

Early Ticketing

Because the MWA and the Management Units are conscious of the ever rising price of airfare, the fund holder (RL), in agreement with the traveler, authorizes restricted airline tickets to be purchased. In most cases the restricted airfare must be paid for well in advance of departure.

When airfare is charged to the Corporate Billing Account (CBA), two authorizations have been used to process the travel which allows a voucher to be processed for airfare. To do this, one authorization lists the airfare, TMC fee, and TAV fee only. The other authorization lists the general expense, per diem, and another TAV fee. To connect both documents, the associated authorization number is listed in the Trip Details section. A voucher is created on the airfare authorization in the same month the airfare is issued. The expense voucher is created after the trip.

When airfare is charged early to the Individual Billing Account (IBA), the traveler must agree to pay their travel card charges prior to the trip to prevent delinquency.

The following instructions, if followed closely, will allow an interim voucher to be processed immediately, the additional work involved in creating a second authorization will not be necessary, and the traveler will not be required to use personal funds to pay the travel card prior to travel.

As long as the ticket has NOT been issued, the Arranger can amend the Authorization and change the advance ticketing date.

1. In the authorization, make sure the ticket date is changed to the early date on the Trip Summary (screen prints 1, 2, 3).
2. Change the ticket date on the signature page (screen print 4).
3. Authorization is stamped Signed, and Approved.
4. Create the interim voucher (screen print 5)
5. Check the Preview Screen Running Totals (screen print 6)

Change the Authorization for early ticketing airfare.

1. Change the ticketing date in the Authorization --
After making all of your air selections, select the "edit" links in the "Air" section of the reservation module.

The screenshot shows the GovTrip Travel System interface. The top navigation bar includes 'Itinerary', 'Travel', 'Expenses', 'Accounting', 'Additional Options', and 'Review/Sign'. The 'Air' menu item is circled in red. Below the navigation bar, the 'Air Travel' section contains search criteria for a round trip on 05/26/2008 from DCA to LGA. The 'Trip Summary' section lists two flights: US AIRWAYS (US) 2164 and US AIRWAYS (US) 2167. Both flights have 'Edit' links circled in red, with arrows pointing to them from the right.

Air Travel

Use this screen to request your air travel.

Required Search Criteria

Please Note: A **Red Star** (*) indicates a field is required.

One Way Round Trip

*Departure or Arrival:
Departing: [Dropdown]
05/26/2008 [Calendar] 09:00 AM [Dropdown]
(mm/dd/yyyy)

*Departure Airport (airport code or city name):
DCA-Washington, Dc (Usa) (National Apt)

*Arrival Airport (airport code or city name):
[Text Box]

*Return Date: 05/30/2008 [Calendar] Return Time: 09:00 AM [Dropdown]
(mm/dd/yyyy)

Show Alternate Airports

[Search Availability](#)

Trip Summary

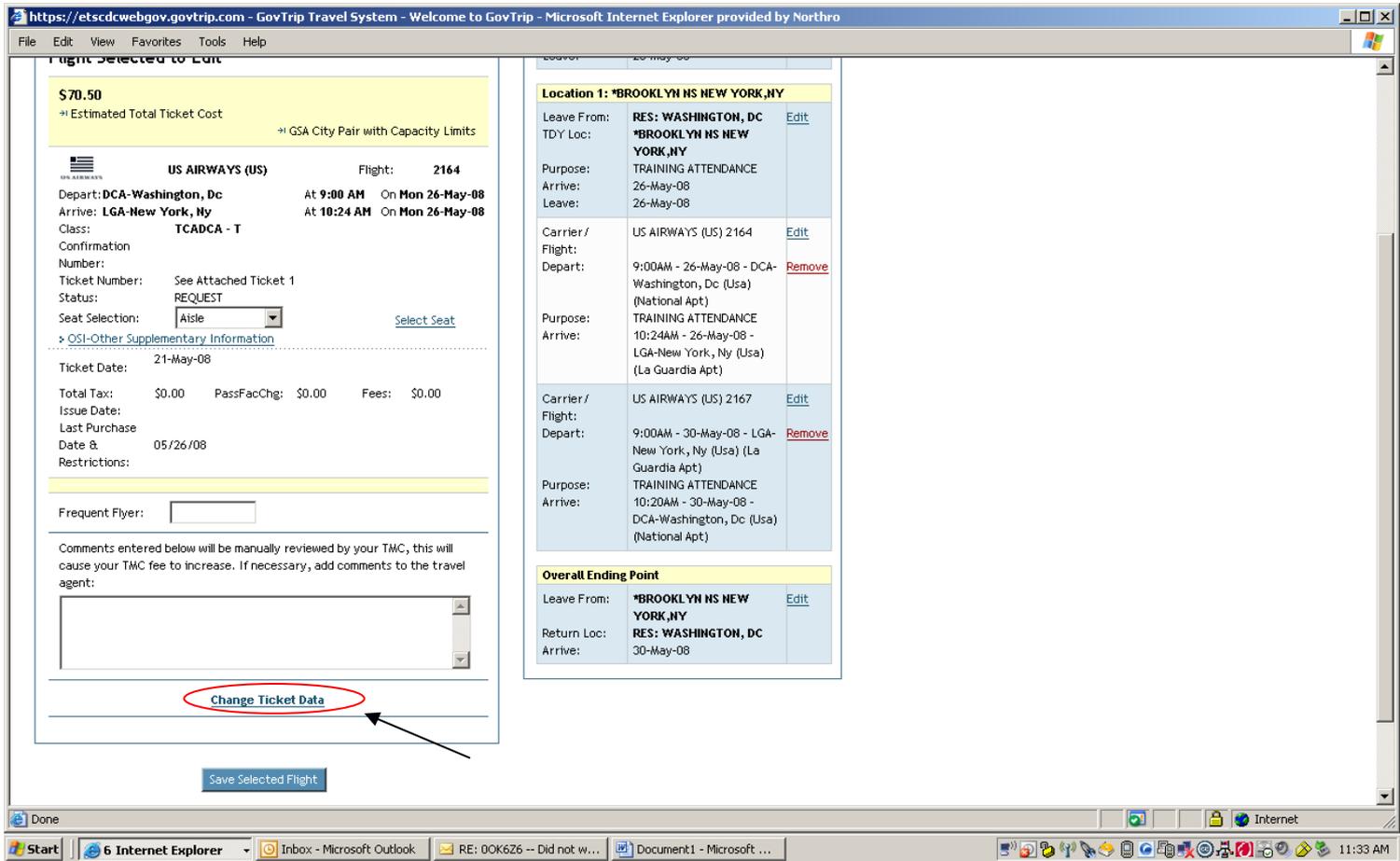
Overall Starting Point

Leave From:	RES: WASHINGTON, DC	Edit
Leave:	26-May-08	

Location 1: *BROOKLYN NS NEW YORK,NY

Leave From:	RES: WASHINGTON, DC	Edit
TDY Loc:	*BROOKLYN NS NEW YORK,NY	
Purpose:	TRAINING ATTENDANCE	
Arrive:	26-May-08	
Leave:	26-May-08	
Carrier / Flight:	US AIRWAYS (US) 2164	Edit
Depart:	9:00AM - 26-May-08 - DCA-Washington, Dc (Usa) (National Apt)	Remove
Purpose:	TRAINING ATTENDANCE	
Arrive:	10:24AM - 26-May-08 - LGA-New York, Ny (Usa) (La Guardia Apt)	
Carrier / Flight:	US AIRWAYS (US) 2167	Edit
Depart:	9:00AM - 30-May-08 - LGA-New York, Ny (Usa) (La Guardia Apt)	Remove
Purpose:	TRAINING ATTENDANCE	
Arrive:	10:20AM - 30-May-08 - DCA-Washington, Dc (Usa) (National Apt)	

2. Select the "Change Ticket Data" for each flight segment.



3. Change the "Ticket Date" to today's date....or the date you want the ticket issued.

Enter or select the required data.

Please Note: A Red Star (*) indicates a field is required.

* Type: CP - Air Fare (GOVCC-I)

* Description: Air Fare (GOVCC-I)

* Ticket No: See Attached Ticket 1

* Ticket Value: 0.00

Cost: (If different from ticket value) 70.50

* Departure Date (mm/dd/yyyy): 05/26/2008

Issue Date (mm/dd/yyyy):

* Ticket Date (mm/dd/yyyy): 05/18/2008

CBA Account:

Comments entered below will be manually reviewed by your TMC, this will cause your TMC fee to increase. If necessary, add comments to the travel agent:

view / edit expense details

Save

Ticket Information for See Attached Ticket 1

Carrier	Flt#	Rate	Class	Dep	Dep	Arr	Arr	Arr
		Code		City	Time	City	Time	Date
US AIRWAYS (US)	2164			Washington, Dc (Usa)	9:00AM	Washington, Dc (Usa)	10:24AM	26-May-08
US AIRWAYS (US)	2167			New York, Ny (Usa)	9:00AM	New York, Ny (Usa)	10:20AM	30-May-08

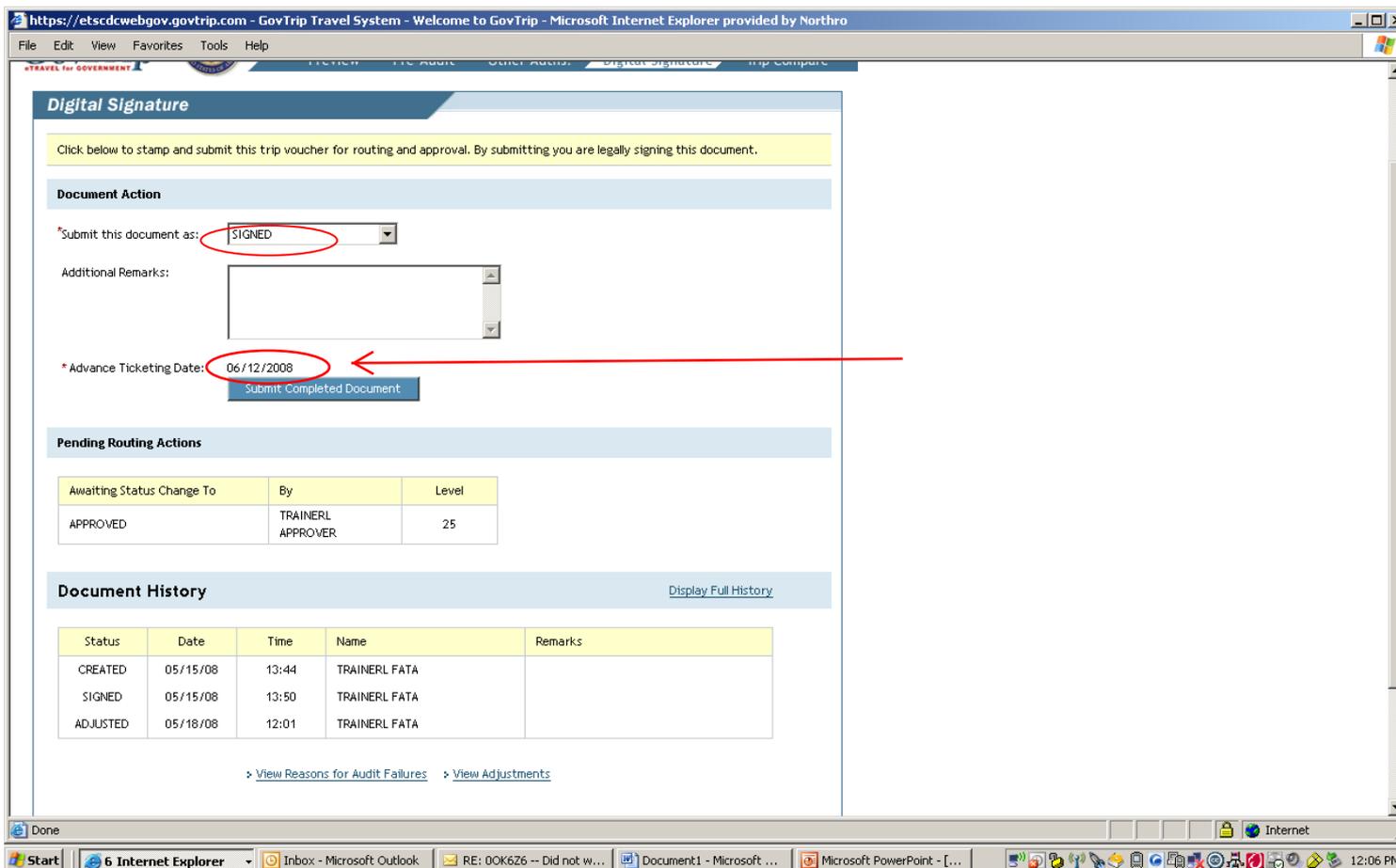
Overall Ending Point

Leave From: *BROOKLYN NS NEW YORK,NY

Return Loc: RES: WASHINGTON, DC

Arrive: 30-May-08

4. Signature Page: “Advance Ticketing Date” should be changed to today’s date....or date you want the ticket issued. Stamp the document “Signed” by selecting the “Submit this Document” drop down button. Route the document and have the Approving Official approve it.



5. VOUCHER: The day after the Authorization is approved, AND the ticket has been issued, navigate to "Vouchers from Authorizations/Orders" and select the create new voucher link.

The Interim Voucher link should appear (1). Select the "Interim" link and enter today's date in the pop-up box and click the "OK" button (2).

The screenshot shows a web browser window with the URL <https://etscdcwebgov.govtrip.com>. An "Explorer User Prompt" dialog box is open, asking "What is the ending date of the expenses?" with "05/18/2008" entered in the text field. The main page is titled "Voucher from Authorization / Order" and contains a table of authorizations. The table has columns for Document Name, Departure Date, Status, TA Number, Interim, and Final. The first row shows a document with TA Number 0NY9K1 and an ">Interim" link circled in red. An arrow labeled "1" points to this link. Another arrow labeled "2" points to the date input in the dialog box.

Document Name	Departure Date	Status	TA Number	Interim	Final
TFBROOKLYNINSN052608_A01-01	05/26/08	AUTH 24 HOUR PASSED	0NY9K1	>Interim	>Final

6. Interim Voucher - Preview Screen - Running Total page. Each time a voucher is processed the \$ gets larger.

The screenshot shows a web browser window displaying the 'GovTrip Travel System' interface. The page title is 'Welcome to GovTrip - Microsoft Internet Explorer provided by Northro'. The browser's address bar shows the URL: <https://etscdwebgov.govtrip.com>.

The main content area is divided into several sections:

- Itinerary:** Leave From: *BROOKLYN NS NEW YORK,NY; Return Location: RES: WASHINGTON, DC; Arrive: 30-May-08.
- Expenses:** No Expense Information Available.
- Per Diem Entitlements:** A table with columns: Lodge / M&IE, Start Date, End Date, Total Lodge, and Total M&IE. The row shows values: '?', '?', '\$0.00', and '\$0.00'. There is an 'Edit' link and a 'View Documentation/Receipts' button.
- Accounting Summary:**
 - Accounting Code: 08 TRAINING (circled in red) with an 'Edit' link.
 - COM. CARR.-1: \$141.00
 - 08 TRAINING Sub Total: \$141.00
 - Calculated Trip Cost: \$141.00
- Prior Vouchers Summary:** A table with columns: Date, Amount.

Date	Amount
Current Voucher Cost	\$ 141.00
Total Voucher Cost	\$ 141.00

At the bottom of the main content area, there is a 'Save And Proceed To Pre-Audit' button.

The Windows taskbar at the bottom shows the Start button, several open applications (Internet Explorer, Outlook, etc.), and the system clock displaying 11:49 AM on 5/12/09.