



TDY Requisition and DD1610 Desktop Reference

TFMS-M
Temporary Duty (TDY) Travel Requisition
And
DD Form 1610
Desktop Reference

1-December, 2005

Version 5.0



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TDY Requisition

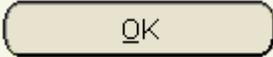
1. Navigation

Navigate to the **Requisition Header** window by selecting **Requisitions > Requisitions** from the navigator menu.

- The **Event Transaction Event** window appears.

The screenshot shows a dialog box titled "Enter Transaction Events". It has a title bar with the text "Enter Transaction Events" and standard window controls (minimize, maximize, close). The dialog contains three text input fields: "Form Activity" with the value "Requisitions", "Transaction Event" with the value "Requisitions", and "Transaction Code" with the value "Commitments". Below the fields are two buttons: "OK" and "Cancel".

- The system will automatically populate the **Transaction Event** field to Requisitions and the **Transaction Code** field to Commitments.

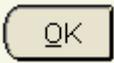
- Select  to enter the requisition information.



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2. Requisition Header

- Enter a description of the travel in the **Description** field. This information print in the DD1610 remarks section along with the Attachment (detailed below) text.
- Use the tab key to go to the Descriptive Flexfield . The **Requisition Headers** window appears.

- Use the list of values icon to select **TDY** and click  to enter additional header information.
- Enter the following information:



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Requisitions Headers – TDY	Instructions	Comments
Requisition Type	TDY	Defaults from previous window selection.
TRAVEL PURPOSE CODES	Select List of Value icon and select the travel purpose code.	This code prints in Block 9 on the DD1610.
TRAVELER'S NAME	Enter the traveler's name	Enter last name then select tab key. If more than one last name, select from the list of names.
Approx. No Days of TDY	Enter number of days on travel.	
Proceed Date	Enter first date of travel. (Ex. 05-DEC-05)	Valid date entry examples: 05-DEC-05 or 05-FEB-2005
ITINERARY FROM	Enter the origination point of the TDY travel	
INITERARY TO	Enter the destination(s) of the TDY travel (and RETURN). For example, Denver, CO and Return	If this is a round trip ticket, make sure you type "AND RETURN" in the to field in order to return to the origination point.
COMMERCIAL TRANSPORTATION	Click on the field. Select List of Value icon and select the	Valid entries are: AIR, BUS, RAIL, SHIP or



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Requisitions Headers – TDY	Instructions	Comments
	commercial travel.	NONE
GOVERNMENT TRANSPORTATION	Enter any mode of Government provided transportation	Valid entries are: G-VEHICLE, GOV-AIR, GOV-SHIP and NO GOV
LOCAL TRANSPORTATION	Enter any mode of local transportation	Valid entries are: CAR RENTAL, OTHER, TAXI and NO LOCAL
PER DIEM AUTHORIZED PER JTR	Enter “Yes” when using the JTR and “No” when other rate is authorized	Access JTR to determine/confirm what Per Diem rate is in effect for each trip.
OTHER PER DIEM RATE	Enter the Authorized Per Diem rate	
ADVANCE AUTHORIZED	Enter any authorized advance amount	

- Click  to return to the **Requisitions** window.

3. Item Tab

Items Section – TDY Orders:



Line 1: Per Diem and Other combined. Use Travel Cost Type = “Other”. Rental cars and mileage should be included on this line. IBA (Individually Billed Account – Government Charge Card issued to employees) travel is also included on this line.

Line 2: Travel line is limited to CBA (centrally billed account) commercial agent travel such as airfare, railroad, bus ticketed by Sato, Carlson Wagonlit or other ticket agencies.



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Requisition Summary to Requisitions (MTMC OU) - 70587

Number: **70587** Type: **Purchase Reqi** Preparer: **CHALLINOR, MARTHA A**
 Description: **Training** Status: **Incomplete** Total: **USD 500.00**
 Transaction Code: **Commitments** []

Items Source Details Details Currency

Num	Type	Item	Rev	Category	Description	UOM	C	[]
1	SERVICES			TDY ORDER (DD	Other	US D	5	BA

Destination Type: **Expense** Source: **Supplier**
 Requestor: **CHALLINOR, MARTHA A** Supplier: []
 Organization: **SDDC GLOBAL** Site: []
 Location: **838th Transport Bn** Contact: []
 Subinventory: [] Phone: []

Catalog... Distributions Approve...

- Enter the following information on the **Items Tab**:

Requisitions – Items Tab	Instructions	Comments
<i>Scroll Left</i>		
NUM		Required. System assigns line numbers.
Type	Select “Services” from the list of values	Required. Defaults to Services.
Item		Optional. Not used at this time.
Rev	Displays revision number.	Display only.
Category	Enter % then tab key to display the List of Values..	Required. LOV instructions: Enter % then tab key. List of value appears. Start typing TDY or enter value in the Find field. Scroll to highlight your department/command. Select OK.
Description	Enter a description to explain the item in further detail. For example, Line 1: Per Diem and Other Line 2: CBA Travel	Required. Enter “CBA Travel” for Commercial Travel paid by CBA (Centrally Billed Account)



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Requisitions – Items Tab	Instructions	Comments
<i>Scroll Right</i>		
UOM (Unit of Measure)	Tab key move to next field.	Required Services = US Dollars
Quantity	Services – Enter travel or service amount. Goods – Enter quantity.	Required. Do not enter \$ or “,”. (Ex. \$5,700.25 = 5700.25).
Price	Enter goods unit price.	Required Services = Defaults “1”. Goods = Unit Price.
Need-By		Optional. Not used at this time.
Tax Code		Display Only. Not used at this time.
Charge Account		Displays account information for the line when distribution is completed.
Amount	System computed. (Quantity * Price).	Required. Defaults.
Transaction Code	“Commitments”	Required. Defaults.
 DFF	Enter Standard Document Number	Required. See additional information below

Item Descriptive Flexfield (DFF)

The screenshot shows a window titled "Requisition Lines" with a yellow background. It contains the following fields and controls:

- Standard Document Number:** A text field containing "TDY".
- TRAVEL COST TYPE:** A dropdown menu with "OTHER" selected.
- ESTIMATED OTHER COST:** A text field with a list of values icon (three dots) on the right.
- Buttons:** "OK", "Cancel", "Clear", and "Help" buttons are located at the bottom right.

- Enter “TDY” in the **Standard Document Number** (SDN) field as a temporary placeholder. The SDN will be populated by the system when the TDY line is saved.
- Enter the travel cost type in the **TRAVEL COST TYPE** field.
 - Use the list of values icon to select **OTHER** for per diem and other costs (mileage, rental car, IBA travel) combined in Line 1.
 - For line 2, select **TRAVEL** for CBA (Centrally Billed Account) commercial agent travel such as airfare, railroad, bus ticketed by Sato, Carlson Wagonlit or other ticket agencies.



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- Click  to return to the **Requisitions** window.

- Enter the following information:

Requisitions	Instructions	Comments
Destination Type	“Expense”	Required. Defaults
Requestor	Same as Requestor.	Required. Defaults to user preparing requisition. Same as the Preparer field.
Organization	“SDDC Global”	Required. Place the cursor in the field and click the list of values menu. “SDDC Global” will automatically populate.
Location	Enter the Requestor’s location.	Required. Use the list of values to find the location
Source	“Supplier”	Required. Defaults.
Supplier	Enter the supplier.	Optional. Select supplier or employee for payment. See information note below.
Site	Enter the site location if applicable.	Optional. However, if you enter a supplier you are required to enter a site. Select “From CCR”.
Contact	Enter supplier contact or select from the list of	Optional. Not used at this time.



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Requisitions	Instructions	Comments
	values.	
Phone	Enter supplier phone or select from list of values	Optional. Not used at this time.

Supplier Field:



- When the Travel Cost is to be reimbursed to the **Employee**, the Supplier is the Employee.
- When the Travel Cost for CBA (Commercial Billed Account) commercial travel (airfare, rail, bus), the Supplier is **Bank of America**.

- Click to enter the project and task information.

4. Distribution

- Select the **Project** tab.

Accounts		Project		-Expenditure			
Num	Project	Task	Award	Type	Org	De []	
1	101477	11910-000		502 Oper'tl Travel	DCSRM - Projec		

Account Description

Charge	<input type="text"/>	Budget	<input type="text"/>
Accrual	<input type="text"/>	Variance	<input type="text"/>

- Enter the following information on the **Project** tab:

Project - Tab	Instructions	Comments
Project	Enter or use the list of	Required.



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Project - Tab	Instructions	Comments
	values to select the project.	
Task	Enter or use the list of values to select the task.	Required.
Type	Select from the list of values the expenditure type.	Required.
Org	Select from the list of values the expenditure organization.	Required.
Date	Enter proceed date of travel.	Required. Select LOV to display calendar or enter NN-MON-YEAR format..
Quantity	Defaults. Can be modified for multiple distribution lines.	Required The system allows multiple distribution lines for a single requisition line. If the sum of the distribution quantities disagrees with the line item., the user cannot submit the requisition for approval.

- Click  to save the distribution information. The **Accounts Description** information is automatically populated when the document is saved.
- Close the **Distribution** window and return to the **Requisitions** window.
- If an additional line is required for the CBA (Paid by SDDC central billed account) commercial travel, repeat **Section 3** (Items Tab) and **Section 4** (Distribution) to complete the Line 2 for Travel Transportation (Airfare, Bus and Rail). 2., otherwise, go to **Section 5** (Attachment).



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5. Attachment

The requisition attachment is used to document any special requirements for the TDY order. Data entered in the attachment will be printed in Block 16 – Remarks of the DD1610.

Num	Description	UOM	Quantity	Price	Need-By	Tax Code	St
1	ER (DD) Travel to DFAS	US D	500	1			St
2	ER (DD) Travel to DFAS	US D	350	1			St

- Place the cursor in the header **Description** field.
- On the Tool bar, click  to go to the **Attachments** window.



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Attachments - 47775

Main Source

Seq	Category	Description	Data Type	May Be Changed
10	Miscellaneous		Long Text	<input checked="" type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Entity NameREQ Header

Magnification 100%

This area is used to describe any uniuqe requirements or routing for the TDY order. This will appear in Block 16-Remarks of the form DD1610.

Privately Owned Conveyance - Rate per mile \$0.365.

(Overseas Travel Only) Transportation Mode as determined by appropriate Transportation Officer.

Include Related Documents

Document Catalog...

- Enter the following information:

Attachments	Instructions	Comments
Seq	Defaults	Required.
Category	Enter Miscellaneous	Required.
Description		Not required.
Data Type	Select "Long Text" from the list of values	Required.

- Enter the **Remarks** in the text region.

Remarks:

- When a privately owned conveyance is to be used enter the Rate per Mile authorized per the following example:
 - **Rate per Mile: \$0.365**
- When travel is overseas, the following comment must be used: "Transportation Mode as determined by appropriate Transportation Officer"



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- Enter the following information on the **Approve Document** window:

Approve Document	Instructions	Comments
Reserve	Always click on the check box to enable.	Required
Submit for Approval		Defaults enabled.
Forward From		Optional
Approval Path		Optional
Forward To		Optional
Note		Note to Approver
Print		Skip

- Select  to continue. The system will perform a funds check.

7. Funds Check

When the requisition has been submitted for approval and the “Reserve” checkbox has been highlighted the system checks that the requisition does not exceed the available funds.



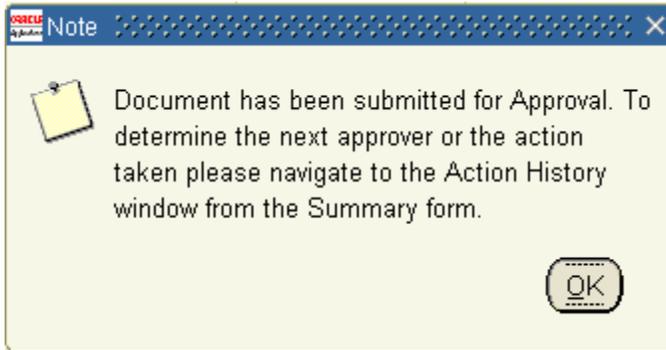
- Select  to proceed. The following confirmation appears to notify the user that the requisition has passed the submission checks.





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- Select  to proceed. The following confirmation appears to notify the user that the requisition is submitted for approval



- Select  to proceed. The document is submitted for approval. The requisition will be automatically routed to the required approver.

8. Funds Check - Failed

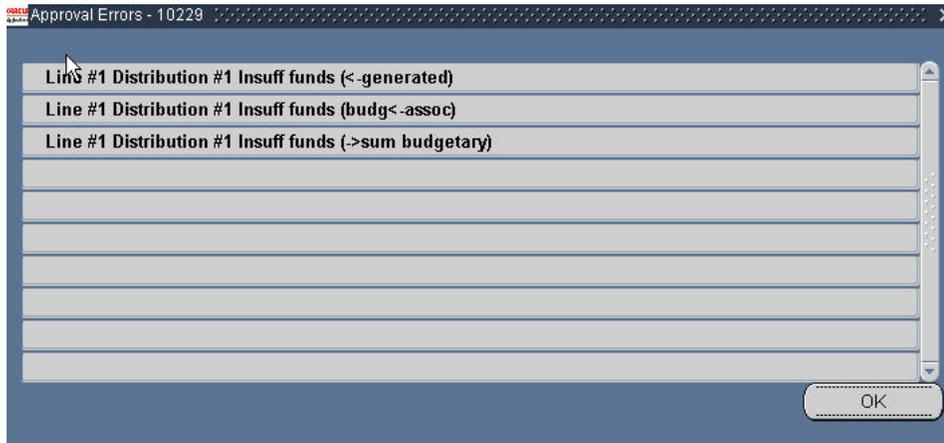
- The follow message appears when the requisition exceeds the available funds.



- Select . Below is a sample of the **Approval Errors** window that displays and explanation.



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- Select . Review the requisition and verify that the project, task, expenditure type, expenditure organization is correct. If the information is correct, contact the Budget department to resolve issue.

9. Approval Notification

When the final approver approves the requisition the system generates a notification to the preparer.

- Navigate to the Notifications Summary from the **Navigator** window. The following **Worklist** window displays the notifications to the requestor.

Select	Priority	Type	From	Subject	Sent	Due
<input type="checkbox"/>		PO Requisition Approval		Purchase Requisition 10281 has been approved	27-AUG-2002	
<input type="checkbox"/>		PO Requisition Approval		Purchase Requisition 10297 has been approved	27-AUG-2002	
<input type="checkbox"/>		PO Requisition Approval		Purchase Requisition 10160 has been approved	21-AUG-2002	

- View additional detail by clicking on the subject line. The following is a sample of the detail available:



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Purchase Requisition 10281 for USD 100.00 has been approved.

Requisition Amount: USD 100.00

Description:
Test for MAC

Approver: Prunty, Ms. Mary M
Preparer: Pettit, Ms. Linda BRAFFORD

Line Details

Line number	Item Number	Rev.	Description	UOM	Quantity	Unit Price	Line Amount	Need By Date	Location	Requestor
1			Test Item Desc for MAC	US Dollars	100	1.00	100.00		HQ, MTMC	Pettit, Ms. Linda BRAFFORD

Action History

Sequence	Employee	Action	Date	Note
4	Prunty, Ms. Mary M	Approve	27-AUG-2002	
3	Pettit, Ms. Linda BRAFFORD	Forward	26-AUG-2002	
2	Pettit, Ms. Linda BRAFFORD	Submit	26-AUG-2002	
1	Pettit, Ms. Linda BRAFFORD	Reserve	26-AUG-2002	
0	Pettit, Ms. Linda BRAFFORD	Submit	26-AUG-2002	

[Return to Worklist](#)

This notification does not require a response.

- Select to return to the Worklist.
- Close the Worklist browser to return to the **Navigator** window.
- TFMS generates email notifications if the user has turned on Email Notification in the Preferences section of the Notification Summary.
- Print the Approved TDY Requisition for the traveler's use and records.

10. Print the TDY Requisition

- Navigate to the **Find Requests** window from the **Navigator** window by selecting **View > Requests** from the menu bar.



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Find Requests

My Completed Requests

My Requests In Progress

All My Requests

Specific Requests

Request ID

Name

Date Submitted

Date Completed

Status

Phase

Requestor

Include Request Set Stages in Query

Order By **Request ID**

Submit a New Request... Clear Find

- Select . The following message appears:

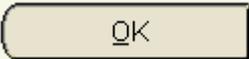
Submit a New Request

What type of request do you want to run?

Single Request
This allows you to submit an individual request.

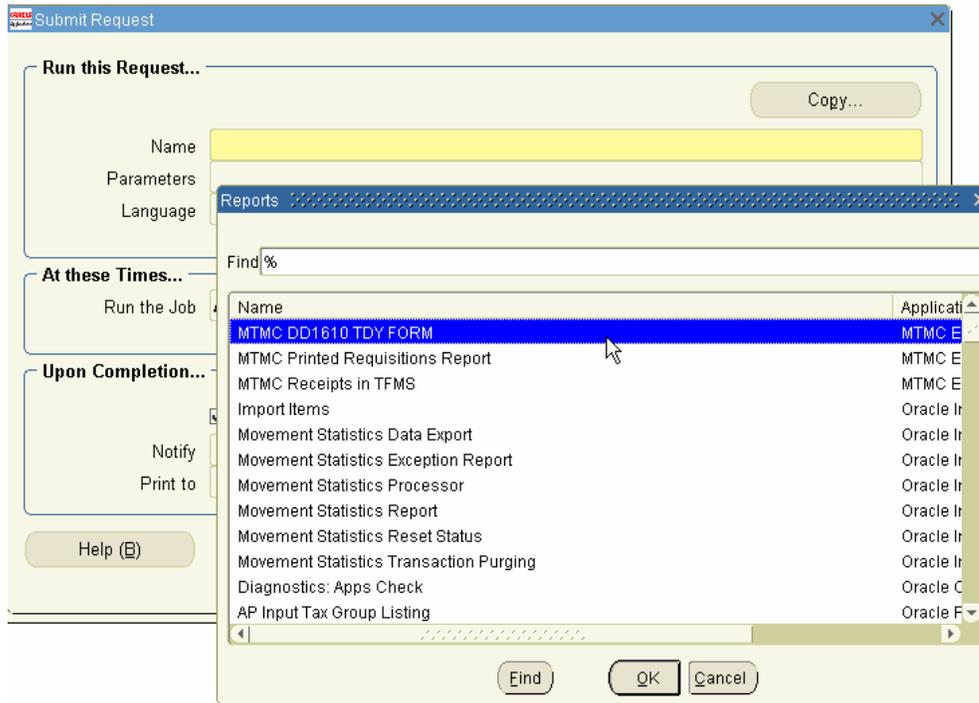
Request Set
This allows you to submit a pre-defined set of requests.

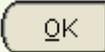
OK Cancel

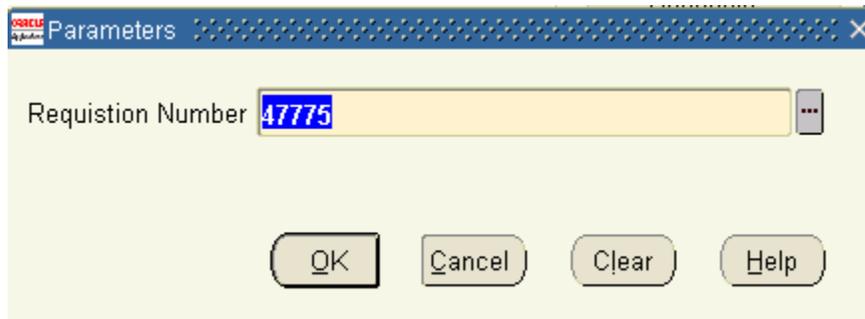
- Select  to submit a Single Request.

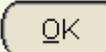


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- In the **Name** field, click the list of values to select MTMC DD1610 TDY FORM.
- Click  to enter the parameter.



- Enter the requisition number in the **Requisition Number** field.
- Click  to continue.



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11. Amendments to TDY Requisition (Order)

- If changes to the TDY requisition are required **prior** to the travel date, check to make sure the requisition has not been obligated.
 - If the requisition **has been obligated**, have the approving official send an email to the TFMS-M Help Desk to cancel the purchase order and return the requisition to the Requestor. The TFMS-M Help Desk will forward the request to G8 in order for **G8 to cancel the PO and return the requisition**.
 - If the requisition **has not been obligated**, send an email to the TFMSM Help Desk to return the requisition for adjustment. The TFMS-M Help Desk will forward the request to G8 in order for **G8 to cancel the PO and return the requisition**. Once the adjustments are made, resubmit for approval.

How to tell if a requisition has been obligated:



- Go to **Requisition Summary**.
- Enter your requisition number in the **Requisition Number** field.
- Select **Lines** under **Results**.
- Click the **Find** button to go to the Requisition Line Summary window.
- Scroll to the right to locate the **Order Number** field. If a number is in this field then your requisition has been obligated. If the field is blank that means your requisition has not been obligated.

- If changes to the TDY requisition are required **after** the travel date, create a new requisition. Enter “Amendment to requisition XXXXX” in the **Description** field and enter the original standard document number in the **Standard Document Number** field. (To locate the original standard document number, follow the steps in the information box above). Submit requisition for approval.
- If change to text or traveler’s information **only**, add a new line for \$.01 (penny).
- If additional funding is required, add a new requisition for the additional funding only.
- If the amount is to be reduced, no changes are required because the amount will be adjusted at the settlement of the TDY.