

NFC

Procedures



National Finance Center
Office of the Chief Financial Officer
U.S. Department of Agriculture

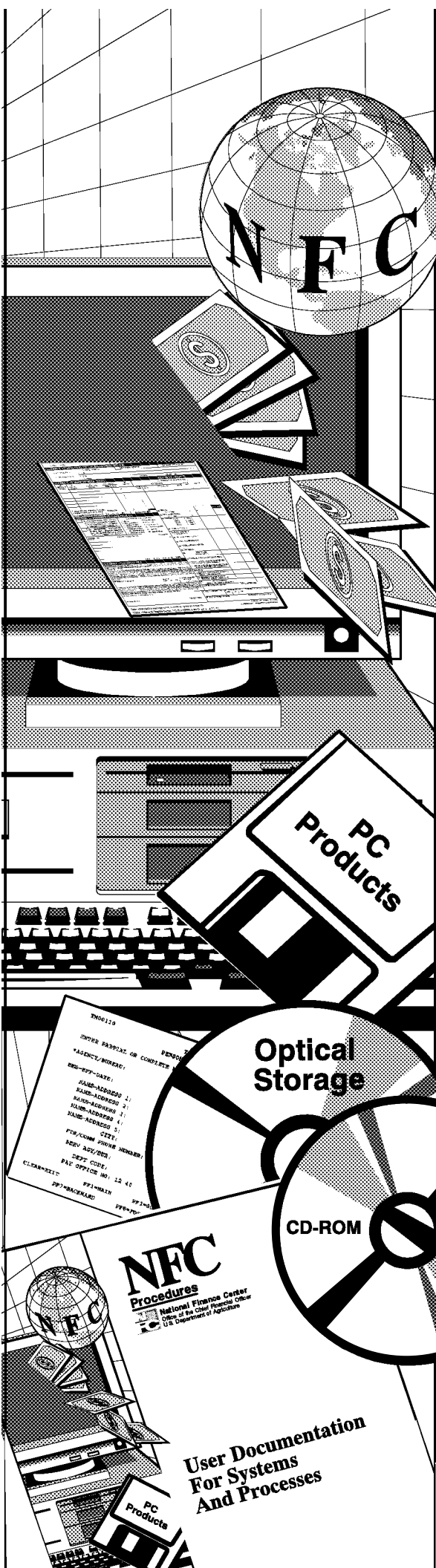
Updated May 2003

Personal Computer Travel System (PC-TRVL)

TITLE VI
Systems Access Manual

CHAPTER 6
Travel And Transportation

SECTION 2
PC-TR VL



Latest Update Information

The Travel System Data Entry Procedures for Personal Computer (PC-TRVL) has been updated as of May 27, 2003.

Listed below is a summary of the changes to the PC-TRVL manual:

Description of Change	Page
Added reference to procedure availability on the Web	vii
Contact information has been updated	viii, 6, 13, 22, 46, 97, 169
Updated record retention requirements	5
Added software download instructions	6

Changes are identified by “▶◀”.

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About This Procedure

This section presents the following topics:

[How The Procedure Is Organized](#)

[What Conventions Are Used](#)

[Who To Contact For Help](#)

This procedure provides instructions for installing, accessing, and operating the PC-TRVL software. The following information will help you use the procedure more effectively and locate further assistance when needed.

► This procedure and all related procedures and bulletins are listed in the NFC Publications Catalog available online from the NFC Web site (<http://www.nfc.usda.gov>) home page. Users can choose to view and/or print publications from the list provided in the Publications Catalog.◄

How The Procedure Is Organized

The body of the procedure is divided into four major sections: System Overview, Software Installation System Access, and Operating Features. **System Overview** describes the purpose of the system and provides related background information. Software Installation provides instructions for installing the PC-TRVL software. **System Access** provides access security information and instructions for accessing the system. **Operating Features** describes how the system is designed and provides specific instructions for its use. Additionally, sections are included that provide specific instructions for operating the PC-TRVL system at each of the four access levels: **Access Level 1 (Data Entry)**, **Access Level 2 (File Transmission and File Maintenance)**, **Access Level 3 (PC-TRVL Security)**, and **Access Level 4 (Document Approval)**.

Instructions for each **menu** and **menu option** are provided under a separate heading. All options on a submenu are covered before going on to the next option on the main menu. The screens for system menus and options are presented as figures within the text.

Examples are provided for many of the fields under the menu options. All examples are for illustration purposes **only**. The rates and amounts do not necessarily reflect current rates or amounts for per diem, mileage, etc. The instructions in each section refer you to the source for actual rate information.

Exhibits includes illustrations of forms used for processing in the Travel System. The screens used in PC-TRVL closely mirror the paper forms; therefore, the forms can be referenced as needed.

Pages are numbered consecutively at the bottom from **System Overview** through the **Appendix**. If the procedure is amended, point pages (e.g., 12.1, 12.2, etc.) are used as needed to accommodate additional pages. All amended pages are marked at the bottom with the amendment number and date. If you begin receiving this procedure after it has been amended, you should receive all amendments with the original copy. Remove and insert pages according to the amendment instructions so that the procedure is current.

What Conventions Are Used

This procedure uses the following visual aids to identify certain kinds of information:

Convention	Example
Messages displayed by the system are printed in <i>italics</i> in the text.	The message <i>Wait - Loading Travel Voucher Info...</i> is displayed.
Data that you must key in exactly as shown and data displayed by the system are printed in bold .	Key in DM .
Emphasized text within a paragraph is printed in bold .	This level is available only if PC-to-PC Connectivity software is installed.
Figure references are links between figures and the text; they are printed in bold .	The NFC banner screen (Figure 13) is displayed.
References to sections within the procedure are printed in bold .	See Function Keys under Operating Features .
Keyboard references are printed in bold and placed in brackets.	Press [Enter] . Press [F9] .
Optional or conditional actions at the end of a processing function are preceded by square bullets.	<ul style="list-style-type: none"> ■ To exit the system, press [F9]. ■ If the document is in error, press [F6].
Important extra information is identified as a note.	Note: Key in only one code.
Field names are printed in the margin. Field specifications are printed in <i>italics</i> . Note: Field entries are identified as <i>required</i> ¹ , <i>conditional</i> ² , <i>optional</i> ³ , <i>optional default</i> ⁴ , or <i>no entry</i> ⁵ .	M&IE <i>numeric field; 4 positions</i> Key in the CONUS M&IE rate.
<p>NO TAG Required You must enter data in the field. (Note: All mandatory fields on PODS screens are highlighted to distinguish required entries from optional entries. The highlighted fields must be completed to avoid rejection.)</p> <p>NO TAG Conditional You may be required to enter data, based on criteria indicated in the field instructions.</p> <p>NO TAG Optional You may elect to enter data in the field. If the field is left blank, no data is system generated.</p> <p>NO TAG Optional default You may elect to enter data. If the field is left blank, the system generates a default entry.</p> <p>NO TAG No entry You do not enter data in the field. The field instruction states the reason for no entry.</p>	

Who To Contact For Help

For electronic access questions about the Travel System (including obtaining access authority), contact ►customer support personnel at **504-255-4851**. ◀

For processing questions, contact the Travel and Transportation Section at **504-255-4878** .

For questions about this procedure, contact the ►Quality Assurance Branch at **504-255-5322** or via e-mail at nfc.pvct@usda.gov.◀

INTRODUCTION

This section presents the following topics:

[System Overview](#)

[Software Installation](#)

[System Access](#)

[Operating Features](#)

System Overview

PC-TRVL is a personal computer system used to prepare and transmit travel authorizations, advance requests, and travel vouchers to the National Finance Center (NFC) for processing in NFC's Travel System (TRVL).

Specifically, the following travel documents may be prepared and transmitted via PC-TRVL:

- Form AD-202, Travel Authorization/Advance
- Form AD-202M, Travel Authorization/Advance, Attachment For Multiple Travelers
- Form AD-202R, Travel Authorization/Advance, Attachment For Relocation Travel
- Form AD-202RE, Travel Authorization/Advance, Attachment for Election of Separate Relocation Allowances
- Form AD-616, Travel Voucher (Temporary Duty Travel)

Note: (1) See [Exhibits 2-16](#) for copies of these forms and sample facsimile printouts. (2) PC-TRVL does not accommodate Form AD-616R, Travel Voucher (Relocation). The paper Form AD-616R **must** be forwarded to NFC for processing.

The user may install the PC-to-PC Connectivity software, which accompanies the PC-TRVL software, to transfer travel data and tables between PC's for review, modification, and approval.

Note: Travel processing requirements are fully explained in the Travel System procedure (Title II, Chapter 2, Section 1). Travelers and approving officers should use the Travel System procedure as a guide for entering travel data in PC-TRVL

For more information the following topics:

[Access Levels](#)

[Equipment](#)

[Forms](#)

[Reports](#)

[Record Retention Requirements](#)

Access Levels

The PC-Travel Main Menu displays different options depending on the user's security access level. A user with limited access will view fewer menu options than a user with extensive access. PC-TRVL provides four levels of access as defined below:

Access Level 1, Data Entry. Permits the user to (1) add a new travel document, (2) view, modify, and delete an existing travel document, (3) add, view, modify, and delete a traveler profile, (4) print a document, and (5) perform PC-to-PC connectivity functions (if installed).

Note: Access Level 1 users can view but not modify documents created by other PC-TRVL users.

Access Level 2, File Transmission and File Maintenance. Permits the user to perform all functions of Level 1, plus, permits the user to (1) modify travel documents entered by other users, (2) prepare data transmission files, (3) maintain travel tables, and (4) perform miscellaneous and utility functions. Individuals with Access Level 2 authority are responsible for transmitting travel data to NFC and for file maintenance functions.

Access Level 3, PC-TRVL Security Officer. Permits the user to perform all functions of Levels 2 and 4, plus, permits the user to (1) install PC-TRVL and PC-to-PC Connectivity software, (2) establish and control PC-TRVL user ID's and passwords, (3) ensure that proper back-up/restore and PC-to-PC connectivity procedures are followed, and (4) remove the PC-TRVL and PC-to-PC Connectivity software. Generally, the PC-TRVL Security Officer designated by the agency is responsible for the security of PC-TRVL and acts as the liaison between PC-TRVL users and NFC.

Access Level 4, Document Approval. Permits the user to perform all functions of Level 2, plus, implements a separate document approval process that is useful when documents are transferred between PC's for review and approval. This level is available **only** if PC-to-PC Connectivity software is installed.

The following is a broad outline for accessing and using PC-TRVL:

1. The agency designates a PC-TRVL Security Officer(s) to install and maintain PC-TRVL for each PC-TRVL user. The PC-TRVL Security Officer should have a working knowledge of personal computers and DOS Version 3.0 or above.
2. The PC-TRVL Security Officer(s) (Access Level 3) establishes user ID's with proper access levels.
3. Travel personnel enter travel documents (Access Levels 1, 2, 3, or 4).
4. Travel personnel select travel documents and prepare a transmit (Xmit) disk file to be transmitted to NFC (Access Levels 2, 3, or 4.)
5. The agency receives a Proof of Transmission report from NFC when the transmission has been accepted.
6. The transmissions received at NFC are processed in TRVL.

Equipment

An IBM compatible personal computer (PC), with the following features, is needed to operate PC-TRVL, including PC-to-PC Connectivity:

- If the PC-to-PC Connectivity software is installed, a hard disk drive with a minimum of 6 megabytes (MB) of available disk space is required. If PC-to-PC Connectivity is not installed, a minimum of 4.5 MB is needed. An additional 1 MB of hard disk space can be freed if the help feature is deleted from the program. See [Help Pop-up](#) under [Operating Features](#) for more information about the help feature.
- The Config.Sys file statement must be equal to or greater than 30 files and the buffers statement must be equal to or greater than 30. The installation process includes a

feature that allows for the automatic adjustment of the Config.Sys and Autoexec.Bat files.

- MS-DOS or PC-DOS (version 3.0 or higher).
- A floppy disk drive in either 5 1/4- or 3 1/2-inch format.

Note: If the PC-to-PC Connectivity software is used for transferring data between PC's via diskettes, the PC's **must** have compatible floppy disk drives.

- A minimum of 640 kilobytes (K) Random Access Memory (RAM).

Note: (1) A minimum of 480K of available RAM is needed to operate PC-TRVL. To check the amount of available hard disk space and RAM, use the DOS **CHKDSK** command at the C>. [Establishing Extended And Expanded PC-TRVL Memory Capabilities \(Travel Remote Entry Setup Screen Function\)](#). See your DOS manual for more information. (2) See under [Software Installation](#) for advanced features to support extended and expanded memory and upper memory blocks.

- A 3780 Remote Job Entry (RJE) connection to batch transmit PC-TRVL files to NFC.
- The transmitting PC must have a floppy disk drive that is compatible with the PC used to prepare the transmission files. PC-TRVL files are transmitted through a communications connection that the agency establishes with NFC.
- A monochrome or color monitor (preferably color).
- A dot matrix, daisy wheel, laser, or PostScript printer. A Hewlett Packard compatible LaserJet or PostScript printer is recommended.

Note: PC-TRVL software sends only Series 2 level commands. See your printer manual to ascertain compatibility.

Forms

If a laser or PostScript printer is used, facsimile travel forms can be generated that replicate the official Departmental travel forms. If a non-laser printer is used, you will generate a printed form that contains all field labels and data of the official Departmental travel forms. If your printer does not accommodate the legal size paper, you must use the non-laser printer option and print the legal size Form AD-202R on two pages. The system will print one copy of each form, except for the Form AD-202M. Form AD-202M will print two copies, one copy with the social security numbers and one copy without the social security numbers. The copy without the social security numbers may be reproduced for each of the individual travelers on the authorization. Other printed forms may be reproduced as needed.

Note: The page length must be set to the standard 66 lines per page. For laser and non-laser printers, the fonts also must be set to a pitch of 12.0 and a point of 10.0 for standard 8 1/2 by 11 inch paper. For legal size paper (8 1/2 by 14 inch) it may be necessary to change the menu options on the printer. See your printer manual for additional instructions if necessary.

Reports

TRVL generates numerous reports for system users on a regular basis. These reports are fully explained in the Title II, Chapter 2, Section 1, Travel System procedure. The only report

from this list that is unique to PC-TRVL is report TRAV0053, Proof of Transmission - Authorizations and Vouchers ([Exhibit 1](#)), which is sent to agency users as confirmation of PC-TR VL transmissions. It is produced each time a transmission is sent to NFC.

Record Retention Requirements

Agency offices that use PC-TRVL to enter travel transactions are the official recordkeepers of the paper copies of transmitted transactions. These agency offices must follow the record retention requirements established by the National Archives and Records Administration in the General Records Schedule. In accordance with the General Records Schedule, paper copies of transmitted transactions, bearing the original signatures of all parties, and supporting documents (e.g., receipts) must be retained for ► 6 years and 3 months. ◀ If paper copies of transmitted transactions are submitted to NFC for post payment audit, NFC assumes the responsibility of official recordkeeper and retains the paper documents for the duration of the record retention period.

Note: If PC-TRVL's back of the voucher process is not used, be sure to prepare and maintain the back of a paper Form AD-616 for each voucher.

Software Installation

To install PC-TRVL software, you must have Access Level 3 authority. See [Access Levels](#) under **System Overview**. Installation instructions may vary depending on the PC hardware and its operating software. The instructions in this section are typical for most PC's. If you have a problem using these instructions, contact ► customer support personnel at **504-255-4851** . ◀

For more information see following topics:

[Installing the PC-TRVL and PC-to-PC Connectivity Software](#)

[Establishing Data Defaults \(Travel Remote Entry Setup Screen Function\)](#)

[Modifying Data Defaults \(Travel Remote Entry Setup Screen Function\)](#)

[Establishing Extended And Expanded PC-TRVL Memory Capabilities \(Travel Remote Entry Setup Screen Function\)](#)

[Modifying Extended And Expanded PC-TRVL Memory Capabilities \(Travel Remote Entry Setup Screen Function\)](#)

[Customizing Colors \(Travel Remote Entry Setup Screen Function\)](#)

[Removing The PC-TRVL Software](#)

Installing the PC-TRVL and PC-to-PC Connectivity Software

► PC-TRVL software can be downloaded from NFC's home page via the Internet (<http://www.nfc.usda.gov>). Download is the preferred method of providing the new software. however, NFC will continue to supply software on diskettes when specifically requested by the agency. **Note:** Before installing new software, backup current data using the Miscellaneous/Utilities option on the PC-TRVL main menu.

To download PC-TRVL software from the Web, follow the instructions below.

1. Go to NFC's home page at <http://www.nfc.usda.gov>.
2. Click the NFC Download Center icon at the top of the page.
3. Click **[here]** under General Access Files to review special instructions on the use of PC application files.
4. Click **[Return to the Download Center]** and complete the steps provided for downloading the software. ◀

To install PC-TRVL software from diskettes, follow the steps below. During installation, the PC-TRVL files are copied from the PC-TRVL diskettes to the subdirectory, NFCTRAV, on the hard drive. Diskettes containing the software are provided only upon request.

PC-to-PC Connectivity is optional software that is included in the PC-TRVL software and should only be installed/updated if you plan to transfer travel documents (via modem,

diskette, or LAN) or tables (via modem) between PC's for review, modification, and approval. See [Miscellaneous/Utilities](#) to transfer tables via diskette or LAN. See **Step 7** for instructions on installing this software.

Step 1. Turn the computer off, and then on.

Step 2. Terminate any resident memory programs (TSR's).

Step 3. Display the DOS hard disk drive prompt in accordance with instructions for the equipment.

Note: You must exit from Windows, if active.

For the purpose of this procedure, the hard disk drive and its prompt are referred to as drive C and the C:\> is displayed as C>. If the hard drive is identified differently, use that hard disk drive identifier in place of the C>.

The floppy disk drive and its prompt are referred to as drive A and the A>. If the floppy drive is identified differently, use that floppy disk drive identifier in place of the A>.

Step 4. When new versions of software are released, it is important to update the software according to the instructions that accompany the new software version.

Caution: Before installing the software, **back up current data** using the Miscellaneous/Utilities option on the PC-Travel Main Menu. Be sure to write the backup date on the diskette.

When the software is upgraded and a new version is provided, discard the outdated diskettes and put the new ones in a safe place for future use.

Note: NFC does not support prior versions of the software.

Step 5. Insert the PC-TRVL diskette 1 into the floppy drive. Key in **A:install** at the C> and press **[Enter]**.

Note: If the system has a monochrome monitor, key in **A:install -m**.

The message *Install* is displayed on the DOS screen. Following this message is the PC-TR VL Installation Main Menu (**Figure 1**).

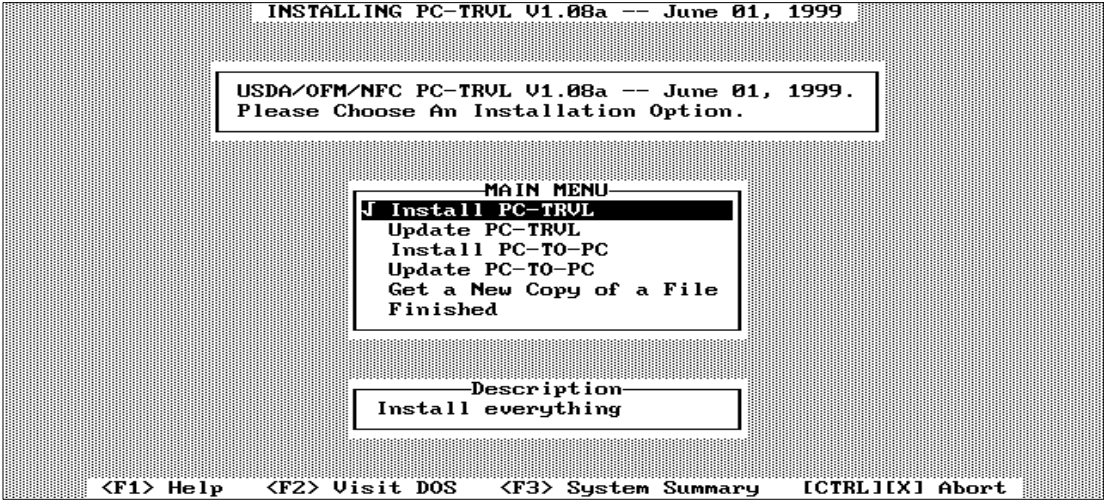
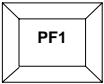
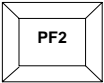
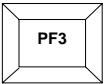
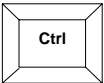
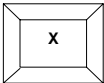


Figure 1. PC-TR VL Installation Main Menu

Listed on the Main Menu are six options:

- Install PC-TRVL
- Update PC-TRVL
- Install PC-to-PC
- Update PC-to-PC
- Get A New Copy Of A File
- Finished

When each option is highlighted, a brief description of its function is shown in the Description block. At the bottom of each installation screen are function keys as described below:

Function Keys		
Key	Key	Description
		Used to display help information about obtaining technical assistance during installation.
		Used to exit to DOS, to enter DOS commands, and then return to the Installation Main Menu. Note: To return to the Installer from DOS, key in exit at the C>.
		Used to display the system summary screen (Figure 2) that contains information about the computer system. This information is needed when contacting Information Center personnel for assistance.
		Used to abort the installation process. The system prompts the user (i.e., by keying in Y for yes or N for no) to confirm quitting. If Y is keyed in, installation will terminate and the cursor will return to the DOS prompt.

Caution: To end the installation process properly, use the Finished option.

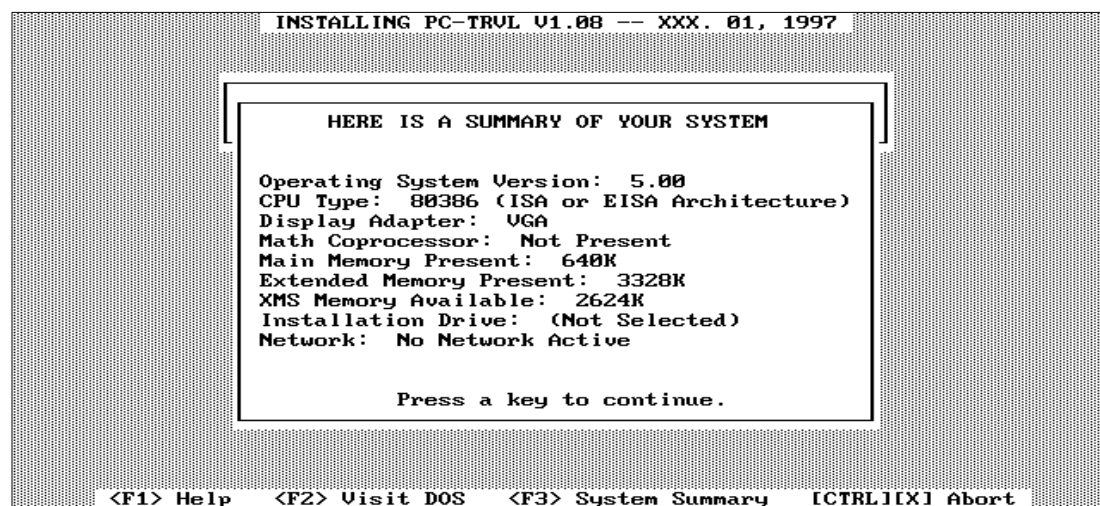


Figure 2. System Summary Screen

Steps 6-12, identified below, are used to achieve specific results in the installation and maintenance of PC-TRVL software. Go to the appropriate step.

- To install PC-TRVL software, go to **Step 6**.
- To update PC-TRVL software, go to **Step 7**.
- To install PC-to-PC Connectivity software, go to **Step 8**.
- To update PC-to-PC Connectivity software, go to **Step 9**.
- To copy a file from the software to the system, go to **Step 10**.

Step 6. To install PC-TRVL, at the Main Menu, highlight **Install PC-TRVL** and press **[Enter]**. The message *Current PC-TRVL data will be lost!* is displayed with a pop-up to continue or cancel.

- To continue with the install option, highlight **Continue** and press **[Enter]**.
- To cancel and return to the Installation Main Menu, highlight **Cancel** and press **[Enter]**.

If you have more than one hard drive, the Select A Drive For Installation screen is displayed. The amount of available hard (fixed) disk space that is needed for installation is displayed along with a list of the disk drives and the space available on each disk drive. The C drive line is highlighted. If this is the drive to be used, press **[Enter]**. Otherwise, use the up or down arrow keys to highlight another selection and press **[Enter]**. The Choose Installation Directory screen (**Figure 3**) is displayed with the default *C:\INFCTRAV* directory name highlighted.

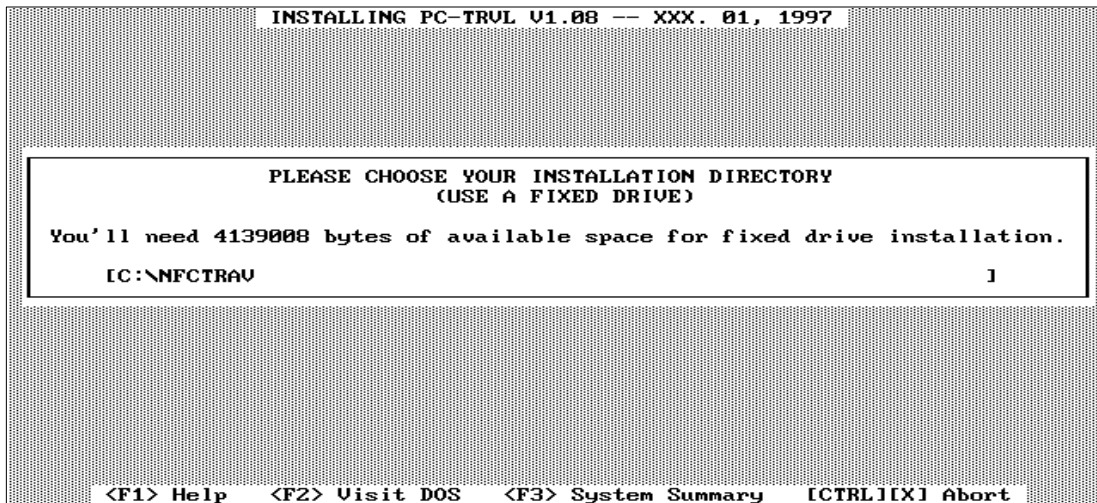


Figure 3. Choose Installation Directory Screen

To install the software in the C:\NFCTRAV directory, press **[Enter]**. Otherwise, key in another directory path and press **[Enter]**. The file loader and progress indicator screen is displayed.

The Installer begins loading the software into the system. The screen flashes the files that are being loaded to the hard drive. Change diskettes when prompted.

After the files are completely installed, the file loader and progress indicators will be completely darkened. The Destination for TRVL.BAT screen (**Figure 4**) is displayed.

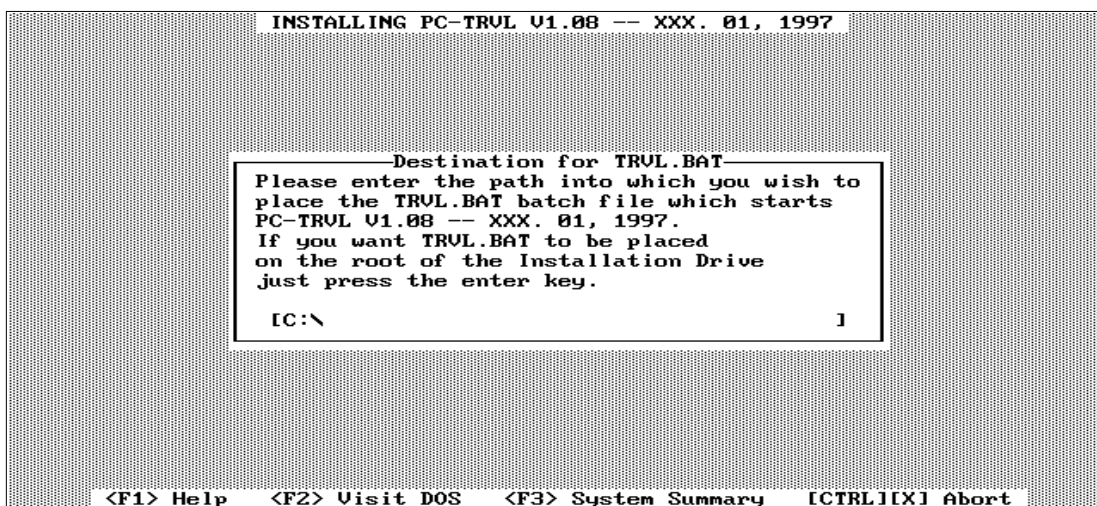


Figure 4. Destination For TRVL.BAT Screen

To install the TRVL.BAT file in the default C:\ directory, press **[Enter]**. Otherwise, key in another directory path and press **[Enter]**. The NFC banner screen is automatically displayed to enter the PC-TRVL system default setup data. Press **[Enter]**. The PC-TRVL banner screen is displayed.

Press **[Enter]**. The Travel Remote Entry Setup Screen (**Figure 5**) is displayed.

United States Department of Agriculture Office of the Chief Financial Officer NATIONAL FINANCE CENTER Travel Remote Entry Setup Screen	
Originating Office #.... AG90701111	
Print Indicator..... L [P,L,D]	Sending Dep: AG Sending SUCC Agency: 90 Sending Agency: 70 Sending Office: 1111
Is This a Color Monitor.. N	
Remote Transmission ID... NF001	Standard CONUS Rate.... 80.00
POV Mileage Rate..... 0.310	[Defaults on Expenditures Screen]
Enter Default Xmit Drive. A	Lodging: 50.00
Enter 'T' for Test JCL, 'P' for Production JCL,: P	M&IE: 30.00
[F2]-Edit [Esc]-Quit	

Figure 5. Travel Remote Entry Setup Screen

This setup screen is used to establish default data. A default is a standard setting or action taken by PC-TRVL if the user has not specified otherwise. To establish the defaults on the setup screen, follow the instructions under **Establishing Data Defaults**. After establishing the defaults, the users may also perform other utility-type functions (i.e., establish extended and expandable memory and customize PC color displays). See **Establishing Extended and Expanded PC-TRVL Memory Capabilities** and **Customizing Colors**.

After completing data entry, on the Travel Remote Entry Setup Screen, press **[Esc]**. Messages are displayed that the files are being indexed. After the files are indexed, the message *Press a key to return to the installer* is displayed. Press any key. The Installation Main Menu is displayed.

Note: The PC-TRVL Travel Remote Entry Setup Screen can also be accessed from the DOS prompt. At the *C>*, key in **\settrvl**.

- Go to **Step 8** to install PC-to-PC Connectivity or go to **Step 11** to finish the installation.

Step 7. To update PC-TRVL software, at the Main Menu, highlight **Update PC-TRVL** and press **[Enter]**.

Note: Before using the Update PC-TRVL option, PC-TRVL must be installed.

The Choose Installation Directory screen (**Figure 3**) is displayed. To update the software in the default C:\NFCTRAV directory, press **[Enter]**. Otherwise, key in another directory path and press **[Enter]**.

The system immediately prompts you to change diskettes. The installer begins loading the software into the system. The screen flashes the files that are being loaded to your hard drive. Change diskettes when prompted.

After the files are completely installed, the file loader and progress indicators will be completely darkened. The PC-TRVL Installation Main Menu screen is displayed.

Go to **Step 8** to install PC-to-PC Connectivity, **Step 9** to update PC-to-PC Connectivity, or **Step 11** to finish the installation.

Step 8. To install PC-to-PC Connectivity, at the Main Menu, highlight **Install PC-to-PC** and press **[Enter]**.

Note: The PC-TRVL software must be installed prior to installing the PC-to-PC Connectivity software.

If an agency does not want to use the PC-to-PC connectivity feature at this time, the software may be installed at a later date. However, you should always install it with the most current version of the PC-TRVL software. When it is installed, Option 6, PC-to-PC Connectivity, is added to the PC-Travel Main Menu.

With PC-to-PC connectivity, users can enter travel documents and tables on one PC and transfer the data via a modem, Local Access Network (LAN), or diskette to another PC for review, approval, etc.

Note: **Tables** are transferred **via modem** using PC-to-PC connectivity. To transfer tables via diskette or LAN, see **Miscellaneous/Utilities**. The PC-to-PC Connectivity software does not require additional memory to run but does take up storage space (1.5 MB) on the hard disk drive.

If you have more than one hard drive, the Select A Drive For Installation screen is displayed. The amount of available hard (fixed) disk space that is needed for installation is shown on the screen along with a list of the disk drives and the space available on each disk drive. The C drive line is highlighted. If this is the drive to be used, press **[Enter]**. Otherwise, use the up and down arrow keys to highlight another selection and press **[Enter]**.

The file loader and progress indicator screen is displayed. The Installer begins loading the software into the system. The screen flashes the files that are being loaded to the hard drive. Change diskettes when prompted.

After the files are completely installed, the file loader and progress indicators will be completely darkened. The Installation Main Menu is automatically displayed. Go to **Step 11** to finish the installation.

Step 9. To update PC-to-PC Connectivity, at the Main Menu highlight **Update PC-to-PC**, then press **[Enter]**. Change diskettes as prompted. If you have more than one hard drive, the Select A Drive For Installation screen is displayed.

Note: Before using the Update PC-to-PC option, PC-to-PC connectivity must be installed.

At the Select A Drive For Installation screen the amount of available hard (fixed) disk space that is needed for PC-to-PC Connectivity and a list of disk drives and available disk space is displayed.

The C drive line is highlighted. If this is the drive to be used, press **[Enter]**. Otherwise, highlight another selection and press **[Enter]**.

The file loader and progress indicator screen is displayed. The installer begins loading the software into the system. The screen flashes the files that are being loaded to your hard drive. Change diskettes when prompted.

After the files are completely installed, the file loader and progress indicators will be completely darkened. The PC-TRVL Installation Menu screen is displayed. Go to **Step 11** to finish the installation.

Step 10. To copy a file from the software to the hard drive, contact the customer support personnel at **504-255-4851** for assistance regarding the filename(s) needed. This may be necessary in situations where a file in PC-TRVL becomes corrupted due to a power failure, etc.

At the Main Menu, highlight **Get A New Copy Of A File** and press **[Enter]**. The Getting A Single File screen (**Figure 6**) is displayed.

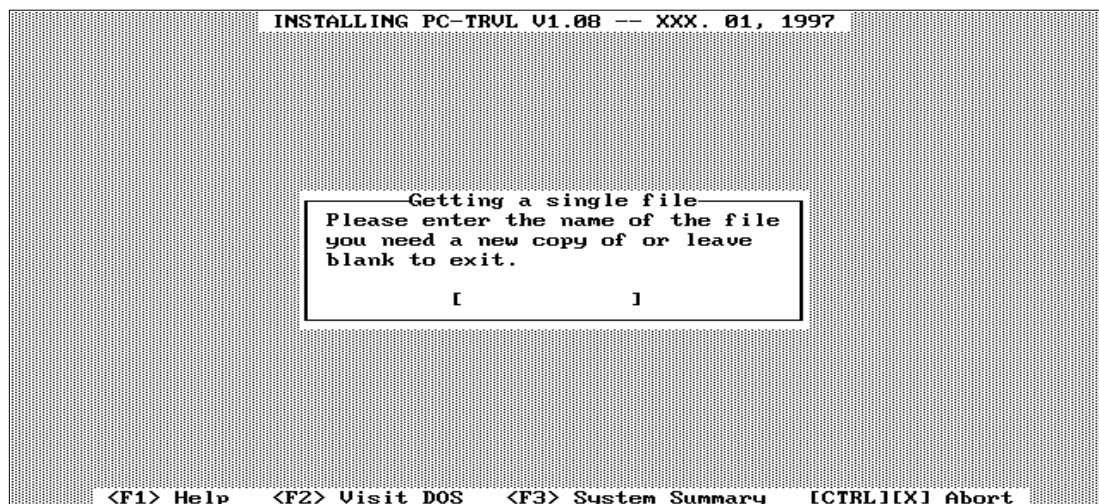


Figure 6. Getting A Single File Screen

Key in the filename and press **[Enter]**. After the file is copied to PC-TRVL, the Installation Main Menu is displayed.

The Installer begins loading the software into the system. The screen flashes the files that are being loaded to the hard drive. Change diskettes when prompted.

After the files are completely installed, the file loader and progress indicators will be completely darkened. The Installation Main Menu is automatically displayed. Go to **Step 11** to finish the installation.

Step 11. To finish the Installation, at the Main Menu, highlight **Finished** and press **[Enter]**. The System File(s) screen (**Figure 7**) is displayed.

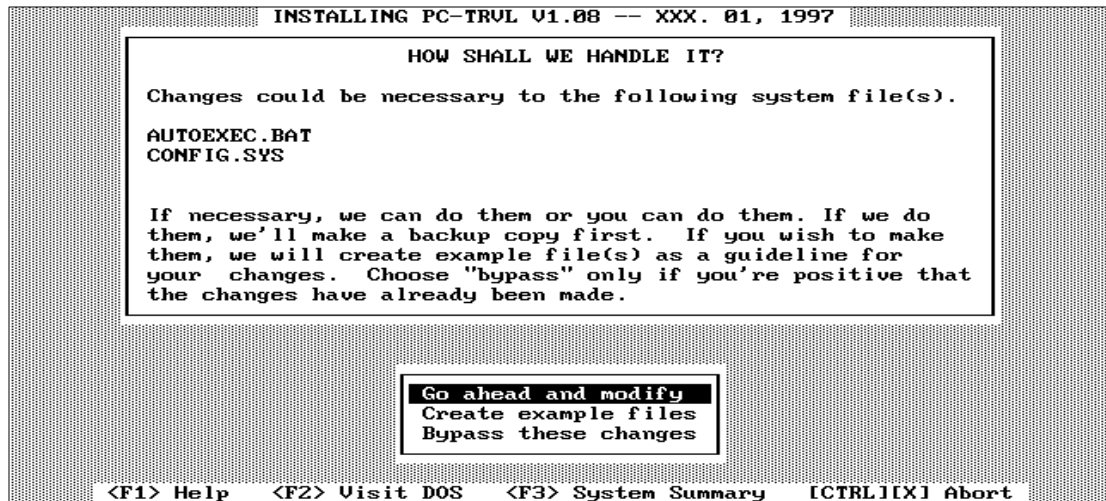


Figure 7. System File(s) Screen

Listed on this screen are three options pertaining to potential changes to your Config.Sys and Autoexec.Bat files, as explained below:

For more information see the following topics:

[Go Ahead And Modify](#)

[Create Example Files](#)

Go Ahead And Modify

If you want the system to automatically make the Config.Sys and Autoexec.Bat files modifications (recommended method), highlight ***Go ahead and modify*** and press **[Enter]**.

The PC Boot Drive Setup screen (**Figure 8**) identifying the default hard drive is displayed.

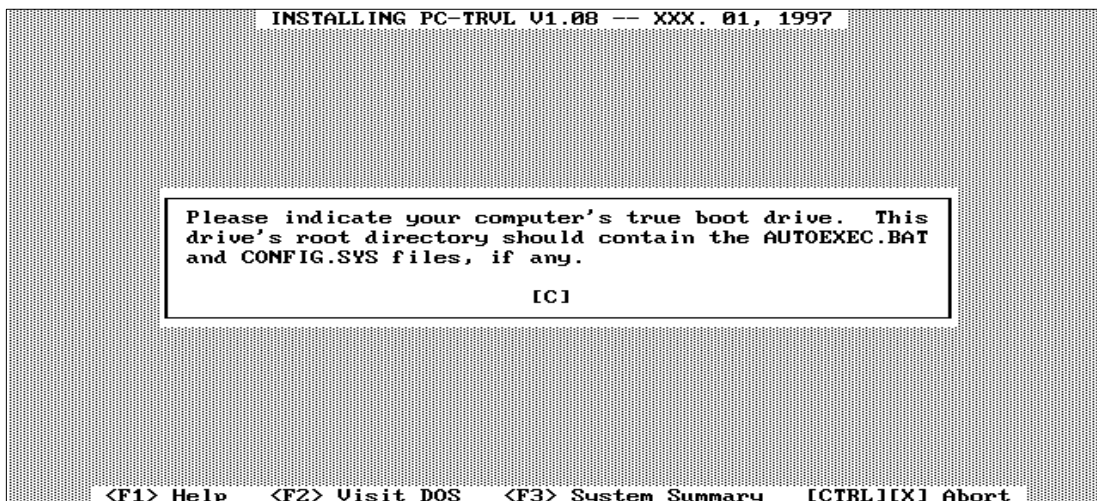


Figure 8. PC Boot Drive Setup Screen

The displayed drive must be the boot drive which contains the Autoexec.Bat and Config.Sys files that are necessary to operate PC-TRVL. Press **[Enter]** or key in the correct drive letter and press **[Enter]**.

The file that will be modified is displayed at the prompt on the File To Examine screen (Figure 9). Press [Enter] or key in the correct filename.

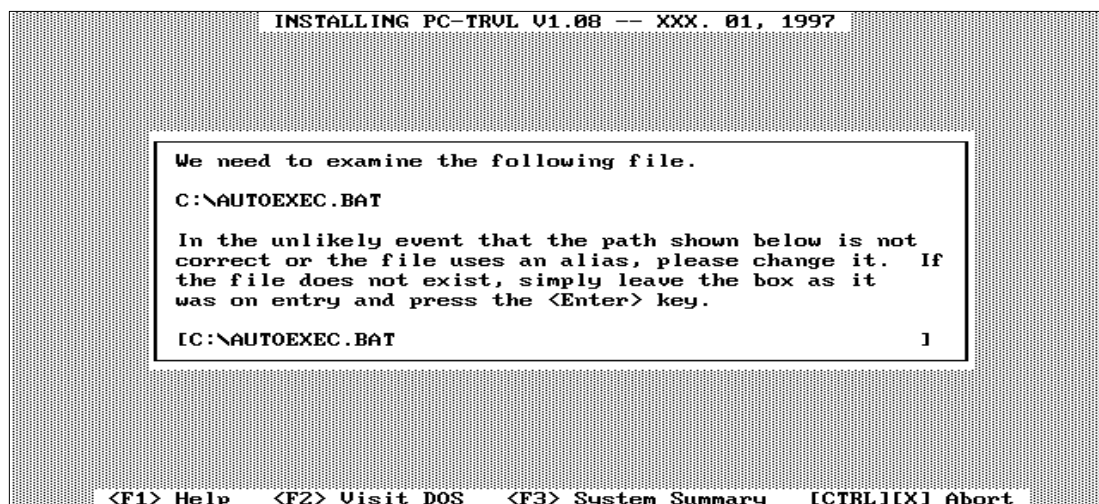


Figure 9. File To Examine Screen

Note: If no modifications were necessary, the message *One Moment ... Please* immediately followed by information about the installation, will be displayed. Press [Enter].

The message *Please remember to reboot your computer. Press a key to continue* is displayed on the Reboot Message screen (Figure 10). If the file(s) have been modified, the system must be rebooted for the changes to take effect after exiting the installation process. Press [Enter].

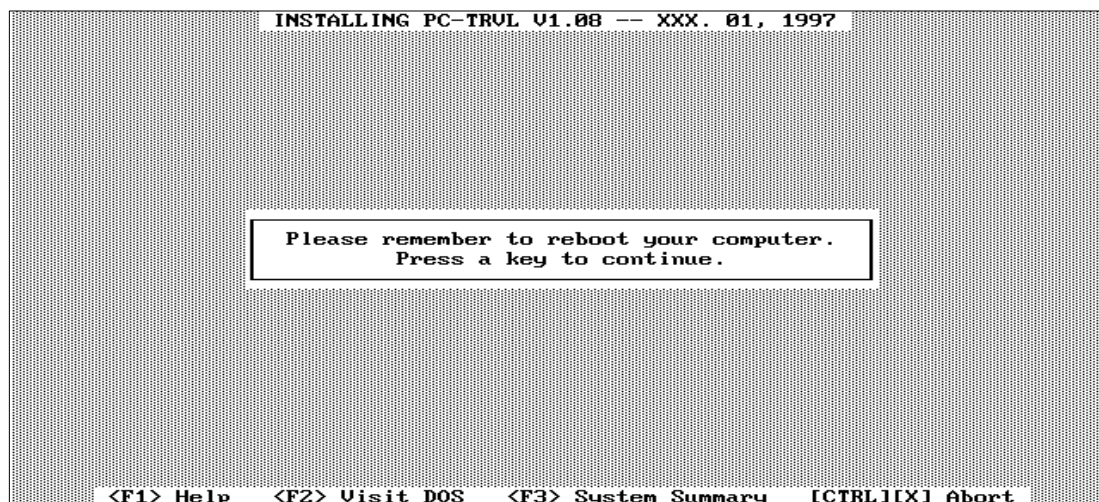


Figure 10. Reboot Message Screen

The PC-TRVL software is now installed. The DOS prompt is displayed. Go to **Step 10**.

Create Example Files

If you are doing your own modification(s) to the Config.Sys and Autoexec.Bat files and you want to view a sample(s) of the required files, highlight **Create example files** and press [Enter].

The default hard drive is displayed at the prompt on the PC Boot Drive Setup screen (**Figure 8**). This drive must be the boot drive which contains the Autoexec.Bat and Config.Sys files that are necessary to operate PC-TRVL. Press **[Enter]** or key in the correct drive letter and press **[Enter]**.

An example of the Autoexec.Bat file is displayed. Note the information and then press **[Enter]**.

An example of the Config.Sys file is displayed. Note the information and then press **[Enter]**.

Note: If no modifications were necessary, the message *One Moment ... Please* immediately followed by information about the installation, will be displayed. Press **[Enter]**.

The PC-TRVL software is installed. The DOS prompt is displayed. After modifying the files, reboot the computer. Go to **Step 10**.

Bypass These Changes

If you want to bypass making changes to the Config.Sys and Autoexec.Bat files because you know the files already accommodate PC-TRVL, highlight ***Bypass these changes*** and press **[Enter]**.

If modifications are necessary, the message *One Moment Please* is displayed. Immediately following this message is a screen showing an example of the file(s) that requires modification(s). Press **[Enter]**.

Note: If no modifications were necessary, the message *One Moment ... Please* immediately followed by information about the installation, will be displayed. Press **[Enter]**.

The PC-TRVL software is installed. The DOS prompt is displayed. After modifying the files, reboot the computer. Go to **Step 10**.

Step 12. The installation process is completed. As a result of installing the software, a subdirectory named NFCTRAV was created on the hard drive and the PC-TRVL software is copied to it.

To access PC-TRVL, key in **TRVL** at the **C>** and press **[Enter]**. For more instructions, see **Sign-On** under **System Access**.

Note: After PC-TRVL is completely installed, all tables should be printed and carefully checked for accuracy. Additions or corrections should be made immediately. Access Level 1 users should contact the person within their agency responsible for table maintenance.

Establishing Data Defaults (Travel Remote Entry Setup Screen Function)

The default function is used to establish data that is used as a permanent source for PC-TRVL to operate. A default is a standard setting or action taken by PC-TRVL if the user has not specified otherwise. Certain default data will automatically system generate in specified fields during data entry of travel documents (e.g., the default POV mileage rate generates in the mileage rate fields).

It is important to note the following guidelines when entering data: (1) You may overwrite the generated default field data, as needed. (2) To move from field to field, press **[Enter]**. (3) To exit and save changes, press **[Esc]**. (4) To access the Travel Remote Entry Setup Screen from DOS, key in **\SETTRVL** at the **C>** and press **[Enter]**.

To establish system defaults, at the Travel Remote Entry Setup Screen (**Figure 5**), press **[F2]**. Complete the fields as follows:

Print Indicator

alpha field; 1 position

This field determines the output device for documents printed using the **Print A Document option** on the PC-Travel Main Menu. Three options are available:

- P** Non-laser printer (sends print directly from the PC to the non-laser printer).
- L** Laser printer (sends print directly from the PC to the laser printer).
- D** Diskette (copies the selected print records to a diskette).

P is system generated, but may be changed by overtyping one of the other options.

Note: Printing data to a diskette should be used when the PC is not connected to a printer. The file created is written in ASCII; therefore, documents can be printed from most word processor programs as well as DOS. See **Print A Document** for information. The diskette drive must be designated as the A drive.

Is This a Color Monitor

alpha field; 1 position

An *N* (no) is system generated. Key in **Y** (yes) if your hardware displays color.

Remote Transmission ID

alphanumeric field; max. of 16 positions

Key in the NFC 3780 Remote Job Entry (RJE) Terminal ID number. This number is assigned by NFC to each authorized agency location (e.g., **RMT999**). See **Prepare Transmit File** under **Access Level 2 (File Transmission and File Maintenance)** for more information.

POV Mileage Rate

numeric field; 4 positions

Key in the mileage rate most frequently used by the agency (e.g., **.310** for 31 cents). If POV is authorized for domestic travel, this rate is generated in the AD-202 POV Rate field. (The rate can be changed, as needed.)

Enter Default Xmit Drive

alpha field; 1 position

An *A* is system-generated. If the floppy disk drive used to build transmission files is other than the A drive, key in the alpha character that represents the floppy disk drive. See **Prepare Transmit File** under **Access Level 2 (File Transmission and File Maintenance)** for more information.

Originating Office

alphanumeric field; 10 positions

This field is system generated from the entries in Fields 7 through 10 below.

Sending Dep	<i>alpha field; 2 positions</i> Key in positions 1 and 2 of the OON.
Sending SVCG Agency	<i>alphanumeric field; 2 positions</i> Key in positions 3 and 4 of the OON.
Sending Agency	<i>alphanumeric field; 2 positions</i> Key in positions 5 and 6 of the OON.
Sending Office	<i>alphanumeric field; 4 positions</i> Key in positions 7 through 10 of the OON.
Standard CONUS Rate	<i>numeric field; 5 positions</i> This field is system generated from the data entered in Fields 12 and 13 below. Note: The CONUS lodging and M&IE rates must be updated in PC-TRVL if the rates are amended in the Federal Travel Regulation (FTR). The default CONUS rates is generated in the AD-202 subsistence fields if (1) per diem is authorized, (2) the type of travel code is domestic, and (3) the TDY entered is not in the PC-TRVL Per Diem table.
Lodging	<i>numeric field; 4 positions</i> Key in the CONUS lodging rate.
M&IE	<i>numeric field; 4 positions</i> Key in the CONUS M&IE rate.
Enter T for Test JCL or P for Production JCL	<i>alpha field; 1 position</i> Code <i>P</i> (Production Job Control Language (JCL) mode) is generated in the field. If Code <i>T</i> (Test JCL mode) is desired, key in T . Caution: Code <i>T</i> can only be used with the assistance of NFC's Information Center and requires additional security access to the mainframe at NFC. It is used only for beta testing of updated software or for new implementations. If used, the user's NFC ID must be modified for transmissions to be accepted.

After this field is entered, data entry is complete for this screen. To perform another function, use the following instructions:

- To expand PC-TRVL memory capabilities, press **[F2]** then **[F10]**. For instructions, see [Establishing Extended and Expanded PC-TRVL Memory Capabilities \(Travel Remote Entry Setup Screen Function\)](#).

- To change the PC-TRVL colors your monitor displays, press **[F8]**. For instructions, see [Customizing Colors \(Travel Remote Entry Setup Screen Function\)](#).
- To exit and return to the PC-TRVL Installation Main Menu, if running the setup process from the installation diskettes, press **[Esc]** and then press any key when prompted.
- To exit the PC-TRVL setup process, if running the setup process from the DOS Command SETTRVL, press **[Esc]** until the **C>** is displayed.

Modifying Data Defaults (Travel Remote Entry Setup Screen Function)

At the Travel Remote Entry Setup Screen, press **[F2]**. Use the arrow keys to move to the fields to be changed. Key in the new data over the existing data in accordance with entry instructions under [Establishing Data Defaults \(Travel Remote Entry Setup Screen Function\)](#).

- To perform another function or exit the system, press the applicable function key.

Establishing Extended And Expanded PC-TRVL Memory Capabilities (Travel Remote Entry Setup Screen Function)

PC-TRVL provides advanced features to support extended and expanded memory and upper memory blocks. The use of these features makes PC-TRVL run faster.

Note: These features should be used only by individuals who know the memory capabilities of the PC on which PC-TRVL is installed.

At the Travel Remote Entry Setup Screen, press **[F2]**. The function key display at the bottom of the screen changes to show **F10 - Advance Features**.

Press **[F10]**. The Advanced Swap Image Storage Options screen (**Figure 11**) is displayed.

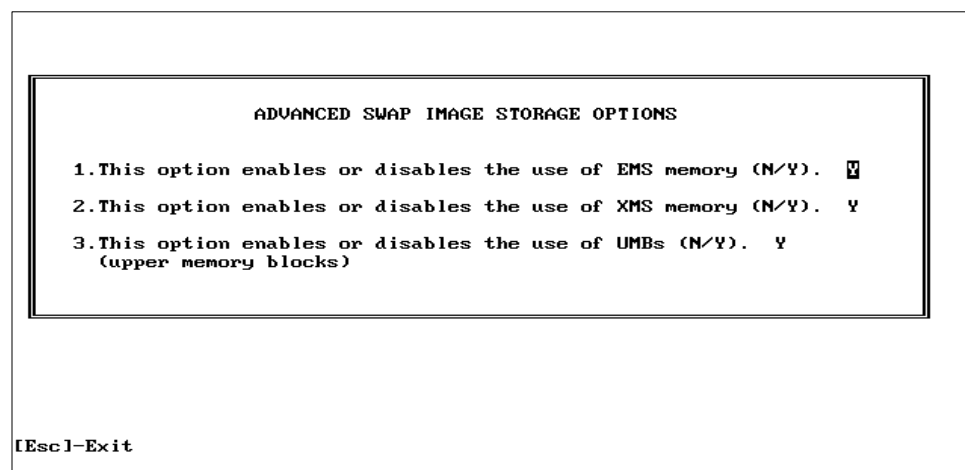


Figure 11. Advanced Swap Image Storage Options Screen

This screen displays three options which can be used to extend and expand PC-TRVL memory capabilities and upper memory blocks. An *N* (no) is system generated for each option. Key in **Y** (yes) to enable any memory feature. The three options are as follows:

1. This option enables or disables the use of EMS memory (N/Y).
2. This option enables or disables the use of XMS memory (N/Y).
3. This option enables or disables the use of UMBs (upper memory blocks) (N/Y).

Some guidelines for using these three options are:

Note: Contact the Information Resources Management (IRM) specialist for your agency before attempting to enable the use of EMS/XMS memory.

For PC's with additional memory above the conventional 640K, Options 1 and 2 support the use of EMS and XMS memory by decreasing the PC's processing time when swapping out of executable programs. For example, this feature decreases, by approximately 25 percent, the processing time it takes to change to the AD-616 back of the voucher.

If both the EMS and XMS options are enabled (**Y**), PC-TRVL will use XMS by default. If neither the EMS or XMS option is enabled, the swap image storage is written to the hard disk.

Experiment with these two options to see which one works best on the PC. Enable only one option and check the time it takes to move from the front of the voucher to the back. Repeat this test with the other option. Compare the results of both tests and use the option that works best on the PC.

Option 3 allows PC-TRVL to use UMBs if other programs are executed. **Do not** select this option unless needed because it can slightly increase the PC's processing time when using PC-TRVL.

After all selections have been made, press **[Esc]** to save the data and exit the process. The Travel Remote Entry Setup Screen (**Figure 5**) is displayed.

- To perform another function or exit the system, press the applicable function key.

Modifying Extended And Expanded PC-TRVL Memory Capabilities (Travel Remote Entry Setup Screen Function)

At the Travel Remote Entry Setup Screen (**Figure 5**), press **[F2]**. The function key display at the bottom of the screen changes to show F10 - Advance Features.

Press **[F10]**. The Advanced Swap Image Storage Options screen (**Figure 11**) is displayed showing three memory options.

Key in the new data over the existing data in accordance with entry instructions under [Establishing Extended And Expanded PC-TRVL Memory Capabilities](#) (Travel Remote Entry Setup Screen Function).

After all changes have been made, press **[Esc]** to save the changes and exit the process. The Travel Remote Entry Setup Screen (**Figure 5**) is displayed.

- To perform another function or exit the system, press the applicable function key.

Customizing Colors (Travel Remote Entry Setup Screen Function)

For PC's with color monitors, the colors of the displays (i.e., colors of the screen frames, major prompts, minor prompts, error messages, menus, submenus, and data entry areas) are selected during the development of the program. These colors are referred to as default colors. These colors can be customized (the defaults modified), if these colors are difficult to see on the screen, or if a different color scheme is preferred.

At the Remote Entry Setup Screen, press **[F8]**. The Travel Remote Entry Color Screen (**Figure 12**) is displayed.

MENU NORMAL MENU HI		NATIONAL FINANCE CENTER United States Department of Agriculture Travel Remote Entry Color Screen								SUB MENU NORMAL SUB MENU HI					
01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16
Frame: 12		Major Prompts: 11		Minor Prompts: 3		Error: 13									
Menu															
FG: 12		BG: 2		Highlighted FG: 10		Highlighted BG: 8									
Sub-Menu															
FG: 2		BG: 4		Highlighted FG: 12		Highlighted BG: 2									
Data Entry															
FG: 16		BG: 1		Highlighted FG: 15		Highlighted BG: 2									
[F2]-Edit [F4]-Default Colors [F5]-Menu Test [F6]-Sub Menu Test [F7]-Setup Edit Page [Esc]-Quit															

Figure 12. Travel Remote Entry Color Screen

The following instructions are used for changing the default colors.

- To change colors, the cursor is positioned at the Frame field. Use **[Enter]** and the arrow keys to move between the fields.

Note: (1) The default colors of the PC-TRVL menu and submenu are identified on the panel to the top left and right of the Travel Remote Entry Color Screen. **(2)** For the Menu, Submenu, and Data Entry sections of the screen, select a foreground color (FG) and a background color (BG).

Key in a color number in each applicable field. The color numbers are displayed on the color chart shown on the screen. There are 16 available color selections. As changes are made, the screen will change to reflect the selection. Continue this process until you like what you see.

- To save the changes and exit the screen, press **[Esc]**. The Travel Remote Entry Color Screen is displayed.
- To change the colors back to the default colors, press **[F4]**.
- To view a test menu color scheme, press **[F5]**.
- To view a test submenu color scheme, press **[F6]**.
- To return to the Travel Remote Entry Setup Screen, press **[F7]**.

- To exit to DOS, when running the setup process from the DOS command SETTRVL, press **[Esc]**.
- To exit and return to the PC-TRVL Installation Main Menu, when running setup from the installation diskettes, press **[Esc]** and then press any key when prompted.

Removing The PC-TRVL Software

To remove the PC-TRVL system from the hard drive, contact ► customer support personnel at **504-255-4851** for assistance. ◀

System Access

After PC-TRVL is installed on the PC, use the following instructions to sign-on and sign-off.

For more information see the following topics:

[Sign-On](#)

[Sign-Off](#)

Sign-On

To access PC-TRVL, use the following instructions.

Display the `C>` on the PC. Key in **TRVL** and press **[Enter]**.

The NFC banner screen (**Figure 13**) is displayed.

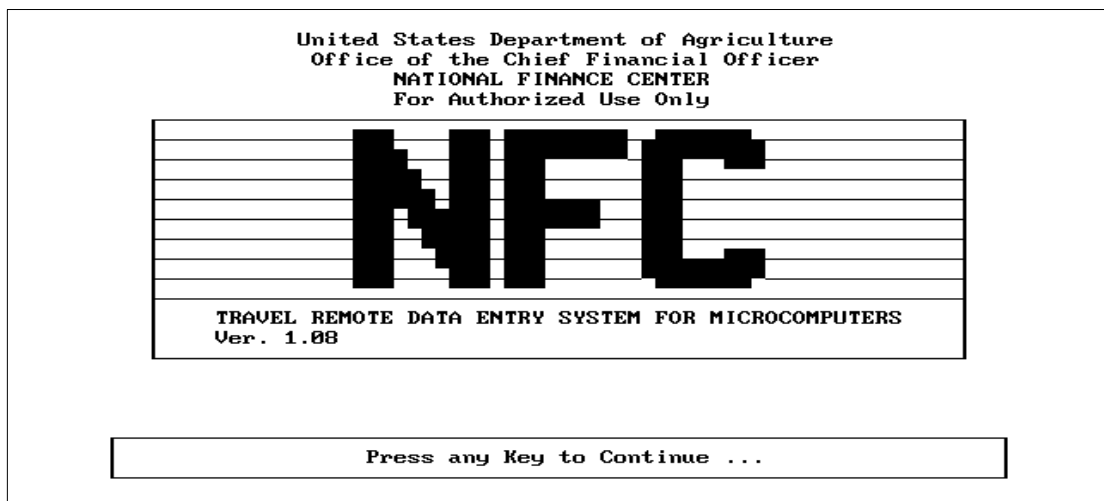


Figure 13. NFC Banner Screen

Press any key to continue. The PC-TRVL banner screen (**Figure 14**) is displayed.

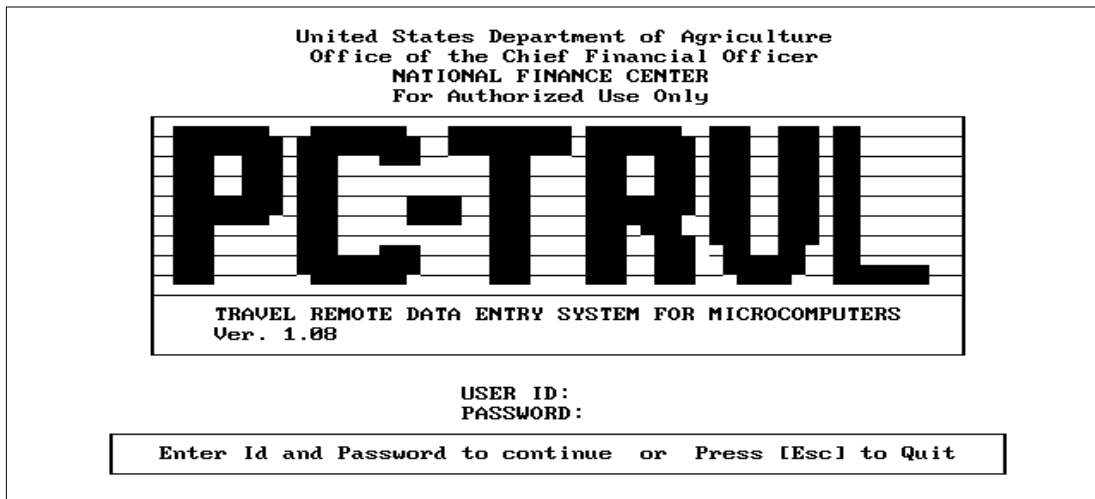


Figure 14. PC-TR VL Banner Screen

Complete the fields as follows:

User ID

alphanumeric field; max. of 6 positions

Key in your PC-TRVL user ID (e.g., **XXX999**) and press **[Enter]**.

Note: The first 3 positions are alphanumeric and the last 3 positions are numeric. The length of the ID can be from one to six positions.

Password

alphanumeric field; max. of 8 positions

Key in your user password and press **[Enter]**. Your user password is not displayed on the screen.

Note: The password should be kept confidential.

The applicable PC-Travel Main Menu will be displayed according to the user's access authority.

Sign-Off

To exit PC-TRVL, use the following instructions:

At the PC-Travel Main Menu, press **[Esc]** to exit to DOS. A confirmation message *Quit to DOS? [Y/N]* is displayed.

- To confirm the exit selection, press **Y**.
- To cancel the exit selection and to return to the main menu, press **N**.

Operating Features

This section describes the system's design and special operating features.

For more information see the following topics:

[Screens](#)

[Point And Shoot](#)

[Menu Options](#)

[System Edits](#)

[Backup And Restore](#)

[Calculator Feature](#)

[Exiting A Travel Document Record](#)

[Function Keys](#)

[Function Keys For The AD-616 Back Of The Voucher Process](#)

Screens

PC-TR VL uses pop-up and pull-down screens. These screens overlay other screens; that is, you can still see the screen from which you selected the pop-up, when the pop-up is displayed.

Help Pop-Up. Gives help in completing entry fields for authorizations, advances, and vouchers. This feature is also available throughout the back of the voucher process to help with field entries and key usage.

- To display a help pop-up for a data entry field, move to the field and press **[F1]**.
- To display a help pop-up for key usage in the back of the voucher, press **[F2]**.
- To scroll from page to page, use **[Page Up]** and **[Page Down]**.
- The help file can be deleted from PC-TRVL which saves 1 MB of hard disk space and it can be copied back to the program after it was deleted. Use the following instructions:
 - To delete the help file from PC-TRVL, at the DOS prompt, key in **erase \nfctrav\help.dbt** when \nfctrav is the directory where PC-TRVL resides. If PC-TRVL resides in a different directory, substitute that directory name for \nfctrav in the command line.
 - To copy the help file back to PC-TRVL after it was deleted, use the installation diskettes to copy the file back to the program using the following steps. See under [Software Installation](#) for detailed instructions about the installation process.
 - Insert the first installation diskette. At the DOS prompt, key in **a:install** and press **[Enter]**. The installation Main Menu is displayed.
 - Highlight **Get A New Copy Of A File** and press **[Enter]**. The Getting a single file pop-up is displayed.

- Key in **help.dbt** at the prompt and press **[Enter]**. The help file is copied back into PC-TRVL. The Main Menu is displayed.
- To exit, highlight **Finished** and press **[Enter]**.

Data Pop-Up. Provides a list of valid data choices for an entry field.

Message Pop-Up. Provides messages to guide the user through a process.

Pull-Down Menu. Provides a list of options at a given point in a process.

Point And Shoot

This feature is used at the data pop-up screen to select valid data choices for an entry field. For fields with this feature, the message *For a pop-up of available choices for this field, key in “?”* is displayed. Press **[?]**. The pop-up is displayed. View the choices, *point* to the applicable one, and press **[Enter]** to *shoot* it back to the field.

- To move quickly to the top of an alphabetical list, press the first letter of the word or first digit of the number.
- To move to the top of the list, press **[Ctrl] [Page Up]** and to move to the bottom of the list, press **[Ctrl] [Page Down]**.

Menu Options

After accessing PC-TRVL, the PC-Travel Main Menu is displayed. The PC-Travel Main Menu displays the options that are available for your access level. (See **Access Levels** under **System Overview**.)

To select a menu option, highlight the option using the up and down arrow keys and press **[Enter]**. When an option is highlighted, a one-line description of the option is displayed on the bottom of the menu screen.

System Edits

As data is keyed in, PC-TRVL edits data elements to ensure accuracy. This feature provides immediate error feedback and permits data correction prior to approval of the document and transmission to NFC. If an error occurs, an error message is displayed. Possible error solutions are also displayed.

The user must make corrections before creating the transmit file. If errors are not corrected during data entry, the Xmit selection screens from which documents are selected for transmission will identify the entry screens that still contain errors. The errors must be corrected before the transmit file can be created.

Backup And Restore

The system has utility features to backup and restore data. It is recommended that this process be executed before exiting PC-TRVL. The backup diskette that is created from this process may be used to recover information (e.g., in the case of system failure). The backup date must be noted as it is required for the restore procedure.

Calculator Feature

The pop-up calculator is a feature used to perform calculations that can be pasted into numeric fields. The pop-up calculator is similar to a desktop calculator (**Figure 15**).

TV05001		USDA, OCF0, NFC		06/04/1997 13:49:56	
AD-202/SECTION A - IDENTIFICATION					
1. ACTION CODE:	IE1	2. AUTHORIZATION DATE:	06/04/1997		
3. AUTHORIZATION NO:		4. SOCIAL SECURITY NO:	- -		
5. NAME » LAST:		FIRST:	MI:		
6. AGENCY CODE:	90	7. AGENCY OON:	AG90701111		
8. TRAVELER OON:		9. EST DATES» FROM:	/ /	THRU:	/ /
10. TYPE TRAVEL:	DM	11. GOVT CREDIT CARD:	N [Y/N]		
12. TRAINING DOC NO:					
13. OFFICIAL DUTY STATION »	CITY				
14. RESIDENT »					
SECTION B - EMPLOYMENT STATUS					
15. PAYROLLED BY NFC:	N	(Y/N)			
16. NOT PAYROLLED BY NFC:	N	(Y/N)			
17. NEW HIRE:	N	(Y/N)			
18. SPECIAL APPOINTEE:	N	(Y/N)			
19. NONGOVERNMENT:	N	(Y/N)			

Calculator

0.0000

7	8	9	* =MULT
4	5	6	/ =DIV
1	2	3	+ C
0			- E

[Esc]-Exit calculator [^P]-Pastes result into data entry field after exit

Figure 15. Pop-Up Calculator

To use the calculator, follow the instructions below:

- **Activate Calculator.** Press [Ctrl][C] to activate the calculator.
- **To Clear and Reset.** Press [C] to clear the current total and reset the calculator to zero.
Note: Always clear the previous total before a new calculation is started.
- **To Erase an Entry.** Press [E] to erase a current entry. The total is not affected.
- **To View Total.** Press [Enter] or [=] to view the current calculation total. To continue, see [To Clear and Reset](#) or [Paste Calculator Total](#) for instructions, or press [Esc] to exit the calculator feature.
- **To Add.** Press [+] and key in a number. Press [Enter] to view the total.
- **To Subtract.** Press [-] and key in a number. Press [Enter] to view the total.
- **To Multiply.** Press [*] and key in a number. Press [Enter] to view the total.
- **To Divide.** Press [/] and key in a number. Press [Enter] to view the total.
- **To Exit and Save.** Press [Esc] to exit the pop-up and save the current total. The total is then available to be pasted.

Paste Calculator Total. Press **[Esc]** to exit the pop-up and save the current total. Press **[Ctrl][P]** at a numeric field to paste the total from the calculator.

Exiting A Travel Document Record

To exit a travel document record (AD-202 or AD-616) and return to the PC-Travel Main Menu, press **[Esc]**. Three options are displayed at the bottom of the screen as described below:

- **Save.** Used to exit and save all changes made to the record.
- **Abandon.** Used to exit without saving new data or changes made to the record. The message *OK to Discard changes or new entries? [Y/N]* is displayed. Key in **Y** to confirm the Abandon selection. Key in **N** to cancel the Abandon selection and return to the travel document record.
- **Cancel.** Used to ignore the exit command and return to the travel document record.

Highlight the applicable option and press **[Enter]**.

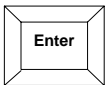
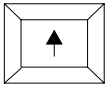
Function Keys

Function keys include program function keys and other function keys. Program function keys are used to execute functions and display a specific screen in the system. Program function keys are usually identified by **[PA]** (*program attention*), **[PF]** (*program function*), **[SF]** (*special function*), **[SP]** (*special program*) or **[F]** (*function*), depending on the equipment being used. In this procedure, function keys are identified by **[F]**. Other function keys include **[Enter]**, **[Clear]**, and **[Tab]**. For instructions on equipment usage, see the manufacturer's operating guide.

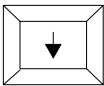
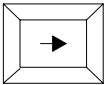
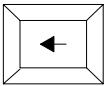
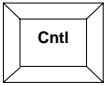
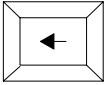
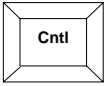
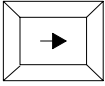

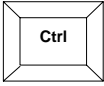
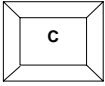
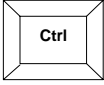
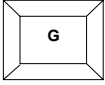
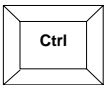
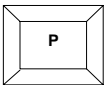
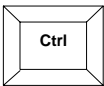
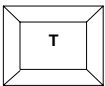
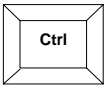
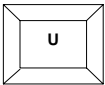
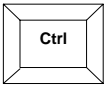
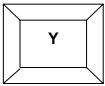
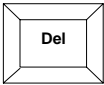
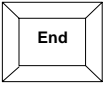
In PC-TRVL, applicable function keys are displayed at the bottom of each system screen. Some keys perform multiple functions for different menu options. All keys used in the system and their function(s) are described below.

Note: The AD-616 back of the voucher process uses keys and functions not used elsewhere in the system. For this reason, specific functions used only for the back of the voucher are described under a separate heading in this section.

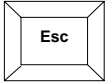
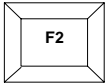
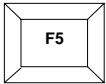
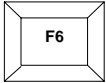
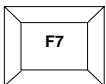
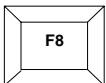
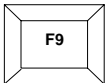
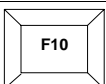




Function Keys

Key	Key	Description
		Used to enter (i.e., send to the system) the keyed-in data or to move to the next field . Used to select a highlighted menu option or record in a list.
		Used to move to the previous field or the previous line, depending on the section of the screen.

Function Keys

Key	Key	Description
		Used to move to the next field or the next line, depending on the section of the screen.
		Used to move forward to the next field on a screen.
		Used to move backward to the previous field.
		Used to move to the beginning of the current word in a field.
		Used to move to the end of the current word in a field.
		Used to delete one character to the left of the cursor.
		Used to activate the pop-up calculator.
		Used for quick data entry in the AD-202/Section C -Itinerary and Expenditures, fields. Used to copy the data from Field 23, To City and To State fields to the next entry line of Field 22, From City and From State fields. With the cursor at the next entry line of Field 22, press [Ctrl][G].
		Used to paste the total from the calculator in a numeric field.
		Used to delete a word to the right of the cursor.
		Used to reverse the deletion effected by [Ctrl] [T].
		Used to delete all the characters to the end of a field from the cursor position.
		Used to delete a character from the right.
		Used to move to the end of a field.

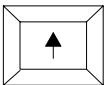
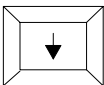
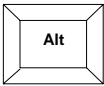
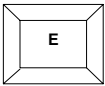
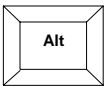
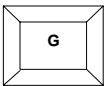
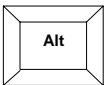
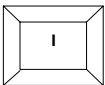
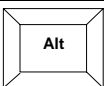
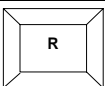

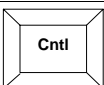
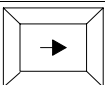
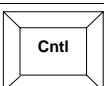
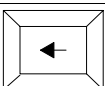
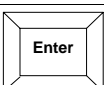
Function Keys

Key	Key	Description
		<p>Used to exit PC-TRVL and return to DOS from the PC-Travel Main Menu.</p> <p>Used to exit and save data entered on a screen.</p> <p>Used to exit a document record and return to the PC-Travel Main Menu. Three options appear at the bottom of the screen:</p> <p>Save - Used to exit and save all changes made to the record.</p> <p>Abandon - Used to exit without saving new data or changes made to the record.</p> <p>Cancel - Used to ignore the exit command and return to the record.</p> <p>Note: See Exiting A Travel Document Record under Operating Features for more information.</p>
		Used to initiate the entry process. Used to print a table from the Table Maintenance menu option.
		Used to mark a record for deletion or to reverse the deletion.
		<p>Used to add a record in Table Maintenance.</p> <p>Used to system generate the default drive in the File Transfer Menu.</p>
		<p>Used to move to the previous screen in a travel document.</p> <p>Used to accept a modified record in Tables Maintenance.</p>
		<p>Used to move to the next screen in a travel document.</p> <p>Used to enter a modified record in Tables Maintenance.</p>
		<p>Used to modify a record in Tables Maintenance.</p> <p>Used to switch from the front of the AD-616 to the AD-616 back of the voucher screens.</p>
		<p>Used to display a pop-up menu for quick screen change selection.</p> <p>Used to delete a code or record in Tables Maintenance.</p>
		Used to insert characters that were inadvertently omitted.
		Used to move to the next section of the screen or scroll forward from page to page.
		Used to move to the previous section of the screen or to scroll backward from page to page.
		Used to select/unselect a record in a list.

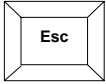
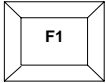
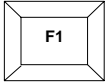
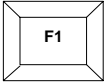
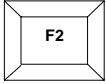
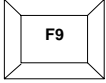
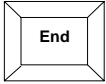
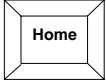
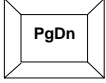
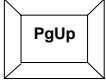
Function Keys For The AD-616 Back Of The Voucher Process

The AD-616 back of the voucher process uses the following keys to perform specific functions.

Note: Important keys and their functions are displayed on each PC-TRVL screen to help guide the user through the system.

Function Keys		
Key	Key	Description
		Used to move to the previous field or the previous line , depending on the section of the screen.
		Used to move to the next field or the next line , depending on the section of the screen. Note: Use the arrow keys instead of [Enter] to move between fields during data entry. Only use [Enter] if noted on the screen.
		Used to delete the current column.
		Used for the quick column access pop-up. Key in the column number in the pop-up and press . The screen is displayed with the cursor in the column entered. (The back of the voucher can accommodate 35 columns.)
		Used to insert a blank column to the left of the current column.
		Used to activate the remarks pop-up. This screen can be displayed at any time during data entry. It is useful to record information that is pertinent to an expense shown on the voucher.
		Used to delete one character to the left.
		Used to move one column to the right. Used to move to the next word in the help pop-up.
		Used to move one column to the left. Used to move to the previous word in the help pop-up.
		Use [Enter] only if instructed to do so on the screen. Use arrow keys instead of [Enter] to move between fields during data entry.

Function Keys

Key	Key	Description
		Used to exit without saving changes in the help pop-up. Used to exit the back of the voucher. The totals are displayed in the For Transfer to Section D on Voucher pop-up. At the bottom of the pop-up, select one of the following options. Paste & Save - Used to exit and save all changes and bring the totals forward to the front of the voucher. Save - Used to exit and save all changes but not bring totals forward to the front of the voucher at this time. Print - Used to print the back of the voucher. Return - Used to return to the back of the voucher screen.
		Used to display a help pop-up for the field where the cursor is located.
		Used while the help pop-up is displayed to view the Text Processing Help screen.
		Used to display key help for the available function keys in the AD-616 Back of the Voucher.
		Used to compute the back of the voucher and continue. Use this key after entry of an entire leg of a trip to calculate per diem days and amounts. The resulting data system generates in the appropriate fields.
		Used to go to the last column on the screen. Used to move to the end of a line in the help pop-up.
		Used to go to the first column on the screen. Used to move to the start of a line in the help pop-up.
		Used to scroll to the next per diem location/rate in the Cost Sub Code pop-up if seasonal rates are authorized.
		Used to scroll up in a column. Hint: Use [Page Up] with the up and down arrow keys for quick cursor positioning. Used to scroll to the previous per diem location/rate in the Cost Sub Code pop-up if seasonal rates are authorized.

Instructions follow for using the PC-TRVL main menu and options for each access level.

ACCESS LEVEL 1 (DATA ENTRY)

Access Level 1 permits a user to (1) add a new travel document, (2) view, modify, or delete an existing document, (3) maintain traveler profiles, (4) print a document, and (5) perform PC-to-PC connectivity functions (if PC-to-PC Connectivity software is installed). Access Level 1 users can view but not modify documents created by other PC-TRVL users.

This section presents the following topic:

[PC-TRAVEL Main Menu \(for Access Level 1\)](#)

PC-Travel Main Menu (for Access Level 1)

After accessing PC-TRVL, the PC-Travel Main Menu screen (**Figure 16**) is displayed.

TV001001	USDA, OCF0, NFC	06/04/1997 13:46:47								
TRAVEL REMOTE DATA ENTRY SYSTEM										
<table border="1"> <tr> <td>PC-TRAVEL MAIN MENU</td> </tr> <tr> <td>1. AUTHORIZATION/ADVANCE</td> </tr> <tr> <td>2. ADVANCE ONLY</td> </tr> <tr> <td>3. TRAVEL VOUCHER</td> </tr> <tr> <td>4. TRAVELER PROFILE</td> </tr> <tr> <td>5. PRINT A DOCUMENT</td> </tr> <tr> <td>6. PC TO PC CONNECTIVITY</td> </tr> <tr> <td>[Esc]-Exit</td> </tr> </table>			PC-TRAVEL MAIN MENU	1. AUTHORIZATION/ADVANCE	2. ADVANCE ONLY	3. TRAVEL VOUCHER	4. TRAVELER PROFILE	5. PRINT A DOCUMENT	6. PC TO PC CONNECTIVITY	[Esc]-Exit
PC-TRAVEL MAIN MENU										
1. AUTHORIZATION/ADVANCE										
2. ADVANCE ONLY										
3. TRAVEL VOUCHER										
4. TRAVELER PROFILE										
5. PRINT A DOCUMENT										
6. PC TO PC CONNECTIVITY										
[Esc]-Exit										
Data entry section for AD-202 Travel Authorization/Advance										

Figure 16. PC-Travel Main Menu Screen (Access Level 1)

To select an option, highlight it and press **[Enter]**. The screen for the selected option is displayed.

The options available to Access Level 1 users are described below:

- 1. Authorization/Advance.** Used to add, view, modify, and delete Form AD-202, Travel Authorization/Advance, data.
- 2. Advance Only.** Used to add, view, modify, and delete Form AD-202, Travel Authorization/ Advance, data for an advance-only request (Action Code V on the AD-202). This option can only be used after the original AD-202 authorization record has been transmitted to NFC for processing. When the Advance Only option is used, the advance record is stored separately from the original authorization record.
- 3. Travel Voucher.** Used to add, view, modify, and delete Form AD-616, Travel Voucher, data.
- 4. Traveler Profile.** Used to add, view, modify, and delete a traveler's identification data. Data from this profile is system generated from the social security number entered in the travel document records during the data entry process. The traveler's profile should be created prior to data entry. However, if it is not established beforehand, it can be created during data entry.
- 5. Print A Document.** Used to print AD-202 and AD-616 (including the back of the voucher) records.
- 6. PC-To-PC Connectivity.** Used to select AD-202 and AD-616 documents and travel tables from one PC and transmit the documents/tables via modem, LAN, or diskette to

another PC for review, approval, and transmission to NFC. This option is displayed only if the PC-to-PC Connectivity software is installed.

Note: To transfer tables via diskette, see the instructions for the Miscellaneous Utilities option under [PC-TR VL Main Menu \(for Access Level 2\)](#).

For more information see the following topics:

[Selecting The Authorization/Advance Option](#)

[Selecting The Advance Only Option](#)

[Selecting The Travel Voucher Option](#)

[Selecting The Traveler Profile Option](#)

[Selecting The Print A Document Option](#)

[Selecting the PC-to-PC Connectivity Option](#)

Selecting The Authorization/Advance Option

Authorization/Advance is the option on the PC-Travel Main Menu used to add, view, modify, and delete Form AD-202, Travel Authorization/Advance, data.

Note: An Access Level 1 user can view but not modify documents created by other PC-TR VL users.

The number of AD-202 screens displayed during data entry varies depending on the travel situation. For example, if an AD-202 is for multiple travelers, a screen for identifying the multiple travelers will be displayed. This multiple travelers screen will not be displayed if an authorization is for one traveler. Other examples of travel situations where the number of screens will vary are: temporary duty travel vs. relocation travel and travelers checks issued as advances. Screens are identified by number and name (e.g., TV05001, AD-202/Section A - Identification).

To select this option, highlight **Authorization/Advance** and press **[Enter]**. The Existing, Add New pop-up (**Figure 17**) is displayed showing two options as described below:

Existing. Used to view, modify, or delete an existing AD-202 record.

Add New. Used to establish a new AD-202 record.

TV001001 USDA, OCF0, NFC 06/04/1997 13:46:47

TRAVEL REMOTE DATA ENTRY SYSTEM

PC-TRAVEL MAIN MENU
1. AUTHORIZATION/ADVANCE
2. ADVANCE ONLY
3. TRAVEL VOUCHER
4. TRAVELER PROFILE
5. PRINT A DOCUMENT
6. PC TO PC CONNECTIVITY

Sub-menu Active —>

EXISTING
ADD NEW

Edit or view existing document

Figure 17. Existing, Add New Pop-up

To select an option on the pop-up, highlight the option and press **[Enter]**.

- If Add New is selected, see [Adding A TDY Authorization/Advance](#) or [Adding A Relocation Authorization/Advance](#).
- If Existing is selected, see [Viewing, Modifying, Amending, And Cancelling Any Authorization/Advance](#) or [Deleting An Authorization/Advance Record](#).

For more information see the following topics:

- [Adding A TDY Authorization/Advance](#)
- [Adding A Relocation Authorization/Advance](#)
- [Viewing, Modifying, Amending, And Cancelling Any Authorization/Advance](#)
- [Documents Entered But Not Transmitted](#)
- [Documents Entered And Transmitted](#)
- [Deleting An Authorization/Advance Record](#)

Adding A TDY Authorization/Advance

At the PC-Travel Main Menu screen, with the Authorization/Advance option highlighted, press **[Enter]**. The Existing, Add New pop-up (**Figure 17**) is displayed. At the Existing, Add New pop-up, with the Add New option highlighted, press **[Enter]**. Screen TV05001, AD-202/Section A - Identification (**Figure 18**), is displayed.

TV05001		USDA, OCF0, NFC		06/04/1997 13:49:56	
AD-202/SECTION A - IDENTIFICATION					
1. ACTION CODE: █ [E]		2. AUTHORIZATION DATE: 06/04/1997			
3. AUTHORIZATION NO:		4. SOCIAL SECURITY NO: - -			
5. NAME » LAST:		FIRST: MI:			
6. AGENCY CODE: 90		7. AGENCY OON: AG90701111			
8. TRAVELER OON:		9. EST DATES» FROM: / / THRU: / /			
10. TYPE TRAVEL: DM		11. GOVT CREDIT CARD: N [Y/N]			
12. TRAINING DOC NO:					
13. OFFICIAL DUTY STATION »		CITY		STATE	
14. RESIDENT »					
SECTION B - EMPLOYMENT STATUS					
15. PAYROLLED BY NFC:		N (Y/N)			
16. NOT PAYROLLED BY NFC:		N (Y/N)			
17. NEW HIRE:		N (Y/N)			
18. SPECIAL APPOINTEE:		N (Y/N)			
19. NONGOVERNMENT:		N (Y/N)			
[Esc]-Exit					
[F11]-HELP					

Figure 18. Screen TV05001, AD-202/Section A - Identification

Screen TV05001 is used to key in basic information about the traveler and the trip.

Complete the fields as follows:

1. Action Code

alpha field; 1 position

Key in **E** (establish) in this field. This code is used to establish a new AD-202; therefore, it **must** be used when the AD-202 record is first established and transmitted to NFC for processing.

Thereafter, if the AD-202 record must be amended (Action Code A on the AD-202) or cancelled (Action Code C on the AD-202), see [Viewing, Modifying, Amending, And Cancelling Any Authorization/Advance](#). See [Adding An Advance Only Record](#), to enter an advance only request (Action Code V on the AD-202) after the original AD-202 record has been transmitted to NFC.

2. Authorization Date*numeric field; max. of 8 positions*

The PC's system date is system generated. Overtyping the date, if needed.

Note: The date field is Year 2000 compliant, therefore when entering dates for the 21st century (e.g., Year 2000), key in the full 4-digits of the year. To enter 20th century dates (e.g., 1999): **(1)** key in the last 2 digits of the year and the system will generate the first 2 digits, or **(2)** key in the full 4-digits of the year.

Example: Key in **060297** or **06021997** to record June 2, 1997. Key in **01312000** to record January 31, 2000.

3. Authorization No*alphanumeric field; max. of 13 positions*

Key in the travel authorization as follows:

Position	Description
1	Use the last digit of the fiscal year.
2	Identify the type of authorization: (i.e., A (Unlimited Open travel), B (Limited Open travel), C (Individual Trip travel), L (Local travel), or N (Nationwide travel)).
3	Use S (single traveler) or M (multiple traveler). Note: If M is used, the system skips Fields 4 and 5.
4-5	Use the alphanumeric agency code of the agency paying the expenses.
6-9	Use the 4-position alphanumeric code unique to the agency.
10-13	Use the 4-position sequential number assigned by the agency.

4. Social Security No*numeric field; max. of 9 positions*

Key in the traveler's social security number (SSN). If the authorization is for multiple travelers, the system skips this field.

If a traveler has no social security number, the agency personnel office should assign a temporary identification number. (Consult the United States Office of Personnel Management's Operating Manual, The Guide to Processing Personnel Actions, for instructions.)

Note: (1) If a traveler is a new hire, nongovernment, or special appointee and is processing a travel transaction in NFC's Travel System for the **first time**, that agency should contact NFC's Travel and Transportation Section (TTS) at **504-255-4878** to establish the traveler on NFC's supplemental name file. **The agency should make this contact with TTS prior to transmitting the authorization so that the authorization can be processed by NFC without delay.** Agencies should also follow these instructions when assigning a temporary identification number for a traveler.

The entry of other fields relating to the traveler's personal data (e.g., traveler's name, agency code, etc.) depends on whether the traveler's personal data has been stored in PC-TRVL's Traveler Profile.

- If the traveler's personal data has been stored in the Traveler Profile, data fields relating to information about the traveler (i.e., Fields 5, 6, 7, 8, 11, and

13 through 19 on Screen TV05001 and Field 25, Accounting Classification, on Screen TV05004) are system generated from the stored data.

- It is recommended that you verify any field data system generated from the Traveler Profile. If data is incorrect, key over it with the correct data. After the authorization record is completely entered, access the Traveler Profile and correct the data for future documents.
- If the traveler's personal data has not been stored in the Traveler Profile, the prompt *Traveler Profile Info Not On File For SSNO = XXX-XX-XXXX, Capture? (Y/N)* is displayed. Key in **Y** if you want to add the traveler to the Traveler Profile. Key in **N** if you do not want to add the traveler to the Traveler Profile.

5. Name

The Name fields (last, first, and middle initial) are system generated from the Traveler Profile. If the traveler is not profiled, key in the traveler's name as described below.

Last

alphanumeric field; max. of 17 positions

Key in the last name including suffixes such as **Jr**, **Sr**, and **II**. Use a space in lieu of a hyphen, apostrophe, period, etc., to separate the names or initials.

First

alphanumeric field; max. of 12 positions

Key in the first name. If the first name is initials or two or more names, use a space in lieu of a hyphen, apostrophe, period, etc., to separate the names or initials.

MI

alpha field; 1 position

Key in the middle initial.

6. Agency Code

alphanumeric field; max. of 2 positions

This field is system generated from the Traveler Profile. If the traveler is not profiled, key in the agency code that identifies the traveler's employing agency. If the traveler is a nongovernment employee, key in the code of the agency for which the traveler is traveling.

If the traveler is employed by one agency and traveling for another agency, the employing agency code is still entered in this field. In those situations where employees travel for an agency that is different from their employing agency, Section D - Accounting Classification, will be completed in a special manner to identify the agency and accounting station that is to be charged for the payment, as well as the accounting classification code that is to be charged. (See completion instructions for Field 25.)

7. Agency OON

alphanumeric field; max. of 10 positions

The Originating Office Number (OON) is system generated from the PC-TRVL Travel Remote Entry Setup Screen. This field is formatted as described in [Establishing Data Defaults \(Travel Remote Entry Setup Screen Function\)](#).

8. Traveler OON*alphanumeric field; max. of 10 positions*

The traveler OON is system generated from the traveler's profile. If the traveler is not profiled, key in the OON of the traveler for whom the AD-202 is being submitted **only** if it is different than the agency OON. This field is formatted as described in [Establishing Data Defaults \(Travel Remote Entry Setup Screen Function\)](#).

9. Est Dates

Key in the estimated dates of travel as follows:

From*numeric field; max. of 8 positions*

Key in the estimated date official travel will begin.

Thru*numeric field; max. of 8 positions*

Key in the estimated date official travel will end.

Example: Key in **060297** or **06021997** to record June 2, 1997. Key in **01312000** to record January 31, 2000.

Note: (1) For Types A and L authorizations, the estimated dates are normally the beginning and ending dates of the fiscal year. (2) For Types B and N authorizations, these dates may cover a month, a quarter, or the entire fiscal year. (3) For relocation authorizations, the dates of travel must cover a 2-year period. If a househunting trip will be authorized, the from date of travel must include the beginning date of the househunting trip. If it becomes necessary to extend the 2-year time frame (not to exceed 1 additional year) for the sale/purchase of residence expenses, the authorization must be amended to show the new estimated Thru date.

10. Type Travel*alpha field; max. of 2 positions*

DM is system generated in this field. To change the data, key in another value from the list below:

DM Domestic travel
FG Foreign travel
GR Escorted group
OC Outside Continental U.S.

For Type GR travel, show the name and country of each traveler on the Remarks screen. To access the Remarks screen, press **[ALT] [R]**. (See instructions for Field 42. Remarks under **Adding a TDY Authorization/Advance**.)

11. Govt Credit Card*alpha field; 1 position*

This field is system generated from the Traveler Profile. If the traveler is not profiled, an **N** is system generated in this field. Key in **Y** if the traveler has a Government contractor-issued charge card. If the AD-202 is for multiple travelers, key in **Y** if all travelers have government credit cards or **N** if both responses apply to the group.

12. Training Doc No

alphanumeric field; max. of 10 positions

If the Purpose of Travel code is **3** (training attendance), key in the training document number from Field 11 on Form SF-182, Request, Authorization, Agreement and Certification of Training. Otherwise, leave this field blank. When authorizing multiple travelers for Purpose Code 3, leave this field **blank**. The training document number will be entered on Screen TV05008, AD-202M, Multiple Travelers Identification.

Note: If the purpose code is 15, Informal Training, a training document is not required; therefore, Field 12 can be left blank.

13. Official Duty Station

This field is system generated from the Traveler Profile. If the traveler is not profiled, key in the official duty station as described below. If the AD-202 is for multiple travelers, this field can be left blank.

City

alphanumeric field; max. of 20 positions

Key in the city of the official duty station.

State

alpha field; max. of 2 positions

Key in the 2-position state or country abbreviation code (See the **Appendix** to the Travel System procedure.) of the state or country where the employee is now stationed.

14. Resident

This field is system generated from the Traveler Profile. If the traveler is not profiled, key in the city and state of the traveler's residence as described below. If the AD-202 is for multiple travelers, this field will be left blank.

City

alpha field; max. of 20 positions

Key in the city of the traveler's residence.

Tip: If the residence city and state is the same as Field 13, key in **S** (for same) in the first position of Field 14 and press **[Enter]**. The data from Field 13 is system generated in Field 14.

State

alpha field; max. of 2 positions

Key in the state of the traveler's residence.

Section B - Employment Status (Y/N)

The traveler's applicable employment status is system generated from the Traveler Profile. If the traveler is not profiled, key in **Y** in the applicable field as described below. A **Y** can be entered in **only one** of the fields.

Note: Multiple travelers with different employment statuses should be entered on separate AD-202's.

15. Payrolled By NFC

alpha field

Key in **Y** if the traveler is a current Federal employee whose agency is payrolled by NFC. If the employee is newly employed by the agency and has **not** received his/her **first** salary payment from NFC, key in a **Y** in the Not Payrolled by NFC field.

16. Not Payrolled By NFC

alpha field

Key in **Y** if the traveler is a Federal employee and NFC processes the agency's travel, but **not** the agency's **payroll**. If the employee is newly employed by the agency and has **not** received his/her **first** salary payment, the agency must still key in a **Y** in the Not Payrolled by NFC field.

17. New Hire

alpha field

Key in **Y** if the traveler is a **new** Federal employee (i.e., an individual who is being hired from outside of Government who has not received his/her first salary payment).

18. Special Appointee

alpha field

Key in **Y** if the traveler is a special appointee (e.g., County committeemen, YACC employees, CETA employees, etc.).

19. Nongovernment

alpha field

Key in **Y** if the traveler is a non-Government employee (e.g., consultants, advisors, etc.).

After the employment status has been selected, press **[F8]** to advance to the next screen.

-
- If the travel authorization is for multiple travelers, Screen TV05008, AD-202M, Multiple Travelers Identification, (**Figure 19**) is displayed. The instructions to use this screen are on the following page.
 - If the authorization is for a single traveler, the next screen that displays is Screen TV05002, AD-202/Section C - Itinerary and Expenditures, (**Figure 20**). Section C screen instructions follow Screen TV05008 instructions.

SSNO	LAST NAME	FIRST NAME	INITIAL	TRAIN DOC #	AAC
999999999 888888888 777777777 [REDACTED]	DOE SMITH JONES	JANE JOHN JAMES	J E A		

Number of Travelers : 4

[↑↓↔/PgUp/PgDn]-Move [Letters/Digits]-Edit [F3]-Add [F5]-Delete [Esc]-Exit

Figure 19. Screen TV05008,AD-202M/Multiple Travelers Identification

Screen TV05008 is used to identify multiple travelers (the third position of the authorization number is M (Multiple)). It duplicates Form AD-202M, Travel Authorization/Advance, Attachment for Multiple Travelers. This screen accommodates up to 50 travelers with the same employment status and like itineraries.

Complete the fields as follows:

SSNO

numeric field; max. of 9 positions

Key in the traveler's social security number (SSN). If a record exists for the traveler in the Traveler Profile, the remaining data is system generated in the name fields from the profile. If the traveler is not profiled, key in the name fields as described below.

Last Name

alphanumericfield; max. of 17 positions

Data is system generated from the Traveler Profile screen. If the traveler is not profiled, key in the traveler's last name including suffixes such as Jr, Sr, and II (e.g., **DOE JR**). Use a space in lieu of a hyphen, apostrophe, period, etc., to separate the names.

First Name

alphanumericfield; max. of 12 positions

Key in the traveler's first name. If the first name is an initial or contains two or more names, use a space in lieu of a hyphen, apostrophe, period, etc., to separate the names.

Initial

alpha field; 1 position

Key in the traveler's middle initial.

Train Doc #*alphanumeric field; max. of 10 positions*

If the purpose of the trip is to attend a formal training session (Purpose Code 3), enter the reference number for the corresponding SF-182, Request, Authorization, Agreement, and Certificate of Training, for each traveler. Do not enter punctuation (e.g., spaces or hyphens). Otherwise, leave this field blank.

Example: Enter SF-182 reference number 9-99-XX-99999 as **999XX99999**.

Note: If the purpose of travel code is 15, Informal Training, a training document is not required, therefore, this block may be left blank.

AAC*alpha field; 1 position*

Leave this field blank, when establishing an AD-202. This field is used only when amending an AD-202 (Action Code A).

Number of Travelers*numeric field; max. of 2 positions*

The total number of authorized travelers is system generated in this field when **[Enter]** is pressed after keying in the traveler's data.

- To add another traveler, press **[F3]** and repeat the instructions above.
- To delete a traveler, highlight the SSN and press **[F5]**. The line entry is erased.

Note: Data is displayed for one traveler at a time during data entry. To scroll through the multiple travelers, press **[↑]** and **[↓]** to move one line at a time or **[Page Up]** and **[Page Down]** to move one screen at a time.

After all data is entered, press **[Esc]** to exit and save the data. Press **[F8]** to move to the next screen.

The next three screens that display are for the entry of Section C, Itinerary and Expenditures, data from the AD-202. These three screens are TV05002 (**Figure 20**), TV05003 (**Figure 21**), and TV05004 (**Figure 22**). The manner in which Section C screen data (i.e., Fields 20 through 24) is completed is contingent upon the type of authorization (i.e., Type A, B, C, L, or N) being prepared. Therefore, the instructions for completing Section C are presented by type of authorization, in alphabetical order, with each authorization type set off by a heading. Immediately following the instructions for the last authorization type (i.e., Type N authorizations), are instructions for [Section D, Accounting Classification](#), Field 25, Purpose Code on Screen TV05004 (**Figure 22**).

To complete Section C screens, locate the instructions for the type of authorization you are keying in. Once you finish keying in Section C screen data, go to the instructions for completing [Section D - Accounting Classification](#).

Completing Section C for Type B Authorizations

The first Section C screen that is displayed for Type B authorizations is **Screen TV05002**, AD-202/Section C - Itinerary and Expenditures (**Figure 20**).

TV05002

USDA, OCFO, NFC

06/04/1997 13:53:45

AD-202/SECTION C-ITINERARY & ESTIMATED EXPENDITURES

ITINERARY »

20. FROM

21. TO

	CITY	ST	COUNTRY CD	CITY CD	CITY OR COUNTY OR REGION	ST
1						
2						
3						
4						
5						
6						
7						

23. EXPENDITURES »

SUB CODE

LODGING

M AND IE

RATE

NUMBER DAYS

ESTIMATED AMOUNTS

1						
2						
3						
4						
5						
6						
7						

TOTAL SUBSISTENCE:

[F2]-Input

[F7]-Prev Page

[F8]-Next Page

[F10]-Screen Menu

[Esc]-Exit

Access Level 1
(Data Entry)

Figure 20. Screen TV05002, AD-202/Section C - Itinerary and Expenditures

Complete the fields as follows:

Itinerary

20. From

Key in the city(ies) and state(s) from which travel will begin as described below. Up to seven different locations may be shown.

Note: If the authorization is for multiple travelers who will depart from different residential locations, key in the city and state of the common duty station.

City

alphanumeric field; max. of 20 positions

Complete this field as follows:

- When the traveler is departing from a CONUS location or a nonforeign area outside CONUS, key in the name of the city of departure.
- For foreign travel, key in the 3-position numeric country code and the 4-position numeric city code if the traveler is departing from a foreign location. (A list of valid codes is provided in the Appendix to the Travel System procedure.) Key in the name of the city in the remaining positions of City or in the Remarks fields.

Example: Record the departing foreign city of Kabul (Afghanistan) as
1102000KABUL

Tip: When a trip consists of multiple stops, you can use the **[Ctrl]+[G]** function to eliminate the repetitive entry of the Itinerary From and To locations. This function copies the City/County/Region and State name from

the To City, County, or Region and State fields on a line to the From City and State fields on the next line (i.e., the destination location on one line becomes the departure location on the next line). The steps described below should be followed to execute this function:

(1) Key in the From City and State names and the To City/County/Region and State names on line 1 of the itinerary. The cursor is automatically positioned at the From City field on line 2.

(2) Press **[Ctrl]+[G]** simultaneously. The To City/County/Region and State names on line 1 are copied to the From City and State fields on line 2.

(3) Key in the To City/County/Region and State names on line 2. The cursor is automatically positioned at the From City field on line 3.

Repeat these instructions, as needed.

St

alphanumeric field; max. of 2 positions

Complete this field as follows:

- When the traveler is departing from a CONUS location or a nonforeign area outside CONUS, key in the state abbreviation code. (See the beginning of the Appendix to the Travel System procedure for a list of state abbreviation codes for nonforeign areas.)
- For foreign travel, key in the 2-position alpha country code if the traveler is departing from a foreign location. (See the Appendix to the Travel System procedure for a list of valid codes.)

Example: Record the departing country of Afghanistan as **AF**

21. To

Key in each destination location, or select the location(s) from the PC-TRVL Per Diem Tables or Region Tables as described below. Up to seven locations may be shown. Some general guidelines for Type B authorizations are provided below:

General Guidelines for Field 21 When Completing Type B Authorizations

Type B travel can be to many different locations within a state or region; therefore, agencies can authorize travel to seven states **or** up to six states and a **maximum** of one region in lieu of showing specific cities/counties within states. When using a region designation, show it in the City, County or Region field and leave the State field **blank**.

Example: Forest Service locations could authorize travel within Region 001 and California, Nevada, Idaho, Wyoming, Oregon, and Utah.

Note: (1) To use a region designation, the agency must have previously established the region in NFC's Table Management System. Contact NFC's ►customer support personnel at **504-255-4851** ◀ for more information. (2) Region codes can only be used for Type B Authorizations. When a Region is authorized, it must be keyed in on the first line of the itinerary. Lines 2 through 7 of the itinerary can then be used to key in cities/counties and states outside of the region entered in line 1.

- To system generate a **domestic or nonforeign area outside CONUS** city or county from the Per Diem Table pop-up, press **[?]** at the blank field. The Per Diem Table pop-up is displayed. If the authorization is for **foreign** travel or a

Type B authorization, a pop-up is displayed to select either the domestic or foreign per diem table or the region table pop-up. The pop-ups provide all data stored in the tables.

- To select a location from the pop-up, highlight the line with the location and press **[Enter]**. The data is system generated in the appropriate fields.

Tip: To move quickly to the top of an alphabetical list, press the first letter of the city. To move to the top of the list, press **[Ctrl][Page Up]** and to move to the bottom of the list, press **[Ctrl][Page Down]**.

- If a domestic or nonforeign area outside CONUS city that does not exist in the Per Diem Table is keyed in and the per diem will be authorized as subsistence, Access Level 2-4 users will have the option to add the location to the Per Diem Table in Field 23, Expenditures.
- If a foreign location code is required for a foreign travel authorization, the code must exist in the PC-TRVL Foreign Per Diem Table. To system generate a foreign location code, press **[?]**. At the pop-up, highlight **Foreign** and press **[Enter]**. The Foreign Per Diem Table pop-up provides all the valid locations stored in the table. It is in alphabetical order by city name.

To select a foreign location code from the pop-up, highlight the line for the location and press **[Enter]**. The foreign location code is system generated in the appropriate fields.

Tip: To move quickly to the top of an alphabetical list, press the first letter of the city.

- If a region code is required for a Type B authorization, the region must exist in the PC-TRVL Region Table. To system generate a region code from the Region Table pop-up, press **[?]**. At the pop-up, highlight **Region** and press **[Enter]**. The Region Table pop-up provides a list of all valid region codes stored in the Region Table.

Note: The Region Table pop-up also is displayed if an incorrect number is entered.

To select a region code from the pop-up, highlight the line with the region code and press **[Enter]**. The region code is system generated in the To City field.

Tip: To move quickly to the top of an alphabetical list, press the first letter of the city.

Country Cd

numeric field; max. of 3 positions

This field is for **foreign TDY travel only**. Key in the 3-position numeric NFC-assigned country code for the country of temporary duty travel.(See the **Appendix** to the Travel System procedure for a list of valid codes).

OR

Press **[?]** to display the Itinerary pop-up. Highlight the Foreign option and press **[Enter]**. The Foreign Per Diem Table pop-up is displayed. This pop-up lists all foreign locations and the associated foreign location codes currently stored in

your PC-TRVL Foreign Per Diem Table. Highlight the applicable location code and press **[Enter]**. The foreign location code is generated in the entry field.

Tip: To find a specific location quickly, key in the first letter of the country name.

Example: Record the destination foreign country of Algeria as **125**

City Cd

numeric field; max. of 4 positions

This field is for **foreign TDY travel only**. This field is system generated **if** you selected the country code from the Foreign Per Diem Table by pressing **[?]** while the cursor was in the To Country CD field. If you keyed in the country code yourself, you must also key in the city code as follows:

Key in the 4-position numeric NFC-assigned city code for the city of temporary duty travel (see the **Appendix** of the Travel System procedure for a list of valid codes).

Example: Record the destination foreign city of Algiers (Algeria) as **1000**

City or County or Region

alphanumeric field; max. of 20 positions

Complete this field as follows:

- For foreign travel, this field is system generated.

Example: The destination foreign city of Algiers (Algeria) is recorded as **Algiers**.

- If a region is being authorized for Type B travel, key in the 3-digit region code.

OR

Press **[?]** to display the Itinerary pop-up. Highlight the Region option and press **[Enter]**. The Region Table pop-up is displayed. The Region Table pop-up lists all regions currently established in the PC-TRVL Region Table. Highlight the applicable region code and press **[Enter]**. The region code is system generated in the entry field. Remember that you can only use **one region code** per AD-202.

Tip: To find a specific region code quickly, key in the first digit of the region code.

Example: Record travel to Region 001, key in **001**.

- If you are authorizing Type B travel to specific states in lieu of specific cities/counties or a region code, leave this field **blank**. Press **[Enter]** until the cursor is positioned in the St field.
- If specific cities/counties are being authorized for travel within CONUS and nonforeign areas outside CONUS (e.g., Alaska, Hawaii, Puerto Rico, etc.), key in the city or county name (see the supplemental guidelines below under **Travel Within CONUS** and [Travel To Nonforeign Areas Outside of CONUS](#)).

OR

Press **[?]** to display the Itinerary pop-up. Highlight the Domestic option and press **[Enter]**. The Per Diem Table pop-up is displayed. This pop-up lists all

per diem locations currently stored in your PC-TRVL Per Diem Table. Highlight the applicable location and press **[Enter]**. The location is system generated in the entry field.

Travel Within CONUS

- If a locality is a **key** city as identified in **Appendix A** of Section 301 in the FTR, enter the city name. The city name must be shown **exactly** as listed in **Appendix A, including punctuation**. Abbreviations cannot be used.

Example: (1) The city of St. Louis (Missouri) must be shown as **St. Louis**. Notice that the period was entered behind **St** because it is shown that way in Appendix A of the FTR. **(2)** Loveland, Colorado, is a key city and is listed in the County And/Or Other Defined Location column of Appendix A of the FTR as City Limits of Loveland (see Larimer County). Therefore, agencies must show **Loveland** as the location name.

- If a locality is **not** a key city but is located within an area identified in the County And/Or Other Defined Location column of Appendix A of the FTR, key in the appropriate location name shown in the column. **Do not** key in the city name. The location name must be spelled **exactly** as listed in **Appendix A, including punctuation**. Abbreviations may not be used.

Note: Agencies should show the actual locality name on the Remarks screen.

Example: (1) Mandeville, Louisiana, is not a key city but is located in St. Tammany Parish (county), which is listed in Appendix A of the FTR. Therefore, agencies must show **St. Tammany** instead of the city name of Mandeville. Notice that the period was entered behind **St** because it is shown that way in Appendix A of the FTR. **(2)** Davis-Monthan Air Force Base, Arizona, is not a key city but is listed in Appendix A of the FTR as Pima County; Davis-Monthan AFB. Therefore, agencies must show **Davis-Monthan AFB** as the location name. **(3)** Jackpot, Nevada, is not a key city but is located in Elko County which is listed in Appendix A of the FTR as All points in Elko County excluding Wendover. Therefore, agencies must show **Elko** instead of the city name of Jackpot.

- If a locality is **not** a key city and is **not** located within a county specifically listed in Appendix A of the FTR, key in the city name. In this case, the traveler is entitled to the standard CONUS rate.

Travel To Nonforeign Areas Outside of CONUS

- If a locality is specifically identified in the Department of State's (DOS) monthly publication, Maximum Per Diem Allowances for Foreign Areas, Section 925 (A Supplement to the Standardized Regulations), key in the city name. The city name must be shown exactly as listed on DOS' publication, **including punctuation**.

Example: The city of Ft. Wainwright (Alaska) must be shown as **Ft. Wainwright**

Notice that the period was entered behind **Ft** because it is shown that way in DOS' publication.

- If a locality is **not** specifically identified in DOS' publication, the traveler will be entitled to the per diem rate shown as **Other**. Therefore, agencies must key in **Other** as the city name in the City, County or Region field in lieu of the actual city name. After keying in **Other** in the City, County or Region field, key in the actual city name in Remarks.

Be sure Other is included as a city in the Per Diem Table for each outside CONUS nonforeign state code listed in the table. Access Level 1 users should contact the person within their agency responsible for table maintenance.

Example: The city of Palmer (Alaska) is not specifically identified in DOS' publication. Record the word **Other** in the City, County or Region field and show **Palmer** in Field 42.

St

alphanumeric field; max. of 2 positions

Complete this field as follows:

- For foreign travel, this field is system generated.
- If a region is being authorized, PC-TRVL skips the St field on the itinerary line with the region code.
- If specific states are being authorized in lieu of specific cities/counties or a region code, key in the 2-position state abbreviation code. For nonforeign areas outside CONUS, use the 2-position state code shown in Appendix A of your Travel System procedure.

OR

Press **[?]** to display a pop-up that lists all of the states. To select a state from the pop-up, highlight the state code and press **[Enter]**. The code is system generated in the field.

Tip: To move quickly to the top of an alphabetical list, press the first letter of the state.

- If specific cities/counties are being authorized for travel within CONUS or nonforeign areas outside CONUS, the 2-position state abbreviation code is system generated if you selected the locality from the Per Diem Table pop-up by pressing **[?]** while in the City, County, or Region field. Otherwise, key in the 2-position state abbreviation code. For nonforeign locations, use the 2-position state code shown in Appendix A of your Travel System procedure.

23. Expenditures

This section is for the entry of estimated expenditures that are being authorized. General guidelines for completing the expenditure information for Type B authorizations are provided below.

Note: (1) It is important that you review these general guidelines before you begin to complete this section of the AD-202. (2) The entry of an Estimated Amount for each expenditure is optional. Field 24, Total Estimated Expenditures Authorized, must be completed.

General Guidelines for Field 23 When Completing Type B Authorization

- Key in the appropriate subsistence code if subsistence is authorized. The entry of the Lodging, M&IE, Rate, Number of Days, and Estimated Amount fields are **optional**.
- Key in **Y** to authorize all other expenditures. If POV is authorized, key in the POV rate as well. If common carrier is authorized, enter the transportation mode and the method of ticket purchase. The entry of an Estimated Amount for each expenditure is **optional**; users may provide estimated amounts for **some** expenditures while leaving other estimated amounts **blank**.
- If the authorization covers multiple travelers, the estimated amounts must be the amounts authorized for the entire group.

Sub Code

alphanumeric field; 1 position

Key in the applicable subsistence code on the same line with the destination location shown in Field 21 from the list below or press **[?]** and select a code from the pop-up.

- P** Per Diem
- A** Actual Subsistence
- S** Special Rate

Lodging

numeric field; max. of 7 positions

For Codes **P** and **A**, you may key in amount of lodging authorized if a specific city and state was identified; otherwise, leave this field blank. For Code **S**, the cursor skips to the Rate field.

Example: Key in \$50.00 as **50.00**

M and IE

numeric field; max. of 7 positions

For Codes **P** and **A**, you may key in the M&IE amount authorized if a specific city and state was identified; otherwise, leave this field blank. For Code **S**, the cursor skips to the Rate field.

Example: Key in \$30.00 as **30.00**

Rate

numeric field; max. of 7 positions

If lodging and M&IE amounts were keyed in for codes **P** and **A**, the system generates the daily rate. For Code **S**, key in the daily rate here.

Example: Key in \$80.00 as **80.00**

Number Days

numeric field; max. of 3 positions

Key in, **in whole days** only, the estimated number of days authorized for each location.

The total number of days must not exceed the number of available days according to the dates of travel in Field 9.

Example: Record 4 days as **4**

Estimated Amounts

optional, numeric field; max. of 7 positions

If lodging and M&IE amounts and number of days were keyed in for the locality, the estimated amount is system generated. If lodging and M&IE amounts and number of days were **not** keyed in, but you want to provide an estimated amount, key in the amount. The estimated amount is calculated by multiplying the daily rate by the number of days for each location recorded.

If multiple travelers are authorized, the estimated amount is calculated by multiplying the daily rate by the number of days by the number of travelers.

Example: \$80.00 x 4 days = **320.00**

Total Subsistence

optional, numeric field; max of 7 positions

If estimated amounts were system generated/keyed in for all localities authorized, the total subsistence amount is system generated. If estimated amounts were not system generated/keyed in, but you want to provide the total subsistence amount, key in the total.

Example: Key in \$320.00 as **320.00**

Press **[F8]** to move to Screen TV05003, AD-202/Section C-Itinerary and Estimated Expenditures (Continued) (**Figure 21**).

TV05003	USDA, OCFO, NFC	06/04/1997	13:55:08
AD-202/SECTION C-ITINERARY & ESTIMATED EXPENDITURES			
CONTINUED			
22. PURPOSE OF TRAVEL DESC:			
23. EXPENDITURES (continued) »			ESTIMATED AMOUNTS
POU » IND:	N (Y/N)	RATE:	RATE: 0.000 RATE: 0.000 RATE: 0.000 0.00
OTHER » IND:	N (Y/N)	DESC:	0.00
UNACCOMPANIED BAGGAGE IND:	N (Y/N)		0.00
CAR RENTAL IND:	N (Y/N)		0.00
[F21]-Input [F7]-Prev Page [F8]-Next Page [F10]-Screen Menu [Esc]-Exit			

Figure 21. Screen TV05003, AD-202/Section C - Itinerary & Estimated Expenditures Continued

Screen TV05003 is used to enter Field 22, Purpose of Travel, and to continue entering the authorized expenditures for Field 23.

Complete the fields as follows:

22. Purpose of Travel Desc

alphanumeric field; max. 2 lines of 75 positions each

Provide a brief statement describing the specific reason for the travel. To make the statement more meaningful, agencies should supply a better definition of the purpose code. Do not state **site visit** for Purpose Code 1, but rather state the particulars of the trip (e.g., for the site visit the agency could state **visit to the Southern Regional Office to discuss FY97 budgetary issues**).

23. Expenditures (continued)

POV Ind

alphanumeric field; 1 position

To indicate authorization of the use of a privately owned vehicle (POV), key in **Y**.

Rate

numeric field; max. of 4 positions

If POV is authorized, the default mileage rate is system generated from the amount in the PC- TRVL setup program. Key over the rate, if needed. A maximum of four POV rates may be authorized. If more than one rate is being authorized, key in the additional rate(s).

Example: Key in 31¢ as **.310**

Estimated Amount

optional, numeric field; max. of 7 positions

Key in the POV estimated amount.

Example: Key in \$50.00 as **50.00**

Other Ind

alphanumeric field; 1 position

Key in a **Y** in this field if any expenditure not specifically identified in Field 23 is authorized. Examples of other expenses are official telephone calls, local travel expenses, parking expenses, etc.

Desc

alphanumeric field; max. of 13 positions

Key in the description of the other expenses(s) in the space provided. Since space is limited, abbreviate or use shorter words to record multiple expenses (e.g., **PH** or **Call** for telephone calls; **taxi**, **cab**, or **sub** for local transportation, etc.).

Note: If the agency is authorizing excess fare or excess baggage and wishes to authorize an estimated amount for these two expenditures, include the amount in the Other Estimated Amount field.

Estimated Amount

optional, numeric field; max. of 7 positions

Key in the amount of other authorized expenditures.

Example: Key in \$100.00 as **100.00**

Note: Expense estimates for gasoline used in a rental vehicle are part of the Car Rental expenditure and should not be included in the Other Estimated Amount field.

**Unaccompanied
Baggage Ind**

alphanumeric field; 1 position

Key in a **Y** in this field to indicate authorization of unaccompanied baggage.

Estimated Amount

optional, numeric field; max. of 7 positions

Key in the estimated cost for transportation of unaccompanied baggage.

Example: Key in \$50.00 as **50.00**

Car Rental Ind

alphanumeric field; 1 position

Key in a **Y** in this field to authorize a rental vehicle.

Estimated Amount

optional, numeric field; max. of 7 positions

Key in the estimated cost of the rental vehicle, including gasoline expenses.

Example: Key in \$200.00 as **200.00**

Note: (1) The gasoline expense estimate should not be included in the Other Estimated Amount field. (2) Additional auto insurance cannot be authorized for the rental vehicle in accordance with the FTR.

Press **[F8]** to advance to Screen TV05004, AD-202/Section D - Itinerary & Estimated Expenditures (**Figure 22**).

TV05004

USDA, OCFO, NFC

06/04/1997 13:56:28

AD-202/SECTION C - ITINERARY & ESTIMATED EXPENDITURES

ESTIMATED AMOUNTS

23. AUTHORIZED EXPENDITURES (CONTINUED)

COMMON CARRIER » IND: N (Y/N) MODE: METHOD: (0,1,2,3, OR SPACE)

NON-CONTRACT AIR: N (Y/N)

EXCESS FARE IND: N (Y/N)

EXCESS BAGGAGE IND: N (Y/N)

GSA AUTO IND: N (Y/N)

24. TOTAL ESTIMATED EXPENDITURES AUTHORIZED:

SECTION D - ACCOUNTING CLASSIFICATION

25. PURPOSE CODE ACCOUNTING CLASSIFICATION CLAIM PERCENTAGE

99992 %

THESE PERCENTAGES MUST EQUAL 100% > %

[F21]-Input [F7]-Prev Page [F8]-Next Page [F10]-Screen Menu [Esc]-Exit

Figure 22. Screen TV05004, AD-202/Section D - Accounting Classification

Screen **TV05004** is used to continue entering the authorized expenditures for Field 23 and for entering the Accounting Classification data as described below. Complete the fields as follows:

23. Authorized Expenditures (continued)

Common Carrier Ind

alphanumericfield; 1 position

Key in a **Y** in this field to authorize common carrier transportation. If common carrier tickets are authorized, the transportation mode and method of purchase must be shown in the fields provided. When authorizing multiple travelers, the transportation mode and method of purchase shown will apply to the entire group.

Mode

alphanumericfield; 1 position

Key in one of the following codes to indicate the mode of transportation authorized or press **[?]** to display the Mode Type pop-up. The Mode Type pop-up provides a list of valid common carrier mode of transportation codes. To select a code, highlight the code and press **[Enter]**. The code is system generated in the field.

- A Airplane
- B Bus
- C Air and bus
- D Air and train
- E Bus and train
- F Air, bus, and train
- T Train
- O Other (e.g., boats, ferries, etc.)

- P** Cost comparison. Use Code P when a traveler chooses to use his/her own personal vehicle rather than the authorized mode of common carrier transportation. The maximum reimbursement to the traveler is limited to the amount which would have been incurred had the traveler used a common carrier. When completing the authorization for cost comparison travel, the agency should complete the authorization to reflect what the agency deems advantageous to the Government. Do not show what the traveler will actually do.
- V** Voluntary return. Use Code V when a traveler voluntarily returns home or to his/her official station during a period of official travel. The maximum reimbursement for round-trip transportation and per diem will be limited to the per diem allowance and travel expenses which would have been allowed had the traveler remained at the temporary duty site.

Method

alphanumeric field; max. of 2 positions

Key in the method code from the list below or press **[?]** to display the Method Type pop-up. The Method Type pop-up provides a list of valid method of purchase codes to be used by the traveler to purchase transportation tickets. To select a code, highlight the code and press **[Enter]**. The code is system generated in the field.

Note: When the mode of transportation is P, the method of purchase must be blank. When the mode of transportation is V, enter a method of purchase code if travel will be by common carrier; leave the method code blank if travel will be by POV.

- CC** Government contractor issued credit card
- GV** Government Transportation System (GVTS)
- TR** Government Transportation Request (GTR)
- CH** Cash
- VC** GVTS and credit card
- TC** GTR and credit card
- HC** Credit card and cash
- VH** GVTS and cash
- TH** GTR and cash
- V3** GVTS, cash, credit card, and GTR

Estimated Amount

optional, numeric field; max. of 7 positions

Key in the estimated amount of the common carrier tickets.

Example: Key in \$383.00 as **383.00**

Non-contract Air

numeric field; 1 position

Key in the appropriate code from the list below to indicate that the use of a non-contract airline has been approved and justified per the FTR.

- 1** Space not available on contract airline
- 2** Schedule of flights on contract airline inconsistent with Government policy
- 3** Cost comparison substantiates use of non-contract airline
- 4** Rail service available, cost effective, and consistent with the mission

Note: (1) If use of a non-contract airline is not approved on the authorization, it can be post-approved on the voucher. (2) Do not key in a code if the traveler is using a non-contract carrier because a contract carrier does not exist.

Excess Fare

alphanumeric field; 1 position

It is the policy of the Government that less-than-first-class accommodations shall be used for all modes of passenger transportation. Key in **Y** if higher cost accommodations are authorized (e.g., first class, business class, etc.).

Note: (1) If excess fare is not approved on the authorization, it can be post-approved on the voucher. (2) If the agency wants to authorize an estimated amount for excess fare, include the amount in the Other Estimated Amount field.

Excess Baggage

alphanumeric field; 1 position

Key in **Y** to indicate the authorization of excess baggage (e.g., transporting special equipment, etc.).

Note: If the agency wants to authorize an estimated amount for excess baggage, include the amount in the Other Estimated Amount field.

GSA Auto

alphanumeric field; 1 position

Key in **Y** to indicate the authorization of a Government-owned vehicle in lieu of a POV.

24. Total Estimated Expenditures Authorized

required, numeric field; max. of 8 positions

If estimated amounts were keyed in for **all** expenditures authorized, this amount will be system generated. If estimated amounts were **not** keyed in for **all** expenditures authorized, you must key in this amount.

Example: Key in \$1,000.00 as **1000.00**

Note: This field must be completed.

Go to the instructions for completing **Section D - Accounting Classification**, Field 25, Purpose Code.

Completing Section C for Type C Authorizations

The first Section C screen that is displayed for Type C authorizations is screen TV05002, AD-202/Section C - Itinerary and Expenditures (**Figure 20**). Complete the fields as follows:

Itinerary

20. From

Key in the city(ies) and state(s) from which travel will begin as described below. Up to seven different locations may be shown.

Note: If the authorization is for multiple travelers who will depart from different residential locations, key in the city and state of the common duty station.

City

alphanumeric field; max. of 20 positions

Complete this field as follows:

- When the traveler is departing from a CONUS location or a nonforeign area outside CONUS, key in the name of the city of departure.
- For foreign travel, key in the 3-position numeric country code and the 4-position numeric city code if the traveler is departing from a foreign location. (See the Appendix to the Travel System procedure for a list of foreign location codes.) Key in the name of the city in the remaining positions of City or in the Remarks fields.

Example: Record the departing foreign city of Kabul (Afghanistan) as **1102000KABUL**

Tip: When a trip consists of multiple stops, you can use the **[Ctrl]+[G]** function to eliminate the repetitive entry of the Itinerary From and To locations. This function copies the city/county/region and state names from the To City, County, or Region and State fields on a line to the From City and State fields on the next line (i.e., the destination location on one line becomes the departure location on the next line). The steps described below should be followed to execute this function:

(1) Key in the From city and state names and the To city/county/region and state names on line 1 of the itinerary. The cursor is automatically positioned at the From City field on line 2.

(2) Press **[Ctrl]+[G]** simultaneously. The To city/county and state names on line 1 are copied to the From City and State fields on line 2.

(3) Key in the To city/county and state names on line 2. The cursor is automatically positioned at the From City field on line 3.

Repeat these instructions, as needed.

St

alphanumeric field; max. of 2 positions

Complete this field as follows:

- When the traveler is departing from a CONUS location or a nonforeign area outside CONUS, key in the state abbreviation code. (A list of state abbreviation codes for nonforeign areas is provided at the beginning of the Appendix to the Travel System procedure.)
- For foreign travel, key in the 2-position alpha country code if the traveler is departing from a foreign location. (See the **Appendix** to the Travel System procedure for a list of valid country codes.)

Example: Record the departing country of Afghanistan as **AF**

21. To

Key in each destination location or select the location(s) from the PC-TRVL Per Diem Table as described below. Up to seven locations may be shown.

- To system generate a **domestic or nonforeign area outside CONUS** city or county from the Per Diem Table pop-up, press **[?]** at the blank field. The Per Diem Table pop-up is displayed. If the authorization is for **foreign** travel or a **Type C** authorization, a pop-up is displayed to select either the domestic or foreign per diem table or the region table pop-up. The pop-ups provide all data stored in the tables.

- To select a location from the pop-up, highlight the line with the location and press **[Enter]**. The data is system generated in the appropriate fields.

Tip: To move quickly to the top of an alphabetical list, press the first letter of the city. To move to the top of the list, press **[Ctrl][Page Up]** and to move to the bottom of the list, press **[Ctrl][Page Down]**.

- If a domestic or nonforeign area outside CONUS city that does not exist in the Per Diem Table is keyed in and the per diem will be authorized as subsistence, Access Level 2-4 users will have the option to add the location to the Per Diem Table in Field 23, Expenditures.
- If a foreign location code is required for a foreign travel authorization, the code must exist in the PC-TRVL Foreign Per Diem Table. To system generate a foreign location code, press **[?]**. At the pop-up, highlight **Foreign** and press **[Enter]**. The Foreign Per Diem Table pop-up provides all the valid locations stored in the table. It is in alphabetical order by city name.

To select a foreign location code from the pop-up, highlight the line for the location and press **[Enter]**. The foreign location code is system generated in the appropriate fields.

Tip: To move quickly to the top of an alphabetical list, press the first letter of the city.

Country Cd

numeric field; max. of 3 positions

This field is for **foreign TDY travel only**. Key in the 3-position numeric NFC-assigned country code for the country of temporary duty travel. (See the **Appendix** to the Travel System procedure for a list of valid codes.)

OR

Press **[?]** to display the Itinerary pop-up. Highlight the **Foreign** option and press **[Enter]**. The Foreign Per Diem Table pop-up is displayed. This pop-up lists all

foreign locations and the associated foreign location codes currently stored in your PC-TRVL Foreign Per Diem Table. Highlight the applicable location code and press **[Enter]**. The foreign location code is generated in the entry field.

Tip: To find a specific location quickly, key in the first letter of the country name.

Example: Record the destination foreign country of Algeria as **125**

City Cd

numeric field; max. of 4 positions

This field is for **foreign TDY travel only**. This field is system generated if you selected the country code from the Foreign Per Diem Table by pressing **[?]** while the cursor was in the To Country Cd field. If you keyed in the country code yourself, you must also key in the city code as follows:

Key in the 4-position numeric NFC-assigned city code for the city of temporary duty travel. (See the **Appendix** of the Travel System procedure for a list of valid codes.)

Example: Record the destination foreign city of Algiers (Algeria) as **1000**

City or County or Region

alphanumeric field; max of 20 positions

Complete this field as follows:

- For foreign travel, this field is system generated.

Example: The destination foreign city of Algiers is recorded as **Algiers**

- For Type C travel to locations within CONUS and nonforeign areas outside CONUS (e.g., Alaska, Hawaii, Puerto Rico, etc.) key in the **city or county** name of the TDY location, following the **supplemental** guidelines provided below under **Travel Within CONUS** and **Travel To Nonforeign Areas Outside of CONUS**.

Travel Within CONUS

- If a locality is a **key** city as identified in **Appendix A** of Section 301 in the FTR, key in the city name. The city name must be keyed in **exactly** as listed in **Appendix A, including punctuation**. Abbreviations cannot be used.

Example: (1) The city of St. Louis (Missouri) must be shown as **St. Louis**. Notice that the period was entered behind **St** because it is shown that way in Appendix A of the FTR. (2) Loveland, Colorado, is a key city and is listed in the County And/Or Other Defined Location column of Appendix A of the FTR as City Limits of Loveland (see Larimer County). Therefore, agencies must show Loveland as the location name.

- If a locality is **not** a key city but is located within an area identified in the County And/Or Other Defined Location column of Appendix A of the FTR, key in the appropriate location name shown in the column. **Do not** key in the city name. The location name must be spelled **exactly** as listed in **Appendix A, including punctuation**. Abbreviations may not be used.

Note: Agencies should show the actual locality name on the Remarks screen.

Example: (1) Mandeville, Louisiana, is not a key city but is located in St. Tammany Parish (county), which is listed in Appendix A of the FTR. Therefore, agencies must show **St. Tammany** instead of the city name of Mandeville. Notice that the period was entered behind **St** because it is shown that way in Appendix A of the FTR. **(2)** Davis-Monthan Air Force Base, Arizona, is not a key city but is listed in Appendix A of the FTR as Pima County; Davis-Monthan AFB. Therefore, agencies must show **Davis-Monthan AFB** as the location name. **(3)** Jackpot, Nevada, is not a key city but is located in Elko County which is listed in Appendix A of the FTR as All points in Elko County excluding Wendover. Therefore, agencies must show **Elko** instead of the city name of Jackpot.

- If a locality is **not** a key city and is **not** located within a county specifically listed in Appendix A of the FTR, key in the city name. In this case, the traveler is entitled to the standard CONUS rate.

Travel To Nonforeign Areas Outside of CONUS

- If a locality is specifically identified in the Department of State's (DOS) monthly publication, Maximum Per Diem Allowances for Foreign Areas, Section 925 (A Supplement to the Standardized Regulations), key in the city name. The city name must be shown exactly as listed on DOS' publication, **including punctuation**.

Example: The city of Ft. Wainwright (Alaska) must be shown as **Ft. Wainwright**. Notice that the period was entered behind **Ft** because it is shown that way in DOS' publication.

- If a locality is **not** specifically identified in DOS' publication, the traveler will be entitled to the per diem rate shown as **Other**. Therefore, agencies must key in **Other** as the city name in the City, County or Region field in lieu of the actual city name. After keying in **Other** in the City, County or Region field, key in the actual city name in Remarks.

Note: Be sure Other is included as a city in the Per Diem Table for each outside CONUS nonforeign state code listed in the table. Access Level 1 users should contact the person within their agency responsible for table maintenance.

Example: The city of Palmer (Alaska) is not specifically identified in DOS' publication. Record the word **Other** in the City, County or Region field and show **Palmer** in Field 42.

St

alphanumeric field; max. of 2 positions

Complete this field as follows:

- For foreign travel, this field is system generated.
- For Type C travel to locations within CONUS and nonforeign areas outside CONUS, key in the 2-position state abbreviation code. (A list of state abbreviation codes for nonforeign areas is provided at the beginning of the Appendix to the Travel System procedure.)

OR

- Press **[?]** to display a pop-up that lists all of the states. To select a state from the pop-up, highlight the state code and press **[Enter]**. The code is system generated in the field.

Tip: To move quickly to the top of the alphabetical list press the first letter of the state.

23. Expenditures

This section is for the entry of estimated expenditures that are being authorized. General guidelines for completing the expenditure information for Type C authorizations are provided below.

Note: (1) It is important that you review these general guidelines before you begin to complete this section of the AD-202. (2) The entry of an Estimated Amount for each expenditure is optional. Field 24, Total Estimated Expenditures Authorized, must be completed.

General Guidelines for Field 23 When Completing Type C Authorization

- If subsistence is authorized, key in the appropriate subsistence code for each destination location. Complete the Lodging, M&IE, Rate, and Number of Days fields. The entry of Estimated Amount is **optional**; users may provide estimated amounts for **some** expenditures while leaving other estimated amounts **blank**.
- Key in **Y** to authorize all other of expenditures. If POV is authorized, provide the POV rate as well. If common carrier tickets are authorized, enter the transportation mode and method of purchase. The entry of an Estimated amount for each expenditure is **optional**.
- If the authorization covers multiple travelers, the estimated amounts shown should be the amounts authorized for the entire group.

Sub Code

alphanumeric field; 1 position

Key in the applicable subsistence code on the same line with the destination location shown in Field 21 from the list below or press **[?]** and select a code from the pop-up.

P	Per Diem
A	Actual Subsistence
S	Special Rate

Lodging

numeric field; max. of 7 positions

For Code **P**, the lodging amount is system generated. For Code **A**, key in the amount of lodging authorized. For Code **S**, the cursor skips to the Rate field.

Example: Key in \$50.00 as **50 . 00**

M and IE

numeric field; max. of 7 positions

For Codes **P**, the M&IE amount is system generated. For Code **A**, key in the M&IE amount authorized. For Code **S**, the cursor skips to the Rate field.

Example: Key in \$30.00 as **30 . 00**

Rate

numeric field; max. of 7 positions

For Code **P**, Rate is system generated. For Code **A**, key in the total of Lodging and M&IE to establish the daily rate. For Code **S**, key in the daily rate.

Example: Key in \$80.00 as **80 . 00**

Number Days

numeric field; max. of 3 positions

Key in, in **whole days** only, the estimated number of days authorized for each location. The total number of days must not exceed the number of available days according to the dates of travel in Field 9.

Example: Record 4 days as **4**

Estimated Amounts

optional, numeric field; max. of 7 positions

This amount is system generated.

Example: \$80.00 x 4 days = **320 . 00**

Note: The completion of this field is optional; however, Field 24, Total Estimated Expenditures Authorized, must be completed.

Total Subsistence

numeric field; max of 7 positions

This amount is system generated.

Example: Key in \$320.00 as **320 . 00**

Note: The completion of this field is optional; however, Field 24, Total Estimated Expenditures Authorized, must be completed.

Press **[F8]** to move to Screen TV05003, AD-202/Section C-Itinerary and Estimated Expenditures (Continued) (**Figure 21**).

Screen TV05003 is used to enter Field 22, Purpose of Travel, and to continue entering the authorized expenditures for Field 23. Complete the fields as follows:

22. Purpose of Travel Desc

alphanumeric field; max. 2 lines of 75 positions each

Provide a brief statement describing the specific reason for the travel. To make the statement more meaningful, agencies should supply a better definition of the purpose code. Do not state **site visit** for Purpose Code 1, but rather state the particulars of the trip (e.g., for the site visit the agency could state **visit to the Southern Regional Office to discuss FY97 budgetary issues**).

For instructions on completing the rest of Field 23, beginning with POV, and Field 24, see the specific field instructions under **Completing Section C for Type B Authorizations**.

Note: Field 24 must be completed for all TDY travel.

Go to the instructions for completing **Section D - Accounting Classification**, Field 25, Purpose Code.

Completing Section C for Type A Authorizations

Screen TV05002 is used to enter itinerary and subsistence information. Since Type A authorizations allow employees to perform business wherever necessary, itinerary and subsistence information is not applicable for Type A travel. For this reason, Screen TV05002 is not displayed when keying in Type A authorizations. The first Section C screen that is displayed for Type A authorizations is Screen TV05003, AD-202/Section C - Itinerary and Expenditures Continued (**Figure 21**).

When **Screen TV05003** is displayed, complete the fields as follows:

21. Purpose of Travel Desc

alphanumeric field; max. 2 lines of 75 positions each

Provide a brief statement describing the specific reason for the travel. To make the statement more meaningful, agencies should supply a better definition of the purpose code. Do not state **site visit** for Purpose Code 1, but rather state the particulars of the trip (e.g., for the site visit the agency could state **visit to the Southern Regional Office to discuss FY97 budgetary issues**).

Press **[F8]** to move to Screen TV05004. Complete the fields as follows:

24. Total Estimated Expenditures Authorized

required, numeric field; max. of 8 positions

Key in the total amount authorized for the travel and transportation expenditures.

Example: Enter \$10,000.00 as **10000.00**

Note: This field must be completed for all TDY travel.

Completing Section C for Type L Authorizations

Screen TV05002 is used to enter the itinerary and subsistence information. Since Type L authorizations are for local travel only and subsistence is not applicable, Screen TV05002 is not displayed for Type L authorizations. The first Section C screen that is displayed for Type L authorizations is Screen TV05003, AD-202/Section C - Itinerary and Expenditures Continued.

When **Screen TV05003** is displayed, complete the fields as follows:

22. Purpose of Travel
Desc

alphanumeric field; max. of 2 lines of 75 positions each

Provide a brief statement describing the specific reason for the travel. To make the statement more meaningful, agencies should supply a better definition of the purpose code. Do not state **site visit** for Purpose Code 1, but rather state the particulars of the trip (e.g., for the site visit the agency could state **visit to the Southern Regional Office to discuss FY97 budgetary issues**).

23. Expenditures
(continued)

This section is for the entry of estimated expenditures that are being authorized. The only expenditure that can be authorized for Type L authorizations are POV, Other, GSA Auto, and Car Rental. If POV is authorized, provide the POV rate as well.

For instructions on completing the applicable expenditures in Field 23, beginning with POV, and Field 24, see the specific field instructions under **Completing Section C for Type B Authorizations**.

Note: Field 24 must be completed for all TDY travel.

Go to the instructions for completing Section D - Accounting Classification, Field 25, Purpose Code.

Completing Section C for Type N Authorizations

The first Section C screen that is displayed for Type N authorizations is Screen TV05002, AD-202/Section C - Itinerary and Expenditures (**Figure 20**).

To input data, press **[F2]**. Complete the fields as follows:

Itinerary

20. From

The system automatically skips this field.

21. To

The system automatically skips this field.

23. Expenditures

This section is for the entry of estimated expenditures that are being authorized for Type N authorizations.

Note: If subsistence is authorized for a Type N authorization, the subsistence code must be entered.

For instructions on completing all of Field 23 and Field 24, see the specific field instructions under **Completing Section C for Type B Authorizations**.

22. Purpose of Travel Desc

alphanumeric field; max. of 2 lines of 75 positions each

Provide a brief statement describing the specific reason for the travel. To make the statement more meaningful, agencies should supply a better definition of the purpose code. Do not state **site visit** for Purpose Code 1, but rather state the particulars of the trip (e.g., for the site visit the agency could state **visit to the Southern Regional Office to discuss FY97 budgetary issues**).

Note: Field 24 must be completed for all TDY travel.

Section D - Accounting Classification. Screen **05004** is used to record the accounting classification that will be charged for the travel. The accounting data, in Field 25, is stored in the AD-202 record. When an associated AD-616, Travel Voucher, is entered, agencies may charge the stored accounting or distribute the claim to different accounting. This section also allows agencies to use a different purpose code for each line of accounting.

Up to 7 lines of accounting may be keyed in Field 25, Accounting Classification.

25. Purpose Code

numeric field; max. of 2 positions

Key in the purpose of travel code applicable for that line of accounting or press **[?]** to display the Purpose Code pop-up. This pop-up provides a list of all valid purpose codes. To select a code, highlight the code and press **[Enter]**. The code is system generated in the entry field. Valid codes are shown below:

- 1 Site visit
- 2 Information meeting
- 3 Training attendance
- 4 Speech or presentation
- 5 Conference attendance
- 7 Entitlement travel
- 8 Special mission travel
- 9 Emergency travel
- 10 Other travel
- 11 Pre-employment travel
- 13 Rest and recuperation
- 14 Educational
- 15 Informal training

Note: A training document number is required in Field 11 on Screen TV05001 (AD-202, Section A).

Note: (1) If the purpose code is 1 through 9, agencies are not required to enter the preceding zero. (2) If the purpose of the trip is Purpose Code 3, the reference

number from the SF-182, Request, Authorization, Agreement, and Certification of training, must be provided in Field 12, Training Document No. An SF-182 reference number is not required for Purpose Code 15.

Example: Record Purpose Code 1 as **1** or **01**

Accounting Classification

alphanumeric field; max. of 35 positions

This field is system generated from the Traveler Profile. Key over the accounting, if necessary. If the traveler is not profiled, key in the accounting or press [?] to display the Accounting Classification Table pop-up (**Figure 23**). This pop-up provides a list of all valid accounting codes stored in the Accounting Table. To select a code, highlight the code and press [Enter]. The code is system generated in the Accounting Classification field.

Note: (1) In order to use an accounting classification code, it must exist in the Accounting Table. (2) If you key in the accounting, be sure to start the accounting on line 1. Do not skip a line between multiple lines of accounting.

TV05004		USDA, OCF0, NFC		06/04/1997 13:58:36	
AD-202/SECTION C - ITINERARY & ESTIMATED EXPENDITURES					
23. AUTHORIZED EXPE COMMON CARRIER »		ACCOUNTING CLASSIFICATION		ESTIMATED AMOUNTS	
		99992		CC SPACE)	
		1234			
		99992			
24				10000.00	
SECTION D - ACCOUNT				CLAIM PERCENTAGE	
25. PURPOSE CODE				100%	
01					
				00% > 100%	
For a pop-up of available choices for this field, key in '?'. Setting up query...					

Figure 23. Accounting Classification Table Pop-up

- If a document control number (DCN) (as assigned through NFC's Funds Control System) is used with the accounting code, it must be placed at the end of the accounting code. Key in a dash (-) as the delimiter and the four digit DCN. For example, if the accounting code is 12345678 and the DCN is 0001, key in **12345678-0001**.
- If the accounting is for an agency other than the traveler's employing agency, the accounting must be entered in a special manner. In these instances, key in the paying agency's accounting code with a slash(/). Immediately behind the slash, enter the 2-position agency code that identifies the paying agency. Directly behind the agency code, enter the 4-digit accounting station code of the paying agency. Do not space between the agency code and the accounting station code. Also follow this procedure if multiple accounting codes are to be charged to another agency.

Example: If an employee works for the Forest Service (Agency Code 11) but is traveling for NFC and NFC will be paying for the trip (Agency Code 90,

Accounting Station Code 0010, Accounting Code 99999999), the accounting section should be completed as follows:

99999999/900010

- If multiple agencies other than the employing agency are responsible for the cost of the trip, show each agency on a separate line following the procedures stated in the above paragraph. If the employing agency is paying for part of the trip along with another agency or agencies, enter the employing agency's accounting on one line (without the slash, agency code, and accounting station) and follow the procedure as explained above for all agencies other than the employing agency.

Note: In the case of Forest Service who charges different regions and units within its own agency, the exact same procedure as outlined above (i.e., showing the slash, agency code, and accounting station code) must be followed.

Claim Percentage

numeric field; max. of 3 positions

Key in the percentage of the estimated expenditures for each line of accounting. Percentages must be entered as **whole numbers**. The total of the percentages entered must equal 100%. Do not enter dollar amounts.

Example: 1) 80% would be entered as **80**. 2) 20% would be entered as **20**

Press **[F8]** to move to Screen TV05005, AD-202/Section E - Travel Advance, (**Figure 24**).

TV05005	USDA, OCF0, NFC	06/04/1997	13:57:37
AD-202/SECTION E - TRAVEL ADVANCE			
26. REQUEST METHOD:		(C,T,I,S,L)	
27. AMOUNT APPLIED FOR:		31. DATE APPLIED FOR: / /	
32. ADVANCE MAILING ADDRESS OPTIONS»		FOREIGN IND: N (Y/N) TRAVEL EFT: N (Y/N)	
SALARY CHECK: N(Y/N) T&A CONTACT POINT: N (Y/N)		SPECIAL: N (Y/N)	
ADDRESS:			
ADDRESS:			
CITY:		ST: ZIP CODE:	
33. IMPREST FUND CASHIER SSN: - -		34. ADVANCE DATE RECEIVED: / /	
SECTION F - AGENCY APPROVAL			
APPROVING OFFICER »			
35. NAME» LAST:		FIRST: MI:	
TITLE:		AGENCY CODE:	
36. SSN: - -		37. DATE APPROVED: / /	
38. PHONE » AREA CODE & NO. () -			
40. CONTACT PERSON » NAME» LAST:		FIRST: MI:	
41. PHONE » AREA CODE & NO. () -			
APPROVAL CODE IS: ***BLANK***			
[F21]-Input		« Last Screen »	
[F71]-Prev Page		[Esc]-Exit	
[F81]-Next Page			
[F101]-Screen Menu			

Figure 24. Screen TV05005, AD-202/Section E - Travel Advance

Screen TV05005 (**Figure 24**) is used to request an advance of funds when establishing the original authorization and to enter agency approval data. The screen duplicates Section E, Travel Advance, and Section F, Agency Approval, of the Form AD-202. Complete the fields as follows:

26. Request Method

alpha field; 1 position

Key in the type of advance request. Valid codes are shown below. If no advance is being requested, leave this field blank and move to Section F.

- C Check or DD/EFT
- T Travelers Checks
- I Imprest fund
- S Embassy issued advance
- L Embassy collected advance

If **T** is keyed in as the advance request method, the Travelers Checks Pop-up is displayed to record the travelers check book number(s) and amount(s).

Travelers Checks Pop-up

The Travelers Checks pop-up (**Figure 25**) is used to enter the book number and dollar amount of the travelers checks.

TV05005

USDA, OCF0, NFC

06/04/1997 14:00:02

A

E

26. REQUEST METHOD:

27. AMOUNT APPLIED FOR

32. ADVANCE MAILING AD

SALARY CHECK

ADDRESS:

ADDRESS:

CITY:

33. IMPREST FUND CASHI

S

APPROVING OFFICER »

35. NAME» LAST:

TITLE:

36. SSN:

38. PHONE » AREA CODE & NO. () -

40. CONTACT PERSON » NAME» LAST:

41. PHONE » AREA CODE & NO. () -

APPROVAL CODE IS: ***BLANK***

TRAVELERS CHECKS

BOOK NO

AMOUNT

1. [REDACTED]

2.

3.

4.

5.

6.

7.

8.

9.

10.

APPLIED FOR:

(Y/N) TRAVEL EFT: N (Y/N)

(Y/N) SPECIAL: N (Y/N)

IP CODE: -

E DATE RECEIVED: / /

MI:

OVIED: / /

FIRST: MI:

[Esc]-Exit

[F1]-HELP

Figure 25. Travelers Checks Pop-up

Complete the fields as follows:

Book No

numeric field; max. of 11 positions

Key in the last 11 digits of the Travelers Checks book number.

Amount

numeric field; max. of 4 positions

Key in the dollar value of the book. For example, key in **50** for a \$50.00 book.

27. Amount Applied For:

numeric field; max. of 7 positions

Key in the amount of the advance request. If travelers checks are issued, this advance amount (including the appropriate contractor fees) is system generated.

Note: Claim the travelers check fee amount as a Miscellaneous Expense on the travel voucher.

31. Date Applied For: *numeric field; max. of 8 positions*
Key in the date of the advance request.

32. Advance Mailing Address Options

Enter **Y** at the option which identifies the appropriate mailing address for the advance.

Note: Employees of the Department of State and Department of Education, new employees who have not received their first salary payment, special appointees, and nongovernment employees must use either the Special Address or Travel EFT Account option.

Foreign Address

alpha field; 1 position

Key in **Y** to send the travel advance to a special address in a foreign country. Then enter the foreign street address in the first Address field and the foreign city name in the Second Address field. Key in the foreign country name and ZIP Code (if any) in the City field. Leave the State and ZIP Code fields **blank**.

Note: Caution should be used to ensure that the address is complete and accurate for proper delivery of the check.

Travel EFT

alpha field; 1 position

Key in **Y** to send the travel advance payment via electronic funds transfer (EFT) to an account other than the salary account. Then key in the code used to identify the EFT account in the first address field. This code consists of a 9-position routing number for the financial institution; a 1-position alpha character for the account type (**C** for checking and **S** for savings); and the travelers account number (not to exceed 25 positions). Leave the second Address field, and the City, State, and ZIP Code fields blank. Do not show spaces or special characters in the EFT account code. This option can be used by **all** travelers.

Example: 123456789C12345...

Note: The Travel EFT Account code will not be stored in the Travel System for future use. Each time a traveler wishes to use the Travel EFT Account address option, the Travel EFT Account field must be checked and the entire EFT account code must be shown on address Line 1.

Salary Check

alpha field; 1 position

Key in **Y** to send the advance payment to the address or EFT routing number where the employee normally receives his or her salary payment. This option is **only** available to those employees who are payrolled by NFC and have received **one** or **more** salary payments from NFC.

T & A Contact Point

alpha field; 1 position

Key in **Y** to send the advance payment to the traveler's T&A contact point address. This option is **only** available to those employees who are payrolled by NFC and have received **one** or **more** salary payments from NFC.

Special

alpha field; 1 position

Key in **Y** to send the advance check to an address other than the traveler's salary address, travel EFT account, or T&A contact point location. Then key in the special address in the fields provided in this section as described below. Do not show the traveler's name on the address lines. This option can be used by **all** travelers.

Note: Caution should be used to ensure that the address is complete and accurate for proper delivery of the check.

Address

alphanumeric field; max. of 35 positions

Key in the street address and/or box number to be used for mailing the advance payment on the first address line.

Address

alphanumeric field; max. of 35 positions

If additional space is needed for the street/box number, use the second address line.

City

alphanumeric field; max. of 20 positions

Key in the name of the city to which the advance will be mailed.

State

alphanumeric field; max. of 2 positions

Key in the abbreviation for the state to which the travel advance will be mailed.

ZIP Code

numeric field; max. of 9 positions

Key in the ZIP Code of the location to which the travel advance will be mailed. Do **not** enter punctuation or spaces.

Example: Enter ZIP Code 70160-0001 as **701600001**

33. Imprest Fund Cashier SSN

numeric field; max. of 9 positions

Key in the imprest fund cashier's social security number. This field is completed **only** when a cash advance or travelers checks are obtained from an imprest fund cashier at the time an approved advance request is presented for payment.

34. Advance Date Received

numeric field; max. of 8 positions

Key in the date the advance is received from the imprest fund cashier, if applicable.

Enter Review Code pop-up

(alpha field; 1 position) This pop-up (**Figure 26**) is displayed after completing Section E.

TV05005		USDA, OCF0, NFC		06/04/1997 14:00:02	
AD-202/SECTION E - TRAVEL ADVANCE					
26. REQUEST METHOD:		C (C,T,I,S,L)		31. DATE APPLIED FOR: 06/04/1997	
27. AMOUNT APPLIED FOR:		200.00		TRAVEL EFT: N (Y/N)	
32. ADVANCE MAILING ADDRESS OPTIONS»		FOREIGN IND: N (Y/N)		SPECIAL: N (Y/N)	
SALA		<div style="border: 1px solid black; padding: 5px; text-align: center;"> ENTER REVIEW CODE <input type="text"/> </div>		RECEIVED: / /	
ADDR					
ADDR					
CITY					
33. IMPREST FU		Enter 'R' for document review status. or Leave BLANK for document approval/etc.			
APPROVING OFFI				MI:	
35. NAME» LAS		AGENCY CODE:		37. DATE APPROVED: / /	
TITLE:				FIRST: MI:	
36. SSN: - -					
38. PHONE » AREA CODE & NO. () -					
40. CONTACT PERSON » NAME» LAST:					
41. PHONE » AREA CODE & NO. () -					
APPROVAL CODE IS: ***BLANK***					
[Esc]-Exit					
[F1]-HELP					

Figure 26. Enter Review Code Pop-up

If the **PC-to-PC connectivity** process is **used**, your part of the entry process is now complete and the document is ready to be electronically routed for review/approval. If the PC-to-PC connectivity process is **not used**, the document is now ready for review/signature approval; after signature approval, return to the document to key in the approving officer information (Fields 35-38) and the contact person information (Fields 40 and 41). To mark the record for approval, leave the Enter Review Code field blank and press **[Enter]**. The cursor moves to Field 36, Approving Officer SSN. To mark the record for review, enter **R** in the Enter Review Code field and press **[Enter]**. The cursor moves to Field 40, Contact Person.

To electronically route the document through the PC-to-PC connectivity process, press **[Esc]** to return to the PC-Travel Main Menu. See instructions under **Access Level 1 (Data Entry), PC-to-PC Connectivity**. To print the document for signature by the approving officer, return to the PC-Travel Main Menu. See instructions under **Access Level 1 (Data Entry), Print A Document**.

If you are not using the PC-to-PC Connectivity process, after the approving officer's signature has been obtained, key in the approving officer information. To input this data, access Screen TV05005 (**Figure 24**). After accessing Screen TV05005, press **[F2]** and continue to press **[Enter]** until the Enter Review Code pop-up is displayed. To resume entry, delete the **R** shown in the Enter Review Code field. Press the **[Spacebar]** to delete the **R**. The cursor moves to Field 36. Continue entry as follows:

Approving Officer

Use the following instructions to complete the fields for Section F - Agency Approval. Fields 36 and 37 are required entries. Fields 35 and 38 are system generated from the Approval Table.

Note: (1) Because some of the data in the approving officer fields is system generated, Field 36 is completed first, then Field 35 is system generated. (2) If the individual who will sign the advance request is serving as an acting approving officer, the agency must show the acting individual's name, title, and social security number in Section F. Do not show the name, title, and social security number of the individual for whom he/she is acting.

35. Name

System generated

The name of the approving officer is system generated from the Approval Table, along with the approving officer's title and agency code, when the approving officer's social security number is entered in Field 36.

36. SSN

numeric field; max. of 9 positions

Key in the social security number (SSN) of the approving officer. A record for the approving officer must exist in PC-TRVL's Approval Table as described below.

- If an Approving Officer record exists in the table, the data in Fields 35 and 38 are system generated from the table.
- If an Approving Officer record does not exist in the table, the Enter Review Code pop-up is displayed. Key in **R** to save the record in the review mode. Contact the PC-TRVL Security Officer to determine the agency's procedure for updating the Approval table.

37. Date Approved

numeric field; max. of 8 positions

Key in the date the approving officer approved the AD-202. The data on the screen is saved.

38. Phone

System generated

The phone number is system generated from the Approval Table.

Note: There is no Field 39 on PC-TRVL Screen TV05005. On the paper Form AD-202, Block 39 is reserved for the approving officer's signature.

40. Contact Person Name

Key in the contact person's name as described below:

Last

alphanumeric field; max. of 17 positions

Key in the last name of the contact person, including suffixes such as **Jr.**, **Sr.**, and **III**. Use a space in lieu of a hyphen, apostrophe, period, etc., to separate the names or initials.

First

alphanumeric field; max of 12 positions

Key in the first name of the contact person. If the first name is initials or two or more names, use a space in lieu of a hyphen, apostrophe, period, etc., to separate the names or initials.

MI

alpha field; max. of 2 positions

Key in the middle initial.

**41. Phone - Area Code
& No***numeric field; max of 10 positions*

Key in the area code and phone number of the contact person named in Field 40, if it was not system generated.

After the last entry is made on the screen, the data on the screen is saved. Data entry is complete. Press **[ALT][R]** to access the screen for Section F - Remarks, Field 42 (**Figure 27**) or press **[Esc]** to exit to the PC-Travel Main Menu.

TV05005 USDA, OCF0, NFC 06/04/1997 14:00:02
AD-202/SECTION E - TRAVEL ADVANCE

26. REQUEST METHOD: C (C,T,I,S,L)
42. SECTION F - REMARKS

<ESC> Abandon <CTRL W> Save <Alt M> Move <Alt S> Size <Alt T> Tiny

Figure 27. Section F - Remarks**Section F - Remarks**

The Remarks field is used to record information that is pertinent to the authorization, but cannot be keyed in other fields. It can be accessed by pressing **[ALT][R]** from any field during the entry of authorization data.

42. Remarks*alphanumeric field; up to 20 lines of 75 positions each*

Key in the remarks necessary for the authorization. The system will transmit up to 20 lines of 75 characters each to NFC, however, users may use additional space as needed for personal notes regarding the authorization. To conserve space, it is beneficial to the user to keep remarks as brief as possible.

Remarks are primarily used in conjunction with the Type Travel and the Itinerary, as explained below.

- **Type Travel, Field 10.** Use the Remarks field to record the name and country of each of the individual travelers in the escorted group, for Type Travel GR.

- **Itinerary, Fields 20 and 21.** Use the Remarks field to record the name(s) of an outside CONUS or foreign city in the itinerary portion of the authorization.
- Remarks can also be entered from any field in the authorization to provide additional information which the user deems necessary to the document. For example, a user could annotate the fact that the person who signed the voucher as the authorizing official was acting for someone else.

Simply key in the information as you would on a typewriter. To save the data and return to the authorization, press **[Ctrl][W]**. To escape from the Remarks screen without saving the data, press **[Esc]**. To make the screen smaller or larger, press **[Alt][S]** and the arrow keys. To move the screen, press **[Alt][M]** and the arrow keys. To make the screen tiny, press **[Alt][T]**.

Adding A Relocation Authorization/Advance

At the PC-Travel Main Menu screen, with the Authorization/Advance option highlighted, press **[Enter]**. The Existing, Add New pop-up is displayed. At the Existing, Add New pop-up, with the Add New option highlighted, press **[Enter]**. Screen TV05001, AD-202/Section A - Identification (**Figure 18**) is displayed.

Screen TV05001 is used to add a new authorization/advance record for relocation travel, key in data according to the instructions under **Adding a TDY Authorization/Advance**, with the following exceptions:

10. Type Travel

alpha field; max. of 2 positions

When Screen TV05001 is displayed, *DM* is system generated in this field. Key over *DM* with one of the valid codes for relocation travel from the list below:

FT	Foreign Travel
TS	Transfer of Station
RT	Return Travel
OT	Outside CONUS Transfer of Station

13. Official Duty Station

alphanumeric field; max. of 22 positions

Key in the city and 2-position state abbreviation code or the city and 2-position alpha country code (from the Appendix to the Travel System procedure) where the employee is now stationed. When **establishing** (Action Code E) relocation authorizations, enter the relocating employee's current duty station (i.e., the duty station from where the employee is being moved). If the relocating employee is a new hire, enter the city and state/country of the new official duty station.

After all data is keyed in on Screen TV05001, Screen TV05009, AD-202R/Section C - Itinerary and Expenditures (**Figure 28**) is displayed.

TV05009	USDA, OCF0, NFC	06/04/1997	16:16:26
AD-202R/SECTION C - ITINERARY AND EXPENDITURES RELOCATION			
4. UNDER 50 ML: N 50 ML OR MORE: Y (Y/N)		5. TYPE APPT: OT (NA,OT,IP,SE)	
6. NEW OFFICIAL STATION » CITY:		ST:	
7. HOUSEHUNT » IND: N (Y/N)			
8. AUTH TRAVELERS » EMP: N EMP/SPOUSE: N SPOUSE: N (Y/N)			
9. EST DATES » FROM: / / THRU: / /			
			EST AMOUNTS
10. PER DIEM »	IND: N (Y/N)	RATE:	NO DAYS:
POU »	IND: N (Y/N)	RATE:	MILES:
OTHER »	IND: N (Y/N)	DESC:	
COMM CARR »	IND: N (Y/N)	MODE:	METHOD:
NON CONTRACT AIR: (0,1,2,3) or SPACE			
EXCESS FARE » IND: (Y/N)			
CAR RENTAL » IND: N (Y/N)			
11. TOTAL ESTIMATED EXPENDITURES FOR HOUSEHUNT »			
12. SEPARATE RELOCATION ALLOWANCE ELECTION » IND: N (Y/N)			
[F21]-Input [F71]-Prev Page [F81]-Next Page [F10]-Screen Menu [Esc]-Exit			

Figure 28. Screen TV05009, AD-202R/Section C - Itinerary and Expenditures

Screen **TV05009** is used to enter data from Form AD-202R, Travel Authorization/Advance, Attachment for Relocation Travel. Complete the fields as follows:

Note: Screens TV05008 (**Figure 19**); TV05002 (**Figure 20**); TV05003 (**Figure 21**); and TV05004 (**Figure 22**) will not be seen for relocation authorizations; these screens are used only for temporary duty travel.

4. Under 50ML

alpha field; 1 position

N is system generated in this field. Key in **Y** if the distance of the move is under 50 miles.

50ML or More

alpha field; 1 position

This field generates the opposite Y/N entry made in the Under 50ML field.

5. Type Appt

alpha field; max. of 2 positions

Key in the code that describes the traveler's type of appointment. Valid codes are described below:

IP	Intergovernmental Personnel Act Assignee (IPA)
SE	Senior Executive Service, Career appointment upon separation for retirement
NA	New appointee
OT	All others

6. New Official Station

City

alphanumeric field; max. of 20 positions

Key in the city of the duty station where the employee is relocating.

St

alphanumeric field; max. of 2 positions

Key in the 2-position state abbreviation code of the duty station where the employee is relocating.

If the new duty station is a nonforeign area outside CONUS, enter the city name and 2-position state abbreviation code as shown in the Appendix to the Travel System procedure. If the new duty station is a foreign locality, enter the city name and 2-position alpha country code from the Travel System Appendix.

7. Househunt Ind

alpha field; 1 position

Key in **Y** if a househunting trip is authorized. If a househunting trip is not authorized, the cursor skips to Field 12, Separate Relocation Allowance Election Indicator.

8. Authorized Travelers

Key in **Y** in the field(s) below to indicate who is authorized to take the househunting trip.

Emp

alpha field; 1 position

Key in **Y** if the employee is authorized to take the househunting trip.

Emp/Spouse

alpha field; 1 position

Key in **Y** if both the employee and spouse are authorized to take the househunting trip.

Spouse

alpha field; 1 position

Key in **Y** if the employee's spouse is authorized to take the househunting trip.

9. Est Dates

This block is used to provide the estimated dates of travel for the househunting trip. The employee and spouse may travel **together or separately**. However, the maximum number of days allowable for a househunting trip or trips cannot exceed a total of 10 days, in accordance with the FTR. Additionally, only one trip per employee and one trip per spouse is allowed, regardless of the combined duration. If separate househunting trips are to be taken, Field 9 must include the range of dates for both trips.

Example: 1) The couple may take one 10-day trip together. **2)** The employee or the spouse may take one 10-day trip alone. **3)** The employee and spouse may each take separate trips, with the combined trips not exceeding 10 days (e.g., the employee could take a trip for 3 days and the spouse could take a trip for 7 days).

From

numeric field; max. of 8 positions

Key in the estimated beginning date of travel for the househunting trip.

Thru

numeric field; max. of 8 positions

Key in the estimated ending date of travel for the househunting trip.

Example: Key in **060297** to record June 2, 1997. Key in **01312000** to record January 31, 2000.

Authorized Expenditures

Each type of expenditure that may normally be authorized for a househunting trip is listed in this section of the screen and is preceded by an indicator field which is used to indicate (by keying in **Y**) if the expenditure is authorized.

Entry of estimated amounts for each authorized expenditure is **optional**; users may provide estimated amounts for **some** expenditures while leaving other estimated amounts blank. However, Field 11, Total Estimated Expenditures for Househunt, **must** be completed if expenditures for a househunting trip are authorized. Even though individual expense estimates are optional, agencies may want to consider showing the estimated amounts when cost comparison travel is involved so that the traveler knows the maximum allowable amounts.

10. Per Diem Ind

alpha field; 1 position

Key in a **Y** if per diem is authorized for the househunting trip.

Rate

numeric field; max. of 6 positions

To authorize househunting per diem based on the lodgings plus meals and incidental expenses (M&IE) method, key in the applicable daily lodgings plus M&IE rate, in accordance with the FTR. If the employee and spouse are traveling together, add their rates together and key in one total. To authorize househunting per diem based on a flat locality rate (subject to the FTR requirements), key in the flat daily rate. Explain on the Remarks screen that the flat rate method is being authorized.

Example: Key in \$140.00 as **140.00**

No Days

numeric field; max. of 4 positions

Key in the number of whole days authorized for travel.

Example: Key in 7 days as **7**

Est Amounts

numeric field; max. of 7 positions

The product of the Per Diem Rate and No Days fields is system generated in this field.

Example: \$140.00 x 7 days = **980.00**

POV Ind

alpha field; 1 position

Key in a **Y** if POV is authorized for the househunting trip.

Rate

numeric field; max. of 4 positions

Key in the applicable POV mileage rate. To enter an amount, key in a decimal point (.) before the number.

Example: Key in 31¢ as **.310**

Miles

numeric field; max. of 4 positions

Key in the estimated number of **whole** miles.

Example: Key in 400 miles as **400**

Est Amounts

numeric field; max. of 7 positions

The product of the POV Rate and Miles fields is system generated in this field.

Example: 31¢ x 400 = **124.00**

Other Ind

alpha field; 1 position

Key in a **Y** if Other expenses are authorized for the househunting trip.

Desc

alphanumeric field; max. of 13 positions

Key in the description of other authorized expenses. Examples of other expenses are official telephone calls, local travel expenses, parking expenses, etc. Enter the description of the other expense(s) in the space provided. Since space is limited, abbreviate or use shorter words to record multiple expenses (e.g., **PH** or **Call** for telephone calls; **taxi**, **cab**, or **sub** for local transportation, etc.)

Est Amounts

optional; numeric field; max. of 7 positions

Key in the amount of the other authorized expenses.

Note: (1) If the agency is authorizing excess fare and wishes to authorize an estimated amount for this expenditure, include the amount in the Other Estimated fields. (2) Expense estimates for gasoline used in a rental vehicle should be part of Car Rental and should not be included in the Other estimated amount.

Comm Carr Ind

alpha field; 1 position

Key in a **Y** if Common Carrier expenses are authorized for the househunting trip.

Mode

alpha field; 1 position

Key in the mode of transportation code or press **[?]** to display the Mode Type pop-up. The Mode Type pop-up provides a list of valid common carrier mode of transportation codes. To select a code, highlight the code and press **[Enter]**. The code is system generated in the entry field.

- A** Air
- B** Bus
- C** Air and bus
- D** Air and train
- E** Bus and train

- F** Air, bus, and train
- T** Train
- O** Other (e.g., boats, ferries, etc.)
- P** Cost Comparison. Use Code P when a traveler chooses to use his/her own personal vehicle rather than the authorized mode of common carrier transportation. The maximum reimbursement to the traveler is limited to the amount which would have been incurred had the traveler used a common carrier. When completing the authorization for cost comparison travel, the agency should complete the authorization to reflect what the agency deems advantageous to the Government. Do not show what the traveler will actually do.

Method

alpha field; max. of 2 positions

Key in the method of payment code or press **[?]** to display the Method Type pop-up. The Method Type pop-up provides a list of valid method of payment codes. To select a code, highlight the code and press **[Enter]**. The code is system generated in the entry field.

- CC** Credit card
- CH** Cash
- GV** GVTs
- TR** GTR
- HC** Cash and credit card
- TH** GTR and cash
- TC** GTR and credit card
- VC** GVTs and credit card
- VH** GVTs and cash
- V3** GVTs, cash, credit card, and GTR

Est Amounts

optional; numeric field; max. of 7 positions

Key in the estimated cost of the common carrier transportation.

Non Contract Air

numeric field; 1 position

Key in the code to authorize the use of a non-contract airline. Valid codes are described below.

- 1** Space not available on contract airline
- 2** Schedule of flights on contract airline is inconsistent with Government policy
- 3** Cost comparison substantiates use of non-contract airline
- 4** Rail service available, cost effective, and consistent with the mission

Note: Do not key in a code if the traveler is using a non-contract carrier because a contract carrier does not exist.

Excess Fare Ind

alpha field; 1 position

Key in **Y** if excess fare is authorized.

Note: If the agency wants to authorize an estimated amount for excess fare, include the amount in the common carrier estimated amounts field.

Car Rental Ind

alpha field; 1 position

Key in a **Y** if car rental is authorized for the househunting trip.

Est Amounts

optional; numeric field; max. of 7 positions

Key in the estimated car rental expenses. Include the amount for gasoline and other car rental expenses.

Note: (1) The gasoline expense estimate should not be included in the Other Estimated Amount. (2) Additional auto insurance cannot be authorized for the rental vehicle in accordance with the FTR.

11. Total Estimated Expenditures for Househunt

required; numeric field; max. of 7 positions

If estimated amounts for all expenditures authorized were keyed in, this amount will be system generated. If estimated amounts were **not** keyed in for **all** expenditures authorized, you must key in this amount.

Note: This field is required if expenditures for a househunting trip have been authorized.

12. Separate Relocation Allowance Election Ind

alpha field; 1 position

Key in a **Y** if the separate reimbursement of relocation allowances is being authorized for two Federal employees of the same immediate family employed by NFC travel-serviced agencies.

Press **[F8]** to advance to the next screen.

- If **Y** was keyed in, Screen TV05015, AD-202RE, Election for Separate Relocation Allowance (**Figure 29**) is displayed when **[F8]** is pressed on the bottom of Screen TV05009.
- If **Y** was not keyed in, press **[F8]** to access Screen TV05010, AD-202R, Section C - Itinerary and Expenditures Relocation (Continued) (**Figure 31**).

Screens TV05015 (**Figure 29**) and TV05016, Election for Separate Relocation Allowance (Cont) (**Figure 30**) are used to identify the two relocating employees and their family members. These screens duplicate the Form AD-202RE and link the travel authorizations for the two relocating family members. It also lists the immediate family members who will be moved under each of the authorizations.

TU05015	USDA, OCFO, NFC AD-202RE	06/04/1997 16:20:14
ELECTION FOR SEPARATE RELOCATION ALLOWANCE		
EMPLOYEE » 4. FAMILY »	NAME	BIRTHDATE MARITAL ST (S,M)
	/ /	
	/ /	
	/ /	
	/ /	
	/ /	
	/ /	
	/ /	
	/ /	
	/ /	
[F2]-Input [F7]-Prev Page [F8]-Next Page [F10]-Screen Menu [Esc]-Exit		

Figure 29. Screen TV05015, AD-202RE, Election for Separate Relocation Allowance

Complete the fields as described below:

4. Family

Name

List the names of the dependents to be moved under the employee's relocation allowance. Up to 12 names may be listed.

numeric field; max. of 8 positions

Key in the dates of birth of the dependents who are relocating under the employee's authorization.

alphanumericfield; 1 position

Enter the marital status, using the codes **S** for Single and **M** for Married, of the dependents moving under the employee's authorization.

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Screen TV05016 (Figure 30) is used to document the dependents to be relocated under the spouse’s authorization.

TV05016

USDA, OCF0, NFC
AD-202RE

06/04/1997 16:21:02

ELECTION FOR SEPARATE RELOCATION ALLOWANCE (Cont.)

SPOUSE »

5. AUTHORIZATION NO:

6. SOC SEC NO: - -

7. NAME:

8. FAMILY » NAME BIRTHDATE MARITAL ST (S,M)

10. EMPLOYEE DATE: / /

12. SPOUSE DATE / /

[F21]-Input [F71]-Prev Page [F81]-Next Page [F10]-Screen Menu [Esc]-Exit

Figure 30. Screen TV05016, AD-202RE, Election for Separate Relocation Allowance (Cont.)

Complete the fields as described below:

Spouse

5. Authorization No:

alphanumericfield; max. of 13 positions

Key in the spouse’s travel authorization number.
6. Soc Sec No:

numeric field; max. of 9 positions

Key in the social security number of the relocating spouse.
7. Name:

alphanumericfield; max. of 30 positions

Key in the spouse’s last name, first name, and middle initial.

8. Family

The following fields are used to document those dependents who will be moved under the spouse’s authorization. The family members moved under the spouse’s authorization cannot be the same family members moved under the employee’s authorization.

- Name

alphanumericfield; max. of 25 positions

List the names of the dependents to be moved under the spouse’s relocation allowance. Up to 12 names may be listed.

- Birthdate

numeric field; max. of 8 positions

Key in the dates of birth of the dependents who are relocating under the spouse’s authorization.

Marital St (S, M)	<i>alphanumeric field; 1 position</i> Key in the marital status, using the codes S for Single and M for Married, of the dependents moving under the spouse's authorization.
Signature (employee)	This field is not displayed on Screen TV05016. It is the block used for the employee's signature on the paper form AD-202RE.
10. Employee Date:	<i>numeric field: max. of 8 positions</i> Key in the date the employee signs his or her authorization for separate relocation allowance.
Signature (spouse)	This field is not displayed on Screen TV05016. It is the block used for the spouse's signature on the paper form AD-202RE.
12. Spouse Date:	<i>numeric field: max. of 8 positions</i> Key in the date the spouse signs his or her authorization for separate relocation allowance.

After the Spouse Date has been entered, press **[F8]** to move to Screen TV05010, AD-202R/Section C - Itinerary and Expenditures Relocation (Continued) (**Figure 31**).

TV05010	USDA, OCFO, NFC	06/04/1997	16:23:04
AD-202R/SECTION C - ITINERARY AND EXPENDITURES			
RELOCATION (CONTINUED)			
13. TRANSFER OF STATION » IND: N (Y/N)		15. UNACC SPOUSE » IND: N (Y/N)	
14. FAMILY » NAME		BIRTHDATE	MARITAL ST (S,M)
SPOUSE:		////////	////////
16. ESTIMATED DATES OF TRAVEL » FROM: / / THRU: / / EST AMOUNTS			
17. PER DIEM » IND: N (Y/N) RATE: NO DAYS:			
[F2]-Input [F7]-Prev Page [F8]-Next Page [F10]-Screen Menu [Esc]-Exit			

Figure 31. Screen TV05010, AD-202R/Section C-Itinerary and Expenditures Relocation (Cont)

Screen TV05010 is used to continue entering relocation expenses. This screen will immediately follow Screen TV05009 if the authorization for separate relocation allowance indicator is N.

13. Transfer of Station
Ind

alphanumeric field; 1 position

To authorize the transfer of station, key in **Y**.

Note: If separate relocation allowances were authorized, a **Y** in this field will cause the cursor to skip to Field 16, Estimated Dates of Travel. The entry of family information in Field 14, Members of Immediate Family and Field 15, Unaccompanied Spouse Indicator, is not needed because this information was captured during the entry of the separate relocation allowance data on Screens TV05015 and TV05016.

14. Family

Complete the following fields for members of the immediate family authorized for the relocation. Twelve lines of entry, plus one line for the spouse, are available.

Name

alphanumeric field; max. of 25 positions

Key in the names of each family member. Begin with the spouse on the first line.

Birthdate

numeric field; max. of 8 positions

Key in the birthdate of each family member. The spouse's date of birth is not required.

Marital St

alpha field; 1 position

Key in the marital status code of each family member. Valid codes are described below. For spouse, marital status is not entered.

S	Single
M	Married

15. Unacc Spouse Ind

alpha field; 1 position

Key in a **Y** to authorize the employee's spouse to travel to the new duty station without the employee.

16. Estimated Dates of
Travel

Enter the estimated dates of enroute (one-way) travel for the employee and family to the new official duty station.

Note: Agencies must ensure that the estimated dates of travel include the travel dates for all members of the family.

From

numeric field; max. of 8 positions

Key in the estimated beginning date of travel to the new duty station.

Thru*numeric field; max. of 8 positions*

Key in the estimated ending date of travel to the new duty station.

Example: Key in **060297** to record June 2, 1997. Key in **01312000** to record January 31, 2000.

Travel and Transportation of Family

This section is for the entry of the estimated expenditures authorized for the employee and all other family members. Each type of expenditure that may normally be authorized for the actual move is listed in this section and is preceded by an indicator field. To authorize an expenditure, key in **Y** next to the type of expenditure.

Entry of estimated amounts for each authorized expenditure is **optional**; users may provide estimated amounts for **some** expenditures while leaving other estimated amounts blank. However, Field 29, Total Estimated Expenditures for Transfer of Station, **must** be completed if expenditures for the transfer of station are authorized. Even though individual expense estimates are optional, agencies may want to consider showing the estimated amounts when cost comparison travel is involved so that the traveler knows the maximum allowable amounts.

17. Per Diem Ind*alpha field; 1 position*

To authorize per diem for Types Travel TS, FT, and RT, key in **Y**. For Type Travel OT, this field is skipped. Per diem expenditures for Type OT travel will be keyed in on Screen TV05011, AD-202R/Section C - Itinerary and Expenditures Relocation (Continued). Screen TV05011 will display after Screen TV05010.

Rate*numeric field; max. of 7 positions*

Key in the per diem daily rate. Combine the rates for all family members traveling with the employee.

Example: Record \$140.00 as **\$140.00**

No Days*numeric field; max. of 4 positions*

Key in the estimated number of whole days authorized for travel. If travel will be by POV, enter the number of days based on a minimum driving distance of 300 miles per day.

Example: Record 7 days as **7**

Est Amounts*optional, numeric field; max. of 7 positions*

The product of the Per Diem Rate and Days fields is system generated in this field.

Example: Record \$980.00 as **\$980.00**

Press **[F8]** to move to the next screen. For Type Travel OT only, **Screen TV05011**, AD-202R/Section C-Itinerary and Expenditures, Relocation (Continued) (**Figure 32**) is used to record the **itinerary** for the move.

[illegible]

Figure 32. Screen TV05011, AD-202R/Section C-Itinerary and Expenditures Relocation (Cont)

Complete the fields as explained below.

- For all other types of travel, the next screen displayed is Screen TV05012, AD-202R/Section C-Itinerary and Expenditures, Relocation (Continued).
- For Types Travel TS, FT, and RT, leave the From and To fields **blank**.
- For Type Travel OT **only**, complete the From and To fields for the itinerary of the trip. Up to seven different locations may be identified to accommodate multiple stops within the trip.

Itinerary

From

City

alphanumericfield; max. of 20 positions

Key in the city of departure for outside CONUS relocation travel.

St

alphanumericfield; max. of 2 positions

Key in the 2-position state abbreviation code for the state of departure for outside CONUS relocation travel. A list of state abbreviation codes for nonforeign areas is provided at the beginning of the Appendix to the Travel System procedure.

To

City or County*alphanumeric field; max. of 20 positions*

Key in the name of the destination location as follows:

Travel Within CONUS

The traveler is entitled to the standard CONUS rate when traveling within CONUS. However, the City field must be completed as described below:

- If a locality is a **key** city as identified in **Appendix A** of Section 301 in the FTR, key in the city name. The city name must be shown **exactly** as listed in Appendix A of the FTR, **including punctuation**. Abbreviations cannot be used.

Example: (1) The city of St. Louis (Missouri) must be shown as **St. Louis**. Notice that the period was entered behind **St** because it is shown that way in Appendix A of the FTR. **(2)** Loveland, Colorado, is a key city and is listed in the County And/Or Other Defined Location column of Appendix A of the FTR as City Limits of Loveland (see Larimer County). Therefore, agencies must show **Loveland** as the location name.

- If a locality is **not** a key city but is located within an area identified in the County And/Or Other Defined Location column of Appendix A of the FTR, key in the appropriate location name shown in the column. **Do not** key in the city name. The location name must be spelled **exactly** as listed in **Appendix A, including punctuation**. Abbreviations may not be used.

Note: Agencies should show the actual locality name on the Remarks screen.

Example: (1) Mandeville, Louisiana, is not a key city but is located in St. Tammany Parish (county), which is listed in Appendix A of the FTR. Therefore, agencies must show **St. Tammany** instead of the city name of Mandeville. Notice that the period was entered behind **St** because it is shown that way in Appendix A of the FTR. **(2)** Davis-Monthan Air Force Base, Arizona, is not a key city but is listed in Appendix A of the FTR as Pima County; Davis-Monthan AFB. Therefore, agencies must show **Davis-Monthan AFB** as the location name. **(3)** Jackpot, Nevada, is not a key city but is located in Elko County which is listed in Appendix A of the FTR as All points in Elko County excluding Wendover. Therefore, agencies must show **Elko** instead of the city name of Jackpot.

- If a locality is **not** a key city and is **not** located within a county specifically listed in Appendix A of the FTR, key in the city name.

Travel To Nonforeign Areas Outside of CONUS

- If the locality is specifically identified in the Department of State's (DOS) monthly publication, Maximum Per Diem Allowances for Foreign Areas, Section 925 (A Supplement to the Standardized Regulations), key in the city

name. The city name must be shown exactly as listed in DOS’ publication, **including punctuation.**

Example: The city of Ft. Wainwright (Alaska) must be shown as **Ft. Wainwright**

Notice that the period was entered behind **Ft** because it is shown that way in DOS’ publication.

If the locality is **not** specifically identified in DOS’ publication, the traveler will be entitled to the per diem rate shown as **Other**. Therefore, agencies must show **Other** as the city name in the City field in lieu of the actual city name. After recording **Other** in the City field, show the actual city name in Field 42, Remarks, on the AD-202.

Example: The city of Palmer (Alaska) is not specifically identified in DOS’ publication. Record the word **Other** in the City field and show **Palmer** in Field 42 on the AD-202.

St *alphanumeric field; max. of 2 positions*

Key in the 2-position alpha state abbreviation code. For nonforeign areas outside CONUS, see the list of state abbreviation codes provided at the beginning of the Appendix to the Travel System procedure.

Outside Continental U.S. Subsistence (Type Travel OT Only)

If per diem is authorized for **outside CONUS enroute travel**, the following fields must be completed for each enroute locality.

Sub Code *alphanumeric field; 1 position*

Key in the subsistence code, from the list below, which will apply to each location.

- P** per diem
- S** special rate

Lodging *numeric field; max. of 7 positions*

For Code **P**, key in the amount of lodging authorized for each location. For Code **S**, leave this field **blank**; the special rate will be shown in the Rate block.

Example: Enter \$90.00 as **90 . 00**

M and IE *numeric field; max. of 7 positions*

For Code **P**, key in the meals and incidental expenses (M&IE) rate authorized. For Code **S**, leave this field **blank**; the special rate will be shown in the Rate block.

Example: Enter \$65.00 as **65 . 00**

Rate *numeric field; max. of 7 positions*
For Code **P**, key in the total of lodging and M&IE to establish the daily rate. For Code **S**, key in the daily rate here.

Example: Enter \$155.00 as **155.00**

Number Days *numeric field; max. of 3 positions*
Key in the estimated number of subsistence days, expressed in **whole** days, authorized for each enroute locality. The total number of days keyed in this field cannot exceed the total number of days authorized in Field 16.

Example: Enter 2 days as **2**

Est Amount *optional, numeric field; max. of 7 positions*
The estimated trip expense by locality will be system generated.

Total Subsistence *optional, numeric field; max. of 7 positions*
The total subsistence for the enroute travel is system generated.

Press **[F8]** to move to Screen TV05012, AD-202R/Section C - Itinerary and Expenditures, Relocation (Continued) (**Figure 33**).

Screen TV05012 (Figure 33) is used to continue entering the relocation expenditures in Fields 17 and 18.

TV05012	USDA, OCF0, NFC		06/04/1997 16:25:10	
AD-202R/SECTION C - ITINERARY AND EXPENDITURES				
RELOCATION (CONTINUED)				
POV >>	IND: N (Y/N)	NO OF	RATE	TOTAL MILES
		0		
OTHER		IND: N (Y/N)	DESC:	
UNACCOMP BAGGAGE >>		IND: N (Y/N)		
COMM CARR >>		IND: N (Y/N)	MODE:	METHOD:
NON CONTRACT AIR: (0,1,2,3, OR SPACES)				
EXCESS FARE >>		IND: N (Y/N)		
EXCESS BAGGAGE >>		IND: N (Y/N)		
18. SHIPMENT OF HOUSEHOLD GOODS >>		IND: N (Y/N)		
WEIGHT OF GOODS:				
PAYMENT METHOD >>		ACTUAL: N	COMMUTED: N	(Y/N)
RATE:		ADDL ALLOW:		

[F2]-Input [F7]-Prev Page [F8]-Next Page [F10]-Screen Menu [Esc]-Exit

Figure 33. Screen TV05012, AD-202R/Section C-Itinerary and Expenditures Relocation (Cont)

Complete the fields as follows:

POV Ind *alpha field: 1 position*
Key in a **Y** if POV is authorized for the transfer of station.

No Of	<i>numeric field; 1 position</i> Key in the number of privately owned vehicles (POV's) authorized for the relocation. More than one POV can be authorized if it is considered advantageous to the government.
Rate	<i>numeric field; max. of 4 positions</i> Key in the mileage rate for each vehicle. The mileage rate for relocations is based on the number of occupants in the vehicle.
Total Miles	<i>numeric field; max. of 4 positions</i> Key in the estimated number of miles driven for each vehicle.
Est Amounts	<i>optional, numeric field; max. of 7 positions</i> The sum of the products of the POV Rate and Total Miles fields is system generated in this field.
<hr/>	
Other Ind	<i>alpha field; 1 position</i> Key in a Y if other expenditures are authorized for the transfer of station.
Desc	<i>alphanumeric field; max. of 13 positions</i> Key in the description of other authorized expenses not specifically identified on the AD-202R.
Est Amounts	<i>optional, numeric field; max. of 7 positions</i> Key in the amount of the other authorized expenses.
<hr/>	
Unaccomp Baggage Ind	<i>alpha field; 1 position</i> Key in a Y if unaccompanied baggage expenditures are authorized for the transfer of station.
Est Amounts	<i>optional, numeric field; max. of 7 positions</i> Key in the amount authorized for unaccompanied baggage expenses.
<hr/>	
Comm Carr Ind	<i>alpha field; 1 position</i> Key in a Y if common carrier transportation is authorized for the transfer of station.

Mode

alpha field; 1 position

Key in the mode of transportation code if common carrier transportation is authorized. Valid codes are described below.

- A** Air
- B** Bus
- C** Air and bus
- D** Air and train
- E** Bus and train
- F** Air, bus, and train
- T** Train
- O** Other (e.g., boats, ferries, etc.)
- P** Cost Comparison. Use Code P when a traveler chooses to use his/her own personal vehicle rather than the authorized mode of common carrier transportation. The maximum reimbursement to the traveler is limited to the amount which would have been incurred had the traveler used a common carrier. When completing the authorization for cost comparison travel, the agency should complete the authorization to reflect what the agency deems advantageous to the Government. Do not show what the traveler will actually do.

Method

alpha field; max. of 2 positions

Key in the method of payment code. Valid codes are described below.

- CC** Credit card
- CH** Cash
- GV** GVTs
- TR** GTR
- HC** Cash and credit card
- TH** GTR and cash
- TC** GTR and credit card
- VC** GVTs and credit card
- VH** GVTs and cash
- V3** GVTs, cash, credit card, and GTR

Est Amounts

optional, numeric field; max. of 7 positions

Key in the estimated cost of the common carrier transportation.

Non Contract Air

numeric field; 1 position

Key in a code to authorize the use of a non-contract airline. Valid codes are shown below.

- 1** Space not available on contract airline
- 2** Schedule of flights on contract airline is inconsistent with Government policy
- 3** Cost comparison substantiates use of non-contract airline
- 4** Rail service available, cost effective, and consistent with the mission

Note: Do not key in a code if the traveler is using a non-contract carrier because a contract carrier does not exist.

Excess Fare Ind

alpha field; 1 position

An **N** is system generated in this field. Key in **Y** to authorize excess fare.

Note: If the agency wants to authorize an estimated amount for excess fare, include the amount in the common carrier estimated amount field.

Excess Baggage Ind

alpha field; 1 position

Key in **Y** to authorize excess baggage.

Note: If the agency wants to authorize an estimated amount for excess baggage, include the amount in the common carrier estimated amount field.

18. Shipment of Household Goods Ind

Key in **Y** if the shipment of household goods is authorized in accordance with the FTR, and complete the following fields.

Weight of Goods

numeric field; max. of 5 positions

Key in the estimated weight of household goods to be shipped. The maximum net weight is 18,000 pounds.

Example: Key in 16,000 pounds as **16000**

Payment Method

Key in a **Y** for one of the two payment fields below:

Actual

alpha field; 1 position

Key in **Y** if the payment of **actual** expenses is authorized. The household goods will be shipped on a Government Bill of Lading (GBL) using a carrier selected and paid directly to the vendor. If the actual expense method is authorized and the employee chooses to move his/her household goods by a rental vehicle (e.g., U-Haul, Budget, etc.), the employee will only be reimbursed for actual expenses not to exceed the estimated GBL cost. A weight certificate must be obtained if the employee moves his/her own household goods.

Key in **N** if the payment method is commuted, then **Y** is system generated in the Commuted field.

Commuted

alpha field; 1 position

If **N** was keyed in the Actual field, **Y** is system generated. The payment of expenses will be handled by the traveler. Reimbursement will be made on the travel voucher based on the commuted rates published in GSA Bulletin FPMR Number A-2.

Note: A bill of lading from a carrier **or** a weight certificate must be attached to the AD-616R to support the claim.

Rate*numeric field; max. of 6 positions*

Key in the applicable commuted rate. This rate is based per 100 pounds of goods.

Example: Key in \$49.85 (rate for shipping 100 pounds a distance of 810 miles) as **49.85**

Addl Allow*numeric field; max. of 7 positions*

Key in the amount of any additional authorized allowances.

Example: Key in \$30.75 (additional allowance for moving a piano) as **30.75**

Est Amounts*optional, numeric field; max. of 7 positions*

Key in the total amount if the actual expense method is authorized. If the commuted rate method is authorized, the total amount is computed based on the entries made in the fields.

Example: Key in \$7,976.00 as **7976.00**

After the last entry is made on the screen, press **[F8]** to move to Screen TV05013, AD-202R/Section C - Itinerary and Expenditures, Relocation (Continued) (**Figure 34**).

TV05013	USDA, OCF0, NFC	06/04/1997	16:30:25
AD-202R/SECTION C - ITINERARY AND EXPENDITURES			
RELOCATION (CONTINUED)			
19. STORAGE OF HOUSEHOLD GOODS »	IND: N (Y/N)	EST AMOUNTS	
TEMPORARY STORAGE: (Y/N)			
NO DAYS:	WEIGHT OF GOODS:		
COMMUTED RATE »	1ST DAY RATE:	OTHER DAYS RATE:	
WAREHOUSE:			
20. TRANS OF MOBILE HOME »	IND: N (Y/N)		
21. TRANS OF PRIVATE VEHICLE »	IND: N (Y/N)		
22. TEMPORARY QUARTERS »	IND: N (Y/N)	NO DAYS:	
RATE »	1ST 30 DAYS:	OVER 30 DAYS:	
23. MISC ALLOWANCE »	IND: N (Y/N)		
24. REAL ESTATE EXPENSES »	IND: N (Y/N)		
SALE RES »	IND: N (Y/N)	AMOUNT:	
PURCHASE RES »	IND: N (Y/N)	AMOUNT:	
LEASE TERM »	IND: N (Y/N)	AMOUNT:	
25. HOME PURCHASE INFORMATION »			
STREET:			
CITY:	ST:	ZIP CODE:	-
[F21]-Input [F71]-Prev Page [F81]-Next Page [F10]-Screen Menu [Esc]-Exit			

Figure 34. Screen TV05013, AD-202R/Section C-Itinerary and Expenditures, Relocation (Contd)

Screen TV05013 is used to continue the entry of the relocation expenditures. Complete the fields as follows:

19. Storage of Household Goods Ind*alpha field; 1 position*

Key in **Y** to authorize storage of household goods.

Temporary Storage

alpha field; 1 position

Key in **Y** if **temporary** storage of household goods is authorized. Key in an **N** if non-temporary storage is authorized.

No Days

numeric field; max. of 4 positions

Key in the total number of days authorized for storage.

For temporary storage, the initial period should not exceed 90 days. However, upon an employee's written request, the initial period may be extended for up to an additional 90 days under certain conditions, if approved by the agency head or his/her designee.

For non-temporary storage, the initial period should not exceed 365 days. The authorization may be amended to allow for up to a total of 1095 days of non-temporary storage.

Example: Key in 90 days as **90**

Weight of Goods

numeric field; max. of 5 positions

Key in the estimated weight of the goods to be stored.

Example: Key in 16,000 pounds as **16000**

Commuted Rate

If the storage of household goods is authorized under the commuted rate system, complete the fields below.

1st Day Rate

numeric field; max. of 6 positions

Key in the total of all storage and transit rates for the first day of storage.

Example: Key in \$1.22 as **1.22**

Other Days Rate

numeric field; max. of 6 positions

Key in the total of all storage and transit rates for the remaining number of days.

Example: Key in \$.15 as **.15**

Warehouse

numeric field; max. of 6 positions

Key in the total of all warehouse/pickup delivery rates for the entire storage period.

Example: Key in \$3.83 as **3.83**

Est Amounts

optional, numeric field; max. of 7 positions

Key in the total amount if actual expense method is authorized. If the commuted rate method is authorized, the total amount is computed based on the entries made in the fields.

20. Trans of Mobile Home Ind

alpha field; 1 position

Key in **Y** to authorize the transportation of a mobile home in lieu of shipment and storage of household goods. The transportation of a mobile home is not allowable for Type Travel OT, unless the new duty station is Alaska.

Est Amounts

optional, numeric field; max. of 7 positions

Key in the estimated cost for the transportation of a mobile home.

21. Trans of Private Vehicle Ind

alpha field; 1 position

Key in **Y** to authorize the transportation and storage of a POV.

Est Amounts

optional, numeric field; max. of 7 positions

Key in the estimated cost for the transportation and storage of a POV.

22. Temporary Quarters Ind

alpha field; 1 position

Key in **Y** to authorize temporary quarters expenditures for the relocating employee and his or her immediate family.

Note: TQSE can be authorized based on an actual expense method for a maximum of 120 days or on a fixed daily rate method for a maximum of 30 days. If the agency offers the employee the fixed daily rate method, the employee has the option to choose between the fixed rate method and the actual expense method. If the employee chooses the fixed daily rate method and it does not adequately cover the TQSE, the employee will not receive additional TQSE reimbursement.

No Days

numeric field; max. of 3 positions

To authorize TQSE based on the actual expense method, key in the total number of days, in whole days, authorized for temporary quarters. Temporary quarters are initially allowed for a maximum of 60 consecutive days. In special circumstances, the temporary quarters may be extended for up to an additional 60 days.

To authorize TQSE based on a fixed daily rate method for a maximum of 30 days, key in the total number of days, in whole days, authorized for temporary quarters.

Example: 30 days should be entered as **30**

Rate: 1st 30 days

numeric field; max. of 6 positions

To authorize TQSE based on the traditional actual expense method, key in the daily rate authorized during the first 30-day period. This daily rate is obtained by adding together the daily rates allowed for the employee and all other members of the immediate family. The maximum daily amounts allowed for temporary quarters differ for the employee, spouse, and other family members.

To authorize TQSE based on a fixed daily rate method, key in the fixed daily rate. Explain in Remarks that the fixed daily rate is being authorized.

Note: To authorize TQSE based on a fixed daily rate, the CONUS default rates may need to be modified on the travel remote entry setup screen (**Figure 5**). For instructions, contact customer support personnel at **504-255-4851**.

Example: \$154.00 should be entered as **154.00**

Rate: Over 30 days

numeric field; max. of 6 positions

To authorize TQSE based on the traditional actual expense method, key in the daily rate authorized for the remaining days of temporary quarters occupancy. This period of time usually covers a second 30-day period unless the agency has granted an extension to the employee based on compelling circumstances. Again, this daily rate is obtained by adding together the daily rates allowed for the employee and all other members of the immediate family.

Note: This field is left blank when authorizing TQSE based on the fixed daily rate for a maximum of 30 days.

Example: Key in \$115.50 as **115.50**

Est Amounts

optional, numeric field; max. of 7 positions

This field is system generated.

Note: To compute the estimated amount of temporary quarters expenses, use the following formula: (daily rate for the first 30 days x number of days applicable) + (daily rate for over 30 days x number of days applicable) = estimated amount.

23. Misc Allowance Ind

alpha field; 1 position

An **N** is system generated in this field. Key in **Y** to authorize miscellaneous allowance expenses (e.g., **\$350.00** or **\$700.00**). The miscellaneous allowance is for the purpose of defraying various costs associated with discontinuing residence at one location and establishing residence at a new location, such as charges for disconnecting and establishing services with utility companies.

Est Amounts

optional, numeric field; max. of 7 positions

Key in the estimated miscellaneous allowance expense.

24. Real Estate Expenses Ind

alpha field; 1 position

Key in **Y** to authorize real estate expenses, then complete the Fields below.

Sale Res Ind

alpha field; 1 position

Key in **Y** to authorize expenses for the sale of the residence at the old duty station location.

Amount	<p><i>numeric field; max. of 7 positions</i></p> <p>Key in the estimated expenses for the sale of the residence at the old duty station location.</p> <p>Note: When the Home Purchase Service is authorized, the employee cannot be authorized the sale of residence expenses in Field 24.</p>
Purchase Res Ind	<p><i>alpha field; 1 position</i></p> <p>Key in Y to authorize expenses for the purchase of the residence at the new duty station location.</p>
Amount	<p><i>numeric field; max. of 7 positions</i></p> <p>Key in the estimated expenses for the purchase of the residence at the new duty station location.</p>
Lease Term Ind	<p><i>alpha field; 1 position</i></p> <p>Key in Y to authorize costs for terminating an unexpired lease at the old duty station location.</p>
Amounts	<p><i>numeric field; max. of 7 positions</i></p> <p>Key in the estimated costs for terminating an unexpired lease at the old duty station location.</p>
Est Amounts	<p><i>optional, numeric field; max. of 7 positions</i></p> <p>This field is system generated.</p>
25. Home Purchase Information	<p>If the employee uses the Home Purchase Service, complete the fields below. The information entered in these fields is needed to estimate the fee that the relocation company will charge for the Home Purchase Service.</p> <p>Note: When the Home Purchase Service is authorized, the employee cannot be authorized the sale of residence expenses in Field 24.</p>
Street	<p><i>alphanumeric field; max. of 35 positions</i></p> <p>Key in the street address of the residence at the old official station.</p>
City	<p><i>alphanumeric field; max. of 20 positions</i></p> <p>Key in the city of the residence.</p>
St	<p><i>alpha field; max. of 2 positions</i></p> <p>Key in the state of the residence.</p>

ZIP Code *numeric field; max. of 9 positions*
Key in the ZIP Code of the residence.

After the last entry is made on the screen, press **[F8]** to move to Screen TV05014, AD-202R/Section C - Itinerary and Expenditures, Relocation (Continued) (**Figure 35**).

TV05014	USDA, OCF0, NFC	06/04/1997	16:35:43
AD-202R/SECTION C - ITINERARY AND EXPENDITURES			
RELOCATION (CONTINUED)			
25. HOME PURCHASE INFORMATION » CONT.			
PROPERTY OWNERSHIP »	NAME	PCT	IMMED FAMILY MARITAL STATUS
			N N N
SALES PRICE:	PCT AUTHORIZED:	PCT INCOME:	
TITLE DEFECT: N (Y/N)	UREA-FORMALDEHYDE: N (Y/N)	HOME PURCHASE EST AMOUNT: 0.00	
26. RELOCATION SERVICES »	IND: N (Y/N)	COMPANY NAME:	
TYPE SERVICES » (Y/N)	PURCHASE: N	FINDING N	
	MARKETING: N	MORTGAGE: N	
27. RELOCATION SERVICES CANCELLATION »	IND: N (Y/N)		
CANCELLED BY » (Y/N)	AGENCY:	EMPLOYEE:	RELO COMP: FEES:
TOTAL ESTIMATED EXPENDITURES »			
28. HOUSEHUNT:		15000.00	
29. TRANSFER OF STATION:			
30. TOTAL EST EXP AUTHORIZED:		15000.00	DATE: 06/04/1997
[F21]-Input [F7]-Prev Page [F8]-Next Page [F10]-Screen Menu [Esc]-Exit			

Figure 35. Screen TV05014, AD-202R/Section C-Itinerary and Expenditures, Relocation (Cont)

Screen TV05014 is used to continue the entry of the relocation expenditures. It begins with a continuation of Field 25, Home Purchase Information and continues through Field 30, Total Est Exp Authorized. Complete the fields as follows:

25. Home Purchase Information - Cont.

Property Ownership Complete the fields below to establish property ownership.

Name *alphanumeric field; max. of 35 positions*
If the Home Purchase service is authorized, key in the names of all property owners. Use a different line for each owner. Begin with the employee's name on the first line. A maximum of three names may be shown.

Pct *numeric field; max. of 5 positions*
Key in the percent of ownership for each owner. The entries must equal 100 percent.

Note: Do not enter dollar amounts.

Example: (1) Key in 60% as **60.00** (2) Key in 40% as **40.00**

Immed Family

alpha field; 1 position

Key in **Y** to indicate if the owner is a member of the immediate family (subject to the special property title requirements in accordance with FTR 302-6.1(c)).

Marital Status

alpha field; 1 position

Key in the **employee's** current marital status. Valid codes are described below.

S	Single
M	Married
D	Divorced
W	Widowed

Sales Price

numeric field; max. of 8 positions

Key in the estimated sales price of the residence that will be sold to the relocation company.

Example: Key in \$80,000.00 as **80000.00**

Pct Authorized

numeric field; max. of 5 positions

Key in the percentage that applies to the type of sale based on the percentage published in the GSA Supply Schedule, less the percentage of outside family ownership and/or percentage used as income producing.

Example: Key in 22.52% as **22.52**

Pct Income

numeric field; max. of 5 positions

If applicable, key in the percentage that applies to income producing. Otherwise, leave this field blank.

Title Defect

alpha field; 1 position

Key in **Y** or **N** to indicate whether any problems exist with the title to the property.

Urea-Formaldehyde

alpha field; 1 position

Key in **Y** or **N** to indicate whether the residence contains urea-formaldehyde foam insulation (UFII).

Home Purchase Est Amount

numeric field; max. of 8 positions

The system generates the estimated amount authorized for the Home Purchase Service.

Example: Using the home purchase examples shown above, the Estimated Amount would be calculated (and system generated) in the field is as follows:

\$80,000.00 x 22.52% = **8016.00**

26. Relocation Services
Ind

alpha field; 1 position

Key in **Y** if the employee opts to use one or more of the services offered under the Relocation Services Program and then complete the fields below. The completion of these fields serves as the employee's request for the relocation services and also as authorization of the requested services by the agency.

Company Name

alpha field; 1 position

Key in one of the codes below to identify the company that will provide the relocation services to the employee.

Tip: If an invalid code is keyed in, an error message appears at the bottom of the screen providing a list of valid codes.

- A** Associates Relocation Management Co., Inc.
- E** Homequity, Inc.
- P** Prudential Relocation Management Co., Inc.

Type Services

An **N** is system generated in the following fields. Key a **Y** in one or more of the fields below to indicate the services that will be used by the employee.

Purchase

alpha field; 1 position

The home purchase service allows the relocation company to make an offer to purchase the employee's residence at the old duty station location for its fair market value. This service is provided for a fee.

Finding

alpha field; 1 position

The home finding service allows the relocation company to provide individual counseling services to familiarize the transferring employee with the real estate market, schools, etc. This service is free of charge.

Marketing

alpha field; 1 position

The marketing service allows the relocation company to aid the employee in selecting a real estate broker and establishing a realistic listing price and marketing strategy. This service is free of charge.

Mortgage

alpha field; 1 position

The mortgage service allows the relocation company to provide information on the types and availability of mortgage financing. This service is free of charge.

27. Relocation Services
Cancellation

Leave this field blank when establishing a new authorization. Key in a **Y** to cancel relocation services after the authorization is established.

Total Estimated Expenditures	Fields 28, 29, and 30 are explained below.
28. Househunt	<i>numeric field; max. of 7 positions</i> The total amount of authorized travel expenses for the househunting trip is system generated in this field.
29. Transfer of Station	<i>numeric field; max. of 7 positions</i> If estimated amounts for all Transfer of Station expenditures authorized were keyed in, this amount will be system generated. If estimated amounts were not keyed in for all expenditures, key over the amount shown with the total amount authorized for the Transfer of Station.
30. Total Est Exp Authorized	<i>numeric field; max. of 7 positions</i> The total of Fields 28 and 29 is system generated in this field.
Date	<i>numeric field; max. of 8 positions</i> Key in the date the employee signs the Form AD-202R.

Press **[F8]** to move to Screen TV05017, AD-202/Section D - Itinerary and Estimated Expenditures for Section D - Accounting Classification (**Figure 36**).

TV05017	USDA, OCF0, NFC	06/04/1997	16:38:40
AD-202/SECTION D - ITINERARY & ESTIMATED EXPENDITURES			
SECTION D - ACCOUNTING CLASSIFICATION			
25. PURPOSE CODE	ACCOUNTING CLASSIFICATION	CLAIM PERCENTAGE	
	99992	%	
THESE PERCENTAGES MUST EQUAL 100% > %			
[F21]-Input [F71]-Prev Page [F81]-Next Page [F10]-Screen Menu [Esc]-Exit			

Figure 36. Screen TV05017, AD-202/Section D-Accounting Classification

Screen TV05017 is used to record the accounting classification data. Complete the fields as follows:

Section D - Accounting Classification

25. Purpose Code

numeric field; max. of 2 positions

Key in the purpose of travel code applicable for that line of accounting or press **[?]** to display the Purpose Code pop-up. This pop-up provides a list of all valid purpose codes. To select a code, highlight the code and press **[Enter]**. The code is system generated in the entry field. Valid codes are shown below:

- 6** Relocation
- 7** Entitlement travel
- 12** First post of duty travel
- 13** Rest and recuperation
- 14** Educational

Note: (1) If the purpose code is 1 through 9, agencies are not required to enter the preceding zero. (2) If Type Travel is TS or OT, only purpose codes 6 and 12 may be used.

Example: Record Purpose Code 6 as **6** or **06**

Accounting Classification

alphanumeric field; max. of 35 positions

This field is system generated from the Traveler Profile. Key over the accounting, if necessary. If the traveler is not profiled, key in the accounting or press **[?]** to display the Accounting Classification Table pop-up (**Figure 23**). This pop-up provides a list of all valid accounting codes stored in the Accounting Table. To select a code, highlight the code and press **[Enter]**. The code is system generated in the Accounting Classification field.

Note: (1) In order to use an accounting classification code, it must exist in the Accounting Table. (2) If you key in the accounting, be sure to start the accounting on line 1. Do not skip a line between multiple lines of accounting.

- If a document control number (DCN) (as assigned through NFC's Funds Control System) is used with the accounting code, it must be placed at the end of the accounting code. Key in a dash (-) as the delimiter and the four digit DCN. For example, if the accounting code is 12345678 and the DCN is 0001, key in **12345678-0001**.
- If the accounting is for an agency other than the traveler's employing agency, the accounting must be entered in a special manner. In these instances, key in the paying agency's accounting code with a slash (/). Immediately behind the slash, enter the 2-position agency code that identifies the paying agency. Directly behind the agency code, enter the 4-digit accounting station code of the paying agency. Do not space between the agency code and the accounting

station code. Also follow this procedure if multiple accounting codes are to be charged to another agency.

Example: If an employee works for the Forest Service (Agency Code 11) but is traveling for NFC and NFC will be paying for the trip (Agency Code 90, Accounting Station Code 0010, Accounting Code 99999999), the accounting section should be completed as follows:

99999999/900010

- If multiple agencies other than the employing agency are responsible for the cost of the trip, show each agency on a separate line following the procedures stated in the above paragraph. If the employing agency is paying for part of the trip along with another agency or agencies, enter the employing agency's accounting on one line (without the slash, agency code, and accounting station) and follow the procedure as explained above for all agencies other than the employing agency.

Note: In the case of Forest Service who charges different regions and units within its own agency, the exact same procedure as outlined above (i.e., showing the slash, agency code, and accounting station code) must be followed.

Claim Percentage

numeric field; max. of 3 positions

Key in the percentage of the estimated expenditures for each line of accounting. Percentages must be entered as **whole numbers**. The total of the percentages entered must equal 100%. Do not enter dollar amounts.

Example: (1) Key in 80% as **80** (2) Key in 20% as **20**

After completing screen TV05017, press **[F8]** to move to Screen TV05005, AD-202/Section E - Travel Advance (**Figure 24**). Screen TV05005 is completed according to instructions under [Adding A TDY Authorization/Advance](#).

Viewing, Modifying, Amending, And Cancelling Any Authorization/Advance

Following are instructions to access an existing AD-202 record to view or modify the record.

1. If the PC-to-PC connectivity feature is **used** to transfer documents between PC's, you can modify records that **have not** been transmitted to NFC at any time **prior to approval**. If changes are needed to records not previously transmitted to NFC, you must delete the record and key in a new record. See **Deleting an Authorization/Advance Record**.
2. If PC-to-PC connectivity is **not used**, records can be modified at any time **prior to transmission**.
3. Records that **have been** previously transmitted to NFC must be amended, to make changes.

At the PC-Travel Main Menu screen with the Authorization/Advance option highlighted, press [Enter]. The Existing, Add New pop-up (Figure 17) is displayed. At the pop-up with the Existing option highlighted, press [Enter]. The Selection List For Authorization/Advance screen (Figure 37) is displayed. This screen lists records in order by authorization number.

TV001001USDA, OCF0, NFC06/05/1997 10:06:03

SELECTION LIST FOR AUTHORIZATION/ADVANCE

Authorization/Advance					
LAST NAME	SOCIAL SECURITY	AUTHORIZATION NUMBER	TYPE TRAVEL	EFFECTIVE DATE	APPU CODE
* MULTIPLE *					
JONES	999999991	7CM999999999	DM	07/01/1997	R
DOE	999999999	7CS901111111	DM	07/01/1997	
DOE	999999999	7CS908888888	OT	07/01/1997	
DOE	999999999	7CS909999999	DM	07/01/1997	
DOE	999999999	7CS999999999	DM	07/01/1997	

[↕] = RECORD MARKED FOR DELETION

[↑↓]-Scroll Line [PgDn/PgUp]-Scroll Page [Return]-Select [F5]-Del

Access Level 1
(Data Entry)

Figure 37. Selection List For Authorization/Advance Screen

To locate the applicable record, scroll through the list using one of the following methods:

- Use [↑] or [↓] to move up or down one line at a time. Use [Page Up] or [Page Down] to move up or down one page at a time.

Highlight the applicable record and press [Enter]. The PC-Travel Main Menu is displayed with the AD-202 Adv/Auth Screens pop-up (Figure 38).

TV001001USDA, OCF0, NFC06/05/1997 10:06:03

TRAVEL REMOTE DATA ENTRY SYSTEM

<div>PC-TRAVEL MAIN MENU</div> <div>1. AUTHORIZATION/ADVANCE</div> <div>2. ADVANCE ONLY</div> <div>3. TRAVEL VOUCHER</div> <div>4. TRAVELER PROFILE</div> <div>5. PRINT A DOCUMENT</div> <div>6. PC TO PC CONNECTIVITY</div> <div>[Esc]-Exit</div>	<div>AD-202 ADV/AUTH SCREENS</div> <div>1. IDENTIFICATION/STATUS</div> <div>2. ITINERARY FROM & TO</div> <div>3. ITINERARY EXPENSES</div> <div>4. TRANSPORTATION / ACCTG</div> <div>5. TRAVEL ADVANCE/APPROVAL</div> <div>[Esc]-Exit</div>
--	--

Enter/view traveler Identification and Status Information

Figure 38. AD-202 Adv/Auth Screens Pop-up

This pop-up lists screen options (i.e., Identification/Status, Itinerary From and To, Itinerary Expenses, etc.) to allow quick access to the necessary screens (e.g., to change transportation information, highlight *Transportation/Acctg* and press [Enter]). The expenditure screen for transportation expenses is displayed).

Documents Entered But Not Transmitted

To change a document that **has not** been transmitted to NFC (see notes above), highlight the applicable screen option and press **[Enter]**. The selected AD-202 screen is displayed. Go to the field(s) to be modified and key in the new/changed data according to the instructions under [Adding a TDY Authorization/Advance](#) or [Adding a Relocation Authorization/Advance](#).

To view a document that **has not** been transmitted to NFC (see notes above), highlight the applicable screen option and press **[Enter]**. The selected AD-202 screen is displayed. Press **[F7]** and **[F8]** to move from screen to screen. After the document has been viewed, press **[Esc]** to exit.

Documents Entered And Transmitted

To change a document that **has** been transmitted to NFC (see notes above), the document **must** be amended. To amend a document, highlight the Identification/Status screen option and press **[Enter]**. Screen TV05001 (**Figure 18**) is displayed. Press **[F2]** then go to the Action Code field and key in **A** (amend). Go to the field(s) to be modified and key in the new/changed data according to the instructions under [Adding a TDY Authorization/Advance](#) or [Adding a Relocation Authorization/Advance](#).

Note: If the amendment is to an existing multiple traveler authorization and the amendment includes adding or deleting travelers, access Screen TV05008 (**Figure 19**).

To input data, press **[F2]**. Complete the fields as follows:

AAC

alpha field; 1 position

The Amendment Action Code (AAC) field is used to identify travelers to be added or deleted from a previously transmitted AD-202.

- To add a traveler, press **[F3]**. A blank line is displayed for data entry. Key in the traveler's identification (the social security number and name fields). An **A** is displayed to add the traveler to the original AD-202.
- To delete a traveler, highlight the traveler to delete and press **[F5]**. **D** is displayed in the AAC field to delete the traveler from the original AD-202. To undo the deletion, press **[F5]**.

Number of Travelers

system generated

This field system generates the number of authorized travelers (excluding the travelers marked for deletion). PC-TRVL will recompute the estimated amount of subsistence and the other expenditures based on the number of authorized travelers.

After all data is entered on Screen TV05008, press **[Esc]** to exit. Press **[F8]** to move to the next screen.

- If the amendment involves **canceling relocation services**, access Screen TV05012 (**Figure 33**). To cancel the relocation services, press **[F2]**. Move the

cursor to Field 27, Relocation Services Cancellation. Complete the fields as follows:

Agency	<i>alpha field; 1 position</i> Key in Y if the relocation services are cancelled by the agency.
Employee	<i>alpha field; 1 position</i> Key in Y if the relocation services are cancelled by the employee.
Relo Comp	<i>alpha field; 1 position</i> Key in Y if the relocation services are cancelled by the relocation company.
Fees	<i>numeric field; max. of 7 positions</i> Key in the amount of any fees connected to the cancellation.

- To cancel a document that **has been** transmitted to NFC (see notes above), highlight the Identification/Status screen option and press **[Enter]**. Screen TV05001 (**Figure 18**) is displayed. Go to the Action Code field and key in **C** (cancel). Go to Screen TV05005 (**Figure 24**) and key in the Approving Officer data fields. Key in the remainder of the data according to the instructions under [Adding a TDY Authorization/Advance](#) or [Adding a Relocation Authorization/Advance](#).
- To view a document that **has been** transmitted to NFC (see notes above), highlight the applicable screen option and press **[Enter]**. The selected AD-202 screen is displayed. Press **[F7]** and **[F8]** to move from screen to screen. After the document has been viewed, press **[Esc]** to return to the PC-Travel Main Menu. Select the Abandon option to exit.

Deleting An Authorization/Advance Record

Authorization/advance records may be deleted (1) to clean up the files and (2) if the PC-to-PC connectivity feature is being used, and you want to delete a document that is already approved by code **A** (approved) or **M** (modified and approved)) on the selection list screen but has not been transmitted.

At the PC-Travel Main Menu with the Authorization/Advance option highlighted, press **[Enter]**. The Existing, Add New pop-up is displayed (**Figure 17**). At the Existing, Add New pop-up with the Existing option highlighted, press **[Enter]**. Screen TV01001, Selection List For Authorization/Advance (**Figure 37**) is displayed.

Screen TV01001 lists records in order by authorization number. Highlight the record to be deleted and press **[F5]**. The record is marked for deletion.

Although the record is marked for deletion, it is not erased from the file until the database is packed using the Miscellaneous/Utilities, Purge Deleted Records option on the PC-Travel

Main Menu. Users can automatically delete records that are 45 days or older when using the Purge Deleted Records option. This option is only available for users with Access Levels 2, 3, and 4.

- To exit to the PC-Travel Main Menu, press **[Esc]**.

Selecting The Advance Only Option

Advance Only is the option on the PC-Travel Main Menu used to enter an advance **only** request, Action Code V after the original AD-202 authorization record has been transmitted to NFC. The advance only record is stored separately from the original AD-202 authorization.

To select this option, highlight **Advance Only** and press **[Enter]**. The Existing, Add New pop-up (**Figure 17**) is displayed showing two options as described below:

Existing. Used to view, modify, or delete an existing AD-202 advance only record.

Add New. Used to establish a new AD-202 advance only record.

To select an option on the pop-up, highlight the option and press **[Enter]**.

- If **Add New** is selected, see [Adding An Advance Only Record](#) under **Selecting The Advance Only Option**.
- If **Existing** is selected, see [Viewing Or Modifying An Existing Advance Only Record](#) or [Deleting An Advance Only Record](#) under **Selecting The Advance Only Option**.

For more information see the following topics:

[Adding An Advance Only Record](#)

[Viewing Or Modifying An Existing Advance Only Record](#)

[Deleting An Advance Only Record](#)

Adding An Advance Only Record

At the PC-Travel Main Menu screen with the Advance Only option highlighted, press **[Enter]**. The Existing, Add New pop-up is displayed. At the Existing, Add New pop-up with the Add New option highlighted, press **[Enter]**. Screen TV01001, Selection List for Authorization/Advance (**Figure 37**) is displayed. This screen lists all existing, previously transmitted, authorization records, in order by authorization number.

Highlight the applicable AD-202 authorization record and press **[Enter]**. Then select the Adv/Auth Screen 1. Identification/Status. Screen TV05001 (**Figure 18**) is displayed. Press **[F2]** to input data and key in data in the fields according to the instructions under **Adding A TDY Authorization/Advance** or **Adding A Relocation Authorization/Advance** under **Selecting the Authorization/Advance Option**, making the following changes:

1. Action Code

alpha field; 1 position

Action code V (advance only) is system generated.

4. Social Security No *numeric field; max. of 9 positions*

For a single traveler authorization, the traveler's social security number (SSN) is system generated from the authorization record.

For a multiple travelers authorization, press **[?]** to display a pop-up that lists valid SSN's for the authorization. Highlight the applicable SSN and press **[Enter]**. The traveler's name is system generated in the Name fields. The cursor skips to Field 6.

Viewing Or Modifying An Existing Advance Only Record

For instructions on viewing or modifying an advance only record, see **Viewing, Modifying, Amending, And Cancelling Any Authorization/Advance** under **Selecting The Authorization/Advance Option**.

Deleting An Advance Only Record

For instructions on deleting an advance only record, see **Deleting An Authorization/Advance Record** under **Selecting The Authorization/Advance Option**.

Selecting The Travel Voucher Option

Travel Voucher is the option on the PC-Travel Main Menu used to add, view, modify, and delete Form AD-616, Travel Voucher, data. **The authorization record must be transmitted prior to the transmission of the associated travel voucher record.**

PC-TR VL offers a back of the voucher process that calculates the trip expenditures for you. This process is **optional**. However, if you do not generate the back page using PC-TRVL's back page process, you must prepare and maintain the back of a paper Form AD-616. Instructions are provided for adding a new travel voucher record with or without using the optional back page process.

To select this option, highlight **Travel Voucher** and press **[Enter]**. The Existing, Add New pop-up (**Figure 17**) is displayed showing two options described below:

Existing. Used to view, modify, or delete an existing AD-616 record.

Add New. Used to establish a new AD-616 record.

To select an option, highlight it and press **[Enter]**.

- If Add New is selected, see [Adding A New Travel Voucher Record Without Using The Back Of The Voucher Process](#) or [Adding A New Travel Voucher Record Using The Back Of The Voucher Process](#) for instructions.
- If **Existing** is selected, see [Viewing Or Modifying An Existing Travel Voucher Record](#) or [Deleting A Travel Voucher Record](#) for instructions.

Adding A New Travel Voucher Record Without Using The Back Of The Voucher Process

At the PC-Travel Main Menu screen, with the Travel Voucher option highlighted, press **[Enter]**. The Existing, Add New pop-up (**Figure 17**) is displayed. At the Existing, Add New pop-up, with the AddNew option highlighted, press **[Enter]**. Screen TV01001, Selection List for Authorization/Advance (**Figure 37**) is displayed. This screen displays all existing AD-202 records for which an AD-616 record can be added. The list is in order by authorization number.

Highlight the applicable AD-202 record and press **[Enter]**. Screen TV05101, AD-616/Section A - Identification, Temporary Duty Travel (**Figure 39**) is displayed.

Note: Some fields on Screen TV05101 are system generated from the AD-202 record.

TV05101		USDA, OCF0, NFC		06/05/1997 10:22:22	
AD-616/SECTION A - IDENTIFICATION					
TEMPORARY DUTY TRAVEL					
1. AUTHORIZATION NO:		7CS9099999999		2. SOCIAL SECURITY NO: 999-99-9999	
3. NAME » LAST:		DOE		FIRST: JANE MI: J	
4. AGENCY CODE: 90		5. AGENCY OON: AG90701111		6. TRAVELER OON:	
7. TRAVEL DATES »		FROM: 07/01/1997		THRU: 07/31/1997	
8. TYPE CLAIM:		DM (DM/GR/OC/FG)		9. RECLAIM AMOUNT:	
10. LEAVE TAKEN:		N (Y/N)		11. TRAINING DOC NO:	
12. OFFICIAL DUTY STATION »		NEW ORLEANS		ST LA	
13. RESIDENT »		NEW ORLEANS		LA 14. POST APPROVAL: N (Y/N)	
15. TOTAL NIGHTS LODGING:		16. NO. NIGHTS IN APPROVED ACCOMMODATIONS:			
SECTION B - ADDRESS OPTIONS					
17 THRU 21 [Y/N] »		17. SALARY CHECK: Y		18. T&A CONTACT POINT: N	
		20. FOREIGN: N		21. TRAVEL EFT ACCT: N	
ADDRESS:		STATE:		ZIP CODE: -	
ADDRESS:					
CITY:					
[Esc]-Exit [F9]-Back of the Voucher			[F11]-HELP		

Figure 39. Screen TV05101, AD-616/Section A - Identification, Temporary Duty Travel

Screen TV05101 is completed as follows:

1. **Authorization No** *alphanumeric field; max. of 13 positions*
This field is system generated.
2. **Social Security No** *numeric field; max. of 9 positions*
If the authorization is for a single traveler, the social security number (SSN) of the traveler is system generated.

If the authorization is for multiple travelers, key in the SSN of the traveler for whom the voucher is being filed or press **[?]** to display a pop-up that lists valid SSN's for the authorization. Highlight the applicable SSN and press **[Enter]**.

If the SSN matches a record stored in Traveler Profile, the prompt *Pull Official Duty Station Info From Traveler's Profile?* is displayed.
 - Key in **N** if you do not want the data from the Traveler Profile. Key in the applicable data fields for the SSN.
 - Key in **Y** if you want the data from the Traveler Profile. The fields associated with the Traveler Profile are system generated.
3. **Name**
The Name fields (last, first, and middle initial) are system generated from the data in the corresponding authorization.
4. **Agency Code** *alphanumeric field; max. of 2 positions*
This field is system generated from data in the corresponding AD-202 record.

Note: In those situations where employees travel for an agency that is different from their employing agency, Section E- Accounting Classification, will be

completed in a special manner to identify the agency and accounting station, as well as the accounting classification code that is to be charged for the payment. (See completion instructions for Fields 45 and 46.)

5. Agency OON

alphanumeric field; max. of 10 positions

This field is system generated from data in the corresponding AD-202 record.

6. Traveler OON

alphanumeric field; max. of 10 positions

This field is system generated from data in the corresponding AD-202 record.

7. Travel Dates

This field is system generated from data in the corresponding AD-202 record. Overtyping the dates, if needed.

From

numeric field; max. of 8 positions

Key in the beginning date of travel.

Thru

numeric field; max. of 8 positions

Key in the ending date of travel.

Note: The date field is Year 2000 compliant, therefore when entering dates for the 21st century (e.g., Year 2000), key in the full 4-digits of the year. To enter 20th century dates (e.g., 1999): (1) key in the last 2 digits of the year and the system will generate the first 2 digits, or (2) key in the full 4-digits of the year.

Example: Key in **060297** or **06021997** to record June 2, 1997. Key in **01312000** to record January 31, 2000.

8. Type Claim

alpha field; max. of 2 positions

This field is system generated from data in the corresponding AD-202 record.

9. Reclaim Amount

The system skips this field. **All** reclaim vouchers **must** be mailed to NFC for processing.

10. Leave Taken

alpha field; 1 position

An **N** is system generated in this field. Key in **Y** when leave is taken during the period of travel.

11. Training Doc No

alphanumeric field; max. of 10 positions

This field is system generated from the AD-202 record if the purpose of the travel is for training (Purpose Code 3). If the travel is not for training, leave this field blank.

12. Official Duty Station

This field is system generated from data in the corresponding AD-202 record. System generated data can be overtyped if needed. If the data is not system generated, key it in as described below.

City *alphanumeric field; max. of 20 positions*
Key in the city where the employee is now stationed.

St *alphanumeric field; max. of 2 positions*
Key in the state where the employee is now stationed.

13. Resident *system generated*
This field is system generated from data in the corresponding AD-202 record. System generated data can be overtyped if needed. If the data is not system generated, key in the data as described below.

City *alphanumeric field; max. of 20 positions*
Key in the city of the traveler's residence.

St *alphanumeric field; max. of 2 positions*
Key in the state of the traveler's residence.

14. Post Approval *alpha field; 1 position*
Key in a **Y** in this field to approve expenditure(s), a change in itinerary, or a change in travel dates on the travel voucher (AD-616) which were not authorized on the original travel authorization (AD-202). Post approval can only be used for Type DM, domestic travel.

Note: If expenditures are post approved, then the approving official should be the individual who approved the authorization. If the approving official who signed the authorization is not available, then an individual at the same level in the organization may approve the voucher.

15. Total Nights Lodging *numeric field; max. of 3 position*
For type DM travel only, key in the total number of nights lodging, if the traveler incurred subsistence, including those where expenses were not incurred.

Example: An employee travels for 6 days and 5 nights, but spends 2 nights at the home of a relative. Total nights lodging would be entered as **5**.

16. No. Nights in Approved Accommodations *numeric field; max. of 3 positions*
For type DM travel only, key in the total number of nights spent in public accommodations that comply with standards set forth in the Hotel and Motel Fire Safety Act of 1990.

Example: Using the example given for Field 15, if the same employee spends 3 of the 5 nights at a hotel which was in compliance with the Fire Safety Act Standards, **3** would be entered in this field.

Section B - Address Options

Fields 17. Thru 21. [Y/N] Fields 17 through 21 are used to indicate the appropriate mailing address for the travel reimbursement. Only **one** of the voucher address options can be selected. An **N** is system generated in each of the fields. Key in a **Y** at the appropriate address option.

17. Salary Check

alpha fields; 1 position

Key in a **Y** if the voucher payment will be sent to the address or electronic funds transfer (EFT) routing number where the employee normally receives his or her salary payment.

This option is only available to those employees who are payrolled by NFC and have received one or more salary payments from NFC.

18. T & A Contact Point

alpha fields; 1 position

Key in a **Y** if the voucher payment will be sent to the T & A contact point address.

This option is only available to those employees who are payrolled by NFC and have received one or more salary payments from NFC.

19. Special

alpha fields; 1 position

Key in a **Y** if the voucher payment will be sent to an address other than the traveler's salary address, foreign address, travel EFT account, or T & A contact point location. Key in the special address on the lines provided, as described below. Do **not** key in the traveler's name on the address lines; the name will be generated by the system.

Note: Caution should be used to ensure that the address is complete and accurate for proper delivery of the check.

Address

alphanumeric field; max. of 35 positions

Key in the street address and/or box number to be used for mailing the reimbursement.

Address

alphanumeric field; max. of 35 positions

If additional space is needed for the street address and/or box number, use this field.

City

alphanumeric field; max. of 20 positions

Key in the name of the city to which the voucher payment will be mailed.

State

alphanumeric field; max. of 2 positions

Key in the abbreviation for the state to which the voucher payment will be mailed.

ZIP Code

numeric field; max. of 9 positions

Key in the ZIP Code of the location to which the voucher payment will be sent. Do not key in punctuation or spaces.

Example: Key in ZIP Code 70160-0001 as **701600001**

20. Foreign

alpha fields; 1 position

Key in a **Y** if the travel reimbursement will be sent to a special address in a foreign country. Key in the foreign street address on the first Address field. Key in the foreign city name in the second Address field. Key in the foreign country name and ZIP Code (if any) in the City field. Leave the State and ZIP Code blocks blank.

Caution should be used to ensure that the address is complete for proper delivery of the check.

21. Travel EFT Acct

alpha fields; 1 position

Key in a **Y** if the voucher payment will be routed to an EFT account other than the salary account. Key in the code used to identify the EFT account in the first Address field. This code consists of a 9-position routing number for the financial institution; a 1-position alpha character for the account type (**C** for checking and **S** for savings); and the traveler's account number (not to exceed 25-positions). Leave the second Address field and the City, State, and ZIP Code fields blank. Do not show spaces or special characters in the EFT account code. This option can be used by **all** travelers.

Example: 123456789C12345...

Note: The Travel EFT Account Code will not be stored in the Travel System for future use. Each time a traveler wishes to use the Travel EFT Account address option, a **Y** must be keyed in the Travel EFT field and the full EFT account code must be shown in the first address line.

After selecting the correct address option, and completing the corresponding field, press **[F8]** to advance to Screen TV05102, AD-616/Section C - Transportation Costs, Temporary Duty Travel (**Figure 40**).

TV05102		USDA, OCF0, NFC		06/05/1997 10:23:54	
AD-616/SECTION C - TRANSPORTATION COSTS					
TEMPORARY DUTY TRAVEL					
22. METHOD OF PAYMENT	23. VENDOR/ CARRIER	24. IDENTIFICATION NUMBER	25. CAR RENTALS MILES DAYS	26. AMOUNT	
TOTALS:					
27. EXCESS FARE: N (Y/N) NON CONTRACT: (0,1,2,3 OR SPACE)					
[F2]-Input [F7]-Prev Page [F8]-Next Page [F10]-Screen Menu [Esc]-Exit					

Figure 40. Screen TV05102, AD-616/Section C - Transportation Costs, Temporary Duty Travel

Screen TV05102 is used to enter transportation costs and summary of subsistence information. It duplicates Section C of the forms AD-616. Complete the fields as follows:

22. Method of Payment

alphanumericfield; max. of 2 positions
Key in the code for the method of payment the traveler has used to purchase the transportation tickets and/or rental vehicle; or press **[?]** to display the Method Of Payment pop-up. This pop-up provides a list of all valid method of payment codes. To select a code, highlight the code and press **[Enter]**. The code is system generated in the field. Valid codes are shown below:

CC Government Contractor issued credit card
CH Cash
TR Government Transportation Request
GV Government Transportation System (GVTS)
23. Vendor/Carrier

alphanumericfield; max. of 2 positions
Key in the code for the name of the vendor who provided the transportation or rental vehicle to the traveler. The airline carrier code is the initials shown on the airline ticket. The rental vehicle vendor code is the first two letters of the vendor's name.

24. Identification Number

alphanumeric field; max. of 13 positions

Key in the appropriate identification number for the rental vehicle and/or transportation ticket(s). For car rental, key in the statement from the car rental agreement. For transportation tickets purchased by GTR, key in the GTR number. For tickets purchased by GVTS, government contractor-issued charge card, or cash, key in the ticket number.

Note: Do not show the GVTS account number or credit card number on the voucher.

25. Car Rentals

Complete the following fields if a rental vehicle was used during official travel

Miles

numeric field; max. of 5 positions

For each incidence of car rental, key in, using whole numbers only, the total number of miles driven in the rental car.

Days

numeric field; max. of 3 positions

For each incidence of car rental, key in, using whole numbers only, the number of days the rental vehicle was used by the traveler.

Totals

numeric field; max. of 7 positions

The total number of miles and the total number of days a rental vehicle was used by the traveler is system generated in this field.

Note: (1) The gasoline expense should be part of Car Rental and should not be included in Miscellaneous Expenses. (2) Additional auto insurance cannot be claimed in accordance with the FTR. (3) Attach a copy of each car rental agreement to the paper copy of the AD-616.

26. Amount

numeric field; max. of 7 positions

For each incidence of common carrier transportation and car rental, key in the amount paid, regardless of the payment method used.

Totals

numeric field; max. of 7 positions

The total amount paid for transportation tickets and/or rental vehicle(s) is system generated in this field.

27. Excess Fare

alpha field; 1 position

An **N** is system generated in this field. Key in a **Y** if excess fare is applicable.

Non Contract

numeric field; 1 position

Key in the applicable code from the list below to indicate if use of a non-contract airline was used.

- 1 Space not available on contract airline
- 2 Schedule of flights on contract airline inconsistent with Government policy

- 3 Cost comparison substantiates use of non-contract airline
- 4 Rail service available, cost effective, and consistent with the mission

Note: (1) If use of a non-contract airline is not approved on the authorization, it can be post-approved on the voucher. (2) Do not key in a code if the traveler is using a non-contract carrier because a contract carrier does not exist.

After the last entry is made on the screen, press **[F8]** to advance to Screen TV05103, AD-616/Section D - Claims, Temporary Duty Travel (**Figure 41**).

TV05103

USDA, OCF0, NFC
AD-616/SECTION D - CLAIMS
TEMPORARY DUTY TRAVEL

06/05/1997 10:27:01

SECTION D-CLAIMS:

28. SUMMARY OF SUBSISTENCE »

COUNTRY CODE	CITY CODE	CITY OR COUNTY WASHINGTON	STATE DC	NO DAYS	AMOUNT
--------------	-----------	------------------------------	-------------	---------	--------

29. PER DIEM »

30. ACTUAL SUBSISTENCE »

NO. DAYS:

NO. DAYS:

[F2]-Input [F7]-Prev Page [F8]-Next Page [F10]-Screen Menu [Esc]-Exit

Figure 41. Screen TV05103, AD-616/Section D - Claims, Temporary Duty Travel

Screen **TV05103** is used to claim subsistence expenses for temporary duty (TDY) travel. Complete the fields as follows:

20. Summary of Subsistence

This section is used to summarize all subsistence (i.e., per diem and actual subsistence) claimed on the back of the voucher. The TDY locations, the number of days spent in each location, and the amount claimed for each location will be shown here. This information will be systematically compared to authorization data stored in the Travel System and locality per diem rate tables maintained in the Table Management System (TMGT).

Country Code

numeric field; max. of 3 positions

If the type of travel is FG, the numeric, NFC-assigned country code (from the Appendix to the Travel System procedure) is system generated from the authorization record. Key over the data if needed.

City Code

numeric field; max. of 4 positions

If the type of travel is FG, the 4-position numeric, NFC-assigned city code (from the Appendix to the Travel System procedure) is system generated from the authorization record. Key over the data if needed.

City or County*alphanumeric field; max. of 20 positions*

Complete this field as follows:

For Type Travel FG, the city name of the TDY location is system generated from the authorization record. Key over the data if needed.

Example: Record the destination city of Algiers as **Algiers**

For other types of travel to locations within CONUS and nonforeign areas outside CONUS (e.g., Alaska, Hawaii, Puerto Rico) the City or County is system generated, if the itinerary was keyed in on the authorization. If the itinerary was not keyed in on the authorization, key in the **city or county** name of the TDY location, following the **supplemental** guidelines provided below:

Travel Within CONUS

- If a locality is a **key** city as identified in Appendix A of Section 301 in the FTR, key in the city name. The city name must be shown **exactly** as listed in **Appendix A, including punctuation**. Abbreviations cannot be used.

Example: (1) The city of St. Louis (Missouri) must be shown as **St. Louis**. Notice that the period was entered behind **St** because it is shown that way in Appendix A of the FTR. (2) Loveland, Colorado, is a key city and is listed in the County And/Or Other Defined Location column of Appendix A of the FTR as City Limits of Loveland (see Larimer County). Therefore, agencies must show **Loveland** as the location name.

- If a locality is **not** a key city but is located within an area identified in the County And/Or Other Defined Location column of Appendix A of the FTR, key in the appropriate location name shown in the column. **Do not** key in the city name. The location name must be spelled **exactly** as listed in **Appendix A, including punctuation**. Abbreviations may not be used.

Note: Agencies should show the actual locality name on the Remarks screen.

Example: (1) Mandeville, Louisiana, is not a key city but is located in St. Tammany Parish (county), which is listed in Appendix A of the FTR. Therefore, agencies must show **St. Tammany** instead of the city name of Mandeville. Notice that the period was entered behind **St** because it is shown that way in Appendix A of the FTR. (2) Davis-Monthan Air Force Base, Arizona, is not a key city but is listed in Appendix A of the FTR as Pima County; Davis-Monthan AFB. Therefore, agencies must show **Davis-Monthan AFB** as the location name. (3) Jackpot, Nevada is not a key city, but is located in Elko County which is listed in Appendix A of the FTR as All points in Elko County excluding Wendover. Therefore, agencies must show **Elko** instead of the city name of Jackpot.

- If a locality is **not** a key city and is **not** located within a county specifically listed in Appendix A of the FTR, key in the city name. In this case, the traveler is entitled to the standard CONUS rate.

Travel To Nonforeign Areas Outside of CONUS.

- If the locality is specifically identified in the Department of State's (DOS) monthly publication, Maximum Per Diem Allowances for Foreign Areas, Section 925 (A Supplement to the Standardized Regulations), key in the city name. The city name must be shown exactly as listed in DOS' publication, **including punctuation**.

Example: The city of Ft. Wainwright (Alaska) must be shown as **Ft. Wainwright**. Notice that the period was keyed in behind **Ft** because it is shown that way in DOS' publication.

- If the locality is **not** specifically identified in DOS' publication, the traveler will be entitled to the per diem rate shown as **Other**. Therefore, agencies must show **Other** as the city name in the City field in lieu of the actual city name. After recording **Other** in the City field, show the actual city name on the back of the voucher.

Example: The city of Palmer (Alaska) is not specifically identified in DOS' publication. Record the word **Other** in the City field and show **Palmer** on the back of the voucher.

State

alphanumeric field; max. of 2 positions

If the State was keyed in on the authorization, this field is system generated. If the State was not keyed in, complete this block as follows:

- For travel to locations within CONUS and nonforeign areas outside CONUS (e.g., Alaska, Hawaii, Puerto Rico), key in the 2-position state abbreviation code. A list of state abbreviation codes for nonforeign areas is provided at the beginning of the Appendix to the Travel System procedure.
- For Type FG travel, key in the 2-position alpha country code (from the Appendix to the Travel System procedure).

No Days

numeric field; max. of 5 positions

Key in the number of subsistence days claimed for each locality. Record fractional days using **.25**, **.50**, and **.75**. Record whole days using **00** behind the whole number.

Example: Key in 1/4 day as **.25**; 1 whole day as **1.00**; and 2 1/2 as **2.50**

Amount

numeric field; max. of 7 positions

Key in the total dollar amount of subsistence claimed for each TDY location.

Example: Key in \$491.50 as **491.50**

Note: Blocks 29 through 37 are completed by transferring data from the Totals column of Section G, Schedule of Expenses and Amounts Claimed (the back of the AD-616 or the AD-617 continuation sheet).

29. Per Diem - No. Days

numeric field; max. of 5 positions

Key in the total number of per diem days in quarter day increments.

Amount*numeric field; max. of 7 positions*

Key in the total per diem amount claimed.

Example: Key in 1/4 day as **.25**; 1 whole day as **1.00**; and 2 1/2 as **2.50****30. Actual Subsistence -
No. Days***numeric field; max. of 5 positions*

Key in the total number of actual subsistence days in quarter day increments.

Amount*numeric field; max. of 7 positions*

Key in the total amount of actual subsistence claimed.

Example: Key in 1/4 day as **.25**; 1 whole day as **1.00**; and 2 1/2 as **2.50**

After the last entry is made on the screen, press **[F8]** to move to Screen TV05104,
AD-616/Section D - Claims, Temporary Duty Travel (**Figure 42**).

Screen TV05104 is a continuation of Section D on Screen TV05103. Complete the fields as follows:

TV05104		USDA, OCF0, NFC		06/05/1997 10:31:05	
		AD-616/SECTION D - CLAIMS			
		TEMPORARY DUTY TRAVEL			
				AMOUNTS	
31. MILEAGE »	RATE:	MILES:	RATE:	MILES:	
	RATE:	MILES:	RATE:	MILES:	
32. PARKING, TOLLS, ETC	:				
33. PLANE, BUS, TRAIN	:				65.00
34. UNACCOMPANIED BAGGAGE	:				
35. LOCAL TRANSPORTATION	:				
36. MISCELLANEOUS EXPENSES	:				
37. CAR RENTAL	:				
38.					
39. TRAVEL ADVANCE OUTSTANDING:			TOTAL CLAIM		565.00
APPLIED TO OUTSTANDING »					
40. ADVANCE:					
41. BILL FOR COLLECTION NO:					
42. ADDITIONAL ADV REPAYED:					
43. REMAINING ADV BALANCE:					
44.			NET TO TRAVELER		565.00

[F2]-Input [F7]-Prev Page [F8]-Next Page [F10]-Screen Menu [Esc]-Exit

Figure 42. Screen TV05104, AD-616/Section D - Claims, Temporary Duty Travel

31. Mileage**Rate***numeric field; max. of 4 positions*

Key in the applicable mileage rate for the POV in accordance with the FTR. A maximum of four rates may be keyed in.

Example: Key in 31 cents as **.310**

Miles	<i>numeric field; max. of 4 positions</i> Key in the total number of miles driven at each rate.
Amount	<i>numeric field; max. of 7 positions</i> The total mileage amount is system generated in this field.
<hr/>	
32. Parking, Tolls, Etc. - Amount	<i>numeric field; max. of 7 positions</i> Key in the total amount claimed for parking, tolls, etc.
33. Plane, Bus, Train - Amount	<i>numeric field; max of 7 positions</i> This field is system generated if the method of payment was CC or CH. Do not claim reimbursement of transportation tickets purchased through GVTS or GTR.
34. Unaccompanied Baggage - Amount	<i>numeric field; max. of 7 positions</i> Key in the total amount of unaccompanied baggage charges claimed.
35. Local Transportation - Amount	<i>numeric field; max. of 7 positions</i> Key in the amount of local transportation expenses claimed.
36. Miscellaneous Expenses - Amount	<i>numeric field; max. of 7 positions</i> Key in the amount of miscellaneous expenses claimed.
37. Car Rental - Amount	<i>numeric field; max. of 7 positions</i> This field is system generated.
38. Total Claim - Amount	<i>numeric field; max. of 8 positions</i> This field is system generated. It is the sum of the amounts in Fields 29 through 37.
<hr/>	
39. Travel Advance Outstanding	<i>numeric field; max. of 7 positions</i> Key in the traveler's advance amount outstanding at the time of voucher preparation.
Applied to Outstanding	Fields 40 and 41 under Applied to Outstanding are used to record that portion of the reimbursement which the traveler will apply to his or her outstanding advance balance and/or outstanding bill for collection balance.

-
- 40. Advance - Amount** *numeric field; max. of 7 positions*
Key in the amount of the travel reimbursement that is to be applied to the traveler's outstanding advance balance.
-
- 41. Bill for Collection No** *alphanumeric field; max. of 10 positions*
Key in the Administrative Billings and Collections (ABCO) bill number to which a portion of the travel reimbursement will be applied.
- Amounts** *numeric field; max. of 7 positions*
Key in the amount of the reimbursement that will be applied to the bill for collection.
-
- 42. Additional Adv Repaid - Amount** *numeric field; max. of 7 positions*
PC-TR VL users who transmit documents to NFC for processing, should leave this block blank.
- 43. Remaining Adv Balance - Amount** *numeric field; max. of 7 positions*
This field is system generated.
- 44. Net to Traveler - Amount** *required; numeric field; max. of 7 positions*
This field is system generated.
-

After the last entry is made on the screen, press **[F8]** to move to Screen TV05105, AD-616/Section E - Accounting Classification - TDY (**Figure 43**).

TV05105		USDA, OCF0, NFC		06/05/1997 10:35:13	
AD-616/SECTION E - ACCOUNTING CLASSIFICATION - TDY					
ACCOUNTING »	45. AUTHORIZATION: Y (Y/N)	46. DISTRIBUTED: N (Y/N)			
PURPOSE CODE	ACCOUNTING CLASSIFICATION	CLAIM PERCENTAGE			
01	99992	%			
THESE PERCENTAGES MUST EQUAL 100%					
SECTION F - CERTIFICATIONS					
48. CLAIMANT DATE: / /	49. FINAL VOUCHER: N (Y/N)				
APPROVING OFFICER »					
51. SSN: - -	52. DATE APPROVED: / /				
53. PHONE » AREA CODE & NO: () -					
54. NAME » LAST: FIRST: MI:					
TITLE: AGENCY CODE:					
55. CONTACT PERSON » NAME » LAST: TRAVELER	FIRST: TOM		MI: E		
PHONE » AREA CODE & NO: (999) 999 - 9999					
APPROVAL CODE IS: ***BLANK***					
[F2]-Input [F7]-Prev Page [F8]-Next Page [F10]-Screen Menu [Esc]-Exit					

Figure 43. Screen TV05105, AD-616, Section E - Accounting Classification - TDY

Screen TV05105 (Figure 43) is used to record the **Accounting** classification data and certifications. To input data, press **[F2]** and complete the fields as follows:

45. Authorization

alpha field; 1 position

A **Y** is system generated in this field to indicate that the total amount of the voucher claim will be distributed to the accounting and purpose codes from the corresponding AD-202. If this is true, do not complete any other information in Section E; proceed to Section F, Certifications, Field 48. If, however, the claim will be distributed to an accounting and purpose code **different from the AD-202**, key in an **N** in this field and follow instructions for Field 46, Distributed.

46. Distributed

alpha field; 1 position

The entry opposite the Field 45 entry is system generated in this field. A **Y** must be in this field to distribute the claim amount to an accounting and purpose code which is different from that on the corresponding AD-202. Complete the fields below, as described, only if a **Y** is shown in Field 46.

Purpose Code

numeric field; max. of 2 positions

Key in a purpose of travel code for each line of accounting that will be charged. Or press **[?]** to display the purpose Code pop-up and select the appropriate code from the list.

Accounting Classification

alphanumeric field; max. of 35 positions

Key in the appropriate agency assigned management or accounting classification code(s) to be charged for the travel. Up to 7 management or accounting codes can be used.

Claim Percentage

numeric field; max. of 3 positions

Key in the percentage of expenditures to be charged to each line of accounting. These percentages must equal 100%. Do not key in dollar amounts.

Enter Review Code pop-up

After all accounting data has been keyed in, the Enter Review Code pop-up (Figure 26) is displayed. Document entry is complete except for the approving officer and contact person information in Fields 48-55.

If you are **using** the PC-to-PC connectivity process, your part of the entry process is complete and the document is ready to be electronically routed for review/approval. If you **are not** using the PC-to-PC connectivity process, the document is now ready for review/signature approval. After signature approval, return to the document to key in the claimant and approving officer information (Fields 48-54). In either case, to mark the record ready for review/approval, key in **R** in the Enter Review Code field on the pop-up. Press **[Enter]**. The record is ready for review/approval. The cursor moves to Field 48, Claimant Date.

If you are **using** the PC-to-PC connectivity process, your part of the entry process is complete and the document is ready to be electronically routed for review/approval. If you **are not** using the PC-to-PC connectivity process, the document is now ready for review/signature approval. After signature approval, return to the document to key in the claimant and approving officer information (Fields 48-54). In either case, to mark the record ready for review/approval, key in **R** in the Enter Review Code field on the pop-up. Press **[Enter]**. The record is ready for review/approval. The cursor moves to Field 48, Claimant Date.

To electronically route the document through the PC-to-PC connectivity process, press **[Esc]** to return to the PC-Travel Main Menu. See instructions under [Access Level 1 \(Data Entry\), PC-to-PC Connectivity](#). To print the document for signature by the claimant and signature by the approving officer, return to the PC-Travel Main Menu. See instructions under [Access Level 1 \(Data Entry\), Print A Document](#).

If you **are not** using the PC-to-PC connectivity process, after the signatures have been obtained, you are ready to key in the claimant's signature date and approving officer information. To input this data, access Screen TV05105. After accessing Screen TV05105, press **[F2]** and continue to press **[Enter]** until the Enter Review Code pop-up is displayed. To resume entry, delete the *R* shown in the Enter Review Code field. Press the **[Spacebar]** to delete the *R*. The cursor moves to Field 48. You are now ready to continue entry as follows:

Signature (claimant)

This field does not appear on the PC-TRVL screen.

48. Claimant Date

numeric field; max. of 8 positions

Key in the date the travel voucher is signed.

49. Final Voucher

numeric field; 1 position

An *N* is system generated in this field. Key in a **Y** in this field if this is the final voucher being filed against the corresponding AD-202 authorization. If **Y** is keyed in, the authorization will expire/deobligate in the Travel System after the voucher is processed.

Note: Use of the Final Voucher Indicator can only be used for Types B, N and C authorizations issued for one traveler.

Signature (approving officer)

This field does not appear on the PC-TRVL screen.

If the individual who will sign the voucher is serving as an acting approving officer, the agency must show the acting individual's social security number name, and title in Fields 51 and 54.

51. SSN

required, numeric field; max. of 9 positions

Enter the social security number of the approving official who signs the voucher.

- 52. Date Approved** *required, numeric field; max. of 8 positions*
Key in the date the travel voucher is signed by the approving officer.
- 53. Phone Area Code & No** *numeric field; max. of 10 positions*
Key in the area code and telephone number of the approving officer.
- 54. Name** This field is used to record the name, title, and agency code of the approving officer. These fields are system generated from the social security number keyed in Field 51.
- 55. Contact Person** This field is used to identify the last name, first name, middle initial, and phone number of the contact person. It is system generated from the AD-202 if it was keyed in. You may overtype the information, if necessary.

Data entry for the AD-616 is complete. Press **[Esc]** to exit to the PC-Travel Main Menu. See **Function Keys** under **Operating Features** for more information about exiting a document record.

Adding A New Travel Voucher Record Using The Back Of The Voucher Process

At the PC-Travel Main Menu screen, with the Travel Voucher option highlighted, press **[Enter]**. The Existing, Add New pop-up (**Figure 17**) is displayed.

At the Existing, Add New pop-up, with the Add New option highlighted, press **[Enter]**. Screen TV01001, Selection List for Authorization/Advance (**Figure 37**) is displayed. This screen displays all existing AD-202 records for which an AD-616 record can be added. The list is in order by authorization number.

Highlight the applicable AD-202 record and press **[Enter]**. Screen TV05101, AD-616/Section A - Identification, Temporary Duty Travel, (**Figure 39**) is displayed.

Note: Some fields on Screen TV05101 are system generated from the AD-202 record.

Key in data according to the instructions under **Adding A New Travel Voucher Record Without Using The Back Of The Voucher Process**, making the following changes:

After the last entry is made on Screen TV05101, press **[F8]** to move to Screen TV05012, AD-616/Section C - Transportation Costs. Then press **[F9]**. The message *Voucher Must Be Saved Before Proceeding to Back Page - Press any Key to Continue* is displayed. Press any key. Two options (Save and Quit) are displayed. With the Save option highlighted, press **[Enter]**. Press any key, when prompted, then press **[F9]** to go to Screen TV05200, AD616 Back of the Voucher (**Figure 44**).

[ESC] = EXIT TV05200 AD616 BACK OF THE VOUCHER 06/05/1997 10:53:14				
7CS9999999999 999-99-9999 JANE J. DOE				
SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED				
	1	2	3	4
Itinerary From				
Date [MM/DD/YY]	///			
City				
State				
Time [HH:MM A/P]				
To TDY Location				
Date [MM/DD/YY]				
City				
County				
State				
Time [HH:MM A/P]				
Per Diem				
NO. of Days				
Lodging				
M&IE				
Less Meals Gov				
PER DIEM AMOUNT:				

[F1] = HELP [F2] = KEY-HELP [F9] = CALC [↑] [↓] [CTRL →] [CTRL ←] = ENTER
Date travel will begin. [MM/DD/YY]

Figure 44. Screen TV05200, AD-616, Back of the Voucher

Instructions for keying in back of the voucher data are provided below. You can scroll up or down during data entry to view 25 lines of data at a time.

Note: (1) If expenditures are post approved, it is important that a *Y* be entered in Field 14, Post Approval, prior to accessing the back of the voucher process so that the appropriate edits can be invoked. (2) Screen TV05200 is accessible from all voucher screens after it has been initially accessed by the user. To access Screen TV05200, from any screen, press **[F9]**.

Before beginning the entry process, it is important that you become familiar with the keyboard functions and pop-up screen display commands for the back of the voucher process. These functions and features are somewhat different from those used on the other AD-616 screens. For a complete list of functions and features, see [Function Keys For The AD-616 Back Of The Voucher](#) under **Operating Features**.

Some additional information to help you become familiar with the back of the voucher process is explained below:

Help. A help feature is available throughout the back of the voucher. Press **[F1]** from any field to display a pop-up containing field help. A sample of a Help pop-up for Cost Sub Code Location is displayed as shown in (Figure 45). To exit a help pop-up, press **[Esc]**.

[ESC] = EXIT TV05200 AD616 BACK OF THE VOUCHER 06/05/1997 10:58:25

7CS9999999999 999-99-9999 JANE J. DOE

SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED

HELP

LOCAL TRANSPORTATION NUMBER OF TRIPS:

Enter the total number of trips made by taxi, limo, local bus, and subway.

MILEAGE AMOUNT:	0.00			
Parking & Tolls, etc	0.00			
Plane, Bus, Train	0.00			
Unaccomp. Baggage	0.00			
Local Trans.				
No. Trips	0			
Daily Expenses	0.00			

[F1] = HELP [F2] = KEY-HELP [F9] = CALC [↑] [↓] [CTRL →] [CTRL ←] = ENTER

<ESC> Abandon <CTRL W> Save <Alt M> Move <Alt S> Size <Alt T> Tiny

Figure 45. Sample of a Help Pop-up (for Local Transportation Number of Trips)

Key-Help. The Key-Help feature provides special function key information. Press [F2] at any time to access the Help: Special Directional And Pop-Up Screen Display Commands pop-up (Figure 46).

[ESC] = EXIT TV05200 AD616 BACK OF THE VOUCHER 06/05/1997 11:00:29

7CS9999999999 999-99-9999 JANE J. DOE

HELP

SPECIAL DIRECTIONAL AND POP-UP SCREEN DISPLAY COMMANDS

BEFORE THE DATA PROCESS OF THE BACK OF THE VOUCHER IS STARTED, IT IS IMPORTANT THAT THE USER BECOME FAMILIAR WITH THE FOLLOWING SPECIAL DIRECTIONAL AND POP-UP SCREEN DISPLAY COMMANDS THAT ARE APPLICABLE TO THIS FEATURE OF THE SOFTWARE:

[Ctrl]+[C] - Press these keys simultaneously to display the pop-up calculator.

[Ctrl]+[P] - Press these keys simultaneously to paste or insert the computed amount from the calculator to the numeric field of the screen.

[Alt]+[I] - Press these keys simultaneously to insert a blank column to the left of the column you are working in. This

[F1]

<ESC> Abandon <CTRL W> Save <Alt M> Move <Alt S> Size <Alt T> Tiny

Figure 46. Help: Special Directional and Pop-up Screen Display Commnads Pop-Up

Maximum number of TDY locations. Since the front of the voucher can accommodate up to seven locations, only key in up to seven locations on the back.

Maximum number of columns. The back of the voucher accommodates up to 35 columns.

Cursor movement key. Use [↓] instead of [Enter] to move down to the next field after data entry.

Per Diem Calculations. Per diem expenses are calculated based on several different back page entries (i.e., dates of travel, itinerary, type of subsistence, and number of lodging nights). For this reason, close attention must be paid to the data keyed in to ensure correct per diem calculations. After a trip is entered, press [F9] or [Esc] to compute the per diem.

Note: Per diem days, the M&IE amount, and the total per diem amount for a column are not calculated until the entire trip has been recorded and **[F9]** or **[Esc]** is pressed. This means that per diem calculations will not be displayed until the whole trip has been recorded.

Trip. A **trip** is defined as continuous travel until a break in travel occurs (at the beginning, during, or end of TDY travel). For example, a break occurs when personal leave is taken at any time while in TDY travel status. Multiple trips on a single authorization can be entered on a voucher.

Minimum number of columns per trip. The beginning and ending days of a trip must always be shown in separate columns. This means that you will always be required to use a **minimum of two columns** per trip. The 2 column minimum also applies to travel lasting less than 24 hours. Interim days of a trip may be consolidated into one column if expenditures are identical.

Blank columns. Always insert a blank column after a break in continuous travel or a completed trip (e.g., when entering multiple trips on a single voucher). The blank column acts as a delimiter to compute each trip's per diem calculations separately. To insert a blank column, press **[Alt] [I]**.

Actual subsistence. Use a separate column for **each day** of actual subsistence.

Time: Midnight and Noon. Key in **12:00A** for 12 o'clock midnight (end of the day). For example, **12:00A** on January 15th ends the day on January 15th. January 16th starts with 12:01A (beginning of the day). The noon hour is keyed in as **12:00P**.

Remarks pop-up. Use the Remarks pop-up (**Figure 47**) to key in explanations for any travel information. The pop-up has two 75-position lines. To activate the pop-up, press **[Alt][R]**.

[ESC] = EXIT		TV05200		AD616 BACK OF THE VOUCHER		06/05/1997 11:00:29	
7CS9999999999		999-99-9999		JANE J. DOE			
		SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED					
		1		2		3	
Itinerary From							
Date [MM/DD/YY]		07/01/1997					
City							
State							
Time [HH:MM A/P]							
To TDY Location							
Date [MM/DD/YY]		/ /					
City							
County							
ENTER TWO 75 CHARACTER LINES FOR REMARKS IN VOUCHER: 7CS9999999999 [_____] [_____] Press ENTER to Save Remarks							
[F1] = HELP [F2] = KEY-HELP [F9] = CALC [↑] [↓] [CTRL →] [CTRL ←] = ENTER Date travel will begin. [MM/DD/YY]							

Figure 47. Remarks Pop-up

Seasonal Per Diem Rates. If a TDY location has seasonal per diem rates and the authorized estimated dates of travel span the different seasonal periods, separate columns are required for entering the in-season and off-season dates since the rates are different.

Note: If the back of the voucher data is pasted to the front page, the rates are combined as a single figure for the location on the front page.

Completing the Back of the Voucher

Complete the fields as follows:

Note: The completion of some back of the voucher fields is contingent upon the travel situation. It is recommended that you review specific examples provided in **Back of the Voucher Examples** before you key in back of the voucher data.

```

TESCJ = EXIT      TV05200      AD616 BACK OF THE VOUCHER      06/05/1997 14:48:13
=====
7CS909999999999          999-99-9999          JANE J. DOE
                        SCHEDULE OF EXPENSES AND AMOUNTS
=====| 1 |=====| 2 |=====
-----Itinerary From-----
Date [MM/DD/YY]           07/01/1997
City                       ?
State
Time [HH:MM A/P]
-----To TDY Location-----
Date [MM/DD/YY]
City
County
State
Time [HH:MM A/P]
-----Per Diem-----
NO. of Days
Lodging
M&IE
Less Meals Gov
PER DIEM AMOUNT:
=====

```

Figure 48. Itinerary Pop-up

Access Level 1
(Data Entry)

Itinerary From

Date	<i>numeric field; max. of 8 positions</i> Key in the beginning date of travel.
-------------	---

Note: The date field is Year 2000 compliant, therefore when entering dates for the 21st century (e.g., Year 2000), key in the full 4-digits of the year. To enter 20th century dates (e.g., 1999): (1) key in the last 2 digits of the year and the system will generate the first 2 digits, or (2) key in the full 4-digits of the year.

Example: Key in **060297** or **06021997** to record June 2, 1997. Key in **01312000** to record January 31, 2000.

City	<i>alphanumericfield; max. of 20 positions</i>
	Key in the city of the departure location.

Note: (1) Even though the city field accommodates up to 20 positions, only 12 positions can be seen at a time. If the city name is more than 12 positions, press [→] to scroll to the right. (2) For the City, County, and State fields, a pop-up is available for Type C authorizations. Key in [?] plus [Return] in the City field and press [Enter]. The Itinerary pop-up (Figure 48) is displayed showing the authorized itinerary from the AD-202 record. Highlight the applicable location

and press **[Enter]**. The data is pasted to the applicable City, County, and State fields. Travelers **must** leave and return from their official duty station or residence city and state to invoke the automatic calculation of 3/4 of the applicable M&IE rate on the first and last days of travel.

State

alpha field; max. of 2 positions

Key in the state of the departure location.

Time

optional, alphanumeric field; max. of 5 positions

Key in the time of departure in the format *HHMM[A][P]*. For example, key in **0830A** for 08:30 a.m. and **1230P** for 12:30 p.m. If the time is keyed in incorrectly, an error message is displayed. Key in the time again using the correct format. For travel of less than 12 hours, Time is **mandatory**.

Note: (1) The M&IE allowance for the first and last days of travel will be 3/4 of the applicable M&IE rate regardless of the departure and arrival times. Therefore, Time is optional for the first and last days of travel. (2) If it is necessary to submit a voucher for a portion of a period of continuous travel, the M&IE allowance for the first and last days of travel shown on the voucher will be calculated as a whole day's allowance if the To TDY Location keyed in for the day is **not** the Official Duty Station or the Resident City and State.

To TDY Location**Date**

numeric field; max. of 8 positions

Key in the traveler's date of arrival at the TDY location.

City

alphanumeric field; max. of 20 positions

Key in the city of the TDY location. The location must be authorized on the AD-202 record.

County

alphanumeric field; max. of 15 positions

Key in the county of the TDY location, if applicable.

State

alpha field; max. of 2 positions

Key in the state of the TDY location.

Note: After keying in the state code, the Cost Sub Code pop-up is displayed to allow you to select the Cost Sub (subsistence) Code (**P** = per diem, **A** = actual subsistence, and **S** = special) applicable for the To TDY location entered in the column. For a Type C authorization, the authorized per diem **rates** are also displayed.

Different Cost Sub Code pop-ups are displayed for each type of authorization. (Sample pop-ups for Types A and C travel are shown as **Figure 49** and **Figure 50**, respectively).

[ESC] = EXIT		TV05200		AD616 BACK OF THE VOUCHER		06/05/1997 13:46:13	
7AS9099999		<p>THIS IS A TYPE 'A' AUTHORIZATION</p> <p>ENTER COST SUB CODE LOCATION:</p> <p>CITY: WASHINGTON</p> <p>STATE: DC</p> <p>ENTER COST SUB CODE:</p> <p>SUB CODES - P=Per Diem A=Actual S=Special</p>					
Itiner	Date [City	WASHINGTON				
C	S	County					
Time [H		State	DC				
To TDY	Date [Time [HH:MM A/P]					
Per Diem							
NO. of Days							
Lodging							
M&IE							
Less Meals Gov							
PER DIEM AMOUNT:			0.00				
[F1] = HELP [F2] = KEY-HELP [F9] = CALC [↑] [↓] [CTRL →] [CTRL ←] = ENTER							

Figure 49. Cost Sub Code Pop-up (Type A Authorization)

[ESC] = EXIT		TV05200		AD616 BACK OF THE VOUCHER		06/05/1997 13:40:34	
7CS999999999		999-99-9999		JANE J. DOE		4	
		SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED					
Itiner	Date [<p>< Per Diem Screen ></p> <p>COST SUB CODE FOR LOCATION:</p> <p>CITY: WASHINGTON 166.00</p> <p>PgUp/PgDn = Scroll [P]</p> <p>SUB CODES - P=Per Diem A=Actual S=Special</p>					
C	S	City	WASHINGTON				
Time [H		County					
To TDY	Date [State	DC				
Per Diem		Time [HH:MM A/P]					
NO. of Days							
Lodging							
M&IE							
Less Meals Gov							
PER DIEM AMOUNT:			0.00				
[F1] = HELP [F2] = KEY-HELP [F9] = CALC [↑] [↓] [CTRL →] [CTRL ←] = ENTER							

Figure 50. Cost Sub Code Pop-up (Type C Authorization)

- For Type A and N authorizations, the City or County and State fields in the pop-up are system generated. If the subsistence code is not shown in the pop-up, key in the appropriate subsistence code at the Enter Cost Sub Code field of the pop-up.
- For Type B and C authorizations, the City or County and State fields and the authorized per diem rates in the pop-up are system generated. The Cost Sub Code field is system generated from the subsistence codes stored in the authorization record. If multiple subsistence codes were authorized for the same TDY location, use [Page Up] and [Page Down] to scroll through the pop-up until the correct code appears.

If a location has seasonal per diem rates and the dates of travel span the seasonal dates, both rates are shown. Use separate columns to key in travel for in-season and off-season per diem dates since the rates are different.

Press [↓] to save and exit the pop-up.

Caution: Be sure to verify that the pop-up data is correct each time the Cost Sub Code pop-up is displayed because this data is used to compute the per diem.

Time

alphanumeric field; max. of 5 positions

Key in the arrival time at the destination location and press the **Down Arrow** key.

The field that the cursor moves to next depends on the Cost Sub Code selected in the Cost Sub Code pop-up as described below.

- If the Cost Sub Code is **A**, the cursor moves to the Actual Subsistence fields in the column. Move down to that portion of the screen. See instructions below.
- If the Cost Sub Code is **P** or **S**, the Lodging Expense Screen pop-up (**Figure 51**) is displayed.

[ESC] = EXIT TV05200 AD616 BACK OF THE VOUCHER 06/05/1997 13:47:06

7AS9099999999 999-99-9999 JANE J. DOE

SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED

	1	2	3	4
Itinerary From				
Date [MM/DD/YY]	07/01/1997			
City	NEW ORLEANS			
State	LA			
Time [HH:MM A/P]				
To TDY Lo				
Date [MM/DD/YY]				
Cit				
Cou				
Sta				
Time [HH:MM A/P]				
Per D				
NO. of Days				
Lodging				
M&IE				
Less Meals Gov				
PER DIEM AMOUNT:	0.00			

< Lodging Expense Screen >

ENTER NUMBER OF NIGHTS LODGING: [1]

ENTER DAILY LODGING RATE: [0.00]

[F1] = HELP [F2] = KEY-HELP [↑] [↓] [CTRL →] [CTRL ←] = ENTER

The total number of days of per diem, per TDY location or per day.

Figure 51. Lodging Expense Screen Pop-up

The data entered in this pop-up is used to compute the per diem allowance. Complete the two fields as shown:

Enter Number Of Nights Lodging

numeric field; max. of 3 positions

Using whole numbers, key in the number of lodging nights following the guidelines below.

Note: (1) This field must be completed accurately for the per diem to be computed correctly. (2) If the traveler stays overnight but incurs no lodging costs (e.g., the traveler stayed with a friend), the night(s) must still be keyed in to ensure accurate calculation of per diem.

- If keying in pop-up data for the **first column of a trip**, always key in **1** when the traveler stays **overnight** (even if lodging costs are not incurred

(e.g., when the traveler stays with a friend)). If the traveler **does not** stay **overnight**, key in **0**. You should never key in a number greater than 1 for the first column because this column is used only to record the first day of a trip (e.g., travel to the TDY location). The system automatically calculates 3/4 day of per diem for the first day of the trip, regardless of the times entered.

- If keying in pop-up data for the **middle column(s) of a trip**, key in the number of lodging nights being claimed for that column. Use another column when the subsistence code for a location changes, the daily lodging rate changes, or the location changes.
- If keying in pop-up data for the **last day of a trip**, always key in **0** since lodging is not incurred on the day of return. The system automatically computes 3/4 day of per diem.
- If the Cost Sub Code is **S**, entry in the Lodging Expense Screen pop-up is complete. Press [↓] to exit the Lodging Expense Screen pop-up and move to the next field in the column.
- If the Cost Sub Code is **P**, the cursor moves to the Enter Daily Lodging Rate field in the Lodging Expense Screen pop-up.

Enter Daily Lodging Rate *numeric field; max. of 5 positions*

Key in the daily rate paid for lodging.

If lodging expenses were not incurred, key in **0**. Press [↓] to exit the Lodging Expense Screen pop-up and move to the next field in the column.

Per Diem

No. of Days *numeric field; max. of 3 positions*

This field is system generated **after** the entire back of the voucher is completed.

Lodging *numeric field; max. of 7 positions*

This field is system generated after the entire back of the voucher is completed.

M&IE *numeric field; max. of 7 positions*

This field is system generated **after** the entire back of the voucher is completed.

Less Meals Gov *numeric field; max. of 5 positions*

Key in the cost of meals provided by the government. (This includes meals provided at no additional cost to the traveler as part of a seminar, site visit, training class, etc.)

Press the [↓] key to move to the next field.

Per Diem Amount *numeric field; max. of 7 positions*

If the Cost Sub Code is **P** or **S**, this field is system generated from the prior field entries.

Actual Subsistence

If the Cost Sub Code is A, use the following instructions to complete the actual subsistence fields. A **separate** column is required for **each** day of actual subsistence.

No. of Days

numeric field; max. of 3 positions

Complete the field for number of days according to the instructions below.

- If the traveler was authorized actual subsistence for lodging, and the regular locality M&IE rate, key in **.75** (3/4 of a day) for the first and last days of travel. Key in **1** for each of the intervening days of travel.
- If actual subsistence for both lodging and M&IE was authorized, key in **1** for each day of travel, including the first and last days of travel.

Lodging

numeric field; max. of 5 positions

Key in the actual amount paid for lodging.

Breakfast

numeric field; max. of 5 positions

Key in the actual amount paid for breakfast.

Lunch

numeric field; max. of 5 positions

Key in the actual amount paid for lunch.

Dinner

numeric field; max. of 5 positions

Key in the actual amount paid for dinner.

Other or M&IE

numeric field; max. of 5 positions

Key in the amount of other expense or M&IE as described below:

- Use the other expense amount for actual amounts paid to tip porters, baggage handlers, etc., and the costs of dry cleaning, coin-operated laundrettes, etc., when meals and incidental expenses are itemized.
- Use the M&IE amount when an agency limits the reimbursement for meals and incidental expenses to the applicable M&IE rate. In such instances, the M&IE rate shall be prorated for partial days of travel.

Subsistence Amount

numeric field; max. of 5 positions

The sum of the Actual Subsistence fields is system generated.

Mileage

Miles

numeric field; max. of 4 positions

Key in the total number of miles for the column in whole miles.

Rate Per Mile

numeric field; max. of 4 positions

The mileage rate is system generated from the AD-202 record. To change the rate, key over the rate shown.

Example: Key in 31 cents as **.310**

Mileage Amount

numeric field; max. of 4 positions

The POV mileage amount is system generated from the data keyed in the Miles and Rate Per Mile fields.

Parking & Tolls, etc.

numeric field; max. of 7 positions

Key in the total amount paid for parking, tolls, etc.

Plane, Bus, Train

numeric field; max. of 7 positions

Key in the amount of common carrier transportation tickets if the tickets were paid by cash or credit card. Do not key in the amount if the tickets were paid for by GTR or GVTS.

Unaccomp Baggage

numeric field; max. of 7 positions

Key in the cost incurred for transporting unaccompanied baggage.

Local Trans

No. Trips

numeric field; max. of 2 positions

Key in the number of local transportation trips.

Daily Expenses

numeric field; max. of 5 positions

Key in the total cost of the local transportation trips.

Misc. Expenses

Telephone Calls

numeric field; max. of 6 positions

Key in, on a daily basis, the dollar amount spent on official calls, as well as, official calls of a personal nature made during travel. Travelers must certify that official calls of a personal nature made while on official duty travel comply with Departmental Regulation (DR) 2300-3. It is suggested that travelers include the following, or a similar statement, in the Remarks section **[Alt] [R]** of the back of the voucher, to support personal phone calls. The traveler must sign below this statement on the hardcopy of the voucher:

This is to certify that official calls of a personal nature made during official travel comply with the requirements of DR 2300-3.

Supplies, etc. *numeric field; max. of 5 positions*
Key in the total cost of supplies, etc.

Car Rental

Rental Cost *numeric field; max. of 7 positions*
Key in the total amount of car rental expense.

Gas and Other *numeric field; max. of 7 positions*
Key in the total amount of gasoline and other expenses used for the rental car.

Note: (1) Gasoline expenses should not be included in the miscellaneous expense amount. (2) This is the last field in the column.

To move to the next column to continue entering data or to exit the Back of the Voucher, follow the instructions below.

Press [↓] then [Ctrl] [→] to move to the top of the next column.

Repeat the instructions for Screen TV05200, AD616 Back of the Voucher, until all travel has been recorded. Remember to insert a blank column between trips by pressing [Alt] [I].

To exit and save the Back of the Voucher data, press [Esc]. The system computes the Per Diem field amounts and the totals of all Back of the Voucher fields for use in the AD-616, Sections C and D, if desired.

The Totals for Transfer to Section D on Voucher pop-up (**Figure 52**) is displayed with the totals. Verify that the totals are correct before exiting the back of the voucher.

[ESC] = EXIT TV05200 AD616 BACK OF THE VOUCHER 06/05/1997 14:00:28	
7AS9099999999 999-99-9999 JANE J. DOE	
SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED	
TOTALS FOR TRANSFER TO SECTION D ON VOUCHER:	
—Iti	AMOUNT AUTH.
Dat	
Time	Total Number of Per Diem days.....: 1.50
—To T	Total Per Diem Amount.....: 111.50
Dat	Total Number of Subsistence Days.: 0.00
Time	Total Actual Subsistence.....: 0.00
NO. of	Total Miles.....: 0
Lodgin	Total Mileage Amount.....: 0.00
M&IE	Total Parking, Tolls, Etc.....: 0.00
Less M	Total Plane, Bus, and Train.....: 500.00
PE	(paid by traveler)
	Total Unaccompanied Baggage.....: 0.00
	Total Local Transportation.....: 10.00
	Total Miscellaneous Expenses.....: 5.00
	Total Car Rental.....: 0.00
	(paid by traveler)
Total Authorized: 25000.00 Total of Claim: 626.50	
PASTE & SAVE SAVE PRINT RETURN	
Bring totals forward to Front Of The Voucher	

Figure 52. Totals For Transfer To Section D On Voucher Pop-up

Four options are displayed at the bottom of the pop-up as described below. To select an option, highlight it and press [Enter].

Paste and Save. Used to exit the back of the voucher and paste the totals to the corresponding fields in Sections C and D on the voucher front. The subsistence line entries for Section C, Field 23, are also brought forward. After using this option, the last screen of entry prior to moving to the back page is displayed.

Save. Used to save the data and exit to the last screen of entry prior to moving to the back page without pasting the totals to the voucher front.

Print. Used to print the back of the voucher.

Return. Used to return to the back of the voucher.

When you exit the back of the voucher to return to the front of the voucher screens, continue entry as follows.

26. Amount

numeric field; max. of 7 positions

For each incidence of common carrier transportation and car rental the amount paid should be keyed in regardless of the payment method used.

- If the back of the voucher process was used but the data is not pasted to the front of the voucher, key in the total transportation amount (Total Plane, Bus, and Train, or Total Car Rental). This should be equal to the amounts for Plane, Bus, Train and Car Rental from the Totals For Transfer To Section D On Voucher pop-up.
- If the Method of Payment code is **CC** or **CH**, the value of the Amount field system generates data in Field 33 for transportation tickets or Field 37 for car rental expenses.
- If the back of the voucher process was used and the data is pasted to the front of the voucher, Fields 33 and 37 are system generated with the appropriate values. The Field 26, Totals Amount field must equal the sum of Fields 33 and 37.

Key in the corresponding transportation total amount from the Totals For Transfer To Section D On Voucher pop-up.

- If the back of the voucher process was used and the data pasted to the front, the expenditure fields on Screen TV05103 (**Figure 41**) are system generated. If the data was not pasted to the front, complete the fields on Screens TV05103 and TV05104 (**Figure 42**) as described under [Adding A New Voucher Record Without Using The Back Of The Voucher Process](#).

Viewing Or Modifying An Existing Travel Voucher Record

Follow the instructions below to access an existing AD-616 record to view or modify the voucher.

Note: (1) If you **are** using the **PC-to-PC connectivity feature** to transfer documents between PC's, you can modify records that **have not** been transmitted to NFC at any time **prior** to **approval** (i.e., before code **A** (approved) or **M** (modified and approved) is displayed in the Appv Code column of the Selection List For Travel Voucher screen. If changes are needed to records not previously transmitted to NFC with Code **A** or **M** in the Appv Code column, you

must delete the record and key in a new record (see **Deleting A Travel Voucher Record**).

(2) If you **are not** using the PC-to-PC connectivity feature, you can modify records at any time prior to transmission. (3) Records that **have been** previously transmitted to NFC cannot be modified. If the traveler is entitled to additional reimbursement, process a supplemental voucher. If the traveler was overpaid (e.g., the traveler claimed too much money for taxi cabs), contact NFC's Travel and Transportation Section at **504-255-4878**.

At the PC-Travel Main Menu with the Travel Voucher option highlighted, press **[Enter]**. At the Existing, Add New pop-up with the Existing option highlighted, press **[Enter]**. The Selection List for Travel Voucher screen (**Figure 53**) is displayed.

TV001001

USDA, OCF0, NFC

06/05/1997 14:01:28

SELECTION LIST FOR TRAVEL VOUCHER

LAST NAME	Travel Voucher SOCIAL SECURITY	AUTHORIZATION NUMBER	TYPE TRAVEL	EFFECTIVE DATE	APPU CODE
DOE	999999999	7AS9099999999	DM	07/01/1997	R
JONES	999999991	7CS9011111111	DM	07/01/1997	
DOE	999999999	7CS9099999999	DM	07/01/1997	
DOE	999999999	7CS9999999999	DM	07/01/1997	
DOE	999999999	7CS9999999999	DM	07/01/1997	

[♦] = RECORD MARKED FOR DELETION

[↑↓]-Scroll Line [PgDn/PgUp]-Scroll Page [Return]-Select [F5]-Del

Figure 53. Selection List For Travel Voucher Screen

The screen lists travel voucher records in order by authorization number.

To locate the applicable record, scroll through the list using one of the following methods:

- Use **[Page Up]** or **[Page Down]** to move up or down one page at a time.
- Use **[↑]** or **[↓]** to move up or down one line at a time.

Highlight the applicable record and press **[Enter]**. The PC-Travel Main Menu is displayed with the AD-616 Voucher Screens pop-up (**Figure 54**).

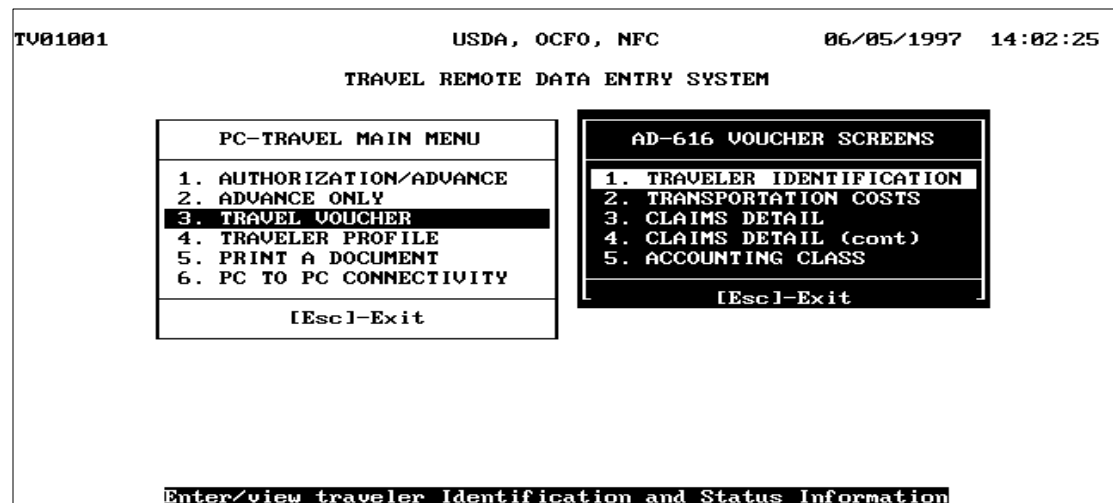


Figure 54. AD-616 Voucher Screens Pop-up

The AD-616 Voucher Screens pop-up lists screen options (i.e., Traveler Identification, Transportation Costs, Claims Detail, Accounting Class) to allow you quick access to the screens needed. For example, to change the accounting classification charged for the voucher, highlight **Transportation/Acctg**. The accounting class screen is displayed.

- To change a document that has not been transmitted to NFC, highlight the applicable screen option and press **[Enter]**. The selected AD-616 screen is displayed. Go to the field(s) to be modified and key in the new/changed data according to instructions under [Adding A New Travel Voucher Record Without Using The Back Of The Voucher Process](#) or [Adding A New Travel Voucher Record Using The Back Of The Voucher Process](#), as applicable.
- To view a document, highlight the applicable screen option and press **[Enter]**. The selected AD-616 screen is displayed. Press **[F8]** to move to the next screen. After viewing the document, press **[Esc]** to exit.

Deleting A Travel Voucher Record

Travel voucher records can be deleted for one of two reasons: **(1)** to clean up files and/or **(2)** to delete a voucher record that has been approved or modified but has not and will not be transmitted via PC-to-PC connectivity.

At the PC-Travel Main Menu with the Travel Voucher option highlighted, press **[Enter]**. The Existing, Add New pop-up (**Figure 17**) is displayed. At the Existing, Add New pop-up with the Existing option highlighted, press **[Enter]**. The Selection List For Travel Voucher screen (**Figure 53**) is displayed. The screen lists travel voucher records by authorization number.

At the Selection List For Travel Voucher screen, highlight the record to be deleted and press **[F5]**. The record is marked for deletion with an asterisk *

Although the record is marked for deletion, it is not erased from the file until the database is packed using the **Miscellaneous/Utilities, Purge Deleted Records** option on the PC-Travel Main Menu (**Figure 84**). This option is only available for users with Access Levels 2, 3, and 4.

- To exit to the PC-Travel Main Menu, press **[Esc]**.

Back Of The Voucher Examples For Per Diem Computations

Various examples of real travel situations are provided below to help you use the back of the voucher.

For more information see the following topics:

- [Entering Multiple Trips on One Voucher](#)
- [Per Diem Entitlement, Lodging Cost Is Not Incurred](#)
- [Per Diem Entitlement, Lodging Costs Incurred](#)
- [Personal Leave](#)
- [Lodging Obtained After Midnight](#)
- [Returning Home After Midnight](#)
- [Multiple Locations In The Same Calendar Day](#)
- [Travel Less Than 12 Hours \(no per diem\)](#)
- [Travel More Than 12 Hours Not Exceeding 24 Hours \(per diem allowance\)](#)
- [Seasonal Per Diem](#)
- [Continuous Travel Situation](#)
- [Cost Comparison Travel](#)

Entering Multiple Trips On One Voucher

In the first column of a trip, key in only the data for the first day of the trip. Use the second column to continue entering trip data or to end the trip (e.g., the traveler returns home). To enter multiple trips, insert a blank column after the last column for the first trip. (To insert a blank column, press **[Alt] [I]**). Follow the same instructions for entering the second trip (i.e., first column after the blank for the first day of the trip and second column after the blank for continued travel or the return trip home). After the last column of the second trip (i.e., return home column), insert a blank column and key in the first column of the third trip, etc. Continue as described above until all trips to be reimbursed on the voucher have been documented. An example of the per diem calculations for this type of trip is provided below. See **Figure 55** and **Figure 56**.)

1. The traveler took a trip from New Orleans, LA to Washington, DC. The first day of the trip was 07/01/97. The last day of the trip was 07/02/97. Lodging costs were not incurred because the traveler stayed overnight with a friend.
2. The traveler took a second trip from New Orleans to Washington, from 07/19/97 to 07/20/97 and incurred lodging expenses.

Figure 55 shows the first trip in Columns 1 and 2; Column 3 is blank to show the separation between the two trips; Column 4 shows the first day of the second trip. **Figure 56** shows the last day of the first trip in Column 2; Column 3 is blank to show the separation between the two trips; and the entire second trip is recorded in Columns 4 and 5.

Per Diem Entitlement, Lodging Costs Not Incurred

To claim per diem (M&IE) incurred when there was no lodging expense for the **first** night (e.g., the traveler stayed overnight with a friend), key in **1** in the Enter Actual Number of Lodging Nights field and **0** in the Enter Lodging Rate field on the Lodging Expense Screen pop-up. The program computes the M&IE based on the per diem location.

If there are interim days of travel and lodging costs were not incurred, you may consolidate the interim days in one column as long as the expenditures for the days are identical. To claim per diem (M&IE) for the interim days, key in the number of nights in the Enter Actual Number of Lodging Nights field (e.g., **3** for 3 nights) and **0** in the Enter Lodging Rate field.

To claim per diem (M&IE) for the last day of travel (return home day), key in **0** in the Enter Actual Number of Lodging Nights field and **0** in the Enter Lodging Rate field.

A sample of what column data would look like is shown in **Figure 55**. Column 1 shows the first day of the trip where the traveler stayed overnight but incurred no lodging costs. Column 2 shows the day that the traveler returned home.

[ESC] = EXIT
TU05200
AD616 BACK OF THE VOUCHER
06/18/1997 15:22:52

7CS9099999999		999-99-9999		JANE J. DOE	
SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED					
	1	2	3	4	
Itinerary From	07/01/1997	07/02/1997		07/19/1997	
Date [MM/DD/YY]	NEW ORLEANS	WASHINGTON		NEW ORLEANS	
City	LA	DC		LA	
State	08:00A	04:00P		08:00A	
Time [HH:MM A/P]					
To TDY Location	07/01/1997	07/02/1997		07/19/1997	
Date [MM/DD/YY]	WASHINGTON	NEW ORLEANS		WASHINGTON	
City	DC	LA		DC	
County	11:00A	07:30P		11:00A	
State					
Time [HH:MM A/P]					
Per Diem					
No. of Days	0.75	0.75		0.75	
Lodging	0.00	0.00		124.00	
M&IE	31.50	31.50		31.50	
Less Meals Gov	0.00	0.00		0.00	
PER DIEM AMOUNT:	31.50	31.50		155.50	

[F1] = HELP [F2] = KEY-HELP [F9] = CALC [↑] [↓] [CTRL →] [CTRL ←] = ENTER
 Date travel will begin. [MM/DD/YY]

Figure 55. Multiple Trips on One Voucher and Per Diem Entitlement, Lodging Costs Not Incurred

Per Diem Entitlement, Lodging Costs Incurred

To claim per diem on nights when the traveler stayed overnight and incurred lodging costs, key in **1** in the Enter Actual Number of Nights Lodging field and the lodging amount in the Enter Lodging Rate field.

If there are interim days of travel and lodging costs are incurred, you may consolidate the interim days in one column as long as all of the expenditures for the days are identical. To claim per diem for the interim days, key in the number of nights in the Enter Actual Number of Lodging Nights field (e.g., **3** for 3 nights) and the lodging amount in the Enter Lodging Rate field.

To claim per diem (M&IE) for the last day of travel (return home day), key in **0** in the Enter Actual Number of Lodging Nights field and **0** in the Enter Lodging Rate field.

A sample of what column data would look like is shown in **Figure 56**. Note that Column 3 is blank to show the separation between the first trip (Columns 1 and 2) and the second trip (Columns 4 and 5). Column 4 shows the first day of the trip where the traveler stayed overnight and incurred lodging costs. Column 5 shows the day that the traveler returned home.

[ESC] = EXIT TV05200 AD616 BACK OF THE VOUCHER 06/18/1997 15:25:39

7CS909999999		999-99-9999		JANE J. DOE	
SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED					
	2	3	4	5	
Itinerary From					
Date [MM/DD/YY]	07/02/1997	/ /	07/19/1997	07/20/1997	
City	WASHINGTON		NEW ORLEANS	WASHINGTON	
State	DC		LA	DC	
Time [HH:MM A/P]	04:00P		08:00A	03:00P	
To TDY Location					
Date [MM/DD/YY]	07/02/1997		07/19/1997	07/20/1997	
City	NEW ORLEANS		WASHINGTON	NEW ORLEANS	
County					
State	LA		DC	LA	
Time [HH:MM A/P]	07:30P		11:00A	06:30P	
Per Diem					
NO. of Days	0.75		0.75	0.75	
Lodging	0.00		124.00	0.00	
M&IE	31.50		31.50	31.50	
Less Meals Gov	0.00		0.00	0.00	
PER DIEM AMOUNT:	31.50		155.50	31.50	

[F1] = HELP [F2] = KEY-HELP [F9] = CALC [↑] [↓] [CTRL →] [CTRL ←] = ENTER
Date travel will begin. [MM/DD/YY]

Figure 56. Multiple Trips On One Voucher and Per Diem Entitlement, Lodging Costs Incurred

Personal Leave

(no per diem entitlement on leave days; per diem entitlement on first and last days official business performed). This example illustrates how to key in data when personal leave is taken at the beginning of a trip and the traveler is not entitled to per diem while in leave status but is entitled to per diem (M&IE) on the days of official business. Sample columns of what data would look like are shown in **Figure 57**.

[ESC] = EXIT TV05200 AD616 BACK OF THE VOUCHER 06/18/1997 11:25:53

7CS909999999		999-99-9999		JANE J. DOE	
SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED					
	1	2	3	4	
Itinerary From					
Date [MM/DD/YY]	07/01/1997		07/03/1997	07/04/1997	
City	NEW ORLEANS		WASHINGTON	WASHINGTON	
State	LA		DC	DC	
Time [HH:MM A/P]	08:00A			:	
To TDY Location					
Date [MM/DD/YY]	07/01/1997		07/03/1997	07/04/1997	
City	WASHINGTON		WASHINGTON	WASHINGTON	
County					
State	DC		DC	DC	
Time [HH:MM A/P]	11:30A			:	
Per Diem					
NO. of Days			0.75	1.00	
Lodging	0.00		124.00	124.00	
M&IE	0.00		31.50	42.00	
Less Meals Gov	0.00		0.00	0.00	
PER DIEM AMOUNT:	0.00		155.50	166.00	

[F1] = HELP [F2] = KEY-HELP [F9] = CALC [↑] [↓] [CTRL →] [CTRL ←] = ENTER
Date travel will begin. [MM/DD/YY]

Figure 57. Personal Leave

Column 1 shows the traveler in leave status. To record the leave day(s) at the beginning of the trip (without claiming per diem), key in **0** in the Enter Actual Number of Nights Lodging field and **0** in the Enter Lodging Rate field on the Lodging Expense Screen pop-up.

Column 2 is blank to reflect the change in entitlements. That is, the traveler went from leave status (no entitlements) to temporary duty travel status (with entitlements). Note that 3/4 M&IE was calculated because this is the first day of official travel. To leave the column blank, press **[Alt] [I]**.

Column 3 shows the first day of official business. To record the first day of official business, key in **1** in the Enter Actual Number of Nights Lodging field and the lodging rate in the Enter Lodging Rate field on the Lodging Expense Screen pop-up.

Column 4 shows the second day of official business. To record the second day (whole day of per diem), key in **1** in the Enter Actual Number of Nights Lodging field and the lodging rate in the Enter Lodging Rate field on the Lodging Expense Screen pop-up.

Column 5 (and following) would be used to record the remaining day(s) of the trip.

Lodging Obtained After Midnight

When a traveler is in TDY travel status and does not arrive at the lodging location until after midnight, the lodging is claimed for the preceding calendar day as shown in Column 1 of (Figure 58). The per diem for the preceding calendar day is calculated as if the traveler is at the lodging location at 12:00 midnight.

TESC1 = EXIT TU05200 AD616 BACK OF THE VOUCHER 08/13/1997 10:20:59

7CS9099999991		999-99-9991		JOHN E. DOE	
SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED					
	1	2	3	4	
Itinerary From	07/01/1997	07/02/1997	07/03/1997	07/03/1997	
Date [MM/DD/YY]	NEW ORLEANS	WASHINGTON	WASHINGTON	KANSAS CITY	
City	LA	DC	DC	MO	
State	09:30P		10:45A	09:55P	
Time [HH:MM A/P]					
To TDY Location	07/02/1997	07/02/1997	07/03/1997	07/04/1997	
Date [MM/DD/YY]	WASHINGTON	WASHINGTON	KANSAS CITY	NEW ORLEANS	
City	DC	DC	MO	LA	
County					
State	12:45A		01:15P	01:35A	
Time [HH:MM A/P]					
Per Diem					
NO. of Days	0.75	1.00		1.75	
Lodging	124.00	124.00	0.00	0.00	
M&IE	31.50	42.00	0.00	73.50	
Less Meals Gov	0.00	0.00	0.00	0.00	
PER DIEM AMOUNT:	155.50	166.00	0.00	73.50	

[F1] = HELP [F2] = KEY-HELP [F9] = CALC [↑] [↓] [CTRL →] [CTRL ←] = ENTER
Date travel will begin. [MM/DD/YY]

Figure 58. Lodging Obtained After Midnight, Returning Home After Midnight, and Multiple Locations In The Same Calendar Day

Returning Home After Midnight

If the traveler arrives home after midnight, per diem is calculated as a full day for the day on which the trip home began and 3/4 of a day to reflect the after midnight return. Column 4 of (Figure 58) illustrates this type of per diem calculation. Multiple Locations In The Same Calendar Day

Also illustrated in (Figure 58) is how to key in data when the employee travels to multiple locations on the same calendar day. Per Diem allowances are calculated in the column documenting the traveler's last To TDY Location for the day.

Travel Less Than 12 Hours (no per diem)

Per diem is not allowed for travel of less than 12 hours, but other authorized travel expenses are reimbursed and keyed in on the back of the voucher. Use two columns to record the trip as shown in (Figure 59). The From and To Times must be keyed in the appropriate fields. In both columns, key in 0 in the Enter Actual Number of Nights Lodging field and 0 in the Enter Lodging Rate field on the Lodging Expense Screen pop-up. Key in the expenditures being claimed in Column 1.

[ESC] = EXIT TV05200 AD616 BACK OF THE VOUCHER 08/13/1997 10:35:33				
7CS909999992 999-99-9991 JOHN E. DOE				
SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED				
	1	2	3	4
Itinerary From				
Date [MM/DD/YY]	08/01/1997	08/01/1997		
City	NEW ORLEANS	KANSAS CITY		
State	LA	MO		
Time [HH:MM A/P]	07:00A	03:25P		
To TDY Location				
Date [MM/DD/YY]	08/01/1997	08/01/1997		
City	KANSAS CITY	NEW ORLEANS		
County				
State	MO	LA		
Time [HH:MM A/P]	10:15A	06:59P		
Per Diem				
NO. of Days				
Lodging				
M&IE				
Less Meals Gov				
PER DIEM AMOUNT:				

[F1] = HELP [F2] = KEY-HELP [F9] = CALC [↑] [↓] [CTRL →] [CTRL ←] = ENTER
Date travel will begin. [MM/DD/YY]

Figure 59. Travel Less Than 12 Hours

Travel More Than 12 Hours Not Exceeding 24 Hours (per diem allowance)

The per diem allowance for travel of more than 12 hours but less than 24 hours is 3/4 of a day. Use two columns to record the trip, as shown in (Figure 60). In both columns, key in 0 in the Enter Actual Number of Nights Lodging field and 0 in the Enter Lodging Rate field on the Lodging Expense Screen pop-up. Key in the expenditures incurred enroute to the TDY location in Column 1. Key in the expenditures incurred at the TDY location and on the return trip in Column 2.

[ESC] = EXIT TV05200 AD616 BACK OF THE VOUCHER 08/13/1997 10:57:58					
7CS909999992		999-99-9991		JOHN E. DOE	
SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED					
	1	2	3	4	
Itinerary From					
Date [MM/DD/YY]	08/04/1997	08/04/1997			
City	NEW ORLEANS	KANSAS CITY			
State	LA	MO			
Time [HH:MM A/P]	07:15A	09:30P			
To TDY Location					
Date [MM/DD/YY]	08/04/1997	08/04/1997			
City	KANSAS CITY	NEW ORLEANS			
County					
State	MO	LA			
Time [HH:MM A/P]	10:48A	11:45P			
Per Diem					
NO. of Days		0.75			
Lodging	0.00	0.00			
M&IE	0.00	31.50			
Less Meals Gov	0.00	0.00			
PER DIEM AMOUNT:	0.00	31.50	0.00	0.00	

[F1] = HELP [F2] = KEY-HELP [F9] = CALC [↑] [↓] [CTRL →] [CTRL ←] = ENTER
Date travel will begin. [MM/DD/YY]

Figure 60. Travel More Than 12 Hours, Not Exceeding 24 Hours

Seasonal Per Diem (if travel spans the in-season and off-season per diem dates)

Use separate columns to record travel that spans in-season and off-season per diem dates because different rates are applied. In the Cost Sub Code pop-up, all authorized per diem locations with the daily per diem rates are shown. Use the [Page Up] and [Page Down] keys to scroll to the applicable rate. Press [▼] to save the selection and exit the pop-up.

Caution: Each time the Cost Sub Code pop-up is displayed, the rate changes to the first location from the authorization record. Be sure the location and rate is correct before exiting the pop-up.

Continuous Travel

At times, it is necessary to file a voucher for reimbursement of travel expenditures before the period of continuous travel has ended. To end a travel voucher while staying in travel status (not returning to the official duty station), show the last day of the voucher period in the last column. If the To TDY Location is not the Official Duty Station or the Resident City and State, per diem will be calculated as a whole day of per diem, as illustrated in (Figure 61).

[ESC] = EXIT TU05200 AD616 BACK OF THE VOUCHER 08/13/1997 11:19:10

7BS909999999		999-99-9999		JANE J. DOE	
SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED					
	1	2	3	4	
Itinerary From	07/27/1997	07/28/1997	07/30/1997	07/31/1997	
Date [MM/DD/YY]	NEW ORLEANS	HOUMA	HOUMA	SHREVEPORT	
City	LA	LA	LA	LA	
State	08:00A		07:30A	09:30A	
Time [HH:MM A/P]					
To TDY Location	07/27/1997	07/29/1997	07/30/1997	07/31/1997	
Date [MM/DD/YY]	HOUMA	HOUMA	SHREVEPORT	MONROE	
City	LA	LA	LA	LA	
County					
State	09:55A		01:20P	12:15P	
Time [HH:MM A/P]					
Per Diem					
NO. of Days	0.75	2.00	1.00	1.00	
Lodging	50.00	100.00	50.00	50.00	
M&IE	22.50	60.00	34.00	30.00	
Less Meals Gov	0.00	0.00	0.00	0.00	
PER DIEM AMOUNT:	72.50	160.00	92.00	80.00	

[F1] = HELP [F2] = KEY-HELP [F9] = CALC [↑] [↓] [CTRL →] [CTRL ←] = ENTER
The city from where the traveler departs for temporary duty.

Figure 61. Continuous Travel (Last Day Claimed On Voucher)

To start the next voucher (e.g., for the next month), show the first day of travel in the first column. If the From TDY Location is not the Official Duty Station or the Resident City and State, per diem will be calculated as a whole day of per diem, as illustrated in (Figure 62).

[ESC] = EXIT TU05200 AD616 BACK OF THE VOUCHER 08/13/1997 11:27:08

7BS909999999		999-99-9999		JANE J. DOE	
SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED					
	1	2	3	4	
Itinerary From	08/01/1997	08/02/1997	08/04/1997		
Date [MM/DD/YY]	MONROE	LAFAYETTE	LAFAYETTE		
City	LA	LA	LA		
State	08:15A		12:30P		
Time [HH:MM A/P]					
To TDY Location	08/01/1997	08/03/1997	08/04/1997		
Date [MM/DD/YY]	LAFAYETTE	LAFAYETTE	NEW ORLEANS		
City	LA	LA	LA		
County					
State	01:00A		04:15P		
Time [HH:MM A/P]					
Per Diem					
NO. of Days	1.00	2.00	0.75		
Lodging	51.00	102.00	0.00		
M&IE	30.00	60.00	22.50		
Less Meals Gov	0.00	0.00	0.00		
PER DIEM AMOUNT:	81.00	162.00	22.50	0.00	

[F1] = HELP [F2] = KEY-HELP [F9] = CALC [↑] [↓] [CTRL →] [CTRL ←] = ENTER
It is the CITY where per diem or actual subsistence cost will be incurred.

Figure 62. Continuous Travel (First Day Claimed On Voucher)

Cost Comparison Travel

To use the back of the voucher to compute a cost comparison voucher, key in the two different back pages separately on the AD-616 Back of the Voucher screen. First, key in and print one back page. Then, key in and print the other back page by keying over the previously entered data. Compare the two different back pages and then key in the one that will be used for the travel voucher.

Note: Retain both printed back page documents for audit purposes.

Selecting The Traveler Profile Option

Traveler Profile is the option on the PC-Travel Main Menu used to add, view, modify, delete, and print Traveler Profile data. Data from this profile is system generated into travel document records from the social security number keyed in during the data entry process. It is recommended that the traveler's profile be created prior to data entry. However, if it is not established beforehand, PC-TRVL will prompt you to allow establishment of the profile during data entry.

To select this option, highlight **Traveler Profile** on the PC-TRVL main menu and press **[Enter]**. Screen TV04001, Traveler Profile (**Figure 63**) is displayed. The cursor is located in the Social Security No. field.

TV04001		USDA, OCFO, NFC TRAVELER PROFILE		06/05/1997 14:09:32	
SOCIAL SECURITY NO: [REDACTED]		FIRST:		MI:	
NAME » LAST:		AGENCY CODE: 90		AGENCY ORIGINATING OFF NO: AG90701111	
GOVT CREDIT CARD: [Y/N]		TRAVELER ORIGINATING OFF NO:			
DEFAULT ACCOUNTING NUMBER:					
OFFICIAL DUTY STATION »		CITY	ST	ZIP CODE	*****
RESIDENT »					-
ADDRESS 1:					
ADDRESS 2:					
PAYROLL NFC:		NOT PAYROLL NFC:	EMPLOYMENT STATUS	SPECIAL APPT:	NON GOVT:
T&A CONTACT POINT »		NEW HIRE:			
AGENCY:		STATE:	TOWN:	UNIT:	
ACCOUNTING STATION:					
Enter Traveler Social Security Number [Esc]-Quit					

Figure 63. Screen TV04001, Traveler Profile

For more information see the following topics:

[Adding A New Traveler Profile Record](#)

[Viewing Or Modifying A Traveler Profile](#)

[Deleting A Travel Profile Record](#)

[Printing The Traveler Profile](#)

Adding A New Traveler Profile Record

To add a new traveler profile, key in the data for Screen TV04001 according to the instructions below.

Social Security No	<p><i>numeric field; max. of 9 positions</i></p> <p>Key in the traveler's social security number (SSN). If a record for the SSN is not found, the message <i>Profile Info Not Found For SSNO 999-99-9999, add?</i> (Y/N) is displayed. Press [Y] to add the record. The social security number will be highlighted. Press [Enter].</p>
Name	<p>Key in the Name fields as described below:</p>
Last	<p><i>alphanumeric field; max. of 17 positions</i></p> <p>Key in the last name including suffixes such as Jr, Sr, and II (e.g., DOE JR). Use a space in lieu of a hyphen, apostrophe, period, etc., to separate the names.</p>
First	<p><i>alphanumeric field; max. of 12 positions</i></p> <p>Key in the first name. If the first name contains an initial or two or more names, use a space in lieu of a hyphen, apostrophe, period, etc., to separate the names.</p>
MI	<p><i>alpha field; 1 position</i></p> <p>Key in the traveler's middle initial.</p>
Agency Code	<p><i>alphanumeric field; max. of 2 positions</i></p> <p>This field is system generated (from positions 3 and 4 of the originating office number (OON) stored in the PC-TRVL Travel Remote Entry Setup Screen). Key over the Agency Code with the correct data for the traveler if needed.</p>
Agency Originating Off No	<p><i>alphanumeric field; max. of 10 positions</i></p> <p>The Agency OON is system generated from the PC-TRVL Travel Remote Entry Setup Screen. Key over the OON to change it, if necessary. Key over the Agency OON with the correct data for the traveler if needed.</p>
Govt Credit Card	<p><i>alpha field; 1 position</i></p> <p>Key in Y or N to indicate if the traveler is a Government credit card holder.</p>
Traveler Originating Off No	<p><i>alphanumeric field; max. of 10 positions</i></p> <p>Key in the OON of the traveler, only if it is different from the agency OON. Key over the Traveler OON with the correct data for the traveler if needed.</p>
Default Accounting Number	<p><i>alphanumeric field; max. of 35 positions</i></p> <p>Key in the accounting classification code most often used for the traveler's travel activity. If none, press [Enter] to leave this field blank.</p>

Official Duty Station Key in the city and state of the traveler's official duty station as described below.

City *alphanumeric field; max. of 20 positions*
Key in the city of the official duty station.

St *alpha field; max. of 2 positions*
Key in the state abbreviation code of the official duty station.

Resident Key in the city, state, and ZIP code of the traveler's residence as described below.

Tip: If the residence city and state is the same as the official duty station, PC-TR VL provides for quick data entry in the Resident field. Key in **S** (for same) in the Resident City field and press **[Enter]**. The Resident City and St fields system generate data from the Official Duty Station fields.

City *alpha field; max. of 20 positions*
Key in the city of the residence of the traveler.

St *alpha field; max. of 2 positions*
Key in the state of the residence.

ZIP Code *numeric field; max. of 9 positions*
Key in the ZIP code of the residence.

Address 1 *alphanumeric field; max. of 35 positions*
Key in the mailing address of the residence.

Address 2 *alphanumeric field; max. of 35 positions*
If needed, continue the residence address on this line.

Employment Status Key in a **Y** in one of the fields below to indicate the traveler's employment status:

Payroll NFC *alphanumeric field; 1 position*
Key in **Y** if the traveler is a Federal employee of an agency payrolled by NFC. If the employee is newly employed by the agency and has not received his/her first salary payment from NFC, key in **Y** in the Not Payroll NFC field.

Not Payroll NFC

alphanumericfield; 1 position

Key in **Y** if the traveler is a current Federal employee and NFC processes the agency's travel, but not the agency's payroll. If the employee is newly employed by the agency and has not received his/her first salary payment, the agency must still key in a **Y** in the Not Payroll NFC field.

New Hire

alphanumericfield; 1 position

Key in **Y** if the traveler is a new Federal employee (i.e., an individual who is being hired from outside of Government who has not received his or her first salary payment).

Special Appt

alphanumericfield; 1 position

Key in **Y** if the traveler is a special appointee (e.g., County committeemen, YACC employees, etc.)

Non Govt

alphanumericfield; 1 position

Key in **Y** if the traveler is a non-Government employee (e.g., consultants, advisors, etc.)

After completing entry, the message *Accept? [Y/N]* is displayed. Key in **Y** or **N**, as applicable.

- To enter another new profile record, press **[F8]**.
- To modify current screen data, press **[F9]**.
- To exit to the PC-Travel Main Menu, press **[Esc]**.

Viewing Or Modifying A Traveler Profile

After accessing Screen TV04001 (**Figure 63**), the cursor is located in the Social Security No field.

Key in the social security number (SSN) of the traveler whose record will be viewed or modified. The record is displayed.

Press **[F9]** to modify the record. See [Adding A New Traveler Profile Record](#) under the Traveler Profile option for instructions to complete the data fields.

After viewing the record or making any changes, press **[Esc]** to exit and save the record.

- To modify another record, key in the traveler's SSN. Repeat these instructions.
- To exit to the PC-Travel Main Menu, press **[Esc]**.

Deleting A Travel Profile Record

After accessing Screen TV04001, the cursor is located in the Social Security No field.

Key in the social security number (SSN) of the traveler whose record will be deleted. The record for the SSN is displayed.

Press **[F5]** to delete the record. The message *This profile entry marked for deletion* is displayed. The record is marked for deletion.

Although the record is marked for deletion, it is not erased from the file until the database is purged using the Miscellaneous/Utilities, Purge Deleted Records option on the PC-Travel Main Menu. This option is only available to users with Access Levels 2 to 4.

After the record is marked for deletion, you may delete another profile or exit to the main menu.

- To delete another record, press **[F8]** and key in another traveler's SSN. Repeat the instructions provided above.
- To exit to the PC-Travel Main Menu, press **[Esc]**.

Printing The Traveler Profile

After accessing Screen TV04001, the cursor is located in the Social Security No field.

Key in a traveler's SSN in the Social Security No field. The traveler's record is displayed.

Press **[F2]** to print the entire Traveler Profile file. The message *Printing* is displayed.

After the message *Printing* disappears, press **[Esc]** to exit. The PC-Travel Main menu is displayed.

Selecting The Print A Document Option

Print a Document is the option on the PC-Travel Main Menu used to print selected travel document records for review, signature/approval, and record retention.

PC-TRVL can be used to print documents by any of the three methods: laser printer, non-laser printer, or copied to a floppy diskette file (to print at another time or if a printer is not connected to the PC). See [Printing From A Floppy Diskette](#) for instructions specific to printing using the floppy diskette option.

If you are using a non-laser printer, PC-TRVL printouts will be generated that do not include the lines and shading of the official Departmental forms, but are acceptable for all form and record retention requirements. (see **Exhibits 7** thru **Exhibit 11** for sample printouts). If you are using a laser printer, facsimile travel forms that closely replicate the official Departmental travel forms (see **Exhibits 12** thru **Exhibit 16** for sample printouts) will be generated.

The method of printing is selected in the PC-TRVL setup program. See [Modifying Data Defaults \(Travel Remote Entry Setup Screen Function\)](#) under **Software Installation** for instructions.

After the document(s) is printed, the traveler and approving officer must sign the documents in the spaces provided.

Note: (1) When printing an authorization that covers multiple travelers, PC-TRVL will generate two Forms AD-202M. One printout contains the social security numbers of the multiple travelers (this copy is **only** for the agency's use). The other printout does not print the social security numbers of the individual travelers. This copy is for distribution to the individuals within the group of travelers. **(2)** Additionally, when printing authorizations for multiple travelers, users should select and print only one authorization at a time.

To select this option, highlight **Print a Document** and press **[Enter]**.

- If the Print Indicator on the Travel Remote Entry Setup screen is *P* (non-laser printer) or *D* (diskette), the Doc Type pop-up menu (**Figure 64**) is displayed.
- If the Print Indicator on the Travel Remote Entry Setup screen is *L* (laser), the prompt *Port to Download To (LPT1, LPT2 etc.):* *LPT1* is displayed. If the port to which your print device is connected is other than LPT1, key in the port identifier. Press **[Enter]**. Messages are displayed while the laser fonts are loaded. The Doc Type pop-up menu is displayed.

TV001001

USDA, OCF0, NFC

06/05/1997 14:10:27

TRAVEL REMOTE DATA ENTRY SYSTEM

PC-TRAVEL MAIN MENU

1. AUTHORIZATION/ADVANCE

2. ADVANCE ONLY

3. TRAVEL VOUCHER

4. TRAVELER PROFILE

5. PRINT A DOCUMENT

6. PC TO PC CONNECTIVITY

Sub-menu Active —>

DOC TYPE:

AUTH/ADVANCE

ADVANCE/ONLY

VOUCHER

BACK PAGE

[Esc]-Exit

Loading Printing Module ...

Figure 64. Doc Type Pop-up Menu

For more information see the following topics:

[Selecting And Printing A Document Record](#)

[Printing From A Floppy Diskette](#)

Selecting And Printing A Document Record

The Doc Type pop-up menu identifies the different types of travel document files available for printing. Multiple travel document records in a document type file can be selected at one time to print.

To select a document type file, highlight the document name and press **[Enter]**.
Screen TV07000, (document type name) Print Selection, (**Figure 65**) is displayed.

USDA, OCF0, NFC					
AUTHORIZATION PRINT SELECTION					
06/05/97 14:12:02					
SEL	LAST NAME	AUTHORIZATION NUMBER	TYPE TRAVEL	EFFECTIVE DATE	ERROR ON SCREEN
■	DOE	7AS9099999999	DM	07/01/97	
	* MULTIPLE *	7CM9999999999	DM	07/01/97	TV05005
	JONES	7CS9011111111	DM	07/01/97	TV05001
	DOE	7CS9088888888	OT	07/01/97	TV05005
	DOE	7CS9099999999	DM	07/01/97	
	DOE	7CS9999999999	DM	07/01/97	TV05005
[↑]-Up [↓]-Down [PgUp]-Page Back [PgDn]-Page Fwd					
[SPACE BAR]/[S]-Select [R]-Select Rest [X]-Ignore Rest [Ret]-Next [Esc]-Done					

Figure 65. Screen TV07000, Authorization Print Selection Screen

Note: A travel document record cannot be selected to print if there is an error in that document. If a document contains an error, the screen number containing the error is shown

in the Error On Screen field on the print selection screen. Note that only one screen can be identified at a time. After correcting the screen error identified, return to the print selection screen to determine if there are other screen errors.

Sel. Use this column to select documents for printing as described below:

- Key in an **S** or press **[Spacebar]** on the line of each record to select for printing. An **S** is generated on the record line. To remove the **S**, press **[S]** or the **[Spacebar]** again.
- Press **R** on the line of a record to mark that record and those below it.
- Press **X** on the line of a record to ignore that record and those below it. All records above the records marked with an **X** are selected for print.
- Press **[Enter]** to move to the next line without marking a record.

When all records for printing have been selected, press **[Esc]**. The message *Press any key to print the selected documents, or [Esc]-Abort* is displayed.

- Press any key to print the documents. If the printing is directed to a floppy diskette, insert a formatted diskette in the A drive before activating the print process. After the documents are printed, the Doc Type pop-up menu is displayed.
- Press **[Esc]** to cancel the select process and return to the PC-Travel Main Menu.

Printing From A Floppy Diskette

If the documents are copied to a floppy diskette, take the diskette to a PC connected to a printer. Following are instructions to print and distribute the documents.

Insert the diskette with the PC-TRVL document print file(s) in Drive A.

At the **C>**, key in the appropriate DOS command (for the version of DOS software) to print the file(s) on the A drive. See the DOS manual or contact the PC-TRVL Security Officer for more information. If there is more than one file, enter the print command for each file separately.

Example: Key in **C:\DOS\PRINT A:\filename**

The **filename** to insert into the command is described below:

- **AUTHS.PRN** for AD-202, Travel Authorization/Advance.
- **AUTH_ADV.PRN** for AD-202, Advance Only.
- **VOUCHERS.PRN** for AD-616, Travel Voucher (Temporary Duty Travel).
- **VOUCH_BP.PRN** for AD-616, Travel Voucher, Back of the Voucher.

Example: Key in **C:\DOS\PRINT A:\AUTHS.PRN** to print an AD-202, Travel Authorization/Advance record.

- After the DOS print command is entered, a one-time message *Name of list device (PRN):* may be displayed. Key in the printer device if other than PRN (e.g., **LPT1**) and press **[Enter]**.

A confirmation message stating that the file is being printed is displayed (e.g., *A:AUTHS.PRN is currently being printed*).

- The files are in ASCII and can also be printed from different word processor software.

Selecting the PC-to-PC Connectivity Option

PC-to-PC Connectivity is the option on the PC-Travel Main Menu used to transfer travel authorizations/advances, vouchers, and tables data via modem, LAN, or diskette to one or more PC's for review, approval, etc. All PC-TRVL users have access to this menu option as long as the PC-to-PC Connectivity software is installed.

Instructions for installing the PC-to-PC Connectivity software are provided in [Installing PC-to-PC Connectivity Software](#) under **Software Installation**. The following provides general information about the PC-to-PC menu options and detailed instructions for transferring data between PC's.

Users receiving transferred travel files open up these documents on their PC's and take the appropriate action in the same manner that they currently edit and view existing documents and table data.

When data is transferred, it is actually copied and sent to the destination location indicated by the user. This means that the person transferring the document (Point A) and the person receiving the document (Point B) each have a copy of it. If Point B then transfers the transaction back to Point A (with or without changes), the following happens:

- If the transaction is an authorization/advance or a table, the new transferred record overlays the original record or file at Point A.
- If the transaction is a voucher, the transferred record is treated as a supplemental document. This means that two vouchers exist. Each additional time that the voucher is transferred, it is treated as another supplemental voucher.

To transfer travel document records between PC's for review, key in **R** (for review) in the Enter Review Code pop-up. (See **Figure 26**.)

When the PC-to-PC Connectivity software is installed, the approval of transactions is accomplished through the Enter Approval or Disapproval Code pop-up accessible by Access Level 3 and 4 users only. (See [Approving A Travel Document Record](#) under **PC-Travel Main Menu (for Access Level 4)**.)

Agencies using PC-to-PC connectivity should first develop internal standards for communications software configuration and PC-TRVL location names. The Ymodem batch file transfer protocol used by the PC-to-PC connectivity process has specific configuration requirements: 8 data bits, no parity, and 1 stop bit. Location names are three-letter codes (e.g., your initials) that indicate to the PC-TRVL user the location of a file transmission.

For more information see the following topics:

- [Using PC-To-PC Connectivity](#)
- [Auth/Advance, Advance Only, And Voucher](#)
- [Table Transfer](#)
- [Data Transfer](#)
- [PC To PC Communications Interface](#)
- [File Transfer Procedure](#)
- [File Append](#)
- [Location](#)
- [Reset Que Files](#)

Using PC-To-PC Connectivity

To select this option, highlight **PC-to-PC Connectivity** and press [Enter]. The PC-Travel PC-to-PC Transmission Interface Main Menu is displayed (Figure 66).

TV09000 USDA, OCF0, NFC 06/16/97 09:31:50
PC-Travel PC to PC Transmission Interface

MAIN MENU	
1.	AUTH/ADVANCE
2.	ADVANCE ONLY
3.	VOUCHER
4.	TABLE TRANSFER
5.	DATA TRANSFER
6.	FILE APPEND
7.	LOCATION
8.	RESET QUE FILES
[Esc]-Exit	

Selected:	
AUTHORIZATION:	0
ADVANCE:	0
VOUCHERS:	0
TABLES:	0
TRANSMITTED:	NO

Create File of Travel Authorization/Advance(s) for PC to PC Transmit

Figure 66. Screen TV09000, PC-Travel PC to PC Transmission Interface, Main Menu

The PC-to-PC Main Menu offers the following options:

Auth/Advance. Used to select authorization/advance records to transmit.

Advance Only. Used to select advance records (Action Code V) to transmit.

Voucher. Used to select voucher records to transmit.

Table Transfer. Used to select table records to transmit.

Data Transfer. This option has a sub-menu with two options:

- PC-to-PC Communications Interface, which is used to configure the communications software, and to initiate the transmission and reception of files by modem.
- File Transfer Procedure, which is used for LAN or diskette transfer capabilities.

File Append. Used to append (add) travel document records from a PC-to-PC transmission to the PC-TRVL data base of the receiving PC.

Location. Used to set the location code to identify the originator of transmitted files to the recipient. The user should key in this code before transmitting any files.

Reset Que Files. Used to delete files from the transmission or receiving que.

Instructions for using each of the PC-to-PC Connectivity Main Menu options are provided below. The options are covered in the order of their appearance on the PC-to-PC Main Menu.

Auth/Advance, Advance Only, And Voucher

Auth/Advance, Advance Only, and Voucher are options on the PC-to-PC Main Menu used to select travel document records to transmit to another location.

To select one of these options, highlight the applicable option and press **[Enter]**.

The records to be transferred between PC's are selected before the transfer process begins as described below.

- To select authorization/advance records for transmission, highlight **Auth/Advance** on the PC-to-PC Connectivity Main Menu and press **[Enter]**. The Authorization Trans Selection screen (**Figure 67**) is displayed, listing all authorization/advance records in PC-TRVL.
- To select advance only records for transmission, highlight **Advance Only** on the PC-to-PC Connectivity Main Menu and press **[Enter]**. The Advance Trans Selection screen is displayed listing all advance only records in PC-TRVL. (The Advance Trans Selection screen is the same as **Figure 67** except for the title.)

TV09000A		USDA, OCF0, NFC AUTHORIZATION TRANS SELECTION				06/16/97 09:47:40	
SEL SEL	LAST NAME	AUTHORIZATION NUMBER	EFFECTIVE DATE	ERROR ON SCREEN	XMIT NMBR	PC TRANS	APPU CODE
■	DOE DOE	7CS9099999991 7CS9099999999	07/01/97 07/01/97				R A
[↑]-Up [↓]-Down [PgUp]-Page Back [PgDn]-Page Fwd [SPACE BAR]-[S]-Select [R]-Select Rest [X]-Ignore Rest [Ret]-Next [Esc]-Done							

Figure 67. Screen TV09000A, Authorization Trans Selection

The column PC Trans on Screen TV09000A (**Figure 67**) reflects the source *or* destination of a file transmission. If the user viewing this screen received the document via transmission,

this column shows the location code from which the document was transmitted. If the user viewing this screen then transmits this same document to another location, this column shows the location code to which the document was transmitted.

- To select voucher records for transmission, highlight **Voucher** on the PC-to-PC Main Menu and press **[Enter]**. The Voucher Trans Selection screen is displayed listing all voucher records in PC-TRVL.
- To move from line to line, press **[↓]** and **[↑]**. To select (or deselect) a record for transfer between PC's, press **S** or **[Spacebar]**. An **S** is generated on the record line. When all the records to be transmitted are selected, press **[Esc]** to save the selections. The Selected block on the Main Menu screen (**Figure 66**) is displayed with the number of records selected. All records are now selected and ready for transfer between PC's using the Data Transfer option.

Table Transfer

Table Transfer is the option on the PC-to-PC Main Menu used to select the Traveler Profile file or travel table files (i.e., the Approval Officer Table, Per Diem Table, Accounting Table, and Region Table) for transfer to another location via modem (e.g., if one office within your agency is responsible for keying in per diem rates in the Per Diem Table, you can use the Table Transfer option to transfer that table to another PC without rekeying in the data). To view the tables with this option, see [Tables Maintenance](#).

To select this option, highlight **Table Transfer** and press **[Enter]**. The Select Table pop-up (**Figure 68**) is displayed listing the tables to select.

TU09000 USDA, OCF0, NFC 06/16/97 09:50:23
PC-Travel PC to PC Transmission Interface

Select Table

CHOOSE

Tables to Transfer

APPROVAL OFFICER TABLE

PER DIEM TABLE

ACCOUNTING TABLE

REGION TABLE

TRAVELER PROFILE

CONTACT PERSON TABLE

[Esc]-Exit

Authorization: 1

Advance: 0

Vouchers: 0

Tables: 0

Transmitted: NO

Table Transfer for PC_TRVL

Figure 68. Select Table Pop-up

Press **[Space Bar]** to select (or deselect) a table and move to the next line. Press **[↓]** to move to the next line without selecting a table. When all the tables to be transmitted are selected, press **[Esc]** to save the selections. The Selected block on the Main Menu screen is displayed with the number of tables selected.

All files selected are now ready for transfer between PC's using the Data Transfer option.

Data Transfer

Data Transfer is the option on the PC-to-PC Main Menu used to transfer travel document records and table files between PC's via LAN, modem, or diskette.

Once the documents and tables to transfer have been selected, by use of the Auth/Advance, Advance Only, Voucher, and Table Transfer options on the PC-to-PC Main Menu (**Figure 66**), highlight **Data Transfer** on the PC-to-PC Main Menu and press **[Enter]**. The PC-Travel File Transfer Interface menu (**Figure 69**) is displayed showing two options:

- **PC to PC Communications Interface.** Used to transfer documents/tables between PC's via **modem**.
- **File Transfer Procedure.** Used to transfer **travel documents** between PC's via **LAN** or **diskette**.

Note: To transfer **travel tables** between PC's via LAN or diskette, use the Table Transfer option from the Miscellaneous/Utilities option on the PC-Travel Main Menu.

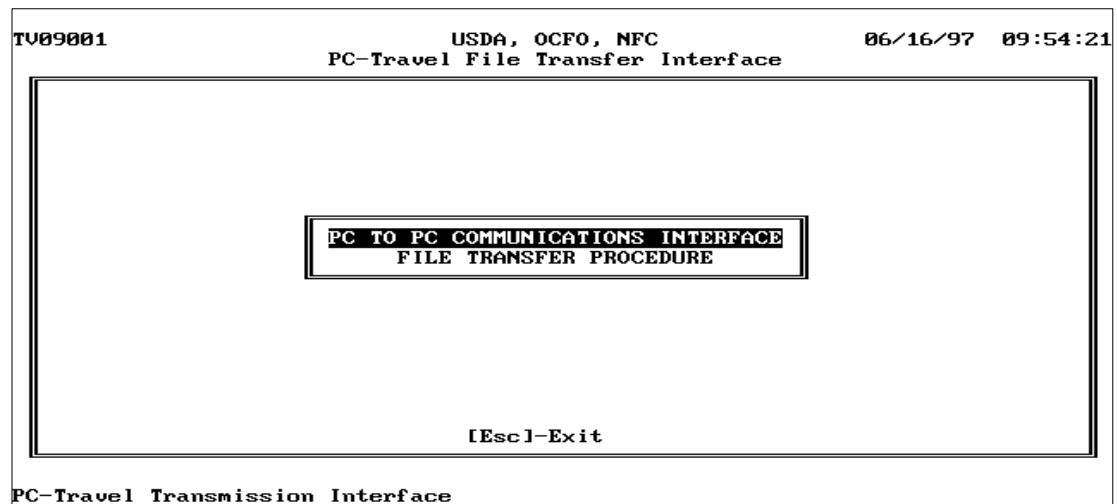


Figure 69. Screen TV09001, PC-Travel File Transfer Interface Menu

The following pages provide instructions for using each menu option.

PC To PC Communications Interface

PC to PC Communications Interface is the option on the PC-Travel File Transfer Interface menu (**Figure 69**) used to transfer documents/tables between PC's via modem.

To select this option, highlight **PC-to-PC Communications Interface** and press **[Enter]**. The PC-Travel Transmission Interface menu (**Figure 70**) is displayed.

TV09001	United States Department of Agriculture Office of Finance and Management NATIONAL FINANCE CENTER PC-Travel Transmission Interface	06/16/97 09:55:54
CONFIGURE SEND RECEIVE TERMINAL ANSWER HANG_UP QUIT		

Figure 70. PC-Travel Transmission Interface Screen

The following options are available:

Configure. Used to display the various selections in a frame and allows you to select and edit the description, telephone number, port configuration parameters, and log in macros, if needed, for the specific PC's with which communication is required.

Note: Before transferring documents/tables between PC's via modem, you must use the Configure option to set configuration defaults and to enter the telephone numbers for the PC-TR VL locations to which the documents/tables will be transferred.

Configure. Used to set the configuration for the communication between the PC's.

Send. Used to send documents/tables to another PC via modem.

Receive. Used to receive documents/tables from another PC via modem.

Terminal. Used for terminal two-way text communication between the PC's.

Answer. Used to accept a message sent via the Terminal Menu option.

Hang-up. Used to hang up and break the connection.

Quit. Used to exit from the PC-Travel Transmission Interface screen to the PC-to-PC Main Menu.

For more information see the following topics:

[Using The Configure Option](#)

[Using The Send Option](#)

[Using The Receive Option](#)

[Using The Terminal Option](#)

[Using The Answer Option](#)

[Using The Hang Up Option](#)

[Using The Quit Option](#)

Using The Configure Option

The Configure option is highlighted when you access the PC-Travel Transmission Interface menu. The first time you are going to transfer documents or tables between PC's via modem, you must set the configuration for the communication between the PC's (including the telephone number). Each time thereafter you can skip this option, unless changes are needed to the configure information.

- To set the configuration, press **[Enter]**. The Auto Dial Selections pop-up (**Figure 71**) is displayed. This pop-up allows you to set the configuration for the PC, the approving official's PC, and any other PC to which you will be transferring documents/tables via modem.

TV09001		United States Department of Agriculture		06/16/97 09:55:54	
		Office of Finance and Management			
		NATIONAL FINANCE CENTER			
		PC-Travel Transmission Interface			
		CONFIGURE SEND RECEIVE TERMINAL ANSWER HANG_UP QUIT			
		Auto Dial Selections			
Description		Loc	Data Line		
Answer Mode & Default					

Figure 71. Auto Dial Selections Pop-Up

- To set the configuration for your PC, press **[Enter]**. The Configure pop-up (**Figure 72**) is displayed.

TV09001		United States Department of Agriculture		06/16/97 09:55:54	
		Office of Finance and Management			
		NATIONAL FINANCE CENTER			
		PC-Travel Transmission Interface			
		CONFIGURE SEND RECEIVE TE HANG_UP QUIT			
		Auto Dial Selections			
Description		Loc	Data Line		
Answer Mode & Default					
			Comm Port ONE Baud Rate 2400 Data Bits 8 Parity EVEN Stop Bits 1 Duplex HALF Capture OFF Modem Commands		

Figure 72. Configure Pop-Up

- The configuration for Answer Mode & Default is preset to 8 data bits, no parity, and 1 stop bit, as required by the modem batch file transfer protocol. Users should note

that the PC-to-PC Connectivity software can accommodate baud rates of 300 to 9600. Users should also note that in order for modems to communicate they must be set at the same Baud rate.

- To set the configuration for the approving official's PC, move the highlight bar down to a blank line and press **[Enter]**. Key in the approving official's name. Move to the Loc (location) field and key in the approving official's initials or other 3-position identifier starting with an alpha character. Move to the Data Line field and key in the telephone number of the approving official's modem just as you would dial it. If you need to indicate a pause to access an outside line, use a comma after the access digit (e.g., 9,).
- To set the configuration for another PC (up to 8 more PC locations can be configured), follow the same procedure as described above. Press **[Esc]** to exit the Configure pop-up and return to the PC-Travel Transmission Interface menu. The Select Communication pop-up (**Figure 73**) shows the listing of configurations for all PC's to which you can transfer documents.

TU09001	United States Department of Agriculture Office of Finance and Management NATIONAL FINANCE CENTER PC-Travel Transmission Interface	06/16/97 15:37:44															
<div>CONFIGURE SEND RECEIVE TERMINAL ANSWER HANG_UP QUIT</div> <div>Auto Dial Selections</div> <table><thead><tr><th>Description</th><th>Loc</th><th>Data Line</th></tr></thead><tbody><tr><td>Answer Mode & Default</td><td></td><td></td></tr><tr><td>Jane Doe, approving officer</td><td>JJD</td><td>52233</td></tr><tr><td>John Doe, remote entry site</td><td>JDD</td><td>55025</td></tr><tr><td>Ann Smith, acting official</td><td>ASS</td><td>55230</td></tr></tbody></table>			Description	Loc	Data Line	Answer Mode & Default			Jane Doe, approving officer	JJD	52233	John Doe, remote entry site	JDD	55025	Ann Smith, acting official	ASS	55230
Description	Loc	Data Line															
Answer Mode & Default																	
Jane Doe, approving officer	JJD	52233															
John Doe, remote entry site	JDD	55025															
Ann Smith, acting official	ASS	55230															

Figure 73. Select Communication Pop-up

Use **[↑]** and **[↓]** to move the cursor from element to element in the Configure pop-up. All available values are contained in the pop-up. Use **[Enter]** to view the settings until the correct one is shown in the pop-up. When the correct settings are shown, press **[Esc]**. The PC Transmission Interface Screen is displayed.

Using The Send Option

The number of advance/authorization, advance only, voucher records, and table files selected for transfer between PC's is identified at the bottom of the PC-to-PC Main Menu in the Selected block (**Figure 66**).

Note: (1) Before documents/tables can be transmitted, the receiving PC must be in the Answer Mode to receive the documents/tables. (2) It is suggested that table files be sent separately from travel documents.

Highlight the **Send** option and press [Enter]. The PC-Travel Transmission Interface menu with the Batch Mode/File Transfer pop-up (**Figure 74**) is displayed. Two options are displayed: Batch Mode for sending travel documents and File Transfer for sending tables. The highlight bar is on Batch Mode by default.

TU09001	United States Department of Agriculture Office of Finance and Management NATIONAL FINANCE CENTER PC-Travel Transmission Interface	06/16/97 10:04:14
CONFIGURE SEND RECEIVE TERMINAL ANSWER HANG_UP QUIT		
<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> Batch Mode File Transfer </div>		
Used for BATCH file/table transfer mode		

Figure 74. Batch Mode/File Transfer Pop-Up

Using Batch Mode To Transfer Documents

With Batch mode highlighted, press [Enter]. The Select Communication pop-up (**Figure 73**) is displayed. Highlight the desired destination and press [Enter]. The Que files are sent to the modem for transfer.

The System Date and Time screen (**Figure 75**) is displayed showing the PC's current system date and time and offering the user the option to specify a date and time for the batch transmission.

SYSTEM DATE AND TIME
THE SYSTEM DATE IS: 06/16/97
THE SYSTEM TIME IS: 15:44:22

Do you wish to enter a transmit time ? (Y/N) [N]

Figure 75. System Date And Time Screen (Establishment Of Transmission Time)

- Key in an **N** to send the transmission immediately.

- Key in a **Y** to specify a date and time. If a **Y** is keyed in, the System Date and Time screen (**Figure 76**) displays a Time Conversion table and data entry fields for the time of transmission, and the number of transmission attempts.

S Y S T E M D A T E A N D T I M E

THE SYSTEM DATE IS: 06/16/97

THE SYSTEM TIME IS: 10:16:12

Enter transmit date (MM/DD/YY): [06/16/97]

Enter transmit time (HH:MM): []

Enter number of tries [1-9]: []

TIME CONVERSION TABLE

12:00 AM = 00:00	06:00 AM = 06:00	12:00 PM = 12:00	06:00 PM = 18:00
01:00 AM = 01:00	07:00 AM = 07:00	01:00 PM = 13:00	07:00 PM = 19:00
02:00 AM = 02:00	08:00 AM = 08:00	02:00 PM = 14:00	08:00 PM = 20:00
03:00 AM = 03:00	09:00 AM = 09:00	03:00 PM = 15:00	09:00 PM = 21:00
04:00 AM = 04:00	10:00 AM = 10:00	04:00 PM = 16:00	10:00 PM = 22:00
05:00 AM = 05:00	11:00 AM = 11:00	05:00 PM = 17:00	11:00 PM = 23:00

Figure 76. System Date And Time Screen (Transmission Entry Fields)

With the cursor in the Enter Transmit Date field, key in the date of the transmission using the *MM/DD/YY* format indicated, then press **[Enter]**.

With the cursor in the Enter Transmit Time field, key in the time for transmission using the *HH:MM* format indicated, then press **[Enter]**.

With the cursor in the Enter Number of Tries field, key in the number of times you want the modem to attempt the transmission before aborting the call, then press **[Enter]**.

The system will request confirmation of the entries.

- Press **N** to change the entries.
- Press **Y** to accept the entries.
- If the transmission is immediate, a Transmit detail screen (**Figure 77**) is displayed, indicating the progress of the transmission. When the connection is made, all advance/authorization, advance only, and voucher records, and table files selected for transmission are transmitted to the PC-TRVL data base at the destination PC.

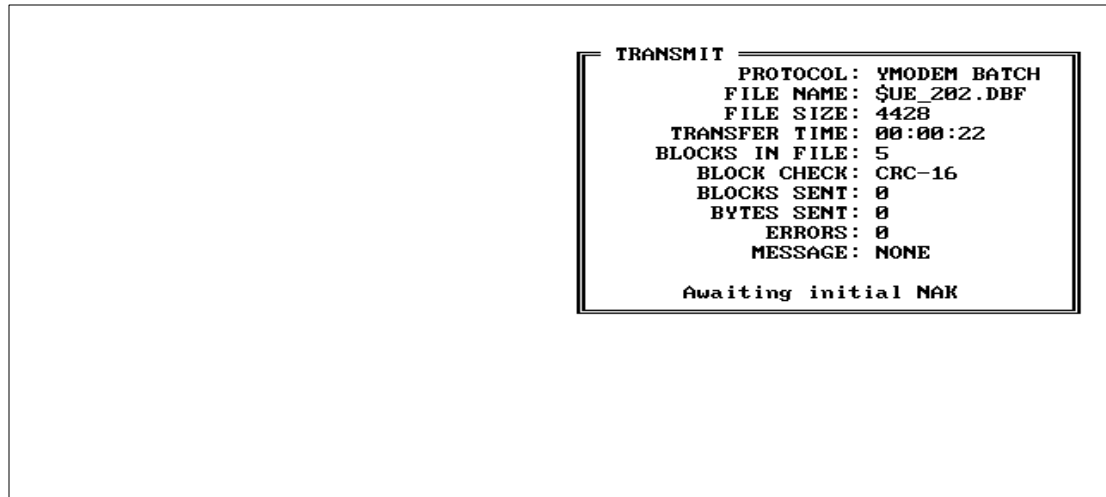


Figure 77. Transmit Detail Screen

After the batch transmission is completed, the PC-Travel Transmission Interface menu is displayed.

Highlight **Quit** and press **[Enter]** to exit to the PC-to-PC Main Menu.

- If a time for transmission is specified, a screen indicating that the system is awaiting transmission is displayed.(See **Figure 78**.) At the specified time, the system attempts to connect with the destination PC and a screen indicating that transmission is being attempted is displayed. It makes the number of attempts specified and if a successful connection is not made in that time, the attempt aborts. If a connection is successfully completed, all selected advance/authorization, advance only, voucher records, and table files are transmitted to the PC-TRVL data base on the destination PC.

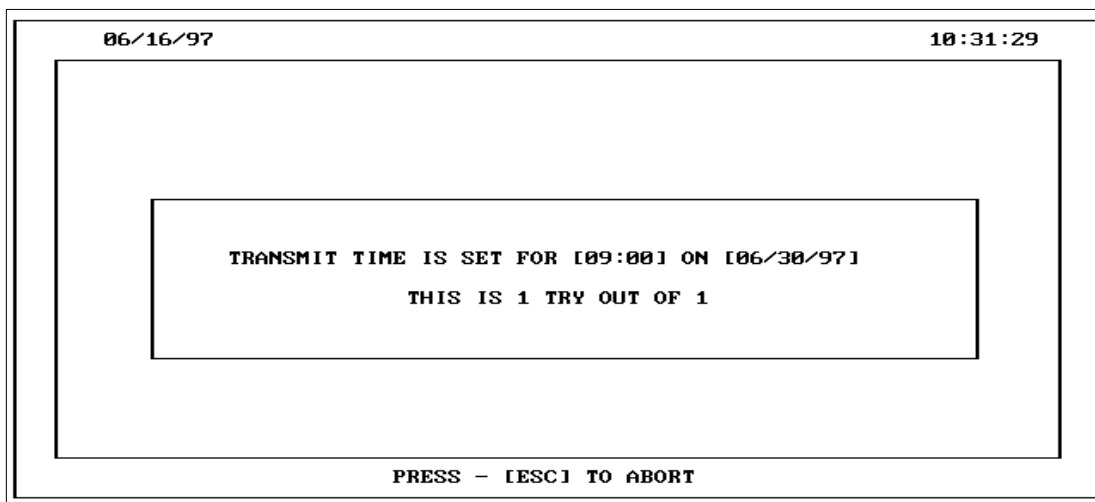


Figure 78. Awaiting Transmission Indication

After the batch transmission is completed, the PC-Travel Transmission Interface screen is displayed.

Highlight **Quit** and press **[Enter]** to exit the PC-to-PC Main Menu.

Using File Transfer To Transfer Tables

The File Transfer option is used to transfer tables between PC's.

Highlight **Send** and press **[Enter]**. The Batch Mode/File Transfer pop-up is displayed.

With the File Transfer option highlighted, press **[Enter]**. A field for data entry of the name of the table file to be transferred is displayed. (See **Figure 79**.)

TV09001	United States Department of Agriculture Office of Finance and Management NATIONAL FINANCE CENTER PC-Travel Transmission Interface	06/16/97 11:10:09
CONFIGURE SEND RECEIVE TERMINAL ANSWER HANG_UP QUIT		
<p>File name to send: <input type="text"/></p> <p>Used for INDIVIDUAL files</p>		

Figure 79. Single File Transfer selected

Key in the name of the table file and press **[Enter]**. The Select Communication pop-up (**Figure 73**) is displayed.

Highlight the desired destination location under Auto Dial Selections and press **[Enter]**. The specified table file is sent to the modem for transmission.

The Transmit detail screen (**Figure 77**) is displayed indicating the progress of the transmission. After the file transmission is completed, the PC-Travel Transmission Interface menu is displayed.

Highlight **Quit** and press **[Enter]** to exit to the PC-to-PC Main Menu.

Note: If this procedure is used to transmit a PC-TRVL database file, the transmitted file will **not** automatically append to the PC-TRVL data base on the destination PC. The recipient must use either the File Append option from the PC-to-PC Main Menu for authorizations, advance only, and voucher records or the Copy Table option from the File Transfer menu for table files.

For additional information concerning the use of single file transfers, contact NFC
▶ customer support personnel at 504-255-4851 ◀

Using The Receive Option

The Receive option on the PC-Travel Transmission Interface menu prepares the PC and modem to receive a transmission from a remote PC location.

Highlight the **Receive** option and press **[Enter]**. The PC-Travel Transmission Interface menu with the Batch/Mode File Transfer pop-up is displayed. Use Batch Mode to receive travel documents and File Transfer to receive tables. After you highlight the appropriate option (i.e., Batch Mode or File Transfer), press **[Enter]**.

To cancel at any point in the receive process, press **[Esc]** until the PC-Travel Transmission Interface screen is displayed.

After the transmission is received using the File Transfer option, the table must be copied. Whenever table files are received and copied into PC-TRVL, you must reindex the table files using the Miscellaneous/Utilities option on the PC-Travel Main Menu.

A waiting indicator is displayed. When the call is received, the Receive detail screen is displayed. (If Batch Mode is selected, this screen appears without the field entry of File Name.)

The Receive detail screen indicates that the modem is awaiting reception of a transmission. While the call is being received, the Receive detail screen monitors the reception and indicates when the call is completed.

After the transmission is completed, the PC-Travel Transmission Interface screen is displayed. If the transmission received was sent through the Batch Mode option, a pop-up is displayed indicating the number of files received. If the transmission received is a single file, no pop-up is displayed.

When the reception is completed, highlight **Quit** and press **[Enter]** to exit to the PC-to-PC Main Menu.

Using The Terminal Option

The terminal option is used for two-way text communication between the PC's connected by the modem.

Highlight **Terminal** and press **[Enter]**. The Select Communication pop-up (**Figure 73**) is displayed.

Highlight the desired location and press **[Enter]**. The Terminal Mode screen (**Figure 80**) is displayed. Individuals on the communicating PC's can communicate directly by keying in text.

```
AdComm - Advanced Communications Library      Terminal Mode
:::ATH
OK
ATDT55025
NO DIALTONE
ATH
OK
COM: ONE  Baud Rate 2400  Data Bits 8  Parity NONE  Stop Bits 1  Capture OFF
```

Figure 80. Terminal Mode Screen

To receive an incoming call for terminal mode communication, see [Using The Answer Option](#).

Press **[Esc]** to exit from terminal mode to the PC-Travel Transmission Interface menu.
Highlight **Quit** and press **[Enter]** to exit to the PC-to-PC Main Menu.

Using The Answer Option

The Answer option prepares the PC's modem to answer an incoming call sent via the Terminal option. The program operates in a continuous loop waiting state until a signal is detected from the modem. It exits the loop as soon as a carrier signal is present.

Highlight **Answer** and press **[Enter]**. The screen displays the message *Waiting for call....*, then returns to the PC-Travel Transmission Interface screen. After the call is received, the message disappears. Individuals on the communicating PC's can communicate directly by keying in text.

Press **[Esc]** to exit from terminal mode to the PC-Travel Transmission Interface screen.
Highlight **Quit** and press **[Enter]** to exit to the PC-to-PC Main Menu.

Using The Hang Up Option

The Hang Up option on the PC-Travel Transmission Interface screen causes the modem to hang up and break the current connection.

To hang up, highlight **Hang Up** and press **[Enter]**. Then, highlight **Yes** and press **[Enter]**. The message *Hanging Modem Up* is displayed. The PC-Travel Transmission Interface screen is displayed.

Using The Quit Option

The Quit option on the PC-Travel Transmission Interface screen terminates all transmission activity. Highlight **Quit** and press **[Enter]** to exit from the PC-Travel Transmission Interface screen to the PC-to-PC Main Menu.

File Transfer Procedure

File Transfer Procedure is the option on the PC-Travel File Transfer Interface menu (Figure 69) used to transfer **travel documents** between PC's via **LAN** or **diskette**.

Caution: Before you begin to use the File Transfer Procedure option, backup the PC-TRVL files on a separate diskette to avoid accidental loss of files.

Note: To transfer **travel tables** between PC's via LAN or diskette, use the Table Transfer option from the Miscellaneous/Utilities option on the PC-Travel Main Menu.

To select the File Transfer Procedure option, highlight **File Transfer Procedure** and press [Enter]. The File Transfer Menu (Figure 81) is displayed.

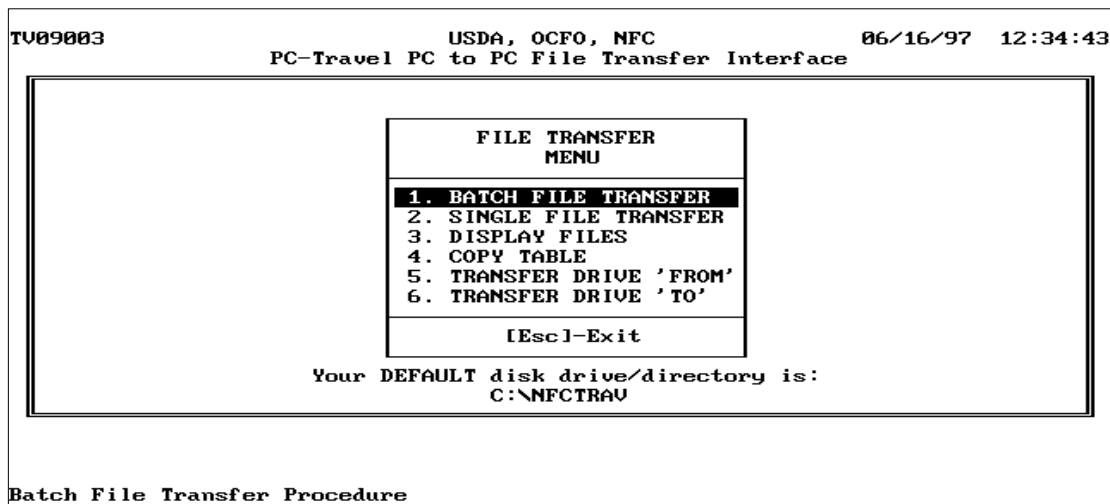


Figure 81. Screen TV09003, File Transfer Menu

The following options are available to transfer data between PC's via LAN or diskette:

1. **Batch File Transfer.** Used to transfer travel documents.
2. **Single File Transfer.** Used to transfer miscellaneous files. Do not use the Single File Transfer to transfer travel documents. Used to transfer a single file.
3. **Display Files.** Used to display a directory of files.
4. **Copy Table.** Used to copy table files *from* a PC-to-PC transmission *to* the PC-TRVL data base.
5. **Transfer Drive From.** Used to set the source path location of the transmission.
6. **Transfer Drive To.** Used to set the target path location of the transmission.

Note: Before attempting a file transfer, you must set the source path location by using Option 5, Transfer Drive From, and 6, Transfer Drive To, on the File Transfer Menu. For this reason, instructions for the File Transfer Menu options are provided in the order in which they must be performed rather than in the order listed on the menu.

For more information see the following topics:

[Steps For Transferring Files](#)

[Using The Transfer Drive From Option](#)

[Using The Transfer Drive To Option](#)

[Using The Display Files Option](#)

[Using The Batch File Transfer Option](#)

[Using The Single File Transfer Option](#)

[Using The Copy Table Option](#)

Steps For Transferring Files

The following quick steps can be used to **transfer travel documents** between PC's **via LAN or diskette**. For more detailed information about any of the steps, see the applicable section.

Perform the following steps on the PC that the **travel documents** will be transferred **from**:

1. At the PC-Travel Main Menu, highlight **PC-to-PC Connectivity** and press **[Enter]**. The PC-to-PC Main Menu is displayed.
2. Use the Auth/Advance, Advance Only, and Voucher options to select the travel documents to transfer. The number of each type of document selected is displayed in the Selected pop-up.
3. Highlight **Data Transfer** and press **[Enter]**. The PC-Travel File Transfer Interface Menu is displayed.
4. Highlight **File Transfer Procedure** and press **[Enter]**. The File Transfer Menu is displayed.
5. Highlight **Transfer Drive From** and press **[Enter]**. At the prompt, key in the directory path of PC-TRVL. Press **[F6]** to system generate the default directory.
6. Highlight **Transfer Drive To** and press **[Enter]**. At the prompt, key in the directory path to which the file(s) will be transferred. For example, to transfer the file(s) to the A drive, key in **A** and press **[Enter]**.
7. Highlight **Batch File Transfer** and press **[Enter]**. After the file(s) are transferred, press **[Esc]** to exit.

Perform the following steps on the PC that the **travel documents** will be transferred **to**:

1. At the PC-Travel Main Menu, highlight **PC-to-PC Connectivity** and press **[Enter]**. The PC-to-PC Main Menu is displayed.
2. Highlight **Data Transfer** and press **[Enter]**. The PC-Travel File Transfer Interface Menu is displayed.
3. Highlight **Data Transfer** and press **[Enter]**. The PC-Travel File Transfer Interface Menu is displayed.
4. Highlight **File Transfer Procedure** and press **[Enter]**. The File Transfer Menu is displayed.

5. Highlight **Transfer Drive From** and press **[Enter]**. At the prompt, key in the directory path from which the file(s) will be transferred. For example, to transfer the file(s) from the A drive, key in **A** and press **[Enter]**.
6. Highlight **Transfer Drive To** and press **[Enter]**. At the prompt, key in the directory path where the files will be sent. For example, press **[F6]** to system generate the file(s) to the default PC-TRVL directory.
7. Highlight **Batch File Transfer** and press **[Enter]**. After the file(s) are transferred, press **[Esc]** to exit to the PC To PC Main Menu.
8. Highlight **File Append** and press **[Enter]**. After the files are appended, press **[Esc]** to exit.

Using The Transfer Drive From Option

Highlight **Transfer File 'From'** option on the File Transfer Menu, and press **[Enter]**. The Transfer Drive From option screen in **Figure 82** is displayed to enter the source drive identifier.

The screenshot shows a terminal window titled "PC-Travel PC to PC File Transfer Interface". At the top, it displays "TV089003", "USDA, OCF0, NFC", and the date/time "06/16/97 12:55:00". The main menu is titled "FILE TRANSFER MENU" and lists six options: "1. BATCH FILE TRANSFER", "2. SINGLE FILE TRANSFER", "3. DISPLAY FILES", "4. COPY TABLE", "5. TRANSFER DRIVE 'FROM'", and "6. TRANSFER DRIVE 'TO'". Option 5 is highlighted with a black bar. Below the menu is the text "[Esc]-Exit". At the bottom of the screen, it says "Your DEFAULT disk drive/directory is: C:\NFCTRAV". Below that, it prompts "ENTER A DRIVE DESIGNATOR AND/OR PATH NAME TO COPY 'QUE' FILES FROM:" followed by "C:\NFCTRAV". At the very bottom, it says "File Transfer Drive to Transfer FROM" on the left and "[F6] = DEFAULT DRIVE" on the right.

Figure 82. Transfer Drive 'From' Option

Key in the drive and/or path **from** which the files will be sent. For example, if transmitting from the PC currently being used, leave the default setting at **C:\NFCTRAV**. To reset to the default directory, press **[PF6]**, then press **[Enter]**.

Using The Transfer Drive To Option

Highlight **Transfer File 'To'** option on the File Transfer Menu, and press **[Enter]**.

Key in the drive and/or path **to** which the files will be sent. For example, if transmitting to the A drive, key in **A** and press **[Enter]**.

Using The Display Files Option

Highlight **Display Files** from the File Transfer Menu and press **[Enter]**. The display files entry screen (**Figure 83**) is displayed.

TO DISPLAY A LISTING OF FILES FROM THE SPECIFIED PATH.

Directory displays two formats of listings depending upon whether you specify a <SKELETON>.

SKELETON:
The <skeleton> is a standard wildcard (* or ?) notation for files. If specified, DIR displays all matching files. If not specified, DIR displays a list of database files.

NOTE:
If no PATH is specified, DIR displays files from the current DEFAULT disk drive.

ENTER SKELETON AT THIS TIME: *.*

HOLD = [BREAK]

Figure 83. Display Files Entry Screen

Key in the path and/or file name of the directory to list. For example, key in *.* to view all files in the current directory or A:*.* to view all files in the root directory on the A drive.

After [Enter] is pressed, the directory listing is displayed. To pause the scrolling, press [Break]. To continue scrolling, press [Enter].

Press [Enter] at the end of the listing to return to the Files Transfer Menu.

Using The Batch File Transfer Option

To transfer travel documents between PC's via LAN or diskette, highlight **Batch File Transfer on the File Transfer Menu** and press [Enter].

Note: The Transfer Drive 'From' and Transfer Drive 'To' options must be set correctly from the menu. All the Que files will be transmitted. Messages are displayed noting the transfer activity.

After the batch file transfer process is completed, the File Transfer Menu is displayed.

Note: If authorization, advance only, or voucher records were received, use the File Append option at the PC-to-PC Main Menu to append the records to PC-TRVL.

Using The Single File Transfer Option

To transfer miscellaneous single files via LAN or diskette, highlight **Single File Transfer** from the File Transfer Menu and press [Enter].

Note: The Transfer Drive 'From' and Transfer Drive 'To' options must be set correctly from the menu.

Key in the filename to transmit and press [Enter].

Note: If the filename is not in the designated 'From' directory, you must give the full drive/path/filename (e.g., C:\AUTOEXEC.BAT).

Using The Copy Table Option

After **table files** are **transmitted to** your PC **via modem**, the warning message *...Warning...The table que files have data in them, you must copy the files into your travel table files* is displayed. Copy the transmitted table file(s) into PC-TRVL using the following instructions.

Highlight **Copy Table** from the File Transfer Menu and press **[Enter]**. Press any key to continue the copy process. The table file(s) is copied into PC-TRVL. Press **[Esc]** to cancel and return to the File Transfer Menu.

File Append

File Append is the option on the PC-to-PC Main Menu (**Figure 66**) used to append **travel document records** from a PC-to-PC transmission (by modem, LAN, or diskette) to the PC-TRVL data base of the receiving PC. (See **Figure 108**.)

To append travel authorization, advance only, and voucher files, highlight **File Append** and press **[Enter]**. Files are appended to the PC-TRVL database.

Location

Location is the option on the PC-to-PC Main Menu used to set the location code to identify the originator of transmitted files to the recipient. The user should key in this code before transmitting any files.

To identify your location, highlight **Location** and press **[Enter]**. Key in your 3 position (maximum) alphanumeric identifier code (e.g., your initials) after *Enter Your Location* and press **[Enter]** to accept the code. Press **[Esc]** to cancel. The PC-to-PC Main Menu is displayed.

Reset Que Files

Reset Que Files is the option the PC-to-PC Main Menu used to delete files from the transmission or receiving Que.

To select this option, highlight **Reset Que Files** and press **[Enter]**.

If, for any reason, the selected files are not transmitted, the system displays a warning that the Que files should be reset. Also, use the Reset Que File option if you want to erase the current Que file(s).

A warning message appears indicating that all records in the Que files will be erased. To complete the process, press **[Y]**. All Que files are erased.

- To cancel, press **[N]**.

ACCESS LEVEL 2 (FILE TRANSMISSION AND FILE MAINTENANCE)

Access Level 2 permits a user to (1) prepare data transmission files, (2) maintain travel tables, and (3) perform miscellaneous and utility functions. Users with Access Level 2 authority are responsible for coordinating travel data transmissions to NFC and PC-TRVL file maintenance functions. Level 2 users can also perform all functions of Access Level 1 users.

This section presents the following topic:

[PC-Travel Main Menu \(for Access Level 2\)](#)

PC-Travel Main Menu (for Access Level 2)

After accessing PC-TRVL, the PC-Travel Main Menu screen (**Figure 84**) is displayed.

TU01001	USDA, OCFO, NFC	06/05/1997 16:29:30																						
TRAVEL REMOTE DATA ENTRY SYSTEM																								
<table border="1"> <tr> <th colspan="2">PC-TRAVEL MAIN MENU</th> </tr> <tr> <td>1. AUTHORIZATION/ADVANCE</td> <td></td> </tr> <tr> <td>2. ADVANCE ONLY</td> <td></td> </tr> <tr> <td>3. TRAVEL VOUCHER</td> <td></td> </tr> <tr> <td>4. TRAVELER PROFILE</td> <td></td> </tr> <tr> <td>5. PRINT A DOCUMENT</td> <td></td> </tr> <tr> <td>6. PC TO PC CONNECTIVITY</td> <td></td> </tr> <tr> <td>7. PREPARE TRANSMIT FILE</td> <td></td> </tr> <tr> <td>8. TABLES MAINTENANCE</td> <td></td> </tr> <tr> <td>9. MISCELLANEOUS/UTILITIES</td> <td></td> </tr> <tr> <td colspan="2">[Esc]-Exit</td> </tr> </table>			PC-TRAVEL MAIN MENU		1. AUTHORIZATION/ADVANCE		2. ADVANCE ONLY		3. TRAVEL VOUCHER		4. TRAVELER PROFILE		5. PRINT A DOCUMENT		6. PC TO PC CONNECTIVITY		7. PREPARE TRANSMIT FILE		8. TABLES MAINTENANCE		9. MISCELLANEOUS/UTILITIES		[Esc]-Exit	
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[Esc]-Exit																								
Data entry section for AD-202 Travel Authorization/Advance																								

Figure 84. PC-Travel Main Menu Screen (Access Level 2)

To select an option, highlight it and press **[Enter]**. The screen for the selected option is displayed.

Instructions for maintaining travel document records, traveler profiles, printing documents, and performing PC-to-PC connectivity functions are found under [Access Level 1 \(Data Entry\)](#). Following is a brief description of the additional options available to Access Level 2 users.

- 7. Prepare Transmit File.** Used to select travel document records and to create a transmission file with the selected records. This file is transmitted to NFC for Travel System (TRVL) processing. The transmitting profile can also be modified (i.e., the remote ID number and the transmission sequence number).
- 8. Tables Maintenance.** Used to access PC-TRVL tables to create, view, modify, and delete records in the tables and to print the tables. The tables contain data for: ZIP Codes and the related states, accounting classification codes, per diem, approving officers, and travel regions. The tables contain data that edits against data entered in travel document records. It is important that the tables are maintained to assure current data for travel document processing.
- 9. Miscellaneous/Utilities.** Used to perform disk maintenance. This includes re-indexing files and tables, purging records marked for deletion, and performing back-up and restore functions.

Instructions are provided below for all Access Level 2 options not explained for Access Level 1.

For more information see the following topics:

[Selecting The Prepare Transmit File Option](#)

[Tables Maintenance](#)

[Miscellaneous/Utilities](#)

Selecting The Prepare Transmit File Option

Prepare Transmit File is the option on the PC-Travel Main Menu used to (1) select travel document records for transmission (Xmit) file, (2) create the Xmit file, and (3) change the remote Xmit profile. The Xmit file is electronically transmitted to the NFC mainframe computer for Travel System (TRVL) processing.

To create the Xmit file, the following conditions are required:

- The document record must have passed all PC-TRVL edits and must have been approved (Access Levels 1, 2, or 3 if the PC-to-PC Connectivity process is not used, or Access Levels 3 or 4 if the PC-to-PC connectivity process is used).
- The remote transmission ID (the RMT number) is needed to identify the location sending the transmittal. It is permanently established in the PC-TRVL setup program, but the number can be temporarily modified using the Chg Profile option on the Doc Type Menu. Transmittal confirmations will be sent to the remote transmission ID location.
- The Xmit counter (Xmit sequence number) must be correct. The number can be modified using the Chg Profile option on the Doc Type Menu. Users should call NFC Information Center personnel if the confirmation shows the Xmit sequence number is out of sequence.
- The Access Level 2 user must have an NFC mainframe user ID, valid password, and security access for transmitting to the NFC mainframe. The user password can be modified using the Prepare Transmit File option.

To select this option, highlight **Prepare Transmit File** and press **[Enter]**. The Doc Type Menu and Selected Records Pop-ups (**Figure 85**) are displayed.

The Doc Type menu provides the following options:

Auth/Advance, Advance Only, and Voucher. Used to select specific types of travel document files for transmission to NFC as follows: AD-202, Authorization/Advance, AD-202, Advance Only, and AD-616, Travel Voucher. Multiple records in one or more document type files can be selected for the Xmit file.

Xmit File. Used to create the Xmit file on the floppy drive.

Chg Profile. Used to change the remote Xmit profile. This includes the remote transmission ID and the current sequential Xmit number.

The Selected records pop-up, in the bottom right-hand portion of the screen, provides the following information:

Authorizations, Advance Only, and Vouchers. The total number of each of the different document type records selected for the Xmit file is displayed. These numbers are reset to 0 after the Xmit file is written to the floppy drive and the selection process is continued.

Xmit'ed. File option *Yes* or *No* indicates whether or not the Xmit file has been created for the selected records.

Next Xmit Nr. The Xmit number (transmission/batch number) assigned to the Xmit file is displayed. This number automatically system generates the next sequential number after each Xmit file is written. The number can be modified by using Chg Profile.

For more information see the following topics:

- [Selecting A Travel Document Record To Transmit](#)
- [Creating A Transmit \(Xmit\) File](#)
- [Deleting A Password And An Xmit File](#)
- [Changing The Xmit Profile](#)

Selecting A Travel Document Record To Transmit

To select a document type file, highlight the document type name on the Doc Type menu (Figure 85) and press [Enter].

TV01001

USDA, OCF0, NFC

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TRAVEL REMOTE DATA ENTRY SYSTEM

PC-TRAVEL MAIN MENU

1. AUTHORIZATION/ADVANCE

2. ADVANCE ONLY

3. TRAVEL VOUCHER

4. TRAVELER PROFILE

5. PRINT A DOCUMENT

6. PC TO PC CONNECTIVITY

7. PREPARE TRANSMIT FILE

8. TABLES MAINTENANCE

9. MISCELLANEOUS/UTILITIES

Sub-menu Active —>

DOC TYPE:

AUTH/ADVANCE

ADVANCE/ONLY

VOUCHER

XMIT FILE

CHG PROFILE

[Esc]-Exit

Selected:

AUTHORIZATIONS: 0

ADVANCE ONLY: 0

VOUCHERS: 0

XMIT'ED: YES

NEXT XMIT NR: 99

Figure 85. Doc Type menu And Selected Records Pop-ups

Screen TV08000, (Document Type) Xmit Selection is displayed. The Xmit Selection screens display documents, of the type selected, available for transmission to NFC. The Authorization Xmit Selection screen (Figure 86), shows authorization documents available for transmission.

TV00000							
USDA, OCF0, NFC							
AUTHORIZATION XMIT SELECTION							
06/05/97 16:47:36							
SEL	LAST NAME	AUTHORIZATION NUMBER	EFFECTIVE DATE	ERROR ON SCREEN	XMIT NMBR	PC TRANS	APPU CODE
■	DOE	7AS9099999999	07/01/97				R
	* MULTIPLE *	7CM9999999999	07/01/97	TV05005			
	JONES	7CS9011111111	07/01/97	TV05001			
	DOE	7CS9088888888	07/01/97	TV05014			
	DOE	7CS9099999999	07/01/97				R
	DOE	7CS9999999999	07/01/97	TV05005			
[↑]-Up [↓]-Down [PgUp]-Page Back [PgDn]-Page Fwd [SPACE BAR]/[S]-Select [R]-Select Rest [X]-Ignore Rest [Ret]-Next [Esc]-Done							

Figure 86. Authorization Xmit Selection Screen

The Advance Only and Voucher Xmit Selection screens closely resemble the Authorization Xmit screen, and contain the same columns, as described below:

Sel. Used to select the documents to be transmitted to NFC.

Last Name. Identifies the last name of the traveler.

Authorization Number. Identifies the 13-position authorization number of the travel document record.

Effective Date. Identifies the date the document was created.

Error on Screen. If the document identified in this line of the Xmit Selection screen contains an error, the notation in this column identifies the screen on which the error can be found. If a screen number is shown for a document, you must access the document and correct the error before the document can be transmitted. To correct the document, (1) return to the entry option (i.e., Authorization/Advance, Advance Only, or Travel Voucher), (2) select the Existing option on the Add New, Existing pop-up, (3) select the document on the selection list screen, and (4) go to the appropriate screen and make the correction. After you have corrected the error, you can access the Prepare Transmit File option again to transmit the record.

Note: Only one screen can be identified at a time in the Error on Screen column of the Xmit Selection screen. If there are errors on more than one screen, after you correct the first screen errors and return to the Xmit Selection screen, the second screen number will be displayed. Continue correcting the screen errors as described above until no screen number is displayed in the Error on Screen column.

Xmit Number. Displays an Xmit number for records previously transmitted. The Xmit Number prevents the documents from being erroneously transmitted a second time.

Note: Previously transmitted documents will continue to be shown on the Xmit Selection screen until the files are cleaned and the records purged. (See [Access Level 2, Miscellaneous/Utilities](#) option for instructions to purge the files.)

PC Trans. If PC-to-PC Connectivity software is installed, this column displays the destination location ID when the record was transmitted to another PC, or the source location ID when the record was received from another PC (as noted with an asterisk in front of the location code). See the [Location](#) option under **PC-to-PC Connectivity** for more information.

Appv Code. If PC-to-PC Connectivity software is installed, this column displays the approval status code for the record as described below:

- | | |
|----------|---------------------------------------|
| A | Approved with no changes |
| M | Modified and approved |
| D | Disapproved (cannot be transmitted) |
| R | Review status (cannot be transmitted) |

- To select documents for transmission on the Xmit Selection screen, follow the instructions below:

Press **S** or press **[Spacebar]** on the line of each record to be transmitted. An **S** is generated on the record line. To remove the **S**, press **[S]** or **[Spacebar]** again.

Press **R** on the line of a record to mark that record and the rest below it for transmission.

Press **X** on the line of a record to ignore that record and the rest below it. All records above the records marked with an **X** are selected to transmit.

Press **[Enter]** to move to the next line without marking a record.

- To exit the selection process after all selections have been made, press **[Esc]**. The Doc Type menu and Selected records pop-ups are displayed. The number of selected records is displayed in the Selection pop-up.
- To repeat the selection process for another document type, highlight the document type and press **[Enter]**. Repeat these instructions.
- To create the transmit (Xmit) file, highlight **Xmit File** and press **[Enter]**. See [Creating a Transmit \(Xmit\) File](#) below for instructions.
- To exit without saving the selections made, press **[Esc]**. The documents are no longer flagged as selected. The PC-TRVL Main Menu is displayed.

Creating A Transmit (Xmit) File

Following are instructions for creating a transmit file after all travel document records are selected.

Note: If various users use the same OON, but different PC's, to create Xmit files, verify that the last transmission sequence number and remote ID number are correct. If not, see [Changing The Xmit Profile](#) for instructions.

Label a formatted diskette **TRVL Xmit**. Write the *date* and **Xmit Nr** (transmission/batch number) of the Xmit file on the label.

Insert the Trvl Xmit diskette in the floppy drive. The Xmit file will be written to this diskette.

Highlight **Xmit File** at the Doc Type menu and press **[Enter]**. The message *Enter NFC Transmission ID* is displayed.

Key in your NFC user ID (i.e., the Top Secret ID used to access NFC's mainframe computer) and press **[Enter]**. The message *Enter the password for transmission [Must Be 6-8 Chars]* is displayed. Key in your NFC user password (Top Secret password) and press **[Enter]**. A valid password is required for transmission access to NFC. The NFC password expires every 35 days; update the password when necessary. The message *Do you want to enter a new password [Y/N]?* is displayed. If you want to change your password, key in **Y**. If you do not want to change your password, key in **N**. If **Y** is keyed in, key in the new password. The password is updated in the JCL record used for transmissions.

Note: When the Xmit file is processed at NFC, the password change is updated in NFC's mainframe computer for all applications. If you access any mainframe systems (e.g., Travel System Online inquiry), you must use the new password that you keyed in when creating the PC-TR VL Xmit file.

The message *Place blank transmit floppy disk in drive A: and press any key to begin ...* is displayed. If you have a floppy drive other than the A drive identified in the PC-TRVL setup program, that letter is displayed in the message in lieu of A.

Press any key. Various messages are displayed while the Xmit file is being created. After the file is created, the message *Creation of Transmission File is Complete* is displayed. The PC-TR VL Main Menu is displayed.

Transmit the Xmit file to NFC in accordance with agency established procedures.

After the XMIT file is transmitted to NFC, **safeguard the Xmit diskette until the Proof of Transmission Report (confirmation) is received from NFC**. If the confirmation report indicates that there were problems with the transmission, correct the problems and transmit the documents again.

If the confirmation report indicates that the transmission was successful, the Xmit file must be deleted from the diskette. See [Deleting A Password And An Xmit File](#) for instructions.

Deleting A Password And An Xmit File

To delete an Xmit file after receiving confirmation of a successful transmission insert the Xmit diskette in the floppy drive.

Get the filename of the Xmit file by reading the floppy drive directory. For example, at the C>, key in **DIR A:\XMIT*.* [Enter]**.

The **Xmit filename XMIT0[999].DAT** is displayed. The three 9's [999] represent the 3-digit Xmit Number (transmission/batch number).

To delete the password from a file, at the C>, key in **C:\NFCTRAV\KILLPASS** and press **[Enter]**. (Substitute the letter of the hard drive if different than C.) A screen is displayed to enter the Xmit file drive, path, and filename as described below (**Figure 87**).

NATIONAL FINANCE CENTER
United States Department of Agriculture
New Orleans, La.

DRIVE= A:
PATH= /
NAME= XMIT0000.DAT

ENTER Drive, Path, and File Name

Figure 87. Killpass Screen

At the Drive field, key in the drive letter of the floppy drive. A: is system generated. For example, to change the drive letter to B drive, key in **B:**

At the Path field, press **[Enter]**. The name of the root directory is system generated.

At the Name field, key in the **Xmit filename** and press **[Enter]**. After the file is processed, the C> is displayed.

To delete the file, at the C>, key in **ERASE A:XMIT0[999].DAT** and press **[Enter]** to delete the file. Again, the three 9's [999] represent the Xmit Number as described above (substitute the drive letter if different than A).

Changing The Xmit Profile

To change the Xmit profile, the Remote Job Entry (RJE) ID, and Xmit sequence number follow the instructions below.

Highlight **Chg Profile** at the Doc Type pop-up menu and press **[Enter]**. The Chg Profile pop-up is displayed with the cursor in the Remote ID field (**Figure 88**).

TU01001	USDA, OCFO, NFC	06/06/1997 10:49:13
TRAVEL REMOTE DATA ENTRY SYSTEM		
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; margin: 0;">PC-TRAVEL MAIN MENU</p> <ol style="list-style-type: none"> 1. AUTHORIZATION/ADVANCE 2. ADVANCE ONLY 3. TRAVEL VOUCHER 4. TRAVELER PROFILE 5. PRINT A DOCUMENT 6. PC TO PC CONNECTIVITY <li style="background-color: black; color: white;">7. PREPARE TRANSMIT FILE 8. TABLES MAINTENANCE 9. MISCELLANEOUS/UTILITIES <p style="text-align: right; margin-top: 5px;">Sub-menu Active —></p> </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; margin: 0;">DOC TYPE:</p> <div style="background-color: black; color: white; padding: 2px; text-align: center; margin: 2px 0;"> AUTH/ADVANCE ADVANCE/ONLY VOUCHER XMIT FILE CHG PROFILE </div> <p style="margin-top: 5px;">[Esc]-Exit</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p style="margin: 0;">Chg Profile:</p> <p style="margin: 0;">REMOTE ID: NF001</p> <p style="margin: 0;">XMIT SEQ # 100</p> </div>	

Figure 88. Chg. Profile Pop-up

At the Remote ID field, key in the new remote ID, if needed, and press **[Enter]**. This number is for temporary use while using the Prepare Transmit File option. This number is entered in the PC-TRVL setup program for permanent use.

The Xmit Seq # field is displayed with the sequential transmission batch number.

Note: This number **must** be reset each fiscal year to **001** prior to the first transmission of the new fiscal year. This number may also be reset for other reasons.

For example, if a properly formatted transmission file was not received by NFC, recreate the same file and transmit it again by following the same procedures used for creating the initial Xmit file. The Xmit sequential number must be changed for the second transmission.

At the Xmit Seq # field, key in the new Xmit sequential number, if needed, and press **[Enter]**. The Doc Type pop-up menu is displayed.

Caution: If it is necessary to reset the transmission counter to a lower number for any reason other than the beginning of a new fiscal year, the Miscellaneous/Utilities, Purge Deleted Records option cannot not be used until the counter has been reset to its previous higher value.

After completing the Xmit profile changes, use the following instructions to continue.

- To select documents for transmission to NFC, highlight the document type and press **[Enter]**. See [Selecting A Travel Document Record To Transmit](#) for instructions.
- To create the Xmit file, highlight Xmit File and press **[Enter]**. See [Creating A Transmit \(Xmit\) File](#) for instructions.
- To exit to the PC-Travel Main Menu, press **[Esc]**.

Tables Maintenance

Tables Maintenance is the option on the PC-Travel Main Menu used to add, view, modify, delete, and print PC-TRVL tables. The tables are used in the PC-TRVL system to generate and edit data during the data entry of a travel document. For these reasons, it is very important that table entries be carefully checked to ensure accuracy. Inaccurate data may result in suspense rejects during Travel System processing at NFC.

Changes are required as needed to keep the tables data current. This maintenance helps to reduce errors that could occur during Travel System processing. Keeping the tables current will help to keep agency suspense reject costs down.

Note: Whenever a new version of PC-TRVL is installed, all tables should be printed and carefully checked for accuracy. Additions or corrections should be made immediately. Access Level 1 users should contact the person within their agency responsible for table maintenance.

TV01001	USDA, OCF0, NFC	06/06/1997 10:50:23																						
TRAVEL REMOTE DATA ENTRY SYSTEM																								
<table border="1"> <tr> <td>PC-TRAVEL MAIN MENU</td> <td>Select Table:</td> </tr> <tr> <td>1. AUTHORIZATION/ADVANCE</td> <td>STATE/ZIP CODES</td> </tr> <tr> <td>2. ADVANCE ONLY</td> <td>ACCOUNTING</td> </tr> <tr> <td>3. TRAVEL VOUCHER</td> <td>PER DIEM TABLE</td> </tr> <tr> <td>4. TRAVELER PROFILE</td> <td>FOREIGN PER DIEM</td> </tr> <tr> <td>5. PRINT A DOCUMENT</td> <td>APPROVAL</td> </tr> <tr> <td>6. PC TO PC CONNECTIVITY</td> <td>REGION TABLE</td> </tr> <tr> <td>7. PREPARE TRANSMIT FILE</td> <td></td> </tr> <tr> <td>8. TABLES MAINTENANCE</td> <td></td> </tr> <tr> <td>9. MISCELLANEOUS/UTILITIES</td> <td></td> </tr> <tr> <td colspan="2">[Esc]-Exit</td> </tr> </table>			PC-TRAVEL MAIN MENU	Select Table:	1. AUTHORIZATION/ADVANCE	STATE/ZIP CODES	2. ADVANCE ONLY	ACCOUNTING	3. TRAVEL VOUCHER	PER DIEM TABLE	4. TRAVELER PROFILE	FOREIGN PER DIEM	5. PRINT A DOCUMENT	APPROVAL	6. PC TO PC CONNECTIVITY	REGION TABLE	7. PREPARE TRANSMIT FILE		8. TABLES MAINTENANCE		9. MISCELLANEOUS/UTILITIES		[Esc]-Exit	
PC-TRAVEL MAIN MENU	Select Table:																							
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9. MISCELLANEOUS/UTILITIES																								
[Esc]-Exit																								
<p>CAUTION: Table entries must be sight verified. Update non-traveler profile information</p>																								

Figure 89. Select Table Pop-up Menu

For more information see the following topics:

[State/ZIP Codes](#)

[Accounting](#)

[Per Diem Table](#)

[Foreign Per Diem](#)

[Approval](#)

[Region Table](#)

State/ZIP Codes

The State/ZIP Codes table is used to establish the range of ZIP codes applicable for a specific state. By establishing a range of ZIP codes, the possibility of keying in an invalid ZIP code during data entry is reduced. The ZIP code is critical for the proper delivery of travel checks.

For more information see the following topics:

- [Adding A New State/ZIP Code Record](#)
- [Modifying And Viewing A State/ZIP Code Record](#)
- [Deleting A State/ZIP Code Record](#)
- [Printing The State/ZIP Code Table](#)

Adding A New State/ZIP Code Record

To add a State/ZIP Code record, at the Select Table pop-up menu, highlight State/ZIP Codes and press **[Enter]**. The State/ZIP Codes screen (**Figure 90**) is displayed in the Search mode. The cursor is located in the State field.

DATE: 06/06/1997	*** USDA, OCFO, NFC ***	TIME: 11:03:33 am
TV06001 T A B L E M A I N T E N A N C E		
STATE/ZIP CODES		
STATE <input type="text"/>		
Mode is SEARCH ...	ENTER Search Value [ESC] to Quit [F2] Print Table	TABLE LOADED RECORDS = 65

Figure 90. State/ZIP Codes Screen (search mode)

State

alphanumeric field; max. of 2 positions
Key in the state code. The message *Not Found ...* is displayed.

Note: If PC-to-PC Connectivity software is installed, documents that are transferred between PC's must have the same table data on both PC's (especially for the approving officer) or errors can occur during the transfer of documents. To avoid repetitive entry of table data on multiple PC's (i.e., to save time and aid in the reduction of entry errors), an entire table(s) can be transferred between PC's. See **Using The Copy Table Option** under **PC-to-PC Connectivity** for instructions.

To select this option, highlight Tables Maintenance and press **[Enter]**. The Select Table pop-up (**Figure 89**) is displayed listing the PC-TRVL table options.

The instructions below provide table specific instructions to add, view, modify, delete, and print the tables.

Press **[F6]**. The screen changes to the Add mode (**Figure 91**) and the Low ZIP and High ZIP fields are now displayed. The cursor is located in the State field. Press **[Enter]** to continue entry.

DATE: 06/06/1997	*** USDA, OCFO, NFC ***	TIME: 11:06:49 am
TV06001 T A B L E M A I N T E N A N C E		
STATE/ZIP CODES		
STATE YY		
LOW ZIP		
HIGH ZIP		
Mode is ADD ...	F6=Add [Esc]=Cancel and Redo	TABLE LOADED RECORDS = 66

Figure 91. State/ZIP Codes Screen (add mode)

- Low ZIP

numeric field; max. of 3 positions
Key in the first 3 positions of the ZIP Code with the lowest value.
- High ZIP

numeric field; max. of 3 positions
Key in the first 3 positions of the ZIP Code with the highest numeric value. The screen displays the message *Add Completed*.

- To add another record, press **[Esc]**, then repeat these instructions.
- To exit the table, press **[Esc]**. The message *Are you sure?... (Y/N)* is displayed. Press **[Y]**. The Select Tables pop-up menu is displayed.

Modifying And Viewing A State/ZIP Code Record

To modify or view a record, at the Select Table pop-up menu, highlight State/ZIP Codes and press **[Enter]**. The State/ZIP Codes screen is displayed in the Search mode (Figure 90). The cursor is located in the State field.

- State

alphanumeric field; 2 positions
Key in the state code. The message *Code Found ...* is displayed.

To modify or view the range of ZIP codes, press **[F9]**. The screen changes to the Modify mode and the Low ZIP and High ZIP fields are now displayed. The cursor is located in the State field. If viewing the record only, press **[Esc]** when finished.

To modify the record, press **[Enter]** and key in the new low and/or high ZIP codes.

After keying in the low-ZIP and high-ZIP codes, the accept and redo functions are displayed at the bottom of the screen.

To accept the changes, press **[F7]**. To modify or view another record, press **[F8]**. Repeat the data entry instructions provided above.

- To ignore the changes and redo them, press **[F8]**. Repeat the data entry instructions provided above.
- To exit the State/ZIP Codes screen, press **[Esc]**.

Deleting A State/ZIP Code Record

To delete a record, at the Select Table pop-up menu, highlight State/ZIP Codes and press **[Enter]**. The State/ZIP Codes screen is displayed in the Search mode (**Figure 90**). The cursor is located in the State field.

State

alphanumeric field; 2 positions

Key in the state code. The message *Code Found ...* is displayed.

To delete the record for the state code entered, press **[F10]**. The message *Record Deleted* is displayed. Repeat these instructions until all records have been deleted.

- To exit the State/ZIP Codes screen, press **[Esc]**. The Select Table pop-up menu is displayed.

Printing The State/ZIP Code Table

To print the State/ZIP Codes table, at the Select Table pop-up menu, highlight **State/ZIP Codes** and press **[Enter]**. The State/ZIP Codes screen is displayed in the Search mode (**Figure 90**). The cursor is located in the State field. Press **[F2]** to print the entire table.

- To exit the State/ZIP Codes screen, press **[Esc]**. The Select Table pop-up menu is displayed.

Accounting

The Accounting Table is used to key in accounting classification codes that will be charged for travel transactions. During the data entry of documents, users can select the appropriate accounting code(s) from this table without having to rekey the codes. This saves time and eliminates data entry errors. Since accounting codes are primarily a string of numbers, it is important that table entries are checked carefully to ensure accurate data. Be sure to review accounting codes periodically and add or delete codes as necessary.

For more information see the following topics:

[Adding A New Accounting Classification Record](#)

[Modifying And Viewing An Accounting Classification Record](#)

[Deleting An Accounting Classification Record](#)

[Printing The Accounting Classification Table](#)

Adding A New Accounting Classification Record

To add an Accounting Table record, at the Select Table pop-up menu, highlight **Accounting** and press **[Enter]**. The Accounting Table screen is displayed in the Search mode (**Figure 92**). The cursor is located in the Classification field.

DATE: 06/06/1997	*** USDA, OCFO, NFC ***	TIME: 11:09:45 am
TV06001 T A B L E M A I N T E N A N C E		
A C C O U N T I N G T A B L E		
CLASSIFICATION XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		
Mode is SEARCH ...	ENTER Search Value [ESC] to Quit [F2] Print Table	TABLE LOADED RECORDS = 3

Figure 92. Accounting Table Screen (search mode)

Classification alphanumeric field; max. of 35 positions
Key in the accounting classification code. The message *Not Found ...* is displayed.

- Press **[F6]**. The screen changes to the Add mode. The cursor is located in the Classification field. Press **[Enter]** at the Classification field to add the record. The screen displays the message *Add Completed*.
- To add another record, repeat these instructions.
 - To cancel the entry or exit the table, press **[Esc]**. The message *Are you sure?... (Y/N)* is displayed. Press **[Y]**. The Select Tables pop-up menu is displayed.

Modifying And Viewing An Accounting Classification Record

To modify or view a record, at the Select Table pop-up menu, highlight **Accounting** and press **[Enter]**. The Accounting Table screen is displayed in the Search mode (**Figure 92**). The cursor is located in the Classification field.

Classification alphanumeric field; max. of 35 positions
Key in the accounting classification code. The message *Code Found ...* is displayed. If viewing the record only, press **[Esc]** when finished.

To modify the code (e.g., two numbers were transposed during the initial entry), press **[F9]**. The screen changes to the Modify mode. The cursor is located in the Classification field. Key in the changes and press **[Enter]** to save the change.

After the Classification field is entered, the accept and redo functions are displayed at the bottom of the screen.

To accept the change, press **[F7]**. To modify another record, press **[F8]**. Repeat the data entry instructions provided above.

- To ignore the change and redo it, press **[F8]**. Repeat the data entry instructions provided above.
- To exit the Accounting Table screen, press **[Esc]**.

Deleting An Accounting Classification Record

To delete a record, at the Select Table pop-up menu, highlight **Accounting** and press **[Enter]**. The Accounting Table screen is displayed in the Search mode (**Figure 92**). The cursor is located in the Classification field.

Classification	<i>alphanumeric field; max. of 35 positions</i>
	Key in the accounting classification code. The message <i>Code Found ...</i> is displayed.

To delete the record for the code entered, press **[F10]**. The message *Record Deleted* is displayed.

- To exit the Accounting Table screen, press **[Esc]**. The Select Table pop-up menu is displayed.

Printing The Accounting Classification Table

To print the Accounting table, at the Select Table pop-up menu, highlight **Accounting** and press **[Enter]**. The Accounting Table screen is displayed in the Search mode. The cursor is located in the Classification field. Press **[F2]** to print the entire table.

- To exit the Accounting Table screen, press **[Esc]**. The Select Table pop-up menu is displayed.

Per Diem Table

The Per Diem Table is used to key in domestic and non-foreign areas outside CONUS TDY locations to which agency personnel travel and the per diem rates for those locations. It is **only** necessary to key in locations that have per diem rates **higher** than the standard CONUS rate. During the data entry of Forms AD-202 and AD-616, PC-TRVL checks the Per Diem

Table to determine the appropriate per diem rate. If the location is not established in the Per Diem Table, PC-TRVL allows the user to add the location to the table while still in the entry process. If the user does not add the location to the table during data entry, the standard CONUS rate for the location is generated.

Since this table is used by PC-TRVL to system generate and edit data during data entry, it is very important that table entries be checked carefully to ensure accuracy. Be sure to update the per diem rates in PC-TRVL when the rates are amended in the Federal Travel Regulation (FTR).

For more information see the following topics:

- [Adding A New Per Diem Record](#)
- [Modifying Or Viewing A Per Diem Record](#)
- [Deleting A Per Diem Record](#)
- [Printing The Per Diem Table](#)

Adding A New Per Diem Record

To add a record, at the Select Table pop-up menu, highlight **Per Diem Table** and press **[Enter]**. The Per Diem Table screen is displayed in the Search mode. The cursor is located in the City field.

City	<i>alpha field; max. of 20 positions</i> Key in the city name.
County	<i>alphanumeric field; max. of 14 positions</i> Key in the county name, if needed.
State	<i>alphanumeric field; 2 positions</i> Key in the state code. The message <i>Not Found ...</i> is displayed.

Press **[F6]**. The screen changes to the Add mode and the effective dates, rates, and seasonal information fields are now displayed (**Figure 93**). The cursor is located in the City field. Press **[Enter]** to continue entry. The cursor moves to the Eff. Date From field.

DATE: 06/06/1997	*** USDA, OCF0, NFC ***	TIME: 11:36:42 am
TV06001 T A B L E M A I N T E N A N C E		
PER DIEM TABLE		
CITY	SLIDELL	
STATE	LA	
EFF. DATE FROM	/ /	EFF. DATE FROM
EFF. DATE THRU	/ /	EFF. DATE THRU
LODGING RATE	0.00	LODGING RATE
M & IE RATE	0.00	M & IE RATE
DAILY RATE	0.00	DAILY RATE
SEASONAL LODGING RATE	0.00	SEASONAL LODGING RATE
SEASONAL M & IE RATE	0.00	SEASONAL M & IE RATE
SEASONAL DAILY RATE	0.00	SEASONAL DAILY RATE
SEASONAL DATE: FROM	/	SEASONAL DATE: FROM
THRU	/	THRU
Mode is ADD ...	F6=Add [Esc]=Cancel and Redo	TABLE LOADED RECORDS = 8

Figure 93. Per Diem Table Screen (add mode)

Note: (1) There are 2 sets of fields to allow maintenance of up to two rates per location. PC-TRVL compares the effective dates in this table to the dates of travel keyed in during document entry to determine the appropriate rate. If keying in **only one set** of rates for a location, use the **left** section for the current rates. If keying in **two sets** of rates for a location, use the **left** section for the **current** rates and the **right** section for the **prior** rates. An easy way to remember this requirement is that the current rates are entered first (in the left section) and the prior rates are entered last (in the right section). Follow this same procedure when changing the rates (i.e., keep the current rates on the left and the prior rates on the right). (2) When keying in an effective date for the current rates, it is suggested that **12/31/99** be used as the effective thru date since the rate's expiration date is unknown.

Key in the per diem information. If the location has seasonal rates, key in the off-season (lower) rates in the following fields:

Eff. Date From

numeric field; max. of 8 positions

Key in the beginning date of the effective range.

Eff. Date Thru

numeric field; max. of 8 positions

Key in the ending date of the effective range. See **Note** above for using the 12/31/99 date.

Lodging Rate

numeric field; max. of 7 positions

Key in the location's daily per diem lodging rate.

M&IE Rate

numeric field; max. of 7 positions

Key in the location's daily per diem M&IE rate.

Daily Rate

numeric field; max. of 7 positions

The sum of the lodging and M&IE rates is generated.

If the location has seasonal rates, key in the in-season (higher) rates in the following fields; otherwise, skip these fields.

Seasonal Lodging Rate

numeric field; max. of 7 positions

Key in the location's daily in-season per diem lodging rate.

Seasonal M&IE Rate

numeric field; max. of 6 positions

Key in the location's daily in-season per diem M&IE rate.

Seasonal Daily Rate

numeric field; max. of 7 positions

The sum of the seasonal lodging and M&IE rates is generated.

Seasonal Date: From

numeric field; max. of 8 positions

Key in the beginning date of the in-season period.

Seasonal Date: Thru

numeric field; max. of 8 positions

Key in the ending date of the in-season period.

If only the left section is needed for the current dates/rates, press **[Enter]** to move through the remaining fields. If both sections are needed, follow the same instructions. (See **Note** above.)

After the last field is keyed in, the message *Add Completed* is displayed.

- To add another record, repeat these instructions.
- To exit the table, press **[Esc]**. The message *Are you sure?...(Y/N)* is displayed. Press **[Y]**. The Select Tables pop-up menu is displayed.

Modifying Or Viewing A Per Diem Record

To modify or view a record, at the Select Table pop-up menu, highlight **Per Diem Table** and press **[Enter]**. The Per Diem Table screen is displayed in the Search mode. The cursor is located in the City field.

Key in the city/county name and the state code. The message *Code Found ...* is displayed with the rates and effective date fields. If viewing the record only, press **[Esc]** when finished.

To modify the per diem information, press **[F4]** (Quick Change; see Note below) or **[F9]**. The screen changes to the Modify mode. The cursor is located in the City field. Press **[Enter]** and key in the rates and effective date changes. (See **Adding A New Per Diem Record** for entry instructions.)

Note: When two rates are shown for a location and the per diem rates are amended in the FTR, the current rates (shown in the left section) will become the prior rates (right section) and the new rates will become the current rates (left section). To move the rates from the left section to the right section, press **[F4]**. The left rates are moved to the right section. These rates are now the prior rates. The left section is now blank for the entry of the new rates. Modify the Effective Thru Date (e.g., from **12/31/99** to the new Effective Thru Date) for the prior rate.

After the last field is entered, the accept and redo functions are displayed.

- To accept the change, press **[F7]**. The message *Change Completed* is displayed. To modify another record, press **[F8]**. Repeat the data entry instructions.
- To exit the Per Diem Table screen, press **[Esc]**. The Select Table pop-up menu is displayed.

Deleting A Per Diem Record

To delete a record, at the Select Table pop-up menu, highlight ***Per Diem Table*** and press **[Enter]**. The Per Diem Table screen is displayed in the Search mode. The cursor is located in the City field.

Key in the per diem location. The message *Code Found ...* is displayed.

To delete the record for the location entered, press **[F10]**. The message *Record Deleted* is displayed.

- To exit the Per Diem Table screen, press **[Esc]**. The Select Table pop-up menu is displayed.

Printing The Per Diem Table

To print the Per Diem table, at the Select Table pop-up menu, highlight ***Per Diem Table*** and press **[Enter]**. The Per Diem Table screen is displayed in the Search mode. The cursor is located in the City field. Press **[F2]** to print the entire table. The table will print in alphabetical order by county then city names. If the location has two sets of dates/rates, the current rate (left side of the screen) will print first. If the location has seasonal rates, the rates will print on the line below the effective dates with the seasonal date range shown.

- To exit the Per Diem Table screen, press **[Esc]**. The Select Table pop-up menu is displayed.

Foreign Per Diem

The Foreign Per Diem Table is used to key in foreign TDY locations to which agency personnel travel and the foreign per diem rates for those locations.

Note: To key in domestic or non-foreign areas outside CONUS TDY locations, see **Adding A New Per Diem Record**.

During the data entry of Form AD-202 and AD-616, PC-TRVL checks the Foreign Per Diem Table to determine the appropriate foreign per diem rate. If the location is not established in the Foreign Per Diem Table, the user must add the location to the table.

Since this table is used by PC-TRVL to system generate and edit data during data entry, it is very important that table entries are carefully checked to ensure accuracy. Be sure to update the foreign per diem rates in PC-TRVL when the rates change.

For more information see the following topics:

Adding A New Foreign Per Diem Record

Modifying Or Viewing A Foreign Per Diem Record

Deleting A Foreign Per Diem Record

Printing The Foreign Per Diem Table

Adding A New Foreign Per Diem Record

To add a record, at the Select Table pop-up menu, highlight ***Foreign Per Diem*** and press **[Enter]**. The Foreign Per Diem Table screen is displayed in the Search mode. The cursor is located in the Country Code field.

The foreign location code is used in PC-TRVL to identify foreign locations. The code is the 3-position numeric country code and the 4-position numeric city code. The 2-position alpha country code is also used to edit the record for accuracy. Use the foreign location code listing provided in the Appendix to the Travel System procedure.

Country Code	<i>numeric field; 3 positions</i>
	Key in the country code.

City Code	<i>numeric field; 4 positions</i>
	Key in the city code.

Press **[F6]**. The screen changes to the Add mode and the remaining fields for the city, alpha country code, effective dates, and rates are now displayed (**Figure 94**). The cursor is located in the Country Code field. Press **[Enter]** to continue entry. The cursor moves to the City field.

DATE: 06/06/1997	***	USDA, OCF0, NFC	***	TIME: 11:38:25 am
TV06001 T A B L E M A I N T E N A N C E FOREIGN PER DIEM				
COUNTRY CODE	567			
CITY CODE	8901			
CITY				
COUNTRY				
EFFECTIVE DATE	/ /	EFFECTIVE DATE	/ /	
DATE FROM:	/	DATE FROM:	/	
DATE THRU:	/	DATE THRU:	/	
LODGING RATE	0.00	LODGING RATE	0.00	
M & IE RATE	0.00	M & IE RATE	0.00	
DAILY RATE	0.00	DAILY RATE	0.00	
Mode is ADD ...	F6=Add [Esc]=Cancel and Redo			TABLE LOADED RECORDS = 2

Figure 94. Foreign Per Diem Table (add mode)

Note: (1) There are 2 sets of fields to allow maintenance of two different rates per location. PC-TRVL compares the effective dates in this table to the dates of travel keyed in during document entry to determine the appropriate rate to use. If keying in **only one set** of rates for a location, use the **left** section for the current rates. If keying in **two sets** of rates for a location, use the **left** section for the **current** rates and the **right** section for the **prior** rates. An easy way to remember this requirement is that the current rates are entered first (in the left section) and the prior rates are entered last (in the right section). Follow this same procedure when changing the rates (i.e., keep the current rates on the left and the prior rates on the right). (2) When keying in an effective date for the current rates, it is suggested that **12/31/99** be used as the effective thru date since the rate's expiration date is unknown.

Key in the foreign per diem information in the following fields:

City	<i>alphanumeric field; max. of 20 positions</i> Key in the city name.
Country	<i>alphanumeric field; 2 positions</i> Key in the alpha country code.
Effective Date	<i>numeric field; max. of 8 positions</i> Key in the beginning date of the effective range.
Date From	<i>numeric field; max. of 8 positions</i> If the city has seasonal rates, key in the beginning date of the seasonal range; otherwise, leave blank.
Date Thru	<i>numeric field; max. of 8 positions</i> If the city has seasonal rates, key in the ending date of the seasonal range; otherwise, leave blank.
Lodging Rate	<i>numeric field; max. of 7 positions</i> Key in the location's daily foreign per diem lodging rate.
M&IE Rate	<i>numeric field; max. of 7 positions</i> Key in the location's daily foreign per diem M&IE rate.
Daily Rate	<i>numeric field; max. of 7 positions</i> The sum of the lodging and M&IE rates is generated.

- If only the left section is needed for the current dates/rates, press **[Enter]** to move through the remaining fields. If both sections are needed, follow the same instructions. (See **Note** above.)

After the last field is keyed in, the message *Add Completed* is displayed.

- To add another record, repeat these instructions.
- To exit the table, press **[Esc]**. The message *Are you sure?...(Y/N)* is displayed. Press **[Y]**. The Select Tables pop-up menu is displayed.

Modifying Or Viewing A Foreign Per Diem Record

To modify or view a record, at the Select Table pop-up menu, highlight **Foreign Per Diem Table** and press **[Enter]**. The Foreign Per Diem Table screen is displayed in the Search mode. The cursor is located in the Country Code field.

Key in the country code and the city code. The message *Code Found ...* is displayed and the remaining fields for the city, alpha country code, effective dates, and rates are now displayed. If viewing the record only, press **[Esc]** when finished.

To modify the foreign per diem information, press **[F4]** (Quick Change; see **Note** below) or **[F9]**. The screen changes to the Modify mode. The cursor is located in the Country Code field. Press **[Enter]** and key in the city, alpha country code, effective dates, and the rate changes. (See [Adding A New Foreign Per Diem Record](#) for entry instructions.)

Note: When two rates are shown for a location and the foreign per diem rates are changed, the current rates (shown in the left section) will become the prior rates (right section) and the new rates will become the current rates (left section). To move the rates from the left section to the right section, press **[F4]**. The left rates are moved to the right section. These rates are now the prior rates. The left section is now blank for the entry of the new rates.

After the last field is entered, the accept and redo functions are displayed.

- To accept the change, press **[F7]**. The message *Change Completed* is displayed. To modify another record, press **[F8]**. Repeat the data entry instructions.
- To exit the Foreign Per Diem Table screen, press **[Esc]**. The Select Table pop-up menu is displayed.

Deleting A Foreign Per Diem Record

To delete a record, at the Select Table pop-up menu, highlight **Foreign Per Diem** and press **[Enter]**. The Foreign Per Diem Table screen is displayed in the Search mode. The cursor is located in the Country Code field.

Key in the foreign location code. The message *Code Found ...* is displayed.

To delete the record for the location entered, press **[F10]**. The message *Record Deleted* is displayed.

- To exit the Foreign Per Diem Table screen, press **[Esc]**. The Select Table pop-up menu is displayed.

Printing The Foreign Per Diem Table

To print the Foreign Per Diem table, at the Select Table pop-up menu, highlight **Foreign Per Diem** and press **[Enter]**. The Foreign Per Diem Table screen is displayed in the Search mode.

The cursor is located in the Country Code field. Press **[F2]** to print the entire table. The table will print in foreign location code order. If the location has two sets of dates/rates, the current rate (left side of the screen) will print first.

- To exit the Foreign Per Diem Table screen, press **[Esc]**. The Select Table pop-up menu is displayed.

Approval

The Approving Officer table is used to maintain information for the approving officer(s) of AD-202 and AD-616 travel document records. The social security number(s) (SSN) identify the individual(s) authorized to approve travel documents. In order for documents to be approved, the SSN entered for the approving officer must exist in the Approving Officer table.

For more information see the following topics:

[Adding A New Approving Officer Record](#)

[Deleting An Approving Officer Record](#)

[Printing The Approving Officer Table](#)

Adding A New Approving Officer Record

To add a record, at the Select Table pop-up menu, highlight **Approval** and press **[Enter]**. The Approving Officer screen is displayed in the Search mode. The cursor is located in the SSNO field.

SSNO

numeric field; 9 positions

Key in the approving officer's SSN. The message *Not Found ...* is displayed.

To add a record for the SSN entered, press **[F6]**. The screen changes to the Add mode (**Figure 95**).

DATE: 06/06/1997	*** USDA, OCFO, NFC ***	TIME: 11:41:13 am
TV06001 T A B L E M A I N T E N A N C E		
A P P R O V I N G O F F I C E R		
SSNO	999-99-9999	
LAST NAME		
FIRST NAME		
INITIAL		
TITLE		
AGENCY CODE	-	-
PHONE		
Mode is ADD ...	F6=Add [Esc]=Cancel and Redo	TABLE LOADED RECORDS = 3

Figure 95. Approving Officer Screen (add mode)

The remaining approving officer fields are displayed. The cursor is located in the SSNO field. Press **[Enter]**. The cursor is located in the Last Name field.

Last Name	<i>alphanumeric field; max. of 17 positions</i> Key in the last name of the approving officer, including suffixes such as Jr , Sr , and II (e.g., DOE JR). Use a space in lieu of a hyphen, apostrophe, period, etc. to separate the names.
First	<i>alphanumeric field; max. of 12 positions</i> Key in the approving officer's first name. If the first name contains an initial or two or more names, use a space in lieu of a hyphen, apostrophe, period, etc., to separate the names.
MI	<i>alpha field; 1 position</i> Key in the approving official's middle initial.
Title	<i>alphanumeric field; max. of 12 positions</i> Key in the approving officer's title.
Agency Code	<i>alphanumeric field; 2 positions</i> Key in the approving officer's agency code.
Phone	<i>numeric field; max. of 10 positions</i> Key in the approving official's area code and telephone number.

- To add another record, repeat these instructions.
- To exit the table, press **[Esc]**. The message *Are you sure?...(Y/N)* is displayed. Press **Y**. The Select Tables pop-up menu is displayed.

To modify the record, press **[F9]**. The screen changes to the Modify mode and the remaining data fields are displayed. The cursor is located in the SSNO field. Press **[Enter]**. The cursor is located in the Last Name field. Key in the changes.

- To accept the changes, press **[F7]**. The message *Change Completed* is displayed. If the new data is incorrect and must be further modified, press **[F8]**. Then press **[F9]** to modify the record again.
- To modify another record, key in the social security number and follow the instructions below.
- To exit the table, press **[Esc]**. The message *Are you sure?...(Y/N)* is displayed. Press **Y**. The Select Tables pop-up menu is displayed.

Deleting An Approving Officer Record

To delete a record, at the Select Table pop-up menu, highlight **Approval** and press **[Enter]**. The Approving Officer screen is displayed in the Search mode. The cursor is located in the SSNO field.

Key in the approving officer's SSN. The message *Code Found ...* is displayed.

To delete the record for the SSN entered, press **[F10]**. The message *Record Deleted* is displayed.

- To exit the table, press **[Esc]**. The message *Are you sure?... (Y/N)* is displayed. Press *Y*. The Select Tables pop-up menu is displayed.

Printing The Approving Officer Table

To print the Approving Officer table, at the Select Table pop-up menu, highlight **Approval** and press **[Enter]**. The Approving Officer screen is displayed in the Search mode. The cursor is located in the SSNO field. Press **[F2]** to print the entire table.

Note: The printout contains sensitive data.

- To exit the table, press **[Esc]**. The message *Are you sure?... (Y/N)* is displayed. Press *Y*. The Select Tables pop-up menu is displayed.

Region Table

The Region Table is used to maintain travel region codes (multiple states in a single travel region) used to complete the itinerary section of the AD-202 record for Type B authorizations. The region code is entered in Field 23, To City, in Section C of the AD-202.

Prior to being established in PC-TRVL, the regions must have already been established in the Table Management System (TMGT) data base maintained at NFC.

For more information see the following topics:

- [Adding A New Region Table Record](#)
- [Modifying And Viewing A Region Table Record](#)
- [Deleting A Region Table Record](#)
- [Printing The Region Table](#)

Adding A New Region Table Record

To add a record, at the Select Table pop-up menu, highlight **Region Table** and press **[Enter]**. The Region Table screen is displayed with the initial region data fields (Agency Code, State Code, and Region Code) in the Search mode. The cursor is located in the Agency Code field.

Agency Code	<i>alphanumeric field; 2 positions</i> Key in the agency code.
State Code	<i>alpha field; 2 positions</i> Key in the state code.

Region Code *numeric field; max. of 3 positions*
Key in the region code. The message *Not Found ...* is displayed (**Figure 95**).

To add a record for the region data fields entered, press **[F6]**. The screen changes to the Add mode and the remaining data fields for the table are displayed. The cursor is located in the Agency Code field. Press **[Enter]** until the cursor is located in the Region Name field.

Region Name *alphanumeric field; max. of 32 positions*
Key in the region name.

Eff-Date *numeric field; max. of 8 positions*
Key in the beginning effective date.

Last-Date *numeric field; max. of 8 positions*
Key in the ending effective date. The message *Add Completed* is displayed.

- To add another record, repeat these instructions.
- To exit the table, press **[Esc]**. The message *Are you sure?...(Y/N)* is displayed. Press **Y**. The Select Tables pop-up menu is displayed.

Modifying And Viewing A Region Table Record

To modify or view a record, at the Select Table pop-up menu, highlight **Region Table** and press **[Enter]**. The Region Table screen (**Figure 96**) is displayed with the initial region data fields (Agency Code, State Code and Region Code) in the Search mode. The cursor is located in the Agency Code field.

DATE: 06/06/1997	*** USDA, OCFO, NFC ***	TIME: 11:43:06 am
TV06001 T A B L E M A I N T E N A N C E		
R E G I O N T A B L E		
AGENCY CODE 99		
STATE CODE XX		
REGION CODE 999		
REGION NAME		
EFF DATE / /		
LAST-DATE / /		
Not Found ...	F6=Add [Esc]=Cancel and Redo	TABLE LOADED RECORDS = 3

Figure 96. Region Table Screen

Key in the agency code, state code and region code for the region to be modified or viewed. The message *Code Found ...* is displayed.

To modify the record, press **[F9]**. The screen changes to the Modify mode and the remaining data fields for the table are displayed. The cursor is located in the Agency Code field. Press **[Enter]** until the cursor is located in the Region Name field. Key in the changes.

- To accept the changes, press **[F7]**. The message *Change Completed* is displayed. To redo the changes to the region record, press **[F8]** and follow the instructions above.
- To make changes or to view another region record, key in another set of region data fields and repeat the table entry process or exit.
- To exit the Region Table screen, press **[Esc]**. The message *Are you sure?...(Y/N)* is displayed. Press Y. The Select Tables pop-up menu is displayed.

Deleting A Region Table Record

To delete a record, at the Select Table pop-up menu, highlight **Region Table** and press **[Enter]**. The Region Table screen is displayed in the Search mode. The cursor is located in the Agency Code field.

Key in the initial region data fields (Agency Code, State Code and Region Code). The message *Code Found ...* is displayed.

- To delete the record for the region data fields entered, press **[F10]**. The message *Record Deleted* is displayed.
- To exit the Region Table screen, press **[Esc]**. The message *Are you sure?...(Y/N)* is displayed. Press Y. The Select Table pop-up menu is displayed.

Printing The Region Table

To print the Region Table, at the Select Table pop-up menu, highlight **Region Table** and press **[Enter]**. The Region Table screen is displayed in the Search mode.

Press **[F2]** to print the entire table. The Print Sort Order pop-up is displayed. The table will sort either by agency/state/region code or agency/region code/state for printing. Highlight the applicable sort order and press **[Enter]**.

- To exit the table, press **[Esc]**. The message *Are you sure?...(Y/N)* is displayed. Press Y. The Select Tables pop-up menu is displayed.

Miscellaneous/Utilities

Miscellaneous/Utilities is the option on the PC-Travel Main Menu used to reindex files, purge deleted records, and perform backup and restore functions.

To select this option, highlight **Miscellaneous/Utilities** and press [Enter]. The PC-TRVL Utility Menu (Figure 97) is displayed.

```

TU01001                                USDA, OCFO, NFC                                06/06/1997  11:45:46

                                TRAVEL REMOTE DATA ENTRY SYSTEM

                                PC-TRAVEL MAIN MENU
                                1. AUTHORIZATION/ADVANCE
                                2. ADVANCE ONLY
                                3. TRAVEL VOUCHER
                                4. TRAVELER PROFILE
                                5. PRINT A DOCUMENT
                                6. PC TO PC CONNECTIVITY
                                7. PREPARE TRANSMIT FILE
                                8. TABLES MAINTENANCE
                                9. MISCELLANEOUS/UTILITIES
                                Sub-menu Active  —>

                                PC-TRVL UTILITY MENU
                                1. RE-INDEX FILES
                                2. RE-INDEX TABLE FILES
                                3. PURGE DELETED RECORDS
                                4. BACKUP FILES TO FLOPPY
                                5. RESTORE FROM BACKUP
                                6. TABLE TRANSFER
                                7. EXIT TO DOS
                                [Esc]-Exit

Rebuild indexes for Authorization/Advance, Voucher, and Profile Information
  
```

Figure 97. PC-TR VL Utility Menu

Follow the instructions below to perform the PC-TRVL utility functions.

For more information see the following topics:

- [1. Re-Index Files](#)
- [2. Re-index Table Files](#)
- [3. Purge Deleted Records](#)
- [4. Backup Files To Floppy](#)
- [5. Restore From Backup](#)
- [6. Table Transfer](#)
- [7. Exit To DOS](#)

1. Re-Index Files

Use the Re-Index Files option to restore the file's index (the sort order the system uses to search for records). Damaged index files affect the system by finding and displaying incorrect matches or displaying various system problem messages. This utility rebuilds all the indexes of data files for travel document files and the traveler profile.

To reindex the files, highlight **Re-Index Files** and press [Enter]. Various messages are displayed identifying the files being indexed. The amount of time needed to index the files depends on the size of the files.

After the indexes are rebuilt, the PC-TRVL Utility Menu is displayed.

2. Re-index Table Files

Use the Re-Index Table Files option to restore the table file's index (the sort order the system uses to search for records). Damaged index files affect the system by finding and displaying incorrect matches or displaying various system problem messages. This utility rebuilds the indexes of all table files.

To reindex the files, highlight **Re-Index Table Files** and press **[Enter]**. Various messages are displayed identifying the files being indexed. The amount of time needed to index the files depends on the size of the files.

After the indexes are rebuilt, the PC-TRVL Utility Menu is displayed.

3. Purge Deleted Records

Use the Purge Deleted Records option to permanently delete PC-TRVL records previously selected for deletion and to pack (rebuild) the files. These records to be deleted include (1) AD-202 and AD-616 records marked for deletion, (2) traveler profile records marked for deletion, (3) deleted table files, and (4) an option to automatically delete AD-202 (excluding advance-only records) and AD-616 records that are older than 45 days (using the ending date of estimated travel in the AD-202 and the ending date of travel in the AD-616).

Caution: (1) It is highly recommended that the Backup Files To Floppy option be used prior to purging deleted records. (2) AD-202 advance only records **must** be marked for deletion to be purged.

To purge records, highlight **Purge Deleted Files** and press **[Enter]**. The prompt *Delete documents that are 45 days and older [Y/N] or press [Esc] to cancel?* is displayed.

- Press **[Y]** to delete all records (as noted above).
- Press **[N]** to delete all records excluding those records that are 45 days or older.
- Press **[Esc]** to abandon this function.

Various messages are displayed during the purge process. After the process is completed, the PC-TRVL Utility Menu is displayed.

4. Backup Files To Floppy

Use the Backup Files To Floppy option to back up data files from the hard disk to a floppy diskette.

Note: This procedure should be done after each PC-TRVL session, to avoid loss of data due to a PC system failure.

To back up the PC-TRVL files, highlight **Backup Files to Floppy** and press **[Enter]**. The PC-TR VL Back Up Procedure screen (**Figure 98**) is displayed. The default settings are shown. Use the default settings or key in any changes, as needed. Press **[Enter]** to move through the fields and use the arrow keys to move in any direction. After the last field is entered, the backup procedure begins.

PC-TRVL BACKUP PROCEDURE		
Include Filespecs:	SubDirs?	Exclude Filespecs:
*.DBF *.MEM *.DBT	N	HELP.DBT
Backup set name: 19970606 Encrypt?: N Password: Verify Disk Writes?: Y Fully qualify filenames?: Y Always format diskettes?: Y Detect diskette change?: Y Compression Type: 3 1) None 2) Save Time 3) Save Disks		Backup to drive (A/B): 3 Backup drive capacity: 3 1) 360K, 2) 1.2M 3) 720K, 4) 1.44M 5) 2.88M 6) Auto Overwrite Warnings...: 2 1) Never warn 2) Non-PVB disks 3) Always warn

Figure 98. PC-TR VL Back Up Procedure Screen

The fields are described below:

Include Filespecs	<i>alphanumeric field; max. of 20 positions</i> This is for identifying the file specifications of those files to include in the backup. Three lines are provided. The default filespecs are *.DBF and *.MEM.
SubDirs?	<i>alpha field; 1 position</i> N is the default to exclude subdirectories. Key in Y to include subdirectories.
Exclude Filespecs	<i>alphanumeric field; max. of 20 positions</i> This is for identifying the file specifications of files to be excluded from the backup. Three lines are provided.
Backup set name	<i>alphanumeric field; max. of 8 positions</i> The date of the backup in year, month, and day order is the default for the backup filename on the diskette. Key in another name, if needed.
Encrypt?	<i>alpha field; 1 position</i> N is the default for not using the encryption feature. Key in Y to use the encryption feature. If using the encryption feature, a password is required in the next field.

Password	<i>alphanumeric field; max. of 14 positions</i> If a password is desired or if encryption is used, key in a password.
Verify Disk Writes?	<i>alpha field; 1 position</i> <i>N</i> is the default to not verify the disk writes to the diskette. Key in <i>Y</i> to verify disk writes.
Fully qualify filenames?	<i>alpha field; 1 position</i> <i>N</i> is the default to backup files without writing the backed-up files to the qualified PC-TRVL subdirectory on the diskette. Note: Leave the setting at <i>N</i> especially when backing up diskettes that will be restored on another PC. Key in <i>Y</i> if you want the backed-up files to be written on the diskette to the qualified PC-TRVL subdirectory where the backup is performed.
Always format diskettes?	<i>alpha field; 1 position</i> <i>N</i> is the default to not format diskettes prior to backup. Key in <i>Y</i> to format diskettes during the backup.
Detect diskette change?	<i>alpha field; 1 position</i> <i>Y</i> is the default to detect diskette changes. Key in <i>N</i> not to detect diskette changes.
Compression Type	<i>numeric field; 1 position</i> <i>3</i> is the default to compress the backup file to save disks. Key in <i>1</i> for no compression or key in <i>2</i> to compress the backup file to save time. Key in <i>3</i> to compress the backup file to save disks.
Backup to drive (A/B)	<i>alpha field; 1 position</i> <i>A</i> is the default diskette drive to use for backup. Key in <i>B</i> to backup to the B drive.
Backup drive capacity	<i>numeric field; 1 position</i> <i>6</i> is the default to let the system automatically detect the diskette drive capacity. Key in <i>1</i> for 360K, <i>2</i> for 1.2M, <i>3</i> for 720K, <i>4</i> for 1.44M, or <i>5</i> for 2.88M.
Overwrite Warnings	<i>numeric field; 1 position</i> <i>2</i> is the default setting to warn if files exist on the diskette that are not previously PVB (ProVision Backup) backed up files. Key in <i>1</i> never to warn or <i>3</i> to always warn about overwriting files on the backup diskette.

The backup procedure starts by displaying a pop-up showing the estimated time, number of bytes, and number of diskettes needed during the backup. Press any key to continue or press **[Esc]** to exit. After the backup, the PC-TRVL Utility Menu is displayed.

5. Restore From Backup

Use the Restore From Backup option to restore data files to the hard drive from a backup diskette. Highlight the restore from backup option and press enter.

Caution: During the restore process, the backup files overwrite current PC-TRVL data files.

The PC-TRVL Restore Procedure screen (**Figure 99**) is displayed.

PC-TRVL RESTORE PROCEDURE

Restore Filespecs:	SubDirs?	Exclude Filespecs:
.	N	

Restore from drive (A/B):A

Restore drive capacity...:5

1) 360K, 2) 1.2M

3) 720K, 4) 1.44M

5) 2.88M 6) Auto

Overwrite Warnings.....:1

1) Never warn

2) Always warn

Detect diskette change?..Y

Password:

Figure 99. PC-TR VL Restore Procedure Screen

Use the default settings or key in changes, as needed. Press **[Enter]** to move through the fields and use the arrow keys to move in any direction. After the last field is entered, the restore procedure begins. The fields are described below:

Restore Filespecs	<i>alphanumeric field; max. of 20 positions</i> This is for identifying the file specifications for those files to include in the restore. Three lines are provided. The default filespecs are *.* to include all files on the backup diskette.
SubDirs?	<i>alpha field; 1 position</i> N is the default to exclude subdirectories. Key in Y to include subdirectories.
Exclude Filespecs	<i>alphanumeric field; max. of 20 positions</i> This is for identifying the file specifications for files to be excluded from the restore process. Three lines are provided.

Restore from drive (A/B)	<i>alpha field; 1 position</i> A is the default diskette drive to use for restore. Key in B to restore to the B drive.
Restore drive capacity	<i>numeric field; 1 position</i> 6 is the default to let the system automatically detect the diskette drive capacity. Key in 1 for 360K, 2 for 1.2M, 3 for 720K, 4 for 1.44M, or 5 for 2.88M.
Overwrite Warnings	<i>numeric field; 1 position</i> 1 is the default setting to never warn that the same file(s) exist on both the hard drive and on the backup diskette. Key in 2 to always warn when the same file(s) exist on both the hard disk and the backup diskette.
Detect diskette change?	<i>alpha field; 1 position</i> Y is the default to detect diskette changes. Key in N not to detect diskette changes.
Password	<i>alphanumeric field; max. of 14 positions</i> If a password was used for the backup, key in the password.

After the restore process is finished, press any key. The files are indexed and the PC-TRVL Utility Menu is displayed.

6. Table Transfer

Table Transfer is an option on the PC-Travel Utility Menu (**Figure 97**) used to **transfer travel tables and the Traveler Profile** between PC's **via LAN** or **diskette**.

To select this option, highlight **Table Transfer** and press **[Enter]**. The Table Transfer Menu (**Figure 100**) is displayed.

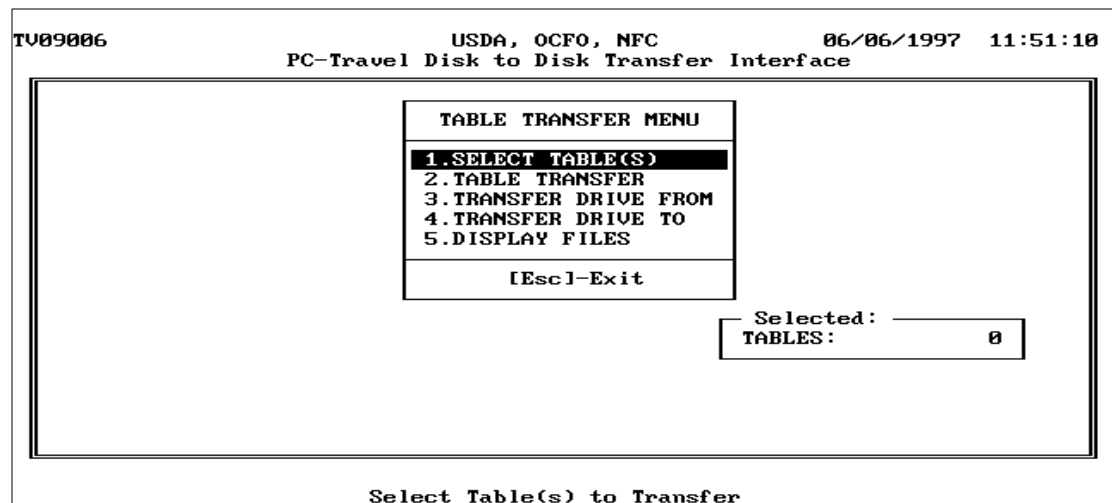


Figure 100. Table Transfer Menu

The following options are available to transfer data between PC's via LAN or diskette:

1. **Select Table(s).** Used to select the table and Traveler Profile files to transfer.
2. **Table Transfer.** Used to transfer the selected table and Traveler Profile files.
3. **Transfer Drive From.** Used to set the source path location of the transmission.
4. **Transfer Drive To.** Used to set the target path location of the transmission.
5. **Display Files.** Used to display a directory of files.

Note: Before attempting a file transfer, set the source path location by using Option 3, Transfer Drive From, and Option 4, Transfer Drive To, on the Table Transfer Menu.

Use the following quick steps to **transfer travel tables and the traveler profile** between PC's **via LAN or diskette**. For more detailed information about any of the steps, see the applicable section.

Perform the following steps on the PC that the **travel table(s) or traveler profile** will be transferred **from**:

1. At the PC-Travel Main Menu, highlight **Miscellaneous/Utilities** and press [Enter]. The PC-TR VL Utility Menu (Figure 97) is displayed.
2. Highlight **Table Transfer** and press [Enter]. The Table Transfer Menu (Figure 100) is displayed.
3. Highlight **Select Tables** and press [Enter]. The Tables to Transfer Menu (Figure 101) is displayed.



Figure 101. Tables To Transfer Menu

4. Press **[Spacebar]** to select (or deselect) the table(s) to transfer. Use the up and down arrow keys to skip a line. The number of tables selected is displayed in the Selected pop-up. Press **[Esc]**. The Tables Transfer Menu is displayed.
5. Highlight **Transfer Drive From** and press **[Enter]**. At the prompt, key in the directory path of PC-TRVL (or press **[F6]** to system generate the default directory) and press **[Enter]**.
6. Highlight **Transfer Drive To** and press **[Enter]**. At the prompt, key in the directory path to send the file(s) to and press **[Enter]**. For example, to transfer the file(s) to the A drive, key in **A** and press **[Enter]**.
7. Highlight **Table Transfer** and press **[Enter]**. The Transfer Method pop-up (Figure 102) is displayed.

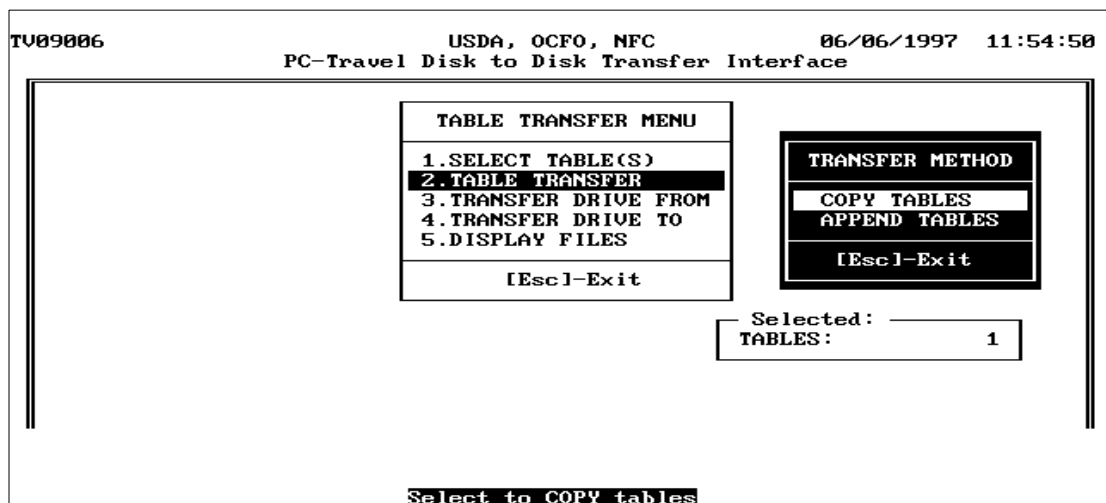


Figure 102. Transfer Method Pop-up

8. Highlight **Copy Tables** and press **[Enter]**. After the file(s) are transferred and indexed, press **[Esc]** to exit.

Perform the following steps on the PC that the **travel tables and the traveler profile** will be transferred to:

1. At the PC-Travel Main Menu, highlight **Miscellaneous/Utilities** and press **[Enter]**. The PC-TR VL Utility Menu (**Figure 97**) is displayed.
2. Highlight **Table Transfer** and press **[Enter]**. The Table Transfer Menu (**Figure 100**) is displayed.
3. Highlight **Select Tables** and press **[Enter]**. The Tables to Transfer Menu (**Figure 101**) is displayed.
4. Press **[Spacebar]** to select (or deselect) the table(s) to transfer. Use the up and down arrow keys to skip a line. The number of tables selected is displayed in the Selected pop-up. Press **[Esc]**. The Tables Transfer Menu is displayed.
- Highlight **Transfer Drive From** and press **[Enter]**. At the prompt, key in the directory path from where the file(s) will be transferred from and press **[Enter]**. For example, to transfer the file(s) from the A drive, key in **A** and press **[Enter]**.
- Highlight **Transfer Drive To** and press **[Enter]**. At the prompt, key in the directory path to send the file(s) to (or press **[F6]** to system generate the default PC-TRVL directory) and press **[Enter]**.
- Highlight **Table Transfer** and press **[Enter]**. The Transfer Method pop-up (**Figure 102**) is displayed.
- Highlight **Copy Tables** or **Append Tables** and press **[Enter]**. Use Copy Table(s) to overwrite existing files. Use Append Table to add the transferred records to existing file(s). If duplicate records are detected, current record will remain the same and the appended record(s) will be ignored and not appended. After the file(s) are transferred and indexed, press **[Esc]** to exit.

For more information see the following topics:

[Select Table\(s\)](#)

[Table Transfer](#)

[Transfer Drive From](#)

[Transfer Drive To](#)

[Display Files](#)

Select Table(s)

Highlight **Select Table(s)** from the menu and press **[Enter]**. The Tables To Transfer Menu (**Figure 101**) is displayed. This option is used to select travel table files (i.e., the Approval Officer Table, Per Diem Table, Accounting Table, Foreign Per Diem Table, and Region Table) and the Traveler Profile to transfer to another location (e.g., if one office within your agency is responsible for keying in per diem rates in the Per Diem Table, you can use the Table Transfer option to transfer that table to another PC without rekeying the data). To view the tables with this option, see **Tables Maintenance**. To view the traveler's profile, see **Selecting The Traveler Profile Option**.

Press **[Space Bar]** to select (or deselect) a table and the Traveler Profile and move to the next line. Press **[↓]** to move to the next line without selecting. When all the tables to be transmitted are selected, press **[Esc]** to save the selections. The Selected block on the screen is displayed with the number of tables selected.

All files selected are now ready for transfer between PC's using the Table Transfer option.

Table Transfer

To transfer travel tables and the Traveler Profile between PC's via LAN or diskette, highlight **Table Transfer** on the Table Transfer Menu and press **[Enter]**. The Transfer Method pop-up (**Figure 102**) is displayed.

Note: The Transfer Drive From and Transfer Drive To options must be set correctly from the menu. All of the selected files will be transmitted.

You can copy (overwrite a file) or append (add records to an existing PC-TRVL file) the selected files from the source drive to the target drive as described below:

- To copy the selected files, highlight **Copy Tables** and press **[Enter]**. The files are transferred and indexed.
- To append the selected files, highlight **Append Tables** and press **[Enter]**. The files are appended to the PC-TRVL files and indexed.

Note: (1) Records can only be appended to the PC-TRVL default hard drive. (2) If a location exists in the current Per Diem Table, that location record will be skipped and will not be appended.

Transfer Drive From

Highlight **Transfer File From** on the Table Transfer Menu, and press **[Enter]**. A prompt is displayed at the bottom of the block to enter the source drive identifier.

Key in the drive and/or path to send the files from. For example, if transmitting from the PC currently being used, leave the default setting at **C : \NFCTRAV**. To reset to the default directory, press **[PF6]**.

Transfer Drive To

Highlight **Transfer File To** on the Table Transfer Menu, and press **[Enter]**. A prompt is displayed at the bottom of the block to enter the target drive identifier.

Key in the drive and/or path to send the files to. For example, if transmitting to the A drive, key in **A** and press **[Enter]**.

Display Files

Highlight **Display Files** from the Table Transfer Menu and press **[Enter]**. The Display Files Entry Screen (**Figure 103**) is displayed.

TO DISPLAY A LISTING OF FILES FROM THE SPECIFIED PATH.

Directory displays two formats of listings depending upon whether you specify a <SKELETON>.

SKELETON:
The <skeleton> is a standard wildcard (* or ?) notation for files. If specified, DIR displays all matching files. If not specified, DIR displays a list of database files.

NOTE:
If no PATH is specified, DIR displays files from the current DEFAULT disk drive.

ENTER SKELETON AT THIS TIME: *.*

HOLD = [BREAK]

Figure 103. Display Files Entry Screen

Key in the path and/or file name of the directory to list. For example, key in *.* to view all files in the current directory, or key in A:\ *.* to view all files in the root directory on the A drive.

After [Enter] is pressed, the directory listing is displayed. To pause the scrolling, press [Break]. To continue scrolling, press [Enter].

Press [Enter] at the end of the listing to return to the Table Transfer Menu.

7. Exit To DOS

To exit to DOS and remain in PC-TRVL, highlight **Exit To DOS** on the PC-TRVL Utility Menu and press [Enter]. The DOS screen (**Figure 104**) is displayed.

One moment please ...

IBM DOS Version 5.00
(C)Copyright International Business Machines Corp 1981-1991.
(C)Copyright Microsoft Corp 1981-1991.

C:\NFCTRAU>

Figure 104. Exit To DOS Screen

Note: To exit DOS and return to PC-TRVL, key in **exit** and press [Enter] at the DOS prompt.

ACCESS LEVEL 3 (PC-TRVL SECURITY OFFICER)

Access Level 3 permits a user to establish and maintain PC-TRVL user access records, and ensure that proper back-up/restore and PC-to-PC Connectivity procedures are followed. It also allows the user to perform all functions of Access Levels 2 and 4.

The PC-TRVL Security Officer (designated by the agency) is responsible for the security of PC-TRVL and acts as the liaison between the agency and NFC for PC-TRVL matters. This person is responsible for the installation, update, and removal of the software for each agency location.

This section presents the following topics:

[PC-Travel Main Menu \(for Access Level 3\)](#)

PC-Travel Main Menu (for Access Level 3)

After accessing PC-TRVL, the PC-Travel Main Menu screen (**Figure 105**) is displayed.

TV001001	USDA, OCF0, NFC	06/06/1997 11:58:23																								
TRAVEL REMOTE DATA ENTRY SYSTEM																										
<table border="1"> <tr> <td colspan="2">PC-TRAVEL MAIN MENU</td> </tr> <tr> <td>1.</td> <td>AUTHORIZATION/ADVANCE</td> </tr> <tr> <td>2.</td> <td>ADVANCE ONLY</td> </tr> <tr> <td>3.</td> <td>TRAVEL VOUCHER</td> </tr> <tr> <td>4.</td> <td>TRAVELER PROFILE</td> </tr> <tr> <td>5.</td> <td>PRINT A DOCUMENT</td> </tr> <tr> <td>6.</td> <td>PC TO PC CONNECTIVITY</td> </tr> <tr> <td>7.</td> <td>PREPARE TRANSMIT FILE</td> </tr> <tr> <td>8.</td> <td>TABLES MAINTENANCE</td> </tr> <tr> <td>9.</td> <td>MISCELLANEOUS/UTILITIES</td> </tr> <tr> <td>10.</td> <td>SECURITY - PASSWORD/ID</td> </tr> <tr> <td colspan="2">[Esc]-Exit</td> </tr> </table>			PC-TRAVEL MAIN MENU		1.	AUTHORIZATION/ADVANCE	2.	ADVANCE ONLY	3.	TRAVEL VOUCHER	4.	TRAVELER PROFILE	5.	PRINT A DOCUMENT	6.	PC TO PC CONNECTIVITY	7.	PREPARE TRANSMIT FILE	8.	TABLES MAINTENANCE	9.	MISCELLANEOUS/UTILITIES	10.	SECURITY - PASSWORD/ID	[Esc]-Exit	
PC-TRAVEL MAIN MENU																										
1.	AUTHORIZATION/ADVANCE																									
2.	ADVANCE ONLY																									
3.	TRAVEL VOUCHER																									
4.	TRAVELER PROFILE																									
5.	PRINT A DOCUMENT																									
6.	PC TO PC CONNECTIVITY																									
7.	PREPARE TRANSMIT FILE																									
8.	TABLES MAINTENANCE																									
9.	MISCELLANEOUS/UTILITIES																									
10.	SECURITY - PASSWORD/ID																									
[Esc]-Exit																										
Data entry section for AD-202 Travel Authorization/Advance																										

Figure 105. PC-Travel Main Menu screen (Access Level 3)

To select an option, highlight it and press **[Enter]**. The screen for the selected option is displayed.

Instructions to use the menu options 1 through 9 are provided under **Access Level 1 (Data Entry)** and **Access Level 2 (File Transmission and File Maintenance)**. Instructions for approving travel documents when the PC-to-PC Connectivity feature is used to route documents between PC's for approval are provided under **Access Level 4 (PC-to-PC Document Approval)**.

The following is a description and instructions for the option, Security-Password/ID, which is available only to the Access Level 3 user.

For more information see the following topics:

[Security - Password/ID](#)

Security - Password/ID

Security-Password/ID is option 10 on the Access Level 3 PC-Travel Main Menu. This option is used to add, view, modify, delete a PC-TRVL user access record, and print the PC-TRVL user access file.

To select this option, highlight **Security-Password/ID** and press [Enter]. The Security Menu (Figure 106) is displayed.

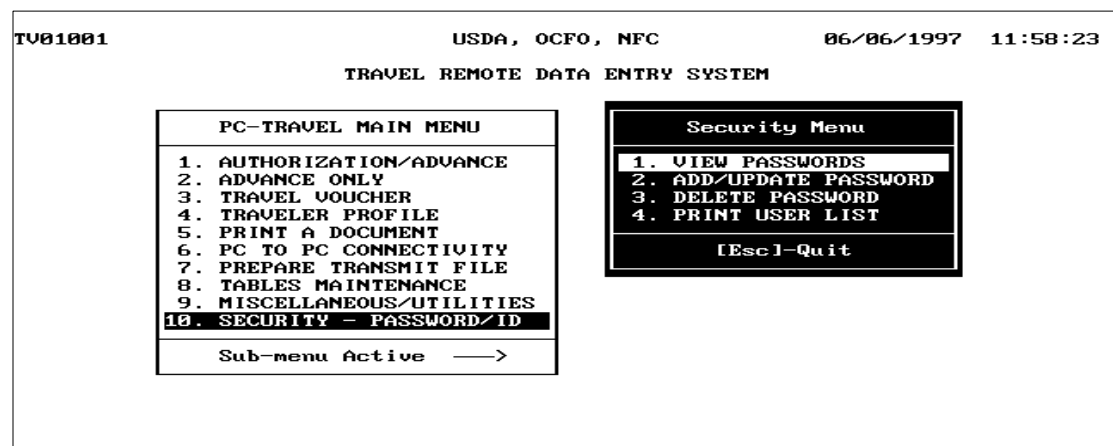


Figure 106. Security Menu

Select the appropriate option from the Security Menu and follow the instructions below:

For more information see the following topics:

- [1. View Passwords](#)
- [2. Add/Update Password](#)
- [3. Delete Password](#)
- [4. Print User List](#)

1. View Passwords

To view a user's access record, use the View Passwords option on the Security Menu. Highlight **View Passwords** and press [Enter]. The Access/User ID Table pop-up (Figure 107) is displayed. The cursor is located in the Enter User ID on the bottom of the screen.

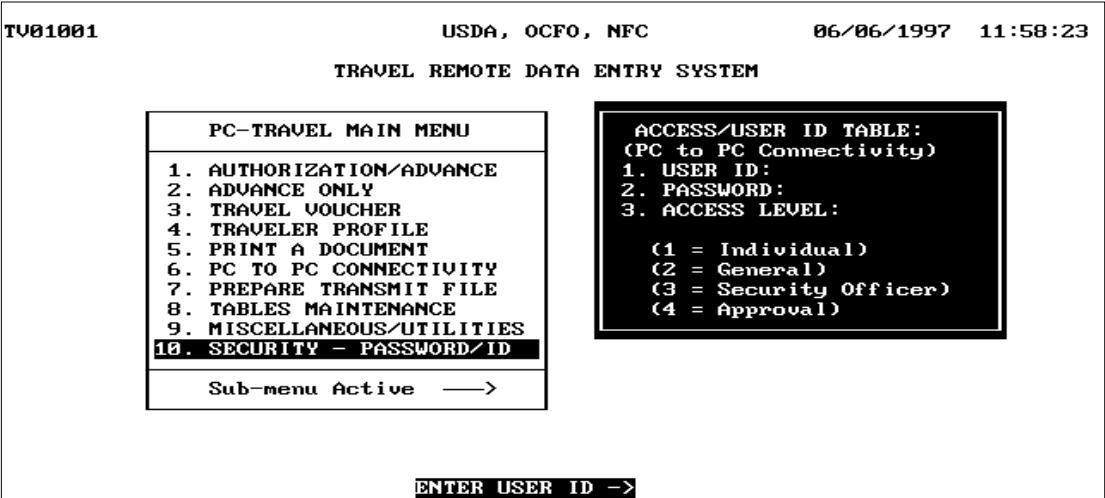


Figure 107. Access/User ID Table Pop-up

Key in the user’s ID and press **[Enter]**. The data for the user’s access record is system-generated in the Access/User ID Table pop-up. See **Adding A New User Access Record** for information about the data fields.

- To scroll through user records, press **[F7]** or **[F8]**.
- To exit to the Security Menu, press **[Esc]**.

2. Add/Update Password

To add or update a password, highlight this option on the Security Menu and press enter. The Access/User ID Table is shown. The cursor is located in the Enter User ID field on the **bottom** of the screen.

Key in the user’s ID and press **[Enter]**.

Note: The first three positions of the ID are alphanumeric and the last three positions are numeric. The message *Record Does Not Exist - Add? (Y/N)* is displayed. Key in **Y** to add the record. The cursor is located in the User ID field on the Access/User ID Table pop-up. Complete the pop-up fields as follows:

User ID	<i>alphanumeric field; max. of 6 positions</i> This field is system generated from the data entered in the Enter User ID field pop-up. Press [Enter] to move to the Password field.
Password	<i>alphanumeric field; max. of 8 positions</i> Key in the user’s access password. The users password is an alphanumeric field with a minimum of 6 positions and a maximum of 8 positions. If the password is less than 8 positions, press [Enter] to move to Access Level.

Access Level

numeric field; 1 position

Key in the access level of the user (1 to 4) as described in **Access Levels** under **System Overview**.

After the access level is entered, press **[Esc]** to return to the Security Menu.

For more information see the following topics:

[To Update a Password](#)

To Update a Password

To update a password, highlight the **Add/Update Password** option on the Security Menu and press enter. The Access/User ID Table is shown. The cursor is located in the Enter User ID field on the **bottom** of the screen. When the Access/User ID Table pop-up is displayed. The cursor is located in the Enter User ID field.

Key in the user's ID and press **[Enter]**. The data for the user's access record is system generated in the Access/User ID Table pop-up. See **Adding a New User Access Record** for information to complete the data fields.

Key in the changes in the data fields.

- To scroll through user records, use **[F7]** or **[F8]**.
- After keying in data in the Access Level field, press **[Esc]** to return to the Security Menu.

3. Delete Password

To delete a record, at the Security Menu, highlight **Delete Password** and press **[Enter]**. The Access/User ID Table pop-up is displayed. The cursor is located in the Enter User ID field at the bottom of the screen.

Key in the user's ID and press **[Enter]**. The data for the user's access record is system-generated in the Access/User ID Table pop-up. The message *Are You Sure? (Y/N)* is displayed.

Key in **Y** to delete the record. The message *Record Deleted - Press Any Key* is displayed. Key in **N** if you do not want to delete the record. The message *Record Not Deleted - Press Any Key* is displayed.

- Press any key to return to the Security Menu.

4. Print User List

To print a user's access record, highlight the **Print User List** option on the Security Menu and press **[Enter]**.

The Access/User ID Table pop-up is displayed. The message *Waiting...* is displayed while the file is printing. If you are unable to print, the message *Check Printer. Press Any Key To Continue or [End] to Cancel. Printer Is Offline Or Not Connected.* Press **[End]** to return to the Security menu.

After the file is printed, the Security Menu is displayed.

ACCESS LEVEL 4 (DOCUMENT APPROVAL)

Access Level 4 is available if PC-to-PC Connectivity is installed. It implements a separate approval process for travel documents that is useful when documents are transferred between PC's for review and approval. It also allows the user to perform all the functions of Access Levels 1-3.

This section presents the following topics:

[PC-Travel Main Menu \(for Access Level 4\)](#)

PC-Travel Main Menu (for Access Level 4)

Access Level 4 is available only when the PC-to-PC connectivity process is used by agencies to route documents between PC's for review and approval. When the PC-to-PC connectivity process is used, Access Level 4 implements a separate approval process.

After accessing PC-TRVL, the PC-Travel Main Menu screen (**Figure 108**) is displayed.

TV01001	USDA, OCFO, NFC	06/06/1997 09:47:58
TRAVEL REMOTE DATA ENTRY SYSTEM		
<div><div>PC-TRAVEL MAIN MENU</div><div><div>1. AUTHORIZATION/ADVANCE</div><div>2. ADVANCE ONLY</div><div>3. TRAVEL VOUCHER</div><div>4. TRAVELER PROFILE</div><div>5. PRINT A DOCUMENT</div><div>6. PC TO PC CONNECTIVITY</div><div>7. PREPARE TRANSMIT FILE</div><div>8. TABLES MAINTENANCE</div><div>9. MISCELLANEOUS/UTILITIES</div></div><div>[Esc]-Exit</div></div>		
Data entry section for AD-202 Travel Authorization/Advance		

Figure 108. PC-TR VL Main Menu Screen (Access Level 4)

Instructions to use the menu options are provided under **Access Level 1 (Data Entry)**, **Access Level 2 (File Transmission and File Maintenance)**, and **Access Level 3 (PC-TRVL Security Officer)**. Instructions to approve a travel document are provided below.

For more information see the following topics:

[Approving A Travel Document Record](#)

Approving A Travel Document Record

If the PC-to-PC connectivity process is used to transfer documents between PC's for review and approval, Access Level 4 users approve the documents by entering an approval code in the Enter Approval or Disapproval Code pop-up (Figure 109).

TV05005

USDA, OCFO, NFC
AD-202/SECTION E - TRAVEL ADVANCE

06/06/1997 09:55:32

26. REQUEST METHOD: C (C,T,I,S,L)

27. AMOUNT APPLIED FOR: 200.00

31. DATE APPLIED FOR: 06/04/1997

32. ADVANCE MAILING ADDRESS OPTIONS»

FOREIGN IND: N (Y/N)

TRAVEL EFT: N (Y/N)

SPECIAL: N (Y/N)

SALA

ADDR

ADDR

CITY

33. IMPREST FU

ENTER APPROVAL OR DISAPPROVAL CODE

[■]

Approved with no changes

Modified and approved

Disapproved

APPROVING OFFI

35. NAME» LAS

TITLE:

APPROVING OFFICIAL

AGENCY CODE: 90

MI:

36. SSN: 111-11-1111

37. DATE APPROVED: 06/06/1997

38. PHONE » AREA CODE & NO. (504) 255 - 5861

40. CONTACT PERSON » NAME» LAST: TRAVELER

FIRST: TOM

MI: E

41. PHONE » AREA CODE & NO. (999) 999-9999

APPROVAL CODE IS: ***BLANK***

[Esc]-Exit

[F1]-HELP

Figure 109. Enter Approval or Disapproval Code Pop-up

To approve AD-202 and AD-616 documents, access the document record through the Authorization/Advance, Advance Only, or Traveler Voucher option of the PC-Travel Main Menu and move to the last entry screen (Section F, Agency Approval on the AD-202 and Section F - Certifications on the AD-616. Press [F2] and continue to press [Enter] until the Enter Review Code pop-up (Figure 26) is displayed. Press [Spacebar] to clear the field and move to the Approving Officer section. Complete the fields as follows:

Approving Officer

The social security number (SSN) and date fields are required entries. The other fields in Section F are system-generated from the match of the SSN in the Approval table.

After the Date Approved field is entered, the Enter Approval or Disapproval Code pop-up is displayed.

Enter Approval Or Disapproval Code Pop-up

alpha field; 1 position

Key in one of the three codes below and press [Enter]. The message *Approval Code is:* is displayed with the appropriate approval message.

- A Approved with no changes
- M Modified and approved
- D Disapproved

Note: (1) A record must be marked with Approval Code **A** or **M** before it can be selected to create a transmit file. (2) If **D** is the approval code, the document must be corrected or deleted.

Warning: After the Approving Officer approves a record (code **A** or **M**), it cannot be modified.

The approval function is now complete. Press **[Esc]** to exit to the PC-Travel Main Menu. The Save, Abandon and Cancel functions are displayed at the bottom of the screen.

Highlight **Save** and press **[Enter]**. The PC-Travel Main Menu is displayed.

EXHIBITS

This section presents the following topics:

- [1. Report TRVL0053 - Remote Batch Transmissions](#)
- [2. Form AD-202, Travel Authorization/Advance](#)
- [3. Form AD-202M, Attachment For Multiple Travelers](#)
- [4. Form AD-202R, Attachment For Relocation Travel](#)
- [5. Form AD-202RE, Attachment For Election Of Separate Relocation Allowances](#)
- [6. AD-616, Travel Voucher \(Temporary Duty Travel\)](#) *(front)*
- [7. AD-202, Travel Authorization/Advance](#) *(non-laser printer sample)*
- [8. AD-202M, Attachment For Multiple Travelers](#) *(non-laser printer sample)*
- [9. AD-202R, Attachment For Relocation Travel](#) *(non-laser printer sample)*
- [10. AD-202RE, Attachment For Election Of Separate Relocation Allowances](#) *(non-laser printer sample)*
- [11. AD-616, Travel Voucher \(Temporary Duty Travel\)](#) *(front) (non-laser printer sample)*
- [12. AD-202, Travel Authorization/Advance](#) *(front) (laser printer sample)*
- [13. AD-202M, Attachment For Multiple Travelers](#) *(laser printer sample)*
- [14. AD-202R, Attachment For Relocation Travel](#) *(laser printer sample)*
- [15. AD-202RE, Attachment For Election Of Separate Relocation Allowances](#) *(laser printer sample)*
- [16. AD-616, Travel Voucher \(Temporary Duty Travel\)](#) *(front) (laser printer sample)*
- [17. AD-616, Travel Voucher \(Temporary Duty Travel\)](#) *(back) (laser printer sample)*

1. Report TRVL0053 - Remote Batch Transmissions

DATE: TRAV0053

USDA - NATIONAL FINANCE CENTER
REMOTE BATCH TRANSMISSIONS - TRAVEL SYSTEM
PROOF OF TRANSMISSION - AUTHORIZATIONS AND VOUCHERS

SUBMITTING LOCATION -
TRANSMISSION NUMBER - 154
RELEASE DATE - 04 22 97

	HEADER COUNTS	NFC PROGRAM COUNTS	DIFFERENCE
DOCUMENTS	2	0	2
RECORDS	25	0	25

TRANSMISSION NUMBER OUT OF SEQUENCE - POSSIBLE DUPLICATE
THIS TRANSMISSION IS REJECTED
PLEASE CORRECT ERROR AND RETRANSMIT

USDA-NFC-SHAL3

2. Form AD-202, Travel Authorization/Advance

TRAVEL AUTHORIZATION/ADVANCE																
See Privacy Act Notice on Reverse																
Note: Traveler is liable for the value of the tickets issued until all tickets or coupons are properly accounted for on the Travel Voucher.																
1. ACTION CODE (Indicate one type only)																
E = Establish C = Cancel A = Amend V = Advance Only (Complete Sections A, E, and F Only)										2. AUTHORIZATION DATE ▶		MONTH	DAY	YEAR		
SECTION A – IDENTIFICATION																
3. TRAVEL AUTHORIZATION NO.			4. SOCIAL SECURITY NO.		5. NAME (Last) (First) (Middle Initial)					6. AGENCY CODE						
7. AGENCY OON			9. ESTIMATED DATES OF TRAVEL EXPENSES			10. TYPE TRAVEL (Indicate one type only)				11. GOVERNMENT CREDIT CARD HOLDER						
8. TRAVELER OON			FROM		THRU		DM = Domestic GR = Escorted Group FG = Foreign OC = Outside Cont. U.S. FT = Foreign Transfer TS = Transfer of Station RT = Return Travel OT = Outside CONUS ToS				Y = Yes N = No					
12. TRAINING DOCUMENT NO. (For Purpose of Travel Code 3 Only)			13. OFFICIAL DUTY STATION CITY AND STATE					14. RESIDENT CITY AND STATE (If other than official station)								
SECTION B – EMPLOYMENT STATUS (Check the appropriate employment status block.)																
15. PAYROLLED BY NFC			16. NOT PAYROLLED BY NFC			17. NEW HIRE			18. SPECIAL APPOINTEE			19. NONGOVERNMENT				
SECTION C – ITINERARY AND ESTIMATED EXPENDITURES																
20. FROM			21. TO			23. AUTHORIZED EXPENDITURES										
CITY	ST	CNTRY CD	CITY CD	CITY, COUNTY or REGION	ST	Subsistence Codes ▶ P=Per Diem A=Actual Subsistence S=Special Rate	CODE	LODGING	M and IE	RATE	NO. DAYS	ESTIMATED AMOUNT				
							\$	+	=	X	=	\$				
								+	=	X	=					
								+	=	X	=					
								+	=	X	=					
								+	=	X	=					
22. PURPOSE OF TRAVEL (Give explanation)							Total Subsistence					\$				
SECTION D – ACCOUNTING CLASSIFICATION 25. Distribute Total Estimated Expenditures from Section C to the applicable Purpose of Travel Code and Accounting Classification line. PURPOSE OF TRAVEL CODES ▶ 1 = Site Visit 6 = Relocation 11 = Pre-employment 2 = Information Meeting 7 = Entitlement/Home leave 12 = First post of duty 3 = Training attendance 8 = Special mission travel 13 = Rest & Recuperation 4 = Speech or presentation 9 = Emergency travel 14 = Educational 5 = Conference attendance 10 = Other travel 15 = Informal training							POV: Rate									
							Rate									
							Rate									
							Rate									
							Other (Specify)									
							Unaccompanied Baggage									
PURPOSE CODE	ACCOUNTING CLASSIFICATION					PERCENTAGE	Car Rental									
						%	Common Carrier Tickets									
							Transportation Mode					Method of Purchase				
							Use of Non-contract Airline ◀					Insert Code				
							Excess Fare									
							Excess Baggage									
							GSA Auto									
							24. Total Est. Expenditures Authorized ▶					\$				
THESE PERCENTAGES MUST EQUAL 100%																
SECTION E – TRAVEL ADVANCE																
26. ADVANCE REQUEST METHOD (Select one method only) C = Check or DD/EFT T = Travelers Checks I = Imprest Fund E = Emergency (Wire) W = Wire Confirmation S = Embassy Issued Advance L = Embassy Collect. Advance					32. ADVANCE MAILING ADDRESS OPTIONS											
					SALARY ADDRESS		T&A CONTACT POINT		SPECIAL ADDRESS (Required for new hires, special appointees, and nonGovernment travelers)		FOREIGN ADDRESS		TRAVEL EFT ACCOUNT			
					1. (35) ▶											
					2. (35) ▶											
					3. City (20) ▶					State (2) ▶ Zip Code (9) ▶						
27. AMOUNT OF ADVANCE APPLIED FOR					33. IMPREST FUND CASHIER											
\$					SOCIAL SECURITY NO.					SIGNATURE						
28. BALANCE FROM PREVIOUS ADVANCE																
\$					34. ADVANCE RECEIVED (Cash or Travelers Checks)											
29. TOTAL ADVANCE AMOUNT					DATE RECEIVED					APPLICANT'S SIGNATURE						
\$					Month Day Year											
30. APPLICANT'S SIGNATURE										31. DATE APPLIED FOR			SEE PRIVACY ACT STATEMENT ON REVERSE			
										Month Day Year						
SECTION F – AGENCY APPROVAL																
35. APPROVING OFFICER'S NAME AND TITLE (Last, First, Middle Initial) (Type or Print)										AGENCY CODE		36. SOCIAL SECURITY NO.		37. DATE APPROVED		38. PHONE (Area Code & No.)
												Month Day Year				
39. APPROVING OFFICER'S SIGNATURE										40. CONTACT PERSON'S NAME					41. PHONE (Area Code & No.)	
42. REMARKS																

Upon completion and approval, submit original to: **Part 1 – NFC**
USDA — National Finance Center, P.O. Box 60,000, New Orleans, LA 70160

FORM AD-202 (USDA) (Rev. 11/96)
Exception to SF 1038 approved by GSA 11/20/96

3. Form AD-202M, Attachment For Multiple Travelers

[illegible]

Updated 5/27/03

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5. Form AD-202RE, Attachment For Election Of Separate Relocation Allowances

TRAVEL AUTHORIZATION/ADVANCE ATTACHMENT FOR ELECTION OF SEPARATE RELOCATION ALLOWANCES

If the employee and spouse are employed with the Federal government and the employee's spouse is authorized separate relocation allowances, check Block 12 on Form AD-202R and complete this Form AD-202RE in lieu of Blocks 14 and 15 of the AD-202R. Attach the AD-202RE and the AD-202R to the AD-202.

SECTION A – EMPLOYEE

1. TRAVEL AUTHORIZATION NO.	2. SOCIAL SECURITY NO.	3. NAME (Last)	(First)	(Middle Initial)
-----------------------------	------------------------	----------------	---------	------------------

4. MEMBERS OF IMMEDIATE FAMILY WHO WILL BE MOVED UNDER THE EMPLOYEE'S AUTHORIZATION

NAME	BIRTHDATE	MARITAL STATUS	NAME	BIRTHDATE	MARITAL STATUS

SECTION B – SPOUSE

5. TRAVEL AUTHORIZATION NO.	6. SOCIAL SECURITY NO.	7. NAME (Last)	(First)	(Middle Initial)
-----------------------------	------------------------	----------------	---------	------------------

8. MEMBERS OF IMMEDIATE FAMILY WHO WILL BE MOVED UNDER THE SPOUSE'S AUTHORIZATION

NAME	BIRTHDATE	MARITAL STATUS	NAME	BIRTHDATE	MARITAL STATUS

SECTION C – ELECTION

I elect payment of separate relocation allowances in accordance with FTR 302-1.8.

9. SIGNATURE (Employee)	10. DATE
11. SIGNATURE (Spouse)	12. DATE

PRIVACY ACT NOTICE. The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). The information requested on this form is required under the provisions of 5 USC, Chapter 57 (as amended) and Executive Orders 11609 of July 22, 1971, and 11012 of March 27, 1962, for the purpose of recording travel expenses incurred by the employee and to claim other entitlements and allowances as prescribed in the Federal Travel Regulations (41 CFR 301-304). The information contained in this form will be used by Federal Agency officers and employees who have a need for such information in the performance of their duties. Information will be transferred to appropriate Federal, State, local or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions or pursuant to a requirement by GSA or such other agency in connection with the hiring or firing, or security clearance, or such other investigations of the performance of official duty in Government service. Failure to provide the information required will result in delay or suspension of the employee's claim for reimbursement.

FORM AD – 202RE (USDA) (11/96)

Updated 5/27/03

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6. AD-616, Travel Voucher (Temporary Duty) (back)

SOCIAL SECURITY NO.		TRAVELER'S NAME										
SECTION G – SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED												
ITINERARY FROM												TOTALS Transfer these totals to Section D on Voucher Front. If additional days are required, use continuation sheet
DATE (Month/Day)												
CITY												
STATE												
TIME												
TO TDY LOCATION												
DATE (Month/Day)												
CITY												
COUNTY												
STATE												
TIME												
PER DIEM												TOTAL NO. DAYS
NO. OF DAYS												
LODGING (Receipt Required)												
MEALS AND INCIDENTAL EXPENSES												
LESS MEALS AT GOVERNMENT EXPENSE												
PER DIEM AMOUNT												
ACTUAL SUBSISTENCE												TOTAL NO. DAYS
NO. OF DAYS												
LODGING (Receipt Required)												
BREAKFAST												
LUNCH												
DINNER												
M&IE/OTHER												
ACTUAL SUBSISTENCE AMOUNT												TOTAL ACTUAL SUBSISTENCE \$
MILEAGE												TOTAL MILES
MILES												
RATE PER MILE												
MILEAGE AMOUNT												
PARKING, TOLLS, ETC.												TOTAL PARKING \$
PLANE, BUS, TRAIN (Paid By Traveler)												TOTAL PLANE, BUS, TRAIN \$
UNACCOMPANIED BAGGAGE												TOTAL UNACCOMPANIED BAGGAGE \$
LOCAL TRANSPORTATION												TOTAL LOCAL TRANSPORTATION \$
NO. TRIPS												
DAILY EXPENSE												
MISCELLANEOUS EXPENSES												
TELEPHONE CALLS												TOTAL MISCELLANEOUS \$
SUPPLIES, ETC.												
CAR RENTAL (Paid by Traveler) Receipt and Car Rental Agreement Required												TOTAL CAR RENTAL \$
RENTAL EXPENSE												
GASOLINE EXPENSE												\$
REMARKS												
<p>PRIVACY ACT NOTICE. The following information is provided to comply with the Privacy Act of 1974 (PL. 93-579). The information requested on this form is required under the provisions of 5 USC, Chapter 57 (as amended) and Executive Orders 11609 of July 22, 1971, and 11012 of March 27, 1962, for the purpose of recording travel expenses incurred by the employee and to claim other entitlements and allowances as prescribed in the Federal Travel Regulations (41 CFR 301-304). The information contained in this form will be used by Federal Agency officers and employees who have a need for such information in the performance of their duties. Information will be transferred to appropriate Federal, State, local or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions or pursuant to a requirement by GSA or such other agency in connection with the hiring or firing, or security clearance, or such other investigations of the performance of official duty in Government service. Failure to provide the information required will result in delay or suspension of the employee's claim for reimbursement.</p>												

7. AD-202, Travel Authorization/Advance (non-laser printer sample)

TRAVEL AUTHORIZATION/ADVANCE

The person named below is authorized to travel and to incur necessary expenses of travel in accordance with provisions of applicable laws and regulations.

NOTE: Traveler is liable for the value of the tickets issued until all tickets or coupons are properly accounted for on the Travel Voucher.

1. ACTION CODE: (E, A, C, V) 2. DATE:
SECTION A - IDENTIFICATION
3. AUTHORIZATION NO.: 4. SOCIAL SECURITY NO: - -
5. NAME: 6. AGENCY CODE:
7. AGENCY OON: 8. TRAVELER OON:
9. ESTIMATED DATES OF TRAVEL >> FROM: THRU:
10. TYPE TRAVEL: 11. GOVT CREDIT CARD:
13. OFFICIAL DUTY STATION:

SECTION B - EMPLOYMENT STATUS:

SECTION C - ITINERARY AND ESTIMATED EXPENDITURES

20. FROM (CITY,STATE) 21.TO- CNTRY CODE CITY CODE CITY,COUNTY, or REGION, ST

23. SUBSTANCE CODE	LOGGING	M&IE	NO DAYS	AMOUNT
--------------------	---------	------	---------	--------

23. POV: N RATE \$	\$	\$	\$	\$	METHOD OF PAYMENT:
OTHER:					NON-CONTRACT AIR:
UNACCOMPANIED BAGGAGE:		\$			EXCESS FARE:
CAR RENTAL:		\$			EXCESS BAGGAGE:
COMMON CARRIER TICKETS:		\$			GSA AUTO:
TRANSPORTATION MODE:					

24. TOTAL ESTIMATED EXPENDITURES AUTHORIZED: \$

7. AD-202, Travel Authorization/Advance *(non-laser printer sample)*

TRAVEL AUTHORIZATION/ADVANCE
CONTINUED

SECTION D - ACCOUNTING CLASSIFICATION

25. PURPOSE CODE ACCOUNTING CLASSIFICATION CLAIM PERCENTAGE

THESE PERCENTAGES MUST EQUAL 100%

SECTION E - TRAVEL ADVANCE

26. ADVANCE REQUEST METHOD: 27. AMOUNT APPLIED FOR: \$

30. APPLICANT'S SIGNATURE: _____

31. DATE APPLIED FOR: / / 32. ADVANCE MAILING ADDRESS:

SECTION F - AGENCY APPROVAL

35. APPROVING OFFICER'S NAME AND TITLE / AGENCY CD 37. DATE APPROVED:
38. PHONE:

APPROVING OFFICER'S SIGNATURE: _____

40. CONTACT PERSON'S NAME: 41. PHONE:

Computer generated FORM AD-202(USDA) (Rev. 4/88)

7. AD-202, Travel Authorization/Advance *(non-laser printer sample)*

PRIVACY ACT NOTICE. The following is provided to comply with the Privacy Act of 1974 (P.L.93-579). The information requested on this form is required under the provisions of 5. USC. Chapter 57 (as amended) and Executive Orders 11609 of July 22, 1971, and 11012 of March 27, 1962, for the purpose of recording travel expenses incurred by the employee and to claim other entitlements and allowances as prescribed in the Federal Travel Regulations (41 CFR 101-7). The information contained in this form will be used by Federal Agency officers and employees who have a need for such information in the performance of their duties. Information will be transferred to appropriate Federal, State, local or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions or pursuant to a requirement by GSA or such other agency in connection with the hiring or firing, or security clearance, or such other investigations of the performance of official duty in Government service. Failure to provide the information required will result in delay or suspension of the employee's claim for reimbursement.

8. AD-202M, Attachment For Multiple Travelers *(non-laser printer sample)*

TRAVEL AUTHORIZATION/ADVANCE
ATTACHMENT FOR MULTIPLE TRAVELERS
AUTHORIZATION NO.

AAC SOCIAL SECURITY NO.

TRAVELER'S NAME

TRAINING DOC NO.

9. AD-202R, Attachment For Relocation Travel (*non-laser printer sample*)

TRAVEL RELOCATION AUTHORIZATION/ADVANCE

1. AUTHORIZATION NO:	2. NAME:	SSN:
AD-202R/SECTION C - ITINERARY AND EXPENDITURES		
4. UNDER 50 ML: N	50 ML OR MORE: Y	5. TYPE APPT: (NA, OT, IP, SE)
6. NEW OFFICIAL STATION >> CITY:		ST:
7. HOUSEHUNT >> IND: N	8. AUTH TRAVELERS >> EMP: N EMP/SPOUSE: N SPOUSE: N	
9. EST DATES >> FROM: / /	THRU: / /	EST AMOUNTS
10. PER DIEM >> IND: N	RATE:	NO DAYS: 0
POV >> IND: N	RATE:	MILES: 0
OTHER >> IND: N	DESC:	
COMM CARR >> IND: N	MODE:	METHOD:
NON CONTRACT AIR: (0,1,2,3)		
EXCESS FARE >> IND:		
CAR RENTAL >> IND: N		0.00
11. TOTAL ESTIMATED EXPENDITURES FOR HOUSEHUNT >>		
12. SEPARATE RELOCATION ALLOWANCE ELECTION >> IND:		
13. TRANSFER OF STATION >> IND:		15. UNACC SPOUSE >> IND: N
14. FAMILY >> NAME	BIRTHDATE	MARITAL ST (S,M)
SPOUSE		

16. ESTIMATED DATES OF TRAVEL>> FROM: THRU:
17. PER DIEM >> IND: RATE: NO DAYS:
FROM (CITY,STATE) CITY,COUNTY OR REGION, ST

SUBSTANCE CODE	LODGING	M&IE	NO.DAYS
----------------	---------	------	---------

9. AD-202R, Attachment For Relocation Travel *(non-laser printer sample)*

TRAVEL RELOCATION AUTHORIZATION/ADVANCE

AUTHORIZATION NO: SSN: NAME:
AD-202R/SECTION C - ITINERARY AND ESTIMATED EXPENDITURES (CONTINUED) EST AMOUNTS

POV >> IND: N NO OF RATE TOTAL MILES

OTHER >> IND: Y DESC:
UNACCOMP BAGGAGE >> N IND:
COMM CARR >> N IND: MODE: METHOD:
NON CONTRACT AIR: (0,1,2,3)
EXCESS FARE >> IND: N
EXCESS BAGGAGE >> IND: N
18. SHIPMENT OF HOUSEHOLD GOODS >> IND: Y
WEIGHT OF GOODS:
PAYMENT METHOD >> ACTUAL: Y COMMUTED: N
RATE: 0.00 TABLE: ADDL ALLOW:
19. STORAGE OF HOUSEHOLD GOODS >> IND: Y (Y/N)
TEMPORARY >> Y
NO DAYS: WEIGHT OF GOODS:
COMMUTED RATE >> 1ST DAY RATE: OTHER DAYS RATE:
WAREHOUSE:
20. TRANS OF MOBILE HOME >> IND: N
TRANS OF PRIVATE VEHICLE >> IND: N
TEMPORARY QUARTERS >> IND: Y NO DAYS:
RATE >> 1ST 30 DAYS: OVER 30 DAYS:
23. MISC ALLOWANCE >> IND: Y
24. REAL ESTATE EXPENSES >> IND: Y
SALE RES >> IND:Y AMOUNT
PURCHASE RES >> IND:Y AMOUNT
LEASE TERM >> IND:N AMOUNT
25. HOME PURCHASE INFORMATION >>
STREET
CITY ST: ZIP CODE
IMMED MARITAL
PROPERTY OWNERSHIP >> NAME PCT FAMILY STATUS
N
N
N
SALES PRICE: PCT AUTHORIZED: PCT INCOME:
TITLE DEFECT:N UREA-FORMALDEHYDE: 0.00
26. RELOCATION SERVICES >> IND: N COMPANY NAME:
TYPE SERVICES >> PURCHASE: N FINDING: N
MARKETING: N MORTGAGE: N
27. RELOCATION SERVICES CANCELLATION >> IND: N
CANCELLED BY >> AGENCY: N EMPLOYEE: N RELO COMP: N FEES:
28. TOTAL ESTIMATED EXPENDITURES FOR HOUSEHUNT:
29. TOTAL ESTIMATED EXPENDITURES FOR TRANSFER OF STATION:
30. TOTAL ESTIMATED EXPENDITURES AUTHORIZED:

9. AD-202R, Attachment For Relocation Travel *(non-laser printer sample)*

TRAVEL RELOCATION AUTHORIZATION/ADVANCE

AUTHORIZATION NO:

SSN:

NAME:

SERVICE AGREEMENT. I agree to remain in the service of the Federal Government for 12 months following the effective date of my transfer or appointment, unless separated for reasons beyond my control and acceptable to the Government. In case I violate this agreement, any moneys expended by the United States on account of my move described above shall be recoverable from me as a debt due the United States. If I receive Withholding Allowance (WTA) payments for claims filed for transfer expenses I agree to: (1) file for a Relocation Income Tax Allowance (RIT), (2) file all required documentation of income with the claim for RIT by August 31 of the year following the WTA payments unless an extension of time is granted by the Government. If I am overpaid or do not file the claims, I agree to repay the Government the entire WTA expended by the United States in connection with my transfer.

31. SIGNATURE _____

32. DATE _____

Computer Generated FORM AD-202R (USDA)

10. AD-202RE, Attachment For Election Of Separate Relocation Allowances *(non-laser printer sample)*

TRAVEL AUTHORIZATION/ADVANCE

ATTACHMENT FOR ELECTION OF SEPARATE RELOCATION ALLOWANCES

If the employee and spouse are employed by the Federal government and the employee's spouse is authorized separate relocation allowances, check Block 12 on Form AD-202R and complete this Form AD-202RE in lieu of Blocks 14 and 15 of the AD-202R. Attach the AD-202RE and the AD-202R to the AD-202.

SECTION A - EMPLOYEE

1. AUTHORIZATION NO. 2. SSN 3. NAME (Last) (First) (Middle Initial)

4. MEMBERS OF IMMEDIATE FAMILY WHO WILL BE MOVED UNDER THIS AUTHORIZATION

NAME	BIRTH DATE	MARITAL STATUS	NAME	BIRTH DATE	MARITAL STATUS
------	---------------	-------------------	------	---------------	-------------------

SECTION B - SPOUSE

5. AUTHORIZATION NO. 6. SSN 7. NAME (Last) (First) (Middle Initial)

8. MEMBERS OF IMMEDIATE FAMILY WHO WILL BE MOVED UNDER THIS AUTHORIZATION

NAME	BIRTH DATE	MARITAL STATUS	NAME	BIRTH DATE	MARITAL STATUS
------	---------------	-------------------	------	---------------	-------------------

SECTION C - ELECTION

I elect payment of separate relocation allowances in accordance with FTR 302-1.8.

9. SIGNATURE(Employee) _____ 10. DATE _____

11. SIGNATURE(Spouse) _____ 12. DATE _____

PRIVACY ACT NOTICE. The following information is provided to comply with the Privacy Act of 1974 (P.L.93-579). The information requested on this form is required under the provisions of 5 USC. Chapter 57 (as amended) and Executive Orders 11609 of July 22, 1971, and 11012 of March 27, 1962, for the purpose of recording travel expenses incurred by the employee and to claim other entitlements and allowances as prescribed in the Federal Travel Regulations (41 CFR 301-304). The information contained in this form will be used by Federal Agency officers and employees who have a need for such information in the performance of their duties. Information will be transferred to appropriate Federal, State, local or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions or pursuant to a requirement by GSA or such other agency in connection with the hiring or firing, or security clearance, or such other investigations of the performance of official duty in Government service. Failure to provide the information required will result in delay or suspension of the employee's claim for reimbursement.

computer generated FORM AD-202RE(USDA)(11/96)

11. AD-616, Travel Voucher (Temporary Duty Travel) (front) (non-laser printer sample)

TRAVEL VOUCHER (Temporary Duty Travel)									
SECTION A - IDENTIFICATION									
1. TRAVEL AUTHORIZATION NO.:					2. SOC. SEC. NO.:				
3. NAME:									
4. AG CODE:		5. AGENCY OON:			6. TRAVELER OON:				
7. DATE OF TRAVEL:		TO:			8. TYPE CLAIM:				
9. RECLAIM AMOUNT: \$		0.00			10. LEAVE TAKEN: N				
12. OFF DUTY STN: NEW ORLEANS, LA					13. RESIDENCE:				
14. POST APPROVAL INDICATOR: N					15. TOTAL NIGHTS LODGING:				
16. NO. OF NIGHTS IN APPROVED ACCOMMODATIONS PER THE FIRE SAFETY ACT:									
SECTION C - TRANSPORTATION COSTS									
22. MTD/OF	23. VENDOR/	24. I.D.	25. CAR RENT	26. AMOUNT	27. AIRLINE/				
PAY	CARRIER	NO.	MILES/DAYS		ACCOMMODATIONS				
				\$	EXCESS FARE: N				
					NONCONTRACT:				
SECTION D - CLAIMS									
28. SUMMARY OF SUBSISTENCE-TDY LOCATION					29. PER DIEM(30.00)DAYS \$				
CNTRY CITY				NO OF	30. ACTUAL SUBSISTENCE				
CODE CODE	CITY OR COUNTY	ST	DAYS	AMOUNT	(0.00 DAYS) 0.00				
				\$	31. MILEAGE				
					(RATE)	(MILES)			
					(RATE)	(MILES)			
					(RATE)	(MILES)			
					(RATE)	(MILES)			
					32. PARKING, TOLLS, ETC				
					33. PLANE, BUS, TRAIN				
SECTION E - ACCOUNTING CLASSIFICATION					34. UNACCOMPANIED BAGGAGE				
45. AUTHORIZATION: Y 46. DISTRIBUTED: N					35. LOCAL TRANSPORTATION				
PURPOSE	ACCOUNTING CLASSIFICATION	PERCENT			36. MISCELLANEOUS EXPENSE				
		%			37. CAR RENTAL				
					38. TOTAL CLAIM				
					39. ADVANCE OUTSTANDING				
					40. AMOUNT APPLIED TO ADV				
					41. AMOUNT APPLIED TO BILL				
					42. ADD'L ADVANCE REPAID				
					43. REMAINING ADVANCE BAL				
THESE PERCENTAGES MUST EQUAL 100%					44. NET TO TRAVELER \$				

11. AD-616, Travel Voucher (Temporary Duty Travel) (back) (non-laser printer sample)

SECTION F - CERTIFICATIONS

FRAUDULENT CLAIM: Falsification of an item in an expense account will result in forfeiture of the claim (28 USC 2514) and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (18 USC 287; i.d.1001).

CLAIMANT'S RESPONSIBILITIES AND SIGNATURE: I hereby assign to the United States any rights I may have against other parties in connection with any reimbursable carrier transportation charges described herein. I have received no payment for claims shown herein. All travel and reimbursable claims were incurred on official business of the United States Government. All tickets, coupons, promotional items and credits received in connection with travel claimed on this voucher have been accounted for as required by FPMR 101-7 and other regulations. I have reviewed this voucher and certify it to be correct.

47. CLAIMANT'S SIGNATURE: _____ 48. DATE: _____

49. FINAL VOUCHER INDICATOR: N

APPROVING OFFICER'S RESPONSIBILITIES AND SIGNATURE.

In approving this voucher, I have determined that: (1) Reimbursement is claimed for official travel only; (2) Use of rental car, taxicab, or other special conveyance for which reimbursement is claimed is to the Government's advantage; and (3) Long distance phone calls and supplies or equipment purchased are necessary and in the interest of the Government. NOTE: To approve long distance phone calls, approving officer must have written authorization from Agency Head or his/her designee (31 USC 1348).

50. APPROVING OFFICER'S SIGNATURE _____

52. DATE: / / 53. NAME AND TITLE / AGENCY CODE _____

55. CONTACT PERSON'S NAME: _____

56. PHONE: _____

Computer Generated FORM AD-616 (USDA)

11. AD-616, Travel Voucher (Temporary Duty Travel) (back) (non-laser printer sample)

SOC. SEC. NO. TRAVELER'S NAME		p 1 of 1				
SECTION G - SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED-----						
ITIN-FROM						-TOTALS-
DATE (MO/DAY)						TRANSFER
CITY						TOTALS TO
STATE						SECTION D
TIME						ON
TO LOCATION						VOUCHER
DATE (MO/DAY)						FRONT FOR
CITY						LINE
COUNTY						ITEMS
STATE						INDICATED
TIME						
PER DIEM						(LINE#24)
NO OF DAYS						
LODGING						
MEALS & IE						
LESS GOV MEAL						(LINE#24)
PER DIEM AMT						\$
ACTUAL SUBS						(LINE#25)
NO OF DAYS						
LODGING						
BREAKFAST						
LUNCH						
DINNER						
M&IE/OTHER						(LINE#25)
ACT SUBS AMT						\$0.00
MILEAGE						(LINE#26)
MILES						
RATE PER MILE						(#26-28)
MILEAGE AMT						\$0.00
PARKING, TOLLS						\$0.00
PLAN, BUS, TRAI						\$
UNACCOM BAGS						\$0.00
LOCAL TRANS						
NO TRIPS						(LINE#29)
DAILY EXPENSE						\$0.00
MISC EXPENSE						
TELE CALLS						(#30-31)
SUPPLIES, ETC						\$0.00
CAR RENTAL	-----RECEIPT AND CAR RENTAL AGREEMENT REQUIRED					\$
GAS & OTHER						
REMARKS:						

11. AD-616, Travel Voucher (Temporary Duty Travel) *(back) (non-laser printer sample)*

PRIVACY ACT NOTICE. The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). The information requested on this form is required under the provisions of 5 USC, Chapter 57 (as amended) and Executive Orders 11609 of July 22, 1971, and 11012 of March 27, 1962, for the purpose of recording travel expenses incurred by the employee and to claim other entitlements and allowances as prescribed in the Federal Travel Regulations (41 CFR 101-7). The information contained in this form will be used by Federal Agency officers and employees who have a need for such information in the performance of their duties. Information will be transferred to appropriate Federal, State, local or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions or pursuant to a requirement by GSA or such other agency in connection with the hiring or firing, or security clearance, or such other investigations of the performance of official duty in Government service. Failure to provide the information required will result in delay or suspension of the employee's claim for reimbursement.

Computer Generated FORM AD-616 (USDA)

12. AD-202, Travel Authorization/Advance (front) (laser printer sample)

TRAVEL AUTHORIZATION/ADVANCE See Privacy Act Notice on Reverse																				
Note: Traveler is liable for the value of the tickets issued until all tickets or coupons are properly accounted for on the Travel Voucher.																				
1. ACTION CODE (indicate one type only) <div style="display: flex; justify-content: space-between;"> <div> E = Establish C = Cancel A = Amend V = Advance Only (Complete Sections A, E, and F only) </div> <div> 2. AUTHORIZATION DATE -> <div style="display: flex; justify-content: space-between; width: 100px;"> <div>MONTH</div> <div>DAY</div> <div>YEAR</div> </div> </div> </div>																				
SECTION A - IDENTIFICATION																				
3. TRAVEL AUTHORIZATION NO.		4. SOCIAL SECURITY NO.		5. NAME (Last) (First) (Middle Initial)						6. AGENCY CODE										
7. AGENCY OON		9. ESTIMATED DATES OF TRAVEL EXPENSES						10. TYPE TRAVEL (Indicate one type only)				11. GOVERNMENT CREDIT CARD HOLDER								
8. TRAVELER OON		FROM		THRU		Year		DM = Domestic GR = Escorted Group FG = Foreign OC = Outside Cont. U.S. FT = Foreign Transfer TS = Transfer of Station RT = Return Travel OT = Outside CONUS ToS				Y = Yes N = No								
12. TRAINING DOCUMENT NO. (For Purpose of Travel Code 3 Only)		13. OFFICIAL DUTY STATION CITY AND STATE						14. RESIDENT CITY AND STATE (If other than official station)												
SECTION B - EMPLOYMENT STATUS (Check the appropriate employment status block.)																				
15. PAYROLLED BY NFC		16. NOT PAYROLLED BY NFC		17. NEW HIRE		18. SPECIAL APPOINTEE		19. NONGOVERNMENT												
SECTION C - ITINERARY AND ESTIMATED EXPENDITURES																				
20. FROM						21. TO						23. AUTHORIZED EXPENDITURES								
CITY		ST	CNTRY CD	CITY CD	CITY, COUNTY or REGION	ST														
												CODE LODGING Mand IE RATE NO. DAYS ESTIMATED AMOUNT								
												\$ + - x = \$								
												P = Per Diem + - x =								
												A = Actual Subsistence + - x =								
												S = Special Rate + - x =								
												+ - x =								
												+ - x =								
												+ - x =								
22. PURPOSE OF TRAVEL (Give explanation)											Total Subsistence		\$							
SECTION D - ACCOUNTING CLASSIFICATION 25. Distribute Total Estimated Expenditures from Section C to the applicable Purpose of Travel Code and Accounting Classification Line. <div style="display: flex; justify-content: space-between;"> <div> 1 = Site Visit 2 = Information Meeting 3 = Training attendance 4 = Speech or presentation 5 = Conference attendance </div> <div> 6 = Relocation 7 = Entitlement/Home leave 8 = Special mission travel 9 = Emergency Travel 10 = Other Travel </div> <div> 11 = Pre-employment 12 = First post of duty 13 = Rest & Recuperation 14 = Educational 15 = Informal training </div> </div>											POV: Rate									
											Rate									
											Rate									
											Rate									
											Other (Specify)									
PURPOSE CODE											Unaccompanied Baggage									
ACCOUNTING CLASSIFICATION											Car Rental									
PERCENTAGE											Common Carrier Tickets									
											Transportation Mode		Method of Purchase							
											Use of Non-contract Airline < - Insert Code									
											Excess Fare									
											Excess Baggage									
											GSA Auto									
											24. Total Est. Expenditures Authorized->		\$							
THESE PERCENTAGES MUST EQUAL 100%																				
SECTION E - TRAVEL ADVANCE																				
26. ADVANCE REQUEST METHOD (Select one method only) C = Check or DD/EFT T = Travelers Checks I = Imprest Fund E = Emergency (Wire) W = Wire Confirmation S = Embassy Issued Advance L = Embassy Collect. Advance						32. ADVANCE MAILING ADDRESS OPTIONS														
						SALARY ADDRESS			T&A CONTACT POINT			SPECIAL ADDRESS (Required for new hires, special appointees, and non-government travelers)			FOREIGN ADDRESS			TRAVEL LEFT ACCOUNT		
						1. (35)->														
						2. (35)->														
						3. City (20)->														
						State (2)->														
						Zip Code (9)->														
27. AMOUNT OF ADVANCE APPLIED FOR						33. IMPREST FUND CASHIER														
						SOCIAL SECURITY NO.			SIGNATURE											
28. BALANCE FROM PREVIOUS ADVANCE						34. ADVANCE RECEIVED (Cash or Travelers Checks)														
						DATE RECEIVED			APPLICANT'S SIGNATURE											
						Month Day Year														
30. APPLICANT'S SIGNATURE						31. DATE APPLIED FOR			SEE PRIVACY ACT STATEMENT ON REVERSE											
						Month Day Year														
SECTION F - AGENCY APPROVAL																				
35. APPROVING OFFICER'S NAME AND TITLE (Last, First, Middle Initial) (Type or Print)						AGENCY CODE		36. SOCIAL SECURITY NO.		37. DATE APPROVED		38. PHONE (Area Code & No.)								
										Month Day Year										
39. APPROVING OFFICER'S SIGNATURE						40. CONTACT PERSON'S NAME						41. PHONE (Area Code & No.)								
42. REMARKS																				

Upon completion and approval, submit original to: **Part 1 - NFC**
USDA - National Finance Center, P.O. Box 60000, New Orleans, LA 70160

FORM AD-202 (USDA)(Rev. 11/96)
Exception to SF 1038 approved by GSA 11/20/96

12. AD-202, Travel Authorization/Advance (back) (laser printer sample)

Submit advance applications with original signature only. Facsimile signatures cannot be accepted.

An advance should be limited to an amount within the prescribed maximum necessary to effectively accomplish the purpose of the Government. An explanation should be provided in Block 42,

Remarks, for any advance authorized in excess of the prescribed maximum.

Privacy Act Notice

The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). The information requested on this form is required under the provisions of 5 U.S.C. Chapter 57 (as amended), Executive Orders 11609 of July 22, 1971, and 11012 of March 27, 1962, for the purpose of facilitating authorization action and the request for advance of funds for travel and other expenses to be incurred under administrative authorization. The information

contained in this form will be used by the Federal agency officers and employees who have a need for such information in the performance of their duties. Information will be transferred to appropriate Federal, State, local, or foreign agencies when relevant to civil, criminal or regulatory investigations, or prosecutions. Failure to provide the information required will result in delay or suspension of the processing of this form.

14. AD-202R, Attachment For Relocation Travel (laser printer sample)

1. TRAVEL AUTHORIZATION NO.		2. SOCIAL SECURITY NO.		TRAVEL AUTHORIZATION/ADVANCE	
ATTACHMENT FOR RELOCATION TRAVEL					
For relocation travel, complete this Form AD-202R in lieu of Section C of Form AD-202 and attach to the Form AD-202					
3. NAME (Last)		(First)		4. DISTANCE OF MOVE	
				<input type="checkbox"/> Less than 50 miles <input type="checkbox"/> 50 miles or more	
SECTION C: ITINERARY AND ESTIMATED EXPENDITURES					
5. TYPE APPOINTMENT (Indicate one type only)				10. AUTHORIZED EXPENDITURES	
<input type="checkbox"/> IP = Intergovernmental Personnel <input type="checkbox"/> NA = New Appointee <input type="checkbox"/> SE = Senior Executive Service Center <input type="checkbox"/> Act Assignee (IPA) <input type="checkbox"/> OT = All Other <input type="checkbox"/> Appointment Upon Separation for Retirement				ESTIMATED AMOUNT	
6. NEW OFFICIAL STATION (City and State)				Per Diem: Rate \$ X No. Days = \$	
				POV: Rate X Miles = \$	
				Other (Specify)	
				\$	
7. EXPENDITURES FOR HOUSEHUNT AUTHORIZED				Common Carrier Tickets	
				Transportation Mode Method of Purchase	
				\$	
8. AUTHORIZED TRAVELERS				Use of Non-Contract Airline < Insert code	
				Excess Fare	
				Car Rental	
				\$	
9. ESTIMATED DATES OF TRAVEL				11. TOTAL EST. EXPENDITURES FOR HOUSEHUNT ->	
FROM Month Day Year THRU Month Day Year				\$	
12. SEPARATE RELOCATION ALLOWANCE ELECTION (Must attach Form AD-202RE)				17. TRAVEL AND TRANSPORTATION OF FAMILY	
13. EXPENDITURES FOR TRANSFER OF STATION AUTHORIZED				ESTIMATED AMOUNT	
FROM CITY TO CITY ST SUB.CODE				Per Diem: Rate \$ X No. Days = \$	
OUTSIDE CONTINENTAL U.S. SUBSTANCE (Type Travel OT Only)					
LODGING M and IE RATE NO. DAYS					
\$ + = x = \$					
+ = x = \$					
+ = x = \$					
+ = x = \$					
+ = x = \$					
+ = x = \$					
+ = x = \$					
+ = x = \$					
14. MEMBERS OF IMMEDIATE FAMILY WHO WILL BE MOVED				15. UNACC SPOUSE IND	
NAME BIRTHDATE MARITAL STATUS				TOTAL SUBSISTENCE	
SPOUSE				\$	
				TRAVEL BY POV	
				NO. OF POVS RATE TOTAL MILES	
				Other (Specify)	
				\$	
				Unaccompanied Baggage	
				\$	
				Common Carrier Tickets	
				Transportation Mode Method of Purchase	
				\$	
				Use of Non-Contract Airline < Insert code	
				Excess Fare	
				Excess Baggage	
				\$	
16. ESTIMATED DATES OF TRAVEL					
FROM Month Day Year THRU Month Day Year					
18. SHIPMENT OF HOUSEHOLD GOODS					
ESTIMATED WEIGHT OF GOODS PAYMENT METHOD RATE ADDITIONAL ALLOWANCES					
<input type="checkbox"/> Actual Expense <input type="checkbox"/> Commuted Rate				\$	
19. STORAGE OF HOUSEHOLD GOODS					
NO. DAYS ESTIMATED WEIGHT OF GOODS TO BE STORED				COMMUTATED RATE	
1ST DAY STORAGE RATE				OTHER DAYS STORAGE RATE	
\$				\$	
WAREHOUSE/PICKUP DELIVERY RATE				\$	
20. TRANSPORTATION OF MOBILE HOME (In lieu of shipment and storage of household goods)				\$	
21. TRANSPORTATION AND STORAGE OF PRIVATE VEHICLE (To be paid by GBL only)				\$	
NUMBER OF DAYS DAILY RATE FOR FIRST 30 DAYS DAILY RATE FOR OVER 30 DAYS					
\$ \$				\$	
22. TEMPORARY QUARTERS				\$	
23. MISCELLANEOUS EXPENSES/ALLOWANCE				\$	
24. REAL ESTATE EXPENSES PAID BY EMPLOYEE (Check applicable expenses)				\$	
<input type="checkbox"/> Sale of Residence <input type="checkbox"/> Purchase of Residence <input type="checkbox"/> Lease Termination					
AMOUNT \$ AMOUNT \$ AMOUNT \$				\$	
25. HOME PURCHASE INFORMATION					
RESIDENCE ADDRESS AT OLD DUTY STATION (Street, City, State, and Zip Code)				NAMES OF ALL OWNERS OF THE PROPERTY	
				% OWNERSHIP IMMEDIATE FAMILY MARITAL STATUS OF EMPLOYEE	
				Yes No	
TELEPHONE (Area Code and Number) >					
ESTIMATED SALES PRICE				% AUTHORIZED	
\$				% USED AS INCOME PRODUCING ANY KNOWN TITLE DEFECTS UREA-FORMALDEHYDE INSULATION	
				Y = Yes N = No Y = Yes N = No	
26. RELOCATION SERVICES				\$	
RELOCATION COMPANY NAME TYPE SERVICES (Check Service(s) Requested)					
<input type="checkbox"/> Home Purchase <input type="checkbox"/> Home Finding <input type="checkbox"/> Home Marketing <input type="checkbox"/> Mortgage Finding					
27. RELOCATION SERVICES CANCELLATION Cancelled by -> <input type="checkbox"/> Agency <input type="checkbox"/> Employee <input type="checkbox"/> Relocation Company CANCELLATION FEES ->				\$	
28. Total Estimated Expenditures for Househunt (from block 11) ->				\$	
29. Total Estimated Expenditures for Transfer of Station ->				\$	
DISTRIBUTE TOTAL OF THIS BLOCK TO SECTION D ON THE AD-202				30. TOTAL ESTIMATED EXPENDITURES AUTHORIZED ->	
				\$	
Service Agreement: I agree to remain in the service of the Federal Government for 12 months following the effective date of my transfer or appointment, unless separated for reasons beyond my control and acceptable to the Government. In case I violate this agreement, any moneys expended by the United States on account of my move described above shall be recoverable from me as a debt due the United States. If I receive Withholding Allowance (WIA) payments for claims filed for transfer expenses I agree to: (1) file for a Relocation Income Tax Allowance (RITA); (2) file all required documentation of income with the claim; for RITA by August 31 of the year following the WTA payments unless an extension of time is granted by the Government. If I am overpaid or do not file the claims, I agree to repay the Government the entire WTA expended by the United States in connection with my transfer.				31. SIGNATURE	
				32. DATE	

FORM AD-202R(USDA) (Rev. 11/96)

15. AD-202RE, Attachment For Election Of Separate Relocation Allowances (laser printer sample)

TRAVEL AUTHORIZATION/ADVANCE ATTACHMENT FOR ELECTION OF SEPARATE RELOCATION ALLOWANCES					
<p>If the employee and spouse are employed with the Federal government and the employee's spouse is authorized separate relocation allowances, check Block 12 on Form AD-202R and complete this Form AD-202RE in lieu of Blocks 14 and 15 of the AD-202R. Attach the AD-202RE and the AD-202R to the AD-202.</p>					
SECTION A - EMPLOYEE					
1. TRAVEL AUTHORIZATION NO.	2. SOCIAL SECURITY NO.	3. NAME (Last) (First) (Middle initial)			
4. MEMBERS OF IMMEDIATE FAMILY WHO WILL BE MOVED UNDER THIS AUTHORIZATION					
NAME	BIRTHDATE	MARITAL STATUS	NAME	BIRTHDATE	MARITAL STATUS
SECTION B - SPOUSE					
1. TRAVEL AUTHORIZATION NO.	2. SOCIAL SECURITY NO.	3. NAME (Last) (First) (Middle initial)			
8. MEMBERS OF IMMEDIATE FAMILY WHO WILL BE MOVED UNDER THIS AUTHORIZATION					
NAME	BIRTHDATE	MARITAL STATUS	NAME	BIRTHDATE	MARITAL STATUS
SECTION C - ELECTION					
I elect payment of separate relocation allowances in accordance with FTR 302-1.8.					
9. SIGNATURE (Employee)				10. DATE	
11. SIGNATURE (Spouse)				12. DATE	
<p>PRIVACY ACT NOTICE. The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). The information requested on this form is required under the provisions of 5 USC, Chapter 57 (as amended) and Executive Orders 11609 of July 22, 1971, and 11012 of March 27, 1962, for the purpose of recording travel expenses incurred by the employee and to claim other entitlements and allowances as prescribed in the Federal Travel Regulations (41 CFR 301-304). The information contained in this form will be used by Federal Agency officers and employees who have a need for such information in the performance of their duties. Information will be transferred to appropriate Federal, State, local or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions or pursuant to a requirement by GSA or such other agency in connection with the hiring or firing, or security clearance, or such other investigations of the performance of official duty in Government service. Failure to provide the information required will result in delay or suspension of the employee's claim for reimbursement.</p>					

FORM AD-202RE (USDA)(11/96)

16. AD-616, Travel Voucher (Temporary Duty Travel) *(front) (laser printer sample)*

[illegible]

17. AD-616, Travel Voucher (Temporary Duty Travel) (back) (laser printer sample)

2. SOCIAL SECURITY NO.		TRAVELER'S NAME										
SECTION G - SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED												
ITINERARY FROM												TOTALS Transfer these totals to Section D on Voucher Front. If additional days are required, use continuation sheet.
DATE (Month/day)												
CITY												
STATE												
TIME												
TO TDY LOCATION												
DATE (Month/day)												
CITY												
COUNTY												
STATE												
TIME												
PER DIEM												TOTAL NO. DAYS
NO. OF DAYS												
LODGING (Receipt Required)												
MEALS AND INCIDENTAL EXPENSES												
LESS MEALS AT GOVERNMENT EXPENSE												
PER DIEM AMOUNT												
ACTUAL SUBSISTENCE												TOTAL PER DIEM \$
NO. OF DAYS												TOTAL NO. DAYS
LODGING (Receipt Required)												
BREAKFAST												
LUNCH												
DINNER												
M&IE/OTHER												
ACTUAL subsistence AMOUNT												TOTAL ACTUAL subsistence \$
MILEAGE												TOTAL MILES
MILES												
RATE PER MILE												
MILEAGE AMOUNT												
PARKING, TOLLS, ETC.												TOTAL PARKING \$
PLANE, BUS, TRAIN (Paid By Traveler)												TOTAL PLANE, BUS TRAIN \$
UNACCOMPANIED BAGGAGE												TOTAL UNACCOMPANIED BAGGAGE \$
LOCAL TRANSPORTATION												TOTAL LOCAL TRANSPORTATION \$
NO. TRIPS												
DAILY EXPENSE												
MISCELLANEOUS EXPENSES												
TELEPHONE CALLS												TOTAL MISCELLANEOUS \$
SUPPLIES, ETC.												
CAR RENTAL (paid by Traveler) Receipt and Car Rental Agreement Required												
RENTAL EXPENSE												
GASOLINE EXPENSE												TOTAL CAR RENTAL \$
REMARKS												
<small> PRIVACY ACT NOTICE. The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). The information requested on this form is required under the provisions of 5 USC, Chapter 57 as amended and Executive Orders 11609 of July 22, 1971, and 11012 of March 27, 1962, for the purpose of recording travel expenses incurred by the employee and to claim other entitlements and allowances as prescribed in the Federal Travel Regulations (41 CFR 301-304). The information contained in this form will be used by Federal Agency officers and employees who have a need for such information in the performance of their duties. Information will be transferred to appropriate Federal, State, local or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions or pursuant to a requirement by GSA or such other agency in connection with the hiring or firing, or security clearance, or such other investigations of the performance of official duty in Government service. Failure to provide the information required will result in delay or suspension of the employee's claim for reimbursement. </small>												

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