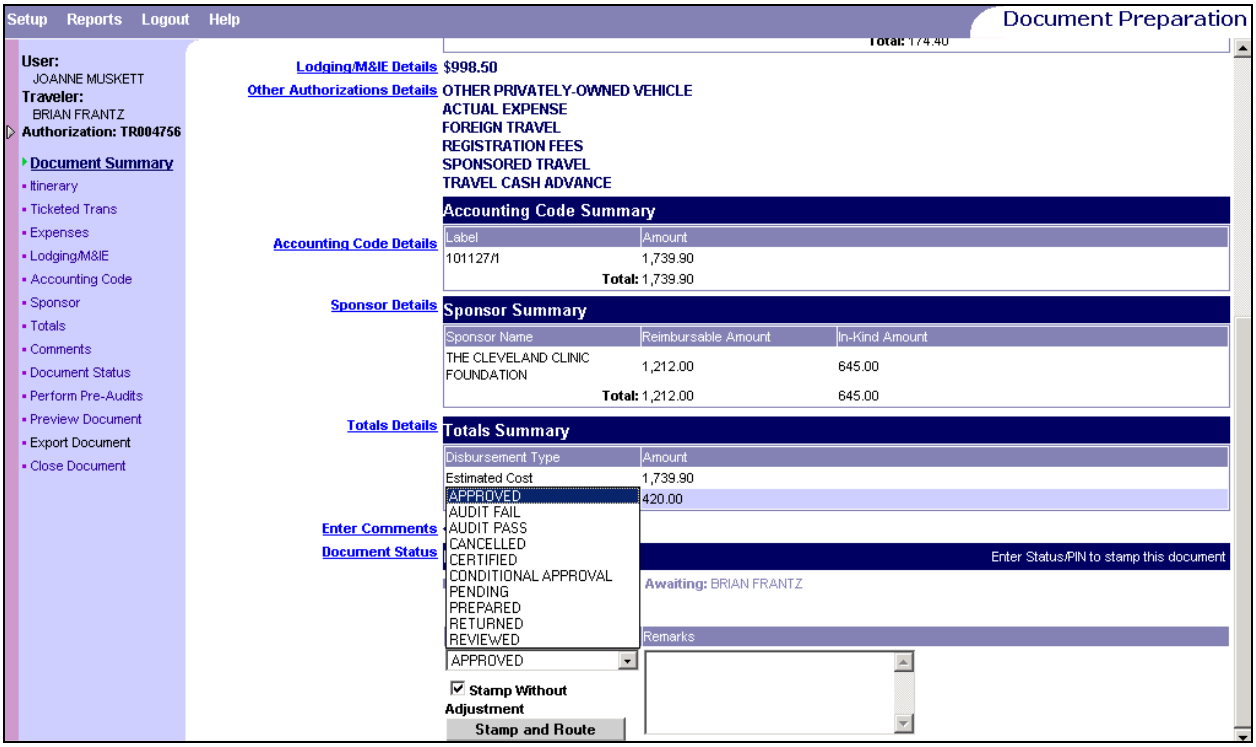

9. **Scroll** to the bottom of the Document Summary window and locate the Status to Apply field.

10. Select the **Status** to **Apply** from the pull-down menu.

    Description of Selected Values

    Approved – Approves the travel document and routes it to OFM. If any other approver is on the routing list after you, they will be skipped.

    Conditional Approval – Indicates you approve the document and routes it to the next person on the routing list.

    Reviewed – Indicates you have reviewed the document and agree with it. Will forward the document to the next person on the routing list.

    Returned – Sends the document back to the Planner for corrections.

    Cancelled – Cancels the document.

11. Place a checkmark in the **Stamp Without Adjustment** box.

    Note: If an adjustment is needed, select **Returned** in the **Status to Apply** box to send the document back to the Travel Planner for corrections.

12. Select the **Stamp and Route** Button.

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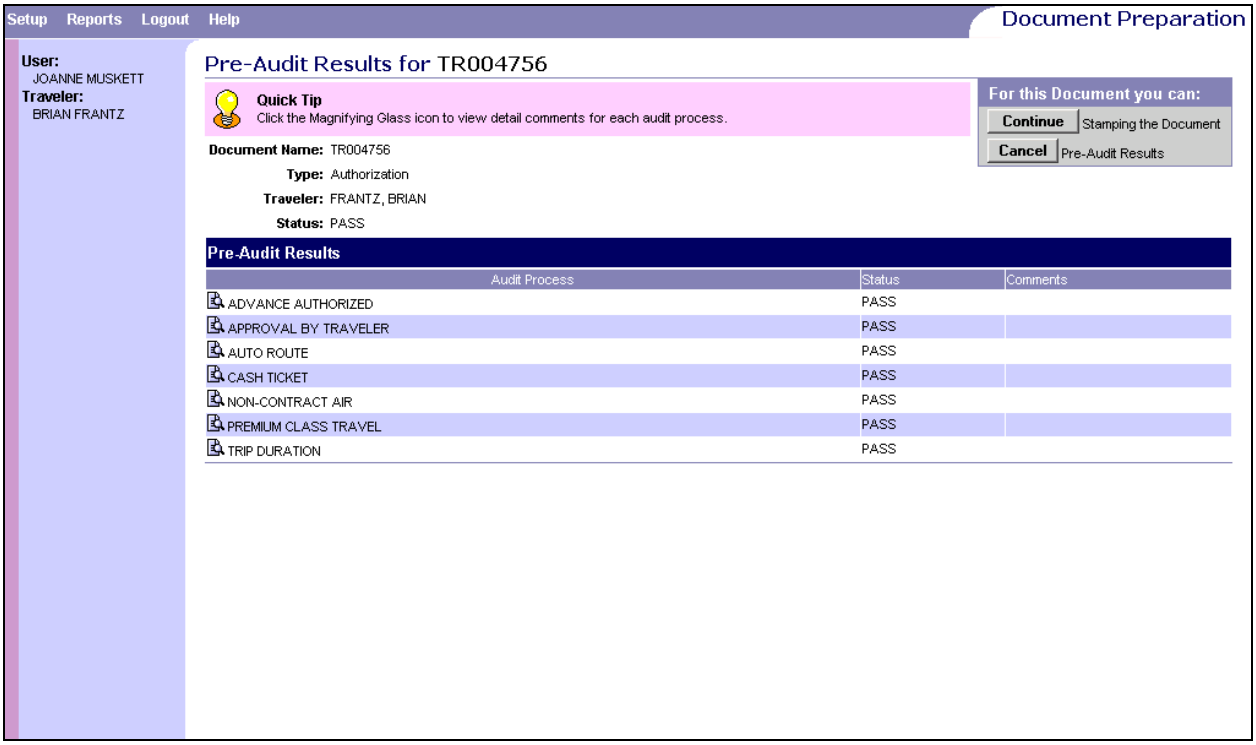

13. Review status and select the **Continue** Stamping the Document button on the Pre-Audit Results screen.

    Note: If a Pre-Audit fails, you may either select **Continue Stamping** the Document if you approve the failed item, or **Cancel** the Pre-Audit Results, which will stop the stamping and routing process. If you cancel the stamping, you will need to re-open the document and either correct it or stamp it with a status of 'returned' to send the document back to the Planner for corrections.

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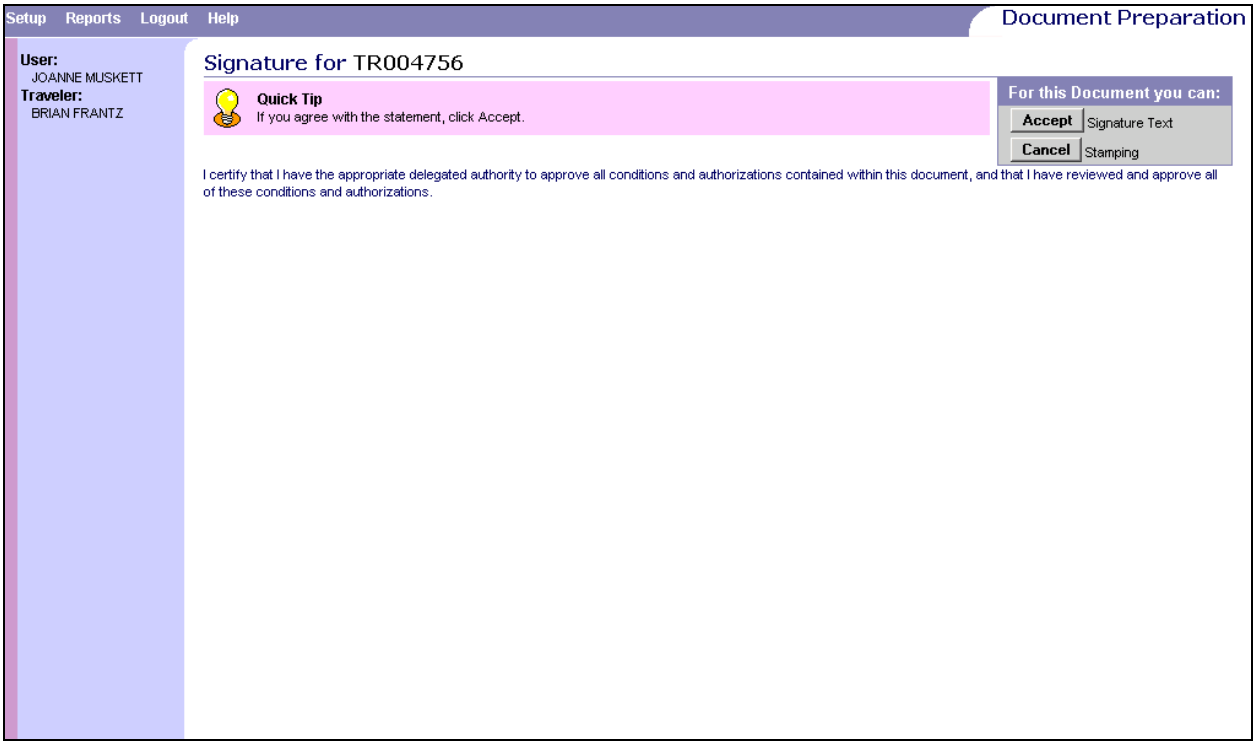

14. Click the **Accept** Signature Text button to approve the travel document.

15. Select **Log Out** to close the NBS Travel System application.

End of activity.

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Travel Document Record Keeping

- The system is not totally paperless, but less paper transfer is required since the documents are routed electronically
  - The system is not totally paperless due to the inability to scan receipts and other required documents into the system
- The Travel Management Center requires an approved copy of the Travel Authorization before purchasing tickets
- Travelers need an approved copy of the Travel Authorization which serves as their official travel orders

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Below is a summary of documents that should be a part of the permanent file in the administrative area:

•Hard copy of the final voucher with receipts attached

•Copy of the Supervisor's Approval for Travel (an online version of the Travel Request Form is available on the NIH Portal Travel Users Community page)

•Originals or copies of forms that could not be maintained in the NBS Travel System (e.g., Foreign Air Carrier Form, Premium Travel Class form)

•Copy of Conference Registration form

•Any memo not contained in the Comments section of the NBS Travel System

•Letters of Invitation and Acceptance for Sponsored Travel

•Copy of Reimbursement Check from Sponsored Organization

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Delegating Authority

Delegating Authority

- Manually established in the NBS Travel System using the Admin>Delegate Authority function
- Used when away from the office for an extended period of time
- Select someone of an equal permission level
- Delegatee may review
  - all documents; or
  - only documents yet to be received

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When you (the Reviewer or Approver of any level) is expected to be out of the office for an extended period of time, you should delegate authority to another individual to review and approve all travel documents to maintain efficient workflow processes. The capability to perform this delegation of authority is available within the NBS Travel System.

If the individual selected is of a lower permission level in the system, the NBS Travel System will display a warning message to alert you to this.

As you delegate authority, you may select the option to delegate the review and approval of all documents currently in your queue or only those received during your absence.

The following steps detail the delegation of authority process.

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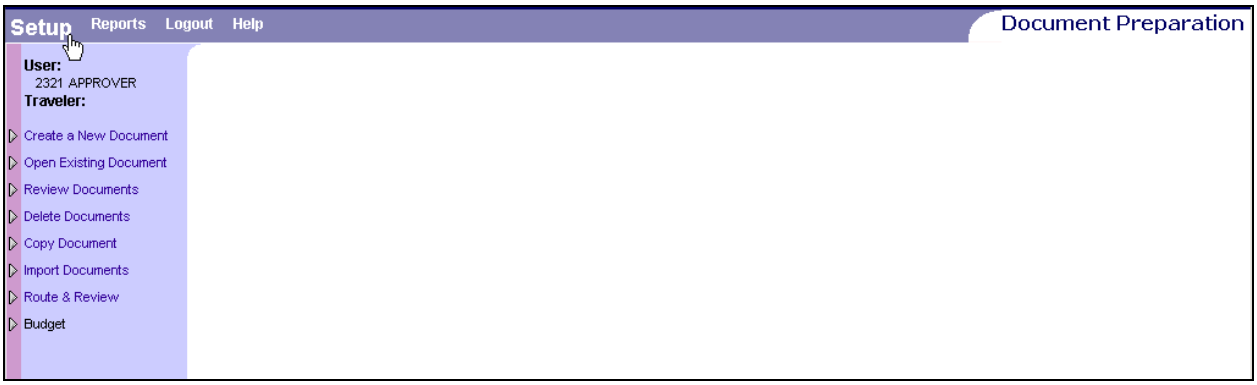
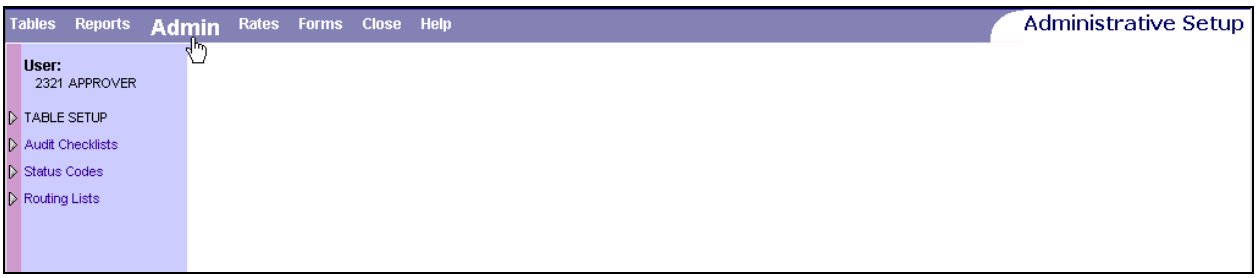
Establishing Delegation of Authority

NBS Travel System User
N> NIH Portal> Travel Users Community>Production>Main Menu
Main Menu

1. **Launch** the NBS Travel System via the NIH Portal, Travel Users Community page.

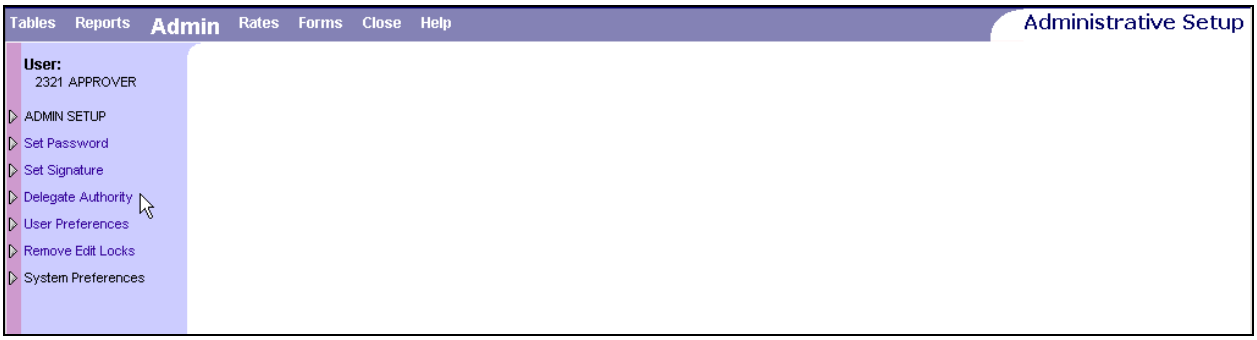


2. From the **Menu Toolbar**, select **Setup**.



3. On the **Administrative Setup** screen, from the **Menu Toolbar**, select **Admin**.

   Result: A separate **Admin**istrative Setup window appears.



4. From the **Document Toolbar**, select **Delegate Authority**.

   Result: The **Delegate Authority** screen appears.

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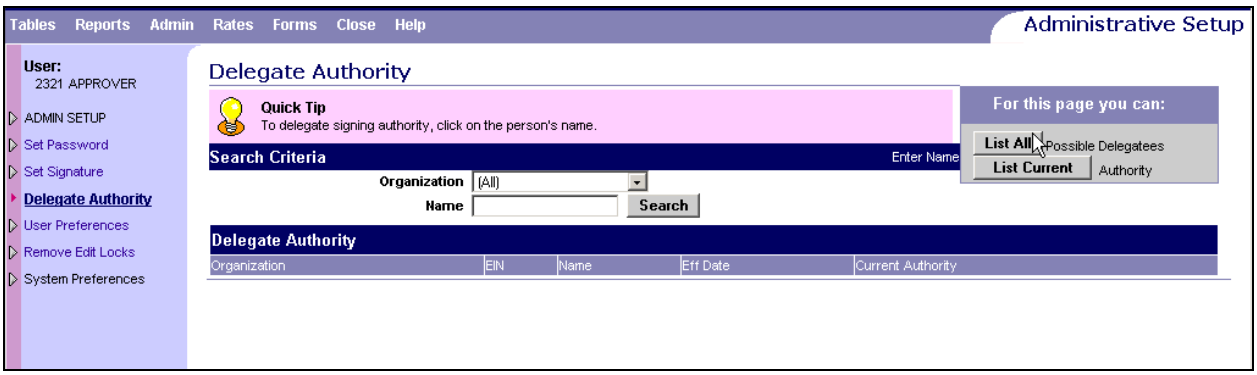
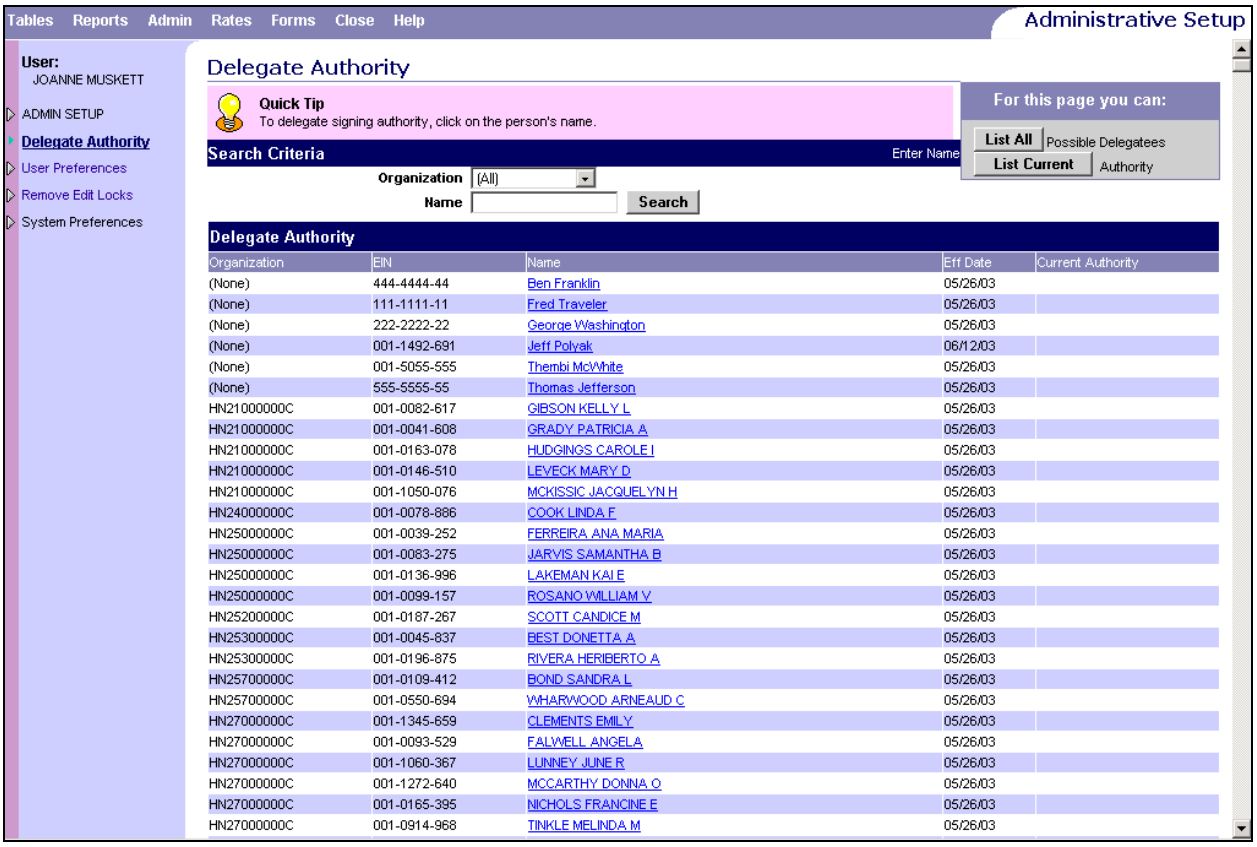


5. On the **Delegate Authority** screen, select the **List All** Possible Delegatees button. A list of all possible delegatees in your organization appears.

   - You may also use the **Search** Criteria area to search for a particular person. To search, type in the person's name. To search on a partial name, use the asterisk (*****) as a wildcard.



Organization	EIN	Name	Eff Date	Current Authority
(None)	444-4444-44	Ben Franklin	05/26/03	
(None)	111-1111-11	Fred Traveler	05/26/03	
(None)	222-2222-22	George Washington	05/26/03	
(None)	001-1492-691	Jeff Polyak	06/12/03	
(None)	001-5055-555	Thembi McWhite	05/26/03	
(None)	555-5555-55	Thomas Jefferson	05/26/03	
HN21000000C	001-0082-617	GIBSON KELLY L	05/26/03	
HN21000000C	001-0041-608	GRADY PATRICIA A	05/26/03	
HN21000000C	001-0163-078	HUDGINGS CAROLE I	05/26/03	
HN21000000C	001-0146-510	LEVECK MARY D	05/26/03	
HN21000000C	001-1050-076	MCKISSIC JACQUELYN H	05/26/03	
HN24000000C	001-0078-886	COOK LINDA F	05/26/03	
HN25000000C	001-0039-252	FERREIRA ANA MARIA	05/26/03	
HN25000000C	001-0083-275	JARVIS SAMANTHA B	05/26/03	
HN25000000C	001-0136-996	LAKEMAN KAI E	05/26/03	
HN25000000C	001-0099-157	ROSANO WILLIAM V	05/26/03	
HN25200000C	001-0187-267	SCOTT CANDICE M	05/26/03	
HN25300000C	001-0045-837	BEST DONETTA A	05/26/03	
HN25300000C	001-0196-875	RIVERA HERIBERTO A	05/26/03	
HN25700000C	001-0109-412	BOND SANDRA L	05/26/03	
HN25700000C	001-0550-694	WHARWOOD ARNEAUD C	05/26/03	
HN27000000C	001-1345-659	CLEMENTS EMILY	05/26/03	
HN27000000C	001-0093-529	FALWELL ANGELA	05/26/03	
HN27000000C	001-1060-367	LUNNEY JUNE R	05/26/03	
HN27000000C	001-1272-640	MCCARTHY DONNA O	05/26/03	
HN27000000C	001-0165-395	NICHOLS FRANCINE E	05/26/03	
HN27000000C	001-0914-968	TINKLE MELINDA M	05/26/03	

6. From the list of possible delegatees, select an Approving Official from your area that you wish to delegate approving authority to in your absence.

   Result: The Signature screen will appear.

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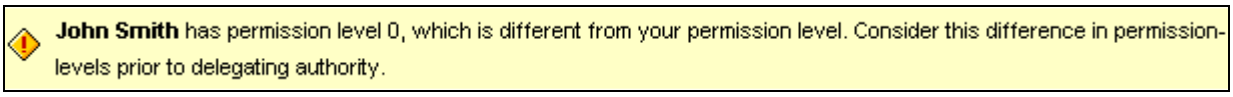
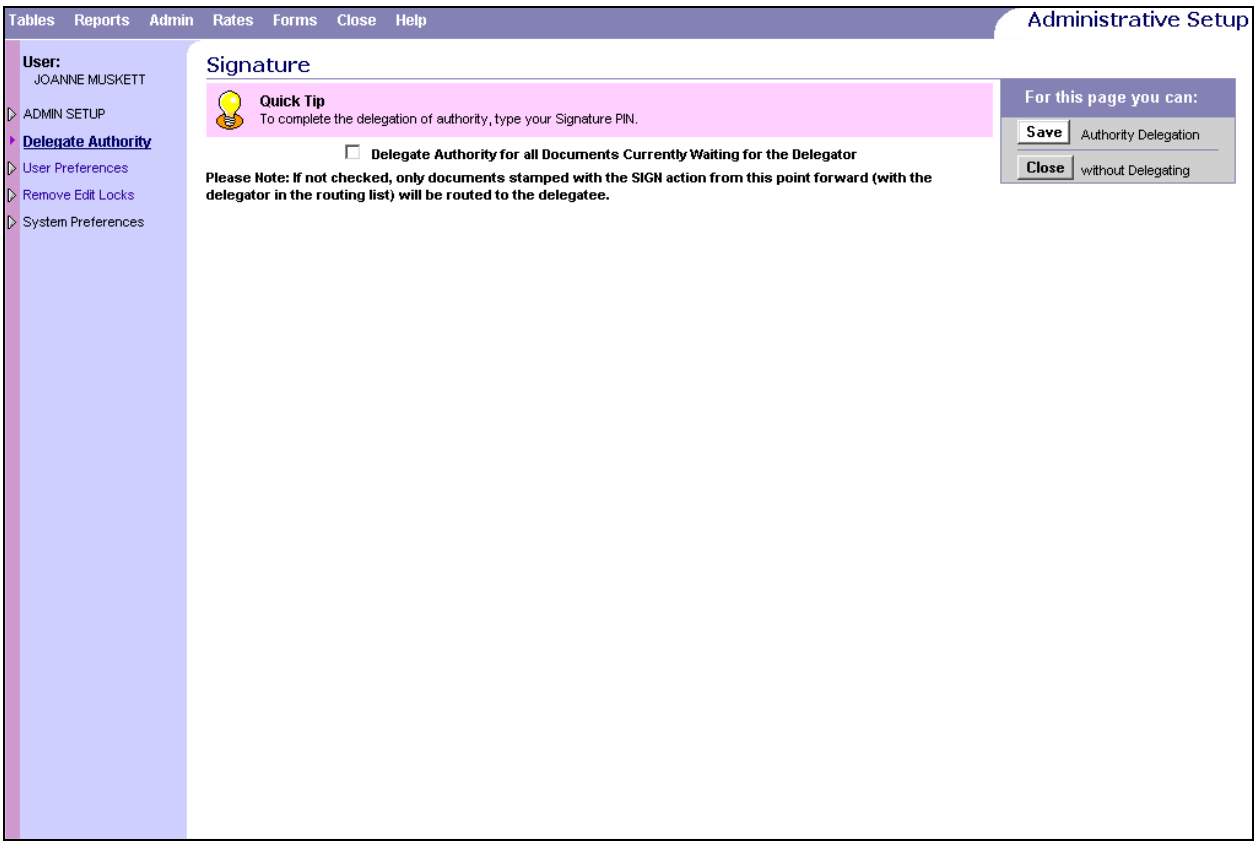
Note: Select someone that is of equal permission level (your Organization Administrator can view permission levels) or a knowledgeable individual of a lower level. If an individual of lower authority level is selected, a warning will appear bringing this to your attention (see example below). You may still select that person if you wish. However be sure they have at a minimum the ability to approve a document if you are an approver also. Do not select someone who is only a Planner; they will not be able to do anything of a higher level.





7. On the **Signature** screen, check the **Delegate Authority** for All Documents Currently Waiting for the Delegator if you wish to delegate all documents.

   What does this mean? ☐ **Delegate Authority for all Documents Currently Waiting for the Delegator**

   If the delegatee you selected is also expected to review or approve documents that are currently waiting your review or approval, then check this box. ☑

   If the delegatee is not expected to review or approve documents that are currently waiting your review or approval, then do not check this box. ☐

8. Select the **Save** Authority Delegation button. Your authority has been delegated.

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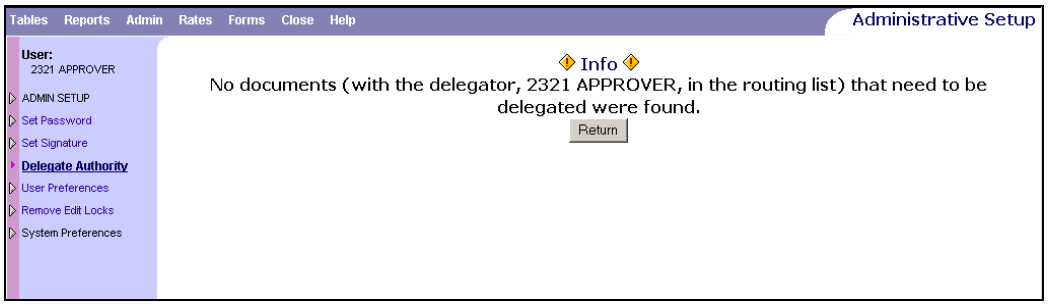
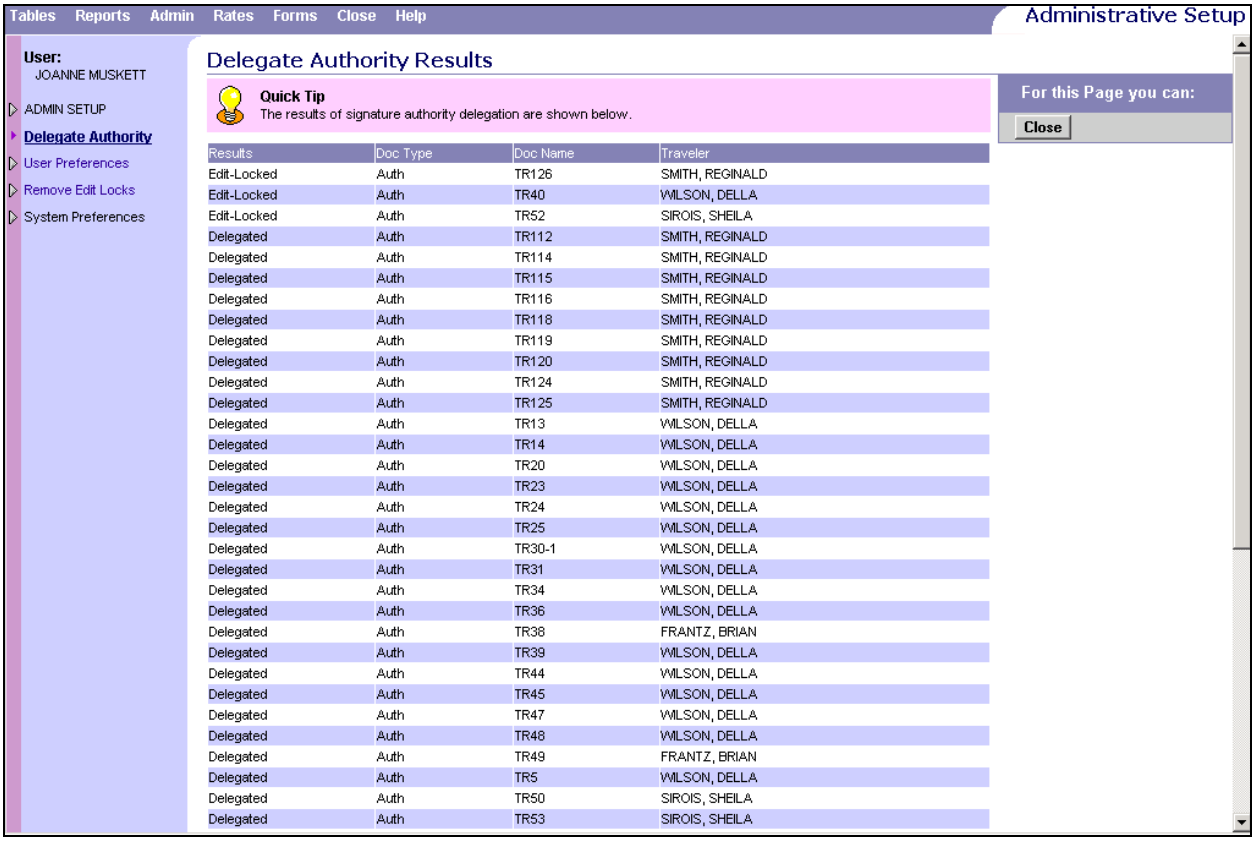
- If you checked the 'Delegate Authority for all Documents Currently Waiting for the Delegator' box and do not have any documents currently waiting for approval, a message indicating this will appear. Simply click the **Return** button.



- If there are documents currently awaiting your review or approval, then the **Delegate Authority Results** screen appears showing the results of your signature authority delegation. Select the **Close** button.



Results	Doc Type	Doc Name	Traveler
Edit-Locked	Auth	TR126	SMITH, REGINALD
Edit-Locked	Auth	TR40	WILSON, DELLA
Edit-Locked	Auth	TR52	SIROIS, SHEILA
Delegated	Auth	TR112	SMITH, REGINALD
Delegated	Auth	TR114	SMITH, REGINALD
Delegated	Auth	TR115	SMITH, REGINALD
Delegated	Auth	TR116	SMITH, REGINALD
Delegated	Auth	TR118	SMITH, REGINALD
Delegated	Auth	TR119	SMITH, REGINALD
Delegated	Auth	TR120	SMITH, REGINALD
Delegated	Auth	TR124	SMITH, REGINALD
Delegated	Auth	TR125	SMITH, REGINALD
Delegated	Auth	TR13	WILSON, DELLA
Delegated	Auth	TR14	WILSON, DELLA
Delegated	Auth	TR20	WILSON, DELLA
Delegated	Auth	TR23	WILSON, DELLA
Delegated	Auth	TR24	WILSON, DELLA
Delegated	Auth	TR25	WILSON, DELLA
Delegated	Auth	TR30-1	WILSON, DELLA
Delegated	Auth	TR31	WILSON, DELLA
Delegated	Auth	TR34	WILSON, DELLA
Delegated	Auth	TR36	WILSON, DELLA
Delegated	Auth	TR38	FRANTZ, BRIAN
Delegated	Auth	TR39	WILSON, DELLA
Delegated	Auth	TR44	WILSON, DELLA
Delegated	Auth	TR45	WILSON, DELLA
Delegated	Auth	TR47	WILSON, DELLA
Delegated	Auth	TR48	WILSON, DELLA
Delegated	Auth	TR49	FRANTZ, BRIAN
Delegated	Auth	TR5	WILSON, DELLA
Delegated	Auth	TR50	SIROIS, SHEILA
Delegated	Auth	TR53	SIROIS, SHEILA

9. From the Menu Toolbar, select **Close** to close the separate Admin window.

End of activity.

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Revoking Delegated Authority

Revoking Delegated Authority

- Upon return to the office, delegated authority must be canceled (revoked) manually
- Use the NBS Travel System, Admin>Delegate Authority function

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When you (the Reviewer or Approver of any level) has delegated your authority and you wish to revoke that delegation, you can do so within the NBS Travel System. For example, you planned to be out of the office for an extended time and you assigned signature authority to a coworker who would review/approve and sign documents in your place. When you return to the office, you can revoke signature authority from your coworker and return to normal operating conditions.

The following steps detail the revoke delegation of authority process.

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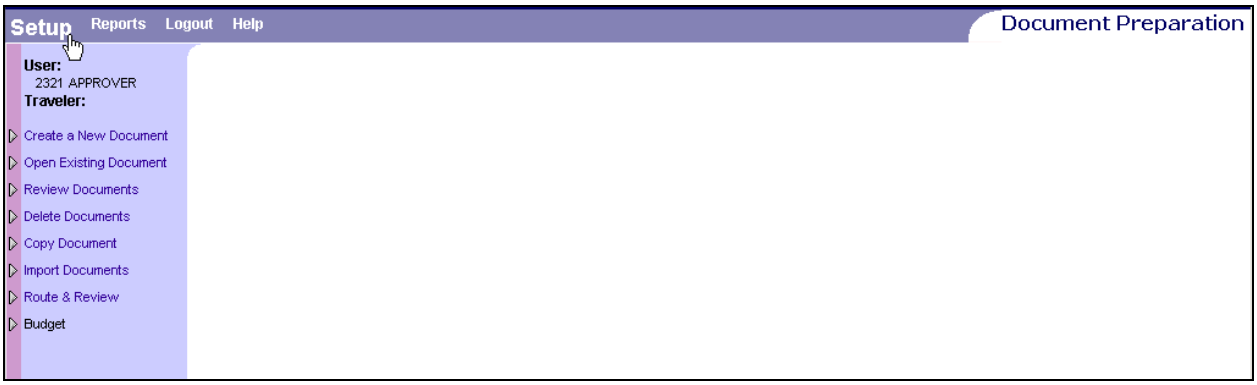
Revoking Delegation of Authority

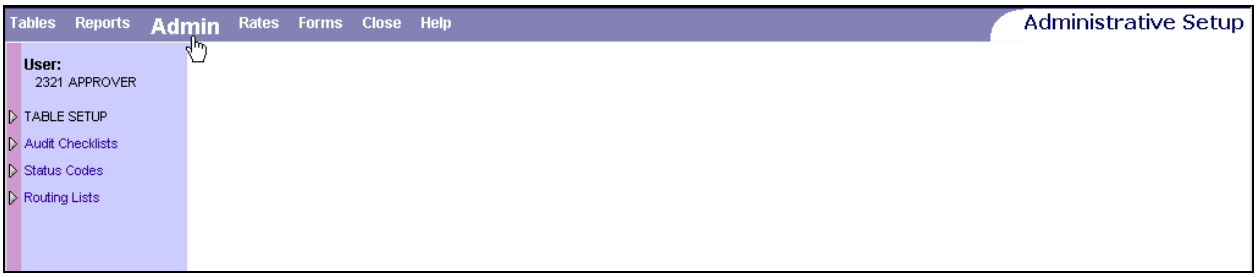
1. NBS Travel System User
N> NIH Portal> Travel Users Community>Production>Setup
Setup

1. **Launch** the NBS Travel System via the NIH Portal, Travel Users Community page.

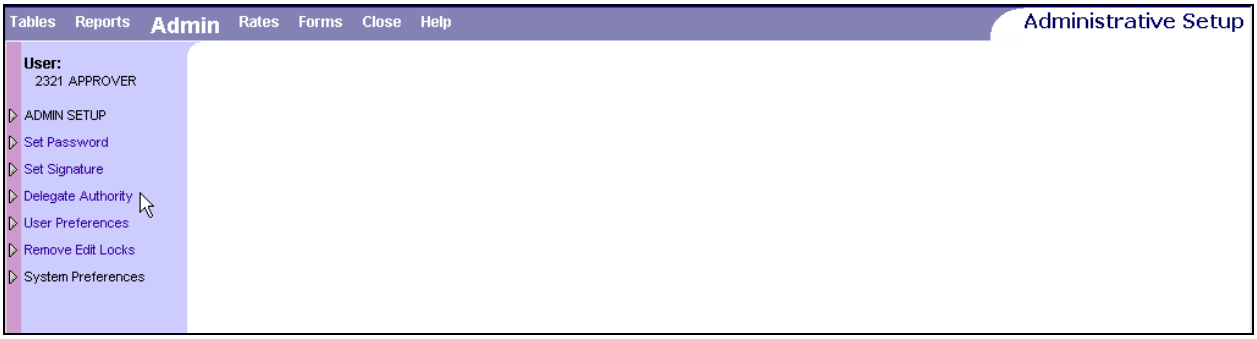


2. From the Menu Toolbar, select **Setup**.

   Result: A separate **Setup** window appears.



3. On the Setup screen, from the **Menu Toolbar**, select **Admin**.



4. From the Document Toolbar, select **Delegate Authority**.

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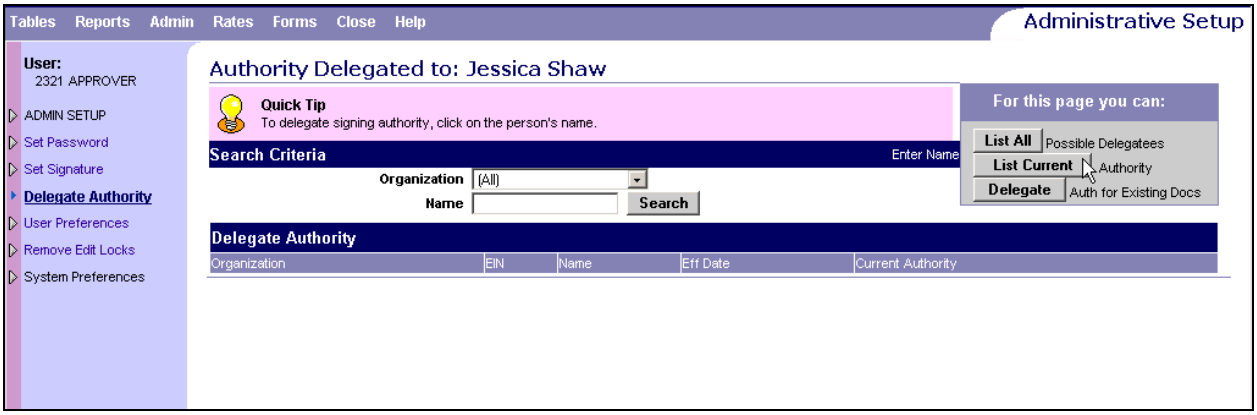
Result: The **Authority Delegated to**: screen appears indicating to whom your authority is currently delegated.



5. On the **Authority Delegated** to: screen, select the **List Current** Authority button.

   Result: The delegatee's information appears in the **Delegate Authority** section.

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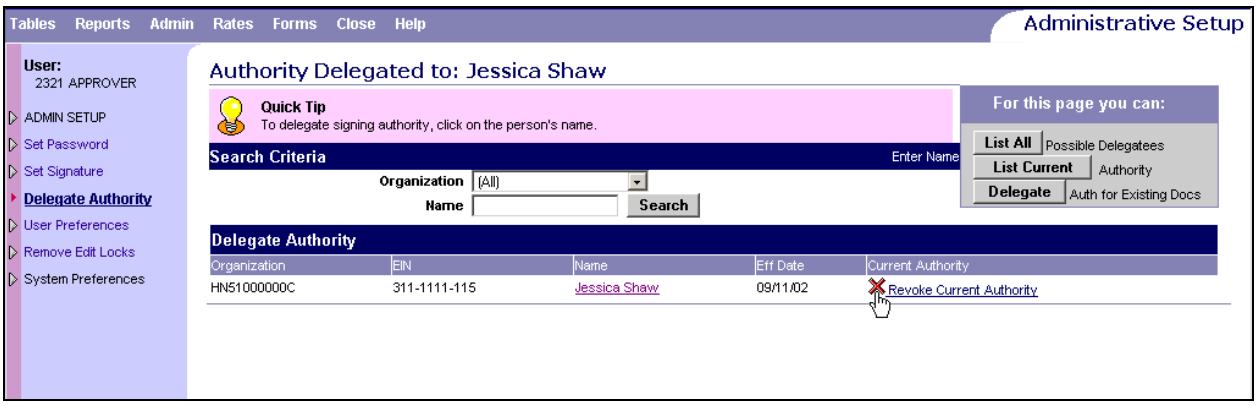
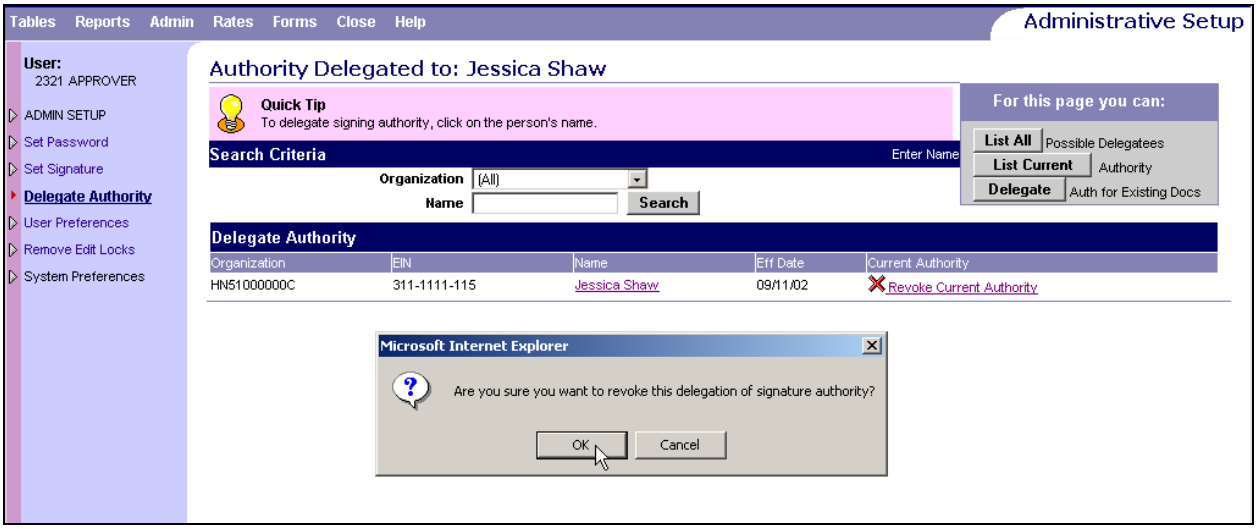


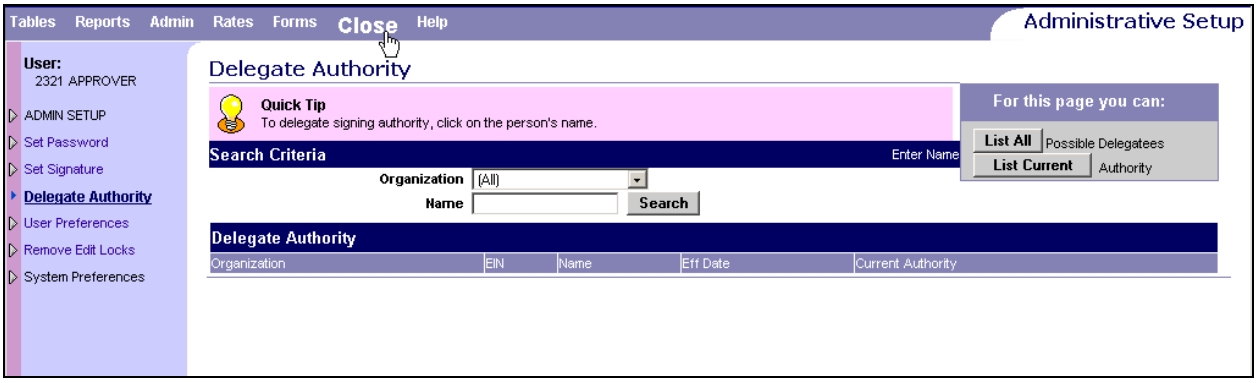
6. To remove the authority from this delegatee, select the Revoke Current Authority hotlink.

   Result: A message will appear asking you "Are you sure you want to revoke this delegation of signature authority?"



7. In the pop-up modal, select the **OK** button.

   Result: The **Delegate Authority** screen will appear. Note that there is no longer a delegatee assigned.



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8. From the **Menu Toolbar**, select **Close** to close the separate Admin window.

End of activity.

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Exercises

Chapter 12

nbrss
NATIONAL INSTITUTES OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM
Exercises
February, 2004

Lesson Objectives

Lesson Objectives

After completing this lesson you should be able to:

- Create a travel authorization
- Remove an Edit Lock
- Create a travel voucher from a travel authorization
- Approve a travel document
- Create an amendment
- Create a multi-city travel authorization
- Create a Foreign-Sponsored travel authorization and voucher
- Create a Constructed travel trip (travel authorization and voucher)

Page 2

Assumptions

Assumptions

In order to complete the exercises in this chapter you will need to have access to one of the following:

- NBS Travel System Sandbox
  - Available on the NIH Portal
  - Single Sign-on based on your access to the NBS Travel System
  - If you are not an approver, you must have an authorized approver approve your travel authorization in order to create the amendment and voucher
- NBS Travel System Training Application
  - For use in instructor-led training classes only
  - Requires a user name and password to access

❖ Do **not** complete these exercises in the NBS Travel System production application

- Doing so will create actual obligations for your IC

Page 3

Lab Time

- Complete the following 6 labs
- Each lab lists the details needed for completing the lab
  - You may attempt to work in the Sandbox or training instance on your own
  - You may refer to and follow the step-by-step instructions provided at the end

Page 4

Lab 1 - Create a Travel Authorization

- Select yourself as the traveler
- Itinerary
  - Traveling to San Francisco, CA from Washington National Airport -- Nov. 10-14 to present a paper at the SPIE Medical Imaging annual meeting, paper titled "Analytic Surface Reconstruction by Local Threshold Estimation"
- Expenses:
  - Mileage to/from airport: 35 each way
  - Plane ticket from Omega: $334.00
  - TMC fee: $30.50
  - Taxis in CA: $100.00
  - Daily personal call home: $5/day
  - 1st night's lodging at conference rate of $190.80; remaining nights at government per diem rate
- Accounting code details:
  - Project Number: 109062; Task: 1; Expenditure Type: 2131; Expenditure Org: HN
- Advance:
  - Request an advance in the amount of $821.00 for the traveler

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Lab 1: Creating Travel Authorization

Assumptions

- Use yourself as the traveler
- You must have access to the NBS Travel System Sandbox (work on your own) or NBS Travel System Training application (only available in a training class) – do **not** use the NBS Travel System Production application to complete these exercises
- You must have approval authority to approve documents or have been given an Approver ID from an instructor in a training class to approve documents

Create a New Document

1. Select Create a New Document from the Document Toolbar.

   After logging in to *NBS Travel System* (you may receive a message stating that you have documents waiting for your action, simply click "OK"),

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

3. Click on the Traveler Name Search Icon.

4. Select the EIN for the traveler name. (The name will be listed next to the EIN.)

5. Click the AUTO NAME this Document button on the right side of the screen.

6. Write the resulting document name here _____. (Make a note of this name as soon as it has been created as you will use it several times).

7. Click the CREATE this Document button on the right side of the screen; the Itinerary Information screen will appear.

Complete the Itinerary Screen

8. Select **Domestic Travel** from the drop-down list in the Purpose field since the trip's destination is within the United States.

9. Enter a detailed description of the trip's purpose in the Description field. For this example use *"Presenting paper 'Analytic Surface Reconstruction by Local Threshold Estimation' at the SPIE Medical Imaging 2000 Mtg."*

10. Select **Single Trip** from the drop-down list in the Type field.

11. Enter the date **11/10/YY** in the Begin Travel field, which is when the traveler will begin the trip.
    - YY=2-digit year
    - This can be done by simply typing in the date or clicking on the Calendar Icon to navigate and select the date you need.

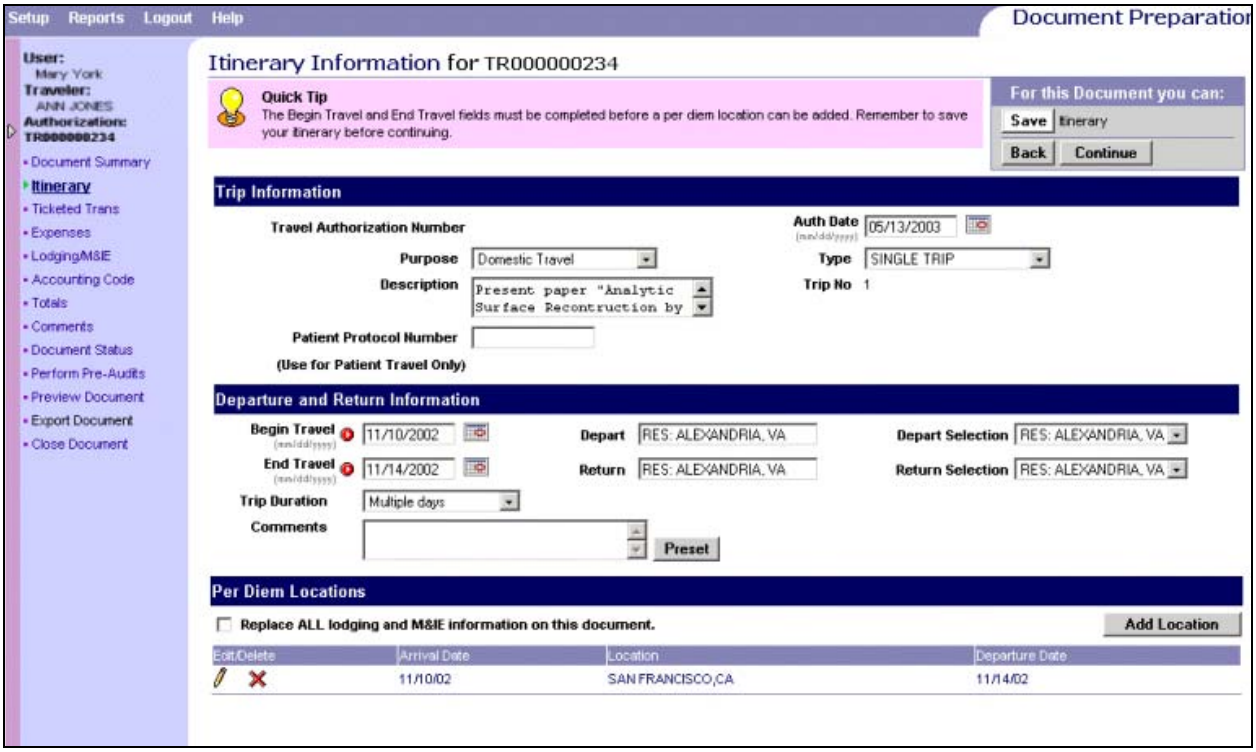
12. Enter the date **11/14/XX i**n the End Travel field, which is when the traveler will end the trip.
    - YY=2-digit year
    - This can be done by simply typing in the date or clicking on the Calendar Icon to navigate and select the date you need.

13. Select **RES** from the drop-down list in the Depart Selection field.

14. Select **RES** from the drop-down list in the Return Selection field.

    The Depart and Return fields will automatically populate based on the previous two steps.

15. Select **Multiple Days** from the drop-down list in the Trip Duration field because the trip duration is greater than 24 hours.



Now, we're going to add the destination location, which will determine the per diem and lodging rates allowable for the trip.

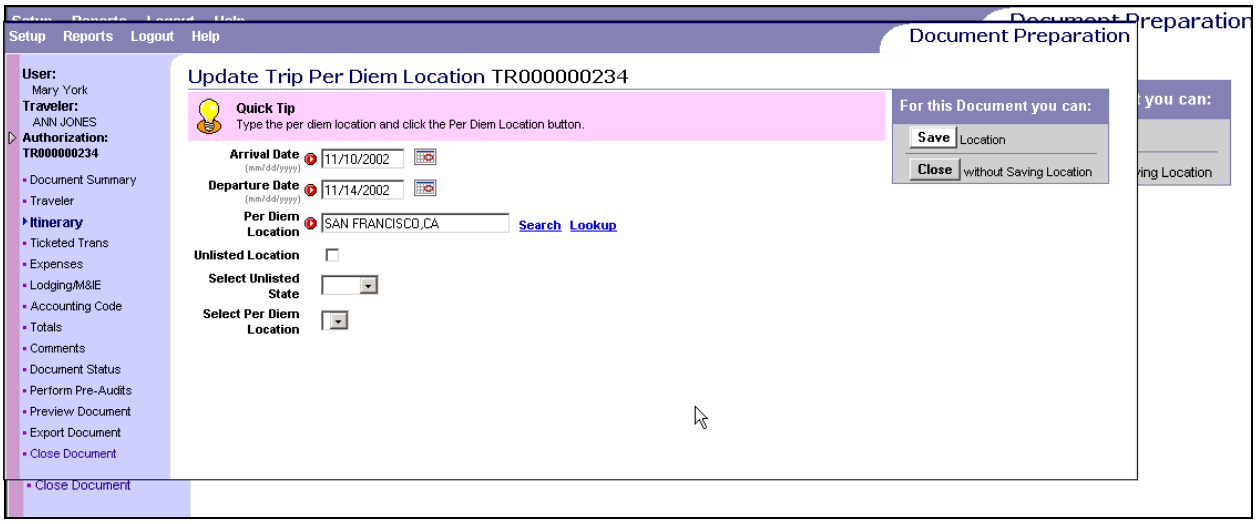
16. Click the ADD LOCATION button near the bottom right of the screen, the Add Per Diem Location To Trip screen appears.

17. Click Lookup to the right of the Per Diem Location field. The Per Diem Lookup screen appears.

18. Scroll and select **CALIFORNIA** in the first field, State/Country as the trip's destination.

19. Scroll and select the trip destination's specific location, **SAN FRANCISCO** in the second field, Location**.**

20. Click the SELECT Per Diem Location button on the right side of the screen, you will be returned to the Add Trip Per Diem Location to Trip screen.



21. Click the SAVE Location button; you will be returned to the Itinerary Information screen.

22. Click the SAVE Itinerary button on the upper right side of the screen before proceeding.

23. Click the CONTINUE button; you will be advanced to the next screen, Ticketed Transportation for Authorization.

Complete the Ticketed Transportation for Authorization Screen

Now, we're going to enter the information necessary to purchase the travel tickets for the trip.

24. Click the ADD Ticket button on the right side of the screen; you will be advanced to the Add Ticket Information screen.

25. Select **AIR** from the Type field drop-down menu.

26. Click the Search Icon to the right of the Depart From field. Click OK for the object window that appears, and a separate Airport Terminal Lookup window will appear.

27. Enter the search criteria, **Washington** (or a portion of the name) in the Location field.

28. Click the SEARCH button to search for that airport.

29. Select Washington D.C. (USA) (National Apt) by clicking on the **DCA** in the left column from the list of possible matches that appears.

30. Click the Search Icon to the right of the Arrive At field. Click OK for the object window that appears and a separate Airport Terminal Lookup window will appear.

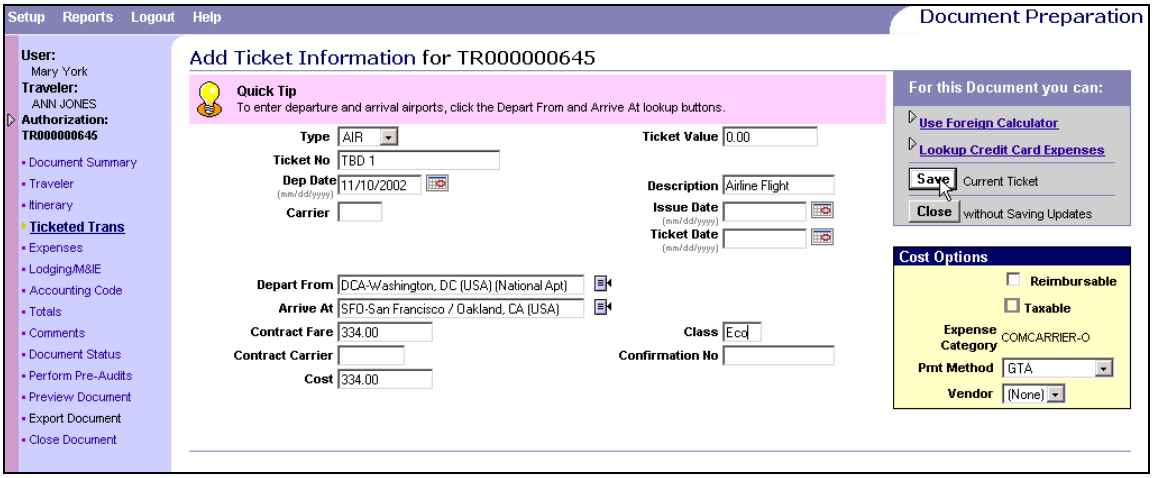
31. Enter the search criteria, **San Francisco**, in the Location field.

32. Click the SEARCH button to search for that airport.

33. Select San Francisco / Oakland, CA (USA) by clicking on the **SFO** in the left column from the list of possible matches that appears.

34. Enter the amount **334.00** in the Ticket Value field.
    - The Cost field will automatically populate.

35. Enter the economy class code for the ticket, **Eco** in the Class field.



36. Use the default **GTA** for the Pmt Method field in the Cost Options box area.

    The remaining fields on the page are optional and we will not complete these fields for this exercise.

37. Click the SAVE Current Ticket button on the right side of the screen.
    - You will be returned to the Ticketed Transportation screen. You may add additional tickets here if needed, but for this exercise we will only enter a total of one ticket.

38. Click the CONTINUE button on the right side of the screen and move to the next screen.

Complete the Expense Entry Screen

Now we're going to enter the information about the expenses for the trip. We will start with the cost of the taxi.

39. Use the default value in the Date field.

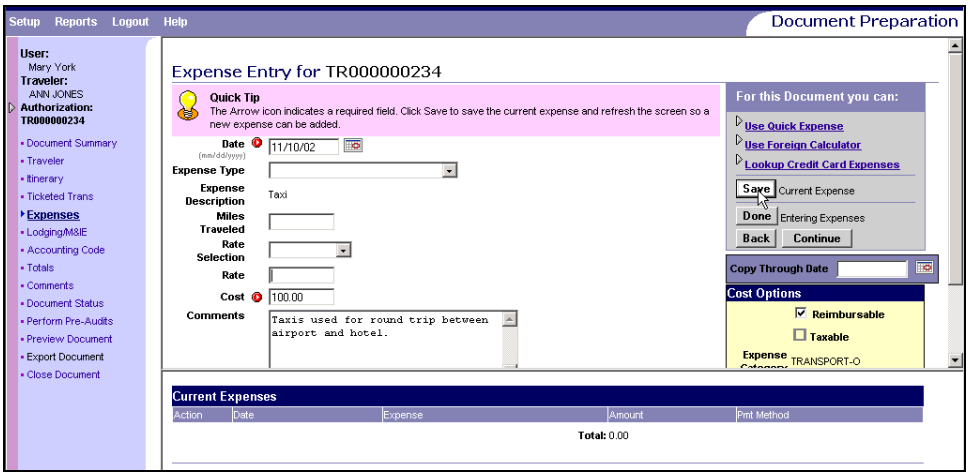
40. Select **Taxi** from the drop-down list in the Expense Type field.
    - The Expense Description field will automatically populate.

41. Enter the amount **100.00** in the Cost field.

42. Enter *"Taxis used for round trip between airport and hotel"* in the Comments box.

43. Use the default values in the Cost Options box.

44. Click the SAVE Current Expense button on the right side of the screen, you will be returned to a new Expense Entry screen to allow for the entry of additional expenses.



Now we enter the information on the expense of driving a personal car to and from the airport.

45. Use the default value in the Date field.

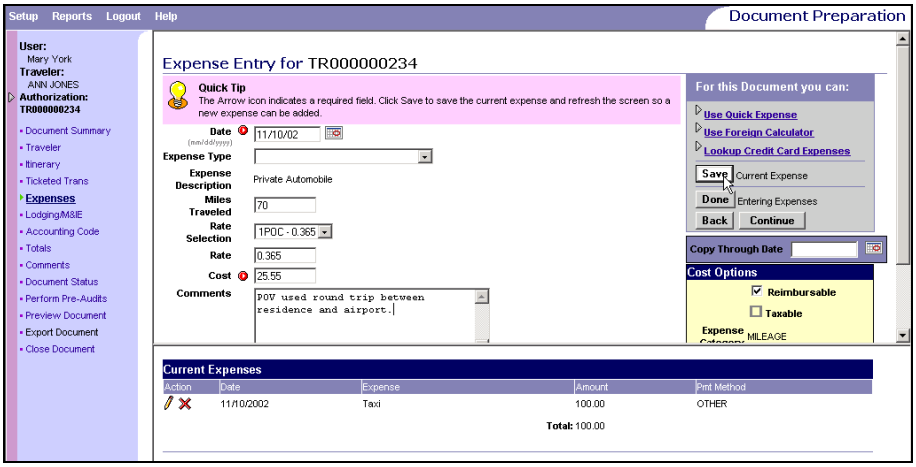
46. Select **Private Automobile** from the drop-down list in the Expense Type field.
    - The Expense Description field will automatically populate.
    - The Rate Selection field will automatically populate with 1POC. (Remember that POC stands for Privately Owned Conveyance, and the rate listed indicates the rate for Private Automobile.)

47. Enter **70** for the mileage in the Miles Traveled field (35 miles one way, multiplied by 2).
    - The Cost field will automatically populate.

48. Enter "*POV used round trip between residence and airport*" in the Comments box.

49. Verify the cost options box values.

50. Click the SAVE Current Expense button on the right side of the screen, you will be returned to a new Expense Entry screen to allow for the entry of additional expenses.



Now we enter information relating to the personal calls for the trip, which will demonstrate the use of the Cost Options section of the screen.

51. Use the default value in the Date field.

52. Select **Authorized Personal Call** from the drop-down list in the Expense Type field.
    - The Expense Description field will automatically populate.

53. Enter **5.00** for the amount in the Cost field.

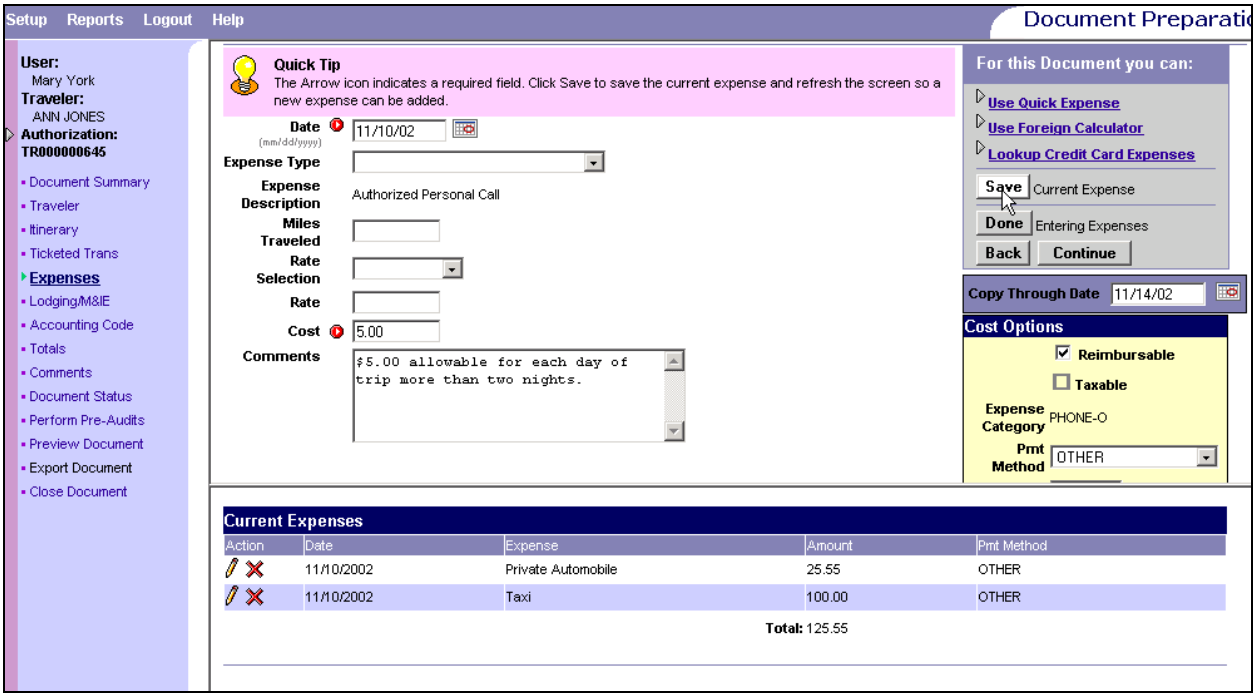
54. Enter *"$5.00 allowable for each day of trip more than two night"* in the Comments field.

55. Enter **11/14/XX** in the Copy Through Date box by simply typing in the information or by clicking on the Calendar Icon to navigate and select the date.

56. Verify Reimbursable is checked in the Cost Options box.

57. Scroll down to verify the Cost Options box settings.
    - **PHONE-O** should automatically populate as the Expense Category.
    - The Pmt Method field should default as **OTHER**.

58. Click the SAVE Current Expense button on the right side of the screen, you will be returned to a new Expense Entry screen to allow for the entry of additional expenses.



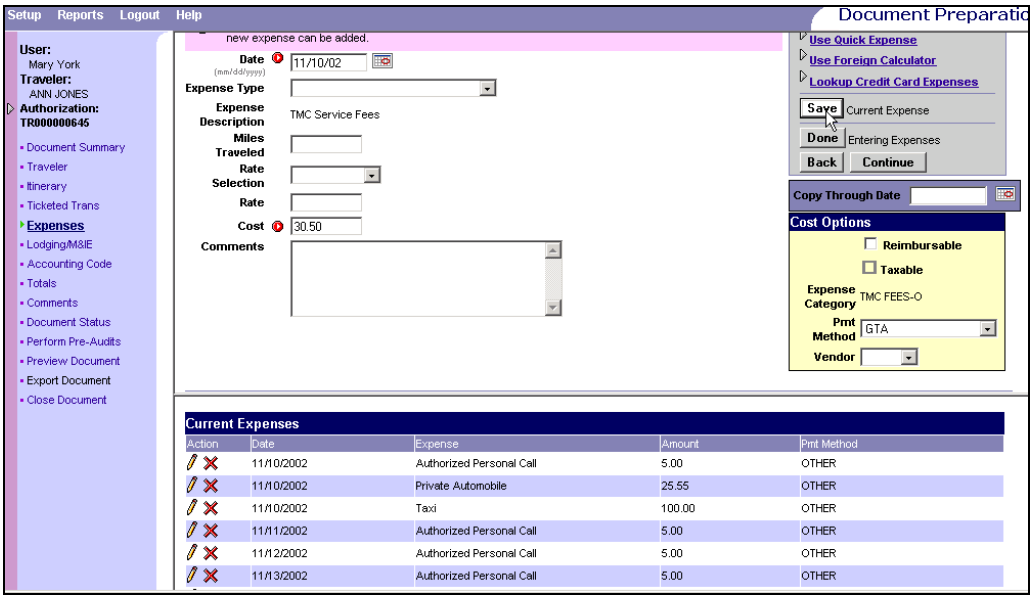
Now we enter the Travel Agent fee of $30.50.

59. Use the default value in the Date field.

60. select TMC Service Fees from the drop-down list in the Expense Type field.
    - The Expense Description field automatically populates.

61. Enter **30.50** in the Cost field.

62. Scroll down to verify the Cost Options box settings.
    - Be sure that Reimbursable is not checked since the TMC is not reimbursed to the traveler.
    - Verify the Payment Method is **GTA**.



63. Select the SAVE Current Expenses button

64. Select the CONTINUE button to advance to the next screen since we are completed with entering our expenses.

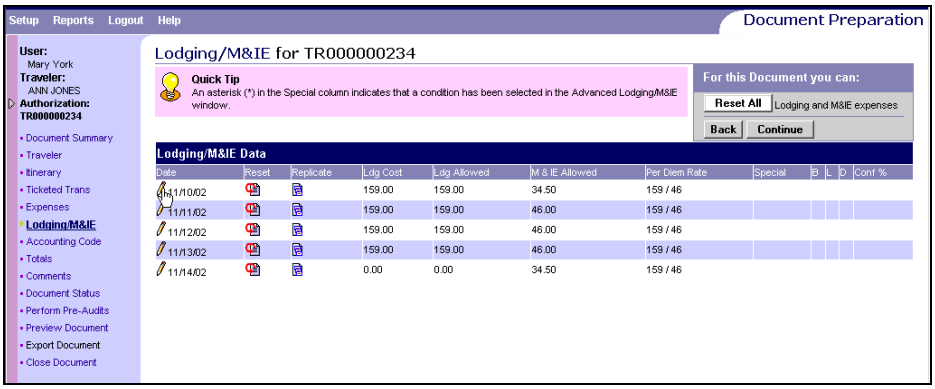
Complete the Lodging/M&IE Screen

Now we enter information for the lodging and the miscellaneous and incidental expenses of the trip.

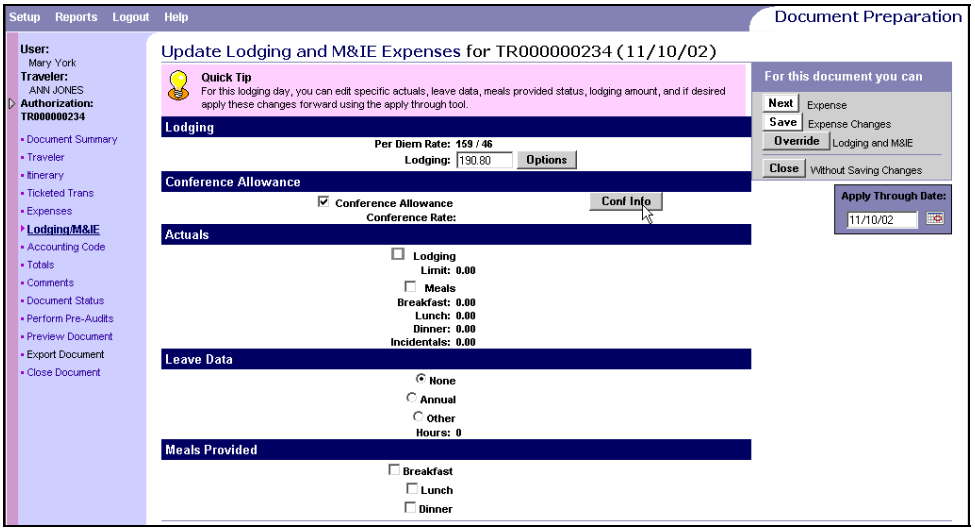
From this Lodging/M&IE screen, you can alter the standard defaults, based on your specific trip needs.

65. For this exercise, make the following corrections:

- Click the Pencil Icon next to 11/10/XX line.

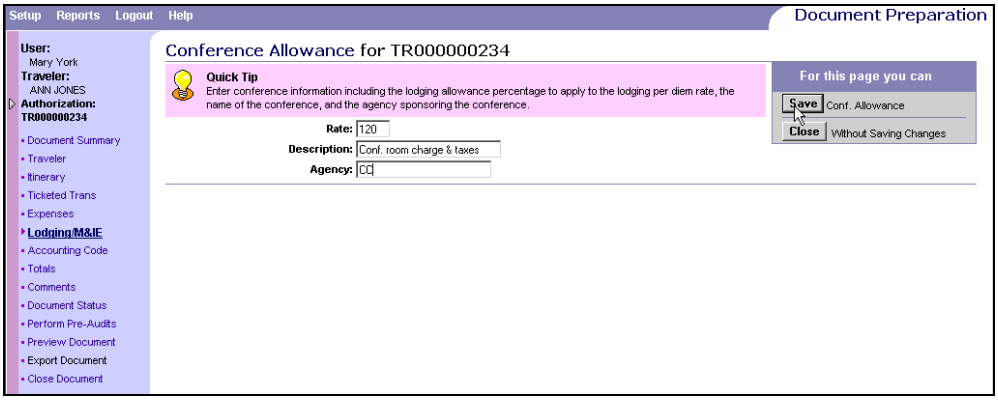


- Enter a higher room cost of **190.80**.
- Check the box next to Conference Allowance.
- Select the CONF INFO button.



- Enter **120** (20% increase over 100% Government rate) in the Rate field.

- Enter "*SPIE Medical Imaging Mtg*" (Name of Conference) in the Description field.
- Enter **CC** (Sponsoring Agency) in the Agency field.



- Click the SAVE Conf. Allowance button on the right side of the screen.
- Click the SAVE Expense Changes button.

66. Click the CONTINUE button since we have no more changes here. You will be advanced to the Other Authorizations screen.

Complete the Other Authorizations Screen

67. Click the CONTINUE button since we have no additional authorizations for this trip. You will be advanced to the Available Projects screen.

    Note: The system has automatically added Personal Owned Vehicle and Conference Allowance for you.

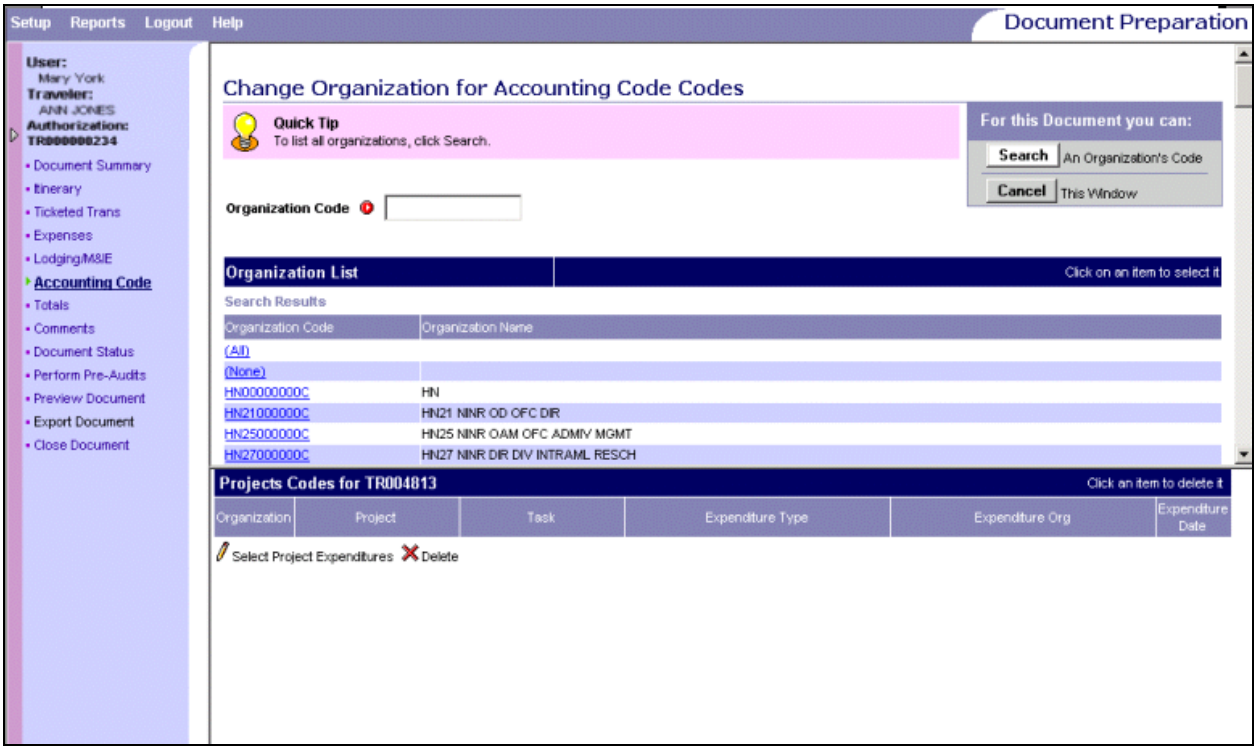
Complete the Available Projects Screen

This is where you will enter the accounting information for the trip.

68. Select the Change to a Different Organization button.

69. Select the Search An Organization's Code button.

70. Select All in the Organization Code column.



71. Select the Project Name option.

72. Type the desired Project Name (CAN) **8426901** in the search field and click Search.

73. Select Project Number 109062 that relates to the Project Name.
    - The Project Number will appear in the bottom section of the screen.

74. Click on the Pencil Icon to the left of the listing.

75. Select the search icon in the Task field.

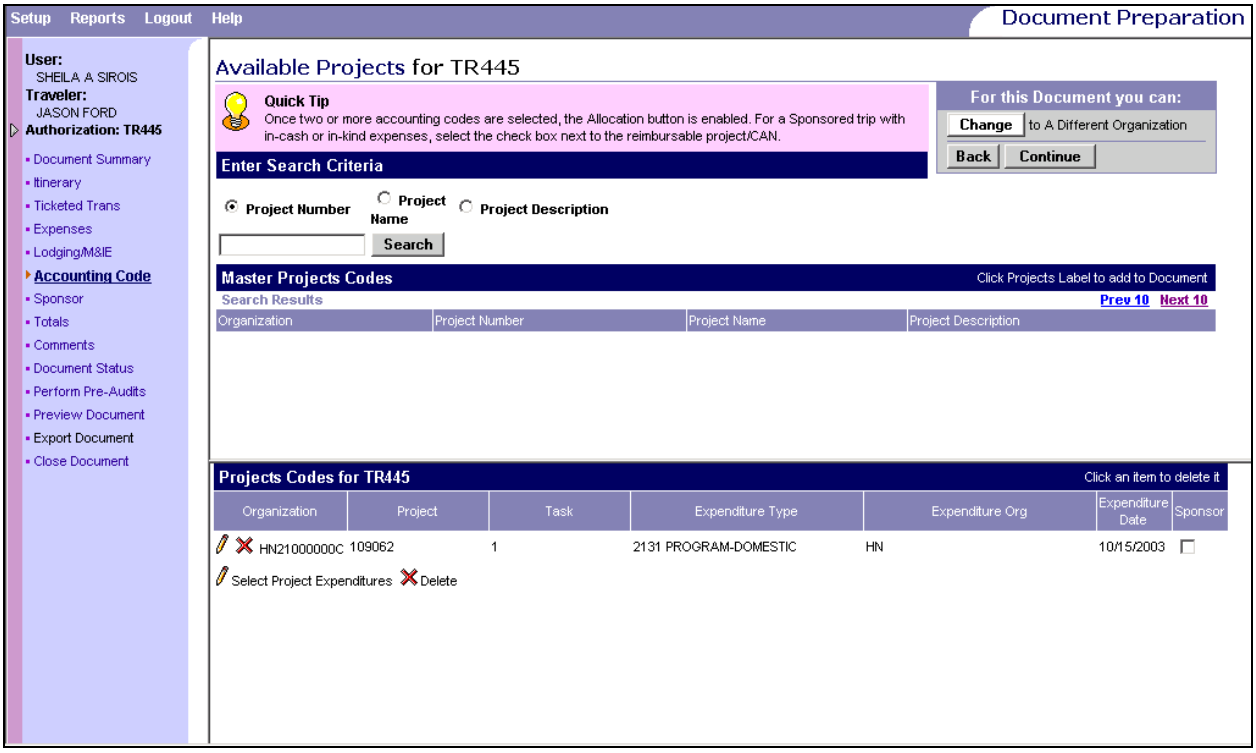
76. Select Task 1.

77. Select **2131** from the drop-down list in the Expenditure Type field.

78. Click on the Search Icon in the Expenditure Org field.
    - The Expenditure Org Lookup window appears.

79. Select **HN** from the list.

80. Click the SAVE Acct Code Updates button on the right side of the screen, you will be returned to the Available Projects screen.



81. Click the CONTINUE button on the right side of the screen. You will now be advanced to the Total Details screen.

Complete the Total Details Screen

Now, we check the document totals for accuracy and completeness and request an advance.

82. Review the information here for accuracy on the Total Details screen.

83. Click the View Advances for Document link in the upper right-hand corner of the screen.
    - The Advances screen is displayed.

84. Click the ADD Additional Advances button on the right side of the document.

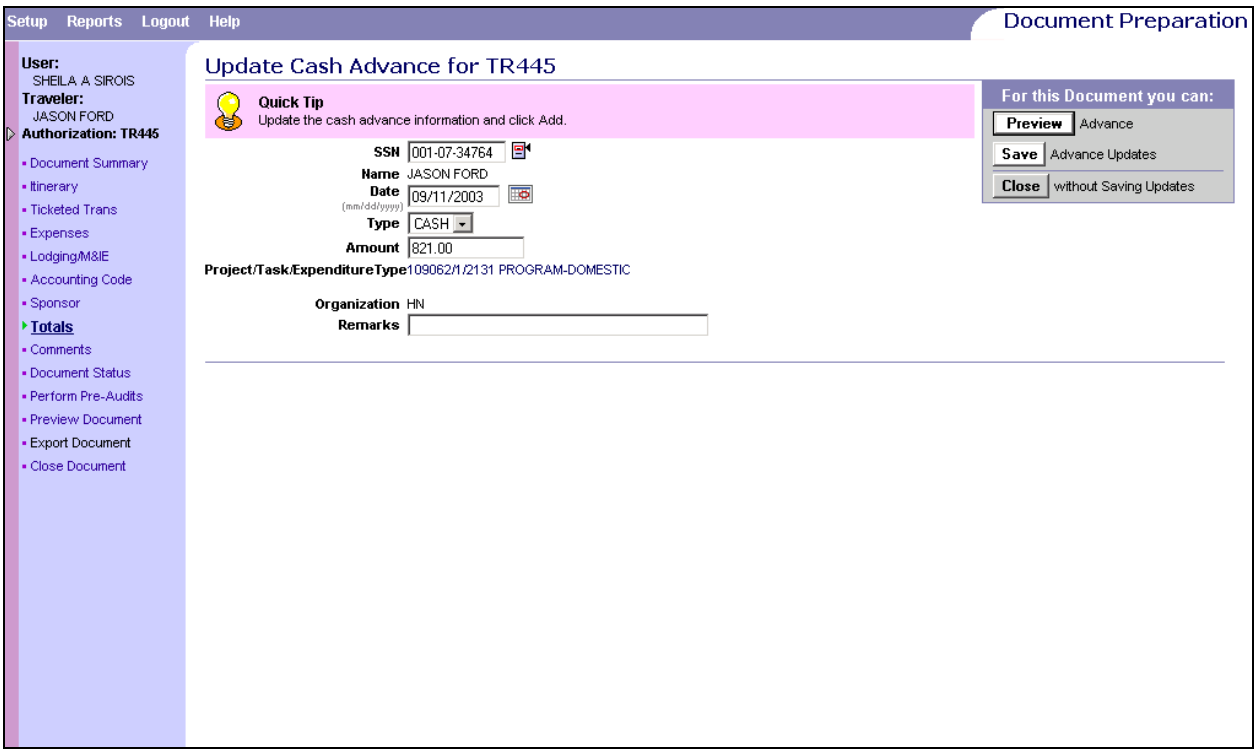
85. Click the Project # 109062 from the Master Accounting Code for Advances list.

    Note: If a traveler is authorized to receive a cash advance the system defaults for an Advance Amount of 80 percent of the Expenses, except for the air ticket and Travel Agent fee. You can manually adjust it, as appropriate.

86. Click the Pencil icon for the Traveler and Accounting information that apply to this trip from the Advance Accounting Code for Current Document list.
    - The Update Cash Advance screen appears with defaulted information for most fields.

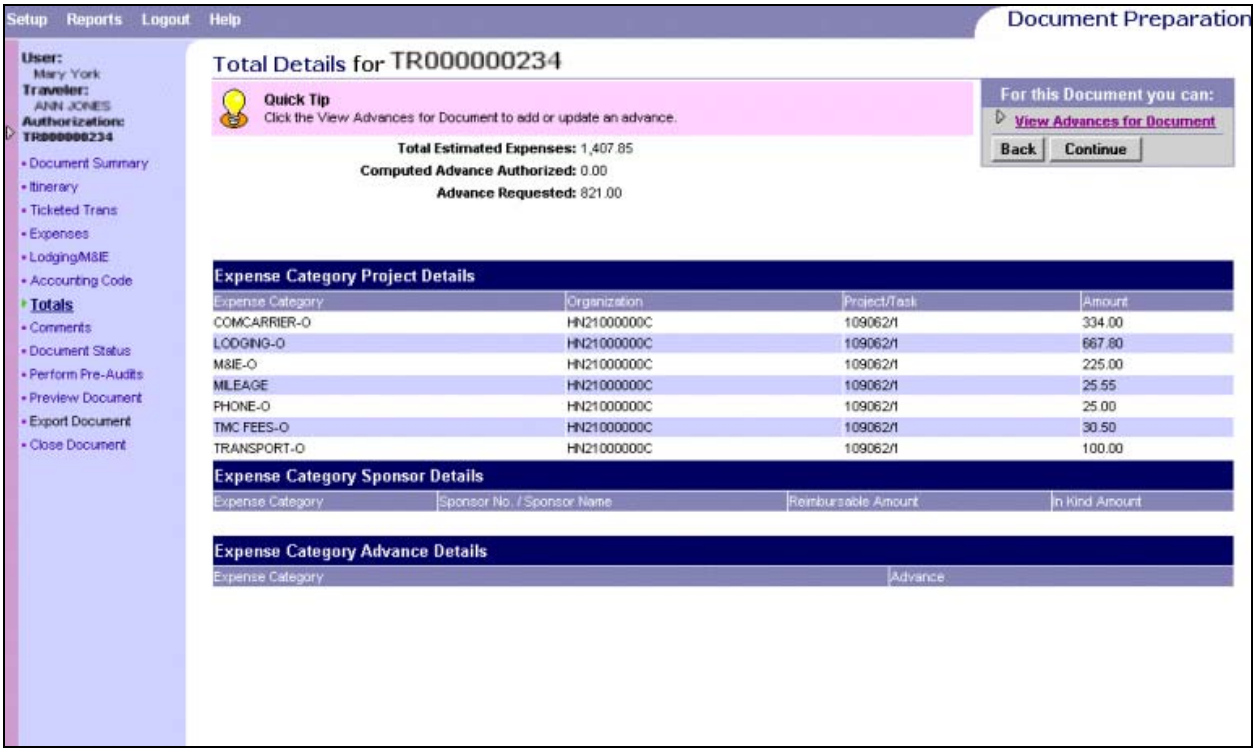
87. Complete the following steps to complete the advance.

- Ensure **CASH** is selected in the Type field
- Enter **821.00** in the Amount field.
- Type "**Infrequent Traveler**" in the Remarks field.
- Click the SAVE Advance Updates button.



Once back to the Advances screen, you can change the Advance by clicking the Pencil Icon preceding the Advances for Current Document line.

88. Click the CLOSE Advances Screen button to exit the Advances screen. You will now be returned to the Total Details screen.



89. Click the CONTINUE button to be advanced to the Comments screen.

Complete the Comments Screen

Now we enter appropriate comments for the various expenditures for the trip as needed.

90. Enter *"Requesting AO approval for pre-established conference rate, which is within 20% of Government rate for San Francisco"* in the Comments box.

91. Click the SAVE Comments button. The Documents Summary for Authorization screen will appear.

Complete the Documents Summary for Authorization Screen

We will now be signing the document for distribution.

92. Review the trip information on the summary page for accuracy.

93. Scroll to the bottom of the screen to the Document Status section of the screen.

94. Select **PREPARED** from the drop-down list under the Status to Apply column.

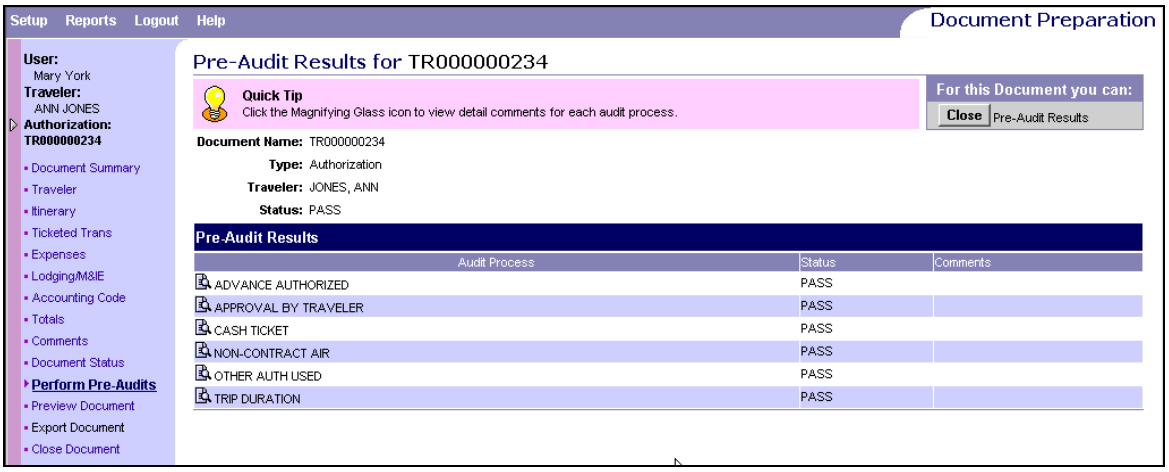
95. Click on the STAMP and Route button. The Pre-Audit Results screen appears.

Complete the Pre-Audit Screen

The system will automatically conduct a pre-audit to check the entire document for accuracy. The following steps are optional.

96. Click the Magnifying Glass icon to review each FAIL expense item. The AO approver will check the "Comments" box for justification.

97. Click on the Return to Pre-Audit Results button.



98. Click the CONTINUE Stamping the Document button in the upper right-hand corner of the screen. You will be advanced to the Dynamic Routing screen.

99. Click on the Pencil Icon next to the approver line on the screen to select the approvers this document is to be routed to.

100. Click on the Arrow Icon associated with the Approver you wish to select.
    - A red Delete Icon will appear.

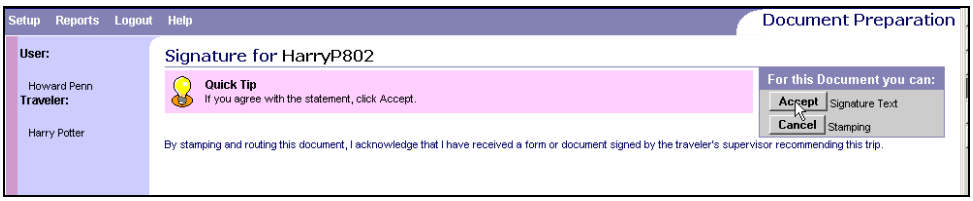
101. Click on the SELECT Signature(s) for Entry button on the upper right-hand side of the screen.

– You will be returned to the Dynamic Routing screen.

102. Click the CONTINUE Stamping & Dynamic Routing button.
   – You will be advanced to the Signature screen.

103. Click the ACCEPT Signature Text button.
   – On the screen that appears, “OK” should appear.

104. Click the CLOSE button.
   – Your document has been forwarded.



Lab 2 - Edit Locks

- Open the travel authorization that was created in Exercise 1
  - Search for your name
  - Select the document
- Close the application
  - Log out prior to closing the document to create the edit lock
- Restart the application
- Verify the document is edit locked
  - Search for your name
  - Search for the document
  - Verify an asterisk (*) in the "In Use" column
- Remove the Edit Lock

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Lab 2: Edit Locks

Assumptions

- Use yourself as the traveler
- You must have access to the NBS Travel System Sandbox (work on your own) or NBS Travel System Training application (only available in a training class) – do **not** use the NBS Travel System Production application to complete these exercises
- You must have approval authority to approve documents or have been given an Approver ID from an instructor in a training class to approve documents

Remove an Edit Lock

This exercise will demonstrate how to remove an edit lock from a document that was improperly closed. You will be using the document created in Lab 1.

1. Log in to *NBS Travel System*.

2. Select Open Existing Document.

3. Type in your last name (or the last name of the traveler if you did not use yourself in Lab 1) in the Last Name field.

4. Click on the SEARCH button.

5. Click the Traveler's Name link.
   - On the right of the screen, a list of all related documents will appear.

6. Select the document name that you created for Lab 1. (Refer to the document number you wrote down at the beginning of Lab 1.)

7. Click the SIGN to Review Document button to open the document.

Now we will close the document improperly in order to generate the edit lock.

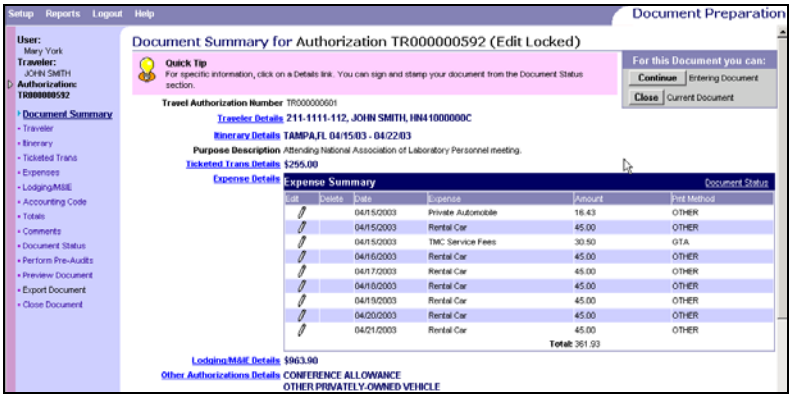
8. Click the X in the upper-right hand corner to exit the document.
   - Doing so will also exit NBS Travel System.
   - This will edit lock the document, because the document was not properly closed in the system.

9. Log in to *NBS Travel System* again.

10. Select Open Existing Document.

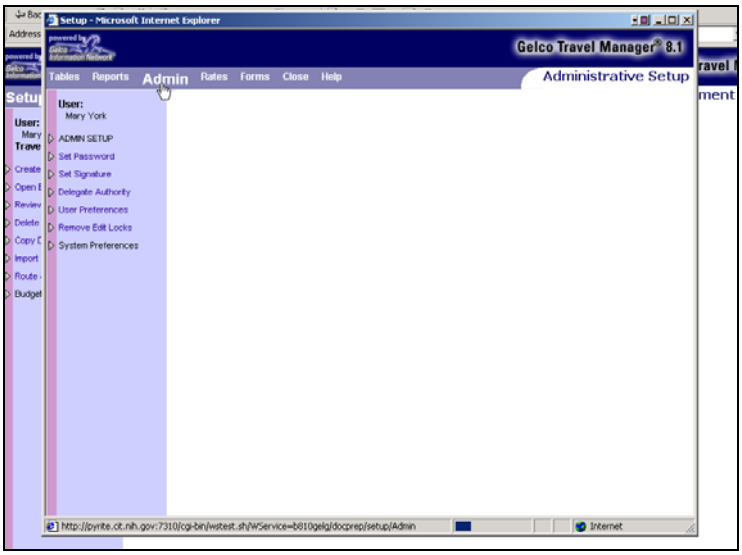
11. Repeat Step 2.
    - The document will now be marked "Edit Locked."

– You will notice that there is an asterisk (*) in the "In Use" column, which also indicates that the document is edit locked.



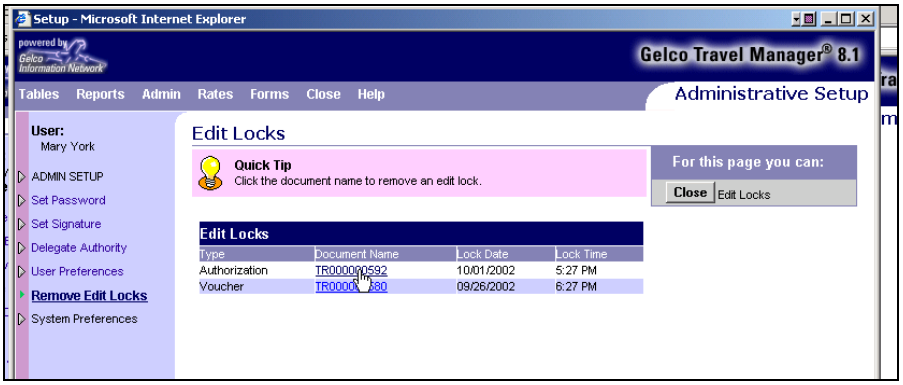
12. Select Setup from the Menu Toolbar. A new window, Setup, will appear.

13. Select Admin from the Menu Toolbar.



14. Select Remove Edit Locks from the Document Toolbar.

15. Click on the document number for the document you wish to remove the edit lock.
    – A message will appear to say the lock has been removed.



16. Click the CLOSE Remove Edit Locks button, then click CLOSE Edit Locks button, then close the Setup window (click the “X” in the upper right corner of the screen. You will be returned to “Edit Locked” document.

17. Click on CLOSE Document button in the Document Toolbar. You can repeat steps 2 and 3 above to open the document and see that the edit lock has been removed.

Lab 3 - Approve the Travel Authorization

- You must be an approver in order to have the authority to approve the travel authorization
  - If you do not, ask a co-worker who does have approval authority to log on and approve the document (if you did not route the document to him/her, have him/her use the open existing document function to search for and approve the document)
- If you are in a training class, follow the instructions of the instructor to approve the document

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Lab 3: Approve Travel Authorization

Assumptions

- Use yourself as the traveler
- You must have access to the NBS Travel System Sandbox (work on your own) or NBS Travel System Training application (only available in a training class) – do **not** use the NBS Travel System Production application to complete these exercises
- You must have approval authority to approve documents or have been given an Approver ID from an instructor in a training class to approve documents

Approve the Travel Authorization

If you are currently in the *NBS Travel System* as the Travel Planner, you will need to close the application and log back in as an **Approver**. If you are not an authorized approver, ask for assistance from a co-worker who is, or check with your instructor if you are in an instructor-led training class.

1. Click on Route & Review from the Document Toolbar once logged in the NBS Travel System Sandbox or Training Instance.
   - The Route & Review Documents screen will open.

2. Find the travel authorization from Lab 1.

3. Select it by clicking on the gray arrow. (Refer to the document number you wrote down at the beginning of Exercise 1.)
   - The selected document line will turn pink.

4. Click the Stamp Selected Documents button.
   - The Document Stamping screen appears.

5. Select Approved from the Status to Apply drop-down menu.

6. Click the Stamp Selected Documents button.

7. Click the Close Stamping Log Screen button.

8. Select Log Out.

Lab 4 - Create an Amendment

- The travel authorization must have been approved in order to create an amendment
  - If it's not approved, you may use the Open Existing document feature to open the document and make changes to it
- Changes to make to document:
  - Extend the trip by one day to November 15
  - Expenses: extend parking and phone calls by one day
  - Lodging/M&IE: extend lodging and M&IE by one day at government per diem rates
  - Stamp the document "prepared" and re-route the document for approval
- Approve the Amendment
  - Remember you must have approval authority in order to approve a document; if you do not, have a co-worker who does have approval authority assist you

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Lab 4: Create an Amendment

Assumptions

- Use yourself as the traveler
- You must have access to the NBS Travel System Sandbox (work on your own) or NBS Travel System Training application (only available in a training class) – do **not** use the NBS Travel System Production application to complete these exercises
- You must have approval authority to approve documents or have been given an Approver ID from an instructor in a training class to approve documents

Create an Amendment

For this exercise, the travel authorization that was created in Lab 1 will be used.

1. Log in as the Travel Planner

2. Select Create a New Document from the Document Toolbar.

3. Select Amendment from the drop-down list in the Document Type field.

4. Click in the Document Name field; the Traveler Listing (Amendment) screen will appear.

5. Type in your last name (or the last name of the traveler used for Lab 1).

6. Click on the SEARCH button. On the right of the screen, a list of all related documents will appear.

7. Select the document to be amended (refer to the document name you wrote down in Lab 1).

8. Enter the following text in the Comments field to provide a reason to amend the trip: "*The Traveler has been asked to stay one more day to speak at the Univ. of Calif., Berkeley.*"

9. Click the Create New Amendment button in the upper right-hand corner of the screen.
   - The Document Summary screen will appear.

10. Click on the Itinerary Details link.

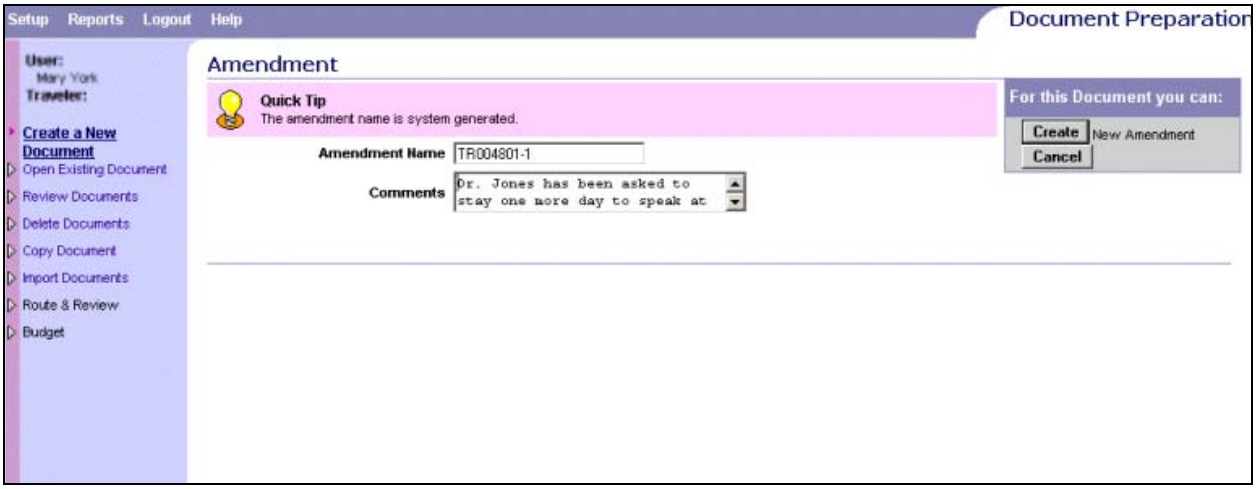
11. Select the End Travel date and change it to 11/15/YY once the Itinerary screen appears.

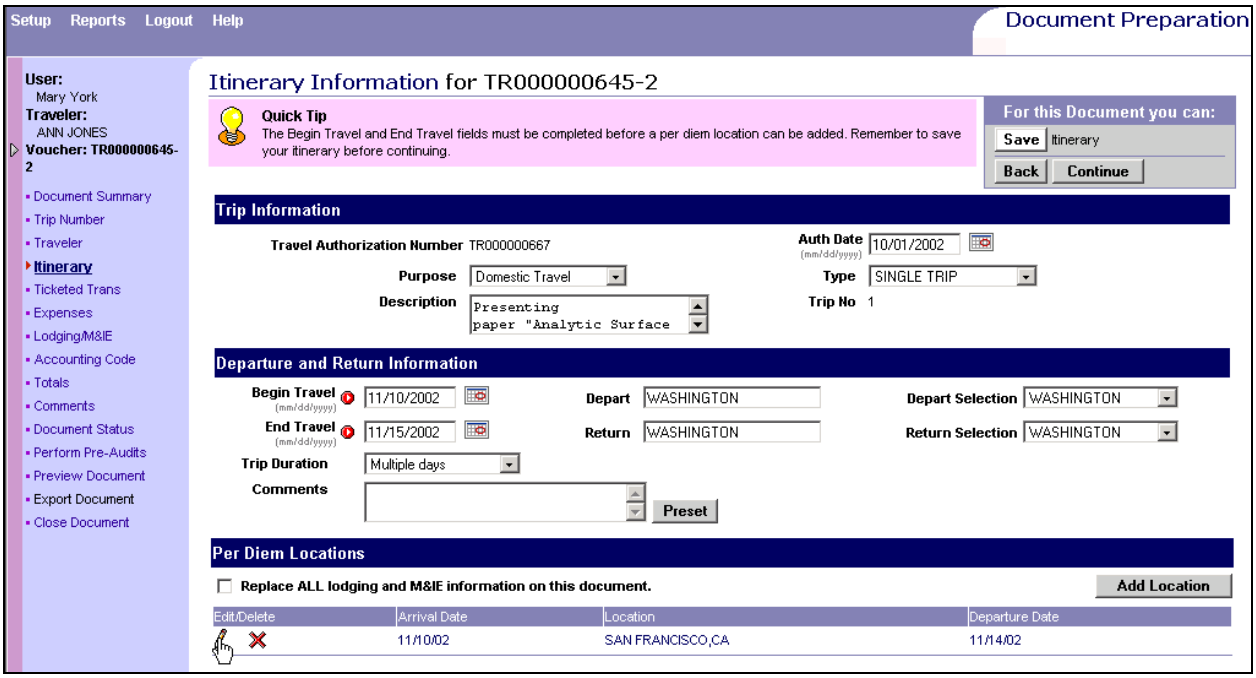
12. Click the pencil icon in the Per Diem Location section to update the departure date.

13. Enter 11/15/YY in the departure date field.

14. Click Save Per Diem Location Button.

15. Click the SAVE Itinerary button.





Edit the Expenses Based on the Amendment

16. Click on the Continue button.
    - No changes are required on the Ticketed Transportation screen.

17. Click the Continue button.

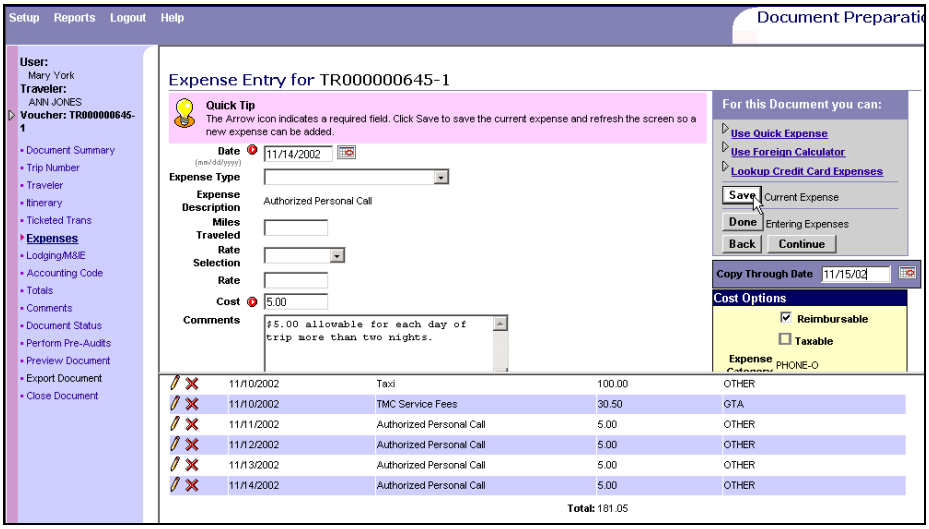
18. Review the Expenses screen.

19. Make the necessary changes based on the new (additional) date:

    - Add another day of personal phone calls.

- Save the expense.

20. Click the Continue button.



21. Verify on the Lodging/M&IE screen that the additional hotel night for 11/14/02 is automatically updated. Count nights for accuracy.

22. Continue to click the Continue button to advance to the Document Status screen.
    - You may also click “Document Status” on the document toolbar on the left side.

Complete the Status Screen

23. Enter the Status to Apply as “PREPARED” on the Document Status screen.

24. Click the STAMP and Submit Document button.

25. Review the information for accuracy on the Pre-Audit screen.

26. Click the CONTINUE Stamping the Document button.
    - The Dynamic Routing screen appears.

27. Select the Pencil icon next to the approver line.
    - The Select Routing Recipient screen appears.

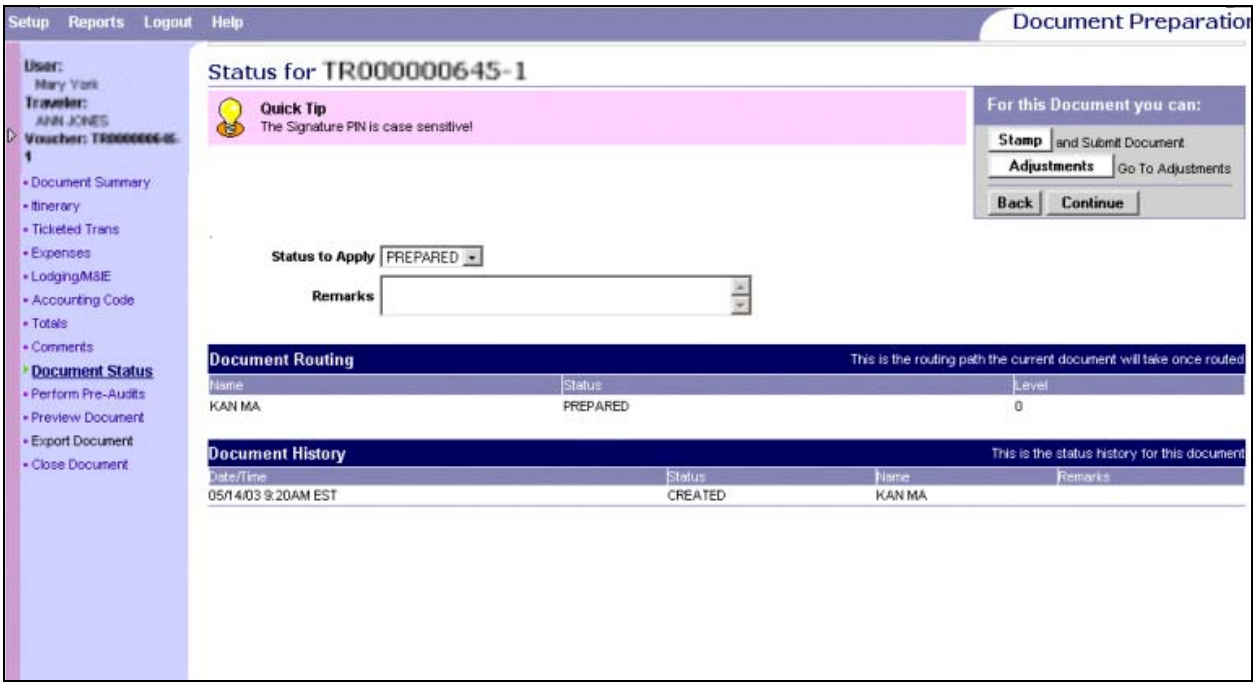
28. Click the gray arrow next to the desired Approver.
    - The line will turn pink.

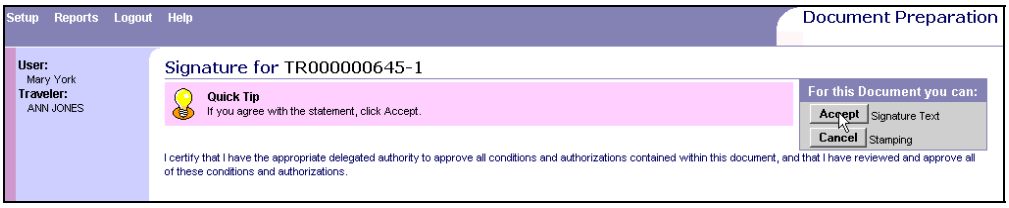
29. Select the Select Signatures for Entry button.

30. Select Continue Stamping & Dynamic Routing.

31. Click the ACCEPT Signature Text button on the Signature screen to complete the amendment.

32. Click the Close Routing List Screen button.





33. Log out and ask a co-worker to log in to approver your document.
    - The document needs to be approved in order to create the travel voucher in Lab 5. If no one is available to assist you in approving your document, skip to Lab 6.

Lab 5 - Create a Voucher

- Create a voucher from the Amendment created in exercise 4
- Use actual trip receipts to update the expenses for reimbursement:
  - Taxis actual cost: $123.00
  - Miles traveled for driving to/from airport: 90 total
  - Dinner provided at conference on 11/11
  - Lodging: 1st night at $190.80, remaining nights at government per diem
  - All other expense amounts remained the same
- Stamp the document prepared and route it
  - You do not need to approve it

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Lab 5: Create a Voucher

Assumptions

- Use yourself as the traveler
- You must have access to the NBS Travel System Sandbox (work on your own) or NBS Travel System Training application (only available in a training class) – do **not** use the NBS Travel System Production application to complete these exercises
- You must have approval authority to approve documents or have been given an Approver ID from an instructor in a training class to approve documents

Create a Voucher

1. Select Create a New Document from the document toolbar.

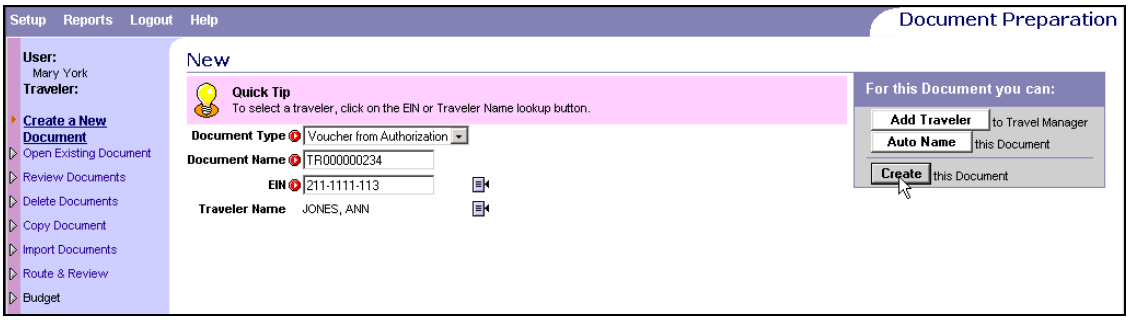
2. Select Voucher from Authorization from the drop-down list in the Document Type field.

3. Click in the Document Name field, the Traveler Listing screen appears.

4. Click on the Traveler Name Search Icon to display the travelers that you prepare travel for, and then click the desired Traveler link (you may also type the last name of the traveler and click search). On the right of the screen, a list of all related documents will appear.

5. Select the document name that you created for Lab 1. (Refer to the document number you wrote down at the beginning of Lab 1.) You will be returned to the New Document screen and the remainder of information on that screen will default based on the original authorization.

6. Click on the CREATE this Document button on the right side of the screen. The Itinerary Information screen will appear.



7. Review the information on this page to ensure its accuracy.

8. Click the CONTINUE button when finished.

9. Click the CONTINUE button to advance in the document on the Ticketed Transportation for Voucher screen if no change are necessary. If changes are necessary, make them as appropriate.

Edit the Expense Screen Based on Receipts

The Expense Entry screen appears. This is where the changes we will make for this exercises will take place. Let's first make the change to the taxi costs.

10. Click on the Pencil Icon for the Taxi expense line in the Current Expenses section of the Expense Entry screen.

11. Enter **123.00** in the Cost field to make the change from 100.00.

12. Click the SAVE Current Expense button to save the updated expense.

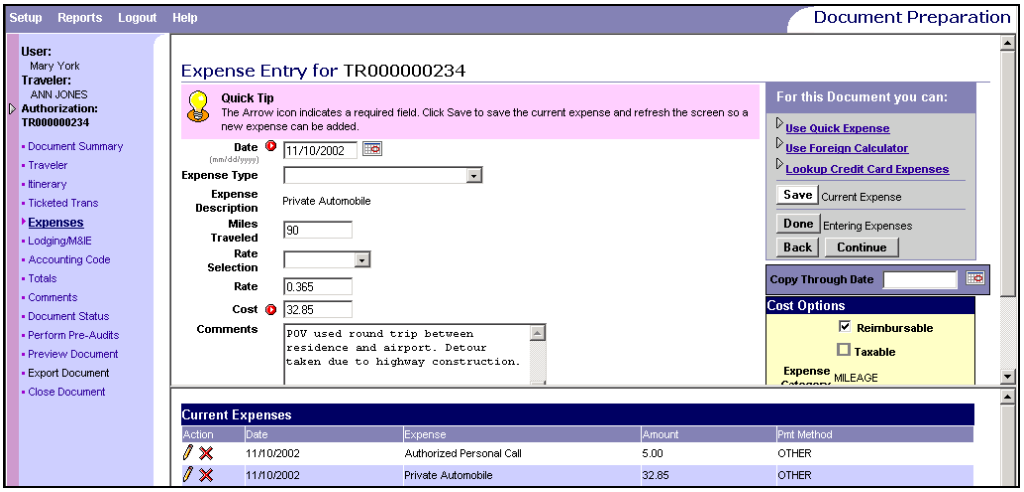
13. Click on the Pencil Icon for the Private Automobile expense line in the Current Expenses section of the screen.

14. Enter **90** in the Miles Traveled field to make the change from 70.
    - The Cost field will automatically update to the new cost based on the miles traveled.

15. Enter *"Detour taken due to highway construction"* in the Comments field.

16. Click the SAVE Current Expense button to save the updated expense.

17. Click the CONTINUE button to advance to the next screen in the document. We have updated all the information necessary for the Expense Entry screen.



Edit the Lodging/M&IE Screen Based on Receipts

You will now be at the Lodging/M&IE screen. We have to make one change to the meals for 11/11/02.

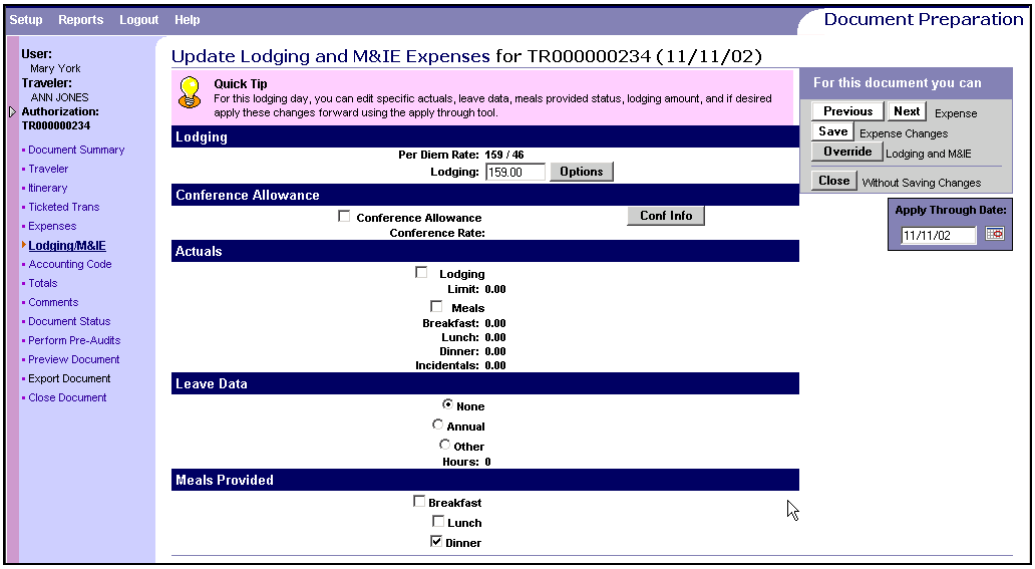
18. Click on the Pencil Icon next to the 11/11/02 date in the Lodging/M&IE Data section of the screen.
    - The Update Lodging and M&IE Expenses screen will appear.

19. Click the box next to Dinner near the bottom of the screen (you may need to scroll down), under the Meals Provided section.

    This indicates the dinner meal was provided by the conference and will remove the necessary amount from the M&IE for that day.

20. Click the SAVE Expense Changes button.
    - You will be returned to the Lodging/M&IE screen.

21. Click the CONTINUE button to advance in the document.

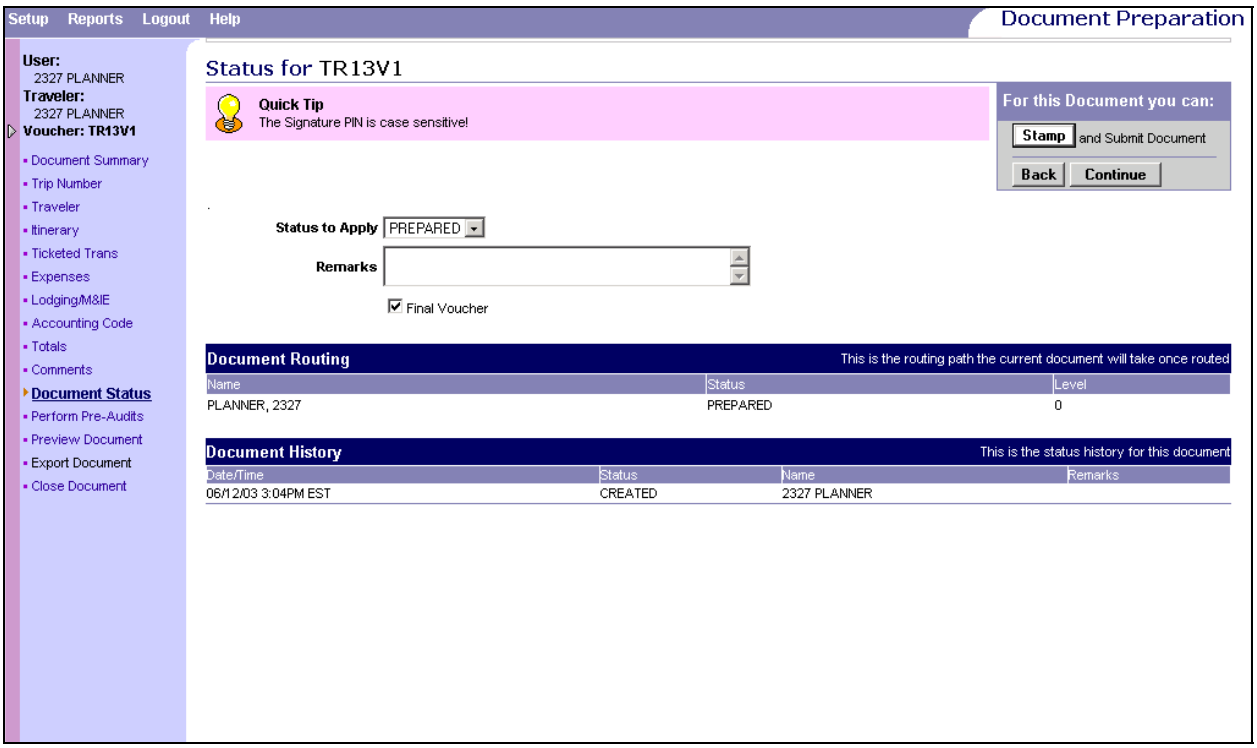


22. Review the information to ensure its accuracy for the remainder of the screens.

23. Click the CONTINUE button to advance to the next screens. For the purpose of this exercise, continue through to the Status screen where the next step picks up.

Complete the Status Screen

24. Select PREPARED from the drop down list in the Status to Apply field on the Status screen.



25. Enter any comments in the Remarks field.

26. Check the Final Voucher checkbox.

27. Click the STAMP and Submit Document button on the right side of the screen.

28. Review the results on the Pre-Audit Results screen, and make any justifications if necessary.

29. Click the CONTINUE Stamping the Document button to advance in the document once all information is reviewed (and justified if necessary).
    - The Dynamic Routing screen appears.

30. Select the Pencil icon next to the approver line.
    - The Select Routing Recipient screen appears.

31. Click the gray arrow next to the desired Approver.
    - The line will turn pink.

32. Select the Select Signatures for Entry button.

33. Select Continue Stamping & Dynamic Routing.
    - The Signature screen appears.

34. Click the ACCEPT Signature Text button to complete the document.
    - The Routing List screen appears.

35. Select the Close the Routing List screen button.

Lab 6 - Multi-City Travel Authorization

- A multi-city travel authorization is created the same way as a regular authorization with the exception that you will be selecting two locations and entering the corresponding dates on the itinerary screen
- Select yourself as the traveler
- Itinerary:
  - Overall trip dates: March 28 - April 12
  - Segment information: March 28 - April 5 - Paris, France; April 5 - April 12 - Rome, Italy
- Expenses:
  - Parking at Washington National Airport: $14/day
  - Airfare from Washington National to Paris in Business Class: $2957 (purchased through Omega)
  - Airfare from Rome to Washington National in Business Class: $3147 (purchased through Omega)
  - Train fare from Paris to Rome: $459 (purchased through Omega)
  - Estimated cost of taxis: $385
  - Estimated Currency Exchange: $65
  - Attending dinners provided by the organization in Paris on April 1, 2, 3; All other lodging and M&IE at government per diem rates
- Accounting Code:
  - Project Number: 110307; Task: 1; Expenditure Type: 2152; Expenditure Org: HN

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Lab 6: Create a Multi-City Travel Authorization

Assumptions

- Use yourself as the traveler
- You must have access to the NBS Travel System Sandbox (work on your own) or NBS Travel System Training application (only available in a training class) – do **not** use the NBS Travel System Production application to complete these exercises
- You must have approval authority to approve documents or have been given an Approver ID from an instructor in a training class to approve documents

Multi-City Authorization

Be sure you are logged into the NBS Travel System Sandbox or Training Instance.

1. Select Create a New Document from the Document Toolbar.

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

3. Click on the Traveler Name Search Icon.

4. Select the EIN for the Traveler. (The name will be listed next to the EIN.)
   - Use yourself as the traveler.

5. Click the AUTO NAME this Document button on the right side of the screen.

6. Write the resulting document name here _____. (Make a note of this name as soon as it has been created since you will use it several times).

7. Click the CREATE this Document button on the right side of the screen, the Itinerary Information screen will appear.

Complete the Itinerary Screen

8. Select **Foreign Travel** from the drop-down list in the Purpose field since the trip's destination is outside the United States.

9. enter a detailed description of the trip's purpose in the Description field. For this example type *"Attending West Nile virus seminar and Ebola consultation."*

10. Select **Single Trip** from the drop-down list in the Type field.

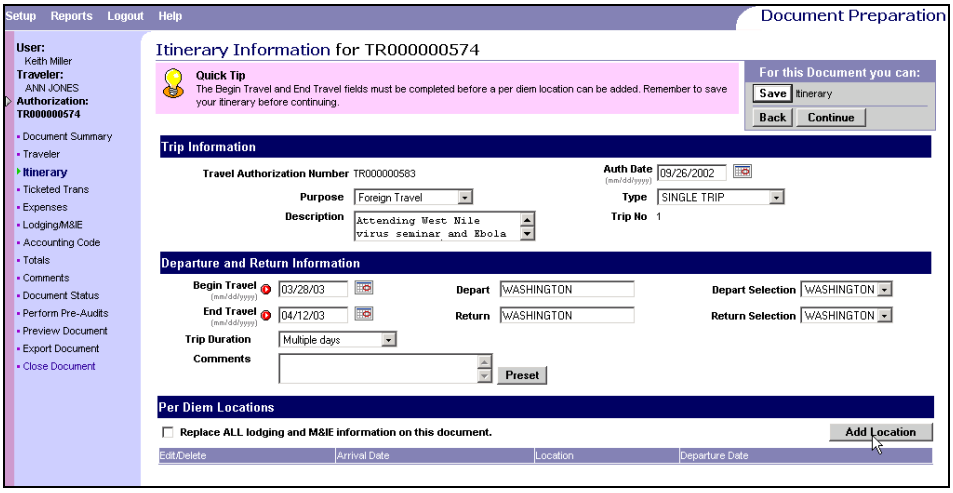
11. Enter the date **03/28/YY** in the Begin Travel field as when the traveler will begin the trip.

12. Enter the date **04/12/YY** in the End Travel field as when the traveler will end the trip.

13. Select **RES** from the drop-down list in the Depart Selection field.

14. Select **RES** from the drop-down list in the Return Selection field.
    - The Depart and Return fields will automatically populate based on the previous two steps.

15. Select **Multiple Days** from the drop-down list in the Trip Duration field.



Now, we're going to add the destination location, which will determine the per diem and lodging rates allowable for the trip.

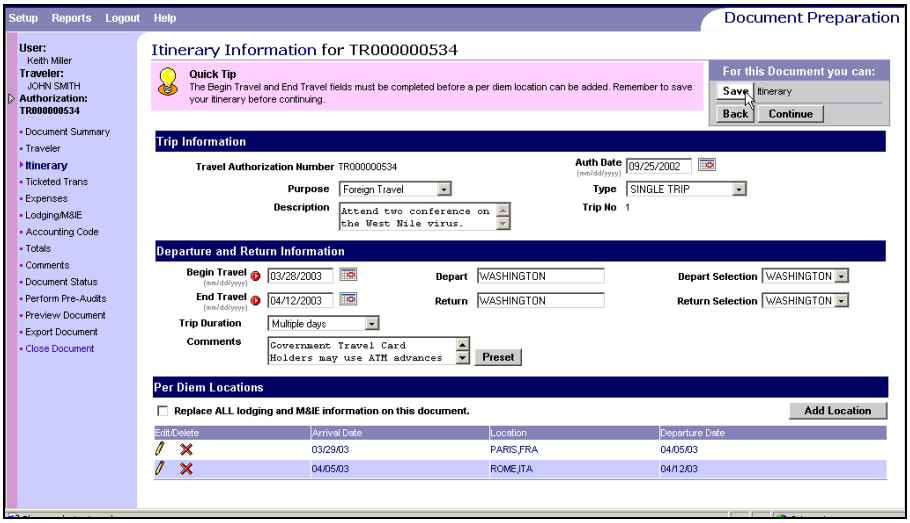
16. Click the ADD Location button near the bottom right of the screen.
    - The Add Per Diem Location screen appears.

17. Change the Departure date to **04/05/YY.**

18. Select **Paris, France** as the Per Diem Location, and click the SAVE Per Diem Location button.

19. Click the ADD Location button again, and check to see that the default dates are correct. Add **Rome, Italy** as the second Per Diem Location and click the SAVE Per Diem Location button.

20. Click the SAVE Itinerary button before proceeding.



21. Click the CONTINUE button; you will be advanced to the next screen, Ticketed Transportation for Authorization.

Complete the Ticketed Transportation for Authorization Screen

Now, we're going to enter the information necessary to purchase the travel tickets for the trip.

22. Click the Add Ticket button on the right side of the screen; you will be advanced to the Add Ticket Information screen.

23. Verify that **AIR** defaults in the Type field drop-down menu.

24. Select the Depart from location as **Washington Reagan (National) - DCA**.

25. Select the Arrive at location as **Paris, France (Charles De Gaulle) - CDG.**

26. Enter the Ticket Value of **2957**

27. Enter **BUS** for business class**.**

28. Verify the payment method is **GTA**.

29. Click on SAVE Current Ticket.

30. Click the ADD Ticket button again to add a second ticket.

31. Select Rail in the Type field.

32. Select the Depart from location as **Paris, France**.

33. Select the Arrive at location as **Rome, Italy - FCO**.

34. Enter the Ticket Value of **$459**.

35. Enter **BUS** for business class.

36. Verify the payment method is **GTA**.

37. Save the ticket.

38. Click the ADD Ticket button once more to add a third ticket.

39. Accept the Air default in the Type field.

40. Select the Depart from location as **Rome, Italy (FCO).**

41. Select the Arrive at location as **Washington, D.C. (DCA).**

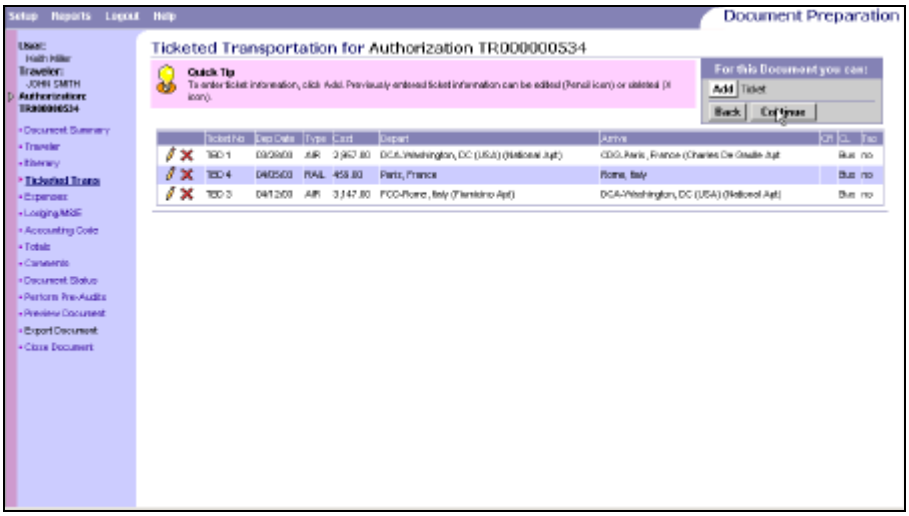
42. Enter the Ticket Value of **$3147**.

43. Enter **BUS** for business class.

44. Verify the payment method is **GTA**.

45. Click the SAVE Current Ticket button.

46. Click the CONTINUE button.
    - This takes you to the Expenses screen.



Complete the Expense Entry Screen

Now, we're going to enter the information about the expenses for the trip.

47. Enter the Taxi expense:

    - Select Taxi as the Expense Type.

    - Enter **$385** in the cost field.

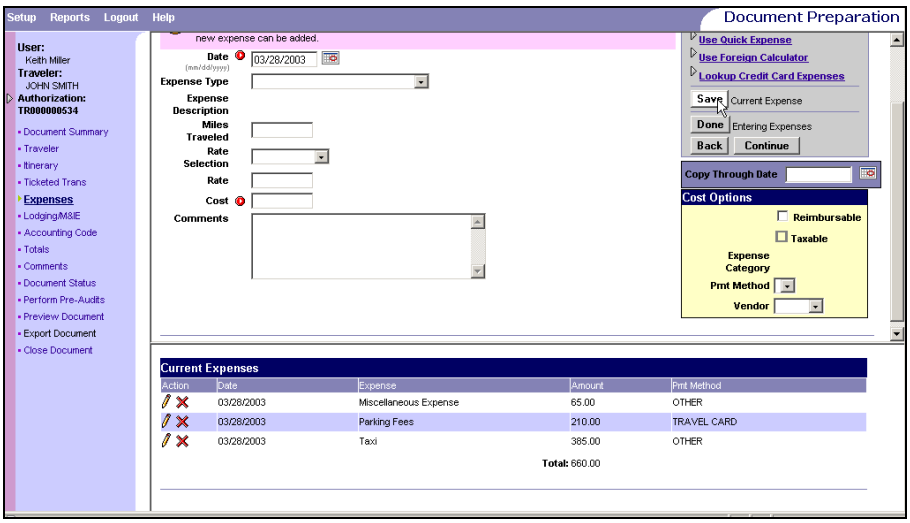
- Select a payment method of **Other**.
- Click the SAVE Current Expense button.

48. Enter the currency exchange fees.

- Select Miscellaneous Expense as the Expense Type.
- Enter **$65** in the cost field.
- Select a payment method of **Other**.
- Click the SAVE Current Expense button.

49. Enter the Parking expense:

- Select Parking as the Expense Type.
- Enter **$210** in the cost field.
- Select a payment method of **Travel Card**.
- Click the SAVE Current Expense button.



Complete the Lodging/M&IE Screen

Now, we enter information dealing with the lodging and the miscellaneous and incidental expenses of the trip.

50. Click on the Pencil Icon for March 28 to make the dinner changes to the M&IE rates on.

51. Enter the government per diem rate for lodging.

52. Enter March 31 in the Apply Through Date field.

53. Click the Save button.

54. Click the Pencil Icon for April 1.

55. Enter the government per diem rate for lodging.

56. Enter April 3 in the Apply Through Date field.

57. Click the Save button.

58. Click the Pencil Icon for April 4.

59. Enter the government per diem rate for lodging.

60. Enter April 5 in the Apply Through Date field.

61. Click the Save button.

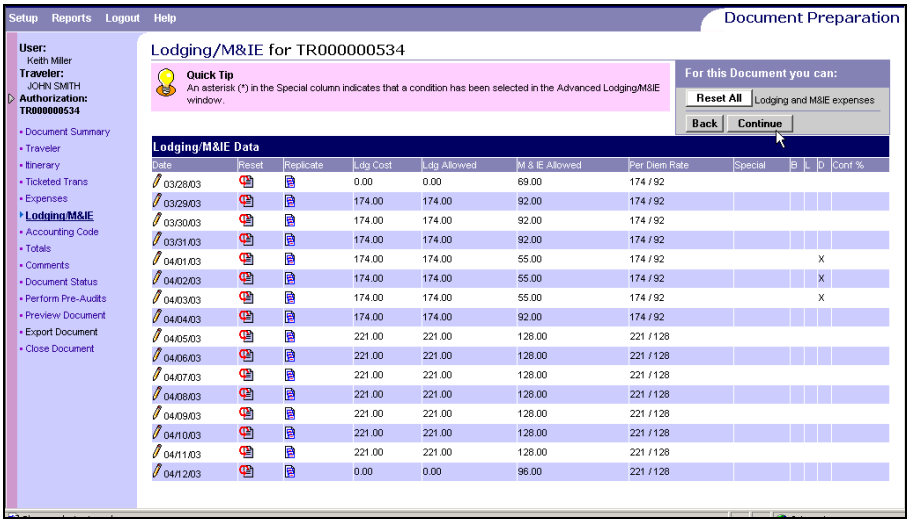
62. Click the Pencil Icon for April 4.

63. Enter the government per diem rate for lodging.

64. Enter April 12 in the Apply Through Date field.

65. Click the Save button.

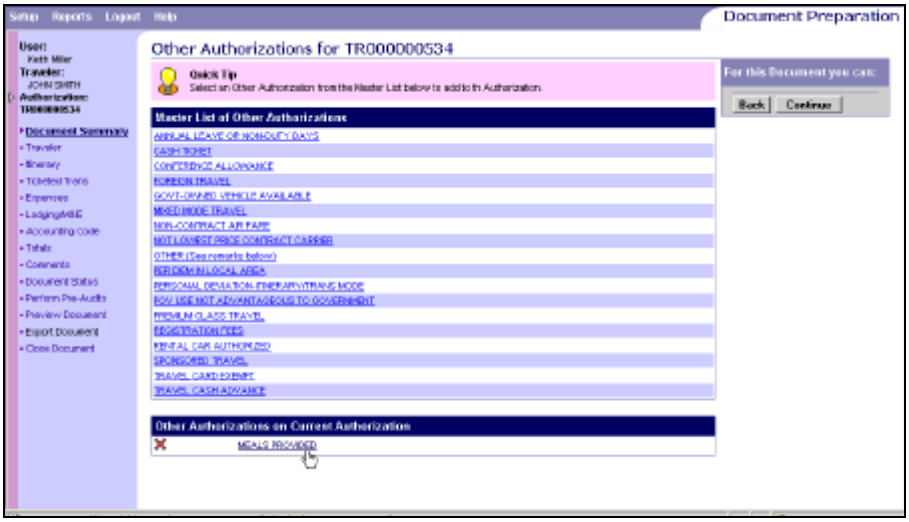
66. Click the CONTINUE button.
    - You will be advanced to the Other Authorizations screen.



Complete the Other Authorizations Screen

67. Scroll to the bottom of the screen and note that the Meals Provided is the Other Authorizations. Click the Meals Provided link to see the Other Authorization Remarks screen. Click the SAVE Remarks button. Other Authorizations screen returns.

68. Click the CONTINUE button. You will be advanced to the Available Projects screen.



Complete the Available Projects Screen

This is where you will enter the accounting information for the trip.

69. Select the Change to a Different Organization button.

70. Click Search an Organization's Code button.

71. Select All in the Organization Code column. The Available Projects screen returns

72. Select the Project Name option.

73. Type in the Project Name (CAN) 8429404 in the search field and select Search.

74. Select the Project Number 110307.

75. Click the Pencil Icon next to the Organization number in the lower half of the screen.

76. Click on the Search Icon in the Task field. The Task Lookup window appears.

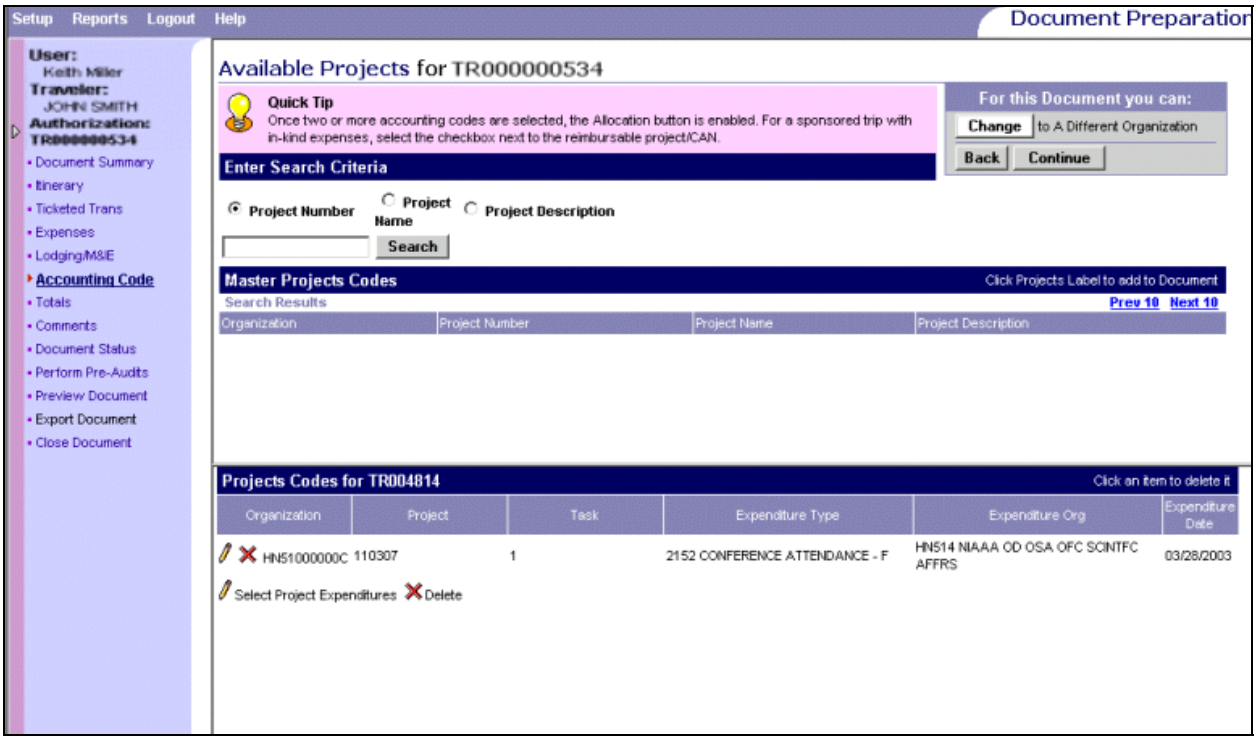
77. Select Task 1.

78. Select **2152** from the drop-down list in the Expenditure Type field.

79. Click on the Search Icon in the Expenditure Org field. The Expenditure Org Lookup window appears.

80. Select HN from the Search Results.

81. Click the SAVE Acct Code Updates button on the right side of the screen, and you will be returned to the Available Projects screen.



82. Click the CONTINUE button on the right side of the screen. You will now be advanced to the Total Details screen.

Complete the Total Details Screen

Now, we check the document totals for accuracy and completeness and request an advance.

83. Review the information on the Total Details screen for accuracy.

84. Click the View Advances for Document link in the upper right-hand corner of the screen.
    - The Advances screen is displayed.

85. Click the ADD Additional Advances button on the right side of the screen.
    - The Available Accounting Code screen appears.

86. Click the Project Number link, 110307, to add an advance.

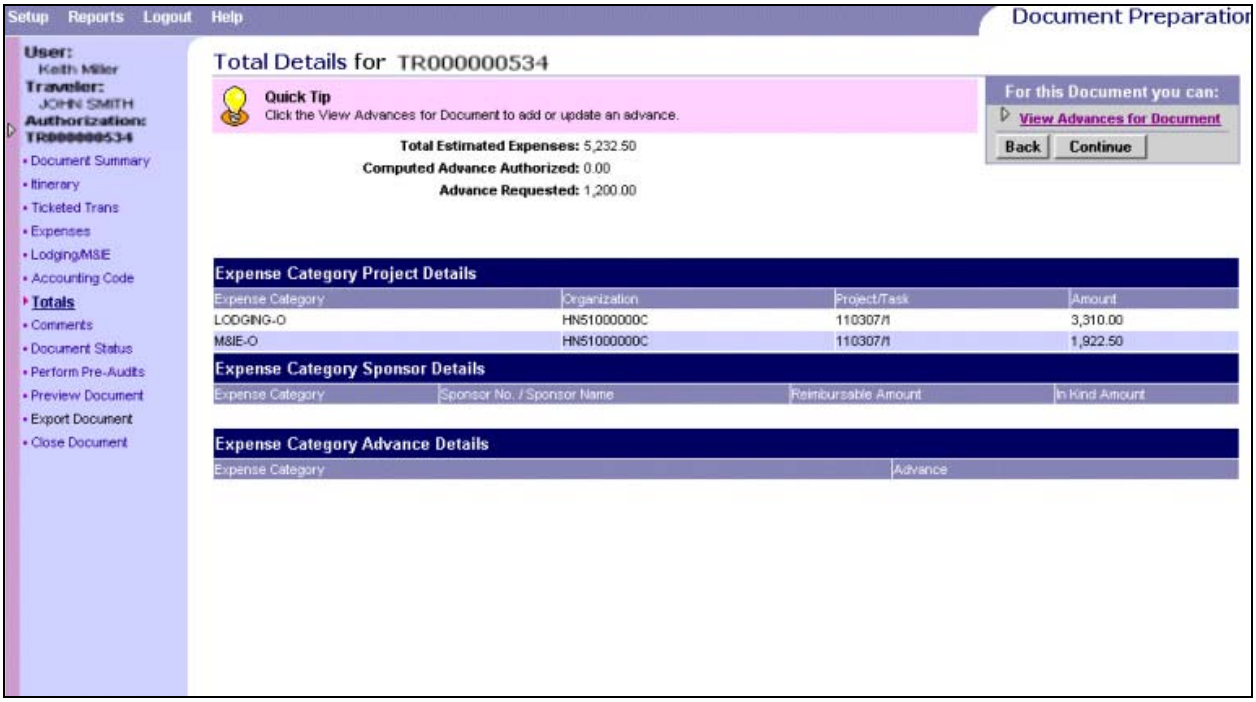
87. Click on the Pencil Icon next to the entry at the bottom of the screen.

88. Enter the **Cash** advance **1200**.

89. Enter “Infrequent Traveler” in the Remarks field.

90. Click the SAVE Advance Updates button.

91. Click the CLOSE Advances Screen button in the upper right-hand corner of the screen. The Total Details screen returns.



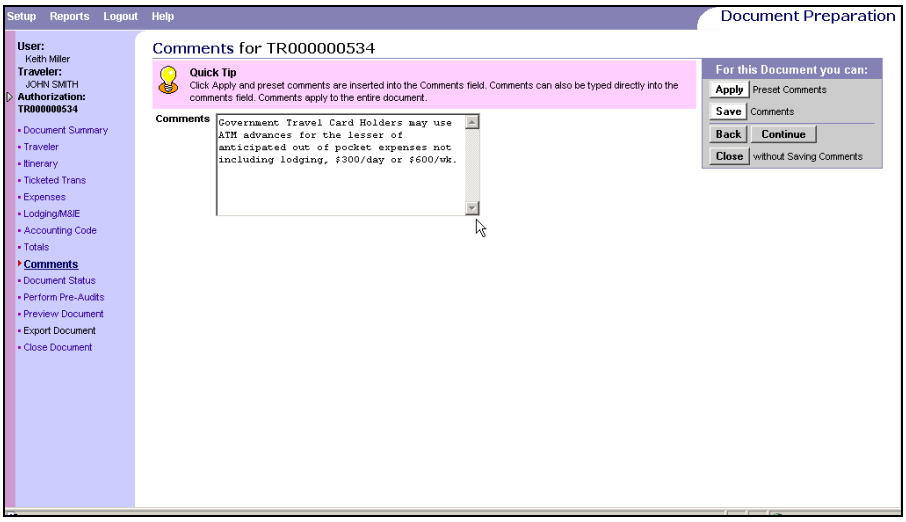
Complete the Comments Screen

Now we enter appropriate comments for the various expenditures for the trip as needed.

92. Select Comments from the Document Toolbar.

93. Click the APPLY Preset Comments button in the Comments screen.

94. Click the SAVE Comments button. The Documents Summary for Authorization screen will appear.



Complete the Documents Summary for Authorization Screen

We will now sign the document for distribution.

95. Review the trip information on the summary page for accuracy.

96. Select PREPARED from the drop-down list in the Status to Apply field at the bottom of the screen.

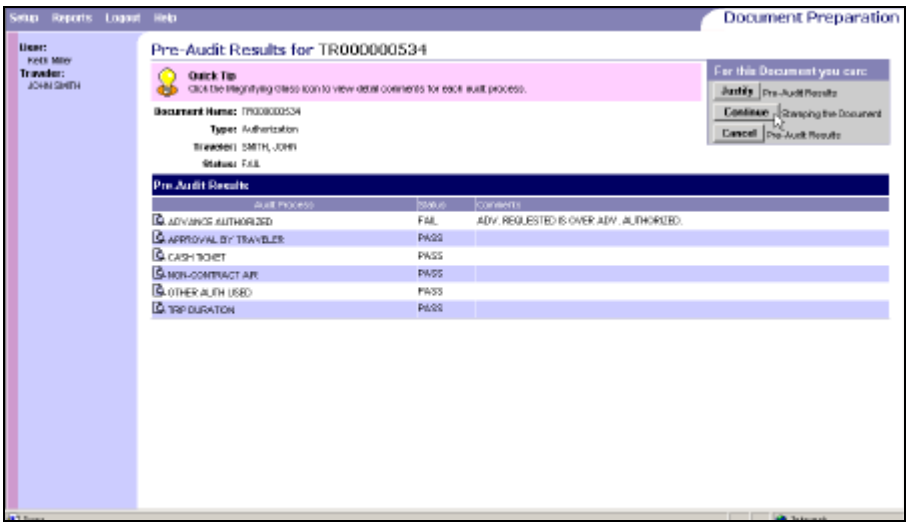
97. Click on the STAMP and Route button. The Pre-Audit Results screen appears.

Complete the Pre-Audit Screen

The system will automatically conduct a pre-audit to check the entire document for accuracy. The following steps are optional.

98. Click the Magnifying Glass icon to review each FAIL expense item. The AO approver will check the "Comments" box for justification.

99. Click on the CONTINUE Stamping the Document button. You will be advanced to the Dynamic Routing screen.



100. Click on the Pencil Icon next to the approver line on the screen to choose the approvers this document is to be routed to.

101. Click on the Arrow Icon associated with the Approver to which the document will rout. A red Delete icon will appear.

102. Click on the SELECT Signature(s) for Entry button on the upper right-hand side of the screen. You will be returned to the Dynamic Routing screen.

103. Click the CONTINUE Stamping & Dynamic Routing button. You will be advanced to the Signature screen. Click the ACCEPT Signature Text button.
   - On the screen that appears, “OK” should appear.

104. Click the CLOSE button.

Your document has been forwarded and you have completed Lab 6.

Detailed trip information for each section of the authorization

Itinerary:

•Overall trip dates: March 9 - March 20

•Segment information: Florence, Italy from March 9 to 16 to present "New Insights into Biomembrane structure from two-dimensional nuclear/overhauser enhancement spectroscopy" ; Lyngby, Denmark (select Other when your exact location is not listed) from March 16 to 20 to present "Action on membranes--looking beyond the fluidity hypothesis" and "Biophysical properties of polyunsat. Lipid membranes."

Expenses:

•Two tickets: Airfare from Washington to Florence is $812.29 (IC direct funding); Airfare from Florence to Copenhagen, Denmark is $500.00 (Sponsor #2 – Tech. Univ. of Denmark – In-Cash Reimb.)

•Taxi: $150 (IC direct funds)

•Privately-Owned Vehicle (POV) Mileage, 100, used between residence and Dulles airport (IC direct funds)

•Parking Fees: $77 ($7/day @ Dulles) – (IC direct funds)

•Registration Fee: $340 Univ. of Florence, Reg. Fee waived by sponsor #1 (IN-KIND by sponsor in Italy)

Miscellaneous Expense, $100, Supplemental meal funds for trip to Denmark. (IC Direct Funds)

Lodging/M&IE:

•No lodging will be required for the first night due to an overnight flight

•Lodging, 6 nights, $92 per night (3/10 - 3/15/03) Univ. of Florence (IN- KIND)

•Lodging, 4 nights, $90 per night (3/16 - 3/19/03) at Lyngby Hotel near the Univ. of Denmark (IN-CASH Reimbursable to IC)

•M&IE (3/10 - 3/15/03) Gov. rates from IC direct funds

•M&IE (3/16 - 3/19/03) 4 days at Univ. of Denmark, sponsor pays $38 per day (IN-CASH Reimbursable to IC)

Other Authorizations:

•Other Privately-Owned Vehicles, Sponsored Travel, Foreign Travel, Registration Fees

Accounting Code:

•Project Number: 109374 ; Task: 1; Expenditure Type: 2152; Expenditure Org: HN

•Project Number: 109366 ; Task: 1; Expenditure Type: 2152; Expenditure Org: HN (Sponsor)

Sponsors:

•Sponsor Number 1340, The Nemours Foundation has the address Dupont Hospital for Children 1600 Rockland Rd. Wilmington, DE 19899 (all In-Kind expenses)

•Sponsor Number 1667, The University of Michigan has the address Neuroscience Laboratory 1103 East Huron Ann Arbor, MI 48104-1687 (all Sponsor-Reimbursable expenses)

Detailed trip information for each section of the voucher

Ticketed Transportation:

•The first ticket number is 55555; the Issue Date and Ticket Date is 03/05/03; the Class is ECO; the Confirmation Number is L6666.

•The second ticket number is 55555b; the Issue Date and Ticket Date is 03/05/03; the Class is ECO; the Confirmation Number is L6666.

Expenses:

•Actual cost of taxis is $108.62;

•Actual cost of parking fees is $80.00.

Comments:

•Add "Sponsors' reimbursement check attached to Voucher document."

Dynamic Routing:

•Route the document for approval to the Approver.

•Log out of the NBS Travel System and log in as the approver and approve the voucher.

Lab 7: Create a Foreign-Sponsored Trip

Assumptions

- Use yourself as the traveler
- You must have access to the NBS Travel System Sandbox (work on your own) or NBS Travel System Training application (only available in a training class) – do **not** use the NBS Travel System Production application to complete these exercises
- You must have approval authority to approve documents or have been given an Approver ID from an instructor in a training class to approve documents

Log in as the Travel Planner

1. From the Document Toolbar, select Create a New Document

2. In Document Type field, select AUTHORIZATION from the drop-down list.

3. Click the Traveler Name search icon; select the EIN number next to the traveler.

4. Click the AUTO NAME this Document button.

5. Click the CREATE this Document button. The Itinerary Information screen will appear.

Itinerary

1. In the Purpose field, select SPONSORED – FOREIGN from the drop-down list.

2. In the description field, enter: 1) To present poster entitled "New Insights into Biomembrane structure from two-dimensional nuclear/overhauser enhancement spectroscopy" 2) To present posters entitled "Action on membranes-looking beyond the fluidity hypothesis" & "Biophysical properties of polyunsat. lipid membranes."

3. In Type field, select SINGLE TRIP from the drop-down list.

4. In the Begin Travel field, enter 03/09/03.

5. In the End Travel field, enter 03/20/03.

6. In Depart Selection field, select RES.

7. In Return Selection field, select RES.

In Trip Duration field, Multiple Days populates automatically.

1st Location

8. Click ADD Location button found on the lower right side of your screen. Add Per Diem Location to Trip screen appears.

9. On Add Per Diem Location screen, enter 03/16/03 in the Departure Date field.

10. To the right of the Per Diem Location field, click the Lookup link. The Per Diem Lookup screen will appear.

11. Select Italy from the State/Country drop-down list.

12. Select Florence from the Location drop-down list.

13. Click RATE button to view Location Rate Detail for the destination. For this exercise you will see Gov. per diem rate of Lodging $144, M&IE $105.

14. Click the CLOSE button.

15. Click the SELECT Per Diem Location button. You will be returned to the Add Per Diem Location to Trip screen.

16. Click the SAVE Location button. The Itinerary Information screen returns.

2nd Location

17. Click the ADD Location button again. The Add Per Diem Location to Trip screen appears.

18. On the Add Per Diem Location to Trip screen, note 03/16/03 in the Arrive Date field and 3/20/03 in the Departure Date field.

19. To the right of the Per Diem Location field, click the Lookup link. The Per Diem Lookup screen will appear.

20. Select Denmark from the State/Country drop-down list.

21. Select OTHER (Lyngby not listed) from the Location drop-down list.

22. Click RATE button to view Location Rate Detail for the destination. For this exercise you will see Gov't. per diem rate of Lodging $118, M&IE $79.

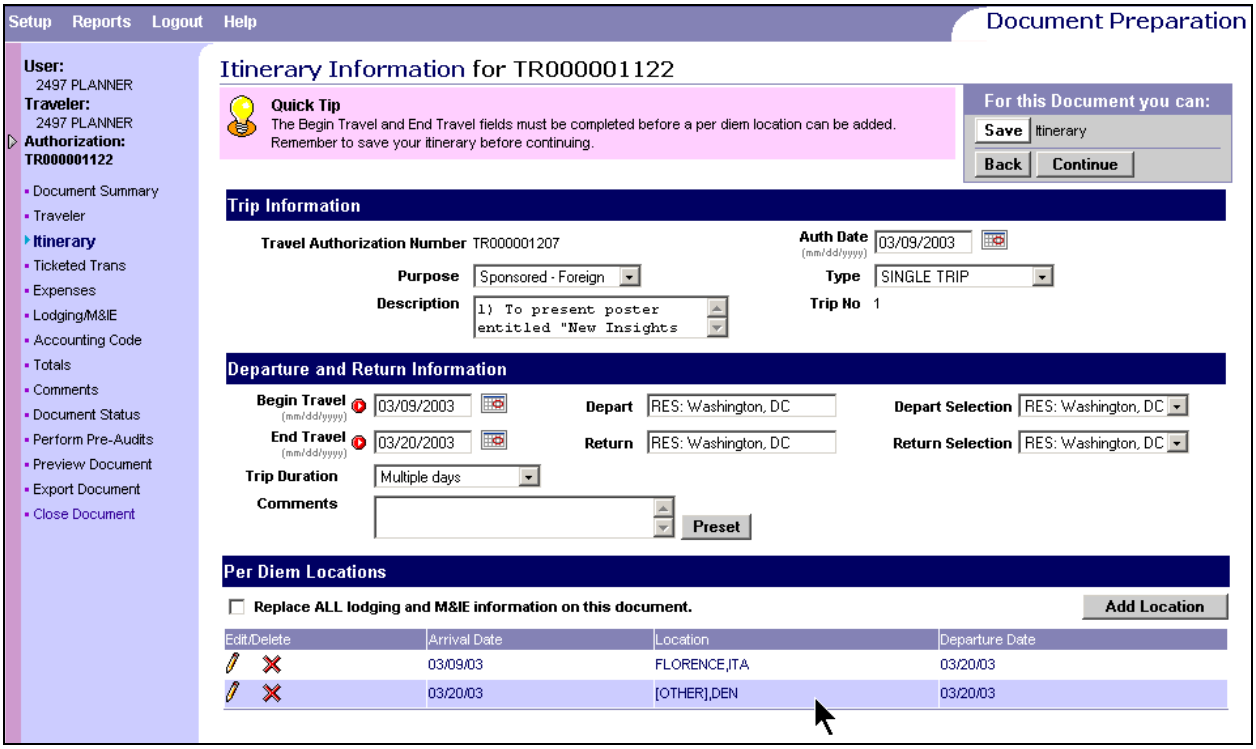
23. Click the CLOSE button.

24. Click the SELECT Per Diem Location button. The Add Per Diem Location screen returns.

25. Click the SAVE Location button. Returns to Itinerary Information screen.

26. Click the SAVE Itinerary button.

Your screen should look similar to the Itinerary screen below:



27. Click the CONTINUE button. The Ticketed Transportation screen appears.

Ticketed Transportation

1. Click the ADD Ticket button on the Ticketed Transportation window.
2. In the Type field, AIR is defaulted.
3. The Dep Date field defaulted to 03/09/03.
4. In the Ticket Value field, enter 812.29. Press the <TAB> key.
5. Note that the Ticket No field defaulted to TBD1.
6. Click the search icon to the right of the Depart From field. A separate Airport Terminal Lookup window will appear.
7. Type Wash into the Location field, then click the SEARCH button.
8. Select IAD (Dulles Airport).
9. Click the Lookup icon to the right of the Arrive At field. A separate Airport Terminal Lookup window will appear.
10. Type Flo into the Location field, then click the SEARCH button.
11. Select FLR (Florence, Italy).
12. In Contract Fare field, enter 0.
13. Note that the Cost field defaulted from the Ticket Value field.
14. In Cost Options Box:
    - Reimbursable – Not Checked
    - Expense Category – COMMCARRIER-O
    - Payment Method - select GTA from drop-down list
15. Click the SAVE Current Ticket button. The Ticketed Transportation for Authorization screen returns.
16. Click the ADD Ticket button on the Ticketed Transportation window.
17. In the Type field, AIR is defaulted.
18. In the Ticket Value field, enter 500.00. Press the <TAB> key. Note that the Ticket No field defaulted to TBD2.
19. In the Dep Date field, enter 03/16/03.

20. Click the search icon to the right of the Depart From field. A separate Airport Terminal Lookup window will appear.

21. Type Flo into the Location field, then click the SEARCH button.

22. Select FLR (Florence, Italy).

23. Click the Lookup icon to the right of the Arrive At field. A separate Airport Terminal Lookup window will appear.

24. Type Copenhagen into the Location field, then click the SEARCH button.

25. Select CPH (Copenhagen, Denmark).

26. In Contract Fare field, enter 0.

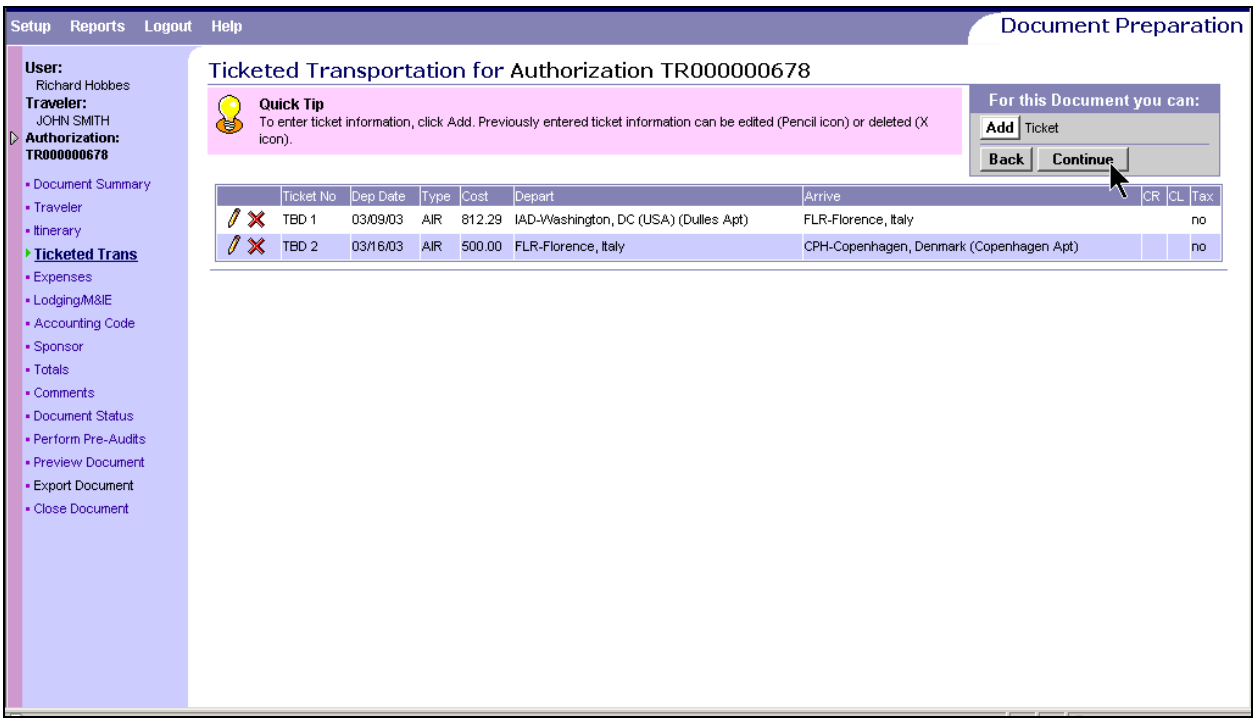
27. Note that the Cost field amount defaulted from the Ticket Value field.

28. In Cost Options Box:

    - Reimbursable – Not Checked
    - Expense Category – COMMCARRIER-O
    - Payment Method - select GTA REIMBURSABLE from drop-down list

29. Click the SAVE Current Ticket button. The Ticketed Transportation for Authorization screen returns.

Your screen should look similar to the Ticketed Transportation screen below:



30. Click the CONTINUE button. The Expense Entry screen will appear.

Expenses

1. Leave the Date field defaulted to the first date of the trip.

1st Expense

2. In the Expense Type field, select Taxi from the drop-down list.

3. In the Cost field, enter 150.00. Press the <TAB> key.

4. In the Comments field, enter: “Taxis to be used between Florence Airport & hotel in Italy and between Copenhagen Airport & Lyngby hotel in Denmark.”

5. In Cost Options Box:

   - Reimbursable – Checked
   - Payment Method - select OTHER from drop-down list
   - Expense Category - TRANSPORT - O

6. Click SAVE Current Expense button. Screen is refreshed for new expense.

2nd Expense

7. In the Expense Type field, select Private Automobile from the drop-down list (the current POV rate will populate).

8. In the Miles Traveled field, enter 100. Press the <TAB> key.

9. The Cost field is automatically calculated based on the current POV rate.

10. In the Comments box, enter: “Using POV between residence & Dulles Airport."

11. In the Cost Options Box:

    - Reimbursable – Checked
    - Payment Method - select OTHER from drop-down list
    - Expense Category - MILEAGE

12. Click SAVE Current Expense button. Screen refreshed for next expense.

3rd Expense

13. In the Expense Type field, select Parking Fees from the drop-down list.

14. In the Cost field, enter 77.00. Press the <TAB> key.

15. In Comments box, enter: “$7/day @ Dulles ”
16. In Cost Options Box:
    - Reimbursable – Checked
    - Payment Method - select OTHER from drop-down list
    - Expense Category -TRANSPORT - O
17. Click SAVE Current Expense button.

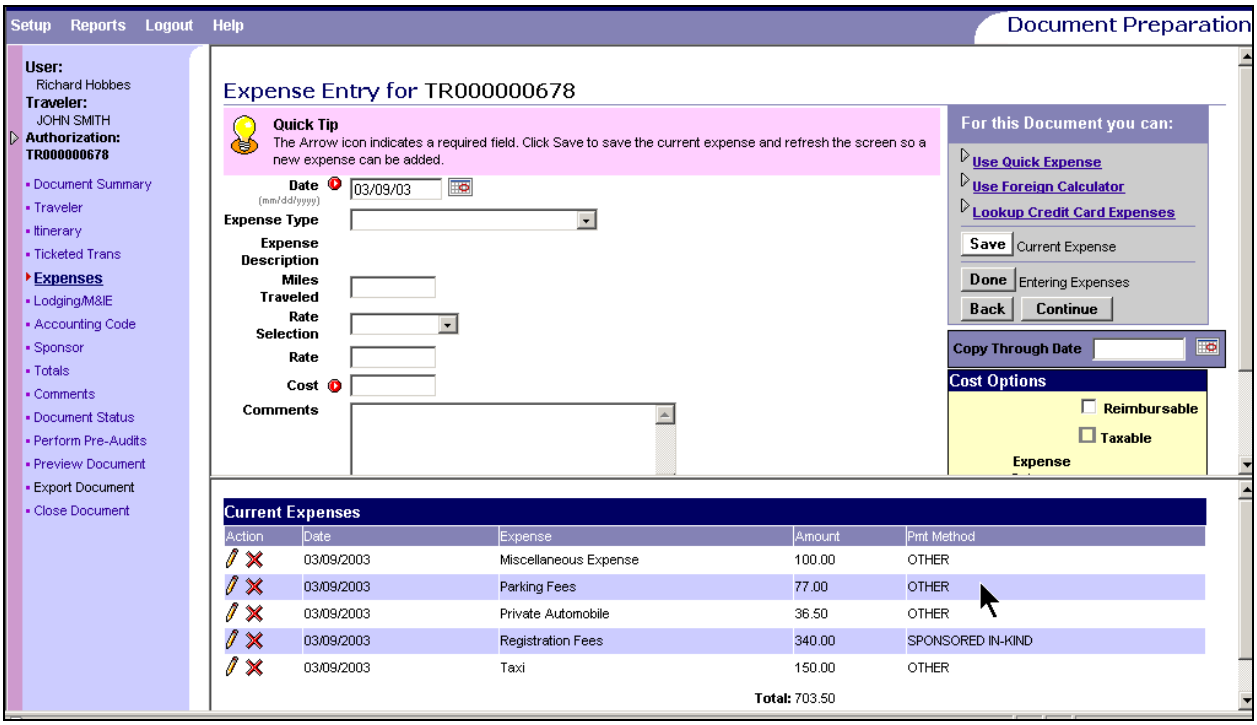
4th Expense

18. In the Expense Type field, select Registration Fees.
19. Change the date to March 16th.
20. In the Cost field, enter 340.00. Press the <TAB> key.
21. In the Comments box, enter: “Reg. Fee waived by sponsor #1.”
22. In the Cost Options Box:
    - Reimbursable – Unchecked
    - Payment Method – Select Sponsored In-Kind from drop-down list
    - Expense Category – REG. FEES-I
23. Click the SAVE Current Expense button.

5th Expense

24. In the Expense Type field, select Miscellaneous Expense.
25. In the Cost field, enter 100.00. Press the <TAB> key.
26. In the Comments box, enter: “Supplemental meal funds for trip to Denmark.”
27. In the Cost Options Box:
    - Reimbursable – Checked
    - Payment Method – Select OTHER from drop-down list
    - Expense Category – MISC EXP-O
28. Click the SAVE Current Expense button.

Your screen should look similar to the Expenses screen below:



29. Click the CONTINUE button. The Lodging/M&IE screen appears.

Lodging/M&IE

1. Review the Lodging/M&IE distribution table for each day of the trip.

NOTE: Per-diem has been calculated for all dates. Adjust expenses to reflect “sponsored” scenario.

Proceed with the following Steps to Adjust:

2. Click the Edit (pencil) Icon on 03/09/03. The Update Lodging and M&IE Expenses screen will appear.

3. Enter 0 in the Lodging field since the traveler is in flight overnight and will not require lodging.

4. Click the SAVE Expense Changes button.

NOTE: All Lodging is removed for 03/09 – traveler in flight overnight.

Now assign all Lodging for 03/10-03/15/03. Sponsor #1 paying $92 ea. night for 6 nights – In-Kind.

5. Click Edit (pencil) Icon on 03/10/03.

6. On the Update Lodging and M&IE Expenses screen, enter 92.00 in Lodging field and click the OPTIONS button. The Cost Options screen will appear.

7. In the Payment Method field, select SPONSORED IN-KIND from the drop-down list.

8. Click the SAVE Cost Option Updates button. The Update Lodging and M&IE Expenses screen returns.

9. Change the date in Apply Through Date box to 03/15/03.

10. Click the SAVE Expense Changes button.

11. The M&IE for 03/10-03/15/03 is paid by NIH/IC. Leave unchanged.

Now assign Lodging for 03/16-03/19/03. Sponsor #2 is paying $90 each night for 4 nights.

12. Click the Edit (pencil) Icon next to 03/16/03.

13. Enter 90 in the Lodging field.

14. Click the OPTIONS button. The Cost Options screen will appear.

15. In the Payment Method field, select SPONSORED – REIMBURSABLE from the drop-down list.

16. Click the SAVE Cost Option Updates button.

17. In Apply Through Date box, enter 03/19/03.

18. Click the SAVE Expense Changes button.

Now assign M&IE for 03/16-03/19/03. Sponsor #2 is paying $38 each day for 4 days.

19. Click the Edit (pencil) Icon on 03/16/03.

20. Click the OVERRIDE Lodging and M&IE button. The Overrides screen will appear.

21. In the M&IE Amount field, enter 38.00.

22. Click the OPTIONS button. The Cost Options screen will appear.

23. In Payment Method field, select SPONSORED – REIMBURSABLE from the drop-down list.

24. Click the SAVE Cost Option Updates button.

25. Click the SAVE Lodging and M&IE Overrides button.

26. In the Apply Through Date box, enter 03/19/03.

NOTE: You could have done both the Lodging (steps 13-19) and M&IE (steps 20-27) at the same time. We broke them out in the exercise for emphasis.

27. Click the SAVE Expense Changes button.

NOTE: It is very difficult to assess pieces of M&IE to Sponsors & NIH. An amount to support meals may be added as a Misc. Expense.

Your screen should look similar to the Lodging/M&IE screen below:

28. Click the CONTINUE button. The Other Authorizations screen appears.

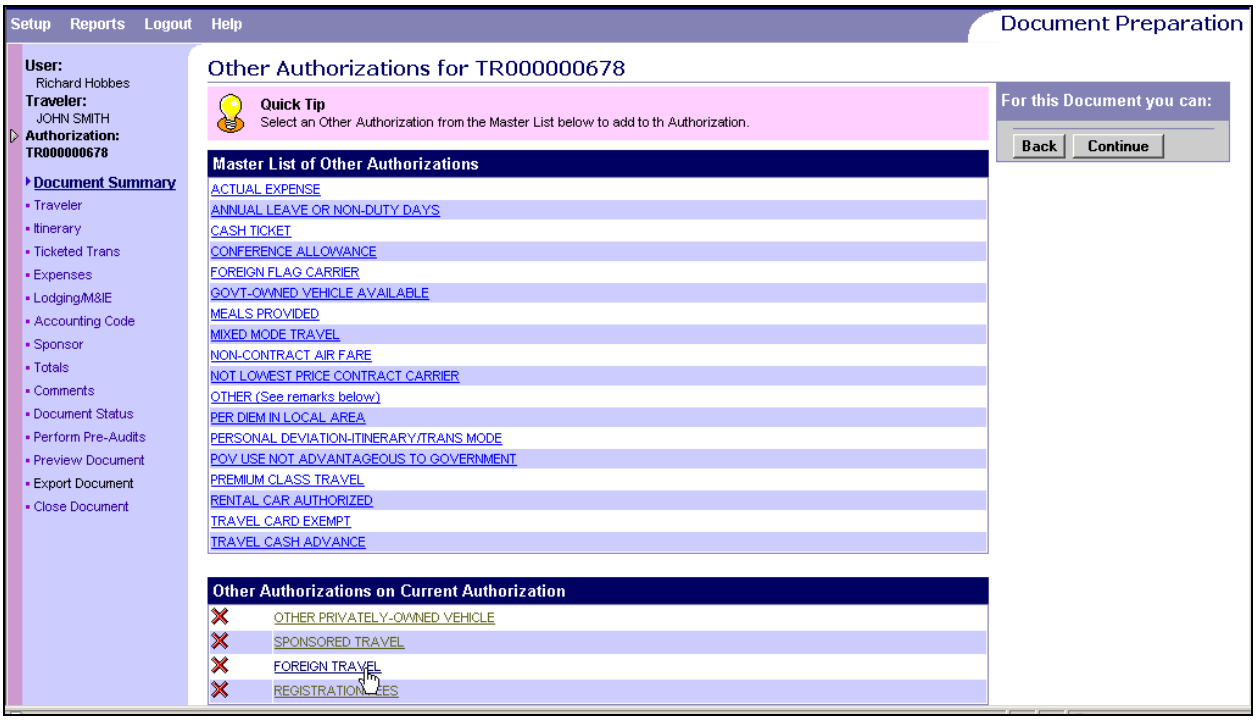
Other Authorizations

1. From the Other Authorizations screens, select the following from the Master List of Other Authorizations:

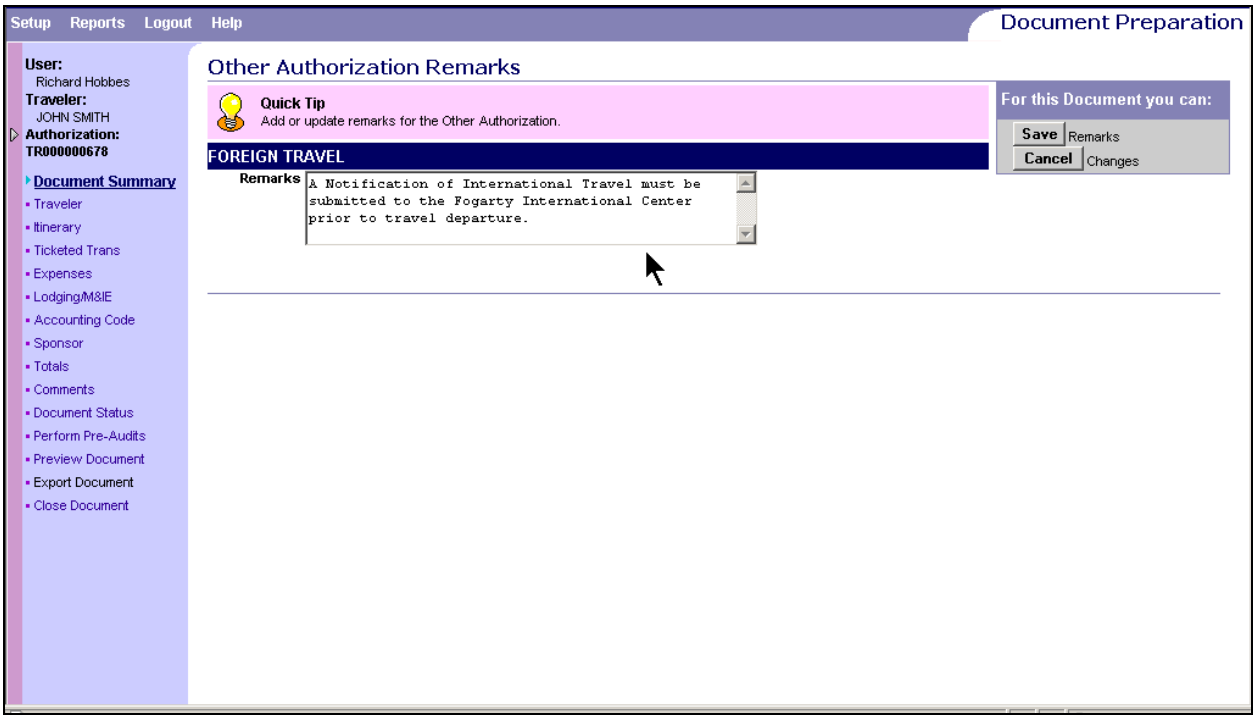
    - Sponsored Travel
    - Foreign Travel
    - Registration Fees
    - Other Privately-Owned Vehicles (is automatically added to the Master List of Other Authorizations)

2. Click on each authorization listed for the current document and review remarks box.

Your screen should look similar to the Other Authorizations screen below:



Other Authorizations > Other Authorization Remarks



3. Click the SAVE Remarks button. The Other Authorizations screen returns.

4. Click the CONTINUE button. The Available Projects screen appears.

Accounting Code

1. Select the Change to a Different Organization button.

2. Select the Search An Organization's Code button.

3. Select All in the Organization Code column. The Available Projects screen returns.

4. Select the Project Name option. Type in the Project Name (CAN) 8427201 in the search field and select Search.

5. Select Project Number 109374.

6. To add a second Project Name, select the Project Name option. Type in the Project Name (CAN) 8427202 in the search field and select Search.

7. Select Project Number 109366.

8. The Project Numbers will appear in the bottom section of the screen. Click on the Pencil Icon to the left of the first listing.

9. In the Task field, select Task 1.

10. In the Expenditure Type field, select **2152** from the drop-down list.

11. In the Expenditure Org field click on the Search Icon. The Expenditure Org Lookup window appears, scroll and select **HN** from the list.

12. Click the SAVE Acct Code Updates button on the right side of the screen, you will be returned to the Available Projects screen.

13. Click on the Pencil Icon to the left of the second listing.

14. In the Task field, select Task 1.

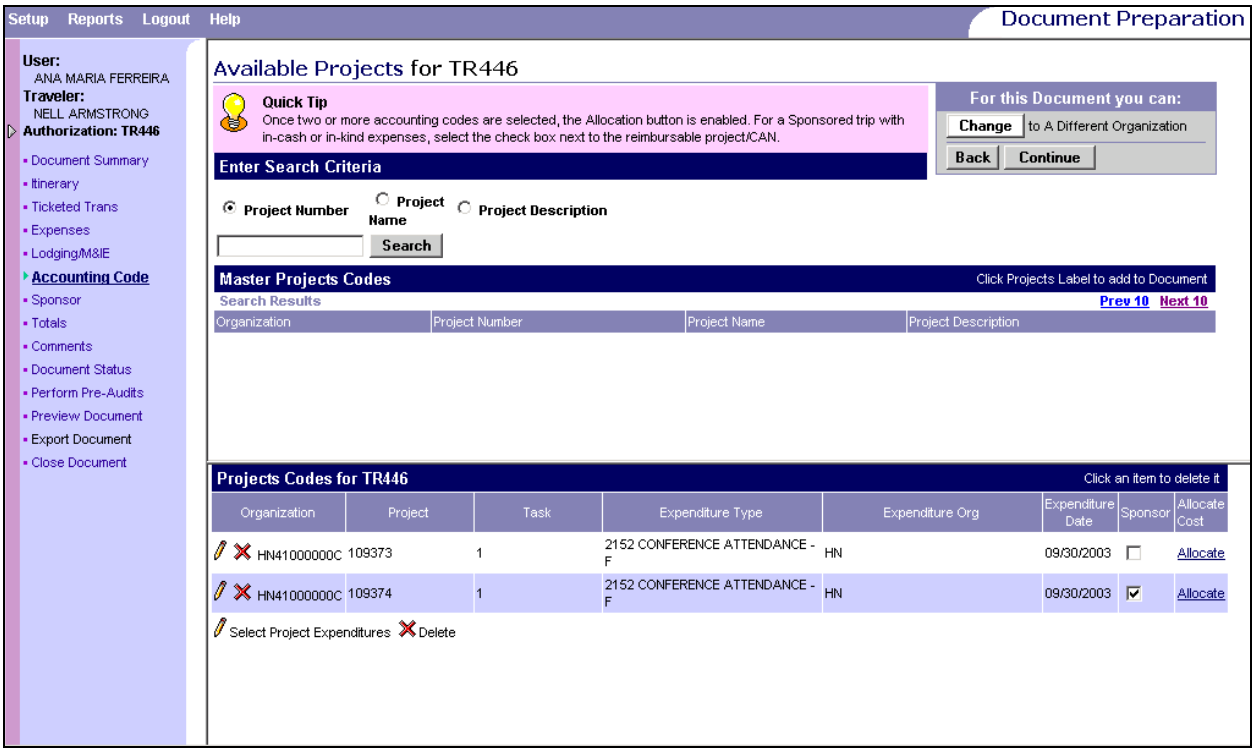
15. In the Expenditure Type field, select **2152** from the drop-down list.

16. In the Expenditure Org field click on the Search Icon. The Expenditure Org Lookup window appears, scroll and select **HN** from the list.

17. Click the SAVE Acct Code Updates button on the right side of the screen, you will be returned to the Available Projects screen.

18. Check the Sponsor box at the end of the accounting line for Project 109366 to indicate which project will be charged the Sponsored Reimbursable expenses.

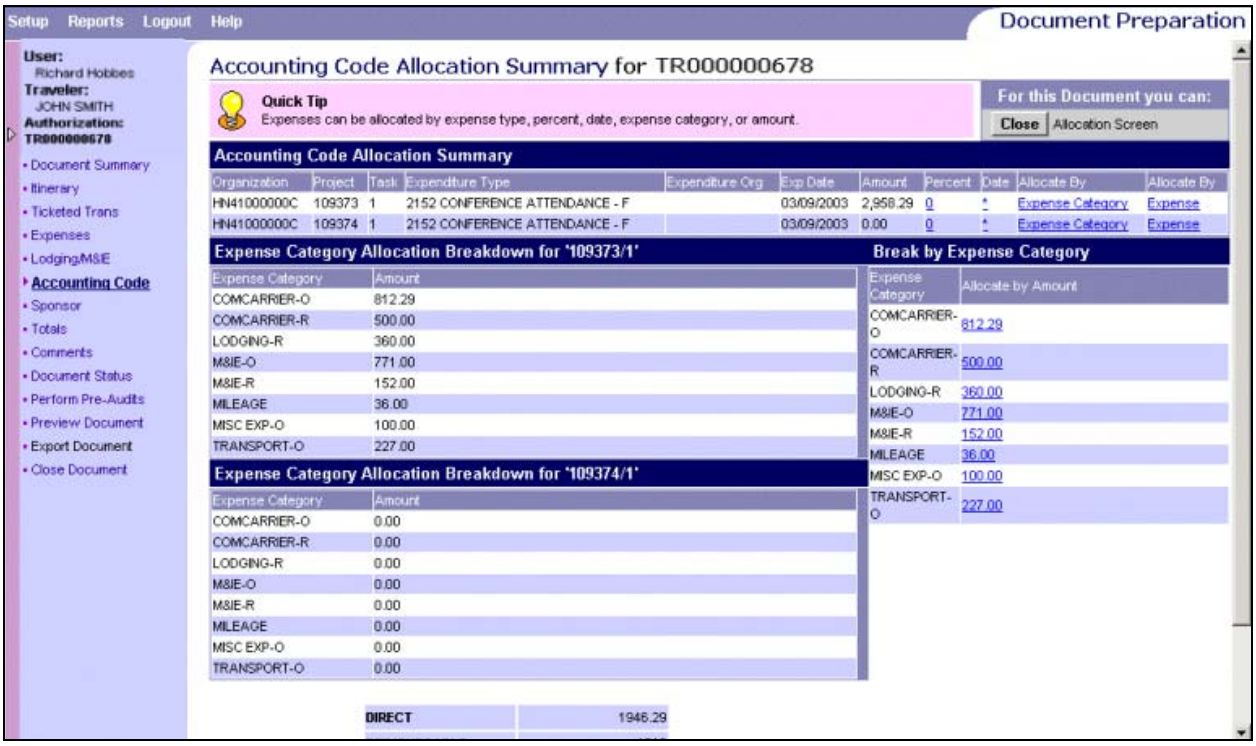
Your screen should look similar to the Accounting Code screen below:



19. Click the ALLOCATE link next to the Sponsor box for either Project (it does not matter which one). The Accounting Code Allocation Summary screen appears. A breakdown of payment methods appears in the Expense Allocation Breakdown table.

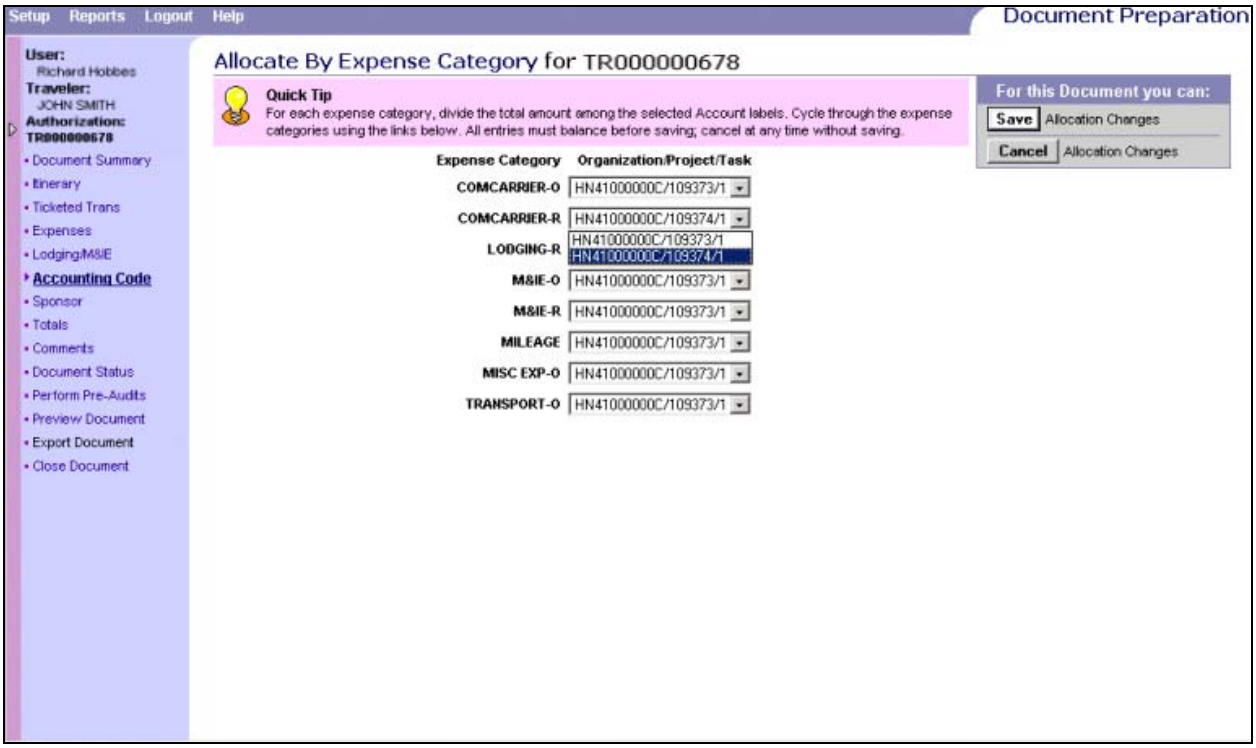
20. To move all Reimbursable Expenses to the Project 109374 Reimbursable account, click on the Expense Category link for Project 109373 (located under the Allocate By column). The Allocate By Expense Category screen will appear.

Accounting Code Allocation Summary screen:



21. In the Allocate By Expense Category screen, select each expense that has an appended R. From its drop-down list, select Project 109374.

Accounting Code Allocation Summary > Allocate By Expense Category

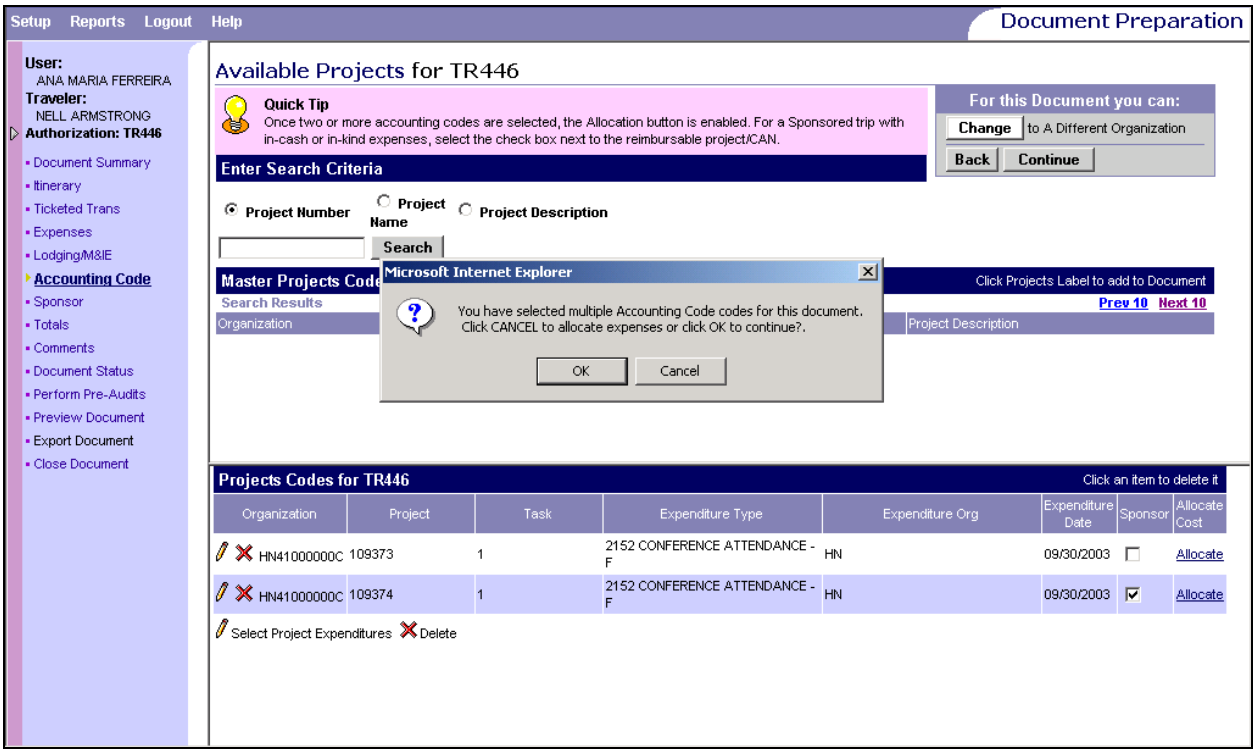


22. Click the SAVE Allocation Changes button. The Accounting Code Allocation Summary screen returns. Check the screen for accuracy. All of the R appended items should be in the lower table.

23. Click the CLOSE Allocation Screen button. The Available Projects screen returns.

24. In Available Projects, click the CONTINUE button.

Your screen should look similar to the Available Projects screen below:



25. A warning message will appear. Click OK to continue. This message is normal, and is intended to ensure that the user has not forgotten to allocate expenses when more than one accounting code has been selected.

Sponsors

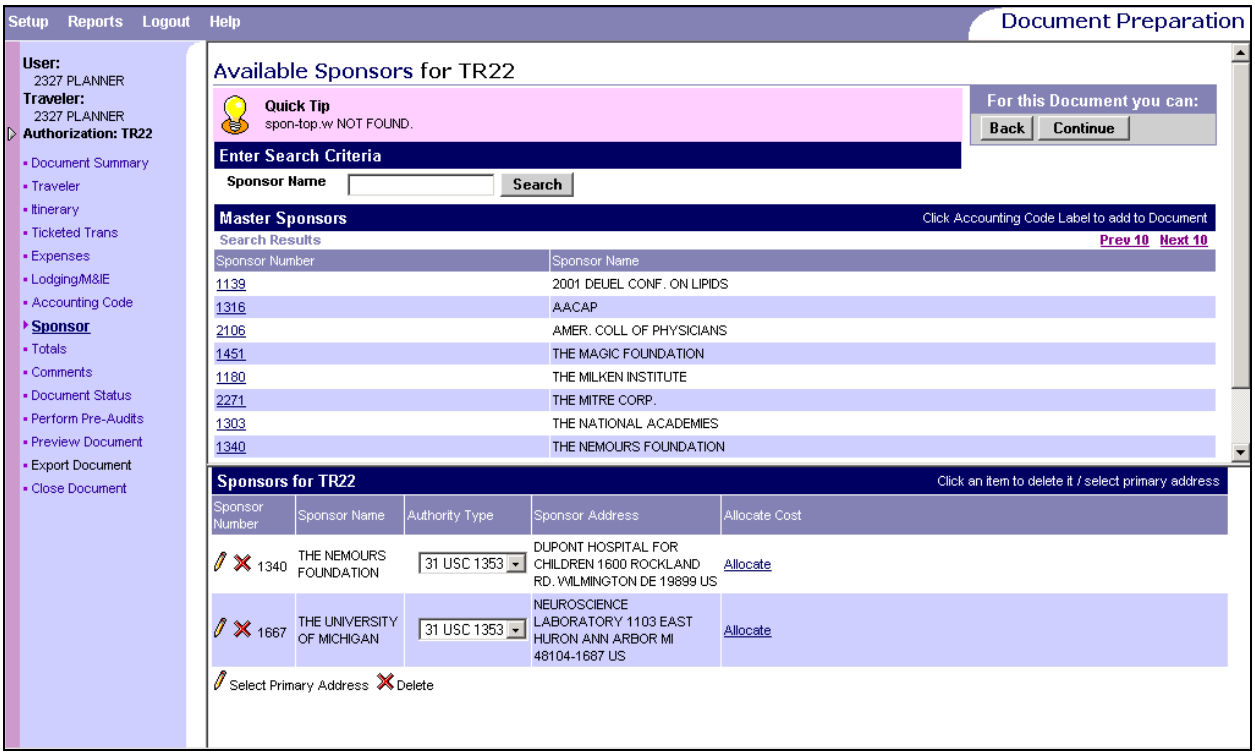
1. On the Available Sponsors screen, select The Nemours Foundation and The University of Michigan.

   - To search for a particular sponsor:
     - Type their exact name in the Sponsor Name field and select Search OR
     - Type in their partial name using the asterisk (*) as a wildcard character.

2. From the Authority Type field, select 31 USC 1353 (to attend a meeting or similar function) from the drop down menu on each Sponsor Line.

   If there is only one address associated with a sponsor, the address will populate in the Sponsor Address field. If it is necessary to select from a list of addresses, select the Edit (pencil) icon.

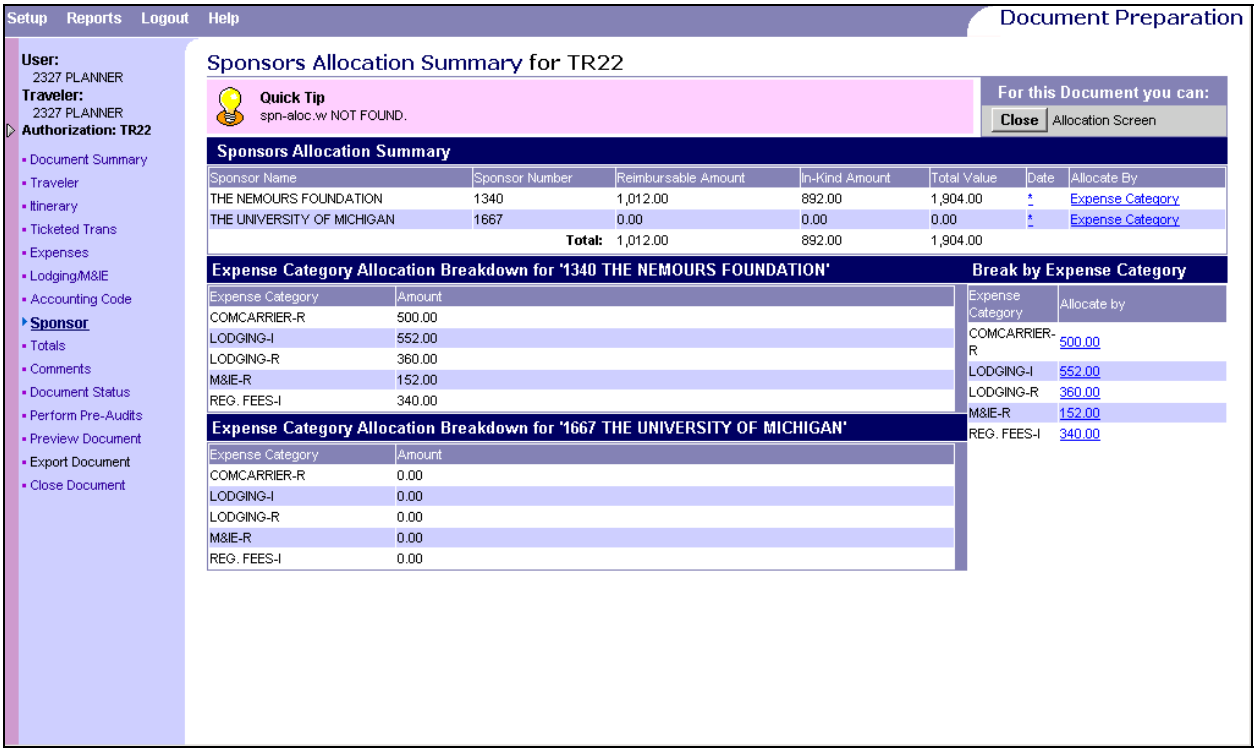
Your screen should look similar to the Available Sponsors screen below:



3. In the Allocate Cost column, click the ALLOCATE link on either Sponsor line. The Sponsors Allocation Summary screen will appear.

> Note: On the Sponsors Allocation Summary screen, all expenses are listed under the first Sponsor selected. You will need to allocate or separate the cost as it applies to each sponsor.

Your screen should look similar to the Sponsors Allocation Summary screen below:



4. To move all Reimbursable Expenses to The University of Michigan sponsor, click on the Expense Category link in either sponsor row (under Allocate By).

5. On the Allocate by Expense Category screen, for each expense that has an appended R, from its drop-down list, select The University of Michigan.

6. Continue allocating expenses. For this exercise:

   - All In-Kind expenses are charged to The Nemours Foundation --appended I.

   - All In-Cash for Reimbursement expenses are charged to The University of Michigan -- appended R.

7. Click the SAVE Allocation Changes. The Sponsors Allocation Summary screen appears.

Note: To split an expense between two or more sponsors, click on the expense link and make adjustments in the resulting Allocate by Amount screen.

8. In Sponsors Allocation Summary screen, review for correct distribution of all expenses.

9. Click the CLOSE Allocation Screen. The Available Sponsors screen returns.

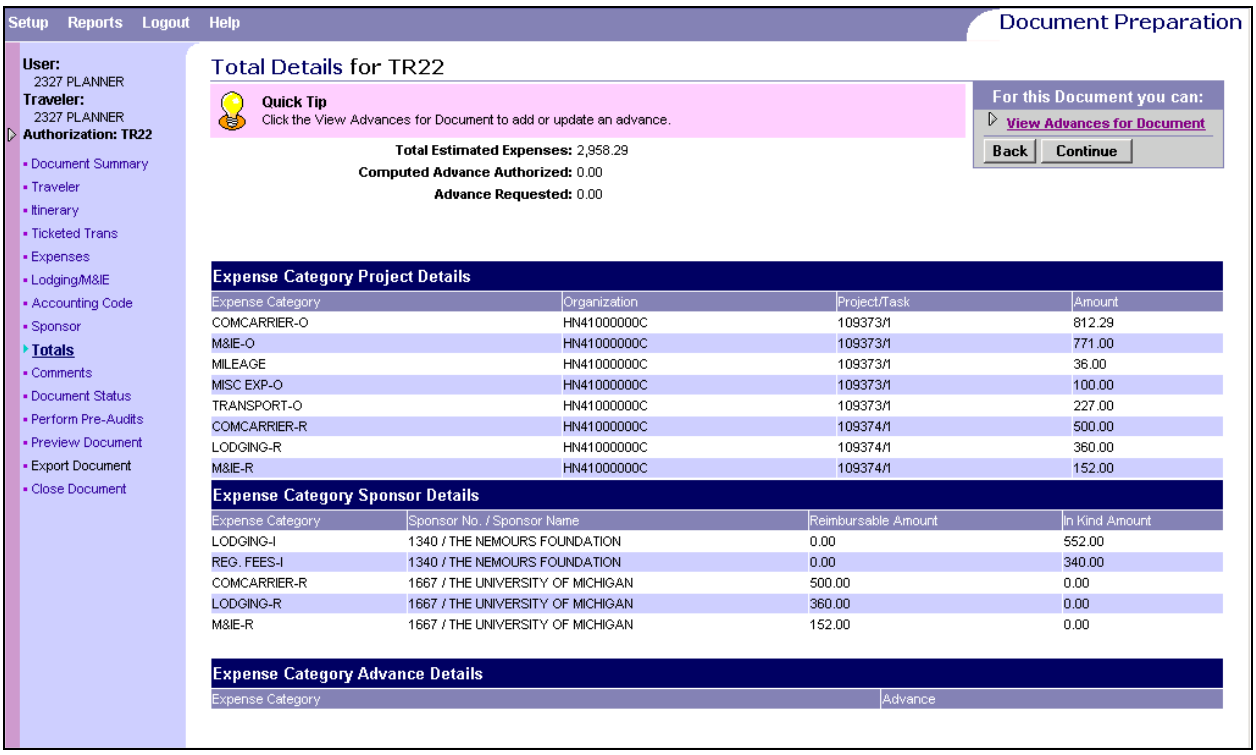
10. Click the CONTINUE button. A warning message will appear. Click OK to Continue. This message is normal, and is intended to ensure that the user has not forgotten to allocate expenses when more than one Sponsor has been selected.

Totals/Advances

1. On the Total Details screen, review the Total Estimated Expenses amount.

2. Notice the Sponsor expenses that are allocated In-Kind (-I) and Reimbursable (-R) to the NIH.

Your screen should look like the Total Details screen below:

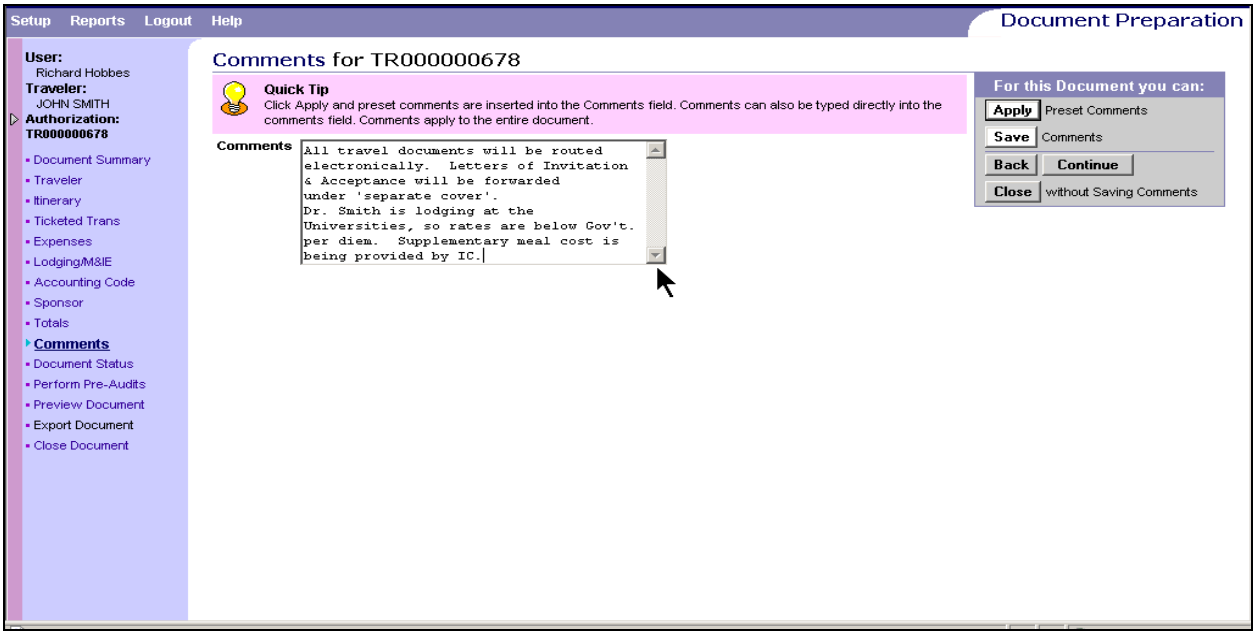


3. Click the CONTINUE button.

Comments

1. In Comments field, enter: “All travel documents will be routed electronically. Letters of Invitation & Acceptance will be forwarded under ‘separate cover’. Dr. Smith is lodging at the Universities, so rates are below Gov. per diem. Supplementary meal cost is being provided by IC."

Your screen should look like the Comments screen below:



2. Click the SAVE Comments button.

Preview Document

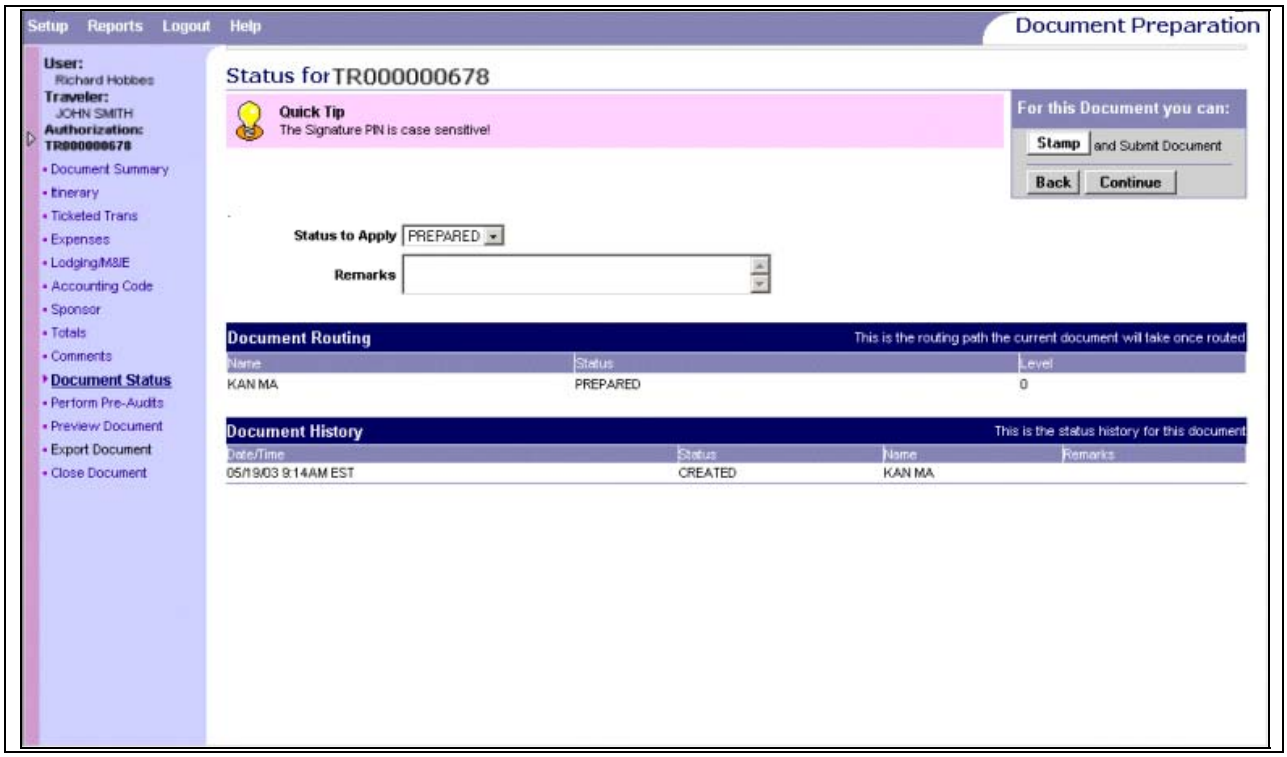
1. From the Document Toolbar, select Preview Document.

2. An Adobe screen appears. Scroll through the Adobe screen as needed. To print the preview, use the Adobe print icon. When you are finished reviewing and/or printing the document, close the Adobe screen by selecting the X in the top right corner of the Adobe screen.

Stamp Prepared

1. From Document Toolbar, select Document Status.
2. In the Status to Apply field, select PREPARED.

Your screen should look similar to the Status screen below:



3. Click the STAMP and Submit Document button. The Pre-Audit Results screen appears.

Pre-Audit Results

1. In the Pre-Audit Results screen, if there are no FAIL items then select the CONTINUE Stamping the Document button. The Dynamic Routing screen will appear.

2. If there are any FAIL items, click the Magnifying Glass to review any FAIL item.

3. Click the JUSTIFY Pre-Audit Results button for any failed items.

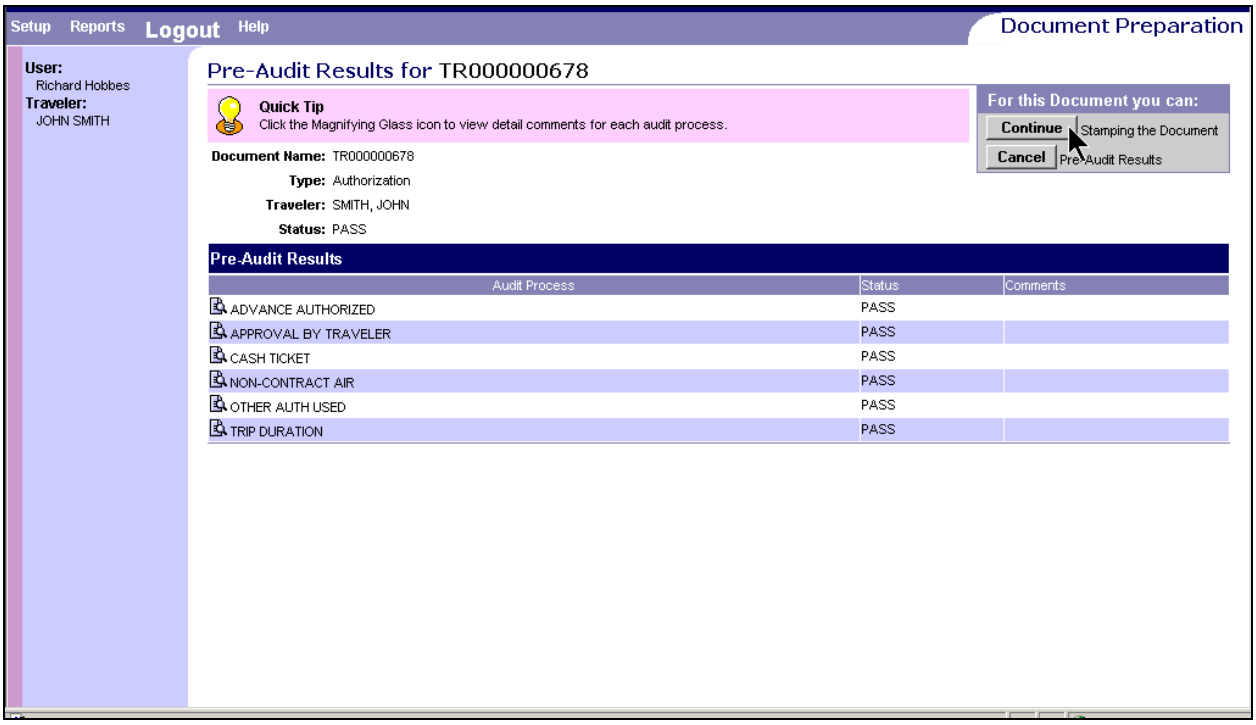
Comments

Add comments to any of the items that have failed. You may need to justify an item that has failed. Click on the Magnifying Glass icon to read existing comments.

4. Use the Comments box to explain special circumstances.

5. Click the SAVE Comments button.

Your screen should look like the Pre-Audit Results screen below:



6. Click the CONTINUE Stamping Document button. The Dynamic Routing screen appears.

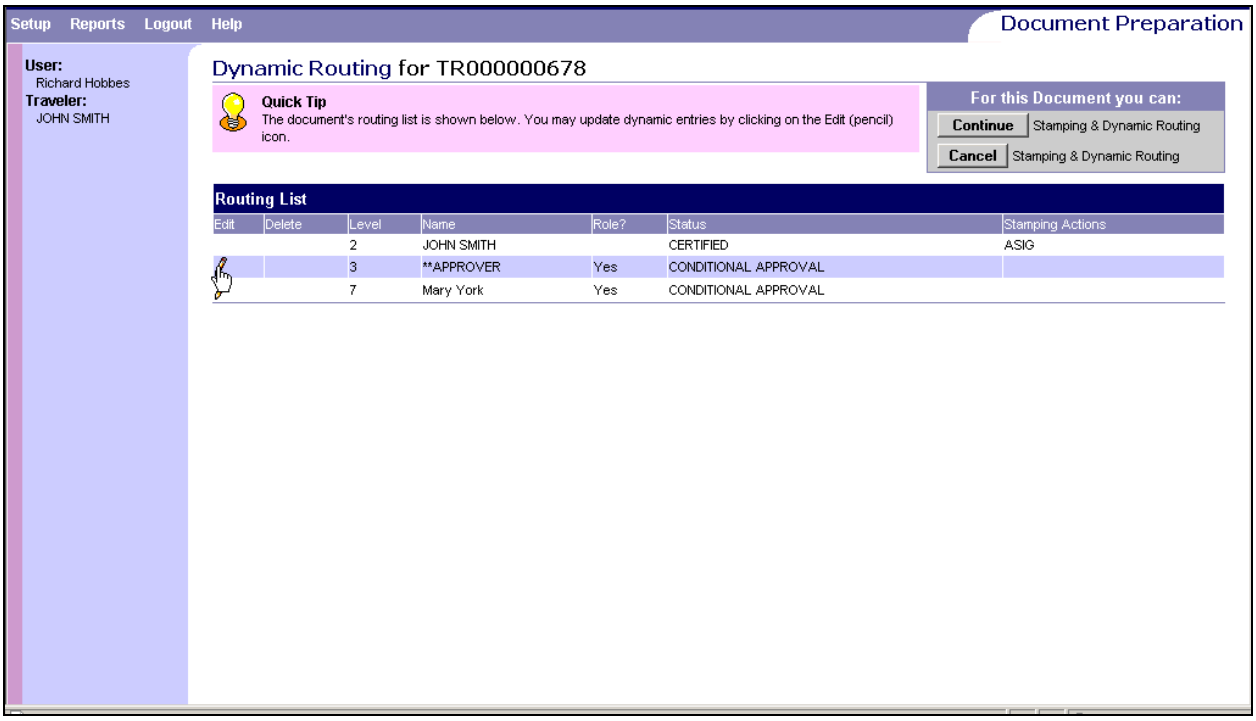
Dynamic Routing

1. On the Dynamic Routing screen, click the Edit (pencil) Icon for the first Approver line. The list of conditional approvers appears on the Select Routing Recipient for Approver screen.

2. On the Select Routing Recipient for Approver screen, click the Arrow icon for the appropriate approver's name. That line will change color to pink. The Arrow icon also changes to a Delete icon.

3. Click the SELECT Signature(s) for Entry button.

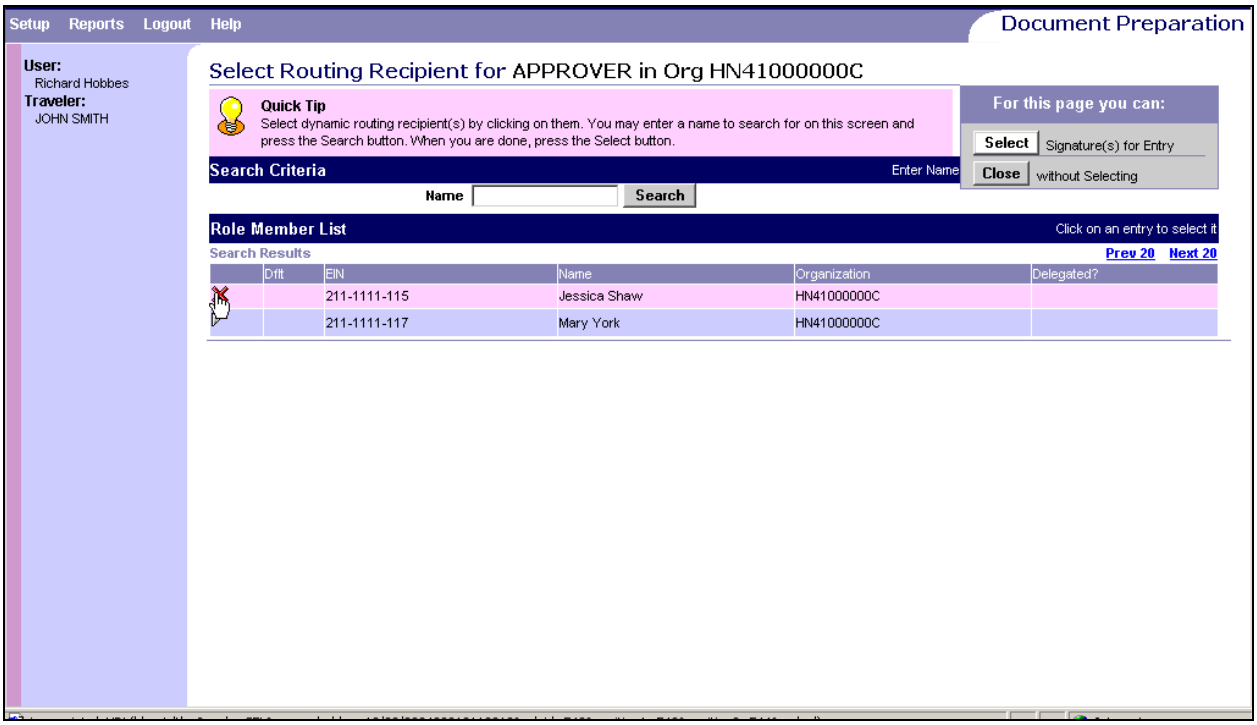
Your screen should look like the Dynamic Routing screen below:



4. Click the Edit (pencil) Icon next to the next Approver line. A list of approvers appears.

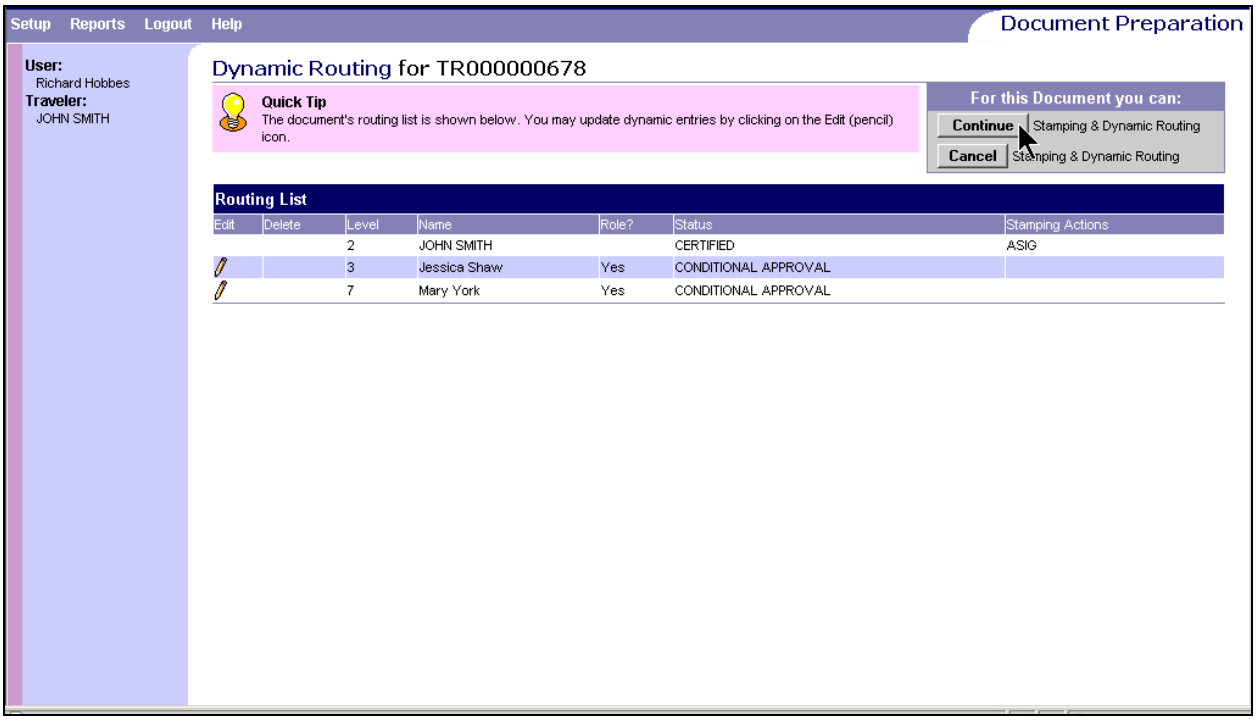
5. From the list, select the appropriate Approver.

Dynamic Routing > Select Routing Recipient for APPROVER



6. Click the SELECT Signature(s) for Entry button. The Dynamic Routing screen returns.

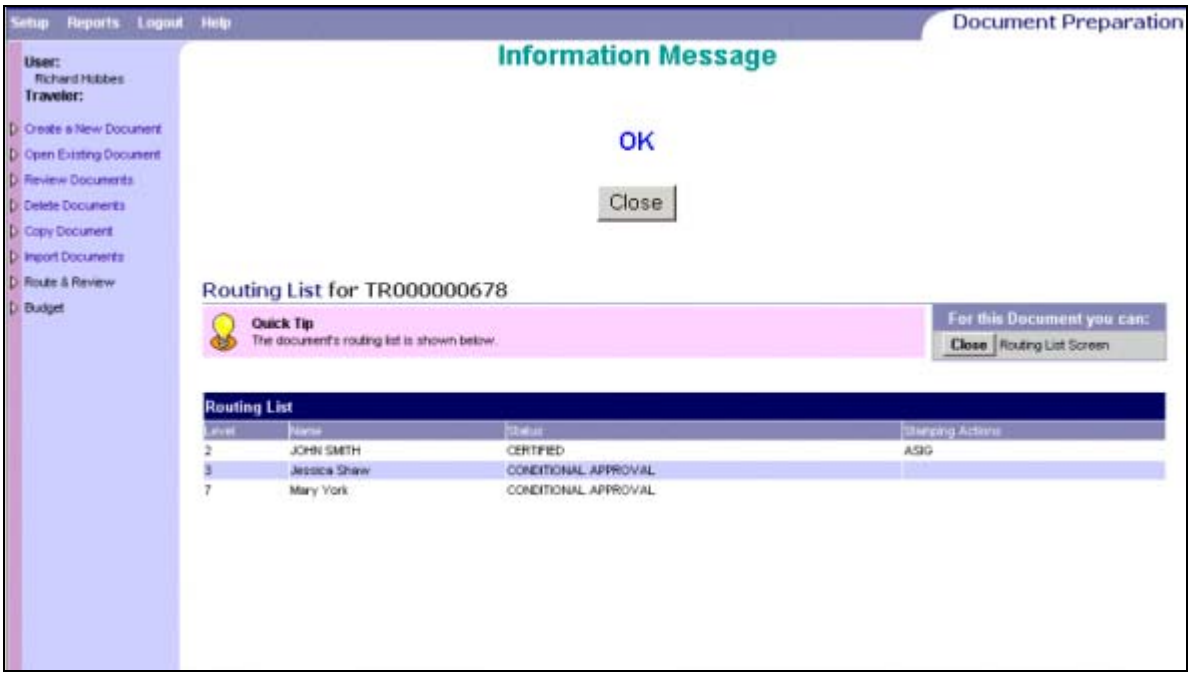
Select Routing Recipient for APPROVER > Dynamic Routing



7. Click the CONTINUE Stamping & Dynamic Routing. The Signature screen appears.

8. Click the ACCEPT Signature Text button.

Signature > Funds Check



9. The Information Message appears. Click the CLOSE button.

10. From the Menu Toolbar, select Logout.

Certify the Foreign-Sponsored Authorization

At this point, the Traveler would certify his/her NIH 1500-8 Form for Sponsored Travel. You do not need to complete the Traveler's steps. Once the Traveler certifies his/her travel documents, they are electronically routed to the Approver for approval.

Approve the Foreign-Sponsored Authorization

Log in as the Approver

Check Your Work:

1. A message will appear indicating that you have documents waiting. Select OK.

2. Click on Route & Review from the Document Toolbar. The Route & Review Documents screen will open.

Document Toolbar > Route & Review Documents

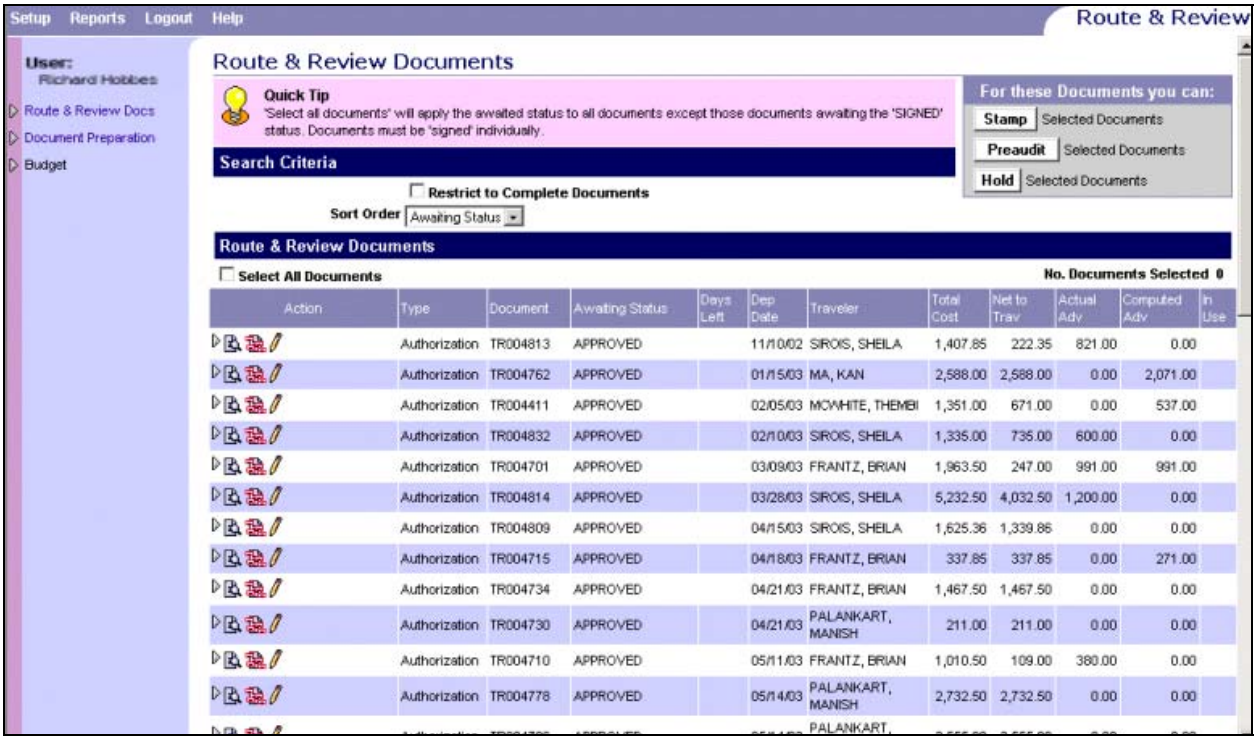
Action	Type	Document	Awaiting Status	Days Left	Dep Date	Traveler	Total Cost	Net to Trav	Actual Adv	Computed Adv	In Use
	Authorization	TR004813	APPROVED		11/10/02	SIROIS, SHEILA	1,407.85	222.35	821.00	0.00	
	Authorization	TR004762	APPROVED		01/15/03	MA, KAN	2,588.00	2,588.00	0.00	2,071.00	
	Authorization	TR004411	APPROVED		02/05/03	MCWHITE, THEMBI	1,351.00	671.00	0.00	537.00	
	Authorization	TR004832	APPROVED		02/10/03	SIROIS, SHEILA	1,335.00	735.00	600.00	0.00	
	Authorization	TR004701	APPROVED		03/09/03	FRANTZ, BRIAN	1,963.50	247.00	991.00	991.00	
	Authorization	TR004814	APPROVED		03/28/03	SIROIS, SHEILA	5,232.50	4,032.50	1,200.00	0.00	
	Authorization	TR004809	APPROVED		04/15/03	SIROIS, SHEILA	1,625.36	1,339.86	0.00	0.00	
	Authorization	TR004715	APPROVED		04/18/03	FRANTZ, BRIAN	337.85	337.85	0.00	271.00	
	Authorization	TR004734	APPROVED		04/21/03	FRANTZ, BRIAN	1,467.50	1,467.50	0.00	0.00	
	Authorization	TR004730	APPROVED		04/21/03	PALANKART, MANISH	211.00	211.00	0.00	0.00	
	Authorization	TR004710	APPROVED		05/11/03	FRANTZ, BRIAN	1,010.50	109.00	380.00	0.00	
	Authorization	TR004778	APPROVED		05/14/03	PALANKART, MANISH	2,732.50	2,732.50	0.00	0.00	

3. Find the travel authorization and click the Review Document icon to open the document to review the details. (Refer to the document number you wrote down at the beginning of the exercise.)

4. In the Document Summary screen, review details of trip.

5. When finished reviewing, click the Close Current Document button.

Your screen should look similar to the Route & Review Documents Screen below:



Action	Type	Document	Awaiting Status	Days Left	Dep Date	Traveler	Total Cost	Net to Trav	Actual Adv	Computed Adv	In Use
	Authorization	TR004813	APPROVED		11/10/02	SIROIS, SHEILA	1,407.85	222.35	821.00	0.00	
	Authorization	TR004762	APPROVED		01/15/03	MA, KAN	2,588.00	2,588.00	0.00	2,071.00	
	Authorization	TR004411	APPROVED		02/05/03	MCWHITE, THEMBI	1,351.00	671.00	0.00	537.00	
	Authorization	TR004832	APPROVED		02/10/03	SIROIS, SHEILA	1,335.00	735.00	600.00	0.00	
	Authorization	TR004701	APPROVED		03/09/03	FRANTZ, BRIAN	1,963.50	247.00	991.00	991.00	
	Authorization	TR004814	APPROVED		03/28/03	SIROIS, SHEILA	5,232.50	4,032.50	1,200.00	0.00	
	Authorization	TR004809	APPROVED		04/15/03	SIROIS, SHEILA	1,625.36	1,339.86	0.00	0.00	
	Authorization	TR004715	APPROVED		04/18/03	FRANTZ, BRIAN	337.85	337.85	0.00	271.00	
	Authorization	TR004734	APPROVED		04/21/03	FRANTZ, BRIAN	1,467.50	1,467.50	0.00	0.00	
	Authorization	TR004730	APPROVED		04/21/03	PALANKART, MANISH	211.00	211.00	0.00	0.00	
	Authorization	TR004710	APPROVED		05/11/03	FRANTZ, BRIAN	1,010.50	109.00	380.00	0.00	
	Authorization	TR004778	APPROVED		05/14/03	PALANKART, MANISH	2,732.50	2,732.50	0.00	0.00	

6. Find the travel authorization and select it by clicking on the gray arrow ▷. (Refer to the document number you wrote down at the beginning of the exercise.) The selected document line will turn pink.

7. Select the Stamp Selected Documents button.

8. Select Conditional Approval from the Status to Apply drop down menu.

9. Select Stamp Selected Documents. The Document Stamping Log screen appears.

10. Select Close Stamping Log Screen. The Route & Review screen appears.

11. From the Menu Toolbar, select Logout.

The document has been routed to the 2nd Level Approver, so you now will assume the role of the 2nd Level Approver and approve the document.

Second-Level Approve the Foreign-Sponsored Authorization

Log in as the 2nd Level Approver

2nd Level Approver Details:

As the final approver, you will select a document status of Approved. Once the document is approved, it will be routed to OFM for processing.

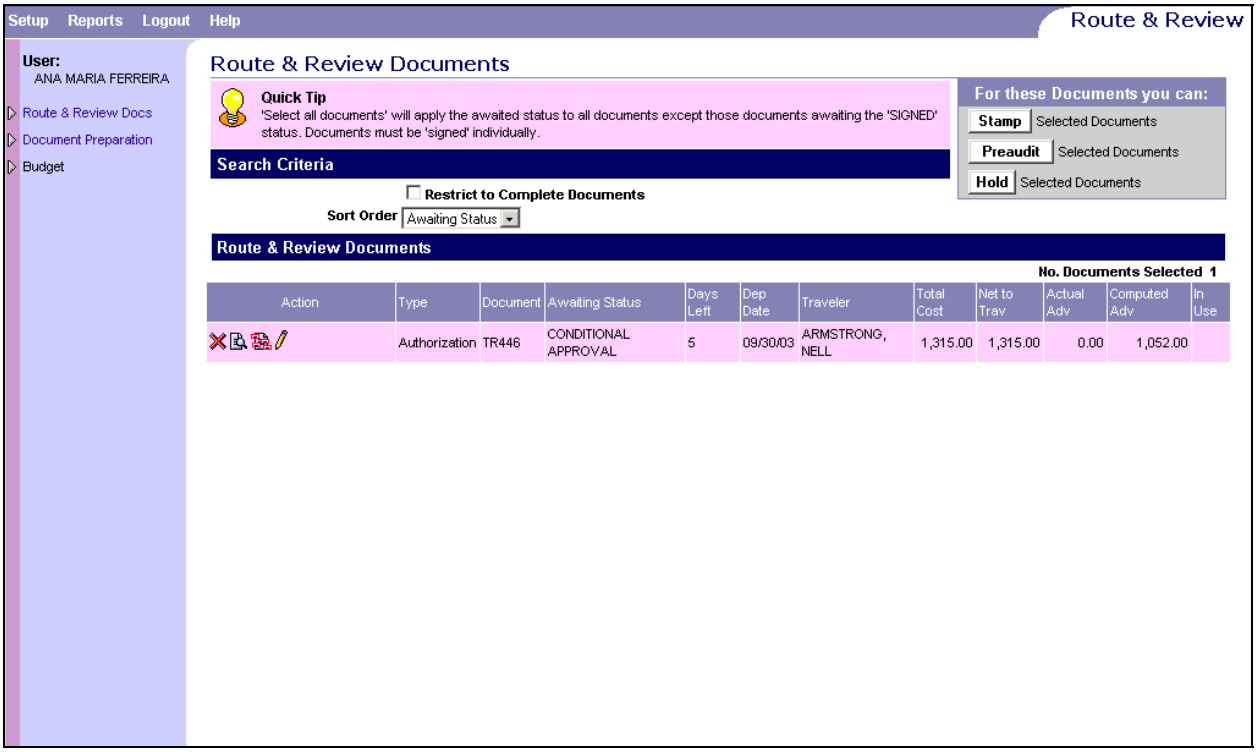
Check Your Work:

1. Log in as 2nd Level Approver.

2. From the Document Toolbar, select the Route & Review link. The Route & Review screen will appear.

3. From the Route & Review Documents list, select the gray arrow ▷ next to your Authorization document that you wish to approve. The selected line(s) will turn pink.

Your screen should look similar to the Route & Review Documents Screens below:



4. Scroll to the top of the page (if necessary) and select Stamp Selected Documents.

5. Select Approved from the Status to Apply drop down menu.

6. Select Stamp Selected Documents. The Document Stamping Log screen appears.

Your screen should look similar to the Document Stamping Log Screen below:

7. Select Close Stamping Log Screen. The Route & Review screen appears.

8. From the Menu Toolbar, select Logout.

Create the Voucher from the Foreign-Sponsored Authorization

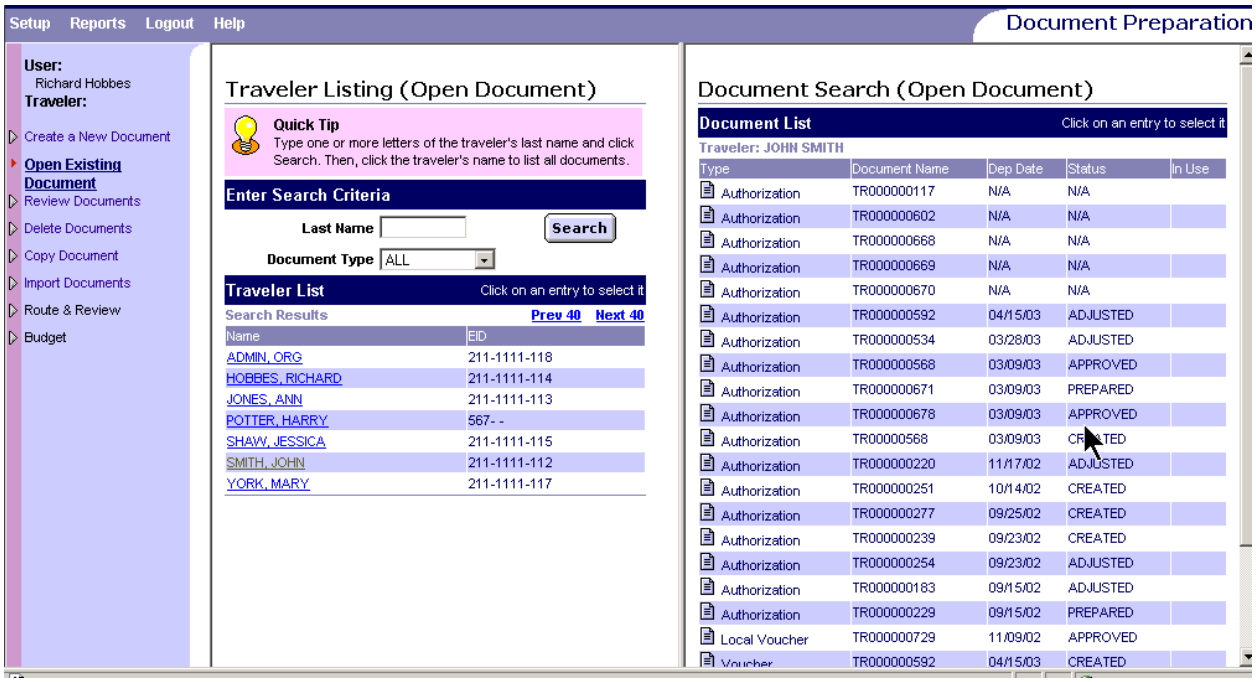
Check Your Work:

Log in as Planner

Verify the Document Status

1. From the Document toolbar, select Open Existing Document.
2. Click the SEARCH button to see a list of travelers. Select the traveler used for the authorization.
3. From Document Search (Open Document) Document List, locate the Authorization you created.
4. Do not open the document. Simply verify that the status of the authorization is Approved.

Document Toolbar > Review Document



In the next segment of this exercise, you will create a travel voucher from the foreign-sponsored travel authorization just completed.

Create the Voucher

To review the process of creating a new Voucher from Authorization, turn to the NBS Travel Manager System Student Guide, chapter 6-Vouchers, page 4.

1. From the Document Toolbar, select Create a New Document.

2. In the Document Type field, select VOUCHER FROM AUTHORIZATION from the drop-down list.

3. VERY IMPORTANT: Next, click INSIDE the Document Name field. The Traveler Listing screen will appear.

4. From the Traveler Listing window, select the traveler. (Type the Traveler's last name and click the SEARCH button if you do not see the name.)

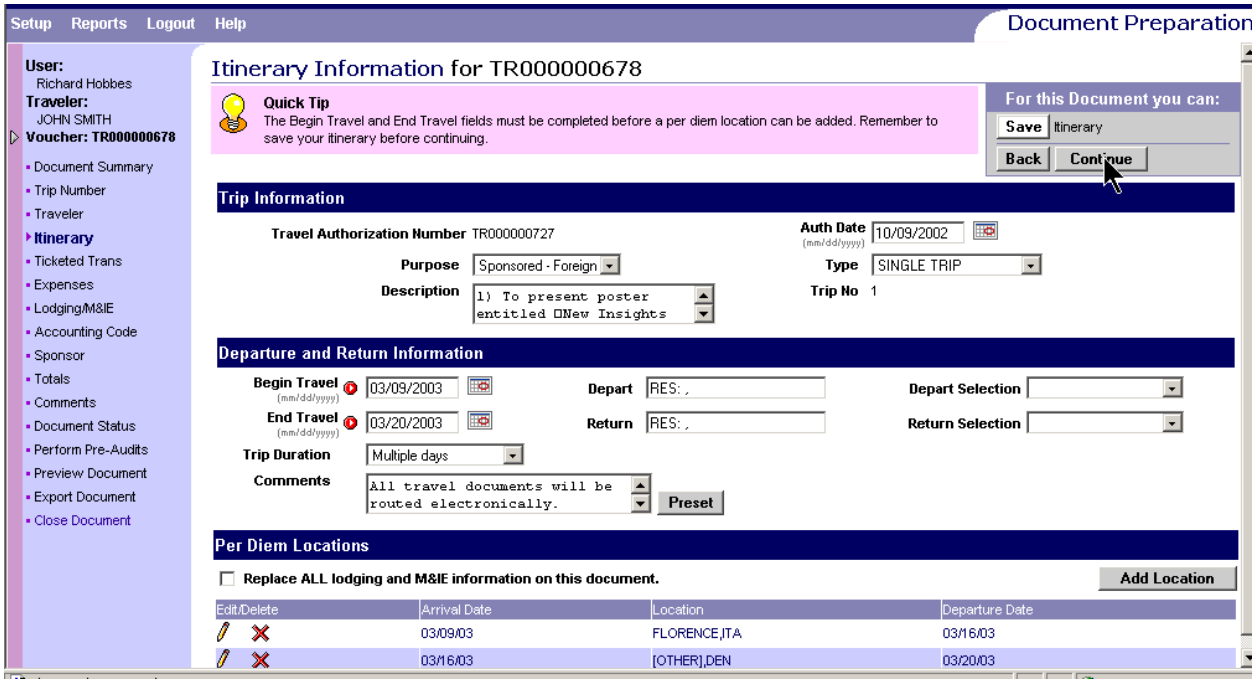
5. From the Document Search (Open Document) Document List, select the Authorization for the traveler to voucher (be sure to select the document YOU created).

6. Click the CREATE this Document button. The Itinerary Information screen appears.

Itinerary

To review the process of reviewing the Itinerary, turn to the NBS Travel Manager System Student Guide, chapter 6-Vouchers, page 8.

Your screen should look like the Itinerary Information screen below:



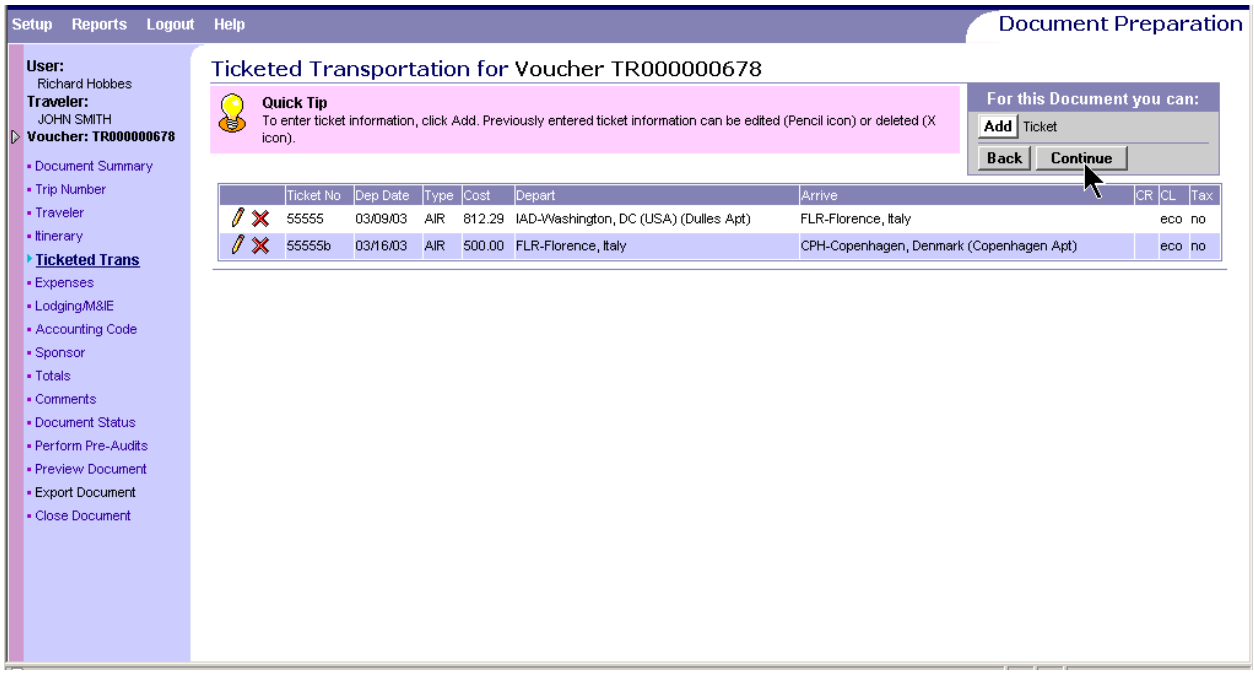
1. On the Itinerary screen, review all entries. No changes needed. Click the CONTINUE button. The Ticketed Transportation for Voucher screen will appear.

Ticketed Transportation

To review the process of editing Ticketed Transportation for a Voucher, turn to the NBS Travel Manager System Student Guide, chapter 6-Vouchers, page 12.

1. On the Ticketed Transportation for Voucher screen, click the Edit (pencil) Icon next to the 1st leg trip ticket item.
2. In the Ticket No field, enter 55555.
3. In the Ticket Value field, retain $812.29.
4. In the Issue Date & Ticket Date fields, enter 03/05/03.
5. In the Class field, enter ECO.
6. In the Confirmation No field, enter L6666.
7. In the Options Box, retain GTA payment method.
8. Click the SAVE Current Ticket button.
9. On the Ticketed Transportation screen, click Edit (pencil) Icon next to 2nd leg trip ticket item.
10. In the Ticket No field, enter 55555b (must be a unique ticket number or you get an error during the save process).
11. In the Ticket Value field, retain $500.00.
12. In the Issue Date & Ticket Date fields, enter 03/05/03.
13. In the Class field, enter ECO.
14. In the Confirmation No field, enter L6666.
15. In the Cost Options Box, retain GTA Reimbursable as the payment method.
16. Click the SAVE Current Ticket button.

Your screen should look like the Ticketed Transportation screen below:



17. Click the CONTINUE button. The Expense Entry screen appears.

Expenses

To review the process of updating Expenses for a Voucher, turn to the NBS Travel Manager System Student Guide, chapter 6-Vouchers, page 14.

Make the following adjustments to Expense Items:

1st Expense

1. From the Current Expenses list, click the Edit (Pencil) icon for Taxi.
2. In the Cost field, enter 108.62.
3. Click the SAVE Current Expense button. The screen is refreshed for a new expense.

2nd Expense

4. Expense Type - PRIVATE AUTOMOBILE – 0.365 – No change.

3rd Expense

5. From the Current Expenses list, click the Edit (Pencil) icon for Parking Fees.
6. In the Cost field, enter 80.00.
7. Click the SAVE Current Expense button.

4th Expense

8. Expense Type - Registration Fees – No change.

5th Expense

9. Expense Type – Miscellaneous Expense – No change.
10. Click the CONTINUE button. The Lodging/M&IE screen will appear.

Lodging/M&IE

To review the process of updating Lodging/M & IE for a Voucher, turn to the NBS Travel Manager System Student Guide, chapter 6-Vouchers, page 24.

1. On the Lodging/M&IE screen, review per diem distribution for In-Kind expenses. No changes.

2. Click the CONTINUE button. The Available Projects screen will appear.

Accounting Code

To review the process of updating the Accounting Code(s) for a Voucher, turn to the NBS Travel Manager System Student Guide, chapter 6-Vouchers, page 26.

3. On the Available Projects screen, review the information in the Project Codes for document section. No Changes.

4. Click the CONTINUE button. A message will appear indicating that you have selected multiple accounting codes, select OK. The Available Sponsors screen appears.

Sponsors

5. Review the Available Sponsors screen. No Changes.

6. Click the CONTINUE button. A message will appear indicating that you have selected multiple sponsors, select OK. The Total Details screen appears.

Totals

To review the Totals for a Voucher, turn to the NBS Travel Manager System Student Guide, chapter 6-Vouchers, page 27.

7. Review the trip totals. No Changes.

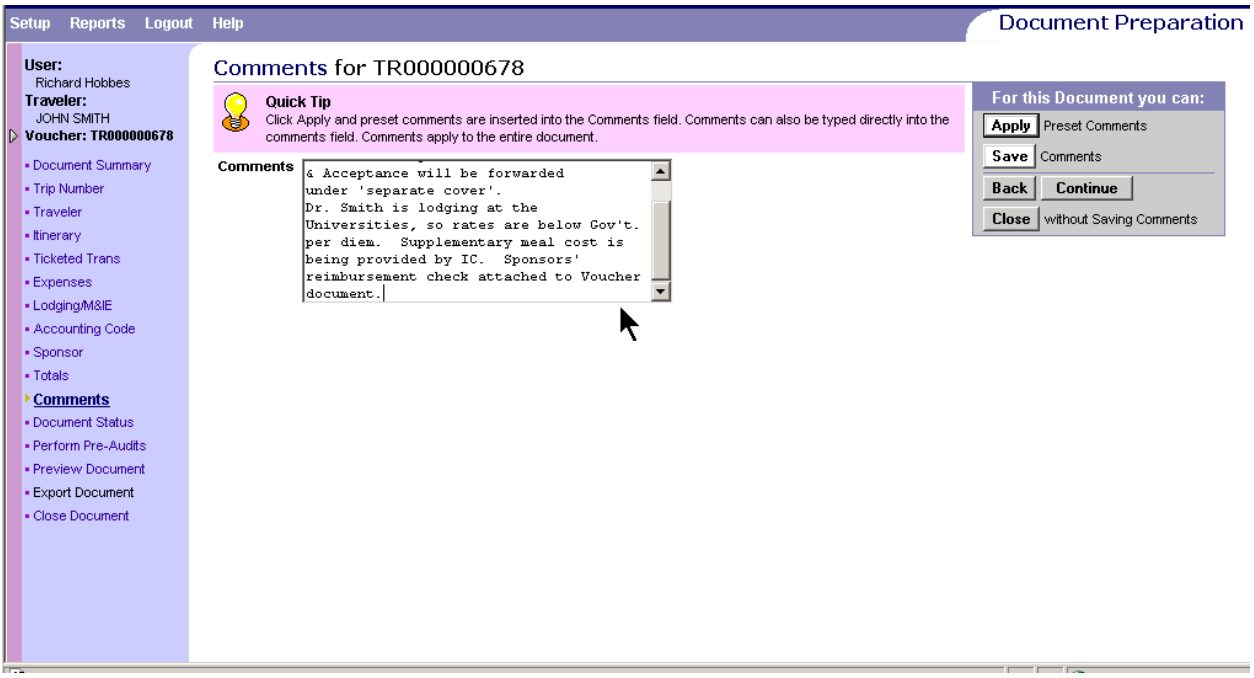
8. Click the CONTINUE button. The Comments Screen will appear.

Comments

To review the Comments for a Voucher, turn to the NBS Travel Manager System Student Guide, chapter 6-Vouchers, page 28.

9. In the Comments box, add: “Sponsors’ reimbursement check attached to Voucher document."

Your screen should look like the Comments screen below:



10. Click the SAVE Comments button. The Document Summary for Voucher screen will appear.

Stamp Prepared

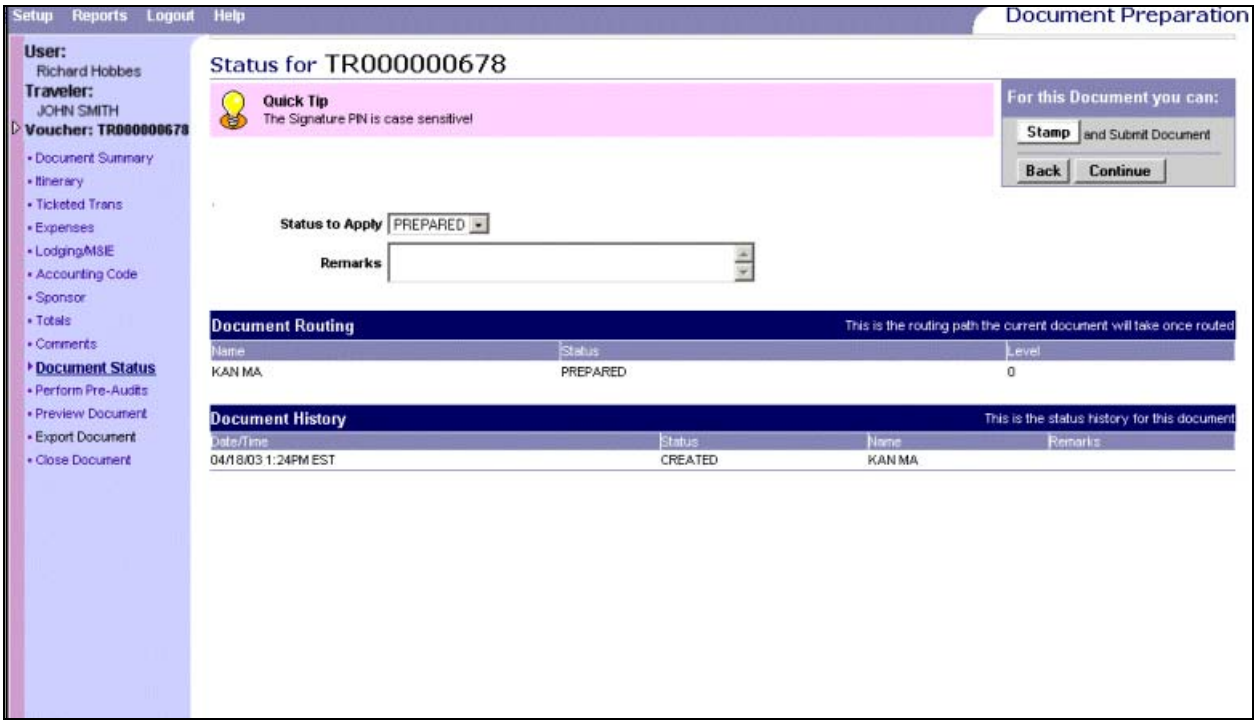
To review the process of Stamping a Voucher as Prepared, turn to the NBS Travel Manager System Student Guide, chapter 6-Vouchers, page 31.

1. From the Document Toolbar, select Document Status. The Status screen will appear.

2. In the Status to Apply field, select PREPARED from the drop-down list.

3. Check Final Voucher box. This box is for all vouchers that are intended to be final but does not prevent making changes at a later date. Many LOA vouchers are not intended to be final and in those cases the box would be left without a check in it.

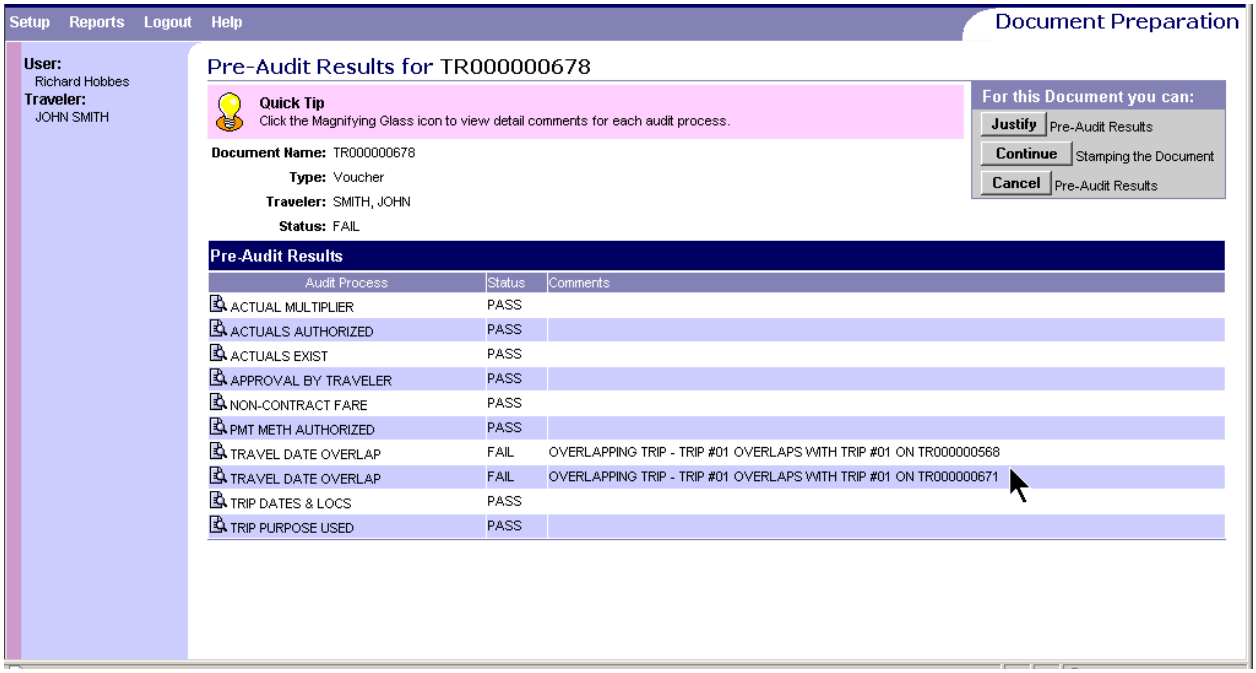
Document Toolbar > Document Status



4. Click the STAMP and Submit Document button. The Pre-audit Results screen will appear.

Pre-Audit Results

Your screen should look similar to the Pre-Audit Results screen below:



1. In Pre-Audit Results screen, review the PASS/FAIL items. Justify any Failed items.

2. Click the CONTINUE Stamping the Document button. The Dynamic Routing screen will appear.

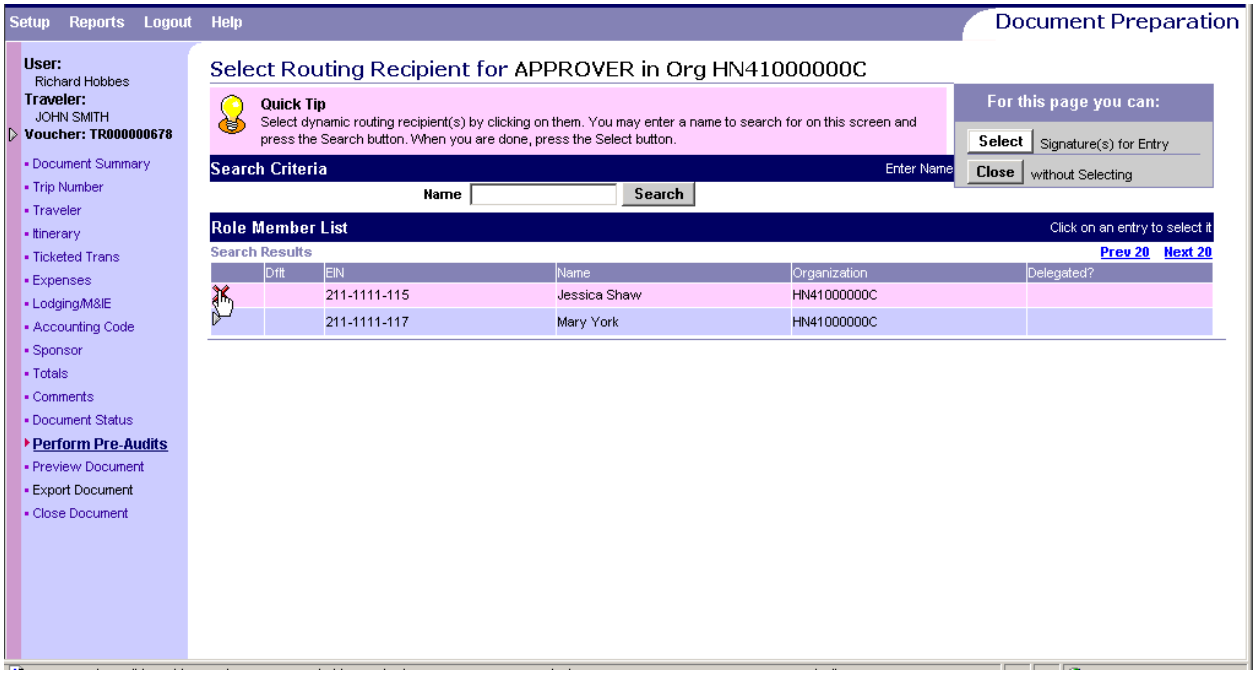
Dynamic Routing

To review the Dynamic Routing process, turn to the NBS Travel Manager System Student Guide, chapter 5-Dynamic Routing, page 3.

1. Click Edit (pencil) Icon to the left of 1st Approver line.

2. On the Select Routing Recipient for APPROVER screen, click the Arrow icon for the approver that corresponds to your tester number. The line turns pink. The Arrow icon changes to a Delete icon.

Dynamic Routing > Select Routing Recipient for APPROVER



3. Click the SELECT Signature(s) for Entry button. The Dynamic Routing screen returns.

4. Click the CONTINUE Stamping & Dynamic Routing button. The Signature screen appears.

5. Click the ACCEPT Signature Text button. The Routing List screen appears.

6. Click the CLOSE Routing List Screen button. The document closes.

7. From the Menu Toolbar, select Logout.

The document is now routed to the traveler to be stamped Certified.

Certify the Foreign-Sponsored Voucher

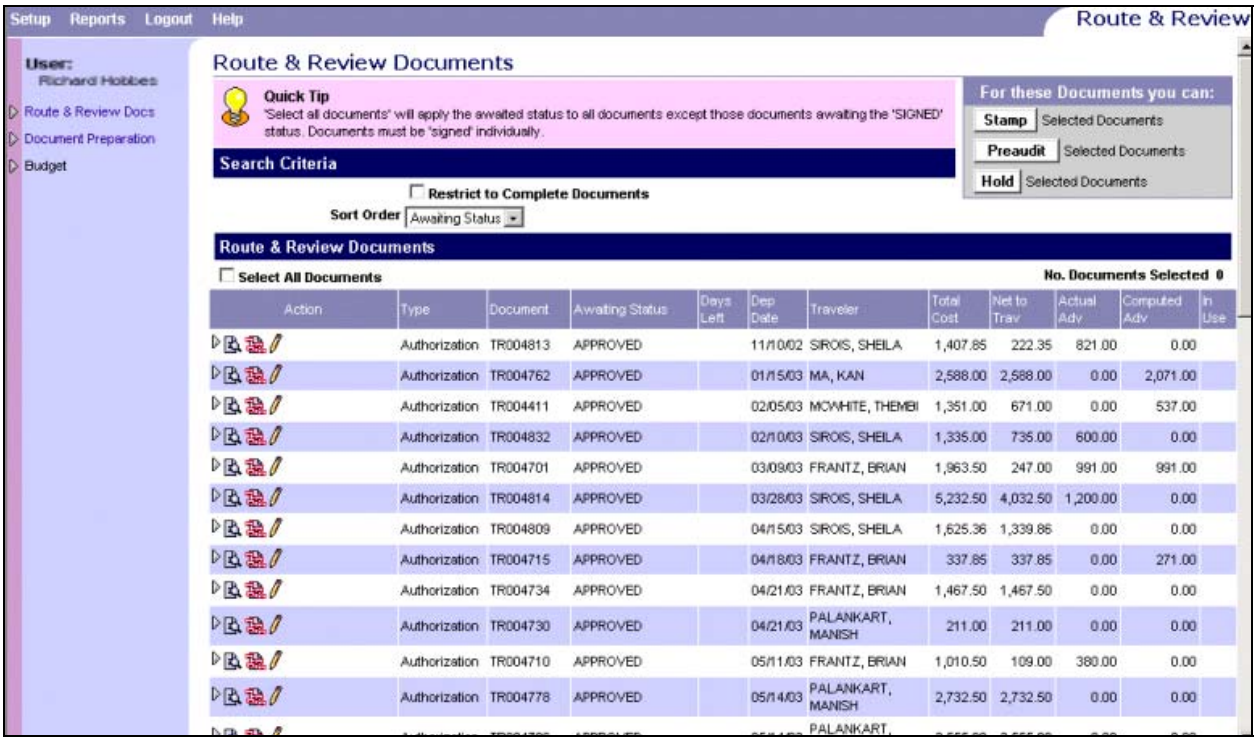
At this point, the Traveler would certify his/her NIH 1500-8 Form for Sponsored Travel and his/her Travel Voucher. You do not need to complete the Traveler's steps. Once the Traveler certifies his/her travel documents, they are electronically routed to the Approver for approval.

Approve the Foreign-Sponsored Voucher

Log in as the Approver

1. From the Document Toolbar, select the Route & Review link. The Route & Review screen will appear.

Your screen should look similar to the Route & Review Documents Screen below:

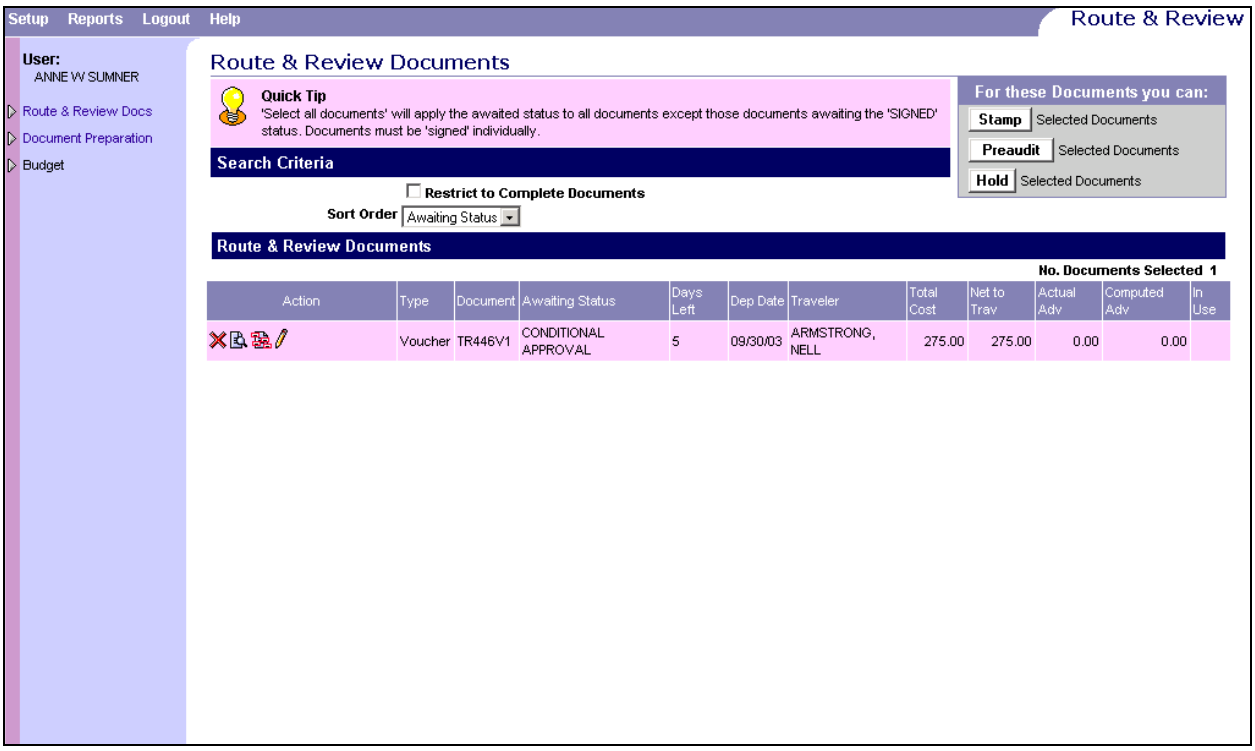


Action	Type	Document	Awaiting Status	Days Left	Dep Date	Traveler	Total Cost	Net to Trav	Actual Adv	Computed Adv	In Use
	Authorization	TR004813	APPROVED		11/10/02	SIROIS, SHEILA	1,407.85	222.35	821.00	0.00	
	Authorization	TR004762	APPROVED		01/15/03	MA, KAN	2,588.00	2,588.00	0.00	2,071.00	
	Authorization	TR004411	APPROVED		02/05/03	MCWHITE, THEMBI	1,351.00	671.00	0.00	537.00	
	Authorization	TR004832	APPROVED		02/10/03	SIROIS, SHEILA	1,335.00	735.00	600.00	0.00	
	Authorization	TR004701	APPROVED		03/09/03	FRANTZ, BRIAN	1,963.50	247.00	991.00	991.00	
	Authorization	TR004814	APPROVED		03/28/03	SIROIS, SHEILA	5,232.50	4,032.50	1,200.00	0.00	
	Authorization	TR004809	APPROVED		04/15/03	SIROIS, SHEILA	1,625.36	1,339.86	0.00	0.00	
	Authorization	TR004715	APPROVED		04/18/03	FRANTZ, BRIAN	337.85	337.85	0.00	271.00	
	Authorization	TR004734	APPROVED		04/21/03	FRANTZ, BRIAN	1,467.50	1,467.50	0.00	0.00	
	Authorization	TR004730	APPROVED		04/21/03	PALANKART, MANISH	211.00	211.00	0.00	0.00	
	Authorization	TR004710	APPROVED		05/11/03	FRANTZ, BRIAN	1,010.50	109.00	380.00	0.00	
	Authorization	TR004778	APPROVED		05/14/03	PALANKART, MANISH	2,732.50	2,732.50	0.00	0.00	

2. From the Route & Review Documents list, select the gray arrow ▷ next to your Voucher document that you wish to approve. The selected line(s) will turn pink.

   You may select more than one document at a time to stamp by clicking on the gray arrows.

Your screen should look similar to the Route & Review Documents Screen below:



3. Scroll to the top of the page (if necessary) and select Stamp Selected Documents.

4. Select Approved from the Status to Apply drop down menu.

5. Select Stamp Selected Documents. The Document Stamping Log screen appears.

6. Select Close Stamping Log Screen. The Route & Review screen appears.

7. To check that the voucher was approved, from the Document toolbar, select Document Preparation.

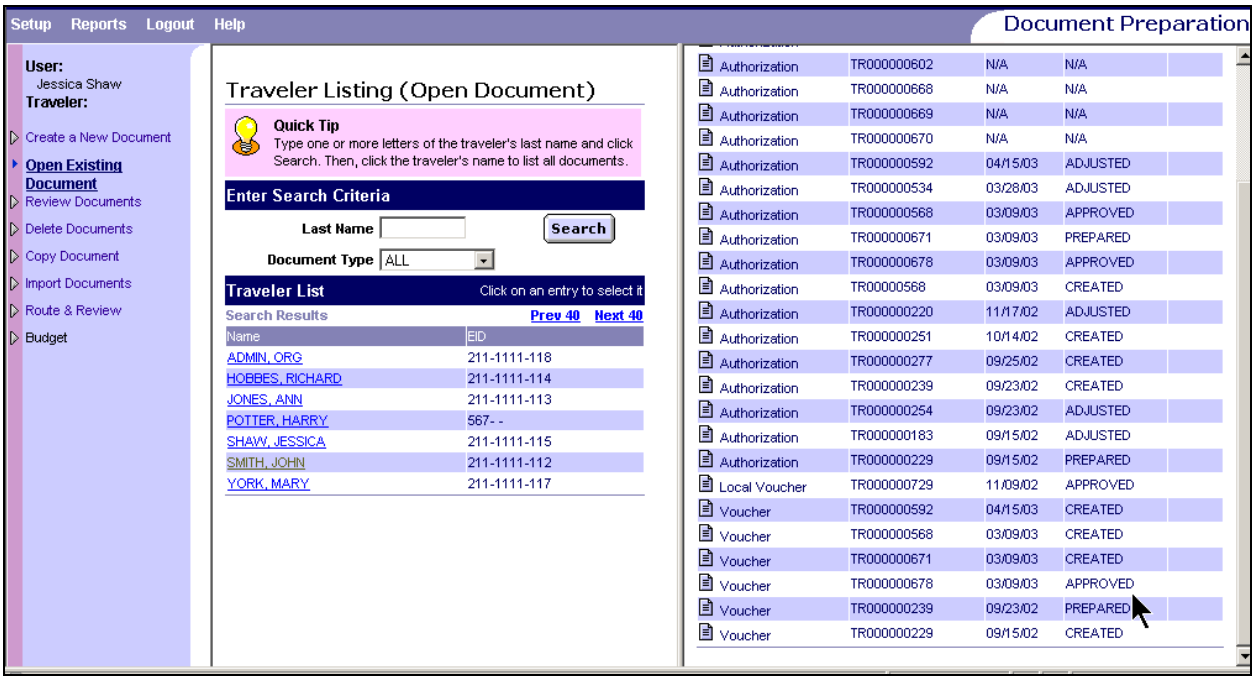
8. Select Open Existing Document from the Document toolbar.

9. Click the SEARCH button to see a list of travelers.

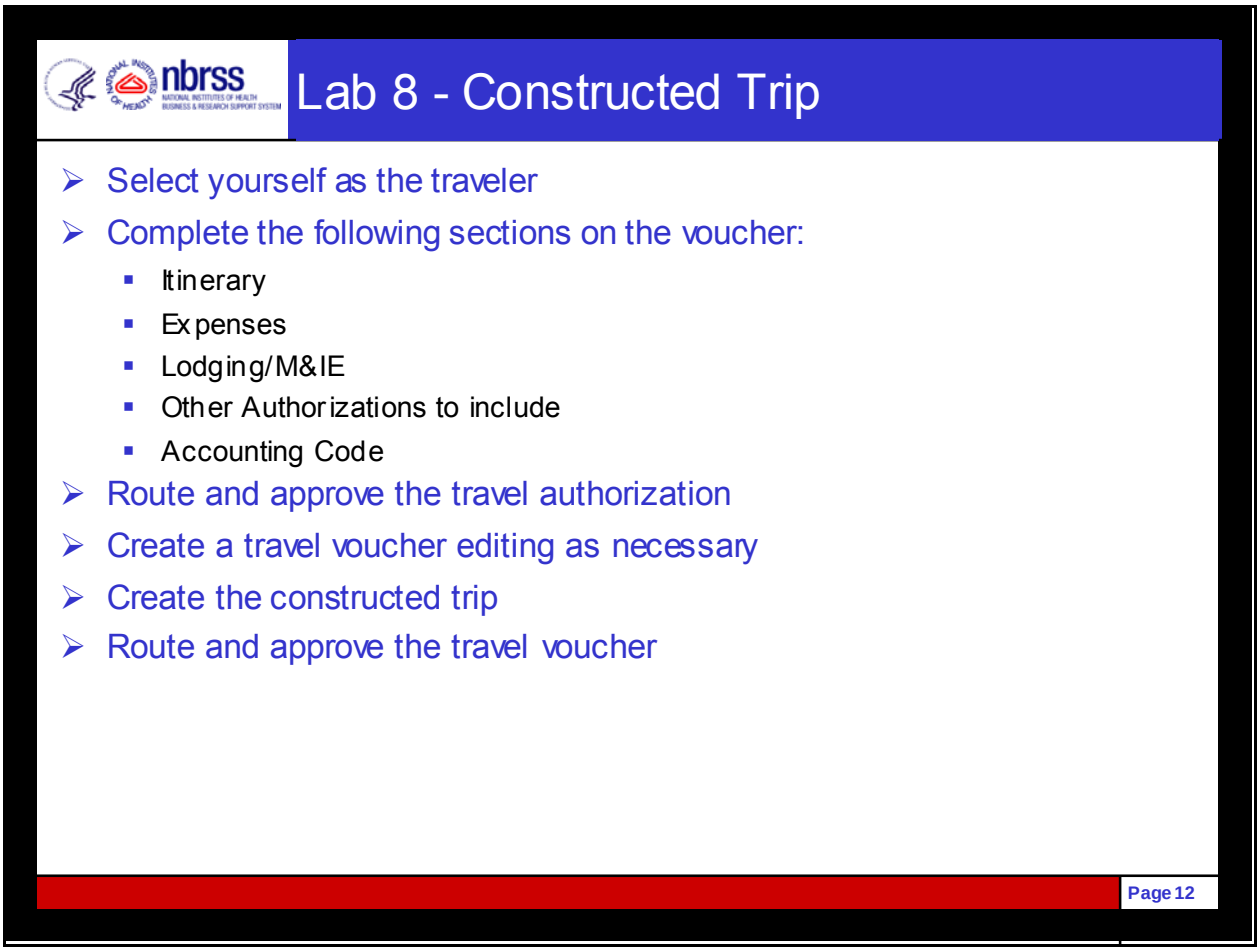
10. Select the traveler used for the VOUCHER.

    From list of documents on the right, locate the VOUCHER you created and check that the status is Approved.

Document Toolbar > Open Existing Document



11. From the Main Toolbar, select Logout.



Based on the following, complete a Travel Authorization:

Traveler Details: Create and name a Travel Authorization. The traveler is an infrequent traveler receiving an advance.

Itinerary: Schedule a trip from residence to Boston, MA by POV from February 10, 2003 through February 13, 2003 by POV. The purpose of the trip is to attend a meeting of the Environmental Mutagen Society in Boston, MA.

Expenses:

•Private Automobile--900 miles. Comments: "Authorized POV round-trip between residence and Boston, MA. Constructed trip on voucher for comparison with common carrier." Reimbursable, Other.

•Personal calls each day @ $5.00. Comments: "Allowing $5/day for calls."

•Highway/Bridge Tolls @ $40. Comments: "Round-trip tolls between residence and Boston, MA."

•Parking @ $50. Comments: "Parking at Hotel."

•Conference Registration Fee @ $150. Comments: "Registration Fee pre-paid by traveler by Cash."

Lodging/M&IE:

•M&IE--From 02/10--02/13 @ Gov't rate.

•Banquet dinner provided on 02/12/03.

•Cost of Lodging--From 02/10--02/12 @ $192/night (conference set rate).

•Conference information: rate allowance is 121 percent; description is Mutagen Conference; Agency - none.

Other Authorizations:

•Add Registration Fees as a Current Authorization.

Accounting Codes:

•You will assign the travel to Project Number 109062, Project Name 8426901,.

•Assign the Task Number of 1, Expenditure Type #2131 and the Expenditure Org. of HN21 - NINR OD OFC DIR.

Totals: Requesting a $600 advance to the Traveler.

Comments: Requesting approval for Conference Room Rate @ 121% per diem.

Document Status Review:

•Prior to signing your authorization review the document.

•Preview the Document.

•Stamp and submit your document.

Pre-Audits Review: Remember to justify any circumstance that FAILs in the pre-audits.

Dynamic Routing:

•Route the document for approval.

•Log out of the NBS Travel System, then log in as the Approver and approve the document.

•Log out of the NBS Travel System.

Based on the following, complete a Voucher for the POV Trip:

Log in as the Planner.

Expenses:

•Personal Calls--02/10/03--$4.15. Comment: "See hotel bill." No other calls made during the trip.

•Parking--$40. Comment: "See hotel bill."

Based on the following, create the Constructed Trip:

For the second trip, make the follow additions and deletions.

Itinerary: Create a Constructed Trip.

Ticketed Transportation:

•Air Ticket--$280.50.

•Select Dulles as the airport.

•Cost Options: Payment method is Other, and check Reimbursable. (This will offset the POV mileage, and the amount will be reimbursed to the Traveler.)

Expenses:

•Delete the POV-related expenses of Bridge Tolls, Parking and Private Automobile.

•Taxi--$175. Comment: “Taxis could have been used roundtrip between residence & Wash. Airport and between Boston airport & hotel (1st and last days)." Reimbursable, Other.

•TMC Service Fees--$30.50. Comment: "Fee for travel service." Select Reimbursable and Other in the Cost Options box.

Preview the Document.

Document Status: Apply status of Prepared, and stamp and route the document.

Dynamic Routing: Route the document to the Approver for approval.

Voucher Approval:

•Log out of the system and log in again as the Approver and approve the voucher document.

•Use Open Existing Document to check that the status of your voucher is Approved.

Lab 8: Constructed Trip

Assumptions

- Use yourself as the traveler
- You must have access to the NBS Travel System Sandbox (work on your own) or NBS Travel System Training application (only available in a training class) – do **not** use the NBS Travel System Production application to complete these exercises
- You must have approval authority to approve documents or have been given an Approver ID from an instructor in a training class to approve documents

Log in as the Planner

To review the process of creating a Constructed Trip, turn to the NBS Travel Manager System Student Guide, chapter 4, page 4.

1. From the Document Toolbar, select Create a New Document.

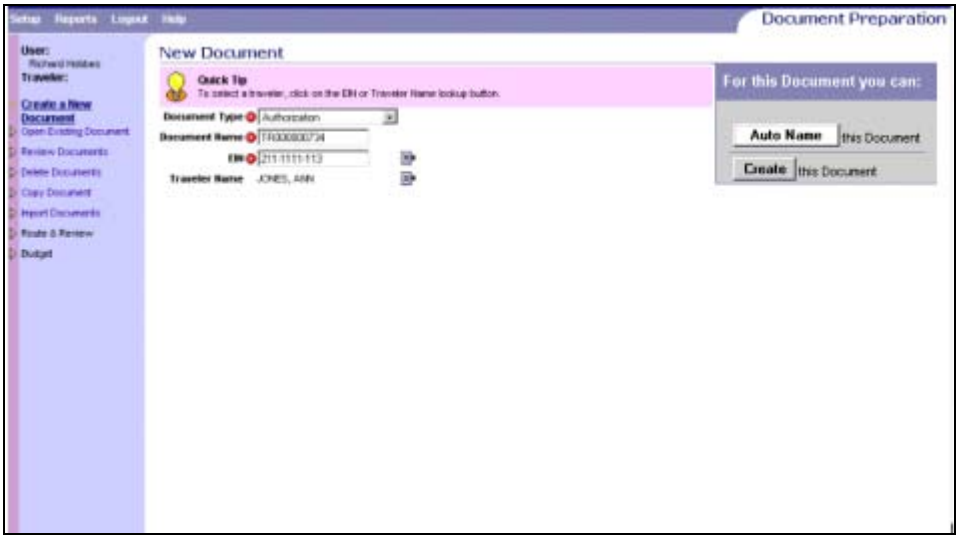
2. In Document Type field, select AUTHORIZATION from the drop-down list.

3. Click the EIN Icon; select the traveler.

4. Click the AUTO NAME this Document button.

5. Click the CREATE this Document button. The Itinerary Information screen will appear.

Document Toolbar > Create a New Document



Itinerary

6. In the Purpose field, select DOMESTIC TRAVEL from the drop-down list.

7. In the Description field, enter “To attend meeting of Environmental Mutagen Society, Boston, MA”.

8. In the Type field, select SINGLE TRIP from the drop-down list.

9. In the Begin Travel field, enter 02/10/03.

10. In the End Travel field, enter 02/13/03.

11. In the Depart Selection field, select RES from the drop-down list.

12. In the Return Selection field, select RES from the drop-down list.

13. In the Trip Duration field, Multiple Days populates automatically.

14. Click the ADD Location button (at the bottom right of the screen). The Add Per Diem Location to Trip screen appears.

15. On the Per Diem Location field, click Lookup.

16. Select MASSACHUSETTES from the State/Country drop-down list.

17. Select BOSTON from the Location drop-down list.

18. Click the RATE button. Make note of the per diem rates for Boston, MA.

    Each locality posted in Travel Manager also indicates the breakdown of individual meals. Since this trip to the conference in Boston provides a banquet dinner on the last evening, the amount shown here will automatically calculate as a deduction from the daily M&IE when you select that adjustment on the Update Lodging and M&IE screen. Additionally, a special circumstance of "Meals Provided" will be recorded on the Authorization on the Other Authorization screen.

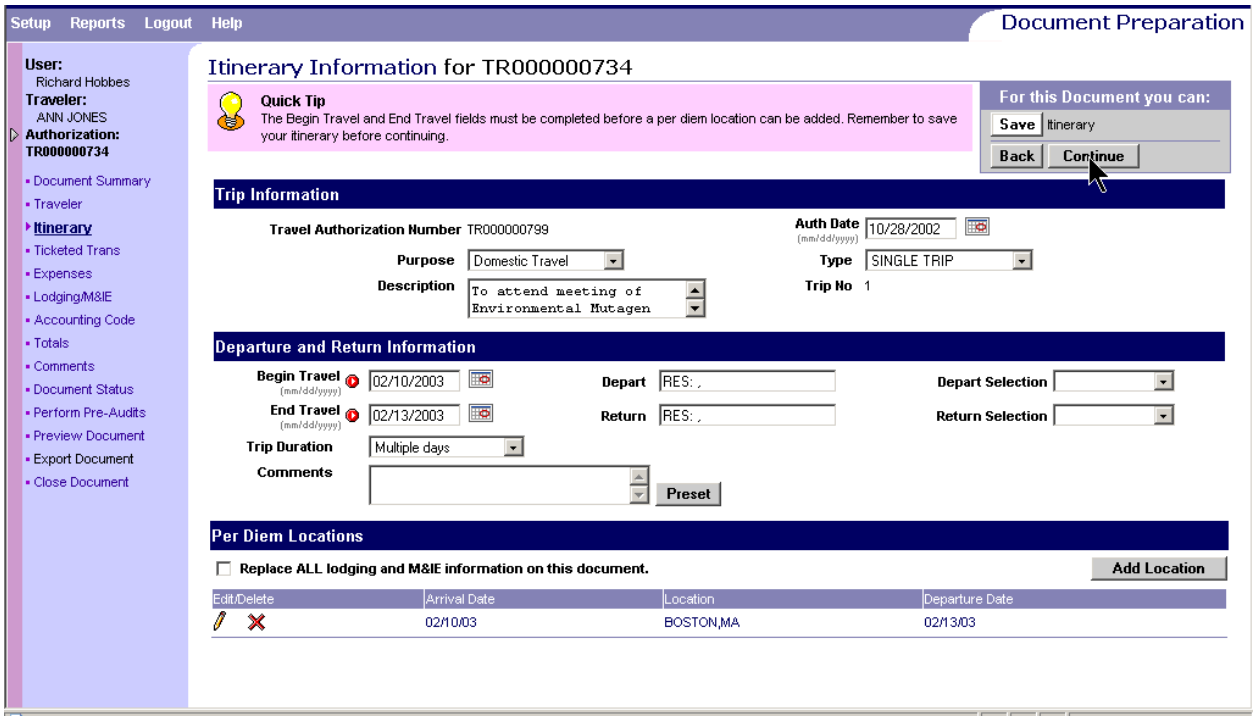
19. Click the CLOSE Location Rate Detail button.

20. Click the SELECT Per Diem Location button.

21. Click the SAVE Location button. Returns to the Itinerary Information screen.

22. Click the SAVE Itinerary button.

Document Toolbar > Itinerary



23. Click the CONTINUE button.

Ticketed Transportation

24. The Ticketed Transportation for Authorization screen appears. There is no Ticketed Transportation.

25. Click the CONTINUE button. The Expense Entry screen appears.

Expenses

26. Leave the Date field defaulted to day 1 of the trip.

1st Expense

27. In the Expense Type field, select PRIVATE AUTOMOBILE.

28. In the Miles Traveled field, enter 900.

29. In the Rate Selection field, review and select the correct rate.

    The cost field automatically calculates by multiplying the miles traveled by the rate.

30. In the Comments field, enter "Authorized POV round-trip between residence and Boston, MA. Constructed trip on voucher for comparison with common carrier."

31. In the Cost Options Box:

    - Reimbursable – Checked
    - Expense Category – MILEAGE
    - Pmt Method - select OTHER from drop-down list

32. Click the SAVE Current Expense button. Screen is refreshed for new expense.

2nd Expense

33. In the Expense Type field, select HIGHWAY/BRIDGE TOLLS. Your selection will appear in the Expense Description field.

34. In the Cost field, enter 40.00.

35. In the Comments box, enter "Round-trip tolls between residence and Boston, MA."

36. In the Cost Options Box:

    - Reimbursable – Checked
    - Expense Category – TRANSPORT-O

- Pmt Method - select OTHER from drop-down list

37. Click the SAVE Current Expense button. Screen refreshed for next expense.

3rd Expense

38. In the Expense Type field, select PARKING FEES.
39. In the Cost field, enter 50.00.
40. In the Comments box, enter “Parking at Hotel.”
41. In the Cost Options Box:
    - Reimbursable – Checked
    - Expense Category - TRANSPORT-O
    - Pmt Method - select OTHER from drop-down list
42. Click the SAVE Current Expense button.

4th Expense

43. In the Expense Type field, select Authorized Personal Call.
44. In the Cost field, enter 5.00.
45. In the Comments box, enter “Allowing $5/day for calls."
46. In Copy Through Date, enter 02/13/03
47. In the Cost Options Box:
    - Reimbursable – Checked
    - Expense Category – PHONE-O
    - Pmt Method - select OTHER from drop-down list
48. Click the SAVE Current Expense button.

5th Expense

49. In the Expense Type field, select REGISTRATION FEES.

50. In the Cost field, enter 150.

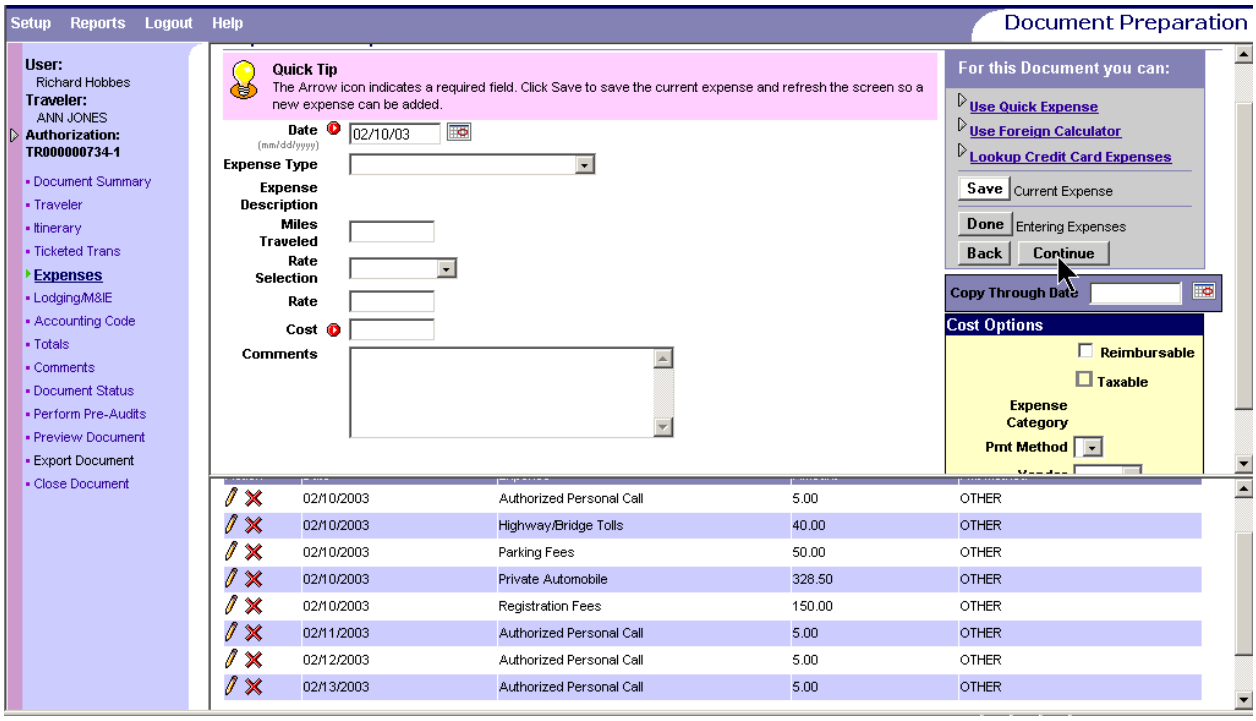
51. In the Comments box, enter “Registration Fee pre-paid by traveler in Cash. Banquet dinner provided on 02/12/03."

52. In the Cost Options Box:

    - Reimbursable – Checked
    - Expense Category – Reg. Fees-O
    - Pmt Method - select OTHER from drop-down list

53. Click the SAVE Current Expense button.

Document Toolbar > Expenses



54. In the Expense Entry screen, Click the CONTINUE button.

Lodging/M&IE

55. Review the Lodging/M&IE distribution table for each day of the trip.

To adjust the lodging for the conference rate:

56. Click the Edit (pencil) Icon on 02/10/03.

57. On the Update Lodging and M&IE Expenses screen, enter 192.00 in the Lodging field.

58. Check the Conference Allowance box and click the CONF INFO button.

59. On the Conference allowance screen, enter 121 (percent) in Rate field and press the <TAB> key.

60. In the Description field, enter “Mutagen Conf.” and press the <TAB> key.

61. In the Agency field, enter NONE (if this conference were held by a Federal Agency, the agency would be entered).

62. Click the SAVE Conf. Allowance button.

63. In Apply Through Date box, enter 02/12/03.

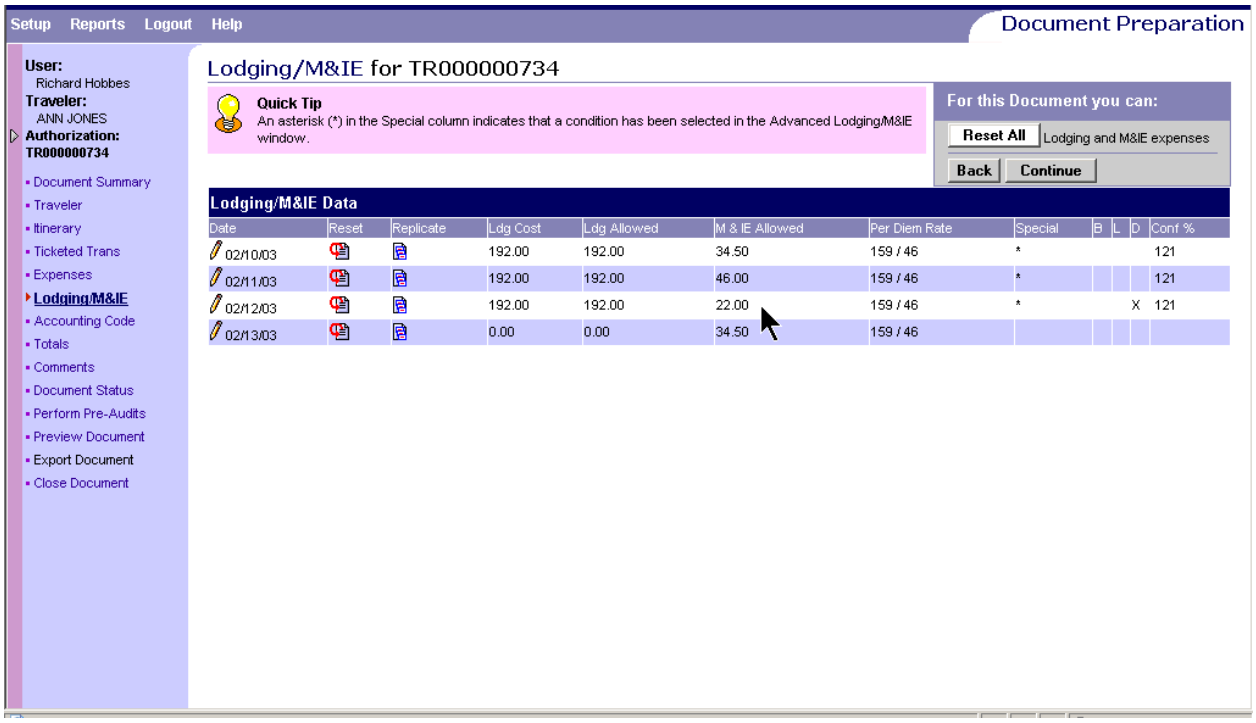
64. Click the SAVE Expense Changes button. The Lodging/M&IE screen returns.

65. On the Lodging/M&IE screen, click the Edit (pencil) Icon next to 02/12/03 date.

66. On the Update Lodging and M&IE Expenses screen, check DINNER box in Meals Provided Section (at the bottom of the screen).

67. Click SAVE Expense Changes button. The Lodging/M&IE screen returns.

Document Toolbar > Lodging/M&IE



68. Click the CONTINUE button. The Other Authorizations screen appears.

Other Authorizations

69. In the Other Authorizations screen, note that the following are system generated in the Other Authorizations on Current Authorization region:

    - Other Privately Owned Vehicle
    - Conference Allowance
    - Meals Provided

70. From the Master List of Other Authorizations list, select REGISTRATION FEES, which will be added to the Other Authorizations on Current Authorization region.

71. Click on each authorization listed for the Current Authorization.

72. Review the Preset Remarks and add any additional comments as necessary in the Comments screen.

73. Click the Save Comments button to return to the Other Authorizations screen.

Document Toolbar > Other Authorizations

74. Click the CONTINUE button. The Available Projects screen appears.

Accounting Code

75. Select the Change to a Different Organization button.

76. Select the Search An Organization's Code button.

77. Select ALL in the Organization Code column. The Available Projects screen returns.

78. Select the Project Name option. Type in the Project Name (CAN) 8426901 in the search field and select Search.

79. Select Project Number 109062.

80. The Project Number will appear in the bottom section of the screen. Click on the Pencil Icon to the left of the listing.

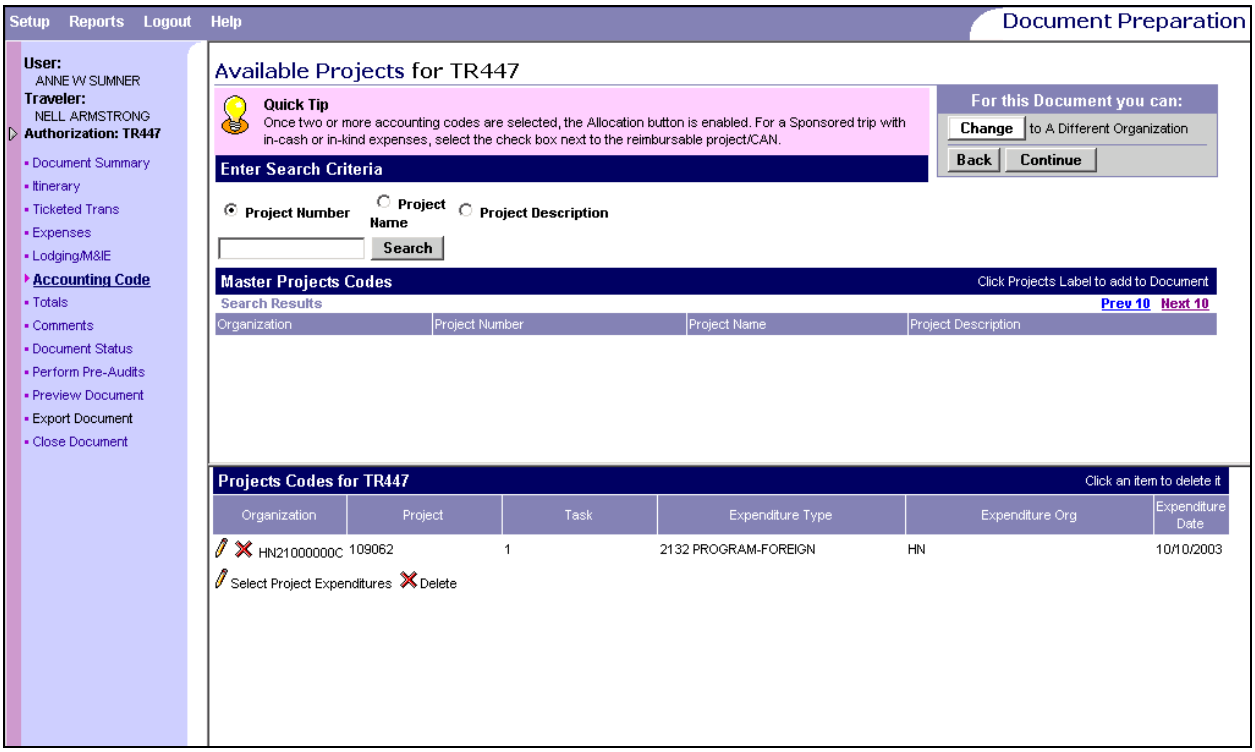
81. In the Task field, select Task 1.

82. In the Expenditure Type field, select **2131** from the drop-down list.

83. In the Expenditure Org field click on the Search Icon. The Expenditure Org Lookup window appears, select **HN** from the list.

84. Click the SAVE Acct Code Updates button on the right side of the screen, you will be returned to the Available Projects screen.

Document Toolbar > Accounting Code



85. On the Available Projects screen, click CONTINUE button. The Total Details screen appears.

Totals/Advances

86. On Total Details screen, use the following steps to request and/or adjust a CASH Advance (Ann Jones is an infrequent traveler).

87. Click the VIEW Advances for Document button.

88. Click the ADD Additional Advances button.

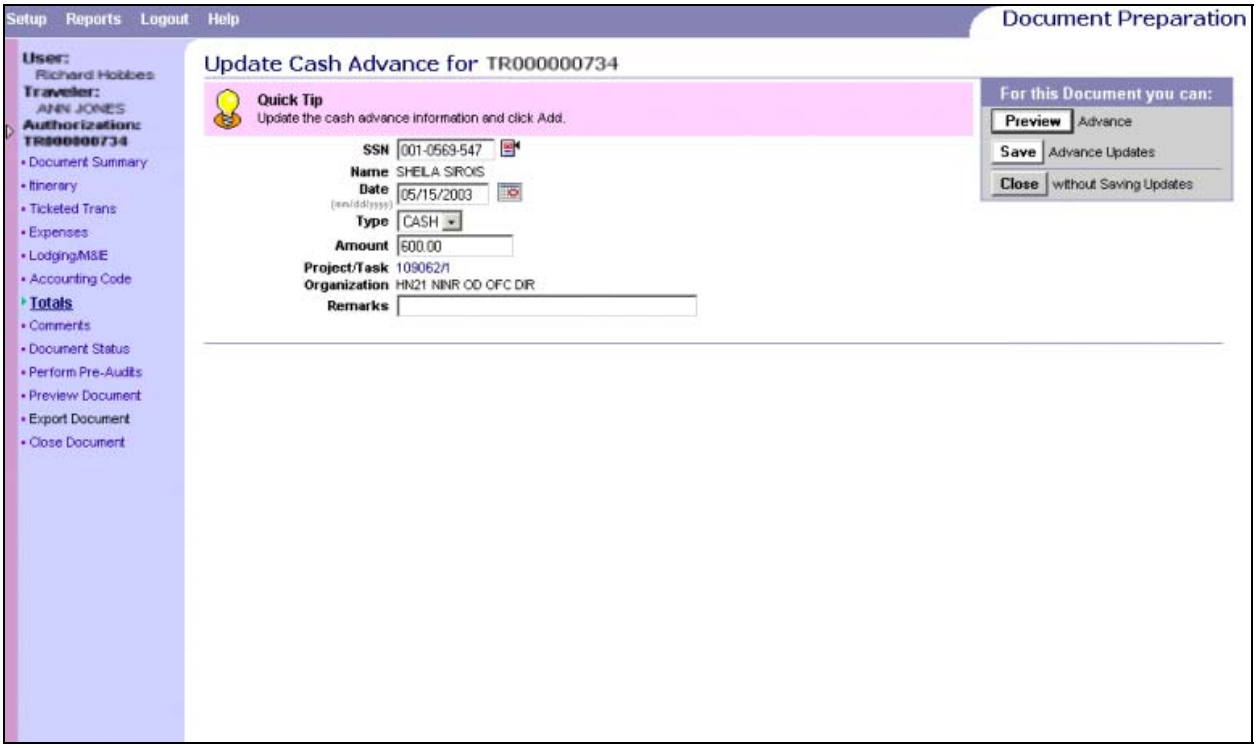
89. In Master Accounting Code for Advances section, click Project 109062.

90. Click the Edit (pencil) Icon to the left of the traveler's EIN in the Advance Accounting Code for Current Document region.

91. In Amount field, enter 600.

92. In Type field, CASH is defaulted.

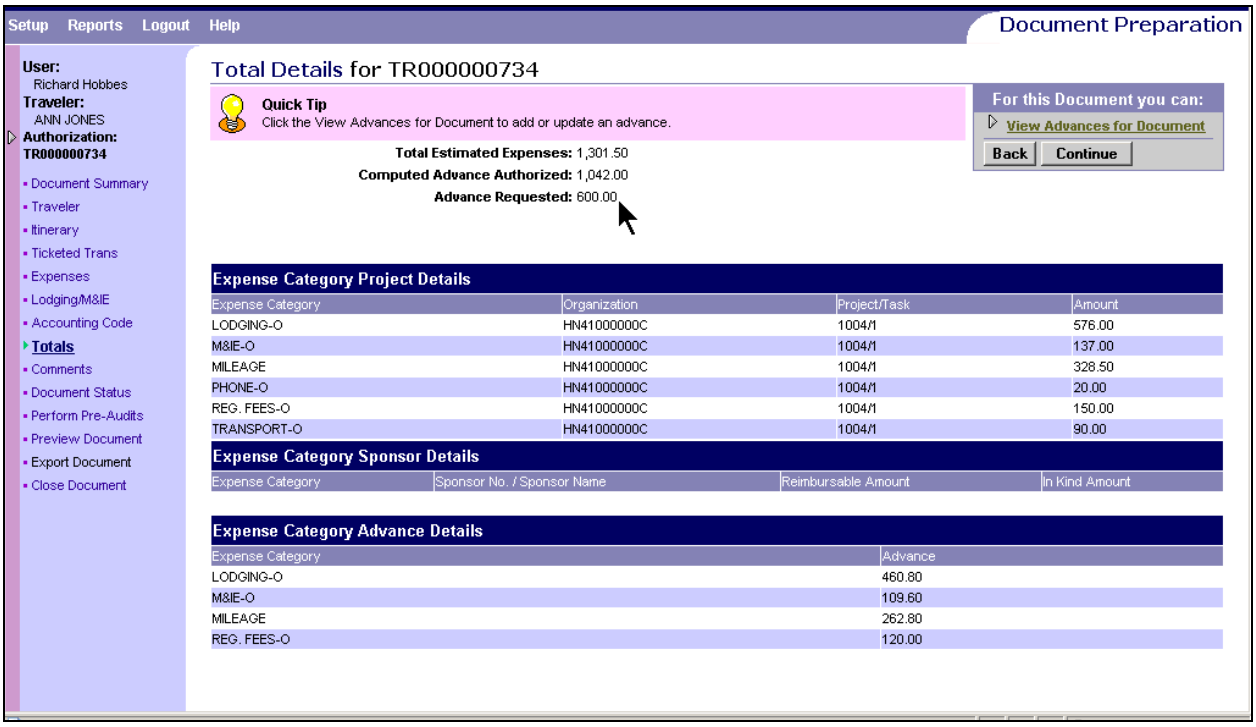
Total Details > Advances > Update Cash Advance



93. Click the SAVE Advance Updates button. The Advances screen returns.

94. Click the CLOSE Advances Screen button. The Total Details screen returns.

Advances > Total Details



95. Click the CONTINUE button. The Comments screen appears.

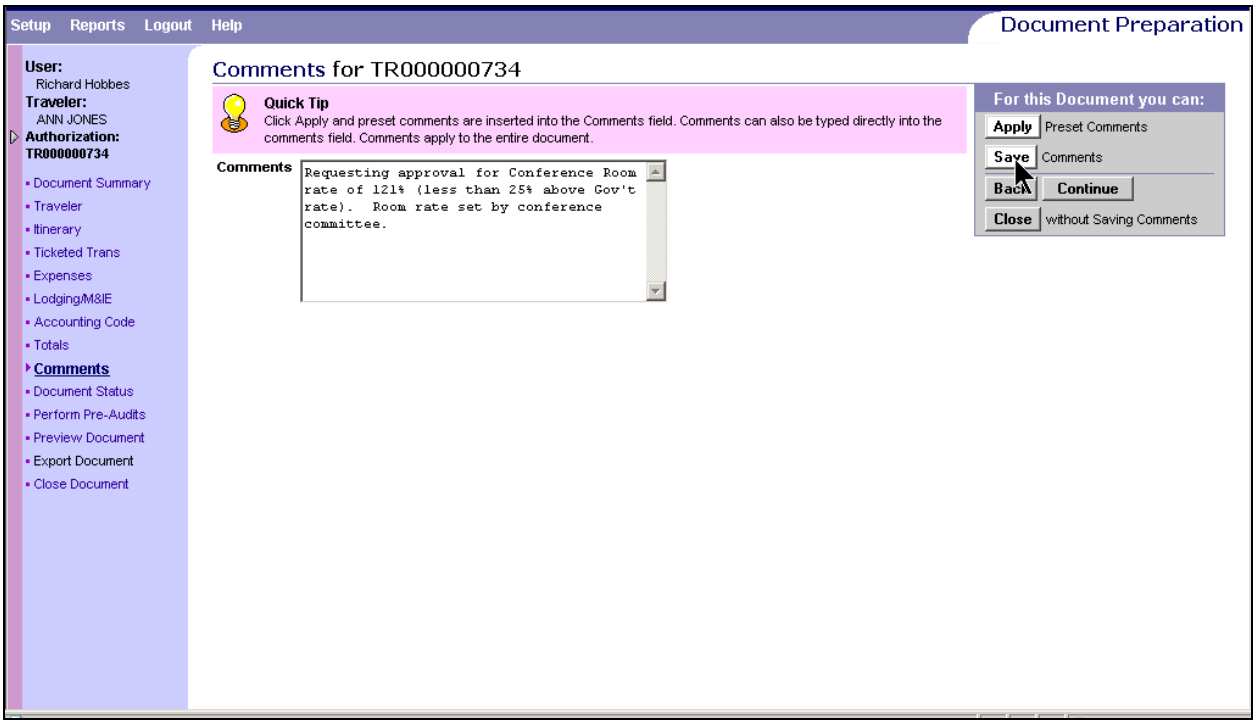
NOTE: Although you have only applied for a $600 cash advance for this infrequent traveler, any amount between $0 and $1,042.00 could have been applied. The Travel Manager system calculates 80% of all expenses excluding the GTA cost for cash advances. It is generally good to take a more conservative approach to the amount that will be deposited to the traveler's bank before departure. If the voucher claims are not as great as the advance given, NIH requires the traveler to write a personal check for the difference. It is sometimes difficult to collect these overages once the trip is completed.

The interface design between Oracle financials and Travel Manager will allow the voucher to be paid without the traveler's personal check to clear the balance. The balance is held as an advance toward the next trip taken by that individual; however, this causes OFM to maintain vigilance in tracking this outstanding amount and collecting from the traveler if another trip does not occur within the Fiscal Year (FY).

Comments

96. In Comments box, enter “Requesting approval for Conference Room rate of 121% (less than 25% above Gov. rate.) Room rate set by conference committee.”

Total Details > Comments

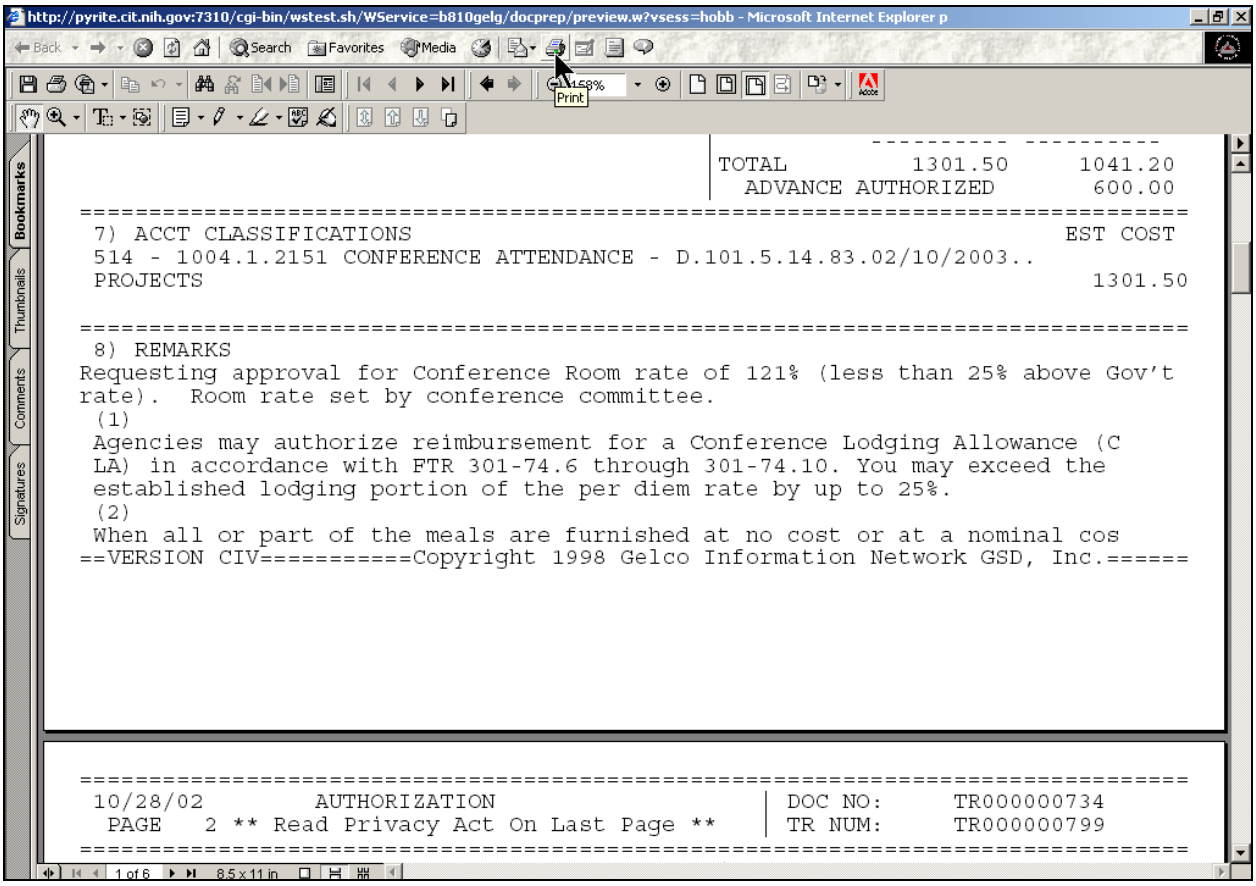


97. Click the SAVE Comments button. The Document Summary for Authorization screen appears.

Preview Document

98. From the Document Toolbar, select Preview Document. The form will open in Adobe Acrobat Reader. Review the details of the authorization.

Document Toolbar > Preview Document



99. Print a hard copy, if desired, by using the Adobe print icon. Close the Adobe screen by clicking the X in the upper right-hand corner.

Stamp Prepared

100. From Document Toolbar, select Document Status

101. In Status to Apply field, select PREPARED

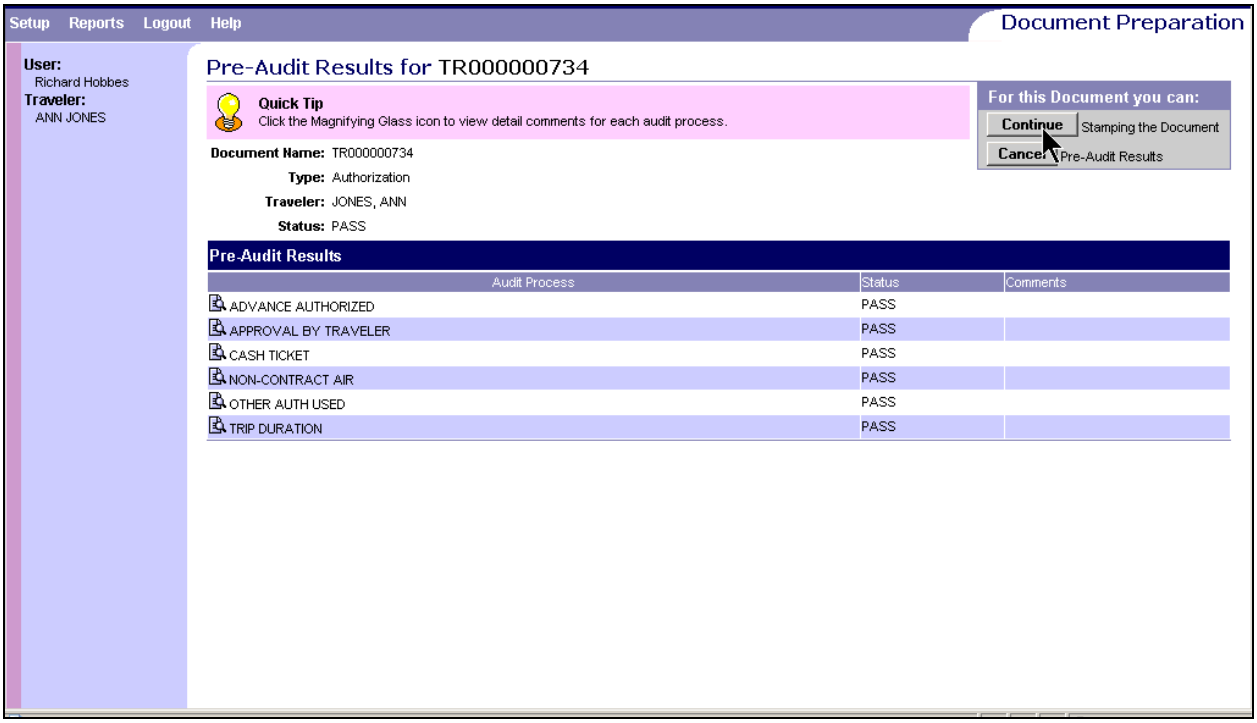
102. Click the STAMP And Submit Document button. The Pre-Audit Results screen appears.

Pre-Audit Results

103. Click the Magnifying Glass to review any FAIL items.

If an item Fails, you may either Cancel Pre-Audit Results and correct the Travel Authorization or click the Justify button that appears on the top right of the screen and enter comments explaining why it fails. For example, if the Advance Authorized Fails, you may type "the traveler is authorized to receive a cash advance for this trip." Select Save to return to the Pre-Audit Results.

Document Toolbar > Perform Pre-Audits



104. Click the CONTINUE Stamping the Document button. The Dynamic Routing screen appears.

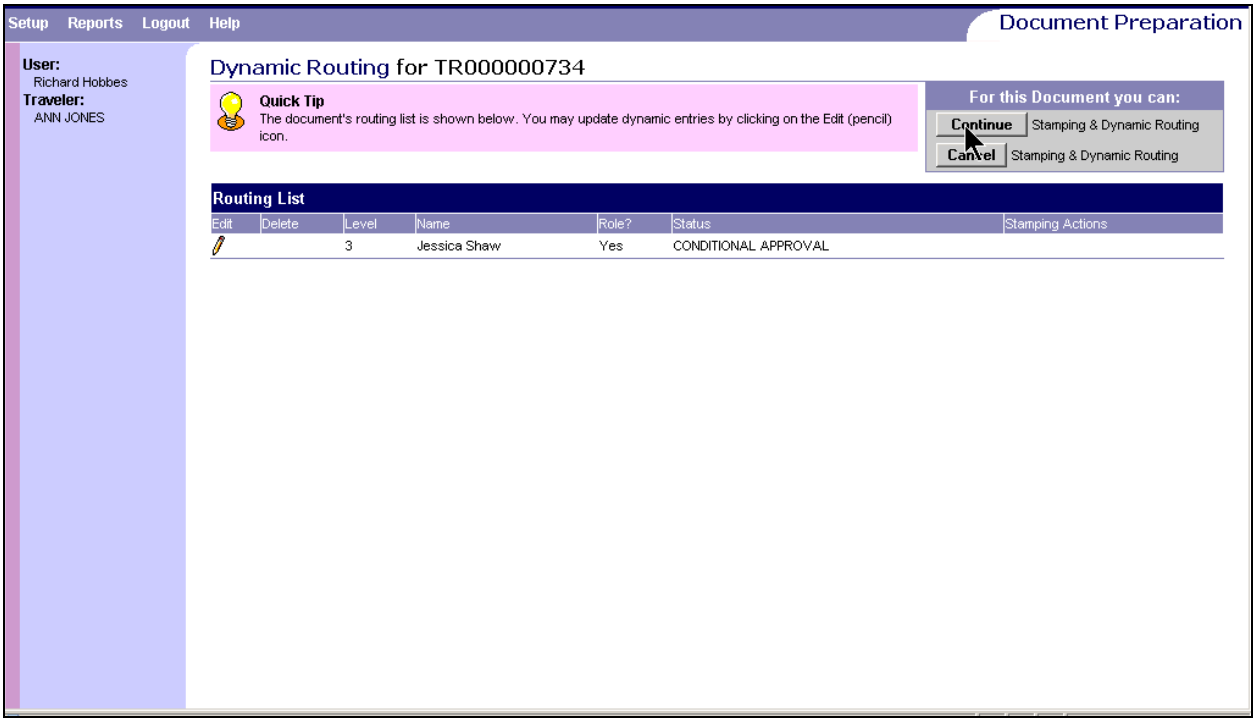
Dynamic Routing

105. On the Dynamic Routing screen, click the Edit (pencil) Icon to the left of the appropriate Approver line in the routing list.

106. On Select Routing Recipient for Approver screen, click the Arrow icon next to the approver that corresponds to your tester number. Line turns pink. The Arrow icon changes into a Delete icon.

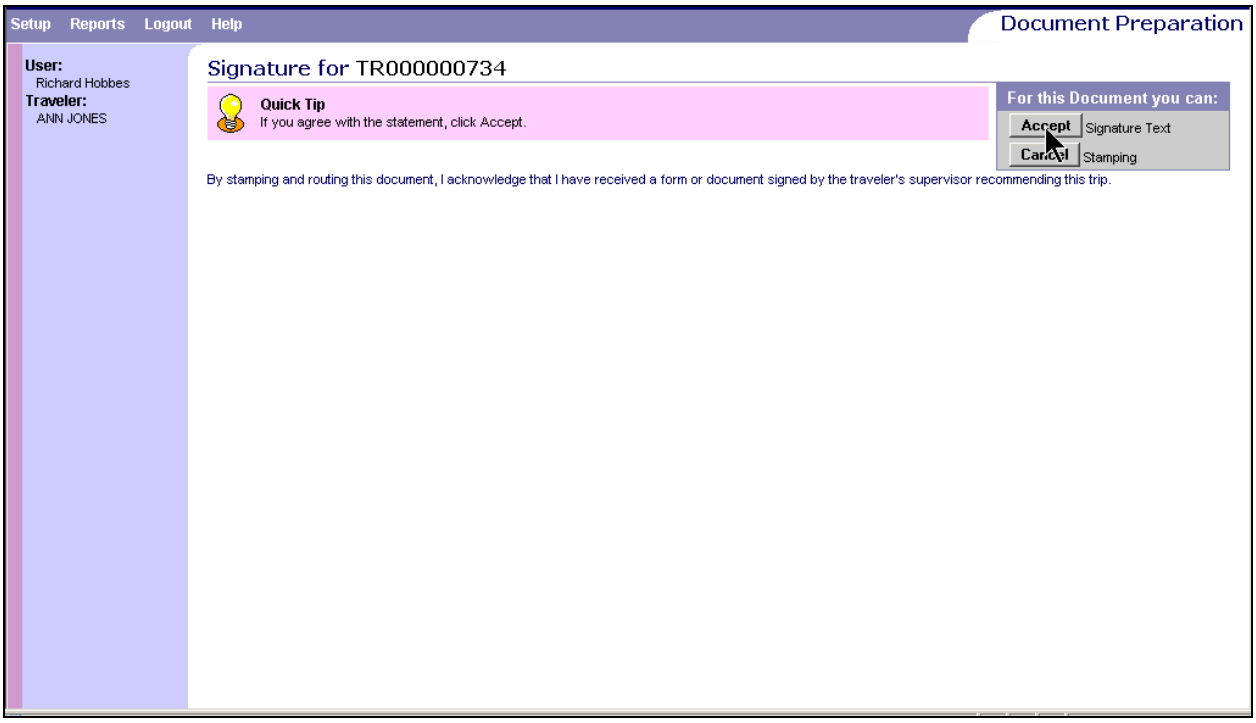
107. Click the SELECT Signature(s) for Entry button. The Dynamic Routing screen is displayed.

Pre-Audit Results > Dynamic Routing



108. Click the CONTINUE Stamping & Dynamic Routing button. This takes you to the Signature screen.

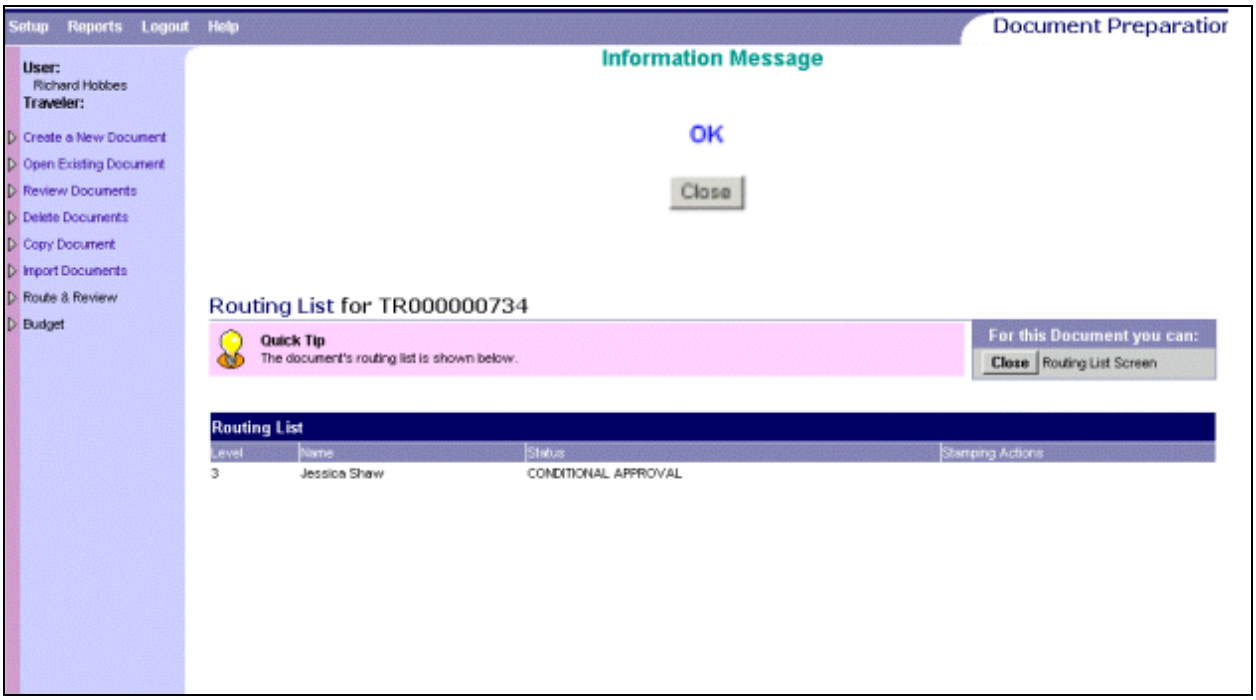
Dynamic Routing > Signature



109. Click ACCEPT Signature Text button.

110. The Routing List appears with an Information Message at the top.
   - The message should state “OK” indicating the document has been stamped and routed.

Signature > Funds Check



111. Click the CLOSE button.

112. From Menu Toolbar, select LOGOUT. The document is now ready for approval.

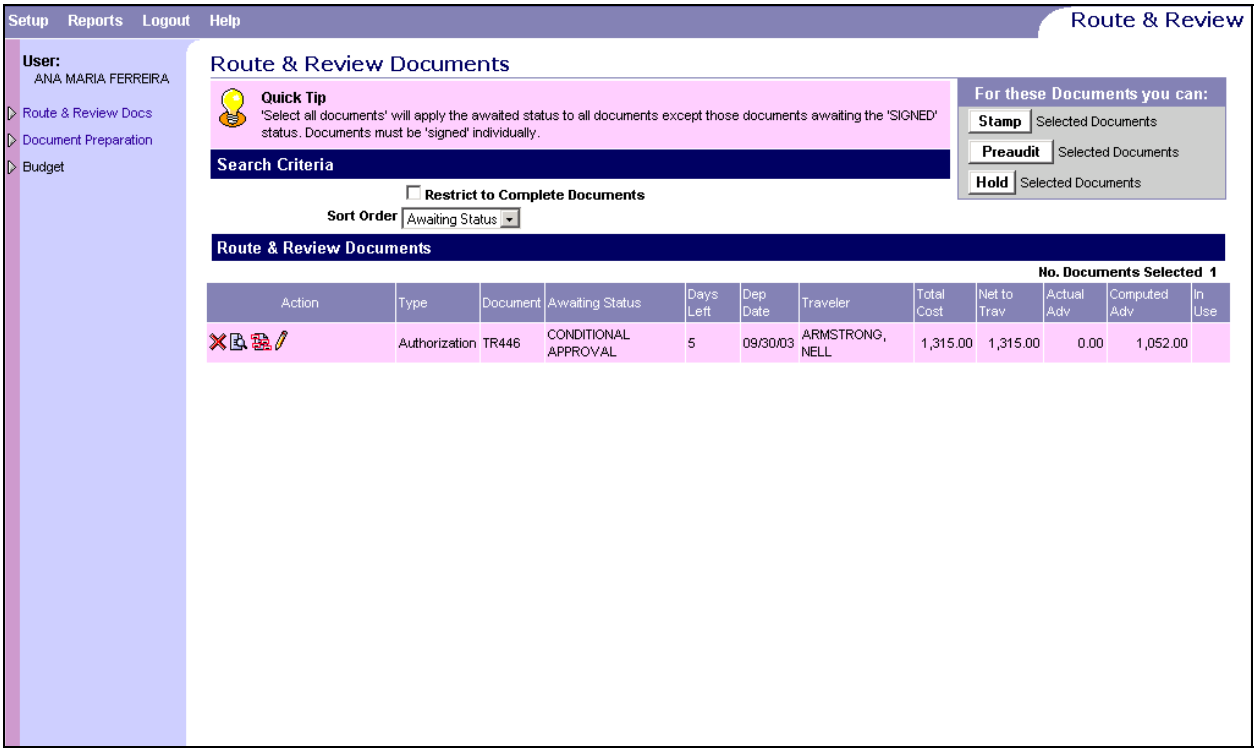
Approve the Authorization

Log in as the Approver

1. A message will appear indicating that you have documents waiting. Select OK.

2. Click on Route & Review from the Document Toolbar. The Route & Review Documents screen will open.

Document Toolbar > Route & Review Documents



3. Find the travel authorization and select it by clicking on the gray arrow ▷. (Refer to the document number you wrote down at the beginning of the exercise.) The selected document line will turn pink.

4. Click the Stamp Selected Documents button.

5. From the Status to Apply drop-down menu, select Approved.

6. Click the Stamp Selected Documents button.

7. Click the Close Stamping Log Screen button.

Check Status of the Document

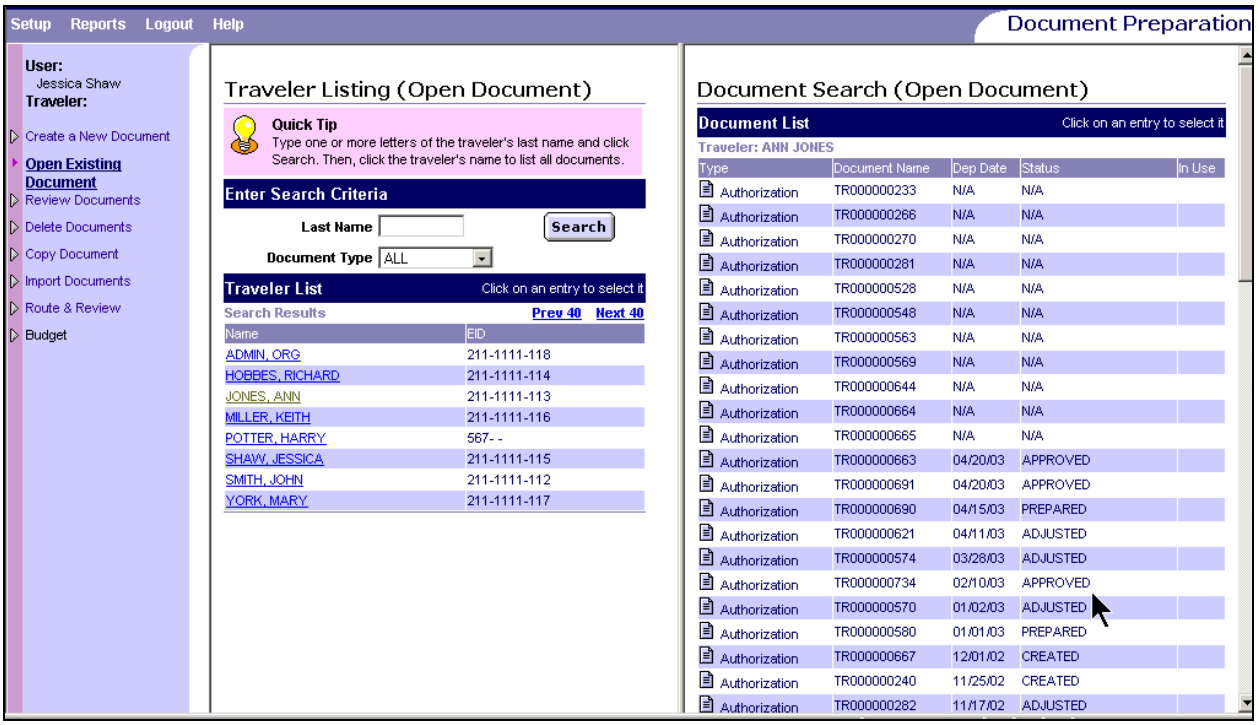
8. From the Document toolbar, select Document Preparation.

9. Select Open Existing Document from the Document Toolbar.

10. Click the SEARCH button to see a list of travelers. Select the Traveler used for the authorization.

11. From list of documents, locate the Authorization you created. Check to be sure that the Status is Approved.

Document Toolbar > Open Existing Document



12. From the Menu Toolbar, select LOGOUT. The voucher can now be prepared from the authorization.

Create the Voucher

Log in as the Planner

1. Click OK if you receive a pop-up window stating you have documents awaiting your review and approval.

2. From the Document Toolbar, select Create a New Document.

3. In the Document Type field, select VOUCHER FROM AUTHORIZATION from the drop-down list.

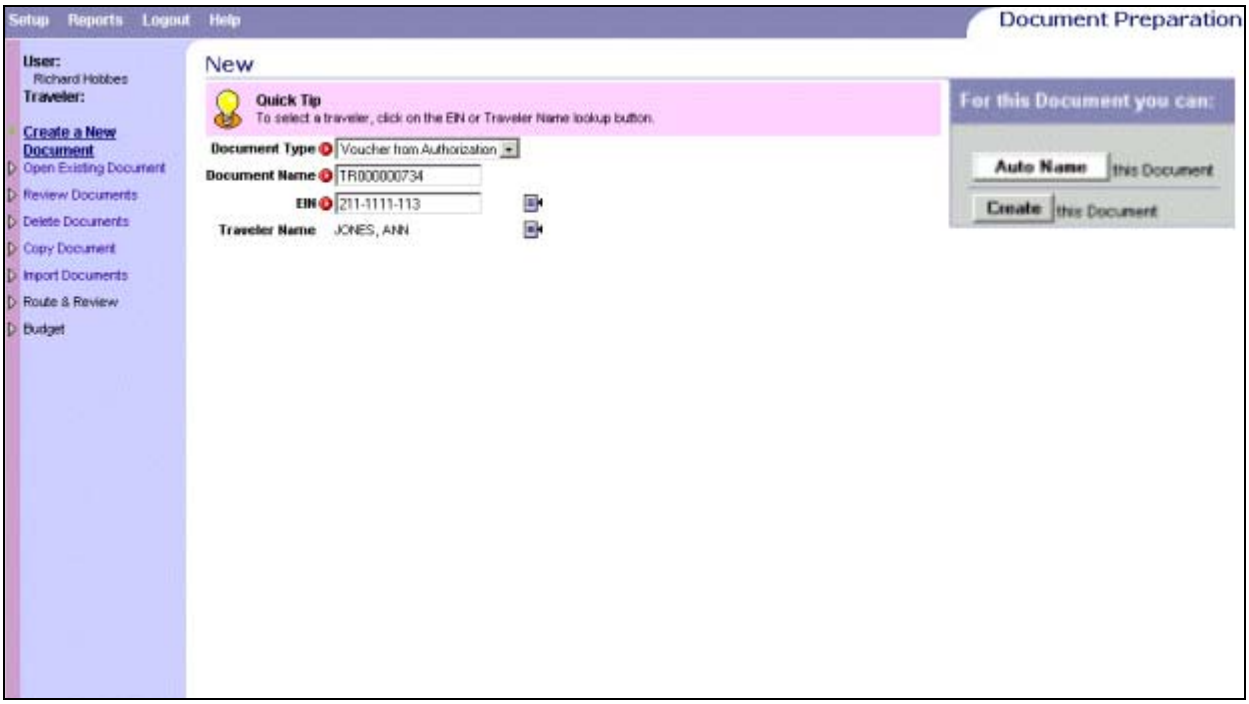
4. Click in the Document Name field. The Traveler Listing will appear.

5. From the Traveler Listing window, select the traveler.

6. From the Document List, select the Authorization you created and approved.

7. Click the CREATE this Document. The Itinerary Information screen appears.

Document Toolbar > Create a New Document



Itinerary

8. On the Itinerary Information screen, review all entries. Make no changes.

9. Click the CONTINUE button. The Ticketed Transportation screen appears.

10. A POV was used - no ticketed transportation. Click the CONTINUE button.

Expenses

1st Expense: Authorized Personal Call:

11. Click Edit (pencil) Icon next to 02/10/03 – AUTHORIZED PERSONAL CALL.

12. In the Cost field, enter 4.15.

13. In the Comments box, enter “See hotel bill”.

14. Click the SAVE Current Expense button

2nd Expense: Tolls

The Tolls are correct -- no change.

3rd Expense: Mileage

The Mileage is correct -- no change.

4th Expense: Parking Fees

15. Click the Edit (pencil) Icon next to PARKING FEES.

16. In the Cost field, enter 40.00.

17. In the Comments box, enter “See hotel bill”.

18. Click the SAVE Current Expense button.

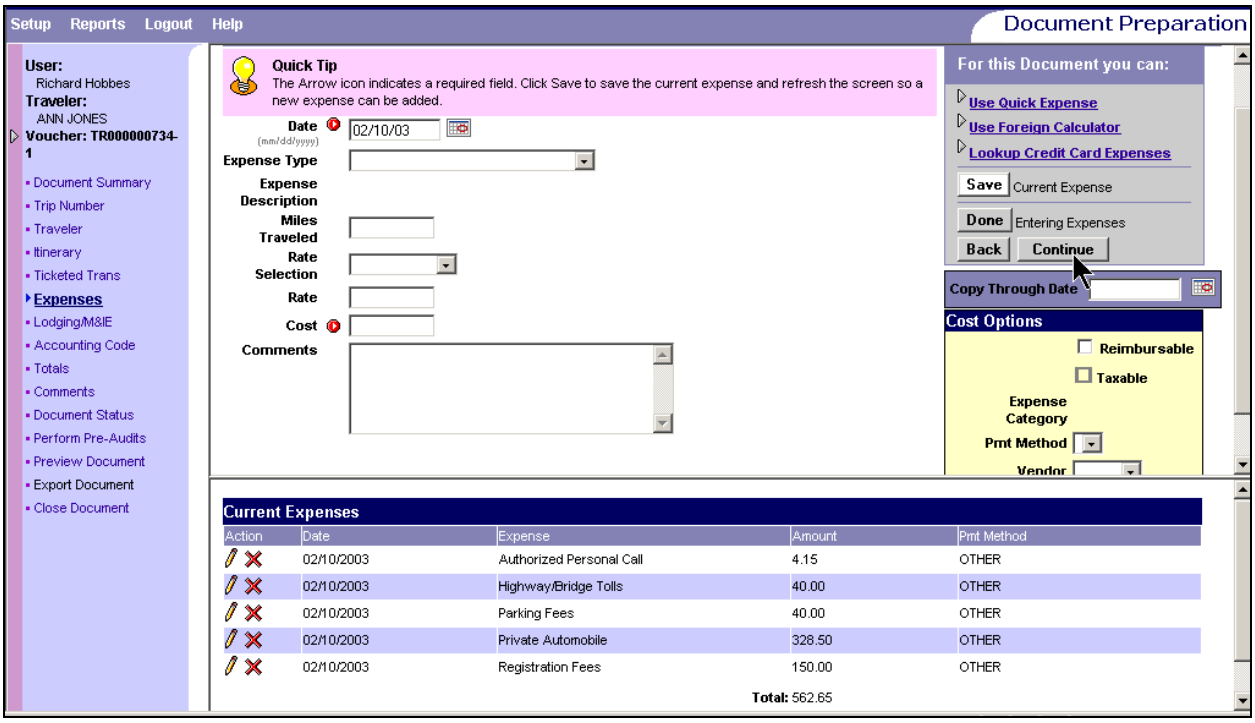
5th Expense: Registration Fee

The Registration Fee is correct -- no change.

Delete Expense

19. For the Personal calls, 02/11/03 – 02/13/03, click the Delete icon in each Line Item and delete the 3 phone calls. Select OK to the "Are you sure" message for each.

Document Toolbar > Expenses



20. Click the CONTINUE button. The Lodging/M&IE screen appears.

21. On Lodging/M&IE screen, review details.

22. Click the CONTINUE button. The Available Projects screen appears.

23. Review the information in the Project Codes for document section.

24. Click the CONTINUE button. The Total Details screen appears.

25. Review the trip totals. Click the CONTINUE button. The Comments screen appears.

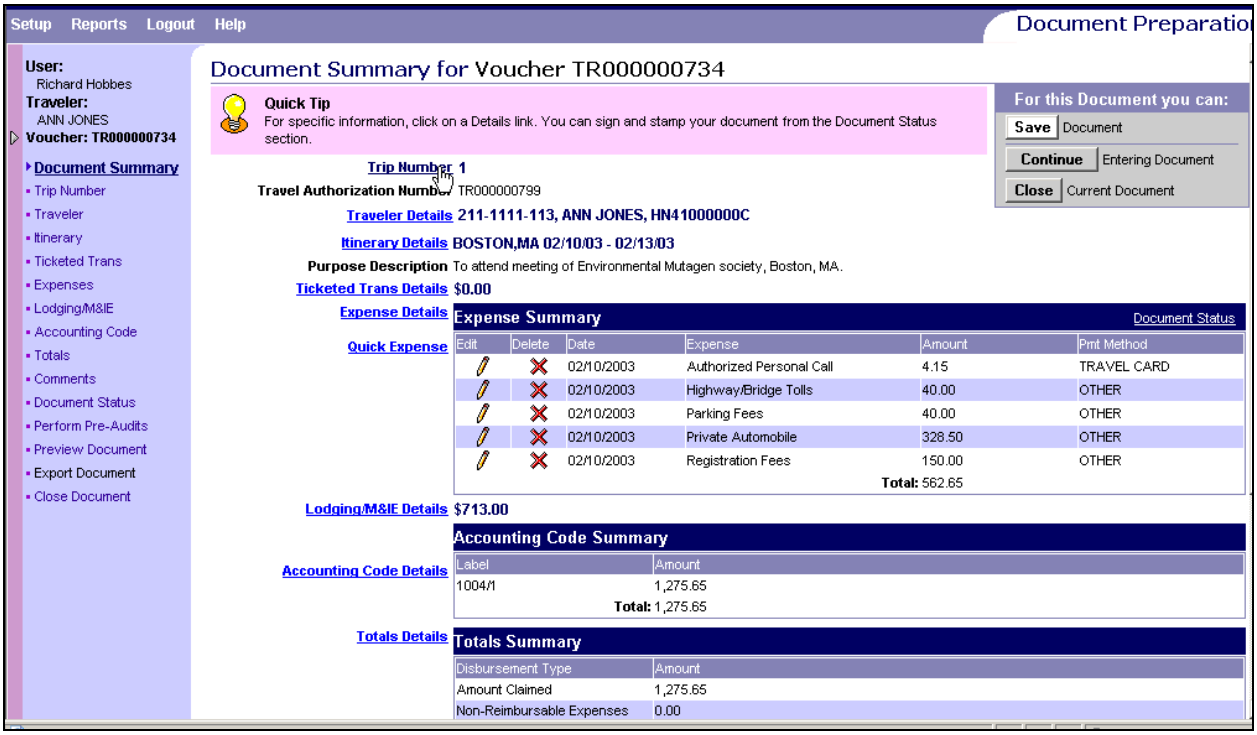
26. Review the Comments. Go no further with this first trip.

Create the Constructed Trip

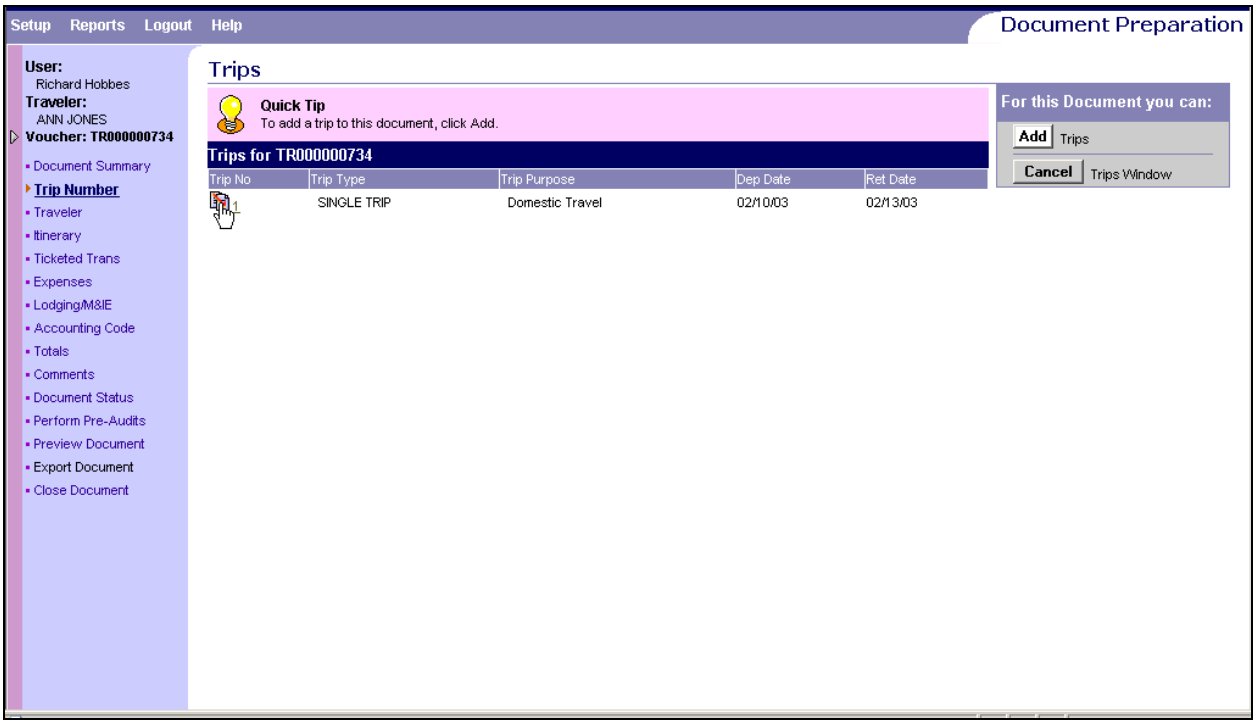
1. From Document Toolbar, select Document Summary.

2. Click the Trip Number link. The Trips screen appears.

Document Toolbar > Document Summary



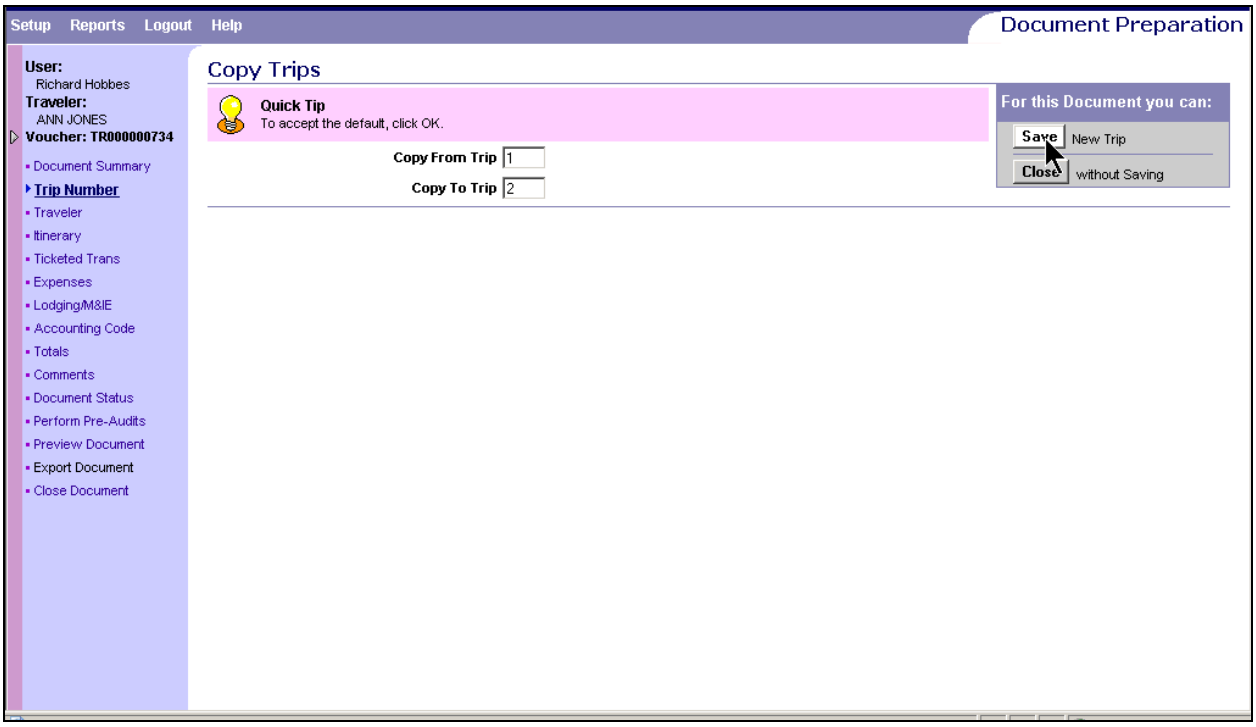
Document Summary > Trips



3. On the Trips screen, select Copy Trip Icon (next to the blue 1).

   On Copy Trips screen: Copy from Trip 1 – Copy to Trip 2 appears.

Trips > Copy Trips

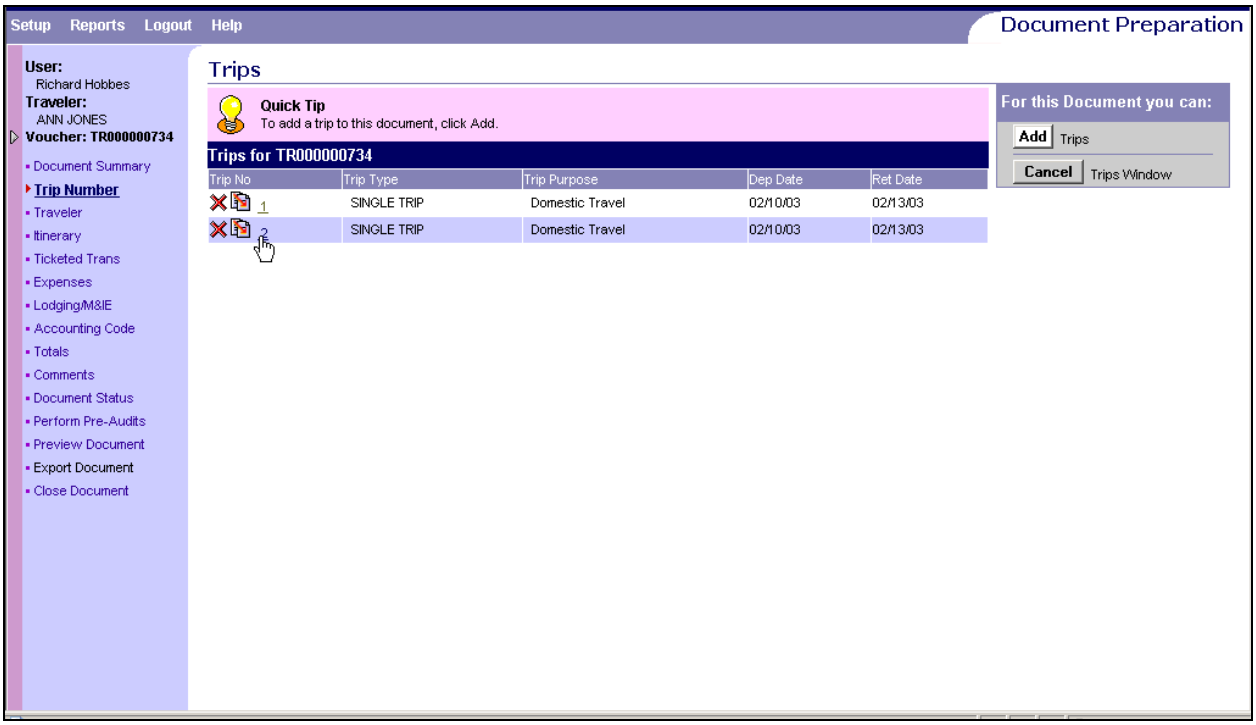


4. Click SAVE New Trip button.

   Trips 1 and 2 lines are displayed on the Trips screen.

5. Click Trip 2 hyperlink (blue underlined number 2) in the second row. The Document Summary for Voucher screen appears indicating Trip Number 2 at the top.

Copy Trips > Trips

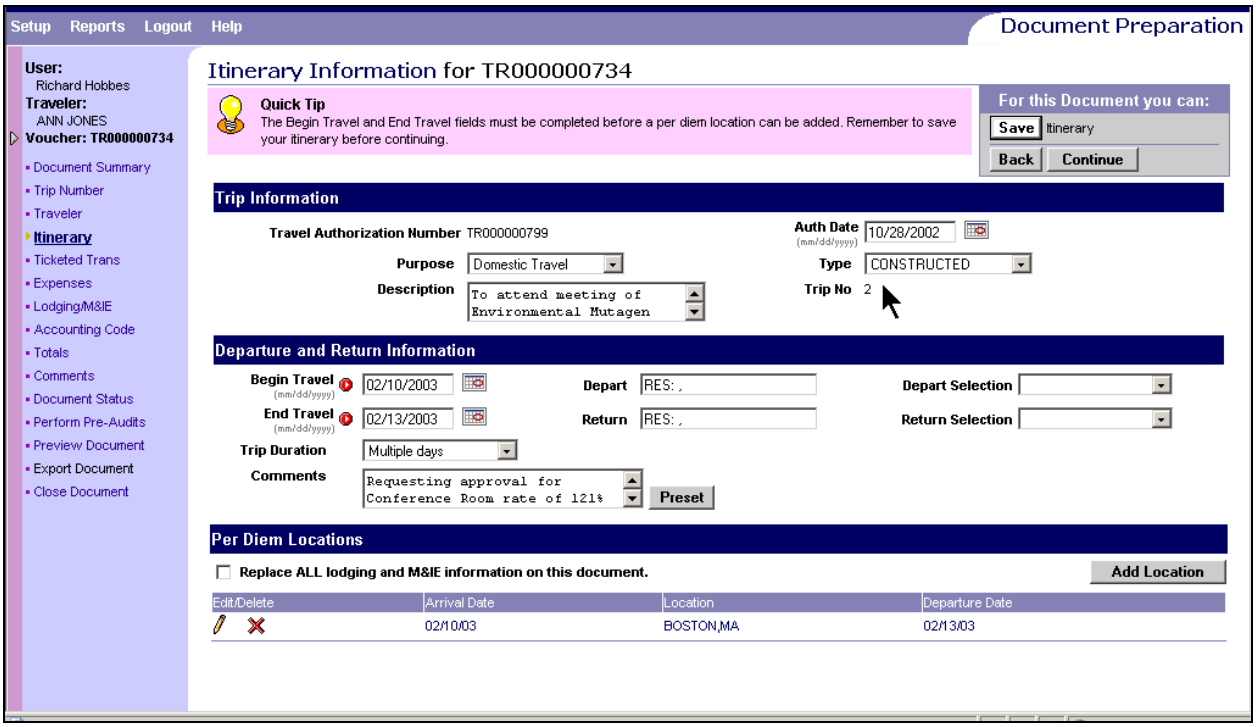


6. Click Itinerary on the Document Toolbar.

7. In Type field, select CONSTRUCTED from drop-down list.

8. Click the SAVE Itinerary button.

Document Summary > Itinerary



9. Click CONTINUE button. The Ticketed Transportation screen appears.

Ticketed Transportation

10. On the Ticketed Transportation for Voucher screen, click ADD Ticket button.

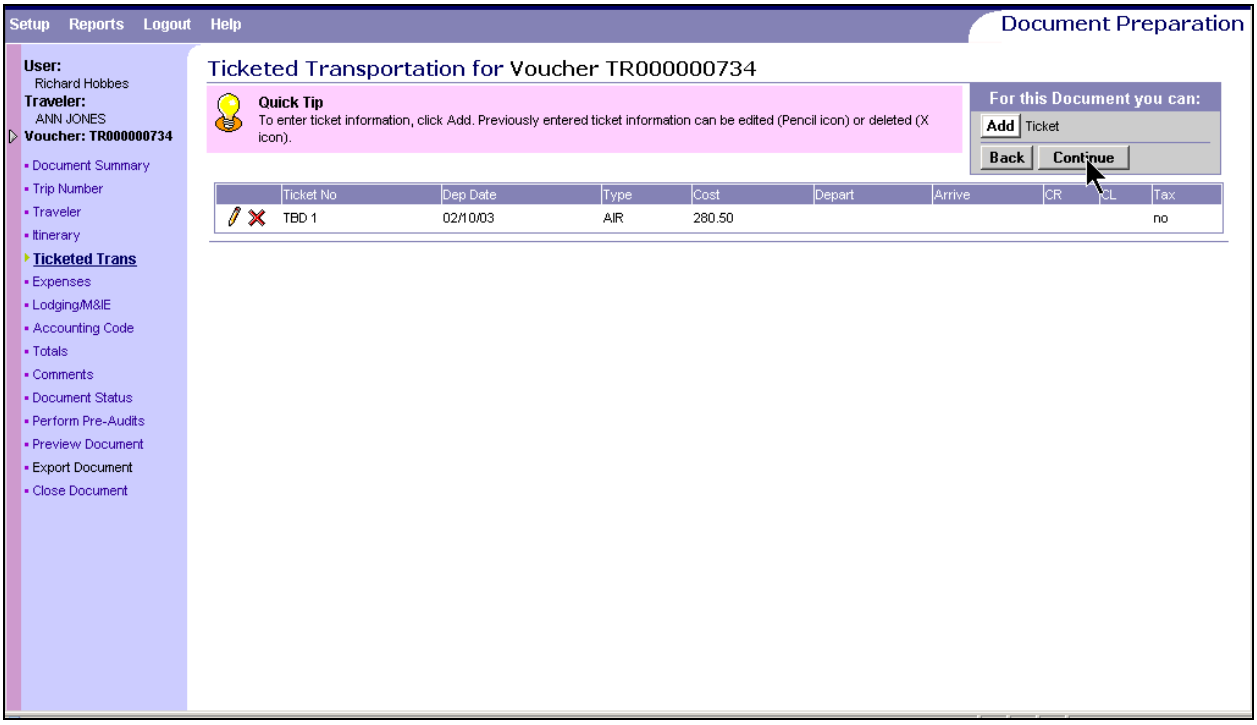
11. On the Add Ticket Information screen, enter 280.50 in Ticket Value field and press the <TAB> key.

12. In the Cost Options box, select Pmt Method - OTHER (potential ticket used as Cash expense).

    Since the two vouchers must be a comparison of each trip, the POV and common carrier scenario, in terms of grand totals, the air ticket is entered as CASH to balance car mileage, which is also a CASH transaction.

13. Click the SAVE Current Ticket button. The Ticketed Transportation for Voucher screen will appear.

Document Toolbar > Ticketed Transportation



14. Click the CONTINUE button. The Expense Entry screen will appear.

Expenses

15. On the Expense Entry screen, click the DELETE icon to delete the POV-related expenses (select the OK button when the pop-up window displays verifying that you want to delete the record):

    - Bridge Tolls
    - Parking Fees
    - Private Automobile Expenses

On the Expense Entry screen, add the following expenses that “could have” been incurred for the same trip by AIR:

1st New Expense

16. In the Expense Type field, select Taxi from drop-down list.
17. In the Cost field, enter 175.00.
18. In Comments box, enter “Taxis could have been used r/t between residence & Wash. Airport and between Boston airport & hotel (1st and last days)."
19. In the Cost Options box:

    - Reimbursable--Checked
    - Expense Category--TRANSPORT-O
    - Payment Method--Other

20. Click the SAVE Current Expense button.

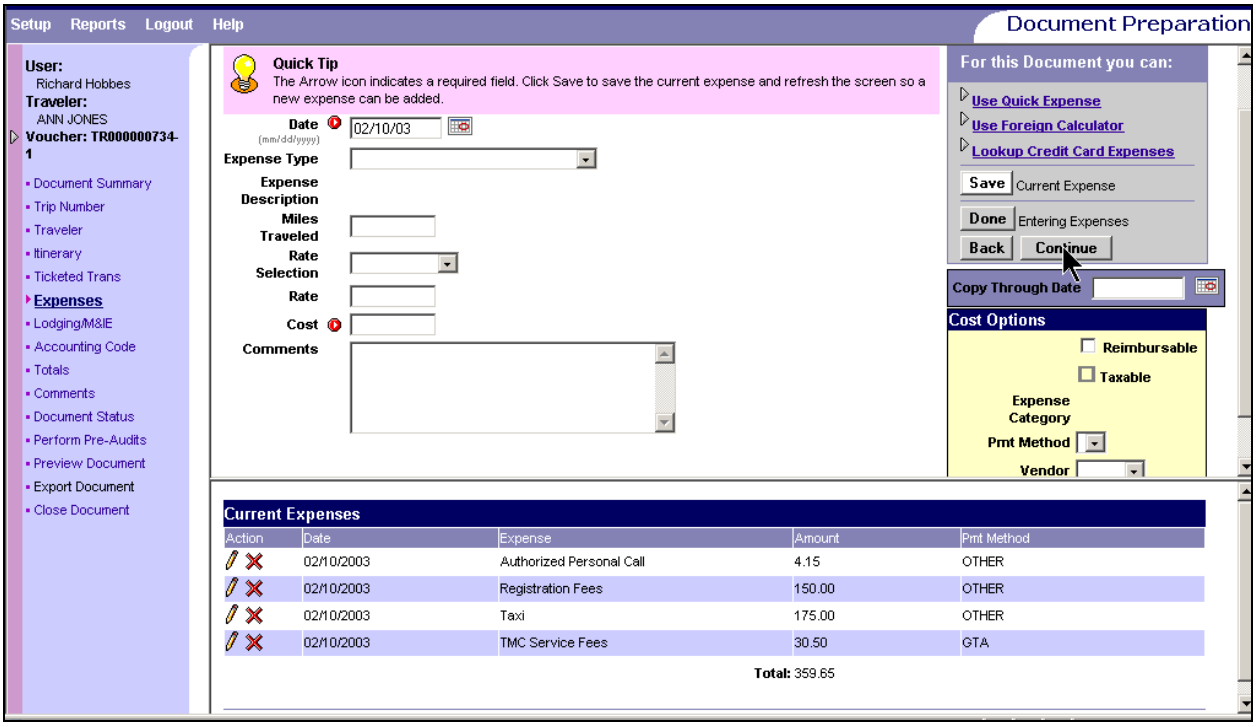
2nd New Expense

21. In the Expense Type Field, select TMC Service Fees from the drop-down list.
22. In the Cost field, enter 30.50.
23. In the Comments box, enter "Fee for travel service."
24. In the Cost Options box:

    - Reimbursable--Checked
    - Expense Category--TMC FEES - O
    - Payment Method--Other

25. Click the SAVE Current Expense button.

Document Toolbar > Expenses



26. Click the CONTINUE button. The Lodging/M&IE distribution screen appears.

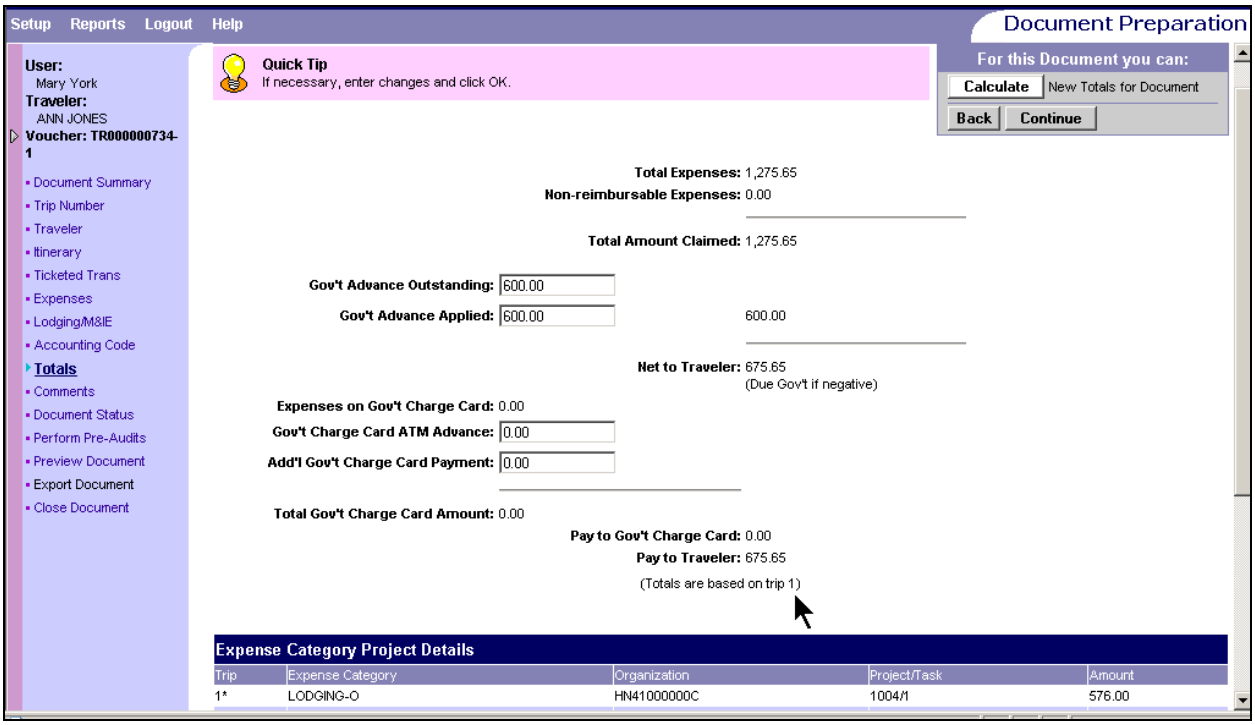
27. Review the Lodging and M&IE information. Click the CONTINUE button. The Available Projects screen appears.

28. Review the Available Projects screen, then click the CONTINUE button.

29. On Total Details screen, review the trip totals at the bottom of the screen. Trip 1 or Trip 2 for reimbursement will be indicated.

30. Click the CONTINUE button. The Comments screen appears.

Document Summary > Totals

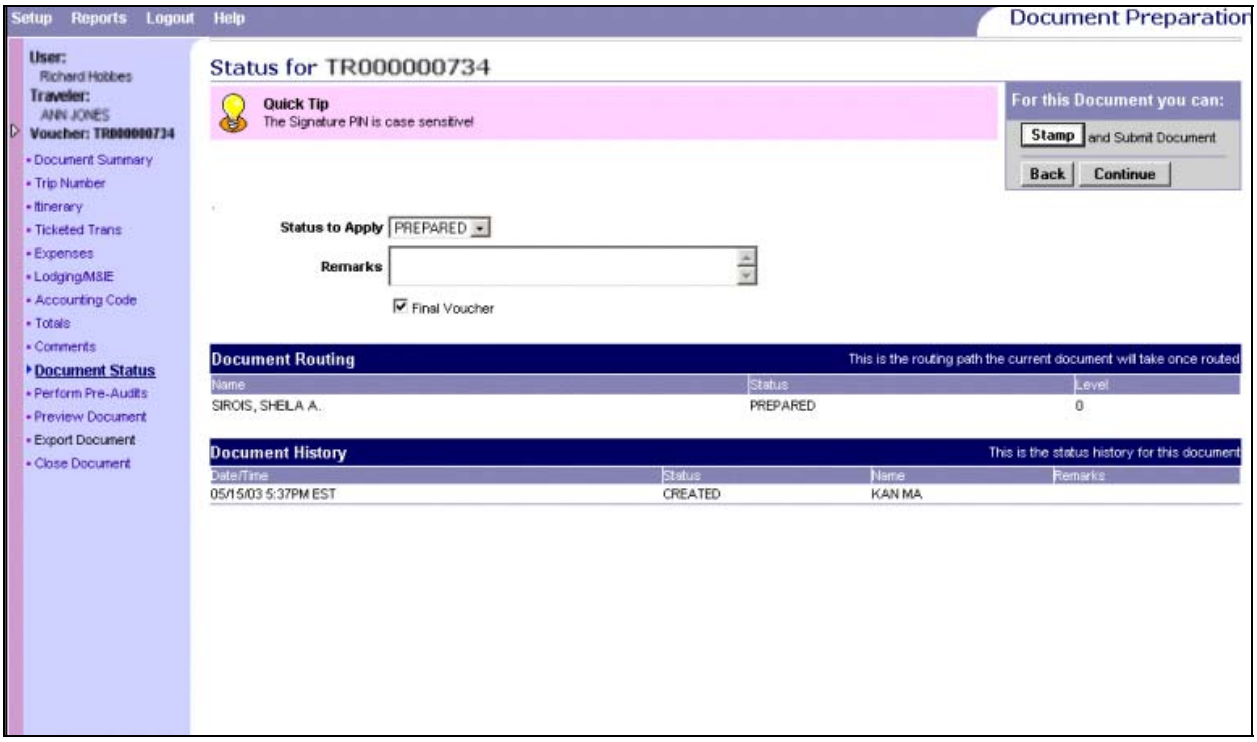


31. Review the Comments. Click the CONTINUE button or from the Document Toolbar, select Document Status. The Status screen appears.

32. In the Status to Apply field, select PREPARED.

33. Check the Final Voucher checkbox.

Comments > Status



34. Click the STAMP and Submit Document button. The Pre-Audit Results screen appears.

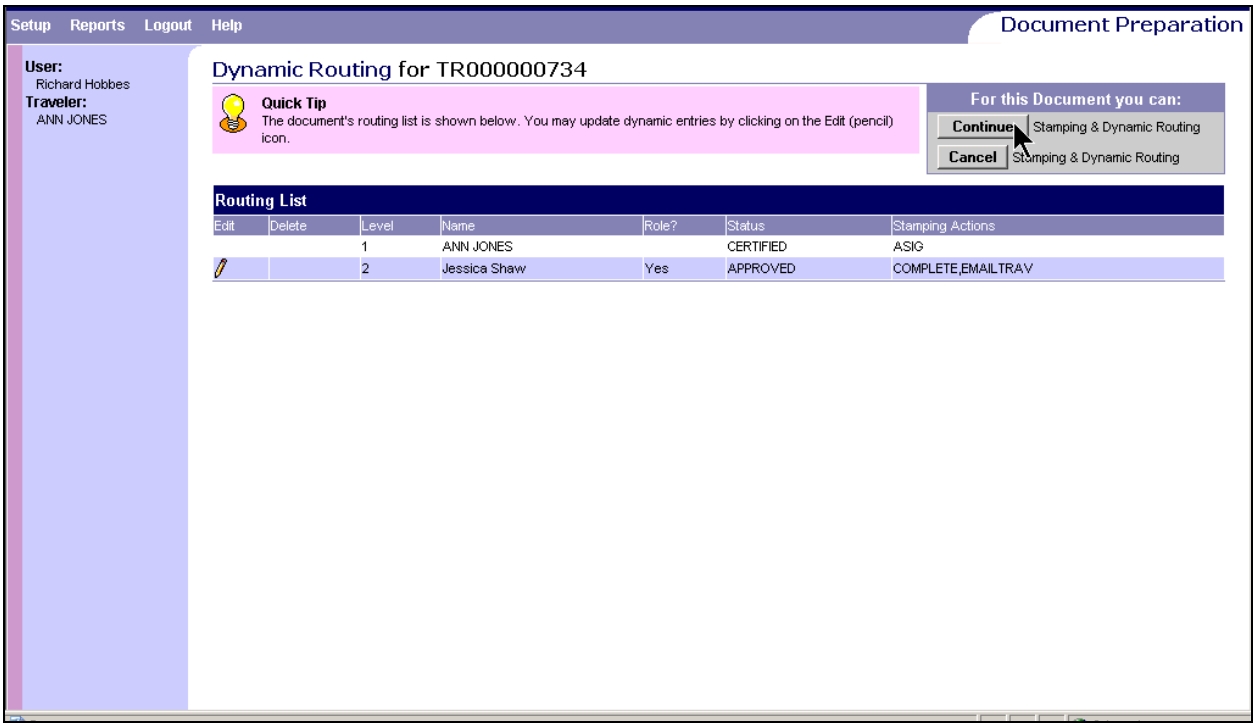
35. Review the Pre-Audit Results. Click CONTINUE Stamping the Document button.

36. On the Dynamic Routing screen, click the Edit (pencil) Icon to the left of the appropriate Approver line in the routing list.

37. On the Select Routing Recipient for Approver screen, click Arrow icon for the approver that corresponds to your tester number. Line turns pink.

38. Click the SELECT Signature(s) for Entry button.

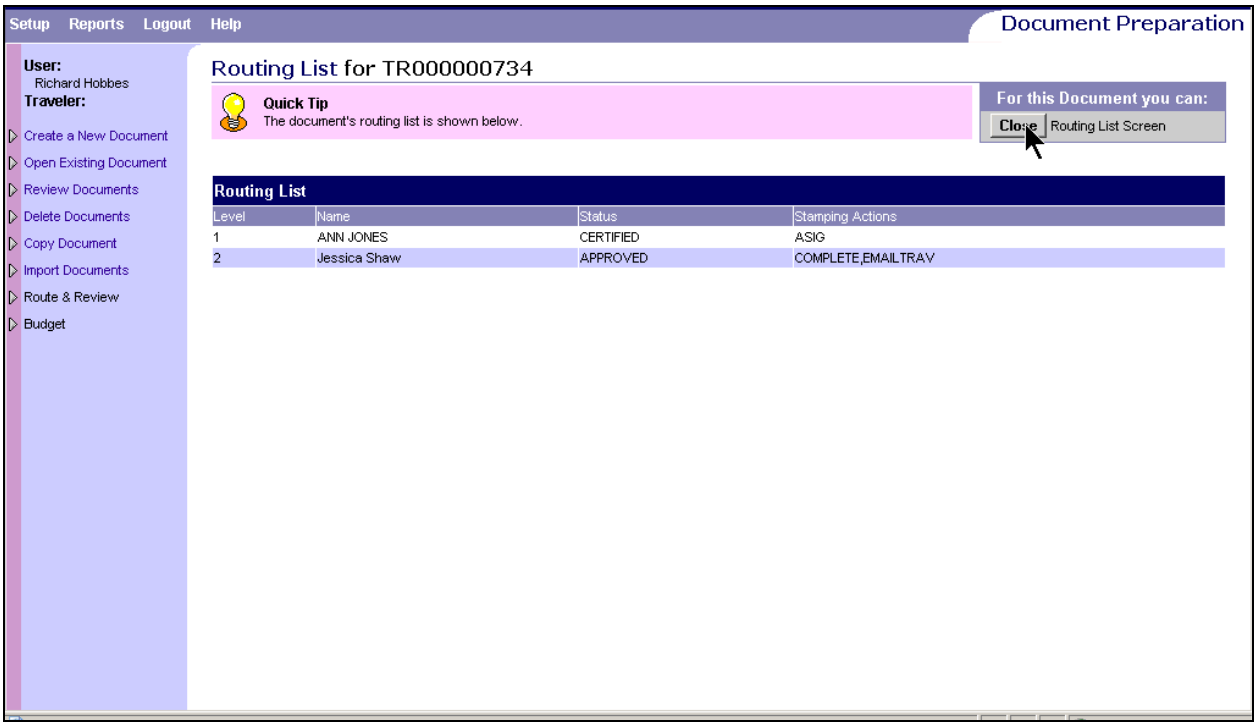
Comments > Dynamic Routing



39. Click the CONTINUE Stamping & Dynamic Routing button. The Signature screen appears.

40. Click the ACCEPT Signature Text button. The Routing List screen appears which lists the approvers.

Signature > Routing List



41. Click the CLOSE Routing List Screen button. The Document closes.

42. From Menu Toolbar, select LOGOUT. The voucher is now ready to be certified by the traveler.

Certify the Voucher

At this point, the Traveler would certify his/her Travel Voucher. You do not need to complete the Traveler's steps. Once the Traveler certifies his/her travel documents, they are electronically routed to the Approver for approval.

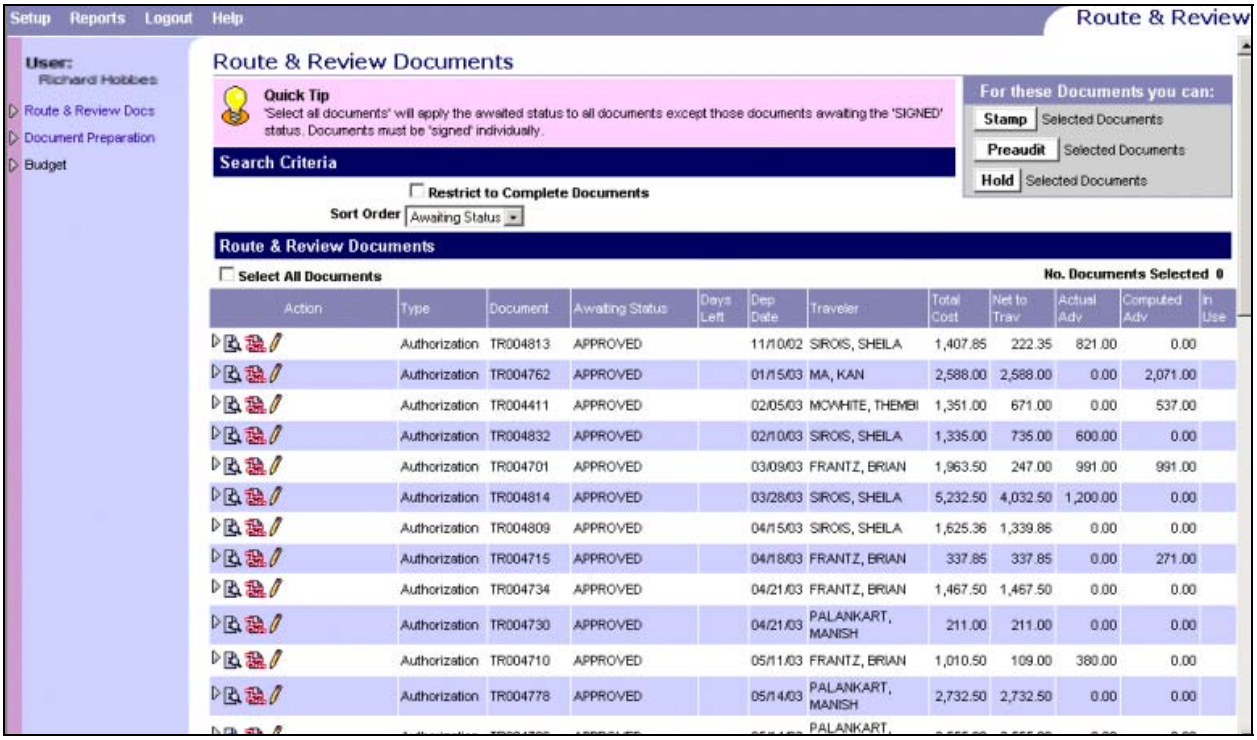
Approve the Voucher

Log in as the Approver

1. A message will appear indicating that you have documents waiting. Select OK.

2. Click on Route & Review from the Document Toolbar. The Route & Review Documents screen will open.

Document Toolbar > Route & Review Documents

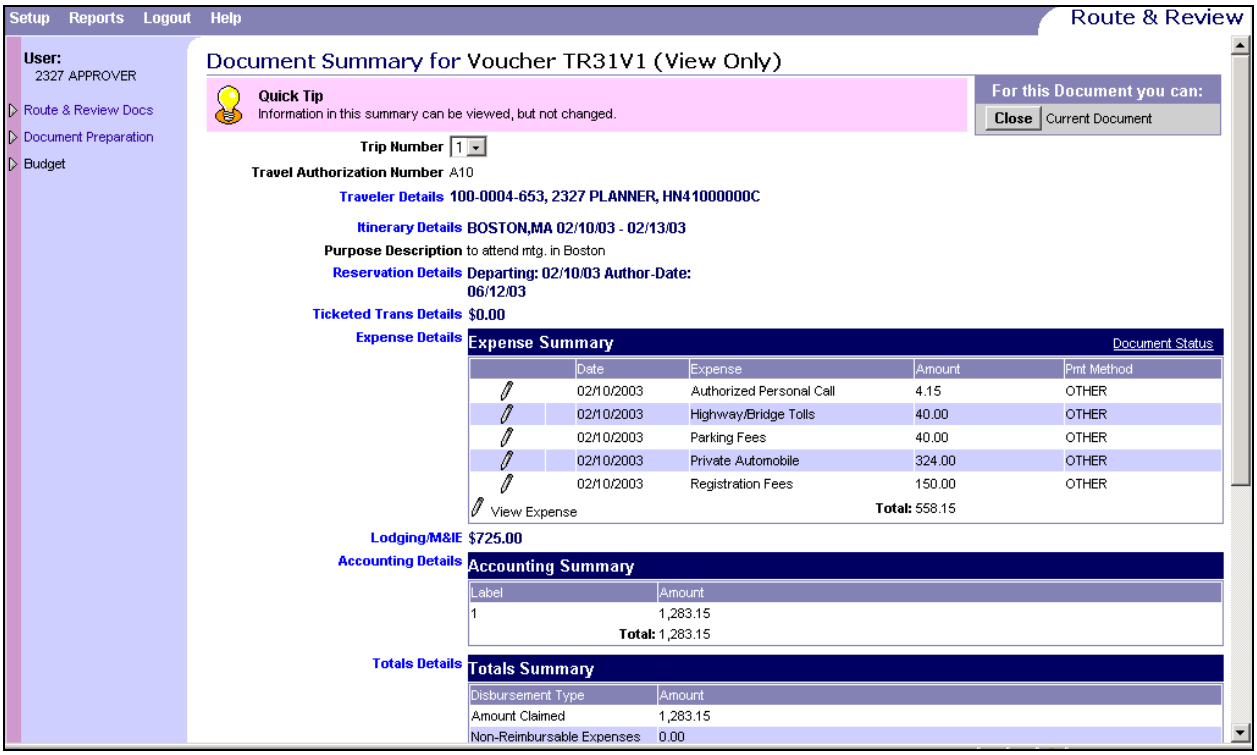


3. Find the travel voucher and click the Review Document icon to open the document to review the details. (Refer to the document number you wrote down at the beginning of the exercise.)

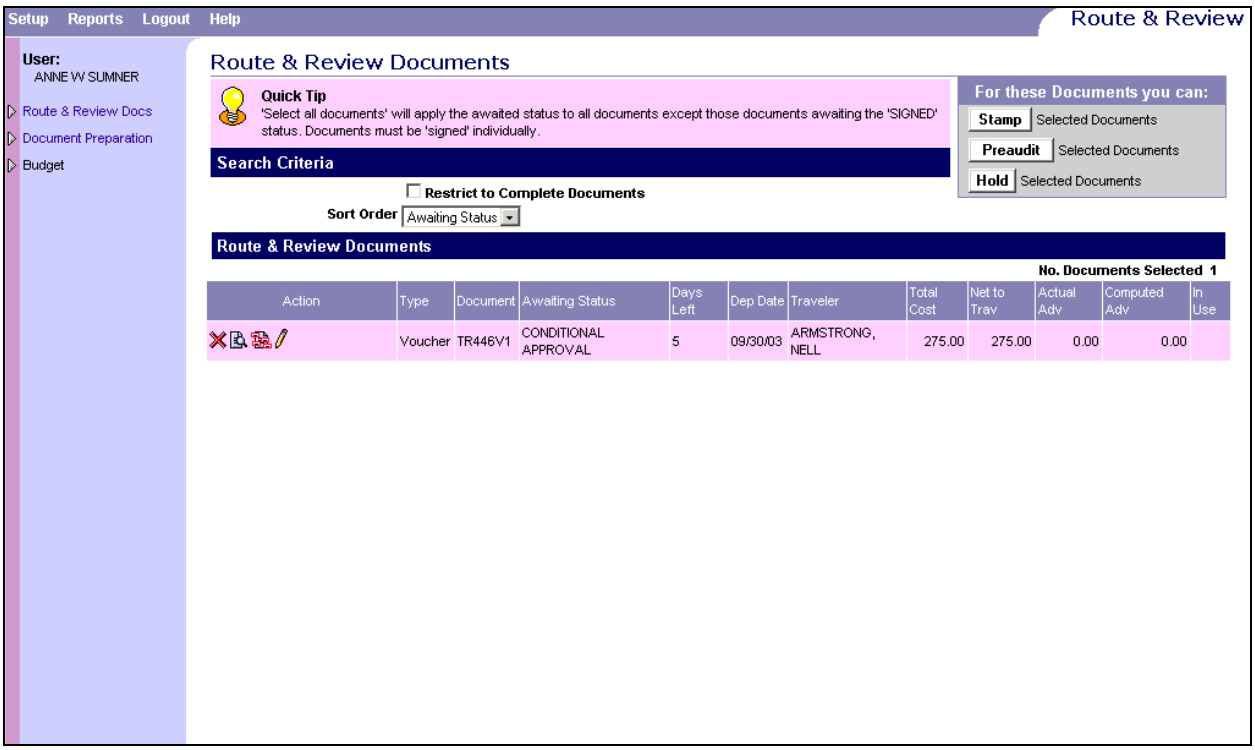
4. The Document Summary for Adjustment to Voucher screen will appear.

5. In the Document Summary screen, review details of trip.

Document Summary



6. Select Close Current Document.



7. Select the gray arrow to select the document for approval.
8. Select Approved from the Status to Apply drop down menu.
9. Select Stamp Selected Documents. The Document Stamping Log screen appears.
10. Select Close Stamping Log Screen. The Route & Review screen appears.

Check Your Work: Check Status of Voucher

1. Select Document Preparation from the Document toolbar on the left.

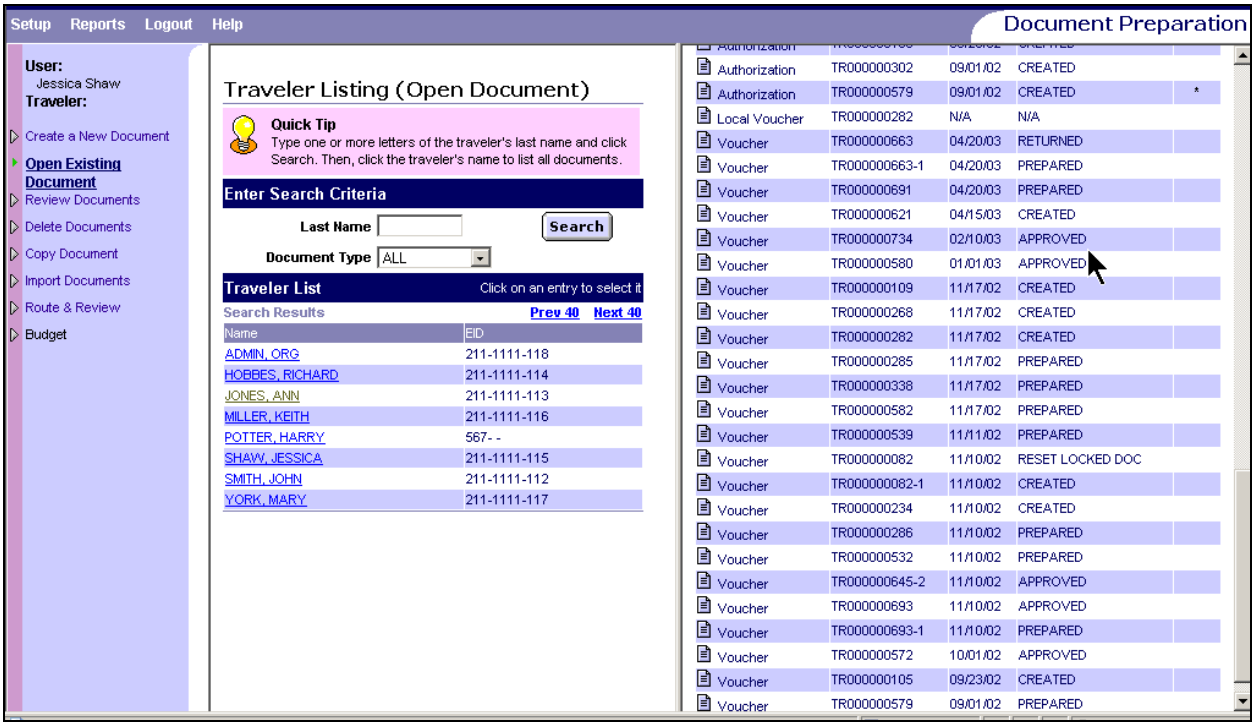
2. From the Document toolbar, select Open Existing Document.

3. Click the SEARCH button to see a list of travelers. Select the Traveler used for the voucher.

4. From list of documents, locate the voucher that you created.

5. Check that the Status of the Voucher is approved.

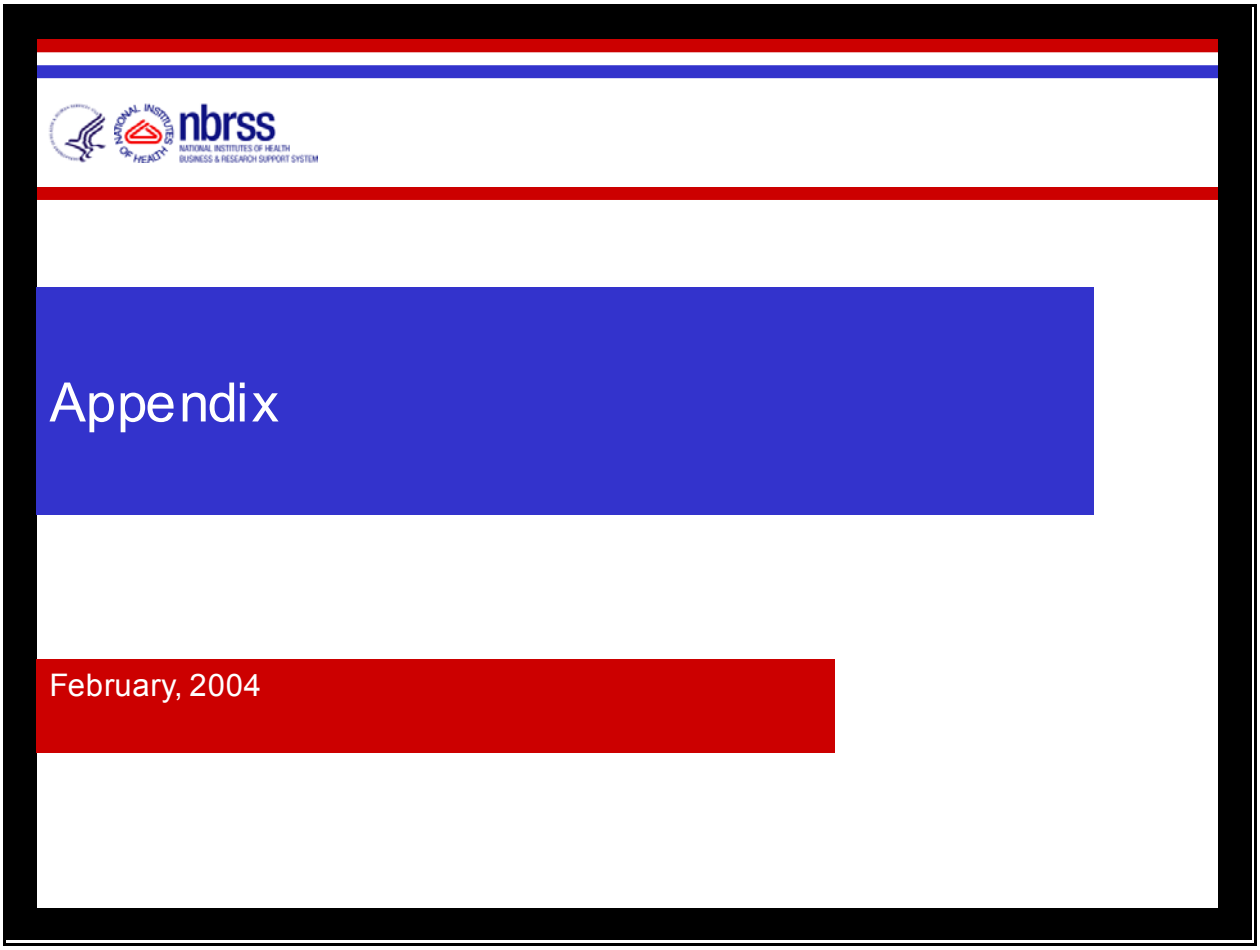
Document Toolbar > Open Existing Document



6. From Main Toolbar, select LOGOUT. This completes the Constructed Trip exercise.

Appendix

Chapter 13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BUSINESS & RESEARCH SUPPORT SYSTEM
Appendix
February, 2004

Lesson Objectives

Lesson Objectives

After this lesson you should be able to:

- Understand terminology in the NBS Travel System
- Understand the concepts of CONUS, OCONUS, and Foreign Travel
- Create a LOA Cost Voucher
- Create a Patient Trip document
- Run a Report in the NBS Travel System

Page 2

Glossary of NBS Travel System Terms

NBS Travel Term and Definition

- **ACS**: Accounting Classification Structure (replacing the CAN)
- **Actuals**: AEA – Actual Expense Allowance
- **Adjustment**: Change to the document. When an authorization or voucher has been signed, any changes must be made by creating an Amendment for that document. See chapter 9 for details.
- **Auto Name**: System – generated numbering (naming) for Travel documents
- **Cash Advance**: Advance direct deposited in traveler's bank account before travel. Option only available to Non-FTEs, Infrequent travelers, HHS/IC exceptions.
- **Constructed trip**: Comparison trip (common carrier compared to the POV)
- **Document**: An electronic authorization, voucher, amendment or other record of travel or travel-related expenses.
- **Document Status**: Routing trigger/Routing History by signature
- **Document Toolbar**: Located at the left side of the Travel Manager window, allows user to perform functions specifically designed to build and update documents.

Page 3

Glossary of NBS Travel System Terms

NBS Travel Term and Definition

- **Edit**: Make change
- **Expenditure Type**: Further designates funding information for the trip
- **Expense Category**: Field for the type of expense
- **Gelco, Inc.**: Name of the company that designed and markets the Travel Manager product.
- **IDL**: International Date Line
- **LOA**: Limited Open Authorization (could also refer to Leave of Absence)
- **Menu Toolbar**: Located at the top of the Travel Manager window, allows user to perform menu functions; Setup, Reports, Logout, and Help.
- **POC**: Privately Owned Conveyance (includes automobile, plane, motorcycle, etc.)
- **POV**: Privately Owned Vehicle (a type of POC) sometimes referred to as Private Automobile.
- **Project Number**: Designates the funding information for the trip
- **Reconciled**: A document for which reimbursement is received.

Page 4

Glossary of NBS Travel System Terms

NBS Travel Term and Definition

- **Signature Status**: Signing code of each person in the routing path that has handled the travel document. E.g., prepared, certified, conditional approval, approval, etc.
- **Stamp**: Allows signed document to route to the next person in chain of authority.
- **Travel Authorization**: See Associated ADB Travel Description
- **Travel Ledger**: Displays all travel records (authorization/voucher numbers) that have not been reimbursed. Gives amounts due either the traveler or the Government.

Page 5

CONUS, OCONUS, Foreign Travel

- Per Diem rates available for three separate geographical areas:
  - CONUS: Contiguous United States (domestic travel); includes the lower 48 states and the District of Columbia
  - OCONUS: Outside the Contiguous United States, also referred to as "non-Foreign"; includes Alaska, Hawaii, Puerto Rico, American Virgin Islands, America Somoa, Guam and Northern Mariana Islands
  - Foreign: All foreign countries and territories not part of the US
- Standard CONUS:
  - All TDY locations not specifically listed are assigned the standard CONUS rate as determined by the government
  - Select Standard CONUS on the Itinerary>Add Per Diem Location screen:
    - Enter the Location name in the Location box
    - Check the "Unlisted Location" box
    - Select the state code from the State field
    - Click Search
    - Click Save

Page 6

LOA Cost

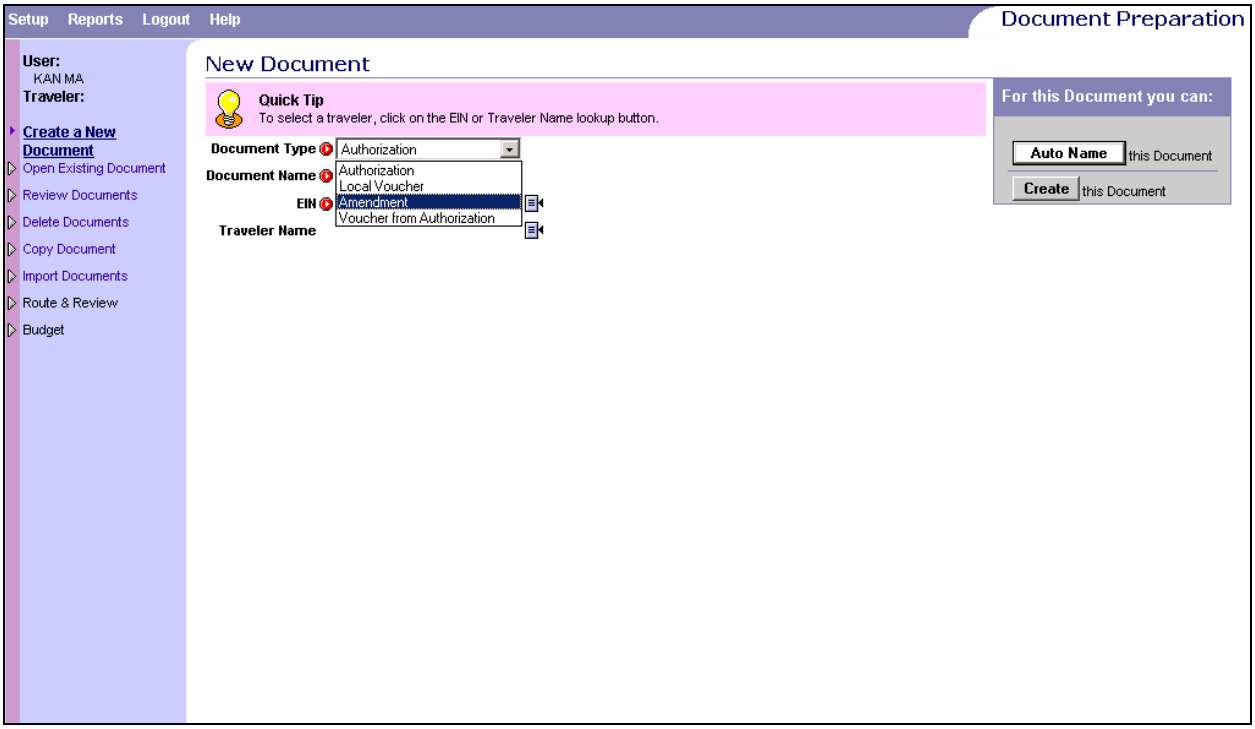
- Limited Open Authorizations are used for trips that are greater than 30 days, but less than 6 months
- Allows for multiple vouchers to be charged against an open obligation
- Select a trip type of "LOA Cost" on the Itinerary screen
- Complete the remainder of the TA the same as other authorizations
- Complete vouchers against the LOA Cost TA
  - Do NOT check "Final Voucher" unless it is the last voucher for the TA

Page 7

Creating a New Document

This document explains how to create Travel Authorizations, Amendments, Local Vouchers, and Vouchers.

NBS Travel System User
N> Document Toolbar > Create a New Document
New Document



1. From the **Document Toolbar**, select **Create a New Document**.

If you are creating an Authorization, Local Non-Government Authorization or Local Voucher, goto task #2.

If you are creating an Amendment, goto task #8.

If you are creating a Voucher, goto task #16.

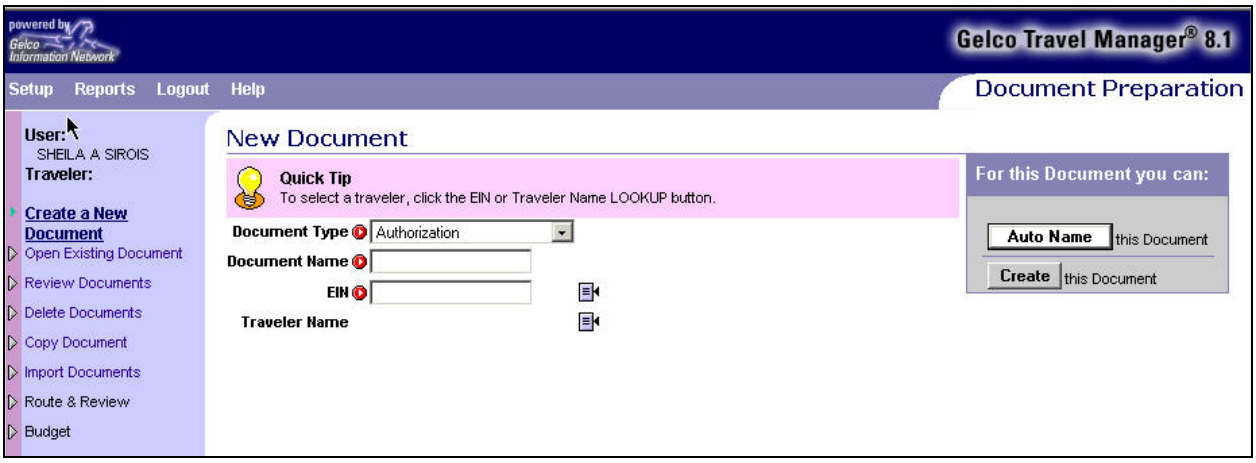
Authorizations, Local Non-Government Travel Authorizations and Local Vouchers

2. In the **Document Type** field, select **Authorization** or **Local Voucher** from the drop-down list.

   Note: For Local Non-Government travel select Authorization since prior approval is required.

3. Select the **Traveler Name** Search icon; a separate **Search** window will appear. Enter the Traveler's **Last Name** and/or **First Name** in the **Search** fields. (Alternatively, you may click the **EIN** search icon and enter the Traveler's **EIN**.)

   Note: You may use partial values in the **Search** fields.



4. Select the **Search** button.

5. Select the traveler's **EIN**.

   Note: The traveler's name should be listed next to it.

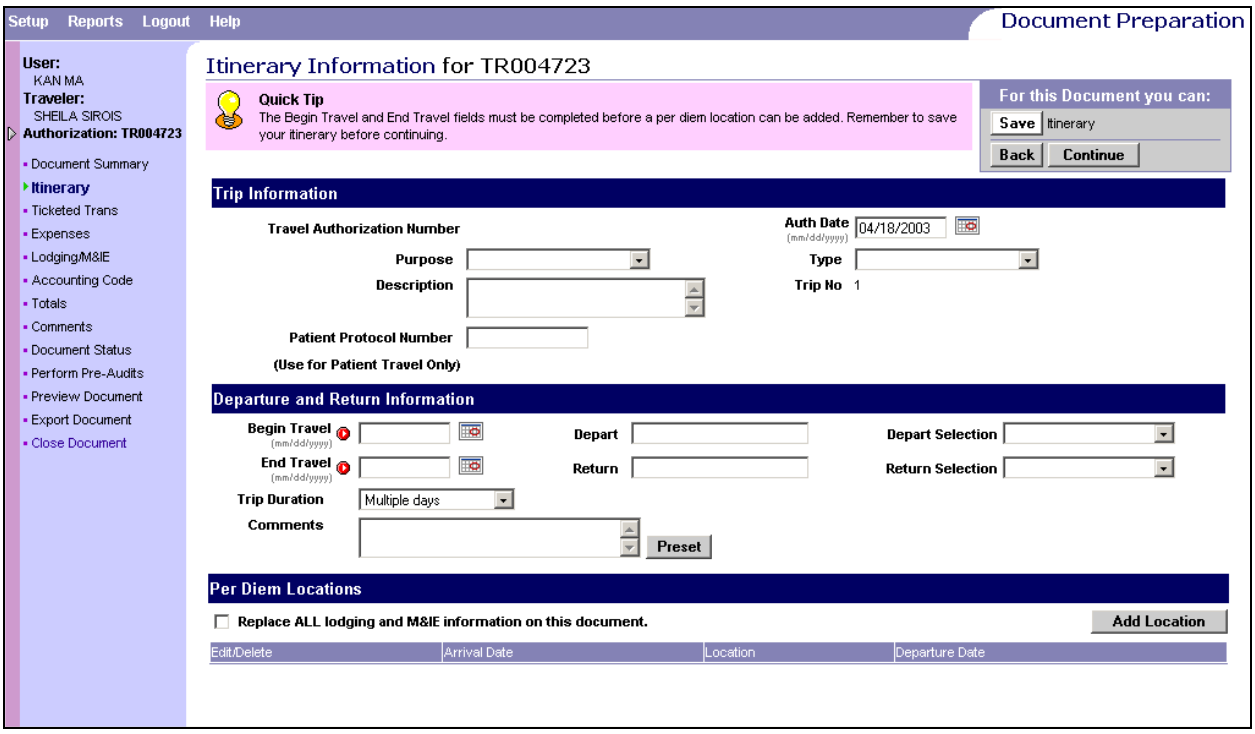
6. Select the **Auto Name** this Document button in the top right of the screen.

   Note: The **Auto Name** button automatically assigns a unique document name. This system-generated number will be assigned to the document when you create it. The number also automatically extends to tracking within the NBS financials software, Oracle financials.

7. Select the **Create** this Document button.

   Note: At the time the **Create Document** step is performed, the document number is assigned and **Saved**. You may close or open the document from this time forward without the number being deleted.

   Result: The **Itinerary Information** screen will appear.



End of activity.

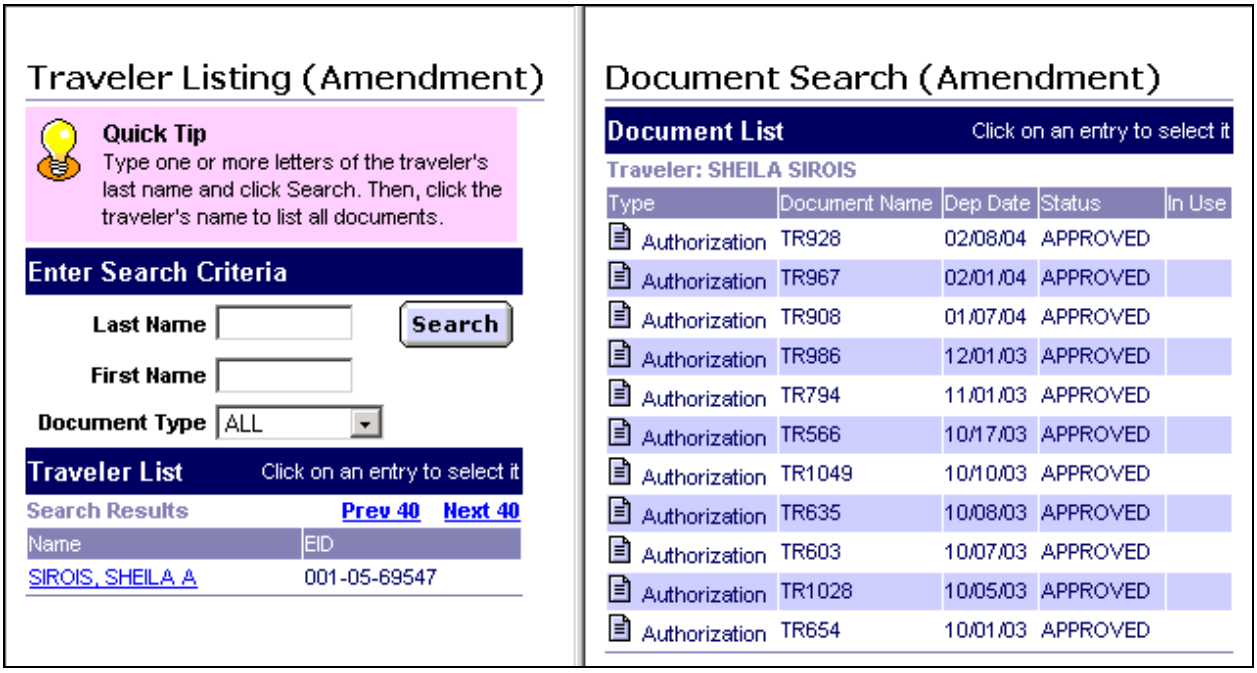
Amendments

Amendments are created after a document has been routed and approved. The amended document will also need to be routed and approved and then requires a change.

8. In the **Document Type** field, select **Amendment** from the drop-down list.

9. Activate the **Traveler Listing** screen by clicking in blank white space on the screen.

   Result: The **Traveler Listing** Screen will appear.



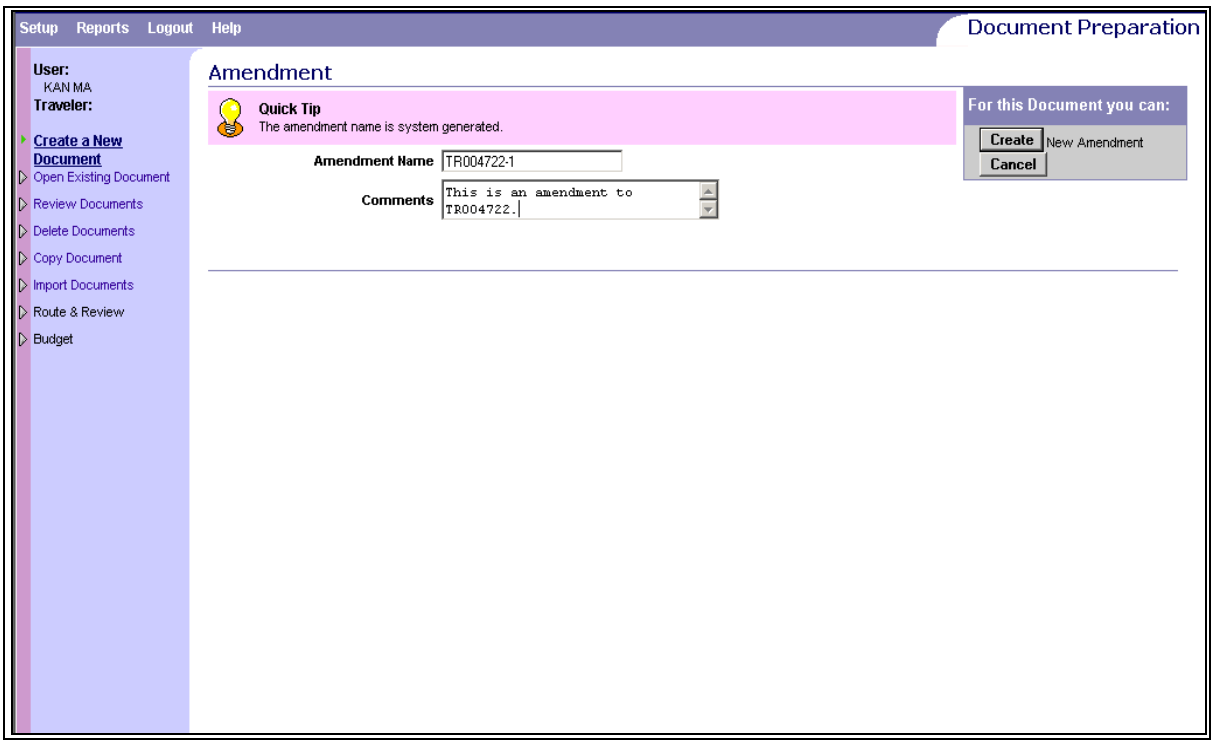
10. Choose the **Traveler** by searching on **Last Name** and/or **First Name**.

    Note: You may use partial values in the **Search** field.

    Note: Optionally refine your search by entering a **Document Type**.

11. Select the **Document** to amend by selecting the icon.

    Result: The **Amendment** screen will appear when the document is selected.

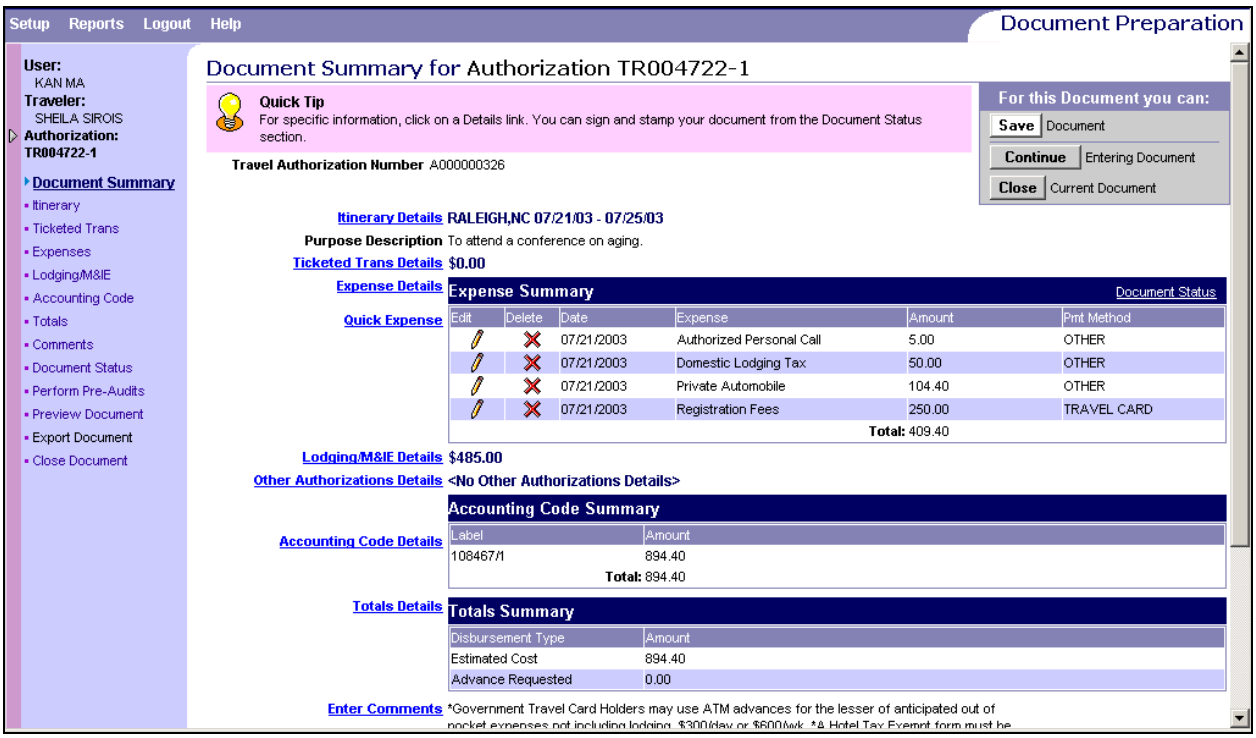


12. The **Amendment Name** will append the original document name with an amendment number (e.g. "-1").

13. In the **Comments** box, enter any pertinent comments.

14. Select the **Create** New Amendment button.

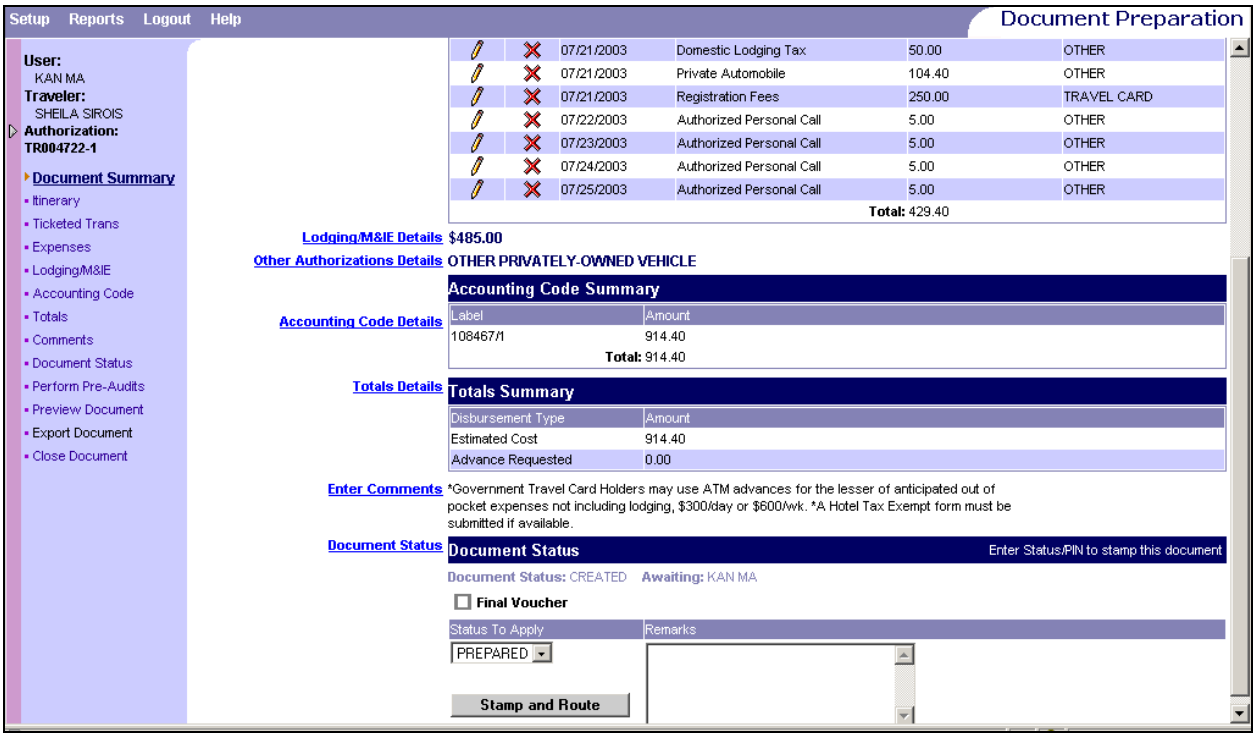
    Result: The Document Summary Screen appears.



15. From the **Document Summary** window, you can make any required changes by selecting the appropriate Pencil icon next to the expense detail.

    Note: Selecting **Continue** Entering Document button, will allow access to the Itinerary, Ticket screens, etc. Continue to work through the document making any necessary changes.

Your screen should look similar to the one below:



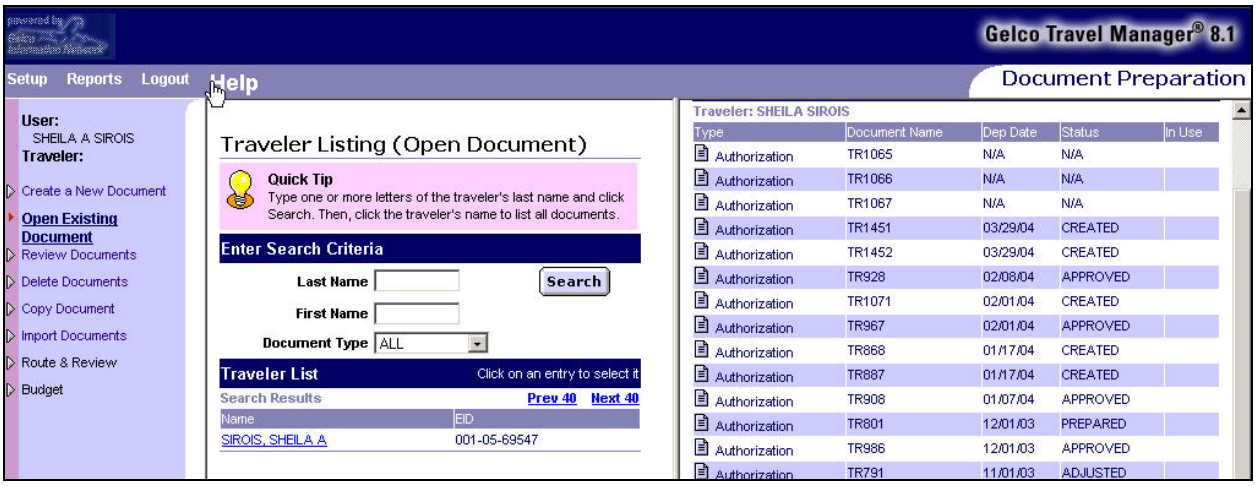
End of activity.

Vouchers

16. In the **Document Type** field, select **Voucher from Authorization** from the drop-down list.

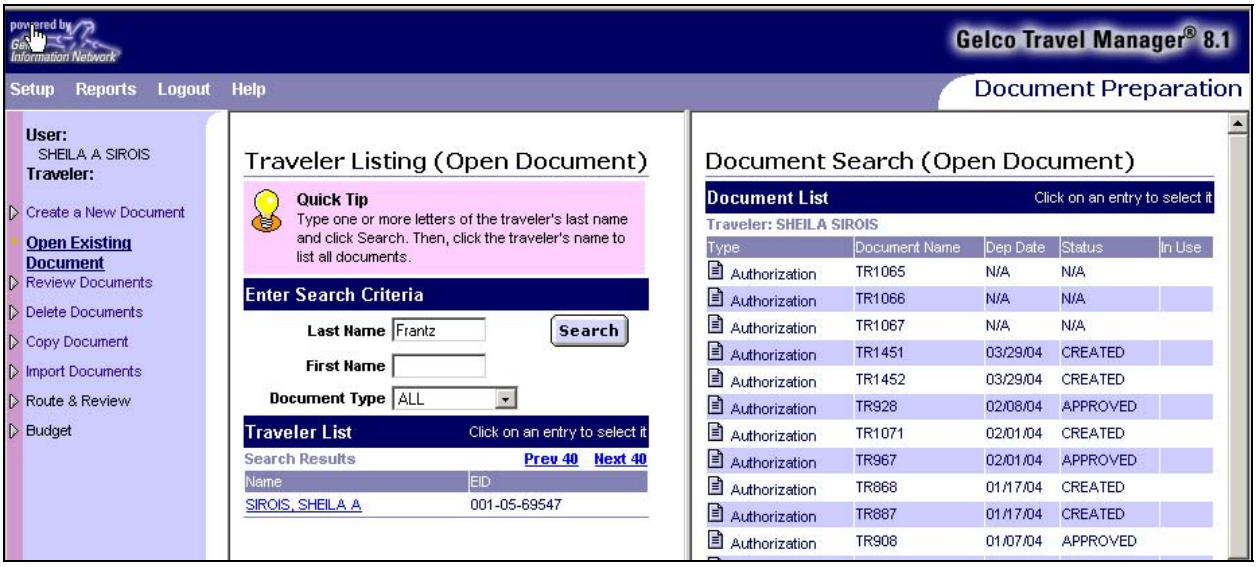
17. Select outside the **Document Type** field (or click [Tab]).

    Result: The **Traveler Listing** screen will appear.



18. From the **Traveler Listing** window, select the desired **Traveler**.

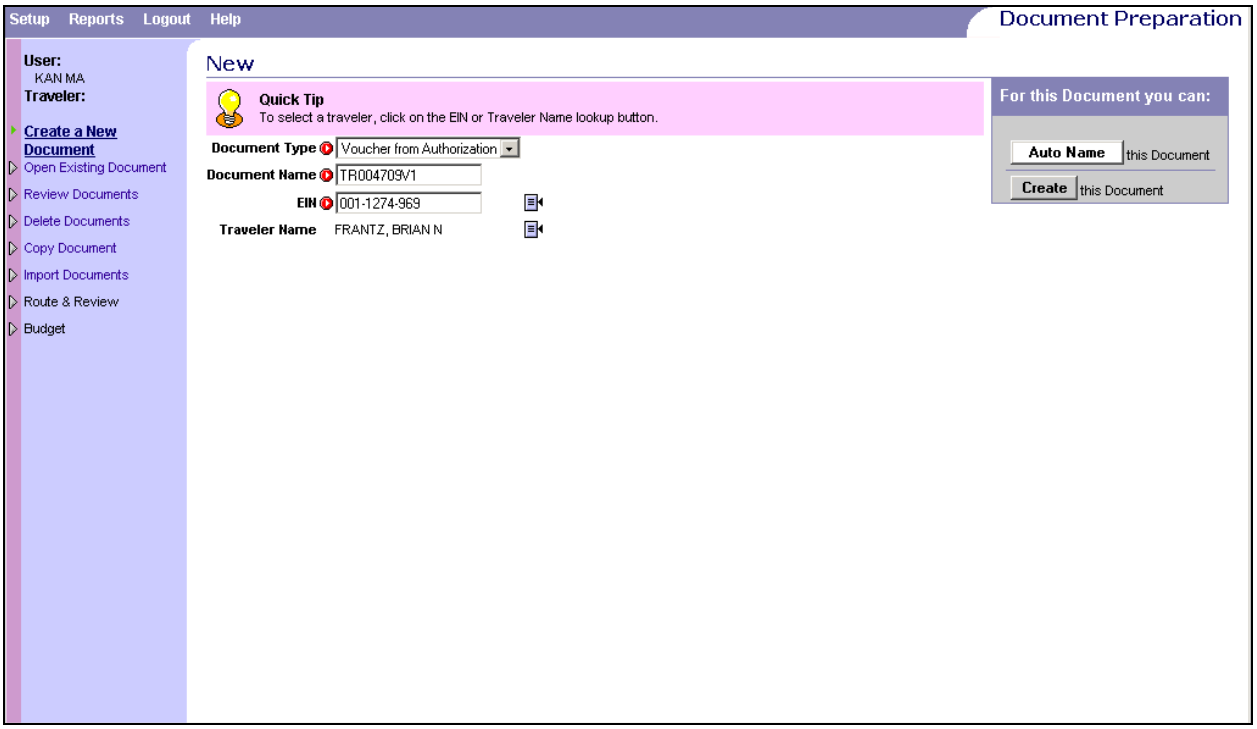
Note: You may need to type the Traveler's **Last Name** and/or **First Name** and click **Search** to find your traveler.



19. From the **Document List**, select the desired **Authorization**.

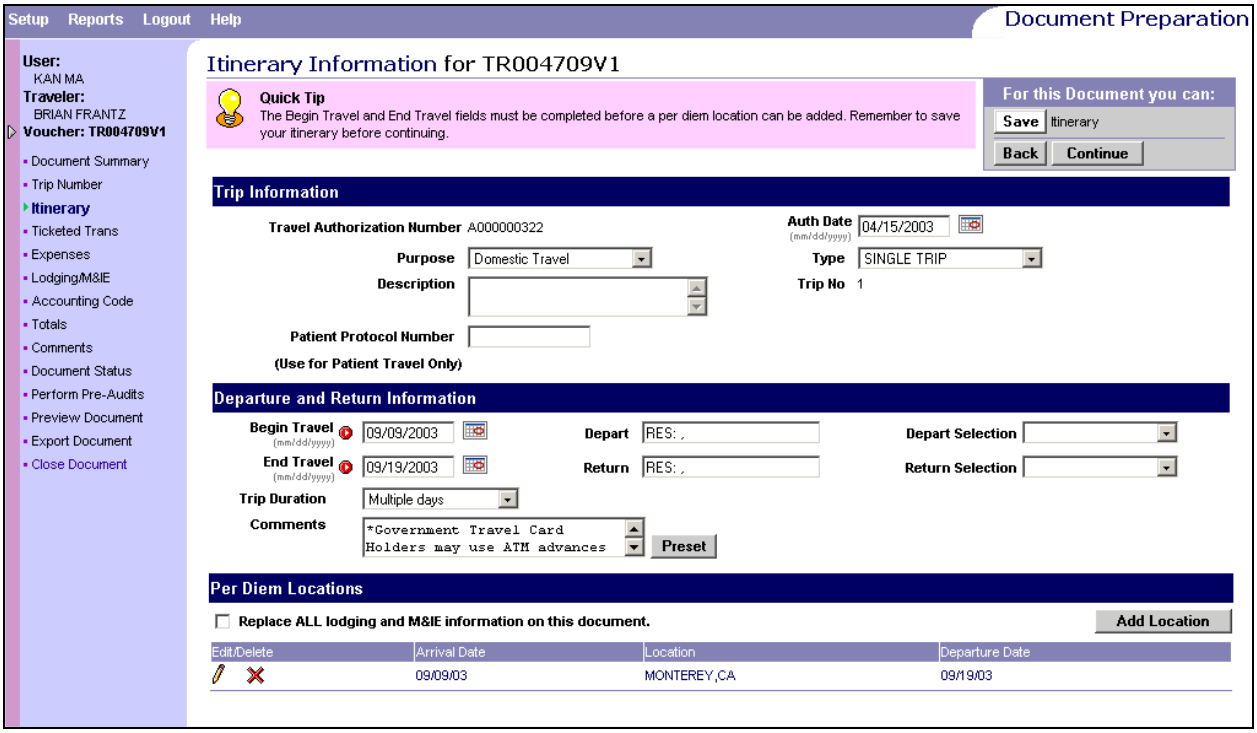
    Result: The **New** (Document) screen will return. Note the document name will end with "V#". The V indicates that it is a voucher and the # will indicate how many vouchers have been created against the TA.

    Note: The Authorization status must read **Approved** to create the Voucher.



20. Select the **Create** this Document button.

Result: The Itinerary screen appears with the information from the original approved Authorization.

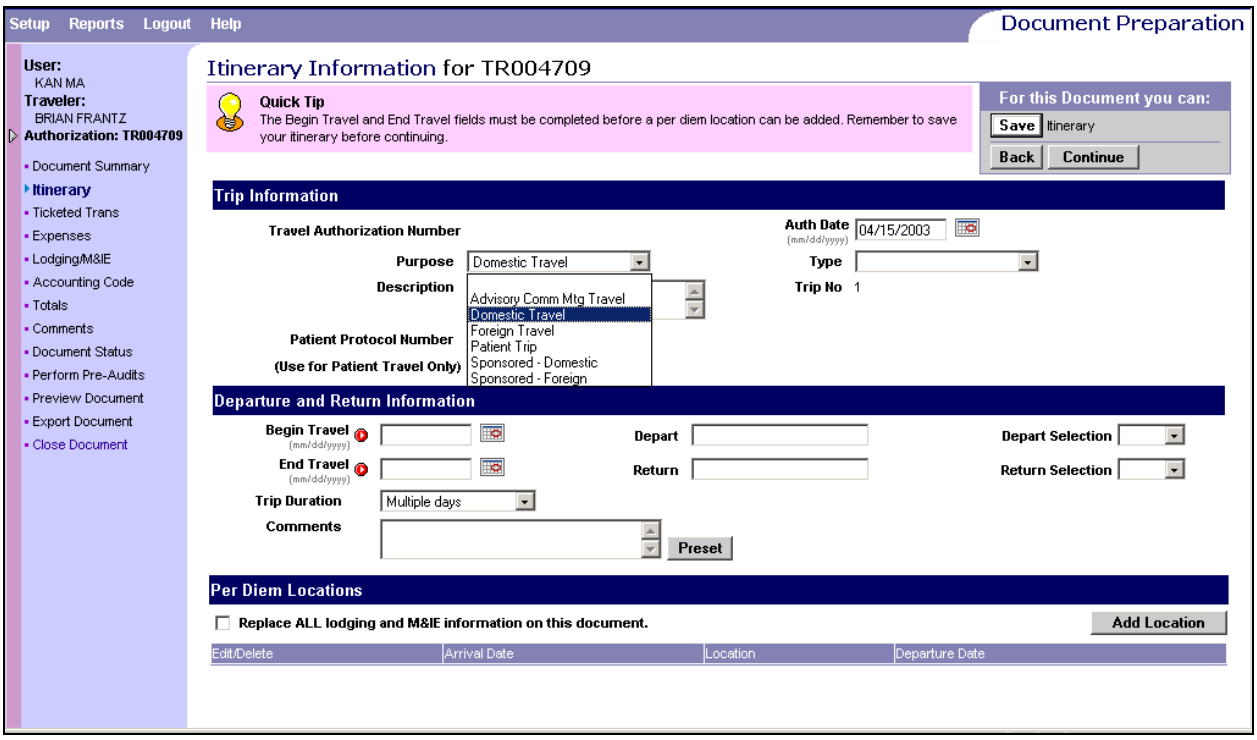


End of activity.

Itinerary – Completing the Trip and Date Information

Trip Information

NBS Travel System User
Document Toolbar > Itinerary > Purpose field
Purpose Field



1. Select **Itinerary** from the Document Toolbar.
2. Select the appropriate **purpose** from the drop-down list **Purpose** field.

Purpose field choices:	Definition:
Advisory Comm Mtg Travel	Used for all Advisory Committee meeting travel
Domestic Travel	Used for domestic travel
Foreign Travel	Used for foreign travel
Patient Trip	Used exclusively by the Clinical Center for Patient Travel

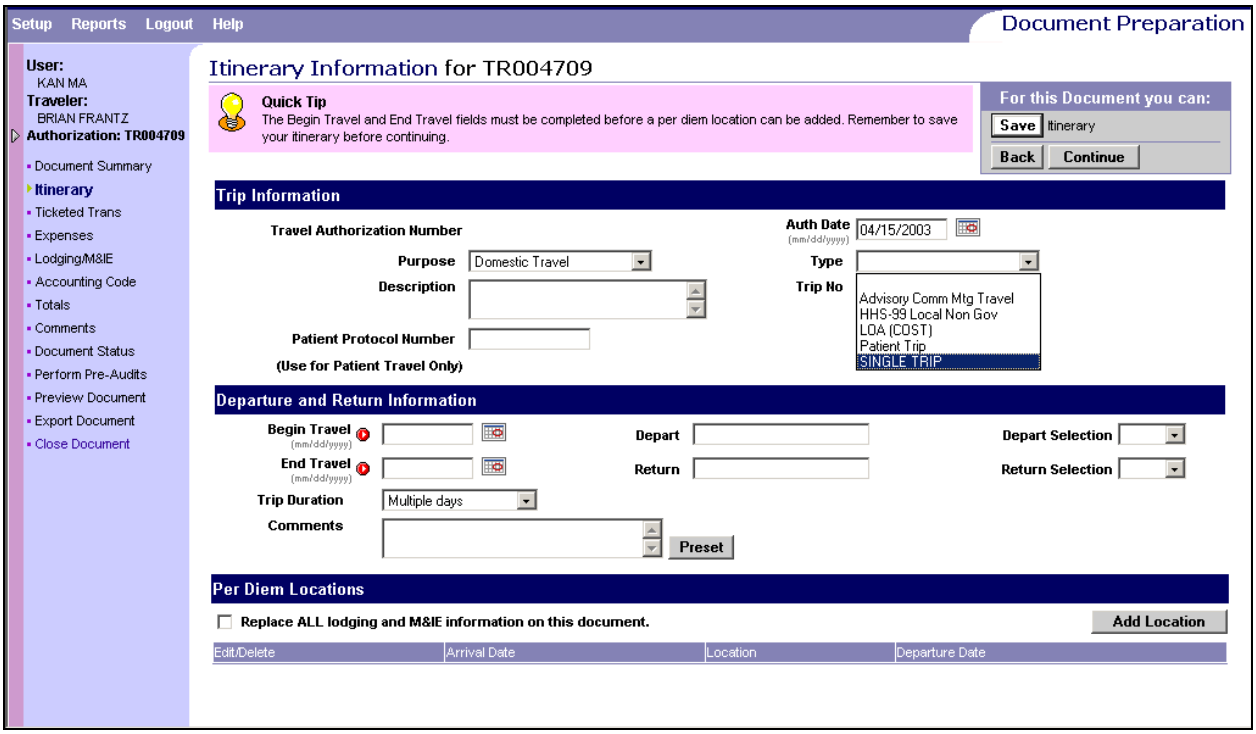
Sponsored-Domestic	Used for sponsored travel that is domestic; must select to get the sponsored travel options and screen
Sponsored-Foreign	Used for sponsored travel that is foreign; must select to get the sponsored travel options and screen

3. Enter a detailed description of the reason for the trip in the **Description** field.

If this is a patient trip, goto task #4. Otherwise, goto task #5.

4. Enter the **Patient Protocol Number** if this is a patient trip.

   Note: This field is used exclusively by the Clinical Center for Patient Travel.



5. Select the appropriate **trip type** from the drop-down list **Type**.

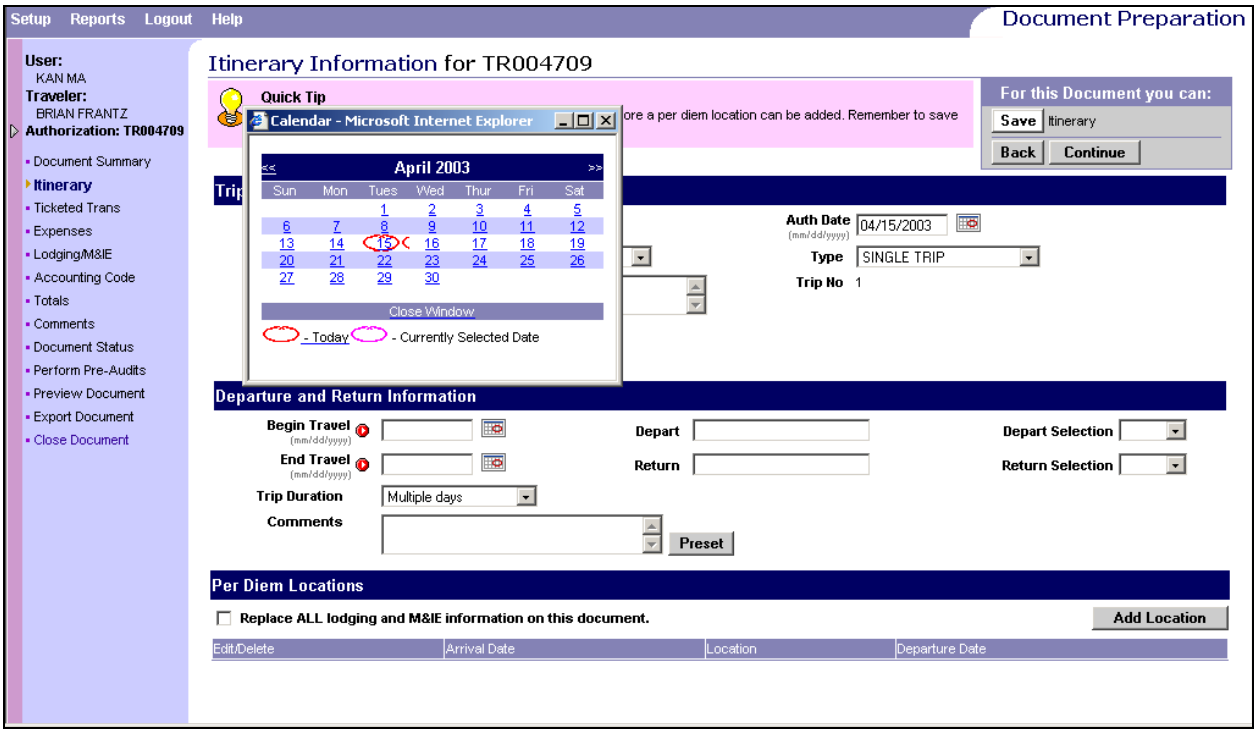
Trip Type choices:	**Definition:**
Advisory Comm Mtg Travel	Used for all Advisory Committee meeting travel
HHS-99 Local Non-Government Travel	Travel in local area Travel not sponsored by a government organization and requires prior approval Replaces HHS-99 Form

LOA (Cost) - Limited Open Authorization	Used for Temporary Duty (TDY) travel of more than 30 days, but less than 6 months Allows for multiple vouchers to be created from one TA
Patient Trip	Used exclusively by the Clinical Center
Single Trip	All TDY travel less than 30 days

Note: Per diem overrides may be applied if the user chooses any of the following trip types from the drop-down list: LOA (Cost) or Patient Trip (the latter is viewed by Patient Travel system users only).

Departure and Return Information

Document Toolbar > Itinerary



6. In the **Begin Travel** field, enter the **date** when the traveler will begin the trip.

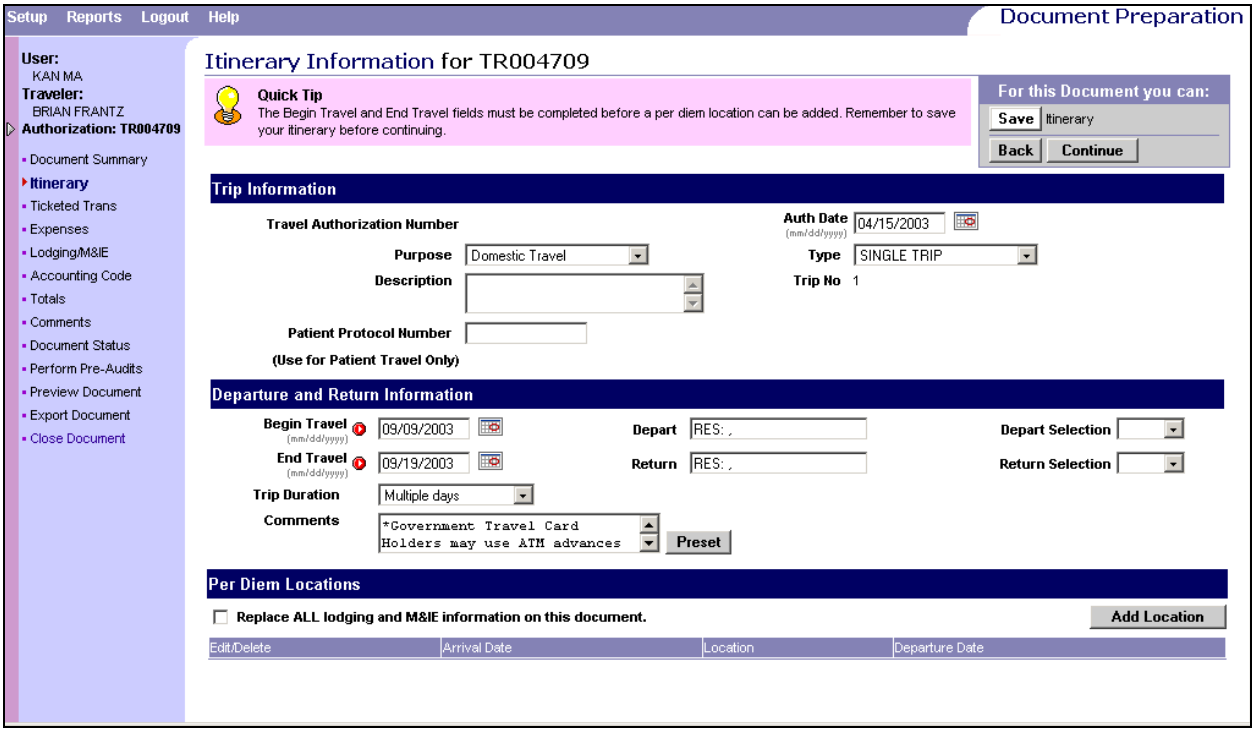
7. In the **End Travel** field, enter the **date** when the traveler will end the trip.

   Note: Date selection option: you may find it easier to click the calendar icon that is just to the right of the Begin/End Travel fields and select the departure/return date for the trip by clicking on the appropriate date.

8. In the **Depart Selection** field, make a selection from the drop down list.

9. In the **Return Selection** field, make a selection from the drop down list.

Result: The Depart/Return field automatically populates based on the selection from the drop down lists.



10. The Trip Duration field automatically populates based upon the travel Begin and End dates.

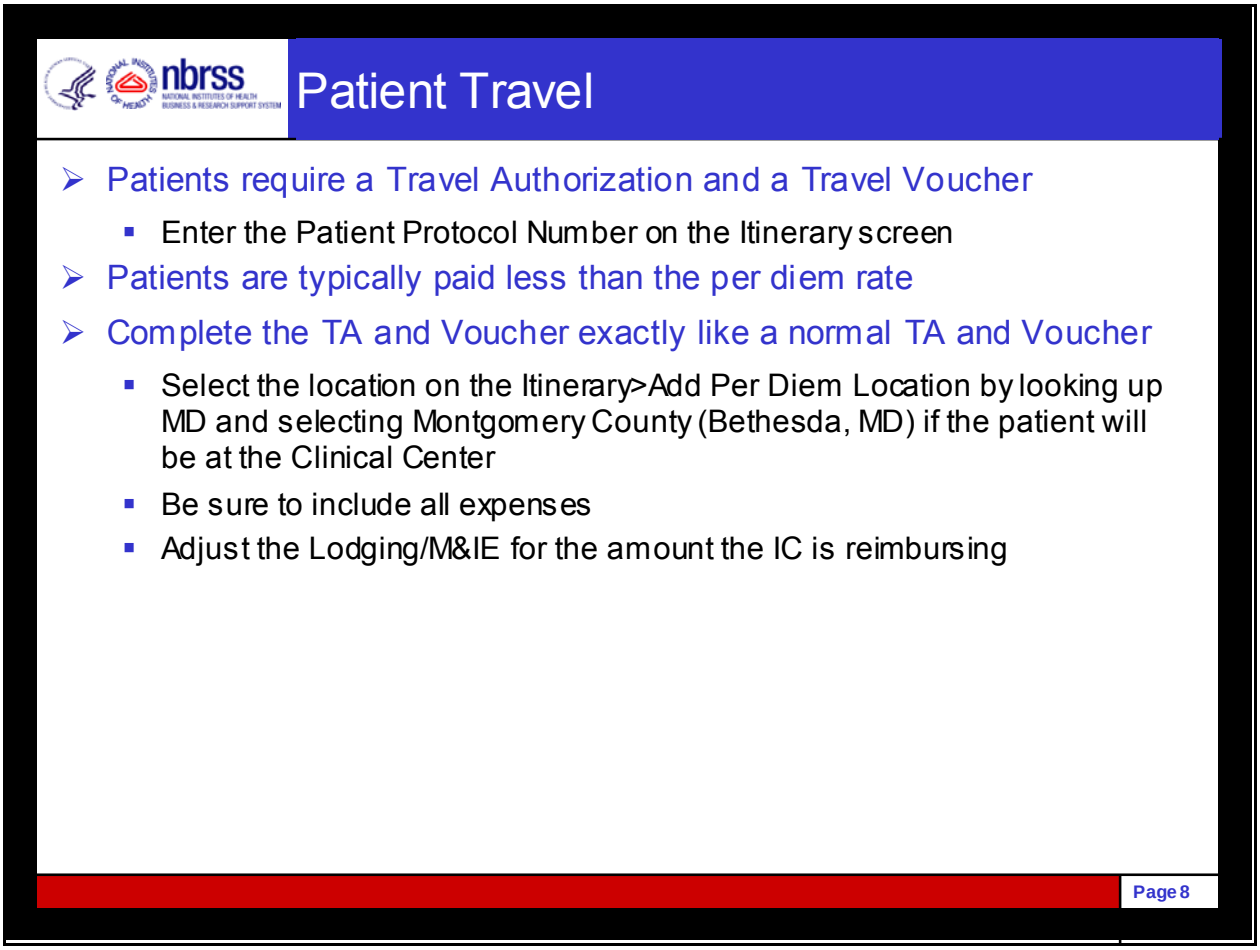
    Note: The remaining choices in the trip duration drop-down list of "12 hours or less", "12-24 hrs no lodging", and "12-24 hrs with lodging" will trigger automatic reductions in the per diem.

    Note2: A common issue is **"Travel Authorization did not calculate 2nd day of 2-day trip at ¾ per diem"** The solution is to select "**Multiple Days**" from Trip Duration drop down list.

11. You can apply Preset Comments if you desire. You may also take them out if you do not agree with them.

    Preset comments indicate the amount of money a traveler may withdraw using his/her ATM card. If the comments were added and no longer desired, simply highlight the comments and then use the delete key on your keyboard to remove them.

End of activity.


nbrss
NATIONAL INSTITUTES OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM
Patient Travel
Patients require a Travel Authorization and a Travel Voucher
Enter the Patient Protocol Number on the Itinerary screen
Patients are typically paid less than the per diem rate
Complete the TA and Voucher exactly like a normal TA and Voucher
Select the location on the Itinerary>Add Per Diem Location by looking up MD and selecting Montgomery County (Bethesda, MD) if the patient will be at the Clinical Center
Be sure to include all expenses
Adjust the Lodging/M&IE for the amount the IC is reimbursing
Page 8

NBS Travel System Reports

- Only Reviewers and Approvers have the ability to run reports
- Document Summary Reports: There are five types of document summary reports: Traveler, Accounting Code, Travel Authorization Number, Location and Trip Purpose.
- Travel Ledger Report: The Travel Ledger report is designed to be a "receivables" ledger. It displays or prints all travel advances and vouchers for a traveler where the authorization number is not marked "reconciled".
- Accounting Summary Report: The Accounting Summary report displays expense category subtotals within each accounting class code. The Accounting Summary report includes accounting information for one document type only (authorization, voucher, or local voucher).
- Navigation directions and sample reports can be viewed in this section.

Page 9

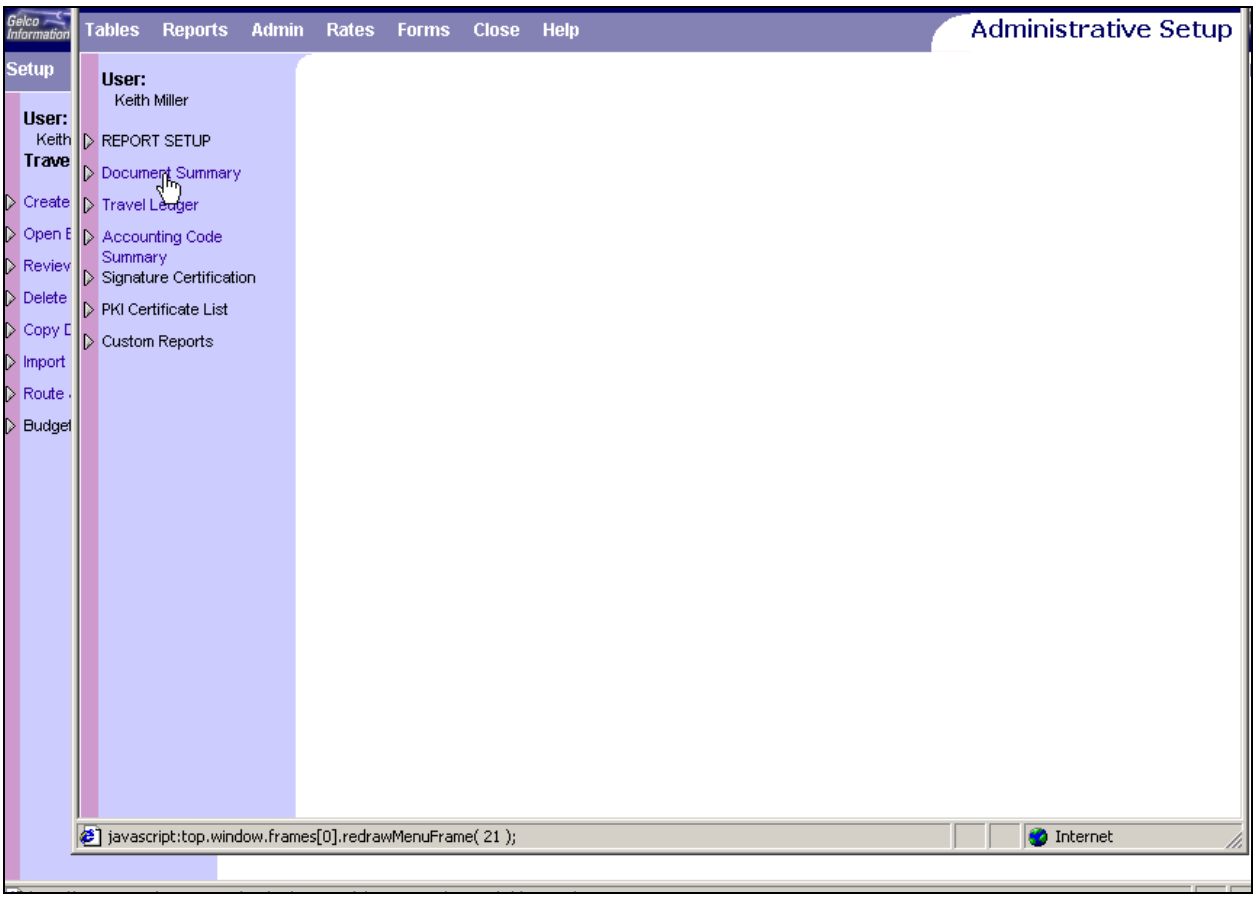
Creating a Report

NBS Travel System User
Menu Toolbar > Reports
Reports

1. From the **Menu Toolbar**, click **Reports**.

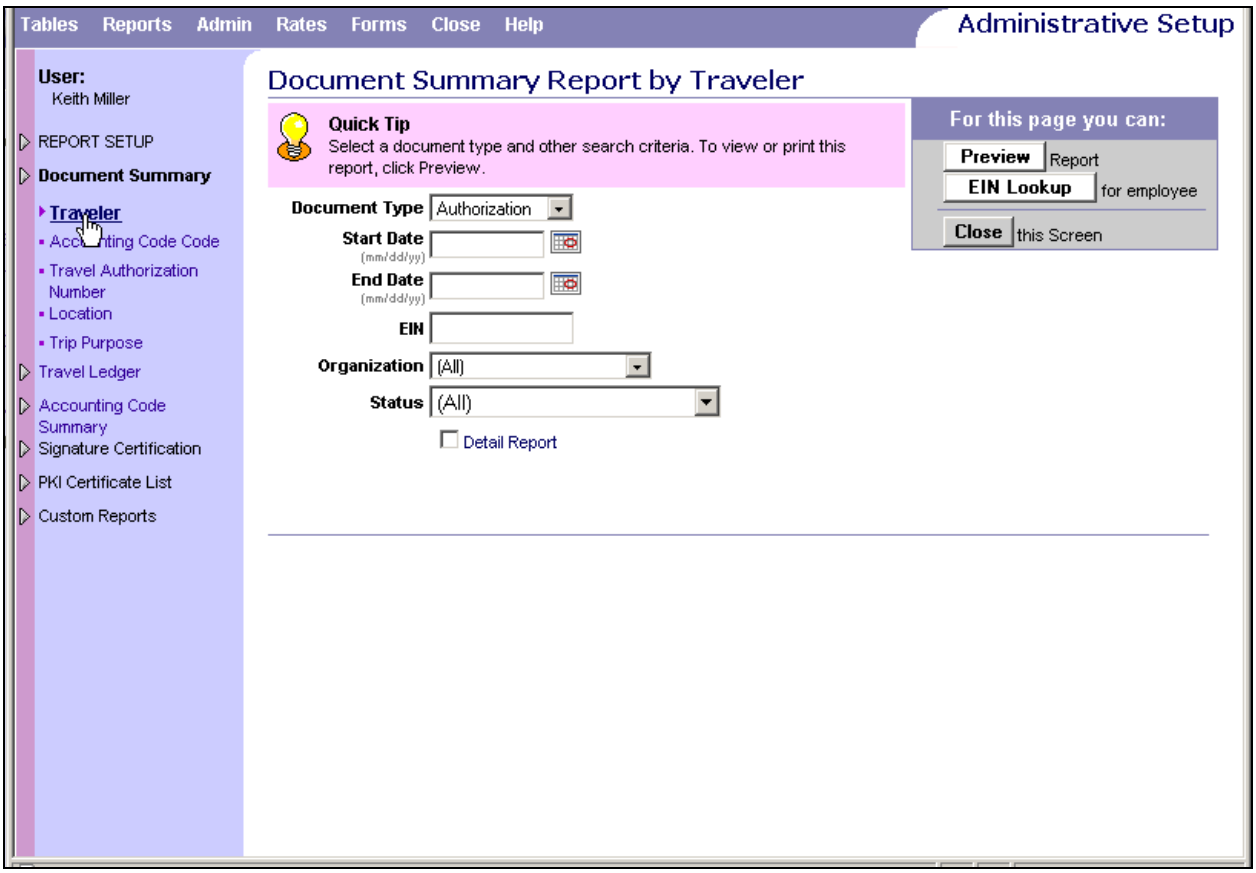
   Result: The Administrative Setup screen will appear.

   Note: Active choices on the **Document Toolbar** depend on the user responsibilities and appear in a light blue color. Inactive choices appear in a dark blue color.



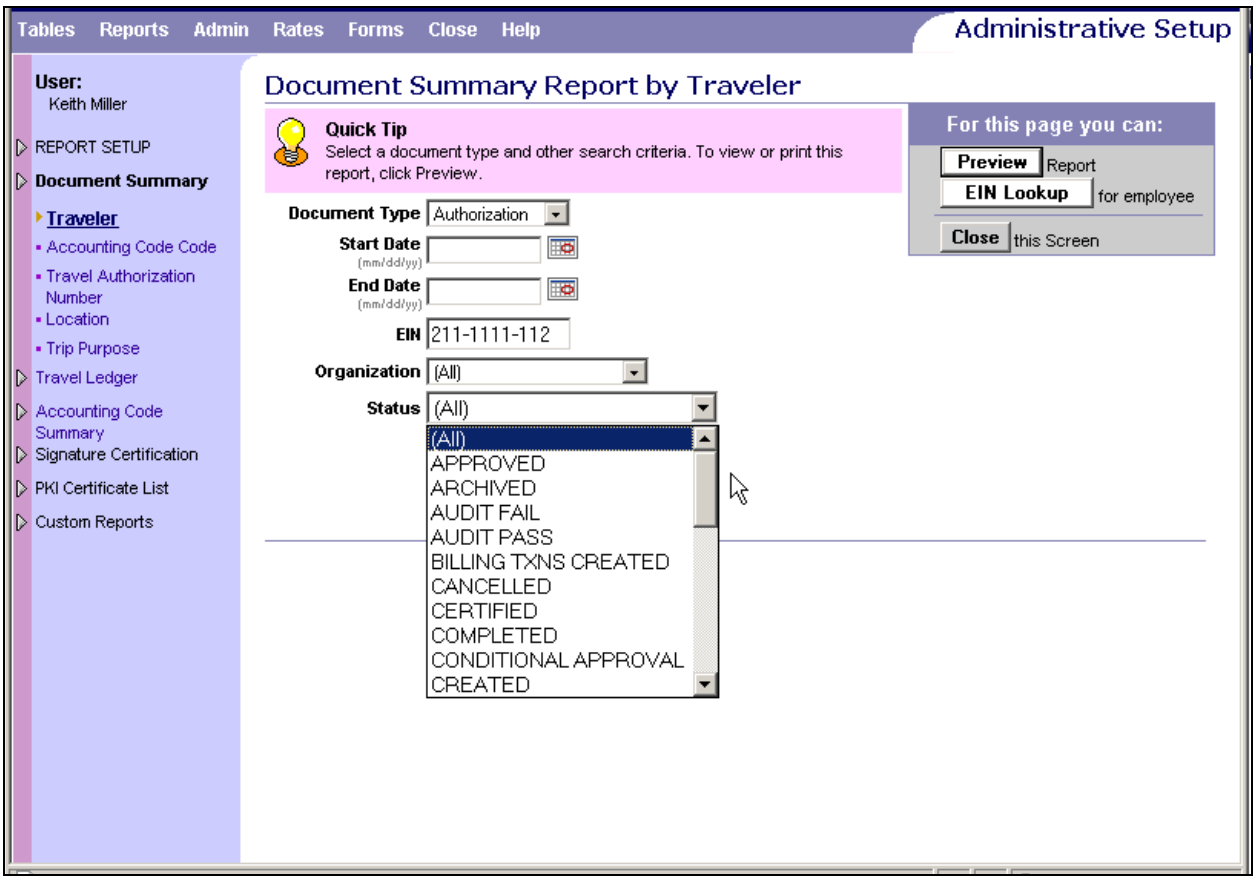
2. Click an active choice.

   <u>Result:</u> The screen associated with your choice will appear.

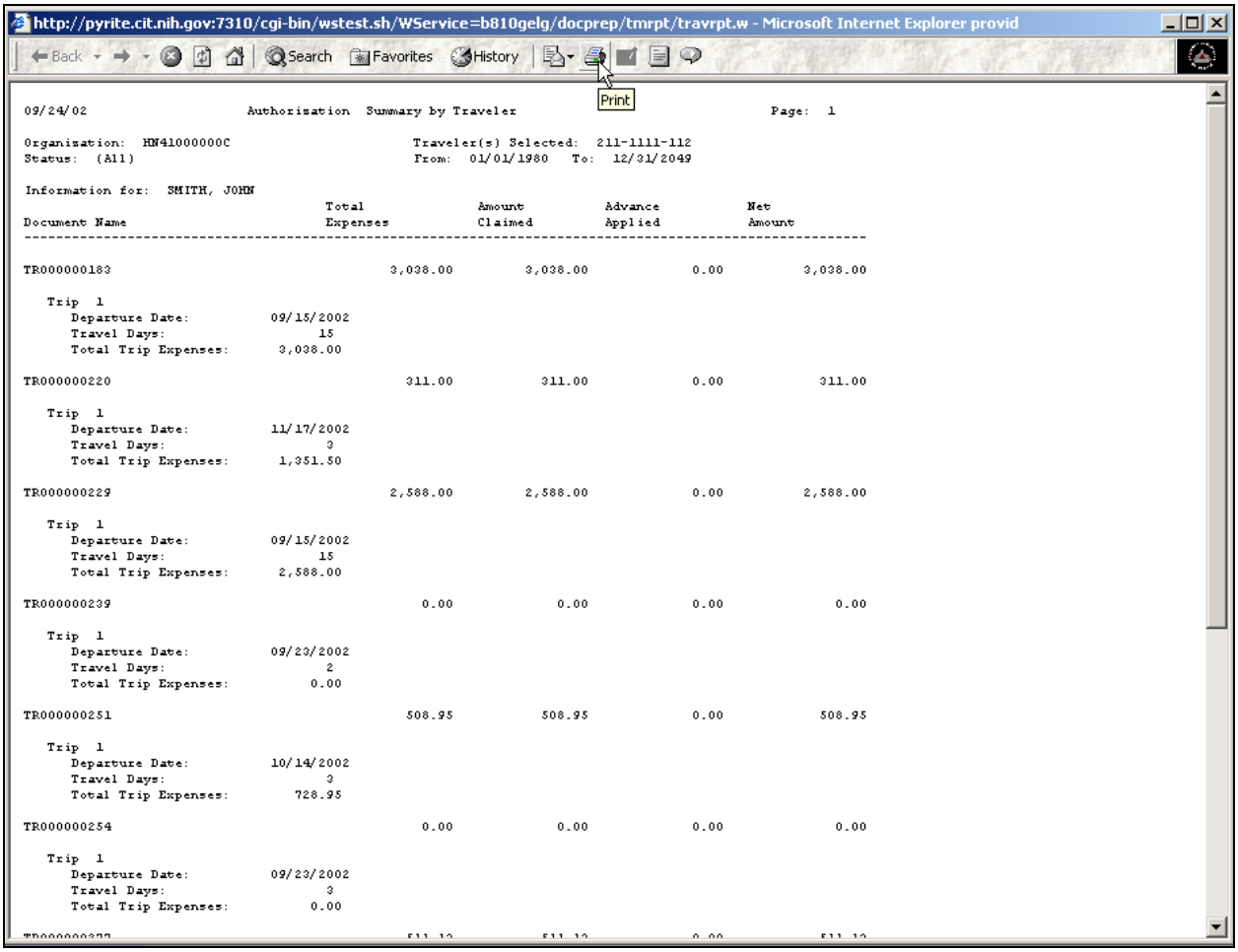


3. Complete the desired fields to limit the size of the report.

   Note: All fields are optional. In the screenshot below we select a particular employee by their **EIN**.



4. Click the **Preview** Report button to view an Adobe Acrobat representation of the report.



http://pyrite.cit.nih.gov:7310/cgi-bin/wstest.sh/WService=b810gelg/docprep/tmrpt/travrpt.w - Microsoft Internet Explorer provid

09/24/02 Authorization Summary by Traveler Page: 1

Organization: HN41000000C Traveler(s) Selected: 211-1111-112
Status: (All) From: 01/01/1980 To: 12/31/2049

Information for: SMITH, JOHN

Document Name	Total Expenses	Amount Claimed	Advance Applied	Net Amount
TR000000183	3,038.00	3,038.00	0.00	3,038.00
Trip 1				
Departure Date: 09/15/2002				
Travel Days: 15				
Total Trip Expenses: 3,038.00				
TR000000220	311.00	311.00	0.00	311.00
Trip 1				
Departure Date: 11/17/2002				
Travel Days: 3				
Total Trip Expenses: 1,351.50				
TR000000229	2,588.00	2,588.00	0.00	2,588.00
Trip 1				
Departure Date: 09/15/2002				
Travel Days: 15				
Total Trip Expenses: 2,588.00				
TR000000239	0.00	0.00	0.00	0.00
Trip 1				
Departure Date: 09/23/2002				
Travel Days: 2				
Total Trip Expenses: 0.00				
TR000000251	508.95	508.95	0.00	508.95
Trip 1				
Departure Date: 10/14/2002				
Travel Days: 3				
Total Trip Expenses: 728.95				
TR000000254	0.00	0.00	0.00	0.00
Trip 1				
Departure Date: 09/23/2002				
Travel Days: 3				
Total Trip Expenses: 0.00				

5. To print the report, click the Adobe Acrobat **print** icon, as shown above.

6. Use the **X** in the upper right hand corner of the Adobe Acrobat screen to exit the report.

End of activity.