



TDY Requisition and DD1610 Desktop Reference

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

**September 8, 2004**

**Version 3.0**



## TDY Requisition and DD1610 Desktop Reference

### TDY Requisition

#### 1. Navigation

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

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

Enter Transaction Events

Form Activity

Transaction Event

Transaction Code

- Place the cursor in the **Transaction Event** field and click the list of values icon. The system will automatically populate the **Transaction Event** field to Requisitions and the **Transaction Code** field to Commitments.

- Select  to enter the requisition information.



## TDY Requisition and DD1610 Desktop Reference

### 2. Requisition Header

- Enter a description of the travel in the **Description** field.
- 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.



## TDY Requisition and DD1610 Desktop Reference

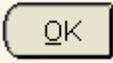
- Enter the following information:

Requisitions Headers – TDY	Instructions	Comments
Requisition Type	TDY	Defaults from previous window selection.
TRAVELER'S NAME	Enter the traveler's name	
Approx. No Days of TDY	Enter number of days on travel.	
Proceed Date	Enter first date of travel. (Ex. 05-FEB-04)	Valid date entry examples: 05-FEB-04 or 05-FEB-2004
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	Enter any mode of commercial travel	Valid entries are: AIR, BUS, RAIL, SHIP or 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	



## TDY Requisition and DD1610 Desktop Reference

Requisitions Headers – TDY	Instructions	Comments
	is authorized	
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.

**Line 2:** Travel line is limited to commercial agent travel such as airfare, railroad, bus ticketed by Sato, Carlson Wagonlit or other ticket agencies.

Requisitions (MTMC OU) - [New]

Number: [ ] Type: **Purchase Reqi** Preparer: **PARRISH, NICCI**

Description: **Travel to DFAS** Status: **Incomplete** Total: **USD** [ ] **0.00**

Transaction Code: **Commitments** [ TD ]

Items | Source Details | Details | Currency

Num	Type	Item	Rev	Category	Description	UOM	C	[ ]
<b>1</b>	<b>TRAVEL-OTHE</b>			<b>TDY ORDER (DD)</b>	<b>Travel to DFAS</b>	<b>US D</b>	<b>5</b>	

Destination Type: **Expense** Source: **Supplier**

Requestor: **PARRISH, NICCI** Supplier: [ ]

Organization: [ ] Site: [ ]

Location: [ ] Contact: [ ]

Subinventory: [ ] Phone: [ ]

Catalog... | Distributions | Approve...



## TDY Requisition and DD1610 Desktop Reference

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

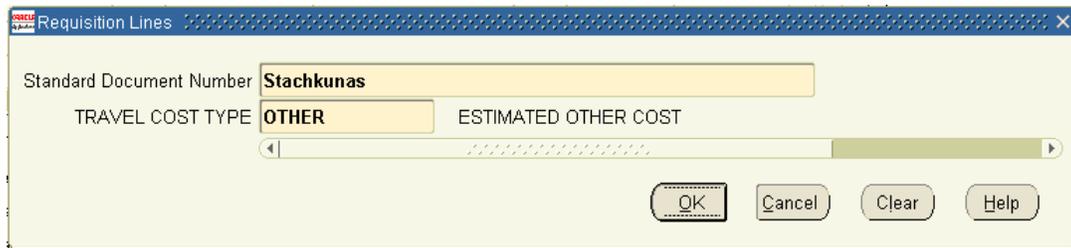
<b>Requisitions – Items Tab</b>	<b>Instructions</b>	<b>Comments</b>
<i>Scroll Left</i>		
NUM		Required. System assigns line numbers.
Type	Select <b>Travel-Other</b> from the list of values	Required. Defaults to Services. Types - Goods, Services, Travel–Conference, Travel–Mission, Travel–Other, Travel–PCS, Travel–Training
Item		Optional. Not used at this time.
Rev	Displays revision number.	Display only.
Category	Select List of Value icon and select category and sub-category.	Required. LOV instructions. Select Combinations button Enter Item=%, Sub-Category=%. Select Category (Requisition Type) and Sub-Category = “Location”. (Example – TDY ORDER (DD1610), HQ MTMC – RM) Select OK button when complete.
Description	Enter a description to explain the item in further detail.	Required.
<i>Scroll Right</i>		
UOM (Unit of Measure)		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	Enter the date by which the item/travel is needed.	Optional. Format = 02-FEB-04 or 02-FEB-2004.
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.



## TDY Requisition and DD1610 Desktop Reference

Requisitions – Items Tab	Instructions	Comments
Transaction Code	“Commitments”	Required. Defaults.
 DFF	Enter Standard Document Number	Required. See additional information below

### Item Descriptive Flexfield (DFF)



- Enter the traveler’s **last name** 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 and rental car) combined in Line 1.
  - For line 2, select **TRAVEL** for commercial agent travel such as airfare, railroad, bus ticketed by Sato, Carlson Wagonlit or other ticket agencies.
- Click  to return to the **Requisitions** window.



## TDY Requisition and DD1610 Desktop Reference

- 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.
Contact	Enter supplier contact or select from the list of values.	Optional.
Phone	Enter supplier phone or select from list of values	Optional.



## TDY Requisition and DD1610 Desktop Reference

**Supplier Field:**

- When the Travel Cost is to be reimbursed to the **Employee**, the Supplier is the Employee.
- When the Travel Cost for commercial travel (airfare, rail, bus), the Supplier is **Bank of America**.
- When the Travel Cost is to be reimbursed to the Government Credit Card, the Supplier is the **Government Credit Card**.

- Click  to enter the project and task information.

### 4. Distribution

- Select the **Project** tab.

Num	Project	Task	Award	Expenditure Type	Org	De
1	101477	11910-000		502 Oper'l Travel	DCSRM - Projec	

Account Description

Charge  Budget

Accrual  Variance

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

Project - Tab	Instructions	Comments
Project	Enter or use the list of values to select the project.	Required.
Task	Enter or use the list of values to select the task.	Required.
Type	Select from the list of	Required.



## TDY Requisition and DD1610 Desktop Reference

Project - Tab	Instructions	Comments
	values the expenditure type.	
Org	Select from the list of values the expenditure organization.	Required.
Date	Enter the date of travel.	Required.
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.
- Repeat **section 3** (Items Tab) and **section 4** (Distribution) to complete the Travel line (Airfare, Bus and Rail), which is line 2.

Requisitions (MTMC OU) - [New]

Number: 47775    Type: Purchase Requi    Preparer: PARRISH, NICCI  
 Description: Travel to DFAS    Status: Incomplete    Total: USD 850.00  
 Transaction Code: Commitments [ TD ]

Items    Source Details    Details    Currency

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

Destination Type: Expense    Source: Supplier  
 Requestor: PARRISH, NICCI    Supplier: U.S. BANK  
 Organization: SDDC GLOBAL    Site: IMPAC CARDS  
 Location: HQ, SDDC    Contact:   
 Subinventory:    Phone:   
 Catalog...    Distributions    Approve...



## TDY Requisition and DD1610 Desktop Reference

### 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.

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

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 <b>Miscellaneous</b>	Required.
Data Type	Select “Long Text” from the list of values	Required.

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





## TDY Requisition and DD1610 Desktop Reference

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

Approve Document	Instructions	Comments
Reserve	<b>Always</b> 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

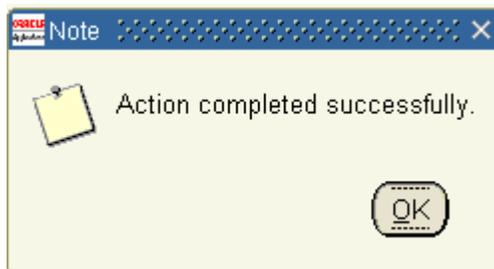
- Select  to continue. The system will perform a funds check.

## 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.



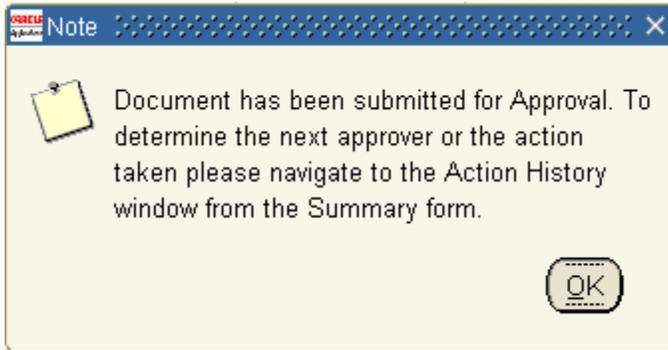
- Select  to proceed. The following confirmation appears to notify the user that the requisition has passed the submission checks.





## TDY Requisition and DD1610 Desktop Reference

- 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.



## TDY Requisition and DD1610 Desktop Reference



- 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		<a href="#">Purchase Requisition 10281 has been approved</a>	27-AUG-2002	
<input type="checkbox"/>		PO Requisition Approval		<a href="#">Purchase Requisition 10297 has been approved</a>	27-AUG-2002	
<input type="checkbox"/>		PO Requisition Approval		<a href="#">Purchase Requisition 10160 has been approved</a>	21-AUG-2002	

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



## TDY Requisition and DD1610 Desktop Reference

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.
- 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.



## TDY Requisition and DD1610 Desktop Reference

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:

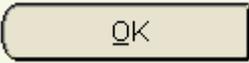
Submit a New Request

What type of request do you want to run?

**Single Request**  
This allows you to submit an individual request.

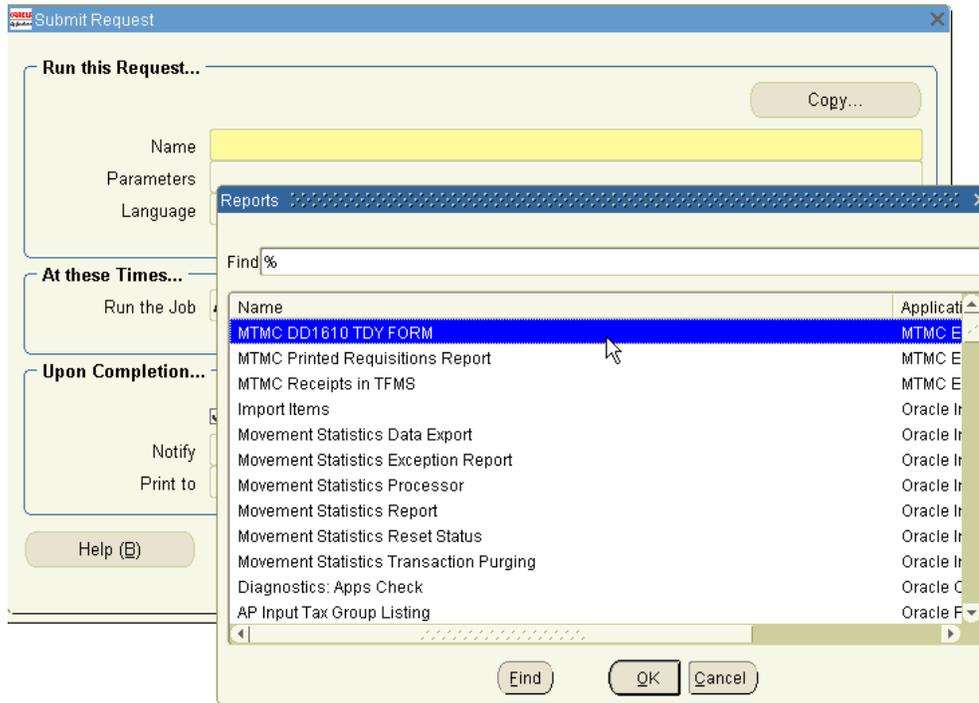
**Request Set**  
This allows you to submit a pre-defined set of requests.

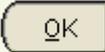
OK Cancel

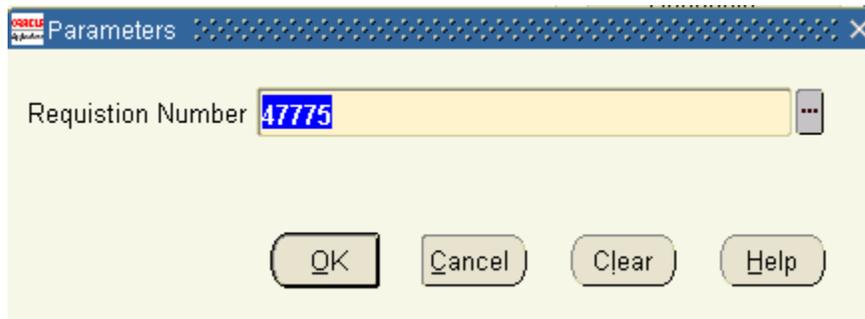
- Select  to submit a Single Request.



## TDY Requisition and DD1610 Desktop Reference



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



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



