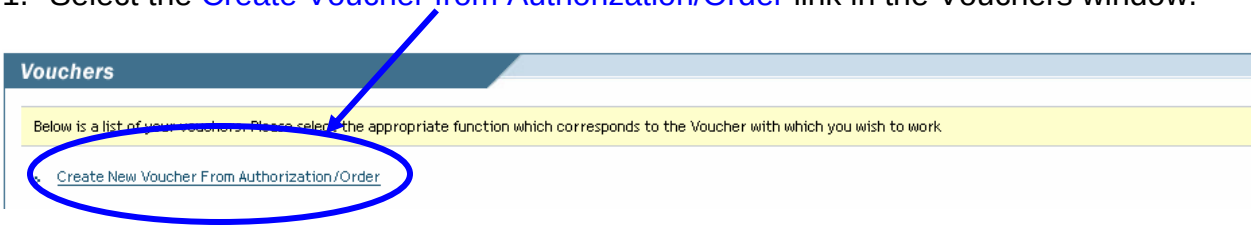
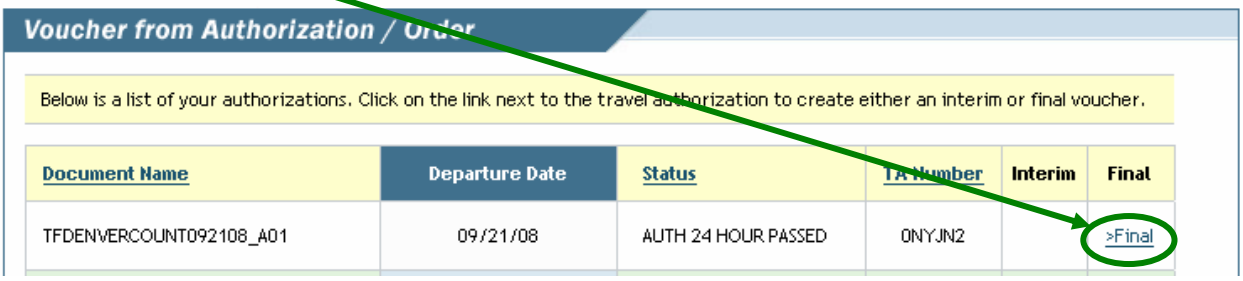
Voucher for an Early Ticket Already Purchased

1. Select the Create Voucher from Authorization/Order link in the Vouchers window.

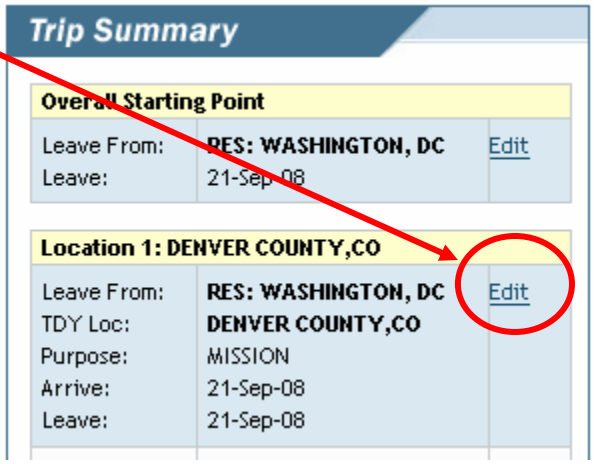


2. Select the Final link next to the appropriate document.

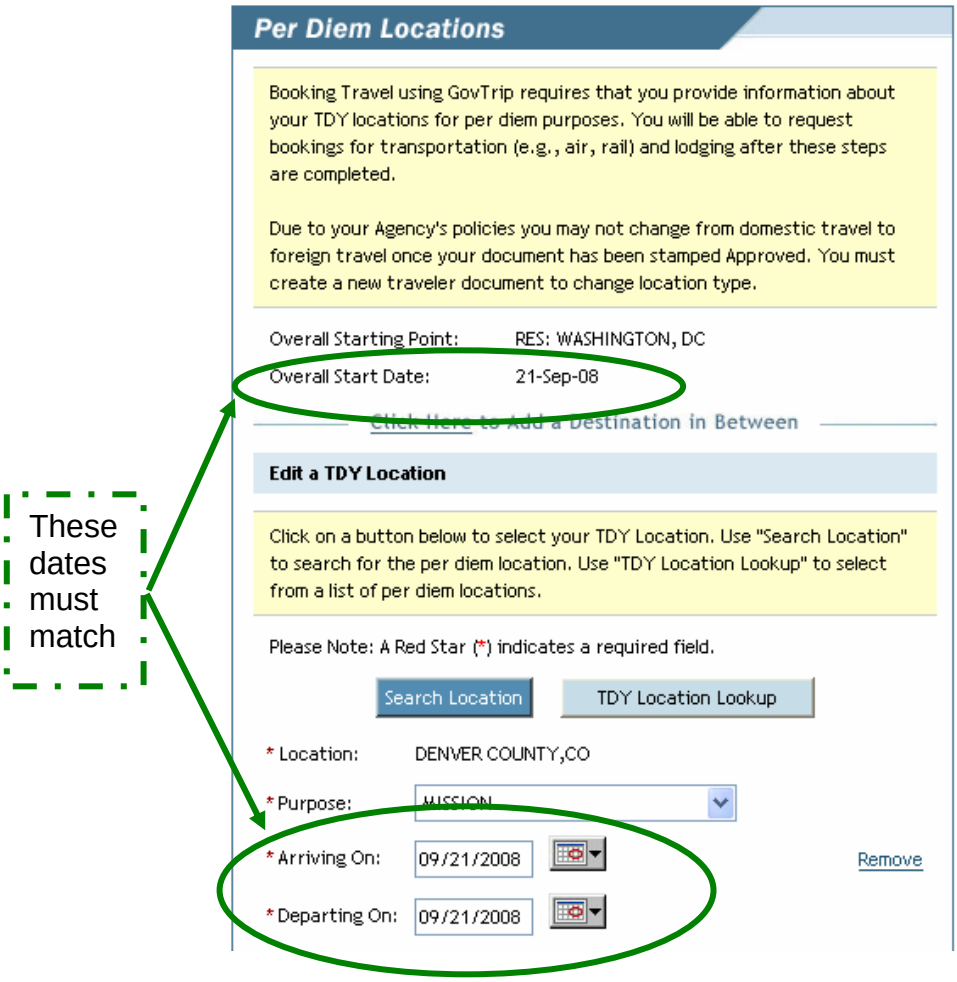


3. Select Itinerary from the toolbar.

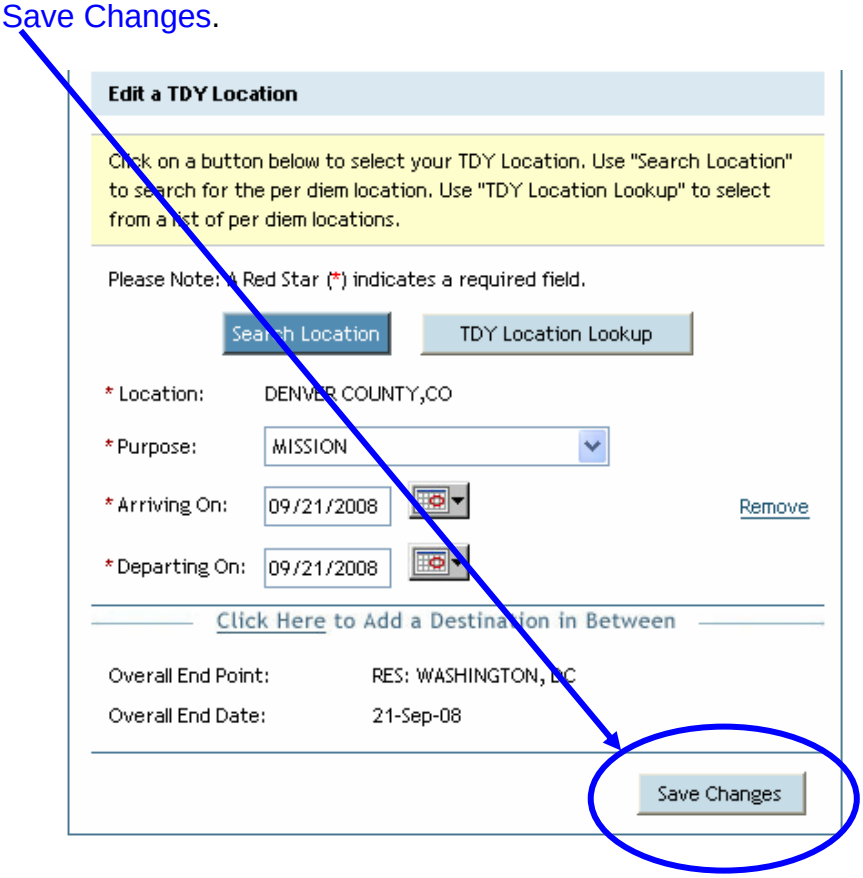
4. Edit Location.



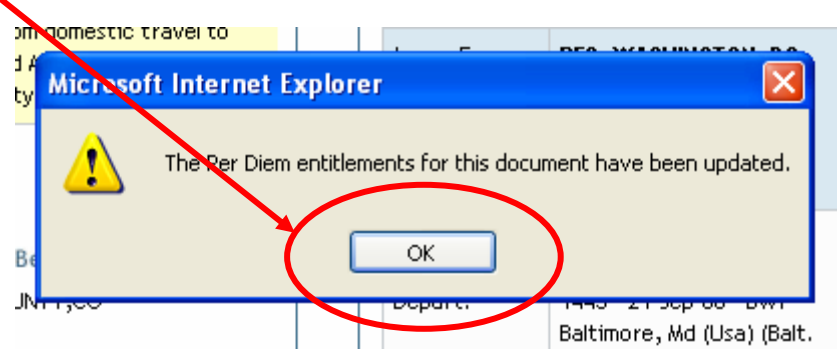
5. In the Per Diem Locations box change the Arriving On and Departing On dates to match the Overall Start Date.



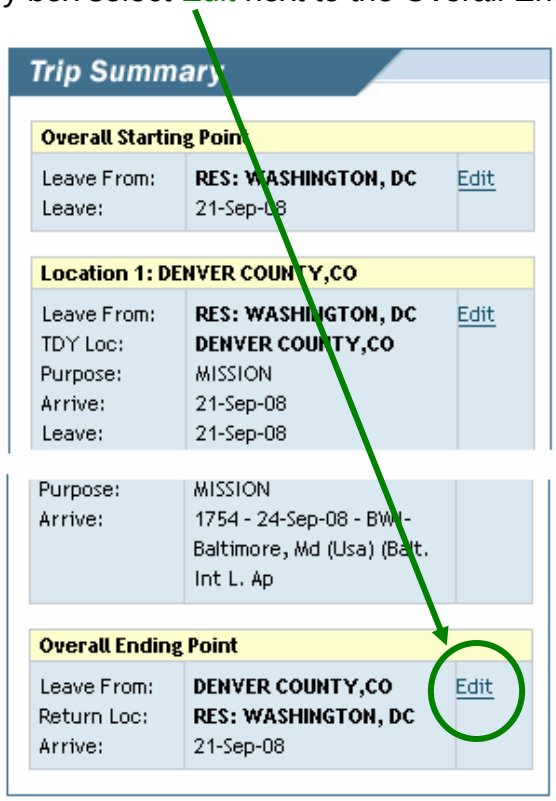
6. Select Save Changes.



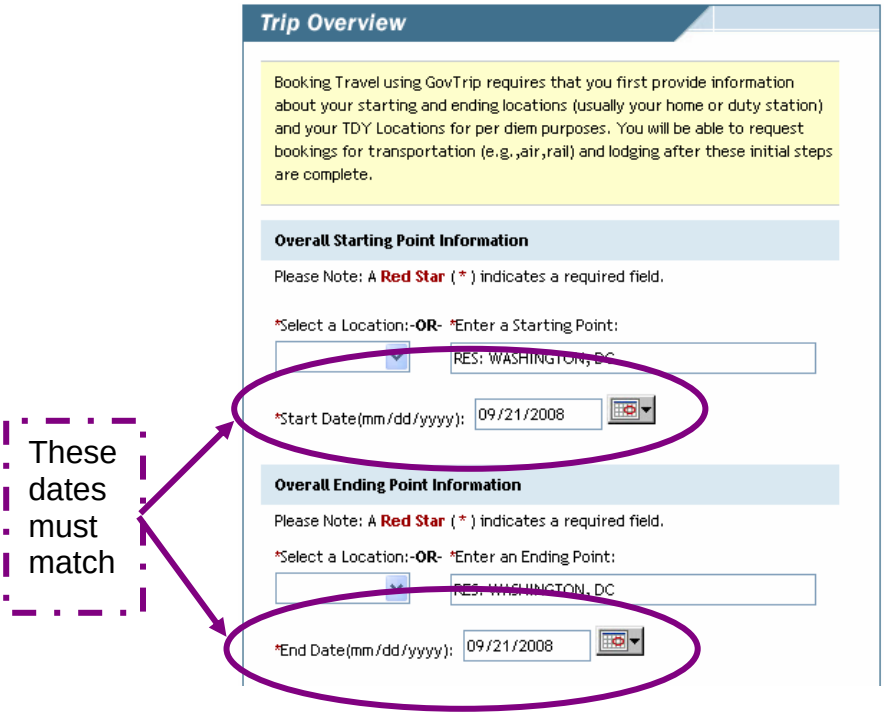
7. Select OK.



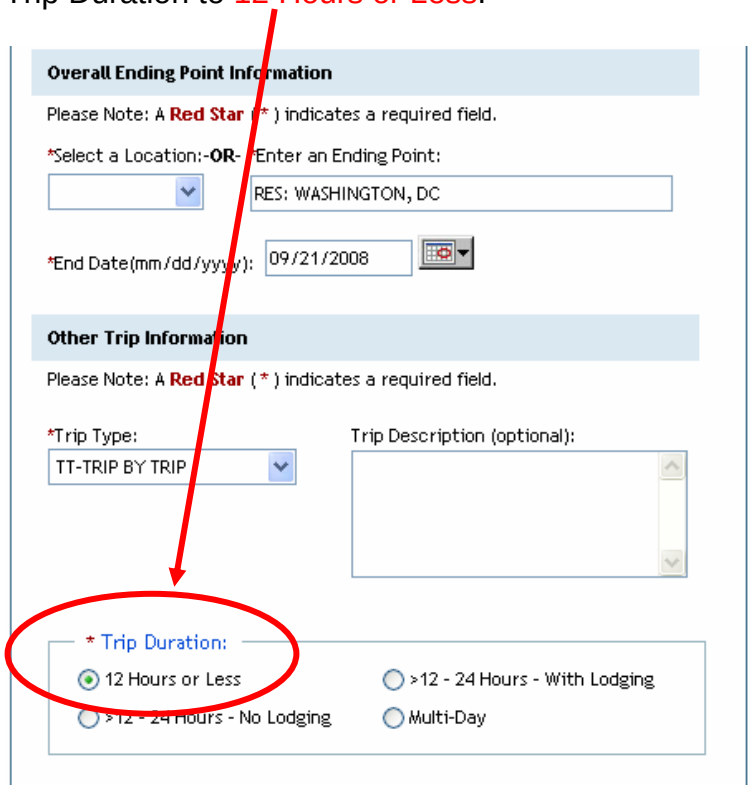
8. In the Trip Summary box select Edit next to the Overall Ending Point.



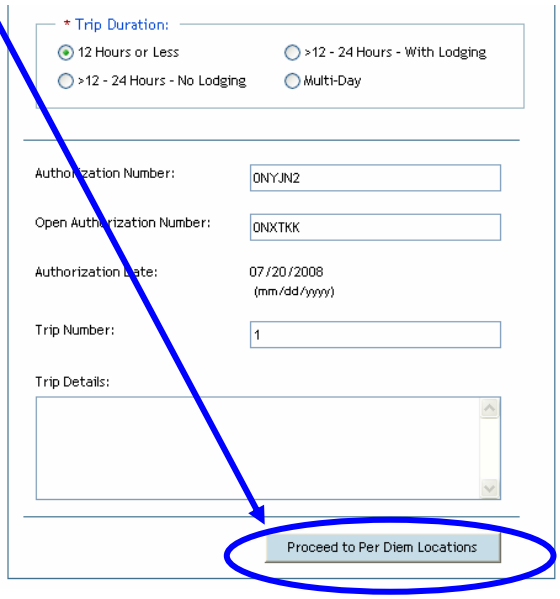
9. In the Trip Overview Box change the End Date to match the Start Date.



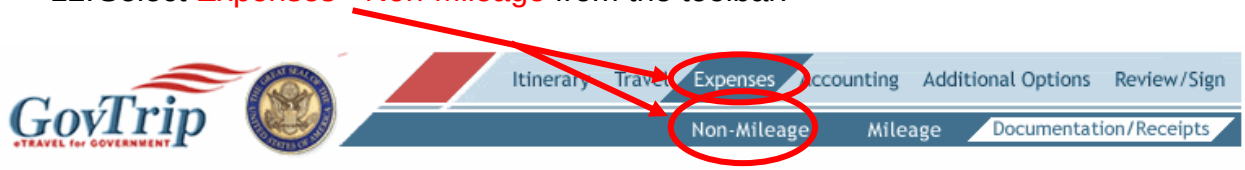
10. Change the Trip Duration to 12 Hours or Less.



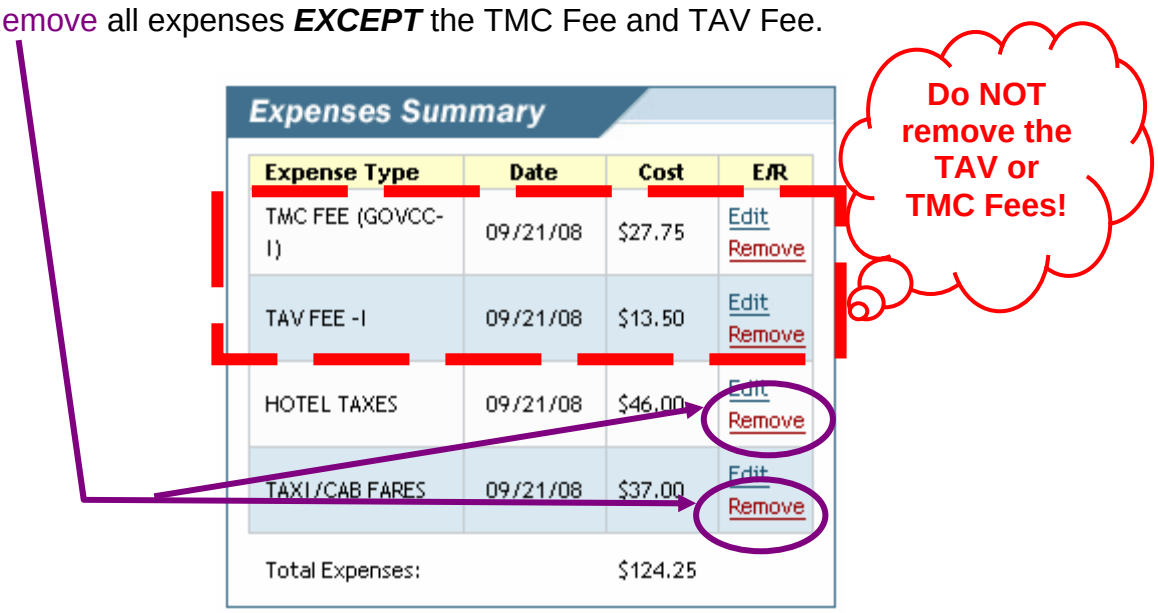
11. Select Proceed to Per Diem Locations.



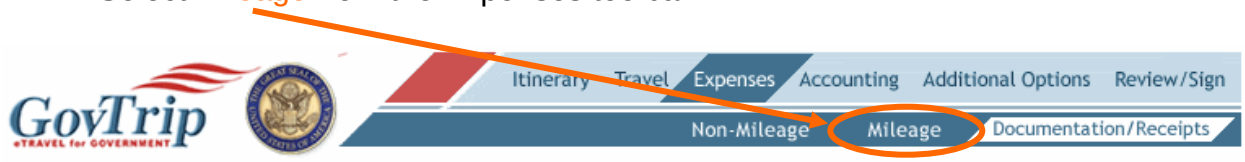
12. Select Expenses - Non-Mileage from the toolbar.



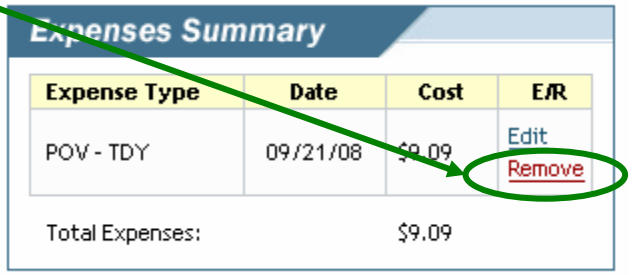
13. Remove all expenses ***EXCEPT*** the TMC Fee and TAV Fee.



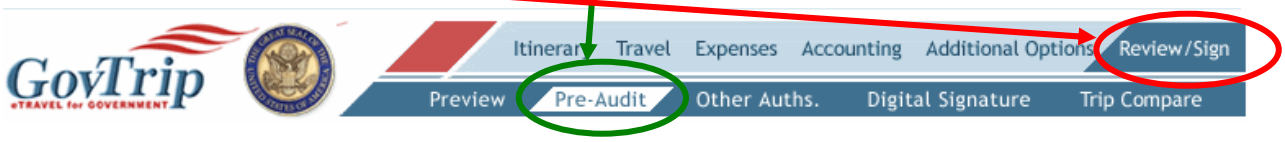
14. Select Mileage from the Expenses toolbar.



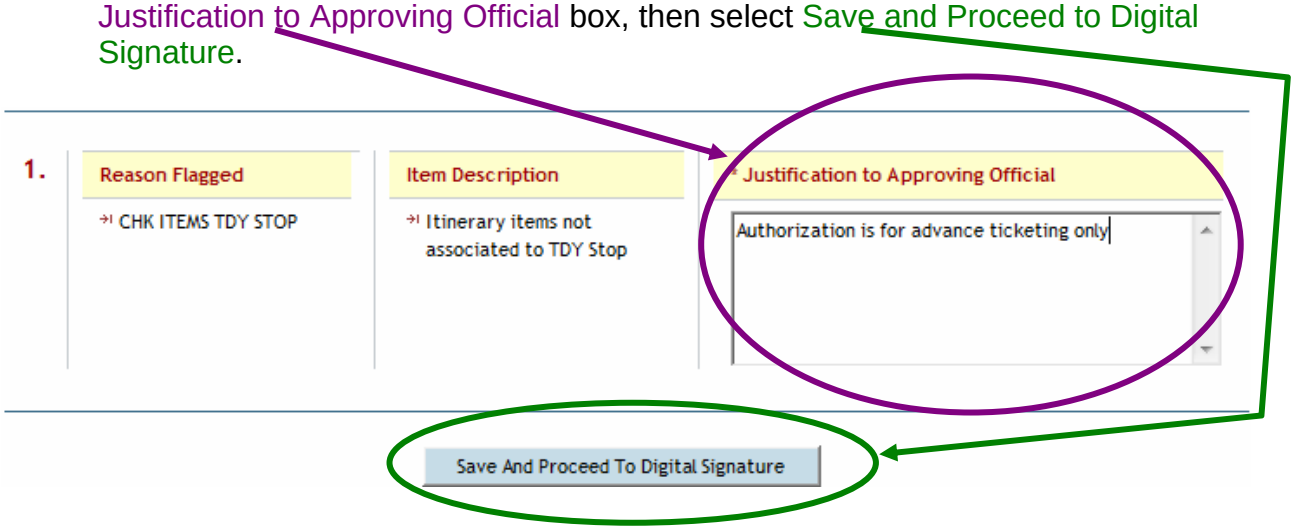
15. Remove all Mileage expenses.



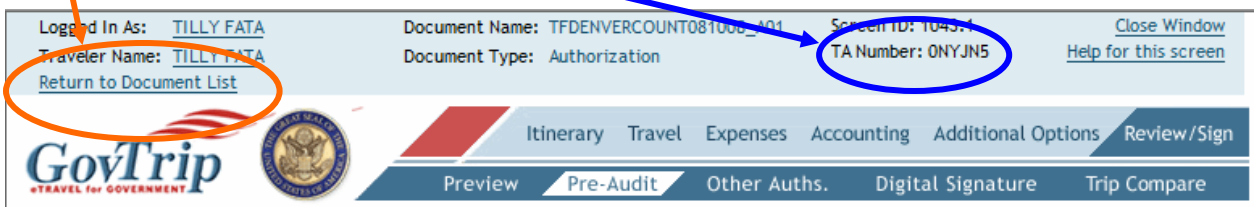
16. Select Review/Sign, and then Pre-Audit from the toolbar.



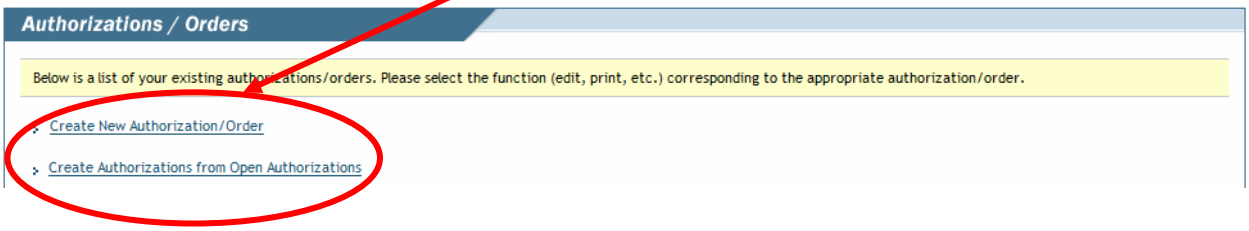
17. For any Pre-Audit Flags enter "Authorization is for advance ticketing only" in Justification to Approving Official box, then select Save and Proceed to Digital Signature.



18. Select the Return to Document List link in the upper left corner of the screen, making note of the TA Number.



19. Select the link to Create a New Authorization/Order (or Create Authorization from Open Authorizations if necessary).

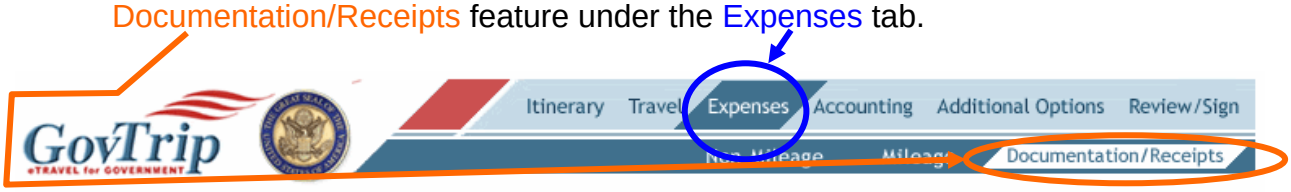


20. Create the new authorization as usual but do NOT book an airline reservation.

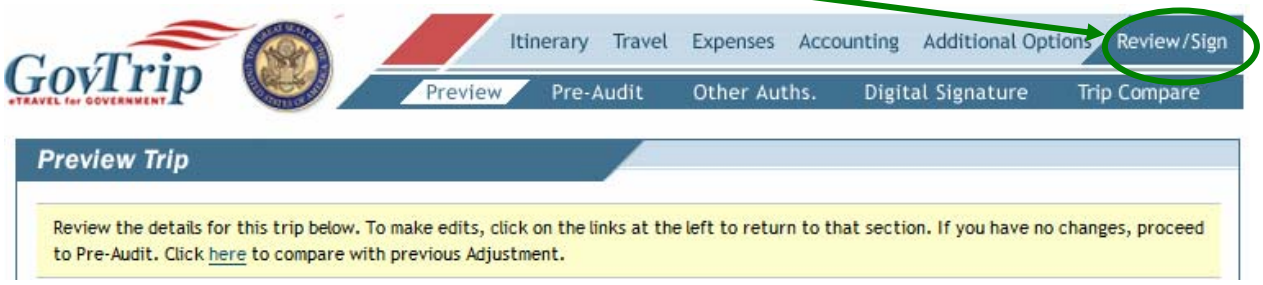
21. Complete all other needed reservations including lodging and rental car.

22. Remember to include any non-mileage or mileage expenses.

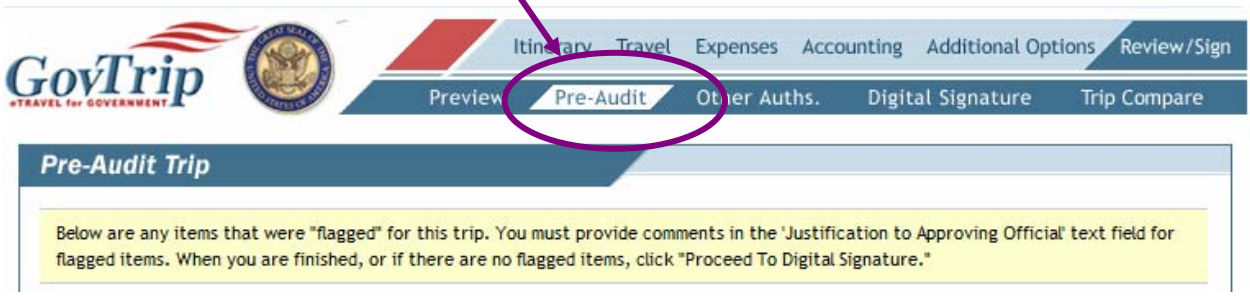
23. Upload a copy of the Airline Ticket Authorization using the Documentation/Receipts feature under the Expenses tab.



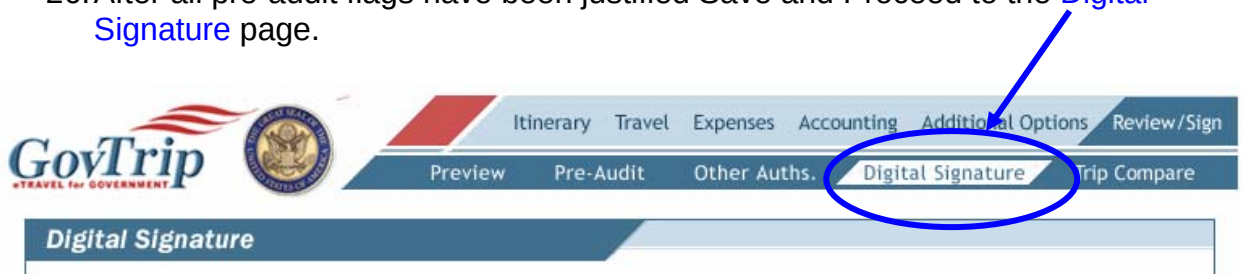
24. Select the Review/Sign tab and verify the information contained on the Preview Trip page.



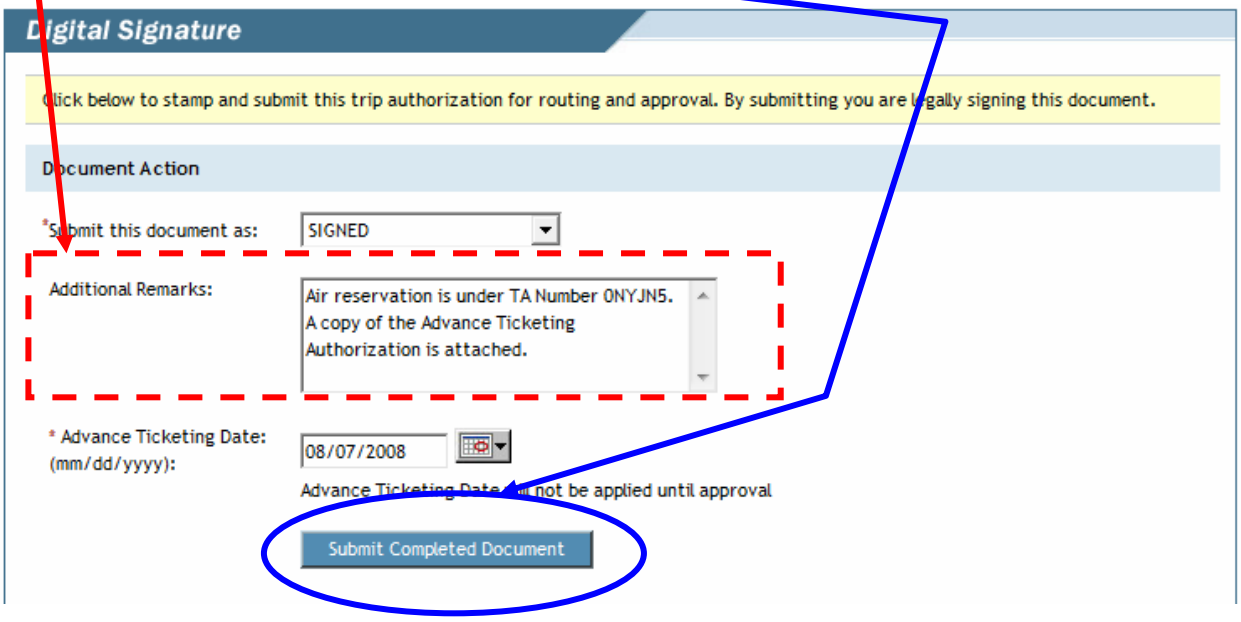
25. Save and Proceed to the Pre-Audit page and justify any pre-audit flags.



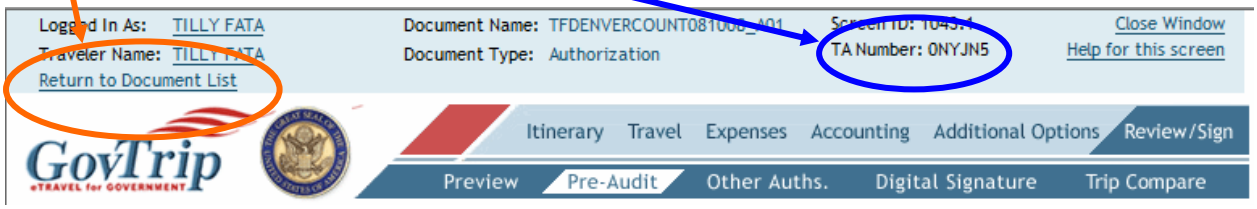
26. After all pre-audit flags have been justified Save and Proceed to the Digital Signature page.



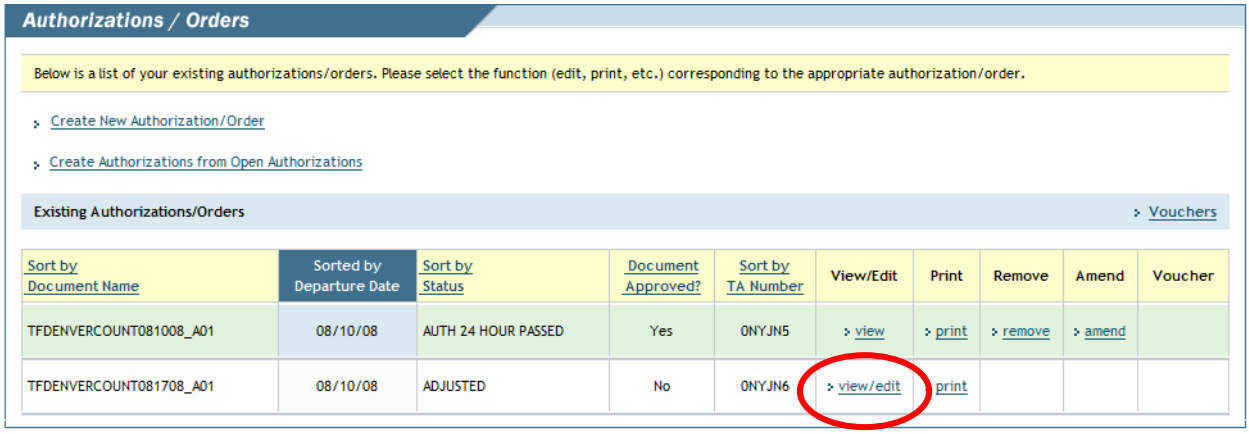
27. In the Additional Remarks box enter “Air reservation is under TA Number (enter TA number of Advanced Ticketing Authorization). A copy of the Advance Ticketing Authorization is attached”, then stamp the document SIGNED and Submit Completed Document.



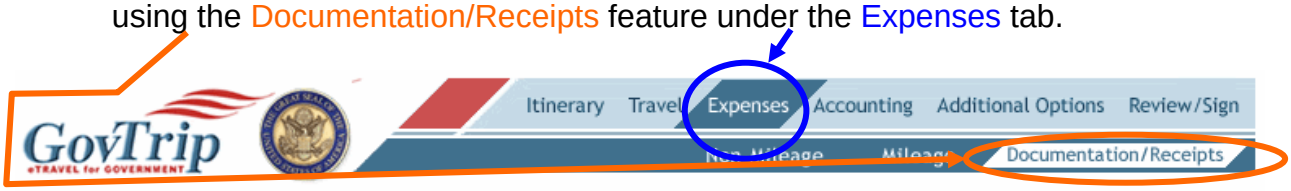
28. Select the Return to Document List link in the upper left corner of the screen, making note of the TA Number.



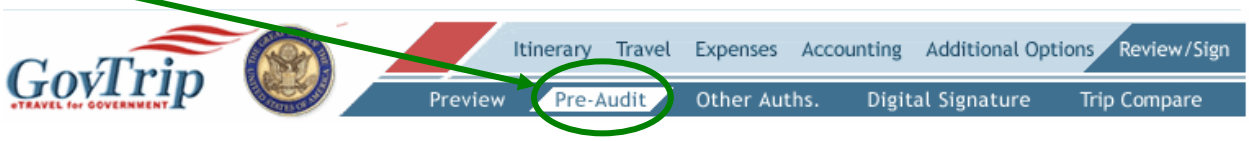
29. From the Authorizations/Orders list select the Advanced Ticketing Authorization.



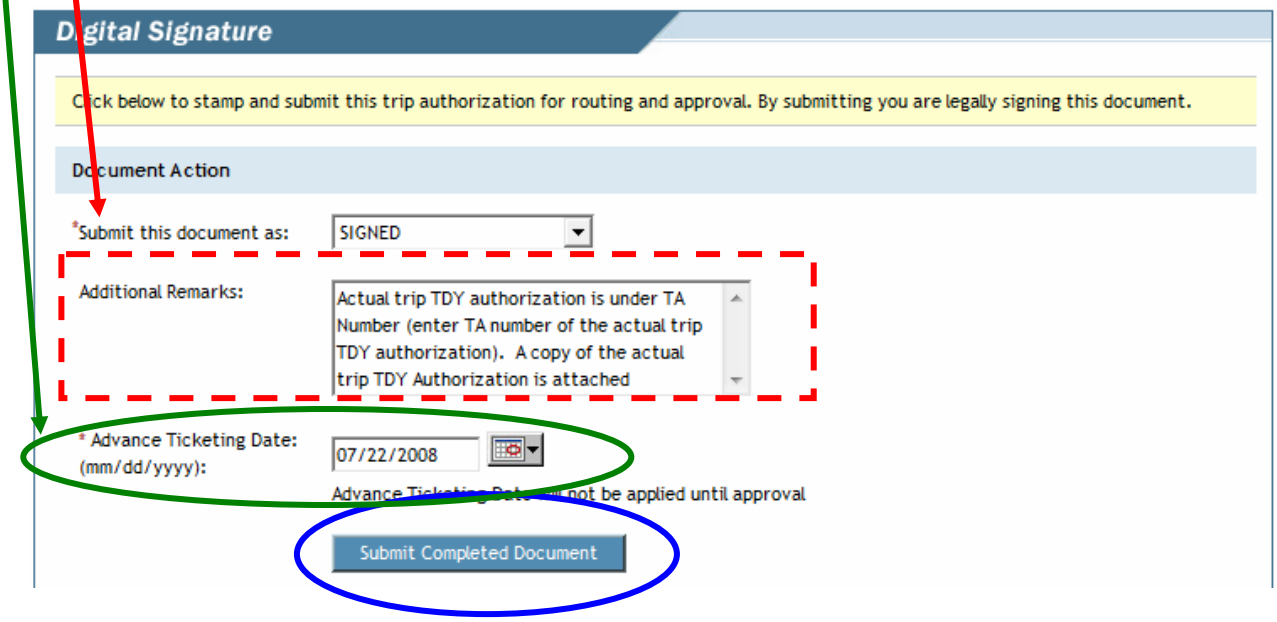
30. Edit the document, and then upload a copy of the actual trip TDY Authorization using the Documentation/Receipts feature under the Expenses tab.



31. Select Pre-Audit from the toolbar under Review/Sign, and then Save and proceed to Digital Signature.



32. In the Additional Remarks box enter “Actual trip TDY authorization is under TA Number (enter TA number of the actual trip TDY authorization). A copy of the actual trip TDY Authorization is attached”. Change the date in the Advance Ticketing Date box to the required advanced ticketing date, and then stamp the document SIGNED and Submit Completed Document.



33. After the Advanced Ticketing Authorization has been stamped Approved and the ticket has been issued by the CTO, voucher against the Advanced Ticketing Authorization as usual.