Lewis Online Travel System
Preparer's/Traveler's Manual
Release 1.0

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November 1992

Prepared for the
Lewis Research Center
Under Contract NAS3-25266
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Welcome

The Lewis Online Travel System (LOTS) is a menu-driven interactive application that automates nearly all of the functions associated with government travel. The purpose of this manual is to provide LOTS users with concise instructions for using the computerized application. As such, it will not go into the details of travel regulations.
Displays

Because of space and format considerations, LOTS displays presented in this manual may be abbreviated to show only the relevant portions of the display. In some cases, the actual phrasing of a field name may be abbreviated as well, but these changes should be obvious from their names and locations on the displays.

The portions of the displays where you are expected to enter information will appear shaded as in the example above (although most often it is a set of single quotation marks and an underscore ("_"), rather than a shaded area, that appear on the actual LOTS screen).
Programmable Function Keys

Programmable function (PF) key functions are sometimes listed at the bottom of the LOTS displays. For the sake of brevity, these functions will be omitted from most of the displays presented in this manual. The function of the PF keys are clearly presented by LOTS, and you should not have a problem understanding their meaning.

With the variety of workstations used to access LOTS, several PF keys (also known as “F” keys) were assigned to the same function. For instance, the PF 11 and PF 23 keys perform the same function. Do not be concerned if your workstation has only one of these PF keys. Select the one available for the function you wish to use.

The following are some of the more commonly used PF keys.

- **PF1:** Help (does not appear on all LOTS screens).
- **PF 10 or PF 22:** Save the information that has been input up to that point and hold it until later.
- **PF 11 or PF 23:** Return to the previous menu.
- **PF 12 or PF 24:** Exit LOTS and return to the Business Applications Menu.

**Warning:** Using any PF key other than PF10 or PF22 will not save any information that has been entered, and may possibly terminate the entire process.
Conventions

Different type styles are used in this manual to help you distinguish entries, actions, and keystrokes in LOTS.

Words or letters that you must type will appear in bold italics. For example, CESN or NATQ.

Screen information that applies to you personally, such as your social security number, will appear in angle brackets. For example, <Your Social Security Number> or <Your TAC Number>. Screen information that is based on previous input, such as dollar amounts, will appear in italics. For example, 100.00. Information that appears in italics may or may not correspond to that which is listed in the manual.

Keystrokes of specific keys will appear as that key, such as Enter or F11.

The word “press” refers to pressing a single key, such as the Tab key. The word “type” refers to entering information by typing one or more keys.

Getting around in LOTS

When information is to be entered into more than one field on any given screen, you may cursor from field to field using the Tab key; to go backwards, press the Shift and Tab keys simultaneously.

There are times when you will not need to press any key to advance from one field to the next; specifically, when the information entered exactly fills the space provided. This occurs most frequently with single-letter entries, such as “Y” or “N.”

If you need help

If you experience any difficulty with the system, please call the PMO at 3-9800.
Logon to LOTS

In order to logon to LOTS, you must go through the CICS MVS/XA pathway. This pathway is the “road” to the LOTS software. LOTS is processed under IBM’s MVS/XA operating system, which is located on one of the two Amdahl 5870s housed in the Research Analysis Center. To reach the LOTS software, you must establish a pathway from your workstation to the Amdahl. The logon process establishes that pathway.

12:34:56 02/19/90
Lewis Information Management System
NASA / EDS

1 ➔ HELP  6 ➔ User Menu
2 ➔ Version 3.0 Release Notes  7 ➔ Boot User Configuration
3 ➔ Leave Message on Terminal  8 ➔ Public Domain Software
4 ➔ Check ALL-IN-1 Mail  9 ➔
5 ➔ Exit to LIMS LOGO  0 ➔ Exit to DOS

A ➔ ALL-IN-1
B ➔ WPS-PLUS/DOS
C ➔ PC/VAX File Transfer
D ➔ WordPerfect 5.1
E ➔ 3270 Access
F ➔ Business Systems Access
G ➔ LIMS VAXcluster
H ➔ Network Connections
I ➔ CBI Training
J ➔ Printer Fonts/Utilities
K ➔ PC System Configuration
L ➔ DOS Utilities
M ➔ Network Printer Facility
N ➔ Software Update

LIMS Main Menu -- Version 3.0

1. From the LIMS Main Menu, press F then Enter

Pressing “F” (Business Systems Access) begins the logon process, much of which is automatic. Your workstation will run through a series of screens as it establishes the pathway to the Business Application Menu.

Lewis Online Travel System
Your userid is the three- to eight-character name assigned to you by the Central Userid Administrator. If you have not entered the system before, use the password assigned to you. You may enter a new password at any time. However, every 90 days the system will require you to change it.

1. Type your userid, then press Tab.

Warning: Do NOT press the Enter key to move from field to field on this display. Doing so will invalidate the logon procedure.

2. Type your password.

3. If required, press Tab then type a new password.

4. Press Enter.
Logon

1. Type \textit{NATQ} and press \textit{Enter}.
Logon

<table>
<thead>
<tr>
<th>Application</th>
<th>Application Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CASHIER</td>
<td>1 - LOTS Cashier Library</td>
</tr>
<tr>
<td>ELECAUTH</td>
<td>2 - LOTS Electronic Authorization</td>
</tr>
<tr>
<td>FMDTRAV</td>
<td>3 - LOTS FMD/Travel Branch Library</td>
</tr>
<tr>
<td>TRAVEL</td>
<td>4 - LOTS General Traveler's Library</td>
</tr>
<tr>
<td>TRVDBA</td>
<td>5 - LOTS DBA Library</td>
</tr>
<tr>
<td>TRVRESV</td>
<td>6 - LOTS Reservations Library</td>
</tr>
</tbody>
</table>

X - Exit Business Applications
? - Help

Type Application or Option Number and press ENTER.

PF1 - Help   PF3 - User Profile   PF12 - Exit

1. Press (in this case) or type TRAVEL and press Enter

The various options are sorted alphabetically by application, rather than by the application's name. Which applications you will see, and their corresponding numbers, will depend on which systems you have access to.
At this point, you will see the screen pictured above. Each option represents a different function of LOTS. Each option is addressed in a separate section of this manual, presented in the order listed above. Please refer to the appropriate section.
Logoff

Logoff is the procedure you use to exit LOTS and return to the LIMS system. It is important to logoff properly in order to prevent a system lock up or LIMS port hang-up.

You may use the following steps to logoff either at the end of a procedure, or should you need to exit for any reason in the middle of a procedure. If you logoff in the middle and wish to save the information, remember to press the PF10 key.

PF10 OR PF22 = SAVE & HOLD
PF11 OR PF23 = PREVIOUS MENU
PF12 OR PF24 = EXIT

1. If desired, press F10

Pressing PF10 saves your input up to this point, allowing you to retrieve it later; if you do not wish to save the information, then skip step one.

2. Press F12

There is no need to press the Enter key.

Lewis Online Travel System
Logoff

BUSINESS APPLICATIONS MENU
for <Your Name>
UFLMENU1/ <Your Userid>
Printer: P31LM164

<table>
<thead>
<tr>
<th>Application</th>
<th>Application Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CASHIER</td>
<td>1 - LOTS Cashier Library</td>
</tr>
<tr>
<td>ELECAUTH</td>
<td>2 - LOTS Electronic Authorization</td>
</tr>
<tr>
<td>FMDTRAV</td>
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<tr>
<td>TRAVEL</td>
<td>4 - LOTS General Traveler's Library</td>
</tr>
<tr>
<td>TRVDBA</td>
<td>5 - LOTS DBA Library</td>
</tr>
<tr>
<td>TRVRESV</td>
<td>6 - LOTS Reservations Library</td>
</tr>
</tbody>
</table>

X - Exit Business Applications
? - Help

Type Application or Option Number and press ENTER.

PF1 - Help  PF3 - User Profile  PF12 - Exit

1. Press [F12] or type EXIT or X and press [Enter]
Add a Travel Request

Adding a travel request is the first step in the process. You will be asked to supply the basic information, such as the traveler’s social security number and the type of trip, as well as more detailed information, such as itineraries and modes of transportation.

1. Press 1 then Enter

Selecting option number one will take you to the travel request maintenance menu, where you may add and modify requests.
Add a Travel Request

1. Press 1 then 0 then Enter

At this time, you may want to select option 10, a listing of Object Classes. You will need this information after several more steps. Getting the information now will save you the trouble of backtracking later.
Add a Travel Request

1. Press A then Enter

Performing this operation will display a screen (shown on the following page) listing by number and describing the various object classes. Selecting "A" allows you to view all of the choices as displayed on the entire series of screens. Selecting "D" or "F" simply limits the number of codes displayed.

Selecting option "B" displays one code - 2143 - that is used only for non-NASA travelers, such as contractors or invitational travelers.
Add a Travel Request

1. Press Enter to page through the screens.

2. Locate an appropriate object class.

There is no information to enter at this point. You will need to enter one of these four-digit numbers when you reach page 8 of this section, however.

3. Press F11 twice to return to the Travel Request Maintenance Menu.

If you scroll all the way through the series (returning to the screen pictured on the previous page), you only need to press PF11 once.
Add a Travel Request

1. Press 1 then Enter

Option “1,” Add a Travel Request, is the first step in the travel request process.
Add a Travel Request

<table>
<thead>
<tr>
<th>TRAVELER'S SOCIAL SECURITY NUMBER</th>
<th>FISCAL YEAR</th>
<th>TRAVEL TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1991</td>
<td></td>
</tr>
</tbody>
</table>

**1.** Type the social security number of the traveler.

There is no need to press the Tab key here; filling in a proper 10-digit social security number will automatically advance the cursor to the next field.

**2.** Type the proper fiscal year (It may be correct as shown).

**3.** Press **S** then **Enter**

The Single Trip, choice “S,” is the most common. It is used for any trip by a NASA employee within the continental United States. (Travel to Hawaii and Alaska fall under the Foreign Trip category.) Other options will be explained later in this manual. Please refer to the section entitled, “Other Travel Types.”
This page intentionally left blank
Add a Travel Request

1. Type the proper Funding Org Code. It may be correct as shown; if so, press Tab.

2. Type the proper Object Class. Refer to pages 2 through 4 of this section for help.

3. Type a valid Job Order Number.

If you do not have an appropriate Job Order Number, type P, zero, zero, and your four-digit organization code. (e.g. P001000.)

4. Supply a Point of Contact and Purpose of Travel (include preparer's name and PABX). Press the Tab key as necessary to advance to the next blank space.

5. Select the proper Expense Indicator Code from the choices listed. If you choose “A” or “B,” you must fill in the Actual Expenses Amount Per Day at the bottom of the screen.
Add a Travel Request

6. Press Y or N as appropriate, under “Gov't Charge Card Exception” and “More Purpose.”

Choosing “Y” under “Gov't Charge Card Exception” indicates that your traveler does not wish to use the government charge card for lodging and/or the airline ticket, and takes you to the screen pictured on page 3-11. Choosing “Y” under “More Purpose” takes you to an additional screen, shown on the next page, where you can enter more trip information.

7. If you chose “A” or “B” in step 5, then type the anticipated expenses per day; otherwise, press Tab.

8. Press Enter
Add a Travel Request

PURPOSE OF TRAVEL:

MORE PURPOSE? (Y/N) N

Remember, this screen will appear only if you answered "Yes" to the question, "More Purpose?"

1. Supply any additional information regarding the purpose of the trip. Press the Tab key as needed to scroll to the end.

2. Press Y or N

3. Press Enter
Add a Travel Request

Add TRAVEL REQUEST FOR TAC <Your TAC Number>

USE GOVERNMENT CHARGE CARD FOR AIRLINE TICKET? (Y/N)  N

REQUEST AN ADVANCE FOR LODGING BECAUSE HOTEL/MOTEL DOES NOT ACCEPT GOVERNMENT CHARGE CARD? (Y/N)  Y

PLEASE PROVIDE THE NAME AND LOCATION OF THE HOTEL/MOTEL AND ANY OTHER JUSTIFICATION:

_________________________________________________________________
_________________________________________________________________

Remember, this screen will appear only if you answered “Yes” to the question, “Gov't Charge Card Exception?” Note: Default values will be displayed. You may use these or change them as required.

1. Press  Y  or  N  Select “No” if you want the ticket to be centrally billed.

2. Press  Y  or  N  If you answered “Yes,” you must provide the information requested.

Proper hotel justification is needed for exception approval. Be as complete as possible.

3. Press  Enter  

Lewis Online Travel System
## Add a Travel Request

**TDY ITINERARY:**

<table>
<thead>
<tr>
<th>TDY LOCATION (CITY AND STATE)</th>
<th>DUTY DATE (YYYYMMDD)</th>
<th>TIME (HHMM)</th>
<th>AN LV</th>
<th>SITE VISITED</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPART: CLEVELAND OH</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ARRIVE:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEPART:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ARRIVE:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEPART:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ARRIVE:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ANY MEALS OR LODGING INCLUDED IN A REGISTRATION FEE OR PROVIDED AT GOVERNMENT EXPENSE? (Y/N)**

<table>
<thead>
<tr>
<th>N</th>
<th>PF10 OR PF22 = SAVE &amp; HOLD</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>PF11 OR PF23 = PREVIOUS MENU</td>
</tr>
<tr>
<td>N</td>
<td>PF12 OR PF24 = EXIT</td>
</tr>
</tbody>
</table>

1. Type the proper itinerary information—city, state, date and hour of arrival, whether annual leave is to be used (answer with a two-digit number indicating the number of days to be used; if no annual leave will be used, leave it blank by pressing the Tab key) and site to be visited.

   The date must be entered using the following format only: a four-digit year, a two-digit month, and a two-digit date. For example, February 19, 1991 would be listed as “19910219.”

2. Answer both questions at the bottom by typing either Y or N.

   Answering “Y” for “Any Meals or Lodging ...” will display the menu on the following page. If you answer “N,” you will omit this step. Answering “Y” for “More TDY Itinerary” will display another menu that is identical to this one. The same information may then be entered.

3. Press **Enter**
### Add a Travel Request

**ADD TRAVEL REQUEST FOR TAC <Your TAC Number>**

**MEALS AND/OR LODGING AT GOVERNMENT EXPENSE:**

<table>
<thead>
<tr>
<th>TDY LOCATION</th>
<th>DUTY DATE</th>
<th>BREAKFAST</th>
<th>LUNCH</th>
<th>DINNER</th>
<th>LODGING / COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEP: CLEVELAND OH</td>
<td>19910219</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ARR: WASHINGTON DC</td>
<td>19910219</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEP: WASHINGTON DC</td>
<td>19910220</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ARR: CLEVELAND OH</td>
<td>19910220</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEP:</td>
<td></td>
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<tr>
<td>ARR:</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEP:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**YOUR COST**

*ENTER NUMBER OF DAYS PROVIDED/YOUR COST*

---

**Remember:** This screen is displayed only if you answered “Yes” to the question, “Any meals or lodging included . . .”

1. Type the number of breakfasts, lunches, dinners, and hotel rooms that are included in a registration fee, or provided at government expense.

2. Press **Y** or **N** then press **Enter**

If you answer “Yes,” you will be given another screen identical to this one.

---

Lewis Online Travel System
Add a Travel Request

1. Press [Y] or [N] to answer “Depart Date Different?”

2. If you selected “Yes,” you must type the actual depart date. If no [Tab] to the FMM Exception field.

3. Type an appropriate FMM exception, if applicable. If no exception, press [Tab]

FMM exceptions are granted only under a specific set of circumstances. A representative of the transportation office should be able to tell you whether any apply.

4. Type appropriate car rental and taxi/POV (Privately-Owned Vehicle) information in the next seven fields. POV rate should be in cents.

5. Type appropriate registration fee and extended duty trip information. Extended duty trips are those lasting over 30 days, and therefore require more than one travel request to complete.

6. Press [Enter]
Add a Travel Request

MODES OF TRANSPORTATION AUTHORIZED:
(PLACE AN 'X' BY EACH MODE AUTHORIZED)

- COMMERCIAL AIR
- GOVERNMENT AIR (NASA PLANE)
- GOVERNMENT CAR
- GOVERNMENT RAIL
- COMMERCIAL BUS

1. Move the cursor to the appropriate space using the Tab or ↓ keys.

2. Press X for all applicable modes, then Enter.

You may choose more than one form of transportation. Simply type an “X” before each applicable mode of transportation. You do not need to select a transport mode from this list if using a POV for the trip.
Add a Travel Request

PLEASE SELECT ONE OF THE FOLLOWING OPTIONS: [ ]

1 SEND THE TRAVEL REQUEST FOR AUTHORIZATION
2 SAVE AND HOLD THE TRAVEL REQUEST
3 CANCEL THE TRAVEL REQUEST


Sending the request for authorization (option number 1) allows the approval process to begin. Selecting option 1 takes you to the screen pictured on the next page. Saving the request (option number 2) also takes you to the screen shown on the next page, but allows you to later modify it.

If you choose option 3, you will be asked to confirm the cancellation. Type either Y or N. If you answer "No," the request will be sent on for approval, and you will see the screen pictured on the next page. If you answer "Yes," you will receive confirmation of the cancellation. Press the Enter key to return to the "Add a Travel Request" menu shown on page 6 of this section.
Add a Travel Request

THIS TRAVEL REQUEST - TAC <Your TAC Number> - HAS BEEN SENT ON FOR AUTHORIZATION

PLEASE SELECT ONE OF THE FOLLOWING OPTIONS:

1. REQUEST A TRAVEL ADVANCE FOR THIS TRIP
2. ADD ANOTHER TRAVEL REQUEST
3. RETURN TO TRAVEL REQUEST MAINTENANCE MENU

1. Select 1 2 3 then Enter

Requesting a travel advance (option number 1) will take you to the screen shown on the following page. Adding another travel request (option number 2) will return you to the screen shown on page 6 of this section. Returning to the Travel Request Maintenance Menu (option number 3) will return you to the screen shown on page 5 of this section.
Add a Travel Request

A4201543       NASA - LEWIS RESEARCH CENTER         ID-00176
02/19/90        TRAVEL REQUEST MAINTENANCE          12:34:56
ADD TRAVEL ADVANCE FOR TAC <Your TAC Number>

REQUEST DATE: 19900219
REQUEST TIME: 1234

SSN: 999 99 9999

LAST NAME: DOE         FIRST NAME: JOHN        M.I.: Q
PABX: 1234       MAIL STOP: 500-1       BLDG.: 500       ROOM: 1234
ADDRESS: 123 DOGWOOD RD.  STATE: OH       ZIP 44114
CITY: CLEVELAND

YOU ARE ENTITLED TO AN ADVANCE OF 100.00

ENTER CASH ADVANCE AMOUNT:

ENTER TREASURY CHECK AMOUNT:
CHECK SENT TO:
1. RESIDENCE
2. MAIL-STOP
3. OTHER ADDRESS

1. Type the desired cash advance amount, then Tab
2. Type the desired check amount, then Tab

The maximum allowable cash advance is $500. The total amount of the cash and check advance cannot exceed the listed amount that you are entitled to. (In this example, it is $100.) Treasury checks must be for at least $25. You need not ask for both.

3. Press 1 2 or 3 then Enter

If you chose “Other Address” (option 3), you will be asked to provide that information later, under “Travel Advance Maintenance, Print Final Travel Advance.”
Add a Travel Request

A4201543  NASA - LEWIS RESEARCH CENTER  ID-00176
02/19/1990  TRAVEL REQUEST MAINTENANCE  12:34:56
ADD TRAVEL ADVANCE FOR TAC (Your TAC Number)

PLEASE SELECT ONE OF THE FOLLOWING OPTIONS:  

1 SAVE THE REQUEST FOR A TRAVEL ADVANCE  
2 CANCEL THE REQUEST FOR A TRAVEL ADVANCE

1. Press 1 or 2 then Enter

After making your selection and pressing the Enter key, you will receive one of two messages: either "Travel Advance Was Added" or "Request For Travel Advance Was Cancelled." Pressing the "Enter" key again, as the screen will prompt you to do, will return you to the Travel Request Maintenance menu, shown on page 2 of this section.
Other Travel Types—Foreign

Although the single trip is the most common form of travel, there are several others. Their use is outlined in this section.

1. Type the social security number of the traveler.

2. Type the proper fiscal year (It may be correct as shown).

3. Press then Enter

The process for completing a foreign travel request is exactly the same as a Single Trip, with one exception: the second screen in the series, the Itinerary screen, is slightly different in order to allow you to enter the name of a country, rather than a state. That screen is pictured on the following page.
### Other Travel Types—Foreign

<table>
<thead>
<tr>
<th>A4201303</th>
<th>NASA - LEWIS RESEARCH CENTER</th>
<th>ID-02164</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/19/90</td>
<td>TRAVEL REQUEST MAINTENANCE</td>
<td>12:34:56</td>
</tr>
</tbody>
</table>

ADD FOREIGN TRAVEL REQUEST FOR TAC \(<Your\ \text{TAC}\ \text{Number}>\)

<table>
<thead>
<tr>
<th>TDY ITINERARY:</th>
<th>CLEVELAND</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDY LOCATION</td>
<td>CITY AND COUNTRY</td>
</tr>
<tr>
<td>ARRIVE:</td>
<td>OH</td>
</tr>
<tr>
<td>DEPART:</td>
<td></td>
</tr>
<tr>
<td>ARRIVE:</td>
<td></td>
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<tr>
<td>DEPART:</td>
<td></td>
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<tr>
<td>ARRIVE:</td>
<td></td>
</tr>
<tr>
<td>DEPART:</td>
<td></td>
</tr>
</tbody>
</table>

Any meals or lodging included in a registration fee or provided at government expense? \((Y/N)\)

More TDY itinerary? \((Y/N)\)

- \(PF10\) or \(PF22\) = Save & Hold
- \(PF11\) or \(PF23\) = Previous Menu
- \(PF12\) or \(PF24\) = Exit

1. Type in the proper itinerary information—city, country, date and hour of arrival, whether annual leave is to be used (answer \(Y\) or \(N\)) and site to be visited.

2. Answer both questions at the bottom by typing either \(Y\) or \(N\).

3. Press \(\text{Enter}\)

From this point onward, a Foreign Travel request is the same as a Single Trip. For more information on requesting a single trip, please see Section Three, "Add a Travel Request."
Other Travel Types—Blanket

Blanket orders are used to give the traveler authority to travel during a specific period. The traveler fills out the request once for the blanket period. After approval, the traveler then may request General Authorization Travel (Type “G”). Please contact FMD first to set up a blanket TAC number.

1. Type the social security number of the traveler.

2. Type the proper fiscal year (it may be correct as shown).

3. Press [B] then [Enter]

If the traveler has more than one general authorization TAC number, the screen pictured on the following page will be shown. If not, this screen will be omitted.
Other Travel Types—Blanket

1. Type the valid eight-digit TAC number assigned by FMD.

   You must call FMD in order to receive a blanket TAC number. Blanket order TAC numbers always have the suffix “000.”

2. Press Enter
Other Travel Types—Blanket

A4201311
02/19/90

NASA - LEWIS RESEARCH CENTER
TRAVEL REQUEST MAINTENANCE
ADD TRAVEL REQUEST FOR TAC <Your TAC Number>

ID-00461
12:34:56

SSN
LAST NAME DOE
FIRST NAME JOHN
M.I. Q

PABX 1234
MAIL STOP 500-1
BLDG. 500
ROOM 1234

HOME PHONE (216) 555-5555
POV MILEAGE FROM RESIDENCE 10

ORG CODE 1000
REQUESTING ORG CODE 1100
AUTHORIZING ORG CODE 0100

FUNDING ORG CODE
OBJECT CLASS
JOB ORDER NUMBER

POINT OF CONTACT:
PURPOSE OF TRAVEL:

EXPENSE IND. GOVT. CHARGE CARD EXCEPTION? (Y/N) MORE PURPOSE? (Y/N) N

L = LODGING PLUS EXP. A = ACTUAL EXPENSES
B = BOTH ACTUAL & LODGING PLUS N = NONE

ACTUAL EXPENSES AMOUNT PER DAY $ 

PF10 OR PF22 = SAVE & HOLD
PF11 OR PF23 = PREVIOUS MENU
PF12 OR PF24 = EXIT

Lewis Online Travel System
Other Travel Types—Blanket

ADD TRAVEL REQUEST FOR TAC <Your TAC Number>

USE GOVERNMENT CHARGE CARD FOR AIRLINE TICKET? (Y/N)  N

REQUEST AN ADVANCE FOR LODGING BECAUSE HOTEL/MOTEL DOES NOT ACCEPT GOVERNMENT CHARGE CARD? (Y/N)  Y

PLEASE PROVIDE THE NAME AND LOCATION OF THE HOTEL/MOTEL AND ANY OTHER JUSTIFICATION:


Remember, this screen will appear only if you answered “Yes” to the question, “Gov’t Charge Card Exception?” Note: Default values will be displayed. You may use these or change them as required.

1. Press Y or N Select “No” if you want the ticket to be centrally billed.

2. Press Y or N If you answered “Yes,” you must provide the information requested.

Proper hotel justification is needed for exception approval. Be as complete as possible.
Other Travel Types—Blanket

A4201311
02/19/90
NASA - LEWIS RESEARCH CENTER
TRAVEL REQUEST MAINTENANCE
ADD TRAVEL REQUEST FOR TAC <Your TAC Number>

MODES OF TRANSPORTATION AUTHORIZED:
(PLACE AN 'X' BY EACH MODE AUTHORIZED)

COMMERCIAL AIR  GOVERNMENT AIR (NASA PLANE)
COMMERCIAL RAIL  GOVERNMENT RENTAL CAR
TAXI/POV FROM/TO AIRPORT  COMMERCIAL BUS
TAXI AT DUTY LOCATION  PRIVATELY-OWNED AUTOMOBILE

FMM EXCEPTION FOR NON-CONTRACT CITY PAIR
FMM-9730-5G (2) ['Z' FOR ALL]

TRAVEL PERIOD:
BEGINNING DATE
ENDING DATE (YYYYMMDD)

1. Move the cursor to the appropriate space using the Tab or ↓ keys.

2. Press X to mark all modes of transportation that may be used.

3. Type an FMM exception code, if appropriate, or press Tab to proceed.

4. Type the proper eight-digit beginning and ending dates for the travel period.

5. Press Enter

At this point you will see the screen shown on page 16 of Section 3, “Add a Travel Request,” that asks whether you want to send, save, or cancel the request. Please refer to that section for more information.
**Other Travel Types—General**

1. Type the social security number of the traveler.

2. Type the proper fiscal year (It may be correct as shown).

3. Press 0 then Enter

If the traveler has more than one general authorization TAC number, the screen pictured on the following page will be shown. If not, this screen will be omitted.
Other Travel Types—General

MULTIPLE BLANKET ORDERS EXIST FOR THIS INTERMITTENT TRAVELER
ENTER A TAC NUMBER OF THE BLANKET ORDER THAT THIS GENERAL AUTHORIZATION TRIP IS TO BE CHARGED AGAINST

1. Type a valid eight-digit blanket TAC number.

2. Press Enter

Screens for General Authorization travel requests are identical to those for a regular Single Trip. The only difference is that additional restraints are placed on the request in order to ensure that it conforms to an approved Blanket Order original. For more information on requesting a single trip, please see Section Three, “Add a Travel Request.”

Lewis Online Travel System
Other Travel Types—Invitational/Pre-Employment

Invitational trips, either domestic or foreign, and pre-employment interview trips are those paid from the NASA budget for a non-NASA employee.

1. Type 123 45 6789, which is a social security number reserved for invitational and pre-employment trips.

2. Type the proper fiscal year (It may be correct as shown).

3. Select ☐ ☐ ☐ or ☐

4. Press Enter

Invitational Domestic or Foreign and Pre-Employment Interview employ the same screens. (The only exception is that the Invitational Foreign uses the foreign itinerary screen.) After completing the screen shown on the following page, the process is identical to Single Trip.

Lewis Online Travel System
### Other Travel Types—Invitational/Pre-Employment

<table>
<thead>
<tr>
<th>A4201305</th>
<th>NASA - LEWIS RESEARCH CENTER</th>
<th>TRAVEL REQUEST MAINTENANCE</th>
<th>ID-00384</th>
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<tr>
<td>02/19/90</td>
<td>TRAVEL REQUEST MAINTENANCE</td>
<td></td>
<td>12:34:56</td>
</tr>
</tbody>
</table>

**ADD TRAVEL REQUEST FOR TAC <Your TAC Number>**

**SSN** 123 45 6789

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>M.I.</th>
</tr>
</thead>
<tbody>
<tr>
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<table>
<thead>
<tr>
<th>HOME PHONE</th>
<th>POV MILEAGE FROM RESIDENCE</th>
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<td></td>
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<table>
<thead>
<tr>
<th>REQUESTING ORG CODE</th>
<th>AUTHORIZING ORG CODE</th>
</tr>
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<tbody>
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<td></td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>FUNDING ORG CODE</th>
<th>OBJECT CLASS</th>
<th>JOB ORDER NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**POINT OF CONTACT:**

**PURPOSE OF TRAVEL:**

- **L = LODGING PLUS EXP.**
- **A = ACTUAL EXPENSES**
- **B = BOTH ACTUAL & LODGING PLUS**
- **N = NONE**

**ACTUAL EXPENSES AMOUNT PER DAY $**

- **PF10 OR PF22 = SAVE & HOLD**
- **PF11 OR PF23 = PREVIOUS MENU**
- **PF12 OR PF24 = EXIT**

1. Type the traveler's correct social security number.

2. Type the traveler's personal information.

**Note:** The authorizing code for Pre-Employment Interviews (Type "E") is 1140. It is set as a default. The object class for Pre-Employment Interviews and both types of Invitational Travel, which you must fill in, is 2143.

3. Press **Enter**

From this point, the process for Invitational Domestic or Foreign and Pre-Employment Interview is identical to Single Trip. For more information on requesting a single trip, please see Section Three, “Add a Travel Request.”
Other Travel Types—Modification/Extension

The Modification/Extension option is used only for a travel request that has been completely approved, and the trip is already in progress.

1. Type the social security number of the traveler.

2. Type the proper fiscal year (It may be correct as shown).

3. Press [M] then [Enter]

The Modification/Extension screen sequence is identical to Single Trip, with one exception: a Request to be Extended Screen, shown on the following page.
Other Travel Types—Modification/Extension

1. Type a valid eight-digit TAC Number

2. Press Enter

From this point, Modification/Extension is identical to Single Trip. For more information on requesting a single trip, please see Section Three, “Add a Travel Request.”

After completing the process, you will see a confirmation screen indicating that the request has been copied to a new TAC number.
Other Travel Types—Pre-Payment Reimbursable

Pre-payment reimbursable trips are those in which an outside entity or organization funds an official duty trip for a NASA employee.

1. Type the social security number of the traveler.

2. Type the proper fiscal year (It may be correct as shown).

3. Press [R] then [Enter]

The Pre-payment Reimbursable Trip is identical to the Single Trip. The one difference is that FMD-Travel Branch must add information about the reimbursement agreement. The screen sequences are identical. For more information on requesting a single trip, please see Section Three, “Add a Travel Request.”
Modify a Travel Request

Modifying a travel request allows you to make changes to a request that has been prepared, but not fund approved. If you wish to modify a request once the approval process has started, you must start the modification process from the beginning. You may access the modification system through the Travel Request Maintenance Menu, pictured on the screen below.

Many of the screens and the associated keystrokes used to modify travel requests are identical to those you used to add the request. Therefore, for the sake of brevity, the screens will be pictured in this section, but the accompanying instructions have been eliminated. Changes are made by simply pressing the Enter key until the proper screen is recalled, and then using the Tab key to cursor to the appropriate space where a change can be made.

1. Press \[2\] then \[Enter\]
Modify a Travel Request

1. Type the proper TAC number and suffix. The most recent TAC number accessed is automatically displayed.

If you do not know, or cannot remember, the proper TAC number, please refer to the section entitled, "Prepared Standard Queries and Reports." Here you will find an option that displays TAC numbers for a social security number.

2. Press "Enter".

Press the Enter key to cursor through the screens until the proper one is recalled, and then use the "Tab" key to cursor to the appropriate space where a change may be made.
Modify a Travel Request

<table>
<thead>
<tr>
<th>A4201302</th>
<th>NASA - LEWIS RESEARCH CENTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/19/90</td>
<td>ID-00110 TRAVEL REQUEST MAINTENANCE</td>
</tr>
<tr>
<td></td>
<td>MODIFY TRAVEL REQUEST FOR TAC &lt;Your TAC Number&gt;</td>
</tr>
</tbody>
</table>

SSN
LAST NAME DOE
FIRST NAME JOHN M.I.
PABX 1234
MAIL STOP 500-1
BLDG. 500
ROOM 1234
HOME PHONE (216) 555-5555
POV MILEAGE FROM RESIDENCE 10

ORG CODE 1000
REQUESTING ORG CODE 1100
AUTHORIZING ORG CODE 1000
FUNDING ORG CODE
OBJECT CLASS
JOB ORDER NUMBER

POINT OF CONTACT:
PURPOSE OF TRAVEL:

EXPENSE IND. GOVT. CHARGE CARD EXCEPTION? (Y/N) MORE PURPOSE? (Y/N)
L = LODGING PLUS EXP. A = ACTUAL EXPENSES
B = BOTH ACTUAL & LODGING PLUS N = NONE
PF10 OR PF22 = SAVE & HOLD
PF11 OR PF23 = PREVIOUS MENU
PF12 OR PF24 = EXIT

ACTUAL EXPENSES AMOUNT PER DAY $

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<tr>
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<td>ID-02164 TRAVEL REQUEST MAINTENANCE</td>
</tr>
<tr>
<td></td>
<td>MODIFY TRAVEL REQUEST FOR TAC &lt;Your TAC Number&gt;</td>
</tr>
</tbody>
</table>

TDY ITINERARY:
TDY LOCATION (CITY AND STATE)
DEPART: ARRIVE:
DEPART: ARRIVE:
DEPART: ARRIVE:
DEPART: ARRIVE:

ANY MEALS OR LODGING INCLUDED IN A REGISTRATION FEE OR PROVIDED AT GOVERNMENT EXPENSE? (Y/N) MORE TDY ITINERARY? (Y/N)
PF10 OR PF22 = SAVE & HOLD
PF11 OR PF23 = PREVIOUS MENU
PF12 OR PF24 = EXIT

Lewis Online Travel System
Modify a Travel Request

A4201304  NASA - LEWIS RESEARCH CENTER  ID-00113
02/19/90  TRAVEL REQUEST MAINTENANCE  12:34:56
MODIFY TRAVEL REQUEST FOR TAC <Your TAC Number>

DEPART DATE DIFFERENT? (Y/N) [ ] ACTUAL DEPART DATE [YYYYMMDD]

FMM EXCEPTION FOR NON-CONTRACT CITY PAIR FMM-9730-5G (2) [ ]

CAR RENTAL AUTHORIZED: [ ] DAYS

TAXI/POV TO/FROM AIRPORT AUTHORIZED? (Y/N) [ ]
TAXI AT DUTY LOCATION AUTHORIZED? (Y/N) [ ]

POV AUTHORIZED FOR TRIP? (Y/N) [ ] ESTIMATED ROUND-TRIP POV MILEAGE [ ]
PAY FOR POV? (Y/N) [ ]

REGISTRATION FEE? $ [ ]
IS TRAINING OFFICE APPROVAL REQUIRED FOR REGISTRATION FEE? (Y/N) [ ]
IS THIS AN EXTENDED DUTY TRIP? (Y/N) [ ]

A4201314  NASA - LEWIS RESEARCH CENTER  ID-02164
02/19/90  TRAVEL REQUEST MAINTENANCE  12:34:56
MODIFY TRAVEL REQUEST FOR TAC <Your TAC Number>

MODES OF TRANSPORTATION AUTHORIZED:
(PLACE AN 'X' BY EACH MODE AUTHORIZED)

[ ] COMMERCIAL AIR
[ ] GOVERNMENT AIR (NASA PLANE)
[ ] GOVERNMENT CAR
[ ] GOVERNMENT RAIL
[ ] COMMERCIAL BUS

Lewis Online Travel System
Modify a Travel Request

PLEASE SELECT OF THE FOLLOWING OPTIONS:

1 SEND THE MODIFIED TRAVEL REQUEST ON FOR AUTHORIZATION
2 SAVE AND HOLD THE TRAVEL REQUEST

1. Press 1 or 2 then Enter

Sending the request for authorization (option 1) displays the menu pictured on the next page. Holding the request (option 2) allows you to modify it later, and also displays the menu pictured on the next page.
Modify a Travel Request

THIS MODIFICATION ON TAC <Your TAC Number> HAS BEEN SENT ON FOR AUTHORIZATION

PLEASE SELECT ONE OF THE FOLLOWING OPTIONS:

1. REQUEST A TRAVEL ADVANCE FOR THIS TRIP
2. MODIFY ANOTHER TRAVEL REQUEST
3. RETURN TO PREVIOUS MENU

1. Select □ □ □ or □ □

2. Press Enter

Requesting a travel advance (option 1) displays the menu pictured on page 18 of Section Three, “Add a Travel Request,” and allows you to ask for up-front funds. Modifying another travel request (option 2) returns you to the menu shown on page 2 of this section. Returning to the previous menu (option 3) takes you to the screen pictured on page 1 of this section.
Delete a Travel Request
Copy a Travel Request

Deleting a travel request removes a request and its TAC number that have been associated with your social security number. A request cannot be deleted once its overall status is approved. If it has been fund approved, you must contact FMD.

Copying a travel request copies information such as purpose of travel and itinerary from an existing TAC number to a new one. It does not copy the government charge exception indicator or justification. Copying the request to a new TAC number allows you, for example, to change the dates in the case of a repeat visit to the same location, or allows you to change the traveler's social security number, as would be the case if two individuals were taking a trip together.

1. Press 3 then Enter
Delete a Travel Request

1. Type the eight-digit TAC number of the request you want deleted.

2. Press Enter

At this time, you may scroll through a series of screens that allow you to check the itinerary and other relevant information so you are sure to delete the correct request. Continue pressing the “Enter” key to scroll through. After you view each screen in the series, you will then be presented with the screen shown on the next page. You may advance to the final screen (shown on the next page) at any time by pressing the PF10 key.
**Delete a Travel Request**

Delete a Travel Request for TAC <Your TAC Number>

**CONFIRM:** DO YOU WISH TO DELETE THIS TRAVEL REQUEST? (Y/N)

1. Press Y or N then Enter

   If you answer “Yes,” you will see the message, “TRAVEL REQUEST WAS DELETED.” If you answer “No,” the message, “TRAVEL REQUEST WAS NOT DELETED/CANCELLED” will appear.

2. Press Enter again to continue

Pressing the Enter key a second time returns you to the screen pictured on the page immediately preceding this one. From there you can either enter another TAC Number for deletion, or exit the Delete function using one of the Programmable Function keys.
1. Press 4 then Enter

Copy a Travel Request

1. ADD A TRAVEL REQUEST
2. MODIFY AN EXISTING TRAVEL REQUEST
3. DELETE A TRAVEL REQUEST
4. COPY A TRAVEL REQUEST
5. DISPLAY A TRAVEL REQUEST
6. DISPLAY CURRENT STATUS OF A TRAVEL REQUEST
7. SUSPEND TRAVEL REQUEST FROM AUTHORIZATION SEQUENCE
8. REACTIVATE TRAVEL REQUEST IN AUTHORIZATION SEQUENCE
9. HELP - LISTING OF PER DIEM CITIES
10. HELP - LISTING OF OBJECT CLASSES
11. HELP - LISTING OF SOCIAL SECURITY NUMBERS

PLEASE SELECT OPTION
# Copy a Travel Request

<table>
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<th>1D-00545</th>
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<tbody>
<tr>
<td>02/19/90</td>
<td>TRAVEL REQUEST MAINTENANCE</td>
<td>12:34:56</td>
</tr>
<tr>
<td></td>
<td>COPY TRAVEL REQUEST</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TRAVEL REQUEST TO BE COPIED:</th>
<th>TAC NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRAVELER TO BE COPIED TO:</td>
<td>SOCIAL SECURITY NUMBER</td>
</tr>
<tr>
<td>FISCAL YEAR</td>
<td>1991</td>
</tr>
</tbody>
</table>

Press enter to copy request

1. Type the TAC Number of the request you wish to copy. The most recently accessed TAC Number will appear by default.

2. Type a correct social security number. It may be correct as shown.

You may type the same social security number if you wish to add another travel request for the same traveler.

3. Type the correct fiscal year. You may copy a request from one fiscal year to another.

4. Press Enter

You will receive a message that states that the request has been copied, and lists a new TAC number. Press the Enter key, as instructed, to begin the travel request sequence, as detailed beginning on page 3-8.
Display a Travel Request
Display Current Status
Suspend a Travel Request
Reactivate a Travel Request

The functions listed above let you examine existing travel requests, and suspend them from the approval sequence. Since the displaying, suspending, andreactivating of a travel request is a variation of the add function, many of the screens are identical, and therefore not repeated.

1. Press 5 then Enter
Display a Travel Request

1. Type the proper eight-digit TAC number

2. Press Enter

The display function allows you to examine the information already entered for a given TAC number. After typing the TAC number and pressing the Enter key, you may cursor through the Travel Request screens one by one by pressing Enter key. At the final screen, "Modes of Transportation," you may press either the Enter key, to return to the screen shown above, or use the proper Programmable Function key to exit.
Display Current Status

1. ADD A TRAVEL REQUEST
2. MODIFY AN EXISTING TRAVEL REQUEST
3. DELETE A TRAVEL REQUEST
4. COPY A TRAVEL REQUEST
5. DISPLAY A TRAVEL REQUEST
6. DISPLAY CURRENT STATUS OF A TRAVEL REQUEST
7. SUSPEND TRAVEL REQUEST FROM AUTHORIZATION SEQUENCE
8. REACTIVATE TRAVEL REQUEST IN AUTHORIZATION SEQUENCE
9. HELP - LISTING OF PER DIEM CITIES
10. HELP - LISTING OF OBJECT CLASSES
11. HELP - LISTING OF SOCIAL SECURITY NUMBERS

PLEASE SELECT OPTION

1. Press 6 then Enter
Display Current Status

M4201339
02/19/90
NASA - LEWIS RESEARCH CENTER
TRAVEL REQUEST MAINTENANCE
DISPLAY STATUS OF TRAVEL REQUEST

ENTER REQUEST FOR STATUS CHECK:

TAC [Redacted] SUFFIX [Redacted]

1. Type the proper eight-digit TAC number

2. Press [Enter]
### Display Current Status

<table>
<thead>
<tr>
<th>M4201339</th>
<th>NASA - LEWIS RESEARCH CENTER</th>
<th>1D-00.553</th>
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<tr>
<td>02/19/90</td>
<td>TRAVEL REQUEST MAINTENANCE</td>
<td>12:34:56</td>
</tr>
</tbody>
</table>

Display Status of Travel Request <Your TAC Number>

**TRAVEL TYPE**  SINGLE TRIP

**PENDING**  OVERALL REQUEST STATUS

- ESTIMATION DONE  TRANSPORTATION ESTIMATION
- NOT APPLICABLE  FOREIGN TRIP PER DIEM ESTIMATION
- PENDING APPROVAL  REQUEST APPROVAL STATUS
- WAITING  AUTHORIZING APPROVAL STATUS
- WAITING  FUND APPROVAL STATUS
- NOT APPLICABLE  NASA PLANE APPROVAL STATUS
- NOT APPLICABLE  REGISTRATION FEE APPROVAL STATUS
- NOT APPLICABLE  ACTUAL EXPENSE APPROVAL STATUS
- NOT APPLICABLE  CHARGE EXCEPTION APPROVAL STATUS
- NOT APPLICABLE  INTERVIEWEE APPROVAL STATUS

**NOT READY TO BE PRINTED**  PRINT STATUS

---

1. Press **Enter** to return to the screen pictured on the previous page.
Suspend a Travel Request

1. Press M42013 02/19/90 NASA - LEWIS RESEARCH CENTER TRAVEL REQUEST MAINTENANCE MENU 1D-00108 12:34:56

1. ADD A TRAVEL REQUEST
2. MODIFY AN EXISTING TRAVEL REQUEST
3. DELETE A TRAVEL REQUEST
4. COPY A TRAVEL REQUEST
5. DISPLAY A TRAVEL REQUEST
6. DISPLAY CURRENT STATUS OF A TRAVEL REQUEST
7. SUSPEND TRAVEL REQUEST FROM AUTHORIZATION SEQUENCE
8. REACTIVATE TRAVEL REQUEST IN AUTHORIZATION SEQUENCE
9. HELP - LISTING OF PER DIEM CITIES
10. HELP - LISTING OF OBJECT CLASSES
11. HELP - LISTING OF SOCIAL SECURITY NUMBERS

PLEASE SELECT OPTION

1. Press 7 then Enter

A suspended travel request is one that has been temporarily taken out of the approval process.
Suspend a Travel Request

1. Type the proper eight-digit TAC number

2. Press Enter

After typing the TAC number and pressing the Enter key, you may cursor through the Travel Request screens one by one by pressing the Enter key. This is done to confirm whether you are suspending the proper request. You may advance to the final screen (shown on the next page) at any time by pressing the PF10 key.
Suspend a Travel Request

1. Press Y or N then Enter.
Suspend/Reactivate a Travel Request

CONFIRM: DO YOU WISH TO SUSPEND THIS TRAVEL REQUEST? (Y/N)

TRAVEL REQUEST <Your TAC Number> HAS BEEN SUSPENDED FROM AUTHORIZATION SEQUENCE
PRESS <ENTER> TO CONTINUE

1. Press [Enter]

Pressing the Enter key returns you to the Travel Request Maintenance Menu. At the previous step, when asked to confirm that you wanted to suspend the request, if you had selected "No," you would have received the message, "TRAVEL REQUEST HAS NOT BEEN SUSPENDED."

Reactivating a Travel Request (option 8 from the main menu) involves the same steps as Suspending a Travel Request. As with Suspending a Travel Request, you must enter a valid TAC number, and then will be asked to confirm your selection. You may go through the entire modification process in order to reactivate a travel request, or press the PF10 key to bypass the screens.
These three functions fall under the “Help” umbrella, and are informational in nature: they add no data to the travel request process. The first lets you determine the per diem amount paid by the government for travel to various cities, arranged by state. The second, previously addressed in Section Three of this manual, lists the object classes under which various types of travel are classified. The third lists social security numbers for each organization code.

1. Press \[ a \] then \[ Enter \]
Listing of Per Diem Cities

1. Type the correct state code, then Enter.

LOTS uses the two-letter abbreviations employed by the Postal Service. If you are unsure of the proper state code, type a "?" and press the Enter key.
### Listing of Per Diem Cities

#### NASA - LEWIS RESEARCH CENTER
PER DIEM LOCATIONS IN <Selected State>

<table>
<thead>
<tr>
<th>PER DIEM CITY</th>
<th>PER DIEM</th>
<th>M&amp;IE RATE</th>
<th>LODGING RATE</th>
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<tr>
<td>ADA</td>
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<td>26.00</td>
<td>40.00</td>
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<td>AKRON</td>
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<td>77.00</td>
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</tr>
<tr>
<td>ATHENS</td>
<td>66.00</td>
<td>26.00</td>
<td>40.00</td>
</tr>
<tr>
<td>AURORA</td>
<td>66.00</td>
<td>26.00</td>
<td>40.00</td>
</tr>
<tr>
<td>AVON</td>
<td>77.00</td>
<td>26.00</td>
<td>51.00</td>
</tr>
</tbody>
</table>

HIT ENTER TO CONTINUE

1. Press Enter to scroll through the list of cities

When you locate the proper city, write down the listed amounts and press the PF 11 key to return to the Travel Request Maintenance Menu. If you want to review the list, press the Enter key several times to return to the screen pictured on the previous page.
Listing of Object Classes

1. ADD A TRAVEL REQUEST
2. MODIFY AN EXISTING TRAVEL REQUEST
3. DELETE A TRAVEL REQUEST
4. COPY A TRAVEL REQUEST
5. DISPLAY A TRAVEL REQUEST
6. DISPLAY CURRENT STATUS OF A TRAVEL REQUEST
7. SUSPEND TRAVEL REQUEST FROM AUTHORIZATION SEQUENCE
8. REACTIVATE TRAVEL REQUEST IN AUTHORIZATION SEQUENCE
9. HELP - LISTING OF PER DIEM CITIES
10. HELP - LISTING OF OBJECT CLASSES
11. HELP - LISTING OF SOCIAL SECURITY NUMBERS

PLEASE SELECT OPTION

1. Press 1 then 0 then Enter
Listing of Object Classes

CHOOSE THE TYPE OF OBJECT CLASS TO BE DISPLAYED: 

(ENTER A LETTER VALUE FROM THE LIST BELOW)

A = ALL TYPES
D = 'DOMESTIC' ONLY
F = 'FOREIGN' ONLY
B = 'BOTH' ONLY

1. Press A then Enter

Performing this operation will display a screen (shown on the following page) listing the various object classes by number and describing them. Selecting “A” allows you to view all of the choices as displayed on the entire series of screens. Selecting “D” or “F” simply limits the number of codes displayed.

Selecting option “B” displays one code - 2143 - that is used only for non-NASA travelers, such as contractors or invitational travelers.
Listing of Object Classes

OBJECT CLASS: 2111  DOMESTIC

MANAGE PROGRAMS CONTAINING DESIGN-FABRICATION-ASSEMBLY-ACCEPTANCE OF HARDWARE. MANAGEMENT OF THOSE PROGRAMS WHICH ENCOMPASS THE DESIGN, FABRICATION, ASSEMBLY, AND ACCEPTANCE BY NASA OF ANY END-ITEM DEVELOPMENT HARDWARE. FOR EXAMPLE: VIKING, SHUTTLE, PIONEER, MARINER, NIMBUS, ETC.

OBJECT CLASS: 2112  FOREIGN

MANAGE PROGRAMS CONTAINING DESIGN-FABRICATION-ASSEMBLY-ACCEPTANCE OF HARDWARE. MANAGEMENT OF THOSE PROGRAMS WHICH ENCOMPASS THE DESIGN, FABRICATION, ASSEMBLY, AND ACCEPTANCE BY NASA OF ANY END-ITEM DEVELOPMENT HARDWARE. FOR EXAMPLE: VIKING, SHUTTLE, PIONEER, MARINER, NIMBUS, ETC.

<PRESS ENTER TO CONTINUE>

1. Press Enter to page through the screens.

2. Locate the correct object class.

3. Press F11 twice to return to the Travel Request Maintenance Menu.

If you scroll all the way through the series (returning to the screen pictured on the previous page), you only need to press PF11 once.
# Listing of Social Security Numbers

<table>
<thead>
<tr>
<th>M42013</th>
<th>NASA - LEWIS RESEARCH CENTER</th>
<th>ID-00108</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/19/90</td>
<td>TRAVEL REQUEST MAINTENANCE MENU</td>
<td>12:34:56</td>
</tr>
</tbody>
</table>

1. ADD A TRAVEL REQUEST
2. MODIFY AN EXISTING TRAVEL REQUEST
3. DELETE A TRAVEL REQUEST
4. COPY A TRAVEL REQUEST
5. DISPLAY A TRAVEL REQUEST
6. DISPLAY CURRENT STATUS OF A TRAVEL REQUEST
7. SUSPEND TRAVEL REQUEST FROM AUTHORIZATION SEQUENCE
8. REACTIVATE TRAVEL REQUEST IN AUTHORIZATION SEQUENCE
9. HELP - LISTING OF PER DIEM CITIES
10. HELP - LISTING OF OBJECT CLASSES
11. HELP - LISTING OF SOCIAL SECURITY NUMBERS

Please select option [ ]

1. Press [1] then [1] then Enter
Listing of Social Security Numbers

TO LIST ALL VALID SOC-SEC-NOS AND NAMES, ENTER 'ORG-CODE'.

ORG-CODE

1. Type a valid four-digit organization code.

2. Press Enter

Lewis Online Travel System
# Listing of Social Security Numbers

<table>
<thead>
<tr>
<th>ORG CODE</th>
<th>SOCIAL SECURITY NUMBER</th>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>M</th>
<th>JR-SR</th>
</tr>
</thead>
<tbody>
<tr>
<td>4110</td>
<td>999 99 0000</td>
<td>SMITH</td>
<td>JOHN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4110</td>
<td>999 99 0001</td>
<td>CHIEF</td>
<td>BRANCH</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4111</td>
<td>999 99 0002</td>
<td>JONES</td>
<td>BOB</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4111</td>
<td>999 99 0003</td>
<td>TRAINING1</td>
<td>TRAVEL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4111</td>
<td>999 99 0004</td>
<td>TRAINING2</td>
<td>TRAVEL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4111</td>
<td>999 99 0005</td>
<td>TRAINING3</td>
<td>TRAVEL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4111</td>
<td>999 99 0006</td>
<td>TRAINING4</td>
<td>TRAVEL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4111</td>
<td>999 99 0007</td>
<td>TRAINING5</td>
<td>TRAVEL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**HIT ENTER TO CONTINUE**

1. Press `Enter` to scroll through the numbers.

2. Press `F11` when finished.

When you locate the proper social security number, write it down and press the PF11 key. If you want to review the list, press the Enter key several times to return to the screen pictured on the previous page.
Travel Advance Maintenance

This section shows you how to add, delete, and modify requests for a cash or check advance.

1. Press 2 then Enter

Selecting option number two will take you to the Travel Advance Maintenance menu, where you may add and modify advance requests.
Add a Travel Advance

1. ADD TRAVEL ADVANCE
2. MODIFY TRAVEL ADVANCE
3. DELETE TRAVEL ADVANCE
4. DISPLAY TRAVEL ADVANCES FOR A TAC NUMBER
5. PRINT FINAL TRAVEL ADVANCE
6. DISPLAY A TRAVELER'S ADVANCES AND RECOVERIES BY TAC NUMBER
7. DISPLAY A TRAVELER'S ADVANCES AND RECOVERIES BY SOCIAL SECURITY NUMBER

PLEASE SELECT OPTION □□

1. Press □ then □□
Add a Travel Advance

1. Type a valid eight-digit TAC number.

2. Press Enter
Add a Travel Advance

1. Type the desired cash advance amount, then Tab

2. Type the desired check amount, then Tab

The maximum allowable cash advance is $500. The total amount of the cash and check advance cannot exceed the listed amount that you are entitled to. (In this example, it is $400.) Treasury checks must be for at least $25. You need not ask for both.

3. Press 1 2 or 3 then Enter

If you chose “Other Address” (option 3), you will be asked to provide that information later, under “Travel Advance Maintenance, Print Final Travel Advance.”

Lewis Online Travel System
Add a Travel Advance

ADVANCE WAS ADDED

1. Press Enter

Pressing the Enter key will return you to the screen pictured on page 3 of this section. Press the PF11 key to return to the Travel Advance Maintenance Menu, as shown on the next page. From here you may modify the advance request, if needed.
Modify a Travel Advance

1. Add Travel Advance
2. Modify Travel Advance
3. Delete Travel Advance
4. Display Travel Advances for a TAC Number
5. Print Final Travel Advance
6. Display a Traveler's Advances and Recoveries by TAC Number
7. Display a Traveler's Advances and Recoveries by Social Security Number

Please select option

1. Press [2] then [Enter]
Modify a Travel Advance

1. Type a valid eight-digit TAC number

2. Press [Enter]

From this point, the process is identical to adding a travel advance. First you are presented with the screen on which you may modify the cash advance amount, the treasury check amount, and the location to send the check. After that, you will receive the message, "Record Was Modified." Press the Enter key to return to the screen shown above. You may then press the PF11 key to return to the Travel Advance Maintenance Menu, shown on the previous page.
Delete a Travel Advance

1. ADD TRAVEL ADVANCE
2. MODIFY TRAVEL ADVANCE
3. DELETE TRAVEL ADVANCE
4. DISPLAY TRAVEL ADVANCES FOR A TAC NUMBER
5. PRINT FINAL TRAVEL ADVANCE
6. DISPLAY A TRAVELER'S ADVANCES AND RECOVERIES BY TAC NUMBER
7. DISPLAY A TRAVELER'S ADVANCES AND RECOVERIES BY SOCIAL SECURITY NUMBER

PLEASE SELECT OPTION

1. Press 3 then Enter
Delete a Travel Advance

1. Type a valid eight-digit TAC number

2. Press Enter

Lewis Online Travel System
Delete a Travel Advance

TAC NO: <Your TAC Number>  REQUEST DATE: 19910101
SSN:  REQUEST TIME: 1200
LAST-NAME: DOE  FIRST-NAME: JOHN  M.I.: Q
PABX: 1234  MAIL STOP: 500-1  BLDG.: 500  ROOM: 1234
ADDRESS: 100 MAIN STREET
CITY: CLEVELAND  STATE: OH  ZIP: 44109

YOU ARE ENTITLED TO AN ADVANCE OF  500.00

ENTER CASH ADVANCE AMOUNT:  150.00

ENTER TREASURY CHECK AMOUNT:  350.00
CHECK SENT TO
1. RESIDENCE
2. MAIL-STOP
3. OTHER ADDRESS

DELETE ADVANCE REQUEST (Y OR N)

1. Press [Y] or [N] then [Enter]

If you press "Y," you will see a statement confirming the deletion. If you press "N," you will see a statement indicating that the advance request was not deleted.

After receiving either confirmation, you may press the Enter key a second time to return to the TAC number screen, where you may enter another TAC number to delete, or press the PF11 key to return to the Travel Advance Maintenance Menu.
Display a Travel Advance

1. Add Travel Advance
2. Modify Travel Advance
3. Delete Travel Advance
4. Display Travel Advances for a TAC Number
5. Print Final Travel Advance
6. Display a Traveler's Advances and Recoveries by TAC Number
7. Display a Traveler's Advances and Recoveries by Social Security Number

Please select option

1. Press 4 then Enter
Display a Travel Advance

1. Type a valid eight-digit TAC number

2. Press [Enter]
Display a Travel Advance

<table>
<thead>
<tr>
<th>TYPE</th>
<th>REQUESTED AMOUNT</th>
<th>AMOUNT ADVANCED</th>
<th>REQUEST DATE</th>
<th>REQUEST TIME</th>
<th>ADVANCE PRINTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHECK</td>
<td>350.00</td>
<td></td>
<td>19910101</td>
<td>12:00</td>
<td>NO</td>
</tr>
<tr>
<td>CASH</td>
<td>150.00</td>
<td></td>
<td>19910101</td>
<td>12:00</td>
<td>NO</td>
</tr>
</tbody>
</table>

1. Press [Enter] to return to the TAC number screen shown on the previous page

-- or --

[F11] to return to the Travel Advance Maintenance Menu

Lewis Online Travel System
# Print Final Travel Advance

**M42015**  
**02/19/90**  
**NASA-LEWIS RESEARCH CENTER**  
**TRAVEL ADVANCE MAINTENANCE MENU**  
**ID-00175**  
**12:34:56**

1. **ADD TRAVEL ADVANCE**
2. **MODIFY TRAVEL ADVANCE**
3. **DELETE TRAVEL ADVANCE**
4. **DISPLAY TRAVEL ADVANCES FOR A TAC NUMBER**
5. **PRINT FINAL TRAVEL ADVANCE**
6. **DISPLAY A TRAVELER'S ADVANCES AND RECOVERIES BY TAC NUMBER**
7. **DISPLAY A TRAVELER'S ADVANCES AND RECOVERIES BY SOCIAL SECURITY NUMBER**

**PLEASE SELECT OPTION**

1. Press **5** then **Enter**
Print Final Travel Advance

1. Type a valid eight-digit TAC number

2. Press 1 or 3 then Enter
Print Final Travel Advance

THE TRAVEL ADVANCE FORMS MUST NOW BE SIGNED, AND TAKEN TO THE CASHIER

At this time, you must press the Enter key to print the advance and return to the screen shown on the previous page, where you may enter another TAC number to print, or press the PF11 key to return to the Travel Advance Maintenance Menu.

Once you have printed a travel advance, it can be printed again by the cashier or FMD-Travel Branch personnel only.
# Display by TAC Number/Social Security Number

<table>
<thead>
<tr>
<th>TAC Number</th>
<th>Location</th>
<th>ID</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>M42015</td>
<td>NASA-LEWIS RESEARCH CENTER</td>
<td>ID-00175</td>
<td>02/19/90</td>
<td>12:34:56</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>ADD TRAVEL ADVANCE</td>
</tr>
<tr>
<td>2.</td>
<td>MODIFY TRAVEL ADVANCE</td>
</tr>
<tr>
<td>3.</td>
<td>DELETE TRAVEL ADVANCE</td>
</tr>
<tr>
<td>4.</td>
<td>DISPLAY TRAVEL ADVANCES FOR A TAC NUMBER</td>
</tr>
<tr>
<td>5.</td>
<td>PRINT FINAL TRAVEL ADVANCE</td>
</tr>
<tr>
<td>6.</td>
<td>DISPLAY A TRAVELER'S ADVANCES AND RECOVERIES BY TAC NUMBER</td>
</tr>
<tr>
<td>7.</td>
<td>DISPLAY A TRAVELER'S ADVANCES AND RECOVERIES BY SOCIAL SECURITY NUMBER</td>
</tr>
</tbody>
</table>

**PLEASE SELECT OPTION**

1. Press **6** then **Enter**

---

Lewis Online Travel System
Display by TAC Number/Social Security Number

1. Type a valid five-digit TAC number

2. Press Enter
Display by TAC Number/Social Security Number

<table>
<thead>
<tr>
<th>TAC NUMBER</th>
<th>ADVANCE DATE</th>
<th>ADVANCE AMOUNT</th>
<th>RECOVERY AMOUNT</th>
<th>AMOUNT OWED</th>
</tr>
</thead>
<tbody>
<tr>
<td>14001 001</td>
<td>1991/01/01</td>
<td>200.00</td>
<td>0.00</td>
<td>200.00</td>
</tr>
<tr>
<td>14001 002</td>
<td>1991/02/01</td>
<td>250.00</td>
<td>0.00</td>
<td>250.00</td>
</tr>
<tr>
<td>17021 001</td>
<td>1991/03/01</td>
<td>225.00</td>
<td>0.00</td>
<td>225.00</td>
</tr>
</tbody>
</table>

1. Press Enter to return to the TAC number screen, shown on the previous page.

The process for looking at advances and recoveries by social security (choice number 7) is nearly identical to the one you've just completed. The only difference is the first screen in the series (shown on the previous page) will ask you to type in a social security number, rather than a TAC number.
Travel Voucher Maintenance

Travel Vouchers are prepared after the completion of a trip to record and justify travel expenses. The next two sections detail how to add, modify, delete, and display travel vouchers.

1. Press 3 then Enter

Selecting option number three will take you to the Travel Voucher Maintenance menu, where you may perform travel voucher functions.
Add a Travel Voucher

1. ADD TRAVEL VOUCHER
2. MODIFY TRAVEL VOUCHER
3. DELETE TRAVEL VOUCHER
4. DISPLAY TRAVEL VOUCHER
5. TRAVEL VOUCHER REPORTS
6. HELP - LISTING OF PER DIEM CITIES

PLEASE SELECT OPTION

1. Press 1 then Enter
Add a Travel Voucher

1. Type a valid TAC number

2. Press P

3. Press Enter

The first choice, Lodging Plus ("P") is the most common type of voucher. Lodging Plus uses the standard rates set by the government. A list of these rates is available under "Help - Listing of Per Diem Cities," which is option six of those shown on the previous page.

For a more detailed description of each type of voucher, press the PF1 key.
Add a Travel Voucher

TRAVELER NAME: DOE, JOHN Q.
RESIDENCE ADDRESS: 100 MAIN STREET, CLEVELAND, OH 44109

DEPARTMENT OR ESTABLISHMENT, BUREAU, DIVISION, OR OFFICE: NASA LEWIS RESEARCH CENTER
PRESENT DUTY LOCATION: SVERDRUP TECHNOLOGY

TYPE 'X' TO SELECT CHECK MAILING ADDRESS
- [ ] RESIDENCE
- [ ] MAIL STOP
- [x] OTHER: STREET: ____________________________
  CITY: ____________________________ ST: _____ ZIP: 00000

1. Move the cursor to the appropriate space using the Tab key.
2. Press [x]
3. Press Enter

If you chose the third option, "Other," you must then type an appropriate address. Use the Tab key to cursor through the address fields.
### Add a Travel Voucher

**Add - General Trip Information**

#### MARK CONDITIONS WITH 'Y' OR 'N'.

<table>
<thead>
<tr>
<th>Condition</th>
<th>Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRAVELER WORKED BEFORE LEAVING ON TRIP</td>
<td>1</td>
</tr>
<tr>
<td>TRAVELER DROVE POV TO AIRPORT</td>
<td>2</td>
</tr>
<tr>
<td>TRAVELER WORKED AFTER RETURNING FROM TRIP</td>
<td>3</td>
</tr>
<tr>
<td>TRAVELER DROVE POV FROM AIRPORT</td>
<td>4</td>
</tr>
<tr>
<td>RENTAL CAR WAS USED ON TRIP</td>
<td></td>
</tr>
<tr>
<td>ANNUAL LEAVE WAS TAKEN DURING TRIP</td>
<td></td>
</tr>
<tr>
<td>TRAVELER DROVE POV AT TDY LOCATION</td>
<td></td>
</tr>
<tr>
<td>TICKET FOR OFFICIAL TRANSPORTATION WAS PURCHASED</td>
<td></td>
</tr>
<tr>
<td>BY TRAVELER (CASH OR CHARGE CARD) OR WITH GTR</td>
<td></td>
</tr>
</tbody>
</table>

1. Press **Y** or **N** as appropriate, for each condition.

You may use the Tab/Shift-Tab keys to cursor among the spaces.

2. Press **Enter**

Your answers to these questions will determine which of the following screens will be displayed. They will be presented here in order. If you answer “Yes” to any of the first four questions on this screen, you will see one of two variations of the screen pictured on the following page. If you answer “No” to all four, you will skip this screen entirely.
Add a Travel Voucher

<table>
<thead>
<tr>
<th>A4202003</th>
<th>NASA-LEWIS RESEARCH CENTER</th>
<th>TRAVEL VOUCHER MAINTENANCE MENU</th>
<th>ID-00934</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/19/90</td>
<td>ADD - TRIP START/END INFORMATION - &lt;Your Voucher Number&gt;</td>
<td>12:34:56</td>
<td></td>
</tr>
</tbody>
</table>

**START OF TRIP:**
ENTER THE TIME TRAVELER LEFT

**END OF TRIP:**
ENTER TIME TRAVELER ARRIVED AT

COMPLETE THIS SCREEN TO CLAIM POV MILEAGE FOR TRANSPORTATION TO/FROM THE AIRPORT, OTHER TERMINAL, OR NASA.

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>MILES</th>
<th>O - ONE WAY</th>
<th>R - R/T</th>
<th>RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

START OF TRIP:

END OF TRIP:

DO NOT USE THIS SCREEN TO CLAIM POV BETWEEN OR AT TDY LOCATIONS.
CLAIM NON-POV TRANSPORTATION TO TERMINAL AND PARKING ON 'OTHER EXPENSE' SCREEN

From the previous page:

Regardless of your answer to question 1, you will enter information in the field labelled above as “A.”
If you answer “Yes” to question 2, you will enter information into the fields of area “C.”
Regardless of your answer to question 3, you will enter information in field “B.”
And if you answer “Yes” to question 4, you will enter information into the fields of area “D.”

The system will prevent you from inputting data into a field that is not permissible by displaying an error message and highlighting the improper entry when you press the Enter key.

The instructions presented on the following page will assume that you have entered “Yes” to all four questions. If your answer was “No” to any of them, simply use the Tab key to move the cursor to the proper field.
Add a Travel Voucher

This page intentionally left blank.
**Add a Travel Voucher**

**NASA-LEWIS RESEARCH CENTER**

**TRAVEL VOUCHER MAINTENANCE MENU**

ADD - TRIP START/END INFORMATION - <Your Voucher Number>

**START OF TRIP:**
ENTER THE TIME TRAVELER LEFT HOME/OTHER (HHMM): [Blank]

**END OF TRIP:**
ENTER TIME TRAVELER ARRIVED AT (HHMM): [Blank]

COMPLETE THIS SCREEN TO CLAIM POV MILEAGE FOR TRANSPORTATION TO/FROM THE AIRPORT, OTHER TERMINAL, OR NASA.

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>MILES</th>
<th>O - ONE WAY</th>
<th>RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOME/OTHER</td>
<td>HOME/OTHER</td>
<td>[Blank]</td>
<td>[Blank]</td>
<td>[Blank]</td>
</tr>
</tbody>
</table>

**DO NOT USE THIS SCREEN TO CLAIM POV BETWEEN OR AT TDY LOCATIONS. CLAIM NON-POV TRANSPORTATION TO TERMINAL AND PARKING ON 'OTHER EXPENSE' SCREEN**

1. Type a four-digit number showing the time the traveller left/arrived at his home or office at the beginning/end of the trip. Do **not** use flight times.

Remember to use military time. That is, 1 a.m. would be “0100” and 1 p.m. would be “1300.”

2. Type a destination, such as “Airport” or “LeRC,” then **Tab**

3. Type the distance travelled, then **Tab**

4. Press **O** or **R**
Add a Travel Voucher

5. Type the mileage rate in cents.

6. Repeat steps 2-5 for the “End of Trip” information.

7. Press Enter
**Add a Travel Voucher**

A4202004  
02/19/90  
NASA-LEWIS RESEARCH CENTER  
TRAVEL VOUCHER MAINTENANCE MENU  
ADD - TRANSPORTATION ITINERARY - <Your Voucher Number>  
ID-00935  
12:34:56

<table>
<thead>
<tr>
<th>TRANSPORTATION MODE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A - GOVERNMENT CAR</td>
</tr>
<tr>
<td>B - COMMERCIAL BUS</td>
</tr>
<tr>
<td>C - COMMERCIAL AIR</td>
</tr>
<tr>
<td>D - GOVERNMENT AIR</td>
</tr>
<tr>
<td>E - OTHER</td>
</tr>
<tr>
<td>F - RENTAL CAR</td>
</tr>
<tr>
<td>G - SUBWAY, LIMO</td>
</tr>
<tr>
<td>H - VEHICLE</td>
</tr>
<tr>
<td>I - COMMERCIAL TRAIN</td>
</tr>
<tr>
<td>J - TAXI</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LOCATION (CITY AND STATE)</th>
<th>DUTY DATE (YYYYMMDD)</th>
<th>TIME (HHMM)</th>
<th>TRANS MODE</th>
<th>CARRIER</th>
<th>FLIGHT NUMBER</th>
<th>NON TDY</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPART: CLEVELAND</td>
<td>OH 19910101</td>
<td>0700</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ARRIVE: WASHINGTON</td>
<td>DC 19910101</td>
<td>0900</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEPART: WASHINGTON</td>
<td>DC 19910102</td>
<td>0700</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ARRIVE: CLEVELAND</td>
<td>OH 19910102</td>
<td>1200</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

MORE ITINERARY? (Y/N)

1. Choose a mode of transportation from the list provided.

2. If you chose “C” in step 1, type the abbreviation for your air carrier and a flight number. Otherwise, press Tab twice.

| You may press the PF1 or PF13 key to view a help screen that lists carrier abbreviations. |

3. Press Y if the traveler took annual leave, or had a layover. Otherwise, press Tab

4. Repeat steps 1-3 for each duty location.

5. Press Y or N then Enter

If you chose “Yes” for “More Itinerary,” another screen identical to this will follow.
## Add a Travel Voucher

### TRANSPORTATION ITINERARY

<table>
<thead>
<tr>
<th>LOCATION (CITY AND STATE)</th>
<th>DUTY DATE (YYYYMMDD)</th>
<th>TIME (HHMM)</th>
<th>TRANS</th>
<th>CARRIER</th>
<th>FLIGHT NUMBER</th>
<th>NON TDY</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPART: CLEVELAND</td>
<td>OH 19910101</td>
<td>0700</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ARRIVE: WASHINGTON</td>
<td>DC 19910101</td>
<td>0900</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEPART: WASHINGTON</td>
<td>DC 19910102</td>
<td>0700</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ARRIVE: CLEVELAND</td>
<td>OH 19910102</td>
<td>1200</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Please confirm that the dates shown are correct; then press Enter.
**Add a Travel Voucher**

```
<table>
<thead>
<tr>
<th>LOCATION (CITY AND STATE)</th>
<th>TRANSPORTATION MODE</th>
<th>GTR OR TICKET NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPART: CLEVELAND OH</td>
<td>COMMERCIAL AIR</td>
<td></td>
</tr>
<tr>
<td>ARRIVE: WASHINGTON DC</td>
<td>COMMERCIAL AIR</td>
<td></td>
</tr>
<tr>
<td>DEPART: WASHINGTON DC</td>
<td>COMMERCIAL AIR</td>
<td></td>
</tr>
<tr>
<td>ARRIVE: CLEVELAND OH</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MORE GTR/TICKET NUMBER (Y/N)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

This screen is displayed only if you answered “Yes” to the final question, “Ticket for official transportation . . .,” on the General Trip Information Screen, found on page 5 of this section.

1. Type a valid GTR or ticket number

A GTR or ticket number can only be entered for commercial air, bus, or train.

2. Press ✔️ or ✗ if applicable under the condition described above.

3. Press Enter

---

*Lewis Online Travel System*
Add a Travel Voucher

This page intentionally left blank.
**Add a Travel Voucher**

**ENTER GTR OR TICKET INFORMATION:**

<table>
<thead>
<tr>
<th>GTR/TICKET NUMBER</th>
<th>G - GTR TICKET</th>
<th>TICKET VALUATION</th>
<th>ISSUING CARRIER</th>
<th>DATE ISSUED (YYYYMMDD)</th>
<th>MODE/CLASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>123456</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

CLAIM TRAVELER-PURCHASED TICKET EXPENSE ON THE 'OTHER EXPENSES' SCREEN.

MORE TICKET INFORMATION? (Y/N)

1. Press **G** or **T**

"GTR" stands for Government Transportation Request, which means the ticket was purchased by the government for the traveler; "T" indicates that the ticket was purchased by the traveler, using cash or a credit card.

2. Type the ticket valuation amount, which is the cost including tax, then [Tab] if necessary.

3. Type the name of the issuing carrier, then [Tab] if necessary.

4. Type the date tickets were issued.

5. Type a one- or two-letter code for mode/class. There may be more than one for each ticket.

Examples are "Y," "YN," and "Q." Please refer to your airline ticket.
Add a Travel Voucher

6. Repeat steps 1-5 for each GTR/Ticket number

7. If you need additional space, press Y Otherwise, press N

8. Press Enter
Add a Travel Voucher

REASON:
A - ADVANTAGEOUS TO GOVERNMENT
C - IN LIEU OF COMMERCIAL AIR
G - IN LIEU OF AVAILABLE GOVERNMENT CAR
N - IN LIEU OF GOVERNMENT AIR
O - OTHER
T - TRAVELER'S CONVENIENCE

TRANSPORTATION MODE:
B - BOAT
C - CAR/TRUCK
M - MOTORCYCLE
P - PLANE

ENTER POV INFORMATION:
FROM TO MILES / ODODMETER: REA TRANS
WASHINGTON DC CLEVELAND OH

MORE POV INFORMATION? (Y/N)

This screen is displayed only if you entered a “P” under “Transportation Mode” on the Transportation Itinerary Screen, shown on page 10 of this section.

1. Type the correct mileage information—either miles driven or odometer readings.

2. Select a one-letter “reason” code from the column on the left.

3. Select a one-letter “transportation” mode from the column on the right.

4. Type the POV rate, in cents. The current rate is available from the Travel Branch.

5. Repeat steps 1-4 for each TDY location

6. Press Y or N then Enter
# Add a Travel Voucher

**Add - POV AT TDY LOCATION - <Your Voucher Number>**

**NASA-LEWIS RESEARCH CENTER**

**TRAVEL VOUCHER MAINTENANCE MENU**

**ID-00939**

**02/19/90 TRAVEL VOUCHER**

**MAINTENANCE MENU 12:34:56**

<table>
<thead>
<tr>
<th>DATE (YYYYMMDD)</th>
<th>FROM</th>
<th>TO</th>
<th>MILES</th>
<th>ODOMETER: BEGIN - END</th>
<th>POV RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**MORE POV AT TDY? (Y/N)**

This screen is displayed only if you answered “Yes” to the seventh question, “Traveler drove POV . . . ,” on the General Trip Information Screen, found on page 5 of this section.

1. Type the correct POV information—date, location from and to, either miles or odometer readings, and POV rate. Use the Tab key to advance across the fields, if necessary.

2. Repeat for each TDY location.

3. Press **Y** or **N** then **Enter**

Choosing “Yes” will take you to a screen is identical to this one.

---

**Lewis Online Travel System**
Add a Travel Voucher

Add - Subsistence for Lodging plus - <Your Voucher Number>

DO NOT INCLUDE SUBSISTENCE EXPENSES THAT WERE PROVIDED AT GOVERNMENT EXPENSE OR INCLUDED IN A REGISTRATION FEE. IF THE TRAVELER PAID PART BUT NOT ALL EXPENSES, ENTER THE AMOUNT THAT THE TRAVELER PAID.

ENTER SUBSISTENCE EXPENSES:

<table>
<thead>
<tr>
<th>DATE</th>
<th>LOCATION</th>
<th>MEALS &amp; INCIDENTAL EXPENSES</th>
<th>LODGING</th>
</tr>
</thead>
<tbody>
<tr>
<td>19900201</td>
<td>WASHINGTON DC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19900202</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Type the amount allotted for meals and incidentals at the first location, then [Tab]

2. Type the amount spent on lodging at the first location, based on the amount on your receipt, then [Tab]

3. Repeat steps 1 & 2 above for each day at each location.

4. Press [Enter]
**Add a Travel Voucher**

U4202008  
02/19/90  
NASA - LEWIS RESEARCH CENTER  
TRAVEL VOUCHER MAINTENANCE  
ADD - SUBSISTENCE ADJUST FOR LODGING PLUS - <Your Voucher Number>

**ENTER SUBSISTENCE EXPENSES:**

<table>
<thead>
<tr>
<th>DATE</th>
<th>LOCATION</th>
<th>MEALS &amp; INCIDENTAL EXPENSES</th>
<th>LODGING</th>
<th>TOTAL SUBSISTENCE CLAIMED</th>
</tr>
</thead>
<tbody>
<tr>
<td>19900201</td>
<td>WASHINGTON DC</td>
<td>34</td>
<td>110</td>
<td>144.00</td>
</tr>
<tr>
<td>19900206</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

MORE SUBSISTENCE? (Y/N)  

1. If you need to report additional subsistence expenses, press **Y**  
   Otherwise, press **N**

2. Press **Enter**

*Lewis Online Travel System*
Add a Travel Voucher

This screen is displayed only if you answered “Yes” to the sixth question, “Annual Leave . . . ,” on the General Trip Information Screen, found on page 5 of this section.

1. Type the correct annual leave information: date, time, and description.

   Annual leave dates must fall within the travel dates and times must fall between 0800 and 1630.

2. Repeat for each instance of annual leave.

3. Press Y or N then Enter

   Choosing “Yes” will take you to a screen identical to this one.
**Add a Travel Voucher**

**U4202010**  
**02/19/90**  
**NASA - LEWIS RESEARCH CENTER**  
**TRAVEL VOUCHER MAINTENANCE**  
**ADD - OTHER EXPENSES PAID BY TRAVELER - <Your Voucher Number>**

**CODES:**
1. TAXI/LIMO  
2. SUBWAY  
3. BUS/TRAIN  
4. AIR  
5. LOCAL PHONE  
6. LONG DISTANCE PHONE  
7. REGISTRATION FEE  
8. PUBLICATIONS  
9. GASOLINE  
10. HWY TOLLS/PARKING FEES  
11. RENTAL CAR  
12. OTHER

**ENTER OTHER EXPENSES:**

<table>
<thead>
<tr>
<th>CODE</th>
<th>DATE (YYYYMMDD)</th>
<th>AMOUNT CLAIMED</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**MORE EXPENSES? (Y/N)**

**PF1 OR PF13 = HELP**

**PF10 OR PF22 = SAVE & HOLD**

**PF11 OR PF23 = PREVIOUS MENU**

**PF12 OR PF24 = EXIT**

---

1. Type an appropriate expense code from the list provided.

2. Type the date of the expense. It must be within the duty dates.

3. Type the amount claimed, then **Tab**

4. Type a description of the expense, then **Tab**

5. Repeat steps 1-4 for each expense.

6. Press **Y** or **N** then **Enter**
Add a Travel Voucher

This screen is displayed only if you answered “Yes” to the fifth question, “Rental Car Was Used...,” on the General Trip Information Screen, found on page 5 of this section. Car expenses also should be claimed on the “Other Expenses” screen, shown on the previous page.

1. Type the correct rental car information—begin date, company, receipt number, insurance, and insurance cost. (Use the Tab key to advance from field to field, if necessary.)

2. Type the correct personal use information—number of days, gasoline receipts, and personal miles.

3. Type a description of the personal use.

4. Press **Y** or **N** then **Enter**

Choosing “Yes” will take you to a screen identical to this one.
Add a Travel Voucher

1. Type the requested information, then Tab

Be sure to include the preparer's name and PABX.

2. Press Y or N then Enter

Lewis Online Travel System
Add a Travel Voucher

U4202011  NASA - LEWIS RESEARCH CENTER  ID-01241  02/19/90  12:34:56
TRAVEL VOUCHER MAINTENANCE
ADD - CONFIRMATION - <Your Voucher Number>

THE VOUCHER CURRENTLY BEING PROCESSED HAS BEEN ADDED

ENTER CHOICES

DISPLAY EXPENSE SUMMARY (Y/N) ?
PRINT VOUCHER (DRAFT OR FINAL) ?
    D - PRINT DRAFT VOUCHER
    F - PRINT FINAL VOUCHER
    BLANK - DO NOT PRINT VOUCHER

PRESSING PF11/23 OR PF12/24 NOW WILL NOT AFFECT THE WORK JUST COMPLETED.

1. Press Y or N

If you choose “Yes,” you will see the information-only expense summary screens displayed on the next several pages. If you choose “No,” then you will skip step 2 below and return to the “Add a Voucher Screen” shown on page 4 of this section. At that time, you may press the PF11 key to return to the Travel Voucher Maintenance Menu.

2. Press D or F or leave the space blank.

3. Press Enter

Lewis Online Travel System
Add a Travel Voucher

<table>
<thead>
<tr>
<th>DATE</th>
<th>FROM</th>
<th>TO</th>
<th>MILES</th>
<th>RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>19910101</td>
<td>HOME</td>
<td>LERC</td>
<td>10</td>
<td>24.0</td>
<td>2.40</td>
</tr>
<tr>
<td>19910102</td>
<td>LERC</td>
<td>HOME</td>
<td>10</td>
<td>24.0</td>
<td>2.40</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4.80</td>
</tr>
</tbody>
</table>

SUBSISTENCE:

<table>
<thead>
<tr>
<th>DATE</th>
<th>LOCATION</th>
<th>M&amp;IE</th>
<th>LODGING</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>19910101</td>
<td>WASHINGTON DC</td>
<td>34.00</td>
<td>110.00</td>
<td>144.00</td>
</tr>
<tr>
<td>19910102</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

→ PRESS ENTER FOR NEXT PAGE

1. Press Enter

Depending on your previous entries, the order in which the expenses are displayed may vary.
Add a Travel Voucher

<table>
<thead>
<tr>
<th>DATE</th>
<th>TYPE</th>
<th>DESCRIPTION</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>19900205</td>
<td>LONG DISTANCE PHONE</td>
<td></td>
<td>5.00</td>
</tr>
</tbody>
</table>

TOTAL:

5.00

PRESS ENTER FOR NEXT PAGE

1. Press **Enter**
**Add a Travel Voucher**

<table>
<thead>
<tr>
<th>TOTALS:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MILEAGE</td>
<td>0.00</td>
</tr>
<tr>
<td>SUBSISTENCE</td>
<td>110.00</td>
</tr>
<tr>
<td>OTHER EXPENSES</td>
<td>5.00</td>
</tr>
<tr>
<td><strong>TOTAL CLAIMED</strong></td>
<td>115.00</td>
</tr>
<tr>
<td>TRAVEL ADVANCE OUTSTANDING</td>
<td>0.00</td>
</tr>
</tbody>
</table>

1. Press Enter

---

Lewis Online Travel System
Add a Travel Voucher

WHEN PRINTING VOUCHERS FROM ANY OF THE FOLLOWING FUNCTIONS:

- ADD TRAVEL VOUCHER
- MODIFY TRAVEL VOUCHER
- TRAVEL VOUCHER REPORT MENU

DO NOT EXIT THE LOTS SYSTEM AND TYPE 'FIN' UNTIL YOU HAVE RECEIVED YOUR PRINTED VOUCHERS FROM THE PRINTER. IF YOU HAVE SUBMITTED YOUR VOUCHER TO BE PRINTED AND HAVE NOT RECEIVED IT WITHIN 5 MINUTES, PLEASE CALL THE PROBLEM MANAGEMENT OFFICE AT 433-9800. THIS WILL ASSIST US IN SOLVING THE DELAYS BEING ENCOUNTERED IN OBTAINING TRAVEL VOUCHER PRINTOUTS.

PRESS ENTER TO CONTINUE

1. Press Enter
Add a Travel Voucher

The draft voucher for <Your TAC Number> will be sent to the printer when you press <ENTER>.

1. Press Enter to return to the screen shown on page 3 of this section.
Modify a Travel Voucher—see page 11-1  
Delete a Travel Voucher—see page 11-6  
Display a Travel Voucher—see page 11-9  
Travel Voucher Reports—see page 11-13  
Help - Listing of Per Diem Cities—see page 11-25

This section covers choices two through six of the Travel Voucher Maintenance Menu. Their functions are similar to those previously explained in sections that covered travel requests and travel advances.

1. Press 3 then Enter

Selecting option number three will take you to the Travel Voucher Maintenance menu, where you may perform travel voucher functions.
Modify a Travel Voucher

M42020                NASA-LEWIS RESEARCH CENTER                ID-01123
02/19/90                TRAVEL VOUCHER MAINTENANCE MENU                12:34:56

1. ADD TRAVEL VOUCHER
2. MODIFY TRAVEL VOUCHER
3. DELETE TRAVEL VOUCHER
4. DISPLAY TRAVEL VOUCHER
5. TRAVEL VOUCHER REPORTS
6. HELP - LISTING OF PER DIEM CITIES

PLEASE SELECT OPTION

1. Press 2 then Enter
Modify a Travel Voucher

1. Type a valid eight-digit TAC number and three-digit suffix.

2. Press Enter
Modify a Travel Voucher

1. Press Enter

At this time, you will be shown the same series of screens that you used to add the travel voucher. Just as you did when modifying a travel request, you may make changes by pressing the Enter key until the proper screen is recalled, and then using the Tab key to cursor to the appropriate space where a change can be made.

After reviewing several screens (the number depends on which screens you filled in when first adding the voucher), you will find the screen pictured on the following page.
Modify a Travel Voucher

THE VOUCHER CURRENTLY BEING PROCESSED HAS BEEN MODIFIED

ENTER CHOICES

DISPLAY EXPENSE SUMMARY (Y/N) ?
PRINT VOUCHER (DRAFT OR FINAL) ?

D - PRINT DRAFT VOUCHER
F - PRINT FINAL VOUCHER
BLANK - DO NOT PRINT VOUCHER

PRESSING PF11/23 OR PF12/24 NOW WILL NOT AFFECT THE WORK JUST COMPLETED.

1. Press Y or N

If you choose “Yes,” you will see the informational “Expense Summary” and “Printer Help” screens beginning on page 10-25. Press the Enter key to page through them. If you choose “No,” then you will skip step 2 below, and return to the screen pictured on page 3 of this section. Here you may either press the PF11 key to return to the Travel Voucher Maintenance Menu, or type another voucher number to modify.

2. Press D or F or leave the space blank.

3. Press Enter

If you select “F,” and then wish to modify the voucher, you must call FMD in order to have it reset.

Lewis Online Travel System
Delete a Travel Voucher

1. Press 3 then Enter

Lewis Online Travel System
Delete a Travel Voucher

1. Type a valid eight-digit TAC number and three-digit suffix.

2. Press Enter
Delete a Travel Voucher

VOUCHER NUMBER: 14100 001 001
TRAVELER'S NAME: DOE JOHN Q.
ORGANIZATION CODE: 1000
FIRST TDY LOCATION:
TRAVEL DATES: FROM:
TO:

DO YOU WISH TO DELETE THIS VOUCHER? (Y/N) 

1. Press [Y] or [N] then [Enter].

You will receive no confirmation notice regardless of your choice. When you press the Enter key, you will return to the screen pictured on the previous page. Here you may either press the PF11 key to return to the Travel Voucher Maintenance Menu, or enter another voucher number to delete.
Display a Travel Voucher

1. ADD TRAVEL VOUCHER
2. MODIFY TRAVEL VOUCHER
3. DELETE TRAVEL VOUCHER
4. DISPLAY TRAVEL VOUCHER
5. TRAVEL VOUCHER REPORTS
6. HELP - LISTING OF PER DIEM CITIES

PLEASE SELECT OPTION

1. Press 4 then Enter
Display a Travel Voucher

1. Type a valid eight-digit TAC number and three-digit suffix.

2. Move the cursor to the appropriate space using the Tab key.

3. Press X then Enter.
Display a Travel Voucher

P4202015
02/19/90

NASA-LEWIS RESEARCH CENTER
TRAVEL VOUCHER MAINTENANCE
DISPLAY TRAVEL VOUCHER

ENTER VOUCHER NUMBER

TAC NUMBER 14100 001
VOUCHER SUFFIX 001

TYPE 'X' TO SELECT EXPENSE AMOUNTS:
X ORIGINAL AMOUNTS
- EXAMINED AMOUNTS

VOUCHER STATUS COMPLETED - TRAVELER
VOUCHER TYPE P - LODGING PLUS

ENTERED BY TRAVELER

PRESS ENTER TO CONTINUE

1. Press Enter

Lewis Online Travel System
# Display a Travel Voucher

| P4202015 | NASA-LEWIS RESEARCH CENTER | ID-01034 |
| 02/19/90 | TRAVEL VOUCHER MAINTENANCE  | 12:34:56 |

DISPLAY - PERSONNEL INFORMATION - <Your Voucher Number>

**TRAVELER'S NAME:**

<table>
<thead>
<tr>
<th>STREET:</th>
<th>CITY:</th>
<th>ST:</th>
<th>ZIP:</th>
</tr>
</thead>
</table>

**RESIDENCE ADDRESS:**

<table>
<thead>
<tr>
<th>STREET:</th>
<th>CITY:</th>
<th>ST:</th>
<th>ZIP:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>STREET:</th>
<th>CITY:</th>
<th>ST:</th>
<th>ZIP:</th>
</tr>
</thead>
</table>

**MAILING ADDRESS:**

**DEPARTMENT OR ESTABLISHMENT, BUREAU, DIVISION, OR OFFICE:**

**PRESENT DUTY STATION:**

1. Press **Enter**.

At this time you will be shown a series of screens that contain information about the voucher. The information cannot be changed. After reviewing several screens (the number depends on which screens you filled in when first adding the voucher), you will return you to the screen pictured on page 10 of this section. There you may either press the PF11 key to return to the Travel Voucher Maintenance Menu, or enter another voucher number to display.
Travel Voucher Reports

M42020
02/19/90
NASA-LEWIS RESEARCH CENTER
TRAVEL VOUCHER MAINTENANCE MENU
ID-01123
12:34:56

1. ADD TRAVEL VOUCHER
2. MODIFY TRAVEL VOUCHER
3. DELETE TRAVEL VOUCHER
4. DISPLAY TRAVEL VOUCHER
5. TRAVEL VOUCHER REPORTS
6. HELP - LISTING OF PER DIEM CITIES

PLEASE SELECT OPTION

1. Press 5 then Enter
Travel Voucher Reports—Print

1. Press 1 then Enter

Choosing options 1, 2, 3, or 5 will display the screens shown on the following three pages. If you choose option 4, the series of screens shown on pages 18 through 20 will be displayed. If you choose option 6, the series of screens shown on pages 21 through 24 will be shown.
Travel Voucher Reports — Print

1. Type a valid eight-digit TAC number and three-digit suffix.

2. Press Enter
Travel Voucher Reports—Print

WHEN PRINTING VOUCHERS FROM ANY OF THE FOLLOWING FUNCTIONS:

- ADD TRAVEL VOUCHER
- MODIFY TRAVEL VOUCHER
- TRAVEL VOUCHER REPORT MENU

DO NOT EXIT THE LOTS SYSTEM AND TYPE 'FIN' UNTIL YOU HAVE RECEIVED YOUR PRINTED VOUCHERS FROM THE PRINTER. IF YOU HAVE SUBMITTED YOUR VOUCHER TO BE PRINTED AND HAVE NOT RECEIVED IT WITHIN 5 MINUTES, PLEASE CALL THE PROBLEM MANAGEMENT OFF AT 433-9800. THIS WILL ASSIST US IN SOLVING DELAYS BEING ENCOUNTERED IN OBTAINING TRAVEL VOUCHER PRINTOUTS.

PRESS ENTER TO CONTINUE

1. Press Enter
Travel Voucher Reports — Print

THE DRAFT VOUCHER
FOR <Your Voucher Number>
WILL BE SENT TO THE PRINTER
WHEN YOU PRESS <ENTER>.

1. Press Enter

Warning: Do NOT logoff until the print job is completed.

Pressing the Enter key will return you to the screen pictured on page 15 of this section. After confirming that the print job has been completed, you may either type another TAC number, or press the PF11 key to return to the Travel Voucher Maintenance Menu.
Travel Voucher Reports—Display Certification List

U4202026
02/19/90

NASA-LEWIS RESEARCH CENTER
TRAVEL VOUCHER MAINTENANCE
TRAVEL VOUCHER REPORTS MENU

1. PRINT DRAFT VOUCHER
2. PRINT FINAL VOUCHER
   WITH TRAVEL REQUEST SUMMARY
3. PRINT CERTIFIED VOUCHER
4. DISPLAY CERTIFICATION LIST -
   VOUCHER SUMMARY INFORMATION
5. PRINT VOUCHER SUMMARY SHEET
   BY VOUCHER NUMBER
6. DISPLAY VOUCHER ADJUSTMENTS

PLEASE SELECT OPTION: □

1. Press □ then Enter

Lewis Online Travel System
**Travel Voucher Reports—Display Certification List**

<table>
<thead>
<tr>
<th>P4202029</th>
<th>NASA-LEWIS RESEARCH CENTER</th>
<th>ID-01157</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/19/90</td>
<td>TRAVEL VOUCHER MAINTENANCE</td>
<td>12:34:56</td>
</tr>
<tr>
<td></td>
<td>REPORTS - DISPLAY CERTIFICATION LIST</td>
<td></td>
</tr>
</tbody>
</table>

**ENTER ORGANIZATION CODE.**

**ORG CODE**

1. Type a valid organization code.

2. Press `Enter`
### Travel Voucher Reports — Display Certification List

<table>
<thead>
<tr>
<th>MARK WITH 'X'</th>
<th>VOUCHER-NUMBER</th>
<th>VOUCHER TYPE</th>
<th>TRAVELER</th>
<th>ORG CODE</th>
<th>TRAVEL BEGIN DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>14100 001 001</td>
<td>P</td>
<td>DOE, JOHN Q.</td>
<td>1000</td>
<td>19910901</td>
</tr>
<tr>
<td></td>
<td>14320 001 001</td>
<td>O</td>
<td>SMITH, BOB E.</td>
<td>1000</td>
<td>19910904</td>
</tr>
</tbody>
</table>

This list is being displayed in certification date order.

1. Use the Tab/Shift-Tab keys to scroll to the voucher you wish displayed, then press ⎕.

2. Press ⎕.

When you return to the screen pictured on the previous page, you may press the PF11 key to return to the Travel Voucher Reports Menu.
Travel Voucher Reports—Display Voucher Adjustments

1. PRINT DRAFT VOUCHER
2. PRINT FINAL VOUCHER WITH TRAVEL REQUEST SUMMARY
3. PRINT CERTIFIED VOUCHER
4. DISPLAY CERTIFICATION LIST - VOUCHER SUMMARY INFORMATION
5. PRINT VOUCHER SUMMARY SHEET BY VOUCHER NUMBER
6. DISPLAY VOUCHER ADJUSTMENTS

PLEASE SELECT OPTION: [ ]

1. Press 6 then Enter
Travel Voucher Reports — Display Voucher Adjustments

1. Type a valid eight-digit TAC number and three-digit suffix.

2. Press (Enter)
Travel Voucher Reports—Display Voucher Adjustments

<table>
<thead>
<tr>
<th>TRAVELER NAME: JOHN DOE</th>
<th>VOUCHER TYPE: P</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>DATE</th>
<th>DESCRIPTION</th>
<th>SUBSIST ADJUST</th>
<th>NET CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>19910101</td>
<td>LODGING</td>
<td>-3.00</td>
<td></td>
</tr>
<tr>
<td>19910101</td>
<td>TOTAL SUBSISTENCE</td>
<td></td>
<td>-3.00</td>
</tr>
<tr>
<td>19910102</td>
<td>LODGING</td>
<td>-3.00</td>
<td></td>
</tr>
<tr>
<td>19910102</td>
<td>TOTAL SUBSISTENCE</td>
<td></td>
<td>-3.00</td>
</tr>
</tbody>
</table>

TOTAL ADJUSTMENTS: -6.00

1. Press Enter
### Travel Voucher Reports — Display Voucher Adjustments

**TRAVELER NAME:** JOHN DOE  
**VOUCHER TYPE:** P

<table>
<thead>
<tr>
<th></th>
<th>MILEAGE</th>
<th>SUBSISTENCE</th>
<th>OTHER</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADJUSTED AMOUNT CLAIMED:</td>
<td>0.00</td>
<td>138.00</td>
<td>0.00</td>
<td>138.00</td>
</tr>
<tr>
<td>ORIGINAL AMOUNT CLAIMED</td>
<td>0.00</td>
<td>144.00</td>
<td>0.00</td>
<td>144.00</td>
</tr>
<tr>
<td>DIFFERENCE</td>
<td>0.00</td>
<td>-6.00</td>
<td>0.00</td>
<td>-6.00</td>
</tr>
</tbody>
</table>

**ADVANCE:**

<table>
<thead>
<tr>
<th></th>
<th>CHARGE TO APPROPRIATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMOUNT OUTSTANDING</td>
<td>TOTAL VERIFIED CORRECT</td>
</tr>
<tr>
<td>AMOUNT TO BE APPLIED</td>
<td>REGISTRATION FEE</td>
</tr>
<tr>
<td>AMOUNT DUE THE GOVT</td>
<td>AMOUNT APPLIED TO</td>
</tr>
<tr>
<td></td>
<td>TRAVEL ADVANCE (S)</td>
</tr>
</tbody>
</table>

1. Press **Enter** to return to the screen shown on page 11-22.
Listing of Per Diem Cities

1. ADD TRAVEL VOUCHER
2. MODIFY TRAVEL VOUCHER
3. DELETE TRAVEL VOUCHER
4. DISPLAY TRAVEL VOUCHER
5. TRAVEL VOUCHER REPORTS
6. HELP - LISTING OF PER DIEM CITIES

PLEASE SELECT OPTION [ ]

1. Press [6] then [Enter]
Listing of Per Diem Cities

TO LIST ALL VALID PER DIEM CITIES
IN A GIVEN STATE, ENTER STATE CODE

STATE  (ENTER A '?' TO SEE LIST OF STATE CODES)

1. Type the correct state code, then Enter

LOTS uses the two-letter abbreviations employed by the Postal Service. If you are unsure of the proper state code, type a "?" and press the Enter key.
### Listing of Per Diem Cities

<table>
<thead>
<tr>
<th>CITY</th>
<th>PER DIEM</th>
<th>M&amp;IE RATE</th>
<th>LODGING RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADA</td>
<td>66.00</td>
<td>26.00</td>
<td>40.00</td>
</tr>
<tr>
<td>AKRON</td>
<td>84.00</td>
<td>26.00</td>
<td>58.00</td>
</tr>
<tr>
<td>ALBANY</td>
<td>66.00</td>
<td>26.00</td>
<td>40.00</td>
</tr>
<tr>
<td>ALFRED</td>
<td>66.00</td>
<td>26.00</td>
<td>40.00</td>
</tr>
<tr>
<td>ALGER</td>
<td>66.00</td>
<td>26.00</td>
<td>40.00</td>
</tr>
<tr>
<td>ALLIANCE</td>
<td>66.00</td>
<td>26.00</td>
<td>40.00</td>
</tr>
<tr>
<td>AMHERST</td>
<td>77.00</td>
<td>26.00</td>
<td>51.00</td>
</tr>
<tr>
<td>ASHLEY</td>
<td>66.00</td>
<td>28.00</td>
<td>40.00</td>
</tr>
<tr>
<td>ASHTABULA</td>
<td>81.00</td>
<td>28.00</td>
<td>55.00</td>
</tr>
<tr>
<td>ATHENS</td>
<td>66.00</td>
<td>28.00</td>
<td>40.00</td>
</tr>
<tr>
<td>AURORA</td>
<td>66.00</td>
<td>28.00</td>
<td>40.00</td>
</tr>
<tr>
<td>AVON</td>
<td>77.00</td>
<td>26.00</td>
<td>51.00</td>
</tr>
</tbody>
</table>

HIT ENTER TO CONTINUE

1. Press **Enter** to scroll through the list of cities
2. Press **F11** to exit

When you locate the proper city, write down the listed amounts and press the PF11 key. If you want to review the list, press the Enter key, which will return you to the screen pictured on the previous page.
Prepared Standard Queries/Reports

Prepared standard queries and reports are general information that assist you in your use of the travel system.

1. TRAVEL REQUEST MAINTENANCE
2. TRAVEL ADVANCE MAINTENANCE
3. TRAVEL VOUCHER MAINTENANCE
4. PREPARED STANDARD QUERIES/REPORTS
5. PERSONNEL DATA MAINTENANCE

PLEASE SELECT OPTION

1. Press 4 then Enter
Display an Activity Report for a Specific TAC Number

1. Press 1 then Enter
Display an Activity Report for a Specific TAC Number

P4201701
02/19/90

NASA-LEWIS RESEARCH CENTER
TRAVEL ACTIVITY REPORT
ID-00473
12:34:56

1. Type a valid eight-digit TAC number

2. Press  Enter
**Display an Activity Report for a Specific TAC Number**

<table>
<thead>
<tr>
<th>TAC NUMBER &lt;Your TAC Number&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID-00471</td>
</tr>
<tr>
<td>12:34:56</td>
</tr>
</tbody>
</table>

**TRAVEL ACTIVITY REPORT**

**ORGANIZATION** 4100

**TRAVEL BEGIN DATE** 03/19/90

**CLEVELAND OH**

**TOLEDO OH**

**NAME** JOHN Q. SMITH

**SSN**

**RTOP** 022-00-00-00

**FUNCTION CODE** 400000

**OBJECT CLASS** 2123

**DPI** D

**SCHED DATE**

<table>
<thead>
<tr>
<th>ORIGINAL OBLIGATION</th>
<th>TRANS</th>
<th>PER DIEM</th>
<th>CAR RENTAL</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1000.00</td>
<td>$2468.75</td>
<td>$</td>
<td>$3468.75</td>
<td>$</td>
</tr>
</tbody>
</table>

| ADJUSTED OBLIGATION   |        | $        | $          | $        |
| DISBURSEMENT          |        | $        | $          | $        |
| ADVANCE BALANCE       |        | $        | $          | $        |

1. Press **F11** to return to the main menu

-- or --

**Enter** to return to the previous screen.
Display TAC Numbers for a Social Security Number

1. Press 2 then Enter

Lewis Online Travel System
Display TAC Numbers for a Social Security Number

1. Type a valid social security number. It may be correct as shown.

2. Press Enter
Display TAC Numbers for a Social Security Number

<table>
<thead>
<tr>
<th>TAC NUMBER</th>
<th>DEPART DATE</th>
<th>FIRST TDY LOCATION</th>
<th>TRAVEL TYPE</th>
<th>REQUEST STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>14004 001</td>
<td>1990/03/19</td>
<td>TOLEDO, OH</td>
<td>SINGLE TRIP</td>
<td>PENDING</td>
</tr>
<tr>
<td>14004 002</td>
<td>1990/04/19</td>
<td>WASHINGTON DC</td>
<td>SINGLE TRIP</td>
<td>SAVE/HOLD</td>
</tr>
</tbody>
</table>

1. Press **F1** to return to the main menu

-- or --

**Enter** to return to the previous screen.

Lewis Online Travel System
Display TAC Numbers of Blanket Order Requests

1. TRAVEL ACTIVITY REPORT FOR SPECIFIC TAC NUMBER
2. DISPLAY TAC NUMBERS FOR A SPECIFIC SOCIAL SECURITY NUMBER
3. DISPLAY TAC NUMBERS OF BLANKET ORDER REQUESTS FOR TRAVELER
4. DISPLAY TRIPS FOR AN ORGANIZATION
5. PRINT TRAVEL REQUEST SUMMARY

PLEASE SELECT OPTION

1. Press 3 then Enter
**Display TAC Numbers of Blanket Order Requests**

1. Type a valid social security number.

2. Type a valid four-digit fiscal year

The social security number and year may be correct as shown.

3. Press **Enter**

---

Lewis Online Travel System
**Display TAC Numbers of a Blanket Order Request**

<table>
<thead>
<tr>
<th>SOCIAL SECURITY NUMBER</th>
<th>TRAVELER'S NAME</th>
<th>BLANKET PERIOD</th>
<th>TAC NUMBER</th>
<th>BEGIN DATE</th>
<th>ENDING DATE</th>
<th>REQUEST STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SMITH, JOHN Q.</td>
<td></td>
<td>14090000</td>
<td>1990/05/19</td>
<td>1991/06/01</td>
<td>PENDING</td>
</tr>
</tbody>
</table>

1. Press **F11** to return to the main menu

--- or ---

**Enter** to return to the previous screen.
Display Trips for an Organization

<table>
<thead>
<tr>
<th>M42017</th>
<th>NASA-LEWIS RESEARCH CENTER</th>
<th>ID-00470</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/19/90</td>
<td>PREPARED STANDARD QUERIES/REPORTS MENU</td>
<td>12:34:56</td>
</tr>
</tbody>
</table>

1. TRAVEL ACTIVITY REPORT FOR SPECIFIC TAC NUMBER
2. DISPLAY TAC NUMBERS FOR A SPECIFIC SOCIAL SECURITY NUMBER
3. DISPLAY TAC NUMBERS OF BLANKET ORDER REQUESTS FOR TRAVELER
4. DISPLAY TRIPS FOR AN ORGANIZATION
5. PRINT TRAVEL REQUEST SUMMARY

PLEASE SELECT OPTION

1. Press 4 then Enter
Display Trips for an Organization

<table>
<thead>
<tr>
<th>ORG-CODE</th>
<th>TRAVEL BEGIN DATE (YYYYMMDD)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Type a valid organization code. It may be correct as shown.

2. Type a valid eight-digit date

3. Press Enter

Lewis Online Travel System
### Display Trips for an Organization

<table>
<thead>
<tr>
<th>NAME</th>
<th>TAC NUMBER</th>
<th>TDY LOCATION</th>
<th>BEGIN DATE</th>
<th>ADV PRT</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMITH, JOHN</td>
<td>12070 001</td>
<td>CLEVELAND, OH</td>
<td>1991/03/01</td>
<td></td>
<td>SAV/HOLD</td>
</tr>
</tbody>
</table>

1. Press `F11` to return to the main menu

    -- or --

Enter  to return to the previous screen.
Print Travel Request Summary

1. TRAVEL ACTIVITY REPORT FOR SPECIFIC TAC NUMBER
2. DISPLAY TAC NUMBERS FOR A SPECIFIC SOCIAL SECURITY NUMBER
3. DISPLAY TAC NUMBERS OF BLANKET ORDER REQUESTS FOR TRAVELER
4. DISPLAY TRIPS FOR AN ORGANIZATION
5. PRINT TRAVEL REQUEST SUMMARY

PLEASE SELECT OPTION

1. Press 5 then Enter
Print Travel Request Summary

ENTER TAC NUMBER.

TAC NUMBER <Your TAC Number>

1. Type a valid TAC number.

2. Press Enter
Print Travel Request Summary

P4201723   NASA-LEWIS RESEARCH CENTER   ID-01636
02/19/90   CONFIRMATION SCREEN - PRINT   12:34:56

THE TRAVEL REQUEST SUMMARY
FOR <Your TAC Number> HAS
BEEN SENT TO THE PRINTER

PRESS ENTER TO CONTINUE

1. Press Enter

Pressing the Enter key will return you to the Prepared Standard Queries and Reports Main Menu.
Personnel Data Maintenance

Personnel Data Maintenance allows you to alter an individual's personal information, such as work location and organization code.

1. TRAVEL REQUEST MAINTENANCE
2. TRAVEL ADVANCE MAINTENANCE
3. TRAVEL VOUCHER MAINTENANCE
4. PREPARED STANDARD QUERIES/REPORTS
5. PERSONNEL DATA MAINTENANCE

PLEASE SELECT OPTION

1. Press 5 then Enter
Personnel Data Maintenance

U4201206
02/19/90

NASA-LEWIS RESEARCH CENTER
LERC PERSONNEL MAINTENANCE
MODIFY LERC PERSONNEL RECORD

ID-00425
12:34:56

SSN: [Redacted]

1. Type a valid social security number. It may be correct as shown.

2. Press Enter
Personnel Data Maintenance

1. Press Tab to cursor through the fields; correct entries, as needed.

   You may not change the social security number or government contract issued charge card indicator.

2. Press Enter

Lewis Online Travel System
1. Press Enter to return to the screen pictured on page 13-2.

From there, you may either enter another social security number, or press PF11 to return to the main menu.
# Lewis Online Travel System Preparer's/Traveler's Manual Release 1.0

## Title:
Lewis Online Travel System Preparer's/Traveler's Manual Release 1.0

## Author:
Michael Seese

## Performing Organization Name(s) and Address(es):
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Lewis Research Center
Cleveland, Ohio 44135-3191

## Distribution/Availability Statement:
Unclassified - Unlimited
Subject Category 62

## Abstract:
The Lewis Online Travel System (LOTS) is a menu-driven interactive application that automates nearly all of the functions associated with government travel. The purpose of this manual is to provide LOTS users with concise instructions for using the computerized application. As such, it will not go into the details of travel regulations.

## Subject Terms:
LOTS; Travel

## Security Classification of Report:
Unclassified