ETS Guide: Travel Voucher for General Unit Funded TDY

At a Glance Trips

Ve You can also locate your Authorization by clicking "Trips" then "Create Voucher" for the approved Authorization

Start a Travel Document	Bulletins
What would you like to do today? Make Reservations 🗸 Go	No urgent bulletins found.
To Do List	Pending Approvals
Create Voucher or Travel Authorization AIRSTA Port Angeles - Clinic coverage to Seattle, WA, United States departing 07-Nov-2021.	No pending approvals found.
11	Additional Notices
Find the Travel Authorization you are trying to	 No additional notices found.
complete a Voucher for then click "Create Voucher"	Make this my default page 🐔



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1 Basic Information

2 Expenses

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		~	~	~	~				

4 Summary

Extras Trips List

Printable Profile

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Click "Save and Next Step"

	TTP ID.	voucher ib. voucher type: incremental voucher status: New
Basic Information		
Type of Travel:		MISSION TRAVEL
Specific Travel Purpose:		AIRSTA Port Angeles - Clinic coverage
Trip Begin Date:		07-Nov-2021
Trip End Date:		18-Nov-2021
Claim Expenses Between:		
Begin Date:		07-Nov-2021
End Date:*		18-Nov-2021 Terify/Enter travel "End Date"
Document Number:		(System Assigned)
For this trip this is the:*		Select One 🗸
*Required		Select One Final Voucher
		Select "Final Voucher" from the drop down
Save and Next Step	Save	

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1 Basic Information 2 Expenses	Step 2 : V	oucher Expenses 🧉						
3 Accounting	Traveler Name	e: Trip ID:	Voucher ID: 1 Voucher Type: Final	Voucher Status: Ope	n Voucher - Obligation Accepted			
4 <u>Summary</u>	📀 Basic Infor	mation has been successfully up	odated.					
Other Actions	-							
Remarks	Expense Inform	mation On	this page you will Add/Modif	y all of your	reimbursable expe	enses		
Attachments	Travel Charg	e Card: 25.40						
Printable Voucher	Traveler:	1017.81						
Compact Printable Voucher	Unassigned:	0.00						
View Cost Variance Summary	Amount:	1043.21						
Daily Expenses Summary	✓ Filter O	ptions						
ltinerary								
Trip History	Order by: D	ate Sort Ascending	g Sort Descending					
View Routing History	Date	Туре	Amount Description		Pay To	Alerts	Modify Copy Del	elete
Override Pay To	07-Nov-2021	Airfare	166.81 Commercial Plane expense generated fr	rom Confirmation Num	ber: TMEXAS Traveler		Modify Copy Del	elete
	07-Nov-2021	Lodging	0.00 Lodging expense in Port Angeles, WA, U	nited States including l	odging taxes		Modify	
Extras	07-Nov-2021	Meals and Incidentals	851.00 M&IE expense in Port Angeles, WA, Unit	ed States		//		
Trips List	07 N 0001	TMC Fee (Online with Air or			First select "woolity	on Lodg	ging Expense	
Create Trip Template	07-Nov-2021	Rail)	9.35 TMC Fee expense generated from Confi	rmation Number: TME	to enter daily lodgi	<mark>ng amou</mark>	nts	e
Delete Voucher	18-Nov-2021	Voucher Transaction Fee	16.05 Voucher Transaction Fee		Travel Charge			
Printable Profile					Card			
							Showing 1 - 5 of 5	
					Attachment:🕘 Remar	k: <mark>///</mark> Reduce	d:📑 Credit Card:	3m
	Add New Ex	pense				-	_	_
	Add Credit C	ard Expense						



1 Basic Information

2 Expenses

3 Accounting

4 <u>Summary</u>

Other Actions Remarks Attachments Printable Voucher

Compact Printable Vouch

View Cost Variance

Summary

Daily Expenses Sumn

ltinerary

Trip History

View Routing History Override Pay To

Extras Trips List

Create Trip Template

Delete Voucher Printable Profile

Lodging Expenses

Site: Port Angeles, WA, United States 🗸

Step 2 : Voucher Expenses 👩

Lodging Site: Port Angeles, WA, United States

IF the daily cost of lodging and taxes are the <u>same</u> every day click "Apply to All Displayed Expenses"

IF the daily cost of lodging and taxes <u>change</u> throughout your trip you can enter each day individually <u>(see slide 6)</u>

07 Nov 2021	Per Diem	104.00	0.00	104.00	0.00 Travelor	~			Modify Conv [
07-1000-2021	rer Diem	104.00	0.00	104.00					mouny copy i
08-Nov-2021	Per Diem	104.00	0.00	104.00	0.00 Traveler	~			<u>Modify</u> <u>Copy</u> <u>I</u>
09-Nov-2021	Per Diem	104.00	0.00	104.00	0.00 Traveler	~			Modify
10-Nov-2021	Per Diem	104.00	0.00	104.00	0.00 Traveler	~			<u>Modity</u>
11-Nov-2021	Per Diem	104.00	0.00	104.00	0.00 Traveler	~			<u>Modify</u> <u>Copy</u> [
12-Nov-2021	Per Diem	104.00	0.00	104.00	0.00 Traveler	~			
13-Nov-2021	Per Diem	104.00	0.00	104.00	0.00 Traveler	~			Showing 1 - 5 of
14-Nov-2021	Per Diem	104.00	0.00	104.00	0.00 Traveler	~		-	Credit Card
14-100-2021		104.00	0.00	104.00		•	U	•	Credit Car
Save and C	lose Save	Exit Window							

0

3 <u>Accounting</u>4 <u>Summary</u>	Lodging Expenses If the daily lodging rate and taxes are the same every day of trip	0
Other Actions	▲ Apply to All Displayed Expenses	A
Remarks Attachments Printable Voucher Compact Printable Vouch View Cost Variance Summary Daily Expenses Summary Itinerary Trip History View Routing History Override Pay To	Lodging Amount: 95.00 1. Enter the daily lodging rate and daily lodging tax in the boxes Lodging Tax: 10.26 10.26 Pay To: No Change ✓ Official Day Off: No Change ✓ Shared: No Change ✓ Apply to Displayed 2. Click "Apply to Displayed" to apply the above lodging amounts to each day of tree	Modify Copy Delete Modify Copy Delete Modify Modify Modify
Extras Trips List Create Trip Template Delete Voucher Printable Profile	Site: Port Angeles, WA, United States Lodging Site: Port Angeles, WA, United States Order by: Date Sort Ascending Date Reimbursement Type Per Diem Rate Amount Authorized Lodging Tax Pay To Day Off Shared Notes Save and Close 3. Click "Save and Close"	Showing 1 - 5 of 5 Alerts

Basic Information

2 Expenses

(3) Accounting

4 Summary

Other Actions

View Routing History Override Pay To

Create Trip Template Delete Voucher Printable Profile

Extras Trips List

Trip History

If the daily lodging rate and taxes change throughout the trip

• Soft Ascending Soft Descending

Other Actions	Date Reimbursement Type	Per Diem Rate	Amount Authorized	Lodging Tax Pay To	Day	Off Shared Notes Alerts	5	
Remarks	07-Nov-2021 Per Diem	104.00	95.00 104.00	10.26 Traveler	✓	חו	-	
Attachments		104.00	05.00					
Printable Voucher	08-Nov-2021 Per Diem	104.00	95.00 104.00	10.26 Traveler	✓			
Compact Printable Vouch	09-Nov-2021 Per Diem	104.00	95.00 104.00	10.26 Traveler	▶ □			
/iew Cost Variance Summary	10-Nov-2021 Per Diem	104.00	95.00 104.00	10.26 Traveler	▼ [
aily Expenses Summary	11-Nov-2021 Per Diem	104.00	104.00 104.00	13.50 Traveler	▼ [
tinerary	12-Nov-2021 Per Diem	104.00	104.00 104.00	13.50 Traveler	✓		N	lodify
rin History							N	lodify

It is common for hotel rates to change depending on the day especially on Fridays and Saturdays. If your rates change you can add the amounts individually by day

Save and Close	Click "Save	and Clo							
	Running Totals:	1063.00		109.08				Ŧ) Credit Car
8-Nov-2021 Per Diem	104.00	0.00	0.00	0.00			No		Showing 1 - 5 o
7-Nov-2021 Per Diem	104.00	95.00	104.00	10.26 Traveler	~				
6-Nov-2021 Per Diem	104.00	95.00	104.00	10.26 Traveler	~				
S Hove been readen	104.00	00.00	104.00	10.20		\cup			Modify Copy

Modify

Modify

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Step 2 : Voucher Expenses 💡

Lodging Expenses

Urder by: | Date

Basic Information Expenses	Step 2 : Vo	oucher Expenses 💡				
3 Accounting	Traveler Name:	Trip ID:	Voucher ID: 1 Voucher Type: Final Voucher Status: Open Vouche	er - Obligation Accepted		
4 <u>Summary</u>	Expense Inform	nation				
Other Actions	Travel Charge	Card: 25.40				
Remarks	Traveler:	2175.67				
Attachments	Unassigned:	0.00				
Printable Voucher	Amount:	2201.07				
Compact Printable Voucher	👻 Filter On	ntions				
View Cost Variance Summary	Order by Da	te Sort Ascending	Sort Descending			
Daily Expenses Summary	order by. Da	Sont Ascending	Sort Descending			
ltinerary	Date	Туре	Amount Description	Pay To	Alerts	Modify Copy Delete
Trip History	07-Nov-2021	Airfare	166.81 Commercial Plane expense generated from Confirmation Number: TME	XAS Traveler		<u>Modify</u> <u>Copy</u> <u>Delete</u>
View Routing History	07-Nov-2021	Lodging	1157.86 Lodging expense in Port Angeles, WA, United States including lodging ta	ixes Traveler		<u>Modify</u>
Override Pay To	07-Nov-2021	Meals and Incidentals	851.00 M&IE expense in Port Angeles, WA, United States	Traveler		<u>Modify</u>
Extrac	07-Nov-2021	TMC Fee (Online with Air or Rail)	9.35 TMC Fee expense generated from Confirmation Number: TMEXAS	Travel Charge Card		<u>Modify Copy Delete</u>
Trips List	18-Nov-2021	Voucher Transaction Fee	16.05 Voucher Transaction Fee	Travel Charge Card		
Create Trip Template						Showing 1 - 5 of 5
Delete Voucher						510Wing 1 - 5 01 5
Printable Profile	Add New Exp Add Credit Ca	ense To add other ard Expense	expenses (rental car, fuel, etc.) click "Add New Exper	Attachment: [] Rema	ark: <mark>"</mark> Reduce	d:🚯 Credit Card: 🚃

Next Step

k.

If all your authorized expenses are added click "Next Step" and <u>continue to slide 10</u>

3 Accounting	Traveler				
A Summary		Add New Expense			
4 <u>Summary</u>	Expense	Date of Expense:*	07-Nov-2021 Enter the date of the Expense		
ther Actions	Travel	Expense:*	Rental Car Select the type of expense from the drop do	wn	
emarks	Travele	Amount:*	541.21 Enter the total Amount of the expense		
ttachments	Unassi	Description:			
rintable Voucher	Amour	Pav To:*			
ompact Printable Voucher	v E	Pemark	Add an Ontional Remark		
iew Cost Variance ummary	Order	Receipt:	RENTAL CAR.pdf Show Delete Add your receipt for all expenses \$75.00 or more		
aily Expenses Summary	order	Site of Expense:	07-Nov-2021 Seattle, WA, United States Select the location of the expense		
inerary	Date			Alerts	Modify Copy Delete
rip History	07-Nov				<u>Modify</u> <u>Copy</u> <u>Delete</u>
iew Routing History	07-Nov				<u>Modify</u>
Verride Pay To	07-Nov				Modify
xtras	07-Nov				<u>Modify Copy Delete</u>
rips List	18-Nov	To add another ex	pense click "Save and New" and repeat until all expenses have been added		
reate Trip Template					Showing 1 - 5 of 5
lelete Voucher					
cicce roucher			Save and New Save and Close I If you are done click "Save and Close"	Reduce	d: S Credit Card:

1 Basic Information	Step 2 : Vo	oucher Exp	enses 🕝								
3 Accounting	Traveler Name	:	Trip ID:	Voucher ID: 1 Vo	oucher Type: Final	Voucher Status:	Open Voucher - (Obligation Accep	oted		
4 <u>Summary</u>	Expense Inform	nation									
Other Actions	Travel Charge	e Card: 25.40									
Remarks	Traveler:	2790.08									
Attachments	Unassigned:	0.00									
Printable Voucher	Amount:	2815.48									
Compact Printable Voucher	✓ Filter Or	otions									
View Cost Variance Summary	Order by Da	ite									
Daily Expenses Summary		🖱 Doul	ole check the	at all expen	<mark>ses have b</mark>	een addeo	d and the	amount	ts are co	orrect	
ltinerary	Date	Туре	Amo	ount Description				Pay To	AI	erts	Modify Copy Delete
Trip History	07-Nov-2021	Airfare	16	6.81 Commercial Plan	e expense generated	from Confirmation	Number: TMEXAS	Traveler			<u>Modify Copy Delete</u>
View Routing History	07-Nov-2021	Lodging	115	7.86 Lodging expense	in Port Angeles, WA,	United States inclu	ding lodging taxes	Traveler			<u>Modify</u>
Override Pay To	07-Nov-2021	Meals and Incide	ntals 85	1.00 M&IE expense in	Port Angeles, WA, Ur	nited States		Traveler			<u>Modify</u>
	07-Nov-2021	Rental Car	54	1.21				Traveler	U,		<u>Modify Copy Delete</u>
Extras	07-Nov-2021	TMC Fee (Online Rail)	with Air or	9.35 TMC Fee expense	e generated from Cor	nfirmation Number:	TMEXAS	Travel Charge Card			<u>Modify Copy Delete</u>
Create Tria Template	11-Nov-2021	Fuel	3	6.90				Traveler			Modify <u>Copy</u> Delete
Delete Voucher	14-Nov-2021	Fuel	3	0.05				Traveler			Modify Copy Delete
Printable Profile	18-Nov-2021	Highway/Bridge	Foll	6.25				Traveler			Modify Copy Delete
	18-Nov-2021	Voucher Transac	tion Fee 1	6.05 Voucher Transact	tion Fee			Travel Charge Card			
	Add New Exp	ense					At	tachment:ال	Remark:	Reduced:	5howing 1 - 9 of 9 Credit Card: 🔙

Add Credit Card Expense

Next Step

If all your authorized expenses are added click "Next Step"

1 Basic Information	Step 3 : Voucher Ac	counting 💡						
2 Expenses 3 Accounting	Traveler Name:	Trip ID: Voucher ID	0: 1 Voucher Type: Final	Voucher Status: Open Vo	ucher - Obligation Acc	epted		
4 <u>Summary</u>	Accounting						_	
Other Actions	Description Account Code			Ensure the Ar Obligated Balance	nount and Pe Amount Allocated	rcent Allocato Percent Allocated	ed are corre Add to Favorites	<mark>:Ct</mark> Delete
Remarks	UCGIOH0PHS\2	2MMPHS\47930 HSWL SC - OPERATION	NAL MED	\$2593.01	\$ 2815.48	100.00 %	Add	Delete
Attachments				Total	\$7915.48	100.00%		
Printable Voucher			Pamaini		\$2015.40	100.0076		
Compact Printable Voucher			Kemaini	ing amount to be allocated:	\$0.00			
View Cost Variance Summary			It is con	nmon for the Ol t Allocated to be	bligated Bala	ance and the	e about	
Daily Expenses Summary	Select Account Codes		Amoun				about	
ltinerary			this unl	ess something y	ou listed is	not authoriz	zed	
Trip History								
View Routing History	Save and Next Step	Click "Save and	Next Step"					
Override Pay To								
Extras								
Trips List								
Create Trip Template								
Delete Voucher								
Printable Profile								
Privacy Policy						Copyright 2003-202	22 CW Governme	ent Travel

1 Basic Information	Step 4 : Voucher Summary 👩					
2 Expenses						
3 Accounting	Traveler Name: Trip ID: Voucher ID: 1 Voucher Type: Final Voucher Status: Open Voucher - Obligation Accepted					
4 Summary	in accordance with Federal regulations all	single receipts greater than \$75.00 should be retained for a period of 6 years and 3 months.				
Other Actions				collapse or expand a	all sections	
Remarks						
Attachments Click "A	ttachments" to verify an	d ensure ALL receipts for items \$75.00 or over	are added		^	
Printable Voucher	-	-				
Compact Printable Voucher	Type of Travel:	MISSION TRAVEL				
View Cost Variance	Specific Travel Purpose:	AIRSTA Port Angeles - Clinic coverage				
Summary	Trip Begin Date:	07-Nov-2021				
Daily Expenses Summary	Trip End Date:	18-Nov-2021				
Tria Ultrano						
View Beutine Uisters	Claim Expenses Between:					
Overside Pay Te	Begin Date:	07-Nov-2021				
Overnide Pay 10	End Date:	18-Nov-2021				
Extras	Document Number:	(System Assigned)				
Trips List	For this trip this is the:	Final Voucher				
Create Trip Template						
Delete Voucher						
Printable Profile	Expenses - <u>Edit Details</u>				^	
	Travel Charge Cards 25.40					
	Traveler: 2790.08					
	Unassigned: 0.00					
	Amount: 2815.48					
	Order by: Date Sort Ascending	g Sort Descending				
	Date Type	Amount Description	Pay To	Alerts	Show	
	07-Nov-2021 Airfare	166.81 Commercial Plane expense generated from Confirmation Number: TMEXAS	Traveler		Show	
	07-Nov-2021 Lodging	1157.86 Lodging expense in Port Angeles, WA, United States including lodging taxes	Traveler		<u>Show</u>	

1 Basic Information	Step 4 : Vouche	r Summary						
2 Expenses	otep it touche	ourinally o						
3 Accounting	Traveler Name: Trip ID: Voucher ID: 1 Voucher Type: Final Voucher Status: Open Voucher - Obligation Accepted							
4 Summary	In accordance with Fe	deral regulations all single receipts greater	than \$75.00 should be retaine	d for a period of	6 years and 3 mon	ths.		
Other Actions							collapse or exp	and all sections
Remarks							Concipite or only	an second
Attachments	Basic Information - Edit D	<u>etails</u>						^
Printable Voucher Compact Printable Voucher View Cost Variance Summary	Type of Travel: Specific Travel Pur Trip Begin Date:	Trip-Level Attachments	information, such as social se	curity. credit car	d or bank account	•		
Daily Expenses Summary	Trip End Date MA	KE SURE DOC IS SUCCE	SSFULLY UPLO	ADED BE	FORE YO			
Itinerary	inp the bace							
Trip History	Claim Expenses Be	ODGING.pdf was successfully uple	oaded.					
View Routing History	Begin Date:					-		
Override Pay To	End Date:	Add New Attachment						
Extras	Document Numbe	Add Attachment Click "Add	Attachment" to	<mark>attach do</mark>	cuments			
Trips List	For this trip this is	Size Limit: 10 Megabytes - Allowed Types:						
Create Trip Template		FDF.JFG.JFEG.GIF, HFF, HF, FNG, BIVIF	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,					
Delete Voucher	European Edit Datail							
Printable Profile	Expenses - Europetan	File Name	Date Attached	Attached By	Show Delete			^
	Travel Charge Card	CG_2070 PORTANGELES 20211107-18.pdf	04-Nov-2021 09:05:42 AM CDT		Show			
	Unassigned:	Authorization Financial System Transaction Record	04-Nov-2021 03:36:55 PM CDT	E2 Solutions	Show			
	Amount:	Authorization Financial System	06-lan-2022 06:46:29 PM	И		-		
	Order by: Date	Exit Window	ick "Exit Window	<mark>" after d</mark>	ocuments			
	Date Type are successfully uploaded						Alerts	Show
	07-Nov-2021 Airfa	_						<u>Show</u>
	07-Nov-2021 Lodging	1157.86 Lodgir	ng expense in Port Angeles, W	A, United States	including lodging t	taxes Traveler		Show

Receipts and Attachments - Edit D	letails		^				
Trip Attachments - Trip ID: Uploaded By	Scroll through "Summary" to verify						
E2 Solutions	entire voucher is t	rue and accurate	<u>Show</u> Show				
Trip Attachments - Trip ID:	00 juli 2022 0.40.20 FM CST	Addion 2010 million by Stern Hansaction Record	<u>2.100</u>				
Uploaded By	Date Submitted	File Name	Show				
	07-Jan-2022 2:25:55 PM CST	LODGING.pdf	Show				
Expense Receipts - 07-Nov-2021 of type: Rental Car for \$541.21 USD							
Uploaded By	Date Submitted	File Name	Show				
	07-Jan-2022 2:16:31 PM CST	RENTAL CAR.pdf	Show				



