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



3. Select Add Dollar Transaction Request

Dollar Transaction Requests - Current



- 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

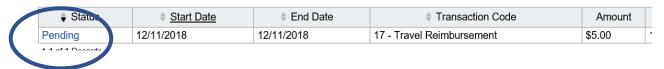
Submit

Cancel

Dollar Transactio	n Request					
Items marked with an asterisk*	•					
Employee: * Transaction Code:	HUGHES, KAREN S		4			
* Account:	Colort	~				
	Select					
* Start Date	* End Date	* Amount	Action			
Month Day Year	Month Day Year		Delete			
Add New Row						
Remarks						
Submitter Remarks:						
Approver Comments:						
Submit Cancel 10. Completed S		DEN C				
* Transaction Code	: HUGHES, KAREN S					
	· · · · · · · · · · · · · · · · · · ·					
* Accoun	t: 9010350910 (F	Plains Area A	dministrative Of	ff) Select		
* Start Date	* End Date	Aı * Aı	mount Actio	n		
Dec 11, 2018	Dec 11, 2018	5.00	× Delet	е		
Add New Row						
Remarks						
	Reimburse of I	Parking at Un	niversity		^	
Submitter Remarks	s:					
Approver Comments	s:					

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

Dollar Transaction Requests - Current



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
- <u>17-Travel Reimbursement is the ONLY code that should be selected</u> from the dropdown menu
- <u>DO NOT USE ANY OTHER CODES from the Dollar Transaction menu-</u> 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

