

# TMR

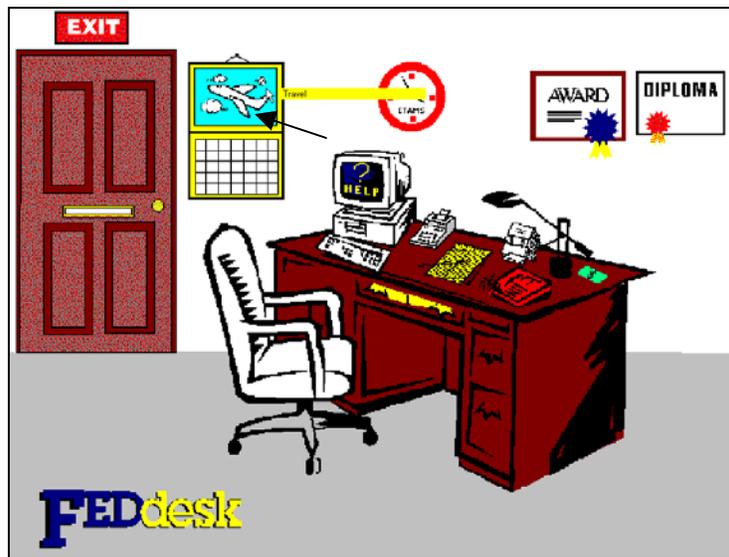
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## Travel and Miscellaneous Reimbursements

# Creating a Single-Trip (Travel) Authorization

August 2004

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

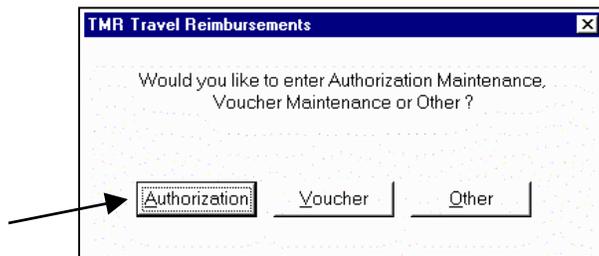


Choose the travel icon to begin.

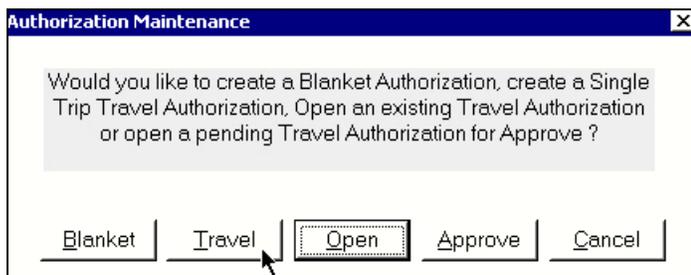
You will see a flash screen with information about the type of travel you “may not” voucher for in this system:

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 Single-Trip (Travel) Authorization, choose Authorization.



Choose Travel.

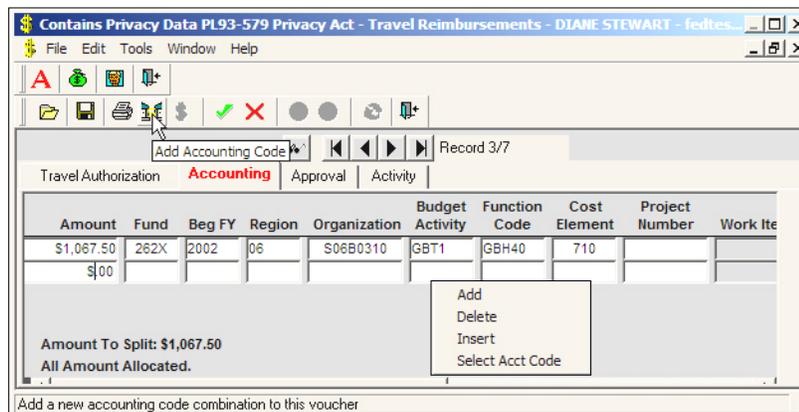
- Overtyping the number in the ACT Number field with the assigned ACT number if needed.
- Clicking in the Traveler/Requestor field and choosing the name of the Traveler for this Authorization.
- Entering the beginning and ending dates of the trip. To enter a date anywhere in TMR, click the down arrow 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 (eg. 5-24-04) using the dash – between the month and day
- Choosing the form of Major Transportation from the drop-down list. Entering the estimated amount of the ticket. If 'Airline' is the mode of transportation, entering the Airline Ticket Fee amount. Clicking the Corporate Account box if this cost is being charged to a central account rather than to the Traveler.
- From the drop-down list, selecting the Purpose of the Trip (required).
- The Max Authorized Amt and Total Amt fields are automatically calculated.
- For 'Cash Advance Other Than Bankcard?' see 'Entering an Advance Request'.
- Checking the appropriate boxes if any items for this trip will be for Actual Expenses or are Non-Federal Sponsored.
- Entering any Remarks that are needed (explanations, restrictions, etc.). Max 480 characters.
- In the Destination area, clicking your right-mouse button and ADD a line. Typing in the destination (city, state), or using the drop-down list and then entering the dates of the stay. You may add as many destinations as you wish. Tabbing out of the 'Destination' fields so that the

information entered can be used for calculation of total expenses. The Amount fields will automatically fill in with the totals of the per diems for the destination.

(NOTE: If you type in a destination not recognized by the system, you will be prompted that it will use CONUS rate. You will also be prompted that if this destination should not use CONUS rates, to contact the FEDDESK HELPDESK and have the destination added.)

- If you have any special circumstances (adjusted per diem rates, meals/lodging provided) click on the highlighted words (Lodging, M&IE) above the amount fields to make your adjustments. Remember, these are total amounts and not per day.
- Under Local Travel, right-mouse click and ADD lines for any other expenses (taxi, mileage, car rental, phone calls, etc.) at your destination that are not included in per diem costs.

Go to the Accounting tab and either click on the Add Accounting Code icon OR place the mouse in the gray area inside the Accounting folder and click the right-mouse button and Add a line.

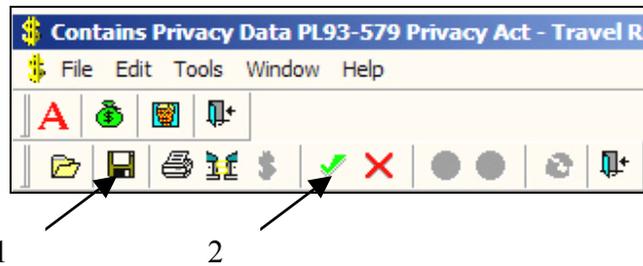
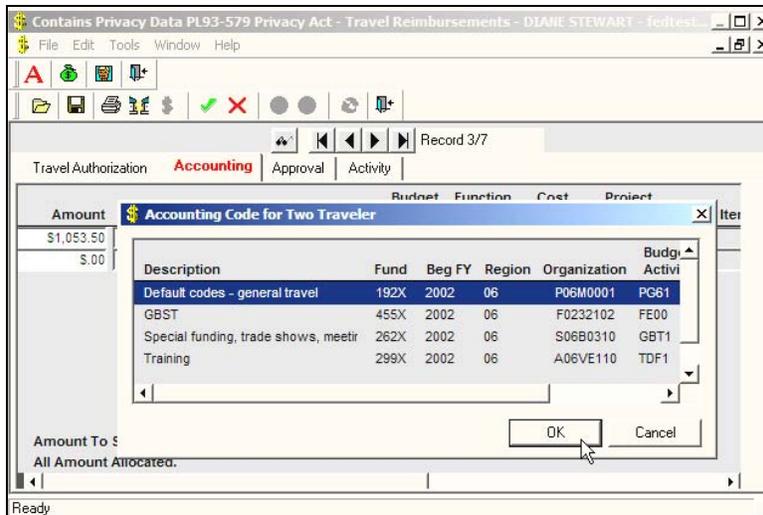


**Note:** The Accounting folder is customized for your Agency and may look different than the sample shown here. However, entering data into the folder is the same.

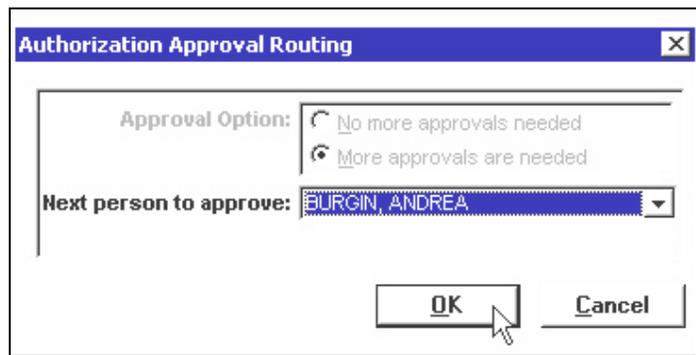
Enter the necessary Accounting information. For Single Trip Authorizations, the Total (Estimated) amount of the trip must be allocated to one or more Account Codes before submitting the Authorization for approval.

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Note that there is another option available on some systems. Accounting information (up to 5 different lines) can be entered by the employee or the TMR Coordinator 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.



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:

From: FEDdesk.Notification@gsa.gov [SMTP:FEDDESK.NOTIFICATION@GSA.GOV]

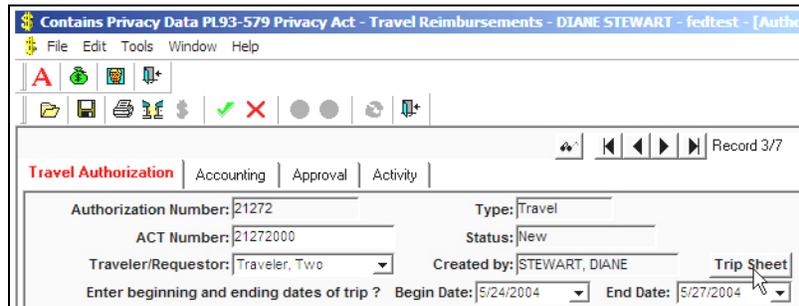
> Sent: Friday, July 30, 2004 12:56:43 PM  
 > To: andrea.burgin@gsa.gov  
 > Subject: **Travel authorization GS1021FI517071 ready for approval**  
 > Auto forwarded by a Rule  
 >

Travel authorization number GS1021FI517071, 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.



A Trip Sheet can be printed at any time by selecting the Travel Authorization folder and clicking the 'Trip Sheet' button.

Trip Sheet for Two Traveler				
FOR OFFICIAL USE ONLY				
Destination Summary:		Start	End	Lodging
KANSAS CITY.KANSAS		05/24/2004	05/27/2004	\$264.00
				Meals
				\$150.50
ACT Number:	21272000			
Major Transportation:	Airline	\$380.00	Airline Ticket Fee:	\$14.00
Per Diem Rates				
	MI&E	\$43.00 x 75% Travel day		\$32.25
		\$43.00 x 2 Full days		\$86.00
		\$43.00 x 75% Travel day		\$32.25
	Lodging	\$88.00 x 3 Full days		\$264.00
Other				
	Other			\$35.00
	POV			\$26.00
	Car Rental			\$198.00
Allowed Advance:				\$0.00
Remarks:	IT quarterly meeting			

## Single Trip (Travel) 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.