

BOMS TRAINING

TRAVEL MODULE

Wanda Moore
Administrative Assistant
CCRC-Middle Region
moore@ccmr.state.fl.us



CCRC-m
CAPITAL COLLATERAL REGIONAL
COUNSEL - MIDDLE REGION

EMPLOYEE TRAVEL REQUEST FORM

DATE: _____

- NAME OF EMPLOYEE REQUESTING TRAVEL: _____
- NAME(S) OF EMPLOYEE(S) TRAVELING: _____
- NAME OF CLIENT: _____
- TRAVEL DESTINATION (CITY & STATE): _____
- PURPOSE OF TRAVEL (BE SPECIFIC): _____
- DATE(S) OF TRAVEL: _____

VEHICLE RENTAL

- NAME OF DRIVER: _____
- VEHICLE TYPE: _____
- PICKUP LOCATION: _____
- PICKUP DATE & TIME: _____
- RETURN DATE & TIME: _____
- SPECIAL NEEDS/COMMENTS: _____

HOTEL

- HOTEL NAME & LOCATION: _____
- CHECK-IN DATE: _____
- CHECK-OUT DATE: _____
- SPECIAL NEEDS/COMMENTS: _____

FLIGHT

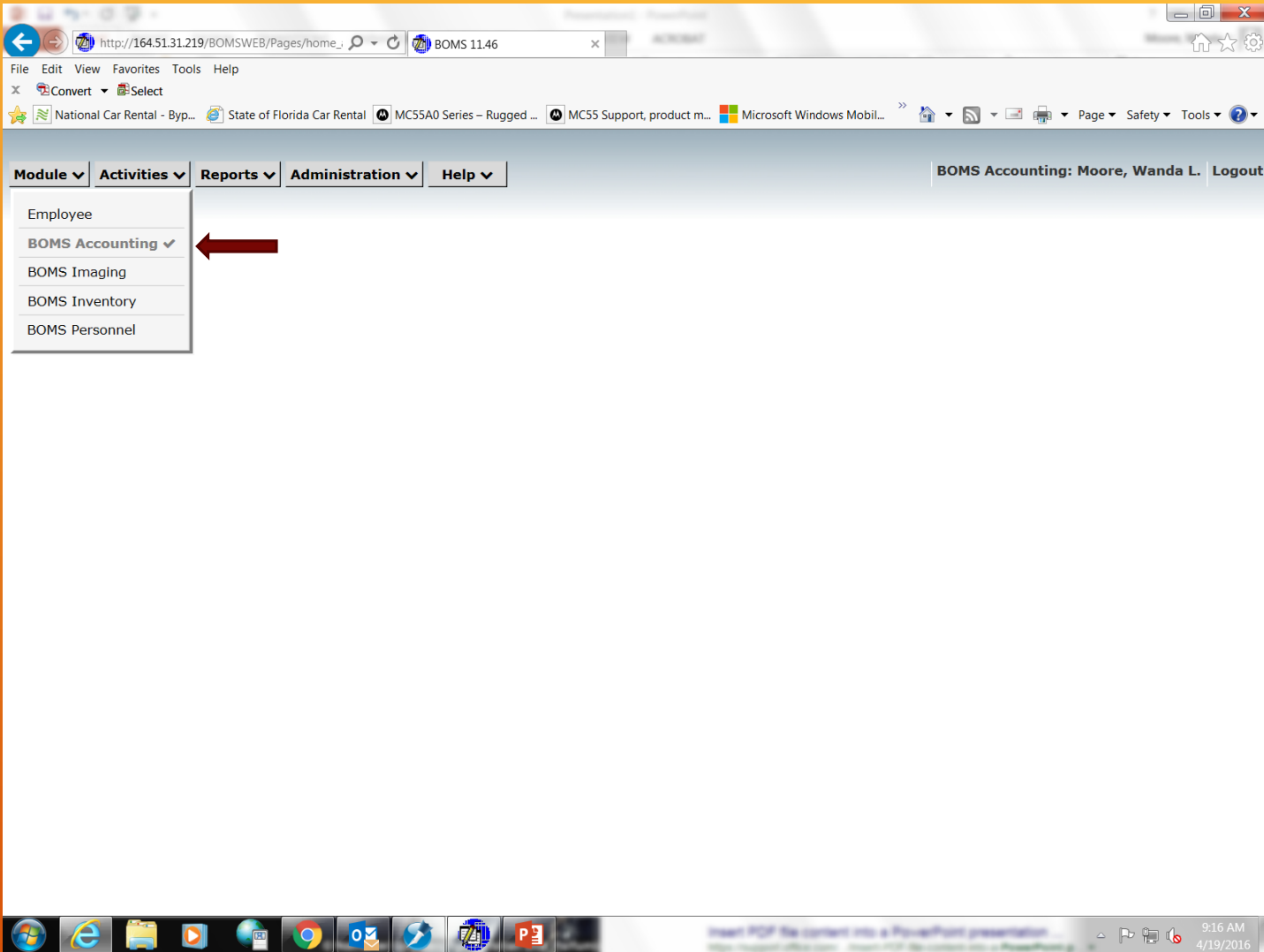
- TRAVEL TO: _____
- TRAVEL FROM: _____
- DEPARTURE DATE: _____
- RETURN DATE: _____
- SPECIAL NEEDS/COMMENTS: _____

CCRC-M EMPLOYEE TRAVEL REQUEST FORM

An employee initiates a travel request by completing the employee travel request form.

It is sent to a Travel e-mail group.

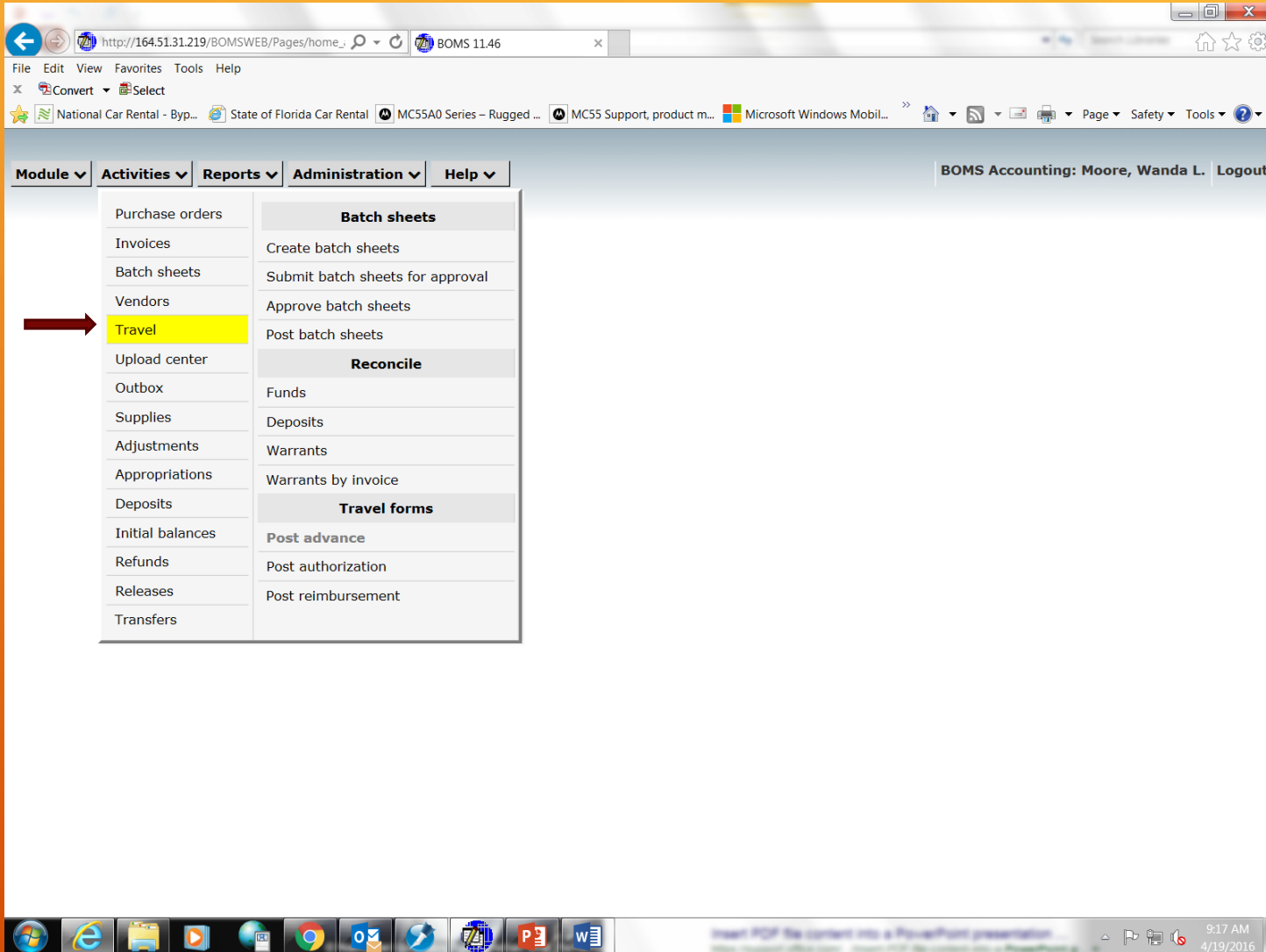
The travel is approved by the agency head and scheduled by the designated travel person.



BOMSWEB ACCOUNTING MODULE TRAVEL AUTHORIZATION REQUEST (TAR)

Log into BOMSWeb.

Select the Accounting Module.



BOMSWEB ACCOUNTING MODULE TRAVEL AUTHORIZATION REQUEST (TAR)

Under Activities, select Travel.

The screenshot displays the BOMSWEB Accounting Module interface. At the top, there is a navigation menu with options: Module, Activities, Reports, Administration, and Help. Below this is a secondary menu with buttons for Find, Find YTD, Add, Edit, Import, and Options. A red arrow points to the 'Add' button. The main content area is divided into two sections. On the left is a table listing travel requests, and on the right is a detailed view of a selected request.

Traveler	Departure
Brown, Gregory W.	05/31/2016 12:00
Cordova, William D.	05/31/2016 12:00
Ahmed, Raheela	05/19/2016 12:00
Demosthenous, Maria P.	05/19/2016 12:00
Dixon, Anna R.	05/19/2016 12:00
Venable, Donna	05/19/2016 12:00
Ahmed, Raheela	05/08/2016 02:00
Demosthenous, Maria P.	05/08/2016 02:00
Venable, Donna	05/08/2016 02:00
Cordova, William D.	04/26/2016 07:00
Sustaita, Mary	04/18/2016 08:00
Viggiano, Jr., James V.	04/14/2016 09:00

General information	
Traveler	Brown, Gregory W.
Type	Investigation
Purpose of travel	Poole Investigation - locate/interview witnesses; Greg & Dale traveling w/ luggage & case materials (mid-size)
From	tampa fl
To	shreveport la
Description	Poole Investigation - locate/interview witnesses; Greg & Dale traveling w/ luggage & case materials (mid-size)
Justification	Poole Investigation - locate/interview witnesses; Greg & Dale traveling w/ luggage & case materials (mid-size)
Footnote	Poole Investigation - locate/interview witnesses; Greg & Dale traveling w/ luggage & case materials (mid-size)
Departure	05/31/2016 12:00 PM
Return	06/03/2016 11:45 PM
Authorized	04/18/2016
Billing method	Other (overnight travel)
Traveler bar no	
Advance required	No
Vendor	
Registration fee	\$0.00
Vendor billing	

BOMSWEB ACCOUNTING MODULE TRAVEL AUTHORIZATION REQUEST (TAR)

Click on Add to create a new travel authorization request.

Module ▾ Activities ▾ Reports ▾ Administration ▾ Help ▾ BOMS Accounting: Moore, Wanda L. Logout

General information | Carrier | Case | Course | Lodging | Mileage / meals | Other

Cancel Save

Traveler
 Type of travel
 Bar number
 Purpose of travel
 From/to
 State vehicle
 One way only
 Description
 Justification
 Footnote
 Departure date
 Departure time
 Return Date
 Return Time
 Vendor
 Authorized

Add Travel

Traveler: Moore, Wanda L.
 Type: Hearing - In State [other]
 Event: [dropdown]
 State vehicle: No
 Reimbursement: Other (overnight travel)
 Advance required: No
 One way only: No

Cancel Ok

BOMSWEB ACCOUNTING MODULE TRAVEL AUTHORIZATION REQUEST (TAR)

Enter travel information.

Traveler Name

Type of Travel

State Vehicle

Reimbursement

Advance Required

One Way Only

Click ok.

[BOMSWEB](#) | [ACCOUNTING MODULE](#) | [TRAVEL AUTHORIZATION REQUEST \(TAR\)](#)

Module ▾ | Activities ▾ | Reports ▾ | Administration ▾ | Help ▾ | BOMS Accounting: Moore, Wanda L. | Logout

hearing - in state - O/T - Moore, Wanda L.

General information | Carrier | Case | Course | Lodging | Mileage / meals | Other

Add travel

Cancel | Save

Traveler: Moore, Wanda L.
 Type of travel: Hearing - In State
 Bar number:
 Purpose of travel: John Doe Status Hearing (compact)
 From/to: tampa fl / palatka fl (148)
 State vehicle: No
 One way only: No
 Description: John Doe Status Hearing (compact)
 Justification: John Doe Status Hearing (compact)
 Footnote: John Doe Status Hearing (compact)
 Departure date: 05/09/2016
 Departure time: 3:00 PM
 Return Date: 05/10/2016
 Return Time: 3:00 PM
 Vendor:
 Authorized: 04/19/2016

BOMSWEB

ACCOUNTING MODULE

TRAVEL AUTHORIZATION REQUEST (TAR)

General Information Tab.

Purpose of Travel

From / To

Description

Justification

Footnote

Departure Date / Time

Return Date / Time

Click on the next tab.

Module ▾ Activities ▾ Reports ▾ Administration ▾ Help ▾ | BOMS Accounting: Moore, Wanda L. | Logout

john doe status hearing (compact) - O/T - 05/09/2016 - palatka fl - Moore, Wanda L.

General information | **Carrier** | Case | Course | Lodging | Mileage / meals | Other

Cancel | Save | Add + | Delete

Type

Paid by

Net cost

Taxes

Vendor

Vendor/description

Ref no

BOMSWEB ACCOUNTING MODULE TRAVEL AUTHORIZATION REQUEST (TAR)

Carrier Tab

Type - Air Fare or Car Rental

NOTE: You can only enter car rentals under this tab if paid by direct bill.

Paid By

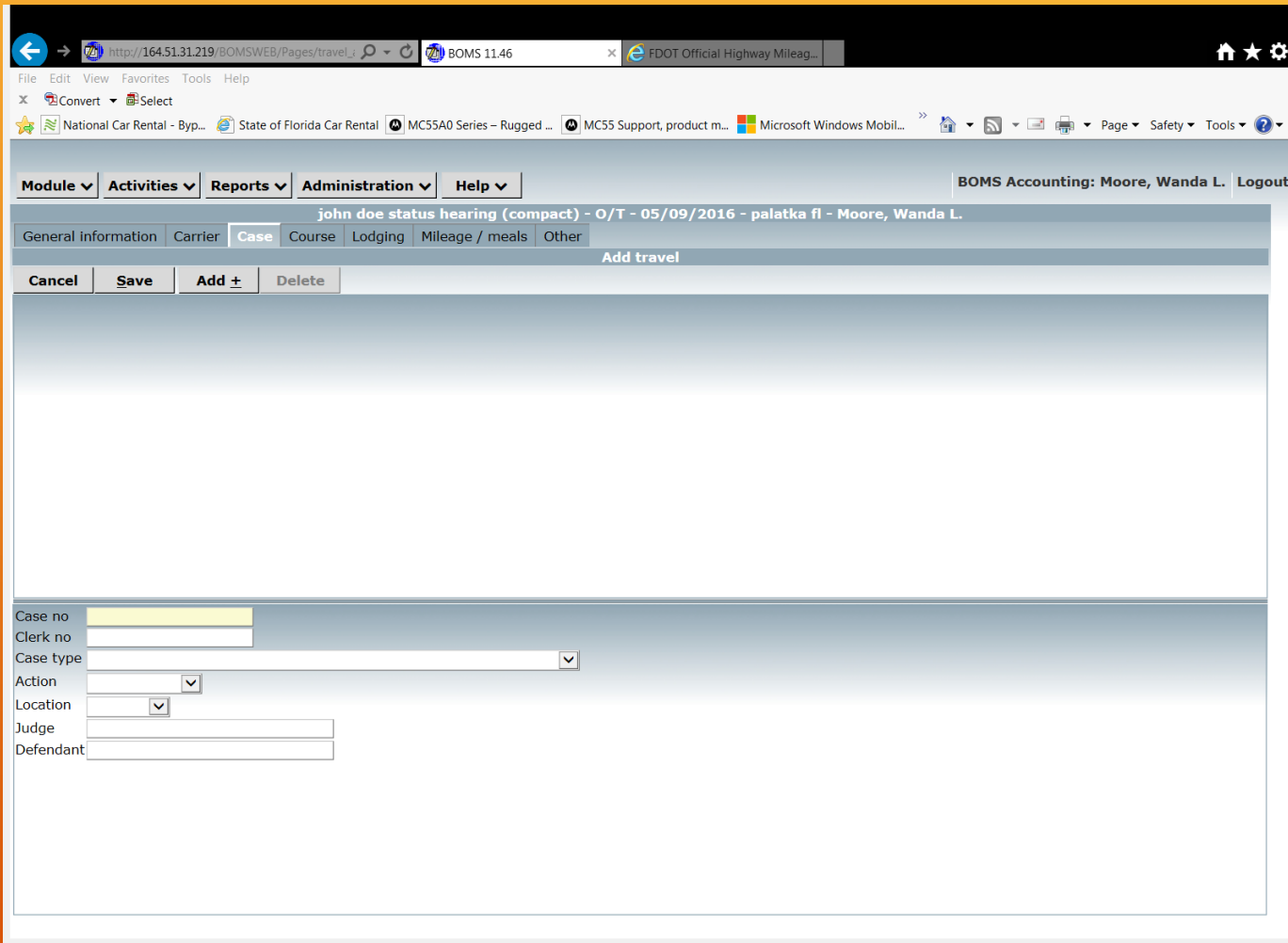
Net Cost

Taxes

Vendor

Vendor / Description

Click on the next tab.

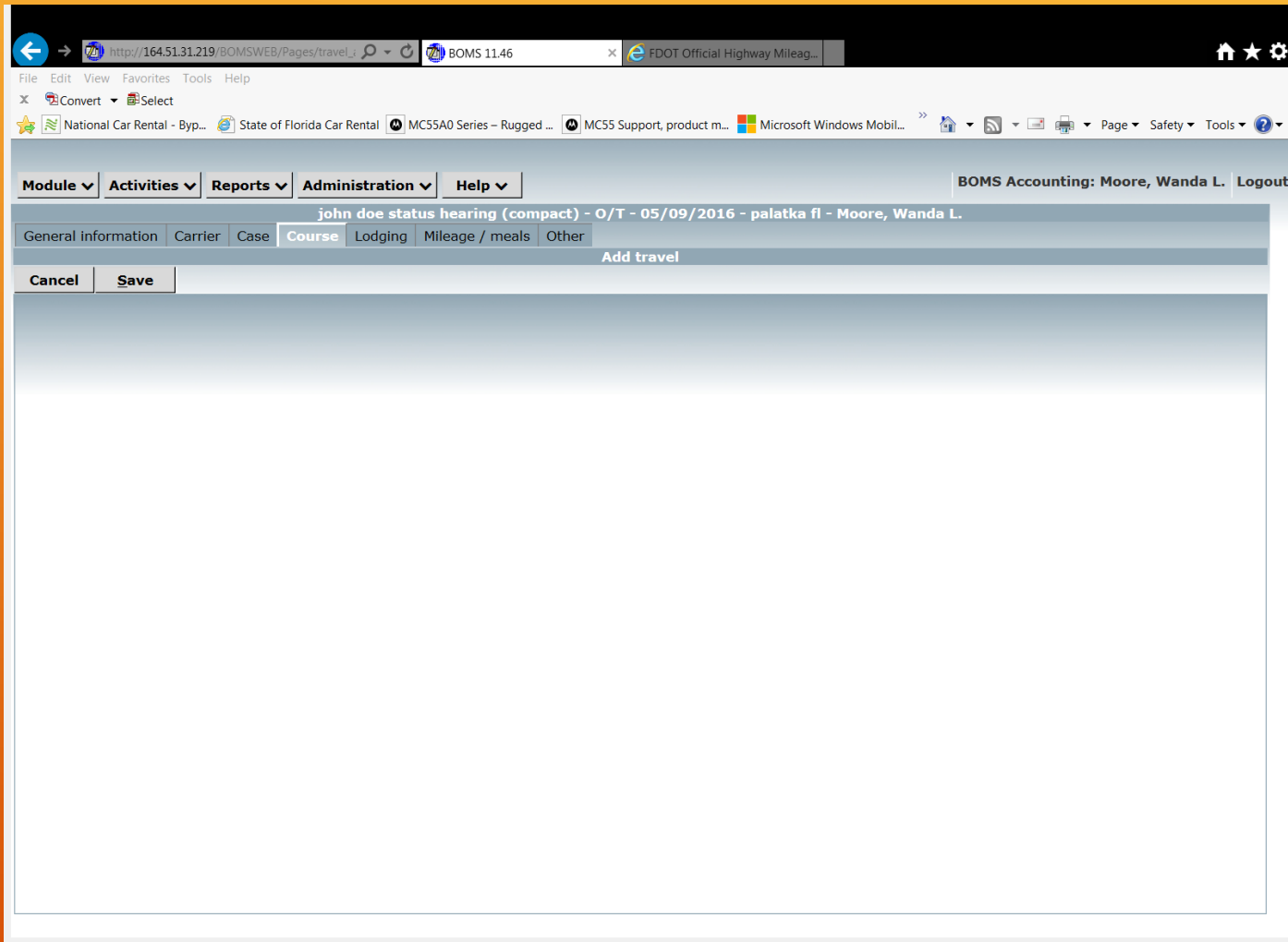


BOMSWEB ACCOUNTING MODULE TRAVEL AUTHORIZATION REQUEST (TAR)

Case Tab

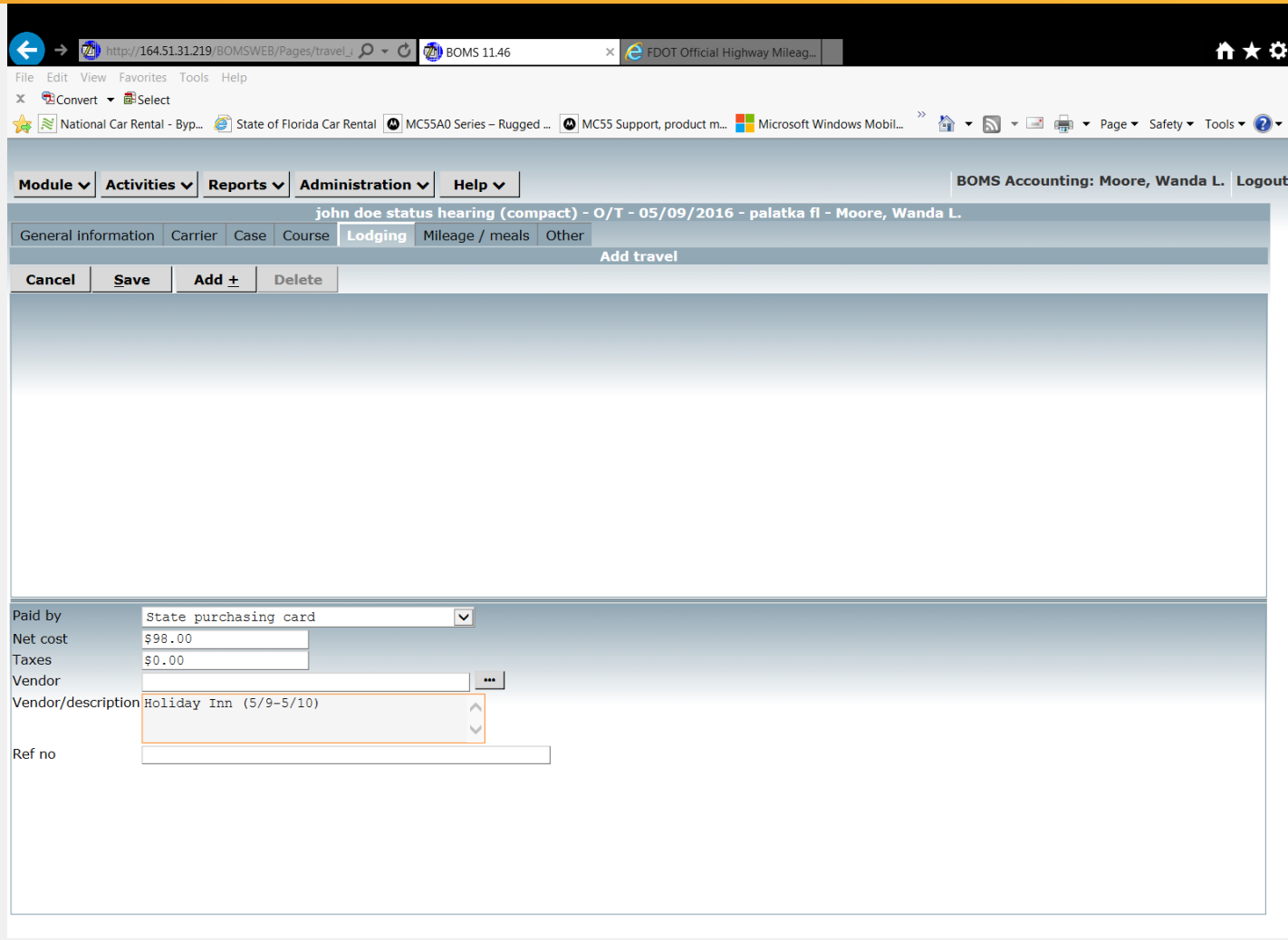
Enter case information.

Click on the next tab.



BOMSWEB ACCOUNTING MODULE TRAVEL AUTHORIZATION REQUEST (TAR)

Course Tab



BOMSWEB ACCOUNTING MODULE TRAVEL AUTHORIZATION REQUEST (TAR)

Lodging Tab

Paid By

Net Cost

Taxes

Vendor

Vendor/Description

Click on the next tab.

Date	Map mileage	Vicinity	mileage	Class	Breakfast	Lunch	Dinner	Description
05/09/2016	0	0		Class A meals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
05/10/2016	0	0		Per-diem	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

BOMSWEB ACCOUNTING MODULE TRAVEL AUTHORIZATION REQUEST (TAR)

Mileage / Meals Tab

Map Mileage

Meal Class

Included Meals

Click on the next tab.

Module ▾ Activities ▾ Reports ▾ Administration ▾ Help ▾ BOMS Accounting: Moore, Wanda L. Logout

john doe status hearing (compact) - O/T - 05/09/2016 - palatka fl - Moore, Wanda L.

General Information Carrier Case Course Lodging Mileage / meals **Other**

Cancel Save Add + Delete

Add travel

Type Car rental ▾

Paid by State purchasing card ▾

Net cost \$25.55

Taxes \$0.00

Vendor Enterprise Leasing Company ...

Vendor/description Enterprise (5/9-5/10)

Ref no

BOMSWEB ACCOUNTING MODULE TRAVEL AUTHORIZATION REQUEST (TAR)

Other Tab

Type – Cab, Car Rental, Gas, Other, Parking, Phone Calls, Tolls

Paid By

Net Cost

Taxes

Vendor

Vendor / Description

Click on the Add + button to add more than one item under this tab.

Click Save button when finished.

The screenshot displays the BOMSWEB Accounting Module interface. The top navigation bar includes 'Module', 'Activities', 'Reports', 'Administration', and 'Help'. The user is logged in as 'Moore, Wanda L.'. The 'Activities' menu is open, showing a list of options under 'Travel forms'. The 'Post authorization' option is highlighted in yellow, with a red arrow pointing to it. The main content area shows a list of travel records, including 'Status Hearing (compact)' and 'Overnight travel'.

Find	Activities	Reports	Administration	Help
Accounting	Purchase orders			
Traveler	Invoices			
Brown, Greg	Batch sheets			
Cordova, Will	Vendors			
Ahmed, Raheem	Travel			
Demosthenous, Maria P.	Upload center			
Dixon, Anna	Outbox			
Venable, Donna	Supplies			
Moore, Wanda L.	Adjustments			
Ahmed, Raheem	Appropriations			
Demosthenous, Maria P.	Deposits			
Dixon, Anna	Initial balances			
Venable, Donna	Refunds			
Moore, Wanda L.	Releases			
Ahmed, Raheem	Transfers			

Batch sheets
Create batch sheets
Submit batch sheets for approval
Approve batch sheets
Post batch sheets

Reconcile
Funds
Deposits
Warrants
Warrants by invoice

Travel forms
Post advance
Post authorization
Post reimbursement

Travel records						
Status hearing (compact) Overnight travel 05/09/2016 palatka fl Moore, Wanda L.						
Carrier	Case	Courses	Lodging	Mileage / meals	Other	Image
Moore, Wanda L.						
In State						
Status Hearing (compact)						
Status Hearing (compact)						
Status Hearing (compact)						
16 03:00 PM						
16 03:00 PM						
16						
Overnight travel)						

BOMSWEB ACCOUNTING MODULE TRAVEL AUTHORIZATION REQUEST (TAR)

Under Activities, click on post authorization.

Browser address bar: http://164.51.31.219/BOMSWEB/Pages/accoun... BOMS 11.46

Navigation: Module ▾ Activities ▾ Reports ▾ Administration ▾ Help ▾

User: BOMS Accounting: Moore, Wanda L. Logout

Buttons: Draft copy Post Layout ▾

Report: travel authorization form

Traveler	Departure	Return	Event
Demosthenous, Maria P.	10/28/2015 10:00 AM	10/29/2015 05:00 PM	Correll prison visit; Maria, Raheela and Donna traveling w/ luggage & case materials (full-size)
Demosthenous, Maria P.	05/08/2016 02:00 PM	05/09/2016 06:00 PM	Quince Hearing; three team members traveling w/ luggage & case materials (full-size)
Demosthenous, Maria P.	05/19/2016 12:00 PM	05/20/2016 07:00 PM	W. Davis CMC - four team members traveling w/ luggage & case materials (full-size)
Dixon, Anna R.	05/19/2016 12:00 PM	05/20/2016 07:00 PM	W. Davis CMC - four team members traveling w/ luggage & case materials (full-size)
Gruber, Mark S.	11/30/2015 09:30 AM	11/30/2015 04:30 PM	J. Campbell Status Hrg; Julie & Mark traveling (compact)
Hernandez-Rodriguez, Diana L.	04/01/2015 12:30 PM	04/04/2015 01:00 AM	uci
Lawrence, Tiffany	11/19/2014 10:00 AM	11/21/2014 01:00 PM	Altersberger Evidentiary Hearing
Moore, Wanda L.	05/09/2016 03:00 PM	05/10/2016 03:00 PM	John Doe Status Hearing (compact)
Saladino, Ehrin J.	07/15/2014 07:00 AM	07/15/2014 07:00 PM	Gregory - interview wit (full-size)
Shakoor, Ali	06/30/2014 08:00 AM	06/30/2014 05:00 PM	E. Davis Evid. Hearing
Sustaita, Mary	04/18/2016 08:00 AM	04/18/2016 06:00 PM	E. Carr Invest - Sophia & lay witness pick up records (compact)
Venable, Donna	05/08/2016 02:00 PM	05/09/2016 06:00 PM	Quince Hearing; three team members traveling w/ luggage & case materials (full-size)
Venable, Donna	05/19/2016 12:00 PM	05/20/2016 07:00 PM	W. Davis CMC - four team members traveling w/ luggage & case materials (full-size)
Viggiano, Jr., James V.	06/27/2014 07:00 AM	06/27/2014 11:00 AM	E. Davis Status Hearing

BOMSWEB ACCOUNTING MODULE TRAVEL AUTHORIZATION REQUEST (TAR)

Select the travel you just entered.

Click Post.

Browser address bar: http://164.51.31.219/BOMSWEB/Pages/accoun... BOMS 11.46

Navigation: File Edit View Favorites Tools Help

Module Activities Reports Administration Help

BOMS Accounting: Moore, Wanda L. Logout

Buttons: Draft copy Post Layout

Report: travel authorization form

Traveler	Departure	Return	Event
Demosthenous, Maria P.	10/28/2015 10:00 AM	10/29/2015 05:00 PM	Correll prison visit; Maria, Raheela and Donna traveling w/ luggage & case materials (full-size)
Demosthenous, Maria P.	05/08/2016 02:00 PM	05/09/2016 06:00 PM	Quince Hearing; three team members
Demosthenous, Maria P.	05/19/2016 12:00 PM		
Dixon, Anna R.	05/19/2016 12:00 PM		
Gruber, Mark S.	11/30/2015 09:30 AM		
Hernandez-Rodríguez, Diana L.	04/01/2015 12:30 PM		
Lawrence, Tiffany	11/19/2014 10:00 AM	11/21/2014 01:00 PM	Altersberger Evidentiary Hearing
Moore, Wanda L.	05/09/2016 03:00 PM	05/10/2016 03:00 PM	John Doe Status Hearing (compact)
Saladino, Ehrin J.	07/15/2014 07:00 AM	07/15/2014 07:00 PM	Gregory - interview wit (full-size)
Shakoor, Ali	06/30/2014 08:00 AM	06/30/2014 05:00 PM	E. Davis Evid. Hearing
Sustaita, Mary	04/18/2016 08:00 AM	04/18/2016 06:00 PM	E. Carr Invest - Sophia & lay witness pick up records (compact)
Venable, Donna	05/08/2016 02:00 PM	05/09/2016 06:00 PM	Quince Hearing; three team members traveling w/ luggage & case materials (full-size)
Venable, Donna	05/19/2016 12:00 PM	05/20/2016 07:00 PM	W. Davis CMC - four team members traveling w/ luggage & case materials (full-size)
Viggiano, Jr., James V.	06/27/2014 07:00 AM	06/27/2014 11:00 AM	E. Davis Status Hearing

Post

Authorized by:

Agency head:

BOMSWEB ACCOUNTING MODULE TRAVEL AUTHORIZATION REQUEST (TAR)

Select person who will authorize travel.

Select agency head.

Click ok.

Browser: http://164.51.31.219/BOMSWEB/Pages/accoun... BOMS 11.46

Navigation: Module, Activities, Reports, Administration, Help

User: BOMS Accounting: Moore, Wanda L. Logout

Buttons: Cancel, Post, Layout

Section: Confirm travel authorization posting

Traveler	Departure	Return	Event
Moore, Wanda L.	05/09/2016 03:00 PM	05/10/2016 03:00 PM	John Doe Status Hearing (c

STATE OF FLORIDA
AUTHORIZATION TO INCUR TRAVEL EXPENSE

Name: Wanda L. Moore	Official Designation: Circuit, Temple Terrace	Date: 4/19/16
Department: Judicial	Division: CCRC-Middle Region	

Purpose of Trip: John Doe Status Hearing (compact)

Destination: Tampa, FL to Palatka, FL	Departure Date: 5/9/16	Return Date: 5/10/16	Trip Days: 1
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Cadretime or conversion travel. Explanation of benefits according to the State of Florida
John Doe Status Hearing (compact)

Departure Time: 3:00 pm	Return Time: 3:00 pm	Trip Number:
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Total Estimated Per Diem: \$19.00 for meals and \$60.00 for per diem. \$79.00

Registration Fee: \$0.00

Car: Car Rental-\$25.55 \$25.55

Motel:	Meal:	Cadretime:	Rate:	Nights:	Cost:
			\$88.00	1	\$88.00

Airfare: Airfare: Dep. Flight: Ret. Flight: Time: Cost: \$0.00

TOTAL ESTIMATED COST FOR TRIP \$202.55

Comments: John Doe Status Hearing (compact)

I hereby certify that travel, as shown above, is to be incurred in connection with official business of the state.

Signed: Wanda L. Moore	Approved by (Supervisor): Vicki H. Butts Administrative Services Director	Date:	Approved by (Agency Head): James V. Viggiano, Jr. Capital Colateral Regional Counsel	Date:
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11.00 x 8.50 in

BOMSWEB ACCOUNTING MODULE TRAVEL AUTHORIZATION REQUEST (TAR)

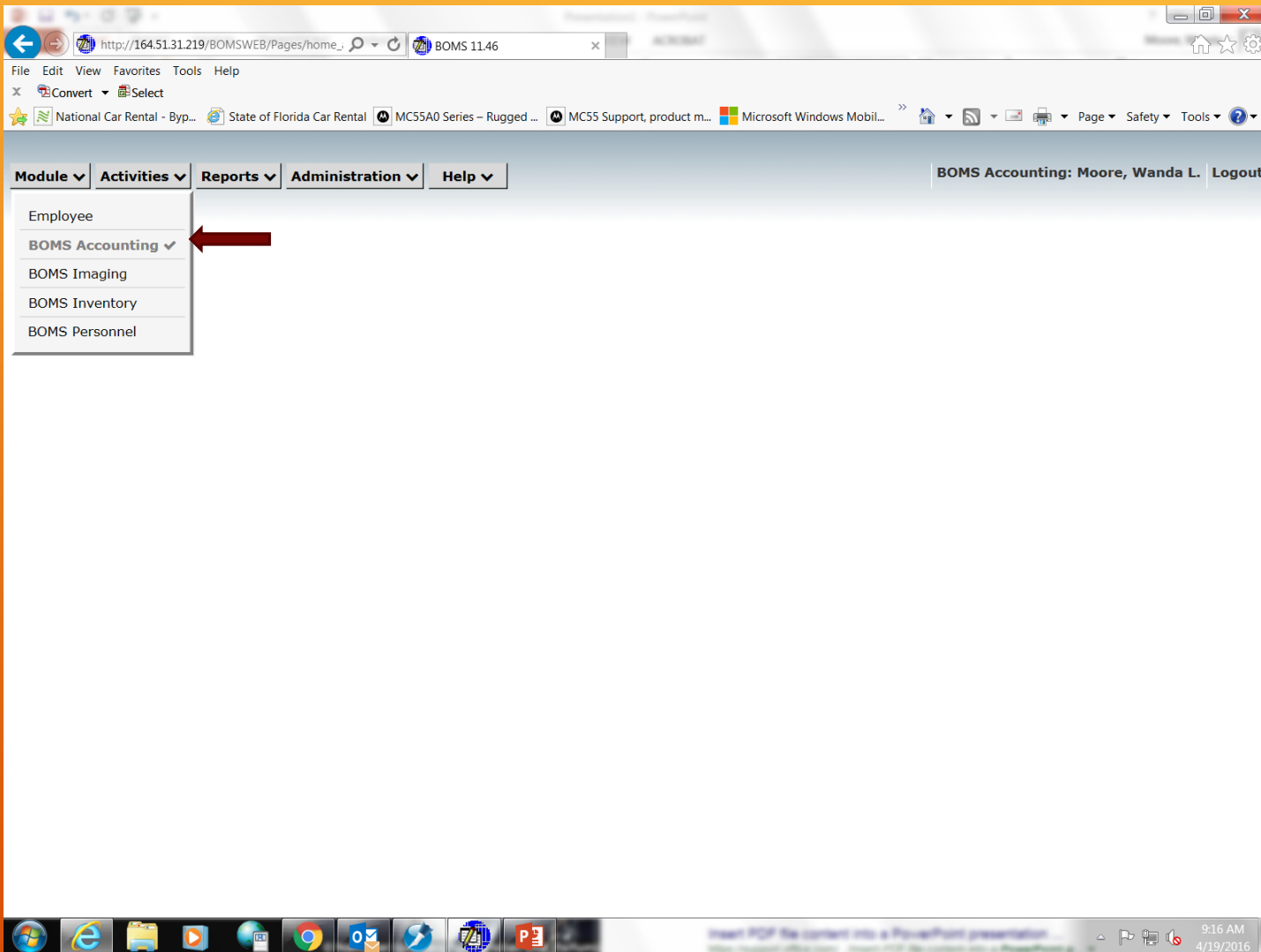
Review the TAR and, if okay, Print.
Click Post after printing the TAR.

STATE OF FLORIDA AUTHORIZATION TO INCUR TRAVEL EXPENSE		Name: Wanda L. Moore	Official Headquarters: Circuit, Temple Terrace	Date: 4/19/16
		Department: Judicial	Division: CCRC-Middle Region	
Purpose of Trip: John Doe Status Hearing (compact)		Departure Date:	Return Date:	Total Days:
Destination: tampa, fl to palatka, fl		5/9/16	5/10/16	1
Conference or convention travel: Explanation of benefits accruing to the State of Florida John Doe Status Hearing (compact)		Departure Time:	Return Time:	Trip Number:
		3:00 pm	3:00 pm	
Total Estimated Per Diem: \$19.00 for meals and \$60.00 for per diem.				\$79.00
Registration Fee:				\$0.00
Car: Car Rental-\$25.55				\$25.55
Motel	Motel:	Confirm:	Rate:	Nights:
			\$98.00	1
Cost:				\$98.00
Airline	Airline:	Dep. Flight:	Ret. Flight:	Time:
Cost:				\$0.00
TOTAL ESTIMATED COST FOR TRIP				\$202.55
Comments: John Doe Status Hearing (compact)				
I hereby certify that travel, as shown above, is to be incurred in connection with official business of the state.				
Signed:	Approved by (Supervisor):	Date:	Approved by (Agency Head):	Date:
Wanda L. Moore	Vicki H. Butts Administrative Services Director		James V. Viggiano, Jr. Capital Collateral Regional Counsel	

TRAVEL AUTHORIZATION REQUEST (TAR)

The TAR form is signed by the traveler, supervisor and agency head or designee.

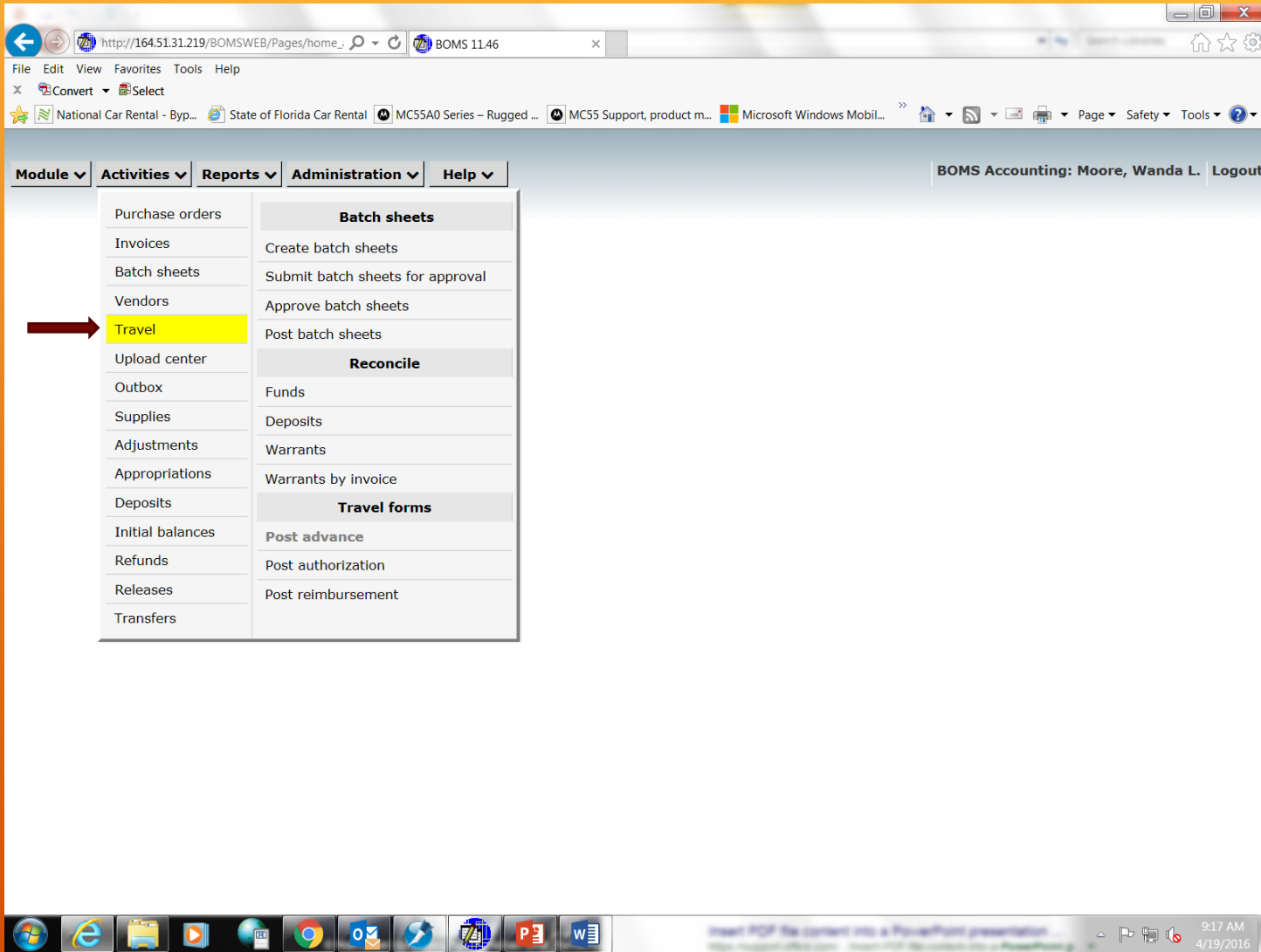
If a circuit wants to approve travel electronically, CIP can set up a workflow in BOMS.



BOMSWEB ACCOUNTING MODULE TRAVEL REIMBURSEMENT

Log into BOMSWeb.

Select the Accounting Module.



BOMSWEB ACCOUNTING MODULE TRAVEL REIMBURSEMENT

Under Activities, click on Travel.

The screenshot shows the BOMSWEB Accounting Module interface. At the top, there are navigation tabs: Module, Activities, Reports, Administration, and Help. Below these are buttons for Find, Find YTD, Add, Edit, Import, and Options. A red arrow points to the 'Find' button. The main area displays a table of travel records with columns for Traveler and Departure. A 'Find' dialog box is open, allowing users to search for a specific traveler. The 'Traveler' field is set to 'Moore, Wanda L.'. The 'Special conditions' dropdown menu is open, showing a list of options: Authorized, Unauthorized, Travel advances: paid, Travel advances: unpaid, Registration fees: paid, Registration fees: unpaid, Traveler expenses: paid, Traveler expenses: unpaid, Archived, and Voided. The background shows a detailed view of a travel record for Wanda L. Moore, including fields for Official Reimbursement, Travel Dates, and a table of travel details.

Traveler	Departure
Brown, Gregory W.	05/31/2016 12
Cordova, William D.	05/31/2016 12
Ahmed, Raheela	05/19/2016 12
Demosthenous, Maria P.	05/19/2016 12
Dixon, Anna R.	05/19/2016 12
Venable, Donna	05/19/2016 12
Moore, Wanda L.	05/09/2016 03
Ahmed, Raheela	05/08/2016 02
Demosthenous, Maria P.	05/08/2016 02
Venable, Donna	05/08/2016 02
Cordova, William D.	04/26/2016 07:00
Sustaita, Mary	04/18/2016 08:00

Traveler	Travel type	Reimbursement	From/To	Travel date(s)	Vendor	Registration fee	Special conditions
Moore, Wanda L.	(any)	(any)					(any)

Official Reimbursement	Travel
Official Reimbursement	Travel
Official Reimbursement	Travel

Departure Date	Return Date	Stop Number
5/9/16	5/19/16	1

Departure Time	Return Time	Stop Number
3:00 pm	3:00 pm	

Nights	Cost
1	\$16.00

Taxes	Cost
	\$0.00

Approved by (Agency Head)	Date
James V. Magliaro, Jr.	

BOMSWEB ACCOUNTING MODULE TRAVEL REIMBURSEMENT

Click Find.

Enter Traveler's Name.

Click ok.

The screenshot displays the BOMSWEB Accounting Module interface. At the top, there is a navigation bar with menus for Module, Activities, Reports, Administration, and Help. Below this is a secondary navigation bar with buttons for Find, Find YTD, Add, Edit, Import, and Options. The main content area is divided into two sections: a list of travel records on the left and a detailed view of a selected record on the right. The list of records includes columns for Traveler, Departure, and Return. The selected record details include fields for Traveler, Type, Purpose of travel, From, To, Description, Justification, Footnote, Departure, Return, Authorized, Billing method, Traveler bar no, Advance required, Vendor, Registration fee, and Vendor billing.

Traveler	Departure	Return
Moore, Wanda L.	05/09/2016 03:00 PM	05/10/2016 03:00 PM
Moore, Wanda L.	07/29/2015 12:00 PM	08/07/2015 12:00 PM
Moore, Wanda L.	03/18/2015 08:30 AM	03/27/2015 08:00 AM
Moore, Wanda L.	10/15/2014 12:00 PM	10/22/2014 12:00 PM
Moore, Wanda L.	11/06/2013 01:30 PM	11/13/2013 01:30 PM
Moore, Wanda L.	08/07/2013 12:30 PM	08/14/2013 12:30 PM
Moore, Wanda L.	10/05/2012 10:30 AM	10/12/2012 10:30 AM
Moore, Wanda L.	03/19/2012 12:00 PM	03/26/2012 12:00 PM
Moore, Wanda L.	11/15/2010 08:00 AM	11/22/2010 08:00 AM
Moore, Wanda L.	08/25/2009 01:00 PM	08/31/2009 01:00 PM
Moore, Wanda L.	08/04/2009 08:00 AM	08/11/2009 08:00 AM
Moore, Wanda L.	02/12/2009 08:00 AM	02/19/2009 08:00 AM
Moore, Wanda L.	03/17/2007 05:00 AM	03/24/2007 05:00 AM
Moore, Wanda L.	03/27/2005 08:00 AM	03/31/2005 08:00 AM
Moore, Wanda L.	01/10/2005 12:00 AM	01/17/2005 12:00 AM

General information	Carrier	Case	Courses	Lodging	Mileage / meals	Other	Image
Traveler							
Type							
Purpose of travel							
From							
To							
Description							
Justification							
Footnote							
Departure							
Return							
Authorized							
Billing method							
Traveler bar no							
Advance required							
Vendor							
Registration fee							
Vendor billing							

BOMSWEB ACCOUNTING MODULE TRAVEL REIMBURSEMENT

Select the travel you need to process for reimbursement.

Click Edit.

[http://164.51.31.219/BOMSWEB/Pages/travel_...](#) BOMS 11.46

File Edit View Favorites Tools Help

x Convert Select

National Car Rental - Byp... State of Florida Car Rental MCS5A0 Series - Rugged ... MCS5 Support, product m... Microsoft Windows Mobil... Page Safety Tools

Module **Activities** **Reports** **Administration** **Help**
BOMS Accounting: Moore, Wanda L. Logout

john doe status hearing (compact) - O/T - 05/09/2016 - palatka fl - Moore, Wanda L.

General information Carrier Case Course Lodging Mileage / meals Other

Edit travel

Cancel Save Next travel Reassign

Traveler: Moore, Wanda L.
 Type of travel: Hearing - In State
 Bar number: ...
 Purpose of travel: John Doe Status Hearing (compact) ABC
 From/to: tampa fl / palatka fl (148) ...
 State vehicle: No
 One way only: No
 Description: John Doe Status Hearing (compact) ABC
 Justification: John Doe Status Hearing (compact)
 Footnote: John Doe Status Hearing (compact) ABC
 Departure date: 05/09/2016 ...
 Departure time: 3:30 PM
 Return Date: 05/10/2016 ...
 Return Time: 2:00 PM
 Vendor: ...
 Authorized: 04/19/2016 ...

BOMSWEB

ACCOUNTING MODULE

TRAVEL REIMBURSEMENT

Edit any information that changed since creating the TAR under each separate tab.

BOMSWEB ACCOUNTING MODULE TRAVEL REIMBURSEMENT

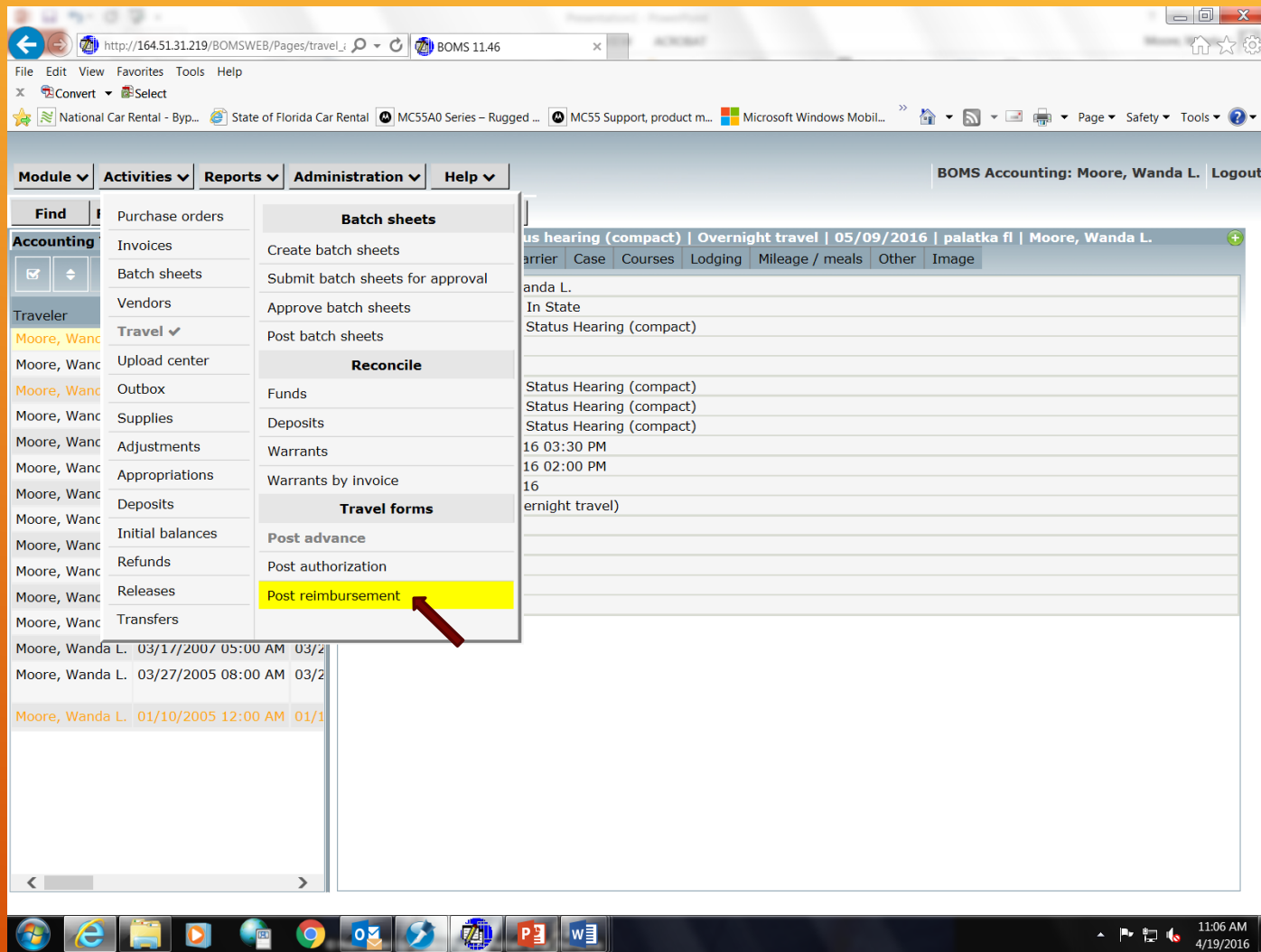
Under the Other Tab, you would add expenses not known when creating the TAR.

Click on Save when finished.

The screenshot displays the BOMSWEB Accounting Module interface for Travel Reimbursement. The page title is "john doe status hearing (compact) - O/T - 05/09/2016 - palatka fl - Moore, Wanda L.". The user is logged in as "BOMS Accounting: Moore, Wanda L.". The interface includes a navigation menu with "Module", "Activities", "Reports", "Administration", and "Help". The main content area is divided into tabs: "General information", "Carrier", "Case", "Course", "Lodging", "Mileage / meals", and "Other". The "Other" tab is active, showing a table of travel expenses. A red arrow points to the "Save" button in the table's action bar.

Type	Paid by	Net cost	Taxes	Vendor	Vendor/description	Ref no
Car rental	State purchasing card	\$25.55	\$0.00	Enterprise Leasing Company	Enterprise (5/9-5/10)	
Gasoline	Traveler	\$25.00	\$0.00		Gas (5/10/16)	
Tolls	Traveler	\$2.50	\$0.00		Tolls	

Type	Parking
Paid by	Traveler
Net cost	\$5.00
Taxes	\$0.00
Vendor	
Vendor/description	Courthouse Parking (5/10/16)
Ref no	



BOMSWEB ACCOUNTING MODULE TRAVEL REIMBURSEMENT

Under Activities, click post reimbursement.

Browser: http://164.51.31.219/BOMSWEB/Pages/accoun... BOMS 11.46

Navigation: Module, Activities, Reports, Administration, Help

User: BOMS Accounting: Moore, Wanda L. Logout

Buttons: Draft copy, Post, Layout

Report: travel reimbursement form

Traveler	Departure	Return	Event
Demosthenous, Maria P.	10/28/2015 10:00 AM	10/29/2015 05:00 PM	Correll prison visit; Maria, Raheela and Donna traveling w/ luggage & case materials (full-size)
Demosthenous, Maria P.	05/08/2016 02:00 PM	05/09/2016 06:00 PM	Quince Hearing; three team members traveling w/ luggage & case materials (full-size)
Demosthenous, Maria P.	05/19/2016 12:00 PM	05/20/2016 07:00 PM	W. Davis CMC - four team members traveling w/ luggage & case materials (full-size)
Dixon, Anna R.	05/19/2016 12:00 PM	05/20/2016 07:00 PM	W. Davis CMC - four team members traveling w/ luggage & case materials (full-size)
Groff, Maria D.	07/09/2015 08:00 AM	07/12/2015 09:00 PM	NAACP LDF Capital Punishment Training Conference
Gruber, Mark S.	11/30/2015 09:30 AM	11/30/2015 04:30 PM	J. Campbell Status Hrg; Julie & Mark traveling (compact)
Hernandez-Rodriguez, Diana L.	04/01/2015 12:30 PM	04/04/2015 01:00 AM	uci
Kenneth Zercie	01/28/2015 11:00 AM	01/30/2015 06:00 PM	Matthews - expert to conduct evidence testing; Polly & expert traveling w/ luggage & case materials (full-size)
Mirialakis, Ann Marie	05/01/2014 07:30 AM	05/01/2014 12:00 PM	M. McDonald Hearing in Clearwater
Moore, Wanda L.	03/18/2015 08:30 AM	03/18/2015 04:30 AM	HR Law 2015 Seminar
Moore, Wanda L.	05/09/2016 03:30 PM	05/10/2016 02:00 PM	John Doe Status Hearing (compact)
Saladino, Ehrin J.	07/15/2014 07:00 AM	07/15/2014 07:00 PM	Gregory - interview wit (full-size)
Shakoor, Ali	06/30/2014 08:00 AM	06/30/2014 05:00 PM	E. Davis Evid. Hearing
Sustaita, Mary	01/04/2015 12:00 PM	01/06/2015 08:30 PM	T. Wright Evid. Hearing
Sustaita, Mary	01/23/2015 06:30 AM	01/23/2015 08:30 AM	Robards - serve subpoena in Clearwater
Sustaita, Mary	04/18/2016 08:00 AM	04/18/2016 06:00 PM	E. Carr Invest - Sophia & lay witness pick up records (compact)

BOMSWEB ACCOUNTING MODULE TRAVEL REIMBURSEMENT

Select the travel reimbursement you just entered.

Click Post.

Browser: http://164.51.31.219/BOMSWEB/Pages/accoun... BOMS 11.46

Module ▾ Activities ▾ Reports ▾ Administration ▾ Help ▾ BOMS Accounting: Moore, Wanda L. Logout

Draft copy Post Layout ▾

Report: travel reimbursement form

Traveler	Departure	Return	Event
Demosthenous, Maria P.	10/28/2015 10:00 AM	10/29/2015 05:00 PM	Correll prison visit; Maria, Raheela and Donna traveling w/ luggage & case materials (full-size)
Demosthenous, Maria P.	05/08/2016 02:00 PM	05/09/2016 06:00 PM	Quince Hearing; three team members traveling w/ luggage & case materials (full-size)
Demosthenous, Maria P.	05/19/2016 12:00 PM		
Dixon, Anna R.	05/19/2016 12:00 PM		
Groff, Maria D.	07/09/2015 08:00 AM		
Gruber, Mark S.	11/30/2015 09:30 AM		
Hernandez-Rodriguez, Diana L.	04/01/2015 12:30 PM		
Kenneth Zercie	01/28/2015 11:00 AM	01/30/2015 06:00 PM	Matthews - expert to conduct evidence testing; Polly & expert traveling w/ luggage & case materials (full-size)
Mirialakis, Ann Marie	05/01/2014 07:30 AM	05/01/2014 12:00 PM	M. McDonald Hearing in Clearwater
Moore, Wanda L.	03/18/2015 08:30 AM	03/18/2015 04:30 AM	HR Law 2015 Seminar
Moore, Wanda L.	05/09/2016 03:30 PM	05/10/2016 02:00 PM	John Doe Status Hearing (compact)
Saladino, Ehrin J.	07/15/2014 07:00 AM	07/15/2014 07:00 PM	Gregory - interview wit (full-size)
Shakoor, Ali	06/30/2014 08:00 AM	06/30/2014 05:00 PM	E. Davis Evid. Hearing
Sustaita, Mary	01/04/2015 12:00 PM	01/06/2015 08:30 PM	T. Wright Evid. Hearing
Sustaita, Mary	01/23/2015 06:30 AM	01/23/2015 08:30 AM	Robards - serve subpoena in Clearwater
Sustaita, Mary	04/18/2016 08:00 AM	04/18/2016 06:00 PM	E. Carr Invest - Sophia & lay witness pick up records (compact)

Post

Authorized by

BOMSWEB ACCOUNTING MODULE TRAVEL REIMBURSEMENT

Select person who will approve travel reimbursement.

Click ok.

Browser: http://164.51.31.219/BOMSWEB/Pages/accoun BOMS 11.46

Navigation: Module ▾ Activities ▾ Reports ▾ Administration ▾ Help ▾

User: BOMS Accounting: Moore, Wanda L. Logout

Buttons: Cancel Post Layout ▾

Confirm travel reimbursement posting

Traveler	Departure	Return	Event
Moore, Wanda L.	05/09/2016 03:30 PM	05/10/2016 02:00 PM	John Doe Status Hearing (C

STATE OF FLORIDA VOUCHER FOR REIMBURSEMENT OF TRAVEL EXPENSES

TRAVELER	SOCIAL SECURITY NO.	AGENCY	HEADQUARTERS	Circuit	Temple	Terrace
Moore, Wanda L.		CORC-Middle Region				

DATE	TRAVEL PERFORMED FROM POINT OF ORIGIN TO DESTINATION	PURPOSE OR REASON (NAME OF CONFERENCE)	HOUR OF DEPARTURE AND HOUR OF RETURN	MEALS FOR CLASS A & B TRAVEL	REIMBURSEMENT CLASSIFICATION	MILEAGE CLAIMED	OTHER EXPENSES	AMOUNT	TYPE
05/09/16	Tampa, FL to Tallahassee, FL	John Doe Status Hearing (compad)	3:30 pm						
05/09/16	Gas (05/10/16)			\$19.00				\$20.00	Gasoline
05/10/16	Tolls				\$60.00			\$2.50	Tolls
	Courthouse Parking (05/10/16)							\$5.00	Parking
05/10/16	Gas (05/10/16)								
05/10/16	Tolls								
05/10/16	Courthouse Parking (05/10/16)								
05/10/16	John Doe Status Hearing (compad)		2:00 PM						

STATEMENT OF BENEFITS TO THE STATE (CONFERENCE OR CONVENTION)	COLUMN TOTAL	COLUMN TOTAL	COLUMN TOTAL	0	0	COLUMN TOTAL	SUMMARY TOTAL
John Doe Status Hearing (compad)	\$19.00	\$60.00	\$0.00	\$0.00	\$0.00	\$32.50	\$111.50

REVOLVING FUND: ADVANCE \$0.00
 LESS ADVANCE RECEIVED \$0.00
 CHECK NO. WARRANT NO. LESS CLASS C MEALS (OFFICER/EMPLOYEES ONLY) \$0.00
 CHECK DATE WARRANT DATE LESS COMMISSIBLE ITEMS INCLUDED ON PROVISIONAL CARD \$0.00
 AGENCY VOUCHER NO. STATEWIDE DOC. NO. NET AMOUNT DUE TRAVELER \$111.50
 AGENCY VOUCHER NO. NET AMOUNT DUE THE STATE \$0.00

TRAVELER'S SIGNATURE: _____ TITLE: Administrative Assistant II
 SIGNATURE DATE: _____

SUPERVISOR'S SIGNATURE: _____ TITLE: CHRIS COLEMAN, REGIONAL COORDINATOR
 SIGNATURE DATE: _____

FOR AGENCY USE: _____

Form OF-604A (Rev. 07/09)

BOMSWEB ACCOUNTING MODULE TRAVEL REIMBURSEMENT

Review the travel reimbursement and, if okay, Print.

Click Post after printing the travel reimbursement voucher.

STATE OF FLORIDA VOUCHER FOR REIMBURSEMENT OF TRAVEL EXPENSES		TRAVELER SOCIAL SECURITY NO. <u>Wanda L. Moore</u>	AGENCY HEADQUARTERS Circuit, Temple Terrace	CCRC-Middle Region Residence (city): <u>Brandon</u>							
DATE	TRAVEL PERFORMED FROM POINT OF ORIGIN TO DESTINATION	PURPOSE OR REASON (NAME OF CONFERENCE)	HOUR OF DEPARTURE AND HOUR OF RETURN	MEALS FOR CLASS A & B TRAVEL	PER DIEM OR ACTUAL LODGING EXPENSES	CLASS C MEALS	MAP MILEAGE CLAIMED	VICINITY MILEAGE CLAIMED	Other Expenses		
									AMOUNT	TYPE	
5/9/16	Tampa, FL to Palatka, FL	John Doe Status Hearing (compact)	3:30 pm								
05/09/16	Gas (5/10/16)				\$19.00				\$25.00	Gasoline	
05/10/16	Tolls				\$60.00				\$2.50	Tolls	
	Courthouse Parking (5/10/16)								\$5.00	Parking	
5/10/16	Palatka, FL to Tampa, FL (returned)		2:00 PM								
John Doe Status Hearing (compact)											
STATEMENT OF BENEFITS TO THE STATE: (CONFERENCE OR CONVENTION) John Doe Status Hearing (compact)			COLUMN TOTAL	COLUMN TOTAL	COLUMN TOTAL	0	0	COLUMN TOTAL	SUMMARY TOTAL		
			\$19.00	\$60.00	\$0.00			\$0.00	\$32.50	\$111.50	
REVOLVING FUND:	ADVANCE:	LESS ADVANCE RECEIVED									
CHECK No.	WARRANT No.	LESS CLASS C MEALS (OFFICERS/EMPLOYEES ONLY)									
CHECK DATE:	WARRANT DATE:	LESS NON-REIMBURSABLE ITEMS INCLUDED ON PURCHASING CARD									
AGENCY VOUCHER No.	STATEWIDE DOC. No.	NET AMOUNT DUE TRAVELER									
	AGENCY VOUCHER No.	NET AMOUNT DUE THE STATE									
I hereby certify and affirm and declare that this claim for reimbursement is true and correct in every material matter that the above expenses were actually incurred by me as prescribed in the provisions of official travel rules. This claim is claimed for my personal expense and is not for the official expense of any other person. I have not received any reimbursement for any meals or lodging included in this convention or conference registration fees claimed by me, and that this voucher conforms in every respect with the requirements of section 112.061(1)(a) of the Florida Statutes. I hereby certify and affirm that to the best of my knowledge and belief, there has been no fraud or other illegal or improper act in the preparation of this voucher.											
TRAVELER'S SIGNATURE: _____						SUPERVISOR'S SIGNATURE: _____					
SIGNATURE DATE: _____						SUPERVISOR'S TITLE: <u>Capital Collateral Regional Counsel</u>					
FOR AGENCY USE: _____						SIGNATURE DATE: _____					

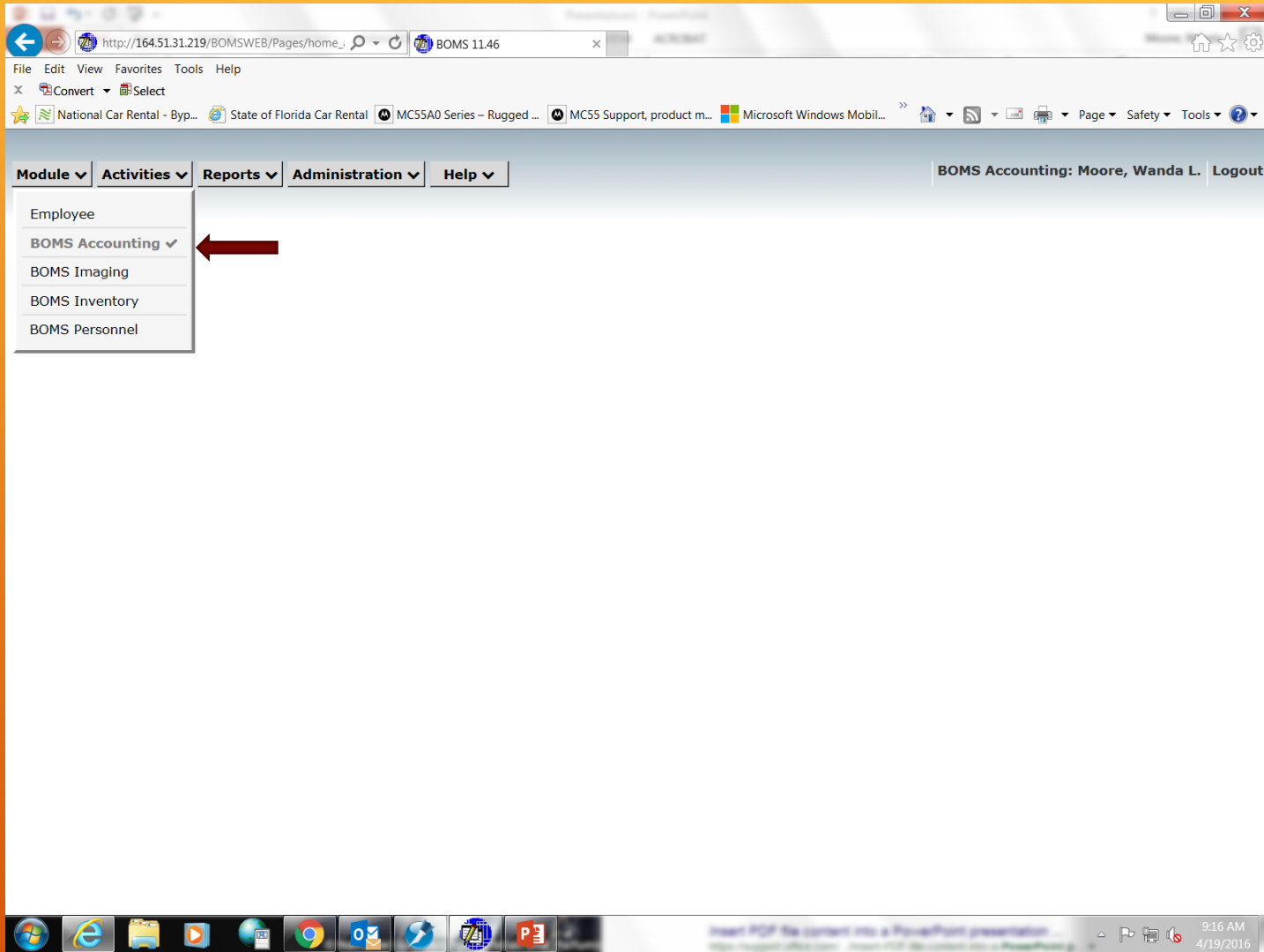
Form CFS-AA-15 (rev. 07/06)

TRAVEL REIMBURSEMENT VOUCHER

The travel reimbursement form is signed by the traveler and agency head or designee.

If a circuit wants to approve travel electronically, CIP can set up a workflow in BOMS.

TRAVEL PERFORMED BY COMMON CARRIER OR STATE VEHICLE			
THIS SECTION REQUIRED TO BE COMPLETED ONLY WHEN COMMON CARRIER IS BILLED DIRECTLY TO THE STATE AGENCY			
Date	Ticket Number or State Vehicle Number	From	To
		Amount	Name of Common Carrier or State Agency Owning Vehicle
STATE OF FLORIDA PURCHASING CARD CHARGES			
THIS SECTION REQUIRED TO BE COMPLETED ONLY WHEN TRAVEL RELATED EXPENSES ARE PAID BY USING THE STATE OF FLORIDA PURCHASING CARD			
Date	Merchant/Vendor	Description of Item Acquired	Amount of Charge
05/09/16	Enterprise Leasing Company	Enterprise (5/9-5/10)	\$25.55
05/09/16		Holiday Inn (5/9-5/10)	\$98.00
Total (this amount must appear on the line "Less Non-Reimbursable Items Included on Purchasing Card" on the reverse side of this form.)			\$0.00
GENERAL INSTRUCTIONS			
<p>Class A travel - Continuous travel of 24 hours or more away from official headquarters.</p> <p>Class B travel - Continuous travel of less than 24 hours which involves overnight absence from official headquarters.</p> <p>Class C travel - Travel for short or day trips where the traveler is not away from his official headquarters overnight.</p> <p>NOTE: No allowance shall be made for meals when travel is confined to the city or town of official headquarters or immediate vicinity except assignments of official business outside the traveler's regular place of employment if travel expenses are approved and such special approval is noted on the travel voucher. Rates of Per Diem and Meals shall be those prescribed by section 112.061, Florida Statutes.</p> <p>Non-reimbursable items may not be charged on the State of Florida Purchasing Card. Inadvertent non-reimbursable charges are to be deducted from the travel reimbursement claimed on the reverse side of this form on the line "Less Non-Reimbursable Items Included on Purchasing Card" and the above "Non-Reimbursable Items" section of the "State of Florida Purchasing Card Charges" section above must be completed.</p> <p>Per diem shall be completed at one-fourth of authorized rate for each quarter of fraction thereof. Travel over a period of 24 hours or more will be calculated on the basis of 6-hour cycles, beginning at the hour of departure from official headquarters. Hour of departure and hour of return should be shown for all travel. When claiming per diem, the meal allowance columns should not be used. Claims for actual lodging at single occupancy rate plus meal allowances should be put in the "Per Diem or Actual Lodging Expenses" column and include the appropriate meal allowances in the "Meals for Class A & B Travel" column. Claims for meals allowance involving travel that did not require the traveler to be away from headquarters overnight should be included in the Class C Meal column. Vicinity travel must appear in the separate column. When travel is by common carrier and billed directly to the traveler, the amount and description should be included in the "Other Expenses" column. A copy of the ticket or invoice should be attached to this form. If travel is by common carrier and billed directly to the State agency, then the "Travel Performed by Common Carrier or State Vehicle" section above should be completed. If travel is by common carrier and the carrier is paid by the use of the State of Florida Purchasing Card, then the "State of Florida Purchasing Card Charges" section above should be completed. The name of the common carrier should be inserted in the "Map Mileage Claimed" column in these instances. Justification must be provided for use of a noncontract airfare for one offering equal or lesser rates than the contract airfare or rental car (or one having lower net rate) when contract carriers are available. Additionally, justification must be provided for use of a rental car larger than a Class "B" car. If travel is performed by use of a State-owned vehicle, the word "State" should be inserted in the "Map Mileage Claimed" column on the reverse side of this form, and the above section designated as "State of Florida Purchasing Card" should be inserted in the "Per Diem or Actual Lodging Expenses" column on the reverse side of this form; and the above section designated as "State of Florida Purchasing Card Charges" should be completed. Incidental travel expenses which may be reimbursed include: (a) reasonable taxi fare; (b) ferry rates and bridge, road, and tunnel tolls; (c) storage and parking fees; (d) telephone and teletype; (e) convention or conference registration fee. If meals are included in the registration fee, per diem should be reduced accordingly. Receipts should be obtained when required. The office Department of Transportation map should be used in computing mileage from point of origin to destination wherever possible. When any State employee is stationed in any city or town for over 30 days continuous work days, such city or town shall be deemed to be his official headquarters and shall not be allowed per diem or subsistence after the period of 30 continuous work days has elapsed, unless extended by the approval of the agency head. If travel is to a conference or convention, the "Statement of Benefits" to the State section must be completed or a copy of the Authorization to Incur Travel Expense, Form DBF-AA-13, must be attached. Additionally a copy of an agenda and registration receipt must be attached. Any fraudulent claim for mileage, per diem or other travel expense is subject to prosecution as a misdemeanor.</p>			

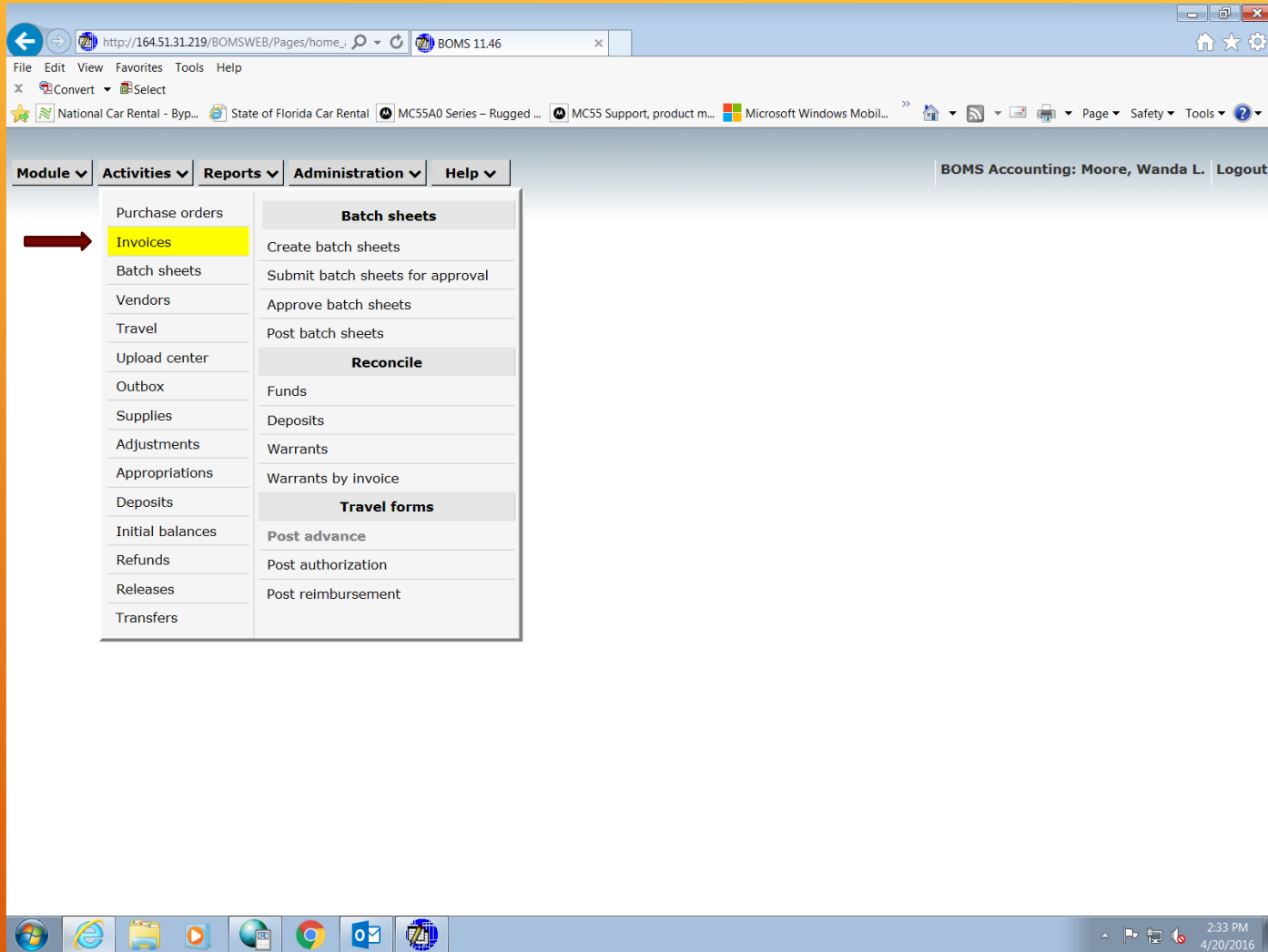


BOMSWEB

ACCOUNTING MODULE CREATING AN INVOICE FROM TRAVEL EXPENSES

Log into BOMSWeb.

Select the Accounting Module.



BOMSWEB ACCOUNTING MODULE CREATING AN INVOICE FROM TRAVEL EXPENSES

Under Activities, select Invoices.

The screenshot shows the BOMSWEB Accounting Module interface. The browser address bar displays <http://164.51.31.219/BOMSWEB/Pages/accoun>. The page title is "BOMS 1146". The navigation menu includes "Module", "Activities", "Reports", "Administration", and "Help". The user is logged in as "BOMS Accounting: Moore, Wanda L." with a "Logout" link.

The "Options" menu is open, showing the following items:

- Export to excel
- Add Without PO
- Copy invoice
- Add from PO
- Add from travel advances
- Add from travel expenses** (highlighted)
- Add from travel registration fees
- Void invoice

The "Batch sheets" menu is also open, showing the following items:

- Add suffix to batch no
- Undo Batch
- Undo Submit

The main content area displays the invoice details for "SUSTAITA, MARY". The vendor information is as follows:

Vendor: Sustaita, Mary
Vendor No: [REDACTED]
1064 82nd Terrace North, Apt. E
St. Petersburg, FL 33702-
Regular

The invoice status is "ENCUMBERED". Other details include:

- Type: Regular
- JAC no: [REDACTED]
- JAC date: [REDACTED]
- Check no: [REDACTED]
- Mailed: [REDACTED]
- Check total: \$0.00
- Status: Encumbered
- Certified forward: No
- JT Ben category: [REDACTED]
- PO no: *

The "Line items" table is as follows:

Cf no	County	Description	Category	Quantity	Unit cost	Amount	Object	Department
0		Other for: E. Carr Invest - Sophia & lay witness pick up records (compact)	*	1.00	\$22.00	\$22.00	261049	Investigator
0		Gasoline for: E. Carr Invest - Sophia & lay witness pick up records (compact)	*	1.00	\$31.03	\$31.03	261038	Investigator

The Windows taskbar at the bottom shows the system time as 2:37 PM on 4/20/2016.

BOMSWEB ACCOUNTING MODULE CREATING AN INVOICE FROM TRAVEL EXPENSES

Under Options, select Add from Travel Expenses.

The screenshot shows the BOMSWEB Accounting Module interface. The main window is titled "Add Invoice From Travel Expense" and contains a table of travel requests. A red arrow points to the "Save" button at the bottom of the dialog box.

Select travel from which invoice is to be created			
Travel request	Brown, Gregory W.	05/31/16	[Poole Investigation - locate/interview witnesses;
	Cordova, William D.	04/26/16	[Cannon Prison Visit (compact)]
	Cordova, William D.	05/31/16	[Poole Investigation - locate/interview witnesses;
	Demosthenous, Maria P.	05/08/16	[Quince Hearing; three team members traveling w/ l
	Demosthenous, Maria P.	05/19/16	[W. Davis CMC - four team members traveling w/ lug
	Dixon, Anna R.	05/19/16	[W. Davis CMC - four team members traveling w/ lug
	Groff, Maria D.	04/28/16	[Marquardt Record Hearing; three team members trav
	Moore, Wanda L.	05/09/16	[John Doe Status Hearing (compact)]
	Venable, Donna	05/08/16	[Quince Hearing; three team members traveling w/ l
	Venable, Donna	05/19/16	[W. Davis CMC - four team members traveling w/ lug

Below the table, there are several object selection fields:

- 16-GR48 [Case Related Cost] (dropdown)
- 261000 (input field)
- 261514 (input field)
- 261400 (input field)
- 261200 (input field)
- 261304 (input field)
- 261100 (input field)

At the bottom of the dialog box, there are "Cancel" and "Save" buttons. A red arrow points to the "Save" button.

BOMSWEB ACCOUNTING MODULE CREATING AN INVOICE FROM TRAVEL EXPENSES

Select the travel you want to create the invoice for.

Click Save.

The screenshot displays the BOMSWEB Accounting Module interface. The top navigation bar includes 'Module', 'Activities', 'Reports', 'Administration', and 'Help'. The main window is titled 'BOMS Accounting: Moore, Wanda L. Logout'. The interface is divided into two main sections: 'Invoice header' on the left and 'Line items' on the right. The 'Invoice header' section contains various fields for invoice details, including 'Invoice no', 'Invoice total' (\$111.50), 'Invoice date' (04/20/2016), 'Invoice received', 'Goods received', 'Approval date' (04/20/2016), 'Batch date', 'Batch no', 'Fund' (16-GR48), 'Type' (Regular), 'Payee name' (Moore, Wanda L.), 'Batch code', 'JT Ben object', 'JT Ben category', 'JAC no', 'JAC date', 'Check no', 'Mailed date', 'Facts Contract no', 'Certified forward' (No), 'Prior year payment' (No), 'Hold' (No), 'Close PO when posting' (No), 'PO no', and 'Comments'. The 'Line items' section displays a table with columns for 'Cf no', 'County', 'Description', 'Category', 'Quantity', 'Unit cost', and 'Amount'. The table contains four rows of data:

Cf no	County	Description	Category	Quantity	Unit cost	Amount
0		Meals for: John Doe Status Hearing (compact)	*	1.00	\$19.00	\$19.00
0		Other for: John Doe Status Hearing (compact)	*	1.00	\$7.50	\$7.50
0		Gasoline for: John Doe Status Hearing (compact)	*	1.00	\$25.00	\$25.00
0		Per diem for: John Doe Status Hearing (compact)	*	1.00	\$60.00	\$60.00

A red arrow points to the 'Save' button in the top right corner of the 'Line items' section. The bottom of the screenshot shows the Windows taskbar with various application icons and the system clock displaying '2:49 PM 4/20/2016'.

BOMSWEB ACCOUNTING MODULE CREATING AN INVOICE FROM TRAVEL EXPENSES

Edit object codes for each line item.

Click Save.

Invoice saved!

Module ▾ Activities ▾ Reports ▾ Administration ▾ Help ▾

BOMS Accounting: Moore, Wanda L. Logout

Find Find unposted Options ▾ Containing ▾ Find

Invoices Invoice no: | Status: ENCUMBERED | Payee: MOORE, WANDA L. | 2 Invoice images

Invoice Cases Images History

Edit Add line Copy line Edit line

Header

Invoice no		Vendor	Moore, Wanda L. Vendor No: [REDACTED] 708 Lobelia Street Brandon, FL 33510-
Invoice date	04/20/2016	Type	Regular
Invoice received		JAC no	
Goods received		JAC date	
Approval date	04/20/2016	Check no	
Batch date		Mailed	
Batch code	*	Check total	\$0.00
Batch no	*	Status	Encumbered
Fund name	16-GR48	Certified forward	No
JT Ben object		JT Ben category	
Prior year payment	No	PO no	*

Line items

Cf no	County	Description	Category	Quantity	Unit cost	Amount	Object	Department	Account	Case no	Charge
0		Meals for: John Doe Status Hearing (compact)	*	1.00	\$19.00	\$19.00	261200	Administration	*		*
0		Other for: John Doe Status Hearing (compact)	*	1.00	\$7.50	\$7.50	261049	Administration	*		*
0		Gasoline for: John Doe Status Hearing (compact)	*	1.00	\$25.00	\$25.00	261038	Administration	*		*
0		Per diem for: John Doe Status Hearing (compact)	*	1.00	\$60.00	\$60.00	261100	Administration	*		*

2:56 PM
4/20/2016

BOMSWEB ACCOUNTING MODULE CREATING AN INVOICE FROM TRAVEL EXPENSES

The invoice has now been created and awaits processing by our accountant.