Travel Management System

Travel Manager

Training and Reference Guide

For Travel Manager Release 9.0

May 2006

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CHAPTER 1

INTRODUCTION

Overview

Travel Manager is a fully integrated, customized system that includes document preparation, electronic audit, electronic signature, routing for approval and reimbursement and reporting features.

This manual provides instructions on accessing the system, navigating through its various components, creating and revising documents, and routing and viewing completed documents.

If you have any comments or questions, please send them to TravelHotLine@lbl.gov.

- OCFO Travel Services web site: http://travel.lbl.gov/
- Travel Manager web page: http://travel.lbl.gov/TravelManager/
- E-Mail Address: TravelHotLine@lbl.gov
- Telephone Line: x4500

C H A P T E R 2

GETTING AROUND IN TRAVEL MANAGER

Starting Travel Manager

- Open your web browser. Internet Explorer (IE)[*] works best for PCs. Mozilla works best for Macintoshes. This manual uses screen shots from IE.
- Access Travel Manager by typing **trvprd** in the URL. The full path name is http://trvprd.lbl.gov

Note: For testing and training, always use http://trvtrn.lbl.gov. Do not create test documents in the production system.

- In the login window, enter your LDAP user name and password. Click **OK**

[*] In IE you will see a certificate screen before the login screen. Click okay to accept. To prevent the certificate screen from appearing go to http://lanops/root_ca/index.html and follow the instructions.

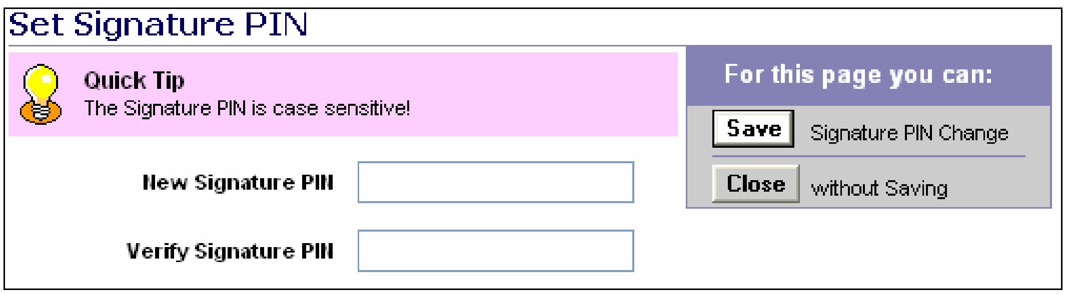
Setting Your Signature Pin

The first time you login you are required to set up a signature PIN (personal identification number) to use when you are signing documents whether as a traveler or approver.

Note: The Signature PIN must be at least eight characters long and must contain at least one numeric and one alpha character. Your Signature PIN is case-sensitive.

- Enter a PIN
- In the Verify Signature PIN field, retype your signature PIN
- Click **Save**

If you forget your signature pin, send e-mail to TravelHotLine@lbl.gov or call x4500 requesting that it be reset. When you next login you will be asked to enter and verify a new signature PIN.



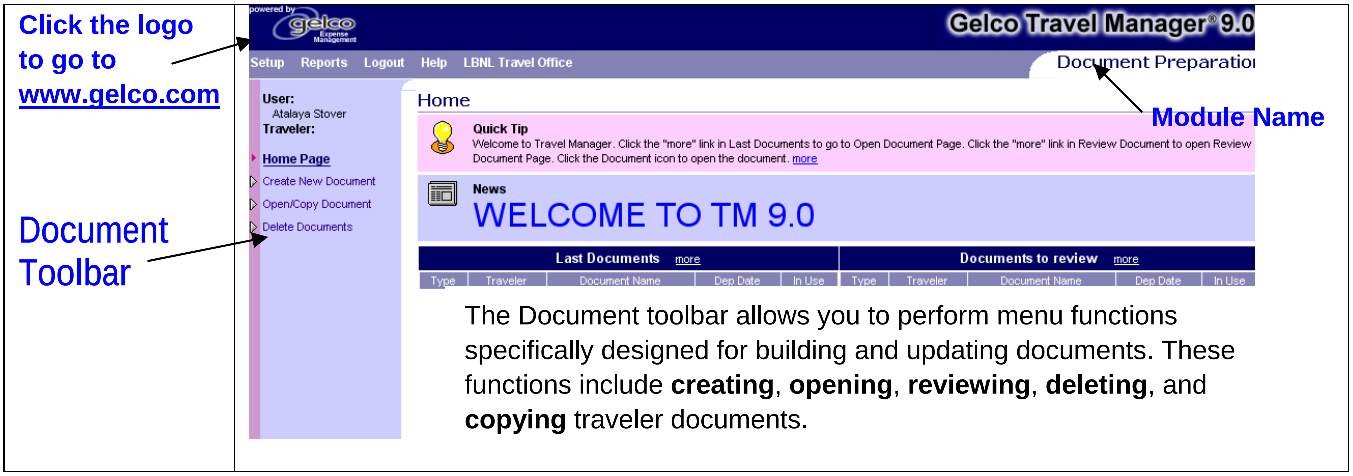
The Travel Manager Home Page

The home page contains the ***Menu Toolbar*** on the top and the ***Document Toolbar*** on the left hand side.

In the center of the screen you will find a section for **Quick Tips** and a section for **News.**

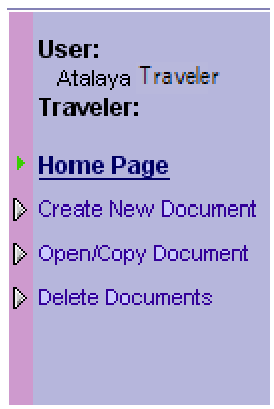
Below these sections you will see two columns. The **Last Documents** column displays the last five documents you modified. If you click the **more** link, the Traveler Listing window will display. From here you can select a traveler and see all the documents you're permitted to see for that traveler.

The **Documents to Review** column displays the five oldest documents in your review queue. If you click the **more** link, the Review Document window will display showing all the documents in your review queue.



The Document Toolbar—Overview

In *Travel Manager* press [Tab] to navigate through the different elements on a page (fields, buttons and checkboxes). It is recommended that you use your mouse to navigate through each link in the Document Toolbar.



Selecting Buttons

Many web pages contain more than one button. Because browsers assign defaults to buttons differently, please note that pressing the **Enter** key on your keyboard may result in unintended action. To ensure the desired action, click on the button with your mouse.

Navigation Notes

Always use the navigation buttons or links when moving around in *Travel Manager*. Do not use the Back or Forward icons in your browser's icon bar.

Icons in Travel Manager

- Required field
- Pencil icon indicates a line that may be edited by clicking on the icon.
- The X icon indicates a line that may be deleted by clicking on the icon.

CHAPTER 3

TRAVEL AUTHORIZATIONS

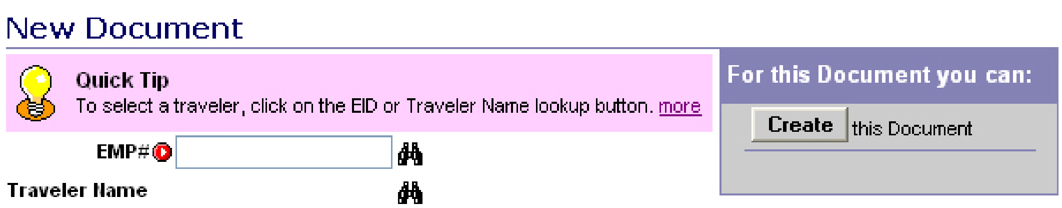
Foreign Travel

The Department of Energy (DOE) requires additional paperwork and pre-approval for foreign travel paid for by DOE funds. Enter all foreign trips into Travel Manager. Please see Appendix D for additional instructions on completing a foreign travel authorization.

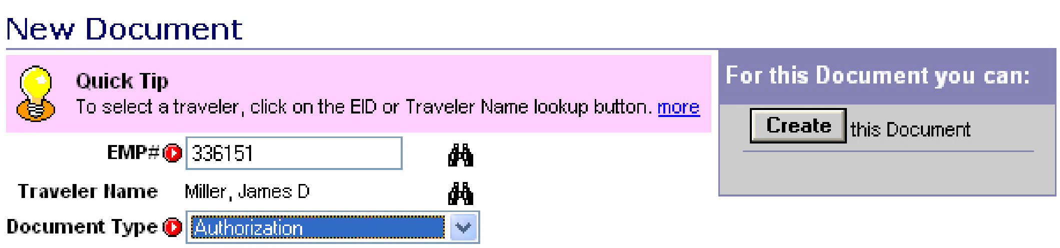
Creating Travel Authorizations for Employees[*]

From the Document Toolbar (screen left), click **Create New Document**.

Note: Fields with the symbol are *Travel Manager* required fields.



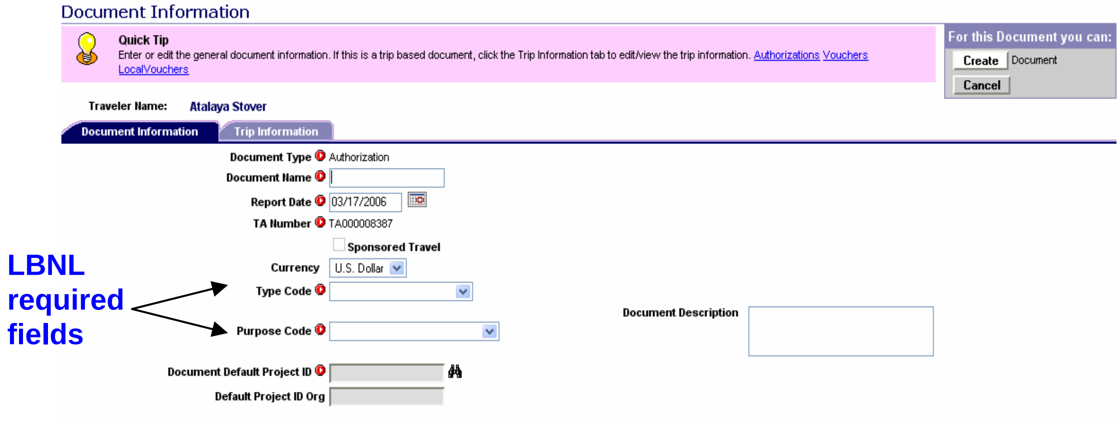
- Key in the employee number (EMP#) of the traveler or use the icon to look up the employee number or traveler name, and press return.



- In the Document Type field, select **Authorization** from the drop-down list.
- Click the **Create** button in the upper right corner to display the Document Information window.

[*] Instructions for completing guest travel are in Chapter 7.

Document Information Tab

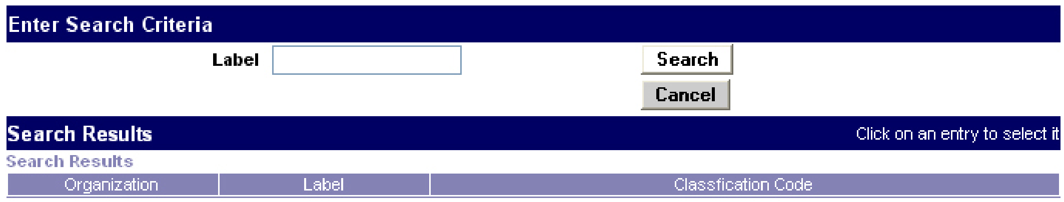


Document Information Fields

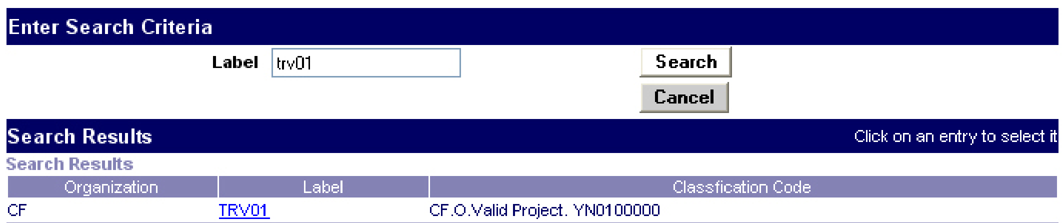
- **Document Name** - Type a unique name for your authorization. For example, you might use your destination and a month and year. You are limited to 16 characters.
- **Report Date** – The date the document was created. It defaults to the current date. You may change it if needed.
- **TA Number** – The Travel Authorization Number (TA Number) is a sequential number automatically assigned by the system. This number must be provided to the Laboratory's travel agency (Carlson Wagonlit) when purchasing an airline ticket.
- **Type Code** – Use the drop-down list to choose a type code – **this is an LBNL required field.** The type code determines how *Travel Manager* calculates allowances for M&IE and lodging. This field also determines the resource category in the general ledger.
- **Purpose Code** – Use the drop-down list to choose a purpose code – **this is an LBNL required field.**
- **Document Description** – This is a free-form text field that allows you to enter information about the trip. This will appear in the Document Summary window as a read-only field. It is recommended that you complete this field.
- **Document Default Project ID**- In the **Document Default Project ID** field (in the Enter Search Criteria area), type the Project ID.

To initiate a travel document:

- Click the icon to select a project ID using the Accounts Lookup window.



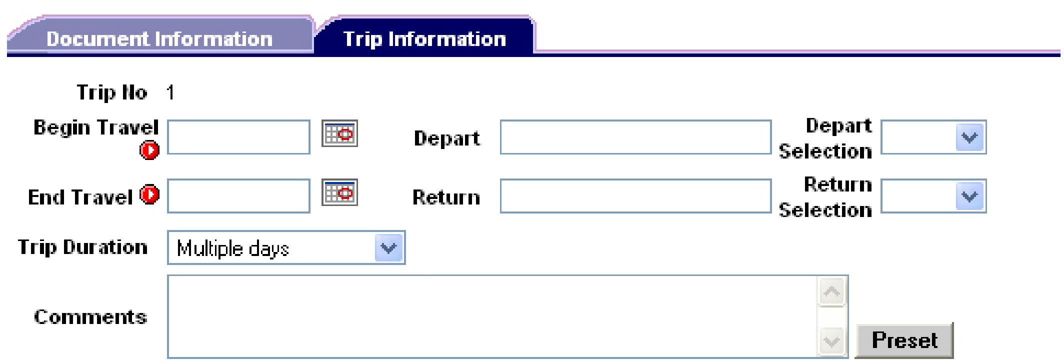
- The results of the search are displayed under **Search Results**.



If you have entered a valid project ID you must click on the project ID to move it to the **Document Default Project ID** field for this trip section. If you have entered an invalid project ID, you will not be able to choose the project ID.

Travel documents (all authorizations and vouchers) are routed electronically for approval signature to a routing list based on the project ID charged. In the case of project IDs from two different divisions, the document is routed to the division of the last project ID in the list on the Project ID screen.

Trip Information Tab

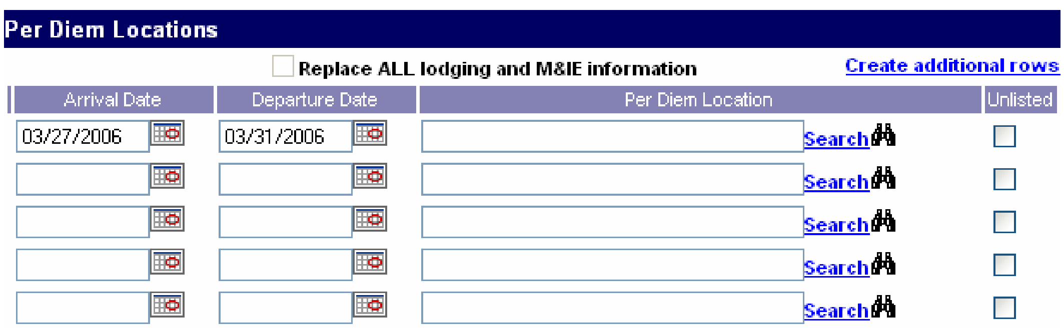


Trip Information Fields

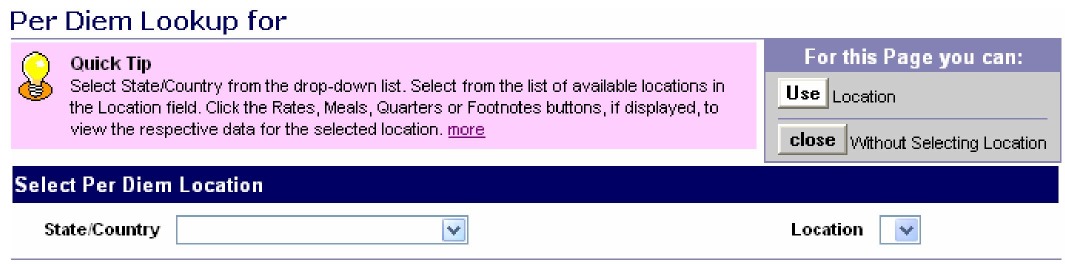
- **Begin Travel** – Fill in the beginning date of travel (mm/dd/yyyy) or click the calendar icon ( ) to choose a date.
- **Depart** – This field can be entered manually or by choosing from the **Depart Selection** drop-down list.
- **Depart Selection –** Use the drop-down list to choose a departure point. If your departure point is not listed, you may type it in under the **Depart** field.
- **End Travel –** Fill in the last day you will be on travel (mm/dd/yyyy) or click the calendar icon ( ) to choose a date.
- **Return -** This field can be entered manually or by choosing from the drop-down list in the **Return Selection** field.
- **Return Selection** - Use the drop-down list to choose a return point. If your return point is not listed, you may fill it in under the **Return** field.
- **Trip Duration** – Make the appropriate selection from the drop-down list.
- **Comments** – Enter clarifying information such as "staying at conference hotel". Add a comment if using a private vehicle, e.g., "Private vehicle was used for the ride to the airport."

Per Diem Location Fields

There are several methods for selecting an appropriate per diem location listing. You may use the Lookup, Search, Unlisted or Standard options as described below.



- To search for per diem locations, click on the Location Lookup icon. This displays the Per Diem Lookup window.



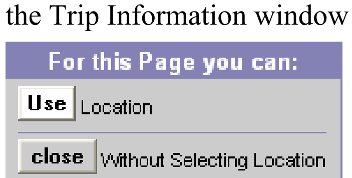
- Select the **State/Country** from the drop-down list, then select from the available locations on the drop-down **Location** list.

Foreign Example

Domestic Example

- Click on the **Rate** button to see the current per diem rate. Click on the **Links** button to see nearby locations where the same per diem rate applies.

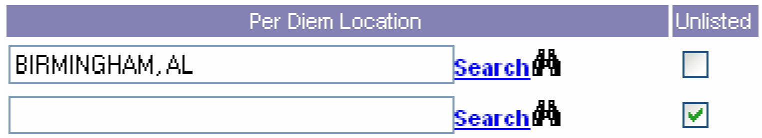
- Click **Use** in the Per Diem Lookup window. The **Per Diem Locations** area of the Trip Information window displays the selected location.



Search

The Search link provides another method for selecting a per diem location.

- In a **Per Diem Location** field, enter enough characters to uniquely identify the travel location and click on the **Search** link. *Travel Manager* searches for any travel location that matches the criteria entered and displays a single result in the **Per Diem Location** field. Any additional matches are returned in a drop-down list. Select the appropriate location from the list.
- **Unlisted** – Click on the **Unlisted** checkbox if no per diem rate exists. The standard CONUS rate is used to calculate lodging and M&IE amounts.



- Click **Create. (The document is now saved.)**

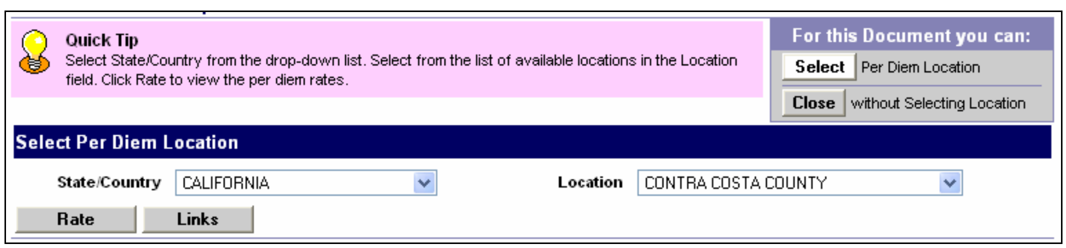
After you have added your per diem location(s), you can update or delete them in the **Per Diem Locations** section of the **Trip Information** window. The locations are sorted in order of arrival date.

- To delete a location, click the **X** icon under **Delete**.

Unlisted Cities

When travel is to a location within the 48 states where no per diem rate exists, determine the county for the location.

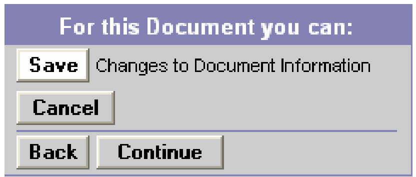
- Next to the **Per Diem Location** field, click on the Location Lookup icon and then choose the location.

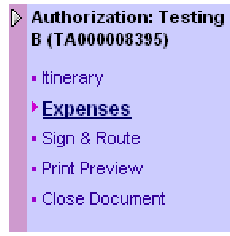


Standard Rates

Select the **Unlisted** check box if no per diem rate exists.

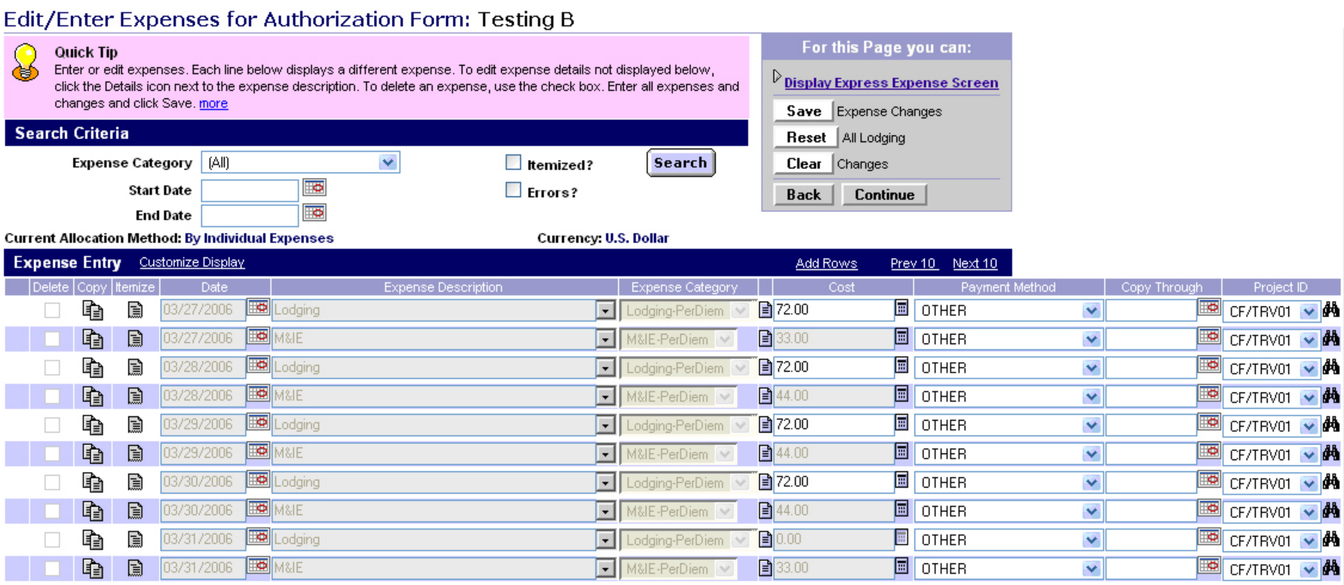
- Click **Save**. The standard CONUS or OCONUS rate is used to calculate lodging and M&IE amounts.
- Click **Continue** to move to Edit/Enter Expenses or click **Expenses** on the left menu bar.





Expenses

You can enter all types of expenses—lodging/M&IE, ticketed transportation, and others, as well as payment method and accounting information—on the **Edit/Enter Expenses** screen.



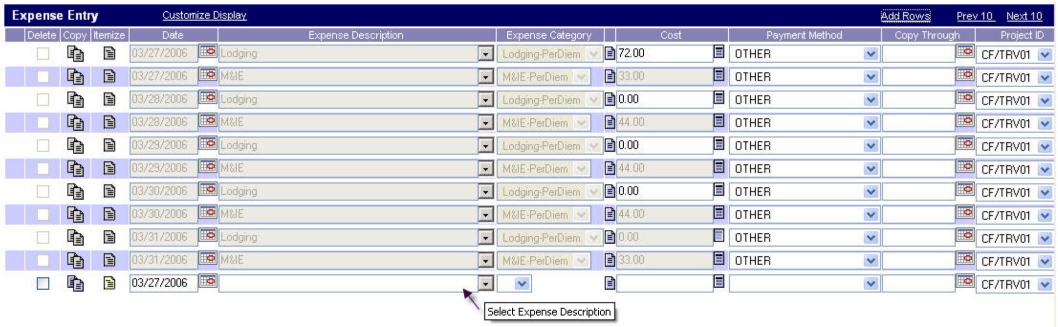
Entering expenses on the authorization helps to determine the total cost of the trip. This is **not** a required section. Expenses entered on the authorization can be automatically populated onto the voucher and can be changed to actuals. If you do not enter expenses on the authorization, they will need to be entered on the voucher. Either way is acceptable.

Note: Reg fees may include meals. M&IE should be reduced to reflect the meals provided.

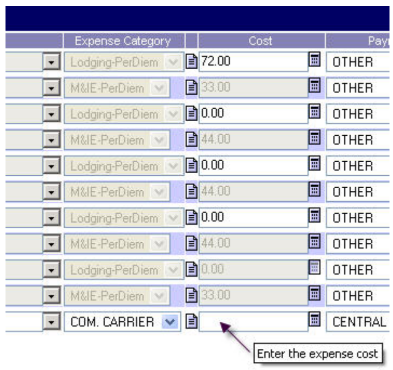
Ticketed Transportation

- On the Edit/Enter Expenses window, click **Add Rows.** Add one or more rows and click **Use**. (The rows may appear in the middle of the trip dates, but Travel Manager will re-sort them when you save, based on the dates you enter for the individual expenses.

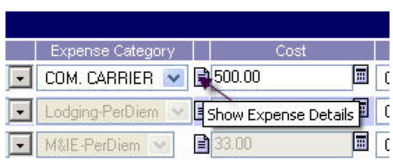
- In the Expense Description drop-down list, select **Airline Flight.** Note that the Expense Category automatically changed to COM. CARRIER and Payment Method changed to CENTRAL LAB ACCOUNT.



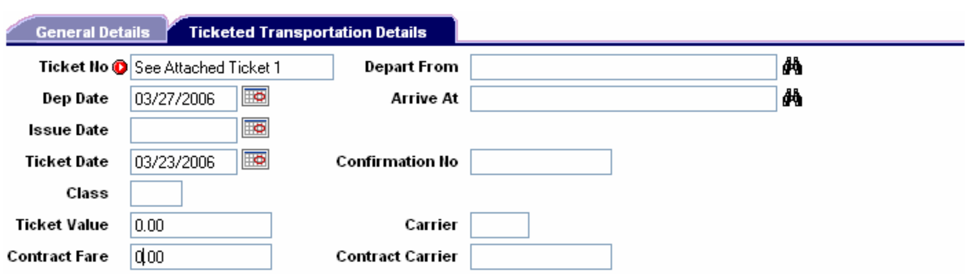
- In the **Cost** column, type the amount.



- Click the **Show Expense Details** icon to display the **Expense Details** window.



- Click the **Ticketed Transportation Details** tab.



- In the **Depart From** field, click the lookup icon to display the Enter Search Criteria window.
- In the **Location** field type the city from which your flight originates and click **Search**.
- Click on the appropriate airport abbreviation in the **Code** column.
- Repeat the last three steps for the **Arrive At** field and then click **Use**.

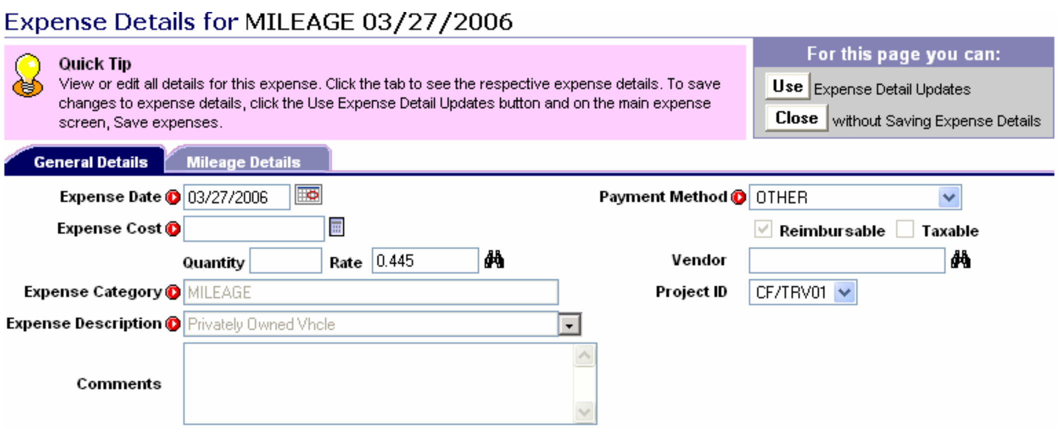
- The Enter/Edit Expenses window will redisplay allowing you to enter additional expense items.

Mileage

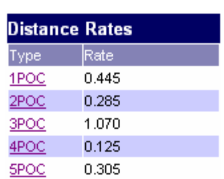
- Add a row in the Enter/Edit Expenses window.
- In the **Date** column, enter or select the appropriate date using the calendar icon.

In the **Expense Description** drop-down list, select **Privately Owned Vehicle**. Note that the **Expense Category** drop-down list displays MILEAGE.

- Click the Show Expense Details icon to display the Expense Details for Mileage.



- In the Quantity field, enter the miles and press [Tab]. The **Rate** field populates automatically with the default mileage rate. If you need to use a different POC rate, click the Rate lookup icon and select a different rate.



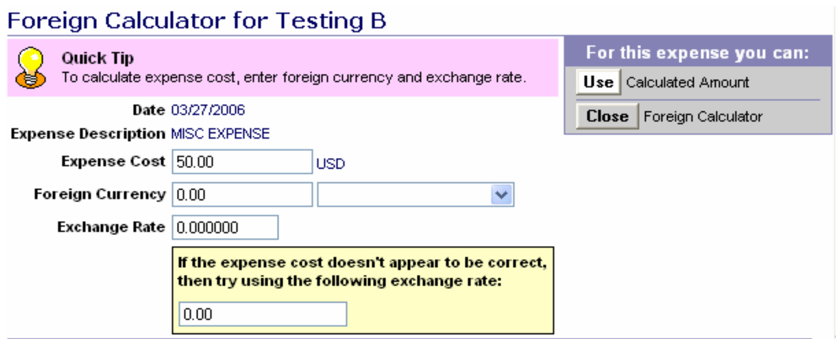
Distance Rates

Type	Rate
1POC	0.445
2POC	0.285
3POC	1.070
4POC	0.125
5POC	0.305

- Click **Use**. The Edit/Enter Expenses window displays with the new mileage expense and is available for adding additional expenses.

Using the Foreign Calculator

The Foreign Calculator screen is not a required screen. It is somewhat confusing and is explained here if you choose to use it. The Foreign Calculator window is displayed when you click on the Foreign Calculator icon from the Edit/Enter Expenses window. (Before using the Foreign Calculator in the Expense Entry window you must complete the Expense Description field.)

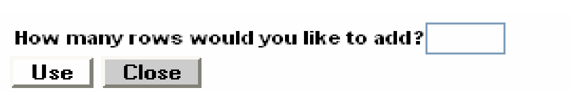


- **Expense Cost** – Leave this field blank. It is calculated by the system and will populate the Cost field when you click **Use Calculated Amount**.
- **Foreign Currency** – Enter the amount of the foreign currency.
- **Exchange Rate** (Foreign Units/US$) –Enter the exchange rate and press [Tab] to see the cost in US$ in the Expense Cost field. The currency conversion rate is available from OANDA.com (http://www.oanda.com/convert/classic).

To use the calculated amount, click **Use** (Calculated Amount). Note that the calculated amount is displayed in the **Cost** field for the expense.

Lodging/M&IE

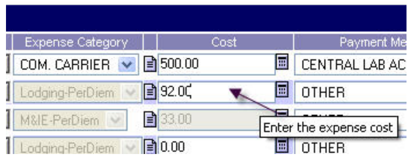
When an itinerary is saved, the lodging and M&IE costs are automatically populated according to the per diem location rate. You can edit the costs as needed. To change the lodging cost simply type over the existing amount, click the **Copy Through** column calendar icon if you wish to extend the change over several days, then click **Save** to populate the change. Click **Add Rows** if more space is needed and type in the number of rows you would like to add.



Actuals

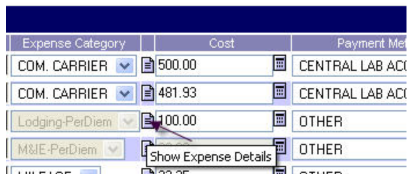
If your lodging costs exceed the CONUS/OCONUS rate enter the actual cost in the Cost column of the Edit/Enter Expenses screen, or click the Show Expense Details icon and use the Expense Details screen.

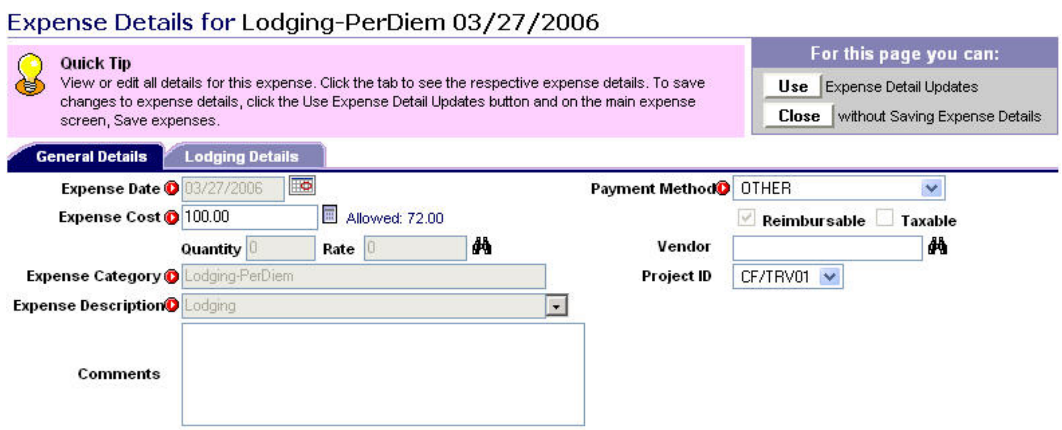
Enter the cost in the cost column



or

Click Show Expense Details

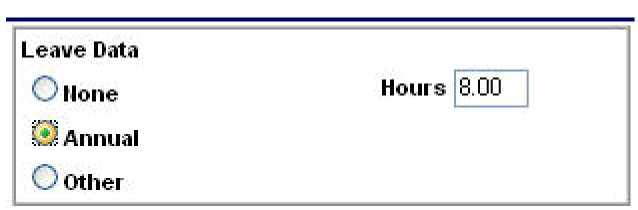




If you are claiming the actual cost of meals, enter the amount claimed for each meal. If your actual meal costs exceed the CONUS/OCONUS rate, you must provide receipts and a justification. Conference meals may not exceed the CONUS/OCONUS rate. (See RPM 4.01K.)

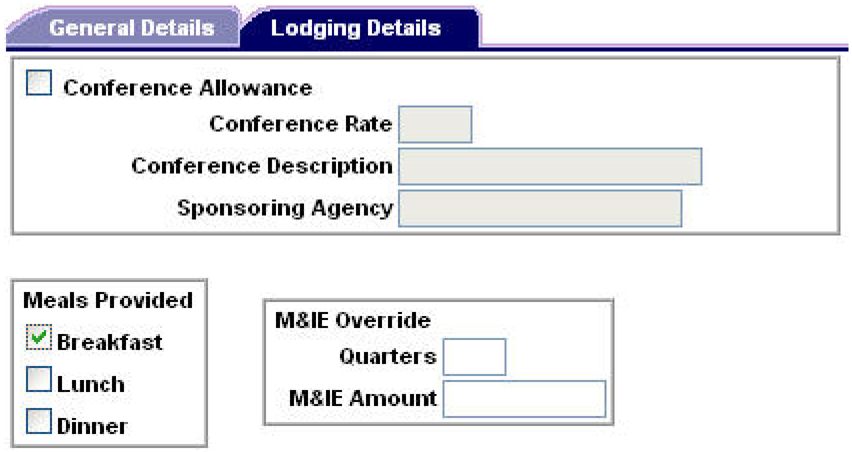
Official Travel Combined with Personal and/or Vacation Days

If you are not entitled to lodging or per diem for a particular day (e.g., it is a personal or vacation day) click the Show Expense Details icon, then, in the Expense Details window, click the **Lodging Details** tab. In the Leave Data area on the right side of the Lodging Details window, check the **Annual** (for vacation) or **Other** (for personal) radio button. Enter the number of hours in the **Hours** field (default is 8). This will automatically deduct the per diem and lodging costs for that day.

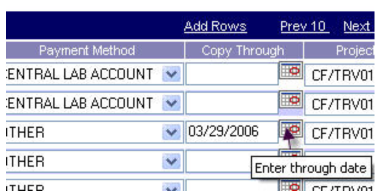


Meals Provided

If you had meals provided to you as part of a conference registration or other means, check the appropriate box(es) in the Expense Details window. That meal will be deducted from your per diem.



If the same circumstances apply to more than one consecutive day, you may use the **Copy Through Date** field on the right hand side of the Edit/Enter Expenses screen to apply the changes to several days.

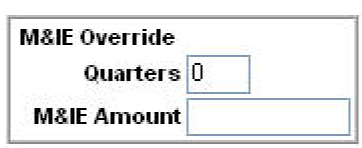


Click the **Save** button to apply the changes (or click on the **Continue** button).

Costs Paid by Others

If the costs of your trip are being paid by others:

- In the Lodging Detail window enter a zero in either the Quarters or M&IE Amount field.

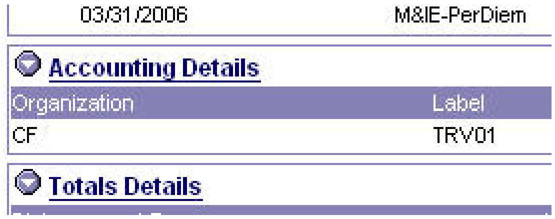


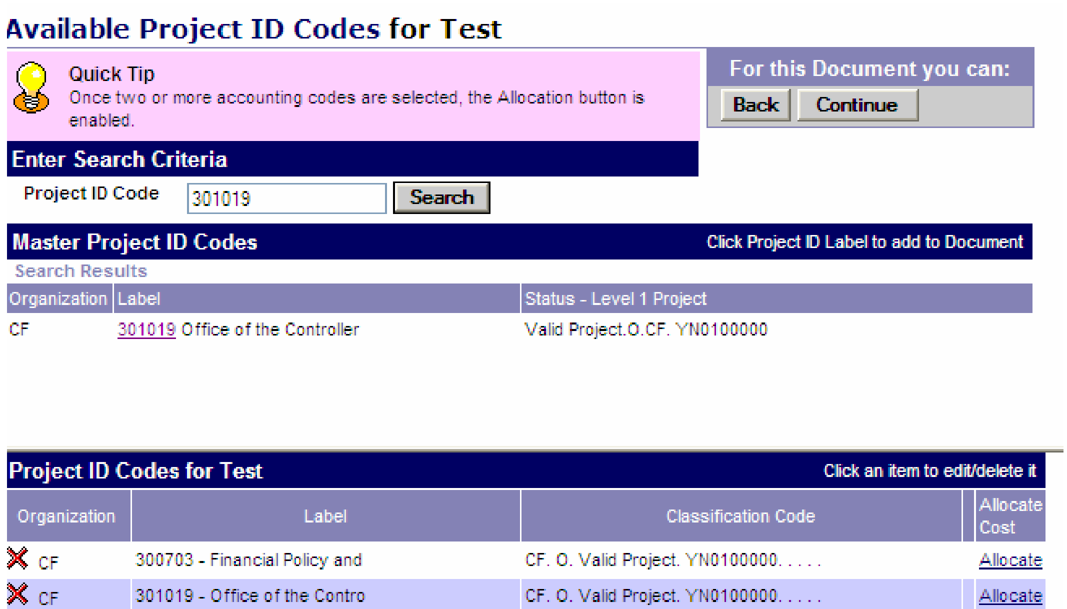
- Click **Use**.

Important: Any costs paid by others must be removed.

Project ID for Travel

- To access the Available Project ID window, click **Accounting** from the Document Toolbar or click **Accounting Details** from the Document Summary window.



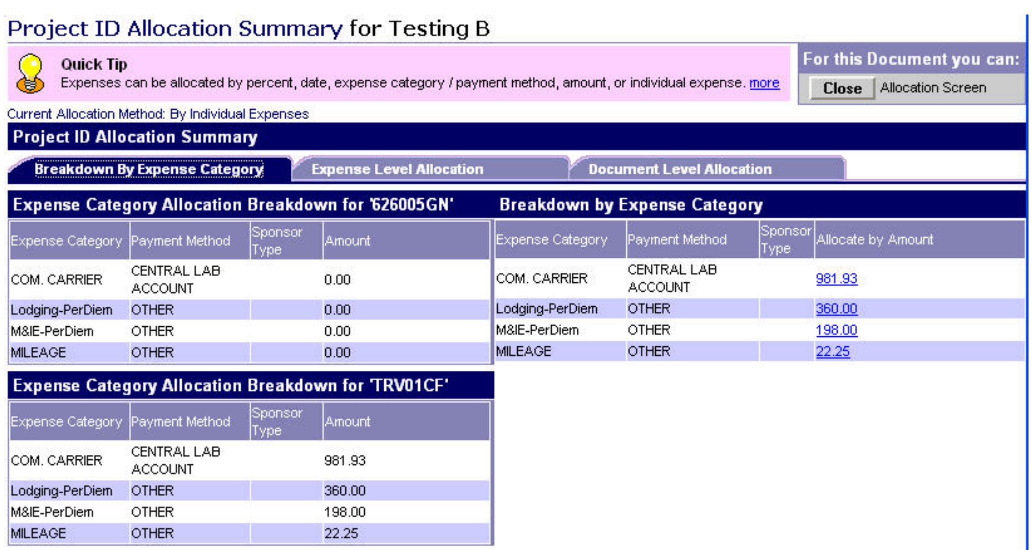


Under Master Project ID Codes, click on the project ID number to add one or more project IDs to your travel authorization.

Allocating Costs to Multiple Projects

When you have chosen more than one project ID the screen changes to allow you to allocate costs to each of the project IDs. Costs may be allocated to each project by percentage.

To allocate costs, click on the word **Allocate**. In the Available Project ID Codes window. The Project ID Allocation Summary window is displayed.



The Project ID Allocation Summary window displays a breakdown by expense category, the expense-level allocation methods, and the document-level allocation methods.

Three allocation methods allow a project ID to be allocated to an expense:

- Date
- Expense
- Expense category/payment method.

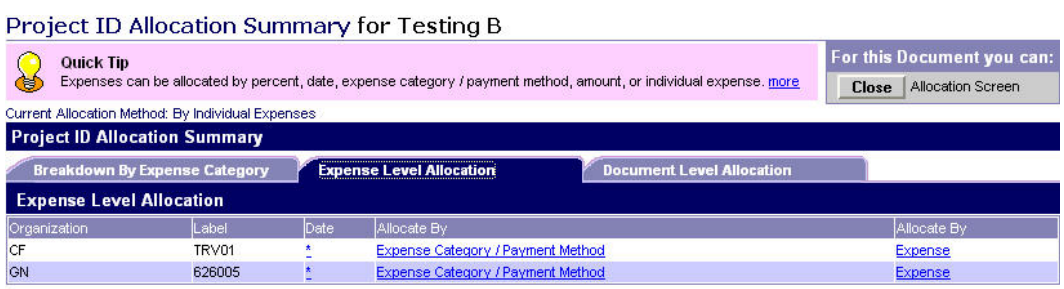
The remaining allocation methods allow a project ID to be allocated to a document:

- Account amount
- Expense category/payment method amount
- Percent

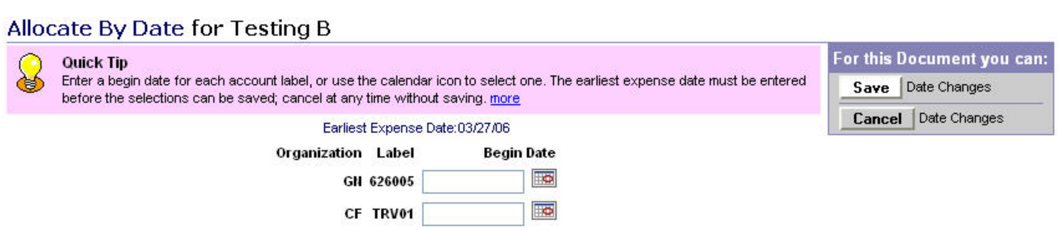
The initial method used to allocate every new document is by expense.

Allocating by Date

In the Project ID Allocation Summary window, click the Expense Level Allocation tab and then click * (or the value displayed) in the **Date** column for a project ID.



The Allocate by Date window displays.



This window allows you to indicate the date when expenses for the accounting code should begin to accumulate. For example, one project ID could pay for one week of travel and another pays for the second week.

To allocate by date:

- On the Allocate by Date window in the **Begin Date** field, type a date for each accounting code label in MM/DD/YY format or click the **Calendar** icon and select a date.

- Click **Save** to save the changes

Note: Allocations are not saved if you enter duplicate or invalid begin dates. Also, the earliest expense date must be used for one accounting label.

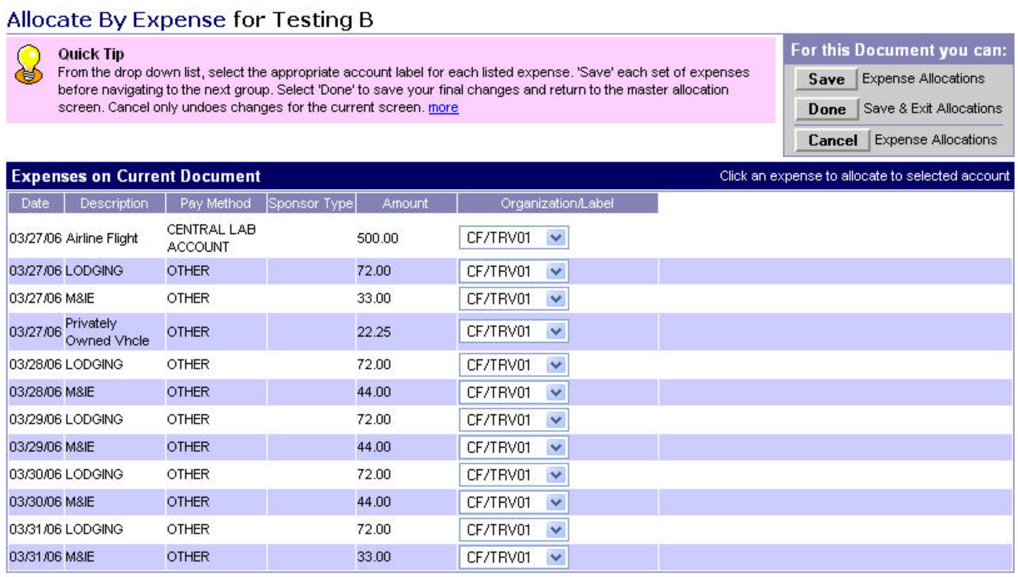
To cancel the date changes, click **Cancel**.

Allocating by Expense

In the Project ID Allocation Summary window, click the Expense Level Allocation tab and then click **Expense** in the **Allocate By** column for an accounting code.

Note: This is the default account allocation method for all documents except Open Authorizations.

The Allocate by Expense window displays.


Allocate By Expense for Testing B

Quick Tip
From the drop down list, select the appropriate account label for each listed expense. 'Save' each set of expenses before navigating to the next group. Select 'Done' to save your final changes and return to the master allocation screen. Cancel only undoes changes for the current screen. more

For this Document you can:

Save	Expense Allocations
Done	Save & Exit Allocations
Cancel	Expense Allocations

Expenses on Current Document — Click an expense to allocate to selected account

Date	Description	Pay Method	Sponsor Type	Amount	Organization/Label
03/27/06	Airline Flight	CENTRAL LAB ACCOUNT		500.00	CF/TRV01
03/27/06	LODGING	OTHER		72.00	CF/TRV01
03/27/06	M&IE	OTHER		33.00	CF/TRV01
03/27/06	Privately Owned Vhcle	OTHER		22.25	CF/TRV01
03/28/06	LODGING	OTHER		72.00	CF/TRV01
03/28/06	M&IE	OTHER		44.00	CF/TRV01
03/29/06	LODGING	OTHER		72.00	CF/TRV01
03/29/06	M&IE	OTHER		44.00	CF/TRV01
03/30/06	LODGING	OTHER		72.00	CF/TRV01
03/30/06	M&IE	OTHER		44.00	CF/TRV01
03/31/06	LODGING	OTHER		72.00	CF/TRV01
03/31/06	M&IE	OTHER		33.00	CF/TRV01

The Allocate by Expense window allows you to allocate individual expenses to multiple project IDs. Each expense in the document is listed by date, description, payment method and sponsor type (if available), amount, and organization/label. For example, one project ID could pay for M&IE on non-sequential days, while another pays for lodging on non-sequential days.

To allocate by expense:

- On the Allocate by Expense window beside each expense, select an organization/project ID from the **Organization/Label** drop-down list.

If you do not select an organization and label, the expense is assigned with the first organization and project ID displayed in the drop-down list.

- To save the changes, click **Save**.
- To save and exit the Allocate By Expense window, click **Done**.

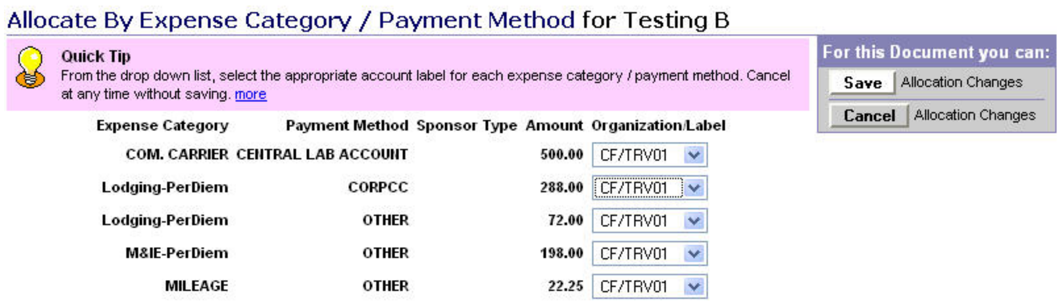
To cancel allocation by expense, click **Cancel**.

Allocating by Expense Category/Payment Method

In the Project ID Allocation Summary window, click the Expense Level Allocation tab and then click **Expense Category/Payment Method** in the **Allocate By** column for a project ID.

Note: This is the default allocation method for Open Authorizations. For all other documents, the By Expense method is the default allocation method.

The Allocate by Expense Category/Payment Method window displays.



The Allocate by Expense Category/Payment Method window allows you to assign project IDs to each expense category on the document. For example, one project ID could pay for lodging costs and another project ID for M&IE costs.

The fields in the Allocate by Expense Category/Payment Method window are described as follows:

- **Expense Category**—Each expense category type used on the document is listed in the Expense Category column.
- **Payment Method**——If available, each payment method type used on the document is listed in the Payment Method column.
- **Sponsor Type**—If sponsored travel is used, each sponsor type used on the document is listed in the Sponsor Type column (either In-Kind or Reimbursable).
- **Amount**—Each amount used on the document is listed in the Amount column.
- **Organization/Label**—The organization name and accounting labels display in the drop-down list.**To allocate by expense category/payment method:**
- On the Allocate by Expense Category/Payment Method window beside each expense category, select an organization and project ID from the Organization/Label drop-down list.

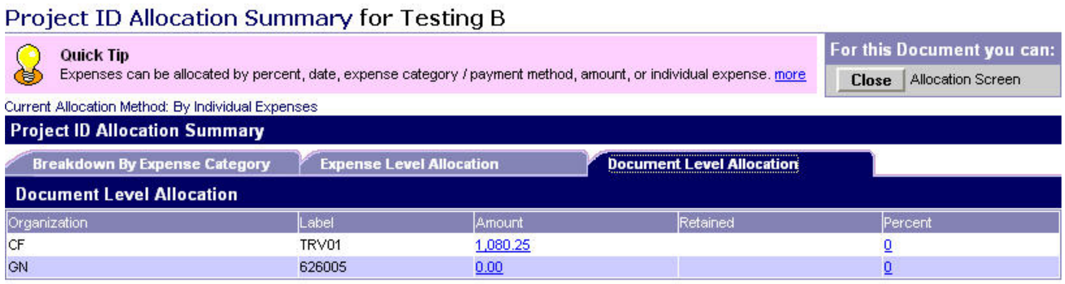
If no organization and project ID has been selected for the expense category, Travel Manager defaults to the first accounting label listed in the drop-down list.

- Click **Save** to save the allocation changes.

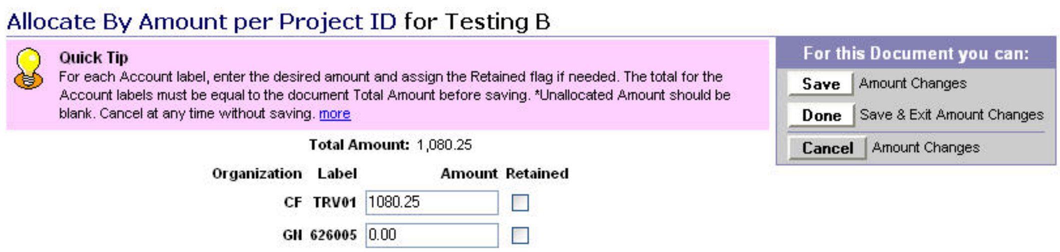
To cancel allocation by expense category/payment method, click **Cancel**.

Allocating by Account Amount

In the Project ID Allocation Summary window, click the Document Level Allocation tab and then click the **Amount** link on any accounting code.



The Allocate by Amount per Project ID window displays.



This window allows you to allocate a specific dollar amount per project ID.

As an option, you can elect to fix, or retain, an allocated amount for a particular project ID. This amount does not change if you add or delete expenses later (unless the total amount of expenses on the document becomes less than the total retained amount). You can elect to have no retained project ID. However, if you use the retained account feature, you must have at least one unretained project ID that can be adjusted if expense amounts change. If you have multiple unretained project IDs and expenses change, amounts will be reallocated among all the unretained project IDs. Retained project IDs cannot be deleted.

To allocate by account amount:

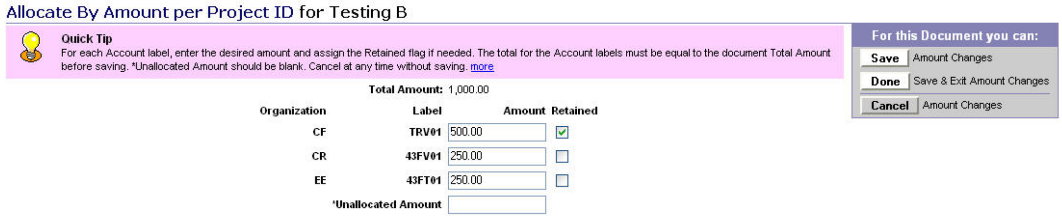
- In the **Amount** field for a project ID, type a dollar amount.
- If you want to retain the project ID, select the **Retain** check box. If you do not want to retain the account, do not select (or deselect) the **Retain** check box.
- Repeat the first two steps for each project ID for which you want to allocate expenses.
- When the Un-allocated amount displays 0.00, click **Done**.

To cancel the changes, click **Cancel**.

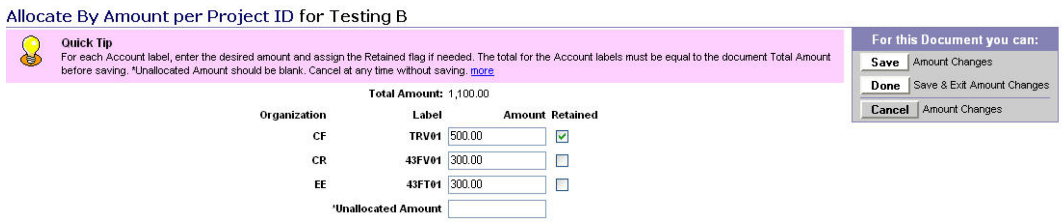
Tip: The allocated amounts for all the project IDs must equal the total expenses on the document before you can save the changes.

Example: One account has 50% of total expenses, a second has 25%, and a third 25%. These percentages will be used to allocate expenses in each category to each project ID.

Note: The second and third accounts each have 50% of the unretained total. These relative percentages will be used to allocate any increase or decrease in expenses.



If you later added another expense (for example, $100), increasing the total expenses to $1,100, the administration account would still be retained but it would now contain less than 50% of the unretained total. Because the remaining accounts must keep their original percentages of the unretained total, their dollar amounts would be adjusted accordingly ($300 each).

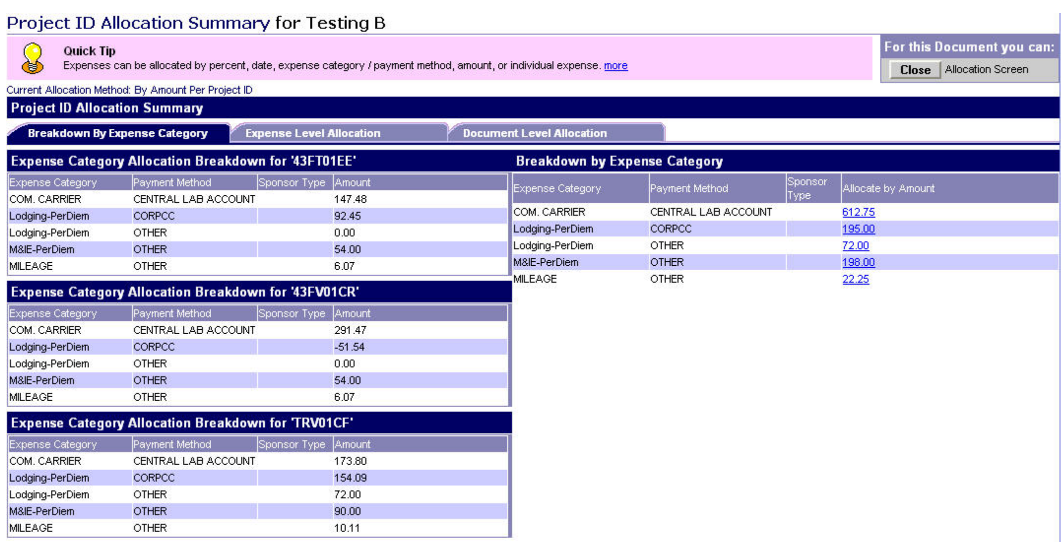


To cancel the amount changes, click **Cancel**.

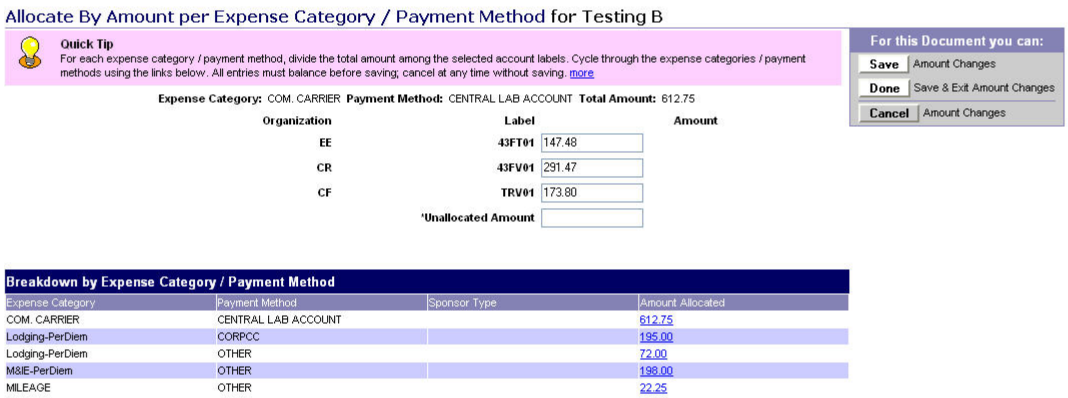
Allocating by Expense Category/Payment Method Amount

In the Breakdown by Expense Category area of the Project ID Allocation Summary window, click the amount link under **Allocate by Amount**. The **Breakdown by Expense Category** area displays the amounts allocated for each expense category and payment method. This allows you to indicate the amount of each expense item to allocate to the project ID.

Note: If multiple currencies are used, you cannot allocate costs by expense category amount.



The Allocate by Amount per Expense Category/Payment Method window displays.



The Allocate by Amount per Expense Category/Payment Method window displays the following fields:

- **Expense Category**—The selected expense category.
- **Payment Method**—If available, the payment method used for that expense category.
- **Sponsor Type**—If available, each sponsor type used on the document is listed in the Sponsor Type column (either In-Kind or Reimbursable).
- **Total Amount**—The total amount of that particular expense category.
- **Organization**—The name of the organization assigned to this expense category.
- **Label**—The name of the project ID to which the amount will be assigned.
- **Amount**—The amount for that particular expense. The amount could be assigned to one project ID or distributed among different project IDs.

Tip: The Total Amount has to be assigned to the project IDs in order to save the changes.

- **Unallocated Amount**—If there are more than two accounts, the "Unallocated Amount" field displays. This is the amount left to be allocated.

Example: If total amount for the expense is $300 and you enter $200 in the Amount field, $100 displays in the Unallocated Amount.

To allocate by amount per expense category/payment method:

- In the **Breakdown By Expense Category** area, click the amount in the Amount Allocated column beside an expense category. The expense category displays in the **Expense Category** field along with the payment method and sponsor type (if available), and total amount allocated.
- In the **Amount** field, type the amount of expense to allocate to each accounting code label.
- To save the changes, click **Save**.

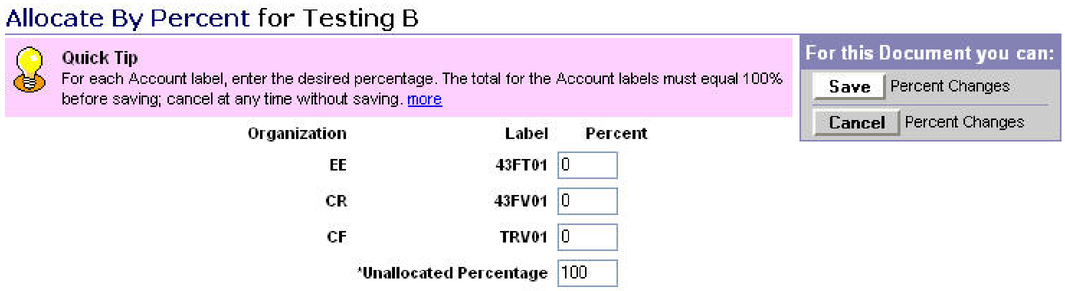
- To save and exit the Allocate by Amount per Expense Category/Payment Method window, click **Done**.

To cancel the amount changes, click **Cancel**.

Allocating by Percent

In the Project ID Allocation Summary window, click the Document Level Allocation tab and then click **0** (or the value displayed) in the **Percent** column for an accounting code.

The Allocate by Percent window displays.



The project IDs are displayed in the **Label** column. This allows you to allocate a percentage of total costs to a project ID.

To allocate by percent for two accounting code labels:

- On the Allocate by Percent window in the Percent field, type the percentage you want to allocate to the accounting code label.
- Press [Tab] and note that the remaining percentage is allocated to the other accounting code label.
- Click Save.

Note: The changes are only saved when the project ID percentages total 100 percent.

Tip: The changes are only saved when the accounting labels equal 100 percent.

To allocate by percent for more than two project IDs:

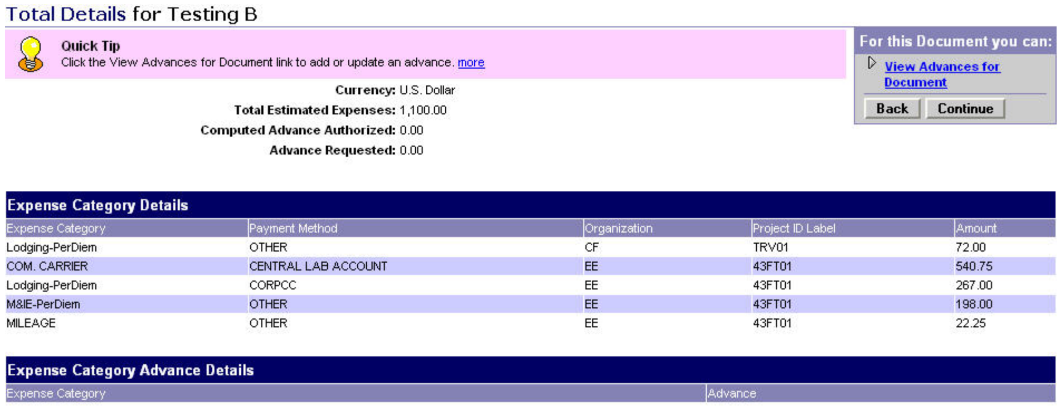
When you select more than two project IDs for allocation, the **Unallocated Percentage** field displays. After you enter a percentage for each project ID and press [**Tab**], the **Unallocated Percentage** field automatically displays the unallocated percentage to equal a total of 100%.

To cancel the percent changes, click **Cancel**.

Totals

The Total Details window displays the total amount for the authorization broken down by expense category. Review the total estimated expenses, the breakdown by expense category, the payment method and account(s) being charged for each expense category. If you click continue, the Document Status window displays.

To access the Totals window, click **Totals** from the Document Toolbar or click the **Totals Details** link from the Document Summary window.



Total Details for Testing B

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

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

Currency: U.S. Dollar
Total Estimated Expenses: 1,100.00
Computed Advance Authorized: 0.00
Advance Requested: 0.00

Expense Category Details

Expense Category	Payment Method	Organization	Project ID Label	Amount
Lodging-PerDiem	OTHER	CF	TRV01	72.00
COM. CARRIER	CENTRAL LAB ACCOUNT	EE	43FT01	540.75
Lodging-PerDiem	CORPCC	EE	43FT01	267.00
M&IE-PerDiem	OTHER	EE	43FT01	198.00
MILEAGE	OTHER	EE	43FT01	22.25

Expense Category Advance Details

Expense Category	Advance

This window displays all totals, including sponsor details when the **sponsored travel** feature is used.

The Total Details window lists the following information:

- **Currency**—Displays the currency type.
- **Total Estimated Expenses**—The total amount of expenses for the authorization.
- **Computed Advance Authorized**—The total computed advance amount for each expense category. The computed advance amount is based on the traveler's charge card type, charge card rule, and expense category setup. For information on calculations, please see your Travel Manager Administrator.
- **Advance Requested**—The Advance Requested field displays zero amount until you request an advance.

Expense Category Details Area

- **Expense Category**—The selected expense category.
- **Payment Method**—The payment method of the selected expense category.
- **Organization**—The name of the organization to which the project ID belongs.
- **Accounting Label**—The project ID used for each expense category. If an invalid accounting code was selected on the document, NO ACCT CODE displays.
- **Amount**—The amount applied to each expense category.

Sponsor Details Area

- Expense Category—The expense category of the sponsored amount.
- Payment Method—The payment method of the sponsored amount.
- Organization—The name of the organization to which the sponsor belongs.

- Sponsor ID— The sponsor ID for the sponsor.
- Reimbursable Amount—The reimbursable amount applied to each expense category.
- Inkind Amount—The inkind amount applied to each expense category.

Expense Category Advance Details Area

- **Expense Category**—The expense category used for the advance.
- **Advance**—The computed advance amount for the expense category.

View Advances for Document—Add, update, or delete a travel cash advance for the document.

Display button**—**If your document's functional currency is different from your company's base currency, this button is enabled to let you toggle between base and functional currency displays. If your document's functional currency is the same as your company's base currency, this button does not display.

Comments

Comments can be added to all documents from the Document Summary window. Comments can also be added to authorizations and vouchers from the Document Information window (Trip Information tab). Comments apply to the entire document.

Preset comments can be entered into the **Comments** field on the Document Summary window for all documents. Preset comments can also be added to authorizations and vouchers from the Document Information window (Trip Information tab).

To type comments from the Document Summary window (all documents):

- Type comments directly into the **Comments** field on the Document Summary page.
- Click **Save** to save your comments or click **Close** to close without saving your comments.

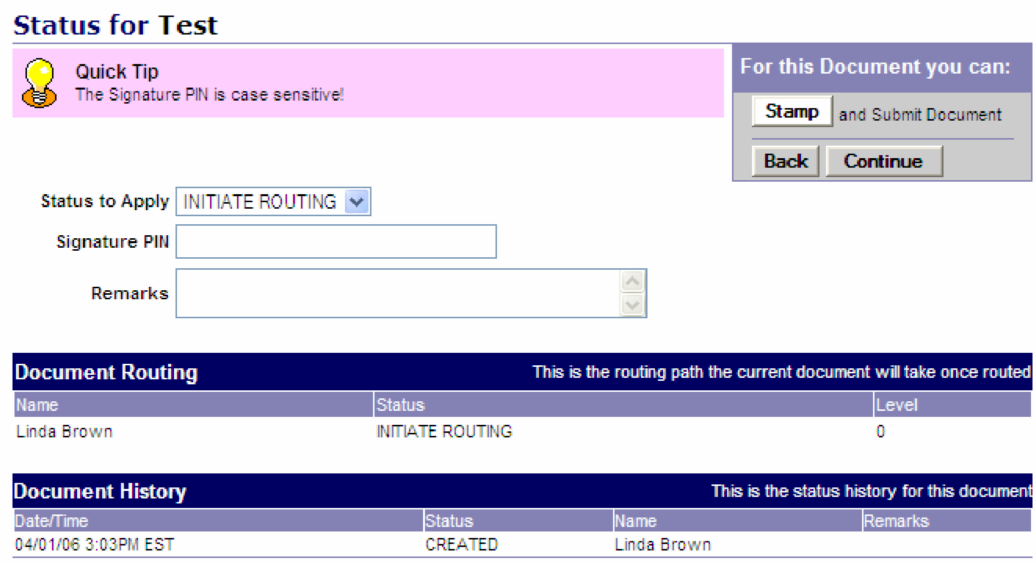
The procedure is similar for comments fields in other windows.

Completing the Authorization

Before the document is complete it must be signed (stamped) so that it can be routed for approval. The authorization can be stamped from the **Document Summary** window or from the **Status** window. Documents cannot be stamped with the status **Initiate Routing** from the *Route and Review* or *Review Documents* windows.

Travel Administrators may sign the Travel Authorization with the traveler's and the divisions' written approval.

From the Document Toolbar click on **Document Summary.** The Document Summary window is displayed. Click on **Sign & Route** to display the Status window.



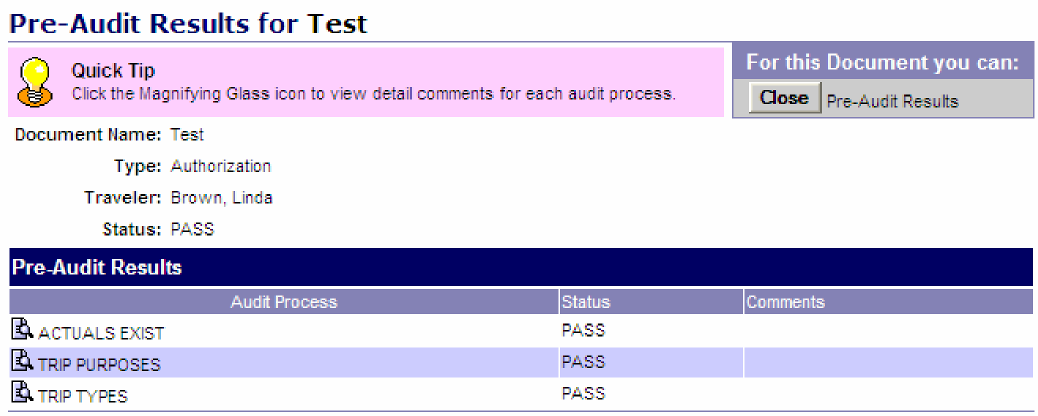
The Status window makes it possible to track the processing flow or "history" of a document. This history shows whether the document status is pending approval, approved, data linked, receipts accepted, and so on.

The Status window has the following areas:

- **Status to Apply**—The status you are being asked to sign for appears in the Status to Apply field.
- **Signature PIN**—Type your electronic signature PIN for this document.
- **Remarks**—Enter any explanation/comments about the document. The comments are saved with the history of the document and can be viewed in the Document History area.
- **Reason**—Select a reason code from the **Reason** drop-down list to explain why the document was stamped with a particular status code or action.
- **Stamp**—Click **Stamp** (and Submit Document) after typing your electronic PIN. The document is saved with the current status code. When stamping documents, the Document Toolbar is unavailable.
- **Document Routing**—Displays a list of the remaining signatures that must be applied to the document.
- **Document History**—Displays the status stamps and signatures that have been applied to the document.

Pre-Audit Results

When you have electronically signed (stamped) your document and clicked the **Stamp** button, the next screen is the Pre-Audit Results. This screen tells you if your authorization has failed any of the system audits.



A status of **Fail** for any of the audits means that you need to review the audit and change the information on the authorization or provide comments for justification. Each audit with a Fail status also provides an explanation. For additional information click the detail icon ( ) next to the name of the audit process. Providing a justification will not make the Fail status disappear.

When you have completed the pre-audit results screen, click **Continue**.

Printing the Authorization

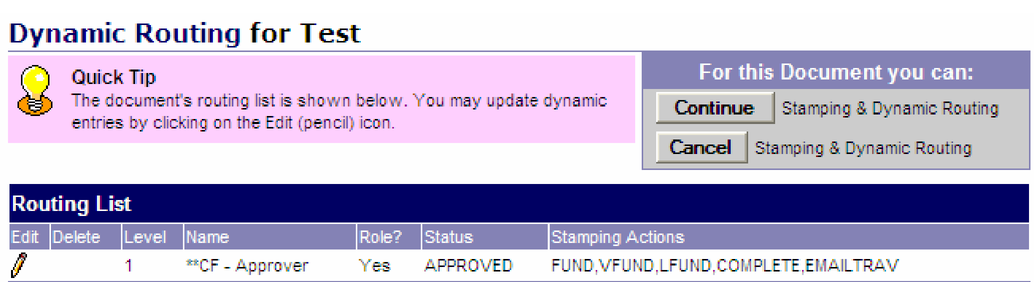
From the Document Toolbar of an open authorization, click on **Preview Document**. The travel authorization document opens in Adobe Acrobat. A sample document is in Appendix A.

Approval Signature(s) – AKA Dynamic Routing

Dynamic routing allows you to select different approving officials at the time you stamp the authorization. The Dynamic Routing window is displayed after you stamp your document.

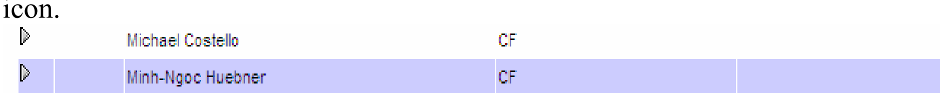
Each division/department has provided their specific routing list.

Each traveler or document preparer must choose a signature for each authority level from the list provided. This is called Dynamic Routing. The Dynamic Routing Screen is shown below.



- To select an approving official from a role, click on the **Pencil** icon ( ). The Select Routing Recipient window is displayed.

- Select a name by clicking on the triangle icon ( ). When a name has been selected the line is highlighted in pink and an X icon appears in place of the triangle. If you need to delete or change the signature chosen, click the X icon.



Click the **Select** (Signatures for Entry) button.

- Continue clicking each pencil icon until you have a name for each approval level.

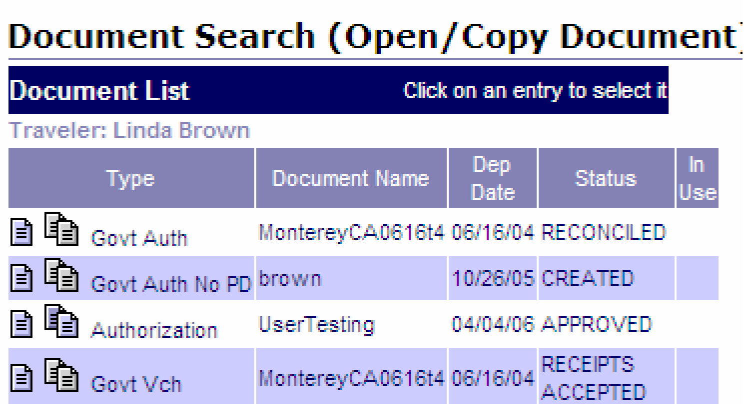
If you select more than one name for a level, the authorization will be routed to each name for an electronic signature. Only one name is required for each level.

When you have completed selecting names, click **Continue** (Stamping & Dynamic Routing).

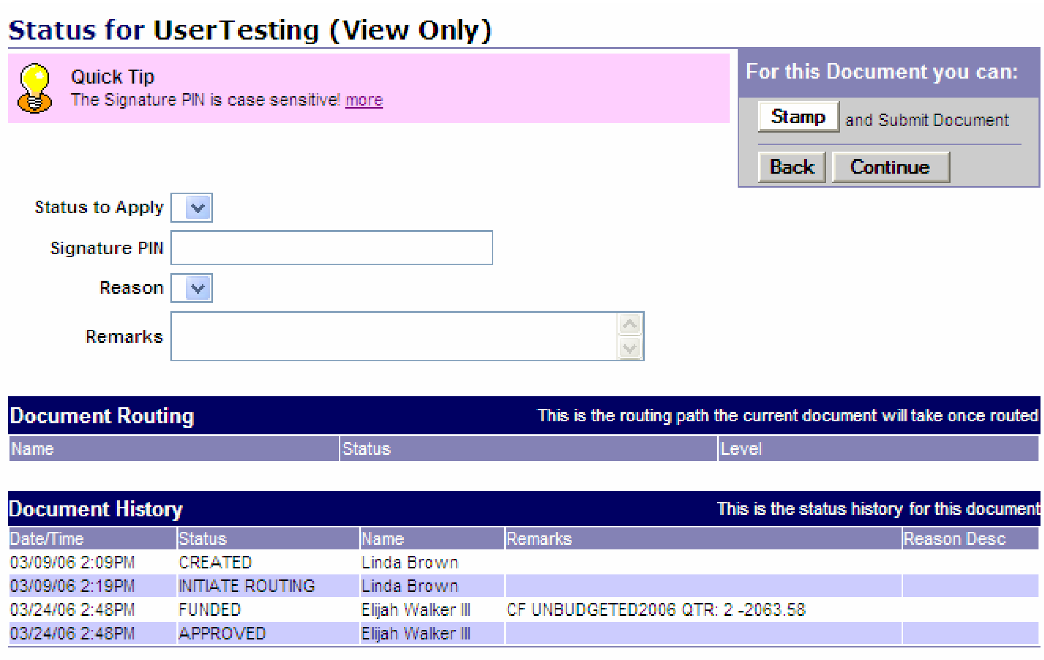
What is the Status of My Authorization?

When a document has been stamped **approved** or **returned** in Travel Manager the Traveler will receive an e-mail with the current status of the document.

The status of a document may also be checked by clicking on **Open Existing Document** and choosing the traveler's name. The list of the traveler's trips will appear along with the status of each trip.



Additional detailed information can be seen by opening the document and clicking on **Sign & Route** in the Document Toolbar (screen left)



CHAPTER 4

VOUCHERS

There are three kinds of vouchers in Travel Manager: the Local Voucher, Voucher From Authorization and Voucher (without an authorization). Vouchers and Vouchers From Authorization are the same except that a Voucher from Authorization imports information already entered into an authorization.

Important: All vouchers must be signed by the traveler according to the RPM Section 4.M.6 and Federal Travel Regulation 301-52.3. For Travel Manager, all vouchers must be signed electronically by the traveler. Guests will sign a paper copy of the voucher which is to be sent with the receipts to OCFO Travel Services at Mail Stop 939-200.

Receipts

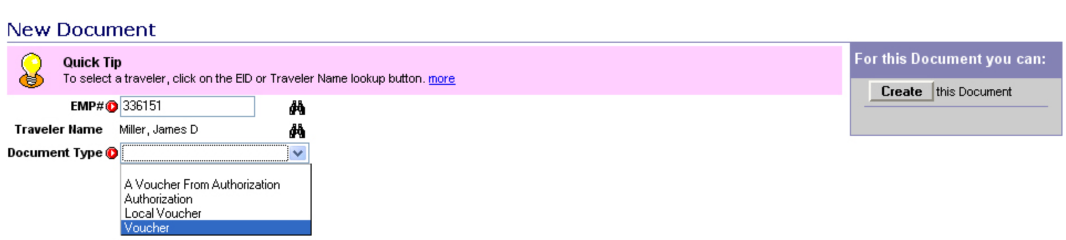
After completing your voucher you are required to send your receipts to Travel Services.

A receipt checklist is available on the last page of the voucher document (see Appendix A). Please print the receipt checklist and put it in an envelope with all of your receipts. Write the travel document name on the envelope with a dark pen, and send it to Travel Services, MS 939-200.

The voucher document is printed by clicking on **Preview Document** in the Document Menu (screen left). The document will open in Adobe Acrobat®.

Vouchers

Documents in Travel Manager all begin in the same way. From the Document Toolbar (screen left) choose **Create a New Document**. The New Document screen appears. Use the drop down menu to choose your document type, is this case, **Voucher**.



Enter a unique document name and the Employee ID number (EMP#) of the traveler.

Click **Create** this Document. The Itinerary screen appears.

From this point forward, each screen is the same as in the Travel Authorization. Refer to Chapter 3 for information on completing the screens that follow.

Voucher from Authorization

Travel Manager allows you to create a voucher using trip and expense information from an existing authorization (Voucher from Authorization). When you create a voucher from an authorization Travel Manager automatically fills in as much voucher information as possible from the authorization.

To create a Voucher From Authorization:

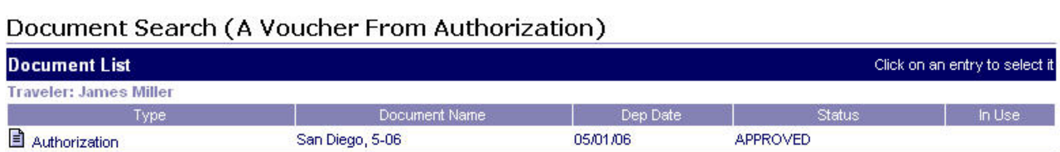
- On the Document toolbar, click **Create New Document**. The New Document window displays.

- Select the traveler's employee number from the **EMP#** drop-down list.
- In the **Document Type** drop-down list, select **A Voucher From Authorization** and click **Create** or simply click outside the drop-down list to display the Document Search window.

the Document Toolbar (screen left) choose **Create a New Document**. The New Document screen appears. Use the drop down menu to choose your document type, in this case, **Voucher from Authorization**.

Click on **Create** this Document or **Tab** out of the field. Either action will bring up a Traveler Listing (Voucher from Authorization) screen. For travelers this is a list of your trips.

Travel arrangers may need to click the **Search** button to see a list of employees to which they have access. Alternately you may type in the last name of the traveler and click **Search** to bring up only that traveler.



Choose the trip you want to import into the Voucher From Authorization document. Any information entered into the Authorization document is imported into the Voucher From Authorization document.

You will need to review each screen to update the costs to actuals and add other expenses incurred on the trip.

Once you have created the Voucher from Authorization document, each screen is the same as in the Travel Authorization. Refer to Chapter 3 for information on completing the screens that follow.

Local Travel >12 hours with no Lodging

For travel greater than 12 hours but not overnight use a **voucher** document, not a local voucher document.

- Trip Duration (just under the date fields) indicates 12-24 hours, no lodging.
- M&IE is 75% of a full day's rate.

All other parts of the voucher are the same as a regular voucher.

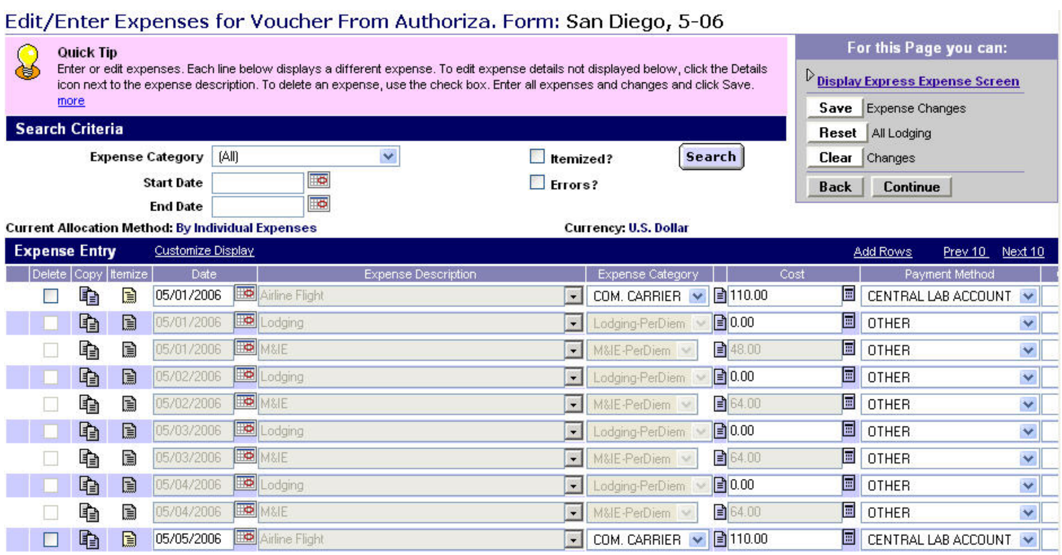
Actual Costs on Vouchers

Whether you are creating a voucher or a voucher from an authorization you will need to enter actual costs on the Lodging/M&IE screens.

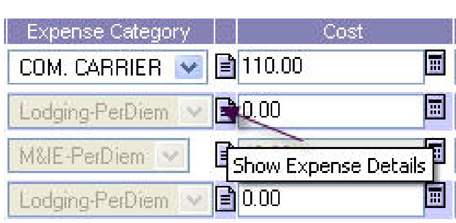
Lodging and M&IE costs are only copied to a Voucher From Authorization document when they have been entered on the authorization as an actual cost.

Note: You can only create a voucher from an approved authorization.

To edit lodging and M&IE rates on a voucher (or voucher from authorization) click on **Expense Details** in the Document Summary screen to open the Edit/Enter Expenses for Voucher screen.



Click on the Show Expense Details icon for the cost that you want to change.



In the Expense Details for Lodging screen, enter the actual data as described for authorizations in Chapter 3.

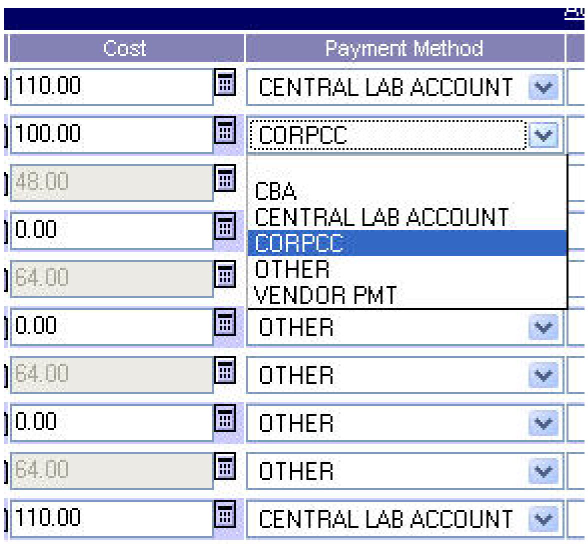
Conference Allowance - LBNL does not use the **Conference Allowance** section.

Click **Use** to apply the changes.

In the Edit/Enter Expenses screen, use the **Copy Through** field if other dates are the same.

Laboratory Corporate Card Payments

When you have completed your voucher you may determine how much of your reimbursement amount is paid to your corporate charge card. In the Edit/ Expenses screen select CORPCC from the Payment Method drop-down list for each cost to be reimbursed to the credit card.



Be sure to click **Save** to complete your updates.

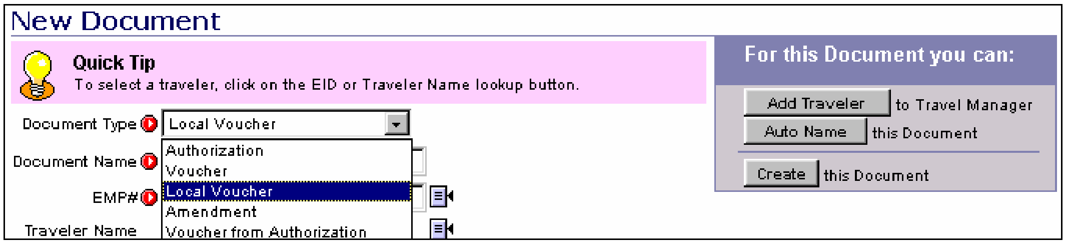
Local Vouchers

Refer to the Travel Office web pages for the Laboratory's reimbursement policy for local travel.

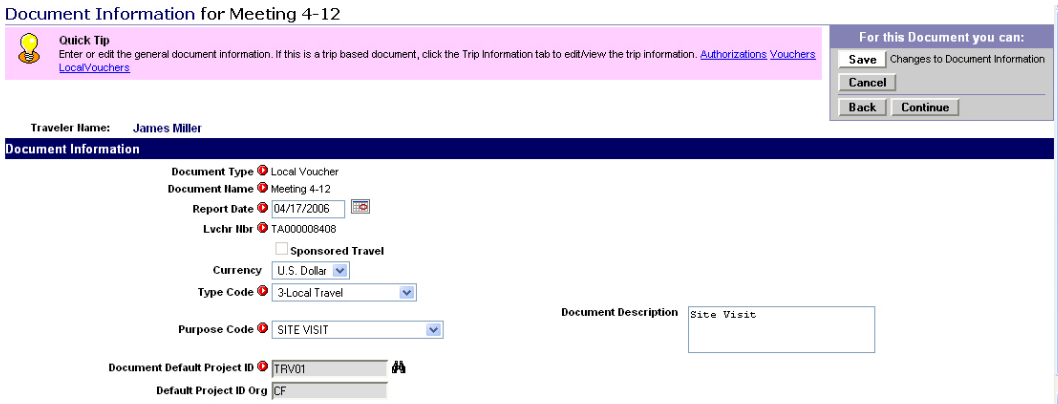
http://travel.lbl.gov/Procedures/reimbursement.htm and

http://travel.lbl.gov/Procedures/local.htm.

Local Vouchers are created like other documents. From the Document Toolbar (screen left) choose **Create a New Document**. The New Document screen appears. Enter the employee number of the traveler and use the drop down menu to choose your document type, in this case, **Local Voucher.**



Click **Create** this Document to display the Document Information screen.



- **Trip Type —** Use the drop down menu to choose trip type **3-Local Travel**. The trip type is always Local Travel when you are completing a Local Voucher.
- **Trip Purpose —** Complete the **Purpose Code*e*** field by choosing a purpose from the drop down menu.
- **Project ID —** Click on the **Document Default Project ID** link to add a project ID.
- Click **Create,** then **Continue.**
- Click on **Continue** to display the Document Summary screen, where you can stamp the local voucher and submit it for routing.

The screens that follow are identical to those in the authorization and other voucher documents. Refer to Chapter 3 for detailed information on completing the screens.

Expense Reimbursement Prior to Traveling

To receive reimbursement for costs incurred prior to travel:

- Create a Voucher (not a Voucher from Authorization).
- Go to the Quick Expenses screen and enter your expenses.

3rd Party or Vendor Payments

Third party or vendor payments such as registration fees are done by the Travel Office. Please send an e-mail to TravelHotLine@lbl.gove with your request.

CHAPTER 5

ADJUSTING TRAVEL DOCUMENTS

Making Changes to Documents

Changes can be made to a document as long as the document status is CREATED.

Note: Changes cannot be made and stamps cannot be applied to signed documents without creating an adjustment.

Once a document has been routed (document status INITIATE ROUTING), the changes made to that document are called Adjustments. Adjustments can be made to authorizations, vouchers, and local vouchers only by employees whose names are on the routing list.

Any changes desired after the document has been approved require that the original document be returned, copied, adjusted and resubmitted through dynamic routing. Contact Travel Services (TravelHotLine@lbl.gov) to have your document returned.

To adjust a document:

- Click on **Open/Copy Document** in the Document Toolbar, then select the document from **Document Search**.
- The Document Summary screen is displayed. In the Signature for Adjustment field, type your signature PIN.
- Click **Sign** and the Document Summary window is displayed. Make the necessary changes. Save and/or stamp your document.

C H A P T E R 6

TRAVELER PERSONAL INFORMATION

Personal information on Travelers in *Travel Manager* can only be updated and/or changed by Travel Services. This information is accessed after opening a Travel Authorization document or Travel Voucher by clicking on **Traveler Details** from the Document Summary window. The Update Traveler Information window is displayed.

Information that is defaulted into the screen comes from a nightly download from HRIS (Human Resources Information System). Information changed on this screen will not cause a change in HRIS. Changes to the fields marked with an asterisk will be overwritten by the nightly update from HRIS:

Personal Data Section

- *__Employee ID__
- *__Tax SSN__ – This is your employee number preceded by three zeros
- ***Last Name**
- ***First Name**
- *__Organization__ – This is your organization code.
- **Charge Card**
- **Routing List** – This is a dynamic field and is changed depending upon the project to which your trip is charged. This is the name of the routing list of approvers to which your document will be routed.
- *__E-Mail__ – The e-mail address shown for you in HRIS
- **City of Residence –** This is an optional field. When this field is completed it becomes available in the drop down menu on the Itinerary Screen for your use (see Chapter 3 – Itinerary Information section).

Duty Station Section

- ***Phone**
- ***Mail Stop** (called Mail Code)
- ***Clearance** – Your building number
- ***Voucher** –Your Supervisor's Name
- **City** – This is an optional field. When this field is completed it becomes available in the drop down menu on the Itinerary Screen for your use (see Chapter 3 – Itinerary Information section).

Account Information Section

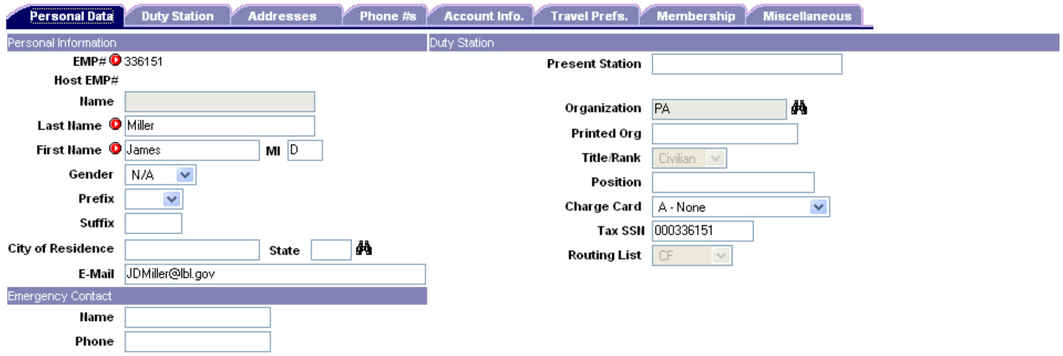
- ***Rep ID** – Your supervisor's employee ID

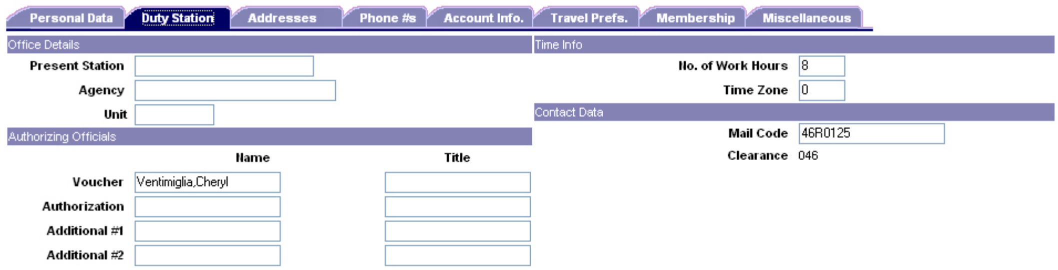
Other fields in this section are not used by LBNL.

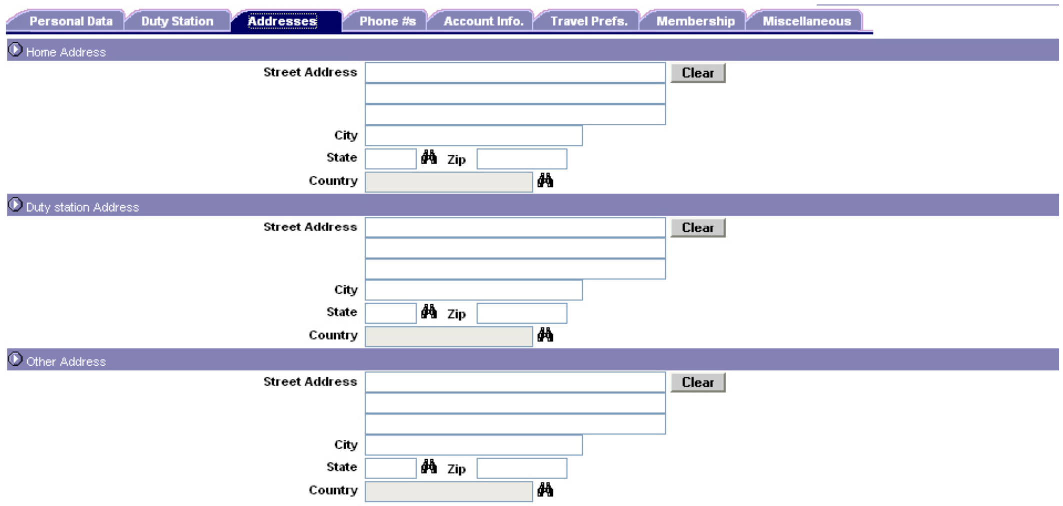
Agency Defined Miscellaneous Data

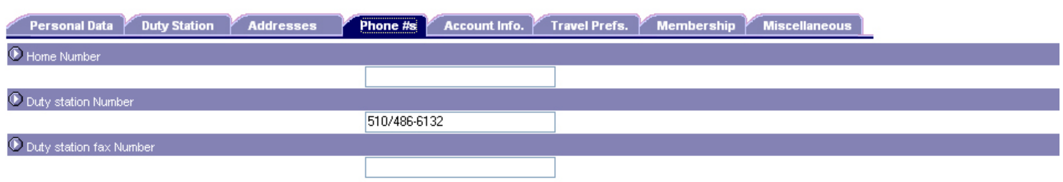
- ***Room** – Your room number
- **Traveler Type** – 1 = DOE Contractor, 2 = Non-DOE Contractor
  Everyone loaded into the *Travel Manager* database is defaulted to a traveler type 1. It is important to change the traveler type to 2 for guests who are non-DOE contractors. If you have questions, please contact TravelHotLine@lbl.gov or call x4500.
- **Remit Address** – Your reimbursement will be sent to this address. 1 = Home Address (see Mailing Address under Traveler's Personal Data section). 2 = Mail Stop at the Laboratory.
- **Added to System** – H = the information was downloaded from HRIS, M = the information was added to the *Travel Manager* database manually and will not be overwritten by information from HRIS.
- **Direct Payment** – No – your reimbursement check will be sent to the address indicated in the Remit Address field above. Yes – the reimbursement check will be direct deposited as setup in the Accounts Payable system.

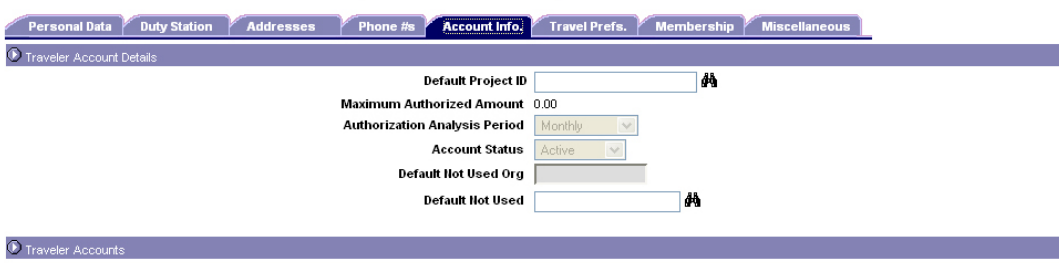
The following pages are an example of the Traveler Information page.

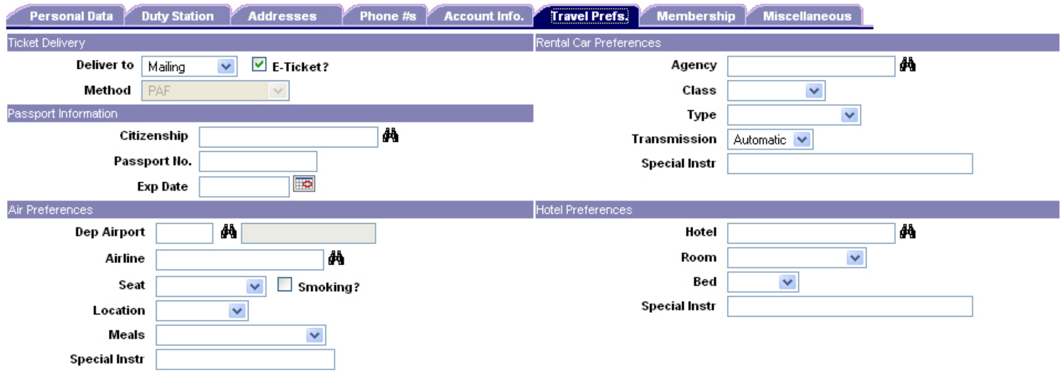

Personal Data
Duty Station
Addresses
Phone #s
Account Info.
Travel Prefs.
Membership
Miscellaneous
Personal Information
EMP# 336151
Host EMP#
Name
Last Name Miller
First Name James
MI D
Gender N/A
Prefix
Suffix
City of Residence
State
E-Mail JDMiller@lbl.gov
Emergency Contact
Name
Phone
Duty Station
Present Station
Organization PA
Printed Org
Title/Rank Civilian
Position
Charge Card A - None
Tax SSN 000336151
Routing List CF


Personal Data
Duty Station
Addresses
Phone #s
Account Info.
Travel Prefs.
Membership
Miscellaneous
Office Details
Present Station
Agency
Unit
Authorizing Officials
Name
Title
Voucher Ventimiglia,Cheryl
Authorization
Additional #1
Additional #2
Time Info
No. of Work Hours 8
Time Zone 0
Contact Data
Mail Code 46R0125
Clearance 046


Personal Data
Duty Station
Addresses
Phone #s
Account Info.
Travel Prefs.
Membership
Miscellaneous
Home Address
Street Address
Clear
City
State
Zip
Country
Duty station Address
Street Address
Clear
City
State
Zip
Country
Other Address
Street Address
Clear
City
State
Zip
Country


Personal Data
Duty Station
Addresses
Phone #s
Account Info.
Travel Prefs.
Membership
Miscellaneous
Home Number
Duty station Number
510/486-6132
Duty station fax Number


Personal Data
Duty Station
Addresses
Phone #s
Account Info.
Travel Prefs.
Membership
Miscellaneous
Traveler Account Details
Default Project ID
Maximum Authorized Amount 0.00
Authorization Analysis Period Monthly
Account Status Active
Default Not Used Org
Default Not Used
Traveler Accounts


Personal Data
Duty Station
Addresses
Phone #s
Account Info.
Travel Prefs.
Membership
Miscellaneous
Ticket Delivery
Deliver to
Mailing
E-Ticket?
Method
PAF
Passport Information
Citizenship
Passport No.
Exp Date
Air Preferences
Dep Airport
Airline
Seat
Smoking?
Location
Meals
Special Instr
Rental Car Preferences
Agency
Class
Type
Transmission
Automatic
Special Instr
Hotel Preferences
Hotel
Room
Bed
Special Instr


Personal Data
Duty Station
Addresses
Phone #s
Account Info.
Travel Prefs.
Membership
Miscellaneous
Membership Programs
Edit
Delete
Copy
Type
Vendor
Membership Number
Program Name
Name on Card
Add


Personal Data
Duty Station
Addresses
Phone #s
Account Info.
Travel Prefs.
Membership
Miscellaneous

CHAPTER 7

GUEST TRAVEL

Creating Travel Documents for Guests without Employee Numbers

Send email to Travel Services (travelhotline@lbl.gov) to get a guest number. The number will begin with a *G* and be the same length as an employee number. To request a guest number for visitors traveling to/for LBNL, please provide the following information:

- Full name of the guest
- Name of institution (company)
- Mailing address
- Address/mailstop for reimbursement
- Division contact email
- Division contact name
- LBNL employee number
- Citizenship

Safeguards and Security Management

http://www.lbl.gov/ehs/security/ufva/issm_terrorist.shtml

Note: Please verify that your traveler is not a citizen of one of the countries listed in the URL above. If he or she is, please contact the LBNL security office for site clearance.

Signing Authorizations and Vouchers

The sponsoring employee for guests may sign travel authorizations.

If the guest is still at the Laboratory and has a Laboratory e-mail address they have access to Travel Manager and can sign their vouchers electronically. If the guest does not have a Laboratory e-mail address the guest must sign a paper copy of any voucher and the Laboratory sponsor must sign electronically in Travel Manager. Receipts are forwarded along with a signed copy of the voucher to Travel Services at Mail Stop 939-200.

If the guest has left the Laboratory, the guest may sign a faxed copy of the completed voucher and the sponsoring employee must sign the voucher electronically. Receipts are forwarded along with a signed copy of the voucher to Travel Services at Mail Stop 939-200.

CHAPTER 8

TROUBLESHOOTING & OTHER UTILITIES

Remove Edit Lock

A document becomes edit-locked when you open your document and your computer crashes or when the document is closed improperly. Edit-locked documents are in View Only mode and no changes can be made to the document until the edit-lock status is removed.

Note: Please remove edit-locks only for your own documents.

To remove edit locks.

- Click **Remove edit locks** from the **Admin** menu under **Setup**.
- A table shows a list of all documents that are in Edit Lock status. It shows the TYPE of document, the DOCUMENT NAME, the LOCK DATE and LOCK TIME.
- Click on the DOCUMENT NAME you wish to unlock from the EDIT mode. The screen shows "Document lock has been removed."
- Close the edit lock window.

Copy Document

If you frequently prepare travel authorizations, vouchers or local vouchers for almost the same itinerary you can use the Copy Document utility in Travel Manager.

Click the **Open/Copy Document** link from the Document Toolbar (screen left). The Traveler Listing (Open/Copy Document) displays.

To search for a traveler name:

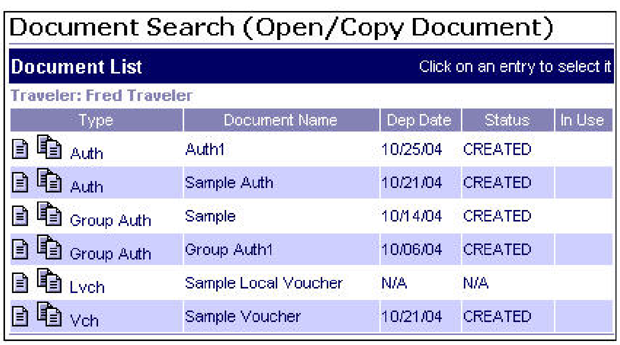
- In the Name field, type the first letter or letters of the traveler's last name (or last name followed by a comma and the first letter or letters of the traveler's first name).

Tip: When searching for a traveler by last name followed by first name, do not insert a space after the comma (for example, Traveler,Fred).

- In the Document Type drop-down list, select the specific type of document to open (authorization, voucher, or local voucher), or choose All to view all documents.

- Click Search. Travel Manager returns all of the names that closely match the name entered.

In the Traveler Listing area, click a traveler. The Document Search window lists all the traveler's documents based on the selected document type.



Click the Copy Document icon for the document you want to copy. The Copy Document window displays.

In the **EMP#** field, click the lookup icon and select a traveler to copy the document to, or click the Traveler Name lookup icon and select the traveler's name.

Note: Selected fields in the Copy To Document area will be populated depending on whether the **Default Traveler for Copy Documents?** check box is selected on the **Setup>Admin>User Preferences** window.

Tip: You can change the traveler to whom you want to copy the document by clicking the **EMP#** lookup icon or Traveler Name lookup icon.

In the **Document Name** field, accept the existing name or type a different name for the new document.

The Travel Authorization Number (**TA Number**) is a sequential number automatically assigned by the system. This number must be provided to the Laboratory's travel agency (Carlson Wagonlit) when purchasing an airline ticket.

In the **For This Document You Can** area, select all check boxes that apply. Some check boxes may not display.

- Select the Overwrite Existing check box to overwrite a document that exists with the same document name for a different traveler.

Example: Traveler A copies Document A to Traveler B with the same name, when Traveler B already has a document called Document A.

- Select the **Overwrite Complete** check box to overwrite any document stamped with a status code that has a COMPLETE action assigned to it.

- Select the **Change Document Default Project ID & Allocation to the Traveler's Default** check box to reallocate the project ID on the new document from the one used on the source document to the target traveler's default project ID.

Note: This field displays only if your document definition uses project codes.

- To save the document, click **Save**.
- Click **OK** for the message.
- To close the document without saving, click **Close**.

Note: Personal charge card expenses are not copied to the destination document.

Copying a Document from One Traveler to Another Traveler

If you want to copy a document from one traveler to another simply change the employee number, the traveler name and type in the name of the new document in the above screen and click **Save**.

Deleting Documents

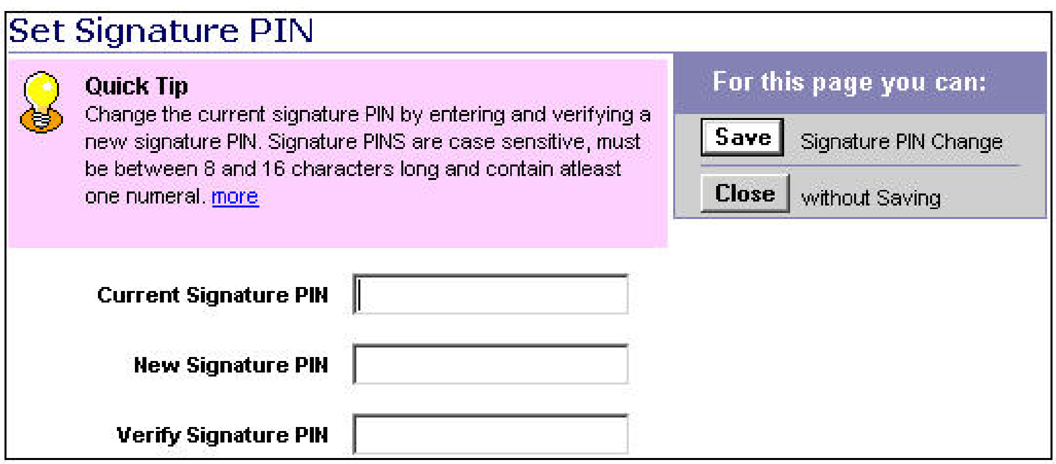
Permissions determine whether or not you can delete a document. Only system administrators may delete documents once they have been approved. Travelers and travel arrangers may delete documents that have not yet been signed.

- From the Document Toolbar, click **Delete Documents**. The Traveler Listing window is displayed.
- In the Document Type field, select a document type.
- To search for a traveler name, type a name into the Last Name field and click **Search**.
- From the Traveler List, click on the name.
- The Document List window is displayed. To delete a document, click the X icon beside the appropriate document.
- At the prompt, "Are you sure you want to delete this document?" click OK.

Resetting Your Password

Since *Travel Manager* uses the LDAP password, if you forget your password you need to contact the Laboratory Help Desk at x4357 (HELP).

Note: Passwords are maintained separately from electronic signatures. You must use Set Signature to reset your electronic signature.



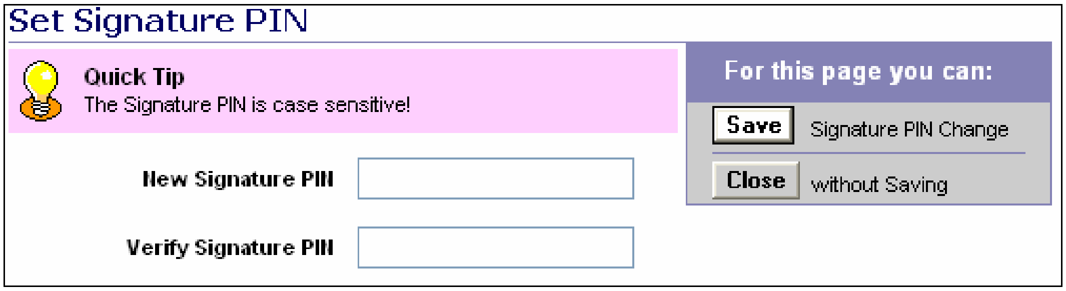
To reset your signature PIN:

- From the **Setup** menu click **Admin**, click **Set Signature**.
- Type your current signature into the **Current Signature PIN** field.
- Type your new signature into the **New Signature PIN** field.
- Verify your new signature by typing it into the **Verify New Signature PIN** field.

Note: The electronic signature must be at least eight characters long and must contain at least one numeric or one alpha character. Your signature is case sensitive.

- To exit the Set Signature window, click **OK**.

Forgot your Electronic Signature PIN?

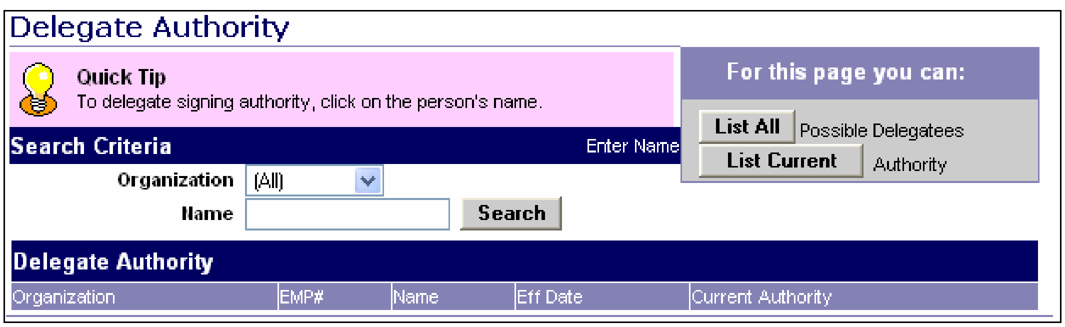


If you forget your electronic signature PIN call x4500 or send e-mail to TravelHotLine@lbl.gov and the Travel Services staff will reset your signature PIN for you.

The next time you login to *Travel Manager* the screen above will appear and you can create a new signature PIN.

Delegate Authority

From the **Setup** menu, click **Admin**, click **Delegate Authority**. The Delegate Authority window is displayed.



With the delegate authority feature, you can:

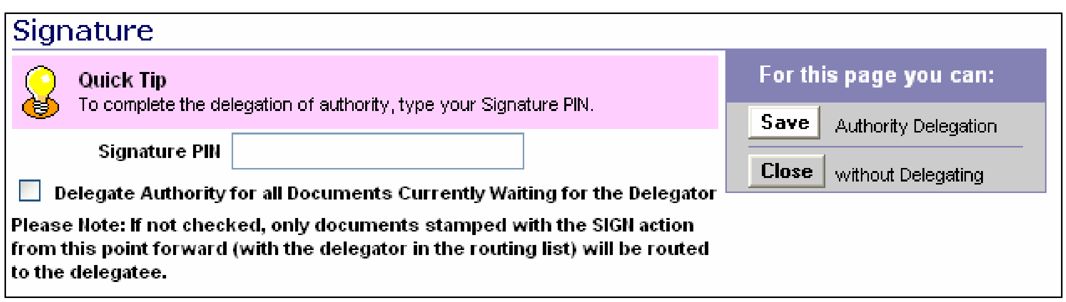
- Delegate your signature authority to another approving official.
- Delegate documents that already exist in your review list.
- Revoke your signature authority from another approving official.

EXAMPLE: If you know you will be out of the office, you can use this function to assign signature authority to a coworker who will review and sign documents in your place. When you return to the office, you can revoke signature authority from your coworker or keep it intact.

To delegate your signature authority,

- In the Delegate Authority window, there are two ways to select a user:
    1. Type the first few letters of the user name in the **Name** field (first name, last name) and click **Search**. The user is displayed in the **Name** field.
    2. Click **List All** to view all possible delegatees.

- In the Delegate Authority area, click person's name to whom you wish to delegate signature authority. The Signature window is displayed.

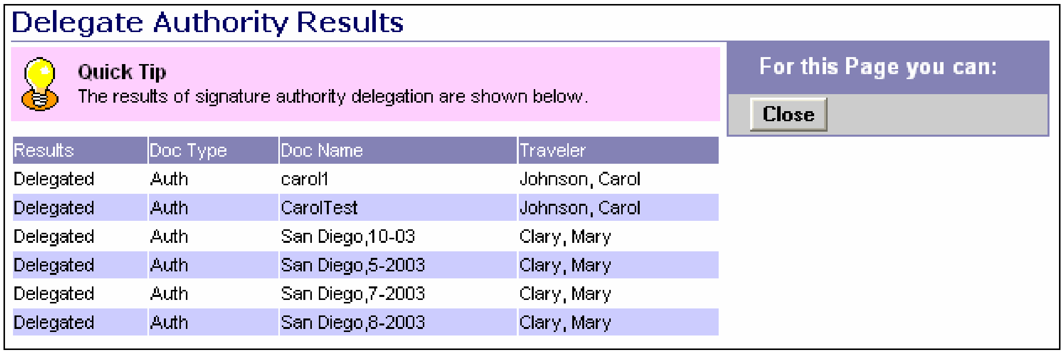


Note: If the person you have selected has a different permission level than you, the following message is displayed in the Signature window, "*Name* has permission level #, which is different from your permission level. Consider the difference in permission-levels prior to delegating authority." If you save authority delegation, you can still delegate your signature authority. However, the person may not have access to certain functions. To cancel, click **Close** (without Delegating).

- In the Signature PIN field, type your electronic signature.
- Click Delegate Authority for All Documents Currently Waiting for Delegator.
- Click **Save** (Authority Delegation).

If you do not have documents already waiting in your review list, a message is displayed. At the prompt, "No documents in the routing list that need to be delegated were found", click **OK**.

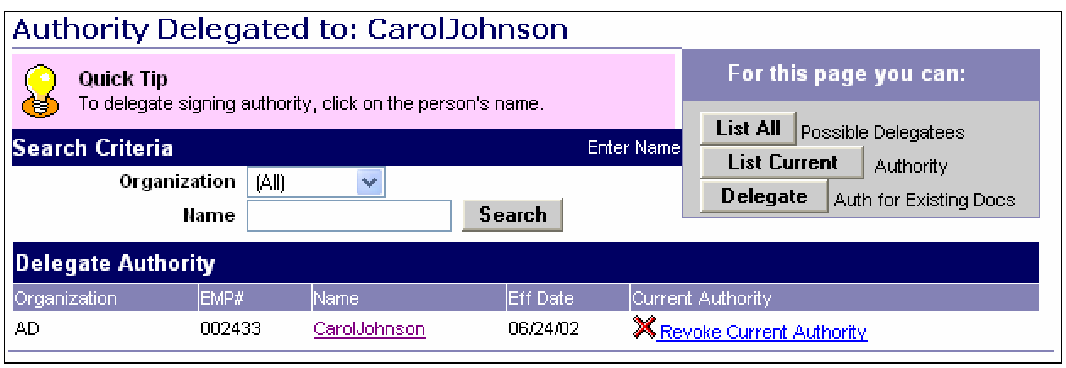
If you have documents already waiting to be signed in your review list, the Delegate Authority Results window is displayed. Each field is described below:



- **Result**—The result is displayed as **Delegated** for delegated documents or **Edit-Locked** for locked documents. Edit-locked means signature authority was not delegated for this document because the document is locked.
- **Doc Type**—The document type: authorization, voucher, or local voucher.
- **Doc Name**—The name of the document.
- **Traveler**—The name of the traveler on the document.

- After reviewing this window, click **Close**.

- Click on the **List Current Authority** button to view. The names are displayed under the Delegate Authority section.



- To exit the Delegate Authority window, click **Close** in the Toolbar menu at the top.

CHAPTER 9

APPROVING DOCUMENTS

Chapter 9 is intended to be able to stand alone for those users who are not preparing documents but only approving them. Information found in the beginning chapters is repeated here for the convenience of those users.

Starting Travel Manager

- Open your web browser. *Travel Manager* works with both Netscape and Internet Explorer (IE) browsers. This manual uses screen shots from IE.
- Access Travel Manager by typing **trvprd** in the URL. The full path name is http://trvprd.lbl.gov
- In the login window, enter your LDAP user name and password, i.e., your e-mail name and password.
- Click **OK**

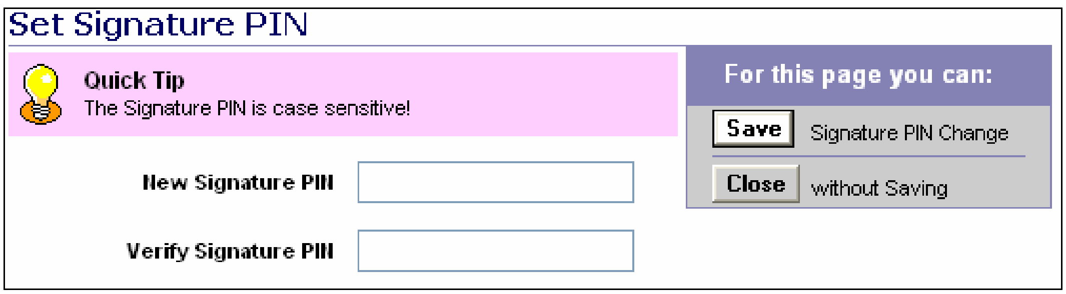
Setting Your Signature Pin

- The first time you login you are required to set up a signature PIN (personal identification number) to use when you are signing documents whether as a traveler or approver.

Note: The Signature PIN must be at least eight characters long and must contain at least one numeric and one alpha character. Your Signature PIN is case-sensitive.

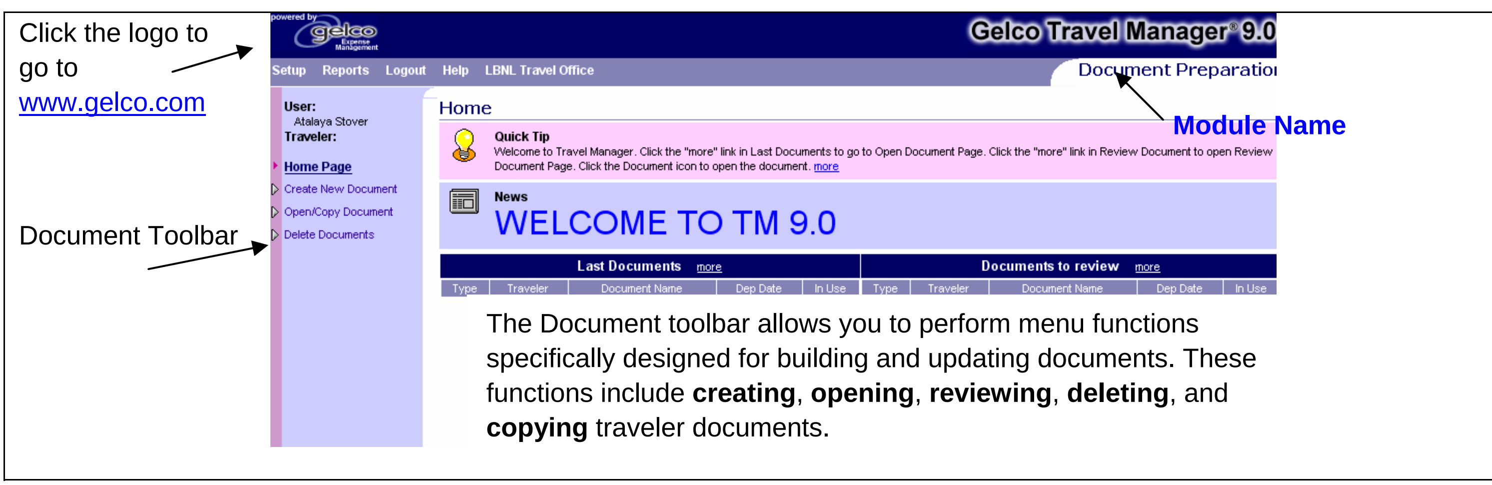
- Enter a PIN
- In the Verify Signature PIN field, retype your signature PIN
- Click **Save**

If you forget your signature pin, send e-mail to TravelHotLine@lbl.gov requesting that it be reset. When you next log in you will be asked to enter and verify a new signature PIN.



The Travel Manager Home Page

The main window contains the ***Menu Toolbar*** on the top and the ***Documents Toolbar*** on the left hand side.



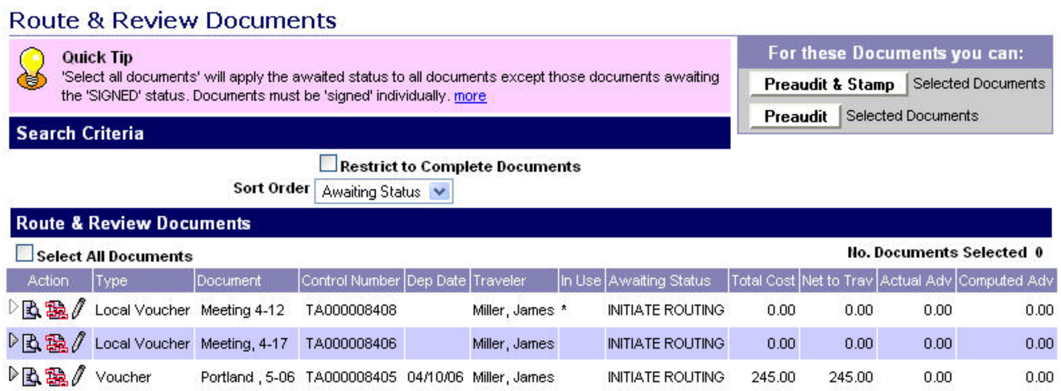
The Document toolbar allows you to perform menu functions specifically designed for building and updating documents. These functions include **creating**, **opening**, **reviewing**, **deleting**, and **copying** traveler documents.

Selecting Buttons

Many web pages contain more than one button. Because browsers assign defaults to buttons differently, please note that pressing the [Enter] key on your keyboard may activate the wrong button. To ensure that the proper button is activated, click on the desired button with your mouse.

Route and Review Documents

Choose **Inbox to Stamp** from the Document Toolbar menu and then choose **Route and Review Documents**.

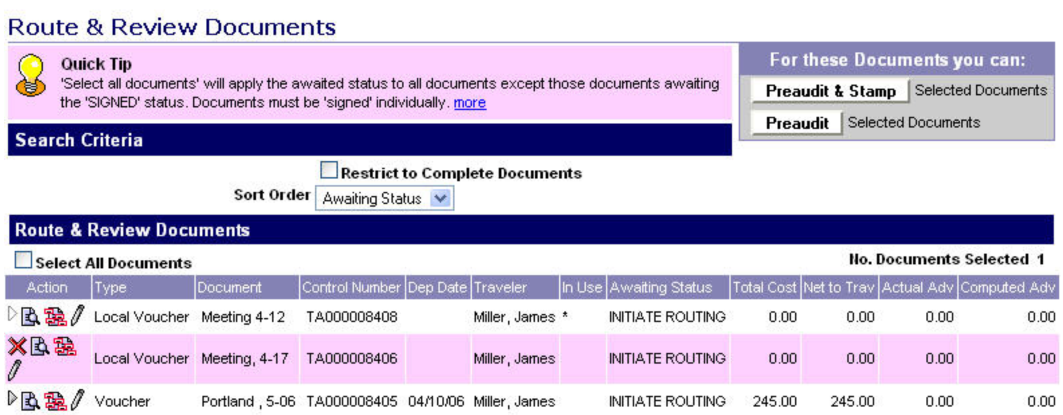


Stamp Document

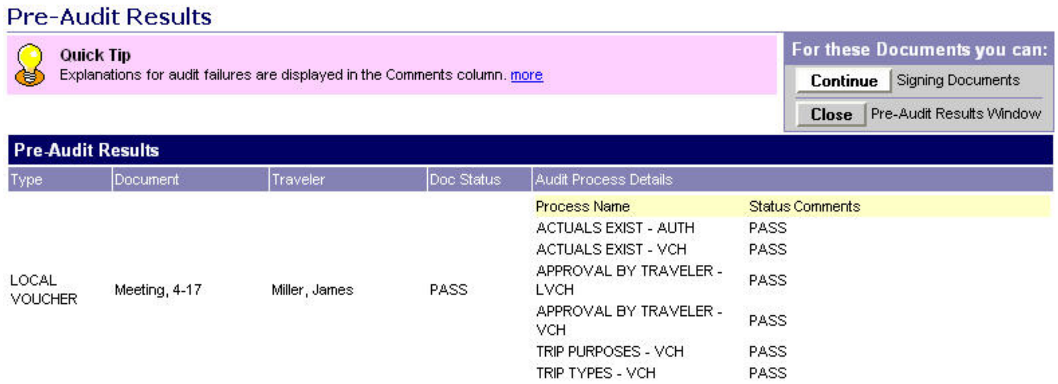
The Stamp button is available only when one or more documents are selected from the Route and Review window.

To stamp one or more documents:

- From the Route & Review window, click the **Select Document** (Arrow) icon beside the document(s) you want to select. When a document is selected, the **Select Document** (Arrow) icon changes to an **X** icon. The document can be deselected by clicking on the **X** icon.

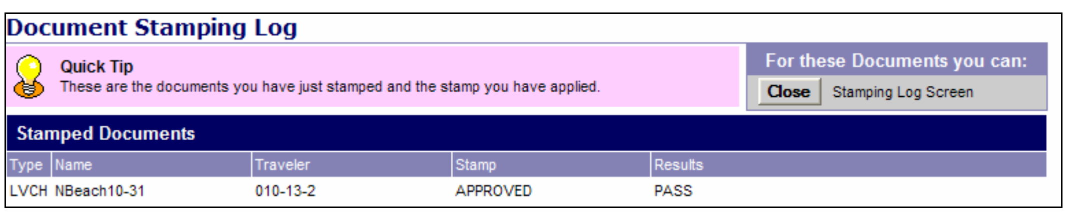


- Click the **Preaudit & Stamp** button. The Pre-Audit Results window is displayed. Click **Continue** Signing Documents button.



- The **Document Stamping** window is displayed. All the documents you selected are listed in the Currently Selected Documents browser.

- Type any remarks about the document in the **Remarks** text field.
- Type your electronic signature in the **Signature PIN** field.
- Click **Stamp**.
- The Document Stamping Log window indicates what stamp was used when the document was signed and if the document passed or failed the pre-audit process.



- Click **Close**.

Canceling or Returning a Document

When a document comes to you for stamping, the status you are being requested to approve is automatically shown. If you want to return the document to the traveler for more information or cancel the trip use the drop down menu in the Document Summary screen (under **Sign & Route**) to choose the new status for the document.

Choose **Returned** to return the document to the traveler for additional information. Be sure to include remarks so that the traveler will know why it has been returned.

To cancel the trip, choose **Cancelled**.

Pre-Auditing Documents before Signing

To pre-audit a document click **Pre-audit (Selected Documents)**. Documents can be pre-audited from the Route & Review module.

- From the Route & Review module, click the **Select Document** (Arrow) icon next to the document you want to select.
- Click the **Pre-audit** button. The Pre-Audit Results window is displayed.

The following list describes the areas of the Pre-Audit Results window.

- **Type**—Displays the type of document audited: authorization, voucher, or local voucher.
- **Document**—Displays the name of the document.
- **Traveler**—Displays the name of the traveler.
- **Doc Status**—Indicates whether the document passed or failed the audit.
- **Audit Process Details**—Displays the name of the audit.
- **Status**—Indicates whether the document passed or failed the audit process.
- **Comments**—Displays any remarks concerning audit failure.

When you have determined that all audits have passed, click **Close.**

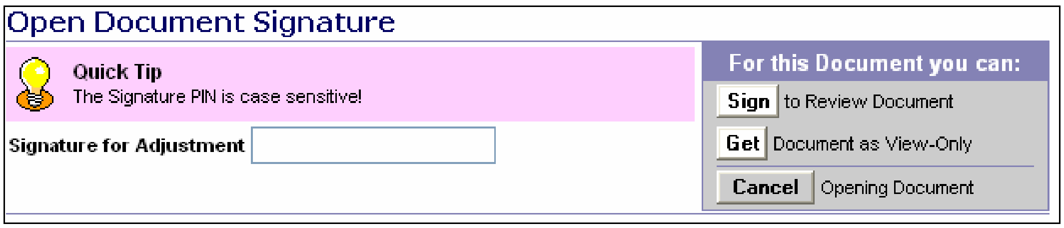
Adjusting Documents

Once a document has been routed (document status INITIATE ROUTING), the changes made to that document are called Adjustments. Adjustments can be made to authorizations, vouchers, and local vouchers.

To adjust a document:

- From the Route & Review window, click on the **Adjust Document (Pencil)** icon beside the document you want to adjust.

- The Open Document Signature is displayed. In the **Signature for Adjustment** field, type your electronic signature.



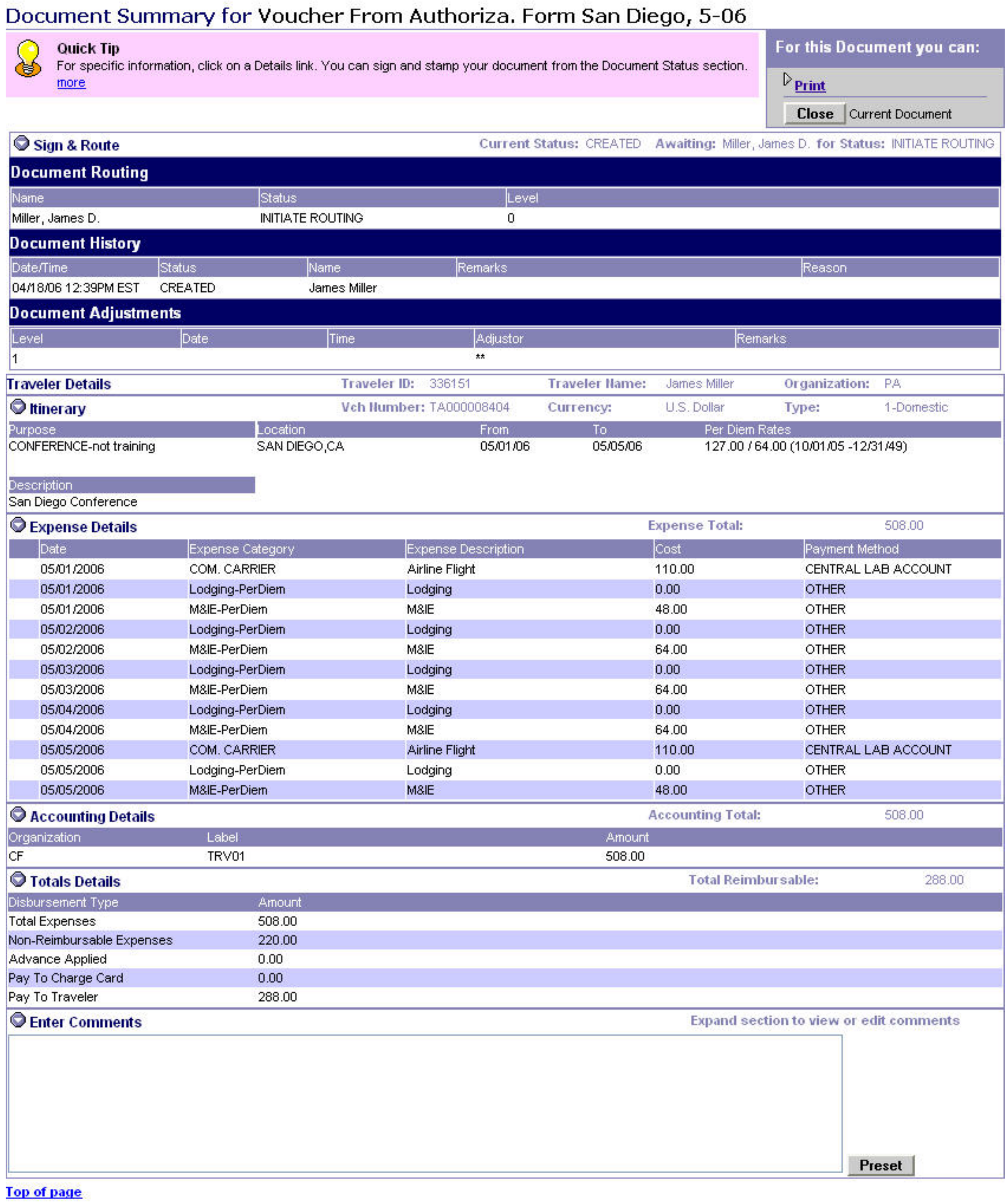
- Click **Sign** and the Document Summary window is displayed. Make the necessary changes. Save and/or stamp the document.

Document Details

Document details can be viewed from the Route & Review module for an authorization, voucher, or local voucher. All pertinent information about the document can be accessed from this window.

To view document details:

Click the **Review Document Details** icon () beside the document and the Document Details window is displayed.



Document Summary for Voucher From Authoriza. Form San Diego, 5-06

Quick Tip
For specific information, click on a Details link. You can sign and stamp your document from the Document Status section.
more

For this Document you can:
Print
Close Current Document

Sign & Route — Current Status: CREATED Awaiting: Miller, James D. for Status: INITIATE ROUTING

Document Routing

Name	Status	Level
Miller, James D.	INITIATE ROUTING	0

Document History

Date/Time	Status	Name	Remarks	Reason
04/18/06 12:39PM EST	CREATED	James Miller		

Document Adjustments

Level	Date	Time	Adjustor	Remarks
1			**	

Traveler Details — Traveler ID: 336151 Traveler Name: James Miller Organization: PA

Itinerary — Vch Number: TA000008404 Currency: U.S. Dollar Type: 1-Domestic

Purpose	Location	From	To	Per Diem Rates
CONFERENCE-not training	SAN DIEGO,CA	05/01/06	05/05/06	127.00 / 64.00 (10/01/05 -12/31/49)

Description
San Diego Conference

Expense Details — Expense Total: 508.00

Date	Expense Category	Expense Description	Cost	Payment Method
05/01/2006	COM. CARRIER	Airline Flight	110.00	CENTRAL LAB ACCOUNT
05/01/2006	Lodging-PerDiem	Lodging	0.00	OTHER
05/01/2006	M&IE-PerDiem	M&IE	48.00	OTHER
05/02/2006	Lodging-PerDiem	Lodging	0.00	OTHER
05/02/2006	M&IE-PerDiem	M&IE	64.00	OTHER
05/03/2006	Lodging-PerDiem	Lodging	0.00	OTHER
05/03/2006	M&IE-PerDiem	M&IE	64.00	OTHER
05/04/2006	Lodging-PerDiem	Lodging	0.00	OTHER
05/04/2006	M&IE-PerDiem	M&IE	64.00	OTHER
05/05/2006	COM. CARRIER	Airline Flight	110.00	CENTRAL LAB ACCOUNT
05/05/2006	Lodging-PerDiem	Lodging	0.00	OTHER
05/05/2006	M&IE-PerDiem	M&IE	48.00	OTHER

Accounting Details — Accounting Total: 508.00

Organization	Label	Amount
CF	TRV01	508.00

Totals Details — Total Reimbursable: 288.00

Disbursement Type	Amount
Total Expenses	508.00
Non-Reimbursable Expenses	220.00
Advance Applied	0.00
Pay To Charge Card	0.00
Pay To Traveler	288.00

Enter Comments — Expand section to view or edit comments

Preset

Top of page

Logout

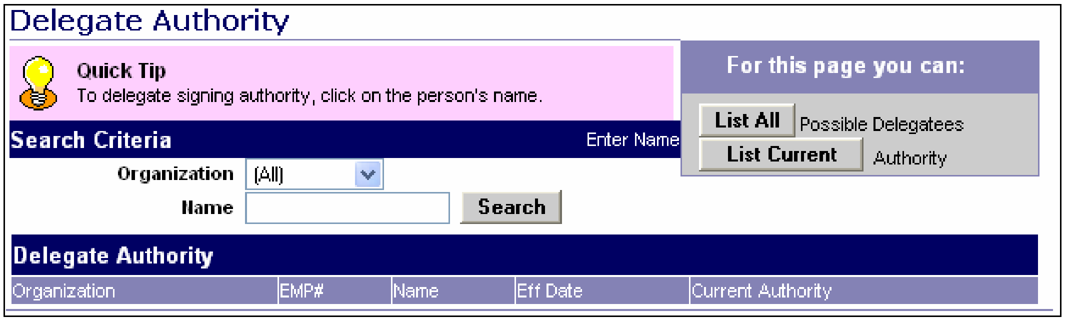
To log out of Travel Manager:

- From the Menu Toolbar, click Logout.

- Any window you are working in is closed and the Login window is displayed.
- Click **Cancel**.
- At the prompt, *Do you want to close this window?*, click **Yes**.

Delegate Authority

From the **Setup** menu, click **Admin**, click **Delegate Authority**. The Delegate Authority window is displayed.



With the delegate authority feature, you can:

- Delegate your signature authority to another approving official.
- Delegate documents that already exist in your review list.
- Revoke your signature authority from another approving official.

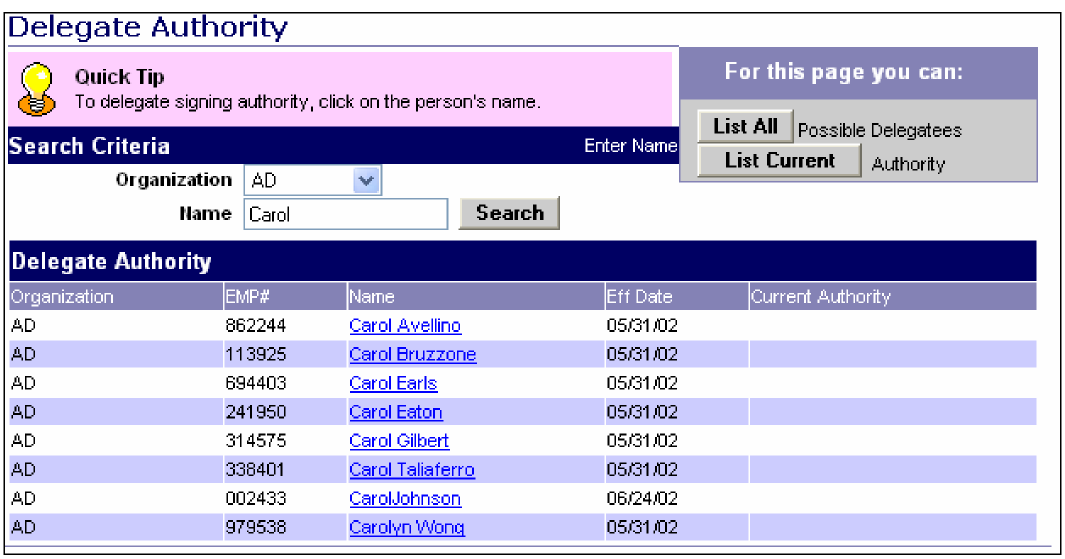
EXAMPLE: If you know you will be out of the office, you can use this function to assign signature authority to a coworker who will review and sign documents in your place. When you return to the office, you can revoke signature authority from your coworker or keep it intact.

To delegate your signature authority,

- In the Delegate Authority window, there are two ways to select a user:

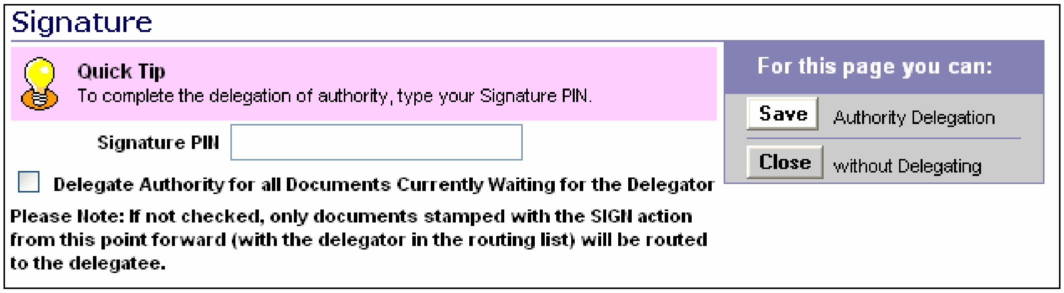
Type the first few letters of the user name in the **Name** field (first name, last name) and click **Search**. The user is displayed in the **Name** field.

Click **List All** to view all possible delegatees.



Organization	EMP#	Name	Eff Date	Current Authority
AD	862244	Carol Avellino	05/31/02	
AD	113925	Carol Bruzzone	05/31/02	
AD	694403	Carol Earls	05/31/02	
AD	241950	Carol Eaton	05/31/02	
AD	314575	Carol Gilbert	05/31/02	
AD	338401	Carol Taliaferro	05/31/02	
AD	002433	CarolJohnson	06/24/02	
AD	979538	Carolyn Wong	05/31/02	

- In the Delegate Authority area, click person's name to whom you wish to delegate signature authority. The Signature window is displayed.

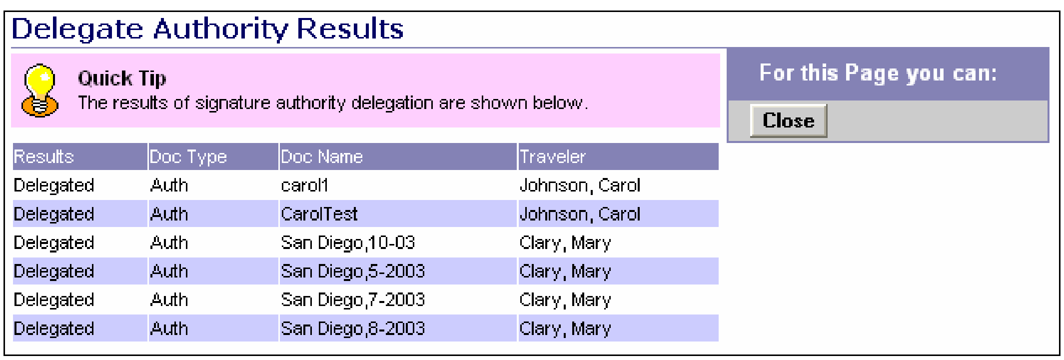


Note: If the person you have selected has a different permission level than you, the following message is displayed in the Signature window, "*Name* has permission level #, which is different from your permission level. Consider the difference in permission-levels prior to delegating authority." If you save authority delegation, you can still delegate your signature authority. However, the person may not have access to certain functions. To cancel, click **Close** (without Delegating).

- In the Signature PIN field, type your electronic signature.
- Click Delegate Authority for All Documents Currently Waiting for Delegator.
- Click **Save** (Authority Delegation).

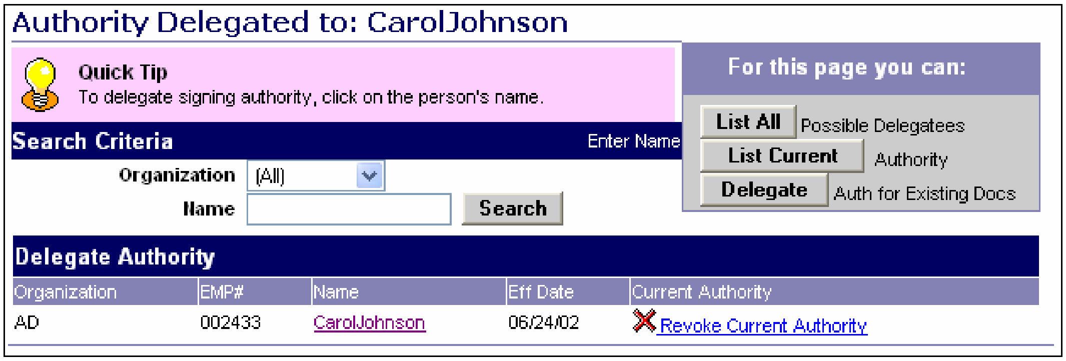
If you do not have documents already waiting in your review list, a message is displayed. At the prompt, "No documents in the routing list that need to be delegated were found", click **OK**.

If you have documents already waiting to be signed in your review list, the Delegate Authority Results window is displayed. Each field is described below:



Results	Doc Type	Doc Name	Traveler
Delegated	Auth	carol1	Johnson, Carol
Delegated	Auth	CarolTest	Johnson, Carol
Delegated	Auth	San Diego,10-03	Clary, Mary
Delegated	Auth	San Diego,5-2003	Clary, Mary
Delegated	Auth	San Diego,7-2003	Clary, Mary
Delegated	Auth	San Diego,8-2003	Clary, Mary

- **Result**—The result is displayed as **Delegated** for delegated documents or **Edit-Locked** for locked documents. Edit-locked means signature authority was not delegated for this document because the document is locked.
- **Doc Type**—The document type: authorization, voucher, or local voucher.
- **Doc Name**—The name of the document.
- **Traveler—**The name of the traveler on the document.
- After reviewing this window, click Close.
- Click on the **List Current Authority** button to view. The names are displayed under the Delegate Authority section.



- To exit the Delegate Authority window, click **Close** in the Toolbar menu at the top.

APPENDIX A

SAMPLE TRAVEL MANAGER FORMS

Example forms included in this appendix are:

- Authorization
- Voucher
- Local Voucher

04/19/06 AUTHORIZATION | DOC NO: St louis, 4-24
PAGE 1 ** Read Privacy Act On Last Page ** | TRAVEL A TA000008410

1) NAME: Miller, James D. EMP#: 336151

ADDR: PHONE: 510/486-6132
MAIL CD: 46R0125
, ORG:
TITLE:
DUTY: TZ: 0 SEC CLR: 046
RES: , CARD:
HOURS: 8
Room 0270J Traveler Type 1

2) TRAVEL A TA000008410
DATE: 04/19/2006 TYPE: 1-Domestic

3) TRAVEL PURPOSE: CONFERENCE-not training

4) GENERAL ITINERARY

DATE	TIME	DEPARTED/ARRIVED LOCATIONS	PER DIEM RATE
04/24/2006		D-RES: ,	
04/24/2006		A-ST. LOUIS, MO	101/59
04/28/2006		D-ST. LOUIS, MO	
04/28/2006		A RES: ,	

5) OTHER AUTHORIZATIONS

6)	EST COST	ADV AMT
COM. CARR	340.00	0.00
Lodging-P	404.00	0.00
M&IE-PerD	265.50	0.00
TRANSPORT	1,170.00	0.00
TOTAL	2,179.50	0.00
ADVANCE AUTHORIZED		0.00

7) PROJECT ID CLASSIFICATIONS EST COST
TRV01 - CF.O.Valid Project.Travel General Expen.YN0100000.....
2,179.50

8) REMARKS

9) AUTHORIZED BY	TITLE	DATE	INITIALS	DATE

10)FUNDS OBLIGATED

11) GTR/TICKET NO VALUE CR CLS DATE FROM TO

GTR/TICKET NO	VALUE	CR	CLS	DATE	FROM	TO
See Attached Ticket	340.00					

12) ITINERARY AND TRANSPORTATION EXPENSES - TRIP NO 1

DATE	TIME	DEPARTED/ARRIVED LOCATIONS	MODE	COST	DESCRIPTION
04/24/2006		D-RES: ,			
04/24/2006		A-ST. LOUIS, MO			
04/24/2006			AIR	340.00*	Airline Flight Distance: 1 Rate: 0
04/24/2006			FUEL	234.00	Gas-Rental/Govt C
04/25/2006			FUEL	234.00	Gas-Rental/Govt C
04/26/2006			FUEL	234.00	Gas-Rental/Govt C
04/27/2006			FUEL	234.00	Gas-Rental/Govt C
04/28/2006			FUEL	234.00	Gas-Rental/Govt C
04/28/2006		D-ST. LOUIS, MO			
04/28/2006		A RES: ,			
		TOTAL TRANSPORTATION EXPENSES		1,510.00	

13) SUBSISTENCE AND OTHER REIMBURSABLE EXPENSES

DATE	ACTUAL LODGING	LODGING ALLOWED	MEALS B L D	M&IE ALLOW	P-DIEM RATE	OTHER EXPENSES	AMOUNT
04/24	101.00	101.00		44.25			0.00
04/25	101.00	101.00		59.00			0.00
04/26	101.00	101.00		59.00			0.00
04/27	101.00	101.00		59.00			0.00
04/28	0.00	0.00		44.25			0.00
		404.00		265.50			0.00

* Expense not claimed for reimbursement.

```
=====================================================================================
  04/19/06        A VOUCHER                      | A Vouche     San Diego, 5-06
  PAGE   1 ** Read Privacy Act On Last Page ** | Voucher N    TA000008404

=====================================================================================
 1) NAME: Miller, James D.                      EMP#:    336151

    ADDR:                                       PHONE:   510/486-6132
                                                MAIL CD: 46R0125
          ,                                     ORG:
                                                TITLE:
    DUTY:                               TZ: 0   SEC CLR: 046
    RES:  ,                                     CARD:
    HOURS:  8
    Room            0270J                       Traveler Type    1
=====================================================================================
 2) FROM    TO       VOUCHE        TA DATE     TRIP PURPOSE        TRIP TYPE
 -------- -------- ---------------- -------- -------------------- -----------
 05/01/06 05/05/06 TA000008404
                                    04/17/06 CONFERENCE-not trainin 1-Domestic
=====================================================================================
 3)  GTR/TICKET NO       VALUE            CR  CLS    DATE       FROM          TO
 -------------------- ------------------- --  ---  --------   ------------  ------------
 See Attached Ticket 1           110.00
 See Attached Ticket 2           110.00
=====================================================================================
 4) PROJECT ID                                              TRIP 1      |5) FINANCE OFFICE
--------------------------- ----------------- ----------------- -----------------|
TRV01                                                             508.00|
CF.O.Valid Project.Travel General Expen.YN0100000.....                  |
                                                                        |
                                                                        |
                                                                        |
                                                                        |
=====================================================================
 6)NON-REIMBURSABLE EXPENSES -------------------          220.00   |
 TOTAL AMOUNT CLAIMED -------------------------           288.00   |
    ADVANCE OUTSTANDING ---              0.00                      |
    ADVANCE APPLIED -------              0.00               0.00   |
                                                  ==================   |
 NET TO TRAVELER (GOVT) -----------------------          288.00   |
=====================================================================+=====================
 Copyright 1989-2004 Gelco Information Network GSD, Inc.            |8)
====================================================================| A VOUCHER N
 I certify that this A Voucher is true and correct to the be        |
 of my knowledge and belief, and that payment or credit has         | SCHEDULE NO:
 not been received by me. I hereby assign the United States         |
 any right I may have against any parties in connection, with       | CERTIFIED BY:
 reimbursable transportation charges described above, pur-          |
 chased under cash payment procedures (41 CFR Part 301-10).         |
                                                                    |
 7)TRAVELER SIGNATURE                        DATE                   | DATE:
=====================================================================+=====================
 This A Voucher is approved.  Long distance telephone call          |10)
 if any, are certified as necessary in the interest of the          |CASH RECEIPT DATE
 Government.  (Note: If long distance telephone calls are           |
 included, the approving official must have been authorized         | AMOUNT
 in writing by the head of the department or agency to so           |
 certify (31 U.S.C. 680a)).                                         | SIGNATURE
                                                                    |
 9)APPROVED,  Ventimiglia,Cheryl,                      DATE         |
                                                                    |
                                                                    |
                                                                    |
=====================================================================================
```

(11)ITINERARY AND TRANSPORTATION EXPENSES - TRIP NO 1

DATE	TIME	DEPARTED/ARRIVED LOCATIONS	MODE	COST	DESCRIPTION
05/01/2006		D-RES: ,			
05/01/2006		A-SAN DIEGO,CA			
05/01/2006			AIR	110.00*	Airline Flight
05/05/2006		D-SAN DIEGO,CA			
05/05/2006		A RES: ,			
05/05/2006			AIR	110.00*	Airline Flight
		TOTAL TRANSPORTATION EXPENSES		220.00	

(12)SUBSISTENCE AND OTHER REIMBURSABLE EXPENSES

DATE	ACTUAL LODGING	LODGING ALLOWED	MEALS B L D	M&IE ALLOW	P-DIEM RATE	OTHER EXPENSES	AMOUNT
05/01	0.00	0.00		48.00	127/64		0.00
05/02	0.00	0.00		64.00	127/64		0.00
05/03	0.00	0.00		64.00	127/64		0.00
05/04	0.00	0.00		64.00	127/64		0.00
05/05	0.00	0.00		48.00	127/64		0.00
		0.00		288.00			0.00

===(13)COMMENTS:===

VER=CIV===RATE TBL DATE=03/01/06===

* Expense not claimed for reimbursement.

Exception to SF 1012

NOTE: Falsification of an item in an expense account works a forfeiture of claim (28 U.S.C. 2514) and may result in a fine of not more than $10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287; i.d. 1001).

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information on this form is authorized by 5 U.S.C. Chap. 57 as implemented by the Federal Travel Regulations (41 CFR 301-304), E.O. 11609 of July 22, 1971, E.O. 11012 of March 27, 1962, E.O. 9397 of Nov. 22, 1943 and 26 U.S.C. 6011(b) and 6109. The primary purpose of the requested information is to determine payment or reimbursement to eligible individuals for allowable travel and/or relocation expenses incurred under appropriate administrative authorization and to record and maintain costs of such reimbursements to the Government. The information will be used by officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, local, or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee, the issuance of a security clearance, or investigations of the performance of official duty while in Government service. Your Social Security Account Number (SSN) is solicited under the authority of the Internal Revenue Code (26 U.S.C 6011(b) and 6109) and E.O. 9397, Nov. 22, 1943, for use as a tax payer and/or employee identification number; disclosure is MANDATORY on vouchers claiming travel; and/or relocation allowance expense reimbursement which is, or may be, taxable income. Disclosure of your SSN and other requested information is voluntary in all other instances; however, failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.

|Miller, James 336151

	DATE	DESCRIPTION	COST
[] 1.	05/01/2006	AIR Airline Flight	110.00
[] 2.	05/05/2006	AIR Airline Flight	110.00

```
==============================================================================
  04/19/06        LOCAL VOUCHER                             San Francisco
  PAGE   1 ** Read Privacy Act On Last Page **   | Local V   TA000008413
==============================================================================
 1) NAME: Miller, James D.                   EMP#:    336151

    ADDR:                                    PHONE:   510/486-6132
                                             MAIL CD: 46R0125
          ,                                  ORG:
                                             TITLE:
    DUTY:                            TZ: 0   SEC CLR: 046
    RES:  ,                                  CARD:
    HOURS:  8
    Room            0270J                    Traveler Type    1
==============================================================================
 2) EXPENDITURES

                              DESCRIPTION                                          ADD
  DATE      TYPE FROM               TO                DIST   DIST RATE           COST  PER
 ---------- ---- ------------------|---------------- ----- ---------- ------------------  --
 04/19/2006 BART Bart                                                            6.20
 04/19/2006 BUS  Bus                                                             3.00*


   * Expense not claimed for reimbursement.

==============================================================================
 4) PROJECT ID                                              |5)FINANCE OFFICE
 --------------------------                                 |
 COM. CARRIER-408                                       3.00|
 TRANSPORT-409                                          6.20|
                                                ------------|
 CF-TRV01                                               9.20|
 CF.O.Valid Project.Travel General Expen.YN0100000.....     |
                                                            |
                                                            |
                                                            |
                                                            |
                                                            |
                                                            |
                                                            |
                                                            |

==============================================================
 6)TOTAL AMOUNT CLAIMED --------------                  6.20|
=============================================================+==================
Ver=CIV   Copyright 1989-2004 Gelco Information Network GSD, Inc.
=============================================================+==================
 I certify that this Local Voucher is true and correct to th |8)LOCAL V NO:
 of my knowledge and belief, and that payment or credit has  |
 not been received by me.                                    |
                                                             | CERTIFIED BY
 7)CLAIMANT SIGNATURE                          DATE          | DATE
=============================================================+==================
 This Local Voucher is approved.  Long distance telephone    |10)
 if any, are certified as necessary in the interest of the   |CASH RECEIPT DATE
 Government.  (Note: If long distance telephone calls are    |
 included, the approving official must have been authorized  | AMOUNT
 in writing by the head of the department or agency to so    |
 certify (31 U.S.C. 680a)).                                  | SIGNATURE
                                                             |
 9)APPROVED,  Ventimiglia,Cheryl,                     DATE   |
                                                             |
                                                             |
==============================================================================
```

Exception to SF1164

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information on this form is authorized by 5 U.S.C. Chap. 57 as implemented by the Federal Travel Regulations (FPMR 101-7), E.O. 11609 of July 22, 1971, E.O. 11012 of March 27, 1962, E.O. 9397 of Nov. 22, 1943 and 26 U.S.C. 6011(b) and 6109. The primary purpose of the requested information is to determine payment or reimbursement to eligible individuals for allowable travel and/or other expenses incurred under appropriate administrative authorization and to record and maintain costs of such reimbusements to the Government. The information will be used by officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, local, or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee, the issuance of a security clearance, or investigations of the performance of official duty while in Government service. Your Social Security Account Number (SSN) is solicited under the authority of the Internal Revenue Code (26 U.S.C 6011(b) and 6109) and E.O. 9397, Nov. 22, 1943, for use as a tax payer and/or employee identification number; disclosure is MANDATORY on vouchers claiming travel; and/or relocation allowance expense reimbursement which is, or may be, taxable income. Disclosure of your SSN and other requested information is voluntary in all other instances; however, failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.

|Miller, James 336151

	DATE	DESCRIPTION		COST
[] 1.	04/19/2006	BUS	Bus	3.00

APPENDIX B

ADDITIONAL RESOURCES

ASD Travel Services web site: http://travel.lbl.gov/

Travel Manager web page: http://travel.lbl.gov/TravelManager/

E-Mail Address: TravelHotLine@lbl.gov

Telephone Line: x4500

Frequently Asked Questions

Q. What is the protocol for the signature PIN?
A. The PIN is at least 8 characters long and contains at least one number or at least one alpha character and is case-sensitive.

Q Is it necessary to fill-in every field?
A. Travel Manager required fields are designated with a symbol ( ). LBNL also requires that you complete the Purpose and Type fields on the Itinerary screen.

Q. What do I do with my receipts?
A. Send receipts to Travel Services MS 937-500 along with printed receipt list. A receipt checklist is available as the last page of the printed voucher document (see Appendix A)

Q. What if there is no per diem listed for my location?
A. You must use the standard CONUS rate.

Q. When will I see my airline ticket purchase in Travel Manager?
A. Airline ticket information is updated each Friday for the prior week's ticket purchases.

Q. Can I make changes to my document after I have ended it?
A. After a document has been signed you can do an Adjustment.

Q. Can the administrative person also receive e-mail notification from Travel Manager?
A. No, only the traveler will receive e-mail notices regarding document status and only the approver receives notice of a document awaiting their signature.

Q. What if the traveler does not have an LBNL e-mail address?
A. The traveler must obtain an LBNL address that can be set up to forward e-mail to their existing address.

Q. How do I prepare documents for a guest who does not have an LBNL employee ID?
A. Contact Travel Services to obtain a guest ID number for Travel Manager (see Chapter 7).

Q. How do I adjust per diem when meals are provided at a conference?
A. On the Lodging Details tab of the Expense Details for Lodging screen click in the checkboxes for the meals provided.

Q. What if the hotel exceeds the Conus rate and fails the audit?
A. Justification comments must be provided in order for approval to be considered. The audit will continue to fail but will proceed if comments are entered.

Q. How do I reimburse the Lab for expenses that have been paid by another entity?
A. Make a check payable to the "UC Regents". Put the TA (Travel Authorization) number, and Project ID number on the check and mail it to OCFO Travel Services, Mail Stop 937-500.

Q. What if my approver is unavailable and my document doesn't continue routing?
A. Contact Travel Services to have your document re-routed to another approver.

Q. Why do I receive multiple approval notices for my foreign trip authorization?
A. You receive an e-mail from Travel Manager which indicates your TA has been approved by your division and has been entered into the accounting system. You may purchase airline tickets when this approval notice is received. If you are traveling on DOE funds you will also receive an e-mail notice from the DOE Foreign Travel Management System (FTMS) indicating DOE approval for your trip. (You may not travel on DOE funds until this approval is received.) You will also receive a notice of approval from the Travel Office containing travel advisories and trip report requirements.

Q. How do I get an advance?
A. Please send email to TravelHotLine@lbl.gov with your request.

Q. How do I pay a hotel that was direct-billed?
A. Third party or vendor payments such as registration fees are done by the Travel Office. Please send an e-mail to TravelHotLine@lbl.gove with your request.

APPENDIX C

DIRECT DEPOSIT OR AUTOMATIC CHARGE CARD PAYMENT

Direct Deposit

Your travel reimbursement can be automatically deposited to your bank account by filling out the ***Payroll Earnings/Travel Settlement Authorization*** form. You can find this form on the web at http://www.lbl.gov/Workplace/HumanResources/forms/payroll.html. A copy of the form follows.

Charge Card Reimbursement

You may also choose to have your travel reimbursement paid to your Laboratory-issued US Bank charge card.

APPENDIX D

FOREIGN TRAVEL INFORMATION

The following information should be entered on the "Itinerary" screen:

DESCRIPTION FIELD (Located in the Document Information screen):

For each itinerary provide details about the activities to be conducted. Include information on subject matter to be discussed on collaborations, titles or subject matter on presentations, papers, posters, etc.

If travel is for a formal Conference, Symposium, or Workshop, enter the official name of conference, workshop, etc. and provide URL address if applicable.

If DOE funded (salary and/or expenses), enter names and organizations of other personnel with whom the traveler is traveling as a team member.

REMINDER: Always enter city where business will be conducted or where the conference will be held, not the airport city.

COMMENTS AREA (Located in the Trip Information tab):

Enter the benefits of this trip to the Laboratory, program or project, DOE or traveler. Benefits should justify the need to travel.

Enter the host contact name and day phone number, including the country and city codes, and the name of facility to be visited for each itinerary.

If DOE funded (salary and/or expenses), enter the after hours point of contact name/hotel and telephone numbers during the traveler's stay for each itinerary.

If the employee's salary will not be charged to the same project ID, identify the project ID that will be charged. For non-DOE funded travel, or travel expenses paid by the host, enter the project ID that will be used for salary.

If another institution is paying for some/all of costs, enter the name of the institution and the amount.