

**From:** Fagerstrom, Erika (GOV) [/O=SOA/OU=FIRST ADMINISTRATIVE GROUP/CN=RECIPIENTS/CN=EFAGERSTROM]  
**Sent:** Friday, September 28, 2007 1:40 PM  
**To:** Todd Palin  
**Subject:** TA Plus

Erika

**ROSTON 00940**

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\$43.65	TOTAL		
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11

Please call Admin travel desk @ 465-3891 or 465-3545 if you need help with this form or have travel questions.

12

You only need to enter the numbers. The cell is formatted for ssn's.

13

If you "tab" you will go directly to the next cell. Traveler name, title, ssn, dept., div., and work station is linked to TA continuation. Only have to fill in once on TA.

14

Please enter your business mailing address.

15

You must click in the text box first before typing.

16

CC and LC go in this section. You may enter the coding if known.

17

When entering: put date mm/dd/yy space time

example:

10/10/97 8:30am

18

Division Director or designated employee would initial in this section.

19

Admin. Services Director approves for the Governor's Office and its' divisions.

20

The Governor's designated Special Staff Assistant approves for out-of-state travel, Executive staff travel, as well as for division directors' travel.

21

Enter time of departure

22

Please list in explanation what really happened. If traveler stayed extra days, include when traveler should have returned and when traveler actually did return.

23

If you put the amount of miles in this cell and the mileage rate in the cell underneath, the amount will carry over to the cash fare box

24

The empty cells in this column can be used to put expenses if the "Other" column is being used.

25

.36 per mile for a private vehicle effective 1/1/03

26

If you need more lines, proceed to the "TA Continuation" tab below.

27

Traveler should NOT sign TA until travel is over.

28

This amount will calculate for you. The TA continuation will be added.

29

You may check the yes or no box for a travel advance.

30

Approval signature is your approving officer

31

For CTA you do not need to put in account number, just note "CTA". If using TR, number should be entered in this section.

32

The financial section will be filled out by the Fiscal Section.

33

ROSTON 00941

10/14/2009