



## FedTraveler.com

### Unit 1: FedTraveler.com Suite of Software

#### Module 4: FedTraveler.com for System Administrators

#### Participant Guide



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# FedTraveler.com for System Administrators

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Appendix A - Terms and Acronyms .....A-1

## About the System Administrators Module

### System Administrators Components

Welcome to the *FedTraveler.com for System Administrators Guide*, which will introduce you to the roles, features, and functions for System Administrators of FedTraveler.com.

This Guide will assist you in class, serving as a detailed lesson plan for practice sessions on the computer, and as a notebook.

The projected time at the beginning of a group of lessons is approximate and may vary depending upon the user audience.

This Guide contains the following lessons:

- Lesson 1 – **Introduction** discusses the FedTraveler.com basics, and roles and responsibilities of a System Administrator.
- Lesson 2 – **Getting Started** discusses gaining access to FedTraveler.com as a System Administrator, with an overview of common page elements and navigating in FedTraveler.com.
- Lesson 3 – **System Administrators' Role** discusses the three types of System Administrators and their roles and responsibilities in FedTraveler.com.
- Lesson 4 – **Managing Objects** is an overview of how a System Administrator uses the Toolbox to manage Objects.
- Lesson 5 – **Managing Organization and Group Profiles** discusses the process options that can be set in an Organization and why Group Profiles are needed in FedTraveler.com.
- Lesson 6 – **Managing User Profiles** discusses creating **User Profiles** and setting security rights for users. Security settings will be discussed in detail.
- Lesson 7 – **Managing Job Title/Workgroups and Approval Chains** discusses how documents are routed for approval using Job Title/Workgroups and Approval Chains.
- Lesson 8 – **Managing Object Classes and Expense Categories** discusses how Objects are used in FedTraveler.com to indicate which Agency's accounting codes are used to pay for travel expenses. They also indicate what type of funds are being used.

- Lesson 9 – **Managing Other, Local, and Default Expenses** discusses creating Objects so a Traveler can account for travel expenses while on official travel.
- Lesson 10 – **Dynamic Approvers** discusses how to insert Approvers in the routing process for special conditions without making changes to the existing Approval Chain.
- Lesson 11 – **Using System Utilities** discusses refreshing user PINS, finding, printing, and viewing documents, as well as viewing document histories and summaries.
- Lesson 12 – **Reports** discusses the various reports available and how to access and run FedTraveler.com reports.

## Implementation FedTraveler.com for System Administrators Class Schedule

This course is designed to be taught as a one-day course.

<b>Day 1</b>	
<b>Lesson</b>	<b>Time</b>
Lesson 1: Introduction	10 minutes
Lesson 2: Getting Started	25 minutes
Lesson 3: System Administrator's Role	15 minutes
Lesson 4: Managing Objects	1 hour
Lesson 5: Managing Organization & Group Profiles	1 hour
Lesson 6: Managing User Profiles	30 minutes
Lesson 7: Managing Job Title/Workgroups & Approval Chains	30 minutes
Lesson 8: Managing Object Classes and Expense Categories	30 minutes
Lesson 9: Managing Other Expenses, Local Expenses, and Default Expenses	30 minutes
Lesson10: Dynamic Approvers	15 minutes
Lesson 11: Using System Utilities	15 minutes
Lesson 12: Reports	15 minutes

## Customer Service Representatives FedTraveler.com for System Administrators Class Schedule

This course is designed to be taught as a two-day course.

<b>Day 1</b>	
<b>Lesson</b>	<b>Time</b>
Lesson 1: Introduction	20 minutes
Lesson 2: Getting Started	20 minutes
Lesson 3: System Administrator's Role	15 minutes
Lesson 4: Managing Objects	1 hour
Lesson 5: Managing Organization & Group Profiles	1 hour
Lesson 6: Managing User Profiles	1 hour

<b>Day 2</b>	
<b>Lesson</b>	<b>Time</b>
Lesson 7: Managing Job Title/Workgroups & Approval Chains	30 minutes
Lesson 8: Managing Object Classes and Expense Categories	30 minutes
Lesson 9: Managing Other Expenses, Local Expenses, and Default Expenses	30 minutes
Lesson 10: Dynamic Approvers	30 minutes
Lesson 11: Using System Utilities	30 minutes
Lesson 12: Reports	30 minutes

## System Administrator Module Objectives

After completing this module, you will be able to:

- Recall the steps in the FedTraveler.com process
- Identify the role of the System Administrator
- Set up, modify, and maintain an organization's system configuration

## About this Guide

This Guide provides an overview of the Federal travel industry and FedTraveler.com. Appendix A contains the general terms and acronyms used in FedTraveler.com. This Guide uses several typographical conventions to help you quickly identify page elements, definitions, keystrokes, hints, tips, and cautions.

Although this Guide covers all of FedTraveler.com's capabilities, many of these are available only if enabled by your Agency's business rules and policies.

## Page Elements

The names of Web pages, menu options, fields, and buttons are shown in bold text. For example, "On the **Home** page, type the Member ID in the **Member ID** field."

## Key Information

Key information is emphasized with a graphic adjacent to the information presented in the right column. This Guide uses three types of key information boxes.



### **Hint**

A Hint provides you with a helpful tip or shortcut.



### **Key Point**

A Key Point gives you information that will aid in your understanding of the task or concept presented.



### **Watch Out!**

A Watch Out warns about some feature of the software or an action that may cause problematic results.

### **Procedures**

Procedures detail the steps necessary to complete each task. Screen shots and notes are included as needed.

### **Known System Issues and Workarounds**

Gray shading like this is used to identify approved workarounds for known system issues current at the time this edition was published. Release notices e-mailed from FedTraveler.com will inform you of fixes for these issues as they are implemented. For further information, go to the FedTraveler.com home page, <http://www.fedtraveler.com> and click the link entitled **Known System Issues and Workarounds** under **Latest News**.



## Knowledge Checks

Knowledge Checks follow each lesson. There are several types of Knowledge Checks, ranging from discussion questions, paper-based tests, and practical exercises.

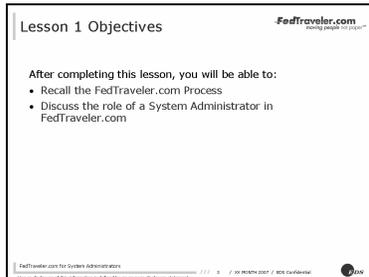
All Knowledge Checks are placed in the guide immediately after the section that explains the task.

## Lesson 1: Introduction

### Lesson 1 Objectives

After completing this lesson, you will be able to:

- Recall the FedTraveler.com Process
- Discuss the role of the System Administrator in FedTraveler.com



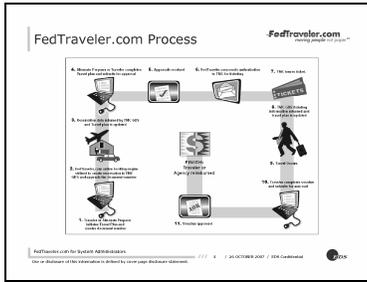
Slide 3: Lesson 1 Objectives

### Introduction

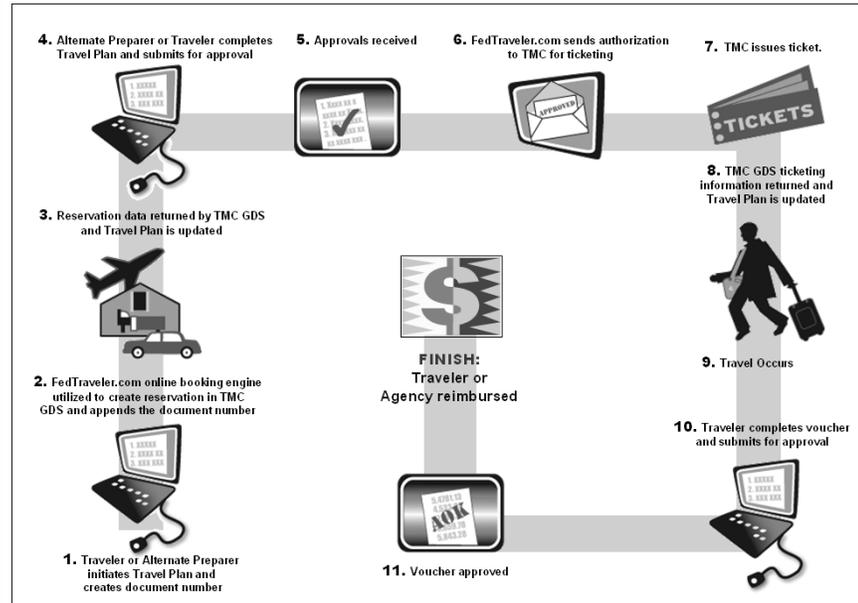
This lesson introduces FedTraveler.com. It also provides a brief introduction on the three levels of System Administrators, and their rights and roles within FedTraveler.com.

### The FedTraveler.com Process

FedTraveler.com is a Web-based system for managing Federal employees' official travel. With the Federal Travel Regulations (FTR) and Joint Federal Travel Regulations (JFTR) built into the system, FedTraveler.com provides an automated approach that operates efficiently to reduce Agencies' processing costs. When fully implemented, FedTraveler.com will satisfy the President's E-Gov Travel Services initiative.



Slide 4: FedTraveler.com Process



**FedTraveler.com Process**

## Create Travel Plan

The FedTraveler.com process begins when a Traveler or Alternate Preparer, someone who prepares Travel Documents for other Travelers, initiates a Travel Plan, an electronic document that identifies the key travel information for a specific trip. The Plan, also known as a travel authorization or travel order, includes destinations, transportation arrangements and costs, lodging, and per diem entitlements.

## Make Reservations

A Traveler can make online reservations for airlines, trains, rental cars, and hotels through FedTraveler.com one of two ways:

- Directly book through the Online Booking Engine (OBE) that interfaces with FedTraveler.com.
- Manually type confirmed reservation information into FedTraveler.com.

## Submit a Travel Plan

Once a Travel Plan is completed, the Traveler must review, and if needed, add or modify any financial information before submitting the plan for approval.

## Obtain Travel Plan Approval

Travel Plans submitted for approval are automatically routed to the Traveler's Approver(s), who reviews and approves or returns the plan to the Traveler. Once a Travel Plan is approved, the funds for the trip are obligated and tickets are reserved. If a Travel Plan is not approved, it is returned to the Traveler to take the appropriate corrective action.



### **Key Point**

Tickets are not always purchased at the time the Travel Plan is approved. Tickets are purchased according to Agency rules.

## Create Expense Report

After returning from the trip, the Traveler must create an Expense Report to claim the actual expenses incurred during travel. An Expense Report is also known as a travel voucher, travel claim, or voucher. Using the receipts from the trip, the Traveler reviews the itemized expenses for accuracy and, if necessary, makes any changes to the total meals, lodging, transportation, rental car, and other expense amounts. Next, the receipts are prepared for submission to the FedTraveler.com system, if over \$75 or per Agency policies.



### **Key Point**

Receipts for airfare, lodging, and car rental are always required regardless of cost.

## Receipts Imaging

Receipts for any claimed expenses are submitted with the Expense Report. Copies of receipts are sent via fax to FedTraveler.com E-Gov Travel Service, where the receipts are scanned and saved as an electronic document.



### **Key Point**

Each Agency will determine whether to use Receipts Imaging in its own FedTraveler.com system.

## Submit Expense Reports

When a Traveler submits a completed Expense Report for approval, the report is automatically routed to the same Approval Chain as the associated Travel Plan unless the Agency's System Administrators have customized the Approval Chain for Expense Reports. See Lessons 7, 11, and 12 for information on setting up and customizing Approval Chains.

## Expense Report Approval

The Approver reviews the Expense Report and accompanying receipts. Once approved, the Traveler receives a reimbursement or makes a payment if appropriate. If an Expense Report is not approved, it is returned to the Traveler to take the appropriate corrective action.

## Role of the System Administrator

FedTraveler.com has four user roles:

- Travelers
- Alternate Preparers
- System Administrators
- Approvers

Travelers manage their own individual Travel Plans and Expense Reports. Alternate Preparers manage these documents for one or more Travelers. System Administrators manage the system configurations that the Travel Documents follow as they flow through the FedTraveler.com process. Approvers review and approve Travel documents that Travelers have submitted. This course focuses on the tasks that System Administrators perform.

A System Administrator manages the workflow process for an Organization or group of Organizations.

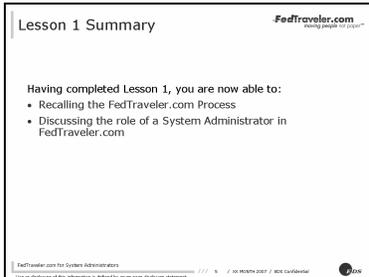
In order for users to access FedTraveler.com, a profile has to be created in the system. For Travel Documents to be routed to the correct Approvers, a routing process needs to be set up. If an Organization has specific business rules for their Travelers, System Administrators are able to configure these rules in FedTraveler.com.



## Knowledge Check

Answer the following questions by circling the correct answers.

1. FedTraveler.com is a Web-based system for managing Federal employee's official travel. True or False?
  - a. True
  - b. False
2. Someone who prepares Travel Documents for other Travelers is defined as a(n):
  - a. Agent
  - b. Traveler
  - c. Alternate Preparer
3. FedTraveler.com has four types of users; Travelers, Alternate Preparers, Approvers, and System Administrators.
  - a. True
  - b. False



Slide 5: Lesson 1  
Summary

## Lesson 1 Summary

Having completed Lesson 1, you are now able to:

- Recall the FedTraveler.com Process
- Discuss the role of the System Administrator in FedTraveler.com

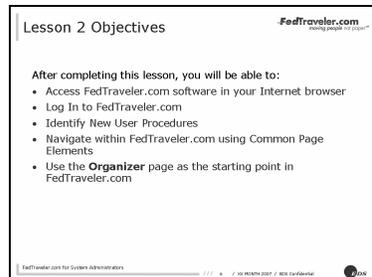
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## Lesson 2: Getting Started with the Software

### Lesson 2 Objectives

After completing this lesson, you will be able to:

- Launch the Web browser to access and use the FedTraveler.com **Home** page
- Log in for the first time
- Set up your **User Profile**
- Identify common page elements
- Explain the Traveler's and Alternate Preparer's Organizer pages



Slide 6: Lesson 2 Objectives

### Introduction

This lesson provides an overview of accessing FedTraveler.com and establishing your own new **User Profile**. You also will learn to use the **Organizer** page and manage System Administrator tasks.

### FedTraveler.com Home Page

The FedTraveler.com **Home** page serves as a portal to FedTraveler.com and links to several Federal travel sites. These links include Domestic Per Diem Rates, National Weather Service, Federal Travel Regulations (FTR), GSA Fed Rooms for lodging, and GSA Travel Charge Card Smart Pay.

From the FedTraveler.com **Home** Page, you can see if the system and the online booking engine (OBE) are available. You can also go to other sites such as news, policy, or planning sites.

Access FedTraveler.com using Internet Explorer 5.5 or greater or Netscape 7.0 or greater by logging on with a Member ID and PIN. Your Member ID and PIN (Password) will be issued by your System Administrator (Sys Admin).

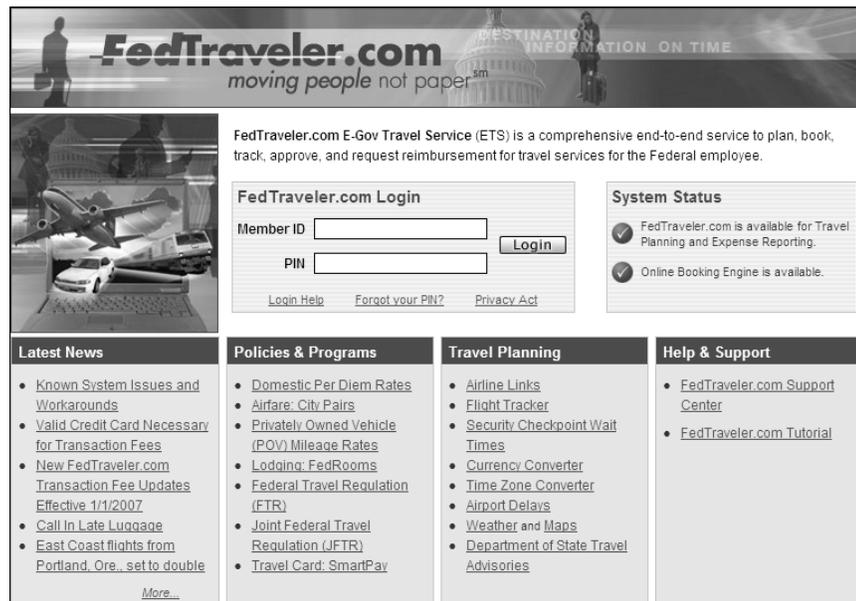
## Accessing FedTraveler.com

To access FedTraveler.com, do the following:

1. Launch your preferred Web browser
2. To navigate to FedTraveler.com, type <http://www.fedtraveler.com> in the Web browser address bar.



Slide 7: FedTraveler.com Home Page



FedTraveler.com Home Page

## System Status

The **Home** page system status reflects the availability of FedTraveler.com and the OBE, scheduled maintenance, intermittent problems, and outage notifications.

The **Home** page displays the following icons to indicate the status.

Icon	Status
	System is fully operational
	System Maintenance is planned
	System is not available
	System Maintenance is in progress
	Intermittent problems are being experienced

Links next to the symbols for system availability, maintenance, and intermittent problems provide more detail on the nature of the status and actions being taken to restore the system to full operational capability.

## Logging in for the First Time

Before you are able to use FedTraveler.com, the system requires that you log in two separate times. The first log in will allow you to verify your e-mail address so that a temporary PIN can be sent to the e-mail address entered in your **User Profile**. It is important to verify that the e-mail address at the first log in is correct.



### Hint

If you receive an **HTTP 500 – Internal Server Error** message when attempting to log in to FedTraveler.com, it may be because your browser has stored an older version of the Web page. Clear your browser's cache and delete your Internet cookies and then try logging in again. For assistance with this procedure, contact your IT department.

To log in for the first time and create your own PIN, do the following:

1. Open your Web browser and navigate to FedTraveler.com.

*The FedTraveler.com **Home** page displays.*

FedTraveler.com E-Gov Travel Service (ETS) is a comprehensive end-to-end service to plan, book, track, approve, and request reimbursement for travel services for the Federal employee.

**FedTraveler.com Login**

Member ID

PIN

[Login Help](#) [Forgot your PIN?](#) [Privacy Act](#)

**System Status**

- ✓ FedTraveler.com is available for Travel Planning and Expense Reporting.
- ✓ Online Booking Engine is available.

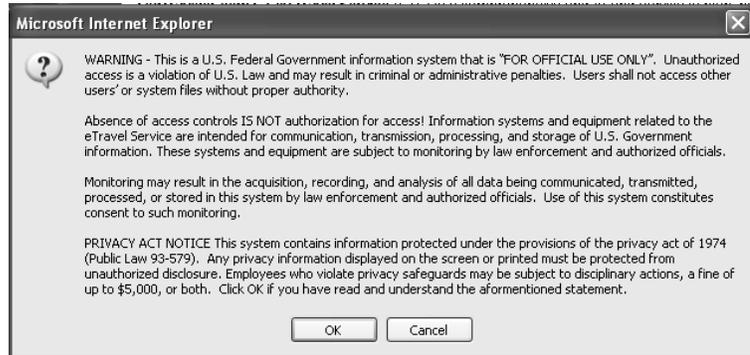
Latest News	Policies & Programs	Travel Planning	Help & Support
<ul style="list-style-type: none"> <li>• <a href="#">Known System Issues and Workarounds</a></li> <li>• <a href="#">Valid Credit Card Necessary for Transaction Fees</a></li> <li>• <a href="#">New FedTraveler.com Transaction Fee Updates Effective 1/1/2007</a></li> <li>• <a href="#">Call In Late Luggage</a></li> <li>• <a href="#">East Coast flights from Portland, Ore., set to double</a></li> </ul> <p><a href="#">More...</a></p>	<ul style="list-style-type: none"> <li>• <a href="#">Domestic Per Diem Rates</a></li> <li>• <a href="#">Airfare: City Pairs</a></li> <li>• <a href="#">Privately Owned Vehicle (POV) Mileage Rates</a></li> <li>• <a href="#">Lodging: FedRooms</a></li> <li>• <a href="#">Federal Travel Regulation (FTR)</a></li> <li>• <a href="#">Joint Federal Travel Regulation (JFTR)</a></li> <li>• <a href="#">Travel Card: SmartPay</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Airline Links</a></li> <li>• <a href="#">Flight Tracker</a></li> <li>• <a href="#">Security Checkpoint Wait Times</a></li> <li>• <a href="#">Currency Converter</a></li> <li>• <a href="#">Time Zone Converter</a></li> <li>• <a href="#">Airport Delays</a></li> <li>• <a href="#">Weather and Maps</a></li> <li>• <a href="#">Department of State Travel Advisories</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">FedTraveler.com Support Center</a></li> <li>• <a href="#">FedTraveler.com Tutorial</a></li> </ul>

### FedTraveler.com Home Page

2. In the **FedTraveler Login** box, type your **Member ID** and initial **PIN**, and then click the **Login** button to begin the process of obtaining your temporary PIN.

**Note:** Naming conventions for Member IDs are defined by the Agencies.

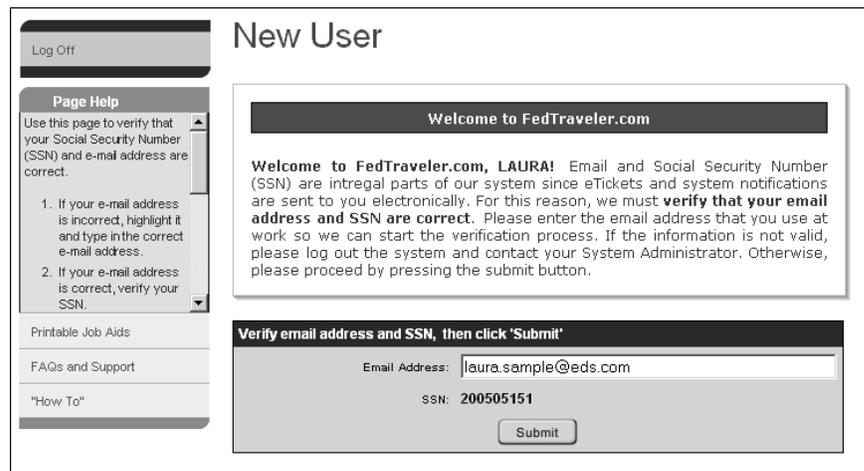
*The "FOR OFFICIAL USE ONLY" and PRIVACY ACT NOTICE dialog box displays.*



**FOR OFFICIAL USE ONLY and PRIVACY ACT NOTICE Dialog Box**

3. Read the notice and click the **OK** button.

*The **New User** page displays in a new browser window. From this point on, your browser navigation buttons and standard keyboard shortcuts are disabled, except for **Ctrl-P** (Print) and **Ctrl-R** (Refresh). You must use the navigation controls within FedTraveler.com.*



**New User Page**

4. Verify that the e-mail address is correct.
  - a. If your e-mail address is correct, click the **Submit** button.
  - b. If it is incorrect, highlight the address, type the correct one, and click the **Submit** button.

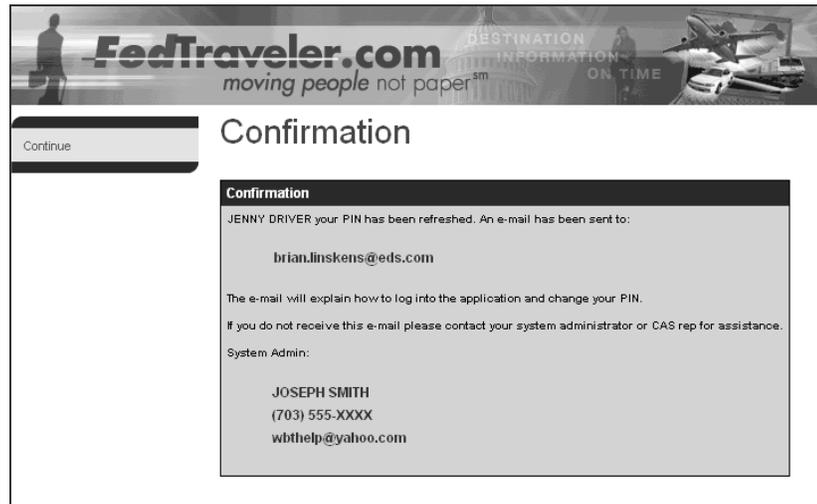
The **E-mail Address Verification** dialog box displays.



**E-mail Address Verification Dialog Box**

5. Click the **OK** button in the E-mail Address Verification dialog box.

The **Confirmation** page displays stating your PIN has been refreshed and sent to your e-mail address.



**Confirmation Page**

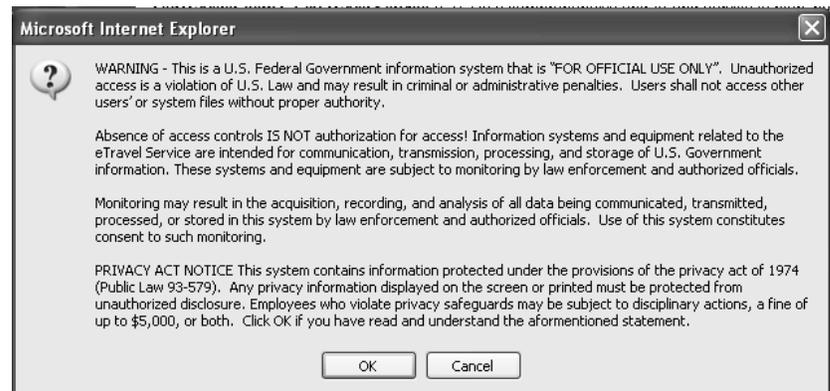
6. Click the **Continue** menu option to return to the **Home** page.

You will be automatically logged out of FedTraveler.com.

**Note:** FedTraveler.com will send a temporary PIN to your e-mail address. Retrieve your temporary PIN and use it to log in a second time.

7. After you have retrieved your temporary PIN from your e-mail, return to the **Home** page.
8. Type your **Member ID** and temporary **PIN**, and click the **Login** button.

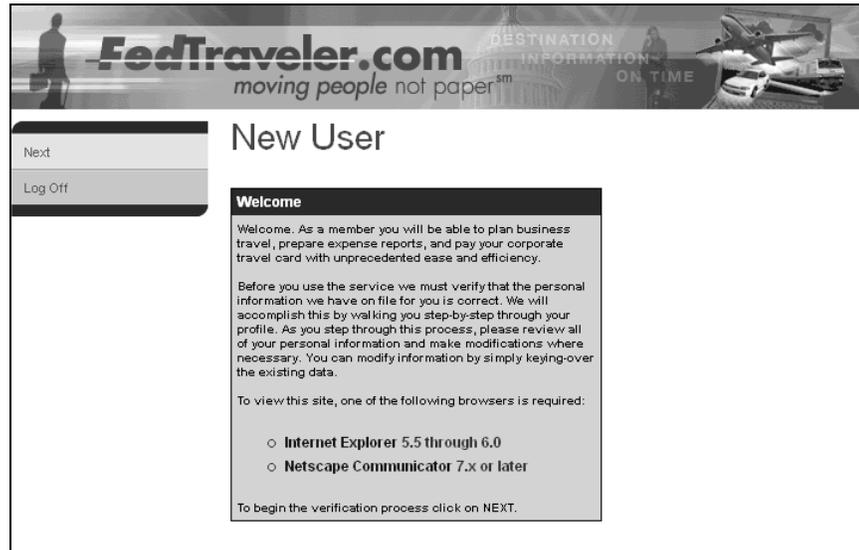
*The "FOR OFFICIAL USE ONLY" and PRIVACY ACT NOTICE dialog box displays.*



**FOR OFFICIAL USE ONLY and PRIVACY ACT NOTICE  
Dialog Box**

9. Click the **OK** button.

*The **New User** page displays again, showing the **Welcome** box.*



**FedTraveler.com** moving people not paper<sup>sm</sup>

DESTINATION INFORMATION ON TIME

Next

Log Off

## New User

**Welcome**

Welcome. As a member you will be able to plan business travel, prepare expense reports, and pay your corporate travel card with unprecedented ease and efficiency.

Before you use the service we must verify that the personal information we have on file for you is correct. We will accomplish this by walking you step-by-step through your profile. As you step through this process, please review all of your personal information and make modifications where necessary. You can modify information by simply keying-over the existing data.

To view this site, one of the following browsers is required:

- Internet Explorer 5.5 through 6.0
- Netscape Communicator 7.x or later

To begin the verification process click on NEXT.

### New User Page



### Hint

FedTraveler.com displays a warning message one minute before the system times out due to inactivity. When you respond to the warning message, the activity timer is reset and you can continue to work in FedTraveler.com without being logged out.

## Activating Your User Profile

Once you have logged on with your Member ID and temporary PIN, the **New User** page displays. From here, you activate your own **User Profile**, including personal, financial, and employment information needed for Travel Plans and Expense Reports.



### Hint

If you forget your PIN for subsequent log ins, enter your Member ID, and then click the link "**Forgot your PIN?**" link. Follow the instructions and a new, temporary PIN will be e-mailed to you.

To complete the New User procedures, do the following:

10. After reading the **Welcome** message, select the **Next** menu option.

*The **Personal Information** page displays.*

Personal Information:		225-11-0000	
<sup>^</sup> First/MI/Last Name	SHARON		TESTER
<sup>^</sup> Home Street	100 MAIN ST		
<sup>^</sup> City/State/Zip/Country	WASHINGTON	DC	20001 USA
<sup>^</sup> Home Phone	(202) 555-XXXX		
Default Airport Code	IAD		

\*\*\*All items with the <sup>^</sup> are required!\*\*\*

### Personal Information Page

11. Review your personal information for accuracy and modify as necessary.



### Key Point

FedTraveler.com allows the use of hyphens in name fields; however, the Global Distribution System (GDS) does not. When making travel reservations, hyphens in name fields are replaced by a space. FedTraveler.com will remind you of this by displaying a message if a hyphen is entered in the **Last Name** or **First Name** field on the **Personal Information** page.

12. Click the **Next** menu option.

*The **Financial Information** page displays.*

**Financial Information:**

Bank Name	<input type="text"/>
Bank Street	<input type="text"/>
Bank City/State/Zip	<input type="text"/> AL <input type="text"/>
ABA Routing Nbr.	<input type="text"/>
Bank Number	<input type="text"/>
Account Type	CHECKING <input type="text"/>
Account Number	<input type="text"/>
Web Address	<input type="text"/> (Exp. http://www.pncbank.com)

**Financial Information Page**



**Hint**

Because each Agency uses its own accounting system to process travel transactions, you may not need to add financial information to your **User Profile**.

13. Select the **Next** menu option.

The **Employment Information** page displays.

**Employment Information**

Job Title	<input type="text"/>		
Office Address	<input type="text"/>	Room Number	<input type="text"/>
Office City/State/Zip	<input type="text"/> AK <input type="text"/>		
Office Phone	<input type="text"/>	Office Fax	<input type="text"/>
Employee Type	<input type="text"/>	Security Clearance	None <input type="text"/>
<sup>^</sup> E-Mail Address1	pbgctraining@gmail.com		
E-Mail Address2	<input type="text"/>		
<input type="checkbox"/> Click here if this is an invitational traveler.			
<input type="checkbox"/> Click here to block incoming email messages.			
***All items with the <sup>^</sup> are required***			

**Employment Information Page**

14. Review your employment information for accuracy and modify as necessary.



### Key Point

The **E-Mail Address1** field on the **Employment Information** page is required in order to use the OBE. You receive approvals, notifications of changes to your travel reservations and confirmations of your ticket purchases via the e-mail address entered in this field.

If an Alternate Preparer creates Travel Plans for you, use the **E-Mail Address2** field to provide your Alternate Preparer's e-mail address. You should also use this to provide your home or any public e-mail address that you can access via the Internet while traveling to retrieve important messages.

15. Select the **Next** menu option.

*The **New User Credit Card Information** page displays.*

The screenshot shows the 'New User' page on FedTraveler.com. On the left is a navigation menu with 'Next', 'Previous', and 'Log Off' options. The main content area is titled 'New User' and includes a 'Quick Tip' icon. Below the title is a text box: 'Click the link(s) below to access the User Credit Card record to Update or Delete.' The 'User Credit Card Information' section contains several input fields: 'Name on Credit Card', 'Account Number', 'Credit Card Type' (a dropdown menu), 'Expiration Date (mm/dd/yyyy)', and 'Credit Card Category' (a dropdown menu). Below these fields is a section titled 'Indicate document credit card usage(s):' with checkboxes for 'Flight', 'Rail', 'Lodging', and 'Vehicle'. At the bottom of this section are 'Submit', 'Delete', and 'Clear' buttons. The 'Existing Credit Cards' section shows a list of cards with the example: '\*\*\*\*\*4444 --> 01/23/2012 --> Individually Billed Account'.

**New User Credit Card Information Page**

16. Review your credit card information for accuracy and modify as necessary.



### **Key Point**

FedTraveler.com allows the use of hyphens in name fields; however, the Global Distribution System (GDS) does not. When making travel reservations, hyphens in name fields are replaced by a space. FedTraveler.com will remind you of this by displaying a message if a hyphen is entered in the **Name on Credit Card** field on the **Credit Card Information** page.

17. Select the **Next** menu option.

*The **Change PIN to save your profile** box displays.  
You are required at this point to create a new PIN.*



### **Watch Out!**

You can log off the **New User** page at any time but, before you do, remember that if you do NOT submit your changes from this session, you will lose them.

The following table describes the requirements and parameters for creating a PIN

Requirements	Special Characters
PINs are case sensitive.	! Exclamation point
PINs must be between 8 and 16 characters and a combination of alphabetic, numeric, and special characters.	@ At sign # Pound sign \$ Dollar sign & Ampersand ('And') sign
The first and last character must be alphabetic (e.g., Dog@12catcher). Numbers are <i>not</i> allowed in these positions.	* Asterisk ^ Caret < Less than sign > Greater than sign ( Open Parenthesis ) Close Parenthesis
PINs expire in 90 days or less depending on your Agency's default setup.	
No more than 3 identical consecutive characters in any position from the previous password.	
PINs may NOT contain: <ul style="list-style-type: none"> <li>• Any dictionary word in any language</li> <li>• Any proper noun or the name of any person, pet, child, or fictional character</li> <li>• Any employee serial number, Social Security number, birth date, phone number, or any information that could be readily guessed about the creator of the password</li> <li>• Any simple pattern of letters or numbers, such as the keyboard pattern, "qwerty", or "xyz123"</li> <li>• Any word or name spelled backwards or appended with a single digit or with a two-digit "year" string, such as "98xyz123"</li> </ul>	

18. Type your temporary PIN in the **Old PIN** field.
19. Type your new PIN in the **New PIN** field.
20. Retype your new PIN in the **Confirm New PIN** field.
21. In the **Save Profile** box, click the **Click here to save profile** button.

*The **Rules of Behavior** page displays.*

## Rules of Behavior

### 1. INTRODUCTION

The following Rules of Behavior shall be followed by all users of FedTraveler eTravel Services (eTS) with respect to its individual components. The eTS will be a United States Federal Government computer service that is "FOR OFFICIAL USE ONLY." The service shall be subject to monitoring; therefore, no expectation of privacy shall be assumed. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

The rules delineate responsibilities of, and expectations for, all individuals with user accounts to be established for the eTS service. Non-compliance of these rules may result in denial of access to the service and/or other actions that are commensurate with the non-compliance activity.

### 2. ACCESS

FedTraveler users shall obey the following access rules:

- Only use data for which you have been granted authorization.
- Do not retrieve information for someone who does not have authority to access the information. Only give information to personnel who have access authority and have a need to know for their GSA jobs.
- Do not access, research, or change any user account, file, directory, table, or record not required to perform your OFFICIAL duties.
- Do not store sensitive files on a PC hard drive if access to the PC or files cannot be physically or technically limited.

#### 2.1 Account Registration

#### 2.2 Logging On To The System

All users shall have a unique User Identification/Account name and password. Access shall be granted based on authenticating the account name and password entered by the user.

- I have read and accept the Rules of Behavior  
 I do NOT accept the Rules of Behavior

Submit

### Rules of Behavior Page

22. After reading the **Rules of Behavior (RoB)**, click the **I have read and accept the Rules of Behavior** radio button.

23. Click the **Submit** button.

*The **Organizer** page displays and you can begin using FedTraveler.com.*

## Organizer Page

The **Organizer** page is the starting point for all procedures in FedTraveler.com such as creating a Travel Plan, viewing your itineraries, searching for travel reservations, updating your **User Profile**, and looking up per diem rates. This page is always the first page that displays after you log in to FedTraveler.com.

System Administrators can access menu options from the **Organizer** page to manage Organization(s) or run Reports on Organizations.



Slide 8: Organizer Page

- Toolbox
- Reports
- Schedules
- Itineraries
- Perdiem Rates
- Leisure Travel

## Organizer

Welcome LAURA July 9, 2007

**My Approval Desktop**

You have 0 document(s) for approval. [Go to My Approval Desktop](#)

**My Travel Desktop**

You have 7 document(s). [Go to My Travel Desktop](#)  
 You have 0 returned document(s). Use this link to request, view, and modify travel authorizations and vouchers.

**My Travel Profile**

- [View/Update User Profile](#)
- [View/Update Travel Preferences](#)

**Help and Support**

- [Online Help](#)
- [FedTraveler.com Support Center](#)
- [FedTraveler.com Tutorial](#)
- [Latest Traveler News & System Enhancement Announcements](#)
- [FedTraveler.com Release Notice and Schedule](#)

## Organizer Page

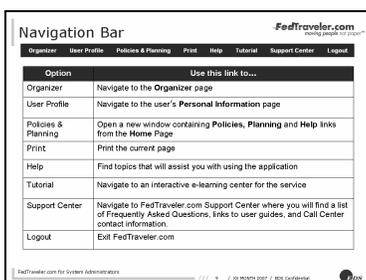
Depending on your role in FedTraveler.com, you will see different menu options or have certain modules visible on this page. For example, if you are a Traveler in FedTraveler.com, then you will see the **My Travel Desktop**, **My Travel Profile** and the **Help** and **Support** modules. A Traveler will not have access to the **Toolbox** or **Reporting** menu option.

## Page Components

- **Navigation Bar** – Options stay the same as you navigate to different FedTraveler.com pages
- **Page Name** – Describes the Web page
- **Menu Options** – These differ among the types of users and change as you navigate to different pages
- **Modules:**
  - **My Approvals Desktop** indicates the number of documents waiting for your approval (Approvers only)
  - **My Travel Desktop** lists messages about the number of pending and returned Travel Documents
  - **My Travel Profile** contains links to view and update your profile (personal, financial, and employment information) and travel preferences (airline, car, and hotel)
  - **Help and Support** contains links to online help, Support Center, and the Fed Traveler.com tutorial. This section also has links to the latest Traveler news, release notices, and maintenance schedules.

## Navigation Bar

The Navigation Bar on every FedTraveler.com page includes options that you use to move around the FedTraveler.com Web site.



### Navigation Bar

Slide 9: Navigation Bar

The following table describes the Navigation Bar options.

Option	Use this link to...
<b>Organizer</b>	Navigate to the <b>Organizer</b> page
<b>User Profile</b>	Navigate to the <b>User Profile</b> page
<b>Policies &amp; Planning</b>	Open a new browser window containing copies of the <b>Policies, Planning</b> and <b>Help</b> links from the <b>Home</b> Page.
<b>Print</b>	Print the current page
<b>Help</b>	Find topics that will assist you with using the application
<b>Tutorial</b>	Navigate to interactive Web-based training for FedTraveler.com
<b>Support Center</b>	Navigate to FedTraveler.com Support Center where you will find a list of Frequently Asked Questions, links to user guides, and Call Center contact information.
<b>Logout</b>	Exit FedTraveler.com

Menu Bar FedTraveler.com  
moving people not paper<sup>sm</sup>

Menu Option	Use this option to...
<b>Toolbox</b>	Access administrative functions to manage Organizations. Available only to System Administrators
<b>Reports</b>	Open the <b>Reporting</b> page to run reports on Organizations
<b>Schedules</b>	Show airline and train schedules, and hotel and rental car availability
<b>Itineraries</b>	List itineraries associated with your Travel Plans, which have been booked through the Online Booking Engine (OBE)
<b>Per Diem Rates</b>	Find the per diem rates for various cities and countries

FedTraveler.com for System Administrators  
https://www.fedtraveler.com/... / 10/10/2017 / 10/10/2017 / 10/10/2017

Slide 10: Menu Bar Options

## Menu Options

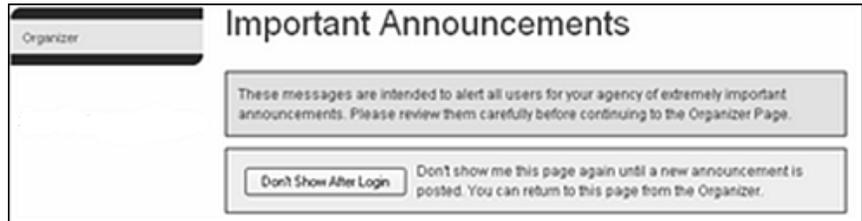
The following table describes the menu options located on the System Administrator's **Organizer** page.

Menu Option	Use this option to...
<b>Toolbox</b>	Access administrative functions to manage Organizations. Available only to System Administrators
<b>Reports</b>	Open the <b>Reporting</b> page to run reports on Organization(s)
<b>Schedules</b>	Show airline and train schedules, and hotel and rental car availability
<b>Itineraries</b>	List itineraries associated with your Travel Plans, which have been booked through the OBE
<b>Per Diem Rates</b>	Find the per diem rates for various cities and countries

## Important Announcements

The **Important Announcements** page keeps you informed about new system features and changes.

Whenever a new announcement is posted, the **Important Announcements** page displays immediately after log in and before the **Organizer** page.



### Important Announcements Page

Click the button if you want to see only new announcements. You can still reread an active announcement by choosing **Important Announcements** on the **Organizer** page.

New announcements will display below the checkbox shown above. Select the **Organizer** menu option to return to the **Organizer** page.



### **Watch out!**

Announcements display only for a limited time before being removed. This time period is determined by your FedTraveler.com System Administrator.



## Knowledge Check

Answer the following questions by circling the correct answers.

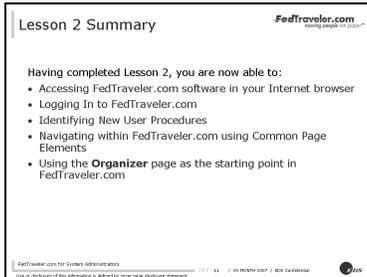
1. A new user to FedTraveler.com has to log in only once before they are able to use FedTraveler.com. True or False?
  - a. True
  - b. False
  
2. At the FedTraveler.com Home page, you can (circle all that apply):
  - a. Check the weather report
  - b. Log in to FedTraveler.com
  - c. Create a Travel Plan
  - d. Find a link to the FTR
  - e. Find your System Administrator's e-mail address
  
3. To browse to the FedTraveler.com Web site, the URL is:
  - a. <http://fedtravel.com>
  - b. <http://etravel-service.com>
  - c. <http://fedtraveler.com>
  - d. <http://etravel.com>

- 
4. The Organizer page is the first page you will see when you log in to FedTraveler.com.
    - a. True
    - b. False
  
  5. Circle all the common page elements in FedTraveler.com.
    - a. Navigation Bar
    - b. Hyperlinks to Web sites
    - c. Name of the page
    - d. Menu options
    - e. Dropdown

## Lesson 2 Summary

Having completed Lesson 2, you are now able to:

- Access FedTraveler.com
- Log in to FedTraveler.com
- Identify new user procedures
- Navigate within FedTraveler.com using common page elements
- Use the **Organizer** page as a starting point in FedTraveler.com



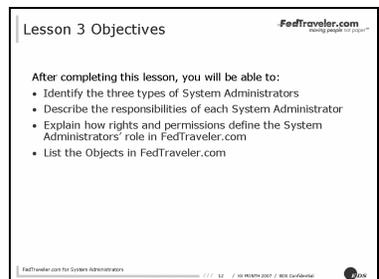
Slide 11: Lesson 2 Summary

## Lesson 3: System Administrators' Role

### Lesson 3 Objectives

After completing this lesson, you will be able to:

- Identify the three types of System Administrators
- Describe the unique responsibilities of each type of System Administrator
- Explain how rights and permissions define the System Administrators' role in FedTraveler.com
- List the Objects in FedTraveler.com



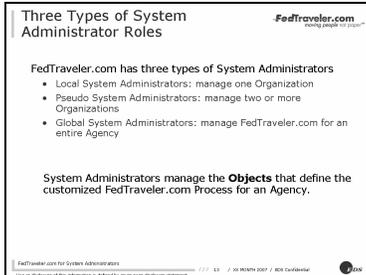
Slide 12: Lesson 3 Objectives

### Introduction

This lesson will provide an overview of the System Administrator's roles and responsibilities. Objects used to manage the workflow processes in FedTraveler.com are also discussed.

The role of the System Administrator is to manage the workflow processes for his or her Organization or group of Organizations. This includes:

- Adding users to the FedTraveler.com system after implementation
- Defining users' roles in the system:
  - Travelers
  - Alternate Preparers
  - Approvers
  - Administrators
- Setting up the process for Travel Documents:
  - Identify approval triggers for dynamic approvers
  - Set default selections for Expense Categories, Travel Mode and Vehicle selection



Slide 13: System Administrators' Roles

## Types of System Administrators

All System Administrators do not have identical privileges. FedTraveler.com allows Agencies to indicate which type of System Administrator the user will be. FedTraveler.com has three types of System Administrators:

- **Local System Administrator, or Organization Administrator**, manages Objects for one Organization, such as an Office or Division.
- **Pseudo System Administrator** is a Local System Administrator who is responsible for more than one Organization. This individual can perform the same functions and access the same utilities as the Local System Administrator. The Global System Administrator grants this access.
- **Global System Administrator, or Agency Administrator**, can access and manipulate data for all Organizations (Offices, Divisions, Organization Elements) within an Agency. In many cases, the Global System Administrator must act before the Local Administrator can perform tasks.

## FedTraveler.com Objects



Slide 14: Objects in FedTraveler.com

FedTraveler.com System Administrators are able to manage the workflow process for an Organization through the use of Objects. Objects are building blocks that allow an Agency to incorporate Agency-specific business rules and processing options in FedTraveler.com.

Objects in FedTraveler.com may be classified into three categories:

### 1. Organization Objects

- *Organization Profile* – Information about default processes for a group of Travelers. Examples of processing options are PIN Expiration and per diem rates that display in documents for Travelers within an Organization.
- *Group Profile* – A group of Organizations or Security Group that:
  - Allows a Pseudo System Administrator to manage more than one Organization for a Department or Agency.
  - Allows Alternate Preparers to create and submit Travel Plans for Travelers from one or multiple Organizations.



Slide 15: Classifying Objects in FedTraveler.com

## 2. User Objects

- *User Profile* – Contains information on a user such as contact information, default accounting string, and security rights
- *Job Title/Workgroup* – Identifies an Approver or a group of Approvers in an Approval Chain who will review and approve Travel Plans, Expense Reports, and Local Expense reports. It also defines in what order the Approvers will approve the documents.
- *Approval Chain* – Defines how Travel Plans, Expense Reports, and Local Expense reports are routed for approval within an Organization. It consists of Job Title/Workgroups, which are like the steps in the Approval Chain

## 3. Financial Objects

- *Object Class* – Indicates the purpose for which the funds are being used. Meals and Travel are two common Object Classes used in FedTraveler.com.
- *Purpose Code* – Code to designate the purpose of travel
- *Expense Category* – Category to which Other, Local, or Default Expenses can be associated. Expense Categories include Transportation, Meals, Lodging, Rental Car, Other, and Transaction Fee. Expense Categories can only be created by an EDS System Administrator.
- *Other Expenses* – Additional expenses incurred while on travel, which can include Hotel Taxes, Gasoline, Personal Phone Calls, or Laundry/Dry Cleaning.
- *Local Expenses* – Expenses incurred while on local travel as defined by the Agency. Examples of Local Expenses include Public Transportation, Parking Fees, and Tolls.
- *Default Expenses* – Travel expenses that are coded into the system. Examples of Default Expenses include Airfare, Lodging, and Rental Car. A System Administrator cannot create, modify or delete a Default Expense.

## System Administrator Rights

In order to manage users’ access to FedTraveler.com, users are given rights or permissions in their User Profiles, which determine their role in FedTraveler.com. For example, if your role in FedTraveler.com is that of a Traveler, you will not need access to the system administration tools. If you are a System Administrator, you might not need access to approve documents for Travelers.

OBJECT	LOCAL SYS. ADMIN			PSEUDO SYS. ADMIN			TRAVELER		
	CREATE	MODIFY	DELETE	CREATE	MODIFY	DELETE	CREATE	MODIFY	DELETE
Approval Chain	X	X	X	X	X	X	X	X	X
Default Expense	X	X	X	X	X	X	X	X	X
Expense Category	X	X	X	X	X	X	X	X	X
Group Profile	X	X	X	X	X	X	X	X	X
Job Title/Workgroup	X	X	X	X	X	X	X	X	X
Local Expense	X	X	X	X	X	X	X	X	X
Object Class	X	X	X	X	X	X	X	X	X
Organization Profile	X	X	X	X	X	X	X	X	X
Organization Process Options	X	X	X	X	X	X	X	X	X
Approval Trigger	X	X	X	X	X	X	X	X	X
Other Expense	X	X	X	X	X	X	X	X	X
Optional Justifications	X	X	X	X	X	X	X	X	X
Organization Defaults	X	X	X	X	X	X	X	X	X
PH Expiration	X	X	X	X	X	X	X	X	X
Other Expense	X	X	X	X	X	X	X	X	X
Purpose Code	X	X	X	X	X	X	X	X	X
User Profile	X	X	X	X	X	X	X	X	X

Slide 16: System Administrators’ Rights

## Local and Pseudo Administrator Rights

Local System Administrators have the rights outlined in the following table for one Organization. Pseudo System Administrators have these same rights for a Security Group and multiple Organizations.

Object	Create	Modify	Delete
Approval Chain	X	X	X
Default Expense	X	X	X
Expense Category	X	X	X
Group Profile	X	X	X
Job Title/Workgroup	X	X	X
Local Expense	X	X	X
Object Class	X	X	X
Organization Profile	X	X	X
Other Expense	X	X	X
Purpose Code	X	X	X
User Profile	X	X	X

Slide 17: Local and Pseudo Administrators

Object	Create	Modify	Delete
Approval Chain	X	X	X
Default Expense			
Expense Category			
Group Profile			
Job Title/Workgroup	X	X	X
Local Expense			
Object Class			
Organization Profile		X	
Other Expense			
Purpose Code			
User Profile	X	X	X

## Global System Administrator’s Rights

Global System Administrators have the rights outlined in the following table:

Global System Administrator Rights FedTraveler.com

Object	Create	Modify	Delete
Approval Chain	X	X	X
Default Expense			
Expense Category			
Group Profile	X	X	X
Job Title/Workgroup	X	X	X
Local Expense	X		
Object Class	X	X	X
Organization Profile		X	
Other Expense	X		
Purpose Code			
User Profile	X	X	X

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Slide 18: Global System Administrator’s Rights

Global System Administrator Rights			
Object	Create	Modify	Delete
Approval Chain	X	X	X
Default Expense			
Expense Category			
Group Profile	X	X	X
Job Title/Workgroup	X	X	X
Local Expense	X		
Object Class	X	X	X
Organization Profile		X	
Other Expense	X		
Purpose Code			
User Profile	X	X	X



## Knowledge Check

Answer the following questions by circling or matching the correct answers.

1. Complete this sentence by circling the correct answer. The three types of System Administrators for an Agency are:
  - a. Local, Pseudo, and Super-Pseudo System Administrator
  - b. Generic, Local, and Global System Administrator
  - c. Local, Pseudo, and Global System Administrator
  - d. Local, Pseudo, and EDS System Administrator

2. Match the Object to its definition

User Profile	a	Expenses associated with local travel
Expense Category	b	Expenses related to official travel such as parking, taxi, tolls, or hotel taxes
Local Expense	c	Indicates the type of funds being used
Job Title/Workgroup	d	Travel expenses that are coded into the system.
Object Class	e	Indicates the purpose of the trip
Group Profile	f	Identifies an Approver or a group of Approvers in an Approval Chain who will review and approve Travel Plans, Expense Reports, and Local Expense reports
Default Expense	g	Two or more Organizations grouped together to allow for more efficient management of Organizations
Organization Profile	h	Category to which Other, Local, or Default Expenses can be associated.
Other Expense	i	Contains information on a user such as contact information and security rights; this is where the System Administrator defines who is Traveler, Alternate Preparer or System Administrator
Purpose Code	j	Defines how Travel Plans, Expense Reports, and Local Expense reports are routed for approval within an Organization
Approval Chain	k	Contains information about the Organization such as name and contact information of the System Administrator; business rules for the Organization, and members in the Organization

3. Circle all the Objects that Local and Pseudo System Administrators can create:

- a. User Profile
- b. Group Profile
- c. Job Title/Workgroup
- d. Object Class
- e. Approval Chain
- f. Other Expenses
- g. Purpose Code

Lesson 3 Summary FedTraveler.com  
moving people not paper<sup>sm</sup>

Having completed Lesson 3, you are now able to:

- Identify the three types of System Administrators
- Describe the responsibilities of each System Administrator
- Explain how rights and permissions define the System Administrators' role in FedTraveler.com
- List the Objects in FedTraveler.com

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### Slide 19: Lesson Three Summary

## Lesson 3 Summary

Having completed Lesson 3, you are now able to:

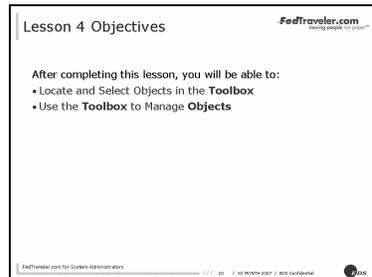
- Identify the three types of System Administrators
- Describe the unique responsibilities of each type of System Administrator
- Explain how rights and permissions define the System Administrators' role in FedTraveler.com
- List the Objects in FedTraveler.com

## Lesson 4: Managing Objects

### Lesson 4 Objectives

After completing this lesson, you will be able to:

- Locate and select Objects in the **Toolbox**
- Use the **Toolbox** to manage Objects



Slide 20: Lesson 4  
Objectives

### Introduction

This lesson will describe the procedure for managing Objects in FedTraveler.com.

Objects allow Systems Administrators to customize FedTraveler.com. This customization includes the ability to incorporate Agency-specific business rules or processing options, such as setting the routing process for approval, indicating which accounting code will be used to pay for travel expenses, or defining user roles in FedTraveler.com. The combination of Objects defines the FedTraveler.com workflow process for an Organization.

As a Local or Pseudo System Administrator, you will manage Objects for an Organization or Security Group. You will need to understand how modifying or deleting one Object can affect another Object or the process flow in general.

## Overview of Managing Objects from the Toolbox

You can manage each Object from the **Toolbox** page. On this page you can create, modify, delete, and view an **Object**. All **Objects** are listed in the **System Administration** box and each can be manipulated using the menu options on the left side of the **Toolbox** page.

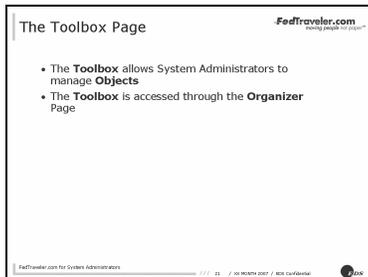
To get to the **Toolbox** page, do the following:

1. Log in to FedTraveler.com.

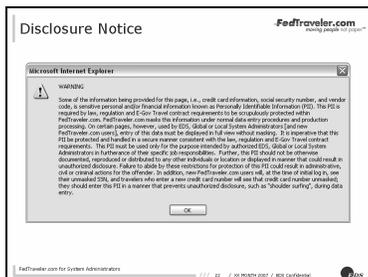
*The **Organizer** page displays.*

2. On the **Organizer** page, click the **Toolbox** menu option.

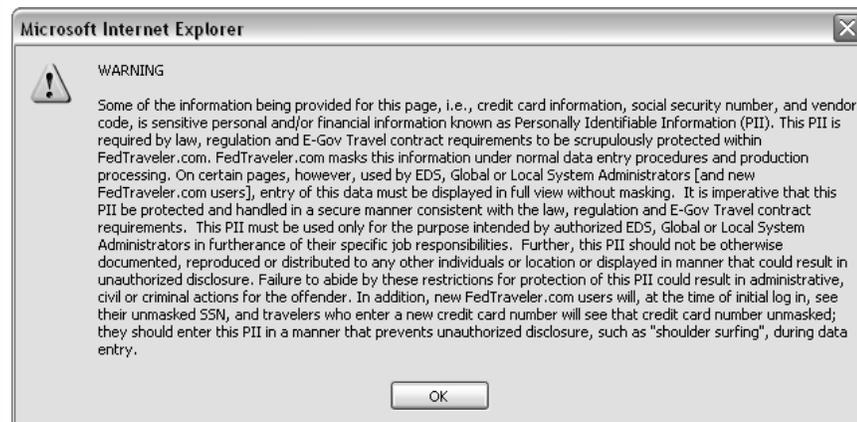
*A pop-up window containing the disclosure notice for sensitive data displays.*



Slide 21: The Toolbox Page



Slide 22: Disclosure Notice



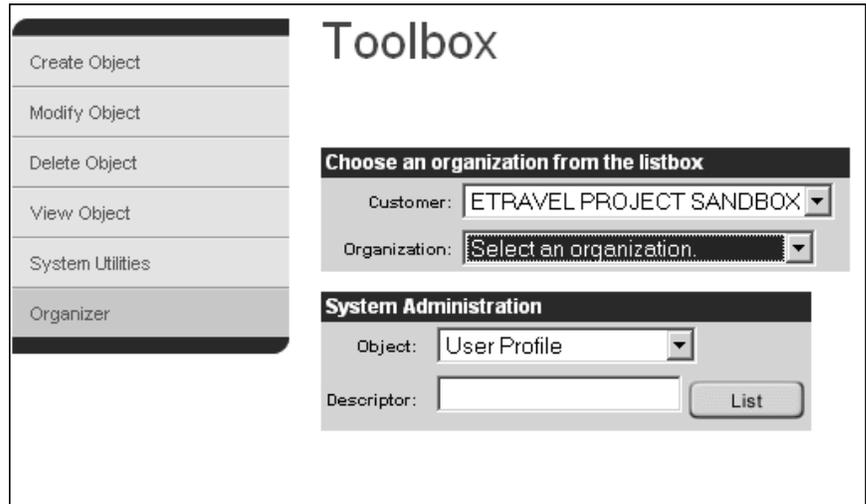
Disclosure Notice Window

3. Click the **OK** button.

*The **Toolbox** page displays.*



Slide 23: Toolbox Page



**Toolbox Page**

To manage an Object, do the following:

1. Select an **Organization** from the dropdown list.
2. Select an **Object** with which you want to work.
3. Click the **List** button.  
*All the instances of that particular Object display.*
4. Select a specific Object then click the **Continue** menu option.  
*You are returned to the **Toolbox** page.*
5. Click the appropriate menu option on the left:
  - Create Object
  - Modify Object
  - Delete Object
  - View Object

See *FedTraveler.com Objects* in Lesson 3 for details about each Object.



## Knowledge Check

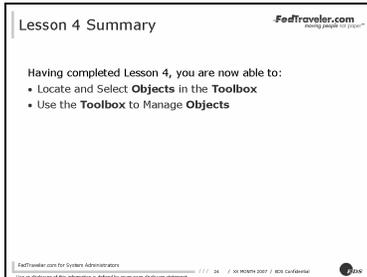
Answer the following questions by circling the correct answers.

1. Global System Administrators are able to create all Objects within FedTraveler.com. True or False?
  - a. True
  - b. False
  
2. Which of the following is not likely to be a business rule?
  - a. The routing process for approval
  - b. Which account is used to pay for travel
  - c. Determining Government per diem
  - d. Role of the administrator
  
3. Objects are managed from where?
  - a. The Home page
  - b. The Systems Administrator page
  - c. The Organizer page
  - d. The Toolbox
  
4. The Toolbox is accessed from
  - a. The Home page
  - b. The log in
  - c. The Organizer page
  - d. The profile

---

5. Managing Objects does not include:

- a. Designing
- b. Modifying
- c. Creating
- d. Deleting



Slide 24: Lesson 4  
Summary

## Lesson 4 Summary

Having completed Lesson 4, you are now able to:

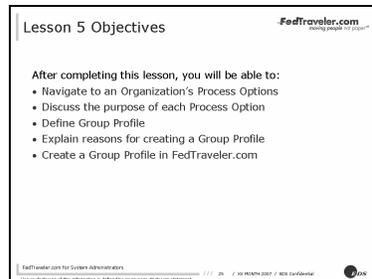
- Locate and Select Objects in the **Toolbox**
- Use the **Toolbox** to manage Objects

## Lesson 5: Managing Organization and Group Profiles

### Lesson 5 Objectives

After completing this lesson, you will be able to:

- Navigate to an Organization's Process Options
- Discuss the purpose of each Process Option
- Define Group Profile
- Explain reasons for creating a Group Profile
- Create a Group Profile in FedTraveler.com



Lesson 5 Objectives

After completing this lesson, you will be able to:

- Navigate to an Organization's Process Options
- Discuss the purpose of each Process Option
- Define Group Profile
- Explain reasons for creating a Group Profile
- Create a Group Profile in FedTraveler.com

FedTraveler.com for System Administrators

Slide 25: Lesson 5 Objectives

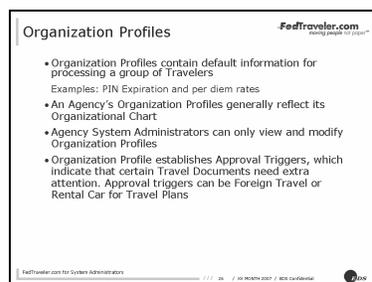
### Introduction

This lesson introduces the concepts of Organization and Group Profiles. The lesson will present the various process options that can be set for an Organization. Additionally, this lesson will define Group Profiles and explain the reasons an organization creates them.

### Managing an Organization Profile

An Organization is defined as an entity that contains a set of selected objects.

An Organization Profile allows your Agency to group users together, ideally mapping to your Agency's current organizational chart.



Organization Profiles

- Organization Profiles contain default information for processing a group of Travelers  
Examples: PIN Expiration and per diem rates
- An Agency's Organization Profiles generally reflect its Organizational Chart
- Agency System Administrators can only view and modify Organization Profiles
- Organization Profile establishes Approval Triggers, which indicate that certain Travel Documents need extra attention. Approval triggers can be Foreign Travel or Rental Car for Travel Plans

FedTraveler.com for System Administrators

Slide 26: Organization Profile

Organization profiles are created by the individual Agency when they set up the FedTraveler.com service. Organization Profiles are part of the effort to reengineer the travel processes from a manual to an automated process, or from a different automated service to a new one.

Each Organization stores the System Administrator's name and contact information as well as the corresponding Agency Travelers, Approvers, and Alternate Preparers' User Profiles.

An Organization's processes are defined in the Organization Profile as well. These processes include:

- Setting the PIN expiration
- Triggering additional justifications
- Setting the Organization's default Accounting String or Object Class and creating e-mail reminders for submitting Expense Reports

Since FedTraveler.com will create the Organizations for your Agency, your Agency will only be able to view and modify the Organization Profiles. If new Organizations are required, the customer needs to contact the Call Center for assistance.

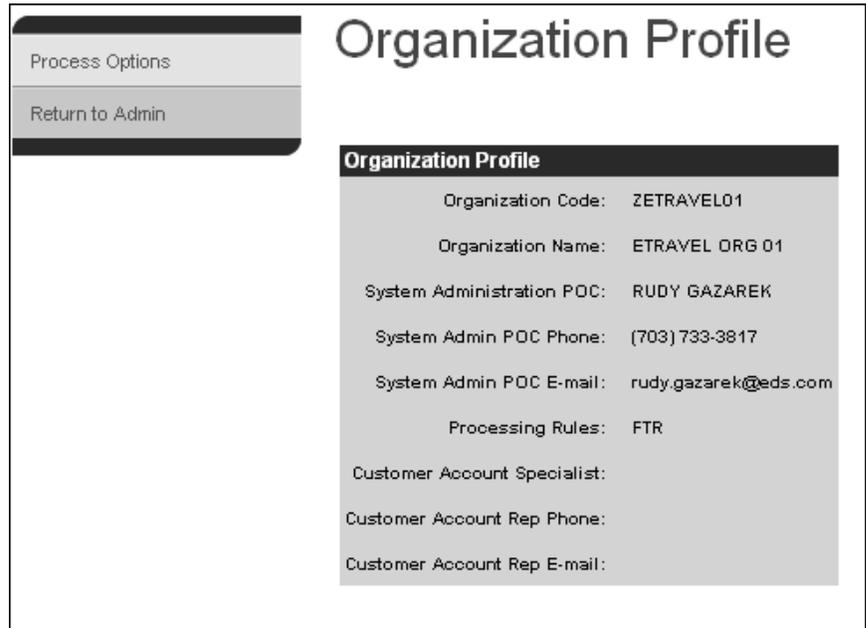
To view an Organization Profile, take the following steps:

1. On the **Organizer** page, click the **Toolbox** menu option.
2. Select an Organization.
3. Select **Organization Profile** from the **Object** dropdown list.
4. Click the **View Object** menu option.

*The **Organization Profile** page displays.*



Slide 27: Organization Profile



Organization Profile – View Only

To modify an **Organization Profile**, do the following:

1. On the **Organizer** page, click the **Toolbox** menu option.
2. Select an Organization.
3. Select **Organization Profile** from the **Object** dropdown list.
4. Click the **Modify Object** menu option.

*The **Organization Profile** page displays.*

Slide 28: Organization Profile

Organization Profile	
Organization Code:	ZETRAVEL01
Organization Name:	<input type="text" value="ETRAVEL ORG 01"/>
System Administration POC:	<input type="text" value="RUDY GAZAREK"/>
System Admin POC Phone:	<input type="text" value="(703) 733-3817"/>
System Admin POC E-mail:	<input type="text" value="rudy.gazarek@eds.com"/>
Processing Rules:	<input type="text" value="FTR"/>
Customer Account Specialist:	<input type="text"/>
Customer Account Rep Phone:	<input type="text"/>
Customer Account Rep E-mail:	<input type="text"/>

**Organization Profile – Editable Fields**

5. Make any changes to the **Organizational Profile**, or click the **Process Options** menu option to modify Organizational Processing options.
6. Once the **Process Options** are defined and other modifications to the **Organization Profile** are finished, click the **Return to Profile** menu option.
7. Finally, click the **Return to Admin** menu option to return to the **Toolbox** page.

## Organization Process Options

Organization **Process Options** include:

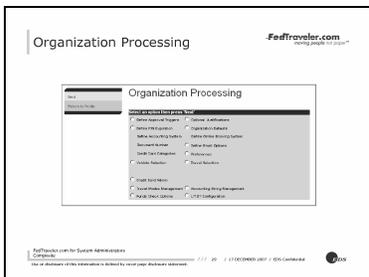
- Define Approval Triggers
- Define PIN Expiration
- Optional Justifications
- Organization Defaults
- Define E-mail Options
- Preferences
- Vehicle Selection

- Travel Selection
- Credit Card Admin
- Travel Mode Management
- Funds Check Option
- Accounting String Management
- LTTDY Configuration

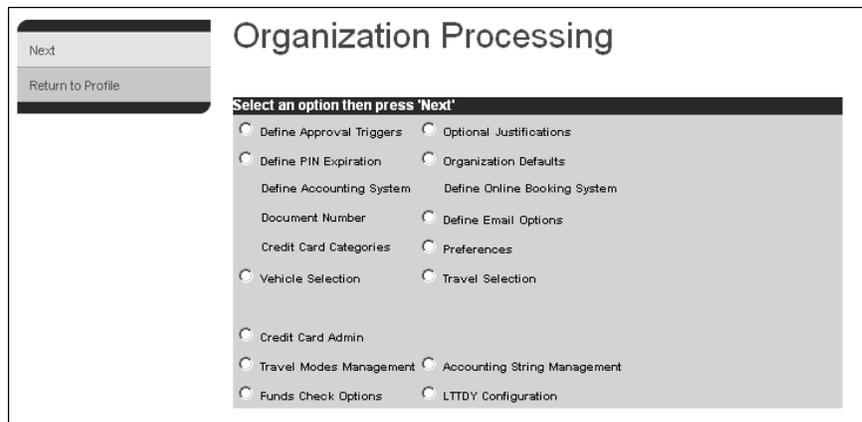
### Accessing Process Options

To access to the **Process Options** for an Organization, do the following:

1. On the **Organizer** page, click the **Toolbox** menu option.
2. On the **Toolbox** page, select the Organization with which you want to work.
3. In the **Object** dropdown list, select **Organization Profile**.
4. Select the **Modify Object** menu option.
5. On the **Organization Profile** page, select the **Process Options** menu option.



Slide 29: Organization Processing



### Process Options

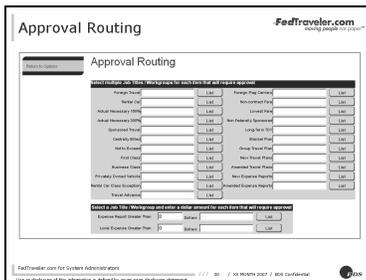
The following subsections describe these process options.

## Define Approval Triggers

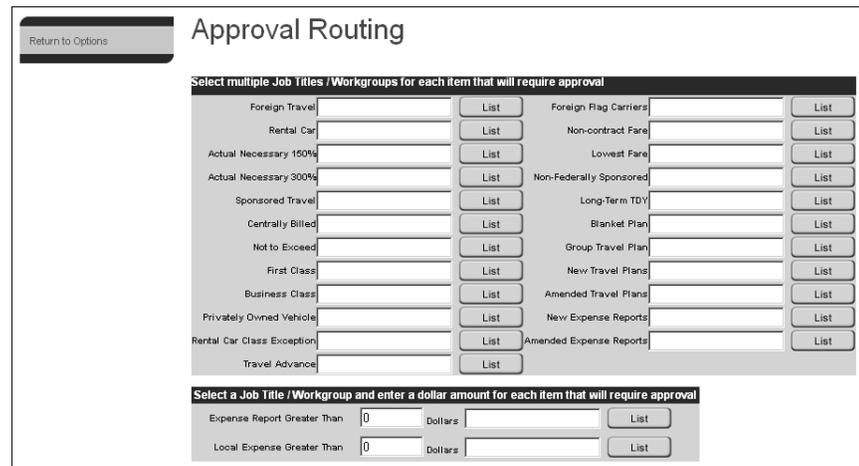
Special Travel Plans may require specific approvers. For example, if a Travel Plan includes an unusual item, such as Foreign Travel, or the Traveler makes an unusual choice, like requesting a business class seat, you may need to route the Travel Plan differently.

You can trigger the system route of that Travel Plan to a specific Approver on a Job Title/Workgroup. An Approver added in this way is called a Dynamic Approver.

Dynamic Approvers are also used when the amount requested on an Expense Report is greater than the correct specified dollar amount.

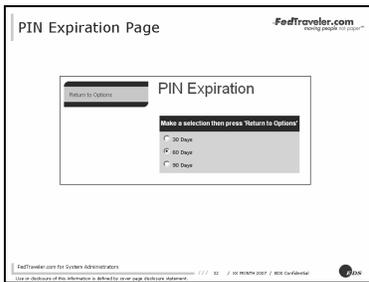


Slide 30: Approval Routing



## Define Approval Triggers

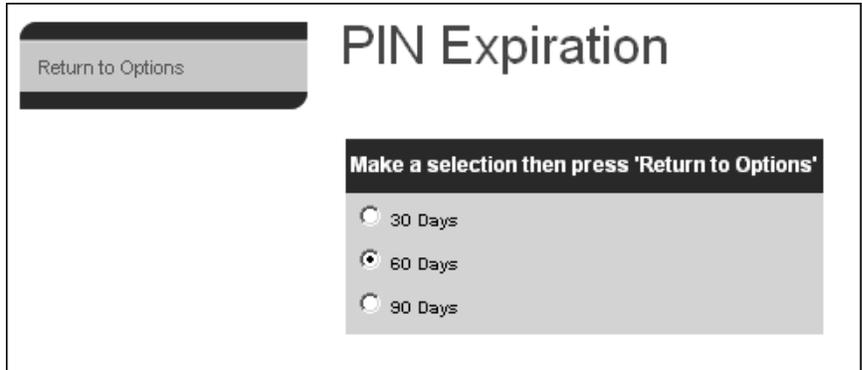
Click the **List** button next to one of the elements to which you want to add a Dynamic Approver. This will allow you to choose from a list of Job Title/Workgroups for the Organization on which you are working. If your Agency permits, you can also choose Job Title/Workgroups from a different Organization.



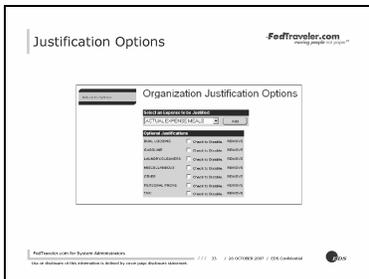
Slide 31: PIN Expiration

## Define PIN Expiration

You can set your users' PINs to expire every 30, 60, or 90 days.



PIN Expiration Page



Slide 32: Justification Options

## Optional Justifications

If an Organization requires a Traveler to justify certain expense items, specify these requirements on the **Justification Options** page.



Organization Justification Options Page

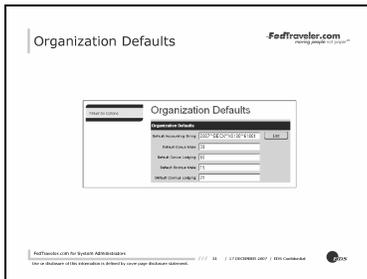
Examples of items that can be selected from the dropdown list include:

- Actual Expense Meals
- ATM Fee
- Business Phone
- Gasoline
- Laundry

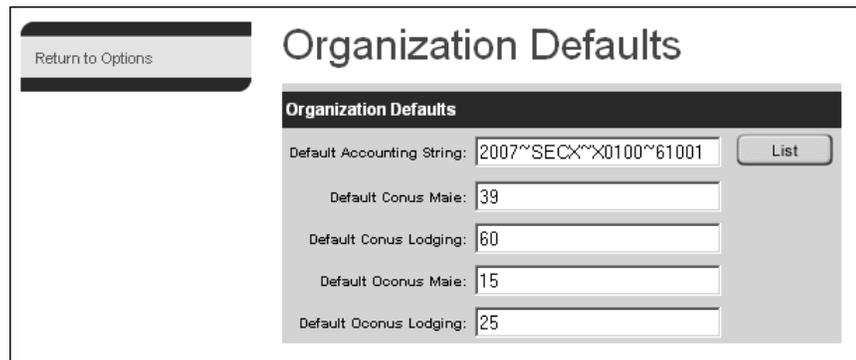
When any of the items listed above are selected, Travelers will be required to provide a justification in their Travel Plan. Approvers will be able to review the Traveler’s justifications.

### **Organization Defaults**

This page allows the System Administrator to specify items that are frequently used in an Organization, such as a default Accounting String.



Slide 33: Organization Defaults



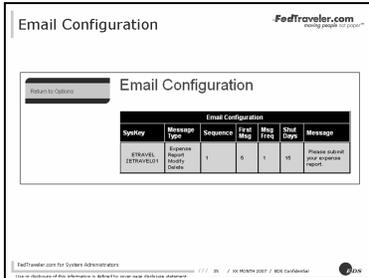
**Organization Defaults Page**

Clicking the **List** button opens the **Accounting String Setup** page where you can create Accounting Strings.

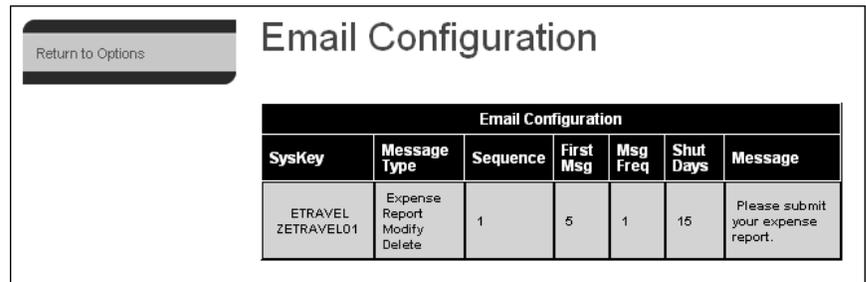
## Define E-mail Options

System Administrators can send standard e-mails to remind Travelers to submit an Expense Report or remind them of overdue advances. The following are the settings that a System Administrator can select:

- **Message Type** – Choose either Expense Report or Travel Advance.
- **First Msg** – Select 5, 10, or 15 days from the dropdown list. This indicates how many days after the trip’s end date the first e-mail will be sent.
- **Msg Freq** – This field indicates the frequency at which the e-mails should be sent – 1, 2, 5, 10, 15, or 30 days.
- **Shut Days** – This sets the number of days to permit creating a Travel Plan before the ability to create new Travel Plans is turned off. Travelers will be able to log in to FedTraveler.com, work on Expense Reports, amend existing Travel Plans, view itineraries and run reports.
- **Message** – Area in which you type the e-mail message. The system allows you to enter up to 250 characters and keeps count for you as you type your message.



Slide 34: E-mail Configuration

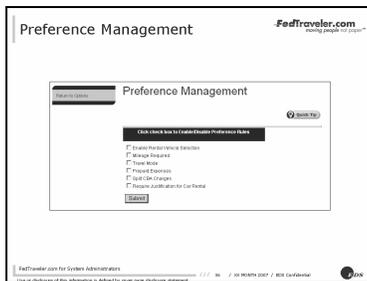


**E-mail Configuration**

## Preferences

There are six features under Preference Management:

- Enable Rental Vehicle Selection – Selecting this option enables the **Vehicle Selection** feature discussed below.
- Mileage Required – Selecting this option requires the Traveler to enter actual miles for mileage expenses.
- Travel Mode – Refers to the type of vehicle that the traveler will use, such as Contract Flight, Commercial Flight, Rental Car, Bush Pilot, or Boat.
- Prepaid Expenses – Allows a Traveler to request reimbursement for prepaid travel expenses (not charged to a CBA) prior to the start of an approved Travel Plan.
- Split CBA Charges – Allows a Traveler to allocate CBA charges among different Accounting Strings.
- Require Justification for Car Rental – Selecting this option requires the Traveler to enter a justification whenever a rental car is included on a Travel Plan.



Slide 35: Preference Management

Return to Options

## Preference Management

Quick Tip

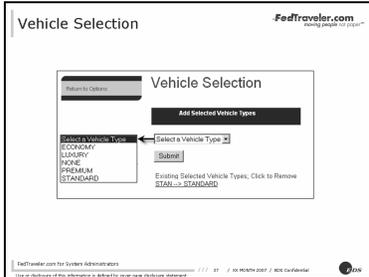
**Click check box to Enable/Disable Preference Rules**

- Enable Rental Vehicle Selection
- Mileage Required
- Travel Mode
- Prepaid Expenses
- Split CBA Charges
- Require Justification for Car Rental

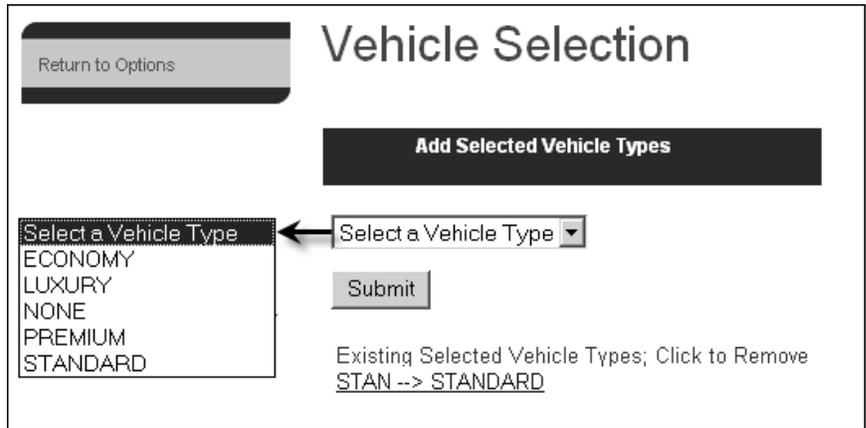
## Preference Management

### Vehicle Selection

This option allows a System Administrator to identify which rental vehicle classes are standard for an Organization. Any rental car class which is not added to this list will require a justification from the Traveler.



Slide 36: Vehicle Selection



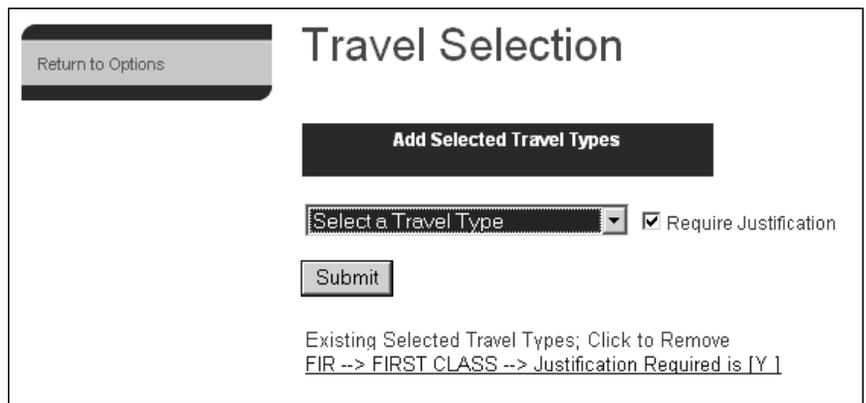
### Vehicle Selection

### Travel Selection

An Organization can require a Traveler to provide a justification when a Traveler chooses a particular travel mode.



Slide 37: Travel Selection



### Travel Selection

## Credit Card Admin

An Organization can designate a credit card to be used by all Travelers in that Organization. The credit card usage can be limited to certain travel expenses such as flight, rail, lodging, or personal vehicle.



Slide 38: Organization Credit Cards

Return to Options

## Organization Credit Cards

**Organization Credit Card Management**

**Name on Credit Card:**

**Account Number:**

**Credit Card Type:**

**Expiration Date(mm/dd/yyyy):**

**Credit Card Category:**

**Indicate document credit card usage(s):**

Flight

Rail

Lodging

Vehicle

Existing Categorized Credit Cards; Click to Manage  
\*\*\*\*\*5432 --> 01/23/2012 --> Centrally Billed Account

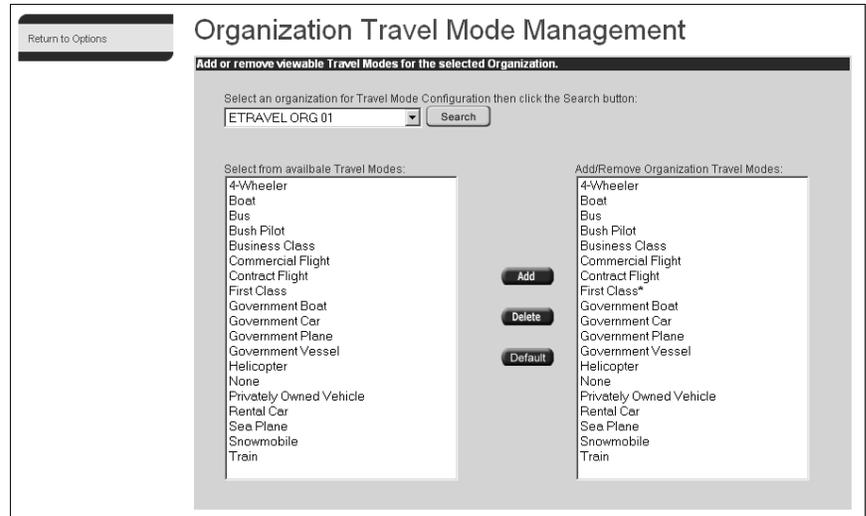
## Credit Card Admin

## Travel Mode Management

An EDS System Administrator can remove unnecessary Travel Modes from the list of Travel Modes presented to Travelers during the creation of a Travel Plan. Global Administrators can add back previously removed Travel Modes.



Slide 39: Travel Mode Management

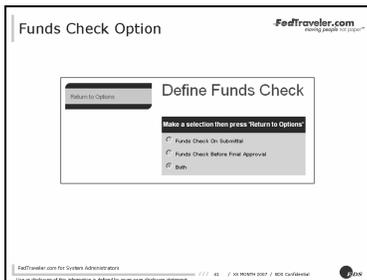


Travel Mode Management

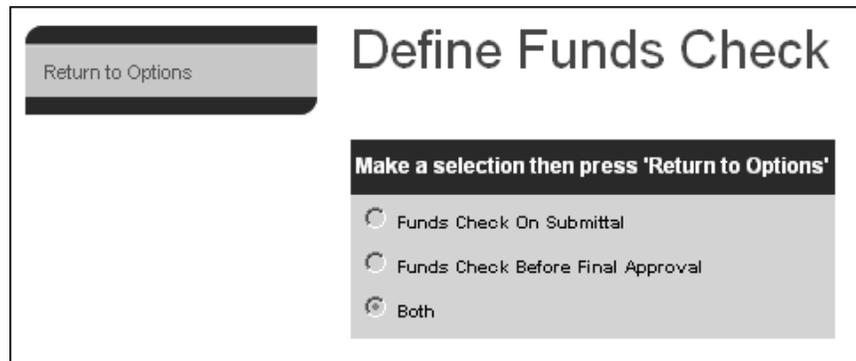
## Funds Check Option

The Funds Check option enables the Agency's financial system to perform a query to determine if adequate funds are available for all expenses identified in a Travel Plan. The system will allow an Agency to place a Funds Check at one of the following points within the approval cycle:

- Before first approval (Upon submission of Travel Plan by Traveler or Alternate Preparer)
- Before final static approval (this is the default setting)
- Both before first approval and before final static approval



Slide 40: Funds Check Option

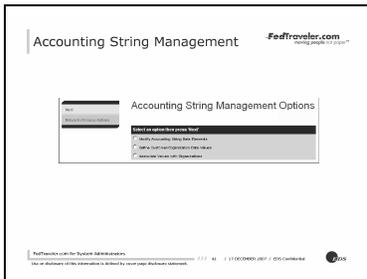


Funds Check Option

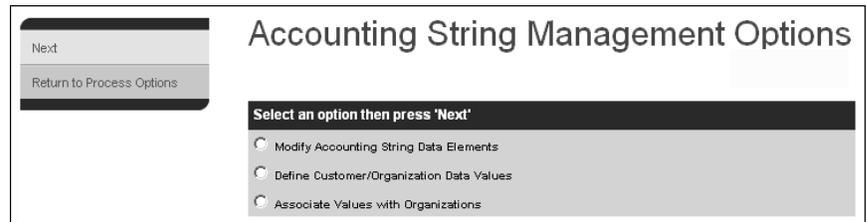
## Accounting String Management Option

The Accounting String Management Option allows the System Administrator to:

- View and Create Accounting String Data Elements
- View current Organization Data Values
- Create new Organization Data Values
- Associate Data Values with Organizations



Slide 41: Accounting String Management Options



### Accounting String Management Options

Accounting Strings represent the Agency accounts to which travel expenses are charged. An Accounting String can have up to 150 characters, including separator characters between data elements. A separator character can be either a caret (^) or a tilde (~), depending upon what an Agency chooses.

An Accounting String consists of data elements, which typically match an Agency's account classification code structure. An Agency can configure data elements at the Organizational or Customer level, but cannot have more than a total of 20 data elements.

When modifying Accounting String data elements, you are managing what the user can select when they access the **Accounting String Setup** page.

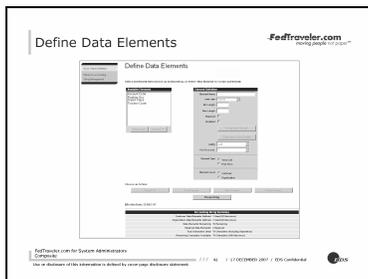
## Modify Accounting String Data Elements

The **Modify Accounting String Data Elements** option allows you to view the available Data Elements and Definitions.

To view Accounting String Data Elements, do the following:

1. Select the **Modify Accounting String Data Elements** radio button and click the **Next** menu option.

The **Define Data Elements** page displays, listing the available Data Elements.



Slide 42: Define Data Elements

Go to Value Definition
Return to Accounting String Management

### Define Data Elements

Select an Element then choose an Action below, or Select 'New Element' to Create an Element:

**Available Elements**

- Account Code
- Funding Org
- Object Class
- Function Code

Move Up   Move Dn

**Element Definition**

Element Name:

Data Type:

Min Length:

Max Length:

Required:

Disabled:

Justify:

Pad Character:

Element Type:  Value List  
 Free Form

Element Level:  Customer  
 Organization

Choose an Action:

Effective Date: 25-DEC-07

Accounting String Summary	
Customer Data Elements Defined:	2 Used (20 Maximum)
Organization Data Elements Defined:	2 Used (20 Maximum)
Data Elements Remaining:	16 Remaining
Required Data Elements:	4 Required
Total Characters Used:	76 Characters (Including Separators)
Remaining Characters Available:	76 Characters (100 Maximum)

**Define Data Elements Page**

The **Element Definition** section, on the right side of the **Define Data Elements** page, includes detailed information about each Data Element, such as Name, Element Type, Minimum and Maximum Length, and Element Level (Customer or Organization). Data Element Definitions are determined during the implementation process and cannot be modified.

The **Designate for Budget** feature allows an Organization to monitor their available funds offline. It is not tied to any financial system.

The **Designate for Fund Certifier** feature enables an Organization to designate a Dynamic Approver for the data element selected. Only one data element can be designated for Fund Certifier.

2. You can view the available accounting codes for each Data Element by clicking the **Preview Accounting String** button (*the Accounting String Preview page displays*) and then clicking the **Select Values** button for each Data Element.

The **Accounting String Summary** section, at the bottom of the **Define Data Elements** page, includes information about the Accounting String, such as the current number of Data Elements defined, the number of Data Elements that remain to be defined, and the total number of characters currently being used in the Accounting String.

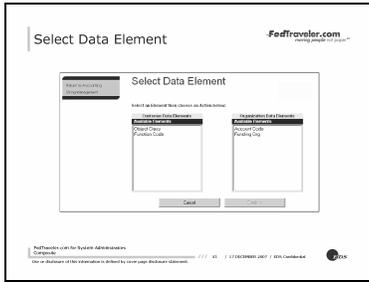
3. When finished, click the **Return to Accounting String Management** menu option to return to the **Accounting String Management** page.

### *Define Organization Data Values*

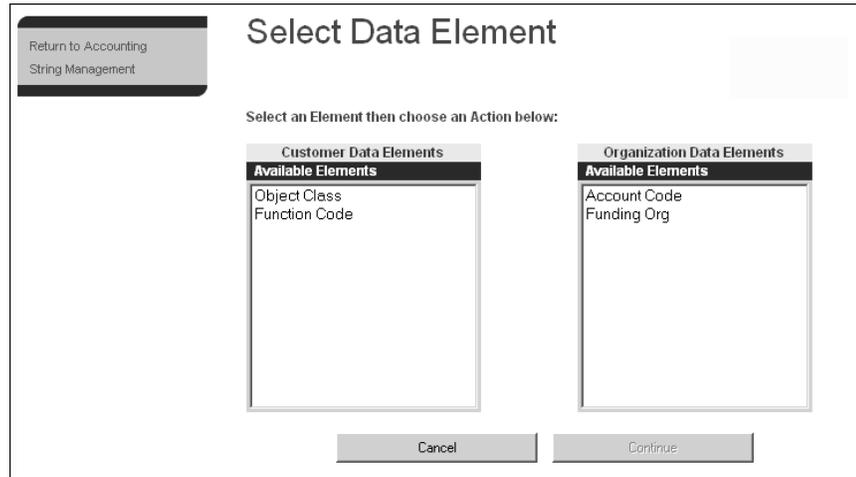
Organization Data Values are the values assigned to Data Elements. The **Define Organization Data Values** option allows you to create new Organization Data Values and to view current Organization Data Values and their descriptions.

To create a new Organization Data Value, do the following:

1. Select the **Define Organization Data Values** radio button and click the **Next** menu option.  
*The **Select Data Elements** page displays, listing the available Data Elements by Customer and Organization.*



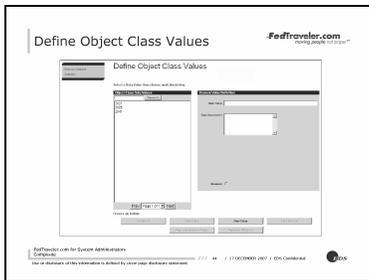
Slide 43: Select Data Element



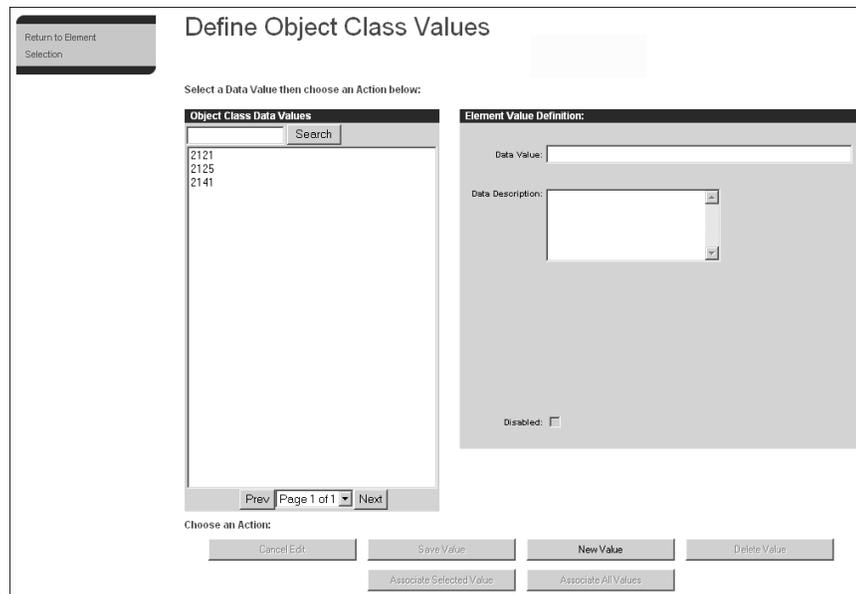
Select Data Elements Page

2. Select one of the available Data Elements and click the **Continue** button.

The **Define Object Class Values** page displays, listing the Data Values included in the selected Data Element.



Slide 44: Define Object Class Values



Define Object Class Values Page

3. Click the **New Value** button at the bottom of the page.

*A new Data Value displays in the **Object Class Data Values** section. In addition, the **Data Value** field in the **Element Value Definition** section is populated with a Data Value.*

Note: When a new Data Value is added, by default, the system increments each value by one.

4. Type the new Data Value in the **Data Value** field.
5. Type a description of the Data Value in the **Data Description** field.
6. Click the **Save Value** button to save your changes. Or, click the **Cancel Edit** button to cancel your changes

*When you click the **Save Value** button, the new Data Value is added to the **Object Class Data Values** section.*



### **Key Point**

Only and EDS System Administrator can delete Data Values. However, you can prevent users from accessing Data Values by clicking the **Disable** check box in the **Definition** section of the **Define Object Class Values** page.

7. To view the description of a Data Value, select one of the Data Values.

*The description displays in the **Definition** section.*

8. When finished, click the **Return to Element Selection** menu option to return to the **Select Data Element** page.

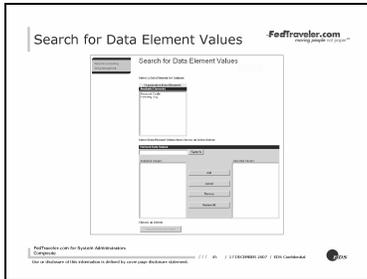
### *Associate Data Values with Organizations*

The **Associate Data Values with Organizations Option** allows you to associate, or map, Data Values to multiple Organizations. This is particularly beneficial when newly created Data Values apply to multiple Organizations.

To associate Data Values to multiple Organizations, do the following:

1. Select the **Associate Data Values with Organizations** radio button and click the **Next** menu option.

The **Search for Data Element Values** page displays, listing the available Organizational Data Elements.



Slide 45: Search for Data Element Values

[Return to Accounting String Management](#)

## Search for Data Element Values

Select a Data Element to Continue:

Organization Data Elements

Available Elements

- Account Code
- Funding Org

Select Data Element Values then choose an Action below:

Element Data Values

Available Values:

Selected Values:

Choose an Action:

### Search for Data Element Values Page

2. Select one of the available Organizational Data Elements.

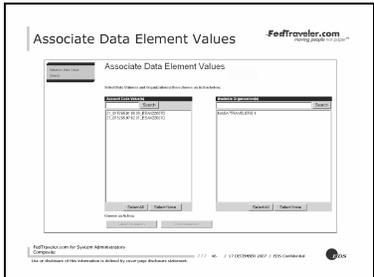
A list of Data Values assigned to the selected Data Element displays in the **Available Values** section.

3. Select the Data Values you would like to associate to multiple Organizations and click the **Add** button.

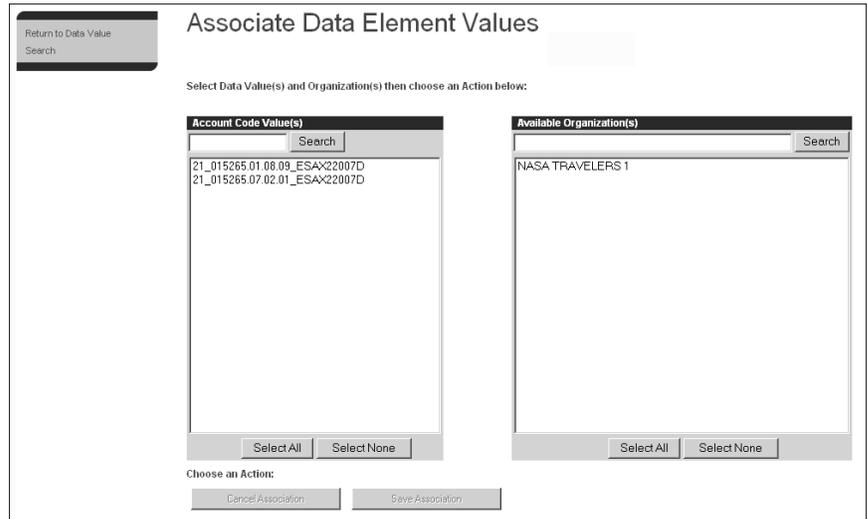
The selected Data Values display in the **Selected Values** section.

4. Click the **Associate Selected Values** button to associate the Selected Values to multiple Organizations.

*The **Associate Data Element Values** page displays.*



Slide 46: Associate Data Element Values



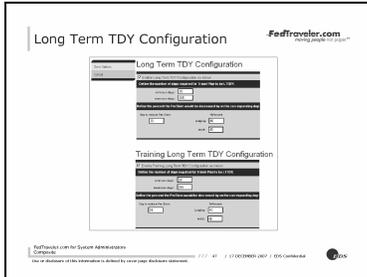
### Associate Data Element Values Page

The Data Values selected on the previous page display in the **Account Code Values** section, and the Organizations to which you can associate the Data Values display in the **Available Organizations** section.

5. Select one or more Data Values.
6. Select one or more Organizations to which you wish to associate the selected Data Values.
7. Click the **Save Association** button.  
*A message displays at the top of the page indicating the values associated successfully.*
8. When finished, click the **Return to Data Value Search** menu option to return to the **Search for Data Element Values** page.

## Long Term TDY Configuration

The Long Term TDY Configuration option allows you to define and enable or disable the parameters for Long Term TDY.



Slide 47: Long Term TDY Configuration

Save Options

Cancel

### Long Term TDY Configuration

Enable Long Term TDY Configuration as below:

**Define the number of days required for Travel Plan to be LTTDY:**

minimum days:   
 maximum days:

**Define the percent the PerDiem would be decreased by on the corresponding day:**

Day to reduce Per Diem:	%Percent
30	Lodging: <input style="width: 50px;" type="text" value="40"/>
	M&IE: <input style="width: 50px;" type="text" value="40"/>

### Training Long Term TDY Configuration

Enable Training Long Term TDY Configuration as below:

**Define the number of days required for Travel Plan to be LTTDY:**

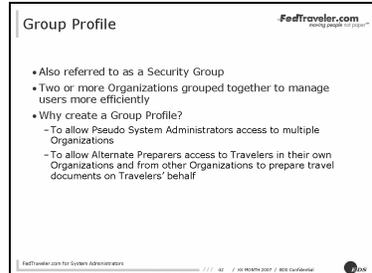
minimum days:   
 maximum days:

**Define the percent the PerDiem would be decreased by on the corresponding day:**

Day to reduce Per Diem:	%Percent
30	Lodging: <input style="width: 50px;" type="text" value="40"/>
	M&IE: <input style="width: 50px;" type="text" value="40"/>

### Long Term TDY Configuration Page

When the Enable check box is checked, the fields on the Long Term TDY Configuration page are editable. Select the **Save Options** menu option to save any changes.



Slide 48: Group Profile

## Managing Group Profiles

A Group Profile, also called a Security Group, is created when two or more Organizations are grouped together to more efficiently manage users. A Group Profile is generally created to give:

- A Pseudo System Administrator access to manage multiple Organizations.
- An Alternate Preparer access to users in an Organization other than the preparer's own. The System Administrator must go into the **User Profile**, click the **Security** menu option, and uncheck the **Disable Alt. Preparer** checkbox. In addition, the System Administrator must click the **Default** menu option and give the user access to a Group Profile.

Only Global System Administrators are able to create a Group Profile because they have access to all Organizations within an Agency. Global System Administrators are also the only Administrators who can delete a Group Profile. When a Group Profile is deleted, only the association between or among the Organizations is broken. No Organization is actually deleted.

## Creating a Group Profile

To create a Group Profile, do the following:

1. On the **Organizer** page, click the **Toolbox** menu option.
2. Select an Organization.
3. Select **Group Profile** from the System Administrator **Object** dropdown.
4. Type the new Group Profile name in **Descriptor**.
5. Click the **Create Object** menu option.  
*The **Organization List** page displays.*
6. Click the listed **Organizations** to add to the Group Profile.
7. When you finish selecting Organizations, click the **Return to Admin** menu option.

## Deleting a Group Profile

When deleting a Group Profile, consider that Alternate Preparers or Pseudo System Administrators who have access rights to this Group Profile will no longer be able to manage the Group Profile being deleted.

To delete a Group Profile, do the following:

1. On the **Organizer** page, click the **Toolbox** menu option.
2. Select an Organization.
3. Select **Group Profile** from the System Administrator **Object** dropdown.
4. Click the **List** button to select from available Group Profiles.
5. Click the desired **Group Profile** link in the displayed list.
6. With the Group Profile name in **Descriptor**, click the **Delete Object** button.
7. Click the **Return to Admin** menu option.  
*The message "Are you sure you want to delete?" displays.*
8. Click the **OK** button to delete the Group Profile and return to the **Toolbox** page.



## Knowledge Check

Answer the following questions by circling or matching the correct answers.

1. Global System Administrators cannot create an Organization. True or False?
  - a. True
  - b. False
  
2. Please place the step number in the left-hand column to indicate the order in which you would modify an Organization.

	Click the <b>Modify Object</b> menu option
	At the <b>Toolbox</b> page, select the Organization with which you want to work
	At the <b>Organization Profile</b> page, click the <b>Process Options</b> menu option
	At the <b>Organizer</b> page, click the <b>Toolbox</b> menu option
	In the <b>Object</b> dropdown list, select Organization Profile

3. A System Administrator can set a user's PIN to expire every:
  - a. 30, 60, 90 or 120 days
  - b. 45, 60, or 90 days
  - c. 30, 60, or 90 days
  - d. 15, 30, or 45 days

4. An Organization can set these **Objects** as defaults for all Travelers in the Organization:
  - a. Default CONUS M&IE
  - b. Approval Chain
  - c. Accounting String
  - d. Default OCONUS M&IE
  
5. If an Organization requires a Traveler to provide a justification for a particular expense item, which **Process Option** would the Global System Administrator choose?
  - a. Organization Defaults
  - b. Preferences
  - c. Other Expenses
  - d. Optional Justifications
  
6. What is a Group Profile?
  - a. A group of users
  - b. A group of Organizations
  - c. A profile that is unnecessary in FedTraveler.com
  - d. A group of profiles

7. Please place the step number in the left-hand column to indicate the order in which you would create a Group Profile.

	Select <b>Group Profile</b> from <b>Object</b> dropdown list
	Click <b>Create Object</b> menu option
	Select an Organization
	Click the Organizations to add to the Group Profile
	Click <b>Return to Admin</b> menu option to return to the <b>Toolbox</b> page
	At the <b>Organizer</b> page, click the <b>Toolbox</b> menu option
	Type the name of the Group Profile

8. Mark the two reasons that Group Profiles are created in FedTraveler.com:

- a. To give Global System Administrators something to do
- b. To allow Alternate Preparers to create Travel Documents for Travelers within their own Organization as well as in other Organizations
- c. To allow Travelers to access Travelers in other Organizations
- d. To allow Pseudo System Administrators to manage multiple Organizations

9. No Organizations are deleted when a Group Profile is deleted; Organizations only lose their association with the Group Profile. True or False?

- a. True
- b. False

## Lesson 5 Summary

After completing this lesson, you are able to:

- Navigate to an Organization's Process Options
- Discuss the purpose of each Process Options
- Define Group Profile
- Explain reasons for creating a Group Profile
- Create a Group Profile in FedTraveler.com

Lesson 5 Summary FedTraveler.com  
moving people not paper<sup>sm</sup>

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- Navigate to an Organization's Process Options
- Discuss the purpose of each Process Option
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- Explain reasons for creating a Group Profile
- Create a Group Profile in FedTraveler.com

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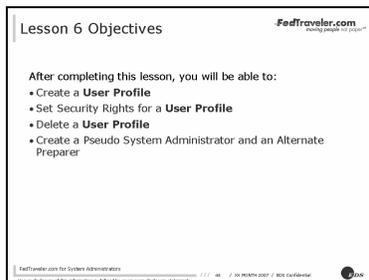
Slide 49: Lesson 5  
Summary

## Lesson 6: Managing User Profiles

### Lesson 6 Objectives

After completing this lesson, you will be able to:

- Create a User Profile
- Set Security Rights for a User Profile
- Delete a User Profile
- Create a Pseudo System Administrator and an Alternate Preparer



Lesson 6 Objectives

After completing this lesson, you will be able to:

- Create a **User Profile**
- Set Security Rights for a **User Profile**
- Delete a **User Profile**
- Create a Pseudo System Administrator and an Alternate Preparer

FedTraveler.com for System Administrators

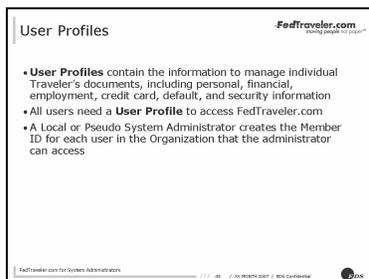
Slide 50: Lesson 6 Objectives

### Introduction

This lesson introduces how users are created in FedTraveler.com, and how their access and security settings are defined in their User Profile.

### Managing a User Profile

All users accessing FedTraveler.com require a User Profile. All System Administrators are able to create a new User Profile for users. Typically, however, Local and Pseudo System Administrators set up User Profiles for all users within their Organizations. Global System Administrators set up User Profiles for other System Administrators.



User Profiles

- **User Profiles** contain the information to manage individual Traveler's documents, including personal, financial, employment, credit card, default, and security information
- All users need a **User Profile** to access FedTraveler.com
- A Local or Pseudo System Administrator creates the Member ID for each user in the Organization that the administrator can access

FedTraveler.com for System Administrators

Slide 51: User Profiles



### **Watch Out!**

Some User Profile information is not listed when an Administrator views the profile using the **View Object** menu option in the Toolbox. Administrators may view all details of a User Profile by selecting the **Modify Object** menu option.



### **Key Point**

If you are a Local or Pseudo System Administrator, you can only give another user the same access rights as your own. For example, a Local System Administrator cannot make another user a Global System Administrator.

A User Profile contains information such as the user's mailing address, contact phone numbers, e-mail address, Government-issued credit card number, and employment information. In addition, the User Profile contains the user's security settings, which manage the user's access to the different functionalities of FedTraveler.com, including whether the user functions as a Traveler, Alternate Preparer, Approver, or System Administrator.

## Creating a User Profile

To create a User Profile, do the following:

1. On the **Organizer** page, click the **Toolbox** menu option.
2. Select a **Customer** and an **Organization** from the Organization list box.
3. Select **User Profile** from the System Administrator **Object** dropdown.
4. Enter a nine-digit **Social Security Number** in the **Descriptor** field. *Enter the nine digits only, without dashes.*
5. Click the **Create Object** menu option.  
*The **User Profile** page displays.*
6. Complete all required fields on the **Personal Information** page. Any field that is highlighted and has an asterisk (\*) is a required field.



Slide 52: Personal Information

A screenshot of the 'User Profile' page. The page title is 'User Profile' and it includes a 'Quick Tip' icon. A note states: 'Any changes made to this page will not be saved in the User Profile until the user goes to the last page in this section via the "Save Profile" link, enters their PIN and clicks the "Save" button.' The 'Personal Information' section is highlighted and contains the following fields: Member ID, Retype Member ID, SSN (with value \*\*\*\*\*6008), Retype SSN, First Middle Last name, Home Street address, City State Zip Country (with dropdown for AK), Home Phone, and Default Airport Code. A 'ROB Acceptance Date' field is also present. A note at the bottom of the section says 'All items with the \* are required!'. A sidebar on the left contains navigation options: Personal Information, Financial Information, Employment Information, Credit Card Information, Defaults, Security, Save Profile, and Return To Admin.

### Personal Information

Financial Information

Bank Name  
Bank Street  
Bank City/State/Zip AL  
ABA Routing Nbr.  
Bank Number  
Account Type CHECKING  
Account Number  
Web Address (Exp. http://www.pncbank.com)

Slide 53: Financial Information

- Click the **Financial Information** menu option.  
*The **Financial Information** page displays.*

Financial Information

Bank Name  
Bank Street  
Bank City/State/Zip AL  
ABA Routing Nbr.  
Bank Number  
Account Type CHECKING  
Account Number  
Web Address (Exp. http://www.pncbank.com)

**Financial Information**

Employment Information

Job Title  
Office Address Room Number  
Office City/State/Zip AK  
Office Phone Office Fax  
Employee Type Security Clearance None  
E-Mail Address1 DEANNE.DAO-EDS@EDS.COM  
E-Mail Address2  
 Click here if this is an invitational traveler.  
 Click here to block incoming email messages.  
\*\*\*All items with the \* are required!\*\*\*

Slide 54: Employment Information

- Click the **Employment** menu option.  
*The **Employment Information** page displays.*

Employment Information

Job Title  
Office Address Room Number  
Office City/State/Zip AK  
Office Phone Office Fax  
Employee Type Security Clearance None  
E-Mail Address1 DEANNE.DAO-EDS@EDS.COM  
E-Mail Address2  
 Click here if this is an invitational traveler.  
 Click here to block incoming email messages.  
\*\*\*All items with the \* are required!\*\*\*

**Employment Information**

**E-Mail Address 1** is a required field.

- Type the user's employment e-mail address in the **E-Mail Address 1** field.
- Fill in the additional **Employment** fields, if applicable.



### Hint

If the user will be an invitational Traveler, select the **Click here if this is an invitational traveler** checkbox.

If the user wants FedTraveler.com to stop sending e-mails, select the **Click here to block incoming e-mail messages** checkbox. The Online Booking Engine will still send the Traveler e-mails regarding the Traveler's itinerary.

11. Click the **Credit Card** menu option.

*The **User Credit Card** page displays.*

12. Complete all available fields.



Slide 55: User Credit Card Screen

#### User Credit Card Information

Name on Credit Card:

Account Number:

Credit Card Type:

Expiration Date (mm/dd/yyyy):

Credit Card Category:

Indicate document credit card usage(s):

Flight

Rail

Lodging

Vehicle

**User Credit Card Page**



**Watch out!**

FedTraveler.com does not verify credit card information but the Online Booking Engine does, and it will not accept numbers in names or obvious pseudonyms (e.g., Mickey Mouse or Donald Duck). Depending on the type of credit card chosen, the Online Booking Engine may perform a validation check. For example, if Master Card is chosen, the system makes sure there are 16 digits and that the first digit begins with 5. The system also checks to make sure that all values are numbers.

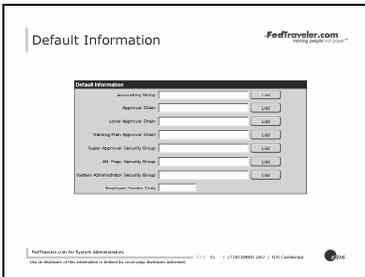
**Watch Out!**

When a transaction fee is charged to a Centrally Billed Account (CBA) and the transaction fails, the failure e-mail notification is currently being sent to the Traveler, instead of the CBA Administrator.

Travelers should forward these e-mails to their System Administrator.

13. Click the **Defaults** menu option.

*The **Default Information** page displays.*



Slide 56: Default Information

Default Information	
Accounting String	<input type="text"/> <input type="button" value="List"/>
Approval Chain	<input type="text"/> <input type="button" value="List"/>
Local Approval Chain	<input type="text"/> <input type="button" value="List"/>
Training Plan Approval Chain	<input type="text"/> <input type="button" value="List"/>
Super Approver Security Group	<input type="text"/> <input type="button" value="List"/>
Alt. Prep. Security Group	<input type="text"/> <input type="button" value="List"/>
System Administrator Security Group	<input type="text"/> <input type="button" value="List"/>
Employee Vendor Code	<input type="text"/>

**Default Information Page**



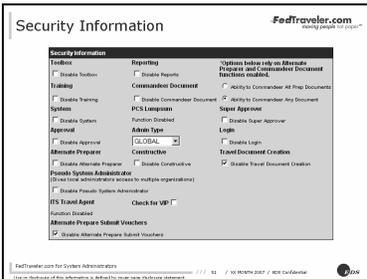
**Hint**

In order for a Traveler to create a Travel Plan, they must have an Approval Chain set at this page; otherwise, the Traveler will not be able to start a Travel Plan. If a default Accounting String is already set in the Organization’s profile, an Accounting String does not need to be set at this page, as long as the Traveler is using the Organization’s default Accounting String.

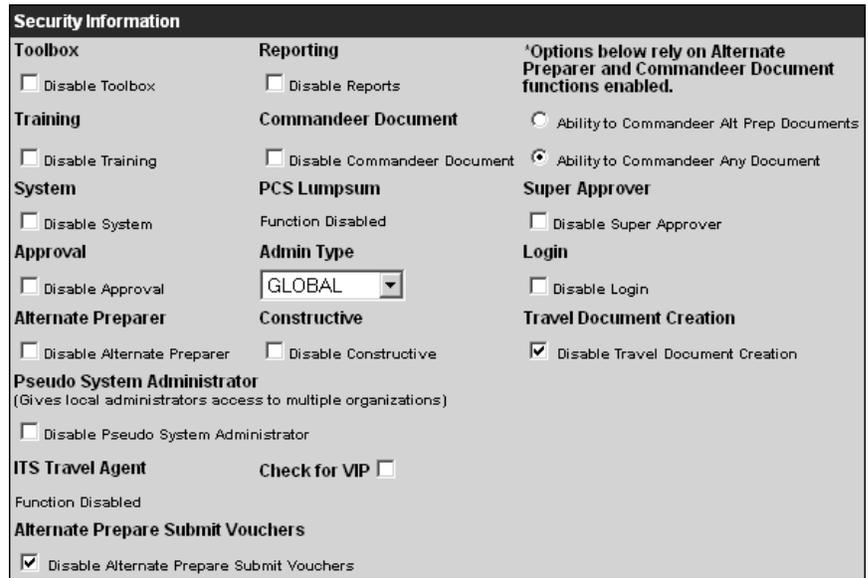
14. Click the **List** button to associate available defaults to the **User Profile**.

15. Click the **Security** menu option.

The **Security Information** page displays.



Slide 57: Security Information



**Security Information Page**

The Security Information page allows you to manage a user’s access and permissions in FedTraveler.com.

16. Check any **Security Options** to disable, and set an **Admin Type** to associate with the **User Profile**.

**Key Point**

If the box is checked , the feature is disabled.



## Security Settings in User Profiles

Security Settings in the **User Profile** determines the role of the user in FedTraveler.com as well as the level of access to different functionalities.

Security Setting	Settings
<b>Toolbox</b>	Provides System Administration functions. If enabled, the <b>Toolbox</b> menu option is available on the <b>Organizer</b> page.
<b>Training</b>	Provides Travelers with the ability to create a Training Travel Plan. <b>Note:</b> This feature is disabled and is for future use.
<b>System</b>	Provides basic access to FedTraveler.com.
<b>Approval</b>	If a user is an Approver, this setting must be enabled. When enabled, the Approver will see the <b>My Approval</b> box on the <b>Organizer</b> page.
<b>Alternate Preparer</b>	Must be enabled for Alternate Preparers.
<b>Pseudo System Administrator</b>	Must be enabled for Pseudo System Administrators.
<b>Alternate Prepare Submit Vouchers</b>	Allows the Alternate Preparer to submit vouchers on behalf of the Travelers in their Security Group.
<b>Reporting</b>	Provides System Administrators access to the FedTraveler.com reports. When enabled, the option becomes available on the <b>Organizer</b> page.
<b>Commandeer Document</b>	Two related options to allow a user to commandeer a document. A user has an option to commandeer any document, including those prepared by an Alternate Preparer.
<b>Admin Type</b>	Designates a user as a Local (LOCAL) or Global (GLOBAL) System Administrator, or a Traveler or Alternate Preparer (NOT ADMIN).
<b>Constructive</b>	Allows user to create a Constructive Travel Plan.
<b>Super Approver</b>	Allows the User to Super Approve documents.

Security Setting	Settings
<b>Login</b>	Enables or disables a User's ability to log in to the system.
<b>Travel Document Creation</b>	Enables or disables a User's ability to create a Travel Document.

17. Click the **Save Profile** menu option to save the **User Profile**.

18. Enter your FedTraveler.com PIN and click the **Click here to save profile** button.

*The User Profile is saved.*

## Creating a Pseudo System Administrator or Alternate Preparer

Creating a Pseudo System Administrator or Alternate Preparer is a multi-step process. First, a Global System Administrator has to create a Group Profile. Next, they modify the user's profile to give them security rights as a Pseudo System Administrator or Alternate Preparer. Finally, they give the user access to the Group Profile that was created.



### **Watch Out!**

These directions assume that you have already created a Group Profile.

To create a Pseudo System Administrator or Alternate Preparer, do the following:

1. On the **Toolbox** page, select an organization from the **Organization** dropdown list.
2. Select **User Profile** from the **Object** dropdown list.
3. Click the **List** button.
4. Select a user's name from the list.

*The **Toolbox** page displays with the last four digits of the user's unique identifier.*

5. Click the **Modify Object** menu option.

*The User Profile with the **Personal Information** box displays.*

6. Click the **Defaults** menu option.

*The **Default Information** box displays.*

Default Information	
Accounting String	<input type="text"/> List
Approval Chain	<input type="text"/> List
Local Approval Chain	<input type="text"/> List
Training Plan Approval Chain	<input type="text"/> List
Super Approver Security Group	<input type="text"/> List
Alt. Prep. Security Group	<input type="text"/> List
System Administrator Security Group	<input type="text"/> List
Employee Vendor Code	<input type="text"/>

#### Default Information Box

7. For a Pseudo System Administrator, click the **List** button next to the **System Administrator Security Group** field, then click the Group Profile name you want this Pseudo System Administrator to manage.
8. For an Alternate Preparer, click the **List** button next to the **Alt. Prep. Security Group** field, then click the Group Profile name you want this Alternate Preparer to manage.

9. Click the **Security** menu option.
10. For a Pseudo System Administrator, uncheck the box next to **Disable Pseudo System Administrator**, then set the Admin Type as **Local**.
11. For an **Alternate Preparer**, uncheck the box next to **Disable Alternate Preparer**, then verify that the **Admin Type** is set to NOT ADMIN.

## Creating a Super Approver

A Super Approver has the ability to take control of documents in an Approval Chain within his or her Security Group and approve them. This will provide an alternate method of approval for time-critical documents when an Approver in the regular Approval Chain is unavailable.

A Super Approver can take over any document with a status of Under Review at any point in the Approval Chain.

A report is available on the **Reports** page to track which documents were approved by the Super Approver and when they were taken over.

To create a Super Approver, do the following:

1. On the **Toolbox** page, select an organization from the **Organization** dropdown list.
2. Select **User Profile** from the **Object** dropdown list.
3. Click the **List** button.
4. Select a user's name from the list.

*The **Toolbox** page displays with the last four digits of the user's unique identifier.*

5. Click the **Modify Object** menu option.

*The **User Profile** with the **Personal Information** box displays.*

6. Click the **Security** menu option.

*The **Security Information** box displays.*

## User Profile

**Security Information**

<p><b>Toolbox</b></p> <input checked="" type="checkbox"/> Disable Toolbox	<p><b>Reporting</b></p> <input type="checkbox"/> Disable Reports	<p>*Options below rely on Alternate Preparer and Commandeer Document functions enabled.</p> <input type="radio"/> Ability to Commandeer Alt Prep Documents
<p><b>Training</b></p> <input checked="" type="checkbox"/> Disable Training	<p><b>Commandeer Document</b></p> <input type="checkbox"/> Disable Commandeer Document	<input checked="" type="radio"/> Ability to Commandeer Any Document
<p><b>System</b></p> <input checked="" type="checkbox"/> Disable System	<p><b>PCS Lumpsum</b></p> <p>Function Disabled</p>	<p><b>Super Approver</b></p> <input type="checkbox"/> Disable Super Approver
<p><b>Approval</b></p> <input type="checkbox"/> Disable Approval	<p><b>Admin Type</b></p> <p>NOT ADMIN ▼</p>	<p><b>Login</b></p> <input type="checkbox"/> Disable Login
<p><b>Alternate Preparer</b></p> <input checked="" type="checkbox"/> Disable Alternate Preparer	<p><b>Constructive</b></p> <input type="checkbox"/> Disable Constructive	
<p><b>Pseudo System Administrator</b> (Gives local administrators access to multiple organizations)</p> <input checked="" type="checkbox"/> Disable Pseudo System Administrator		
<p><b>ITS Travel Agent</b></p> <p>Function Disabled</p>	<p><b>Check for VIP</b></p> <input type="checkbox"/>	
<p><b>Alternate Prepare Submit Vouchers</b></p> <input checked="" type="checkbox"/> Disable Alternate Prepare Submit Vouchers		

### Security Information Box

7. Uncheck the **Disable Approval** box.
8. Uncheck the **Disable Commandeer Document** box.
9. Select the **Ability to Commandeer Any Document** radio button.
10. Uncheck the **Disable Super Approver** box.

## Save Your Work!

After you modify a User Profile, select Save Profile from the left menu. In the Save Profile window, enter your PIN and click the **Click here to save profile** button to save your changes.

**Save User Profile**

Enter your PIN and then click on the save user profile button to save the user profile.

PIN:

### Save Profile Box

## Deleting a User Profile

All System Administrators can delete User Profiles within their respective Organizations. Users who do not have administrative rights are not able to delete User Profiles.

When deleting a User Profile, consider the following question(s):

- Has the user submitted all their Expense Reports?
- Has the user received all payments?
- Is the user on any Job Title/Workgroup?

If the answer to any of these questions is "yes," DO NOT delete the User Profile.



### **Watch out!**

Be sure to check whether the user has a Job Title/Workgroup that displays in an Approval Chain before deleting the User Profile. If the user is in a Job Title/Workgroup, deleting the User Profile could adversely affect the approval for any Travel Plans or Expense Reports with that Job Title/Workgroup as part of the Approval Chain.

To delete a User Profile, do the following:

1. On the **Organizer** page, click the **Toolbox** menu option.
2. Select a **Customer** and an **Organization**.
3. Select **User Profile** from the System Administrator **Object** dropdown.
4. Click the **List** button to select from available **User Profiles**.
5. Click a **User Profile** name to delete from the displayed list.

*The **Toolbox** page displays.*

6. With the User's partial SSN displayed in **Descriptor**, click the **Delete Object** menu option.

**User Profile** information displays.

7. Click the **Delete** button

The message "**Are you sure you want to delete this record?**" displays.

8. Click the **Cancel** button to abort the delete process or click the **OK** button to delete the User Profile and return to the **Toolbox** page.



### **Hint**

You can restore a deleted User Profile by following the steps in *Creating a User Profile*. When you enter the User's Social Security Number, if the system finds an old profile for that Social Security Number, a dialog box displays, asking if you would like to restore the profile. If you choose to restore the profile the system populates all the fields except Credit Card Information and Security Information, which will need to be entered. In addition, the default Accounting String and Approval Chains will need to be updated. Finally, the User will need to verify that their data is still valid.



## Knowledge Check - Creating a User Profile

In this exercise, you will create a new user in FedTraveler.com. This person is brand new to your Agency and will be a Pseudo System Administrator in the system.

The User Profile must include the following details:

- **Name:** Assigned name
- **Member ID:** First Initial and Last Name. For example, if your assigned user to create is "Abigail Turner", then the Member ID will be **aturner**
- **Address:** 100 Main St.  
Washington, DC 20001, USA
- **Home Phone:** 202-555-XXXX
- **Default Airport Code:** DCA
- **Credit Card:** Enter a credit card number 4444444444444444 (16 fours); **Credit Card type** is VISA. The credit card is optional because this user will be an Approver.
- **Employment:** Enter an e-mail address that *you* can access.
- **Default:** Do *not* add any Defaults at this time
- **Security Information:** General Traveler who can prepare only his or her own Travel Documents.



### **Watch Out!**

DO NOT click the **Enter** button; be sure to click the **Save Profile** button. Otherwise, the changes will be lost.



## Knowledge Check

Answer the following questions by circling or matching the correct answers.

1. Please put the step number in the left-hand column to indicate the order of the steps that need to be taken to start creating a User Profile.

	At the <b>Organizer</b> page, click the <b>Toolbox</b> menu option
	In the <b>Descriptor</b> field, enter the user's SSN
	Select the Organization to which the user will belong
	Click the <b>Create Object</b> menu option
	In the <b>Object</b> dropdown list, select <b>User Profile</b>

2. Which menu option in the User Profile do you select to view a user's security or access rights in FedTraveler.com?
  - a. Employment
  - b. Credit Card
  - c. Defaults
  - d. Security
  - e. Organizer

- 
3. At the **Default Information** box, the only required field to enter information so that a Traveler can start creating a Travel Plan is:
    - a. Employee Vendor Code
    - b. Accounting String
    - c. Approval Chain
    - d. Alt. Prep. Security Group

## Lesson 6 Summary

Having completed Lesson 6, are now able to:

- Create a User Profile
- Set Security Rights for a User
- Delete a User Profile
- Create a Pseudo System Administrator and an Alternate Preparer

Lesson 6 Summary FedTraveler.com

Having completed Lesson 6, are now able to:

- Creating a **User Profile**
- Setting Security Rights for a **User Profile**
- Deleting a **User Profile**
- Creating a Pseudo System Administrator and an Alternate Preparer

FedTraveler.com for System Administrators  
Use or disclosure of this information is defined by cover page disclosure statement. | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60 | 61 | 62 | 63 | 64 | 65 | 66 | 67 | 68 | 69 | 70 | 71 | 72 | 73 | 74 | 75 | 76 | 77 | 78 | 79 | 80 | 81 | 82 | 83 | 84 | 85 | 86 | 87 | 88 | 89 | 90 | 91 | 92 | 93 | 94 | 95 | 96 | 97 | 98 | 99 | 100

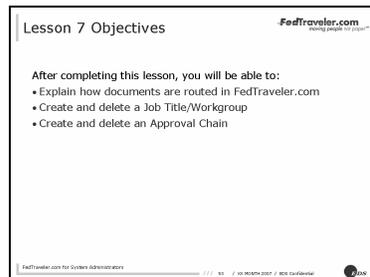
Slide 58: Lesson 6 Summary

## Lesson 7: Managing Job Title/Workgroups and Approval Chains

### Lesson 7 Objectives

After completing this lesson, you will be able to:

- Explain how documents are routed in FedTraveler.com
- Create and Delete a Job Title/Workgroup
- Create and Delete an Approval Chain



Slide 59: Lesson 7 Objectives

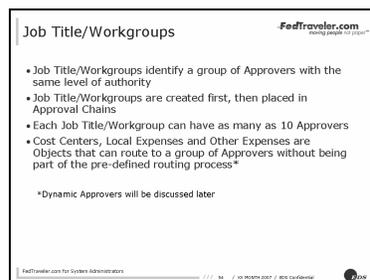
### Introduction

This lesson introduces how documents are routed and explains the Objects needed to route documents. It also walks you through creating a Job Title/Workgroup and Approval Chain.

### Managing Job Title/Workgroups

Job Title/Workgroups and Approval Chains are related concepts. Job Title/Workgroups are like the steps in an Approval Chain and define who will be the Approvers. They also determine what order the Approvers will receive Travel Documents. In order for an Approver to receive a Travel Document, the Approver must be assigned to a Job Title/Workgroup.

A Job Title/Workgroup identifies a group of Approvers in the Approval Chain with the same level of authority. Each Job Title/Workgroup can have up to 10 Approvers. Users are designated as Approvers under Security in their User Profiles.



Slide 60: Job Title/Workgroups

All Approvers within a Job Title/Workgroup will receive e-mails indicating that Travel Documents are awaiting their approval. Once one of the Approvers in a Job Title/Workgroup approves a document, the document is automatically removed from the other Approvers' **My Approvals** page.

Local and Pseudo System Administrators can create, modify, view, and delete Job Title/Workgroups and Approval Chains.

When creating a Job Title/Workgroup name, follow the Agency's actual staff positions or responsibilities. You can choose Approvers from outside your Organization. When you go to the **User Profile List** page to select Approvers, you can choose another Organization under **Search by Organization**. A Job Title/Workgroup can have up to 10 Approvers.

## Creating a Job Title/Workgroup

To create a Job Title/Workgroup, do the following:

1. On the **Organizer** page, click the **Toolbox** menu option.
2. Select an **Organization**.
3. Select **Job Title/Workgroup** from the **Object** dropdown list.
4. Type the new Job Title/Workgroup in the **Descriptor** field (Traveler Approver, Reservations, or Car Rental).
5. Click the **Create Object** menu option.

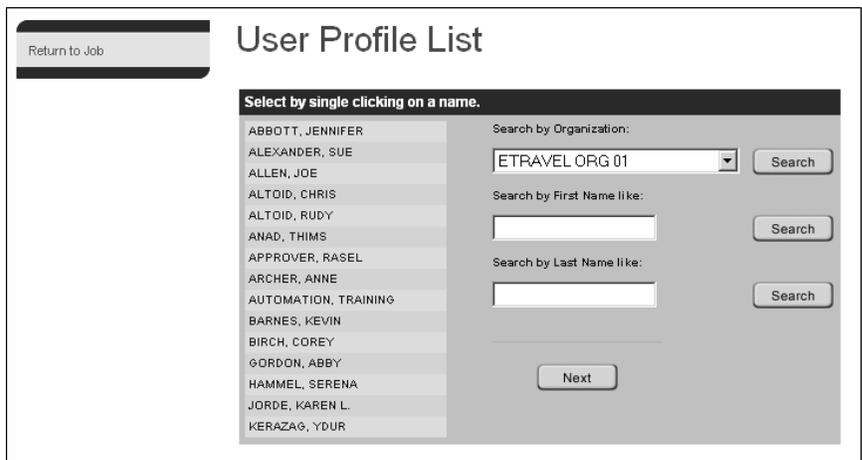
*The **Job Titles / Workgroups** page displays.*



### Job Titles / Workgroups Page

6. Click the **List** button to display a list of available Users to associate with the new Job Title/Workgroup.

The **User Profile List** page displays.



### User Profile List Page

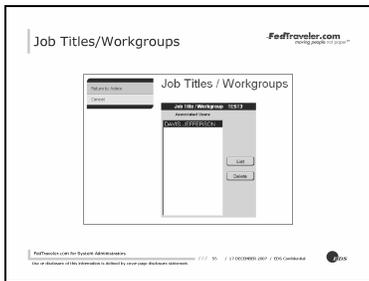


**Hint:**

If you are a Global or Pseudo System Administrator, you can click the dropdown menu to select a list of Approvers from another Organization. Local System Administrators will not see the **Organization** dropdown list.

7. Click a displayed User name.

*The **Job Titles / Workgroups** page displays, listing the selected User name.*



Slide 61: Job Title/Workgroup



**Job Titles / Workgroups List Page – With User Added**

8. Repeat steps 6 and 7 to add names until everyone who will be included in this Job Title/Workgroup is listed.

**Note:** Approvers in the same Job Title/Workgroup have the same authority level. In addition, all persons will receive an e-mail notifying them that a Travel Document is waiting for review/approval.

9. Select the **Return to Admin** menu option to save the data and return to the **Toolbox** page.

## Deleting a Job Title/Workgroup

Deleting a Job Title/Workgroup affects Approval Chains and may affect Travel Documents that have been submitted for approval.

System Administrators have the ability to delete a Job Title/Workgroup.

To delete a Job Title/Workgroup, do the following:

1. On the **Organizer** page, click the **Toolbox** menu option.
2. Select an **Organization**.
3. Select **Job Title/Workgroup** from the System Administrator **Object** dropdown list.
4. Click the **List** button to select from available Job Title/Workgroups.
5. Click the desired **Job Title/Workgroup** from the displayed list.
6. Click the **Next** menu option.

*The **Toolbox** page displays, listing the selected Job Title/Workgroup name in the **Descriptor** field.*

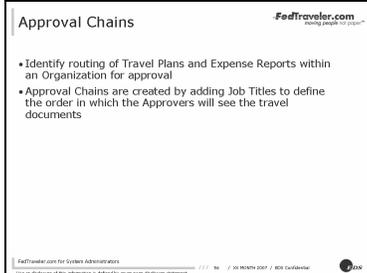
7. Click the **Delete Object** menu option.

*The **Job Titles/Workgroups** page displays, listing the Users associated with the selected Job Title/Workgroup.*

8. Click the **Return to Admin** menu option.

*The message "**Are you sure you want to delete?**" displays.*

9. Click the **OK** button to delete the Job Title/Workgroup and return to the **Toolbox** page.



Slide 62: Approval Chains

## Managing Approval Chains

Once you have created the Job Title/Workgroup, you can create an Approval Chain. Approval Chains identify how Travel Plans and Expense Reports are routed for approval within an Organization. All Travel Documents generally follow the same Approval Chain. An Organization, however, can set up different Approval Chains for a Travel Plan, Expense Report, Local Expense reports, and other types of Travel Plans.

When a Travel document is submitted for approval, it is routed to the first Job Title/Workgroup in the Approval Chain. When one Approver in that Job Title/Workgroup approves the document, it is then removed from the **My Approvals Desktops** of all other Approvers within that Job Title/Workgroup. The Travel document is then routed to the next Job Title/Workgroup in the Approval Chain.

## Creating an Approval Chain

To create an Approval Chain, do the following:

1. On the **Organizer** page, click the **Toolbox** menu option.
2. Select an **Organization**.
3. Select **Approval Chain** from the System Administrator **Object** dropdown list.
4. In **Descriptor**, type the new Approval Chain name (for example, SysAdmin or IT Team).
5. Click the **Create Object** menu option.
6. From the **Approval Codes** page, click the **List** button under **Travel Plan** or **Expense Report Path**.
7. Click a **Job Title/Workgroup**. There are two **Search** buttons you can use. The top **Search** button allows you to search the existing list. The bottom **Search** button allows you to search for Job Title/Workgroups in other Organizations.

8. Click the **Continue** menu option.
9. Repeat the steps for adding a Job Title/Workgroup until you have added all the necessary Job Title/Workgroups for the Travel Plan and Expense Report.
10. Select the **Return to Admin** menu option to save the new Approval Chain.

## Deleting an Approval Chain

When deleting an Approval Chain, consider that doing so may affect Travel documents already submitted for review.

In addition, Travelers who have a deleted Approval Chain as their default Approval Chain will be affected. Travelers will not be able to submit Travel documents for approval.

Approval Chains can be deleted by all System Administrators.

To delete an Approval Chain, do the following:

1. On the **Organizer** page, click the **Toolbox** menu option.
2. Select an **Organization**.
3. Select Approval Chain from the System Administrator **Object** dropdown list.
4. Click the **List** button to select from available Approval Chains.
5. Click the desired Approval Chain in the displayed list.
6. Click the **Continue** menu option.
7. With the Approval Chain listed in **Descriptor**, click the **Delete Object** menu option.
8. Click the **Return to Admin** menu option.  
*The message "Are you sure you want to delete?" displays.*
9. Click the **OK** button to delete the Approval Path and return to the **Toolbox** page.



## Knowledge Check - Submit a Travel Plan

1. Log in as the Traveler/Approver that the class created
2. Quickly create a backdated Travel Plan.
3. Complete and submit the Travel Plan.
4. Go to the **My Approvals** tab on the **My Travel Desktop** page to see that the Travel Plan was successfully routed.

Answer the following questions by circling the correct answers.

1. Approval Chains can be created before Job Title/Workgroups.
  - a. True
  - b. False
2. Up to 10 Approvers can be on a Job Title/Workgroup.
  - a. True
  - b. False
3. An Approval Chain can have up to how many Job Title/Workgroups?
  - a. 11
  - b. 7
  - c. 10
  - d. 4
  - e. 25

4. A Job Title/Workgroup is the only Object needed to route Travel Documents in FedTraveler.com.

- a. True
- b. False

5. Write a step number in the left-hand column to indicate the steps for creating a Job Title/Workgroup.

	Type in the name of the Job Title/Workgroup.
	At the <b>Toolbox</b> page, select the Organization with which you want to work
	At the <b>Object</b> dropdown list, select <b>Job Title/Workgroup</b>
	Click the <b>Create Object</b> menu option
	Click the <b>List</b> button to bring up a list of user names to add to the Job Title/Workgroup
	At the <b>Organizer</b> page, click the <b>Toolbox</b> menu option

## Lesson 7 Summary

Having completed Lesson 7, you are now able to:

- Describe how Travel Documents are routed in FedTraveler.com
- Create and delete a Job Title/Workgroup
- Create and Delete an Approval Chain



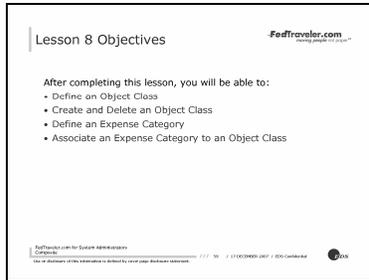
Slide 63: Lesson 7  
Summary

## Lesson 8: Managing Object Classes and Expense Categories

### Lesson 8 Objectives

After completing this lesson, you will be able to:

- Define an Object Class
- Create and Delete an Object Class
- Define an Expense Category
- Associate an Expense Category to an Object Class



Slide 64: Lesson 8 Objectives

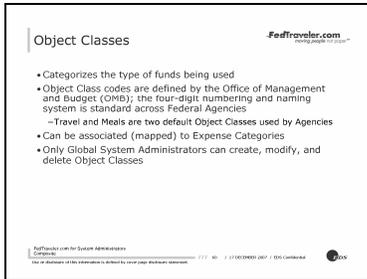
### Introduction

This lesson introduces Object Classes and Expense Categories. It will demonstrate how to create and delete an Object Class and how to associate an Expense Category to an Object Class.

### Object Classes and Expense Categories

**Object Class** – An Object Class categorizes the type of funds being used. Two Object Classes that are typically used are: Meals and Travel. An Object Class must have four numeric characters. Object Classes can be created and deleted .

**Expense Category** – An Expense Category is the highest level of accounting categorization. This enables an Agency to categorize and report expenses at summary level. Expense Categories include: Transportation, Meals, Lodging, Rental Car, Other, and Transaction Fee. Expense Categories cannot be modified or deleted from the system.



Slide 65: Object Classes

[http://epic.od.nih.gov/Help/Objectcc\\_help.asp](http://epic.od.nih.gov/Help/Objectcc_help.asp)

## Managing Object Classes

Object Class indicates the types of funds that are being used.

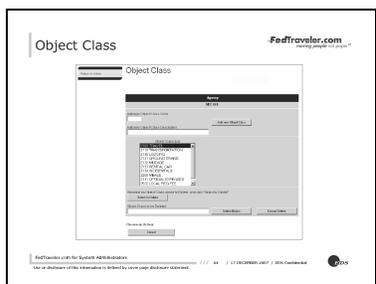
Global System Administrators can create, modify, and delete Object Classes. Local and Pseudo System Administrators can only view an Object Class.

## Adding an Object Class

To create an Object Class, do the following:

1. On the **Organizer** page, click the **Toolbox** menu option.
2. Select an **Organization** from the dropdown list.
3. Select **Object Class** from the System Administration **Object** dropdown list.
4. Select the **Create Object** menu option.

*The **Object Class** page displays.*



Slide 66: Object Class Page

Return to Admin

## Object Class

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**Agency**

SEC 241

Add new Object Class Code

Add new Object Class Description

Object Class List

2100 TRAVEL
2110 TRANSPORTATION
2130 LODGING
2131 GROUND TRANS
2132 MILEAGE
2133 RENTAL CAR
2134 INCIDENTALS
2200 MEALS
2331 OFFICIAL EXPENSES
2522 LOCAL REG FEE

Highlight an Object Class above to Delete, and click "Select to Delete"

Object Class to be Deleted

Choose an Action:

### Object Class Page

5. Type a four-digit Object Class Code in the **Add new Object Class Code** field.
6. Type a description of the Object Class in the **Add new Object Class Description** field.
7. Click the **Add new Object Class** button.  
*The new Object Class displays in the **Object Class List**.*
8. Click the **Return to Admin** menu option to save the data and return to the **Toolbox** page.

### Deleting an Object Class

When deleting an Object Class, consider the following issues:

- A Traveler or Alternate Preparer will not be able to select the Object Class from the dropdown list.
- If a Travel Plan has been submitted with an Object Class that has been deleted, the Approvers will not see the Object Class in the Travel Plan.

To delete an Object Class, do the following:

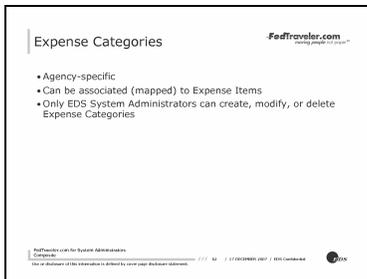
1. On the **Organizer** page, click the **Toolbox** menu option.
2. Select an **Organization** from the dropdown list.
3. Select Object Class from the System Administration **Object** dropdown list.
4. Select the **Create Object** menu option.

*The **Object Class** page displays, listing the current Object Classes.*

5. Select the Object Class to delete and click the **Select to Delete** button.

*The selected Object Class displays in the **Object Class to be Deleted** field.*

6. Click the **Delete Object** button to delete the selected Object Class.
7. Select the **Return to Admin** menu option to save your changes.



Slide 67: Expense Categories

## Expense Categories

Expense Categories cannot be created, modified, or deleted by an Agency System Administrator. However, available Expense Categories can be associated to an Agency and mapped to an Object Class.

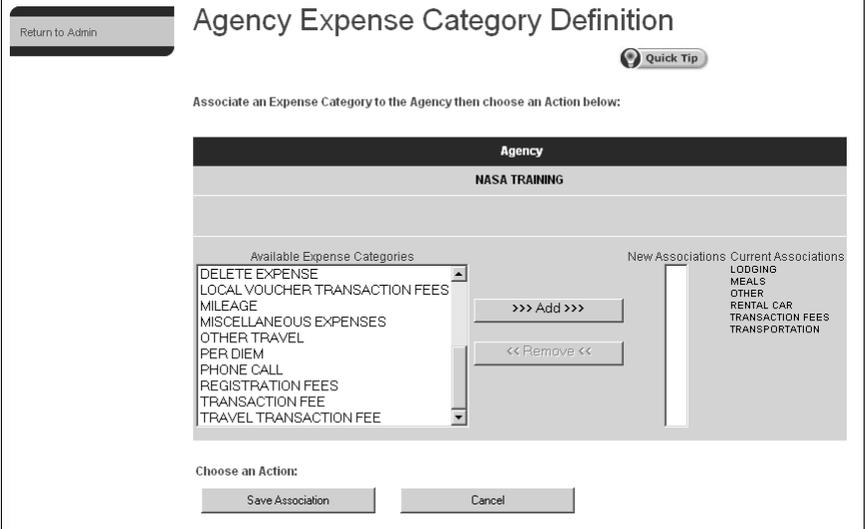
## Adding an Expense Category to an Organization

Expense Categories cannot be created by an Agency System Administrator; however, available Expense Categories can be associated to an Agency. To associate an Expense Category to an Agency, do the following:

1. On the **Organizer** page, click the **Toolbox** menu option.
2. Select an **Organization** from the dropdown list.
3. Select **Expense Category** from the System Administrator **Object** dropdown list.

- Click the **Create** menu option.

The **Agency Expense Category Definition** page displays, listing the available Expense Categories.



### Agency Expense Category Definition Page

- Select the desired Expense Category from the Available Expense Categories list and click the **Add** button.

The Expense Category is added to the Current Associations list.

- Click the **Save Association** button to save your changes.
- Select the Return to Admin menu option to return to the **Toolbox** page.

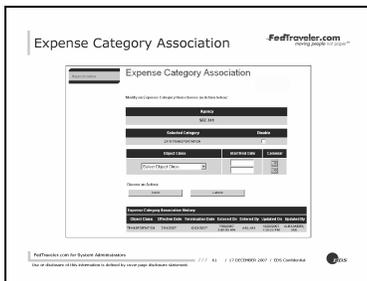
The Expense Category must now be associated to an Object Class.

### Associating an Expense Category to an Object Class

To associate an Expense Category to an Object Class, do the following:

- On the **Organizer** page, click the **Toolbox** menu option.
- Select an **Organization** from the dropdown list.

3. Select **Expense Category** from the System Administrator **Object** dropdown list.
4. Click the **List** button.  
*The **Expense Category List** page displays.*
5. Select the desired Expense Category from the **Expense Category List** page.
6. Click the **Next** menu option.  
*The **Toolbox** page displays.*
7. Click the **Modify Object** menu option.  
*The **Expense Category Association** page displays.*



Slide 68: Expense Category Association

Return to Admin

## Expense Category Association

Modify an Expense Category then choose an Action below:

Agency
SEC 241

Selected Category	Disable
2110 TRANSPORTATION	<input type="checkbox"/>

Object Class	Start/End Date	Calendar
<input type="text" value="Select Object Class"/>	<input type="text"/> <input type="text"/>	<input type="button" value="Calendar"/> <input type="button" value="Calendar"/>

Choose an Action:

Expense Category Association History:						
Object Class	Effective Date	Termination Date	Entered On	Entered By	Updated On	Updated By
TRANSPORTATION	7/31/2007	12/21/2007	7/30/2007 9:49:59 AM	ASI, ASI	12/20/2007 1:36:20 PM	ALEXANDER, SUE

**Expense Category Association Page**

8. Use the **Object Class** dropdown list to select the Object Class to associate with the Expense Category.
9. Enter a **Start Date** (mandatory) and an **End Date** (optional).



### **Hint**

If the **Start Date** field is left blank, the system will default to the Start Date of the next day. Start Dates cannot be today's date or any date in the past. A blank **End Date** field means that the association will not expire.

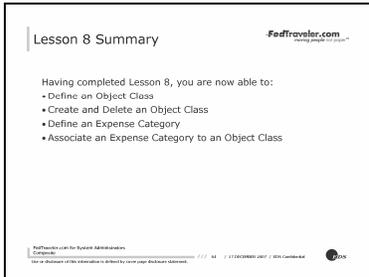
10. Click the **Save** button to save your changes.
11. When finished, click the **Return to Admin** menu option to return to the **Toolbox** page.



## Knowledge Check

Answer the following questions by circling the correct answers.

1. Local and Pseudo System Administrators can create, modify, and delete Object Classes. True or False?
  - a. True
  - b. False
  
2. This Object categorizes the funds being used. For example, meals and travel are commonly used.
  - a. Local Expense
  - b. Other Expense
  - c. Object Class
  - d. All of the above



Slide 69: Lesson 8 Summary

## Lesson 8 Summary

Having completed Lesson 8, you are now able to:

- Define an Object Class
- Create and Delete an Object Class
- Define an Expense Category
- Associate an Expense Category to an Object Class

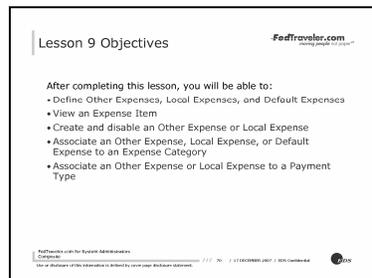
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## Lesson 9: Managing Other Expenses, Local Expenses, and Default Expenses

### Lesson 9 Objectives

After completing this lesson, you will be able to:

- Define Other Expenses, Local Expenses, and Default Expenses
- View an Expense Item
- Create and disable an Other Expense or Local Expense
- Associate an Other Expense, Local Expense, or Default Expense to an Expense Category
- Associate an Other Expense or Local Expense to a Payment Type



Lesson 9 Objectives

After completing this lesson, you will be able to:

- Define Other Expenses, Local Expenses, and Default Expenses
- View an Expense Item
- Create and disable an Other Expense or Local Expense
- Associate an Other Expense, Local Expense, or Default Expense to an Expense Category
- Associate an Other Expense or Local Expense to a Payment Type

Slide 70: Lesson 9 Objectives

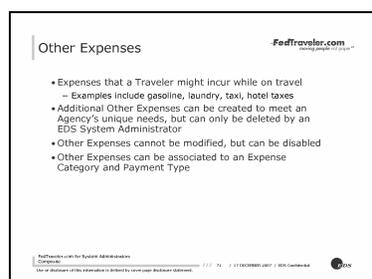
### Introduction

This lesson describes Other Expenses, Local Expenses, and Default Expenses – three objects that Travelers use in a Travel Plan – as well as managing these Objects. Only an EDS System Administrator can delete these Objects.

### Other Expenses

Other Expenses include expenses that a Traveler might incur while on official travel such as: gasoline, laundry, taxi, and hotel taxes.

When a System Administrator creates or disables Other Expenses, they are managing what the Traveler is able to select from the dropdown list in their Travel Plan.



Other Expenses

- Expenses that a Traveler might incur while on travel
  - Examples include gasoline, laundry, taxi, hotel taxes
- Additional Other Expenses can be created to meet an Agency's unique needs, but can only be deleted by an EDS System Administrator
- Other Expenses cannot be modified, but can be disabled
- Other Expenses can be associated to an Expense Category and Payment Type

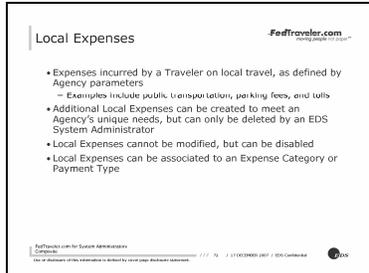
Slide 71: Other Expenses

The following Other Expenses *cannot* be deleted:

- Registration Fee
- Excess Baggage Fee
- Porter
- Tolls
- Gasoline
- Parking
- Limousine
- Taxi
- Laundry/Cleaners
- Hotel Taxes
- Occasional Meals
- Actual Expense Meals
- Mileage
- Skycap/Tips
- ATM Fee
- Personal Phone
- Business Phone
- Miscellaneous

These are system defaults that cannot be deleted nor edited.

Other Expenses created by a Global System Administrator can be disabled by a Global System Administrator, but can only be deleted by an EDS System Administrator.

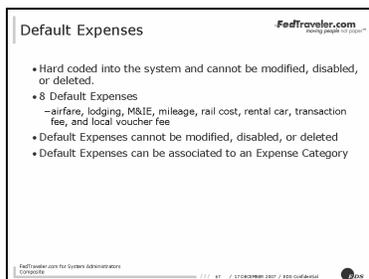


Slide 72: Local Expenses

## Local Expenses

Local Expenses are those incurred while on local travel as defined by Agency parameters. Local Expenses include: mileage, bus fare, ink pens, markers, paper, pencils, subway, taxi, tolls, and registration fee.

The default Local Expenses configured by EDS for the Agency cannot be modified or deleted. Local Expenses which are created by a Global System Administrator can only be deleted by an EDS System Administrator.



Slide 73: Default Expenses

## Default Expenses

Default Expenses are hard coded into the system and cannot be modified, disabled, or deleted. There are eight Default Expenses: airfare, lodging, M&IE, mileage, rail cost, rental car, transaction fee, and local voucher fee.

## Viewing Other Expenses, Local Expenses, and Default Expenses

Viewing an Expense Item allows you to see to what Expense Category, Object Type or Payment Type an Expense Item is mapped.

To view an Other Expense, Local Expense, or Default Expense, do the following:

1. On the **Organizer** page, click the **Toolbox** menu option.
2. Select an Organization.
3. Select either Other Expenses or Local Expenses from the **Object** dropdown list. For this example, we will

select **Local Expenses**.

- Click the **View Object** menu option.

*The **Local Expenses View** page displays, listing all the current Local Expenses and their current mapping. Any Local Expenses that are not mapped will be highlighted in red and a message will display at the top of the page indicating that mapping does not exist for one or more items.*

Agency							
NASA TRAINING							
Organization							
NASA TRAVELERS 1							
Expense Item	Approval Title	Accounting String	Payment Type	Expense Category	Start Date	End Date	Object Class
Bus			Govt Issued Card Personal Card/Cash	Other	12/19/2007		2100 Travel
Gas-Non Pov			Govt Issued Card Personal Card/Cash	Other	12/19/2007		2100 Travel
Metro/Subway			Govt Issued Card Personal Card/Cash	Other	12/19/2007		2100 Travel
Other			Govt Issued Card Personal Card/Cash	Other	12/19/2007		2100 Travel
Parking			Govt Issued Card Personal Card/Cash	Other	12/19/2007		2100 Travel
Taxi/Limo/Shuttle			Govt Issued Card Personal Card/Cash	Other	12/19/2007		2100 Travel
Tips Transport			Govt Issued Card Personal Card/Cash	Other	12/19/2007		2100 Travel
Tolls			Govt Issued Card Personal Card/Cash	Other	12/19/2007		2100 Travel

### Local Expenses View Page

Follow this same procedure to view Other Expenses and Default Expenses.

## Creating Other Expenses or Local Expenses

System Administrators can create Other Expenses and Local Expenses, but not Default Expenses.

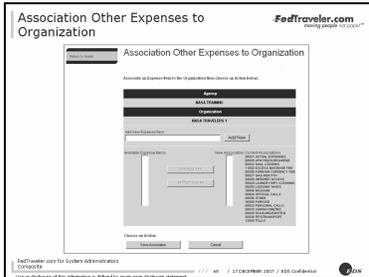
To create an Other Expense or Local Expense, do the following:

- On the **Organizer** page, click the **Toolbox** menu option.
- Select an Organization.
- Select either Other Expenses or Local Expenses from

the **Object** dropdown list. For this example, we will select **Other Expenses**.

8. Click the **Create Object** menu option.

*The **Association Other Expenses to Organization** page displays, listing all the current Other Expenses.*



Slide 74: Association Other Expenses to Organization

Return to Admin

## Association Other Expenses to Organization

Associate an Expense Item to the Organization then choose an Action below:

**Agency**

NASA TRAINING

**Organization**

NASA TRAVELERS 1

Add new Expense Item

Available Expense Items

>>> Add >>>

<<< Remove <<<

New Association

Current Associations

- 30031 ACTUAL EXPENSES
- 30025 ATM FEES/SURCHARGE
- 30032 DUAL LODGING
- 11000 EXCESS BAGGAGE FEE
- 30035 FOREIGN CURRENCY FEE
- 30027 GAS-NON PDV
- 30026 INTERNET ACCESS
- 30029 LAUNDRY/DRY-CLEANING
- 30030 LODGING TAXES
- 10004 MILEAGE
- 30024 OFFICIAL CALLS
- 30036 OTHER
- 16000 PARKING
- 30023 PERSONAL CALLS
- 30033 SUBWAY/METRO
- 30028 TAX/LIMO/SHUTTLE
- 30034 TIPS/TRANSPORT
- 13000 TOLLS

Choose an Action:

### Association Other Expenses to Organization Page

9. Enter a description in the **Add new Expense Item** field.

10. Click the **Add New** button.

*A newly created Other Expense Item is added to the **Available Expense Items** list box and the system automatically assigns an internal system code to the expense.*

11. Highlight the new Expense Item in the **Available Expense Items** list and click the **Add** button to add it to the **Current Associations** list.

*The new Other Expense item is added to the **New Association** list.*

12. To add the new Other Expense to the Current Associations list, click the **Save Association** button.

*The new Other Expense displays in the **Current Associations** list and is now available for users to select from the dropdown list in their Travel Plan.*

13. To remove the new Other Expense, highlight it and click the **Remove** button, then click the **Save Association** button.

*The new Other Expense moves to the **Available Expense Items** list and is no longer available for users to select from the dropdown list in their Travel Plan.*

14. Click the **Return to Admin** menu option to return to the **Toolbox** page.

## Disabling Other Expenses and Local Expenses

When disabling an Other Expense or Local Expense, keep in mind that users will not be able to select the disabled Expense from the dropdown list in their Travel Plan.

Other Expenses and Local Expenses can be disabled; Default Expenses cannot.

To disable an Other Expense or Local Expense:

1. On the **Organizer** page, click the **Toolbox** menu option.
2. Select an Organization.
3. Select either Other Expenses or Local Expenses from the System Administrator **Object** dropdown list. For this example, we will select **Other Expenses**.
4. Click the **List** button.

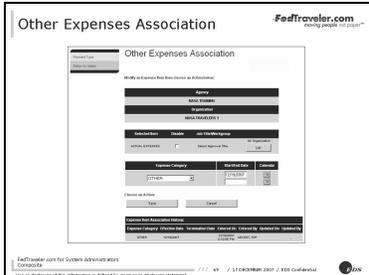
*A list of current Other Expenses displays.*

5. Select the Other Expense Item to be disabled and click the **Next** menu option.

*The **Toolbox** page displays.*

6. Select the **Modify Object** menu option.

The **Other Expenses Association** page displays.



Slide 75: Other Expenses Association

Payment Type
Return to Admin

## Other Expenses Association

Modify an Expense Item then choose an Action below:

**Agency**

NASA TRAINING

**Organization**

NASA TRAVELERS 1

Selected Item	Disable	Job Title/Workgroup	
ACTUAL EXPENSES	<input type="checkbox"/>	Select Approval Title	All Organization <input type="button" value="List"/>

Expense Category	Start/End Date	Calendar
OTHER	12/19/2007	<input type="button" value="Calendar"/>

Choose an Action:

**Expense Item Association History:**

Expense Category	Effective Date	Termination Date	Entered On	Entered By	Updated On	Updated By
OTHER	12/19/2007		12/18/2007 4:12:55 PM	SECRET, TOP		

**Other Expenses Association Page**

7. Select the **checkbox** in the **Disable** column, then click the **Save** button.

The **Other Expense** will no longer be available for users to select from the dropdown list in their Travel Plan.

Use this same procedure to disable Local Expenses.

## Associating an Expense Item to an Expense Category

An Agency defines Agency-specific Expense Categories during the implementation process. An Expense Category can only be created by an EDS System Administrator. Expense Categories can be associated with an Expense Item.

To associate an Expense Item to an Expense Category, do the following:

1. On the **Organizer** page, click the **Toolbox** menu option.
2. Select an Organization.
3. Select either Other Expenses, Local Expenses, or Default Expenses from the System Administrator **Object** dropdown list. For this example, we will select **Other Expenses**.

4. Click the **List** button.

*A list of current Other Expenses displays.*

5. Select the Other Expense Item to be associated and click the **Next** menu option.

*The **Toolbox** page displays.*

6. Select the **Modify Object** menu option.

*The **Other Expenses Association** page displays with the selected Other Expense listed under the **Selected Item** column.*

Payment Type  
Return to Admin

## Other Expenses Association

Modify an Expense Item then choose an Action below:

Agency
NASA TRAINING
Organization
NASA TRAVELERS 1

Selected Item	Disable	Job Title/Workgroup
ACTUAL EXPENSES	<input type="checkbox"/>	Select Approval Title
		All Organization <input type="button" value="List"/>

Expense Category	Start/End Date	Calendar
OTHER	12/19/2007	<input type="button" value="Calendar"/>

Choose an Action:

Expense Item Association History:						
Expense Category	Effective Date	Termination Date	Entered On	Entered By	Updated On	Updated By
OTHER	12/19/2007		12/18/2007 4:12:55 PM	SECRET, TOP		

### Other Expenses Association Page

7. To establish an association, select an Expense Category from the **Expense Category** dropdown list.
8. Enter a **Start Date** (mandatory) and an **End Date** (optional).



### **Hint**

If the **Start Date** field is left blank, the system will default to the Start Date of the next day. Start Dates cannot be today's date or any date in the past. A blank **End Date** field means that the association will not expire.

9. Click the **Save** button to save the association.
10. Click the **Return to Admin** menu option to return to the **Toolbox** page.

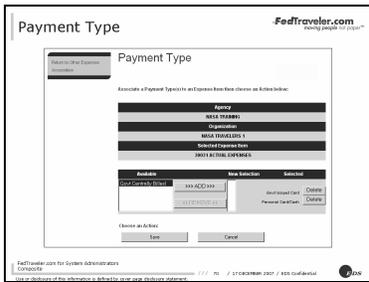
Follow this same procedure to associate Local Expenses and Default Expenses to Expense Categories.

## Associating an Other Expense or Local Expense to a Payment Type

Other Expenses and Local Expenses can be Associated (mapped) to a particular Payment Type, Default Expenses cannot. Payment Types include Government Centrally Billed, Government Issued Card, or Personal Card/Cash.

To associate an Expense Item to a Payment Type, do the following:

1. On the **Organizer** page, click the **Toolbox** menu option.
2. Select an Organization.
3. Select either Other Expenses or Local Expenses from the System Administrator **Object** dropdown list. For this example, we will select **Other Expenses**.
4. Click the **List** button.  
*A list of current Other Expenses displays.*
5. Select the Other Expense Item to be associated and click the **Next** menu option.  
*The **Toolbox** page displays.*
6. Select the **Modify Object** menu option.  
*The **Other Expenses Association** page displays with the selected Other Expense listed under the **Selected Item** column.*
7. Select the **Payment Type** menu option.  
*The **Payment Type** page displays, listing the Available and Selected (current) Payment Types associated with the Expense Item.*



Slide 76: Payment Type

Return to Other Expenses Association

## Payment Type

Associate a Payment Type(s) to an Expense Item then choose an Action below:

Agency
NASA TRAINING
Organization
NASA TRAVELERS 1
Selected Expense Item
30031 ACTUAL EXPENSES

Available	New Selection	Selected
Govt Centrally Billed	>>> ADD >>>	
	<<< REMOVE <<<	
		Govt Issued Card <span style="float: right;">Delete</span>
		Personal Card/Cash <span style="float: right;">Delete</span>

Choose an Action:

Save
Cancel

**Payment Type Page**

8. To associate a Payment Type with the Expense Item, highlight the Payment Type listed in the **Available** box and click the **Add** button.

*The selected Payment Type displays in the **New Selection** box.*

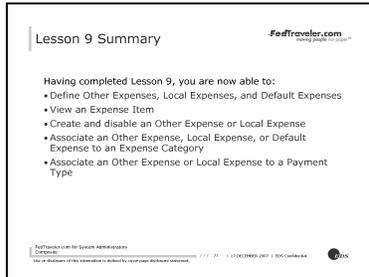
9. Click the **Save** button to save the association.
10. To Delete an association, click the **Delete** button next to the Payment Type listed in the **Selected** column, and then click the **Save** button.
11. Select the **Return to Other Expenses Association** menu option to return to the **Other Expenses Association** page.
12. Select the **Return to Admin** menu option to return to the **Toolbox** page.

Follow this same procedure to associate Local Expenses with a Payment Type.



## Knowledge Check

1. Other Expenses can be deleted by a Global System Administrator. True or False?
  - a. True
  - b. False
  
2. None of the default **Local Expenses** can be deleted. True or False?
  - a. True
  - b. False
  
3. Select all that apply. Default Expenses can be:
  - a. Modified
  - b. Disabled
  - c. Deleted
  - d. None of the above



Slide 77: Lesson 9 Summary

## Lesson 9 Summary

Having completed Lesson 9, you are now able to:

- Define Other Expenses, Local Expenses, and Default Expenses
- View and Expense Item
- Create and disable an Other Expense or Local Expense
- Associate an Other Expense, Local Expense, or Default Expense to an Expense Category
- Associate an Other Expense or Local Expense to a Payment Type

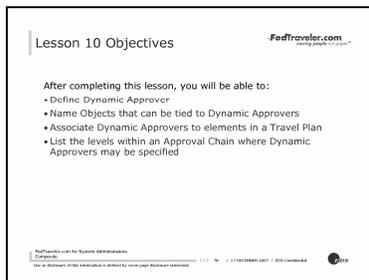
This page intentionally left blank.

## Lesson 10: Dynamic Approvers

### Lesson 10 Objectives

After completing this lesson, you will be able to:

- Define Dynamic Approvers
- Name Objects that can be tied to Dynamic Approvers
- Associate Dynamic Approvers to elements in a Travel Plan
- List the levels within an Approval Chain where Dynamic Approvers may be specified



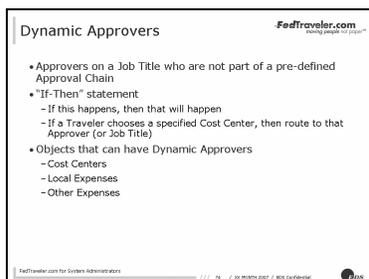
Slide 78: Lesson 10 Objectives

### Introduction

This lesson explains Dynamic Approvers in greater detail. It will also describe how and when Dynamic Approvers are used in FedTraveler.com.

### Dynamic Approvers

Dynamic Approvers are Approvers (associated with a Job Title/Workgroup) who are not part of a pre-defined Approval Chain. Dynamic Approvers are used in special conditions. Think of an "If-Then" statement: If a condition occurs (for example, Foreign Travel), then the Job Title/Workgroup associated with that approval trigger is inserted into the normal Approval Chain.



Slide 79: Dynamic Approvers

Before inserting a Dynamic Approver into the routing process, a Job Title/Workgroup must be created. No changes are made to any pre-defined Approval Chain. Instead, Travel Documents route through the normal Approval Chain, but will be routed to Dynamic Approvers if the condition requiring their approval occurs in the Travel Document.

Dynamic Approvers can be specified at three levels in an Approval Chain:

1. Before first approval
2. Before final approval
3. After final approval

The default location for a Dynamic Approver is before final approval.

## Objects Tied to a Dynamic Approver

Local Expenses, Other Expenses, and Default Expenses are the Objects for which System Administrators can insert a Dynamic Approver step or level, routing Travel Documents to a Dynamic Approver.

To insert a Dynamic Approver for a Local Expense, Other Expense, or Default Expense:

1. On the **Organizer** page, click the **Toolbox** menu option.
2. Select an Organization.
3. Select either Local Expenses, Other Expenses or Default Expenses from the System Administrator **Object** dropdown list. For this example, we will select **Local Expenses**.

4. Click the **List** button.

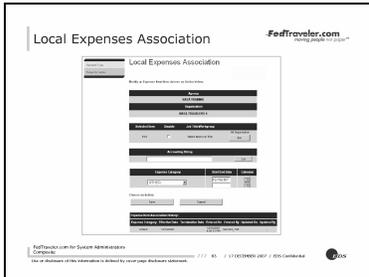
*A list of current Local Expenses displays.*

5. Select the Local Expense Item to be associated to a Dynamic Approver and click the **Next** menu option.

*The **Toolbox** page displays.*

6. Select the **Modify Object** menu option.

The **Local Expenses Association** page displays with the selected Local Expense listed under the **Selected Item** column.



Slide 80: Local Expenses Association

Payment Type  
Return to Admin

## Local Expenses Association

Modify an Expense Item then choose an Action below:

Agency
NASA TRAINING
Organization
NASA TRAVELERS 1

Selected Item	Disable	Job Title/Workgroup
BUS	<input type="checkbox"/>	Select Approval Title
All Organization <input type="button" value="List"/>		

Accounting String
<input type="text"/> <input type="button" value="List"/>

Expense Category	Start/End Date	Calendar
OTHER	12/19/2007	<input type="button" value="List"/>

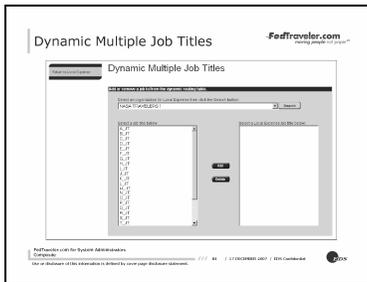
Choose an Action:

Expense Item Association History:						
Expense Category	Effective Date	Termination Date	Entered On	Entered By	Updated On	Updated By
OTHER	12/19/2007		12/18/2007 4:26:13 PM	SECRET, TOP		

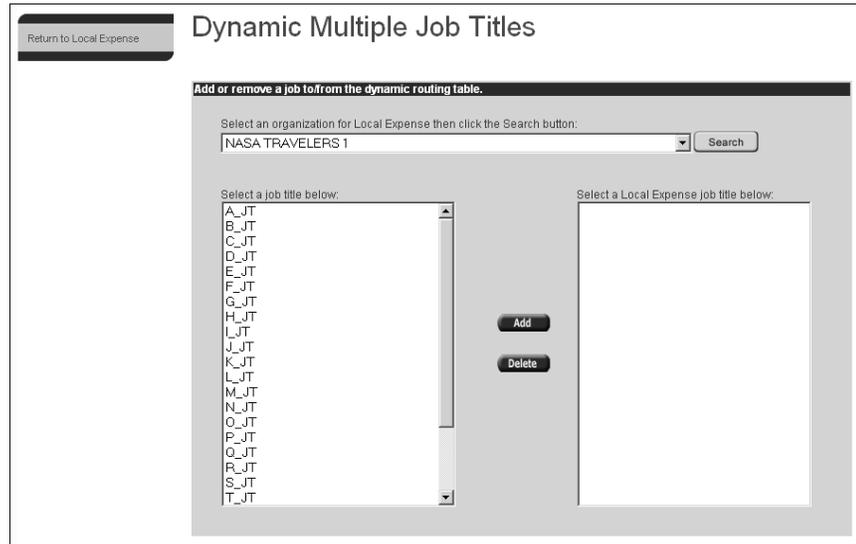
**Local Expenses Association Page**

7. Click the **List** button next to **Select Approval Title**.

The **Dynamic Multiple Job Titles** page displays. This page allows you to choose a Job Title/Workgroup from the existing list.



Slide 81: Dynamic Multiple Job Titles

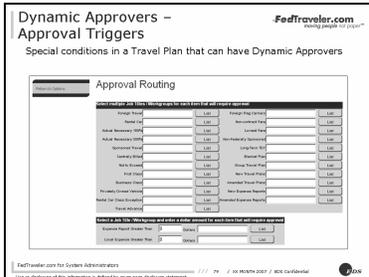


**Dynamic Multiple Job Titles Page**

8. To associate a Job Title/Workgroup, select it from the displayed list and click the **Add** button. Repeat until all desired Job Title/Workgroups are added.
9. To remove a Job Title/Workgroup, select it from the list on the right and click the **Delete** button.
10. When finished, click the **Return to Local Expense** menu option.

*The **Local Expenses Association** page displays, listing the selected Job Title/Workgroup.*

11. Click the **Save** button to save your changes.
12. Select the **Return to Admin** menu option to return to the **Toolbox** page.



Slide 82: Dynamic Approvers – Approval Triggers

## Associate Dynamic Approvers to Special Conditions in a Travel Plan

At the **Approval Routing** page, a System Administrator can insert a Job Title/Workgroup for a specific condition, such as a special Travel Plan, an element in a Travel Plan that might be outside the Agency’s travel policy, or when an Expense Report/Local Expense report exceeds a set dollar amount.

These Job Title/Workgroups might not be a part of any pre-defined Approval Chain, so Travel Documents will be *dynamically* routed.

**Approval Routing Page**

If an Agency allows for multiple Job Title/Workgroups, then the System Administrator can add more than one Job Title/Workgroup to each special condition. Enabling multiple Job Title/Workgroups for Dynamic Approvers is set at the EDS level, in the Security settings of an Organization Profile.

A Dynamic Approver is typically a Fund Certifier who verifies there are funds available for a Travel Plan. Once the funds are obligated for the trip, the Travel Plan will be approved by the Fund Certifier and the Travel Plan moves to the next level in the Approval Chain.



Slide 83: Example of Dynamic Routing

The following is an example of an Approval Chain with Dynamic Approvers:

There are four Job Title/Workgroups in this Approval Chain:

- REVIEWER 1 JOB TITLE/WORKGROUP
- REVIEWER 2 JOB TITLE/WORKGROUP
- REVIEWER 3 JOB TITLE/WORKGROUP
- FINAL APPROVER JOB TITLE/WORKGROUP

This is a pre-defined Approval Chain.

The Travel Plan will be routed to REVIEWER 1 JOB TITLE/WORKGROUP, then it will be routed to REVIEWER 2 JOB TITLE/WORKGROUP.

REVIEWER 3 in this example is a category that can include up to two Dynamic Approvers. This is the default position for a Dynamic Approver in the Approval Chain.

In the next lesson, you will learn how to use System Utilities to customize the Dynamic Approval order, and to configure Dynamic Approvals by document type.



## Knowledge Check

1. Circle the best definition of a Dynamic Approver.
  - a. An Approver who has a dynamic personality
  - b. The final Approver on the Approval Chain
  - c. An Approver outside of the normal Approval Chain
  - d. A Pseudo Approver
  - e. None of the above
  
2. Circle the **Objects** to which a Dynamic Approver can be associated.
  - a. Local Expenses
  - b. Group Profile
  - c. User Profile
  - d. Default Expenses
  - e. Other Expenses
  - f. Project Code
  
3. There is no order in which Travel Documents will be routed if Dynamic Approvers are associated with an **Object** or any special condition in a document.
  - a. True
  - b. False

## Lesson 10 Summary

Having completed Lesson 10, you are now able to:

- Define a Dynamic Approver
- Identify which Objects can be tied to a Dynamic Approver
- Associate Dynamic Approvers when a special condition or specific element in a Travel Plan is chosen
- List the levels within an Approval Chain where Dynamic Approvers may be specified

Lesson 10 Summary FedTraveler.com

Having completed Lesson 10, you are now able to:

- Define Dynamic Approver
- Name Objects that can be tied to Dynamic Approvers
- Associate Dynamic Approvers to elements in a Travel Plan
- List the levels within an Approval Chain where Dynamic Approvers may be specified

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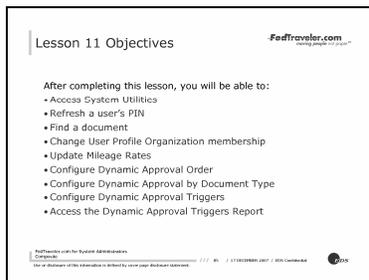
Slide 84: Lesson 10  
Summary

## Lesson 11: Using System Utilities

### Lesson 11 Objectives

After completing this lesson, you will be able to:

- Access System Utilities
- Refresh a user's PIN
- Find a document
- Change User Profile Organization membership
- Update Mileage
- Configure Dynamic Approval Order
- Configure Dynamic Approval by Document Type
- Configure Dynamic Approval Triggers
- Access the Dynamic Approval Triggers Report



Slide 85: Lesson 11 Objectives

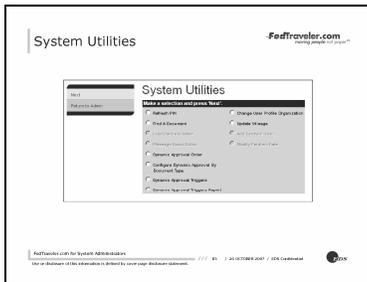
### Introduction

This lesson explains the use of System Utilities. It will describe six utilities available to System Administrators.

### Accessing System Utilities

System Utilities allow a System Administrator to refresh a PIN for a user, change the User Profile's membership in an Organization, find a document, and update mileage rates.

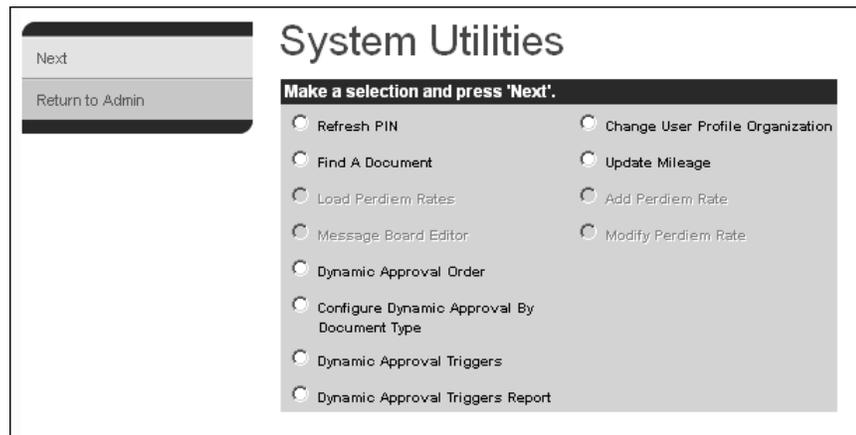
Global System Administrators can perform all four tasks, however, Local and Pseudo System Administrators can only perform the Refresh PIN and Find a Document tasks.



Slide 86: System Utilities

To access the **System Utilities** page, click the **System Utilities** menu option on the **Toolbox** page.

*The **System Utilities** page displays.*



**System Utilities Page**

## Refresh PIN

A System Administrator may refresh a user's PIN when the user has forgotten it, or the user has been locked out after three unsuccessful login attempts. The user may also refresh his/her own PIN. The process for self-refreshing a PIN is described in detail in both the Travelers and Alternate Preparers and the Approvers Participant Guides. Online help is also available for the user.

When a user needs a PIN refreshed, the System Administrator can do one of two tasks:

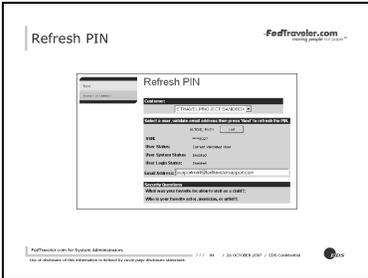
- Refresh the PIN
- Unlock the PIN

The user will receive an e-mail containing a temporary PIN. The user logs in to FedTraveler.com using this PIN to access the system. Once the user has logged on to FedTraveler.com, they will be prompted to change their PIN.



**Watch Out!**

The temporary PIN may have a zero “0” or a capital “O” imbedded in it. The user should verify which it is before getting locked-out again due to the wrong character being used when attempting to log in.

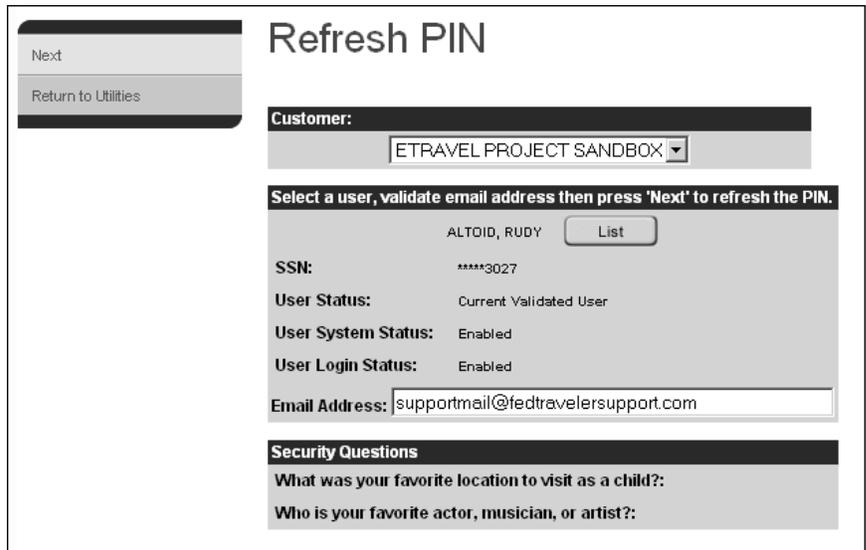


Slide 87: Refresh PIN

To refresh a PIN, do the following:

1. At the **System Utilities** page, click the radio button next to **Refresh PIN**, then click the **Next** menu option.
2. Click the **List** button to continue.  
*A list of the **User Profiles** displays.*
3. Click to select a **User Profile** that needs its PIN refreshed.

The **Refresh PIN** page displays.



**Refresh PIN Page**

4. Click the **Next** menu option.  
*A **Confirmation** page displays and an e-mail with the Refresh PIN message is sent to the e-mail address on this page.*

To unlock a PIN, do the following:

1. On the **System Utilities** page, click the radio button next to **Refresh PIN**.
2. Click the **Next** menu option.
3. Click the **List** button and select the **User's Profile**.
4. Verify if the User is locked out or requires a new PIN.
  - a. If the User needs a new PIN, go to the section *To refresh a PIN*.
  - b. If the User is locked out and can remember their current PIN, unlock the user.
5. Select the **Return to Utilities** menu option.
6. From the **System Utilities** page, select the **Return to Admin** menu option.
7. From the **Toolbox** page, select the **User Profile Object**.
8. Click the **List** button and select the **User's Profile**.
9. Click the **Modify Object** menu option.
10. Select the **Security** menu option.
11. In the Security Information box, uncheck Disable System under System.
12. Select the **Save Profile** menu option.
13. Type your PIN and click the **Click here to save the profile** button.
14. Notify the User that access has been restored.

## Find a Document

Use the **Find Document** utility to locate a Travel Document by the Traveler's first or last name or by Document Number. Once a document is located, you can preview the full document, a summary, or its history. You can also print it as a travel order.

To find a document, do the following:

1. On the **System Utilities** page, click the radio button next to **Find a Document**.
2. Click the **Next** menu option.
3. Select an Organization in the **Organization** dropdown list, and then click the **Go** button.
4. Enter your search criteria.

You can enter the first or last name of the Traveler and click the **Go** button. Then, the **Document #** dropdown list displays. Choose a document from this dropdown list, and then click the **Go** button.

Alternatively, if you know the specific document you want to locate, then click the **Document #** dropdown list and choose the document from the list.

Once the document is located and selected, additional information is displayed.

5. Select one of the following menu options:
  - **Print** – The Travel Plan displays in a format that can be printed.
  - **History** – The history of the Travel Plan displays, detailing actions taken from the time it was created to approval.
  - **Summary** – The information displays on the Travel Plan on a single, easy to read page.
  - **Return to Utilities** – This option will return you to the system utilities page.
6. When you are finished, click the **Return to Utilities** menu option.

## Change User Profile Organization

When reassigning a User Profile from one Organization to another, consider the following issue(s):

- All the user's travel documents must be completed. Expense Reports must be completed and paid.
- If the user's profile is associated with any Job Title/Workgroup, delete the User Profile from the Job Title/Workgroup.
- Once the User Profile is changed to another Organization, determine whether any defaults need to be reset such as a default Accounting String, and Approval Chain.



### **Key Point**

This option is only available to Global System Administrators.



### **Watch Out!**

FedTraveler.com displays an alert to the System Administrator when a user who is being moved to another organization has travel documents that have not completed processing. If the user is moved, he or she will not be able to access the incomplete travel documents. Before moving a user to another organization:

- Request that the user verify that all travel documents have completed processing.
- Once confirmation of final processing of all travel documents has been received from the user, complete the following profile move process.

To change a User Profile Organization, do the following:

1. On the **System Utilities** page, select the radio button next to **Change User Profile Organization**.
2. Click the **Next** menu option.

3. The **User Profile List** page displays. This page offers options to search for a User Profile.

There are a number of ways to search for a user:

- a. You can select a User Profile from the list. By clicking the **Next** button, you can move through the list.
- b. You can search User Profiles by their Organization by clicking the dropdown list under **Search by Organization**, then clicking on the **Search** button.
- c. Finally, you can do a search either by the user's first or last name, or by both first and last names.

Once a User Profile is selected, the **Change Organization** page displays, where you can select the Organization to which the user will transfer.

4. Select the Organization from the dropdown list and click the **Move Profile** menu option.
5. The **User Profile** page displays, giving you the option to make additional changes to the user's profile.
6. When you are finished making changes, be sure to click the **Save Profile** menu option.
7. Enter your PIN and click the **Click here to save Profile** button.

## Update Mileage Rates

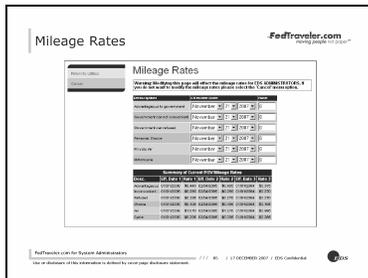
When the Federal Government updates the mileage rates, your Agency might have to change those updates manually on the **Mileage Rates** page.

Only Global System Administrators have the option to update mileage rates.

To update the mileage rates, do the following:

1. On the **System Utilities** page, select the radio button next to **Update Mileage**.
2. Click the **Next** menu option.

The **Mileage Rates** page displays.



Slide 88: Mileage Rates

Return to Utilities

## Mileage Rates

**Warning: Modifying this page will effect the mileage rates for EDS ADMINISTRATORS. If you do not want to modify the mileage rates please select the 'Cancel' menu option.**

Description	Effective Date			Rate
Advantageous to government	November	21	2007	0
Government car not convenient	November	21	2007	0
Government car refused	November	21	2007	0
Personal Choice	November	21	2007	0
Private Air	November	21	2007	0
Motorcycle	November	21	2007	0

**Summary of Current POV Mileage Rates**

Desc.	Eff. Date 1	Rate 1	Eff. Date 2	Rate 2	Eff. Date 3	Rate 3
Advantageous	01/01/2006	\$0.445	02/04/2005	\$0.405	01/01/2004	\$0.375
Inconvenient	01/01/2006	\$0.285	02/04/2005	\$0.285	01/01/2004	\$0.270
Refused	01/01/2006	\$0.285	02/04/2005	\$0.270	01/01/2004	\$0.270
Choice	01/01/2006	\$0.125	02/04/2005	\$0.105	01/01/2004	\$0.105
Air	01/01/2006	\$1.070	02/04/2005	\$1.070	01/01/2004	\$0.995
Cycle	01/01/2006	\$0.305	02/04/2005	\$0.305	01/01/2004	\$0.285

**Mileage Rates Page**

You have the option to change the effective date of the rate change in addition to changing the mileage rate. If you decide not to make any changes to the mileage, you can click the **Cancel** menu option to return to the **Systems Utilities** page.

3. Once the mileage rates are updated, click the **Return to Utilities** menu option to return to the **Systems Utilities** page.

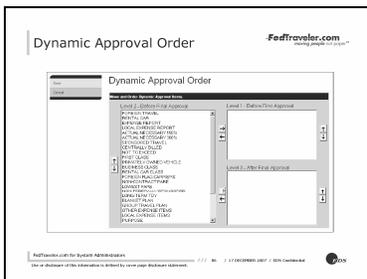
## Dynamic Approval Order

In Lesson 11, you learned how to associate Dynamic Approvers with certain Objects and special elements of Travel Plans. In System Utilities, you may change the timing and order in which Dynamic Approvals occur.

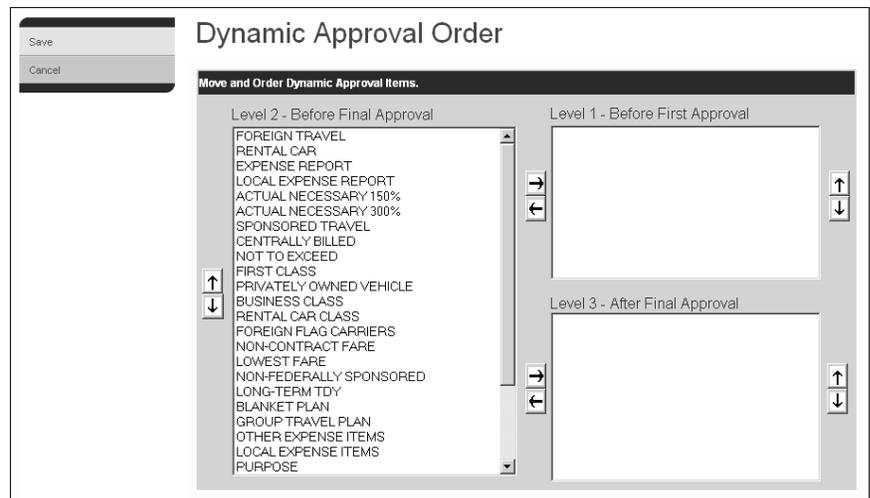
To configure the Dynamic Approval Order, do the following:

1. On the **System Utilities** page, click the radio button next to **Dynamic Approval Order**, then click the **Next** menu option.

*The **Dynamic Approval Order** page displays.*



Slide 89 : Dynamic Approval Order



**Dynamic Approval Order Page**

2. Select an item requiring dynamic approval from the list in the Level 2 column by clicking on it.
3. Move the item between levels by clicking the left and right arrows.
4. Reorder an item in its level by selecting it and then clicking the up and down arrows.
5. When you are finished, click the **Save** menu option.

*The **System Utilities** page displays.*

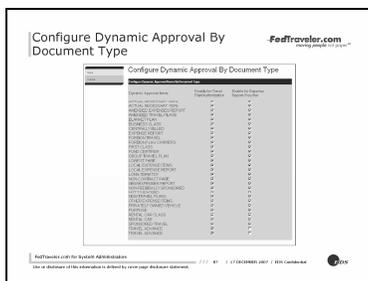
## Dynamic Approval By Document Type

In addition to other Dynamic Approval options, you may configure travel documents containing Dynamic Approval items for approval by document type. For instance, a Funds Certifier for your Agency may need to approve Travel Plans but not Expense Reports.

To configure Dynamic Approval items by document type, do the following:

1. On the **System Utilities** page, click the radio button next to **Configure Dynamic Approval By Document Type**, then click the **Next** menu option.

*The **Configure Dynamic Approval By Document Type** page displays.*



Slide 90: Configure Dynamic Approval By Document Type

Save

Cancel

### Configure Dynamic Approval By Document Type

Dynamic Approval Items	Enable for Travel Plan/Authorization	Enable for Expense Report/Voucher
ACTUAL NECESSARY 300%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ACTUAL NECESSARY 150%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
AMENDED EXPENSES REPORT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
AMENDED TRAVEL PLANS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
BLANKET PLAN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
BUSINESS CLASS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CENTRALLY BILLED	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
EXPENSE REPORT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
FOREIGN TRAVEL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
FOREIGN FLAG CARRIERS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
FIRST CLASS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
FUND CERTIFIER	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
GROUP TRAVEL PLAN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
LOWEST FARE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
LOCAL EXPENSE ITEMS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
LOCAL EXPENSE REPORT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
LONG-TERM TDY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
NON-CONTRACT FARE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
NEW EXPENSES REPORT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
NON-FEDERALLY SPONSORED	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
NOT TO EXCEED	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
NEW TRAVEL PLANS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
OTHER EXPENSE ITEMS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PRIVATELY OWNED VEHICLE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PURPOSE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
RENTAL CAR CLASS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
RENTAL CAR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SPONSORED TRAVEL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
TRAVEL ADVANCE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TRAVEL ADVANCE	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Configure Dynamic Approval By Document Type Page**

2. Uncheck any Dynamic Approval items that do not need dynamic approval, either for the Travel Plan, for the Expense Report, or both.
3. When you are finished, click the **Save** menu option.

*The **System Utilities** page displays.*

## Dynamic Approval Triggers

In lesson 5 you learned how to define Approval Triggers at the Organization level by using the “Define Approval Triggers” Process Option. Global Administrators have the ability to define Approval Triggers at the Agency level. Approval Triggers defined at the Agency level override Organization level Approval Triggers.

To define Agency-level Approval Triggers, do the following:

1. On the **System Utilities** page, click the radio button next to **Dynamic Approval Triggers**, then click the **Next** menu option.

*The **Organizations and Items** page displays, listing all the Organizations.*

Return to Utilities

### Organizations and Items

Search Criteria

Customer: ETRAVEL PROJECT SANDBOX

Organizations: ETRAVEL ORG 01  
W&T & HELP ORGANIZATION

Select All

Deselect All

or

Hold the Ctrl Key down to select multiple items.

Please select a trigger from the listbox. Please select a JOB TITLES!

Select an Item -> Select JOB\_TITLES

**Organizations and Items Page**

2. In the **Organizations** field, select the Organization(s) for which you wish to define an Approval Trigger.
3. Select an Approval Trigger from the **Select an Item** dropdown list.
4. Click the **Select JOB\_TITLES** button.

The **Dynamic Multiple Job Titles** page displays.

To View Recent Updates

### Dynamic Multiple Job Titles

Add or remove a job to/from the dynamic routing table.

Select an organization for FIRST CLASS then click the Search button:

ETRAVEL ORG 01 Search

Select a job title below:

- AARCHER\_JT
- APPROVER
- CALTOID\_JT
- CBIRCH\_JT
- DANA\_JT
- DANA\_JT1
- ENIELSON\_JT
- JABBOTT\_JT
- JALLEN\_JT
- JSMITH\_JT
- KAT
- KBARNES
- KJORDE\_JT
- LABRAHAM\_JT
- LAL\_JT
- LLIEBE\_JT
- LLN\_JT
- LLTRAV\_JT
- LSAAVEDRA\_JT
- RALTOID\_JT

Select a routing job title below:

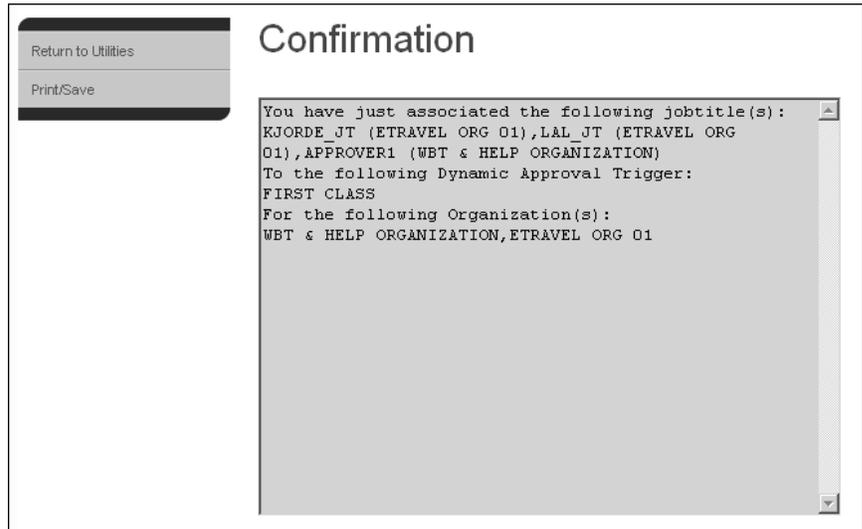
Add

Delete

### Dynamic Multiple Job Titles Page

5. Select an Organization from the **Organization** dropdown list.
6. If necessary, click the **Search** button to display available Job Titles for an Organization.
7. Select a Job Title from the available choices, and then click the **Add** button.
8. When you have finished selecting Job Titles, click the **To View Recent Updates** menu option.

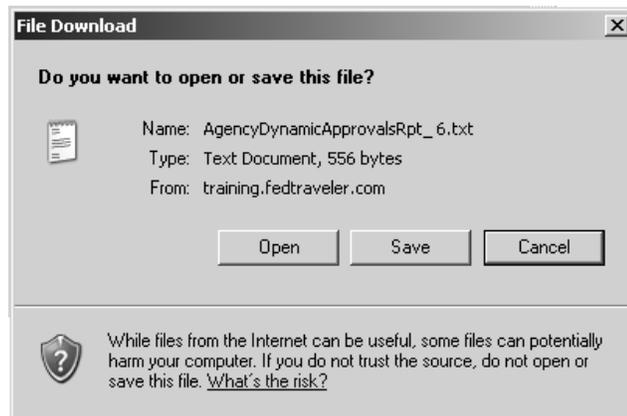
The **Confirmation** page displays, listing your Approval Trigger updates.



**Confirmation Page**

9. Click the **Print/Save** button to print or save a copy of the information on the **Confirmation** page.

*A dialog box displays, asking if you want to open or save the file.*



**Open or Save Dialog Box**

You can choose to open the file as a .txt file and print it, or save the file to your computer.

10. When finished, click the **Return to Utilities** menu option to return to the **System Utilities** page.

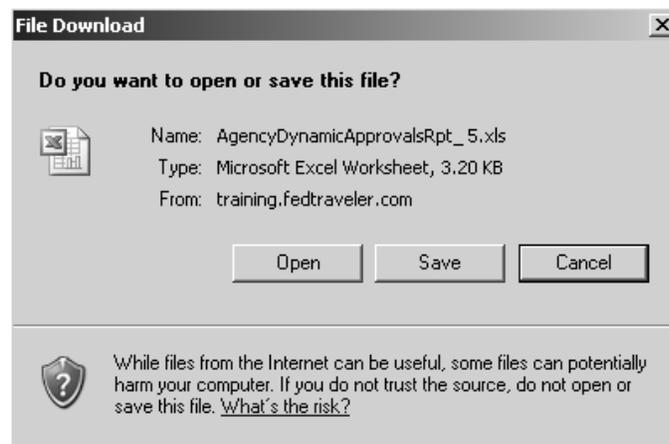
## Dynamic Approval Triggers Report

The Dynamic Approval Triggers Report lists the Approval Triggers defined for an Agency. The report includes the Organization Names, the Dynamic Approval Triggers, and the Job Titles assigned to the Approval Triggers.

To print or save the Dynamic Approval Triggers Report, do the following:

1. On the **System Utilities** page, click the radio button next to **Dynamic Approval Triggers Report**, then click the **Next** menu option.

*A dialog box displays, asking if you want to open or save the file.*



**Open or Save Dialog Box – Report**

2. You can choose to open the file as a Microsoft Excel file and print it, or save the file to your computer.



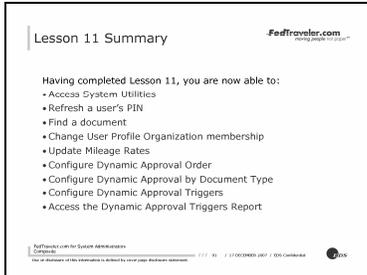
## Knowledge Check

1. Circle all that apply to this statement: System Utilities allows a System Administrator to:
  - a. Change a User Profile's Organization membership
  - b. Delete a Travel Plan for a Traveler
  - c. Create User Profile for a new user
  - d. Update Mileage
  - e. Refresh PIN for users
  - f. Insert Dynamic Approvers
  - g. Find a document
  - h. Rearrange the order of Dynamic Approvals
  
2. When a user has tried to log in to FedTraveler.com three times unsuccessfully, the System Administrator is able to unlock the user's PIN or refresh their PIN.
  - a. True
  - b. False
  
3. A Local or Pseudo System Administrator is able to change a User Profile Organization and update mileage.
  - a. True
  - b. False

## Lesson 11 Summary

Having completed Lesson 11, you are now able to:

- Access System Utilities
- Refresh a user's PIN
- Find a document
- Change a User Profile Organization
- Update mileage rates
- Configure Dynamic Approval Order
- Configure Dynamic Approval by Document Type
- Configure Dynamic Approval Triggers
- Access the Dynamic Approval Triggers Report



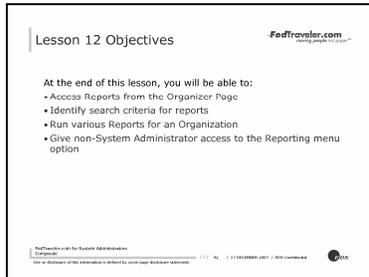
Slide 91: Lesson 11 Summary

## Lesson 12: Reports

### Lesson 12 Objectives

At the end of this lesson, you will be able to:

- Access Reports from the **Organizer** Page
- Identify search criteria for running reports
- Run various Reports for an Organization
- Give non-System Administrator access to the **Reporting** menu option



Slide 92: Lesson 12 Objectives

### Introduction

Access to the **Reporting** menu option is a privilege defined in a User Profile when the Systems Administrator assigns roles and responsibilities to other administrators. Local and Pseudo System Administrators can run various reports for their Organizations or Security Groups. Several reports are helpful to System Administrators. The reports, listed in the following sections help manage travel costs and document processing.

### Accessing Reports

To access the **Reports** page, do the following:

3. On the **Organizer** page, select the **Reports** menu option.

*The **Reports** page displays.*

4. Select an **Organization** from the dropdown list and click the **Go** button.

*The **Reports** page displays a list of reports that you can run.*

**Note:** A Local System Administrator will not have an option to select different Organizations.

5. Select the report you want to run from the available list.

Standard reports include:

- Administration Log
- Amount of Travel by Purpose
- Approval Chain Summary
- Approved Travel Plan Summary
- Approved Travel Plans by Approval Date
- Average Cost and Duration of Travel
- Canceled Travel Plans
- Completed Expense Report Summary
- Completed Expense Reports by Approval Date
- Completed Local Expenses by Approval Date
- Completed Local Expenses by Approval Date
- CONUS-OCONUS Travel Expenditure
- Cost Center Funds Availability
- Cost Center Spent/Obligated Report
- Debt Summary
- Extended Travel Summary
- Est. Total Payments by Travel & Transportation
- Job Title/Workgroup Summary
- Non-Federally Sponsored Travel Report
- Non-Reimbursable Expense Report
- NTE Travel Report
- Overdue Travel Advances
- Returned Documents Summary
- Semiannual Non-Federal Sponsored Payment
- Sponsored Travel Report
- Super Approver Activity Summary
- Transaction Fee Report
- Travel Documents Not Complete
- Traveler Detail History Report
- Used Document Numbers
- User Identification Report



### Hint

By default, the system creates reports in HTML format.

If you click the **Save as MS Excel Spreadsheet/TXT** checkbox, the report will open in MS Excel. This is useful because you can manipulate the worksheet to fit your Agency's needs or requirements.



Your report will be generated in Excel as long as it contains less than 65,000 records. Larger reports will be generated in a comma delimited (CSV) text file that can be:

- Exported to an Access file (.mdb) with a size limit of two gigabytes
- Exported to a Notepad or WordPad file with a size limit of four gigabytes
- Separated into smaller files for Excel.

6. Click the **Next** menu option.

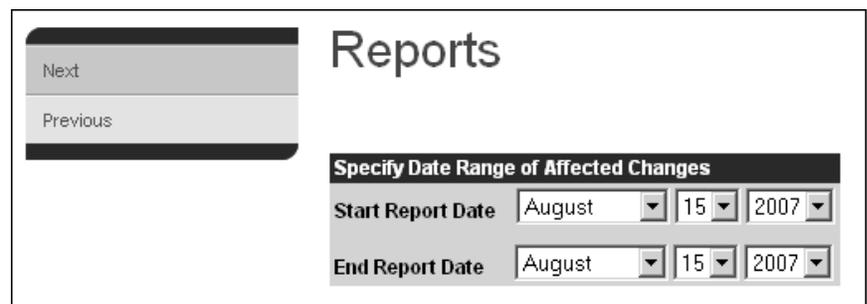
## Search Criteria for Reports

First, let us discuss the search criteria available in Reports.

Some reports only require that you enter the start and end report date. The page will look like this:



Slide 93: Reports



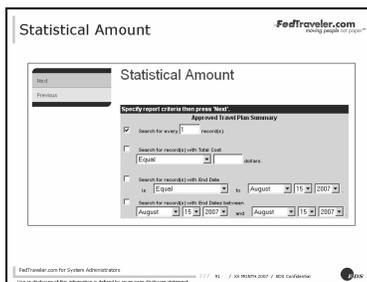
Reports Page – Date Range

Reports requiring only a start and end date are:

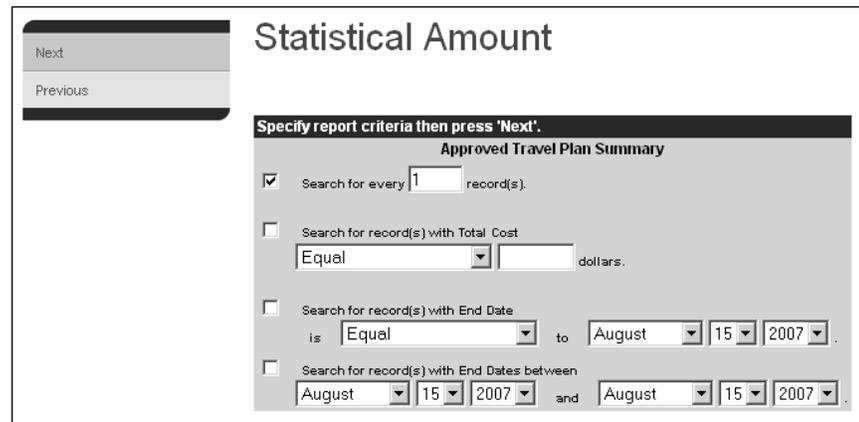
- Administration Log
- Approved Travel Plan Summary
- Completed Expense Reports by Approval Date
- Completed Local Expense Report by Approval Date

A number of Reports require that you select report criteria, then select the items or data you would like displayed in the report.

The following represents the pages for selecting a report's criteria and defining the report display data:

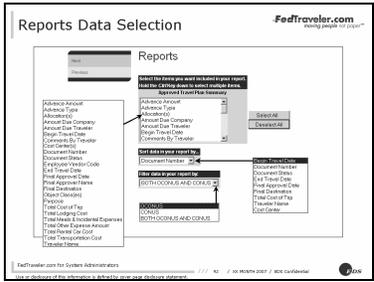


Slide 94: Statistical Amount

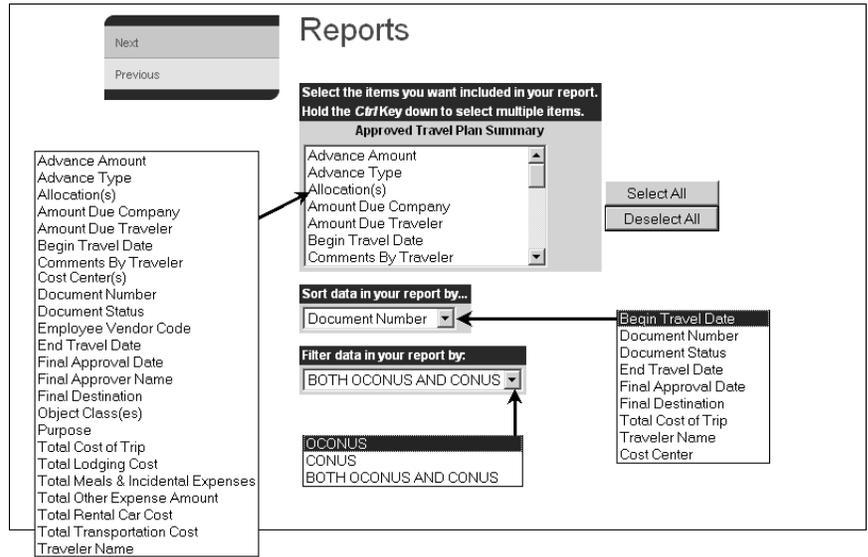


Statistical Amount Page

You can check all four boxes or choose your search criteria selectively.



Slide 95: Report Data Selection Page



Report Data Selection Page

On the **Report Data Selection** page, you can define what data you want to include on the report. Click the **Select All** button if you want all the items included in your report. Click the **Deselect All** button to unselect all the items. Press the **Ctrl** key while clicking on items to select multiple items.

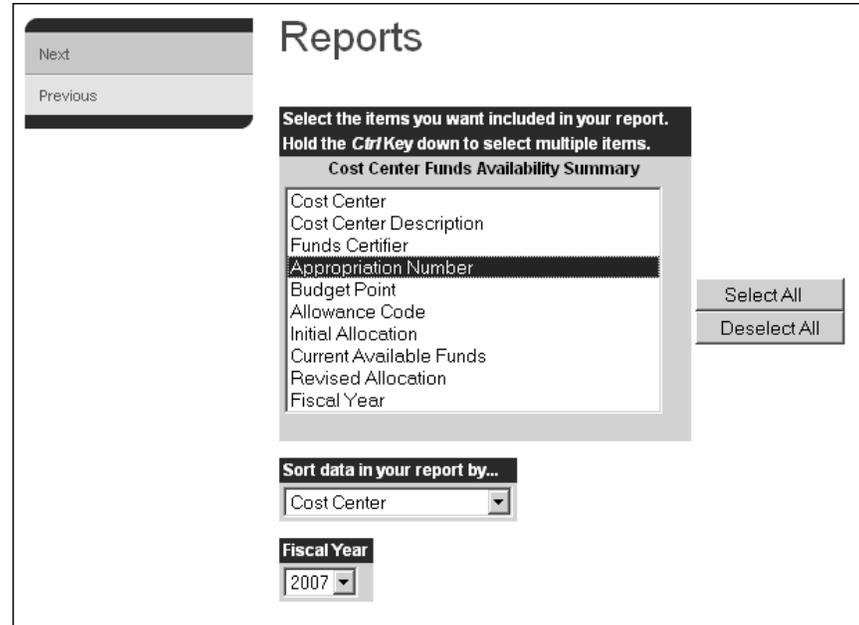
Reports requiring you to select search parameters and data to display on the report are:

- Approved Travel Plan Summary
- Cancelled Travel Plans
- Completed Expense Report Summary
- Extended Travel Summary
- NTE Travel Reports
- Returned Documents Summary
- Transaction Fee Report
- Travel Documents Not Completed
- Traveler Detail History Report

The **Cost Center Funds Availability** report has one search page that is unique to this report.

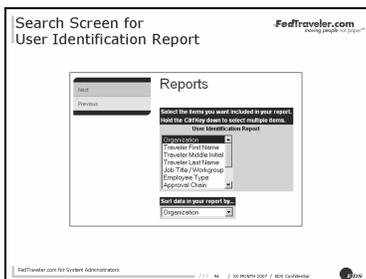


Slide 96: Search Page for Cost Center Funds Availability Report

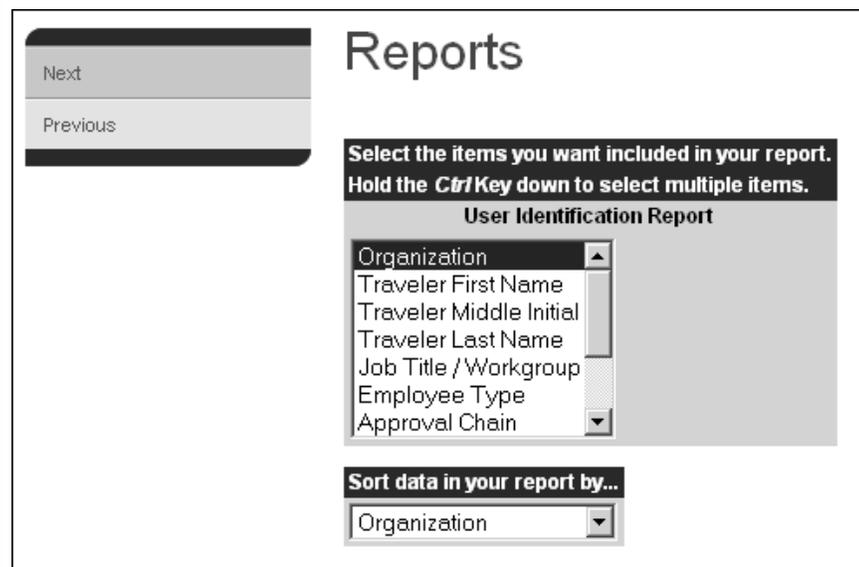


**Cost Center Funds Availability Report - Search Page**

The **User Identification** report also has one search page that is unique to this report.

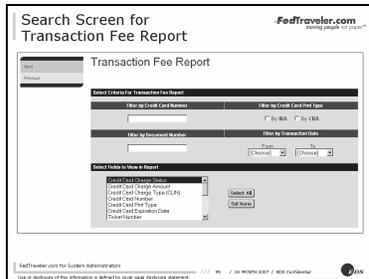


Slide 97: Search Page for User Identification Report

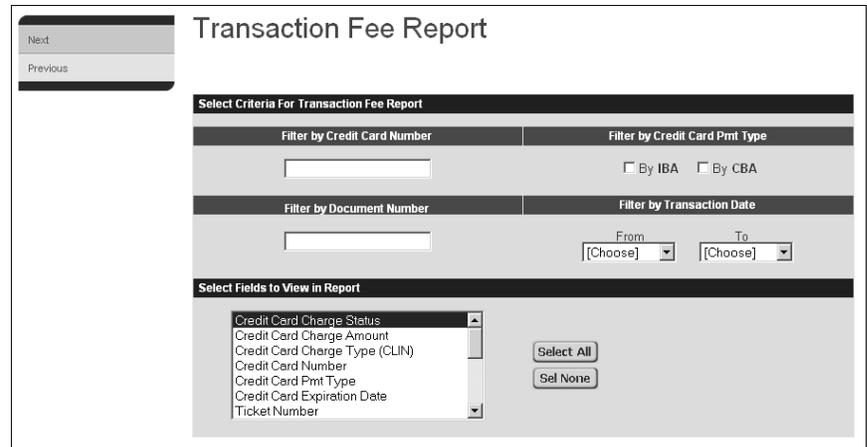


**User Identification Report - Search Page**

The **Transaction Fee** report also has one search page that is unique to this report.



Slide 98: Search Screen for Transaction Fee Report



**Transaction Fee Report - Search Page**

Some reports do not prompt you to enter search criteria. Once these reports are selected and you select the **Next** menu option, the report is generated and displayed.

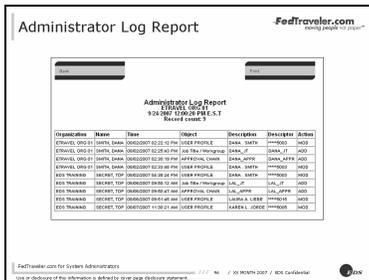
Reports that will not require you to enter search criteria are:

- Amount of Travel By Purpose
- Approval Chain Summary
- Average Cost & Duration of Travel
- CONUS-OCONUS Travel Expenditures
- Cost Center Spent/Obligated Report
- Debt Summary
- Est. Totals by Travel & Transportation
- Job Title/Workgroup Summary
- Non-Reimbursable Expense Report
- Overdue Travel Advances
- Used Document Numbers

## Additional Reports

### Administrator Log

This report displays changes that System Administrators have made to **Objects** in an Organization.



Slide 99: Administrator Log Report

Back
Print

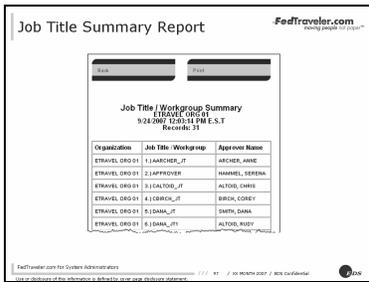
**Administrator Log Report**  
**ETRAVEL ORG 01**  
**9/24/2007 12:00:20 PM E.S.T**  
**Record count: 9**

Organization	Name	Time	Object	Description	Descriptor	Action
ETRAVEL ORG 01	SMITH, DANA	08/02/2007 02:22:12 PM	USER PROFILE	DANA . SMITH	*****5003	MOD
ETRAVEL ORG 01	SMITH, DANA	08/02/2007 02:25:43 PM	Job Title / Workgroup	DANA_JT	DANA_JT	ADD
ETRAVEL ORG 01	SMITH, DANA	08/02/2007 02:30:19 PM	APPROVAL CHAIN	DANA_APPR	DANA_APPR	ADD
ETRAVEL ORG 01	SMITH, DANA	08/02/2007 02:33:48 PM	USER PROFILE	DANA . SMITH	*****5003	MOD
EDS TRAINING	SECRET, TOP	08/02/2007 04:38:24 PM	USER PROFILE	DANA . SMITH	*****5003	MOD
EDS TRAINING	SECRET, TOP	08/06/2007 09:50:12 AM	Job Title / Workgroup	LAL_JT	LAL_JT	ADD
EDS TRAINING	SECRET, TOP	08/06/2007 09:50:47 AM	APPROVAL CHAIN	LAL_APPR	LAL_APPR	ADD
EDS TRAINING	SECRET, TOP	08/06/2007 09:51:45 AM	USER PROFILE	LAURA A. LIEBE	*****5015	MOD
EDS TRAINING	SECRET, TOP	08/07/2007 11:30:21 AM	USER PROFILE	KAREN L. JORDE	*****5005	MOD

**Administrator Log Report**

### Job Title/Workgroup Summary and Approval Chain Summary

These two reports can be run independently or in conjunction. If you want a quick view of all the Job Title/Workgroups and names of Approvers on the Job Title/Workgroups, you can run the **Job Title/Workgroup Summary** report. If you would like to see the Approval Chain with which the Job Title/Workgroup / Workgroup is associated, then run the **Approval Chain Summary** report.



Slide 100: Job Title/Workgroup Summary

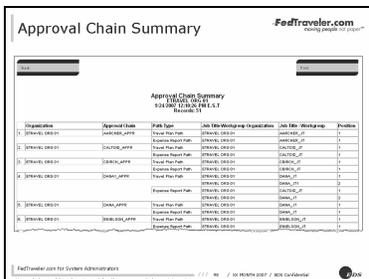
Back Print

### Job Title / Workgroup Summary

**ETRAVEL ORG 01**  
**9/24/2007 12:03:14 PM E.S.T**  
**Records: 31**

Organization	Job Title / Workgroup	Approver Name
ETRAVEL ORG 01	1.) AARCHER_JT	ARCHER, ANNE
ETRAVEL ORG 01	2.) APPROVER	HAMMEL, SERENA
ETRAVEL ORG 01	3.) CALTOID_JT	ALTOID, CHRIS
ETRAVEL ORG 01	4.) CBIRCH_JT	BIRCH, COREY
ETRAVEL ORG 01	5.) DANA_JT	SMITH, DANA
ETRAVEL ORG 01	6.) DANA_JT1	ALTOID, RUDY

**Job Title/Workgroup Summary Report**



Slide 101: Approval Chain Summary

Back Print

### Approval Chain Summary

**ETRAVEL ORG 01**  
**9/24/2007 12:10:26 PM E.S.T**  
**Records: 51**

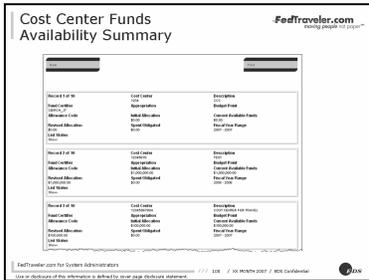
Organization	Approval Chain	Path Type	Job Title/Workgroup Organization	Job Title / Workgroup	Position
1. ETRAVEL ORG 01	AARCHER_APPR	Travel Plan Path	ETRAVEL ORG 01	AARCHER_JT	1
		Expense Report Path	ETRAVEL ORG 01	AARCHER_JT	1
2. ETRAVEL ORG 01	CALTOID_APPR	Travel Plan Path	ETRAVEL ORG 01	CALTOID_JT	1
		Expense Report Path	ETRAVEL ORG 01	CALTOID_JT	1
3. ETRAVEL ORG 01	CBIRCH_APPR	Travel Plan Path	ETRAVEL ORG 01	CBIRCH_JT	1
		Expense Report Path	ETRAVEL ORG 01	CBIRCH_JT	1
4. ETRAVEL ORG 01	DANA_APPR	Travel Plan Path	ETRAVEL ORG 01	DANA_JT	1
		Travel Plan Path	ETRAVEL ORG 01	DANA_JT1	2
		Expense Report Path	ETRAVEL ORG 01	CALTOID_JT	1
		Expense Report Path	ETRAVEL ORG 01	DANA_JT	2
5. ETRAVEL ORG 01	DANA_APPR	Travel Plan Path	ETRAVEL ORG 01	DANA_JT	1
		Expense Report Path	ETRAVEL ORG 01	DANA_JT	1
6. ETRAVEL ORG 01	ENIELSON_APPR	Travel Plan Path	ETRAVEL ORG 01	ENIELSON_JT	1
		Expense Report Path	ETRAVEL ORG 01	ENIELSON_JT	1

**Approval Chain Summary Report**



## Cost Center Funds Availability

This report allows you to see the funds available in all Cost Centers within an Organization.



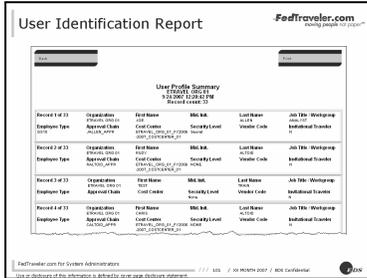
Slide 103: Cost Center Funds Availability

Back		Print
<b>Record 1 of 10</b>	<b>Cost Center</b> 1234	<b>Description</b> CCC
<b>Fund Certifier</b> CBIRCH_JT	<b>Appropriation</b>	<b>Budget Point</b>
<b>Allowance Code</b>	<b>Initial Allocation</b> \$0.00	<b>Current Available Funds</b> \$0.00
<b>Revised Allocation</b> \$0.00	<b>Spent/Obligated</b> \$0.00	<b>Fiscal Year Range</b> 2007 - 2007
<b>List Status</b> Show		
<b>Record 2 of 10</b>	<b>Cost Center</b> 12345678	<b>Description</b> TEST
<b>Fund Certifier</b>	<b>Appropriation</b>	<b>Budget Point</b>
<b>Allowance Code</b>	<b>Initial Allocation</b> \$1,000,000.00	<b>Current Available Funds</b> \$1,000,000.00
<b>Revised Allocation</b> \$1,000,000.00	<b>Spent/Obligated</b> \$0.00	<b>Fiscal Year Range</b> 2006 - 2006
<b>List Status</b> Show		
<b>Record 3 of 10</b>	<b>Cost Center</b> 123456789A	<b>Description</b> COST CENTER FOR TRAVEL
<b>Fund Certifier</b>	<b>Appropriation</b>	<b>Budget Point</b>
<b>Allowance Code</b>	<b>Initial Allocation</b> \$100,000.00	<b>Current Available Funds</b> \$100,000.00
<b>Revised Allocation</b> \$100,000.00	<b>Spent/Obligated</b> \$0.00	<b>Fiscal Year Range</b> 2007 - 2007
<b>List Status</b> Show		

### Cost Center Funds Availability Reports

## User Identification Report

This report allows you to compile a list of all users in an Organization.



Slide 104: User Identification Report

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**User Profile Summary**  
ETTRAVEL ORG 01  
9/24/2007 12:20:42 PM  
Record count: 33

Record 1 of 33	Organization ETTRAVEL ORG 01	First Name JOE	Mid. Init.	Last Name ALLEN	Job Title / Workgroup ANALYST
Employee Type GS10	Approval Chain JALLEN_APPR	Cost Center ETTRAVEL_ORG_01_FY2008 -2007_COSTCENTER_01	Security Level Secret	Vendor Code	Invitational Traveler N
Record 2 of 33	Organization ETTRAVEL ORG 01	First Name RUDY	Mid. Init.	Last Name ALTOID	Job Title / Workgroup ANALYST
Employee Type	Approval Chain RALTOID_APPR	Cost Center ETTRAVEL_ORG_01_FY2008 -2007_COSTCENTER_01	Security Level NONE	Vendor Code	Invitational Traveler N
Record 3 of 33	Organization ETTRAVEL ORG 01	First Name TEST	Mid. Init.	Last Name TRAIN	Job Title / Workgroup ANALYST
Employee Type	Approval Chain	Cost Center	Security Level None	Vendor Code	Invitational Traveler N
Record 4 of 33	Organization ETTRAVEL ORG 01	First Name CHRIS	Mid. Init.	Last Name ALTOID	Job Title / Workgroup ANALYST
Employee Type	Approval Chain CALTOID_APPR	Cost Center ETTRAVEL_ORG_01_FY2008 -2007_COSTCENTER_01	Security Level NONE	Vendor Code	Invitational Traveler N

### User Identification Report

## Granting Non-System Administrators Access to Reports

An Organization might want to have managers who are not System Administrators access the Reports functionality in FedTraveler.com.

To give non-System Administrators access to the **Reports** page, do the following:

1. On the **Organizer** page, click the **Toolbox** menu option.
2. On the **Toolbox** page, select the Organization to which the user belongs.
3. In the **Object** dropdown list, select **User Profile**, then click the **List** button.
4. On the **User Profile List** page, select the user name. You will be returned to the **Toolbox** page.
5. Click the **Modify Object** menu option.
6. Click the **Security** menu option.
7. Remove the check from the **Disable Reports** option under **Reporting**.
8. Click the **Save Profile** menu option.



## Knowledge Check

1. Which of these Reports are you able to run?
  - a. Administrator Log
  - b. Job Title/Workgroup Summary
  - c. Approval Chain
  - d. User Identification Report
  - e. All of the above

2. Please put the step number in the left-hand column to indicate the order in which Reporting can be accessed.

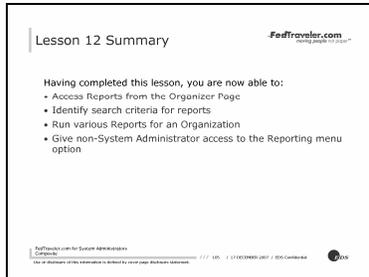
	Click the <b>Reporting</b> menu option
	Select an <b>Organization</b> from the dropdown list and click the <b>Go</b> button
	Log in to FedTraveler.com
	At the <b>Reports</b> page, select the name of the Report you want to run

3. Non-system administrators in your Organization who need to run reports are not able to do so. These personnel will have to request reports from the Call Center.
  - a. True
  - b. False

## Lesson 12 Summary

Having completed this lesson, you are now able to:

- Access Reporting from the **Organizer** Page
- Identify search criteria for running reports
- Run various reports for an Organization
- Give non-System Administrators access to the **Reporting** menu option



Slide 105: Lesson 12  
Summary

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## Appendix A – Terms and Acronyms

Term	Definition
_CA	Fare basis code that designates a limited capacity coach class Airline City Pair fare.
24/7/365	24 hours a day, 7 days a week, 365 days a year
Actual Expenses	Payment of authorized actual expenses incurred, up to the limit prescribed by the Administrator of GSA or the Agency, as appropriate. Entitlement to reimbursement is contingent upon entitlement to per diem, and is subject to the same definitions and rules governing per diem.
Actual Necessary	Segment type used where the cost of lodging is expected to exceed the normal per diem for a city up to either 150% or 300%.
Advance	Payment of estimated travel expenses to employees in advance of anticipated travel.
Agency	A Federal Government entity – Under the FTR, Agency means: (1) An executive Agency as defined in Title 5 U.S.C. 105 (an executive department, an independent establishment, the General Accounting Office, or a wholly-owned Government corporation as defined in section 101 of the Government Corporation Control Act, as amended (31 U.S.C. 9101), but excluding a Government controlled corporation).
Alternate Preparer	A person authorized to make Travel Plans using FedTraveler.com on behalf of another individual.
American Flag Carrier	An airline owned by a U.S. firm, but includes a foreign flag carrier with a code share agreement (e.g., an American Flag carrier using foreign flag carrier equipment).
AO	Authorizing/Approving Official
Approval Chain	A routing chain that is created in FedTraveler.com to designate the document flows through the approval process.
Approval Trigger	A travel expense, such as car rental or foreign travel that requires additional review for approval. When an Approval Trigger displays in a Travel Plan or Expense Report, a Dynamic Approver is added to the Approval Chain.
Approver	An official who reviews and approves Travel Documents (authorizations/Travel Plans, vouchers/Expense Reports, and local vouchers) submitted by Travelers and ensures that the arrangements and cost estimates are reasonable and consistent with mission requirements.

Term	Definition
Authorizing/Approving Official	Chapter 301-71.104 of the FTR defines the Approving Official as "Your Agency head or an official to whom such authority has been delegated. This authority may be delegated to any person(s) who is aware of how the authorized Travel will support the Agency's mission, who is knowledgeable of the employee's Travel Plans and/or responsible for the Travel funds paying for the Travel involved."  Appendix O of the JFTR and JTR defines the Authorizing or Approving Official (AO) as "The individual who controls the mission, authorizes the trip, and controls funds for TDY travel."
Blanket Travel	Travel authorization that covers an extended period of time. Blanket Travel may be limited to specified date ranges, selected geographical locations, maximum per trip costs, and/or number of days associated per trip.
Business Class	Travel in premium-class accommodations on commercial transportation; a higher-level of service than Coach Class.
Call Center	EDS FedTraveler.com customer support desk.
CBA	Centrally Billed Account
CBT	Computer-Based Training
Centrally Billed Account	Agency Travel Card used for payment of travel expenses for which the Agency is responsible for payment of charges incurred.
Coach Class	Travel in the basic class of accommodations provided by commercial transportation providers.
Conference Travel	Official travel to attend a conference – The FTR defines conference as a meeting, retreat, seminar, symposium, or event that involves attendee travel. The term "conference" also applies to training activities that are considered to be conferences under 5 CFR 410.404.
Constructive Travel	Method to compare different travel modes (e.g., POV vs. Contract Flight) to determine which travel mode would be most cost-effective/advantageous to the Government.
Contract Carriers	U.S. certificated air carriers that are under contract with the Government to furnish Federal employees and other persons authorized to travel at Government expense with passenger transportation service. This also includes GSA's scheduled airline passenger service between selected U.S. cities/airports and between selected U.S. and international cities/airports at reduced fares.
Contract City Pair Fare	Cost of airfare between two cities that have been negotiated and set by the airlines under the GSA City Pair Program.
Contract Flight	A commercial flight that offers a Contract City Pair Fare

Term	Definition
CONUS	Continental United States, the 48 contiguous states and the District of Columbia
Courtesy Shuttle	Courtesy transportation furnished by hotels/motels between a place of lodging at the TDY station and the carrier terminal or points of interests within a geographical area, as determined or offered by the hotel/motel.
CRS	Commercial Reservation System / Computerized Reservation Service
Current Approver	The Approvers Desktop on which the Travel Document is currently awaiting approval. This can be viewed from the Document Control page.
Default	A selection predetermined by the service or your organizational officials.
Default Expenses	Travel expenses that are coded into the system. Examples of Default Expenses include Airfare, Lodging, and Rental Car
Desktop	The central tracking point within FedTraveler.com where all documents are stored.
Document History	Allows you to view all actions taken for a particular document. It is available by selecting the radio button next to the document you intend to view then selecting the Document Control menu option.
Document Number	The identifier the system administrator creates to associate documents with trips.
Dynamic Approver	An approver who must review any travel expenses designated as Approval Triggers, such as car rental and foreign travel. If an Approval Trigger displays in a Travel Plan or Expense Report, a Dynamic Approver will be added to the document's Approval Chain.
EDS	Electronic Data Systems Corporation
EFT	Electronic Funds Transfer – The transfer of funds between computer systems.
eFulfillment	Electronic Fulfillment – The automated completion of travel reservations and ticket purchases.
E-Gov	Electronic Government
Emergency Travel	Defined in FedTraveler.com as same-day travel; weekend/after hours reservations; mission-critical travel in response to a natural disaster, national defense, or the operation of public facilities; and illness or injury during TDY.
ETS	E-Gov Travel Service – A Government-wide, Web-based travel management tool that streamlines and consolidates federal travel operations.

Term	Definition
Expense Category	Category to which Other, Local, or Default Expenses can be associated. Examples include Transportation, Lodging, and Official Expenses.
Expense Report	Synonymous with Travel Voucher, Travel Claim, or Voucher. A written request, supported by documentation and receipts where applicable, for reimbursement of expenses incurred in the performance of official travel.
Expense Report Path	The route or chain, Expense Reports (including Local Expense Reports) follow for approval. This chain may be the same as the Travel Plan path or it may be different.
FC	Foreign Country. Any travel destination outside the fifty United States and Puerto Rico.
Federal Travel Regulation	Travel regulations (41 CFR §§ 300-304) that govern official travel by federal civilian employees and others authorized to travel at Government expense.
FedRooms	Formerly the Federal Premier Lodging Program (FPLP). Commercial lodging facilities contracted by GSA under the Federal Premier Lodging Program (FPLP) (a list of FPLP facilities may be found on the Internet at <a href="http://www.gsa.gov">http://www.gsa.gov</a> ), all of which meet fire safety requirements, unless certain conditions exist. See FTR for specific details.
FFP	Frequent Flyer Program—Loyalty award program earned from commercial airline carriers.
FFS	Federal Financial System
First Class	Travel in premium-class accommodations on commercial transportation; a higher level of service than Business Class.
Foreign Flag Carrier	Commercial carrier that is owned by a non-U.S. company, e.g., Alitalia (Italian); All Nippon Airways (Japanese); Lufthansa (German).
FPLP	Federal Premier Lodging Program – See FedRooms above
Frequent Flyer Program	Loyalty award program earned from commercial airline carriers.
FTR	Federal Travel Regulation
Fund Certifier	Individuals responsible for particular Cost Centers.
FY	Fiscal year
GDS	Global Distribution System – A central database maintaining the inventory (including transportation and lodging) that is available for making reservations.

Term	Definition
Group Profile	Created by the Global System Administrator. This profile groups Organizations within a Department or Agency to ensure security or to provide Alternate Preparers access to the <b>User Profiles</b> of Travelers for whom they handle Travel Plans. These Security Groups reflect the administrative responsibilities of Pseudo System Administrators who manage more than one Organization for a Department or Agency. An Alternate Preparer may have access to a Security Group that includes Travelers within and outside of the preparer's Organization.
Group Travel	Two or more Travelers, originating from the same place, to the same destination, and for the same purpose.
GSA	General Services Administration
GTR	Government Transportation Requests
Help Desk	Agency support desk
GVTS	Government Transportation System
HTTP	Hypertext Transfer Protocol – A protocol used for browsing Web site pages on the Internet.
HTTPS	Hypertext Transfer Protocol over a Secure Socket Layer – A sub layer protocol of HTTP, which encrypts and decrypts user's page requests and pages returned by the Web Server.
IBA	Individually Billed Account – A Travel card assigned to an individual Government employee, to be used for payment of travel expenses for official business, for which the cardholder is responsible for payment of charges incurred.
IDL	International Date Line – The imaginary line in the Pacific Ocean that runs from the North to the South poles where each new day starts.
Invitational Traveler	Individual traveling on behalf of the specified Agency, who is not an employee of the specified Agency.
JFTR	Joint Federal Travel Regulations
Job Title/Workgroup	A group of Approvers with the same level of authority. Each Job Title/Workgroup can have up to 10 Approvers within an Organization.
Joint Federal Travel Regulations (Volume 1 – Military Members)	The regulations pertaining to per diem, travel and transportation allowances, relocation allowances, and certain other allowances of Uniformed Service members (including regular and reserve components).
Joint Travel Regulations (Volume 2 – DoD Civilians)	The regulations pertaining to per diem, travel and transportation allowances, relocation allowances, and certain other allowances of all Department of Defense civilian personnel.

Term	Definition
JTR	Joint Travel Regulations
Justification	An explanation the Traveler is required to provide when Organization policies are not followed, or a selection other than the Organization's defaults is chosen.
Local Expense Report	Synonymous with Local Voucher – Used for travel within an Agency-specified radius of the official duty station, less than 12 hours in duration.
Lodging Plus Per Diem System	The method of computing per diem allowances for official travel in which the per diem allowance for each travel day is established on the basis of the actual amount the Traveler pays for lodging, plus an allowance for meals and incidental expenses (M&IE), where the total does not exceed the applicable maximum per diem rate for the location concerned.
M&IE	Meals and Incidental Expenses – Expenses for breakfast, lunch, dinner and related tips and taxes (specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons).
Non-Fed Sponsored Travel	Travel by a Government employee where the travel expenses are being funded by a non-Federal Agency/Organization.
Non-Self Service	Travel reservations, usually for foreign travel, group travel, or multi-city travel, made directly with the Travel Management Center (TMC), not through the Online Booking Engine (OBE) in FedTraveler.com.
Not To Exceed (NTE)	Limits or parameters defined for travel. Example: Daily travel expenses for training will not exceed \$500.00.
OBE	Online Booking Engine: a component used by FedTraveler.com to reserve and book transportation, hotel, and/or rental car request.
Object Class	Travel expenses divided into smaller categories within an Accounting String. Only Global Administrators can create and delete Object Classes.
OCONUS	Outside the Continental United States
Offline Reservations	Travel reservations, usually for foreign travel, group travel, or multi-city travel, made directly with the Travel Management Center (TMC) and not made through the Online Booking Engine (OBE) in FedTraveler.com.
Online Reservations	Service in which the customers or users make their own travel arrangements using an Online Booking Engine.

Term	Definition
Organization Profile	Contains information about processes for a group of <b>User Profiles</b> . An Organization in FedTraveler.com gives Local System Administrators the ability to match the logical structure of the FedTraveler.com database with the physical structure of their organizations. The information includes the System Administrator, the processing rules, and the processing options. Examples of processing options are PIN Expiration and per diem rates that display in documents for Travelers within an Organization.
Other Expenses	Incidental travel costs that can be approved. Examples are bus and taxi fares in cities outside the Traveler's home base.
PCS	Permanent Change of Station
PDA	Personal Digital Assistant
PNR	Passenger Name Record – The computerized travel record stored in the CRS.
POC	Point Of Contact
POV	Privately Owned Vehicle
Proportional Meal Rate	The average of the locality meal rate, portion of the M & IE amount and the cost for three meals in a Government dining facility (mess).
Purpose Code	Predefined code selected from a dropdown list to describe the purpose for travel.
Receipt	A document that serves as evidence of expenditure – The Federal Travel Regulations (Ch 301-11.25) requires that the Traveler retain all lodging receipts and receipts for authorized expenses over \$75.
Receipts Imaging	Method by which a Traveler can fax receipts to FedTraveler.com – The system will attach an electronic copy of the receipts to the Expense Report. The Traveler must print the fax cover sheet that is available during the creation of the Expense Report.
Reimbursable Expense	Necessary and reasonable travel/transportation-related expenses incurred while on approved official travel.
Release Notice	Formal communication to the user community that software and/or hardware is being deployed into the FedTraveler.com production environment.
Run-of-the-house (ROH)	Hotel room type where reservation is guaranteed but the actual room is assigned based on current availability at time of guest check-in
SATO	Scheduled Airlines Ticket Office

Term	Definition
SDDC	Surface Deployment and Distribution Command. A DOD entity that is responsible for the negotiated rental car agreement program that is used by federal travelers. The SDDC negotiated car rates include automatic unlimited mileage, collision damage insurance, and fixed ceiling prices.
Segment	In FedTraveler.com, a portion of a trip defined by a city and an airport
Self Service	Service in which the customers or users make their own travel arrangements using an Online Booking Engine.
Split Pay	A payment option, which allows direct payment of the expenses, charged to the Government Travel Card accounts at the time of travel reimbursement. The payment information is provided to the Agency's financial system through an interface and payment is made by the Agency's financial system.
Sponsored Travel	Travel by a Federal employee that is funded by another Federal Organization, within the employee's Agency or another Agency.
SSN	Social Security Number
TCS	Temporary Change of Station
TDY	Temporary Duty Travel, travel by Federal civilian employees and others authorized to travel at Government expense.
Ticket Delivery	Method by which the TMC gets the commercial airline ticket to the traveler (e.g., electronic ticketing (primary method) or paper ticket (delivery via U.S. Mail, Express, or Courier)).
Ticketing Time Limit	A deadline imposed by an airline for the actual issuance of a ticketed.
TMC	Travel Management Center – Provides ticket issuance and reservation fulfillment services
Toolbox	A menu option and a Web page in FedTraveler.com where System Administrators use to manage Objects.
Travel Plan	Synonymous with Travel Authorization or Travel Order – This document identifies the key travel information for a specific trip to include relevant destinations, travel dates, transportation arrangements, and costs, lodging and per diem entitlements.
Travel Authorization	Synonymous with Travel Plan or Travel Order – This document identifies the key travel information for a specific trip to include relevant destinations, travel dates, transportation arrangements, and costs, lodging, and per diem entitlements.

Term	Definition
Travel Claim	Synonymous with Expense Report, Travel Voucher, or Voucher. A written request, supported by documentation and receipts where applicable, for reimbursement of expenses incurred in the performance of official travel.
Travel Order	Synonymous with Travel Plan or Travel Authorization – This document identifies the key travel information for a specific trip to include relevant destinations, travel dates, transportation arrangements, and costs, lodging, and per diem entitlements.
Travel Voucher	Synonymous with Expense Report, Travel Claim, or Voucher. A written request, supported by documentation and receipts where applicable, for reimbursement of expenses incurred in the performance of official travel.
Voucher	Synonymous with Expense Report, Travel Claim, or Travel Voucher. A written request, supported by documentation and receipts where applicable, for reimbursement of expenses incurred in the performance of official travel.
WBT	Web-based Training
www / WWW	World Wide Web
Work Group	Identifies authorized Approvers for Travel Plans and Expense Reports and is used by FedTraveler.com in conjunction with Approval Chains for routing documents.
YCA	Fare basis code that designates a guaranteed coach class Airline City Pair fare.