

MWA Leadership Conference Travel Breakout

Peoria, IL



November 15, 2007

MWA Leadership Conference
Travel Breakout
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BOA
Bank of America
Travel Card



Type or Print CLEARLY

Return Copy to:

Bank of America Government Card Services P.O. Box 1637 Norfolk, VA 23501-1637 Fax: (757) 441-4993 Fax: (888) 784-1039 (toll free)

Information collected on this application is subject to the Privacy Act of 1974 (5 U.S.C. 552a) and applicable agency regulations.

Individually Billed Card Account Setup/Application Form

PART I - TO BE COMPLETED BY EMPLOYEE PLEASE TYPE OR PRINT ALL INFORMATION

Form fields for Name, Social Security Number/Tax ID#, and Date of Birth.

Form fields for Agency Name, Office Telephone Number, and Email Address.

Address: If a P.O. Box is your Primary Mailing Address, a physical address must also be provided. You may input this address in the section below. An application providing only a P.O. Box will not be processed. For APO/FPO addresses only, a physical address is not required.

Form fields for Primary Mailing Address, Alternate Mailing Address, Physical Address, and address lines.

Signature and Agreement section with checkboxes for credit report authorization.

This application is for a Government Travel Card Account, which may be standard or restricted, as described in Paragraph 6 of the attached Agreement. I expressly agree to accept whichever type of account is established. Pursuant to requirements of law, including the USA PATRIOT Act, FIA Card Services, N.A. is requesting additional information to verify your identity.

PLEASE RETAIN COPY FOR YOUR RECORDS. Employee Signature Date:

NOTE: See attached Agreement between Agency/Organization Employee and FIA Card Services, N.A. for the terms and conditions of your Account.

CERTIFICATE

This is to Certify that

Br xxx Hxxxx

has completed the course requirements for the
GSA SmartPay® Travel Card: Charting the Course
Training



October 13, 2006

David Shea

GSA SmartPay® Program
Office of Acquisition
Federal Supply Service

Training module:

<http://fss.gsa.gov/webtraining/trainingdocs/traveltraining/index.cfm>

APPENDIX A-2

- 4 I hereby acknowledge that I have read and understand the above policy. I agree to the terms of the Bank of America Card Agreement and to abide by the *USDA Zero Tolerance Policy*.

SIGNATURE OF **CARDHOLDER** (SIGN/DATE)

- 5 The application for the above to participate in the Travel Card Program is recommended for **approval**.

SIGNATURE OF AGENCY DESIGNEE (SIGN/DATE)

NOTE: THIS STATEMENT SHOULD ACCOMPANY THE TRAVEL CARD APPLICATION SENT TO THE PRIMARY AGENCY/ORGANIZATION PROGRAM CARD COORDINATOR.

Travel Charge Card Use

Bank of America (BoA)/FIA Card Services

- Card is issued in the traveler's name - an individually billed account (IBA)
- A credit check determines credit limit
- Card possession is a privilege
- Payment due regardless of reimbursement
- Incorrect use generates automatic reports to ARS and the MWA
 - May result in delinquent notices from MWA and/or
 - Suspension of the card.
 - Result in necessity to use personal credit card for travel expenses

DO USE the travel card for:

- Fed Travel Charges (airfare, lodging, rental cars)
- Lodging
- Rental Cars and gasoline
- Restaurants

DO NOT USE the travel card for:

- Conference registration fees
- Telephone
- Retail Stores including drug, gas stations, newsstands, liquor, souvenir, online
- Movie Theater
- Ferry – (if a cruise service)
- Internet service (swiped card in the room)

Travel Charge Card Payment

- Bill is mailed to your home
- You agree to keep the account current (due 1st of each month.)
- Submit travel receipts immediately upon return from travel for voucher
- Supervisor approves the voucher
- National Finance Center (NFC) releases payment to your salary EFT
- Pay your bill without service fee at www.myeasypayment.com (allow 3 days)
- Mailing a payment may take 10 days for mail, processing, and posting

You are required to pay your account when due whether you were reimbursed for your expenses or not. Early ticketing (15 days prior to departure) may require immediate payment.

www.myeasypayment.com

EAGLS Online Self-Registration for Account Holders

The purpose of this job aid is to demonstrate how to use the online self-registration tool to gain access to EAGLS. This functionality is currently only available to account holders of the Department of Defense, Tennessee Valley Authority, NASA Travel Card, and USDA Travel Card Programs.

How to Use the EAGLS Online Self-Registration

1. Enter the following URL in the Address bar and press enter:
https://www.gcsuthd.bankofamerica.com/eagls_selfregistration/selfreg.aspx
2. Enter the following information as it appears on your statement.
 - a. **First Name.** Enter the first name. If the statement contains a prefix before the first name (i.e. Msgt, LT, Capt, etc), be sure to type in the prefix; leave a space, then type in the first name. *Note: The name on your card may differ from the name on your statement.*
 - b. **Middle Name:** Generally, this will be the middle initial only. If the full middle name is on the statement, type in the full middle name.
 - c. **Last Name:** Type the last name.
 - d. **Suffix:** If the statement displays a suffix (i.e. Jr, Sr, etc), enter it in the suffix field.
 - e. **Zip Code.** Enter the 5-digit zip code as it appears on the statement.
 - f. **Last 4 Digits of Your Account Number:** Enter the last 4 digits of your Government Card account.
 - g. **Enter your Government E-Mail address:** This is your official Government e-mail address.
3. Click **Submit**.
4. Upon successful completion, you will receive two (2) mailers via USPS. One contains your User ID and the other contains your passcode. Both are needed to sign in to EAGLS.

What you Need to Know

- To use this tool your account must be in an open status.
- You must wait two(2) business days to register if there has been a recent change of address.
- The Government Email address must end in: .mil, .edu, .gov, .org.
- If you receive an error message stating, "A User ID already exists", please contact the Technical Help Desk for further assistance, 1.800.558.0548.

Revised 1/29/2007



BOA Points

Registration

- Cannot be charged to the BOA card
- Arrange for charges on the purchase card

Personal Credit Card

- Manage the account as you would your own
- Call BoA to report lost or stolen card
- May register to view and print account records
 - https://www.gcsuthd.bankofamerica.com/eagls_selfregistration/selfreg.aspx
- Call BoA for billing details

Declined Charges – Conference Hotels

- Merchant Code – Vendor organizer not a hotel
- Verify if they will call BoA for credit card code
- Call ATA to arrange – “Forced” authorization
 - Provide ATA:
 - Specific \$ Amount
 - Vendor’s Name
 - Date and Location
- CONUS vendor call ~~800-472-1424~~
- FG vendor call collect: 757-441-4124

New number to call in CONUS:
888-712-6190

Outside Funds

Outside Funds Checklist

(Please allow 2 weeks at the Area level)

Name of Traveler

Destination

Date of Travel

Outside Funds cannot be accepted for more than 3 weeks !

<u>DESCRIPTION</u>	<u>DATE SECRETARY RECEIVED</u>	<u>FOR AREA USE</u>
Completed Travel Authorization AD202	_____	_____
Letter of Offer from outside entity <i>(letterhead or Email listing what will be paid)</i>	_____	_____
Conflict of Interest Analysis AD-1101 <i>(answer questions 1-6)</i>	_____	_____
AD-1101 Approval and Report of Travel Funds Received from Non-Federal Sources	_____	_____
Acceptance letter for AD signature <i>(email to Travel Coordinator and Area Travel Assistant without date. Letter should state what is going to be paid)</i>	_____	_____

Mail all documents to:
Area Travel Assistant
USDA-ARS-MWA
1815 N. University Street
Peoria, IL 61604

CONFLICT OF INTEREST ANALYSIS UNDER 41 C.F.R. § 304-1.5

ACCEPTANCE OF PAYMENT FROM A NON-FEDERAL SOURCE FOR TRAVEL EXPENSES requires **in all cases** that a conflict of interest analysis be performed by an authorized agency official. The "authorized official" is an ethics advisor or a Deputy Ethics Official. To ease administration of the requirement for a conflict of interest analysis, this outline tracks the elements of the regulation. The analysis should be accomplished on this page. *Additional sheets may be attached if needed.*

IMPORTANT: Payment from a non-Federal source shall not be accepted if the authorized agency official determines that acceptance under the circumstances would cause a reasonable person with knowledge of all the facts relevant to a particular case to question the integrity of agency programs or operations.

In making this determination, an authorized agency official shall be guided by all relevant considerations, including, but not limited to:

- (1) The identity of the non-Federal source (*see reverse for identifying information*);
- (2) The purpose of the meeting or similar function;
- (3) The identity of other expected participants;
- (4) The nature and sensitivity of any matter pending at the agency affecting the interests of the non-Federal source;
- (5) The significance of the employee's role in any such matter specified in (4) above; and
- (6) The monetary value and character of the travel benefits offered by the non-Federal source.

Analysis: Would acceptance of the travel cause a reasonable person, with knowledge of all the facts relevant to a particular case, to question the integrity of agency programs or operations?

Yes _____ No _____

Explain your response to the above question: _____

NOTE: The authorized agency official may find that, while acceptance from the non-Federal source is permissible, it is in the interest of the agency to qualify acceptance of the offered payment by, for example, authorizing attendance at only a portion of the event or limiting the type or character of benefits that may be accepted.

The qualifications on acceptance, if any, are: _____

Recommendation of Ethics Advisor: Accept _____ Do Not Accept _____

Signature: _____ Date: _____





United States Department of Agriculture
Research, Education and Economics
Agricultural Research Service

Limin King, Jr.
Department of Animal and Food Sciences
Townsend Hall
University of Delaware
Newark, Delaware 19716-2150

- **No Date**
- **Spell out State name on inside address**
- **Use new stationery**
- **Email to Kit Mernick**
- **Stop address line at “dash” and indent one space**
- **MWA not needed behind Director title**

Dear Dr. King:

I am pleased to learn that **Dr. Richard Mann** has been selected to visit the Department of Animal and Food Sciences, University of Delaware on October 23, 2006.

I understand **Dr. Mann** has been invited to present a forage seminar at your Fall Seminar Series. I am confident his expertise on this subject will prove beneficial to other participants of this conference. This is an excellent opportunity for **Dr. Mann** to interact with other scientists in this field of research. In view of the mutual benefits to be gained from this visit, the Agricultural Research Service (ARS) accepts your invitation.

Thank you for your offer to provide lodging, meals, shuttle and airfare. ARS will continue to pay salary and any expenses not provided by the University of Delaware. Stated below are administrative procedures related to travel arrangements to which federal employees must adhere.

Dr. Mann may not accept any honoraria nor any form of direct payment (cash or check). You may provide in-kind assistance, whereby you pay vendors directly for lodging and meals. If in-kind assistance cannot be provided, you may submit a check payable to USDA-ARS, for expenses not paid in-kind.

We appreciate the invitation for **Dr. Mann** to visit the Department of Animal and Food Sciences, University of Delaware.

Sincerely,

5 spaces between

STEVEN R. SHAFER
Director

Look at the form, some addresses have had errors in them.





United States Department of Agriculture
Research, Education and Economics
Agricultural Research Service

August 23, 2007

SUBJECT: Acceptance of Outside Travel Funds Policy

TO: RLs, LAOs, Secretaries, Scientists, Midwest Area

FROM: Steven R. Shafer, Director, MWA

I have been asked by the REE Ethics Office to review with you the rules relating to accepting outside funds to support travel by ARS employees. It is worth reviewing this carefully. Please share it with your staff and make sure it is understood.

Each May and November, Areas/offices are **required to submit a record of outside funded travel.** This information is reviewed by the REE Ethics Office, USDA Office of Ethics and eventually the U.S. Office of Government Ethics. It may interest you to know that the Department has received several media generated Freedom of Information Act (FOIA) requests regarding acceptance of in-kind travel by USDA agencies; ARS is the focus in the majority of these inquiries.

The best place to get a refresher on the relevant rules is:
<http://www.usda-ethics.net/rules/index.htm>, in USDA Ethics Issuance 99-2, Acceptance of Travel Funds from Non-Federal Sources.

There is also a great on-line training module available on this very subject: http://www.usda-ethics.net/training/module_07/index.htm

I strongly recommend both Ethics Issuance 99-2 and the training module to all RLs, SYs, and those few other ARS employees who may occasionally have the opportunity for travel on outside funds.

In the view of the Ethics Office, the acceptance of travel in-kind should be an exception versus the rule. The underlying principle is that if an employee's participation warrants the expenditure of official time, it should also warrant the expenditure of travel funds.



Office of the Director, Midwest Area
1815 North University St.
Peoria, Illinois 61604
Phone: 309-681-6602 Fax: 309-681-6684
An Equal Opportunity Employer

In fact, there are circumstances under which funds cannot be accepted at all. Violations of the rules often occur because the term “meeting or similar function”, for which outside funds might be accepted, has been misinterpreted. “Meeting or Similar Function” means “a conference, seminar, speaking engagement, symposium, training course, or similar off-site event.”

Travel that is NOT considered a “meeting or similar function” and thus CANNOT be supported with outside funds includes **investigations, inspections, audits, site visits, or litigation**. These are not frequently an issue for ARS employees. However, some others certainly are. Outside support CANNOT be used for travel related to **negotiations, vendor-provided training, long-term TDY, or other meetings held for the primary purpose of marketing a non-Federal source’s products**.

Several of these are very relevant to ARS employees:

- Outside funds for **long-term TDY**. In fact, the Ethics Office instructs us that it would not be appropriate for an agency to accept payment for travel that exceeds three weeks duration.
- Travel for which specific provisions are made within **Cooperative Agreements**.
- Travel funds are associated with **Fellowships**, unless those are included in a formal agreement.
- Travel for **“negotiations”**. Basically, a negotiation is a discussion intended to produce an agreement; interested parties agree upon courses of action or craft outcomes which serve mutual interests. If an outside entity extends an invitation to an employee to visit their company to discuss possible future collaboration, i.e. agreements, acceptance of travel funds under this authority is not appropriate.

Another thing to keep in mind is that a Federal employee **must not solicit** the travel assistance. In other words, you may not ask for it.

Some ARS scientists serve as officers in organizations, and under these and certain other circumstances, they are offered in-kind travel support. Examples of this are airplane tickets bought by others and sent to the Federal employee, or a hotel bill that is actually paid by someone else. Here’s a scenario offered by the Ethics Office:

An ARS scientist serves as the President of the Entomological Society of America (ESA) as an outside activity. The ESA is holding an annual conference and would like the ARS scientist to speak at the conference in his official capacity. The Vice-President of the ESA sends a letter to the ARS scientist extending an invitation to him to speak on behalf of ARS and offers to pay travel in-kind. The ARS scientist’s name is also included on the ESA letterhead as President.

Financial interests of the ESA are imputed to this ARS scientist who serves as an officer, prohibiting him from participating “personally and substantially” in an official capacity in any “particular matter” in which he has a financial interest. **An Agency should not accept travel funds in-kind for an employee’s travel if that employee serves as an officer in the sponsoring organization.**

Payment from any non-Federal source shall not be accepted if a determination is made that acceptance would cause the public, with knowledge of all the facts, to question the integrity of USDA programs or operations.

For your information, below is the original interim rule and comments regarding 31 U.S.C. §1353 = 41 CFR Parts 301-1 and 304-1. This is the basis for our approach to acceptance of payment from a non-Federal source for travel expenses.

Ethics rules and their legal underpinnings are complex. That's why there is an REE Ethics Office. There are two ways to stay on the right side of the law and the ethics rules and avoid trouble and embarrassment.

The first is to become completely familiar with the laws, regulations, and ethics issuances.

The other is simply don't accept any outside travel support without getting explicit approval from the Area Office. Associate Area Director Harry Danforth is our Designated Area Ethics Officer, and you should consult with him every time the possibility for outside travel support arises. And that consultation must take place **before you accept any offer.**



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df

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Outside Funds Points

*7/15/2005 email: Dr. Shafer stated that when an outside organization offers to pay a **specific amount** of money for travel expenses, the dollar amount offered should be mentioned in the acceptance letter.*

On the authorization (AD-202) enter a code "S" and the amount that will be paid by the outside funds organization.

Must be over \$250

To justify the cost of processing the ethics paperwork, the reimbursement must be over \$250. No reimbursement is allowed without the ethics paperwork. (re: Hewings 3/9/01)

Waived Conference Registration

If an organization offers to waive the conference registration and **no other expenses** will be involved, the ethics forms are not necessary.

Incidental Reimbursement

Although all lodging and meals are paid by an outside fund source, the traveler is still entitled to the incidentals rate.

Verify meals

Make sure that meals are not automatically reimbursed to an employee for which meals were provided in-kind.

Extra Stops/Annual Leave

- Because it could be perceived by the public that an outside source paid for annual leave or a personal stop over, clear the plans prior to paperwork completion with the Travel Contact and ATA.
- Any deviation from normal plans must be noted in the remarks section of the AD-202.

Airfare

- If USDA/ARS is to pay for the airline ticket and be reimbursed, it must be purchased through Fed/Traveler. Orbitz.com or other online companies are forbidden.
- If the outside funding source is purchasing the ticket in-kind, they can use any source.

Question: After an employee begins travel to a meeting or similar function, what should they do if a non-Federal source offers to pay for one or more of their travel expenses without their or the agency's knowledge?

Answer: If the agency **has already authorized** acceptance of payment for some travel expenses for that meeting from a non-Federal source, then the employee may accept on behalf of the agency payment for any additional travel expenses from the same non-Federal source as long as:

1. The expenses paid or provided in-kind are comparable in value to those offered to or purchased by other similarly situated meeting attendees; and
2. The agency did not decline to accept payment for those particular expenses in advance of the travel.

Answer: If the agency **did not authorize** acceptance of any payment from a non-Federal source prior to your travel then – You may accept, on behalf of your agency, payment from a non-Federal source as authorized only the types of travel expenses that are authorized by your travel authorization (i.e., meals, lodging, transportation, but not recreation or other personal expenses); and only travel expenses that are within the maximum allowances stated on your travel authorization (e.g. if your travel authorization states that you are authorized to incur lodging expenses up to \$100 per night, you may not accept payment from the non-Federal source for \$200 per night). Proper documentation must be completed **within 7 working days of return.**

Post Approval

You must request your agency's authorization for acceptance from the non-Federal source within **7 working days** after your trip ends; and if your agency does not authorize acceptance from the non-Federal source, your agency must either—

1. Reimburse the non-Federal source for the reasonable approximation of the market value of the benefit provided, not to exceed the maximum allowance stated on your travel authorization; or
2. Require you to reimburse the non-Federal source that amount and allow you to claim that amount on your travel claim for the trip

Penalties:

If you accept payment from a non-Federal source for travel in violation of the above, you may be subject to the following penalties:

1. You may be required, in addition to any other penalty provided by law and applicable regulations, to pay the general fund of the Treasury, an amount equal to any payment you accepted; and
2. In the case of reimbursement, you will not be entitled to any reimbursement from the Government for your travel expenses that the payment was intended to cover.

FG
Travel

FTIS

Foreign Travel Checklist

_____ Traveler's Name
 _____ Country
 _____ Dates of Travel

Steps

1. Print out FTIS Country Reference Table (review ALL sections) to determine visa and inoculation requirements, photos needed, and information that needs to be supplied on the AD-202.
2. Ensure that traveler's passport has enough pages and is valid for length of time needed for country visited. If not, allow additional time for travel package to be processed.
3. Obtain the following from the traveler:
 - a) Any items required on the FTIS Country Reference (review ALL sections) print-out.
 - b) Develop trip itinerary with traveler & make reservations with FedTraveler (USE GVTS, not credit card, for foreign travel). Use employee's actual legal name -- not nicknames -- on all travel documents.
 - c) Required photos for visas. <http://travel.state.gov/pdf/Photo%20Guide%202010-01-04.pdf>
 - d) Country contact full name and phone number in EACH CITY within each country visited.
 - e) Meeting information, including hotel name/phone number, title of paper to be presented. Check foreign per diem rates and apply for actual subsistence if necessary.
 - f) Letter of invite if outside funds (Note: Cost of trip must be >\$250 or it must be paid from Unit funds.) Letter of invite must include: name of the sponsor; name of the company, university, or organization; purpose of travel or name of event; travel costs to be covered by the sponsor; return address for acceptance correspondence; and whether payment will be made in kind or reimbursed via check made payable to USDA-ARS.

- | | <u>DATE COMPLETED</u> |
|--|-----------------------|
| 4. Complete the following forms and <u>submit as a complete package</u> | _____ |
| a) AD-202 (initialed by the RL). | _____ |
| b) FTIS Country Reference Table printout. | _____ |
| c) FTIS Record (with information from Country Reference Table, traveler's place and date of birth (if NOT on visa application), traveler's home/work numbers and e-mail, country contact names and phone numbers <u>in each city</u> , hotel name/phone number <u>in each city</u> , and secretary name, phone, and e-mail included). RL signs FTIS record and it is <u>approved in ARIS</u> system. | _____ |
| d) Visa Application (if traveler completes). | _____ |
| e) When applicable, include DS-11 (for no previous official or personal passport), DS-82 (to renew passport), or DS-4085 (to apply for additional passport pages). | _____ |
| f) If outside funds: Non Federal Source Report, Conflict of Interest Analysis, letter of invitation, and letter of acceptance (e-mail acceptance letter to MWA Transportation Assistant). | _____ |
| g) Airline Itinerary. | _____ |
| h) Completed travel package with this cover page sent to MWA Transportation Assistant with passport/accountability form if visa is required. | _____ |

Passport #: Place of Birth - even if NO visa required.

***** REMINDERS *****

- Trips that require a new issue passport should be submitted **75** days prior to departure date.
- All other trips should be submitted at least **60** days prior to departure date.
- FOREIGN TRAVEL PACKAGES THAT DO NOT HAVE ALL OF THE REQUIRED INFORMATION WILL BE RETURNED TO THE LOCATION WITHOUT BEING PROCESSED.

Agricultural Research Service
Agricultural Research Information System
Country / Visa Requirements Listing

JA JAPAN

Advisory: No

Official Passport: Yes

All Passports MUST be Signed Yes

V I S A I N F O R M A T I O N

Required: Yes

Transit Required: Yes

Multiple Entries: Yes

Valid:

Application: Traveler

Passport Signed:

Number of Photos: 1

Comments: If a transit visa is required, annotate the request on the Request of Official Passport (AD-121). The outgoing country clearance cable must include a contact name & telephone number for the US & Japan. Must receive a response from the outgoing cable submitted.

C O R R E S P O N D E N C E I N F O R M A T I O N

State Dept. Clearance Form: No

Invite Letter: No

M E D I C A L I N F O R M A T I O N

Innoculation Record: No
Comments:

Innoculation Statement: No

M I S C E L L A N E O U S I N F O R M A T I O N

(Must be in Comments section on the second and third copies only on AD-121)

Home Address: No

Home Phone: No

Religion: No

Nationality: No

Name: Father: No

Mother: No

Person(s) Visiting: No

TDY Address: No

Phone Numbers: No

Comments: Specific purpose.

E M B A S S Y I N F O R M A T I O N

Work Days (approx.) to obtain Visa: 2 Days

Office Hours: 9:30-12:30 MTWTF

1:30-4:00 MTWTF

Comments: 2520 Mass Avenue, N.W.

Agricultural Research Service
Agricultural Research Information System
Foreign Travel Information System

Traveler: **Travel Year:** 2006
Title: Research Geneticist **Phone:** 608-265-2144
Begin Trip Date: 11/18/2006 **End Trip Date:** 12/07/2006 **Duration:** 20 days
Project Number: 3655-21000-042-00D **Team Leader:** CAMERON JOHN S
Duty Station: MADISON, WI **Locn Priority:** 0
ModeCode: 3655-20-00 **Area Priority:** 0
Accounting Code: 7013655120 **Current Net Locn:** 726,194
Agency Cost: 4,232 **Contributed Cost:** 2,801 **Total Trip Cost:** 7,033

Remarks: DOB: 09/06/60; POB: Monmoth, Illinois; LOCAL CONTACT: KIM MEYERS, PH: 608-262-7922; FAX: 608-262-4743; E-MAIL: KMEYERS@WISC.EDU.

Misc. Comments here

Leg Code: A
City: CARLOW **Begin Date:** 11/18/2006
Country: IRELAND **End Date:** 11/21/2006
Purpose: 2 Attend International Meeting without Presenting Paper
Funding: 1 ARS Appropriated Funds
Purpose Narrative: Participate in the European Association for Potato Research meeting and present research entitled, "The Science of Selection: Potato Breeding Methodology for the 21st Century."

LODGING: SEVEN OAKS HOTEL, ATHY ROAD, CARLOW, PH: ++353 59 9131

FOREIGN CONTACT: DAN MILBOURNE, +353 59 917 0200.

International Meeting Number: 408 **Meeting Begin Date:** 11/18/2006
Meeting End Date: 11/21/2006

Title: European Association for Potato Research

Contributing Organization:

Estimated Agency Cost: 2,389 **Funds Contributed:** 0

Total Leg Cost: 2,389

Don't overlap the leg dates.

Leg Code: B
City: DUNDEE **Begin Date:** 11/22/2006
Country: SCOTLAND **End Date:** 11/23/2006

Purpose: 4 Support ARS Research Program

Funding: 1 ARS Appropriated Funds

Purpose Narrative: Visit the Scottish Crop Research Institute and collaborate with scientists.

LODGING: SWALLOW DUNDEE, KINGSWAY WEST, DUNDEE, DD2 5JT, PH: 01382 641122.

FOREIGN CONTACT: GLENN BRYAN, +44 (0)1382 568585 (DIRECT); +44 (0)1382 562731 (OFFICE).

International Meeting Number: **Meeting Begin Date:**
Meeting End Date:

Title:

Contributing Organization:

Estimated Agency Cost: 1,843 **Funds Contributed:** 0

Total Leg Cost: 1,843

Leg Code: C**City:** LANZHOU **Begin Date:** 11/24/2006**Country:** CHINA **End Date:** 11/24/2006**Purpose:** 4 Support ARS Research Program**Funding:** 4 Payment in kind or funds from Non-Government Sources**Purpose Narrative:** Discussions with potato researchers about my work and the work going on within the USDA.

FOREIGN CONTACT in Lanzhou City, Gansu Province: Mr. Pu Yu-lin.
 Tel: 0086-932-8260616. Mobile: 0086-932-13909329109. Fax: 0086-932-8261015.

LODGING: Lanzhou City. Hotel of Gansu Agricultural University.
 Yinmencun No 1, Anning District, Lanzhou City. Tel: 0086-931-7631674.

International Meeting Number:**Meeting Begin Date:**
Meeting End Date:**Title:****Contributing Organization:** Dingxi Dryland Farming Research & Extension Center**Estimated Agency Cost:** 0 **Funds Contributed:** 129**Total Leg Cost:** 129**Leg Code:** D**City:** DINGXI **Begin Date:** 11/25/2006**Country:** CHINA **End Date:** 12/05/2006**Purpose:** 4 Support ARS Research Program**Funding:** 4 Payment in kind or funds from Non-Government Sources**Purpose Narrative:** Discussions with potato researchers about my work and the work going on within the USDA.

FOREIGN CONTACT in Dingxi City, Gansu Province. Mr. Pu Yu-lin. Tel:
 0086-932-8260616. Mobile: 0086-932-13909329109. Fax: 0086-932-8261015.

LODGING: Dingxi city. Dingxi Hotel. Zhonghua Road No 25, Dingxi
 City. Tel: 0086-932-8284166.

International Meeting Number:**Meeting Begin Date:**
Meeting End Date:**Title:****Contributing Organization:** Dingxi Dryland Farming Research & Extension Center**Estimated Agency Cost:** 0 **Funds Contributed:** 2.028**Total Leg Cost:** 2.028

GovTrip

Replacing

FedTraveler Profiles

FedTraveler Booking Service

TRVL

The GOVTRIP process is **automated, electronic, and paperless**. It utilizes traveler's **personal profile** and current **federal travel policies**. It captures accurate “**should cost**” information including any conceivable travel-related expense.

2.2 Creating an Authorization

From the GovTrip private page, select **Official Travel** and **Authorizations/Orders** from drop-down list.
STAGES: Create – Sign – Approve

1. The first time “Create New” the **Personal Profile** will pop up. Complete **required** fields. **ATA** updates the “read only” sections.
2. Existing authorizations will appear in the listing.
3. **Sort** by Document Name, Departure Date, Status, or TA Number.
4. **Edit**— information in an authorization that has been created but **NOT** signed.
5. **View/Edit**— only after the authorization has been **SIGNED**.
6. **Print**— an overview of the itinerary, including **per diem** and **entitlements** with “should cost” info.
7. **Remove**— deletes an authorization that is **NOT** signed.
8. **Amend**— after an authorization has been **APPROVED**. Goes through the routing process again.

Figure 2-1: Authorizations/Orders Window

Traveler Name: [Suzanne Dove](#) Document Type: Authorization [Help for this screen](#)

GovTrip
TRAVEL for GOVERNMENT

Please review the status of all your documents.

Authorizations / Orders

Below is a list of your existing authorizations/orders. Please select the function (edit, print, etc.) corresponding to the appropriate authorization/order.

1. [Create New Authorization/Order](#) *****Personal Profile will pop up first time for REQUIRED FIELD update.**

Existing Authorizations/Orders

Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View/Edit	Print	Remove	Amend
SDSEATTLEWA121106_A01	12/11/06	ADJUSTED	ONXOSL	view/edit	print	remove	
SDDAHLGRENVA112006_A01	11/20/06	CREATED	ONX5JC	edit	print	remove	
SDAUSTINTX101606_A01	10/16/06	ADJUSTED	ONXORU	view/edit	print	remove	
SDROCKVILLEMD101606_A01	10/16/06	ADJUSTED	ONX1BB	view/edit	print	remove	

3. 6. 7. 8.

2.3 Preparing an Itinerary

STAGES: Starting/Ending Points - book transportation – lodging - rental car

2.3.1 Entering Basic Itinerary Information

The Trip Overview

Figure 2-3: Trip Overview Window

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For International Date Line travel, do not adjust your arriving date. Calculation is automatic.

Trip Overview

Booking Travel using GovTrip requires that you first provide information about your starting and ending locations (usually your home or duty station) and your TDY Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, car, rail) and lodging after these initial steps are complete.

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

A I am Leaving From - (Select From List or Enter Below):

*Starting Point:

*Departing On:

(mm/dd/yyyy)

*Trip Type:

*Trip Purpose:

Trip Details:

Remarks

B My TDY Location is - (Where I Will be Working):

*Location 1: Use Location Tools at Right

*Arriving On:

(mm/dd/yyyy)

*Departing On:

(mm/dd/yyyy)

Location Tools:

C Will You Be Traveling to Another TDY Location?

Section B

1. **Search Locations**— If the specific per diem location is known
2. **TDY/TAD Location Lookup**— If further search needed.
3. Arrival date automatically calculated even crossing the International Date Line.

2.3.1.2.1 Location Tools—Search Location Button

1. Click the Search Location button.
2. All possible matches to the per diem location display.
3. Choose the desired location from the list (Figure 2-5).
4. Click the Select and Close button.

Figure 2-5: Search Location Window

Search Location

Enter the name of a city, city/state, county, county/state, city/country, or location in the search box below to find a per diem location. Note: A match may not be found for the information you enter. You may change your search criteria or use one of the other search options.

Search Term: (TDY/TAD Location)

Search Results:

"Miami, FL" produced 7 results. If the location you typed (example: New York City) does not appear in this result list, try typing in a more specific area (example: Manhattan) and search again. If you still cannot find the desired location, you may use one of the other search options.

TDY Location(s):

Select	Location	County	State/ Country	Conus/ Oconus	Seasonal Dates	Lodge Rate	M&IE Rate
<input type="radio"/>	MIAMI	MIAMI-DADE	FL	C	01/01 - 03/31 04/01 - 09/30 10/01 - 12/31	157.00 107.00 107.00	59.00 59.00 59.00
<input type="radio"/>	MIAMI BEACH CG ISC	DADE	FL	C	01/01 - 03/31 04/01 - 09/30 10/01 - 12/31	157.00 107.00 107.00	59.00 59.00 59.00
<input type="radio"/>	MIAMI GARDENS	MIAMI-DADE	FL	C	01/01 - 03/31 04/01 - 09/30 10/01 - 12/31	157.00 107.00 107.00	59.00 59.00 59.00
<input type="radio"/>	MIAMI LAKES	MIAMI-DADE	FL	C	01/01 - 03/31 04/01 - 09/30 10/01 - 12/31	157.00 107.00 107.00	59.00 59.00 59.00
<input type="radio"/>	MIAMI SHORES	MIAMI-DADE	FL	C	01/01 - 03/31 04/01 - 09/30 10/01 - 12/31	157.00 107.00 107.00	59.00 59.00 59.00
<input type="radio"/>	MIAMI SPRINGS	MIAMI-DADE	FL	C	01/01 - 03/31 04/01 - 09/30 10/01 - 12/31	157.00 107.00 107.00	59.00 59.00 59.00
<input type="radio"/>	MIAMI-DADE COUNTY	MIAMI-DADE	FL	C	01/01 - 03/31 04/01 - 09/30 10/01 - 12/31	157.00 107.00 107.00	59.00 59.00 59.00

Section C

1. **Yes**— An Insert link will now be available in Section B. Select this link if you wish to add multiple locations on this same date in the order visited.
2. **No**— Screen will refresh and continue

Figure 2-11: Trip Overview Window

The screenshot shows the 'Trip Overview' window in the GovTrip system. It includes a header with the GovTrip logo and a note about international travel. The main content is divided into sections A, B, C, and D. Section A is for departure information, B is a table of TDY locations, C is for return information, and D is for travel preferences. Red arrows and numbers 1 through 4 point to specific elements: 1 points to the 'Insert' link in the TDY table, 3 points to the 'Multi-Day' radio button, and 4 points to the 'Preview Screen' radio button. A 'Save and Proceed' button is at the bottom.

GovTrip
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For International Date Line travel, do not adjust your arriving date. Calculation is automatic.

Trip Overview

Booking Travel using GovTrip requires that you first provide information about your starting and ending locations (usually your home or duty station) and your TDY Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, car, rail) and lodging after these initial steps are complete.

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

A I am Leaving From - (Select From List or Enter Below):

*Starting Point: RES: FAIRFAX, VA

*Departing On: 12/11/2006 (mm/dd/yyyy)

*Trip Type: TT-TRIP BY TRIP

*Trip Purpose: TRAINING ATTENDANCE

Trip Details: Attending Training Session.

Starting Locations in Profile: RESIDENCE, DUTY STATION

B My TDY Location is - (Where I Will be Working):

Location	Arriving On	Departing On	Edit	Delete
Insert 1 MIAMI,FL	12/11/06	12/15/06	Edit	Delete

C I am Returning To:

*Ending Point:

*Returning On: 12/15/2006 (mm/dd/yyyy)

*Trip Duration: 12 Hours or Less >12 - 24 Hours - With Lodging >12 - 24 Hours - No Lodging Multi-Day

Return Locations in Profile: RESIDENCE, DUTY STATION

D Where would you like to go next? - (Click One):

Air Travel Lodging Car Rental Rail Preview Screen

Save and Proceed

3. **Trip Duration**— Multi-Day is the default if trip exceeds one day.
4. **Preview Screen**— If no reservations are needed.
5. Click on Save and Proceed

2.4 Travel

Select **Travel** in the main navigation bar.

2.4.1 Add Air Travel – Desired time and airport preferred

1. Select **Air** from the sub-navigation bar.
2. Trip Summary builds on the right side of screen
3. **Nearby Airports list**— to choose your preferred airport
4. **Show Alternative Airports**— will list alternate airport airfares, sorted by City Pair flights when you click on Search Availability.
5. **Search Availability**— a query is made to the Global Distribution System (GDS) for available flight info on date and time.

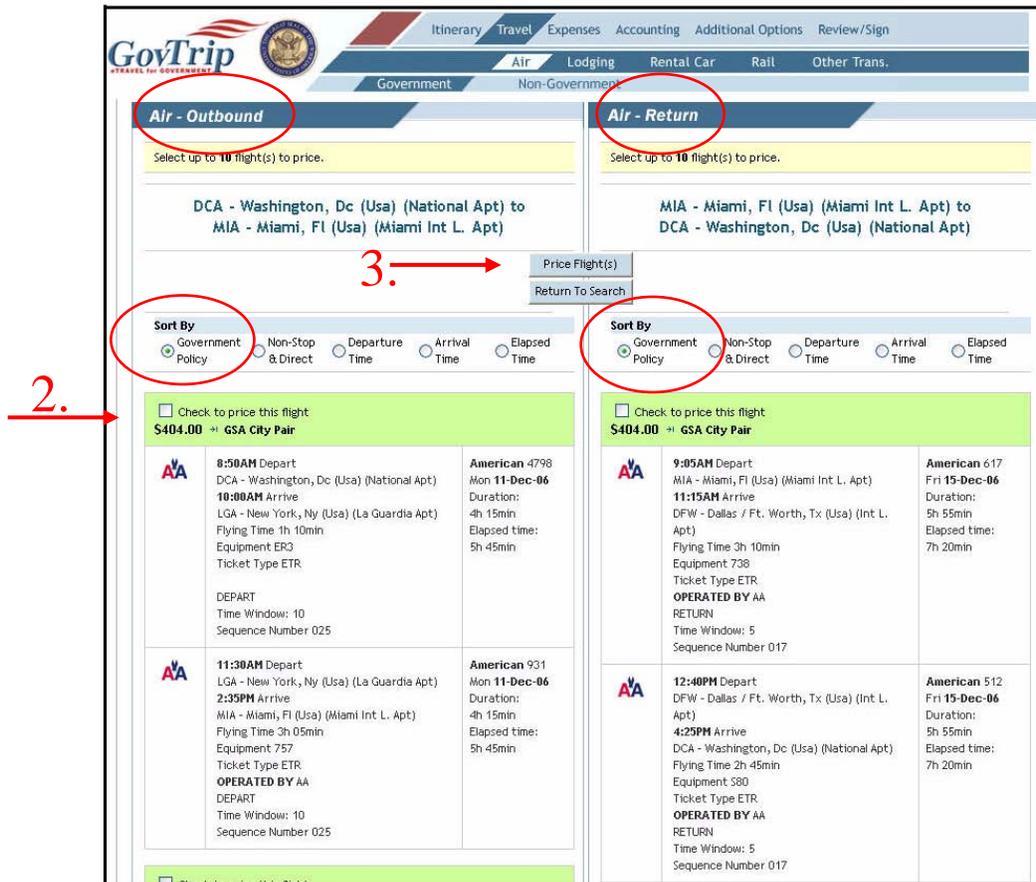
Figure 2-12: Air Travel Window

The screenshot shows the GovTrip Air Travel window. The main navigation bar at the top includes 'Itinerary', 'Travel', 'Expenses', 'Accounting', 'Additional Options', and 'Review/Sign'. The sub-navigation bar includes 'Air', 'Logging', 'Rental Car', 'Rail', and 'Other Trans.'. The 'Air' option is circled in red and labeled '1.'. Below the navigation bar, the 'Air Travel' section contains a 'Required Search Criteria' form. The 'Round Trip' radio button is circled in red and labeled '2.'. The 'Departure or Arrival' dropdown is set to 'Departing' and is also circled in red. The departure date is '12/11/06' and the time is '09:00 AM'. The 'Departure Airport' field is empty. The 'Arrival Airport' field is empty and has a 'Nearby Airports' link next to it, labeled '3.'. The return date is '12/15/06' and the return time is '09:00 AM'. The 'Show Alternate Airports' checkbox is checked and labeled '4.'. The 'Fare Class' section has 'Government' selected. A 'Search Availability' button is at the bottom right, labeled '5.'. On the right side, the 'Trip Summary' panel shows the overall starting point (RES: FAIRFAX, VA), location 1 (MIAMI, FL), and overall ending point (MIAMI, FL).

Search Availability

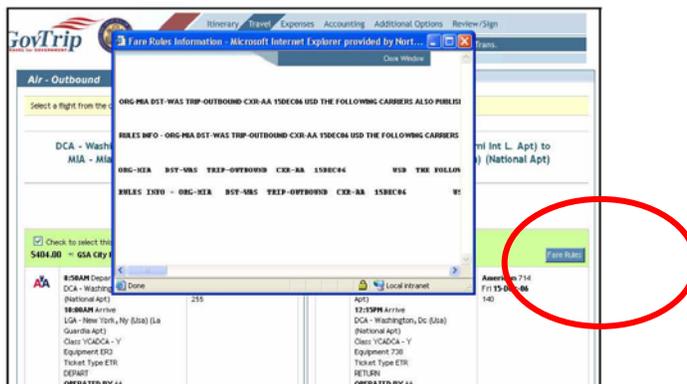
1. Left column – Outbound flights; Right column – Return flights.
2. Select up to **10 flights** by clicking on the checkmark box
3. Check to **Price this Flight**

Figure 2-13: Price Flights Window



4. **Fare Rules**- If button appears on chosen flight, click to read penalties, restrictions, blackout dates, and/or discounts

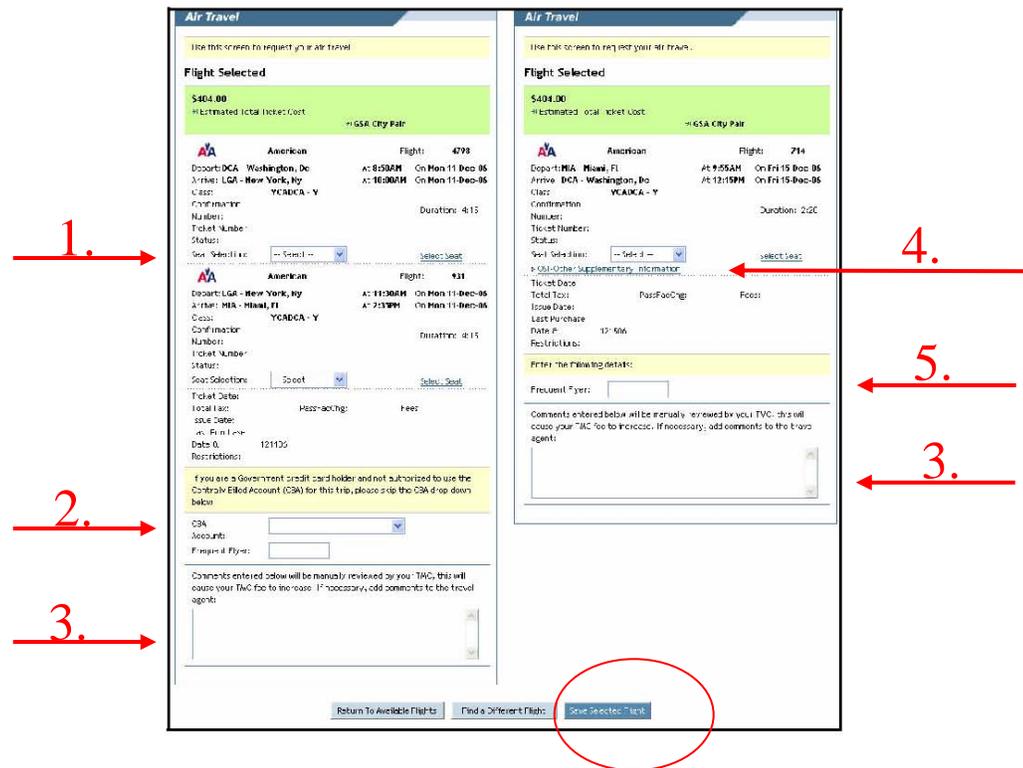
Figure 2-14: Fare Rules Window



2.4.1.1 Seat Assignments – GVTS – Special Needs

1. Seat choices- not all airlines allow seat selection.
2. GVTS/CBA info here for non-Travel Card holders
3. Comments **Manually Reviewed** may result in **INCREASED** service **FEEES**
4. OSI- Other Supplemental Info- Help needed such as special meals, wheel chair, etc. varies based upon provider. Optional and may be by-passed; some options saved to Personal Profile.
5. Frequent flyer number will auto fill if listed in the Personal Profile
6. Click to save selected flight

Figure 2-15: Flight Selection Window



A Book-as-you-go screen will appear alerting the traveler that the reservations have been booked pending confirmation.

Note: The document must be stamped SIGNED at least 4 days prior to departure or the reservations will be auto-cancelled.

Note: If a flight cannot be found, the **Request Assistance in Booking Flight** button can be selected when in the results screen. If necessary, add comments to the Travel Agent. Comments entered will require additional TMC Assistance therefore, additional fees may apply.

2.4.2 Add Lodging

Select **Lodging**.

The **Check-In Date** and **Check-Out Date** are populated from the itinerary.

1. Search Criteria: By Hotel Name, Near an Airport, or Near a City.
2. Search

Figure 2-19: Lodging Window

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Itinerary Travel Expenses Accounting Additional Options Review/Sign
Air **Lodging** Rental Car Rail Other Trans.

Lodging

Use this screen to request your lodging.

* Check-In Date: 12/11/2006 (mm/dd/yyyy)
* Check-Out Date: 12/15/2006 (mm/dd/yyyy)

Required Search Criteria

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

Select by hotel name
 Near an airport
 Near a city

*City: MIAMI
State: FL
*Country: United States
*Distance: 10 (miles)

[Search Accommodations](#)

Trip Summary

Overall Starting Point

Leave From: RES: FAIRFAX, VA
Leave: 11-Dec-06

Location 1: MIAMI, FL

Leave From: RES: FAIRFAX, VA
TDY Loc: MIAMI, FL
Arrive: 11-Dec-06
Leave: 15-Dec-06

Carrier / AMERICAN AIRLINES
Flight: AA 4798
Depart: 8:50AM - 11-Dec-06 - DCA-Washington, Dc (Usa)
Arrive: 10:00AM - 11-Dec-06 - GA-New York, Ny (Usa)

Carrier / AMERICAN AIRLINES
Flight: AA 931
Depart: 11:30AM - 11-Dec-06 - GA-New York, Ny (Usa)
Arrive: 2:35PM - 11-Dec-06 - MIA-Miami, Fl (Usa)

Carrier / AMERICAN AIRLINES
Flight: AA 714
Depart: 9:55AM - 15-Dec-06 - MIA-Miami, Fl (Usa)
Arrive: 12:15PM - 15-Dec-06 - DCA-Washington, Dc (Usa)

Overall Ending Point

Leave From: MIAMI, FL
Return Loc: RES: FAIRFAX, VA
Arrive: 15-Dec-06

2.4.2 Add Lodging (continued)

A list of hotels will appear on the right hand side of the window in the Lodging dialog box. The **Check-In Time** and **Check-Out Time** are automatically filled out according to flight times or hotel policy.

1. Per Diem allowed is listed
2. Click on **Hotel Info & Pricing** button next to the hotel of choice. A pop-up window will appear and GovTrip will search for room availability.

Note: If proper lodging cannot be found, click on the button Request Assistance in Booking Lodging without selecting an accommodation from the list. If assistance is requested, additional fees may apply.

- Click the **OSI** (Other Supplementary Information) link – smoking, etc.

Figure 2-20: Lodging Selection Window

The screenshot shows the GovTrip Lodging Selection Window. The top navigation bar includes tabs for Itinerary, Travel, Expenses, Accounting, Additional Options, Review/Sign, Air, **Lodging**, Rental Car, Rail, and Other Trans. The Lodging tab is circled in red. The left panel contains search criteria: Check-In Date (09/03/2003), Check-Out Date (09/08/2003), Required Search Criteria (Near a city selected), and City (CHI-Chicago), State (IL-Illinois), Country (US-United States). The right panel lists hotels with their addresses, phone numbers, fax numbers, and rate ranges. A red arrow points to the 'Lodging Per Diem Allowed: \$155.00' field, and another red arrow points to the 'Hotel Info & Pricing' button for the 'Amerisuites Chicago/Arlington Heights' hotel.

Hotel Name	Address	City, State, Zip	Phone	Fax	Rate Range
Ramada Plaza Hotel O'Hare	6600 N Mannheim Rd	Rosemont, IL 60018	Phn: 847/827-5131	Fax: 847/827-5659	88.96 - 139.00
Econo Motel	7139 N Milwaukee Ave	Niles, IL 60714	Phn: 847/647-9300	Fax: 847/647-9710	65.00 - 70.00
Amerisuites Chicago/Arlington Heights	2111 S Arlington Heights Rd	Arlington Heights, IL 60005	Phn: 847/956-1400	Fax: 847/986-0804	76.00 - 109.00
Hyatt Regency O'Hare	9300 W Bryn Mawr Ave	Des Plaines, IL 60018-5238	Phn: 847/696-1234	Fax: 847/698-0139	99.00 - 355.00
Omni Orrington Hotel	1710 Orrington Ave	Evanston, IL 60201-3828	Phn: 847/866-8700	Fax: 847/475-3957	105.00 - 190.00

2.5 Expenses

GovTrip allows both non-mileage and mileage expenses to be reported. In the non-mileage section, expenses can be chosen from a list or input manually. In the mileage section, different forms of transportation and related mileage rates can be chosen, with the expense costs calculated automatically. The following two sections instruct a user on entering those expenses.

Note: Trip expenses are added, updated, and deleted in the Expenses Table. There is an extensive list of federal-approved reimbursable expenses in the Expenses Table. Before travel, expenses are estimated and entered by date to get an accurate “should cost” for the trip. After travel, expenses are updated with the actual costs if changes are needed.

2.5.1 Non-Mileage Expenses

1. Select **Expenses** from the main navigation bar.
2. Select the **Expense Type** from the menu box or type the expense type into the **Or:** field. Observe that the Method of Reimbursement field auto-populates based on the chosen Expense Type. If needed, changes can be made using the drop-down list.

Figure 2-31: Non-Mileage Expenses Window

The screenshot displays the 'GovTrip' interface for entering non-mileage expenses. At the top, the navigation bar includes 'Itinerary', 'Travel', 'Expenses', 'Accounting', 'Additional Options', and 'Review/Sign'. The 'Expenses' tab is active, and the 'Non-Mileage' sub-tab is selected. Below the navigation bar, the page title is 'Non-Mileage Expenses'. A yellow instruction box states: 'Use this screen to enter non-mileage expenses for your trip. Select an expense type, or, if you cannot find the appropriate expense type, enter a description in the box provided. Click on the "Save Expenses" button to save these expenses.' Below this, the trip dates are shown as 'Leave: 03-Sep-03' and 'Return: 08-Sep-03'. The main area contains five identical expense entry forms, labeled 'Non-Mileage Expense #1' through '#5'. Each form has the following fields: 'Select Expense Type' (a dropdown menu with an 'OR' field below it), '* Cost: \$' (a text input field), '* Date:' (a date picker showing '09/03/2003' with '(mm/dd/yyyy)' below it), and '* Method of Reimbursement' (a dropdown menu showing '-- Please Select --'). At the bottom center, there is a blue 'Save Expenses' button.

2.5.2 Mileage Expenses

1. Using the Table of Official Distances (TOD), get the mileage for the expense. Click on the **Table of Distances** link to calculate mileage to expense. Use for **ONLY** TDY travel—not local travel or miscellaneous travel (personal travel on duty).
Repeat steps 1-4 until all mileage expenses are entered.
Click **Save Expenses**.

Figure 2-32: Mileage Expenses Window

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Itinerary Travel **Expenses** Accounting Additional Options Review/Sign
Non-Mileage **Mileage** Receipts

Mileage Expenses

Use this screen to enter mileage expenses for your trip. Click on the "Save Expenses" button to save these expenses.

Leave: 03-Sep-03 Return: 08-Sep-03

Mileage Expense #1

* Expense Type:

* Date: 09/03/2003
(mm/dd/yyyy)

* Method of Reimbursement: -- Please Select --

* Miles: x Rate = Cost \$

To calculate mileage for POVs use the [Table of Distances](#)

Mileage Expense #2

* Expense Type:

* Date: 09/03/2003
(mm/dd/yyyy)

* Method of Reimbursement: -- Please Select --

* Miles: x Rate = Cost \$

To calculate mileage for POVs use the [Table of Distances](#)

Save Expenses

2.6 Table of Official Distances (TOD)

The Table of Official Distances should be used when driving to a TDY location, or during other travel outside of a duty area. It is not used for local travel or miscellaneous travel (personal travel on duty).

2.7 Receipts Imaging

Receipts are an important part of trip records and serve as evidence that official travel actually took place. GovTrip allows travelers the option of storing receipts for official travel digitally in addition to existing local retention methods.

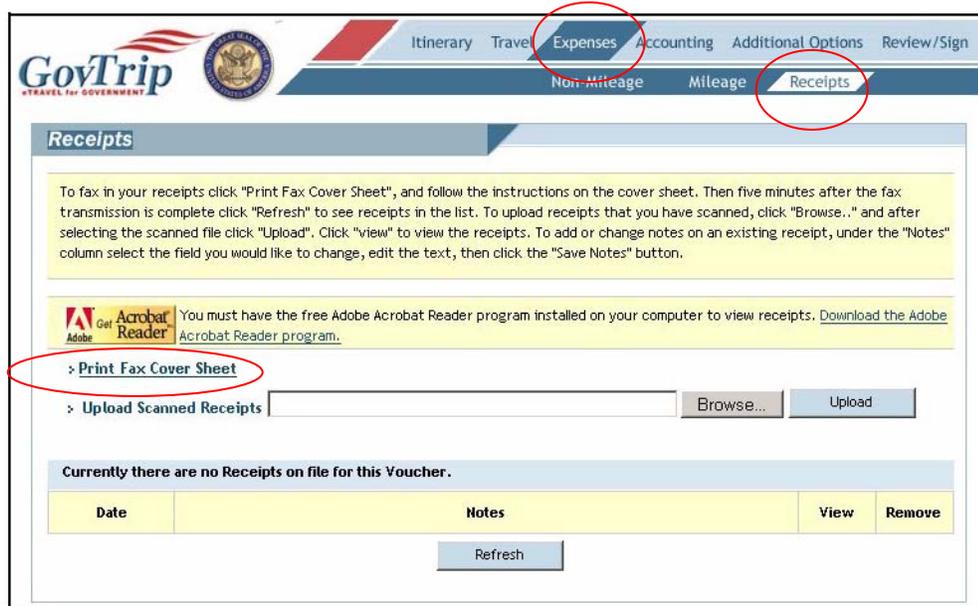
Receipts along with other supporting documentation can be loaded into GovTrip and attached to the trip record by using the **scan and upload** or **fax** method. Although the Receipts Imaging function is available in the Authorization, it is likely that most receipts will not be available until after travel and during the voucher creation process. The same procedures should be followed for digitally storing receipts on the voucher.

To load receipts into GovTrip, use one of the following methods.

Using the Fax method:

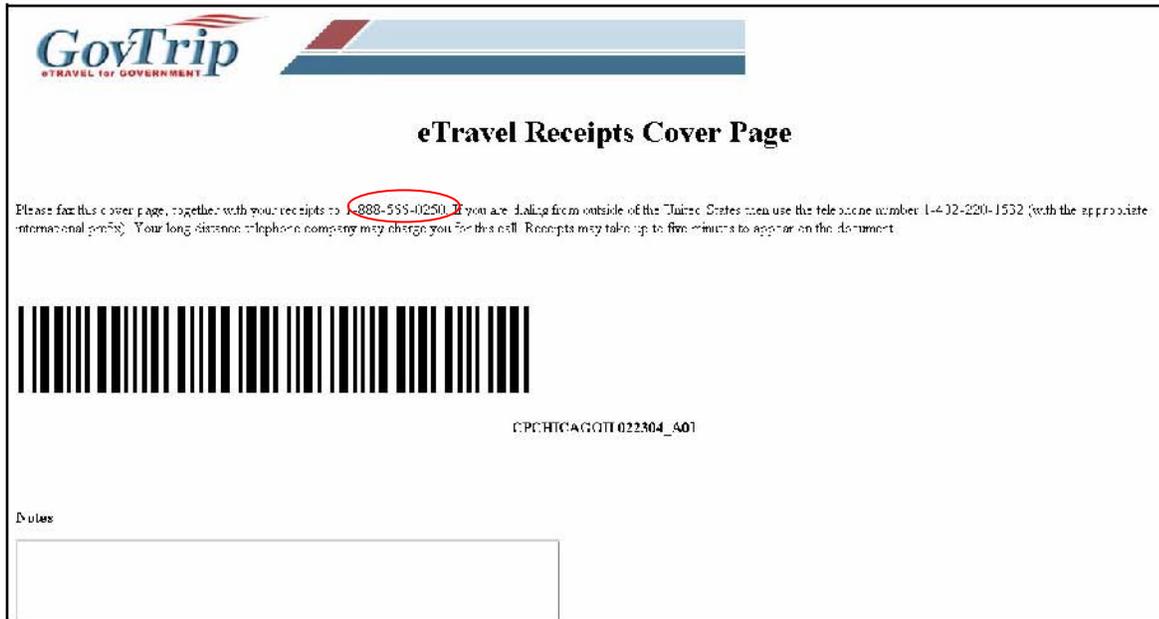
1. Gather all necessary receipts (see local policy) and other supporting documentation that need to be faxed.
Note: It is not advisable to place small receipts in a fax machine. It is suggested that smaller receipts be taped to standard size paper and photo copied prior to faxing.
2. Click **Expenses** from the main navigation bar.
3. Click **Receipts** from the Expenses navigation bar.
4. Click the **Print Fax Cover Sheet** link.

Figure 2-33: Receipts Window



5. Click the **Print** button when the Print Dialog window appears to get a hardcopy of the fax cover sheet (Figure 2-34).

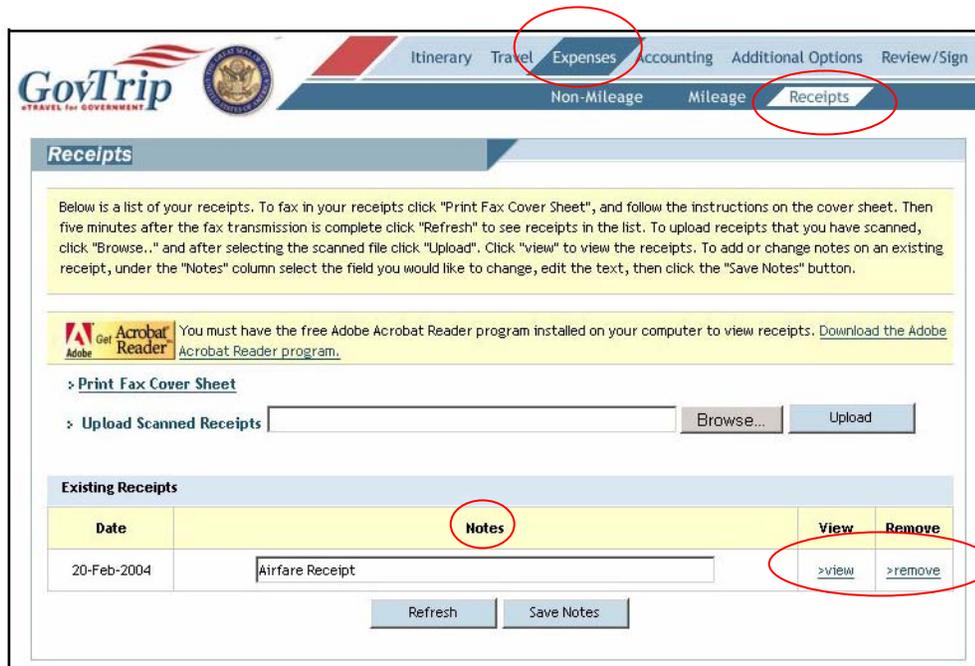
Figure 2-34: eTravel Receipts Cover Page (Fax Cover Sheet)



Note: The fax cover sheet has a bar code that is unique to the selected document and identifies which document in the GovTrip database the receipts are to be associated with. *Optional:* The **Notes** section of the fax cover sheet (Figure 2-34) can be used to indicate which receipts are attached and are going to be loaded via the current fax. This will be displayed in the current fax only. **It is important to print a new Fax Cover Sheet for each fax submission in GovTrip. The bar code located on the fax cover sheet denotes which document the receipts are to accompany in Govtrip.**

6. Send receipts to the fax number on the fax cover sheet. **Note:** There is a wait time of about 5 minutes for the imaging engines to receive, convert and load the faxed pages into the document identified by the bar code. The wait time does not impact the user's ability to continue to complete their document.
7. Once the fax has been loaded into the document, it will be displayed in the lower portion of the Receipts window and sorted by date.
8. Enter a description of the receipts contained in the fax in the **Notes** field and click the **Save Notes** button (Figure 2-35).

Figure 2-35: Receipts Window



9. Click **View** to review receipts contained in the fax.

10. If necessary, click **Remove** to remove the desired fax from the current document.

Using the Scan/Upload method:

1. Gather all necessary receipts (see local policy) and other supporting documentation that needs to be scanned. Acceptable file types include: .bmp, .gif, .jpg, .pdf, .png, and .tif. The maximum file size is 2MB per file. **Note:** Multiple files can be uploaded. However, each file must be uploaded individually by repeating steps 4-6 below.

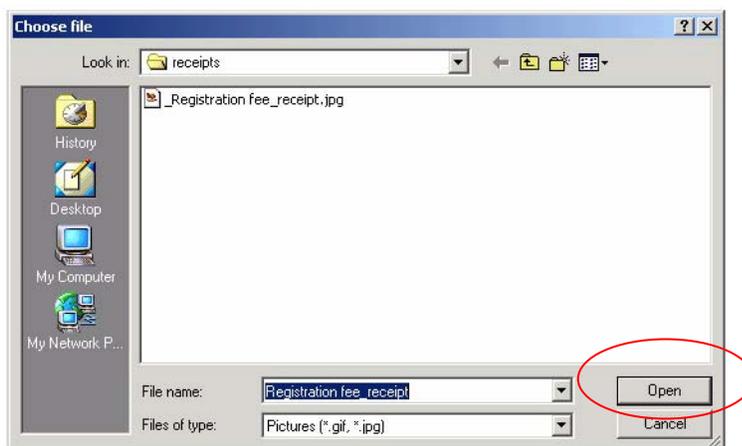
2. Click **Expenses** from the main navigation bar.

3. Click **Receipts** from the Expenses navigation bar (See Figure 2-33).

4. Click the **Browse** button and locate the scanned file to be uploaded.

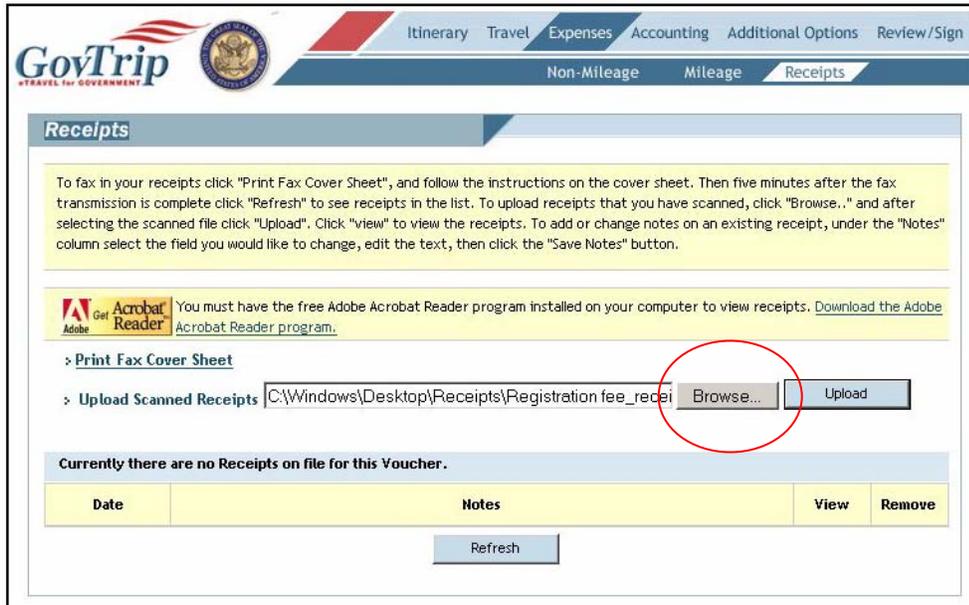
5. Click the **Open** button once the desired file is selected (Figure 2-36).

Figure 2-36: Browse Window



6. Click the **Upload** button (Figure 2-37).

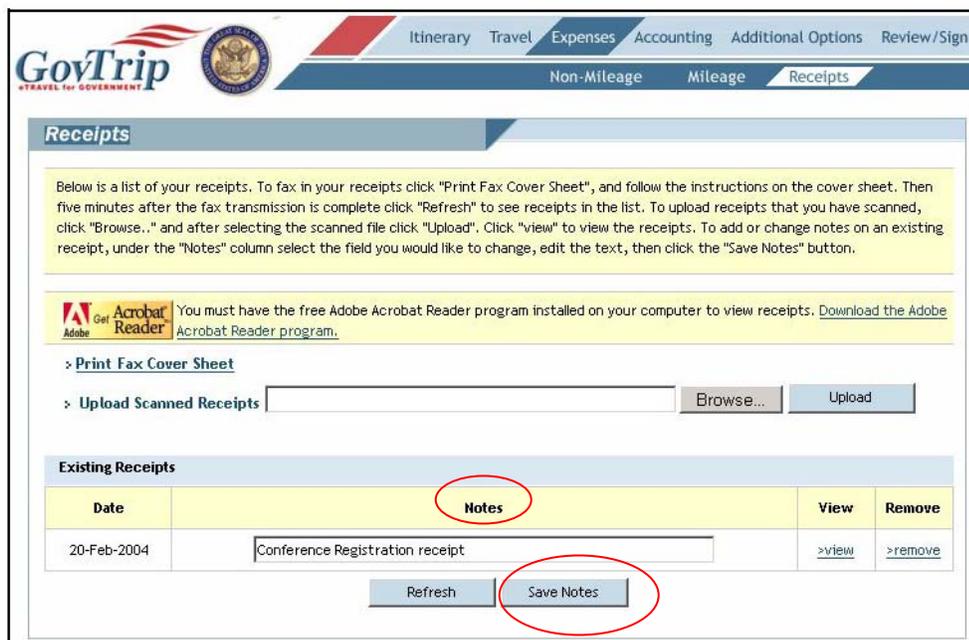
Figure 2-37: Receipts Window



7. Once the file has been loaded into the document, it will be displayed in the lower portion of the Receipts window and sorted by date.

8. Enter a description of the receipts contained in the uploaded file in the **Notes** field and click the **Save Notes** button

Figure 2-38: Receipts Window



9. Click **View** to review receipts contained in the fax.

10. Click **Remove** to remove the desired fax from the current document.

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