

## ELECTRONIC SIGNATURE HELPFUL HINTS FOR APPROVING OFFICIALS

### NOTES FOR APPROVING TRAVEL VOUCHERS:

1. Need a copy of travel order and copies of required receipts when approving travel voucher.
2. Required Receipts:
  - Hotel
  - Airline Tickets
  - Rail Ticket
  - Car Rental
  - Excess of \$75
3. Check each icon as needed:
  - **Itinerary:** Check to see if travel dates and TDY location agree to travel order.
  - **Ticket Transportation:** Check amount to airline receipt.
  - **Lodging/M&IE:** Check lodging charges by day to receipt. Per diem to travel order.
  - **Expense:** Check each expense to applicable receipt. (i.e., Car Rental, Hotel Tax, etc.)
4. Helpful Hints:
  - Allowed two \$3.00 personal phone calls per week.
  - Hotel tax accounted for under expense icon. List by day or lump sum.
  - M&IE; 1<sup>st</sup> and last day is  $\frac{3}{4}$  M&IE.
  - No Lodging cost on last day.

### ELECTRONIC SIGNATURE APPROVAL FROM DOCUMENT PREPARATION MODULE:

1. Double click on J. Doe icon
2. Click on signature field to insert cursor.
3. Key in your electronic signature password (8-16 characters including one numeric)
4. Key in any remarks if necessary.
5. Click OK
6. Save & Route Voucher?
7. Click OK
8. cc:Mail notification will appear if applicable.

### ROUTE AND REVIEW MODULE:

The route and review module allows certifying, reviewing, and approving official to sign off on multiple documents at one time. A highlighted document is selected. Click on a document to select it. Click on the same document to deselect it. To select more than one document, click on the documents you want.

1. From the **Modules** menu, select **Route & Review**. A list of documents that need to be reviewed or signed is displayed. The documents in this list can be selected by clicking on the document. Click on the same document to deselect it. To select more than one document, click on the documents you want.
2. To sign a document or multiple documents, select the documents to be signed.
3. From the File menu, select **Sign** or click on the J. Doe icon.
4. If necessary, add comments in the Remarks field (an optional field).
5. Enter your signature into the Signature Field and click on OK.
6. Save & Route Voucher?
7. Click OK
8. cc:Mail Notification will appear if applicable.