

NFC

Procedures



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Travel System Online Inquiry

TITLE VI
Systems Access Manual

CHAPTER 6
Travel And Transportation

SECTION 3
Travel System Online Inquiry



**User Documentation
For Systems
And Processes**

NFC
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National Finance Center
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**PC
Products**

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About This Procedure

This procedure provides instructions for accessing and operating the Travel System's (TRVL) online inquiry component. The following information will help you to use the procedure more effectively and to locate further assistance if needed.

How This Procedure Is Organized

The primary sections of the procedure are described below:

System Overview And Access describes what the system is used for and provides related background information. It also provides access security information and instructions for accessing the system.

Operating Features describes the system's design and how to use its operating features.

The **Inquiry Menu Screen** gives instructions for selecting the main options (tasks).

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

The **Exhibits** include illustrations of system generated reports, and screens, or other graphic information.

Pages are numbered consecutively at the bottom from **About This Procedure** through the end of the procedure. 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 will receive the original copy with all amendments. Remove and insert pages according to the attached Page Control Chart so that your procedure is current.

You may occasionally receive bulletins to supplement information in this procedure. Each bulletin should be filed in front of the procedure and retained until the expiration date shown at the bottom of the bulletin.

What Conventions Are Used

This procedure uses the following conventions:

- **Messages** displayed by the system are printed in *italics*. Example: The message *No Post audit for this voucher* is displayed.
- Field specifications are also printed in italics. Example: **Enter User ID** (*required, alphanumeric field; max. of 8 positions*). Key in your assigned user ID.
- Data that is system generated or that you must key in exactly as shown is printed in ***bold italics***. Example: Key in ***TRVL***.
- Emphasized text within a paragraph is printed in bold. Example. Key in your **new** password.
- Figure references printed in bold link the figures with the text. Example: Instructions for using the Inquiry Menu Screen (**Figure 5**) are shown below.
- References to sections within the procedure are printed in bold. Example: See **Exhibit** for a sample of the report.
- Keyboard references are printed in brackets. Examples: Press [Enter]. Press [PF6].
- Optional actions at the end of a processing function are preceded by square bullets. Example:
 - To display the next page, press [Enter].
- Important extra information is identified as a note. Example: **Note:** If the authorization is for multiple travelers, press [PF4] to view the list of travelers covered under the authorization. Instructions for viewing this information are provided at the end of this process under **Viewing Multiple Travelers For A TDY Authorization**.

Who To Contact For Help

For questions about processing or reports, contact the Travel and Transportation Section (TTS) at **504-255-4878**.

For questions about the system (including help with system problems or obtaining access authority), contact Information Center personnel at **504-255-5230**.

For questions about this procedure, contact the Directives and Analysis Branch at **504-255-5322**.

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System Overview And Access

USDA's Travel System (TRVL) contains an online inquiry component which enables users to query the travel records stored on the mainframe at the National Finance Center (NFC). This menu driven software allows users to view information related to authorizations, advances, vouchers, third party transportation costs, advance and voucher history, relocation income tax allowances, and demand letters.

The key data elements for TRVL online inquiry are the authorization number and the traveler's social security number. An authorization is issued for each trip and all information in the system about that authorization is linked to the authorization number. The authorization number and/or the traveler's social security number are used to access travel data. When the authorization number and social security number are not known, the system allows a name search to obtain the key information.

Remote Terminal Usage And Security

TRVL resides in the NFC mainframe computer. To access the mainframe, use your telecommunications network (e.g., FTS2000). For information about connecting to and disconnecting from the telecommunications network, see the instructions provided with your specific network.

Access security is designed to prevent unauthorized use of systems and databases. For information about access security, including user identification numbers (user ID's), passwords, and obtaining access to a specific system, see the Remote Terminal Usage procedure, Title VI, Chapter 2, Section 1.

Sign-On

To access TRVL online inquiry, display the NFC banner screen (**Figure 1**) on your terminal and respond to the prompts as follows:

1 Enter User ID (required, alphanumeric field; max. of 8 positions). Key in your assigned user ID (e.g., **NF999**). Press [Tab].

2 Password (required, alphanumeric field; 6 to 8 positions). Key in your password. The first position must be an alpha character. Your password is not displayed on the screen. Press [Tab].

3 New Password (alphanumeric field; 6 to 8 positions). This field is required if your current password has expired and the system requests a new password. However, you may change your password at any time (once per day) by keying in a new password. Key in your new password. Press [Tab].

4 Enter Application Name. Key in **TRVL** and press [Enter].

The NFC Menu Screen (**Figure 2**) is displayed. Press [Enter] again to display the TRVL Signon Screen.

The TRVL Signon Screen (**Figure 3**) is displayed, except when NFC needs to communicate special messages. In this case, the Electronic Access Bulletin Board screen is displayed. Read the message(s) shown then press [Enter] until the TRVL sign-on screen is displayed.

At the TRVL Signon Screen, press [Enter]. The Inquiry Menu Screen is displayed. Instructions for using the Inquiry Menu Screen (**Figure 5**) are shown below.

```

=====
== 11/25/97          SNAMOD2          T3139011          PF1=HELP ==
=====
==          NN  NN          FFFFFFFF          CCCCCCCC ==
==          NNN NN          FFFFFFFF          CCCCCCCC ==
==          NNNN NN         FF              CC          ==
==          NN NN NN        FFFFFFFF          CC          ==
==          NN  NNNN        FFFFFFFF          CC          ==
==          NN  NNN         FF              CCCCCCCC ==
==          NN  NN          FF              CCCCCCCC ==
=====
==          National Finance Center          =====
==          Office of the Chief Financial Officer          =====
==          United States Department of Agriculture          =====
=====
==          For Authorized Use Only          =====
==  ENTER USER ID = 1          PASSWORD = 2          NEW PASSWORD = 3 ==
==          ENTER APPLICATION NAME = 4          OR PRESS ENTER FOR MENU ==
=====

```

Figure 1. NFC Banner Screen

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```

=====
== 11/25/97      SNAMOD2      MENU for NFE66      T3139011      09:31:04  CT  ==
=====
==
== SELECT ONE:
==
== 1. PAYROLL/PERSONNEL SYSTEMS
== 2. FINANCIAL INFORMATION SYSTEMS
== 3. PROPERTY MANAGEMENT INFORMATION SYSTEMS
== 4. ADMINISTRATIVE INFORMATION SYSTEMS
== 5. DEVELOPMENT SYSTEMS <NFC ONLY>
== 6. DATA BASE TEST SYSTEMS <NFC ONLY>
== 7. MISSION ASSIGNMENT TRACKING SYSTEM <GAO ONLY>
== 8. DIRECTIVES BULLETIN BOARD
== ENTER APPLICATION NAME OR SELECTION NUMBER ==> TRVL      PF11 = EXIT
=====
== MESSAGE BOARD
==
==
==
=====
  
```

Figure 2. NFC Menu Screen

```

|| | TTTTTTTTTT RRRRRRRR VVV VVV LLL
TTT TTTTTTTTTT RRRRRRRRRR VVV VVV LLL
TTT RRR RRR VVV VVV LLL
TTT RRRRRRRRRR VVV VVV LLL NATIONAL FINANCE CENTER
TTT RRR RRR VVV VVV LLL TRAVEL SYSTEM (TRVL)
TTT RRR RRR VVVVVV LLLLLLLLL SIGNON SCREEN
TTT RRR RRR VVVVV LLLLLLLLL

DEPARTMENT:

SERVICING AGENCY:

AGENCY:

OFFICE NUMBER:

FOR 'INQUIRY' PRESS ENTER KEY, OTHERWISE ENTER SIGNON DATA
ENTER= PROCESS CLEAR= EXIT
  
```

Figure 3. TRVL Signon Screen

Note: Online inquiry can also be accessed by selecting Task Code 20 from the Travel System Menu. See Title VI, Chapter 6, Section 1, Travel Online Data Entry.

is displayed. If you do not intentionally disconnect from the mainframe, you are automatically disconnected from the system after your terminal is inactive for a short time.

Sign-Off

To exit TRVL, press [Clear] at any screen. The Enter Next Task Code prompt (**Figure 4**) displayed. Key in *bye* and press [Enter].

The NFC Menu (**Figure 2**) is displayed. You are now disconnected from TRVL but are still connected to the mainframe and may select another application from the NFC Menu.

To disconnect from the mainframe, press [PF11] or compatible function key. The NFC Banner screen (**Figure 1**)

```

Enter Next Task Code

bye
  
```

Figure 4. Enter Next Task Code Prompt

Operating Features

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

System Design

TRVL online inquiry is designed with one menu from which you select options that display the different kinds of data for travelers in the TRVL database. Some options are made up of several screens (pages) of data. On Page 1 of each option, you must enter a social security number (SSNO or SSN) and/or an authorization number (Auth No) to display the data for a specific traveler. Then, to display the following pages or to return to the previous pages, you press the applicable program function (PF) key shown at the bottom of the screen. You cannot skip pages except to return to Page 1.

Task 70, Travel Auth/Advance covers temporary duty travel and relocation travel authorizations and advance requests. Page 1 of the task is the same for both types of travel. The pages that follow are determined by the type of authorization. If the authorization is for temporary duty travel Pages 2 through 4 (TDY) are displayed. If the authorization is for relocation travel Pages 2 through 6 (Reloc) are displayed.

If you do not know the traveler's social security number and/or authorization number, you can use the Name Search function [PF2] on the Inquiry Menu to search for this information before you select an option. See [Searching For A Social Security Number And/Or Authorization Number](#) for instructions on using this function.

You can use the Print Inquiry Report function [PF12] on the Inquiry Menu to print Report 3401, Travel History Inquiry (**Exhibit**). This report provides summary information on travel advance, voucher, and repayment activity for the identified traveler. See [Printing A Travel Inquiry Report](#) for instructions on using this function.

The TRVL database stores 2 years of TDY travel (plus the current year) and 3 years of relocation (plus the current year) data. All traveler records that are within these timeframes will be included on the Travel History Inquiry report. Periodically, NFC archives records that have aged beyond the 2- and 3-year timeframes. Copies of archived records can be obtained by contacting the NFC Travel and Transportation Section (TTS) at **504-255-4878**.

Many screens display fields that can be considered header information. This header information may include any combination of the elements listed below:

Batch No. The batch number is used to track documents processed in TRVL. Batch numbers are sequential and always begin with the last digit of the fiscal year in which the document was processed.

Entry Method. The method used to enter the document.

<i>I</i>	NFC TRVL in-house entry
<i>R</i>	Travel Online remote entry
<i>T</i>	PC-TRVL transmission
<i>X</i>	NFC TVCH entry (Old Travel System)

Entry ID. The user identification number of the person who entered the data.

Status. The status of the document.

Audit Status. The code, from the list below, for the audit status of the document.

<i>1</i>	Selected by statistical sample
<i>2</i>	Selected for reason
<i>3</i>	Received by TTS; audit in process
<i>4</i>	Audit complete

Status Date (Audit Date). The date the status or audit status was effective.

SSNO. The traveler's social security number.

Auth Number. The travel authorization number assigned by the agency.

Position	Description
<i>1</i>	The last digit of the fiscal year.
<i>2</i>	The type of authorization:
<i>A</i>	Unlimited open travel
<i>B</i>	Limited open travel
<i>C</i>	Individual trip travel
<i>L</i>	Local travel
<i>N</i>	Nationwide travel
<i>3</i>	<i>S</i> (single traveler) or <i>M</i> (multiple travelers).
<i>4-5</i>	The alphanumeric agency code of the agency paying the expenses.
<i>6-9</i>	The 4-position alphanumeric code unique to the agency.
<i>10-13</i>	The 4-position sequential number assigned by the agency.

Function Keys

Function keys are shown at the bottom of each screen. The action of the function keys varies by option. The applicable functions keys are described in the instructions for each option/task.

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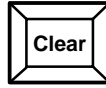
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The following keys are used throughout the system **only** screen.



Used to display the Multiple Travelers Identification screen.



Used to exit TRVL.



Used to display the Amended Authorization

To verify the usages of other keys for a specific screen, consult the PF Key legend at the bottom of the screen.

Inquiry Menu Screen

After you have accessed TRVL online inquiry, Screen TV21000, Inquiry Menu Screen (**Figure 5**) is displayed listing 11 tasks (options) that are used to view TRVL data. Tasks 70, 71, and 72 consist of several screens (pages) of different data detailing information from the travel authorization, advance, or voucher.

Following is a brief description of each task code:

70. Travel Auth/Advance. Used to view detailed authorization/advance data for either temporary duty (TDY) or relocation (Reloc) travel.

71. Travel Voucher (TDY). Used to view detailed travel voucher data for temporary duty travel.

72. Travel Voucher (RELOC). Used to view detailed travel voucher data for relocation travel.

73. 3rd Party Costs (TDY). Used to view payment data for temporary duty travel transportation costs paid through the Transportation System and the Government Transportation System (GVTS).

74. 3rd Party Costs (RELOC). Used to view payment data for relocation travel transportation costs paid through the Transportation System and GVTS.

75. Travel Advance History. Used to view summarized travel advance history.

76. Travel Voucher History. Used to view summarized travel voucher history.

77. YTD Relocation Summary. Used to view year-to-date data, by tax year, for travel expenses reimbursed to the traveler including taxable and nontaxable amounts.

78. Reloc Summary By Authorization. Used to view relocation summary data by authorization number.

79. Claim For RIT Allowance. Used to view detailed data for the traveler's relocation income tax (RIT) allowance claim.

7A. Demand Letter Data. Used to view a traveler's current outstanding advance amount and to query records created by the Excessive Advances Repayment Notice System (demand letter process).

To select a task on Screen TV21000, Inquiry Menu Screen, key in the appropriate task code and press [Enter]. The screen for the selected option is displayed. When the selected option has multiple screens, the first screen is displayed. In addition to the above options, you can select the Name Search (PF2) and Print Inquiry Report (PF12) functions from this menu.

The Name Search function is used to find a traveler's social security number (SSN), and/or authorization number (Auth No). The authorization number and social security number are the key data needed to display records. Instructions for using the name search function are found under **Searching For A Social Security Number And/Or Authorization Number**.

The Print Inquiry Report (PF12) is used to print Report TRVL 3401, Travelers History Inquiry Report (**Exhibit**). This report summarizes advance, voucher, and repayment activity for the identified traveler. Instructions for using the print inquiry report function are found under **Printing A Travel Inquiry Report**.

```

TV21000                NATIONAL FINANCE CENTER    09:52:03    11/25/97
                        TRAVEL SYSTEM(TRVL)
                        INQUIRY MENU SCREEN

KEY IN THE APPROPRIATE TASK CODE AND PRESS ENTER:

70 TRAVEL AUTH / ADVANCE          76 TRAVEL VOUCHER HISTORY
71 TRAVEL VOUCHER (TDY)          77 YTD RELOCATION SUMMARY
72 TRAVEL VOUCHER (RELOC)        78 RELOC SUMMARY BY AUTHORIZATION
73 3RD PARTY COSTS (TDY)         79 CLAIM FOR RIT ALLOWANCE
74 3RD PARTY COSTS (RELOC)       7A DEMAND LETTER DATA
75 TRAVEL ADVANCE HISTORY

CLEAR= EXIT                PF1= MENU                PF12= PRINT INQUIRY REPORT
ENTER= PROCESS            PF2= NAME SEARCH
  
```

Figure 5. Screen TV21000, Inquiry Menu Screen

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Searching For A Social Security Number And/Or Authorization Number

At Screen TV21000, Inquiry Menu Screen (Figure 5) press [PF2]. Screen TV20010, Name Search (Figure 6) is displayed.

The fields are system generated from the name entered. Following is a brief description of each field on the screen.

1 Search For. Key in the name of the traveler that you wish to search for and press [Enter]. Minimally, you must key in the traveler's last name. To speed up the search process, it is recommended that you key in the traveler's last name, first name and middle initial. The traveler's name is displayed if you have security access to the traveler's records.

2 Last Name. The traveler's last name.

3 First Name. The traveler's first name.

4 Middle Init. The traveler's middle initial.

5 Social Security. The traveler's social security number.

6 Agency Code. The traveler's agency code.

- To view the authorizations for a traveler, key in *X* (or any character) in the Sel column next to the traveler's name and press [Enter]. Screen TV20011, Authorization Selection List For (*Traveler's Name*) (Figure 7) is displayed showing the authorization number(s) for the selected name.

```

TV20010                                NATIONAL FINANCE CENTER          09:52:52          11/25/97
                                TRAVEL SYSTEM (TRVL)
                                NAME SEARCH

SEARCH FOR: 1

SEL          LAST NAME          FIRST NAME          MIDDLE          SOCIAL          AGENCY
              NAME              NAME              INIT            SECURITY          CODE
              5                  6                  7                8                9

LAST-NAME MUST BE ENTERED FOR NAME-SEARCH
CLEAR= EXIT          PF1= MENU
ENTER= SELECT AUTH  PF7= PREV PAGE

                                PAGE: 0001
                                PF8 = NEXT PAGE
  
```

Figure 6. Screen TV20010, Name Search

```

TV20011                                NATIONAL FINANCE CENTER          09:53:56          11/25/97
                                TRAVEL SYSTEM (TRVL)
                                AUTHORIZATION SELECTION LIST FOR

SEL          AUTH          TYPE          BEGIN          END          TOTAL EXPENDITURES          ACTION
              NUMBER        TRAV          DATE           DATE           AUTHORIZED                   CODE
              3              4              5              6              7                8

                                PAGE: 0001

CLEAR= EXIT          PF1= MENU          PF8 = NEXT PAGE
ENTER= AUTH          PF7= PREV PAGE     PF10= NAME SEARCH
  
```

Figure 7. Screen TV20011, Authorization Selection List For (*Traveler's Name*)

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All fields on Screen TV20011, Authorization Selection List For (*Traveler's Name*) (**Figure 7**), are system generated. Following is a brief description of each field.

7 Sel. Key in an *X* (or any character) to access additional data for the selected authorization number.

8 Auth Number. The travel authorization number assigned by the agency.

9 Type Trav. The code, from the list below, for the type of travel authorized.

- DM* Domestic
- FG* Foreign
- FT* Foreign Transfer
- RT* Return Travel
- GR* Escorted Group
- OC* Outside Continental U.S. (CONUS)
- TS* Transfer of Station
- O* Outside CONUS Transfer of Station

10 Begin Date. The beginning date of travel in *MMDDYY* sequence.

11 End Date. The ending date of travel in *MMDDYY* sequence.

12 Total Expenditures Authorized. The total estimated expenditures authorized from Block 24 of the Form AD-202, Travel Authorization/Advance, or Block 30 of the Form AD-202R, Travel Authorization/Advance, Attachment For Relocation Travel, as appropriate.

13 Action Code. The action code, from the list below, of the document record being viewed.

- E* Establish
- A* Amend
- C* Cancel
- V* Advance only
- X* Expired

To see additional items on the Authorization Selection List, the following options are available:

- To display the previous page of this inquiry, press [PF7].
- To display the next page of this inquiry, press [PF8].
- To display Screen TV20010, Name Search (**Figure 6**) press [PF10].
- To display Screen TV21000, Inquiry Menu Screen (**Figure 5**) press [PF1].

To select an authorization, key in *X* (or any character) in the Sel column next to the authorization number and press [Enter]. Screen TV21400, AD-202/Section A – Identification (**Figure 9**) is displayed. See [Travel Auth/Advance \(Task 70\)](#).

Printing A Travel Inquiry Report

At Screen TV21000, Inquiry Menu Screen, press [PF12]. Screen TV00003, Travel Inquiry Report Print (**Figure 8**) is displayed.

Complete the key fields as follows:

1 SSNO. Key in the traveler's social security number.

```
TV00003                NATIONAL FINANCE CENTER                09:55:47                11/25/97
                        TRAVEL SYSTEM (TRVL)
                        TRAVEL INQUIRY REPORT PRINT

SSNO: 1

JOB ID (A-Z): 2

PRINTER DESTINATION NO: 3

ROUTING INFORMATION: 4

SELECT BROWSE (DEFAULT TO PRINT)                (Y/N)                OPTIONAL 5

ENTER DATA THEN SELECT OPTION
CLEAR= EXIT                PF1= MENU                PF12= PRINT
```

Figure 8. Screen TV00003, Travel Inquiry Report Print

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2 Job ID (A–Z). Key in any 1-position alpha character (A–Z). For example, key in an **A** for the first Travel History Inquiry report request for the traveler, a **B** for the second request, etc.)

3 Printer Destination No. Key in the printer ID number for the printer which is defined to NFC.

4 Routing Information. Key in the routing information which identifies the person to whom the report is routed.

5 Select Browse (Default To Print) (Y/N) Optional. You may key in an **N** (no) or leave this field blank to bypass the browse feature and print the report. Key in **Y** (yes) to browse in the Interactive System Productivity Facility System (ISPF) before printing the report. For additional information, contact NFC's Information Center personnel at **504–255–5230**.

Press [PF12]. The report prints at the location indicated.

- To display Screen TV21000, Inquiry Menu Screen (**Figure 5**) press [PF1].

Travel Auth/Advance (Task 70)

Travel Authorization/Advance is Task 70 on Screen TV21000, Inquiry Menu Screen. This task contains several screens (pages) and is used to view authorization data for either temporary duty (TDY) or relocation travel. The first screen (Screen TV21400) applies to both TDY and relocation travel. After the first page, the information displayed depends on whether the authorization is for TDY or relocation travel.

Both TDY and relocation authorizations contain several pages of data. You can view amended authorizations, deleted authorizations, and voucher summaries. If a TDY authorization is for multiple travelers, a list of the travelers is also available.

Instructions follow for selecting and using the functions in this option.

Viewing An Authorization/Advance For Temporary Duty Travel (TDY)

To select the Travel Authorization/Advance task, key in **70** at the Inquiry Menu Screen and press [Enter]. Screen TV21400, AD-202/Section A – Identification (**Figure 9**), is displayed.

Complete the key fields, SSNO and Auth No, as follows:

1 **SSNO.** Key in the traveler’s social security number and press [Enter].

and/or

2 **Auth No.** Key in travel authorization number assigned by the agency.

The remaining fields are system generated. Following is a brief description of the fields on the screen.

3 **Auth Date.** The date the authorization was prepared.

4 **Name.** The traveler’s name (last, first, middle initial).

5 **Agency Code.** The traveler’s employing agency code.

6 **Agency OON.** The Originating Office Number (OON) of the location responsible for preparing and submitting the authorization to NFC.

7 **Traveler OON.** The OON for the traveler, if different from the Agency OON.

8 **Action Code.** The action code, from the list below, of the document record being viewed.

- E* Establish
- A* Amend
- C* Cancel
- V* Advance only
- X* Expired

9 **Travel From.** The beginning date of travel in *MMDDYY* sequence.

10 **Thru.** The ending travel date in *MMDDYY* sequence.

```

TV21400          AD-202/SECTION A - IDENTIFICATION          09:58:25    11/25/97
BATCH NO:          ENTRY METHOD:          ENTRY ID:
STATUS:           STATUS DATE:
SSNO: 1           AUTH NO: 2           AUTH DATE: 3
NAME: 4           TRAVELER OON: 7           AGENCY CODE: 5
AGENCY OON: 6           THRU: 10           ACTION CODE: 8
TRAVEL FROM: 9           GOVT CREDIT CARD: 12       TYPE TRAVEL: 11
DUTY STATION: 14           RESIDENT: 15           TRAINING NO: 13

SECTION B - EMPLOYMENT STATUS
EMPLOYMENT STATUS: 16       T&A CONTACT POINT: 17

SECTION C - ITINERARY AND ESTIMATED EXPENDITURES
ITINERARY >> FROM CITY ST TO: COUNTRY CD CITY CD CITY OR COUNTY OR REGION ST
                18 19 20 21 22 23

ENTER SSNO AND/OR AUTH NUMBER, THEN PRESS ENTER
CLEAR=EXIT PF1=MENU PF3=VOCH SUM PF5=DEL HST PF6=AMD PF7=PRV SSN PF10=PRV AUTH
ENTER=NEXT PAGE PF2=AUTH SUM PF4=MULTI AUTH PF8=NEXT SSN PF11=NEXT AUTH
    
```

Figure 9. Screen TV21400, AD-202/Section A – Identification

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11 Type Travel. The code, from the list below, for the type of travel authorized.

<i>DM</i>	Domestic
<i>FG</i>	Foreign
<i>FT</i>	Foreign Transfer
<i>RT</i>	Return Travel
<i>GR</i>	Escorted Group
<i>OC</i>	Outside Continental U.S. (CONUS)
<i>TS</i>	Transfer of Station
<i>OT</i>	Outside CONUS Transfer of Station

12 Govt Credit Card. Indicates if the traveler has, or is eligible for, a Government contractor-issued credit card.

<i>Y</i>	Yes
<i>N</i>	No

13 Training No. The number from the Form SF-182, Request, Authorization, Agreement, And Certificate Of Training, used to authorized the training (Purpose Code 3 only).

14 Duty Station. The city/town and state/country where the traveler is stationed.

15 Resident. The city/town and state/country of the traveler's residence.

Section B – Employment Status

16 Employment Status. The code, from the list below, for the traveler's employment status.

<i>PR</i>	Payrolled by NFC
<i>NP</i>	Not payrolled by NFC
<i>NH</i>	New hire
<i>SA</i>	Special appointee
<i>NG</i>	Non-government

17 T&A Contact Point. The traveler's time and attendance (T&A) contact point code. If the traveler is a non-Government employee, the T&A contact point of the approving official is shown. **Note:** This field is shown **only** for documents processed prior to October 14, 1997.

Section C – Itinerary and Estimated Expenditures

Itinerary From

18 City. The city where travel began.

19 St. The state where travel began.

To

20 Country Cd. If the authorization is for foreign travel, this field displays the country code of each foreign destination.

21 City Cd. If the authorization is for foreign travel, this field displays the city code of each foreign destination.

22 City or County or Region. The city name, county name, or region number of each travel destination.

23 St. The state name of each destination location.

- To return to the Inquiry Menu, press [PF1].
- To display the Authorization Selection List for the traveler, press [PF2].
- To display the Travel Voucher Summary screen, press [PF3].
- To display the Multiple Travelers Identification for multiple traveler authorizations, press [PF4].
- To display the Deleted Travel Document History for the traveler, press [PF5].
- To display the Amended Authorization Record, press [PF6].
- To display the prior SSN from a multiple traveler authorization, press [PF7].
- To display the next SSN from a multiple traveler authorization, press [PF8].
- To display the prior authorization record for the traveler, press [PF10].
- To display the next authorization record for the traveler, press [PF11].
- To move to the next page of this inquiry, press [Enter].

Screen TV21410, AD-202/Section C – Itinerary & Estimated Expenditures (**Figure 10**) is displayed.

All fields are system generated. The SSNO, Auth No, and Name from the previous screen are repeated. Following is a brief description of the other fields on the screen.

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```

TV21410  AD-202/SECTION C-ITINERARY & ESTIMATED EXPENDITURES  09:59:26  XX/XX/XX
BATCH NO:                ENTRY METHOD:                ENTRY ID:
SSNO:                    AUTH NO:
NAME:
PURPOSE OF TRAVEL DESC: 24

EXPENDITURES: SUB CODE  LODGING  M AND IE  RATE  DAYS  EST AMOUNTS
                  25         26         27         28         29         30

POV >> IND: 32 (Y/N)  RATE: 33  RATE:  RATE:  TOTAL SUBSISTENCE: 31
OTHER >> IND: 35 (Y/N)  DESC: PARK/MISC/PHN 36  RATE: 34
UNACCOMPANIED BAGGAGE IND: 38 (Y/N) 37
CAR RENTAL          IND: 40 (Y/N) 39
                   41

CLEAR= EXIT      PF1= PAGE 1      ENTER= NEXT PAGE      PF7= PREV PAGE
    
```

Figure 10. Screen TV21410, AD-202/Section C-Itinerary & Estimated Expenditures

24 Purpose of Travel Desc. A brief statement describing the specific reason for the travel.

Expenditures:

25 Sub Code. The code, from the list below, for the type of subsistence authorized.

- P* Per diem
- A* Actual subsistence
- S* Special rate

26 Lodging. The maximum daily lodging rate authorized.

27 M and IE. The maximum daily meals and incidental expenses rate authorized.

28 Rate. The sum of lodging and M&IE.

29 Days. The whole number of authorized days estimated for each location.

30 Est Amount. The product of the rate and the number of days.

31 Total Subsistence. The cumulative total of all estimated amounts.

32 POV Ind. Indicates if use of a privately owned vehicle (POV) was authorized.

- Y* Yes
- N* No

33 Rate. The per mile rate(s) for using a personally owned vehicle for Government travel. A maximum of four POV rates may be authorized.

34 Est Amount. The estimated amount of POV expenses authorized.

35 Other Ind. Indicates if other expenditures, not specifically listed on the authorization, were authorized.

- Y* Yes
- N* No

36 Desc. The description of other expenditure(s) authorized.

37 Est Amount. The estimated amount of other expenditures authorized.

38 Unaccompanied Baggage Ind. Indicates if unaccompanied baggage was authorized.

- Y* Yes
- N* No

39 Est Amount. The estimated amount of the unaccompanied baggage authorized.

40 Car Rental Ind. Indicates if a rental vehicle is authorized.

- Y* Yes
- N* No

41 Est Amount. The estimated amount of the car rental authorized.

- To display the first page of this inquiry, press [PF1].
- To display to the previous page of this inquiry, press [PF7].

Systems Access Manual Travel And Transportation Travel System Online Inquiry

- To display the next page of this inquiry, press [Enter].

Screen TV21411, AD-202/Section C – Itinerary & Estimated Expenditures (**Figure 11**) is displayed.

All fields are system generated. The SSNO, Auth No, and Name from the previous screen are repeated. Following is a brief description of the other fields on the screen.

42 Common Carrier Ind. Indicates if common carrier transportation was authorized.

Y Yes
N No

43 Mode. The code, from the list below, for the mode of transportation authorized.

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
V Voluntary return

44 Method. The code, from the list below, for the method of purchase authorized.

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

45 Est Amounts. The estimated amount of the common carrier tickets authorized.

46 Non-Contract Air. The code, from the list below, explaining why a non-contract airline was authorized.

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

47 Excess Fare Ind. Indicates if higher cost accommodations were authorized.

Y Yes
N No

48 Excess Baggage Ind. Indicates if excess baggage was authorized.

Y Yes
N No

49 GSA Auto Ind. Indicates if use of a Government-owned vehicle was authorized.

Y Yes
N No

```

TV21411  AD-202/SECTION C-ITINERARY & ESTIMATED EXPENDITURES  10:03:31  XX/XX/XX
BATCH NO:                                     ENTRY METHOD:         ENTRY ID:
SSNO:                                         AUTH NO:
NAME:
COMMON CARRIER >>  IND: 42 (Y/N)  MODE: 43  METHOD: 44  EST AMOUNTS 45
NON-CONTRACT AIR: 46  EXCESS FARE IND: 47 (Y/N)
EXCESS BAGGAGE IND: 48 (Y/N)  GSA AUTO IND: 49 (Y/N)
TOTAL ESTIMATED EXPENDITURES AUTHORIZED: 50
SECTION D - ACCOUNTING CLASSIFICATION
PURPOSE CODE  ACCOUNTING CLASSIFICATION  CLAIM PERCENTAGE
51 52 53

THESE PERCENTAGES MUST EQUAL 100 PCT
AUTH FUNDS REMAINING: 54  UNLIQUIDATED OBLIGATION: 55
OBL REG NO: 56  OBL REG DATE: 57  OBL REG AMT: 58

CLEAR= EXIT  PF1= PAGE 1  ENTER= NEXT PAGE  PF7= PREV PAGE
  
```

Figure 11. Screen TV21411, AD-202/Section C – Itinerary & Estimated Expenditures

50 Total Estimated Expenditures Authorized. The cumulative total of all estimated expenditures authorized.

Section D – Accounting Classification

51 Purpose Code. The code, from the list below, for the purpose of travel authorized.

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

52 Accounting Classification. The accounting classification code or management code to be charged for the travel.

53 Claim Percentage. The percentage of estimated expenditures for each line of accounting. The total of these percentages must equal 100 percent.

54 Auth Funds Remaining. The funds remaining (not yet claimed on a voucher or a transportation transaction) from the amount originally authorized for total estimated expenditures.

55 Unliquidated Obligation. The remaining unliquidated obligation.

56 Obl Reg No. The obligation register number.

57 Obl Reg Date. The obligation register date.

58 Obl Reg Amt. The obligation register amount.

- To display the first page of this inquiry, press [PF1].
- To display the previous page of this inquiry, press [PF7].
- To display the next page of this inquiry, press [Enter].

Screen TV21420, AD-202/Section E – Travel Advance (**Figure 12**) is displayed.

All fields are system generated. The SSNO, Auth No, and Name from the previous screen is repeated. Following is a brief description of the other fields on the screen.

59 Advance Request Method. The code, from the list below, for the method used by the traveler to request and obtain the advance of funds.

- C* Check or DD/EFT
- T* Travelers checks
- I* Imprest Fund
- E* Emergency (wire)
- W* Wire confirmation
- S* Embassy issued advance
- L* Embassy Collected advance

60 Amount Applied For. The original dollar amount of the advance requested on this authorization.

```

TV21420          AD-202/SECTION E - TRAVEL ADVANCE          10:04:54  XX/XX/XX
BATCH NO:          ENTRY METHOD:          ENTRY ID:
SSNO:              AUTH NO:
NAME:
ADVANCE REQUEST METHOD: 59          AMOUNT APPLIED FOR: 60
FOREIGN IND: 61      TRAVEL EFT: 62
CHECK MAILING ADDRESS: 63
ADDRESS: 64
CITY: 65          ST: 66      ZIP CODE: 67  -
IMPREST FUND CASHIER SSN: 68
DATE APPLIED FOR: 69          ADVANCE DATE RECEIVED: 70
SECTION F - AGENCY APPROVAL
APPROVING OFFICER NAME: 71          SSN: 72
APPROVING OFFICER TITLE: 73
AGENCY CODE: 74          DATE: 75      PHONE >> 76
CONTACT PERSON>>NAME: 77          PHONE>> 78
SCHEDULE >> NUMBER: 79          DATE: 80      AMOUNT: 81
ADJ REASON: 82
CLEAR= EXIT          PF1= PAGE 1          ENTER= NEXT PAGE          PF7= PREV PAGE
    
```

Figure 12. Screen TV21420, AD-202/Section E – Travel Advance

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Note: To determine the traveler's travel advance balance, use Task Code 75, Travel Advance History, from the Inquiry Main Menu.

61 Foreign Ind. If a *Y* is shown in this field, the travel advance is routed to a special address in a foreign country.

62 Travel EFT. If a *Y* is shown in this field, the travel advance payment is routed to an EFT account other than the salary account.

63 Check Mailing Address. The appropriate mailing address for the advance is shown if the payment was sent directly to the traveler.

64 Address. Any additional address information and/or box number.

65 City. The city where the advance was mailed.

66 St. The state where the advance was mailed.

67 ZIP Code. The ZIP Code where the advance was mailed.

68 Imprest Fund Cashier SSN. The social security number of the Imprest Fund cashier from whom the advance was received.

69 Date Applied For. The date the traveler signed the advance request.

70 Advance Date Received. The date the advance was received from the cashier.

Section F – Agency Approval

71 Approving Officer Name. The name of the individual that approved the travel authorization.

72 SSN. The approving official's social security number.

73 Approving Officer Title. The approving official's title.

74 Agency Code. The approving official's agency code.

75 Date. The date the authorization/advance was approved.

76 Phone. The telephone number of the approving official that signed the document.

77 Contact Person Name. The name of the person to contact for information regarding the travel authorization, if other than the approving official.

78 Phone. The telephone number of the contact person.

79 Schedule Number. The NFC schedule number that identifies when payment was processed.

80 Date. The date NFC scheduled (processed) the payment. (This is not the date the check or EFT payment was issued by the Department of the Treasury.)

81 Amount. The dollar amount paid.

82 Adj Reason. The reason for the adjustment.

- To display the first page of this inquiry, press [PF1].
- To display the previous page of this inquiry, press [PF7].
- To display the next advance transaction processed against this authorization, press [Enter].
- To display the next page of this inquiry, press [Enter].

If a travelers check advance was issued to the traveler (Advance Request Method *T* in Field 7 of Screen TV21420), Screen TV21425, AD-202/Section E – Travel Advance (**Figure 13**) is displayed. If not, Screen TV21485, AD-202/Remarks (**Figure 14**) is displayed. Both screens are described below.

All fields are system generated. The SSNO, Auth No, and Name from the previous screen are repeated. Following is a brief description of the other fields on the screen.

83 Book Number. The last 11 digits of each travelers check book number.

84 Amount. The dollar value of the book.

- To display the next page of this inquiry, press [Enter].

Screen TV21485, AD-202/Remarks is displayed. This screen is used to display remarks recorded on the authorization that are pertinent to the authorization/advance record.

85 Any remarks that are pertinent to the authorization/advance.

```

TV21425          AD-202/SECTION E - TRAVEL ADVANCE          12:11:51   12/10/97
BATCH NO:      ENTRY METHOD:      ENTRY ID:
SSNO:          AUTH NO:
NAME:

          BOOK NUMBER 83          AMOUNT 84

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

CLEAR= EXIT          PF1= PAGE 1          ENTER= NEXT PAGE          PF7= PREV PAGE
    
```

Figure 13. Screen TV21425, AD-202/Section E – Travel Advance (Traveler’s Check Information)

```

TV21485          AD-202/REMARKS          10:12:28   11/25/97
BATCH NO:      ENTRY METHOD:      ENTRY ID:

85

** END OF DATA **

CLEAR= EXIT          PF1= PAGE 1          PF7= PREV PAGE
    
```

Figure 14. Screen TV21485, AD-202/Remarks

Viewing Multiple Travelers For A TDY Authorization

If a TDY authorization is used for multiple travelers, you can view a list of these travelers as follows:

At Screen TV21400, AD-202/Section A – Identification (**Figure 9**), after the selected authorization is displayed, press [PF4]. Screen TV21440, Travel Authorization/Advance Page 2 (**Figure 15**) is displayed showing the names and social security numbers of the travelers associated with the authorization number.

All fields are system generated. Following is a brief description of the key fields.

Multiple Travelers Identification

1 **Auth No.** The travel authorization number assigned by the agency.

2 **No Of Travelers.** The number of travelers on this authorization.

3 **SSN.** The travelers’ social security numbers.

4 **Name (Last, First, MI).** The travelers’ names.

5 **Training Doc. No.** The training document number, for Purpose Code 3 only, assigned to the corresponding Form SF-182, Request, Authorization, Agreement, and Certification of Training.

- If the names continue to another page, press [Enter] to view the next page.

- To display the first page of this inquiry, press [PF1].

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```

TV21440          TRAVEL AUTHORIZATION/ADVANCE    PAGE 2          11:02:35  XX/XX/XX
BATCH NO:
ENTRY METHOD:
                                     MULTIPLE TRAVELERS IDENTIFICATION
AUTH NO: [1]          NO OF TRAVELERS: [2]
SSN: [3]          NAME(LAST, FIRST, MI): [4]          TRAINING DOC. NO.
                                                    [3]

CLEAR = EXIT          PF1 = PAGE 1          ENTER = NEXT PAGE
  
```

Figure 15. Screen TV21440, Travel Authorization/Advance Page 2 (Multiple Travelers)

Viewing An Amended TDY Authorization

At Screen TV21400, AD-202 – Identification (Figure 9), after the authorization is displayed, press [PF6]. Screen TV21445, Amended AD-202 Authorizations (Figure 16) is displayed showing the TDY authorization data before the amendment occurred.

All fields are system generated. Following is a brief description of the key fields.

- [1] **Authorization No.** The travel authorization number assigned by the agency.
- [2] **Name.** The traveler’s name.
- [3] **Batch No.** The tracking number assigned by NFC to the processed document.

- [4] **SSN.** The traveler’s social security number.

- [5] **Date Processed.** The date the authorization was processed.

Section C – Itinerary and Estimated Expenditures

Travel Dates

- [6] **From.** The beginning travel date in *MMDDYY* sequence.

- [7] **To.** The ending travel date in *MMDDYY* sequence.

- [8] **Subsistence Codes.** The code, from the list below, for the type of subsistence authorized.

- P* Per diem
- A* Actual subsistence
- S* Special rate

```

TV21445          AMENDED AD-202 AUTHORIZATIONS    13:00:14  XX/XX/XX
AUTHORIZATION NO: [1]          NAME: [2]
BATCH NO: [3]          SSN: [4]
DATE PROCESSED: [5]
SECTION C - ITINERARY AND ESTIMATED EXPENDITURES
TRAVEL DATES: FROM [6]          TO [7]          ESTIMATED AMOUNT
SUBSISTENCE CODES: [8]          NO. DAYS [9]          [10]

POV INDICATOR: [12]  RATE: [13]  RATE:          TOTAL SUBSISTENCE [11]
OTHER INDICATOR: [15]  RATE:          RATE:          RATE:          [14]
COMM CARR: [17]  TRANS MODE: [18]  PURCH METH: [19]  [16]
CAR RENTAL: [21]  [20]
UNACC BAGGAGE [23]  [22]
LINE NO. 24 - TOTAL ESTIMATED EXPENDITURES [24]
                                                    [25]

PF1= MENU  PF3= INQ MENU  PF7=PREV  PF10= PREV REC  PF11= NEXT REC
  
```

Figure 16. Screen TV21445, Amended AD-202 Authorizations

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9 No. Days. The whole number of days in travel status.

10 Estimated Amount. The estimated amount of subsistence.

11 Total Subsistence. The cumulative total of all estimated amounts of subsistence.

12 POV Indicator. Indicates if a personally owned vehicle was authorized.

Y Yes
N No

13 Rate. The applicable mileage rate for each POV authorized.

14 Estimated Amount. The estimated amount authorized for the POV expense.

15 Other Indicator. Indicates if other expenditures, not specifically listed on the authorization, are authorized.

Y Yes
N No

16 Estimated Amount. The estimated amount for the other expenses authorized.

17 Comm Carr. Indicates if use of a common carrier was authorized.

Y Yes
N No

18 Trans Mode. The code, from the list below, for the transportation mode authorized.

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

V Voluntary return

19 Purch Meth. The code, from the list below, for the purchase method authorized.

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

20 Estimated Amount. The estimated amount authorized for the common carrier transportation.

21 Car Rental. Indicates if a rental car was authorized.

Y Yes
N No

22 Estimated Amount. The estimated amount authorized for the car rental.

23 Unaccompanied Baggage. Indicates if expenses for unaccompanied baggage were authorized.

Y Yes
N No

24 Estimated Amount. The estimated amount authorized for the unaccompanied baggage.

25 Line No. 24 – Total Estimated Expenditures. The cumulative total of Total Subsistence, POV, Other, and Car Rental.

- To display the TRVL Signon Screen, press [PF1].
- To display the Inquiry Menu Screen, press [PF3].
- To display the previous inquiry screen, press [PF7].
- To display the previous record, press [PF10].
- To display the next record, press [PF11].

Systems Access Manual Travel And Transportation Travel System Online Inquiry

Viewing A Relocation Authorization/Advance

At Screen 21400, AD-202/Section A – Identification (Figure 9), enter the authorization number of the relocation authorization/advance document. After the selected authorization is displayed, press [Enter]. Screen, TV21450, Travel Authorization/Advance (Reloc) Page 2 (Figure 17) is displayed for the relocation authorization.

All fields are system generated. The SSNO, Auth No, and Name from the previous screen are repeated. Following is a brief description of the other fields on the screen.

1 50 Miles Or More. Indicates if the move was over 50 miles.

Y Yes
 N No

2 Type Appointment. The code, from the list below, for the traveler's type of employment.

- IP** Intergovernmental Personnel Act Assignee (IPA)
- NA** New Appointee
- OT** All Other
- SE** Senior Executive Service Career, Appointment upon Separation for Retirement

3 New Station. The city/town and state of the duty station location to which the employee relocated.

4 Househunting Expenditures Authorized. Indicates if a househunting trip was authorized.

Y Yes

N No

5 Auth Travelers. Indicates who is authorized to make the househunting trip. (i.e., Employee, Employee and Spouse, or Spouse).

6 Dates of Travel: From. The beginning travel date in *MMDDYY* sequence.

7 Thru. The ending travel date in *MMDDYY* sequence.

8 Per Diem Ind. Indicates if per diem was authorized.

Y Yes

N No

9 Rate. The applicable per diem rate authorized for the househunting trip.

10 No Of Days. The number of days authorized for the househunting trip.

11 Estimated Amount. The estimated per diem expense authorized for the househunting trip.

12 POV Ind. Indicates if the use of a privately owned vehicle was authorized for the househunting trip.

Y Yes

N No

```

TV21450      TRAVEL AUTHORIZATION/ADVANCE (RELOC)  PAGE 2      13:06:55  XX/XX/XX
BATCH NO:
ENTRY METHOD:
SSNO:                AUTH NO:
NAME:

50 MILES OR MORE:  1
NEW STATION:      3
HOUSEHUNTING EXPENDITURES AUTHORIZED:  4
AUTH TRAVELERS:  5
DATES OF TRAVEL:  FROM  6                THRU  7

PER DIEM >>  IND:  8      RATE  9      NO DAYS:  10
POV >>      IND:  12     RATE:  13     MILES:    14
OTHER >>    IND:  16     DESC:   17
COMM CARR >> IND:  19     MODE:   20     METHOD:   21
NON CONTRACT AIR:  23
EXCESS FARE >> IND:  24
CAR RENTAL >> IND:  25

ESTIMATED AMOUNT
TOTAL ESTIMATED HOUSEHUNTING:  27
SEPARATE RELOCATION ALLOWANCE ELECTION >> IND:  28

CLEAR= EXIT      PF1= PAGE 1      ENTER= NEXT PAGE      PF7= PREV PAGE
  
```

Figure 17. Screen TV21450, Travel Authorization/Advance (Reloc) Page 2

13 Rate. The applicable mileage rate for authorized for the POV.

14 Miles. The total number of POV miles authorized in whole miles.

15 Estimated Amount. The estimated mileage expense authorized for the househunting trip.

16 Other Ind. Indicates if other expenditures not specifically identified were authorized for the househunting trip.

<i>Y</i>	Yes
<i>N</i>	No

17 Desc. Describes the other expenses authorized for the househunting trip.

18 Estimated Amount. The estimated other expense authorized for the househunting trip.

19 Comm Carrier Ind. Indicates if common carrier transportation was authorized for the househunting trip.

20 Mode. The code, from the list below, for the mode of transportation authorized.

<i>A</i>	Airplane
<i>B</i>	Bus
<i>C</i>	Air and bus
<i>D</i>	Air and train
<i>E</i>	Bus and train
<i>F</i>	Air, bus, and train
<i>T</i>	Train
<i>O</i>	Other (e.g., boats, ferries, etc.)
<i>P</i>	Cost comparison
<i>V</i>	Voluntary return

21 Method. The code, from the list below, for the purchase method authorized.

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

22 Estimated Amount. The estimated amount authorized for common carrier transportation for the househunting trip.

23 Non-Contract Air. The code, from the list below, explaining why a non-contract airline was used.

<i>1</i>	Space not available on contract airline
<i>2</i>	Schedule of flights on contract airline inconsistent with Government policy
<i>3</i>	Cost comparison substantiates use of non-contract airline

24 Excess Fare Ind. Indicates if higher cost accommodations were authorized for the househunting trip.

<i>Y</i>	Yes
<i>N</i>	No

25 Car Rental Ind. Indicates if a rental car was authorized for the househunting trip.

<i>Y</i>	Yes
<i>N</i>	No

26 Estimated Amount. The estimated amount of the car rental expense for the househunting trip.

27 Total Estimated Househunting. The cumulative total of expenditures authorized for the househunting trip. (This field corresponds to Block 11 of the Form AD-202R, Travel Authorization/Advance, Attachment For Relocation Travel.)

28 Separate Relocation Allowance Election Ind. Indicates if separate reimbursement of relocation allowances was authorized for two Federal employees of the same immediate family employed by NFC travel-serviced agencies.

<i>Y</i>	Yes
<i>N</i>	No

Note: If separate reimbursement of relocation allowances is authorized, Screens TV21451 (**Figure 24**) and TV21455 (**Figure 25**) are displayed. Instructions for viewing this information are provided under **Viewing Election For Separate Relocation Allowance Data**.

- To display the first page of this inquiry, press [PF1].
- To display the previous page of this inquiry, press [PF7].
- To display the next page of this inquiry, press [Enter].

Screen TV21452, Travel Authorization/Advance (Reloc) Page 5 (**Figure 18**) is displayed.

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All fields are system generated. The SSNO, Auth No, and Name from the previous screen are repeated. Following is a brief description of the other fields on the screen.

29 Transfer of Station Ind. Indicates if transfer of station expenditures were authorized.

Y Yes
 N No

30 Unaccompanied Spouse Ind. Indicates if the employee's spouse is authorized to travel to the new duty station **without** the employee.

Y Yes
 N No

31 Dependents Names (Spouse). The name of the employee's spouse and other dependents to be relocated.

32 Birthdate. The birthdate of each dependent, except for the spouse.

33 Marital St. The code, from the list below, for the marital status of each family member.

S Single
 M Married
 D Divorced
 W Widowed

Estimated Dates of Travel

34 From. The beginning date of travel for the transfer of station in *MMDDYY* sequence.

35 Thru. The ending date of travel for the transfer of station in *MMDDYY* sequence.

36 Per Diem Ind. Indicates if per diem for Types Travel TS, FT, and RT was authorized. This field is **blank** for Type Travel OT.

Y Yes
 N No

37 Rate. The applicable per diem rate authorized for the relocation travel.

38 No Days. The number of days authorized for the relocation trip.

39 Estimated Amount. The total estimated per diem amount for the relocation trip.

- To display the first page of this inquiry, press [PF1].
- To display the previous page of this inquiry, press [PF7].
- To display the next page of this inquiry, press [Enter].

```

TV21452      TRAVEL AUTHORIZATION/ADVANCE (RELOC)  PAGE 5      13:07:19  XX/XX/XX
BATCH NO:      ENTRY METHOD:
SSNO:          AUTH NO:
NAME:
TRANSFER OF STATION >> IND: 29
DEPENDENTS NAMES
SPOUSE: 31
UNACCOMPANIED SPOUSE >> IND: 30
BIRTHDATE     MARITAL ST
//////////     //////////
32             33
ESTIMATED DATES OF TRAVEL: FROM 34      THRU 35
PER DIEM >>  IND: 36  RATE: 37  NO DAYS: 38      EST AMOUNTS
CLEAR=EXIT     PF1= PAGE 1     ENTER= NEXT PAGE     PF7= PREV PAGE      39
  
```

Figure 18. Screen TV21452, Travel Authorization/Advance (Reloc) Page 5

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For Type Travel OT **only**, Screen TV21453, Travel Authorization/Advance (Reloc) Page 6 (**Figure 19**) is displayed.

For **all other types** of relocation travel, Screen TV21454, Travel Authorization/Advance (Reloc) Page 7 (**Figure 20**) is displayed. An explanation of this screen follows the explanation for Screen TV21453.

All fields are system generated. The SSNO, Auth No, and Name from the previous screen are repeated. Following is a brief description of the other fields on the screen.

Itinerary From

- 40** City. The city of departure.
- 41** St. The 2-position state abbreviation code.
- 42** City or County. The name of the destination location.

43 St. The 2-position state abbreviation code for the destination location.

44 Sub Code. The subsistence code, from the list below, which applies to each location.

- P** Per diem
- S** Special rate
- A** Actual rate

45 Lodging. For Code **P** or **A**, the amount of lodging authorized for each location is shown. For Code **S**, the special rate will be shown in the Rate field.

46 M & IE. For Code **P** or **A**, the meals and incidental expenses (M&IE) rate authorized for the locality are shown. For Code **S**, the special rate will be shown in the Rate field.

```

TV21453      TRAVEL AUTHORIZATION/ADVANCE (RELOC)  PAGE 6      13:28:31  XX/XX/XX
BATCH NO:      ENTRY METHOD:
SSNO:          AUTH NO:
NAME:
ITINERARY >>  FROM
              CITY          ST          CITY OR COUNTY          ST
              [40]         [41]         [42]                     [43]

SUB CODE      LODGING      M AND IE      RATE      DAYS      AMOUNTS
[44]          [45]          [46]          [47]      [48]      [49]

TOTAL SUBSISTENCE: [50]

CLEAR= EXIT      PF1= PAGE 1      ENTER= NEXT PAGE      PF7= PREV PAGE
    
```

Figure 19. Screen TV21453, Travel Authorization/Advance (Reloc) Page 6

```

TV21454      TRAVEL AUTHORIZATION/ADVANCE (RELOC)  PAGE 7      13:28:59  XX/XX/XX
BATCH NO:      ENTRY METHOD:
SSNO:          AUTH NO:
NAME:
POV >>        IND:         NO OF        RATE      TOTAL MILES      ESTIMATED AMOUNT
              [51]         [52]         [53]      [54]              [55]

OTHER >>      IND: [56]  DESC: [57]
UNACCOMP BAGGAGE >> IND: [59]
COMM CARR >> IND: [61]  MODE: [62]  METHOD: [63]
NON CONTRACT AIR: [65]
EXCESS FARE >> IND: [66]
EXCESS BAGGAGE >> IND: [67]
SHIPMENT OF HOUSEHOLD GOODS >> IND: [68]
WEIGHT OF GOODS: [69]  PAYMENT METHOD: [70]
RATE: [71]          ADDL ALLOW: [72]          [73]

CLEAR=EXIT      PF1= PAGE 1      ENTER= NEXT PAGE      PF7= PREV PAGE
    
```

Figure 20. TV21454, Travel Authorization/Advance (Reloc) Page 7

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47 Rate. For Code **P** or **A**, the total of lodging and M&IE to establish the daily rate is shown. For Code **S**, the special daily rate is shown.

48 Days. The estimated number of subsistence days, expressed in whole days, authorized for each enroute locality.

49 Amount. The estimated trip expense by locality.

50 Total Subsistence. The cumulative total of all estimated subsistence amounts for enroute travel.

- To display the first page of this inquiry, press [PF1].
- To display the previous page of this inquiry, press [PF7].
- To display the next page of this inquiry, press [Enter].

Screen TV21454 (**Figure 20**) is displayed.

All fields are system generated. The SSNO, Auth No, and Name from the previous screen are repeated. Following is a brief description of the other fields on the screen.

51 POV. Indicates if use of a personally owned vehicle was authorized for relocation travel.

<i>Y</i>	Yes
<i>N</i>	No

52 No Of. The number of POV's authorized for relocation travel.

53 Rate. The mileage rate authorized for each POV used for relocation travel.

54 Total Miles. The total number of miles for which each POV has been authorized for the relocation.

55 Estimated Amount. The total POV expense (for all vehicles combined) authorized for the relocation travel.

56 Other Ind. Indicates if other expenditures not specifically identified were authorized for the trip.

<i>Y</i>	Yes
<i>N</i>	No

57 Desc. A brief description of the other expenses authorized.

58 Estimated Amount. The estimated other expenses authorized.

59 Unaccomp Baggage Ind. Indicates if expenses for unaccompanied baggage were authorized.

<i>Y</i>	Yes
<i>N</i>	No

60 Estimated Amount. The estimated unaccompanied baggage expenses authorized.

61 Comm Carr Ind. Indicates if common carrier expenses for the relocation travel were authorized.

<i>Y</i>	Yes
<i>N</i>	No

62 Mode. The code, from the list below, for the mode of transportation authorized.

<i>A</i>	Airplane
<i>B</i>	Bus
<i>C</i>	Air and bus
<i>D</i>	Air and train
<i>E</i>	Bus and train
<i>F</i>	Air, bus, and train
<i>T</i>	Train
<i>O</i>	Other (e.g., boats, ferries, etc.)
<i>P</i>	Cost comparison

63 Method. The code, from the list below, for the purchase method authorized.

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

64 Estimated Amount. The estimated common carrier expenses authorized.

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Title VI
Chapter 6
Section 3

65 Non-Contract Air. The code, from the list below, explaining why 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

66 Excess Fare Ind. Indicates if higher cost common carrier transportation was authorized for the relocation travel.

- Y Yes
- N No

67 Excess Baggage Ind. Indicates if excess baggage expenses were authorized for the relocation travel.

- Y Yes
- N No

68 Shipment of Household Goods Ind. Indicates if expenses for the shipment of household goods were authorized.

- Y Yes
- N No

69 Weight of Goods. The estimated weight of the household goods shipped.

70 Payment Method. The payment method code, from the list below, for the shipment of household goods.

- A Actual
- C Commuted

71 Rate. The applicable commuted rate.

72 Addl Allow. The amount of any additional allowances authorized for the shipment of household goods under the commuted rate method.

73 Estimated Amount. The total dollar amount authorized for the shipment of household goods.

- To display the first page of this inquiry, press [PF1].
- To display the previous page of this inquiry, press [PF7].
- To display the next page of this inquiry, press [Enter].

Screen TV21456, Travel Authorization/Advance (Reloc) Page 8 (**Figure 21**) is displayed.

All fields are system generated. The SSNO, Auth No, and Name from the previous screen are repeated.

Following is a brief description of the other fields on the screen.

Storage of Household Goods

74 Temporary Storage. Indicates if temporary storage of household goods was authorized. A **Y** in this field indicates that **temporary** storage of household goods was authorized. An **N** in this field indicates that **non-temporary** storage of household goods was authorized.

75 Days. The number of days for which storage of household goods was authorized.

76 Wt. The estimated weight of the goods stored.

```

TV21456      TRAVEL AUTHORIZATION/ADVANCE (RELOC)  PAGE 8      13:29:16  XX/XX/XX
BATCH NO:      ENTRY METHOD:      ENTRY ID:

SSNO:          AUTH NO:
NAME:

STORAGE OF HOUSEHOLD GOODS >>
TEMPORARY STORAGE: [74] DAYS: [75]  WT: [76]  1ST RATE: [77]  ESTIMATED AMOUNT
WAREHSE/PICKUP RATE: [78]  OTHER RATE: [79]  [80]

TRANS OF MOBILE HOME >>      IND: [81]  [82]
TRANS OF PRIVATE VEHICLE >>  IND: [83]  [84]
TEMPORARY QUARTERS >>      IND: [85]  NO DAYS: [86]  [89]
  1ST 30 DAYS RATE: [87]  OVER 30 DAYS RATE: [88]  [91]
MISC ALLOWANCE >>          IND: [90]
REAL ESTATE EXPENSES >>    IND:
SALE >>          IND: [92]  [93]
PURCHASE >>      IND: [94]  [95]
LEASE >>         IND: [94]  [96]  [97]
HOME PURCHASE INFORMATION [96]
STREET: [98]
CITY: [99]

ST: [100]  ZIP CODE: [101]

CLEAR= EXIT      PF1= PAGE 1      ENTER= NEXT PAGE      PF7= PREV PAGE
    
```

Figure 21. TV21456, Travel Authorization/Advance (Reloc) Page 8

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77 1st Rate. The total of all storage and transit rates applicable to the first day of storage under the commuted rate method.

78 Warehouse/Pickup Rate. The total of all warehouse/pickup delivery charges for the entire period of storage under the commuted rate method.

79 Other Rate. The total storage rate for the remaining days (other than first day) of the storage period under the commuted rate method.

80 Estimated Amount. The dollar amount authorized for the storage of household goods.

81 Transportation Of Mobile Home Ind. Indicates if transportation of a mobile home was authorized in lieu of the shipment and storage of household goods.

Y	Yes
N	No

82 Estimated Amount. The amount authorized for transportation of a mobile home.

83 Transportation Of Private Vehicle Ind. Indicates if transportation and storage of a privately owned vehicle was authorized.

Y	Yes
N	No

84 Estimated Amount. The amount authorized for transportation and storage of a privately owned vehicle.

85 Temporary Quarters Ind. Indicates if temporary quarters expenses were authorized.

Y	Yes
N	No

86 No Days. The total number of days authorized for temporary quarters.

87 1st 30 Rate. The daily rate authorized for the employee and members of his/her immediate family during the first 30-day period of temporary quarters occupancy.

88 Over 30 Rate. The daily rate authorized for the employee and members of his/her immediate family during the remaining days of temporary quarters occupancy.

89 Estimated Amount. The total amount authorized for temporary quarters expenses.

90 Miscellaneous Allowance Ind. Indicates if an allowance for miscellaneous expenses associated with discontinuing residence at one location and establishing residence at a new location were authorized.

Y	Yes
N	No

91 Estimated Amount. The total amount authorized for miscellaneous allowance expenses.

Real Estate Expenses.

92 Sale Ind. Indicates if expenses connected with the sale of the residence at the old official station were authorized.

Y	Yes
N	No

93 Estimated Amount. The amount authorized for the expenses associated with the sale of the employee's residence at the old official duty station.

94 Purchase Ind. Indicates if expenses connected with the purchase of the residence at the new official station were authorized.

Y	Yes
N	No

95 Estimated Amount. The amount authorized for the expenses associated with the purchase of the employee's residence at the new official duty station.

96 Lease Ind. Indicates if expenses for settling an unexpired lease were authorized.

Y	Yes
N	No

97 Estimated Amount. The amount authorized for the expenses associated with settling an unexpired lease at the old official duty station.

Home Purchase Information

98 Street. The street address of the employee's residence at the old official duty station (if the Home Purchase Service is used).

99 City. The city where the employee's old residence is located.

100 St. The state where the employee's old residence is located.

101 Zip Code. The zip code of the employee's old residence.

- To display the first page of this inquiry, press [PF1].
- To display the previous page of this inquiry, press [PF7].
- To display the next page of this inquiry, press [Enter]. Screen TV21458, Travel Authorization/Advance (Reloc) Page 9 (**Figure 22**) is displayed.

All fields are system generated. The SSNO, Auth No, and Name from the previous screen are repeated. Following is a brief description of the other fields on the screen.

Home Purchase Information Cont.

102 Property Ownership Name. The name(s) of the property owner(s).

103 Pct. The percentage of the home that is owned by each property owner.

104 Immed Family. Indicates if the owner is a member of the employee's immediate family.

Y Yes
N No

105 Marital Status. The code, from the list below, for the marital status of the employee.

S single
M married
D divorced
W widowed

106 Sales Price. The estimated sales price of the residence to be sold to the relocation company.

107 Pct Authorized. The percentage fee published by GSA in the Federal Supply Schedule reduced by the per-

centage of outside family ownership and/or the percentage used as incoming producing.

108 Pct Income. The percentage of the property that is used as income producing.

109 Title Defect. Indicates if there are known title defects.

Y Yes
N No

110 Urea-Formaldehyde. Indicates if the house has Urea-Formaldehyde insulation.

Y Yes
N No

111 Home Purchase Estimated Amount. The estimated amount of the home purchase.

112 Relocation Services Ind. Indicates if relocation services were authorized.

Y Yes
N No

113 Company Name. The code, from the list below, that identifies the relocation services company authorized to provide relocation and support services to the transferring employee.

A Associates Relocation Management Co., Inc.
E PHIS Mobility Services
P Prudential Relocation Management Co., Inc.

```

TV21458      TRAVEL AUTHORIZATION/ADVANCE (RELOC)  PAGE 9      13:29:29  XX/XX/XX
BATCH NO:          ENTRY METHOD:
SSNO:              AUTH NO:
NAME:
HOME PURCHASE INFORMATION >> CONT.
PROPERTY OWNERSHIP >>          NAME 102          PCT  IMMED  MARITAL
                                     103  104    105

SALES PRICE: 106          PCT AUTHORIZED: 107          PCT INCOME: 108
TITLE DEFECT: 109          UREA-FORMALDEHYDE: 110
RELOCATION SERVICES >> IND: 112          HOME PURCHASE ESTIMATED AMOUNT: 111
TYPE SERVICES >> PURCHASE: 114          COMPANY NAME: 113
RELOCATION SERVICES CANCELLATION >> IND: 118          FINDING: 115          MARKETING: 116          MORTGAGE: 117
CANCELLED BY >>          AGENCY: 119          EMPLOYEE: 120          RELO COMP: 121          FEES: 122
TOTAL ESTIMATED EXPENDITURES FOR HOUSEHUNT: 120
TOTAL ESTIMATED EXPENDITURES FOR TRANSFER OF STATION: 123
TOTAL ESTIMATED EXPENDITURES AUTHORIZED: 124
SERVICE AGREEMENT DATE: 125
                                     126

CLEAR= EXIT          PF1= PAGE 1          ENTER= NEXT PAGE          PF7= PREV PAGE
    
```

Figure 22. Screen TV21458, Travel Authorization/Advance (Reloc) Page 9

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114 Type Services Purchase. Indicates if the home purchase service provided by the relocation company was authorized.

Y Yes
 N No

115 Finding. Indicates if the home finding service provided by the relocation company was authorized.

Y Yes
 N No

116 Marketing. Indicates if the home marketing service provided by the relocation company was authorized.

Y Yes
 N No

117 Mortgage. Indicates if the mortgage finding service provided by the relocation company was authorized.

Y Yes
 N No

118 Relocation Services Cancellation Ind. Indicates if relocation services were cancelled

Y Yes
 N No

119 Cancelled By Agency. Indicates if the agency was responsible for the cancellation.

Y Yes
 N No

120 Employee. Indicates if the employee was responsible for the cancellation.

Y Yes
 N No

121 Relo Comp. Indicates if the relocation company was responsible for the cancellation.

Y Yes
 N No

122 Fees. The amount of justifiable fees paid by the relocation company that will be reimbursed by the Government.

123 Total Estimated Expenditures for Househunt. The total estimated expenditures authorized for the househunt. (This field corresponds to Block 28 on the Form AD-202R.)

124 Total Estimated Expenditures For Transfer Of Station. The total estimated expenditures authorized for the transfer of station. (This field corresponds to Block 29 of the Form AD-202R.)

125 Total Estimated Expenditures Authorized. The total of all estimated expenditures authorized. (This field corresponds to Block 30 of the Form AD-202R.)

126 Service Agreement Date. The date the service agreement was executed by the employee.

- To display the first page of this inquiry, press [PF1].
 - To display the previous page of this inquiry, press [PF7].
 - To display the next page of this inquiry, press [Enter].
- Screen TV21419, Travel Authorization/Advance (Reloc) Page 10 (**Figure 23**) is displayed.

```

TV21419 TRAVEL AUTHORIZATION/ADVANCE (RELOC) PAGE 10 13:29:48 XX/XX/XX
  BATCH NO: ENTRY METHOD: ENTRY ID:

SSNO: AUTH NO:
NAME:

PURPOSE CODE ACCOUNTING CLASSIFICATION CLAIM PERCENTAGE
 127 128 129

AUTH FUNDS REMAINING 130 THESE PERCENTAGES MUST EQUAL 100 PCT
OBL REG NO: 132 OBL REG DATE: 133 UNLIQUIDATED OBLIGATION: 131
OBL REG AMT: 134

CLEAR= EXIT PF1= PAGE 1 ENTER= NEXT PAGE PF7= PREV PAGE
  
```

Figure 23. TV21419, Travel Authroization/Advance (Reloc) Page 10

All fields are system generated. The SSNO, Auth No, and Name from the previous screen are repeated. Following is a brief description of the other fields on the screen.

127 Purpose Code. The purpose of travel code.

6	Relocation
12	First post of duty

128 Accounting Classification. The accounting classification code to be charged for the relocation travel according to the authorization document.

129 Claim Percentage. The percentage of estimated expenditures for each line of accounting. The total of these percentages must equal 100 percent.

130 Auth Funds Remaining. The funds remaining (not yet claimed on a voucher or a transportation transaction) from the amount originally authorized for total estimated expenditures.

131 Unliquidated Obligation. The remaining unliquidated obligation.

132 Obl Reg No. The obligation register number.

133 Obl Reg Date. The obligation register date.

134 Obl Reg Amt. The obligation register amount.

- To display the first page of this inquiry, press [PF1].
- To display the previous page of this inquiry, press [PF7].

- To display the next page of this inquiry, press [Enter].

The next screens that display are the same screens used for TDY authorizations. The screens are TV21420 (**Figure 12**), TV21485 (**Figure 14**). If a travel advance was paid to the relocating employee by travelers check, Screen TV21425 (**Figure 13**) will also be displayed. The explanation of these screens are included under *Viewing A TDY Authorization/Advance*.

Viewing Election For Separate Relocation Allowance Data

When separate relocation allowance is elected on Screen TV21450 (**Figure 17**), Screen TV21451, Election For Separate Relocation Allowance (Reloc), Page 3 (**Figure 24**) and Screen TV21455, Election For Separate Relocation Allowance (Reloc), Page 4 (**Figure 25**) are displayed consecutively when [Enter] is pressed from Screen TV21450.

All fields for Screen TV21451 are system generated. The SSNO, Auth No, and Name from the previous screen are repeated. Following is a brief description of the other fields on the screen.

Family

1 Name. The names of the dependents authorized to be moved under the employee's relocation allowance. Up to 12 names may be listed.

2 Birthdate. The dates of birth of the dependents who are authorized to relocate under the employee's authorization.

```

TV21451  ELECTION FOR SEPARATE RELOCATION ALLOWANCE (RELOC)  13:31:17  XX/XX/XX
                                     PAGE 3
BATCH NO:                               ENTRY METHOD:           ENTRY ID:
SSNO:                                   AUTH NO:
NAME:
      FAMILY >>      NAME              BIRTHDATE              MARITAL ST (S,M)
                     1                 2                 3

CLEAR= EXIT      PF1= PAGE 1      ENTER= NEXT RATE      PF7= PREV PAGE
    
```

Figure 24. Screen TV21451, Election for Separate Relocation Allowance (Reloc)

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```

TV21455  ELECTION FOR SEPERATE RELOCATION ALLOWANCE (RELOC) 13:31:26  XX/XX/XX
                                     PAGE 4
BATCH NO:                               ENTRY METHOD:                               ENTRY ID:
SPOUSE>> AUTHORIZATION NO: [4]           SOC SEC NO: [5]
  NAME: [6]
  FAMILY >> [6]           NAME           BIRTHDATE  MARITAL  ST (S,M)
                           [7]           [8]           [9]

EMPLOYEE DATE: [10]           SPOUSE DATE: [11]

CLEAR=EXIT      PF1= PAGE 1      ENTER= NEXT PAGE      PF7= PREV PAGE
  
```

Figure 25. Screen TV21455, Election for Separate Relocation Allowance (Reloc)

[3] Marital St. (S,M). The code, from the list below, for the marital status of the dependents who are authorized to move under the employee’s authorization.

- S* Single
- M* Married

- To display the first page of this inquiry, press [PF1].
- To display the previous page of this inquiry, press [PF7].
- To display the next page of this inquiry, press [Enter].

Screen TV21455, Election for Separate Relocation Allowance (Reloc), Page 4 (**Figure 25**) is displayed.

All fields are system generated. Following is a brief description of the fields on the screen.

Spouse

[4] Authorization No. The spouse’s authorization number.

[5] Social Security Number. The spouse’s social security number.

[6] Name. The spouse’s last name, first name, and middle initial.

Family

[7] Name. The names of the dependents to be moved under the spouse’s relocation authorization. Up to 12 names may be listed.

[8] Birthdate. The dates of birth of the dependents who are relocating under the spouse’s authorization.

[9] Marital St. (S,M). The code, from the list below, for the marital status of the dependents who are authorized to move under the employee’s authorization.

- S* Single
- M* Married

[10] Employee Date. The date the employee signed the Form AD–202RE, Authorization For Separate Relocation Allowance.

[11] Spouse Date. The date the spouse signed the Form AD–202RE, Authorization For Separate Relocation Allowance.

- To display the first page of this inquiry, press [PF1].
- To display the previous page of this inquiry, press [PF7].
- To display the next page of this inquiry, press [Enter].

Viewing An Amended Relocation Authorization

At Screen TV21400, AD-202/Section A – Identification (**Figure 9**), after the selected authorization is displayed, press [PF6]. Screen TV21430, Amended AD–202R Authorization (**Figure 26**) is displayed.

All fields are system generated. The Authorization No, Name, and SSN from the previous screen are repeated. Following is a brief description of the other fields on the screen.

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```

TV21430          AMENDED AD-202R AUTHORIZATION          13:38:52   XX/XX/XX

AUTHORIZATION NO:          NAME:
BATCH NO:                 SSN:
DATE PROCESSED:  1

SECTION C - ITINERARY AND ESTIMATED EXPENDITURES

HOUSEHUNTING EXPENDITURES AUTHORIZED: 2
TRAVEL DATES: FROM 3          THRU 4

PER DIEM >> IND: 5   RATE: 6   DAYS: 7
POV >> IND: 9   RATE: 10  MILES: 11
OTHER IND: 13
COMM CARR IND: 15  MODE: 16  PURCH METH: 17
CAR RENTAL IND: 19

ESTIMATED AMOUNT:
8
12
14
18
20

TOTAL ESTIMATED EXPENDITURES FOR HOUSEHUNT 21

ENTER=NEXT PAGE PF1=MENU PF3=INQ MENU PF7=PREV PF10=PRV AMEND PF11=NXT AMEND
    
```

Figure 26. TV21430, Amended AD-202R Authorization

1 Date Processed. The date the document was processed.

Y Yes
N No

Section C – Itinerary and Estimated Expenditures

2 Househunting Expenditures Authorized. Indicates if househunting expenditures were authorized.

Y Yes
N No

Travel Dates

3 From. The beginning date of travel in *MMDDYY* sequence.

4 Thru. The ending date of travel in *MMDDYY* sequence.

5 Per Diem Ind. Indicates if per diem expenses were authorized for the househunting trip.

Y Yes
N No

6 Rate. The applicable per diem rate authorized for the househunting trip.

7 Days. The number of days authorized for the househunting trip.

8 Estimated Amount. The per diem amount estimated for the househunting trip.

9 POV Ind. Indicates if use of a POV was authorized for the househunting trip.

10 Rate. The applicable POV mileage rate authorized for the househunting trip.

11 Miles. The total number of miles in whole miles authorized for the househunting trip.

12 Estimated Amount. The estimated POV expenses for the househunting trip.

13 Other Ind. Indicates if other expenditures not specifically identified were authorized for the househunting trip.

Y Yes
N No

14 Estimated Amount. The amount authorized for other expenditures.

15 Common Carrier Ind. Indicates if common carrier transportation was authorized for the househunting trip.

Y Yes
N No

16 Mode. The code, from the list below, for the mode of transportation authorized.

- A Airplane
- B Bus
- C Air and bus
- D Air and train
- E Bus and train
- F Air, bus, and train

Systems Access Manual Travel And Transportation Travel System Online Inquiry

- T* Train
- O* Other (e.g., boats, ferries, etc.)
- P* Cost comparison

17 **Purch Meth.** The code, from the list below, for the common carrier purchase method authorized for the househunting trip.

- 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

18 **Estimated Amount.** The estimated common carrier expenses authorized.

19 **Car Rental.** Indicates if a rental car was authorized for the househunting trip.

- Y* Yes
- N* No

20 **Estimated Amount.** The estimated car rental expenditure for the househunting trip.

21 **Total Estimated Expenditures For Househunt.** The estimated total of all expenditures authorized for househunting trip.

- To display TRVL Signon screen, press [PF1].
- To display Inquiry Menu Screen, press [PF3].
- To display the previous screen of this inquiry, press [PF7].
- To display the previous amended authorization, press [PF10].
- To display the next amended authorization, press [PF11].
- To display the next page of this inquiry, press [Enter].

Screen TV21431, Amended AD-202R, Authorization Page 2 (**Figure 27**) is displayed.

All fields are system generated. The Authorization No, Name and SSN from the previous screen are repeated. Following is a brief description of the other fields on the screen.

22 **Date Processed.** The date the document was processed.

23 **Separate Relocation Allowance Election.** Indicates if separate reimbursement of relocation allowances was authorized for two Federal employees of the same immediate family employed by NFC travel-serviced agencies.

- Y* Yes
- N* No

```

TV21431      AMENDED AD-202R AUTHORIZATION      PAGE 2      13:48:02      12/08/97
AUTHORIZATION NO:          NAME:
  BATCH NO:                SSN:
  DATE PROCESSED: 22
SEPARATE RELOCATION ALLOWANCE ELECTION: 23
SUBSISTENCE CODES: 24      NO. DAYS 25      ESTIMATED AMOUNT:
                                          26
TOTAL SUBSISTENCE 27
ENTER=NEXT PAGE PF1=MENU PF3=INQ MENU PF7=PREV PF10=PRV AMEND PF11=NXT AMEND
  
```

Figure 27. Screen TV21431, Amended AD-202R Authorization Page 2

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24 Subsistence Codes. The subsistence code, from the list below, which applies to each location.

P Per diem
S Special rate
A Actual rate

25 No. Days. The estimated number of subsistence days, expressed in whole days, authorized.

26 Estimated Amount. The estimated trip expense.

27 Total Subsistence. The cumulative total of all estimated subsistence expenses.

- To display TRVL Signon screen, press [PF1].
- To display Inquiry Menu Screen, press [PF3].
- To display the previous screen of this inquiry, press [PF7].
- To display the previous amended authorization, press [PF10].
- To display the next amended authorization, press [PF11].
- To display the next page of this inquiry, press [Enter].

Screen TV21432, Amended AD-202R Authorization Page 3 (Figure 28) is displayed.

All fields are system generated. The Authorization No, Name and SSN from the previous screen are repeated. Following is a brief description of the other fields on the screen.

28 Date Processed. The date the document was processed.

29 Transfer Of Station Expenditures Authorized. Indicates if transfer of station expenditures were authorized.

Y Yes
N No

Travel Dates

30 From. The beginning travel date in *MMDDYY* sequence.

31 Thru. The ending travel date in *MMDDYY* sequence.

32 Per Diem Ind. Indicates if per diem expenses were authorized for the trip.

Y Yes
N No

33 Rate. The applicable daily per diem rate authorized for the enroute location.

34 Days. The number of days authorized for the relocation trip.

35 Estimated Amount. The estimated per diem expense for the enroute location.

36 POV Ind. Indicates if use of a POV was authorized for the trip.

Y Yes
N No

37 Rate. The applicable mileage rate for each POV.

38 Miles. The estimated total miles driven for each POV.

```

TV21432          AMENDED AD-202R AUTHORIZATION    PAGE 3      15:22:49  XX/XX/XX

AUTHORIZATION NO:          NAME:
BATCH NO:                  SSN:
DATE PROCESSED: 28
TRANSFER OF STATION EXPENDITURES AUTHORIZED: 29
TRAVEL DATES: FROM 30 THRU 31
PER DIEM IND: 32 RATE: 33 DAYS: 34
POV IND: 36 RATE: 37 MILES: 38
NO OF: 39 RATE: 37 MILES: 38
OTHER IND: 41
UNACC BAGGAGE IND: 43
COMM CARR IND: 45 MODE: 46 PURCH METH: 47
SHIPMENT OF HOUSEHOLD GOODS IND: 49 WT: 50 METHOD: 51
RATE: 52 ADD ALLOW: 53
STORAGE OF HOUSEHOLD GOODS IND: 54 TYPE: 55 DAYS: 56
WT: 57 1ST RATE: 58 OTHER RATE: 59
WAREHOUSE/PICKUP RATE: 60
TRANSPORTATION OF MOBILE HOME IND: 62
TRANSPORTATION & STORAGE OF POV IND: 64
TEMPORARY QUARTERS IND: 66 OVER 30 RATE: 67
1ST 30 RATE: 68
CLEAR = EXIT      ENTER = NEXT PAGE      PF7 = PREV PAGE
    
```

Figure 28. Screen TV21432, Amended AD-202R Authorization Page 3

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39 No. Of. The number of POV's authorized for the relocation travel.

40 Estimated Amount. The estimated POV expense authorized for the relocation.

41 Other Ind. Indicates if other expenditures not specifically identified were authorized for the trip.

<i>Y</i>	Yes
<i>N</i>	No

42 Estimated Amount. The estimated Other expense authorized for the relocation.

43 Unacc Baggage Ind. Indicates if unaccompanied baggage expenses were authorized for the relocation travel.

<i>Y</i>	Yes
<i>N</i>	No

44 Estimated Amount. The estimated unaccompanied baggage expense authorized for the relocation.

45 Comm Carr Ind. Indicates if common carrier transportation expenses were authorized for the relocation travel.

<i>Y</i>	Yes
<i>N</i>	No

46 Mode. The code, from the list below, for the common carrier transportation mode authorized for the relocation travel.

<i>A</i>	Airplane
<i>B</i>	Bus
<i>C</i>	Air and bus
<i>D</i>	Air and train
<i>E</i>	Bus and train
<i>F</i>	Air, bus, and train
<i>T</i>	Train
<i>O</i>	Other (e.g., boats, ferries, etc.)
<i>P</i>	Cost comparison

47 Purch Meth. The code, from the list below, for the common carrier purchase method authorized for the relocation travel.

<i>CC</i>	Government contractor issued credit card
<i>GV</i>	Government Transportation System (GVTS)
<i>TR</i>	Government Transportation Request (GTR)

<i>CH</i>	Cash
<i>VC</i>	GVTS and credit card
<i>TC</i>	GTR and credit card
<i>HC</i>	Credit card and cash
<i>VH</i>	GVTS and cash
<i>TH</i>	GTR and cash
<i>V3</i>	GVTS, cash, credit card, and GTR

48 Estimated Amount. The estimated common carrier transportation expense authorized for the relocation.

49 Shipment of Household Goods Ind. Indicates if expenses for the shipment of household goods were authorized.

<i>Y</i>	Yes
<i>N</i>	No

50 Wt. The estimated weight of the household goods shipped.

51 Method. The code, from the list below, for the shipment of household goods payment method.

<i>A</i>	Actual
<i>C</i>	Commuted

52 Rate. The applicable commuted rate per 100 pounds of goods.

53 Add Allow. The amount of any authorized additional allowances under the commuted rate method.

54 Storage of Household Goods Ind. Indicates if expenses for the storage of household goods were authorized.

<i>Y</i>	Yes
<i>N</i>	No

55 Type. Indicates if temporary storage of household goods was authorized. A *Y* in this field indicates that **temporary** storage of household goods was authorized. An *N* in this field indicates that **non-temporary** storage of household goods was authorized.

56 Days. The number of days for which storage was authorized.

57 Wt. The estimated weight of the goods stored.

58 1st Rate. The total of all storage and transit rates applicable to the first day of storage under the commuted rate method.

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59 Other Rate. The total storage rate for the remaining days (other than first day) in the storage period under the commuted rate method.

60 Warehouse/Pickup Rate. The total of all warehouse/pickup delivery charges under the commuted rate method.

61 Estimated Amount. The estimated expenses for the storage of household goods.

62 Transportation Of Mobile Home Ind. Indicates if expenses for the transportation of a mobile home were authorized in lieu of the shipment and storage of household goods.

Y Yes
N No

63 Estimated Amount. The estimated expenses for the transportation of a mobile home.

64 Transportation & Storage Of POV Ind. Indicates if transportation and storage of a privately owned vehicle was authorized.

Y Yes
N No

65 Estimated Amount. The estimated expenses for the transportation and storage of a POV.

66 Temporary Quarters Ind. Indicates if temporary quarters expenses were authorized.

Y Yes
N No

67 Days. The total number of days authorized for temporary quarters.

68 1st 30 Rate. The daily rate authorized for the employee and members of his/her immediate family during the first 30 day period of temporary quarters occupancy.

69 Over 30 Rate. The daily rate authorized for the employee and members of his/her immediate family during the remaining days of temporary quarters occupancy.

70 Estimated Amount. The total expenses authorized for the temporary quarters expenses.

- To display the previous screen of this inquiry, press [PF7].
- To display the next screen of this inquiry, press [Enter].

Screen TV21434, Amended AD-202R Authorization Page 4 (**Figure 29**) is displayed.

All fields are system generated. The Authorization No, Name and SSN from the previous screen are repeated. Following is a brief description of the other fields on the screen.

71 Date Processed. The date the document was processed.

72 Miscellaneous Allowance Ind. Indicates if an allowance for miscellaneous expenses associated with discontinuing residence at one location and establishing residence at a new location was authorized.

Y Yes
N No

73 Estimated Amount. The amount authorized for the miscellaneous allowance.

```

TV21434          AMENDED AD-202R AUTHORIZATION PAGE 4    15:22:49  XX/XX/XX
AUTHORIZATION NO:          NAME:
BATCH NO:                 SSN:
DATE PROCESSED: 71
MISCELLANEOUS ALLOWANCE IND: 72          ESTIMATED AMOUNT: 73
REAL ESTATE EXPENSES PAID BY EMPLOYEE IND: 74
SALE IND: 75      PURCH IND: 77      LEASE IND: 79
AMT: 76          AMT: 78          AMT: 80
HOME PURCHASE INFORMATION -> SALES PRICE: 81
PCT AUTH: 82      PCT INC PROD: 83
RELOCATION SERVICES IND: 84      COMPANY NAME: 85
TYPE >> PURCHASE: 86      FINDING: 87      MARKET: 88      MORTGAGE: 89
RELOCATION SERVICES CANCELLATION IND: 90
CANCELLED BY: 91          FEES: 92
TOTAL ESTIMATED EXPENDITURES FOR HOUSEHUNT: 93
TOTAL ESTIMATED EXPENDITURES FOR TRANSFER OF STATION: 94
TOTAL ESTIMATED EXPENDITURES AUTHORIZED: 95

CLEAR = EXIT    PF1 = PAGE 1    PF7 = PREV PAGE
    
```

Figure 29. Screen TV21434, Amended AD-202R Authorization Page 4

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74 Real Estate Expenses Paid By Employee Ind. Indicates if reimbursement for real estate expenses paid by the employee was authorized.

Y Yes
N No

75 Sale Ind. Indicates if expenses connected with the sale of the residence at the old official duty station were authorized.

Y Yes
N No

76 Amt. The authorized expenses connected with the sale of the residence at the old official station.

77 Purch Ind. Indicates if expenses connected with the purchase of the residence at the new official duty station were authorized.

Y Yes
N No

78 Amt. The authorized expenses connected with the purchase of the residence at the new official station.

79 Lease Ind. Indicates if expenses connected with the lease of the residence at the old official duty station were authorized.

Y Yes
N No

80 Amt. The authorized expenses for settling an unexpired lease.

Home Purchase Information

81 Sales Price. The estimated sales price of the residence to be sold to the relocation company.

82 Pct Auth. The percentage fee published by GSA in the Federal Supply Schedule reduced by the percentage of outside family ownership and/or the percentage used as incoming producing.

83 Pct Inc Prod. The percentage of the property used as income producing.

84 Relocation Services Ind. Indicates if expenses for relocation services were authorized.

Y Yes
N No

85 Company Name. The code, from the list below, for the relocation services company authorized to provide

the relocation and support services to the transferring employee.

A Associates Relocation Management Co., Inc.
E PHIS Mobility Services
P Prudential Relocation Management Co., Inc.

Type

86 Purchase. Indicates if the home purchase service provided by the relocation company was authorized.

Y Yes
N No

87 Finding. Indicates if the home finding service provided by the relocation company was authorized.

Y Yes
N No

88 Market. Indicates if the home marketing service provided by the relocation company was authorized.

Y Yes
N No

89 Mortgage. Indicates if the home mortgage finding service provided by the relocation company was authorized.

Y Yes
N No

90 Relocation Services Cancellation Ind. Indicates if the relocation services contract was cancelled.

Y Yes
N No

91 Cancelled By. The party responsible for the cancellation of the relocation services contract (i.e., the agency, the employee, or the relocation company).

92 Fees. The justifiable fees paid by the relocation company that are reimbursable by the Government.

93 Total Estimated Expenditures For Househunt. The estimated total expenditures for the househunting trip.

94 Total Estimated Expenditures For Transfer Of Station. The estimated total expenditures for the transfer of station.

95 Total Estimated Expenditures Authorized. The estimated total of all expenditures authorized.

- To display the first page of this inquiry, press [PF1].

- To display the previous page of this inquiry, press [PF7].

Viewing The Deleted Travel Document History

At Screen TV21400, AD-202/Section A – Identification (**Figure 9**), after the selected authorization is displayed, press [PF5]. Screen TV21500, Deleted Travel Document History (**Figure 30**) is displayed showing the deleted travel records for the selected social security number.

Note: Screen TV21500 can also be accessed by pressing [PF5] from Screen TV21100, Travel Advance History (**Figure 45**) and from Screen TV21200, Travel Voucher History (**Figure 46**).

All fields are system generated. The SSN, and Name from the previous screen are repeated. Following is a brief description of the other fields on the screen.

- 1** **Empl Ag.** The traveler's employing agency.
- 2** **Document Type.** The form number of the document which was deleted.
- 3** **Begin Travel.** The beginning date of travel in *MMDDYY* sequence.
- 4** **End Travel.** The ending date of travel in *MMDDYY* sequence.
- 5** **Type Travel.** The code, from the list below, for the type of travel authorized.

- DM* Domestic
- FG* Foreign
- FT* Foreign Transfer

- RT* Return Travel
- GR* Escorted Group
- OC* Outside Continental U.S. (CONUS)
- TS* Transfer of Station
- OT* Outside CONUS Transfer of Station

6 **Document Amount.** The dollar amount of the deleted document.

7 **Advn Req Method.** The method used by the traveler to request the advance of funds.

- C* Check or DD/EFT
- T* Travelers checks
- I* Imprest Fund
- E* Emergency (wire)
- W* Wire confirmation
- S* Embassy issued advance
- L* Embassy Collected advance

8 **Advance Amount.** The dollar amount of the advance requested.

9 **Date Processed.** The date the document was processed.

10 **Suspense Clrk ID.** The identification number of the suspense clerk or the person who entered or released the original document.

11 **Reason.** The reason the document was deleted.

- To display the previous menu option, press [PF1].
- To display the next record, press [Enter].

```

TV21500                DELETED TRAVEL DOCUMENT HISTORY          13:41:00  XX/XX/XX
SSN:                   NAME:                                     EMPL AG: 1
DOCUMENT TYPE: 2
AUTHORIZATION NO:
BATCH NO:
BEGIN TRAVEL: 3
END TRAVEL: 4
TYPE TRAVEL: 5
DOCUMENT AMOUNT: 6
ADV REQ METHOD: 7
ADVANCE AMOUNT: 8
DATE PROCESSED:
SUSPENSE CLRK ID: 9
REASON: 10
11

CLEAR= EXIT   PF1= PREV MENU OPTION   PF7= PREV RECORD   ENTER= NEXT RECORD
    
```

Figure 30. Screen 21500, Deleted Travel Document History

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- To display the previous record, press [PF7].

Viewing The Travel Voucher Summary

At Screen TV21400, AD-202/Section A – Identification (**Figure 9**), after the selected authorization is displayed, press [PF3]. Screen TV21470, Travel Voucher Summary (**Figure 31**) is displayed.

All fields are system generated. The SSN and Auth No from the previous screen are repeated. Following is a brief description of the other fields on the screen.

1 **Begin Travel.** The beginning date of travel in *MMDDYY* sequence.

2 **End Travel.** The ending date of travel in *MMDDYY* sequence.

3 **Amount.** The dollar amount of the voucher.

- To view detailed travel voucher data, key in any character (e.g., *X*) on the line next to the travel date selected and press [Enter].

For temporary duty travel, Screen TV21230, Travel Voucher (TDY) Page 1 (**Figure 32**) is displayed. For relocation travel, Screen TV21210, Travel Voucher (Reloc) Page 1 (**Figure 37**) is displayed.

- To display the first page of this inquiry, press [PF1].
- To display the previous page of this inquiry, press [PF7].

```
TV21470          TRAVEL VOUCHER SUMMARY          13:42:02   XX/XX/XX
SSN:             AUTH NO:
  BEGIN TRAVEL  END TRAVEL  AMOUNT  BEGIN TRAVEL  END TRAVEL  AMOUNT
  -             -             -             -             -             -
  -             1             2             3             -             -

MAKE SELECTION THEN PRESS ENTER KEY
CLEAR = EXIT   PF1 = PAGE 1   ENTER = PROCESS VOUCHER   PF7 = PREV PAGE
```

Figure 31. TV21470, Travel Voucher Summary

Travel Voucher (TDY) (Task 71)

Travel Voucher (TDY) is Task 71 on the Inquiry Menu Screen (Figure 5). It is used to view detailed travel voucher data.

To select this task, key in **71** at the Inquiry Menu Screen and press [Enter]. Screen TV21230, Travel Voucher (TDY) Page 1 (Figure 32) is displayed with the cursor at the SSNO field.

Note: The Travel Voucher inquiry record can also be accessed according to the instructions under **Viewing The Travel Voucher Summary**.

The fields are system generated from the SSNO field and/or the Auth No field. Following is a brief description of the fields on the screen.

- 1** **SSNO.** Key in the traveler's social security number.
 - 2** **Auth No.** Key in the travel authorization number assigned by the agency.
- Press [Enter]. The data for the selected social security and authorization number is displayed.
- 3** **Voucher Seq No.** This number identifies the voucher in relation to other vouchers processed against the authorization.
 - 4** **Name.** The traveler's name.
 - 5** **Agency OON.** The originating office number (OON) of the location responsible for preparing and submitting the voucher to NFC.

6 **Leave Incl.** Indicates if leave was taken during the travel period.

Y Yes
N No

7 **Traveler OON.** The originating office number for the traveler, if different from the paying agency OON.

8 **Duty Stn.** The traveler's duty station.

9 **Empl Agency.** The traveler's employing agency code.

10 **Type Travel.** The code, from the list below, for the type of travel authorized.

DM Domestic
FG Foreign
FT Foreign Transfer
RT Return Travel
GR Escorted Group
OC Outside Continental U.S. (CONUS)
TS Transfer of Station
OT Outside CONUS Transfer of Station

11 **Resident.** The traveler's resident city and state.

12 **Reclaim Amount.** The amount suspended from a previous voucher that was subsequently reclaimed.

13 **Travel From.** The beginning date of travel in *MMDDYY* sequence.

14 **Thru.** The ending date of travel in *MMDDYY* sequence.

```

TV21230          TRAVEL VOUCHER (TDY) PAGE 1          15:52:18    XX/XX/XX
BATCH NO:      ENTRY METHOD:      ENTRY ID:
STAT: PD AS PRE STAT DATE:      AUDIT STAT:      AUDIT DATE:
SSNO: 1        AUTH NO: 2        VOUCHER_SEQ NO: 3
NAME: 4        AGENCY_OON: 5        LEAVE INCL: 6
TRAVELER_OON: 7        DUTY_STN: 8        EMPL AGENCY: 9
TYPE TRAVEL: 10        RESIDENT: 11        RECLAIM AMOUNT: 12
TRAVEL FROM: 13        THRU: 14        POST APPROV: 15        TRNG DOC NO: 16 12
CHECK MAILING ADDRESS: 17        ADDRESS OPTION: 18
ADDRESS: 19
CITY: 19
METH OF PAY 23        VENDOR: 20        ID NUMBER 25        CAR RENTAL: MILES 26        ST: 21        ZIP CODE: 22        DAYS 27        AMOUNT 28
                24
TOTAL TRANSPORTATION: 29
EXCESS FARE: 30        NON CONTRACT AIR: 31        TOTAL NIGHTS: 32        NO. APP. ACCOM: 33
CLEAR= EXIT        PF1= MAIN MENU        PF5= POST AUDIT        PF8= NEXT VOUCH
ENTER= NEXT PAGE    PF3= VOUCH SUMM        PF7= PREV VOUCH        PF12= DIFF STMT
    
```

Figure 32. Screen TV21230, Travel Voucher (TDY) Page 1

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15 Post Approval. Indicates if expenditures, which were not authorized on the original travel authorization, were post approved.

<i>Y</i>	Yes
<i>N</i>	No

16 Trng Doc No. The number from the Form SF-182, Request, Authorization, Agreement, and Certificate of Training used to authorize the training (Purpose Code 3 only).

17 Check Mailing Address. The address to which the travel voucher payment was sent. **Note:** If a special address is used, a full address will be shown in the address fields described below. If the payment was routed to an EFT account, the code used to identify the EFT account will be shown in the address field.

18 Address Option. The code, from the list below, which indicates where the voucher payment was sent.

<i>CK</i>	Salary address
<i>TA</i>	T&A contact point address
<i>SP</i>	Special address
<i>FG</i>	Foreign address
<i>ET</i>	Travel EFT account

19 Address. Any additional address information and/or box number.

20 City. The city where the payment was mailed.

21 St. The state where the payment was mailed.

22 ZIP Code. The ZIP Code where the payment was mailed.

23 Meth Of Pay. The code, from the list below, for the transportation method of purchase.

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

24 Vendor. The vendor/carrier name code.

25 ID Number. The identification number for the rental car or transportation tickets.

26 Car Rental Miles. The total miles driven in the rental car.

27 Days. The whole days that the rental car was used by the traveler.

28 Amount. The cost of the transportation tickets or the amount spent to rent a commercial vehicle.

29 Total Transportation. The sum of all transportation expenses.

30 Excess Fare. Indicates if higher cost transportation was used.

<i>Y</i>	Yes
<i>N</i>	No

31 Non-Contract Air. The code, from the list below, explaining why a non-contract airline was used.

<i>1</i>	Space not available on contract airline
<i>2</i>	Schedule of flights on contract airline inconsistent with Government policy
<i>3</i>	Cost comparison substantiates use of non-contract airline

32 Total Nights. The total number of nights lodging (for Type DM travel only).

33 No. App. Accom. The number of nights lodging spent in public accommodations that comply with standards set forth in the Hotel and Motel Fire Safety Act of 1990.

- To display the Inquiry Menu Screen, press [PF1].
- To display the voucher summary screen, press [PF3].
- To display the post audit data, press [PF5].
- To display the previous voucher, press [PF7].
- To display the next voucher, press [PF8].
- To display the voucher difference statement, press [PF12].
- To display the next page of this inquiry, press [Enter].

Screen TV21233, Travel Voucher (TDY) Page 2 (Figure 33) is displayed.

All fields are system generated. The SSNO, Auth No, and Name from the previous screen are repeated. Following is a brief description of the other fields on the screen.

Summary Of Subsistence TDY Location

- 34 Country Code.** The country code of the foreign destination.
- 35 City Code.** The city code of the destination.
- 36 City or County.** The city or county name of the destination.
- 37 State.** The state name of the destination.
- 38 Days.** The number of subsistence days at the location.
- 39 Amount.** The dollar amount of subsistence at the location.

Per Diem

- 40 No Days.** The number of actual per diem days.
- 41 Amount.** The dollar amount of per diem for the trip.
- 42 Car Rental.** The cumulative car rental expense for the trip.

Act Subsistence

43 No Days. The number of actual subsistence days.

44 Amount. The dollar amount of actual subsistence for the trip.

Mileage

- 45 Rate.** The mileage rate.
- 46 Miles.** The number of actual miles.
- 47 Amount.** The dollar amount of mileage expenses for the trip.
- 48 Parking Tolls Etc.** The combined total paid for parking, tolls, etc.

49 Plane Bus Train. The traveler's transportation ticket expense.

50 Unaccompanied Baggage. The unaccompanied baggage expense.

51 Local Trans. The cumulative local transportation expense for the entire trip.

52 Miscellaneous. The cumulative expense for telephone calls, supplies, etc.

- To display the first page of this inquiry, press [F1].
- To display the previous page of this inquiry, press [F7].
- To display the next page of this inquiry, press [Enter].

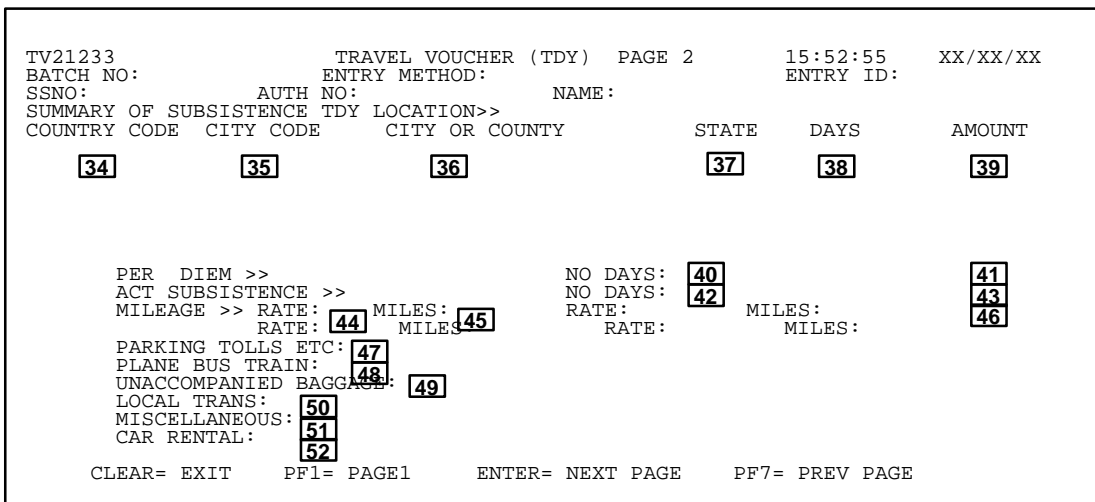


Figure 33. Screen TV21233, Travel Voucher (TDY) Page 2

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Screen TV21236, Travel Voucher (TDY) Page 3 (Figure 34) is displayed.

All fields are system generated. The SSNO, Auth No, and Name from the previous screen are repeated. Following is a brief description of the other fields on the screen.

Claims (Cont.)

- 53 Total Claim.** The sum of all subsistence expenses.
- 54 Amount Applied To Advance.** The amount of the total claim that was applied to the traveler's outstanding travel advance balance.
- 55 Bill No.** The Bill For Collection number.
- 56 Amount Applied To Bill.** The amount of the total claim that was applied to an NFC Bill For Collection.
- 57 Additional Advance Repaid.** The amount submitted by the traveler to further reduce the outstanding travel advance balance.
- 58 Net To Traveler.** The amount of the total claim paid to the traveler.
- 59 Acctg Option.** The code, from the list below, for the accounting option selected.

- A Authorization accounting
- D Distributed accounting

60 Purpose. The code, from the list below, for the purpose of travel.

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

61 Accounting Classification. The accounting classification code charged for the relocation travel.

62 Percentage. The percentage of the expenditures from the voucher charged to the corresponding accounting classification code.

63 Claimant Date. The date the voucher was signed by the claimant.

64 Final Voucher. Indicates if this voucher is the final voucher for the authorization. If a Y is shown in this field, any remaining funds for the authorization were deobligated.

- Y Yes
- N No

65 Date Approved. The date the approving official approved the voucher.

```

TV21236          TRAVEL VOUCHER (TDY)  PAGE 3          15:53:01  XX/XX/XX
BATCH NO:      ENTRY METHOD:              ENTRY ID:
SSNO:          AUTH NO:                   NAME:
CLAIMS (CONT.) TOTAL CLAIM: 53
                AMOUNT APPLIED TO ADVANCE: 54
                AMOUNT APPLIED TO BILL: BILL NO: 55
                ADDITIONAL ADVANCE REPAID: 57
                NET TO TRAVELER: 58
ACCTG OPTION   PURPOSE                   ACCOUNTING CLASSIFICATION   PERCENTAGE
 59            60                        61                          62

CLAIMANT DATE: 63          FINAL VOUCHER: 64          THESE PERCENTAGES MUST EQUAL
APPROVING OFFICIAL      NAME: 66          DATE APPROVED: 65
TITLE: 67              AGY CD: 68  SSN: 69
CONTACT PERSON>> NAME>> 71          PHONE: 70
SCHEDULE >> NUMBER: 73          PHONE>> 72
                DATE: 74          AMOUNT: 75
ENTER= NEXT PAGE  CLEAR= EXIT  PF1= PAGE 1          PF7= PREV PAGE
  
```

Figure 34. Screen TV21236, Travel Voucher (TDY) Page 3

66 Approving Official Name. The approving official's name.

67 Title. The approving official's title.

68 Agy Cd. The approving official's agency code.

69 SSN. The approving official's social security number.

70 Phone. The approving official's telephone number including the area code.

71 Contact Person Name. The contact person's name.

72 Phone. The contact person's telephone number including the area code.

73 Schedule Number. The NFC schedule number that identifies when payment was processed.

74 Date. The date NFC scheduled (processed) the payment. (This is not the date the check or EFT payment was issued by the Department of the Treasury.)

75 Amount. The dollar amount paid on the voucher.

- To display the first page of this inquiry, press [PF1].
- To display the previous page of this inquiry, press [PF7].
- To display the next page of this inquiry, press [Enter].

Screen TV21239, Travel Voucher (TDY) Remarks Page 4 (**Figure 35**) is displayed. This screen is used to record remarks that are pertinent to the travel voucher.

76 Any remarks pertinent to the travel voucher.

Viewing A TDY Post Audit Travel Voucher

At Screen TV21230, Travel Voucher (TDY) Page 1 (**Figure 32**), after the selected travel voucher is displayed, press [PF5]. Screen TV21240, Post Audit Travel Voucher (TDY) (**Figure 36**) is displayed. This screen shows data for the travel voucher if it was selected for a post payment audit. If the voucher was not audited, the message *No Post Audit For This Voucher* is displayed instead of Screen TV21240.

All fields are system generated. The SSNO, Auth No, and Name from the previous screen are repeated. Following is a brief description of the other fields on the screen.

1 Voucher As Paid. The amount of the voucher as it was paid for each of the expenditures listed.

2 Voucher As Adj. The amount of the voucher as it was adjusted for each of the expenditures listed.

3 Difference. The difference between the amount of the voucher as paid and the amount of the voucher as adjusted for each of the expenditures listed.

Per Diem

4 Orig Days. The original number of per diem days claimed.

5 Adj Days. The adjusted number of per diem days.

```
TV21239          TRAVEL VOUCHER (TDY) REMARKS   PAGE 4   15:53:06   XX/XX/XX
BATCH NO:          ENTRY METHOD:
                                     ENTRY ID:

   76

** END OF DATA **
CLEAR= EXIT          PF1= PAGE 1          PF7= PREV
```

Figure 35. Screen TV21239, Travel Voucher (TDY) Remarks Page 4

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```

TV21240          POST AUDIT TRAVEL VOUCHER (TDY)          15:57:31  XX/XX/XX
BATCH NO:          ENTRY METHOD:          AUDIT ID:
STATUS: PD AS PRE STAT DATE:          AUDIT STATUS:      AUDIT DATE:
SSNO:              AUTH NO:
NAME:

                VOUCHER AS PAID      VOUCHER AS ADJ      DIFFERENCE
PER DIEM >>  ORIG DAYS:  [ 4 ]  ADJ DAYS:  [ 5 ]
ACT SUBS >>  ORIG DAYS:  [ 6 ]  ADJ DAYS:  [ 7 ]
MILAGE >>  ORIG MILES:  [ 8 ]  ADJ MILE:  [ 9 ]
PARKING TOLLS: [10]
PLANE BUS TRAIN: [11]
LOCAL TRANSPORTATION: [12]
MISCELLANEOUS ALLOWANCE: [13]
CAR RENTAL: [14]
TOTAL CLAIM PER VOUCHER: [15]

REASON CODES: [16]

                CLEAR= EXIT                      ENTER= RETURN TO VOUCHER
    
```

Figure 36. Screen 21240, Post Audit Travel Voucher (TDY)

Act Subs

- [6] **Orig Days.** The original number of actual subsistence days claimed.
- [7] **Adj Days.** The adjusted number of actual subsistence days.

Mileage

- [8] **Orig Miles.** The original number of miles claimed.
- [9] **Adj Mile.** The adjusted number of miles.
- [10] **Parking Tolls.** The combined expenditure for parking fees, tolls, etc.
- [11] **Plane Bus Train.** The transportation ticket expenditure.
- [12] **Local Transportation.** The cumulative local transportation expenditure for the entire trip.
- [13] **Miscellaneous Allowance.** The cumulative total expenditure for telephone calls, supplies, etc.

[14] **Car Rental.** The total expenditure for car rental.

[15] **Total Claim Per Voucher.** The sum of all expenditures.

[16] **Reason Codes.** The reason for the audit.

- To return to the voucher, press [Enter].

Viewing A TDY Voucher Difference Statement

At Screen TV21230, Travel Voucher (TDY) Page 1 (Figure 32), after the selected travel voucher is displayed, press [PF12]. Screen TV21245, Voucher Difference Statement (Figure 37) is displayed.

All fields are system generated. The Auth No, SSN, and Name from the previous screen are repeated. Following is a brief description of the other fields on the screen.

[1] **Amount Of Total Claim Per Voucher.** The total amount claimed on the voucher before it was adjusted.

```

TV21245          VOUCHER DIFFERENCE STATEMENT: (TDY)          16:02:08  XX/XX/XX
AUTH NO:          SSN:              NAME:
AMOUNT OF TOTAL CLAIM PER VOUCHER: [ 1 ]
                [ 2 ]
Amount of Total Claim as Adjusted [ 3 ]
Amount Applied to Advance [ 4 ]
Amount Applied to Bill [ 5 ]
No. [ 6 ]
Net to Traveler as Adjusted [ 7 ]

DC903305 END OF DATA
CLEAR = EXIT          PF1 = PAGE 1          PF7 = PREV          ENTER = NEXT PAGE          *
    
```

Figure 37. Screen TV21245, Voucher Difference Statement (TDY)

2 (Reason). The reason the voucher was adjusted is explained in the space immediately under Amount Of Total Claim Per Voucher.

3 Amount Of Total Claim As Adjusted. The total amount claimed on the voucher after it was adjusted.

4 Amount Applied To Advance. The amount applied to the outstanding advance balance.

5 Amount Applied To Bill. The amount of the total claim applied to an NFC Bill For Collection.

6 No. The Bill For Collection number.

7 Net To Traveler As Adjusted. The adjusted total paid to the traveler.

- To display the first page of this inquiry, press [PF1].
- To display the previous page of this inquiry, press [PF7].

Travel Voucher (Reloc) (Task 72)

Travel Voucher (Reloc) is Task 72 on the Inquiry Menu Screen and press [Enter]. Screen TV21210, Travel Voucher (Relocation) Page 1 (Figure 38) is displayed with the cursor at the SSN field. **Note:** The relocation travel voucher record can also be accessed by pressing [F3] from Screen TV21400 for the selected authorization record.

To select this task, key in **72** at the Inquiry Menu Screen and press [Enter]. Screen TV21210, Travel Voucher (Relocation) Page 1 (Figure 38) is displayed with the cursor at the SSN field. **Note:** The relocation travel voucher record can also be accessed by pressing [F3] from Screen TV21400 for the selected authorization record.

All fields are system generated from the data keyed in for the SSNO and Auth No. fields. Following is a brief description of each field.

- 1 Voucher Seq No.** This number identifies the voucher in relation to other vouchers processed against the authorization.
 - 2 SSNO.** Key in the traveler's social security number.
 - 3 Auth No.** Key in the travel authorization number assigned by the agency.
- Press [Enter]. The data for the selected authorization and social security number is displayed.
- 4 New Station Date.** The date the traveler reported to the new duty station.
 - 5 Name.** The traveler's name.
 - 6 Agency OON.** The originating office number for the location responsible for preparing and submitting the voucher to NFC.
 - 7 Leave Ind.** Indicates if leave was taken.

Y Yes
N No

- 8 Trvlr OON.** The originating office number for the traveler.
- 9 Duty Stn.** The traveler's duty station.
- 10 Empl Agency.** The traveler's employing agency code.
- 11 Type Travel.** The code, from the list below, for the type of travel authorized.

HH Househunting
TS Transfer of Station
RC Relocation Contract
RI RIT
RT Return Travel
FT Foreign Transfer
SR Supplemental RIT
OT Outside CONUS Transfer of Station

- 12 Resident.** The traveler's resident city and state.
- 13 Reclaim Amount.** The amount suspended from a previous voucher that was reclaimed.
- 14 Travel From.** The beginning date of travel in *MMDDYY* sequence.
- 15 Thru.** The ending date of travel in *MMDDYY* sequence.
- 16 Total Nights Lodging.** The total number of nights lodging (for Type DM travel only).

```

TV21210          TRAVEL VOUCHER (RELOCATION)  PAGE 1          16:02:55  XX/XX/XX
BATCH NO:          ENTRY METHOD:          ENTRY ID:
STATUS: PD AS PRE  STATUS DATE:          VOUCH SEQ NO: 1
SSNO: 2           AUTH NO: 3           NEW STATION DATE: 4
NAME: 5           AGENCY OON: 6           LEAVE IND: 7
TRVLR OON: 8     DUTY STN: 9           EMPL AGENCY: 10
TYPE TRAVEL: 11  RESIDENT: 12        RECLAIM AMOUNT: 13
TRAVEL FROM: 14  THRU: 15           TOTAL NIGHTS LODGING: 16
CHECK MAILING ADDRESS: 17  NO NIGHTS IN APPROVED ACCOMMODATIONS: 17
ADDRESS: 18      ADDRESS OPTION: 19
CITY: 20
METH OF PAYMT: 21  ID NUMBER: 22  ST: 22  ZIP CODE: 23
VENDOR: 25        CAR RENTAL: 27  MILES: 28  DAYS: 28  AMOUNT: 29
                24
EXCESS FARE: 30  NON CONTRACT AIR: 31  TOTAL 32
CLEAR= EXIT      PF1= MAIN MENU      PF8= NEXT VOUCH
ENTER= NEXT PAGE PF3= VOUCH SUMM  PF7= PREV VOUCH  PF12= DIFF STMT
    
```

Figure 38. Screen 21210, Travel Voucher (Reloc) Page 1

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17 No Nights In Approved Accommodations. 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.

18 Check Mailing Address. The address to which the travel voucher payment was sent. **Note:** If a special address is used, a full address will be shown in the address fields described below. If the payment was routed to an EFT account, the code used to identify the EFT account will be shown.

19 Address Option. The code, from the list below, which indicates where the voucher payment was sent.

<i>CK</i>	Salary address
<i>TA</i>	T&A contact point address
<i>SP</i>	Special address
<i>FG</i>	Foreign address
<i>ET</i>	Travel EFT account

20 Address. Any additional address information.

21 City. The city where the payment was mailed.

22 St. The state where the payment was mailed.

23 ZIP Code. The ZIP Code where the payment was mailed.

24 Meth Of Paymt. The code, from the list below, for transportation method of purchase.

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

25 Vendor. The vendor/carrier name code.

26 ID Number. The identification number for the rental car or transportation tickets.

27 Car Rental Miles. The total miles driven in the rental car.

28 Days. The whole days that the rental car was used by the traveler.

29 Amount. The cost of the transportation tickets or the amount spent to rent a commercial vehicle.

30 Excess Fare. Indicates if higher cost transportation was used.

<i>Y</i>	Yes
<i>N</i>	No

31 Non-Contract Air. The code, from the list below, for why a non-contract airline was used.

<i>1</i>	Space not available on contract airline
<i>2</i>	Schedule of flights on contract airline inconsistent with Government policy
<i>3</i>	Cost comparison substantiates use of non-contract airline

32 Total. The sum of all transportation costs. (This field corresponds to Block 24 of the Form AD-616R, Travel Voucher (Relocation).)

- To display the TRVL Inquiry Menu Screen, press [PF1].
- To display the voucher summary , press [PF3].
- To display the previous voucher, press [PF7].
- To display the next voucher, press [PF8].
- To display the voucher difference statement, press [PF12].
- To display the next page of this inquiry, press [Enter].

Screen TV21215, Travel Voucher (Relocation) Page 3 (**Figure 39**) is displayed.

All fields are system generated. The SSNO, Auth No, and Name from the previous screen are repeated. Following is a brief description of the other fields on the screen.

33 Sales Price Former Residence. The sales price of the residence at the old official duty station.

34 Purchase Price Of New Residence. The purchase price of the residence at the new official duty station.

Reloc Company Exp

35 Appraised. The fee paid to the relocation firm for purchasing the employee's residence at the old duty station as an Appraised Value Sale.

36 Amended. The fee paid to the relocation firm for purchasing the employee's residence at the old duty station as an Amended Value Sale.

```

TV21215          TRAVEL VOUCHER (RELOCATION)  PAGE 3          16:03:05  XX/XX/XX
BATCH NO:                SUMMARY OF CLAIMS          ENTRY ID:
ENTRY METHOD:
SSNO:                    AUTH NO:                    NAME:
SALES PRICE FORMER RESIDENCE: [33]                PURCH PRICE OF NEW RESIDENCE: [34]
RELOC COMPANY EXP >> APPRAISED: [35]              AMENDED: [36]                  CANCEL: [37]
REAL ESTATE EXP >> SALE: [38]                      PURCH: [39]                    LEASE: [40]
PER DIEM >> NO. DAYS: [41]                          NO. OF TRAVELERS: [43]        LODGING & IE [42]
MILEAGE >> RATE: [45] MILES: [46]                   RATE:                          MILES: [44]
PARKING, TOLLS, ETC: [48]                          MILES:                          MILES: [47]
PLANE BUS TRAIN: [49]
UNACCOMPANIED BAGGAGE: [50]
LOCAL TRANSPORTATION: [51]
MISCELLANEOUS: [52]
CAR RENTAL: [53]
SHIPMENT OF HOUSEHOLD GOODS >> WEIGHT: [54]        DAYS: [56]                    1ST 30 DAYS: [57]
STORAGE OF HOUSEHOLD GOODS >> WEIGHT: [55]        OVER 30 DAYS: [58]
TEMP QTRS OVER >> NO. DAYS: [59]                   NO. OCCUPANTS: [60]          RIT ALLOWANCE: [61]
CLEAR = EXIT    PF1 = PAGE 1    ENTER = NEXT PAGE    PF7 = PREV PAGE
    
```

Figure 39. Screen TV21215, Travel Voucher (Reloc) Page 3

[37] Cancel. The sum of any justifiable fees reimbursed to the relocation firm after the relocation contract has been cancelled.

Real Estate Exp

[38] Sale. The total amount of the real estate expenses incurred in connection with the sale of the residence at the old official duty station.

[39] Purch. The total amount of the real estate expenses incurred in connection with the purchase of the residence at the new official duty station.

[40] Lease. The amount paid by the employee to terminate a lease at the old official duty station.

Per Diem

[41] No Days. The total number of per diem days claimed.

[42] Lodging & IE. The amount of lodging and incidental expenses claimed.

[43] No. of Travelers. The total number of travelers.

[44] Meals. The expense amount claimed for meals.

Mileage

[45] Rate. The applicable mileage rate.

[46] Miles. The number of miles claimed at the corresponding rate.

[47] (Amount). The cumulative total reimbursed to the traveler for mileage.

[48] Parking, Tolls, Etc. The total expenses reimbursed to the traveler for parking, tolls, etc.

[49] Plane Bus Train. The transportation tickets expense reimbursed to the traveler.

[50] Unaccompanied Baggage. The unaccompanied baggage expense reimbursed to the traveler.

[51] Local Transportation. The local transportation expense reimbursed to the traveler for the entire trip.

[52] Miscellaneous. The total miscellaneous allowance expense.

[53] Car Rental. The total rental car expense.

Shipment of Household Goods

[54] Weight. The total weight of the household goods shipped.

Storage of Household Goods

[55] Weight. The total weight of the household goods that were stored for the first 30 days.

[56] Days. The total number of days claimed for storage of household goods.

[57] 1st 30 Days. The amount reimbursed to the traveler for the first 30 days of household goods storage expenses.

[58] Over 30 Days. The amount reimbursed to the traveler for storage of household goods over 30 days.

Temp Qtrs

[59] No. Days. The number of days for which the traveler was reimbursed for temporary quarters occupancy.

[60] No. Occupants. The number of occupants of the temporary quarters.

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61 (Temporary Quarters Amount). The total amount reimbursed to the traveler for temporary quarters occupancy.

62 RIT Allowance. The total relocation income tax allowance amount.

- To display the first page of this inquiry, press [PF1].
- To display the previous page of this inquiry, press [PF7].
- To display the next page of this inquiry, press [Enter].

Screen TV21216, Travel Voucher (Relocation) Page 4 (Figure 40) is displayed.

All fields are system generated. The SSNO, Auth No, and Name from the previous screen are repeated. Following is a brief description of the other fields on the screen.

63 Total Claim. The sum of all expenses claimed on the travel voucher.

64 Amount Applied To Advance. The amount of the total claim applied to the outstanding travel advance balance.

65 Amount Applied To Bill. The amount of the total claim applied to an NFC Bill For Collection.

66 Bill No. The number of the Bill For Collection.

67 Additional Advance Repaid. The amount remitted to further reduce the outstanding travel advance balance.

68 Federal Tax. The amount of Federal taxes withheld from the payment of the voucher.

69 State Tax State Code. The code which identifies the state for which taxes are withheld from the payment of the voucher.

70 State Tax (Amount). The amount of state taxes withheld from the payment of the voucher.

71 FICA. The Federal Insurance Contributions Act (FICA) amount withheld from the payment of the voucher.

72 HITS. The amount of the Hospital Insurance Tax (HITS) withheld from the payment of the voucher.

73 WTA Amount. The amount of the Withholding Tax Allowance (WTA) applicable to this voucher.

74 Net To Traveler. The total claim amount **minus** the amount applied to the advance, the amount applied to the bill, additional advance repaid, Federal tax, state tax, FICA, and HITS, **plus** the WTA amount.

75 Total Travel Allowance Payable. The sum of the total claim plus, the WTA amount.

76 Taxable Amount Of 3. The amount of Total Travel Allowance Payable subject to taxes.

77 Nontaxable Amount Of 3. The amount of Total Travel Allowance Payable not subject to taxes.

- To display the first page of this inquiry, press [PF1].
- To display the previous page of this inquiry, press [PF7].
- To display the next page of this inquiry, press [Enter].

```

TV21216          TRAVEL VOUCHER (RELOCATION)  PAGE 4          16:03:10  XX/XX?XX
BATCH NO:          ENTRY METHOD:          ENTRY ID:

SSNO:             AUTH NO:             NAME:

1.  TOTAL CLAIM: 63
    (A) LESS (-): AMOUNT APPLIED TO ADVANCE 64
                  AMOUNT APPLIED TO BILL   65
                  BILL NO: 66
                  ADDITIONAL ADVANCE REPAID 67
                  FEDERAL TAX 68
                  STATE TAX  STATE CODE: 22 69
                  FICA 71
                  HITS 72
    (B) PLUS (+): WTA AMOUNT 73

2.  NET TO TRAVELER: {1-(A)+(B)} 74
3.  TOTAL TRAVEL ALLOWANCE PAYABLE: {1+(B)} 75
4.  TAXABLE AMOUNT OF 3: 76
5.  NONTAXABLE AMOUNT OF 3: 77

CLEAR= EXIT      PF1= PAGE 1          ENTER= NEXT PAGE      PF7= PREV PAGE
  
```

Figure 40. Screen TV21216, Travel Voucher (Reloc) Page 4

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Screen TV21217, Travel Voucher (Relocation) Page 5 (Figure 41) is displayed.

Y Yes
N No

The fields are system generated. The SSNO, Auth No, and Name from the previous screen are repeated. Following is a brief description of the other fields on the screen.

78 Acctg Option. The code, from the list below, for the accounting option selected.

A Authorization accounting
D Distributed accounting

79 Purpose. The code, from the list below, for the purpose of travel.

6 Relocation
12 First post of duty

80 Accounting Classification. The accounting classification code charged for the travel expenses.

81 Percentage. The percentage of the expenditures from the voucher charged to the corresponding accounting classification code.

82 Claimant Date. The date the voucher was signed by the claimant.

83 Final Voucher. Indicates if this voucher is the final voucher for the authorization. If a Y is shown in this field, any remaining funds for the authorization were deobligated.

84 Approving Official SSN. The social security number of the approving official.

85 Name. The approving official's name.

86 Title. The approving official's title.

87 Agency Code. The agency code of the approving official.

88 Phone Area Code & No. The approving official's area code and telephone number.

89 Contact Person Name. The name of the contact person.

90 Phone Area Code & No. The area code and telephone number of the contact person.

91 Schedule Number. The NFC schedule number that identifies when payment was processed.

92 Date. The date NFC scheduled (processed) the payment. (This is not the date the check or EFT payment was issued by the Department of the Treasury.)

93 Amount. The amount scheduled for payment.

- To display the first page of this inquiry, press [PF1].
- To display the previous page of this inquiry, press [PF7].

```

TV21217          TRAVEL VOUCHER (RELOCATION)  PAGE 5          16:03:24  XX/XX/XX
BATCH NO:          ENTRY METHOD:          ENTRY ID:

SSNO:              AUTH NO:              NAME:
ACCTG OPTION       PURPOSE              ACCOUNTING CLASSIFICATION       PERCENTAGE
 78                79                80                81

CLAIMANT DATE: 82    FINAL VOUCHER: 83    THESE PERCENTAGES MUST EQUAL 100 PCT
APPROVING OFFICIAL >> SSN: 84
NAME >> 85
AGENCY CODE: 87    TITLE: 86
CONTACT PERSON >> NAME>> 89    PHONE >> AREA CODE & NO: 88
PHONE >> AREA CODE & NO: 90
SCHEDULE >> NUMBER: 91    DATE: 92    AMOUNT: 93

DC903499 ** END OF DATA **
CLEAR = EXIT    PF1 = PAGE 1          PF7 = PREV PAGE
    
```

Figure 41. Screen 21217, Travel Voucher (Reloc) Page 5

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Viewing A Relocation Voucher Difference Statement

At Screen TV21210, Travel Voucher (Relocation) Page 1 (Figure 38), after the selected relocation travel voucher is displayed, press [PF12]. Screen TV21245, Voucher Difference Statement (Reloc) (Figure 42) is displayed. This screen is used for viewing adjustments or suspensions made to amounts claimed on a travel voucher for relocation travel. If the voucher has not been adjusted the message *No voucher difference statement for this voucher* appears at the bottom of Screen TV21210.

The fields are system generated. The Auth No, SSN, and Name from the previous screen are repeated. Following is a brief description of the other fields on the screen.

1 Amount Of Total Claim Per Voucher. The total amount claimed on the voucher before it was adjusted.

2 (Reason). The reason why the voucher was adjusted.

3 Amount Of Total Claim As Adjusted. The total amount claimed on the voucher after it was adjusted.

4 WTA Per Adjusted Computation. The adjustment to the voucher that resulted from the recalculated WTA (Withholding Tax Allowance) computation.

5 Amount Applied To Advance. The amount from the voucher payment which was applied to the outstanding travel advance balance.

6 Amount Applied To Taxes. The amount from the voucher payment which was applied to the traveler's taxes.

7 Amount Applied To Bill. The amount from the voucher payment which was applied to the outstanding bill for collection balance.

8 No. The Bill For Collection number.

9 Net To Traveler As Adjusted. The adjusted total paid to the traveler.

- To display the first page of this inquiry, press [PF1].

- To display the previous page of this inquiry, press [PF7].

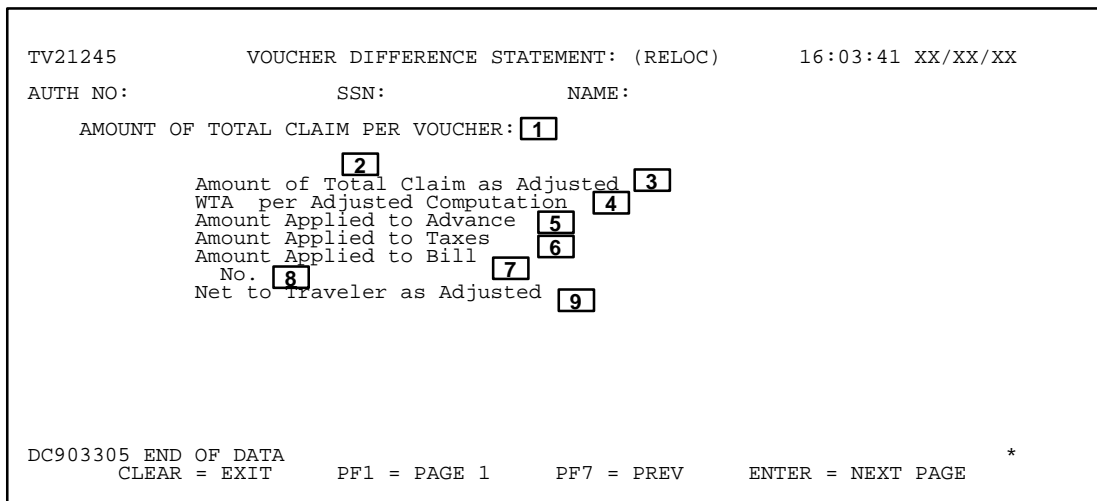


Figure 42. Screen TV21245, Voucher Difference Statement (Reloc)

3rd Party Costs (TDY) (Task 73)

3rd Party Transportation Costs (TDY) is Task 73 on the Inquiry Menu Screen (Figure 5). This task is used to view payment data for temporary duty travel transportation costs paid through the Transportation System and GVTS.

To select this task, key in **73** at the Inquiry Menu Screen and press [Enter]. Screen TV21610, Third Party Transportation Costs (TDY) (Figure 43) is displayed with the cursor at the SSN field.

The fields are system generated from the Auth No and SSN fields. Following is a brief description of the fields on the screen.

- 1** **Auth No.** Key in the travel authorization number assigned by the agency.
 - 2** **SSN.** Key in the traveler's social security number.
- Press [Enter]. The data for the selected authorization and social security number is displayed.
- 3** **Name.** The traveler's name.
 - 4** **System.** The system used to purchase the transportation tickets.
 - 5** **Ident Number.** The identification number from the transportation expenses.

6 **Schedule No.** The NFC schedule number that identifies when payment was processed.

7 **Schedule Date.** The date NFC scheduled (processed) the payment. (This is not the date the check or EFT payment was issued by the Department of the Treasury.)

8 **Purpose.** The purpose of travel code.

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

9 **Amount.** The dollar amount of each ticket.

10 **Total Transportation.** The total cost of transportation tickets.

- To display the Inquiry Menu Screen, press [PF1].

```

TV21610          THIRD PARTY TRANSPORTATION COSTS (TDY)          16:33:18 XX/XX/XX

AUTH NO:  1          SSN:  2          NAME:  3
SYSTEM    IDENT NUMBER  SCHEDULE NO  SCHEDULE DATE  PURPOSE      AMOUNT
  4          5          6          7          8          9

TOTAL TRANSPORTATION: 10

END OF DATA

CLEAR = EXIT  PF1 = MAIN MENU
    
```

Figure 43. Screen TV21610, Third Party Transportation Costs (TDY)

3rd Party Costs (Reloc) (Task 74)

3rd Party Transportation Costs (Reloc) is Task 74 on the Inquiry Menu Screen (Figure 5). It is used to view payment data for relocation travel and transportation costs paid through the Transportation System and GVTS.

To select this task, key in **74** at the Inquiry Menu Screen and press [Enter]. Screen TV21600, Third Party Transportation Costs (Relo) (Figure 44) is displayed with the cursor at the Auth No field.

The fields are system generated from the Auth No and SSN fields. Following is a brief description of each field on the screen.

- 1 Auth No.** Key in the travel authorization number assigned by the agency.
- 2 SSN.** Key in the traveler's social security number.
Press [Enter]. The data for the selected authorization and social security number is displayed.
- 3 Name.** The traveler's name.
- 4 System.** The system used to pay transportation costs related to relocation travel.
- 5 Ident No.** The identification number from the transportation expenses.
- 6 Sched No.** The NFC schedule number that identifies when payment was processed for the corresponding expenditure.
- 7 Weight.** The weight of the household goods shipped.

8 Days. The number of days authorized for the corresponding expenditure.

9 Amount. The dollar amount of the corresponding expenditure.

10 Househunting Trip. Indicates if a househunting trip was authorized.

Y Yes
N No

11 Relocation Travel. Indicates if relocation travel was authorized.

Y Yes
N No

12 Shipment Household Goods. The sum of all household goods shipment expenses.

13 Storage Household Goods 1st 30. The amount of storage charges claimed for the first 30-day period of storage.

14 Storage Household Goods Over 30. The amount of storage charges claimed for all remaining days in the storage period beyond the first 30 day period of storage.

15 Non-Temporary Storage. Indicates that the storage of the household goods was non-temporary.

Y Yes
N No

16 Mobile Home. The expenses associated with the shipment of a mobile home.

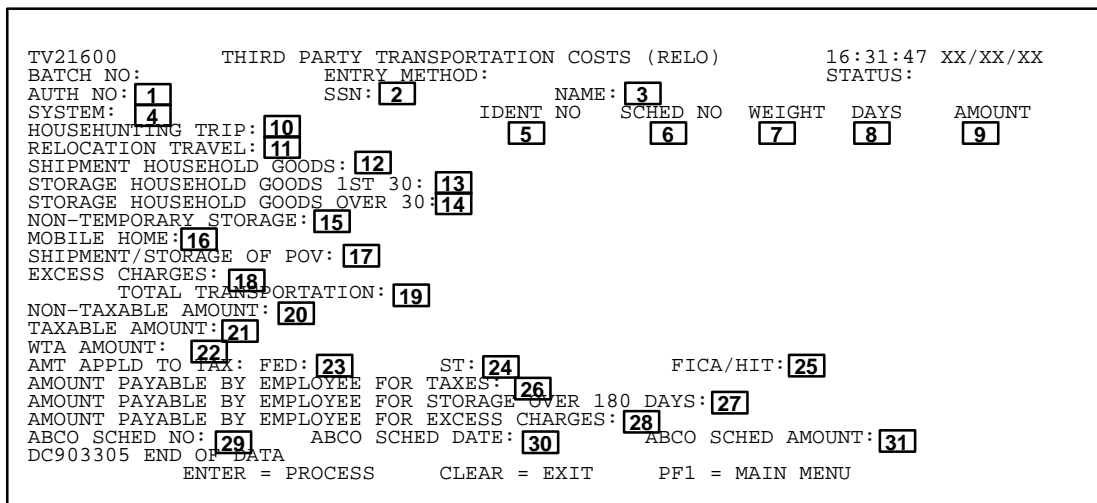


Figure 44. Screen TV21600, Third Party Transportation Costs (Relo)

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17 **Shipment/Storage Of POV.** The expenses associated with shipping and storing a POV.

18 **Excess Charges.** The expenses incurred above the normal charges for the shipment and storage of household goods.

19 **Total Transportation.** The total of all transportation expenses.

20 **Non-Taxable Amount.** The amount of transportation expenses not subject to taxes.

21 **Taxable Amount.** The amount of transportation expenses subject to taxes.

22 **WTA Amount.** The amount of the WTA.

Amt Appld To Tax

23 **Fed.** The amount applied to Federal taxes.

24 **St.** The amount applied to state taxes.

25 **FICA/HIT.** The amount applied to FICA/HIT taxes.

26 **Amount Payable By Employee For Taxes.** The amount of the taxes for which the employee is responsible.

27 **Amount Payable By Employee For Storage Over 180 Days.** The amount of the storage over 180 days for which the employee is responsible.

28 **Amount Payable By Employee For Excess Charges.** The amount of the excess charges for which the employee is responsible.

29 **ABCO Sched No.** The Administrative Billings and Collections schedule number.

30 **ABCO Sched Date.** The Administrative Billings and Collections schedule date.

31 **ABCO Sched Amount.** The Administrative Billings and Collections schedule amount.

- To display the Inquiry Menu Screen, press [PF1].

Travel Advance History (Task 75)

Travel Advance History is Task 75 on the Inquiry Menu Screen (Figure 5). It is used to view a summary of the travel advance history.

To select this task, key in 75 at the Inquiry Menu Screen and press [Enter]. Screen TV21100, Travel Advance History (Figure 45) is displayed with the cursor at the SSN field.

The fields are system generated from the SSN. Following is a brief description of each field on the screen.

- 1** **SSN.** Key in the traveler's social security number and press [Enter]. The data for the selected SSN is displayed.
- 2** **Name.** The traveler's name.
- 3** **Empl Ag.** The traveler's employing agency.
- 4** **Ag.** The paying agency code.
- 5** **Status.** The status of the document.
- 6** **Status Date.** The status date of the document.
- 7** **Auth No.** The travel authorization number assigned by the agency
- 8** **Request Date.** The advance request date.
- 9** **Beg/End Travel.** The beginning and ending dates of travel in *MMDDYY* sequence.
- 10** **Btch No/Ent Mth.** The batch number and entry method code, from the list below, for the authorization document on which the advance was requested.

- I** NFC TRVL in-house entry
- R** Travel Online remote entry

- T** PC-TRVL transmission
- X** NFC TVCH entry (old Travel System)

- 11** **Amt Applied For.** The advance amount requested.
- 12** **Method Of Pymt.** The method of advance payment.
- 13** **Address Option.** The address option.
 - CK** Salary address
 - TA** T&A contact point address
 - SP** Special address
 - FG** Foreign address
 - IF** Imprest fund
 - ET** Travel EFT account
- 14** **Schedule Amt.** The amount of the advance scheduled for payment.
- 15** **NFC/Trea Sch No.** The NFC schedule number that identifies when payment was processed for the corresponding expenditure.
- 16** **NFC Schd Date.** The date NFC scheduled (processed) the payment. (This is not the date the check or EFT payment was issued by the Department of the Treasury.)
- 17** **Impr Cash SSN.** Imprest Fund cashier's social security number.
- 18** **Current Advance Balance.** The current advance balance.
 - To view the remaining Advance history, press [Enter].
 - To display the Inquiry Menu Screen, press [PF1].
 - To display the deleted travel document history, press [PF5].
 - To display the previous record, press [PF7].

TV21100	TRAVEL ADVANCE HISTORY	16:34:14	XX/XX/XX
SSN: 1	NAME: 2	EMPL AG: 3	
AG: 4			
STATUS: 5			
STATUS DATE: 6			
AUTH NO: 7			
REQUEST DATE: 8			
BEG/END TRAVEL: 9			
BTCH NO/ENT MTH: 10			
AMT APPLIED FOR: 11			
METHOD OF PYMT: 12			
ADDRESS OPTION: 13			
SCHEDULE AMT: 14			
NFC/TREA SCH NO: 15			
NFC SCHD DATE: 16			
IMPR CASH SSN: 17			
CURRENT ADVANCE BALANCE: 18	.00		
DC903301 SSNO NOT FOUND			
ENTER=PROCESS CLEAR=EXIT PF1=MAIN MENU PF5=DEL HIST F7=PREV *			

Figure 45. Screen TV21100, Travel Advance History

Travel Voucher History (Task 76)

Travel Voucher History is Task 76 on the Inquiry Menu Screen (Figure 5). It is used to view a summary of the travel voucher history.

To select this task, key in **76** at the Inquiry Menu Screen and press [Enter]. Screen TV21200, Travel Voucher History (Figure 46) is displayed with the cursor at the SSN field.

The fields are system generated from the SSN. Following is a brief description of each field on the screen.

- 1** **SSN.** Key in the traveler's social security number and press [Enter]. The data for the selected SSN is displayed.
- 2** **Name.** The traveler's name.
- 3** **Empl Ag.** The traveler's employing agency code.
- 4** **Ag/Voucher Recvd.** The paying agency code and the date that a document selected for post payment audit was received.
- 5** **Status/Audit.** The current status of the document, including if it is being audited.
- 6** **Stat/Aud Date.** The date the voucher was selected for audit or, if it was not audited, the date the voucher was paid.
- 7** **Beg/End Travel.** The beginning and ending dates of travel in *MMDDYY* sequence.

8 **Btch No/Ent Meth.** The batch number and entry method code, from the list below, for the authorization document on which the advance was requested.

- I** NFC TRVL in-house entry
- R** Travel Online remote entry
- T** PC-TRVL transmission
- X** NFC TVCH entry (old Travel System)

9 **Auth No.** The travel authorization number assigned by the agency.

10 **Type Claim.** The type of claim.

11 **Claim Submitted.** The amount of the claim submitted.

12 **Claim Adjusted.** The amount of the adjustment to the claim.

13 **Total Claim Pd.** The total amount paid on the claim, after any adjustments.

14 **Amt Of WTA.** The amount of the WTA.

15 **Amt Appl Adv.** The amount applied to the outstanding advance balance.

16 **Amt Appl Bill.** The amount applied to a Bill for Collection.

17 **Amt Appl Tax.** The amount applied to the taxes, for which the employee is responsible, from the voucher payment.

18 **Net To Traveler.** The net amount paid to the traveler.

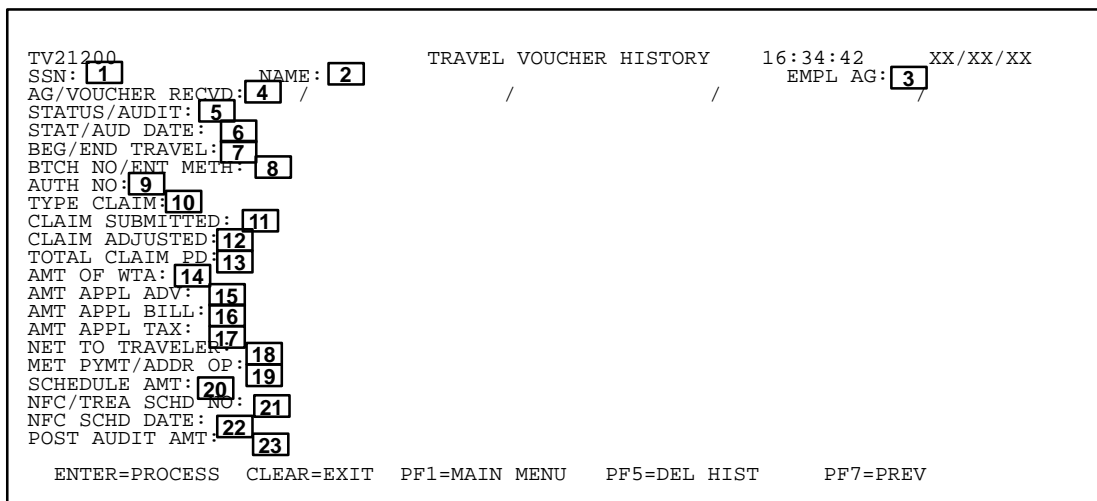


Figure 46. Screen TV21200, Travel Voucher History

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19 Met Pymt/Addr Op. The method of the voucher payment and the code, from the list below, for the address option to which the voucher payment was sent.

<i>CK</i>	Salary address
<i>TA</i>	T&A contact point address
<i>SP</i>	Special address
<i>FG</i>	Foreign address
<i>ET</i>	Travel EFT account

20 Schedule Amt. The amount of the voucher scheduled for payment.

21 NFC/Trea Schd No. The NFC schedule number and the Treasury schedule number that identifies when payment was processed for the corresponding expenditure.

22 NFC Schd Date. The date NFC scheduled (processed) the payment. (This is not the date the check or EFT payment was issued by the Department of the Treasury.)

23 Post Audit Amt. The amount of the voucher after adjustments made to the total as a result of a post payment audit.

- To view remaining voucher history, press [Enter].
- To display the Inquiry Menu Screen, press [PF1].
- To display the deleted travel document history, press [PF5].
- To display the previous page of this inquiry, press [PF7].

YTD Relocation Summary (Task 77)

YTD Relocation Summary is Task 77 on the Inquiry Menu Screen (Figure 5). This task is used to view year-to-date data for relocation travel expenses reimbursed to the traveler, including taxable and nontaxable amounts.

To select this task, key in 77 at the Inquiry Menu Screen and press [Enter]. Screen TV21310, Year To Date Relocation Summary (Figure 47) is displayed with the cursor at the Year field.

The fields are system generated from the tax year and SSN. Following is a brief description of each field on the screen.

- 1** **Year.** Key in the last two digits of the tax year for which the inquiry is being made.
 - 2** **SSN.** Key in the traveler's social security number.
- Press [Enter]. The data for the selected tax year and SSN is displayed.
- 3** **Name.** The traveler's name.
 - 4** **Ag.** The traveler's agency code.
 - 5** **Orig No.** The traveler's originating office number.
 - 6** **Date New Stn.** The date the traveler reported to the new official duty station.
 - 7** **Days.** The number of days paid to the traveler for the corresponding expense.
 - 8** **Amount Paid To Employee.** The dollar amount paid to the traveler for the corresponding expense.

- 9** **Amount Paid 3rd Party.** The dollar amount paid to a third party through the transportation system on behalf of the traveler for the corresponding expense.
- 10** **Non Taxable.** The dollar amount of the corresponding expense which is not subject to taxes.
- 11** **Taxable.** The dollar amount of the corresponding expense which is subject to taxes.
- 12** **Shipment & Temp Storage Of Hhgs.** The dollar amount of the expenses for the shipment and temporary storage of household goods.
- 13** **GBL Number.** The Government Bill of Lading number.
- 14** **Travel Between Duty Stations.** The amount paid for travel between duty stations.
- 15** **Meals Between Duty Stations.** The amount paid for the cost of meals between duty stations.
- 16** **Househunting Travel.** The total cost of househunting travel expenses.
- 17** **Temporary Quarters Total Days.** The total temporary quarters expenses.
- 18** **Resident Sale/Purchase/Lease.** The total expenses for real estate transactions involving the sale or purchase of the traveler's primary residence or termination of the traveler's lease.
- 19** **Temporary Quarters Over 30 Days.** The total expenses for temporary quarters over 30 days.

TV21310		YEAR TO DATE RELOCATION SUMMARY			XX/XX/XX 16:34:59	
YEAR: 1	SSN: 2	NAME: 3				
AG: 4	ORIG NO: 5	DATE NEW STN: 6				
		AMOUNT PAID TO EMPLOYEE	AMOUNT PAID 3RD PARTY	NON TAXABLE	TAXABLE	
SHIPMENT & TEMP STORAGE OF HHGS	DAYS	8	9	10	11	
GBL NUMBER: 13						
TRAVEL BETWEEN DUTY STATIONS: 14						
MEALS BETWEEN DUTY STATIONS: 15						
HOUSEHUNTING TRAVEL: 16						
TEMPORARY QUARTERS TOTAL DAYS: 17						
RESIDENT SALE/PURCHASE/LEASE: 18						
TEMPORARY QUARTERS OVER 30 DAYS: 19						
NON-TEMP STORAGE OF GOODS: 20						
SHIPMENT/STORAGE OF POV: 21						
MISCELLANEOUS ALLOWANCE: 22						
RELOCATION INCOME TAX ALLOWANCE: 23						
TOTAL MOVING ALLOWANCE: 24						
RELOCATION SERVICE COMPANY EXPENSE: 25						
WITHHOLDING TAX ALLOWANCE: 26						
ENTER TAX YEAR AND SSNO, THEN PRESS ENTER.						
ENTER= PROCESS			CLEAR= EXIT		PF1= MAIN MENU	

Figure 47. Screen TV21310, Year To Date Relocation Summary

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20 Non-Temp Storage Of Goods. The total expenses for storing goods on a non-temporary basis.

21 Shipment/Storage Of POV. The total expenses for shipping and storing a POV.

22 Miscellaneous Allowance. The total miscellaneous allowance expenses.

23 Relocation Income Tax Allowance. The total relocation income tax allowance.

24 Total Moving Allowance. The total of all moving related allowances.

25 Relocation Service Company Expense. The total of all fees paid to a relocation service company.

26 Withholding Tax Allowance. The total withholding tax allowance.

- To display the Inquiry Menu Screen, press [PF1].

Relocation Summary By Authorization
(Task 78)

Relocation Summary By Authorization is Task 78 on the Inquiry Menu Screen (Figure 5). It is used to view relocation summary data by authorization number.

To select this task, key in 78 at the Inquiry Menu Screen and press [Enter]. Screen TV21320, Relocation Summary By Authorization (Figure 48) is displayed with the cursor at the Auth No field.

The fields are system generated from the Auth No and SSN. Following is a brief description of each field on the screen.

- 1** **Auth No.** Key in the travel authorization number assigned by the agency.
 - 2** **SSN.** Key in the traveler's social security number.
- Press [Enter]. The data for the selected authorization and social security number is displayed.
- 3** **Name.** The traveler's name.
 - 4** **Ag.** The traveler's agency code.
 - 5** **Orig No.** The traveler's originating office number.
 - 6** **Date New Stn.** The date the traveler reported to the new official duty station.
 - 7** **Days.** The number of days paid to the traveler for the corresponding expense.
 - 8** **Amount Paid To Employee.** The dollar amount paid to the traveler for the corresponding expense.

- 9** **Amount Paid 3rd Party.** The dollar amount paid to a third party through the transportation system on behalf of the traveler for the corresponding expense.
- 10** **Non Taxable.** The dollar amount of the corresponding expense which is not subject to taxes.
- 11** **Taxable.** The dollar amount of the corresponding expense which is subject to taxes.
- 12** **Shipment & Temp Storage Of Hhgs.** The total amount paid for shipment and temporary storage of household goods expenses.
- 13** **GBL Number.** The Government Bill of Lading number.
- 14** **Travel Between Duty Stations.** The amount paid for travel between duty stations.
- 15** **Meals Between Duty Station.** The amount paid for the cost of meals between duty stations.
- 16** **Househunting Travel.** The total expenses for househunting travel.
- 17** **Temporary Quarters Total Days.** The total for temporary quarters expenses.
- 18** **Resident Sale/Purchase/Lease.** The total cost of real estate transactions involving the sale or purchase of the traveler's primary residence or termination of the traveler's lease.
- 19** **Temporary Quarters Over 30 Days.** The total costs of temporary quarters over 30 days.

TV21320	RELOCATION SUMMARY BY AUTHORIZATION	XX/XX/XX 16:35:42
AUTH NO: 1	SSN: 2 NAME: 3	
AG: 4 ORIG NO: 5	DATE NEW STN: 6	
	AMOUNT PAID TO EMPLOYEE	AMOUNT PAID 3RD PARTY
	DAYS	NON TAXABLE TAXABLE
SHIPMENT & TEMP STORAGE OF HHGS: 12	7	8 9
GBL NUMBER: 13		10 11
TRAVEL BETWEEN DUTY STATIONS: 14		
MEALS BETWEEN DUTY STATIONS: 15		
HOUSEHUNTING TRAVEL: 16		
TEMPORARY QUARTERS TOTAL DAYS: 17		
RESIDENT SALE/PURCHASE/LEASE: 18		
TEMPORARY QUARTERS OVER 30 DAYS: 19		
NON-TEMP STORAGE OF GOODS: 20		
SHIPMENT/STORAGE OF POV: 21		
MISCELLANEOUS ALLOWANCE: 22		
RELOCATION INCOME TAX ALLOWANCE: 23		
TOTAL MOVING ALLOWANCE: 24		
RELOCATION SERVICE COMPANY EXPENSE: 25		
WITHHOLDING TAX ALLOWANCE: 26		
END OF DATA	CLEAR= EXIT	PF1= MAIN MENU
ENTER= PROCESS		

Figure 48. Screen TV21320, Relocation Summary By Authorization

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20 Non-Temp Storage Of Goods. The cost of storing goods on a non-temporary basis.

21 Shipment/Storage Of POV. The total cost of shipping and storing a POV.

22 Miscellaneous Allowance. The total cost of any miscellaneous allowances.

23 Relocation Income Tax Allowance. The total relocation income tax allowance.

24 Total Moving Allowance. The total of all moving related allowances.

25 Relocation Service Company Expense. The total of all fees paid to a relocation service company.

26 Withholding Tax Allowance. The total withholding tax allowance.

- To display the Inquiry Menu Screen, press [PF1].

Claim For RIT Allowance (Task 79)

Claim For RIT Allowance is Task 79 on the Inquiry Menu Screen (Figure 5). It is used to view data for the traveler's relocation income tax allowance claim.

To select this task, key in **79** at the Inquiry Menu Screen and press [Enter]. Screen TV21220, Claim For Relocation Income Tax Allowance (Figure 49) is displayed with the cursor at the SSN field.

The fields are system generated from the Auth No and SSN. Following is a brief description of each field on the screen.

1 Auth No. The travel authorization number assigned by the agency.

2 SSN. Key in the traveler's social security number.

Press [Enter]. The data for the selected authorization and social security number is displayed.

3 Name. The traveler's name.

4 Status. The status of the document.

5 Status Date. The status date of the document.

Income

6 Form W-2. The income shown on Form W-2 for the employee or the spouse respectively.

7 Schedule SE. The income shown on Schedule SE (Self Employment) for the employee or the spouse respectively.

8 Total. The sum of income shown on Form W-2 and Schedule SE for the employee or the spouse respectively.

9 Employee. The dollar amount of income shown for the employee in each category (Form W-2 or Schedule SE).

10 Filing Status. The employee's tax filing status.

- 1 Single
- 2 Married filing joint return
- 3 Head of household
- 4 Married filing separate return
- 5 Qualifying widow(er) with dependant child

11 Spouse. The dollar amount of income shown for the spouse in each category (Form W-2 or Schedule SE).

12 Extension Date. The extension date for filing the RIT claim.

13 Total. The sum of the amount of income shown for the employee and the spouse in each category (Form W-2 or Schedule SE).

State Tax Rate

14 State. The state where the state income tax liability on relocation reimbursements was incurred.

```

TV21220 CLAIM FOR RELOCATION INCOME TAX ALLOWANCE 16:36:30 XX/XX/XX
BATCH NO:
AUTH NO: 1 SSN: 2 NAME: 3
STATUS 4 STATUS DATE: 5
INCOME >> 6 FORM W-2 7 SCHEDULE SE 8 TOTAL 8
EMPLOYEE: 9 FILING STATUS: 10
SPOUSE: 11 EXTENSION DATE: 12
TOTAL: 13
STATE TAX RATE >>
STATE MARGINAL RATE BASIS LOCALITY TYPE MARGINAL RATE BASIS
14 15 16 18 19 20 21
SMTR: 17 LMTR: 22
TAXABLE RELOCATION PAYMENTS
FMTR: 24
CMTR: 25
ABCO SCHED NO: 32 ABCO SCHED DATE: 33 ABCO SCHED AMOUNT: 34
STATE ADJUSTMENT 35 STATE: 36 AMOUNT DISALLOWED: 37
PRIORITY: 23 WTA PAID TAX YR 00 : 26
BALANCE PAYABLE: 27
FEDERAL INC TAX W/H: 28
STATE: 29 INC TAX W/H: 30
FICA/HIT: 31
PRESS ENTER TO INQUIRE ON CURRENT DOCUMENT.
ENTER= PROCESS CLEAR= EXIT PF1= MAIN MENU PF7= PREV
    
```

Figure 49. Screen TV21220, Claim For Relocation Income Tax Allowance

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15 **Marginal Rate.** The state marginal tax rate.

16 **Basis.** Indicates how the state marginal tax rate is expressed.

- 1* Percent of income
- 2* Percent of state tax
- 3* Percent of Federal tax

17 **SMTR.** The total state(s) marginal tax rate.

Local Tax Rate

18 **Locality.** The locality where the local income tax liability on relocation reimbursements was incurred.

19 **Type.** The locality type.

- 1* City
- 2* County

20 **Marginal Rate.** The marginal tax rate for the locality.

21 **Basis.** Indicates how the locality marginal tax rate is expressed.

- 1* Percent of income
- 2* Percent of state tax
- 3* Percent of Federal tax

22 **LMTR.** The total locality(ies) marginal tax rate.

23 **Prior RIT.** The traveler's prior RIT amount.

Taxable Relocation Payment

24 **FMTR.** The Federal marginal tax rate.

25 **CMTR.** The combined marginal tax rate.

26 **WTA Paid Tax Yr.** The withholding tax allowance paid for the tax year.

27 **Balance Payable.** The balance of the WTA payable.

28 **Federal Inc Tax W/H.** The amount of Federal income tax withheld.

29 **State.** The amount of state income taxes withheld.

30 **Inc Tax W/H.** The amount of local income taxes withheld.

31 **FICA/HIT.** The amount of FICA/HIT withheld.

32 **ABCO Sched No.** The Administrative Billings and Collection schedule number.

33 **ABCO Sched Date.** The Administrative Billings and Collection schedule date.

34 **ABCO Sched Amount.** The Administrative Billings and Collection schedule amount.

35 **State Adjustment.** The state adjustment basis.

36 **State.** The code of the state that made the adjustment.

37 **Amount Disallowed.** The amount that was disallowed.

- To display the Inquiry Menu Screen, press [PF1].
- To display the previous page, press [PF7].

Demand Letter Data (Task 7A)

Demand Letter Data is Task 7A on the Inquiry Menu Screen (Figure 5). This task is used to view a traveler's current outstanding advance amount and to query records created by the Excessive Advances Repayment Notice System (demand letter process).

To select this task, key in 7A at the Inquiry Menu Screen and press [Enter]. Screen TV21700, Demand Letter Data (Figure 50) is displayed with the cursor at the SSN field.

The fields are system generated from the SSN. Following is a brief description of each field on the screen.

- 1 SSN.** Key in the traveler's social security number and press [Enter]. The data for the selected SSN is displayed.
- 2 Org.** The traveler's official duty station organizational structure code.
- 3 Amount Outstanding.** The current outstanding travel advance amount for the traveler.
- 4 Demand Date.** The date the demand letter (Report TRVL3741, Travel Advance Repayment Notice) was sent to the traveler.
- 5 Demand Amount.** The amount of the excessive advance for which repayment is required. The amount is for the repayment of the excessive outstanding advance balance in the current cycle.
- 6 Personnel Office Date.** The date the report (Report TRVL3742, List of Employees With Excessive TravelAdvances) was sent to the traveler's personnel

office notifying them of the traveler's excessive travel advance balance and the salary deduction information pertinent to collection of the excessive balance.

- 7 Personnel Office Amount.** The amount on the notice sent to the traveler's personnel office notifying them of the traveler's excessive travel advance balance.
- 8 Salary Deduction Amount.** The amount requested by the Travel System for the salary payroll deduction. This amount includes the outstanding advance balance as of the current travel job processed.
- 9 Payroll Deduction PP.** The payroll period from which the outstanding advance balance will be deducted.
- 10 Yr.** The year of the payroll period deduction.
- 11 Status Codes.** The status code, from the list below, of the traveler's advance balance.
 - DI* Amount in dispute
 - EX* Exempt from automatic payroll deduction
 - NE* Excessive amount not collected or partially collected
 - NP* Unable to collect through payroll deduction
 - OK* Advance balance is not excessive
 - PC* Amount sent to payroll for collection
 - PL* Employee listed on Personnel Office Listing (P.O.L.)
 - RN* Repayment notice issued
 - ZP* Manual request for automatic payroll deduction
- 12 Status Date.** The date relating to the status code.

TV21700	DEMAND LETTER DATA	16:37:29	XX/XX/XX								
SSN: 1		ORG: 2									
AMOUNT OUTSTANDING:	3										
DEMAND DATE:	4										
DEMAND AMOUNT:	5										
PERSONNEL OFFICE DATE:	6										
PERSONNEL OFFICE AMOUNT:	7										
SALARY DEDUCTION AMOUNT:	8										
PAYROLL DEDUCTION > PP:	9	YR: 10									
STATUS CODES:	11										
STATUS DATE:	12										
<table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">CLEAR= EXIT</td> <td style="width: 25%;">PF1= MENU</td> <td style="width: 25%;">PF8= NEXT RECORD</td> <td style="width: 25%;"></td> </tr> <tr> <td>ENTER= PROCESS</td> <td>PF7 = PRIOR RECORD</td> <td></td> <td></td> </tr> </table>				CLEAR= EXIT	PF1= MENU	PF8= NEXT RECORD		ENTER= PROCESS	PF7 = PRIOR RECORD		
CLEAR= EXIT	PF1= MENU	PF8= NEXT RECORD									
ENTER= PROCESS	PF7 = PRIOR RECORD										

Figure 50. Screen TV21700, Demand Letter Data

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The system creates a new advance status record each time the excessive advance status of the traveler changes.

- To display the Inquiry Menu Screen, press [PF1].
- To display the prior record, press [PF7].
- To display the next record, press [PF8]

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