

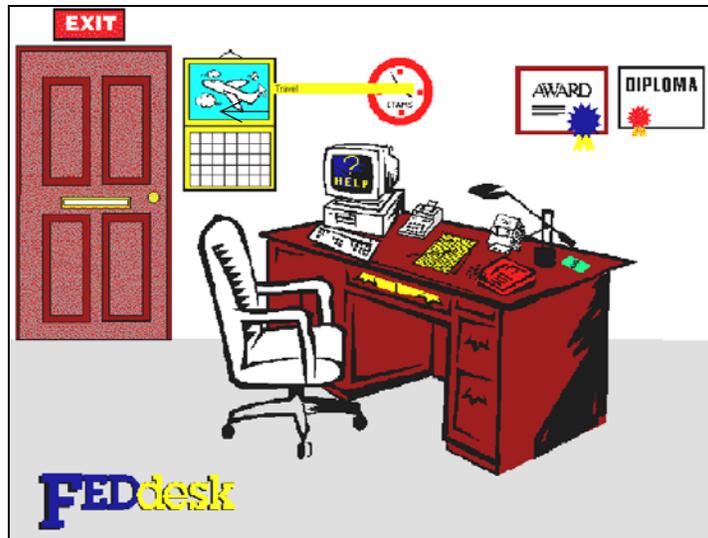
TMR

Travel and Miscellaneous Reimbursements

Creating a Blanket Authorization

August 2004

This manual is available for printing at <http://feddesk.gsa.gov>

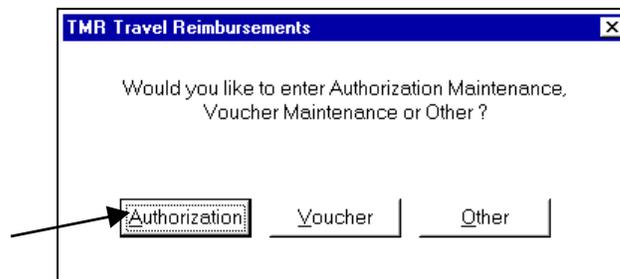


Choose the travel icon to begin.

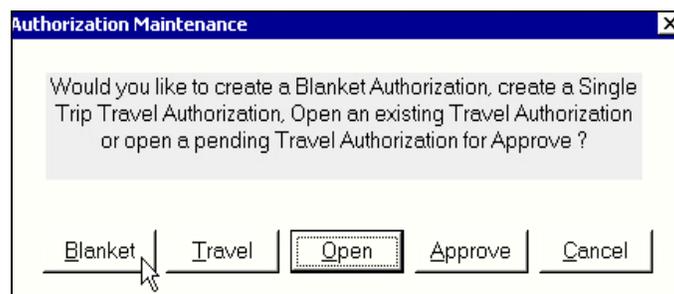
You will see a flash screen with information about the type of travel you “may not” voucher for in this system:

You may not use this system for Travel Reimbursements if:

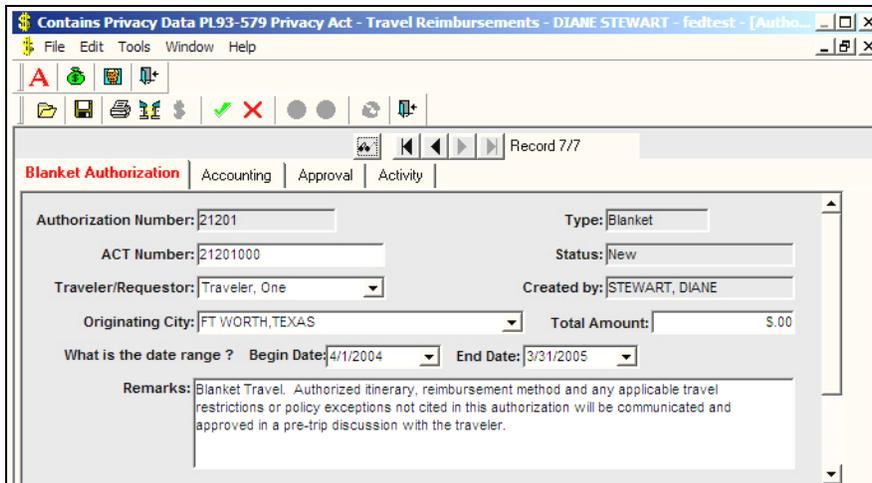
1. A 1038 cash advance was used.
2. Relocation expenses were involved.



To create a Blanket Authorization, choose Authorization.

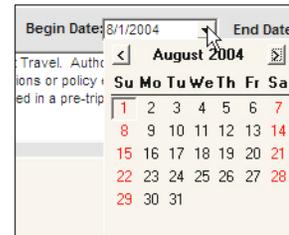


Choose Blanket.

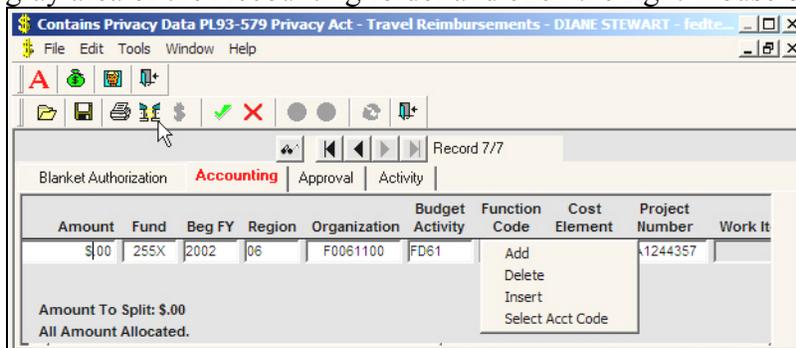


- Overtyping the number in the ACT Number field with the assigned ACT number, if needed.
- Click on the Traveler/Requestor field and choose the name of the Traveler for this Authorization.
- Enter the Originating City or choose from the drop-down list.

- Enter the beginning and ending dates of the trip.
To enter a date anywhere in TMR, click the down arrow in the date field to display the monthly calendar of the date entered in the field. If the field is blank, the current monthly calendar displays. To change the month, use the left < and right > arrows at the top of the calendar. Then, click on the day of the month to be entered in the field. Alternately, you can enter the date in the format M-D-YY (e.g. 5-24-04) using the dash – between the month and day



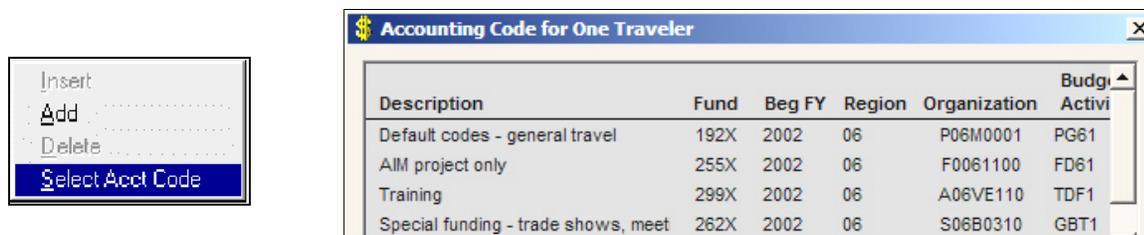
- Enter any needed Remarks. This field is 480 characters.
- Click the Accounting tab and either click on the Add Accounting Code icon OR place the mouse in the gray area of the Accounting folder and click the right-mouse button.



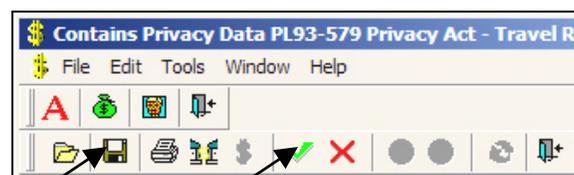
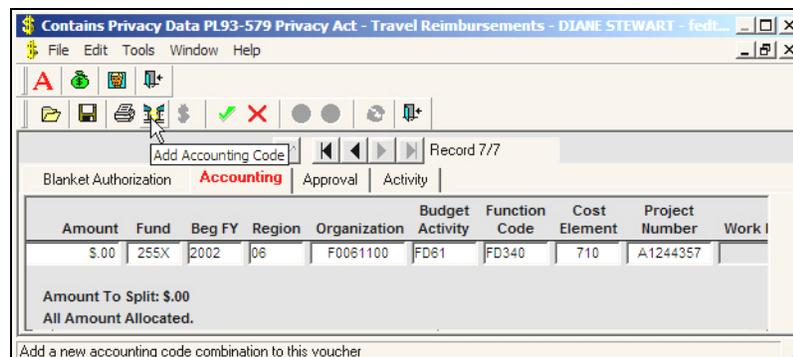
- Enter the necessary Accounting information. Use the Tab key to move from field to field. For Blanket Authorizations, the Total (Estimated) Amount is optional for GSA employees. Employees of other Agencies should verify their Agency policy.

Note: The Accounting folder is customized for your Agency and may look different than the sample shown here. However, entering data into the folder is the same.

Note that there is another option available on some systems. Accounting information (up to 5 different lines) can be entered into an employee’s personal User Maintenance file. After the personal data has been entered, go to the Accounting folder. Right mouse click and choose ‘Select Acct Code’ to display all Accounting codes that have been entered for this Traveler. Choose the Accounting code desired and click OK.



Alternately, choosing the Add icon will add a blank line for manual entry of Accounting information.



1 2

When finished: (1) Save your work and (2) Submit the Authorization by clicking on the Submit icon (green checkmark).



From the drop-down list, choose the person who will perform the first approval and click OK.

When an Authorization is Submitted for Approval, a message displays to inform the Authorization Creator that an email message is being created for the Approver. Then, after saving the record, TMR sends an email message to the Approver.

Here is a sample email message that is sent to the Approver.

From: FEDdesk.Notification@gsa.gov [SMTP:FEDDESK.NOTIFICATION@GSA.GOV]
Sent: Friday, July 30, 2004 11:28:41 AM
To: Andrea.Burgin@gsa.gov
Subject: Blanket authorization GS1021FI517069 ready for approval
Auto forwarded by a Rule

Blanket authorization number GS1021FI517069, created by DIANE STEWART, was submitted to you for approval.

Please review this authorization as soon as possible.

<http://FEDdesk.gsa.gov>

This message is system generated. Please do not reply.

Blanket Authorization Reminders	
1	<u>Tab</u> out of a field after entry for update to occur.
2	<u>Save</u> your work before exiting a record.
3	<u>Save</u> your work before submitting the Authorization.
4	<u>Right mouse click</u> to add or delete a line.
5	‘New’, blank Authorizations that have no added entries are Saved, even when you Close (X) without Saving.
6	After an Authorization has been submitted for Approval, it is ‘View Only’.
7	An Authorization that has been submitted for Approval can be Redirected to another Approver by the TMR Coordinator. Or the Authorization can be rejected back to the Authorization Creator by the Approver.
8	Using the ‘Copy’ option is the easiest way to create a new Blanket or Single Trip Travel Authorization.
9	Authorizations that have not been vouchered against and have no TMR Advance request can be deleted by the Authorization Creator, the Traveler, the Approver or the TMR Coordinator.