E2 Travel Voucher

25 Jun 2012 @ 09:49:07

PRIVACY ACT NOTICE: The following information is provided to comply with the Privacy Act of 1974(P.S. 93-579). The information requested on the form is required under the provisions of 5 U.S.C. Chapter 57(as amended), Executive Orders 11609 of July 22, 1971, and 1102 of March 27, 1962, for the purpose of facilitating authorization action and the request for advance of funds for travel and other expenses to be incurred under administrative. The information contained in this form will be used by the Federal agency officers and employees who have a need for such information in the performance of their duties. Information will be transferred to appropriate Federal, State, local, or foreign agencies when relevant to civil, criminal or regulatory investigations, or prosecutions. Failure to provide the information required will result in delay or suspension of the processing of this form.

Voucher Information

| | · | | | | |
|---|-----------------------|------------------|---------------------------|--------------|--|
| Document Number | Trip Status | Trip Id | Submit Date | Approve Date | |
| T003783785 | Closed Voucher | 3783785 | 2011-08-09 | 2011-08-09 | |
| Traveler | Official Duty Station | Title | Final Voucher Flag | | |
| GREGORY R WAGNER | Washington, DC | Deputy Asst. Sec | Yes | | |
| Mailing Address | | Office Phone | Home Phone | | |
| 1100 Wilson Boulevard Arlington, VA 22209-3939 US | | 202-693-9414 | N/A | | |
| CONUS/OCONUS | Travel Purpose | Agency Travel | Travel Charge Care | d Holder | |
| CONUS | Conference | TDY | Yes | | |
| | | | Estimated Dates of Travel | | |
| | | | 2011-08-05 thru 20 | 11-08-08 | |

Authorized Itinerary

| Cabin Class | Coach | | | | | | |
|-------------|------------|------|-----------------|------|-------|------|-------------------------------------|
| Arrive | Depart | Time | Location | Car | Hotel | Mode | Notes |
| 2011-08-05 | 2011-08-05 | N/A | Washington, DC | NONE | No | СР | |
| 2011-08-05 | 2011-08-08 | N/A | Boston, MA | NONE | No | СР | Temporary Duty, LDG \$0, M & IE \$0 |
| 2011-08-08 | 2011-08-08 | N/A | San Antonio, TX | NONE | No | СР | Temporary Duty, LDG \$0, M & IE \$0 |
| 2011-08-08 | 2011-08-08 | N/A | Washington, DC | NONE | No | NONE | |

PA-C = Government auto available and committed

PA-NA = Government auto not available

PA-NC = Government auto available and not committed

Voucher Expense Totals

| Transport | Lodging | Meals & Incidentals | Car Rental | Local Transport | POV | Misc | Grand Total |
|-----------|---------|---------------------|------------|-----------------|------|-------|-------------|
| 1,188.00 | 0.00 | 66.00 | 0.00 | 167.00 | 0.00 | 45.49 | 1,466.49 |

Travel Advance Information

| Document Number | Date Approved | Currency | Advance Amount (LCU) | Advance Amount (USE) | Liquidate (USE) | Remaining (USE) |
|-----------------|---------------|----------|----------------------|----------------------|-----------------|-----------------|
| | | | | 0.00 | 0.00 | 0.00 |

Voucher Accounting Information

| Accounting String | Object Code | CBA Amount | Travel Charge Card | Traveler Amount | Voucher Amount |
|--|-------------|------------|--------------------|-----------------|----------------|
| Segment Names: Funding Stream/Benefiting Unit/Project/Task/Reimbursable Agreement No | | | | | |
| 1912001111AD20111200000711R000001131AROAS00ROASEC/ R90001/NA/NA/NA | 210066 | 14.00 | 31.49 | 167.00 | 212.49 |
| 1912001111AD20111200000711R000001131AROAS00ROASEC/ R90001/NA/NA/NA | 210062 | 0.00 | 1,188.00 | 0.00 | 1,188.00 |
| 1912001111AD20111200000711R000001131AROAS00ROASEC/ R90001/NA/NA/NA | 210061 | 0.00 | 0.00 | 66.00 | 66.00 |
| | | 14.00 | 1,219.49 | 233.00 | 1,466.49 |

Traveler Payment Summary

| Total Traveler | Less Liquidated Advance Amount | | Total Amount to Travele | |
|----------------|--------------------------------|------|-------------------------|--------|
| 233.00 | | 0.00 | | 233.00 |

Traveler Payment Details

| Document Number Payment Amount Currency Code Payment Amount (USE) Payment Type Bank Name | Document Number | Payment Amount | Currency Code | Payment Amount (USE) | Payment Type | Bank Name | |
|--|-----------------|----------------|---------------|----------------------|--------------|-----------|--|
|--|-----------------|----------------|---------------|----------------------|--------------|-----------|--|

Voucher Expense Summary

| Location | Expense Category | Expense Type | Amount | Expense Reimbursement Type |
|------------|---------------------|-----------------|--------|----------------------------|
| Boston, MA | Local Transport | Taxi | 167.00 | |
| Boston, MA | Lodging | Lodging | 0.00 | Actual Lodging and Meals |
| Boston, MA | Meals & Incidentals | Actuals - Meal1 | 0.00 | Actual Lodging and Meals |
| Boston, MA | Meals & Incidentals | Actuals - Meal2 | 0.00 | Actual Lodging and Meals |
| Boston, MA | Meals & Incidentals | Actuals - Meal3 | 66.00 | Actual Lodging and Meals |

| Location | Expense Category | Expense Type | Amount | Expense Reimbursement Type |
|------------|---------------------|-------------------------|----------|----------------------------|
| Boston, MA | Meals & Incidentals | Incidental Expense | 0.00 | Actual Lodging and Meals |
| Boston, MA | Misc | Lodging Tax | 0.00 | Actual Lodging and Meals |
| Boston, MA | Misc | TMC Fee | 31.49 | |
| Boston, MA | Misc | Voucher Transaction Fee | 14.00 | |
| Boston, MA | Transport | Airfare | 1,188.00 | |

Voucher Expense Lines

| | ,,,, | | | | | | | |
|--------|----------------|------------|---------------------|-----------------------|-----------|--------------------------|----------|---------|
| Line # | Date | Location | Expense Category | Expense Type | Claim Amt | Expense Reimbursement | Approved | Reason |
| 1 | 2011-08- 05 | Boston, MA | Transport | Airfare | 1,188.00 | none | 1,188.00 | Airfare |
| 2 | 2011-08- 05 | Boston, MA | Meals & Incidentals | Incidental Expense | 0.00 | Actual Lodging and Meals | 0.00 | none |
| 3 | 2011-08- 05 | Boston, MA | Lodging | Lodging | 0.00 | Actual Lodging and Meals | 0.00 | none |
| 4 | 2011-08- 05 | Boston, MA | Misc | Lodging Tax | 0.00 | Actual Lodging and Meals | 0.00 | none |
| 5 | 2011-08- 05 | Boston, MA | Meals & Incidentals | Actuals - Meal1 | 0.00 | Actual Lodging and Meals | 0.00 | none |
| 6 | 2011-08- 05 | Boston, MA | Meals & Incidentals | Actuals - Meal2 | 0.00 | Actual Lodging and Meals | 0.00 | none |
| 7 | 2011-08- 05 | Boston, MA | Meals & Incidentals | Actuals - Meal3 | 0.00 | Actual Lodging and Meals | 0.00 | none |
| 8 | 2011-08- 05 | Boston, MA | Misc | TMC Fee | 31.49 | none | 31.49 | TMC Fee |
| 9 | 2011-08- 05 | Boston, MA | Local Transport | Taxi | 40.00 | none | 40.00 | Taxi |
| 10 | 2011-08- 06 | Boston, MA | Meals & Incidentals | Incidental Expense | 0.00 | Actual Lodging and Meals | 0.00 | none |
| 11 | 2011-08- 06 | Boston, MA | Lodging | Lodging | 0.00 | Actual Lodging and Meals | 0.00 | none |
| 12 | 2011-08- 06 | Boston, MA | Misc | Lodging Tax | 0.00 | Actual Lodging and Meals | 0.00 | none |
| 13 | 2011-08- 06 | Boston, MA | Meals & Incidentals | Actuals - Meal1 | 0.00 | Actual Lodging and Meals | 0.00 | none |
| 14 | 2011-08- 06 | Boston, MA | Meals & Incidentals | Actuals - Meal2 | 0.00 | Actual Lodging and Meals | 0.00 | none |
| 15 | 2011-08- 06 | Boston, MA | Meals & Incidentals | Actuals - Meal3 | 0.00 | Actual Lodging and Meals | 0.00 | none |
| 16 | 2011-08- 07 | Boston, MA | Meals & Incidentals | Incidental Expense | 0.00 | Actual Lodging and Meals | 0.00 | none |
| 17 | 2011-08- 07 | Boston, MA | Lodging | Lodging | 0.00 | Actual Lodging and Meals | 0.00 | none |
| 18 | 2011-08- 07 | Boston, MA | Misc | Lodging Tax | 0.00 | Actual Lodging and Meals | 0.00 | none |
| | | | | | | | | |

| Line # | Date | Location | Expense Category | Expense Type | Claim Amt | Expense Reimbursement | Approved | Reason |
|--------|----------------|------------|---------------------|----------------------------|-----------|--------------------------|----------|--------|
| 19 | 2011-08- 07 | Boston, MA | Meals & Incidentals | Actuals - Meal1 | 0.00 | Actual Lodging and Meals | 0.00 | none |
| 20 | 2011-08- 07 | Boston, MA | Meals & Incidentals | Actuals - Meal2 | 0.00 | Actual Lodging and Meals | 0.00 | none |
| 21 | 2011-08- 07 | Boston, MA | Meals & Incidentals | Actuals - Meal3 | 0.00 | Actual Lodging and Meals | 0.00 | none |
| 22 | 2011-08- 08 | Boston, MA | Meals & Incidentals | Incidental Expense | 0.00 | Actual Lodging and Meals | 0.00 | none |
| 23 | 2011-08- 08 | Boston, MA | Meals & Incidentals | Actuals - Meal1 | 0.00 | Actual Lodging and Meals | 0.00 | none |
| 24 | 2011-08- 08 | Boston, MA | Meals & Incidentals | Actuals - Meal2 | 0.00 | Actual Lodging and Meals | 0.00 | none |
| 25 | 2011-08- 08 | Boston, MA | Meals & Incidentals | Actuals - Meal3 | 66.00 | Actual Lodging and Meals | 66.00 | none |
| 26 | 2011-08- 08 | Boston, MA | Local Transport | Taxi | 18.00 | none | 18.00 | Taxi |
| 27 | 2011-08- 08 | Boston, MA | Local Transport | Taxi | 70.00 | none | 70.00 | Taxi |
| 28 | 2011-08- 08 | Boston, MA | Local Transport | Taxi | 39.00 | none | 39.00 | Taxi |
| 29 | 2011-08- 08 | Boston, MA | Misc | Voucher Transaction Fee | 14.00 | none | 14.00 | none |

Voucher Remarks

Remark Details

Authorization Remarks - Trip ID: 3783785

Arranger - MONIQUE V MOLINA July 20, 2011 at 10:17 AM

August 5-8 (Authorize trip home while on detail).

August 8th Business Travel to San Antonio, Texas.

It is advantageous to the govt. to depart from Boston to San Antonio,

rather than Boston to Washington and fly from Washington to San Antonio and back to DCA.

Justification Codes submitted by MONIQUE V MOLINA for GREGORY R WAGNER- Compliant with travel policy

History

| Date | Action |
|---------------------|--|
| 20JUL11 Wed 10:03AM | Status now New Authorization |
| 20JUL11 Wed 10:03AM | Created by MONIQUE V MOLINA for GREGORY R WAGNER |
| 20JUL11 Wed 10:03AM | Arranger MONIQUE V MOLINA updated the cabin class to Coach Class |
| 20JUL11 Wed 10:04AM | Reservations retrieved for confirmation code PDNSCG by MOLINA, MONIQUE V for GREGORY RANDALL WAGNER |
| 20JUL11 Wed 10:04AM | Initial Booked Total Airfare Amount: \$1188.00 |
| 20JUL11 Wed 10:04AM | Status changed to: Reservations Booked |
| 20JUL11 Wed 10:04AM | Justification - Contract Carrier Used (code C0) entered by MOLINA, MONIQUE V for GREGORY RANDALL WAGNER |
| 20JUL11 Wed 10:18AM | MONIQUE V MOLINA for GREGORY R WAGNER acknowledged that the authorization reflects the reservation(s) booked. |
| 20JUL11 Wed 10:18AM | Submitted to OCFO-OTHER DEP SEC/ASST SEC APPROVAL approver OCFO-OTHER DEP SEC/ASST SEC APPROVAL by MONIQUE V MOLINA for GREGORY R WAGNER |
| 20JUL11 Wed 10:18AM | Justification Codes submitted by MONIQUE V MOLINA for GREGORY R WAGNER- Compliant with travel policy |
| 20JUL11 Wed 10:18AM | Status changed to: Pending Authorization Approval |
| 20JUL11 Wed 01:17PM | JONES, CYNTHIA locked document for Approval. |
| 20JUL11 Wed 01:17PM | Validation request NEWAUTH approved by financial system with a warning. Message from NCFMS: The document is validated with the information provided Please contact NCFMS Help Desk for assistance. |
| 20JUL11 Wed 01:18PM | Approving Official CYNTHIA JONES authorized actual expenses for lodging and M&IE NTE 300% of per diem at BOSTON, MA |
| 20JUL11 Wed 01:18PM | Approving Official CYNTHIA JONES authorized actual expenses for lodging and M&IE NTE 300% of per diem at SAN ANTONIO, TX |
| 20JUL11 Wed 01:18PM | Status changed to: Open Voucher |
| 20JUL11 Wed 01:18PM | Approved By OCFO-OTHER DEP SEC/ASST SEC APPROVAL Approver JONES, CYNTHIA |
| 20JUL11 Wed 01:18PM | Agency successfully notified of event: TripAuthorizationApproved for trip 3783785 |
| 20JUL11 Wed 01:18PM | Obligation Request Approved by NCFMS for Trip Id: 3783785 |
| 20JUL11 Wed 01:18PM | Message from NCFMS:Document approved in the financial system |
| 09AUG11 Tue 10:26AM | Voucher 1 was labeled final voucher for trip 3783785 by MOLINA, MONIQUE V for GREGORY R WAGNER |
| 09AUG11 Tue 10:26AM | Voucher 1 submitted to Traveler Review approver GREGORY R WAGNER by MOLINA, MONIQUE V for GREGORY R WAGNER |
| 09AUG11 Tue 10:36AM | Voucher# 1 approved by Traveler Review Approver GREGORY R WAGNER |

| Date | Action |
|---------------------|---|
| 09AUG11 Tue 03:42PM | JONES, CYNTHIA locked document for Approval. |
| 09AUG11 Tue 03:42PM | Validation request TDYVCH approved by financial system with a warning. Message from NCFMS: The document is validated with the information provided Please contact NCFMS Help Desk for assistance. |
| 09AUG11 Tue 03:42PM | Voucher# 1 approved by final Approver CYNTHIA JONES |
| 09AUG11 Tue 03:42PM | Agency successfully notified of event: TripVoucherApproved for trip 3783785, voucher 1 |
| 09AUG11 Tue 03:42PM | Status changed to: Closed Voucher |
| 09AUG11 Tue 03:42PM | Voucher Request Approved by NCFMS for Trip Id: 3783785, Voucher:1 |
| 09AUG11 Tue 03:42PM | Message from NCFMS:Travel Voucher Approved in the Financial System |

Audit/Approver Information

| Action | Official | Date / Time |
|--------------------------------------|--------------------------|-------------|
| Approved [Traveler Review] | WAGN9402[WAGNER,GREGORY] | 2011-08-09 |
| Approved [OCFO-OTHER DEP SEC/ASST S] | JONE6800[JONES,CYNTHIA] | 2011-08-09 |