Authorization to Direct Bill Air and Rail Transportation (DBAF)

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**Introduction**

**Overview**

Authorization to Direct Bill - Air and Rail Transportation (DBAF) is now an Electronic Approval SYstem (EASY) form. This document is designed to show you how to use the form, assuming that you have the proper security authorizations and approval path(s) in place.

The DBAF (Authorization to Direct Bill - Air and Rail Transportation) form is used to request authorization to have airline and rail expenses directly billed to The Pennsylvania State University from the designated contracted travel agencies on your behalf for officially approved University travel. This form must be processed electronically. Routing of the completed form for approvals as well as final action by the applicable central office will proceed in accordance with the approval paths established by each area's Financial Officer.
> Note:
It is important to note that there are 2 (two) fields in the on-line form that have been changed but still appear in their old format. These fields are scheduled to be changed in the near future and this updated documentation reflects those changes.

The fields and their respective changes are:

- **Domestic Travel** is now referred to as CONUS travel but is still titled Domestic Trvl on the form.

- **Rental Car** (under Amnts Direct Billed) is no longer a valid field.

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**How to Pull Up a Blank Form**

- Select **CCOM** from the **Net-Pass Activity Table** to go into the production environment.

- Select **IBIS Admin Menus** at the **Com-Pass** screen.

1. At the **NEXT FUNCTION** line, type **DBAF**.
Press **ENTER.** A blank **DBAF** form will appear, ready to be completed.

> **Note:**
To locate the **DBAF** form within the **IBIS menus**, follow the steps below:

1. At the **M1M1** (IBIS Main Menu) menu, enter **M2AS** (EASY Electronic Approval System) at the **Next Function** line and press **Enter.**

2. At the **M2AS** menu, enter **M3FM** (EASY forms) at the **Next Function** line and press **Enter.**

3. At the **M3FM** menu, enter **M4TR** (Travel) at the **Next Function** line and press **Enter.**

4. At the **M4TR** menu, enter **DBAF** (Direct Bill - Air and Rail) at the **Next Function** line to pull up a blank **DBAF** form.

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**Use of the DBAF Form**

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If you use auxiliary accounting, press **PF10** to access the auxiliary accounting bridge.

1. **At** Form Action, enter **ADD**.

2. The **Date** is system generated but can be changed.

3. **Group Travel** field defaults to an "N" and will be changed to a "Y" automatically (by the system) if the DBAF is for a group of people. This change will occur if the **Access Group Names** field (see below) is changed to a "Y".

4. Enter your home budget number at **Dept #**.

5. **At** Access Group Names, enter a "Y" and press **PF8** if you would like to provide an additional list of names that will be traveling as a group. A window will pop up to enter a maximum of 40 names. One primary name will still be required on the first screen of the DBAF form. The system default is "N".

> **Note:**
The primary name should **not** be entered a second time in the list of additional names.

6. Enter a "N" at **CONUS (contiguous United States) Trvl** if the DBAF is for O-CONUS (out of the contiguous United States) travel. The system will default with a "Y" (yes) for
CONUS travel.

> Note:
CONUS travel was formerly known as Domestic Travel. Please see the Travel Policies TR05 & TR06 for additional information.

7. At L Name, enter the last name of the person traveling.

8. At F Name, enter the first name of the person traveling.

9. At Mi, enter the middle initial of the person traveling.

10. At Ssn, enter the social security number of the person traveling. This is an optional field for non-employee travel.

11. Enter a Contact person (other than the traveler) and Contact Phone number that Travel Services or the travel agency may contact with questions or comments.

12. Enter Ticket Delivery Address which is used to notify the travel agency where to deliver the tickets.

13. At Purpose of Travel enter a brief description of the purpose of the trip.

14. Enter the Destination(s) City of the trip.

15. At Date Departure, enter the date the traveler will depart.

16. At Date Return, enter the date the traveler will return.

17. Enter Amnts Direct Billed for airline and/or rail that will be directly billed to the University.

> Note:
Although the Rental Car field appears on the form, it is no longer a valid field.

18. At Total Estimated Cost enter the total estimated cost for the trip. For all O-CONUS travel, this amount must agree with the total estimated cost of the trip recorded on the Per Diem Worksheet, page 7.2 of the GURU General Forms Usage Guide.

19. At Total Direct Bill Not To Exceed (optional) enter the maximum amount that may be directly billed to the University for the cost of airline or rail tickets, by the travel agency. Any cost over this amount must be furnished by the employee before tickets will be
> Note:
If Reissue Fees will be permitted, leave this field blank.

20. At **Travel Agency Information**, enter a travel agency **Code** (press **PF1** for valid codes) and the **Agent's Name**.

> Note:
Omega at HMC has a separate code.

21. Certain areas (mainly Intercollegiate Athletics) have standing DBAF forms similar to standing Purchase orders. Enter a "Y" if this is a **standing DBAF**.

22. At **Dept Ref No** (optional), enter the departments reference number.

23. A valid **Post Code** (optional) can be entered if the auxiliary accounting system is going to be used within the DBAF form.

24. Enter at least one budget to be charged at **Dept No** (optional). The format for the budget is NN-NNN-NN-UP.

    **Example:**
    123-45 UP should be entered 01 023 45 UP.

25. At **Fund Name**, enter the fund name that corresponds with the budget number entered, if applicable.

26. At **Fund No**, enter the fund number to be charged, if applicable.

27. At **Obj Cl**, enter the object classification code, if applicable.

28. At **Proj No**, enter a project number to be charged, if applicable.

29. Enter the **Est Cost** (optional) of the DBAF.
1. This is the standard **Notepad screen** where additional information can be entered as needed to expedite processing the form.

   Press **PF12** to process the **ADD** form.

   Enter **SUB** at **Form Action** and press **PF12** to submit the form into the approval path.

**Last Revised: 07/22/2003**