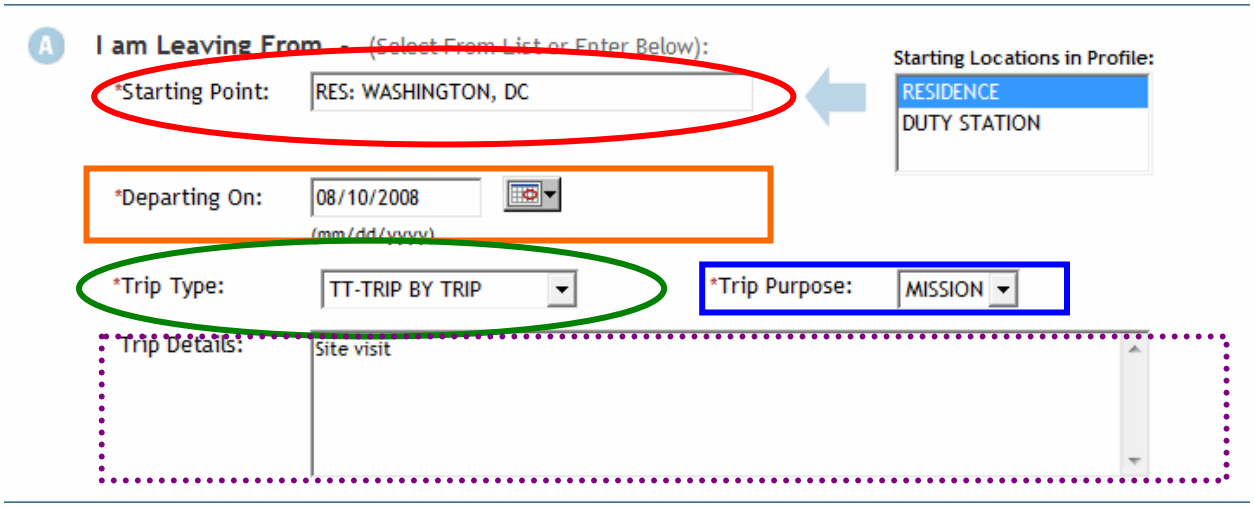
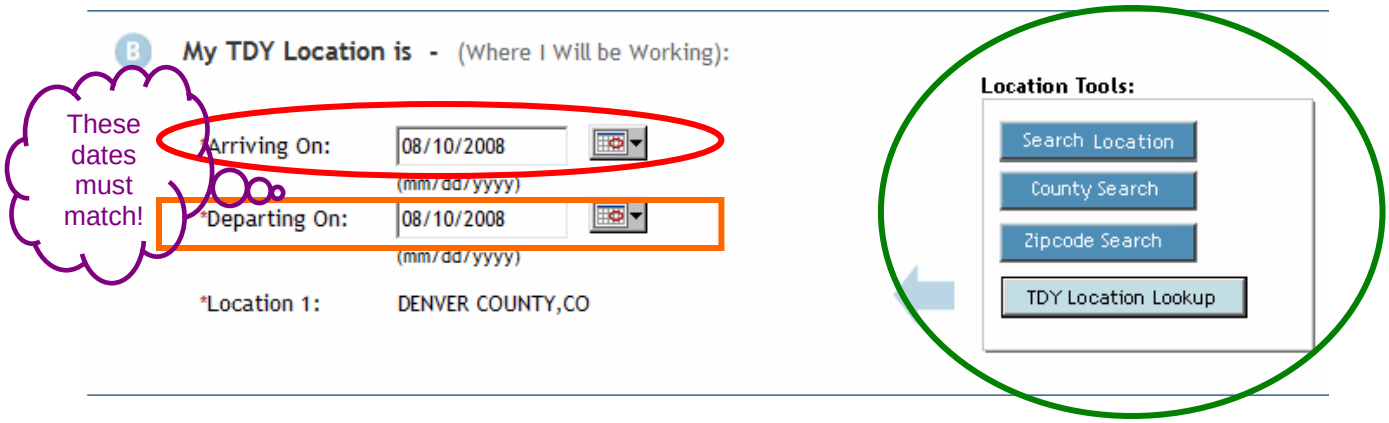
Advance Ticket Purchase Authorization Procedures

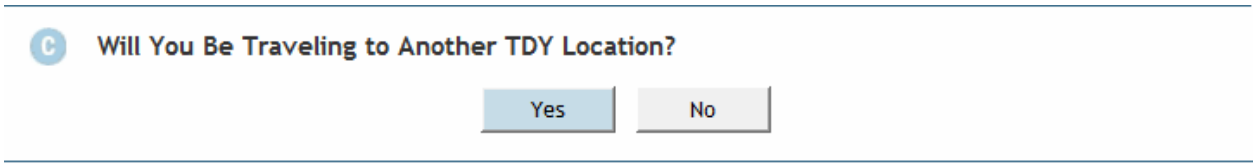
1. Create a travel authorization as usual. In Block A enter the starting point, departing date, trip type, trip purpose, and trip details.



2. In Block B verify the arriving on date, and then enter the departing on date making this date the same as the arriving on date, and select the TDY location using the Location Tools.

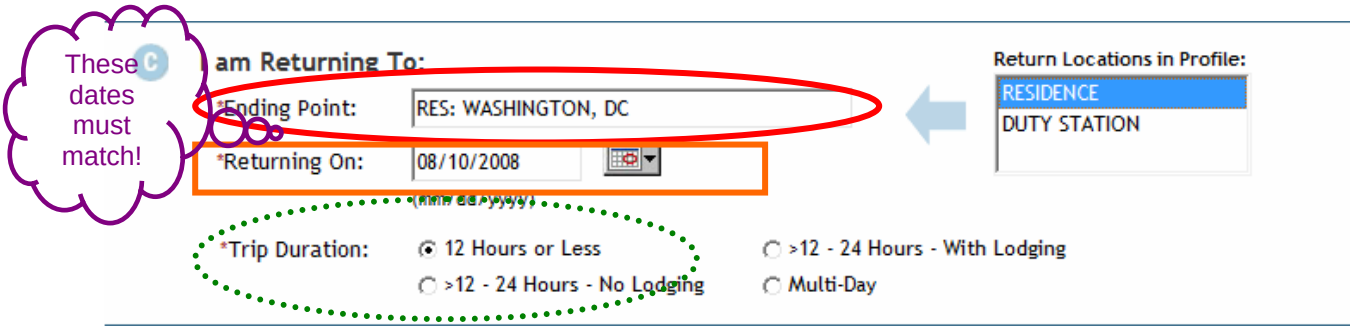


3. In Block C select Yes if an additional TDY location is required, otherwise select No.

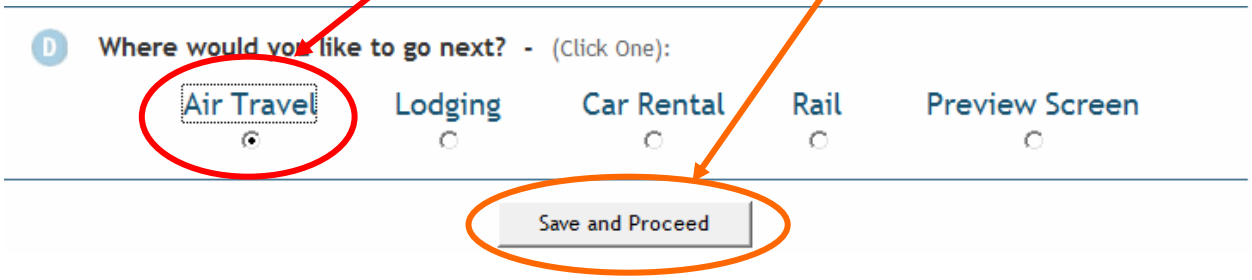


4. When all TDY location have been entered, the trip overview screen will refresh. Verify all information in the trip overview screen Blocks A & B (see above).

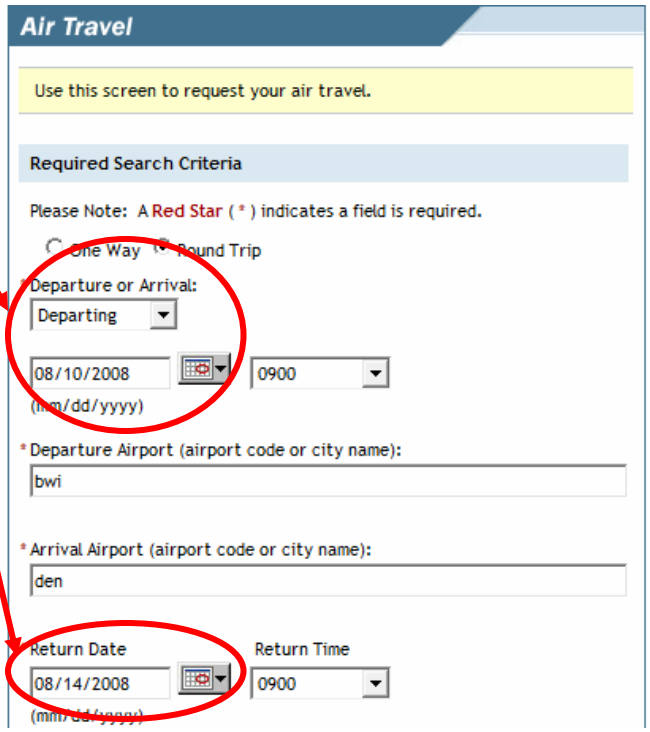
5. In Block C enter the ending point, enter the same date for returning date, and verify that the trip duration is ⊙12 hours or less.



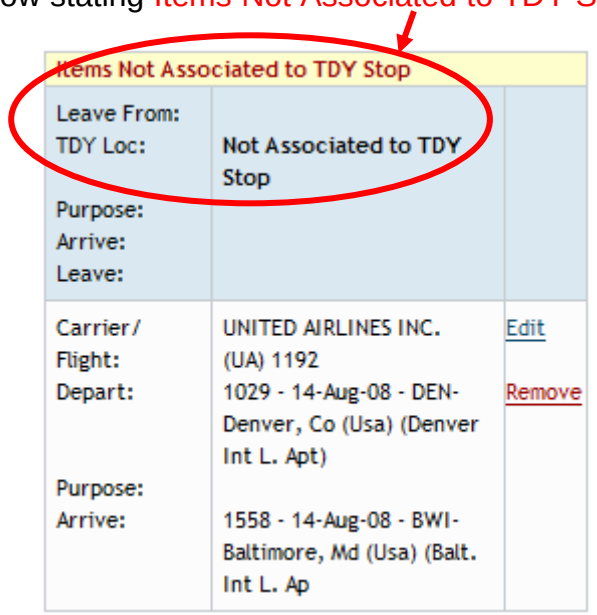
6. In Block D select Air Travel and then select Save and Proceed.



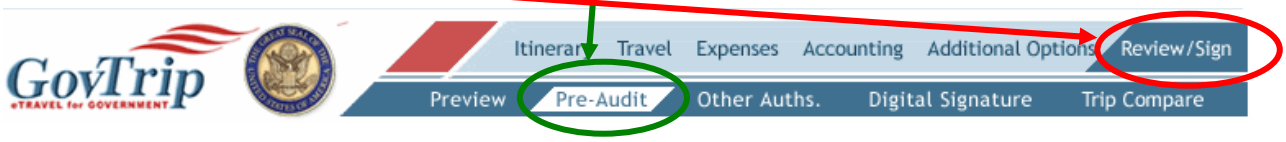
7. Make air reservations by following regular procedures and using the **actual travel dates** and remembering to select the CBA if necessary.



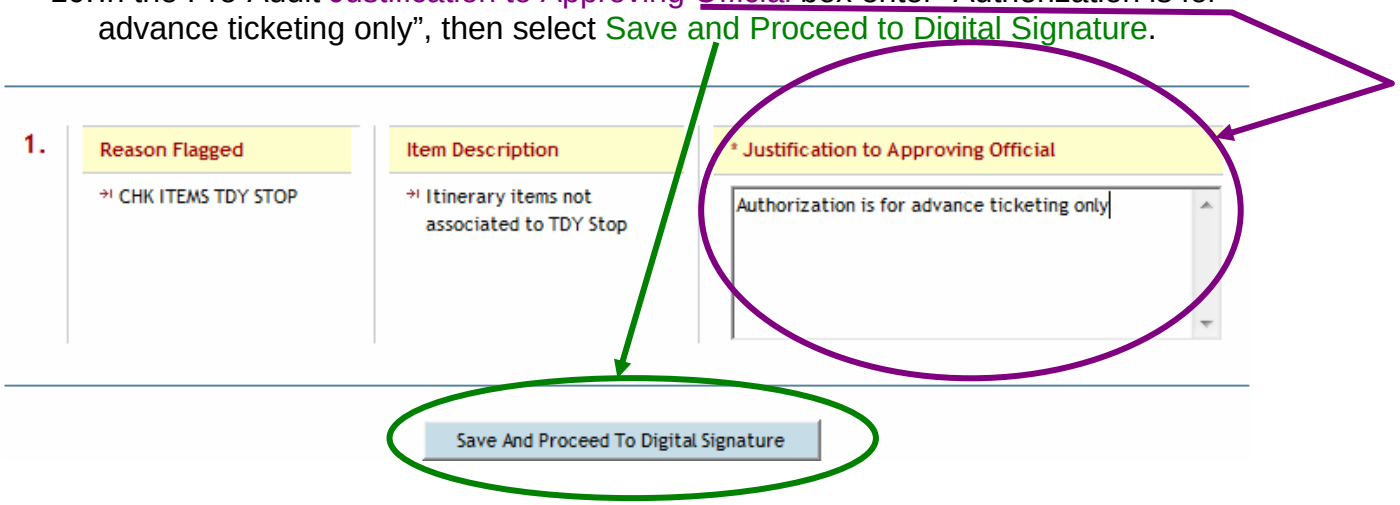
8. After the flights have been selected and saved you may see a block in the Trip Summary window stating Items Not Associated to TDY Stop. Ignore this warning.



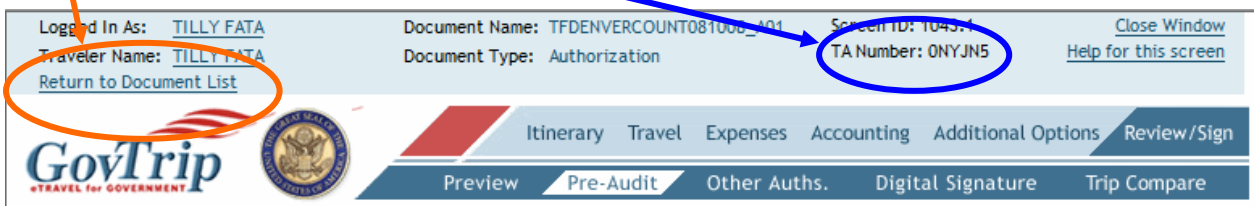
9. Select Review/Sign, and then Pre-Audit from the toolbar.



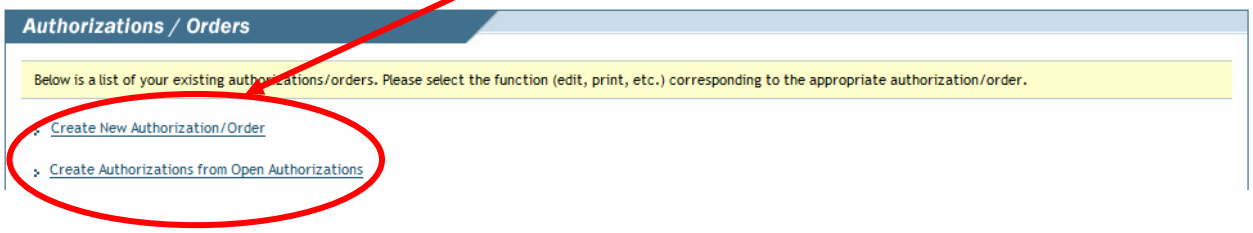
10. In the Pre-Audit Justification to Approving Official box enter "Authorization is for advance ticketing only", then select Save and Proceed to Digital Signature.



11. Select the Return to Document List link in the upper left corner of the screen, making note of the TA Number.



12. Select the link to Create a New Authorization/Order (or Create Authorization from Open Authorizations if necessary).

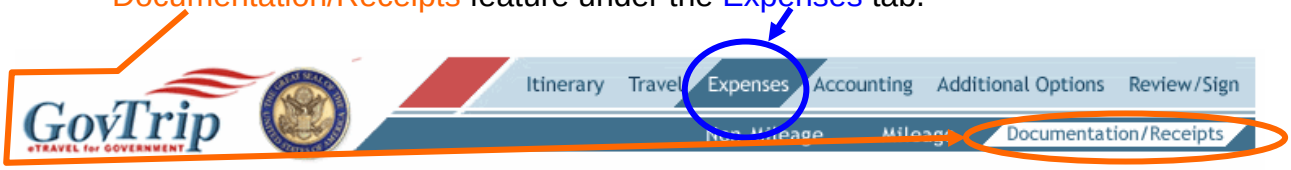


13. Create the new authorization as usual but do NOT book an airline reservation.

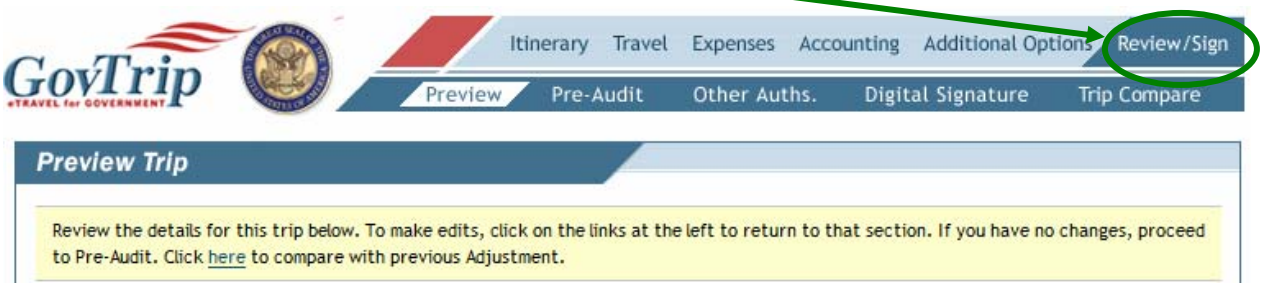
14. Complete all other needed reservations including lodging and rental car.

15. Remember to include any non-mileage or mileage expenses.

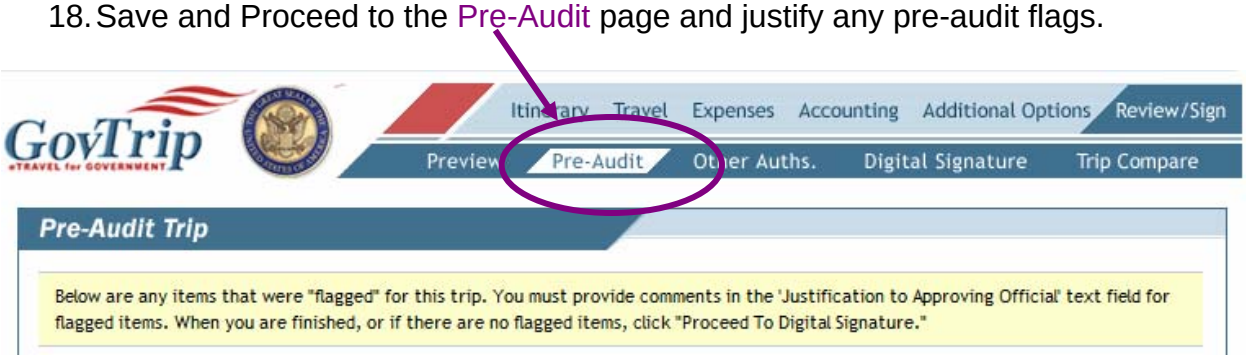
16. Upload a copy of the Airline Ticket Authorization using the Documentation/Receipts feature under the Expenses tab.



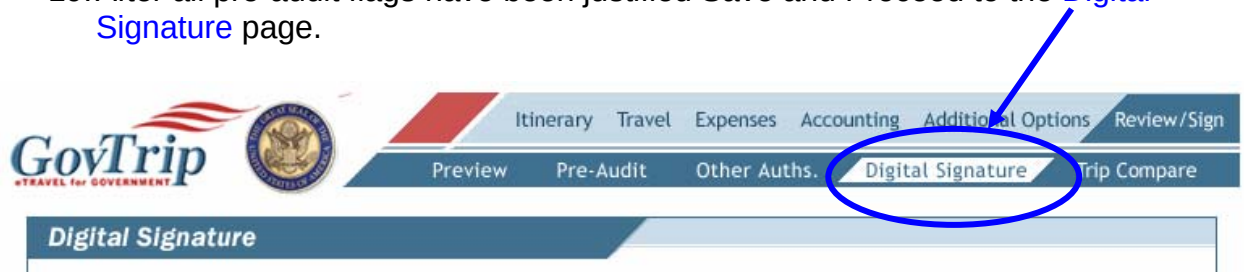
17. Select the Review/Sign tab and verify the information contained on the Preview Trip page.



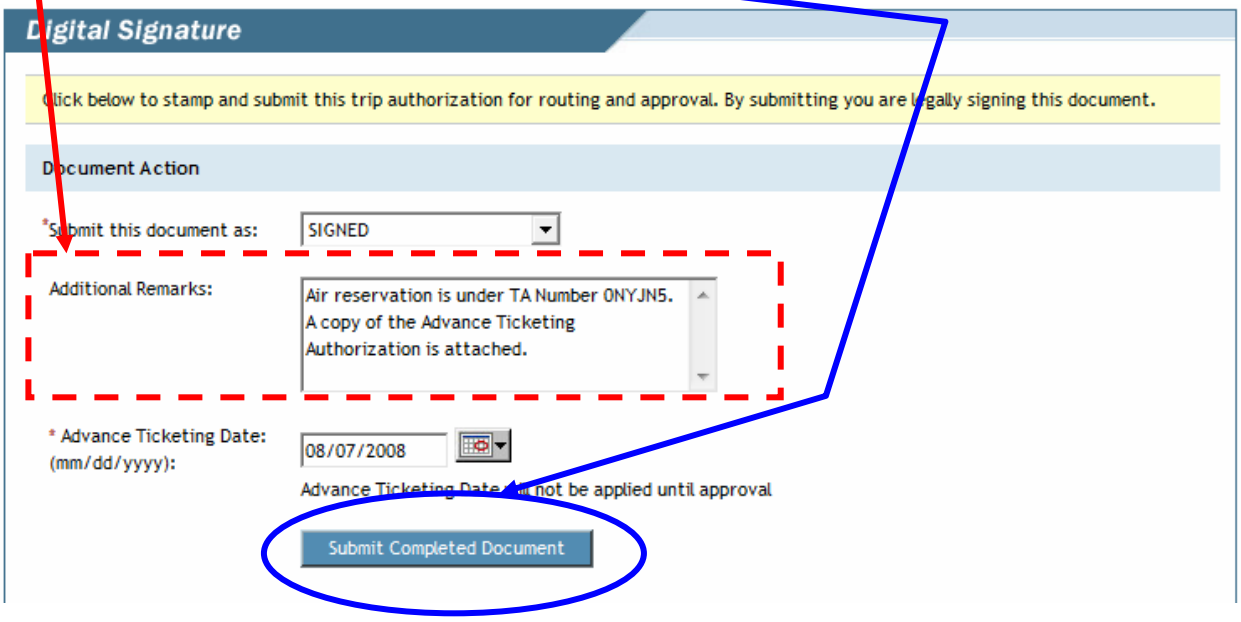
18. Save and Proceed to the Pre-Audit page and justify any pre-audit flags.



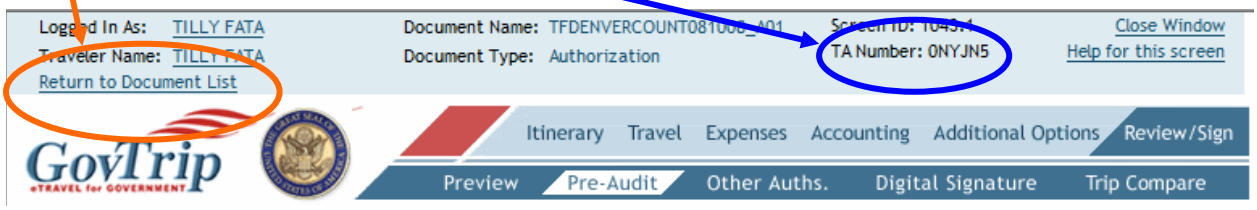
19. After all pre-audit flags have been justified Save and Proceed to the Digital Signature page.



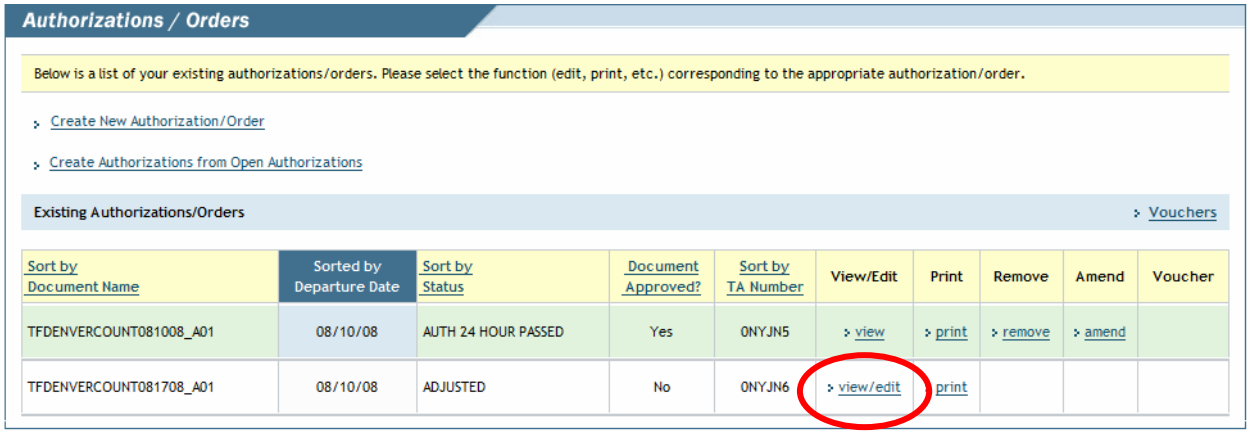
20. In the Additional Remarks box enter “Air reservation is under TA Number (enter TA number of Advanced Ticketing Authorization). A copy of the Advance Ticketing Authorization is attached”, then stamp the document SIGNED and Submit Completed Document.



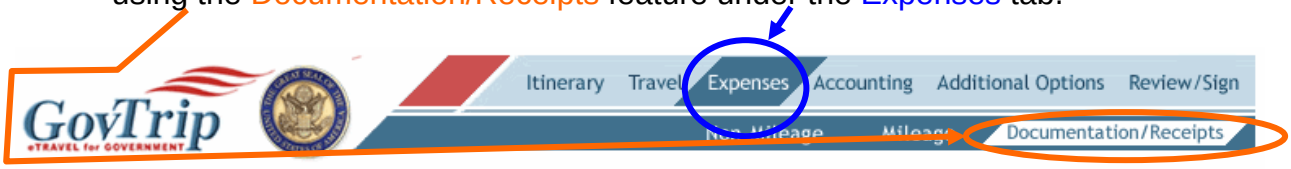
21. Select the Return to Document List link in the upper left corner of the screen, making note of the TA Number.



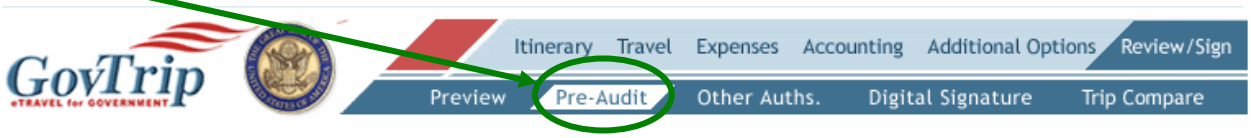
22. From the Authorizations/Orders list select the Advanced Ticketing Authorization.



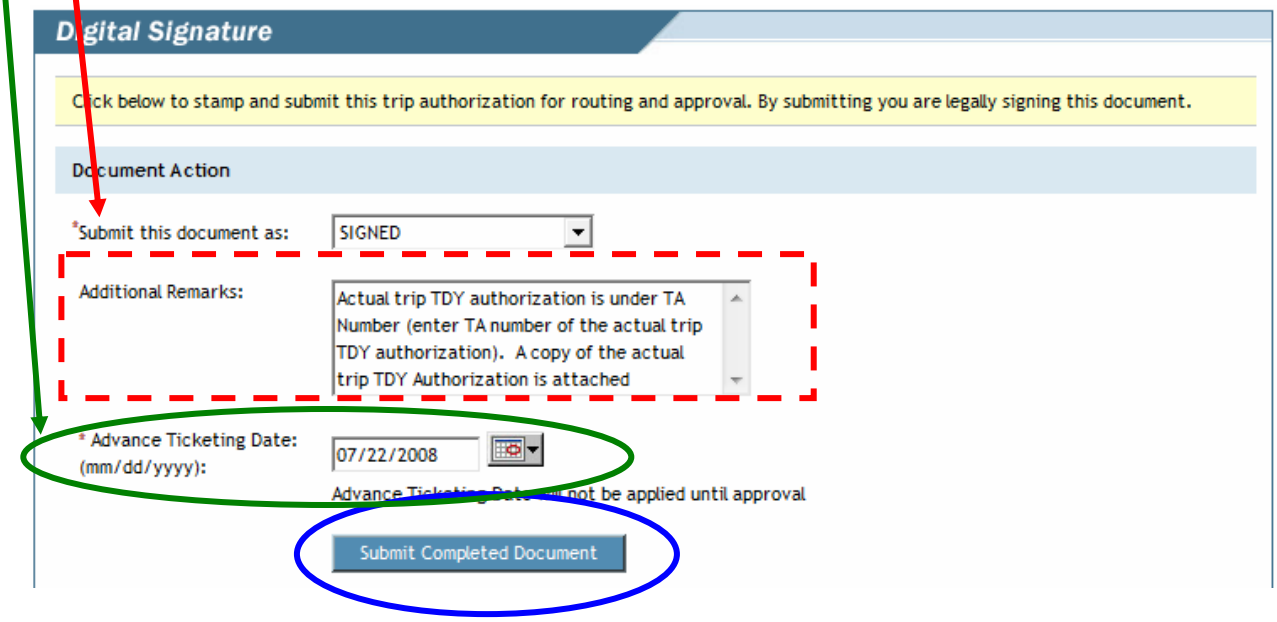
23. Edit the document, and then upload a copy of the actual trip TDY Authorization using the Documentation/Receipts feature under the Expenses tab.



24. Select Pre-Audit from the toolbar under Review/Sign, and then Save and proceed to Digital Signature.



25. In the Additional Remarks box enter “Actual trip TDY authorization is under TA Number (enter TA number of the actual trip TDY authorization). A copy of the actual trip TDY Authorization is attached”. Change the date in the Advance Ticketing Date box to the required advanced ticketing date, and then stamp the document SIGNED and Submit Completed Document.



26. After the Advanced Ticketing Authorization has been stamped Approved and the ticket has been issued by the CTO, voucher against the Advanced Ticketing Authorization as usual.