

**NEW JERSEY COMPREHENSIVE FINANCIAL SYSTEM**  
**INSTRUCTIONAL MANUAL**



**TRAVEL MODULE**

# OUTLINE - TRAVEL MODULE

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# TOPIC I: OVERVIEW

## A. Introduction & Key Concepts

The Travel Module serves four primary purposes:

- To track and control employee travel.
- To set limits on employee expenses/advances.
- To provide a record of actual vs. authorized amounts incurred by an employee attending an event.

Employee travel is approved at the agency level prior to the entry of any documents in NJCFS. **Additional approvals by the Office of the Governor and/or the Office of Management and Budget (OMB) may be required in accordance with the Travel Regulations, which are set forth in a Circular Letter. Users of the Travel Module should familiarize themselves with the Travel Regulations prior to processing documents in NJCFS.**

The Travel Module uses four documents unique to the Travel Module and three standard NJCFS documents. The travel documents are the Employee Travel Authorization (TE), Employee Travel Authorization for Training (TH), Travel Voucher (TV), and Travel Refund (TC). Standard NJCFS documents are the Accounting Bureau Requisition (RA), Purchase Bureau Purchase Order (PO), and Agency Contract Order (AO). RAs are used when an agency wants to pre-encumber funds for mileage. AOs and POs are used when an agency wants to encumber funds that are pre-encumbered.

### 1. Event Codes

An event code is required for any event that an employee will attend. A single code is established by OMB for each event, and is used by all departments. The Travel Event Table (EVNT) contains valid codes for events to which employees will travel. Agencies should scan EVNT prior to requesting the establishment of an event code, to determine whether an event code has been established. If an event code has not been established, agencies should submit a completed Event Code Request form to OMB (see Page 9).

### 2. Travel Event Agency Table (EVAG)

Before an employee can travel to an event that incurs expenses, an entry must be made to EVAG. EVAG is used to track and control agency-wide travel activity for all employees traveling to an event. EVAG validates the number of persons per agency who can travel to a given event and tracks authorized and actual expenditures for all agency employees for each event. EVAG must be completed before any Travel Authorizations or Travel Vouchers can be processed.

### 3. Employee Travel Authorization Document (TE/TH)

A TE/TH is used to record in NJCFS an employee's scheduled trip and corresponding spending ceilings. All subsequent documents that are processed in relation to the trip must reference the TE/TH, including travel vouchers and travel refunds. A TE/TH should be cancelled if the corresponding trip will not be taken.

A TE/TH establishes a pre-encumbrance. It updates the same tables as an RA (ORQH, ORQL, EXPB, and ESUM) and the open travel tables (OTH1, OTH2, and OTLT). The authorized expenses for a travel event are recorded on a TE/TH and, once processed, those expenses populate EVAG.

A TH is used for training-related travel. HRDI approval must be obtained before an employee attends a training-related event. A TH includes two special expense categories for training costs: tuition and fees. All other processing for a TH is identical to that for a TE.

#### **4. Travel Voucher (TV)**

A TV is used to initiate payment for travel-related expenses. The following are TV types:

- Type A (employee advances)
- Type M (regular business travel)
- Type S (close/settle a trip)
- Type T (intra-departmental payments)
- Type V (payments made directly to a vendor, e.g., a hotel)

Regardless of the TV type, the disbursement process for travel transactions is the same as that for all other NJCFS payment transactions.

#### **5. Travel Refund (TC)**

A TC is used to process the refund of expenditures related to a travel event. Situations requiring the use of a TC include the return of any advance issued to an employee in excess of the actual expenses recorded on a TV Type S, vendor refunds, and refund of excess employee reimbursements. A TC references a TE/TH/TV.

#### **6. Employee IDs**

Employees must be established in the Vendor Table (VEND) before their IDs can be used on travel documents. NJCFS checks to ensure that vendor codes used for travel purposes (on other than TV Type V transactions) are coded as an "Employee" on VEND. If this edit fails, NJCFS issues an error message that the ID used is not that of an employee. If this error message is received, OMB should be contacted for additional direction and assistance.

## B. Applicable Tables

### 1. EVNT (Travel Event Table)

EVNT contains valid codes for events to which employees may travel. An event code is established by OMB based on an agency submitting a Travel Event Code Request Form (see Page 9). A single event code is used by all departments sending employees to the event.

The following is a screen image of EVNT:

ACTION: R		SCREEN: EVNT	USERID:	12/06/07	03:07:39 PM
TRAVEL EVENT TABLE					
KEY IS FISCAL YEAR AND EVENT CODE					
FY	EVENT CODE	DESCRIPTION	EVENT TYPE		
--	-----	-----	-----		
08	L1AA	AOA STATE PLANNING GRANT MTG	CO		
08	L1AM	AMERICORPS EXEC DIRECTOR MTG	CO		
08	L1AX	AIX 5L SECURITY II:NTWRK ADMIN	TR		
08	L1BA	NJ STE BAR ASSO PRE-WINTER MTG	CO		
08	L1BH	BLOODHOUND HANDLERS & HOUNDS	TR		
08	L1BO	KOREA-USA BUSINESS OPPORTUNITY	CO		
08	L1BT	EAST BROOK TROUT STRAT MEETING	ST		
08	L1CA	CLEAN AIR MARKETS CAIR/CAMR	TR		
08	L1CC	INTEGRATING CLIMATE CHANGE WRK	ST		
08	L1CD	CHARTER SCHOOLS PROG DIRS CONF	CO		
08	L1CW	NJ COUNTY WELFARE ATTORNEY MTG	CO		
08	L1CX	CITRIX PRESENTATION SERVER 4.5	TR		
08	L1EC	OSEP NATL EARLY CHILDHOOD CONF	CO		
08	L1EM	EFF MANAGE TRANSIT EMERGENCIES	TR		
08	L1EP	EMERG PREP/PRVNT HAZMAT SPILLS	CO		

#### KEY FIELDS:

- FY
- EVENT CODE

**FY:** Applicable budget fiscal year of travel event.

**EVENT CODE:** Four-character code representing a specific event to which an employee may travel. When scanning, if the event code is not known, enter the fiscal year and the first two characters of the event code, which correspond to the date of the event as shown on the event code request form. The events for that period will be displayed.

**DESCRIPTION:** Thirty-character text field used to identify a specific travel event.

**EVENT TYPE:** Two-character code used to identify type of travel event.

## 2. TVTP (Travel Event Type Table)

TVTP contains all valid event type codes. Event type codes are used to group travel events into similar categories. All events entered on EVNT must reference a valid event type code. TVTP is maintained by OMB.

The following is a screen image of TVTP:

ACTION: S SCREEN: TVTP USERID:		12/31/06	10:43:19 AM
TRAVEL EVENT TYPE TABLE			
KEY IS EVENT TYPE CODE			
EVENT TYPE CODE	DESCRIPTION		
-----	-----		
CO	CONFERENCES\CONVENTIONS		
ST	STATE BUSINESS		
TR	TRAINING		

### KEY FIELDS:

- EVENT TYPE CODE

**EVENT TYPE CODE:** Two-character code used to identify type of travel event.

**DESCRIPTION:** Description of travel event type code.

### 3. EVAG (Travel Event Agency Table)

EVAG is used to track and control agency-wide travel activity for all employees traveling to an event. EVAG contains the authorized and actual number of persons, and authorized and actual expenditures for all agency employees for each travel event. EVAG is updated when a new travel event is added and when TE, TH, or TV transactions are processed in NJCFS. The "AUTHORIZED AMOUNTS" section is updated when TEs/THs are processed. The "ACTUAL AMOUNTS" section is updated when TVs are processed.

The following is a screen image of EVAG:

ACTION: R		SCREEN: EVAG		USERID:		04/24/07		11:24:37 AM	
TRAVEL EVENT/AGENCY TABLE									
KEY IS FISCAL YEAR, EVENT CODE AND AGENCY CODE									
FY: 07		EVENT: A2FG		AGENCY: 070		PERSONS AUTH: 003		PERSONS ACTUAL: 001	
EVENT DESC: FL GUARDIANSHIP CASE INTERVIEW									
----- AUTHORIZED AMOUNTS -----									
AIR/RAIL:		HOTEL:		MEALS:		CAR RENTALS:		GROUND TRANSP:	
212.40		187.70		92.00		218.72		40.00	
REGISTRATION:		TUITION:		FEES:		MISC:		TOTAL:	
0.00		0.00		0.00		6.00		756.82	
-----									
----- ACTUAL AMOUNTS -----									
AIR/RAIL:		HOTEL:		MEALS:		CAR RENTALS:		GROUND TRANSP:	
212.40		187.70		67.37		218.72		6.50	
REGISTRATION:		TUITION:		FEES:		MISC:		TOTAL:	
0.00		0.00		0.00		0.00		692.69	

#### KEY FIELDS

- FY
- EVENT
- AGENCY

**FY:** Applicable budget fiscal year of travel event.

**EVENT:** Four-character event code associated with travel event.

**AGENCY:** Three-character code of agency associated with travel event.

**PERSONS AUTH:** Number of employees authorized to attend travel event. Agencies may authorize the maximum persons permitted by current travel regulations. Increases above the limit must be approved and processed by OMB. Additionally, only OMB can make changes to this field.

**PERSONS ACTUAL:** Actual number of persons for whom TEs/THs were processed.

**EVENT DESC:** Thirty-character text field used to identify a specific travel event.

#### AUTHORIZED AMOUNTS

**AIR/RAIL:** Dollar amount authorized for air/rail expenses related to travel event.

**HOTEL:** Dollar amount authorized for hotel expenses related to travel event.

**MEALS:** Dollar amount authorized for meal expenses related to travel event.

**CAR RENTALS:** Dollar amount authorized for car rental expenses related to travel event.

**GROUND TRANSP:** Dollar amount authorized for ground transportation related to travel event.

**REGISTRATION:** Dollar amount authorized for registration related to travel event.

**TUITION:** Dollar amount authorized for tuition fees related to travel event.

**FEES:** Dollar amount authorized for fees related to travel event.

**MISC:** Dollar amount authorized for miscellaneous expenses related to travel event.

**TOTAL:** Dollar amount authorized for all expenses related to travel event.

#### **ACTUAL AMOUNTS**

**AIR/RAIL:** Dollar amount paid for air/rail expenses related to travel event.

**HOTEL:** Dollar amount paid for hotel expenses related to travel event.

**MEALS:** Dollar amount paid for meal expenses related to travel event.

**CAR RENTALS:** Dollar amount paid for car rental expenses related to travel event.

**GROUND TRANSP:** Dollar amount paid for ground transportation expenses related to travel event.

**REGISTRATION:** Dollar amount paid for registration fees related to travel event.

**TUITION:** Dollar amount paid for tuition related to travel event.

**FEES:** Dollar amount paid for fees related to travel event.

**MISC:** Dollar amount paid for miscellaneous expenses related to travel event.

**TOTAL:** Total dollar amount paid for all expenses related to travel event.

## **C. Procedures**

### **1. Establish a new event code:**

- a) Scan EVNT to determine if an event code has been established for the event that the employee(s) will attend.
- b) If an event code does not exist, complete an Event Code Request Form (see page 9) and submit to OMB.
- c) OMB notifies the agency of the code after it is established.

### **2. Add the event to EVAG:**

- a) Review EVNT to verify travel event code.
- b) Enter "A" in Action field of EVAG.
- c) Enter the fiscal year, event code, agency, and persons authorized.
- d) Review entries for accuracy.
- e) Press Enter. Verify that message "ALL LINES ADDED" appears on screen.

### **3. Modify EVAG**

- a) All modifications must be approved and processed by OMB.

## D. Document Entry

### 1. EVAG (Travel Event Agency Table)

EVAG is used to track and control agency-wide travel activity for all employees traveling to an event. EVAG contains the authorized and actual number of persons, and authorized and actual expenditures for all agency employees for each travel event. EVAG is updated when a new travel event is added and when TE, TH, or TV transactions are processed in NJCFS.

The following is a screen image of EVAG:

ACTION: <u>S</u>		SCREEN: EVAG	USERID:	12/31/06	10:37:58 AM
TRAVEL EVENT/AGENCY TABLE					
KEY IS FISCAL YEAR, EVENT CODE AND AGENCY CODE					
FY:	EVENT:	AGENCY:	PERSONS AUTH:	PERSONS ACTUAL:	
EVENT DESC:					
----- AUTHORIZED AMOUNTS -----					
AIR/RAIL:	HOTEL:	MEALS:	CAR RENTALS:	GROUND TRANSP:	
REGISTRATION:	TUITION:	FEES:	MISC:	TOTAL:	
----- ACTUAL AMOUNTS -----					
AIR/RAIL:	HOTEL:	MEALS:	CAR RENTALS:	GROUND TRANSP:	
REGISTRATION:	TUITION:	FEES:	MISC:	TOTAL:	

**ACTION:** Enter "A" when adding a record.

**FY:** Enter the fiscal year in which the travel event occurs.

**EVENT:** Enter the four-character event code that was established for the travel event.

**AGENCY:** Enter the three-character agency code associated with the travel event.

**PERSONS AUTH:** Enter the number of employees authorized to attend the event. Agencies may authorize the maximum persons permitted by current travel regulations. Increases above the limit and any modifications must be approved and processed by OMB.

The "AUTHORIZED AMOUNTS" section of EVAG is updated when a TE/TH is processed. The "ACTUAL AMOUNTS" section is updated when a TV is processed.

## TRAVEL EVENT CODE REQUEST

FY: \_\_\_\_\_

TRAVEL MONTH: \_\_\_\_\_

TRAVEL DATE(S): \_\_\_\_\_

TRIP TITLE/DESCRIPTION: \_\_\_\_\_

TRAVEL TYPE: \_\_\_\_\_

EVENT CODE: \_\_\_\_\_

	Month Code (See Below)	Date Code (See Below)	Title
--	---------------------------	--------------------------	-------

IF OUT-OF-STATE TRAVEL, PLEASE INDICATE WHICH EXCEPTION APPLIES AS APPROPRIATE PER TRAVEL POLICY:

FEDERALLY MANDATED EVENT	_____
FEDERALLY FUNDED EVENT	_____
THIRD-PARTY FUNDED EVENT (Ethics Policy Form Attached)	_____
TRAINING REQUIRED FOR CERTIFICATION OR LICENSING	_____
NON-DISCRETIONARY TRAVEL	_____
HOMELAND SECURITY/ECONOMIC DEVELOPMENT EVENT	_____
TRAVEL TO OBTAIN FEDERAL FUNDING	_____
LOCAL SAME- DAY TRAVEL	_____

Requested by \_\_\_\_\_

Phone # \_\_\_\_\_

Department of \_\_\_\_\_

Date Requested \_\_\_\_\_

### MONTHS

JAN = A    JUL = G  
FEB = B    AUG = H  
MAR = C    SEP = I  
APR = D    OCT = J  
MAY = E    NOV = K  
JUN = F    DEC = L

### DATE

1<sup>ST</sup> THRU 7<sup>TH</sup> = 1  
8<sup>TH</sup> THRU 14<sup>TH</sup> = 2  
15<sup>TH</sup> THRU 21<sup>ST</sup> = 3  
22<sup>ND</sup> THRU 28<sup>TH</sup> = 4  
29<sup>TH</sup> THRU 31<sup>ST</sup> = 5

### TRAVEL TYPE

CO = Conference/Conventions  
ST = State Business  
TR = Training

## TOPIC II: TRAVEL AUTHORIZATIONS

### A. Introduction & Key Concepts

A Travel Authorization (TE/TH) establishes a pre-encumbrance for a travel-related transaction and describes scheduled travel events in NJCFS. The authorized expense amounts for a particular travel event are recorded on a TE/TH and, once processed, populate EVAG. The authorized expense amounts control subsequent advance and voucher activity for the travel event. A TE/TH may also be used to modify authorized expenses or decrease authorized expenses in their entirety if a trip will not be taken.

The authorized expense amounts and descriptive information about the travel event populate the Open Travel Voucher Header Table (OTH1) and the Open Travel Line Table (OTLT). OTH1 contains the employee's authorized amounts for a specific travel event; OTH2 contains the employee's actual travel event expenses and the date the event was settled; and OTLT contains the accounting distribution for each line of the travel authorization, and summary amounts from the travel authorization and travel vouchers.

A TE/TH must be processed after departmental authorization has been received for each employee who will incur expenses attending a particular event. A TE/TH is not necessary if the employee attending an event will not incur any expenses. Authorized amounts must adhere to the regulations promulgated in the travel regulations.

#### 1. Establishment of Encumbrances

The Travel Module allows users to encumber funds for travel-related activities. To encumber funds for travel purposes, users must reference a TE/TH when coding a Purchase Bureau Order (PO) or Agency Contract Order (AO). A PO is required for any travel-related activity that must go through MACS-E (e.g., purchases from vendors who are under State contracts).

Since funds for travel-related activities may be pre-encumbered (with a TE/TH) or encumbered (with an AO/PO), the travel voucher is designed to handle dual references, that is, TE/TH and/or AO/PO transactions can be referenced on a travel voucher.

#### 2. Year-End Conversion of TE/TH

If agencies do not encumber the funds before year-end that were pre-encumbered on a TE/TH, the pre-encumbrance will be cancelled and converted to an AO on July 31<sup>st</sup> as part of the NJCFS year-end closing process.

**B. Applicable Tables:** Only fields specifically applicable to travel authorizations are discussed in this section.

**1. EVAG (Travel Event Agency Table)**

EVAG is used to track and control agency-wide travel activity for all employees traveling to an event. EVAG contains the authorized and actual number of persons, and authorized and actual expenditures for all agency employees for each travel event. EVAG is updated when a new travel event is added and when TE, TH, or TV transactions are processed in NJCFS. The "AUTHORIZED AMOUNTS" section is updated when TEs/THs are processed. The "ACTUAL AMOUNTS" section is updated when TVs are processed.

The following is a screen image of EVAG:

ACTION: R		SCREEN: EVAG		USERID:		04/24/07		11:24:37 AM	
TRAVEL EVENT/AGENCY TABLE									
KEY IS FISCAL YEAR, EVENT CODE AND AGENCY CODE									
FY: 07		EVENT: A2FG		AGENCY: 070		PERSONS AUTH: 003		PERSONS ACTUAL: 001	
EVENT DESC: FL GUARDIANSHIP CASE INTERVIEW									
----- AUTHORIZED AMOUNTS -----									
AIR/RAIL:	HOTEL:	MEALS:	CAR RENTALS:	GROUND TRANSP:					
212.40	187.70	92.00	218.72	40.00					
REGISTRATION:	TUITION:	FEES:	MISC:	TOTAL:					
0.00	0.00	0.00	6.00	756.82					
----- ACTUAL AMOUNTS -----									
AIR/RAIL:	HOTEL:	MEALS:	CAR RENTALS:	GROUND TRANSP:					
212.40	187.70	67.37	218.72	6.50					
REGISTRATION:	TUITION:	FEES:	MISC:	TOTAL:					
0.00	0.00	0.00	0.00	692.69					

**KEY FIELDS**

- FY
- EVENT
- AGENCY

**FY:** Applicable budget fiscal year of travel event.

**EVENT:** Four-character event code associated with travel event.

**AGENCY:** Three-character code of agency associated with travel event.

**PERSONS ACTUAL:** Actual number of persons for whom TEs/THs were processed.

**EVENT DESC:** Thirty-character text field used to identify a specific travel event.

## **AUTHORIZED AMOUNTS**

**AIR/RAIL:** Dollar amount authorized for air/rail expenses related to travel event.

**HOTEL:** Dollar amount authorized for hotel expenses related to travel event.

**MEALS:** Dollar amount authorized for meal expenses related to travel event.

**CAR RENTALS:** Dollar amount authorized for car rental expenses related to travel event.

**GROUND TRANSP:** Dollar amount authorized for ground transportation related to travel event.

**REGISTRATION:** Dollar amount authorized for registration related to travel event.

**TUITION:** Dollar amount authorized for tuition fees related to travel event.

**FEES:** Dollar amount authorized for fees related to travel event.

**MISC:** Dollar amount authorized for miscellaneous expenses related to travel event.

**TOTAL:** Dollar amount authorized for all expenses related to travel event.

## 2. OTH1 (Trip Record Table 1)

OTH1 contains all **authorized amounts** for a specific employee's trip and provides the basis for edit checks against the Travel Voucher (TV). OTH1 is system maintained. Information is added or modified when a TE/TH/TV is accepted by NJCFS. OTH1 is the first of two screens comprising the Trip Record Table. Users may "leaf" from OTH1 to OTH2 by placing "L" in the action field and "OTH2" in the screen field and pressing enter. OTH2 is described in Topic III: Travel Vouchers.

The following is a screen image of OTH1:

ACTION: R	SCREEN: OTH1	USERID:	12/28/07	09:36:03 AM
TRIP RECORD TABLE			SCREEN ONE OF TWO	
KEY IS EMPLOYEE NUMBER, TRANSACTION CODE, AGENCY, AND NUMBER				
EMPLOYEE NUMBER: 123456789 00			TRAVEL ASSIGNMENT CLASS: B	
EMPLOYEE NAME: ABIGAIL C. MINERMAN				
:				
TRANS CODE: TE		TRANS AGENCY: 046	TRANS NUMBER: 42200001420	
PHONE: 609 292 9560		TRAV SERV ACTION FLAG:		
TRIP DATES: START: 04 28 07		END: 05 01 07		
BUDGET FY: 07		STATUS: 0	COMMENTS: PITTSBURGH	
EVENT FY: 07 EVENT CODE: D4NW DESCRIPTION: NATL WIC ASSOC 24TH ANNL CONF				
LAST REFERENCE TRANS: TV 046 42202006364			DATE: 05 30 07	
AUTHORIZED AMOUNTS:				
AIR/RAIL AMT:	174.80	CAR RENTAL AMT:	0.00	
HOTEL AMT:	294.12	GROUND TRANS AMT:	0.00	
MEALS AMT:	118.00	REGISTRATION AMT:	295.00	
FEES AMT:	0.00	TUITION AMT:	0.00	
MISC EXP AMT:	24.50			
TOTAL AUTHORIZED AMOUNT:			906.42	

### KEY FIELDS:

- EMPLOYEE NUMBER
- TRANS CODE
- TRANS AGENCY
- TRANS NUMBER

**EMPLOYEE NUMBER:** Nine-character identification number and two-digit location number of employee from TE/TH.

**TRAVEL ASSIGNMENT CLASS:** One-character code indicating classification of employee's travel status.

- A: Employees who travel infrequently.
- B: Employees who travel on a regular basis but have an official station.
- C: Employees who travel on a regular basis but have no official station.
- D: Weekend/holiday travel.

**EMPLOYEE NAME:** Name that corresponds to employee number.

**TRANS CODE:** Two-character code identifying specific type of travel document (TE/TH).

**TRANS AGENCY:** Three-character agency code entered on travel document.

**TRANS NUMBER:** Eleven-character document number assigned to travel document.

**PHONE:** Telephone number that corresponds to employee number.

**TRAV SERV ACTION FLAG:** Not used.

**TRIP DATES:**

**START:** Start date of event as entered on travel document (MMDDYY format).

**END:** End date of event as entered on travel document (MMDDYY format).

**BUDGET FY:** Budget fiscal year to which travel document was posted.

**STATUS:** Status of trip. "O" for open; "C" for closed.

**COMMENTS:** Comments entered on travel document, if any.

**EVENT FY:** Fiscal year of event.

**EVENT CODE:** Four-character code from EVNT that corresponds to event that employee will attend.

**DESCRIPTION:** Description of event as displayed in EVNT.

**LAST REFERENCE TRANS:** Sixteen-character code consisting of transaction code, agency, and document number of travel document that last referenced this record.

**DATE:** Date of LAST REFERENCE TRANS (MMDDYY format).

**AUTHORIZED AMOUNTS:**

**AIR/RAIL AMT:** Dollar amount authorized for airline or rail travel.

**HOTEL AMT:** Dollar amount authorized for hotel expenses.

**MEALS AMT:** Dollar amount authorized for meal expenses.

**FEES AMT:** Dollar amount authorized for fees necessary to attend event.

**MISC EXP AMT:** Dollar amount authorized for miscellaneous expenses.

**CAR RENTAL AMT:** Dollar amount authorized for car rental expenses.

**GROUND TRANS AMT:** Dollar amount authorized for ground transportation expenses.

**REGISTRATION AMT:** Dollar amount authorized for registration expenses.

**TUITION AMT:** Dollar amount authorized for tuition expenses.

**TOTAL AUTHORIZED AMOUNT:** Total dollar amount authorized for travel event.

### 3. OTLT (Open Travel Line Table):

OTLT contains the accounting distribution for each line of the travel record. OTLT is system maintained. Lines are added to OTLT when a TE/TH is accepted by NJCFS. Lines are changed when modifications are processed.

Once line number 01 of the travel record is retrieved, the user can view additional lines of the record (if any) by pressing enter. Users may "leaf" from OTLT to OTH1 by placing "L" in the action field and "OTH1" in the screen field and pressing enter.

The following is a screen image of OTLT:

ACTION: R		SCREEN: OTLT	USERID:	12/28/07	09:42:07 AM
OPEN TRAVEL LINE TABLE					
KEY IS EMPLOYEE NUMBER, TRANSACTION CODE, AGENCY, NUMBER, AND LINE NUMBER					
01-					
EMPLOYEE NUMBER: 123456789 00					
TRANSACTION CODE: TE		AGENCY: 046		NUMBER: 42200001420	
LINE NUMBER: 01					
FUND: 100		AGENCY: 046		ORG: 4560	
APPR UNIT: 113		ACTIVITY: J002		OBJECT: 3020	
JOB/PROJ NO:		REPT CAT: 0752		SUB OBJ:	
TEXT FLAG: Y					
LINE DESCRIPTION:					
LAST TV REF: 046 42202006364					
DATE: 05 30 07				AMOUNT: 436.62	
AUTHORIZED AMT: 906.42		DIRECT EXPENSES:		469.80	
EMPLOYEE EXPENSES: 436.62		EMPLOYEE RECEIPTS:		0.00	
EMPLOYEE ADVANCES: 0.00		ADVANCE DATE:			
OUTSTAND ADVANCES: 0.00					

#### KEY FIELDS:

- EMPLOYEE NUMBER
- TRANSACTION CODE
- AGENCY
- NUMBER
- LINE NUMBER

**EMPLOYEE NUMBER:** Nine-character identification number and two-digit location number of employee from TE/TH.

**TRANSACTION CODE:** Two-character code identifying specific type of travel document (TE/TH) for travel document line.

**AGENCY:** Three-character agency code entered on travel document line.

**NUMBER:** Eleven-character document number assigned to travel document.

**LINE NUMBER:** Two-character code from travel document line.

**FUND:** Three-character fund code entered on travel document line.

**AGENCY:** Three-character agency code entered on travel document line.

**ORG:** Four-character organization code entered on travel document line.

**SUB ORG:** Four-character sub-organization code entered on travel document line.

**APPR UNIT:** Three-character appropriation unit code entered on travel document line.

**ACTIVITY:** Four-character activity code entered on travel document line.

**OBJECT:** Four-character object code entered on travel document line.

**SUB OBJ:** Two-character sub-object code entered on travel document line.

**JOB/PROJ NO:** Eight-character job/project code entered on travel document line.

**REPT CAT:** Four-character reporting category code entered on travel document line.

**TEXT FLAG:** Flag indicating whether additional information about travel document line has been entered on TETX or TVTX.

**LINE DESCRIPTION:** Description of line that was entered on travel document.

**AUTHORIZED AMT:** Total dollar amount authorized for travel document line.

#### 4. TETX (Travel Authorization Text Table)

TETX contains text associated with travel authorizations (TE/TH). Specific travel event information is added to TETX by an agency when a TE/TH is completed. The system provides the ability to navigate easily between the TE and TETX.

The following is a screen image of TETX:

ACTION: R SCREEN: TETX USERID: 12/28/07 09:43:52 AM	
TRAVEL AUTHORIZATION TEXT TABLE	
KEY IS EMPLOYEE NUMBER, DOC ID, TE LINE NUMBER, TEXT LINE NUMBER	
EMPLOYEE NUMBER: 123456789 00 DOC ID: TE 046 42200001420 TE LINE-NO: 01	
EMPLOYEE NAME : ABIGAIL C. MINERMAN	
TEXT	TEXT LINE
-----	
01- DEPARTURE PHILA PA 4/28/07 8:15AM ARRIVAL PITTSBURGH PA 4/28/07 9:27AM	001
02- DEPARTURE PITTSBURGH PA 5/1/07 7:30PM ARRIVAL PHILA PA 5/1/07 8:35PM	003
03- 98.80. STAYING THE WESTIN HOTEL 2N 294.12. 1B,2L,3D 118.00.	005
04- REGISTRATION 295.00. INCIDENTALS 9.00. MILEAGE TO AIRPORT 100 MILES	007
05- @.31= 31.00.	009
06-	
07-	
08-	
09-	
10-	
06-*L009 HEADER CHANGE	

#### KEY FIELDS:

- EMPLOYEE NUMBER
- DOC ID
- TE LINE-NO

**EMPLOYEE NUMBER:** Nine-character identification number and two-character location number of employee from TE/TH.

**DOC ID:** Sixteen-character code consisting of transaction code, agency code, and document number of the TE/TH.

**TE LINE-NO:** Two-character line number from TE/TH for text.

**EMPLOYEE NAME:** Name that corresponds to employee number.

**TEXT:** Text that was entered on line number of TE/TH.

**TEXT LINE:** Optional. User may enter line number or the system will default line numbers based on previous line number. If blank, an increment of 2 is added to previous line number.

## 5. ORQH (Open Requisition Header Table)

ORQH contains summary information for outstanding travel authorizations (TE/TH) and those closed within the last three months. Records are added to ORQH via new TEs/THs and are modified based on transactions that reference the TE/TH.

The information displayed comes from the header of the TE/TH, with the exception of CLOSED AMOUNT OUTSTANDING AMOUNT.

The following is a screen image of ORQH:

ACTION: R	SCREEN: ORQH	USERID:	11/30/07	12:09:18 PM
OPEN REQUISITION HEADER TABLE				
KEY IS TRANS CODE, REQ AGENCY, REQ NO				
01-				
TRANS CODE: TE	REQ AGCY: 010	REQ NO: 33100000299	BUDGET FY: 06	
REQ DATE: 070214	REQ TYPE: 1	COMMENTS:	OFF RSRV ACCT: 3410	
REQ AMOUNT:	1,047.94	OUTSTANDING AMOUNT:	0.00	
CLOSED AMOUNT:	1,047.94	REQ CLOSING DATE: 070409		

### KEY FIELDS:

- TRANS CODE
- REQ AGCY
- REQ NO

**TRANS CODE:** Two-character code identifying specific type of requisition. Travel requisition codes are as follows:

- TE: Employee Travel Authorization
- TH: Employee Travel Authorization for Training

**REQ AGCY:** Three-character code of agency that processed TE/TH.

**REQ NO:** Eleven-character document number assigned to TE/TH.

**BUDGET FY:** Applicable budget fiscal year.

**REQ DATE:** Date TE/TH was processed (YYMMDD format).

**REQ TYPE:** Automatically populated with "1," which indicates funds are pre-encumbered for an external payee.

**COMMENTS:** Optional. Twelve-character field containing descriptive information about TE/TH.

**OFF RSRV ACCT:** System generated. Balance sheet account code 3410, Fund Balance Reserve for Pre-encumbrances, is used for requisitions.

**REQ AMOUNT:** Original amount of TE/TH and all modifications. Equals total of all related line amounts from ORQL.

**OUTSTANDING AMOUNT:** Amount of TE/TH available for use. Calculated as the amount of original TE/TH and all modifications, reduced by encumbrances or TVs that referenced the requisition.

**CLOSED AMOUNT:** Amount of TE/TH closed by encumbrances or TVs that referenced the TE/TH. Additionally, any forced-closed amounts where an "F" indicator on the referencing transaction closed the TE/TH for its total outstanding amount regardless of balance that would otherwise result.

**REQ CLOSING DATE:** Date when all lines associated with TE/TH were closed because the total outstanding amount is \$0.00 (YYMMDD format).

## 6. ORQL (Open Requisition Line Table)

ORQL contains information on outstanding travel authorization (TE/TH) lines and those lines closed within the last three months. Records are added to ORQL via new TEs/THs and are modified based on transactions that reference a TE/TH.

The information displayed comes from the lines of the TE/TH, with the exception of CLOSED AMT, OBLIG AMT, and OUTSTG AMT.

The following is a screen image of ORQL:

ACTION: R	SCREEN: ORQL	USERID:	02/28/06	03:07:56 PM
OPEN REQUISITION LINE TABLE				
KEY IS TRANS CODE, REQ AGENCY, REQ NO, LINE NO				
01-				
TRANS CODE: RD	REQ AGCY: 082	REQ NO: 20140000003	LINE NO: 01	
FUND: 784	AGENCY: 082	ORG: 2014	ACTIVITY: VVVV	OBJECT: 3610
APPR UNIT: 010	I/G FUND:	I/G AGENCY:		
PROJECT NUMBER: T040900B		LINE AMT:	117,914.00	
JOB NUMBER:		CLOSED AMT:	117,914.00	
REPORTING CATEGORY: 0001		OBLIG AMT:	117,914.00	
LAST REF TRANS#/DATE: AV08220655001923	010802	OUTSTG AMT:	0.00	

### KEY FIELDS:

- TRANS CODE
- REQ AGCY
- REQ NO
- LINE NO

**TRANS CODE:** Two-character code identifying specific type of requisition. Travel requisition codes are as follows:

- TE: Employee Travel Authorization
- TH: Employee Travel Authorization for Training

**REQ AGCY:** Three-character code of agency that processed TE/TH.

**REQ NO:** Eleven-character document number assigned to TE/TH.

**LINE NO:** Two-character code from TE/TH.

**FUND:** Three-character fund code entered on travel document line.

**AGENCY:** Three-character agency code entered on travel document line.

**ORG:** Four-character organization code entered on travel document line.

**ACTIVITY:** Four-character activity code entered on travel document line.

**OBJECT:** Four-character object code entered on travel document line.

**APPR UNIT:** Three-character appropriation unit entered on travel document line.

**I/G FUND:** Blank for travel requisitions.

**I/G AGENCY:** Blank for travel requisitions.

**PROJECT NUMBER:** Blank unless the TE/TH line referenced an NJCFS project number or the referenced appropriation account's G/P REQ'D field contains a "P" or a "B."

**LINE AMT:** Original dollar amount of TE/TH line and all modifications.

**JOB NUMBER:** Blank unless agency uses NJCFS Job Cost module for cost allocation purposes.

**CLOSED AMT:** Dollar amount closed against TE/TH line by encumbrances or TVs that referenced the TE/TH. Additionally, any forced-closed amounts where an "F" indicator on the referencing transaction closed the TE/TH line for its total outstanding amount regardless of balance that would otherwise result.

**REPORTING CATEGORY:** Blank unless G/P REQ'D field of referenced APPR record contains a "G" or "B."

**OBLIG AMT:** Total dollar amount encumbered or expended against the TE/TH line. Does not include forced-closed line amounts.

**LAST REF TRANS#/DATE:** Sixteen-character transaction ID of last transaction that referenced TE/TH line and posting date (YYMMDD format). May be an encumbrance or a TV.

**OUTSTG AMT:** Amount of TE/TH line available for use. Calculated as amount of original TE/TH line and all modifications, reduced by encumbrances or TVs that referenced TE/TH line.

## 7. TVAP (Travel Approval Table)

TVAP is used by agencies to indicate which travel authorization transactions have approval deadlines. Lines are added to TVAP when the Approval Deadline Flag is set to "Y" on a TE/TH. A record on TVAP is automatically deleted when the transaction is posted. It is the user agency's responsibility to update the approval deadline for open trips.

The following is a screen image of TVAP:

ACTION: R SCREEN: TVAP USERID:			01/23/08	10:23:08 AM
TRAVEL APPROVAL TABLE				
KEY IS TRANS CODE, TRANS AGENCY AND TRANS NUMBER				
TRANS CD	TRANS AGY	TRANS NUMBER	APPROVAL DEADLINE	
TE	042	48000007518	05 18 07	
TE	042	48000007519	05 18 07	
TE	042	48000007520	05 21 07	
TE	042	48000007521	05 21 07	
TE	042	48000007522	05 21 07	
TE	042	48000007523	05 23 07	
TE	042	48000007524	05 21 07	
TE	042	48000007525	05 22 07	
TE	042	48000007529	05 22 07	
TE	042	48000007534	06 07 07	
TE	042	48000007536	06 12 07	
TE	042	48000007547	07 06 07	
TE	042	48000007548	07 06 07	
TE	042	48000007555	07 20 07	
TE	042	48000007556	08 19 07	

### KEY FIELDS

- TRANS CD
- TRANS AGY
- TRANS NUMBER

**TRANS CD:** Two-character code identifying the TE/TH that requires approval.

**TRANS AGY:** Three-character agency code entered on TE/TH that requires approval.

**TRANS NUMBER:** Eleven-character document number of TE/TH that requires approval.

**APPROVAL DEADLINE:** Date TE/TH must be approved.

### 8. ETSM (Employee Travel Summary Table)

ETSM is used for inquiry against employee travel records. ETSM lists all employees who are authorized to travel, have traveled, or had travel advances, and the number of trips. It also records the cumulative advances received by the employee and the year-to-date expenses incurred by the employee. ETSM is system maintained. Lines are added when a TE/TH/TV is accepted by NJCFS, and changed when modifications to these documents are processed.

The following is a screen image of ETSM:

ACTION: R		SCREEN: ETSM	USERID:	03/12/08	10:45:45 AM
EMPLOYEE TRAVEL SUMMARY					
KEY IS FISCAL YEAR AND EMPLOYEE NUMBER					
01-					
	FY: 08	EMPLOYEE NUMBER: 432198765 00			
		EMPLOYEE NAME: GAWN ALLOT			
		:			
		LAST ACTION DATE: 02 28 08		TRIPS YTD: 008	
		OUTSTANDING ADVANCES:	0.00		
		EMPLOYEE EXPENSES YTD:	2,216.39		
02-					
	FY: 08	EMPLOYEE NUMBER: 432198766 00			
		EMPLOYEE NAME: STAN DUPFORE			
		:			
		LAST ACTION DATE: 02 19 08		TRIPS YTD: 003	
		OUTSTANDING ADVANCES:	0.00		
		EMPLOYEE EXPENSES YTD:	213.56		

#### KEY FIELDS

- FY
- EMPLOYEE NUMBER

**FY:** Fiscal year in which the travel has occurred.

**EMPLOYEE NUMBER:** Nine-character identification number and two-digit location number of employee from TE/TH.

**EMPLOYEE NAME:** Name of employee traveling.

**LAST ACTION DATE:** Date of last transaction that updated record.

**TRIPS YTD:** Total number of trips taken by employee in the fiscal year.

## **C. Procedures**

### **1. Enter a new TE or TH:**

- a) Ensure adequate funds are available to pre-encumber the amount of the TE/TH.
  - (1) Scan APPR to verify that the uncommitted amount is sufficient to support the amount of the TE/TH.
  - (2) Scan EXPB to verify that an expense budget record exists for the object code being referenced. If spending control is established at this level by the agency, confirm that sufficient funds are available.
- b) Enter a TE/TH to establish the pre-encumbrance.
- c) Review the TE/TH for completeness, accuracy, and adherence to policies.
- d) Perform a quick edit of the TE/TH and correct errors if necessary.
- e) If TE/TH edits are completed successfully, apply three levels of approval to process the document.

### **2. Modify/cancel an outstanding TE or TH:**

- a) If increasing an outstanding TE/TH, ensure adequate funds are available.
  - (1) Scan APPR to verify that the uncommitted amount is sufficient to support the amount of the modification.
- b) Enter the TE/TH document number to be modified/cancelled.
- c) Review the TE/TH modification/cancellation for completeness, accuracy, and adherence to policies.
- d) Perform a quick edit of the TE/TH and correct errors if necessary.
- e) If TE/TH edits are completed successfully, apply three levels of approval to process the document.

## D. Document Entry

### 1. TE (Employee Travel Authorization Document)

A TE is used to record authorized employee expenses for travel events, except those for training, which are recorded on a TH. Proper completion of a TE requires three screens—the header screen, the lines screen, and the text screen. A TE is a pre-encumbrance; therefore, it does not represent a legal obligation to make a payment. Once the TE has been approved and processed, the authorized amounts will be shown in OTH1, OTLT, ORQL, ORQH, and EVAG.

The following is a screen image of the TE header screen:

FUNCTION: NEW	DOCID: TE	05/08/06	08:51:37 AM
STATUS:	BATID:	ORG:	
EMPLOYEE TRAVEL AUTHORIZATION INPUT SCREEN			
DATE:	ACCTG PRD:	BUDGET FY:	ACTION:
EMPLOYEE ID:		COMMENTS:	
NAME:		TRVL SRVCE ACTION FLAG:	
:		APPROVAL DEADLINE FLAG:	
PHONE:			
EVENT FY:	EVENT CODE:	DESCRIPTION:	
TRIP DATES: FROM:	TO:	TRAV-IND:	
AIR/RAIL AMT:	I/D:	CAR RENTAL AMT:	I/D:
HOTEL AMT:	I/D:	GROUND TRANS AMT:	I/D:
MEALS AMT:	I/D:	REGISTRATION AMT:	I/D:
MISC EXP AMT:	I/D:		
TOTAL AUTHORIZED AMT:		CALCULATED DOC TOTAL:	
A - *HD37-TYPE BATID/DOCID & PRESS ENTER			

**DOCID:** When modifying or cancelling a TE, the original document ID must be entered. Note: If a modification is entered when the original order transaction is on SUSF in ACCPT status, then the modifying transaction must be processed with a batch ticket record to make it unique. If not, the modifying transaction will be rejected as a duplicate transaction.

**DATE:** Enter the date associated with the transaction, in MMDDYY format. If left blank, the date defaults to the date the transaction is accepted by the system. Note: A future date cannot be entered.

**ACCTG PRD:** Enter the accounting period in fiscal month, fiscal year (FMFY) format. The accounting period must equal the current open accounting period, regardless of the budget fiscal year applicable to the transaction. For example, if you are processing a transaction against a budget fiscal year 2006 account in September 2007, the accounting period should be 0308.

**BUDGET FY:** Enter the last two digits of the budget fiscal year to which the transaction applies.

**ACTION:** Enter "E" to enter a new TE or "M" to modify or cancel a TE. Defaults to "E" if left blank. Modifying a TE allows you to add lines, change amounts on an existing line, or cancel a line (decrease a line amount to zero). Note: It is not possible to change the account code distribution in an existing line; you must cancel the existing line and code a new line.

**EMPLOYEE ID:** Enter nine-character employee identification number and two-digit location number of employee for whom travel expenses are authorized or, in the case of blanket travel, the agency code. The employee or agency identification information number must be located on VEND in order for TEs to be processed.

**NAME:** Leave blank. Automatically inferred from VEND.

**COMMENTS:** Optional. Enter details about the transaction.

**TRVL SRVCE ACTION FLAG:** Leave blank, not used.

**PHONE:** Leave blank. Automatically inferred from VEND.

**APPROVAL DEADLINE FLAG:** Optional. To notify user(s) with approval authority that they should view the Travel Approval Table (TVAP) enter "Y" in this field and "T" in the document action field. Hit enter. Screen will leaf to TVAP. Complete TVAP screen. Enter "A" then "E" in the action field to return to TE input screen.

**EVENT FY:** Enter the two-digit fiscal year in which the travel event will take place

**EVENT CODE:** Enter the four-character event code assigned to this travel event, as displayed on EVNT.

**DESCRIPTION:** Leave blank. Automatically inferred from EVNT.

**TRIP DATES:**

**FROM:** Enter start date of event in MMDDYY format.

**TO:** Enter end date of event in MMDDYY format.

**TRAV-IND:** If cancelling trip ("M" in action field), enter "X." Otherwise, leave blank.

**AIR/RAIL AMT:** Enter dollar amount authorized for the purchase of airline and/or rail tickets.

**I/D:** Enter "I" to increase or "D" to decrease the authorized air/rail amount. If left blank, defaults to "I" when the action is "E."

**CAR RENTAL AMT:** Enter dollar amount authorized for car rental expenses.

**I/D:** Enter "I" to increase or "D" to decrease the authorized car rental amount. If left blank, defaults to "I" when the action is "E."

**HOTEL AMT:** Enter dollar amount authorized for hotel expenses and related taxes.

**I/D:** Enter "I" to increase or "D" to decrease the authorized hotel and related taxes amount. If left blank, defaults to "I" when the action is "E."

**GROUND TRANS AMT:** Enter dollar amount authorized for expenses for bus, taxi, parking, tolls, and mileage.

**I/D:** Enter "I" to increase or "D" to decrease the authorized ground transportation amount. If left blank, defaults to "I" when the action is "E."

**MEALS AMT:** Enter dollar amount authorized for meal expenses.

**I/D:** Enter "I" to increase or "D" to decrease the authorized meal expenses. If left blank, defaults to "I" when the action is "E."

**REGISTRATION AMT:** Enter dollar amount authorized for registration fees. Excludes registration fees related to training.

**I/D:** Enter "I" to increase or "D" to decrease the authorized registration amount. If left blank, defaults to "I" when the action is "E."

**MISC EXP AMT:** Enter dollar amount authorized for miscellaneous expenses (e.g., gratuity for maid, bellhop, and porter).

**I/D:** Enter "I" to increase or "D" to decrease the authorized miscellaneous expense amount. If left blank, defaults to "I" when the action is "E."

**TOTAL AUTHORIZED AMT:** Leave blank. Automatically populated as the total of all authorized amount fields in header portion of TE.

**CALCULATED DOC TOTAL:** Leave blank. Automatically populated as the total of all line amounts.

Press "Enter" to access the TE lines screen.

The following is a screen image of the TE lines screen:

FUNCTION:		DOCID: TE		05/08/06		10:48:58 AM						
STATUS:		BATID:		ORG:		001-001 OF 001						
EMPLOYEE TRAVEL AUTHORIZATION INPUT SCREEN												
	ORG	SUB	APPR	ACTV	SUB	JOB/PROJ	REPT					
LINE	FUND	AGNCY	CODE	ORG	UNIT	CODE	OBJT	OBJ	NUMBER	CAT	AMOUNT	I
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
							DESCRIPTION			TXT		D
							-----			---		
01-												
02-												
03-												
04-												
05-												
06-												

**LINE:** Enter the two-character code required for each line on the document. This number, along with the document ID, will be used on a travel voucher transaction to reference a specific line. When modifying a transaction, enter the line number being modified.

**FUND:** Enter the three-character fund code for the travel authorization line. If this is a modification to a previously entered transaction, the code must be the same as the one entered on the original document.

**AGNCY:** Enter the three-character agency code for the travel authorization line.

**ORG CODE:** Enter the four-character organization code for the travel authorization line.

**SUB ORG:** Enter the four-character sub-organization code for the travel authorization line.

**APPR UNIT:** Enter the three-character appropriation unit for the travel authorization line.

**ACTV CODE:** Enter the four-character activity code associated with the travel authorization line.

**OBJT:** Enter the four-character object code related to the travel authorization line.

**SUB OBJ:** Enter the two-character sub-object code related to the travel authorization line.

**JOB/PROJ NUMBER:** Enter the job or project number if the G/P REQ'D field of the referenced APPR record contains a "P" or "B." Leave blank if the travel authorization is not associated with a job or project.

**REPT CAT:** Enter the reporting category code if the G/P REQ'D field of the referenced APPR record contains a "G" or "B." Leave blank if the travel authorization does not reference a grant.

**AMOUNT:** Enter the dollar amount of the line in dollars and cents (decimal point is optional). If modifying or cancelling a travel authorization, enter the amount by which you wish to increase or decrease the line. Note: Negative indicators are not required.

**I/D:** Enter "I" to increase or "D" to decrease the travel authorization line amount. Defaults to "I" when the action is "E."

**DESCRIPTION:** Enter information about the travel authorization line.

**TXT:** Enter "Y" in this field, "TX" in the document action field, and place the cursor on the line for which you wish to add text. Press enter to go to the Text Table (TETX).

The following is a screen image of the TETX screen:

ACTION: S		SCREEN: TETX	USERID:	03/07/07	02:35:14 PM
TRAVEL AUTHORIZATION TEXT TABLE					
KEY IS EMPLOYEE NUMBER, DOC ID, TE LINE NUMBER, TEXT LINE NUMBER					
EMPLOYEE NUMBER:	DOC ID:	TE LINE-NO:			
EMPLOYEE NAME :					
	TEXT	TEXT LINE			
-----					
01-					
02-					
03-					
04-					
05-					
06-					
07-					
08-					
09-					
10-					

**ACTION:** Enter "A" to add text.

**TEXT:** Enter descriptive information regarding travel. Information should include: the purpose of attending the event, the location and date of the event, and the method of transportation to the event. NJCFS does not wrap text at the end of a line; if necessary; you must tab to the second line and continue entering text. Note: Up to 99 lines of text.

**TEXT LINE:** Automatically populated.

When text has been added, press enter. A message at the bottom left of the screen will read "All Lines Added".

**ACTION:** Enter "E" to exit TETX and return to the TE. Quick edits can be performed at this time.

## 2. TH (Employee Travel Authorization for Training Document)

A TH is used to record authorized employee expenses for travel events related to training. The TH has two additional expense fields—for tuition and fees. All other fields are identical to the TE. The processing of the TH is the same as for the TE.

The following is a screen image of the TH header screen:

ACTION: NEW	DOCID: TH	05/08/06	08:54:57 AM
STATUS:	BATID:	ORG:	
EMPLOYEE TRAVEL AUTHORIZATION - HRDI - INPUT SCREEN			
DATE:	ACCTG PRD:	BUDGET FY:	ACTION:
EMPLOYEE ID:		COMMENTS:	
NAME:		TRVL SRVCE ACTION FLAG:	
:		APPROVAL DEADLINE FLAG:	
PHONE:			
EVENT FY:	EVENT CODE:	DESCRIPTION:	
TRIP DATES: FROM:	TO:	TRAV IND:	
AIR/RAIL AMT:	I/D:	CAR RENTAL AMT:	I/D:
HOTEL AMT:	I/D:	GROUND TRANS AMT:	I/D:
MEALS AMT:	I/D:	REGISTRATION AMT:	I/D:
MISC EXP AMT:	I/D:	TUITION AMT:	I/D:
FEES AMT:	I/D:		
TOTAL AUTHORIZED AMT:		CALCULATED DOC TOTAL:	
A--*HD37-TYPE BATID/DOCID & PRESS ENTER			

**TUITION AMT:** Enter dollar amount authorized for tuition expenses.

**I/D:** Enter "I" to increase or "D" to decrease the authorized tuition amount. If left blank, defaults to "I" when the action is "E."

**FEES AMT:** Enter dollar amount authorized for any required fees.

**I/D:** Enter "I" to increase or "D" to decrease the authorized fees amount. If left blank, defaults to "I" when the action is "E."

Press enter to access the TH lines screen.

## TOPIC III: TRAVEL VOUCHERS

### A. Introduction & Key Concepts

A Travel Voucher (TV) is a document used to initiate payment for travel-related expenses. Once processed, a TV populates actual amounts on travel records. TVs should be processed within 30 working days of the completion of the travel event. All travel-related payments must adhere to the State's travel regulations, which are contained in a Department of the Treasury circular letter.

#### 1. TV Types

##### a) TV Type A

- Used to initiate payment for employee travel advances.
- May only be issued for hotel, meals, and miscellaneous expenses.
- Settlements must be processed within 30 working days following the trip end date. Failure to properly account for actual expenses within the 30-day period may foreclose any additional advances as determined by the Director, OMB.
- Must reference a TE/TH.

##### b) TV Type V

- Used to initiate payment directly to a vendor for travel related expenses.
- Ground transportation and advance payment fields cannot be used.
- Must reference a TE/TH.

##### c) TV Type M

- Used to initiate payment for regular business travel expenses (mileage, parking, and tolls).
- When mileage is entered, the system calculates the amount of the mileage reimbursement. The reimbursement rate is established by the Legislature each year and can be found in the General Provisions Language of the Appropriations Handbook.
- Cannot reference a TE/TH.

##### d) TV Type S:

- Used to initiate payment for settlement of employee travel related expenses.
- Records the actual employee expenses and reimburses the employee for those expenses, less any employee advances.
- Must reference a TE/TH.

##### e) TV Type T:

- Used to initiate intra-departmental payments.
- Reimburses the agency's "Central Office" for air/rail tickets purchased on behalf of the employee's division for the employee's travel.
- Must reference a TE/TH.

## **2. Pre-encumbrances and Encumbrances**

Because funds for travel-related activities may be pre-encumbered (TE/TH/RA) and encumbered (AO/PO), any of these transaction types may be referenced on a TV, depending on circumstances. For example, typically a TV relieves funds previously pre-encumbered by a Travel Authorization (TE/TH) document, but it can reference an RA (TV Type M only) or an AO/PO that references an originating TE/TH.

**B. Applicable Tables:** Only fields specifically applicable to travel vouchers are discussed in this section.

**1. EVAG (Travel Event Agency Table)**

EVAG is used to track and control agency-wide travel activity for all employees traveling to an event. EVAG contains the authorized and actual number of persons, and authorized and actual expenditures for all agency employees for each travel event. EVAG is updated when a new travel event is added and when TE, TH, or TV transactions are processed in NJCFS. The "AUTHORIZED AMOUNTS" section is updated when TEs/THs are processed. The "ACTUAL AMOUNTS" section is updated when TVs are processed.

The following is a screen image of EVAG:

ACTION: R		SCREEN: EVAG		USERID:		04/24/07		11:24:37 AM	
TRAVEL EVENT/AGENCY TABLE									
KEY IS FISCAL YEAR, EVENT CODE AND AGENCY CODE									
FY: 07		EVENT: A2FG		AGENCY: 070		PERSONS AUTH: 003		PERSONS ACTUAL: 001	
EVENT DESC: FL GUARDIANSHIP CASE INTERVIEW									
----- AUTHORIZED AMOUNTS -----									
AIR/RAIL:	HOTEL:	MEALS:	CAR RENTALS:	GROUND TRANSP:					
212.40	187.70	92.00	218.72	40.00					
REGISTRATION:	TUITION:	FEES:	MISC:	TOTAL:					
0.00	0.00	0.00	6.00	756.82					
----- ACTUAL AMOUNTS -----									
AIR/RAIL:	HOTEL:	MEALS:	CAR RENTALS:	GROUND TRANSP:					
212.40	187.70	67.37	218.72	6.50					
REGISTRATION:	TUITION:	FEES:	MISC:	TOTAL:					
0.00	0.00	0.00	0.00	692.69					

**KEY FIELDS:**

- FY
- EVENT
- AGENCY

**FY:** Applicable budget fiscal year of travel event.

**EVENT:** Four-character event code associated with travel event.

**AGENCY:** Three-character code of agency associated with travel event.

**EVENT DESC:** Thirty-character text field used to identify a specific travel event.

**ACTUAL AMOUNTS**

**AIR/RAIL:** Dollar amount paid for air/rail expenses related to travel event.

**HOTEL:** Dollar amount paid for hotel expenses related to travel event.

**MEALS:** Dollar amount paid for meal expenses related to travel event.

**CAR RENTALS:** Dollar amount paid for car rental expenses related to travel event.

**GROUND TRANSP:** Dollar amount paid for ground transportation expenses related to travel event.

**REGISTRATION:** Dollar amount paid for registration expenses related to travel event.

**TUITION:** Dollar amount paid for tuition expenses related to travel event.

**FEES:** Dollar amount paid for fees related to travel event.

**MISC:** Dollar amount paid for miscellaneous expenses related to travel event.

**TOTAL:** Dollar amount paid for all expenses related to travel event.

## 2. OTH2 (Trip Record Table 2)

OTH2 contains all **actual amounts** for a specific employee's trip and provides the basis for edit checks between TEs/THs and TVs. OTH2 is system maintained. Information is added or modified when a TE/TH/TV document is accepted by NJCFS. OTH2 is the second of two screens comprising the Trip Record Table. Users may "leaf" from OTH2 to OTH1 by placing "L" in the action field and "OTH1" in the screen field and pressing enter. OTH1 is described in Topic II: Travel Authorizations.

The following is a screen image of OTH2:

ACTION: R		SCREEN: OTH2	USERID:	01/23/08	01:37:53 PM
TRIP RECORD TABLE		SCREEN TWO OF TWO			
KEY IS EMPLOYEE NUMBER, TRANSACTION CODE, AGENCY, AND NUMBER					
EMPLOYEE NUMBER: 123456789 00					
EMPLOYEE NAME: ABIGAIL C. MINERMAN		MILEAGE:		0	
:					
TRANS CODE: TE		TRANS AGENCY: 046		TRANS NUMBER: 42300002334	
ACTUAL AMOUNTS:					
AIR/RAIL AMT:	233.60	CAR RENTAL AMT:	0.00		
HOTEL AMT:	396.75	GROUND TRANS AMT:	31.00		
MEALS AMT:	149.00	REGISTRATION AMT:	375.00		
FEES AMT:	0.00	TUITION AMT:	0.00		
MISC EXP AMT:	84.00	MILEAGE AMT:	0.00		
EMPLOYEE ADVANCES:		0.00	TOTAL ACTUAL AMOUNT:	1,269.35	
EMPLOYEE EXPENSES:		660.75	TOTAL REFUND AMOUNT:	0.00	
DIRECT EXPENSES:		608.60	NET ACTUAL AMOUNT:	1,269.35	
OUTSTAND ADVANCES:		0.00			
TRIP CLOSE DATE:					

### KEY FIELDS:

- EMPLOYEE NUMBER
- TRANS CODE
- TRANS AGENCY
- TRANS NUMBER

**EMPLOYEE NUMBER:** Nine-character identification number and two-digit location number of employee from TE/TH/TV.

**EMPLOYEE NAME:** Name that corresponds to employee number.

**MILEAGE:** Number of miles traveled. Not a dollar amount.

**TRANS CODE:** Two-character code identifying specific type of travel document (TE/TH/TV).

**TRANS AGENCY:** Three-character agency code entered on travel document.

**TRANS NUMBER:** Eleven-character document number assigned to travel document.

### ACTUAL AMOUNTS:

**AIR/RAIL AMT:** Dollar amount paid for airline or rail travel.

**CAR RENTAL AMT:** Dollar amount paid for car rental expenses.

**HOTEL AMT:** Dollar amount paid for hotel expenses.

**GROUND TRANS AMT:** Dollar amount paid for ground transportation expenses.

**MEALS AMT:** Dollar amount paid for meal expenses.

**REGISTRATION AMT:** Dollar amount paid for registration expenses.

**FEES AMT:** Dollar amount paid for fees necessary to attend event.

**TUITION AMT:** Dollar amount paid for tuition expenses.

**MISC EXP AMT:** Dollar amount paid for miscellaneous expenses.

**MILEAGE AMT:** Dollar amount paid for mileage.

**EMPLOYEE ADVANCES:** Dollar amount advanced to employee for travel event.

**TOTAL ACTUAL AMOUNT:** Total dollar amount spent on travel event before any refunds of disbursement. Also, total of all travel categories, e.g., AIR/RAIL, HOTEL, MEALS.

**EMPLOYEE EXPENSES:** Dollar amount spent by employee on travel event.

**TOTAL REFUND AMOUNT:** Total dollar amount of refunds of disbursements related to travel event.

**DIRECT EXPENSES:** Amount paid directly to vendors by the State for travel event expenses.

**NET ACTUAL AMOUNT:** Total net expenses related to the travel event (TOTAL ACTUAL AMOUNT less TOTAL REFUND AMOUNT). Also, EMPLOYEE EXPENSES plus DIRECT EXPENSES.

**OUTSTAND ADVANCES:** Dollar amount by which advances exceed employee expenses upon completion of the travel event.

**TRIP CLOSE DATE:** Date travel event was settled (MMDDYY format).

### 3. OTLT (Open Travel Line Table)

OTLT contains the accounting distribution for each line of the travel record. OTLT is system maintained. Lines are added to OTLT when a TE/TH or TV Type M is accepted by NJCFS. Lines are updated or changed when modifications or other TV types are processed.

Once line number 01 of the travel record is retrieved, the user can view additional lines of the record (if any) by pressing enter. Users may "leaf" from OTLT to OTH1 by placing "L" in the action field and "OTH1" in the screen field and pressing enter.

The following is a screen image of OTLT:

```
ACTION: R SCREEN: OTLT USERID: 01/15/08 02:54:33 PM
OPEN TRAVEL LINE TABLE
KEY IS EMPLOYEE NUMBER, TRANSACTION CODE, AGENCY, NUMBER, AND LINE NUMBER
01-
  EMPLOYEE NUMBER: 123456789 00
  TRANSACTION CODE: TV AGENCY: 062 NUMBER: 4550R419046 LINE NUMBER: 01
    FUND: 100 AGENCY: 062 ORG: 4550 SUB ORG:
  APPR UNIT: 061 ACTIVITY: N704 OBJECT: 3030 SUB OBJ:
  JOB/PROJ NO: REPT CAT: W186 TEXT FLAG:
  LINE DESCRIPTION:
    LAST TV REF: DATE: AMOUNT: 0.00
  AUTHORIZED AMT: 0.00 DIRECT EXPENSES: 0.00
  EMPLOYEE EXPENSES: 313.41 EMPLOYEE RECEIPTS: 0.00
  EMPLOYEE ADVANCES: 0.00 ADVANCE DATE:
  OUTSTAND ADVANCES: 0.00
```

#### KEY FIELDS:

- EMPLOYEE NUMBER
- TRANSACTION CODE
- AGENCY
- NUMBER
- LINE NUMBER

**EMPLOYEE NUMBER:** Nine-character identification number of employee and two-digit location number from TV.

**TRANSACTION CODE:** Two-character code identifying specific type of travel document (TV) for travel document line.

**AGENCY:** Three-character agency code entered on travel document line.

**NUMBER:** Eleven-character document number assigned to travel document.

**LINE NUMBER:** Two-character code from travel document line.

**FUND:** Three-character fund code entered on travel document line.

**AGENCY:** Three-character agency code entered on travel document line.

**ORG:** Four-character organization code entered on travel document line.

**SUB ORG:** Four-character sub-organization code entered on travel document line.

**APPR UNIT:** Three-character appropriation unit code entered on travel document line.

**ACTIVITY:** Four-character activity code entered on travel document line.

**OBJECT:** Four-character object code entered on travel document line.

**SUB OBJ:** Two-character sub-object code entered on travel document line.

**JOB/PROJ NO:** Eight-character job/project code entered on travel document line.

**REPT CAT:** Four-character reporting category code entered on travel document line.

**TEXT FLAG:** Flag indicating whether additional information about travel document line has been entered on TETX or TVTX.

**LINE DESCRIPTION:** Description of line that was entered on travel document.

**LAST TV REF:** Agency code and document number of the last TV to reference the specific line.

**DATE:** Date when last TV referenced line (MMDDYY format).

**AMOUNT:** Dollar amount of last TV to reference line.

**DIRECT EXPENSES:** Dollar amount paid directly to vendors by the State related to the specific line.

**EMPLOYEE EXPENSES:** Dollar amount spent by employee on travel that relates to the specific line.

**EMPLOYEE RECEIPTS:** Dollar amount paid by the employee to the State for the return of unused advances related to the specific line.

**EMPLOYEE ADVANCES:** Dollar amount advanced to employee for travel related to the specific line.

**ADVANCE DATE:** Date when an advance was recorded against the specific line (MMDDYY format).

**OUTSTAND ADVANCES:** Dollar amount of employee advances not settled related to the specific line.

#### 4. TVTX (Travel Voucher Text Table)

TVTX stores text associated with TV transactions. Specific travel event information is added to TVTX by an agency when a TV is completed. Information entered in TVTX includes the purpose of attending the event, the location and date of the event, and the method of transportation to the event.

The following is a screen image of TVTX:

ACTION: R	SCREEN: TVTX	USERID:	01/11/08	02:19:08 PM
TRAVEL VOUCHER TEXT TABLE				
KEY IS EMPLOYEE NUMBER, DOC ID, TV LINE NUMBER, TEXT LINE NUMBER				
EMPLOYEE NUMBER: 333333333 08				
DOC ID: TV 082 20802059962				
TV LINE-NO: 01				
EMPLOYEE NAME : MICHELLE A GERKIN				
		TEXT		TEXT LINE
-----				
01-	TRAVELED TO PROVIDENCE, RI BY STATE CAR TO CONDUCT AN AUDIT			001
02-	ON HOOKS SUPER X. TRAVEL DATES WERE 8/6/07-8/10/07.			002
03-				
04-				
05-				
06-				
07-				
08-				
09-				
10-				

#### KEY FIELDS:

- EMPLOYEE NUMBER
- DOC ID
- TV LINE-NO

**EMPLOYEE NUMBER:** Nine-character identification number and two-character location number of employee from TV.

**DOC ID:** Sixteen-character code consisting of transaction code, agency code, and document number of the TV.

**TV LINE-NO:** Two-character line number from TV for text.

**EMPLOYEE NAME:** Name that corresponds to employee number.

**TEXT:** Text that was entered on line number of TV.

**TEXT LINE:** Optional. User may enter line number or the system will default line numbers based on previous line number. If blank, an increment of 2 is added to previous line number.

## 5. ORQH (Open Requisition Header Table)

ORQH contains summary information for outstanding travel authorizations (TE/TH) and those closed within the last three months. Records are added to ORQH via new TEs/THs and are modified based on transactions that reference the TE/TH.

The information displayed comes from the header of the TE/TH, with the exception of CLOSED AMOUNT and OUTSTANDING AMOUNT.

The following is a screen image of ORQH:

ACTION: R	SCREEN: ORQH	USERID:	11/30/07	12:09:18 PM
OPEN REQUISITION HEADER TABLE				
KEY IS TRANS CODE, REQ AGENCY, REQ NO				
01-				
TRANS CODE: TE	REQ AGCY: 010	REQ NO: 33100000299	BUDGET FY: 06	
REQ DATE: 070214	REQ TYPE: 1	COMMENTS:	OFF RSRV ACCT: 3410	
REQ AMOUNT: 1,047.94		OUTSTANDING AMOUNT: 0.00		
CLOSED AMOUNT: 1,047.94		REQ CLOSING DATE: 070409		

### KEY FIELDS:

- TRANS CODE
- REQ AGCY
- REQ NO

**OUTSTANDING AMOUNT:** Amount of TE/TH available for use. Calculated as the amount of original TE/TH and all modifications, reduced by encumbrances or TVs that referenced the requisition.

**CLOSED AMOUNT:** Amount of TE/TH closed by encumbrances or TVs that referenced the TE/TH. Additionally, any forced-closed amounts where an "F" indicator on the referencing transaction closed the TE/TH for its total outstanding amount regardless of balance that would otherwise result.

**REQ CLOSING DATE:** Date when all lines associated with TE/TH were closed because the total outstanding amount is 0.00 (YYMMDD format).

## 6. ORQL (Open Requisition Line Table)

ORQL contains information on outstanding travel authorization (TE/TH) lines and those lines closed within the last three months. Records are added to ORQL via new TEs/THs and are modified based on transactions that reference the TE/TH.

The information displayed comes from the lines of the TE/TH, with the exception of CLOSED AMT, OBLIG AMT, and OUTSTG AMT.

The following is a screen image of ORQL:

ACTION: R		SCREEN: ORQL		USERID:		02/06/08		01:30:35 PM	
OPEN REQUISITION LINE TABLE									
KEY IS TRANS CODE, REQ AGENCY, REQ NO, LINE NO									
01-									
TRANS CODE: TE		REQ AGCY: 010		REQ NO: 33100000299		LINE NO: 01			
FUND: 100		AGENCY: 010		ORG: 3310		ACTIVITY: CCCC		OBJECT: 3010	
APPR UNIT: 029		I/G FUND:				I/G AGENCY:			
PROJECT NUMBER:						LINE AMT:		1,047.94	
JOB NUMBER:						CLOSED AMT:		1,047.94	
REPORTING CATEGORY: 0629						OBLIG AMT:		1,047.94	
LAST REF TRANS#/DATE: TV01033102000776 070409						OUTSTG AMT:		0.00	

### KEY FIELDS:

- TRANS CODE
- REQ AGCY
- REQ NO
- LINE NO

**CLOSED AMT:** Dollar amount closed against TE/TH line by encumbrances or TVs that referenced the TE/TH. Additionally, any forced-closed amounts where an "F" indicator on the referencing transaction closed the TE/TH line for its total outstanding amount regardless of balance that would otherwise result.

**OBLIG AMT:** Total dollar amount encumbered or expended against the TE/TH line. Does not include forced-closed line amounts.

**OUTSTG AMT:** Amount of TE/TH line available for use. Calculated as amount of original TE/TH line and all modifications, reduced by encumbrances or TVs that referenced TE/TH line.

## 7. OPVH (Open Payment Voucher Header Table)

OPVH contains summary information for outstanding travel vouchers and travel vouchers closed within the last three months. Records are added to the table via new TVs, modified based on decreasing/increasing TVs, and closed by the system generation of automated disbursements (ADs).

The information displayed comes from the header part of the TV, with the exception of CLOSED VOUCHER AMT, DISC/W9/GARN AMT, OUTSTANDING AMT, and CLOSED VOUCHER DATE. TV Type Ts are not reflected in OPVH.

The following is a screen image of OPVH:

```
ACTION: R SCREEN: OPVH USERID: 01/11/08 01:49:39 PM
OPEN PV HEADER TABLE
KEY IS VENDOR CODE, VOUCHER AGENCY, VOUCHER NUMBER
01-
  VENDOR CD: 333333333 08 AGENCY: 082 VOUCHER NO: 20802059962 TRANS CODE: TV
    NAME: MICHELLE A GERKIN
      : ACH ELECTRONIC PAYMENT
    ADDRESS: 933 LONGMEADOW DR
      :
      : GENEVA IL60134 1618
  BUDGET FY: 08 VOUCHER TYPE: S OFF LIAB ACCT: 2000
    VOUCHER AMT: 1,038.28 DATE: 070831
  CLOSED VOUCHER AMT: 1,038.28 DATE: 070904
    SCHED PYMT DATE: HOLD IND:
    CHECK CATEGORY: AM OUTSTANDING AMT: 0.00
    SINGLE CHECK FLAG: Y DISC/W9/GARN AMT: 0.00
  PROMPT PAYMENT START DATE:
    REFERENCE TYPE:
  REFERENCED TRAVEL DOCUMENT: TE 082 20800001675
```

### KEY FIELDS:

- VENDOR CD
- AGENCY
- VOUCHER NO

**VENDOR CD:** Eleven-character code consisting of nine-character taxpayer ID number or an individual's social security number, and a two-character location code ("00" being the default value).

**AGENCY:** Three-character code of agency that processed TV. Also known as the trans agency.

**VOUCHER NO:** Eleven-character document number assigned to TV.

**TRANS CODE:** Two-character code identifying specific type of payment voucher transaction. "TV" for travel vouchers.

**NAME/ADDRESS:** Vendor name and address as they appear on VEND. If a miscellaneous vendor, name and address entered on TV.

**BUDGET FY:** Applicable budget fiscal year.

**VOUCHER TYPE:** Identifies type of TV. TV types are as follows:

- A: Employee travel advance
- M: Mileage and related expense reimbursement for regular business travel
- S: Settlement of employee travel advance
- V: Direct payment to vendor for employee travel

**OFF LIAB ACCT:** System generated. Balance sheet account 2000, Vouchers Payable, is used for TVs.

**VOUCHER AMT:** Original amount of TV and all adjustments made until disbursement is generated.

**VOUCHER DATE:** Date TV was processed (YYMMDD format).

**CLOSED VOUCHER AMT:** Total amount cleared on TV, includes amount disbursed to payee and any amounts garnished or withheld. Populated with 0.00 until disbursement has been generated.

**CLOSED VOUCHER DATE:** Date when all lines associated with TV were closed because the total outstanding amount is 0.00 (YYMMDD format).

**SCHED PYMT DATE:** Date disbursement will be generated (YYMMDD format). If blank, disbursement has been generated.

**HOLD IND:** "H" indicates TV is on hold and will not be disbursed regardless of SCHED PYMT DATE.

**CHECK CATEGORY:** Optional. Two-character check category code that determines how an automated disbursement generated from a TV will be handled. Refer to Check Category Table (CCAT) for valid check categories.

**OUTSTANDING AMT:** If populated, entire disbursement has not been generated.

**SINGLE CHECK FLAG:** "Y" indicates a separate disbursement will be produced for each line of the TV. Payment lines from other vouchers will NOT be combined with the lines of the TV to create one disbursement. If blank, up to five payment lines for a vendor will be combined together on one disbursement.

**DISC/W9/GARN AMT:** Discount, back-up withholding, and/or garnishment withheld from disbursement.

**PROMPT PAYMENT START DATE:** Date that determines if the payment generated is in violation of the State's prompt payment legislation. Note: Employee's are exempt from prompt payment.

**REFERENCE TYPE:** Not used for TVs.

**REFERENCED TRAVEL DOCUMENT:** Populated with travel authorization document (TE/TH) referenced. Note: This is the link between the TV and the NJCFS travel module. Left blank for non-referenced TVs.

### 8. OPVL (Open Payment Voucher Line Table)

OPVL contains information on outstanding travel voucher lines and travel voucher lines closed within the last three months. Records are added to the table via new TVs, modified based on decreasing/increasing TVs, and closed by the system generation of automated disbursements (ADs).

The information displayed comes from the line level of the TV, with the exception of CLOSED AMT, DISB AMT, W9 WHLD, GARN, LAST CHECK/MW, and LAST CHECK/MW DATE. TV Type Ts are not reflected in OPVL.

The following is a screen image of OPVL:

ACTION: R		SCREEN: OPVL	USERID:	01/11/08	02:09:16 PM
OPEN PV LINE TABLE					
KEY IS VENDOR CODE, VOUCHER AGENCY, VOUCHER NUMBER, PAYEE REFERENCE, LINE NO					
VEND: 333333333 08	VOUCHER AGENCY: 082	VOUCHER NO: 20802059962			
PAYEE REFERENCE: TRIP SETTLEMENT 8/6-10/07	LINE NO: 01				
TRANS CD: TV	FUND: 100	JOB NUMBER:	TEXT FLAG: Y		
AGENCY: 082	PROJECT:	DESCRIPTION:			
ORG: 2080	BS ACCOUNT:	DISC/W9/GARN AMT: 0.00			
SUB-ORG:	OBJECT: 3010	PV LINE AMOUNT: 1,038.28			
APPR UNIT: 004	SUB-OBJ:	CLOSED AMT: 1,038.28			
ACTIVITY: U999	REPT CATG:	DISB AMT: 1,038.28			
REV SRCE:	SUB-REV SRCE:	COMMODITY:	CONTRACT NBR:		
DISC PCT: 0.00	DISC TYPE:	W9 WHLD: N	GARN: N		
LAST CHECK/MW: ADA0709044353	LAST CHECK/MW DATE: 070904				
***** REFERENCE DOCUMENT *****					
TRANS CODE: TE	AGENCY: 082	NUMBER: 20800001675	LINE: 01	DATE: 08 31 07	

#### KEY FIELDS:

- VEND
- VOUCHER AGENCY
- VOUCHER NO
- PAYEE REFERENCE
- LINE NO

**VEND:** Eleven-character code consisting of nine-character taxpayer ID number or an individual's social security number, and a two-character location code ("00" being the default value).

**VOUCHER AGENCY:** Three-character code of agency that processed TV. Also known as the trans agency.

**VOUCHER NO:** Eleven-character document number assigned to TV.

**PAYEE REFERENCE:** Thirty characters used for descriptive information related to TV line. Will appear on check stub or addenda record for ACH payments.

**LINE NO:** Two-character code from TV.

**TRANS CD:** Two-character code identifying specific type of payment voucher transaction. "TV" for travel vouchers.

**FUND:** Three-character code identifying source of funding for TV line.

**JOB NUMBER:** Left blank except for agencies that use the NJCFS Job Cost Module for cost allocation purposes.

**TEXT FLAG:** "Y" indicates additional text was entered for TV line and is stored on TVTX.

**AGENCY:** Three-character code assigned to each department.

**PROJECT:** Eight-character code used to define a specific project. Left blank unless the referenced APPR record's G/P REQ'D field contains a "P" or a "B."

**DESCRIPTION:** Twelve-character line description.

**ORG:** Four-character code assigned to each organization or division. Not always equal to the appropriation level organization as agencies may use expense budget organization codes or low-level reporting organizations.

**BS ACCOUNT:** Four-character balance sheet account code. Blank if an object or revenue source is used.

**DISC/W9/GARN AMT:** Discount (PVs only), back-up withholding, and/or garnishment withheld from disbursement.

**SUB-ORG:** Four-character code assigned to each sub-organization.

**OBJECT:** If applicable, four-character code designating the nature of the payment (e.g., travel State business, conferences/conventions, travel - staff training).

**PV LINE AMOUNT:** Original amount of TV line and all modifications made until disbursement is generated.

**APPR UNIT:** Three-character code used to differentiate one appropriation from another having the same budget fiscal year, fund, agency, and organization.

**SUB-OBJ:** Optional. Two-character code that further defines an object.

**CLOSED AMT:** Total amount cleared on the TV line, includes amount disbursed to payee and any amounts garnished or withheld. Populated with 0.00 until disbursement has been generated.

**ACTIVITY:** Optional. Four-character code indicating function or activity related to TV line.

**REPT CATG:** Left blank unless the G/P REQ'D field of the referenced APPR record contains a "G" or "B."

**DISB AMT:** Amount of TV line disbursed. Total of TV line reduced by back-up withholding. Note: Garnishment amounts (portion of payment used to offset debts owed to the State or federal government) will be reflected in the disbursed amount.

**REV SRCE:** If applicable, four-character code indicating origin of revenue.

**SUB-REV SRCE:** Optional. Four-character code indicating origin of the sub-revenue.

**COMMODITY:** Blank for TVs.

**CONTRACT NBR:** Blank for TVs.

**DISC PCT:** Blank for TVs.

**DISC TYPE:** Blank for TVs.

**W9 WHLD:** "Y" indicates back-up withholding was taken before vendor was paid. Amount of withholding is included in DISC/W9/GARN.

**GARN:** "Y" indicates disbursement was garnished before vendor was paid. Amount of garnishment is included in DISC/W9/GARN.

**LAST CHECK/MW:** Disbursement number (check or ACH) of closed TV line. Note: If payment was garnished for debts owed to the State or federal government, disbursement number denotes disbursement to garnishor.

**LAST CHECK/MW DATE:** Date disbursement was generated.

**REFERENCE DOCUMENT:**

**TRANS CODE:** Two-character transaction code of encumbrance or pre-encumbrance referenced by TV line.

**AGENCY:** Three-character code of agency submitting encumbrance or pre-encumbrance referenced by TV line.

**NUMBER:** Eleven-character transaction number of encumbrance or pre-encumbrance referenced by TV line.

**LINE:** Two-character line number of encumbrance or pre-encumbrance referenced by TV line.

**DATE:** Entry date of encumbrance or pre-encumbrance referenced by TV line (DDMMYY format).

**9. ETSM (Employee Travel Summary Table)**

ETSM is used for inquiry against employee travel records. ETSM lists all employees who are authorized to travel, have traveled, or had travel advances, and the number of trips. It also records the cumulative advances received by the employee and the year-to-date expenses incurred by the employee. ETSM is system maintained. Lines are added when a TE/TH/TV is accepted by NJCFS, and changed when modifications to these documents are processed.

The following is a screen image of ETSM:

ACTION: R		SCREEN: ETSM	USERID:	03/12/08	10:45:45 AM
EMPLOYEE TRAVEL SUMMARY					
KEY IS FISCAL YEAR AND EMPLOYEE NUMBER					
01-					
FY: 08		EMPLOYEE NUMBER: 432198765 00			
		EMPLOYEE NAME: GAWN ALLOT			
		:			
		LAST ACTION DATE: 02 28 08		TRIPS YTD: 008	
		OUTSTANDING ADVANCES:		0.00	
		EMPLOYEE EXPENSES YTD:		2,216.39	
02-					
FY: 08		EMPLOYEE NUMBER: 432198766 00			
		EMPLOYEE NAME: STAN DUPFORE			
		:			
		LAST ACTION DATE: 02 19 08		TRIPS YTD: 003	
		OUTSTANDING ADVANCES:		0.00	
		EMPLOYEE EXPENSES YTD:		213.56	

**KEY FIELDS**

- FY
- EMPLOYEE NUMBER

**FY:** Fiscal year in which the travel has occurred.

**EMPLOYEE NUMBER:** Nine-character identification number and two-digit location number of employee from TE/TH/TV.

**EMPLOYEE NAME:** Name of employee traveling.

**LAST ACTION DATE:** Date of last transaction that updated record.

**TRIPS YTD:** Total number of trips taken by employee in the fiscal year.

**OUTSTANDING ADVANCES:** Cumulative amount of advances owed by employee that has not been paid back to the State.

**EMPLOYEE EXPENSES YTD:** Amount of travel expenses employee has incurred in the fiscal year.

## C. Procedures

### 1. Enter a new TV:

- a) Ensure adequate funds are available to expend.
  - (1) TV referencing an encumbrance (AO/PO) or pre-encumbrance (TE/TH).
    - Scan OPOH/OPOL or ORQH/ORQL respectively to verify that there are sufficient funds in the selected encumbrance/pre-encumbrance to support the expenditure.
  - (2) TV not referencing an encumbrance or pre-encumbrance (TV Type M only).
    - Scan APPR to verify that the uncommitted amount is sufficient to support the amount of the expenditure.
    - Scan EXPB to verify that an expense budget record exists for the object code being referenced. If spending control is established at this level, confirm that sufficient funds are available.
- b) Enter a TV to initiate the payment and record the expenditure.
- c) Review the TV for completeness, accuracy, and adherence to policies.
- d) Perform a quick edit of the TV and correct errors if necessary.
- e) If TV edits are completed successfully, apply all levels of approval to process the document.

### 2. Modify/cancel an outstanding TV:

- a) If increasing an outstanding TV, ensure adequate funds are available.
  - (1) TV referencing an encumbrance (AO/PO) or pre-encumbrance (TE/TH).
    - Scan OPOH/OPOL or ORQH/ORQL respectively to verify that there are sufficient funds in the selected encumbrance/pre-encumbrance to support the increase.
  - (2) TV not referencing an encumbrance or pre-encumbrance (TV Type M only).
    - Scan APPR to verify that the uncommitted amount is sufficient to support the amount of the increase.
    - Scan EXPB to verify that an expense budget record exists for the object code being referenced. If spending control is established at this level, confirm that sufficient funds are available.
- b) Enter the TV document number to be modified/cancelled.
- c) Review the TV modification/cancellation for completeness, accuracy, and adherence to policies.
- d) Perform a quick edit of the TV and correct errors if necessary.
- e) If TV edits are completed successfully, apply all levels of approval to process the document.

## D. Document Entry

### 1. TV (Travel Voucher)

A TV is used to initiate payment for travel-related expenses. The document consists of two screens. The first screen contains the descriptive information about the payment; the second screen contains the accounting distribution information. Each numbered detail line on the second screen of a TV includes two rows of information. Screen 2 can be accessed by pressing the enter key upon completion of Screen 1.

The following is a screen image of Screen 1 of the TV:

FUNCTION: NEW	DOCID: TV	05/08/06	08:57:45 AM
STATUS:	BATID:	ORG:	
TRAVEL VOUCHER INPUT SCREEN			
DATE:	ACCTG PRD:	BUDGET FY:	ACTION: TYPE:
CMNTS:	PP START:	SCH PAY DT:	STATUS FLAG:
REF TRAVEL DOCUMENT:	TRANS CD:	TRANS AGY:	TRANS NUMBER:
CHECK CAT:	SINGLE CHECK FLAG:	TRIP DATES: FROM:	TO:
EMPLY ID:	TRV ASGT CLS:	VENDOR:	
NAME:		NAME:	
:		:	
ADDR:		ADDR:	
:		:	
:		:	
EVENT FY:	EVENT CODE:	DESCRIPTION:	
SELLER: FUND:	AGENCY:	ORG: APU: ACTY:	OBJECT:
	MILEAGE:	I/D: AMOUNT:	
AIR/RAIL AMT:		I/D: CAR RENTAL AMT:	I/D:
HOTEL AMT:		I/D: GROUND TRANS AMT:	I/D:
MEALS AMT:		I/D: REGISTRATION AMT:	I/D:
FEES AMT:		I/D: TUITION AMT:	I/D:
MISC EXP AMT:		I/D: ADVANCE AMT:	I/D:
TOTAL ACTUAL AMT:		CALCULATED DOC TOTAL:	
A--*HD37-TYPE BATID/DOCID & PRESS ENTER			

**DOCID:** When modifying, cancelling, or re-opening a TV, the original document ID must be entered. Note: If a modification is entered when the original voucher transaction is on SUSF in ACCPT status, then the modifying transaction must be processed with a batch ticket record to make it unique. If not, the modifying transaction will be rejected as a duplicate transaction.

**DATE:** Optional. Enter the current date. If left blank, is populated by the date the transaction is accepted by the system.

**ACCTG PRD:** Enter the accounting period in fiscal month, fiscal year (FMFY) format. The accounting period must equal the current open accounting period, regardless of the budget fiscal year applicable to the transaction. For example, if you are processing a transaction against a budget fiscal year 2006 account in September 2007, the accounting period should be 0308.

**BUDGET FY:** Enter the last two digits of the fiscal year of the appropriation or revenue account(s) that will be referenced on the lines of the voucher.

**ACTION:** Enter "E" to enter a new TV or "M" to modify, decrease, or cancel a TV. Defaults to "E" if left blank. Modifying a TV allows you to add lines to an existing TV, change the amounts of existing lines, or to

cancel a line (decrease a line amount to zero). Note: It is not possible to change the account code distribution on an existing line; you must cancel the existing line and code a new line.

**TYPE:** Enter the one-character code identifying the nature of the payment. TV types are as follows:

- A: Employee travel advance
- M: Mileage and related expense reimbursement for regular business travel
- S: Settlement of employee travel advance
- T: Reimbursement of the central office travel account for air/rail expenses
- V: Direct payment to vendor for employee travel

**CMNTS:** Optional. Enter a description about the document. Maximum of 12 characters.

**PP START:** Required if the vendor is subject to prompt payment guidelines; otherwise, leave blank. Enter the later of the date on which goods/services were accepted or the date on which a properly completed State invoice or similar statement is received. If payment is not generated for the vendor within 60 days of this date, interest on the amount is calculated and paid to vendor. A vendor is exempt from prompt payment interest if its VEND record indicates PP EXEMPT "Y."

**SCH PAY DT:** Optional. Enter date to schedule the disbursement of cash. Based on this date, an ACH payment or a check will be generated. If left blank, defaults to the next calendar date. Consult SETL for the date of settlement based on an entered SCH PAY DT.

**STATUS FLAG:** Required on TV Type S only. Enter "C" to close the record when no further activity will be processed against the TE/TH. If left blank, defaults to "O." Entering "O" will ensure that the TE/TH remains active.

**REF TRAVEL DOCUMENT (Not used for TV Type M):**

**TRANS CD:** Enter the transaction code of the TE/TH that this transaction references.

**TRANS AGY:** Enter the transaction agency code of the TE/TH this transaction references.

**TRANS NUMBER:** Enter the document number of the TE/TH that this transaction references.

Note: After the referenced travel document ID has been entered, the system will automatically generate the employee information associated with the originating TE/TH document.

**CHECK CAT:** If applicable, enter the appropriate two-character check category code that applies to the payment. If the user wishes to prevent the resulting check from going through the mail, a numeric (00-99) "hold check" check category code should be used. If the user wishes to record checks printed offline of NJCFS or bank wires that were processed outside of NJCFS, then the appropriate alphanumeric check category should be used.

**SINGLE CHECK FLAG:** Optional. Enter "Y" for a separate disbursement to be produced for each line of the travel voucher. Payment lines from other vouchers will NOT be combined with the lines of the travel voucher to create one disbursement. If blank, up to five payment lines for a vendor will be combined together on one disbursement.

**TRIP DATES:** Except for TV Type M, trip dates are generated by the system from the dates listed on the originating TE/TH. Trip dates cannot be changed on the TV document.

**FROM:** For TV Type M, enter the beginning date for which mileage reimbursement is being paid.

**TO:** For TV Type M, enter the ending date for which mileage reimbursement is being paid.

**EMPLY ID:** Enter nine-character employee identification number and two-digit location number of employee for whom travel expenses are authorized or, in the case of blanket travel, the agency identification number.

**TRV ASGT CLS:** Enter the one-character code indicating classification of employee's travel status. Required on TV Type A and Type M.

- A: Employees who travel infrequently.
- B: Employees who travel on a regular basis but have an official station.
- C: Employees who travel on a regular basis but have no official station.
- D: Weekend/holiday travel.

**VENDOR:** For TV Type V only, enter the eleven-character code consisting of nine-character vendor number, and a two-character location code ("00" being the default value).

**NAME (Employee):** Leave blank. Inferred from VEND.

**NAME (Vendor):** Leave blank. Inferred from VEND.

**ADDRESS (Employee):** Leave blank. Inferred from VEND.

**ADDRESS (Vendor):** Leave blank. Inferred from VEND.

**EVENT FY:** Leave blank. Inferred from TE/TH. Not used on TV Type M.

**EVENT CODE:** Leave blank. Inferred from TE/TH. Not used on TV Type M.

**DESCRIPTION:** Leave blank. Inferred from EVNT. Not used on TV Type M.

**MILEAGE:** For TV Type M only, enter the number of miles traveled. Note: On TV Type S transactions, mileage is calculated manually and entered in the Ground Transportation field.

**I/D:** Enter "I" to increase or "D" to decrease. Defaults to "I" when the action is "E."

**AMOUNT:** Leave blank. Mileage dollar amount is automatically calculated.

**AIR/RAIL AMT:** For Type S and Type T only, enter the actual amount to be paid for air/rail expenses.

**I/D:** Enter "I" to increase or "D" to decrease the amount of the air/rail payment. Defaults to "I" when the action is "E."

**CAR RENTAL AMT:** For Type S and Type V only, enter the actual amount to be paid for car rental expenses.

**I/D:** Enter "I" to increase or "D" to decrease the amount of the payment for car rental expenses. Defaults to "I" when the action is "E."

**HOTEL AMT:** For Type S and Type V only, enter the actual amount to be paid for hotel charges, including applicable taxes.

**I/D:** Enter "I" to increase or "D" to decrease the amount of the hotel expense payment. Defaults to "I" when the action is "E."

**GROUND TRANS AMT:** For Type M and Type V only, enter the actual amount to be paid for bus, taxi, parking, and toll expenses. For TV Type S, calculate mileage manually and enter dollar amount in this field. Note: Train fare can be included for TV Type M only.

**I/D:** Enter "I" to increase or "D" to decrease the amount of the payment for ground transportation expenses. Defaults to "I" when the action is "E."

**MEALS AMT:** For Type A, Type S and Type V only, enter the actual amount to be paid to for meal expenses.

**I/D:** Enter "I" to increase or "D" to decrease the amount of the payment for meal expenses. Defaults to "I" when the action is "E."

**REGISTRATION AMT:** For Type S and Type V only, enter the actual amount to be paid for registration expenses.

**I/D:** Enter "I" to increase or "D" to decrease the amount of the payment for registration expenses. Defaults to "I" when the action is "E."

**FEES AMT:** For Type S and Type V only, enter the actual amount paid to be paid for fees necessary to attend the event.

**I/D:** Enter "I" to increase or "D" to decrease the amount of the payment for fees. Defaults to "I" when the action is "E."

**TUITION AMT:** For Type S and Type V only, enter the actual amount to be paid for tuition expenses.

**I/D:** Enter "I" to increase or "D" to decrease the amount of the payment for tuition. Defaults to "I" when the action is "E."

**MISC EXP AMT:** For Type A and Type S only, enter the actual amount to be paid for miscellaneous expenses (i.e., maid, bellhop, and porter).

**I/D:** Enter "I" to increase or "D" to decrease the amount of the payment for miscellaneous expenses. Defaults to "I" when the action is "E."

**ADVANCE AMT:** For Type A only, enter the amount of travel advance to be paid to employee. Maximum travel advance amounts are contained in OMB's Travel Regulations.

**I/D:** Enter "I" to increase or "D" to decrease the amount of the travel advance. Defaults to "I" when the action is "E."

The following is a screen image of Screen 2 of the TV:

FUNCTION:		DOCID:		02/23/07		02:08:51 PM	
STATUS: ACCPT		BATID:		ORG:		001-001 OF 001	
TRAVEL VOUCHER INPUT SCREEN							
LN -	ORD/REQ	REFERENCE		--			
NO	CD	AGY	NUMBER	LN	TE/TH	LINE	PAYEE REFERENCE
----	----	----	-----	----	-----	-----	-----
FND	AGCY	ORG	SUB ORG	APPR	UNIT	ACTY	OBJT SUB OBJ JOB NO RPT CAT
----	----	----	-----	-----	-----	-----	-----
		BSAC			DESCRIPTION	AMOUNT	I/D P/F TXT
		----			-----	-----	--- --- ---
01-							
02-							
03-							

**LN NO:** Two-character code required for each line on the document. This number, along with the voucher document number, will be used to reference a specific voucher line. When modifying a TV, enter the line number being adjusted.

**CD:** If voucher line is referencing an encumbrance (AO or PO), enter transaction code of encumbrance. If this line is a modification to a previously entered line, enter the code from the original line. Otherwise, leave blank.

**ORD/REQ AGY:** If voucher line is referencing an encumbrance, enter agency code from encumbrance. Otherwise, leave blank.

**REFERENCE NUMBER:** If voucher line is referencing an encumbrance, enter document number from encumbrance. Otherwise, leave blank.

**LN:** If voucher line is referencing an encumbrance, enter encumbrance line number. Otherwise, leave blank.

**TE/TH LINE:** Enter the line number from the referenced travel authorization. Not used on Type M.

**PAYEE REFERENCE:** For Type V, enter information that identifies the vendor invoice or document being paid. For all other types, enter descriptive information about the payment, since this information will be printed on the check stub.

**FND:** For Type M only, enter the fund code to be charged for this voucher line.

**AGCY:** For Type M only, enter the agency code to be charged for this voucher line.

**ORG:** For Type M only, enter the organization code to be charged for this voucher line.

**SUB ORG:** For Type M only, enter the sub-organization code, if any, to be charged for this voucher line.

**APPR UNIT:** For Type M only, enter the appropriation unit to be charged for this voucher line.

**ACTY:** For Type M only, enter the activity code to be charged for this voucher line.

**OBJT:** For Type M only, enter the object code to be charged for this voucher line.

**SUB OBJ:** For Type M only, enter the sub-object code, if any, to be charged for this voucher line.

**JOB NO:** For Type M only, enter the job number, if any, to be charged for this voucher line.

**RPT CAT:** For Type M only, enter the reporting category, if any, to be charged for this voucher line.

**BSAC:** Leave blank. Not used.

**DESCRIPTION:** Optional. Enter a 12-character description about the TV line.

**AMOUNT:** Enter the dollar amount of the TV line in dollars and cents (decimal point is optional). Note: Negative indicators are not required.

**I/D:** Enter "I" to increase or "D" to decrease. Defaults to "I" when the action is "E."

**P/F:** Partial/Final Indicator. Optional. Enter "P" to authorize the partial use of the referenced AO/PO or TE/TH line. Enter "F" to authorize the closing of a referenced order or requisition line regardless of the balance that would otherwise remain. The system therefore brings the referenced line down to zero outstanding despite the amount of the TV line entered. This function is known as a forced close.

**TXT:** Required for Type A, optional for all other Types. Enter "Y" if entering text, then "T" in the document action field. Press enter. Screen will leaf to TVTX. Complete the TVTX screen. Enter "A" then "E" in the action field to return to the TV input screen. Note: As an alternative, after entering "Y," finish coding the TV, and then subsequently go to TVTX to enter text.

## TOPIC IV: TRAVEL REFUNDS

### A. Introduction & Key Concepts

A Travel Refund (TC) is a document that recognizes and records the unused portion of an employee advance, vendor refund, or refund due to excess reimbursement to an employee. A TC is necessary whenever travel-related funds are deposited into a State bank account. A TC records the deposit of cash, the reversal of an expenditure, and updates the open travel tables (OTH2, OTLT, and ETSM). TC Types are as follows:

- TC Type A (unused travel advance)
- TC Type M (excess mileage payment)
- TC Type V (excess vendor payment)
- TC Type X (excess settlement payment)

**B. Applicable Tables:** Only fields specifically applicable to travel refunds are discussed in this section.

**1. OTH2 (Trip Record Table Screen 2)**

OTH2 contains all **actual amounts** for a specific employee's trip and provides the basis for edit checks between TEs/THs and TVs. OTH2 is system maintained. Information is added or modified when a TE/TH/TV document is accepted by NJCFS. OTH2 is the second of two screens comprising the Trip Record Table. Users may "leaf" from OTH2 to OTH1 by placing "L" in the action field and "OTH1" in the screen field and pressing enter.

The following is a screen image of OTH2:

ACTION: R		SCREEN: OTH2	USERID:	01/23/08	01:37:53 PM
TRIP RECORD TABLE		SCREEN TWO OF TWO			
KEY IS EMPLOYEE NUMBER, TRANSACTION CODE, AGENCY, AND NUMBER					
EMPLOYEE NUMBER: 123654789 00					
EMPLOYEE NAME: HECTOR R. DELUNA		MILEAGE:		0	
:					
TRANS CODE: TH		TRANS AGENCY: 062		TRANS NUMBER: 45506438734	
ACTUAL AMOUNTS:					
AIR/RAIL AMT:	449.11	CAR RENTAL AMT:	0.00		
HOTEL AMT:	3,069.13	GROUND TRANS AMT:	125.15		
MEALS AMT:	628.00	REGISTRATION AMT:	375.00		
FEES AMT:	0.00	TUITION AMT:	0.00		
MISC EXP AMT:	79.72	MILEAGE AMT:	0.00		
EMPLOYEE ADVANCES:	495.75	TOTAL ACTUAL AMOUNT:	4,726.11		
EMPLOYEE EXPENSES:	2,364.97	TOTAL REFUND AMOUNT:	1,537.03		
DIRECT EXPENSES:	824.11	NET ACTUAL AMOUNT:	3,189.08		
OUTSTAND ADVANCES:	0.00				
TRIP CLOSE DATE: 12 20 06					

**KEY FIELDS:**

- EMPLOYEE NUMBER
- TRANS CODE
- TRANS AGENCY
- TRANS NUMBER

**TOTAL ACTUAL AMOUNT:** Total dollar amount spent on travel event before any refunds of disbursement. Also, total of all travel categories, e.g., AIR/RAIL, HOTEL, MEALS.

**EMPLOYEE EXPENSES:** Dollar amount spent by employee on travel event.

**TOTAL REFUND AMOUNT:** Total dollar amount of refunds of disbursements related to travel event.

**DIRECT EXPENSES:** Amount paid directly to vendors by the State for travel event expenses.

**NET ACTUAL AMOUNT:** Total net expenses related to the travel event (TOTAL ACTUAL AMOUNT less TOTAL REFUND AMOUNT). Also, EMPLOYEE EXPENSES plus DIRECT EXPENSES.

## 2. OTLT (Open Travel Line Table)

OTLT contains the accounting distribution for each line of the travel record. OTLT is system maintained. Lines are added to OTLT when a TE/TH or TV Type M is accepted by NJCFS. Lines are updated or changed when modifications or other TV types are processed.

Once line number 01 of the travel record is retrieved, the user can view additional lines of the record (if any) by pressing enter. Users may "leaf" from OTLT to OTH1 by placing "L" in the action field and "OTH1" in the screen field and pressing enter.

The following is a screen image of OTLT:

ACTION: R		SCREEN: OTLT	USERID:	02/27/08	10:51:57 AM
OPEN TRAVEL LINE TABLE					
KEY IS EMPLOYEE NUMBER, TRANSACTION CODE, AGENCY, NUMBER, AND LINE NUMBER					
01-					
EMPLOYEE NUMBER: 777889991 00					
TRANSACTION CODE: TE		AGENCY: 046	NUMBER: 42200297331	LINE NUMBER: 01	
FUND: 100	AGENCY: 046	ORG: 4560	SUB ORG:		
APPR UNIT: 141	ACTIVITY: J002	OBJECT: 3020	SUB OBJ:		
JOB/PROJ NO:	REPT CAT: 0626	TEXT FLAG: Y			
LINE DESCRIPTION: CANCEL BALANCE					
LAST TV REF: 046 42204444445		DATE: 02 22 06	AMOUNT:	548.00	
AUTHORIZED AMT:	1,549.78	DIRECT EXPENSES:	950.38		
EMPLOYEE EXPENSES:	548.00	EMPLOYEE RECEIPTS:	51.40		
EMPLOYEE ADVANCES:	599.40	ADVANCE DATE:	12 21 05		
OUTSTAND ADVANCES:	0.00				

### KEY FIELDS:

- EMPLOYEE NUMBER
- TRANSACTION CODE
- AGENCY
- NUMBER
- LINE NUMBER

**DIRECT EXPENSES:** Amount paid directly to vendors by the State related to the specific line, net of travel refunds.

**EMPLOYEE EXPENSES:** Amount spent by the employee on the trip that relates to the specific line.

**EMPLOYEE RECEIPTS:** Amount paid by the employee to the State for the return of unused advances related to the specific line.

**EMPLOYEE ADVANCES:** Total advances given for this trip related to the specific line.

### 3. ETSM (Employee Travel Summary Table)

ETSM is used for inquiry against employee travel records. ETSM lists all employees who are authorized to travel, have traveled, or had travel advances, and the number of trips. It also records the cumulative advances received by the employee and the year-to-date expenses incurred by the employee. ETSM is system maintained. Lines are added when a TE/TH/TV is accepted by NJCFS, and changed when modifications to these documents are processed.

The following is a screen image of ETSM:

ACTION: R		SCREEN: ETSM	USERID:	03/12/08	10:45:45 AM
EMPLOYEE TRAVEL SUMMARY					
KEY IS FISCAL YEAR AND EMPLOYEE NUMBER					
01-					
FY: 08		EMPLOYEE NUMBER: 432198765 00			
		EMPLOYEE NAME: GAWN ALLOT			
		:			
		LAST ACTION DATE: 02 28 08		TRIPS YTD: 008	
		OUTSTANDING ADVANCES: 0.00			
		EMPLOYEE EXPENSES YTD: 2,216.39			
02-					
FY: 08		EMPLOYEE NUMBER: 432198766 00			
		EMPLOYEE NAME: STAN DUPFORE			
		:			
		LAST ACTION DATE: 02 19 08		TRIPS YTD: 003	
		OUTSTANDING ADVANCES: 0.00			
		EMPLOYEE EXPENSES YTD: 213.56			

#### KEY FIELDS

- FY
- EMPLOYEE NUMBER

**OUTSTANDING ADVANCES:** Cumulative amount of advances owed by employee that has not been paid back to the State.

## **C. Procedures**

### **1. Enter a travel refund:**

- a) For an employee's reimbursement of excess settlement payment, review OTH2, OTLT, and ETSM to verify the amount to be reimbursed.
- b) Enter a TC to record the refund.
- c) Ensure the deposit date and total of the TC match the deposit slip.
- d) Review the TC for completeness, accuracy, and adherence to policies.
- e) Perform a quick edit of the TC and correct errors if necessary.
- f) If all TC edits are completed successfully, apply all approvals to process the document.
- g) Review OTH2, OTLT, and ETSM to ensure the document processed correctly and all applicable fields were updated properly.

### **2. Modify a travel refund:**

- a) Review the account on OTH2, OTLT, and ETSM.
- b) Enter a modifying TC by using same TC number as original document and an "M" in the action field.
- c) Ensure the deposit date matches the deposit slip.
- d) Review the TC for completeness, accuracy, and adherence to policies.
- e) Perform a quick edit of the TC and correct errors if necessary.
- f) If all TC edits are completed successfully, apply all approvals to process the document.
- g) Review OTH2, OTLT, and ETSM to ensure the document processed correctly and all applicable fields were updated properly.

## D. Document Entry

### 1. TC (Travel Refund Document)

A TC is used to record the deposit of funds related to a travel refund. A TC can also be used to correct a deposit date, dollar amount, or accounting distribution on a previously entered document. Each deposit slip must be recorded on a separate TC, and refund types cannot be combined. A refund is identified as travel-related by referencing a TE/TH/TV on the TC.

The following is a screen image of a TC:

FUNCTION: NEW	DOCID: TC	02/27/08	02:58:56 PM									
STATUS:	BATID:	ORG:	000-000 OF 000									
H-	TRAVEL REFUND INPUT FORM											
TC DATE:	ACCTG PRD:	BUDGET FY:										
ACTION:	BANK ACCT CODE:	CASH ACCT:	EMPLOYEE NO:									
COMMENTS:	DOCUMENT TOTAL:											
REFUND TYPE:	CALCULATED DOCUMENT TOTAL:											
REF CD	REF AGY	REF NUMBER	REF LN FND	AGY	ORG	SUB ORG	APPR UNIT	ACTI VITY	JOB NUMBER	REPT CATG	BS ACCT	
-----												
OBJ	SUB OBJ	VENDOR NUMBER	DESCRIPTION					AMOUNT		I/D		
-----												
01-												
02-												
03-												

**DOC ID:** When modifying a TC, the original document ID must be entered. Note: If a modification is entered when a TC is on SUSF in ACCPT status, then the modifying TC must be processed with a batch ticket record to make it unique. If not, the modifying TC will be rejected as a duplicate transaction.

**TC DATE:** Enter the date of the deposit of funds into the bank. Must match deposit slip date.

**ACCTG PRD:** Enter the accounting period in fiscal month, fiscal year (FMFY) format. The accounting period must equal the current open accounting period, regardless of the budget fiscal year applicable to the transaction. For example, if you are processing a transaction against a budget fiscal year 2006 account in September 2007, the accounting period should be 0308.

**BUDGET FY:** Enter the last two digits of the budget fiscal year to which this document applies.

**ACTION:** Enter "E" to enter a new TC or "M" to modify, decrease, or cancel a TC. Defaults to "E" if left blank. Modifying a TC allows you to add lines to an existing TC, change the amounts of existing lines, or to cancel a line (decrease a line amount to zero). Note: It is not possible to change the account code distribution on an existing line; you must cancel the existing line and code a new line.

**BANK ACCT CODE:** Enter the two-character bank account code where the funds were deposited. Must be established on the BANK table.

**CASH ACCT:** Leave blank. Automatically inferred from the BANK table.

**EMPLOYEE NO:** Enter the nine-character employee identification number and two-digit location number from the TE/TH/TV to which this document applies.

**COMMENTS:** Optional. Enter comments about the transaction.

**DOCUMENT TOTAL:** Enter the dollar amount, including decimals and cents, of all lines on the document. Must match total on deposit slip.

**REFUND TYPE:** Enter the one-character code identifying the nature of the refund. TC types are as follows:

- TC Type A (unused travel advance)
- TC Type M (excess mileage payment)
- TC Type V (excess vendor payment)
- TC Type X (excess settlement payment)

**CALCULATED DOCUMENT TOTAL:** Leave blank. Automatically populated as the total of all line amounts. Verifies the amount keyed in the DOCUMENT TOTAL.

**REF:** Fields used for refunds referencing TE/TH/TV.

**CD:** TC Types A, V, and X, enter "TE" or "TH".  
TC Type M, enter "TV".

**REF AGY:** Enter the three-character agency code of the referenced TE/TH/TV.

**REF NUMBER:** Enter the eleven-character document number of the referenced TE/TH/TV.

**REF LN:** Enter the two-character line number of the referenced TE/TH/TV.

**FND:** Leave blank. Inferred from the referenced transaction line.

**AGY:** Leave blank. Inferred from the referenced transaction line.

**ORG** Leave blank. Inferred from the referenced transaction line.

**SUB-ORG:** Leave blank. Inferred from the referenced transaction line.

**APPR UNIT:** Leave blank, will be inferred from the referenced transaction line.

**ACTIVITY:** Leave blank. Inferred from the referenced transaction line.

**JOB NUMBER:** Leave blank. Inferred from the referenced transaction line.

**REPT CATG:** Leave blank. Inferred from the referenced transaction line.

**BS ACCT:** Leave blank. Inferred from the referenced transaction line.

**OBJ:** Leave blank. Inferred from the referenced transaction line.

**SUB OBJ:** Leave blank. Inferred from the referenced transaction line.

**VENDOR NUMBER:** Leave blank. Inferred from the referenced transaction line.

**DESCRIPTION:** Enter description of refund.

**AMOUNT:** Enter the dollar amount, including decimals and cents, of the receipt. If correcting a dollar amount, enter dollar amount of the increase or decrease to cash. If modifying the accounting distribution, the original TC line must be cancelled (decreased to zero) and a new line must be entered.

**I/D:** Enter "I" to increase or "D" to decrease the amount. If left blank, defaults to "I" when the action is "E."