

# TMR

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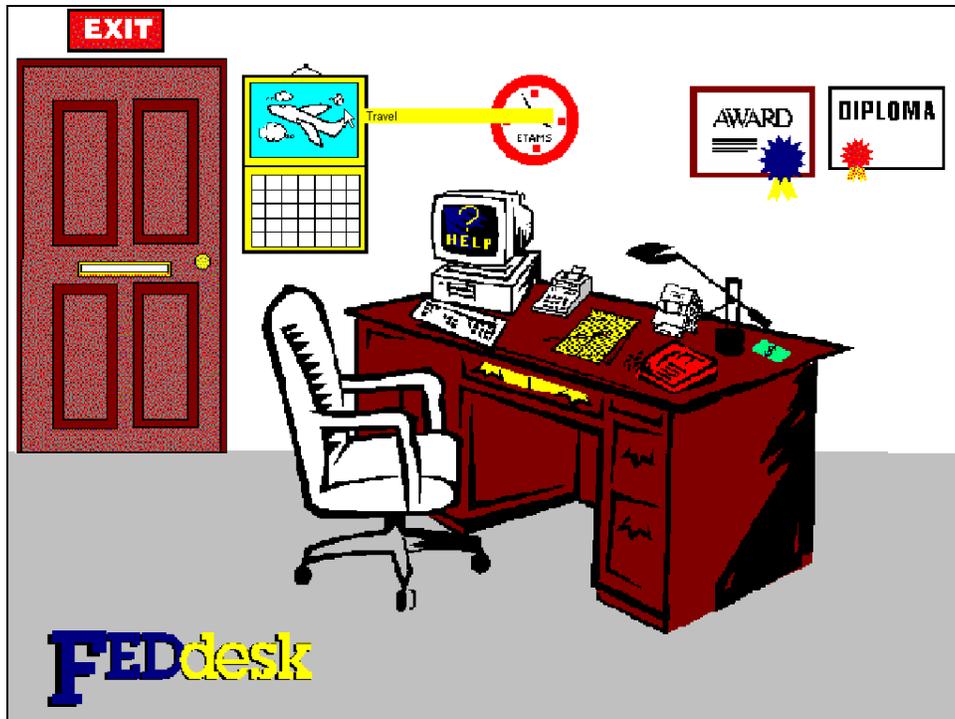
## Travel and Miscellaneous Reimbursements

### Preparing a Travel Voucher

- Creating a Voucher Using the Wizard
- Creating a Voucher Manually
- Completing the Voucher
- Submitting the Voucher
- Government Bankcards

August 2004

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

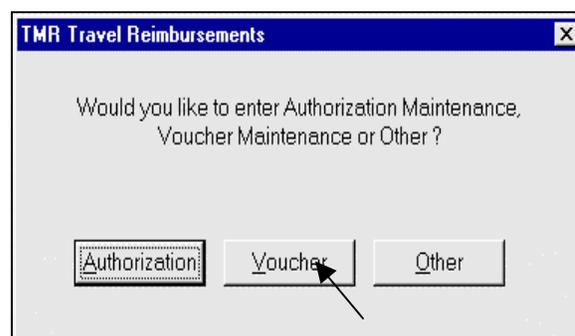


Choose the travel icon to begin.

A flash screen with information displays 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.



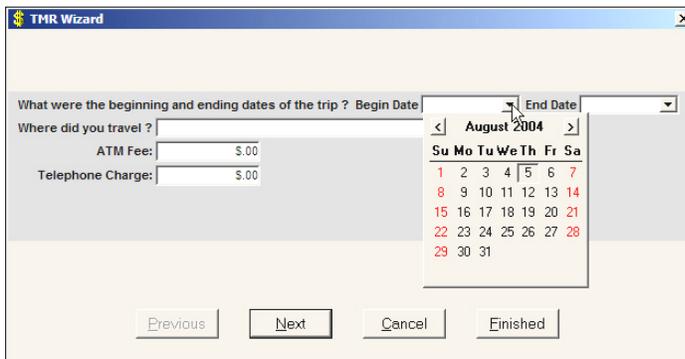
Choose Voucher.



Choose WIZARD or MANUAL to create a new voucher. Wizard is the most common way to create a voucher when linking to a Blanket Authorization. Manual is most often used when linking to a Single Trip (Travel) Authorization.

**Creating a Voucher Using the Wizard:** Here is what you will see when you select Wizard:

The Wizard asks questions to create a Travel Voucher. Simply respond to the questions. 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



This first Wizard screen asks about the dates, destination and some charges of your trip. The per diem tables are loaded into the system, so TMR will search for the destination as you type. Or, you may also click on

the down arrow and choose the destination from the entire list.

Note: If your destination is not listed, you will be asked if your travel destination was under the CONUS rate. If 'Yes', the CONUS rate is applied for you. Then, click 'Next' to continue. If 'No', re-enter the destination or click cancel to leave the Wizard and notify FEDdesk Help Desk at [http://feddesk.helpdesk@gsa.gov](mailto:feddesk.helpdesk@gsa.gov) that the destination is not listed.

For the trip from home/office to airport, did you : (Choose one only)

Use a POV      Number of Miles ? | 25.00  
 Use Taxi or Shuttle  
 Does not apply

For the inquiry about how you arrived at the airport, choose one of the options. Any option other than ‘Does not apply’ will prompt further information about mileage and reimbursable cost. For mileage, the Wizard will calculate the dollar amount for you.

For the trip from airport to home/office, did you : (Choose one only)

Use a POV      Miles ? | 25.00    Parking Charges ? | \$45.00  
 Use Taxi or Shuttle  
 Does not apply

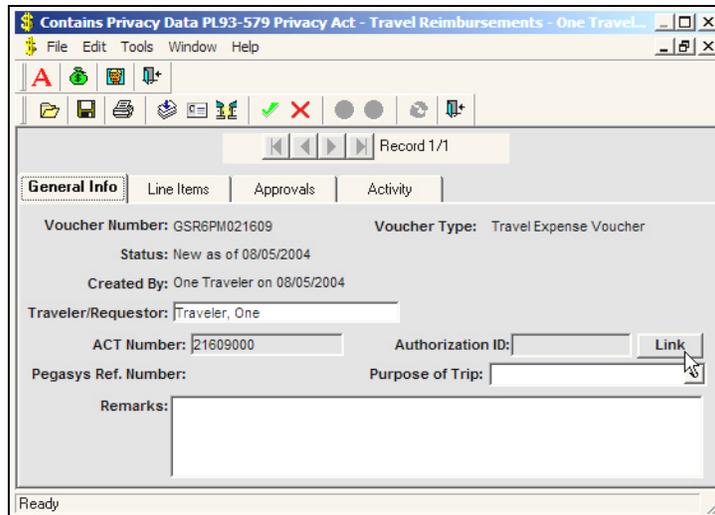
The next screen is information about how you left the airport on your return. For this example, POV was chosen. Now you are prompted for parking charges.

Were any of the following items charged to Corporate Account ?

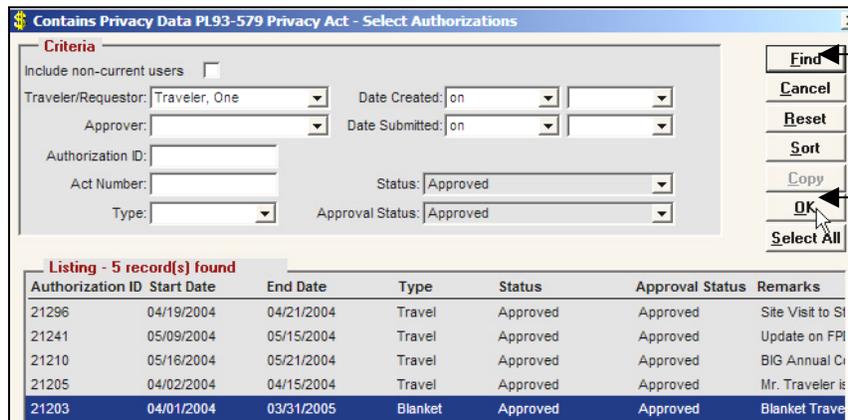
Airline Ticket	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	Amount   385.00	Airline Ticket Fee   \$18.00
Lodging	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A	Amount   620.00	Lodging Tax   \$72.25
Car Rental	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A		

This screen asks if the listed items were charged to a Corporate Account or ‘Not Applicable’. When the response is either ‘Yes’ or ‘No’, you are prompted for the amount. For lodging, the Wizard provides calculated per diem for the destination and the duration of your stay. You must edit the amount if not correct and add any applicable lodging taxes. The Wizard is now complete. After clicking the ‘Finished’ button, the General Information folder displays.



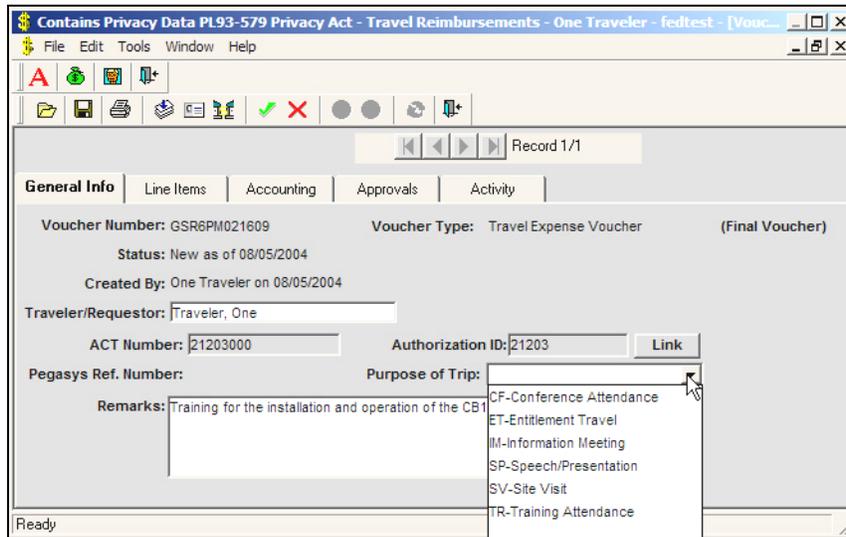
The Voucher Number and the ACT (Accounting Control Transaction) Number are system generated. Next, click on the LINK button to find and connect an Authorization to the voucher.



From the 'Select Authorization' window, click FIND. When the results appear, highlight (click once on) the Authorization for this trip and then click OK.

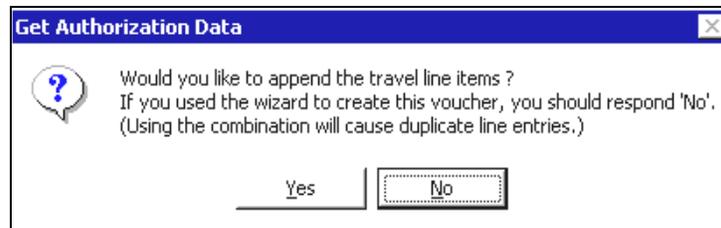
**Include non-current users:** Check this box when you are searching for voucher information for a user who no longer has access to TMR. When checked, the traveler list includes current and non-current users.

If you are linking your voucher to a Blanket Authorization, the 'General Info' folder displays.



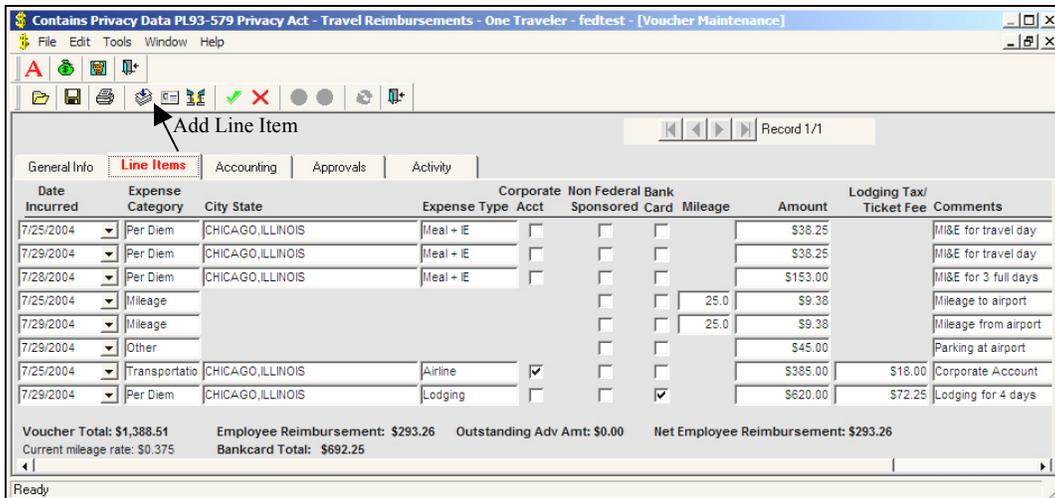
Complete the 'Purpose of Trip' by clicking the down arrow. This is a required field. When linking the voucher to a Single Trip Authorization, the 'Purpose of Trip' field is copied from the Authorization to the voucher. The Remarks field can be used for any information you want to enter regarding the trip.

When you are linking your voucher to a Travel (Single Trip) Authorization, the following message displays.



**CAUTION:** A 'Yes' response will cause duplicate Line Item entries (i.e. line items created from the Wizard and line items copied from the Travel Authorization). A 'No' response will allow the voucher to default to the information entered through the wizard or, if the wizard was not used, a blank voucher is created so that you may enter items manually.

Choose **NO** and then go to the Line Items folder.



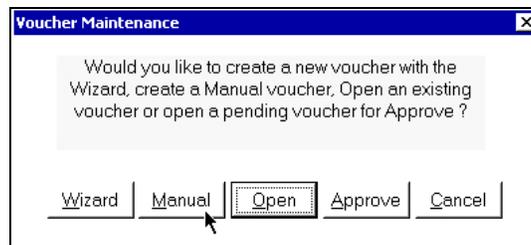
### Line Items Folder

All of your responses to the Wizard are already entered. Note that there are three lines for MI&E. Two lines for travel (3/4) days and one line for the full days. Lodging is also one line for all days and it has a field next to it for hotel taxes.

Notice that the bottom of the folder displays current values for the various totals of the voucher.

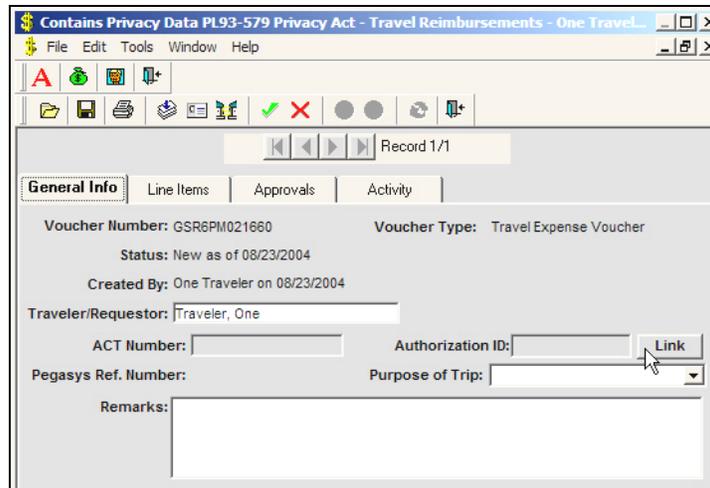
Now you can modify existing entries or enter additional information not entered by the Wizard. Add new items by either using the 'Add Item' icon  or clicking the right mouse button.

### Creating a Voucher Manually:

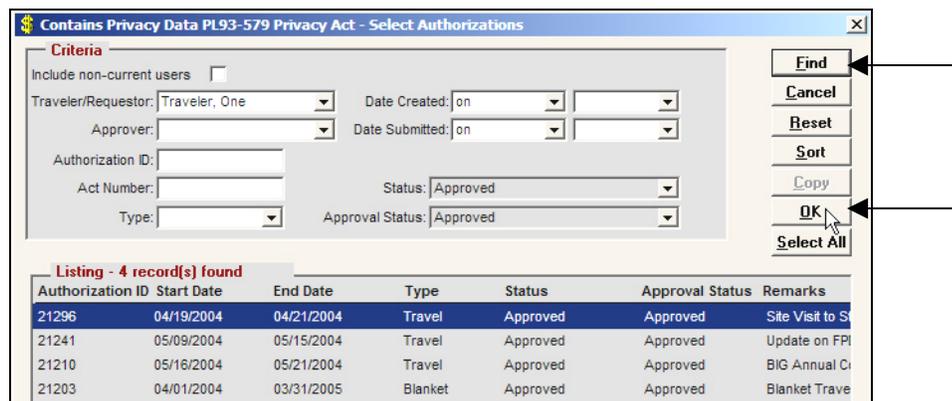


Chose MANUAL to create a new voucher. If you are linking this voucher to a Travel (Single Trip) Authorization, it may be easier to create the voucher manually and have TMR copy all information on the Authorization to the voucher. If you are linking this voucher to a Blanket Authorization, it is easier to use the Wizard since there is no specific information about this trip (destination, mode of travel, etc.) on the Authorization.

The General Info folder displays.



Enter Remarks that are pertinent to this trip. Next, click on the LINK button to allow selection of the Authorization for this trip.

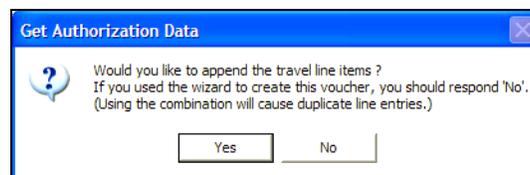


Click the Find button to display all Approved vouchers. Next, highlight the appropriate authorization and click 'OK'.

**Include non-current users:** Check this box when you are searching for voucher information for a user who no longer has access to TMR. When checked, the traveler list includes current and non-current users.

If you are linking your voucher to a Blanket Authorization, the 'General Info' folder displays.

However, if you are linking your voucher to a Travel (Single Trip) Authorization, the following message displays.

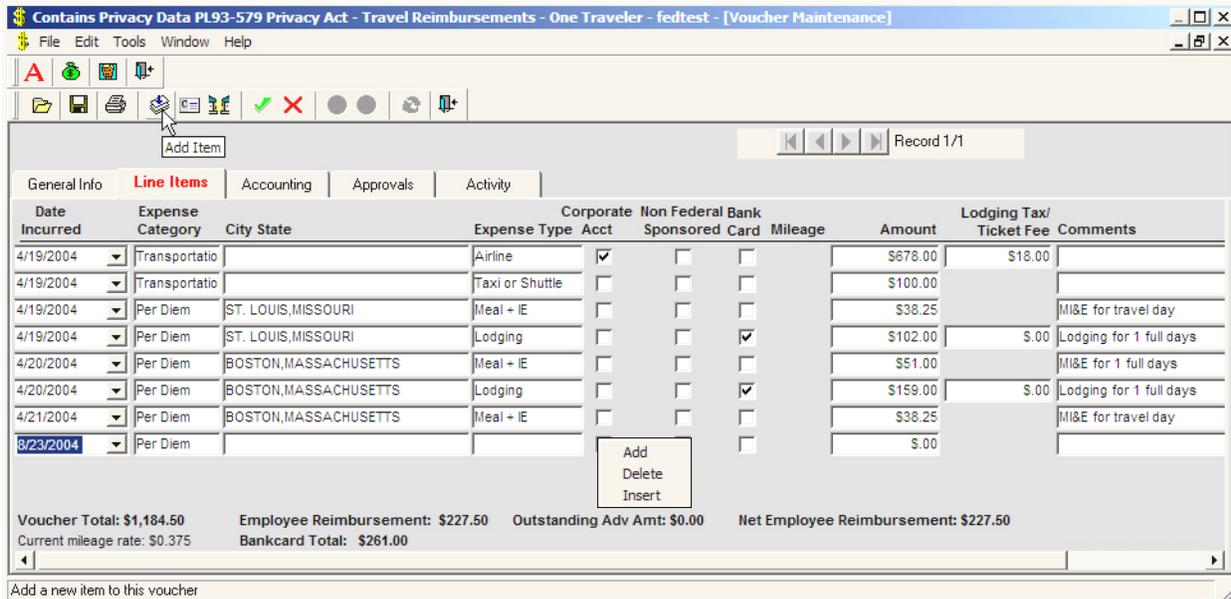


**CAUTION:** A 'Yes' response for a manually created voucher, copies the Line Item information that was entered on the Authorization.

A 'No' response will allow the voucher to default to the information entered through the wizard or, if the wizard was not used, a blank voucher is created so that you may enter items manually.

Because this is a voucher created manually and linked to a Single Trip (Travel) Authorization, a 'Yes' response is appropriate when the Single Trip Authorization has correct information that can be copied to the voucher. The 'General Info' folder displays. Notice that the 'Purpose of Trip' field is copied from the Single Trip Authorization.

Next, go to the Line Items folder.



For this example, the Line Items from the Travel Authorization were copied to this manually created voucher.

### Completing the Voucher:

Finish the Line Items folder after using the Wizard or Manually creating your voucher.

Verify that the existing information is correct. If not, correct as needed.

To add another entry, use one of the following methods:

- Place the mouse in the lower portion of the screen and click the right button
- Use the Add Item icon 
- Use the 'Add' option on the EDIT menu

Enter the date of your item (date must be within the dates of travel).



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

Note: Anytime the cursor is in a field that contains a selection, TMR will display a down arrow to open the list of selections

Next, choose an option from the Expense Category.

Your Expense Type is based on the Expense Category. If the Expense Category is

- Transportation - Expense Type choices are Airline, Car Rental, Train and Taxi or Shuttle,
- Per Diem – Expense Type choices are Lodging or Meal + IE
- ATM, Telephone Charge, Mileage or Other – there are no Expense Type choices

If you have an item that was directly billed to your Agency’s corporate account (i.e. airline ticket.), check the Corporate Account box. It creates the line but the amount, when entered, does not reflect in the reimbursement totals.

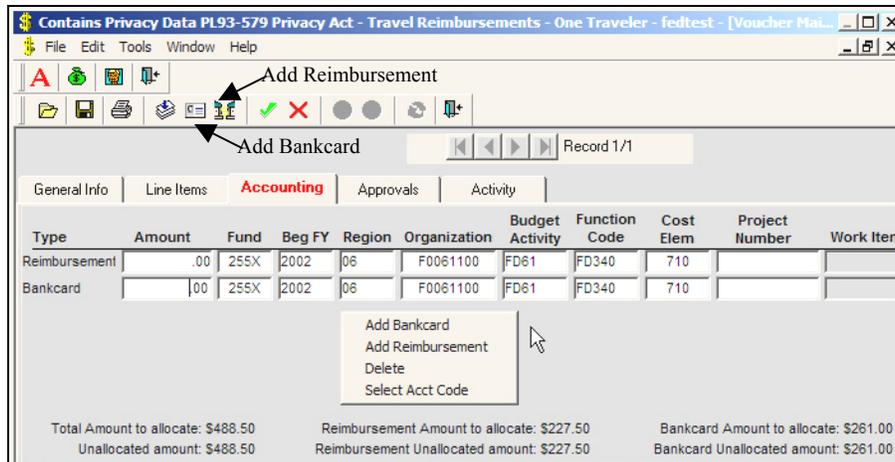
If a private institution paid for an item and the cost is not reimbursable to the employee, check the ‘Non Federal Sponsored’ box. The expense creates a line item and audit trail, but does not reflect in the reimbursement totals.

Check the ‘Bankcard’ box only if your Agency uses this feature and it applies to this expense. See the ‘Government Bankcard’ section that follows.

The Comment field is for Line Item explanations. Note that as the voucher is being built, the voucher Total is updated.

Also note that if you were allowed a TMR Advance, the Net Employee Reimbursement is a result of your reimbursable Line Items minus your outstanding Advance. Check your Agency policy to see if TMR Advances are allowed.

When your Line Items are complete, click on the Accounting tab.



After linking a voucher to an Authorization, Accounting information displays. You may use the information displayed, edit it or add more lines. Accounting information can be added three ways: icons at the top of the screen (i.e. Add Bankcard and Add Reimbursement), drop down menu and clicking the right mouse button from the Accounting folder area and choosing 'Add'. You may add as many lines as needed to allocate your funds.

**Note:** When adding more Accounting lines, there is another option available on some systems. You may enter up to five different Accounting lines in your personal User Maintenance file. By choosing 'Select Acct Code', your personal file will be displayed and you may choose any of the pre-defined lines.

Voucher payments can be made to the employee (Reimbursement) and/or directly to the Government Bankcard company (Bankcard). If items are marked as Bankcard items in the Line Items folder, then a 'Bankcard' line is created in the Accounting folder with the Amount being the total Line Items that are checked for Bankcard payment. The amounts to allocate to Reimbursement and Bankcard types are shown at the bottom of the screen.

When allocating voucher expenditures, follow these guidelines:

- All expenses must be allocated before a voucher can be submitted.
- If there is an outstanding Advance amount, the Advance must be liquidated before any Bankcard payments or employee reimbursements are made.
- The Bankcard payment must be equal to and can be greater than the Bankcard amounts listed in the Line Items folder.
- Employee Reimbursement can be zero when the total amount of the voucher is allocated for Bankcard payment or Advance liquidation.

## Submitting the Voucher:

A voucher cannot be submitted until all funds have been allocated. In addition, only the Traveler can submit his or her own voucher. A Designated Assistant can complete a voucher for a Traveler, but only the Traveler can submit the voucher for approval. When your voucher is complete, click on the green 'checkmark'.

Type	Amount	Fund	Beg FY	Region	Organization	Budget Activity	Function Code	Cost Elem	Project Number	Work Item
Reimbursement	227.50	255X	2002	06	F0061100	FD61	FD340	710		
Bankcard	261.00	255X	2002	06	F0061100	FD61	FD340	710		

Total Amount to allocate: \$488.50      Reimbursement Amount to allocate: \$227.50      Bankcard Amount to allocate: \$261.00  
Unallocated amount: \$0.00      Reimbursement Unallocated amount: \$0.00      Bankcard Unallocated amount: \$0.00

A window with a drop down menu will display your choice of Approvers.

Approval Option:  No more approvals needed  
 More approvals are needed

Next person to approve: Approver, One

OK Cancel

Select an Approver and press OK. If an Approver's name is not in the drop down box for selection, contact your TMR Coordinator to have the name added to your list

When a voucher is Submitted for Approval, TMR automatically sends an email message to the Approver. And, when the voucher receives Final Approval, the Traveler is notified, via email, that the voucher has been sent to Accounting for payment. If the voucher has been Rejected, the voucher is returned to you for changes to be made.

**You must save your work!** Nothing is kept or forwarded without saving. In fact, it is a good idea to save your work several times during the creation of the voucher because program edits are performed during the Save process to check your entries.

When a voucher is Submitted for Approval, a message displays to inform the Traveler that an email message is being created for 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, August 30, 2004 11:28:41 AM  
To: Approver1@gsa.gov  
Subject: Travel voucher GS1021F1517081 ready for approval  
Auto forwarded by a Rule

Travel voucher number GS1021F1517081, has been submitted for approval by Traveler 1.

Please review this voucher as soon as possible.

<http://FEDdesk.gsa.gov>

This message is system generated. Please do not reply.

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### **Government Bankcards:**

Another feature that is available to some Agencies is the Bankcard option. If your Agency provides Government Travel Cards to employees and you paid for any travel items using a Government Travel Card, TMR may pay item amounts directly to the Bankcard company for you when these items are checked on the voucher. When creating a voucher, the Bankcard option will work differently, depending upon your Agency.

- Option 1 (GSA): When a voucher is linked to a Travel Authorization, Lodging and Car Rental are automatically checked as Bankcard items. These items appear in the Bankcard Total and are allocated to be paid directly to the Bankcard company in the Accounting folder. However, the Bankcard column can be unchecked (or checked) in the Line Items folder. The Accounting folder will have 2 Types of lines, Reimbursement (to the employee) and Bankcard. These amounts will be paid directly to either the employee or the Bankcard company.
- Option 2 (Most Other Agencies) – When a voucher is linked to a Travel Authorization, no Line Items are automatically checked as Bankcard items. However, the Bankcard column can be checked (or unchecked) in the Line Items folder for any items charged to the Bankcard. The Accounting folder will have 2 Types of lines, Reimbursement (to the employee) and Bankcard. These amounts will be paid directly to either the employee or the Bankcard company.
- Option 3 – Government Bankcards are not issued to employees or your agency does not use the Government Bankcard feature in TMR. Do not use the Bankcard box in the Line Items folder. Do not create any Bankcard lines in the accounting folder because your Agency does not pay the government credit card expenses through TMR. The total travel reimbursement is paid directly to the employee.

Verify your Agency policy before using the Bankcard column.

The Bankcard column may be checked to have items paid directly to the Credit Card Company.

Date Incurred	Expense Category	City State	Expense Type	Corporate	Non Federal Bank Sponsored	Card	Mileage	Amount	Lodging Tax/Ticket Fee	Comments
5/16/2004	Transportatio		Airline	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$455.00	\$18.00	
5/16/2004	Per Diem	DENVER, COLORADO	Meal + IE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$35.25		MI&E for travel day
5/20/2004	Per Diem	DENVER, COLORADO	Meal + IE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$188.00		MI&E for 4 full days
5/20/2004	Per Diem	DENVER, COLORADO	Lodging	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		\$560.00	\$89.50	Lodging for 5 full days
5/21/2004	Per Diem	DENVER, COLORADO	Meal + IE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$35.25		MI&E for travel day
5/21/2004	Transportatio	DENVER, COLORADO	Car Rental	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		\$269.00		Rental for 4 attendees

Voucher Total: \$1,650.00    Employee Reimbursement: \$258.50    Outstanding Adv Amt: \$0.00    Net Employee Reimbursement: \$258.50  
 Current mileage rate: \$0.375    Bankcard Total: \$918.50

The Accounting folder may have a Bankcard row as well as a Reimbursement row.

Type	Amount	Fund	Beg FY	Region	Organization	Budget Activity	Function Code	Cost Elem	Project Number	Work Item
Reimbursement	.00	255X	2002	06	F0061100	FD61	FD340	710		
Bankcard	.00	255X	2002	06	F0061100	FD61	FD340	710		

Total Amount to allocate: \$1,177.00    Reimbursement Amount to allocate: \$258.50    Bankcard Amount to allocate: \$918.50  
 Unallocated amount: \$1,177.00    Reimbursement Unallocated amount: \$258.50    Bankcard Unallocated amount: \$918.50

When you submit  the voucher, a pop-up screen requests you to verify your Bankcard account number. If you've used this option before, TMR prompts you with the last four digits of the account number previously used. However, you can enter a new Bankcard number.

Click on OK to use the previous Bankcard number or uncheck the 'Use previous Bankcard' and then OK. You will be prompted to input and verify another Bankcard number.

<b>Travel Voucher Reminders</b>	
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 your voucher.
4	<u>Right mouse click</u> to add or delete a line.
5	Using the Wizard is the easiest way to prepare a voucher.
6	After using the Wizard, if you are linking to a Single Trip Authorization, say 'No' to appending line items from the Authorization because doing so will create duplicate entries.
7	When you choose 'Manual' to create the voucher, no matter which type of authorization you link to, you are allowed to add Voucher information manually.
8	Every voucher must be linked to an approved Authorization before it can be submitted for approval.
9	The 'Purpose of Trip' field is required. This field is copied to the voucher if linked to a Single Trip Authorization.
10	Use the 'Bankcard' option only if approved by your Agency.
11	Check periodically to see if you have any 'New' vouchers that have been created in error. If so, 'Delete' these records.
12	After a voucher is submitted, it cannot be retrieved to make changes. The Approver can 'Reject' the voucher so that it comes back to you for changes, or the TMR Coordinator can redirect the voucher to another approver, or you can 'Delete' the voucher and start over.