

Instructions for Claiming Local Travel Reimbursement through the WebT&A System

1. Login to the Web T&A System with your LincPass
2. Employee Main Menu, Select Dollar Transaction Requests

Employee Main Menu

Time
Timesheet
Timesheet Summary
Processed Timesheets
Leave Requests
Premium Pay Requests
Dollar Transaction Requests 
Leave Balances
Schedule

3. Select Add Dollar Transaction Request

Dollar Transaction Requests - Current

Status	Start Date	End Date	Transaction Code
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No results

[Add Dollar Transaction Request](#)

[History](#)

[Cancel](#)





4. Select Transaction Code – 17 – Travel Reimbursement
5. Select Account to be Charge To
6. Select Start/End Date
7. Amount to be Reimbursed
8. Add your remarks- what is reimbursement for – taxi, parking, per diem, etc.
9. Submit




Dollar Transaction Request

Items marked with an asterisk* are required.


Employee: HUGHES, KAREN S

* **Transaction Code:** 


* **Account:** 

* Start Date	* End Date	* Amount	Action
<input type="text" value="Month Day Year"/> 	<input type="text" value="Month Day Year"/> 	<input type="text" value=""/>	<input type="button" value="Delete"/> 

Remarks


Submitter Remarks: 

Approver Comments:






10. Completed Screen Shot


Employee: HUGHES, KAREN S


* **Transaction Code:** 17 - Travel Reimbursement 

* **Account:** 9010350910 (Plains Area Administrative Off)

* Start Date	* End Date	* Amount	Action
<input type="text" value="Dec 11, 2018"/> 	<input type="text" value="Dec 11, 2018"/> 	<input type="text" value="5.00"/> 	<input type="button" value="Delete"/>

Remarks

Submitter Remarks: 

Approver Comments: 

11. Web T&A will show Pending Status until Supervisor approves

Dollar Transaction Requests - Current

Status	Start Date	End Date	Transaction Code	Amount
Pending	12/11/2018	12/11/2018	17 - Travel Reimbursement	\$5.00

1 of 1 Records

12. Once Supervisor approves amount will show up on your Time Sheet

Dollar Transactions

Transaction	Account	Date	Amount
Dollar Total			

REE-Minders!

Local Travel Reimbursement in WebTA

- Submitted as Dollar Transaction Request
- 17-Travel Reimbursement is the ONLY code that should be selected from the dropdown menu
- DO NOT USE ANY OTHER CODES from the Dollar Transaction menu- travel reimbursements will be taxed if other codes are selected.
- Local travel is any travel lasting less than twelve hours, within 35 miles of the duty station, or within 35 miles of the employee's residence.
- local travel expenses may include: metro, taxi, bus, parking, tolls, and mileage (gas included in mileage calculation, not separately reimbursed).
- Local Travel Policy can be found in P&P
- 344.0: <http://www.afm.ars.usda.gov/ppweb/pdf/344-0.pdf>

