

Travel to the National Conservation Training Center (NCTC) in Shepherdstown, WV



NCTC in Shepherdstown, WV offers a comprehensive [lodging and meals package](#) where all lodging and meals are included in the package rate. On the lodging receipt, this package shows as a combined calculation of dinner, breakfast and lunch. To correctly document the allowance for multiple days in CGE, enter the lodging package amount as the lodging amount (currently \$135.00) and “X” out dinner on the first day; breakfast/ lunch on the last day. All meals between the first and last day should be “X-ed” out.

Beginning in FY’12, NCTC started charging a Facility Sustainability Fee, currently \$15.00 per day. For all non-FWS guests, this fee will be billed along with room charges at the time of check out. Non FWS employees should identify the Facility Sustainability Fee on a GSA travel voucher as a non-mileage miscellaneous fee.

The lodging and meals package is adjusted to match GSA TDY rates and as a total falls within per diem so no increased per diem memo is required. In the CGE Pre-audits section, you can use “NCTC Lodging and Meals package” as the justification.

If the traveler is only staying for 2 full days, you would enter the lodging on the first day as Actual Lodging, “X” out dinner on the first day and breakfast and lunch for the second day. The following are step by step instructions to do your travel authorization.

Step-by-step Instructions to complete travel for NCTC

To Adjust Lodging Expenses: \$135.00 in this example:

1. Click the Edit icon next to the first day of Lodging
2. Use the Copy Per Diem Conditions Through calendar to change multiple days of Lodging, for NCTC though the day before the last day of the trip
3. Enter the correct cost for the NCTC Package rate (currently \$135.00)
4. Click Show Per Diem Conditions and click the Actual Lodging radio button
5. Click Save.

Note: If you arrive to NCTC on the first day prior to Noon, you will be charged \$12.00 for lunch. To account for this, you need to increase the Lodging Cost to \$147.00 and "X" out Lunch provided under M&IE for the first day.

The screenshot displays the CONCUR system interface. At the top, there are navigation tabs: Home, Travel, Authorizations, Vouchers, Approvals, Reporting, and Profile. Below these, there are sub-tabs: View Authorizations, New Authorization, and Search Authorizations. A progress bar shows the current step as 'Review/Submit' within the 'Authorization' phase. The user is administering travel for 'Me'. The main content area shows a list of expenses under the 'Expenses & Receipts' tab. The first row of the table is highlighted, and a red arrow points to the 'Edit' icon. The 'Edit Expense Details' form is open on the right, showing the 'Create Expense Through' date as 03/03/2016. The 'Expense Description' is 'Lodging' and the 'Cost' is 135.00 USD. The 'Actual Lodging' radio button is selected. A red arrow points to the 'Save' button at the bottom of the form.

#	Action	Delete	Date	Source	Expense Description	Amount	Type
1			02/22/2016		Estimated TDY Voucher Fee	14.75	RO
2			02/29/2016		Lodging	135.00	
3			02/29/2016		M&IE	15.23	
4			03/01/2016		Lodging	135.00	
5			03/01/2016		M&IE	5.00	
6			03/02/2016		Lodging	135.00	
7			03/02/2016		M&IE	5.00	
8			03/03/2016		Lodging	135.00	
9			03/03/2016		M&IE	5.00	
10			03/03/2016		M&IE	18.75	

To enter the M&IE for Day 1:

1. Click the Edit icon next to the first day of M&IE
2. Click the Show Per Diem Conditions hyperlink
3. Select Meals Provided and check the box "Dinner".
4. Click Save

The screenshot displays the CONCUR system interface. At the top, there are navigation tabs: Home, Travel, Authorizations, Vouchers, Approvals, Reporting, and Profile. Below these, there are links for 'View Authorizations', 'New Authorization', and 'Search Authorizations'. A progress bar shows the current step as 'Review/Submit' under the 'Authorization' phase. The user is administering travel for 'Me'. The main content area shows a list of expenses for traveler ITALIA BONACCORDA, authorization TANUM0000HSJW. The 'Expenses & Receipts' tab is active, showing a table of expenses. Row 3 is highlighted, and a red arrow points to the edit icon. To the right, a form for 'Create Expenses Through' is visible, with a red arrow pointing to the 'Show Per Diem Conditions' link and another pointing to the 'Meals Provided' section where the 'Dinner' checkbox is checked.

#	Action	Delete	Date	Source	Expense Description	Amount	Type
1			02/22/2016		Estimated TDH Voucher Fee	14.75	60
2			02/25/2016		Lodging	155.00	
3			02/26/2016		M&IE	15.25	
4			03/01/2016		Lodging	155.00	
5			03/01/2016		M&IE	5.00	
6			03/02/2016		Lodging	155.00	
7			03/02/2016		M&IE	5.00	
8			03/03/2016		Lodging	155.00	
9			03/03/2016		M&IE	5.00	
10			03/04/2016		M&IE	14.75	

To enter the M&IE for the days in between:

1. Click the Edit icon next to the 2nd day of M&IE
2. Use the Copy Per Diem Conditions Through calendar to change multiple days of M&IE through the day before the last day of the trip
3. Click the Show Per Diem Conditions hyperlink
4. Select Meals Provided and check the boxes "Breakfast", "Lunch" "Dinner".
5. Click Save

The screenshot displays the CONCUR system interface. At the top, there are navigation tabs: Home, Travel, Authorizations, Vouchers, Approvals, Reporting, and Profile. Below these, there's a progress bar for the authorization process: Travel, Create, Review/Submit, Approve, and Voucher. The current step is 'Create'. The user is administering travel for 'Me'. The authorization is for 'TANJUN000HGIN (TANJUN000HGIN)'. The 'Expenses & Receipts' tab is active, showing a table of expenses.

#	Action	Delete	Date	Source	Expense Description	Amount	Type
1			02/22/2016		Estimated TDY Voucher Fee	14.75	RD
2			02/25/2016		Lodging	135.00	
3			02/25/2016		M&IE	15.25	
4			03/01/2016		Lodging	135.00	
5			03/01/2016		M&IE	3.00	
6			03/02/2016		Lodging	135.00	
7			03/02/2016		M&IE	3.00	
8			03/03/2016		Lodging	135.00	
9			03/03/2016		M&IE	3.00	
10			03/04/2016		M&IE	18.75	

The 'Edit Expense Details' window is open for the M&IE entry on 03/01/2016. It shows the 'Create Expenses Through' date set to 03/03/2016. The 'Show Per Diem Conditions' link is highlighted. The 'Meals Provided' section has checkboxes for Breakfast, Lunch, and Dinner, all of which are checked.

To enter the M&IE for the last day:

1. Click the Edit icon next to the last day of M&IE
2. Click the Show Per Diem Conditions hyperlink
3. Select Meals Provided and check the boxes "Breakfast" & "Lunch".

The screenshot displays the CONCUR system interface. At the top, there is a navigation bar with tabs for Home, Travel, Authorizations, Vouchers, Approvals, Reporting, and Profile. Below this, there is a progress indicator showing the current step in the process: Travel, Create, Review/Submit, Approve, and Voucher. The 'Review/Submit' step is highlighted. The main content area shows a list of expenses for a travel authorization. The last row of the list is highlighted in red, and a red arrow points to the edit icon next to it. The 'Edit Expense Details' form is open on the right side of the screen. It shows the following details: Expense Date: 03/04/2016, Expense Description: M&IE, Cost: 13.25 USD, Payment Method: REIMBURSABLE. The 'Meals Provided' section is expanded, showing checkboxes for Breakfast, Lunch, and Dinner. The 'Breakfast' and 'Lunch' checkboxes are checked, and a red arrow points to this section. The 'Show Per Diem Conditions' link is also highlighted with a red arrow.

4. Save