

TMR

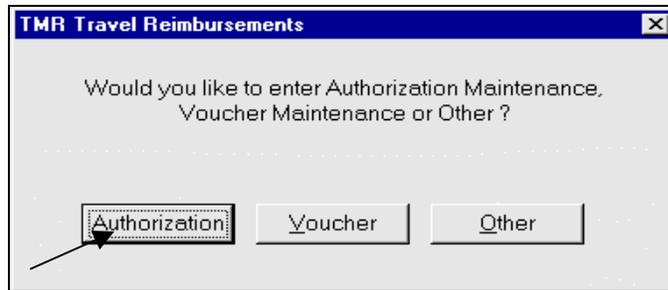
Travel and Miscellaneous Reimbursements

Creating a New Authorization Using the ‘Copy’ Option

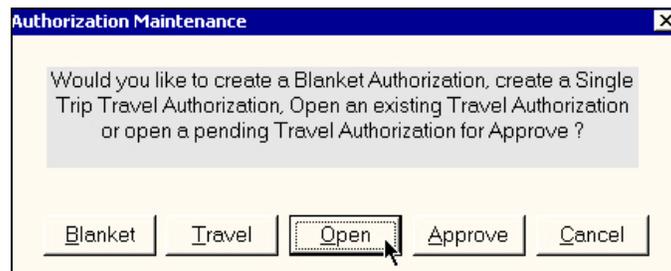
August 2004

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

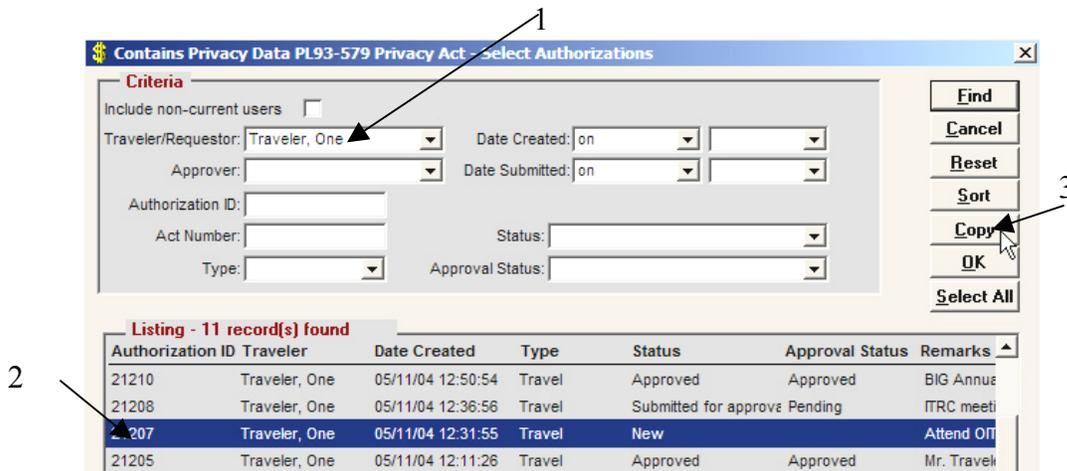
The Travel Authorization Creator can copy an existing Authorization to create a new Authorization for a different traveler. After copying the Authorization, all fields can be modified. Any Authorization (Blanket, Travel) in any status can be copied. This is an easy way to create many blankets covering the same time period or create many Travel Authorizations for a group of people with the same travel plans.



Enter TMR and choose Authorization.



Choose OPEN



- (1) Search on the name of the person whose Authorization you wish to Copy.
- (2) At the Select Authorization screen, highlight the Authorization to Copy.
- (3) Click **Copy**.

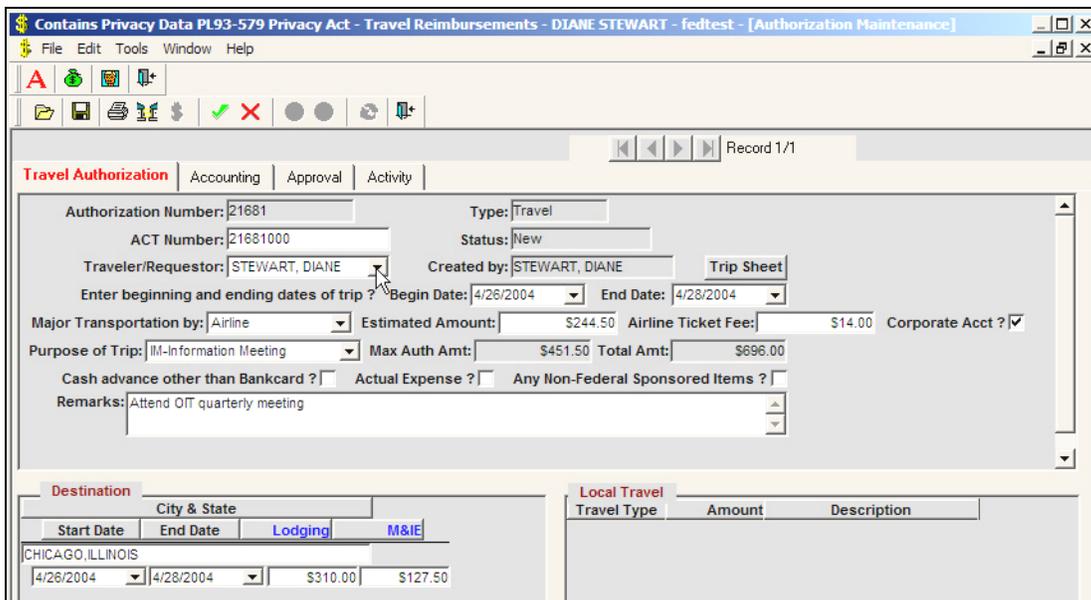
You may also open the Authorization and then select 'Copy' from the File menu from the new screen.



You are prompted to confirm.



Your 'Copy' will show on the Select Authorization screen. Click OK and then click OK again to open the new record.

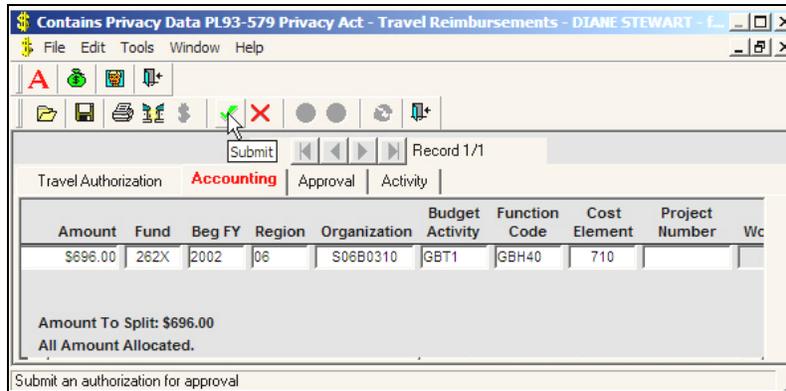
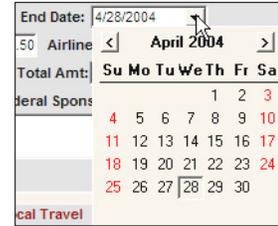


The New Authorization will show the Authorization creator's name in both the 'Created by' and Traveler name fields. Change the Traveler name to the correct name and make any other changes necessary.

The Authorization and ACT Number is a new, system generated number for this Authorization. Change any other information as needed.

If any dates need to be changed, click in the date field.

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



Change Accounting information as needed.

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.

When you are finished, Save your work and Submit the Authorization for Approval.

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.