

TMR

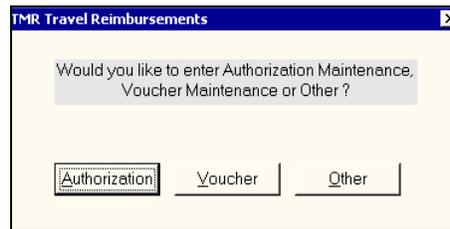
Travel and Miscellaneous Reimbursements

Opening Authorizations and Vouchers

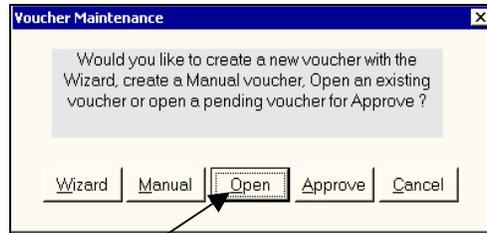
August 2004

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

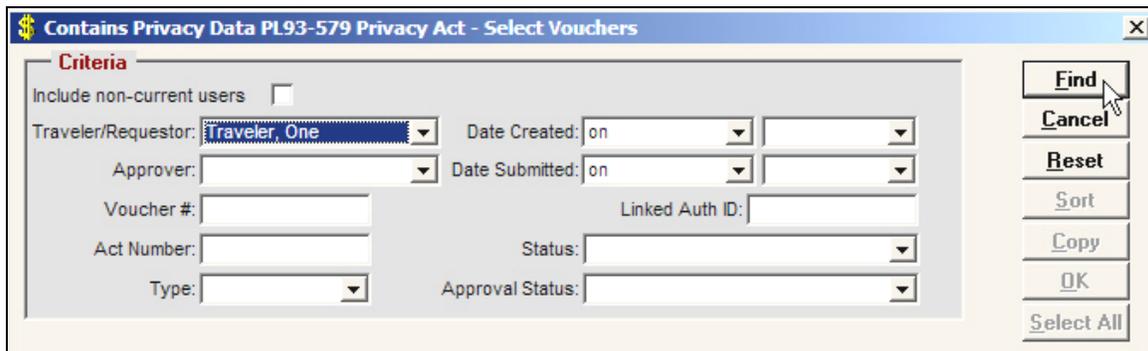
The steps for opening Travel Authorizations, Travel Vouchers and Miscellaneous Vouchers are the same. The examples shown here are for opening Travel Vouchers.



Choose Authorization or Voucher.



Click 'OPEN' at the prompt window.

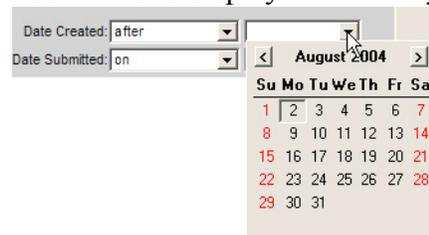


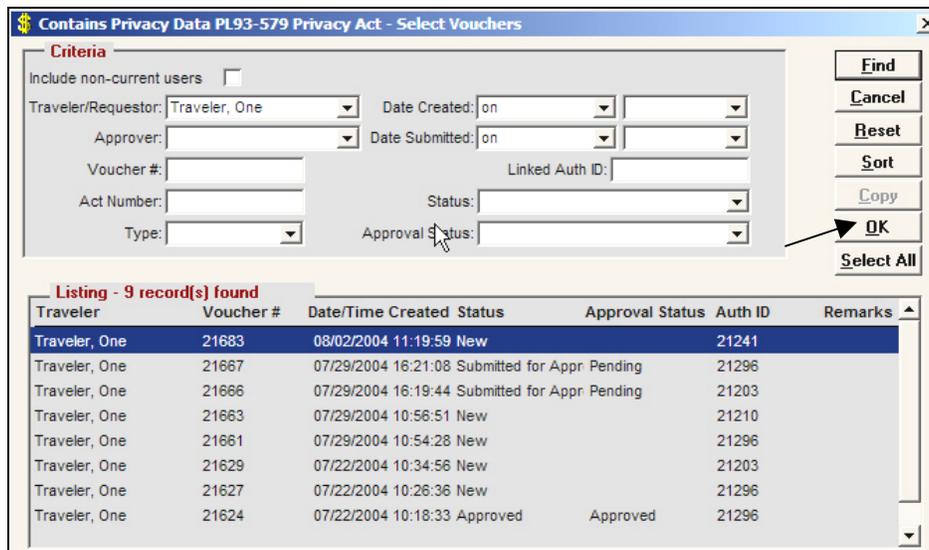
The needed parameters are already entered to search for your own documents. Just click the FIND button. Or, select any other criteria to narrow your search and then click the FIND button.

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 searching by date (Date Created or Date Submitted), the first field lets you select records created or submitted on, before or after a specific date. The next field lets you select the date.

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

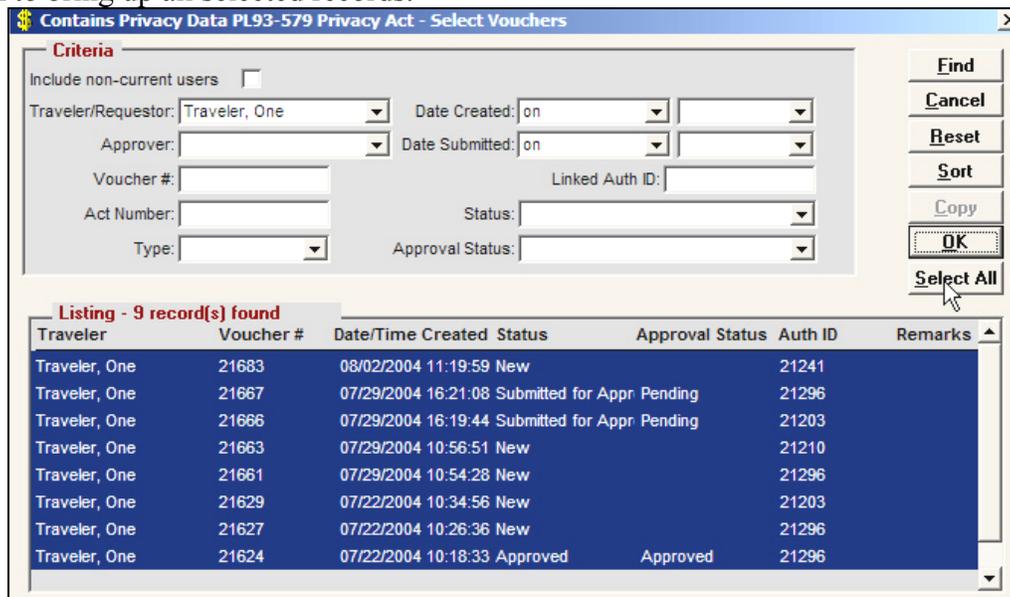




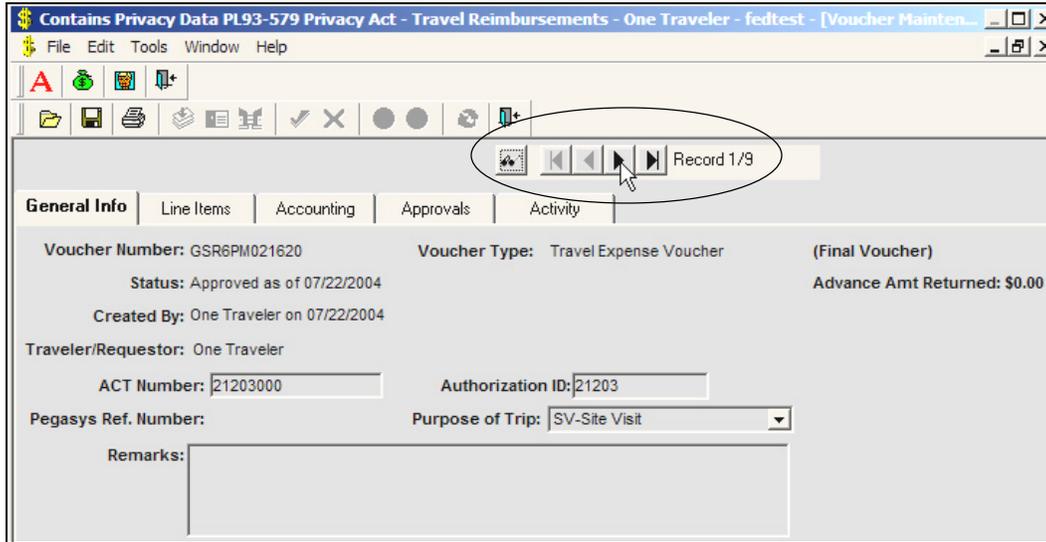
After your choices appear, choose the record you want by highlighting (click once) and clicking 'OK' or just double-click. Notice that the status of the voucher displays.

To view All records that are found, click the 'SELECT ALL' button. Alternately, multiple records can be selected. Highlight the first record, hold the **Control** key down and click on other records to view. Each record selected will be highlighted. Another way of selecting consecutive records is to highlight the first record, hold down the Shift or Control key and use the down arrow to highlight multiple records.

Click OK to bring up all selected records.



The first record displays. When more than one record is selected, forward and backward buttons are active to allow scrolling through each record.



OPENING AUTHORIZATION & VOUCHER REMINDERS	
1	No additional criteria needs to be entered from the 'Select Voucher' screen. Just click the 'FIND' button.
2	Use the Control key and click on multiple records or use the Control or Shift key and the down arrow to select multiple, consecutive records for viewing.
3	Use the 'SELECT ALL' button to view all records.
4	'Submitted' and 'Approved' records are 'View Only'. Only 'New' records can be modified.
5	The TMR Coordinator can Reject an Authorization or Voucher back to the creator for modification.
6	The TMR Coordinator can Redirect an Authorization or a Voucher to another Approver after it has been Submitted.