

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.

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.

```
06/02/97          INTEGRATED BUSINESS INFORMATION SYSTEM          M1M1
10:48:51.4                                             DAM3

Any of the functions included in this system can be invoked by
entering the corresponding function code on the command line next
to 'NEXT FUNCTION:'. The following functions are available:

FUNCTION          DESCRIPTION          FUNCTION          DESCRIPTION
-----          -
FORM             Help Selecting HRS Forms      M2PI             Property Inventory
M2AH             IBIS Adhoc Functions          M2PR             Purchasing System
M2AS             EASY Elec. Appr. System      M2VA             Vendor System
M2BG             Budgeting System              BMM             Budget Planning: BudAuto
M2FN             Financial System              M2IM             Inventory Management
M2FS             Facilities System              CODE             Codeset Maint. System
M2HR             Human Resources System        M2NC             Nat Conn. Applications
M2PA             Payroll System                M2PE             Pay & Effort Functions

NEXT FUNCTION: dbaf_1          PREV MENU: NONE
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      HELP MENU CMPS END          . . . . . KEYS PRNT .
```

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

PLEASE ENTER FORM ACTION OR HIT 'PF10' FOR 'AUX ACCT6' OR 'FAMS'

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FORM ACTION: 1 DOCUMENT #: _____ UNIT: _____ CONFIDENTIAL: N
Date: 06 / 02 / 1997 2 Group Travel (Y or N): N 3 Form Status: _____
Dept #: 4 UP Access Group Names (Y/N) 5 N Domestic Trvl (Y or N) 6 Y
L Name: 7 F Name: 8 Mi: 9 Ssn: 10 - - -
Contact: _____ 11 Contact Phone: 814 - 86_ - ____
Ticket Delivery Address: 12 _____
Purpose of Travel: 13 _____
Destination(s): 14 _____
Date Departure: ___ / ___ / ___ 15 16 Date Return: ___ / ___ / ___
Amnts Direct Billed 17 Air: _____ Rail: _____ Rental Car: _____
Total Estimated Cost: 18 Total Direct Bill not to exceed: 19 _____

Travel Agency Information: 20 Code: _ Name: _____
Agent's Name: _____

Is this a standing encumbrance? N 21

***** BUDGET DISTRIBUTION FOR TRAVEL *****

Dept	Fund Obj Proj	Est
Ref No	No CI No	Cost
96/97 <u> 22 </u>	<u> 23 </u> <u> 24 </u> <u> 25 </u>	<u> 26 </u> <u> 27 </u> <u> 28 </u> <u> 29 </u>

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

issued.

> 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.

Note Pad Area:

1

Last Action:

Last Action Name:

NEXT FUNCTION:

Next Approver: _____

<MENU,END>

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