

TDY Entry Summary

MTMC Requisition

Requisition → Requisition

1. Enter Requisition

Section	Field	Notes
Enter Transaction Event	Transaction Event	Requisition
Header	Description	Travel Purpose
	Descriptive Flexfield []	Requisition Type – Select TDY
	Travel Purpose Code	Select from LOV.
	Traveler's Name	Enter Last name Tab key.
	Aprox Number of TDY Days	
	Proceed Date	Date travel is to begin enter as DD-MMM-YYYY
	Itinerary From	Departing From Location
	Itinerary To	Destination Location
	Commercial Transportation	Optional.
	Government Transportation	Optional.
	Local Transportation	Optional. Car Rental
	Per Diem per JTR	Default to Yes. Access JTR to determine/confirm what Per Diem rate is in effect for each trip.
	Other Per Diem Rate	Only if not using standard.
	Advance Authorized	Enter if advanced received.
Requisition Line	Type	Defaults to Services. Tab key to continue to next field.
	Category	% Tab key. Type TDY then select department.
	Description	Required. Line 1 = Other. Line 2 = CBA Travel.
	Quantity	Enter Dollar Amount
	Descriptive Flexfield [] (field at the end of line)	Click on the far right field with column heading []. Type TDY. This will be changed by the system to the Standard Document Number after saving.

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	Travel Cost Type	Line 1 = Other, Line 2. CBA Travel = Travel.
	Supplier	Traveler for Per Diem and Other, Bank of America for CBA Travel Costs.
	Supplier Site	FROM CCR
Distributions Button	Project	Use Regulation 37-2, appendix A as guidance.
	Task	
	Expenditure Type	Use Regulation 37-2, V-11, as guidance.
	Organization	
	Date	
SAVE, Close Distributions Window, Record Requisition Number		
Attachment HEADER	Be sure to be in Header	Select "Paperclip" Icon
	Seq	MUST BE "10" for Remarks
	Category	Miscellaneous
	Description	Remarks
	Data Type	Long Text
	Text	Enter Remarks to print on the 1610
SAVE, Then Close Window		

2. Print Report

View, Request

Select "Submit New Request" button. Single Request, OK.

Select Name field equal MTMC DD1610 TDY FORM. Enter requisition number to print. Select Submit. Refresh button until Completed Normal.

View Output and Print

3. Submit for Approval

Section	Field	Notes
Approve Button	Reserve Funds	
	Submit for Approval	

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