

Travel Manager Complete



Version 7.0
US Department of
Transportation /
Federal Aviation
Administration



Information Technology
Division, ANM-60
FAA Northwest
Mountain Region
(425) 227-2060
Second Edition

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TRAVEL MANAGER COMPLETE is a guide for federal government travelers and document preparers using Travel Manager software version 7.0. This document was created in-house by FAA employees. To order additional copies of this manual, call the Northwest Mountain Region Information Technology Division at (425) 227-2060 or consult the downloading information in the next paragraph below.

ON THE WEB: An online copy of this manual appears on the Northwest Mountain Region's Intranet, part of the FAA's Internal Web. If your PC is configured to access the FAA's Internal Web, point your browser to www.anm.faa.gov. For downloading the entire book in Microsoft Word format (about 6.2MB) point your browser to ftp.anm.faa.gov/trvlmgr.

ON-SITE TRAINING: This document is also the textbook for a one-day comprehensive class for users of Travel Manager 7.0. The Northwest Mountain Region Information Technology Division will come to your region to conduct this hands-on class at any facility. For more information, call (425) 227-2060.

NEED HELP? Travel Manager users and students can receive no-charge technical support by calling Northwest Mountain Region Information Technology Division at (425) 227-2060.

Acknowledgements: Selected portions of this document were contributed by and are reprinted with permission from Gelco Government Network GSD, Inc. and the US Department of Energy.

Note: Although the screen graphics contained in this manual depict Travel Manager used in the Microsoft Windows 98 operating system, the application also performs regularly under both Windows version 3.1 and Windows 95 with little change in appearance.

Getting Started

Travel Manager is designed to simplify travel processing and procedures and is customized to comply with FAA-specific travel regulations. Pop-up menus and online instructional information guide you through the easy-to-use, personal computer-based system.

Travel Manager provides you with:

- Automated travel authorization and travel voucher processing
- Automated data access and retrieval
- System-generated travel authorization and travel voucher forms
- Online availability of up-to-date per diem rates
- Cost estimates
- Calculation of advance authorized and per diem location allowances
- An accounting system interface
- Capability to process documents with electronic signatures
- Automatic document routing, tracking, and auditing capabilities

Launching Travel Manager

Windows 95 and Windows 98: Click the **Start** Button and drag your mouse pointer to the **Programs** menu. Then move the pointer to the **Travel Manager** submenu and single-click the shortcut named **Travel Manager 7.0 Doc Prep**.

Windows 3.1: Double-click the **Travel Manager 7.0 Doc Prep** icon in the Travel Manager program group, in your Program Manager window.

First-Time Logon

If you are accessing the software for the first time, you will be prompted to create a password. In the **Userid** field of the logon screen, type your assigned userid and press **[Tab]**. Your userid is assigned to you by your Travel Manager System Manager. Leave the **Password** field blank and press **[Enter]**. A pop up warning box appears, indicating, "Your password is currently blank; please enter a new password now." Click on **OK**. You are prompted to enter a new password. Type a password and press **[Tab]**. Type the password again for verification and press **[Enter]**, or click on **OK**.

Subsequent Logons

In the **Userid** field of the logon screen, type your assigned userid and press **[Tab]**. At the **Password** field, type your password and press **[Enter]**, or click on **OK**. If you forget your password, contact the Travel Manager System Administrator for your organization. It will be reset to "blank" for your next logon (see above).

From this point, refer to the various lessons in this textbook for document preparation or using the Travel Manager menus and toolbar.

Travel Terminology

Authorization

A temporary duty travel authorization or request used to authorize travel. Travel Manager uses the information entered to estimate the cost of travel and the amount of cash advance that should be permitted. A cash advance request form may be prepared as part of the authorization.

Voucher

A temporary duty travel reimbursement voucher. Completed when travel has concluded, a voucher is used to claim reimbursement for various travel expenses. When this document type is selected, a blank voucher screen appears, and the voucher may be completed from scratch. It is not necessary to have entered an authorization in order to prepare a voucher.

Trip

All travel from the time the traveler leaves the residence or present duty location until the time of return. A trip may include any number of stops at various temporary duty locations. Up to three trips may be entered on one voucher.

Voucher from Authorization

A voucher created from an existing travel authorization. Travel Manager reduces redundant data entry by allowing the generation of a TDY voucher from an authorization. When this type of document is chosen, you will be presented with a list of travelers who have entered authorizations in the Travel Manager database. Select a traveler and existing authorization and Travel Manager will create a voucher from the information in that authorization. To complete the voucher fill in any details that were not available in the authorization, such as departure and arrival times, lodging costs and other miscellaneous expenses.

Local Voucher

A document used to claim reimbursement for miscellaneous expenses incurred by a government employee. Local vouchers do not include per diem allowances and are normally associated with the SF1164 form.

TDY

The abbreviation for temporary duty location.

Per Diem

The maximum amount of dollars allowed for lodging, meals and incidental expenses for one day.

M&IE

The abbreviation for meals and incidental expenses.

Leg

A portion of a trip denoting the departure from the originating location to the arrival at the destination location.

CONUS

Literally, Continental United States. Also refers to the standard per diem rate for miscellaneous and incidental expenses within the Continental United States.

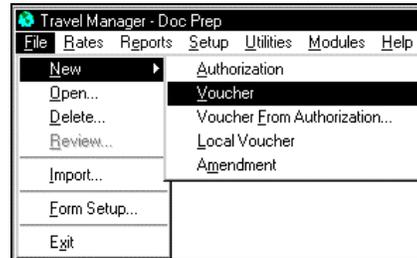
OCONUS

Literally, Outside the Continental United States. Also refers to the standard per diem rate for miscellaneous and incidental expenses outside of the Continental United States.

Creating a New Travel Voucher

1. Create the voucher file.

1A. From the **File** menu, select **New**. From the submenu, select **Voucher**.

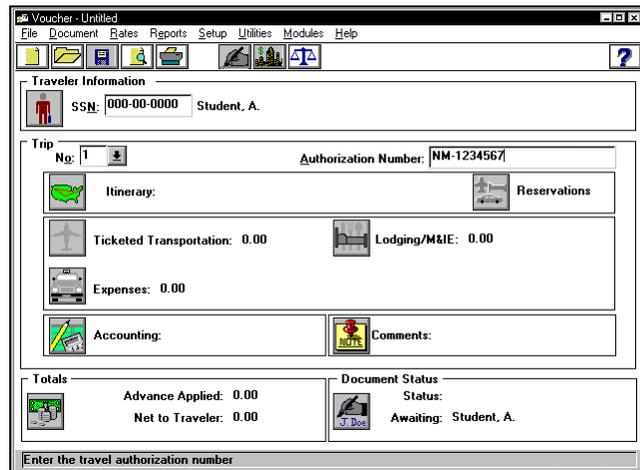


The File menu and the New submenu.

1B. An Untitled voucher window appears. Enter the traveler's SSN and press **[Tab]**.

1C. If this traveler is not in the Travel Manager database, contact the Travel Manager System Administrator for your organization.

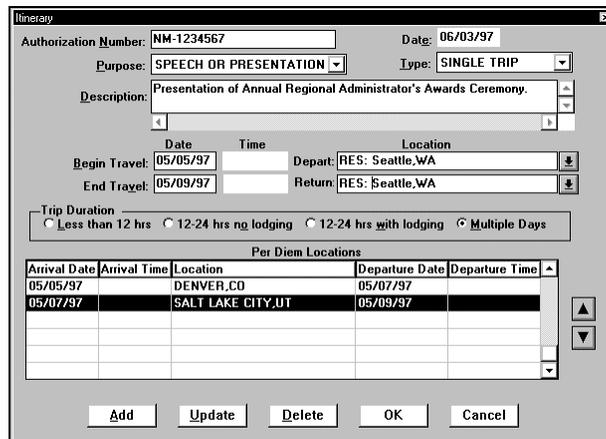
1D. Enter the **Authorization Number** in its field at the upper right portion of the Untitled voucher window.



New window for an untitled voucher.

2. Itinerary

2A. To enter the itinerary information, select the **Itinerary** button. The **Itinerary** window appears. Complete each field by typing entries or selecting from the drop-down lists. You can advance through the fields using your **[Tab]** key.



The Itinerary window.

2B. EXPLANATION OF ITINERARY WINDOW FIELDS:

Date: The date when the authorization was created.

Purpose: Select the purpose of the trip from the drop-down list.

Type: Select the trip type from the drop-down list. The trip type determines how Travel Manager calculates allowances for M&IE and lodging. The trip types listed below are standard types available.

***Single Trip**—Includes all travel from the time the traveler leaves home and/or present duty location until the traveler returns. It may include travel to several temporary duty locations, but the traveler can only return home or to the present duty location once. M&IE is automatically calculated based on the number of days at each duty location.*

***LOA (Cost)**—A Limited Open Authorization, also known as an Open or Blanket Travel Order. This is an authorization for a certain period of time. It may cover any number of trips to or from the traveler’s home or present duty location. It allows you to estimate lodging and M&IE costs. You can enter a fixed amount for lodging and M&IE for each duty location using the Override button.*

***LOA (No Cost)**—Similar to LOA (Cost); however, no obligation will be recorded in the accounting system. Used when an office establishes its obligations for LOA travel on a monthly or quarterly basis via memorandums to the accounting office.*

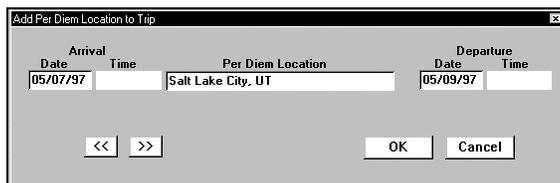
Begin Travel: Enter the date, time and location where the traveler will begin the trip. Tip: Right-clicking in the **Date** field will display a calendar that allows you to select dates by clicking on them. Select the **Depart** Location from the drop-down list.

***Note:** FTR changes as of 12/27/96 eliminate the need to enter arrival and departure times. You may not be able to access the **Begin Travel Time** and **End Travel Time** fields. You will need to select a choice from the **Trip Duration** area that meets the traveler’s trip criteria.*

End Travel: Enter the date, time and location where the traveler will end the trip. Select the **Return** Location from the drop-down list.

Per Diem Locations: Contains the date(s) and time(s) the traveler arrived and departed the TDY location(s).

2C. To enter a new TDY location, select **Add** at the lower left hand corner of the Itinerary window. The **Add Per Diem Location to Trip** dialog box appears.

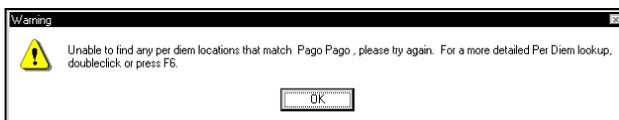


The Add Per Diem Location to Trip dialog box.

2D. First, verify the accuracy of your arrival and departure dates for the Per Diem Location.

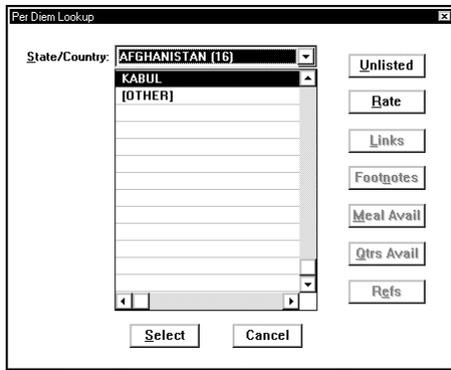
2E. Next, type the name of the city and state, or the city and country, in the **Per Diem Location** field and press [Tab].

2F. If Travel Manager does not recognize the location name, you will receive a prompt that looks like this:

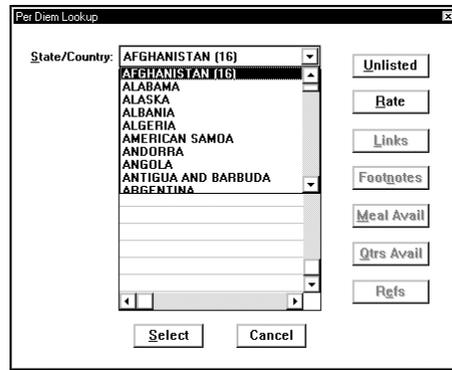


An "Unable to find per diem location" prompt.

2G. Click the **OK** button to clear the Warning prompt. Then, by double-clicking in the **Per Diem Location** field, you can reveal the **Per Diem Lookup** window. You can also use this tool if you are uncertain how to spell the location name.



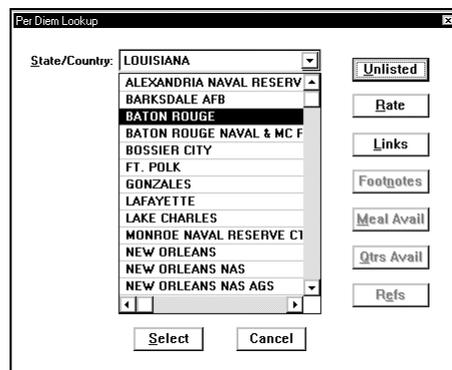
The Per Diem Lookup window.



Selecting from the drop-down list in the Per Diem Lookup window.

2H. To select a state or country, first click the downward arrow in the drop-down list box at top center. You can also jump rapidly down the list by typing the first letter of the destination.

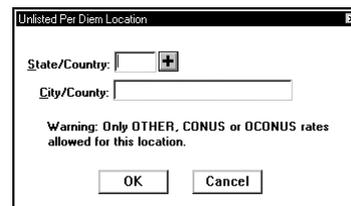
2I. When you have picked a state or country, the city and county locations appear in the scroll box below. To choose one of these locations, click it once to highlight it and then click the **Select** button. You can also double-click the location name. The TDY location will appear in the Add Per Diem Location for Trip dialog box seen previously.



After selecting a state or country from the drop down list, cities and counties appear in the Per Diem Lookup window.

2J. If necessary, click the **Unlisted** button to enter a city name not found in the window.

2K. The **Unlisted Per Diem** window appears. You are prompted to enter the state or country abbreviation and the name of the city and click **OK**. The standard CONUS or OCONUS rates for that period of travel will be applied to your voucher.



The Unlisted Per Diem Location window.

2L. After entering the Per Diem Location, you will be returned to the Itinerary window. Verify that the location and dates appear correctly in the lower half of the window. To add more locations, click the **Add** button at lower left. To edit or change a TDY location, select **Update**. To delete a TDY location, select **Delete**.

2M. **Up and Down Buttons:** Sometimes, adding and deleting per diem locations causes the itinerary to become out of chronological order. When you select **OK** to exit the Itinerary the following prompt may appear: "Itinerary dates are not in chronological order, please edit." The itinerary re-order buttons allow you to re-sort your itinerary. First, click on the per diem location that you need to change. Then click the Up or Down buttons (shown at right) to rearrange the order of per diem locations in your itinerary window.



2N. When you have finished entering TDY locations, your itinerary window is complete. Click the **OK** button at bottom to return to the main voucher window. By glancing at the middle portion of the window, you will notice that Travel Manager has begun calculating your lodging and per diem allowance for the trip.

3. Ticketed Transportation

3A. To enter or modify ticket information for common carrier modes of travel (for example, air, bus and rail), select the Ticketed Transportation button. The Ticket Information window appears.



Type	Cost	Dep Date	From	To	Ticket No	CR	CL
AIR	199.00	05/05/97	SEA-Seattle.	DEN-Denver.	12345678	UA	Y
AIR	125.00	05/07/97	DEN-Denver.	SLC-Salt Lak	00000000	UA	Y
AIR	199.00	05/09/97	SCL-Santiago	SEA-Seattle.	87654321	UA	Y

The Ticket Information window.

3B. To add new ticketed transportation information, click **Add**. The **Add Ticket Information** window appears. Complete each field by typing entries or selecting from the drop-down lists and lookup buttons. You can advance through the fields using your [Tab] key.

Type: AIR	Cost: 199.00	Options...
Ticket No: 12345678	Description: Air fare	
Dep Date: 05/05/97	Issue Date: 05/01/97	
From: SEA-Seattle. (+)	To: DEN-Denver. (+)	
Carrier: UA	Class: Y	
<< >>	OK	Cancel

The Add Ticket Information window.

3C. EXPLANATION OF ADD TICKET INFORMATION WINDOW FIELDS:

Type: The type of transportation mode used for the trip (for example, Air, Bus, Rail, Ship).

Cost: The cost of the transportation mode.

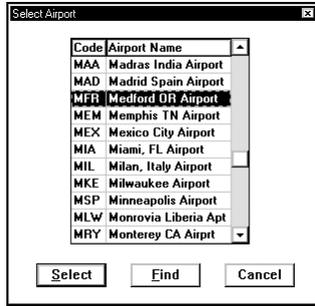
Ticket No: The GTR/GTS ticket number.

Description: A description for the travel mode/ticket type. If you choose a selection from the drop-down list in the Type field, a description is entered for you automatically. You can override the automatic description by typing over the text in the field.

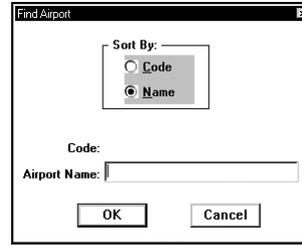
Dep Date: The date that the traveler departed for the trip.

Issue Date: The date that the transportation ticket was issued.

From/To: The departure and arrival locations. You may select an airport with the lookup button (+) or you may type in any text in the field (up to 12 characters). If you use the lookup button, the **Select Airport** window appears, listing airport names and their three-letter identifiers. Click a name to highlight the airport, and then click **Select** at lower left. You will be returned to the Add Ticket Information window.



The Select Airport window.



The Find Airport window.

Find—In the Select Airport window, click the **Find** button to quickly locate an airport. The **Find Airport** window appears. Select the **Sort By** field to look for the airport by **Code** or by **Name**. Enter the name or code of the airport in the **Airport Name** or **Code** field. You need only enter enough letters to uniquely identify the airport name or code. Click **OK** when you are ready. You will be returned to the Add Ticket Information window.

Carrier The carrier code for the ticketed transportation.

Class The class code for the ticketed transportation.

Previous/Next buttons You may have several different ticket entries for a trip. To enter, view or update the information for the next or previous ticket, select the corresponding buttons (shown at right).



3D. When you have completed each field in the Add Ticket Information Window, click the **OK** button. You will be returned to the Ticket Information Window, which lists each ticket you entered. To make changes for a ticket, click the listing to highlight it, and then click the **Update** button. To remove a ticket, click the listing to highlight it, then click the **Delete** button.

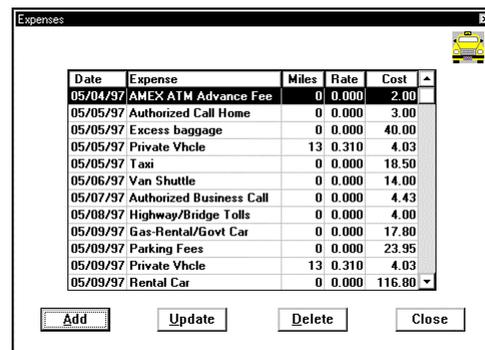
3E. When you have finished entering tickets, your Ticket Information window is complete. Click the **Close** button at bottom to return to the main voucher window. By glancing at the middle portion of the window, you will notice that Travel Manager has totaled your ticket costs.

4. Expenses

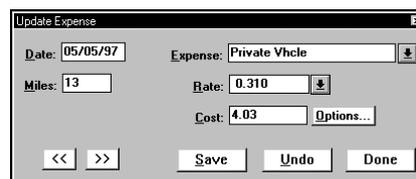
4A. To quickly access the Expenses window, select the **Expenses** button. The Expenses Window appears, containing the date, type and cost of any expense except per diem and ticketed transportation.



4B. To add expense entries, click the **Add** button at lower left. The **Add Expense** window appears. Complete each field by typing entries or selecting from the drop-down lists. You can advance through the fields using your **[Tab]** key. To select an expense from the drop-down list, double-click on the expense name.



The Expenses window.



The Add or Update Expense window.

4C. EXPLANATION OF ADD EXPENSE WINDOW FIELDS:

Date: The date the expense was incurred.

Expense: The type of expense incurred. If the expense is not listed in the drop-down list, you may type the expense in the text field (you are limited to 20 characters).

Miles: If you select a mileage type of expense in the **Expense** field, you are prompted to enter the number of miles in the **Miles** field.
 Note: Two types of mileage expenses are already set up in Travel Manager: ALT MILEAGE that pays .235 cents per mile and PRIVATE VHCLE that pays .31 cents per mile.

Rate: If you select a type of mileage expense in the Expense field and enter the number of miles in the Miles field, Travel Manager automatically selects the mileage rate associated with that expense and calculates the cost in the **Cost** field.

Cost: The cost of the expense.

Save: The **Save** button saves the current expense you have entered and allows you to enter another expense without exiting the Add Expense window.

Undo: The **Undo** button undoes any expense you enter in the Add Expense window.

Done: Select the **Done** button when you are finished entering the expenses. This will close the Add Expense window.

Previous/Next buttons: You may have several different expense entries for a trip. To enter, view or update the information for the next or previous expense, select the corresponding buttons (shown at right).



4D. When you have completed each field in the Add Expense window, click the **OK** button. You will be returned to the Expenses Window, which lists each expense you entered. To make changes for an expense, click the listing to highlight it, and then click the **Update** button. To remove an expense, click the listing to highlight it, then click the **Delete** button.

4E. When you have finished entering expenses, your Expenses window is complete. Click the **Close** button at bottom to return to the main voucher window. By glancing at the middle portion of the window, you will notice that Travel Manager has totaled your expense costs.

5. Lodging/M&IE

5A. To enter lodging, actual expenses and/or any special duty conditions such as annual leave or actuals, select the **Lodging/M&IE** button. The **Lodging and Meals** window appears, containing daily expense information for lodging costs, lodging allowed, M&IE allowed, and per diem rates.



5B. To add lodging costs or modify M&IE amounts, click the desired travel date to highlight it, then click the **Update** button at lower left. The **Update Lodging and M&IE Expenses** window appears. Complete each field by typing entries or clicking check-boxes or radio buttons. You can advance through the fields using your **[Tab]** key.

Date	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Special	B	L	D
05/05/97	89.00	89.00	25.50	92 / 34				
05/06/97	89.00	89.00	34.00	92 / 34				
05/07/97	72.00	72.00	38.00	75 / 38				
05/08/97	72.00	72.00	38.00	75 / 38				
05/09/97	72.00	72.00	28.50	75 / 38				

The Lodging & Meals window.

5C. EXPLANATION OF UPDATE LODGING AND M&IE EXPENSES WINDOW FIELDS:

Leave Data: Indicates when a traveler is using annual or non-duty leave while on TDY. The default for the field is always set to **None**. Select **Annual** if the traveler used annual leave on this day while on TDY. Select **Other** if the traveler is using some other (e.g., non-duty) leave on this day while on TDY. Enter the number of annual or other leave hours taken in the **Hours** field (the default value is 8).

Values Apply Through: Enter the date in which you want to replicate lodging, meals, actuals and leave data through.

Lodging: The amount paid for the lodging.

Override: To override the M&IE allowance for that day, select **Override**. The **Override** window appears. There are two ways to override:

Quarters—Instead of calculating the M&IE allowance based on the itinerary, enter the number of quarters to pro-rate the allowance.

M&IE Amount—Instead of the standard M&IE rate, enter the amount of M&IE to be used.

When you are finished entering override information, click the **OK** button at bottom center. You will be returned to the Lodging and M&IE Expenses window.

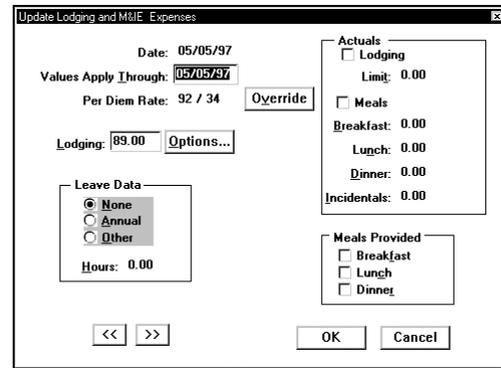
Actuals: When actual lodging or M&IE expenses were incurred (these expenses must be approved by an authorizing official within the agency).

Lodging—When the lodging field is checked, actual lodging expenses are claimed. The Limit field displays the maximum actual lodging amount authorized.

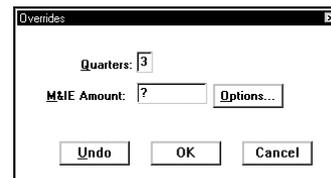
Meals—When the meals checkbox is checked, enter the meal expense amount claimed for each field: Breakfast, Lunch, Dinner, and Incidentals. At this time, this portion is not regularly used by FAA organizations.

Meals Provided—Click in the appropriate check boxes to indicate any meals for which the traveler should not be reimbursed on that day.

Previous/Next buttons You may have several different lodging and M&IE entries for a trip. To enter, view or update the information for the next or previous entry, select the corresponding buttons (shown at right).



The Update Lodging and M&IE Expenses window.



The Override window.

5D. When you have completed each field in the Update Lodging and M&IE Expenses window, click the **OK** button. You will be returned to the Lodging and Meals Window, which lists each day you entered. To make changes for a day, click the listing to highlight it, and then click the **Update** button. To remove a day, click the listing to highlight it, then click the **Delete** button. And to apply the same lodging and M&IE amounts to a series of days, click to highlight the first day in the sequence, then click the **Replicate** button. The amounts will be copied to **every** day following the one you highlighted.

5E. When you have finished entering lodging and M&IE, your Lodging and Meals window is complete. Click the **Close** button at bottom to return to the main voucher window. By glancing at the middle portion of the window, you will notice that Travel Manager has totaled your lodging and meal costs for the trip.

6. Accounting

6A. To specify the accounting code or codes used to fund the trip, select the Accounting Button. The Accounting Codes window appears.



Label	Classification Code
ADP Equipment	S. 701.0 3105....
AWP Training	4. 701.0 2109....
Office Supplies	S. 701.0 2662....
sample account	abcdelg.504.123456.1234.54321..567..123456

The Accounting Codes window.

6B. The Master Accounting Codes list (top half of window) displays the accounting codes setup for your organization.

Select - When you highlight an accounting code from the Master Accounting Codes list by clicking its name, clicking the **Select** button will add it to the **Accounting Codes for Current Document** list (bottom half of window). If you only need to indicate this one accounting code for the voucher, click the **Close** button. You will be returned to the main voucher window.

Find - Allows you to search for a specific accounting code. In the **Label** field, enter enough characters of the accounting code label name to uniquely identify the code. Click **OK** when finished. You will be returned to the Accounting Codes window.

The Find Accounting Code window.

Org - Allows you to change the Organization to select from a different list of accounting codes, as stored by different Organizations in the Travel Manager database. Click **OK** when finished. You will be returned to the Accounting Codes window.

The Change Organization window.

6C. **New** - If the accounting code you want does not appear in the master list, you can add it now for use on this voucher and in the future. Select **New** from the center right in the Accounting Codes window to add a new accounting code classification. The **Add Accounting Code** window will display.

In the **Label** field at top, enter any descriptive label for the code and select an organization if available from the list. When entering the parts of the accounting code, you can advance from one field to the next using your **[Tab]** key. When finished, click the **OK** button at upper right. You may be prompted "Do you want to save this accounting code to the master list of accounting classifications?"

- To add the accounting code permanently to the Master Accounting Codes list, select **Yes**.
- To save the code only to this document, select **No**.

The Add Accounting Code window.

After answering the prompt, you will be returned to the Accounting Codes window.

6D. **Update** - If you need to change an accounting code that you have selected from the master list in the Accounting Codes window, highlight the code and then click the **Update** button at center right. This displays a window identical to the Add Accounting Code window. It allows you to edit or change the selected code in the **Accounting Codes for Current Document** list. When finished, click the **OK** button at upper right. You may be prompted "Do you want to save this accounting code to the master list of accounting classifications?"

- To add the accounting code permanently to the Master Accounting Codes list, select **Yes**.
- To save the accounting code only to this document, select **No**.

After answering the prompt, you will be returned to the Accounting Codes window.

Delete - If you need to remove an accounting code that you have selected from the master list in the Accounting Codes window, highlight the code and then click the **Delete** button at center right.

6E. **Allocate** - This selection is available only when two or more accounting codes have been selected for the document. Selecting **Allocate** will display the **Allocate Accounts** window.

Travel Manager displays account information in two levels:

Account Allocation Summary, top of window - Displays the accounting code, amount allocated to the code, the percentage of total costs allocated to the code, and the date the code should begin to accumulate.

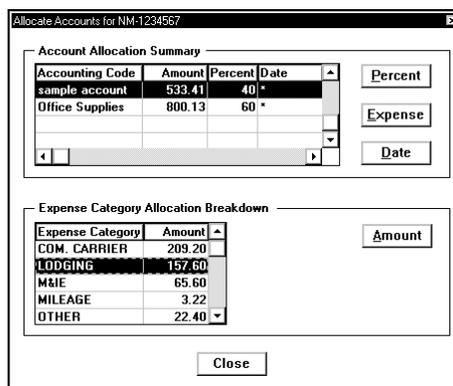
Expense Category Allocation Breakdown, bottom of window - Displays the amount of each expense item to allocate to each accounting code (for example, one accounting code pays for lodging and another accounting code pays for all other expenses).

There are four methods by which you can allocate expenses across multiple accounting codes:

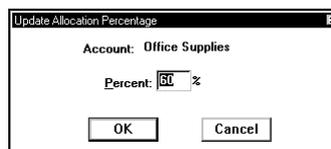
Percent—Highlighting an accounting code in the Account Allocation Summary list and selecting **Percent** allows you to enter a percentage of total costs to allocate to the accounting code. (For example, one accounting code pays 30% and the second accounting code pays 70%.) Click **OK** when finished. You will be returned to the Allocate Accounts window.

Date—Highlighting an accounting code in the Account Allocation Summary list and selecting **Date** allows you to indicate the date when expenses for the code should begin to accumulate. For example, one code pays for the first week of travel and another code pays for the second week of travel. Click **OK** when finished. You will be returned to the Allocate Accounts window.

Expense—Highlighting an accounting code in the Account Allocation Summary list and selecting **Expense** allows you to indicate what expense categories are assigned to the accounting code. For example, one accounting code pays for Common Carrier costs and another accounting code pays for M&IE costs.



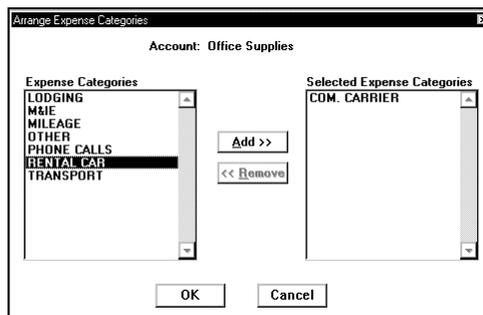
The Allocate Accounts window.



The Update Allocation Percentage window.



The Update Allocation Dates window.

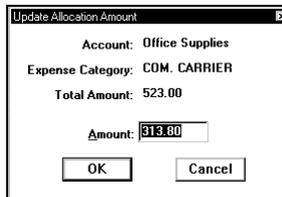


The Arrange Expense Categories window.

To assign an expense to an accounting code:

1. Highlight the desired accounting code in the Account Allocation Summary list and select **Expense**.
2. Highlight the desired category in the Expense Categories list and select **Add**. The selected expense is listed in the **Selected Expense Categories** list. Repeat as necessary. Click **OK** when finished. You will be returned to the Allocate Accounts window.
3. To remove an expense from an accounting code, highlight the desired expense in the Selected Expense Categories list and select **Remove**. The selected expense is listed in the Expense Categories list and is no longer assigned to the selected accounting code.

Amount—Highlighting an accounting code in the **Expense Category Allocation Breakdown** list and selecting **Amount** allows you to indicate the amount of each expense item to allocate to the accounting code. For example, one accounting code pays \$100 of the trip's expense, the other pays the rest. Click **OK** when finished. You will be returned to the Allocate Accounts window.



The Update Allocation Account window.

Extended Each standard accounting code may have one or more five-part extensions. Extended accounting codes are used to support more detailed or complex accounting structures. The five-part extensions of extended accounting codes are not displayed during document preparation and are not printed on standard government forms.

At this time, extended accounting codes are not regularly used by FAA organizations.

6F. When you have finished allocating accounts, click the **Close** button at the bottom of the Allocate Accounts window. You will be returned to the Accounting Codes window, which lists each code you entered.

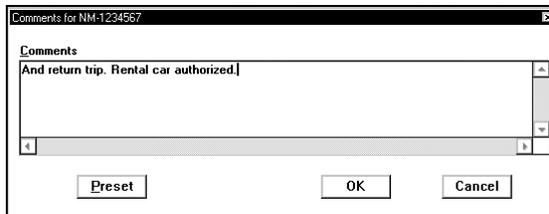
6G. When you have finished entering account codes, your Accounting Codes window is complete. Click the **Close** button at bottom right to return to the main voucher window. By glancing at the lower left portion of the window, you will notice that Travel Manager displays a portion of the first account code used for this voucher.

7. Comments

7A. To enter any additional comments or text that have not already been entered elsewhere in the document, select the **Comments** button. The **Comments** window appears.



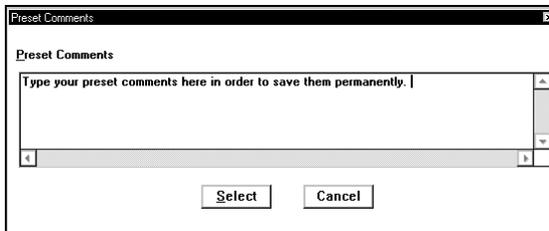
7B. Type your comments as needed in the text area and click the **OK** button at lower right when finished. You will be returned to the main voucher window.



The Comments window.

7C. If there is one comment that you always enter in your vouchers, you can save some typing by using the **Preset** comment function. Click the **Preset** button at lower left. The **Preset Comments** window appears.

If your organization's database configuration allows, type your preset comments in the text box. (If not, consult your organization's Travel Manager System Administrator. When you click the **Select** button at lower right, the comments will be permanently saved, and applied to your current voucher as well. You will be returned to the Comments window, where the preset comments will appear in the text box. If satisfied, click the **OK** button at lower right. You will be returned to the main voucher window.



The Preset Comments window.

8. Totals

8A. To view the total expenses claimed on the document, select the **Totals** button. The **Totals for Voucher** window appears.



8B. EXPLANATION OF TOTALS WINDOW FIELDS:

Total Expenses - The total amount claimed on the voucher (lodging, M&IE, ticketed transportation and expenses).

Non-reimbursable Expenses - The total amount of all non-reimbursable expenses claimed on the document.

Total Amount Claimed - The total amount of all expenses claimed, minus any non-reimbursable expenses.

Gov't Advance Outstanding - When you create a voucher from an authorization, this field displays the total requested cash advance amount from the authorization. When you create a voucher from scratch, this field defaults to \$0.00. You may override the default by entering the requested cash advance amount.

Gov't Advance Applied - By default, the amount displayed in the Gov't Advance Outstanding field is entered in this field. You may override the default by entering any amount.

Net to Traveler - The total amount claimed, less the amount entered in the Gov't Advance Applied field. If a negative amount is displayed, the traveler owes the government.

Expenses on Government Charge Card - All reimbursable expenses with a payment method of GOVERNMENT CHARGE CARD.

ATM Advance - If you enter an ATM Advance Fee in the Expenses window, Travel Manager calculates the advance amount based on a 2.75% fee and enters the advance amount here.

Additional Government Charge Card Payment - Enter any other amount to be paid to the traveler's government card account.

Total Government Charge Card Payment and Pay to Government Charge Card - The total amount to be paid to the traveler's government credit card account (the sum of the three expenses described above).

Pay to Traveler - The total amount due the traveler (the total displayed in Net to Traveler field less the amount displayed in Pay to AMEX field).

Detail - Detailed accounting information for the document, such as expense categories, accounting code for each expense category, and the amount applied to each category.

Total Expenses:	1,333.54	<input type="button" value="Detail..."/>
Non-reimbursable Expenses:	0.00	
Total Amount Claimed:	1,333.54	<input type="button" value="OK"/>
Gov't Advance Outstanding:	<input type="text" value="0.00"/>	<input type="button" value="Cancel"/>
Gov't Advance Applied:	<input type="text" value="0.00"/> 0.00	
Net to Traveler:	1,333.54	(Due Gov't if negative)
Expenses on AMEX:	523.00	
AMEX ATM Advance:	<input type="text" value="73.00"/>	
Additional AMEX Payment:	<input type="text" value="0.00"/>	
Total AMEX Amount:	596.00	
Pay to AMEX:	596.00	
Pay to Traveler:	737.54	

The Totals for Voucher window.

Expense Category	Account	Amount
COM. CARRIER	Office Supplies	313.80
COM. CARRIER	sample account	209.20
LODGING	sample account	157.60
LODGING	Office Supplies	236.40
M&IE	sample account	65.60
M&IE	Office Supplies	98.40
MILEAGE	sample account	3.22
MILEAGE	Office Supplies	4.84

The Detail (Expense Categories for Voucher) window.

9. Document Status

9A. The status window is used with electronic processing of travel documents. Consult your Travel Manager System Administrator to determine whether this procedure is used in your organization, and if so, refer to **Electronic Processing**.



10. Save Your Voucher

10A. Refer to **Saving and Printing Your Documents**.

11. Print Your Voucher

11A. Refer to **Saving and Printing Your Documents**.

12. Close the voucher file.

12A. Select **Close** from the **File** menu. You will be prompted to save the file again; this is normal. You may disregard or choose to re-save the file.

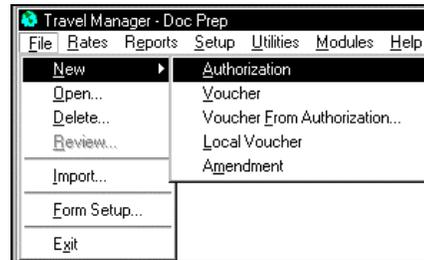
13. Exit Travel Manager.

13A. Select **Exit** from the **File** menu.

Creating a New Travel Authorization (Travel Orders)

1. Create the authorization file.

1A. From the **File** menu, select **New**. From the submenu, select **Authorization**.

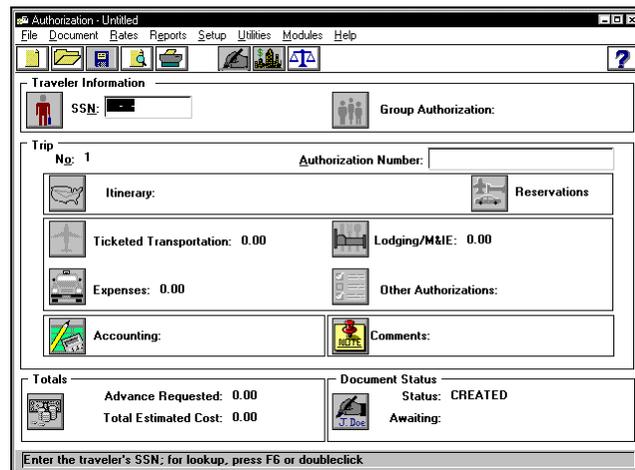


The File menu and the New submenu.

1B. An Untitled authorization window appears. Enter the traveler's SSN and press **[Tab]**.

1C. If this traveler is not in the Travel Manager database and the system will not allow you to add the traveler, consult your organization's Travel Manager System Administrator.

1D. Enter the **Authorization Number** in its field at the upper right portion of the Untitled voucher window.



New window for an untitled authorization.

2. Itinerary

2A. To enter the itinerary information, select the **Itinerary** button. The **Itinerary** window appears. Complete each field by typing entries or selecting from the drop-down lists. You can advance through the fields using your **[Tab]** key. Detailed instructions for the Itinerary window appear in Section 2 of **Creating a New Travel Voucher**.



3. Ticketed Transportation

3A. To enter or modify ticket information for common carrier modes of travel (for example, air, bus and rail), select the **Ticketed Transportation** button. The **Ticket Information** window appears. To add new ticketed transportation information, click the **Add** button at lower left. The **Add Ticket Information** window appears. Complete each field by typing entries or selecting from the drop-down lists. You can advance through the fields using your **[Tab]** key. Detailed instructions for the Ticket Information window appear in Section 3 of **Creating a New Travel Voucher**.



4. Expenses

4A. To quickly access the Expenses Window, select the **Expenses** button. The Expenses Window appears. To add (anticipated) expense entries, click the **Add** button at lower left. The **Add Expense** window appears. Complete each field by typing entries or selecting from the drop-down lists. You can advance through the fields using your **[Tab]** key. To select an expense from the drop-down list, double-click on the expense name. Detailed instructions for the Expenses window appear in Section 4 of **Creating a New Travel Voucher**.



5. Lodging/M&IE

5A. To enter lodging, actual expenses and/or any special duty conditions such as annual leave or actuals, select the **Lodging/M&IE** button. The **lodging and meals window** appears, containing daily expense information for lodging costs, lodging allowed, M&IE allowed, and per diem rates. To add lodging costs or modify M&IE amounts, click the desired travel date to highlight it, then click the **Update** button at lower left. The **Update Lodging and M&IE Expenses** window appears. Complete each field by typing entries or clicking checkboxes or radio buttons. You can advance through the fields using your [Tab] key. Detailed instructions for the Lodging/M&IE window appear in Section 5 of *Creating a New Travel Voucher*.



6. Special Authorizations

6A. To access the Other Authorizations Window in an Authorization, select the **Other Authorizations** button. The **Other Authorizations** window appears.



The Other Authorizations window is used to display and print remarks on travel documents. You must indicate special circumstances -- for example, annual leave -- in the M&IE screen (Step 5) to have your *document calculation* reflect them. When you select a travel cash advance or leave through the Lodging/M&IE or Totals window, its corresponding remark will be automatically reflected in Other Authorizations.

The Other Authorizations window contains two lists:

Other Authorizations - Displays a list of available special authorization codes. To select a code, double-click on the desired code, or highlight the code and choose **Select**. When you perform this action, the Remarks window appears.

The Other Authorizations window.

Remarks displays the preset remarks associated with the other authorization selected. You can add, delete or remove additional remarks by clicking in the text field and using the usual text editing features found in Windows.

When finished, click **OK** and you are returned to the Other Authorizations window.

The Other Authorizations Remarks window.

6B. **Other Authorizations for Current Document**, in the lower half of the window, displays a list of the codes chosen for this trip.

6C. To remove a code, click on the desired code to highlight it, and select **Remove**.

The Remarks button at lower right also allows you to re-edit the preset or custom remarks assigned to one of the listed authorizations. Just click on the code to highlight it, and click the Remarks button.

6D. Click **Close** at lower right when finished with the Other Authorizations window. You are returned to the main screen for your Travel Authorization.

7. Accounting

7A. To specify the accounting code or codes used to fund the trip, select the Accounting Button. The **Accounting Codes** window appears. Detailed instructions for the Accounting Codes window appear in Section 6 of *Creating a New Travel Voucher*.



8. Comments

8A. To enter any additional comments or text that have not already been entered elsewhere in the document, select the **Comments** button. The **Comments** window appears. Detailed instructions for the **Comments** window appear in Section 7 of **Creating a New Travel Voucher**.



9. Totals

9A. To view the total expenses claimed on the document, select the **Totals** button. The **Totals for Authorization** window appears.



Totals for Authorization	
Total Estimated Expenses:	633.00
Computed Advance Authorized:	349.00
Advance Requested:	0.00

The Totals for Authorization window.

9B. Clicking the **Detail...** button displays the **Expense Categories for Authorization** window.

It contains detailed accounting information for the document, such as expense categories, accounting code for each expense category, the amount applied to each category, and the advance amount for each expense category. When you are satisfied with the data, click the **Close** button to return to the **Totals for Authorization** window.

Expense Category	Account	Amount	Advance
COM. CARRIER	AWP Training	36.00	0.00
LODGING	AWP Training	216.00	216.00
M&IE	AWP Training	133.00	133.00
PHONE CALLS	AWP Training	8.00	0.00
RENTAL CAR	AWP Training	120.00	0.00
TRANSPORT	AWP Training	60.00	0.00

The Expense Categories for Authorization window.

9C. Clicking the **Advance** button in the **Totals for Authorization** window displays the **Cash Advances for Authorization** window.

It contains travel cash advance request information (if any). You may add, update or delete a travel cash advance for the document. To request a travel cash advance, click the **Add** button at bottom left. The **Add a Cash Advance** window appears.

Date	Type	Amount	Account
10/28/97	CASH	349.00	AWP Training

The Cash Advances for Authorization window.

9D. Complete each field by typing entries or selecting them from drop-down menus or lookup buttons. You can advance through the fields using your [Tab] key.

9E. EXPLANATION OF ADD A CASH ADVANCE WINDOW FIELDS:

Date - Enter the date for the travel cash advance.

Type - Select the type of advance from the drop-down list.

Amount - Enter the travel cash advance amount. Note: Travel Manager calculates the travel cash advance based on the traveler's charge card type.

Account - Select the accounting code. (This field may already be completed if you have chosen an accounting code in the **Account** window, Step 7).

Remarks - Enter any comments.

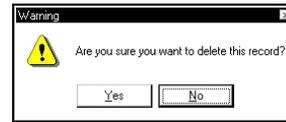
The Add a Cash Advance window.

9F. When you have completed entries in the Add a Cash Advance window, click the **OK** button at bottom. You are returned to the Cash Advances for Authorization window.



9G. To delete a travel cash advance, click to highlight the desired travel cash advance and select **Delete**.

At the prompt, "Are you sure you want to delete this record?", select **Yes**. You are returned to the Cash Advances for Authorization window.



A confirmation prompt.

9H. To update a travel cash advance, click **Update**. The **Update a Cash Advance** window opens, identical to the Add a Cash Advance window shown in Step 9D.

9I. To print a travel cash advance, click the **Print** button. To proceed from here, refer to **Saving and Printing Your Documents**.

9J. When you are finished entering or modifying cash advances, click the **Close** button at lower right to close the Cash Advance for Authorization window. You are returned to the Totals for Authorization window. When satisfied, select **Close**. You are returned to the main screen for your Travel Authorization.

10. Document Status

10A. The status window is used with electronic processing of travel documents. Consult your Travel Manager System Administrator to determine whether this procedure is used in your organization, and if so, refer to **Electronic Processing**.



11. Save Your Authorization.

11A. Refer to **Saving and Printing Your Documents**.

12. Print Your Authorization.

12A. Refer to **Saving and Printing Your Documents**.

13. Close the Authorization file.

13A. Select **Close** from the **File** menu. You will be prompted to save the file again; this is normal. You may disregard or choose to re-save the file.

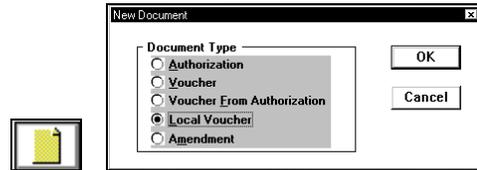
14. Exit Travel Manager.

14A. Select **Exit** from the **File** menu.

Creating a New Local Voucher

1. Create the local voucher file.

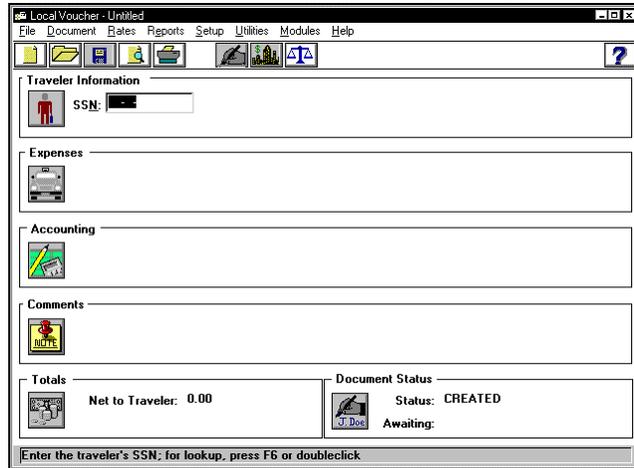
1A. Click the **New Document** button on the toolbar. The **New Document** window appears. Click the radio button for **Local Voucher** and click the **OK** button. This is an alternative to the method shown in **Creating a New Travel Voucher** and **Creating a New Travel Authorization (Travel Orders)**.



The New Document Button and Window.

1B. An Untitled local voucher window appears. Enter the traveler's SSN and press **[Tab]**.

1C. If this traveler is not in the Travel Manager database and the system will not allow you to add the traveler, contact the Travel Manager System Administrator for your organization.



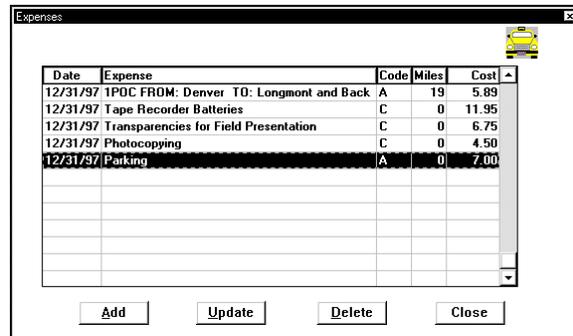
New window for an untitled local voucher.

2. Expenses

2A. To quickly access the Expenses window, select the **Expenses** button. The Expenses Window appears, containing the date, type, code and cost of any expense.



2B. To add expense entries, click the **Add** button at lower left. The **Add Expense** window appears. Complete each field by typing entries or selecting from the drop-down lists. You can advance through the fields using your **[Tab]** key. To select an expense from the drop-down list, double-click on the expense name.



The Expenses window.

The Add or Update Expense window.

2C. EXPLANATION OF ADD EXPENSE WINDOW FIELDS:

Date: The date the expense was incurred.

Description: The type of expense incurred. If the expense is not listed in the drop-down list, you may type the expense in the text field (you are limited to 40 characters). Note: '1 POC' refers to automobile mileage.

Code: There are three selections to choose from; each will print in the CODE field of government form 1164. Valid values are: **A - Local Travel**—local transportation expenses and toll fares; **B - Phone**—telephone or telegraph expenses; **C - Expenses**—other expenses.

Miles: If you select a mileage type of expense in the **Expense** field, you are prompted to enter the number of miles in the **Miles** field.

Rate: If you select a type of mileage expense in the Expense field and enter the number of miles in the Miles field, Travel Manager automatically selects the mileage rate associated with that expense and calculates the cost in the **Cost** field.

Cost: The cost of the expense.

No. of People: Enter a number that will print on the 1164 government form in the Add Persons field, if applicable.

Save: This button saves the current expense you have entered and allows you to enter another without exiting the Add Expense window.

Undo: The **Undo** button undoes any expense you enter in the Add Expense window.

Done: Select the **Done** button when you are finished entering the expenses. This will close the Add Expense window.

Previous/Next buttons: You may have several different expense entries for a trip. To enter, view or update the information for the next or previous expense, select the corresponding buttons (shown at right).



2D. When you have completed each field in the Add Expense window, click the **OK** button. You will be returned to the Expenses Window, which lists each expense you entered. To make changes for an expense, click the listing to highlight it, and then click the **Update** button. To remove an expense, click the listing to highlight it, then click the **Delete** button.

2E. When you have finished entering expenses, your Expenses window is complete. Click the **Close** button at bottom to return to the main voucher window. By glancing at the middle portion of the window, you will notice that Travel Manager has totaled your expense costs.

3. Accounting

3A. To specify the accounting code used to fund the local expenses, click the Accounting Button. The **Accounting Codes** window appears. Detailed instructions for the Accounting Codes window appear in Section 6 of **Creating a New Travel Voucher**.



4. Comments

4A. To enter any additional comments or text that have not already been entered elsewhere in the document, select the **Comments** button. The **Comments** window appears. Detailed instructions for the Comments window appear in Section 7 of **Creating a New Travel Voucher**.



5. Totals

5A. To view the total expenses claimed on the document, select the **Totals** button. The **Totals for Voucher** window appears. Detailed instructions for the Totals window appear in Section 8 of **Creating a New Travel Voucher**.



6. Document Status

6A. The status window is used with electronic processing of travel documents. Consult your Travel Manager System Administrator to determine whether this procedure is used in your organization, and if so, refer to **Electronic Processing**.



7. Save Your Local Voucher

7A. Refer to **Saving and Printing Your Documents**.

8. Print Your Local Voucher

8A. Refer to **Saving and Printing Your Documents**.

9. Close the local voucher file.

9A. Select **Close** from the **File** menu. You will be prompted to save the file again; this is normal. You may disregard or choose to re-save the file.

10. Exit Travel Manager.

10A. Select **Exit** from the **File** menu.

Electronic Processing

The next phase for travel processing is the electronic signature and submission of travel documents directly from Travel Manager to your accounting office. This paperless system eliminates the paper travel authorization, paper travel voucher, and the written signature.

Reimbursements via Electronic Funds Transfer (EFT)

Electronic Funds Transfer, or "direct deposit," can be used for making travel reimbursements. The envisioned potential for this process is having reimbursement for travel vouchers available in the traveler's bank account the next working day after electronic approval.

Retention of Official File and Receipts

The program office and/or traveler must retain a hard copy of the travel document as well as all receipts for six years. It is suggested that a hard copy of the travel authorization and the travel voucher with receipts be stored in a file with the trip dates and destinations labeled on the outside, so that they may be easily turned over to Accounting Office personnel when requested. Only receipts for lodging and expenses over \$75 are required.

Process Overview and Comparison

Travel Authorization

Old Method	New Method
1. Travel Authorization (TA) is prepared in Travel Manager.	1. TA is prepared in TM and traveler/designated person electronically signs TA.
2. Approving Official approves hard-copy of TA.	2. Approving Official electronically approves TA.
3. Accounting Office manually records obligation into accounting system.	3. System Administrator exports approved document into accounting office interface for transfer to DAFIS.
4. Advances are received via ATM or office cashier.	4. Same.
5. Travel takes place.	5. Same.

Travel Voucher

Old Method	New Method
1. Travel voucher is prepared in TM.	1. Same.
2. Traveler manually signs hard-copy of voucher.	2. Traveler electronically signs the voucher in TM.
3. Approving Official approves hard-copy of voucher.	3. Approving Official electronically approves voucher in TM.
4. Voucher is mailed or hand-carried to the Accounting Office.	4. TM System Administrator exports approved document into accounting office interface for transfer to DAFIS.
5. Traveler receives reimbursement by EFT or Treasury check.	5. Traveler receives next day reimbursement by direct deposit.
6. Voucher and receipts are filed and stored by Accounting.	7. Receipts are retained by traveler and/or program office.

Guide to Status Codes

Not all codes may be used by your organization. Consult your Travel Manager System Administrator as needed.

Created - New document that has not been signed or routed.
 Submitted - Traveler signs. This action starts the routing process.
 Reviewed - First level of approval (optional).
 Authorized - Second level of approval (optional).
 Approved - Highest level of approval. This is required.
 Pending - Some part of the document has failed electronic audit and requires further review.
 Adjusted - A signor has changed part of the original document.

Audit Pass - Some part of the document has failed electronic audit. The document was reviewed and passed.
 Audit Fail - Some part of the document has failed electronic audit and requires corrections.
 Disapproved - Document has not been approved and has been sent back to the traveler.
 Data Link - The document has passed audit and is ready for interface to the accounting system.

Electronic Signature and Routing

An encrypted 16-character code is associated with a signor's public name. Whenever a person changes the status of a document, the electronic signature of the person must be entered. A status history record, maintained with each document, shows each status change and who signed. The system administrator must activate electronic signature processing and enter the user in the signature table. When the user next launches Travel Manager, he/she will be prompted to enter a new signature code.

Setting Your Personal Electronic Signature

1. Launch the Doc Prep module.
2. Enter a new electronic signature password (8-16 characters and containing at least one digit). Passwords are case sensitive.
3. Tab and reenter electronic signature to verify; then click the **OK** button.

If the user cannot remember this signature later, they can ask their Travel Manager System Administrator to reset it to **blank**.

Signing and Submitting a Document

1. In the Doc Prep module, prepare and save the document. Note: The initial status of the document is **Created**. **Do not** change the status until the document is ready to be routed. By changing the status, the signer initiates the electronic routing process.
2. Click the Document Status icon in the lower right corner of the screen. The **Document Status** window appears.



Document Status for 998001130003S

Status: **SIGNED** Signature:

Remarks: **SIGNED**

Remarks: **APPROVED**

Remarks: **AUDIT PASS**

Remarks: **CANCELLED**

Remarks: **CERTIFIED**

Document Routing

Name	Status	Level
	SIGNED	0

Document History

Status	Date	Time	Name	Remarks
CREATED	10/29/97	7:47PM		

The Document Status window.

3. Click on the downward-pointing arrow on the **Status** field at upper left and double click on **Submitted**.
4. Enter the code for your electronic autograph in the **Signature** field at upper right.
5. Click the **OK** button at upper right. You will be prompted to confirm saving and routing of the document. For travel vouchers and local vouchers, you will also be prompted to confirm a certification statement.
6. To review the status history of a document, examine the **Document History** browser in the lower right corner of the Status window.

Reviewing, Approving and Signing an Authorization

At this point, the supervisor/authorizing official receives the document awaiting review.

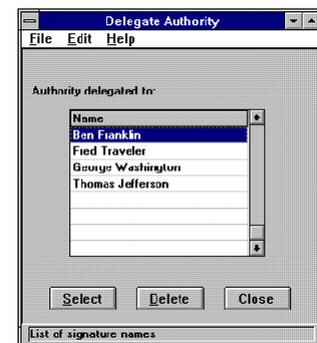
1. Launch the Doc Prep module.
2. Select **Review** from the **File** menu.
3. Select the appropriate document and review it onscreen or as a printed copy if preferred.
4. Approve and electronically sign the document by following the same instructions as listed in the previous segment, **Signing and Submitting an Authorization**, except change the document status to either **Approved** or **Disapproved**.
5. If prompted, click on the appropriate response to the message, "Have you made any adjustments to the current authorization?"

Delegating Authority

When a person with authority to authorize or approve travel documents is not available to sign, they may delegate their authority. When signature authority is delegated, the document is routed to both the approving official and to the delegatee. When the document is signed by either one, it is removed from both of their review lists. The delegation of authority is effective only for documents submitted after the delegation has taken place.

Activating Delegate Authority:

1. In the Doc Prep module, choose **Delegate Authority** from the **Setup** menu.
2. A list of users will be displayed. Scroll to the name of the person of your choice, highlight it and click **Select**.
3. When prompted, enter the code for your electronic signature to verify the delegation of authority and click **OK**.
4. Note that the **Authority delegated to:** field has the name of the person you selected in step #2.
5. To exit the Delegate Authority window, select **Close**.



The Delegate Authority window.

The delegation will remain in effect until deleted. So upon return, the delegation must be deleted.

Deactivating Delegate Authority:

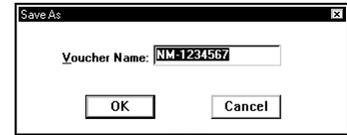
1. In the Doc Prep module, choose **Delegate Authority** from the **Setup** menu.
2. Click on **Delete**, and confirm when prompted.

Saving and Printing Your Documents

Saving Your Documents

1. From the **File** menu, select **Save**. The **Save As** window appears.

2. At the **Save As** window, enter a name in the **Name** field (or select the one that is already filled in, based on your authorization number). Click **OK** to accept the document name. You can verify that the voucher was saved correctly by observing the new name as it appears in the title bar of the voucher window.



The **Save As** window.

About File Names: Travel Manager defaults the document name to the Travel Authorization Number. Technically, you can replace the default name with any other name that you want. The name is used internally in the Travel Manager database and therefore does not have to follow DOS filename conventions. The name may contain any combination of numbers, letters or spaces. However, to use the interface between Travel Manager's electronic processing and the FAA's accounting system, you will want to follow the file naming scheme described in the Appendix, **Travel Document Number Structure and NATS**.

Re-saving files: If a document was previously saved under the same name, you will be prompted to overwrite the existing document. Warning: Overwriting an existing document will delete the previously saved document. If you select **No** when prompted to save the document, Travel Manager lets you reselect **Save** or **Save As** and assign a new name to the document.

Saving and Closing: When you close the document, or if you exit Travel Manager while a document is open, you will automatically be prompted whether you wish to save the document. This will be the case even if you saved the document only two seconds before. You do not need to save it a second time - unless you have made changes.

Printing Your Documents

1. From the **File** menu, select **Form Setup** to select the type of form to be printed or viewed. The **Form Setup** window appears.

EXPLANATION OF FORM SETUP WINDOW FIELDS.

To print all the travel data in a comprehensive, easy-to-read format, select **Default**.

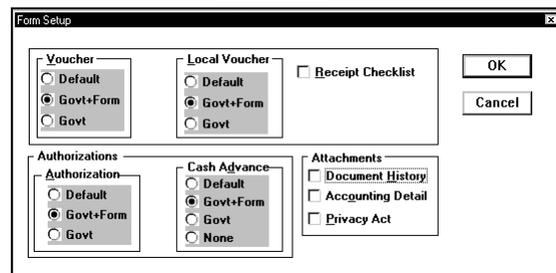
To print the document information and government travel form on plain paper, select **Govt+Form**.

To print the document on a pre-printed government form, select **Govt**. Insert a government form into your printer and Travel Manager will "fill out" the form blocks.

To print a page listing the receipts to be attached to the voucher, check **Receipt Checklist**.

To turn off the printing of a travel cash advance, select **None** in the lower-center portion of the window.

To print the electronic history and show each step in the electronic approval and processing of the document, check **Document History**. To print the Privacy Act Statement, select **Privacy Act**. To print subtotals of a document's expenses by accounting code and Expense Category, select **Accounting Detail**.



The **Form Setup** window.

52(15) TRAVEL ADVANCE VOUCHER | DOC NO: 123456
 PAGE 1 - TRAVEL ADVANCE VOUCHER - PAGE 1
 1) TRAVELER INFORMATION
 NAME: LLL-LL-LLLL
 ADDRESS: 567 PARK ST., THIRDTOWN, VA 22333
 PHONE: 555-1212
 SOCIAL SECURITY NO: 000-00-0000
 DATE OF BIRTH: 01/01/80
 2) TRAVEL ADVANCE INFORMATION
 DATE: 01/01/80
 3) TRAVEL ADVANCE INFORMATION
 DATE: 01/01/80
 4) TRAVEL ADVANCE INFORMATION
 DATE: 01/01/80
 5) TRAVEL ADVANCE INFORMATION
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 99) TRAVEL ADVANCE INFORMATION
 DATE: 01/01/80
 100) TRAVEL ADVANCE INFORMATION
 DATE: 01/01/80

A document printed in the Default format.

OPTIONAL LPT FORM REGISTRATION
 1. DEPARTMENT OR ESTABLISHMENT
 BUREAU DIVISION OR OFFICE
 2. TYPE OF TRAVEL
 TEMPORARY DUTY
 PERMANENT CHANGE OF STATION
 3. NAME (Last, first, middle initial)
 Student, A.
 4. SOCIAL SECURITY NO.
 000-00-0000
 5. MAILING ADDRESS (Include ZIP Code)
 123 Main Street
 Apt. A
 Seattle, WA 98104
 6. OFFICE TELEPHONE NO.
 (425) 555-5555
 7. PRESENT DUTY STATION
 Seattle, WA
 8. RESIDENCE (City and State)
 Seattle, WA
 9. TRAVEL ADVANCE
 a. Outstanding
 b. Amount to be applied
 c. Amount due Government
 10. CASH PAYMENT RECEIPT
 a. DATE RECEIVED
 b. AMOUNT RECEIVED
 c. PAYEE'S SIGNATURE
 11. GOVERNMENT TRANSPORTATION REQUESTS, OR
 I hereby assign the United States any right I may have against any parties in connection with the transportation charges described below, purchased under cash payment procedures (FPMR 101-11.6)

A document printed in the Govt + Form format.

2. From the **File** menu, select **Print Preview** to view the document. Print Preview is available only when the document is open.

The Print Preview window is displayed.

To set the document view in the Print Preview window to actual size, click the **100%** button.

To set the document view in the Print Preview window to display an entire page at a time, click the **Full Page** button.

Use the **Prev Page** and **Next Page** buttons to advance backward and forward through the document's pages and attachments.

To print the document, click the **Print** button. The associated steps are described in Step 3 below.

To adjust the amount of the document shown in the window, click the **Zoom** button at lower left.

Travel Manager Preview v1.1a
 TRAVEL VOUCHER
 (Read Privacy Act Statement on the back)
 1. DEPARTMENT OR ESTABLISHMENT
 BUREAU DIVISION OR OFFICE
 2. TYPE OF TRAVEL
 TEMPORARY DUTY
 PERMANENT CHANGE OF STATION
 3. NAME (Last, first, middle initial)
 Student, A.
 4. SOCIAL SECURITY NO.
 000-00-0000
 5. MAILING ADDRESS (Include ZIP Code)
 123 Main Street
 Apt. A
 Seattle, WA 98104
 6. OFFICE TELEPHONE NO.
 (425) 555-5555
 7. PRESENT DUTY STATION
 Seattle, WA
 8. RESIDENCE (City and State)
 Seattle, WA
 9. TRAVEL ADVANCE
 a. Outstanding
 b. Amount to be applied
 c. Amount due Government
 (Attached Check Cash)
 10. CASH PAYMENT RECEIPT
 a. DATE RECEIVED
 b. AMOUNT RECEIVED
 c. PAYEE'S SIGNATURE
 11. GOVERNMENT TRANSPORTATION REQUESTS, OR
 I hereby assign the United States any right I may have against any parties in connection with the transportation charges described below, purchased under cash payment procedures (FPMR 101-11.6)
 Zoom 100% Full Page Prev Page Next Page Print Close Page Number 1 OF 6

A document displayed in the Print Preview window.

The **Zoom Value** window appears.

In the text field at bottom, enter a percentage as specified and click the **OK** button. The picture in the Print Preview window is adjusted accordingly.

Click the **Close** button to exit the Print Preview window.

Zoom Value
 Enter a zoom value from 25 to 200 percent of original size.
 100
 OK
 Cancel

The Zoom Value window.

3. To print the document, select **Print** from the File menu or click the **Print** button in the Print Preview window. The standard Windows **Print** dialog box appears.

In the **Print Range** area, specify the number of pages. Make printer selections or adjustments using the **Setup** button if necessary. Click **OK** when finished to send the print job to the printer.

Print
 Printer: Default Printer (HP LaserJet Series II on LPT1:)
 All
 Selection
 Pages
 From: 1 To: 6
 Print quality: 300 dpi
 Copies: 1
 Collate copies
 OK
 Cancel
 Setup...

The Print dialog box.

Browsing Per Diem Rates

Travel Manager stores two types of rates: standard and custom. Standard rates are GSA/State Department locations and are updated monthly. Custom rates are special rates entered by end users or System Administrators - they are not updated. Custom rates usually represent agency-defined per diem rates for situations like training or extended TDY assignments.

Standard and custom rates are displayed together alphabetically, by location name, when "browsing" per diem rates or when selecting a per diem rate location in an itinerary. Custom rates are marked with an asterisk (*) when displayed in a per diem location list.

Travel Manager automatically installs the domestic (CONUS) and foreign (OCONUS) rates. Foreign rates may change monthly. As a result, the foreign rates that are installed with Travel Manager will eventually become outdated. Foreign rates are updated monthly through the Gelco Maintenance Subscription Service.

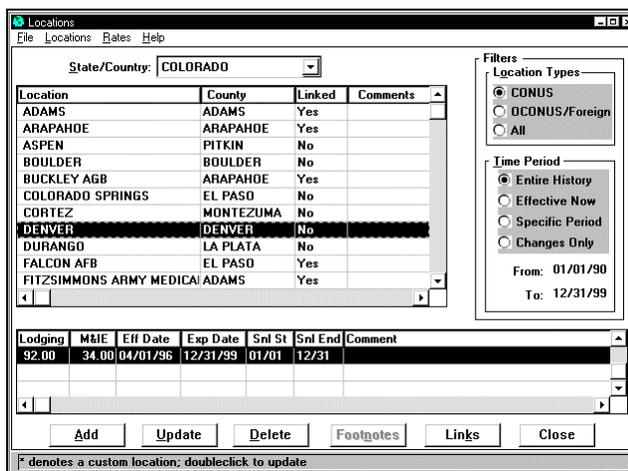
To review per diem and lodging rates for travel destinations, click the **Rates** button, which depicts a city skyline with a dollar symbol.



The **Location** window appears.

There are two main browsers in the Locations window: the 'Location' browser (top) and the 'Rate' browser (bottom).

State/Country - The state or country of the per diem location (top).



The Location window.

The **Location Browser** (middle left) displays all city and/or county locations within the state or country selected. The browser is updated each time a different state/country is selected. Each field within the Location browser is described below.

Location—The per diem location within the selected state or country. The location may be a city, a county or both. When a location is displayed as City/County (for example, Fairfax/County, the "/" indicates that this rate is effective for both Fairfax City and Fairfax County.

County—The county for the per diem location within the selected state or country.

Linked—YES indicates that the selected per diem location is linked to another location (standard or custom) in the rate table. A per diem location that refers to another location for its rate information is called a Linked Rate.

Comments—A descriptive entry about the selected location (optional).

The **Rate Browser** (across the bottom of the window) displays the lodging and M&IE rates for the location highlighted in the Location browser. Each field is described below:

Lodging - The maximum lodging allowance for the location.

M&IE - Displays the M&IE (meals and incidental expenses) allowance for the per diem location.

Eff Date - The effective or first date this rate can be used. A rate is in effect until one with a more current effective date exists in the table or until the expiration date has passed.

Exp Date - The expiration or last date this rate can be used.

Snl St/ Snl End —The season start and end date for this per diem rate. When no season start or end date is entered, the date defaults to 01/01 or 12/31 respectively. Seasonal start and end dates are only used in seasonal locations where the per diem rate changes at specific intervals during the year. (Browse Puerto Rico to see an example of a seasonal rates).

Comment—A descriptive entry about the selected rate.

Filters

Location Types - Allows you to choose how to fill the State/Country field. Each selection is described below:

CONUS—Displays only the per diem locations in the continental US in the State/Country field.

OCONUS/Foreign—Displays only the foreign and US locations outside the continental US in the State/Country field.

All—Displays both CONUS and OCONUS locations in the State/Country field.

Time Period - Selection of any one of the time options determines how the Rates browser is filled. All locations are shown, but only rates that match the selection are given. For example, there may be some locations showing no rate. Each selection in the Time Period field is described below:

Entire History—Displays all rates stored in your Travel Manager database.

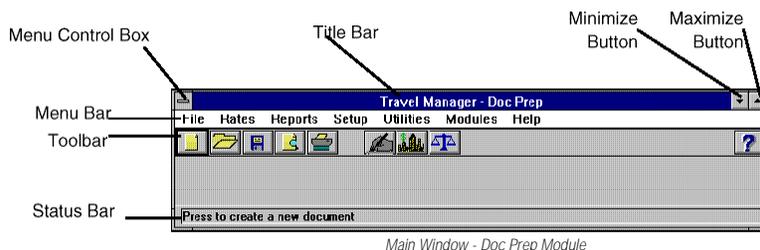
Effective Now—Displays rates effective during the time period selected.

Specific Period—Displays rates effective during a specific time period. To specify the specific time period, enter a start date in the **From** field and an end date in the **To** field.

Changes Only—Displays rates that have changed during a specific time period. To specify the changes only time period, enter a start date in the **From** field and an end date in the **To** field.

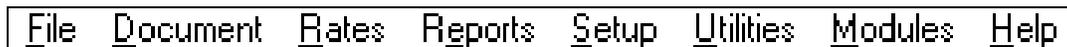
Guide to Toolbar and Menus - Document Preparation Module

To run the Doc Prep module, double-click on the program icon **TM v7.0 Doc Prep**. In Windows 95 or 98, click your **Start Button**, go to the **Programs** menu, then go to the **Travel Manager** submenu, and select this shortcut). Doc Prep provides basic user functionality. It is used to create, sign and review Authorizations, Vouchers, Local Vouchers and Amendments. It also includes the Rates, Reports, abbreviated Setup and Utilities menus. Depending on your security level, you may be able to access other modules from the Modules menu.



Menu Bar

To access menu items in each module, press **[Alt+letter]** (where the letter of the item is underlined), click on the menu item, or press **[F10]** then use the arrow keys to highlight the desired item.



The File Menu and Matching Toolbar Buttons



New: To create a new travel document, select **New**. Selecting New will open a submenu with a list of available document types.

Authorization: A temporary duty travel authorization or request used to authorize travel. Travel Manager uses the information entered to estimate the cost of travel and the cash advance amount. A cash advance request form may be prepared as part of the authorization.

Voucher: A temporary duty travel reimbursement voucher that is completed when travel has concluded. A voucher is used to claim reimbursement for various travel expenses. When this document type is selected, a blank voucher screen appears, and the voucher may be completed from scratch. It is not necessary to have entered an authorization in order to prepare a voucher.

Voucher From Authorization: A voucher created from an existing travel authorization. When you select Voucher from Authorization, the Voucher From Authorization window displays. Highlight a traveler and an existing authorization and select OK. Travel Manager will create a voucher using the data previously entered in the authorization. Complete the voucher by entering any details that were not available in the authorization, such as departure and arrival times, and by supplying actual, not estimated, expenses.

Local Voucher: A document used to claim reimbursement for miscellaneous expenses incurred by a government employee. Local vouchers do not include per diem allowances and are normally associated with the SF1164 form.

Amendment: A document that is used to submit a change to an authorization or voucher that has already been processed by your accounting system. Amendments can be created only for documents that have an electronic processing action code of 'Complete'.

Delete: To permanently remove documents from the Travel Manager database, select **Delete** and use the same identification process shown for Open on the next page. You will be prompted to confirm the deletion.

Close: Close is available only when a document is open. If you select Close, you will be prompted to save the current document. If you select Yes, you will be prompted to enter a name to assign to the document.

Review: Selecting **Review** displays a list of the documents that are waiting for the on-screen review and electronic signature of a reviewing or approving official. Identify the document you want to review using the same identification process shown for Open on the next page. If documents are awaiting your review, you will be notified when you first log in to Travel Manager.



Open: To retrieve a previously saved document, select **Open**. The **Open Document** window appears.

First, click the name from the list at right to highlight the traveler whose document you want to open. Using the radio buttons at upper right, the list of travelers can be displayed alphabetically by **Last Name** or numerically by **SSN**.

Documents appear in the list at left when a traveler is selected. The list of document names can be filtered by document type using the drop-down list at lower left. The documents are listed by first day of travel and the first two characters indicate document type: TA=Authorization, TV=Travel Voucher, LV=Local Voucher. Click the **OK** button when finished.

Document Name	Travelers
LV - Key Duplication	Brown, Matthew H.
TV - NM-S-1430-97-025 07/14/97	Brown, Matthew H.
TA - NM-S-1430-97-023 06/23/97	Student, A. 000-00-0000
TV - NM-S-1430-97-023 06/23/97	Traveler, Fred 111-11-1111
TA - CMD May '97 05/12/97	
TA - NM-S-1430-97-019 05/12/97	
TV - CMD May '97 05/12/97	
TA - Portland 05/05/97	

The Open Document window.



Save and Save As: To save a new document or to save changes to an existing document, select **Save**. Save is available only when a document is open. Saving the document takes the information on screen (including the details in each data entry window) and saves it to disk. Select **Save As** to save changes to an existing document under a new name.

Refer to **Saving and Printing Your Documents** for more details.

Import: The **Import** function allows you to import an authorization, voucher, or local voucher from a file created by another copy of Travel Manager. Importing is the act of converting the file from a text format back into a file that can be edited in Travel Manager. Documents from Versions 4.0, 4.1 and 5.0 of Travel Manager may be imported into this version; however, some of the information not collected in previous versions will be blank. Documents from versions earlier than 4.0 may not be imported into Travel Manager v7.0. Selecting the **Import** command displays the **Import a Document** window.

Click the appropriate radio button to indicate the file type of document to import. Enter the file name of the document to be imported. Enter the full directory and file path if necessary, as shown. Select **Browse** to access a standard Windows file browser. Click **OK** when finished. The imported files can be accessed as shown in **Open** above.

The Import a Document window.

Export: Travel Manager will **export** (convert and save) all of the data associated with the current document to an ASCII (text) file. The file generated contains data for one and only one document. The **Export** command is available only when a document is open.

Enter the file name of the document to be imported. Enter the full directory and file path if necessary, as shown. Select **Browse** to access a standard Windows file browser. Click **OK** when finished.

The Export Document window.



Print, Print Preview and Form Setup: To access a standard Windows print dialog box, select **Print**. Select **Print Preview** to view the document and **Form Setup** to select the type of form to be printed or viewed. **Print** and **Print Preview** are only available when a document is open. Refer to **Saving and Printing Your Documents** for more details.

Exit: To exit Travel Manager, select **Exit** from the File menu. If a document is open, you will be prompted to save the document before exiting Travel Manager. To close the main window, select **OK**.

The Document Menu

The Document menu (available only when a document is open) provides access to the data entry windows in a document. It displays different choices depending on the type of document you have open. Clicking the commands allows you to navigate through the sections of the document instead of clicking the buttons in the main window of the document. For example, clicking the **Itinerary** command on the Document menu will have the same effect as clicking the **Itinerary** button in the window -- it will reveal the **Itinerary** window. Refer to **Creating a New Travel Voucher** and **Creating a New Travel Authorization (Travel Orders)** for more details.

The Rates Menu

The Rates menu is used to view and search for the per diem, mileage rates and meal deductions used to calculate allowances.

Rates: Refer to **Browsing Per Diem Rates** for more details.

States/Countries: Clicking the States/Countries command displays a table containing all the state and country codes and three-letter identifiers used by Travel Manager to locate per diem destinations.

Mileage: Clicking the Mileage command displays a table containing the rates for use in reimbursing a traveler for the use of his/her private vehicle (for example, automobile, motorcycle, airplane).

M&IE Distributions: M&IE distributions represent the amount subtracted from the M&IE amount when meals are provided at no expense to the traveler. This function is not normally used by FAA organizations.

The Reports Menu

Travel Manager reports allow you to monitor and control travel activity with your organization, for a traveler or a group of travelers. Reports summarize information on all of the documents that have been entered, imported or restored into the Travel Manager database. Each report lets you to specify criteria to limit the documents that are included. Travel Manager provides three types of reports:

Travel Ledger



The Travel Ledger is designed to be a "receivables" ledger. It will display or print all travel advances and vouchers for a traveler where the authorization number has not been marked "reconciled." A "reconciled" document is a document for which reimbursement has been received. Clicking the **Travel Ledger** command or button displays the Travel Ledger window.

Enter the social security number of the traveler. For a list of travelers, press [F6], double-click or select the lookup button.

In the **Start Date** and **End Date** fields, enter the earliest and latest departure dates to include on the report. Leaving the date field blank implies no date restriction.

The Travel Ledger window.

Enter the electronic processing status code of vouchers to be included in the report. Leaving the **Voucher Status** field blank indicates that all status codes should be included.

To view the report on the screen, click the **Preview** button. Click **Print** to obtain a hard copy of the report.

DATE	DOCUMENT TYPE	NAME	ADVANCE OUTSTAND	AMOUNT CLAIMED	DUE TRAVELER	DUE GOVERNMENT

Travel Auth No: 98000000001SS						
06/23/97	VOUCHER	NM-S-1430-97-023 NM-S-1430-97-023	0.00	867.26	867.26	
07/14/97	VOUCHER	NM-S-1430-97-025 NM-S-1430-97-025	0.00	809.95	809.95	
08/11/97	VOUCHER	NM-S-1430-97-032 NM-S-1430-97-032	0.00	469.35	469.35	
09/22/97	VOUCHER	NM-S-1430-97-034 NM-S-1430-97-034	0.00	932.92	932.92	
12/07/97	VOUCHER	S98001130003S S98001130003S	0.00	1,045.00	1,045.00	

A sample Travel Ledger.

The Travel Ledger displays or prints the advance outstanding, the amount claimed, and the amount due the traveler or government for a particular traveler's documents. All documents with the same authorization number are displayed together. Outstanding cash advance balances are displayed for each authorization number. You may not directly modify the values displayed or printed by the Travel Ledger report. To change the amounts displayed by a travel ledger, you must edit the documents included in the report.

Clicking the **Reconcile** button will display a list of all authorization numbers associated with the selected traveler. Once reimbursement is complete, you can designate that the authorization number has been reconciled so that it will no longer be displayed or printed in a Travel Ledger report. To reconcile an authorization number, highlight each document and select **Resolve**. The document will then be set to **Yes** (reconcile). The reconciliation function can be used to track documents that still have amounts due or some other "open issue."

Accounting Summary

Selecting Accounting Summary provides a report of expense category subtotals within each accounting class code. The Accounting Summary report includes accounting information for one document type only (travel authorization, travel voucher, local voucher). Date and status selection criteria are also available for this type of report. For example, you may set the criteria to display local vouchers that have the status of Approved vouchers, where the traveler departed during the month of June 1998 and expenses were charged to a specific budget. Clicking the **Accounting Summary** command displays the **Accounting Summary Report** window.

Click in the appropriate radio button to indicate the document type for the report. Then enter the **Start** and **End** dates for the report in the **Date Range** fields. These indicate the earliest and last departure dates to include on the report. Leaving the date fields blank implies no date restriction.

Use the drop-down menu at center to select the **Organization** to be included in the report. Leaving this field blank will include all organizations. Do the same for the electronic processing **Status** of the documents to be included. Leaving this field blank indicates that all status codes should be included.

Clicking the **Detail Report** check box will include a breakdown of costs by expense category in the report.

The Accounting Summary Report window contains the following elements:

- Document Type:** Radio buttons for Authorization (selected), Voucher, and Local Voucher.
- Date Range:** Start and End date fields.
- Organization:** A drop-down menu.
- Status:** A drop-down menu.
- Account Label:** A field containing '98 Internal TRG' with a lookup button (+).
- Detail report?:** A checkbox.
- Accounting Classification:** A grid of 10 input fields (Part 1 to Part 10) for entering classification codes.
- Buttons:** Preview, Print, and Close.

The Accounting Summary Report window.

You may select a specific accounting code by entering its exact name in the **Account Label** field. When you select a code, the **Accounting Classification** fields are automatically filled with the corresponding elements. Leaving the Label and Classification fields blank indicates a selection of 'all'. For a list of available codes, press [F6], double-click or select the lookup button (+). You may also select a specific code by entering in its exact elements; or you may also include many codes by using wild card characters. The standard DOS wild cards -- asterisk (*) and question mark (?) -- are supported.

To view the report on the screen, click the **Preview** button. To print a hardcopy of the report, select the **Print** button.

12/24/97 Voucher Accounting Classification Summary		Page: 1
Organization:		
Status: *	From: 01/01/1980	To: 12/31/2019
Account Class:		
4/701.0/██████/81W/2109/////		
COM. CARRIER - 408	459.00	
LODGING - 409	711.51	
M&IE - 409	413.00	
OTHER - 409	94.02	
PHONE CALLS - 409	15.44	
RENTAL CAR - 409	302.27	
TRANSPORT - 409	151.32	

Total by:		
4/701.0/██████/81W/2109/////		
	2,146.56	
Report Total:	2,146.56	

A sample Accounting Report with expense category detail.

Document Summary

Selecting **Document Summary** lets you generate reports based on five different criteria: Traveler, Account Classification, TA Number, Location and Trip Purpose. Clicking these commands displays a Document Summary Report window, which has identical fields and procedures to those shown for the top half of the Accounting Summary Report window shown on the previous page.

12/24/97		Voucher Summary by Traveler				Page: 1	
Organization: *		From: 01/01/1980		To: 12/31/2019			
Voucher No	Depart Date	Travel Days	Total Expenses	Amount Claimed	Advance Applied	Net Amount	
77777	11/02/97	4.00	984.72	984.72	0.00	984.72	
CMD May '97	05/12/97	6.00	588.42	588.42	0.00	588.42	
NM-S-1430-96-018	09/08/96	5.00	1009.66	1009.66	0.00	1009.66	
NM-S-1430-97-008	02/19/97	3.00	522.03	522.03	0.00	522.03	
NM-S-1430-97-009	02/28/97	9.00	1600.88	1600.88	0.00	1600.88	
NM-S-1430-97-010	04/23/97	2.00	971.19	971.19	0.00	971.19	
NM-S-1430-97-018	05/05/97	4.00	574.38	574.38	0.00	574.38	
NM-S-1430-97-023	06/23/97	3.00	867.26	867.26	0.00	867.26	
NM-S-1430-97-025	07/14/97	6.00	809.95	809.95	0.00	809.95	
NM-S-1430-97-032	08/11/97	6.00	469.35	469.35	0.00	469.35	
NM-S-1430-97-034	09/22/97	4.00	932.92	932.92	0.00	932.92	
S980011300038	12/07/97	4.00	1045.00	1045.00	0.00	1045.00	
Total:			56.00	10375.76	10375.76	0.00	10375.76
Report Total		-----	56.00	10375.76	10375.76	0.00	10375.76

The **Traveler** Document Summary provides a one-line summary for each authorization or voucher number for each traveler.

A sample Document Summary Report for one traveler.

12/29/97		Local Voucher Summary By Account Classification				Page: 1	
Status: *		From: 01/01/1980		To: 12/31/2019			
Organization:							
Account Classification: Office Supplies							
S/801.0/ /2662/////							
Name	Voucher No	Depart Date	Total Expenses	Net to Traveler			
Account Classification: Office Supplies							
S/801.0/ /2662/////							
	Key Duplication	12/16/97	6.32	6.32			
	Keys	05/02/97	15.80	15.80			
	Phone Cable	07/14/97	7.03	7.03			
Total by: Office Supplies							
S/701.0/ /2662/////							
				29.15		29.15	
Report Total		-----			29.15		

The **Account Classification** Document Summary provides a line-by-line table of each authorization or voucher number for each traveler.

A sample Document Summary Report for one account classification.

12/29/97 Voucher Summary By TA Number Page: 1
 Status: * From: 01/01/1980 To: 12/31/2019
 Organization:

TA Number	Document Name	Name	Depart Date	Travel Days	Total Expenses
77777	77777		11/02/97	4.00	984.72
NM-1234567	NM-1234567		05/05/97	4.00	1,333.54
NM-S-1430-96-018	NM-S-1430-96-018		09/08/96	5.00	1,009.66
NM-S-1430-97-008	NM-S-1430-97-008		02/19/97	3.00	522.03
NM-S-1430-97-009	NM-S-1430-97-009		02/28/97	9.00	1,600.88
NM-S-1430-97-010	NM-S-1430-97-010		04/23/97	2.00	971.19
NM-S-1430-97-018	NM-S-1430-97-018		05/05/97	4.00	574.38
NM-S-1430-97-019	CMD May '97		05/12/97	6.00	588.42
NM-S-1430-97-023	NM-S-1430-97-023		06/23/97	3.00	867.26
NM-S-1430-97-025	NM-S-1430-97-025		07/14/97	6.00	809.95
NM-S-1430-97-032	NM-S-1430-97-032		08/11/97	6.00	469.35
NM-S-1430-97-034	NM-S-1430-97-034		09/22/97	4.00	932.92
S98001130003S	S98001130003S		12/07/97	4.00	1,045.00
Report Total -----				60.00	11,709.30

A sample Document Summary Report listed by TA Numbers..

The TA Number Document Summary provides a line-by-line table of each document prepared by the Travel Manager user.

12/24/97 Authorization Summary by Location Page: 1
 Status: * From: 01/01/1980 To: 12/31/2019
 Organization: Resource Mgmt. Br.
 Location: CMD,STUDENT,FL

Name	Document No	Trip	Arrival Date
Cunningham, Daniel R.	19800010758DRC	1	07/14/98
Cunningham, Daniel R.	981A4103823DRC	1	01/06/98
Cunningham, Daniel R.	199800012303DRC	1	01/06/98
Cerenzia, Tracy L.	199800005804TLC	1	12/08/97
Cerenzia, Tracy L.	199800005804TC C	1	12/08/97
Hollinger, Allan W.	199800005806C AH	1	12/08/97
Hollinger, Allan W.	199800005806AWH	1	12/08/97
Osterdahl, Steven M.	981A4103821 SO	1	12/08/97
Cerenzia, Tracy L.	981A4103822TC	1	12/08/97
Hollinger, Allan W.	981A4103823 AH	1	12/08/97
Osterdahl, Steven M.	199800005802SMO	1	12/08/97
Osterdahl, Steven M.	199800005802C SO	1	12/08/97
WOOD, GLEN A.	WOOD, GLEN	1	01/05/97

A sample Document Summary Report for one location.

The Location Document Summary provides a one-line summary of documents for a given per diem location.

12/29/97 Authorization Summary By Trip Purpose Page: 1
 Status: * From: 01/01/1980 To: 12/31/2019
 Organization:

Voucher No	Total Expenses	Amount Claimed	Advance Applied	Net Amount
NM-123456	498.00	498.00	0.00	498.00
NM-S-1430-97-023	918.00	918.00	0.00	918.00
NM-S-1430-97-025	620.00	620.00	0.00	620.00
NM-S-1430-97-032	633.00	633.00	0.00	633.00
NM-S-1430-97-034	943.00	943.00	0.00	943.00
Total: SPEECH OR PRESENTATION	3612.00	3612.00	0.00	3612.00
Report Total -----	3612.00	3612.00	0.00	3612.00

A sample Document Summary Report for a specific trip purpose.

The Trip Purpose Document Summary provides a one-line entry for each trip purpose by document and subtotals all documents specifying the same trip purpose.

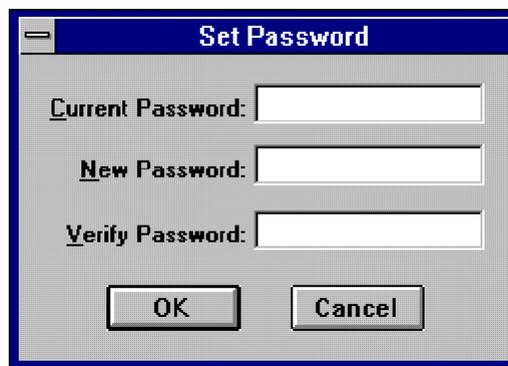
The Setup Menu

The Setup menu lets you reset your password (if logins are enabled), reset your electronic signature, delegate your signing authority (if signature/routing is enabled), and set up your system preferences.

Set Password and Set Signature

If your organization uses Travel Manager's login security feature, you will be prompted to set your password the very first time you log into the system. You may reset your password or electronic signature any time using the Set Password or Set Signature commands, respectively. The Set Password or Set Signature window appears.

The window and its fields are the same for either of the commands. Enter your desired new password or signature in the middle field, re-enter it at bottom for confirmation and click the OK button when finished.



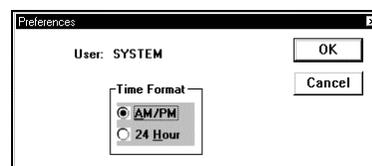
The Set Password window.

Delegate Authority

Refer to **Electronic Processing** for details.

User Preferences

The User Preferences function lets each user specify a time format (AM/PM or 24 Hour). When you prepare an authorization or voucher, you enter all times in the format specified in the Preferences window.



The Preferences window.

Save Settings on Exit

User Preferences is designed to let each user on a multi-user system have a different setup. This allows users to make changes to their setup without affecting the general setup of the software. **Save Settings on Exit** should be enabled (a check mark will be displayed next to it). This will save the option settings that are in memory when any user exits from Travel Manager. If logins are enabled, each user with a valid User ID and password can customize his or her Travel Manager setup using this feature.

The Utilities Menu

Functions on this Menu are not ordinarily activated for use by employees in most FAA organizations. For more information regarding this menu, contact your organization's Travel Manager System Administrator.

The Modules Menu

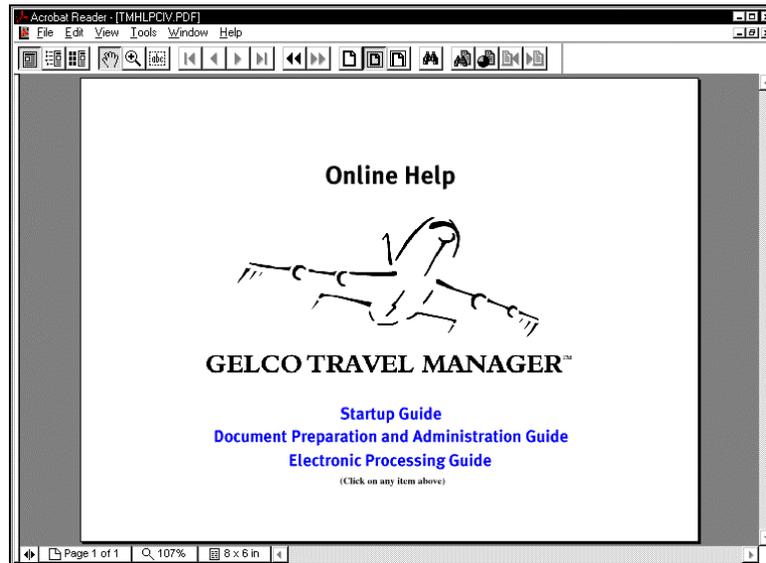
The Modules menu is used to access other Travel Manager modules. Depending on your security setup, you may not have access rights to some or all of the modules.

The Help Menu

Full documentation for this product is provided online through the Help menu. It uses a plug-in application, Adobe Acrobat Reader 3.0 freeware, to display the information. This plug-in must be installed by you or your organization's Travel Manager System Administrator.

Contents

Clicking the Contents command launches Acrobat and displays the cover page shown below.



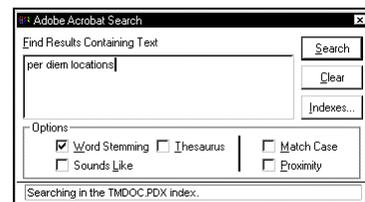
The Adobe Acrobat Reader 3.0 window and table of contents for Travel Manager's online help.

To navigate through the text, click your mouse pointer on the colored lines. The program operates similar to an Internet web browser.

Search for Help On

Selecting **Search for Help On** displays a dialog box for locating information on a specific topic.

Type the desired text string in the box labeled Find Results Containing Text, and click the Search button. When your results appear, click on the listings to jump your reader to that portion of the documentation.



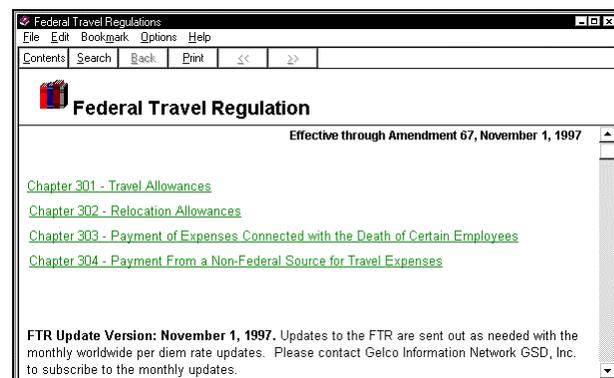
The Adobe Acrobat Search window.

Federal Travel Regulations

Clicking this command opens a standard Microsoft Windows help utility browser containing the FTRs.

About Travel Manager

Selecting **About Travel Manager** will display information on the current version of Travel Manager, serial number, and copyright.



A standard Windows help window containing the Federal Travel Regs.

SPECIAL SECTION

Function Keys and Keystrokes

The following table explains the features assigned to certain keys in Travel Manager for Windows.

KEYSTROKE	FUNCTION
[Enter]	Used to make a selection.
[F1]	Displays the Travel Manager Help Contents Page.
Esc	Aborts or cancels an action or function.
Home	Moves the cursor to the beginning of the text string for editing.
End	Moves the cursor to the end of the text string for editing.
Insert	Allows you to insert characters in an existing text string.
Delete	Allows you to delete the character to the right of the cursor in an existing text string.
Backspace	Allows you to delete the character to the left of the cursor in an existing text string.
Alt + Letter	Selects the option specified by a name containing an underlined letter. For example, [Alt + F] selects File from the menu bar.
[Tab]	Moves the cursor from field to field.
[Shift] + [Tab]	Moves the cursor from field to field in reverse direction.
[F6] or + button	Lists available choices for the field.
<u>9</u>	Text boxes with an underscored down arrow will drop-down a list of options. Click on the down arrow button to display the list.
Arrow keys	Allow you to select functions from a menu or items in a selection list. Arrow keys also move the cursor in the direction of the arrow when you are editing text.

SPECIAL SECTION

The Cost Options Utility

The Cost Options window.

You can use the **Options** button in several screens of a Travel Voucher to view or change the following attributes of an entry:

Reimbursable—To change the reimbursability of the cost field, check the **Reimbursable** box to mark the cost as a reimbursable expense. If no check is in the Reimbursable box, the cost is not reimbursable to the traveler. This box is usually checked as the default setting.

Expense Category—The category in which expenses will be subtalled.

Payment Method—The payment method used for the expense.

Vendor—The vendor used for the expense. The vendor list provides an easy way to track expenditures by vendor.

Foreign Currency Calculator—The foreign currency calculator converts foreign currency to US dollars.

To convert foreign currency to US dollars:

1. From any cost field, select Options.
2. In the Foreign Currency field, enter the amount of the foreign currency.
3. In the Exchange Rate field and press [Tab], enter the exchange rate.
4. Travel Manager displays the converted cost in the Expense Cost field at the top of the Cost Options dialog box.
5. If this amount appears to be incorrect, try using the exchange rate displayed at the bottom of the Cost Options dialog box.

SPECIAL SECTION

When Travel Manager Crashes

The dialog box depicted below can be one of the most frustrating occurrences a user will encounter:



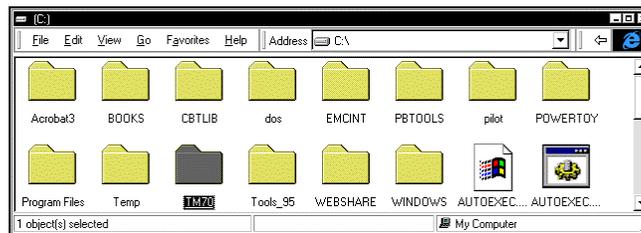
The "Single User Mode" error message. The directory path shown on your computer may differ slightly.

Don't despair. It's a problem you can remedy. Begin by clicking the **OK** button to get rid of that annoying box.

What has happened, most likely, is that for whatever reason, Travel Manager was closed improperly. The application may have crashed, something else might have hung on your computer, maybe there was a power outage. The problem is, Travel Manager doesn't know that you aren't using it anymore -- and in the message above, it is refusing to let you in "twice." You need to tell Travel Manager that you actually aren't using it now.

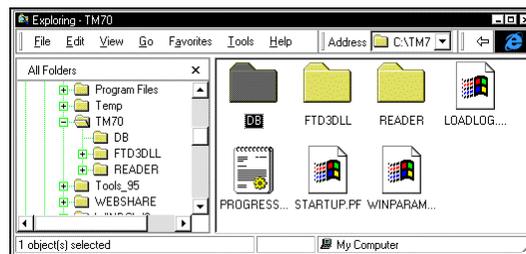
Travel Manager is usually configured to run from your Local Area Network (LAN). The setup varies somewhat from one FAA organization to another. But typically, the program runs from one location, and your user files and directories are stored in another location. This second location could be on your computer's hard drive, or sometimes it might be in your personal directory on the LAN. You may need to check with the Travel Manager System Administrator for your organization.

If the client files are in fact located on your hard disk, it (and some other things) will probably be in a directory called C:\TM70. Take a look by using your Windows 95/Windows 98 Explorer, or the My Computer icon, or your Windows 3.1 File Manager.



The TM70 directory on drive C as viewed using Windows 98's My Computer window.

Inside the TM70 directory will be some other folders, including one called DB.



The C:\TM70\DB directory viewed using Windows 98 Explorer.

The DB directory will contain a file called TRAVEL.LK. This file is the "offender," because it contains a notation that indicates to Travel Manager that the application is still in use, when we know this is not the case. You need to delete this file. Be careful -- the directory may contain at least three other files beginning with "travel," including one called TRAVEL.LG. Don't delete these.



TRAVEL.LK

Once you have deleted TRAVEL.LK, run Travel Manager again. You may receive a dialog box containing a set of "recovery" statements. Just click the **OK** button and proceed with using the program again.

Numbering Memo

Subject: **ACTION**: Standard Travel Document Numbering Conventions

Date:

From: Associate Administrator for Administration

Reply to
Attn. of:

Deborah M. Daniels:
(202) 267-9008
FAX:(202) 267-5271

To: FAA Management Board

This memorandum provides policy for numbering of all employee travel documents. The standard numbering structure, as described in attachment 1, is designed to facilitate processing and tracking of travel authorizations and vouchers. All offices should begin using the standard document numbering format for travel that occurs on or after October 1.

The standard numbering structure will become increasingly important as we implement the National Automated Travel System (NATS). The NATS uses Travel Manager off-the-shelf software, an automated interface to the Departmental Accounting and Financial Information System, and a tracking system to help travelers determine the status of their reimbursements. The system is being beta tested at the William J. Hughes Technical Center and will be deployed in regions, centers, and headquarters during FY-98. This system will provide efficient processing of travel documents, easier tracking of documents, and faster reimbursement of employee travel expenses.

The contact point for questions about the standard document numbering conventions and NATS is Deborah Daniels, ABA-320, at (202) 267-9008.

Edwin A. Verburg

Attachment

cc: ABA-320/ABA-300/ABA-1/AAD-1

File: 2720.25I

WP: C:\My Documents\natsnum

ABA-320:ddaniels:dd:(202) 267-9008:8/6/97

Travel Document Number Structure and NATS

The following describes the numbering structure that will be required for all travel documents in the FAA beginning with travel that occurs on October 1, 1997. The numbering structure is required for the transition to the National Automated Travel System (NATS). The NATS combines Gelco Travel Manager off-the-shelf software with an in-house developed document tracking module and automated interface to the Departmental Accounting and Financial Information System (DAFIS). The system will provide for more efficient processing and tracking of travel documents and quicker reimbursement of employee travel expenses. The numbering structure is primarily based on cost centers and establishes unique document numbers for each travel authorization.

The numbering structure applies to manually prepared documents, as well as those prepared using Travel Manager software. Each cost center should establish a log of travel authorization numbers, as a number may be used only once. In the near future the log will be automated nationally using the same numbering conventions.

Single Trip Authorizations

The travel authorization number consists of 12 positions. The first two positions are the last two digits of the fiscal year (FY). The next six positions indicate the cost center. Some regions use four-digit cost center codes; in those cases, the number must include two zeros following the cost center code to fill the six places. The next three positions show a sequential number which makes each authorization unique for a given cost center (e.g., first authorization of the FY might be 001, second authorization 002, etc.). The last position designates the type of travel authorization; this character is needed for the NATS interface with DAFIS.

If the travel authorized is a single trip other than centrally funded training, make the last position of the document number the letter "S". If the travel authorization is for centrally funded training, make the last position of the document number the letter "T". (Note - When using a "T" as the last character of the document number, the accounting classification code for that document must begin with the letter "A," which indicates the travel is funded by the Aeronautical Center.)

Limited Open Authorizations (LOA)

There are two methods for numbering LOA travel. This depends on whether or not the office wants an obligation established in DAFIS based on the travel authorization document. If the office wants the obligation amount to be recorded in DAFIS based on the travel authorization document (referred to as "LOA-Cost" type of document in Travel Manager software), the travel authorization number will be structured the same as the single trip authorization number except the twelfth character will be the letter "L". Specifically, the LOA number is 12 positions long consisting of the FY in the first two positions, the cost center in the next six positions, a sequential number in the next three positions, and the letter "L" as the last position.

Some offices prefer to show obligations for LOA travel authorizations on a monthly or quarterly basis and therefore do not want an obligation established in DAFIS based on the travel authorization document. In such cases, the office should use the "LOA-no cost" type of document in Travel Manager software. The document number is structured the same as LOA-Cost type of document described above except the 12th character will be omitted (i.e., the document number will be only 11 positions in length).

Travel Advances

The SF 1038, Advance of Funds Application and Account does not require a document number. However, the SF 1038 must show the appropriate travel authorization number in block 9a of that form. Employees may use Travel Manager to generate a travel advance request form. Although FAA regions and centers will be moving toward paperless travel processing for other temporary duty and local travel documents, travel advances will continue to be manually processed as described in the Travel Manual, FAA Order 1500.14a and will not be entered into NATS.

Permanent Change of Station (PCS)

PCS travel authorizations and vouchers will be processed in NATS as a future enhancement. To prepare for this, offices should begin numbering their PCS travel authorizations using the same pattern as the single trip authorization except the twelfth character will be the letter "P".

Amended Travel Authorizations

Travel Manager will automatically save these documents under the same number as the original travel authorization followed by a hyphen and a sequential number. Offices should enter that same number in the "Travel Authorization Number" field in Travel Manager. Manually prepared amendments to travel authorizations should also use that numbering convention.

Canceled Travel Authorizations

To cancel a travel authorization, offices must use the same document number as the original document except the last position must be the letter "C". If the original document number included a letter in the last position, omit that letter and replace it with the letter "C". This will cause NATS to properly generate a transaction to reverse the obligation of funds that was established by the original authorization.

Temporary Duty and PCS Vouchers

Manually prepared temporary duty travel and PCS vouchers do not require a voucher number. Although there is no required voucher numbering convention for temporary duty travel vouchers that are prepared in Travel Manager software, a suggested numbering format is described in the section below.

However, temporary duty and PCS vouchers must show the correct travel authorization number in the "Authorization Number" field. The NATS system uses the temporary duty authorization number to create the entries needed to adjust the obligation previously recorded and process payment of the voucher through the DAFIS.

Local Travel Expense Vouchers

The SF-1164, Claim for Reimbursement for Expenditures on Official Business, is used for local travel and other miscellaneous employee expenses. These documents will have a 15-position document number. The first nine positions show the claimant's social security number and the next six positions show the date that the SF-1164 is prepared.

Suggested Numbering Conventions for Vouchers in Travel Manager

Travelers, who prepare their vouchers with Travel Manager software, must save each voucher under a unique number. Although there are no required numbering conventions for vouchers other than those submitted on an SF-1164, it is suggested that travelers use the same number as they used for the associated travel authorization when they save the documents in Travel Manager software. This will make it easier for travelers and their managers to identify the related authorizations and vouchers in the Travel Manager data base. When multiple vouchers will be filed for a given authorization, such as LOA and long-term temporary duty travel, it is suggested the traveler save the vouchers in Travel Manager using the travel authorization number followed by the date of the voucher.

Examples of Travel Document Numbers

For the following examples, assume the fiscal year of the travel is FY-98, the cost center is 1234, and the employee's SSN is 222-22-2222. Also, assume the following: the single trip authorization was the first travel authorization issued by that cost center for FY-98; the single trip for centralized training authorization was second; the LOA-Cost authorization was third; the LOA-No Cost authorization was fourth, the PCS authorization was fifth; and October 1, 1997, is the date that the employee created the local voucher (SF-1164). The last item in the list below is an example of document numbering conventions for amendment of the single trip authorization.

Trip Type	Sample Document Number	Numbering Formula
Single Trip Authorization	98123400001S	Two digits of FY + six-position cost center + three-position sequential number + "S" for single trip.
Centralized Training Authorization	98123400002T	Two digits of FY + six-position cost center + three-position sequential number + "T" for centrally-funded training.
LOA (Obligating Authorization)	98123400003L	Two digits of FY + six-position cost center + three-position sequential number + "L."
LOA (Non-Obligating Authorization)	98123400004	Two digits of FY + six-position cost center + three-position sequential number.
PCS Authorization	98123400005P	Two digits of FY + six-position cost center + three-position sequential number + "P".
Local Voucher (SF-1164)	22222222100197	Travelers SSN + 6-position date that document is prepared.
Canceled Travel Authorization	98123400001C	Same as the document that is being canceled except replace any letter that was used in the last position with the letter "C".
Amended Travel Authorization	98123400001S-1	(first amendment)
Amended Travel Authorization	98123400001S-2	(second amendment)
		Same as the document that is being amended + hyphen and sequential number.

Addendum to Numbering Memo

Subject: **ACTION**: Addendum - Standard Travel Document
Numbers

Date: September 22, 1997

From: Manager, ABA-320

Reply to
Attn. of:

Deborah M. Daniels:
(202) 267-9008
FAX:(202) 267-5271

To: Managers, Operating Accounting Offices

This provides a temporary amendment to the standard travel document numbering conventions, which were defined in the September 15, 1997, memorandum from the Associate Administrator for Administrator to the FAA Management Board. This amendment applies to New England, Eastern, Central, Great Lakes, Western-Pacific, and Northwest Mountain Regions.

Offices in the stated regions must continue to prefix the travel document number with the region code indicator as they have done in the past. Therefore, the travel document number will be one position longer than stated in the original memorandum. Offices in the stated regions will need to continue to prefix the standard travel document number with the region code until NATS is installed in each region.

If you have any questions about this amendment, please contact Deborah Daniels at (202)267-9008.

Martin N. Finkelstein

cc: ABA-320
File: NATS
WP: \Document2

ABA-320:ddaniels:dd:(202) 267-9008:9/22/97

Automation Learning Center/FAA Northwest Mountain Region

COURSE EVALUATION



Information Technology strives to maintain a high quality learning environment. In order to achieve this goal, we value the feedback of our students. Please take a minute to complete this anonymous evaluation. Your candid responses will aid us in monitoring and improving our service to you.

Course Title Travel Manager Complete Instructor _____ Date _____

	High							Low		
1. Organization/preparedness of Instructor's presentation.....	10	9	8	7	6	5	4	3	2	1
2. Instructor's presentation of the material was understandable.....	10	9	8	7	6	5	4	3	2	1
3. Instructor's knowledge of course content.....	10	9	8	7	6	5	4	3	2	1
4. Instructor's ability to keep class focused on curriculum.....	10	9	8	7	6	5	4	3	2	1
5. Instructor's ability to answer questions.....	10	9	8	7	6	5	4	3	2	1
6. Instructor's use of training equipment, visual aids and/or materials.....	10	9	8	7	6	5	4	3	2	1
7. Instructor emphasized and reviewed key points.....	10	9	8	7	6	5	4	3	2	1
8. Instructor's interaction with students.....	10	9	8	7	6	5	4	3	2	1
9. My overall impression of the course.....	10	9	8	7	6	5	4	3	2	1
10. My likeliness to recommend this course to others.....	10	9	8	7	6	5	4	3	2	1

Overall course length (circle one): too long just right too short Pace of class (circle one): too fast just right too slow

Please offer any other comments about the Instructor:

How effective was the course in meeting your objectives? Why?

What portion of the workshop material was most beneficial? What information did you find to be most applicable or useful?

Did any particular segment of the course not get sufficient attention, or too much attention? What was lacking or overdone?

In your opinion, what other types of information would you have liked to see covered in the course?

Describe the workshop's effect in improving your effectiveness and/or efficiency as it relates to the FAA mission.

What other general comments or suggestions for improvement do you have regarding this service? Continue on the back if necessary.
