### **E2 Travel Voucher**

#### 26 Jun 2012 @ 09:00:09

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**

| De average Alverdage                                    | Tain Otatus           | Tain 1al         | Cubasit Data       | Amman Data   |  |
|---|-----------------------|------------------|--------------------|--------------|--|
| Document Number   | Trip Status           | Trip Id          | Submit Date        | Approve Date |  |
| T000842724  | Closed Voucher        | 842724-1         | 2010-02-05         | 2010-02-08   |  |
| 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<br>Arlington, VA 22209-3939<br>US |                       | 202-693-9414     | N/A                |              |  |
| CONUS/OCONUS  | Travel Purpose        | Agency Travel    | Travel Charge Card | d Holder     |  |
| CONUS   | Site Visit            | TDY              | Yes                |              |  |
|   |                       |                  | Estimated Dates of | Travel       |  |
|   |                       |                  | 2010-01-20 thru 20 | 10-01-21     |  |

#### **Authorized Itinerary**

| Cabin Class | Coach      |      |                |        |       |      |   |
|-------------|------------|------|----------------|--------|-------|------|---|
| Arrive      | Depart     | Time | Location       | Car    | Hotel | Mode | Notes                                     |
| 2010-01-20  | 2010-01-20 | N/A  | Washington, DC | RENTAL | No    | СР   |   |
| 2010-01-20  | 2010-01-21 | N/A  | Pittsburgh, PA | NONE   | Yes   | СР   | Temporary Duty, LDG \$119, M & IE \$53.25 |
| 2010-01-21  | 2010-01-21 | 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 |
|-----------|---------|---------------------|------------|-----------------|------|-------|-------------|
| 1,123.40  | 119.00  | 106.50              | 45.29      | 0.00            | 0.00 | 93.24 | 1,487.43    |

#### 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 |             |            |                    |                 |                |
| 1912001010AD20101200000710R000001031AROAS00ROASEC/<br>R90001/NA/NA/NA                | 210011      | 0.00       | 119.00             | 106.50          | 225.50         |
| 1912001010AD20101200000710R000001031AROAS00ROASEC/<br>R90001/NA/NA/NA                | 210016      | 0.00       | 43.24              | 50.00           | 93.24          |
| 1912001010AD20101200000710R000001031AROAS00ROASEC/<br>R90001/NA/NA/NA                | 210012      | 0.00       | 1,123.40           | 0.00            | 1,123.40       |
| 1912001010AD20101200000710R000001031AROAS00ROASEC/<br>R90001/NA/NA/NA                | 210014      | 0.00       | 45.29              | 0.00            | 45.29          |
|  |             | 0.00       | 1,330.93           | 156.50          | 1,487.43       |

# Traveler Payment Summary

| Total Traveler | Less Liquidated Advance Amount |      | Total Amount to Travele | r      |
|----------------|--------------------------------|------|-------------------------|--------|
| 156.50         |                                | 0.00 |                         | 156.50 |

# Traveler Payment Details

| 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        |
| Pittsburgh, PA | Car Rental          | Rental Car    | 45.29  |                                   |
| Pittsburgh, PA | Lodging             | Lodging       | 119.00 | Actual Lodging / Prescribed Meals |
| Pittsburgh, PA | Meals & Incidentals | Meals Perdiem | 106.50 | Actual Lodging / Prescribed Meals |
| Pittsburgh, PA | Misc                | Fuel          | 50.00  |                                   |
| Pittsburgh, PA | Misc                | Lodging Tax   | 0.00   | Actual Lodging / Prescribed Meals |

| Location       | Expense Category | Expense Type            | Amount   | Expense Reimbursement Type |
|----------------|------------------|-------------------------|----------|----------------------------|
| Pittsburgh, PA | Misc             | TMC Fee                 | 29.74    |                            |
| Pittsburgh, PA | Misc             | Voucher Transaction Fee | 13.50    |                            |
| Pittsburgh, PA | Transport        | Airfare                 | 1,123.40 |                            |

### Voucher Expense Lines

|        | •              |                |                     |                            |           |                                   |          |            |
|--------|----------------|----------------|---------------------|----------------------------|-----------|-----------------------------------|----------|------------|
| Line # | Date           | Location       | Expense Category    | Expense Type               | Claim Amt | Expense Reimbursement             | Approved | Reason     |
| 1      | 2010-01-<br>20 | Pittsburgh, PA | Car Rental          | Rental Car                 | 45.29     | none                              | 45.29    | Rental Car |
| 2      | 2010-01-<br>20 | Pittsburgh, PA | Transport           | Airfare                    | 1,123.40  | none                              | 1,123.40 | Airfare    |
| 3      | 2010-01-<br>20 | Pittsburgh, PA | Lodging             | Lodging                    | 119.00    | Actual Lodging / Prescribed Meals | 119.00   | none       |
| 4      | 2010-01-<br>20 | Pittsburgh, PA | Misc                | Lodging Tax                | 0.00      | Actual Lodging / Prescribed Meals | 0.00     | none       |
| 5      | 2010-01-<br>20 | Pittsburgh, PA | Meals & Incidentals | Meals Perdiem              | 53.25     | Actual Lodging / Prescribed Meals | 53.25    | none       |
| 6      | 2010-01-<br>20 | Pittsburgh, PA | Misc                | TMC Fee                    | 29.74     | none                              | 29.74    | TMC Fee    |
| 7      | 2010-01-<br>21 | Pittsburgh, PA | Misc                | Fuel                       | 50.00     | none                              | 50.00    | Fuel       |
| 8      | 2010-01-<br>21 | Pittsburgh, PA | Meals & Incidentals | Meals Perdiem              | 53.25     | Actual Lodging / Prescribed Meals | 53.25    | none       |
| 9      | 2010-01-<br>21 | Pittsburgh, PA | Misc                | Voucher<br>Transaction Fee | 13.50     | none                              | 13.50    | none       |
|        |                |                |                     |                            |           |                                   |          |            |

### Voucher Remarks

Remark Details

Authorization Remarks - Trip ID: 842724-1

Arranger - VIOLA F THOMPSON

February 03, 2010 at 11:07 AM

Amending document for authorization-obligation approval in financial system.

Voucher Remarks - Voucher ID: 842724(1)

Arranger - MONIQUE V MOLINA

January 22, 2010 at 10:33 AM

 $29.74\ TMC$  for plane change on 1/21/10.

Returning document for resubmission to get financial system authorization-obligation approval.

### History

| Date                   | Action   |
|------------------------|--|
| Date                   | Action   |
| 12JAN10 Tue 02:13PM    | Status now New Authorization   |
| 12JAN10 Tue 02:13PM    | Created by MONIQUE V MOLINA for GREGORY R WAGNER   |
| 12JAN10 Tue 02:16PM    | Booked Airfare/Common Carrier rate \$0.00 changed to \$1123.40 by MOLINA, MONIQUE V for WAGNER, GREGORY R  |
| 12JAN10 Tue 02:26PM    | Traveler GREGORY R WAGNER updated the cabin class to Coach Class   |
| 12JAN10 Tue 02:28PM    | Reservations retrieved for confirmation code HUQGAT by MOLINA, MONIQUE V $$ for GREGORY R WAGNER $$  |
| 12JAN10 Tue 02:28PM    | Initial Booked Total Airfare Amount: \$1123.40, Initial Booked Rental Car Amount: \$45.29, Initial Booked Hotel Rate for HYATT PLACE PITTSBU: \$119.00 |
| 12JAN10 Tue 02:28PM    | Status changed to: Reservations Booked   |
| 12JAN10 Tue 02:30PM    | MONIQUE V MOLINA for GREGORY R WAGNER acknowledged that the authorization reflects the reservation(s) booked.  |
| 12JAN10 Tue 02:30PM    | Submitted to OCFO-OTHER DEP SEC/ASST SEC APPROVAL approver FIELY, LISA D by MONIQUE V MOLINA for GREGORY R WAGNER                                      |
| 12JAN10 Tue 02:30PM    | Status changed to: Pending Authorization Approval  |
| 13JAN10 Wed 02:18PM    | Approving Official LISA D FIELY authorized actual expenses for lodging and prescribed M&IE rate - NTE 300% of per diem at PITTSBURGH, PA               |
| 13JAN10 Wed 02:18PM    | Status changed to: Open Voucher  |
| 13JAN10 Wed 02:18PM    | Approved By OCFO-OTHER DEP SEC/ASST SEC APPROVAL Approver FIELY, LISA D  |
| 13JAN10 Wed 02:18PM    | Agency successfully notified of event: TripAuthorizationApproved for trip 842724   |
| 15JAN10 Fri 07:17AM    | Ticket 0377730695020 for 1123.40 USD on US Airways has been issued by the TMC.   |
| 19JAN10 Tue 06:14PM    | Obligation Request Rejected by agency financial system for Trip Id: 842724   |
| 19JAN10 Tue 06:14PM    | Agency Financial System Extended comment:Document failed in the financial system   |
| 0:An error occured whi | processing your request. Error: NCFMS: There was an error while creating the document on Core Accounting System. (Request Number: 21411279)            |
| 4000- Unable to derive | lid vendor site id using TIN number  |
| 22JAN10 Fri 10:22AM    | Booked Rental Car rate \$45.29 changed to \$45.64 by MOLINA, MONIQUE V for WAGNER, GREGORY R   |
| 22JAN10 Fri 10:35AM    | Voucher 1 was labeled final voucher for trip 842724 by MOLINA, MONIQUE V for GREGORY R WAGNER  |
| 22JAN10 Fri 10:35AM    | Voucher 1 submitted to Traveler Review approver GREGORY R WAGNER by MOLINA, MONIQUE V for GREGORY R WAGNER   |
| 26JAN10 Tue 07:06PM    | Voucher# 1 approved by Traveler Review Approver GREGORY R WAGNER   |
| 27JAN10 Wed 07:59AM    | Voucher# 1 approved by final Approver LISA D FIELY   |

| Date                  | Action   |
|-----------------------|--|
| 27JAN10 Wed 07:59AM   | Agency successfully notified of event: TripVoucherApproved for trip 842724, voucher 1              |
| 27JAN10 Wed 07:59AM   | Status changed to: Closed Voucher  |
| 27JAN10 Wed 07:59AM   | Status changed to: Open Voucher  |
| 27JAN10 Wed 07:59AM   | Voucher Request Rejected by agency financial system for Trip Id: 842724, Voucher:1                 |
| 27JAN10 Wed 07:59AM   | Agency Financial System Extended comment:Approval of Travel Voucher Failed                         |
| -MAP-38: Travel Order | vided for line item 1 does not exist in the system   |
| 28JAN10 Thu 02:15PM   | Voucher# 1 approved by final Approver LISA D FIELY   |
| 28JAN10 Thu 02:15PM   | Agency successfully notified of event: TripVoucherApproved for trip 842724, voucher 1              |
| 28JAN10 Thu 02:15PM   | Status changed to: Closed Voucher  |
| 28JAN10 Thu 02:15PM   | Status changed to: Open Voucher  |
| 28JAN10 Thu 02:15PM   | Voucher Request Rejected by agency financial system for Trip Id: 842724, Voucher:1                 |
| 28JAN10 Thu 02:15PM   | Agency Financial System Extended comment:Approval of Travel Voucher Failed                         |
| -MAP-38: Travel Order | vided for line item 1 does not exist in the system   |
| 29JAN10 Fri 10:55AM   | Voucher# 1 approved by final Approver LISA D FIELY   |
| 29JAN10 Fri 10:55AM   | Agency successfully notified of event: TripVoucherApproved for trip 842724, voucher 1              |
| 29JAN10 Fri 10:55AM   | Status changed to: Closed Voucher  |
| 29JAN10 Fri 10:55AM   | Status changed to: Open Voucher  |
| 29JAN10 Fri 10:55AM   | Voucher Request Rejected by agency financial system for Trip Id: 842724, Voucher:1                 |
| 29JAN10 Fri 10:55AM   | Agency Financial System Extended comment:Approval of Travel Voucher Failed                         |
| -MAP-38: Travel Order | vided for line item 1 does not exist in the system   |
| 29JAN10 Fri 10:57AM   | Voucher# 1 approved by final Approver LISA D FIELY   |
| 29JAN10 Fri 10:57AM   | Agency successfully notified of event: TripVoucherApproved for trip 842724, voucher 1              |
| 29JAN10 Fri 10:57AM   | Status changed to: Closed Voucher  |
| 29JAN10 Fri 10:57AM   | Status changed to: Open Voucher  |
| 29JAN10 Fri 10:57AM   | Voucher Request Rejected by agency financial system for Trip Id: 842724, Voucher:1                 |
| 29JAN10 Fri 10:57AM   | Agency Financial System Extended comment:Approval of Travel Voucher Failed                         |
| -MAP-38: Travel Order | vided for line item 1 does not exist in the system   |
| 03FEB10 Wed 10:42AM   | THOMPSON, VIOLA F Changed OCFO-OTHER DEP SEC/ASST SEC APPROVAL approver to THOMPSON, VIOLA F       |
| 03FEB10 Wed 10:45AM   | Voucher# 1 revised by Approver: VIOLA F THOMPSON. Reason: Other - Explain in remarks to traveler . |
| 03FEB10 Wed 11:06AM   | Amended to 842724-1 by VIOLA F THOMPSON for GREGORY R WAGNER                                       |

| Date                | Action   |  |
|---------------------|--|--|
| 03FEB10 Wed 11:06AM | Status changed to: Reservations Booked   |  |
| 03FEB10 Wed 11:08AM | VIOLA F THOMPSON for GREGORY R WAGNER acknowledged that the authorization reflects the reservation(s) booked.  |  |
| 03FEB10 Wed 11:08AM | Submitted to OCFO-OTHER DEP SEC/ASST SEC APPROVAL approver OCFO-OTHER DEP SEC/ASST SEC APPROVAL by VIOLA F THOMPSON for GREGORY R WAGNER   |  |
| 03FEB10 Wed 11:08AM | Status changed to: Pending Authorization Approval  |  |
| 03FEB10 Wed 11:24AM | THOMPSON, VIOLA F Changed OCFO-OTHER DEP SEC/ASST SEC APPROVAL approver to JONES, CYNTHIA  |  |
| 03FEB10 Wed 11:58AM | Agency validation request AMENDAUTH approved by financial system with a warning. Agency financial system extended comment: The document is validated with the information provided |  |
| 03FEB10 Wed 11:58AM | Approving Official CYNTHIA JONES authorized actual expenses for lodging and prescribed M&IE rate - NTE 300% of per diem at PITTSBURGH, PA  |  |
| 03FEB10 Wed 11:58AM | Status changed to: Open Voucher  |  |
| 03FEB10 Wed 11:58AM | Approved By OCFO-OTHER DEP SEC/ASST SEC APPROVAL Approver JONES, CYNTHIA   |  |
| 03FEB10 Wed 11:58AM | Agency successfully notified of event: TripAuthorizationApproved for trip 842724-1   |  |
| 03FEB10 Wed 11:58AM | Obligation Request Approved by agency financial system for Trip Id: 842724-1   |  |
| 03FEB10 Wed 11:58AM | Agency Financial System Extended comment:Document approved in the financial system   |  |
| 05FEB10 Fri 07:52AM | Voucher 1 was labeled final voucher for trip 842724-1 by MOLINA, MONIQUE V for GREGORY R WAGNER  |  |
| 05FEB10 Fri 07:52AM | Voucher 1 submitted to Traveler Review approver GREGORY R WAGNER by MOLINA, MONIQUE V for GREGORY R WAGNER   |  |
| 05FEB10 Fri 08:22AM | Voucher# 1 approved by Traveler Review Approver GREGORY R WAGNER   |  |
| 08FEB10 Mon 12:34PM | Agency validation request TDYVCH approved by financial system with a warning. Agency financial system extended comment: The document is validated with the information provided    |  |
| 08FEB10 Mon 12:34PM | Voucher# 1 approved by final Approver CYNTHIA JONES  |  |
| 08FEB10 Mon 12:34PM | Agency successfully notified of event: TripVoucherApproved for trip 842724-1, voucher 1  |  |
| 08FEB10 Mon 12:34PM | Status changed to: Closed Voucher  |  |
| 08FEB10 Mon 12:34PM | Voucher Request Approved by agency financial system for Trip Id: 842724-1, Voucher:1   |  |
| 08FEB10 Mon 12:34PM | Agency Financial System Extended comment:Travel Voucher Approved in the Financial System   |  |

# Audit/Approver Information

| Action                               | Official                 | Date / Time |
|--------------------------------------|--------------------------|-------------|
| Approved [Traveler Review]           | WAGN9402[WAGNER,GREGORY] | 2010-02-05  |
| Approved [OCFO-OTHER DEP SEC/ASST SI | JONE6800[JONES,CYNTHIA]  | 2010-02-08  |