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NASA Contractor Report 190776

# Lewis Online Travel System Preparer's/Traveler's Manual Release 1.0

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TRAVEL SYSTEM:  
PREPARER'S/TRAVELER'S MANUAL,  
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## ***Welcome***

The Lewis Online Travel System (LOTS) is a menu-driven interactive application that automates nearly all of the functions associated with government travel. The purpose of this manual is to provide LOTS users with concise instructions for using the computerized application. As such, it will not go into the details of travel regulations.

## Displays

M42000  
02/19/90

NASA-LEWIS RESEARCH CENTER  
TRAVEL SYSTEM MAIN MENU

ID-00592  
12:34:56

1. TRAVEL REQUEST MAINTENANCE
2. TRAVEL ADVANCE MAINTENANCE
3. TRAVEL VOUCHER MAINTENANCE
4. PREPARED STANDARD QUERIES/REPORTS
5. PERSONNEL DATA MAINTENANCE

PLEASE SELECT OPTION

Because of space and format considerations, LOTS displays presented in this manual may be abbreviated to show only the relevant portions of the display. In some cases, the actual phrasing of a field name may be abbreviated as well, but these changes should be obvious from their names and locations on the displays.

The portions of the displays where you are expected to enter information will appear shaded as in the example above (although most often it is a set of single quotation marks and an underscore ('\_'), rather than a shaded area, that appear on the actual LOTS screen).

## *Programmable Function Keys*

Programmable function (PF) key functions are sometimes listed at the bottom of the LOTS displays. For the sake of brevity, these functions will be omitted from most of the displays presented in this manual. The function of the PF keys are clearly presented by LOTS, and you should not have a problem understanding their meaning.

With the variety of workstations used to access LOTS, several PF keys (also known as "F" keys) were assigned to the same function. For instance, the PF 11 and PF 23 keys perform the same function. Do not be concerned if your workstation has only one of these PF keys. Select the one available for the function you wish to use.

The following are some of the more commonly used PF keys.

PF1:	Help (does not appear on all LOTS screens).
PF 10 or PF 22:	Save the information that has been input up to that point and hold it until later.
PF 11 or PF 23:	Return to the previous menu.
PF 12 or PF 24:	Exit LOTS and return to the Business Applications Menu.



**Warning:** Using any PF key other than PF10 or PF22 will not save any information that has been entered, and may possibly terminate the entire process.

## Conventions

Different type styles are used in this manual to help you distinguish entries, actions, and keystrokes in LOTS.

Words or letters that you must type will appear in bold italics. For example, ***CESN*** or ***NATQ***.

Screen information that applies to you personally, such as your social security number, will appear in angle brackets. For example, <Your Social Security Number> or <Your TAC Number>. Screen information that is based on previous input, such as dollar amounts, will appear in italics. For example, *100.00*. Information that appears in italics may or may not correspond to that which is listed in the manual.

Keystrokes of specific keys will appear as that key, such as  or .

The word “press” refers to pressing a single key, such as the Tab key. The word “type” refers to entering information by typing one or more keys.

## Getting around in LOTS

When information is to be entered into more than one field on any given screen, you may cursor from field to field using the Tab key; to go backwards, press the Shift and Tab keys simultaneously.

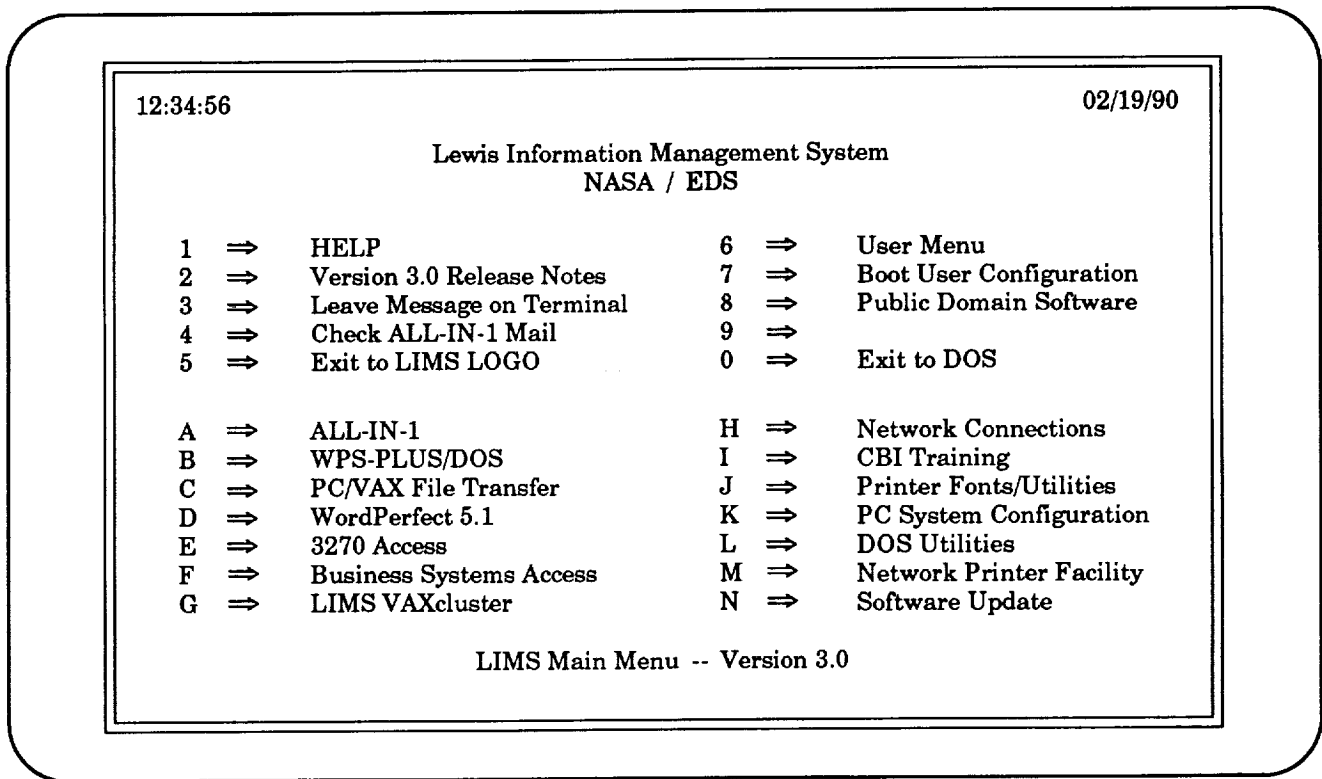
There are times when you will not need to press any key to advance from one field to the next; specifically, when the information entered exactly fills the space provided. This occurs most frequently with single-letter entries, such as “Y” or “N.”



## If you need help . . .

If you experience any difficulty with the system, please call the PMO at 3-9800.

## Logon to LOTS

In order to logon to LOTS, you must go through the CICS MVS/XA pathway. This pathway is the "road" to the LOTS software. LOTS is processed under IBM's MVS/XA operating system, which is located on one of the two Amdahl 5870s housed in the Research Analysis Center. To reach the LOTS software, you must establish a pathway from your workstation to the Amdahl. The logon process establishes that pathway.



1. From the LIMS Main Menu, press  then 

Pressing "F" (Business Systems Access) begins the logon process, much of which is automatic. Your workstation will run through a series of screens as it establishes the pathway to the Business Application Menu.


## Logon

CESN - CICS/VS SIGNON - ENTER USERID AND PASSWORD

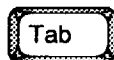
USERID:

PASSWORD:

NEW PASSWORD:

 Your userid is the three- to eight-character name assigned to you by the Central Userid Administrator. If you have not entered the system before, use the password assigned to you. You may enter a new password at any time. However, every 90 days the system will require you to change it.

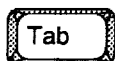
1. Type your userid, then press



**Warning:** Do *NOT* press the Enter key to move from field to field on this display. Doing so will invalidate the logon procedure.

2. Type your password.

3. If required, press



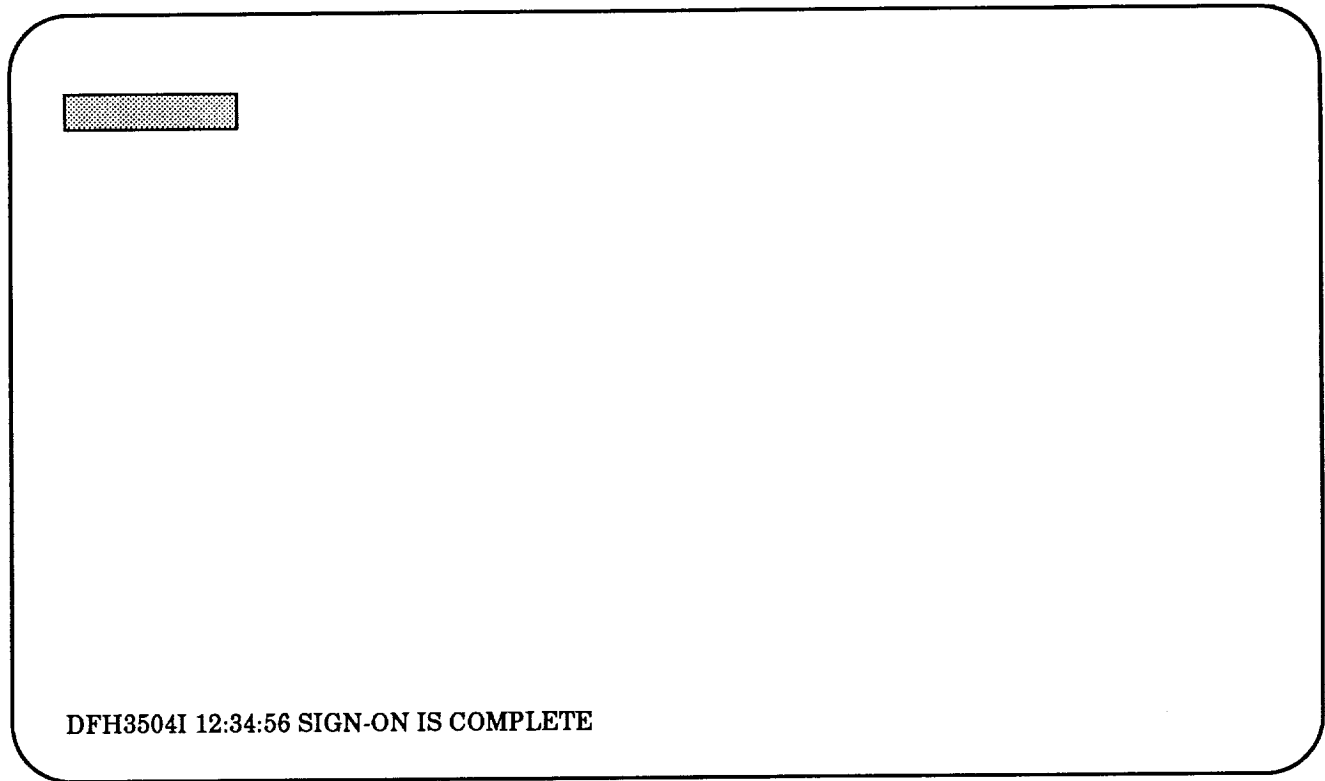
then type a new password.

4. Press






## Logon



A terminal window with a rounded border. In the top-left corner, there is a small rectangular area with a grey stippled pattern, representing a masked input field. At the bottom of the window, the text "DFH3504I 12:34:56 SIGN-ON IS COMPLETE" is displayed.

1. Type **NATQ** and press 

# Logon

Page 1 of 1

BUSINESS APPLICATIONS MENU  
for <Your Name>UFLMENU1 / <Your Userid>  
Printer: P31LM164

<u>Application</u>	<u>Application Description</u>
CASHIER	1 - LOTS Cashier Library
ELECAUTH	2 - LOTS Electronic Authorization
FMDTRAV	3 - LOTS FMD/Travel Branch Library
TRAVEL	4 - LOTS General Traveler's Library
TRVDBA	5 - LOTS DBA Library
TRVRESV	6 - LOTS Reservations Library
	X - Exit Business Applications
	? - Help

Type Application or Option Number and press ENTER.

PF1 - Help

PF3 - User Profile

PF12 - Exit

1. Press  (in this case) or type **TRAVEL** and press

The various options are sorted alphabetically by application, rather than by the application's name. Which applications you will see, and their corresponding numbers, will depend on which systems you have access to.

## Logon

M42000  
02/19/90

NASA-LEWIS RESEARCH CENTER  
TRAVEL SYSTEM MAIN MENU

ID-00592  
12:34:56

1. TRAVEL REQUEST MAINTENANCE
2. TRAVEL ADVANCE MAINTENANCE
3. TRAVEL VOUCHER MAINTENANCE
4. PREPARED STANDARD QUERIES/REPORTS
5. PERSONNEL DATA MAINTENANCE

PLEASE SELECT OPTION




At this point, you will see the screen pictured above. Each option represents a different function of LOTS. Each option is addressed in a separate section of this manual, presented in the order listed above. Please refer to the appropriate section.

## Logoff


Logoff is the procedure you use to exit LOTS and return to the LIMS system. It is important to logoff properly in order to prevent a system lock up or LIMS port hang-up.


You may use the following steps to logoff either at the end of a procedure, or should you need to exit for any reason in the middle of a procedure. If you logoff in the middle and wish to save the information, remember to press the PF10 key.

PF10 OR PF22 = SAVE & HOLD  
PF11 OR PF23 = PREVIOUS MENU  
PF12 OR PF24 = EXIT

1. If desired, press 

Pressing PF10 saves your input up to this point, allowing you to retrieve it later; if you do not wish to save the information, then skip step one.

2. Press 

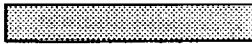
 There is no need to press the Enter key.

# Logoff

Page 1 of 1

BUSINESS APPLICATIONS MENU  
for <Your Name>UFLMENU1 / <Your Userid>  
Printer: P31LM164

<u>Application</u>	<u>Application Description</u>
CASHIER	1 - LOTS Cashier Library
ELECAUTH	2 - LOTS Electronic Authorization
FMDTRAV	3 - LOTS FMD/Travel Branch Library
TRAVEL	4 - LOTS General Traveler's Library
TRVDBA	5 - LOTS DBA Library
TRVRESV	6 - LOTS Reservations Library
	X - Exit Business Applications
	? - Help



Type Application or Option Number and press ENTER.

PF1 - Help

PF3 - User Profile

PF12 - Exit

1. Press

or type **EXIT** or **X** and press

## Add a Travel Request

Adding a travel request is the first step in the process. You will be asked to supply the basic information, such as the traveler's social security number and the type of trip, as well as more detailed information, such as itineraries and modes of transportation.

M42000 02/19/90	NASA-LEWIS RESEARCH CENTER TRAVEL SYSTEM MAIN MENU	ID-00592 12:34:56
<ol style="list-style-type: none"><li>1. TRAVEL REQUEST MAINTENANCE</li><li>2. TRAVEL ADVANCE MAINTENANCE</li><li>3. TRAVEL VOUCHER MAINTENANCE</li><li>4. PREPARED STANDARD QUERIES/REPORTS</li><li>5. PERSONNEL DATA MAINTENANCE</li></ol>		
PLEASE SELECT OPTION <input type="checkbox"/>		

1. Press  then

Selecting option number one will take you to the travel request maintenance menu, where you may add and modify requests.

## Add a Travel Request

M42013  
02/19/90

NASA - LEWIS RESEARCH CENTER  
TRAVEL REQUEST MAINTENANCE MENU

ID-00108  
12:34:56

1. ADD A TRAVEL REQUEST
2. MODIFY AN EXISTING TRAVEL REQUEST
3. DELETE A TRAVEL REQUEST
4. COPY A TRAVEL REQUEST
5. DISPLAY A TRAVEL REQUEST
6. DISPLAY CURRENT STATUS OF A TRAVEL REQUEST
7. SUSPEND TRAVEL REQUEST FROM AUTHORIZATION SEQUENCE
8. REACTIVATE TRAVEL REQUEST IN AUTHORIZATION SEQUENCE
9. HELP - LISTING OF PER DIEM CITIES
10. HELP - LISTING OF OBJECT CLASSES
11. HELP - LISTING OF SOCIAL SECURITY NUMBERS

PLEASE SELECT OPTION

1. Press  then  then

At this time, you may want to select option 10, a listing of Object Classes. You will need this information after several more steps. Getting the information now will save you the trouble of backtracking later.

## Add a Travel Request

P4201407  
02/19/90

NASA - LEWIS RESEARCH CENTER  
TRAVEL REQUEST FUNCTION  
LISTING OF OBJECT CLASSES

ID-00743  
12:34:56

CHOOSE THE TYPE OF OBJECT CLASS TO BE DISPLAYED:

(ENTER A LETTER VALUE FROM THE LIST BELOW)

A = ALL TYPES  
D = 'DOMESTIC' ONLY  
F = 'FOREIGN' ONLY  
B = 'BOTH' ONLY

1. Press  then

Performing this operation will display a screen (shown on the following page) listing by number and describing the various object classes. Selecting "A" allows you to view the all of the choices as displayed on the entire series of screens. Selecting "D" or "F" simply limits the number of codes displayed.

Selecting option "B" displays one code - 2143 - that is used *only* for non-NASA travelers, such as contractors or invitational travelers.



## Add a Travel Request

P4201407  
02/19/90

NASA - LEWIS RESEARCH CENTER  
TRAVEL REQUEST FUNCTION  
LISTING OF OBJECT CLASSES

ID-00744  
12:34:56

OBJECT CLASS: 2111 DOMESTIC


MANAGE PROGRAMS CONTAINING DESIGN-FABRICATION-ASSEMBLY-ACCEPTANCE OF HARWARE. MANAGEMENT OF THOSE PROGRAMS WHICH ENCOMPASS THE DESIGN, FABRICATION, ASSEMBLY, AND ACCEPTANCE BY NASA OF ANY END-ITEM DEVELOPMENT HARDWARE. FOR EXAMPLE: VIKING, SHUTTLE, PIONEER, MARINER, NIMBUS, ETC.

OBJECT CLASS: 2112 FOREIGN

MANAGE PROGRAMS CONTAINING DESIGN-FABRICATION-ASSEMBLY-ACCEPTANCE OF HARDWARE. MANAGEMENT OF THOSE PROGRAMS WHICH ENCOMPASS THE DESIGN, FABRICATION, ASSEMBLY, AND ACCEPTANCE BY NASA OF ANY END-ITEM DEVELOPMENT HARDWARE. FOR EXAMPLE: VIKING, SHUTTLE, PIONEER, MARINER, NIMBUS, ETC.


\*\*\*\*\*


<PRESS ENTER TO CONTINUE>

1. Press  to page through the screens.

2. Locate an appropriate object class.

There is no information to enter at this point. You will need to enter one of these four-digit numbers when you reach page 8 of this section, however.

3. Press  twice to return to the Travel Request Maintenance Menu.

 If you scroll all the way through the series (returning to the screen pictured on the previous page), you only need to press PF11 once.

## Add a Travel Request

M42013  
02/19/90

NASA - LEWIS RESEARCH CENTER  
TRAVEL REQUEST MAINTENANCE MENU

1D-00108  
12:34:56

1. ADD A TRAVEL REQUEST
2. MODIFY AN EXISTING TRAVEL REQUEST
3. DELETE A TRAVEL REQUEST
4. COPY A TRAVEL REQUEST
5. DISPLAY A TRAVEL REQUEST
6. DISPLAY CURRENT STATUS OF A TRAVEL REQUEST
7. SUSPEND TRAVEL REQUEST FROM AUTHORIZATION SEQUENCE
8. REACTIVATE TRAVEL REQUEST IN AUTHORIZATION SEQUENCE
9. HELP - LISTING OF PER DIEM CITIES
10. HELP - LISTING OF OBJECT CLASSES
11. HELP - LISTING OF SOCIAL SECURITY NUMBERS

PLEASE SELECT OPTION

1. Press  then

Option "1," Add a Travel Request, is the first step in the travel request process.

## Add a Travel Request

A4201301  
02/19/90

NASA - LEWIS RESEARCH CENTER  
TRAVEL REQUEST MAINTENANCE  
ADD TRAVEL REQUEST

ID-00109  
12:34:56

TRAVELER'S SOCIAL SECURITY NUMBER

FISCAL YEAR

1991

TRAVEL TYPE

S = SINGLE TRIP  
G = GENERAL AUTHORIZATION  
M = MODIFICATION/EXTENSION  
I = INVITATIONAL - DOMESTIC  
V = INVITATIONAL - FOREIGN  
R = PRE-PAYMENT REIMBURSABLE  
F = FOREIGN TRIP  
B = BLANKET ORDER (ORIGINAL)  
E = PRE-EMPLOYMENT INTERVIEW

1. Type the social security number of the traveler.

There is no need to press the Tab key here; filling in a proper 10-digit social security number will automatically advance the cursor to the next field.

2. Type the proper fiscal year (It may be correct as shown).

3. Press  then

The Single Trip, choice "S," is the most common. It is used for any trip by a NASA employee within the continental United States. (Travel to Hawaii and Alaska fall under the Foreign Trip category.) Other options will be explained later in this manual. Please refer to the section entitled, "Other Travel Types."

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## Add a Travel Request

A4201302  
02/19/90NASA - LEWIS RESEARCH CENTER  
TRAVEL REQUEST MAINTENANCE  
ADD TRAVEL REQUEST FOR TAC <Your TAC Number>ID-00110  
12:34:56SSN 999 99 9999  
LAST NAME DOE

FIRST NAME JOHN

M.I. Q

PABX 1234

MAIL STOP 500-1

BLDG. 500

ROOM 1234

HOME PHONE (216) 555-5555

POV MILEAGE FROM RESIDENCE 10

ORG CODE 1000

REQUESTING ORG CODE 1100

AUTHORIZING ORG CODE 1000

FUNDING ORG CODE

OBJECT CLASS

JOB ORDER NUMBER

POINT OF CONTACT:  
PURPOSE OF  
TRAVEL:

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EXPENSE IND. GOVT. CHARGE CARD EXCEPTION? (Y/N) MORE PURPOSE? (Y/N) | L = LODGING PLUS EXP. A = ACTUAL EXPENSES |  
| B = BOTH ACTUAL & LODGING PLUS N = NONE |

PF10 OR PF22 = SAVE &amp; HOLD

PF11 OR PF23 = PREVIOUS MENU

ACTUAL EXPENSES AMOUNT PER DAY \$ 

PF12 OR PF24 = EXIT

1. Type the proper Funding Org Code. It may be correct as shown; if so, press



2. Type the proper Object Class. Refer to pages 2 through 4 of this section for help.
3. Type a valid Job Order Number.

If you do not have an appropriate Job Order Number, type **P, zero, zero**, and your four-digit organization code. (e.g. P001000.)

4. Supply a Point of Contact and Purpose of Travel (include preparer's name and PABX). Press the Tab key as necessary to advance to the next blank space.
5. Select the proper Expense Indicator Code from the choices listed. If you choose "A" or "B," you must fill in the Actual Expenses Amount Per Day at the bottom of the screen.

## *Add a Travel Request*

6. Press  Y or  N as appropriate, under “Gov’t Charge Card Exception” and “More Purpose.”

Choosing “Y” under “Gov’t Charge Card Exception” indicates that your traveler does not wish to use the government charge card for lodging and/or the airline ticket, and takes you to the screen pictured on page 3-11. Choosing “Y” under “More Purpose” takes you to an additional screen, shown the next page, where you can enter more trip information.

7. If you chose “A” or “B” in step 5, then type the anticipated expenses per day; otherwise, press

Tab

8. Press

Enter

## Add a Travel Request

A4201302  
02/19/90

NASA - LEWIS RESEARCH CENTER  
TRAVEL REQUEST MAINTENANCE  
ADD TRAVEL REQUEST FOR TAC <Your TAC Number>

ID-00111  
12:34:56

PURPOSE OF TRAVEL :

---

---

---

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---

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---

MORE PURPOSE? (Y / N)

Remember, this screen will appear only if you answered "Yes" to the question, "More Purpose?"

1. Supply any additional information regarding the purpose of the trip. Press the Tab key as needed to scroll to the end.

2. Press  or

3. Press

## Add a Travel Request

A4201302  
02/19/90

NASA - LEWIS RESEARCH CENTER  
TRAVEL REQUEST MAINTENANCE  
ADD TRAVEL REQUEST FOR TAC <Your TAC Number>

ID-02164  
12:34:56

USE GOVERNMENT CHARGE CARD FOR AIRLINE TICKET? (Y/N)  N

REQUEST AN ADVANCE FOR LODGING BECAUSE HOTEL/MOTEL DOES NOT  
ACCEPT GOVERNMENT CHARGE CARD? (Y/N)  Y

PLEASE PROVIDE THE NAME AND LOCATION OF THE HOTEL/MOTEL AND  
ANY OTHER JUSTIFICATION:

---

---

---

Remember, this screen will appear only if you answered "Yes" to the question, "Gov't Charge Card Exception?" Note: Default values will be displayed. You may use these or change them as required.

1. Press  Y or  N Select "No" if you want the ticket to be centrally billed.
2. Press  Y or  N If you answered "Yes," you must provide the information requested.

Proper hotel justification is needed for exception approval. Be as complete as possible.

3. Press



## Add a Travel Request

A4201303  
02/19/90

NASA - LEWIS RESEARCH CENTER  
TRAVEL REQUEST MAINTENANCE  
ADD TRAVEL REQUEST FOR TAC <Your TAC Number>

ID-00112  
12:34:56

TDY ITINERARY:

TDY LOCATION (CITY AND STATE)	DUTY DATE (YYYYMMDD)	TIME (HHMM)	AN LV	SITE VISITED
DEPART: CLEVELAND OH				
ARRIVE: _____				
DEPART: _____				
ARRIVE: _____				
DEPART: _____				
ARRIVE: _____				
DEPART: _____				
ARRIVE: _____				


ANY MEALS OR LODGING INCLUDED IN  
A REGISTRATION FEE OR PROVIDED  
AT GOVERNMENT EXPENSE ? (Y/N)  N  
MORE TDY ITINERARY ? (Y/N)  N

PF10 OR PF22 = SAVE & HOLD  
PF11 OR PF23 = PREVIOUS MENU  
PF12 OR PF24 = EXIT

1. Type the proper itinerary information—city, state, date and hour of arrival, whether annual leave is to be used (answer with a two-digit number indicating the number of days to be used; if no annual leave will be used, leave it blank by pressing the Tab key) and site to be visited.

The date must be entered using the following format *only*: a four-digit year, a two-digit month, and a two-digit date. For example, February 19, 1991 would be listed as "19910219."

2. Answer both questions at the bottom by typing either **Y** or **N**.

 Answering "Y" for "Any Meals or Lodging . . ." will display the menu on the following page. If you answer "N," you will omit this step. Answering "Y" for "More TDY Itinerary" will display another menu that is identical to this one. The same information may then be entered.

3. Press



## Add a Travel Request

A4201351  
02/19/90

NASA - LEWIS RESEARCH CENTER  
TRAVEL REQUEST MAINTENANCE

ID-00756  
12:34:56

ADD TRAVEL REQUEST FOR TAC <Your TAC Number>

MEALS AND/OR LODGING AT GOVERNMENT EXPENSE:

TDY LOCATION	DUTY DATE	BREAK- FAST	LUNCH	DINNER	LODGING / COST	YOUR COST
DEP: CLEVELAND OH	19910219	*ENTER NUMBER OF DAYS PROVIDED/YOUR COST*				
ARR: WASHINGTON DC	19910219	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
DEP: WASHINGTON DC	19910220					
ARR: CLEVELAND OH	19910220	—	—	—	—	—
DEP:						
ARR:		—	—	—	—	—
DEP:						
ARR:		—	—	—	—	—

ANOTHER PAGE ? (Y/N)

Remember: This screen is displayed only if you answered "Yes" to the question, "Any meals or lodging included . . ."

1. Type the number of breakfasts, lunches, dinners, and hotel rooms that are included in a registration fee, or provided at government expense.
2. Press  or  then press

If you answer "Yes," you will be given another screen identical to this one.

## Add a Travel Request

A4201304  
02/19/90


NASA - LEWIS RESEARCH CENTER  
TRAVEL REQUEST MAINTENANCE  
ADD TRAVEL REQUEST FOR TAC <Your TAC Number>

ID-00113  
12:34:56

```

=====
DEPART DATE DIFFERENT ? (Y/N)     ACTUAL DEPART DATE 
                                           (YYYYMMDD)
FMM EXCEPTION FOR NON-CONTRACT CITY PAIR    FMM-9730-5G (2) 
=====
CAR RENTAL AUTHORIZED:  DAYS
=====
TAXI/POV TO/FROM AIRPORT AUTHORIZED ? (Y/N) 
TAXI AT DUTY LOCATION AUTHORIZED ? (Y/N) 
POV AUTHORIZED FOR TRIP ? (Y/N) 
ESTIMATED ROUND-TRIP POV MILEAGE  | PAY FOR POV ? (Y/N) 
ESTIMATED POV RATE  ¢
=====
REGISTRATION FEE ? $ 
IS TRAINING OFFICE APPROVAL REQUIRED FOR REGISTRATION FEE ? (Y/N) 
IS THIS AN EXTENDED DUTY TRIP? (Y / N) 
=====

```

1. Press  Y or  N to answer "Depart Date Different?"
  2. If you selected "Yes," you must type the actual depart date. If no  Tab to the FMM Exception field.
  3. Type an appropriate FMM exception, if applicable. If no exception, press  Tab
-  FMM exceptions are granted only under a specific set of circumstances. A representative of the transportation office should be able to tell you whether any apply.
4. Type appropriate car rental and taxi/POV (Privately-Owned Vehicle) information in the next seven fields. POV rate should be in cents.
  5. Type appropriate registration fee and extended duty trip information. Extended duty trips are those lasting over 30 days, and therefore require more than one travel request to complete.
  6. Press  Enter

## Add a Travel Request

A4201314  
02/19/90

NASA - LEWIS RESEARCH CENTER  
TRAVEL REQUEST MAINTENANCE  
ADD TRAVEL REQUEST FOR TAC <Your TAC Number>

ID-02164  
12:34:56

MODES OF TRANSPORTATION AUTHORIZED:  
(PLACE AN 'X' BY EACH MODE AUTHORIZED)

<input type="checkbox"/>	COMMERCIAL AIR	
<input type="checkbox"/>	GOVERNMENT AIR	(NASA PLANE)
<input type="checkbox"/>	GOVERNMENT CAR	
<input type="checkbox"/>	GOVERNMENT RAIL	
<input type="checkbox"/>	COMMERCIAL BUS	

1. Move the cursor to the appropriate space using the  or  keys.
2. Press  for all applicable modes, then .

You may choose more than one form of transportation. Simply type an "X" before each applicable mode of transportation. You do not need to select a transport mode from this list if using a POV for the trip.

## Add a Travel Request

A4201304  
02/19/1990

NASA - LEWIS RESEARCH CENTER  
TRAVEL REQUEST MAINTENANCE  
ADD TRAVEL REQUEST FOR TAC <Your TAC Number>

ID-00618  
12:34:56

PLEASE SELECT ONE OF THE FOLLOWING OPTIONS:

- 1 SEND THE TRAVEL REQUEST FOR AUTHORIZATION
- 2 SAVE AND HOLD THE TRAVEL REQUEST
- 3 CANCEL THE TRAVEL REQUEST

1. Select   or  then

Sending the request for authorization (option number 1) allows the approval process to begin. Selecting option 1 takes you to the screen pictured on the next page. Saving the request (option number 2) also takes you to the screen shown on the next page, but allows you to later modify it.

If you choose option 3, you will be asked to confirm the cancellation. Type either **Y** or **N**. If you answer "No," the request will be sent on for approval, and you will see the screen pictured on the next page. If you answer "Yes," you will receive confirmation of the cancellation. Press the Enter key to return to the "Add a Travel Request" menu shown on page 6 of this section.

## Add a Travel Request

A4201304  
02/19/90

NASA - LEWIS RESEARCH CENTER  
TRAVEL REQUEST MAINTENANCE  
ADD TRAVEL REQUEST

ID-00115  
12:34:56

THIS TRAVEL REQUEST - TAC <Your TAC Number> - HAS BEEN SENT ON FOR AUTHORIZATION

PLEASE SELECT ONE OF THE FOLLOWING OPTIONS:

- 1 REQUEST A TRAVEL ADVANCE FOR THIS TRIP
- 2 ADD ANOTHER TRAVEL REQUEST
- 3 RETURN TO TRAVEL REQUEST MAINTENANCE MENU

1. Select   or  then

Requesting a travel advance (option number 1) will take you to the screen shown on the following page. Adding another travel request (option number 2) will return you to the screen shown on page 6 of this section. Returning to the Travel Request Maintenance Menu (option number 3) will return you to the screen shown on page 5 of this section.

*Add a Travel Request*A4201543  
02/19/90NASA - LEWIS RESEARCH CENTER  
TRAVEL REQUEST MAINTENANCE  
ADD TRAVEL ADVANCE FOR TAC <Your TAC Number>ID-00176  
12:34:56SSN: 999 99 9999  
REQUEST DATE: 19900219  
REQUEST TIME: 1234LAST NAME: DOE FIRST NAME: JOHN M.I.: Q  
PABX: 1234 MAIL STOP: 500-1 BLDG.: 500 ROOM: 1234  
ADDRESS: 123 DOGWOOD RD.  
CITY: CLEVELAND STATE: OH ZIP 44114

YOU ARE ENTITLED TO AN ADVANCE OF 100.00

ENTER CASH ADVANCE AMOUNT : ENTER TREASURY CHECK AMOUNT : CHECK SENT TO 

1. RESIDENCE
2. MAIL-STOP
3. OTHER ADDRESS

1. Type the desired cash advance amount, then

2. Type the desired check amount, then

The maximum allowable cash advance is \$500. The total amount of the cash and check advance cannot exceed the listed amount that you are entitled to. (In this example, it is \$100.) Treasury checks must be for at least \$25. You need not ask for both.

3. Press

or

then

If you chose "Other Address" (option 3), you will be asked to provide that information later, under "Travel Advance Maintenance, Print Final Travel Advance."

## Add a Travel Request

A4201543  
02/19/1990

NASA - LEWIS RESEARCH CENTER  
TRAVEL REQUEST MAINTENANCE  
ADD TRAVEL ADVANCE FOR TAC (Your TAC Number)

ID-00176  
12:34:56

PLEASE SELECT ONE OF THE FOLLOWING OPTIONS:

- 1 SAVE THE REQUEST FOR A TRAVEL ADVANCE
- 2 CANCEL THE REQUEST FOR A TRAVEL ADVANCE

1. Press  or  then

After making your selection and pressing the Enter key, you will receive one of two messages: either "Travel Advance Was Added" or "Request For Travel Advance Was Cancelled." Pressing the "Enter" key again, as the screen will prompt you to do, will return you to the Travel Request Maintenance menu, shown on page 2 of this section.



## Other Travel Types—Foreign

Although the single trip is the most common form of travel, there are several others. Their use is outlined in this section.

A4201301  
02/19/90

NASA - LEWIS RESEARCH CENTER  
TRAVEL REQUEST MAINTENANCE  
ADD TRAVEL REQUEST

ID-00109  
12:34:56

TRAVELER'S SOCIAL SECURITY NUMBER

FISCAL YEAR

1991

TRAVEL TYPE

S

S = SINGLE TRIP  
G = GENERAL AUTHORIZATION  
M = MODIFICATION/EXTENSION  
I = INVITATIONAL - DOMESTIC  
V = INVITATIONAL - FOREIGN  
R = PRE-PAYMENT REIMBURSABLE  
F = FOREIGN TRIP  
B = BLANKET ORDER (ORIGINAL)  
E = PRE-EMPLOYMENT INTERVIEW

1. Type the social security number of the traveler.
2. Type the proper fiscal year (It may be correct as shown).
3. Press  then

The process for completing a foreign travel request is exactly the same as a Single Trip, with one exception: the second screen in the series, the Itinerary screen, is slightly different in order to allow you to enter the name of a country, rather than a state. That screen is pictured on the following page.

### Other Travel Types—Foreign

A4201303 02/19/90	NASA - LEWIS RESEARCH CENTER TRAVEL REQUEST MAINTENANCE ADD FOREIGN TRAVEL REQUEST FOR TAC <Your TAC Number>	ID-02164 12:34:56
<b>TDY ITINERARY:</b>		
TDY LOCATION (CITY AND COUNTRY)	DUTY DATE (YYYYMMDD)	CLEVELAND TIME (HHMM) AN LV SITE VISITED
=====	=====	=====
DEPART: CLEVELAND OH	_____	_____
ARRIVE: _____	_____	_____
DEPART: _____	_____	_____
ARRIVE: _____	_____	_____
DEPART: _____	_____	_____
ARRIVE: _____	_____	_____
DEPART: _____	_____	_____
ARRIVE: _____	_____	_____
ANY MEALS OR LODGING INCLUDED IN A REGISTRATION FEE OR PROVIDED AT GOVERNMENT EXPENSE ? (Y/N) <input type="text" value="N"/>		PF10 OR PF22 = SAVE & HOLD PF11 OR PF23 = PREVIOUS MENU PF12 OR PF24 = EXIT
MORE TDY ITINERARY ? (Y/N) <input type="text" value="N"/>		

1. Type in the proper itinerary information—city, country, date and hour of arrival, whether annual leave is to be used (answer **Y** or **N**) and site to be visited.
2. Answer both questions at the bottom by typing either **Y** or **N**.
3. Press

From this point onward, a Foreign Travel request is the same as a Single Trip. For more information on requesting a single trip, please see Section Three, "Add a Travel Request."

## Other Travel Types—Blanket

A4201301  
02/19/90

NASA - LEWIS RESEARCH CENTER  
TRAVEL REQUEST MAINTENANCE  
ADD TRAVEL REQUEST

ID-00109  
12:34:56

TRAVELER'S SOCIAL SECURITY NUMBER

FISCAL YEAR

TRAVEL TYPE

S = SINGLE TRIP  
G = GENERAL AUTHORIZATION  
M = MODIFICATION/EXTENSION  
I = INVITATIONAL - DOMESTIC  
V = INVITATIONAL - FOREIGN  
R = PRE-PAYMENT REIMBURSABLE  
F = FOREIGN TRIP  
B = BLANKET ORDER (ORIGINAL)  
E = PRE-EMPLOYMENT INTERVIEW

Blanket orders are used to give the traveler authority to travel during a specific period. The traveler fills out the request once for the blanket period. After approval, the traveler then may request General Authorization Travel (Type "G"). Please contact FMD first to set up a blanket TAC number.

1. Type the social security number of the traveler.
2. Type the proper fiscal year (It may be correct as shown).
3. Press  then

If the traveler has more than one general authorization TAC number, the screen pictured on the following page will be shown. If not, this screen will be omitted.

## Other Travel Types—Blanket

A4201301  
02/19/90

NASA - LEWIS RESEARCH CENTER  
TRAVEL REQUEST MAINTENANCE  
ADD TRAVEL REQUEST

ID-00109  
12:34:56

TRAVELER'S SOCIAL SECURITY NUMBER

██████████

FISCAL YEAR 1991

TRAVEL TYPE B

-----

MULTIPLE TAC NUMBERS EXIST FOR THIS INTERMITTENT TRAVELER

ENTER A TAC NUMBER FOR THIS BLANKET ORDER (CONTACT FMD IF NOT KNOWN)

TAC NUMBER

██████████

1. Type the valid eight-digit TAC number assigned by FMD.

You must call FMD in order to receive a blanket TAC number. Blanket order TAC numbers always have the suffix "000."

2. Press



## Other Travel Types—Blanket

A4201311 02/19/90	NASA - LEWIS RESEARCH CENTER TRAVEL REQUEST MAINTENANCE ADD TRAVEL REQUEST FOR TAC <Your TAC Number>	ID-00461 12:34:56
SSN <input type="text"/>	FIRST NAME JOHN	M.I. Q
LAST NAME DOE		
PABX 1234	MAIL STOP 500-1	BLDG. 500
		ROOM 1234
HOME PHONE (216) 555-5555	POV MILEAGE FROM RESIDENCE 10	
ORG CODE 1000	REQUESTING ORG CODE 1100	AUTHORIZING ORG CODE 0100
FUNDING ORG CODE <input type="text" value="1000"/>	OBJECT CLASS <input type="text"/>	JOB ORDER NUMBER <input type="text"/>
POINT OF CONTACT:	_____	
PURPOSE OF TRAVEL:	_____	
	_____	
EXPENSE IND. <input type="text"/>	GOVT. CHARGE CARD EXCEPTION? (Y/N) <input type="text"/>	MORE PURPOSE? (Y/N) <input type="text" value="N"/>
L = LODGING PLUS EXP.    A = ACTUAL EXPENSES	PF10 OR PF22 = SAVE & HOLD	
B = BOTH ACTUAL & LODGING PLUS    N = NONE	PF11 OR PF23 = PREVIOUS MENU	
ACTUAL EXPENSES AMOUNT PER DAY \$ <input type="text"/>	PF12 OR PF24 = EXIT	

1. Type the proper Object Class, as determined previously.
2. Type a valid Job Order Number (Task Order Number). As before, if you do not have an appropriate Job Order Number, type **P, zero, zero**, and your four-digit organization code.
3. Type a Point of Contact and Purpose of Travel.
4. Select the proper Expense Indicator Code from the choices listed. If you select "A" or "B," you must fill in the Actual Expenses Amount Per Day.
5. Press  or  under "Gov't Charge Card Exception" and "More Purpose."

As with the Single Trip, choosing "Y" under "Gov't Charge Card Exception?" indicates that your traveler does not wish to use a government charge card, and takes you to the screen shown on the next page. If you selected "No," you will skip to page 4-7. Choosing "Y" under "More Purpose?" takes you to an additional screen where you can enter more information.

6. Press

## Other Travel Types—Blanket

A4201302  
02/19/90NASA - LEWIS RESEARCH CENTER  
TRAVEL REQUEST MAINTENANCE  
ADD TRAVEL REQUEST FOR TAC <Your TAC Number>ID-02164  
12:34:56USE GOVERNMENT CHARGE CARD FOR AIRLINE TICKET? (Y/N)  NREQUEST AN ADVANCE FOR LODGING BECAUSE HOTEL/MOTEL DOES NOT  
ACCEPT GOVERNMENT CHARGE CARD? (Y/N)  YPLEASE PROVIDE THE NAME AND LOCATION OF THE HOTEL/MOTEL AND  
ANY OTHER JUSTIFICATION:

---

---

---

Remember, this screen will appear only if you answered "Yes" to the question, "Gov't Charge Card Exception?" Note: Default values will be displayed. You may use these or change them as required.

1. Press  Y or  N Select "No" if you want the ticket to be centrally billed.
2. Press  Y or  N If you answered "Yes," you must provide the information requested.

Proper hotel justification is needed for exception approval. Be as complete as possible.

## Other Travel Types—Blanket

A4201311  
02/19/90

NASA - LEWIS RESEARCH CENTER  
TRAVEL REQUEST MAINTENANCE  
ADD TRAVEL REQUEST FOR TAC <Your TAC Number>

ID-00462  
12:34:56

MODES OF TRANSPORTATION AUTHORIZED:  
(PLACE AN 'X' BY EACH MODE AUTHORIZED)


COMMERCIAL AIR  
GOVERNMENT CAR  
COMMERCIAL RAIL  
TAXI/POV FROM/TO AIRPORT  
TAXI AT DUTY LOCATION


GOVERNMENT AIR (NASA PLANE)  
GOVERNMENT RENTAL CAR  
COMMERCIAL BUS  
PRIVATELY-OWNED AUTOMOBILE

FMM EXCEPTION FOR NON-CONTRACT CITY PAIR  
FMM-9730-5G (2)  ('Z' FOR ALL)

TRAVEL PERIOD:

BEGINNING DATE   
ENDING DATE   
(YYYYMMDD)

1. Move the cursor to the appropriate space using the  or  keys.
2. Press  to mark all modes of transportation that may be used.
3. Type an FMM exception code, if appropriate, or press  to proceed.
4. Type the proper eight-digit beginning and ending dates for the travel period.
5. Press

At this point you will see the screen shown on page 16 of Section 3, "Add a Travel Request," that asks whether you want to send, save, or cancel the request. Please refer to that section for more information.

## Other Travel Types—General

A4201301  
02/19/90

NASA - LEWIS RESEARCH CENTER  
TRAVEL REQUEST MAINTENANCE  
ADD TRAVEL REQUEST

ID-00109  
12:34:56

TRAVELER'S SOCIAL SECURITY NUMBER

FISCAL YEAR

TRAVEL TYPE

S = SINGLE TRIP  
G = GENERAL AUTHORIZATION  
M = MODIFICATION/EXTENSION  
I = INVITATIONAL - DOMESTIC  
V = INVITATIONAL - FOREIGN  
R = PRE-PAYMENT REIMBURSABLE  
F = FOREIGN TRIP  
B = BLANKET ORDER (ORIGINAL)  
E = PRE-EMPLOYMENT INTERVIEW

1. Type the social security number of the traveler.
2. Type the proper fiscal year (It may be correct as shown).
3. Press  then

If the traveler has more than one general authorization TAC number, the screen pictured on the following page will be shown. If not, this screen will be omitted.



## Other Travel Types—General

A4201301  
02/19/90

NASA - LEWIS RESEARCH CENTER  
TRAVEL REQUEST MAINTENANCE  
ADD TRAVEL REQUEST

ID-00109  
12:34:56

TRAVELER'S SOCIAL SECURITY NUMBER

██████████

FISCAL YEAR 1991

TRAVEL TYPE G

-----

MULTIPLE BLANKET ORDERS EXIST FOR THIS INTERMITTENT TRAVELER

ENTER A TAC NUMBER OF THE BLANKET ORDER THAT THIS GENERAL AUTHORIZATION  
TRIP IS TO BE CHARGED AGAINST

TAC NUMBER

██████████

1. Type a valid eight-digit blanket TAC number.

2. Press



Screens for General Authorization travel requests are identical to those for a regular Single Trip. The only difference is that additional restraints are placed on the request in order to ensure that it conforms to an approved Blanket Order original. For more information on requesting a single trip, please see Section Three, "Add a Travel Request."

## Other Travel Types—Invitational/Pre-Employment

A4201301  
02/19/90

NASA - LEWIS RESEARCH CENTER  
TRAVEL REQUEST MAINTENANCE  
ADD TRAVEL REQUEST

ID-00109  
12:34:56

TRAVELER'S SOCIAL SECURITY NUMBER

FISCAL YEAR

TRAVEL TYPE

S = SINGLE TRIP  
G = GENERAL AUTHORIZATION  
M = MODIFICATION/EXTENSION  
I = INVITATIONAL - DOMESTIC  
V = INVITATIONAL - FOREIGN  
R = PRE-PAYMENT REIMBURSABLE  
F = FOREIGN TRIP  
B = BLANKET ORDER (ORIGINAL)  
E = PRE-EMPLOYMENT INTERVIEW

Invitational trips, either domestic or foreign, and pre-employment interview trips are those paid from the NASA budget for a non-NASA employee.

1. Type **123 45 6789**, which is a social security number reserved for invitational and pre-employment trips.
2. Type the proper fiscal year (It may be correct as shown).
3. Select   or
4. Press


Invitational Domestic or Foreign and Pre-Employment Interview employ the same screens. (The only exception is that the Invitational Foreign uses the foreign itinerary screen.) After completing the screen shown on the following page, the process is identical to Single Trip.

## Other Travel Types—Invitational/Pre-Employment

A4201305 02/19/90	NASA - LEWIS RESEARCH CENTER TRAVEL REQUEST MAINTENANCE ADD TRAVEL REQUEST FOR TAC <Your TAC Number>	ID-00384 12:34:56
SSN <input type="text" value="123 45 6789"/>		
LAST NAME <input type="text"/>	FIRST NAME <input type="text"/>	M.I. <input type="text"/>
HOME PHONE <input type="text"/>	POV MILEAGE FROM RESIDENCE	
REQUESTING ORG CODE <input type="text"/>	AUTHORIZING ORG CODE <input type="text"/>	
FUNDING ORG CODE <input type="text"/>	OBJECT CLASS <input type="text"/>	JOB ORDER NUMBER <input type="text"/>
POINT OF CONTACT:	_____	
PURPOSE OF TRAVEL:	_____	
	_____	
	MORE PURPOSE ? (Y=YES) <input type="text"/>	
L = LODGING PLUS EXP.    A = ACTUAL EXPENSES	PF10 OR PF22 = SAVE & HOLD	
B = BOTH ACTUAL & LODGING PLUS    N = NONE	PF11 OR PF23 = PREVIOUS MENU	
ACTUAL EXPENSES AMOUNT PER DAY \$ <input type="text"/>	PF12 OR PF24 = EXIT	

1. Type the traveler's correct social security number.

2. Type the traveler's personal information.

 The authorizing code for Pre-Employment Interviews (Type "E") is 1140. It is set as a default. The object class for Pre-Employment Interviews and both types of Invitational Travel, which you must fill in, is 2143.

3. Press

From this point, the process for Invitational Domestic or Foreign and Pre-Employment Interview is identical to Single Trip. For more information on requesting a single trip, please see Section Three, "Add a Travel Request."

## Other Travel Types—Modification/Extension

A4201301  
02/19/90

NASA - LEWIS RESEARCH CENTER  
TRAVEL REQUEST MAINTENANCE  
ADD TRAVEL REQUEST

ID-00109  
12:34:56

TRAVELER'S SOCIAL SECURITY NUMBER

FISCAL YEAR

1991

TRAVEL TYPE

S = SINGLE TRIP  
G = GENERAL AUTHORIZATION  
M = MODIFICATION/EXTENSION  
I = INVITATIONAL - DOMESTIC  
V = INVITATIONAL - FOREIGN  
R = PRE-PAYMENT REIMBURSABLE  
F = FOREIGN TRIP  
B = BLANKET ORDER (ORIGINAL)  
E = PRE-EMPLOYMENT INTERVIEW

The Modification/Extension option is used only for a travel request that has been completely approved, and the trip is already in progress.

1. Type the social security number of the traveler.
2. Type the proper fiscal year (It may be correct as shown).
3. Press  then

The Modification/Extension screen sequence is identical to Single Trip, with one exception: a Request to be Extended Screen, shown on the following page.

## *Other Travel Types—Modification/Extension*

A4201306  
02/19/90

NASA - LEWIS RESEARCH CENTER  
TRAVEL REQUEST MAINTENANCE  
ADD TRAVEL REQUEST

ID-00681  
12:34:56

ENTER REQUEST TO BE EXTENDED:

TAC  SUFFIX

1. Type a valid eight-digit TAC Number

2. Press



From this point, Modification/Extension is identical to Single Trip. For more information on requesting a single trip, please see Section Three, "Add a Travel Request."



After completing the process, you will see a confirmation screen indicating that the request has been copied to a new TAC number.

## Other Travel Types—Pre-Payment Reimbursable

A4201301  
02/19/90

NASA - LEWIS RESEARCH CENTER  
TRAVEL REQUEST MAINTENANCE  
ADD TRAVEL REQUEST

ID-00109  
12:34:56

TRAVELER'S SOCIAL SECURITY NUMBER

FISCAL YEAR

TRAVEL TYPE

S = SINGLE TRIP  
G = GENERAL AUTHORIZATION  
M = MODIFICATION/EXTENSION  
I = INVITATIONAL - DOMESTIC  
V = INVITATIONAL - FOREIGN  
R = PRE-PAYMENT REIMBURSABLE  
F = FOREIGN TRIP  
B = BLANKET ORDER (ORIGINAL)  
E = PRE-EMPLOYMENT INTERVIEW

Pre-payment reimbursable trips are those in which an outside entity or organization funds an official duty trip for a NASA employee.

1. Type the social security number of the traveler.
2. Type the proper fiscal year (It may be correct as shown).
3. Press  then

The Pre-payment Reimbursable Trip is identical to the Single Trip. The one difference is that FMD-Travel Branch must add information about the reimbursement agreement. The screen sequences are identical. For more information on requesting a single trip, please see Section Three, "Add a Travel Request."

## Modify a Travel Request

Modifying a travel request allows you to make changes to a request that has been prepared, but not fund approved. If you wish to modify a request once the approval process has started, you must start the modification process from the beginning. You may access the modification system through the Travel Request Maintenance Menu, pictured on the screen below.

Many of the screens and the associated keystrokes used to modify travel requests are identical to those you used to add the request. Therefore, for the sake of brevity, the screens will be pictured in this section, but the accompanying instructions have been eliminated. Changes are made by simply pressing the Enter key until the proper screen is recalled, and then using the Tab key to cursor to the appropriate space where a change can be made.

M42013 02/19/90	NASA - LEWIS RESEARCH CENTER TRAVEL REQUEST MAINTENANCE MENU	1D-00108 12:34:56
--------------------	---	----------------------

1. ADD A TRAVEL REQUEST
2. MODIFY AN EXISTING TRAVEL REQUEST
3. DELETE A TRAVEL REQUEST
4. COPY A TRAVEL REQUEST
5. DISPLAY A TRAVEL REQUEST
6. DISPLAY CURRENT STATUS OF A TRAVEL REQUEST
7. SUSPEND TRAVEL REQUEST FROM AUTHORIZATION SEQUENCE
8. REACTIVATE TRAVEL REQUEST IN AUTHORIZATION SEQUENCE
9. HELP - LISTING OF PER DIEM CITIES
10. HELP - LISTING OF OBJECT CLASSES
11. HELP - LISTING OF SOCIAL SECURITY NUMBERS

PLEASE SELECT OPTION

1. Press  then

## *Modify a Travel Request*

U4201312  
02/19/91

NASA - LEWIS RESEARCH CENTER  
TRAVEL REQUEST MAINTENANCE  
MODIFY TRAVEL REQUEST

ID-00383  
12:34:56

ENTER REQUEST TO BE MODIFIED  
TAC  SUFFIX

1. Type the proper TAC number and suffix. The most recent TAC number **accessed** is automatically displayed.

If you do not know, or cannot remember, the proper TAC number, please refer to the section entitled, "Prepared Standard Queries and Reports." Here you will find an option that displays TAC numbers for a social security number.

2. Press



Press the Enter key to cursor through the screens until the proper one is recalled, and then use the "Tab" key to cursor to the appropriate space where a change may be made.





**Modify a Travel Request**A4201304  
02/19/90NASA - LEWIS RESEARCH CENTER  
TRAVEL REQUEST MAINTENANCE  
MODIFY TRAVEL REQUEST FOR TAC <Your TAC Number>ID-00113  
12:34:56

=====

DEPART DATE DIFFERENT ? (Y/N)  ACTUAL DEPART DATE   
(YYYYMMDD)FMM EXCEPTION FOR NON-CONTRACT CITY PAIR FMM-9730-5G (2) 

=====

CAR RENTAL AUTHORIZED:  DAYS

=====

TAXI/POV TO/FROM AIRPORT AUTHORIZED ? (Y/N) TAXI AT DUTY LOCATION AUTHORIZED ? (Y/N) POV AUTHORIZED FOR TRIP ? (Y/N) ESTIMATED ROUND-TRIP POV MILEAGE ESTIMATED POV RATE PAY FOR POV ? (Y/N) 

=====

REGISTRATION FEE ? \$ IS TRAINING OFFICE APPROVAL REQUIRED FOR REGISTRATION FEE ? (Y/N) IS THIS AN EXTENDED DUTY TRIP ? (Y/N) A4201314  
02/19/90NASA - LEWIS RESEARCH CENTER  
TRAVEL REQUEST MAINTENANCE  
MODIFY TRAVEL REQUEST FOR TAC <Your TAC Number>ID-02164  
12:34:56MODES OF TRANSPORTATION AUTHORIZED:  
(PLACE AN 'X' BY EACH MODE AUTHORIZED)

COMMERCIAL AIR

GOVERNMENT AIR

GOVERNMENT CAR

GOVERNMENT RAIL

COMMERCIAL BUS

(NASA PLANE)

## *Modify a Travel Request*

A4201304  
02/19/90

NASA - LEWIS RESEARCH CENTER  
TRAVEL REQUEST MAINTENANCE MODIFY  
MODIFY TRAVEL REQUEST FOR TAC <Your TAC Number>

ID-00618  
12:34:56

PLEASE SELECT OF THE FOLLOWING OPTIONS:

- 1 SEND THE MODIFIED TRAVEL REQUEST ON FOR AUTHORIZATION
- 2 SAVE AND HOLD THE TRAVEL REQUEST

1. Press  or  then

Sending the request for authorization (option 1) displays the menu pictured on the next page. Holding the request (option 2) allows you to modify it later, and also displays the menu pictured on the next page.

## *Modify a Travel Request*

A4201304  
02/19/90

NASA - LEWIS RESEARCH CENTER  
TRAVEL REQUEST MAINTENANCE  
MODIFY TRAVEL REQUEST

ID-00115  
12:34:56

THIS MODIFICATION ON TAC <Your TAC Number> HAS BEEN SENT ON FOR AUTHORIZATION

PLEASE SELECT ONE OF THE FOLLOWING OPTIONS:

- 1 REQUEST A TRAVEL ADVANCE FOR THIS TRIP
- 2 MODIFY ANOTHER TRAVEL REQUEST
- 3 RETURN TO PREVIOUS MENU

1. Select  1  2 or  3

2. Press

Requesting a travel advance (option 1) displays the menu pictured on page 18 of Section Three, "Add a Travel Request," and allows you to ask for up-front funds. Modifying another travel request (option 2) returns you to the menu shown on page 2 of this section. Returning to the previous menu (option 3) takes you to the screen pictured on page 1 of this section.

## Delete a Travel Request

## Copy a Travel Request

Deleting a travel request removes a request and its TAC number that have been associated with your social security number. A request cannot be deleted once its overall status is approved. If it has been fund approved, you must contact FMD.

Copying a travel request copies information such as purpose of travel and itinerary from an existing TAC number to a new one. It does not copy the government charge exception indicator or justification. Copying the request to a new TAC number allows you, for example, to change the dates in the case of a repeat visit to the same location, or allows you to change the traveler's social security number, as would be the case if two individuals were taking a trip together.

M42013  
02/19/90

NASA - LEWIS RESEARCH CENTER  
TRAVEL REQUEST MAINTENANCE MENU

1D-00108  
12:34:56

1. ADD A TRAVEL REQUEST
2. MODIFY AN EXISTING TRAVEL REQUEST
3. DELETE A TRAVEL REQUEST
4. COPY A TRAVEL REQUEST
5. DISPLAY A TRAVEL REQUEST
6. DISPLAY CURRENT STATUS OF A TRAVEL REQUEST
7. SUSPEND TRAVEL REQUEST FROM AUTHORIZATION SEQUENCE
8. REACTIVATE TRAVEL REQUEST IN AUTHORIZATION SEQUENCE
9. HELP - LISTING OF PER DIEM CITIES
10. HELP - LISTING OF OBJECT CLASSES
11. HELP - LISTING OF SOCIAL SECURITY NUMBERS

PLEASE SELECT OPTION



1. Press



then



## Delete a Travel Request

M4201319  
02/19/90

NASA - LEWIS RESEARCH CENTER  
TRAVEL REQUEST MAINTENANCE  
DELETE TRAVEL REQUEST

1D-00410  
12:34:56

ENTER REQUEST TO BE DELETED:  
TAC  SUFFIX

1. Type the eight-digit TAC number of the request you want deleted.

2. Press



At this time, you may scroll through a series of screens that allow you to check the itinerary and other relevant information so you are sure to delete the correct request. Continue pressing the "Enter" key to scroll through. After you view each screen in the series, you will then be presented with the screen shown on the next page. You may advance to the final screen (shown on the next page) at any time by pressing the PF10 key.

## Delete a Travel Request


M4201307  
02/19/90

NASA - LEWIS RESEARCH CENTER  
TRAVEL REQUEST MAINTENANCE  
DELETE TRAVEL REQUEST FOR TAC <Your TAC Number>

1D-00417  
12:34:56

CONFIRM: DO YOU WISH TO DELETE THIS TRAVEL REQUEST? (Y/N)

1. Press  or  then

 If you answer "Yes," you will see the message, "TRAVEL REQUEST WAS DELETED." If you answer "No," the message, "TRAVEL REQUEST WAS NOT DELETED/CANCELLED" will appear.

2. Press  again to continue

Pressing the Enter key a second time returns you to the screen pictured on the page immediately preceding this one. From there you can either enter another TAC Number for deletion, or exit the Delete function using one of the Programmable Function keys.

## Copy a Travel Request

M42013  
02/19/90

NASA - LEWIS RESEARCH CENTER  
TRAVEL REQUEST MAINTENANCE MENU

1D-00108  
12:34:56

1. ADD A TRAVEL REQUEST
2. MODIFY AN EXISTING TRAVEL REQUEST
3. DELETE A TRAVEL REQUEST
4. COPY A TRAVEL REQUEST
5. DISPLAY A TRAVEL REQUEST
6. DISPLAY CURRENT STATUS OF A TRAVEL REQUEST
7. SUSPEND TRAVEL REQUEST FROM AUTHORIZATION SEQUENCE
8. REACTIVATE TRAVEL REQUEST IN AUTHORIZATION SEQUENCE
9. HELP - LISTING OF PER DIEM CITIES
10. HELP - LISTING OF OBJECT CLASSES
11. HELP - LISTING OF SOCIAL SECURITY NUMBERS

PLEASE SELECT OPTION



1. Press



then





## Copy a Travel Request

M4201320  
02/19/90

NASA - LEWIS RESEARCH CENTER  
TRAVEL REQUEST MAINTENANCE  
COPY TRAVEL REQUEST

1D-00545  
12:34:56

TRAVEL REQUEST  
TO BE COPIED:

TAC NUMBER

TRAVELER TO  
BE COPIED TO:

SOCIAL SECURITY NUMBER

FISCAL YEAR

1991

=====

PRESS ENTER TO COPY REQUEST

=====

1. Type the TAC Number of the request you wish to copy. The most recently accessed TAC Number will appear by default.
2. Type a correct social security number. It may be correct as shown.

You may type the same social security number if you wish to add another travel request for the same traveler.

3. Type the correct fiscal year. You may copy a request from one fiscal year to another.

4. Press



You will receive a message that states that the request has been copied, and lists a new TAC number. Press the Enter key, as instructed, to begin the travel request sequence, as detailed beginning on page 3-8.

***Display a Travel Request***  
***Display Current Status***  
***Suspend a Travel Request***  
***Reactivate a Travel Request***

The functions listed above let you examine existing travel requests, and suspend them from the approval sequence. Since the displaying, suspending, and reactivating of a travel request is a variation of the add function, many of the screens are identical, and therefore not repeated.

M42013  
02/19/90

NASA - LEWIS RESEARCH CENTER  
TRAVEL REQUEST MAINTENANCE MENU

1D-00108  
12:34:56

1. ADD A TRAVEL REQUEST
2. MODIFY AN EXISTING TRAVEL REQUEST
3. DELETE A TRAVEL REQUEST
4. COPY A TRAVEL REQUEST
5. DISPLAY A TRAVEL REQUEST
6. DISPLAY CURRENT STATUS OF A TRAVEL REQUEST
7. SUSPEND TRAVEL REQUEST FROM AUTHORIZATION SEQUENCE
8. REACTIVATE TRAVEL REQUEST IN AUTHORIZATION SEQUENCE
9. HELP - LISTING OF PER DIEM CITIES
10. HELP - LISTING OF OBJECT CLASSES
11. HELP - LISTING OF SOCIAL SECURITY NUMBERS

PLEASE SELECT OPTION



1. Press



then



## Display a Travel Request

M4201321  
02/19/90

NASA - LEWIS RESEARCH CENTER  
TRAVEL REQUEST MAINTENANCE  
DISPLAY TRAVEL REQUEST

1D-00.410  
12:34:56

ENTER REQUEST TO BE DISPLAYED:

TAC  SUFFIX

1. Type the proper eight-digit TAC number

2. Press

The display function allows you to examine the information already entered for a given TAC number. After typing the TAC number and pressing the Enter key, you may cursor through the Travel Request screens one by one by pressing Enter key. At the final screen, "Modes of Transportation," you may press either the Enter key, to return to the screen shown above, or use the proper Programmable Function key to exit.

## Display Current Status

M42013  
02/19/90

NASA - LEWIS RESEARCH CENTER  
TRAVEL REQUEST MAINTENANCE MENU

1D-00108  
12:34:56

1. ADD A TRAVEL REQUEST
2. MODIFY AN EXISTING TRAVEL REQUEST
3. DELETE A TRAVEL REQUEST
4. COPY A TRAVEL REQUEST
5. DISPLAY A TRAVEL REQUEST
6. DISPLAY CURRENT STATUS OF A TRAVEL REQUEST
7. SUSPEND TRAVEL REQUEST FROM AUTHORIZATION SEQUENCE
8. REACTIVATE TRAVEL REQUEST IN AUTHORIZATION SEQUENCE
9. HELP - LISTING OF PER DIEM CITIES
10. HELP - LISTING OF OBJECT CLASSES
11. HELP - LISTING OF SOCIAL SECURITY NUMBERS

PLEASE SELECT OPTION



1. Press



then



## Display Current Status

M4201339  
02/19/90

NASA - LEWIS RESEARCH CENTER  
TRAVEL REQUEST MAINTENANCE  
DISPLAY STATUS OF TRAVEL REQUEST

1D-00.552  
12:34:56

ENTER REQUEST FOR STATUS CHECK:

TAC  SUFFIX

1. Type the proper eight-digit TAC number

2. Press

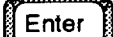
## Display Current Status

M4201339  
02/19/90

NASA - LEWIS RESEARCH CENTER  
TRAVEL REQUEST MAINTENANCE  
DISPLAY STATUS OF TRAVEL REQUEST <Your TAC Number>

1D-00.553  
12:34:56

TRAVEL TYPE	SINGLE TRIP
PENDING	OVERALL REQUEST STATUS
ESTIMATION DONE	TRANSPORTATION ESTIMATION
NOT APPLICABLE	FOREIGN TRIP PER DIEM ESTIMATION
→ PENDING APPROVAL	REQUEST APPROVAL STATUS
WAITING	AUTHORIZING APPROVAL STATUS
WAITING	FUND APPROVAL STATUS
NOT APPLICABLE	NASA PLANE APPROVAL STATUS
NOT APPLICABLE	REGISTRATION FEE APPROVAL STATUS
NOT APPLICABLE	ACTUAL EXPENSE APPROVAL STATUS
NOT APPLICABLE	CHARGE EXCEPTION APPROVAL STATUS
NOT APPLICABLE	INTERVIEWEE APPROVAL STATUS
NOT READY TO BE PRINTED	PRINT STATUS

1. Press  to return to the screen pictured on the previous page.

## *Suspend a Travel Request*

M42013  
02/19/90

NASA - LEWIS RESEARCH CENTER  
TRAVEL REQUEST MAINTENANCE MENU

1D-00108  
12:34:56

1. ADD A TRAVEL REQUEST
2. MODIFY AN EXISTING TRAVEL REQUEST
3. DELETE A TRAVEL REQUEST
4. COPY A TRAVEL REQUEST
5. DISPLAY A TRAVEL REQUEST
6. DISPLAY CURRENT STATUS OF A TRAVEL REQUEST
7. SUSPEND TRAVEL REQUEST FROM AUTHORIZATION SEQUENCE
8. REACTIVATE TRAVEL REQUEST IN AUTHORIZATION SEQUENCE
9. HELP - LISTING OF PER DIEM CITIES
10. HELP - LISTING OF OBJECT CLASSES
11. HELP - LISTING OF SOCIAL SECURITY NUMBERS

PLEASE SELECT OPTION

1. Press  then

A suspended travel request is one that has been temporarily taken out of the approval process.

## *Suspend a Travel Request*

M4201339  
02/19/90

NASA - LEWIS RESEARCH CENTER  
TRAVEL REQUEST MAINTENANCE  
SUSPEND TRAVEL REQUEST

1D-00.552  
12:34:56

ENTER REQUEST TO BE SUSPENDED:

TAC  SUFFIX

1. Type the proper eight-digit TAC number

2. Press



After typing the TAC number and pressing the Enter key, you may cursor through the Travel Request screens one by one by pressing the Enter key. This is done to confirm whether you are suspending the proper request. You may advance to the final screen (shown on the next page) at any time by pressing the PF10 key.



# Suspend a Travel Request

M4201340  
02/19/90

NASA - LEWIS RESEARCH CENTER  
TRAVEL REQUEST MAINTENANCE  
SUSPEND TRAVEL REQUEST <Your TAC Number>

1D-00571  
12:34:56

CONFIRM: DO YOU WISH TO SUSPEND THIS TRAVEL REQUEST ? (Y/N)



1. Press  or  then

## *Suspend/Reactivate a Travel Request*

M4201339  
02/19/90

NASA - LEWIS RESEARCH CENTER  
TRAVEL REQUEST MAINTENANCE  
SUSPEND TRAVEL REQUEST <Your TAC Number>

1D-00.552  
12:34:56

CONFIRM: DO YOU WISH TO SUSPEND THIS TRAVEL REQUEST ? (Y/N)

-----  
TRAVEL REQUEST <Your TAC Number> HAS BEEN SUSPENDED FROM AUTHORIZATION SEQUENCE

PRESS <ENTER> TO CONTINUE

1. Press



Pressing the Enter key returns you to the Travel Request Maintenance Menu. At the previous step, when asked to confirm that you wanted to suspend the request, if you had selected "No," you would have received the message, "TRAVEL REQUEST HAS NOT BEEN SUSPENDED."

Reactivating a Travel Request (option 8 from the main menu) involves the same steps as Suspending a Travel Request. As with Suspending a Travel Request, you must enter a valid TAC number, and then will be asked to confirm your selection. You may go through the entire modification process in order to reactivate a travel request, or press the PF10 key to bypass the screens.

*Listing of Per Diem Cities—see page 8-1*

*Listing of Object Classes—see page 8-4*

*Listing of Social Security Numbers—see page 8-7*

These three functions fall under the “Help” umbrella, and are informational in nature: they add no data to the travel request process. The first lets you determine the per diem amount paid by the government for travel to various cities, arranged by state. The second, previously addressed in Section Three of this manual, lists the object classes under which various types of travel are classified. The third lists social security numbers for each organization code.

M42013  
02/19/90

NASA - LEWIS RESEARCH CENTER  
TRAVEL REQUEST MAINTENANCE MENU

1D-00108  
12:34:56

1. ADD A TRAVEL REQUEST
2. MODIFY AN EXISTING TRAVEL REQUEST
3. DELETE A TRAVEL REQUEST
4. COPY A TRAVEL REQUEST
5. DISPLAY A TRAVEL REQUEST
6. DISPLAY CURRENT STATUS OF A TRAVEL REQUEST
7. SUSPEND TRAVEL REQUEST FROM AUTHORIZATION SEQUENCE
8. REACTIVATE TRAVEL REQUEST IN AUTHORIZATION SEQUENCE
9. HELP - LISTING OF PER DIEM CITIES
10. HELP - LISTING OF OBJECT CLASSES
11. HELP - LISTING OF SOCIAL SECURITY NUMBERS

PLEASE SELECT OPTION



1. Press



then



## *Listing of Per Diem Cities*

P4200806  
02/19/90

NASA - LEWIS RESEARCH CENTER  
TRAVEL REQUEST HELP FUNCTION  
PER DIEM CITY SELECTION

1D-00142  
12:34:56

TO LIST ALL VALID PER DIEM CITIES  
IN A GIVEN STATE, ENTER STATE CODE

STATE  (ENTER A '?' TO SEE LIST OF STATE CODES)

1. Type the correct state code, then

LOTS uses the two-letter abbreviations employed by the Postal Service. If you are unsure of the proper state code, type a "?" and press the Enter key.

## Listing of Per Diem Cities


P4200806  
02/19/90

NASA - LEWIS RESEARCH CENTER  
PER DIEM LOCATIONS IN <Selected State>

1D-00145  
12:34:56

PER DIEM CITY	PER DIEM	M&IE RATE	LODGING RATE
ADA	66.00	26.00	40.00
AKRON	84.00	26.00	58.00
ALBANY	66.00	26.00	40.00
ALFRED	66.00	26.00	40.00
ALGER	66.00	26.00	40.00
ALLIANCE	66.00	26.00	40.00
AMHERST	77.00	26.00	51.00
ASHLEY	66.00	26.00	40.00
ASHTABULA	81.00	26.00	55.00
ATHENS	66.00	26.00	40.00
AURORA	66.00	26.00	40.00
AVON	77.00	26.00	51.00

HIT ENTER TO CONTINUE

1. Press  to scroll through the list of cities

When you locate the proper city, write down the listed amounts and press the PF 11 key to return to the Travel Request Maintenance Menu. If you want to review the list, press the Enter key several times to return to the screen pictured on the previous page.

## *Listing of Object Classes*

M42013  
02/19/90

NASA - LEWIS RESEARCH CENTER  
TRAVEL REQUEST MAINTENANCE MENU

1D-00108  
12:34:56

1. ADD A TRAVEL REQUEST
2. MODIFY AN EXISTING TRAVEL REQUEST
3. DELETE A TRAVEL REQUEST
4. COPY A TRAVEL REQUEST
5. DISPLAY A TRAVEL REQUEST
6. DISPLAY CURRENT STATUS OF A TRAVEL REQUEST
7. SUSPEND TRAVEL REQUEST FROM AUTHORIZATION SEQUENCE
8. REACTIVATE TRAVEL REQUEST IN AUTHORIZATION SEQUENCE
9. HELP - LISTING OF PER DIEM CITIES
10. HELP - LISTING OF OBJECT CLASSES
11. HELP - LISTING OF SOCIAL SECURITY NUMBERS

PLEASE SELECT OPTION



1. Press

**1**

then

**0**

then

**Enter**

## Listing of Object Classes

P4201407  
02/19/90

NASA - LEWIS RESEARCH CENTER  
TRAVEL REQUEST FUNCTION  
LISTING OF OBJECT CLASSES

ID-00743  
12:34:56

CHOOSE THE TYPE OF OBJECT CLASS TO BE DISPLAYED:   
(ENTER A LETTER VALUE FROM THE LIST BELOW)

A = ALL TYPES  
D = 'DOMESTIC' ONLY  
F = 'FOREIGN' ONLY  
B = 'BOTH' ONLY

1. Press



then



Performing this operation will display a screen (shown on the following page) listing the various object classes by number and describing them. Selecting "A" allows you to view all of the choices as displayed on the entire series of screens. Selecting "D" or "F" simply limits the number of codes displayed.

Selecting option "B" displays one code - 2143 - that is used *only* for non-NASA travelers, such as contractors or invitational travelers.

## Listing of Object Classes

P4201407  
02/19/90

NASA - LEWIS RESEARCH CENTER  
TRAVEL REQUEST FUNCTION  
LISTING OF OBJECT CLASSES

ID-00744  
12:34:56



OBJECT CLASS: 2111 DOMESTIC


MANAGE PROGRAMS CONTAINING DESIGN-FABRICATION-ASSEMBLY-ACCEPTANCE OF HARWARE. MANAGEMENT OF THOSE PROGRAMS WHICH ENCOMPASS THE DESIGN, FABRICATION, ASSEMBLY, AND ACCEPTANCE BY NASA OF ANY END-ITEM DEVELOPMENT HARDWARE. FOR EXAMPLE: VIKING, SHUTTLE, PIONEER, MARINER, NIMBUS, ETC.

OBJECT CLASS: 2112 FOREIGN

MANAGE PROGRAMS CONTAINING DESIGN-FABRICATION-ASSEMBLY-ACCEPTANCE OF HARDWARE. MANAGEMENT OF THOSE PROGRAMS WHICH ENCOMPASS THE DESIGN, FABRICATION, ASSEMBLY, AND ACCEPTANCE BY NASA OF ANY END-ITEM DEVELOPMENT HARDWARE. FOR EXAMPLE: VIKING, SHUTTLE, PIONEER, MARINER, NIMBUS, ETC.

\*\*\*\*\*  
<PRESS ENTER TO CONTINUE>

1. Press  to page through the screens.
2. Locate the correct object class.
3. Press  twice to return to the Travel Request Maintenance Menu.

 If you scroll all the way through the series (returning to the screen pictured on the previous page), you only need to press PF11 once.



## *Listing of Social Security Numbers*

M42013  
02/19/90

NASA - LEWIS RESEARCH CENTER  
TRAVEL REQUEST MAINTENANCE MENU

1D-00108  
12:34:56

1. ADD A TRAVEL REQUEST
2. MODIFY AN EXISTING TRAVEL REQUEST
3. DELETE A TRAVEL REQUEST
4. COPY A TRAVEL REQUEST
5. DISPLAY A TRAVEL REQUEST
6. DISPLAY CURRENT STATUS OF A TRAVEL REQUEST
7. SUSPEND TRAVEL REQUEST FROM AUTHORIZATION SEQUENCE
8. REACTIVATE TRAVEL REQUEST IN AUTHORIZATION SEQUENCE
9. HELP - LISTING OF PER DIEM CITIES
10. HELP - LISTING OF OBJECT CLASSES
11. HELP - LISTING OF SOCIAL SECURITY NUMBERS

PLEASE SELECT OPTION



1. Press



then



then



## *Listing of Social Security Numbers*

P4201204  
02/19/90

NASA - LEWIS RESEARCH CENTER  
TRAVEL REQUEST HELP FUNCTION  
ORG CODE SELECTION

1D-00143  
12:34:56

TO LIST ALL VALID SOC-SEC-NOS AND NAMES,  
ENTER 'ORG-CODE'.

ORG-CODE

1. Type a valid four-digit organization code.

2. Press

## Listing of Social Security Numbers

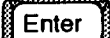
P4201204  
02/19/90

NASA - LEWIS RESEARCH CENTER  
VALID ORG-CODE INFORMATION

1D-00141  
12:34:56

ORG CODE	SOCIAL SECURITY NUMBER	LAST NAME	FIRST NAME	M I	JR-SR
4110	999 99 0000	SMITH	JOHN		
	999 99 0001	CHIEF	BRANCH		
4111	999 99 0002	JONES	BOB		
	999 99 0003	TRAINING1	TRAVEL		
	999 99 0004	TRAINING2	TRAVEL		
	999 99 0005	TRAINING3	TRAVEL		
	999 99 0006	TRAINING4	TRAVEL		
	999 99 0007	TRAINING5	TRAVEL		

HIT ENTER TO CONTINUE

1. Press  to scroll through the numbers.

2. Press  when finished.

When you locate the proper social security number, write it down and press the PF11 key. If you want to review the list, press the Enter key several times to return to the screen pictured on the previous page.

## *Travel Advance Maintenance*

This section shows you how to add, delete, and modify requests for a cash or check advance.

M42000 02/19/90	NASA-LEWIS RESEARCH CENTER TRAVEL SYSTEM MAIN MENU	ID-00592 12:34:56
1. TRAVEL REQUEST MAINTENANCE		
2. TRAVEL ADVANCE MAINTENANCE		
3. TRAVEL VOUCHER MAINTENANCE		
4. PREPARED STANDARD QUERIES/REPORTS		
5. PERSONNEL DATA MAINTENANCE		
PLEASE SELECT OPTION <input type="checkbox"/>		

1. Press  then

Selecting option number two will take you to the Travel Advance Maintenance menu, where you may add and modify advance requests.

## Add a Travel Advance

M42015  
02/19/90

NASA-LEWIS RESEARCH CENTER  
TRAVEL ADVANCE MAINTENANCE MENU

ID-00175  
12:34:56

1. ADD TRAVEL ADVANCE
2. MODIFY TRAVEL ADVANCE
3. DELETE TRAVEL ADVANCE
4. DISPLAY TRAVEL ADVANCES FOR A TAC NUMBER
5. PRINT FINAL TRAVEL ADVANCE
6. DISPLAY A TRAVELER'S ADVANCES AND RECOVERIES  
BY TAC NUMBER
7. DISPLAY A TRAVELER'S ADVANCES AND RECOVERIES  
BY SOCIAL SECURITY NUMBER

PLEASE SELECT OPTION

1. Press  then

## Add a Travel Advance

A4201501  
02/19/90

NASA-LEWIS RESEARCH CENTER  
TRAVEL ADVANCE MAINTENANCE MENU  
ADD TRAVEL ADVANCE

ID-00176  
12:34:56

TAC NUMBER

1. Type a valid eight-digit TAC number.

2. Press



## Add a Travel Advance

A4201501  
02/19/90NASA-LEWIS RESEARCH CENTER  
TRAVEL ADVANCE MAINTENANCE MENU  
ADD TRAVEL ADVANCEID-00177  
12:34:56

TAC NO: &lt;Your TAC Number&gt;

REQUEST DATE: 19910101

SSN: [REDACTED]

REQUEST TIME: 1200

LAST-NAME: DOE

FIRST-NAME: JOHN

M.I.: Q

PABX: 1234 MAIL STOP: 500-1

BLDG.: 500

ROOM: 1234

ADDRESS: 100 MAIN STREET

CITY: CLEVELAND

STATE: OH

ZIP: 44109

YOU ARE ENTITLED TO AN ADVANCE OF 400.00

ENTER CASH ADVANCE AMOUNT: [REDACTED]

ENTER TREASURY CHECK AMOUNT: [REDACTED]

CHECK SENT TO [REDACTED]

1. RESIDENCE

2. MAIL-STOP

3. OTHER ADDRESS

1. Type the desired cash advance amount, then

Tab

2. Type the desired check amount, then

Tab

The maximum allowable cash advance is \$500. The total amount of the cash and check advance cannot exceed the listed amount that you are entitled to. (In this example, it is \$400.) Treasury checks must be for at least \$25. You need not ask for both.

3. Press

1

2

or

3

then

Enter

If you chose "Other Address" (option 3), you will be asked to provide that information later, under "Travel Advance Maintenance, Print Final Travel Advance."

## *Add a Travel Advance*

ADVANCE WAS ADDED

1. Press



Pressing the Enter key will return you to the screen pictured on page 3 of this section. Press the PF11 key to return to the Travel Advance Maintenance Menu, as shown on the next page. From here you may modify the advance request, if needed.



## *Modify a Travel Advance*

M42015  
02/19/90

NASA-LEWIS RESEARCH CENTER  
TRAVEL ADVANCE MAINTENANCE MENU

ID-00175  
12:34:56

1. ADD TRAVEL ADVANCE
2. MODIFY TRAVEL ADVANCE
3. DELETE TRAVEL ADVANCE
4. DISPLAY TRAVEL ADVANCES FOR A TAC NUMBER
5. PRINT FINAL TRAVEL ADVANCE
6. DISPLAY A TRAVELER'S ADVANCES AND RECOVERIES  
BY TAC NUMBER
7. DISPLAY A TRAVELER'S ADVANCES AND RECOVERIES  
BY SOCIAL SECURITY NUMBER

PLEASE SELECT OPTION

1. Press  then

## *Modify a Travel Advance*

A4201501  
02/19/90

NASA-LEWIS RESEARCH CENTER  
TRAVEL ADVANCE MAINTENANCE MENU  
MODIFY TRAVEL ADVANCE

ID-00176  
12:34:56

TAC NUMBER

1. Type a valid eight-digit TAC number

2. Press



From this point, the process is identical to adding a travel advance. First you are presented with the screen on which you may modify the cash advance amount, the treasury check amount, and the location to send the check. After that, you will receive the message, "Record Was Modified." Press the Enter key to return to the screen shown above. You may then press the PF11 key to return to the Travel Advance Maintenance Menu, shown on the previous page.

## Delete a Travel Advance

M42015  
02/19/90

NASA-LEWIS RESEARCH CENTER  
TRAVEL ADVANCE MAINTENANCE MENU

ID-00175  
12:34:56

1. ADD TRAVEL ADVANCE
2. MODIFY TRAVEL ADVANCE
3. DELETE TRAVEL ADVANCE
4. DISPLAY TRAVEL ADVANCES FOR A TAC NUMBER
5. PRINT FINAL TRAVEL ADVANCE
6. DISPLAY A TRAVELER'S ADVANCES AND RECOVERIES  
BY TAC NUMBER
7. DISPLAY A TRAVELER'S ADVANCES AND RECOVERIES  
BY SOCIAL SECURITY NUMBER

PLEASE SELECT OPTION

1. Press  then

## Delete a Travel Advance

A4201501  
02/19/90

NASA-LEWIS RESEARCH CENTER  
TRAVEL ADVANCE MAINTENANCE MENU  
DELETE TRAVEL ADVANCE

ID-00176  
12:34:56

TAC NUMBER

1. Type a valid eight-digit TAC number

2. Press



## Delete a Travel Advance

A4201501  
02/19/90NASA-LEWIS RESEARCH CENTER  
TRAVEL ADVANCE MAINTENANCE MENU  
DELETE TRAVEL ADVANCEID-00177  
12:34:56

TAC NO: &lt;Your TAC Number&gt;

REQUEST DATE: 19910101

SSN: ██████████

REQUEST TIME: 1200

LAST-NAME: DOE

FIRST-NAME: JOHN

PABX: 1234 MAIL STOP: 500-1

BLDG.: 500

M.I.: Q  
ROOM: 1234

ADDRESS: 100 MAIN STREET

CITY: CLEVELAND

STATE: OH

ZIP: 44109

YOU ARE ENTITLED TO AN ADVANCE OF 500.00

ENTER CASH ADVANCE AMOUNT: 150.00

ENTER TREASURY CHECK AMOUNT: 350.00

CHECK SENT TO 2

1. RESIDENCE

2. MAIL-STOP

3. OTHER ADDRESS

DELETE ADVANCE REQUEST (Y OR N)

1. Press  or  then 

If you press "Y," you will see a statement confirming the deletion. If you press "N," you will see a statement indicating that the advance request was not deleted.

After receiving either confirmation, you may press the Enter key a second time to return to the TAC number screen, where you may enter another TAC number to delete, or press the PF11 key to return to the Travel Advance Maintenance Menu.

## *Display a Travel Advance*

M42015  
02/19/90

NASA-LEWIS RESEARCH CENTER  
TRAVEL ADVANCE MAINTENANCE MENU

ID-00175  
12:34:56

1. ADD TRAVEL ADVANCE
2. MODIFY TRAVEL ADVANCE
3. DELETE TRAVEL ADVANCE
4. DISPLAY TRAVEL ADVANCES FOR A TAC NUMBER
5. PRINT FINAL TRAVEL ADVANCE
6. DISPLAY A TRAVELER'S ADVANCES AND RECOVERIES  
BY TAC NUMBER
7. DISPLAY A TRAVELER'S ADVANCES AND RECOVERIES  
BY SOCIAL SECURITY NUMBER

PLEASE SELECT OPTION



1. Press



then



## *Display a Travel Advance*

A4201501  
02/19/90

NASA-LEWIS RESEARCH CENTER  
TRAVEL ADVANCE MAINTENANCE MENU  
DISPLAY TRAVEL ADVANCE

ID-00176  
12:34:56

TAC NUMBER

1. Type a valid eight-digit TAC number

2. Press



## Display a Travel Advance


A4201504  
02/19/90

NASA-LEWIS RESEARCH CENTER  
TRAVEL ADVANCE MAINTENANCE MENU  
DISPLAY TRAVEL ADVANCES FOR A TAC NUMBER

ID-00183  
12:34:56

TAC NO. <Your TAC Number> NAME - DOE, JOHN

TYPE	REQUESTED AMOUNT	AMOUNT ADVANCED	REQUEST DATE	REQUEST TIME	ADVANCE PRINTED
CHECK	350.00		19910101	12:00	NO
CASH	150.00		19910101	12:00	NO

1. Press  to return to the TAC number screen shown on the previous page

-- *OR* --



to return to the Travel Advance Maintenance Menu



## *Print Final Travel Advance*

M42015  
02/19/90

NASA-LEWIS RESEARCH CENTER  
TRAVEL ADVANCE MAINTENANCE MENU

ID-00175  
12:34:56

1. ADD TRAVEL ADVANCE
2. MODIFY TRAVEL ADVANCE
3. DELETE TRAVEL ADVANCE
4. DISPLAY TRAVEL ADVANCES FOR A TAC NUMBER
5. PRINT FINAL TRAVEL ADVANCE
6. DISPLAY A TRAVELER'S ADVANCES AND RECOVERIES  
BY TAC NUMBER
7. DISPLAY A TRAVELER'S ADVANCES AND RECOVERIES  
BY SOCIAL SECURITY NUMBER

PLEASE SELECT OPTION



1. Press



then



## *Print Final Travel Advance*

A4201501  
02/19/90

NASA-LEWIS RESEARCH CENTER  
TRAVEL ADVANCE MAINTENANCE MENU  
PRINT TRAVEL ADVANCE

ID-00176  
12:34:56

TAC NUMBER

NUMBER OF COPIES (1 OR 3)

1. Type a valid eight-digit TAC number

2. Press  or  then

## *Print Final Travel Advance*

THE TRAVEL ADVANCE FORMS MUST NOW BE SIGNED, AND TAKEN TO THE CASHIER

At this time, you must press the Enter key to print the advance and return to the screen shown on the previous page, where you may enter another TAC number to print, or press the PF11 key to return to the Travel Advance Maintenance Menu.



Once you have printed a travel advance, it can be printed again by the cashier or FMD-Travel Branch personnel *only*.

## Display by TAC Number/Social Security Number

M42015  
02/19/90

NASA-LEWIS RESEARCH CENTER  
TRAVEL ADVANCE MAINTENANCE MENU

ID-00175  
12:34:56

1. ADD TRAVEL ADVANCE
2. MODIFY TRAVEL ADVANCE
3. DELETE TRAVEL ADVANCE
4. DISPLAY TRAVEL ADVANCES FOR A TAC NUMBER
5. PRINT FINAL TRAVEL ADVANCE
6. DISPLAY A TRAVELER'S ADVANCES AND RECOVERIES  
BY TAC NUMBER
7. DISPLAY A TRAVELER'S ADVANCES AND RECOVERIES  
BY SOCIAL SECURITY NUMBER

PLEASE SELECT OPTION

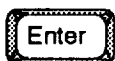
1. Press  then

*Display by TAC Number/Social Security Number*A4201501  
02/19/90NASA-LEWIS RESEARCH CENTER  
TRAVEL ADVANCE MAINTENANCE MENU  
DISPLAY TRAVELER'S ADVANCESID-00176  
12:34:56

TAC NUMBER

1. Type a valid five-digit TAC number

2. Press



## Display by TAC Number/Social Security Number

A4201521  
02/19/90

NASA-LEWIS RESEARCH CENTER  
TRAVEL ADVANCE MAINTENANCE MENU  
DISPLAY TRAVELER'S ADVANCES AND RECOVERIES

ID-00436  
12:34:56

TAC NUMBER	ADVANCE DATE	ADVANCE AMOUNT	RECOVERY AMOUNT	AMOUNT OWED
14001 001	1991/01/01	200.00	0.00	200.00
14001 002	1991/02/01	250.00	0.00	250.00
17021 001	1991/03/01	225.00	0.00	225.00

1. Press  to return to the TAC number screen, shown on the previous page

The process for looking at advances and recoveries by social security (choice number 7) is nearly identical to the one you've just completed. The only difference is the first screen in the series (shown on the previous page) will ask you to type in a social security number, rather than a TAC number.

## *Travel Voucher Maintenance*

Travel Vouchers are prepared after the completion of a trip to record and justify travel expenses. The next two sections detail how to add, modify, delete, and display travel vouchers.

M42000  
02/19/90

NASA-LEWIS RESEARCH CENTER  
TRAVEL SYSTEM MAIN MENU

ID-00592  
12:34:56

1. TRAVEL REQUEST MAINTENANCE
2. TRAVEL ADVANCE MAINTENANCE
3. TRAVEL VOUCHER MAINTENANCE
4. PREPARED STANDARD QUERIES/REPORTS
5. PERSONNEL DATA MAINTENANCE
6. LOGON TO OTHER APPLICATIONS

PLEASE SELECT OPTION



1. Press



then



Selecting option number three will take you to the Travel Voucher Maintenance menu, where you may perform travel voucher functions.

## Add a Travel Voucher

M42020  
02/19/90

NASA-LEWIS RESEARCH CENTER  
TRAVEL VOUCHER MAINTENANCE MENU

ID-01123  
12:34:56

1. ADD TRAVEL VOUCHER
2. MODIFY TRAVEL VOUCHER
3. DELETE TRAVEL VOUCHER
4. DISPLAY TRAVEL VOUCHER
5. TRAVEL VOUCHER REPORTS
6. HELP - LISTING OF PER DIEM CITIES

PLEASE SELECT OPTION

1. Press



then





## Add a Travel Voucher

A4202001  
02/19/90

NASA-LEWIS RESEARCH CENTER  
TRAVEL VOUCHER MAINTENANCE MENU  
ADD TRAVEL VOUCHER

ID-00930  
12:34:56

ENTER TAC NUMBER AND VOUCHER TYPE

TAC NUMBER

VOUCHER TYPE

P - LODGING PLUS  
O - OTHER TYPE (ACTUAL EXPENSES)  
S - SUPPLEMENTAL  
R - RECONSTRUCTED

1. Type a valid TAC number

2. Press



3. Press



The first choice, Lodging Plus ("P") is the most common type of voucher. Lodging Plus uses the standard rates set by the government. A list of these rates is available under "Help - Listing of Per Diem Cities," which is option six of those shown on the previous page.



For a more detailed description of each type of voucher, press the PF1 key.

## Add a Travel Voucher

A4202033  
02/19/90NASA-LEWIS RESEARCH CENTER  
TRAVEL VOUCHER MAINTENANCE MENU  
ADD - PERSONNEL INFORMATION - <Your Voucher Number>ID-00932  
12:34:56

TRAVELER NAME:	NASA LEWIS RESEARCH CENTER		
DOE, JOHN Q.	21000 BROOKPARK ROAD, M/S SVR-3		
RESIDENCE ADDRESS:	CLEVELAND, OH	44135	
100 MAIN STREET		PABX: 1234	
CLEVELAND , OH	44109	CHARGE CARD:	Y

DEPARTMENT OR ESTABLISHMENT, BUREAU, DIVISION, OR OFFICE:	NASA LEWIS RESEARCH CENTER
--	----------------------------

PRESENT DUTY LOCATION:	SVERDRUP TECHNOLOGY
------------------------	---------------------

TYPE 'X' TO SELECT CHECK MAILING ADDRESS

<input type="checkbox"/>	RESIDENCE				
<input type="checkbox"/>	MAIL STOP	STREET:	<input type="text"/>		
<input type="checkbox"/>	OTHER:	CITY:	<input type="text"/>	ST:	<input type="text"/> ZIP: 00000

1. Move the cursor to the appropriate space using the  key.

2. Press

3. Press

If you chose the third option, "Other," you must then type an appropriate address. Use the Tab key to cursor through the address fields.

## Add a Travel Voucher

A4202033  
02/19/90

NASA-LEWIS RESEARCH CENTER  
TRAVEL VOUCHER MAINTENANCE MENU  
ADD - GENERAL TRIP INFORMATION - <Your Voucher Number>

ID-00933  
12:34:56

MARK CONDITIONS WITH 'Y' OR 'N'.

**START OF TRIP:**

TRAVELER WORKED BEFORE LEAVING ON TRIP \_\_\_\_\_  ← 1  
TRAVELER DROVE POV TO AIRPORT \_\_\_\_\_  ← 2

**END OF TRIP:**

TRAVELER WORKED AFTER RETURNING FROM TRIP \_\_\_\_\_  ← 3  
TRAVELER DROVE POV FROM AIRPORT \_\_\_\_\_  ← 4

**GENERAL:**

RENTAL CAR WAS USED ON TRIP \_\_\_\_\_   
ANNUAL LEAVE WAS TAKEN DURING TRIP \_\_\_\_\_   
TRAVELER DROVE POV AT TDY LOCATION \_\_\_\_\_   
TICKET FOR OFFICIAL TRANSPORTATION WAS PURCHASED  
BY TRAVELER (CASH OR CHARGE CARD) OR WITH GTR \_\_\_\_\_

1. Press  Y or  N as appropriate, for each condition.

You may use the Tab/Shift-Tab keys to cursor among the spaces.

2. Press  Enter

Your answers to these questions will determine which of the following screens will be displayed. They will be presented here in order. If you answer "Yes" to any of the first four questions on this screen, you will see one of two variations of the screen pictured on the following page. If you answer "No" to all four, you will skip this screen entirely.

## Add a Travel Voucher

A4202003 02/19/90	NASA-LEWIS RESEARCH CENTER TRAVEL VOUCHER MAINTENANCE MENU ADD - TRIP START/END INFORMATION - <Your Voucher Number>	ID-00934 12:34:56			
START OF TRIP: ENTER THE TIME TRAVELER LEFT	(HHMM) :	<input type="text"/>			
END OF TRIP: ENTER TIME TRAVELER ARRIVED AT	(HHMM) :	<input type="text"/>			
COMPLETE THIS SCREEN TO CLAIM POV MILEAGE FOR TRANSPORTATION TO/FROM THE AIRPORT, OTHER TERMINAL, OR NASA.					
	FROM	TO	MILES	O - ONE WAY R - R/T	RATE
START OF TRIP:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
END OF TRIP:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
DO NOT USE THIS SCREEN TO CLAIM POV BETWEEN OR AT TDY LOCATIONS. CLAIM NON-POV TRANSPORTATION TO TERMINAL AND PARKING ON 'OTHER EXPENSE' SCREEN					

From the previous page:

Regardless of your answer to question 1, you will enter information in the field labelled above as "A."

If you answer "Yes" to question 2, you will enter information into the fields of area "C."

Regardless of your answer to question 3, you will enter information in field "B."

And if you answer "Yes" to question 4, you will enter information into the fields of area "D."

The system will prevent you from inputting data into a field that is not permissible by displaying an error message and highlighting the improper entry when you press the Enter key.



The instructions presented on the following page will assume that you have entered "Yes" to all four questions. If your answer was "No" to any of them, simply use the Tab key to move the cursor to the proper field.

## *Add a Travel Voucher*

This page intentionally left blank.

**Add a Travel Voucher**A4202003  
02/19/90NASA-LEWIS RESEARCH CENTER  
TRAVEL VOUCHER MAINTENANCE MENU  
ADD - TRIP START/END INFORMATION - <Your Voucher Number>ID-00934  
12:34:56**START OF TRIP:**ENTER THE TIME TRAVELER LEFT HOME/OTHER (HHMM): **END OF TRIP:**ENTER TIME TRAVELER ARRIVED AT (HHMM): COMPLETE THIS SCREEN TO CLAIM POV MILEAGE FOR  
TRANSPORTATION TO/FROM THE AIRPORT, OTHER TERMINAL, OR NASA.

	FROM	TO	MILES	O - ONE WAY R - R/T	RATE
START OF TRIP:	HOME/OTHER	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
END OF TRIP:	<input type="text"/>	HOME/OTHER	<input type="text"/>	<input type="text"/>	<input type="text"/>

DO NOT USE THIS SCREEN TO CLAIM POV BETWEEN OR AT TDY LOCATIONS.  
CLAIM NON-POV TRANSPORTATION TO TERMINAL AND PARKING ON 'OTHER EXPENSE' SCREEN

1. Type a four-digit number showing the time the traveller left/arrived at his home or office at the beginning/end of the trip. Do not use flight times.

Remember to use military time. That is, 1 a.m. would be "0100" and 1 p.m. would be "1300."


2. Type a destination, such as "Airport" or "LeRC," then

3. Type the distance travelled, then

4. Press  or

---

## *Add a Travel Voucher*

5. Type the mileage rate in cents.
6. Repeat steps 2-5 for the "End of Trip" information.
7. Press 

## Add a Travel Voucher

A4202004  
02/19/90

NASA-LEWIS RESEARCH CENTER  
TRAVEL VOUCHER MAINTENANCE MENU  
ADD - TRANSPORTATION ITINERARY - <Your Voucher Number>

ID-00935  
12:34:56

TRANSPORTATION MODE:


A - GOVERNMENT CAR    G - GOVERNMENT AIR    R - RENTAL CAR    V - OTHER GOVT  
B - COMMERCIAL BUS    O - OTHER    S - SUBWAY, LIMO    VEHICLE  
C - COMMERCIAL AIR    P - POV    T - COMMERCIAL TRAIN    X - TAXI

LOCATION (CITY AND STATE)	DUTY DATE (YYYYMMDD)	TIME (HHMM)	TRANS MODE	CAR- RIER	FLIGHT NUMBER	NON TDY
DEPART: CLEVELAND	OH 19910101	0700				
ARRIVE: WASHINGTON	DC 19910101	0900				
DEPART: WASHINGTON	DC 19910102	0700				
ARRIVE: CLEVELAND	OH 19910102	1200				

MORE ITINERARY? (Y/N)

1. Choose a mode of transportation from the list provided.
2. If you chose "C" in step 1, type the abbreviation for your air carrier and a flight number.

Otherwise, press  twice.

 You may press the PF1 or PF13 key to view a help screen that lists carrier abbreviations.

3. Press  if the traveler took annual leave, or had a layover. Otherwise, press .

4. Repeat steps 1-3 for each duty location.

5. Press  or  then .

If you chose "Yes" for "More Itinerary," another screen identical to this will follow.



# Add a Travel Voucher

CONFIRM DATES BEFORE PRESSING ENTER TO CONTINUE PROCESSING.

A4202004  
02/19/90

NASA-LEWIS RESEARCH CENTER  
TRAVEL VOUCHER MAINTENANCE MENU  
ADD - TRANSPORTATION ITINERARY - <Your Voucher Number>

ID-00935  
12:34:56

TRANSPORTATION MODE:

A - GOVERNMENT CAR	G - GOVERNMENT AIR	R - RENTAL CAR	V - OTHER GOVT
B - COMMERCIAL BUS	O - OTHER	S - SUBWAY, LIMO	VEHICLE
C - COMMERCIAL AIR	P - POV	T - COMMERCIAL TRAIN	X - TAXI

LOCATION (CITY AND STATE)	DUTY DATE (YYYYMMDD)	TIME (HHMM)	TRANS MODE	CAR- RIER	FLIGHT NUMBER	NON TDY
DEPART: CLEVELAND	OH 19910101	0700				
ARRIVE: WASHINGTON	DC 19910101	0900				
DEPART: WASHINGTON	DC 19910102	0700				
ARRIVE: CLEVELAND	OH 19910102	1200				

MORE ITINERARY? (Y/N)

1. Please confirm that the dates shown are correct; then press



# Add a Travel Voucher

A4202005  
02/19/90

NASA-LEWIS RESEARCH CENTER  
TRAVEL VOUCHER MAINTENANCE MENU  
ADD - GTR/TICKET NUMBERS - <Your Voucher Number>

ID-00936  
12:34:56

ENTER GTR AND/OR TICKET NUMBER (S).

LOCATION (CITY AND STATE)	TRANSPORTATION MODE	GTR OR TICKET NUMBER
===== :	=====	:=====
DEPART: CLEVELAND OH	COMMERCIAL AIR	<input type="text"/>
ARRIVE: WASHINGTON DC		<input type="text"/>
DEPART: WASHINGTON DC	COMMERCIAL AIR	<input type="text"/>
ARRIVE: CLEVELAND OH		
MORE GTR/TICKET NUMBER (Y/N)	<input type="checkbox"/>	

This screen is displayed only if you answered "Yes" to the final question, "Ticket for official transportation . . .," on the General Trip Information Screen, found on page 5 of this section.

1. Type a valid GTR or ticket number

A GTR or ticket number can only be entered for commercial air, bus, or train.

2. Press  or  if applicable under the condition described above.

3. Press

## *Add a Travel Voucher*

This page intentionally left blank.

# Add a Travel Voucher

A4202005  
02/19/90

NASA-LEWIS RESEARCH CENTER  
TRAVEL VOUCHER MAINTENANCE MENU  
ADD - GTR/TICKET INFORMATION - <Your Voucher Number>

ID-00937  
12:34:56

DO NOT CLAIM TRAVEL EXPENSES ON THIS SCREEN  
ENTER TICKET VALUATION HERE FOR DOCUMENTATION PURPOSES.

ENTER GTR OR TICKET INFORMATION:

GTR/TICKET NUMBER	G - GTR T - TICKET	TICKET VALUATION	ISSUING CARRIER	DATE ISSUED (YYYYMMDD)	MODE/ CLASS
123456	—	_____	_____	_____	— — — —
	—	_____	_____	_____	— — — —
	—	_____	_____	_____	— — — —
	—	_____	_____	_____	— — — —
	—	_____	_____	_____	— — — —

CLAIM TRAVELER-PURCHASED TICKET EXPENSE ON THE 'OTHER EXPENSES' SCREEN.

MORE TICKET INFORMATION? (Y/N)

1. Press  or

"GTR" stands for Government Transportation Request, which means the ticket was purchased by the government for the traveler; "T" indicates that the ticket was purchased by the traveler, using cash or a credit card.

2. Type the ticket valuation amount, which is the cost including tax, then  if necessary.

3. Type the name of the issuing carrier, then  if necessary.

4. Type the date tickets were issued.

5. Type a one- or two-letter code for mode/class. There may be more than one for each ticket.

Examples are "Y," "YN," and "Q." Please refer to your airline ticket.

## *Add a Travel Voucher*

6. Repeat steps 1-5 for each GTR/Ticket number

7. If you need additional space, press  Y Otherwise, press  N

8. Press  Enter

## Add a Travel Voucher

A4202006  
02/19/90

NASA-LEWIS RESEARCH CENTER  
TRAVEL VOUCHER MAINTENANCE MENU  
ADD - ITINERARY POV INFORMATION - <Your Voucher Number>

ID-00938  
12:34:56

**REASON:**

- A - ADVANTAGEOUS TO GOVERNMENT
- C - IN LIEU OF COMMERCIAL AIR
- G - IN LIEU OF AVAILABLE GOVERNMENT CAR
- N - IN LIEU OF GOVERNMENT AIR
- O - OTHER
- T - TRAVELER'S CONVENIENCE

**TRANSPORTATION MODE:**

- B - BOAT
- C - CAR/TRUCK
- M - MOTORCYCLE
- P - PLANE

**ENTER POV INFORMATION:**

FROM	TO	MILES	/	ODODMETER: BEGIN - END	REA SON	TRANS MODE	RATE
WASHINGTON DC	CLEVELAND OH	=====	-	=====	==	=====	=====
		_____		_____		_____	_____
		_____		_____		_____	_____
		_____		_____		_____	_____
		_____		_____		_____	_____

MORE POV INFORMATION? (Y/N)

This screen is displayed only if you entered a "P" under "Transportation Mode" on the Transportation Itinerary Screen, shown on page 10 of this section.

1. Type the correct mileage information—either miles driven *or* odometer readings.
2. Select a one-letter "reason" code from the column on the left.
3. Select a one-letter "transportation" mode from the column on the right.
4. Type the POV rate, in cents. The current rate is available from the Travel Branch.
5. Repeat steps 1-4 for each TDY location

6. Press  or  then

# Add a Travel Voucher

A4202006 02/19/90	NASA-LEWIS RESEARCH CENTER TRAVEL VOUCHER MAINTENANCE MENU ADD - POV AT TDY LOCATION - <Your Voucher Number>				ID-00939 12:34:56
ENTER POV INFORMATION					
DATE (YYYYMMDD) =====	FROM =====	TO =====	MILES / =====	ODODMETER: BEGIN - END =====	POV RATE =====
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

MORE POV AT TDY? (Y/N)

This screen is displayed only if you answered "Yes" to the seventh question, "Traveler drove POV . . .," on the General Trip Information Screen, found on page 5 of this section.

1. Type the correct POV information—date, location from and to, either miles *or* odometer readings, and POV rate. Use the Tab key to advance across the fields, if necessary.
2. Repeat for each TDY location.
3. Press  or  then

Choosing "Yes" will take you to a screen is identical to this one.

# Add a Travel Voucher

U4202008  
02/19/90

NASA - LEWIS RESEARCH CENTER  
TRAVEL VOUCHER MAINTENANCE  
ADD - SUBSISTENCE FOR LODGING PLUS - <Your Voucher Number>

ID-00940  
12:34:56

DO NOT INCLUDE SUBSISTENCE EXPENSES THAT WERE PROVIDED AT GOVERNMENT EXPENSE OR INCLUDED IN A REGISTRATION FEE. IF THE TRAVELER PAID PART BUT NOT ALL EXPENSES, ENTER THE AMOUNT THAT THE TRAVELER PAID

ENTER SUBSISTENCE EXPENSES:

DATE	LOCATION	MEALS & INCIDENTAL EXPENSES	LODGING
19900201	WASHINGTON DC	<input type="text"/>	<input type="text"/>
19900202		<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>

1. Type the amount allotted for meals and incidentals at the first location, then
2. Type the amount spent on lodging at the first location, based on the amount on your receipt, then
3. Repeat steps 1 & 2 above for each day at each location.
4. Press



# Add a Travel Voucher

U4202008  
02/19/90

NASA - LEWIS RESEARCH CENTER  
TRAVEL VOUCHER MAINTENANCE  
ADD - SUBSISTENCE ADJUST FOR LODGING PLUS - <Your Voucher Number>

ID-00941  
12:34:56

ENTER SUBSISTENCE EXPENSES:

DATE	LOCATION	MEALS& INCIDENTAL EXPENSES	LODGING	TOTAL SUBSISTENCE CLAIMED
19900201	WASHINGTON DC	34	110	144.00
19900206				

MORE SUBSISTENCE? (Y/N)

1. If you need to report additional subsistence expenses, press  Otherwise, press

2. Press

## Add a Travel Voucher

U4202009  
02/19/90

NASA - LEWIS RESEARCH CENTER  
TRAVEL VOUCHER MAINTENANCE  
ADD - ANNUAL LEAVE INFORMATION - <Your Voucher Number>

ID-00945  
12:34:56


ENTER ANNUAL LEAVE INFORMATION.    ENTER TIME IN 24-HOUR FORMAT.

FROM: -----		TO: -----		DESCRIPTION -----
DATE (YYYYMMDD)	TIME (HHMM)	DATE (YYYYMMDD)	TIME (HHMM)	
-----	-----	-----	-----	-----
-----	-----	-----	-----	-----
-----	-----	-----	-----	-----
-----	-----	-----	-----	-----

MORE ANNUAL LEAVE? (Y/N)   

This screen is displayed only if you answered "Yes" to the sixth question, "Annual Leave . . .," on the General Trip Information Screen, found on page 5 of this section

1. Type the correct annual leave information: date, time, and description.

 Annual leave dates must fall within the travel dates and times must fall between 0800 and 1630.

2. Repeat for each instance of annual leave.

3. Press  or  then

Choosing "Yes" will take you to a screen identical to this one.



## Add a Travel Voucher

A4202005  
02/19/90NASA-LEWIS RESEARCH CENTER  
TRAVEL VOUCHER MAINTENANCE MENU  
ADD - CAR RENTAL INFORMATION - <Your Voucher Number>ID-00946  
12:34:56

### ENTER RENTAL CAR INFORMATION:

CAR RENTAL BEGIN DATE (YYYYMMDD)

CAR RENTAL COMPANY

CAR RENTAL RECEIPT NUMBER

WAS INSURANCE PURCHASED FOR RENTAL CAR (Y/N)  COST:

### PERSONAL USE:

NUMBER OF PERSONAL DAYS:

DO GASOLINE RECEIPTS INCLUDE PERSONAL MILES? (Y/N)

NUMBER OF PERSONAL MILES

DESCRIPTION OF PERSONAL USE:

ANOTHER CAR RENTAL? (Y/N)

This screen is displayed only if you answered "Yes" to the fifth question, "Rental Car Was Used. . .," on the General Trip Information Screen, found on page 5 of this section. Car expenses also should be claimed on the "Other Expenses" screen, shown on the previous page.

1. Type the correct rental car information—begin date, company, receipt number, insurance, and insurance cost. (Use the Tab key to advance from field to field, if necessary.)
2. Type the correct personal use information—number of days, gasoline receipts, and personal miles.
3. Type a description of the personal use.
4. Press  or  then

Choosing "Yes" will take you to a screen identical to this one.

## Add a Travel Voucher

U4202011  
02/19/90

NASA - LEWIS RESEARCH CENTER  
TRAVEL VOUCHER MAINTENANCE  
ADD - ADDITIONAL INFORMATION - <Your Voucher Number>

ID-00948  
12:34:56

ENTER ANY COMMENTS PERTAINING TO THE VOUCHER INCLUDING:  
REASONS FOR FLIGHT DELAYS OR LAYOVERS  
EXPLANATION OF UNUSUAL EXPENSES  
MEALS/LODGING INCLUDED IN A REGISTRATION FEE OR PROVIDED AT GOVT EXPENSE  
IF TRAVELER IS CLAIMING PUBLICATIONS, STATE WHETHER TRAVELER REGISTERED  
PUBLICATIONS AT THE LIBRARY.

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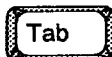
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MORE COMMENTS (Y/N)

1. Type the requested information, then



Be sure to include the preparer's name and PABX.

2. Press



or



then



## Add a Travel Voucher

U4202011  
02/19/90

NASA - LEWIS RESEARCH CENTER  
TRAVEL VOUCHER MAINTENANCE  
ADD - CONFIRMATION - <Your Voucher Number>

ID-01241  
12:34:56

THE VOUCHER CURRENTLY BEING PROCESSED HAS BEEN ADDED

### ENTER CHOICES

DISPLAY EXPENSE SUMMARY (Y/N) ?

PRINT VOUCHER (DRAFT OR FINAL) ?

D - PRINT DRAFT VOUCHER  
F - PRINT FINAL VOUCHER  
BLANK - DO NOT PRINT VOUCHER

PRESSING PF11/23 OR PF12/24 NOW WILL NOT AFFECT THE WORK JUST COMPLETED.

1. Press  or

If you choose "Yes," you will see the information-only expense summary screens displayed on the next several pages. If you choose "No," then you will skip step 2 below and return to the "Add a Voucher Screen" shown on page 4 of this section. At that time, you may press the PF11 key to return to the Travel Voucher Maintenance Menu.

2. Press  or  or leave the space blank.

3. Press

*Add a Travel Voucher*U4202012  
02/19/90NASA - LEWIS RESEARCH CENTER  
TRAVEL VOUCHER MAINTENANCE  
EXPENSE SUMMARY - <Your Voucher Number>ID-01483  
12:34:56

## POV MILEAGE:

DATE	FROM	TO	MILES	RATE	TOTAL
19910101	HOME	LERC	10	24.0	2.40
19910102	LERC	HOME	10	24.0	2.40
					4.80

## SUBSISTENCE:

DATE	LOCATION	M&IE	LODGING	TOTAL
19910101	WASHINGTON DC	34.00	110.00	144.00
19910102		0.00	0.00	0.00

=&gt; PRESS ENTER FOR NEXT PAGE

1. Press



Depending on your previous entries, the order in which the expenses are displayed may vary.

# Add a Travel Voucher

U4202012  
02/19/90

NASA - LEWIS RESEARCH CENTER  
TRAVEL VOUCHER MAINTENANCE  
EXPENSE SUMMARY - <Your Voucher Number>

ID-01483  
12:34:56

OTHER EXPENSES:

DATE	TYPE	DESCRIPTION	TOTAL
19900205	LONG DISTANCE PHONE		5.00
			5.00

→ PRESENTERFORNESTPAGE

1. Press





## Add a Travel Voucher

U4202012  
02/19/90

NASA - LEWIS RESEARCH CENTER  
TRAVEL VOUCHER MAINTENANCE  
EXPENSE SUMMARY - <Your Voucher Number>

ID-01483  
12:34:56

---

TOTALS:	MILEAGE	0.00
	SUBSISTENCE	110.00
	OTHER EXPENSES	5.00
		<u>          </u>
	TOTAL CLAIMED	115.00
	TRAVEL ADVANCE OUTSTANDING	0.00

1. Press



## Add a Travel Voucher

P4202043  
02/19/90

NASA - LEWIS RESEARCH CENTER  
TRAVEL VOUCHER MAINTENANCE  
HELP SCREEN - LIMS PRINTERS

ID-02067  
12:34:56

WHEN PRINTING VOUCHERS FROM ANY OF THE FOLLOWING FUNCTIONS:

- ADD TRAVEL VOUCHER
- MODIFY TRAVEL VOUCHER
- TRAVEL VOUCHER REPORT MENU

DO NOT EXIT THE LOTS SYSTEM AND TYPE 'FIN' UNTIL YOU HAVE RECEIVED YOUR PRINTED VOUCHERS FROM THE PRINTER. IF YOU HAVE SUBMITTED YOUR VOUCHER TO BE PRINTED AND HAVE NOT RECEIVED IT WITHIN 5 MINUTES, PLEASE CALL THE PROBLEM MANAGEMENT OFFICE AT 433-9800. THIS WILL ASSIST US IN SOLVING THE DELAYS BEING ENCOUNTERED IN OBTAINING TRAVEL VOUCHER PRINTOUTS.

PRESS ENTER TO CONTINUE


1. Press



# Add a Travel Voucher

P4202043 02/19/90	NASA - LEWIS RESEARCH CENTER TRAVEL VOUCHER MAINTENANCE CONFIRMATION SCREEN - PRINT	ID-01605 12:34:56
----------------------	---	----------------------

THE DRAFT VOUCHER  
FOR <Your TAC Number>  
WILL BE SENT TO THE PRINTER  
WHEN YOU PRESS <ENTER>.

1. Press  to return to the screen shown on page 3 of this section.

- Modify a Travel Voucher—see page 11-1*
- Delete a Travel Voucher—see page 11-6*
- Display a Travel Voucher—see page 11-9*
- Travel Voucher Reports—see page 11-13*
- Help - Listing of Per Diem Cities—see page 11-25*

This section covers choices two through six of the Travel Voucher Maintenance Menu. Their functions are similar to those previously explained in sections that covered travel requests and travel advances.

M42000  
02/19/90

NASA-LEWIS RESEARCH CENTER  
TRAVEL SYSTEM MAIN MENU

ID-00592  
12:34:56

1. TRAVEL REQUEST MAINTENANCE
2. TRAVEL ADVANCE MAINTENANCE
3. TRAVEL VOUCHER MAINTENANCE
4. PREPARED STANDARD QUERIES/REPORTS
5. PERSONNEL DATA MAINTENANCE

PLEASE SELECT OPTION



1. Press



then



Selecting option number three will take you to the Travel Voucher Maintenance menu, where you may perform travel voucher functions.

## Modify a Travel Voucher

M42020  
02/19/90

NASA-LEWIS RESEARCH CENTER  
TRAVEL VOUCHER MAINTENANCE MENU

ID-01123  
12:34:56

1. ADD TRAVEL VOUCHER
2. MODIFY TRAVEL VOUCHER
3. DELETE TRAVEL VOUCHER
4. DISPLAY TRAVEL VOUCHER
5. TRAVEL VOUCHER REPORTS
6. HELP - LISTING OF PER DIEM CITIES

PLEASE SELECT OPTION



1. Press



then



# Modify a Travel Voucher

U4202002 02/19/90	NASA-LEWIS RESEARCH CENTER TRAVEL VOUCHER MAINTENANCE MODIFY TRAVEL VOUCHER	ID-01160 12:34:56
ENTER VOUCHER NUMBER		
TAC NUMBER	<input type="text"/>	<input type="text"/>
VOUCHER SUFFIX	<input type="text"/>	

1. Type a valid eight-digit TAC number and three-digit suffix.
2. Press

## Modify a Travel Voucher

U4202002  
02/19/90

NASA-LEWIS RESEARCH CENTER  
TRAVEL VOUCHER MAINTENANCE  
MODIFY TRAVEL VOUCHER

ID-01190  
12:34:56

ENTER VOUCHER NUMBER

TAC NUMBER           14001 001

VOUCHER SUFFIX      001

VOUCHER TYPE        P - LODGING PLUS

PRESS ENTER TO CONTINUE

1. Press



At this time, you will be shown the same series of screens that you used to add the travel voucher. Just as you did when modifying a travel request, you may make changes by pressing the Enter key until the proper screen is recalled, and then using the Tab key to cursor to the appropriate space where a change can be made.

After reviewing several screens (the number depends on which screens you filled in when first adding the voucher), you will find the screen pictured on the following page.

## Modify a Travel Voucher

U4202011  
02/19/90

NASA-LEWIS RESEARCH CENTER  
TRAVEL VOUCHER MAINTENANCE  
MODIFY - CONFIRMATION - <Your Voucher Number>

ID-01241  
12:34:56

THE VOUCHER CURRENTLY BEING PROCESSED HAS BEEN MODIFIED

### ENTER CHOICES

DISPLAY EXPENSE SUMMARY (Y/N) ?

PRINT VOUCHER (DRAFT OR FINAL) ?

| D - PRINT DRAFT VOUCHER |  
| F - PRINT FINAL VOUCHER |  
| BLANK - DO NOT PRINT VOUCHER |


PRESSING PF11/23 OR PF12/24 NOW WILL NOT AFFECT THE WORK JUST COMPLETED.

1. Press  or

If you choose "Yes," you will see the informational "Expense Summary" and "Printer Help" screens beginning on page 10-25. Press the Enter key to page through them. If you choose "No," then you will skip step 2 below, and return to the screen pictured on page 3 of this section. Here you may either press the PF11 key to return to the Travel Voucher Maintenance Menu, or type another voucher number to modify.

2. Press  or  or leave the space blank.

3. Press

 If you select "F," and then wish to modify the voucher, you must call FMD in order to have it reset.



## Delete a Travel Voucher

M42020  
02/19/90

NASA-LEWIS RESEARCH CENTER  
TRAVEL VOUCHER MAINTENANCE MENU

ID-01123  
12:34:56

1. ADD TRAVEL VOUCHER
2. MODIFY TRAVEL VOUCHER
3. DELETE TRAVEL VOUCHER
4. DISPLAY TRAVEL VOUCHER
5. TRAVEL VOUCHER REPORTS
6. HELP - LISTING OF PER DIEM CITIES

PLEASE SELECT OPTION

1. Press  then

## Delete a Travel Voucher

U4202002  
02/19/90

NASA-LEWIS RESEARCH CENTER  
TRAVEL VOUCHER MAINTENANCE  
DELETE TRAVEL VOUCHER

ID-01160  
12:34:56

ENTER VOUCHER NUMBER

TAC NUMBER

VOUCHER SUFFIX

1. Type a valid eight-digit TAC number and three-digit suffix.

2. Press



## Delete a Travel Voucher

U4202025  
02/19/90NASA-LEWIS RESEARCH CENTER  
TRAVEL VOUCHER MAINTENANCEID-01054  
12:34:56

DELETE - VOUCHER IDENTIFICATION SCREEN - &lt;Your Voucher Number&gt;

VOUCHER NUMBER: 14100 001 001

TRAVELER'S NAME: DOE JOHN Q.

ORGANIZATION CODE: 1000

FIRST TDY LOCATION:

TRAVEL DATES: FROM:  
TO:DO YOU WISH TO DELETE THIS VOUCHER? (Y/N) 

1. Press  or  then

You will receive no confirmation notice regardless of your choice. When you press the Enter key, you will return to the screen pictured on the previous page. Here you may either press the PF11 key to return to the Travel Voucher Maintenance Menu, or enter another voucher number to delete.

## *Display a Travel Voucher*

M42020  
02/19/90

NASA-LEWIS RESEARCH CENTER  
TRAVEL VOUCHER MAINTENANCE MENU

ID-01123  
12:34:56

1. ADD TRAVEL VOUCHER
2. MODIFY TRAVEL VOUCHER
3. DELETE TRAVEL VOUCHER
4. DISPLAY TRAVEL VOUCHER
5. TRAVEL VOUCHER REPORTS
6. HELP - LISTING OF PER DIEM CITIES

PLEASE SELECT OPTION

1. Press  then

## Display a Travel Voucher

P4202015  
02/19/90

NASA-LEWIS RESEARCH CENTER  
TRAVEL VOUCHER MAINTENANCE  
DISPLAY TRAVEL VOUCHER

ID-01033  
12:34:56

ENTER VOUCHER NUMBER

TAC NUMBER

VOUCHER SUFFIX

TYPE 'X' TO SELECT  
EXPENSE AMOUNTS:

ORIGINAL AMOUNTS  
 EXAMINED AMOUNTS

1. Type a valid eight-digit TAC number and three-digit suffix.
2. Move the cursor to the appropriate space using the  key.
3. Press  then

## Display a Travel Voucher

P4202015  
02/19/90

NASA-LEWIS RESEARCH CENTER  
TRAVEL VOUCHER MAINTENANCE  
DISPLAY TRAVEL VOUCHER

ID-01035  
12:34:56

ENTER VOUCHER NUMBER

TAC NUMBER                    14100 001

VOUCHER SUFFIX                001

TYPE 'X' TO SELECT            X ORIGINAL AMOUNTS  
EXPENSE AMOUNTS:             \_ EXAMINED AMOUNTS

VOUCHER STATUS                COMPLETED - TRAVELER

VOUCHER TYPE                 P - LODGING PLUS

ENTERED BY                    TRAVELER

PRESS ENTER TO CONTINUE

1. Press



## Display a Travel Voucher

P4202015  
02/19/90

NASA-LEWIS RESEARCH CENTER  
TRAVEL VOUCHER MAINTENANCE  
DISPLAY - PERSONNEL INFORMATION - <Your Voucher Number>

ID-01034  
12:34:56

TRAVELER'S NAME:

RESIDENCE ADDRESS -

STREET:  
CITY:  
PHONE:

ST:

ZIP:

MAILING ADDRESS -

STREET:  
CITY:

ST:

ZIP:

DEPARTMENT OR ESTABLISHMENT,  
BUREAU, DIVISION, OR OFFICE:

PRESENT DUTY STATION:

1. Press



At this time you will be shown a series of screens that contain information about the voucher. The information cannot be changed. After reviewing several screens (the number depends on which screens you filled in when first adding the voucher), you will return you to the screen pictured on page 10 of this section. There you may either press the PF11 key to return to the Travel Voucher Maintenance Menu, or enter another voucher number to display.

## Travel Voucher Reports

M42020  
02/19/90

NASA-LEWIS RESEARCH CENTER  
TRAVEL VOUCHER MAINTENANCE MENU

ID-01123  
12:34:56

1. ADD TRAVEL VOUCHER
2. MODIFY TRAVEL VOUCHER
3. DELETE TRAVEL VOUCHER
4. DISPLAY TRAVEL VOUCHER
5. TRAVEL VOUCHER REPORTS
6. HELP - LISTING OF PER DIEM CITIES

PLEASE SELECT OPTION



1. Press



then





## *Travel Voucher Reports—Print*

U4202026  
02/19/90

NASA-LEWIS RESEARCH CENTER  
TRAVEL VOUCHER MAINTENANCE  
TRAVEL VOUCHER REPORTS MENU

ID-01159  
12:34:56

1. PRINT DRAFT VOUCHER
2. PRINT FINAL VOUCHER  
WITH TRAVEL REQUEST SUMMARY
3. PRINT CERTIFIED VOUCHER
4. DISPLAY CERTIFICATION LIST -  
VOUCHER SUMMARY INFORMATION
5. PRINT VOUCHER SUMMARY SHEET  
BY VOUCHER NUMBER
6. DISPLAY VOUCHER ADJUSTMENTS

PLEASE SELECT OPTION:

1. Press  then

Choosing options 1, 2, 3, or 5 will display the screens shown on the following three pages. If you choose option 4, the series of screens shown on pages 18 through 20 will be displayed. If you choose option 6, the series of screens shown on pages 21 through 24 will be shown.

## Travel Voucher Reports —Print

P4202043  
02/19/90

NASA-LEWIS RESEARCH CENTER  
TRAVEL VOUCHER MAINTENANCE  
REPORTS - PRINT DRAFT VOUCHER

ID-01378  
12:34:56

ENTER VOUCHER NUMBER

TAC NUMBER

VOUCHER SUFFIX

1. Type a valid eight-digit TAC number and three-digit suffix.

2. Press



## *Travel Voucher Reports—Print*

P4202043  
02/19/90

NASA-LEWIS RESEARCH CENTER  
TRAVEL VOUCHER MAINTENANCE  
HELP SCREEN - LIMS PRINTERS

ID-02067  
12:34:56

WHEN PRINTING VOUCHERS FROM ANY OF THE FOLLOWING FUNCTIONS:

- ADD TRAVEL VOUCHER
- MODIFY TRAVEL VOUCHER
- TRAVEL VOUCHER REPORT MENU

DO NOT EXIT THE LOTS SYSTEM AND TYPE 'FIN' UNTIL YOU HAVE RECEIVED YOUR PRINTED VOUCHERS FROM THE PRINTER. IF YOU HAVE SUBMITTED YOUR VOUCHER TO BE PRINTED AND HAVE NOT RECEIVED IT WITHIN 5 MINUTES, PLEASE CALL THE PROBLEM MANAGEMENT OFF AT 433-9800. THIS WILL ASSIST US IN SOLVING DELAYS BEING ENCOUNTERED IN OBTAINING TRAVEL VOUCHER PRINTOUTS.

PRESS ENTER TO CONTINUE

1. Press



# Travel Voucher Reports —Print

P4202043 02/19/90	NASA-LEWIS RESEARCH CENTER TRAVEL VOUCHER MAINTENANCE CONFIRMATION SCREEN - PRINT	ID-01605 12:34:56
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THE DRAFT VOUCHER  
FOR <Your Voucher Number>  
WILL BE SENT TO THE PRINTER  
WHEN YOU PRESS <ENTER>.

1. Press 

Warning: Do **NOT** logoff until the print job is completed.

Pressing the Enter key will return you to the screen pictured on page 15 of this section. After confirming that the print job has been completed, you may either type another TAC number, or press the PF11 key to return to the Travel Voucher Maintenance Menu.

## *Travel Voucher Reports—Display Certification List*

U4202026  
02/19/90

NASA-LEWIS RESEARCH CENTER  
TRAVEL VOUCHER MAINTENANCE  
TRAVEL VOUCHER REPORTS MENU

ID-01159  
12:34:56

1. PRINT DRAFT VOUCHER
2. PRINT FINAL VOUCHER  
WITH TRAVEL REQUEST SUMMARY
3. PRINT CERTIFIED VOUCHER
4. DISPLAY CERTIFICATION LIST -  
VOUCHER SUMMARY INFORMATION
5. PRINT VOUCHER SUMMARY SHEET  
BY VOUCHER NUMBER
6. DISPLAY VOUCHER ADJUSTMENTS

PLEASE SELECT OPTION:

1. Press



then



## *Travel Voucher Reports—Display Certification List*

P4202029  
02/19/90

NASA-LEWIS RESEARCH CENTER  
TRAVEL VOUCHER MAINTENANCE  
REPORTS - DISPLAY CERTIFICATION LIST

ID-01157  
12:34:56

ENTER ORGANIZATION CODE.

ORG CODE

1. Type a valid organization code.

2. Press



## Travel Voucher Reports —Display Certification List

P4202029  
02/19/90

NASA-LEWIS RESEARCH CENTER  
TRAVEL VOUCHER MAINTENANCE  
REPORTS - VOUCHER CERTIFICATION SUMMARY INFORMATION

ID-01158  
12:34:56

MARK WITH 'X'	VOUCHER-NUMBER	VOUCHER TYPE	TRAVELER	ORG CODE	TRAVEL BEGIN DATE
<input type="checkbox"/>	14100 001 001	P	DOE, JOHN Q.	1000	19910901
<input type="checkbox"/>	14320 001 001	O	SMITH, BOB E.	1000	19910904

THIS LIST IS BEING DISPLAYED IN CERTIFICATION DATE ORDER

1. Use the Tab/Shift-Tab keys to scroll to the voucher you wish displayed, then press



2. Press



When you return to the screen pictured on the previous page, you may press the PF11 key to return to the Travel Voucher Reports Menu.

## *Travel Voucher Reports—Display Voucher Adjustments*

U4202026  
02/19/90

NASA-LEWIS RESEARCH CENTER  
TRAVEL VOUCHER MAINTENANCE  
TRAVEL VOUCHER REPORTS MENU

ID-01159  
12:34:56

1. PRINT DRAFT VOUCHER
2. PRINT FINAL VOUCHER  
WITH TRAVEL REQUEST SUMMARY
3. PRINT CERTIFIED VOUCHER
4. DISPLAY CERTIFICATION LIST -  
VOUCHER SUMMARY INFORMATION
5. PRINT VOUCHER SUMMARY SHEET  
BY VOUCHER NUMBER
6. DISPLAY VOUCHER ADJUSTMENTS

PLEASE SELECT OPTION:

1. Press



then





# Travel Voucher Reports — Display Voucher Adjustments

P4202043  
02/19/90

NASA-LEWIS RESEARCH CENTER  
TRAVEL VOUCHER MAINTENANCE  
REPORTS - PRINT DRAFT VOUCHER

ID-01378  
12:34:56

ENTER VOUCHER NUMBER

TAC NUMBER

VOUCHER SUFFIX

1. Type a valid eight-digit TAC number and three-digit suffix.

2. Press



# Travel Voucher Reports—Display Voucher Adjustments

P4202050  
02/19/90

NASA-LEWIS RESEARCH CENTER  
TRAVEL VOUCHER MAINTENANCE  
REPORTS — DISPLAY VOUCHER ADJUSTMENTS — <Your TAC Number>

ID-01931  
12:34:56

TRAVELER NAME: JOHN DOE VOUCHER TYPE: P

<u>DATE</u>	<u>DESCRIPTION</u>	<u>SUBSIST ADJUST</u>	<u>NET CHANGE</u>
19910101	LODGING	-3.00	
19910101	TOTAL SUBSISTENCE		-3.00
19910102	LODGING	-3.00	
19910102	TOTAL SUBSISTENCE		-3.00
	TOTAL ADJUSTMENTS:		-6.00

1. Press

# Travel Voucher Reports — Display Voucher Adjustments

P4202051  
02/19/90

NASA-LEWIS RESEARCH CENTER  
TRAVEL VOUCHER MAINTENANCE  
REPORTS — DISPLAY VOUCHER ADJUSTMENTS — <Your TAC Number>

ID-01932  
12:34:56

TRAVELER NAME:	JOHN	DOE	VOUCHER TYPE:	P
	<u>MILEAGE</u>	<u>SUBSISTENCE</u>	<u>OTHER</u>	<u>TOTAL</u>
ADJUSTED AMOUNT CLAIMED:	0.00	138.00	0.00	138.00
ORIGINAL AMOUNT CLAIMED	0.00	144.00	0.00	144.00
DIFFERENCE	0.00	-6.00	0.00	-6.00
ADVANCE:			CHARGE TO APPROPRIATION	
AMOUNT OUTSTANDING	0.00		TOTAL VERIFIED CORRECT	138.00
AMOUNT TO BE APPLIED	0.00		REGISTRATION FEE	0.00
AMOUNT DUE THE GOVT	0.00		AMOUNT APPLIED TO	
			TRAVEL ADVANCE (S)	0.00
				<u>138.00</u>

1. Press  to return to the screen shown on page 11-22.

## *Listing of Per Diem Cities*

M42020  
02/19/90

NASA-LEWIS RESEARCH CENTER  
TRAVEL VOUCHER MAINTENANCE MENU

ID-01123  
12:34:56

1. ADD TRAVEL VOUCHER
2. MODIFY TRAVEL VOUCHER
3. DELETE TRAVEL VOUCHER
4. DISPLAY TRAVEL VOUCHER
5. TRAVEL VOUCHER REPORTS
6. HELP - LISTING OF PER DIEM CITIES

PLEASE SELECT OPTION

1. Press



then



## *Listing of Per Diem Cities*

P4200806  
02/19/90

NASA - LEWIS RESEARCH CENTER  
TRAVEL REQUEST HELP FUNCTION  
PER DIEM CITY SELECTION

1D-00142  
12:34:56

TO LIST ALL VALID PER DIEM CITIES  
IN A GIVEN STATE, ENTER STATE CODE

STATE  (ENTER A '?' TO SEE LIST OF STATE CODES)

1. Type the correct state code, then

LOTS uses the two-letter abbreviations employed by the Postal Service. If you are unsure of the proper state code, type a "?" and press the Enter key.

## Listing of Per Diem Cities

P4200806  
02/19/90

NASA - LEWIS RESEARCH CENTER  
PER DIEM LOCATIONS IN <Selected State>

1D-00145  
12:34:56

PER DIEM CITY	PER DIEM	M&IE RATE	LODGING RATE
ADA	66.00	26.00	40.00
AKRON	84.00	26.00	58.00
ALBANY	66.00	26.00	40.00
ALFRED	66.00	26.00	40.00
ALGER	66.00	26.00	40.00
ALLIANCE	66.00	26.00	40.00
AMHERST	77.00	26.00	51.00
ASHLEY	66.00	26.00	40.00
ASHTABULA	81.00	26.00	55.00
ATHENS	66.00	26.00	40.00
AURORA	66.00	26.00	40.00
AVON	77.00	26.00	51.00

HIT ENTER TO CONTINUE

1. Press  to scroll through the list of cities

2. Press  to exit

When you locate the proper city, write down the listed amounts and press the PF11 key. If you want to review the list, press the Enter key, which will return you to the screen pictured on the previous page.

## *Prepared Standard Queries/Reports*

Prepared standard queries and reports are general information that assist you in your use of the travel system.

M42000  
02/19/90

NASA-LEWIS RESEARCH CENTER  
TRAVEL SYSTEM MAIN MENU

ID-00592  
12:34:56

1. TRAVEL REQUEST MAINTENANCE
2. TRAVEL ADVANCE MAINTENANCE
3. TRAVEL VOUCHER MAINTENANCE
4. PREPARED STANDARD QUERIES/REPORTS
5. PERSONNEL DATA MAINTENANCE

PLEASE SELECT OPTION

1. Press  then

## *Display an Activity Report for a Specific TAC Number*

M42017  
02/19/90

NASA-LEWIS RESEARCH CENTER  
PREPARED STANDARD QUERIES/REPORTS MENU

ID-00470  
12:34:56

1. TRAVEL ACTIVITY REPORT FOR SPECIFIC TAC NUMBER
2. DISPLAY TAC NUMBERS FOR A SPECIFIC SOCIAL SECURITY NUMBER
3. DISPLAY TAC NUMBERS OF BLANKET ORDER REQUESTS FOR TRAVELER
4. DISPLAY TRIPS FOR AN ORGANIZATION
5. PRINT TRAVEL REQUEST SUMMARY

PLEASE SELECT OPTION



1. Press



then





## *Display an Activity Report for a Specific TAC Number*

P4201701  
02/19/90

NASA-LEWIS RESEARCH CENTER  
TRAVEL ACTIVITY REPORT

ID-00473  
12:34:56

TAC NUMBER -

1. Type a valid eight-digit TAC number

2. Press



### Display an Activity Report for a Specific TAC Number

P4201701 02/19/90	NASA-LEWIS RESEARCH CENTER TRAVEL ACTIVITY REPORT TAC NUMBER <Your TAC Number>	ID-00471 12:34:56		
TRAVEL BEGIN DATE 03/19/90 CLEVELAND OH	TOLEDO OH	ORGANIZATION 4100 CLEVELAND OH		
NAME JOHN Q. SMITH TASK P004100 MA 00	SSN [REDACTED] OBJECT CLASS 2128 DPI D	RTOP 022-00-00-00 FUNCTION CODE 400000		
AMOUNT C ADV DATE SCHED SCHED DATE				
ORIGINAL OBLIGATION	TRANS \$ 1000.00	PER DIEM \$ 2468.75	CAR RENTAL \$	TOTAL \$ 3468.75
ADJUSTED OBLIGATION	\$	\$	\$	\$
DISBURSEMENT	\$	\$	\$	\$
ADVANCE BALANCE	\$	\$	\$	\$

1. Press **F11** to return to the main menu

-- OF --

**Enter** to return to the previous screen.

## Display TAC Numbers for a Social Security Number

M42017  
02/19/90

NASA-LEWIS RESEARCH CENTER  
PREPARED STANDARD QUERIES/REPORTS MENU

ID-00470  
12:34:56

1. TRAVEL ACTIVITY REPORT FOR SPECIFIC TAC NUMBER
2. DISPLAY TAC NUMBERS FOR A SPECIFIC SOCIAL SECURITY NUMBER
3. DISPLAY TAC NUMBERS OF BLANKET ORDER REQUESTS FOR TRAVELER
4. DISPLAY TRIPS FOR AN ORGANIZATION
5. PRINT TRAVEL REQUEST SUMMARY

PLEASE SELECT OPTION



1. Press



then



## Display TAC Numbers for a Social Security Number

P4201703  
02/19/90

NASA-LEWIS RESEARCH CENTER  
TRAVEL REQUEST MAINTENANCE  
HELP - DISPLAY TAC NUMBERS BY SOCIAL SECURITY NUMBER

ID-00851  
12:34:56

TRAVELER'S SOCIAL SECURITY NUMBER

PRESS ENTER TO DISPLAY  
TAC NUMBERS FOR TRAVELER

1. Type a valid social security number. It may be correct as shown.

2. Press





## Display TAC Numbers of Blanket Order Requests

M42017  
02/19/90

NASA-LEWIS RESEARCH CENTER  
PREPARED STANDARD QUERIES/REPORTS MENU

ID-00470  
12:34:56

1. TRAVEL ACTIVITY REPORT FOR SPECIFIC TAC NUMBER
2. DISPLAY TAC NUMBERS FOR A SPECIFIC SOCIAL SECURITY NUMBER
3. DISPLAY TAC NUMBERS OF BLANKET ORDER REQUESTS FOR TRAVELER
4. DISPLAY TRIPS FOR AN ORGANIZATION
5. PRINT TRAVEL REQUEST SUMMARY

PLEASE SELECT OPTION



1. Press

3

then

Enter

## Display TAC Numbers of Blanket Order Requests

P4201704  
02/19/90

NASA-LEWIS RESEARCH CENTER  
TRAVEL REQUEST MAINTENANCE  
DISPLAY TAC NUMBERS OF BLANKET ORDER REQUESTS FOR TRAVELER

ID-00888  
12:34:56

TRAVELER'S SOCIAL SECURITY NUMBER

FISCAL YEAR

PRESS ENTER TO DISPLAY TAC NUMBERS  
OF BLANKET ORDER REQUESTS FOR TRAVELER

1. Type a valid social security number.
2. Type a valid four-digit fiscal year

The social security number and year may be correct as shown.

3. Press



# Display TAC Numbers of a Blanket Order Request

P4201704 02/19/90	NASA-LEWIS RESEARCH CENTER TRAVEL REQUEST MAINTENANCE DISPLAY TAC NUMBERS OF BLANKET ORDER REQUESTS FOR TRAVELER	ID-00889 12:34:56	
SOCIAL SECURITY NUMBER [REDACTED]	TRAVELER'S NAME SMITH, JOHN Q.		
----- BLANKET PERIOD -----			
TAC NUMBER =====	BEGIN DATE =====	ENDING DATE =====	REQUEST STATUS =====
14090 000	1990/05/19	1991/06/01	PENDING

1. Press **F11** to return to the main menu

-- OF --

**Enter** to return to the previous screen.



## *Display Trips for an Organization*

M42017  
02/19/90

NASA-LEWIS RESEARCH CENTER  
PREPARED STANDARD QUERIES/REPORTS MENU

ID-00470  
12:34:56

1. TRAVEL ACTIVITY REPORT FOR SPECIFIC TAC NUMBER
2. DISPLAY TAC NUMBERS FOR A SPECIFIC SOCIAL SECURITY NUMBER
3. DISPLAY TAC NUMBERS OF BLANKET ORDER REQUESTS FOR TRAVELER
4. DISPLAY TRIPS FOR AN ORGANIZATION
5. PRINT TRAVEL REQUEST SUMMARY

PLEASE SELECT OPTION



1. Press



then



# Display Trips for an Organization

P4201711 02/19/90	NASA-LEWIS RESEARCH CENTER TRAVEL REQUEST MAINTENANCE MENU DISPLAY TRIPS FOR AN ORGANIZATION	ID-01069 12:34:56
	ORG-CODE	<input type="text"/>
	TRAVEL BEGIN DATE (YYYYMMDD):	<input type="text"/>

1. Type a valid organization code. It may be correct as shown.
2. Type a valid eight-digit date
3. Press


## Display Trips for an Organization

P4201711  
02/19/90


NASA-LEWIS RESEARCH CENTER  
TRAVEL REQUEST MAINTENANCE MENU  
DISPLAY TRIPS FOR ORGANIZATION '<Your Organization>'

ID-01070  
12:34:56

<u>NAME</u>	<u>TAC NUMBER</u>	<u>TDY LOCATION</u>	<u>BEGIN DATE</u>	<u>ADV PRT</u>	<u>STATUS</u>
SMITH, JOHN	12070 001	CLEVELAND, OH	1991/03/01		SAV/HOLD

1. Press  to return to the main menu

-- or --

 to return to the previous screen.

## Print Travel Request Summary

M42017  
02/19/90

NASA-LEWIS RESEARCH CENTER  
PREPARED STANDARD QUERIES/REPORTS MENU

ID-00470  
12:34:56

1. TRAVEL ACTIVITY REPORT FOR SPECIFIC TAC NUMBER
2. DISPLAY TAC NUMBERS FOR A SPECIFIC SOCIAL SECURITY NUMBER
3. DISPLAY TAC NUMBERS OF BLANKET ORDER REQUESTS FOR TRAVELER
4. DISPLAY TRIPS FOR AN ORGANIZATION
5. PRINT TRAVEL REQUEST SUMMARY

PLEASE SELECT OPTION



1. Press



then



# Print Travel Request Summary

P4201725 02/19/90	NASA-LEWIS RESEARCH CENTER REPORTS - PRINT TRAVEL REQUEST SUMMARY	ID-01635 12:34:56
ENTER TAC NUMBER.		
TAC NUMBER	<Your TAC Number>	

1. Type a valid TAC number.

2. Press 

## *Print Travel Request Summary*

P4201723  
02/19/90

NASA-LEWIS RESEARCH CENTER  
CONFIRMATION SCREEN - PRINT

ID-01636  
12:34:56

THE TRAVEL REQUEST SUMMARY  
FOR <Your TAC Number> HAS  
BEEN SENT TO THE PRINTER

PRESS ENTER TO CONTINUE

1. Press



Pressing the Enter key will return you to the Prepared Standard Queries and Reports Main Menu.

## *Personnel Data Maintenance*

Personnel Data Maintenance allows you to alter an individual's personal information, such as work location and organization code.

M42000  
02/19/90

NASA-LEWIS RESEARCH CENTER  
TRAVEL SYSTEM MAIN MENU

ID-00592  
12:34:56

1. TRAVEL REQUEST MAINTENANCE
2. TRAVEL ADVANCE MAINTENANCE
3. TRAVEL VOUCHER MAINTENANCE
4. PREPARED STANDARD QUERIES/REPORTS
5. PERSONNEL DATA MAINTENANCE

PLEASE SELECT OPTION



1. Press



then



## *Personnel Data Maintenance*

U4201206  
02/19/90

NASA-LEWIS RESEARCH CENTER  
LERC PERSONNEL MAINTENANCE  
MODIFY LERC PERSONNEL RECORD

ID-00425  
12:34:56

SSN:

1. Type a valid social security number. It may be correct as shown.

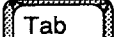
2. Press





*Personnel Data Maintenance*

U4201206 02/19/90	NASA-LEWIS RESEARCH CENTER LERC PERSONNEL MAINTENANCE MODIFY LERC PERSONNEL RECORD				ID-00425 12:34:56
SSN: 999 99 9999					
NAME: FIRST JOHN _____	MI Q _____	LAST SMITH _____	JR./SR. _____	USER ID. TRAVL00 _____	
JOB TITLE: PROGRAMMER _____					
DEPARTMENT ESTABLISHMENT: NASA LEWIS RESEARCH CENTER _____					
ORG. CODES: EMPLOYEE 4111 _____ SUPERVISOR 4110 _____ AUTHORIZING 4100 _____					
HOME ADDRESS: 100 MAIN STREET _____	STREET _____	CITY CLEVELAND _____	ST. OH _____	ZIP 44109 _____	PHONE 216 555 1234
PRESENT DUTY STATION: SVERDRUP TECHNOLOGY _____					
WORK ADDRESS:	BLDG. NO. 142 _____	ROOM NO. 2162 _____	MAIL STOP 142-5 _____	PABX 2220 _____	
MILES BETWEEN HOME AND WORK: 10 _____					
GOVERNMENT CONTRACT ISSUED CHARGE CARD: Y			PF11 OR PF23 = PREVIOUS MENU PF12 OR PF24 = EXIT		


1. Press  to cursor through the fields; correct entries, as needed.

You may not change the social security number or government contract issued charge card indicator.

2. Press 

## *Personnel Data Maintenance*

MORE  
RECORD WAS MODIFIED

1. Press  to return to the screen pictured on page 13-2.

From there, you may either enter another social security number, or press PF11 to return to the main menu.

# REPORT DOCUMENTATION PAGE

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OMB No. 0704-0188

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<b>13. ABSTRACT</b> (Maximum 200 words)  The Lewis Online Travel System (LOTS) is a menu-driven interactive application that automates nearly all of the functions associated with government travel. The purpose of this manual is to provide LOTS users with concise instructions for using the computerized application. As such, it will not go into the details of travel regulations.			
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